User Guide

Training | Passing out an event

STEP ONE | Passing out an event

In the event click 'edit'

Once you click edit you will have the ability to 'pass all'. Use this option if all attendees passed this training

Edit Attendees:

Name	Id	Company	Ready	Confmd	Reind	Result	Keys	Attendance	S
Dundas, Amy	001 437 968	Pegasus Management Pty. Limited	✓	☐	☐	Pass ▾	✗	Attended ▾	
Hallam, Nicole	001 462 604	Pegasus Management Pty. Limited	✓	☐	☐	Pass ▾	✗	Attended ▾	
Patel, Sarah	001 437 972	Pegasus Management Pty. Limited	✓	☐	☐	Pass ▾	✗	Attended ▾	
								clear all	

If attendees did not pass or failed the training, using the drop downs to reflect this.

Edit Attendees:

Name	Id	Company	Ready	Confmd	Reind	Result	Keys	Attendance	S
Dundas, Amy	001 437 968	Pegasus Management Pty. Limited	✓	☐	☐	Fail ▾	✗	Attended ▾	
Hallam, Nicole	001 462 604	Pegasus Management Pty. Limited	✓	☐	☐	Fail ▾	✗	No Show ▾	
Patel, Sarah	001 437 972	Pegasus Management Pty. Limited	✓	☐	☐	Pass ▾	✗	Attended ▾	
								clear all	

Once you have completed filling in the attendance click save.

The competency will then be automatically applied to the attendees that passed.