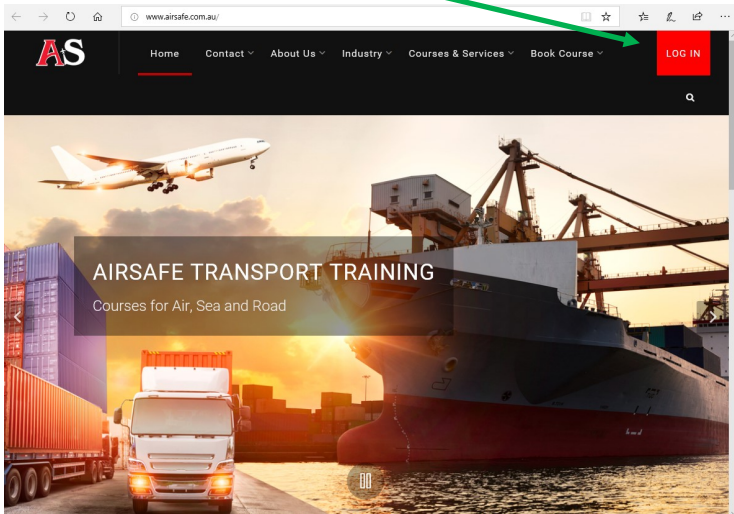
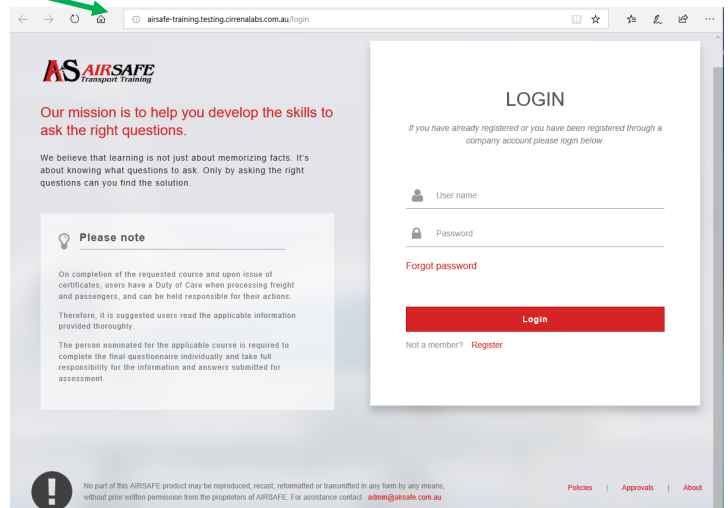


Welcome to **AIRSAFE**'s new online Training Delivery System. The new system has been put in place to accommodate the changes in technology and improve the presentation of material for the end client.

The Shortcut for our new training website is located on the top right hand corner of our website, "[www.airsafe.com.au](http://www.airsafe.com.au)"



or can be reached at, "[training.airsafe.com.au](http://training.airsafe.com.au)"



The new Training Delivery system is designed for individual user logon, this means that each user including COMPANY ADMINS will require to have their own logon credentials. This of course means that a common account cannot be used for company administration. Company administrators however will be able to participate in training by simply selecting the training dashboard from their user logon.

If you had a logon with **AIRSAFE**Transport Training previously, then this logon will still be valid in the new system.

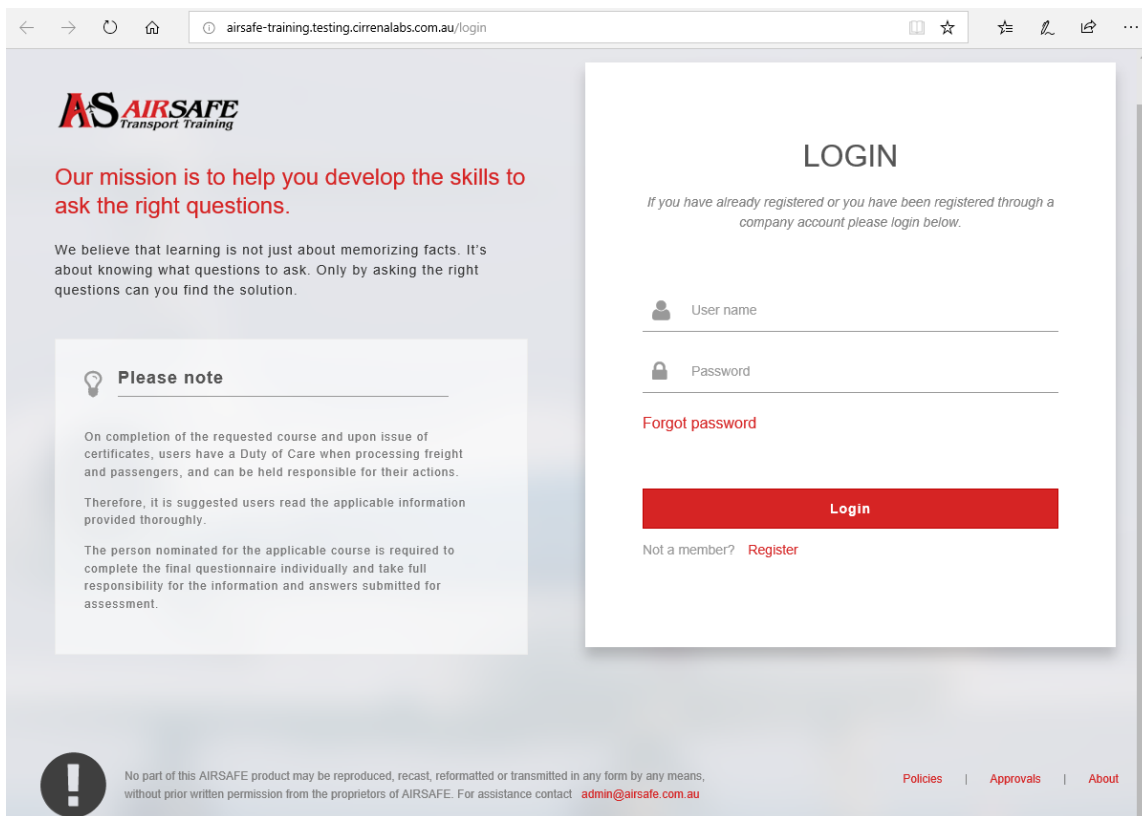
**\*\*Please be aware that the previous main contact will be allocated the Company Administrator roll on the new system. If further users require Company Administrator Access it will need to be granted from the existing Company Administrator signon or else please contact us to assist you with making these changes.**

If you have problems, or are unsure, then please don't hesitate to contact us to assist you.

Email Address: [admin@airsafe.com.au](mailto:admin@airsafe.com.au), or

Local Phone: (08) 9277 6968 International Phone: (+61) 8 9277 6968

Now that you have found our logon page lets look at how to use it, and what it means.



### *Login details and registration page.*

*From this page you can enter your logon details and gain access to your records and training that is presented by the system.*

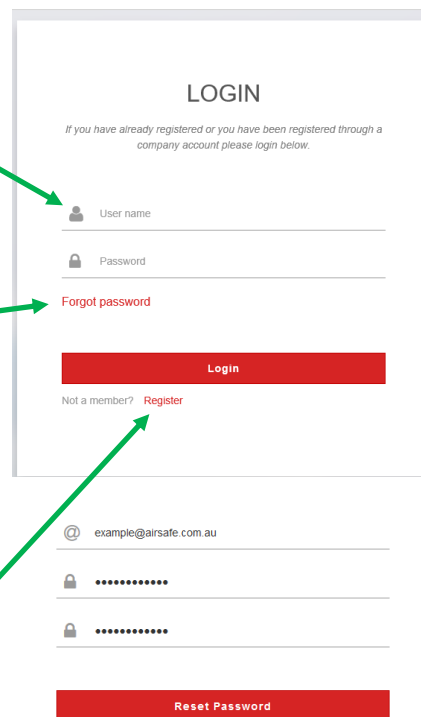
### *Forgot Password.*

*If you have a logon but cant remember what the password is, no problem. By selecting the Forgot Password option. Selecting this option will Ask you for a valid email address to send the Password reset link. Once received select the reset password option in the email and complete the presented form.*

*Once reset has completed successfully the system will sign you on.*

### *Register*

*If you have not been with us before then Welcome aboard. From our registration screen you will be able to either register as an independent user or a company. For more detail see Registration in the following sections.*



*All information collected by AIRSAFE Transport Training is confidential and not sold or used for marketing purposes. It is for identification of company and trainee records only. All examples are fictitious and are not valid users or Training records.*

## COMPANY REGISTRATION AND NEW ACCOUNTS

If you don't have a COMPANY or COMPANY TRAINEE account with AIRSAFE Transport Training then you can create one by registering your details in the Registration page. But please remember;

*"If you work for a company that already has an AIRSAFE account, please ask your HR / Training Manager  
Check if your registration is valid or to register you."*

### THE COMPANY REGISTRATION PAGE

The registration page allows us to collect the details to Identify you as an individual and create a training record for your company. From here we will also generate a username and a password for you, either of your choosing or one can be automatically generated.

As the first person to register your company your login will default as the company administrator. This means that you will not only have access to the training facilities but also be able to add new trainees on behalf of your company, purchase courses, review trainees progress and print out you employees successful certificates as required.

As the Company Administrator you will also be able to designate who receives what emails and messages for each process. **\*\*Please be aware that the previous main contact will be allocated the Company Administrator roll on the new system. If further users require Company Administrator Access it will need to be granted from the existing Company Administrator signon or else please contact us to assist you with making these changes.**

*Login details and registration page.*

*Fill in the requested information used to identify yourself and your company. Select a username for yourself. In the event you cant think of one or the one you have thought of is already in use then you can select "Generate Username" and a username will be generated for you. Complete all company related details. Once completed select the Create Company Account Button and access to the system will be available with the credentials you have specified.*

## REGISTRATION

INDIVIDUALCOMPANYAlready have an account? [Login](#)

*If you are not associated with a company, register with the INDIVIDUAL page. This form is intended for company HR and training managers registering multiple trainees under the one company name. This process will create a company account and your personal company contact login to allow you to administer the account.*

**Company Contact Information**  
*This will also be your individual login, which can be used for training purposes.*

First Name*	Middle Ir	Last Name*
-------------	-----------	------------

OR

Generate Username

Email Address*	Password*	Confirm Password*
----------------	-----------	-------------------

**Company Information**

Company Name*	Company Telephone*
Company Email Address*	Company Secondary Email Address

*More email addresses can be added at a later date.*

**Company Address**

Company Postal Address*	
City / Suburb*	State*
Country*	Postcode

Create company account

*Note: \* indicate mandatory fields.*

## COMPANY ADMINISTRATOR DASHBOARD

**AIRSAFE** has created a new Dashboard experience for you to be able to help manage your companies training experience and review your current progress, the progress of your staff and previous training records. As you complete more training the new dashboard will show your companies activity with the number of trainees Qualifications status, completed courses and assessments in progress.

### THE DASHBOARD

The screenshot shows the AIRSAFE Company Administrator Dashboard. At the top left, the date is February 15, 2019, Friday, 2:35 pm. The top right shows the user 'Example Citizen (Example Company)'. The main content area is titled 'COMPANY DASHBOARD / EXAMPLE COMPANY' and contains a welcome message and a grid of four key metrics: 1 NUMBER OF TRAINEES, 0 COURSES NOT COMPLETED, 0 QUALIFICATIONS EXPIRING SOON, and 0 EXAMS WAITING TO BE MARKED. A left-hand navigation menu is visible with 15 numbered callouts pointing to specific items.

1. **DASHBOARD:** At the top of the navigation panel is the DASHBOARD. This will present the Company Administrator dashboard, from where at a glance, the number of trainees, courses in progress, qualifications expiring and assessments to be processed. As the company data changes so will the dashboard to reflect the company staffs progress and alert the administrator to any impending situations that may require their attention.

2. **VIEW AND ADD COURSES:** Selecting this option will show you a growing list of available course material that you have not already enrolled on and the costings. These can be sorted by industry whether it be Air, Road, Sea, Other or All, by using the filters at the top of the list. Once requested the course will be added to the top half of the screen and be ready for trainees to be added. Adding Trainees to the course can be achieved by selecting Add Trainees.

Courses currently available  
To see course details, click the course name

All | Air | Road | Sea | Other

COURSE	NO. ENROLLED & VIEW TRAINEES	
<a href="#">Hazardous Chemicals Management for Warehouse Personnel</a>	0	<a href="#">+ Add trainees</a>
<b>Other courses offered</b>		
All   Air   Road   Sea   Other		
<a href="#">Dangerous Goods by Air Refresher - for Shippers and Freight Forwarders</a>		<a href="#">+ Request</a>
<a href="#">Dangerous Goods by Air Awareness for Ground Handling Staff</a>		<a href="#">+ Request</a>
<a href="#">Dangerous Goods by Sea - Cargo Transport Unit (CTU) Pack</a>		<a href="#">+ Request</a>
<a href="#">Dangerous Goods by Air Awareness for Cabin Crew</a>		<a href="#">+ Request</a>
<a href="#">Dangerous Goods by Sea - Awareness</a>		<a href="#">+ Request</a>

2.a ADDING TRAINEES: To add a company trainee to a course the Add Trainee button is selected. Once selected the ENROL ON COURSE screen will appear.

This will allow you to select company trainees and assign them to be enrolled on the course. The trainee is selected from the list, if the trainee is not on the list the trainee can be searched for.

Once the course has been populated with the desired trainees then the PAYMENT AND ENROL button can be selected. This will generate the expected cost for the total number of trainees and offer a number of payment options to be completed.

### Enrol on Course - Hazardous Chemicals Management for Warehouse Personnel

Search for Trainees  Q Search

---

**SELECT TRAINEES**

Choose additional trainees  Citizen Example  Example Citizen

Payment and Enrol

2.b BILLING FOR ENROLMENT OPTIONS. Once the course has been populated a number of payment options will be presented. These include;

- Purchase order**, where a purchase order can be added and the same number can be used for multiple enrolments allowing them to be grouped under the same P/O for company billing.
- Invoice Payment**, which allows for an invoice to be created on the companies behalf and invoiced out to the company for payment.
- Credit Card Payment**, this accepts all credit cards with the exception of *American Express* and *Diners Club*.

Once submitted for processing the course material will be immediately available for all trainees registered to participate. The number of enrolments can be seen in the review screen.

COURSE	NO. ENROLLED & VIEW TRAINEES
<a href="#">Hazardous Chemicals Management for Warehouse Personnel</a>	1 <span>+ Add trainees</span>

By selecting the course name the course details can be seen. The course detail sheet includes a course description, applicability, cost and pre requisites.

Select the number of enrolments to see trainees enrolled on course and their progress.

Select the Trainees name to manage the Trainees logon account and enrolments. From here security can also be adjusted and a trainee can be promoted to a company admin if more than one is required.

Enrollments

Search for Trainees

Use the check box in the title bar to select all, or select them individually.

<input type="checkbox"/>	TRAINEE	COURSE	STATUS	ENROLLED	EXPIRY
<input type="checkbox"/>	<a href="#">Citizen Example</a>	Hazardous Chemicals Management for Warehouse Personnel	READY TO START	15/02/2019	

Trainees Send Login Enrol Delete trainee Edit details

[Citizen Example](#) + Add Admin Permission

<input type="checkbox"/>	COURSE NAME	STATUS	PROGRESS	ENROLLED	EXPIRY DATE
<input type="checkbox"/>	Hazardous Chemicals Management for Warehouse Personnel	READY TO START	0 / 4	15/02/2019	

3. VIEW AND ENROL TRAINEES: Allows the addition and review of trainees both new and old from this screen you can manage your companies trainees, also select multiple trainees at once to be enrolled on a course or view and review their current enrolments. (as shown in screens previous).

Trainees + Add New Trainees

Search for Trainees

Use the check box in the title bar to select all, or select them individually.

<input type="checkbox"/>	NAME	EMAIL / USERNAME	BRANCH	COURSES ENROLLED
<input type="checkbox"/>	Citizen Example	CitizenJ@oulook.com CEExample		1 <span>View</span> <span>Enrol</span>
<input type="checkbox"/>	Example Citizen	grahambonny@outlook.com ECitizen		0 <span>View</span> <span>Enrol</span>

- ENROLMENTS: Allows the Company Administrator to view all enrolments by Trainee, and assess the progress. The ability to ADD A NEW TRAINEE RECORD to the company Trainee pool is also available from here. To add a new company employee as a trainee, the Company Administrator will select the ADD NEW TRAINEE button. This will request the new trainees credentials and a username and password. Once created the Trainee record will be added to the company pool of trainees to be enrolled on courses. By selecting the Trainees name the Company Administrator will be able to manage the Trainees record, review progress and adjust security levels were required.

## Enrollments

Search for Trainees

Use the check box in the title bar to select all, or select them individually.

<input type="checkbox"/>	TRAINEE	COURSE	STATUS	ENROLLED	EXPIRY
<input type="checkbox"/>	<a href="#">Citizen</a> <a href="#">Example</a>	Hazardous Chemicals Management for Warehouse Personnel	READY TO START	15/02/2019	

[COMPANY DASHBOARD](#) / [EXAMPLE COMPANY](#) / [TRAINEE LIST](#) / [ADD TRAINEES](#)

## Trainees

You can add trainees here

Name:     
First Name Middle Initial Surname

Email address:    
Branch

Username:    
Leave blank when editing to retain current password

- ALERTS AND REMINDERS: If there are reminders for qualification renewals here is were you will find them. The system has been designed to let you know 3months out so you have time to avoid having a qualification lapse.

## Alerts and reminders

#	TRAINEE	COURSE	ALERT
You don't have any alerts or reminders currently			

Alerts and reminders only remain for 3-6 months then are purged

- MESSAGES: If AIRSAFE is trying to contact you, a message indicator will appear here. You will also be able to reply, incase further information is required.

## Messages

Use the check box in the title bar to select all, or select them individually.

<input type="checkbox"/>	RECEIVED	READ	FROM	SUBJECT
Showing 1 - 0 of 0 items				

- PRINT CERTS AND REPORTS: Certificates and reports can be generated on a company or by user basis from this screen. As more reports become available they will be made available here.

## Print reports

1	Certificates	<input type="button" value="Print certificates"/>
2	Students yet to complete course	<input type="button" value="View"/>

- FAQ: Frequently Asked Questions. The most commonly asked questions and their answers are listed here to help.

## Help guide

### Hints to help you navigate through the Management System

Click on the topic below to receive helpful hints on how to perform certain functions in this Management System. If your query is not covered below or you have a suggestion for other hints please email us from the Contact AIRSAFE tab.

### FAQ

- COMPANY ADMINISTRATORS: This menu allows the current Company Administrator to be able to promote other Trainees to this role if more than one Company Administrator is required. From here Email criteria can also be defined so only the right messages go to the right people.

## Recipients of email notifications

Email Address:

Choose notification option

- New User notification
- Course enrolment notification
- Login details request
- Examination complete notification
- Exam Results notification (Pass or Fail)
- Certificate ready for printing notification
- New Login details notification
- Course renewal reminder
- Student course renewal request

- CONTACT AIRSAFE: If the FAQ can't help you then contact us. This will let you send a query to the AIRSAFE Admin Team, and they will be able to assist you.

- COMPANY ADMIN DETAILS MAINTENANCE AND STUDENT DASHBOARD:

By selecting the Company Administrators name the opportunity to LOGOUT, EDIT THE COMPANY DETAILS, Or switch to the STUDENT DASHBOARD. (*The Student Dashboard is explained further*). From COMPANY DETAILS the company details can be adjusted or updated and the company logo can be uploaded to further personalize the dashboard.

Example Citizen (Example Company) ▾

- Logout
- Student Dashboard
-

12. NUMBER OF TRAINEES: This option is a quick look at the number of trainees the company has active and they can be individually reviewed or managed from this screen.
13. QUALIFICATIONS EXPIRING SOON: Notifies the Company Administrator that some of the company trainees qualification is coming up for expiry and should be renewed.
14. COURSES NOT COMPLETE: Outstanding courses that are in progress or have been allocated to a trainee but have not yet been completed. From here the Company Administrator can monitor the company's Trainees Progress.
15. EXAMS WAITING TO BE MARKED: This shows the exams that are waiting to be processed by AIRSAFE admin team. Once completed a message will be received and the record will be removed from this list.

Remember If there is anything that we can help you with or if you just have a query please don't hesitate to contact us on:

Email Address: [admin@airsafe.com.au](mailto:admin@airsafe.com.au)

or

Local Phone: (08) 9277 6968

International Phone: (+61) 8 9277 6968

***AIRSAFE***

***Transport Training***



## INDIVIDUAL OR STUDENT DASHBOARD

**AIRSAFE** has created a new Dashboard experience for you to be able to manage your training experience and review your current progress and previous training records. As you complete more training the new dashboard will show you your progress through the course material as well as access to your completed certificates.

### THE DASHBOARD

The screenshot shows the AIRSAFE Student Dashboard. At the top left, the date is February 15, 2019, Friday, 12:01 pm. The top right shows 'Welcome Example Citizen' with a dropdown arrow. A navigation menu on the left contains: Dashboard (1), View Courses and Enrol (2), Certificates (3), Alerts & Reminders (4), Messages (5), FAQ (6), and Contact Airsafe (7). The main content area has a welcome message and a 'List of Current Course Enrolments' table. The table has columns: COURSE NAME, PROGRESS, EXPIRY DATE, STATUS, and FOR FEEDBACK (CLICK PASS OR FAIL). The table lists four courses: 'Dangerous Goods by Sea - Cargo Transport Unit (CTU) Pack' (4/4 progress, Sit Exam button), 'Dangerous Goods by Sea - Refresher' (0/8 progress, Start now button), 'Dangerous Goods by Air Awareness' (0/9 progress, Start now button), and 'Transporting Flammable Liquids by Air' (1/1 progress, 04/12/2020 expiry, Certificate Now Inactive status, 85% PASS feedback).

- DASHBOARD:** At the top of the navigation panel is the DASHBOARD. This will present the Student dashboard, from were at a glance, the courses that have been enrolled upon are displayed and can be selected, and the the progress and status of each one.
- VIEW COURSES AND ENROLL:** Selecting this option will show you a growing list of available course material that you have not already enrolled on and the costings . These can be sorted by industry whether it be Air, Road, Sea, Other or All, by using the filters at the top of the list.
- CERTIFICATES:** This option will display a list of completed certificates that can be either downloaded or printed if required. But from here your current qualifications will be available for you when needed.
- ALERTS AND REMINDERS:** If there are reminders for qualification renewals here is were you will find them. The system has been designed to let you know 3months out so you have time to avoid having a qualification lapse.

Courses currently available  
To see course details, click the course name  
All | Air | Road | Sea | Other

COURSE	STREAM	PRICE	
<a href="#">Hazardous Chemicals Management for Warehouse Personnel</a>	Other	\$180	<a href="#">Enrol</a>
<a href="#">Dangerous Goods by Air Awareness for Ground Handling Staff</a>	Air	\$80	<a href="#">Enrol</a>
<a href="#">Dangerous Goods by Sea - Cargo Transport Unit (CTU) Pack</a>	Sea	\$165	
<a href="#">Dangerous Goods by Sea - Awareness</a>	Sea	\$110	<a href="#">Enrol</a>

My Certificates

CERTIFICATE	UPLOADED
<a href="#">Transporting Flammable Liquids by Air</a>	04/12/2018

Alerts and reminders

#	TRAINEE	COURSE	ALERT
You don't have any alerts or reminders currently			

Alerts and reminders only remain for 3-6 months then are purged



## INDIVIDUAL OR STUDENT DASHBOARD

### THE DASHBOARD

5. **MESSAGES:** If AIRSAFE is trying to contact you, a message indicator will appear here. You will also be able to reply, incase further information is required.
6. **FAQ:** Frequently Asked Questions. The most commonly asked questions and their answers are listed here to help.
7. **CONTACT AIRSAFE:** If the FAQ can't help you then contact us. This will let you send a query to the AIRSAFE Admin Team, and they will be able to assist you.
8. **WELCOME *TRAINEE NAME*:** Selecting your name will allow you to either logout of the system or update your contact details.
9. **COURSE NAME:** Displays the courses that have been successfully enrolled on. By selecting the name the course can be reviewed, if already completed, or launched for the first time. **PROGRESS:** Displays your progress in the course incase you had been called away and need to come back to it. The course will remember where you were upto so that you can pick up where you left off. **EXPIRY DATE:** This is the date by which time the course must be completed before the registration becomes invalid.
10. **STATUS:** Shows if the course is ready to start, needs renewal or if you are ready to sit the exam. If successfully completed it will offer you the opportunity to review your certificate.
11. **FEEDBACK:** By selecting here a copy of you past assessment can be reviewed with comments from the instructors to assist you.

Remember If there is anything that we can help you with or if you just have a query please don't hesitate to contact us on:

Email Address: [admin@airsafe.com.au](mailto:admin@airsafe.com.au)

or

Local Phone: (08) 9277 6968

International Phone: (+61) 8 9277 6968

**AIRSAFE**  
*Transport Training*

#### Messages

Use the check box in the title bar to select all, or select them individually.

<input type="checkbox"/>	RECEIVED	READ	FROM	SUBJECT
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Showing 1 - 0 of 0 items



#### Help guide

##### Hints to help you navigate through the Management System

Click on the topic below to receive helpful hints on how to perform certain functions in this Management System.

If your query is not covered below or you have a suggestion for other hints please email us from the Contact **AIRSAFE** tab.

##### FAQ

+Do I have to complete the course in one sitting?

Send a Message

##### Subject

Enter subject here...

##### Content