

## BRANCH ADMIN RIGHTS MANUAL

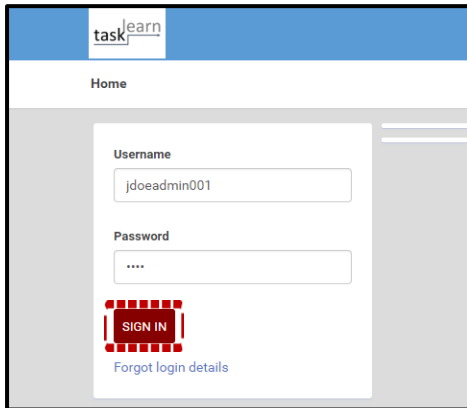
### 1. SCHEDULE/EXPORT A PROGRESS REPORT

### 2. ADD OR REMOVE AN EMPLOYEE

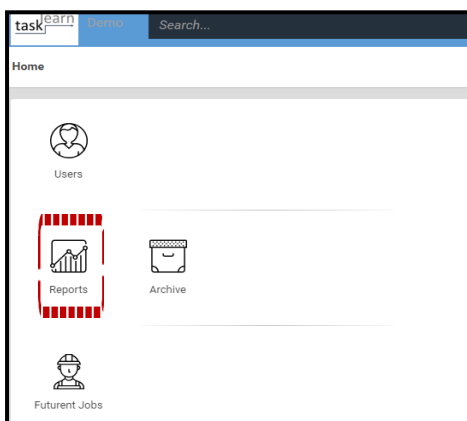
#### 1.1 SCHEDULE A PROGRESS REPORT



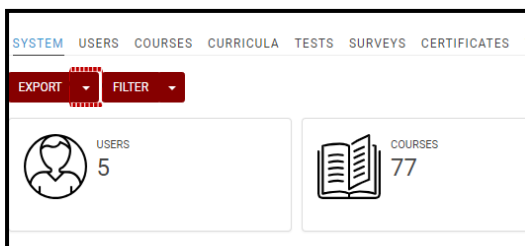
- Open your web browser
- Below is a list of all 'tasklearn' web links. Choose the link that belongs to your oil company to access your 'tasklearn' home page:
- AFGRI - <https://afgriretail.futurent.efrontlearning.com>
- ASTRON ENERGY- <https://astronenergy.futurent.efrontlearning.com>
- BP - <https://bp.futurent.efrontlearning.com>
- ENGEN - <https://engine.futurent.efrontlearning.com>
- HINTERLAND FUELS - <https://hinterlandfuels.futurent.efrontlearning.com>
- HINTERLAND RETAIL - <https://hinterlandretail.futurent.efrontlearning.com>
- MBT - <https://mbt.futurent.efrontlearning.com>
- SASOL - <https://sasol.futurent.efrontlearning.com>
- SHELL - <https://shell.futurent.efrontlearning.com>
- TOTALENERGIES - <https://total.futurent.efrontlearning.com>
- UNBRANDED SITES - <https://tasklearn.futurent.efrontlearning.com>
- VIVA - <https://viva.futurent.efrontlearning.com>
- ZANRAY - <https://zanray.futurent.efrontlearning.com>



1. Enter your Branch Admin username and password. Click on "SIGN IN"

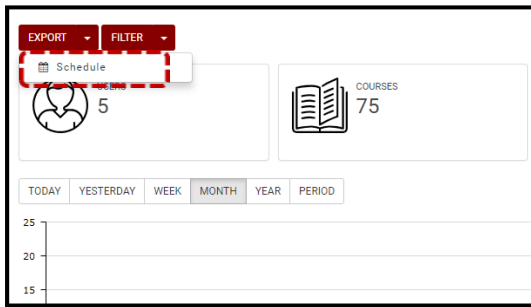


1. Click on "REPORTS"



**The "SYSTEM" page will open**

2. Click on the white dropdown arrow next to "EXPORT"



3. Click on "SCHEDULE" to schedule a progress report (SYSTEM REPORT) for your site

4. Complete the information by following the guidelines in each field below, and click on "SCHEDULE"

**SYSTEM REPORT SCHEDULER** ✕

**Start on\***

**Time\***

**Repeat Every\***

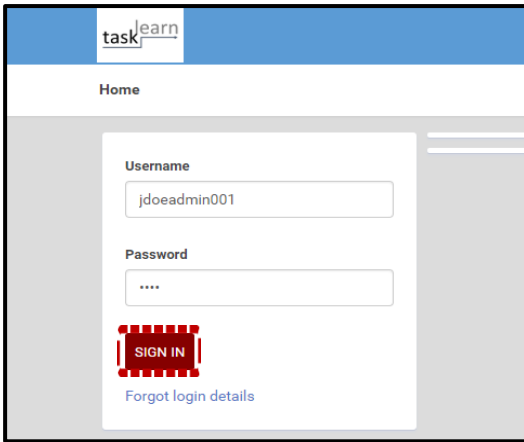
**Custom Recipients\***

**SCHEDULE**

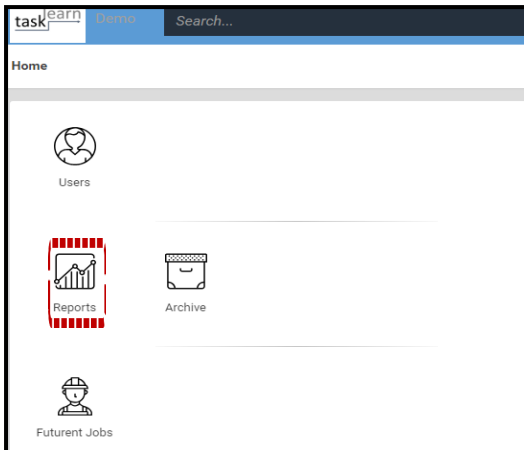
**A progress report link will be sent to all email addresses inserted in the "CUSTOM RECIPIENTS\*" field**

## 1.2 EXPORT A PROGRESS REPORT

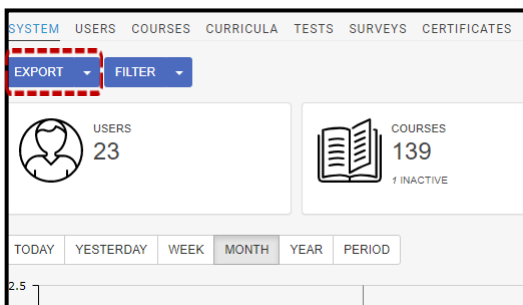
1. Go to “eFRONT” homepage



2. Enter your Branch Admin username and password. Click on “SIGN IN”



3. Click on “REPORTS”



4. **The system page will open**  
Click on “EXPORT” (Do not click on the white dropdown arrow)

**An Excel progress report will download to your “DOWNLOADS” folder on your desktop/laptop**

## 1.3

## HOW TO CUSTOMISE A PROGRESS REPORT

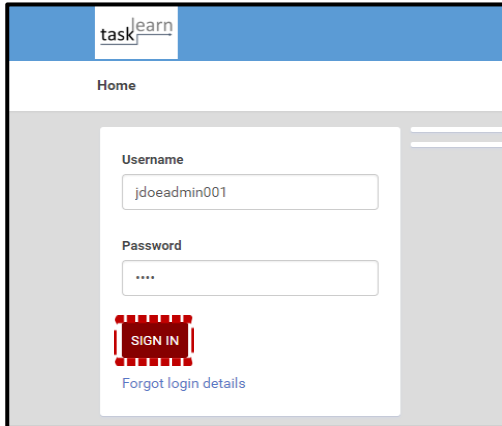
If you want to use the “FILTER” function on your progress report, please contact us directly

## 2. ADD OR REMOVE AN EMPLOYEE

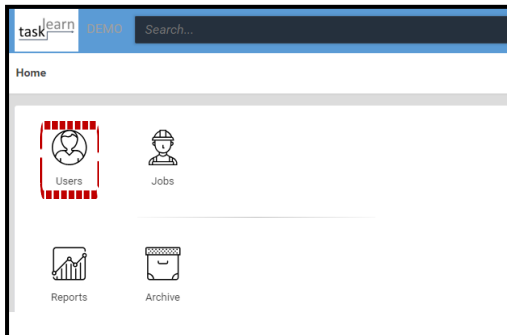
### 2.1 ADD AN EMPLOYEE

Adding an employee can only be done on a Laptop or Desktop

1. Go to 'tasklearn' homepage

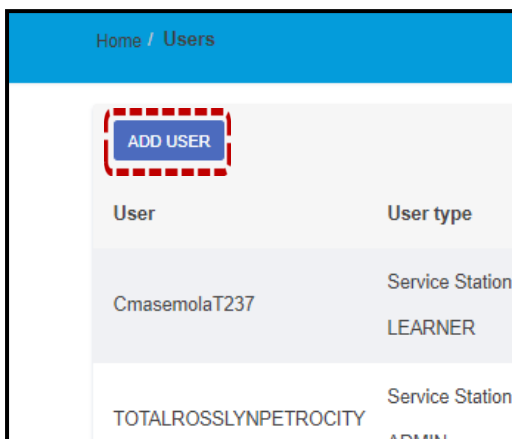


2. Enter your Branch Admin username and password. Click on 'SIGN IN'



The home page will open

3. Click on "USERS"



| User                  | User type                  |
|-----------------------|----------------------------|
| CmasemolaT237         | Service Station<br>LEARNER |
| TOTALROSSLYNPETROCITY | Service Station<br>ADMIN   |

4. Click on "ADD USER"

1. Complete the new employee's details by following the guidelines in each field below

|                      |  |
|----------------------|--|
| First name*          | Learner's full name Eg. Siyabonga Peter (Capital S and P)  |
| Last name*           | Learner's surname Eg. Mogale (Capital M)   |
| Username*            | Initials (SP) + Surname (Mogale) + (S/T/B/E/SH/P/C/V & Site number) eg. SPMogaleB145 (no spaces)   |
| Password             | First 4 numbers of the ID or passport eg 8908 – (No letters & no zero as first number) DON'T CHOOSE GENERATE PASSWORD <input type="button" value="GENERATE PASSWORD"/> |
| Repeat password      | Same first 4 numbers of the ID or passport (No letters)  |
| Email address        | Site email address (This email will receive all user' Certificates)  |
| User type            | Choose Service Station LEARNER from the dropdown list  |
| Branch               | Choose Your site from the dropdown list  |
| Language             | Choose default – English (US)  |
| Time zone            | Choose default – (UCT+02:00) Africa/Johannesburg   |
|                      | <input checked="" type="checkbox"/> Active   |
| Position*            | Choose the learner's position from the dropdown list   |
| Site Name*           | Trading as name eg. (ABC Service Station) Oil Company Service Station  |
| ID Number*           | Full ID number/passport number 000000 0000 000   |
| Cell Number          | Cell number of Learner or Site number 000 000 0000   |
| Sales Manager*       | Select the name of your Regional Sales Manager from the list   |
| Territory Manager*   | Select the name of your Territory Manager from the list  |
| Short description/CV | Leave open (Do not complete this section)  |

ID Number\*

Cell Number

Sales Manager\*

Territory Manager\*

Short description/CV

**ADD**

2. Click on “ADD” at the bottom to add the employee to your site

Home Users Test13

USER PROFILE **COURSES** CURRICULA CERTIFICATES MORE

| Course   | Registration date | Completion date | Status | Score | Progress | Enrollment |
|--|-------------------|-----------------|--------|-------|----------|------------|
| FA: How to guide a customer to the pump (6-7mins)            |                   |                 |        |       |          | ENROLL NOW |
| FA: How to acknowledge a customer on the forecourt (5-6mins) |                   |                 |        |       |          | ENROLL NOW |
| FA: How to greet a customer on the forecourt (3-6mins)       |                   |                 |        |       |          | ENROLL NOW |
| FA: How to confirm the grade and amount (8-9mins)            |                   |                 |        |       |          | ENROLL NOW |
| FA: How to OFFER full service on the forecourt (6-7mins)     |                   |                 |        |       |          | ENROLL NOW |
| FA: How to thank a customer and say goodbye (7-8mins)        |                   |                 |        |       |          | ENROLL NOW |

The next screen to appear will be the “COURSES” page

**(DO NOT assign individual modules)**

3. Click on “HOME”

tasklearn Demo Search...

Home

Users

Reports

Archive

**Futurent Jobs**

4. Click on “FUTURENT JOBS”

Home Futurent Jobs

| Name                                     | Branch             | Positions |
|--|--------------------|-----------|
| <b>TOTAL SA: Back Office / Admin</b>     | TOTAL South Africa | -         |
| TOTAL SA: Car Wash Attendant             | TOTAL South Africa | -         |
| TOTAL SA: Cashier                        | TOTAL South Africa | -         |
| TOTAL SA: Cleaner                        | TOTAL South Africa | -         |
| TOTAL SA: Dealer / Site Manager          | TOTAL South Africa | -         |
| TOTAL SA: Food Handler / Take Away       | TOTAL South Africa | -         |
| TOTAL SA: Forecourt Attendant            | TOTAL South Africa | -         |
| TOTAL SA: Health & Safety Representative | TOTAL South Africa | -         |
| TOTAL SA: HSEQ Manager                   | TOTAL South Africa | -         |
| TOTAL SA: Manager                        | TOTAL South Africa | -         |

Filter  Rows: 10 Showing 1-10 out of 15

5. Click on the position that you want to assign to the new employee

If you have added more than 1 employee from different positions, you will be required to repeat this step within each JOB to allocate the employees to the specific JOB.

- **Only after you have assigned the new employee to a specific JOB, will the employee get access to the courses**

| User           | User type               | Branch  | Assigned |
|----------------|-------------------------|---|----------|
| CEngelbrecht56 | Service Station LEARNER | TOTAL SPORT SERVICE STATION SiteNr_56 GroupKey_TOTALSPORT | NO       |
| FJames56       | Service Station LEARNER | TOTAL SPORT SERVICE STATION SiteNr_56 GroupKey_TOTALSPORT | NO       |
| DMaryaga56     | Service Station LEARNER | TOTAL SPORT SERVICE STATION SiteNr_56 GroupKey_TOTALSPORT | NO       |
| RMashaba56     | Service Station LEARNER | TOTAL SPORT SERVICE STATION SiteNr_56 GroupKey_TOTALSPORT | NO       |
| PMota56        | Service Station LEARNER | TOTAL SPORT SERVICE STATION SiteNr_56 GroupKey_TOTALSPORT | NO       |
| PMongale56     | Service Station LEARNER | TOTAL SPORT SERVICE STATION SiteNr_56 GroupKey_TOTALSPORT | NO       |
| DMoeketsa56    | Service Station LEARNER | TOTAL SPORT SERVICE STATION SiteNr_56 GroupKey_TOTALSPORT | NO       |
| TMadonh56      | Service Station LEARNER | TOTAL SPORT SERVICE STATION SiteNr_56 GroupKey_TOTALSPORT | NO       |
| BSebidi56      | Service Station LEARNER | TOTAL SPORT SERVICE STATION SiteNr_56 GroupKey_TOTALSPORT | NO       |
| TSekopane56    | Service Station LEARNER | TOTAL SPORT SERVICE STATION SiteNr_56 GroupKey_TOTALSPORT | NO       |

6. Search for the employee that you have just added

**If you added more than 1 employee, you must search for them individually and follow the step below for each of them**

**Eg: “EMPLOYEE TEST12” must be assigned to the “BACK OFFICE/ADMIN” Job**

Currently the “ASSIGNED” option shows “NO” because TEST12 is not yet assigned to the JOB and do not have access the courses for that position.

| User   | User type               | Branch | Assigned |
|--------|-------------------------|--------|----------|
| TEST12 | Service Station LEARNER | Demo   | NO       |

7. Click on the “NO” to assign the JOB the new employee

| User   | User type               | Branch | Assigned |
|--------|-------------------------|--------|----------|
| TEST12 | Service Station LEARNER | Demo   | YES      |

8. This will turn the “NO” into a “YES” and all relevant courses will then be assigned to that employee

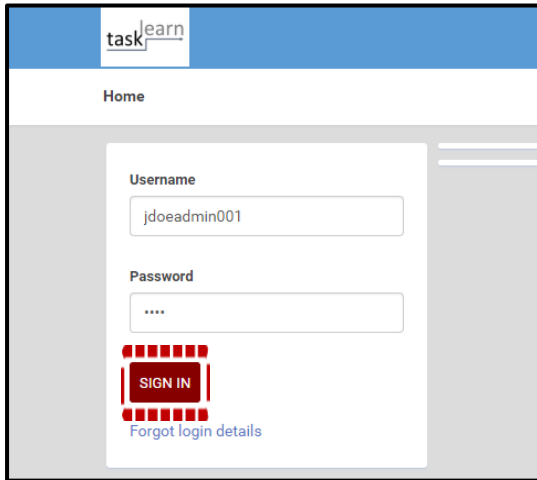
- **Repeat step 7 and 8 to allocate the SAME JOB to more than 1 employee**
- **Repeat step 6, 7 and 8 if you added more than 1 employee with DIFFERENT JOBS**
- **You can also assign more than 1 JOB to a single employee. Eg. A Forecourt Attendant can also be assigned to the Cashier JOB**



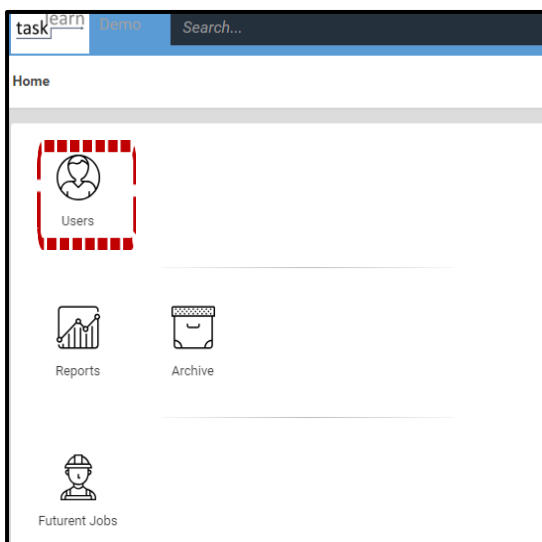
## 2.2

## HOW TO REMOVE/DELETE AN EMPLOYEE

1. Go to 'tasklearn' homepage

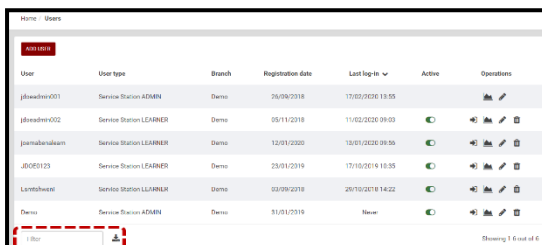


2. Enter your Branch Admin username and password. Click on 'SIGN IN'



The home page will open

3. Click on "USERS"

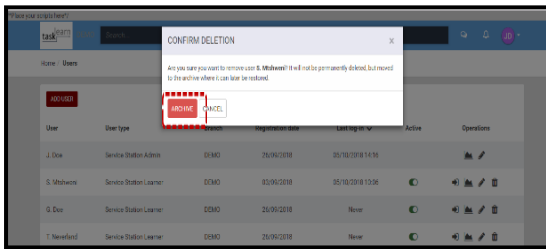
The screenshot shows the 'tasklearn' Users page. At the top left is the 'tasklearn' logo, followed by 'Demo' and a search bar. Below the logo, the word 'Home' is displayed. The main content area features a table with columns: 'User', 'User type', 'Branch', 'Registration date', 'Last log-in', 'Active', and 'Operations'. The table contains five rows of user data. A red dashed box highlights the search bar at the bottom left of the table.

| User          | User type               | Branch | Registration date | Last log-in      | Active | Operations |
|---------------|-------------------------|--------|-------------------|------------------|--------|------------|
| jdoeadmin001  | Service Station ADMIN   | Demo   | 26/09/2018        | 17/02/2020 13:55 |        |            |
| jdoeadmin002  | Service Station LEARNER | Demo   | 05/11/2018        | 11/02/2020 09:03 |        |            |
| joanabunakiam | Service Station LEARNER | Demo   | 12/01/2020        | 13/01/2020 08:56 |        |            |
| JBO0123       | Service Station LEARNER | Demo   | 25/01/2019        | 17/10/2019 18:55 |        |            |
| Lambahusep    | Service Station LEARNER | Demo   | 03/09/2018        | 26/10/2018 14:22 |        |            |
| Demo          | Service Station ADMIN   | Demo   | 31/01/2018        | None             |        |            |

4. Search for the employee you want to delete

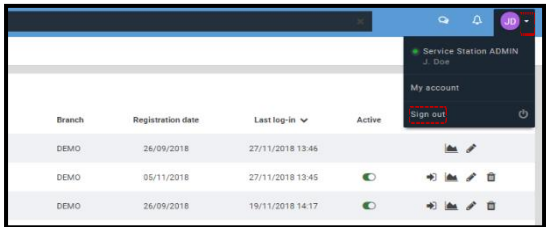
| User       | User type               | Branch | Registration date | Last log in      | Active | Operations |
|------------|-------------------------|--------|-------------------|------------------|--------|------------|
| jobadr001  | Service Station ADMIN   | Demo   | 26/09/2018        | 17/02/2020 13:55 |        |            |
| jobadr002  | Service Station LEARNER | Demo   | 05/11/2018        | 11/02/2020 09:03 |        |            |
| jemabaleam | Service Station LEARNER | Demo   | 12/01/2020        | 13/01/2020 09:56 |        |            |
| JRO03123   | Service Station LEARNER | Demo   | 23/01/2019        | 17/10/2019 10:05 |        |            |
| Lantshwani | Service Station LEARNER | Demo   | 03/05/2018        | 26/10/2018 14:22 |        |            |
| Demo       | Service Station ADMIN   | Demo   | 31/01/2019        | Never            |        |            |

5. Click on the “DELETE” icon next to the name of the user you want to remove



6. Click on “ARCHIVE”

**If you want to delete more than 1 employee, after clicking on “ARCHIVE”, search for the next employee and follow steps 5 & 6 again**



7. To sign out, click on the white arrow next to your initials and click on “SIGN OUT” at the bottom of the dropdown list

**If you require any assistance, please contact us on:**

|   |   |  |
|---|---|--|
|  | <b>Call</b><br><b>+27 76 621 2571</b>   | <b>Need Support?</b><br><b>Call Us</b>   |
|  | <b>support@tasklearn.co.za</b><br><b>support@tasksafe.co.za</b>                     | <b>Need Support?</b><br><b>Email Us</b>  |
|  | <b>WhatsApp</b><br><b>+27 12 804 5066</b>   | <b>Need Support?</b><br><b>WhatsApp Us</b>   |
|  |  |  |