」→ tasklearn

HOW TO LOGIN AND DOWNLOAD A SYSTEM REPORT ON A LAPTOP/DESKTOP



A big part of managing training at your site is to keep track of your staff training progress.

This manual will guide you on how to download a system report to view your site training progress

To access the system report, make sure you have the following:

- Branch Admin login details
- laptop/desktop
- Internet connection

NB: you can only download a System report using a computer or a laptop

If you do not have your site's Branch Admin login details, send your request by email

to support@tasklearn.co.za

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 <u>https://afgriretail.futurent.efrontlearning.com</u>
- ASTRON ENERGY- <u>https://astronenergy.futurent.efrontlearning.com</u>
- BP <u>https://bp.futurent.efrontlearning.com</u>
- ENGEN <u>https://engine.futurent.efrontlearning.com</u>
- HINTERLAND FUELS <u>https://hinterlandfuels.futurent.efrontlearning.com</u>
- HINTERLAND RETAIL <u>https://hinterlandretail.futurent.efrontlearning.com</u>
- MBT <u>https://mbt.futurent.efrontlearning.com</u>
- SASOL https://sasol.futurent.efrontlearning.com
- SHELL https://shell.futurent.efrontlearning.com
- TOTALENERGIES <u>https://total.futurent.efrontlearning.com</u>
- UNBRANDED SITES <u>https://tasklearn.futurent.efrontlearning.com</u>
- VIVA <u>https://viva.futurent.efrontlearning.com</u>
- ZANRAY <u>https://zanray.futurent.efrontlearning.com</u>



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

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Home			
Uters Gradetook	COURSES USERS 79 5 Add user		
Fiegots Active	COMPLETIONS SIGN INS 301 305 Course reports Users reports	2.	Click on "REPORTS"
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4. Click on "ENABLE EDITING" at the top of your open excel spreadsheet

You must insert filters on all the headings on the "COURSE PROGRESS" tab by following these steps:



User (login)			Course	¥	Status	*	Total Duration (sec.)	Score		Completion Date	-
	7.	The heading	gs will have a dro	opdown	arrow afte	er	selecting th	e filter o	ptic	n	

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User (login)	Course	Status	Total Duration (sec.)	Score	Completion Date
Doe John (jdoeadmin002)	A2HSB20: CERTIFICATE of COMPLETION: HSSE Induction (Employees & Supervisors)	Not started	ŝ	? 2 Sort A to Z	
Doe John (jdoeadmin002)	A2HSB21: Health, Safety, Security & Environment Induction Introduction	In progress	14	A↓ Sort 2 to A ? Sort by Color	>
Doe John (jdoeadmin002)	A2HSB22: Why Health, Safety, Security & Environment is important to you?	Not started	ş	ç Sheet ⊻iew	>
Doe John (jdoeadmin002)	A2HSB23: Basic Health, Safety, Security & Environment rules at Service Stations	Not started	ş	? <u>Clear Filter From</u> Filter by Color	"Completion Date"
Doe John (jdoeadmin002)	A2HSB24: Acts of Legislation	Not started	ę	ę Text <u>F</u> ilters	>
Doe John (jdoeadmin002)	A2HSB25: Unsafe Acts, Unsafe Conditions and Hazard Awareness	Not started	ę	۶ Search (All)	Q
Doe John (jdoeadmin002)	A2H\$B26: Hazardous Substances, Personal Protective Equipment & Equipment	Not started	ş	₹ 2021 2020	
Doe John (jdoeadmin002)	A2H\$B27: Emergency Response Plans, Procedures & Drills	Not started	ş	ş 2 ?	
Doe John (jdoeadmin002)	A2HSB28: Monitoring & Inspections and Evidence of Compliance	Not started	ŝ	ş	
Doe John (jdoeadmin002)	A2HSB29: How to implement a HSSE Management System (Dealers & Managers Only)	Not started	ŝ	ş	
Doe John (jdoeadmin002)	D1FA00: CERTIFICATE: FUTURENT Forecourt Attendant	Not started	ę	ŝ	OK Cancel
Doe John (jdoeadmin002)	D1FA11: Introduction to Forecourt Terms & Definitions (10-11min)	Not started	ŝ	ę	ę
System Overview Course Progress	Users Groups Branches Courses System Log	9 (+)	÷ •		

- 8. Select the dropdown arrow next to the completion date, the selection options as shown above will appear.
- 9. Select the date range you want to see by unticking the "SELECT ALL" box, then only tick the year in which you want data to appear and click on "OK"
- 10. Click on the dropdown arrow again and click on "SORT A to Z"

User (login)	Course	Status 👻	Total Duration (sec.)	Score	Completion Date
Doe John (jdoeadmin002)	D1FA25: How to confirm the grade and amount (8- 9min)	Completed	278	100	16-Jun-2021 11:33

11. Information will be displayed according to your selection as shown on the picture above

If you require any assistance, please contact us on:

	Call +27 76 621 2571	Need Support? Call Us
	support@tasklearn.co.za support@tasksafe.co.za	Need Support? Email Us
\bigcirc	WhatsApp +27 12 804 5066	Need Support? WhatsApp Us
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