

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

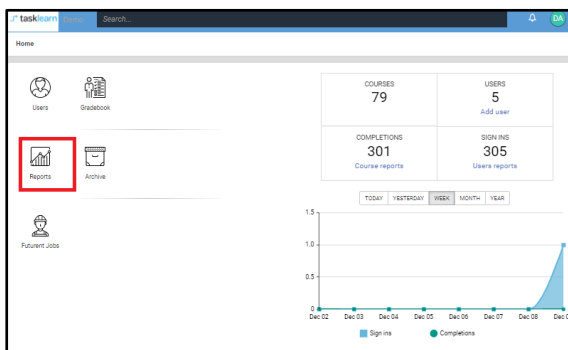
If you do not have your site's Branch Admin login details, send your request by email to support@tasklearn.co.za

Below is a list of all 'tasklearn' web links, choose the link that belongs to your oil company to access your 'tasklearn' home page:

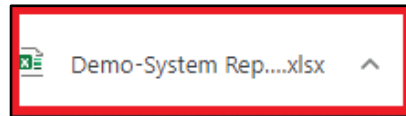
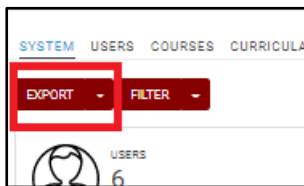
- AFGRI - <https://afgriretail.futurent.efrontlearning.com>
- ASTRON ENERGY- <https://astronenergy.futurent.efrontlearning.com>
- BP - <https://bp.futurent.efrontlearning.com>
- ENGEN - <https://engine.futurent.efrontlearning.com>
- HINTERLAND FUELS - <https://hinterlandfuels.futurent.efrontlearning.com>
- 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'

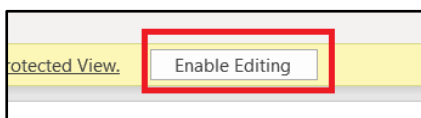


2. Click on "REPORTS"



3. Click on "EXPORT"

An excel spreadsheet will be downloaded at the bottom left corner of your screen, click on it to open

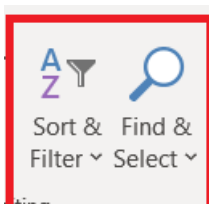


4. Click on "ENABLE EDITING" at the top of your open excel spreadsheet

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
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5. Select all the headings to put a filter on each column



6. Click on "Sort & Filter"

User (login)	Course	Status	Total Duration (sec.)	Score	Completion Date
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7. The headings will have a dropdown arrow after selecting the filter option

User (login)	Course	Status	Total Duration (sec.)	Score	Completion Date
Doe John (jdoeadmin002)	A2HSB20: CERTIFICATE of COMPLETION: HSSE Induction (Employees & Supervisors)	Not started	?	?	
Doe John (jdoeadmin002)	A2HSB21: Health, Safety, Security & Environment Induction Introduction	In progress	14	?	
Doe John (jdoeadmin002)	A2HSB22: Why Health, Safety, Security & Environment is important to you?	Not started	?	?	
Doe John (jdoeadmin002)	A2HSB23: Basic Health, Safety, Security & Environment rules at Service Stations	Not started	?	?	
Doe John (jdoeadmin002)	A2HSB24: Acts of Legislation	Not started	?	?	
Doe John (jdoeadmin002)	A2HSB25: Unsafe Acts, Unsafe Conditions and Hazard Awareness	Not started	?	?	
Doe John (jdoeadmin002)	A2HSB26: Hazardous Substances, Personal Protective Equipment & Equipment	Not started	?	?	
Doe John (jdoeadmin002)	A2HSB27: Emergency Response Plans, Procedures & Drills	Not started	?	?	
Doe John (jdoeadmin002)	A2HSB28: Monitoring & Inspections and Evidence of Compliance	Not started	?	?	
Doe John (jdoeadmin002)	A2HSB29: How to implement a HSSE Management System (Dealers & Managers Only)	Not started	?	?	
Doe John (jdoeadmin002)	D1FA00: CERTIFICATE: FUTURENT Forecourt Attendant	Not started	?	?	
Doe John (jdoeadmin002)	D1FA11: Introduction to Forecourt Terms & Definitions (10-11min)	Not started	?	?	

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

WhatsApp
+27 12 804 5066

Need Support?
WhatsApp Us