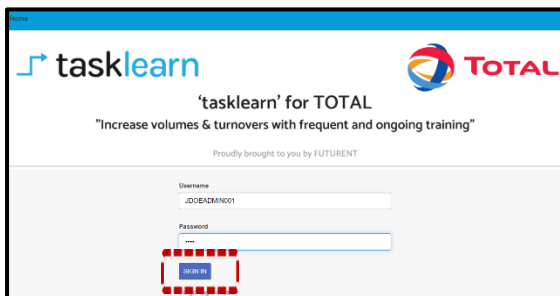


HOW TO LOGIN AND DOWNLOAD A SYSTEM REPORT ON A LAPTOP/DESKTOP

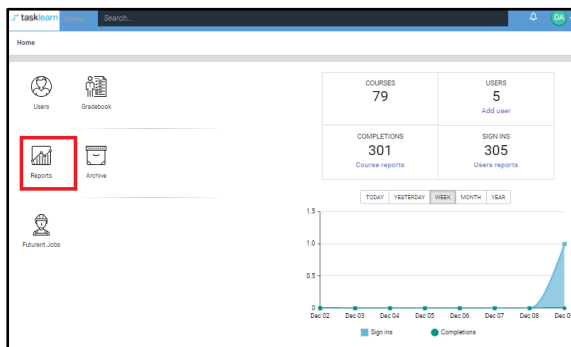


- You DO NOT need to download an app or software for your laptop/desktop
- Open your browser (we recommend google Chrome) and follow the link: <https://total.futurent.efrontlearning.com/>

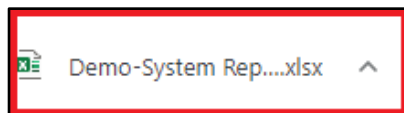
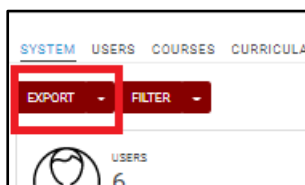
NB: You can only download a System Report using a computer/laptop



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

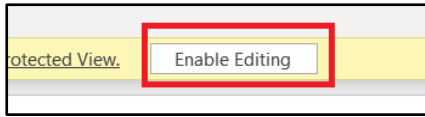


2. Click on "REPORTS"



3. Click on "EXPORT"

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

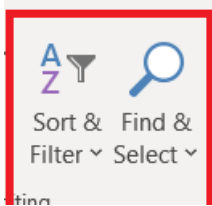


4. Click on “ENABLE EDITING” at the top of your open excel spreadsheet

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

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:

The banner is divided into four horizontal sections:

- Red section:** "Special Lockdown Support Number" with the phone number "+27 76 621 2571" and a telephone icon.
- Blue section:** "support@tasklearn.co.za OR support@tasksafe.co.za" with an envelope icon and a telephone icon.
- Green section:** "SUPPORT" with a WhatsApp icon, the number "+27 12 804 5066", and the text "You can now send us a WhatsApp on our landline number".
- White section:** Logos for "tasklearn", "task360", "tasksafe", and "fuelstream".