

BRANCH ADMIN RIGHTS MANUAL

1. SCHEDULE/EXPORT A PROGRESS REPORT

2. ADD OR REMOVE AN EMPLOYEE

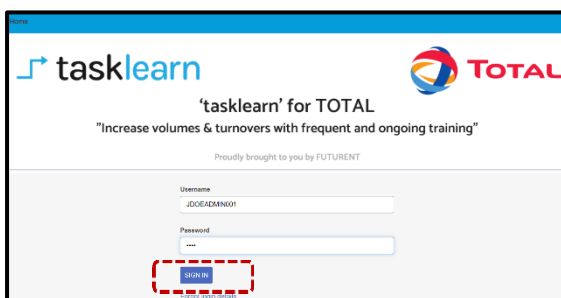
1.1 SCHEDULE A PROGRESS REPORT



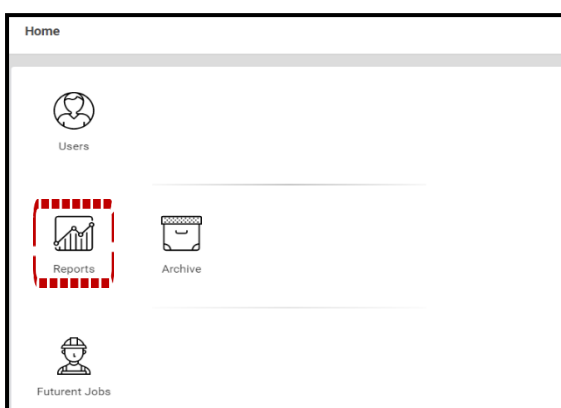
A. We can schedule a progress report on your behalf

B. You can schedule a progress report on a Laptop/Desktop
[NOTE: YOU MUST HAVE ADMIN RIGHTS]

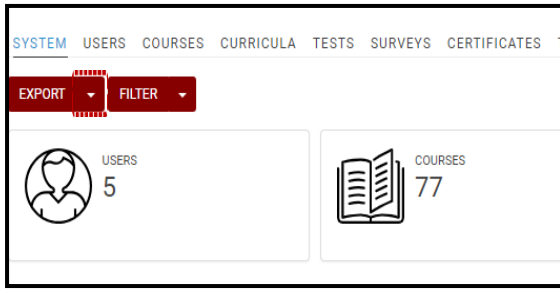
1. Go to “eFRONT” homepage <https://total.futurent.efrontlearning.com/>



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

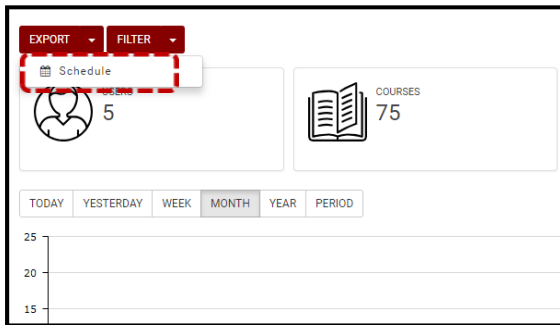


3. Click on “REPORTS”



The "SYSTEM" page will open

- Click on the white dropdown arrow next to "EXPORT"



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

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

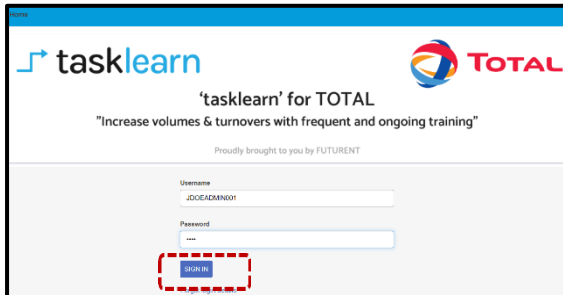
The screenshot shows a form titled 'SYSTEM REPORT SCHEDULER'. It contains four main input fields:

- Start on***: A text box with the instruction 'Choose the day of the week you want to receive your progress report on'.
- Time***: A text box with the instruction 'Choose the time of day/night you want to receive your progress report on'.
- Repeat Every***: Three radio button options: 'day=24 hrs', 'week=168 hrs', and 'month=672 hrs'.
- Custom Recipients***: A text box with the instruction 'Insert email address to whom the report will be sent. Use a single space to separate more than 1 custom recipient's email address (no special characters eg. _ - : ,)'. Below this field is a red 'SCHEDULE' button.

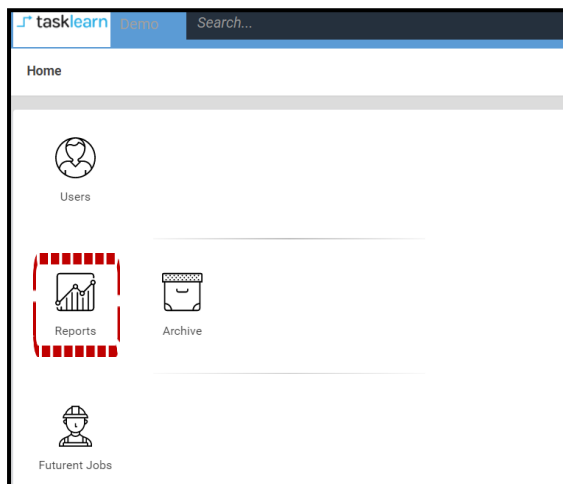
A progress report link will be sent to all email addresses inserted in the "CUSTOM RECIPIENTS*" field

1.2 EXPORT A PROGRESS REPORT

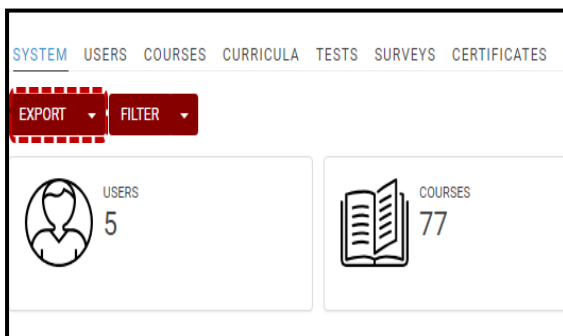
1. Go to “eFRONT” homepage <https://total.futurent.efrontlearning.com/>



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

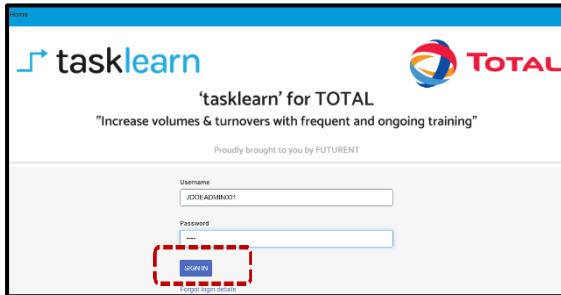
If you want to use the “FILTER” function on your progress report, please contact us directly

2. ADD OR REMOVE AN EMPLOYEE

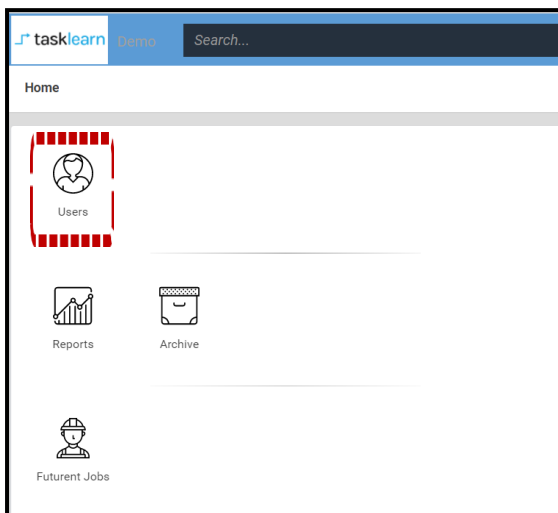
2.1 ADD AN EMPLOYEE

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

1. Go to 'tasklearn' homepage <https://total.futurent.efrontlearning.com/>

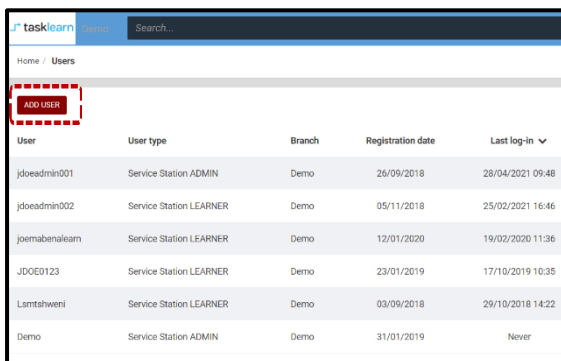


2. Enter your Branch Admin username and password. Click on 'SIGN IN'



The home page will open

3. Click on "USERS"



4. Click on "ADD USER"

5. 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* (please add spaces e.g. 000000 0000 000)

Cell Number (please add spaces e.g. 000 000 0000)

2019 Completed Courses 0

2019 Assigned Courses 0

2019 Percentage Completed 0

2018 Completed Courses 0

2018 Assigned Courses 0

2018 Percentage Completed 0%

Short description/CV

ADD

6. 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 Enrolment

FA: How to guide a customer to the pump (6-7mins)						ENROLL NOW
FA: How to acknowledge a customer on the forecourt (3-6mins)						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)

7. Click on “HOME”

tasklearn Demo Search...

Home

Users

Reports Archive

Future Jobs

8. Click on “FUTURENT JOBS”

Home / Futurent Jobs

Name	Branch	Positions
DEMO Back Office / Admin (EXCLUDES Cashier EXCLUDES other JOBS modules)	Futurent Service Station / Demo	-
DEMO Cashier (EXCLUDES other JOBS modules)	Futurent Service Station / Demo	-
DEMO Cleaner (Chair) (EXCLUDES other JOBS modules)	Futurent Service Station / Demo	-
DEMO Dealer / Site Manager (EXCLUDES all other JOBS modules)	Futurent Service Station / Demo	-
DEMO Foot Handler / Take Away (EXCLUDES other JOBS modules)	Futurent Service Station / Demo	-
DEMO Forecourt Attendant (EXCLUDES other JOBS modules)	Futurent Service Station / Demo	-
DEMO Health & Safety Team Member (EXCLUDES all other JOBS modules)	Futurent Service Station / Demo	-
DEMO Manager (EXCLUDES all other JOBS modules)	Futurent Service Station / Demo	-
DEMO Merchandiser (EXCLUDES other JOBS modules)	Futurent Service Station / Demo	-

9. 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
jdoeadmin002	Service Station LEARNER	Demo	NO
lsmithwren	Service Station LEARNER	Demo	NO
jdoeadmin001	Service Station ADMIN	Demo	NO
_JDOE0123	Service Station LEARNER	Demo	NO
lsmo	Service Station ADMIN	Demo	NO
lsmithwren	Service Station LEARNER	Demo	NO

10. 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 JDOEADMIN002” must be assigned to the “CLEANER(CHAR)” Job

Currently the “ASSIGNED” option shows “NO” because JDOEADMIN002 is not yet assigned to the JOB and do not have access the courses for that position.

User	User type	Branch	Assigned
jdoeadmin002	Service Station LEARNER	Demo	NO

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

User	User type	Branch	Assigned
jdoeadmin002	Service Station LEARNER	Demo	YES

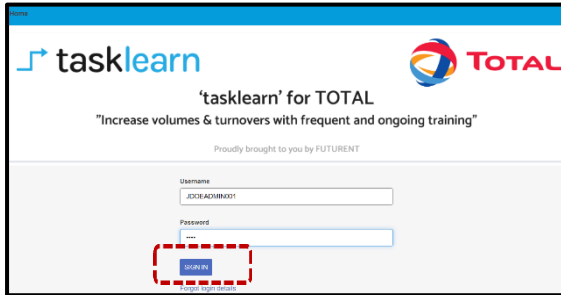
12. This will turn the “NO” into a “YES” and all relevant courses will then be assigned to that employee

- **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**

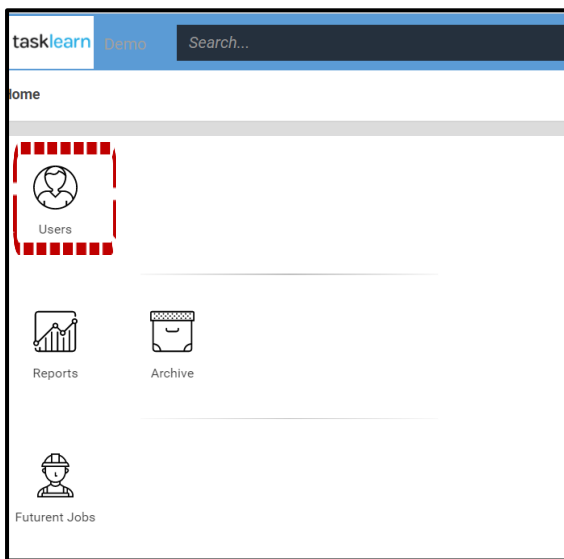
2.2

HOW TO REMOVE/DELETE AN EMPLOYEE

1. Go to 'tasklearn' homepage <https://total.futurent.efrontlearning.com/>

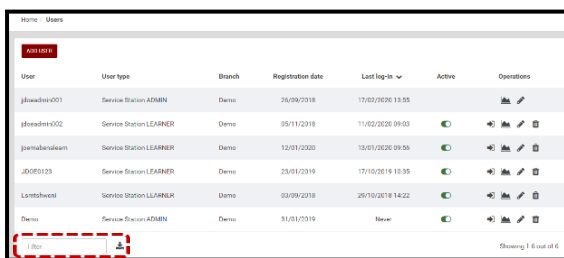


2. Enter your Branch Admin username and password. Click on 'SIGN IN'

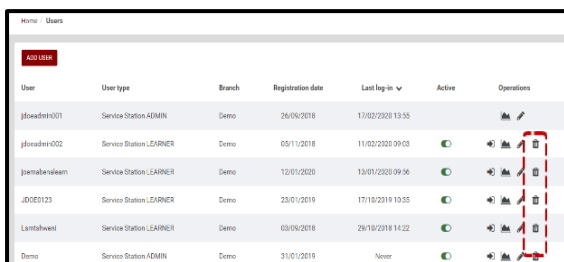


The home page will open

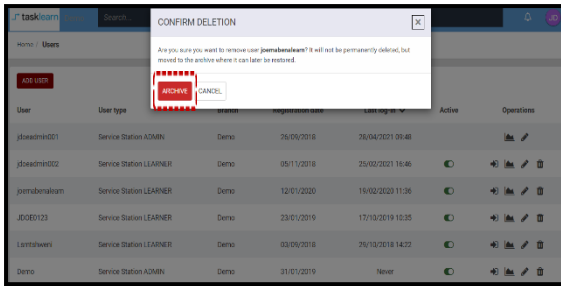
3. Click on "USERS"



4. Search for the employee you want to delete

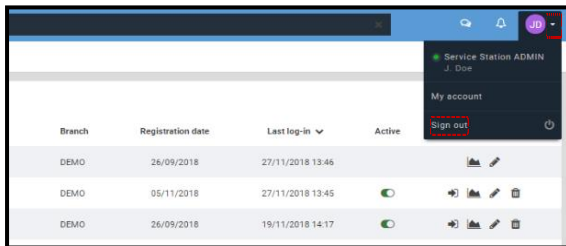


5. Click on the "DELETE" icon next to the name of the user you want to remove



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:



Special Lockdown Support Number
+27 76 621 2571





support@tasklearn.co.za OR support@tasksafe.co.za





SUPPORT  **+27 12 804 5066**

You can now send us a WhatsApp on our landline number

