



Training Module
Skill manager Setup
User Manual

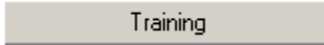
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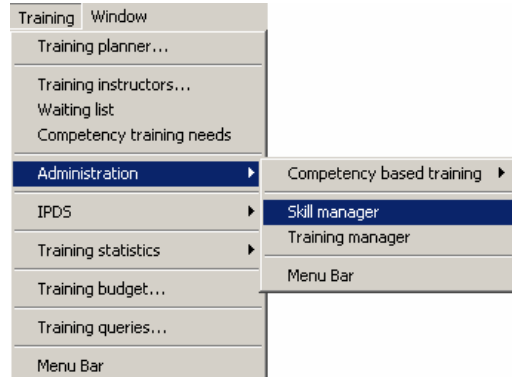
Skill Manager

- Within Global Navigator Menu
- Click onto Training button

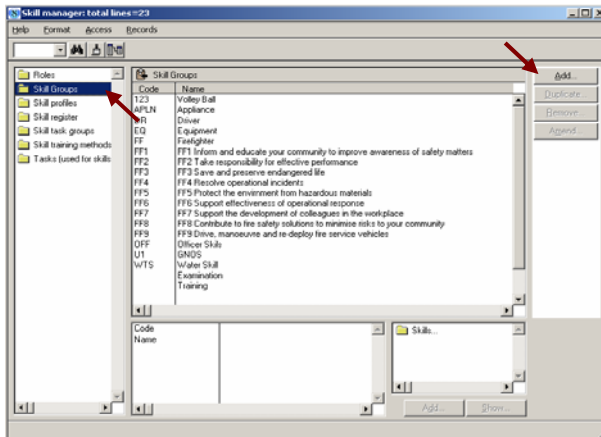


Training will now appear in your toolbar at the top of the screen

- Click onto Training
- Scroll down to Administration
- Click onto Skill Manager



The Skill Manager window will open

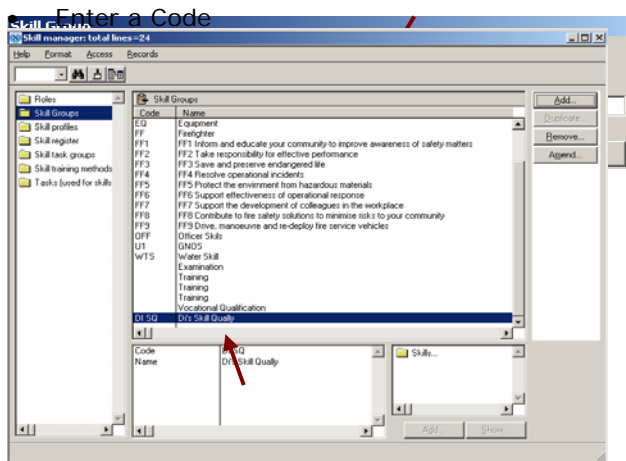
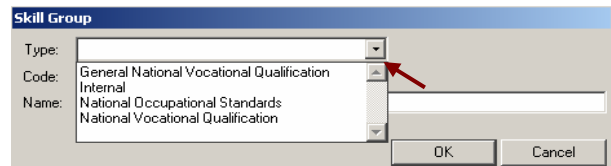


You need to set up a Skill Group Heading

- Click onto the Skill Group Folder
- Click onto the Add button

The Skills Group dialog box will open

- Click onto the Type arrow
- Choose the type of Skill



- Enter the Name of the Code
- Click OK

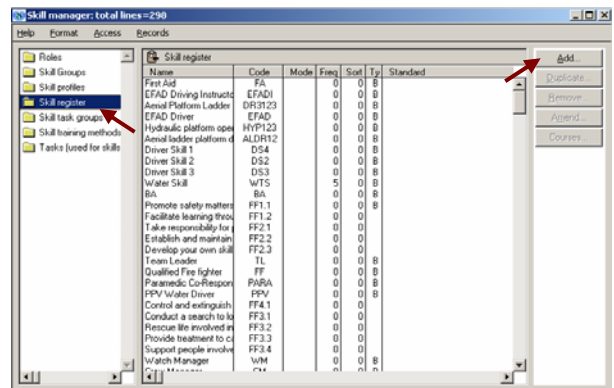
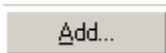
As you can see 'Di's Skill Qually' has now been entered at the bottom of the 'Skill Group' list.

You now need to set up different Skills within the Group you have just created

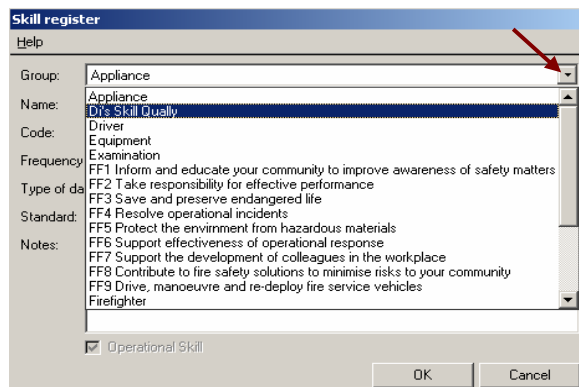


Remember: The Resource Capability Code must match the Relevant Skill Register Code

- Click onto the Skill Register Folder
- Click onto the Add button



The Skills register window will open



- Click onto the 'Group' Arrow
- Chose one of the 'Group' headings

- Enter a Name of the Skill
- Enter a **Code**



Make sure the relevant Skill Code is the same as the Code you want the skill to be linked up to in Resource Capability.

The rest of the boxes are optional to fill in

- Click OK

As you can see 'Di's Skill' and 'Di's Skill 2' – Code – 'DIOFRC' and 'DIRCAP' have been entered in the Skill Register list.

Name	Code	Mode	Freq	Sort	Ty	Standard
CPC	18	0	0			
Crash Fire (MOD)	897	0	0			
Crew Command (FSC)	1016	0	0			
Crew Manager	CM	0	0		B	
Data Protection Trainer	1019	0	0			
Dealing with and Eliminating	952	0	0			
Defibrillation	842	0	0			
Di's Skill	DIOFRC	0	0		B	
Di's Skill 2	DIRCAP	0	0		B	
Driver	926	0	0			
DMS	22	0	0			
Driver Skill 1	D54	0	0		B	
Driver Skill 2	D52	0	0		B	
Driver Skill 3	D53	0	0		B	
Driving Assessment	1054	0	0			
Dynamic Risk Assessm	991	0	0			
EAGIT Abrasive Wheel	929	0	0			
EAGIT Basic Electrical	916	0	0			
EAGIT Basic Lathe Tr	936	0	0			
EAGIT Institute of Elec	917	0	0			
EAGIT Portable Gener	973	0	0			
EFAD	933	0	0			
EFAD Driver	EFAD	0	0		B	
EFAD Driving Instruct	EFAD1	0	0		B	
EFAD Rethresher	900	0	0			
Electrical Tester	881	0	0			
Electrical Testing Inst	974	0	0			
Emergency Managemen	890	0	0			
Emergency Medical Tr	941	0	0			
Employment Law Updat	1072	0	0			



You will find this drop down list in the 'Personal Record Card' window within the Sub-Menu - Click onto 'Skill Profile' – Click on 'Add' – Skill Profile - Click onto the 'Description' arrow.

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This section is explained in more detail within the Training Module