

Zip Manufacturing Training & Certification Manager



User Manual

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General Users

Logging in

Logging into the system requires an email and password.

Email address

username@email.com

Password

.....

Login

How do I get access to the app?


If you do not have an email address associated with the application, please contact your admin and request to be register.

I forgot my password

Please contact your admin and ask them to reset your password. Once logged in you can customize your password.

Home Page

Once logged in you will be redirected to the home page. This page is divided into two sections: reminders for trainings you haven't completed and certifications that will expire in the next month, and links to the application's other pages.

 My Certifications Get certified Train My Team Account ▾

hello Roni

Hazardous Materials training not completed

Test training not completed

Motor certification is expiring in 19 days

My Certifications

Get Certified


Train

My Team

My Certifications


This page will show you some basic user information as well as all your practical certifications and complete theoretical certifications.

If a certification is expiring in 30 days or less, the renew button will appear next to it. Selecting the button will change the certification date to today and your level to the lowest.

 [My Certifications](#) [Get certified](#) [Train](#) [My Team](#) [Account ▾](#)

Name: John

Role: Technition



edit

My Certifications

Motor

level: None

certification date: 2022-01-22

Renew

Test

level: None

certification date: 2022-01-25

How do I change my profile picture?

Click the edit button, a form will pop up. Pick a picture from your computer and save. Once you refresh the page you will be able to see your new picture.

Change Profile Picture

Choose a profile picture

Choose File


No file chosen

Cancel

Save

My Team

In This page you can view your teams' certifications information. You can use the search bar to view specific information. To undo a search simply refresh the page.


 My Certifications Get certified Train My Team Account ▾

My Team

name	Certification	Level	Certification date	Expiration date
Roni	Motor	Apprentice	2022-01-13	2022-02-12
Roni	Safety	Pending	2022-01-13	2022-04-13
Test User2	Motor	Shadow	2022-01-15	2022-02-14
Test User2	Safety	Pending	2022-01-15	2022-04-15
user 3	Safety	Pending	2022-01-15	2022-04-15
John	Motor	None	2022-01-22	2022-02-21
John	Test	Independent	2022-01-23	2022-07-22

My Account

You can use the account tab on the main menu to change your password and log out of the system.

 My Certifications Get certified Train My Team

Account ▾

How do I change my password?

Choose Settings

Account ▾

Settings

Logout

Fill in the form and choose save.

Please note that your old password must match your current password, otherwise your password will not be changed.

Change Password

Old Password

Password

New Password

Password

Cancel

Save

Trainers

As a trainer you will have access to the Train page

Train Page

When opening this page, you will see all of the certifications you are defined as a trainer for.

You can select the arrow to view more information about this certification.



Train

Safety

▼

Motor

▼

Test

▼



Theoretical certifications

For Theoretical certifications you will be able to edit, delete or add a new training.

Safety

+ Add training

Basic safety	Edit	Delete
Hazardous Materials	Edit	Delete
Test	Edit	Delete

How do I add a training?

Simply select the Add training button, a menu will open:

Add a new Training

Name:

Link to file:

Cancel

Save

Fill in the information and save.

Please make sure that any training material added from your drive is viewable to anybody with the link.

How do I edit a training?

Simply select the edit button near the training you wish to edit, a menu will open:

Edit Training

Add a link to file to replace current training

CloseSave

Editing will only allow you to change the link.

How do I delete a training?

Simply select the delete button near the training you wish to edit. Make sure this is the correct training, deleting is irreversible. Select the delete button:

Delete Training

are you sure you want to delete Test?

CancelDelete

Practical Certifications

Your permissions allow you to change the level of certifications for all users that have this practical certification.

Motor ^	
Roni	Apprentice ▾
Test User2	Shadow ▾
John	None ▾

How do I change a users certification level?

Select the level near the user you wish to change the level for, a list will open:

Motor ^	
Roni	Apprentice ▾
Test User2	Shadow ▾
John	None ▾

Shadow

Apprentice

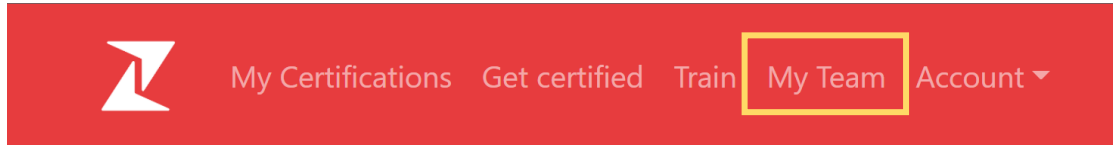
Independent

Certified

Choose the new level. The change will appear on the screen.

Admin

As an administrator of the system you can add, remove and edit users and certifications. To do so head to the team page.



How do I add a new user?

Select the add user button, a form will open:

My Team

+ Add User

+ Add Certification

Name

Certification

Level

Certification Date

Start Date

End Date

Search

name	Certification	Level	Certification date	Expiration date
Roni <div>edit</div>	Motor <div>edit</div>	Apprentice	2022-01-13	2022-02-12
Roni <div>edit</div>	Safety <div>edit</div>	Pending	2022-01-13	2022-04-13
Test User2 <div>edit</div>	Motor <div>edit</div>	Shadow	2022-01-15	2022-02-14

Fill in the new user's information. Please note that a user must have a name, email, password and at least one certification to be created. Once a user is logged-in they can change their password.

User Configurations

Name:

Role:

Email:

Passwrod:

Certifications:

Nothing selected

☐ Admin

Cancel

Save

How do I edit a user?

Find the user you wish to edit in the table (you can use the search function if needed). Select the edit button next to that user.

My Team

+ Add User

+ Add Certification

Name

Certification

Level

Certification
Date

Start Date

End Date

Search

name	Certification	Level	Certification date	Expiration date
Roni <div>edit</div>	Motor <div>edit</div>	Apprentice	2022-01-13	2022-02-12
Rori <div>edit</div>	Safety <div>edit</div>	Pending	2022-01-13	2022-04-13

A form will open. Edit the information as wanted. You can change the user's basic information, add and remove certifications or define this user as a fellow administrator.

If the user forgot their password, you could reset it now. Please not that changing a user's email is not possible.

You can also **delete** the user in this form, this is a permanent operation, and it cannot be reversed.

User Configurations

Delete this User

Name:

Roni

Role:

Admin

Email:

Can't Edit Email

Passwrod:

Certifications:

Motor, Safety

☒ Admin

Cancel

Save

How do I add a new certification?

Select the add certification button, a form will open:

My Team

+ Add User

+ Add Certification

Name

Certification

Level

Certification

Start Date

End Date

Search

Add the new certifications information and choose the save button once you are done.

Certification Configurations

Name:

Name

scale

Multi Level

Days Valid:

Days Valid

☒ Practical

Trainers:

Nothing selected

Cancel

Save

How do I edit a certification?

Find the certification you wish to edit in the table (you can use the search function if needed). Select the edit button next to that certification.

name	Certification	Level	Certification date	Expiration date
Roni <input type="button" value="edit"/>	Motor <input type="button" value="edit"/>	Apprentice	2022-01-13	2022-02-12
Roni <input type="button" value="edit"/>	Safety <input type="button" value="edit"/>	Pending	2022-01-13	2022-04-13

A form will open. Edit the information as wanted. You can change the certifications basic information and add and remove trainers.

Changing the days valid field will retroactively change the expiration date for all users with this certification and might cause their certification to expire.

You can **delete** the certification in this form, this is a permanent operation, and it cannot be reversed.

You can also select the **Renew for all** button to trigger a recertification for all users with this certificate. The expiration creation date for this certification will change to today, and the level will automatically be downgraded to pending or shadow, according to the scale used.

Certification Configurations

Name:

scale

Days Valid:

☐ Practical

Trainers: