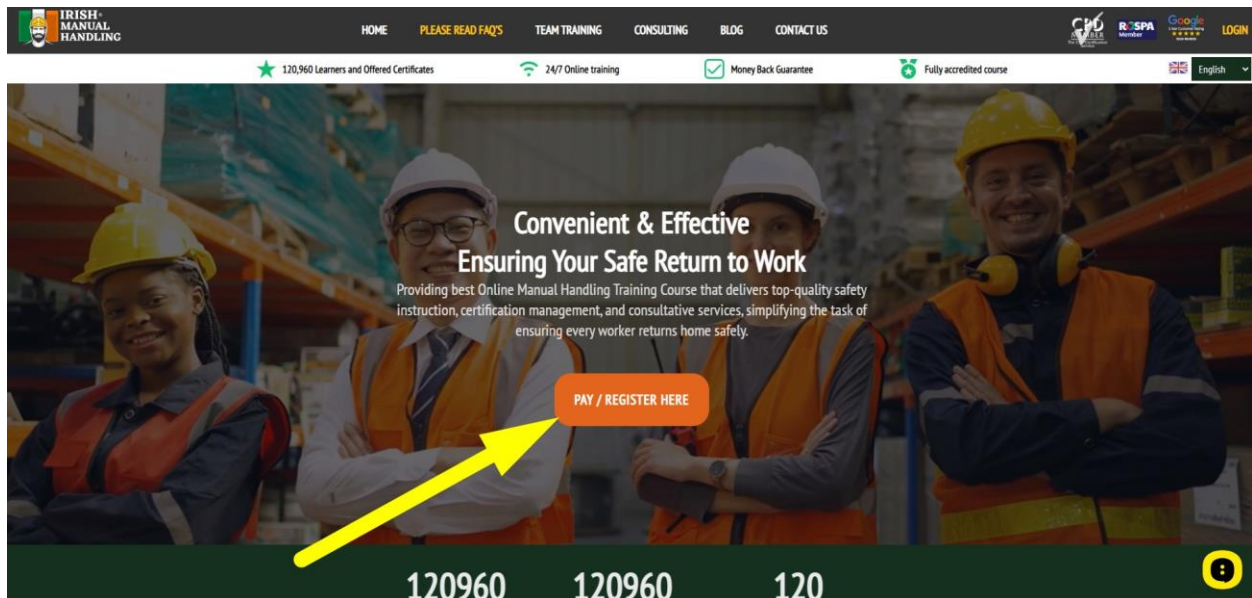




QUICK GUIDE FOR EMPLOYERS

Please ensure that all steps required for your employees 'or candidates' registration are followed as instructed to ensure accurate completion

Before registering your employee or employees for our training, please ensure that you've previously set up an account in our system under either your name or your company's name, as desired.

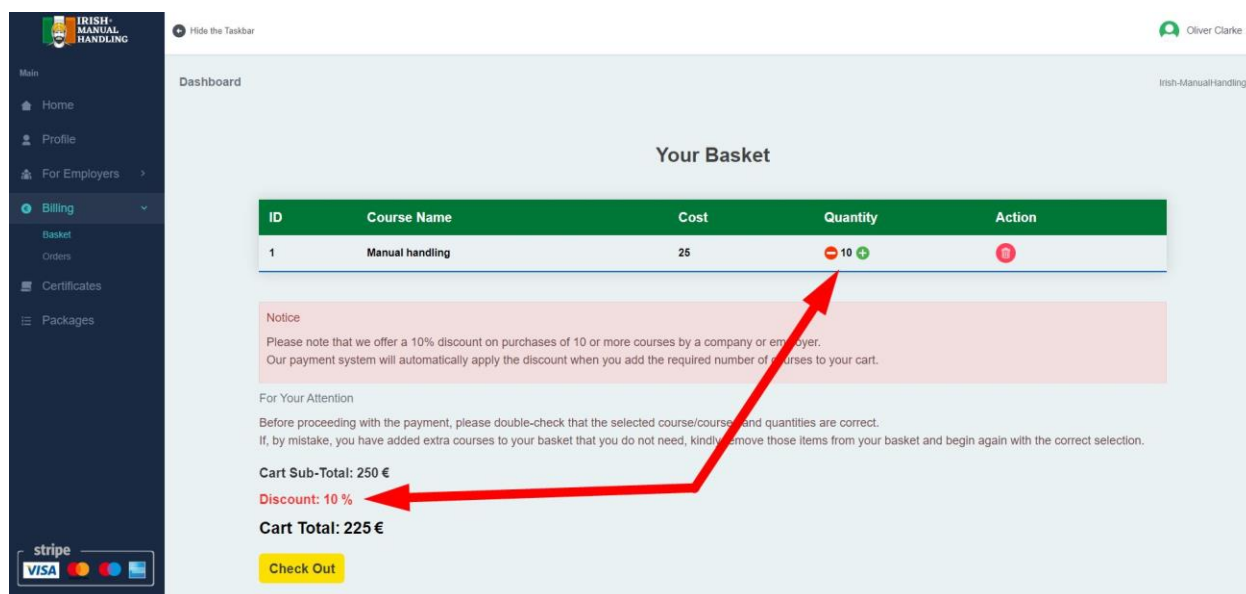


We recommend registering under your business name to receive all invoices via email, featuring the company's credentials, facilitating payment for your employees' training. When creating your company's account, please input the business address. This ensures each invoice contains the complete company details for your records.

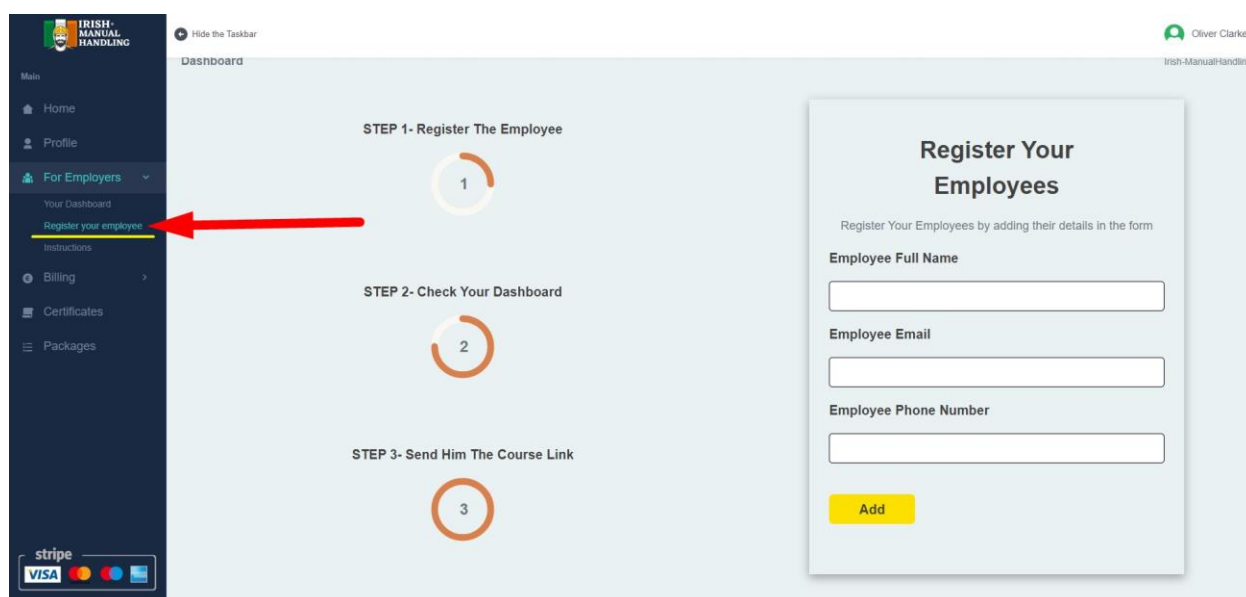
If you plan to cover your employees' training costs, we recommend purchasing the necessary courses in advance. This allows you to allocate them to your billing packages section, simplifying the registration process for each candidate.

Once you've completed their registration, promptly send the courses. Please note that there's no time limit for using the purchased courses, both for you and your employees.

Additionally, we provide a 10% discount automatically applied to your order when you purchase 15 or more courses through our system, visible once the specified quantity is added to your cart.



To register your candidate or new employee in our system, navigate to the blue bar menu on the left-hand side of the page and click on the 'For Employers' section



After selecting the 'Register your employee' option, kindly complete the registration form with your employee's required details as outlined on our website.

Ensure to provide their full name and mandatory email address. If a phone number is unavailable, feel free to use any random number. It's important to note that upon registration, your employee will promptly receive an email from our system containing their personal login details. We advise employees to check their spam or junk mail folders in case the email is redirected there. These login credentials grant access to our website for training purposes, with no time limitations imposed.

The screenshot shows the 'Register Your Employees' form in the Irish Manual Handling dashboard. The form is titled 'Register Your Employees' and includes the instruction 'Register Your Employees by adding their details in the form'. It contains three input fields: 'Employee Full Name', 'Employee Email', and 'Employee Phone Number'. A yellow 'Add' button is located at the bottom of the form. A red box highlights the form, and a red arrow points from the 'STEP 1- Register The Employee' step in the background to the form.

Irish Manual Handling

Hide the Taskbar

Oliver Clarke

Irish-Manual-Handling

Dashboard

STEP 1- Register The Employee

1

STEP 2- Check Your Dashboard

2

STEP 3- Send Him The Course Link

3

stripe

VISA

Register Your Employees

Register Your Employees by adding their details in the form

Employee Full Name

Employee Email

Employee Phone Number

Add

When your employee or employees access our website, they will find training instructions available on the home page. If you've paid for and sent them the courses, they will receive a notification confirming this within their account.

The screenshot shows the 'Register Your Employees' form in the Irish Manual Handling dashboard. A success notification overlay is displayed in the center of the screen, indicating that the employee has been registered successfully. The notification includes the following text: 'You have registered successfully your employee. We have emailed your login details, allowing you to access our website and take the course at your convenience. Please check your spam or junk mail folder, just in case. If you'd like to send the course to your employee, please click the link below. (<https://irish-manualhandling.com/packages>). To proceed, ensure you have purchased the course(s). If not, visit the homepage, make the necessary purchase, and then proceed to send it to your employees.' A yellow 'UNDERSTOOD' button is located at the bottom of the notification. The background shows the 'Register Your Employees' form and the dashboard steps.

Irish Manual Handling

Hide the Taskbar

Oliver Clarke

Irish-Manual-Handling

Dashboard

STEP 1- Register The Employee

1

STEP 2- Check Your Dashboard

2

STEP 3- Send Him The Course Link

3

stripe

VISA

You have registered successfully your employee.

We have emailed your login details, allowing you to access our website and take the course at your convenience.

Please check your spam or junk mail folder, just in case. If you'd like to send the course to your employee, please click the link below. (<https://irish-manualhandling.com/packages>).

To proceed, ensure you have purchased the course(s). If not, visit the homepage, make the necessary purchase, and then proceed to send it to your employees.

UNDERSTOOD

Register Your Employees

Register Your Employees by adding their details in the form

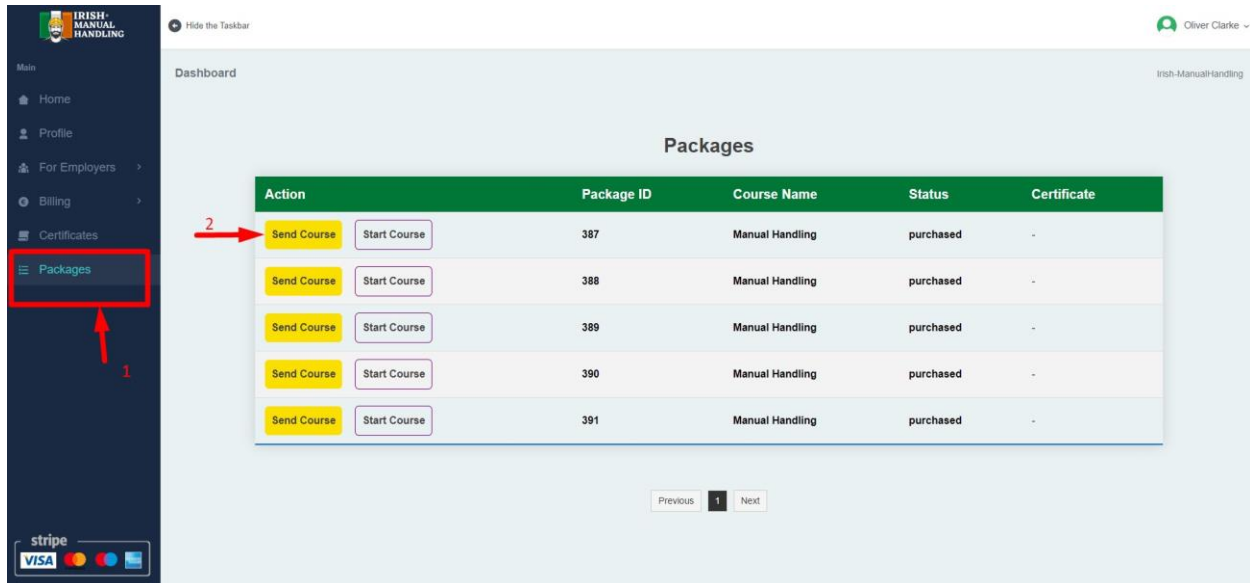
Employee Full Name

Employee Email

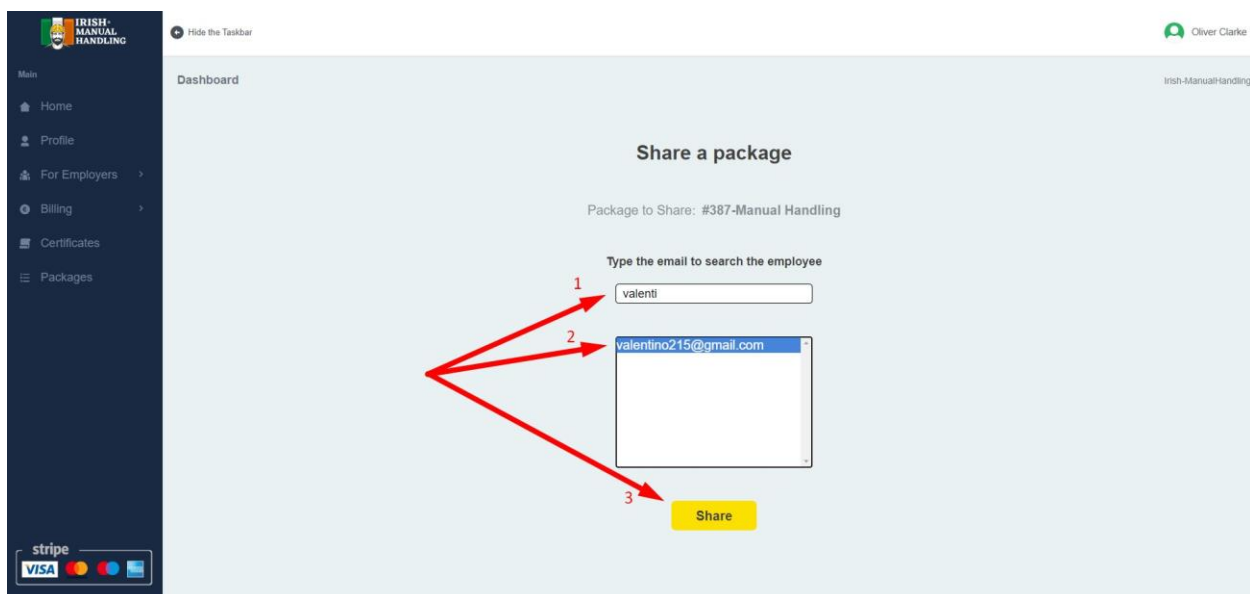
Employee Phone Number

Add

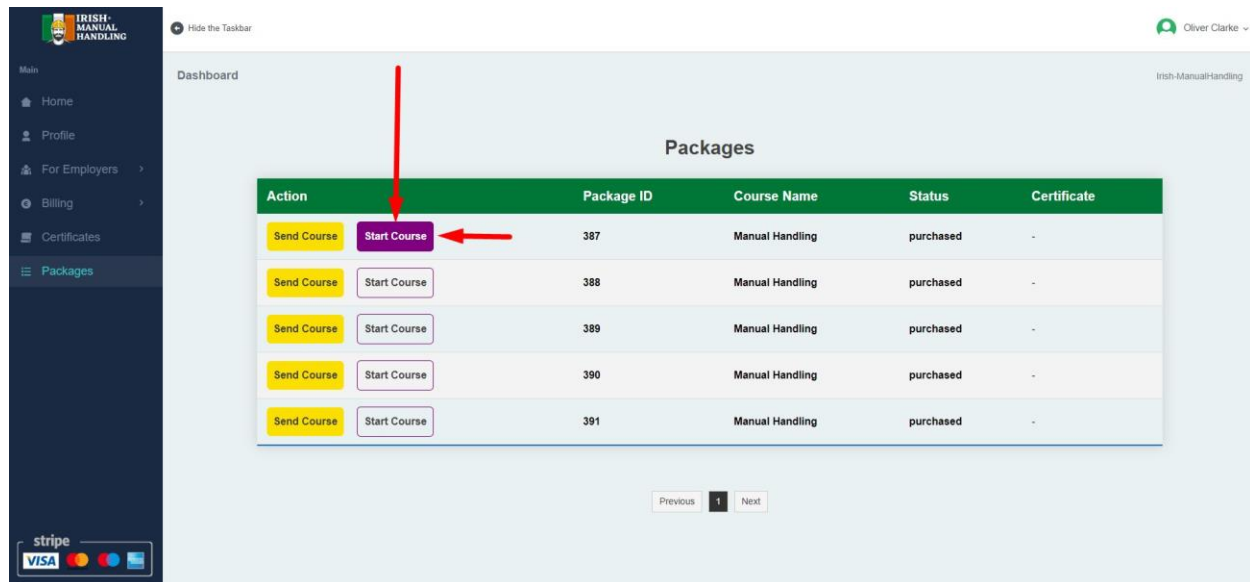
After completing the registration form for each individual, our system will provide you with the option to immediately send the course to your employees. Please note, this option requires prior purchase of the courses. Alternatively, you can send the courses to your employees once their registration process is complete.



To send a course to your employee, ensure that the email address entered matches the one used during their registration process.



Note: Avoid clicking on any 'Start Course' button if you do not intend to take the course yourself. Doing so will invalidate the course for sending it to your employee afterward.



If you encounter any mistakes during this process, please reach out to our team at **info@irish-manualhandling.com** for assistance.

Please note: Your employee or employees will receive an email solely from our system containing their login details. This information remains valid for their indefinite use. No further emails will be sent after the course is purchased and delivered to them. It's important to inform your employees about this, enabling them to access our website promptly and commence their training without delay.

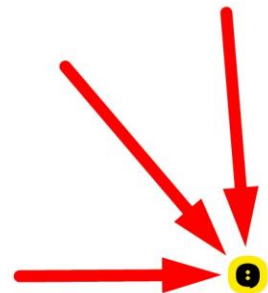
Our training covers both the Theory and Practical Parts mandated by Irish Legislation. The theory section is available 24/7 and can be accessed using any device. Following completion, our website will guide individuals on how to schedule a self-assessment with our team at their convenience.

Our customer service team operates from 9 am to 8 pm, Monday to Friday, and from 9 am to 7 pm on weekends. Although we often assist customers outside these hours, rest assured that during our active program, our chat support on the website ensures all customers receive prompt assistance from our team.

Awarded for Exceptional Performance in Online Learning in Ireland and Europe



When you start the course, you'll have the opportunity to choose from that 6 languages:



Please inform your employee or employees that as their Employer/Company, you've already purchased the course or courses for them. This prevents any confusion or accidental payment for the training.

Once your employee or employees complete their registration, you can track their progress via your dashboard. Simply access the 'For Employer' section from the blue bar menu on the left side of your page and click on 'Dashboard.'

Furthermore, you'll be able to view the course completion status and download their certificates at any time after they finish the course."

IRISH MANUAL HANDLING

Main

Home

Profile

For Employers

Your Dashboard

Register your employee

Instructions

Billing

Certificates

Packages

Hide the Taskbar

Dashboard

Oliver Clarke

Irish-ManualHandling

Employer Dashboard

Action	Employee	Date Of Registration	Employee Name	Employee email	Assigned Course	Certificate
		2023-12-18 18:01:57	Valentino Madrigo	valentino215@gmail.com	-	

stripe

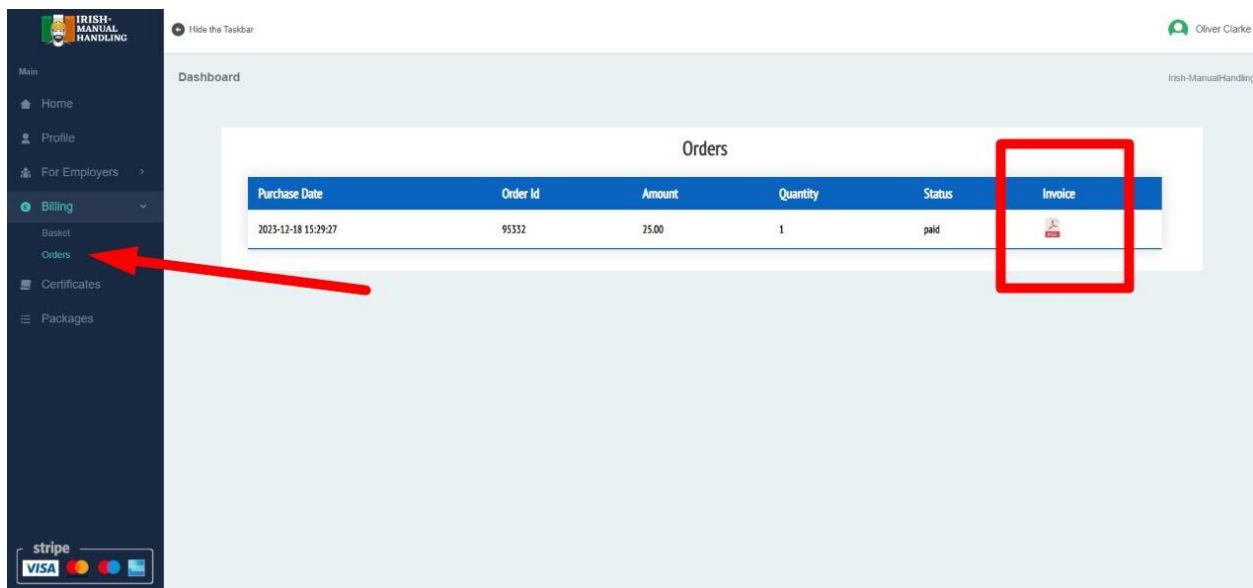
VISA

Upon successful completion of the course, each individual will receive their certificate via email instantly from our system. Once the course is fully completed, you'll also gain access to their certificates. You'll have complimentary access to these certificates for three years, allowing you to retrieve them if needed, even in case of loss.

The course remains on hold under their accounts/registrations until they log in to our website and commence their training. This enables us to accommodate any requests for swapping the course to another employee, if needed. It's crucial that your employee hasn't entirely completed the course, as completed records are automatically saved in our database and cannot be deleted.

For any requests to remove a candidate from your dashboard or to swap their course with someone else, kindly send us an email at info@irish-manualhandling.com Please include the full name and email address of the candidate for whom you wish to make changes.

To download your invoice following a purchase, please follow these steps: Open the Blue Bar Menu on the left-hand side of your page, then select the Billing section, followed by Orders. Click on the PDF file associated with the specific purchase for which you wish to receive the invoice.



If you need any details changed or updated on your current invoice, please email us at info@irish-manualhandling.com with your detailed request. Our team will promptly assist you with the necessary changes.

You have round-the-clock access to our website, enabling you to review details regarding your Dashboard, Billing, and other information anytime.

Our team dedicated significant effort to develop a system offering multi-language training for the Manual Handling Course, addressing the comprehensive needs of both Employers and Employees. Should you require further information or assistance regarding our services and training, please don't hesitate to contact us via email at info@irish-manualhandling.com or by phone at 0894631967 and WhatsApp Chat.

Our team is committed to providing the best assistance for all your needs. 😊

