







Admin Walkthrough- How to record seminar attendance and view for your organisation

When you login as an admin you are first directed to the 'login success' page

 Work Health and Fitness Record  Customize  0  New  Edit Page



Work Health and Fitness Record

Seminar Attendance RecordAdministrator ControlsHello, CapstoneSubmit Assesment Records

Joint AssesmentAll MS Aessment RecordsMS Survey Page

Login

You are currently logged in as capstone2024g4@gmail.com. [Log out »](#)

Search

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Via the record management dropdown you can choose to either add seminar records, view org-wide seminar records or view the assessments, for this tutorial we will be selecting “Add Seminar Record”



Work Health and Fitness Record

My Seminar Records

Record Management

View All Users

Hello, C

Staff Name:

Select Course:

- Add Seminar Record – Admins
- View Org-Wide Seminar Records – Admins
- Assesments – Admins

If you select the “Add Seminar Record” page you can select a user, the course and the date completed via the dropdown menu and submit it to the seminar attendance record. Fill out the necessary details and hit “submit”.

My Seminar Records

Record Management

View All Users

Hello, Capstone

Staff Name:

Select Course:

Attendance Date:



Submit

When “View org-wide Seminar Records” is selected via the same dropdown menu you can view all seminar records within your organization.

The screenshot shows a web browser window with the address bar displaying `https://workhealthandfitnessrecord.com.au/index.php/view-org-wide-records/`. The browser tab is titled "View Org-Wide Seminar Records". The application has a dark navigation bar with the following links: "My Seminar Records", "My Assessment Results", "Record Management", "View Org Users", and "Hello, Zoe". A "Logout" link is also present. Below the navigation bar, the main content area is titled "Org-Wide Seminar Records". It features a search input field with the placeholder text "Search for names..". Below the search field is a button labeled "Download as CSV". A table displays the seminar records, with columns for "User Name", "Date", and "Course".

User Name	Date	Course
Zoe Saldana	2024-01-31	Smoke Free
Michael Test-Bay	2024-02-22	How to Lower Blood Pressure, Glucose and Cholesterol
Michael Test-Bay	2024-03-05	Manual Handling
Michael Test-Bay	2024-03-11	Smoke Free
Michael Test-Bay	2024-03-22	Work-Life Balance
Chris Evans	2024-03-22	Hourglass Diet
Michael Test-Bay	2024-03-29	Integral Training
Chris Evans	2024-04-19	Headache Free
Chris Evans	2024-04-19	Headache Free

Admin Walkthrough- How to record assessments and view for your organisation

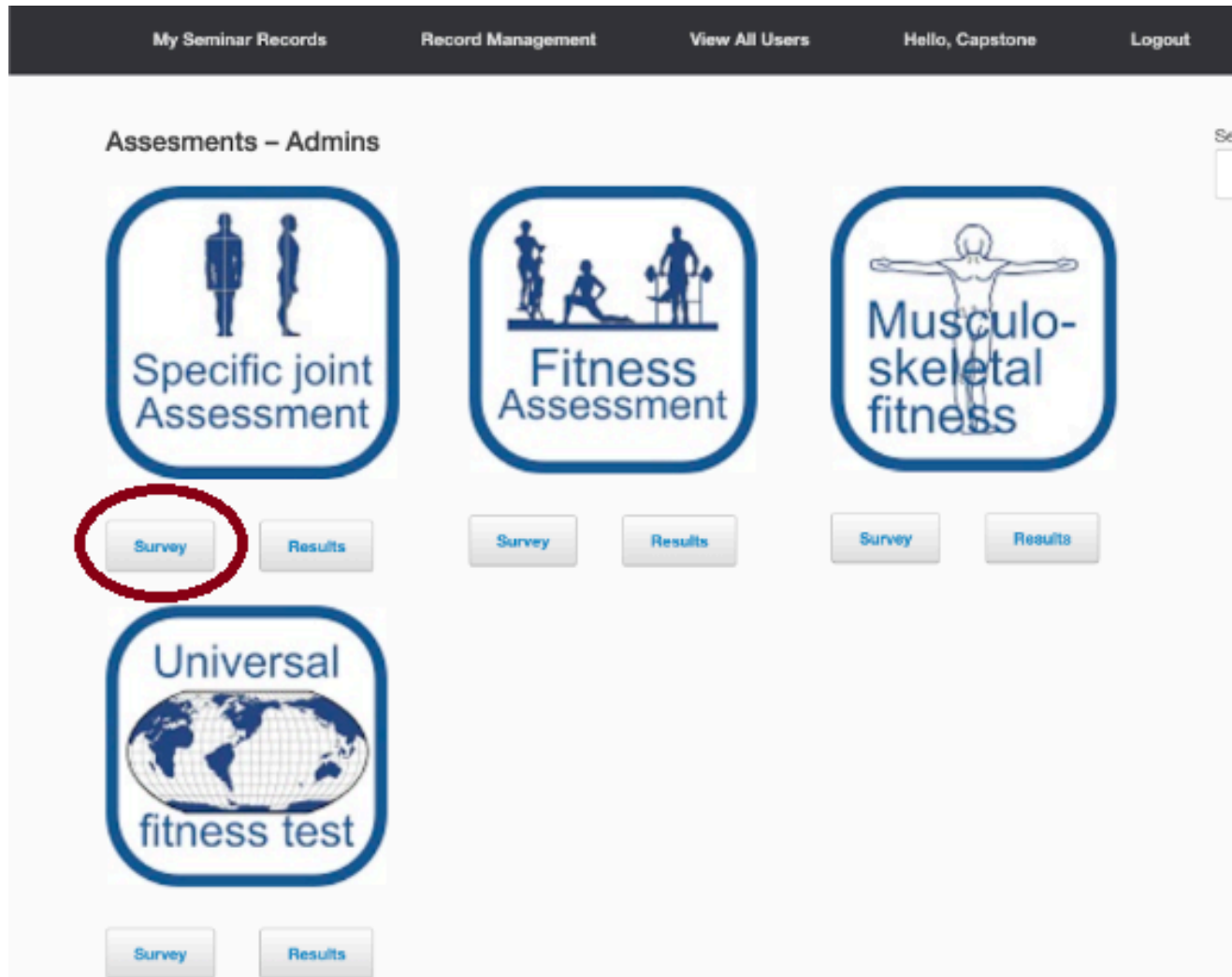
Using the dropdown menu select the “Assessments- Admins” option.



Work Health and Fitness Record

My Seminar Records	Record Management	View All Users	Hello, C
	Add Seminar Record – Admins		
Staff Name: <input type="text" value="Michael"/>	View Org-Wide Seminar Records – Admins		
Select Course: <input type="text" value="Sri"/>	Assesments – Admins		

You will be met with the following page, click the survey button on either of the assessments to navigate to a page where you can record assessment results for users within your organisation.



You must select a date and name of the staff member you are recording results for, after the required fields are completed press the “submit” button to record the assessment results.

Joint Specific Assessment

Staff Name:

Attendance Date: 

Lower Back. Rate the current condition of your back

Dreadful	0	1	2	3	4	5	6	7	8	9	10	Excellent
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Upper Back. Rate the current condition of your back

Dreadful	0	1	2	3	4	5	6	7	8	9	10	Excellent
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how is your neck today

Dreadful	0	1	2	3	4	5	6	7	8	9	10	Excellent
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Rate the current condition of your right shoulder

