



Lion Training Passport

System User Guide

Version 2.0
Issue 1

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Logging onto the Lion Training Passport system

From a web browser, enter the address www.liontrainingpassport.co.uk. The Lion Passport website will open.



On the website navigation you will see menu item 'Login', click this link. The web browser will take you to a log-in page.



Enter the supplied username and password and then click 'Login'.

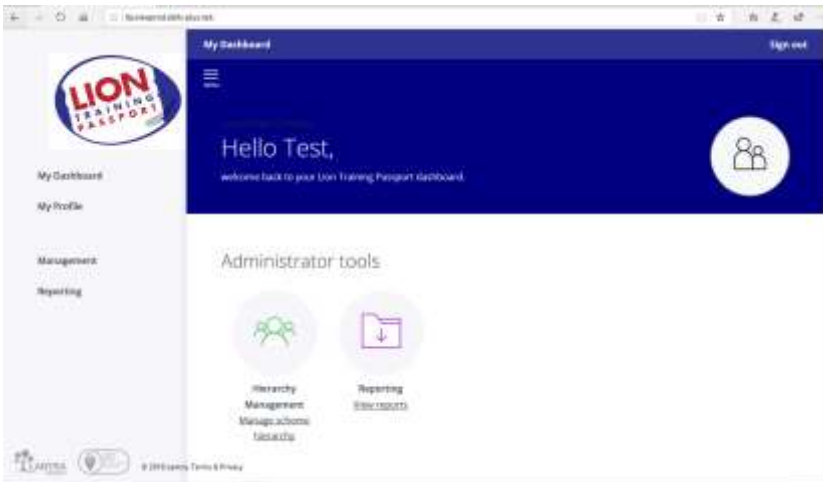
If you are unsuccessful in logging onto the system, carefully check your username and password, before trying again. If you are still unsuccessful, see 'Requesting a new Password'.

Note: the format of the username may have changed – usernames no longer contain spaces – all spaces in legacy usernames have been replaced with a full stop – the default format for a username is `firstname.surname` (eg. `john.smith`).

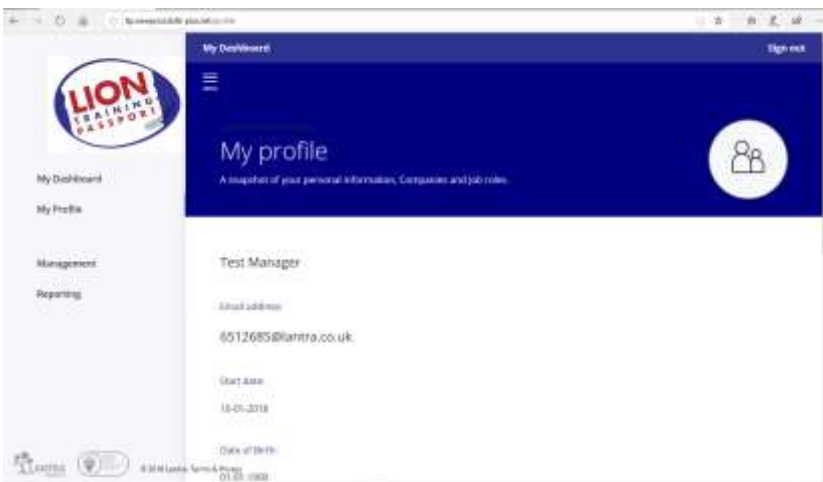
Reviewing your profile

Your profile is populated by the information provided by yourself/your organisation at the point of registration onto the scheme. It is important that you review this information and notify the scheme administrators if any of these details have changed or are incorrect.

After you have logged into the system you are presented with your Dashboard. From here click 'My Profile' found in the navigation on the left of the window.



You are presented with a view, which allows you to view your personal details that are held by the scheme.

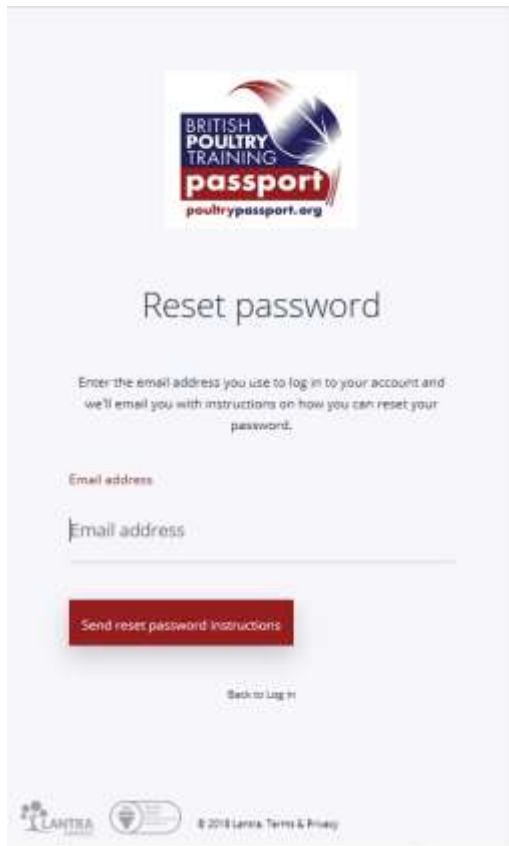


These details can be updated by the scheme administrators – please contact them to request changes either directly or via your HR team.

The system administrator's e-mail is: liontrainingpassport@poultec.co.uk

Requesting a new password

It is possible to request a new password from the system, if you have an e-mail address included in your profile. To do this, from the log-in screen click 'Forgotten your password' – enter the e-mail address associated with your Lion Training Passport account.



The screenshot shows the 'Reset password' page for the British Poultry Training Passport. At the top is the logo for 'BRITISH POULTRY TRAINING passport' with the website 'poultrypassport.org'. Below the logo, the heading 'Reset password' is displayed. A message reads: 'Enter the email address you use to log in to your account and we'll email you with instructions on how you can reset your password.' There is a label 'Email address' above a text input field containing the placeholder 'Email address'. Below the input field is a red button labeled 'Send reset password instructions'. At the bottom of the form area is a link that says 'Back to Log in'. The footer contains the LANTRA logo, a small circular icon, and the text '© 2018 Lantira Terms & Privacy'.

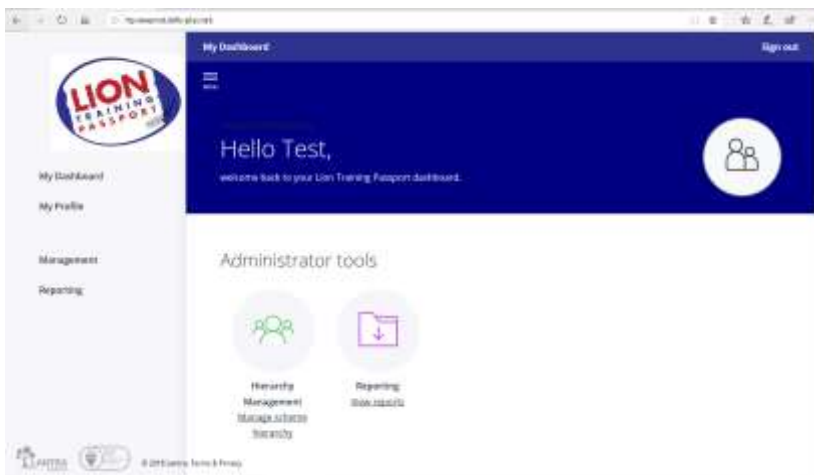
On clicking 'Send password reset instruction' an email is sent to you with a link to update your password.

Alternately if you do not have an e-mail address on your profile, send an e-mail to the system administrators, requesting that your password is reset. You will need to supply your username and details of the company that you work for – you may be asked some other security questions.

The system administrator's e-mail is: liontrainingpassport@poultec.co.uk

Viewing your own Lion Training Passport

Once you have successfully logged onto the Lion Training Passport system, you will see your Dashboard. The options presented on your dashboard can differ, depending on your level of authority on the system.



The qualifications section of your Dashboard shows the training required and completed based on the minimum training requirements for your assigned job role/level of Lion Training Passport.

Unit title	Started	Finished	Expires	Where	Certificate
Induction	-	-	-		
Biosecurity, security & egg handling	-	-	-		
Food Safety	-	-	-		
Health & Safety	-	-	-		
Emergency First Aid at Work	-	-	-		
Poultry Health & Welfare - Management	-	-	-		
Rodenticide Handling/Usage	-	-	-		

The lower part of the screen shows details of other qualifications that you have completed, which are not part of the minimum training requirements for your job role/level of Lion Training Passport.

Result Title	Started	Finished	Expires	Where	Certificate
Demonstrator	09-07-2014	09-07-2014	-	Demo	
Perish Training	06-12-2010	06-12-2010	-	ARC Poultry	

[Print Version](#)

The 'Print Version' button presents a pre-formatted view of your training record in PDF, which is easier to print.

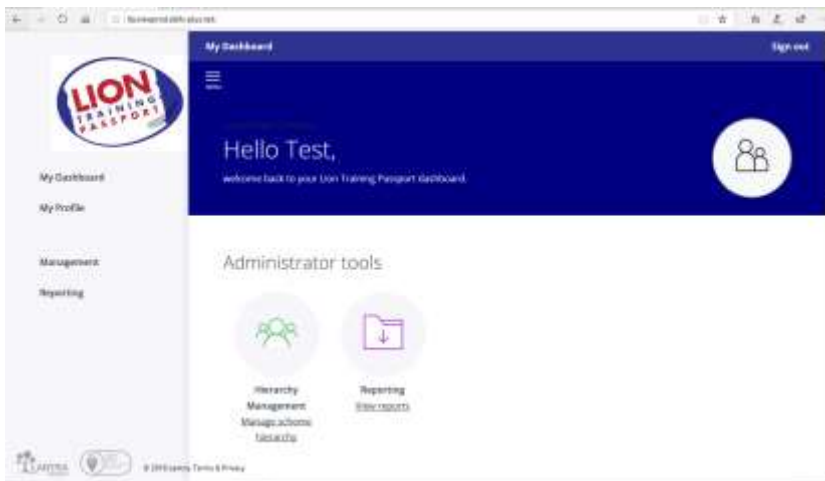
Signing out of the Lion Training Passport system

It is important that you sign out of your Lion Training Passport, before closing your web browser. This is particularly important if you are using a shared PC or have access to other peoples Lion Training Passports. To sign out of the system, click 'Sign Out' located at the top right-hand corner of the window. Once you have successfully signed out, the sign-in page is displayed.

Viewing your teams Lion Training Passports - browsing

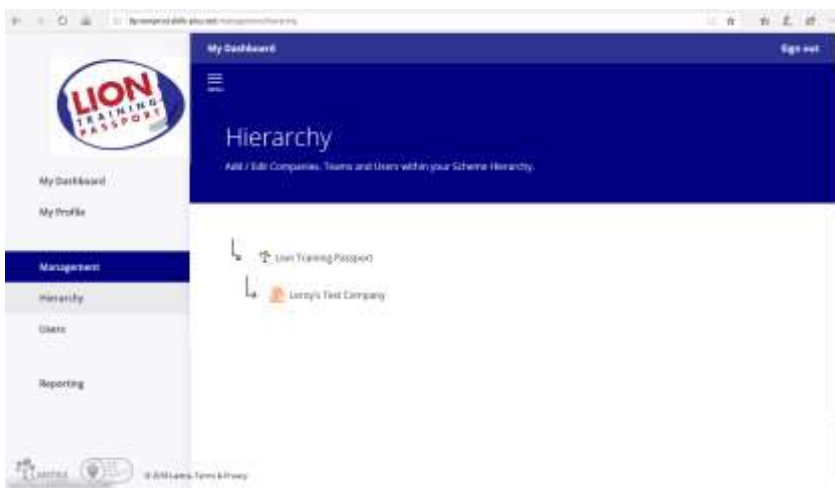
Team managers are people who are set-up on the system to be able to view a group of team members Lion Training Passports – this may be a HR manager, an area manager or business owner. Only the key contact of an organisation can request the setting up of Team Managers from the scheme administrator.

Once you have successfully logged onto the Lion Training Passport system, you will see your dashboard. If you have a Lion Training Passport role defined by the scheme, your training records/requirements will be shown on your dashboard. The options presented on the dashboard can differ, depending on your level of authority on the system.



To view other team members Lion Training Passports, Click on 'Management' then 'Hierarchy' in the navigation on the left-hand side of the window.

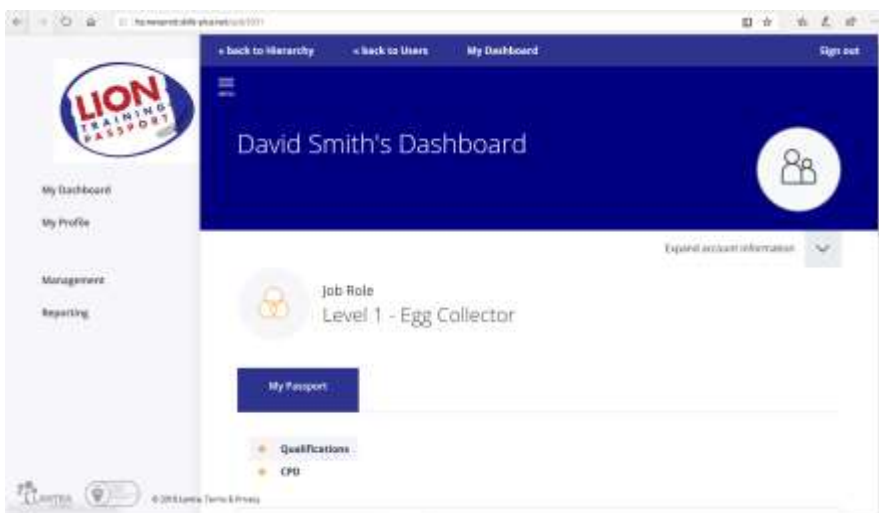
The following window is displayed, listing the sub-teams and users that you are authorised to view:



You can browse through the hierarchy by double-clicking the sub-teams to expand the section of the hierarchy – double-clicking again collapses that section of the hierarchy. Users are grouped by Managers (those who have access to team members records) and Members.



To open an individual’s Lion Training Passport, click the word ‘Dashboard’ to the right of their name. This will give you read-only access to their Lion Training Passport.



The qualifications section of the members Dashboard shows the training required and completed based on the minimum training requirements for their assigned job role/level of Lion Training Passport.

Level 1 Training		View status and Endorsements			
Unit title	Started	Finished	Expires	Where	Certificate
Induction	-	-	-		
Food Safety	-	-	-		
Biosecurity, security & egg handling	-	-	-		

The lower part of the screen shows details of other qualifications that the member has completed, which are not mandatory for their job role/level of Lion Training Passport.

Further Achievements					
Result Title	Started	Finished	Expires	Where	Certificate
Democracy	09-07-2014	09-07-2014	-	Demis	
Spanish Training	06-12-2010	06-12-2010	-	AIC Poultry	

Print Version

The 'Print Version' button presents a pre-formatted view of your training record in PDF, which is easier to print.

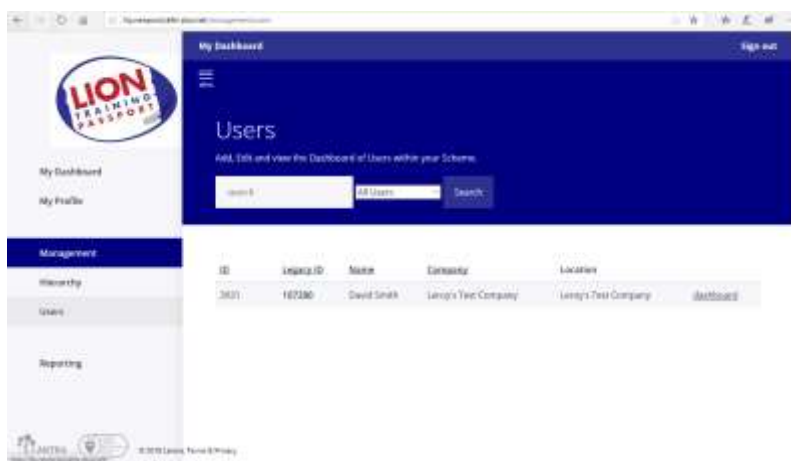
Viewing your Teams Lion Training Passports – searching

In addition to browsing for teams Poultry Passports, you can search for team members Lion Training Passports – either individually or in sub-teams.

The ‘Companies’ menu item found under ‘Management’ on the navigation on the left-hand side of the window lists all the sub-teams that you have access to. These are presented in hierarchy order for ease of navigation. You can search this list by using the search field at the top of the window.

The number to the right of the team name shows the number of members in the team and upon clicking this you can view the list of members of the team.

To search for an individual member, click on the ‘Users’ menu item under ‘Management’ on the navigation on the left-hand side of the window. This list all users that you have access to. You can search this list by using the search field at the top of the window. It is possible to search by first-name, surname, location, membership number or legacy membership number.



To view an individual’s Lion Training Passport either from the list of users within a team or from the results of a user search, click the word ‘Dashboard’ to the right of their name – this will open a read-only view of their Lion Training Passport.

The qualifications section of the members Dashboard shows the training required and completed based on the minimum training requirements for their assigned job role/level of Lion Training Passport.

Unit title	Started	Finished	Expires	Where	Certificate
Induction					
Food Safety					
Biosecurity, security & egg handling					

The lower part of the screen shows details of other qualifications that the member has completed, which are not mandatory for their job role/level of Lion Training Passport.

Further Achievements

Result Title	Started	Finished	Expires	Where	Certificate
Demo entry	09-07-2014	09-07-2014	-	Demo	
Python Training	06-12-2010	06-12-2010	-	AAC Pwerty	

Print Version

Reporting - introduction

The Lion Training Passport system has been designed to produce reports that can assist with managing your training records and to help ensure that all the training defined by the scheme is completed. The system has three pre-defined reports that can be ran on demand.

An automated report is generated and sent to the recipients defined by the key contact of the organisation on a monthly basis to highlight gaps in training or where refresher training is required.

Reports available: *Users (Hierarchy Report)*

This report shows the current members enrolled on the scheme. This only lists the users that you have access to their records, as defined by the scheme administrators.

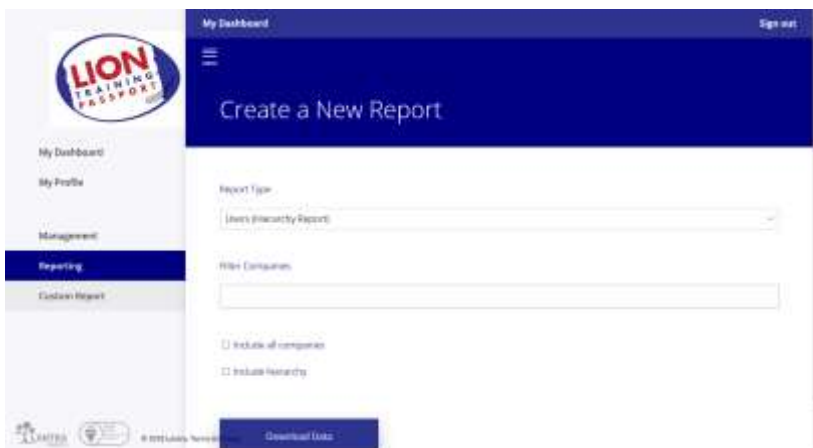
Results (Qual User)

This report produces a matrix showing the training required for each user based on their job role. The report can be defined to show either the start, end or the expiry date of the course attended. This is ideal for demonstrating current state of training across a number of members. The report can be defined to show mandatory training, other training or both.

Expired (Expired Training)

This report produces a composite list of training required for each user. This report can be defined to report on mandatory training, other training or both. It can also be defined to report on training that has expired, not been completed or both. This report can also look at courses that will expire in the future.

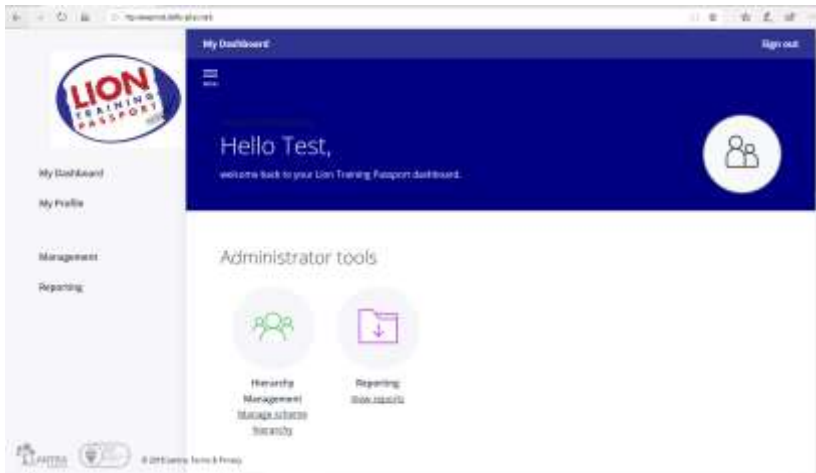
All reports are accessed by clicking Reporting, then Custom Report found in the navigation on the left hand side of the view.



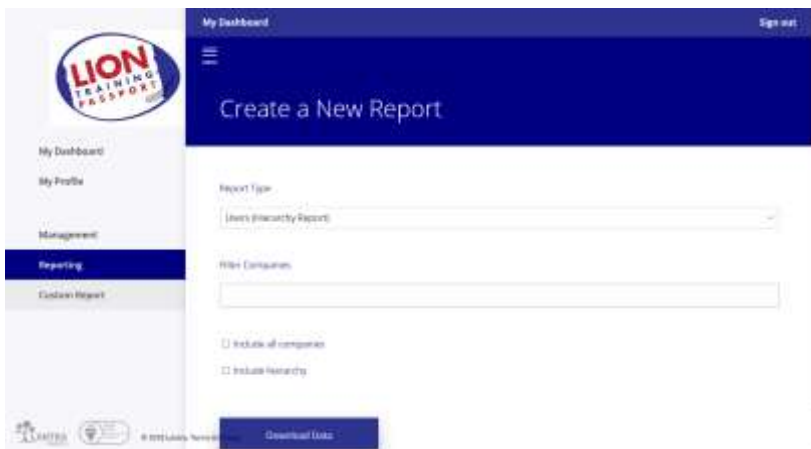
Generating Reports – Expired (Expired Required)

This report produces a composite list of training required for each user. This report can be defined to report on mandatory training, other training or both. It can also be defined to report on training that has expired, not been completed or both. This report can also look at courses that will expire in the future.

Once you have successfully logged onto the Lion Training Passport system, you will see your dashboard. The options presented on the homepage can differ, depending on your level of authority on the system.



Clicking on Reporting menu item, then Custom Report will display the following.



Select 'Expired (Expired Training)' from the report type drop-down menu.

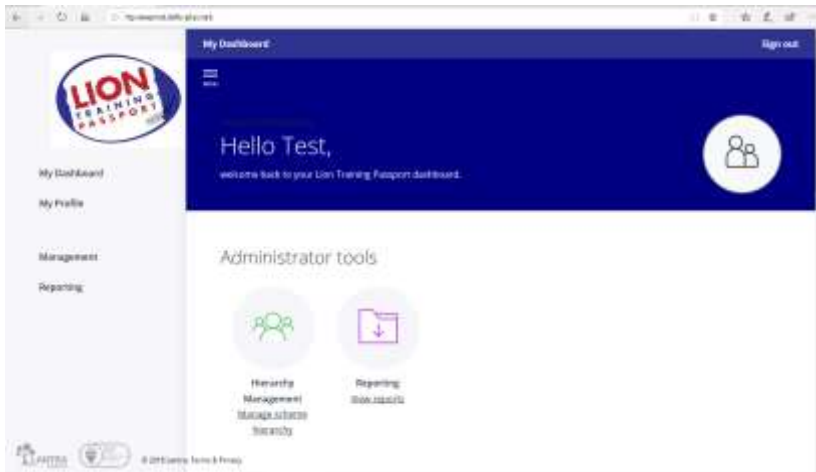
The 'Filter Companies' field is optional and allows you to select specific teams to generate the report for – clicking into this field will list all the teams that you have access to and allows you to select one or more teams.

The 'Include all Companies' check box can be used to bring back data for all teams that you have access to. If you have selected a team in the Filter Companies field, selecting the 'Include Hierarchy' will then bring back data for the sub-teams of the team you have selected – not selecting this will only bring data back for the team selected.

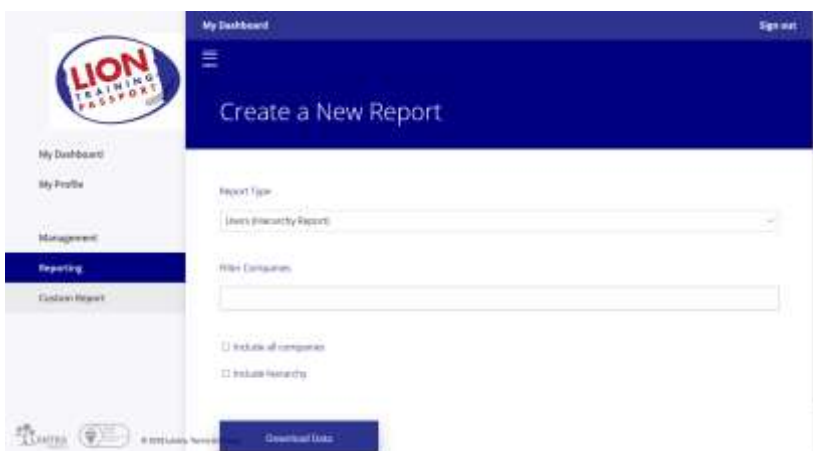
Generating Reports – Results (Qual User)

This report produces a matrix showing the training required for each user based on their job role. The report can be defined to show either the start, end or the expiry date of the course attended. This is ideal for demonstrating current state of training across a number of members. The report can be defined to show mandatory training, other training or both.

Once you have successfully logged onto the Lion Training Passport system, you will see your dashboard. The options presented on the homepage can differ, depending on your level of authority on the system.



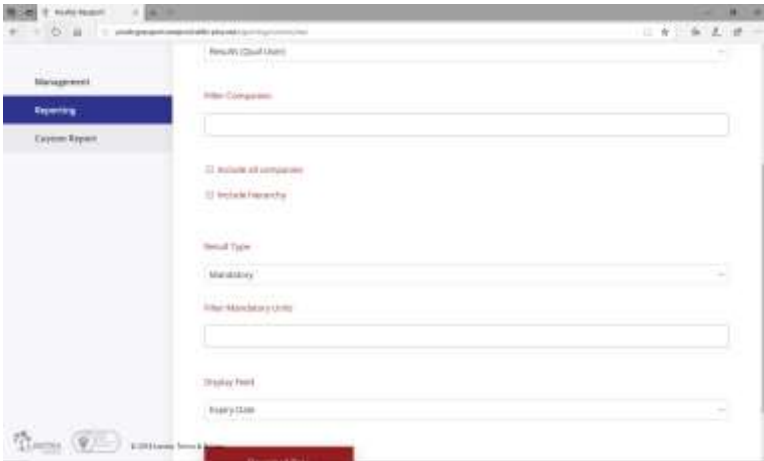
Clicking on Reporting menu item, then Custom Report will display the following.



Select 'Results (Qual User)' from the report type drop-down menu.

The 'Filter Companies field' is optional and allows you to select specific teams to generate the report for – clicking into this field will list all the teams that you have access to and allows you to select one or more teams.

The 'Include all Companies' check box can be used to bring back data for all teams that you have access to. If you have selected a team in the Filter Companies field, selecting the 'Include Hierarchy' will then bring back data for the sub-teams of the team you have selected – not selecting this will only bring data back for the team selected.

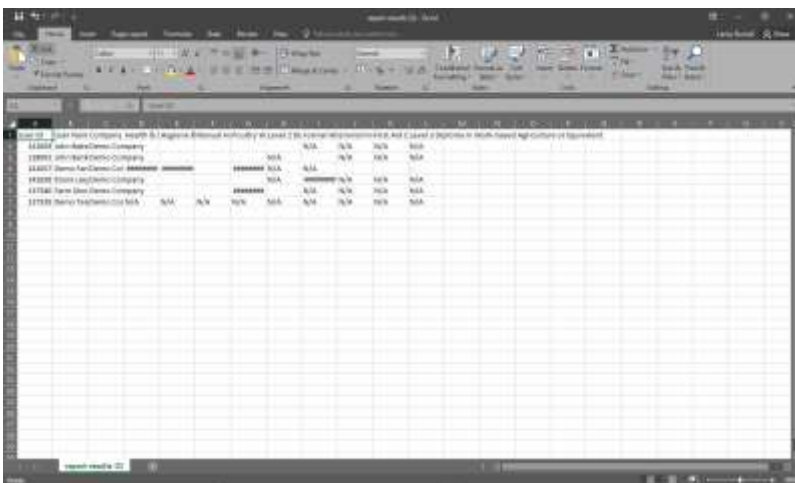


The 'Result Type' field can be used to select either mandatory qualifications, non-mandatory qualifications or both. Selecting Mandatory presents an additional, optional field should you wish to only report on a single qualification – clicking into this field gives a list of mandatory qualifications.

Select which dates you would like displayed on the report – this can be either the start, end or expiry date.

Click 'Download Data' to generate the report.

The system will generate a .CSV report – your browser may display a prompt before opening.



A CSV file will open using MS Excel or a variety of viewers freely available online.

The matrix produced by this report when reporting mandatory qualifications should be read as follows:

Blank Cell = required training

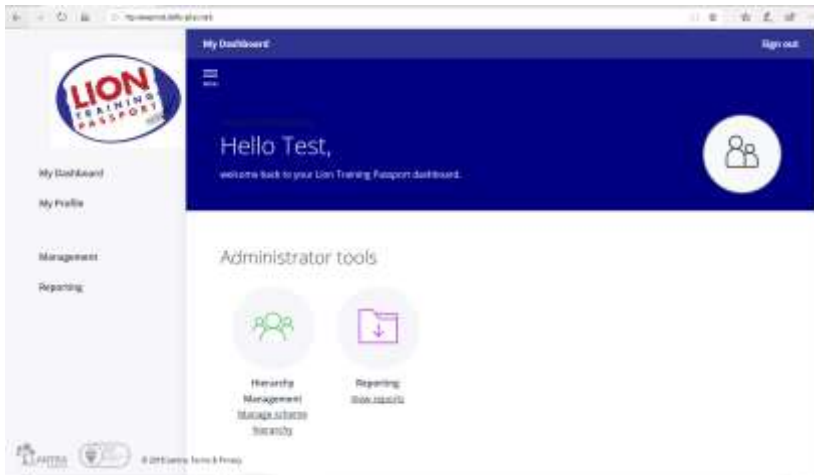
N/A = Not required for the users job role

Date = This is the start/end/expiry date, depend what was selected when the report was defined.

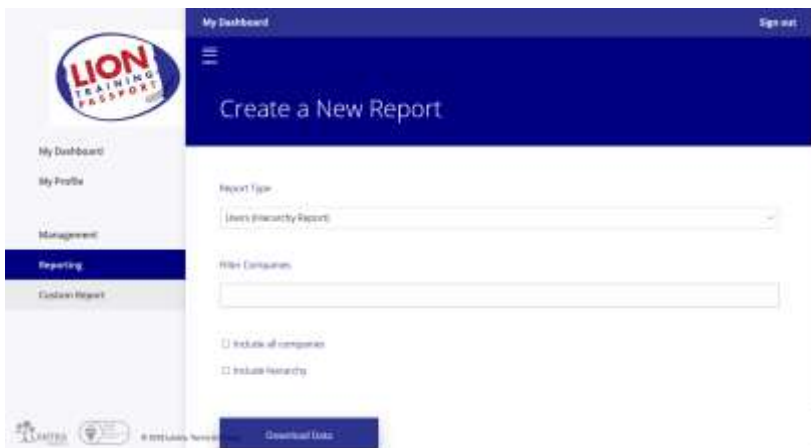
Generating Reports – Users (Hierarchy Report)

This report shows the current members enrolled on the scheme. This only lists the users that you have access to their records, as defined by the scheme administrators.

Once you have successfully logged onto the Lion Training Passport system, you will see your dashboard. The options presented on the homepage can differ, depending on your level of authority on the system.



Clicking on Reporting menu item, then Custom Report will display the following.



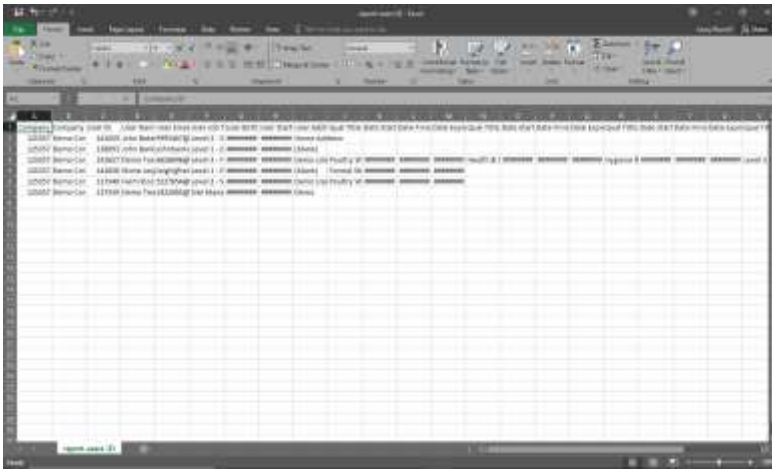
Select 'Users (Hierarchy Report)' from the report type drop-down menu.

The 'Filter Companies' field is optional and allows you to select specific teams to generate the report for – clicking into this field will list all the teams that you have access to and allows you to select one or more teams.

The 'Include all Companies' check box can be used to bring back data for all teams that you have access to. If you have selected a team in the Filter Companies field, selecting the 'Include Hierarchy' will then bring back data for the sub-teams of the team you have selected – not selecting this will only bring data back for the team selected.

Click 'Download Data' to generate the report.

The system will generate a .CSV report – your browser may display a prompt before opening.



A CSV file will open using MS Excel or a variety of viewers freely available online.

Updating training records on Lion Training Passports

All the training data held on the Lion Training Passport system is maintained by the administrators, to have training records added to the system simply send copies of certificates either via e-mail or post.

E-mail address: liontrainingpassport@poultec.co.uk

Postal address: Lion Training Passport
South Green Park
Mattishall
Dereham
Norfolk
NR20 3JY

Courses that count towards the mandatory training requirement of Lion Training Passports will be validated to ensure that they are courses that have been approved as meeting the Lion Training Passport standards. Only courses that meet these standards will be recorded against the mandatory training requirements.

Details of minimal standards and approved training providers can be found on the Lion Training Passport website – www.liontrainingpassport.co.uk.

Support on the use of Poultry Passports

Support on the use of the Lion Training Passport system is provided by the administrators. The administrators can be contacted during normal office hours on liontrainingpassport@poultec.co.uk or by contacting 01362 850983 and asking for assistance with Lion Training Passports. Support requests submitted outside of normal working hours are normally dealt with during the next working day.