



How to Edit Activity and add Evidence – *Individual User*

1. Sign-in to Web Instance

a. Go to <https://moc.gen4.info/>

b. Select “Sign In”

NOTE: if you have forgotten your password select “Forgot Password” and enter your email address

2. Edit or delete “Manually Entered Activities”

Note: An Individual User can only edit the activities that have been manually entered (not using a QR code or added by a company)

a. Select the “My Activities” Tab from the Left Menu



You should now be seeing the “Manually Entered Activities”

My Activities
The below table shows your activities from various sources.

Manually Entered Activities			Scanned Event Activities		
Date	Description	Hours Completed	Type	Topic	View
14-04-2022	Provide first aid training	6	Formal	Emergency	▶
15-03-2022	Course Outcomes - X - Y - Z Trainer: John Smit 8		Formal	General WHS Topics	▶

b. Select the “View” icon ▶ for the activity you wish to edit/delete

My Activities
The below table shows your activities from various sources.

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15-03-2022	Course Outcomes - X - Y - Z Trainer: John Smit 8		Formal	General WHS Topics	▶

c. If you wish to “Delete” the activity select the trash can icon 🗑

My Activities

Provide first aid training

Date Entered: 14-04-2022

Hours Completed: 6

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d. If you wish to “Edit” the activity select the pencil icon ✎

My Activities

Provide first aid training

Date Entered: 14-04-2022

Hours Completed: 6

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• You can edit any of the sections by selecting the title at the top:

Edit Activity

1 Date and Hours 2 Type 3 Topic 4 Category 5 Description 6 Evidence 7 Finalize

Please select a date and enter hours to proceed

Choose a date
14/04/2022
Click icon to pick a date

Hours Completed
6
enter a whole or decimal number

• To save the changes you MUST go to the “Finalize” section and select “Edit Activity”

Edit Activity

1 Date and Hours 2 Type 3 Topic 4 Category 5 Description 6 Evidence 7 Finalize

Click to add the following activity

Edit Activity