



How to Create an Event for QR Code or to Push to Employee(s) – Admin User

NOTE: This includes copying a previously set up Event (e.g., different date, delivery information or add/remove activity(s))

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. Create an Event

Note: An event will need to be created even if there is only 1 x Activity

a. Select the “Standard Events” Tab from the Administration area of the Left Menu



b. Select the “Create Event” button on the top right of the screen



c. Fill in the “Title” and “Description” and select “Save”

Create Event

Title

Enter a Title for the Event

Description

Enter a description for the Event

Set Event as Recurring ?

Set Event as Secure ?

Cancel Save

NOTE: Dates are specific to the Activities within the event. If this is going to be a repeated Event on a different date/time, then add in a unique identifier in the title e.g. June Statutory Training Day 01/06/2022

d. Search for the event you created using the title you gave it and select the “View” icon ➤ to add the activities

Events

Create QR Codes for your events.

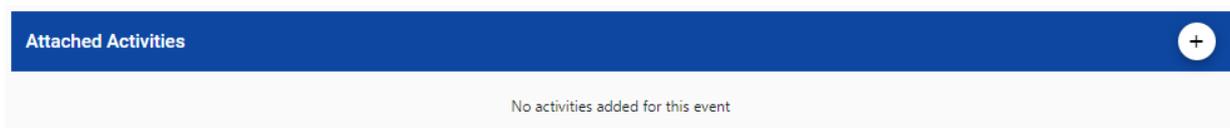
Search Events

how

Date Created	Title	Description	Edit	Delete	Copy	View
20-07-2022	How-to	Developing How-tos				➤

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e. Select the + to add an Activity



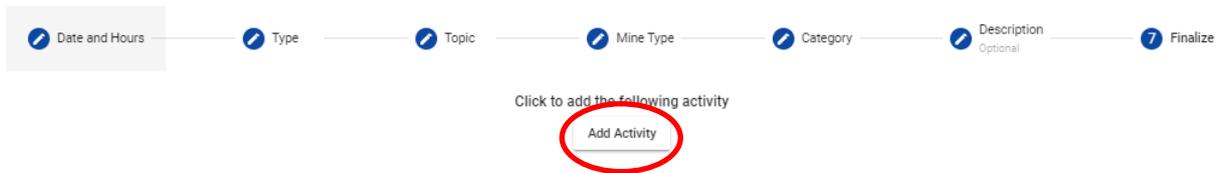
f. Enter the details for each section (1-7)

For details on where to allocated activities please Refer to the NSW Resources Regulator Guide [Maintenance of Competence for Practising Certificates](#)

1. Table 1. Requirements and topics for areas of competence
2. 7. Learning types requirements
 - 7.3. Recognised types of learning
 - 7.3.1. Formal – Table 6
 - 7.3.2. Informal – Table 7

For some “Formal” learning types (e.g. External Training, In-house formal Training) it is advised that you include the requirements as per section 7.4.1 of the Guideline.

g. On Tab 7 Finalize – ensure you select “Add Activity” to save



h. To add more activities to the event follow steps e through to g

3. Copy an Event – Use this for repeated Events on a different date

a. Select the “Standard Events” Tab from the Administration area of the Left Menu

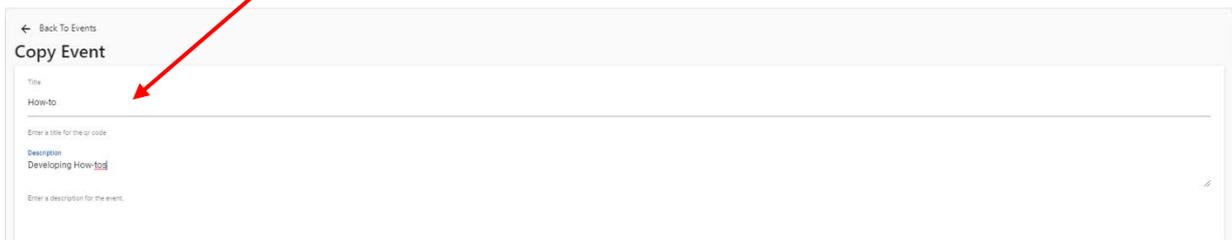


b. Search for the event you wish to copy and select the “Copy” icon



c. Update the details of the Event on the Copy Event Page

NOTE: You will need to make the title unique or you will be unable to clearly identify the “New” Event.



d. To update the Activities, options are to:

- **Add an Activity** - select the “Add Activity” button
- **Delete an Activity** - select the “Delete” Icon
- **Edit an Activity** - select the “Edit” Icon

Add Activity

Date	Type	Topic	Hours Completed	Description	Edit	Delete	View
20-07-2022	Formal	Mining/ WMS Systems	3				

NOTE: If Editing an Activity ensure you verify the details for each section (1-7) and select “Edit Activity” at the end to Save

e. Once all changes have been made as required to the New (copied) Event, select “Save As New Event”

Save As New Event

4. Use the QR code from an event

a. Search for the event you created using the title you gave it and select the “View” icon to add the activities

Events

Create QR Codes for your events.

Search Events

how

Date Created	Title	Description	Edit	Delete	Copy	View
20-07-2022	How-to	Developing How-tos				

b. Take a screen shot of the QR code

OR

c. “Download Event Document”

← Back To Events

How-to

Created: 20-07-2022
Developing How-tos
Author: Cindy James (cindy.james@coalservices.com.au)

[Download Event Document](#) [Copy Event](#) [Edit Event](#) [Delete Event](#)

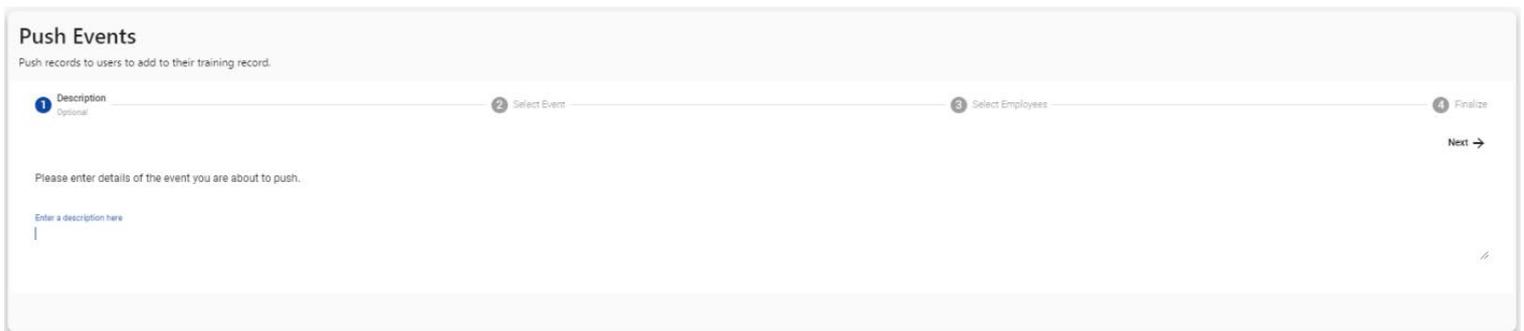
This event has been claimed by 0 users.

5. Push the event to Employee(s)

a. Select the “Managed Training” Tab from the Administration area of the Left Menu

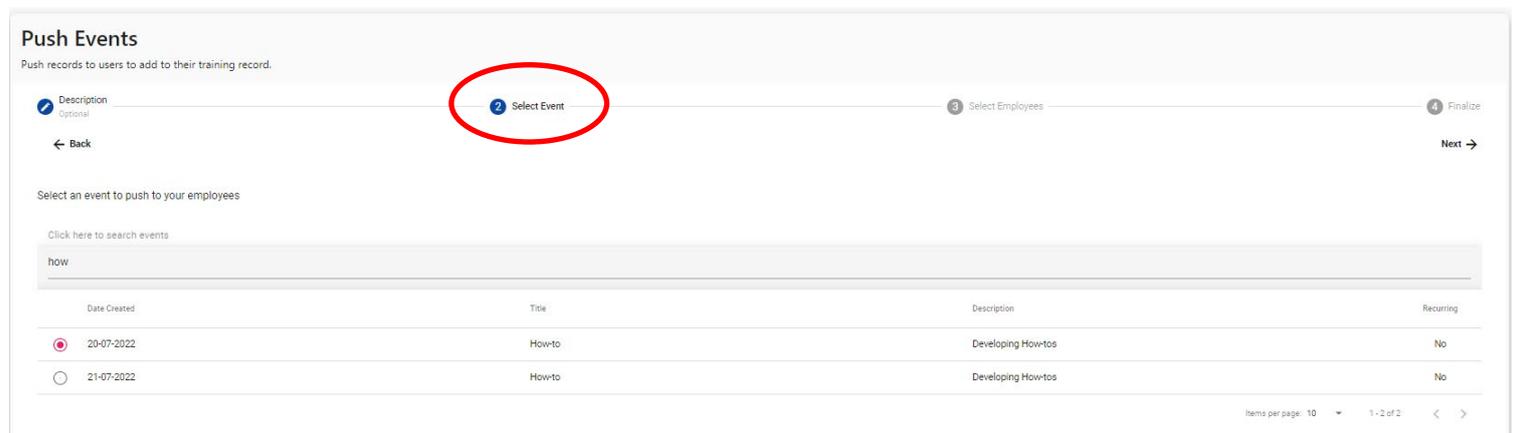


b. Add the description of the Event (Suggest the same as the Event Title)



The "Push Events" form is shown. The progress bar indicates the "Description" step is selected. The form contains a text input field with the placeholder "Enter a description here".

c. Go to “Select the Event” Tab and search for the Event title, select the event



The "Push Events" form is shown. The progress bar indicates the "Select Event" step is selected. Below the progress bar, there is a search input field with the text "how". Below the search field, there is a table of events.

Date Created	Title	Description	Recurring
<input checked="" type="radio"/> 20-07-2022	How-to	Developing How-tos	No
<input type="radio"/> 21-07-2022	How-to	Developing How-tos	No

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d. Go to “Select Employees” Tab and search for the Employees, tick on the left box to add

Click here to search users

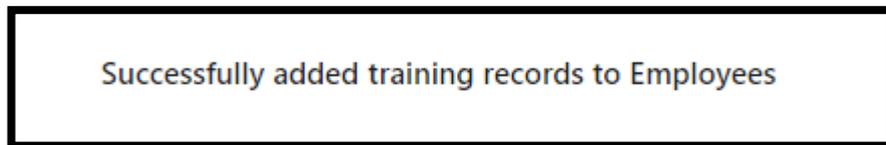
<input type="checkbox"/>	First Name	Last Name
<input checked="" type="checkbox"/>	test	test

e. Once you have selected all required employees, go to the “Finalize” tab:

- **Review the Employees in the list (go back a step to make any changes)**
- **Select the “Confirm” button to “Push” the event**



f. You will now see the message below



NOTE: To check that this has successfully been added go to one of the employee records and look at their “Managed Training Activities”.