



How to Edit an Event QR Code or to Pushed to Employees – Admin User

NOTE: Changes made to an Event and any Activities will apply to the record of anyone that has used a QR code for that event or had the event pushed to their App.

1. Sign-in to Web Instance

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

b. Select “Sign In”

Sign In

Email Address: cindy.james@coalservices.com.au
Password:

email is required

[Forgot Password?](#)

Sign In

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

gen4 passport

Forgot your password?
Enter your email below to get a reset link.

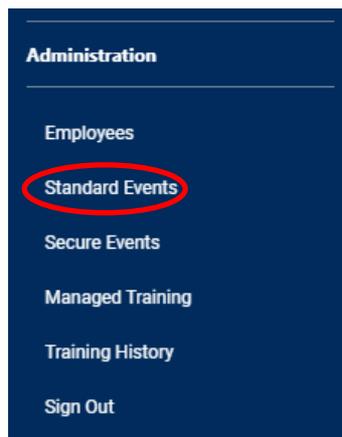
Email Address

Submit

[Back to Login](#)

2. Edit an Event

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



b. Search for the event you wish to edit and select the “Edit” icon 



The screenshot shows a table with the following columns: Date Created, Title, Description, Edit, Delete, Copy, and View. The first row contains the data: 20-07-2022, How-to, Developing How-tos. The 'Edit' icon (a pencil) in the first row is circled in red.

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

c. Update the details of the Event on the “Edit Event” Page



The screenshot shows the 'Edit Event' form with the following fields: Title (containing 'How-to'), Description (containing 'Developing How-tos'), and a 'Save' button. A red arrow points to the 'Title' field.

Edit Event

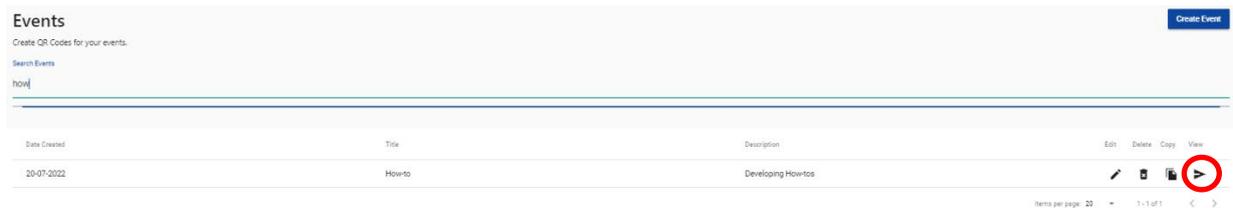
Title
How-to

Enter a Title for the Event

Description
Developing How-tos

Enter a description for the Event

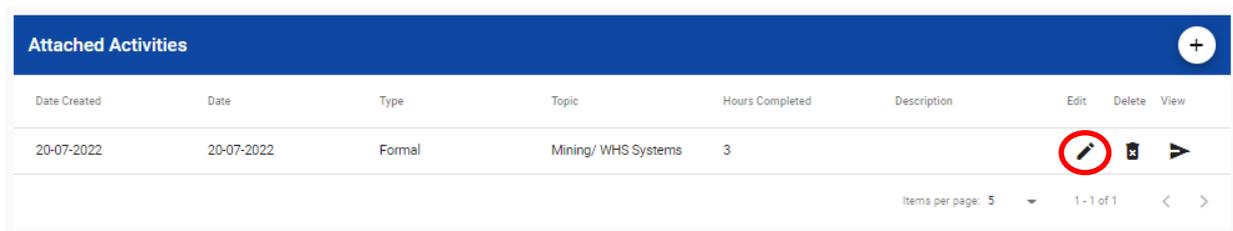
d. To edit an Activity select the “View” Icon 



The screenshot shows the same table as in step b, but with the 'View' icon (a play button) in the first row circled in red.

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

e. Select the Activity(s) you wish to the “Edit” Icon 



The screenshot shows a table with the following columns: Date Created, Date, Type, Topic, Hours Completed, Description, Edit, Delete, and View. The first row contains the data: 20-07-2022, 20-07-2022, Formal, Mining/ WHS Systems, 3. The 'Edit' icon (a pencil) in the first row is circled in red.

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

f. Make changes and verify the details for each section (1-7)

Edit Activity

- 1 Date and Hours
- 2 Type
- 3 Topic
- 4 Mine Type
- 5 Category
- 6 Description
Optional
- 7 Finalize

g. Select “Edit Activity” on Tab 7 Finalize at the end to Save.

Click to add the following activity

Edit Activity