

How to View Employee Information – Admin User

1. Sign-in to Web Instance

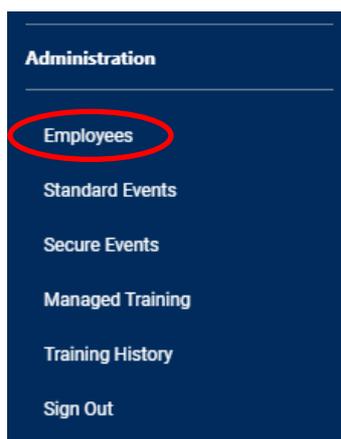
a. Go to <https://moc.gen4.info/>

b. Select “Sign In”

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

2. View Employee Information – Detail View

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



b. Search for the Employee using the Search field at the top – this will filter on the person in both the “Detail View” and the “Summary View”

Employee Summary

The user accounts below have granted permission to view their competency log, and push training to them. To push an Event to a User, click on **Managed Training** in the menu to get started.

Search

Ex. 'Deputy', 'John' etc

c. Select the Employee’s name – both first and last name will work

d. From here you can do the following:

- **View their Summary Data and see how they are tracking**

Add picture

- **View their Activities** – *Individual, Event and Managed (Pushed)*

To view the details select the “View” icon 

Individual Activities	Event Activities	Managed Training Activities			
Date	Type	Topic	Hours Completed	Description	View
03-12-2020	Formal	General WHS Topics	5	Listened Zoom	

Items per page: 10 1 - 1 of 1 |< < > >|

- **Download their data** (see “How to - Download Activity Log & Evidence - Admin User” for more info)

Download Data

- **View Employee Information – Summary View**

NOTE: if you have a large number of employees this will take some time to load, please be patient 😊

e. Select the “Employees” Tab from the Administration area of the Left Menu



f. Select “Summary View” and select the button “Create Summary Report”

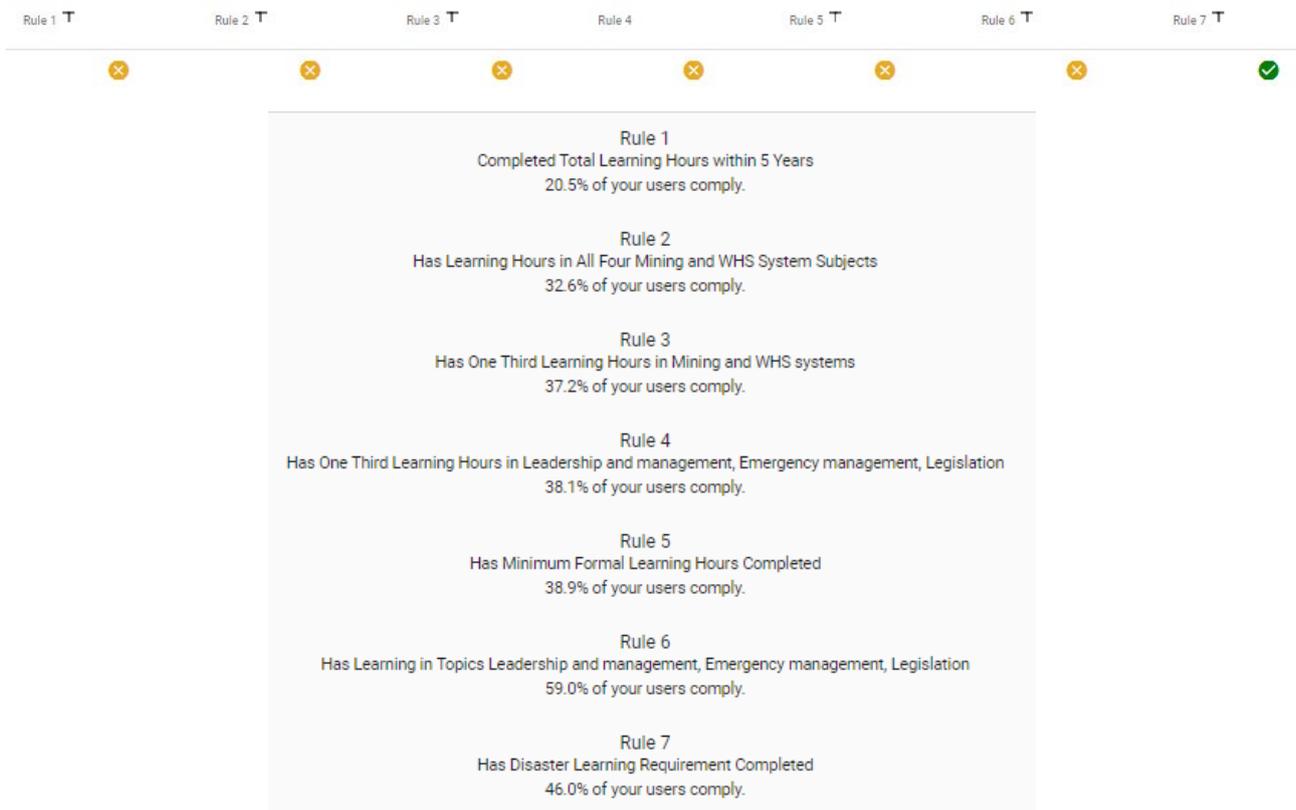


g. From this view you can see:

- **Hours Requirement vs Total Hours Claimed**

Hour Requirement	Total Hours
120	8.0

- **7 Rules which indicate how they are tracking with the Guideline requirements** – this will provide you with guidance on the areas they may need assistance or to focus on



Rule 1	Rule 2	Rule 3	Rule 4	Rule 5	Rule 6	Rule 7
Completed Total Learning Hours within 5 Years 20.5% of your users comply.	Has Learning Hours in All Four Mining and WHS System Subjects 32.6% of your users comply.	Has One Third Learning Hours in Mining and WHS systems 37.2% of your users comply.	Has One Third Learning Hours in Leadership and management, Emergency management, Legislation 38.1% of your users comply.	Has Minimum Formal Learning Hours Completed 38.9% of your users comply.	Has Learning in Topics Leadership and management, Emergency management, Legislation 59.0% of your users comply.	Has Disaster Learning Requirement Completed 46.0% of your users comply.

NOTE: these are the same rules as provided as the Summary data on the Individual Employee pages

- **h. Once the Summary is loaded you can select “Download Summary Report”** – unfortunately the download is only available in PDF due to the formatting



- i. If looking for a specific person, search for the Employee using the Search field at the top – this will filter on the person in both the “Detail View” and the “Summary View”**

Employee Summary

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Search

Ex: 'Deputy', 'John' etc

- j. Select the Employee's name to load their details page**