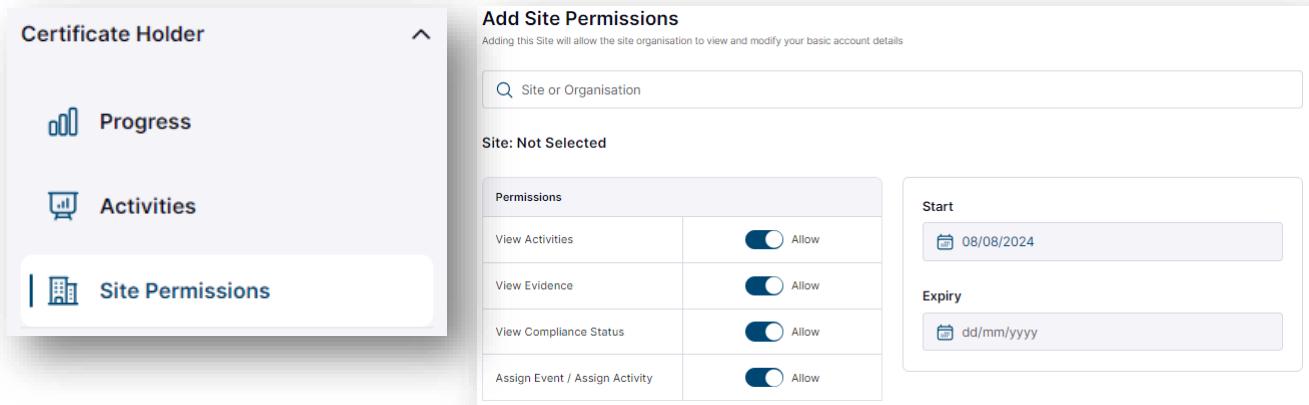


# How to:

## View & Download Certificate Holder Compliance Information (Admin User)

### How to view and download Certificate Holder Compliance Information using Coal Services Maintenance of Competence (MoC) Portal.

For your Organisation to be able to view any information for a Certificate Holder they need to have Shared Permissions. Permissions are enabled by the Certificate Holder on Invite or Manually via the Site Permissions area of their Portal:



**Certificate Holder**

- Progress
- Activities
- Site Permissions**

**Add Site Permissions**  
Adding this Site will allow the site organisation to view and modify your basic account details

Site: Not Selected

Permissions	
View Activities	<input checked="" type="checkbox"/> Allow
View Evidence	<input checked="" type="checkbox"/> Allow
View Compliance Status	<input checked="" type="checkbox"/> Allow
Assign Event / Assign Activity	<input checked="" type="checkbox"/> Allow

Start: 08/08/2024

Expiry: dd/mm/yyyy

There are 3 options when accessing Certificate Holder Compliance information in the MoC Portal:

1. Individual Certificate Holder Compliance & Download
2. Individual Certificate Holder Evidence
3. Organisation Compliance Report Download

Login at <https://moc.coalservices.com.au>

# Individual Certificate Holder Compliance



1. Select “Certificate Holders”
  - PC – left menu
  - Mobile Device – select the 3 lines
2. Select or search and select the Certificate Holder from the list
3. Select “View Progress”
4. Summary information can be viewed from this page

A screenshot of a mobile application interface. At the top, it says "Manage Organisation" and "Mine Company Test". Below that is a section titled "Certificate Holders" with a user icon. At the bottom is a large blue button with a bar chart icon and the text "View Progress".

5. To view logbook, select “Export”  
**Note:** the file will go to your “Downloads” folder on your device

## Individual Certificate Holder Evidence

1. Select “Certificate Holders”
  - PC – left menu
  - Mobile Device – select the 3 lines
2. Select or search and select the Certificate Holder from the list
3. Select “View Activities”
4. Select “View” for any that you wish to see the Evidence
5. Select “Download All” to View Evidence  
**Note:** the file will go to your “Downloads” folder on your device

A screenshot of a mobile application interface. At the top, it says "Manage Organisation" and "Mine Company Test". Below that is a section titled "Certificate Holders" with a user icon. At the bottom is a large blue button with a bar chart icon and the text "View Activities". Below that is another large blue button with a download icon and the text "Download All".

If the Certificate Holder does not appear in the list, send them an Invite to Share Permission(s).

# Organisation Certificate Holder Compliance



## 1. Select “Certificate Holders”

- PC – left menu
- Mobile Device – select the 3 lines

### Manage Organisation

Mine Company Test

Certificate Holders

Compliance Report

## 2. Select “Compliance Report”

**Note:** Basic compliance information can be seen from this page

## 3. Select “Export” for detailed information

**Note:** the files will go to your “Downloads” folder on your device

## 4. Select the “Excel” file (not the CSV)

## 5. On opening the file ensure you select “enable Editing” for best results

## 6. Tab 1 contains the Summary Report and Tab 2 contains the 4 Compliance Rules for reference.

If a Certificate Holder does not appear in the list, send them an Invite to Share Permission(s).