SPUD Start Processing Useful Data	**Training Matrix**	
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Labour / Training Matrix

- The training Matrix is where you can upload any necessary employee training documents or certifications. Eg, A copy of someone's CSCS card.
- To upload a new qualification, select [+ Create New] on the right -hand side of the page.

- Fill in all the information:

- Employee name = The employee whose training document/certification it is
- Training Type = The type of training that it falls into. These will have been prepopulated and listed during your Spud Set up. For example, a training type could be 'Health and safety'
- Training = The classification of the training document/ certificate. Eg, 'First Aid'
- From = The date that the training awarded is valid from. If you're unsure of this, you can put the date on which you are uploading the training document.
- To = The date that the training expires on. This is important so that spud can notify you as the expiration date approach.

- Once you have completed all the above, attach a copy of the document / certificate press the Add button at the bottom of the page to upload it to spud.
- Now that the training has been added, it will show in the profile of the employee that it was set against and in the training matrix. A list of employee's trainings can be found by clicking the following: **Labour / Employee / Edit.**

Once you have selected edit, click on training to be directed to a page of all that employee's uploaded certificates and make any changes if necessary.