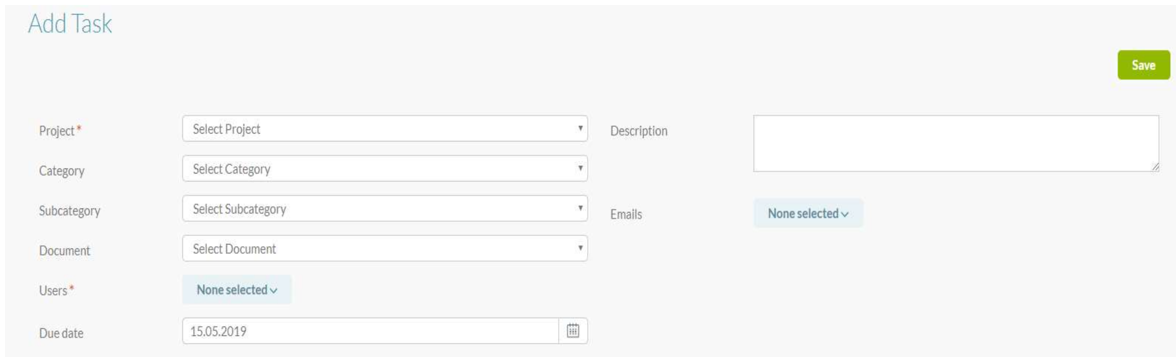
Start Processing Useful Data	# Assigning new internal training	
ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-20	Issue No: 01	Issue Date: 01.06.19

Communication > Tasks > Add New Internal Training

Prerequisites – In order to complete this section you need to have first set up a project, Created a Category, Subcategory and an Internal Training Document.



- **Project** – Select a project you wish for the training to be linked too
- **Document Type** – Choose from the drop-down menu Site Induction, RAMS, Toolbox Training and Task Briefing.
- **Category** – Select a Category you have assigned your Document and Subcategory against
- **Subcategory** – Select the Subcategory that you set your Document against
- **Document** – You should now see all documents set up under the Category and Subcategory that you have selected.
- **Users** – These are all the Users you wish to complete the Internal Training
- **Due Date** – This is the expected date for Users to complete the Internal Training
- **Description** – Optional description box to make the Internal Training easier to Identify and understand
- **Emails** – Select the Emails of Users you wish to a get a notification email once the task has been completed.
- Once you are ready for the training to be uploaded and set against the user/users press