

Assigning new internal training

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[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.

The screenshot shows the 'Add Task' form with the following fields:

- Project ***: Select Project (dropdown menu)
- Category**: Select Category (dropdown menu)
- Subcategory**: Select Subcategory (dropdown menu)
- Document**: Select Document (dropdown menu)
- Users ***: None selected (dropdown menu)
- Due date**: 15.05.2019 (calendar icon)
- Description**: Text input box
- Emails**: None selected (dropdown menu)
- Save**: Green button

- **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