

CREATE NEW INTERNAL TRAINING

ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-21	Issue No: 01	Issue Date: 01.06.19

[Documents / Documents Control / Admin](#)

- Click on the browser bar to [DOCUMENTS](#).
- Then click on the drop down to [DOCUMENT CONTROL](#).
- Now click on ADMIN and then select [+ Add new document](#)

Name

Description

Category ▼

Subcategory ▼

ID Reference

Date 

Type ▼

Revision

Document

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- First box is **NAME** of Document for example Site Induction.
- Then the second box is **DESCRIPTION**
- Third, this drop down is the **CATEGORY** example Site Training
- Fourth, this drop down then needs a **SUBCATEGORY** Inductions
- **I.D Reference** give the document a reference
- Add a **date**.
- Select the type example Inductions
- **When this is chosen a RED box appears stating this type of document requires Questions to be added.**
- Click on the Box stating **ADD QUESTION**, do this to get as many questions relating to the document that you require.
- Then once you have input the question in **QUESTION CONTENT** a drop-down box will appear with TEXT. The text box allows you to put in an answer.
- Next to the TEXT box you will see a TICK BOX appear beside the answer options, you'll need to identify the correct answer.
- The last stage is to download your DOCUMENT, click on DOCUMENT- Choose File

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- This would be a document you have pre-populated and set out for example, RAMS, this would already be on your computer allowing you to download to bring over to this screen.
- This then is set up ready to be used and completed.
- At any time, you can [EDIT](#) and [DELETE](#) again giving you control of your own documents.
- This can be done on the DOCUMENTS tool bar then drop down to DOCUMENTS CONTROL. Click on the List of Documents option on the right-hand side of the page
- This page shows all the documents you have set up, tick the document and on the right-hand side click on the three dots. This will allow you to edit, delete or download any of the documents.