



# IRELAND SAFETY TRAINING

## QUICK GUIDE FOR EMPLOYERS

[www.ireland-safetytraining.com](http://www.ireland-safetytraining.com)

### Registration Process:

Please ensure accurate completion of the registration process for your employees by following the steps provided. If you intend to register multiple employees, it is advisable to set up an account under your company's name, which facilitates payment via business cards and ensures that invoices are sent to your company's email with all necessary details.

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## Account Setup:

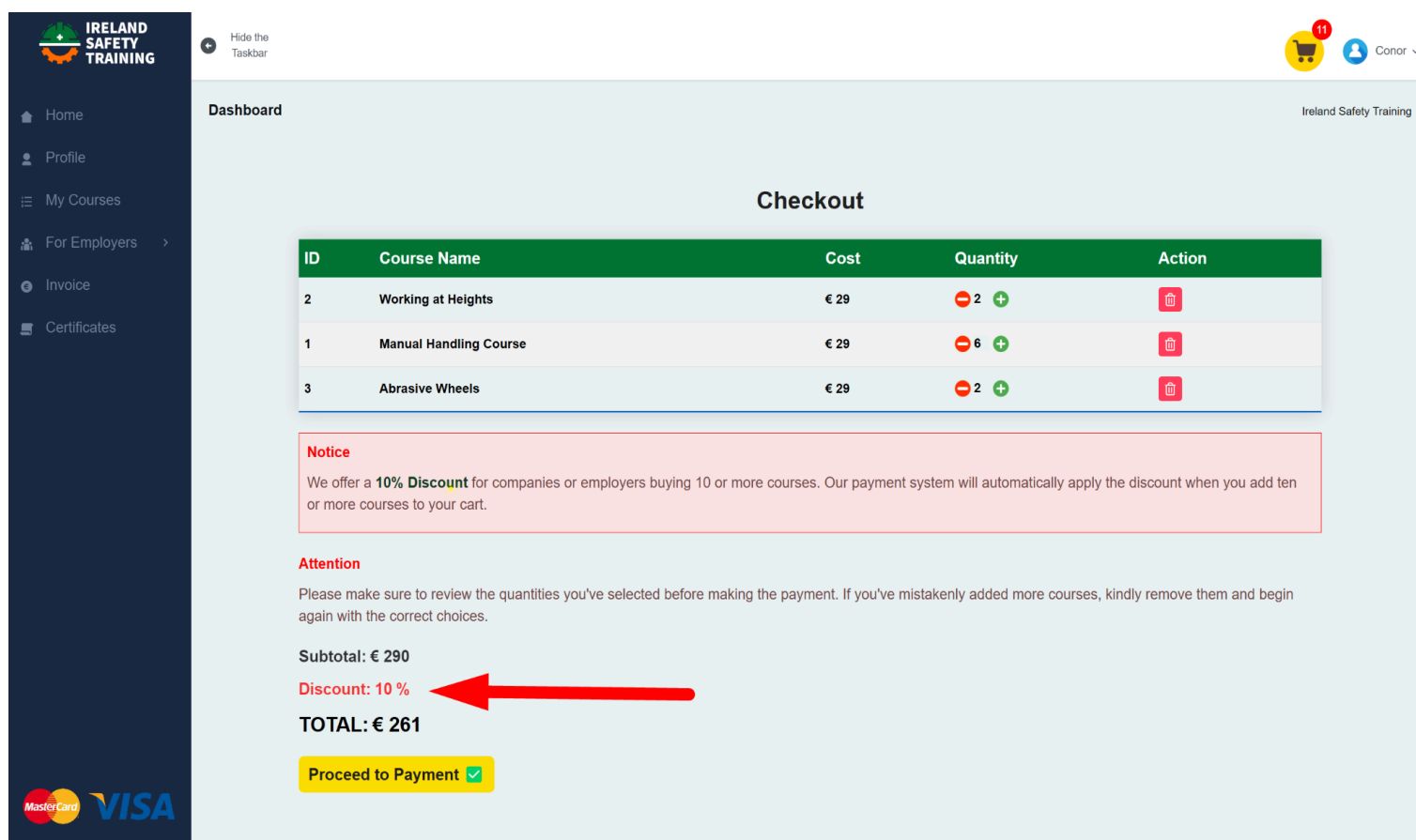
When creating a business account, use your company's address to ensure invoices contain complete company details, simplifying the billing process.

## Purchasing Courses:

It's advisable to purchase the necessary number of courses before registering your employees. This way, you can easily assign courses during their registration process. Remember, our system allows flexibility; there's no time limit on when the courses can be used.

## Bulk Purchase Discount:

Benefit from a **-10% Discount** on purchases of 10 or more courses. The discount is automatically applied when you add the required number of courses to your cart.



The screenshot shows the checkout page for Ireland Safety Training. The cart contains three items:

ID	Course Name	Cost	Quantity	Action
2	Working at Heights	€ 29	2	[+/-]
1	Manual Handling Course	€ 29	6	[+/-]
3	Abrasive Wheels	€ 29	2	[+/-]

Below the cart, a notice states: "We offer a 10% Discount for companies or employers buying 10 or more courses. Our payment system will automatically apply the discount when you add ten or more courses to your cart." An attention message follows: "Please make sure to review the quantities you've selected before making the payment. If you've mistakenly added more courses, kindly remove them and begin again with the correct choices." The subtotal is € 290. A red arrow points to the "Discount: 10 %" line. The total is € 261. A "Proceed to Payment" button is visible at the bottom.

## Registering Employees:

To register an employee, navigate to the 'For Employers' section on bar menu on our website, then click on 'Register your employee'.

Fill in the form with your employee's details, making sure the email is correct. They will get an email with their login details, including a password they can change anytime.

The screenshot displays the Ireland Safety Training website interface. On the left is a dark blue sidebar menu with the following items: Home, Profile, My Courses, For Employers (highlighted with a red arrow and the number 1), Employer Dashboard, Register your employee (highlighted with a red arrow and the number 2), Instructions, Invoice, and Certificates. At the top of the sidebar is the Ireland Safety Training logo and a 'Hide the Taskbar' button. The main content area is titled 'Dashboard' and features a three-step progress indicator:

- STEP 1 - Register The Employee**: Indicated by a green checkmark and a circular progress indicator with the number 1.
- STEP 2 - Check Your Dashboard**: Indicated by a green checkmark and a circular progress indicator with the number 2.
- STEP 3 - Go to page "My Courses" from the menu and then "Send the Course" to employees**: Indicated by a green checkmark and a circular progress indicator with the number 3.

On the right side of the dashboard, there is a 'Register Your Employees' form. It includes the following fields and elements:

- A heading: **Register Your Employees**
- Instructions: 'Fill in the employee details on the form and click the "Add Employee" button. Our system will then instantly send an email to each registered employee containing their login information for our learning platform.'
- Field: **Enter employee's Full Name** with a text input box (highlighted with a red arrow and the number 3).
- Field: **Enter employee's Email Address** with a text input box (highlighted with a red arrow and the number 4).
- A yellow button labeled **Add Employee** with a green checkmark icon.

At the bottom left of the page, there are logos for MasterCard and VISA. The top right corner shows a shopping cart icon with a '10' notification, a user profile icon for 'Conor', and the text 'Ireland Safety Training'.

## Course Allocation and Access:

Once registration is complete, you can start sending the courses to your employees.

**They can log in using the personal details** sent to their email and start their training anytime. If they don't see the email in their inbox, please advise them to check their spam or junk folders.

The screenshot shows the Ireland Safety Training dashboard. The left sidebar contains navigation options: Home, Profile, My Courses (highlighted), For Employers, Invoice, and Certificates. The main content area is titled 'My Courses' and displays a table with three rows of course information. Each row includes a 'Send Course' button (highlighted in a red box) and a 'Start Course' button. The table columns are Action, Course Name, Status, and Certificate. The course name for all three rows is 'Manual Handling Course', and the status is 'Purchased'. The certificate column shows a dash '-'. A red arrow labeled '1' points to the 'My Courses' menu item, and another red arrow labeled '2' points to the 'Send Course' buttons. At the bottom of the table, there are 'Previous', '1', and 'Next' navigation buttons.

Action	Course Name	Status	Certificate
<a href="#">Send Course</a> <a href="#">Start Course</a>	Manual Handling Course	Purchased	-
<a href="#">Send Course</a> <a href="#">Start Course</a>	Manual Handling Course	Purchased	-
<a href="#">Send Course</a> <a href="#">Start Course</a>	Manual Handling Course	Purchased	-

**IMPORTANT:** Please do not click on any 'Start Course' button unless you intend to take the course yourself. Clicking it will automatically activate the course for you, and it will no longer be possible to assign it to your employee.

**Everything is structured and simple.** After selecting your course and clicking "Send Course" a list of your registered employees will appear.

Please select your employee and click "Send" to assign the course.

Search employees by name or email...

No.	Action	Employee Email	Full Name
1	<a href="#">Send ✓</a>	cian.fitzpatrick@gmail.com	Cian Fitzpatrick
2	<a href="#">Send ✓</a>	sean.murphy@gmail.com	Sean Murphy
3	<a href="#">Send ✓</a>	liam.oconnor@gmail.com	Liam O'connor

Clicking "Send" assigns the course to your employee. They'll receive an email with the course details and a button to begin.

You can click on the Employer Dashboard anytime to view your list of employees. Here, you'll quickly see how many courses are assigned to each employee in their personal profile.

The screenshot shows the Ireland Safety Training Employer Dashboard. On the left is a dark sidebar with navigation options: Home, Profile, My Courses, For Employers (expanded), Employer Dashboard, Register your employee, Instructions, Invoice, and Certificates. The main content area is titled 'Employer Dashboard' and contains a table with the following data:

Date of Registration	Full Name	Employee Email	Assigned Courses	Training Records
23-Nov-2024   13:44	Cian Fitzpatrick	cian.fitzpatrick@gmail.com	✓ 2 Courses	
23-Nov-2024   13:43	Sean Murphy	sean.murphy@gmail.com	✓ 4 Courses	
23-Nov-2024   13:43	Liam O'connor	liam.oconnor@gmail.com	-	-

You can click on this blue folder anytime to view more details about the courses you've assigned to your employees.

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Hide the Taskbar

Conor

Dashboard

Ireland Safety Training

### Employer Dashboard

Date of Registration	Full Name	Employee Email	Assigned Courses	Training Records
23-Nov-2024   13:44	Cian Fitzpatrick	cian.fitzpatrick@gmail.com	✓ 2 Courses	 ←
23-Nov-2024   13:43	Sean Murphy	sean.murphy@gmail.com	✓ 4 Courses	
23-Nov-2024   13:43	Liam O'connor	liam.oconnor@gmail.com	-	-

Here, you'll find useful information about the status of each course. Once courses are completed, a PDF file with the employee's certificate will automatically appear in the "Certificates" section. Clicking on it will download the certificate instantly.

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Hide the Taskbar

Conor

Dashboard

Ireland Safety Training

### Cian Fitzpatrick

ID	Course Name	Status	Date:	Certificate
4936	Working at Heights	Course completed	23-Nov-2024   16:02	 ←
4937	Abrasive Wheels	Purchased	23-Nov-2024   16:03	-
4938	Manual Handling Course	Theory completed	23-Nov-2024   16:03	-

If you want to obtain certification for yourself, you can click the "Start Course" button anytime to begin studying and receive the necessary certification.

The screenshot shows the Ireland Safety Training dashboard. The sidebar on the left contains navigation options: Home, Profile, My Courses (highlighted), For Employers, Invoice, and Certificates. The main content area is titled 'My Courses' and contains a table with three rows of 'Manual Handling Course' entries. Each row has a 'Send Course' button and a 'Start Course' button. A red box highlights the 'Start Course' button in the first row. A red arrow labeled '1' points to the 'My Courses' menu item, and another red arrow labeled '2' points to the 'Start Course' button.

Action	Course Name	Status	Certificate
Send Course Start Course	Manual Handling Course	Purchased	-
Send Course Start Course	Manual Handling Course	Purchased	-
Send Course Start Course	Manual Handling Course	Purchased	-

## Support and Assistance:

For any discrepancies during the process, please contact us at [info@Ireland-SafetyTraining.com](mailto:info@Ireland-SafetyTraining.com) or via our **Live Chat**, which is always visible on our website. Our customer service team is available daily from 9 AM to 10 PM.



**Please note:** Our training complies with Irish legislation and includes both theoretical and practical components, depending on the chosen course. The theoretical part is accessible 24/7 and can be completed on any device.

**For all courses, except Manual Handling**, participants will receive their **certificate** immediately after completing the theoretical section.

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Only for the **Manual Handling Course**, which includes a practical component with an instructor, participants must first complete the theoretical part. Afterward, our platform will automatically and instantly provide clear instructions for completing the practical session.

After completing the theoretical section, participants will see simple and clear instructional videos demonstrating proper lifting techniques. These videos are well-organized to help them gain valuable skills for their health and well-being.

**During the practical session, participants do not need to speak.** They simply record a video demonstrating proper lifting techniques and submit it to our instructors for review. This ensures they follow correct lifting practices, which are vital for their health and safety.

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Our platform is easy to use, well-structured, and accessible to everyone.  
**Keeping everyone healthy and safe is our top priority!** 😊

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**All courses remain visible and accessible** for further study free of charge for 3 years.

**Our website is accessible 24/7** for managing your dashboard and billing. To update your account details, you can email us at **info@ireland-safetytraining.com** or reach out via **Live Chat** on our website for quick support.



**Our team is online every day from 8 AM to 10 PM, ready to provide the best service for your needs! 😊**

