

Events Calendar

2017

Administrator User Guide

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Document Status

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Important Note:

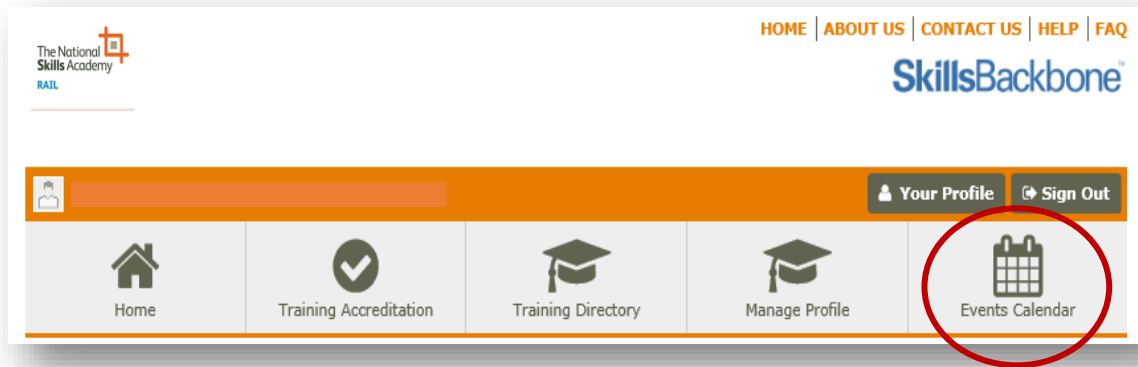
The screenshots contained within this user guide have been created using live provider information within a test environment in order to make the guide as realistic as possible. Names of companies and trainer/assessors have been removed in order to maintain data protection. Where company and/or trainer/assessors names have been removed, your own company name and assured trainer/assessors will display resulting in your view not showing as this user guide in every aspect of screen information. This will become clear once you start to use the events calendar.

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1. Start Up

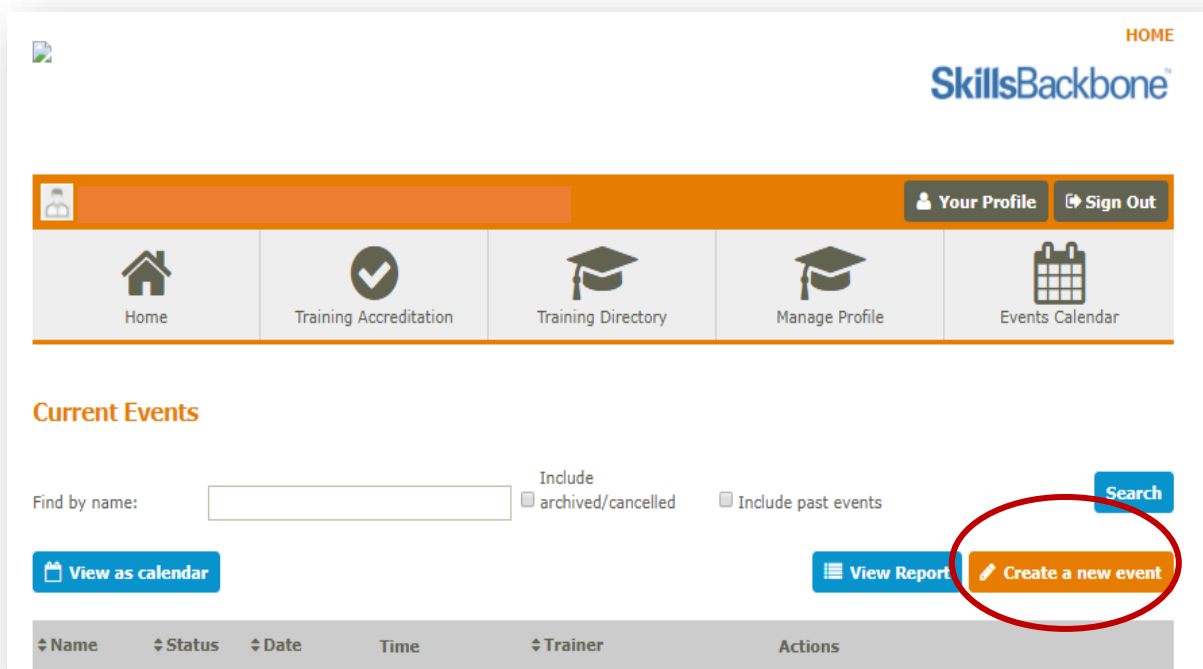
- 1.1. Log in as normal.
- 1.2. Select 'Events Calendar' icon



2. 'Creating' an Event

ENHANCED

- 2.1. Report List contains ability to search on archived **and** cancelled events
- 2.2. Event List fields now include time and trainer information
- 2.3. Select 'create a new event'








2.4. You will be taken to the main input screen

Please note all fields with a red asterisk are mandatory fields. Failure to complete any of these will result in the event not saving. You cannot create an event that started earlier than the time and date that you are using the system.

HOME

SkillsBackbone™

 Home
  Training Accreditation
  Training Directory
  Manage Profile
  Events Calendar

[Your Profile](#)
[Sign Out](#)

Home > Training Providers > Training Calendar > Create Event

Create an Event

Event details

Event Name: *

Event Type: *

Course:

AC Lines (PTS AC)
 Auxiliary operating duties Handsignaller. (AOD(HS))
 Auxiliary operating duties Level Crossing Attendant. (AOD(LXA))
 Auxiliary operating duties Points Operator. (AOD(PO))
 Conductor Rail Permit - Testing using a Live Line Tester (COSS CRP LLT)
 Conductor Rail Permit (COSS CRP)
 Controller of Site Safety. (COSS)
 COSS Theory. (COSS Theory)
 DC Lines (PTS DC)
 Engineering Supervisor. (ES)
 Individual Working Alone. (IWA)
 Industry Common Induction. (ICI)
 Kango (LKT(K))
 Lookout. (LKT)
 Network Rail (NR IND)
 Overhead Line Permit (COSS OLP)
 PeeWee (LKT(P))

 *

Organisation: *

Trainer: *

Region: *

Location: *

Schedule

Start Date: *
dd/mm/yyyy

Start time: * *

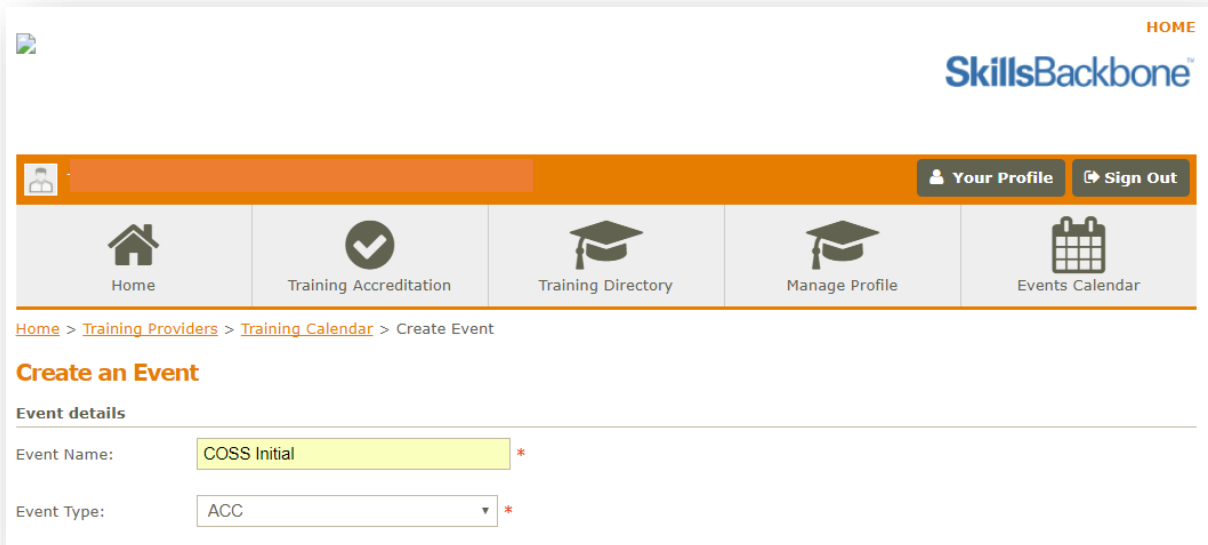
End Date: *
dd/mm/yyyy

End time: * *

Status: *

[Save](#) [Back](#)

2.5. Manually type event name



HOME

SkillsBackbone™

Home Training Accreditation Training Directory Manage Profile Events Calendar

Home > Training Providers > Training Calendar > Create Event

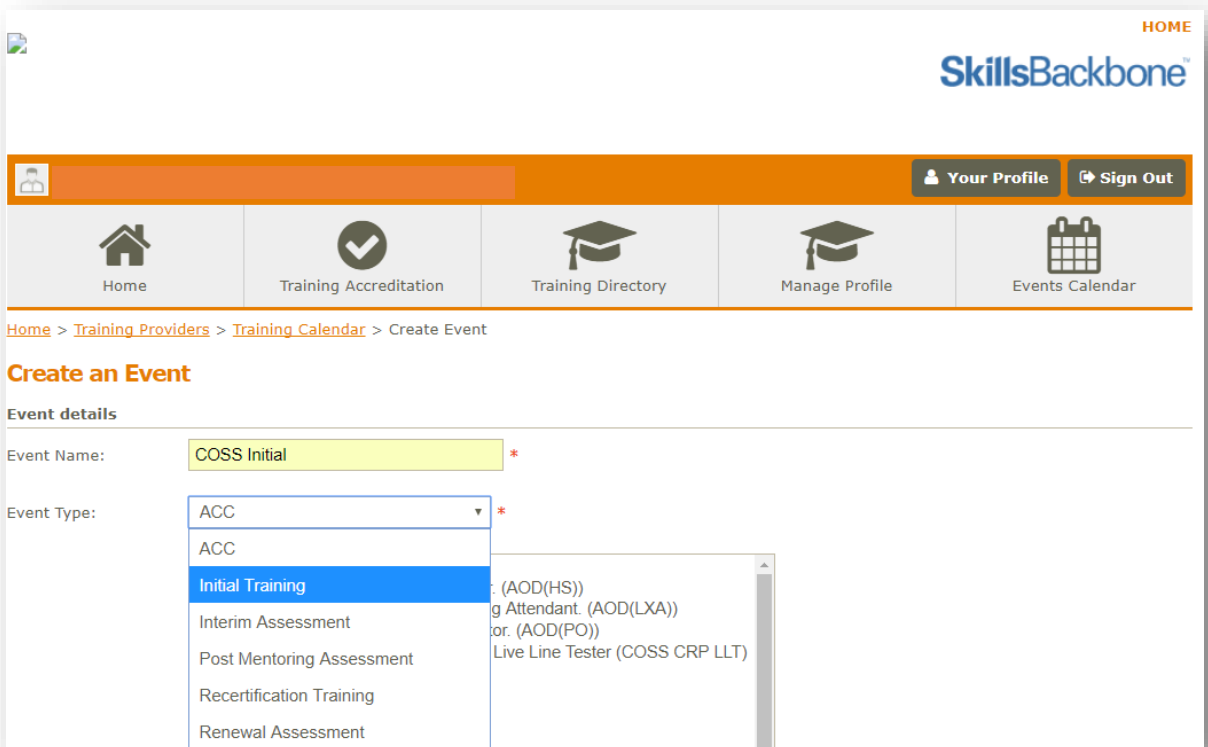
Create an Event

Event details

Event Name: *

Event Type: *

2.6. Select relevant Event Type from drop down list



HOME

SkillsBackbone™

Home Training Accreditation Training Directory Manage Profile Events Calendar

Home > Training Providers > Training Calendar > Create Event

Create an Event

Event details

Event Name: *

Event Type: *

- ACC
- Initial Training
- Interim Assessment
- Post Mentoring Assessment
- Recertification Training
- Renewal Assessment

- 2.7. Select the competences which are being delivered as part of the training event. Hold 'CTRL' button to select more than one

Create an Event

Event details

Event Name: *

Event Type: *

Course

- AC Lines (PTS AC)
- Auxiliary operating duties Handsignaller. (AOD(HS))
- Auxiliary operating duties Level Crossing Attendant. (AOD(LXA))
- Auxiliary operating duties Points Operator. (AOD(PO))
- Conductor Rail Permit - Testing using a Live Line Tester (COSS CRP LLT)
- Conductor Rail Permit (COSS CRP)
- Controller of Site Safety. (COSS)
- COSS Theory. (COSS Theory)
- DC Lines (PTS DC)
- Engineering Supervisor. (ES)
- Individual Working Alone. (IWA)
- Industry Common Induction. (ICI)
- Kango (LKT(K))
- Lookout. (LKT)
- Network Rail (NR IND)
- Overhead Line Permit (COSS OLP)
- PeeWee (LKT(P))
- Person In Charge of Possession. (PICOP)

- 2.8. When all are selected, click into next field – **note colour changes from blue to grey. This is normal.**
- 2.9. Organisation will default to your own
- 2.10. Select trainer and Region from drop down list
- 2.11. Manually type the location – **this must be the full address and postcode** – if practical carried out in a different location, both must be provided with the dates that apply to each location.

Course

- AC Lines (PTS AC)
- Auxiliary operating duties Handsignaller. (AOD(HS))
- Auxiliary operating duties Level Crossing Attendant. (AOD(LXA))
- Auxiliary operating duties Points Operator. (AOD(PO))
- Conductor Rail Permit - Testing using a Live Line Tester (COSS CRP LLT)
- Conductor Rail Permit (COSS CRP)
- Controller of Site Safety. (COSS)
- COSS Theory. (COSS Theory)
- DC Lines (PTS DC)
- Engineering Supervisor. (ES)
- Individual Working Alone. (IWA)
- Industry Common Induction. (ICI)
- Kango (LKT(K))
- Lookout. (LKT)
- Network Rail (NR IND)
- Overhead Line Permit (COSS OLP)
- PeeWee (LKT(P))
- Person In Charge of Possession. (PICOP)

Organisation:

Trainer:

Region:

Location:

Theory [date - date]:

Address

Postcode

Practical [date-date]:

Address

2.12. Select start and finish dates from pop up calendar

Region: *

Location: *

Schedule

Start Date: *

Start time:

End Date: *

End time:

Status: *

2.13. Select start and finish times from drop down menus

01 *

02 *

03 *

04 *

05

06

07

08

09 *

10

11

12 *

13

Schedule

14 Start Date: *

15

16 Start time: *

17 *

18 End Date: *

19

20 End time: *

21 *

22 Status: *

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- 2.14. Set the status of the event from the drop down menu. Please note **addition** of cancelled status.

Schedule

Start Date: *

dd/mm/yyyy

Start time: * *

End Date: *

dd/mm/yyyy

End time: * *

Status: *

Archived

Cancelled

Draft

Live

Save **Back**

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Courses can be added as archived, draft or live depending on the requirements of the administration of the event. The status of the event can be updated after saving at any time i.e. when an event is finished it can be revisited and changed to archive.

Note: the system will not automatically archive events once they are complete, this has to be done manually by the administrator after the event has ended.

- 2.15. Select 'save'

End Date: *

dd/mm/yyyy

End time: * *

Status: *

Save **Back**

- 2.16. Saving the event automatically returns you to the Events Calendar list page and will now show the event which has been scheduled. It is from here that events can be edited, deleted, copied, archived and/or 'made live'. New events are created using the **Create a new event** button as per the above process.

3. 'Editing' an Event

- 3.1. Start up and select 'Events Calendar' as above
- 3.2. Select 'edit' next to the event which you want to edit

HOME

SkillsBackbone™

Your Profile Sign Out

Home Training Accreditation Training Directory Manage Profile Events Calendar

Current Events

Find by name: Include ☐ archived/cancelled ☐ Include past events [Search](#)

[View as calendar](#) [View Report](#) [Create a new event](#)

Name	Status	Date	Time	Trainer	Actions
COSS Initial	Live	12/12/2017	09:00 - 16:00		Edit Delete Copy Archive Cancel

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- 3.3. Make changes to any field that you require to

Edit Event

Event details

Event Name:

Event Type:

Course:

Organisation:

Trainer:

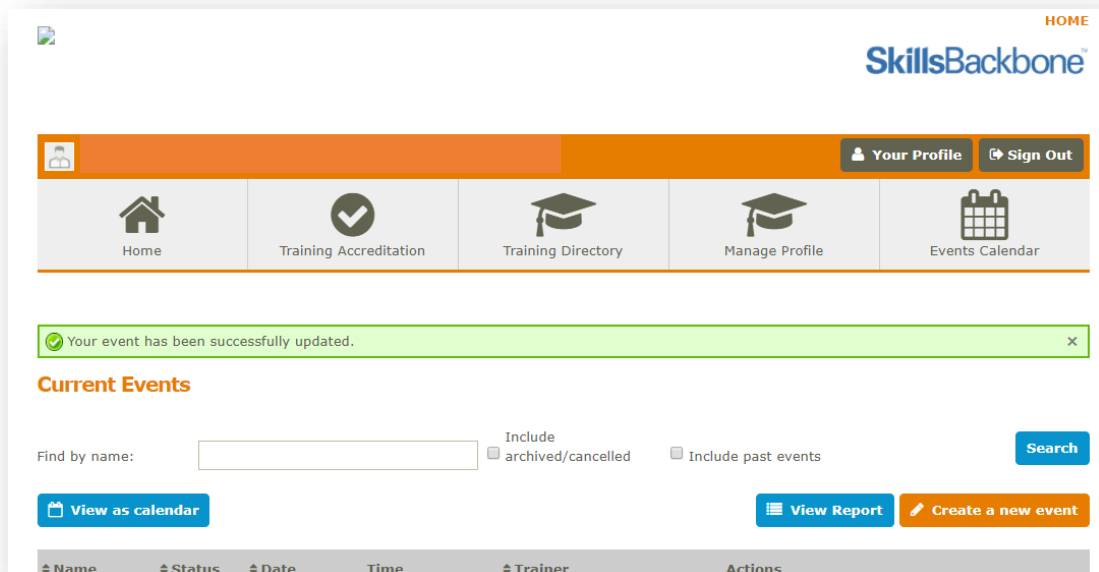
Region:

Location:

Schedule

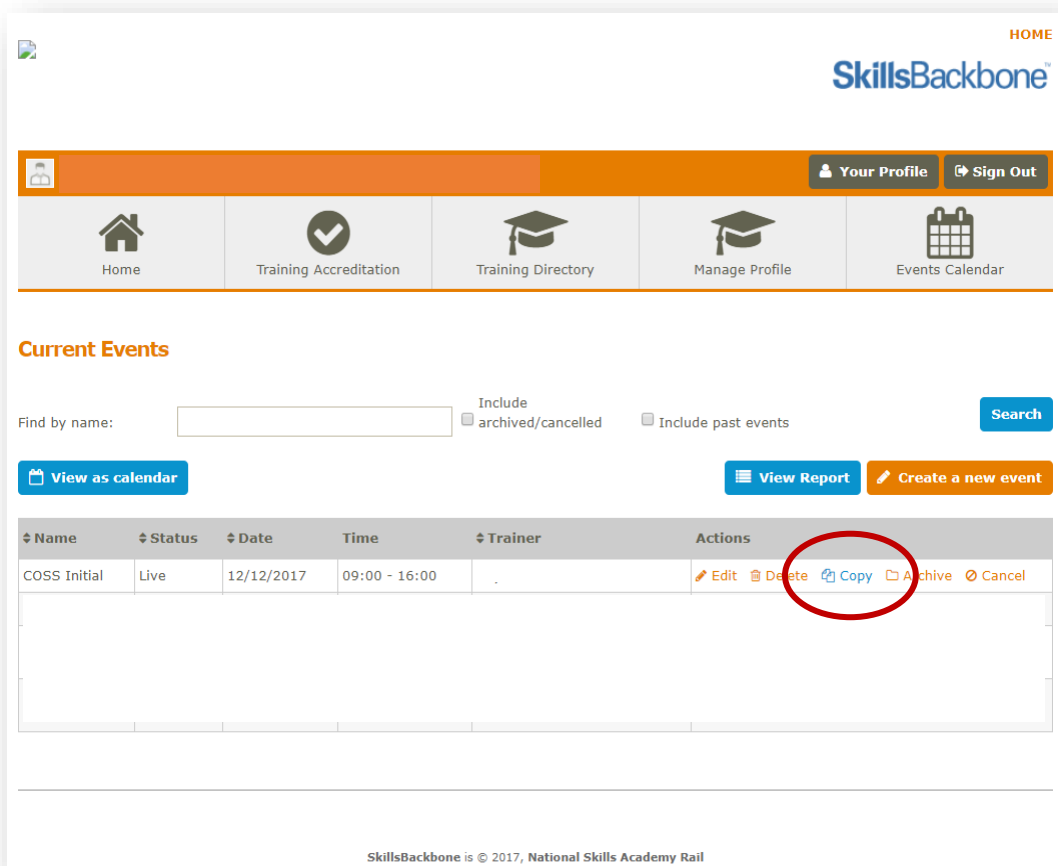
Start date:

- 3.4. Select 'save'
- 3.5. You are automatically returned to the main Event Calendar screen and alerted that your event has been updated

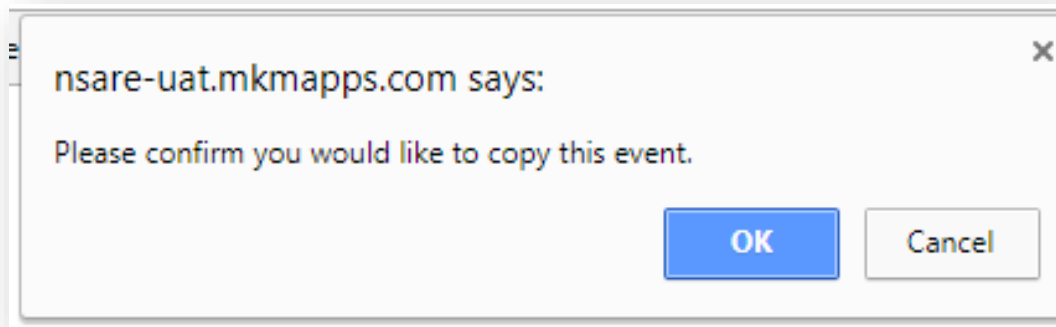


4. 'Copying' an Event NEW

- 4.1. Start up and select 'Events Calendar' as above
- 4.2. Select 'copy' next to the event which you want to copy



- 4.3. At the top of the screen, the system will ask you if you are sure you want to copy the event. If you select 'cancel' the box will disappear



- 4.4. If you click 'OK' you will be directed to the edit event screen – go to [3 'Editing' an Event](#)
- 4.5. Only edit the fields that you need to. Once saved you will be returned to the main events calendar screen where you will see your copied event.

HOME

Your Profile
Sign Out

Home
Training Accreditation
Training Directory
Manage Profile
Events Calendar

Current Events

Find by name:

☐ Include archived/cancelled
 ☐ Include past events
 Search

View as calendar
View Report
Create a new event

Name	Status	Date	Time	Trainer	Actions
COSS Initial	Live	02/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel
COSS Initial	Live	12/12/2017	09:00 - 16:00		Edit Delete Copy Archive Cancel

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- 4.6. If you save the event as a draft, you have the ability to 'make live' from the main events calendar screen

5. 'Make Live' an Event

NEW

Current Events

Find by name:

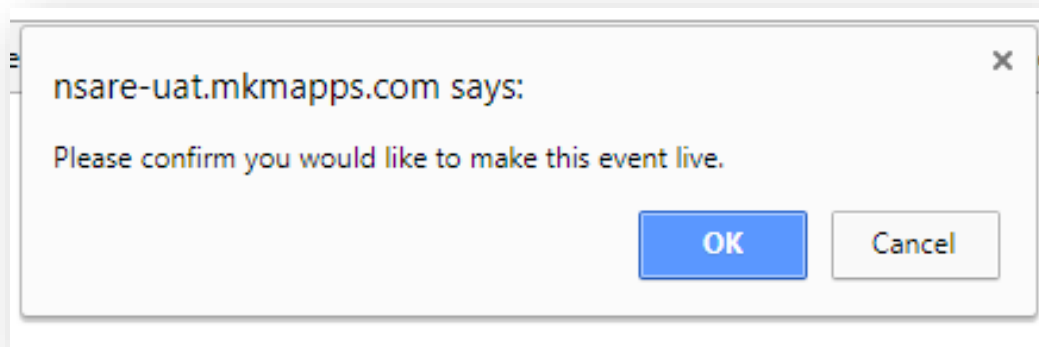
☐ Include archived/cancelled
 ☐ Include past events
 Search

View as calendar
View Report
Create a new event

Name	Status	Date	Time	Trainer	Actions
COSS Initial	Draft	02/01/2018	09:00 - 16:00	.	<a>Edit <a>Delete <a>Copy <a>Archive <a>Make live
COSS Initial	Live	12/12/2017	09:00 - 16:00		<a>Edit <a>Delete <a>Copy <a>Archive <a>Cancel

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- 5.1. Select 'make live' showing only against the draft event
- 5.2. You will be asked at the top of the screen if you want to make the event live




- 5.3. If you 'cancel', the box will disappear
- 5.4. If you select 'OK', the screen will pause before making the event on the list 'Live', removing the 'make live' indicator next to the event.


HOME


SkillsBackbone™





[Your Profile](#)
[Sign Out](#)


Home


Training Accreditation


Training Directory


Manage Profile


Events Calendar

[Home](#) > [Training Providers](#) > Training Calendar

✔ Your event has been successfully updated.
×

Current Events

Find by name:

☐ Include archived/cancelled

☐ Include past events

[Search](#)

[View as calendar](#)

[View Report](#)

[Create a new event](#)

↕ Name	↕ Status	↕ Date	Time	↕ Trainer	Actions
COSS Initial	Live	02/01/2018	09:00 - 16:00		✎ Edit 🗑 Delete 📄 Copy 🗳 Archive 🚫 Cancel
COSS Initial	Live	12/12/2017	09:00 - 16:00		✎ Edit 🗑 Delete 📄 Copy 🗳 Archive 🚫 Cancel

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Version 2.0

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6. 'Delete' an Event

- 6.1. Start up and select 'Events Calendar' as above
- 6.2. Select 'delete' next to the event which you want to delete

HOME

SkillsBackbone™

Home Training Accreditation Training Directory Manage Profile Events Calendar

Home > Training Providers > Training Calendar

Current Events

Find by name: Include ☐ archived/cancelled ☐ Include past events [Search](#)

[View as calendar](#) [View Report](#) [Create a new event](#)

Name	Status	Date	Time	Trainer	Actions
COSS Initial	Live	02/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel
COSS Initial	Live	12/12/2017	09:00 - 16:00		Edit Delete Copy Archive Cancel

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- 6.3. You will be asked at the top of screen if you are sure that you want to delete this event.

nsare-uat.mkmapps.com says:

Please confirm you would like to delete this event.

[OK](#) [Cancel](#)

- 6.4. If you 'cancel' the box will disappear. If you click 'OK', the event will pause for a second and the event that you wanted to delete will disappear from the list.

HOME

SkillsBackbone™

Home Training Accreditation Training Directory Manage Profile Events Calendar

Home > Training Providers > Training Calendar

[Your event has been successfully removed.](#)

Current Events

Find by name: Include ☐ archived/cancelled ☐ Include past events [Search](#)

[View as calendar](#) [View Report](#) [Create a new event](#)

Name	Status	Date	Time	Trainer	Actions
COSS Initial	Live	02/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel

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7. 'Archive' an Event

- 7.1. Start up and select 'Events Calendar' as above
- 7.2. Select 'archive' next to the event which you want to archive

The screenshot shows the SkillsBackbone Events Calendar page. At the top, there's a navigation bar with 'Home', 'Training Accreditation', 'Training Directory', 'Manage Profile', and 'Events Calendar'. Below this, the 'Current Events' section has a search bar and filters for 'Include archived/cancelled' and 'Include past events'. A table lists three events, all with status 'Live'. The 'Actions' column for each event contains links for 'Edit', 'Delete', 'Copy', 'Archive', and 'Cancel'. The 'Archive' link for the event dated 02/01/2018 is circled in red.

Name	Status	Date	Time	Trainer	Actions
COSS Initial	Live	18/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel
COSS Initial	Live	10/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel
COSS Initial	Live	02/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel

- 7.3. You will be asked at the top of screen if you are sure that you want to archive this event.

A confirmation dialog box is shown with the text: 'nsare-uat.mkmapps.com says: Please confirm you would like to archive this event.' There are two buttons: 'OK' and 'Cancel'.

- 7.4. If you 'cancel' the box will disappear. If you click 'OK', the event will pause for a second and the event that you wanted to delete will disappear from the list. This will return under a search which 'includes archived/cancelled'

The screenshot shows the SkillsBackbone Events Calendar page after archiving an event. A green message bar at the top states: 'Your event has been successfully updated.' The table now shows only two events. The 'Archive' link for the event dated 02/01/2018 is no longer visible.

Name	Status	Date	Time	Trainer	Actions
COSS Initial	Live	18/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel
COSS Initial	Live	10/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel

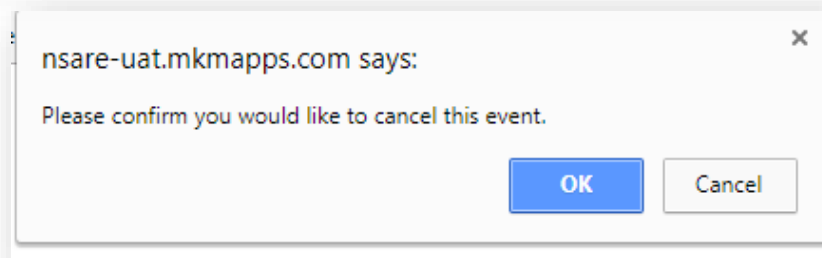
8. 'Cancel' an Event

- 8.1. Start up and select 'Events Calendar' as above
- 8.2. Select 'cancel' next to the event which you want to cancel

The screenshot shows the SkillsBackbone interface with the 'Events Calendar' selected. The breadcrumb trail is 'Home > Training Providers > Training Calendar'. Below the navigation bar, there are search filters and buttons for 'View as calendar', 'View Report', and 'Create a new event'. A table lists current events. The first event, 'COSS Initial', has a 'Cancel' link circled in red in the 'Actions' column.

Name	Status	Date	Time	Trainer	Actions
COSS Initial	Live	18/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel
COSS Initial	Live	10/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel

- 8.3. You will be asked at the top of screen if you are sure that you want to cancel this event



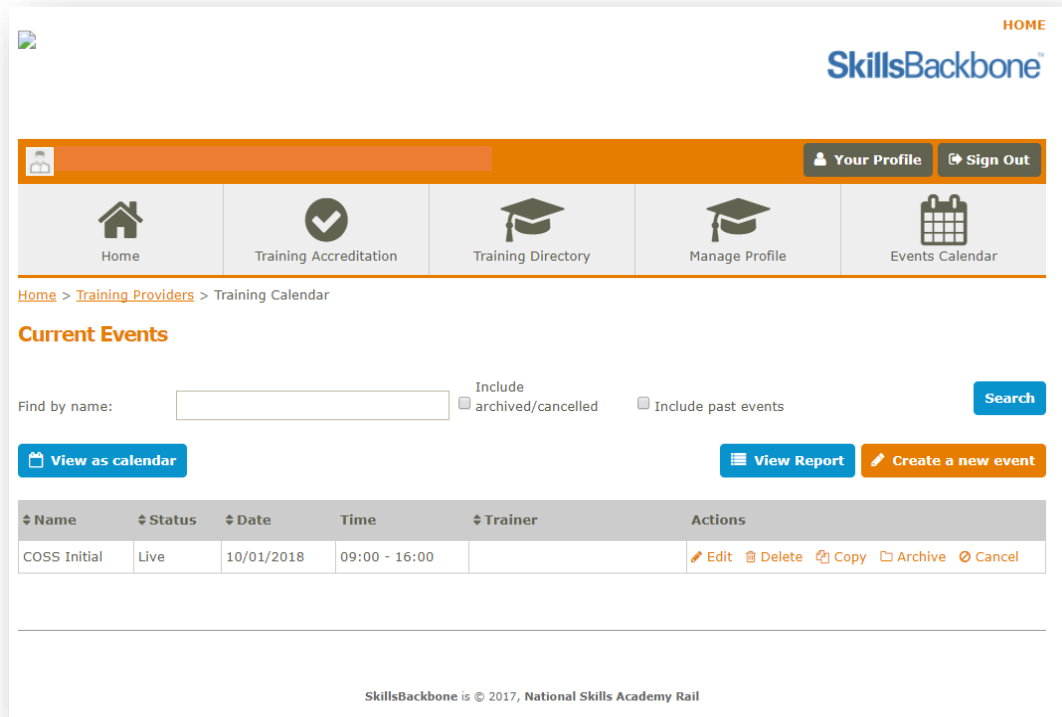
- 8.4. If you 'cancel' the box will disappear. If you click 'OK', the event will pause for a second and the event that you wanted to delete will disappear from the list. This will return under a search which 'includes archive/cancelled'

The screenshot shows the SkillsBackbone interface after the event has been successfully updated. A green message bar at the top states 'Your event has been successfully updated.' The table now shows only one event, 'COSS Initial', with a status of 'Live'.

Name	Status	Date	Time	Trainer	Actions
COSS Initial	Live	10/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel

9. 'Search' an Event

9.1. Start up and select 'Events Calendar' as above



HOME

SkillsBackbone™

Home Training Accreditation Training Directory Manage Profile Events Calendar

Home > Training Providers > Training Calendar

Current Events

Find by name:

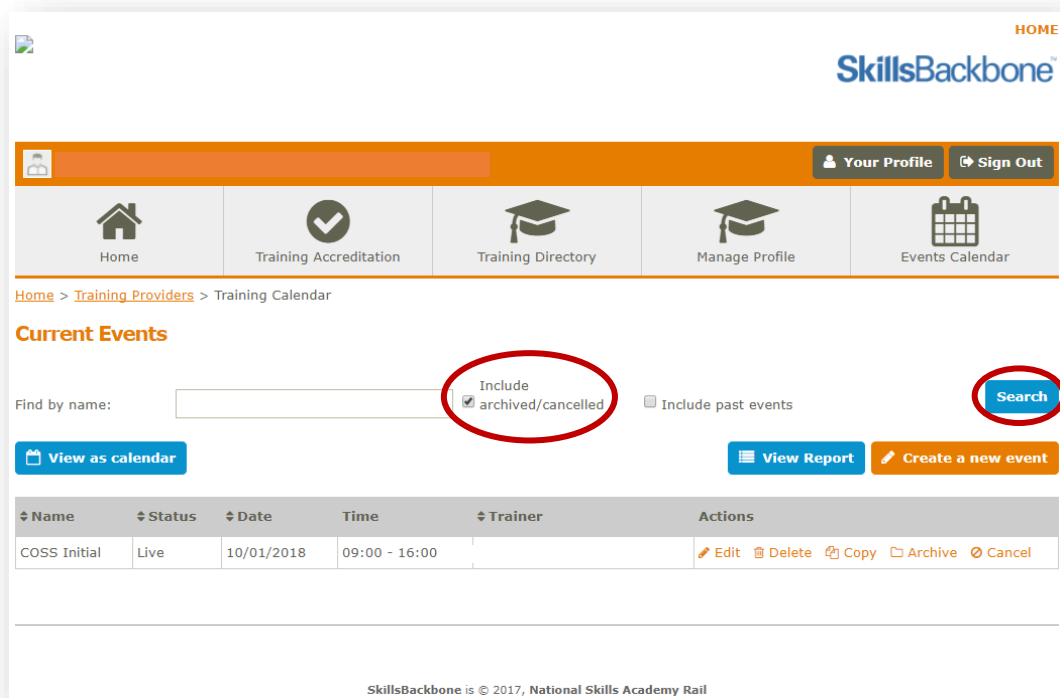
Include ☐ archived/cancelled ☐ Include past events **Search**

View as calendar **View Report** **Create a new event**

Name	Status	Date	Time	Trainer	Actions
COSS Initial	Live	10/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel

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9.2. To bring back all events that are live, cancelled and archived – tick the 'include archived/cancelled' box and 'search'



HOME

SkillsBackbone™

Home Training Accreditation Training Directory Manage Profile Events Calendar

Home > Training Providers > Training Calendar

Current Events

Find by name:

Include ☒ archived/cancelled ☐ Include past events **Search**

View as calendar **View Report** **Create a new event**

Name	Status	Date	Time	Trainer	Actions
COSS Initial	Live	10/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel

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9.3. Note all events have been restored to the list and you are able to edit, delete or copy the events which you have previously cancelled or archived

HOME

SkillsBackbone™

Home > Training Providers > Training Calendar

Current Events

Find by name:

☒ Include archived/cancelled ☐ Include past events

Name	Status	Date	Time	Trainer	Actions
COSS Initial	Cancelled	18/01/2018	09:00 - 16:00		Edit Delete Copy
COSS Initial	Live	10/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel
COSS Initial	Archived	02/01/2018	09:00 - 16:00		Edit Delete Copy

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- 9.4. Complete any amendments that you want to make to archived and cancelled events as per the relevant sections above i.e. 3 'Editing' an Event, 4 'Copying' an Event or 6 'Delete' an Event
- 9.5. Any event which started earlier than the time and date which you are using the system will not appear on the search list – they have **not** been removed from the system, they are just not visible. To bring back any event which has started earlier than the time and date you are using the calendar you must tick 'include past events' and 'search'.

HOME

SkillsBackbone™

Home > Training Providers > Training Calendar

Current Events

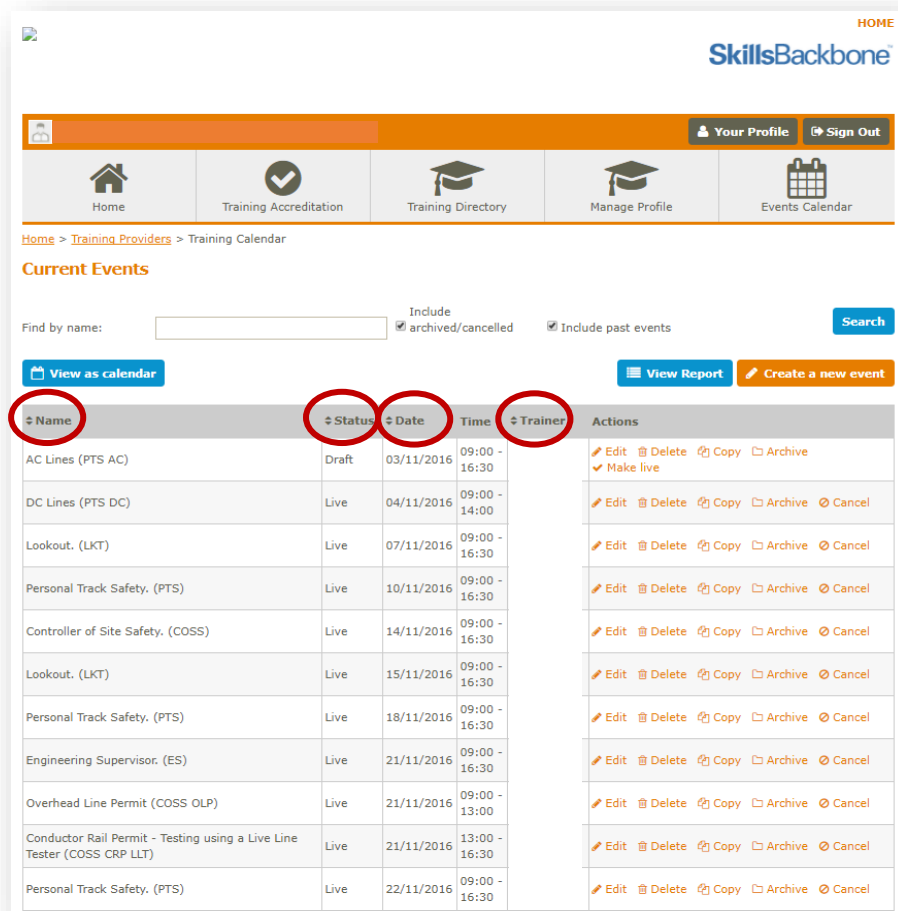
Find by name:

☒ Include archived/cancelled ☒ Include past events

Name	Status	Date	Time	Trainer	Actions
COSS Initial	Cancelled	18/01/2018	09:00 - 16:00		Edit Delete Copy
COSS Initial	Live	10/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel
COSS Initial	Archived	02/01/2018	09:00 - 16:00		Edit Delete Copy

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- 9.6. This will bring back the full list of events which have been added to the calendar past, present and future. They can filtered in any order of 'name', 'status', 'date' and 'trainer' as indicated by the up/down arrows next to the column header.



HOME

SkillsBackbone™

Home Training Accreditation Training Directory Manage Profile Events Calendar

Home > Training Providers > Training Calendar

Current Events

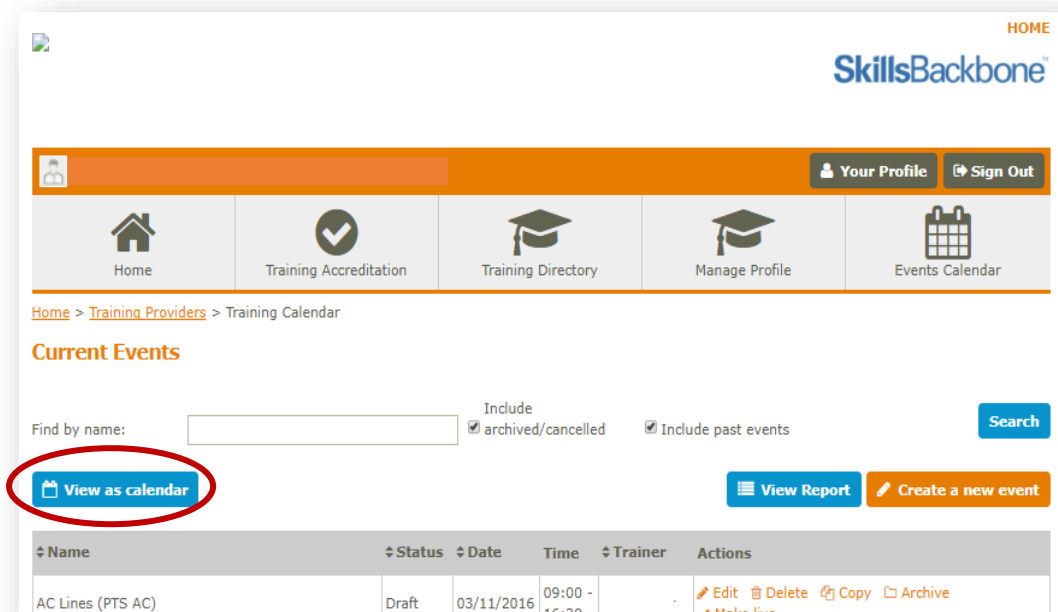
Find by name: Include ☒ archived/cancelled ☒ Include past events [Search](#)

[View as calendar](#) [View Report](#) [Create a new event](#)

Name	Status	Date	Time	Trainer	Actions
AC Lines (PTS AC)	Draft	03/11/2016	09:00 - 16:30		Edit Delete Copy Archive Make live
DC Lines (PTS DC)	Live	04/11/2016	09:00 - 14:00		Edit Delete Copy Archive Cancel
Lookout. (LKT)	Live	07/11/2016	09:00 - 16:30		Edit Delete Copy Archive Cancel
Personal Track Safety. (PTS)	Live	10/11/2016	09:00 - 16:30		Edit Delete Copy Archive Cancel
Controller of Site Safety. (COSS)	Live	14/11/2016	09:00 - 16:30		Edit Delete Copy Archive Cancel
Lookout. (LKT)	Live	15/11/2016	09:00 - 16:30		Edit Delete Copy Archive Cancel
Personal Track Safety. (PTS)	Live	18/11/2016	09:00 - 16:30		Edit Delete Copy Archive Cancel
Engineering Supervisor. (ES)	Live	21/11/2016	09:00 - 16:30		Edit Delete Copy Archive Cancel
Overhead Line Permit (COSS OLP)	Live	21/11/2016	09:00 - 13:00		Edit Delete Copy Archive Cancel
Conductor Rail Permit - Testing using a Live Line Tester (COSS CRP LLT)	Live	21/11/2016	13:00 - 16:30		Edit Delete Copy Archive Cancel
Personal Track Safety. (PTS)	Live	22/11/2016	09:00 - 16:30		Edit Delete Copy Archive Cancel

10. 'View' Events

- 10.1. You can also view events as a calendar



HOME

SkillsBackbone™

Home Training Accreditation Training Directory Manage Profile Events Calendar

Home > Training Providers > Training Calendar

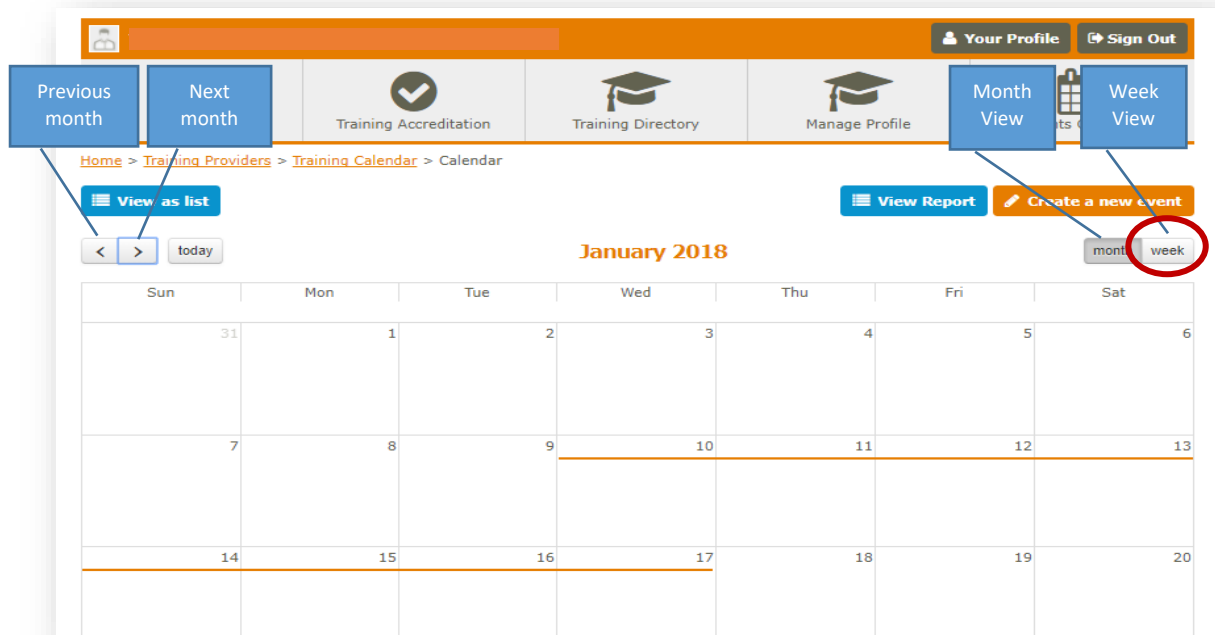
Current Events

Find by name: Include ☒ archived/cancelled ☒ Include past events [Search](#)

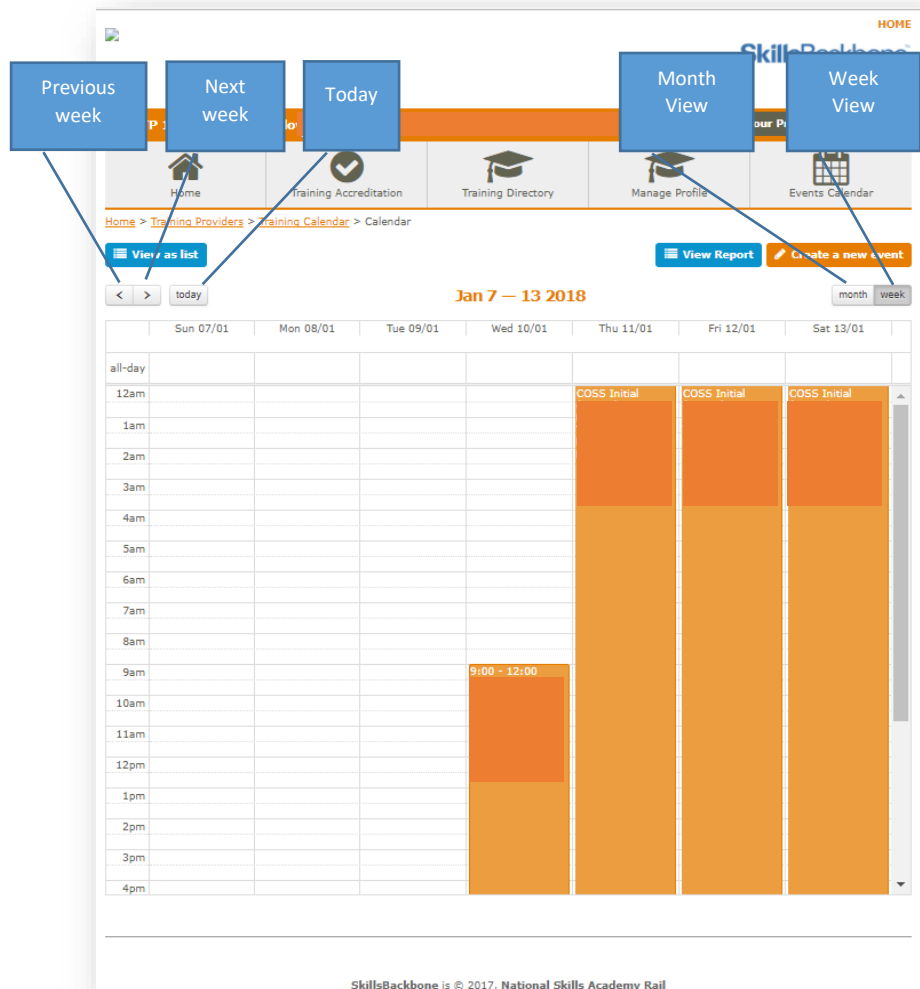
[View as calendar](#) [View Report](#) [Create a new event](#)

Name	Status	Date	Time	Trainer	Actions
AC Lines (PTS AC)	Draft	03/11/2016	09:00 - 16:30		Edit Delete Copy Archive Make live

10.2. You can navigate through the months using the buttons at the top of the calendar. The view will default to monthly view. This can be changed to weekly.



10.3. Weekly View



11. 'Reporting' Events

11.1. Start up as detailed above.

11.2. Click 'view report'

HOME
SkillsBackbone™

Home | Training Accreditation | Training Directory | Manage Profile | Events Calendar

Home > Training Providers > Training Calendar

Current Events

Find by name: Include ☐ archived/cancelled ☐ Include past events **Search**

View as calendar **View Report** **Create a new event**

Name	Status	Date	Time	Trainer	Actions
COSS Initial	Live	10/01/2018	09:00 - 16:00		Edit Delete Copy Archive Cancel

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11.3. The reporting function will open a new window on your PC. If the additional window does not open then please check your 'pop-up' settings on your PC and amend to allow them.

From Date: 11/12/2017 To Date: 12/12/2018

Course: AC Lines (PTS AC), Conductor Rail Trainer:

Region: Cornwall Status: Draft, Live, Archived, Cancelled

Report Format: Date Event Type: - None -, Initial Training

Events Calendar Report

Event Name	Start	Finish	Status Name	Event Type	Organisation	Trainer	Location	Region	Course
COSS Initial	02/01/2018 09:00	09/01/2018 16:00	Archived	Initial Training			Theory (date - date): Address Postcode Practical (date-date): Address Postcode	Cornwall	Personal Track Safety. (PTS) Controller of Site Safety. (COSS)
COSS Initial	10/01/2018 09:00	17/01/2018 16:00	Live	Initial Training			Theory (date - date): Address Postcode Practical (date-date): Address Postcode	Cornwall	Controller of Site Safety. (COSS) Overhead Line Permit (COSS OLP) Conductor Rail Permit (COSS CRP) Personal Track Safety. (PTS) Working Near or Adjacent to the DC Conductor Rail (PTS DCCR) AC Lines (PTS AC) Conductor Rail Permit - Testing using a Live Line Tester (COSS CRP LLT)
COSS Initial	18/01/2018 09:00	25/01/2018 16:00	Cancelled	Initial Training			Theory (date - date): Address Postcode Practical (date-date): Address Postcode	Cornwall	Personal Track Safety. (PTS) Controller of Site Safety. (COSS)

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- 11.4. The report allows you to filter and run bespoke reports on any combination of the fields shown in the top left hand corner of the screen.
- 11.5. Amend the report dates to show what ever combination of information ranges that you require.

The screenshot shows the top section of the SkillsBackbone interface. At the top left, there's a header for 'Events Calendar Report'. Below it, there are filter fields: 'From Date' (set to 11/12/2017), 'To Date' (set to 12/12/2018), 'Course' (set to AC Lines (PTS AC), Conductor Rail), 'Trainer' (empty), 'Region' (set to Cornwall), 'Status' (set to Draft, Live, Archived, Cancelled), and 'Event Type' (set to - None -, Initial Training). The 'From Date' field is circled in red.

Note: the 'from date' defaults to the date which you are using the system. When you amend the date the screen will alter and filters will change as below

This screenshot shows the filter fields after the 'From Date' has been amended to 01/09/2017. The 'From Date' field is circled in red. The other fields remain the same: 'To Date' (12/12/2018), 'Course' (AC Lines (PTS AC), Conductor Rail), 'Trainer' (empty), 'Region' (Cornwall), 'Status' (Draft, Live, Archived, Cancelled), and 'Event Type' (- None -, Initial Training). A 'View Report' button is visible on the right.

Note: Once the dates have been amended the filters of all other fields will default to be partially selected.

- 11.6. Check each one and select filters to what you wish to report on. If you wish to report on all course, for all trainers, in all regions and at all statuses, 'select all' in fields of 'course', 'trainer', 'region' and 'status' before selecting 'view report'

This screenshot shows the 'Region' dropdown menu open. The 'Select All' option is highlighted. The 'Region' field is circled in red. The other fields remain the same: 'From Date' (01/09/2017), 'To Date' (12/12/2018), 'Course' (AC Lines (PTS AC), Conductor Rail), 'Trainer' (empty), 'Status' (Draft, Live, Archived, Cancelled), and 'Event Type' (- None -, Initial Training). A 'View Report' button is visible on the right.

This screenshot shows the 'Status' dropdown menu open. The 'Select All' option is highlighted. The 'Status' field is circled in red. The other fields remain the same: 'From Date' (01/09/2017), 'To Date' (12/12/2018), 'Course' (AC Lines (PTS AC), Conductor Rail), 'Trainer' (empty), 'Region' (Cornwall), and 'Event Type' (- None -, Initial Training). A 'View Report' button is visible on the right.

This screenshot shows the 'View Report' button circled in red. The other fields remain the same: 'From Date' (01/09/2017), 'To Date' (12/12/2018), 'Course' (AC Lines (PTS AC), Conductor Rail), 'Trainer' (empty), 'Region' (Anglesey, Cornwall), 'Status' (Draft, Live, Archived, Cancelled), and 'Event Type' (- None -, Initial Training). The 'View Report' button is circled in red.

11.7. The screen will go blank whilst the system is creating your report. Once ready your report will show.

From Date: 02/09/2017 To Date: 12/12/2018
 Course: AC Lines (PTS AC), Conductor Rail
 Region: Anglesey, Cornwall
 Status: Draft, Live, Archived, Cancelled
 Report Format: Date
 Event Type: None, Initial Training

Events Calendar Report

Event Name	Start	Finish	Status Name	Event Type	Organisation	Trainer	Location	Region	Course
COSS Initial	22/11/2017 09:30	30/11/2017 16:30	Draft	Initial Training				Anglesey	Conductor Rail Permit (C195 C196) Controller of Site Safety (COSS) COSS Theory (COSS Theory) Conductor Rail Permit - Testing using a Live Line Tester (COSS CRP L17) Personal Track Safety (PTS) Overhead Line Permit (C195 C196) Personal Track Safety (PTS)
COSS Initial	02/01/2018 09:00	09/01/2018 16:00	Archived	Initial Training			Theory [date - date]: Address: Postcode [date-date]: Address: Postcode	Cornwall	Controller of Site Safety (COSS) Controller of Site Safety (COSS) Overhead Line Permit (COSS OLP) Conductor Rail Permit (C195 C196) Personal Track Safety (PTS) Working Near or Adjacent to the DC Conductor Rail (PTS DCCR) AC Lines (PTS AC) Conductor Rail Permit - Testing using a Live Line Tester (COSS CRP L17) Personal Track Safety (PTS) Controller of Site Safety (COSS)
COSS Initial	10/01/2018 09:00	17/01/2018 16:00	Live	Initial Training			Theory [date - date]: Address: Postcode [date-date]: Address: Postcode	Cornwall	Controller of Site Safety (COSS) Overhead Line Permit (COSS OLP) Conductor Rail Permit (C195 C196) Personal Track Safety (PTS) Working Near or Adjacent to the DC Conductor Rail (PTS DCCR) AC Lines (PTS AC) Conductor Rail Permit - Testing using a Live Line Tester (COSS CRP L17) Personal Track Safety (PTS) Controller of Site Safety (COSS)
COSS Initial	18/01/2018 09:00	25/01/2018 16:00	Cancelled	Initial Training			Theory [date - date]: Address: Postcode [date-date]: Address: Postcode	Cornwall	Controller of Site Safety (COSS) Overhead Line Permit (COSS OLP) Conductor Rail Permit (C195 C196) Personal Track Safety (PTS) Working Near or Adjacent to the DC Conductor Rail (PTS DCCR) AC Lines (PTS AC) Conductor Rail Permit - Testing using a Live Line Tester (COSS CRP L17) Personal Track Safety (PTS) Controller of Site Safety (COSS)

11.8. The report can be exported to various formats - the recommended format is Excel. You can then further manipulate the report in Excel rather than inside the database.

From Date: 01/09/2017 To Date: 12/12/2018
 Course: AC Lines (PTS AC), Conductor Rail
 Region: Anglesey, Cornwall
 Status: Draft, Live, Archived, Cancelled
 Report Format: Date
 Event Type: None, ACC, Initial Training, Int

Events Calendar Report

XML file with report
 CSV (comma delimited)
 PDF
 HTML (web archive)
 Excel
 TIFF file
 Word

Event Name	Start	Finish	Status Name	Event Type	Organisation	Trainer	Location	Region	Course
Coss Recert	22/11/2017 09:30	22/11/2017 16:30	Live	Interim Assessment				Anglesey	
PTS Initial (Inc e-Learning)	18/12/2017 09:00	19/12/2017 16:00	Live	Initial Training				Anglesey	THEORY: DATE XXXXXX ADDRESS 1: POSTCODE 1 PRACTICAL: DATE XXXXXX ADDRESS 2: POSTCODE 2
test	22/11/2017 09:19	22/11/2017 10:19	Live	ACC				Anglesey	
COSS Initial	22/11/2017 09:30	30/11/2017 16:30	Draft	Initial Training				Anglesey	
COSS Initial	02/01/2018 09:00	09/01/2018 16:00	Archived	Initial Training			Theory [date - date]: Address: Postcode [date-date]: Address: Postcode	Cornwall	