User Guide:
Supervisor

PREVENTING
TOMORROW'S
RISKS

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Introduction

Welcome to ELMS, the Electronic Logbook Management System. ELMS provides a comprehensive platform for recording and evaluating competence, training and experience information. This user guide provides information on specific functionality available to a user with the Supervisor role assigned to them.

Supervisor Role

The role of Supervisor is assigned to you by your Organisation's Company Administrator (CA) user. As a Supervisor, you have the ability to run the four competency reports against all users, that hold a current Handshake with your Organisation. In addition to this you also have the functionality to view all registered users across the Organisation.

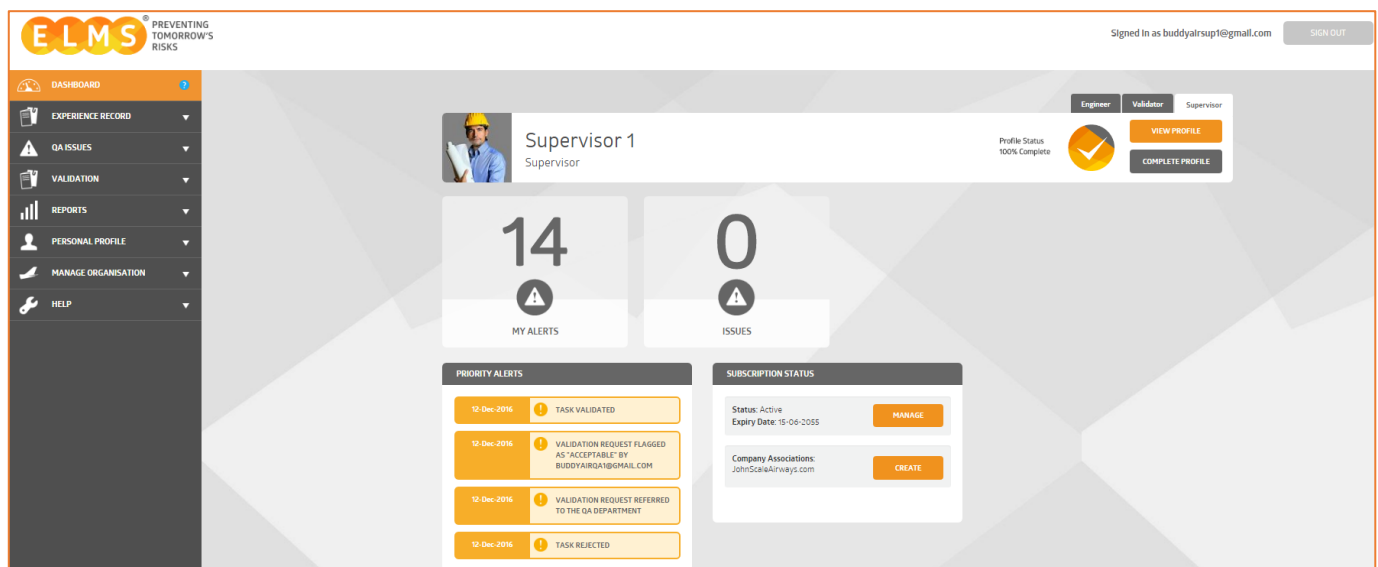Figure 1 below, shows an image of the Supervisor Dashboard.

Figure 1: Supervisor dashboard.

Chapter 1: QA Issues

From the menu on the left-hand side of the dashboard screen select '**QA Issues'** and '**My QA Issues'**. This is where any Issues raised for QA will be shown.

My QA Issues

This lists all the experience records that you personally have had referred to other QA permission holders to action. When using this function, the page will run with default filters. This means the page will only look at experience records that are in a state of 'Active' and 'Under Investigation'. To add to these filters, simple choose the 'ADD FILTER' button or to remove, simply choose the grey 'X' button.

Chapter 2: Manage Organisation

Under '**Manage Organisation'** on the left-hand side menu you have:

▪ **'View Users'**

View Users

The 'View Users' section provides the functionality to search for any user that holds a current Handshake. You can filter by using the *First Name, Last Name* or *Email* of the user(s) that you are looking for. Alternatively leave these fields empty and click search to display a list of all the users in your Organisation.
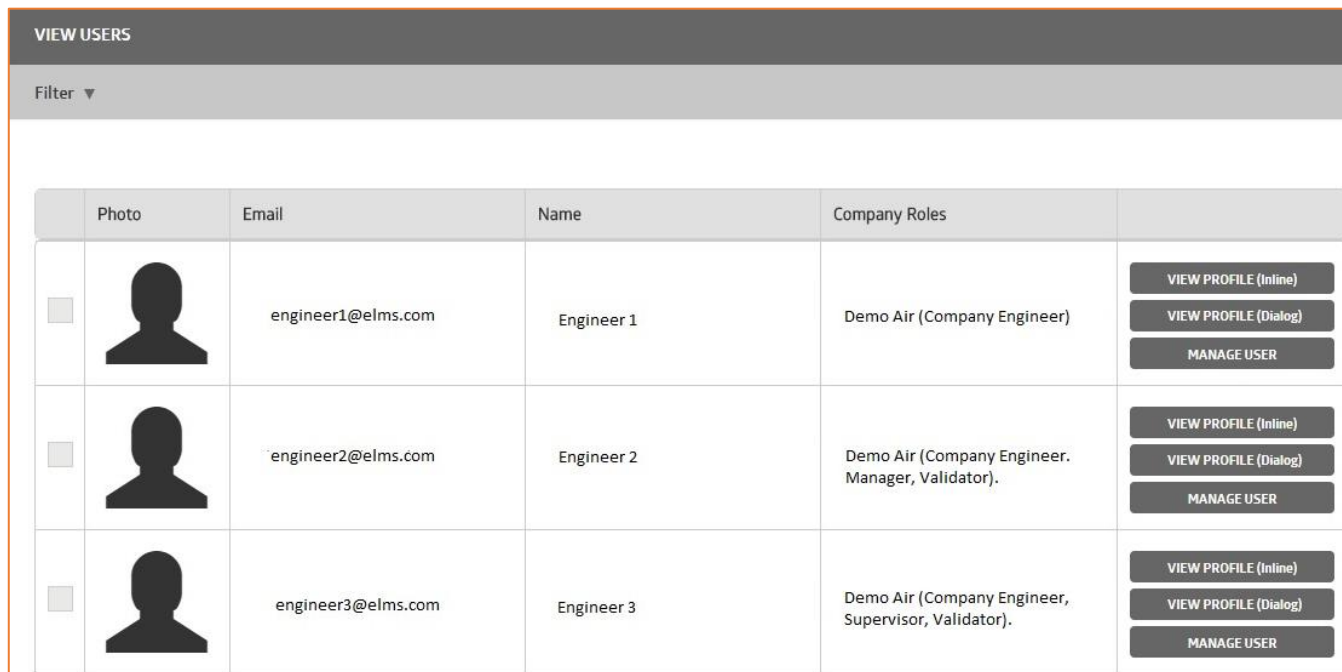

Figure 2: Viewing an Organisation's users.

You can view an individual's profile details by clicking '**View Profile'** next to their name.

As a Supervisor, you can select the 'Manage User' button and carry out an already assigned Competency Assessment on a user. *Only individuals with QA and Manager permissions can underline assign a Competency Assessment.*

Chapter 3: Reporting

As a Supervisor permission holder, you have the functionality to run the application's 4 core competency reports, against any user that your Organisations holds a Handshake with.

These reports are:
• General Competency
• Competency by Task
• Recency
• Competence Training

For more information about how these reports work and their use, please see the separate user guide *'The Four Core Competency Reports'*.
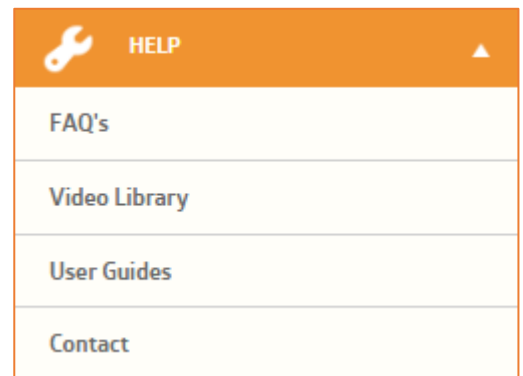
Chapter 4: Help

System Support

For more support and information regarding the ELMS application, please see the 'HELP' drop down in the left-hand menu once you log in.

Here you will find external links to:

- FAQs
- Video Tutorials
- User Guides
- Contact

For any further assistance please contact your Organisation's ELMS Company Administrator.

Alternatively, you can speak with one of our support team by using the 'Contact' link under the help banner or by calling 0330 100 5321

(Lines open: Monday to Friday 09.00 and 17.00 UK time; Excluding Bank Holidays).