QUICK GUIDE

How to Manually Validate Experience Records

You can manually validate tasks if you wish to upload previous experience or are working for a non-ELMS registered organisation. Prior to adding this to your '**Experience Record**' it will be necessary to have supporting evidence ready to upload, otherwise the process cannot be completed successfully.
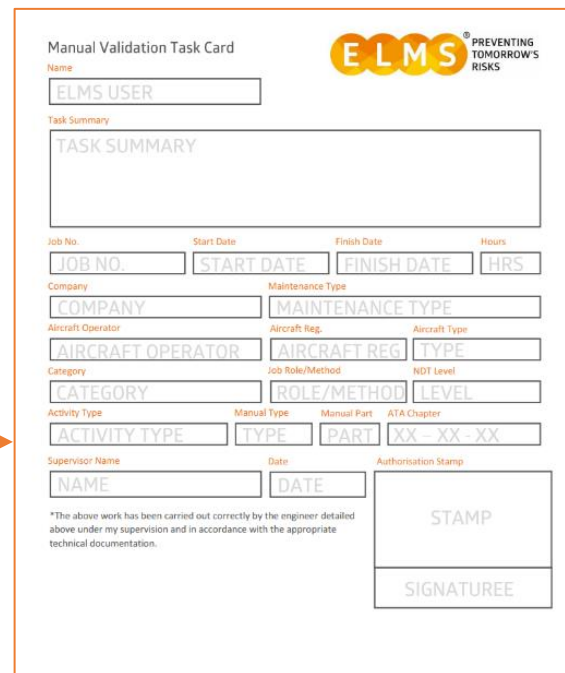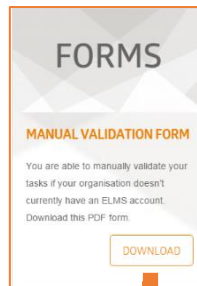
A '**Manual Validation Form'** is available to download from the '**SUPPORT**' section of the ELMS website.
It can also be found in the '**User Guides'** section under the '**HELP**' heading in the menu on the left-hand side of your ELMS dashboard.
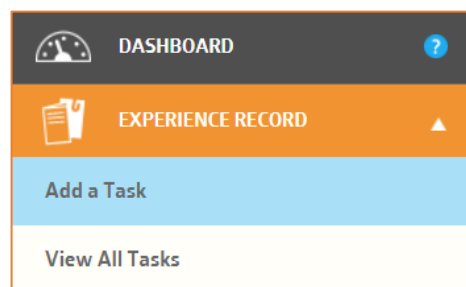
Fill out this form and get it stamped by your supervisor as proof of the task being completed.

Alternatively, a digital copy of a stamped job card, a signed copy of the log book or stamped Tech Log would also be acceptable. These could be scans or photographs.

You will need to upload the form, or other evidence of the task, as an attachment.

Once you are signed in to the ELMS application go to the menu on the left-hand side of screen, and click **'EXPERIENCE RECORD'** → **'Add a Task'.**

When completing this form ensure you select **'Other'** from above the **'Organisation'** field.

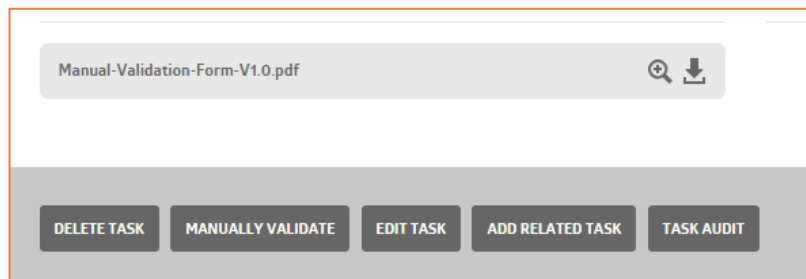Enter the name of the organisation where you completed the task.

Organisation ❓	○ My Organisations ○ ELMS Organisations ● Other
	Organisation X

Complete the rest of the form as per on screen instructions.

For guidance on this see our other quick guide '*How to add a task*'
and pick the relevant guide – Base / Line / Workshop OR Part M & Maintenance Support

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After saving the task, select the **'VIEW TASKS'** button or go to the menu, on the left-hand side of screen, and select **'EXPERIENCE RECORD'** → '**View All Tasks**'.
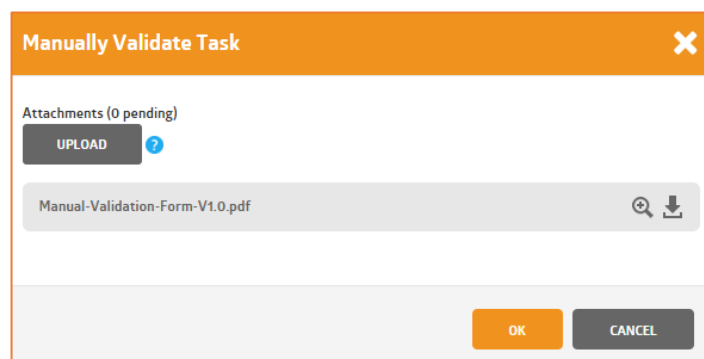
Locate the task you have just added from the list and click **'SHOW DETAILS'** to open the task details and summary.

At the bottom of the task details click the grey **'MANUALLY VALIDATE'** button.

Manual-Validation-Form-V1.0.pdf 🔍 ⬇

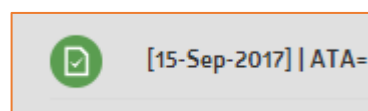**DELETE TASK**   **MANUALLY VALIDATE**   **EDIT TASK**   **ADD RELATED TASK**   **TASK AUDIT**

Ensure your evidence is attached and click **'OK.'**

If you have not yet uploaded evidence to support the task, you will be prompted at this point to do so.

Manually Validate Task ✖

Attachments (0 pending)
UPLOAD ❓

Manual-Validation-Form-V1.0.pdf 🔍 ⬇

OK   **CANCEL**

The task will appear in your task list with the green icon shown.

This highlights which tasks in your '**Experience Record**' have been manually validated.
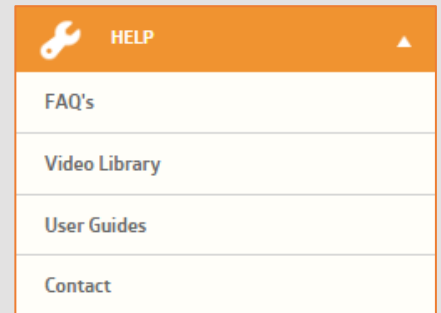
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Note: When running competence reports, Supervisors, Managers & QA permission holders can decide to include or exclude these tasks from some reports. QA users also have the right to revoke these tasks should they need to do so.

ELMS ® PREVENTING TOMORROW'S RISKS

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)

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