

# QUICK GUIDE

## Completing your Personal Profile

When registering for the first time, the application gives the option to complete your profile immediately. This can be done by clicking the orange button labelled 'complete my profile' shown in Figure 1 below.



Figure 1.

If you have already registered, you can also use the grey 'COMPLETE PROFILE' button, shown in Figure 2, which is located in the top right-hand side of the application dashboard.



Figure 2.

The 7-step wizard will guide you through completing your profile and is designed so that you can come back to any step at any time to upload or update content.

### Supporting Documents

It is useful, though not compulsory, to have the following documents ready to upload, in order to fully complete your profile.

- Copy of your passport
- Copy of your driving Licence
- Education qualifications and certificates (GSCE; BTEC; Apprenticeships etc.)
- Training qualifications and certificates (EWIS; HF; SFAR etc.)
- Part 66 Licence (if applicable)
- Employment history and references

### Uploading Documents

You can upload scans, clear photographs, or a document from your computer where you are required to provide supporting information.

Please ensure the document is in one of the following formats

Images	Documents
.jpg	.pdf
.jpeg	.doc, .docx
.png	.xls, .xlsx
	.pages
	.numbers

Documents are limited to a 32MB size limit.

## The Profile Wizard

Figure 3 below shows the status of each step of the profile wizard. The application uses a traffic light warning system.;

- **RED: Missing Information**
- **AMBER: Supporting evidence required**
- **GREEN: Section complete**

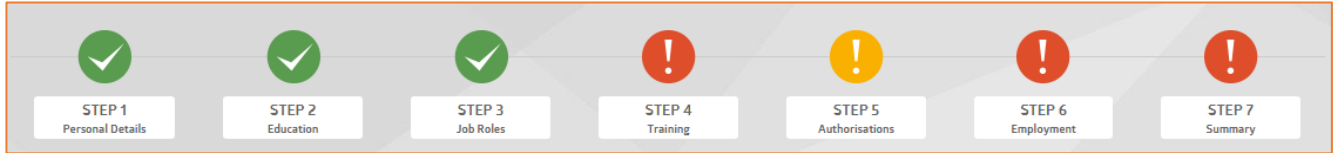


Figure 3.

### Step 1: Additional Personal Details:

Enter some **'Emergency Contact Details'**, **'Passport Details'** if applicable, **'Driving Licence'** if applicable, and any **'Occupational Health Checks'**.

Note: For anyone with dual nationality more than one set of passport details can be added.

If your type of **'Occupational Health Check'** is not listed select **'Other'** and enter the details in the new box that appears.

### Step 2: Education:

Enter all your **'Education'** and **'Apprenticeship'** history if applicable.

Clicking on the date picker widget opens the current month and year. To go to an earlier date click the month at the top to open a current year calendar view then click the year at the top to display years, you then use the < > arrows at the top to quickly move forward or back in years. See our Quick Guide *'Using the Date Picker Widget'* for more information.

### Step 3: Job Roles:

There are four **'Job Roles'** listed:

- **'Non-Engineering'**
- **'Non-Licensed Engineer'**
- **'Licensed Engineer'**
- **'NDT'**

When you select a **'Job Role'** that section will open with a variety of related roles. Select all the roles that apply to you. These can be changed at any time if your role changes throughout your career. It is important you select the right ones so that you can successfully submit experience for validation.

### Step 4: Training:

Enter all the details of your training history.

- **'EWIS Training'**: Please enter all your training information and upload supporting documents as required, then select **'Save'** to enter those details into the ELMS system.

Note: In the EWIS section more than one Target group can be selected at a time as long as all the other details, such as Issue date, are the same. Otherwise repeat for each Target group.

- **'FTS/SFAR88 Training'**: Select either Phase 1, Phase 2 or Combined and complete as above.
- **'HF Training'**: Select either Initial or Refresher and complete as above. You **must** enter the details of the Initial course you completed and the details of your current Refresher course
- **'Health & Safety'**: Complete as above. This can be repeated depending on what additional courses have been completed.
- **'EASA Part 66 Examination Module'**: Complete as above. This can be repeated depending on the number of **'Modules'** that apply.
- **'Aircraft Type Training'**: Complete as above.
- **'Category a Task Training'**: Complete as above. This can be repeated depending on the number of 'Tasks' you have been trained on.
- **'NDT Training'**: Complete as above. This can be repeated depending on the number of NDT levels that apply.
- **'Other Training'**: Complete as above. This can be repeated depending on the amount of training that applies.

The following will be uploaded into your profile by a QA user for which you have a Handshake connection.

- **'Induction Training'**
- **'Company Competency Assessment'**
- **'Continuation Training'**

#### **Step 5: Licence and Company Authorisations:**

Enter all your Part 66 Licence and licence sub-categories along with Company Authorisations and their respective supporting documents. ELMS recommend that you only enter Company Authorisations for **previous** companies. The QA user(s) for the organisation have a Handshake with will be required to enter any Company's Authorisations that you hold.

Note: If the details entered in Steps 4 and 5 are not complete it may lead to pop-up warnings when submitting a task for validation.

#### **Step 6: Employment History:**

Enter all the details of your **'Current'** and **'Previous Employment'** and upload any **'References'** or **'Testimonials'** you have to support your employment history. Although references are not essential for your profile completion, it is recommended that you obtain at least three.

#### **Step 7: Complete:**

Once you have gone through the profile wizard you will be presented with a summary screen showing you how much information you have entered.

Each section of your profile is represented by a bar as shown below. **Green** indicates all details are complete; **amber** indicates a non-essential item is missing, such as a document; **red** indicates a section is incomplete. As shown in *Figure 4* below. Clicking on the bars will display a list of the missing items. In the example shown it shows that there is missing / expired EWIS Training Group 4, and some missing information connected with previous employment, such as a reference etc.

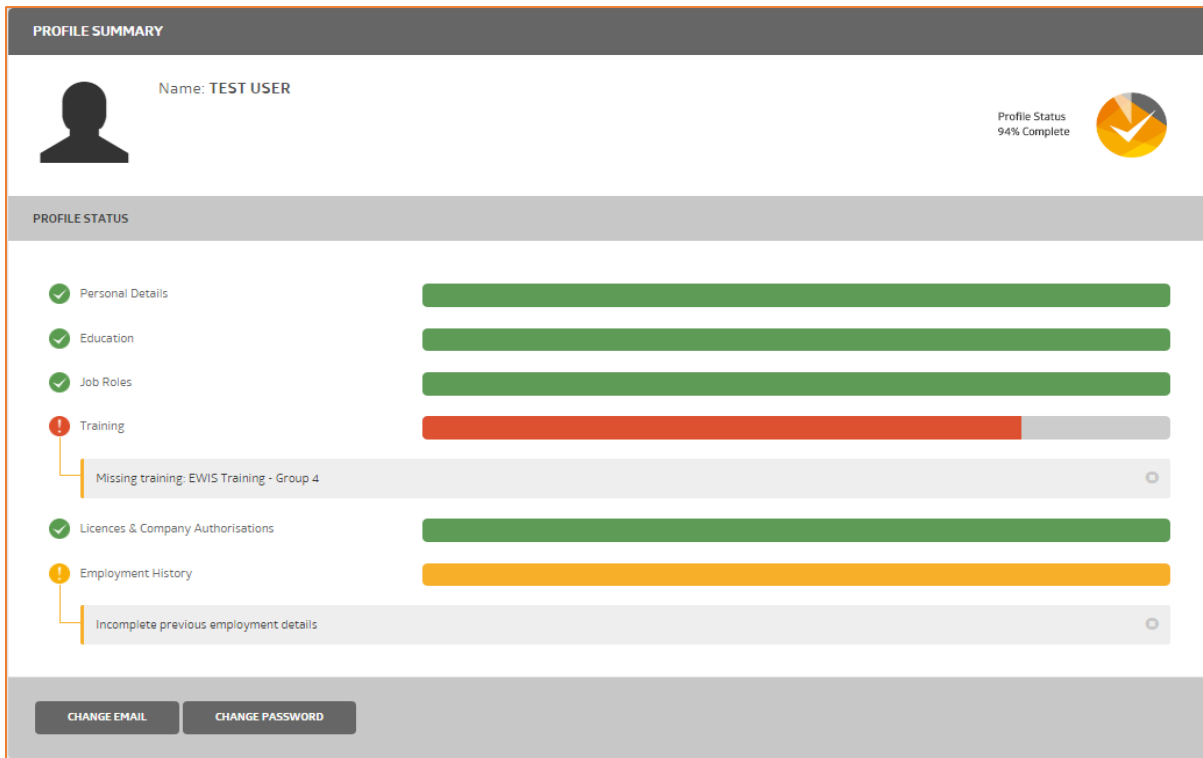


Figure 4

You can return to edit your personal profile information at any time to ensure the details are kept up to date. Here you can quickly view which sections require any additional information, such as a document upload, or where information is missing altogether / expired.

Go to '**PERSONAL PROFILE**' → '**Personal Details**' via the left-hand side menu. The following information can be added here, some of which you may have already provided during the initial registration process:

- **Name & Profile Image**
- **Address**
- **Contact Numbers**
- **Emergency Contacts**
- **Passport Details**
- **Driving Licence**
- **Occupational Health Checks**

Click on any of these headings to open the details for editing.

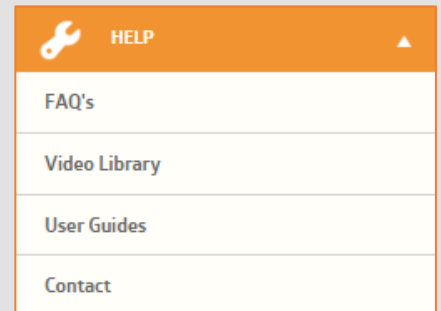
Alternatively select '**Summary**' to open the profile summary as shown in *Figure 1*. Here you can quickly view which sections require any additional information, such as a document upload, or where information is missing altogether / expired.

## 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)