

Admin Walkthrough- How to record seminar attendance and view for your organisation

When you login as an admin you are first directed to the 'login success' page



[My Seminar Records](#)

[Record Management](#)

[View All Users](#)

[Hello, Capstone](#)

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Login

You are currently logged in as capstone2024g4@gmail.com. [Log out »](#)

To reset your password, [click here](#).

Please contact your HR Team if you need any assistance.

If you would like to be your organisation's Work Health and Fitness Record (WHFR) Administrator (Contributor), please contact your HR Manager, so they can get us to update your role as the WHFR Administrator for your organisation.

Via the record management dropdown you can choose to either add seminar attendance, view site-wide seminar records or view the site-wide assessment results, for this tutorial we will be selecting “Add Seminar Attendance”



Work Health and Fitness Record

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[Add Seminar Attendance](#)

[Seminar Attendance Records](#)

[View Site-Wide Assessment Results – Admins](#)

If you select the “Add Seminar Attendance” page you can select a user, the course and the date completed via the dropdown menu and submit it to the seminar attendance record. Fill out the necessary details and hit “submit”.

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Enter Seminar Attendance - Site Wide

Staff Name:

Select Course:

Attendance Date: 

When the “Seminar Attendance records” page is selected, you can view all site-wide seminar attendance records.

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Site-Wide Seminar Records

[Download as CSV](#)

User Name	Domain	Date	Course
Chris Evans	jupiter.local	2020-03-15	Smoke Free
Michael Test-Bay	jupiter.local	2022-10-12	Smoke Free
Zoe Saldana	jupiter.local	2024-01-31	Smoke Free
Michael Test-Bay	jupiter.local	2024-02-22	How to Lower Blood Pressure Glucose and Cholesterol
Michael Test-Bay	jupiter.local	2024-03-05	Manual Handling
Michael Test-Bay	jupiter.local	2024-03-11	Smoke Free
Michael Test-Bay	jupiter.local	2024-03-22	Work-Life Balance
Chris Evans	jupiter.local	2024-03-22	Hourglass Diet
Michael Test-Bay	jupiter.local	2024-03-29	Integral Training
Unknown User		2024-03-30	Smoke Free

Admin Walkthrough- How to record assessments and view for your organisation

When “View site-wide Assessment Results” is selected via the same dropdown menu you can view all site-wide assessment results and each survey. You will be met with the following page, click the survey button on either of the assessments to navigate to a page where you can record assessment results for users within your organisation.



[My Seminar Records](#) [Record Management](#) [View All Users](#) [Hello, Capstone](#) [Logout](#) 

View Site-Wide Assesment Results – Admins

Click the button to submit assesment information or to view records

[Download Booklet](#)



Specific joint Assessment

[Survey](#) [Results](#)



Musculo-skeletal fitness

[Survey](#) [Results](#)



Fitness Assessment

[Survey](#) [Results](#)



Universal fitness test

You must select a date and name of the staff member you are recording results for, after the required fields are completed press the “submit” button to record the assessment results.

Joint Specific Assessment

Staff Name:

Attendance Date: 

Lower Back. Rate the current condition of your back

Dreadful	0	1	2	3	4	5	6	7	8	9	10	Excellent
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Upper Back. Rate the current condition of your back

Dreadful	0	1	2	3	4	5	6	7	8	9	10	Excellent
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how is your neck today

Dreadful	0	1	2	3	4	5	6	7	8	9	10	Excellent
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Rate the current condition of your right shoulder