

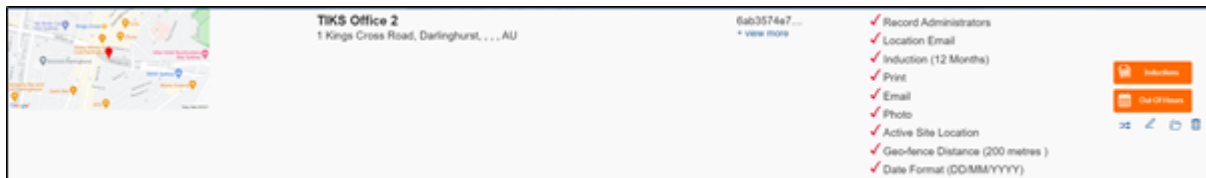
# Inductions

FAQs on creating, managing and editing inductions

- [How do I add or edit an induction for a site?](#)
- [What induction file format options are there?](#)
- [Can I have different induction content for each user type?](#)
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# How do I add or edit an induction for a site?

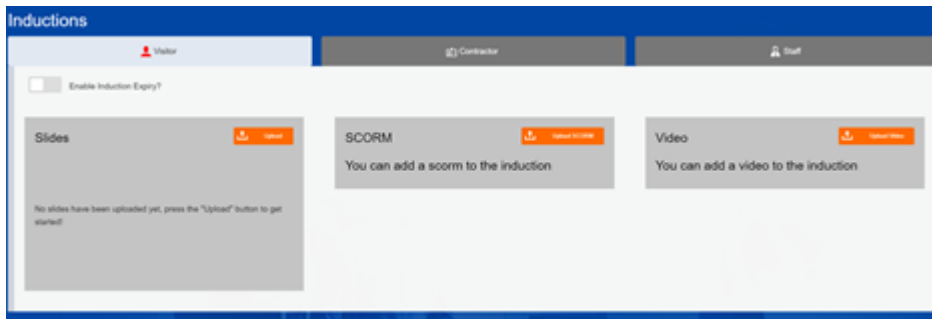
Go to the Site Location.



Select the "Inductions" button.



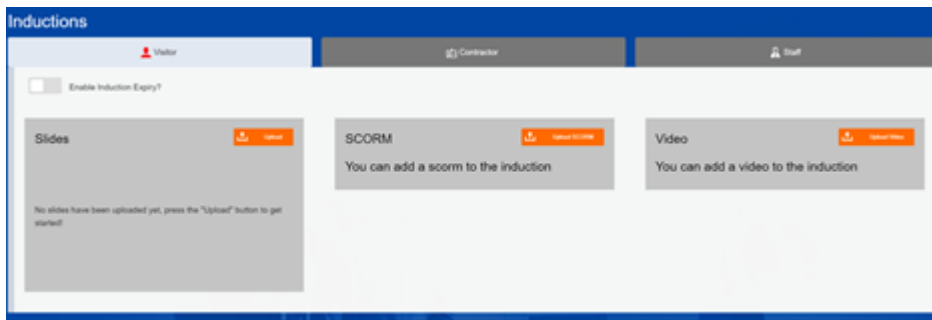
You will then see the Inductions page (below). You can then upload, delete, edit and re-upload etc. new induction content for the various user types for the site.



# What induction file format options are there?

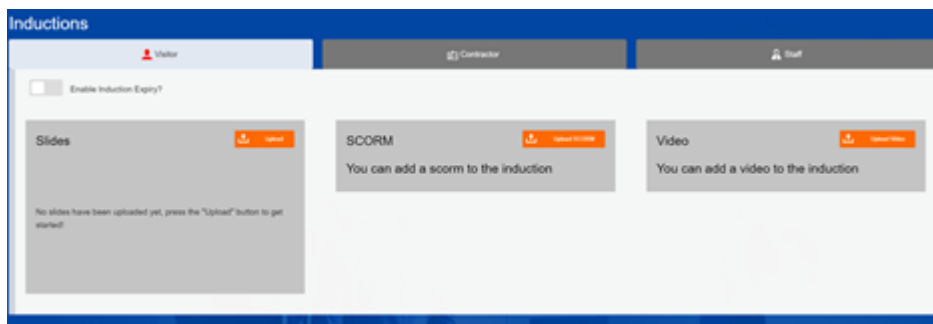
The induction formats can be the following.

- SCORM
  - Note: You need to publish as LMS file, version 1.2 and include HTML5 output.
- Video
  - Note: Must be an mp4 file and there is a 100mb file size limit.
- Slides (PowerPoint jpeg)
  - Note: For PowerPoint, these slides are saved as hi-res jpegs and uploaded to system



# Can I have different induction content for each user type?

Yes, you can have different content for Visitors, Staff or Contractors. They can also be in different formats. All users, some users or no users can have inductions.



# Can I have a corporate level induction that is applied to all sites and for all users?

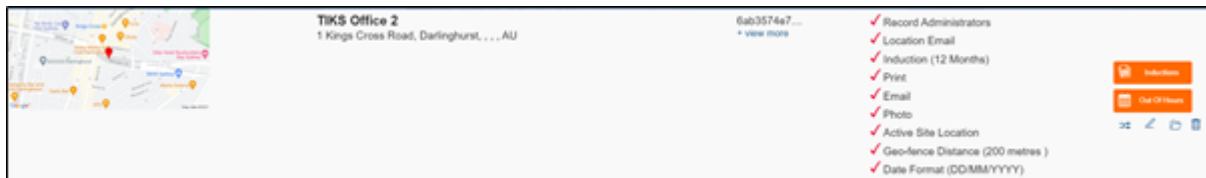
Yes, speak with TIKS during the sales process so we can assess the complexity to set this up for you in the system.


# How do I enable the induction/s for a site?

To edit, select the Site Locations tile from the home page (dashboard).



Then go to the relevant site.



Click the edit pencil .

You will be presented with the site edit options (below).

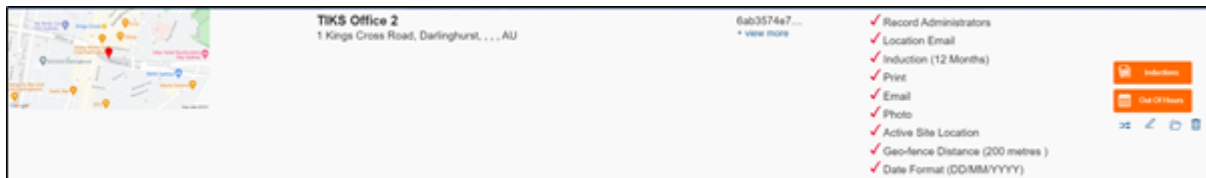



# How do I set or update the induction validity period?

Select the Site Locations tile from the home page (dashboard).



Then go to the relevant site.



Click the edit pencil .

You will be presented with the site edit options (below).



**Edit Site Location**

General Settings | Personnel Settings | Trainers Settings

1 Kings Cross Road Sarragundi

Location Email

Location User Types: Visitor ☒ Contractor ☐ Staff ☐

NOTE: If no Location User Types are selected, the default setting for this client will be used.

Induction Enabled ☒

Months Induction is valid for: 12

Photo Enabled ☐

Video Enabled ☐

Site Location Active? ☐

Current Timestamp: 2020-10-20 10:00:00

Use Remote Database (optional): ☐

Date Format: DD/MM/YYYY

Save

Ensure the “Induction Enabled” check box is selected.

Then select the relevant number of months in the drop down “Months induction is valid for:”

Note: You can choose between 0 and 12 months for the validity period of an induction. Zero (0) would mean the induction is required for every visit to a site and 12 would be every 12 months (with each other option in between).