

Step by step guide on how to generate a summary of indicative numbers

1. Log on and go to the Admin & Help tab at the top of the page, then select My Training History from the list on the left of the page.
2. You should then see a page with Years in Training History and Post History. Add an entry by pressing the Add YIT and Add Post options in the flashing yellow lines. Add CT and ST years in training and posts so there are no gaps and up to date with current job.
3. Go to the Operative Logbook tab and select Browse Filters from the list on the left. Add a new filter, give it a name and in Filter Elements select By Speciality then add Plastics. You can also add a date range as well to capture a single year or years etc as needed. Update and save that filter.
4. Select Consolidation from the list on the left. Now select the filter name you used to save the above in step 3 and select Download under the Normal Report Column. That should give you a short pdf document with the title of SAC Indicative Group Report. Boom.