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|  | **Delegate Attendance**  **Manual**  **March 2014** |  |
|  | http://www.fasset.org.za/images/nav_logo.gif  . |  |
|  |  |  |

# Contents

|  |  |
| --- | --- |
| Contents  [1. Contents ii](#_Toc382466554)  [1. Logging In 1](#_Toc382466555)  [2.1 Enter Your User Name and Password 2](#_Toc382466556)  [2.2 Click on Login 2](#_Toc382466557)  [3. SDF Profile for Skills 2](#_Toc382466558)  [3.1 Select Skills 2](#_Toc382466559)  [4. Select Organisation 3](#_Toc382466561)  [4.1 Capture the SDL number or the name of the company to display the menu 3](#_Toc382466562)  [4.2 Click on Search 3](#_Toc382466563)  [4.3 The company will display in the display bar – highlight the relevan line and click on the magnifying glass 3](#_Toc382466564)  [5. The following menu will be displayed. Select the Delegate Information 4](#_Toc382466565)  [6. Delegates who attended an intervention will be displayed. 4](#_Toc382466566)  [6.1 Functionality is available to search on this screen using the delegate name, delegate ID number or the intervention. 5](#_Toc382466567)  [6.2 Functionality is available to download the report to excel. 5](#_Toc382466568) | **1** |

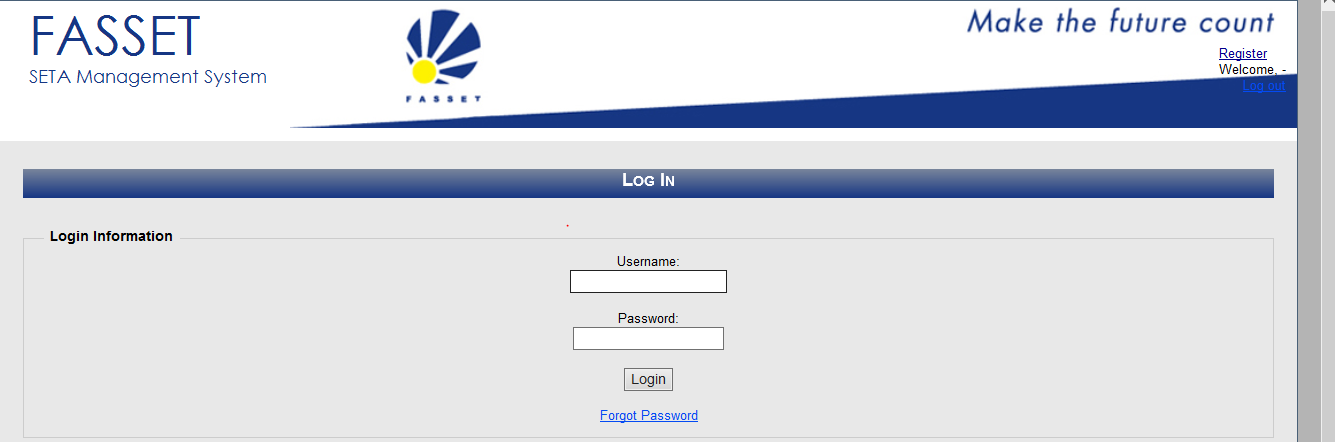
# Logging In

System URL: <http://172.16.201.30/FASSETIndicium/Account/Login.aspx>



## Enter Your User Name and Password

## Click on Login

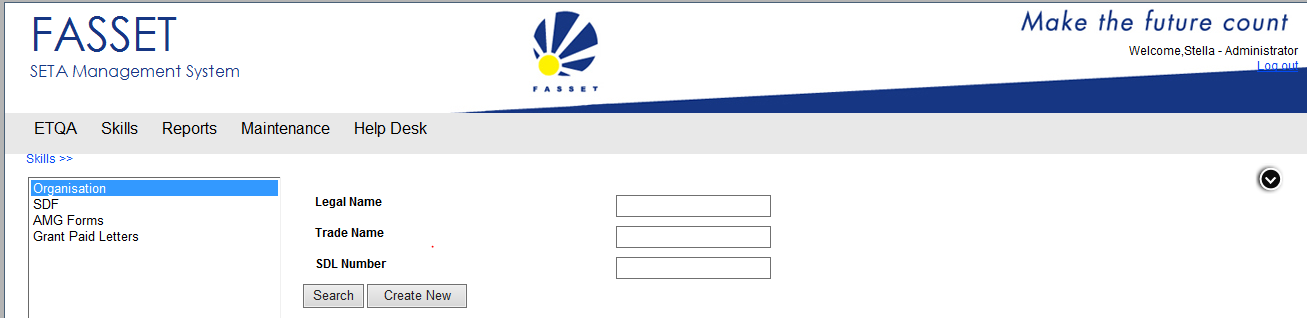


# SDF Profile for Skills

## Select Skills

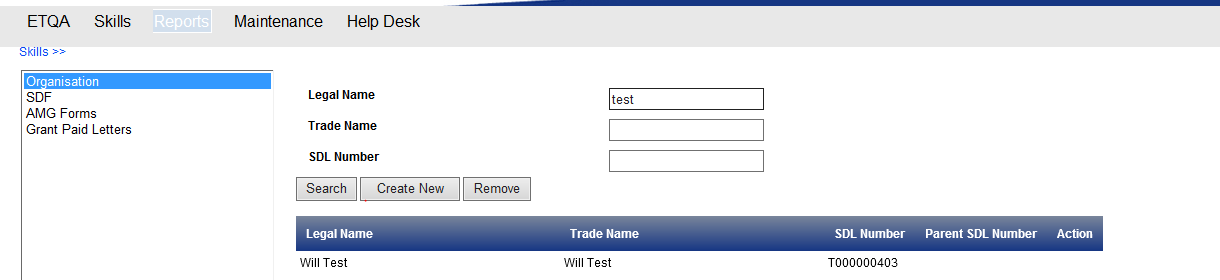
# 

# Select Organisation

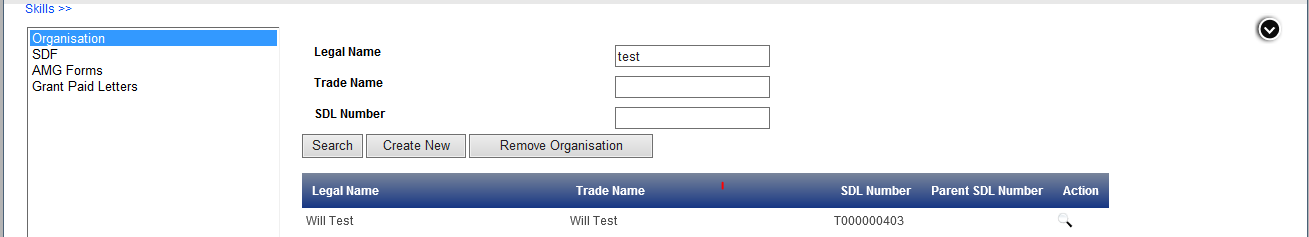


## Capture the SDL number or the name of the company to display the menu

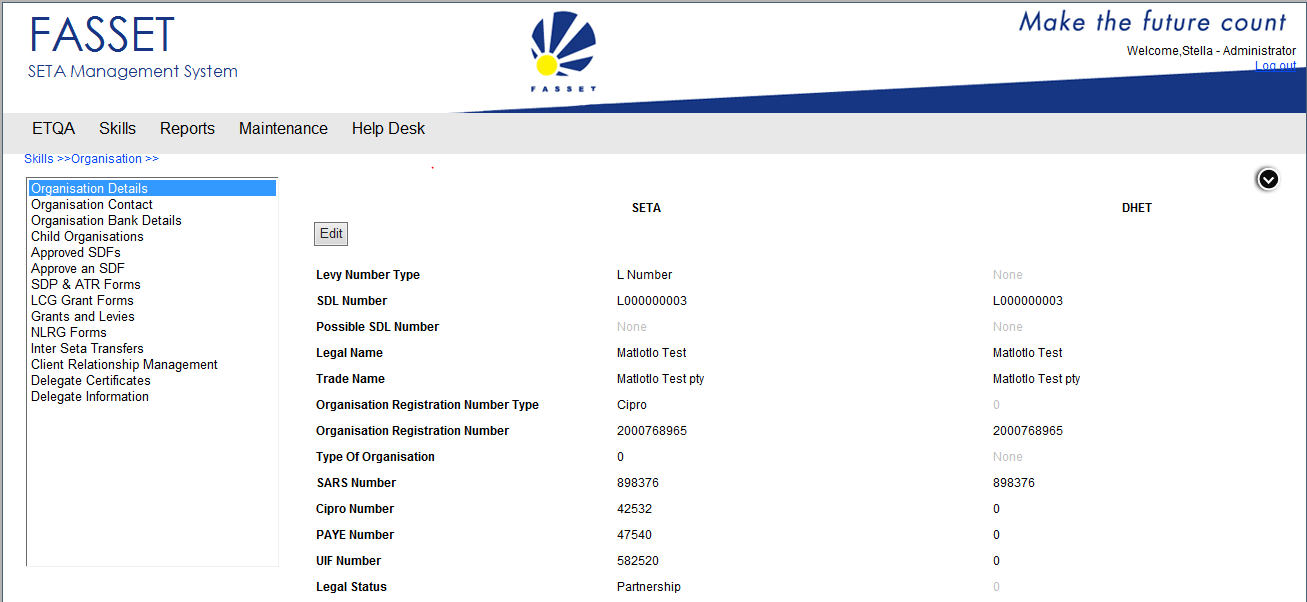
## Click on Search



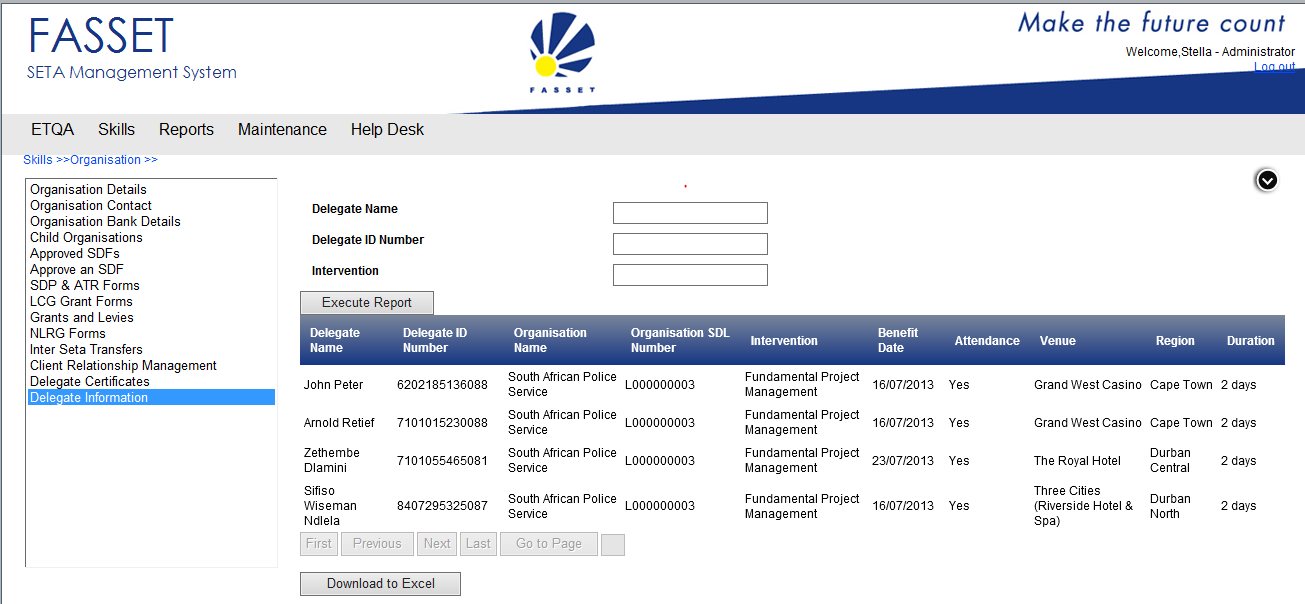
## The company will display in the display bar – highlight the relevan line and click on the magnifying glass



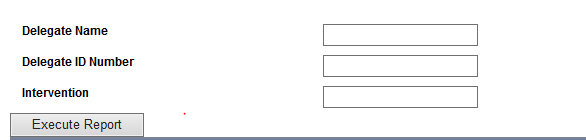
# The following menu will be displayed. Select the Delegate Information



# Delegates who attended an intervention will be displayed.



## Functionality is available to search on this screen using the delegate name, delegate ID number or the intervention.



## Functionality is available to download the report to excel.

