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

