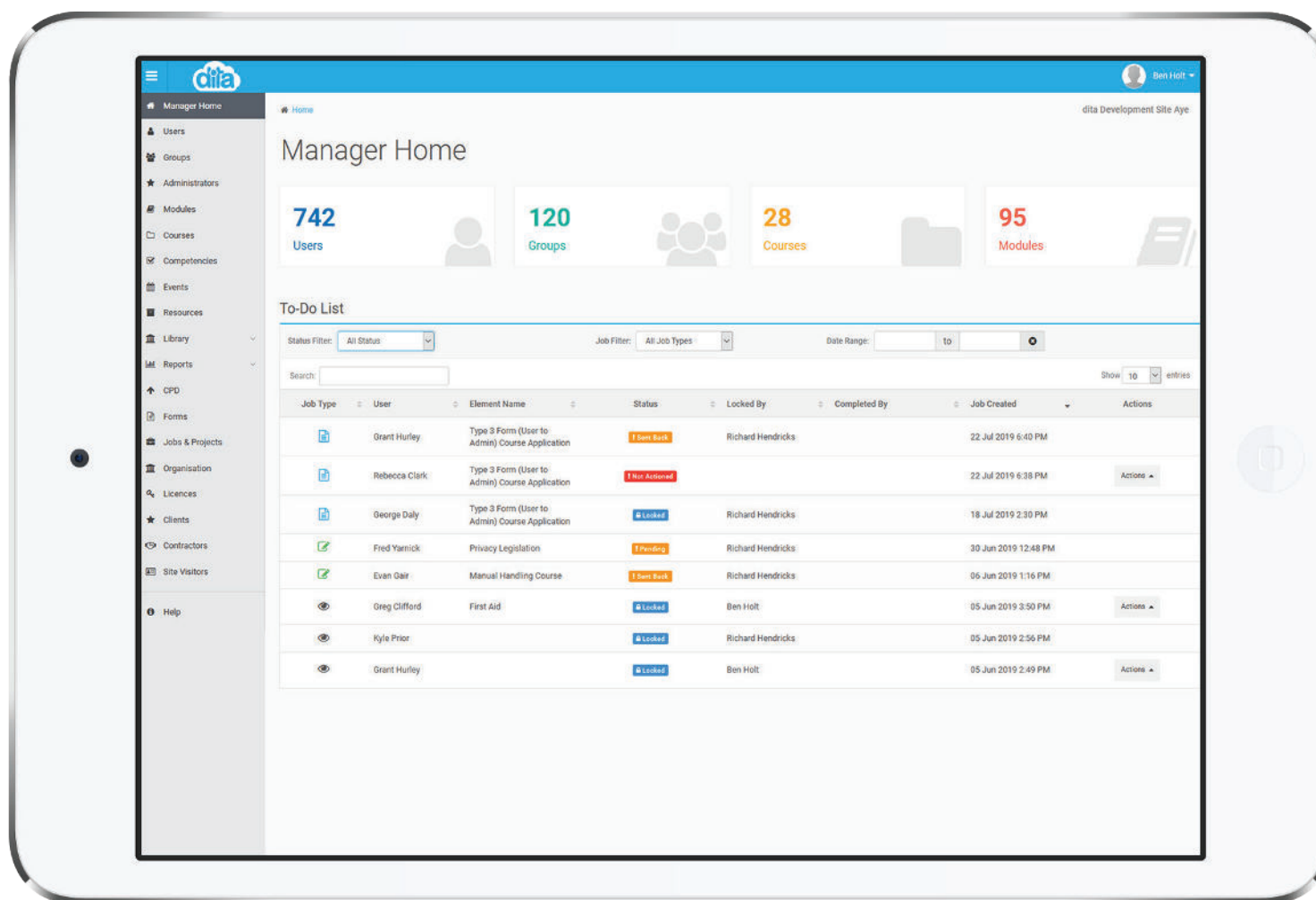


Manager To-Do List:

Keep on top of the important tasks Managers need to action. The to-do list will give you easy access to complete the following:

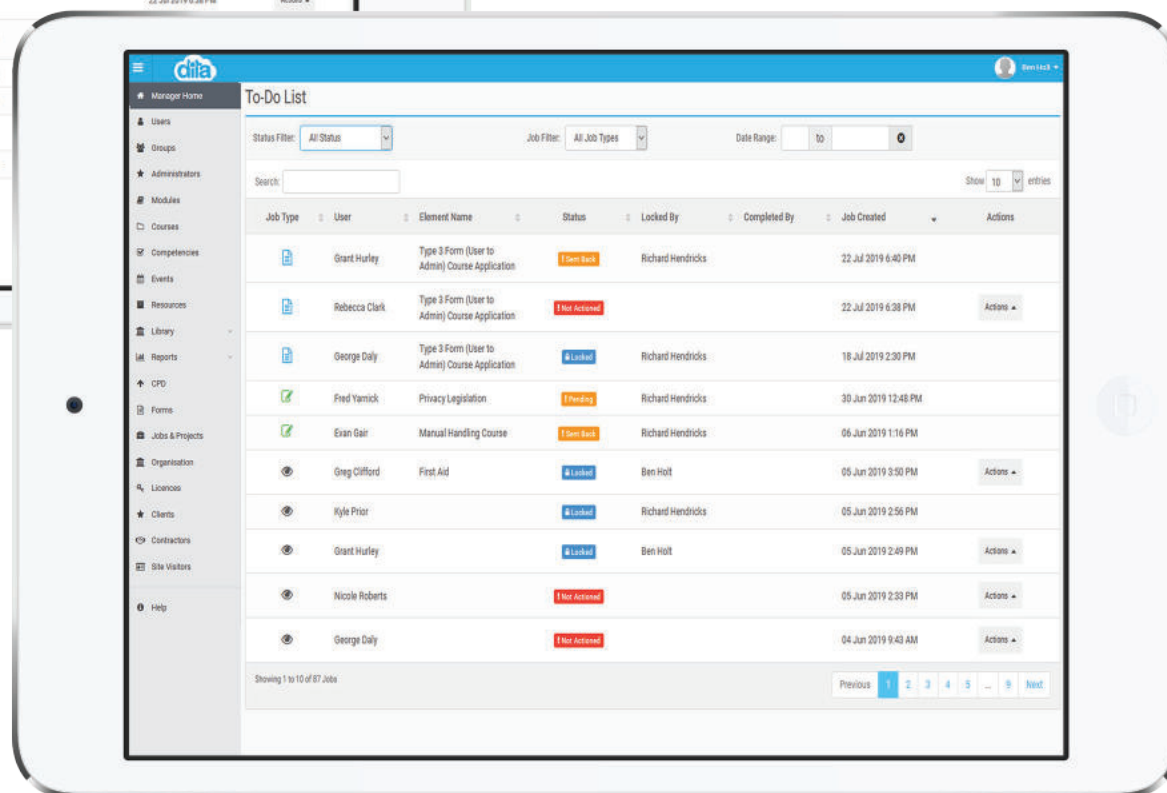
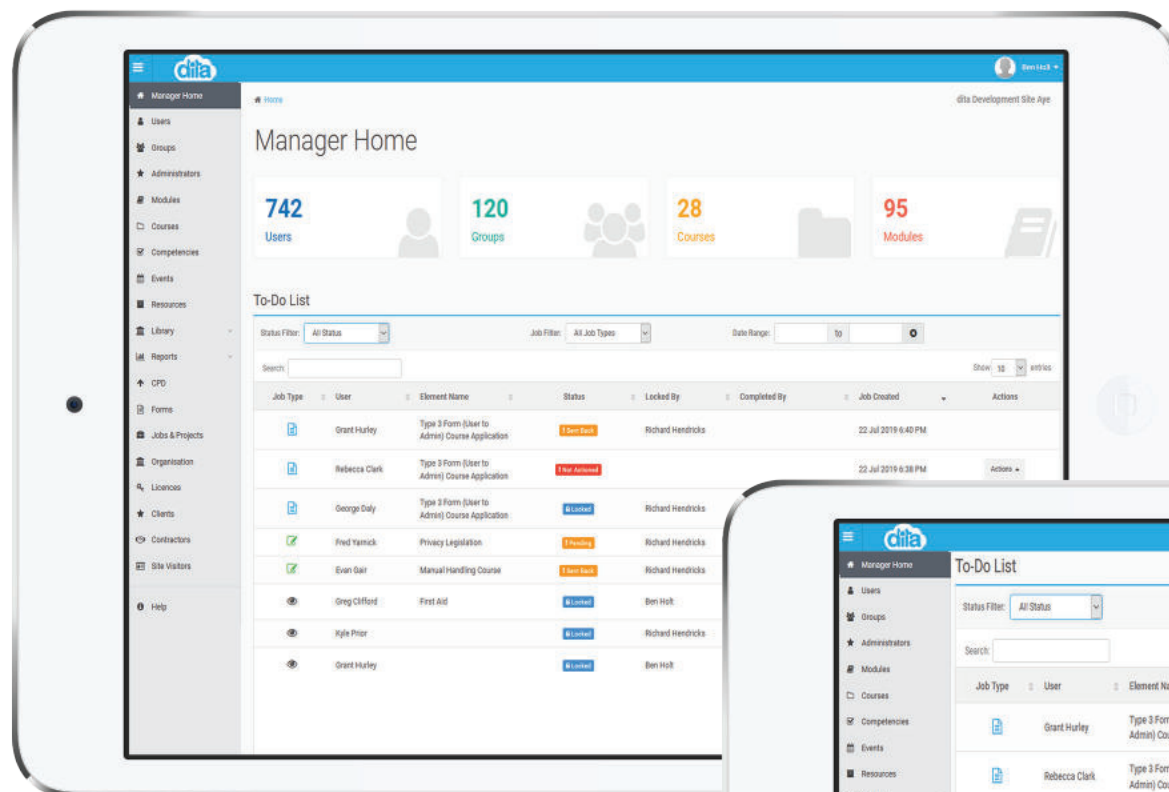


1. Mark a user's answers to a text question, including the ability to mark 'Not Yet Competent' and give feedback before sending back to the user to complete
2. Sight documents a user attaches to the competency, check the expiry date and approve
3. Check over, complete and approve electronic forms a user has submitted. You may also send a message to the user if they need to supply you with more information



Manager To-Do List Continued:

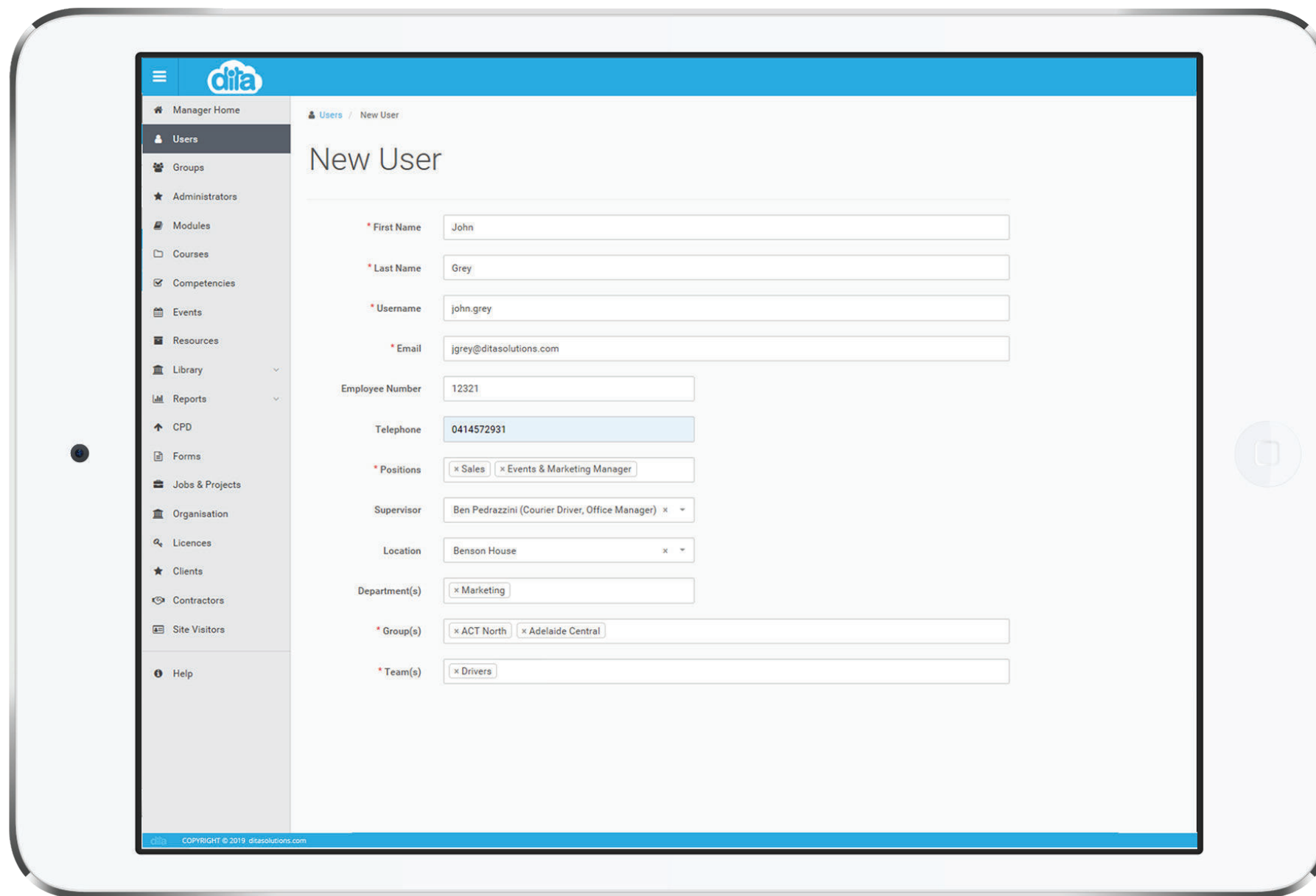
The platform will notify the manager by email when an item is added to their To-Do List and will notify the user if they need to action again. It's now so simple for managers to keep up to date with their tasks!



Multiple Positions:

Each staff member can now be assigned more than one position. This expands on the release of assigning users to multiple departments.

For example, a staff member can be listed as Swim Teacher and also be appointed as a Lifeguard.



The screenshot shows the 'New User' form in the DITA system. The form is displayed on a tablet interface. The left sidebar contains a navigation menu with the following items: Manager Home, Users, Groups, Administrators, Modules, Courses, Competencies, Events, Resources, Library, Reports, CPD, Forms, Jobs & Projects, Organisation, Licences, Clients, Contractors, Site Visitors, and Help. The main content area is titled 'New User' and contains the following fields:

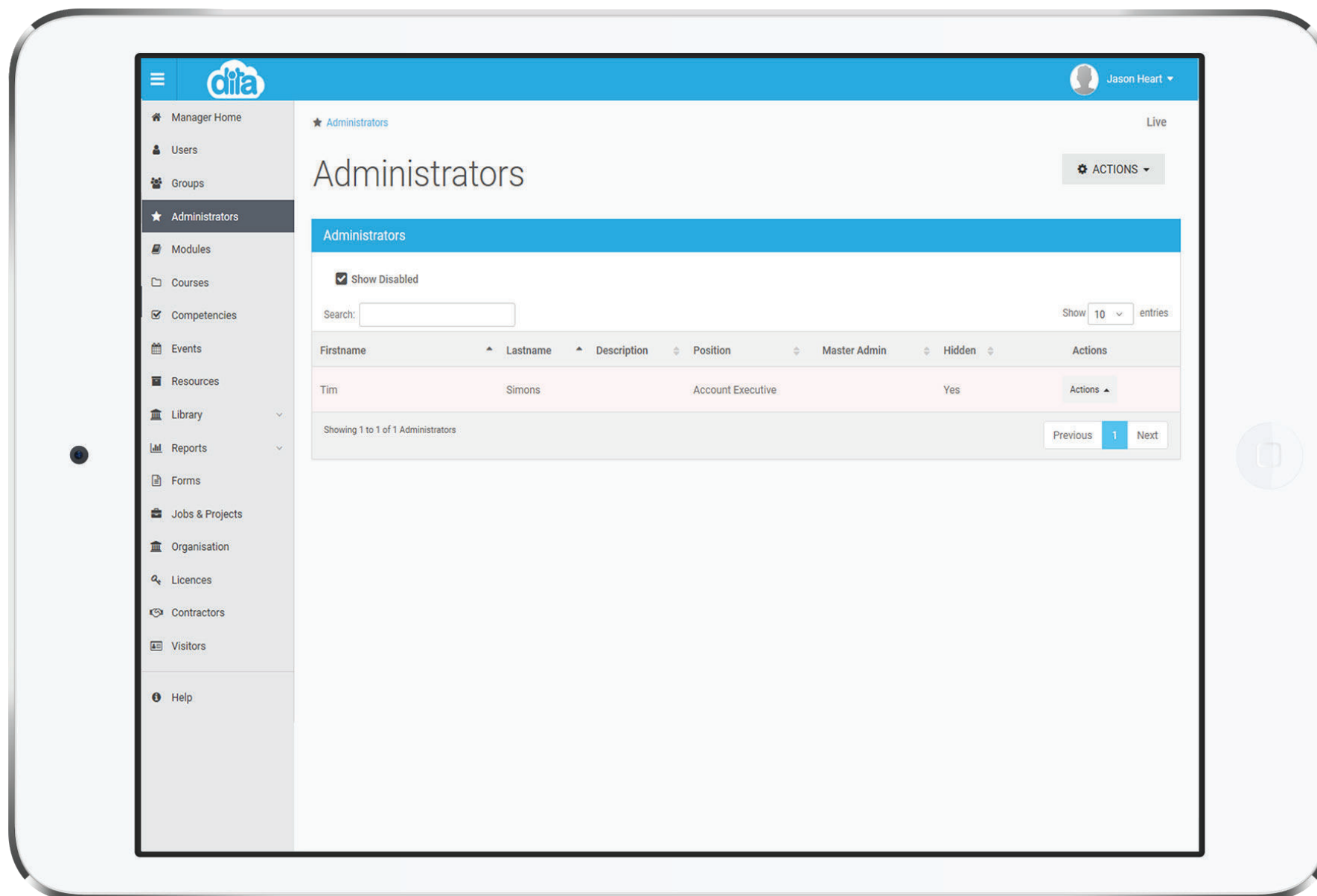
- * First Name: John
- * Last Name: Grey
- * Username: john.grey
- * Email: jgrey@ditasolutions.com
- Employee Number: 12321
- Telephone: 0414572931
- * Positions: x Sales, x Events & Marketing Manager
- Supervisor: Ben Pedrazzini (Courier Driver, Office Manager) x
- Location: Benson House x
- Department(s): x Marketing
- * Group(s): x ACT North, x Adelaide Central
- * Team(s): x Drivers

The footer of the form displays the DITA logo and the text: COPYRIGHT © 2019 ditasolutions.com

Administrator Tab:

A filter has been added to the Administrators tab to separate current administrators to past administrators.

Benefit: Streamlining and simplifying the admin view, making the navigation of the page more user friendly and flexible.



Group Tab: View Standard Admins with access to the group

An additional action has been added where you can view the standard administrators that have access to a group and its users.

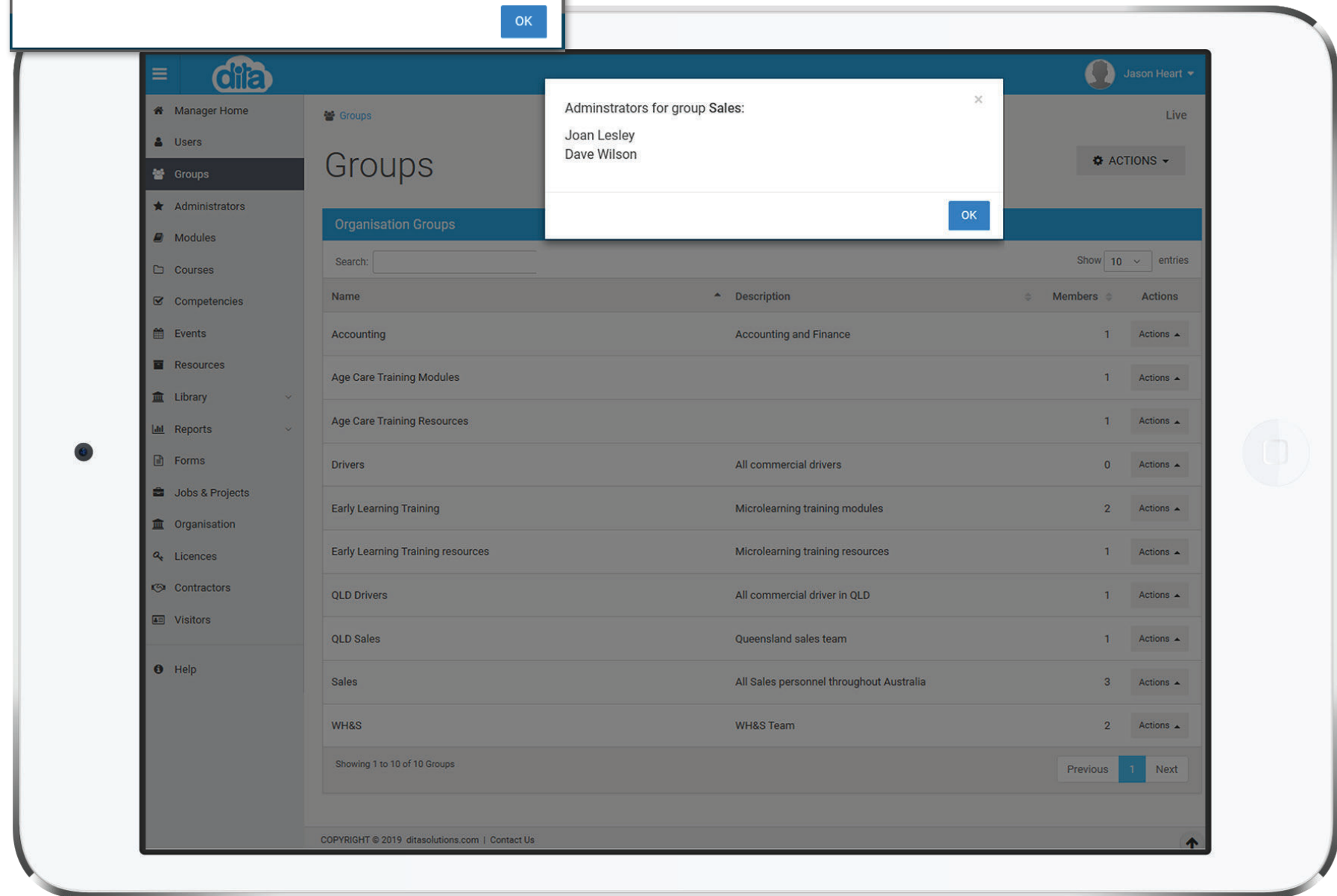
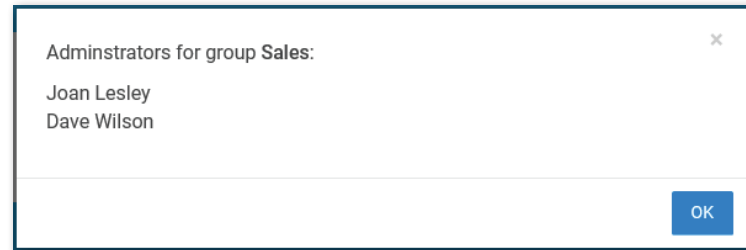


Benefit: Ensure that the right administrators are gaining access to your user groups. With this information, in a simple step, you can add and remove administrators to a group.

A screenshot of the Dila Groups management interface displayed on a tablet. The interface has a blue header with the Dila logo and a user profile for Jason Heart. A left sidebar contains navigation links: Manager Home, Users, Groups (selected), Administrators, Modules, Courses, Competencies, Events, Resources, Library, Reports, Forms, and Jobs & Projects. The main content area is titled "Groups" and shows a table of "Organisation Groups". The table has columns for Name, Description, Members, and Actions. A search bar and a "Show 10 entries" dropdown are at the top of the table. A context menu is open over the "Actions" column of the "Sales" group, showing options: View Members, View Administrators, Add Members, Add Modules, Edit Group, and Delete Group. Another context menu is open over the "Actions" column of the "WH&S" group, showing the same options. At the bottom of the screen, there is a pagination bar showing "Showing 1 to 10 of 10 Groups" and "Previous 1 Next".

Name	Description	Members	Actions
Accounting	Accounting and Finance	1	Actions
Age Care Training Modules		1	Actions
Age Care Training Resources		1	Actions
Drivers	All commercial drivers	0	Actions
Early Learning Training	Microlearning training modules		
Early Learning Training resources	Microlearning training resources		
QLD Drivers	All commercial driver in QLD		
QLD Sales	Queensland sales team		
Sales	All Sales personnel throughout Australia	3	Actions
WH&S	WH&S Team	2	Actions

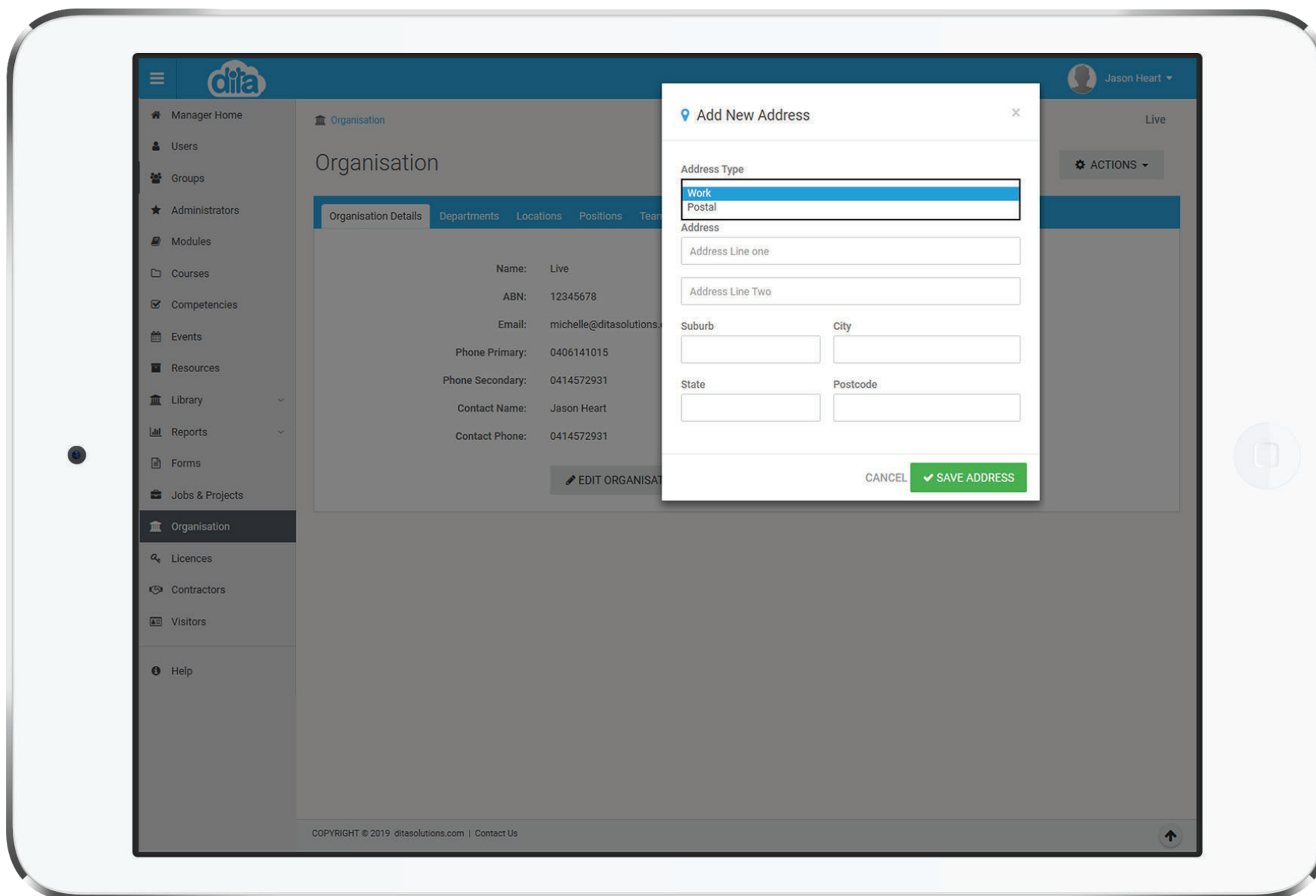
Group Tab: View Standard Admins with access to the group



Organisation Tab – Adding Addresses:

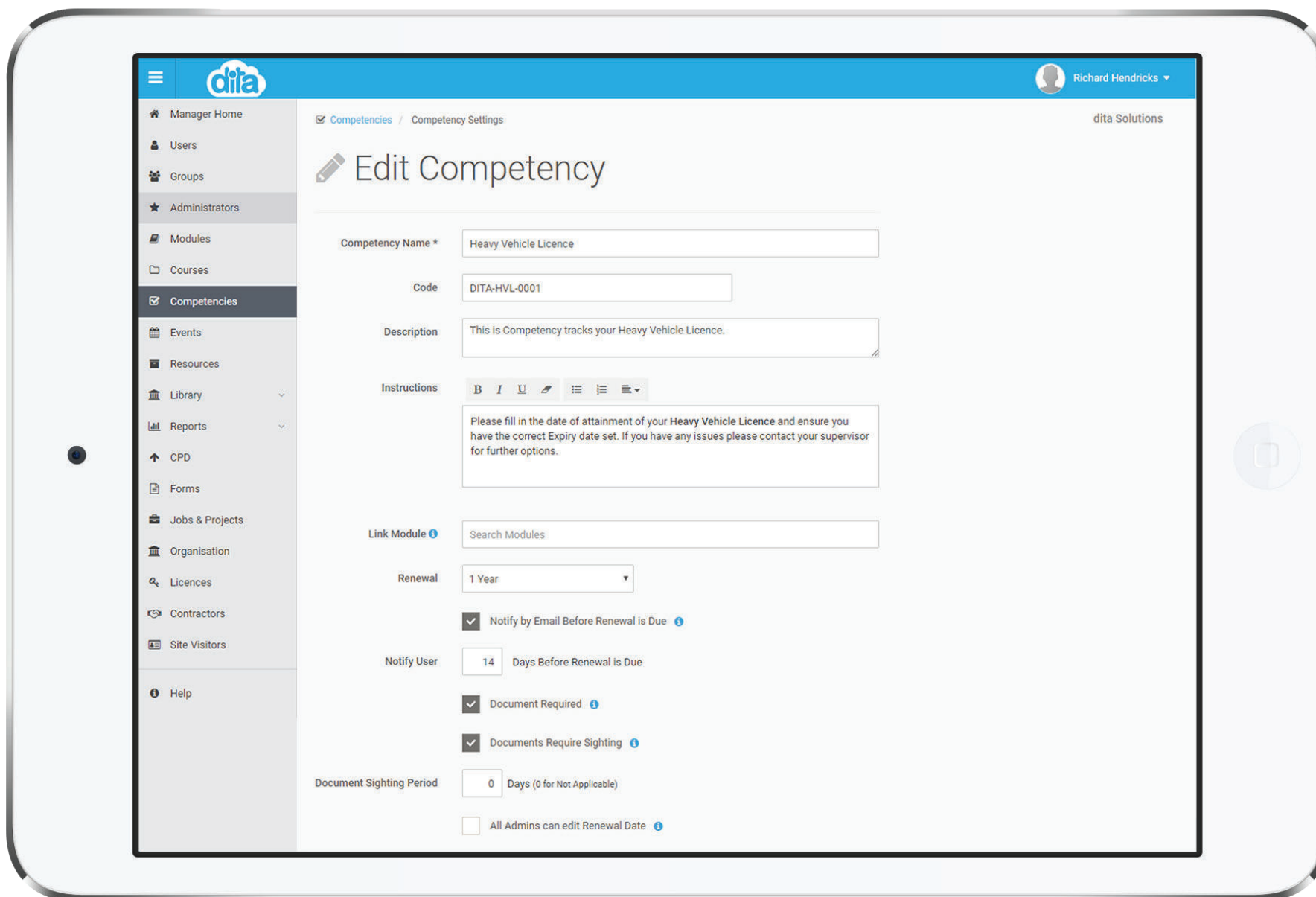
Add both a physical and mailing address for your organisation.

Benefit: Organisations can now add and update their physical and mailing address when this changes.



Additional Featured Enhancements:

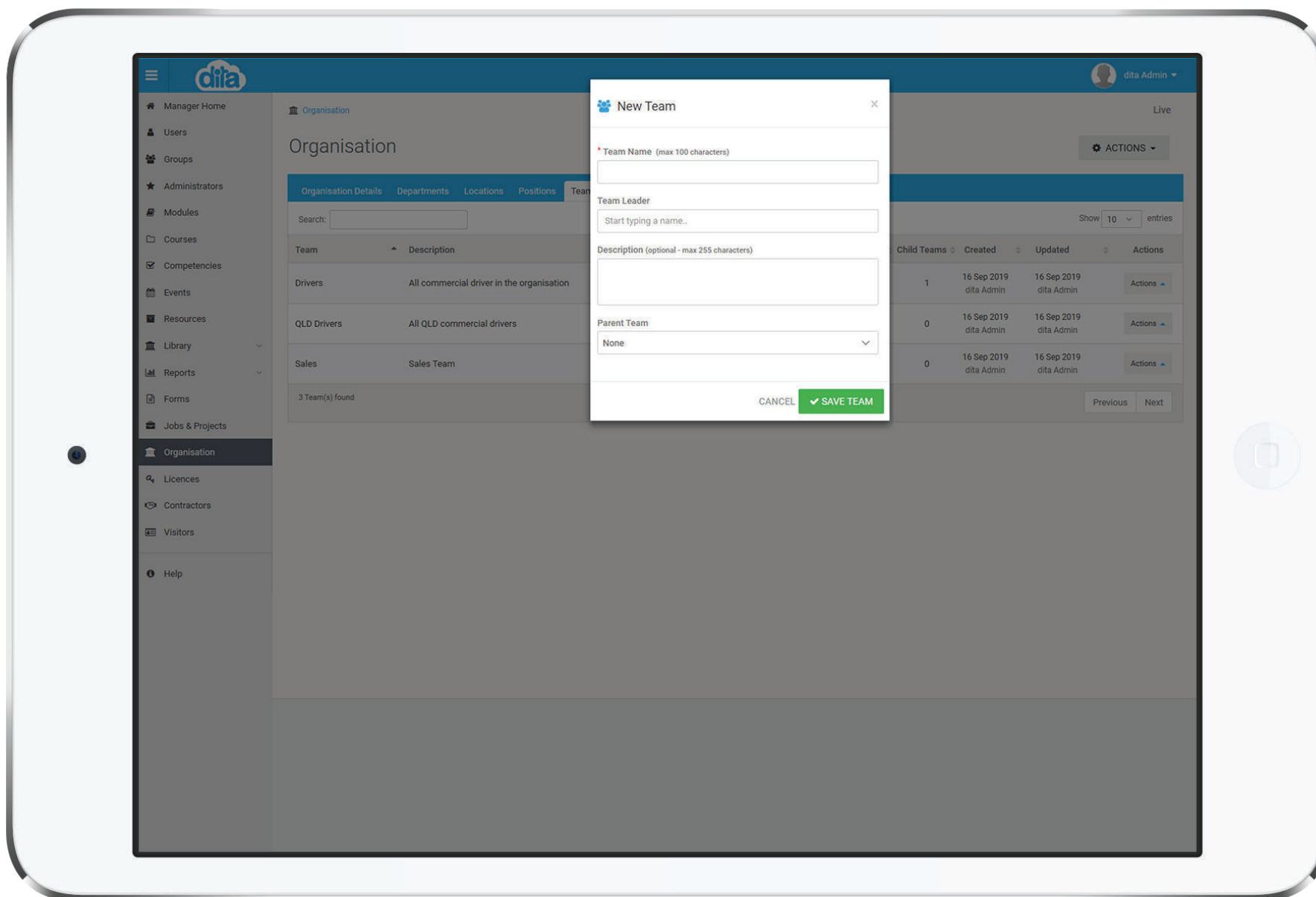
Updated Browser Compatibility: Now works across multiple browsers including Internet Explorer 11.



Teams:

Through your "Organisation" nav, click actions to create a new Team. Add a Team leader and link as a child or parent to other organisation Teams.

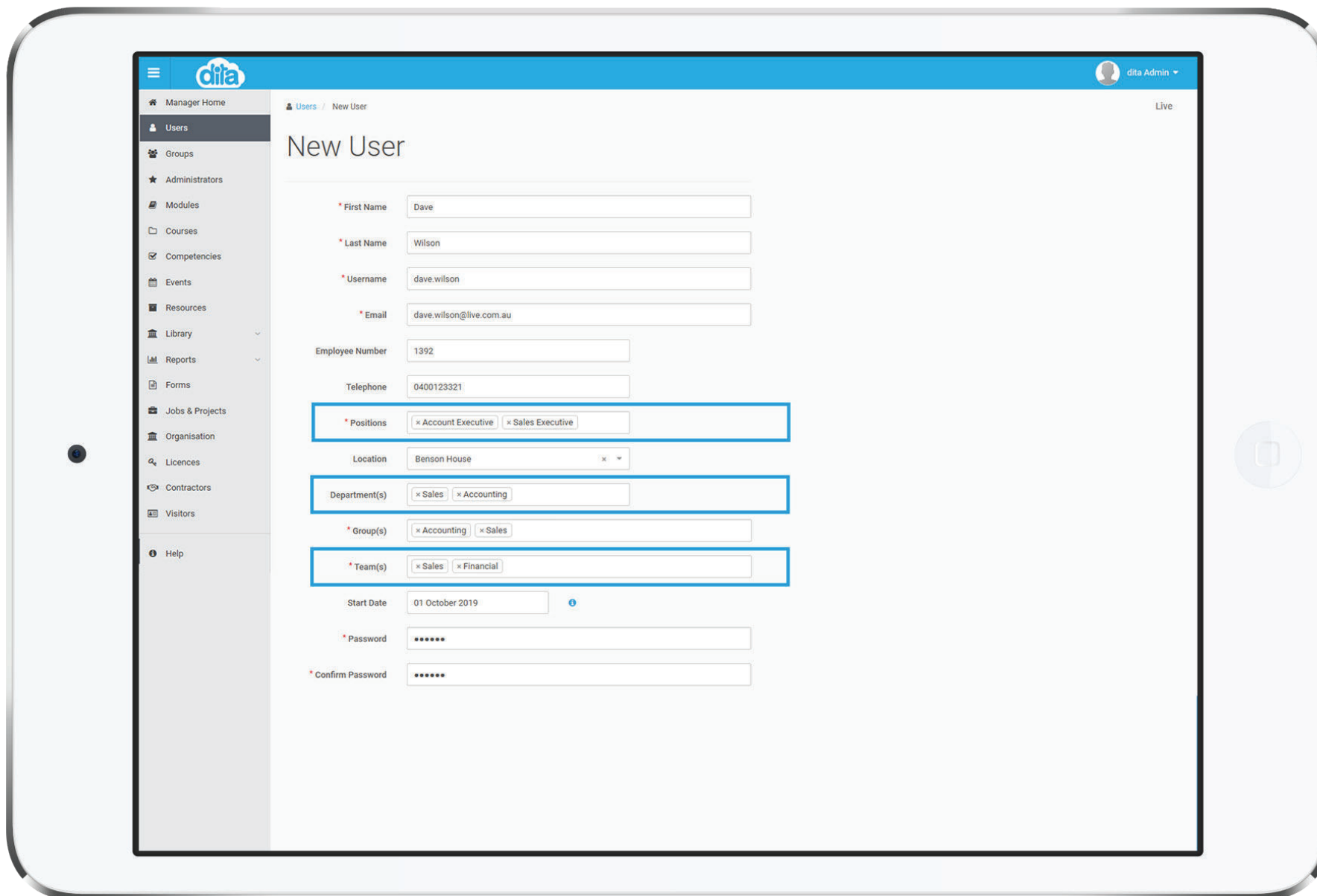
Benefit: As many companies group their staff into teams with team leaders, this feature provides a better way of monitoring staff by mirroring your organisation's structure.



Assign Users to Multiple Roles:

When creating a new user or editing a users details an administrator can now add the user to multiple “Positions”, “Departments” and “Teams”, just like “Groups”.

Benefit: Staff now days wear multiple hats. This new feature allows you to understand all of the staff members’ needs and appropriately provide access to training material, compliance, eForms and resource libraries.



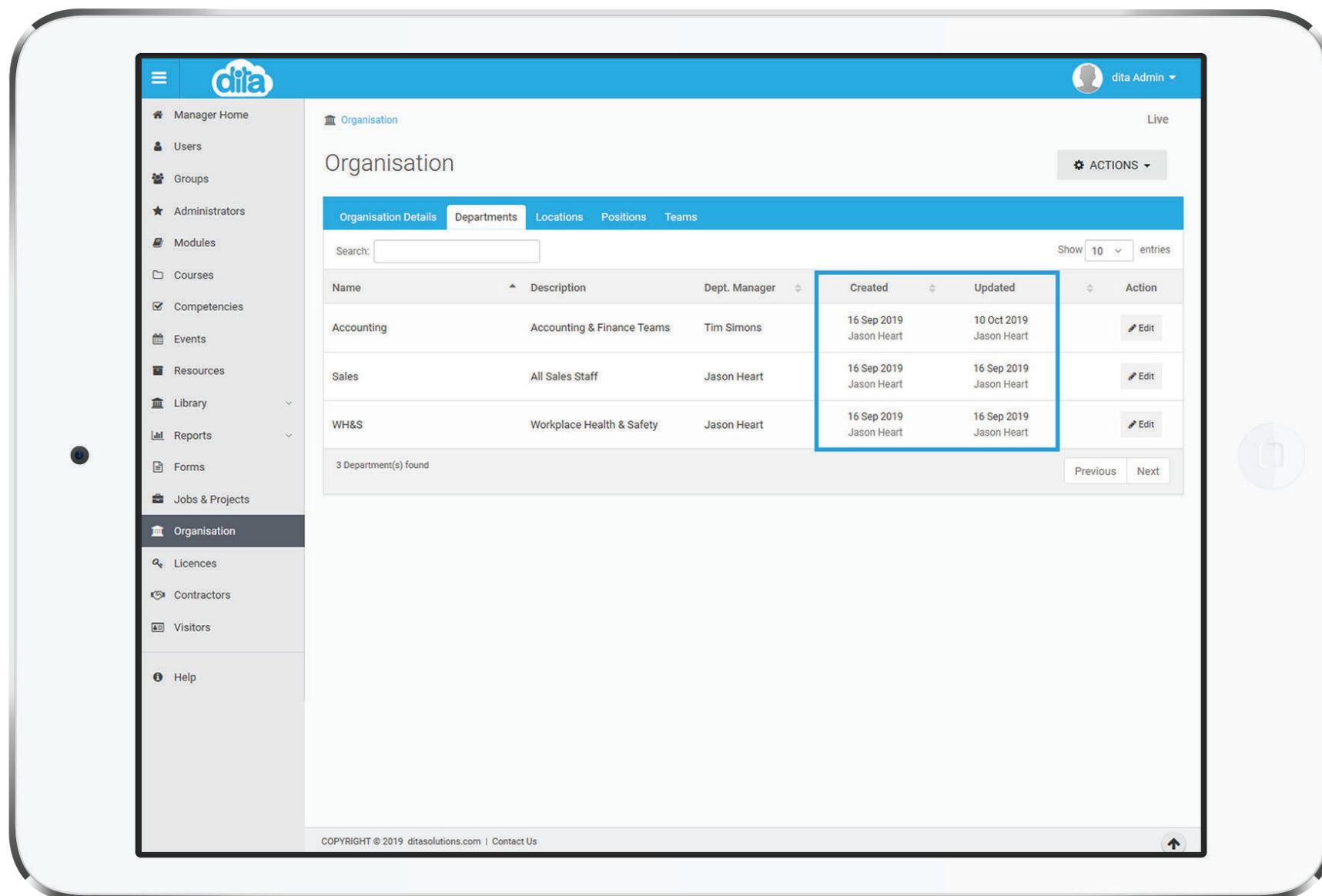
The screenshot displays the 'New User' form within the dita Admin interface. The form is titled 'New User' and includes a sidebar with navigation options: Manager Home, Users, Groups, Administrators, Modules, Courses, Competencies, Events, Resources, Library, Reports, Forms, Jobs & Projects, Organisation, Licences, Contractors, Visitors, and Help. The form fields are as follows:

- * First Name:** Dave
- * Last Name:** Wilson
- * Username:** dave.wilson
- * Email:** dave.wilson@live.com.au
- Employee Number:** 1392
- Telephone:** 0400123321
- * Positions:** Account Executive, Sales Executive
- Location:** Benson House
- Department(s):** Sales, Accounting
- * Group(s):** Accounting, Sales
- * Team(s):** Sales, Financial
- Start Date:** 01 October 2019
- * Password:** [Redacted]
- * Confirm Password:** [Redacted]

Admin and Date Time Stamp:

Now see when you created and updated your Organisational structure, via the Organisations Tab, when looking at departments, locations, positions and teams, you can see who created and updated, as well as the date and time it was done.

Benefit: When you have a number of administrators managing the system, you now can track who and when new structural additions or changes are made. You can go straight to the source to understand the changes being implemented.



The screenshot displays the DITA Admin interface on a tablet. The left sidebar contains a menu with options: Manager Home, Users, Groups, Administrators, Modules, Courses, Competencies, Events, Resources, Library, Reports, Forms, Jobs & Projects, Organisation (selected), Licences, Contractors, Visitors, and Help. The main content area is titled 'Organisation' and shows a table of departments. The table has columns for Name, Description, Dept. Manager, Created, Updated, and Action. The 'Created' and 'Updated' columns are highlighted with a blue box. The table lists three departments: Accounting, Sales, and WH&S. The footer of the interface shows 'COPYRIGHT © 2019 ditasolutions.com | Contact Us'.

Name	Description	Dept. Manager	Created	Updated	Action
Accounting	Accounting & Finance Teams	Tim Simons	16 Sep 2019 Jason Heart	10 Oct 2019 Jason Heart	Edit
Sales	All Sales Staff	Jason Heart	16 Sep 2019 Jason Heart	16 Sep 2019 Jason Heart	Edit
WH&S	Workplace Health & Safety	Jason Heart	16 Sep 2019 Jason Heart	16 Sep 2019 Jason Heart	Edit

3 Department(s) found

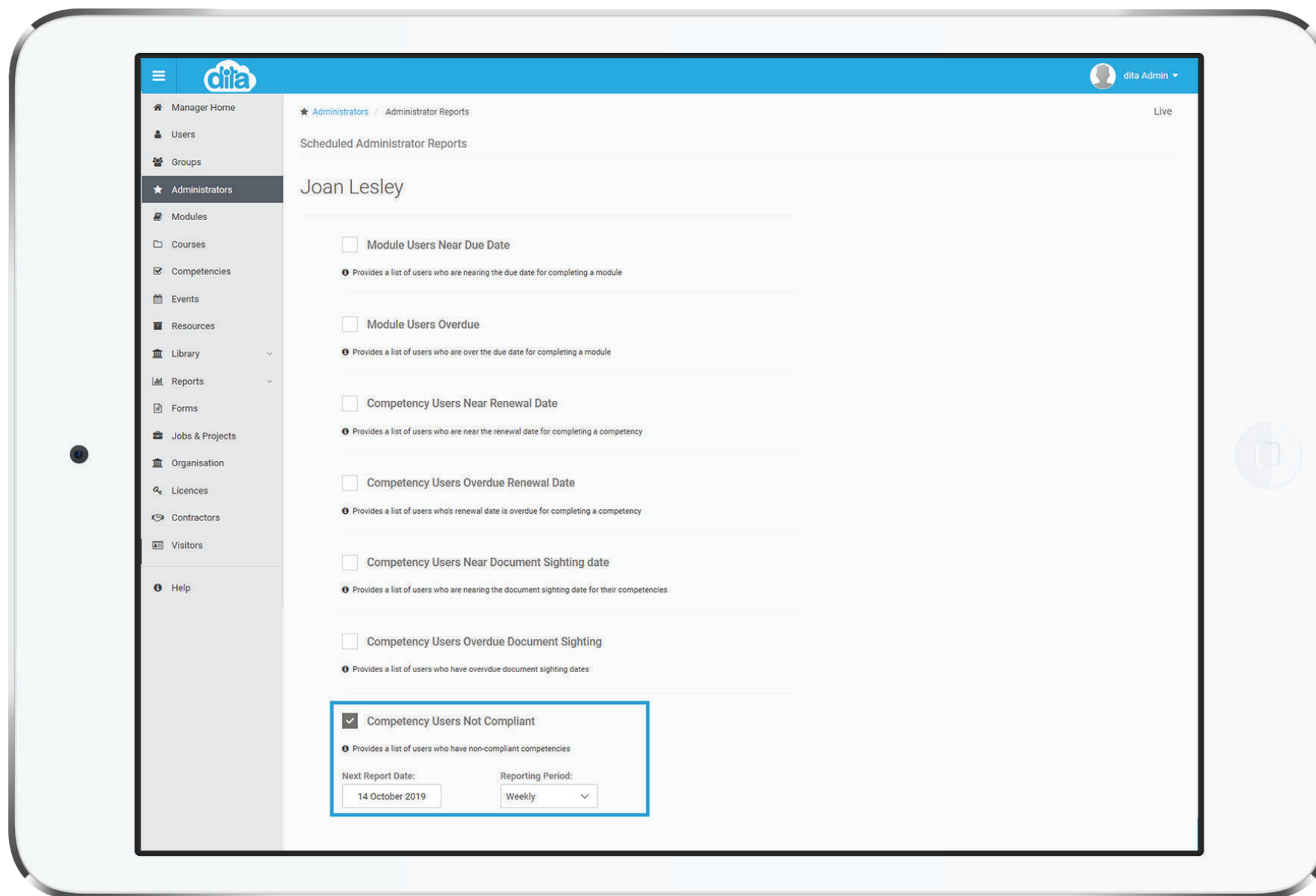
Previous Next

New Automated Reports:

For Supervisors and Administrators – Competency Users Not Compliant

Through the Administrators tab, when you click on Actions and choose Reports, there is now a new automated report called Competency Users Not Compliant that can be set up.

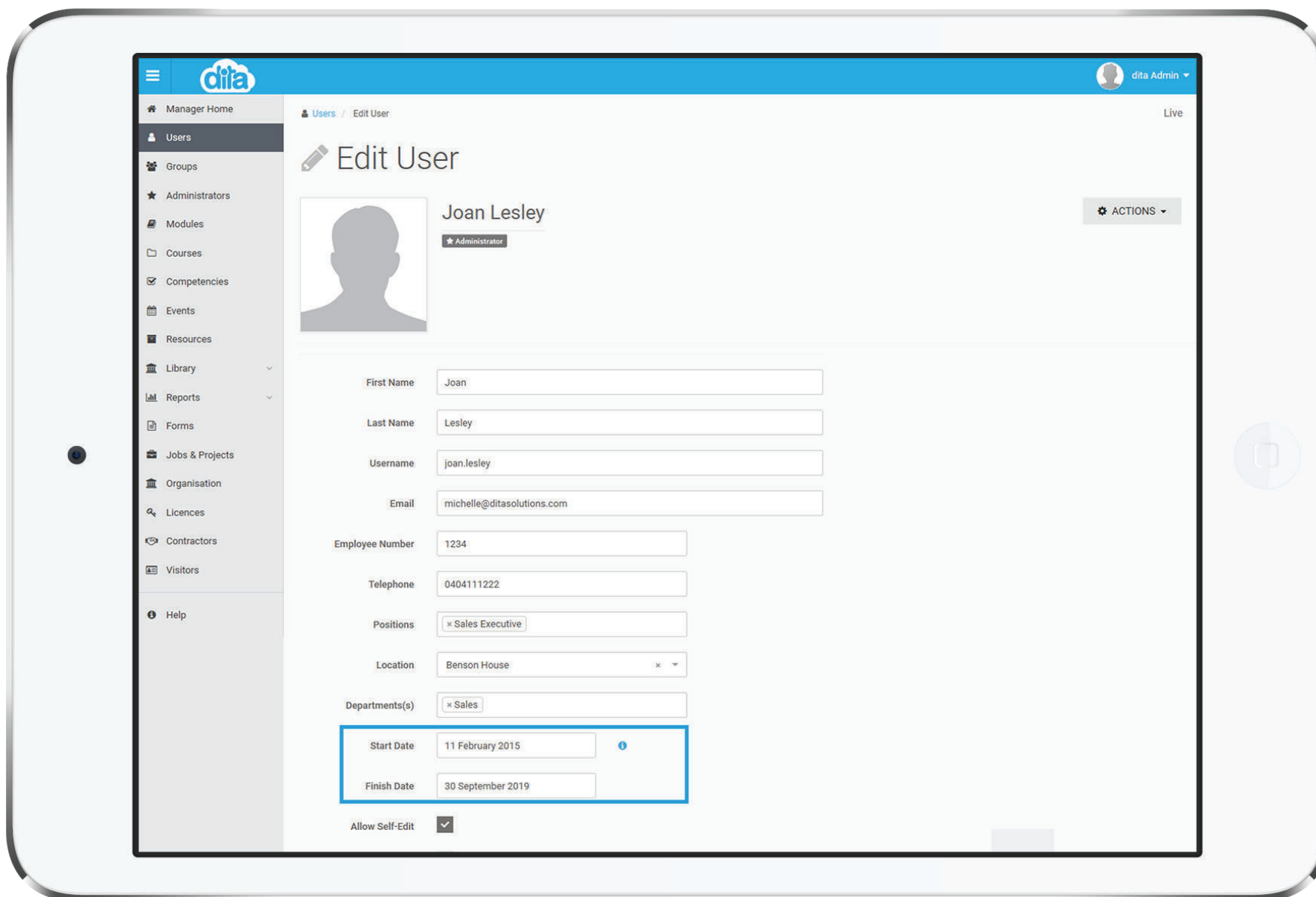
Benefit: Some compliance is not mandatory or does not require a complete by date. This new report allows you to understand which employees are not compliant to specific competencies.



Start & Finish of Employment Dates:

When setting up a new user, you can now add their start date and when you edit a user via the actions button, you can also set their Finish date.

Benefit: To ensure that a staff member has completed all the relevant compliance for their employment history, we now track their employment start and finish dates.



The screenshot displays the 'Edit User' interface within the dita Admin system. The left sidebar contains a navigation menu with options: Manager Home, Users, Groups, Administrators, Modules, Courses, Competencies, Events, Resources, Library, Reports, Forms, Jobs & Projects, Organisation, Licences, Contractors, Visitors, and Help. The main content area is titled 'Edit User' and shows the profile of 'Joan Lesley', an Administrator. The form includes fields for First Name, Last Name, Username, Email, Employee Number, Telephone, Positions, Location, and Departments(s). At the bottom, the 'Start Date' (11 February 2015) and 'Finish Date' (30 September 2019) are highlighted with a blue border. An 'Allow Self-Edit' checkbox is also present.

First Name	Joan
Last Name	Lesley
Username	joan.lesley
Email	michelle@ditasolutions.com
Employee Number	1234
Telephone	0404111222
Positions	x Sales Executive
Location	Benson House
Departments(s)	x Sales
Start Date	11 February 2015
Finish Date	30 September 2019
Allow Self-Edit	<input checked="" type="checkbox"/>