NZ Community Patrols
Electronic Training Register (ETR) V1.1

User Guide for WWW Access

Browse to http://creator.zoho.com

Enter your patrol's ERS login and password.

Access your Admin Reports section and you will see these options:

[Add Training Record]
[Add Training Event]
[View/Edit Training Event]
[Training (Person)]
[Training (Event)]

Selecting **[Add Training Record]** will take you to the main data entry screen where you will record the individual patroller's training activities.
[Patroller] provides a drop-down list of all your current ERS members.
[CPNZ Modules] contains all the current modules covered in the CPNZ Training Manual Workbook.
[Local Training] will show any currently available training events that have organised by your patrol administration. {D*etails later in this document*}
[Attendance] allows for four options. You will most likely start off with all members of your team being [Invited] to a future training event. Ticking
[Invited] will indicate that the member whose name you are showing at the time, is expected to attend the listed training event.
Later, you will update this record with one of the other options:
[Excused], [Failed to attend] or [Passed]
[Completion Date] should have the date on which this member achieved a pass mark in this event.
[Inspector] Should contain the name of the person who is the authorised trainer or observer during this member's training. There is provision for you to add a name to the drop-down list of names.
[Submit] will save your current record.

Selecting **[Add Training Event]** will allow you to add any training events you have planned.

[View/Edit Training Event] will list all your events. Here you can edit or delete events.

[Training (Person)] will allow you to call up any trainee and view their training record.

[Training (Event)] will list all your events. Here you can view and edit events selected by the type of event.