AML HUB

Training Register

Manual

Contents

Introduction

The training register holds a record of AML compliance training assignments associated with a particular branch, as well as the participation status of staff members for these assignments.

Navigation

Different Sections Within the Training Register

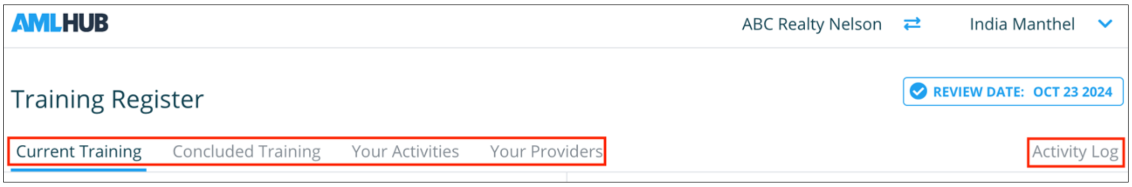
You can navigate to the ‘Training Register’ section of the AMLHub desktop through the left-hand sidebar. You will be directed to the ‘Current Training’ section of the training register, where the page will display the following four tabs:

- **Current Training**
  All staff members added to the training register on the left-hand side of the screen, current training assignments displayed on the right-hand side of the screen.

- **Concluded Training**
  Staff members with completed training assignments displayed on the left-hand side of the screen, concluded training assignments displayed on the right-hand side.

- **Your Activities**
  A list of training assignments created by your branch.

- **Your Providers**
  A list of training providers for your particular branch.



The training register additionally contains the 'Activity Log'. This keeps a record of all activity within the training register. You can navigate here by clicking on 'Activity Log', adjacent to the four tabs mentioned above.

Colours

There are several colours that can be associated with staff members which are indicative of different participation statuses:

- Orange
  No training activities have ever been assigned to the staff member.
- Grey
  No training activities are currently assigned to the staff member.
- Blue
  Training has been allocated to a staff member, however, is not yet complete or overdue. The number inside the square shows the number of training activities allocated to the staff member.
- Green
  Displayed in the 'Concluded Training' section of the training register. Indicates the staff member has completed particular training assignments, where the number inside the square shows the number of training activities completed by the staff member.
- Red
  There are one or more overdue assignment(s) yet to be completed by the staff member.

Viewing a Staff Member's Training

To view any current or overdue training activities assigned to a staff member – under the 'Current Training' section of the training register, click on the icon, found to the right of the individual's name.

Review Date, Issues & Warnings

The review date set for the branch's training register can be found in the top right-hand corner of the screen REVIEW DATE: JAN 01 2021. To edit this review date, click on this icon.

Issues and/or warnings may appear in the training register of the AMLHub desktop in relation to training assignments.

- A warning 1 WARNING will appear if a staff member has never been assigned any training activities.
- An issue 1 ISSUE will appear if a training assignment has surpassed its due date and is now overdue for an individual(s).

Warnings and issues are displayed in the top right-hand corner of the training register. Clicking on either icon will display the respective details of any outstanding warnings or issues.

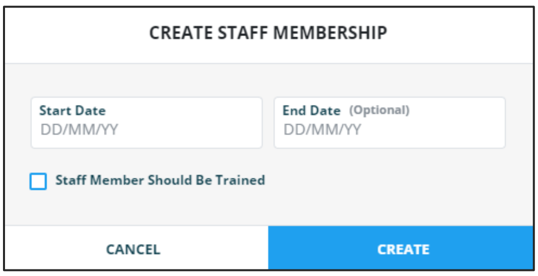
Members of the Training Register

Adding a Staff Member to the Training Register

This can be done either upon the creation of a staff membership or in the training register following the creation of a staff membership.

***Upon* the creation of their staff membership**

1. Navigate to the 'Users' section of the AMLHub desktop through the left-hand sidebar.
2. Click on the ADD button, found under the 'Staff Member' field adjacent to the user's name.
3. A window will appear, as shown in the image below.



4. Enter the start date of the user; this should be the date the user started with the company. Entering the user's end date is an optional field.

5. Click on the 'Staff Member Should Be Trained' tick box, then select a respective training role for the user. If not selected, the staff member will not be added to the training register.

6. Please note – staff members must be added to the training register, where if they were not added upon creation this can be done through the training register at a later stage.

7. Click 'create'.

8. The staff membership for the user will be created and the staff member will subsequently be added to the training register.

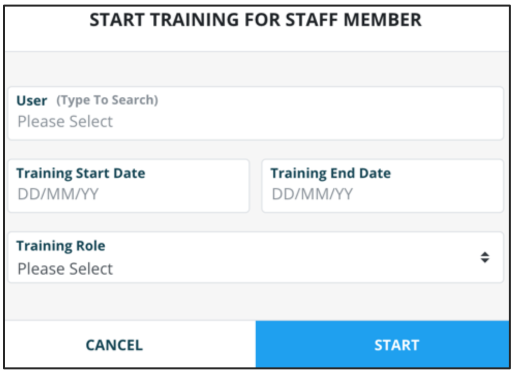
Following **the creation of a staff membership**

1. Navigate to the 'Training Register' section of the AMLHub desktop through the left-hand sidebar.

2. Under the 'Current Training' section of the training register, click the 

button.

3. The following pop-up window will appear.



4. Click on the 'user' field to view a drop-down menu of all staff members who were not added to the training register upon the commencement of their staff membership.

5. Select the staff member you would like to add.

6. Enter a training start date, end date and training role (these can be edited later on if need be).

7. Click 'start'.

8. A pop-up message will appear to signal the addition of a new staff member to the training register.

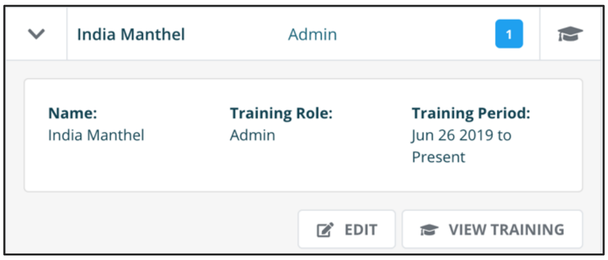
Editing the Details of a Staff Member in the Training Register

Editing the details of a staff member can be done through the ‘Current Training’ section of the training register.

1. Look for the name of the staff member you would like to edit the details of from the list of staff members on the left-hand side of the screen.

2. Click the arrow found to the left of the individual’s name.

3. This will expand the view, showing details for the staff member.



4. Click ‘edit’. A pop-up window will appear, where you are able to edit the training start and end dates for the individual, as well as their training role.

5. Make any desired changes.

6. Click ‘save’.

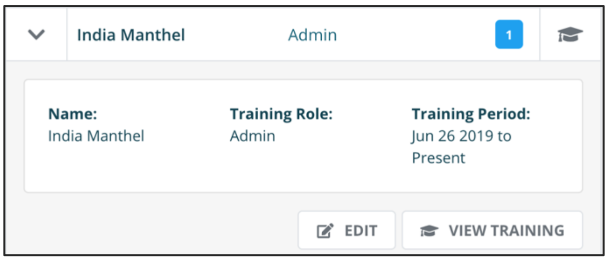
Removing a Staff Member from the Training Register

Removing a staff member from the training register can be done through the ‘Current Training’ section of the training register:

1. Look for the name of the staff member you would like to remove from the list of staff members on the left-hand side of the screen.

2. Click the arrow found to the left of the individual’s name.

3. This will expand the view, showing details for the staff member.



4. Click ‘edit’. A pop-up window will appear, where you are able to edit the training start and end dates for the individual, as well as their training role.

5. Enter the employment end date to any date before the current day.

6. Click ‘save’.

Please note: a staff member will not be removed from the ‘Current Training’ section of the training register if they still have existing training activities assigned to them. You must conclude the staff member’s involvement in any existing training activities if this is the case.

The staff member will still appear under the ‘Concluded Training’ section in order to maintain a record of all staff members (past and present) who have completed training activities.

Training Providers

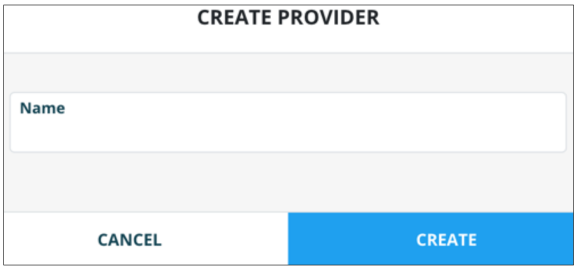
Adding a New Provider to Your Training Register

Adding a new training activity provider can be done through the ‘Your Providers’ section of the training register.

1. Click on the 

button.

2. The following pop-up window will appear.



3. Type in the name of the provider.

4. Click ‘create’.

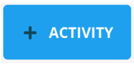
5. A pop-up message will appear to signal the provider has been created.

6. You will now be able to select this provider as the provider of a training activity upon its creation.

Training Activities

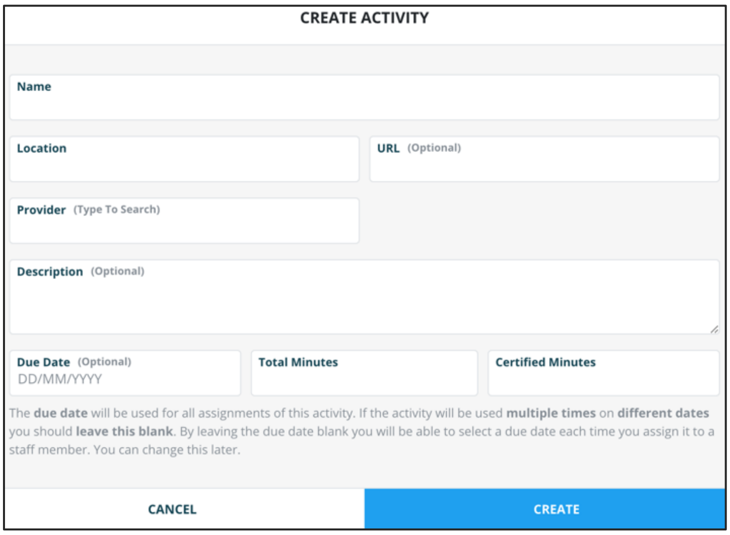
Creating a Training Activity

Creating a training activity can be done through the 'Your Activities' section of the training register.

1. Click on the 

button.

2. The following pop-up window will appear.



3. Fill in the mandatory fields – name of activity, location, provider, total & certified minutes.
    - If the number of certified minutes equates to none for that particular training activity, type '0' into the 'certified minutes' field as opposed to leaving it blank.
    - A URL link may be added if, for example, the training was completed over an online platform or watched as a video.
    - A due date can be entered if the training activity is a non-recurring activity, for example, from a third-party provider.

4. Click 'create'.

5. A pop-up message will appear to signal the training activity has been created.

You are able to view the details of a training activity by clicking on the arrow found to the left of the name of the activity.

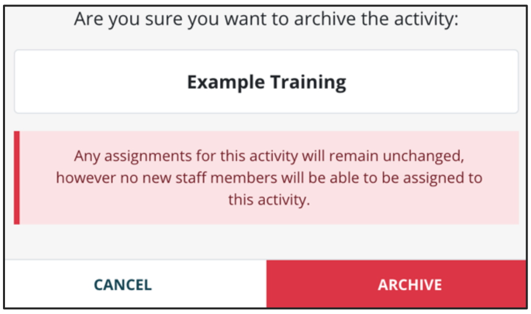
Archiving a Training Activity

Archiving a training activity can be done under the 'Your Activities' section of the training register.

1. Find the training activity you would like to archive from those listed.

2. Click on the icon, found under the ‘Actions’ field adjacent to the name of the training activity.

3. The following pop-up window will appear.



4. Click ‘archive’.

5. A pop-up message will appear to signal the training activity has been archived.

Please note: no new staff members can be assigned to this training activity; however, this will not affect any current assignments of this activity to staff members.

Un-Archiving a Training Activity

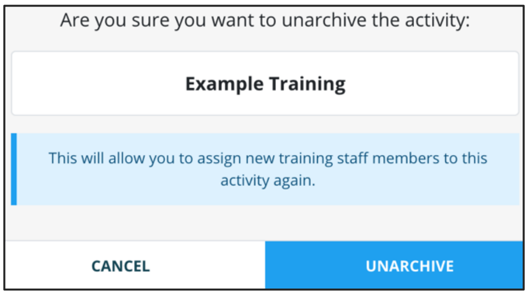
Un-archiving a training activity can be done under the ‘Your Activities’ section of the training register.

1. Bring up a list displaying archived activities by clicking ‘status’ and selecting ‘archived’ from the drop-down menu.

2. Find the training assignment you would like to un-archive from those listed.

3. Click on the icon, found under the ‘Actions’ section adjacent to the name of the training activity.

4. The following pop-up window will appear.



5. Click ‘unarchive’.

6. A pop-up message will appear to signal the un-archiving of an activity.

Training Assignments

Assigning a Training Activity to Staff Members

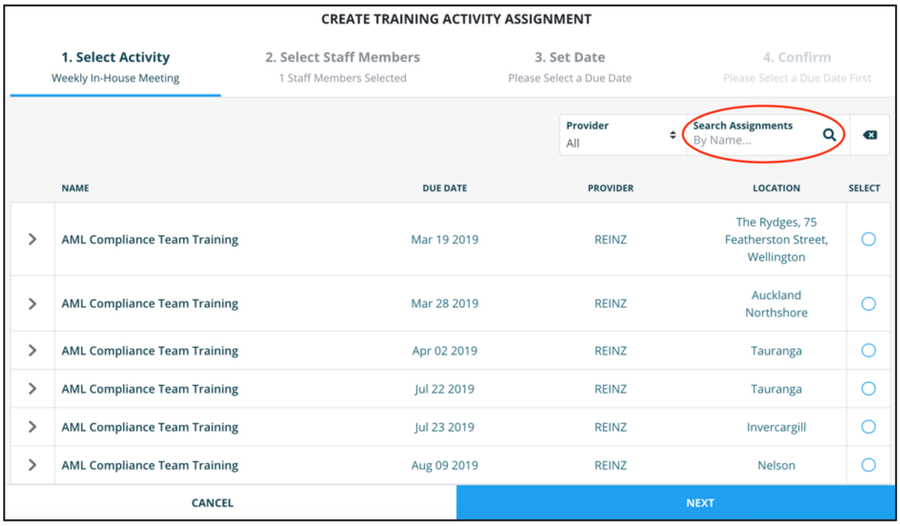
Once a training activity has been created under the 'Your Activities' section of the training register, it can then be assigned to staff members and subsequently be displayed as a current assignment in the 'Current Training' section.

Assigning a training activity to staff members can be done through the 'Current Training' section of the training register.

1. Click on the 

button.

2. The following pop-up window will appear. Select an activity – you will be provided with a combined list of activities created by AML Solutions and the activities created by your branch. Use the 'Search Assignments' tool to navigate through several pages of activities.



3. Click on the name of the training activity you would like to assign staff members to.

4. A list of staff members will appear. Click on the name of each staff member you would like to assign the activity to.

5. Click 'next'.

6. Enter a due date for the training assignment. If you selected this date from the calendar, you will be taken directly to the next page. If entering manually, click 'next' after typing in the due date.

7. The details of the assignment will be displayed, review these details and click ‘create’ if satisfied. If you need to make changes to the assignment before creating it, click ‘back’.

8. A pop-up message will appear to signal the creation of a new training assignment. This assignment will now be displayed under the ‘Current Training’ section of the training register, on the right-hand side of the screen.

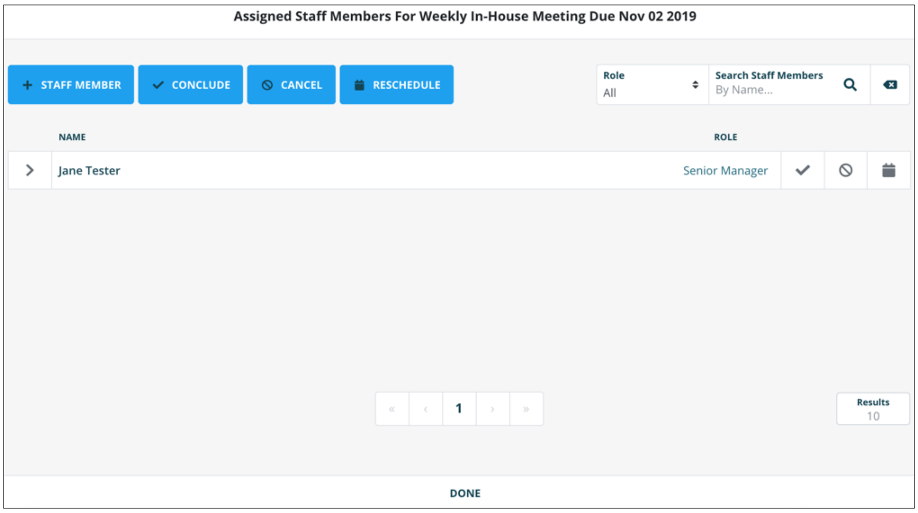
Assigning a Current Training Activity to Additional Staff Members

Once a training activity has been assigned to staff members, you can add additional staff members to an assignment through the ‘Current Training’ section of the training register.

1. Look for the training activity you would like to conclude from the list of current training assignments on the right-hand side of the screen.

2. Click on the icon, found to the right of the name of the training activity.

3. The following pop-up window will appear. Click the  button.



4. Select from the list of staff members the individual(s) you would like to add. You do not need to select the names of already assigned individuals again.

5. Click ‘next’.

6. A details page will appear including the activity name and staff members being added.

7. When satisfied with these changes, click ‘create’.

8. A pop-up message will appear to signal the addition of new staff members to a training assignment.

Concluding Training Assignments

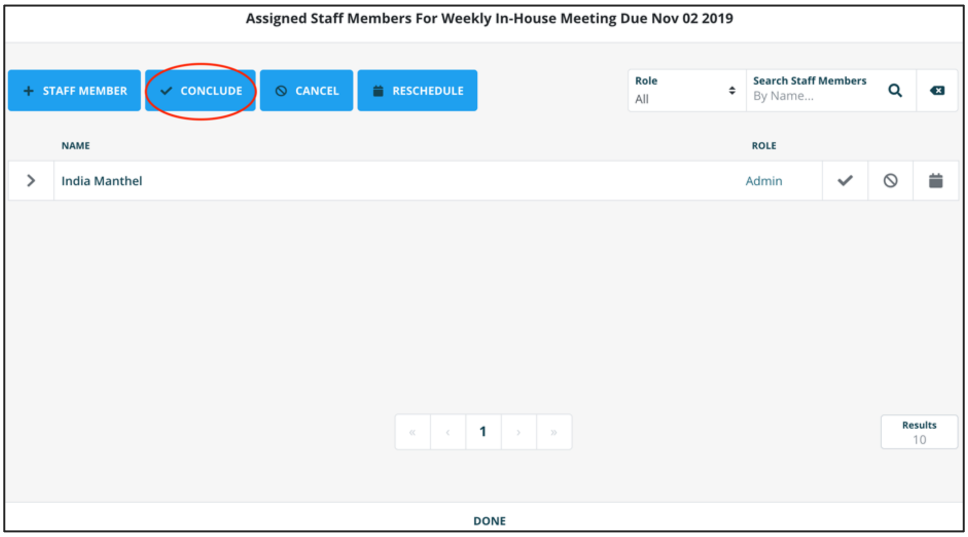
Concluding a Training Assignment for all Assigned Staff Members

A current training assignment can be concluded through the 'Current Training' section of the training register.

1. Look for the training assignment you would like to conclude from the list of current assignments on the right-hand side of the screen.

2. Click on the icon, found to the right of the name of the training assignment.

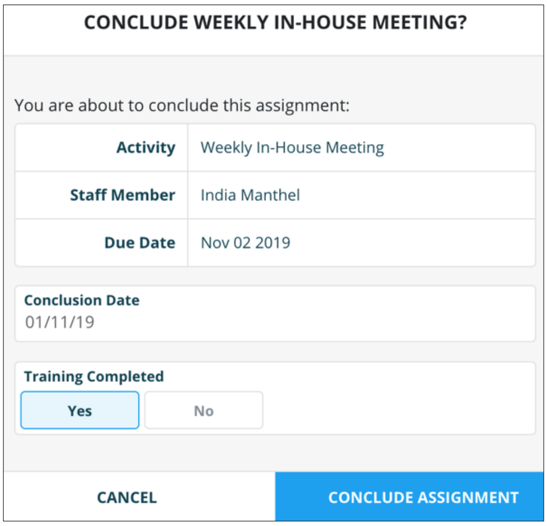
3. The following pop-up window will appear. Click 'conclude'.



4. All staff members assigned to the training assignment will now be highlighted in blue to signal they will be marked as having completed the training. Deselect any staff members who have not completed/did not attend the training assignment by clicking on their name.

5. Click 'conclude assignments'.

6. The following pop-up window will appear.



7. Review the displayed details and make changes if necessary.

8. Click ‘conclude assignment’.

9. A pop-up message will appear to signal the conclusion of the training assignment.

10. This assignment can now be found under the ‘Concluded Training’ section of the training register. If all staff members assigned have completed the training assignment, it will no longer be displayed in the ‘Current Training’ section of the training register.

Concluding a Training Assignment for an Individual Staff Member

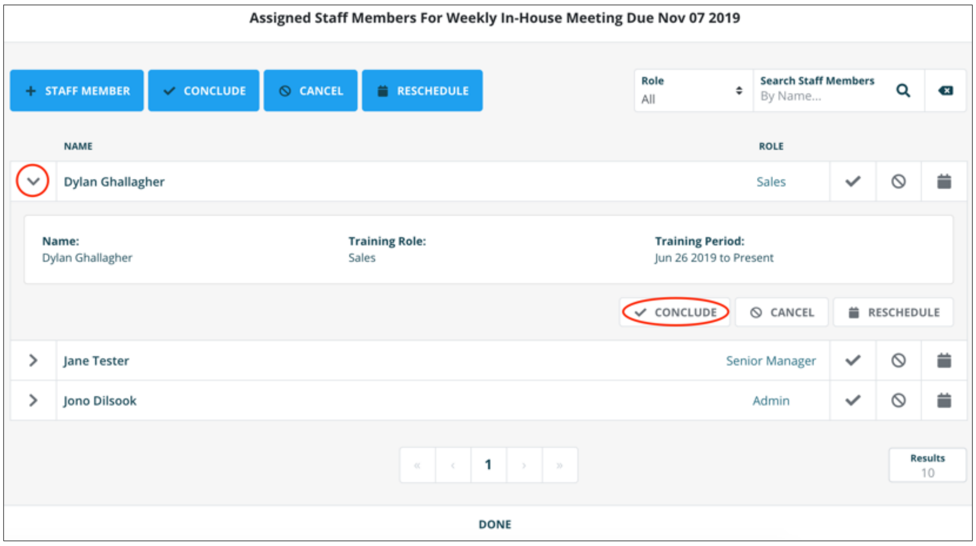
A current training assignment can be concluded for an individual through the ‘Current Training’ section of the training register.

1. Look for the training assignment you would like to conclude from the list of current assignments on the right-hand side of the screen.

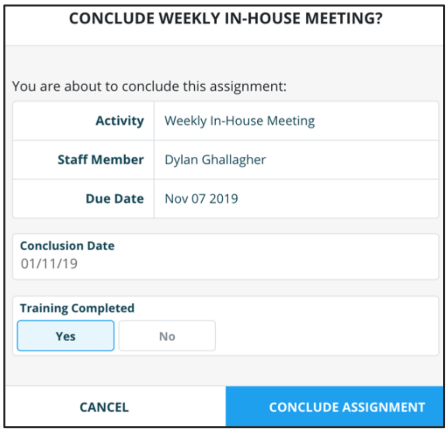
2. Click on the  icon, found to the right of the name of the training assignment.

3. The following pop-up window will appear. Look for the name of the individual you would like to conclude the training assignment for and click on the arrow found to the left of their name.

4. Click ‘conclude’.



5. The following pop-up window will appear.



6. Review the displayed details and make changes if necessary.

7. Click ‘conclude assignment’.

8. A pop-up message will appear to signal the conclusion of the training assignment.

9. This assignment can now be found under the ‘Concluded Training’ section of the training register. Because not all staff members assigned have completed the training assignment, it will also still be displayed in the ‘Current Training’ section of the training register.

To view details of the training assignments an individual has completed, navigate to the ‘Concluded Training’ section of the training register and look for the individual’s name from the list of staff members on the left-hand side of the screen. Click on the  icon, found to the right of the individual’s name.

Rescheduling Training Assignments

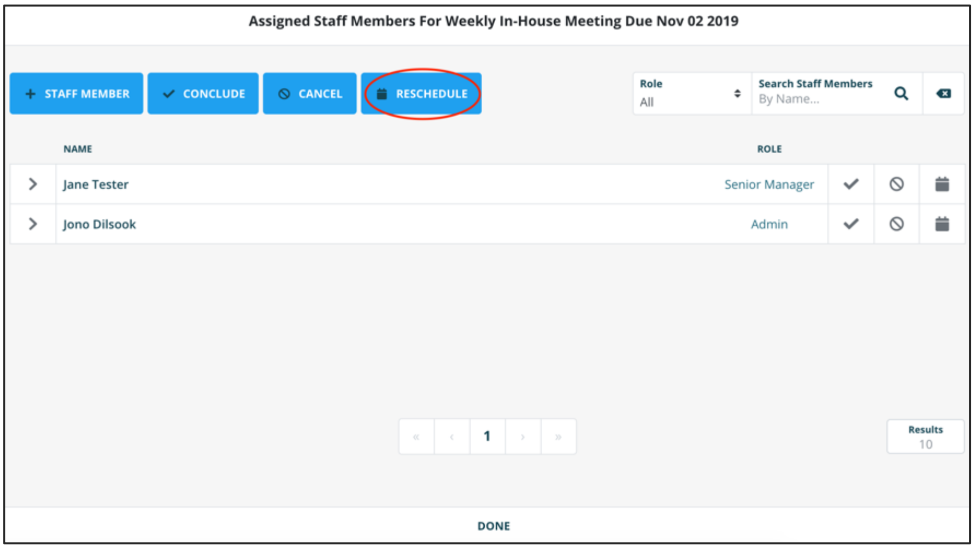
Rescheduling a Training Assignment for all Assigned Staff Members

A current training assignment can be rescheduled through the ‘Current Training’ section of the training register.

1. Look for the training assignment you would like to reschedule from the list of current assignments on the right-hand side of the screen.

2. Click on the  icon, found to the right of the name of the training assignment.

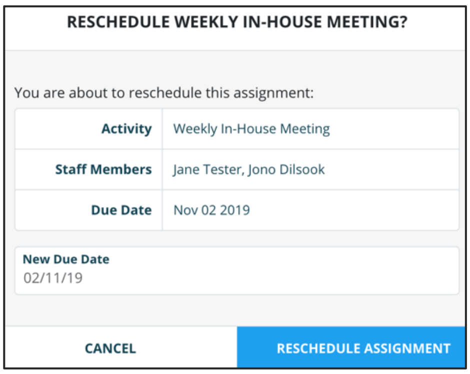
3. The following pop-up window will appear. Click ‘reschedule’.



4. All staff members assigned to the training assignment will now be highlighted in blue to signal they will have their training assignment rescheduled. Deselect any staff members who you do not want this training activity to be rescheduled for.

5. Click ‘reschedule assignments’.

6. The following pop-up window will appear.



7. Enter the new due date for the training assignment.

8. Review the displayed details and make changes if necessary.

9. Click 'reschedule assignment'.

10. A pop-up message will appear to signal the rescheduling of the training assignment.

11. This assignment will still be found under the 'Current Training' section of the training register.

Rescheduling a Training Assignment for an Individual Staff Member

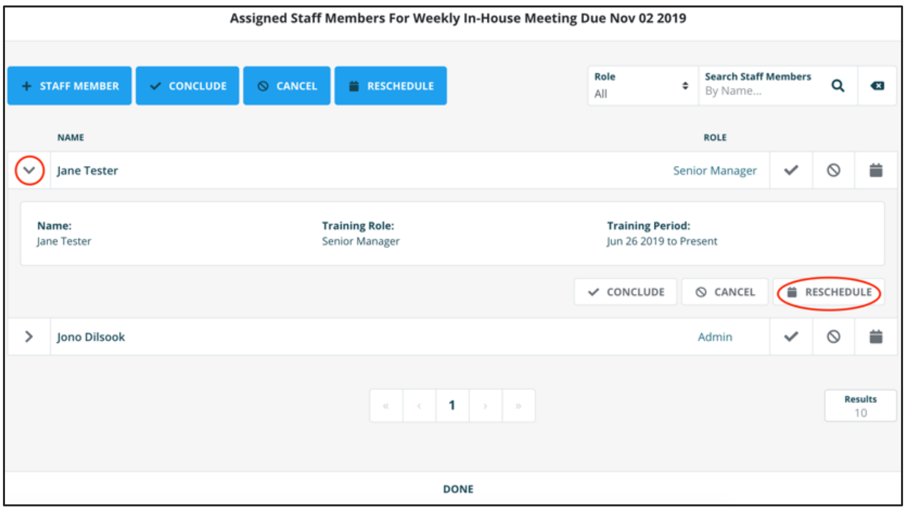
A current training assignment can be rescheduled for an individual through the 'Current Training' section of the training register.

1. Look for the training assignment you would like to reschedule from the list of current assignments on the right-hand side of the screen.

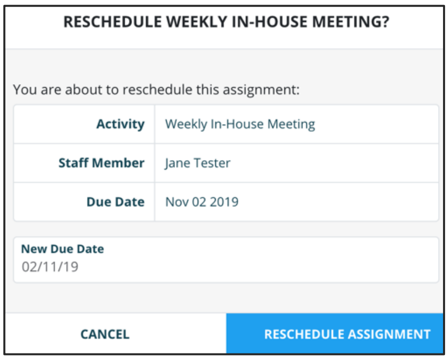
2. Click on the  icon, found to the right of the name of the training assignment.

3. The following pop-up window will appear. Look for the name of the individual you would like to reschedule the training assignment for and click on the arrow found to the left of their name.

4. Click 'reschedule'.



5. The following pop-up window will appear.



6. Enter the new due date for the training assignment.

7. Review the displayed details and make changes if necessary.

8. Click ‘reschedule assignment’.

9. A pop-up message will appear to signal the rescheduling of the training assignment.

10. This assignment will still be found under the ‘Current Training’ section of the training register.

Cancelling Training Assignments

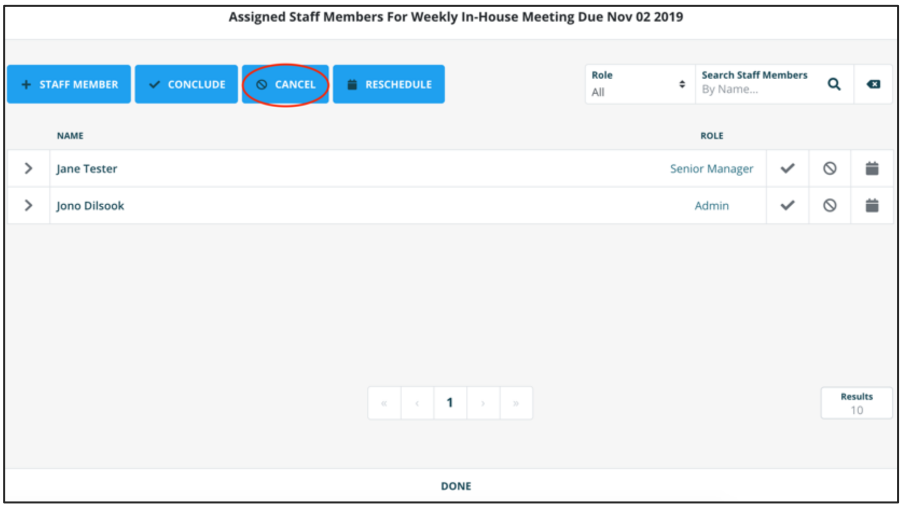
Cancelling a Training Assignment for all Assigned Staff Members

A current training assignment can be cancelled through the ‘Current Training’ section of the training register.

1. Look for the training assignment you would like to reschedule from the list of current assignments on the right-hand side of the screen.

2. Click on the  icon, found to the right of the name of the training assignment.

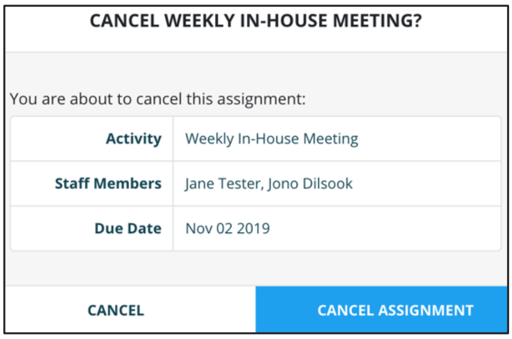
3. The following pop-up window will appear. Click ‘cancel’.



4. All staff members assigned to the training assignment will now be highlighted in blue to signal the training assignment will be cancelled for all of them. Deselect any staff members who you do not want this training assignment to be cancelled for.

5. Click ‘cancel assignments’.

6. The following pop-up window will appear.



7. Review the displayed details and make changes if desired by clicking ‘cancel’.

8. Click ‘cancel assignment’ when satisfied.

9. A pop-up message will appear to signal the cancelling of the training assignment.

10. This assignment will no longer be found under any section of the training register.

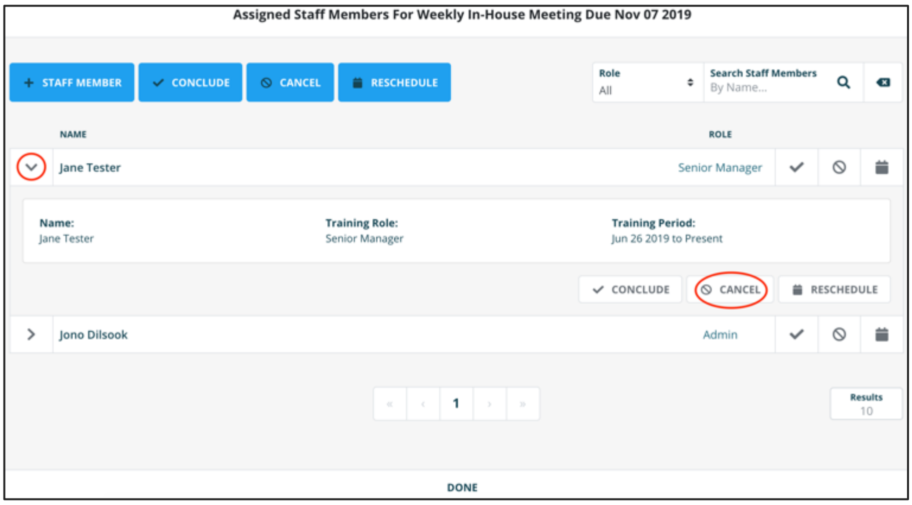
Cancelling a Training Assignment for an Individual Staff Member

1. Look for the training assignment you would like to cancel from the list of current assignments on the right-hand side of the screen.

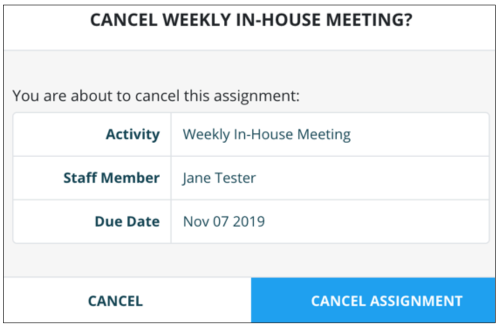
2. Click on the  icon, found to the right of the name of the training assignment.

3. The following pop-up window will appear. Look for the name of the individual you would like to cancel the training assignment for and click on the arrow found to the left of their name.

4. Click ‘cancel’.



5. The following pop-up window will appear.



6. Review the displayed details and make changes if desired by clicking ‘cancel’.

7. Click ‘cancel assignment’ when satisfied.

8. A pop-up message will appear to signal the cancelling of the training assignment for the individual.

9. This assignment will no longer be found assigned to the individual under any section of the training register.