

Welcome to skillsforwork | TeachToProtect - Accessing and Updating Settings

1

Welcome to **skillsforwork | TeachToProtect**. Once logged in, you'll find yourself in the **Dashboard** where you can get a clear overview of current status of your training and see the planned and upcoming training.

The screenshot shows the TeachToProtect (UK) dashboard. On the left is a dark sidebar with the 'skillsforwork' logo and navigation items: Dashboard (highlighted), Training, Employees, Groups, Topic Overviews, and Certifications. At the bottom of the sidebar is a 'PERSON ADMINISTRATION' section with a 'Lead Office' button. The main content area has a header with 'PRODUCT TeachToProtect (UK)' and a 'Member frontend' button. Below the header is a 'Dashboard' section with a welcome message: 'Welcome to TeachToProtect (UK)'. A paragraph explains the software's purpose: 'Our software provides you with a simple and user-friendly interface that allows you to create trainings and instructions in a few steps. With just a few clicks, you can set up training groups and schedules, determining which employee should be trained on which topics. Here in the dashboard, you always have an overview of the current status of your training and instructional activities. You can see the planned and upcoming training and instruction dates.' Below this is a line chart titled 'OVERVIEW Total Trainings - Yearly Overview'. The chart shows data for January, February, and March. The y-axis ranges from 0 to 7. The legend indicates 'Failed' (red) and 'Passed' (green). The data points are: January (0), February (0), and March (7). Below the chart are two summary cards: 'Total Employees' and 'Activated Employee Accounts'.

Month	Failed	Passed
January	0	0
February	0	0
March	0	7

2

For example, you can see how many employees have been added to the platform, how many have activated their account, the number of groups, total training topics, and more!

The screenshot shows the 'skillsforwork' dashboard for 'TeachToProtect (UK)'. The left sidebar contains navigation options: Dashboard, Training, Employees, Groups, Topic Overviews, and Certifications. The main dashboard area features several key metrics:

- Total Employees:** 9. Latest employees listed: AMY ADAMS, JAMES MORGAN, REBECCA JONES. A 'View employees' button is highlighted with an orange circle.
- Activated Employee Accounts:** 9. Status breakdown: INVITED EMPLOYEES (8), ACTIVATED EMPLOYEES (1). A 'View employees' button is present.
- Total Groups:** 2. Latest groups: SITE A, HR. A 'View groups' button is present.
- Ongoing Trainings:** A progress bar is shown. Results: PASSED (7), FAILED (0), INVITE SENT (1). A 'View Trainings' button is present.
- Topic:** 24. Overview: E-LEARNING (25), ONLINE TRAINING (25), ONSITE TRAINING (25). A 'View topics' button is present.

The top right corner shows the user 'Member frontend' and a calendar navigation bar.

3

Click this icon to access your user settings and manage your account.

The screenshot shows the 'skillsforwork' dashboard for 'TeachToProtect (UK)'. The left sidebar is the same as in the previous screenshot. The main dashboard area is titled 'Dashboard' and includes a welcome message and a description of the software's capabilities. Below this is a chart titled 'OVERVIEW Total Trainings - Yearly Overview' showing training results from January to December. The chart shows 0 failed and 0 passed trainings in January and February, and 7 failed and 0 passed trainings in March. A legend indicates that red dots represent 'Failed' and green dots represent 'Passed'. At the bottom of the dashboard, there are buttons for 'Total Employees' and 'Activated Employee Accounts'. The user 'Member frontend' is visible in the top right corner, with a user profile icon highlighted by an orange circle.

4 Here you can add your company logo and select the size and background options.

certificates and proofs.

Current Logo

No logo has been uploaded yet.

Upload

Here you can upload your platform logo with a custom size & background, which will be displayed in the employee view.

→ [Preview available here](#)

Drag & Drop File(s) here

Allowed file formats: .jpg, .jpeg, .png, .webp - Maximum file size: 10 MB

→ **Upload File manually**

LOGO SIZE

Medium

BACKGROUND

Transparent

→ **Save Logo Settings**

5 Then click **Save Logo Settings** to save changes.

→ **Upload File manually**

n

JND

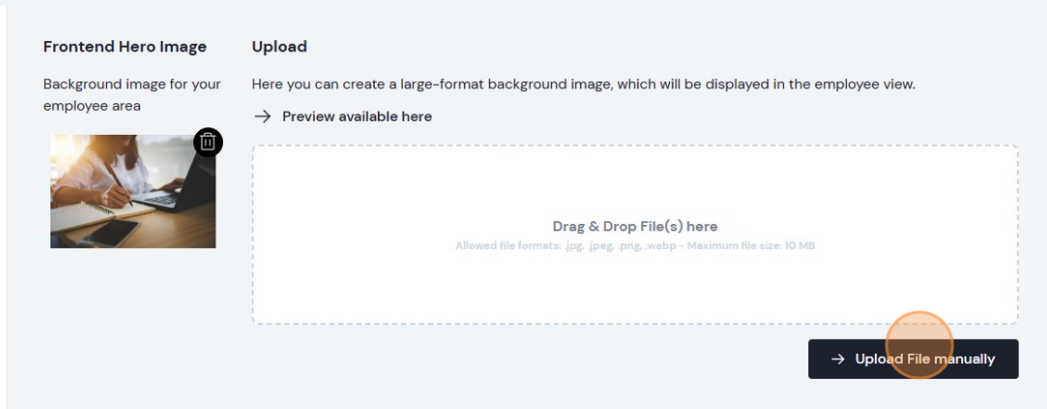
arent

→ **Save Logo Settings**

ate a large-format background image, which will be displayed in the employee view.

6

Here you can change the image displayed as the background image in the employee frontend. Click **Upload File Manually** to add your own image, or use the drag and drop function.



Password

Do you want a new password? You can change your current password here. Simply follow the link to request a password change. You will then receive a confirmation email and can enter and confirm your new desired password. Next time, you can log in easily with your new password. If you have any questions, simply contact our service.

[Set new password now](#)

7

If you want to change your password, click **Set new password now** and if you require assistance or any further help, please contact us via phone on **01756 693180** or email **info@teachtoprotect.co.uk**

