Upload and distribution of documents within the centre

Introduction

Centre Administrators are now able to upload and distribute electronic files to the following user types in VQManager:

- Learners
- Assessors
- Internal Verifiers
- External Verifiers

Examples of files that Centre Administrators might want to upload include policy documents, standardisation information, induction documents etc.

Uploading documents to VQManager

Centre Administrators have been provided with a new File Library tab which works in a similar way to the File Libraries of other user types. Learners have also been given a File Library (Assessors and IVs have had access to their own file libraries for a while) which means that Centre Administrators are able to distribute files to all user roles in the centre.

Procedure for uploading and distributing files

Centre Administrators are able to specify exactly who gets to see the documents which are being distributed. They can select a complete role (e.g. All Assessors) or select from a list of all assessors in the centre and choose specific people.

<u>Sharing folders in file library as well as files</u>

Centre Admins / File Librarians are now able to share the folder a file in is, as well as the file itself.

When they select a file to share, users can tick a box 'share in folder'. This will copy the file to the target users, and place it in a folder with the same name.

If subsequent files are shared from the same folder, they will appear together in the one folder for the target users.

The names of shared folders cannot be edited by target users. However, they can move copied files out of the shared folder into folders of their own creation if they prefer.
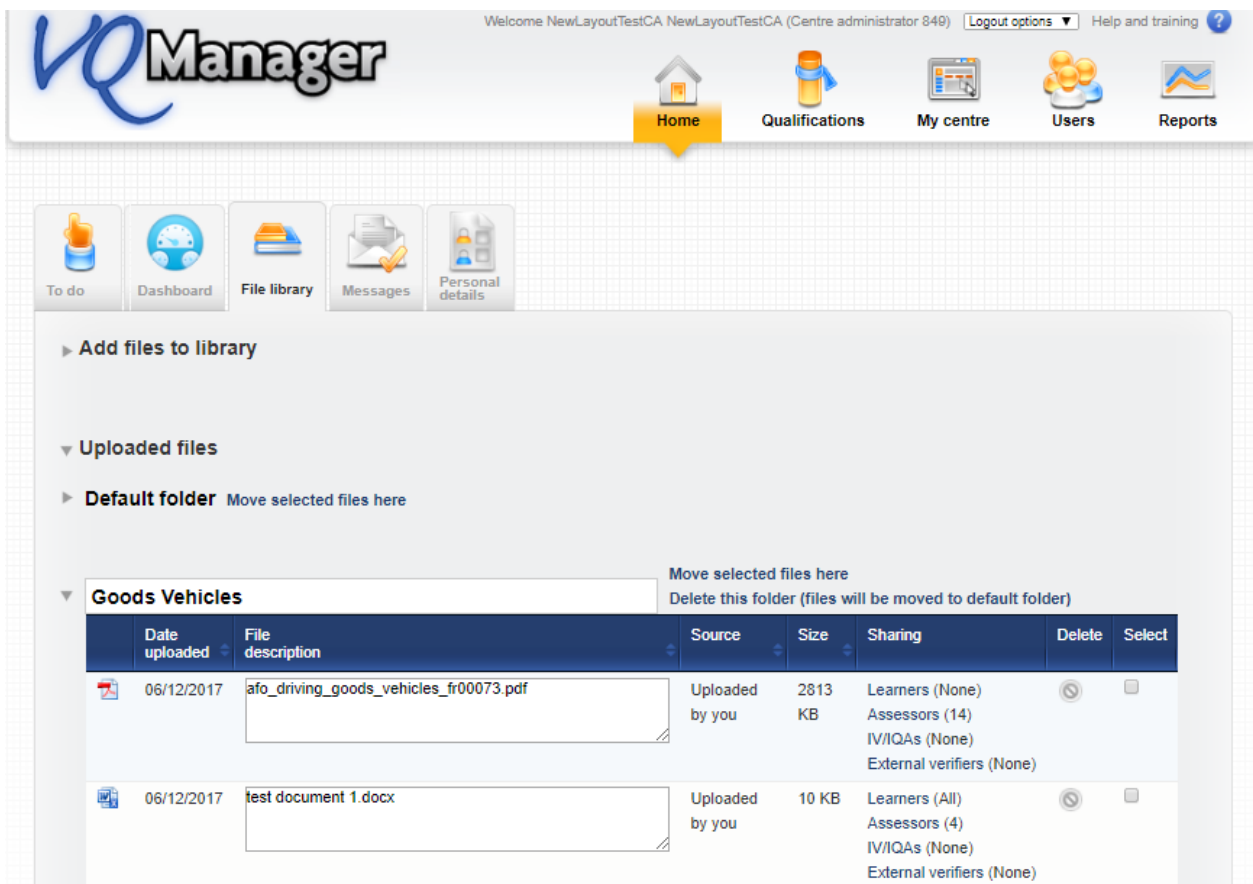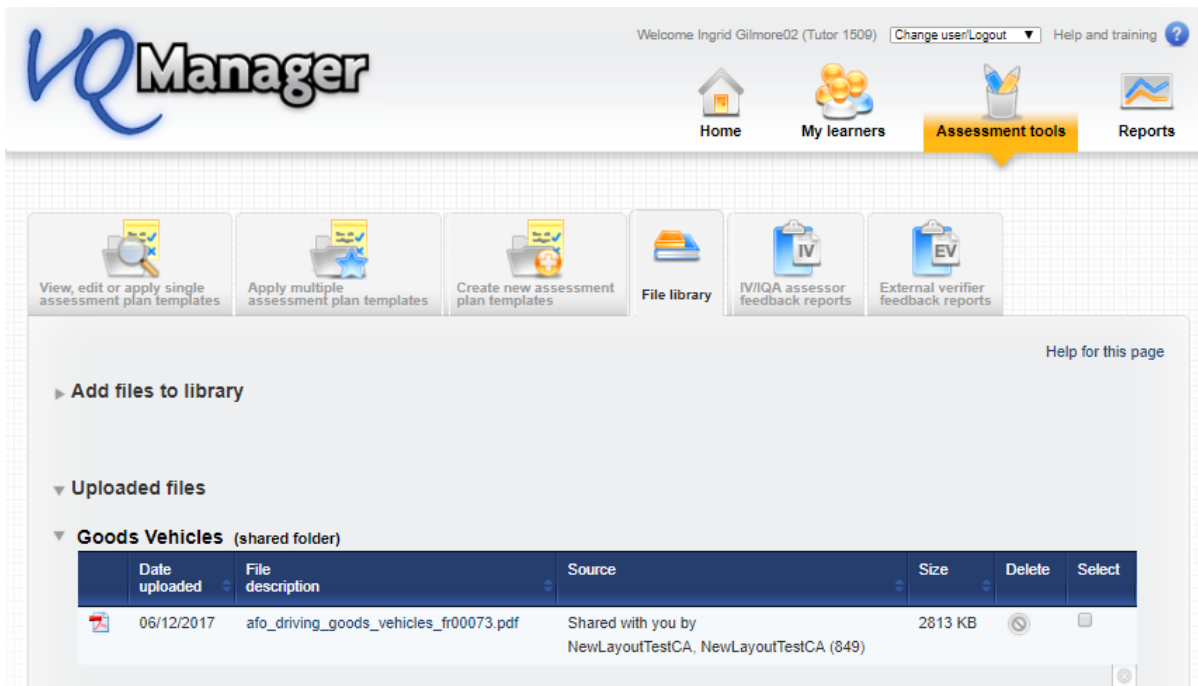
Select the files to share (all from a particular folder if required) and then select who you wish to share the files with.
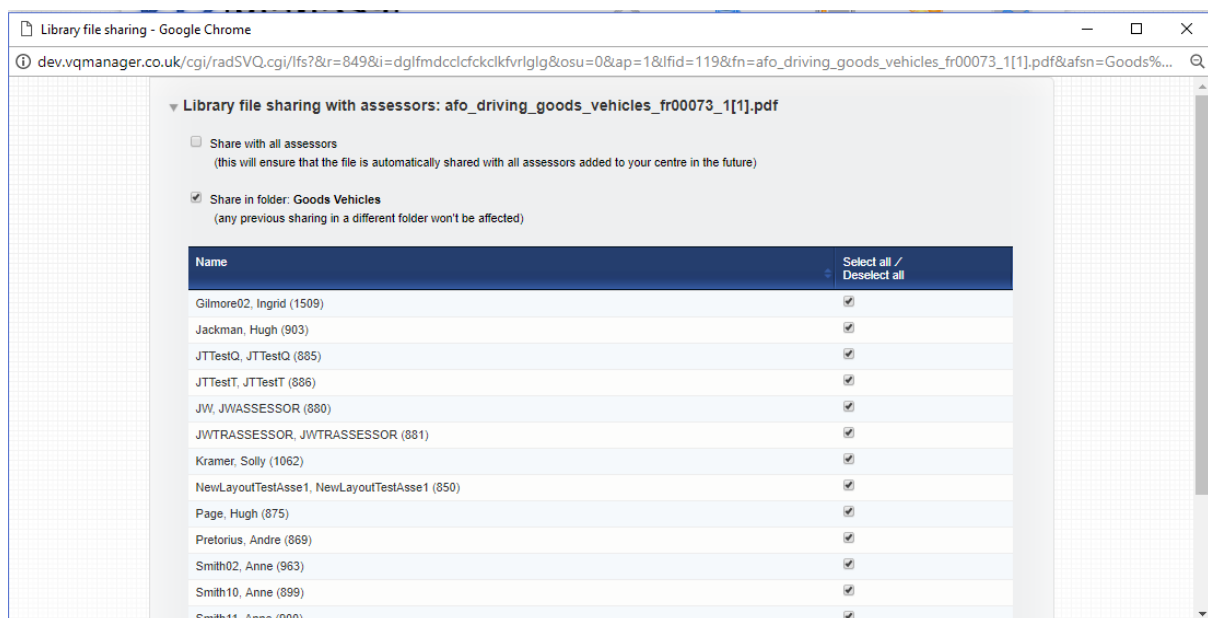
Select the assessor or "share with all assessors".

"Save in folder - Good Vehicles" in the example above will move all selected files into a folder of the recipient called "Good Vehicles".

The folder is shown to be a shared folder.

Deleting files

You can delete files which you have uploaded by clicking on the Delete icon. This will remove the file from your file library **as well as** the file libraries of the users with whom it has been shared. Keep in mind that assessors may have shared a file with a learner using the Assessment Plans. If this has been done, the file will remain in the assessment plan and will not be deleted. It will also remain in the assessor's file library but note will be added to the file description which reads :

"**This file has been removed by the centre administrator but is being used in one of your activity plans. Please do not reuse it".**

Assessors will be able to delete the file themselves when they have finished with it.
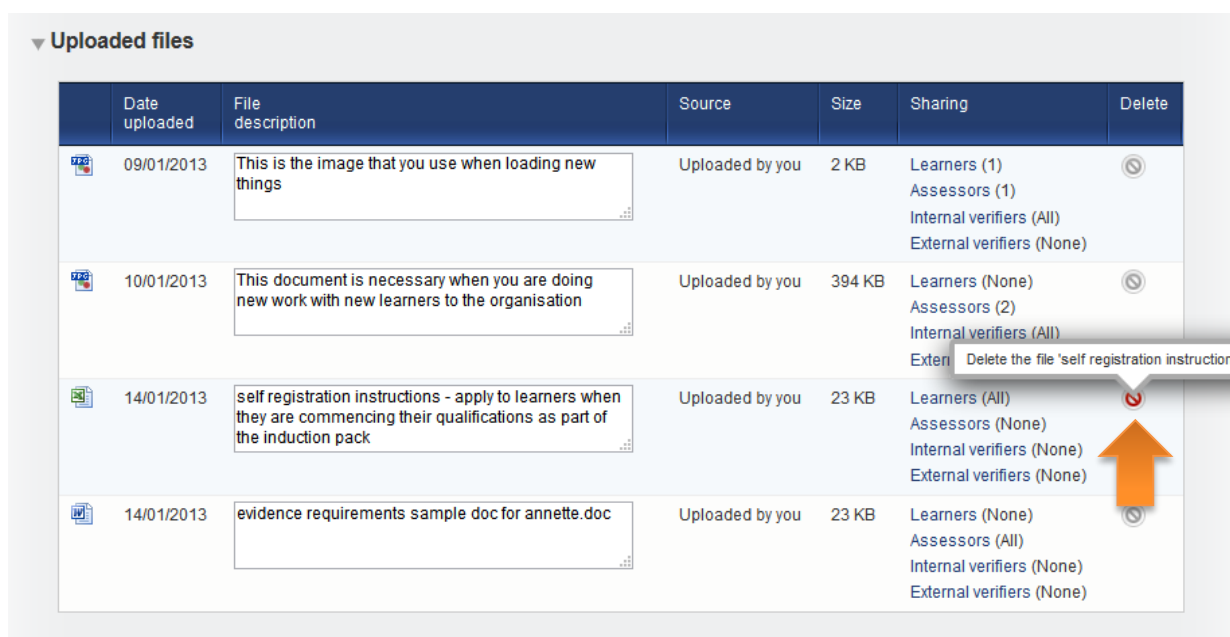
Note - you can also remove files from users by deselecting the user from the list.

File Librarian role

We have created a new role in VQManager, which is File Librarian. This allows for the creation of a shared log in for uploading and sharing files with users. These logins have access to just the File Library area to enable to sharing of documentation. If you'd like a new File Librarian login set up, please contact SkillWise.