How to upload off the Job Tracker
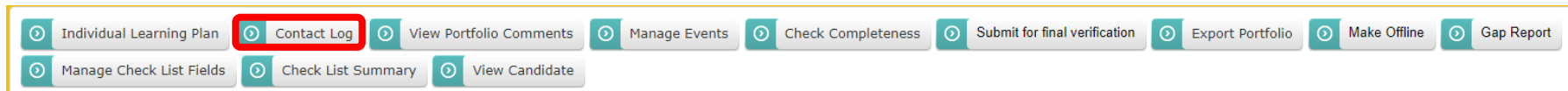
1. Login to Ecordia
2. Left click the button for "Contact Log" this will be at the bottom of your window

⊙ Individual Learning Plan	⊙ Contact Log	⊙ View Portfolio Comments	⊙ Manage Events	⊙ Check Completeness	⊙ Submit for final verification	⊙ Export Portfolio	⊙ Make Offline	⊙ Gap Report
⊙ Manage Check List Fields	⊙ Check List Summary	⊙ View Candidate						

3. On the Contact Log window click the button "Add Log Entry"
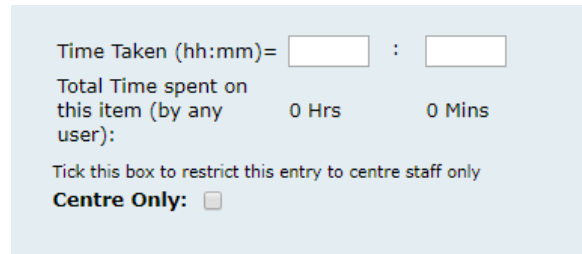
⊙ Add Log Entry

4. The contact log screen will look like below
5. Left click the drop-down menu next to "Log Type"

Log Entry

Log Type: Candidate Entry ▼

Date of Contact:

Location:

Next Contact Date

Reminder For (nobody) ▼

Signature From (nobody) ▼

Include in Portfolio of Evidence tab ☐

Description:

Design 🔍 Preview   Words: 0   Characters: 0

Candidate Entry ▼
Candidate Entry
Unknown
12 Week Review
20% Off Job Training
ALS
First Contact
ILP
Internal Verification
Learning Support Assessment
Skills Scan

Time Taken (hh:mm)= ___ : ___

Total Time spent on this item (by any user):   0 Hrs   0 Mins

Tick this box to restrict this entry to centre staff only

Centre Only: ☐

6. Left click "20% off the job Tracking"

7. In the description box type in something along the lines of "This is my Off the Job Tracker for the month 04/2020"
8. At the bottom of the window there will be a "Time Taken" section

Time Taken (hh:mm)= [ ] : [ ]

Total Time spent on
this item (by any   0 Hrs   0 Mins
user):

Tick this box to restrict this entry to centre staff only
Centre Only: ☐

9. In this section type in how many Hours and Minutes you have so far on the OTJ tracker.
10. Once this has been completed Left click "Save to Add Files"

⊙ Save   ⊙ Save to Add Files   ⊙ Discard
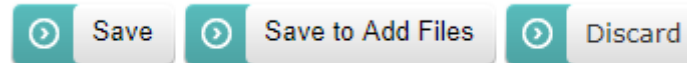
11. The window below will appear, left click choose files and browse to the OTJ Tracker
12. Once complete Left click "Close" and then click "Save" at the bottom of the screen

✖

Files
[Choose Files] No file chosen

[Browse Recordings] Add Online Meeting Recording

[Close]