

Photo Checking Report Guidance

This brief guidance is for the batch photo report for authorised users of the Energy & Utility Skills Register (EUSR) online registration system, QuartzWeb.

Note: There are instructional videos on our website that cover a number of specific activities.

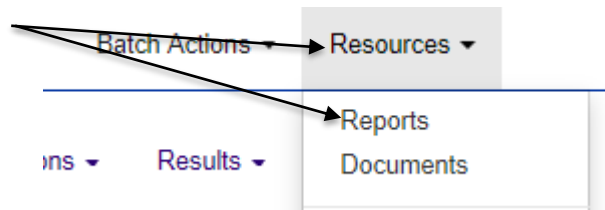
To access QuartzWeb, please visit quartzweb.eusr.co.uk

What the report is for

The report shows a QuartzWeb user the photo ID files uploaded via QuartzWeb for individuals in a batch.

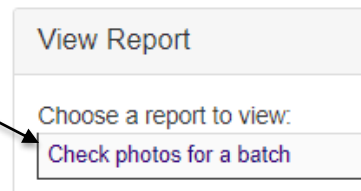
How to use the report

1. Log into QuartzWeb in the usual way.
2. If you have multiple roles select the one for the centre you require.
3. Find the batch you want to view the photo ID images and make a note of the batch number.
4. Click 'Resources' from the top navigation bar and select 'Reports'.

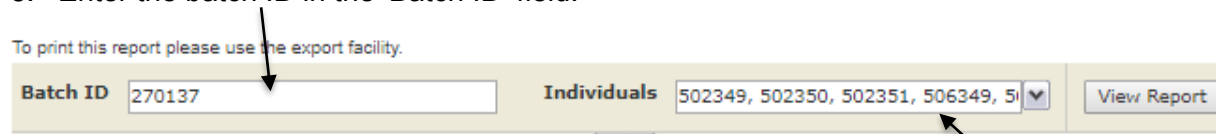


5. Select the 'Check photos for a batch'.

Reports

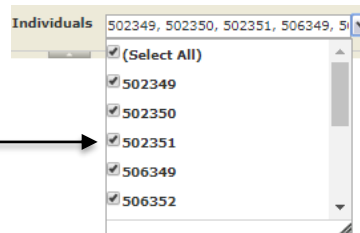


6. Enter the batch ID in the 'Batch ID' field.

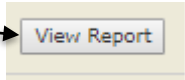


The report is dynamic, which means it should automatically return all individuals in the batch after a couple of seconds.

7. You can either leave all individuals selected or check/ uncheck the boxes to select particular individuals in the batch.



8. When you are ready to view the report click the 'View Report' button.



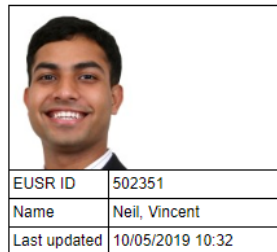
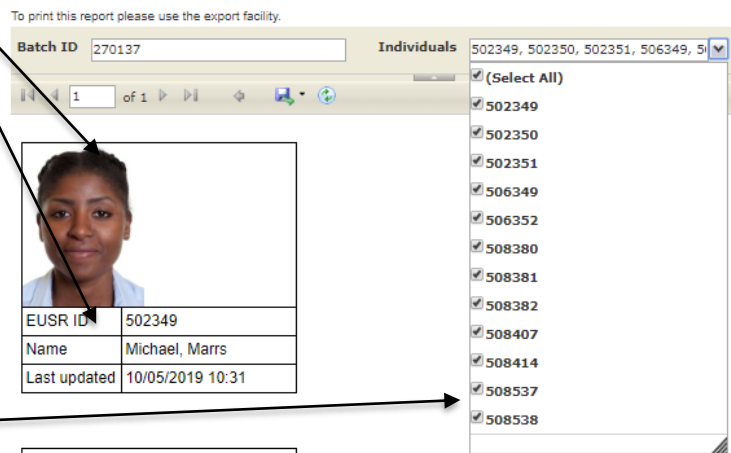
Hint: Click the button rather than hit the 'ENTER' key on the keyboard.

What the report tells you

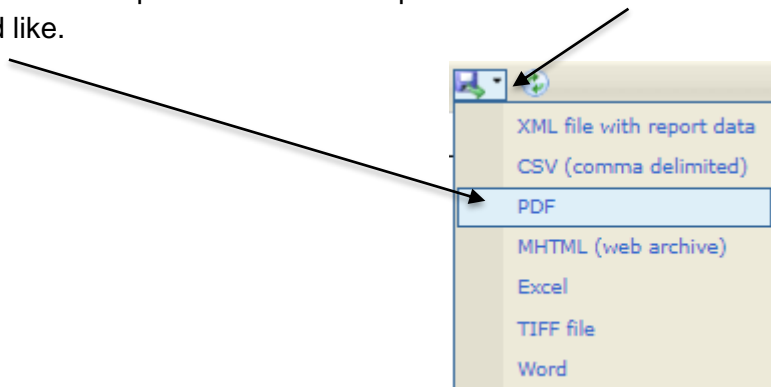
The report shows you the photo ID files uploaded for the individuals selected in a batch.

Note: The report will not display any results for individuals in the batch who have not had a photo uploaded via QuartzWeb. The report does not display the photos uploaded to our old system.

In this example, the dropdown box indicates there are 12 individuals in the batch, but only 2 have photos uploaded.



You can also export and save the report. Use the save button and pick the file format you would like.



This will save the report, both the images and the details of the individuals.