

Processing Replacement Cards

QuartzWeb

This Guide is for all Trainer and Provider Led Courses

Booking a course

- Sign into QuartzWeb using your EUSR ID or registered email address
- Sign in as Trainer, Administrator or Lead Administrator
- Select '**Batch Actions**'
- Select '**ERegistration Submission**'
- Select the '**Programme**'
 - Utilities Replacement (266161)
 - National Water Hygiene Replacement (266163)
 - DOMs Replacement (266165)
 - Switch Replacement (266169)
- Fill in booking screen
 - Batch description (this can be the course location or company you are training)
 - Start date (date of the course)
 - Provider Reference (free text field)
 - Purchase Order Number (Payment Method)
 - Site Location (Company Address)
 - Delivery Address (Return address for the cards)
 - Submit spreadsheet with individual's information 'OR' select 'No File'
 - Submit '**Continue**'
 - Batch overview with all batch details. Select '**Submit**'

A unique Batch number will be created for this Registration Submission.

Uploading Individuals

- '**Batch Actions**'
- '**Your Batches**'
- View Batch
- Select '**Enter Single Individual Registrations**'
- Submit details for each learner (Surname, First Name, Date of Birth, Email Address)
- Select '**Add New Learner Registration**'

Uploading Results

- **'Batch Actions'**
- **'Your Batches'**
- View Batch
- Select **'Results'** (located just below the batch information)
- Select **'Results by Unit'**
- Opens a new loading screen
- Select Batch Number **'Continue'**
- Select the Pass/Fail grade on the drop down for each learner
- Save to Basket (located top right-hand corner of screen (0.0))
- Click on the Number located within the Circle
- Submit Batch to EUSR Support for processing

Once submitted the EUSR Support Team will process this. They will contact you if there are any issues.

The Cards will be with you within 1-3 working days