

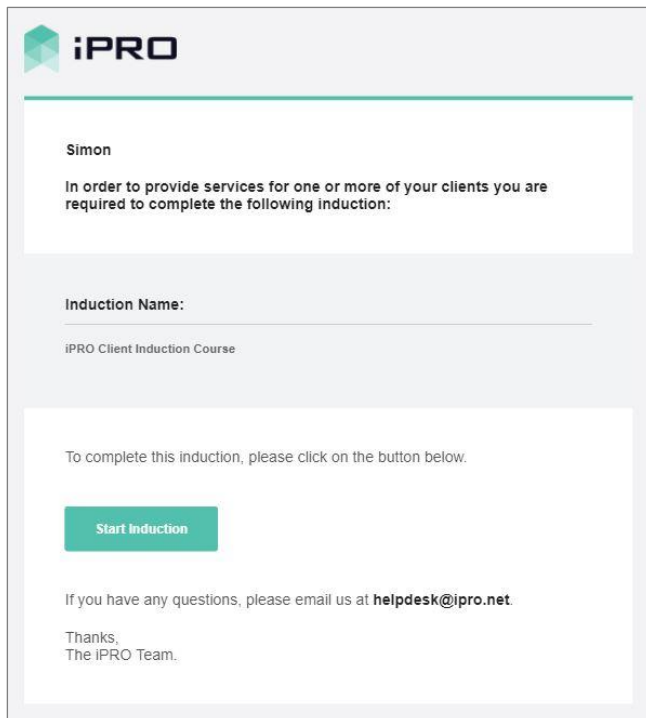
Worker Induction


Quick Tips

- Induction can be completed on smartphone, laptop or tablet.
- You are unable to save and exit the induction partway through, if you do exit you will need to start again.
- Multiple choice questions can appear after a section and/or at the end of the induction.
- If you answer a question incorrectly you will need to complete the question again. They will be ordered differently.
- You can click back to view the content before answering a question.

Complete Induction

1. You will receive an email requesting you to complete the client's induction (refer below).
2. Click '**Start Induction**' (refer below).



 **iPRO**

Simon

In order to provide services for one or more of your clients you are required to complete the following induction:

Induction Name: _____

iPRO Client Induction Course

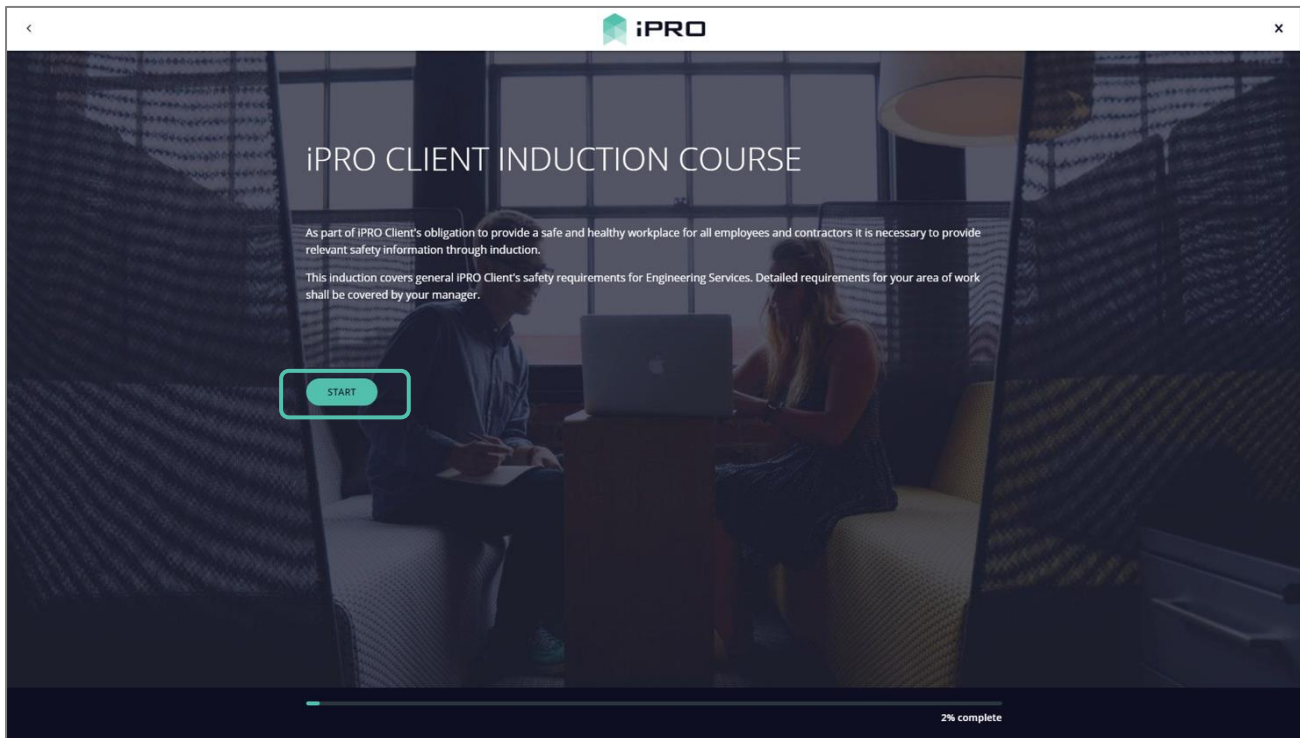
To complete this induction, please click on the button below.

Start Induction

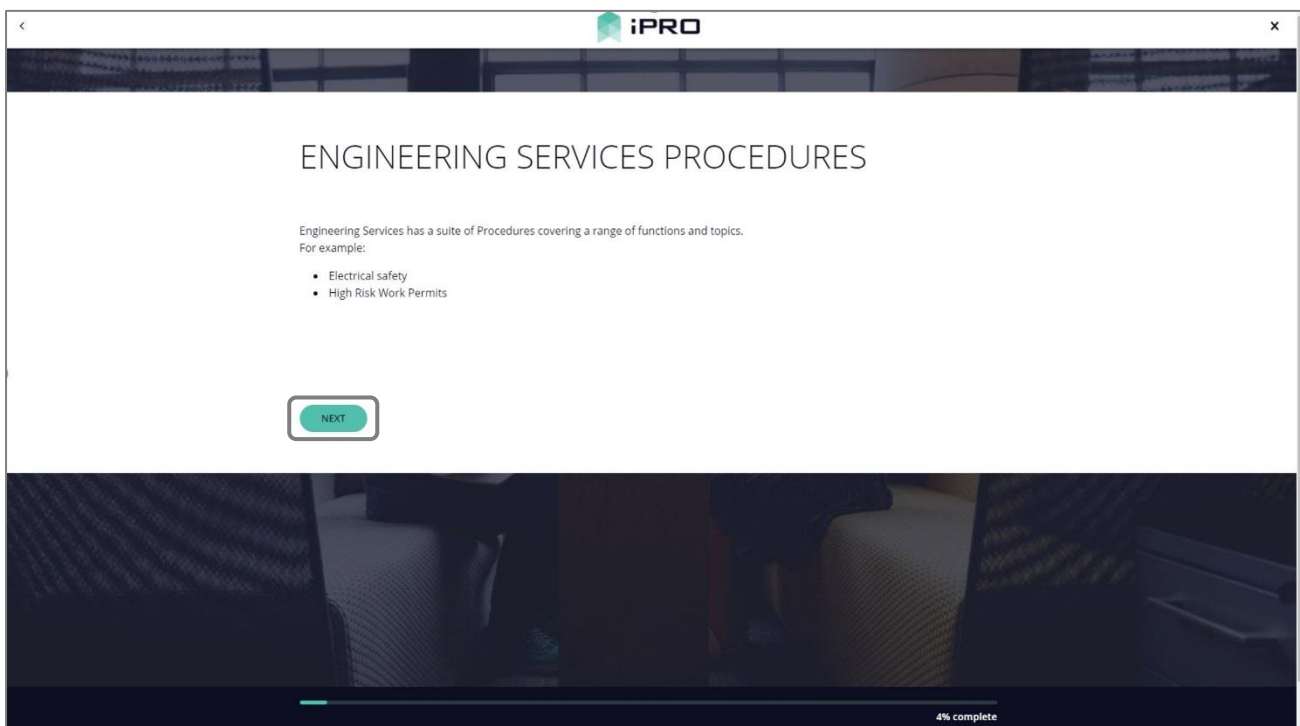
If you have any questions, please email us at helpdesk@ipro.net.

Thanks,
The iPRO Team.

3. The following screen will display.
4. Click '**Start**' (refer below). Please ensure the worker reads the client's induction material prior to answering the multiple-choice questions at the end of a section or the end of the induction.

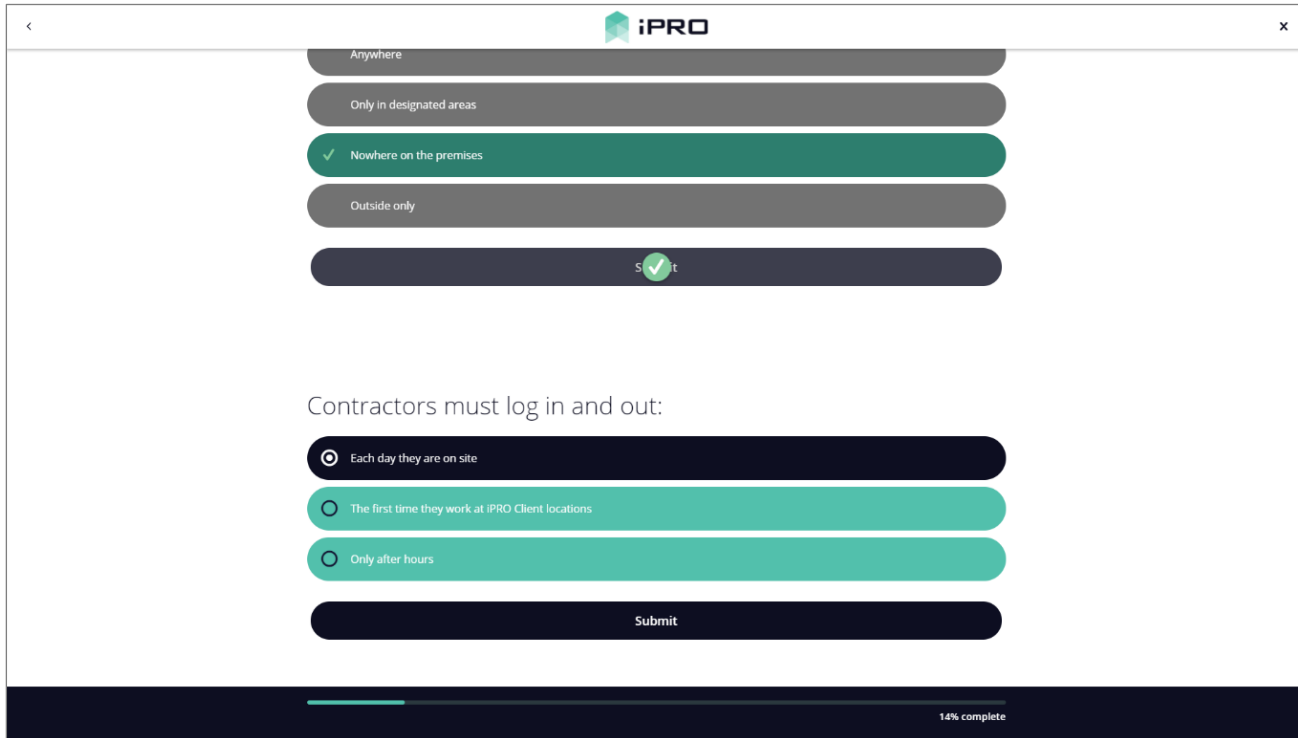


5. Click '**Next**' to continue (refer below).




6. Complete the multiple-choice questions (refer below).

Note: You're unable to save and exit the induction part way through.



7. If you're unable to answer the question and need to refer back to the induction content click '<' (refer below).



8. Click '**Submit**' on each question to complete your induction questionnaire (refer above).

9. If all questions are not answered correctly you will be prompted to repeat the induction questionnaire.

10. Once all sections are successfully completed the following screen will display.
11. To close the screen, click either 'x' on the screen (refer below).

