

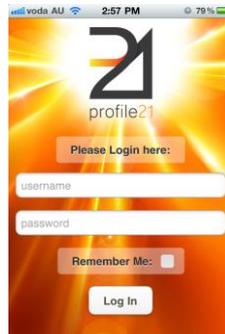
Introduction

The profile21 app is used by an apprentices/trainees to submit their profiling entries while on the go. To help accommodate this, the app has offline capabilities which allow the app to save any entries when you are not connected to the internet. The app will then send that data automatically at the next available opportunity. The app also allows apprentices/trainees to show any unverified profiling entries to their employers, who can use this app to approve/reject those entries.

After the app has been downloaded from the Apple App Store and installed, it can be launched and apprentice/trainee can proceed to the login screen.

Before using our app for the first time, log in online via www.profile21.com.au and agree to our 'Terms of Service'. For best user experience, it is advisable to perform first app login by using WiFi connection.

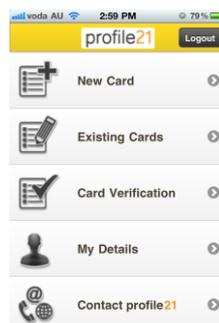
Login Screen



To login enter your username and password provided for your profile21 account. You are able to use the "Remember Me" tick box to save your details for future logins.

Main Menu

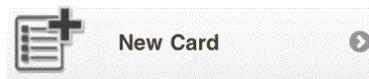
After successful login you will proceed to the main menu, where you can select one of the following options.



1. **New Card:** This option is used to add new/additional profiling entry (card) for any outstanding period of time.

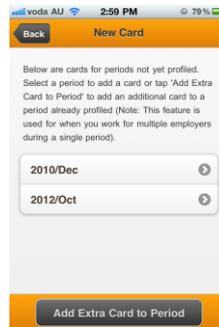
2. Existing Cards: This option is used to view any existing cards, update/submit drafts or resubmit rejected cards.
3. Card Verification: This option is used by your employer(s) to approve/reject cards you have submitted. Please note that your employer will need to use his/her login details when approving/rejecting cards on this app.
4. My Details: This option is used to view/modify the personal details entered onto your account.
5. Contact profile21: This option is used to provide the various contact details for the profile21 team.

New Card



This option is used to add new/additional profiling card for any outstanding period of time.

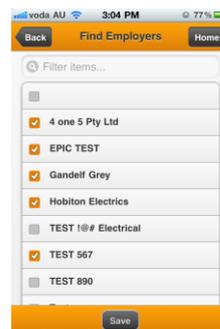
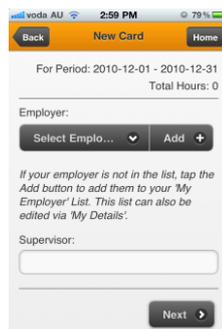
First, you will need to select the period you wish to submit the card for.

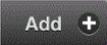


Add Extra Card to Period

You are able to submit multiple cards to a single period by using the **Add Extra Card to Period** button (Please note that this is used only when you have multiple employers during a single period of time).

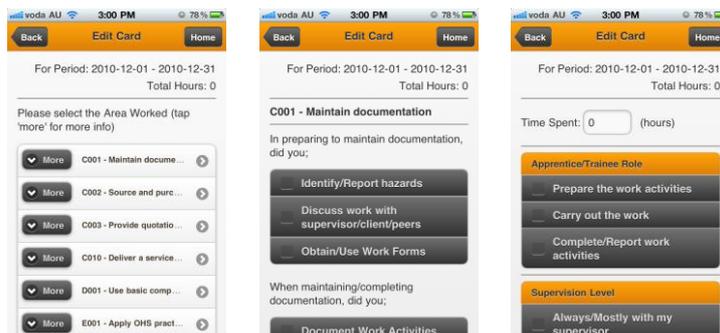
Next, you will need to enter the employer and supervisor you wish to submit to for this card.

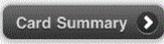


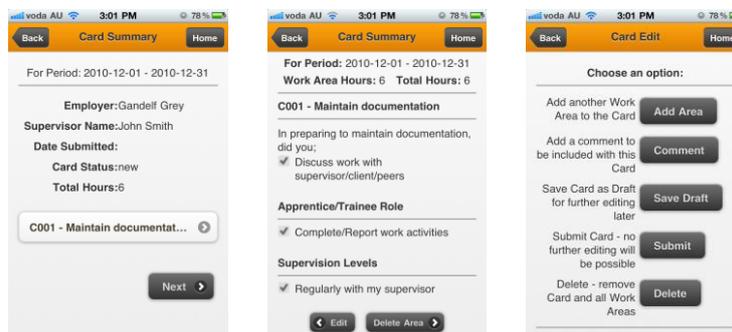
If your employer is not listed in the dropdown menu, you are able to use the  button to search your TAFE/RTO's list of employers and add them to your listings. If you still can't find your employer please contact profile21 team for assistance.

After that, you will be able to select the areas you worked on during that period of time. Each area will include the following:

- The type of activities you performed during your work.
- The number of hours you had worked.
- The role you had during your work.
- The type of supervision you were under during your work.



When you have completed all the areas you work for that card, you will need to use the  button to progress to the summary screen and review your entry:



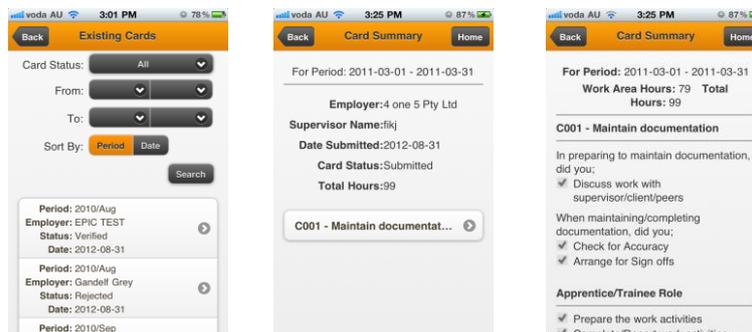
In the "Card Summary" screen, you are able to:

- Add/edit/delete any areas worked on for that card.
- Add comments to the card.
- Save the card as a draft, so you can edit the card later.
- Submit the card for verification.
- Delete the card completely.

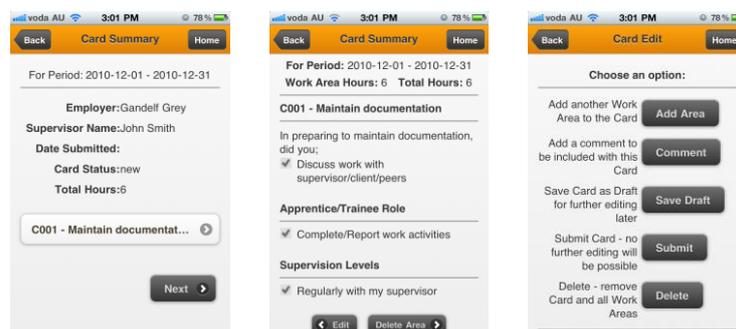
Existing Card



This option is used to view any existing cards, update/submit drafts or resubmit rejected cards.



- The list of cards can be filtered by using the search fields at the top of the screen. The list can be filtered by:
 - Card Status:
 - Submitted – indicates a card that is pending approval of your employer. These cards may be viewed as a summary but cannot be changed unless they are rejected.
 - Rejected – indicates a cards that has been rejected by your employer and returned for correction and re-submission.
 - Verified – indicates a card that has been approved by your employer. These cards may be viewed as a summary but cannot be changed.
 - Re-Submitted – indicates a card that has been re-submitted to your employer after being rejected. These cards may be viewed as a summary but cannot be changed.
 - Draft – indicates a card that is not complete or have not yet been submitted. These cards can be viewed for editing and can be submitted to your employer.
 - Period Range
- The list can also be sorted by the period or date of submission, by tapping on period or date buttons.
- When a card is selected, you can view the summary of that card. If the card status is Draft or Rejected, you are able to modify the information inside the card.

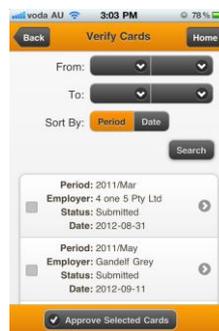


Card Verification



This option is used by your employer(s) to approve/reject cards you have submitted. Please note that your employer will need to use his/her login details when approving/rejecting cards on this app.

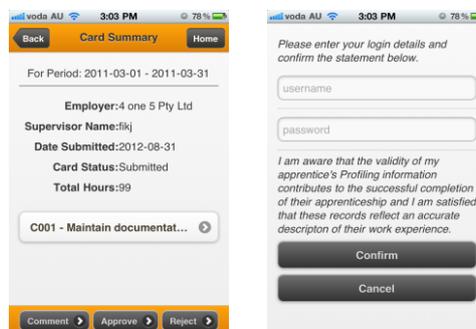
The list of cards can be filtered by using the drop down menus at the top of the screen. The list can be filtered by period range. The list can also be sorted by the period or date of submission by tapping on period or date buttons.

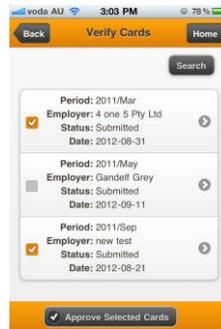


When a card is selected, your employer can view the information inside that card. The employer is also able to:

- Add comments to the card.
- Approve the card.
- Reject the card.

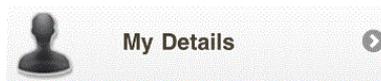
When approving/rejecting cards, the app will request the login details of the employer, before the action is completed.



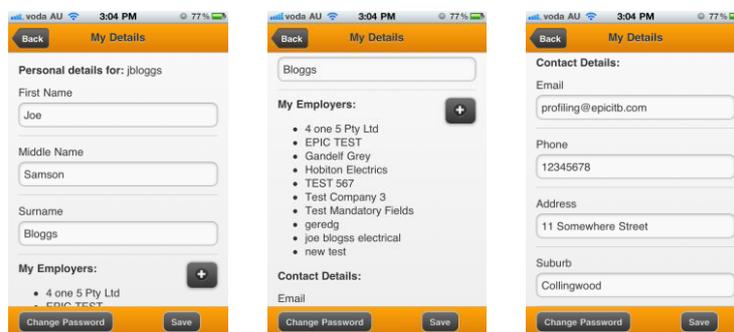


In addition to that, multiple cards can be approved at once by using the tick boxes next to the card entry and tapping on the  button.

My Details



This option is used to view/modify the personal details entered onto your account.



In this option, you are able to view/modify:

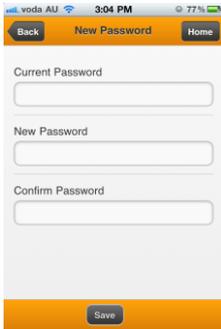
- Personal Details (First Name, Middle Name, Surname).
- My Employers (the list of employers you have worked for during the course of your training program).
- Contact Details (Email, Phone, Address).



profile21 App

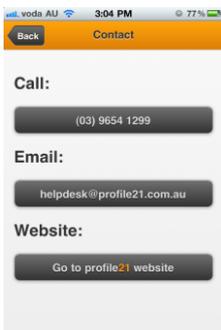
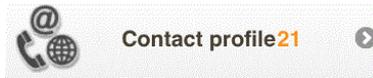
User Guide for iPhone Users

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You are also able to change your password for your profile21 account by using the  button.

Contact profile21



This option is used to provide the various contact details for the profile21 team.

- Phone Number.
- Email Address.
- Website.