



# Centre Manager Basics

Allocation & Assigning Users

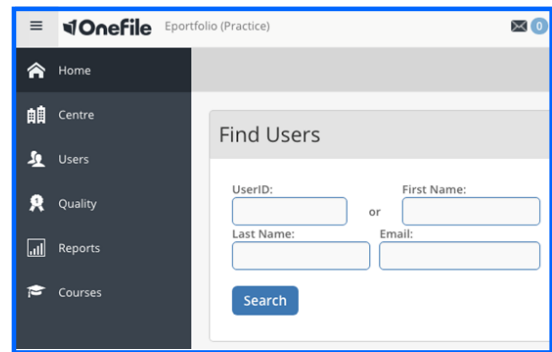
# Assigning Users

Assigning users grants visibility of the users to each other, this needs to be done to allow Trainers/Tutors, Employers, Observers, IQAs and EQAs access to a learner's portfolio.

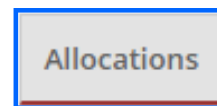
Users can be assigned to a user by accessing their portfolio, however, it is generally more effective to use the allocations page.

## Allocation Page

1. Select the **Users** icon from the left-hand menu
2. Select the **Allocations** tab
3. Tick the checkbox for the **Learners** you wish to assign users to.



*Note* - Each learner is separated by each learning aim assigned to them



Select	Learner	Episode Name	Class	Placement	Learning Aim	Default Tutor (Learner)	Default Tutor (Learning Aim)	Additional Tutors (Learner)	Default IQA (Learning Aim)	Additional IQA (Learner)	EV (Learning Aim)
<input type="checkbox"/>	Blue, Pete	PBLUE3	Cohort One	Scan Computers	City & Guilds Functional Skills qualification in English at Level 1 (May 2013)	Assessor, John	None	None	Verifier, Internal	Verifier, Internal	None
<input type="checkbox"/>	Blue, Pete	PBLUE3	Cohort One	Scan Computers	City & Guilds Functional Skills qualification in Mathematics at Level 1 (May 2013)	Assessor, John	None	None	Verifier, Internal	Verifier, Internal	None
<input type="checkbox"/>	Blue, Pete	PBLUE3	Cohort One	Scan Computers	Customer Service Practitioner Apprenticeship Standard	Assessor, John	None	None	Verifier, Internal	Verifier, Internal	None
<input type="checkbox"/>	Blue, Pete	PBLUE3	Cohort One	Scan Computers	Customer Service Practitioner Gateway to End Point Assessment	Assessor, John	None	None	Verifier, Internal	Verifier, Internal	None
<input type="checkbox"/>	Blue, Pete	PBLUE3	Cohort One	Scan Computers	- Customer Service Practitioner End Point Assessment	Assessor, John	None	None	Verifier, Internal	Verifier, Internal	None
<input type="checkbox"/>	Blue, Pete	PBLUE3	Cohort One	Scan Computers	Induction Standard Example	Assessor, John	None	None	Verifier, Internal	Verifier, Internal	None

### Tutors

Allocate Default Tutor (Learner)	Select Tutor...	to selected learners	Submit
Allocate Default Tutor (Learning Aim)	Select Tutor...	to selected learner's standards	Submit
Add	Select Tutor...	as additional tutor for selected learners	Submit
Remove	Select Tutor...	as additional tutor for selected learners	Submit

### Internal Quality Assurer

Allocate Internal Quality Assurer	Select Internal Quality Assurer...	for selected learner's learning aims	Submit
Add	Select Internal Quality Assurer...	as additional Internal Quality Assurer for selected learners	Submit
Remove	Select Internal Quality Assurer...	as additional Internal Quality Assurer for selected learners	Submit

### External Verifier

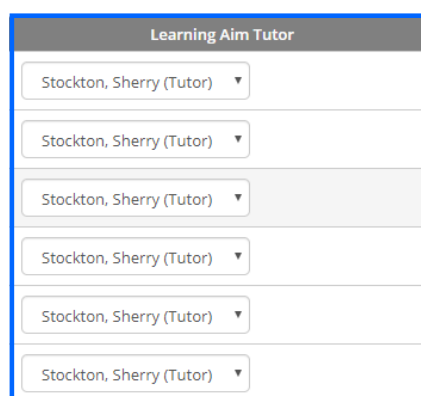
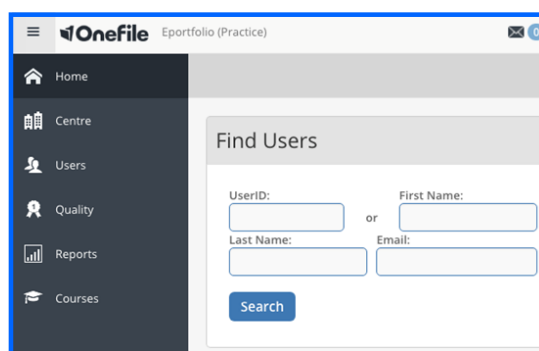
Allocate External Verifier	Select External Verifier...	to selected learner's learning aim	Submit
Remove External Verifier	Select External Verifier...	from selected learner's learning aim	Submit

# Continued...

4. Use the **Trainers/Tutors** drop down menus below the table to add or remove trainers to the selected learners, their learning aims or as additional trainers
5. Use the **IQA** drop down menus to add or remove IQAs to selected learners, their learning aims or as additional IQAs
6. Use the **EQA** drop down menus to add or remove EQAs to selected learners, their learning aims or as additional EQAs
7. For each user you assign, select the **Submit** button to complete the allocation

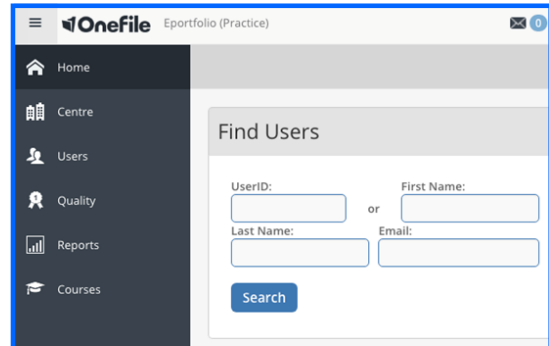
## Assigning Trainers/Tutors

1. Select the **Users** icon from the left-hand menu
2. Select the **Learner** tab to see all learners on your centre or alternatively use the **Search** function
3. Select the **Episodes** button for the required learner
4. Select **Trainers/Tutors**
5. Use the **Default Trainer/Tutor** drop-down menu to assign a default trainer to the learner
6. Use the **Learning Aim Trainer/Tutor** drop-down menus to assign trainers to specific learning aims
7. Check any **Additional Trainer/Tutor** you wish to assign
8. To confirm the assigned users select **Save**



# Assigning IQA/EQAs

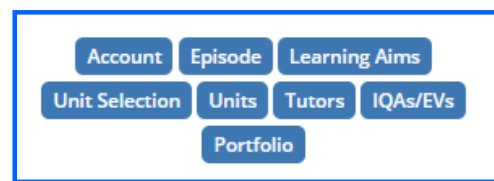
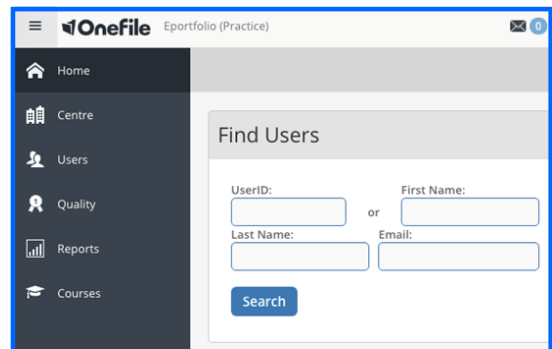
1. Select the **Users** icon from the left-hand menu
2. Select the **Learner** tab to see all learners on your centre or alternatively use the **Search** function
3. Select the **Episodes** button for the required learner
4. Select **IQA/EQAs**
5. Use the **Default IQAs** drop-down menu to assign a default trainer to the learner
6. Use the **Learning Aim IQAs** drop-down menus to assign trainers to specific learning aims
7. Check any **Additional IQAs** you wish to assign
8. To confirm the assigned users select **Save**



Assign Learning Aims to Default Internal Quality Assurer		
The Default Internal Quality Assurer will receive tasks and have the ability to set the Unit Sampling Table for this Learner.		
Learning Aim	Default Internal Quality Assurer	External Verifier
Customer Service Practitioner Apprenticeship Standard	Please select the IQA... Verifier, Internal (Internal Quality Assurer)	Please select the EV...
City & Guilds Functional Skills qualification in English at Level 1 (May 2013)	Verifier, Internal (Internal Quality Assurer)	Please select the EV...
City & Guilds Functional Skills qualification in Mathematics at Level 1 (May 2013)	Verifier, Internal (Internal Quality Assurer)	Please select the EV...
Customer Service Practitioner Gateway to End Point Assessment	Verifier, Internal (Internal Quality Assurer)	Please select the EV...
Customer Service Practitioner On Programme Learning	Verifier, Internal (Internal Quality Assurer)	Please select the EV...
- Customer Service Practitioner End Point Assessment	Verifier, Internal (Internal Quality Assurer)	Please select the EV...

# Assigning other users

1. Select the **Users** icon from the left-hand menu
2. Select the **Learner** tab to see all learners on your centre or alternatively use the **Search** function
3. Select the **Episodes** button for the required learner
4. Select any button under **Options**
5. Select on **Access Accounts**
6. Use the **Default Employer** drop-down menus to assign a user as a default employer
7. Use the **Employer** checkboxes to assign any additional to employers to the learner
8. Use the **Observer** checkboxes assign any observers to the learner
9. To confirm the changes, select **Save**



### Employers

These accounts have an interactive role with an eportfolio and are intended for witnesses, tutors and employers.

**Default Employer**  
The Default Employer will receive tasks Manager, Scan Computers (Employer)

Select	Employer	Placement	Learners
<input type="checkbox"/>	Manager, GAME (Employer)	GAME Retail	<a href="#">View Learners</a>
<input type="checkbox"/>	Manager, PC World (Employer)	Currys PC World	<a href="#">View Learners</a>
<input checked="" type="checkbox"/>	Manager, Scan Computers (Employer)	Scan Computers	<a href="#">View Learners</a>
<input type="checkbox"/>	Staff, Admin (Employer)	IMechE	<a href="#">View Learners</a>
<input type="checkbox"/>	Well, Dr (Employer)	Ninewells NHS Hospital	<a href="#">View Learners</a>

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### Observers

These accounts have limited read-only access to an eportfolio and are intended for auditors, parents and monitors.

Select	Observer	Placement	Learners
<input checked="" type="checkbox"/>	Observer, Mr (Observer)	Scan Computers	<a href="#">View Learners</a>

Save
Cancel

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<https://live.onefile.co.uk/userguides/>



[info.onefile.co.uk/onboarding](https://info.onefile.co.uk/onboarding)