



# INSTRUCTION MANUAL: EMPLOYERS (HR ADMIN MGR)

HELP DESK (THERESA) : 0417 565 358

# How to use the ADIA Academy

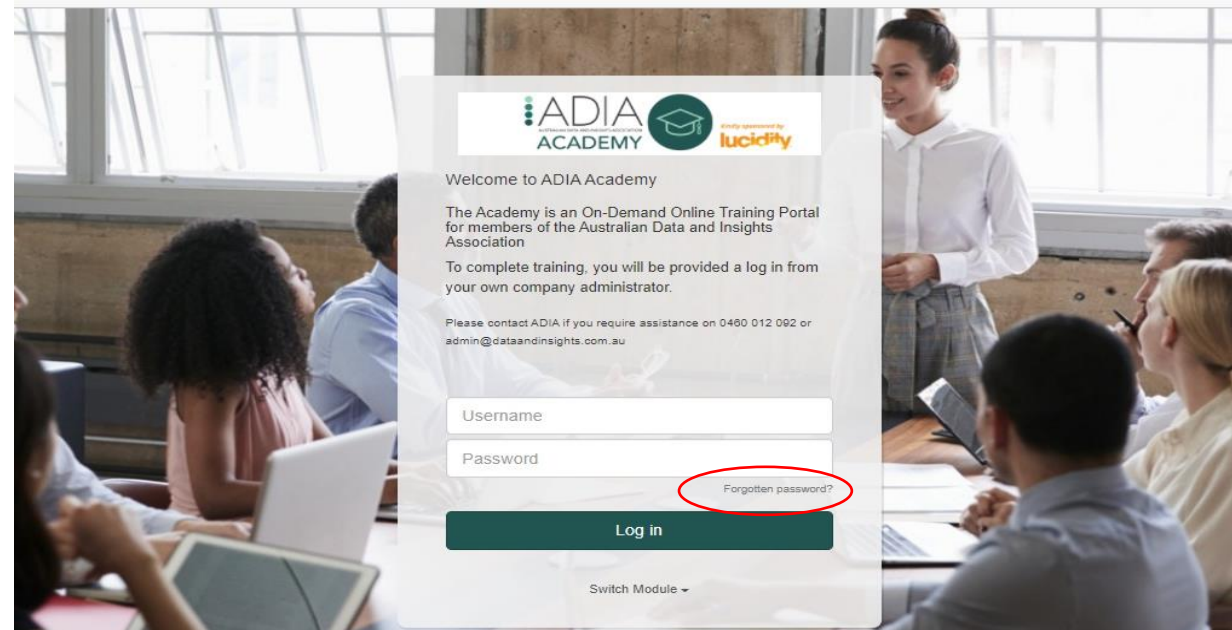
## 1. Go to the ADIA Academy:

Web Link: <https://adia.luciditysoftware.com.au/home/login/competency>

## 2. Login:

Use the Username and Password provided by ADIA.

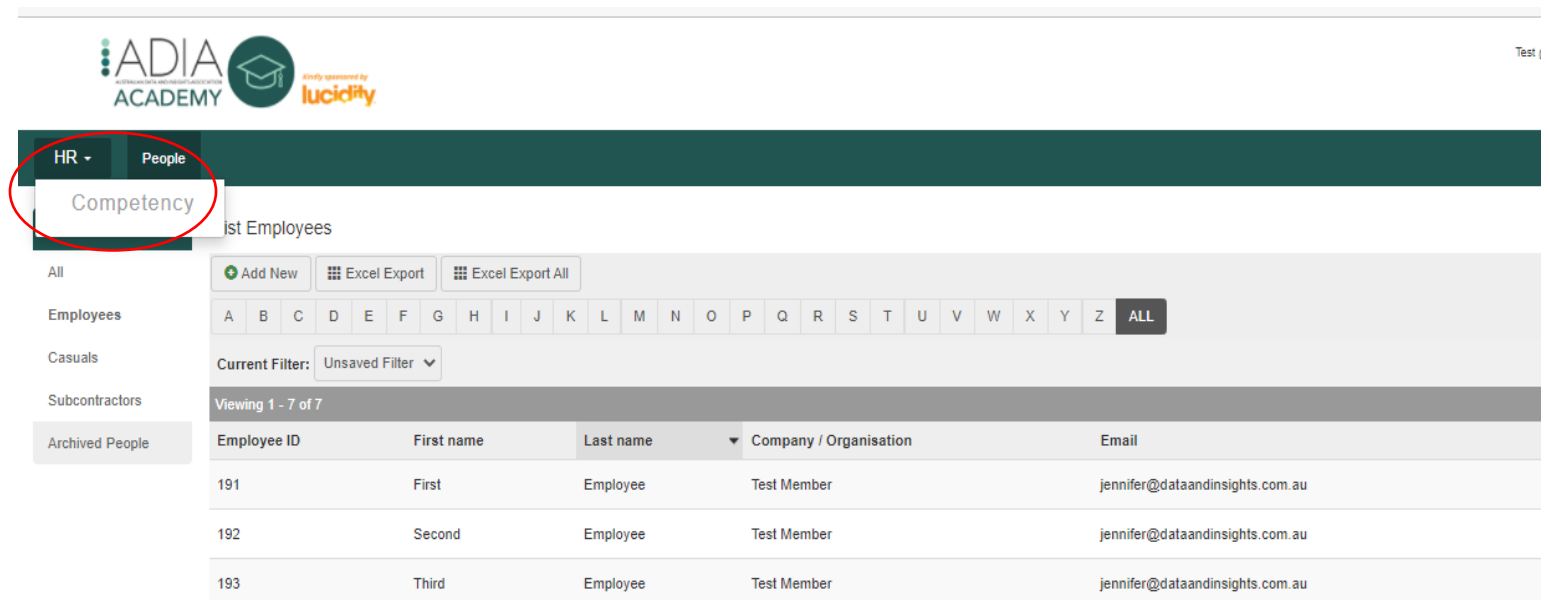
Click forgotten password if you would like to set up a new password



# How to use the ADIA Academy

## 3. Choose your module

- **HR** is for adding employees
- **Competency** is for:
  - accessing courses
  - viewing staff lists
  - running reports



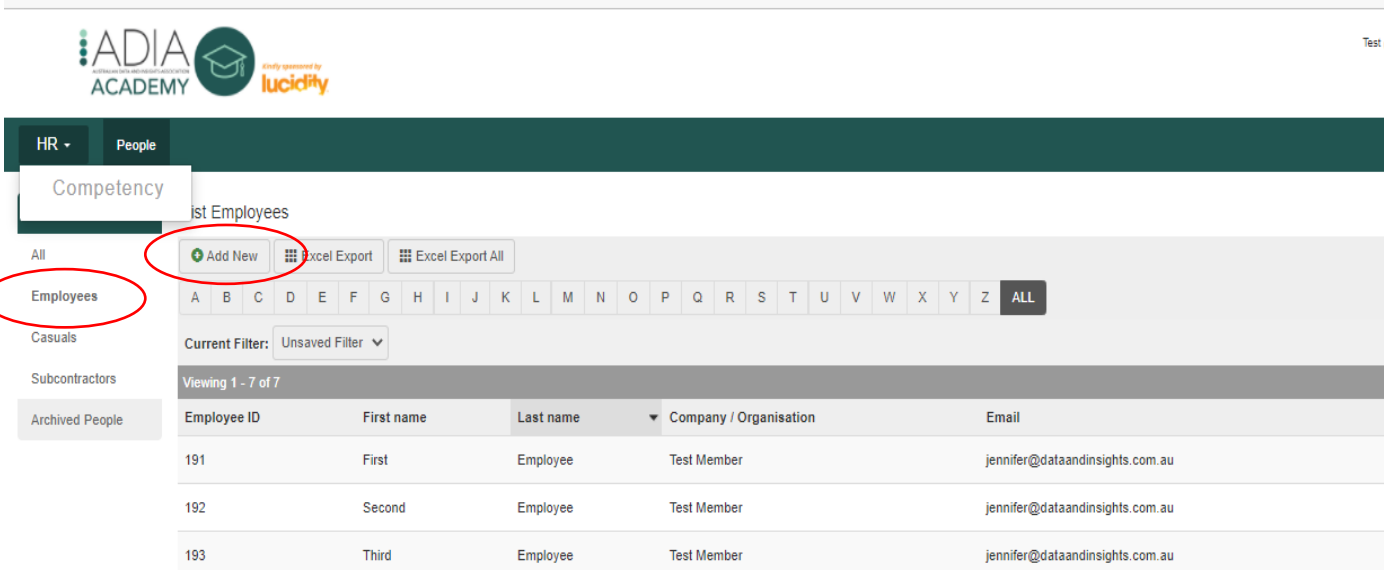
The screenshot displays the ADIA Academy HR module interface. The top navigation bar includes the ADIA Academy logo and the Lucidity logo. The 'HR' menu is expanded, and the 'Competency' option is highlighted with a red circle. Below the navigation bar, there are buttons for 'Add New', 'Excel Export', and 'Excel Export All'. A list of employees is shown with columns for Employee ID, First name, Last name, Company / Organisation, and Email. The current filter is set to 'Unsaved Filter'.

Employee ID	First name	Last name	Company / Organisation	Email
191	First	Employee	Test Member	jennifer@dataandinsights.com.au
192	Second	Employee	Test Member	jennifer@dataandinsights.com.au
193	Third	Employee	Test Member	jennifer@dataandinsights.com.au

# Add an Employee (HR Module)

- Click Employees in the side menu
- Click Add New

Please Note:  
All existing Academy User  
logins have already been  
linked to your company  
profile



The screenshot displays the ADIA Academy HR module interface. The top navigation bar includes the ADIA logo and the text 'Study powered by lucidfy'. The main navigation menu is open, showing 'HR' and 'People' options. The 'Employees' option is highlighted with a red circle. Below the navigation menu, there are buttons for 'Add New', 'Excel Export', and 'Excel Export All'. The 'Add New' button is also highlighted with a red circle. The main content area shows a table of employees with columns for Employee ID, First name, Last name, Company / Organisation, and Email. The table contains three rows of data.

Employee ID	First name	Last name	Company / Organisation	Email
191	First	Employee	Test Member	jennifer@dataandinsights.com.au
192	Second	Employee	Test Member	jennifer@dataandinsights.com.au
193	Third	Employee	Test Member	jennifer@dataandinsights.com.au

# Add an Employee (HR Module)

- In the **Add New** screen, add each employee's:
  - First Name
  - Last Name
  - Your Company /Organisation
  - Employee's email address

The form contains the following fields:

- First name**: Text input field with placeholder 'First Name' and a red arrow pointing to it.
- Middle name**: Text input field.
- Last name**: Text input field with placeholder 'Last Name' and a red arrow pointing to it.
- Date of birth**: Text input field.
- Gender**: Dropdown menu with '[SELECT]'.
- Payroll number**: Text input field.
- USI Number**: Text input field.
- State employed in**: Dropdown menu with '[SELECT]'.
- Company / Organisation**: Dropdown menu with 'ADIA' selected and a red arrow pointing to it.
- Employment type**: Dropdown menu with '[SELECT]'.

**Contact Details** section:

- Phone number**: Text input field.
- Mobile number**: Text input field.
- Fax number**: Text input field.
- Email**: Text input field with placeholder 'Email', a red arrow pointing to it, and a blue border. Below it, a note states: 'Notifications will be sent to this email address'.
- Email**: Text input field.

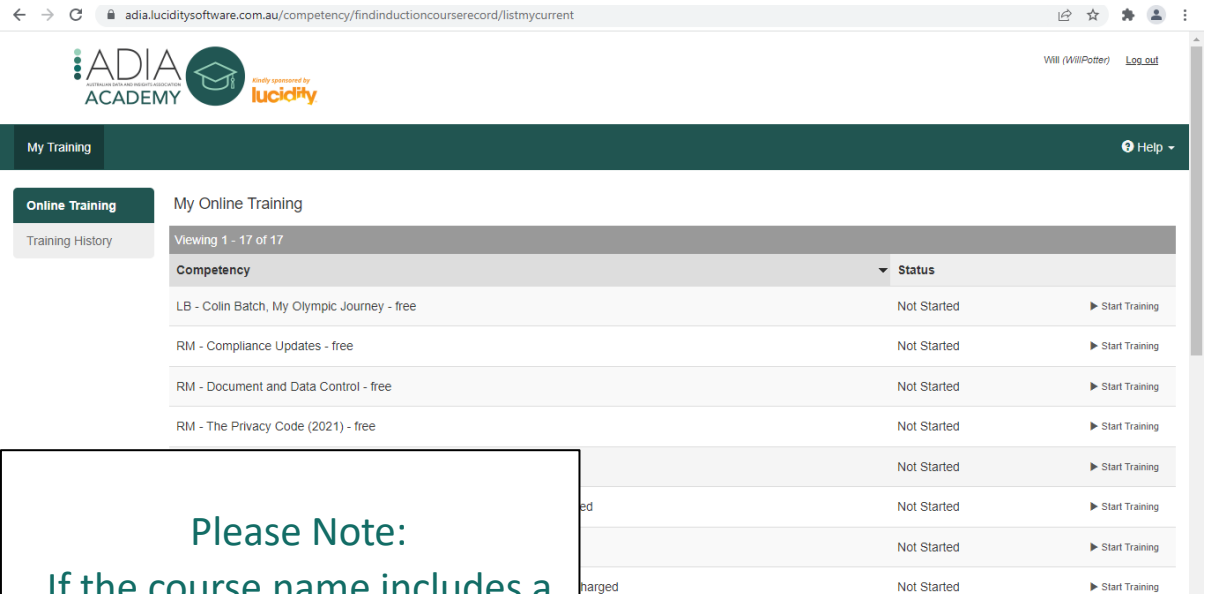
There is an 'Upload' button with a photo icon above the contact details section.

# Training Courses

Content is categorised into four key areas:

- Risk Management (RM)
- Workplace Relations (WR)
- Leadership and Business (LB)
- Induction (IND)

New content is added regularly, so remember to check the Academy or ADIA Training page for updates



The screenshot shows a web browser window with the URL [adia.luciditysoftware.com.au/competency/findinductioncourse/record/listmycurrent](https://adia.luciditysoftware.com.au/competency/findinductioncourse/record/listmycurrent). The page header includes the ADIA Academy logo and the text "Kindly sponsored by lucidity". The user is logged in as "Will (WillPotter)" and can click "Log out". The main navigation bar shows "My Training" and "Help". The "My Online Training" section displays a table of courses:

Competency	Status	Action
LB - Colin Batch, My Olympic Journey - free	Not Started	▶ Start Training
RM - Compliance Updates - free	Not Started	▶ Start Training
RM - Document and Data Control - free	Not Started	▶ Start Training
RM - The Privacy Code (2021) - free	Not Started	▶ Start Training
	Not Started	▶ Start Training
	Not Started	▶ Start Training
	Not Started	▶ Start Training
	Not Started	▶ Start Training

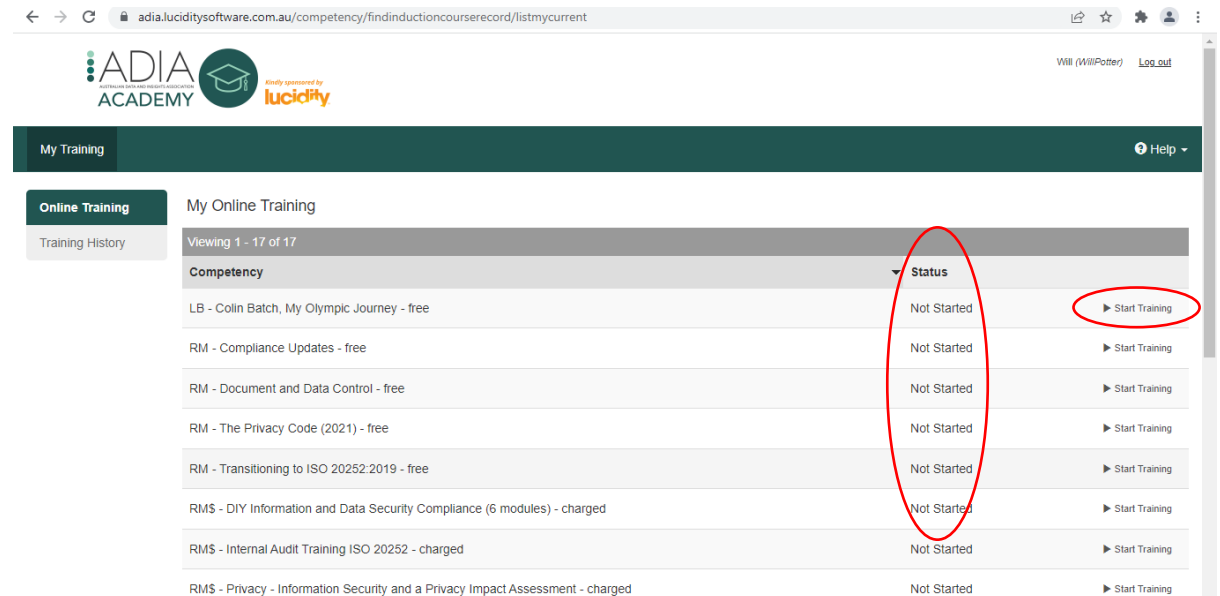
**Please Note:**  
If the course name includes a dollar sign, (e.g. RM\$ - ISO Training) it means there is a fee to complete it.

# Undertaking Training

Click on the **Start Training** button.

The status column will show courses as **Not Started** or **In Progress**.

**Note:** For all paid courses and selected free courses, ADIA will also send the Employee a Certificate of Completion or Certificate of Attendance for their records. ADIA will invoice your company on completion of a PAID course.

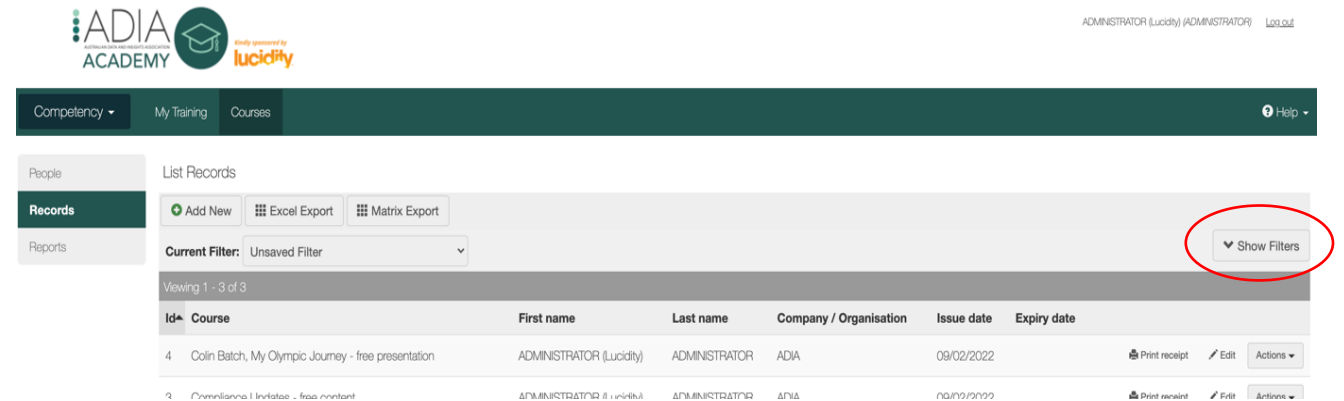


The screenshot shows a web browser window displaying the ADIA Academy 'My Training' page. The page title is 'My Online Training' and it shows 'Viewing 1 - 17 of 17' courses. A table lists various competencies with their status and a 'Start Training' button. The 'Status' column and the 'Start Training' buttons are circled in red.

Competency	Status	Action
LB - Collin Batch, My Olympic Journey - free	Not Started	▶ Start Training
RM - Compliance Updates - free	Not Started	▶ Start Training
RM - Document and Data Control - free	Not Started	▶ Start Training
RM - The Privacy Code (2021) - free	Not Started	▶ Start Training
RM - Transitioning to ISO 20252:2019 - free	Not Started	▶ Start Training
RMS - DIY Information and Data Security Compliance (6 modules) - charged	Not Started	▶ Start Training
RMS - Internal Audit Training ISO 20252 - charged	Not Started	▶ Start Training
RMS - Privacy - Information Security and a Privacy Impact Assessment - charged	Not Started	▶ Start Training

# Running Reports

- Click on **Courses**, then **Records** (on the left) to view the completed records of your employees.
- You can view all on this page or apply filters to reduce the list.
- To filter this list click on **Show Filters** and select your chosen criteria.
- Click on **Reports** to view reporting options.



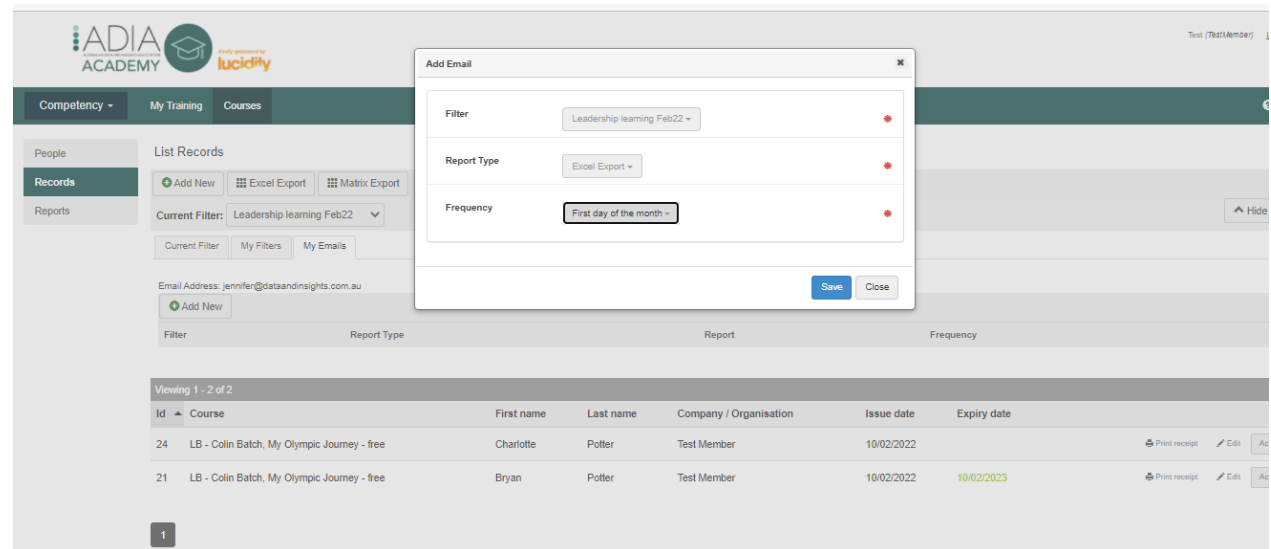
The screenshot shows the ADIA Academy Lucidity interface. At the top, there are logos for ADIA ACADEMY and Lucidity. The user is logged in as ADMINISTRATOR (Lucidity) / ADMINISTRATOR. The navigation bar includes 'Competency', 'My Training', and 'Courses'. The left sidebar has 'People', 'Records', and 'Reports' tabs, with 'Records' selected. The main area is titled 'List Records' and contains buttons for 'Add New', 'Excel Export', and 'Matrix Export'. Below these is a 'Current Filter' dropdown set to 'Unsaved Filter'. A 'Show Filters' button is circled in red. The table below shows a list of records with columns for Id, Course, First name, Last name, Company / Organisation, Issue date, and Expiry date. The first row shows a record for 'Colin Batch, My Olympic Journey - free presentation' issued on 09/02/2022.

Id	Course	First name	Last name	Company / Organisation	Issue date	Expiry date	Print receipt	Edit	Actions
4	Colin Batch, My Olympic Journey - free presentation	ADMINISTRATOR (Lucidity)	ADMINISTRATOR	ADIA	09/02/2022				
2	Compassionate 1 Invitation - free content	ADMINISTRATOR (Lucidity)	ADMINISTRATOR	ADIA	09/02/2022				



# Regular Reports – straight to your Inbox!

- Generate excel reports that can be sent to your email address at your chosen intervals.
- Create your filter as per above and click on **Filter and Save**
- Give your filter a name, then click save
- Click into **My Emails** and **Add New**
- Select the criteria for the report you want
- The report will be sent to the address assigned to your company profile



The screenshot displays the ADIA Academy Lucidity web interface. A modal window titled "Add Email" is open, allowing users to configure email reports. The dialog includes the following fields:

- Filter:** Leadership learning Feb22
- Report Type:** Excel Export
- Frequency:** First day of the month

Buttons for "Save" and "Close" are visible at the bottom of the dialog. The background interface shows a navigation menu with "Competency", "My Training", and "Courses". The "Records" section is active, displaying a table of records with columns for Id, Course, First name, Last name, Company / Organisation, Issue date, and Expiry date.

Id	Course	First name	Last name	Company / Organisation	Issue date	Expiry date
24	LB - Colin Batch, My Olympic Journey - free	Charlotte	Potter	Test Member	10/02/2022	
21	LB - Colin Batch, My Olympic Journey - free	Bryan	Potter	Test Member	10/02/2022	10/02/2023

# Questions?

Contact ADIA via

[admin@dataandinsights.com.au](mailto:admin@dataandinsights.com.au)

Or call Theresa on our Help Desk 0417 565 358

This manual will also be posted on the ADIA Website under training for ongoing reference.