HRFOCUS
HUMAN CAPITAL SOLUTIONS

My Focus

Health and Safety Internal Trainer Guide

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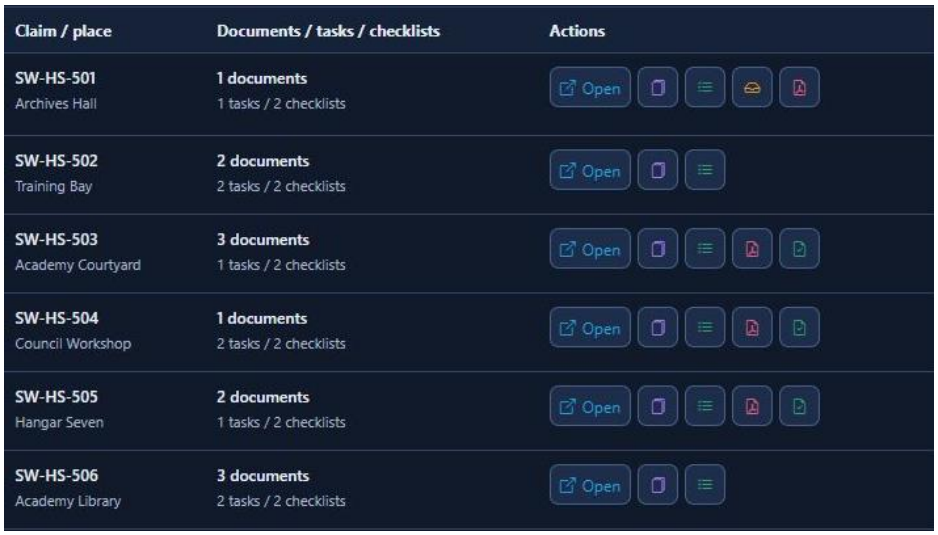
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1. Prepare the session

Teach authorised HR users to find an incident, identify the next process step and open its native report route. Progress, closure and external submission remain distinct.
Use thirty minutes: three for purpose/access, twelve for the walkthrough, five for configuration, five for practice and five for questions. Dates and presenters are undecided. This is Coming Soon material; At Launch copy remains held.



Incident document task and report actions with fictional Star Wars examples.
Prerequisites: normal signed-in user with intended module and record scope, verified fictional starting record and current deck. Keep configuration explanation separate from the employee demo. Never share credentials or real records.

2. Run the demonstration

1. Apply company, status and dates and compare matching counts.
2. Open a permitted incident and identify accident or disease process.
3. Show saved steps, documents and the enabled linked-task entry.
4. Explain report preview, save/update and history without executing them.

Start at Modules/HealthAndSafety/Pages/HRF_HS_HR_DASHBOARD.aspx. Rehearse with the intended ordinary persona. Explain what is visible, why it matters and which native action follows. Stop before a write unless separately authorised.

Ask why recorded progress does not establish claim outcome or closure. Expected result: the learner checks incident state and names the native next step.

Record unanswered questions with screen, role, expected behaviour and a privacy-safe symptom. Use the normal reviewed support/knowledge process later. This pack sends no messages.

3. Explain administration and limits

Requires HR Health and Safety Dashboard security entry in an HR group, employee scope and HS licence. Native lookups are under Modules/HealthAndSafety/Lookups/; task linking reads ENABLE_TASK_LINKING.

No incident save, workflow, report save/update or external submission was performed for the content review. Use fictional report excerpts; never raw medical or private case previews.

Control or prerequisite	Use and boundary
Can every user see this	Explain actual licence, settings, group/menu rights and record scope.
Does opening it complete work	Viewing, saving, submitting, approving and external processing are separate actions.
Does a screenshot prove acceptance	Use relevant runtime, output and access evidence for each claim.

Refer to the matching user/configuration guides in ../11_Manuals. Keep UAT/deployment decisions with their owners. Master sales/QA deck comparison remains outstanding; do not claim complete alignment without reviewing that master.

4. Hand over to the consultant

Control or prerequisite	Use and boundary
Current editable deck	../01_Presentation/MyFocus_Health_and_Safety_Overview_Final_v2.pptx
Matching narration	../02_Synthesia_Narration/Brendan_2026-10-18_Health_and_Safety_Detailed_v2_Video_Script.txt
Reviewed captures	../05_Product_Visuals and relevant ../09_Additional_Content when present.
User and configuration guides	../11_Manuals/Health_and_Safety_User_Manual_2026.10.1.0 and Health_and_Safety_Configuration_Guide_2026.10.1.0 in DOCX PDF and HTML.

Before reuse, check deck and narration editions together, open the local guide and confirm the persona sees the intended record. Use the reviewed deck as fallback. A video folder alone does not establish reviewed video availability.

Reset by clearing filters, returning to the starting route and closing unsaved editors without submission. For a separately authorised write, follow its agreed native correction/reset procedure. Do not delete records or run seed/rollback scripts from this handoff.

Hand over starting state, persona role without credentials, expected results, known limits and unanswered questions. This creates no Hub publication, meeting or release date.