

# PIGPRO

## Online Training Record 'How to' Guide for Employers



# Pig Pro 'How to' Guide for Employers

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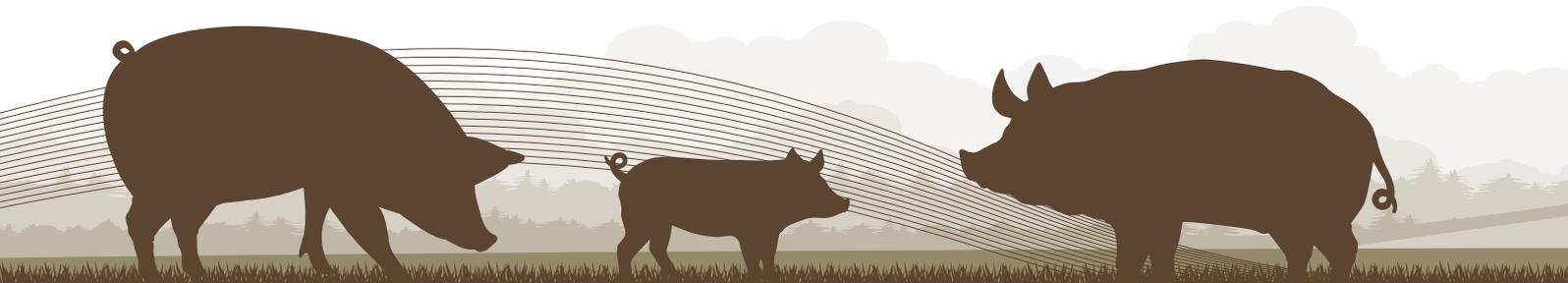
AHDB Pig Pro is a web-based system for tracking skills development and training throughout the British pig industry. Pig Pro is used by individuals, employers and training providers.

This document, aimed at employers, provides step-by-step guidance for common Pig Pro tasks, such as:

- registering for an employer account
- logging in to Pig Pro
- managing details relating to your businesses
- adding and removing employees
- adding employees to training events
- viewing an employee's training record
- creating and managing in-house training events and in-house skills
- ensuring a holding's compliance with relevant requirements

Other 'how to' guides are available for individuals and training providers.

For more information or technical support, please contact the Pig Pro helpline on **0844 335 8400** or email **[pigpro@ahdb.org.uk](mailto:pigpro@ahdb.org.uk)**



# 1. How to Register

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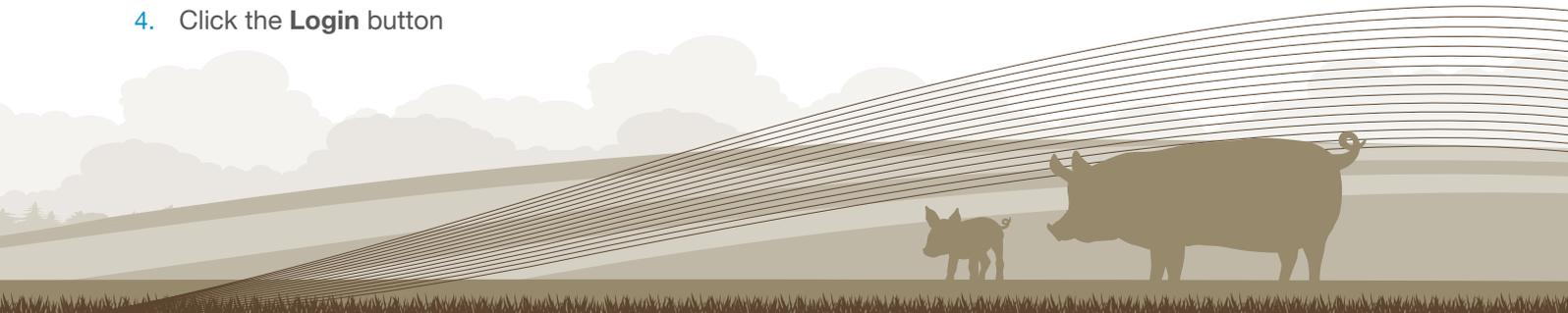
Pig Pro login for employers uses the same username and password as for AHDB's Pig Hub and eAML2. You only need to register if you do not already have a Pig Hub account.

1. Navigate to **<https://pigpro.ahdb.org.uk>** in your web browser
2. Select the **employer** radio button from the login page
3. Click the **Register** button
4. Click **Register** again in the pop-up that appears to be redirected to AHDB's Pig Hub and follow the steps to register for a Pig Hub account

# 2. How to Log In

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1. Navigate to **<https://pigpro.ahdb.org.uk>** in your web browser
2. Select the **employer** radio button from the login page
3. Enter your **Pig Hub Username** and **Password**
4. Click the **Login** button



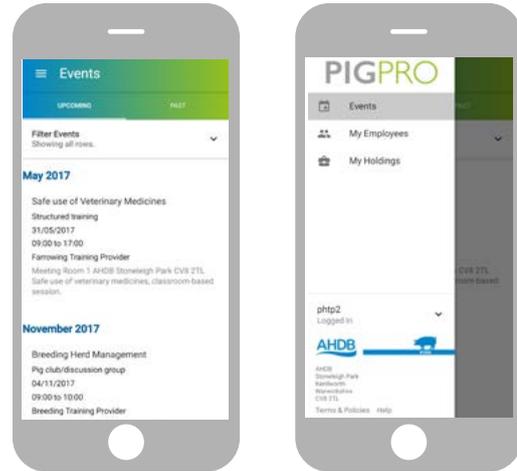
## 2.1 Mobile Devices

The Pig Pro system is a responsive web application, which means the layout changes depending on the size of the screen to maintain full functionality and make best use of space.

The main layout of the site is a header bar, a series of tabs and a page. There is also a collapsible side navigation bar that will be automatically collapsed on small screens or expanded on larger screens.

On small screens, the header bar contains the page name, the  button, which is used to expand/collapse the side navigation bar, and may contain a search box, which is used to apply filters to the data displayed within the page.

The navigation bar is used for the overarching site navigation and for logging out of the site. Tabs are used for sub-navigation.



## 3. How to Log Out

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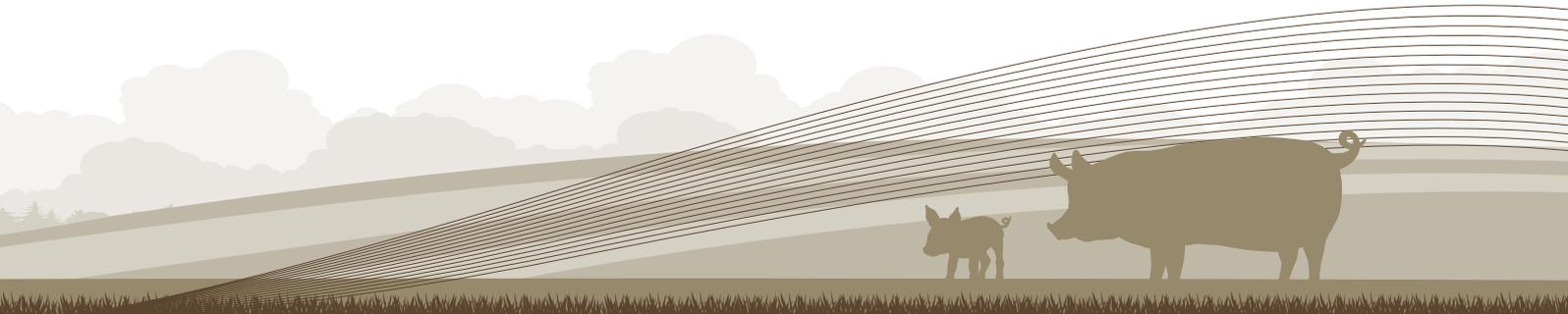
1. In the navigation bar (you will need to expand it if you are using a small screen as described in Section 2.1), click on the account email address to show the user account menu
2. Click **Logout**

## 4. How to Define Holding Sizes and Assurance Schemes

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The holding size that most closely represents each of your pig holdings should be provided, in order to show only events that are relevant to your business.

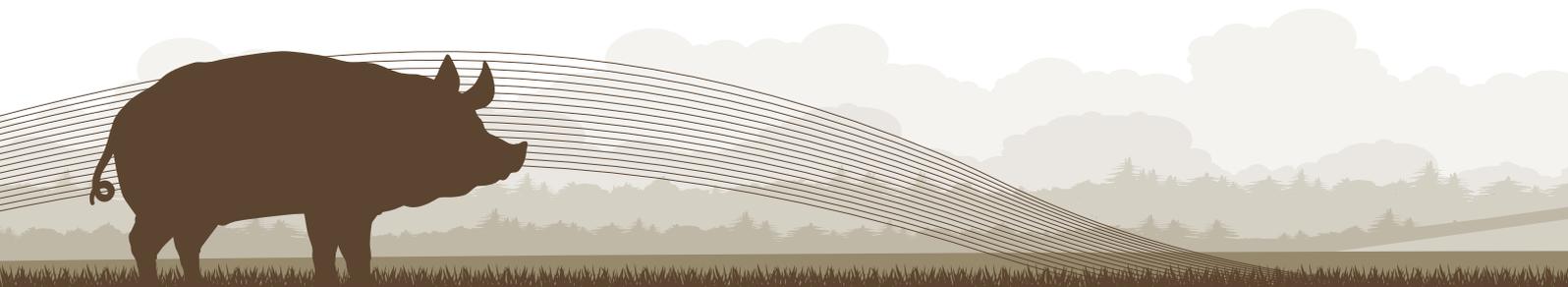
1. Log in to Pig Pro
2. In the navigation bar (you will need to expand it if you are using a small screen as described in Section 2.1), click **Holdings**. This page will be shown already if you have any holdings whose size is **Unknown**.
3. Click the **Holding Size** box corresponding to the holding's row in the table (by default, **Unknown** is shown)



4. Select from a choice of:
  - 0–50
  - 50–250
  - 250+
5. If the business has an associated assurance scheme, type this into the **Assurance Scheme** box (leave blank for none)
6. Click the save  button at the end of the row to save changes



Name	Pig Hub GUID	Holding Size	Assurance Scheme (blank for none)
Leon Test 11	1QQUSGMWSS.0XNJD...	50-250	Red Tractor 
pig hub test producer 1	2RRVTHINXTS.AU5REW...	Unknown	
pig hub test producer 3	1QQUSGMWSS.0QGSF...	Unknown	

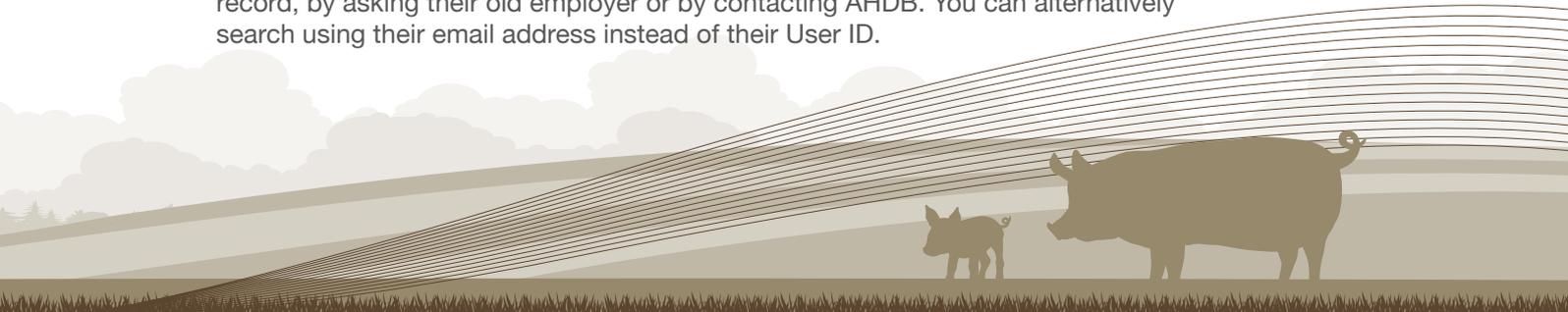


# 5. How to Add New Employees One by One

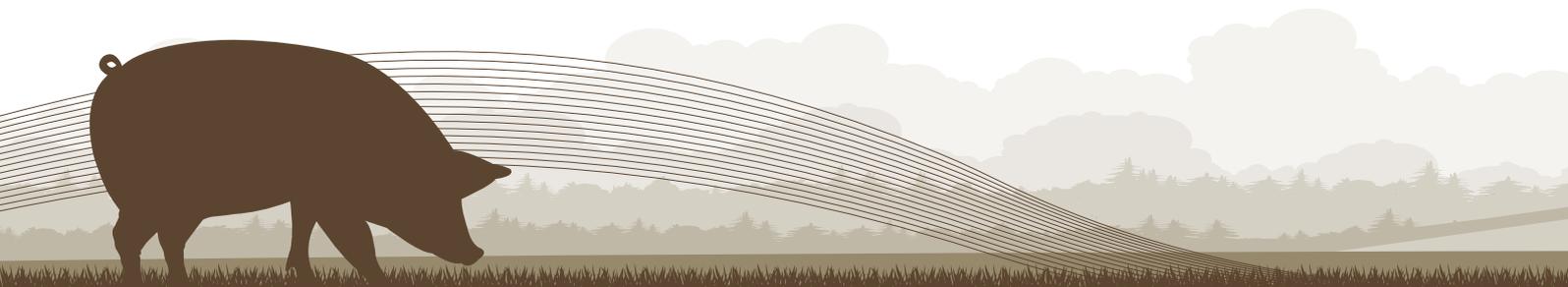
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Follow this procedure to add a new employee to one of your holdings. This will allow you to view and amend their training record, and to sign them up to events. If the individual already has a Pig Pro account, they will be asked to confirm that you are their new employer. If they do not already have a Pig Pro account, a new account will be created for them.

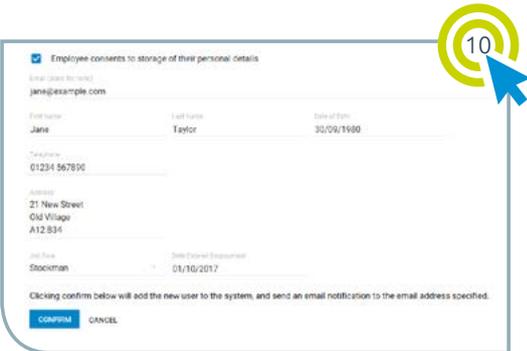
1. Log in to Pig Pro
2. In the navigation bar (you will need to expand it if you are using a small screen as described in Section 2.1), click **My Employees**
3. Click the **Add Employee** button. (On a small screen, this will be a  button in the bottom right corner of the page.)
4. Select the business that the employee should be added to by searching for it in the **Select business** box and selecting it from the drop-down list
5. Click the **Confirm** button
6. Next, you must search for the new employee to check whether they already have a Pig Pro account. There are two ways to search for the employee:
  - **Pig Pro User ID / email address:** You should use this option if possible, entering the new employee's Pig Pro User ID. The User ID can be found in their Pig Pro welcome email, at the top of their printed training record, by asking their old employer or by contacting AHDB. You can alternatively search using their email address instead of their User ID.



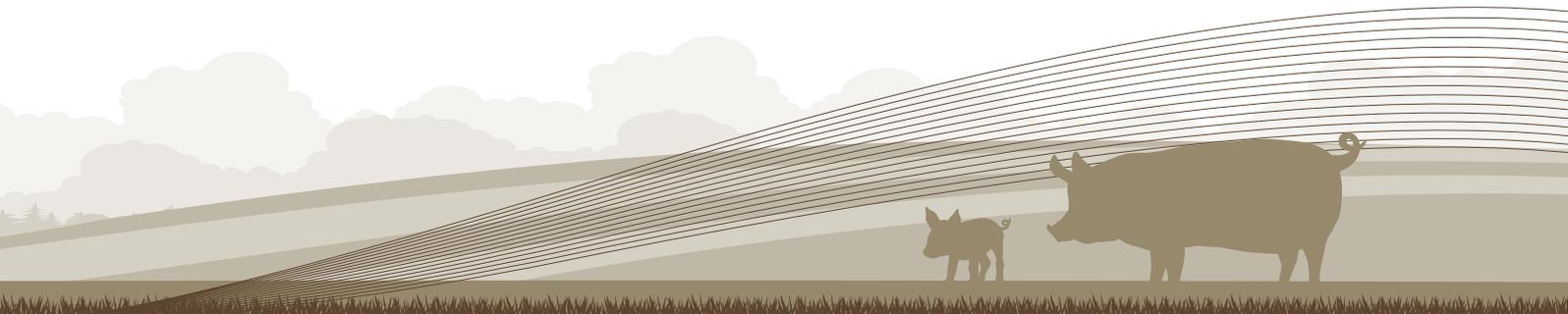
- **Name and date of birth:** If the new employee does not have a Pig Pro account already, or does not know whether they do, choose this option. Enter the individual's first name, last name and date of birth. All fields are mandatory and you should ensure that the full name is used, to reduce the risk of creating duplicate accounts for the same person.
7. Click the **Search** button
  8. If the user *already exists* in the system, you will be prompted to choose their **Job Role** at your business and click **Confirm**. Unless the individual is already employed at one of your holdings, an email will be sent to their registered email address asking them to confirm their new employment. Their employment status will be **Pending** until this is confirmed. In case the user does not receive this email, the individual can accept the employment by logging in to Pig Pro or by contacting AHDB. If the user is already employed at one of your holdings, no confirmation will be required.
  9. If the user *does not exist* in the system: Click the **Create New User** button to register them



10. If you have permission from the new employee to store their personal details, tick the **Employee consents to storage of their personal details** checkbox and fill out the new employee form as follows. Otherwise, continue to step 11.
- Enter an **Email** address for the user (leave blank for none, but in this case the user will not be able to log in to Pig Pro themselves until an email address is set up in the future)
  - Enter their **First Name** (*required*)
  - Enter their **Last Name** (*required*)
  - Enter their **Date of Birth** (*required*) in the form DD/MM/YYYY, eg 30/09/1980
  - Enter their **Telephone number**
  - Enter their **Address**
  - Choose their **Job Role** at the business (*required*)
  - Enter the date that the employee became employed by your business in the **Date Entered Employment** (*required*) box, in the form DD/MM/YYYY, eg 01/10/2017



The screenshot shows a web form for adding a new user. At the top, there is a checkbox labeled "Employee consents to storage of their personal details" which is checked. Below this is a text input field for "Email (leave blank for none)" containing "jane@example.com". The form is divided into several sections: "Personal details" with fields for "First Name" (Jane), "Last Name" (Taylor), and "Date of Birth" (30/09/1980); "Telephone" (01234 567890); "Address" (21 New Street, Old Village, A12 3B4); and "Job Role" (Stockman) and "Date Entered Employment" (01/10/2017). At the bottom, there is a confirmation message: "Clicking confirm below will add the new user to the system, and send an email notification to the email address specified." Below the message are two buttons: "CONFIRM" and "CANCEL". A yellow callout bubble with the number "10" and a blue arrow points to the top right corner of the form.



11. If you do not have permission from the new employee to store their personal details, leave the **Employee consents to storage of their personal details** checkbox unchecked and fill out the new employee form as follows. Otherwise, continue to step 12.

- Enter an **Email** address for the user (leave blank for none, but in this case the user will not be able to log in to Pig Pro themselves until an email address is set up in the future)
- Enter their **Last Name** (*required*)
- Enter their **Telephone** number
- Enter the **Business Address**
- Choose their **Job Role** at the business (*required*)
- Enter the date that the employee became employed by your business in the **Date Entered Employment** (*required*) box, in the form DD/MM/YYYY, eg 01/10/2017



Employee consents to storage of their personal details

First Name for user  
jane@example.com

Last Name  
Taylor

Telephone  
01234 567890

Business address  
Leon Test 11  
New Village  
A12 B34

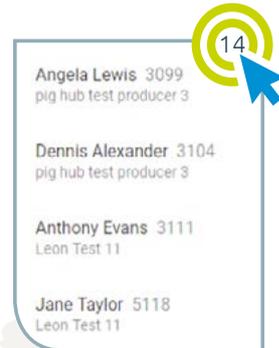
Job Role  
Stockman

Date Entered Employment  
01/10/2017

Clicking confirm below will add the new user to the system, and send an email notification to the email address specified.

**CONFIRM** CANCEL

12. Click **Confirm** to add the new user to the system. This will send an email notification to the user's email address, if one was provided, containing their new Pig Pro password
13. You will then be redirected to the **My Employees** page, where the new employee will be listed or can be found using the search box in the header bar
14. The number next to their name in this list is their **Pig Pro User ID**



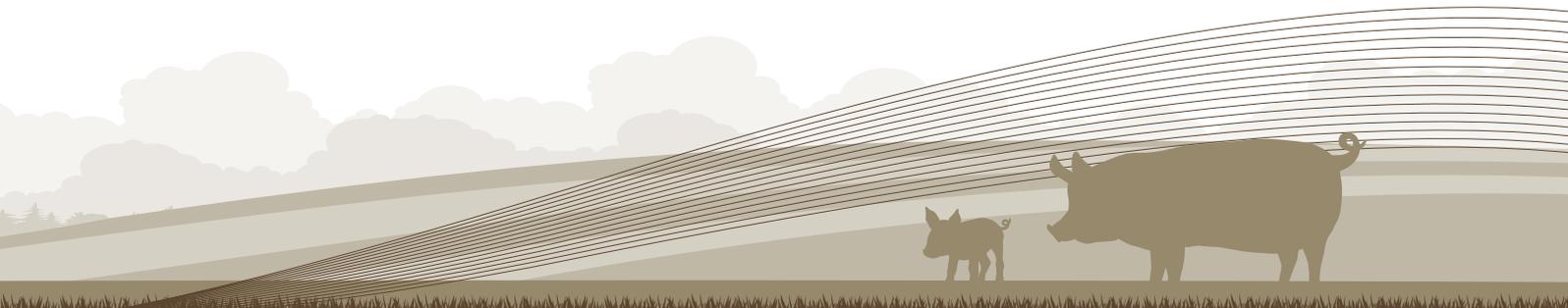
Angela Lewis	3099
pig hub test producer 3	
Dennis Alexander	3104
pig hub test producer 3	
Anthony Evans	3111
Leon Test 11	
Jane Taylor	5118
Leon Test 11	



# 6. How to Add Employees in Bulk

Follow this procedure to add new employees to your holdings in bulk. You will upload a Comma-Separated Values (CSV) file, which can be created in Microsoft Excel, containing the new employment details. Note that this functionality is *disabled* on small screens (such as mobile phones).

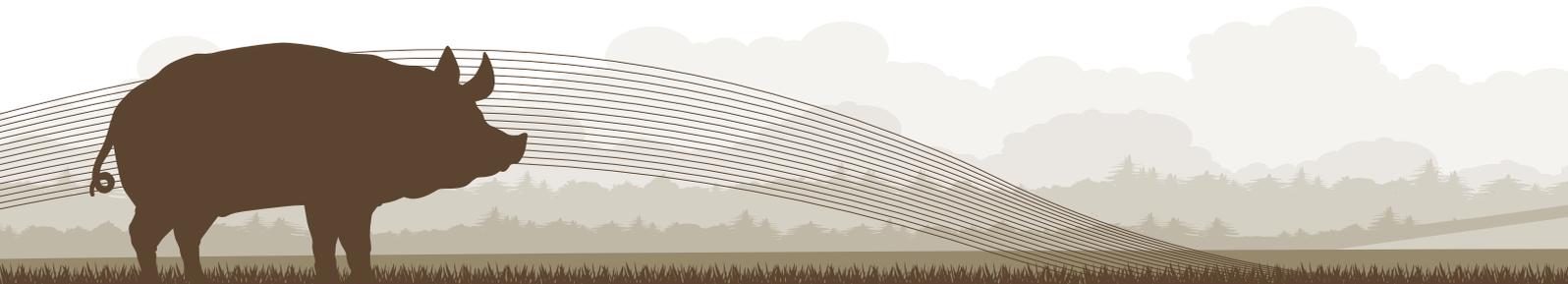
1. Log in to Pig Pro
2. In the navigation bar (you will need to expand it if you are using a small screen as described in Section 2.1) click on **My Employees**
3. Click the **Bulk Upload** button
4. This displays a page containing the Your Holdings section, which provides the **Pig Hub Holding Globally Unique Identifier (GUID)** for each of your holdings. You will need this information to prepare the bulk upload data.
5. Download the Pig Pro bulk upload CSV template file by clicking **Download Template**
6. Open this file using a CSV file editor such as Microsoft Excel



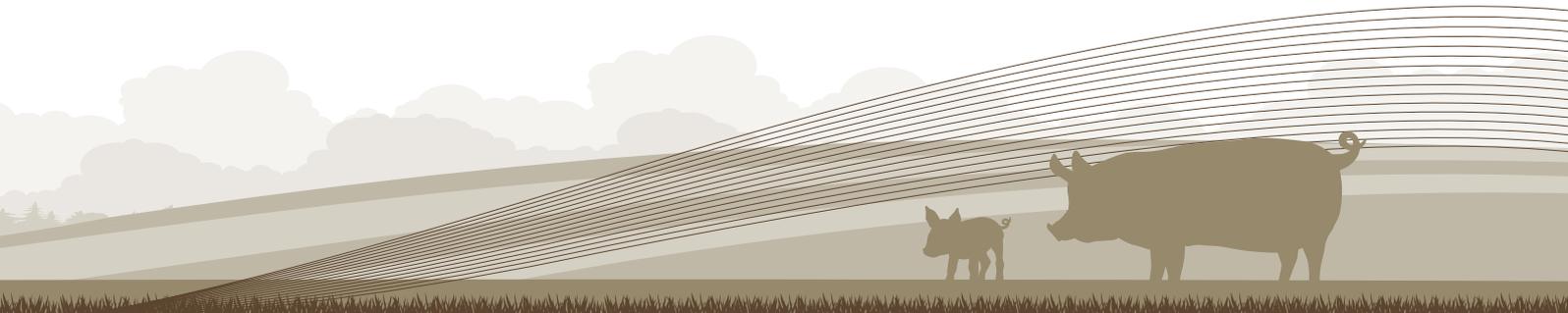
7. Fill out the CSV file using one line for each new employee

- **Pig Hub Holding GUID** (*required*) is the unique identifier for the holding that you would like to add the employee to. The table of GUIDs is shown in step 4.
- **Employee Permission** should be **Yes** if the employee consents to storage of their personal details or **No** if they do not consent to storage of their personal details
- **Pig Pro User ID** is the individual's User ID within the Pig Pro system and is allocated when a new user is created<sup>1</sup>. If the employee already has a Pig Pro account, you should make every effort to find this number. If you do not know this number, or if the individual does not already have a Pig Pro account, leave this column blank. In this case, Pig Pro will try to find an existing individual based on their email address or their name and date of birth. Where a matching individual is not found, a new Pig Pro account will be created.
- Enter an **Email Address** for the employee. Leave blank if they do not have an email address, but if this is a new individual in Pig Pro, they will not be able to log in to Pig Pro themselves until an email address is set up in the future.
- Enter the **First Name** of the individual (*required if an existing user could not be found with the Pig Pro User ID or email address entered and the employee has given permission to storage of their personal details, ie a new user is being added*)

<sup>1</sup> This User ID can be found for an existing employee by clicking My Employees in the navigation bar and searching for them using the search box in the header bar. The number next to their name is their Pig Pro User ID, eg 5118. The number is also shown on the training record and may furthermore be obtained from the previous employer or from AHDB.



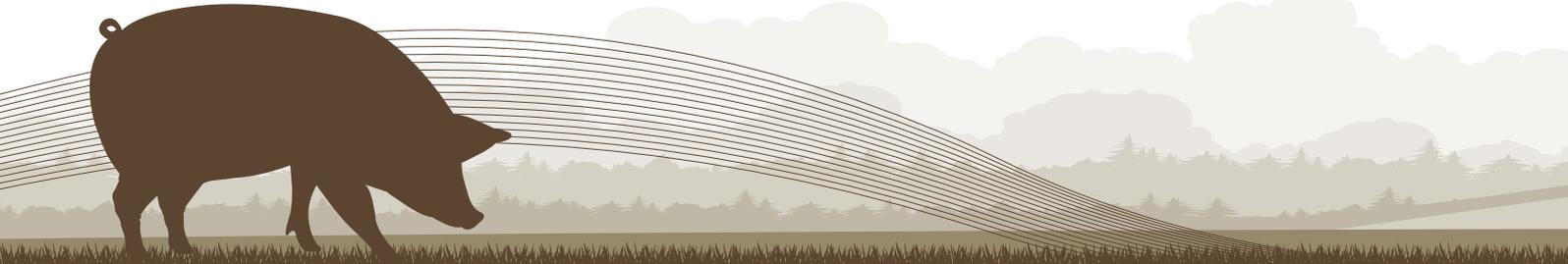
- Enter the **Last Name** of the individual (*required if an existing user could not be found with the Pig Pro User ID or email address entered, ie a new user is being added*)
  - Enter the **Date of Birth** of the individual (*required if an existing user could not be found with the Pig Pro User ID or email address entered and the employee has given permission to storage of their personal details, ie a new user is being added*) in the form DD/MM/YYYY, eg 30/09/1980
  - Enter the **Job Role** of the employee in the business (*required*)
  - Enter a **Telephone** number for the individual
  - Add an **Address** for the individual. This should be the business address if the user has not given permission to storage of their personal details.
8. Once you have completed and saved the CSV file, upload it by clicking the **Upload File** button and selecting it
9. The status of each new employment will then be displayed and any errors will be shown in red. Black text means that an action was successful (ie a new user was created or an existing individual was added to a different business). A line will result in an error if:
- An employment relationship already exists between the individual and the selected business
  - The Pig Hub Holding GUID was not recognised
  - 'Yes' or 'No' was not entered in the Employee Permission box
  - A Pig Pro User ID was entered but not recognised



- A Pig Pro user ID and email address were not provided for an individual, but:
    - i. If the employee had given permission to store their personal details, neither their first name, last name or date of birth were provided
    - ii. If the employee had not given permission to store their personal details, their last name was not provided
  - A job role was not provided for the individual
  - The date the employee entered the new employment was not supplied or was entered incorrectly
10. Fix any errors, then click **Back** to return to the **Bulk Upload** page and re-enter an amended spreadsheet. Note that any lines which were successful (eg lines 1 and 2 in the above example) will generate errors the second time the sheet is uploaded, but these can be ignored.

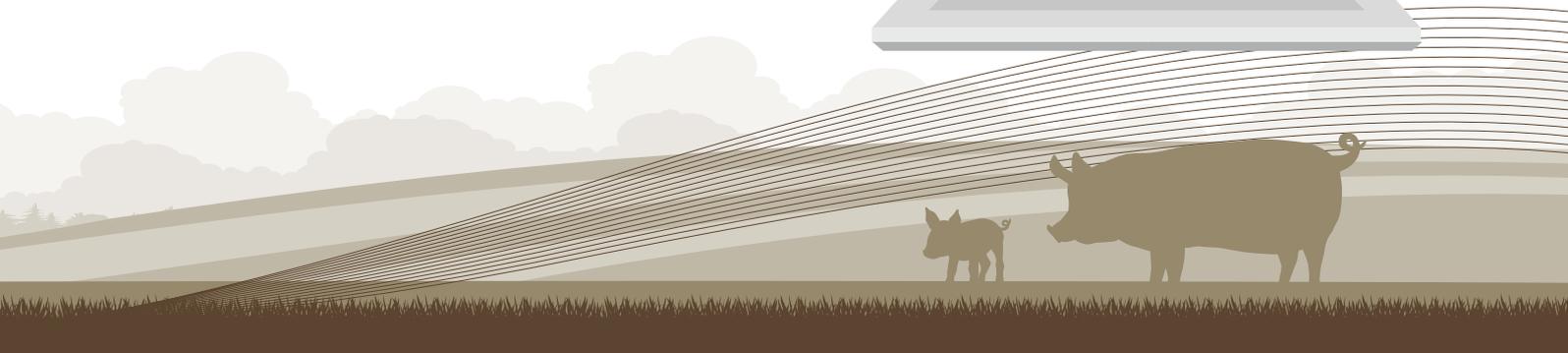
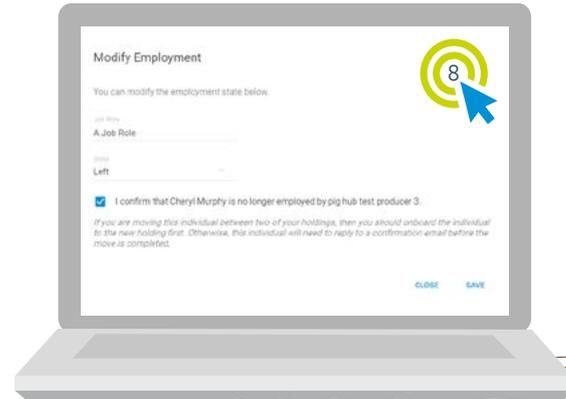
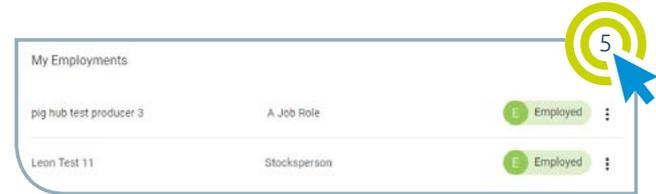
Bulk upload completed. Please review the status of each line below:

1. New user created for Gary Smith
2. New user created for Jones
3. The date the employee entered employment at Leon Test 11 must be provided for Louis Bruce. This line has been skipped.
4. A job role must be provided for Ava Johnson at Leon Test 11. This line has been skipped.
5. Individual not identified by user ID or email address (with employee permission). In this case first name, last name and date of birth must be provided but they are not. This line has been skipped.
6. Employee permission is invalid. Valid options are 'Yes' or 'No'. This line has been skipped.
7. Pig Hub Holding GUID 12345 not recognised. This line has been skipped.
8. Employee permission is invalid. Valid options are 'Yes' or 'No'. This line has been skipped.



# 7. How to Mark Employees as Having Left Employment

1. Log in to Pig Pro
2. In the navigation bar (you will need to expand it if you are using a small screen as described in Section 2.1), click on **My Employees**
3. Find the employee in the list using the search box in the header bar and click on them
4. Click the **Details** tab in the header bar
5. In the **My Employments** section of the page, click the button in the row corresponding to the business that the individual has left
6. In the pop-up that appears, click the **State** box and select **Left** from the drop-down list
7. Click the check box to confirm that the individual is no longer employed by the business
8. Click **Save**



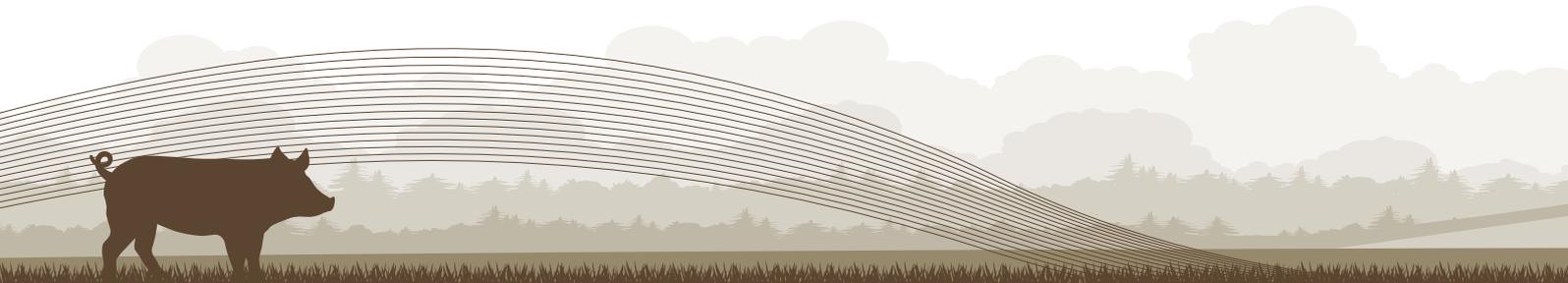
9. The employee will be notified by email. In the **My Employments** section of the employee's details page, their employment status should now be set to **Left** for their old business. You will still be able to see the individual's training record, but you will not be able to see any training that has taken place after they left your employment.

## 8. How to Move Employees between Businesses

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If your Pig Pro account is linked to multiple holdings, you can move an employee from one holding to another without employee confirmation, using the following steps:

1. Log in to Pig Pro
2. Follow the procedure described in Section 5 to assign the employee to the new holding.  
*It is very important that you do this before marking the employee as having left.*
3. Follow the procedure described in Section 7 to mark the employee as having left their old holdings



# 9. How to Browse Events

You can use Pig Pro to browse for upcoming training events. This will show all events that are set up as public events, private events that are targeted at one of your holdings and in-house training events (Section 14). If you have defined holding sizes (see Section 4), then you will only see events appropriate to your holdings.

1. Log in to Pig Pro
2. In the navigation bar (you will need to expand it if you are using a small screen as described in Section 2.1), click **Events**
3. Events are sorted into **Upcoming** and **Past**, depending on event date. You can navigate between them using the tabs in the header bar
4. Events are displayed in a date-ordered list, separated by month
5. Events can be filtered by name, location, training provider, type, learning category or skill by clicking the **Filter Events** box, specifying the desired filters and clicking **Apply Filter**
6. If you would like to filter events based on location, click the **Filter by location** toggle and enter the search radius (in miles) and the postcode
7. Click on an event from within the list to display details of the event.

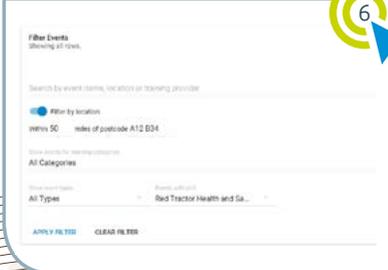


**October 2017**

<b>Breeding Herd Management</b> Pig club/discussion group 19/10/2017 08:00 to 09:00 Giggly Hill Hotel, Giggly Hill Lane, Presho, EX1 3RN Here is a detailed description of the training event	Breeding Training Provider
<b>Wellfare</b> Webinar 19/10/2017 08:00 to 09:00 Sardburn Hall, Flaxton, York, YO60 7PB Here is a detailed description of the training event	Advanced Training Provider
<b>IPPC training</b> Structured training 19/10/2017 08:00 to 09:00 Uncle Henry's, Graytham, Lincs, DN21 4JD Here is a detailed description of the training event	Technical Training Provider

**November 2017**

<b>IPPC training</b> Webinar 19/11/2017 08:00 to 09:00 Uncle Henry's, Graytham, Lincs, DN21 4JD Here is a detailed description of the training event	Technical Training Provider
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**Filter Events**  
Showing all rows.

Search by event name, location or training provider

Filter by location

Within 50 miles of postcode A12 034

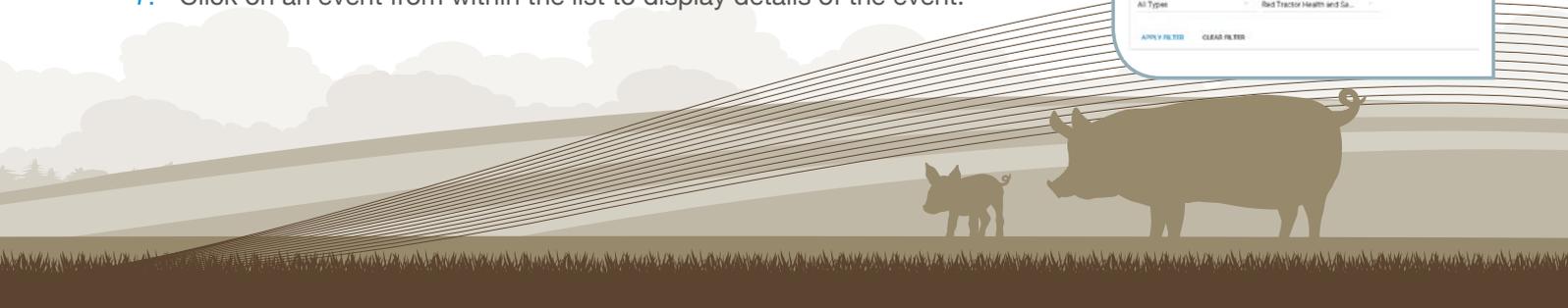
Click on the name to view details

**All Categories**

Show results from all categories

All Types

**APPLY FILTER** **CLEAR FILTER**



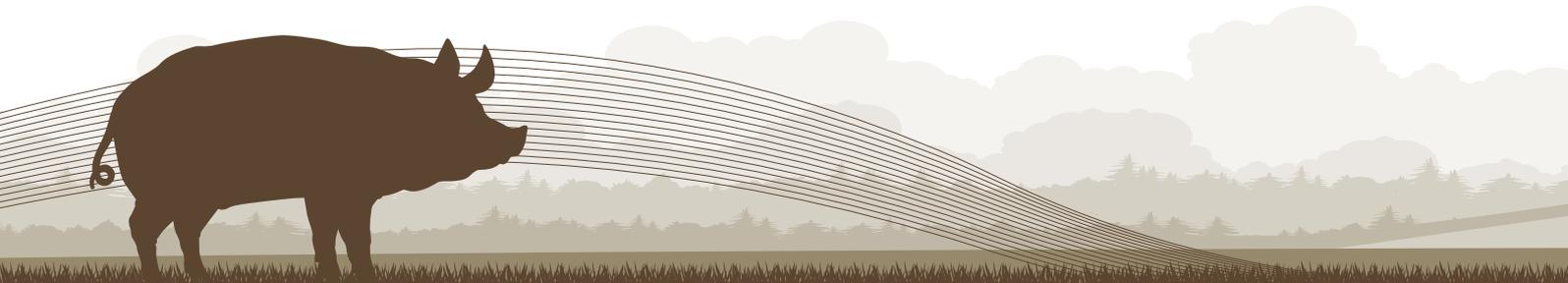
# 10. How to Add Employees to Events

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In Pig Pro, individuals need to be linked to the events they attended. Please note that most training providers handle this themselves and you do not generally need to sign up your own employees to events in Pig Pro. However, follow this procedure if requested by the training provider, after discussing registration offline. This is possible even for events that have taken place.

For in-house training events you will need to use a different process. Please refer to Section 14.2.

1. Log in to Pig Pro
2. In the navigation bar (you will need to expand it if you are using a small screen as described in Section 2.1), click **Events**
3. Find and click on the event for which you would like to add an employee, following the procedure described in Section 9
4. Click the **My Attendees** tab in the header bar
5. Click the **Add Attendee** button

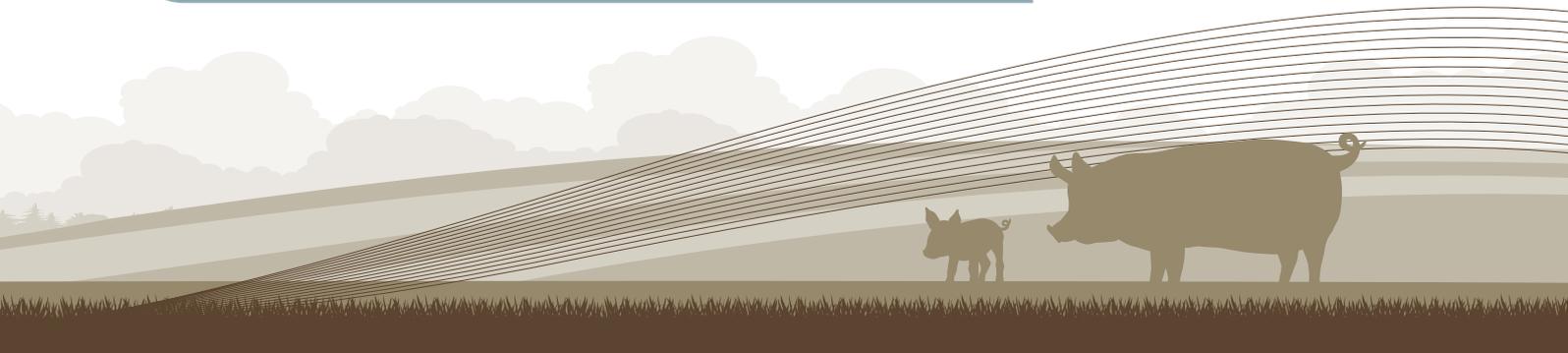


6. Select an employee to add by typing their name or Pig Pro User ID in the **Search by name or ID** box that appears and selecting them from the drop-down list
7. Click the **Add** button
8. Click **Confirm** in the pop-up that appears
9. Attendance to the event for the employee is then shown as requested and the training provider must choose whether to accept the employee on to the event



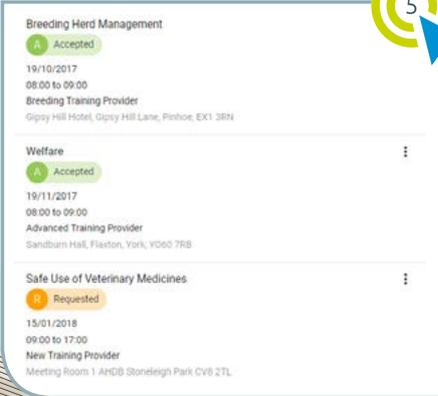
The screenshot shows a user interface for adding attendees. At the top left is a blue button with a plus icon and the text "ADD ATTENDEE". Below this is a section titled "Requested" containing a list of three employees. Each entry includes the employee's name and ID, their role, and a vertical ellipsis menu icon to the right. A yellow target icon with the number "9" inside is positioned in the top right corner of the interface, with a blue mouse cursor pointing at it.

Requested	
<b>Cheryl Murphy</b> 3100 pig hub test producer 3, Leon Test 11	⋮
<b>Jane Taylor</b> 5118 Leon Test 11, pig hub test producer 1	⋮
<b>Dennis Alexander</b> 3104 pig hub test producer 3	⋮



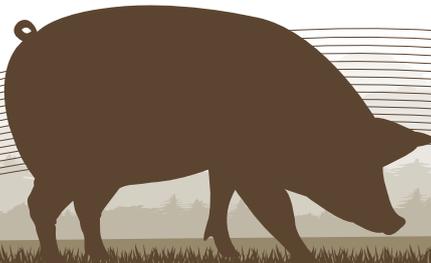
# 11. How to View an Employee's Upcoming Events

1. Log in to Pig Pro
2. In the navigation bar (you will need to expand it if you are using a small screen as described in Section 2.1), click **My Employees**
3. Find the employee in the list using the search box in the header bar and click on them
4. Select the **Upcoming Events** tab from the header bar to display a list of the employee's upcoming events
5. The employee's attendance state may be:
  - **Requested** if either you or the individual themselves have requested their attendance to the event
  - **Accepted** if the training provider has accepted them on to an event that has not yet taken place
  - **Rejected** if the training provider has rejected their attendance request on to the event
  - **Attended** if the training provider marked them as having attended the event
  - **Absent** if the training provider marked them as absent from the event
  - **Withdrawn** if the individual had previously requested attendance to the event but was subsequently marked as withdrawn by you or the individual themselves



The screenshot displays a list of upcoming events for an employee. Each event entry includes a status indicator (a green circle with a white 'A' for Accepted, or an orange circle with a white 'R' for Requested), the event title, date, time, and training provider details.

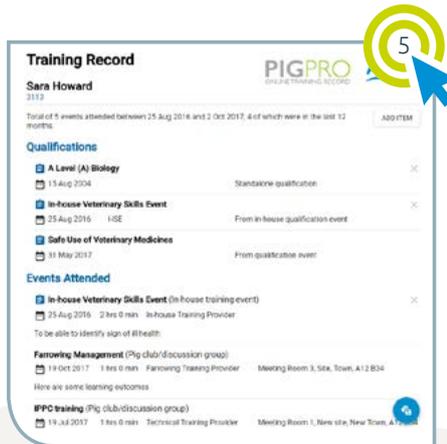
Event Title	Status	Date	Time	Training Provider
Breeding Herd Management	Accepted	19/10/2017	08:00 to 09:00	Breeding Training Provider Gipsy Hill Hotel, Gipsy Hill Lane, Finboe, EX1 3BN
Welfare	Accepted	19/11/2017	08:00 to 09:00	Advanced Training Provider Sandburn Hall, Flaxton, York, YO60 7RB
Safe Use of Veterinary Medicines	Requested	15/01/2018	09:00 to 17:00	New Training Provider Meeting Room 1 AHDB Stoneleigh Park CV8 2TL



# 12. How to View Training Records

An individual's training record displays a list of qualifications and training events that they have attended. Qualifications may be entered manually (by the individual themselves or on their behalf by an employer) or may be awarded by attending training events through Pig Pro. Certificates for a qualification can be downloaded by clicking the  icon in the title of the qualification.

An employee's training record is accessible to you while they are employed by one of your holdings. If the employee leaves your business, you retain access to their training record, but only qualifications and training that were obtained before their leave date are available to you.



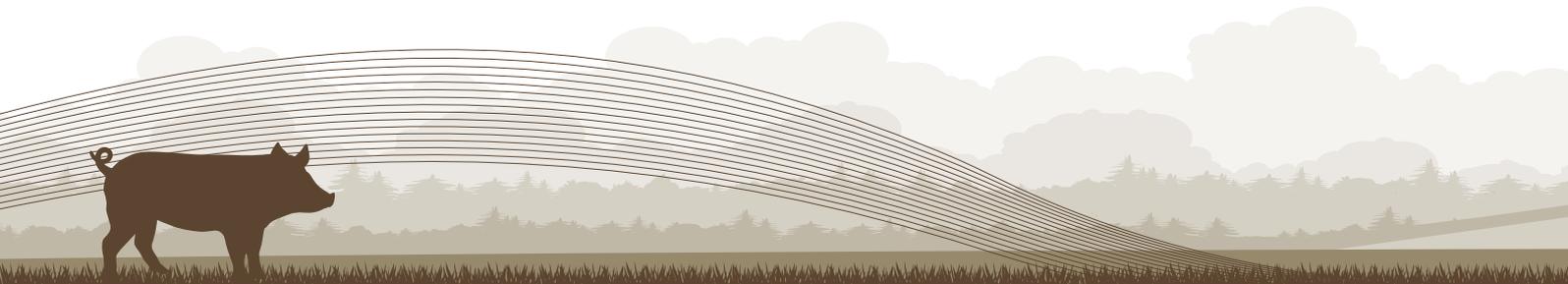
1. Log in to Pig Pro
2. In the navigation bar (you will need to expand it if you are using a small screen as described in Section 2.1), click on **My Employees**
3. In the list, find the employee whose training record you would like to view using the search box in the header bar and click on them
4. Select the **Training Record** tab from the header bar
5. The training record can be printed or saved by clicking the  button in the bottom right corner of the page

# 13. How to Add Training Record Items for an Employee

---

An employee's training record is accessible to you while they are employed by one of your businesses. During this time, you are able to add additional qualifications to their training record. You do not need to manually add qualifications for events (including in-house events) that are tracked in Pig Pro. These are handled automatically.

1. Follow the steps described in Section 12 to access an employee's training record
2. Click the **Add Item** button
3. Fill out the **Add Training Record** Item form:
  - Enter a **Title** (*required*) for the training or qualification
  - Enter the **Date** (*required*) when the training took place in the form DD/MM/YYYY, eg 31/01/2017
  - Select the Type (*required*) of training record item you would like to add from a choice of:
    - i. Qualification
    - ii. In-house training event
    - iii. In-house training event with qualification

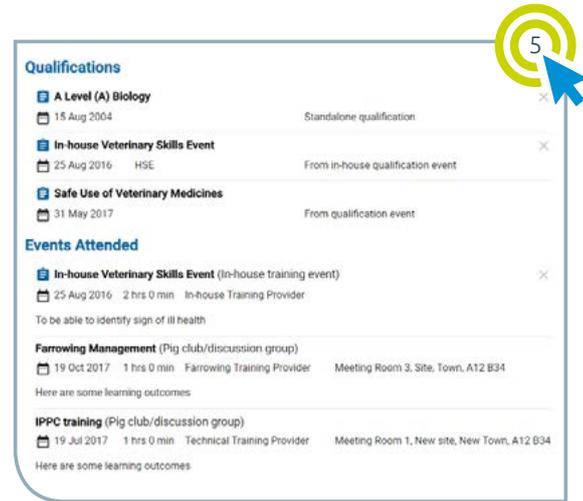


- Depending on the Type of training record item, you may also enter:

- i. **Learning Outcomes** (*event-specific*)
- ii. **Training Provider** (*event-specific*)
- iii. **Hours of Training** (*event-specific*)
- iv. **Accreditation Body** (*qualification-specific*)

- Click **Upload Certificate** (*required for qualifications*) to select the certificate file associated with the qualification

4. Click **Save** to save the training record item
5. The qualification/in-house training event will then be shown in the employee's training record. Note that qualifications/in-house training which you have added on behalf of the employee can be deleted by clicking the **X** icon in the top right corner of their row and selecting **Delete** from the pop-up that appears.

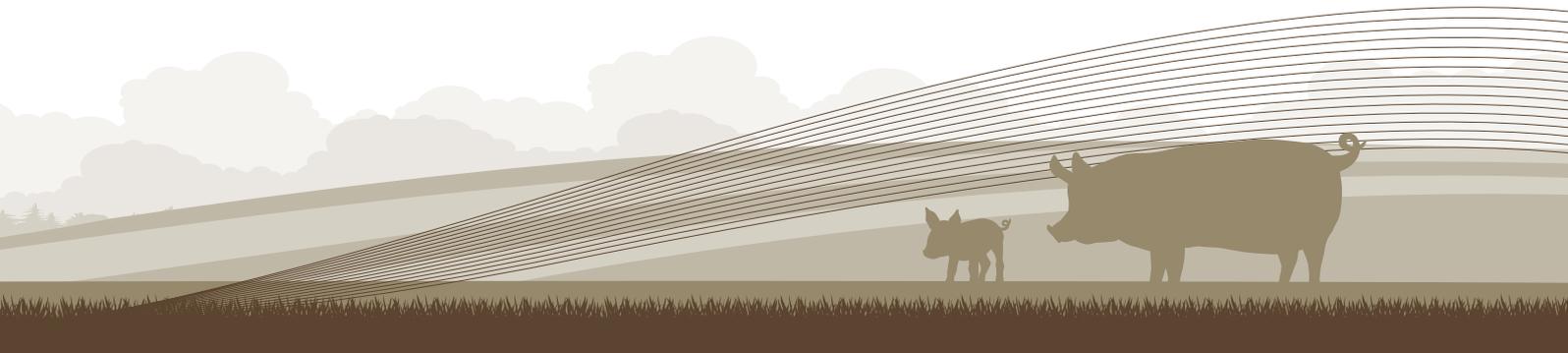


The screenshot shows a user interface for training records. A yellow circle with the number '5' and a blue arrow points to a small 'X' icon in the top right corner of a row in the 'Qualifications' section. The interface is divided into two main sections: 'Qualifications' and 'Events Attended'. Each section contains a list of items with their respective dates, durations, and providers. The 'Qualifications' section includes 'A Level (A) Biology', 'In-house Veterinary Skills Event', and 'Safe Use of Veterinary Medicines'. The 'Events Attended' section includes 'In-house Veterinary Skills Event', 'Farrowing Management', and 'IPPC training'. Each row in both sections has a small 'X' icon in the top right corner for deletion.

Qualifications			
15 Aug 2004		Standalone qualification	
25 Aug 2016	HSE	From in-house qualification event	
31 May 2017		From qualification event	

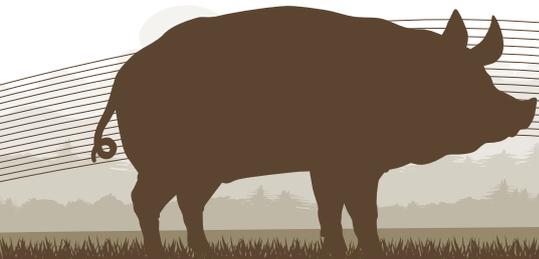
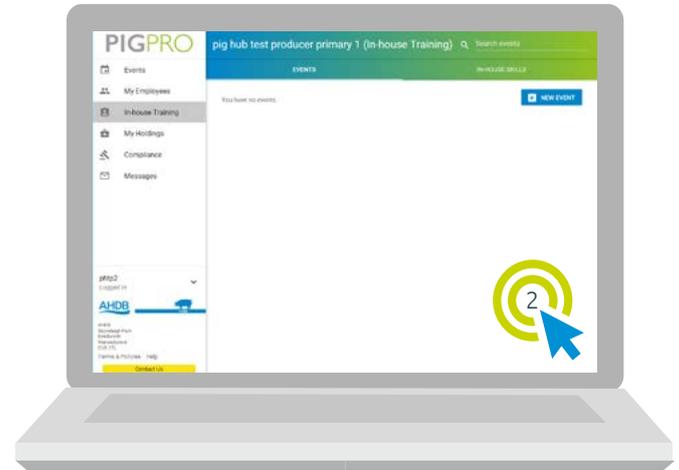
Events Attended			
25 Aug 2016	2 hrs 0 min	In-house Training Provider	
To be able to identify sign of ill health			
19 Oct 2017	1 hrs 0 min	Farrowing Training Provider	
Meeting Room 3, Site, Town, A12 B34			
Here are some learning outcomes			
19 Jul 2017	1 hrs 0 min	Technical Training Provider	
Meeting Room 1, New site, New Town, A12 B34			
Here are some learning outcomes			



# 14. In-house Training Events

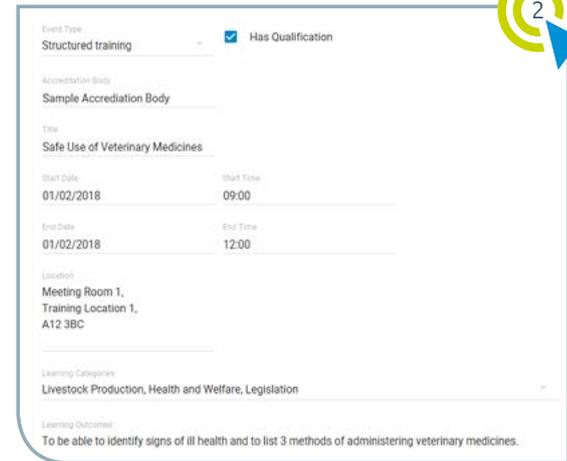
Businesses can record in-house training by creating in-house training events which will show on an individual's training record. Only a business's employees may be marked as having attended an in-house training event.

1. Log in to Pig Pro
2. In the navigation bar (you will need to expand it if you are using a small screen as described in Section 2.1), click **In-house Training**



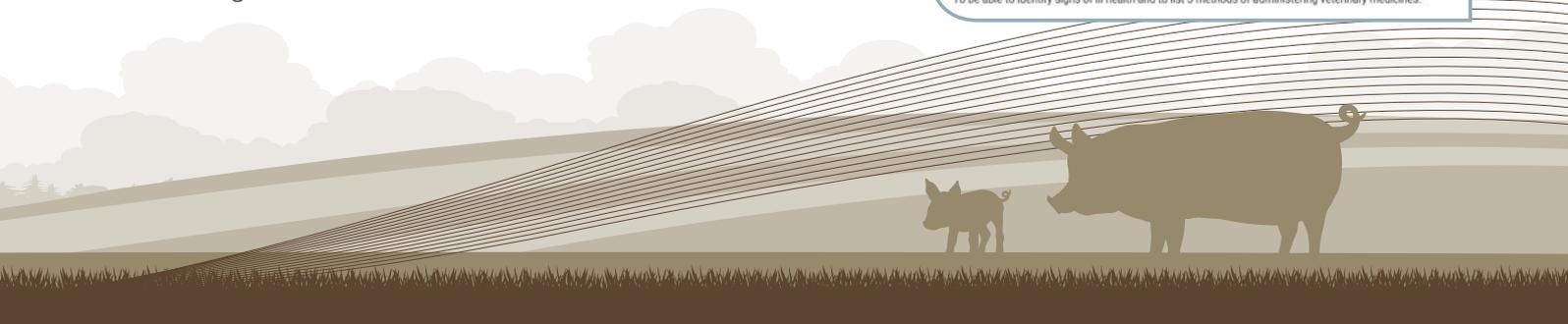
# 14.1 Create an In-house Training Event

1. With the Events tab selected, click the **New Event** button. (On a small screen, this will be a  button in the bottom right corner of the page.)
2. Fill out the **New Event** form:
  - Select the **Event Type** (*required*) from a choice of:
    - i. Structured training (*default*)
    - ii. Pig club/discussion group
    - iii. Webinar
  - Tick the **Has Qualification** checkbox if completing the event awards a qualification to the attendees
    - i. If this box is checked, you may also enter an **Accreditation Body** for the qualification by typing a new one into the text box or selecting from the drop-down list
  - Enter a **Title** (*required*) for the event
  - Enter the **Start Date** (*required*) in the form DD/MM/YYYY, eg 31/01/2018

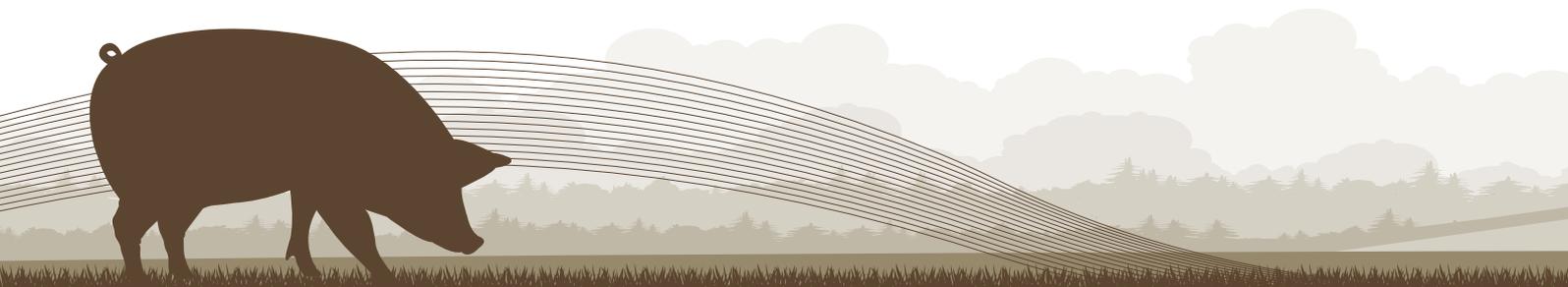


The screenshot shows a form for creating a new event. A yellow callout circle with the number '2' and a blue arrow points to the 'Has Qualification' checkbox, which is checked. The form fields are as follows:

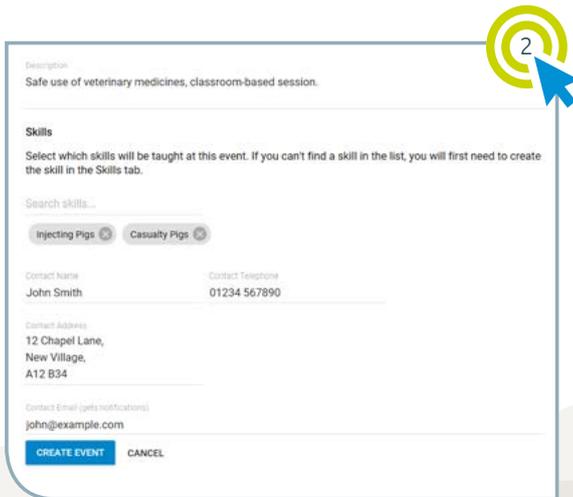
Event Type	Structured training	Has Qualification	<input checked="" type="checkbox"/>
Accreditation Body	Sample Accreditation Body		
Title	Safe Use of Veterinary Medicines		
Start Date	01/02/2018	Start Time	09:00
End Date	01/02/2018	End Time	12:00
Location	Meeting Room 1, Training Location 1, A12 3BC		
Learning Category	Livestock Production, Health and Welfare, Legislation		
Learning Outcomes	To be able to identify signs of ill health and to list 3 methods of administering veterinary medicines.		



- Enter the **Start Time** (*required*) in the form hh:mm, eg 14:00
- Enter the **End Date** (*required*) in the form DD/MM/YYYY, eg 31/01/2018
- Enter the **End Time** (*required*) in the form hh:mm, eg 17:00
- Enter the **Location** of the event (*required*). If the event is not web-based, you should supply a postcode so that employers/individuals can search for the event by location.
- Select the **Learning Categories** that best describe the content of the event (multiple may be selected) from a choice of:
  - i. Business Management and Personal Development
  - ii. Livestock Production
  - iii. Health and Welfare
  - iv. Legislation
  - v. Environment and Buildings
  - vi. Marketing and Supply Chain
- Enter the **Learning Outcomes** of the event (*required for certain event types*). These should be what a trainee should be able to do following the event.
- Enter a **Description** of the event (*required*)



- Select which **Skills** will be taught at the event from the drop-down list. If a suitable skill is not in the list, an in-house skill can be created from the **In-house Skills** tab as described in Section 16.1. Skills are particularly important if you are using Pig Pro's Compliance features (Section 15).
  - Enter the details of the contact for the event (name, telephone, address and email address). This person should be who employers/individuals should contact to register for the event and for more event information.
3. Click the **Create Event** button
  4. The event will now be displayed under the **Events** tab within the **In-house Training** page



Description  
Safe use of veterinary medicines, classroom-based session.

**Skills**  
Select which skills will be taught at this event. If you can't find a skill in the list, you will first need to create the skill in the Skills tab.

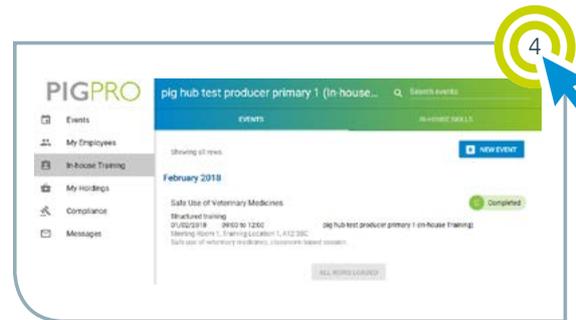
Search skills...  
Injecting Pigs  Casualty Pigs

Contact Name: John Smith  
Contact Telephone: 01234 567890

Contact Address:  
12 Chapel Lane,  
New Village,  
A12 B34

Contact Email (gets notifications):  
john@example.com

**CREATE EVENT** CANCEL



**PIGPRO** pig hub test producer primary 1 (In-house... Search events

Events My Employeess In-house Training My Holdings Compliance Messages

Showing all news **NEW EVENT**

February 2018

Safe Use of Veterinary Medicines **Completed**

Stratford training  
01423 24181 - 0900 to 1200 pig hub test producer primary 1 in-house training  
Training Room 1, Training Location 1, A12 20C  
Safe use of veterinary medicines, classroom based session.

ALL NEWS LOADED

# 14.2 Indicating which Employees Attended In-house Training

1. Click on the event under the **Events** tab of the **In-house Training** page
2. Click the **My Attendees** tab to show the list of employees
3. Tick the checkbox next to an employee to mark them as having attended the in-house training event
4. The in-house training event will immediately be shown on the training record of the employees who attended the event

Safe Use of Veterinary Medicines 1 Feb 2018

SUMMARY MY ATTENDEES

Please tick the checkbox next to an employee to mark them as having attended this event.

- Kathly Dove 3110  
Lunch Test 11
- Anthony Evans 3111  
Lunch Test 11
- Sara Hoarad 3113  
Lunch Test 11
- Joshua Lewis 3112  
Lunch Test 11
- Jack Phillips 3098  
Lunch Test 11
- Arne Rogars 3134  
Lunch Test 11

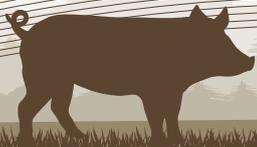
Qualifications

Safe Use of Veterinary Medicines  
1 Feb 2018 From qualification event

Events Attended

Safe Use of Veterinary Medicines (Structured training)  
1 Feb 2018 3 hrs 0 min pig hub test producer primary Meeting Room 1, Training Location 1, A12 3BC  
1 (In-house Training)

To be able to identify signs of ill health and to list 3 methods of administering veterinary medicines.



# 14.3 Editing an In-house Training Event

1. Click on the event under the **Events** tab of the **In-house Training** page
2. Click the **Summary** tab to show the event summary
3. Click the **Edit** button at the bottom of the page



Safe Use of Veterinary Medicines 1 Feb 2018

SUMMARY MY ATTENDEES

Training Provider pig hub test producer primary 1 (In-house Training)	Category Structured training	Phase Completed
From 01/02/2018 09:00	To 01/02/2018 12:00	Duration 3 hrs 0 min
Cost FREE	Is Public No	Has Qualification Yes
Accreditation Body Sample Accreditation Body	Target Holding Size All	

Description  
Safe use of veterinary medicines, classroom-based session.

Skills  
Injecting Pigs, Casualty Pigs

Learning Categories  
Health and Welfare, Livestock Production, Legislation

Learning Outcomes  
To be able to identify signs of ill health and to list 3 methods of administering veterinary medicines.

Location  
Meeting Room 1, Training Location 1, A12 3BC

Contact Name  
John Smith

Contact Telephone  
01234 567890

Contact Address  
12 Chapel Lane, New Village, A12 834

Contact Email  
john@example.com



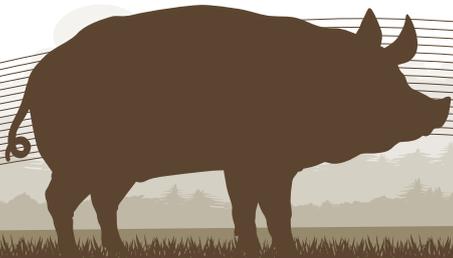
# 15. Compliance

Your holdings may need to meet various compliance requirements regarding the skillset of personnel on farm. These requirements stem from legislation, assurance schemes, your supply chain and internal procedures.

The compliance feature of Pig Pro allows business owners to add compliance **requirement sets** to their holdings, which define the number of personnel who are required to be trained in certain skills.

Skills can be awarded to an employee by attending a suitable Pig Pro event (see Section 16). Some standard requirement sets have already been defined within the Pig Pro system. However, a business owner can also set up their own requirement sets, specific to their holdings, to define their own compliance criteria.

1. Log in to Pig Pro
2. In the navigation bar (you will need to expand it if you are using a small screen as described in Section 2.1), click **Compliance** to go to the **Company Dashboard**



# 15.1 Adding Compliance Requirements to a Holding

1. To add a requirement set to a holding, click the **Add Requirements** button from the **Company Dashboard**
2. Click the **Requirement Set** button and select the requirement set from the drop-down list that appears. Note that this list contains all requirement sets that have been defined by AHDB as well as your custom requirement sets (see Section 15.3).
3. Search for the holding you would like to add the requirement set to by typing the name in the **Search holdings...** box and then clicking on it in the drop-down list that appears. Note that you can select as many holdings as required in this way.
4. Click the **Add Requirements** button to add the requirement set to the selected holding(s)

Add Compliance Requirements (php2)

Use this page to add compliance requirements to your holdings.  
Select from an existing requirement set below, or [create a new custom requirement set](#).

Requirement Set:

Search holdings:

ADD REQUIREMENTS CANCEL

Add Compliance Requirements (php2)

Use this page to add compliance requirements to your holdings.  
Select from an existing requirement set below, or [create a new custom requirement set](#).

Requirement Set:

Search holdings:

ADD REQUIREMENTS CANCEL

Add Compliance Requirements (php2)

Use this page to add compliance requirements to your holdings.  
Select from an existing requirement set below, or [create a new custom requirement set](#).

Requirement Set:

Search holdings:

ADD REQUIREMENTS CANCEL

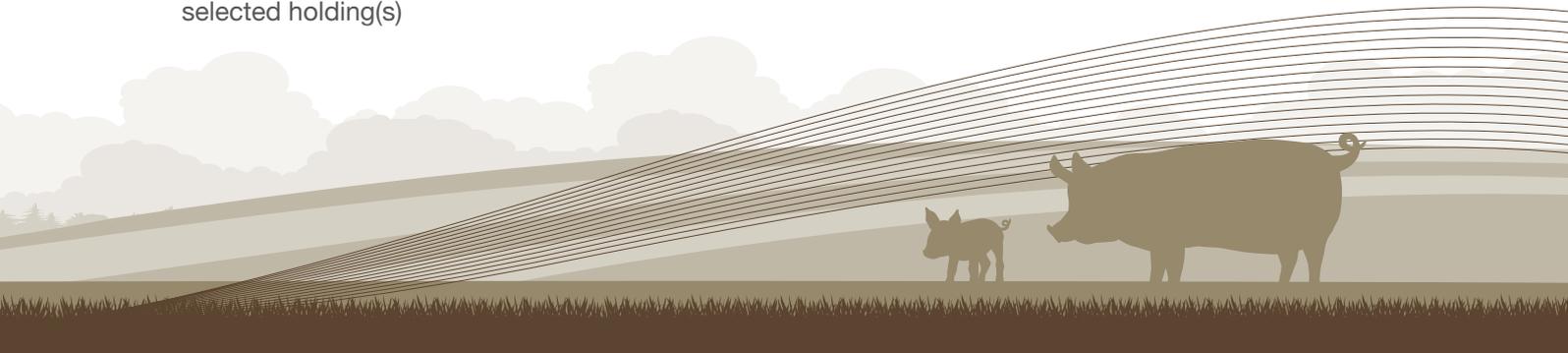
Add Compliance Requirements (php2)

Use this page to add compliance requirements to your holdings.  
Select from an existing requirement set below, or [create a new custom requirement set](#).

Requirement Set:

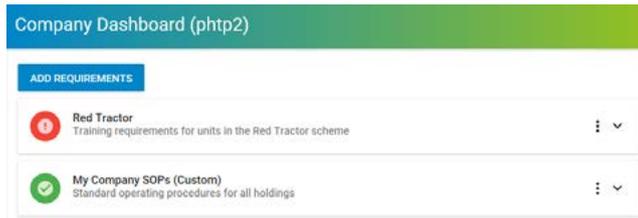
Search holdings:

ADD REQUIREMENTS CANCEL



# 15.2 Company Dashboard and Checking Holding Compliance

The **Company Dashboard** lists all requirement sets that have been assigned to a holding or holdings. From this page, a business owner can easily check whether they are currently compliant and, if not, what steps need to be taken to achieve compliance.



Company Dashboard (phtp2)

ADD REQUIREMENTS

-  **Red Tractor**  
Training requirements for units in the Red Tractor scheme
-  **My Company SOPs (Custom)**  
Standard operating procedures for all holdings

If compliance has not been met for any of the holdings that has a requirement set, then a red exclamation mark will appear next to the requirement set name. Follow the steps described in Section 15.2.1 to investigate further.

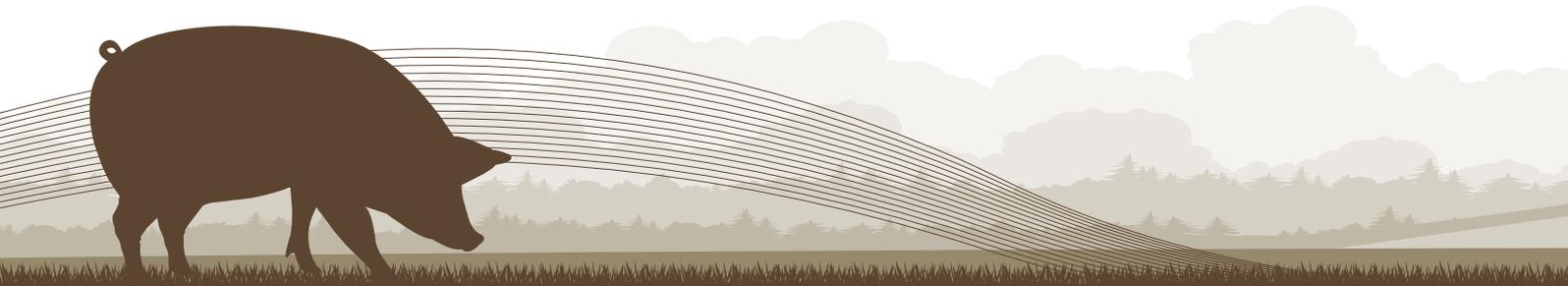


 **Red Tractor**  
Training requirements for units in the Red Tractor scheme

If compliance has been met, then a green tick will be shown, indicating that no action is required at the current time.



 **My Company SOPs (Custom)**  
Standard operating procedures for all holdings



# 15.2.1 Uncompliant

If any of the holdings that have been associated with a requirement set do not meet all of the criteria, a red exclamation mark will appear next to the requirement set name.

Click on the requirement set on the Company Dashboard to display more information, including:

- The skills required to meet compliance
- The number and type of employees on each holding that are required to possess each skill
- The holdings that the requirement set currently applies to. Note that you can add/remove holdings by following the steps in Section 15.2.2.

A red exclamation mark in any of the rows means that at least one of the holdings with that requirement set is uncompliant with the requirements for that skill. A green tick in any of the rows means that all holdings currently meet the requirements for that skill.

 **Red Tractor**  
Training requirements for units in the Red Tractor scheme

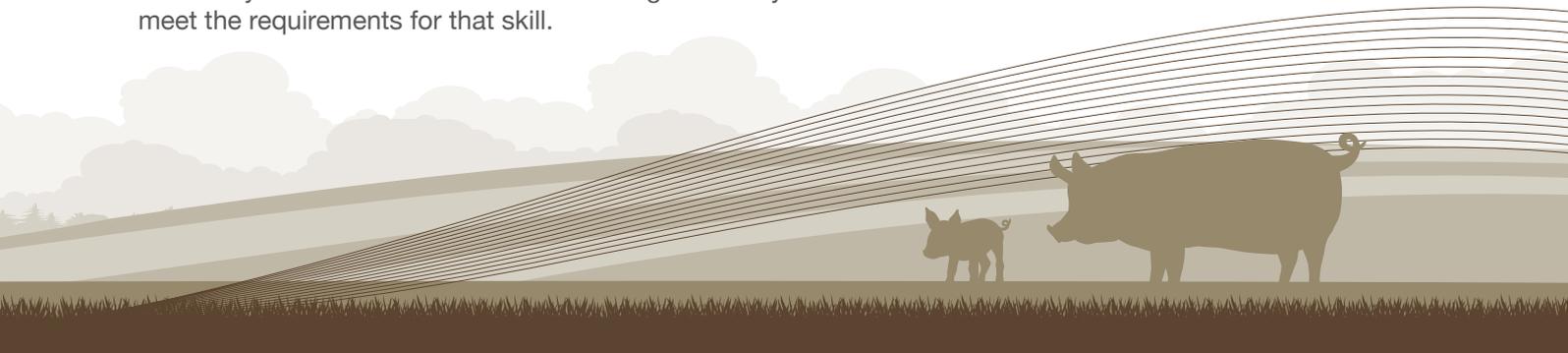
## Company Dashboard (php2)

**ADD REQUIREMENTS**

 **Red Tractor**  
Training requirements for units in the Red Tractor scheme

Applies to holdings: [Leon Test 11](#) [Change](#)

Skill	Required by	Status
Casualty Pigs	1 employees per holding	 All holdings compliant
Red Tractor Health and Safety	1 employees per holding	 0 of 1 holdings compliant
First Aid	1 employees per holding	 All holdings compliant



Click on a skill to show the **Required Skill** Analysis page. This page displays the list of holdings that have the requirement set and shows which holdings currently meet the requirements for that specific skill. Also, the employees that have been trained in that skill (regardless of whether they are current in the skill or not) are listed for each holding.

If a holding is uncompliant with a skill, a red exclamation mark will be shown next to its name. The reason(s) why the holding is not compliant will be displayed beneath the holding name.

**Required Skill Analysis (phtp2)**

**Red Tractor**  
Training requirements for units in the Red Tractor scheme

**Red Tractor Health and Safety**  
Required by at least 1 employees per holding  
Renewal required every 1 years

**Leon Test 11**  
Not enough employees current

The table below lists all employees who have ever received training in this skill.

Employee	Role	Employee Since	Latest Training	Status
Jack Phillips (30...	Farmer		28/01/2018 - Fir...	Current
Anne Rogers (31...	Farmer		28/01/2018 - Fir...	Current

[SEARCH FOR RE-TRAINING](#)

Clicking the **Search for Re-training** button searches all upcoming events which provide the skill and displays the Events page (Section 9) filtered based on the selected skill.

If a holding is compliant with a skill, a green tick will be shown.

**Required Skill Analysis (phtp2)**

**Red Tractor**  
Training requirements for units in the Red Tractor scheme

**First Aid**  
Required by at least 1 employees per holding  
Renewal not required

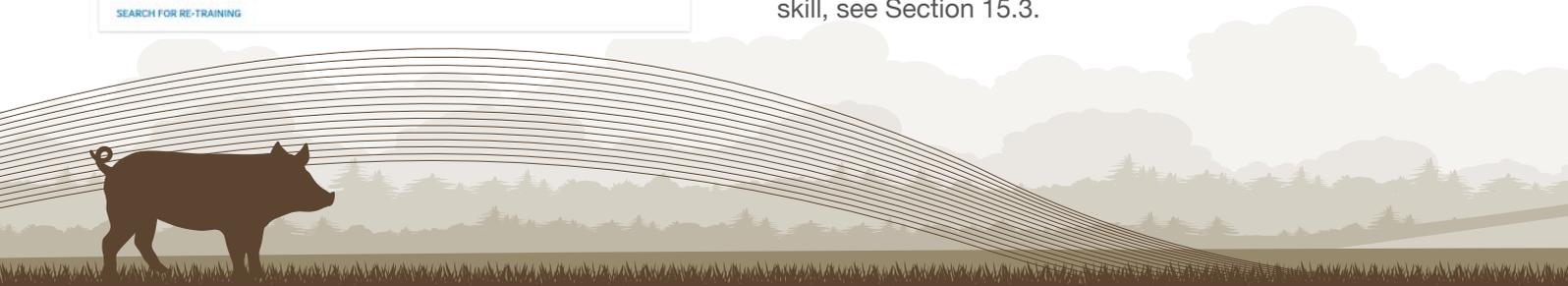
**Leon Test 11**  
Compliant

The table below lists all employees who have ever received training in this skill.

Employee	Role	Employee Since	Latest Training	Status
Jack Phillips (30...	Farmer		28/01/2018 - Fir...	Current
Anne Rogers (31...	Farmer		28/01/2018 - Fir...	Current

[SEARCH FOR RE-TRAINING](#)

For more information about defining compliance with a skill, see Section 15.3.



## 15.2.2 Adding or Removing Holdings from a Requirement Set

1. Click on the requirement set on the **Company Dashboard**
2. Click the **Change** link on the **Applies to holdings:** line
3. Search for a holding in the **Search holdings...** box and select it from the drop-down list. You can remove a holding by clicking the **X** next to its name.
4. Click the **Change** button once all changes have been made



2

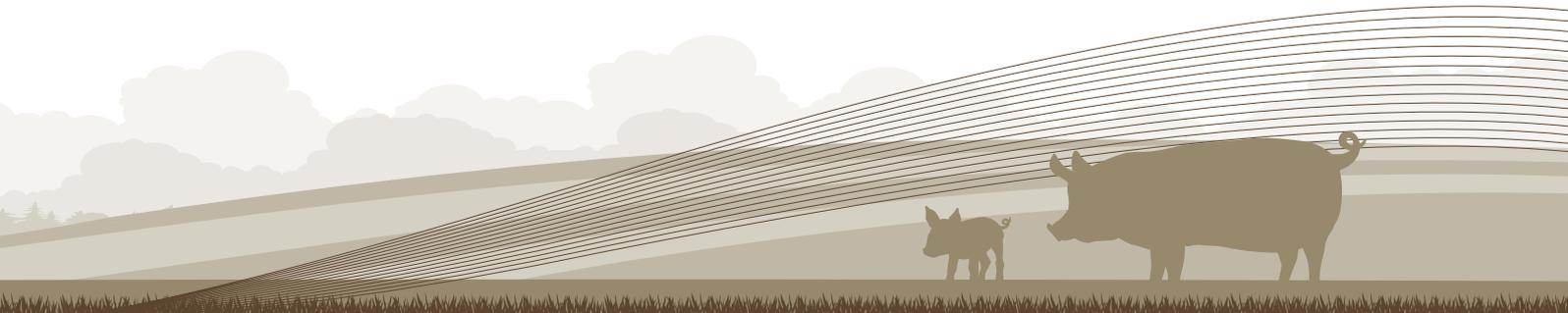
Edit Business Requirements (phtp2)

Modifying holdings assigned to Red Tractor

Search holdings...

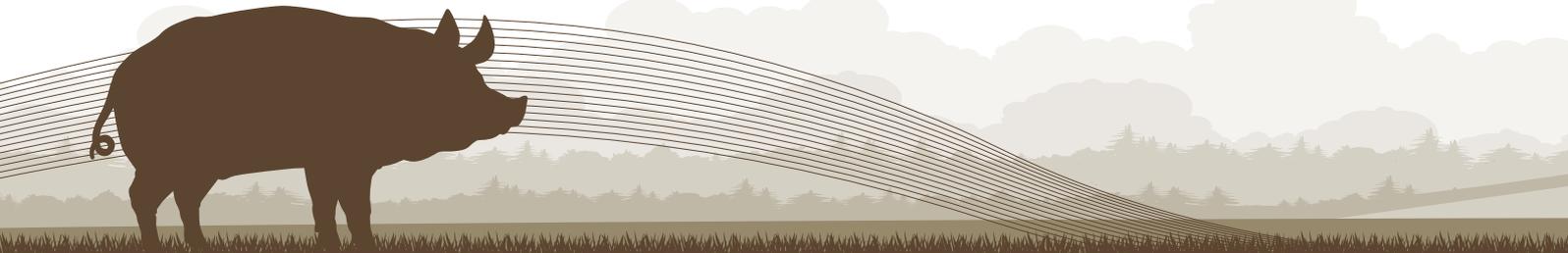
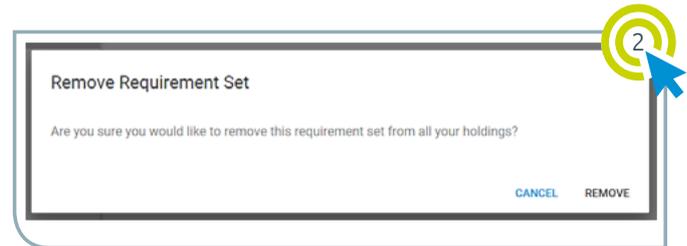
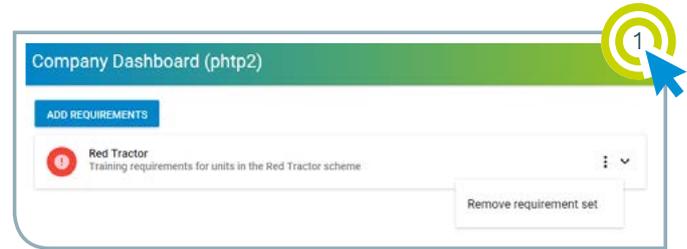
Leon Test 11

CHANGE CANCEL



## 15.2.3 Removing a Requirement Set

1. Click the  button on the requirement set line on the **Company Dashboard**
2. Click **Remove requirement set** in the drop-down list that appears
3. Click **Remove** in the pop-up that appears



# 15.3 Defining a Custom Compliance Requirement Set

1. Click the **Add Requirements** button from the **Company Dashboard**
2. Click the **create a new custom requirement set** link to show the **New Custom Requirement Set** page
3. Fill out the form:
  - Enter a **Requirement Set Name** (*required*)
  - Enter a **Description** (*required*)
  - Define the **Required Skills** (*at least one skill is required*) in order to meet compliance with this requirement set. More skills can be added by clicking the **Add Another Skill** button. Skills can be deleted by clicking the **⋮** icon in the top right corner. For each required skill:
    - i. Select the skill by clicking the **Skill** box and selecting it from the drop-down list that appears. Note that you can define your own skills as described in Section 16.

- Injecting Pigs
- First Aid
- Casualty Pigs
- Ear Tagging
- Red Tractor Health and Safety
- Morrisons Handling Pigs
- Record Keeping

**Add Compliance Requirements (php2)**

Use this page to add compliance requirements to your holdings.  
Select from an existing requirement set below, or [create a new custom requirement set](#).

Requirement Set: \_\_\_\_\_

Search holdings: \_\_\_\_\_

ADD REQUIREMENTS CANCEL

**New Custom Requirement Set (php2)**

Enter details for the new custom requirement set below, including the list of required skills. [Click here to view and manage your in-house skills.](#)

Requirement Set Name: \_\_\_\_\_

Description: \_\_\_\_\_

Required Skills

Skill: \_\_\_\_\_

Required by:  All employees  At least \_\_\_\_\_ employees per holding  All employees with roles

Search roles: \_\_\_\_\_



- ii. Select who the skill is required by in order for the holding to meet the compliance requirements. This may be *All employees*, *At least a certain number of employees per holding* or *All employees with certain roles*.

Required by:  All employees

At least \_\_\_\_\_ employees per holding

All employees with roles search roles.....

- iii. If the *All employees with certain roles* radio button is selected, choose the job roles by clicking the **Search roles...** box and selecting each job role from the drop-down list that appears

search roles...

- Stockman
- Manager
- Farm owner
- Head of farrowing
- Farmer

- iv. If the skill is required by *All employees* or *All employees with certain roles*, then a new employee grace period (in days) must be defined, which allows time for new employees to obtain the skill before the holding becomes uncompliant

- v. If the skill is required by *At least a certain number of employees per holding*, enter the number of employees in the box next to the radio button

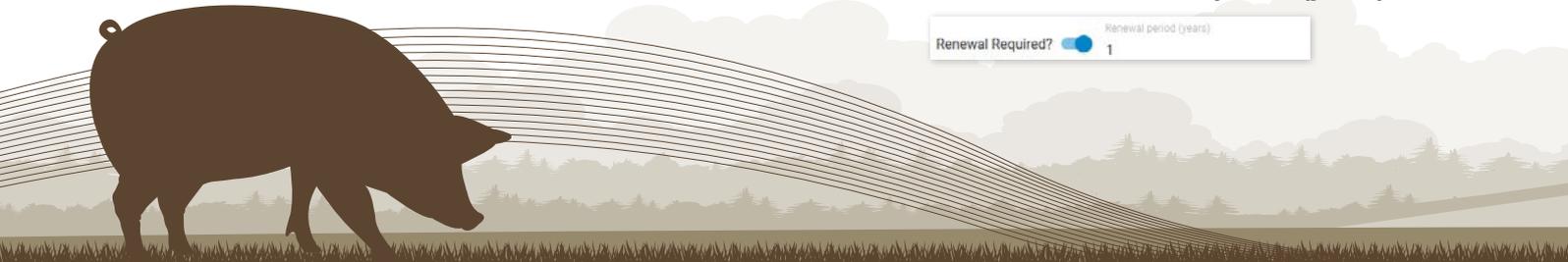
Required by:  All employees

At least 1 employees per holding

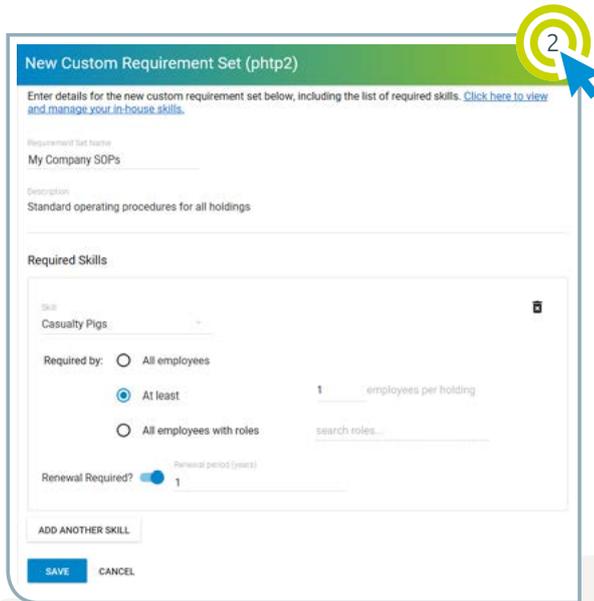
All employees with roles search roles.....

- vi. Click the **Renewal Required?** switch if the employees are required to have gained the skill within a certain time frame in order for the holding to be compliant. In this case, enter the number of years within which the employees must have gained or retrained in the skill in the **Renewal period (years)** box.

Renewal Required?  Renewal period (years) 1



4. Click the **Save** button to save the new requirement set
5. You can then add the new requirement set to a holding by following the steps in Section 15.1. It will display on the **Company Dashboard** with *(Custom)* written in the requirement set name.



**New Custom Requirement Set (phtp2)**

Enter details for the new custom requirement set below, including the list of required skills. [Click here to view and manage your in-house skills.](#)

Requirement Set Name  
My Company SOPs

Description  
Standard operating procedures for all holdings

Required Skills

Skill  
Casualty Pigs

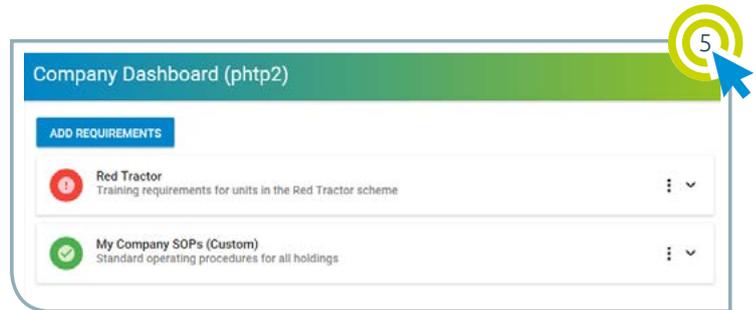
Required by:  All employees  
 At least 1 employees per holding  
 All employees with roles search roles...

Renewal Required?  1 (Renewal period (years))

ADD ANOTHER SKILL

**SAVE** CANCEL

A callout bubble with the number '2' and a blue arrow points to the 'SAVE' button.



**Company Dashboard (phtp2)**

ADD REQUIREMENTS

-  **Red Tractor**  
Training requirements for units in the Red Tractor scheme
-  **My Company SOPs (Custom)**  
Standard operating procedures for all holdings

A callout bubble with the number '5' and a blue arrow points to the 'My Company SOPs (Custom)' entry.

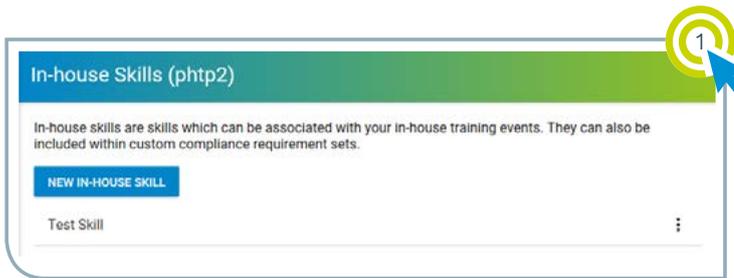
# 16 In-house Skills

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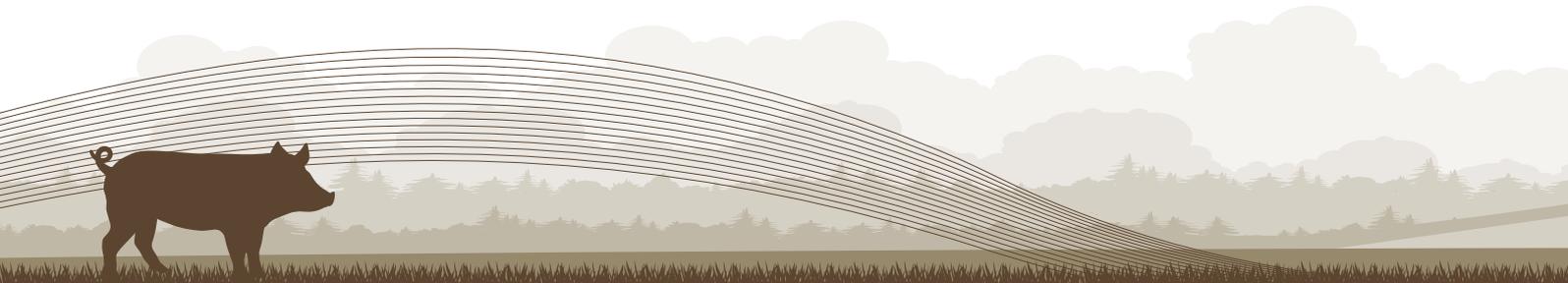
Training events may award skills to attendees, which are used primarily for monitoring regulatory compliance as described in Section 15.

In-house skills are skills that can be associated with in-house training events (Section 14). They can also be included in custom compliance requirement sets which are specific to a business's holdings (Section 15.3).

1. From the **In-house Training** page, click the **In-house Skills** tab to view your in-house skills



The screenshot shows a user interface for 'In-house Skills (phtp2)'. The page has a green header with the title. Below the header, there is a paragraph of text: 'In-house skills are skills which can be associated with your in-house training events. They can also be included within custom compliance requirement sets.' Underneath this text is a blue button labeled 'NEW IN-HOUSE SKILL'. At the bottom of the page, there is a 'Test Skill' link and a vertical ellipsis menu icon. A callout bubble with a blue arrow and the number '1' points to the top right corner of the page.



# 16.1 Create an In-house Skill

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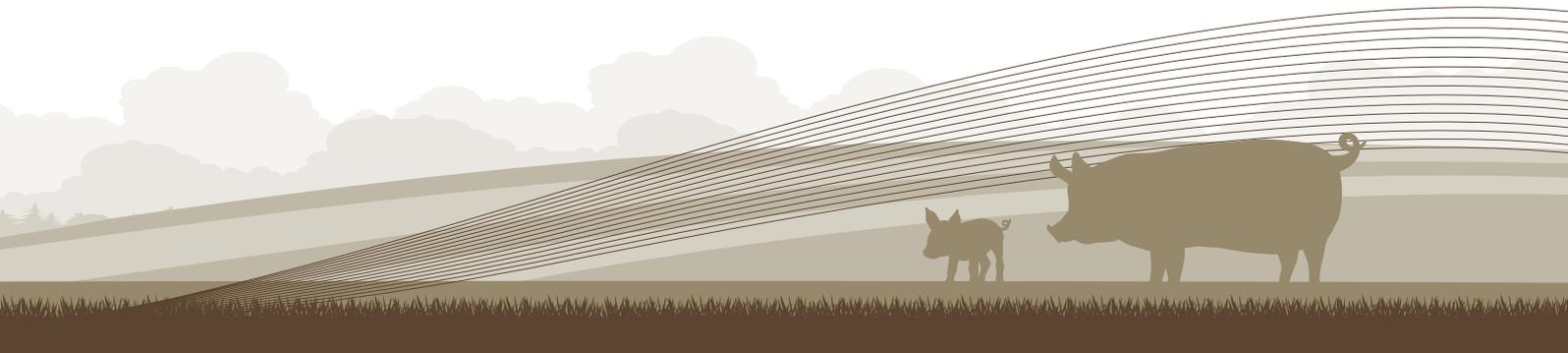
1. Click the **New In-house Skill** button
2. Type the name of the skill in the **Name** box and then click **Add Skill**
3. The new skill will then display in the in-house skills list



New In-House Skill (phtp2)

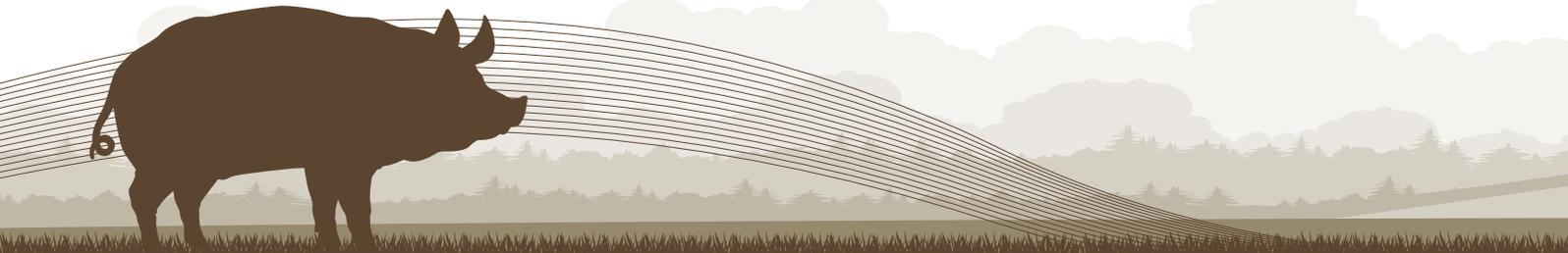
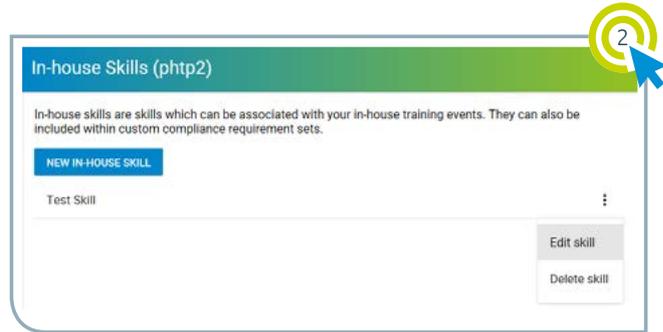
Name  
Test Skill

ADD SKILL CANCEL



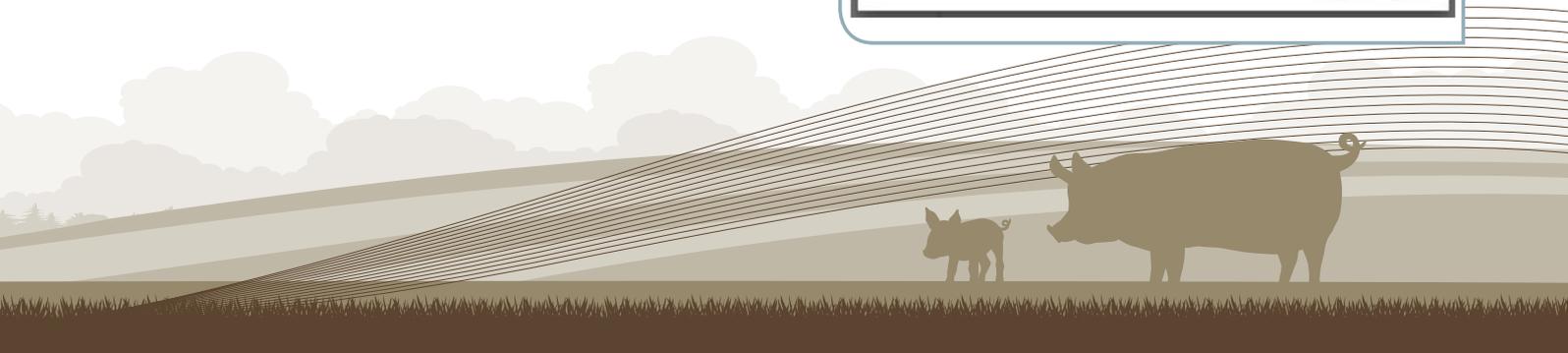
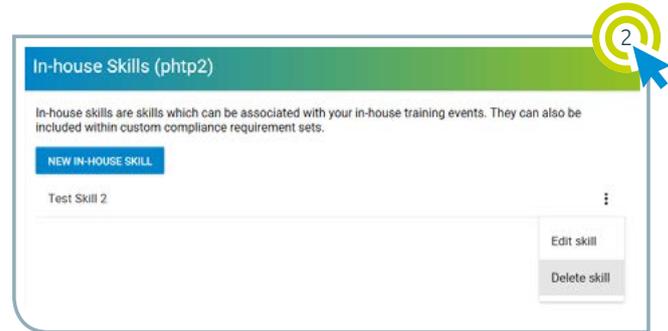
# 16.2 Editing an In-house Skill

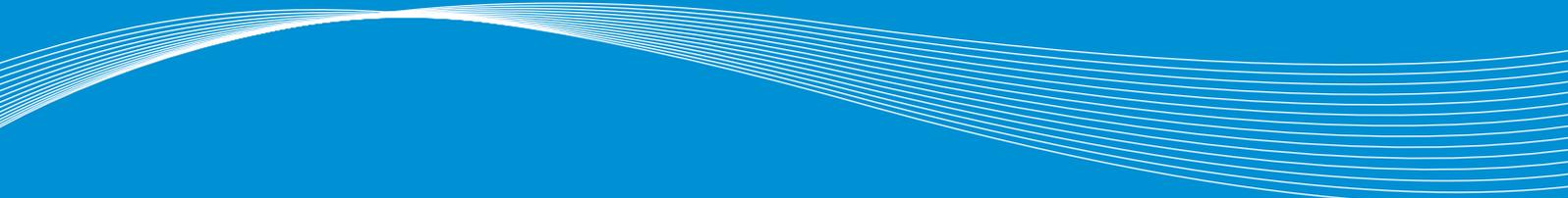
1. From the **In-house Skills** page, click the **⋮** button next to the skill you would like to edit
2. Select **Edit skill** from the drop-down list
3. Amend the name of the skill and click the **Save** button. Note that this feature should only be used for corrections or small changes. Updating the skill will update all past occurrences of the skill within the system.



## 16.3 Deleting an In-house Skill

1. From the **In-house Skills** page, click the **:** button next to the skill you would like to delete
2. Select **Delete skill** from the drop-down list
3. Click the **Delete** button from the pop-up that appears. Note that this will *permanently* remove this skill from all associated events and requirement sets.





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