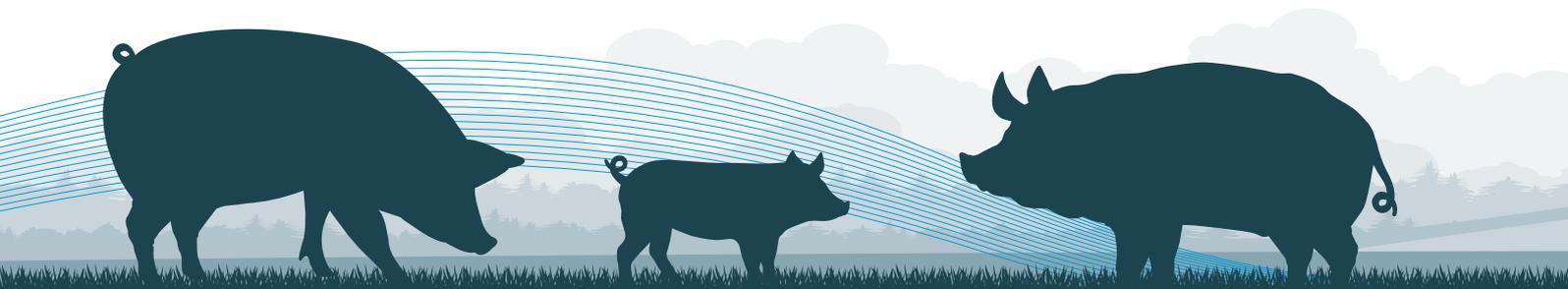


# PIGPRO

## Online Training Record

'How to' Guide for Training Providers





# 'How to' Guide for Training Providers

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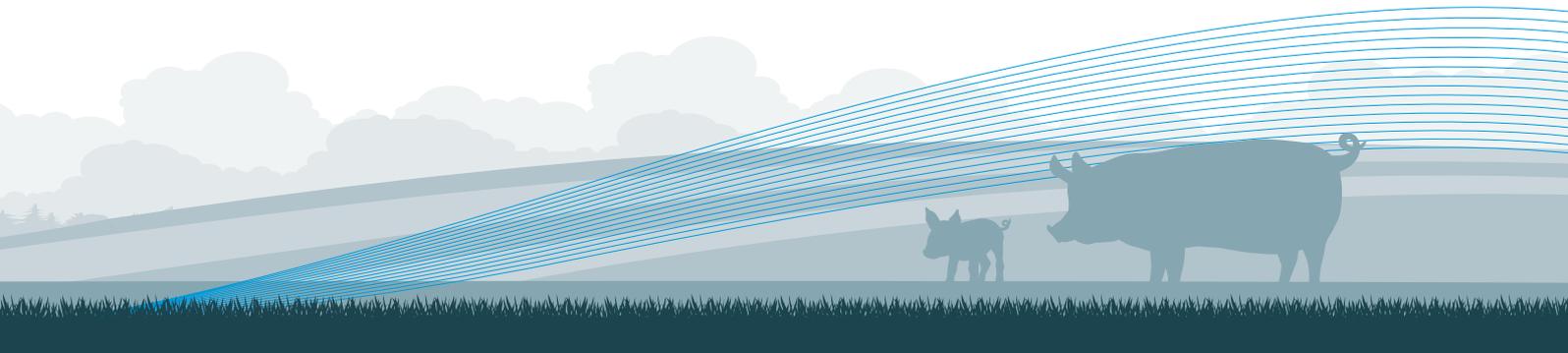
AHDB Pig Pro is a web-based system for tracking skills development and training throughout the British pig industry. Pig Pro is used by individuals, employers and training providers.

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

- registering for a training provider account
- logging in to Pig Pro
- managing account settings/details
- creating and managing events
- recording individuals' attendance to your events so that it appears on their training record
- requesting approval to offer skills

Other 'how to' guides are available for individuals and employers.

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

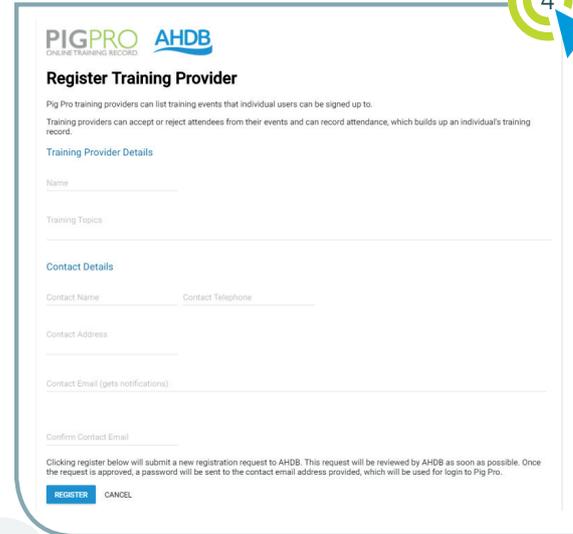
1. Navigate to <https://pigpro.ahdb.org.uk> in your web browser
2. Select the **training provider** radio button from the login page
3. Click the **Register** button
4. Fill out the **Register Training Provider** form:

## Training provider details section

- Enter the **Name** (*required*) of the training provider
- Enter the **Training Topics** that events hosted by this training provider might cover

## Contact details section

- Enter the details (name: *required*, telephone and address) of the primary contact for the new training provider
- Enter the **Contact Email** (*required*), which will be used to log in to Pig Pro (this can be changed later) and you must ensure that this email address has been entered correctly by re-entering it in the **Confirm Contact Email** box



**PIGPRO** **AHDB**  
ONLINE TRAINING RECORD

### Register Training Provider

Pig Pro training providers can list training events that individual users can be signed up to. Training providers can accept or reject attendees from their events and can record attendance, which builds up an individual's training record.

**Training Provider Details**

Name

Training Topics

**Contact Details**

Contact Name  Contact Telephone

Contact Address

Contact Email (gets notifications)

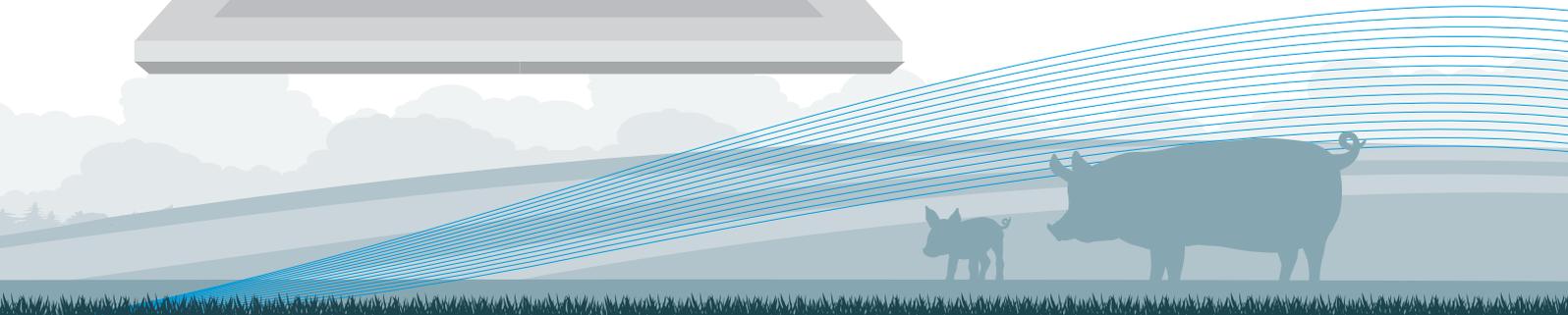
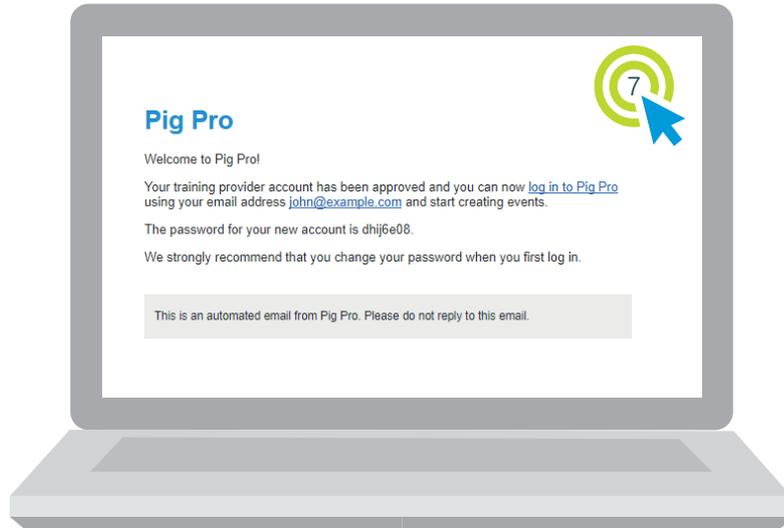
Confirm Contact Email

Clicking register below will submit a new registration request to AHDB. This request will be reviewed by AHDB as soon as possible. Once the request is approved, a password will be sent to the contact email address provided, which will be used for login to Pig Pro.

4



5. Click the **Register** button to submit a new registration request to AHDB
6. Once the registration request has been approved, an email will be sent to the contact email address, which will contain your password for logging in to Pig Pro
7. It is *strongly recommended* that you change your password (as described in Section 4) the first time you log in to Pig Pro



## 2. How to Log In

---

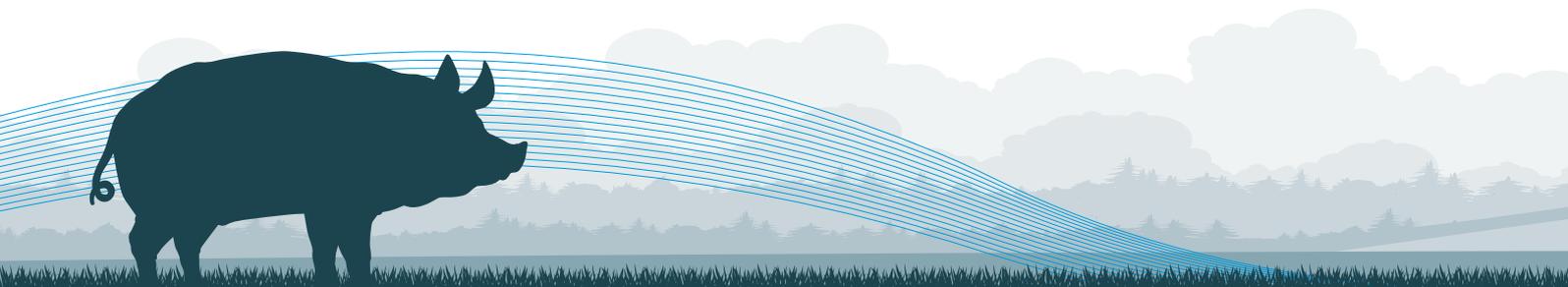
1. Navigate to **<https://pigpro.ahdb.org.uk>** in your web browser
2. Select the **training provider** radio button from the login page
3. Enter the email address that was used for registration (*the primary contact email*) in the **Email** box
4. Enter the account password in the **Password** box. If you have just registered, you will need to wait for approval from AHDB before an automatically generated password is sent to your contact email address
5. Click the **Login** button

### 2.1 Mobile Devices

---

The Pig Pro system is a responsive web application, which means the layout changes depend 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.



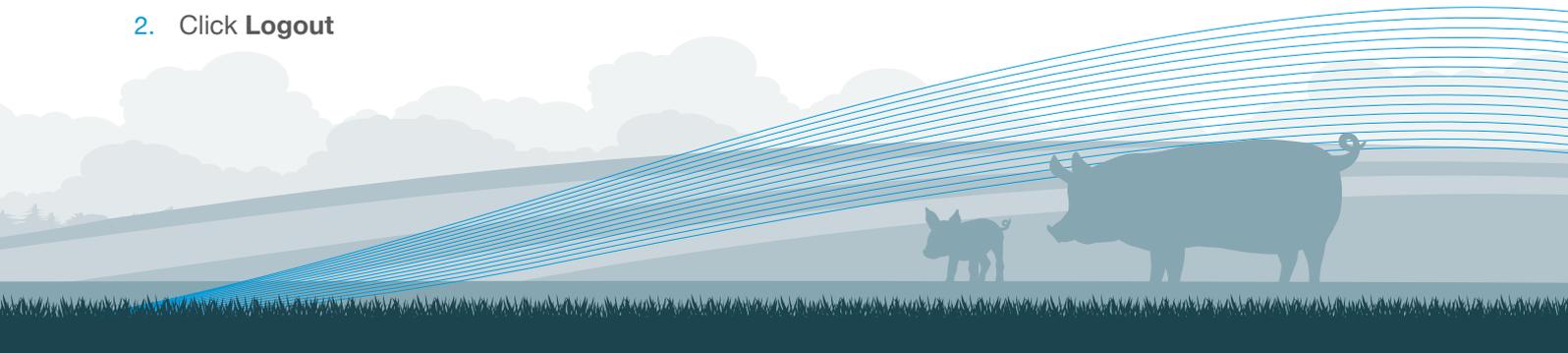
On small screens, the header bar contains the page name, the  button, which is used to expand/collapse the side navigation bar, and may contain a search box, which is used to apply filters to the data displayed within the page.

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

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 Change Your Password

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 the account email address to show the user account menu
3. Click **Change Password**
4. Enter the **Old Password**, your **New Password** and **Confirm** the new password
5. Click the **Submit** button
6. The new password must then be used for all subsequent logins to Pig Pro. Note that the primary contact for the training provider will *not* receive confirmation of this change (or the new password) via email

**PIGPRO**  
ONLINE TRAINING RECORD

**Change Password**

New Training Provider

Old Password  
.....

New Password  
.....

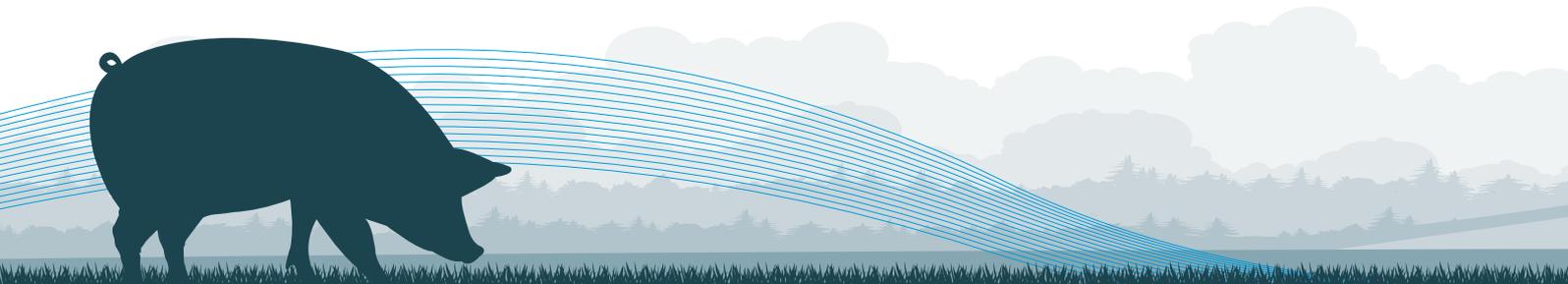
Confirm New Password  
.....

**SUBMIT** **CANCEL**

john@example.com  
Logged in

**AHDB**

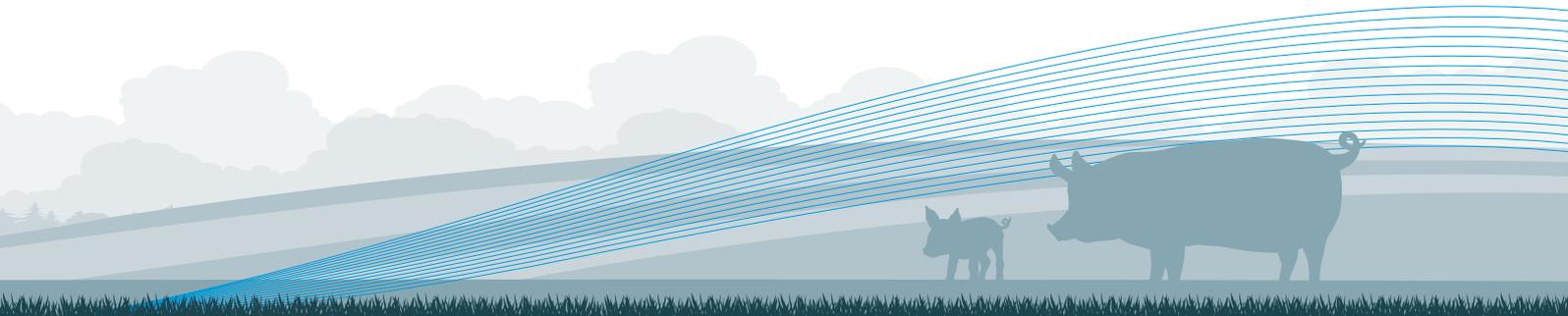
AHDB  
Stoneleigh Park  
Kenilworth  
Warwickshire  
CV8 2TL  
Terms & Policies Help



# 5. How to Reset a Forgotten Password

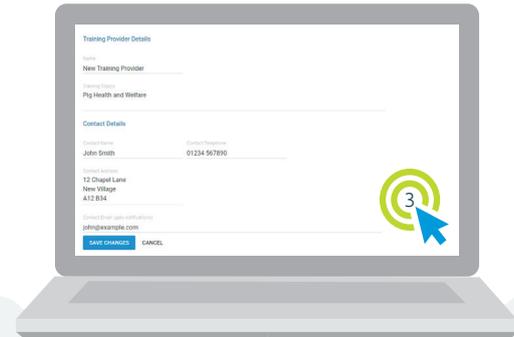
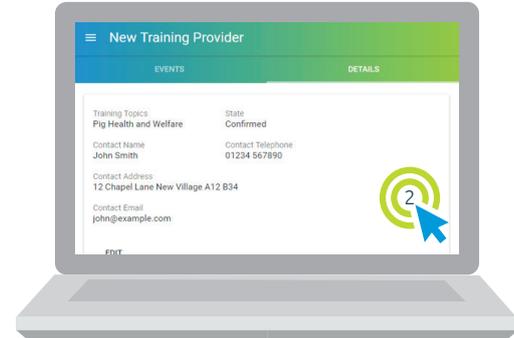
---

1. Navigate to **<https://pigpro.ahdb.org.uk>** in your web browser
2. Select the **training provider** radio button from the login page
3. Enter the primary contact email address in the **Email** box
4. Click the **Forgotten password?** button
5. Click the **Reset Password** button in the pop-up that appears
6. A new password will be automatically generated and sent to the primary contact for the training provider via email
7. It is *strongly recommended* that this password is changed (as described in Section 4) the next time you log in to Pig Pro



# 6. How to Change Training Provider Details

1. Log in to Pig Pro
2. Click on the **Details** tab in the header bar
3. Click the **Edit** button in the bottom to display the **Modify Details** form
4. Click the **Save changes** button once all modifications have been made
5. If the **Contact Email** is changed, it must be re-entered in the **Confirm New Email** box. This new email address will be used for all subsequent logins to Pig Pro



# 7. How to Create Events

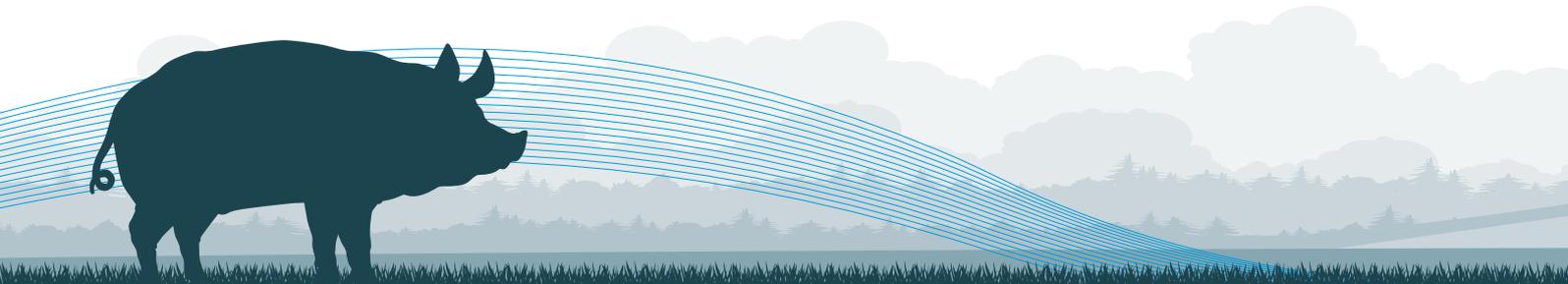
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Training providers must create their events in Pig Pro so they can be shown on individuals' training records. Furthermore, where events are either public or targeted to a business, then individuals and employers can search for events through Pig Pro.

1. Log in to Pig Pro
2. Click the **Events** tab in the header bar
3. Click the **New Event** button. On a small screen, this will be a  button in the bottom right corner of the page
4. Fill out the New Event form:
  - a. Select the **Event Type** (*required*) from a choice of:
    - Structured training (*default*)
    - Pig club/discussion group
    - Webinar
  - b. Tick the **Has Qualification** checkbox if completing the 'event awards a qualification' to the attendees:
    - If this box is ticked, 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
    - If the event does award a qualification, a certificate must be uploaded for each attendee before the event can be marked as *closed* (as described in Section 9)



- c. Enter a **Title** (*required*) for the event
- d. Select the **Target Holding Size** for the event. This is used to indicate which employers/individuals are able to browse for the new event (unless it is not marked as public), based on their holding size.
- e. Select from a choice of:
  - All (*default* – all employers/individuals will be able to browse for this event unless it is not public)
  - 0–50
  - 50–250
  - 250+
- f. Enter the **Cost** of the event in pounds sterling
- g. Enter the **Start Date** (*required*) in the form DD/MM/YYYY, eg 31/01/2018
- h. Enter the **Start Time** (*required*) in the form hh:mm, eg 14:00
- i. Enter the **End Date** (*required*) in the form DD/MM/YYYY, eg 31/01/2018
- j. Enter the **End Time** (*required*) in the form hh:mm, eg 17:00
- k. Enter the **Location** of the event (*required*). If the event is not web-based, you should supply a postcode so employers/individuals can search for the event by location



l. Select the **Learning Categories** that best describe the content of the event (multiple may be selected) from a choice of:

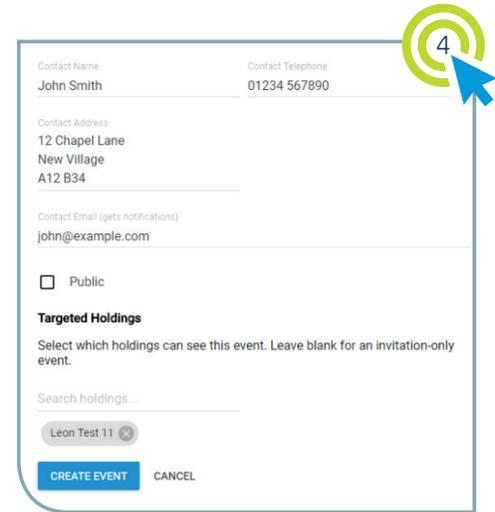
- Business Management and Personal Development
- Livestock Production
- Health and Welfare
- Legislation
- Environment and Buildings
- Marketing and Supply Chain

m. 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

n. Enter a **Description** of the event (*required*)

o. Assign **Skills** to the event. Note that to be able to assign a skill to an event, you first need to request approval as described in Section 10

p. 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. Note that this will default to the person who is the primary contact for the training provider



4

Contact Name  
John Smith

Contact Telephone  
01234 567890

Contact Address  
12 Chapel Lane  
New Village  
A12 B34

Contact Email (gets notifications)  
john@example.com

Public

**Targeted Holdings**  
Select which holdings can see this event. Leave blank for an invitation-only event.

Search holdings...

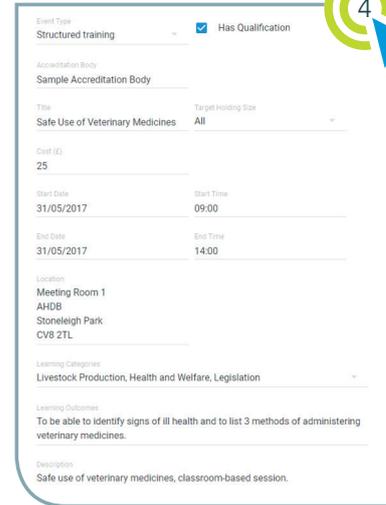
Leon Test 11

CREATE EVENT CANCEL



q. Check the **Public** checkbox if *all* employers/individuals should be able to browse for the event. If this box is left unchecked, targeted businesses may be identified for the event by typing the name of each business into the *Search businesses...* text box and selecting them from the drop-down list. These businesses are the only ones who will be able to search for the event. Alternatively, both the **Public** and **Search businesses...** boxes can be left blank for an invitation-only event, which will not be visible to employers/individuals when searching for events

5. Click the **Create Event** button. The event will be created in the **Open for registration** phase, which will allow employers/individuals to register for the event, up until the event has taken place



Event Title: Structured training  Has Qualification

Accreditation Body: Sample Accreditation Body

Title: Safe Use of Veterinary Medicines Target Holding Size: All

Cost (£): 25

Start Date: 31/05/2017 Start Time: 09:00

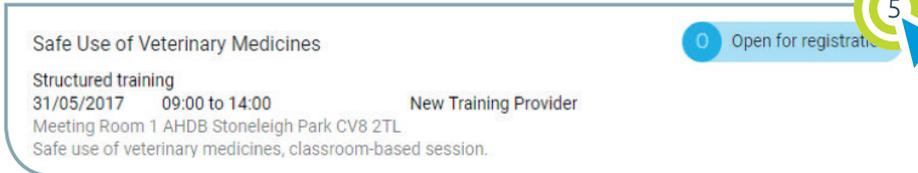
End Date: 31/05/2017 End Time: 14:00

Location: Meeting Room 1  
AHDB  
Stoneleigh Park  
CV8 2TL

Learning Categories: 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.

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



Safe Use of Veterinary Medicines

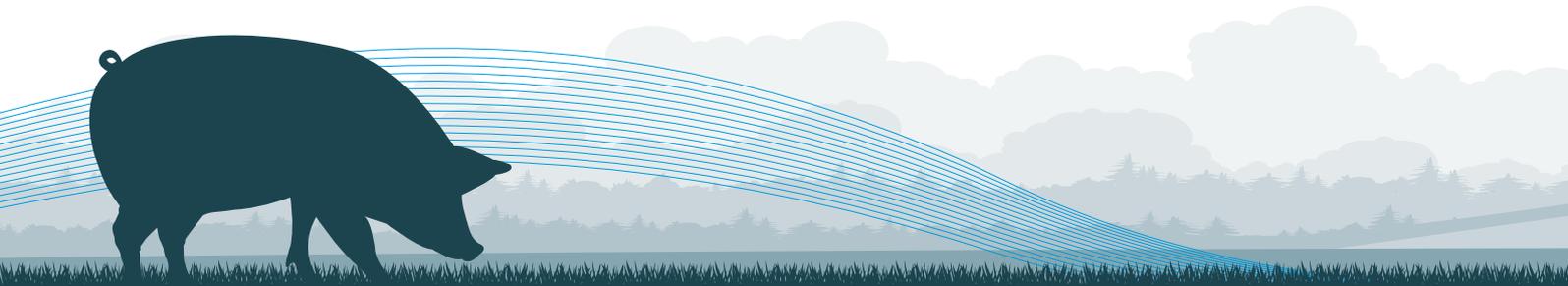
Structured training

31/05/2017 09:00 to 14:00 **New Training Provider**

Meeting Room 1 AHDB Stoneleigh Park CV8 2TL

Safe use of veterinary medicines, classroom-based session.

Open for registration



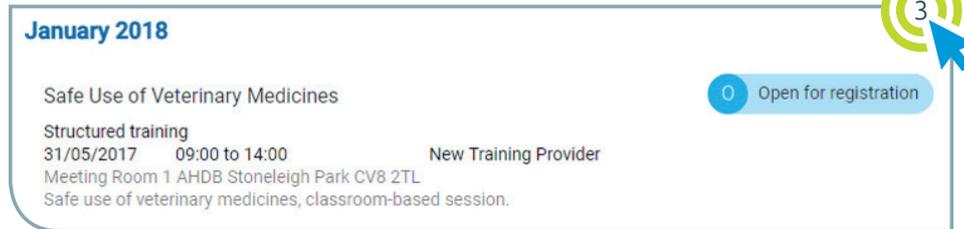
# 8. How to Add Individuals to Events

This section describes how training providers can register individuals for their events.

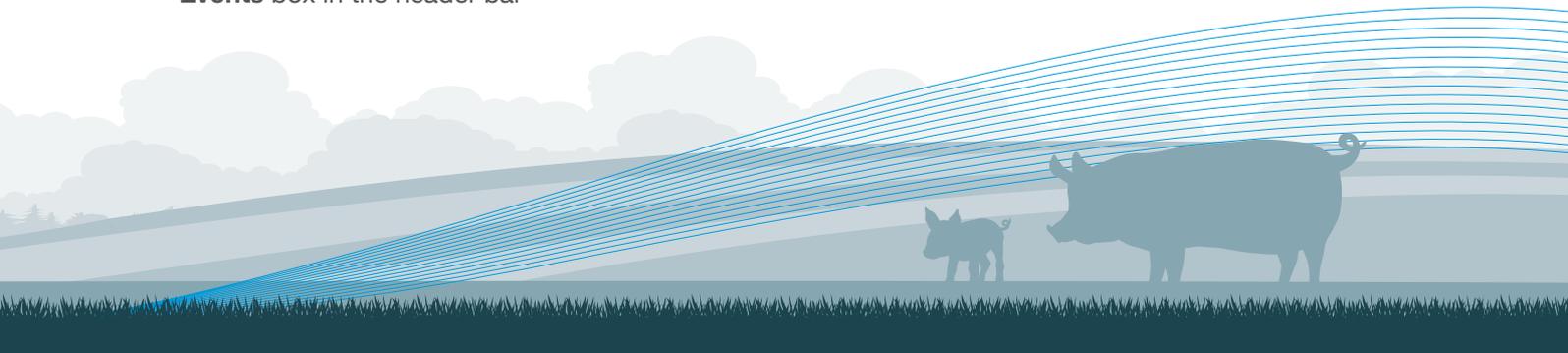
Please note that individuals and businesses can also register directly for events that are marked as public, or for events that are targeted at their business. In this case, the attendance will be created in the **Requested** state and the training provider will receive an automated email containing instructions for accepting the individual onto the event.

Training providers can add individuals to events that are in the **Open for registration** or **Awaiting attendance data** phases. Events that have been completed can be reverted back to the **Open for registration** phase using the **⋮** button in the top right corner of the **Manage Event** tab.

1. Log in to Pig Pro
2. Click the **Events** tab in the header bar
3. Click on the event that individuals will be added to. Events can be filtered by name using the **Search Events** box in the header bar



The screenshot shows a card for an event titled "Safe Use of Veterinary Medicines". At the top left, it says "January 2018". Below the title, it lists "Structured training" for "31/05/2017 09:00 to 14:00" at "Meeting Room 1 AHDB Stoneleigh Park CV8 2TL". It also notes "New Training Provider" and "Safe use of veterinary medicines, classroom-based session." In the top right corner of the card, there is a blue button that says "0 Open for registration". A green target icon with the number "3" inside is positioned in the top right corner of the overall image, with a blue mouse cursor arrow pointing at it.



4. Click on the **Manage Event** tab in the header bar
5. Click the **Add Attendee** button. On a small screen, this will be a  button in the bottom right corner of the page
6. Choose whether you would like to search for an individual by either:
  - Pig Pro user ID / email address
  - Name and date of birth
7. Click the **Search** button
8. If an individual is found, click the **Confirm** button to notify them of their attendance to the event. If an individual was not found, either ask them to confirm their Pig Pro User ID or ask them to register directly for the event (if the event is public or targeted at their business)
9. Individuals who have been added to (or requested attendance to) the event, will be shown on the **Manage Event** page



Search by Pig Pro User ID or Email Address  
 Search by Name and Date of Birth

Email  
dennis@example.com

**SEARCH** CANCEL



Safe Use of Veterinary Medicines 31 Jan 2018

SUMMARY MANAGE EVENT ATTENDANCE REGISTER

**Accepted**

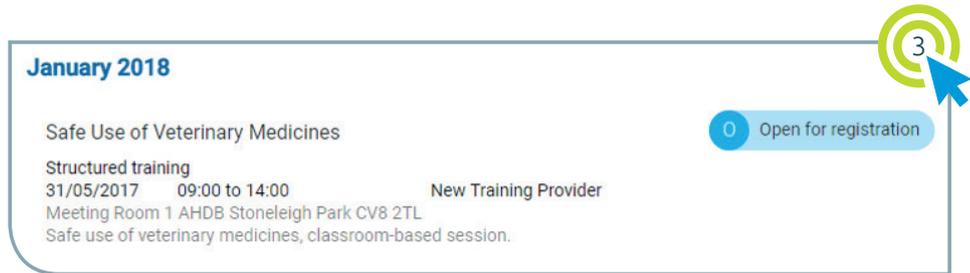
Dennis Alexander  
3104  
pig hub test producer 3



# 9. How to Submit Event Attendance Data

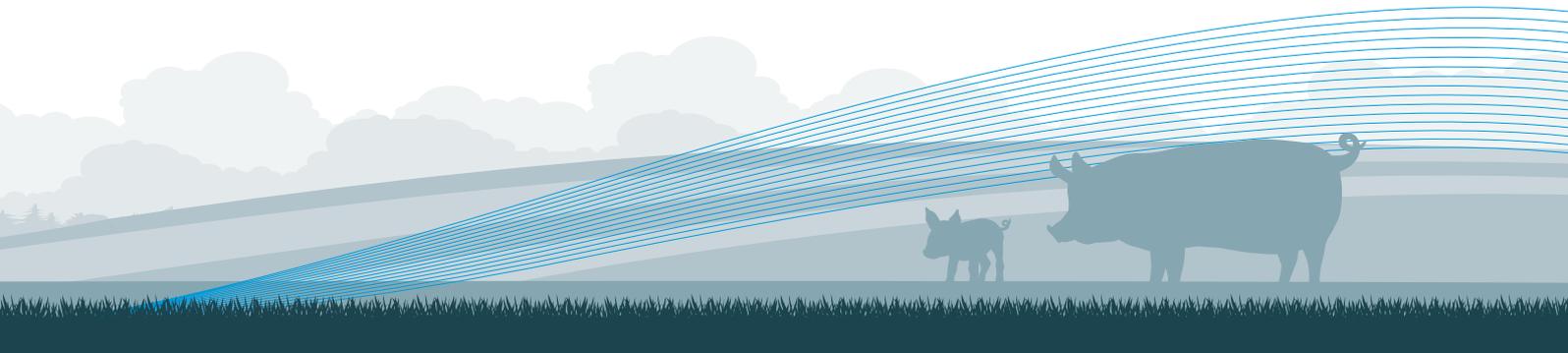
Once an event has taken place, you must submit the attendance data to Pig Pro, so it can be included on each individual's training record.

1. Log in to Pig Pro
2. Click the **Events** tab in the header bar
3. Click on the event for which you would like to submit attendance data. Events can be filtered by name using the **Search events** box in the header bar



The screenshot shows a user interface for an event. At the top left, it says 'January 2018'. The event title is 'Safe Use of Veterinary Medicines'. Below the title, it says 'Structured training' followed by the date '31/05/2017' and time '09:00 to 14:00'. To the right of the time, it says 'New Training Provider'. The location is 'Meeting Room 1 AHDB Stoneleigh Park CV8 2TL'. Below the location, it says 'Safe use of veterinary medicines, classroom-based session.' In the top right corner of the event card, there is a blue button that says '0 Open for registration'. Above the button, there is a target icon with the number '3' inside it, and a blue mouse cursor arrow pointing at it.

4. Click the **Manage Event** tab in the header bar. This will show a list of all event attendees and those who have requested attendance to the event
5. If the event is already in the **Awaiting attendance data** phase, you can proceed to step 10. Alternatively, you may still have attendees in the **Requested** state



**Requested**

Joshua Lewis  
3112  
Leon Test 11

**Accepted**

Dennis Alexander  
3104  
pig hub test producer 3

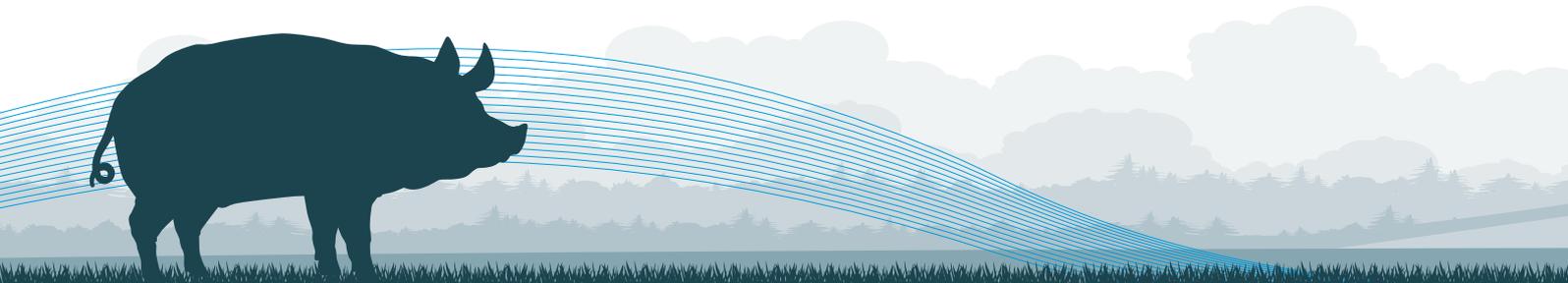
Sara Howard  
3113  
Leon Test 11, pig hub test producer 4, pig hub test producer 1

Angela Lewis  
3099  
pig hub test producer 3

**Rejected**

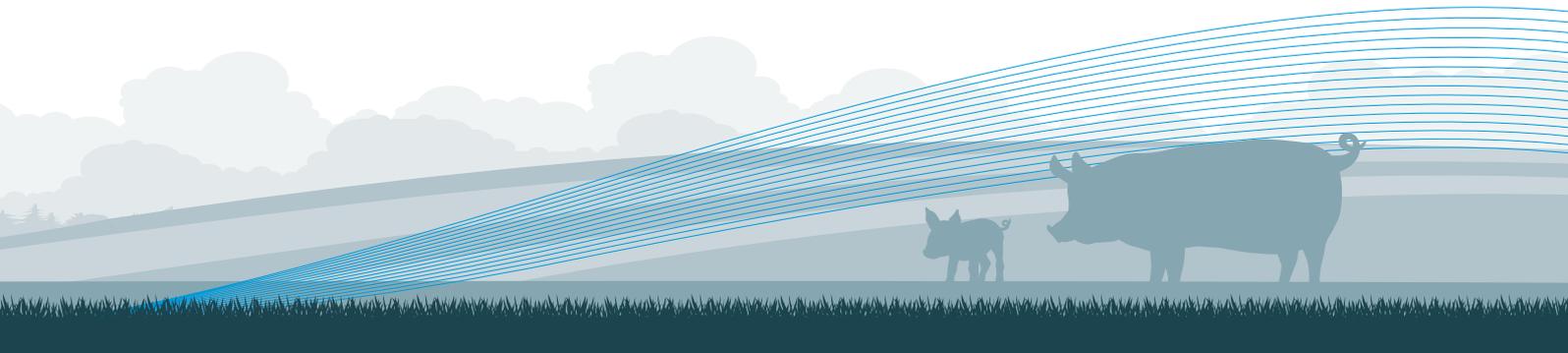
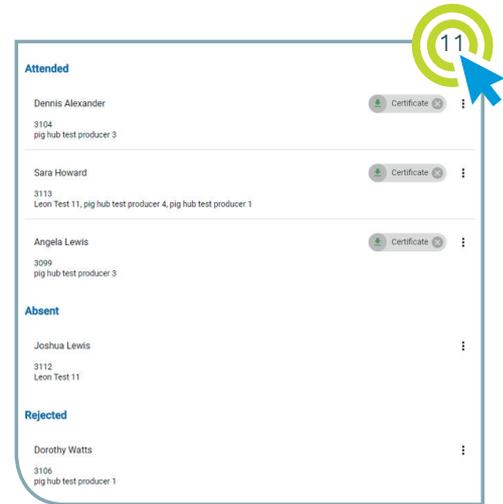
Dorothy Watts  
3106  
pig hub test producer 1

6. For each individual in the **Requested** state, click the **Accept** button to accept their attendance to the event. Alternatively, click the **⋮** button to reject an individual's attendance to the event
7. Once all attendees have been marked as either **Accepted** or **Rejected** (so that none are left in the **Requested** state at the top of the page), click the **Event Has Taken Place** button
8. Click **Confirm** to indicate that the event has taken place
9. This will then place the event in the **Awaiting attendance data** phase. All **Accepted** attendees must now be marked as either **Attended** or **Absent** for the event, before the event can be closed
10. Click the **Attended** button next to each individual who attended the event. Alternatively, click the **⋮** button to mark an individual as absent from the event. Note that clicking this button for any individual (even those who have been marked as **Rejected** from the event) will allow their status to be changed. This might be useful if, for example, you made a mistake by marking the wrong individual as rejected



11. For some events, such as those with the **Structured Event** type or those that award a qualification, a certificate may be required to be uploaded for each of the individuals who attended the event. If this is the case, an **Upload Certificate**  Certificate button will appear next to the name of each individual who has attended the event.

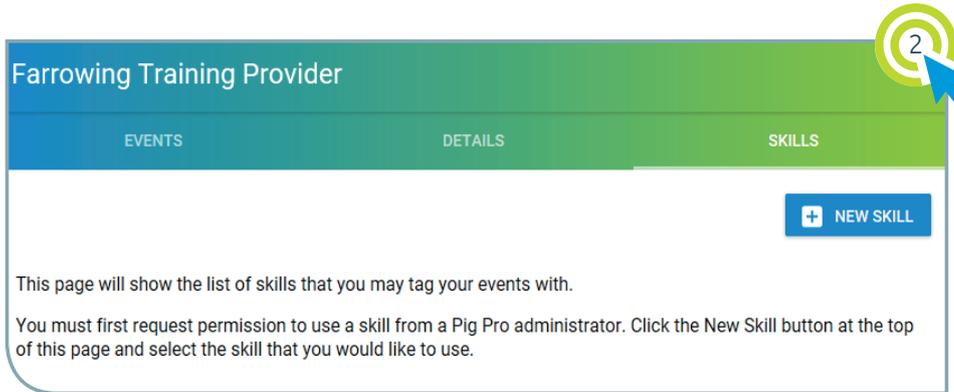
- Click this button to display the **Upload certificate** pop-up
  - Click **Choose file** and locate the certificate you wish to upload
  - Click **Save** to upload the certificate
  - A **Download Certificate**  Certificate  button will then replace the upload button
12. Once all individuals have been marked as **Attended** or **Absent** and any required certificates have been uploaded, click the **Finalise Attendance Data** button, and then the **Confirm** button, to mark the event phase as **Completed**. The event will now show on the attendees' training records



# 10. Requesting Approval to use Skills

Training events may award skills to attendees, which are used to track a holding's training compliance against its legal, farm assurance, supply chain and internal requirements. Before a training provider can tag an event with a new skill for the first time, they must first request approval from AHDB.

1. Log in to Pig Pro
2. Click the **Skills** tab in the header bar.



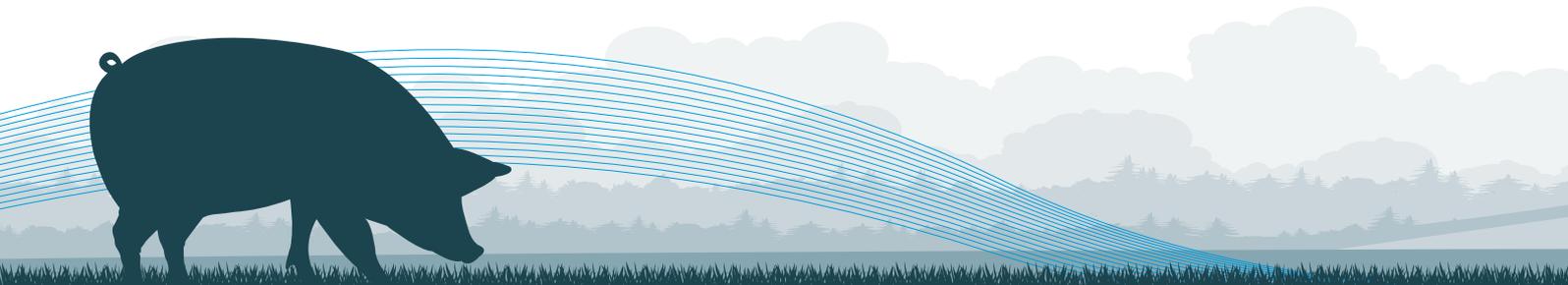
Farrowing Training Provider

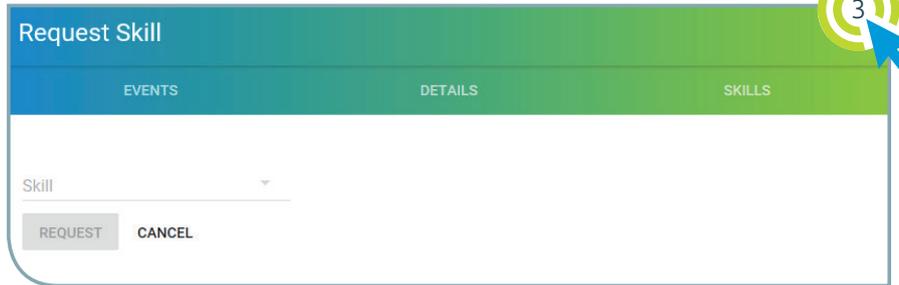
EVENTS      DETAILS      SKILLS

+ NEW SKILL

This page will show the list of skills that you may tag your events with.

You must first request permission to use a skill from a Pig Pro administrator. Click the New Skill button at the top of this page and select the skill that you would like to use.





Request Skill

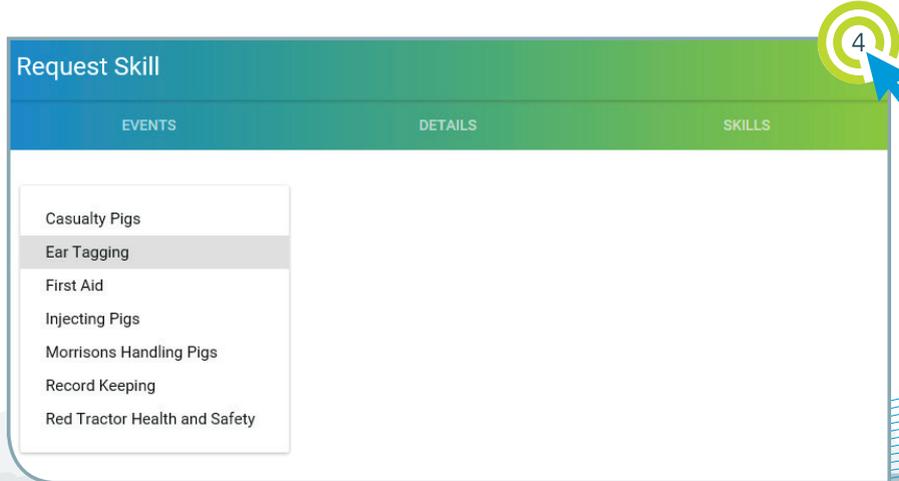
EVENTS DETAILS SKILLS

Skill

REQUEST CANCEL

A callout bubble with the number 3 and a blue arrow points to the 'REQUEST' button.

3. Click the **New Skill** button to request approval to use a new skill.
4. Click the **Skill** box to bring up a drop-down of skills that are currently supported in the system.
5. Select the skill you would like to be able to use from the drop-down list.

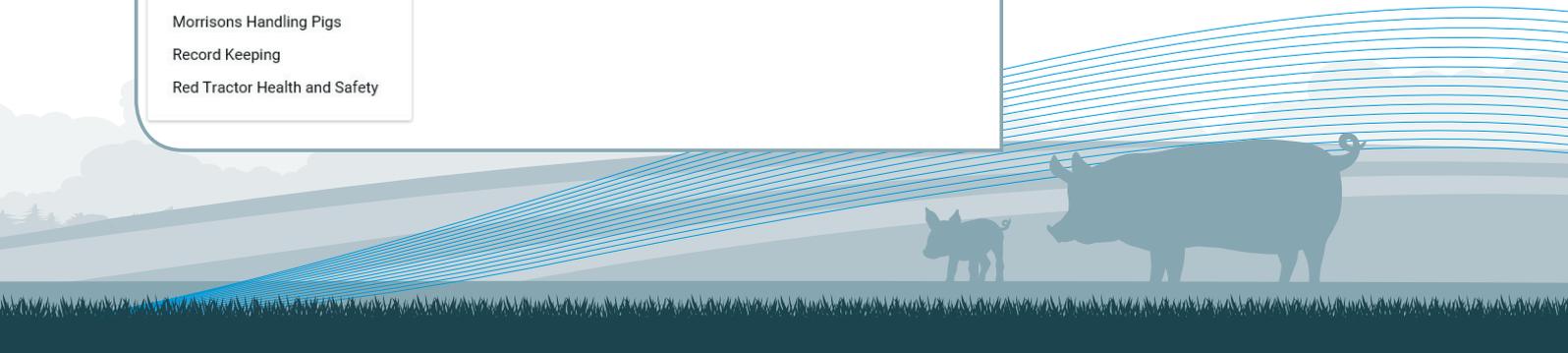


Request Skill

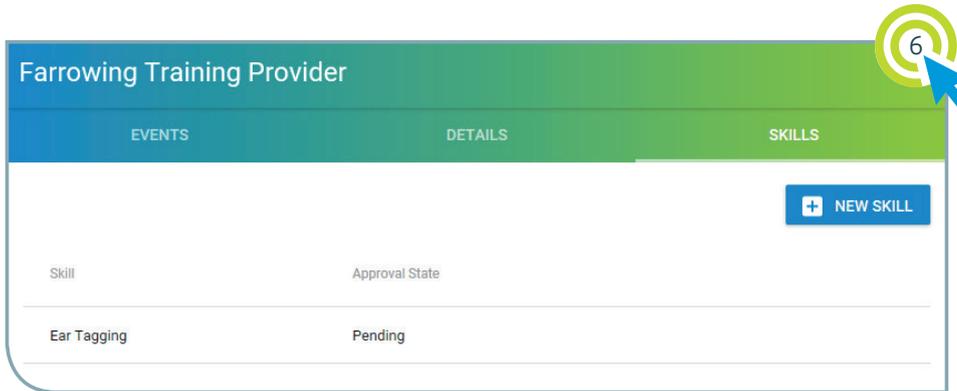
EVENTS DETAILS SKILLS

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

A callout bubble with the number 4 and a blue arrow points to the 'Skill' dropdown menu.



6. Click the **Request** button. The request will be sent to a Pig Pro administrator for approval and the skill will be shown with an **Approval State** of *Pending*. Once the skill's **Approval State** has changed to *Approved*, you will be able to tag your events with the skill.

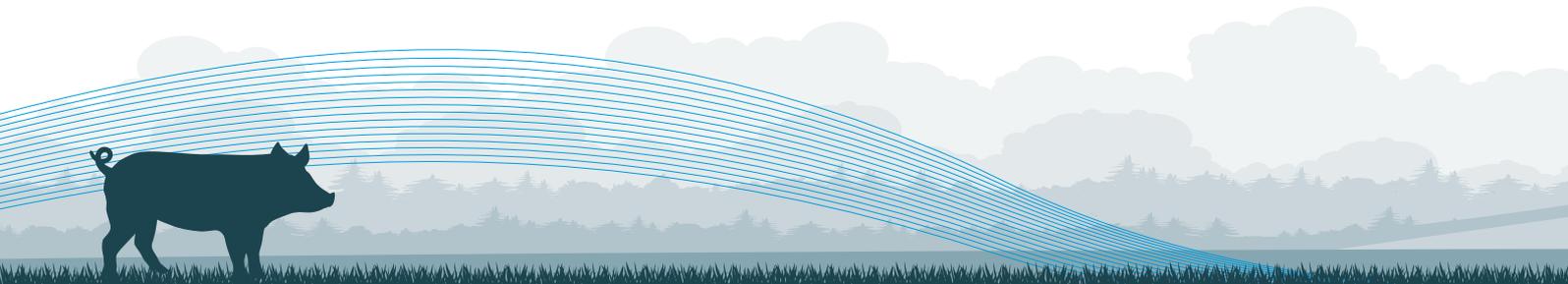


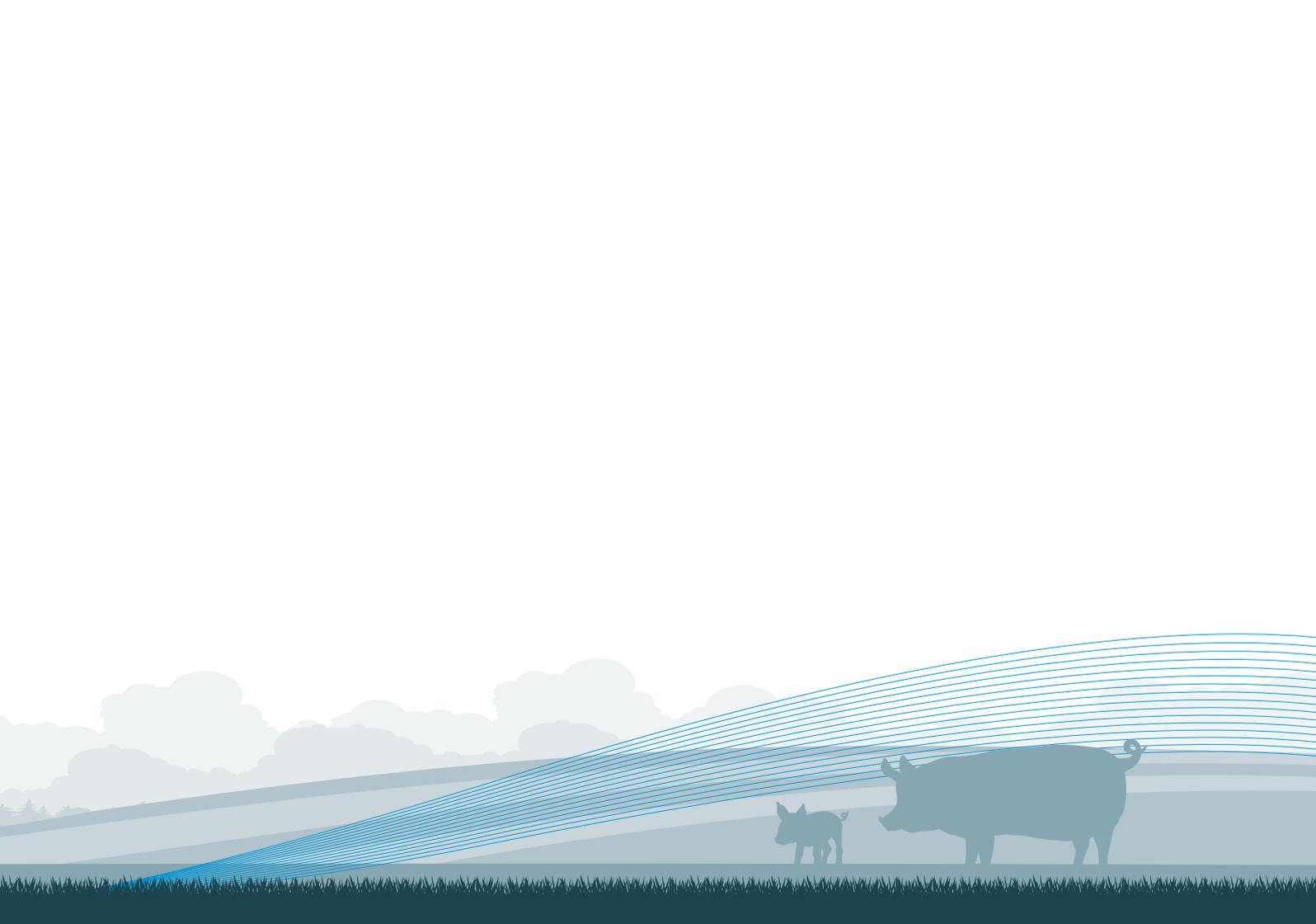
Farrowing Training Provider

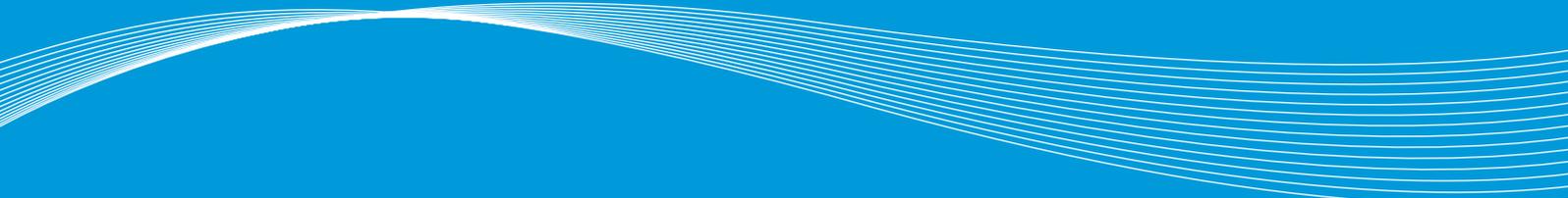
EVENTS DETAILS SKILLS

+ NEW SKILL

Skill	Approval State
Ear Tagging	Pending







Produced for you by:

**AHDB**

Stoneleigh Park  
Kenilworth  
Warwickshire  
CV8 2TL

**T 024 7669 2051**

**E [comms@ahdb.org.uk](mailto:comms@ahdb.org.uk)**

**W [ahdb.org.uk](http://ahdb.org.uk)**

** @TheAHDB**

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