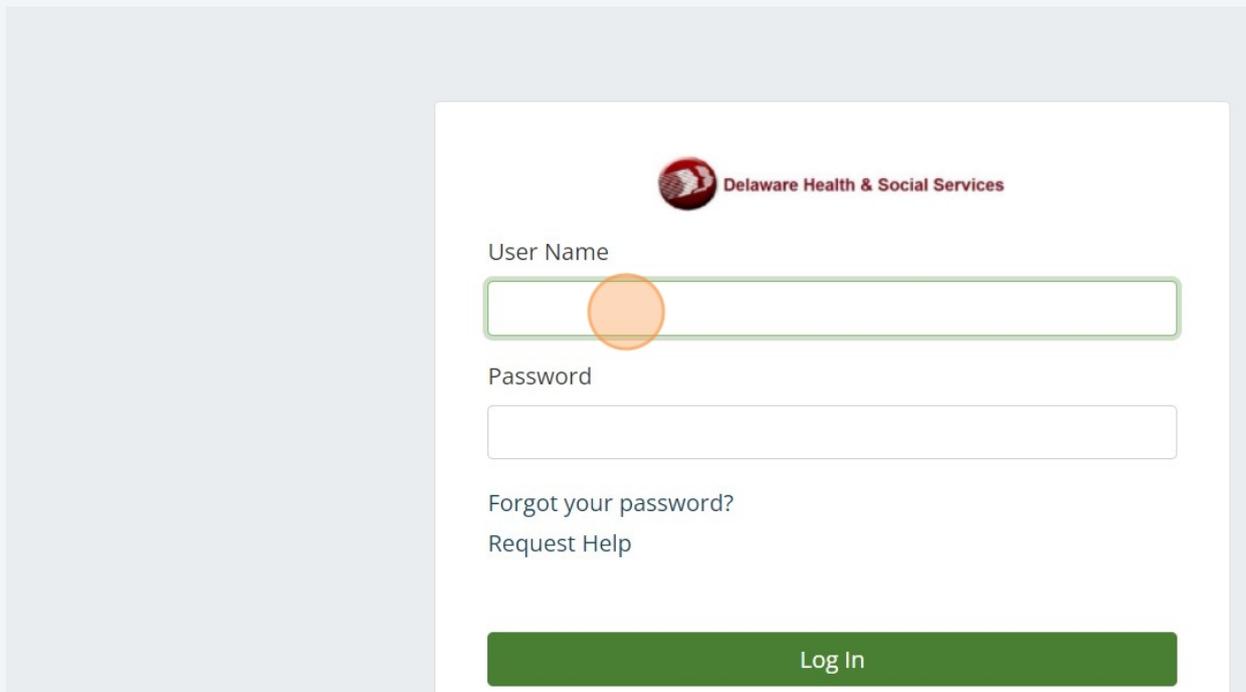


How to look up the requirements trackers under a learners profile in Relias.

- 1 Click the "User Name" field.



The screenshot shows the login interface for Delaware Health & Social Services. At the top center is the organization's logo, a red globe with a white figure, followed by the text "Delaware Health & Social Services". Below the logo are two input fields: "User Name" and "Password". The "User Name" field is highlighted with a green border and an orange circle is placed over it, indicating the first step of the process. Below the "Password" field are two links: "Forgot your password?" and "Request Help". At the bottom of the form is a green "Log In" button.

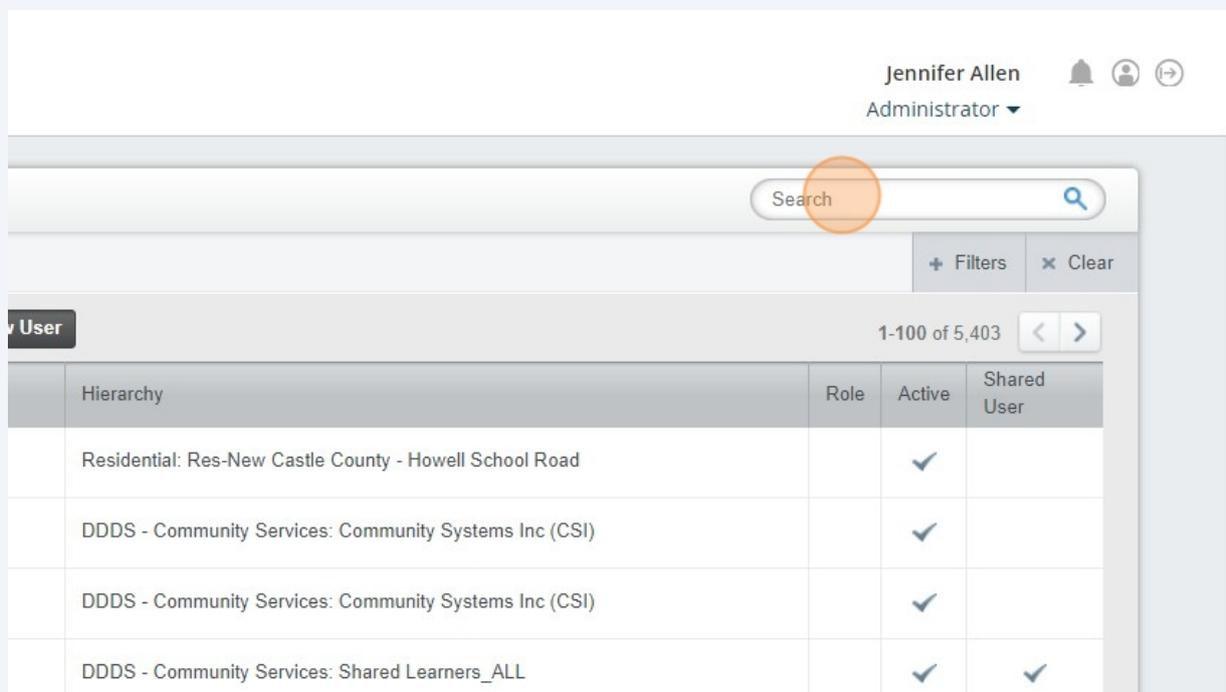
- 2 Type "your email"

3 Click the enter your password



The screenshot shows a login interface. At the top, the name "Jennifer allen" is displayed with a red wavy underline. Below it is a "Password" label and a text input field. The input field is currently empty and has a red circle highlighting the center. Below the input field are two links: "Forgot your password?" and "Request Help".

4 Click the "Search" field.

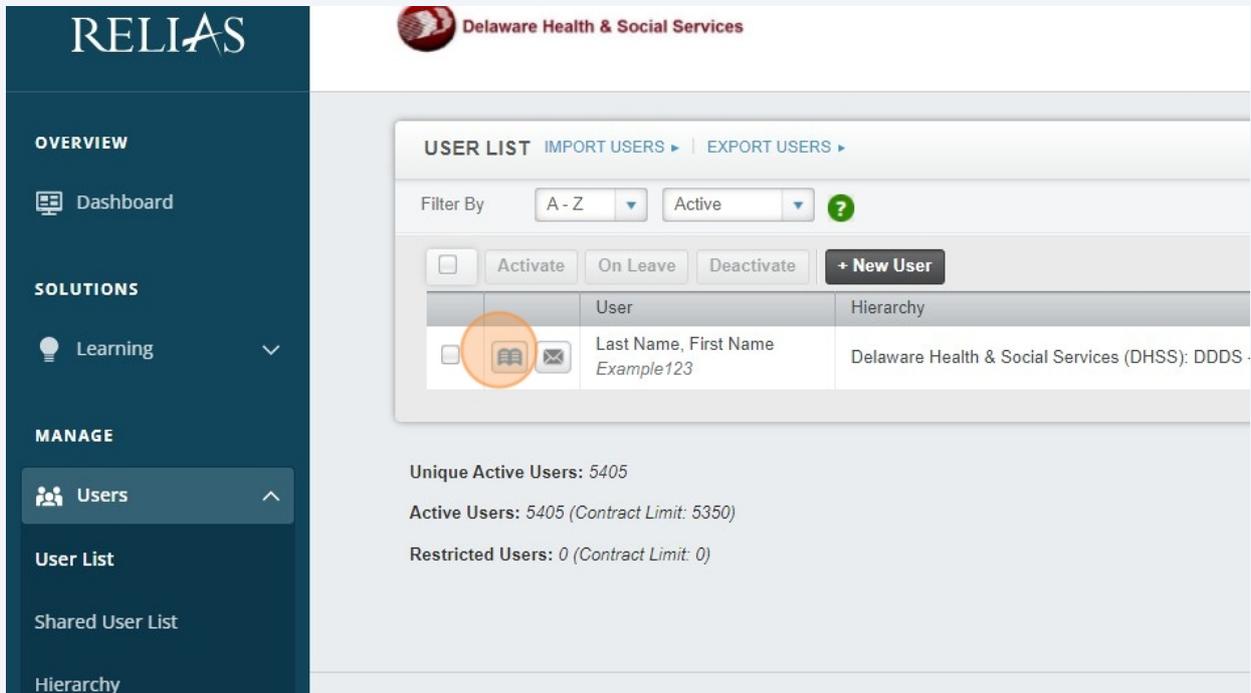


The screenshot shows a user management interface. At the top right, the user "Jennifer Allen" is identified as an "Administrator". Below this is a search bar with the word "Search" and a magnifying glass icon. The search bar is highlighted with a red circle. To the right of the search bar are buttons for "+ Filters" and "x Clear". Below the search bar is a table of users. The table has columns for "Hierarchy", "Role", "Active", and "Shared User". The table shows 1-100 of 5,403 users. The first four rows are visible:

Hierarchy	Role	Active	Shared User
Residential: Res-New Castle County - Howell School Road		✓	
DDDS - Community Services: Community Systems Inc (CSI)		✓	
DDDS - Community Services: Community Systems Inc (CSI)		✓	
DDDS - Community Services: Shared Learners_ALL		✓	✓

5 Type the name of the learner and hit **enter**

6 Click on the blue book next to the learner's name



RELIAS Delaware Health & Social Services

OVERVIEW
Dashboard

SOLUTIONS
Learning

MANAGE
Users
User List
Shared User List
Hierarchy

USER LIST IMPORT USERS EXPORT USERS

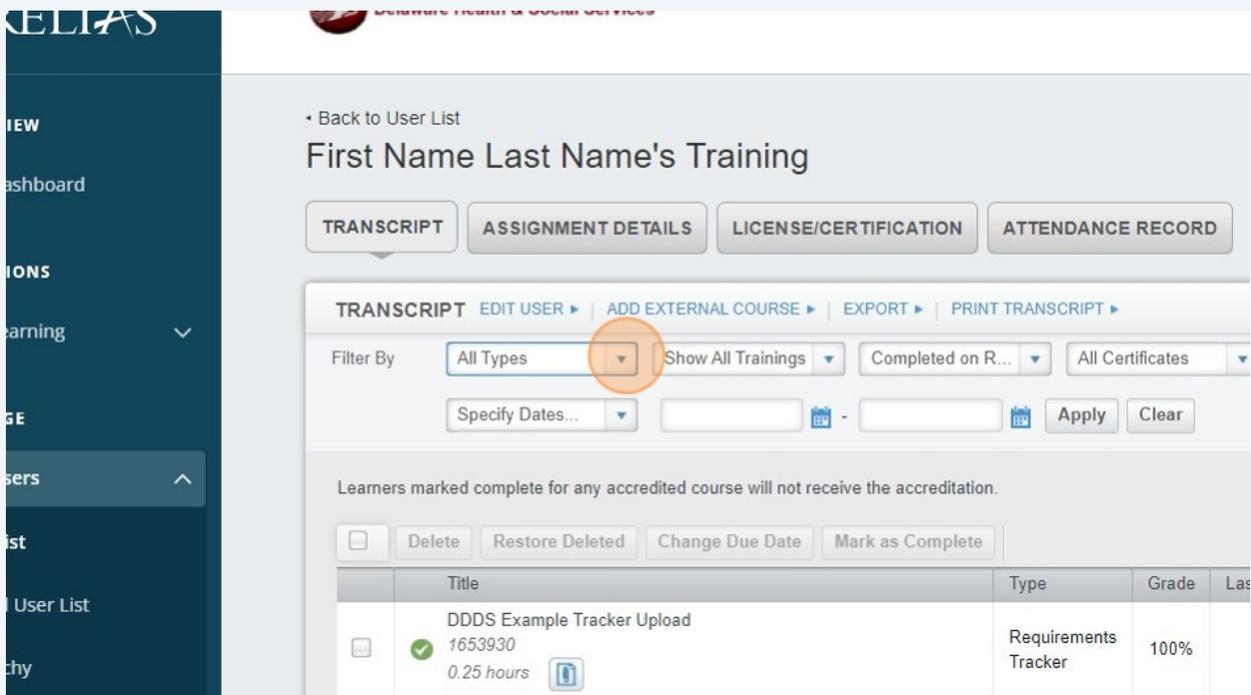
Filter By A - Z Active

Activate On Leave Deactivate + New User

User	Hierarchy
Last Name, First Name Example123	Delaware Health & Social Services (DHSS): DDDS

Unique Active Users: 5405
Active Users: 5405 (Contract Limit: 5350)
Restricted Users: 0 (Contract Limit: 0)

7 Click this dropdown and select the requirements trackers



RELIAS Delaware Health & Social Services

Back to User List

First Name Last Name's Training

TRANSCRIPT ASSIGNMENT DETAILS LICENSE/CERTIFICATION ATTENDANCE RECORD

TRANSCRIPT EDIT USER ADD EXTERNAL COURSE EXPORT PRINT TRANSCRIPT

Filter By All Types Show All Trainings Completed on R... All Certificates

Specify Dates... Apply Clear

Learners marked complete for any accredited course will not receive the accreditation.

Delete Restore Deleted Change Due Date Mark as Complete

Title	Type	Grade	Last
DDDS Example Tracker Upload 1653930 0.25 hours	Requirements Tracker	100%	

8

Click the blue paper clip to view the file, if the paperclip is not blue there is no file uploaded into the tracker.

Dashboard

SOLUTIONS

- Learning

MANAGE

- Users
- User List
- Shared User List
- Hierarchy
- Licenses & Certifications

Reports

Learners marked complete for any accredited course will not receive the accreditation.

Delete Restore Deleted Change Due Date Mark as Complete

	Title	Type	Grade
<input type="checkbox"/>	DDDS Example Tracker Upload 1653930 0.25 hours	Requirements Tracker	100%
<input type="checkbox"/>	DDDS Fleet Vehicle Approval Certificate Upload (2024) 1643340 0.25 hours	Requirements Tracker	100%
<input type="checkbox"/>	DDDS LLAM Initial/Renewal Certificate Upload (2024) 1651180 0.25 hours	Requirements Tracker	100%
<input type="checkbox"/>	DDDS LLAM Medication Pass Observation Upload (2024) 1650891 0.25 hours	Requirements Tracker	100%
<input type="checkbox"/>	DDDS MANDT Initial/Recertification Certificate Upload (2024) 966396 0.5 hours	Requirements Tracker	100%
	DDDS UKERU Certificate Upload (2024)		

9

Click "Fleet 1 example.pdf"

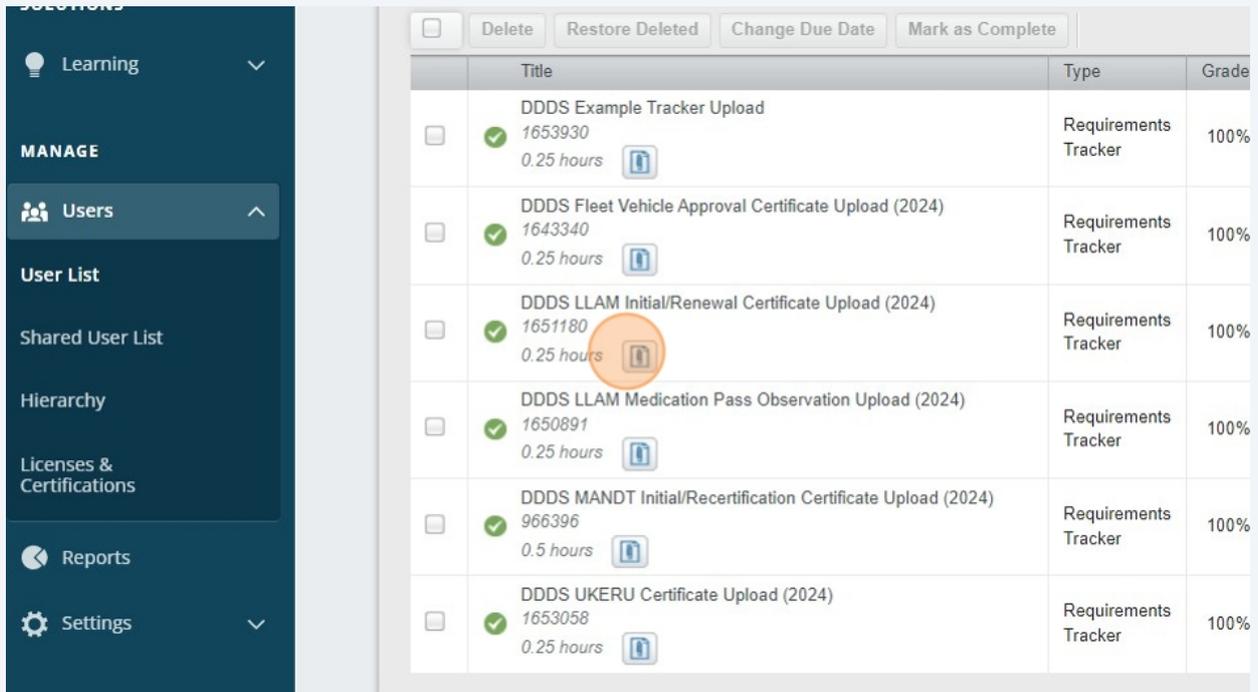
BROWSE CANCEL

Name	File Size
Fleet 1 example.pdf	335 KB
Fleet 2 Example.pdf	1 KB

2 ?

10

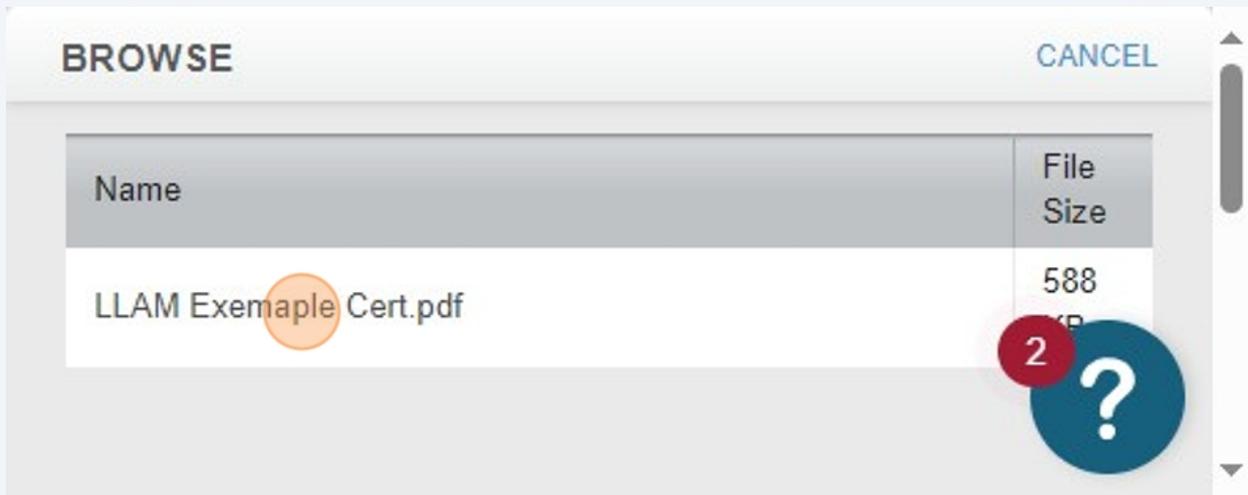
Click the blue paper clip to view the file, if the paperclip is not blue there is no file uploaded into the tracker.



	Title	Type	Grade
<input type="checkbox"/>	DDDS Example Tracker Upload 1653930 0.25 hours 	Requirements Tracker	100%
<input type="checkbox"/>	DDDS Fleet Vehicle Approval Certificate Upload (2024) 1643340 0.25 hours 	Requirements Tracker	100%
<input type="checkbox"/>	DDDS LLAM Initial/Renewal Certificate Upload (2024) 1651180 0.25 hours 	Requirements Tracker	100%
<input type="checkbox"/>	DDDS LLAM Medication Pass Observation Upload (2024) 1650891 0.25 hours 	Requirements Tracker	100%
<input type="checkbox"/>	DDDS MANDT Initial/Recertification Certificate Upload (2024) 966396 0.5 hours 	Requirements Tracker	100%
<input type="checkbox"/>	DDDS UKERU Certificate Upload (2024) 1653058 0.25 hours 	Requirements Tracker	100%

11

Click "LLAM Exemable Cert.pdf"



Name	File Size
LLAM Exemable Cert.pdf	588 KB

12

Click the blue paper clip to view the file, if the paperclip is not blue there is no file uploaded into the tracker.

The screenshot shows a sidebar menu on the left with options: Users, User List, Shared User List, Hierarchy, Licenses & Certifications, Reports, Settings, and RESOURCES (Help). The main area displays a table of certificate uploads with columns for checkboxes, status, ID, duration, file icon, requirements, and completion percentage.

<input type="checkbox"/>	✓	1643340	0.25 hours		Requirements Tracker	100%
<input type="checkbox"/>	✓	1651180	0.25 hours		Requirements Tracker	100%
<input type="checkbox"/>	✓	1650891	0.25 hours		Requirements Tracker	100%
<input type="checkbox"/>	✓	966396	0.5 hours		Requirements Tracker	100%
<input type="checkbox"/>	✓	1653058	0.25 hours		Requirements Tracker	100%

13

Click "Sample Mandt Certificate.pdf"

The screenshot shows a 'BROWSE' dialog box with a 'CANCEL' button. It contains a table with two columns: 'Name' and 'File Size'. The file 'Sample Mandt Certificate.pdf' is listed with a size of 249 KB. A blue circle with a white question mark is overlaid on the bottom right of the dialog.

Name	File Size
Sample Mandt Certificate.pdf	249 KB

14

Click the blue paper clip to view the file, if the paperclip is not blue there is no file uploaded into the tracker.

The screenshot shows a sidebar on the left with navigation options: User List, Shared User List, Hierarchy, Licenses & Certifications, Reports, Settings, and RESOURCES (Help). The main area displays a table with the following data:

Item	Status	Hours	Tracker	Progress
DDDS LLAM Initial/Renewal Certificate Upload (2024)	1651180	0.25 hours	Requirements Tracker	100%
DDDS LLAM Medication Pass Observation Upload (2024)	1650891	0.25 hours	Requirements Tracker	100%
DDDS MANDT Initial/Recertification Certificate Upload (2024)	966396	0.5 hours	Requirements Tracker	100%
DDDS UKERU Certificate Upload (2024)	1653058	0.25 hours	Requirements Tracker	100%

The blue paperclip icon in the 'DDDS UKERU Certificate Upload (2024)' row is circled in orange. At the bottom of the page, there is a footer: "Do Not Sell My Personal Information | Privacy Policy © 2024 Relias LLC, all rights reserved. "Relias" is a trademark of Relias LLC."

15

Click "Ukeru Page 1.pdf"

The screenshot shows a file browser dialog titled "BROWSE" with a "CANCEL" button in the top right. The dialog contains a table of files:

Name	File Size
Ukeru Page 1.pdf	384 KB
Ukeru Page 2.pdf	

The file "Ukeru Page 1.pdf" is circled in orange. A large blue question mark icon is overlaid on the bottom right of the dialog.

16

the completed column is the date it was completed by.

Jennifer Allen
Administrator

Show All Trainings | Completed on R... | All Certificates | BrainSparks Opt... | + Filters | x Clear

Apply | Clear

Course will not receive the accreditation.

Change Due Date | Mark as Complete | 1-6 of 6

	Type	Grade	Last Access	Available	Due Date	Completed	BrainSparks
id	Requirements Tracker	100%				8/23/2024	
Certificate Upload (2024)	Requirements Tracker	100%				8/23/2024	
Certificate Upload (2024)	Requirements Tracker	100%				8/23/2024	
Observation Upload (2024)							