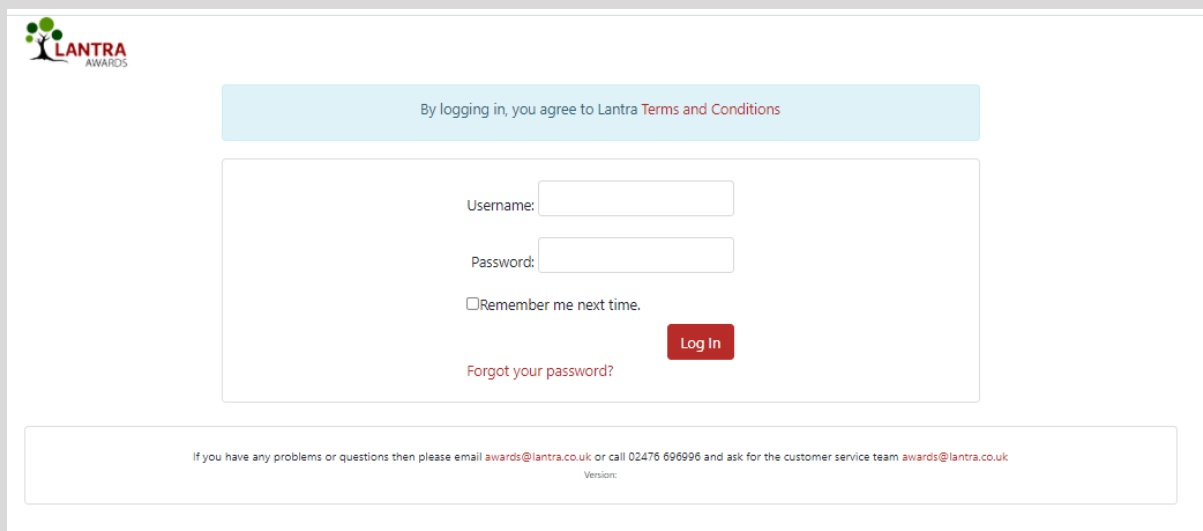


How to Access a Learner's History Using Quartzweb

Using your Lantra Quartzweb account.

Step 1: Login

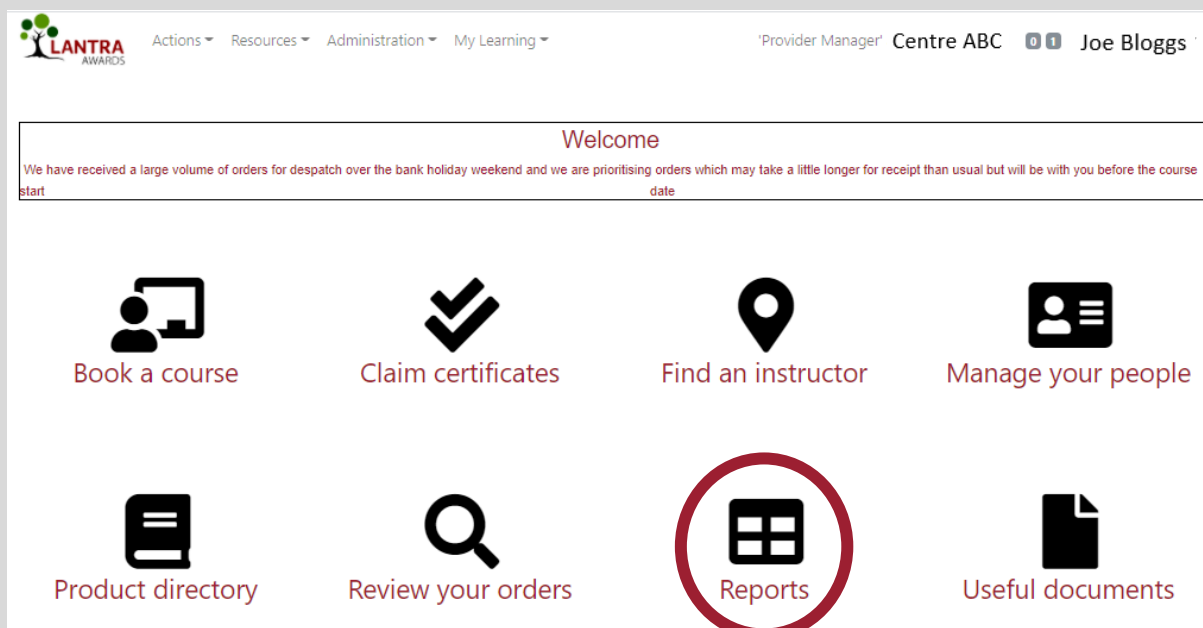
<https://ordering.lantra.co.uk/>



The screenshot shows the Lantra Quartzweb login page. At the top left is the Lantra Awards logo. A light blue banner reads "By logging in, you agree to Lantra Terms and Conditions". Below this is a white login form with fields for "Username:" and "Password:". There is a checkbox for "Remember me next time." and a red "Log In" button. A link for "Forgot your password?" is located below the password field. At the bottom of the form, there is a small text box containing contact information: "If you have any problems or questions then please email awards@lantra.co.uk or call 02476 696996 and ask for the customer service team awards@lantra.co.uk". A "Version:" label is also present.

Simply login to your account and navigate to your home dashboard.

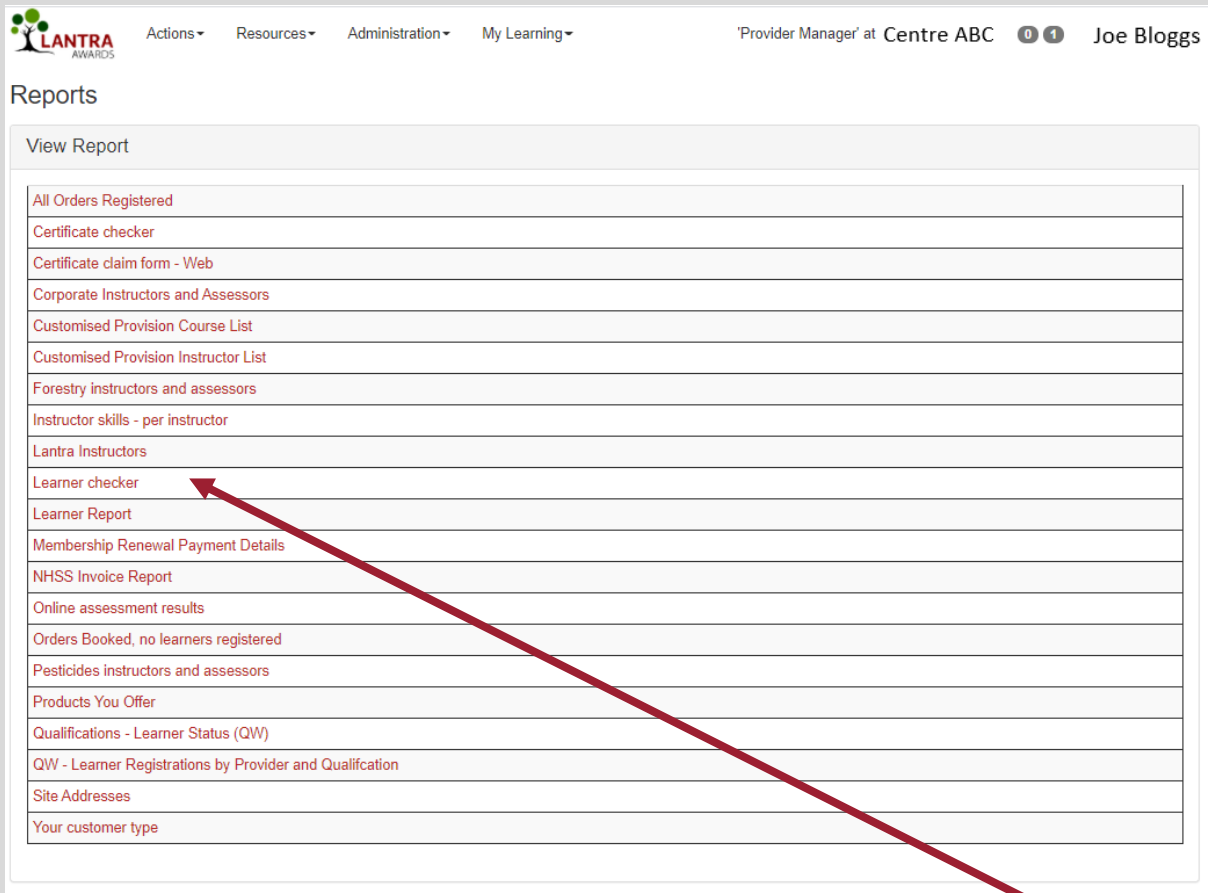
Step 2: Access Reports



The screenshot shows the Lantra Quartzweb dashboard. At the top left is the Lantra Awards logo. To its right are navigation menus: "Actions", "Resources", "Administration", and "My Learning". On the top right, it says "Provider Manager Centre ABC" followed by a notification icon and the name "Joe Bloggs". Below the navigation is a "Welcome" message: "Welcome" followed by a paragraph: "We have received a large volume of orders for despatch over the bank holiday weekend and we are prioritising orders which may take a little longer for receipt than usual but will be with you before the course start date". Below the message is a grid of eight icons with labels: "Book a course", "Claim certificates", "Find an instructor", "Manage your people", "Product directory", "Review your orders", "Reports", and "Useful documents". The "Reports" icon, which is a calendar grid, is circled in red.

From your dashboard you have access to numerous reports to help you with Lantra products and Services. In this example, we want to check a Learner's history. Click on "Reports".

Step 3: Access Learner Checker Report



LANTRA AWARDS Actions Resources Administration My Learning Provider Manager at Centre ABC 0 1 Joe Bloggs

Reports

View Report

All Orders Registered
Certificate checker
Certificate claim form - Web
Corporate Instructors and Assessors
Customised Provision Course List
Customised Provision Instructor List
Forestry instructors and assessors
Instructor skills - per instructor
Lantra Instructors
Learner checker
Learner Report
Membership Renewal Payment Details
NHSS Invoice Report
Online assessment results
Orders Booked, no learners registered
Pesticides instructors and assessors
Products You Offer
Qualifications - Learner Status (QW)
QW - Learner Registrations by Provider and Qualification
Site Addresses
Your customer type

These are all the reports you have access to you. To access a Learner's history, click on "Learner Checker".



Learner checker

[← Back to Reports](#)

To print this report please use the export facility.

First Name	<input type="text"/>	Surname	<input type="text"/>	<input type="button" value="View Report"/>
Date of birth	<input type="text"/>	Post Code	<input type="text"/>	

To locate your Learner, you must complete all the data fields above. Once completed, click "View Report".

If you are unable to locate the Learner, this could be because of the post code. If the Learner has moved, Lantra may have their previous post code recorded and not the one they provided you. In this case ask the Learner to provide you their previous post code/s.

You will now be able to see all the courses and assessments registered for this Learner.

Order ID	Leamer ID	First Name	Surname	Course Name	Unit Name	Achieved Date
1	11223344	Joanne	Bloggs	12AB For Static Temporary Traffic Management on High Speed Roads and Duals	12A General Operative Course (Training)	26/07/2002
2	11223344	Joanne	Bloggs	12D T1 and T2 Courses for Operatives	12D T1 / T2 Training Course Conversion (Streetworks) (Training)	06/12/2005
3	11223344	Joanne	Bloggs	12A Foreman Courses	12A Foreman (Assessment)	29/01/2006
4	11223344	Joanne	Bloggs	12D T4 Courses for Operatives	12D T4 Training Course (Trainee)	09/05/2006
5	11223344	Joanne	Bloggs	12A Foreman Courses	12A Foreman Course (Training)	03/07/2007
6	11223344	Joanne	Bloggs	12D T3 Courses for Operatives	12D T3 Training Course (Trainee)	11/07/2007
7	11223344	Joanne	Bloggs	12D T3 Courses for Operatives	12D M3 Assessments	11/07/2007
8	11223344	Joanne	Bloggs	12D T5 Courses for Operatives	12D T5 Training Course (Trainee)	18/11/2008
9	11223344	Joanne	Bloggs	12D T5 Courses for Operatives	12D M5 Assessments	29/05/2009
10	11223344	Joanne	Bloggs	12D T6 Courses for Registered LTMO	12D M6 Training Course	08/07/2009
11	11223344	Joanne	Bloggs	12AB For Static Temporary Traffic Management on High Speed Roads and Duals	12A General Operative Course (Training)	07/09/2010
12	11223344	Joanne	Bloggs	Train the Trainer Courses (NHSS)	12D T6 Training Instructor Course (Training)	02/09/2010
13	11223344	Joanne	Bloggs	Train the Trainer Courses (NHSS)	12D T7 Training Instructor Course (Training)	10/08/2010
14	11223344	Joanne	Bloggs	12D T4 Courses for Operatives	12D M4 Assessments	19/01/2012
15	11223344	Joanne	Bloggs	Instructors Applying for Sector Schemes Operative Cards	12D M2 Assessments	10/03/2012
16	11223344	Joanne	Bloggs	Instructors Applying for Sector Schemes Operative Cards	12D M3 Assessments	10/03/2012
17	11223344	Joanne	Bloggs	Instructors Applying for Sector Schemes Operative Cards	12D M4 Assessments	10/03/2012
18	11223344	Joanne	Bloggs	Instructors Applying for Sector Schemes Operative Cards	12D M5 Assessments	10/03/2012
19	11223344	Joanne	Bloggs	Instructors Applying for Sector Schemes Operative Cards	12D M6 Training Course	10/03/2012
20	11223344	Joanne	Bloggs	Instructors Applying for Sector Schemes Operative Cards	12D T7 Training Course (Training)	10/03/2012
21	11223344	Joanne	Bloggs	Train the Trainer Courses (NHSS)	12D T5 Multi-Phase Traffic Lights Instructor Course (Training)	20/01/2010
22	11223344	Joanne	Bloggs	Train the Trainer Courses (NHSS)	12D Assessor Course (Training)	25/03/2010
23	11223344	Joanne	Bloggs	12A Foreman Courses	12A Foreman Update Course (Update Training)	26/06/2012
24	11223344	Joanne	Bloggs	12AB Impact Protection Vehicle Courses (IPV)	Impact Protection Vehicle Driver L&N (Assessment)	24/01/2014
25	11223344	Joanne	Bloggs	Train the Trainer Courses (NHSS)	12D T1-T4 Instructor Course	24/03/2010
26	11223344	Joanne	Bloggs	TMCE (Traffic Management for Community Events) Standard Setting	TMCE (Traffic Management for Community Events) Standard Setting	11/04/2016

Looking at all the courses and assessments can be confusing as the rules of combination will change the expiry dates of registered skills. To be able to identify what the Learners has on their smartcard, you need to locate **12ABCD Smartcard Creator** in the Course Name field.

12D M1/M2 RTMO (Skilled Worker)	10/03/2022
12D M3 Dual Carriageway up to 40mph (Skilled Worker)	10/03/2022
12D M4 Convoy Working Operative (Skilled Worker)	10/03/2022
12D M5 Multi-Phase Traffic Signals (Skilled Worker)	10/03/2022
12D M6 RL TMO (Supervisor)	10/03/2022
12D M7 Client Officer/Manager (AQP)	10/03/2022
Card Expiry Date	30/04/2029

These lines will display the **awarded skill**, the **skill level** and the **expiry date** of that skill which will help you screen your Learner for suitability and confirm they have been issued a Smartcard.

You can also see when the NHSS 12 Smartcard expires

If the Learner has no data fields called **12ABCD Smartcard Creator** this means they do not have a smartcard issued to them.