

User Guide

This user guide provides support and guidance for authorised users of the Energy & Utility Skills Register (EUSR) online registration system, QuartzWeb.

Note: There are instructional videos on our website that cover a number of specific activities.

To access QuartzWeb, please visit quartzweb.eusr.co.uk

Your feedback on this user guide is welcomed and we would encourage you to let us know if there are other topics or activities you would like us to include. Email us at eusr@euskills.co.uk.

User Guide: QuartzWeb - EUSR's registration system

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First-time User

If you already had login access on EUSR's old system, you will already have an EUSR ID Number and this will be carried across into QuartzWeb. You will be prompted to create a new password when logging into QuartzWeb for the first time.

If you do not have a login, your Lead Administrator will be able to add you onto the system as an Administrator.

A Lead Administrator and an Administrator can allocate some other roles within their organisation.

Only EUSR Support can allocate the roles of Lead Administrator, Approved Trainer (for SHEA, NWH and SCO) and Approved Assessor (for BESC:AME).

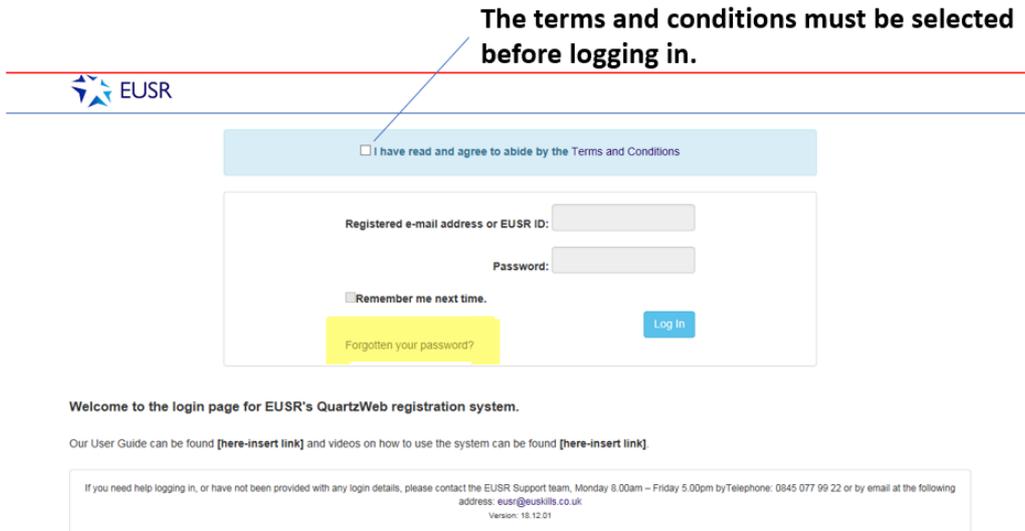
If you are a new centre and no-one in your organisation has access to QuartzWeb, the individual who signs agreements with us, the Nominated Contact or Head of Centre, must email EUSR Support with the name, job title and email address of the individual(s) who will be the Lead Administrator for your organisation. Once allocated by EUSR Support, the Lead Administrator will be able to add other authorised users onto the system in the relevant roles. Please see **Appendix 2** Different User Roles.

NOTE: Authorised users of QuartzWeb can have multiple roles assigned. Make sure you are logged in using the correct role as each role allows different functionality.

Logging into QuartzWeb

Each time you login you will be required to confirm that you will comply with the Terms and Conditions of Use – attached as **APPENDIX 1** in this user guide.

The terms and conditions must be selected before logging in.



Welcome to the login page for EUSR's QuartzWeb registration system.

Our User Guide can be found [\[here-insert link\]](#) and videos on how to use the system can be found [\[here-insert link\]](#)

If you need help logging in, or have not been provided with any login details, please contact the EUSR Support team, Monday 9.00am – Friday 5.00pm by Telephone: 0845 077 99 22 or by email at the following address: eusr@euskills.co.uk

Version: 18.12.01

Login Credentials

To login you will require an EUSR ID number or the email address registered against the ID number. The ID number is no longer than six digits long.

Forgotten your Password?

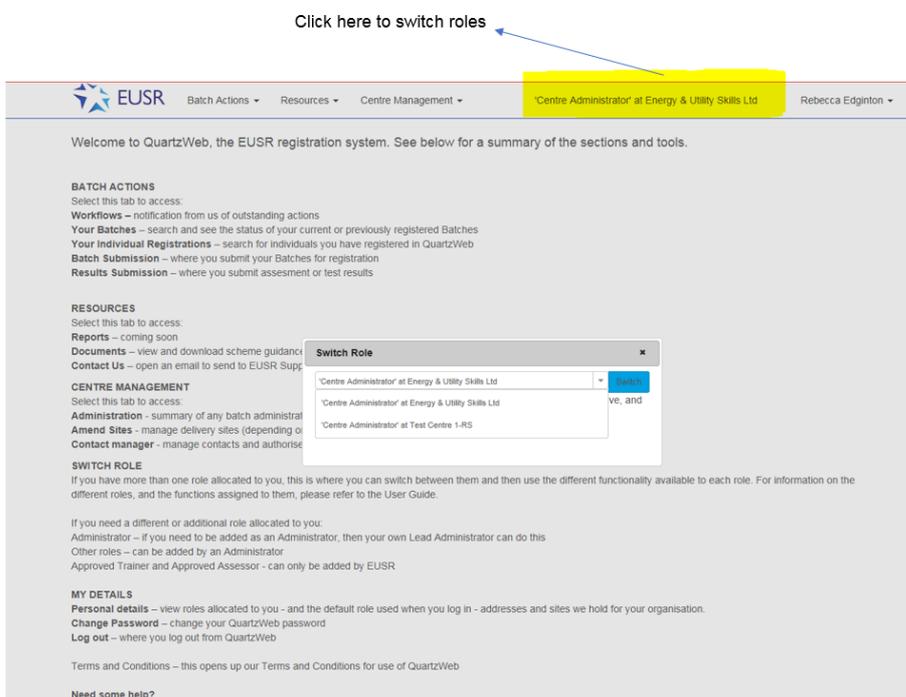
If you have forgotten your Password, then select the 'Forgotten your password' link on the QuartzWeb welcome page and you will be taken to the reset password page. Enter your QuartzWeb username and click 'Submit'. An email containing a new password will be emailed to you. If you still have difficulty logging in, please contact EUSR Support.

Switching Roles

If you have more than one role – because you need to perform different functions in QuartzWeb - you will need to switch from one role to another. If one of your roles is not listed once you have logged in, please contact EUSR Support.

Once logged in, click on the main tab which details the role you are currently logged in as. A 'Switch Role' dropdown menu will appear. Select the correct role and click on the 'Switch Role' button.

Click here to switch roles



Welcome to QuartzWeb, the EUSR registration system. See below for a summary of the sections and tools.

BATCH ACTIONS
Select this tab to access:
Workflows – notification from us of outstanding actions
Your Batches – search and see the status of your current or previously registered Batches
Your Individual Registrations – search for individuals you have registered in QuartzWeb
Batch Submission – where you submit your Batches for registration
Results Submission – where you submit assessment or test results

RESOURCES
Select this tab to access:
Reports – coming soon
Documents – view and download scheme guidance
Contact Us – open an email to send to EUSR Support

CENTRE MANAGEMENT
Select this tab to access:
Administration - summary of any batch administration
Amend Sites - manage delivery sites (depending on role)
Contact manager - manage contacts and authorise

SWITCH ROLE
If you have more than one role allocated to you, this is where you can switch between them and then use the different functionality available to each role. For information on the different roles, and the functions assigned to them, please refer to the User Guide.

If you need a different or additional role allocated to you:
Administrator – if you need to be added as an Administrator, then your own Lead Administrator can do this
Other roles – can be added by an Administrator
Approved Trainer and Approved Assessor - can only be added by EUSR

MY DETAILS
Personal details – view roles allocated to you - and the default role used when you log in - addresses and sites we hold for your organisation.
Change Password – change your QuartzWeb password
Log out – where you log out from QuartzWeb

Terms and Conditions – this opens up our Terms and Conditions for use of QuartzWeb

Need some help?

Change in Status

When someone moves role, or leaves your organisation, you will need to amend or remove their access to QuartzWeb.

This is done in the Centre Management tab, selecting Contact Manager.

Contact Manager – manage contacts and authorised users associated with your centre (depending on permissions)

EUSR Batch Actions Resources **Centre Management** 'Centre Administrator' at Test Centre 1-RS Rebecca Edginton

Manage Contacts (Authorised Users)

Review, amend, add and withdraw authorised users at your centre

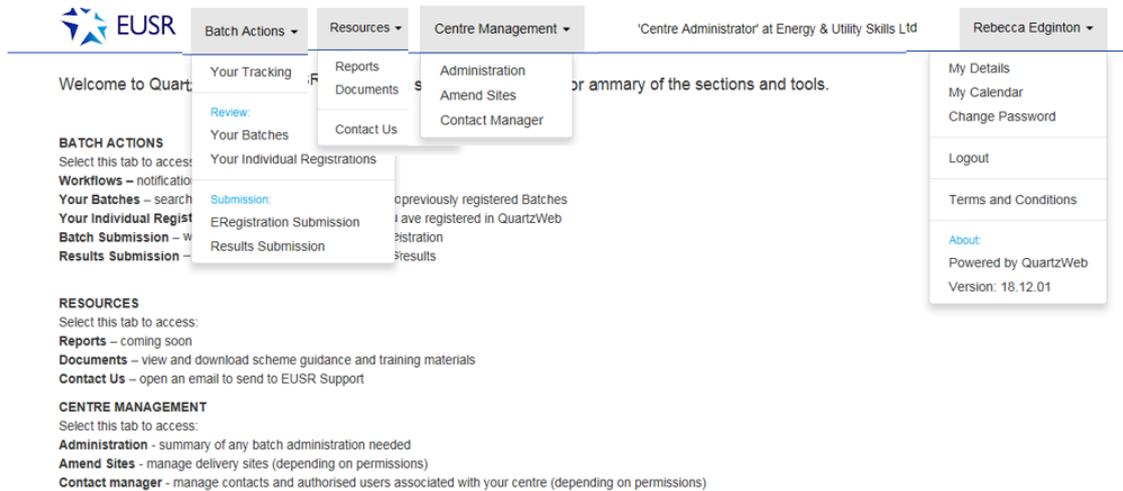
+Add New Contact

	ID	Foreame	Surname	Role	Job Title	Site	DDI Number	email	Until
Actions	433118	Rachel	Thomas	Centre Administrator		Main Site			
Actions	500004	Rachel	Thomas	Centre Administrator		Main Site			
Actions	343338	Rebecca	Edginton	Centre Administrator		Main Site			
Actions	500002	Richard	Spooner	Centre Administrator		Main Site			
Actions	500001	Support	Portico	Centre Administrator		Main Site			

Record a new role for this contact

Main Menus

It's easy to navigate between the various functions within QuartzWeb. Select the main tab and there are additional dropdown menus.



Welcome to QuartzWeb. This page provides an overview of the sections and tools.

BATCH ACTIONS
Select this tab to access:
Workflows – notification of outstanding actions
Your Batches – search and see the status of your current or previously registered Batches
Your Individual Registrations – search for individuals you have registered in QuartzWeb
Batch Submission – where you submit your Batches for registration, or to Book a Course (SHEA, NWH and SCO only)
Results Submission – where you submit assessment or test results

RESOURCES
Select this tab to access:
Reports – coming soon
Documents – view and download scheme guidance and training materials
Contact Us – open an email to send to EUSR Support

CENTRE MANAGEMENT
Select this tab to access:
Administration - summary of any batch administration needed
Amend Sites - manage delivery sites (depending on permissions)
Contact manager - manage contacts and authorised users associated with your centre (depending on permissions)

The available options in each menu are shown below with more detail within this user guide.

Batch Actions

Select this tab to access:

Workflows – notification from us of outstanding actions

Your Batches – search and see the status of your current or previously registered Batches

Your Individual Registrations – search for individuals you have registered in QuartzWeb

Batch Submission – where you submit your Batches for registration, or to Book a Course (SHEA, NWH and SCO only)

Results Submission – where you submit assessment or test results

Resources

Select this tab to access:

Reports – coming soon

Documents – view and download scheme guidance and training materials

Contact Us – opens an email to send to EUSR Support

Centre Management

Select this tab to access:

Administration - summary of any batch administration needed

Amend Sites - manage delivery sites (depending on permissions)

Contact manager - manage contacts and authorised users associated with your centre (depending on permissions)

Switch Role

If you have more than one role allocated to you, this is where you can switch between them and then use the different functionality available to each role.

For information on the different roles, and the functions assigned to them, please refer to Appendix 2 Different User Roles.

If you need a different or additional role allocated to you:

Administrator – if you need to be added as an Administrator, then your own Lead Administrator can do this

Other roles – can be added by an Administrator

Approved Trainer and Approved Assessor - can only be added by EUSR Support

My Details

Personal details – view the roles you are allocated, the default role assigned to you when you log in and addresses and sites we hold for your organisation.

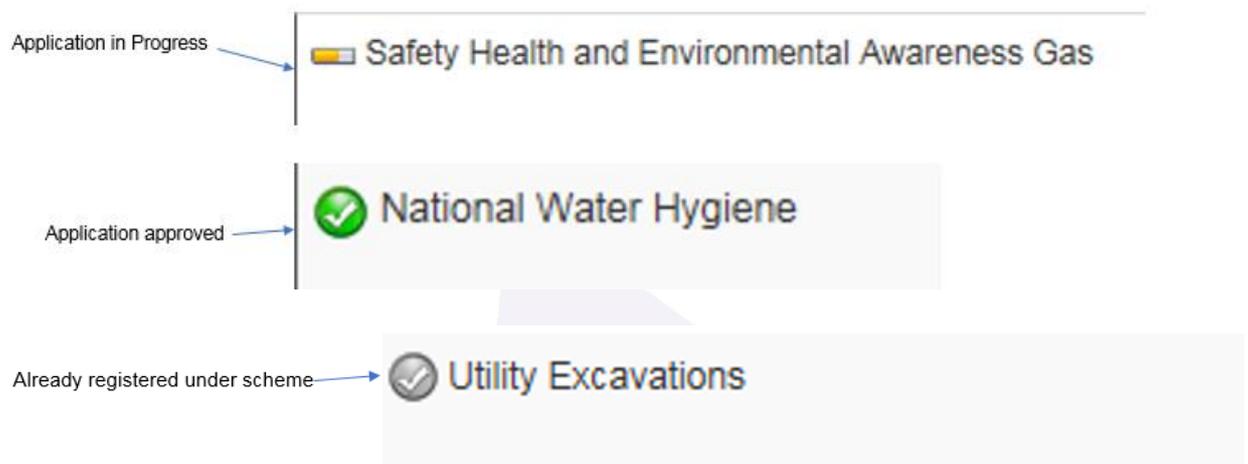
Change Password – change your password used to log in to QuartzWeb

Log out – where you log out from QuartzWeb

Terms and Conditions – this opens up the Terms & Conditions for Use of QuartzWeb

Progress Key

Once an application is submitted you are able to identify and individuals progress.



Scheme Listing

Registrations for the following schemes must be made in QuartzWeb:

Passport Schemes	Skills-based Schemes	Bespoke Programmes	Endorsed Training Programmes
All Safety, Health and Environmental Awareness (SHEA) schemes – Core, Cross-Country Pipelines, Gas, Power, Telecommunications, Water, Waste and Resource Management, SWITCH National Water Hygiene Safe Control of Operations (GB) Basic Electrical Safety Competence for Access, Movement and Egress (BESC:AME)	Licence to Control (L2C) Plant and Utility Scheme (PLUS) Power Skills Scheme (Competency Accord) Smart Metering Utility Excavations	National Grid Electricity Contractors National Grid Direct Labour Scheme Cadent CAP ELR Scheme Safe Control of Operations (NI) Scottish Water Distribution Operation and Maintenance Strategy (DOMS)	All Endorsed Training Programmes

The following schemes remain paper-based:

- Leakage Detection & Control (Water)
- In-situ Lining
- Confined Spaces
- Confined Spaces (Water)
- Safe Control of Mains Connections (SCMC)
- Utility Network Construction Supervisor
- Network Construction Operations (NCO) (Gas)
- Network Construction Operations (NCO) (Water)

Registration forms, photographs and scheme evidence for these schemes to be submitted by post to:

EUSR Support, Friars Gate, 1011 Stratford Road, Shirley, Solihull, B90 4BN

Registration Forms are available on the relevant scheme page on the EUSR website.

Replacement Cards

These will continue to be paper-based and a Replacement Card Request Form must be completed and submitted. Full details available on our website:

www.eusr.co.uk/support-faqs/cardholder-support/replacement-cards

Please see the link below for the online shop:

<https://www.euskills.co.uk/shop/>

ERegistration Submission

Whether it is just one individual or twelve, all registration submissions are referred to as a 'Batch'. (**Note:** the first part of this process is also how you book a course for SHEA, NWH and SCO only).

Mandatory Information for each individual within the Batch:

You must provide:

- First Name
- Last Name
- Date of Birth
- Employer name for Smart Metering

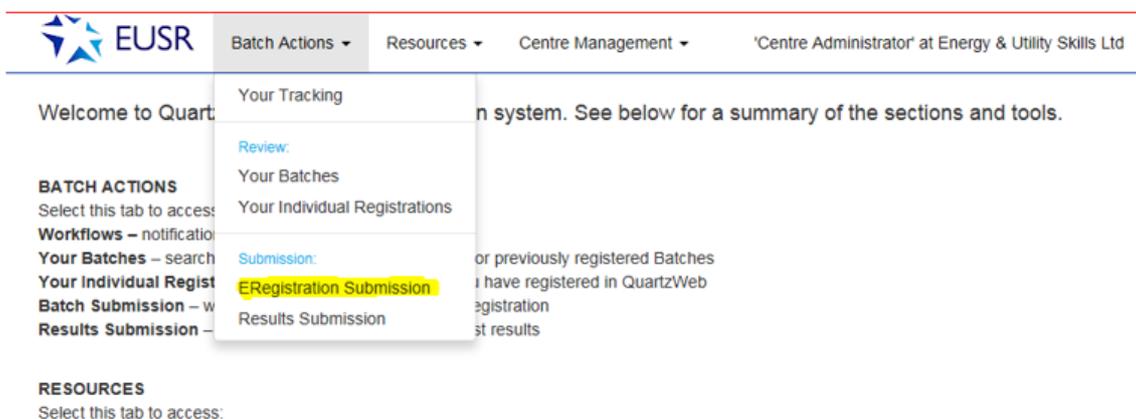
NOTE: Employer name is not currently mandatory for most schemes though it is highly recommended that this information is recorded against all individuals.

Booking a Course

(SHEA, NWH, SCO AND Scottish Water DOMS only)

You are able to plan ahead and book a course – **but no more than 28 days in advance**. A course is created when you create a Batch registration. See section on ERegistration Submission.

Creating a Batch



The screenshot shows the EUSR QuartzWeb interface. The 'Batch Actions' dropdown menu is open, displaying options under 'Review' (Your Tracking, Your Batches, Your Individual Registrations) and 'Submission' (ERegistration Submission, Results Submission). The 'ERegistration Submission' option is highlighted in yellow. The background shows a 'Welcome to QuartzWeb' message and a list of 'BATCH ACTIONS' including Workflows, Your Batches, Your Individual Registrations, Batch Submission, and Results Submission. There is also a 'RESOURCES' section.

You will be asked to select the Programme / Course of learning from a drop down box.

ERegistration Submission

Please note that you are about to submit a file of registrations for which a new batch will be created. If you wish to add further registrations to a current batch then please use the options on the specific batch review page. [Click here](#) for a list of your batches.

Select the programme/course of learning: [View Units](#)

The qualification (if relevant): [View Units](#)

[Continue](#)

The second drop down box is the Scheme you wish you deliver.

For example:

- National Water Hygiene
- National Water Hygiene

Optional field. Can be filled with a unique reference number.

Start date can be selected using the inbuilt calendar. I.E. 01/02/2019. This is the registration start date or date the course was held.

Optional field, can be used to distinguish between delivery sites.

The company location

Delivery address for EUSR ID cards

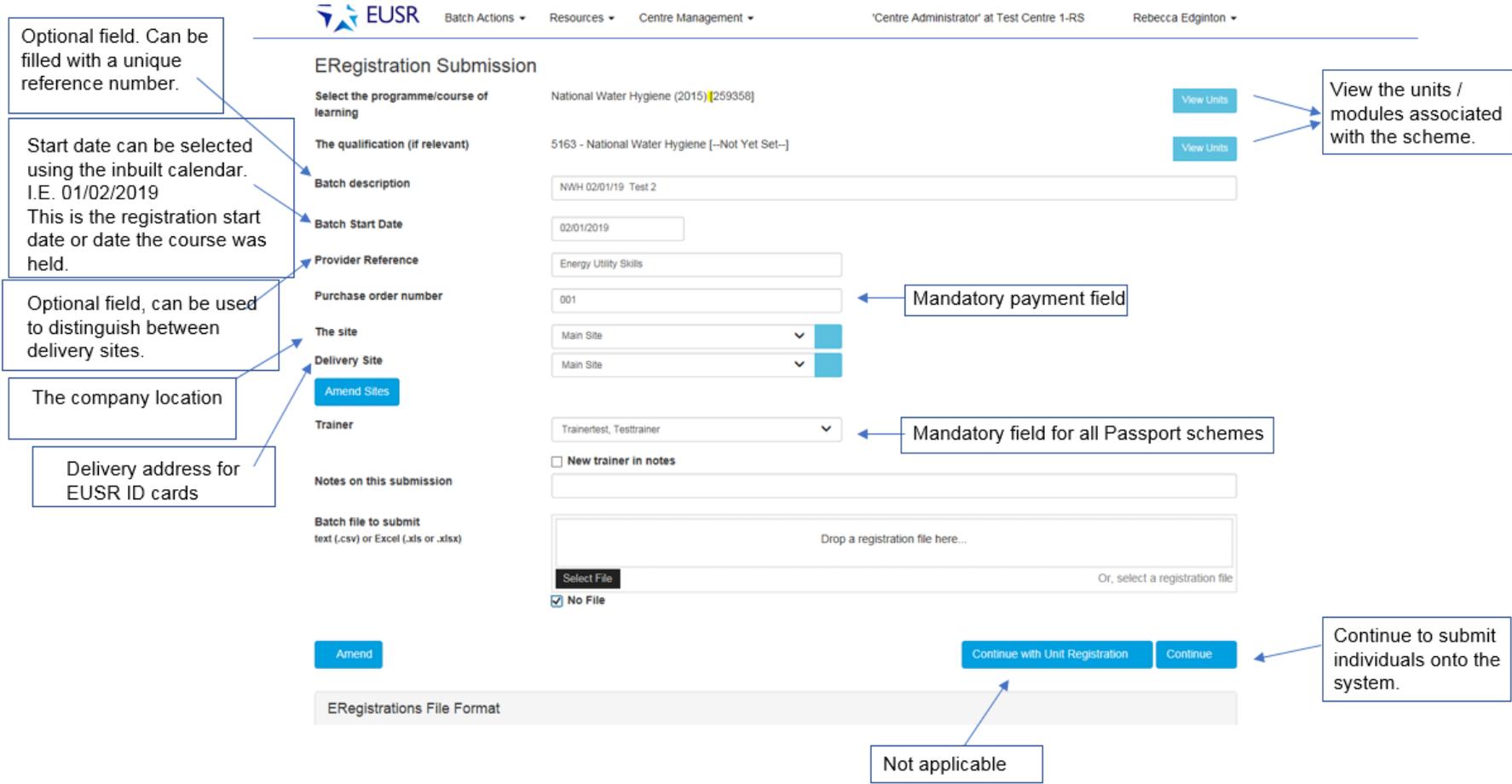
View the units / modules associated with the scheme.

Mandatory payment field

Mandatory field for all Passport schemes

Continue to submit individuals onto the system.

Not applicable



The screenshot shows the 'ERegistration Submission' form. The left sidebar contains a list of fields: 'Select the programme/course of learning', 'The qualification (if relevant)', 'Batch description', 'Batch Start Date', 'Provider Reference', 'Purchase order number', 'The site', 'Delivery Site', 'Trainer', 'Notes on this submission', and 'Batch file to submit'. The main form area contains input fields for these items, including a date picker for 'Batch Start Date', dropdown menus for 'The site' and 'Delivery Site', and a 'Trainer' dropdown. There are also buttons for 'View Units', 'Amend Sites', 'Amend', 'Continue with Unit Registration', and 'Continue'. Callout boxes provide additional context for several of these elements.

Purchase Order Number

This is a mandatory field. The Purchase Order number you provide will appear in invoicing documentation.

If you do not wish to pay by Purchase Order you have other options:

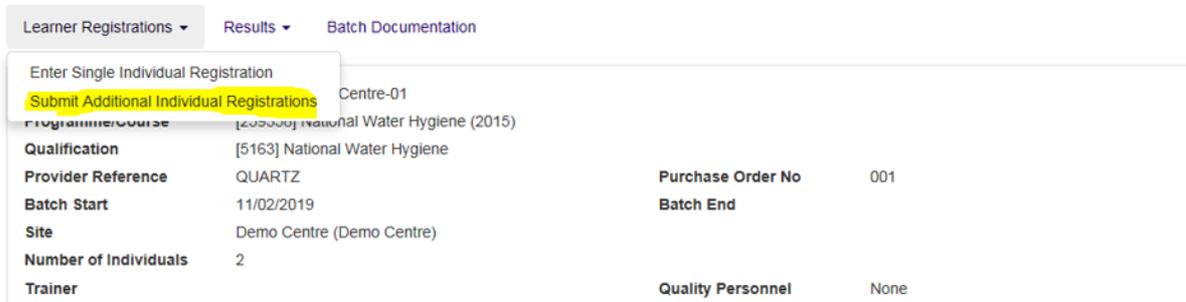
- BACS – if this is used please input, for example, 'Paid by BACS on 14/12/18'
- Credit/Debit Card - if this is used please input, for example, 'Paid by CARD on 14/12/18. **Note:** to pay by Card you will need to pay by telephone – EUSR Support – 0845 077 99 22

Please note that we will invoice the centre (or the approved provider or trainer) that has made the registration in QuartzWeb. **We will not invoice third parties.**

Changing A Purchase Order Number

Once a batch has been booked the purchase order can be updated.

To do this, open the batch and select 'Learner Registrations' and 'Submit Additional Individual Registrations'



The screenshot shows a web interface with a navigation bar containing 'Learner Registrations', 'Results', and 'Batch Documentation'. A dropdown menu is open under 'Learner Registrations', with 'Submit Additional Individual Registrations' highlighted in yellow. The background displays registration details for a course at 'Centre-01'.

Programme/Course	[205000] National Water Hygiene (2015)	Purchase Order No	001
Qualification	[5163] National Water Hygiene	Batch End	
Provider Reference	QUARTZ		
Batch Start	11/02/2019		
Site	Demo Centre (Demo Centre)		
Number of Individuals	2		
Trainer		Quality Personnel	None

The Purchase order number can be amended on this screen.

ERegistration Submission

[< Back to Batch](#)

Select the programme/course of learning	National Water Hygiene (2015)	View Units
The qualification (if relevant)	National Water Hygiene	View Units
Batch description	QUARTZ WEB VIDEOS	
Batch Start Date	11/02/2019	
Provider Reference	QUARTZ	
Purchase order number	001	
The site	Demo Centre	
Delivery Site	Demo Centre	
Amend Sites		
Trainer	-- None --	
Notes on this submission	<input type="text"/>	
Batch file to submit text (.csv) or Excel (.xls or .xlsx)	<input type="text" value="Drop a registration file here..."/> <input type="button" value="Select File"/> Or, select a registration file <input type="checkbox"/> No File	

[Continue](#)

Trainer

This is a mandatory field for SHEA, NWH, SCO, BESC:AME and Scottish Water DOMS. The names of your Approved Trainers (or Approved Assessors for BESC:AME) for these schemes will appear in the drop down box. Please select the appropriate Approved Trainer (or Assessor for BESC:AME) name.

If a Trainer (or Assessor) name is missing, please contact EUSR Support on email: eusr@euskills.co.uk or telephone: 0845 077 99 22.

New Trainer in Notes – this is an optional field and free flow text can be added as a note on this Batch.

Batch Submission Confirmation

You will be taken to a summary page – please take the opportunity to review the information to ensure it is correct. If you would like to amend the information, select the Blue ‘Amend’ button and this will take you back to the previous screen.


Batch Actions ▾ Resources ▾ Centre Management ▾
'Centre Administrator' at Test Centre 1-RS
Rebecca Edginton ▾

BatchSubmission Confirm

Please confirm that you would like to create a new batch, with the following information. Your registration file will then be submitted against that batch

Programme/Course	National Water Hygiene (2015) [259358]
Qualification:	[5163] 5163 - National Water Hygiene [-Not Yet Set-]
Batch Description:	NWH 02/01/19 Test 2
Batch Start Date	02/01/2019
Provider Reference:	Energy Utility Skills
Purchase Order No:	001
Site:	Main Site
Delivery Site:	Main Site
Trainer:	Trainertest, Testtrainer
Notes:	
File Name:	No File Submitted

By submitting this registration file, you as the Authorised User confirm that all details are true, accurate and complete and that the information has been entered using the correct formatting. Any subsequent changes to the batch following its submission may incur further charges

[Amend](#)
[Submit](#)

If the information is all correct, select Submit and an EUSR Batch number will be created. The batch can be amended at a later date by selecting ‘Batch Actions’ and ‘Your Batches’.

For SHEA, NWH, SCO only – once a Batch has been created, a test paper will be generated for download in the batch. The test paper is available 48 hours before the course date.

Learner Registrations ▾ Results ▾ **Batch Documentation**

Provider	[18582] Demo Centre-01		
Programme/Course	[259358] National Water Hygiene (2015)		
Qualification	[5163] National Water Hygiene		
Provider Reference	001	Purchase Order No	001
Batch Start	25/02/2019	Batch End	
Site	Demo Centre (Demo Centre)		
Number of Individuals	0		
Trainer		Quality Personnel	None

Individual Registrations

Click on the surname to review the individual's history for your currently selected centre.

No learners.

Batch Unit Registrations

Adding Individuals to a Batch

Individuals can be added in bulk using the Batch File, or on an individual by individual basis.

Bulk Registration

To submit multi-registrations in the same Batch use the 'Batch File' – this is found by selecting the link at the foot of the first Batch Submission screen.

Upload spreadsheet here

Notes on this submission

Batch file to submit
text (.csv) or Excel (.xls or .xlsx)

New trainer in notes

Drop a registration file here...

Select File

Or, select a registration file

No File

Amend

Continue with Unit Registration

Continue

ERegistrations File Format

Click Here for a 'Standard Batch' submission form (as an Excel file).

Click Here for instructions on filling in the 'Standard Batch' submission form.

Batch files can be accepted in a variety of formats. Click Here for full details of the file-formats available and associated coding conventions (in a Word document).

Once uploaded a preview file will be available to view.

Notes on this submission

Batch file to submit
text (.csv) or Excel (.xls or .xlsx)

New trainer in notes

Drop a registration file here...

Select File

All Files Uploaded. Please select file(s) to upload.

This is a 'preview' of the file you have uploaded. The top (yellow) line displays the column headings **we are expecting** - below that is displayed JUST the first 20 lines of the file.

NB: If the file does not appear to match the yellow column-headings, you can proceed to submit the file but it may be subject to processing delays. Alternatively, edit the file now, BUT DON'T FORGET then to re-drag-and-drop it, or re-select it - and check again the 'yellow' column headings against your file's actual content.

EUSR ID	Surname	Forename	DoB	Email Address
	Rossi	Janice	16/03/1969	janice@ef.com
	Hill	Henry	29/12/1978	henry@ef.com
	Carbone	Frank	18/02/1964	frank@fake.com

No File

Amend

Continue with Unit Registration

Continue

ERegistrations File Format

Once uploaded and correct. Click continue to confirm.

The spreadsheet can also be uploaded after creating the batch.
 To do this open the batch, select 'Learner Registration' and 'Submit Additional Individual Registrations'.

Learner Registrations ▾ Results ▾ Batch Documentation

Enter Single Individual Registration
 Submit Additional Individual Registrations

Centre-01

Programme/Course [25500] National Water Hygiene (2015)

Qualification [5163] National Water Hygiene

Provider Reference QUARTZ

Batch Start 11/02/2019

Site Demo Centre (Demo Centre)

Number of Individuals 2

Trainer

Purchase Order No 001

Batch End

Quality Personnel None

ERegistration Submission

< Back to Batch

Select the programme/course of learning National Water Hygiene (2015) [View Units](#)

The qualification (if relevant) National Water Hygiene [View Units](#)

Batch description QUARTZ WEB VIDEOS

Batch Start Date 11/02/2019

Provider Reference QUARTZ

Purchase order number 001

The site Demo Centre ▾

Delivery Site Demo Centre ▾

[Amend Sites](#)

Trainer -- None -- ▾

Notes on this submission

Batch file to submit text (.csv) or Excel (.xls or .xlsx)

Drop a registration file here...

Or, select a registration file

No File

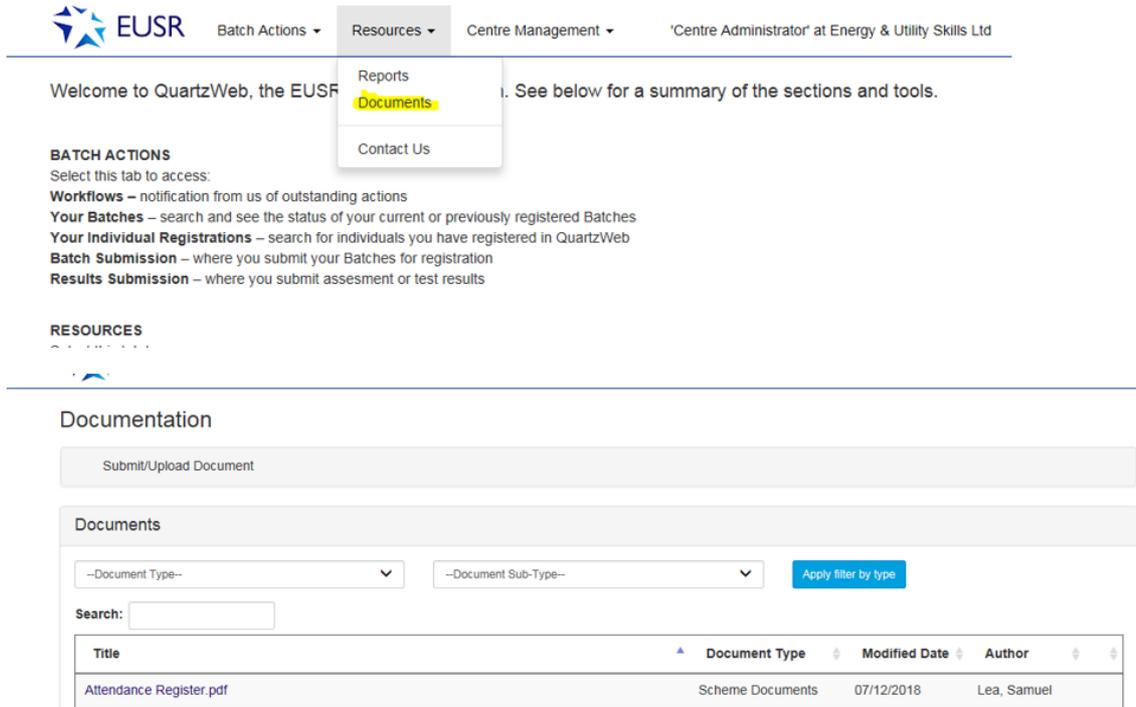
[Continue](#)

Upload spreadsheet here

Once uploaded a preview file will be available to view.
 Once uploaded click continue.

A blank template for the bulk upload can be found under the 'Documents' tab or can be located at the bottom of the ERegistration Submission page.

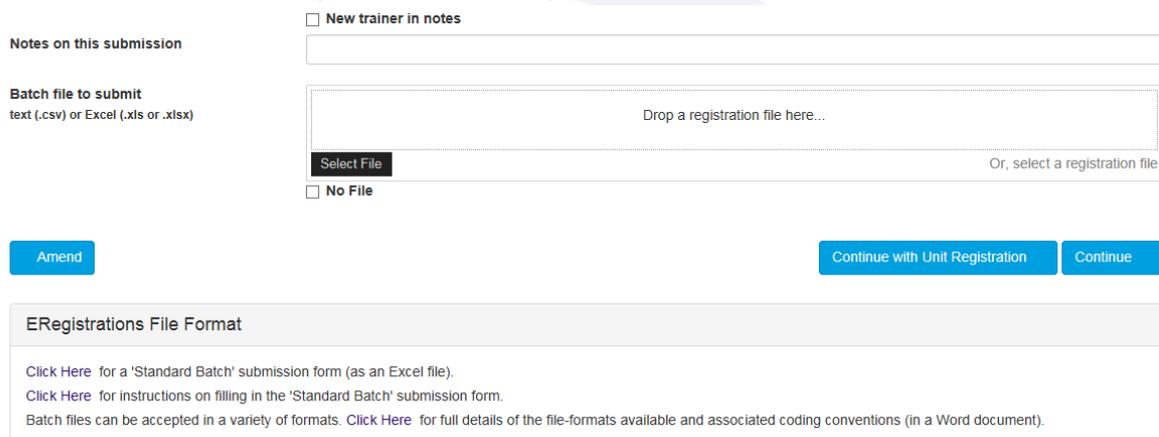
1. Locate spreadsheet through document.



The screenshot shows the QuartzWeb interface. At the top, there is a navigation bar with 'EUSR', 'Batch Actions', 'Resources', 'Centre Management', and 'Centre Administrator' at Energy & Utility Skills Ltd. The 'Resources' dropdown menu is open, showing 'Reports', 'Documents' (highlighted in yellow), and 'Contact Us'. Below the navigation bar, there is a welcome message and a list of 'BATCH ACTIONS' including Workflows, Your Batches, Your Individual Registrations, Batch Submission, and Results Submission. Below that, there is a 'RESOURCES' section. The main content area is titled 'Documentation' and contains a 'Submit/Upload Document' button. Below this is a 'Documents' section with two dropdown menus for 'Document Type' and 'Document Sub-Type', and an 'Apply filter by type' button. A search box is also present. Below the search box is a table with the following data:

Title	Document Type	Modified Date	Author
Attendance Register.pdf	Scheme Documents	07/12/2018	Lea, Samuel

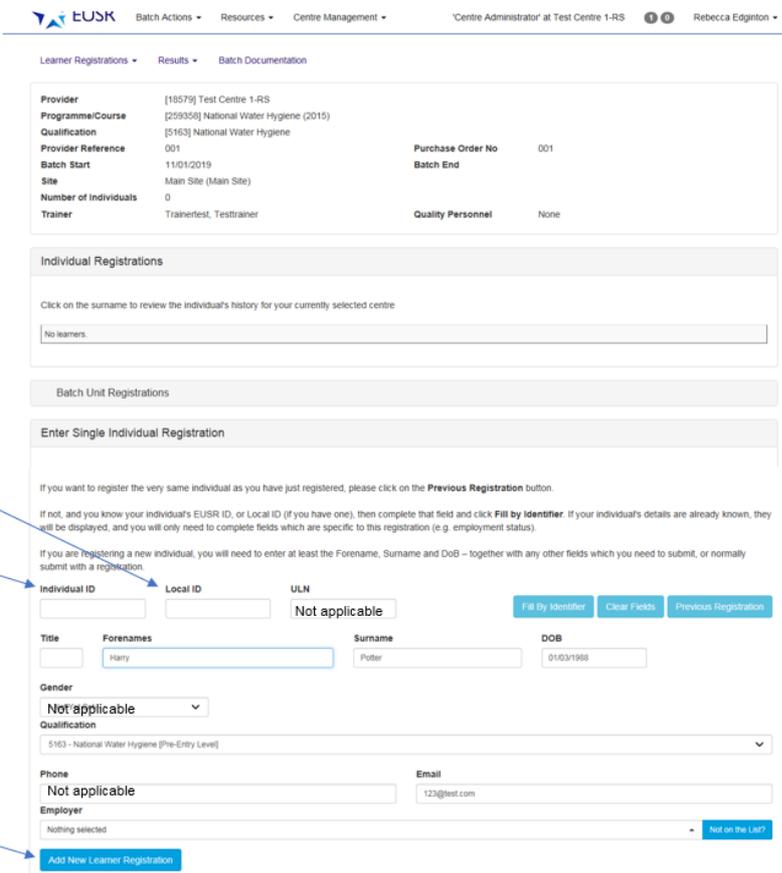
2. Locate spreadsheet through submission page.



The screenshot shows the ERegistration submission page. It includes a 'Notes on this submission' section with a text area and a 'Batch file to submit' section with a file upload area. The 'Batch file to submit' section has a 'Drop a registration file here...' area, a 'Select File' button, and a 'No File' checkbox. Below these sections are 'Amend', 'Continue with Unit Registration', and 'Continue' buttons. At the bottom, there is an 'ERegistrations File Format' section with links for more information.

Adding individually

Individuals will appear in the 'Individual Registrations' section.



The screenshot shows the 'Enter Single Individual Registration' form in the EUSR system. The form includes fields for Individual ID, Local ID, ULN, Title, Forenames, Surname, and DOB. The 'Individual ID' field is highlighted with a blue arrow and labeled 'EUSR ID'. The 'Fill By Identifier' button is highlighted with a blue arrow and labeled 'BT UIN number / NGP number'. The 'Add New Learner Registration' button at the bottom is highlighted with a blue arrow and labeled 'Please click here to continue'.

If the EUSR ID number is known, please fill in the 'Individual ID' and select 'Fill By Identifier' - this will complete all other fields on screen.

You will need to confirm or amend the registration.

Email Address

The email address enables an individual to view their historic records, (the register search will only show live endorsements). The email address will also help us to identify an individual if they lose their card.

This isn't a mandatory field but is recommended.

Confirm Individual Registration

Please confirm you want to add New Individual **Harry Potter (DOB 01/03/1988)** to batch **(263364) NWH 02/01/19 Test 4**

Cancel

Confirm

Learner Registrations ▾ Results ▾ Batch Documentation

Provider	[18579] Test Centre 1-RS		
Programme/Course	[259358] National Water Hygiene (2015)		
Qualification	[5163] National Water Hygiene		
Provider Reference	001	Purchase Order No	001
Batch Start	11/01/2019	Batch End	
Site	Main Site (Main Site)		
Number of Individuals	3		
Trainer	Trainertest, Testtrainer	Quality Personnel	None

Individual Registrations

Click on the surname to review the individual's history for your currently selected centre

Actions	All	Individual ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions ▾	<input type="checkbox"/>	500131		—	Harry	Potter (more...)	01/03/1988	Not Specified	Metrics	 National Water Hygiene	15/01/2019
Actions ▾	<input type="checkbox"/>	500132		—	Ronald	Weasley (more...)	04/09/1988	Not Specified	Metrics	 National Water Hygiene	15/01/2019
Actions ▾	<input type="checkbox"/>	500133		—	Hermionie	Granger (more...)	28/05/1988	Not Specified	Metrics	 National Water Hygiene	15/01/2019

Once uploaded all individuals will appear on the batch. Individuals can be reviewed by clicking against their names.

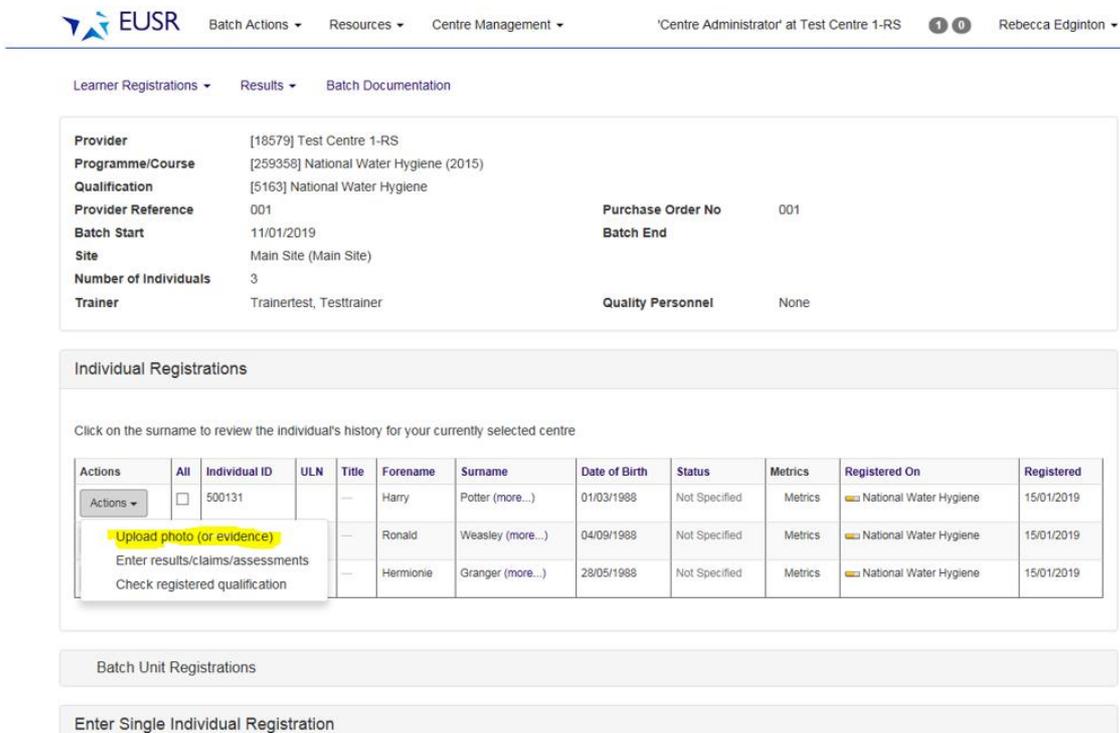
Uploading photographs and scheme evidence

Before a registration is 'live' on EUSR, a photograph, and scheme evidence is a requirement of the scheme, this must be uploaded against the individual. Please ensure that the photographs you upload comply with our Photograph Guidelines www.eusr.co.uk/support-faqs/provider-and-trainer-support/photograph-guidelines



'example photo'

In the Left hand side of the 'Individual Registrations' select 'Actions' and then 'Upload Photo and/or evidence'.



EUSR Batch Actions ▾ Resources ▾ Centre Management ▾ 'Centre Administrator' at Test Centre 1-RS 1 0 Rebecca Edginton ▾

Learner Registrations ▾ Results ▾ Batch Documentation

Provider [18579] Test Centre 1-RS
Programme/Course [259358] National Water Hygiene (2015)
Qualification [5163] National Water Hygiene
Provider Reference 001 **Purchase Order No** 001
Batch Start 11/01/2019 **Batch End**
Site Main Site (Main Site)
Number of Individuals 3 **Quality Personnel** None
Trainer Trainertest, Testtrainer

Individual Registrations

Click on the surname to review the individual's history for your currently selected centre

Actions	All	Individual ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions ▾	<input type="checkbox"/>	500131		—	Harry	Potter (more...)	01/03/1988	Not Specified	Metrics	National Water Hygiene	15/01/2019
Upload photo (or evidence)				—	Ronald	Weasley (more...)	04/09/1988	Not Specified	Metrics	National Water Hygiene	15/01/2019
Enter results/claims/assessments				—	Hermione	Granger (more...)	28/05/1988	Not Specified	Metrics	National Water Hygiene	15/01/2019
Check registered qualification											

Batch Unit Registrations

Enter Single Individual Registration

Select the type of document you wish to upload and click 'Submit'

Submit Document

Pick a document type and sub-type from the drop-down lists and then click "Browse..." to select a document to upload.

Assessment document --Document Sub-type--

Document:

View Document

Choose a document to view:

No Documents To Be Displayed

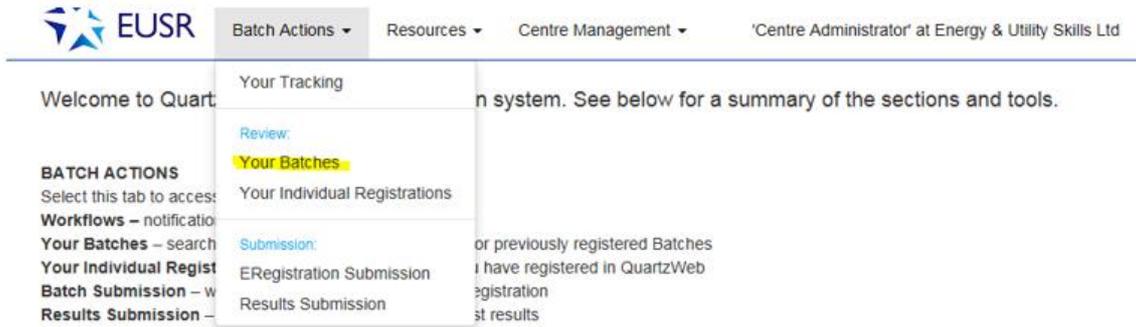
Photos can be uploaded in Jpeg or PNG format.

If an individual has an existing ID number and photo, another photo will not need to be uploaded.

Evidence varies depending on the scheme. Please see scheme rules for evidence requirements.

Viewing your Batches

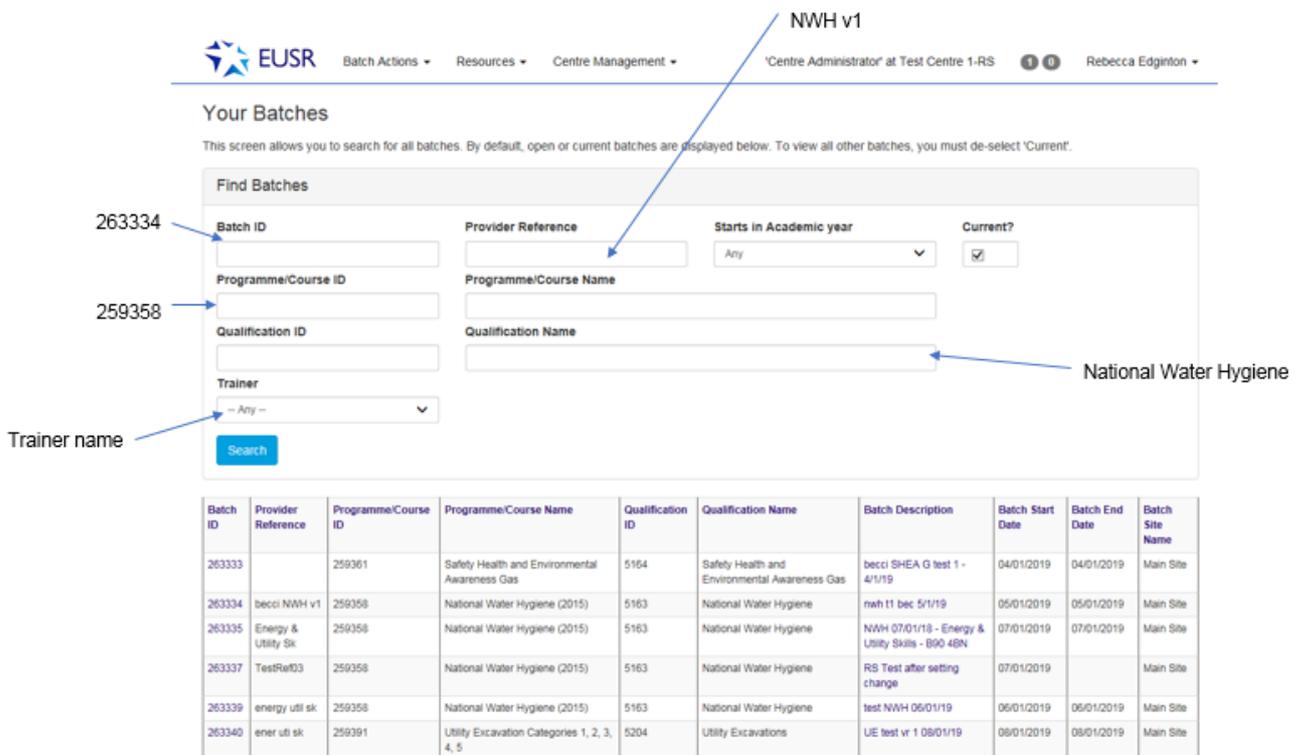
You can view your incomplete Batches (ie those that have not yet been submitted) and all previously submitted Batches by selecting the main tab, 'Batch Actions' and then under 'Review' selecting 'Your Batches'.



EUSR Batch Actions Resources Centre Management 'Centre Administrator' at Energy & Utility Skills Ltd
 Welcome to QuartzWeb registration system. See below for a summary of the sections and tools.
BATCH ACTIONS
 Select this tab to access:
Workflows – notification
Your Batches – search
Your Individual Registrations
Batch Submission – w
Results Submission –

- Your Tracking
- Review:
 - Your Batches**
 - Your Individual Registrations
- Submission:
 - ERegistration Submission
 - Results Submission

Batches can be searched for by completing the 'Find' fields.



EUSR Batch Actions Resources Centre Management 'Centre Administrator' at Test Centre 1-RS Rebecca Edginton
Your Batches
 This screen allows you to search for all batches. By default, open or current batches are displayed below. To view all other batches, you must de-select 'Current'.

Find Batches
 Batch ID: 263334
 Provider Reference: NWH v1
 Programme/Course ID: 259358
 Qualification ID:
 Trainer: -- Any --
 Starts in Academic year: Any
 Current?

National Water Hygiene

Batch ID	Provider Reference	Programme/Course ID	Programme/Course Name	Qualification ID	Qualification Name	Batch Description	Batch Start Date	Batch End Date	Batch Site Name
263333		259361	Safety Health and Environmental Awareness Gas	5164	Safety Health and Environmental Awareness Gas	becci SHEA G test 1 - 4/1/19	04/01/2019	04/01/2019	Main Site
263334	becci NWH v1	259358	National Water Hygiene (2015)	5163	National Water Hygiene	nwh t1 bec 5/1/19	05/01/2019	05/01/2019	Main Site
263335	Energy & Utility Sk	259358	National Water Hygiene (2015)	5163	National Water Hygiene	NWH 07/01/19 - Energy & Utility Skills - B90 4BN	07/01/2019	07/01/2019	Main Site
263337	TestRef03	259358	National Water Hygiene (2015)	5163	National Water Hygiene	RS Test after setting change	07/01/2019		Main Site
263339	energy util sk	259358	National Water Hygiene (2015)	5163	National Water Hygiene	test NWH 06/01/19	06/01/2019	06/01/2019	Main Site
263340	ener util sk	259391	Utility Excavation Categories 1, 2, 3, 4, 5	5204	Utility Excavations	UE test vr 1 08/01/19	08/01/2019	08/01/2019	Main Site

Adding a Test or Assessment Result

(For SHEA, NWH, SCO and Scottish Water DOMS only)

For these schemes you will need to record whether an individual has passed their assessment (or test) before their registration can go 'live'. Pass or Fail can be recorded by either selecting 'By Unit' or 'Learner'.

By Unit

The screenshot shows the EUSR system interface. At the top, there is a navigation bar with the EUSR logo and several menu items: 'Batch Actions', 'Resources', 'Centre Management', and 'Centre Administrator' at Test Centre 1-RS. The user's name, Rebecca Edginton, is displayed on the right. Below the navigation bar, there are three tabs: 'Learner Registrations', 'Results', and 'Batch Documentation'. The 'Results' tab is active, and a dropdown menu is open, showing 'Direct Entry Results By Unit' highlighted in yellow. Below the dropdown, there is a table with the following data:

Provider			
Programme/Course	[5163] National Water Hygiene (2015)		
Qualification	[5163] National Water Hygiene	Purchase Order No	001
Provider Reference	001	Batch End	
Batch Start	11/01/2019		
Site	Main Site (Main Site)		
Number of Individuals	3	Quality Personnel	None
Trainer	Trainertest, Testtrainer		

Below the table, there is a section titled 'Individual Registrations' with a note: 'Click on the surname to review the individual's history for your currently selected centre'.

Direct Entry Results By Unit Submission

Batch [263364] NWH 02/01/19 Test 4

[Back to Batch](#)

4576.National Water Hygiene 2015 Test 5 () [C=0,L=SP]

[Add/Amend Basket](#) 0 results for this batch in this basket

Learner ID	Learner name	Result	
500133	Hermionie Granger	-- Please Select --	Set APL
500131	Harry Potter	Fail	Set APL
500132	Ronald Weasley	Pass	Set APL

Passport scheme Submission (i.e. National Water Hygiene)

Select result

Not applicable

Direct Entry Results By Unit Submission

Batch [263366] Smart test vr 2

[Back to Batch](#)

5058.Smart Metering (Electricity) Single Phase () [C=0,L=SP]

[Add/Amend Basket](#) 0 results for this batch in this basket

Learner ID	Learner name	Result (Set Achieved)	
500133	Hermionie Granger	Achieved	Set APL
500131	Harry Potter	-- Please Select --	Set APL
500132	Ronald Weasley	Not Achieved	Set APL

Skills based scheme Submission (i.e. Utility Excavations)

Select result

Not applicable

By Learner

EUSR [Batch Actions](#) [Resources](#) [Centre Management](#) 'Centre Administrator' at Test Centre 1-RS [Rebecca Edginton](#)

[Learner Registrations](#) [Results](#) [Batch Documentation](#)

Direct Entry Results By Unit

Direct Entry Results By Learner

5058.Smart Metering (Electricity) Single Phase () [C=0,L=SP]

Provider Reference	001	Purchase Order No	001
Batch Start	14/01/2019	Batch End	
Site	Main Site (Main Site)	Quality Personnel	None
Number of Individuals	3		
Trainer	TrainerTest, TestTrainer		

Individual Registrations

Click on the surname to review the individual's history for your currently selected centre

For these schemes you will need to record whether an individual has passed their assessment (or test) before their registration can go 'live'. Achieved or Not Achieved can be recorded by either selecting 'By Unit' or 'Learner'.

EUSR Support: Monday to Friday 8am–5pm | eusr@euskills.co.uk | 0845 077 99 22

Direct Entry Results By Individual Submission
Batch [263366] Smart test vr 2

[Back to Batch](#)

Hermionie Granger (500133)

Smart Metering - All Electricity, All Gas and Multi-rate
Test Centre 1-RS

Hermionie Granger (500133) ▼

Save once completed [Save](#) 0 results for this batch in this basket

Unit	Result	
5058: Smart Metering (Electricity) Single Phase () [C=0,L=SP]	Achieved	Set API
5059: Smart Metering (Electricity) Multi-rate () [C=0,L=SP]	Not Achieved	Set API
5060: Smart Metering (Electricity) Single Phase off Multi-phase () [C=0,L=SP]	Achieved	Set API
5061: Smart Metering (Electricity) Multi-phase () [C=0,L=SP]	Not Achieved	Set API
5062: Smart Metering (Gas) Low Pressure () [C=0,L=SP]	Not Achieved	Set API
5063: Smart Metering (Gas) Medium Pressure () [C=0,L=SP]	Not Achieved	Set API

Select individual

Select category and result

Once all individuals are uploaded to the 'Results' tab, they will be uploaded to the basket. Select 'Basket', and then select the batch you wish to submit.

EUSR Batch Actions ▾ Resources ▾ Centre Management ▾ 'Centre Administrator' at Test Centre 1-RS 1 0 Rebecca Edginton ▾

Direct Entry Results By Unit Submission
Batch [263364] NWH 02/01/19 Test 4

[Back to Batch](#)

4576 National Water Hygiene 2015 Test 5 () [C=0,L=SP] ▼

[Add/Amend Basket](#) 3 results for this batch in this basket

Learner ID	Learner name	Result
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QuartzWeb basket

Select the batch and individuals you want to submit. Amend or remove any individuals who are not required and submit.

Direct Entry Basket

[263364] NWH 02/01/19 Test 4 ▼ [Submit](#)

Learner ID	Learner	Unit ID	Unit	Level	RIT 5	National Code	Batch	Result	Option
500133	Granger, Hermionie	AAE576	National Water Hygiene 2015 Test 5	SP			[263364] NWH 02/01/19 Test 4	Pass -Not Yet Set-	Amend Remove
500131	Potter, Harry	AAE576	National Water Hygiene 2015 Test 5	SP			[263364] NWH 02/01/19 Test 4	Pass -Not Yet Set-	Amend Remove
500132	Weasley, Ronald	AAE576	National Water Hygiene 2015 Test 5	SP			[263364] NWH 02/01/19 Test 4	Pass -Not Yet Set-	Amend Remove

Confirm or amend Results Submission

Confirm Direct Entry Results Submission

Please confirm that you want to submit a total of 3 awards for 3 individuals on batch [263364] NWH 02/01/19 Test 4

Amend

Once a batch is submitted a confirmation page will appear.

The batch will now be sent across to EUSR to verify.

Results Submission

A set of direct entry results has been submitted

Please click the EUSR tab in the top left-hand corner to return to the home screen.



Registration Deadlines

All Batches must be submitted for Registration no later than 28 days after training delivery or assessment.

Downloading Scheme or Programme Materials

EUSR Support: Monday to Friday 8am–5pm | eusr@euskills.co.uk | 0845 077 99 22

Scheme or Programme Materials can be accessed in the 'Resources' tab for all schemes or programmes you are approved to deliver. Some schemes or programmes will not have any associated materials.

Question Papers and Answer Sheets (SHEA, NWH and SCO only)

You will always need to book a course for SHEA, NWH and SCO so that you can download question papers. Question Papers are allocated 48 hours prior to the course date. Question Papers can be downloaded on demand ie you do not have to download them in advance of you requiring them – subject to your QuartzWeb accessibility.

Approved Trainers (for SHEA, NWH and SCO only), Lead Administrator and Administrators can download scheme materials. CBL Administrators can download some scheme materials.

Appendix 1 – QuartzWeb Terms and Conditions

Terms and Conditions for Use of QuartzWeb

These terms and conditions (T&Cs) relate to the use of QuartzWeb, Energy & Utility Skills' online registration system by staff within our approved centres - including approved providers and our approved trainers and assessors (approved users).

Authorised users must confirm their acceptance of these T&Cs each time they log into QuartzWeb. If users do not agree with these T&Cs, they cannot use QuartzWeb.

1. **Use of QuartzWeb**
 - 1.1. Energy & Utility Skills will make QuartzWeb available for administration related to, and associated with, the registration of individuals on EUSR.
 - 1.2. Authorised users will be assigned a user name and password which will give them access to QuartzWeb.
2. **Approved providers must:**
 - 2.1. Ensure that their authorised users are those with responsibility for administration related to EUSR registration.
 - 2.2. Inform Energy & Utility Skills if an authorised user ceases to be employed or moves job role.
3. **Authorised users must:**
 - 3.1. Ensure their username and password details are kept secure at all times.
 - 3.2. Never disclose their login details to any other individual or third party.
 - 3.3. Never knowingly allow any other individual or third party to use their login details to gain access to QuartzWeb.
 - 3.4. Always log off QuartzWeb immediately at the end of every session.
 - 3.5. Not leave any IT equipment unattended when logged into QuartzWeb.
 - 3.6. Notify Energy & Utility Skills immediately if their login details are lost, disclosed or used by another individual or third party.
 - 3.7. Ensure that all administration relating to EUSR registration is accurate and in line with the User Guide.
4. **Energy & Utility Skills will:**
 - 4.1. Make a User Guide available to authorised users to support use of QuartzWeb.
 - 4.2. Make QuartzWeb available 24 hours a day.
 - 4.3. Mitigate time periods where QuartzWeb is not available due to routine maintenance.
 - 4.4. Make an alternative process available for the administration of EUSR registration in the event of a prolonged loss of use of QuartzWeb.
5. **Liability:**
 - 5.1. Energy & Utility Skills will not be liable for any loss or damage resulting from data that has not been entered or processed in accordance with the User Guide or has been entered incorrectly.
6. **Termination of access**
 - 6.1. Access to QuartzWeb will be terminated by Energy & Utility Skills in the following circumstances:
 - 6.1.1. Authorised user ceases to be employed or moves job role.
 - 6.1.2. Authorised user has not accessed QuartzWeb for a period of 12 months.
 - 6.1.3. Approved centre ceases to be approved by Energy & Utility Skills.
 - 6.1.4. There is malpractice or maladministration in respect of QuartzWeb.
 - 6.2. Approved centres may terminate the access to QuartzWeb for an authorised user at any time by contacting Energy & Utility Skills.
7. **Payment terms:**
 - 7.1. Energy & Utility Skills' payment terms and conditions apply to all transactions undertaken using QuartzWeb that are carried out by authorised users on behalf of approved centres.
8. **Data Protection:**
 - 8.1. In accessing QuartzWeb, authorised users must comply at all times with the General Data Protection Regulations 2018 (and as may be amended from time to time).
 - 8.2. Authorised users must ensure that individuals are informed their personal data will be shared with Energy & Utility Skills and uploaded onto EUSR. A copy of our privacy notice is available on <https://www.eusr.co.uk/privacy>
9. **Contact:**

Authorised users and approved centres can contact Energy & Utility Skills in relation to QuartzWeb by:

Email: eusr@euskills.co.uk
Phone: 0843 077 99 22
Mail: Friars Gate, 1011 Stratford Road, Shirley, Solihull, B90 4BN
10. **General:**

Energy & Utility Skills reserves the right to amend the T&Cs and will notify approved centres and authorised users if this happens.

Appendix 2 - Different User Roles

Roles and Functionality

At a high level, the different roles and functionality are:

Role	QuartzWeb functions
<p>Head of Centre or Nominated Contact This is the individual who signs agreements with us, usually a Director or senior manager.</p>	<ul style="list-style-type: none"> • No QuartzWeb access • You notify us the name of the Lead Administrator(s) for your centre – via email to EUSR Support • You notify us of any change in invoice details and invoice address– via email to EUSR Support – we will make the changes in our finance system
<p>Lead Administrator Added in QuartzWeb by EUSR Support</p>	<p>You can:</p> <ul style="list-style-type: none"> • Add or amend the main site address for your centre • Add Administrators within your centre • Remove individuals who hold these roles for your centre – Administrators, Trainers, Assessors • All functionality associated with Administrator role
<p>Administrator Added in QuartzWeb by a Lead Administrator</p>	<p>You can:</p> <ul style="list-style-type: none"> • Check individuals and batch registration information and history for your centre • Book a course • Create and submit a batch of registrations • Amend information within a batch, before the batch has been submitted • Add or amend delivery address(es) for the return of EUSR ID cards • Upload photographs and scheme evidence • Add and submit an assessment result (Pass/Fail) • Track batch progress in work-flows

Role	QuartzWeb functions
<p>Trainer (SHEA, NWH and SCO only)</p> <p>Added in QuartzWeb by EUSR Support</p>	<p>You can:</p> <ul style="list-style-type: none"> • Check batch registration information and history for a centre where you are 'attached' as a Trainer • Book a course • Create and submit a Batch • Download delivery and assessment materials where available e.g. Power Point slides, Programme Leaders Guide, Question Papers, Answer Sheets, exemplar support materials eg data capture forms and attendance register for own use, H & S leaflets • Download Tests and Answer Sheets • Choose the delivery address (for the return on EUSR ID cards) from pre-populated address list • Add and submit an assessment result (Pass/Fail) • Upload photographs • Track batch progress in work-flows
<p>Assessor (BESC:AME only)</p> <p>Added in QuartzWeb by EUSR Support</p>	<p>You can:</p> <ul style="list-style-type: none"> • Check batch registration information and history for a centre where you are 'attached' as an Assessor • Book a course • Create and submit a Batch • Choose the delivery address (for the return on EUSR ID cards) from pre-populated address list • Add and submit an assessment result (Pass/Fail) • Upload photographs • Track batch progress in work-flows