

Summary of Manuals

GINA

Revision Date:
19 August 2015

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SUMMARY OF MANUALS

There are several user manuals that make up the suite of training for the Green Certificate Information Network Application (GINA). This document will provide a brief description of each manual.

Manual	Description
Familiarization	Provides an overview of the logon process, screen design, system buttons, error messages, data entry and searching techniques. Audience: All users
Person Maintenance	Describes how to create a new person in GINA. This includes entering personal information and an email address. Audience: All users
Maintain Roles and Interests	Describes how to add roles and interests to an existing person. Roles and interests are information that can categorize a person and indicate a person's activity or areas of interest within GINA Audience: Regional coordinators and Green Certificate program administrator
School, Division and Site Maintenance	Allows for the definition of schools and their representatives to the Green Certificate program, divisions and their representatives to the Green Certificate program and sites. A site can be a mailing address or physical address of a school, division, testing location or training location. Audience: All users
Registration and Approvals	Describes the business process of a new pre-registration from initial entry through to becoming active. Explains how to enter a pre-registration, obtain signatures and provide approval (school and regional coordinators). Audience: All users
Withdrawals	Describes how to enter a withdrawal and refund request. Audience: All users
Termination Processing	Explains how to enter a termination and refund request. Audience: Regional coordinator and Green Certificate program administrator
View Terminations	Describes how to view a termination request Audience: School/division coordinators, school/division financial administrators
Financial Processing	Describes how to approve or reject a refund request Audience: Green Certificate program administrator

Manual	Description
Test Schedule Maintenance	Explains how to set up a test schedule in preparation for testing. Audience: Regional coordinator and Green Certificate program administrator
Enter Test Results	Describes how to enter test results after testing has occurred. This includes marking a trainee who did not attend their session and marking a trainee as complete in their program. Audience: Regional coordinator and Green Certificate program administrator
View Test Results	Describes how to view a trainee’s test results Audience: School/division coordinators, school/division financial administrators
Reporting	Describes the reports available and how to generate a report. Audience: All users
Stakeholder Group Maintenance	Explains how to perform an ad hoc search and export the results to an Excel spreadsheet Audience: Regional coordinator and Green Certificate program administrator
Campaign Maintenance	Describes the business process for developing and executing a campaign. Campaigns allow for a mass email to be sent to individuals. Explains how to create a template, run a campaign and review the results. Audience: Regional coordinator and Green Certificate program administrator
User Maintenance	Explains how to set up new external users so that they can log onto GINA. Audience: Green Certificate program administrator