



## Logbook App instructions

1. All TTP Logbook App users must be employed by a Train the painter Registered Company and registered on the Train the painter platform.
2. Select an employee within the company to act as the Provider Admin and inform the Corrodere Academy of their name and email address for registration
  - Provider Admin will have full access to the TTP logbook dashboard, where they:
    - Must register all Students and Supervisors
    - Have the ability to oversee all users progress
  - Do not duplicate users if they have already been added to the TTP training platform.
  - Provider Admin cannot also be registered as an Approved Trainer on the Train the painter platform.
  - Provider Admin does not have access to the Logbook App - only the dashboard.

See a user demonstration [Logbook dashboard](#)

[Logbook dashboard login](#)

3. Provider Admin invites users to download the 'TTP Log Book App' from the App store or Google play. Share login details with new user.



4. Users can change their login details on the Train the painter training platform.
5. Trainees log hours of work and select their Supervisor on the day through the App. Select complete to confirm and sign off completed tasks. Tasks can be logged retrospectively.

All Supervisors registered through the dashboard will be available for the Trainee to select.

Supervisors can only see progress of students who selected them for task approval.

[See the Logbook App in action](#)

6. Once 1600 hours of experience have been logged an automated message will be sent to the training platform to replace Trainee cards - Free of charge.
7. Change of Provider Admin – please inform the Corrodere Academy immediately.