

# ATAINZ



## Radar

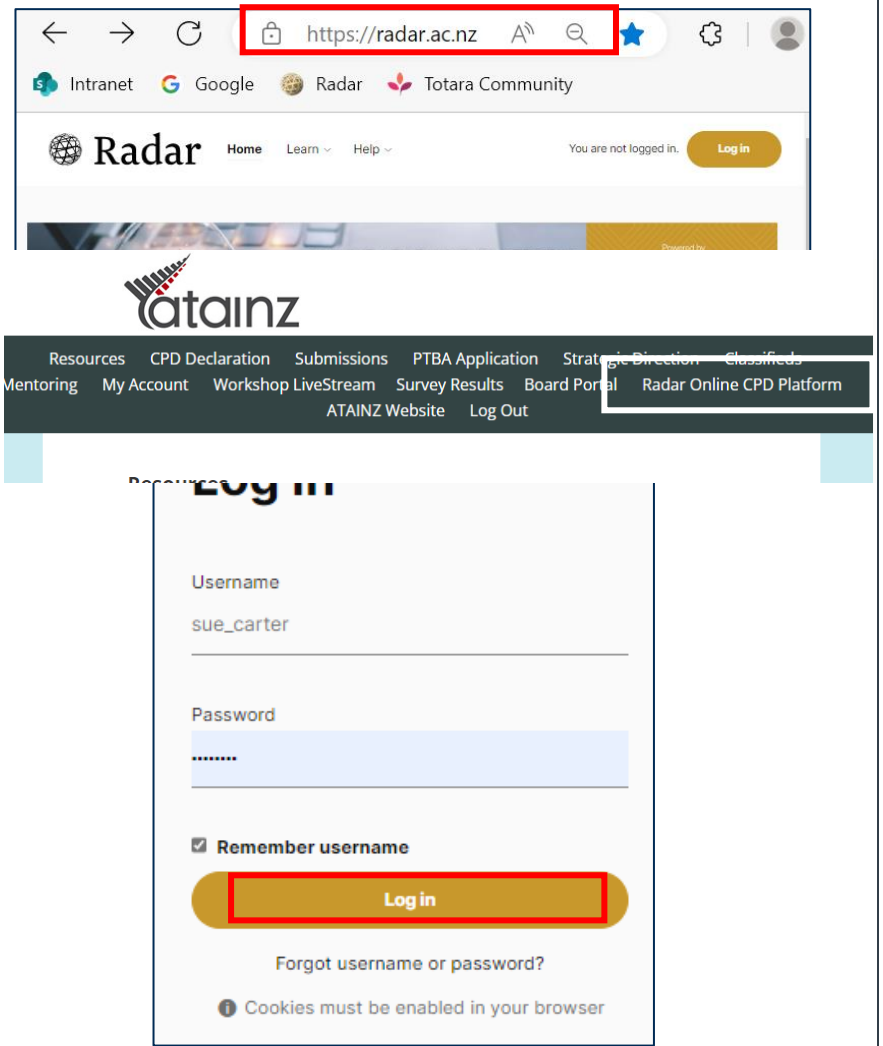
### Quick User Guide

Email: [support@strategi.ac.nz](mailto:support@strategi.ac.nz)

Phone: 09 414 1300

Live Chat: via Radar (Online Hours: Monday - Friday 10:00 am - 3:30 pm)

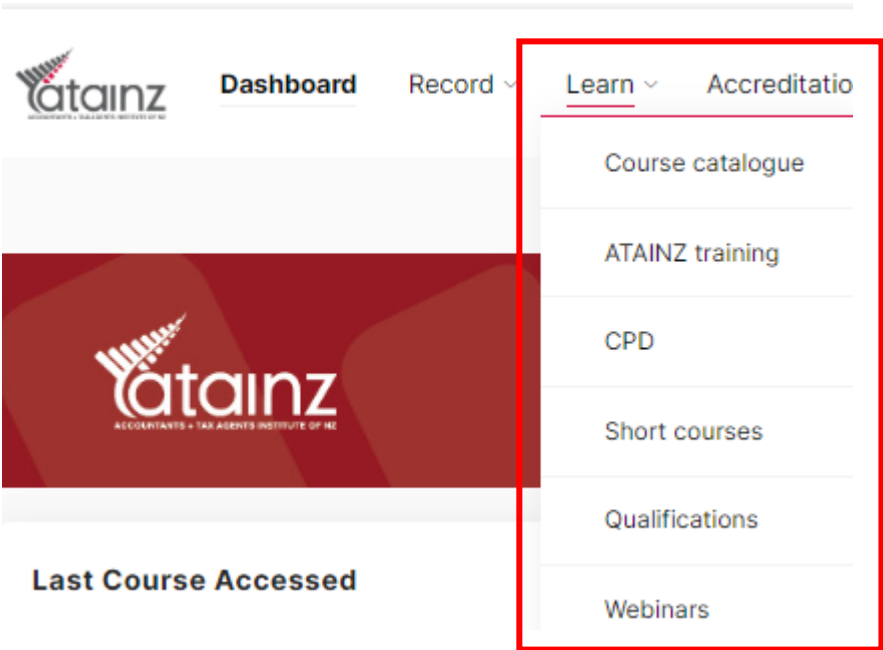
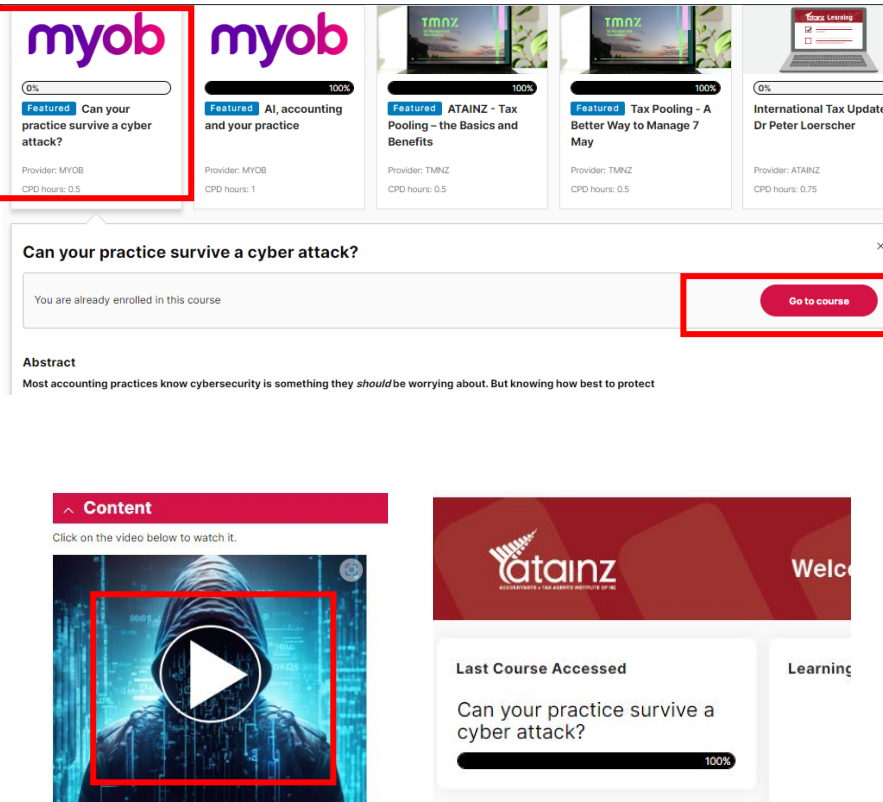
## How to login to Radar (after you have initially set your password)

Loggin in	
<div>1.</div> <div><b>Login to Radar</b></div> <div><div>1. Either Go to <a href="https://radar.ac.nz/totara/dashboard/index.php">https://radar.ac.nz/totara/dashboard/index.php</a> <b>OR</b> Log into ATAINZ member website and select “Radar Online CPD Platform”</div><div>2. Select <b>Log In</b>.</div><div>3. Enter <b>Username</b> and <b>Password</b>.  NOTES:<ul style="list-style-type: none"><li>○ These fields are case sensitive.</li><li>○ Tick the <b>Remember username</b> checkbox for easier logging on next time.</li></ul></div><div>4. Select <b>Log In</b>.  You will be taken to your secure <i>Radar Landing Page</i>.</div></div>	<div></div>

# How to navigate Radar

Nagavate the system													
1.	<div><div><div>Dashboard</div><div>The Home Page provides a portal for directly accessing Content, News, and Important Information</div><div>From the Home Page you can also:</div><div><div></div><div>Navigate to Radar sub-pages (see below).</div><div></div><div>Access and edit Profile and Preference information</div></div></div><div><div><div><div>atainz</div><div>DashboardRecordLearnAccreditationReportHelp</div></div><div><div>Welcome to Radar – ATAINZ Online Learning Platform</div><div><div><div>Last Course Accessed</div><div>Participation as an ATAINZ Regional Coordinator</div><div>100%</div></div><div><div>Featured Courses</div><div><div>ATAINZ - Boot Camp: Ethics - ATAINZ COE</div><div>ATAINZ - Boot Camp: Ethics - General</div></div></div><div><div>Learning Progress Indicator</div><div><div>CPD HOURS</div><div>31.92</div><div>Subscription period</div><div>83 days left</div></div><div><div>CSV Exports</div><div><div>CSV Export - MY CPD</div><div>CSV Export - MY PDP</div></div><div><div>Upcoming Events: Conference 2024</div><div>March 1st – 2nd</div><div>Cordis Hotel, Auckland</div><div>Registrations opening soon!</div></div></div><div><div>PTBA (Professional Tax &amp; Business Advisor)</div><div><div>Must obtain a minimum of 40 CPD hours as follows:</div><div><div>10 hours Informal (Ethics)</div><div>5 hours Unstructured (General)</div><div>30 hours Formal (CPD)</div></div><div>Click here for detailed information</div></div><div><div>Latest News</div><div><div>Glasses</div><div>Coffee</div></div></div></div></div></div></div></div></div></div>												
2.	<div><div>Sub-Pages:</div><table><tr><th>Page</th><th>Details</th></tr><tr><td>Dashboard</td><td>Portal displaying <i>News</i> and <i>Event</i> alerts as well as information specifically tailored to <b>you</b> e.g., courses you’ve been enrolled in, your CPD Hours, and progress against your subscription period, as well as an export function for your CPD log.</td></tr><tr><td>Record</td><td>Record allows you to access to the following to sub-pages:<div><div>1. <b>My PDP:</b> Create, view, and manage your Professional Development Plans (more to come on this early next year)</div><div>2. <b>My CPD Log:</b> View your CPD Log and add evidence items (i.e. external course CPD).</div></div></td></tr><tr><td>Learn</td><td>Portal that provides visibility to all learning material.</td></tr><tr><td>Accreditation</td><td>Stores product provider assessments, communications, and resources for advisers accredited with them. NOTE: Access to this material is only granted by the product provider (note relevant to ATAINZ at this stage).</td></tr><tr><td>Help</td><td>Help provides direct access to this User Manual, general information about Radar, and a Contact Us page for your convenience.</td></tr></table></div>	Page	Details	Dashboard	Portal displaying <i>News</i> and <i>Event</i> alerts as well as information specifically tailored to <b>you</b> e.g., courses you’ve been enrolled in, your CPD Hours, and progress against your subscription period, as well as an export function for your CPD log.	Record	Record allows you to access to the following to sub-pages: <div><div>1. <b>My PDP:</b> Create, view, and manage your Professional Development Plans (more to come on this early next year)</div><div>2. <b>My CPD Log:</b> View your CPD Log and add evidence items (i.e. external course CPD).</div></div>	Learn	Portal that provides visibility to all learning material.	Accreditation	Stores product provider assessments, communications, and resources for advisers accredited with them. NOTE: Access to this material is only granted by the product provider (note relevant to ATAINZ at this stage).	Help	Help provides direct access to this User Manual, general information about Radar, and a Contact Us page for your convenience.
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# How to manage your CPD Log

Complete Available CPD Training		
1.	<p><b>CDP Log Landing Page</b></p> <ol style="list-style-type: none"> <li>Go to <b>Learn</b> (via Navigation Menu).</li> </ol> <p>From this page you will be able to:</p> <ul style="list-style-type: none"> <li>Select the type of training you are looking for (webinar etc)</li> <li>For ATAINZ uploaded content, click <b>ATAINZ training</b></li> </ul>	
3.	<p><b>Watch Webinar</b></p> <ol style="list-style-type: none"> <li>Click on the webinar that you want to watch, this will open a brief of the webinar content.</li> <li>Click “Go to course”.</li> <li>Click on the ‘play button’ or picture, this will open the webinar in a new page.</li> <li>For some content you will need to register with the provider before watching</li> <li>Once the video has completed, you can close the window and navigate back to the dashboard. You will see the webinar display as the “Last Course Accessed” and your CPD points will automatically be added</li> </ol>	

1. **Commence Add evidence item**
  1. Go to **Record | My CPD Log** (via Navigation Menu).
  2. Select **Add evidence item**.  
You will be taken to the *Add an evidence item* sub-window.
  3. Select **evidence type External CPD**.  
You will be taken to the *External CPD* confirmation message.
  4. Select **Use this type**.  
You will be taken to the *New External CPD evidence item* sub-window.

**CPD Log for Sue Carter**

CPD Log Competencies Objectives

▼ Search by

Type **1** is equal to Evidence

Time completed **1**

☐ is after 16 January 2023

☐ is before 16 January 2023

☐ is between start of today and days before today (date of report generation)

☐ is between start of today and days after today (date of report generation)

Show more...

Search Clear

Save this search

Add evidence item

« Back to evidence bank

**Add an evidence item**

Evidence type Select or search for a type

External CPD

Use this type Cancel

**External CPD**

External CPD

Use this type Cancel

2. **Complete Add evidence item**
  1. Complete Form fields.  
NOTE: Fields marked with an asterisk (\*) are mandatory.  
Complete as much information as possible.  
Tick **Enable** checkbox and enter the date you completed the training.  
This tags the evidence item with the correct year to allocate CPD hours.
  2. Select **Save evidence item**.

**New External CPD evidence item**

There are required fields in this form marked \*

Evidence name

CPD hours\*

Approval Status Awaiting Manager Approval

Description

Evidence Link

Evidence Provider

Date completed January

File attachments

Save evidence item Cancel

Add file by searching File Explore

Add file by dragging and dropping

Change how files are viewed

# How to approve external training/evidence

## Process steps and screenshots

1. **Approve evidence**

1. Navigate to **Dashboard**.

2. Scroll down to the **Approve my evidence** block.

3. Select **Approved** from the drop down.

4.

Type	Name	Provider	CPD Hours	Time completed
Test		Strategi	1.00	4 Nov 2016
Test	Cyber security training - Mar 2019	ABC Ltd	0.50	16 Mar 2019
Test	Investment webinar	Test Ltd	2.50	28 Aug 2019
Test	test2019	abc	1.00	20 Nov 2019
		abc	2.00	2 Dec 2019
		abc	1.00	5 Dec 2019
		abc	3.00	11 Feb 2020
		abc	4.00	19 Jul 2021
		Test	1.00	23 May 2022
		Strategi institute	0.75	3 Nov 2016
		Strategi institute	0.75	15 Oct 2019
		Strategi institute	0.00	15 Apr 2020

# How to view your CPD log

## View completed CPD Training

1. **CDP Log Landing Page**

2. Go to **Record | My CPD Log** (via *Navigation Menu*).

From this page you will be able to:

○ View all completed training and CPD hours.

○ Create filtered lists of completed training.

○ Export CPD Log Reports.

○ Add evidence items (i.e., External CPD).

**CPD Log for Amie Lorenzen**

CPD Log

Search by

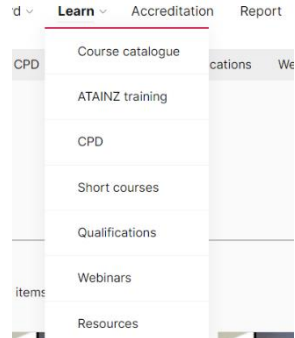
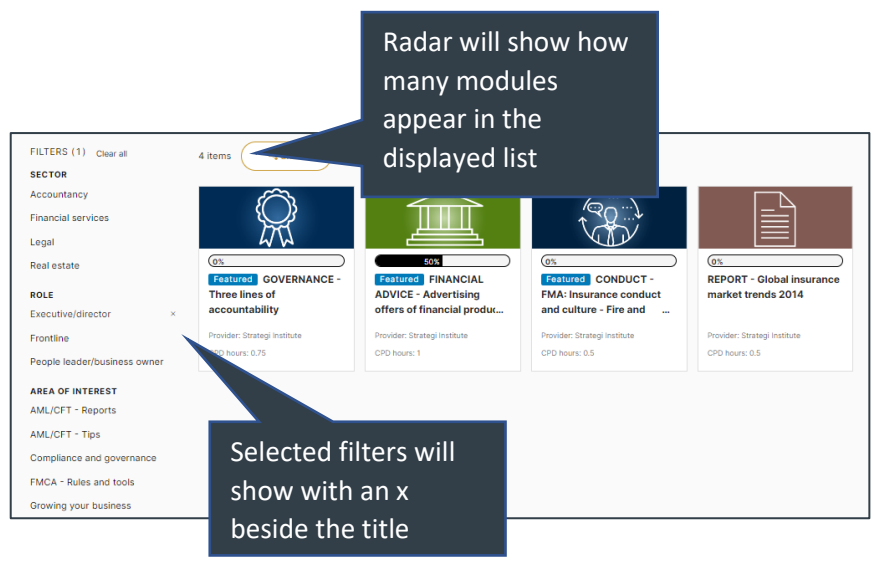
Search Clear

Add evidence item

Type	Name	Provider	CPD Hours	Time completed
Test	Unstructured CPD hours	ATAINZ	10.00	6 Oct 2023
Test	ATAINZ Board		20.00	31 Dec 2023
Test	ICNZB 2 Day Conference		10.00	16 Sep 2023
Test	Regional Meetings		10.00	
Test	Tax Pooling - A Better Way to Manage 7 May	TMNZ	0.50	8 Oct 2023
Test	ATAINZ - Tax Pooling - the Basics and Benefits	TMNZ	0.50	8 Oct 2023
Test	ATAINZ - Boot Camp: Ethics - ATAINZ COE	ATAINZ	0.42	8 Oct 2023
Test	ATAINZ - Boot Camp: Ethics - General	ATAINZ	0.50	8 Oct 2023
Test	AI, accounting and your practice	MYOB	1.00	12 Oct 2023
Test	Can your practice survive a cyber attack?	MYOB	0.50	16 Oct 2023

Export Report

## How to find a Training Module – *Note, there is lots of Strategi content in Radar that you can search through. More content from ATAINZ will be loaded in the coming months.*

Browse		
1.	<b>Learn Landing Page</b> <ol style="list-style-type: none"> <li>Go to <b>Learn</b> (via Navigation Menu).</li> <li>Select <b>ATAINZ Training</b> to display training uploaded by ATAINZ, or</li> <li>Select from one of the following pre-filtered sub-menus: <ul style="list-style-type: none"> <li>Course Catalogue</li> <li>Short courses.</li> <li>Qualifications.</li> <li>Webinars.</li> <li>Resources.</li> </ul> </li> </ol>	<p><b>CPD modules:</b> Short, self-directed learning requiring reading or watching something and passing a short assessment to earn CPD hours.</p> <p><b>Short courses</b> are packaged programmes. They contain articles, activities, and longer assessments that earn CPD hours when passed.</p> <p><b>Qualifications</b> are approved and accredited by the New Zealand Qualifications Authority (NZQA). They contain online course manuals, activities, and assessments that lead to a qualification.</p> <p><b>Webinars</b> are recorded videos. These do not have assessments so no CPD hours will be allocated when these modules are completed</p> <p><b>Resources:</b> are informational documents, articles, or other media (not videos). These also don't have assessments and CPD hours attached</p> 
2.	<b>Filter Sub-Page</b> <p>Based on the sub-menu selected, the sub-page could contain 250 + modules. To filter the outputs:</p> <ol style="list-style-type: none"> <li>Click on relevant titles from: <ul style="list-style-type: none"> <li>SECTOR.</li> <li>ROLE.</li> <li>AREA OF INTEREST.</li> <li>TYPE.</li> </ul> <p>The filtering is dynamic and new subsets will be returned as each filter is selected.</p> </li> <li>Select <b>Clear</b> to conduct a new filter.</li> </ol>	 <p>Radar will show how many modules appear in the displayed list</p> <p>Selected filters will show with an x beside the title</p>