

# Uploading your Employers

**A brief guide**

# GDPR & DATA SHARING OVERVIEW

By sharing your data (*re: your employers*) with us, you are stating that you are complying with GDPR and have all the necessary consents in place. In turn we confirm that we have all the necessary processes in place to ensure our compliance to GDPR.

Please refer to our [Privacy Policy](#) for more information on how we treat data.

By uploading employers you agree for the School to contact those “potential” employers who do not have accounts to encourage them to create an account and take advantage of the free learning the School offers. To opt out of this process please contact [lucy.hunt@supplychainschool.co.uk](mailto:lucy.hunt@supplychainschool.co.uk).

Please refer to our [Data Sharing Agreement](#) for full details.

**Our system can map out your employers using email domain only. Please refer to slide 5 for further information.**

NB: This process involves using the "priority supplier" function on the School to engage your employers on the School.

On your corporate dashboard there is section called "**priority suppliers**". You will find it halfway down on the left-hand side of your screen.

SUPPLY CHAIN SUSTAINABILITY  
**SCHOL**

Home About ▾ Learn ▾ Markets ▾ Topics ▾ Partners ▾ Contact ▾

EVENTS 🔍

ROSIE LOG OUT

### Company action plan

View your action plan of resources based on your most recent assessment results.

**ACTION PLAN** >

### Our activity

0 hrs 17 mins	0 hrs 0 mins
Total time	CPD time

Action plans created **0**

Resources accessed **3**  
Last accessed 2019-12-5

### Our events

Attended	0
Registered	0
Non-attendance	0

### Priority suppliers

**Priority suppliers**  
Business units

### Targets

Active targets **0**

### Resources

Click on the circled link and you will be taken to...

This page below:

On this page select “**Actions**” and then “**download my suppliers list**” – circled below. The list will download in an excel format.

The screenshot shows a web browser window with the URL [learn.supplychainschool.co.uk/local/tlactionplans/priority\\_suppliers.php?id=12916](https://learn.supplychainschool.co.uk/local/tlactionplans/priority_suppliers.php?id=12916). The page header includes the SCHOL logo and navigation links: Home, About, Learn, Markets, Topics, Partners, and Contact. On the right, there are user profile options for ROSIE and LOG OUT, along with an EVENTS calendar icon and a search icon. Below the header, there is a 'BACK TO DASHBOARD' button and an 'ACTIONS' dropdown menu. The dropdown menu is open, showing four options: 'Download my suppliers list' (circled in red), 'Download potential suppliers list', 'Go to priority suppliers report', and 'Upload my suppliers list'. Below the dropdown, there are tabs for 'Priority suppliers' and 'Potential suppliers'. A filter bar contains buttons for 'All' and letters A through Y. A search input field is present with the label 'Search:'. To the right of the search field, it says 'Show 10 entries'. At the bottom, a table header is visible with columns: Company name, Level, Date joined, Last access, Business units, Sub-business units, and Current target.

All employers (*whether registered with the School or not*) will display here and you can add or remove any companies necessary using the spreadsheet as a template.

	A	B	C	D
1	<b>Company name</b>	<b>First name</b>	<b>Surname</b>	<b>Email address</b>
2	Supply Chain School	Becky	Bryant	<a href="mailto:becky@supplychainschool.co.uk">becky@supplychainschool.co.uk</a>
3	Action Sustainability	.	.	<a href="mailto:@actionsustainability.com">@actionsustainability.com</a>
4				
5				
6				

### **PLEASE NOTE:**

- **The email address field MUST be completed as per the examples above for the system to recognise your upload**
- All other columns must be populated. If you do not have a company name / contact name, please insert a full stop or something similar (*as above in row 3*)
- Please avoid using generic email domains such as Hotmail, Gmail etc
- **Always remember to download your full employer list before editing and re-uploading. Our Partner reports contain live information, therefore any new upload will overwrite any existing data within your dashboard**
  - *For example, if you currently have 350 employers on your list and you wish to add another 10 employers. If you upload only the list of 10 employers, the original 350 will be deleted and your data will be lost.*

Once you have made changes save the file locally and then click on **"upload my suppliers list"**.

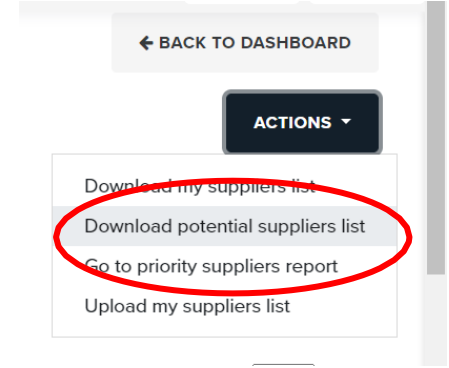
Select your file and upload and your list will be updated. If you have uploaded any generic email domains, or duplicate accounts, you will be allowed to select which company you would like to report against using a drop down menu.

The screenshot shows the SCHOL web application interface. The browser address bar displays the URL: `learn.supplychainschool.co.uk/local/tlactionplans/priority_suppliers.php?id=12916`. The page header includes the SCHOL logo and navigation links: Home, About, Learn, Markets, Topics, Partners, and Contact. A user profile for ROSIE is visible with a LOG OUT button. Below the header, there is a 'BACK TO DASHBOARD' button and an 'ACTIONS' dropdown menu. The 'ACTIONS' menu is open, showing options: 'Download my suppliers list', 'Download potential suppliers list', 'Go to priority suppliers report', and 'Upload my suppliers list'. The 'Upload my suppliers list' option is highlighted with a red box. Below the actions menu, there are tabs for 'Priority suppliers' and 'Potential suppliers'. A filter bar shows 'All' selected, followed by letters A through Y. A search input field is present with the text 'Search:'. To the right of the search field, it says 'Show 10 entries'. At the bottom, a table header is visible with columns: 'Company name', 'Level', 'Date joined', 'Last access', 'Business units', 'Sub-business units', and 'Current target'.

Your employer table will automatically update.






To view information on your employers not yet registered with the School, please select: **“download potential suppliers list”**. Your report will download in an excel format.

To view information on your employers who have an account with the School, please select: **“go to priority suppliers report”** and you will be taken to a new screen...



You can search and filter this table via your account, or download it to your local machine in a variety of formats.

## Priority suppliers report

 View report  Design  Permissions  Edit  Schedule



Search

Show 10



Company ID	Company name	Postcode	Business unit	Sub-business unit	No. users	Level	Date level achieved	Date registered	Last login date	Last event attended	Events attended	Last resource accessed	Resources accessed
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If you choose to download your priority supplier report, it will look akin to the below and will contain the following information:

A	B	C	D	E	F	G
Company ID	Company name	Postcode	Business unit	Sub-business unit	No. users	Level
1000001	ABC Construction	12345	Demo Business Unit	--	5	Inactive

- Company ID
- Company name
- Company postcode
- Business Unit
- Sub-Business Unit
- No. company users
- Level
- Date level achieved
- Date registered
- Last login
- Last event attended
- No. events attended
- Last resource accessed
- No. resources accessed
- Last assessment submitted
- No. assessments submitted
- Company region
- Company market
- Company topics
- Company size
- Badges awarded
- Date awarded

If you would like to review your Partner Dashboard graphical data. Please return to your company dashboard and click on "**Charts – priority suppliers**", you will then be able to see your employers' engagement within the school.

The screenshot displays the SCHOL Partner Dashboard. The top navigation bar includes the SCHOL logo, a menu with Home, About, Learn, Markets, Topics, Partners, and Contact, an EVENTS section, and a user profile for ROSIE with a LOG OUT button. The main content area is divided into two sections. The first section, titled 'Reporting', shows a dropdown menu set to 'BIM' with a score of 1.53 for 'Current' and 1.53 for 'Baseline', and a blue 'ASSESS NOW' button. The second section, 'Industry benchmark', is set to 'Academic' and shows two gauge charts: one for 'Average latest score across the School' with a score of 2.41, and another for 'Average latest score in your trade category' with a score of 2.88. A sidebar on the left contains a 'Reporting' menu and a 'Charts' menu, with 'Priority suppliers' highlighted by a red circle.

**Reporting**

- Members
- Users
- Resources
- Resources accessed (users)
- Company scores
- Priority suppliers
- Supplying to

**Charts**

- Individuals
- Companies
- Partners
- Priority suppliers**
- Priority suppliers summary
- Supplying to

**Reporting Data:**

Category	Current Score	Baseline Score
BIM	1.53	1.53

**Industry benchmark Data:**

Metric	Score
Average latest score across the School	2.41
Average latest score in your trade category	2.88

As per the below Partner Dashboard...

The screenshot displays a web browser window with the URL `learn.supplychainschool.co.uk/blocks/reportdashboard/dashboard.php?dashboardurl=PrioritySupplier&role=`. The page header includes the 'SUPPLY CHAIN SUSTAINABILITY SCHOL' logo and a navigation menu with items: Home, About, Learn, Markets, Topics, Partners, and Contact. A user profile for 'ROSIE' is visible in the top right, along with a 'LOG OUT' button and a search icon. Below the header, there are time range filters: Week, Month, Year, Custom, and All. A dark blue filter bar contains dropdown menus for TOPIC, MARKET, TRADE, SIZE, and REGIONS, along with a BUSINESS UNIT dropdown and an APPLY button. The main content area is titled 'Priority suppliers' and features three summary cards: '43 Accounts' (with a group of people icon), '20 Active' (with a person and checkmark icon), and '23 Inactive' (with a person and question mark icon). Below these cards are three horizontal bar charts: 'Recent trends' (showing a decrease from 200 to 151), 'Status' (showing a decrease from 25 to 23), and 'Size' (showing a value of 10).



For any additional support on using this functionality, please contact:

[Lucy.Hunt@supplychainschool.co.uk](mailto:Lucy.Hunt@supplychainschool.co.uk)