

Below is a detailed summary of the NHVAS BFM Review.

The screenshot displays the NHVAS BFM Review interface. At the top, there are three input fields: '\* Review Type' (set to 'NHVAS BFM'), 'Start Date' (01/07/2019), and 'End Date' (30/09/2019). A green 'Calculate' button is located to the right. Below these fields, there are two more input fields: 'Groups' and 'SubGroups'. A timestamp 'Last Updated: Monday, 30 Dec 2019 11:07 AM' is visible on the right side.

The main content area is divided into several sections:

- 0 New Employees:** A yellow header with a person icon. Below it, there are two rows: '0 Training Done' and '0 Medicals Done', each with a printer icon. A 'Remarks' text area is also present.
- Annual Reviews:** A green header with a calendar icon. It contains two input fields: 'Last annual done' and 'Next annual due'.
- Notes:** A green header with a speech bubble icon. It contains a large text area for notes.
- Documents:** A green header with a speech bubble icon. It contains a green button labeled '+ Attach New Document'.

At the bottom of the interface, there are two input fields: 'Date completed' and 'Employee'. To the right of these fields is a yellow button with a checkbox and the text 'Completed'.

**Review Type\*:** select out of preconfigured review types - NHVAS Maintenance, NHVAS Mass, and NHVAS BFM.

**Start Date:** select the start date of your Review.

**End Date:** select the end date of your Review.

**Group:** the results of selected Group/s will be displayed.

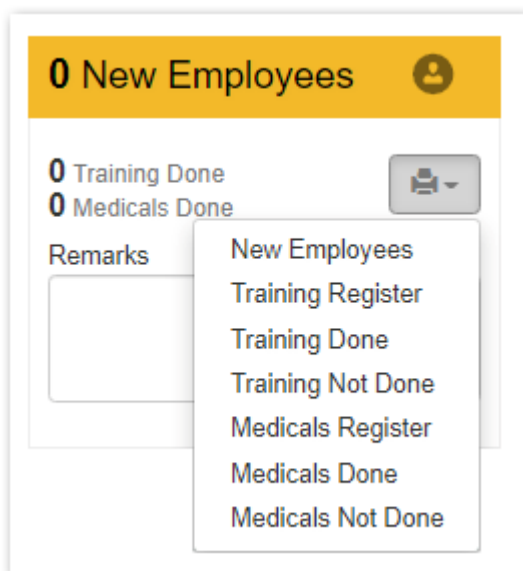
**Sub Group:** results of selected Sub Group/s will be displayed.

**Calculate:** pressing this button will calculate all data associated with the Review.

This is a partial screenshot of the NHVAS BFM Review interface, showing the top section. It includes the '\* Review Type' dropdown (set to 'NHVAS BFM'), 'Start Date' (01/07/2019), and 'End Date' (30/09/2019) fields. The green 'Calculate' button is visible on the right. Below these fields are the 'Groups' and 'SubGroups' input fields. The timestamp 'Last Updated: Monday, 30 Dec 2019 11:07 AM' is also present.

**New Employees:** displays the total number of Employee training and medicals, the following reports can be run:

- New Employees: displays the number of Employees added with the Review date range.
- Training Register: displays the total number of training records created within the Review date range.
- Training Done: displays the total number of completed training records within the Review date range.
- Training Not Done: display the total number of non-completed training within the Review date range.
- Medicals Register: displays the total number of medical records created within the Review date range.
- Medicals Done: displays the total number of completed medical records within the Review date range.
- Medicals Not Done: display the total number of non-completed medicals within the Review date range.



**Annual Reviews:** you can enter the date of the last annual review completion date and the next annual review due date within these fields.

**Notes:** enter any notes regarding the Review in general.

**Documents:** upload any relevant documentation into the Review.



The Documents module is **required** to upload documents into Gearbox.

**Date completed:** enter date the Review was completed.

**Employee:** enter the Employee that completed the Review.

Annual Reviews 	Notes 	Documents 
Last annual done <input type="text"/>  Next annual due <input type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input type="button" value="+ Attach New Document"/>
Date completed <input type="text"/> Employee <input type="text"/>		<input type="checkbox"/> Completed

Once the Review has been completed click the checkbox next to **Completed** and **Save and Close** to close the Review.

Completed