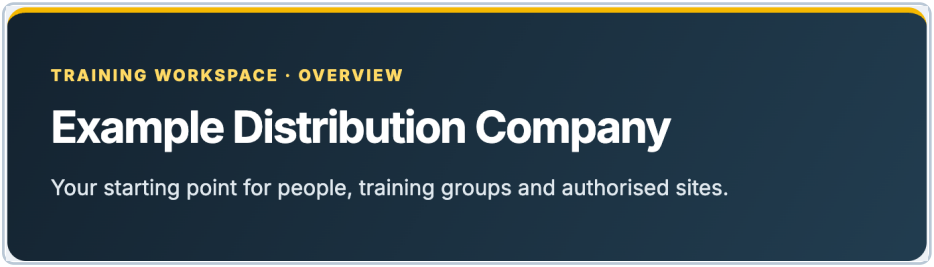
Your training.
Your people.
One workspace.

A practical home for training records, instructors and equipment.



SCREEN DETAIL | A fictional company workspace.

Try it in your own working day
One free calendar month. No card required.
No automatic trial charges.

fltsoftware.co.uk
A service from FLT Academy Ltd

Practical experience. A technical mindset.

Hello, I'm **Lloyd McMillan**. My background combines electrical engineering with practical forklift training. I understand the value of clear processes, accurate information and tools that work in the real world.

FLT Software is part of the same company as my training business, **FLT Academy Ltd**. It brings that practical approach to organising people, training and the records that support them.

The company behind your workspace
FLT Academy Ltd
Registered in England and Wales
Company number: **17332251**
Registered office: 10A Home Road, Bedford, MK43 9BL

Your instructor
Lloyd McMillan
RTITB Registered Instructor
Registration number: **119730793**

This is Lloyd's personal instructor registration. It is not an RTITB approval or accreditation of FLT Software, the company or every course recorded in the platform.

Less searching.
More useful oversight.

Training information can become scattered across spreadsheets, emails and paper files. FLT Software helps bring the work together, so the right person can find the relevant record.



SCREEN DETAIL | Recorded refresher dates for fictional employees.

People: find employees and their training history.
Training: plan groups, record attendance and review results.
Equipment: identify trucks and check their recorded status.

Use the overview to decide what to check
Charts summarise the information entered. Open the underlying record before acting. A recommended refresher date is a reminder, not operating permission.

Company workspace or Solo instructor?

For a company or training team
A company administrator sets up the organisation and sites. Managers plan and review work within their responsibilities; instructors work with their assigned groups and authorised assessments.

For an independent instructor
Request Solo instructor access using your own account. Verify your email, set up two-factor authentication and submit your instructor credentials. Your free calendar month starts after approval and explicit activation.

A full-access trial of your chosen platform

Try the working features available to that platform, within its stated limits. Role, qualification and assessment-material checks still apply.

Company trials start when the administrator confirms company setup, and currently include up to ten active sites. Speak to us if you need a larger arrangement.

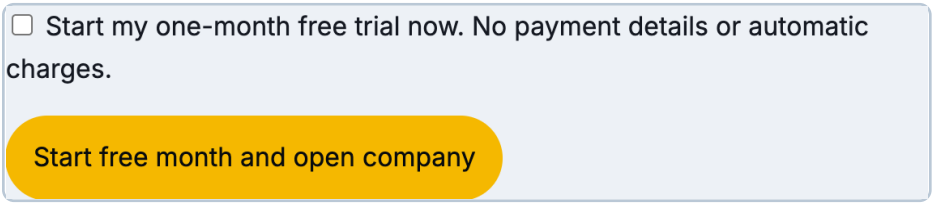
No card is required and the trial does not automatically charge you. See current plans, limits and prices at fltsoftware.co.uk/pricing.html.

From signup to your workspace.

1 **Create the administrator account.**
Visit app.fltsoftware.co.uk and choose the company signup route. Use your own work email and company details.

2 **Verify and secure your sign-in.**
Verify your email and complete two-factor authentication. Keep recovery information private.

3 **Confirm company setup.**
Check the company details, then explicitly start the free month when you are ready.



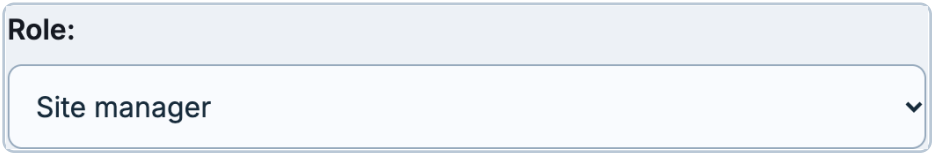
SCREEN DETAIL | The company administrator starts the trial.

4 **Open Help and guides.**
Download the administrator guide, then add sites and invite the managers and instructors you need.

Joining an existing company?
Use your company invitation instead of creating another company. Accept it with your own verified account; membership approval and instructor qualification review are separate steps.

Set the team up with clear access.

The administrator looks after the organisation: company details, sites, staff responsibilities and service arrangements. Everyone uses their own sign-in.



SCREEN DETAIL | Choose the colleague's role when you invite them.

Start with the essentials. Set up the sites you need, invite colleagues and approve the intended memberships. Choose the right site or region for each responsibility.

Keep oversight. Review results and permitted records, arrange downloads, and manage the company's trial or subscription.

> **A useful distinction**
> Company membership gives the intended role and scope. Instructor qualification review is a separate check before the relevant company assessment work. The administrator guide explains both.

Plan the group.
Keep work moving.

Managers work within their assigned sites or regions. They can organise candidates, instructors, groups and equipment, then review the recorded progress.



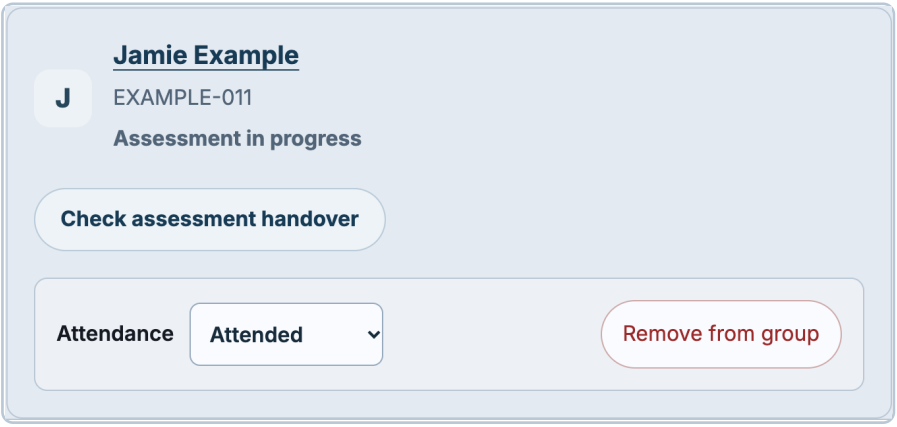
SCREEN DETAIL | A fictional group planning form.

Plan: check the course, equipment, date, people and instructor.
Support: review instructor access and qualifications where authorised.
Follow up: check results, refresher reminders and supporting records.

Stay in touch
Company messages lets approved colleagues discuss arrangements and share permitted files privately. Check the intended colleague before sending. Your manager guide covers the working steps.

Prepare carefully. Record what happened.

Start in **My training groups**. Check the company, site, candidate and course before preparing any assessment record.



SCREEN DETAIL | Attendance belongs to the named person and group.

1. **Record who attended.**
   Set the appropriate attendance status and select Save all attendance.

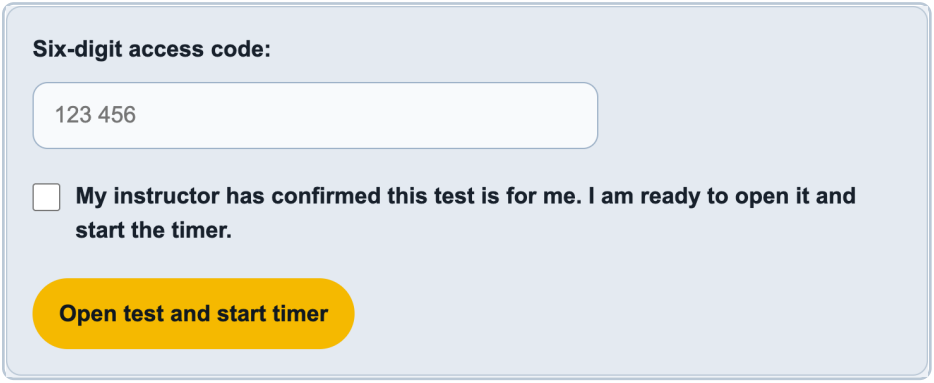
2. **Check the handover.**
   Review the person, employee reference, equipment and course before confirming the assessment handover.

3. **Open the matching assessments.**
   Use the permitted theory paper and the correct practical sheet. Check existing history before preparing a new attempt.

Company/site qualification approval and access to assessment materials must be current. The instructor guide explains codes, practical marking and completion in detail.

A private code.
A supervised start.

For the supervised theory entry page, the learner does not need a website account. They use the instructor's reusable QR link and their own private six-digit access code.



SCREEN DETAIL | An empty learner entry form; no working access code is printed here.

The instructor prepares: check identity, the matching paper and any permitted support arrangements. Company group attempts must be released when the class is ready.

The learner starts: enter the individual code, confirm readiness, then choose **Open test and start timer**.

> **Explain this before they begin**
> Scanning the instructor QR alone does not start the timer. Opening the test after the code/readiness check does. Closing or refreshing the page does not pause or reset it.

Follow the record through to completion.

Review the saved theory and practical results for the correct person, equipment and course. Earlier attempts remain part of the history when a reassessment is needed.

Pass: 8 penalty points

Operator maximum: 40. Rules: operator-b1-b4-pilot-v1.

Pre-use: pass. Associated knowledge: pass.

SCREEN DETAIL | A fictional saved practical result.

1. **Check the results.**
   Read the actual saved outcomes and any faults or referral reasons.

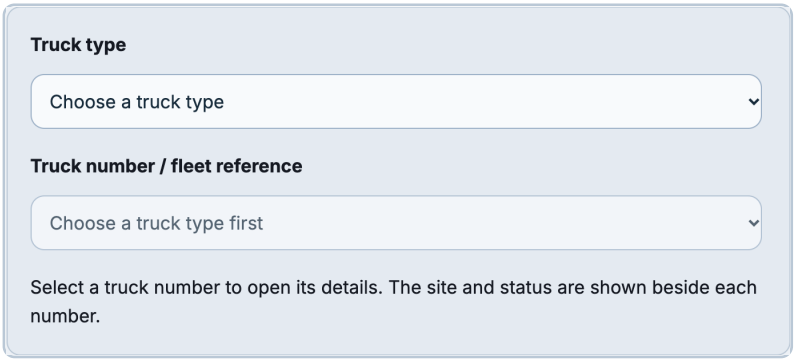
2. **Review completion separately.**
   Match the required passes and confirm the actual training facts and dates where required.

3. **Check the document status.**
   Prepare and download the certificate/card only through the authorised workflow and its checks.

Read what the document says
Specimens are not valid training documents. A saved result or completion confirmation is not automatically an issued certificate. Records do not themselves grant permission to operate equipment.

Identify the truck. Check the status.

Use the truck number or fleet reference displayed on the equipment. The register helps authorised staff find the right truck at the right site.



SCREEN DETAIL | Select the category and fleet reference.

Managers arrange truck records and return-to-service decisions after the required repairs and checks.

Instructors can review their authorised site equipment and record a VOR fault where offered. A manager can separately permit an instructor to add new trucks for a site.

> **VOR means not fit for use**
> A VOR record blocks the truck from new practical assessments. Follow physical site procedures as well; a software entry does not isolate equipment on its own.

Site familiarisation and manager operating-authorisation decisions are separate from a test pass. Use the applicable site process and the role guide.

Download a copy when you need it.

Company administrators and authorised managers can use **Download records** to export the records within their current site authority.



SCREEN DETAIL | The company records download page.

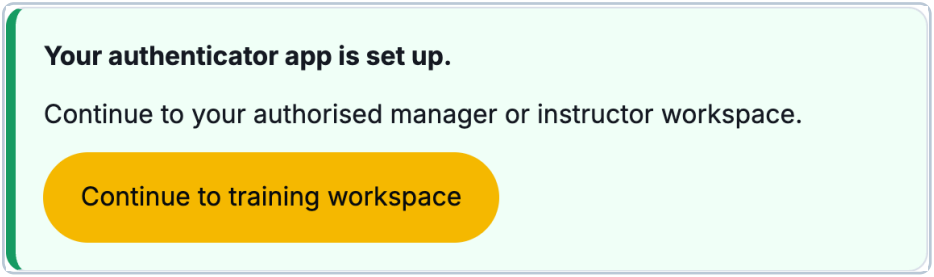
Excel workbook: people, training history, refresher dates, assessment results, groups, attendance and truck status history.

Available saved files: supporting training documents, employee photos and current certificates and operator cards, where recorded and permitted.

Keep your own copies securely
Exports include personal information. Archived records are included; withdrawn certificate/card files are excluded. Specimens stay specimens. Check the sites listed before downloading, and protect the copy you keep.

Access with a purpose. Share with care.

People use their own verified accounts and two-factor authentication. Company, site and role permissions control access to the relevant working records.



SCREEN DETAIL | A fictional account with two-factor authentication set up.

Keep access private. Do not share passwords, authenticator secrets, recovery information or a class list of private access codes.

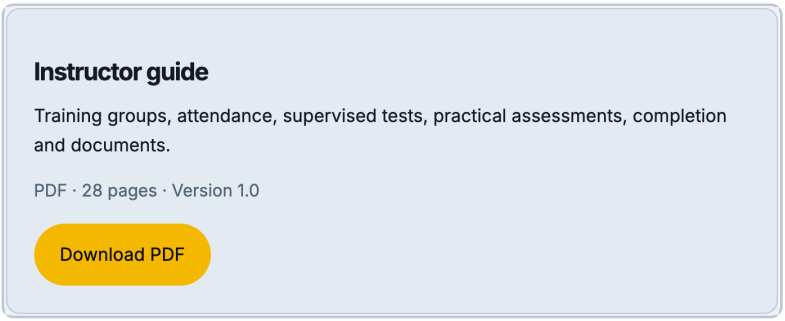
Keep records relevant. Enter the information needed for the training task, store downloads securely and share them only with authorised people.

Understand the information arrangements
Your company or independent instructor normally decides why training records are kept and who should see them. FLT Software processes those records to provide the service. Read our Privacy and Data processing pages for details.

fltsoftware.co.uk/privacy.html
fltsoftware.co.uk/data-processing.html

A guide for each role. Support for the next step.

Open **Help and guides** in your workspace. Download a PDF to read, keep or print. The guides available depend on your role.



SCREEN DETAIL | The instructor guide download card.

Administrator guide: company setup, sites, staff access and records.
Manager guide: people, groups, instructors, trucks and reviews.
Instructor guide: preparation, supervision, results and documents.

Little Cody and direct support
Little Cody provides on-screen guidance. Keep personal or confidential records out of chat; do not send passwords or private codes. If you need a person, email **hello@fltsoftware.co.uk** with the page and step you are working on.

In an urgent site or equipment situation, use your normal immediate site contact and safety procedures.

Try one complete working journey.

1. **Set up a small starting group.**
   Check company/site details, invite the right colleagues and download their role guides.

2. **Follow the work through.**
   Plan a group, save attendance, prepare permitted assessments and review the saved outcomes. Use fictional records only in a designated practice/demo area.

3. **Try your own record download.**
   Check what the export contains and how your team will store it. Note any questions for support.

4. **Decide what fits your team.**
   Review the current platform plans and limits. If you want to continue, choose a paid subscription after the trial through your workspace.

> **The trial does not automatically charge you**
> Paid subscriptions renew monthly until renewal is cancelled under the terms. If you do not subscribe, a thirty-day read-only period lets authorised users view/download existing records, followed by suspended access. Access ending does not itself delete retained records.

Current plans: fltsoftware.co.uk/pricing.html
Terms: fltsoftware.co.uk/terms.html

Take a look.
Try your free month.

Choose company access or Solo instructor access, follow the setup checks and see how the workspace fits your work.

Scan to visit our public website.
fltsoftware.co.uk

Questions before you start?
hello@fltsoftware.co.uk
07379 260161
Sign in: app.fltsoftware.co.uk

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Screen examples use fictional people, companies and equipment. Controls depend on your role, approval, plan and enabled materials. This booklet is an introduction; the detailed role guides and current service terms explain the working steps.