

# PQ - Record of SKI INSTRUCTOR's tests

## Common Training Test (CTT) records in IMI

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### *Quick guide – Core functionality of the module*

#### Recording and sharing information about ski instructors, who have met CTT requirements

- After logging on, select the **Repositories & Directories / Create entry** menu option
- Choose the relevant form:
  - **Ski instructors - Record of Technical Tests** – if you only want to record the positive outcome of a technical test
  - **Ski instructors - Proof of Common Training Test (CTT)** – to record the proof of CTT, including information about the technical test or acquired rights, where applicable.
- **Fill in the fields** of the form and while doing so pay attention to the mandatory fields.
- Click on **Save** – the system will then save a “Draft” of the record.
- **Click on Activate** – this action will make the record visible to other authorities.

#### Recording completion of CTT requirements based on the record of Technical tests stored in IMI

- **Open the record of the technical test in IMI** (from e.g. the “Search by form / Ski instructors - Record of Technical Tests” menu option)
- Click on the **Reuse data button** and select the **Ski instructors - Proof of Common Training Test (CTT)** form
- After filling in the form, you will simply need to **Save** and afterwards **Activate** the entry in IMI.

#### Finding proofs of CTT or records of Technical test in IMI – Search in IMI and the Dashboard

- After logging on, select the “**Repositories & Directories**” / “**Search by form**” menu option
- **Select the relevant form** depending on what you are searching for
- **Set the most relevant search criteria** (e.g. Surname / CTT record ID) and click on **Search**.
- From the search result list open the details of the entry, if the preview in the bottom part of the screen does not give you sufficient information.

#### Creating a PDF report of an IMI entry

- In the full view of an individual IMI entry, **click** on the **Print** button (with a PDF icon) and select the IMI Print-out option
- In the pop-up window, **select the language** in which you would like to create the PDF report and tick the box if you need the report with a **digital signature** of the IMI system.
- Once you clicked **OK**, the system generates a PDF that is delivered and downloadable under the ‘**My reports**’ menu option.