

Bookmarking attendance email link

Some employers may have a strong firewall that blocks Navigate emails. Here is a trick to get around this.

1

Firstly, 'Employer details' tab in the placement, switch on '**Send emails to the Placement Coordinator**' > **SAVE** > '**Resend latest attendance confirmation email**'

Employer Work Placement Manager + Add Manager

Work placement manager:
Emma Berriman

Work placement manager email:
emma.berriman@navigate.uk.com

Work placement manager tel no:
Will be autofilled

☐ Show Employer contact details to Student

☒ Send Emails to the Work Placement Manager

☒ Send Emails to the Placement Co-ordinator?

☐ Don't send Emails

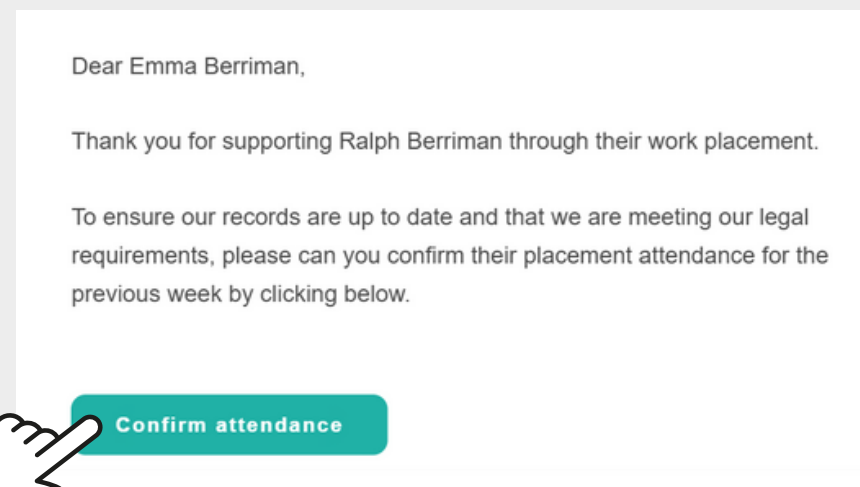
Resend email:

Resend Placement Confirmation Email to student Resend Placement Request Email to Employer

Resend Latest Attendance Confirmation Email Resend Feedback Request Email

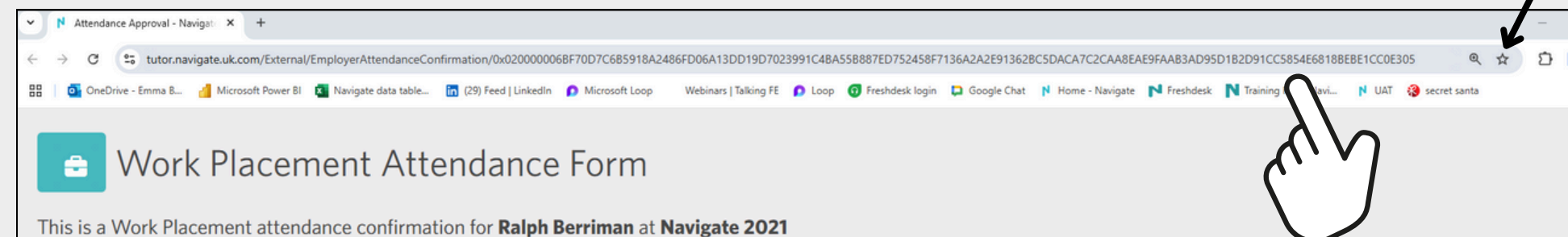
2

Open the attendance email from 'Navigation Learning' and click the '**Confirm attendance**' button.



3

This will open a web browser which links to this students attendance confirmation. It is the same link each week. Copy this link and forward it to the employer.



4

The employer can save this '**Attendance Link**' to their phone or computer and update attendance each week via this shortcut/bookmark. How to create an [Android shortcut](#) How to create an [iPhone shortcut](#)

On a desktop computer, just click the **star** at the end of the browser bar.