TIMES SOFTWARE

TIMES PRO Training

User Guide for Administrator

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Disclaimer

Table of Contents

Chapter 1. Introduction

TIMES PRO Training is a web based system for designing and managing employees training programs. The system tracks in real time up to date information on the employees' progress of their training programs, skills, competencies and achievements.

Within the system, Human Resource professionals are provided a robust set of tools to setup approval workflows for the organization's Total Learning Plan (TLP) procedures, plan and track various courses taken by each employee within the organization, and monitor the budget allocated and utilized for the training programs.

Organization leaders will find the system easy to use in setting up and tracking their organizational Learning Needs Analysis (LNA) and training course applications. Automated e-mail notifications are sent directly to the supervisors and managers' email inbox notifying them of any pending matters which require their approvals. Comprehensive reports provide valuable insight and analysis in the employees' training requests and progress.

Employees will enjoy the convenience of an online system where they can apply work related training courses with ease. With Times PRO Training approval and calendar system, they can monitor and plan out their training programs, career and skill progressions. Evaluation forms are conveniently provided as well, giving them the ability to provide valuable feedback to their management.

When it comes to managing and applying training courses, Times PRO Training system delivers them through innovation, systematic approach and transparency.

This guide contains two main sections.

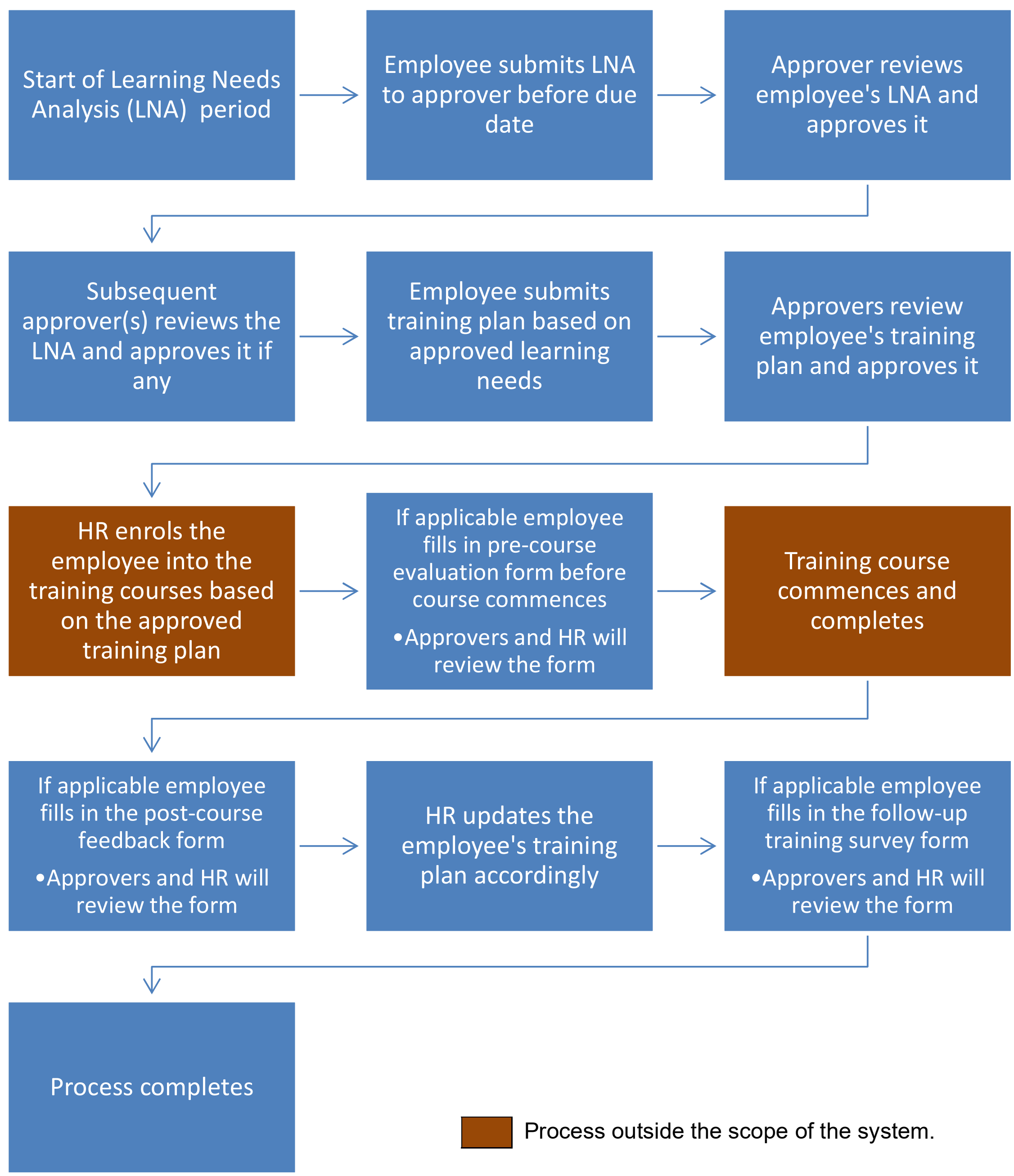
The first section from chapter 6 to 11 explains the Administrator functionalities of the TIMES PRO Training. With these functions, the administrator can setup the approval flow, training provider list, course catalogue, training policy and training feedback forms.

The second section from chapter 12 onwards explains the HR administrative functionalities in the system. HR functions provide the administrator capabilities to manage employees' learning needs, training plans, certificate and bond lists.

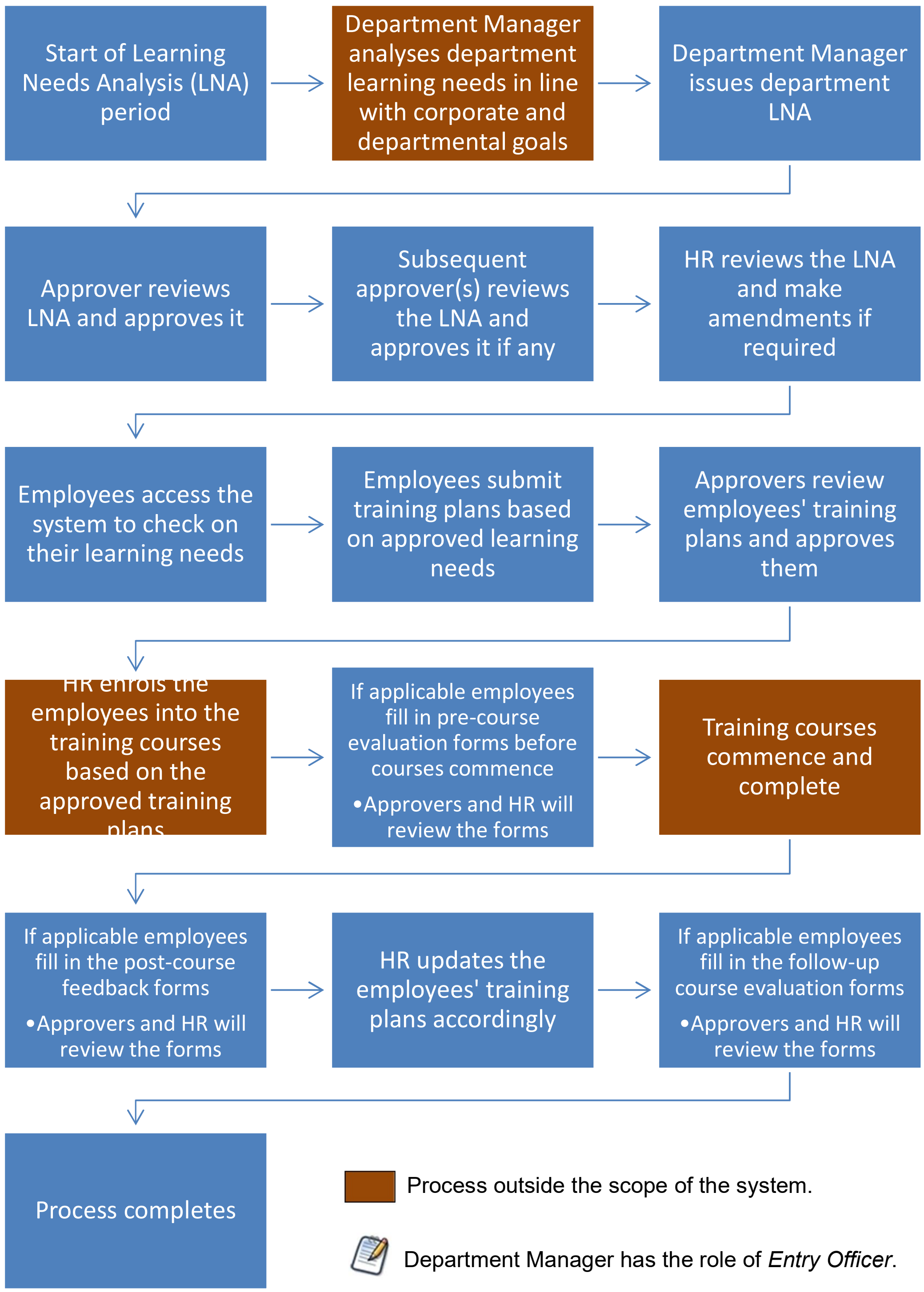
Chapter 2. Overview Workflow of TIMES PRO Training

To give user a better understanding on how to setup and maintain TIMES PRO Training system let's have a look at the standard overview workflow of the system in various scenarios.

Total Learning Plan (Individual Learning Needs)

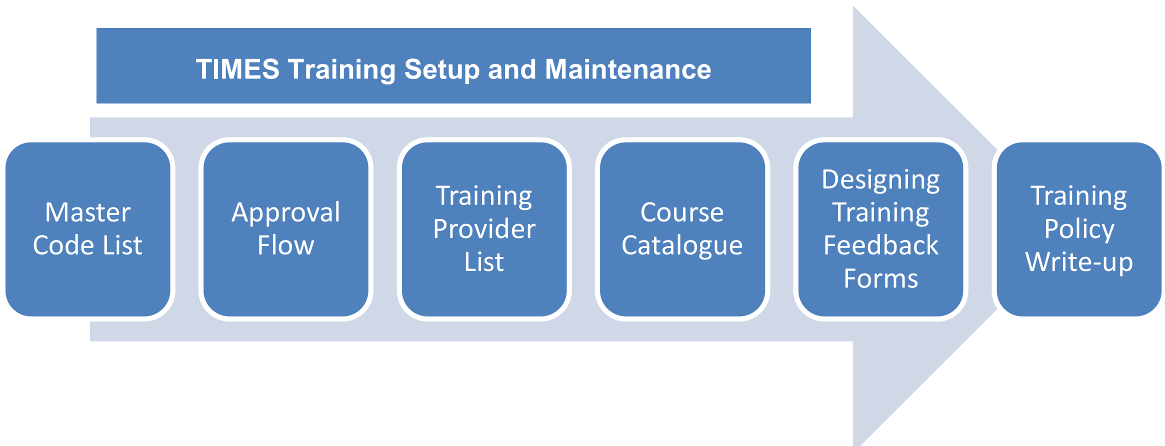


Total Learning Plan (Department Learning Needs)



Chapter 3. Standard Setup Workflow

In TIMES PRO Training system the Administrator setups and maintains the master code list, approval flow, training provider list, course catalogue, training feedback forms and training policies.



Master codes for drop-down lists (such as a list of training categories or modes of training) that will be used in the system need to be setup first. They can be setup and maintained at the **Code Setup**.

Setting up the approvers in an approval flow for reviewing and approving employees' LNA and training plans can be done at the **Approval Setup**. Additionally appointing an employee with the role of HR and Entry Officer can be done here as well. Entry Officers can create and submit LNAs for employees.

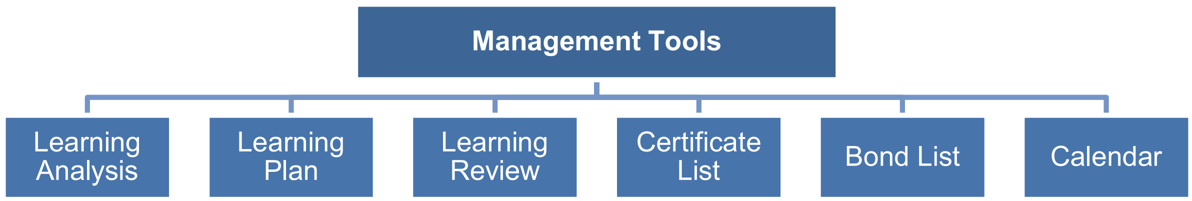
A list of training providers' profiles can be setup at the **Provider Setup**. These profiles are required when creating the courses.

The course catalogue containing a library of courses is maintained at the **Course Setup**. In here the courses' details and class schedules can be created.

Designing the training feedback forms can be done at **Question Setup**. There are three types of training feedback forms and they are pre-course evaluation, post-course feedback and follow-up course evaluation forms.

Organizational training policy write-ups can be done at **Policy Setup**.

The Administrator is provided management tools to manage employees' training data.



The Administrator can view employees' Learning Needs Analysis information at **Learning Analysis**.

The **Learning Plan** contains employees' training plans. The Administrator can manage these plans here as well as submit new ones.

Employees' submitted training feedback forms can be viewed at **Learning Review**.

Employees' certificates can be viewed at **Certificate List**.

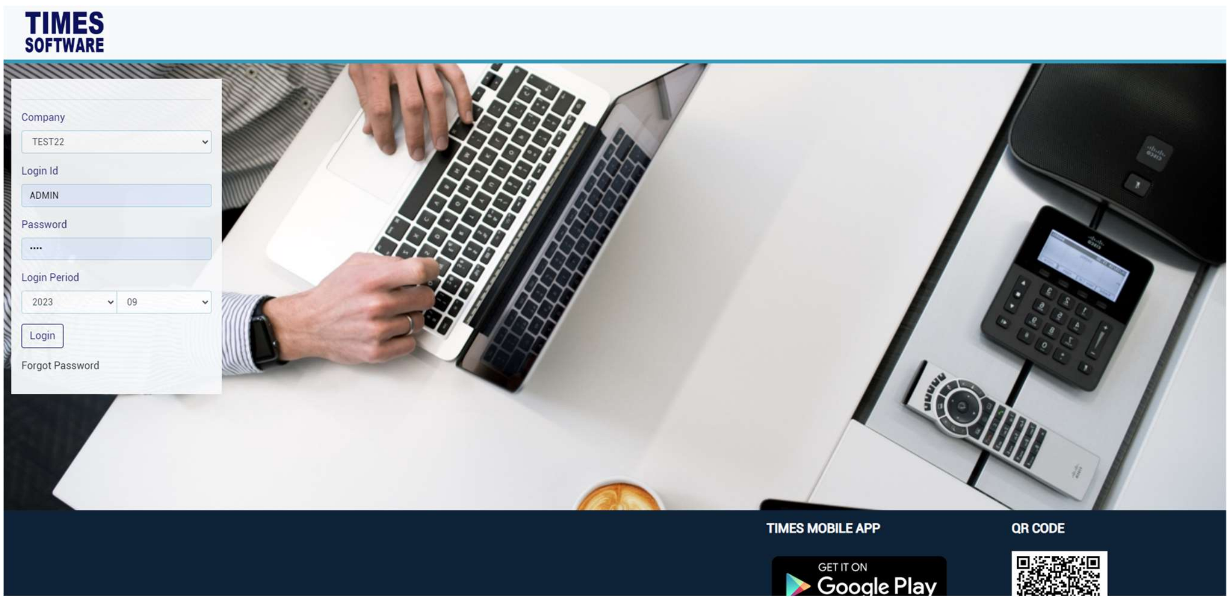
Employees who are bonded to the company for the training they have received can be tracked at **Bond List**.

The Administrator can view employees' training schedules and available course class schedules at the **Calendar**.

Chapter 4. First time logging into the TIMES PRO Training System

Open internet browser and enter the URL address to access the TIMES PRO portal login page, example: http://www.myportal.com/SolutionPro

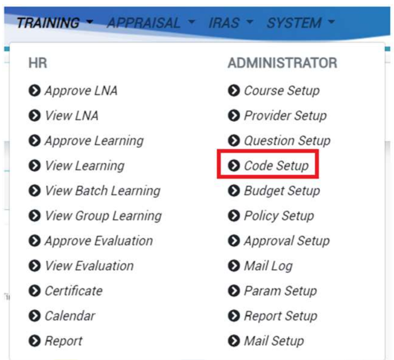
An example of the login page is shown below.



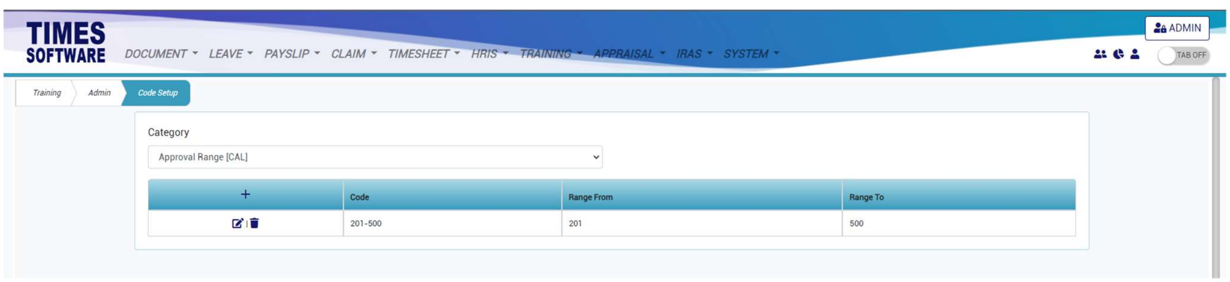
1. Click on the “Company” drop-down list to see a list of available companies and choose the one that user want to access to.
2. Key in login id at “Emp No”.
3. Key in password at “Password”.
4. Click the  button to login into the system.

Chapter 5. Master Code List

User can create and manage master codes in **Code Setup**. Codes defined here are used to populate drop-down lists in the TIMES PRO Training system.



Click on the **Code Setup** option in the Administrator menu to access the Code Setup page.



At the Code Setup page choose a “Category”.

To add a new code, click on the + button. Enter in the details for the new code and click Save button to save the code or ← Cancel button to cancel.

To edit an existing code, click on button, enter the new details and click Save button to save the code or ← Cancel button to cancel.

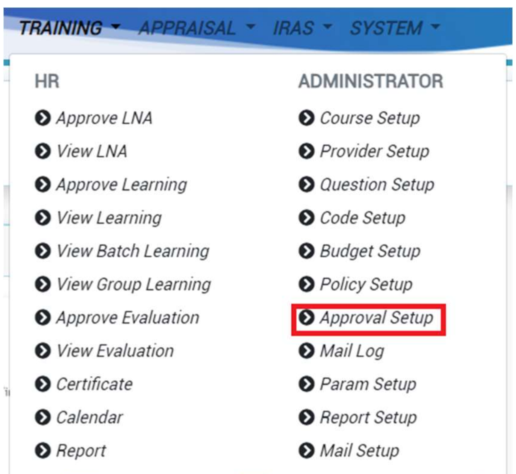
To delete a code, click on button.

Chapter 6. Approval Flow

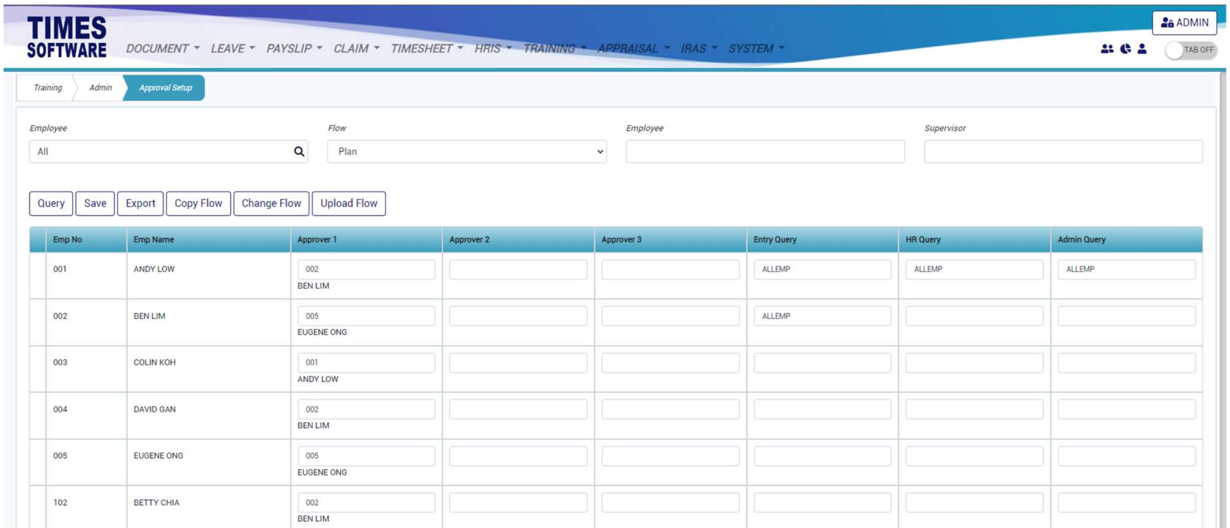
The **Approval Setup** function allows user as the Administrator to setup the approval flow for each employee by indicating each employee's reporting supervisors as the employee's TIMES PRO Training approvers.

These approvers will be responsible in reviewing, approving and rejecting their reporting employees' Learning Needs Analysis (LNA) and Learning/Training Plan.

Additionally, user can designate the role of Administrator and Entry Officer to specific employees in this function. Do note that Administrators have access to both HR and Administrator menus.



Click on the **Approval Setup** option in the Administrator menu to access the Approval Setup page.



At the Approval Setup page choose the “Flow Type”. “Flow Type” *Plan* is for training plan approval flow and *Lna* is for learning needs analysis approval flow. User can setup different approvers for each type.

Choose a “Department” and a list of employees who are assigned to the selected department will be shown on the page. If user have made multiple selections he can click on button to see the selections.

Alternatively. user can use the “Advanced Employee” search to retrieve a list of employees based on the text that he had entered. This search will find the nearest matching employee number or name. After user had entered the text in it, click Search to see the results.

6.1 Navigating the Approval Setup

If the organization has a large number of employees, user will most likely have a large list of employees. To help user sort out and see the different pages of records, user can use the following functions (they are located at the bottom of the page):

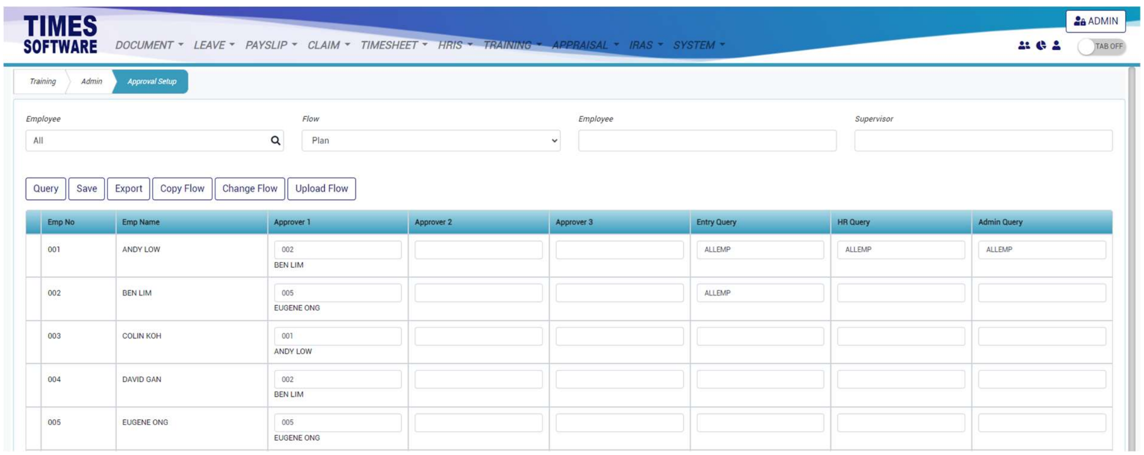
Click on the “Display Records Per Page” dropdown list to choose the number of records that can be shown on the page.

A maximum of 500 records can be shown on a single page.

Click on the “Show Page” dropdown list to choose a specific page of records.

6.2 Setting up the Approval Flow

To setup the approval flow, user need to key in the approver’s employee number for each employee under the approver columns (they are called “Approver 1”, “Approver 2” and “Approver 3”). User can also designate the stand-in approvers for each of the main approvers (they are called “Stand In Sup 1”, “Stand In Sup 2” and “Stand In Sup 3”)



The system provides up to three levels of approval for each employee and these approvers must be entered into the approver columns in a proper sequence. It’s not mandatory to setup all three levels of approval.

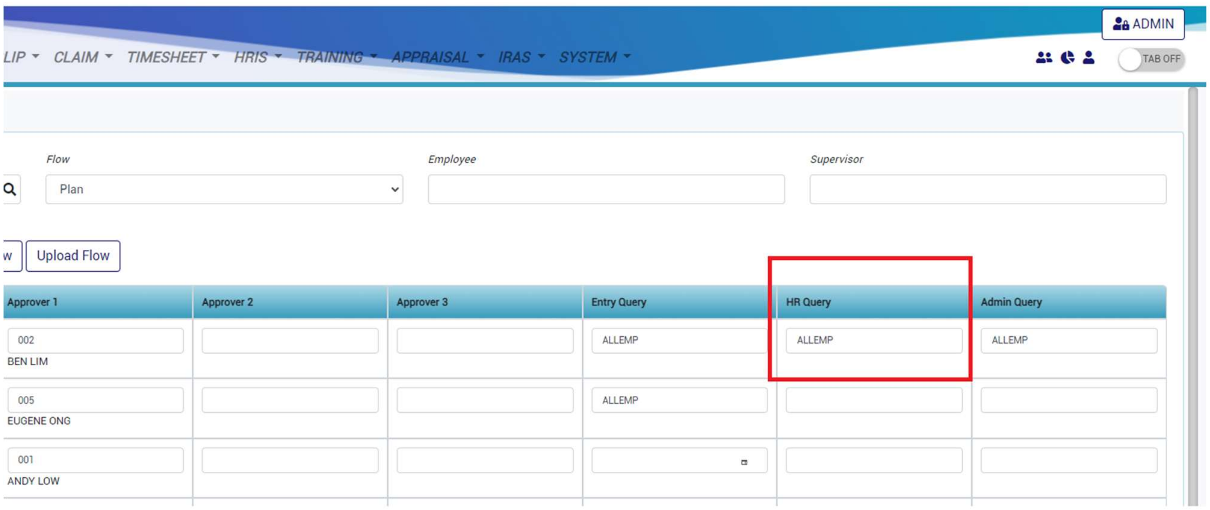
For example, if an employee reports to a supervisor and the supervisor reports to the head of department, then the supervisor’s employee number is setup at “Approver 1” and the head of department’s employee number is setup at “Approver 2” for the employee.

Once user have completed the entry, click the Save button. If user had entered the correct employee’s number for the approvers, their names will appear on the page. If not, just re-key in the correct employee number under the approver columns and click on the Save button.

6.3 Assigning the Administrator Role

The role of Administrator grants the employee access to the **Administrator** and **HR** menu.

Before user can designate an employee as Administrator, user must have a **Query** created from TIMES PRO Payroll application. The Query will determine the list of employees that this Administrator can have access to in order to manage their information.



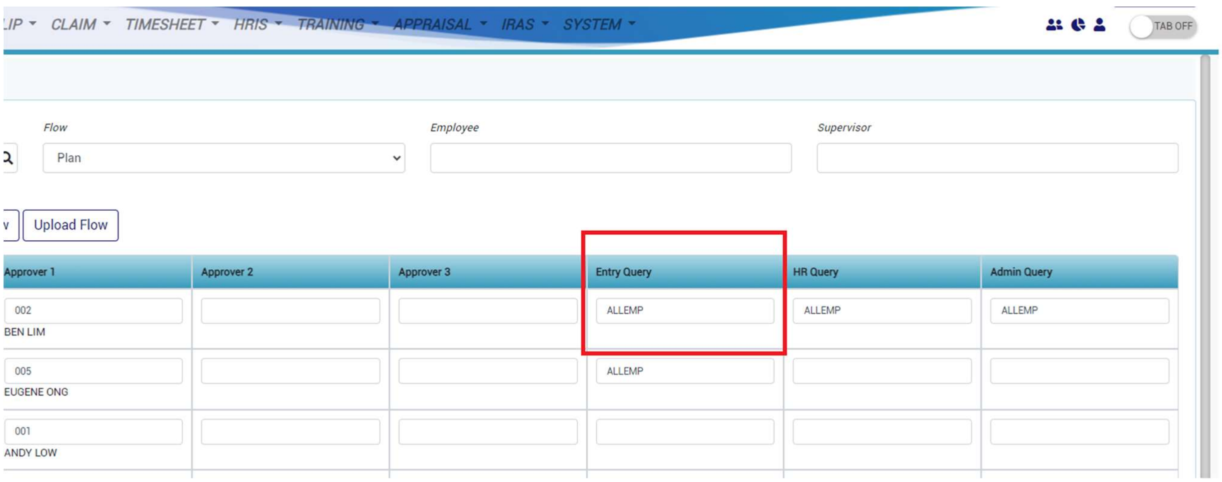
To designate an employee as Administrator, enter the Query Name (<u>case sensitive</u>) at the "HR Query". Then click the Save button to save the entry.

To remove the Administrator role from an employee, simply delete the Query Name at the "HR Query" and click the Save button.

6.4 Assigning the Entry Officer Role

The role of Entry Officer grants the employee the ability to enter and submit employees' LNA and will have access to the **Entry Officer** menu.

Before user can designate an employee as an Entry Officer, user must have a **Query** created from TIMES PRO Payroll application. The Query will determine the list of employees that the Entry Officer can have access to in order to manage their duty rosters and time sheets.



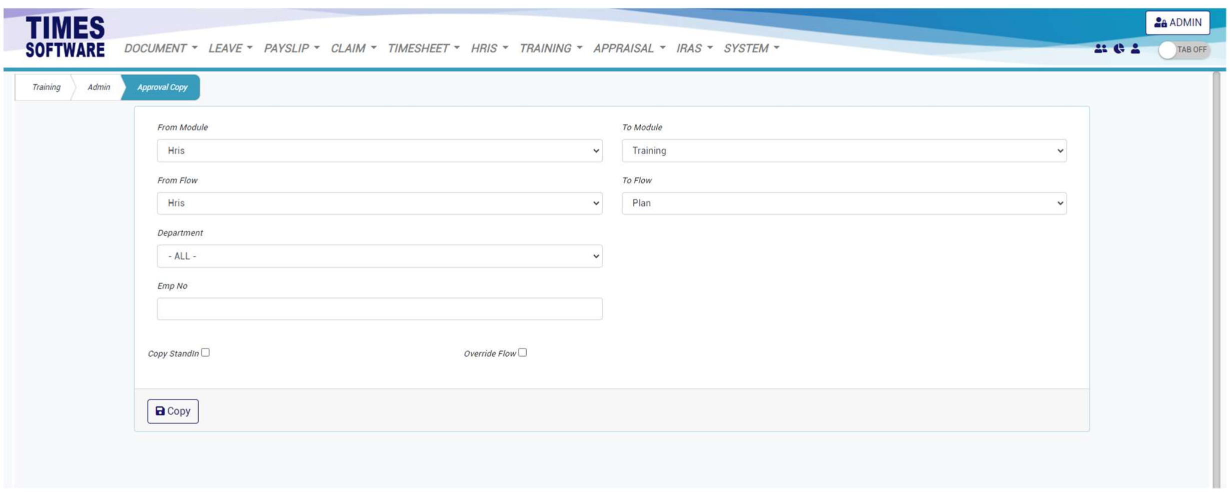
To designate an employee as an Entry Officer, enter the Query Name (<u>case sensitive</u>) at the "Entry Query". Then click the Save button to save the entry.

To remove the Entry Officer role from an employee, simply delete the Query Name at the "Entry Query" and click the Save button.

6.5 Automatic Setup of the Approval Flow

User can quickly populate the list of approvers for each employee by using the Copy Flow button. This function transfers the list of approvers from one source location (such as from another system or module) over to this system.

Click on the Copy Flow button to access the **Copy Flow** pop-up window.



Choose the “Module” and “Flow” dropdown lists under the column **From** to indicate the source location where the system will copy the list of approvers from and choose the “Module” and “Flow” dropdown lists under the column **To** to indicate where this list will be copied over to.

If applicable the “Flow Category” will be available for selection. TIMES PRO systems can have their approval flow setup based on a specific category and user can choose to select this approval flow to copy over to TIMES PRO Training system.

If the source has stand-in approvers setup, user can click on the ☐ Include stand-in checkbox to tick it in order for the system to copy them over.

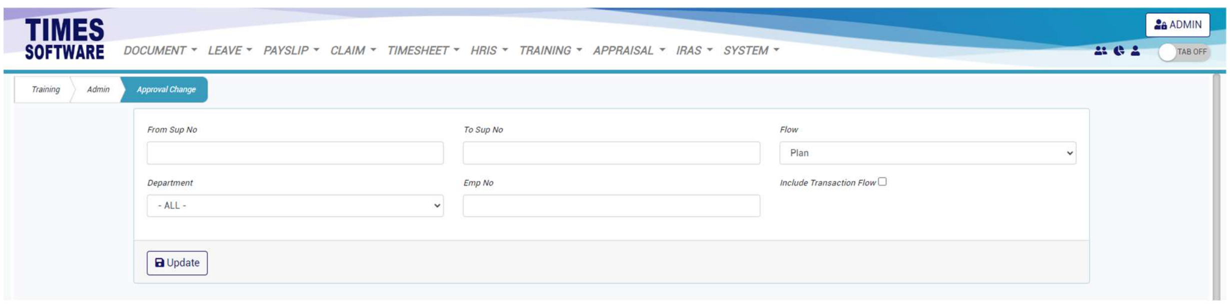
On default the system will transfer the list of approvers for employees who do not have their approval flow setup information at the Approval Setup. If user wish to overwrite the employees’ existing approval flow setup information click on the ☐ Overwrite flow checkbox to tick it.

Click Copy Flow to initiate the process.

6.6 Easy Change of Approver

In the event user need to change an approver for many employees, he can use the Change Flow feature to easily perform that action without the need to manually change the approver for each employee.

Click on the Change Flow button to access the **Change Flow** pop-up window.



Enter the employee number of the approver that user want to change at "Supervisor" under the column **From** and the replacement approver at "Supervisor" under the column **To**.

Choose the "Flow" type.

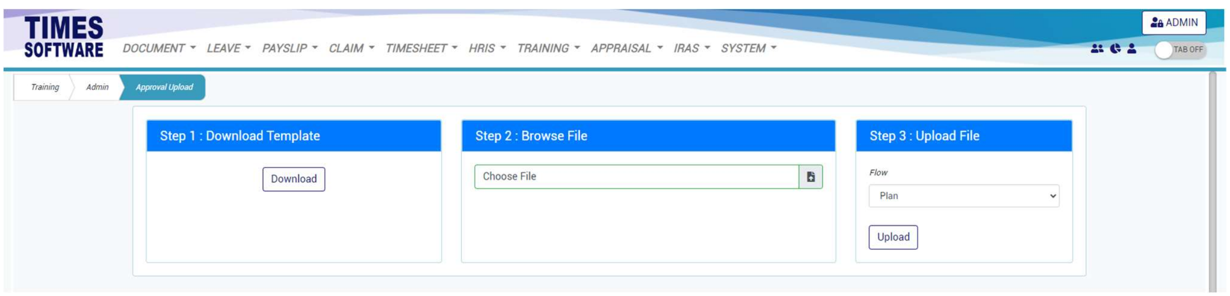
Click Update to proceed with the changes.

In this example, all employees in the training plan approval flow who have the approver *001* will be replaced with approver *002*.

6.7 Uploading Approval Flow into the system from Excel

If user like to prepare the approval flows in an excel document, he can use the system's excel template document to enter the approval flow information and upload them into the system by using the Upload Flow feature.

Click on the Upload Flow button to access the **Upload Flow** pop-up window.



First step is to download the system's excel template document. Click on the Download button at "Download Template" at Step 1 to download the document.

Next, open the excel template document and enter the approval flows into the document. Make sure to save the document.

Once done, proceed to Step 2 and click on Choose File to choose the completed excel document.

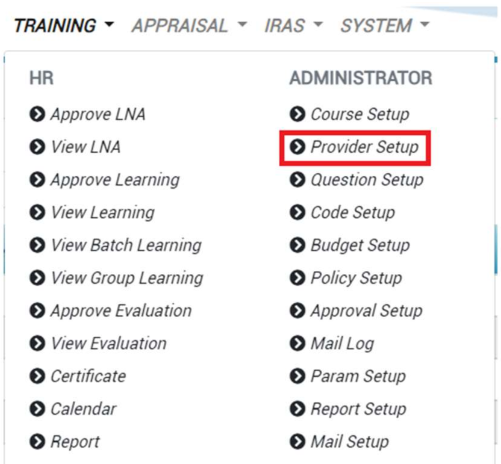
Finally, at Step 3, choose the "Flow" type and click the Upload button to upload the approval flow information from the selected excel document into the system.

6.8 Export the system's Approval Flow into an Excel document

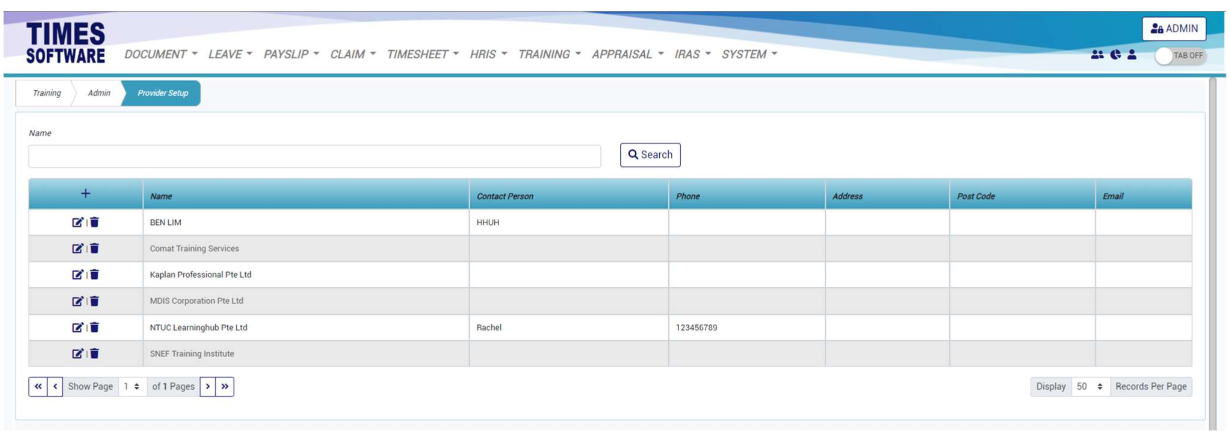
User can export the system's approval flow into an excel document. To do so, first retrieve the list of approval flows and then click on the Export button.

Chapter 7. Training Provider List

On the next stage of the setup, we will be looking into setting up the list of vendors and schools for the courses.

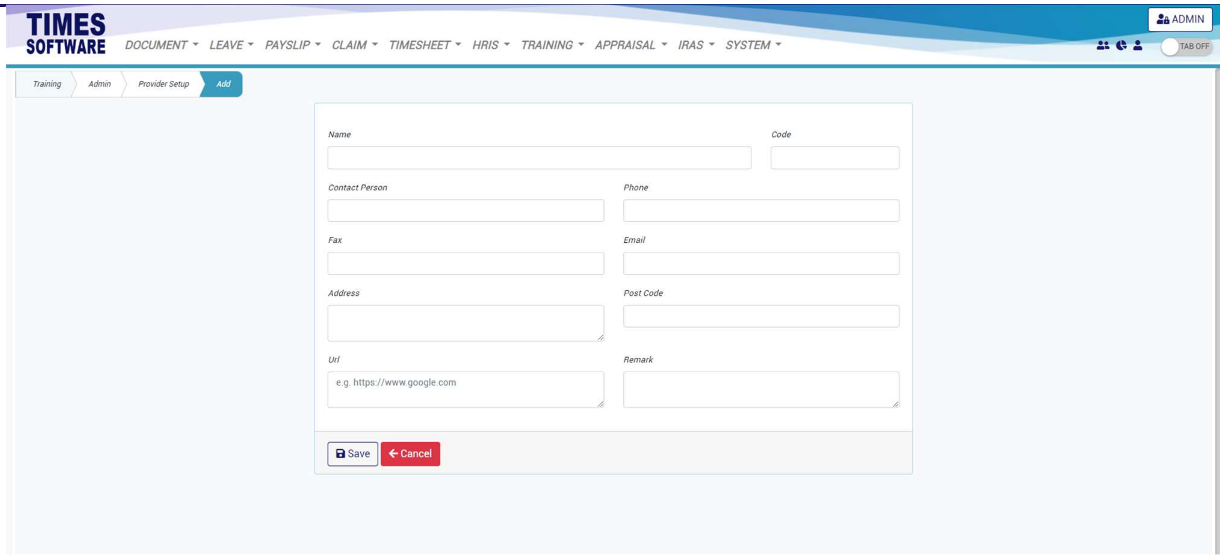


Click on the **Provider Setup** option in the Administrator menu to access the Provider Setup page.



At the Provider Setup page, user can maintain a general master list of certified training vendors, training centres or even internal trainers for the organization. These providers will be used when user create training course catalogue and also by employees and entry officers when they raise a learning needs submission or apply for training courses.

To create a new training provider profile click on the + button.



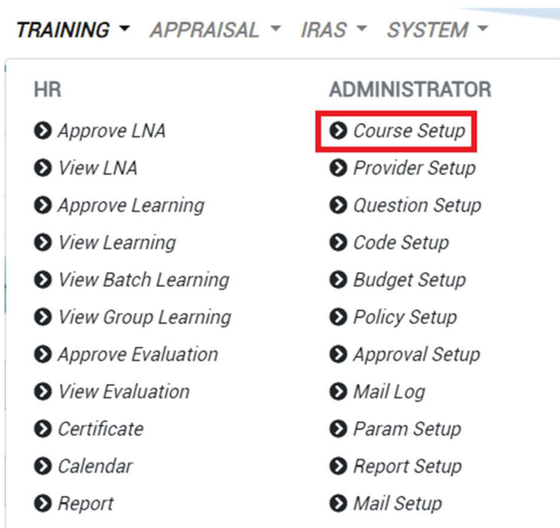
Enter the details of the training provider and click Save button to save the transaction or Cancel button to cancel it and return to the previous page.

+	Name	Contact Person	Phone	Address	Post Code	Email
	BEN LIM	HHUH				
	Comat Training Services					
	Kaplan Professional Pte Ltd					
	MDIS Corporation Pte Ltd					
	NTUC Learninghub Pte Ltd	Rachel	123456789			
	SNEF Training Institute					

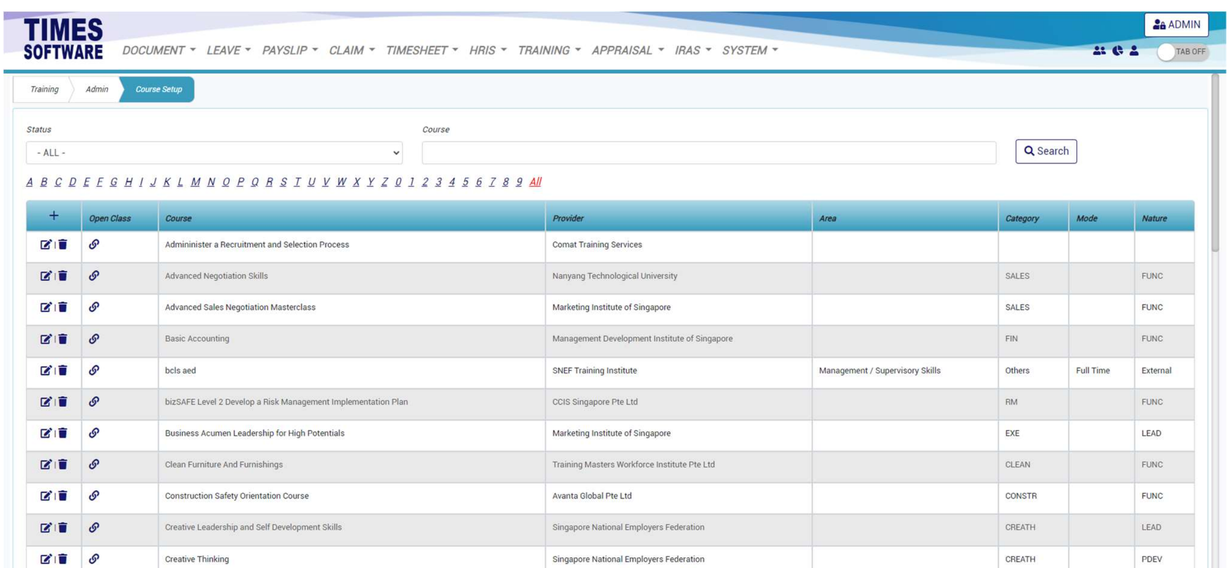
To edit an existing training provider, click on the edit button, enter the new details and click Save button to save the transaction or Cancel button to cancel.

Chapter 8. Course Catalogue

The **Course Setup** feature provides user the primary tool to create new training courses in the system as well as to manage the existing training course list. There are 2 components in the Course Setup, the first being the training course profile and the second are the class schedules for the training course.



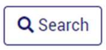
Click on the **Course Setup** option in the Administrator menu to access the Course Setup page.



+	Open Class	Course	Provider	Area	Category	Mode	Nature
		Admininister a Recruitment and Selection Process	Comat Training Services				
		Advanced Negotiation Skills	Nanyang Technological University		SALES		FUNC
		Advanced Sales Negotiation Masterclass	Marketing Institute of Singapore		SALES		FUNC
		Basic Accounting	Management Development Institute of Singapore		FIN		FUNC
		bcls aed	SNEF Training Institute	Management / Supervisory Skills	Others	Full Time	External
		bizSAFE Level 2 Develop a Risk Management Implementation Plan	CCIS Singapore Pte Ltd		RM		FUNC
		Business Acumen Leadership for High Potentials	Marketing Institute of Singapore		EXE		LEAD
		Clean Furniture And Furnishings	Training Masters Workforce Institute Pte Ltd		CLEAN		FUNC
		Construction Safety Orientation Course	Avanta Global Pte Ltd		CONSTR		FUNC
		Creative Leadership and Self Development Skills	Singapore National Employers Federation		CREATH		LEAD
		Creative Thinking	Singapore National Employers Federation		CREATH		PDEV

As more training courses are added into the system over time, the effort to search for a specific training course in the list can be a daunting task. The Course Setup provides a comprehensive way to search for information.

User can enter the course title, either in full or partially, into the “Course” text box and clicking on the



button to search for specific training courses.

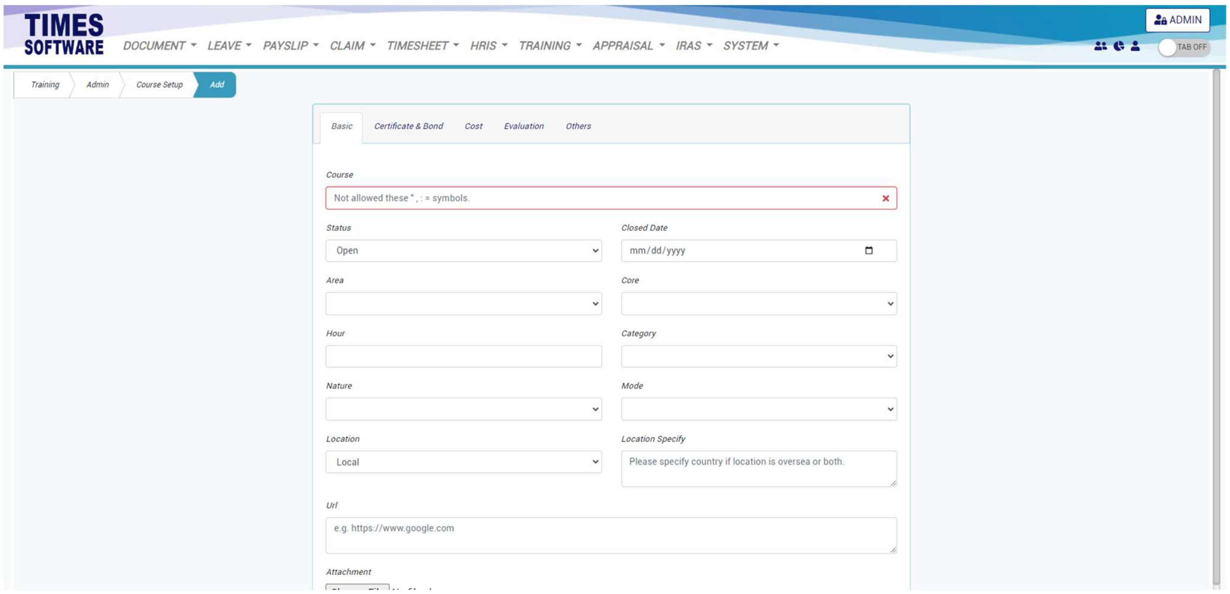
Alternatively, user can click on the various numbers and alphabets links located just below the search engine to list the training courses by the first character of the courses’ titles.

The exclamation mark link will show all the training courses.

Choosing the “Status” drop-down list will display training courses that are open or closed for registration.

8.1 Training course details

Let's begin by adding a new course. Click on the + button to add a new training course.



Enter the details for the training course at the **Basic** tab.

We will explain the obscure fields in this page.

Status

Indicates whether the training course is open or closed for registration. If it is closed for registration users cannot choose it when planning their learning needs or training plans.

Closed Date

Once this date is reached the training course will be closed for registration.

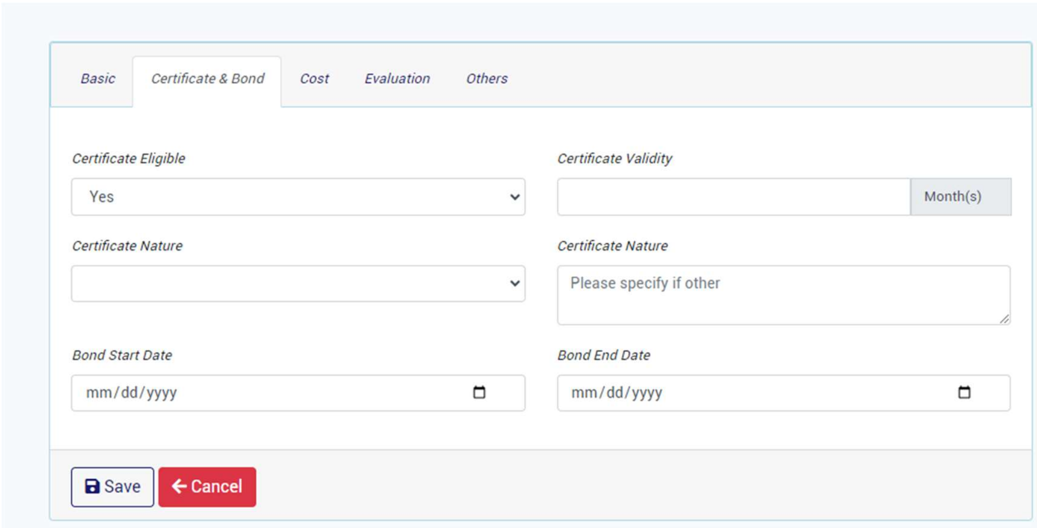
Use in Lna

Indicates whether the training course can be selected during the planning of employees' learning needs.

Attachment

User can upload a training brochure or any document into the training course. When users choose this training course they can view its attachment.

Next, click on the **Certificate and Bond** tab to continue.

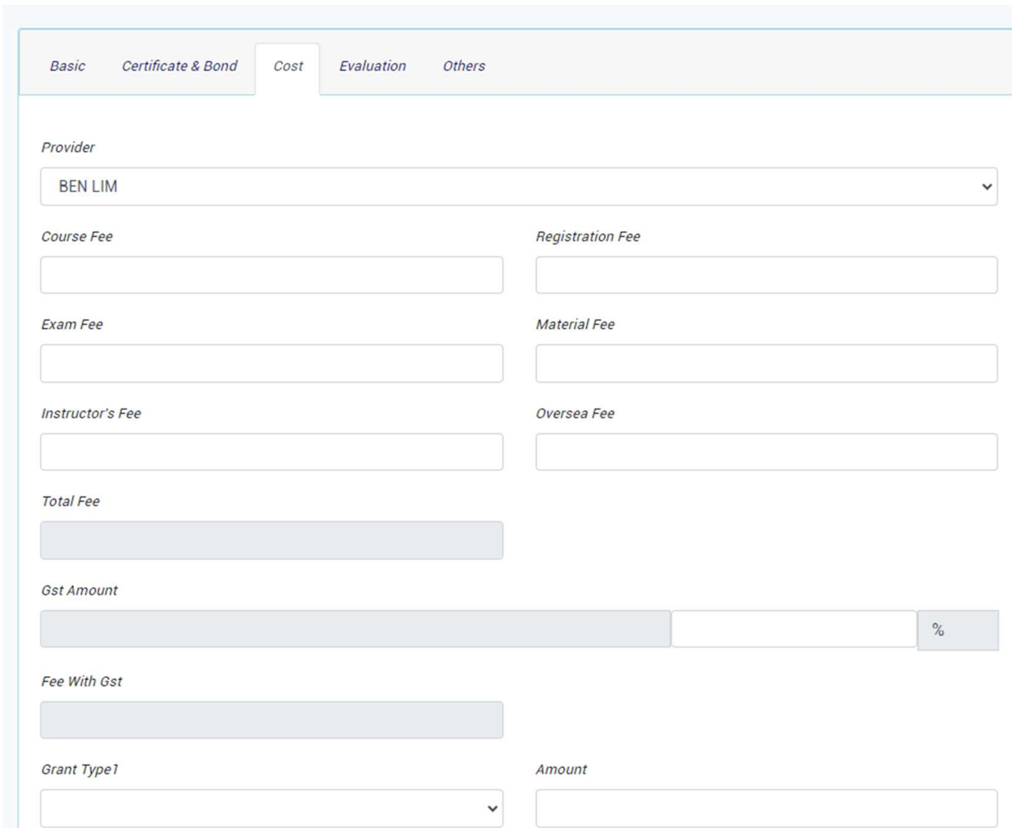


Choose a training "Provider" that is providing this training course.

Enter the details of the certificate that will be awarded by the training course if any.

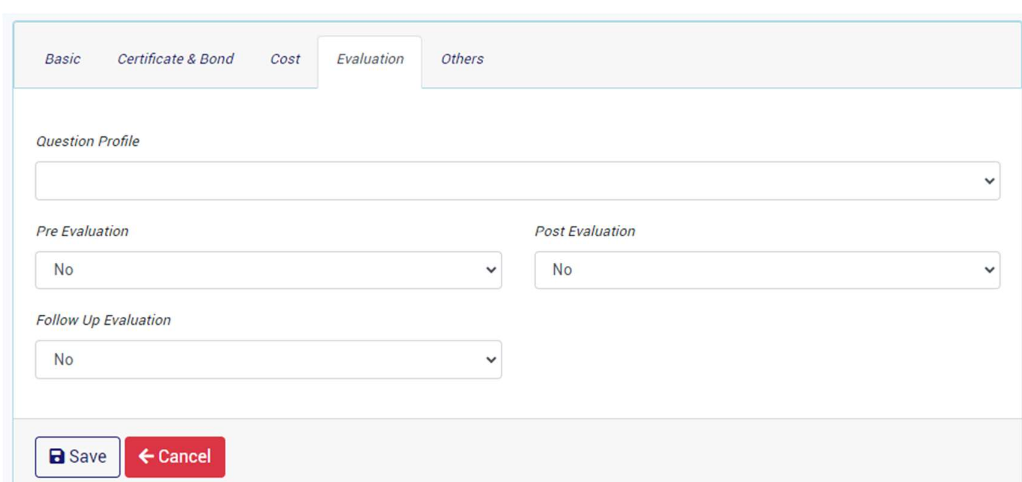
Indicate employees' "Bond Date" if any.

Next, click on the **Cost** tab.



Enter the expenses for the training course.

Lastly, click on the **Evaluation** tab.



Indicate whether employees are required to fill in training feedback forms for this training course.

There are three types of training feedback forms.

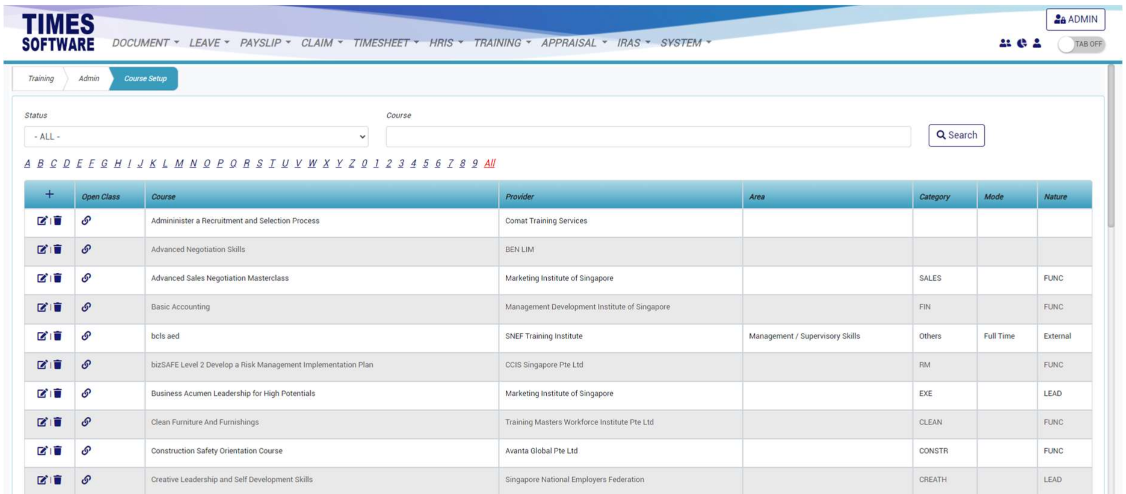
Pre-course evaluation is an evaluation conducted before taking the training course. It is typically used to determine if the training is suitable for the employees.

Post-course evaluation is an evaluation conducted after taking the training course. It is typically used to gather feedback on the quality of the training.

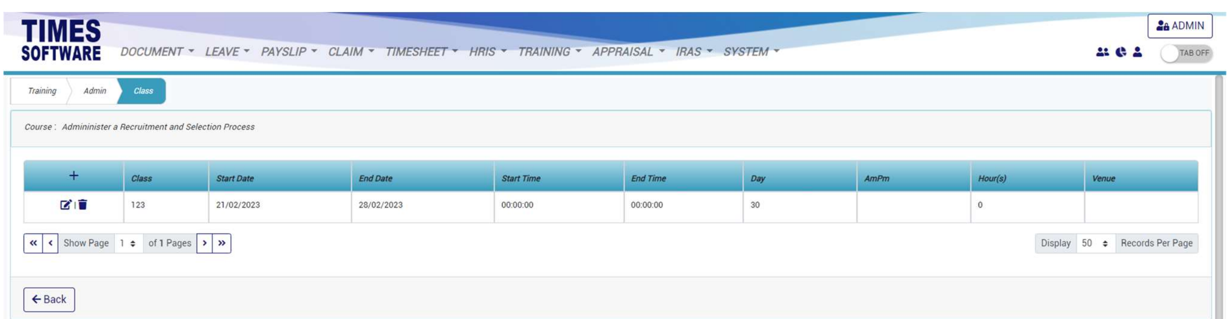
Follow-Up course evaluation is an evaluation conducted over a sufficient period after taking the training course. It is typically used to measure the impact of the training, such as the reaction of the employees on the training programmes and the results of the employees' performances in the workplace.

8.2 Training course classes

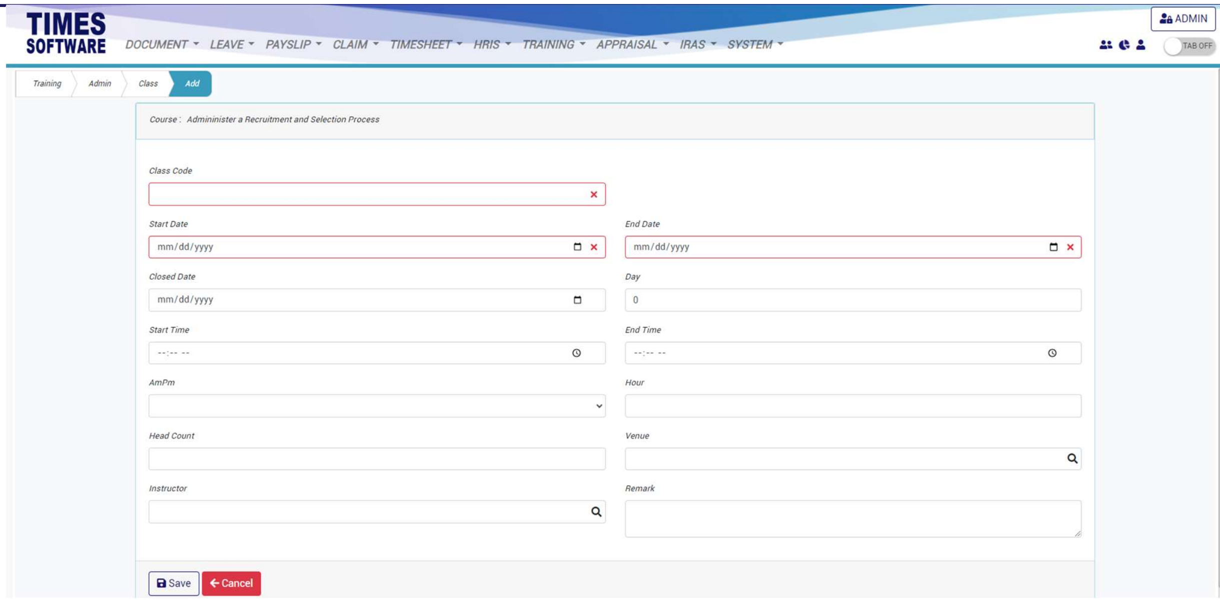
To complete the training course setup, user will need to setup training class schedules for each training course.



To begin, click on the button to access the training course's **Class Setup Dialog** pop-up window.



In the Class Setup Dialog pop-up window click on the button to create a new training class.



Enter the details of the class and click Save button to save the transaction.

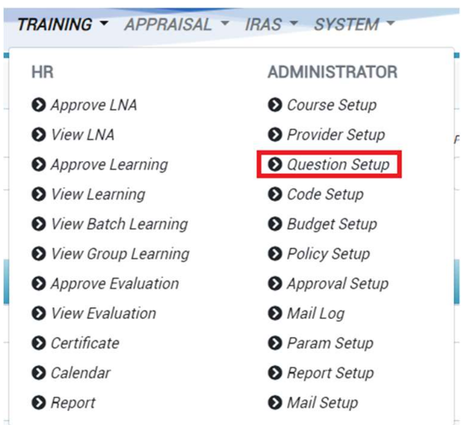
+	Class	Start Date	End Date	Start Time	End Time	Day	AmPm	Hour(s)	Venue
	123	21/02/2023	28/02/2023	00:00:00	00:00:00	30		0	

To edit an existing class, click on logo, enter the new details and click Save button to save the changes.

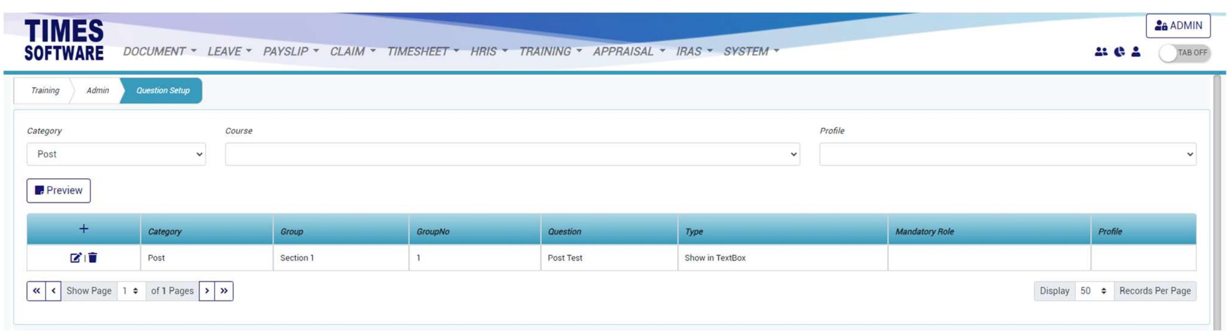
To delete a class, click on logo.

Chapter 9. Designing Training Feedback Forms

To get employees to fill in training feedback forms user must first design them. These forms are invaluable in obtaining the feedbacks from employees and serves as an analysis / predictor tool for future enhancements of the training courses as well as to evaluate the effectiveness of any training attended by the employees in the workplace.



Click on the **Question Setup** option in the Administrator menu to access the Question Setup page.

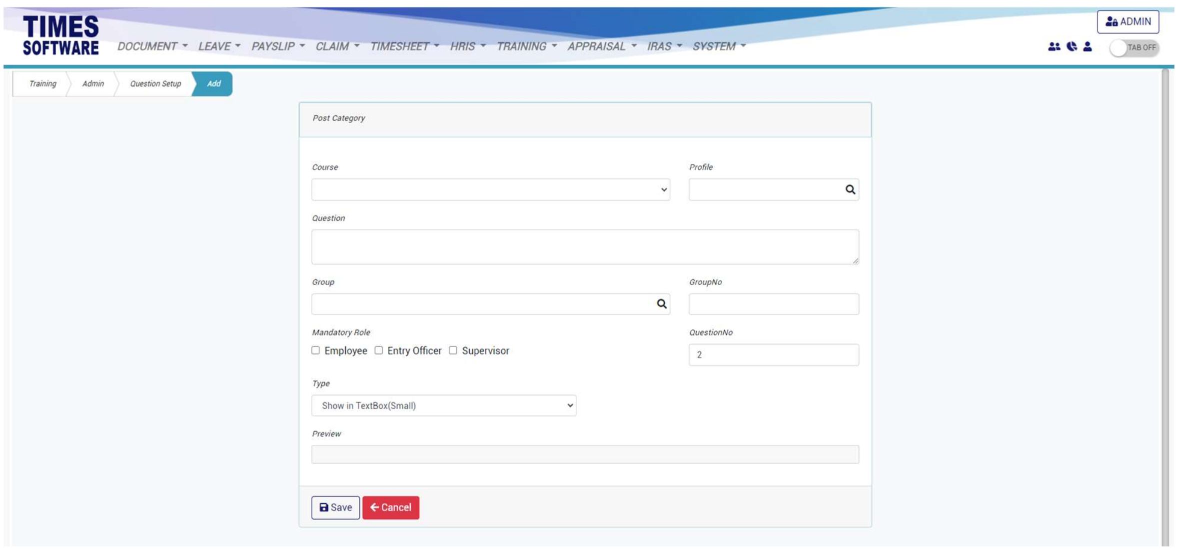


At the Question Setup page first decide which type of training feedback form that user want to design by choosing it at the “Category” drop-down list.

User can view the different training feedback form designs for each training course by choosing it from the “Course” drop-down list.

To see how the form would look like to the users who access it click on the Preview button.

Click on the + button to add in details into the form.



At the Question Input page first choose whether the form will be used for a specific training course by choosing it at the “Course” drop-down list. Training courses will use the *Default* training feedback form if they do not have one specifically designed for them.

Then enter the details and click Save button to save the transaction or ← Cancel button to cancel it and return to the previous page.

+	Category	Group	GroupNo	Question	Type	Mandatory Role	Profile
	Post	Section 1	1	Post Test	Show in TextBox		

To edit an existing record, click on button, enter the new details and click Save button to save the transaction or ← Cancel button to cancel.

To delete a record, click on button.

9.1 Explanation of the Question Input fields

This sub chapter describes the purpose for each of the training feedback form design fields in the **Question Input** page.

Course

The training course that can use this form. *Default* applies to all training courses that do not have this form.

Content

Fill in the question. If the content type is a label, fill in the label title.

Type

Determines how the employees answer the question and what type of answers the content is seeking for. If the type is a label, the form merely shows the label title.

Refer to 9.2 Types of content for more information.

Sort Number

Determines the sequence / line position of which this particular content will appear in the form.

Group Code

This content is grouped under which group code. For example if a label has a group code *ABC*, then the other contents will need a group code *ABC* to be grouped under that label.

Group Sequence

The group's sequence. For example if a label with a group code *ABC* belongs to group sequence 1, then the other contents that are grouped under *ABC* need to belong to group sequence 1 as well.

Mandatory Fields

If mandatory, employees must fill in or select an answer

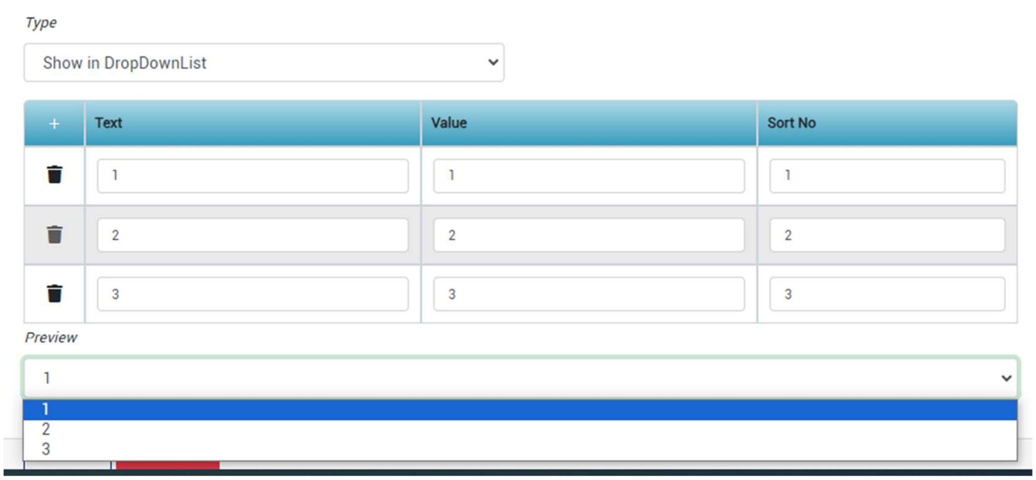
9.2 Types of content

This sub chapter explains the different types of content that user can design for the form.

Show in DropdownList

User selects an answer from a list of pre-defined answers in a dropdown list.

How to design?



Enter the question in "Content".

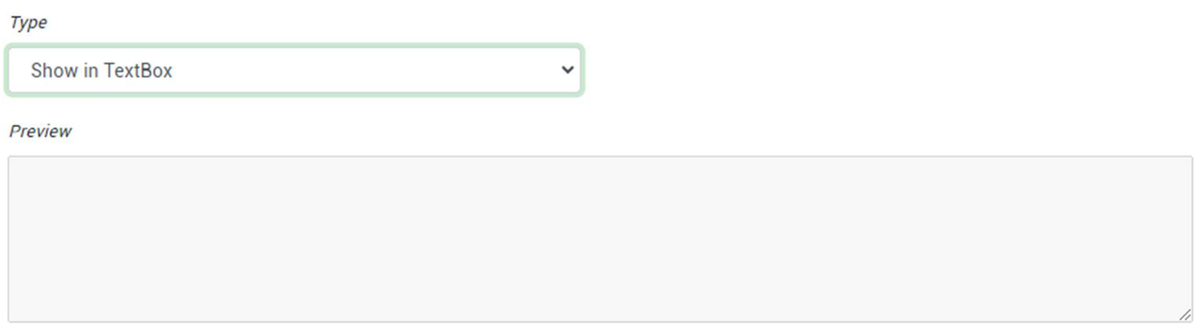
Enter the text and value of an answer and click + button to add it into the drop-down list. Keep doing this for each answer that user want to be included in the list.

If user want to remove an answer, click on it in the list to select it and click button.

Show in Textbox

User manually types in answers in a multi-line textbox.

How to design?

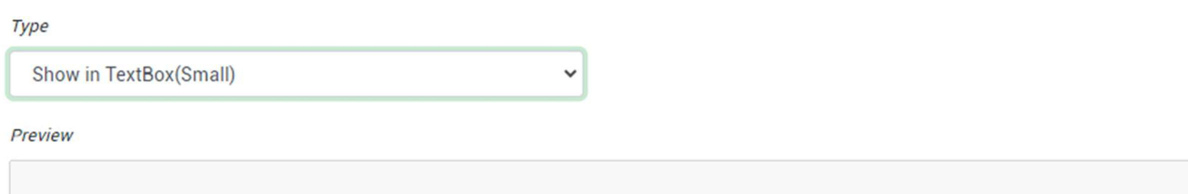


Enter the question in “Content”.

Show in Textbox(Small)

User manually types in answers in a single line textbox.

How to design?

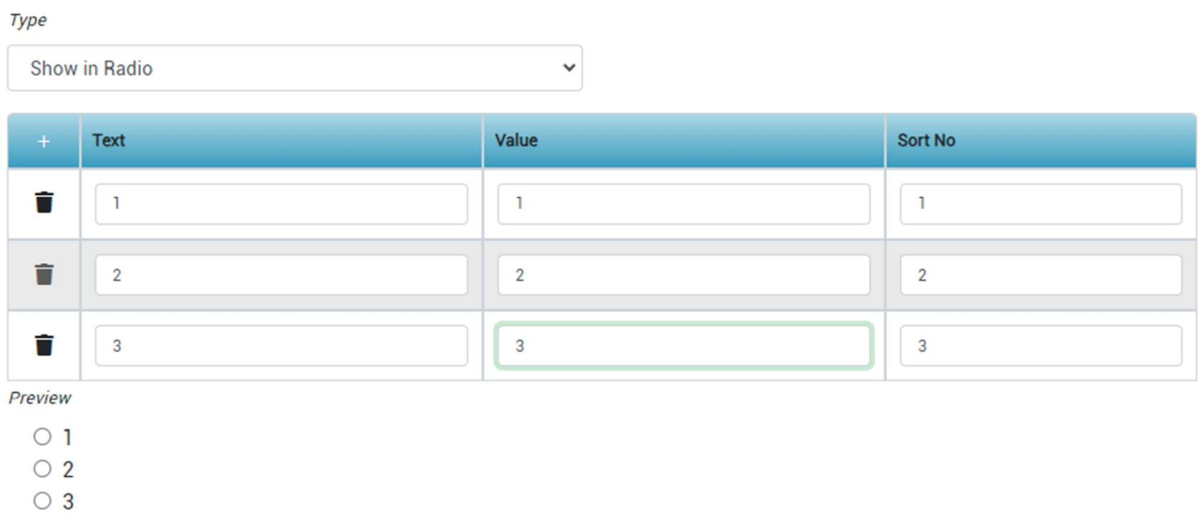


Enter the question in “Content”.

Show in Radio Box

User selects an answer by clicking on a radio button.

<u>How to design?</u>



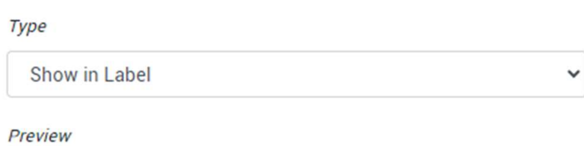
Enter the question in the “Content”.

Choose *Customize* from the drop-down list and enter the numbers of radio buttons that user want.

Show in Label

This is merely a label. No data entry possible.

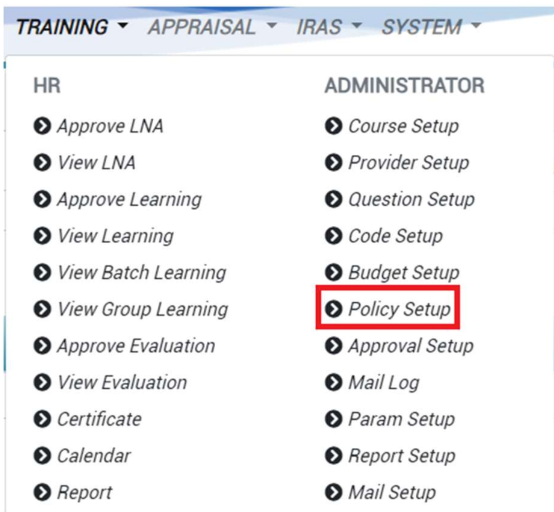
<u>How to design?</u>



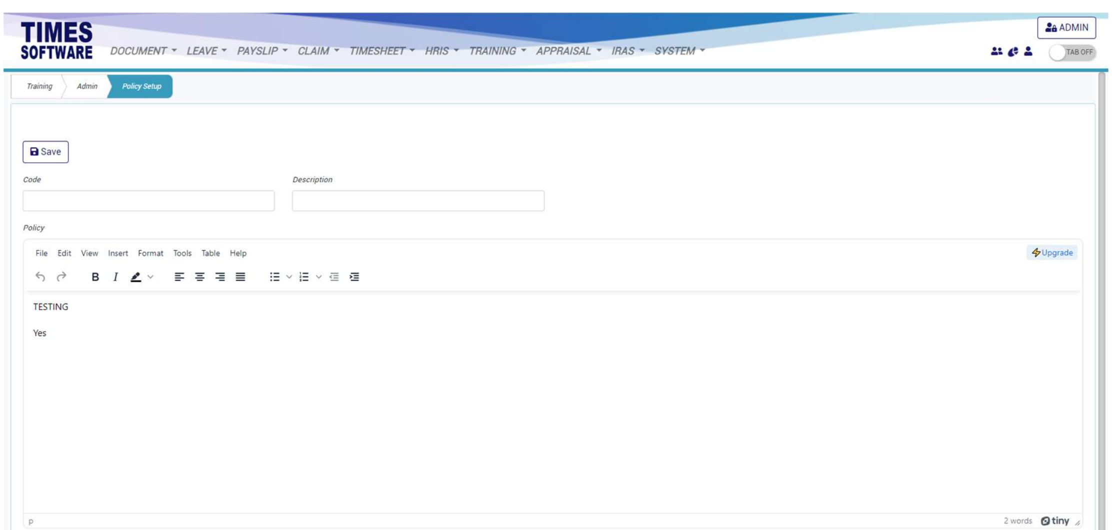
Enter the text of the label in “Content”.

Chapter 10. Training Policy Write-up

User can create his organization's training policies in the system and publish them to employees in the **Policy Setup** page.



Click on the **Policy Setup** option in the Administrator menu to access the Policy Setup page.



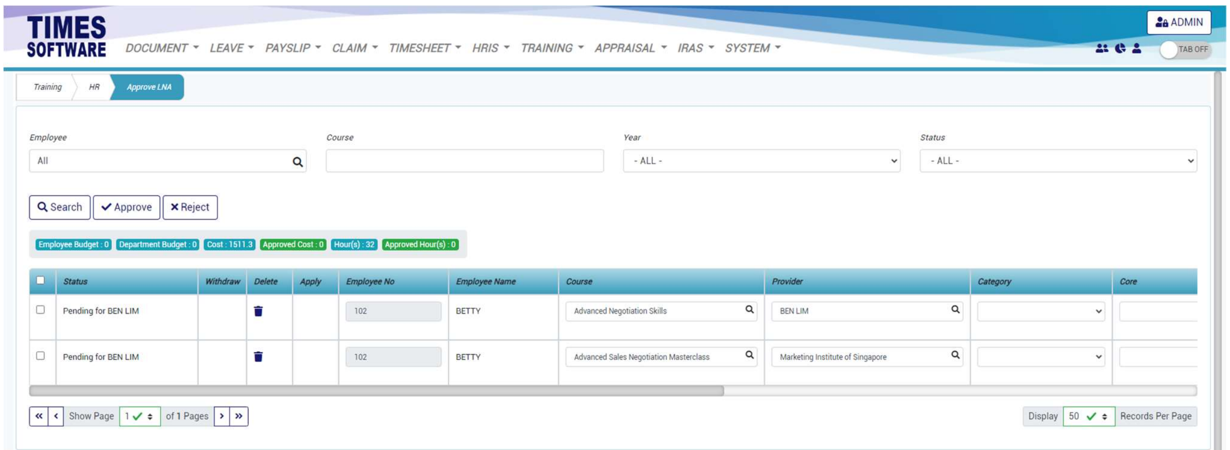
At the Policy Setup page choose a "Company" and enter the contents of the policy into the word editor.

Then click 

button to save the write-up. Employees can then view the training policy.

Chapter 11. Learning Analysis

Click on the **Learning Analysis** option in the HR menu to access the Learning Analysis page.



At the Learning Analysis page choose search criteria, such as “Company” and “Department”, to retrieve the list of learning needs.

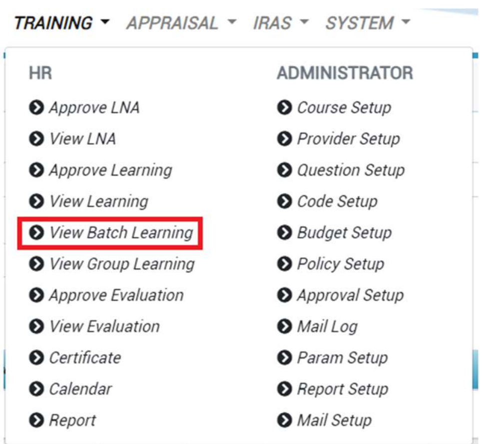
To approve learning needs click on the learning needs’ ☐ checkboxes to ☑ choose them and click on the ✔ Approve button.

To reject learning needs click on the learning needs’ ☐ checkboxes to ☑ choose them and click on the ✖ Reject button.

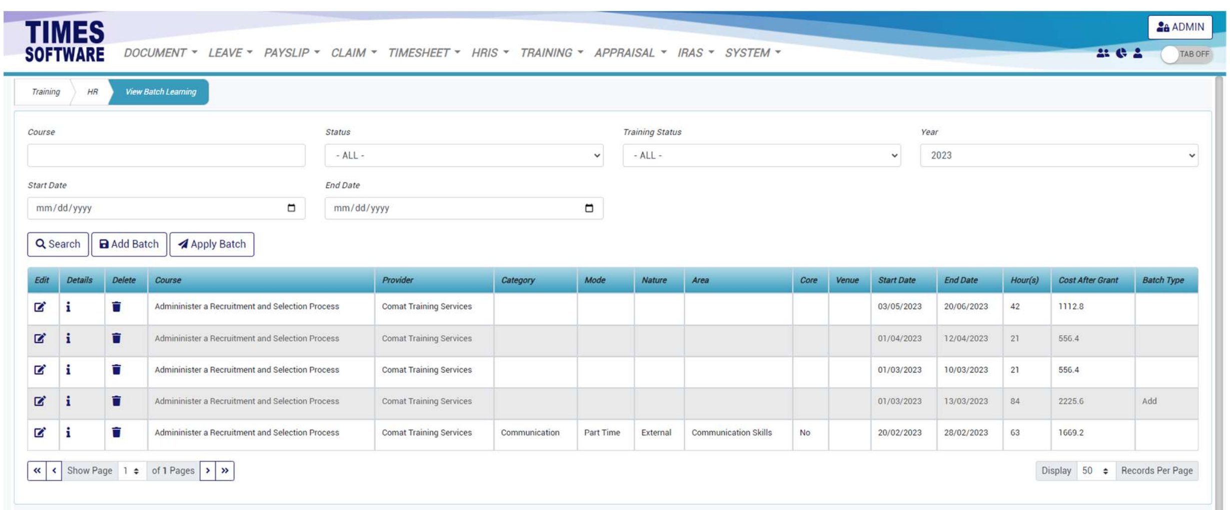
User can approve and reject learning needs that are still pending for approval.

Chapter 12. View Batch Learning

With the **View Batch Learning** feature, user can view, create and update employees' training plans.



Click on the **View Batch Learning** option in the HR menu to access the Learning Plan page.



At the Learning Plan page choose search criteria, such as "Company" and "Department", to retrieve the list of training plans.

With the training plans retrieved, user can click on the View hyperlink to view each individual training plan.

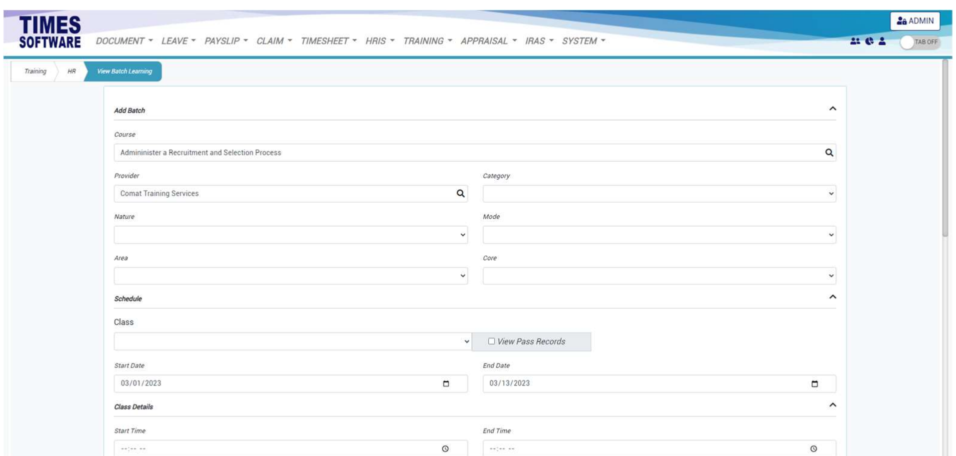
12.1 Updating an employee's training plan

As the Administrator user can update employees' training plans on the following:

- Change of training course details.
- Change of training provider.
- Change of training class schedule.
- Change of the training plan's approval status.
- Update training course expenses and grants.
- Update employee's training course attendance.
- Update employee's training bond to the company.
- Update employee's training course examination result and certificate received.

	Details	Edit	Approval Status	Training Status	Employee No	Employee Name	Course	Provider	Category	Mode	Nature	Area	Core	Venue	Hour(s)	Start Date	End Date	S
			Approved	Confirmed	102	BETTY	Admininister a Recruitment and Selection Process	Comat Training Services							21	01/03/2023	13/03/2023	
			Approved	Confirmed	102	BETTY	Admininister a Recruitment and Selection Process	Comat Training Services	Communication	Part Time	External	Communication Skills	No		21	20/02/2023	28/02/2023	

To update a training plan click on the training plan's checkbox to choose it and click on the logo.



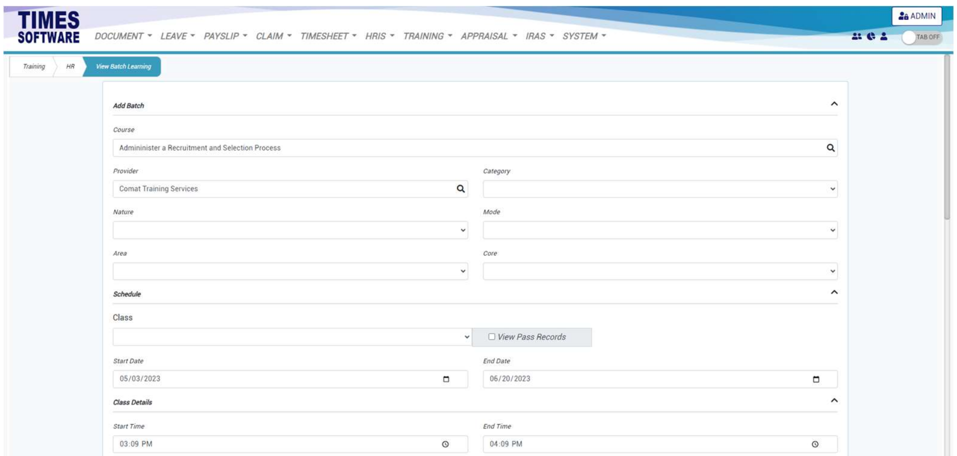
Enter the new details into the training plan and click Save button to save the transaction or Cancel button to cancel it and return to the previous page.

12.2 Updating a training plan and applying it to a batch of employees

User can update an employee's training plan and apply this updated plan to a batch of employees.

	Details	Edit	Approval Status	Training Status	Employee No	Employee Name	Course	Provider	Category	Mode	Nature	Area	Core	Venue	Hour(s)	Start Date	End Date	S
			Approved	Confirmed	102	BETTY	Admininister a Recruitment and Selection Process	Comat Training Services							21	01/03/2023	13/03/2023	
			Approved	Confirmed	102	BETTY	Admininister a Recruitment and Selection Process	Comat Training Services	Communication	Part Time	External	Communication Skills	No		21	20/02/2023	28/02/2023	

Click on the training plan's ☐ checkbox to ☑ choose it and click on the logo.



In the training plan choose "Department" and "Employee" to filter and prepare a list of employees that will be using this updated training plan. If user have selected multiple values in the list, he can click on the button to see the details of selections.

Once the list is prepared click on the logo to select the employees into the plan. User can further tweak the list in the "Selected Employee" drop-down list.

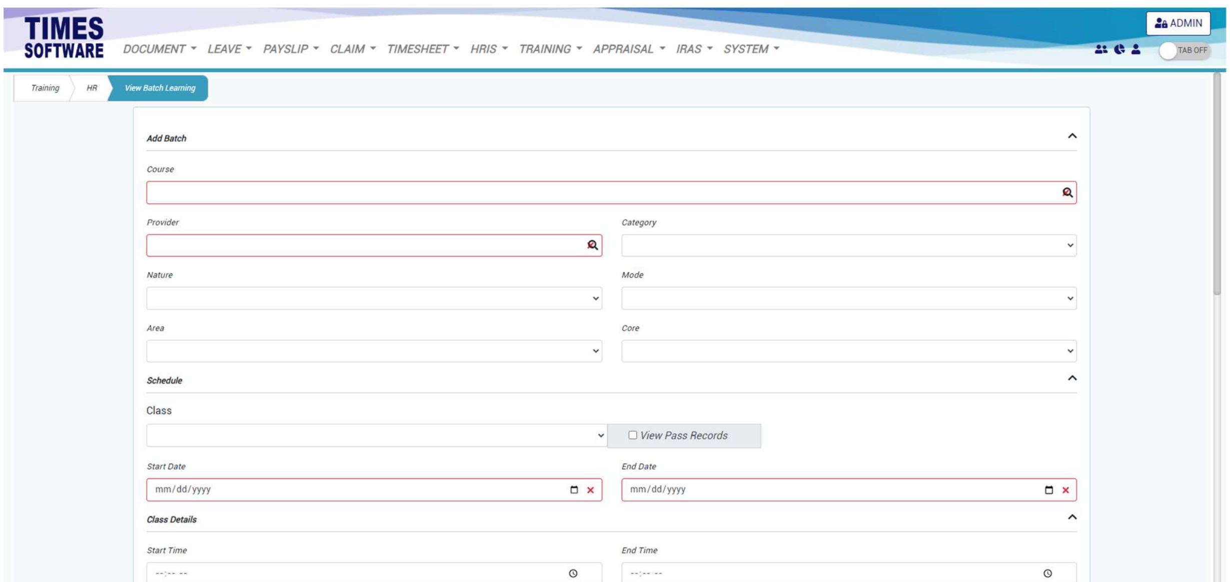
Enter the new details into the training plan and click Save button to save the transaction or Cancel button to cancel it and return to the previous page.

12.3 Creating a new training plan for a batch of employees

User can create a new training plan and apply it to a batch of employees.

Edit	Details	Delete	Course	Provider	Category	Mode	Nature	Area	Core	Venue	Start Date	End Date	Hour(s)	Cost After Grant	Batch Type
			Admininister a Recruitment and Selection Process	Comat Training Services							03/05/2023	20/06/2023	42	1112.8	
			Admininister a Recruitment and Selection Process	Comat Training Services							01/04/2023	12/04/2023	21	556.4	
			Admininister a Recruitment and Selection Process	Comat Training Services							01/03/2023	10/03/2023	21	556.4	
			Admininister a Recruitment and Selection Process	Comat Training Services							01/03/2023	13/03/2023	84	2225.6	Add
			Admininister a Recruitment and Selection Process	Comat Training Services	Communication	Part Time	External	Communication Skills	No		20/02/2023	28/02/2023	63	1669.2	

Click on the training plan's checkbox to choose it and click on the Add Batch button.



In the training plan choose "Department" and "Employee" to filter and prepare a list of employees that will be using this training plan. If user have selected multiple values in the list, he can click on the button to see the details of selections.

Once the list is prepared click on the button to select the employees into the plan. User can further tweak the list in the "Selected Employee" drop-down list.

Enter the new details into the training plan and click Save button to save the transaction or Cancel button to cancel it and return to the previous page.

12.4 Deleting a training plan

User can delete any pending and rejected training plans. Approved training plans cannot be deleted.

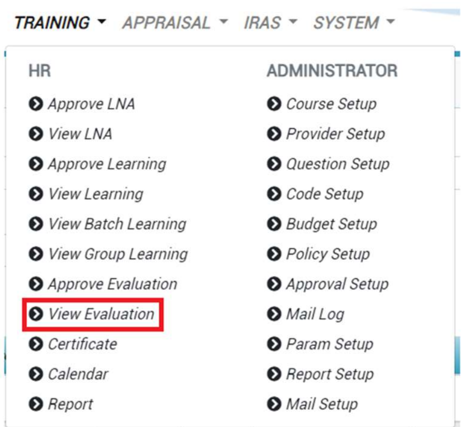
Edit	Details	Delete	Course	Provider	Category	Mode	Nature	Area	Core	Venue	Start Date	End Date	Hour(s)	Cost After Grant	Batch Type
			Admininister a Recruitment and Selection Process	Comat Training Services							03/05/2023	20/06/2023	42	1112.8	
			Admininister a Recruitment and Selection Process	Comat Training Services							01/04/2023	12/04/2023	21	556.4	
			Admininister a Recruitment and Selection Process	Comat Training Services							01/03/2023	10/03/2023	21	556.4	
			Admininister a Recruitment and Selection Process	Comat Training Services							01/03/2023	13/03/2023	84	2225.6	Add
			Admininister a Recruitment and Selection Process	Comat Training Services	Communication	Part Time	External	Communication Skills	No		20/02/2023	28/02/2023	63	1669.2	

To delete a training plan click on the button.

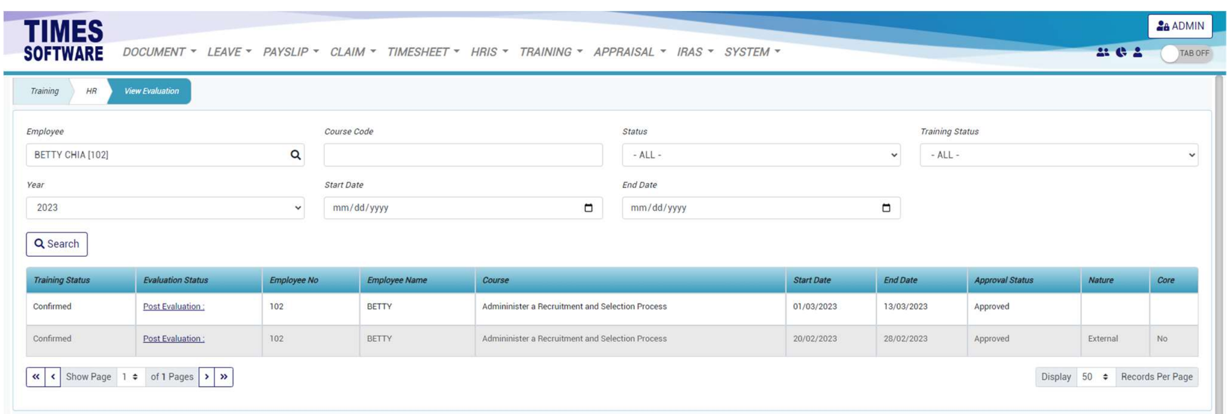
Deleted training plans are unrecoverable.

Chapter 13. View Evaluation

In the **View Evaluation** page, user can view employees' training feedback forms.

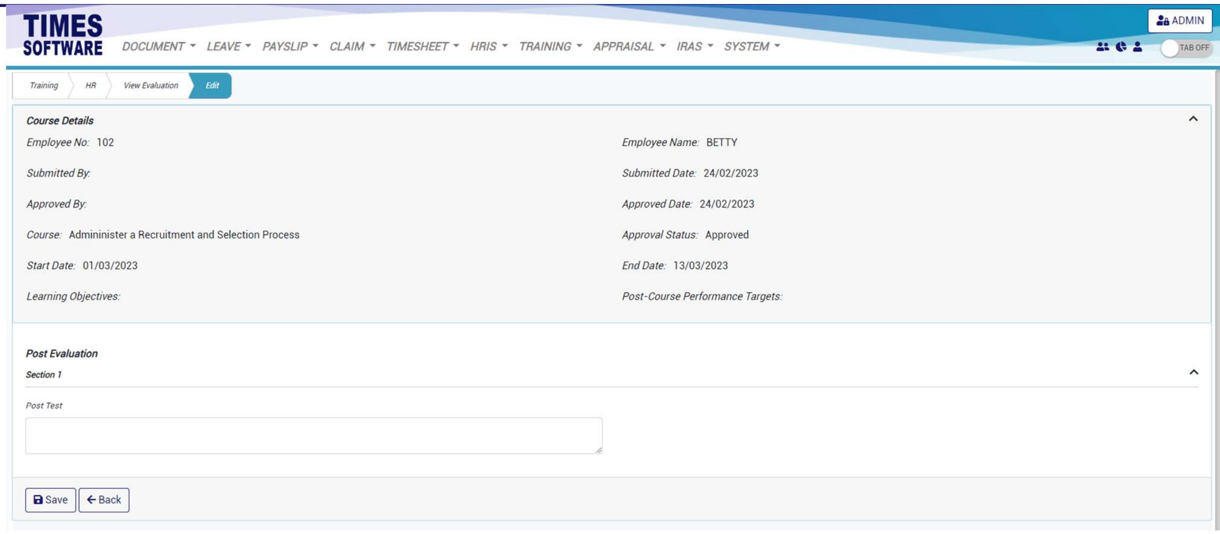


Click on the **Learning Review** option in the HR menu to access the Learning Review page.



At the Learning Review page choose search criteria such as "Company" and "Department" and click on the Search button to retrieve the list of training plans that have feedback forms.

To view a training feedback form click on the form's hyperlink (such as Pre-Course).

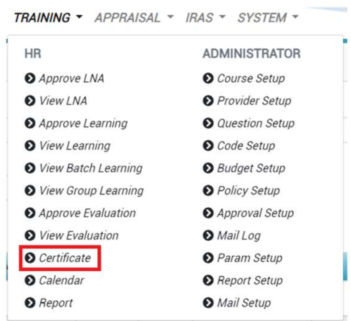


At the training feedback form page click 

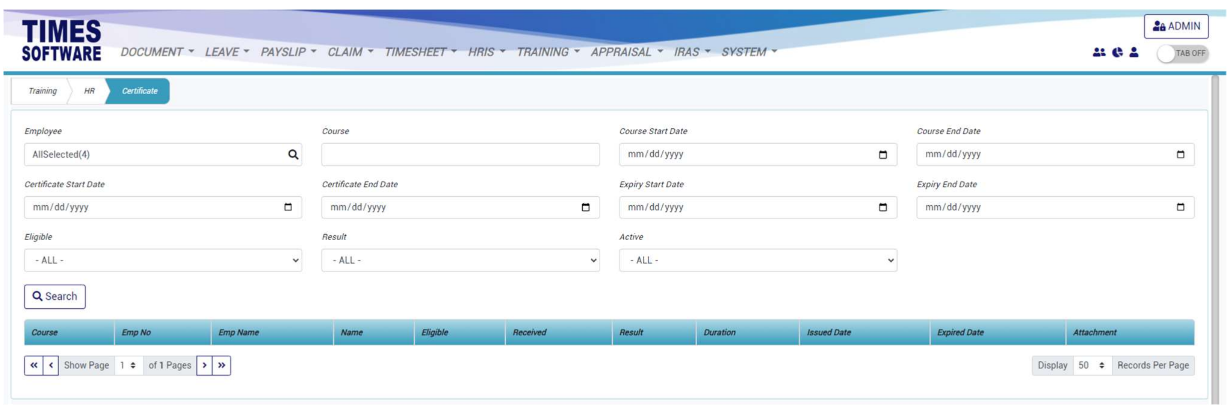
button to return to the Learning Review page.

Chapter 14. Certificate List

At the Certificate List page, user can view employees' training certificates.



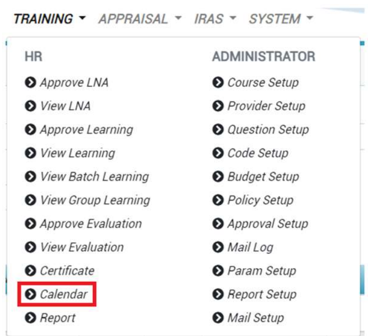
Click on the **Certificate List** option in the HR menu to access the Certificate List page.



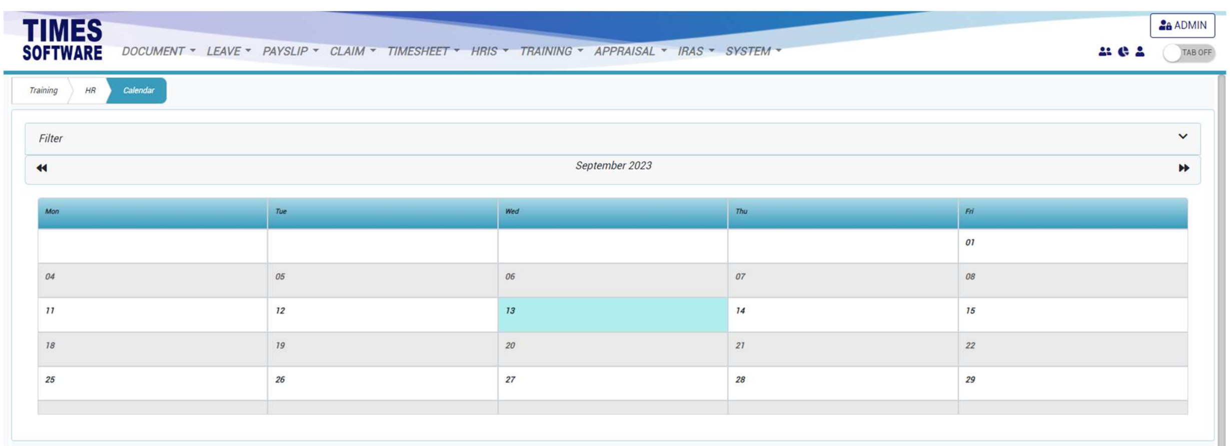
At the Certificate List page choose search criteria such as "Company" and "Department" and click on the Search button to retrieve the list of certificates.

Chapter 15. Calendar

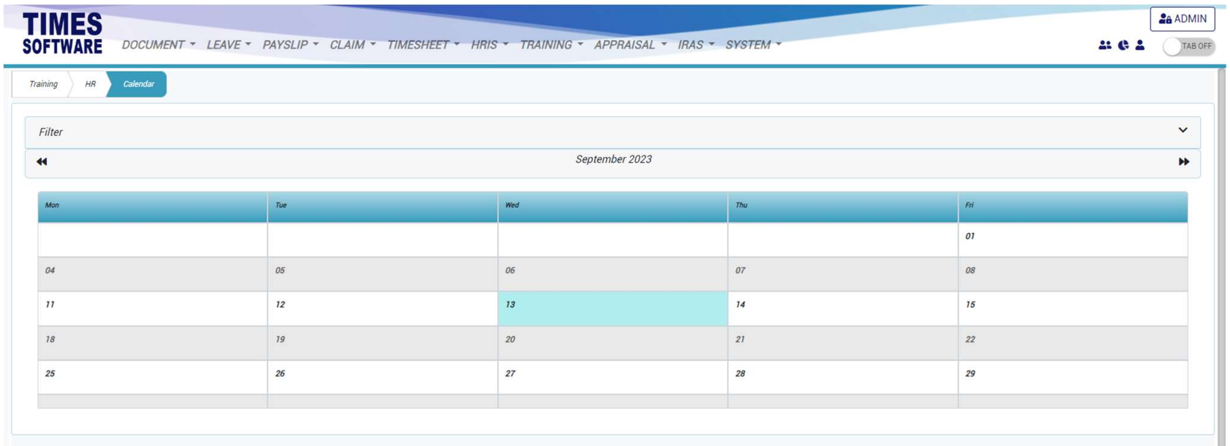
User can view available and employees' training course schedules in a monthly calendar format at the **Calendar** page.



Click on the **Calendar** option in the HR menu to access the Calendar page.



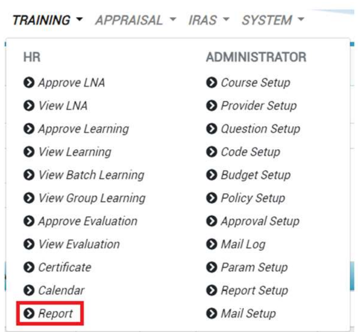
To view employees' training course schedules choose "View Type" *Department*.



To view available training course schedules choose “View Type” *Course Schedule*.

Chapter 16. Report

User have access to reports. All reports can be generated into excel or pdf documents.



Click on the **Report** option in the HR menu to access Report page.

Choose report generating criteria, such as “Report Type” and “Department”, and click on the Print button to generate the report. If user have made multiple selections in the search criteria, he can click on button to see the selections.

16.1 List of Reports Available

Here is a list of reports that user have access to.

Report Name	Purpose
Plan Records	The employees’ training plans.
Pre Evaluation	The employees’ Pre-Course evaluation training feedback forms.
Post Evaluation	The employees’ Post-Course evaluation training feedback forms.
Review Evaluation	The employees’ Follow-Up evaluation training survey forms.
Total Learning Analysis Plan	The employees’ learning needs analysis (LNA).
Course Catalogue	The master list of courses.
Training Bond	The employees’ training bond to the company.
Conducted Training & Activities	The number of people trained, total trained hours and training expenses before and after subsidy.
Post Course Attendance	Number of people registered for a particular training course, actual attendances, number of absentees and the number of people who have yet submitted their Post-Course evaluation training feedback forms for that training course.

- End of Document -