

TIMES PRO Training

User Guide for Employees

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Chapter 1. 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: <u>http://www.myportal.com/SolutionPro</u>



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 Login button to login into the system.



Chapter 2. View LNA

At the **View LNA** page user can view and plan out learning needs for the year and submit them to supervisor for approval. Once they are approved user can then apply for the training courses that can fulfill learning needs.

Depending on organisation's policy supervisor can plan learning needs for subordinate as well.



Click on the View LNA option in the Employee menu to access the Learning Analysis page.

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At the Learning Analysis page enter in the details for learning needs.

To save learning needs record, click on the button. They will be recorded as draft copies.



Once the learning needs plan is ready click on the submit button to submit it to supervisor for approval.

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2.1 Withdrawing learning needs from supervisor's review

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While the learning needs plan is still pending for approval user can choose to withdraw some or all of the learning needs from supervisor's review.



Chapter 3. Apply Learning

At the **Apply Learning** page you can apply for training courses from a list of available courses or completely new ones.

Typically training courses applied here are on an ad-hoc basis and are not based on learning needs.



Click on **Apply Learning** option in the Employee menu to access the Learning Apply page.

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3.1 Applying for a training course based on available courses and classes

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Click on the training course's 🖉 logo to choose it.

You can then see a list of available training classes in the **Class Setup Dialog** pop-up window.

Click on a training class (the "Class Code" hyperlink) that you want to attend and you will be directed to the **Apply Course** page.

At the Apply Course page enter learning objectives, targets and remarks. Then click on the

button to submit it to supervisor for approval or click **Cancel** button to return to the previous page.



3.2 Applying for a new training course not from the list of courses

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To apply for a new training course not based on the available list of courses click on the <u>Apply New</u> <u>Course</u> hyperlink to access the **Apply Course** page.

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	Employee No	Employee Name	
	001	ANDY	
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	HUMAN RESOURCE MANAGER - SUPERVISORY	SINGAPORE DIVISION	
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Enter the details of the training course and click on the submit button to submit it to supervisor for

approval or click \leftarrow Cancel button to return to the previous page.



Chapter 4. View Learning

You can view all the training courses that you had applied and can withdraw training plans still under review by supervisors at the **View Learning** page.



Click on the View Learning option in the Employee menu to access the Learning Plan page.

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At the Learning Plan page choose search criteria, such as "Approval Status" and "Date", and click

on the

Q Search button to retrieve the list of training plans.

With the training plans retrieved you can click on the 📙 logo to view each individual training plan.



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If you are viewing a training plan that is still pending for approval you can choose to withdraw the

training plan. To do this click on the -withdraw button.

Withdrawn learning plan will be removed from supervisor's review and cannot be amended.



Chapter 5. View Evaluation

You can fill in training surveys and feedback forms at the View Evaluation page.



Click on the View Evaluation option in the Employee menu to access the Learning Review page.

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If the feedback form is available for you it will be shown as a hyperlink under the "Evaluation" column. Click on it to access it and fill in the details in the form.

Then either click button to save the form as a draft copy (which you can edit it at any time) or click submit button to submit the form as a final copy to supervisor for review.



Chapter 6. Calendar

User can view own training calendar at the Calendar page.



Click on the Calendar option in the Employee menu to access the Calendar page.

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User can choose the calendar filters such as "Period" and "View Type" to show different information in the Calendar page.

To see own training courses choose "View Type" Department.



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To see available training course schedules choose "View Type" Course Schedule.



Chapter 7. Report

User can view reports at the Report page.



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Choose report generating criteria, such as "Report Type" and "Date Range", and click on the button to generate the report.

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



Chapter 8. Learning Policy

User can view organisation's training policy at the Learning Policy page.



Click on the Learning Policy option in the Employee menu to access the Learning Policy page.

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Chapter 9. Change Password

User can change his login password to the system at the Change Password page.



Click on the **Change Password** option in the Employee menu to access the Change Password page.

The password must contain at least one lowercase, upperca	se and numeric.
Employee	
BETTY CHIA -	
Password Type	
Login Password	Ŷ
Old Password	
New Password	
Confirm Password	
B Submit	

At the Change Password web page enter old password, new password and click Bubmit button.

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