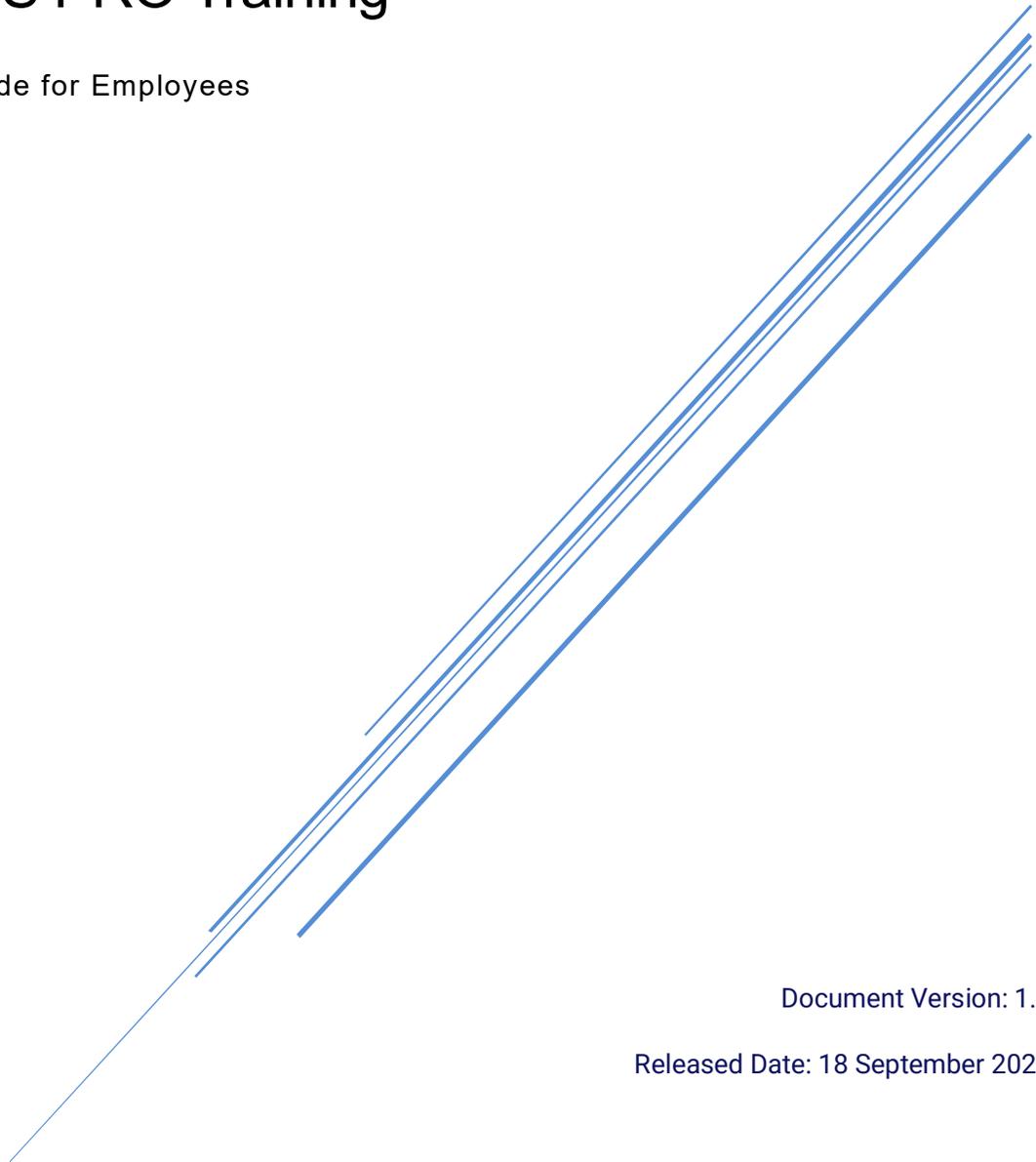




TIMES PRO Training

User Guide for Employees



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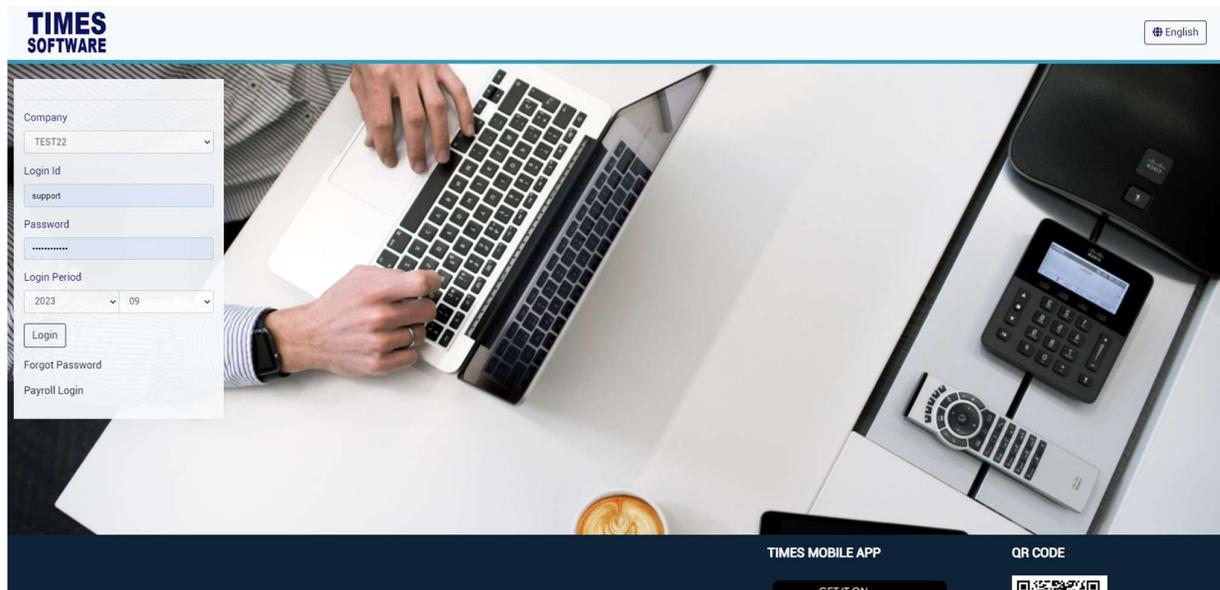
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Chapter 1. First time logging into the TIMES PRO Training System

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

An example of the login page is shown below.

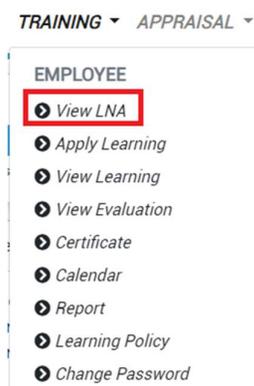


1. Click on the “Company” drop-down list to see a list of available companies and choose the one that user want to access to.
2. Key in login id at “Emp No”.
3. Key in password at “Password”.
4. Click the button to login into the system.

Chapter 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.

Training Employee View LNA

Employee: ANDY LOW Course: Year: 2023 Status: -- ALL --

Search Save Submit

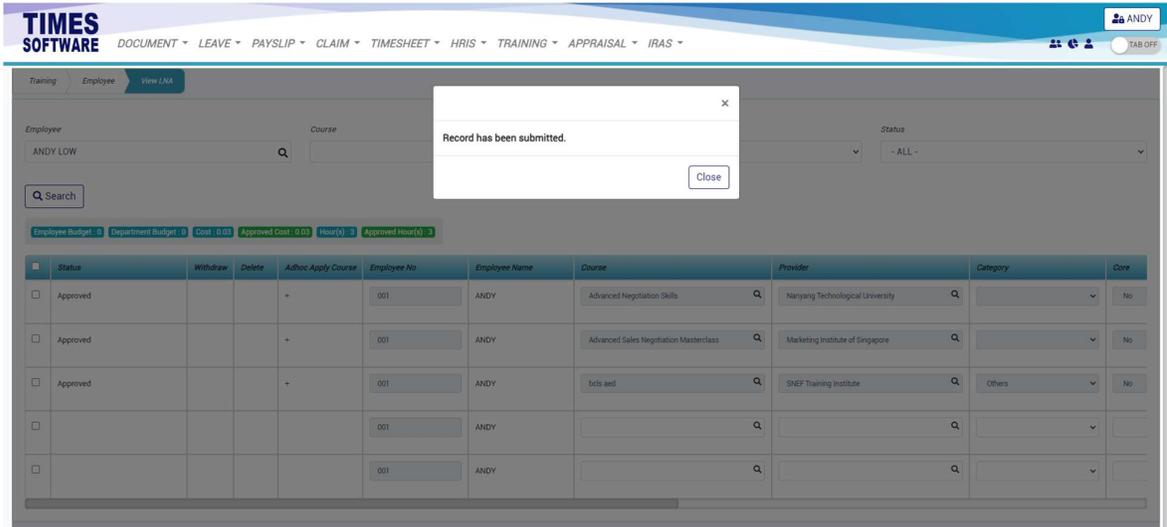
Employee Budget: 0 Department Budget: 0 Cost: 0 Approved Cost: 0 Hour: 0 Approved Hour: 0

Status	Withdraw	Delete	Adhoc Apply Course	Employee No	Employee Name	Course	Provider	Category	Core
<input type="checkbox"/>				001	ANDY	Advanced Negotiation Skills	Nanyang Technological University		
<input type="checkbox"/>				001	ANDY	Advanced Sales Negotiation Masterclass	Marketing Institute of Singapore		
<input type="checkbox"/>				001	ANDY	bids and	SNEF Training Institute	Others	
<input type="checkbox"/>				001	ANDY				

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

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

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



The screenshot shows the TIMES SOFTWARE interface. At the top, there is a navigation menu with options: DOCUMENT, LEAVE, PAYSリップ, CLAIM, TIMESHEET, HRIS, TRAINING, APPRAISAL, and IRAS. The user is logged in as ANDY. The main content area is titled "Training" and "Employee View LMA". A search bar is present with "ANDY LOW" entered. A confirmation dialog box is displayed in the center, stating "Record has been submitted." with a "Close" button. Below the dialog, a table displays training records for employee ANDY.

Status	Withdraw	Delete	Adhoc Apply Course	Employee No	Employee Name	Course	Provider	Category	Core
<input type="checkbox"/> Approved			+	001	ANDY	Advanced Negotiation Skills	Nanyang Technological University		No
<input type="checkbox"/> Approved			+	001	ANDY	Advanced Sales Negotiation Masterclass	Marketing Institute of Singapore		No
<input type="checkbox"/> Approved			+	001	ANDY	bcls and	SNEF Training Institute	Others	No
<input type="checkbox"/>				001	ANDY				
<input type="checkbox"/>				001	ANDY				

2.1 Withdrawing learning needs from supervisor's review

The screenshot shows the LNA interface for employee ANDY LOW [001] in 2023. The interface includes search, save, and submit buttons, along with budget and cost information. A table lists three learning needs, each with a 'Delete' button (trash icon) highlighted in red.

Status	Withdraw	Delete	Apply	Employee No	Employee Name	Course	Provider
Approved				001	ANDY	Advanced Negotiation Skills	Nanyang Technological University
Approved				001	ANDY	Advanced Sales Negotiation Masterclass	Marketing Institute of Singapore
Approved				001	ANDY	bcls aed	SNEF Training Institute

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.

TRAINING ▾ **APPRAISAL** ▾

EMPLOYEE

- View LNA
- **Apply Learning**
- View Learning
- View Evaluation
- Certificate
- Calendar
- Report
- Learning Policy
- Change Password

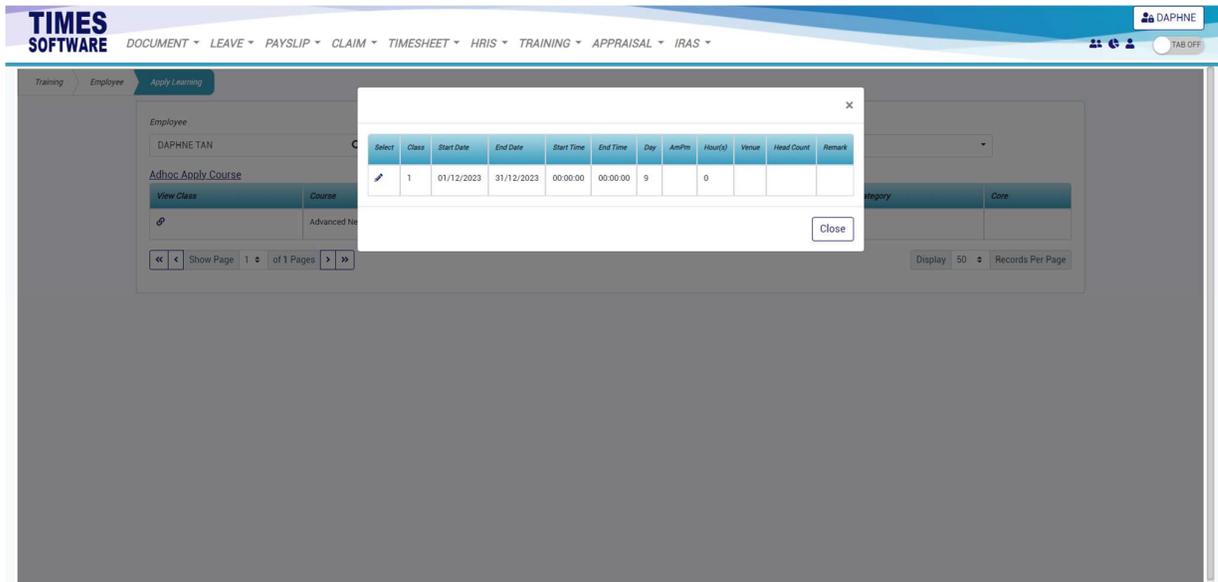
Click on **Apply Learning** option in the Employee menu to access the Learning Apply page.

The screenshot shows the 'Apply Learning' page with the following elements:

- Header:** TIMES SOFTWARE | DOCUMENT ▾ LEAVE ▾ PAYSリップ ▾ CLAIM ▾ TIMESHEET ▾ HRIS ▾ TRAINING ▾ APPRAISAL ▾ IRAS ▾ | DAPHNE | TAB OFF
- Breadcrumbs:** Training > Employee > Apply Learning
- Search and Filter:** Employee: DAPHNE TAN | Category: All | Nature: All
- Table:**

View Class	Course	Provider	Area	Category	Core
⊕	Advanced Negotiation Skills	BEN LIM			
- Footer:** Show Page 1 of 1 Pages | Display 50 Records Per Page

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



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

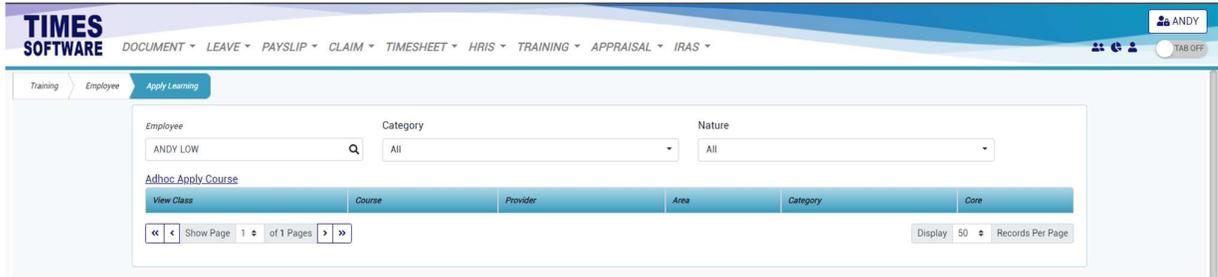
You can then see a list of available training classes in the **Class Setup Dialog** pop-up window.

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

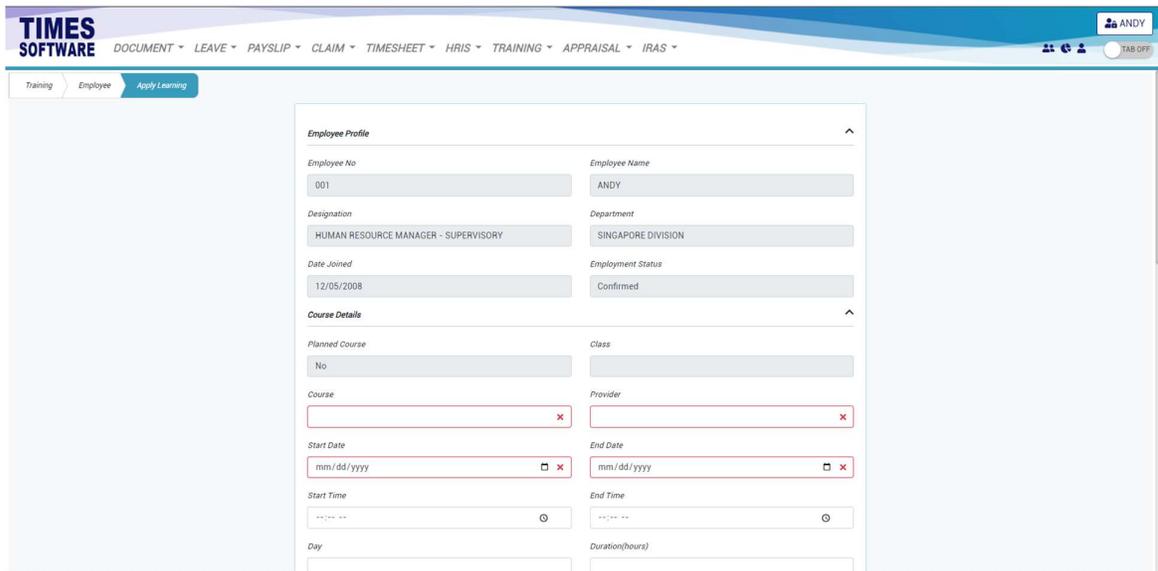
At the Apply Course page enter learning objectives, targets and remarks. Then click on the  button

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

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



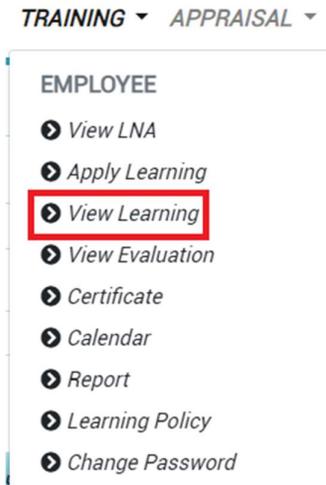
To apply for a new training course not based on the available list of courses click on the [Apply New Course](#) hyperlink to access the **Apply Course** page.



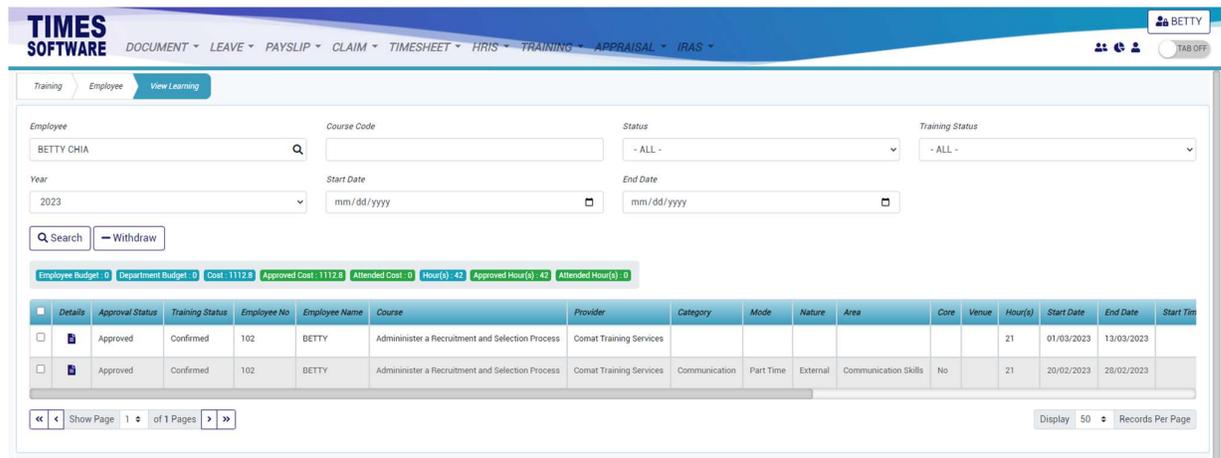
Enter the details of the training course and click on the  button to submit it to supervisor for approval or click  button to return to the previous page.

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.



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

on the  button to retrieve the list of training plans.

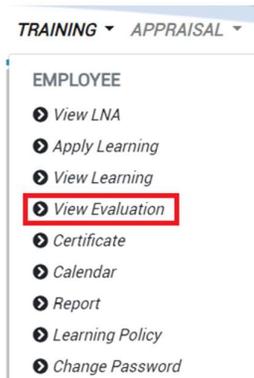
With the training plans retrieved you can click on the  logo to view each individual training plan.

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  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.

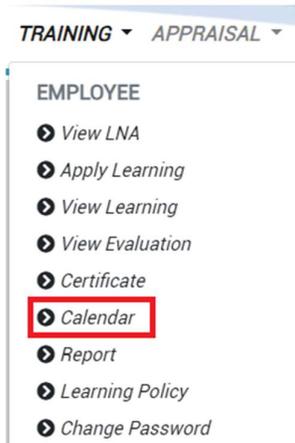


If the feedback form is available for you it will be shown as a hyperlink under the “Evaluation” column. Click on it to access it and fill in the details in the form.

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



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*.



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

Chapter 7. Report

User can view reports at the **Report** page.



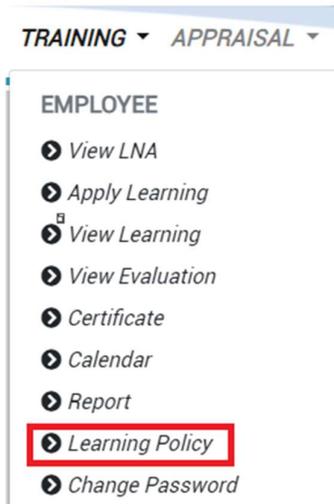
Click on the **Report** option in the Employee menu to access the Report page.



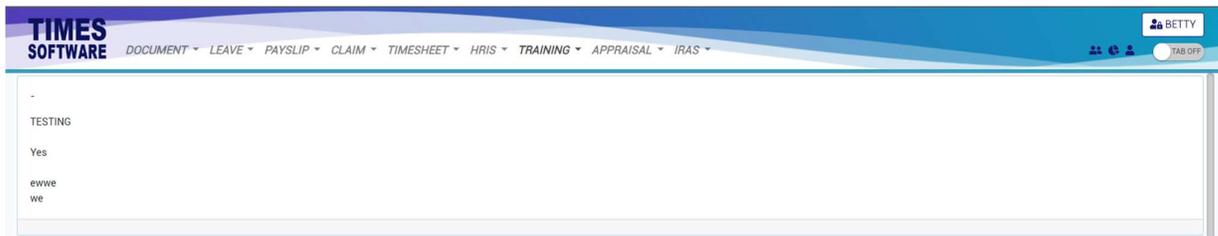
Choose report generating criteria, such as “Report Type” and “Date Range”, and click on the  button to generate the report.

Chapter 8. Learning Policy

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

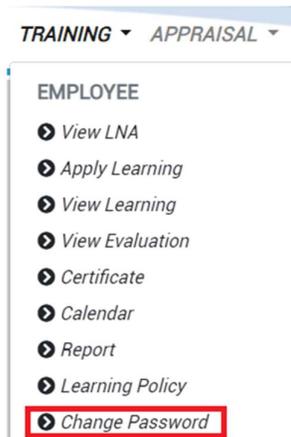


Click on the **Learning Policy** option in the Employee menu to access the Learning Policy page.

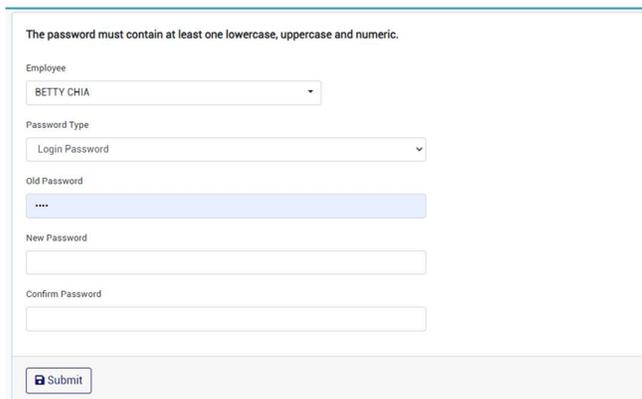


Chapter 9. Change Password

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.



A screenshot of the 'Change Password' web page. At the top, a message reads: 'The password must contain at least one lowercase, uppercase and numeric.' Below this, there are several input fields: 'Employee' (a dropdown menu showing 'BETTY CHIA'), 'Password Type' (a dropdown menu showing 'Login Password'), 'Old Password' (a text input field with a blue background and a masked password '....'), 'New Password' (a text input field), and 'Confirm Password' (a text input field). At the bottom left, there is a 'Submit' button with a lock icon.

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

- End of Document -