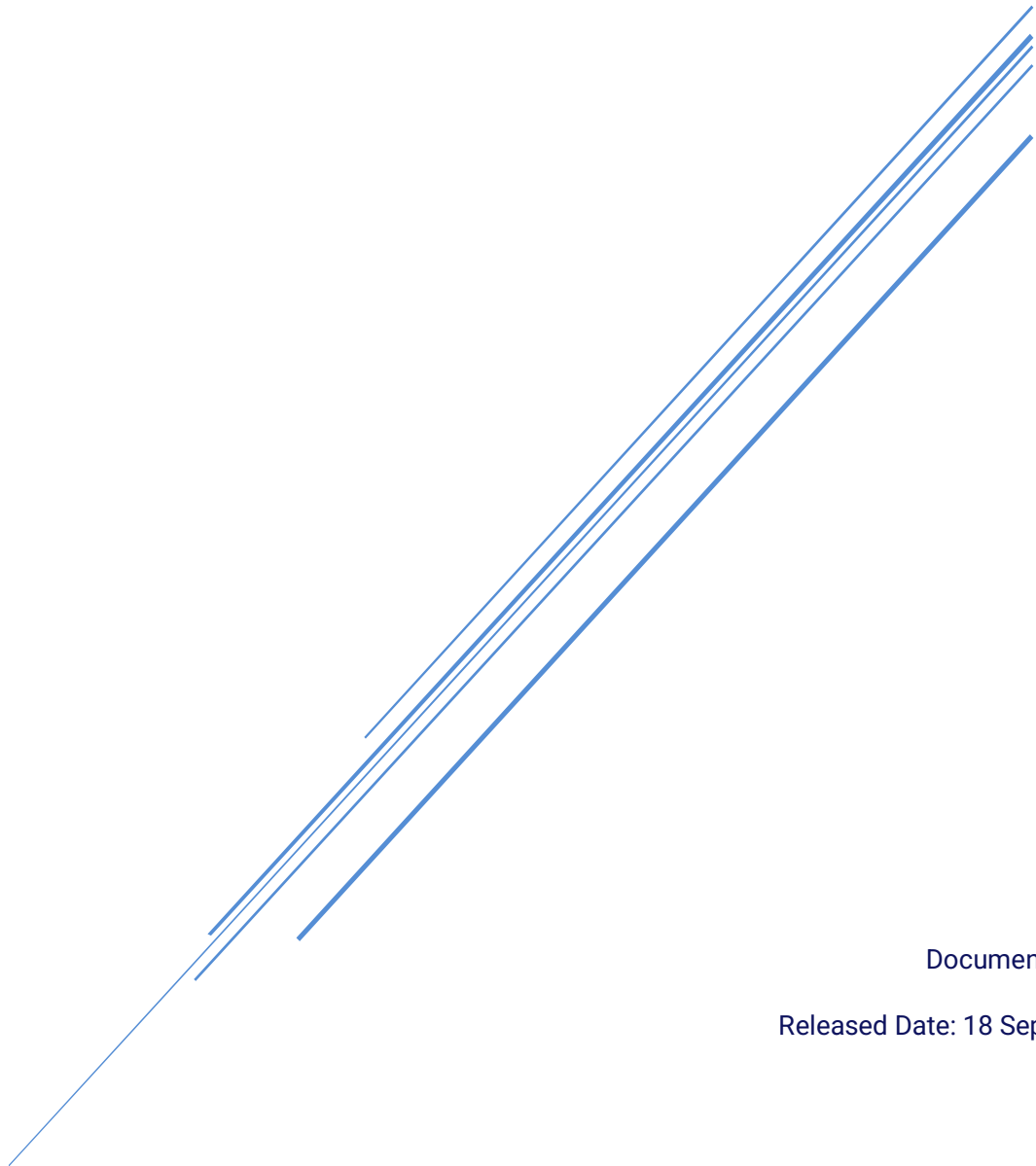




TIMES PRO Training

User Guide for Entry Officer



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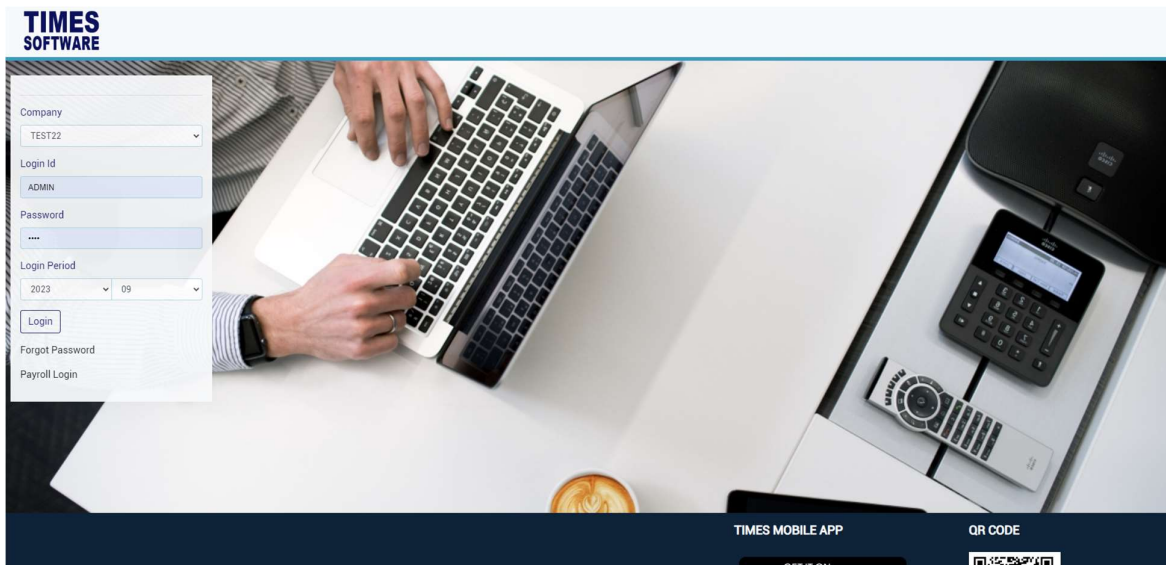
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Chapter 1. First time logging into the TIMES PRO Training System

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.



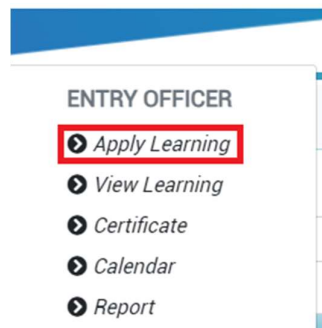
1. Click on the “Company” drop-down list to see a list of available companies and choose the one that user want to access to.
2. Key in login id at “Emp No”.
3. Key in password at “Password”.
4. Click the button to login into the system.

Chapter 2. Apply Learning

At the **Apply Learning** page user can apply for employees 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 the **Apply Learning** option in the Entry Officer menu to access the Learning Apply page.

TIMES SOFTWARE DOCUMENT ▾ LEAVE ▾ PAYSIP ▾ CLAIM ▾ TIMESHEET ▾ HRIS ▾ TRAINING ▾ APPRAISAL ▾ IRAS ▾

ANDY

Training Entry Officer **Apply Learning**

Employee: BETTY CHIA Category: All Nature: All

[Adhoc Apply Course](#)

View Class	Course	Provider	Area	Category	Core
⌕	Advanced Negotiation Skills	BEN LIM			

« « Show Page 1 of 1 Pages » »

Display 50 Records Per Page

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

Select	Class	Start Date	End Date	Start Time	End Time	Day	AmPm	Hour(s)	Venue	Head Count	Remark
	1	01/12/2023	31/12/2023	00:00:00	00:00:00	9		0			

Close

Choose an employee first.

Then click on the training course's ☐ checkbox to choose it.

User 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 the employee can attend and user will be directed to the **Apply Course** page.

TIMES SOFTWARE DOCUMENT • LEAVE • PAYSIP • CLAIM • TIMESHEET • HRIS • TRAINING • APPRAISAL • IRAS

ANDY TAB OFF

Training Entry Officer **Apply Learning**

Employee Profile

Employee No: 102 Employee Name: BETTY

Designation: ACCOUNTANT - SUPERVISORY Department: FINANCE DEPARTMENT

Date Joined: 01/01/2003 Employment Status: Confirmed

Course Details

Planned Course: No Class:

Course: Provider:

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

Start Time: End Time:

Day: Duration(hours):

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





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

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

The screenshot shows the 'Apply Learning' tab in the TIMES SOFTWARE interface. The 'Employee' field contains 'BETTY CHIA', 'Category' is set to 'All', and 'Nature' is set to 'All'. Below the search bar, there is a link labeled 'Adhoc Apply Course'.

To apply for a new training course not based on the available list of courses first choose an employee and then click on the Apply New Course hyperlink to access the **Apply Course** page.

The screenshot shows the 'Apply Course' page in the TIMES SOFTWARE interface. It features two main sections: 'Employee Profile' and 'Course Details'. The 'Employee Profile' section includes fields for Employee No (102), Employee Name (BETTY), Designation (ACCOUNTANT - SUPERVISORY), Date Joined (01/01/2003), Department (FINANCE DEPARTMENT), and Employment Status (Confirmed). The 'Course Details' section includes fields for Planned Course (No), Class, Course, Provider, Start Date, End Date, Start Time, End Time, Day, and Duration. The 'Course' and 'Provider' fields have red 'x' icons, indicating they are required or have errors. The 'Start Date' and 'End Date' fields have date pickers.

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

Chapter 3. Certificate

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

ENTRY OFFICER

➤ Apply Learning

➤ View Learning

➤ **Certificate**

➤ Calendar


➤ Report

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

The screenshot shows the 'Certificate' page in the TIMES SOFTWARE application. The top navigation bar includes 'DOCUMENT', 'LEAVE', 'PAYSUP', 'CLAIM', 'TIMESHEET', 'HRIS', 'TRAINING', 'APPRAISAL', and 'IRAS'. The 'TRAINING' menu is active, and the 'Certificate' sub-menu is selected. The main content area contains a search form with the following fields:

- Employee: BETTY CHIA
- Course: (empty)
- Course Start Date: mm/dd/yyyy
- Course End Date: mm/dd/yyyy
- Certificate Start Date: mm/dd/yyyy
- Certificate End Date: mm/dd/yyyy
- Expiry Start Date: mm/dd/yyyy
- Expiry End Date: mm/dd/yyyy
- Eligible: - ALL -
- Result: - ALL -
- Active: - ALL -

A 'Search' button is located below the form. Below the search form is a table with the following columns: Course, Emp No, Emp Name, Name, Eligible, Received, Result, Duration, Issued Date, Expired Date, and Attachment. The table is currently empty. At the bottom right, there is a 'Display 50 Records Per Page' option.

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

Chapter 4. Calendar

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

ENTRY OFFICER

- *Apply Learning*
- *View Learning*
- *Certificate*
- ***Calendar***
- *Report*

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



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



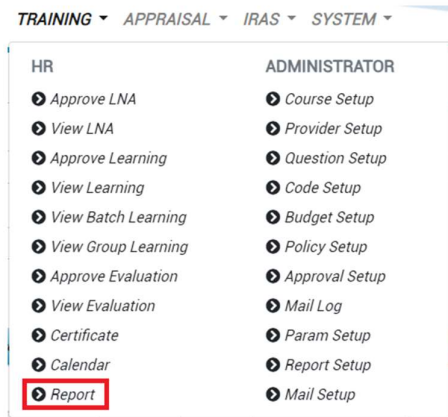
The screenshot displays the TIMES SOFTWARE interface. At the top, there is a navigation bar with the following menu items: DOCUMENT, LEAVE, PAYSIP, CLAIM, TIMESHEET, HRIS, TRAINING, APPRAISAL, IRAS, and SYSTEM. On the right side of the navigation bar, there is a user profile dropdown menu showing 'ADMIN' and a 'TAB OFF' button. Below the navigation bar, there are tabs for 'Training', 'HR', and 'Calendar'. The 'Calendar' tab is currently selected, showing a calendar for September 2023. The calendar has a filter dropdown and navigation arrows. The calendar grid shows the following dates:

Mon	Tue	Wed	Thu	Fri
				01
04	05	06	07	08
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

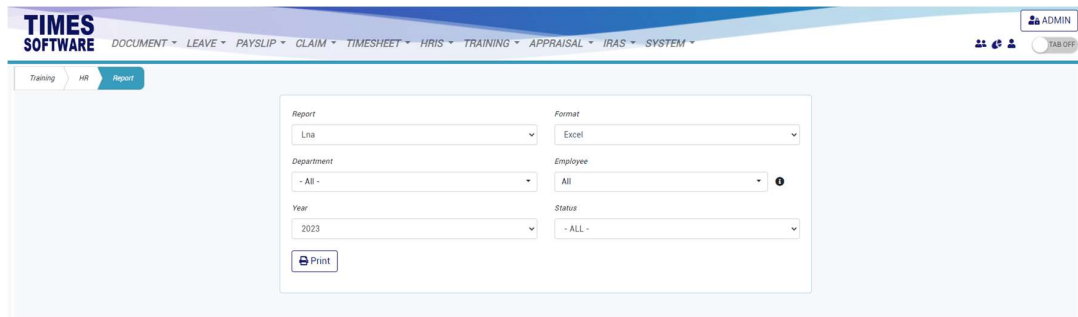
To view available training course schedules choose “View Type” *Course Schedule*.



Chapter 5. 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  button to generate the report. If user had made multiple selections in the search criteria user can click on  button to see his selections.

5.1 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 -