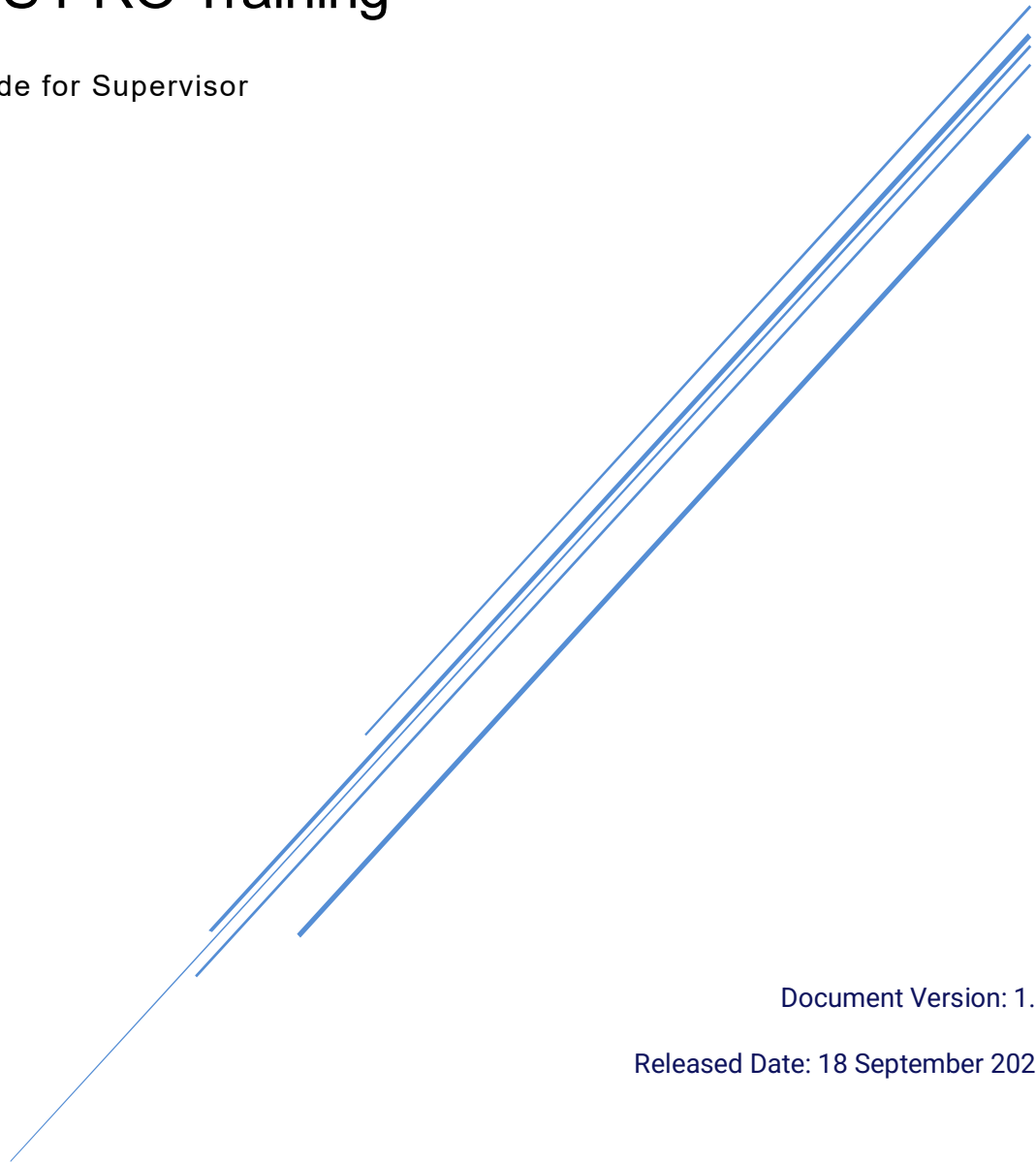




TIMES PRO Training

User Guide for Supervisor



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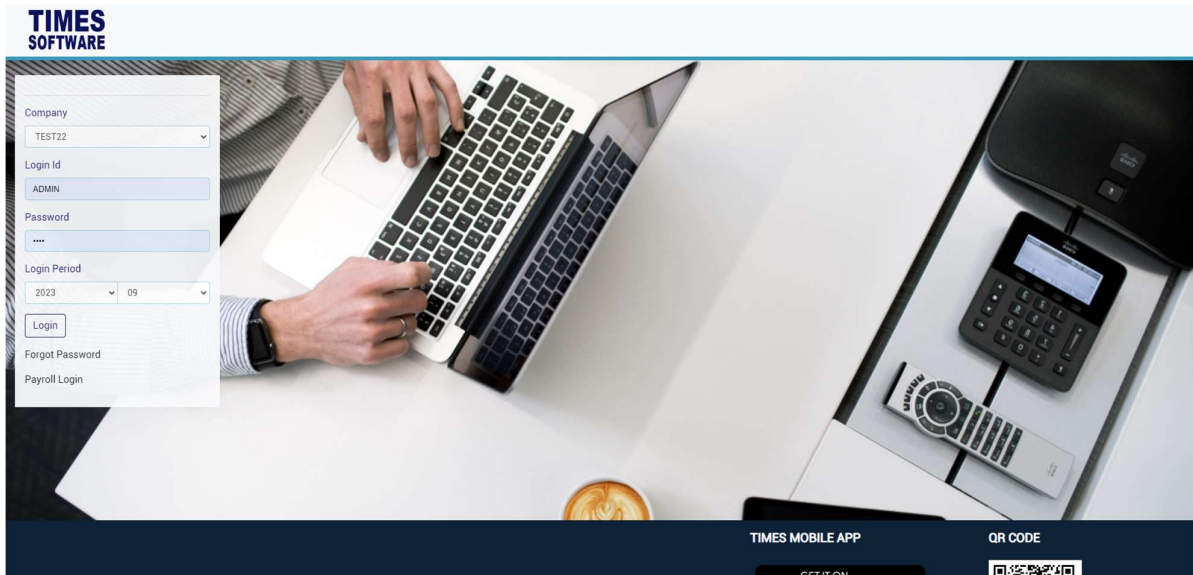
Table of Contents


CHAPTER 1.	FIRST TIME LOGGING INTO THE TIMES TRAINING SYSTEM	3
CHAPTER 2.	VIEW LNA.....	4
CHAPTER 3.	APPROVE LNA	5
CHAPTER 4.	VIEW LEARNING	6
CHAPTER 5.	APPROVE LEARNING	7
CHAPTER 6.	VIEW EVALUATION	9
CHAPTER 7.	CALENDAR	10
CHAPTER 8.	REPORT	11

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>

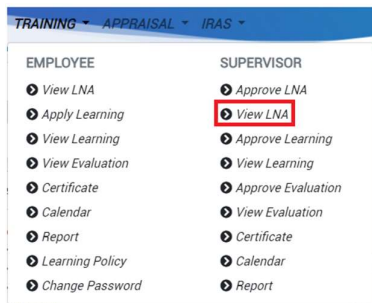
An example of the login page is shown below.



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

User can view reporting employees' learning needs at the **View LNA** page.



Click on the **View LNA** option in the Supervisor menu to access the View LNA page.

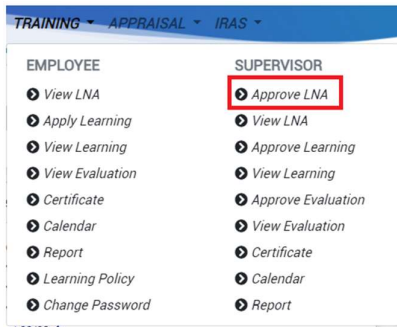
The screenshot shows the 'View LNA' page. At the top, there are search filters for 'Employee' (BETTY CHIA [102]), 'Course', 'Year' (2023), and 'Status' (- ALL -). Below these are buttons for 'Search', 'Save', and 'Submit'. A summary bar shows 'Employee Budget: 0', 'Department Budget: 0', 'Cost: 1511.3', 'Approved Cost: 0', 'Hour(s): 32', and 'Approved Hour(s): 0'. The main table lists learning needs for Betty Chia (Employee No. 102).

Status	Withdraw	Delete	Apply	Employee No	Employee Name	Course	Provider	Category	Core
<input type="checkbox"/> Rejected				102	BETTY	Administer a Recruitment and Selection Process	Comat Training Services		
<input type="checkbox"/> Pending for BEN LIM				102	BETTY	Advanced Negotiation Skills	BEN LIM		
<input type="checkbox"/> Pending for BEN LIM				102	BETTY	Advanced Sales Negotiation Masterclass	Marketing Institute of Singapore		

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

Chapter 3. Approve LNA

User can approve or reject his reporting employees' learning needs at the **Approve LNA** page.



Click on the **Approve LNA** option in the Supervisor menu to access the Approve LNA page.

The screenshot shows the Approve LNA page with the following elements:

- Search Filters:** Employee (All), Course, Year (- ALL -), Status (- ALL -).
- Buttons:** Search, Approve, Reject.
- Summary Statistics:** Employee Budget: 0, Department Budget: 0, Cost: 1511.3, Approved Cost: 0, Hour(s): 32, Approved Hour(s): 0.
- Table of Learning Needs:**

Status	Withdraw	Delete	Apply	Employee No	Employee Name	Course	Provider	Category	Core
<input type="checkbox"/> Pending for BEN LIM				102	BETTY	Advanced Negotiation Skills	BEN LIM		
<input type="checkbox"/> Pending for BEN LIM				102	BETTY	Advanced Sales Negotiation Masterclass	Marketing Institute of Singapore		
- Page Navigation:** Show Page 1 of 1 Pages, Display 50 Records Per Page.

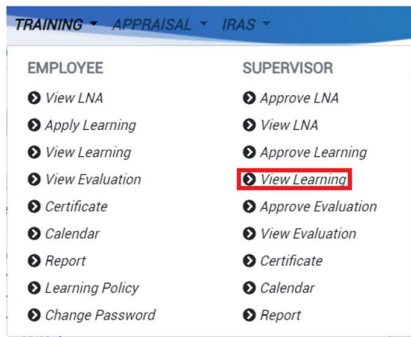
At the Approve LNA page choose search criteria, such as “Company” and “Department”, to retrieve the list of learning needs.

To approve learning needs click on the learning needs' ☐ checkboxes to ☒ choose them and click on the button.

To reject learning needs click on the learning needs' ☐ checkboxes to ☒ choose them and click on the button.

Chapter 4. View Learning

User can view his reporting employees' training plans at the **View Learning** page.



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

The screenshot displays the View Plan page. At the top, there are search filters for Employee (BETTY CHIA [102]), Course Code, Status (- ALL -), Training Status (- ALL -), Year (2023), Start Date, and End Date. Below the filters are buttons for Search and Delete. A summary bar shows various statistics like Employee Budget, Department Budget, Cost, Approved Cost, Attended Cost, Hour(s), Approved Hour(s), and Attended Hour(s). The main part of the page is a table with columns: Details, Edit, Approval Status, Training Status, Employee No, Employee Name, Course, Provider, Category, Mode, Nature, Area, Core, Venue, Hour(s), Start Date, End Date, and a status icon. Two rows of training plans are visible. At the bottom, there are pagination controls showing 'Show Page 1 of 1 Pages' and a 'Display 50 Records Per Page' option.

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

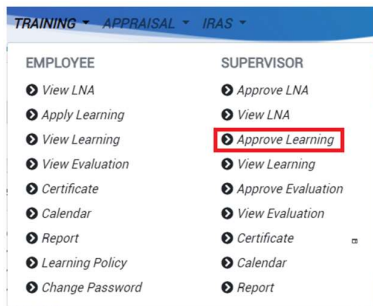
At the View Plan page choose search criteria, such as “Company” and “Department”, and click on

the Search button to retrieve the list of training plans.

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

Chapter 5. Approve Learning

User can approve or reject his reporting employees' training plans at the **Approve Learning** page.




Click on the **Approve Learning** option in the Supervisor menu to access the Approve Plan page.

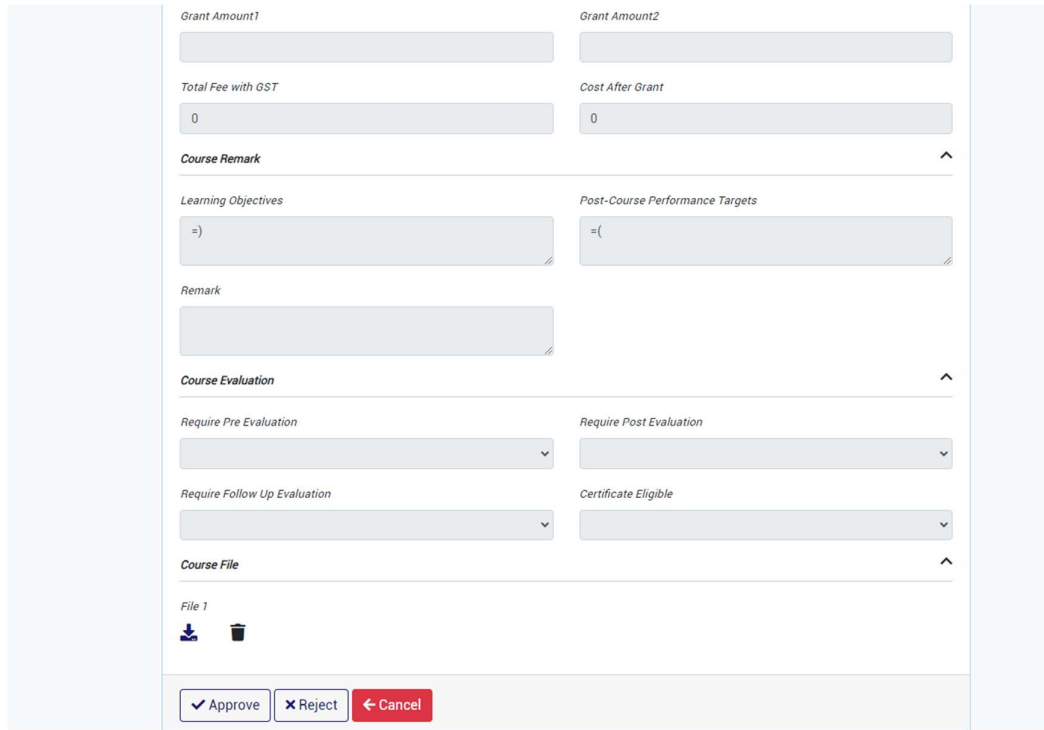
The screenshot shows the 'Approve Learning' page. At the top, there are search filters for Employee (All), Course Code, Status (- ALL -), and Training Status (- ALL -). Below these are fields for Year (- ALL -), Start Date (mm/dd/yyyy), and End Date (mm/dd/yyyy). There are buttons for Search, Approve, and Reject. Below the filters, there is a summary bar showing various counts: Employee Budget, Department Budget, Cost, Approved Cost, Attended Cost, Hour(s), Approved Hour(s), and Attended Hour(s). The main part of the page is a table with columns: Details, Check, Approval Status, Training Status, Employee No, Employee Name, Course, Provider, Category, Mode, Nature, Area, Core, Venue, and Hour(s). The table contains two rows of training plans. The first row is for 'Azure Administrator' by Microsoft, and the second row is for 'NICF - Enhanced Customer Acquisition and Retention: An Information-Centric Approach: Data Mining' by National University of Singapore. Both rows have a 'Check' column with a checked box and an 'Approval Status' of 'Pending for BEN LIM'. The 'Training Status' for both is 'Pending'. The 'Employee No' for both is '001' and the 'Employee Name' is 'ANDY'. The 'Hour(s)' for both is '0'. At the bottom, there are pagination controls showing 'Show Page 1 of 1 Pages' and a 'Display 50 Records Per Page' option.



At the Approve Plan page choose search criteria, such as “Company” and “Department”, and click on the button to retrieve the list of training plans.


To approve training plans click on the training plans' ☐ checkboxes to ☒ choose them and click on the button.

To reject training plans' click on the training plans' ☐ checkboxes to ☒ choose them and click on the button.

If user want to enter reason or remark for approving or rejecting an employee's training plan click on the  logo of the training plan to see the details of the plan.

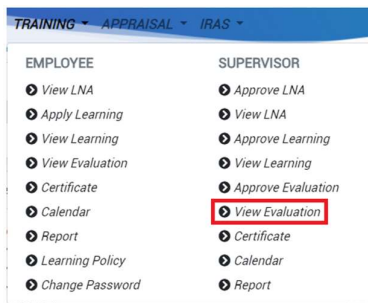


Enter remark in the “Supervisor Remark” and then click on  button to approve or  button to reject the training plan.

Click  button to return to the previous page.

Chapter 6. View Evaluation

User can view reporting employees' training feedback forms at the **View Evaluation** page.



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

The screenshot displays the Learning Review page. At the top, there are search filters for Employee (BETTY CHIA [102]), Course Code, Status (- ALL -), Training Status (- ALL -), Year (2023), Start Date (mm/dd/yyyy), and End Date (mm/dd/yyyy). A 'Search' button is located below the filters. Below the filters is a table with the following columns: Training Status, Evaluation Status, Employee No, Employee Name, Course, Start Date, End Date, Approval Status, Nature, and Core. The table contains two rows of data for Betty Chia [102].

Training Status	Evaluation Status	Employee No	Employee Name	Course	Start Date	End Date	Approval Status	Nature	Core
Confirmed	Post Evaluation...	102	BETTY	Administer a Recruitment and Selection Process	01/03/2023	13/03/2023	Approved		
Confirmed	Post Evaluation...	102	BETTY	Administer a Recruitment and Selection Process	20/02/2023	28/02/2023	Approved	External	No

At the bottom of the table, there is a pagination control showing 'Show Page 1 of 1 Pages' and a 'Display 50 Records Per Page' option.

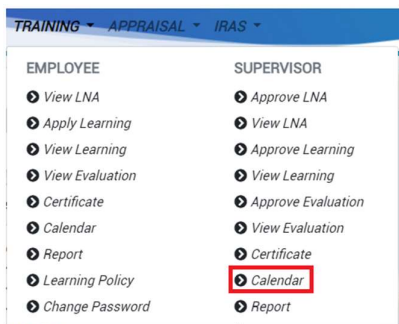
At the Learning Review page choose search criteria, such as “Department” and “Employee”, and

click on the  button to retrieve the list of training feedback forms.

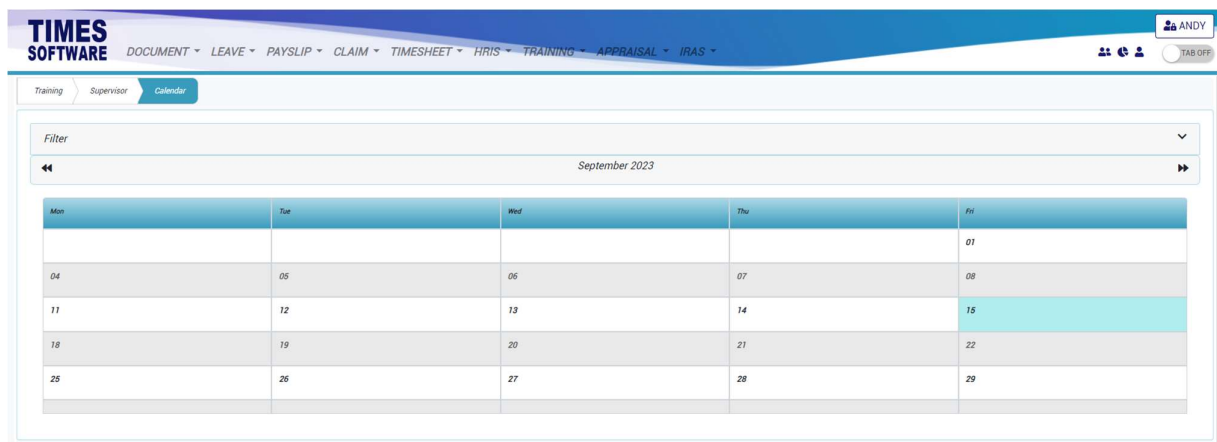
Click on the each training feedback form’s hyperlink under the “Evaluation” column to view the form.

Chapter 7. Calendar

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



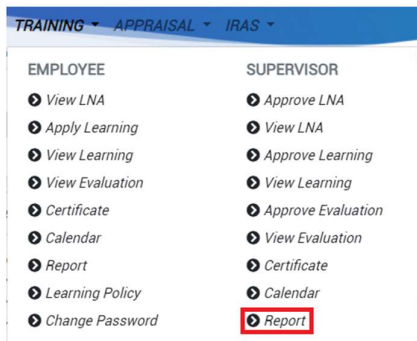
Click on the **Calendar** option in the Supervisor menu to access the Calendar page.



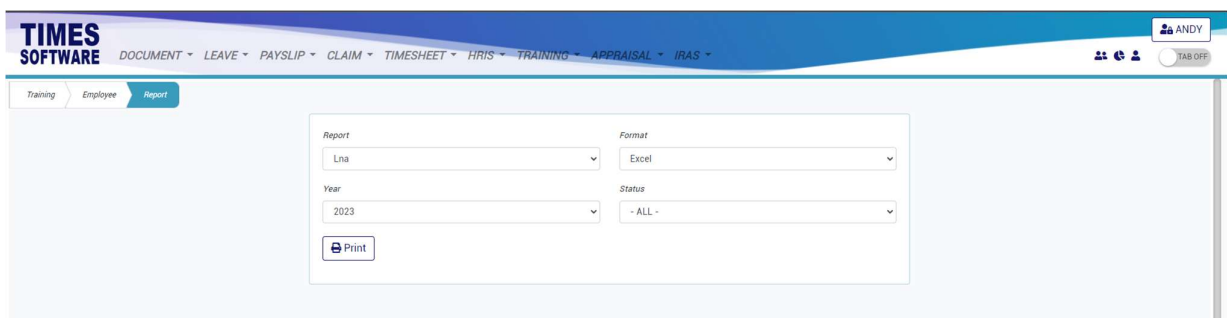
To view employees' training course schedules choose "View Type" *Department*.



Chapter 8. Report

User can generate reports from the **Report** page.



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



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

- End of Document -