TIMES SOFTWARE

TIMES PRO Training

User Guide for Supervisor

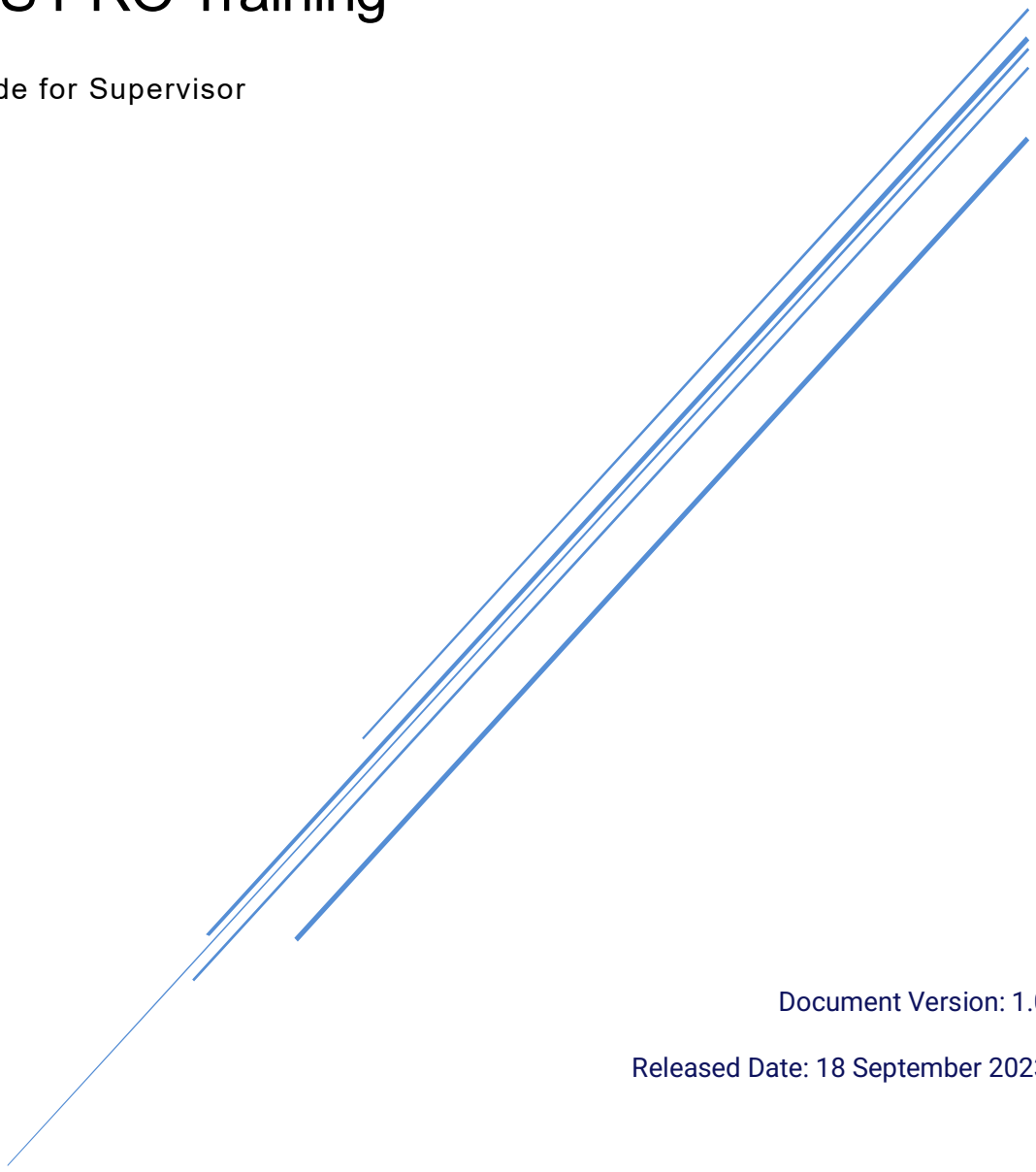

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Table of Contents

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

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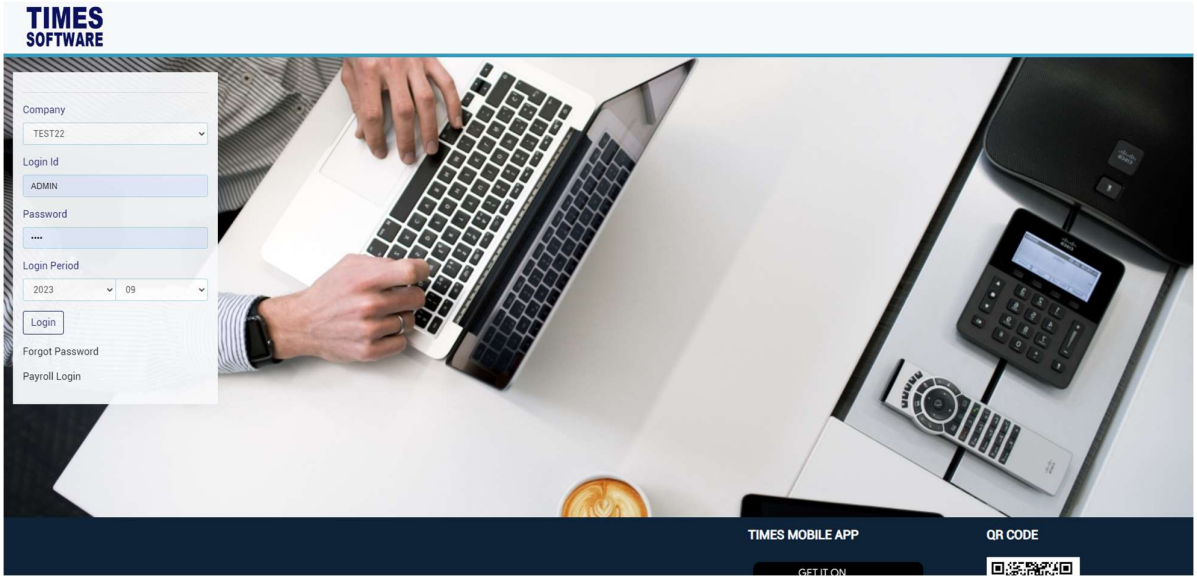
Chapter 1. First time logging into the TIMES PRO Training System

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 Login button to login into the system.

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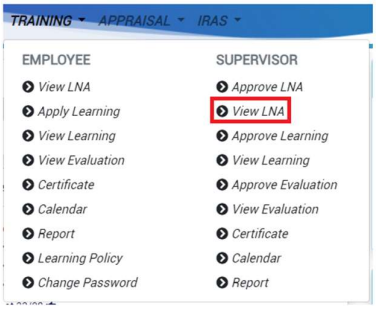
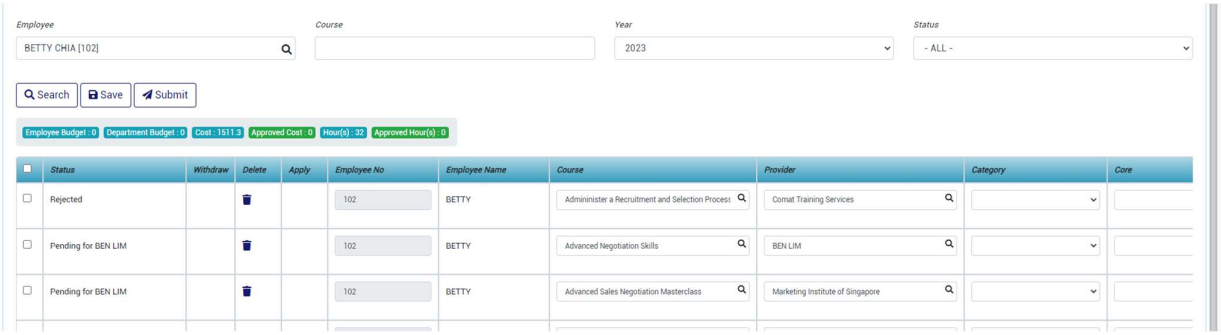
Chapter 2. View LNA

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.



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

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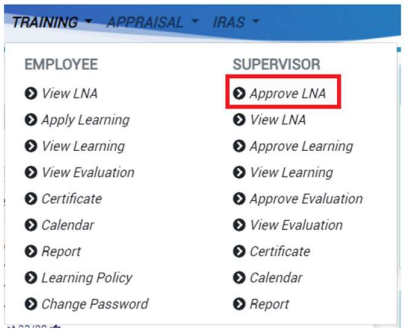
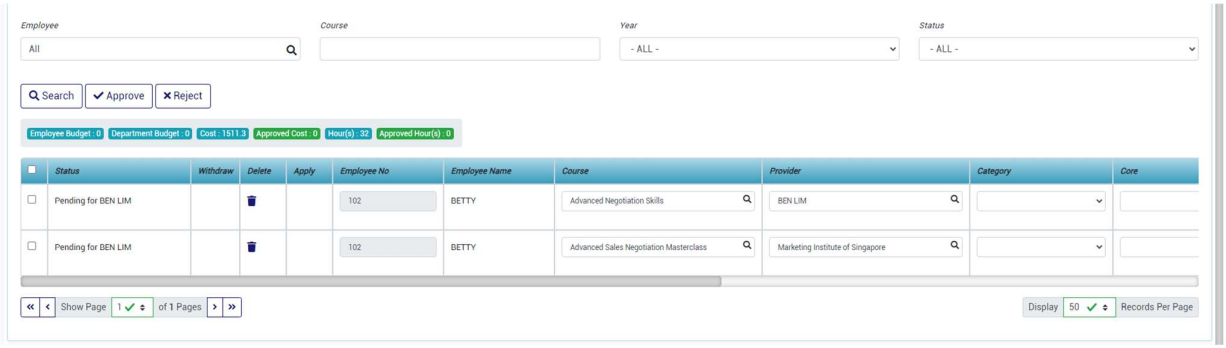
Chapter 3. Approve LNA

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.



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 [✔ Approve] button.

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

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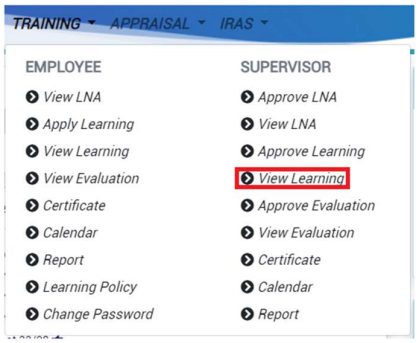
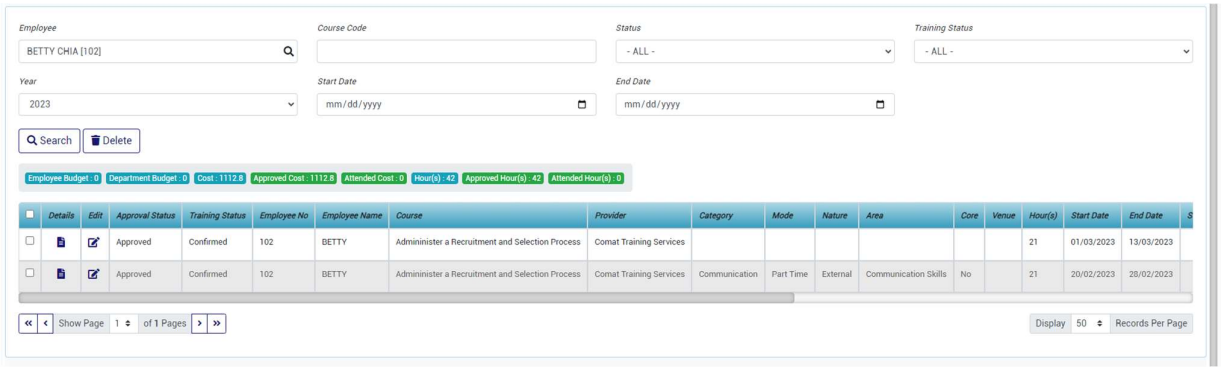
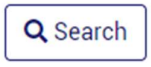
Chapter 4. View Learning

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.



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

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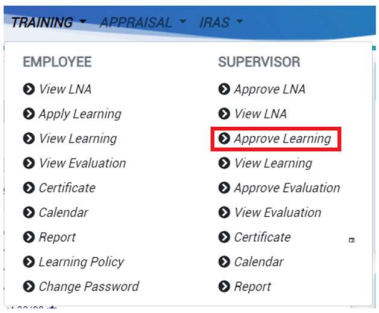
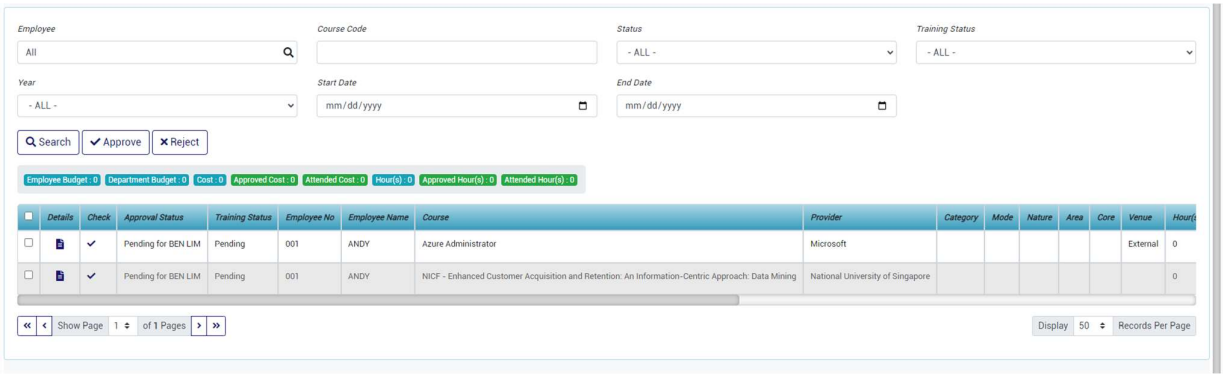
Chapter 5. Approve Learning

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.



At the Approve Plan page choose search criteria, such as "Company" and "Department", and click on the Search 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 Approve button.

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

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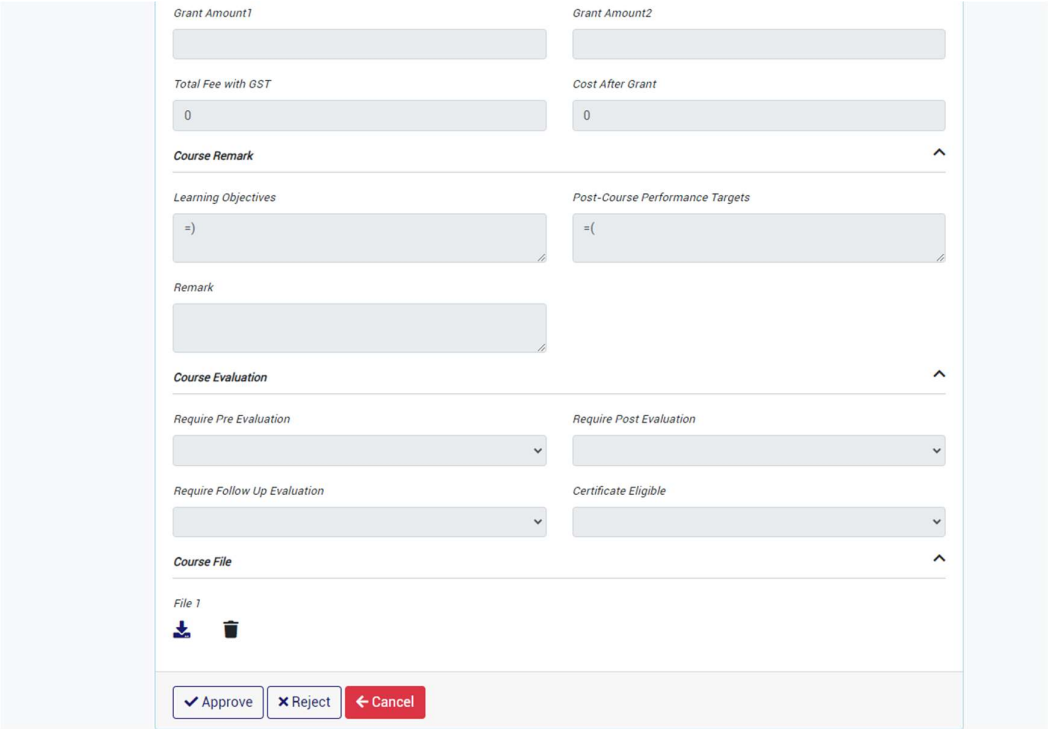
If user want to enter reason or remark for approving or rejecting an employee's training plan click on the logo of the training plan to see the details of the plan.



Enter remark in the "Supervisor Remark" and then click on Approve button to approve or Reject button to reject the training plan.

Click Cancel button to return to the previous page.

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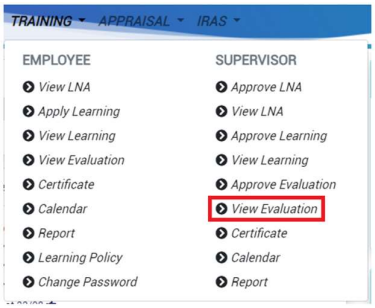
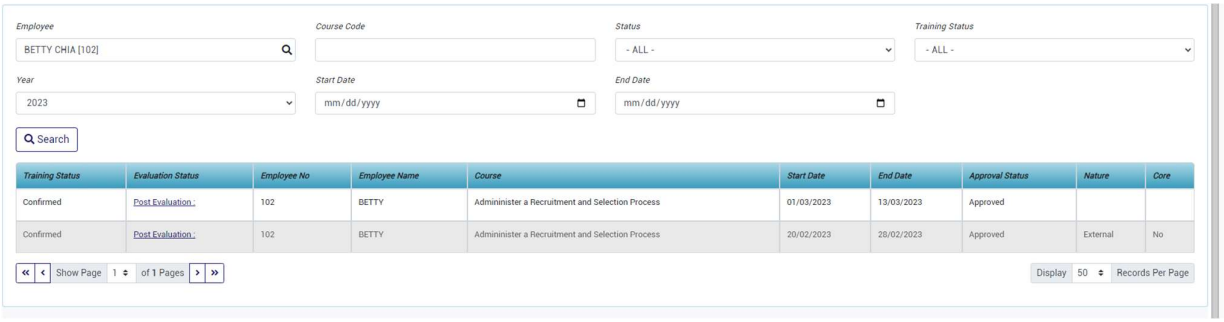
Chapter 6. View Evaluation

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.



At the Learning Review page choose search criteria, such as "Department" and "Employee", and click on the Search 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.

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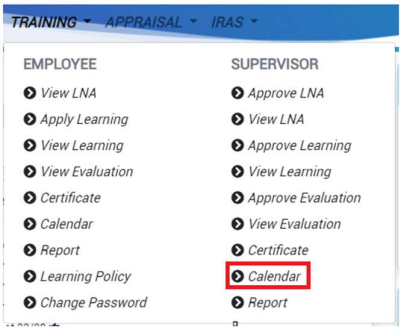
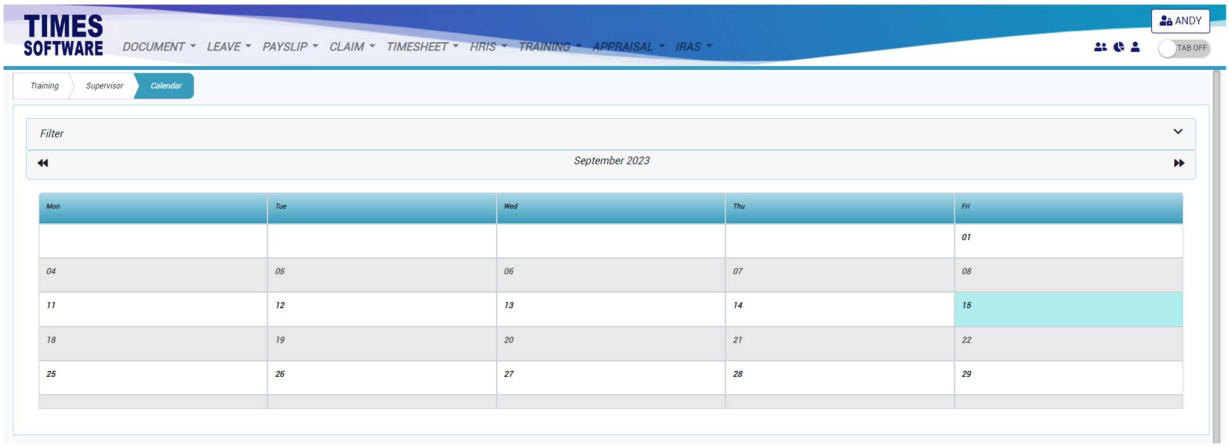
Chapter 7. Calendar

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*.

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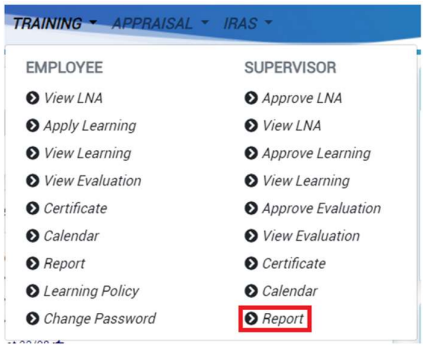
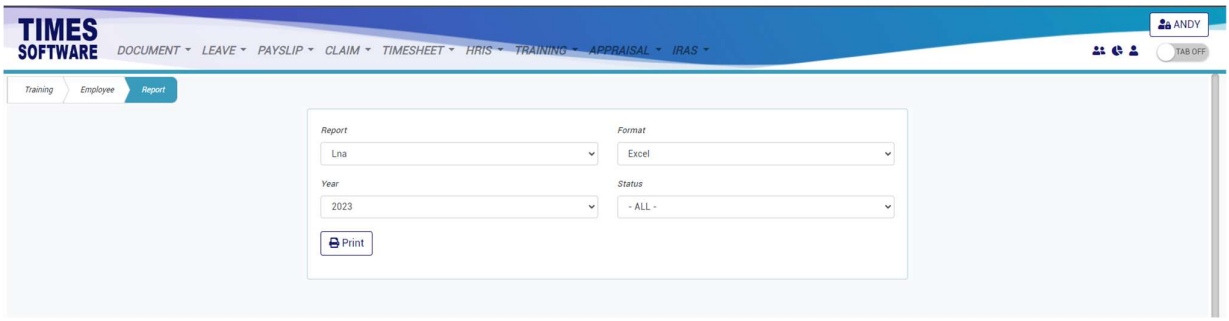
Chapter 8. Report

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 Print button to generate the report. If have made multiple selections in the search criteria user can click on ⓘ button to see the selections.

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