TIMES Training

Quick Start Guide
for Entry Officer

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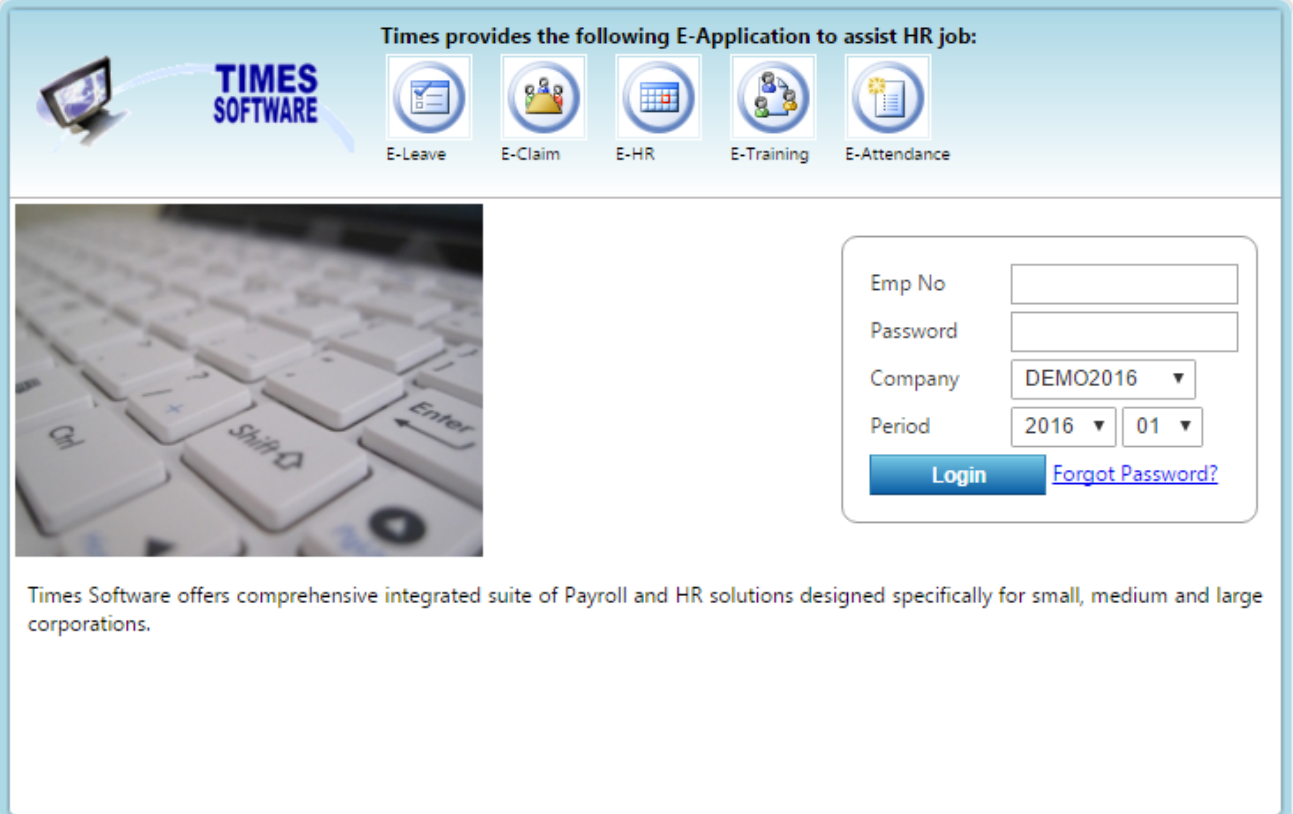
Table of Contents

Chapter 1.   First time logging into the TIMES Training System

Open your internet browser and enter the URL address to access the TIMES Solution portal login web page, example: *http://www.myportal.com/esolution/Signin.aspx*

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 you want to access to.
2.   Key in your login id at "Emp No".
3.   Key in your password at "Password".
4.   Click the [Login] button to login into the system.

Chapter 2. Dashboard

After logging into the system, you will be presented with your dashboard.

The dashboard shows you a list of items that require your attention.

You can click on any of the items to access it.

Chapter 3.   Learning Analysis

At the **Learning Analysis** web page you can view and plan out employees' learning needs for the
year and submit them to their supervisors for approval.
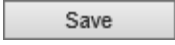
Click on the **Learning Analysis** option in the Entry Officer menu to access the Learning Analysis
web page.

At the Learning Analysis web page choose the employee(s) first. If you have made multiple

selections you can click on ⓘ button to see your selections.
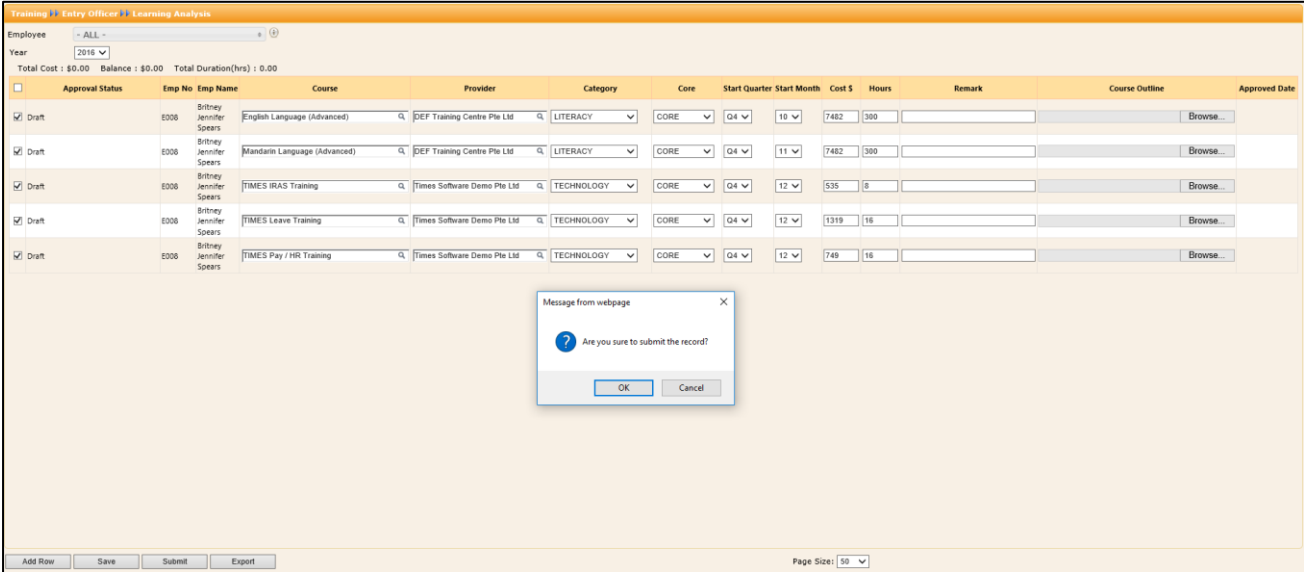
Next enter the details of the employees' learning needs.

If you want to add an additional row click on the Add Row button.

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

If you want to export the learning needs into an excel document click on the Export button.

Once the employees' learning needs are ready click on the [Submit] button to submit them to their supervisors for approval.

⚠️ After you submit the learning needs you cannot make changes to them unless supervisors rejects them.

3.1 Withdrawing learning needs from supervisor's review

While the learning needs plan is still pending for approval you can choose to withdraw some or all of the learning needs from the supervisor's review. To do this click on the learning needs' ☐ checkboxes to ☑ choose the ones that you want to withdraw and click on the Withdraw button.

Withdrawn learning needs will no longer be active and cannot be amended.

3.2 Apply training courses for approved learning needs

In the event the learning needs have been approved you can apply training courses for them.

Click on an approved learning need's ☐ checkbox to ☑ choose it and click on the [Apply Course] button to access the **Apply Course** web page.

At the Apply Course web page enter the details of the training course including the course's schedule that the employee will be attending.

Then click on the [Submit Form] button to submit it to the employee's supervisor for approval or click [Back] button to return to the previous web page.

📝 Depending on your organisation's policy the employee may be required to fill in a survey form before the training course commences.

Chapter 4. Learning Apply

At the **Learning Apply** web page you 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 **Learning Apply** option in the Entry Officer menu to access the Learning Apply web page.

Course	Training Category	Mode	Nature	Instructor	Provider	Total Fee	URL	Attachment
TIMES Pay / HR Training	TECHNOLOGY	CLASSROOM	EXTERNAL	Henry	Times Software Demo Pte Ltd	700	View	View
TIMES Leave Training	TECHNOLOGY	INSTRUCTOR-LED	EXTERNAL	William	Times Software Demo Pte Ltd	1700	View	View
TIMES Payroll (Enterprise) Training	TECHNOLOGY	CLASSROOM	EXTERNAL	Jeff	Times Software Demo Pte Ltd	1050	View	View
English Language (Basic)	LITERACY	E-WEB	EXTERNAL	Robert	DEF Training Centre Pte Ltd	1630	View	View
English Language (Intermediate)	LITERACY	E-WEB	EXTERNAL	Tina	DEF Training Centre Pte Ltd	4600	View	View
English Language (Advanced)	LITERACY	E-WEB	EXTERNAL	Maria	DEF Training Centre Pte Ltd	12600	View	View

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

Choose an employee first.

Then click on the training course's ☐ checkbox 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 the employee can attend and you will be directed to the **Apply Course** web page.

At the Apply Course web page enter the learning objectives, targets and remarks. Then click on the **Submit Form** button to submit it to the employee's supervisor for approval or click **Back** button to return to the previous web page.

Depending on your organisation's policy the employee may be required to fill in a survey form before the training course commences.

4.2   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 first choose an employee and then click on the Apply New Course hyperlink to access the **Apply Course** web page.

Enter the details of the training course and click on the [Submit Form] button to submit it to the employee's supervisor for approval or click [Back] button to return to the previous web page.

Chapter 5.   Learning Plan

You can view employees' applied training courses at the **Learning Plan** web page.

Click on the **Learning Plan** option in the Entry Officer menu to access the Learning Plan web page.

At the Learning Plan web page choose your search criteria, such as "Company" and "Department", and click on the ⬚ Search button to retrieve the list of training plans. If you have made multiple selections you can click on ⓘ button to see your selections.

With the training plans retrieved you can click on the <u>View</u> hyperlink to view each individual training plan.

Chapter 6. Learning Review

You can view your employees' training feedback forms at the **Learning Review** web page.

Click on the **Learning Review** option in the Entry Officer menu to access the Learning Review web page.

At the Learning Review web page choose your search criteria, such as "Department" and "Employee", and click on the Search button to retrieve the list of training feedback forms. If you have made multiple selections you can click on (i) button to see your selections.

Click on the each training feedback form's hyperlink under the "Evaluation" column to view the form.

Chapter 7. Report

You can generate reports from the **Report** web page.

Click on the **Report** option in the Entry Officer menu to access the Report web page.

Choose your criteria, such as "Report Type" and "Department", and click on the [Export] button to generate the report. If you have made multiple selections in the search criteria you can click on

ⓘ button to see your selections.

That's it!

You've come to the end of this guide. We hope you've found it helpful.

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