TIMES Training

Quick Start Guide for Supervisor

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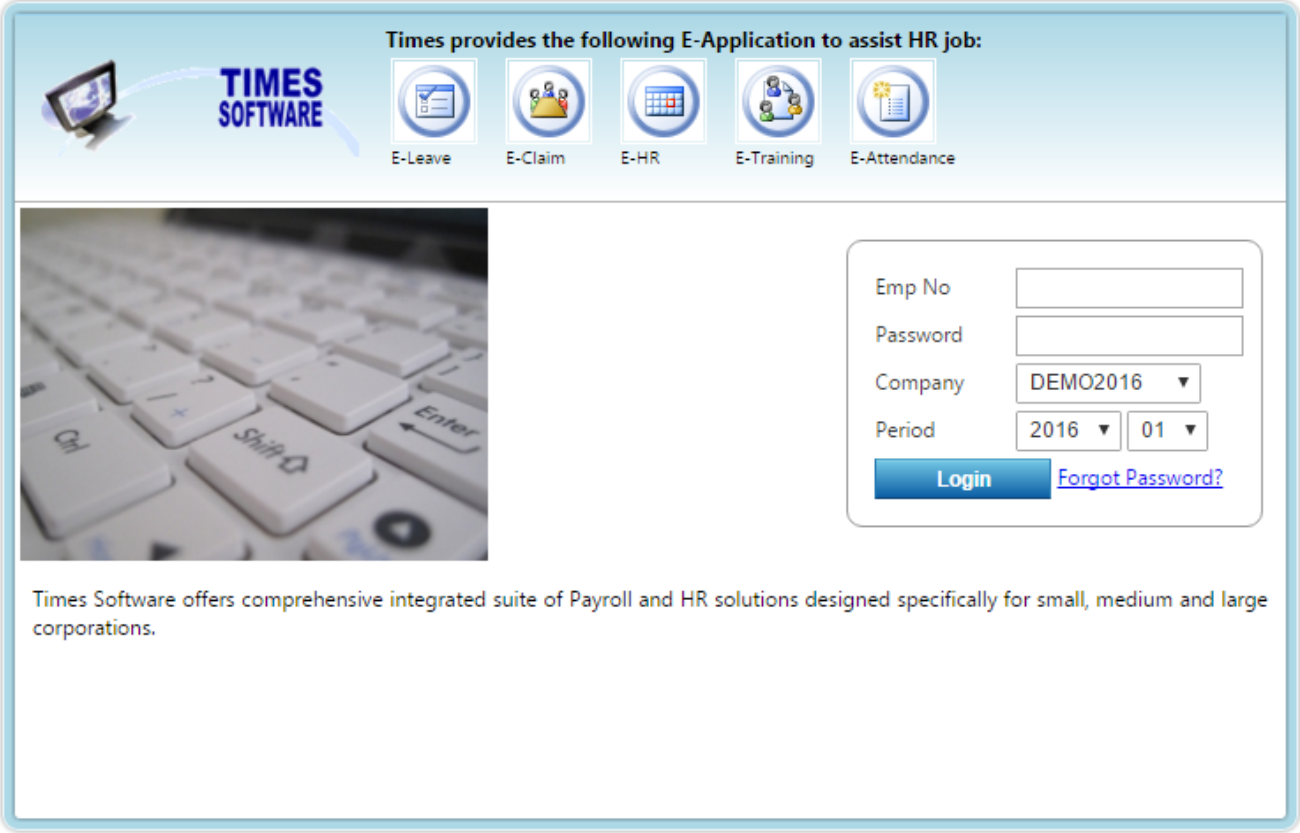
Chapter 1. First time logging into the TIMES Training System

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

button to login into the system.

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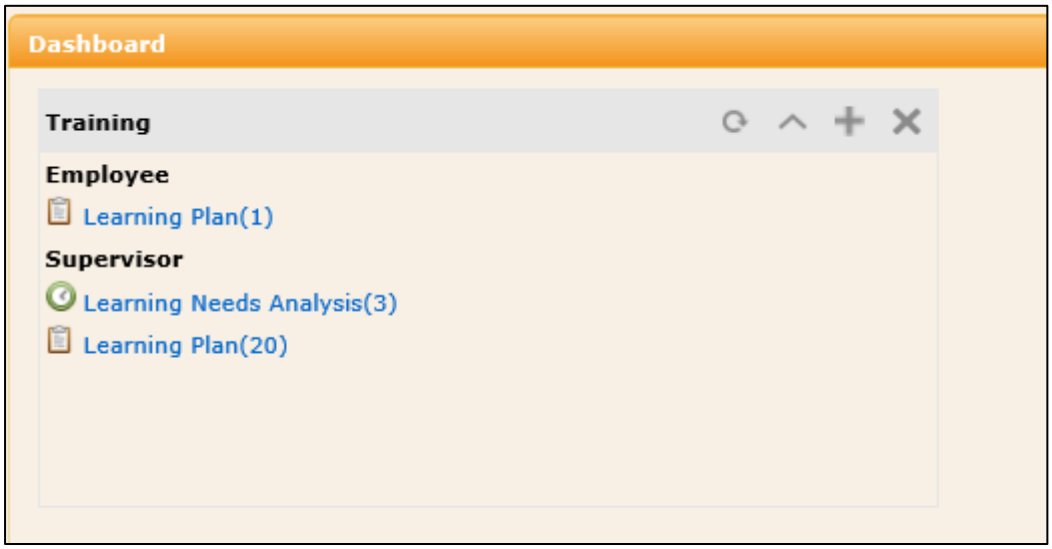
Chapter 2. Dashboard

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.

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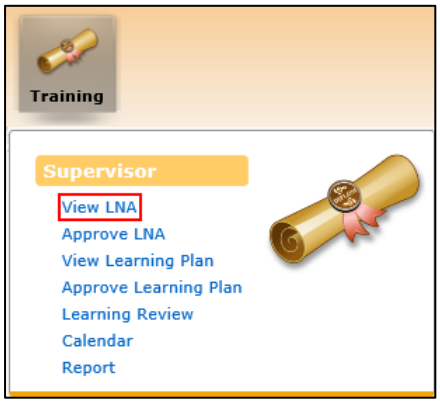
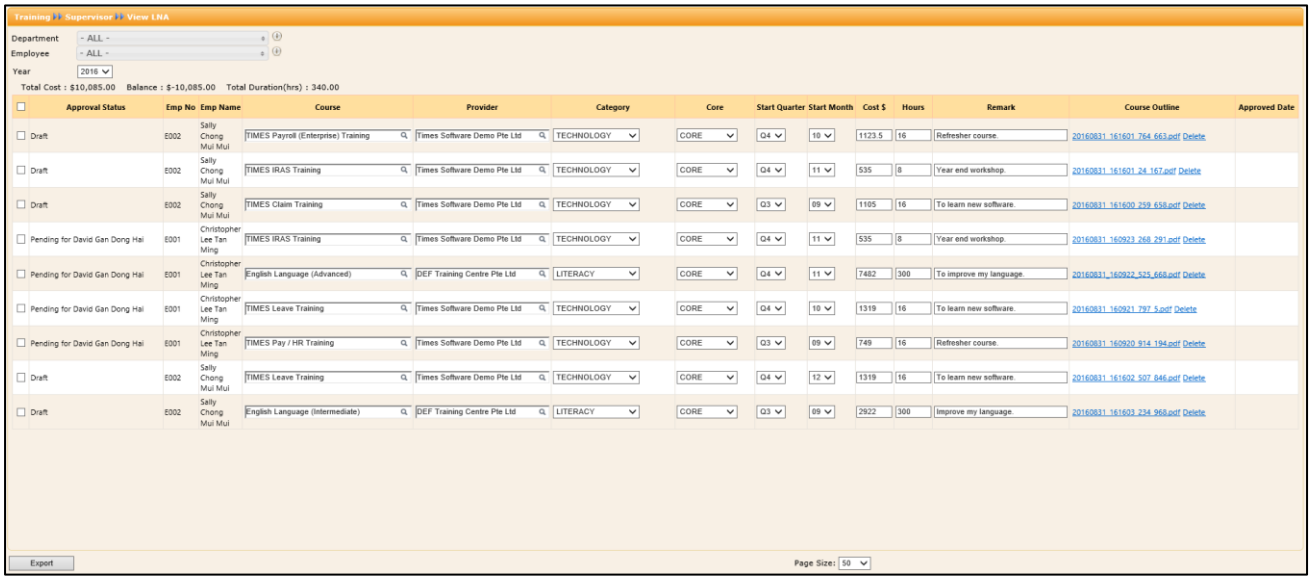
Chapter 3. View LNA

You can view your reporting employees' learning needs at the **View LNA** web page.



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



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

To export the learning needs into an excel document click on the Export button.

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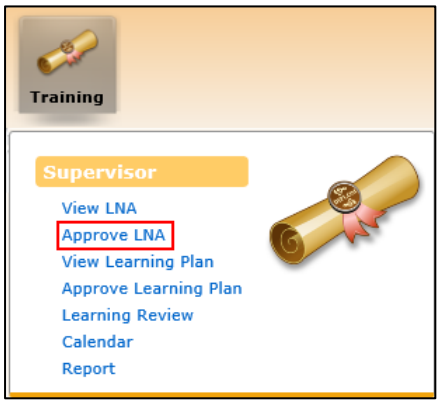
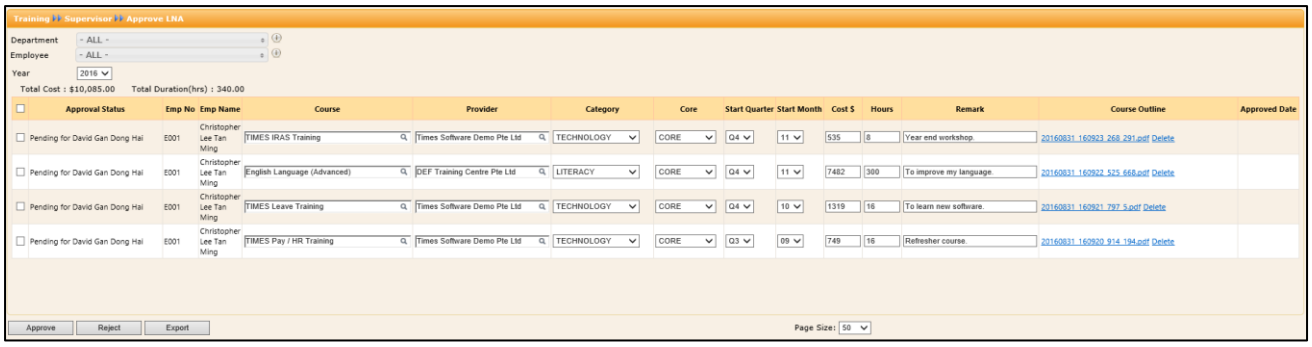
Chapter 4. Approve LNA

You can approve or reject your reporting employees' learning needs at the **Approve LNA** web page.



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



At the Approve LNA web page choose your 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.

To export the learning needs into an excel document click on the [Export] button.

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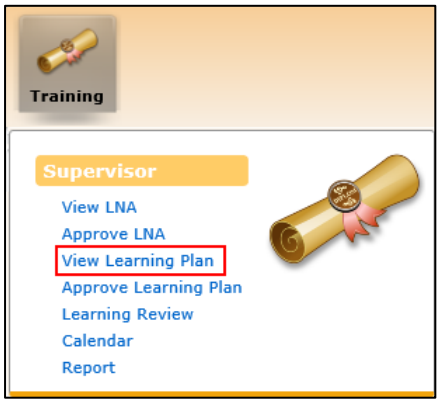
Chapter 5. View Learning Plan

You can view your reporting employees' training plans at the **View Plan** web page.



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

At the View 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.

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

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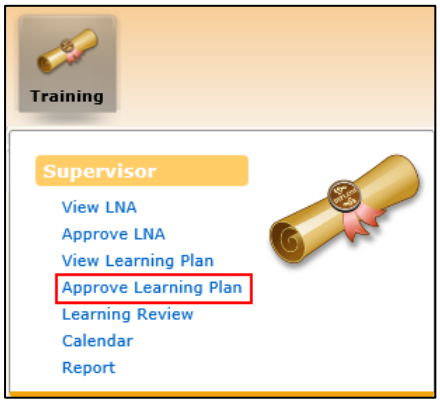
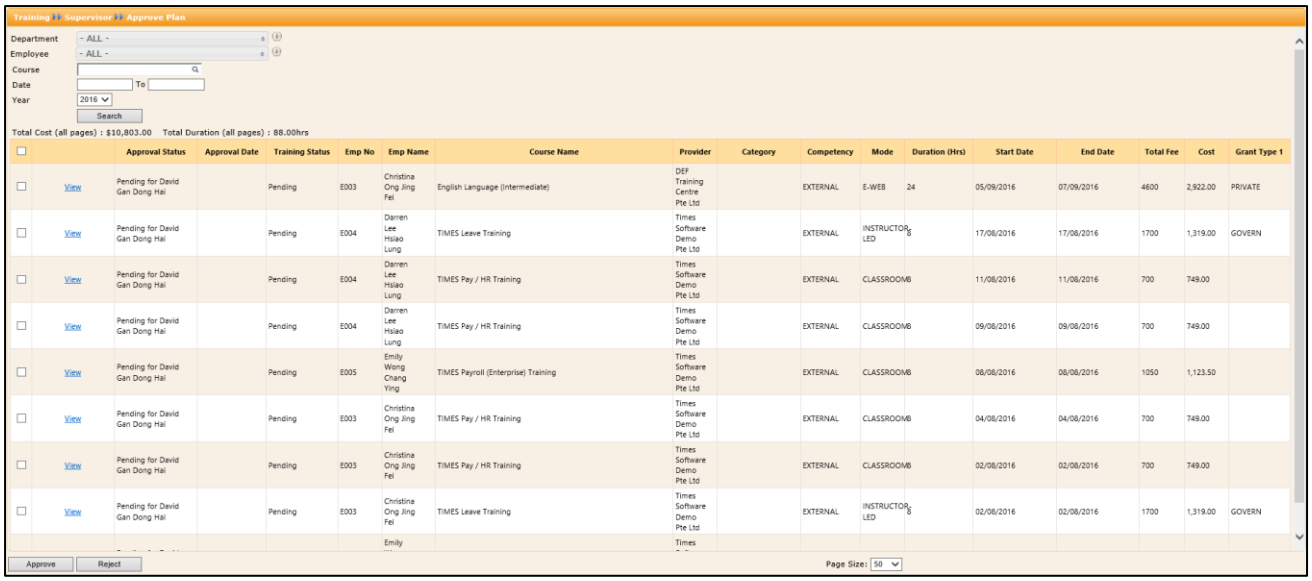
Chapter 6. Approve Learning Plan

You can approve or reject your reporting employees' training plans at the **Approve Plan** web page.



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



At the Approve 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.

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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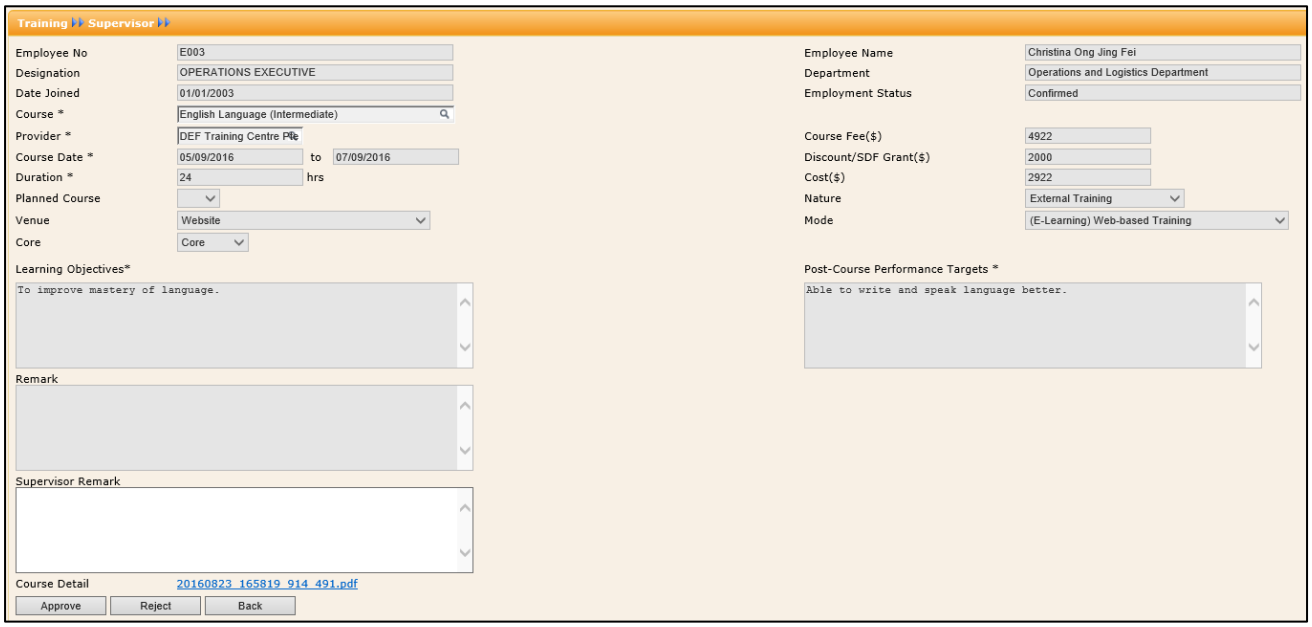
If you want to enter your reason or remark for approving or rejecting an employee's training plan click on the View hyperlink of the training plan to see the details of the plan.



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

Click Back button to return to the previous web page.

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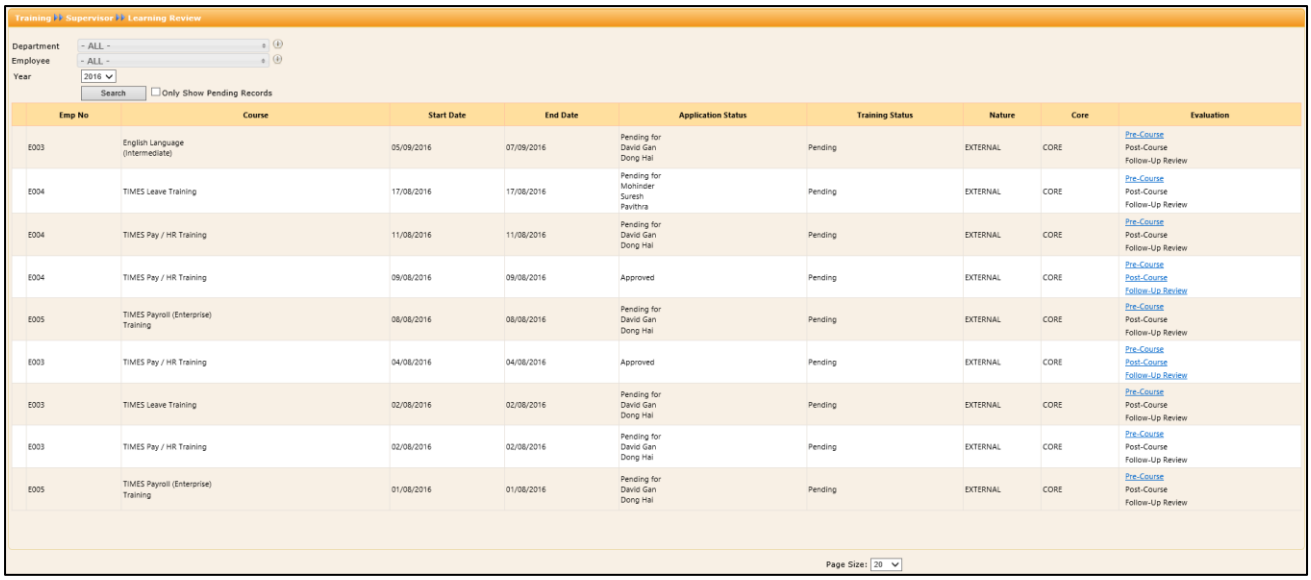
Chapter 7. Learning Review

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

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



Emp No	Course	Start Date	End Date	Application Status	Training Status	Nature	Core	Evaluation
E003	English Language (Intermediate)	05/09/2016	07/09/2016	Pending for David Gan Dong Hai	Pending	EXTERNAL	CORE	Pre-Course Post-Course Follow-Up Review
E004	TIMES Leave Training	17/08/2016	17/08/2016	Pending for Mohinder Suresh Pavithra	Pending	EXTERNAL	CORE	Pre-Course Post-Course Follow-Up Review
E004	TIMES Pay / HR Training	11/08/2016	11/08/2016	Pending for David Gan Dong Hai	Pending	EXTERNAL	CORE	Pre-Course Post-Course Follow-Up Review
E004	TIMES Pay / HR Training	09/08/2016	09/08/2016	Approved	Pending	EXTERNAL	CORE	Pre-Course Post-Course Follow-Up Review
E005	TIMES Payroll (Enterprise) Training	08/08/2016	08/08/2016	Pending for David Gan Dong Hai	Pending	EXTERNAL	CORE	Pre-Course Post-Course Follow-Up Review
E003	TIMES Pay / HR Training	04/08/2016	04/08/2016	Approved	Pending	EXTERNAL	CORE	Pre-Course Post-Course Follow-Up Review
E003	TIMES Leave Training	02/08/2016	02/08/2016	Pending for David Gan Dong Hai	Pending	EXTERNAL	CORE	Pre-Course Post-Course Follow-Up Review
E003	TIMES Pay / HR Training	02/08/2016	02/08/2016	Pending for David Gan Dong Hai	Pending	EXTERNAL	CORE	Pre-Course Post-Course Follow-Up Review
E005	TIMES Payroll (Enterprise) Training	01/08/2016	01/08/2016	Pending for David Gan Dong Hai	Pending	EXTERNAL	CORE	Pre-Course Post-Course Follow-Up Review

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.

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

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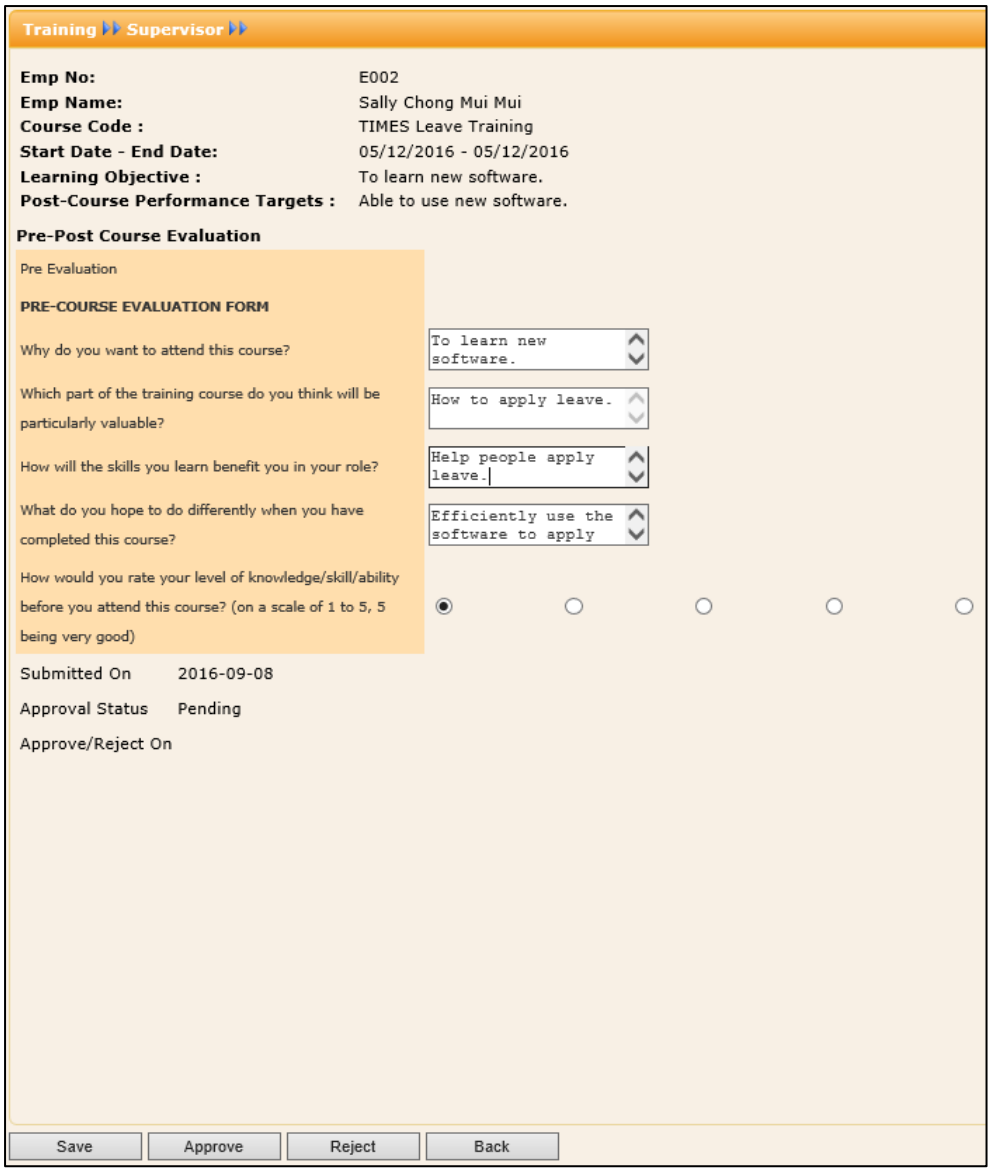

If the feedback form that you are viewing is pending for your approval you can [Approve] or [Reject] the form. You can also enter in your remarks or feedbacks into the form. Make sure you [Save] your transactions.

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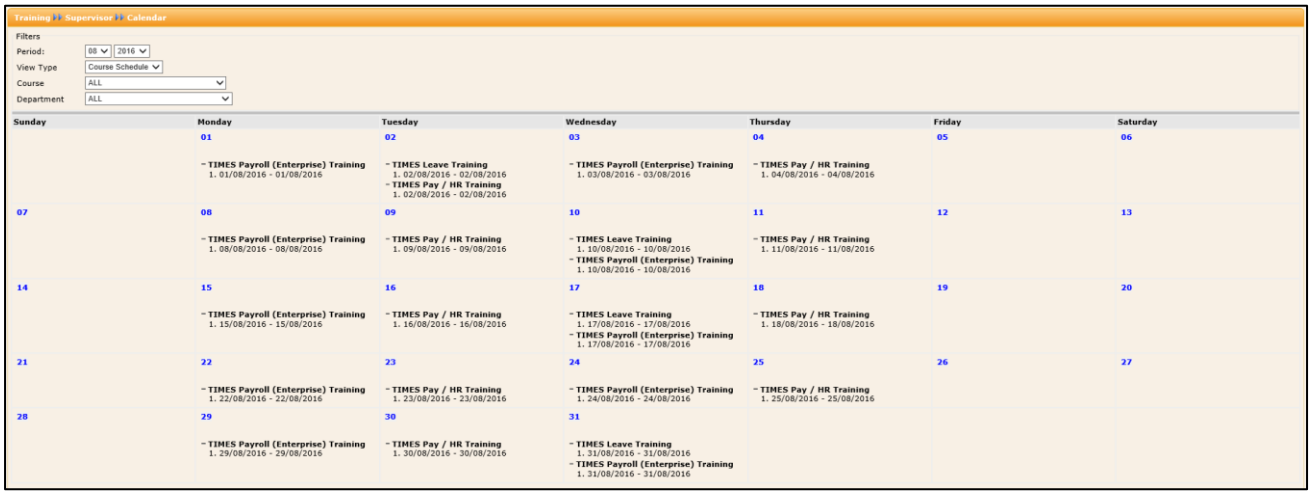
Chapter 8. Calendar

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

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

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



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

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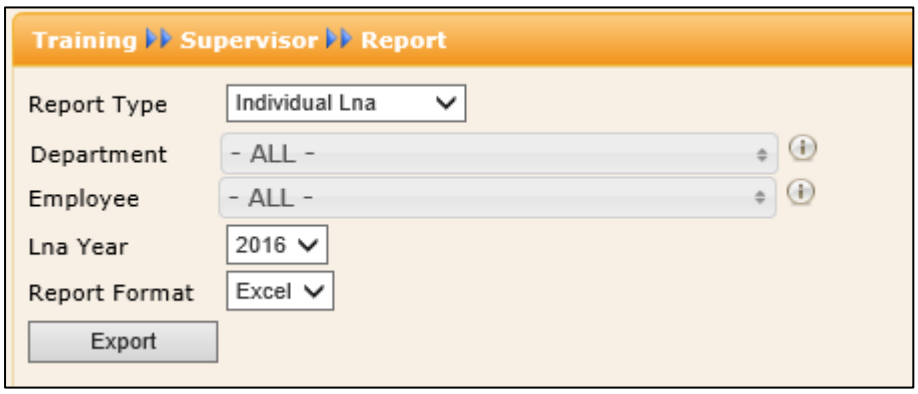
Chapter 9. Report

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

Click on the **Report** option in the Supervisor 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.

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