



# TIMES Training

## Standard Setup and Maintenance User Guide for Administrators

## Disclaimer

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## Table of Contents

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<b>CHAPTER 1.</b>	<b>INTRODUCTION .....</b>	<b>4</b>
<b>CHAPTER 2.</b>	<b>OVERVIEW WORKFLOW OF TIMES TRAINING .....</b>	<b>6</b>
<b>CHAPTER 3.</b>	<b>STANDARD SETUP WORKFLOW .....</b>	<b>8</b>
<b>CHAPTER 4.</b>	<b>FIRST TIME LOGGING INTO THE TIMES TRAINING SYSTEM .....</b>	<b>10</b>
<b>CHAPTER 5.</b>	<b>DASHBOARD .....</b>	<b>11</b>
<b>CHAPTER 6.</b>	<b>MASTER CODE LIST .....</b>	<b>12</b>
<b>CHAPTER 7.</b>	<b>APPROVAL FLOW .....</b>	<b>13</b>
	7.1 Navigating the Approval Setup .....	14
	7.2 Setting up the Approval Flow .....	15
	7.3 Assigning the Administrator Role.....	16
	7.4 Assigning the Entry Officer Role.....	16
	7.5 Automatic Setup of the Approval Flow .....	17
	7.6 Easy Change of Approver.....	18
	7.7 Uploading Approval Flow into the system from Excel .....	19
	7.8 Export the system's Approval Flow into an Excel document.....	20
<b>CHAPTER 8.</b>	<b>TRAINING PROVIDER LIST.....</b>	<b>21</b>
<b>CHAPTER 9.</b>	<b>COURSE CATALOGUE .....</b>	<b>23</b>
	9.1 Training course details.....	24
	9.2 Training course classes .....	28
	9.3 Import Course Catalogue from Excel into system .....	30
<b>CHAPTER 10.</b>	<b>DESIGNING TRAINING FEEDBACK FORMS .....</b>	<b>31</b>
	10.1 Explanation of the Question Input fields .....	33
	10.2 Types of content.....	34
<b>CHAPTER 11.</b>	<b>TRAINING POLICY WRITE-UP .....</b>	<b>37</b>
<b>CHAPTER 12.</b>	<b>LEARNING ANALYSIS.....</b>	<b>38</b>
<b>CHAPTER 13.</b>	<b>LEARNING PLAN.....</b>	<b>40</b>
	13.1 Updating an employee's training plan.....	41

13.2	Updating a training plan and applying it to a batch of employees .....	42
13.3	Creating a new training plan for a batch of employees .....	43
13.4	Deleting a training plan .....	44
<b>CHAPTER 14.</b>	<b>LEARNING REVIEW .....</b>	<b>45</b>
<b>CHAPTER 15.</b>	<b>CERTIFICATE LIST .....</b>	<b>47</b>
<b>CHAPTER 16.</b>	<b>BOND LIST .....</b>	<b>48</b>
<b>CHAPTER 17.</b>	<b>CALENDAR .....</b>	<b>49</b>
<b>CHAPTER 18.</b>	<b>REPORT .....</b>	<b>51</b>
18.1	List of Reports Available .....	52

## Chapter 1. Introduction

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TIMES Training is a web based system for designing and managing employees training programs. The system tracks in real time up to date information on the employees' progress of their training programs, skills, competencies and achievements.

Within the system, Human Resource professionals are provided a robust set of tools to setup approval workflows for the organization's Total Learning Plan (TLP) procedures, plan and track various courses taken by each employee within the organization, and monitor the budget allocated and utilized for the training programs.

Organization leaders will find the system easy to use in setting up and tracking their organizational Learning Needs Analysis (LNA) and training course applications. Automated e-mail notifications are sent directly to the supervisors and managers' email inbox notifying them of any pending matters which require their approvals. Comprehensive reports provide valuable insight and analysis in the employees' training requests and progress.

Employees will enjoy the convenience of an online system where they can apply work related training courses with ease. With Times Training approval and calendar system, they can monitor and plan out their training programs, career and skill progressions. Evaluation forms are conveniently provided as well, giving them the ability to provide valuable feedback to their management.

When it comes to managing and applying training courses, Times Training system delivers them through innovation, systematic approach and transparency.

This guide contains two main sections.

The first section from chapter 6 to 11 explains the Administrator functionalities of the TIMES Training. With these functions, the administrator can setup the approval flow, training provider list, course catalogue, training policy and training feedback forms.

The second section from chapter 12 onwards explains the HR administrative functionalities in the system. HR functions provide the administrator capabilities to manage employees' learning needs, training plans, certificate and bond lists.

## Product Support and Inquiries

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For technical assistance or inquiry on our products, please contact us via our hotline (65) **6295 1998**.

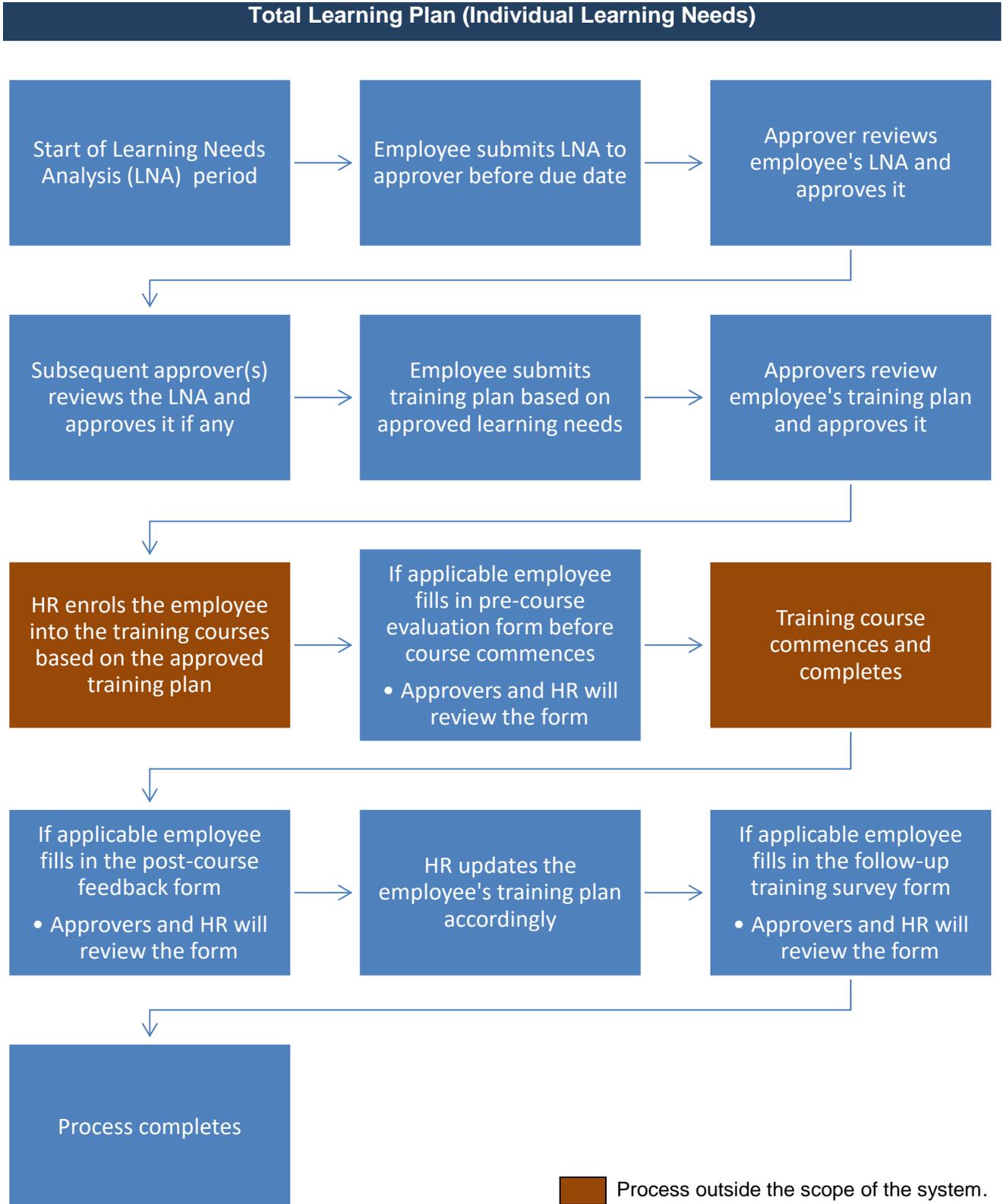
Alternatively, you can send us an email to the following email addresses:

For support and assistance, please email to *support@timesoftsg.com.sg*.

For product inquiry, please email to *sales@timesoftsg.com.sg*.

## Chapter 2. Overview Workflow of TIMES Training

To give you a better understanding on how to setup and maintain TIMES Training system let's have a look at the standard overview workflow of the system in various scenarios.

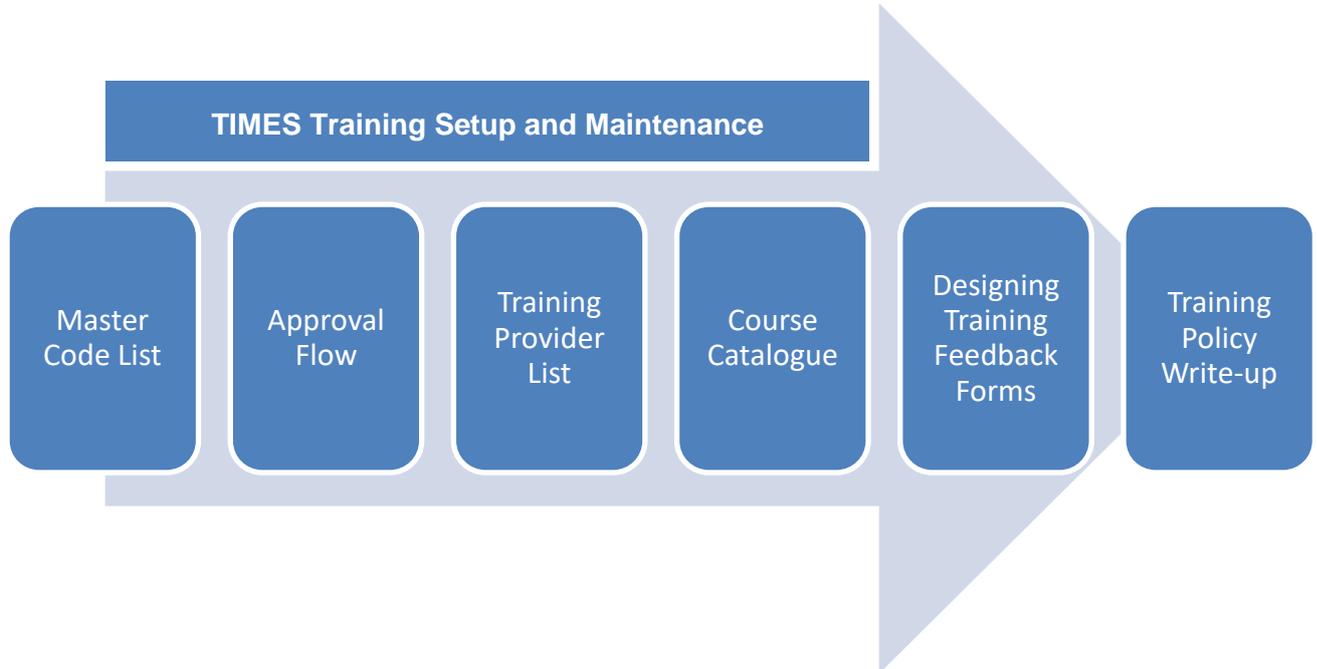


**Total Learning Plan (Department Learning Needs)**



## Chapter 3. Standard Setup Workflow

In TIMES Training system the Administrator setups and maintains the master code list, approval flow, training provider list, course catalogue, training feedback forms and training policies.



Master codes for drop-down lists (such as a list of training categories or modes of training) that will be used in the system need to be setup first. They can be setup and maintained at the **Code Setup**.

Setting up the approvers in an approval flow for reviewing and approving employees' LNA and training plans can be done at the **Approval Setup**. Additionally appointing an employee with the role of HR and Entry Officer can be done here as well. Entry Officers can create and submit LNAs for employees.

A list of training providers' profiles can be setup at the **Provider Setup**. These profiles are required when creating the courses.

The course catalogue containing a library of courses is maintained at the **Course Setup**. In here the courses' details and class schedules can be created.

Designing the training feedback forms can be done at **Question Setup**. There are three types of training feedback forms and they are pre-course evaluation, post-course feedback and follow-up course evaluation forms.

Organizational training policy write-ups can be done at **Policy Setup**.

The Administrator is provided management tools to manage employees' training data.



The Administrator can view employees' Learning Needs Analysis information at **Learning Analysis**.

The **Learning Plan** contains employees' training plans. The Administrator can manage these plans here as well as submit new ones.

Employees' submitted training feedback forms can be viewed at **Learning Review**.

Employees' certificates can be viewed at **Certificate List**.

Employees who are bonded to the company for the training they have received can be tracked at **Bond List**.

The Administrator can view employees' training schedules and available course class schedules at the **Calendar**.

## Chapter 4. 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.

Times provides the following E-Application to assist HR job:

- E-Leave
- E-Claim
- E-HR
- E-Training
- E-Attendance

Emp No

Password

Company

Period

[Login](#) [Forgot Password?](#)

Times Software offers comprehensive integrated suite of Payroll and HR solutions designed specifically for small, medium and large corporations.

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.

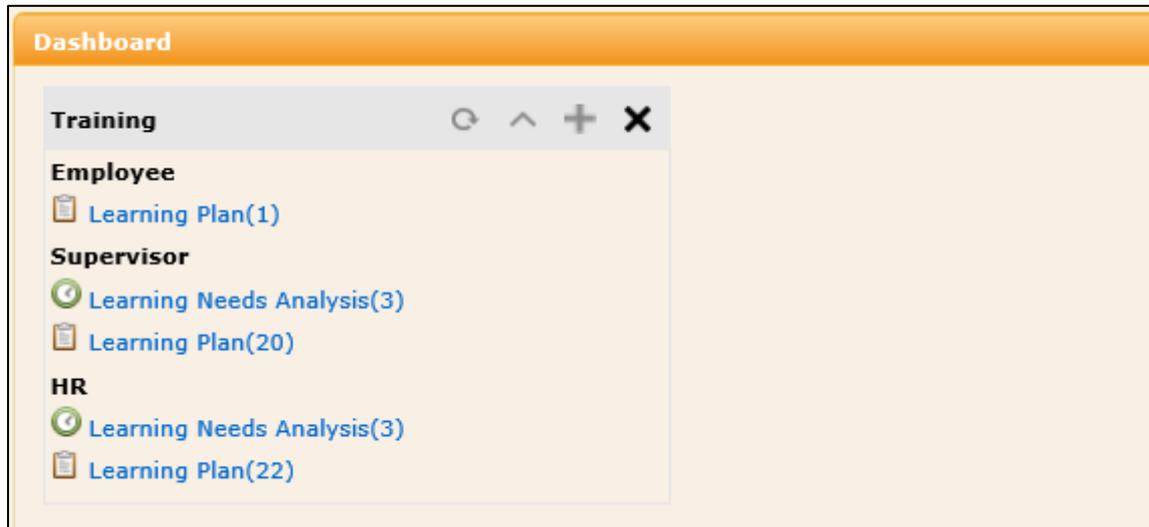


To effectively use this guide, ensure that you are given the role of Administrator for the company that you are logging into. If the role is not setup yet, use login id *Admin* at “Emp No” to login as the Administrator.

## Chapter 5. Dashboard

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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 6. Master Code List

You can create and manage master codes in **Code Setup**. Codes defined here are used to populate drop-down lists in the TIMES Training system.



Click on the **Code Setup** option in the Administrator menu to access the Code Setup web page.

The screenshot shows the 'Code Setup' web page. At the top, there are breadcrumb links: Training >> Administrator >> Code Setup. Below this is a 'Category:' dropdown menu set to 'Training Mode'. The main content is a table with columns for 'Code' and 'Description'. Each row includes a small icon for adding, editing, or deleting the code.

		Code	Description
		ROLE	(Interactive Methods) Role Playing
		INSTRUCTOR-LED	Instructor-Led
		DISTANCE	Distance Learning
		SELF-PACED	Self-Paced Learning
		IMMERSION	Immersion
		BLENDED	Blended Learning
		CLASSROOM	Classroom Training
		WEB-SEMINAR	Web Seminar Training
		QUIZ	(Interactive Methods) Quizzes

At the Code Setup web page choose a “Category”.

To add a new code, click on the button. Enter in the details for the new code and click button to save the code or button to cancel.

To edit an existing code, click on button, enter the new details and click button to save the code or button to cancel.

To delete a code, click on button. Codes deleted are unrecoverable.

## Chapter 7. Approval Flow

The **Approval Setup** function allows you as the Administrator to setup the approval flow for each employee by indicating each employee's reporting supervisors as the employee's TIMES Training approvers.

These approvers will be responsible in reviewing, approving and rejecting their reporting employees' Learning Needs Analysis (LNA) and Learning/Training Plan.

Additionally, you can designate the role of Administrator and Entry Officer to specific employees in this function. Do note that Administrators have access to both HR and Administrator menus.



Click on the **Approval Setup** option in the Administrator menu to access the Approval Setup web page.

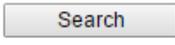
The screenshot displays the 'Approval Setup' web page. At the top, there are navigation breadcrumbs: Training >> Administrator >> Approval Setup. Below this, there are filters for 'Flow Type' (set to 'Plan') and 'Department' (set to '5 selected'). A 'Save' button is present. An 'Advanced' section includes a 'Sort By' dropdown (set to 'EmpName') and an 'Employee' search field with buttons for 'Search', 'Copy Flow', 'Change Flow', 'Upload Flow', and 'Export'. The main part of the page is a table with the following columns: Emp No, Emp Name, Approver 1, Approver 2, Approver 3, Approver 4, Approver 5, Stand In Sup 1, and St. The table contains data for several employees, with approver names and IDs (e.g., S001, HR001) entered in the respective cells. At the bottom, there are pagination controls: 'Show Page 1 of 1 Pages', 'First Prev Next Last', and 'Display 500 Records Per Page'.

Emp No	Emp Name	Approver 1	Approver 2	Approver 3	Approver 4	Approver 5	Stand In Sup 1	St
E012	Alexander Benjamin Frederic	S001 David Gan Dong Hai	HR001 Mohinder Suresh Pavithra					
E006	Alfred Handcock Hitchcock	S001 David Gan Dong Hai	HR001 Mohinder Suresh Pavithra					
CL009	Aminah Binti Hasnah							
CL001	Angelina Clinton							
S002	Benjamin Wong Sieu Kang	S001 David Gan Dong Hai	HR001 Mohinder Suresh Pavithra					
E008	Britney Jennifer Spears	S004 Lawrence Lee Keng Soon	HR001 Mohinder Suresh Pavithra					
E003	Christina Ong Jing Fei	S001	HR001					

At the Approval Setup web page choose the “Flow Type”. “Flow Type” *Plan* is for training plan approval flow and *Lna* is for learning needs analysis approval flow. You can setup different approvers for each type.

Choose a “Department” and a list of employees who are assigned to the selected department will be shown on the web page. If you have made multiple selections you can click  button to see your selections.

Alternatively you can use the “Advanced Employee” search to retrieve a list of employees based on the text that you enter in it. This search will find the nearest matching employee number or name.

After you had entered the text in it, click  to see the results.

## 7.1 Navigating the Approval Setup

If your organization has a large number of employees, you will most likely have a large list of employees. To help you sort out and see the different web pages of records, you can use the following functions (they are located at the bottom of the web page):



Click on the “Display Records Per Page” dropdown list to choose the number of records that can be shown on the web page.

A maximum of 500 records can be shown on a single web page.



Click on the “Show Page” dropdown list to choose a specific web page of records.



Click on the “First”, “Prev”, “Next” or “Last” hyperlinks to navigate to each of the web pages if there are more than a single web page.

## 7.2 Setting up the Approval Flow

To setup the approval flow, you need to key in the approver’s employee number for each employee under the approver columns (they are called “Approver 1”, “Approver 2” and “Approver 3”). You can also designate the stand-in approvers for each of the main approvers (they are called “Stand In Sup 1”, “Stand In Sup 2” and “Stand In Sup 3”)

Emp No	Emp Name	Approver 1	Approver 2	Approver 3	Approver 4	Approver 5	Stand In Sup 1	StandIn Sup 2	HR Query	Entry Query
E011	Jenn Foy Black Raven	S001 David Gan Dong Hai	HR001 Mohinder Suresh Pavithra							
E014	JOHN DOE	S001 David Gan Dong Hai	HR001 Mohinder Suresh Pavithra							
A001	Mania Sim Ling Ling	S001 Hugo Boss Kaw Kaw							EVERYONE	EVERYONE
HR001	Mohinder Suresh Pavithra	S001 Hugo Boss Kaw Kaw							EVERYONE	EVERYONE
E010	Mustafa Abdul Rahman Yaakob	S001 David Gan Dong Hai	HR001 Mohinder Suresh Pavithra							
E002	Sally Chong Mui Mui	S001 David Gan Dong Hai	HR001 Mohinder Suresh Pavithra							

The system provides up to three levels of approval for each employee and these approvers must be entered into the approver columns in a proper sequence. It’s not mandatory to setup all three levels of approval.

For example, if an employee reports to a supervisor and the supervisor reports to the head of department, then the supervisor’s employee number is setup at “Approver 1” and the head of department’s employee number is setup at “Approver 2” for the employee.

Once you have completed the entry, click the  button. If you had entered the correct employee’s number for the approvers, their names will appear on the web page. If not, just re-key in the correct employee number under the approver columns and click on the  button.

### 7.3 Assigning the Administrator Role

The role of Administrator grants the employee access to the **Administrator** and **HR** menu.

Before you can designate an employee as Administrator, you must have a **Query** created from TIMES Payroll application. The Query will determine the list of employees that this Administrator can have access to in order to manage their information.

Emp No	Emp Name	Approver 1	Approver 2	Approver 3	Approver 4	Approver 5	Stand In Sup 1	StandIn Sup 2	HR Query	Entry Query
A001	Maria Sim Ling Ling	C001 Hugo Boss Kaw Kaw							EVERYONE	EVERYONE
HR001	Mohinder Suresh Pavithra	C001 Hugo Boss Kaw Kaw							EVERYONE	EVERYONE

To designate an employee as Administrator, enter the Query Name (case sensitive) at the “HR Query”. Then click the  button to save the entry.

To remove the Administrator role from an employee, simply delete the Query Name at the “HR Query” and click the  button.

### 7.4 Assigning the Entry Officer Role

The role of Entry Officer grants the employee the ability to enter and submit employees’ LNA and will have access to the **Entry Officer** menu.

Before you can designate an employee as an Entry Officer, you must have a **Query** created from TIMES Payroll application. The Query will determine the list of employees that the Entry Officer can have access to in order to manage their duty rosters and time sheets.

Emp No	Emp Name	Approver 1	Approver 2	Approver 3	Approver 4	Approver 5	Stand In Sup 1	StandIn Sup 2	HR Query	Entry Query
A001	Maria Sim Ling Ling	C001 Hugo Boss Kaw Kaw							EVERYONE	EVERYONE
HR001	Mohinder Suresh Pavithra	C001 Hugo Boss Kaw Kaw							EVERYONE	EVERYONE

To designate an employee as an Entry Officer, enter the Query Name (case sensitive) at the “Entry Query”. Then click the  button to save the entry.

To remove the Entry Officer role from an employee, simply delete the Query Name at the “Entry Query” and click the  button.

## 7.5 Automatic Setup of the Approval Flow



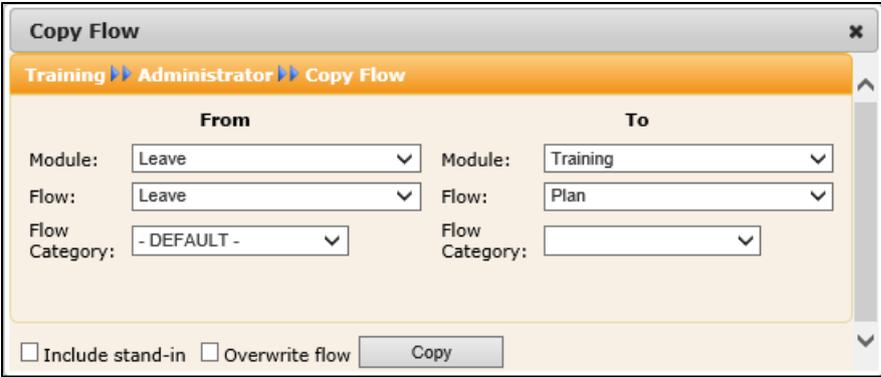
You can only use this feature if you have other TIMES Solution systems (such as TIMES Leave) installed otherwise skip this sub chapter.

You can quickly populate the list of approvers for each employee by using the  button. This function transfers the list of approvers from one source location (such as from another system or module) over to this system.



Advanced  
Sort By: EmpNo Employee: Search **Copy Flow** Change Flow Upload Flow Export

Click on the  button to access the **Copy Flow** pop-up window.

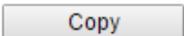


Choose the “Module” and “Flow” dropdown lists under the column **From** to indicate the source location where the system will copy the list of approvers from and choose the “Module” and “Flow” dropdown lists under the column **To** to indicate where this list will be copied over to.

If applicable the “Flow Category” will be available for selection. Some TIMES Solution systems can have their approval flow setup based on a specific category and you can choose to select this approval flow to copy over to TIMES Training system.

If the source has stand-in approvers setup, you can click on the  **Include stand-in** checkbox to tick it in order for the system to copy them over.

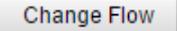
On default the system will transfer the list of approvers for employees who do not have their approval flow setup information at the Approval Setup. If you wish to overwrite the employees’ existing approval flow setup information click on the  **Overwrite flow** checkbox to tick it.

Click  to initiate the process.

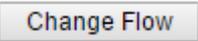


You can still manually change the approvers for each employee after  had been executed.

## 7.6 Easy Change of Approver

In the event you need to change an approver for many employees, you can use the  feature to easily perform that action without the need to manually change the approver for each employee.

Advanced  
Sort By: EmpNo Employee: Search Copy Flow  Upload Flow Export

Click on the  button to access the **Change Flow** pop-up window.

**Change Flow** ✕

Training >> Administrator >> Change Flow

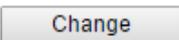
From	To
Supervisor: <input style="width: 80%;" type="text" value="001"/>	Supervisor: <input style="border-bottom: 1px dashed gray;" type="text" value="002"/>
Flow: <input style="border-bottom: 1px dashed gray;" type="text" value="Plan"/>	Flow Category: <input style="border-bottom: 1px dashed gray;" type="text"/>

Include Transaction Flow 

Enter the employee number of the approver that you want to change at “Supervisor” under the column **From** and the replacement approver at “Supervisor” under the column **To**.

Choose the “Flow” type.

If you want the changes to affect submitted training needs or plans that are still pending for approval you can click on the  **Include Transaction Flow** checkbox to tick it.

Click  to proceed with the changes.

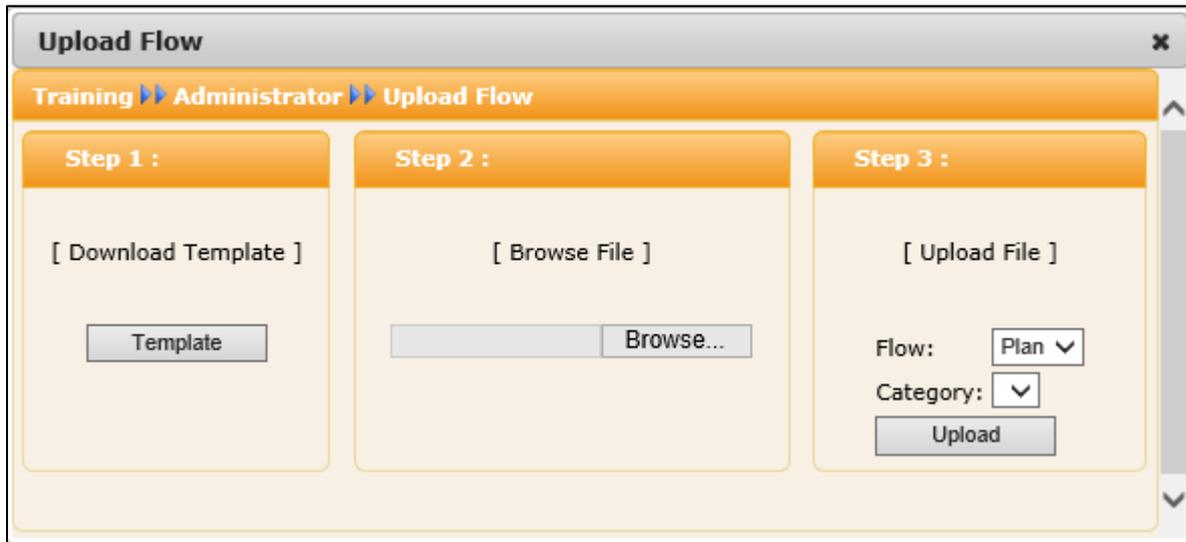
In this example, all employees in the training plan approval flow who have the approver 001 will be replaced with approver 002.

## 7.7 Uploading Approval Flow into the system from Excel

If you like to prepare the approval flows in an excel document, you can use the system's excel template document to enter the approval flow information and upload them into the system by using the **Upload Flow** feature.



Click on the **Upload Flow** button to access the **Upload Flow** pop-up window.



First step is to download the system's excel template document. Click on the **Template** button at "Download Template" at Step 1 to download the document.

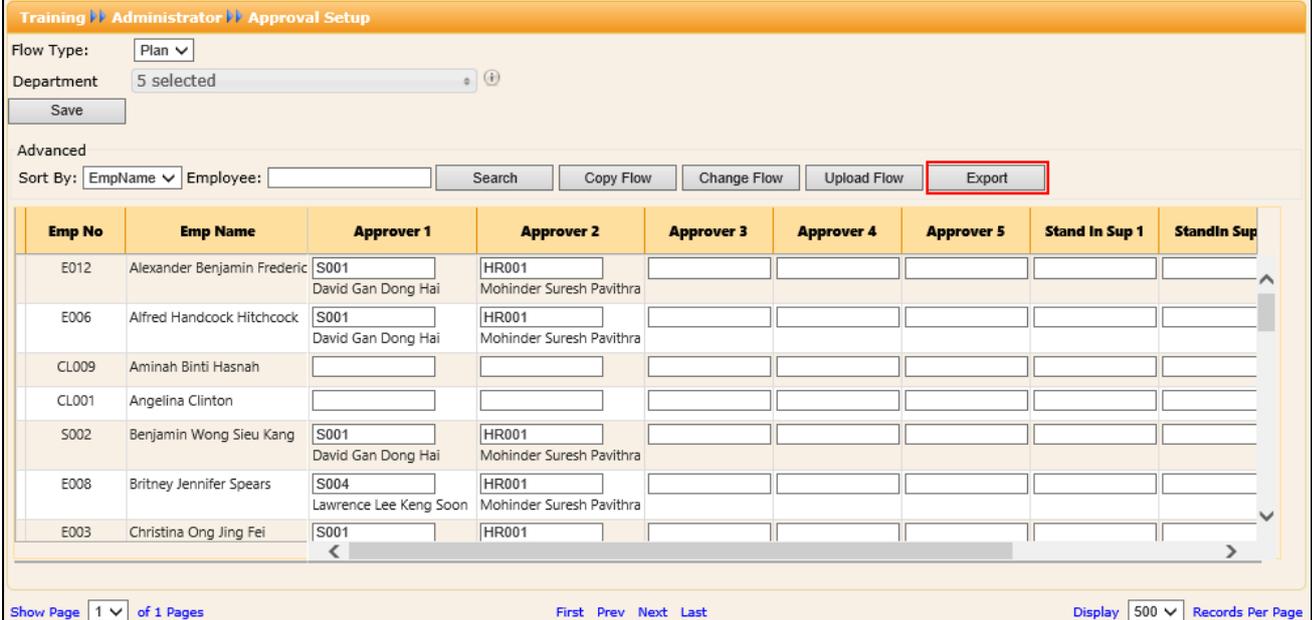
Next, open the excel template document and enter the approval flows into the document. Make sure to save the document.

Once done, proceed to Step 2 and click on **Choose File** to choose the completed excel document.

Finally, at Step 3, choose the "Flow" type and click the **Upload** button to upload the approval flow information from the selected excel document into the system.

## 7.8 Export the system's Approval Flow into an Excel document

You can export the system's approval flow into an excel document. To do so, first retrieve the list of approval flows and then click on the  button.



The screenshot shows the 'Approval Setup' interface. At the top, there are navigation tabs for 'Training', 'Administrator', and 'Approval Setup'. Below this, there are filters for 'Flow Type' (Plan) and 'Department' (5 selected). A 'Save' button is present. Under the 'Advanced' section, there are search and action buttons: 'Sort By: EmpName', 'Employee:', 'Search', 'Copy Flow', 'Change Flow', 'Upload Flow', and 'Export' (highlighted with a red box). The main area contains a table with the following data:

Emp No	Emp Name	Approver 1	Approver 2	Approver 3	Approver 4	Approver 5	Stand In Sup 1	Standin Sup
E012	Alexander Benjamin Frederic	S001 David Gan Dong Hai	HR001 Mohinder Suresh Pavithra					
E006	Alfred Handcock Hitchcock	S001 David Gan Dong Hai	HR001 Mohinder Suresh Pavithra					
CL009	Aminah Binti Hasnah							
CL001	Angelina Clinton							
S002	Benjamin Wong Sieu Kang	S001 David Gan Dong Hai	HR001 Mohinder Suresh Pavithra					
E008	Britney Jennifer Spears	S004 Lawrence Lee Keng Soon	HR001 Mohinder Suresh Pavithra					
E003	Christina Ong Jing Fei	S001	HR001					

At the bottom of the interface, there are pagination controls: 'Show Page 1 of 1 Pages', 'First Prev Next Last', and 'Display 500 Records Per Page'.

## Chapter 8. Training Provider List

On the next stage of the setup, we will be looking into setting up the list of vendors and schools for the courses.



Click on the **Provider Setup** option in the Administrator menu to access the Provider Setup web page.

Training >> Administrator >> Provider Setup					
		Provider	Contact Person	Phone No	Address
	X	ABC Training Pte Ltd	Mr. Jimmy Lim	65435363	5 Jln Kilang Barat #06-03 Singapore
	X	DEF Training Centre Pte Ltd	Miss June Sim	68279999	10 Choa Chu Kang St 52 #01-00 Singapore
	X	GHI Institute Pte Ltd	Miss Linda Lo	61112283	16 Raffles Quay #33-02 Hong Leong Bldg Singapore
	X	Internal Corporate Training	Rudi Sahota	65748888	
	X	JKL Development Centre Pte Ltd	Mr. Henry Law	67584949	7500A Beach Rd #16-313/314/315 The Plaza Singapore
	X	MNO Consulting Pte Ltd	Mr. Abdul Rahmad	61123899	34 Penjuru Lane #03-03 Singapore
	X	PQR Institute of Learning	Mdm. Nurul Huda	62738892	80 Jurong East St 21 #06-03 Singapore
	X	STU Learning R Us	Mr. Smith	61129399	400 Orchard Rd #05-28 Orchard Towers Singapore
	X	Times Software Demo Pte Ltd	Mr. Demo	62951998	10 Jalan Besar #14-01, Sim Lim Tower, Singapore
	X	VWX Learning Pte Ltd	Mr. Rudolf	64738282	37 Jln Pemimpin #06-13 Clarus Centre Singapore
	X	YZ Easy Learning	Mr. Jazzy Jizzy	61829993	29 Bt Pasoh Rd #03-01 Singapore

At the Provider Setup web page you can maintain a general master list of certified training vendors, training centres or even internal trainers for your organization. These providers will be used when you create training course catalogue and also by employees and entry officers when they raise a learning needs submission or apply for training courses.

To create a new training provider profile click on the button.

Training >> Administrator >>

<b>Name*</b>	<input type="text"/>
<b>Code</b>	<input type="text"/>
<b>Contact Person</b>	<input type="text"/>
<b>Phone</b>	<input type="text"/>
<b>Fax</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>
<b>Post Code</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>
<b>Url</b>	<input type="text"/>
<b>Remark</b>	<input type="text"/>

Enter the details of the training provider and click  button to save the transaction or  button to cancel it and return to the previous page.

		Provider	Contact Person	Phone No	Address
	<input type="checkbox"/>	ABC Training Pte Ltd	Mr. Jimmy Lim	65435363	5 Jln Kilang Barat #06-03 Singapore
	<input checked="" type="checkbox"/>	DEF Training Centre Pte Ltd	Miss June Sim	68279999	10 Choa Chu Kang St 52 #01-00 Singapore
	<input checked="" type="checkbox"/>	GHI Institute Pte Ltd	Miss Linda Lo	61112283	16 Raffles Quay #33-02 Hong Leong Bldg Singapore

To edit an existing training provider, click on button, enter the new details and click  button to save the transaction or  button to cancel.

To delete a training provider, click on  button. Deleted training provider profiles are unrecoverable.

## Chapter 9. Course Catalogue

The **Course Setup** feature provides you the primary tool to create new training courses in the system as well as to manage the existing training course list. There are 2 components in the Course Setup, the first being the training course profile and the second are the class schedules for the training course.



Click on the **Course Setup** option in the Administrator menu to access the Course Setup web page.

Training >> Administrator >> Course Setup

Status:  Course:

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z !

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Status	Name	Area	Core	Category	Provider	Cost
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OPEN	English Language (Advanced)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	7482
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OPEN	English Language (Basic)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	744.1
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OPEN	English Language (Intermediate)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	2922
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OPEN	Mandarin Language (Advanced)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	7482
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OPEN	Mandarin Language (Basic)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	744.1
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OPEN	Mandarin Language (Intermediate)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	2922
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OPEN	Onboarding Training	COMPANY	CORE	ORIENTATION	Internal Corporate Training	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OPEN	TIMES Claim Training	SOFTWARE	CORE	TECHNOLOGY	Times Software Demo Pte Ltd	1105
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OPEN	TIMES IRAS Training	SOFTWARE	CORE	TECHNOLOGY	Times Software Demo Pte Ltd	535
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OPEN	TIMES Leave Training	SOFTWARE	CORE	TECHNOLOGY	Times Software Demo Pte Ltd	1319
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OPEN	TIMES Pay / HR Training	SOFTWARE	CORE	TECHNOLOGY	Times Software Demo Pte Ltd	749
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OPEN	TIMES Payroll (Enterprise) Training	SOFTWARE	CORE	TECHNOLOGY	Times Software Demo Pte Ltd	1123.5

As more training courses are added into the system over time, the effort to search for a specific training course in the list can be a daunting task. The Course Setup provides a comprehensive way to search for information.

You can enter the course title, either in full or partially, into the “Course” text box and clicking on the  button to search for specific training courses.

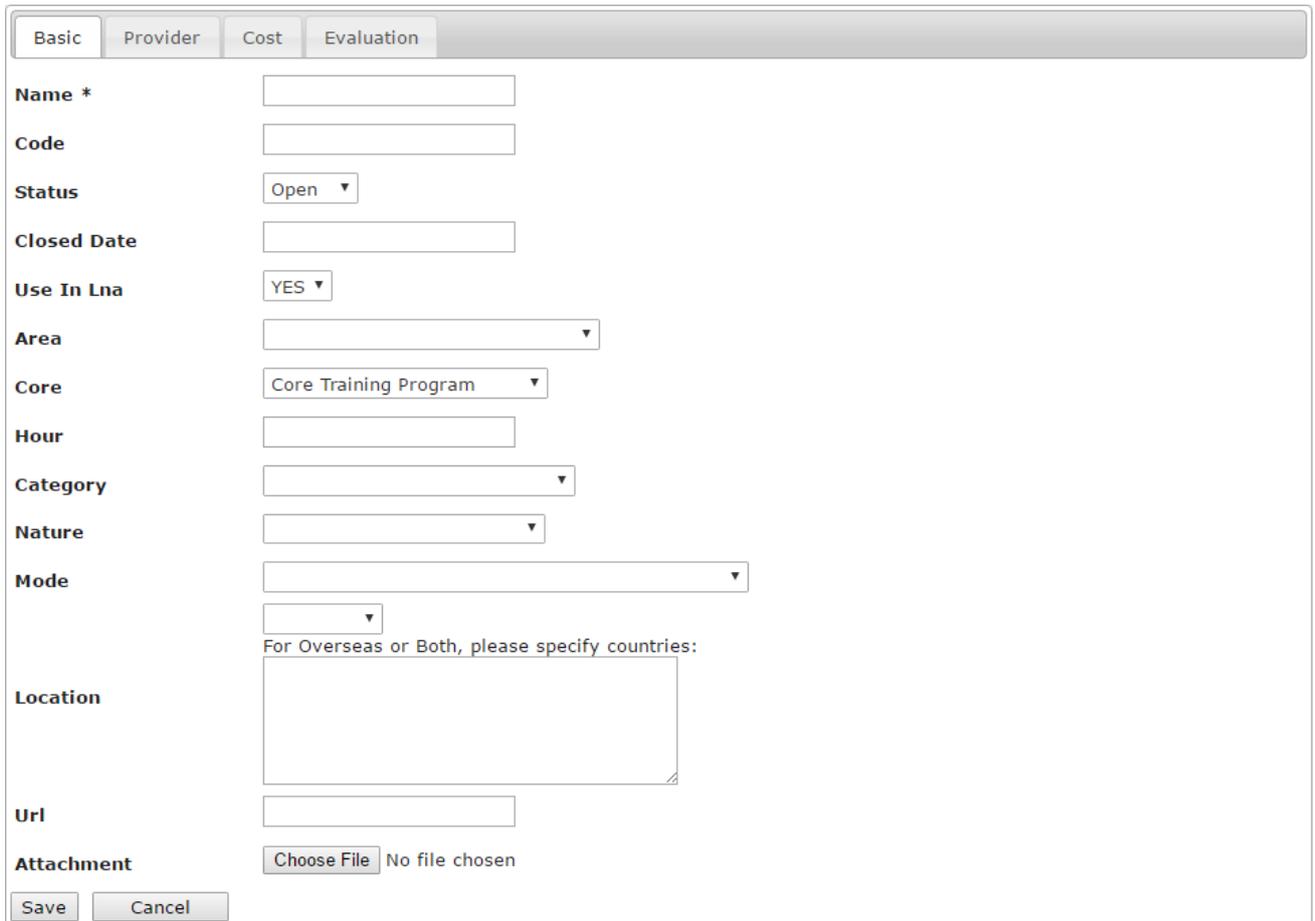
Alternatively, you can click on the various numbers and alphabets links located just below the search engine to list the training courses by the first character of the courses’ titles.

The exclamation mark link will show all the training courses.

Choosing the “Status” drop-down list will display training courses that are open or closed for registration.

### 9.1 Training course details

Let’s begin by adding a new course. Click on the  button to add a new training course.



The screenshot shows a web form for adding a new training course. At the top, there are four tabs: 'Basic', 'Provider', 'Cost', and 'Evaluation'. The 'Basic' tab is selected. The form contains the following fields:

- Name \***: Text input field.
- Code**: Text input field.
- Status**: Drop-down menu with 'Open' selected.
- Closed Date**: Text input field.
- Use In Lna**: Drop-down menu with 'YES' selected.
- Area**: Drop-down menu.
- Core**: Drop-down menu with 'Core Training Program' selected.
- Hour**: Text input field.
- Category**: Drop-down menu.
- Nature**: Drop-down menu.
- Mode**: Drop-down menu.
- Location**: Text area with a note: "For Overseas or Both, please specify countries:". Below the note is a text input field.
- Url**: Text input field.
- Attachment**: A 'Choose File' button and the text 'No file chosen'.

At the bottom of the form are 'Save' and 'Cancel' buttons.

Enter the details for the training course at the **Basic** tab.

We will explain the obscure fields in this web page.

#### Status

Indicates whether the training course is open or closed for registration. If it is closed for registration users cannot choose it when planning their learning needs or training plans.

#### Closed Date

Once this date is reached the training course will be closed for registration.

### Use in Lna

Indicates whether the training course can be selected during the planning of employees' learning needs.

### Attachment

You can upload a training brochure or any document into the training course. When users choose this training course they can view its attachment.

Next, click on the **Provider** tab to continue.

The screenshot shows a form with four tabs: 'Basic', 'Provider', 'Cost', and 'Evaluation'. The 'Provider' tab is active. The form contains the following fields:

- Provider\***: A dropdown menu.
- Certificate Eligible**: Radio buttons for 'Yes' and 'No'.
- Certificate Validity**: A text input field followed by 'month(s)' and a dropdown menu.
- Certificate Nature**: A text input field with the label 'Other, please specify:' above it.
- Bond Date**: Two text input fields labeled 'Start:' and 'End:'.

At the bottom left of the form are 'Save' and 'Cancel' buttons.

Choose a training "Provider" that is providing this training course.

Enter the details of the certificate that will be awarded by the training course if any.

Indicate employees' "Bond Date" if any.

Next, click on the **Cost** tab.

Enter the expenses for the training course.

Lastly, click on the **Evaluation** tab.

Indicate whether employees are required to fill in training feedback forms for this training course.

There are three types of training feedback forms.

**Pre**-course evaluation is an evaluation conducted before taking the training course. It is typically used to determine if the training is suitable for the employees.

**Post**-course evaluation is an evaluation conducted after taking the training course. It is typically used to gather feedback on the quality of the training.

**Follow-Up** course evaluation is an evaluation conducted over a sufficient period after taking the training course. It is typically used to measure the impact of the training, such as the reaction of the employees on the training programmes and the results of the employees' performances in the workplace.

Click  button to save the transaction or  button to cancel it and return to the Course Setup web page.

<input type="checkbox"/>	Status	Name	Area	Core	Category	Provider	Cost
<input type="checkbox"/>	OPEN	English Language (Advanced)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	7482
<input type="checkbox"/>	OPEN	English Language (Basic)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	744.1
<input type="checkbox"/>	OPEN	English Language (Intermediate)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	2922

Once you have created the training course you can see it at the Course Setup web page.

To edit an existing training course, click on  button, enter the new details and click  button to save the transaction or  button to cancel.

To delete a training course, click on  button.  Deleted training courses are unrecoverable.

## 9.2 Training course classes

To complete the training course setup, you will need to setup training class schedules for each training course.

	Status	Name	Area	Core	Category	Provider	Cost
<input checked="" type="checkbox"/>	OPEN	English Language (Advanced)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	7482
<input type="checkbox"/>	OPEN	English Language (Basic)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	744.1
<input type="checkbox"/>	OPEN	English Language (Intermediate)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	2922

To begin, click on the  checkbox next to the course title to  choose it. Then click on the **View Class** button to access the training course's **Class Setup Dialog** pop-up window.

		Class	Start Date	End Date	Days	AM/PM	Hours	Head Count
<a href="#">Edit</a>	<a href="#">Delete</a>	20160907-0909	07/09/2016	09/09/2016	3		24	100
<a href="#">Edit</a>	<a href="#">Delete</a>	20160920-0922	20/09/2016	22/09/2016	3		24	100

In the Class Setup Dialog pop-up window click on the **Add Class** button to create a new training class.

Enter the details of the class and click  button to save the transaction.

		Class	Start Date	End Date	Days	AM/PM	Hours	Head Count
<a href="#">Edit</a>	<a href="#">Delete</a>	20160907-0909	07/09/2016	09/09/2016	3		24	100
<a href="#">Edit</a>	<a href="#">Delete</a>	20160920-0922	20/09/2016	22/09/2016	3		24	100

To edit an existing class, click on [Edit](#) hyperlink, enter the new details and click  button to save the changes.

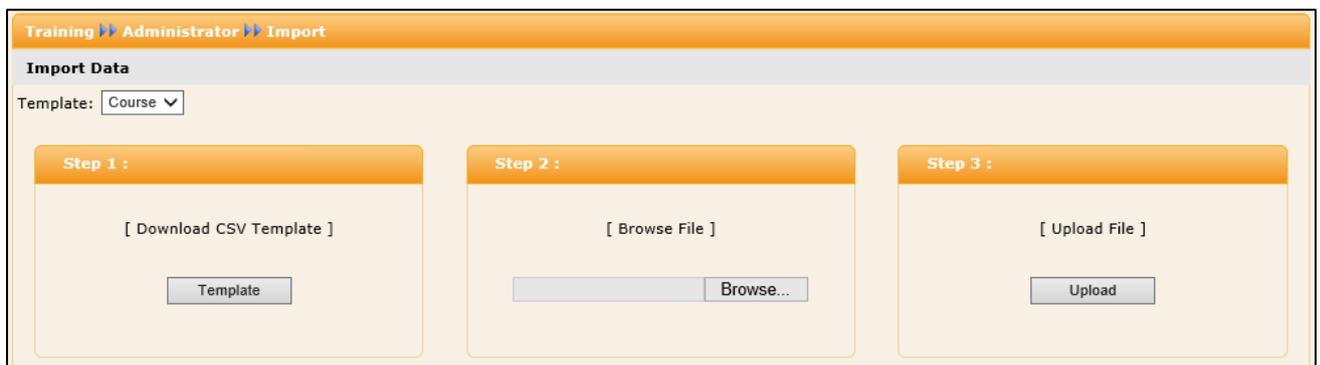
To delete a class, click on [Delete](#) hyperlink.  Classes deleted are unrecoverable.

### 9.3 Import Course Catalogue from Excel into system

If you would like to prepare your course catalogue in an excel document and uploads it into the system you can use the **Import** function.



Click on the **Import** option in the Administrator menu to access the Import web page.



First step is to download the system's excel template document. Click on the **Template** button at Step 1 to download the document.

Next, open the excel template document and enter the data into the document. Make sure to save the document.

Once done, proceed to Step 2 and click on **Browse...** to choose the completed excel document.

Finally, at Step 3, click the **Upload** button to upload the information from the selected excel document into the system.

## Chapter 10. Designing Training Feedback Forms

To get employees to fill in training feedback forms you must first design them. These forms are invaluable in obtaining the feedbacks from employees and serves as an analysis / predictor tool for future enhancements of the training courses as well as to evaluate the effectiveness of any training attended by the employees in the workplace.



Click on the **Question Setup** option in the Administrator menu to access the Question Setup web page.

The screenshot shows the 'Question Setup' web page. At the top, there are breadcrumb links: Training >> Administrator >> Question Setup. Below the breadcrumbs, there are two dropdown menus: 'Category' set to 'Pre' and 'Course' set to 'Default'. The main area contains a table with the following data:

	Category	Group	Group No	Question	Question No	Type	Mandatory
	Pre	HEADER	1	PRE-COURSE EVALUATION FORM	0	LABEL	N
	Pre	DETAIL	2	Why do you want to attend this course?	1	MEMO	N
	Pre	DETAIL	2	Which part of the training course do you think will be particularly valuable?	2	MEMO	N
	Pre	DETAIL	2	How will the skills you learn benefit you in your role?	3	MEMO	N
	Pre	DETAIL	2	What do you hope to do differently when you have completed this course?	4	MEMO	N
	Pre	DETAIL	2	How would you rate your level of knowledge/skill/ability before you attend this course? (on a scale of 1 to 5, 5 being very good)	5	RADIO	Y

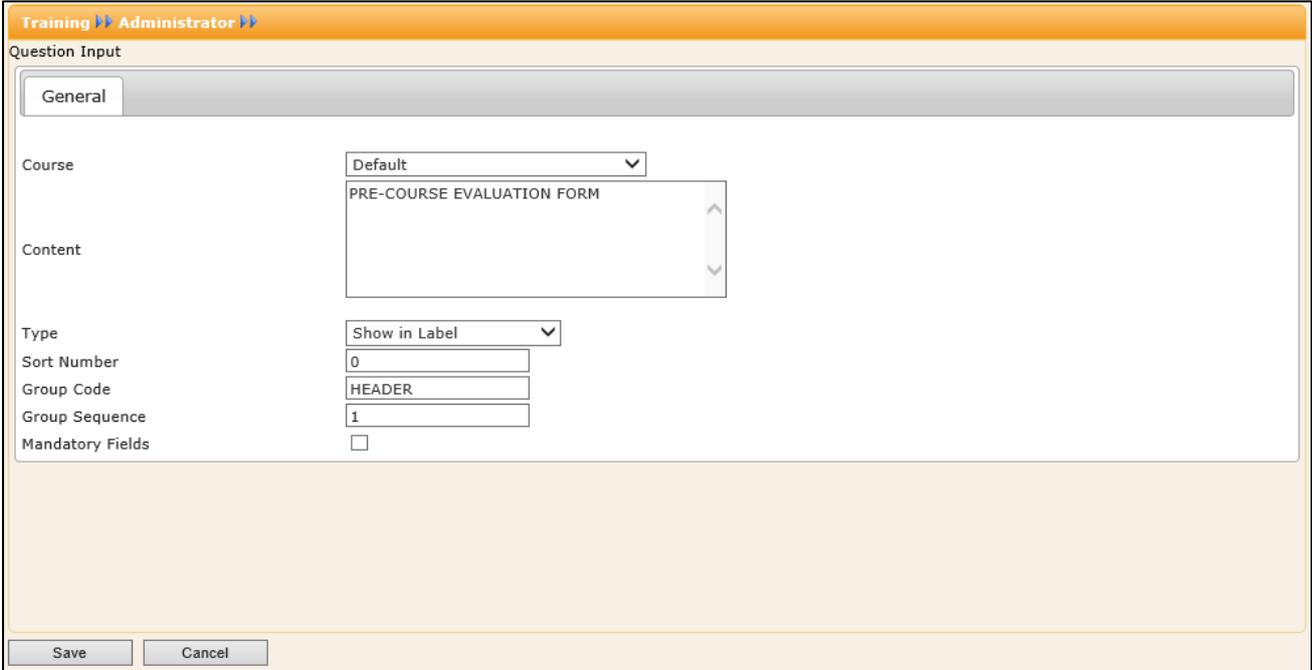
At the bottom of the page, there are two buttons: 'Add' and 'Preview'.

At the Question Setup web page first decide which type of training feedback form that you want to design by choosing it at the “Category” drop-down list.

You can view the different training feedback form designs for each training course by choosing it from the “Course” drop-down list.

To see how the form would look like to the users who access it click on the  button.

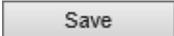
Click on the  button to add in details into the form.



At the Question Input web page first choose whether the form will be used for a specific training course by choosing it at the “Course” drop-down list. Training courses will use the *Default* training feedback form if they do not have one specifically designed for them.

Then enter the details and click  button to save the transaction or  button to cancel it and return to the previous web page.

Category	Pre							
Course	Default							
	Category	Group	Group No	Question	Question No	Type	Mandatory	
	Pre	HEADER	1	PRE-COURSE EVALUATION FORM	0	LABEL	N	
	Pre	DETAIL	2	Why do you want to attend this course?	1	MEMO	N	

To edit an existing record, click on  button, enter the new details and click  button to save the transaction or  button to cancel.

To delete a record, click on  button.  Deleted records are unrecoverable.

## 10.1 Explanation of the Question Input fields

This sub chapter describes the purpose for each of the training feedback form design fields in the **Question Input** web page.

### Course

The training course that can use this form. *Default* applies to all training courses that do not have this form.

### Content

Fill in the question. If the content type is a label, fill in the label title.

### Type

Determines how the employees answer the question and what type of answers the content is seeking for. If the type is a label, the form merely shows the label title.

Refer to 10.2 Types of content for more information.

### Sort Number

Determines the sequence / line position of which this particular content will appear in the form.

### Group Code

This content is grouped under which group code. For example if a label has a group code *ABC*, then the other contents will need a group code *ABC* to be grouped under that label.

### Group Sequence

The group's sequence. For example if a label with a group code *ABC* belongs to group sequence 1, then the other contents that are grouped under *ABC* need to belong to group sequence 1 as well.

### Mandatory Fields

If mandatory, employees must fill in or select an answer

## 10.2 Types of content

This sub chapter explains the different types of content that you can design for the form.

### Show in DropDownList

User selects an answer from a list of pre-defined answers in a dropdown list.

#### How to design?

The screenshot shows a form design interface with three main sections: Course, Content, and Type. In the Course section, there is a dropdown menu currently set to 'TIMES Pay / HR Training'. In the Content section, there is a text area containing the question 'Did the trainer provide you study materials?'. In the Type section, there is a dropdown menu set to 'Show in DropDownList', a list box containing the options 'Yes', 'No', 'Maybe', and 'Not Sure', and three buttons: 'Up', 'Down', and 'Remove'. Below the list box, there are two input fields labeled 'Text:' and 'Value:', followed by an 'Add' button.

Enter the question in “Content”.

Enter the text and value of an answer and click  button to add it into the drop-down list. Keep doing this for each answer that you want to be included in the list.

Click  or  buttons to re-arrange the list.

If you want to remove an answer, click on it in the list to select it and click  button.

#### Sample Output in the form

The sample output shows a form with a question 'Did the trainer provide you study materials?' on a light orange background. To the right of the question is a dropdown menu with a downward arrow. The dropdown menu is open, showing a list of options: 'Yes', 'No', 'Maybe', and 'Not Sure'. The 'Yes' option is highlighted with a blue background.

## Show in Textbox

User manually types in answers in a multi-line textbox.

### How to design?

Course	TIMES Pay / HR Training
Content	Why do you want to attend this course?
Type	Show in Textbox

Enter the question in "Content".

### Sample output in the form

Why do you want to attend this course?	
--	--

## Show in Textbox(Small)

User manually types in answers in a single line textbox.

### How to design?

Content	Name one topic you like.
Type	Show in Textbox(Small)

Enter the question in "Content".

### Sample output in the form

Name one topic you like.	
--------------------------	--

**Show in Radio Box**

User selects an answer by clicking on a radio button.

**How to design?**

Course	TIMES Pay / HR Training
Content	Rate your skills:
Type	Show in Radio Box
	Customize
	Numbers of radio box : 4
	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

Enter the question in the “Content”.

Choose *Customize* from the drop-down list and enter the numbers of radio buttons that you want.

**Sample output in the form**

	Very Good	Good	Average	Poor
Rate your skills:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Show in Label**

This is merely a label. No data entry possible.

**How to design?**

Course	Default
Content	PRE-COURSE EVALUATION FORM
Type	Show in Label

Enter the text of the label in “Content”.

**Sample output in the form**

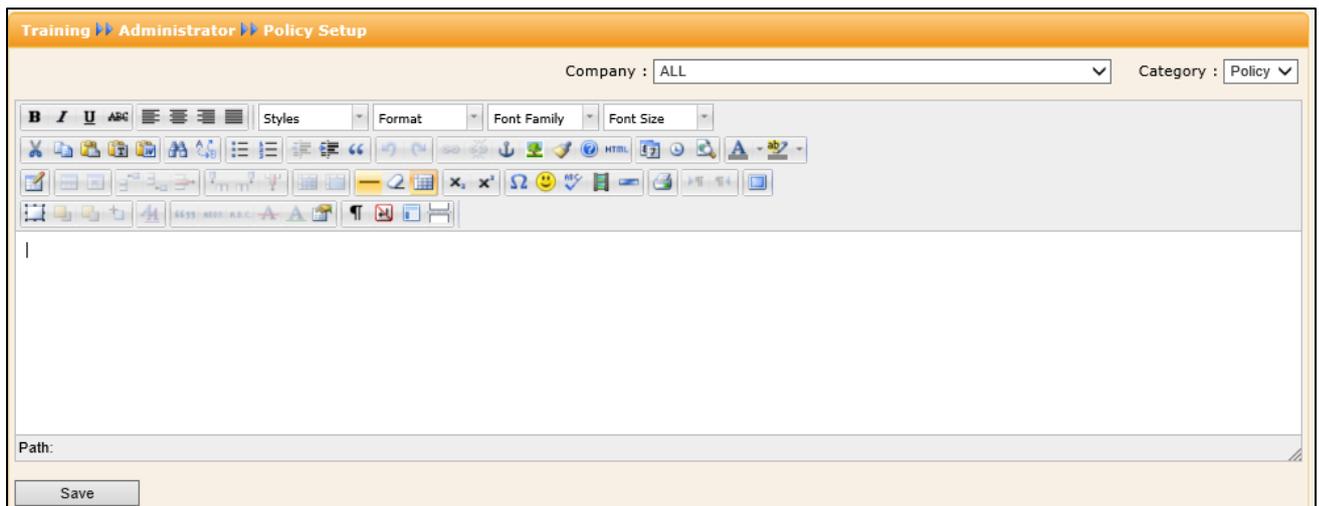
PRE-COURSE EVALUATION FORM
----------------------------

## Chapter 11. Training Policy Write-up

You can create your organization’s training policies in the system and publish them to employees in the **Policy Setup** web page.



Click on the **Policy Setup** option in the Administrator menu to access the Policy Setup web page.



At the Policy Setup web page choose a “Company” and enter the contents of the policy into the word editor.

Then click  button to save the write-up. Employees can then view the training policy.

## Chapter 12. Learning Analysis

You can view, approve and reject employees' Learning Needs Analysis (LNA) information at the **Learning Analysis** web page.



Click on the **Learning Analysis** option in the HR menu to access the Learning Analysis web page.

Training >> HR >> Learning Analysis

Company:  ⓘ  
 Department:  ⓘ  
 Employee:  ⓘ  
 Year:

Total Cost : \$10,085.00    Balance : \$-10,085.00    Total Duration(hrs) : 340.00

<input type="checkbox"/>	Approval Status	Emp Name	Emp No	Course	Provider	Category	Core
<input type="checkbox"/>	Approved	Christopher Lee Tan Ming	E001	<input type="text" value="TIMES Pay / HR Training"/> 🔍	<input type="text" value="Times Software Demo Pte Ltd"/> 🔍	TECHNOLOGY ▾	CORE
<input type="checkbox"/>	Pending for David Gan Dong Hai	Christopher Lee Tan Ming	E001	<input type="text" value="TIMES Leave Training"/> 🔍	<input type="text" value="Times Software Demo Pte Ltd"/> 🔍	TECHNOLOGY ▾	CORE
<input type="checkbox"/>	Pending for David Gan Dong Hai	Christopher Lee Tan Ming	E001	<input type="text" value="TIMES IRAS Training"/> 🔍	<input type="text" value="Times Software Demo Pte Ltd"/> 🔍	TECHNOLOGY ▾	CORE
<input type="checkbox"/>	Rejected	Christopher Lee Tan Ming	E001	<input type="text" value="TIMES Claim Training"/> 🔍	<input type="text" value="Times Software Demo Pte Ltd"/> 🔍	TECHNOLOGY ▾	CORE
<input type="checkbox"/>	Pending for David Gan Dong Hai	Christopher Lee Tan Ming	E001	<input type="text" value="English Language (Advanced)"/> 🔍	<input type="text" value="DEF Training Centre Pte Ltd"/> 🔍	LITERACY ▾	CORE

Page Size:

At the Learning Analysis 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  button.

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

You can approve and reject learning needs that are still pending for approval.

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

## Chapter 13. Learning Plan

With the **Learning Plan** feature you can view, create and update employees' training plans.



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

Training > HR > Learning Plan

Company: - ALL -  
 Department: - ALL -  
 Employee: - ALL -  
 Course:   
 Approval Status: Approved  
 Date:  To   
 Year: 2016  
  Only Show Pending Records

Total Cost (all pages) : \$5,352.50    Total Duration (all pages) : 176.00hrs

<input type="checkbox"/>	Approval Status	Approval Date	Training Status	Emp Name	Emp No	Course Name	Certificate	Provider	Category	Competency	Mode	Duration (Hrs)	Start Date	End Date	1
<input type="checkbox"/> <a href="#">View</a>	Approved	29/08/2016	Completed	Pereira Violeta Kamusari	E007	TIMES Pay / HR Training	TIMES Pay / HR Certificate of Completion	Times Software Demo Pte Ltd	TECHNOLOGY	EXTERNAL	CLASSROOM		18/08/2016	18/08/2016	7
<input type="checkbox"/> <a href="#">View</a>	Approved	29/08/2016	Completed	Britney Jennifer Spears	E008	TIMES Pay / HR Training	TIMES Pay / HR Certificate of Completion	Times Software Demo Pte Ltd	TECHNOLOGY	EXTERNAL	CLASSROOM		18/08/2016	18/08/2016	7

Page Size: 50

At the Learning Plan web page choose your search criteria, such as “Company” and “Department”, 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.

### 13.1 Updating an employee's training plan

As the Administrator you can update employees' training plans on the following:

- Change of training course details.
- Change of training provider.
- Change of training class schedule.
- Change of the training plan's approval status.
- Update training course expenses and grants.
- Update employee's training course attendance.
- Update employee's training bond to the company.
- Update employee's training course examination result and certificate received.

<input type="checkbox"/>	Approval Status	Approval Date	Training Status	Emp Name	Emp No	Course Name	Certificate	Provider	Category	Competency	Mode	Duration (Hrs)	Start Date	End Date	1
<input checked="" type="checkbox"/>	<a href="#">View</a> Approved	29/08/2016	Completed	Pereira Violeta Kamusari	E007	TIMES Pay / HR Training	TIMES Pay / HR Certificate of Completion	Times Software Demo Pte Ltd	TECHNOLOGY	EXTERNAL	CLASSROOM		18/08/2016	18/08/2016	7
<input type="checkbox"/>	<a href="#">View</a> Approved	29/08/2016	Completed	Britney Jennifer Spears	E008	TIMES Pay / HR Training	TIMES Pay / HR Certificate of Completion	Times Software Demo Pte Ltd	TECHNOLOGY	EXTERNAL	CLASSROOM		18/08/2016	18/08/2016	7

Page Size: 50

To update a training plan click on the training plan's  checkbox to  choose it and click on the  button.

Training >> HR >>

**Employee** Pereira Violeta Kamusari [E007]

**Course Code**

**Provider**

**Category**

**Nature**

**Mode**

**Area**

**Core**

**Schedule**  
 Class   Past Schedule(Current Year)  
 Start Date   
 End Date   
 Start Time   
 End Time   
**Timing**  
 Days   
 Hours

Enter the new details into the training plan and click  button to save the transaction or  button to cancel it and return to the previous web page.

### 13.2 Updating a training plan and applying it to a batch of employees

You can update an employee’s training plan and apply this updated plan to a batch of employees.

<input type="checkbox"/>	Approval Status	Approval Date	Training Status	Emp Name	Emp No	Course Name	Certificate	Provider	Category	Competency	Mode	Duration (Hrs)	Start Date	End Date	1
<input checked="" type="checkbox"/>	View Approved	29/08/2016	Completed	Pereira Violeta Kamusari	E007	TIMES Pay / HR Training	TIMES Pay / HR Certificate of Completion	Times Software Demo Pte Ltd	TECHNOLOGY	EXTERNAL	CLASSROOM		18/08/2016	18/08/2016	7
<input type="checkbox"/>	View Approved	29/08/2016	Completed	Britney Jennifer Spears	E008	TIMES Pay / HR Training	TIMES Pay / HR Certificate of Completion	Times Software Demo Pte Ltd	TECHNOLOGY	EXTERNAL	CLASSROOM		18/08/2016	18/08/2016	7

Page Size: 50

Click on the training plan’s  checkbox to  choose it and click on the  button.

**Training** >> HR >>

Department:  ⓘ

Employee:  ⓘ

Selected Employee : 5 selected ⓘ

Course Code:  🔍

Provider:

Category:

Nature:

Mode:

Area:

Core:

Class:   Past Schedule(Current Year)

Schedule:

Start Date:

End Date:

Start Time:

End Time:

In the training plan choose “Department” and “Employee” to filter and prepare a list of employees that will be using this updated training plan. If you have selected multiple values in the list you can click on the ⓘ button to see the details of your selections.

Once the list is prepared click on the  button to select the employees into the plan. You can further tweak the list in the “Selected Employee” drop-down list.

Enter the new details into the training plan and click  button to save the transaction or  button to cancel it and return to the previous web page.

### 13.3 Creating a new training plan for a batch of employees

You can create a new training plan and apply it to a batch of employees.

<input type="checkbox"/>	Approval Status	Approval Date	Training Status	Emp Name	Emp No	Course Name	Certificate	Provider	Category	Competency	Mode	Duration (Hrs)	Start Date	End Date	1
<input checked="" type="checkbox"/>	<a href="#">View</a> Approved	29/08/2016	Completed	Pereira Violeta Kamusari	E007	TIMES Pay / HR Training	TIMES Pay / HR Certificate of Completion	Times Software Demo Pte Ltd	TECHNOLOGY	EXTERNAL	CLASSROOM		18/08/2016	18/08/2016	7
<input type="checkbox"/>	<a href="#">View</a> Approved	29/08/2016	Completed	Britney Jennifer Spears	E008	TIMES Pay / HR Training	TIMES Pay / HR Certificate of Completion	Times Software Demo Pte Ltd	TECHNOLOGY	EXTERNAL	CLASSROOM		18/08/2016	18/08/2016	7

Page Size: 50

Click on the training plan's  checkbox to  choose it and click on the  button.

Training >> HR >>

Department:  ⓘ

Employee:  ⓘ

Selected Employee:  ⓘ

Course Code:

Provider:

Category:

Nature:

Mode:

Area:

Core:

Class:   Past Schedule(Current Year)

Schedule:

Start Date:

End Date:

Start Time:

End Time:

In the training plan choose “Department” and “Employee” to filter and prepare a list of employees that will be using this training plan. If you have selected multiple values in the list you can click on the ⓘ button to see the details of your selections.

Once the list is prepared click on the  button to select the employees into the plan. You can further tweak the list in the “Selected Employee” drop-down list.

Enter the new details into the training plan and click  button to save the transaction or  button to cancel it and return to the previous web page.

### 13.4 Deleting a training plan

You can delete any pending and rejected training plans. Approved training plans cannot be deleted.

The screenshot shows the 'Learning Plan' management interface. At the top, there are filters for Company, Department, Employee, Course, Approval Status (set to 'Pending'), Date, and Year. Below the filters, a table lists training plans. The first row is selected, and a 'Delete' button is visible at the bottom of the interface.

Approval Status	Approval Date	Training Status	Emp Name	Emp No	Course Name	Certificate	Provider	Category	Competency	Mode	Duration (Hrs)	Start Date	End Date	Total
<input checked="" type="checkbox"/> <a href="#">View</a>	Pending for Lawrence Lee Keng Soon	Pending	James Bartholomew Anderson	5005	TIMES Payroll (Enterprise) Training		Times Software Demo Pte Ltd	TECHNOLOGY	EXTERNAL	CLASSROOM		31/08/2016	31/08/2016	1051

Buttons: Add Batch, Edit Batch, Edit, Delete. Page Size: 50

To delete a training plan click on the training plan's  checkbox to  choose it and click on the  button.



Deleted training plans are unrecoverable.

## Chapter 14. Learning Review

In the **Learning Review** web page you can view employees' training feedback forms.



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

Training > HR > Learning Review

Company: - ALL - (i) (d)  
 Department: - ALL - (i) (d)  
 Employee: - ALL - (i) (d)  
 Year: 2016  
  Only Show Pending Records

12

Emp No	Course	Start Date	End Date	Application Status	Training Status	Nature	Core	Evaluation
S005	TIMES Pay / HR Training	18/08/2016	18/08/2016	Approved	Completed	EXTERNAL	CORE	<a href="#">Pre-Course</a> <a href="#">Post-Course</a> <a href="#">Follow-Up Review</a>
S004	TIMES Pay / HR Training	18/08/2016	18/08/2016	Approved	Completed	EXTERNAL	CORE	<a href="#">Pre-Course</a> <a href="#">Post-Course</a> <a href="#">Follow-Up Review</a>
E009	TIMES Pay / HR Training	18/08/2016	18/08/2016	Approved	Completed	EXTERNAL	CORE	<a href="#">Pre-Course</a> <a href="#">Post-Course</a> <a href="#">Follow-Up Review</a>
E008	TIMES Pay / HR Training	18/08/2016	18/08/2016	Approved	Completed	EXTERNAL	CORE	<a href="#">Pre-Course</a> <a href="#">Post-Course</a> <a href="#">Follow-Up Review</a>

Page Size: 20

At the Learning Review web page choose your search criteria such as “Company” and “Department” and click on the  button to retrieve the list of training plans that have feedback forms.

To view a training feedback form click on the form's hyperlink (such as Pre-Course).

Training >> HR >>

**Emp No:** S005  
**Emp Name:** James Bartholomew Anderson  
**Course Code :** TIMES Pay / HR Training  
**Start Date - End Date:** 18/08/2016 - 18/08/2016  
**Learning Objective :**  
**Post-Course Performance Targets :**

**Pre-Post Course Evaluation**

Pre Evaluation

**PRE-COURSE EVALUATION FORM**

Why do you want to attend this course?

Which part of the training course do you think will be particularly valuable?

How will the skills you learn benefit you in your role?

What do you hope to do differently when you have completed this course?

How would you rate your level of knowledge/skill/ability before you attend this course? (on a scale of 1 to 5, 5 being very good)

1	2	3	4	5
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submitted On

At the training feedback form page click  button to return to the Learning Review web page.

## Chapter 15. Certificate List

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



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

Training > HR > Certificate List

Company: - ALL - (i) | Department: - ALL - (i) | Employee: - ALL - (i)

Course Date: [ ] To [ ] | Cert Date: [ ] To [ ] | Eligibility: Yes (v) | Result: (v)

Search

Emp No	Emp Name	Course Title	Provider	Start Date	End Date	Result	Cost	Certificate Received (Y/N)	Certificate Issue Date	Expired Date	Duration	Attachment
E001	Christopher Lee Tan Ming	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd	08/08/2016	08/08/2016	PASSED	123.5		08/08/2016	07/08/2017	365	<a href="#">20160829_110316_192_503.pdf</a>
		TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	ATTENDED	249		16/08/2016	15/08/2017	365	<a href="#">20160829_103705_615_798.pdf</a>
A001	Maria Sim Ling Ling	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	ATTENDED	249		16/08/2016	15/08/2017	365	<a href="#">20160829_104414_176_435.pdf</a>
E001	Christopher Lee Tan Ming	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	ATTENDED	249		16/08/2016	15/08/2017	365	<a href="#">20160829_104414_176_435.pdf</a>
E002	Sally Chong Mui Mui	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	ATTENDED	249		16/08/2016	15/08/2017	365	<a href="#">20160829_104414_176_435.pdf</a>
E003	Christina Ong Jing Fei	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	ATTENDED	249		16/08/2016	15/08/2017	365	<a href="#">20160829_104414_176_435.pdf</a>
E004	Darren Lee Hsiao Lung	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	ATTENDED	249		16/08/2016	15/08/2017	365	<a href="#">20160829_104414_176_435.pdf</a>

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

## Chapter 16. Bond List

At the **Bond List** web page you can track employees' training bonds to the company.



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

Training > HR > Bond List

Company: - ALL -  
 Department: - ALL -  
 Employee: - ALL -  
 Course Date: [ ] To [ ]  
 Bond Date: [ ] To [ ]  
 Search

Emp No	Emp Name	Course Title	Provider	Start Date	End Date	Eligible	Cost	Amount	Duration	Bond Start Date	Bond End Date
E001	Christopher Lee Tan Ming	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd	08/08/2016	08/08/2016	True	123.5	1000	365	08/08/2016	07/08/2016
		TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	True	249	500	365	16/08/2016	15/08/2017
A001	Maria Sim Ling Ling	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	True	249	500	365	16/08/2016	15/08/2017
E001	Christopher Lee Tan Ming	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	True	249	500	365	16/08/2016	15/08/2017
E002	Sally Chong Mui Mui	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	True	249	500	365	16/08/2016	15/08/2017
E003	Christina Ong Jing Fei	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	True	249	500	365	16/08/2016	15/08/2017
E004	Darren Lee Hsiao Lung	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	True	249	500	365	16/08/2016	15/08/2017
E005	Emily Wong Chang Ying	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	True	249	500	365	16/08/2016	15/08/2017
E006	Alfred Handcock Hitchcock	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	True	249	500	365	16/08/2016	15/08/2017
E010	Mustafa Abdul Rahman Yaakob	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	True	249	500	365	16/08/2016	15/08/2017
E011	Jenn Foxy Black Raven	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	True	249	500	365	16/08/2016	15/08/2017
E012	Alexander Benjamin Frederick	TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	True	249	500	365	16/08/2016	15/08/2017

At the Bond List web page choose your search criteria such as “Company” and “Department” and click on the **Search** button to retrieve the list of training bonds.

## Chapter 17. 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 HR menu to access the Calendar web page.

The screenshot shows the 'Calendar' web page interface. It includes a breadcrumb trail 'Training > HR > Calendar' and a 'Filters' section with dropdown menus for 'Period' (08, 2016), 'View Type' (Department), 'Course' (ALL), and 'Department' (ALL). The main content is a monthly calendar grid for August 2016, with training course details listed for specific dates.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01	02	03	04	05	06
07	08	09	10	11	12	13
	- TIMES Payroll (Enterprise) Training 1. Christopher Lee Tan Ming					
14	15	16	17	18	19	20
		- TIMES Pay / HR Training 1. Maria Sim Ling Ling 2. Christopher Lee Tan Ming 3. Sally Chong Mui Mui 4. Christina Ong Jing Fei 5. Darren Lee Hsiao Lung 6. Emily Wong Chang Ying 7. Alfred Handcock		- TIMES Pay / HR Training 1. Pereira Violeta Kamusari 2. Britney Jennifer Spears 3. John Almighty Rambo 4. Lawrence Lee Keng Soon 5. James Bartholomew Anderson		

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

Training HR Calendar						
Filters						
Period:		08	2016			
View Type:		Course Schedule				
Course:		ALL				
Department:		ALL				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>	<b>05</b>	<b>06</b>
	- TIMES Payroll (Enterprise) Training 1. 01/08/2016 - 01/08/2016	- TIMES Pay / HR Training 1. 02/08/2016 - 02/08/2016	- TIMES Payroll (Enterprise) Training 1. 03/08/2016 - 03/08/2016	- TIMES Pay / HR Training 1. 04/08/2016 - 04/08/2016		
<b>07</b>	<b>08</b>	<b>09</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
	- TIMES Payroll (Enterprise) Training 1. 08/08/2016 - 08/08/2016	- TIMES Pay / HR Training 1. 09/08/2016 - 09/08/2016	- TIMES Payroll (Enterprise) Training 1. 10/08/2016 - 10/08/2016	- TIMES Pay / HR Training 1. 11/08/2016 - 11/08/2016		
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	- TIMES Payroll (Enterprise) Training 1. 15/08/2016 - 15/08/2016	- TIMES Pay / HR Training 1. 16/08/2016 - 16/08/2016	- TIMES Payroll (Enterprise) Training 1. 17/08/2016 - 17/08/2016	- TIMES Pay / HR Training 1. 18/08/2016 - 18/08/2016		

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

## Chapter 18. Report

You have access to reports. All reports can be generated into excel or pdf documents.

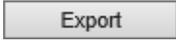


Click on the **Report** option in the HR menu to access Report web page.

The image shows the 'Report' web page. At the top, there is a breadcrumb trail: 'Training >> HR >> Report'. Below this, there are several search criteria fields:
 

- Report Type:** A dropdown menu currently showing 'Plan Records'.
- Company:** A dropdown menu showing '- ALL -' with an information icon (i) to its right.
- Department:** A dropdown menu showing '- ALL -' with an information icon (i) to its right.
- Employee:** A dropdown menu showing '- ALL -' with an information icon (i) to its right.
- Date Range:** Two text input fields. The first contains '01/01/2016' and the second contains '31/12/2016', with the word 'To' between them.
- Report Format:** A dropdown menu currently showing 'Excel'.

 At the bottom of the form is a grey 'Export' button.

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

## 18.1 List of Reports Available

Here is a list of reports that you 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.