TIMES Training

Standard Setup and Maintenance
User Guide for Administrators

Times Software Pte Ltd

31st August, 2016

Release 4.0

Disclaimer

THE SPECIFICATIONS AND INFORMATION REGARDING THE PRODUCTS IN THIS USER GUIDE ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALL STATEMENTS, INFORMATION, AND RECOMMENDATIONS IN THIS USER GUIDE ARE BELIEVED TO BE ACCURATE BUT ARE PRESENTED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. USERS MUST TAKE FULL RESPONSIBILITY FOR THEIR APPLICATION OF ANY PRODUCTS.

INFORMATION PROVIDED IN THIS GUIDE IS PROVIDED "AS IS" WITH ALL FAULTS. TIMES SOFTWARE DISCLAIM ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE.

IN NO EVENT SHALL TIMES SOFTWARE OR ITS SUPPLIERS BE LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, OR ANY DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR LOSS OR DAMAGE TO DATA ARISING OUT OF THE USE OR INABILITY TO USE THIS USER GUIDE, OR ANY ERRORS OR OMISSIONS IN THE CONTENT THEREOF, EVEN IF TIMES SOFTWARE OR ITS SUPPLIERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Unless otherwise noted, the example companies, organizations, products, domain names, email addresses, logos, people, places and events depicted herein are fictitious, and no association with any real company, organization, product, domain name, email address, logo, person, place or event is intended or should be inferred. Any workflows, display output, diagrams and other figures included in this user guide are shown for illustrative purposes only.

The TIMES service and products identified in this user guide are trademarks or service marks of TIMES SOFTWARE. All other products or services referenced in this user guide may be the trademarks or service marks of their respective owners.

Table of Contents

Chapter 1. Introduction

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

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:

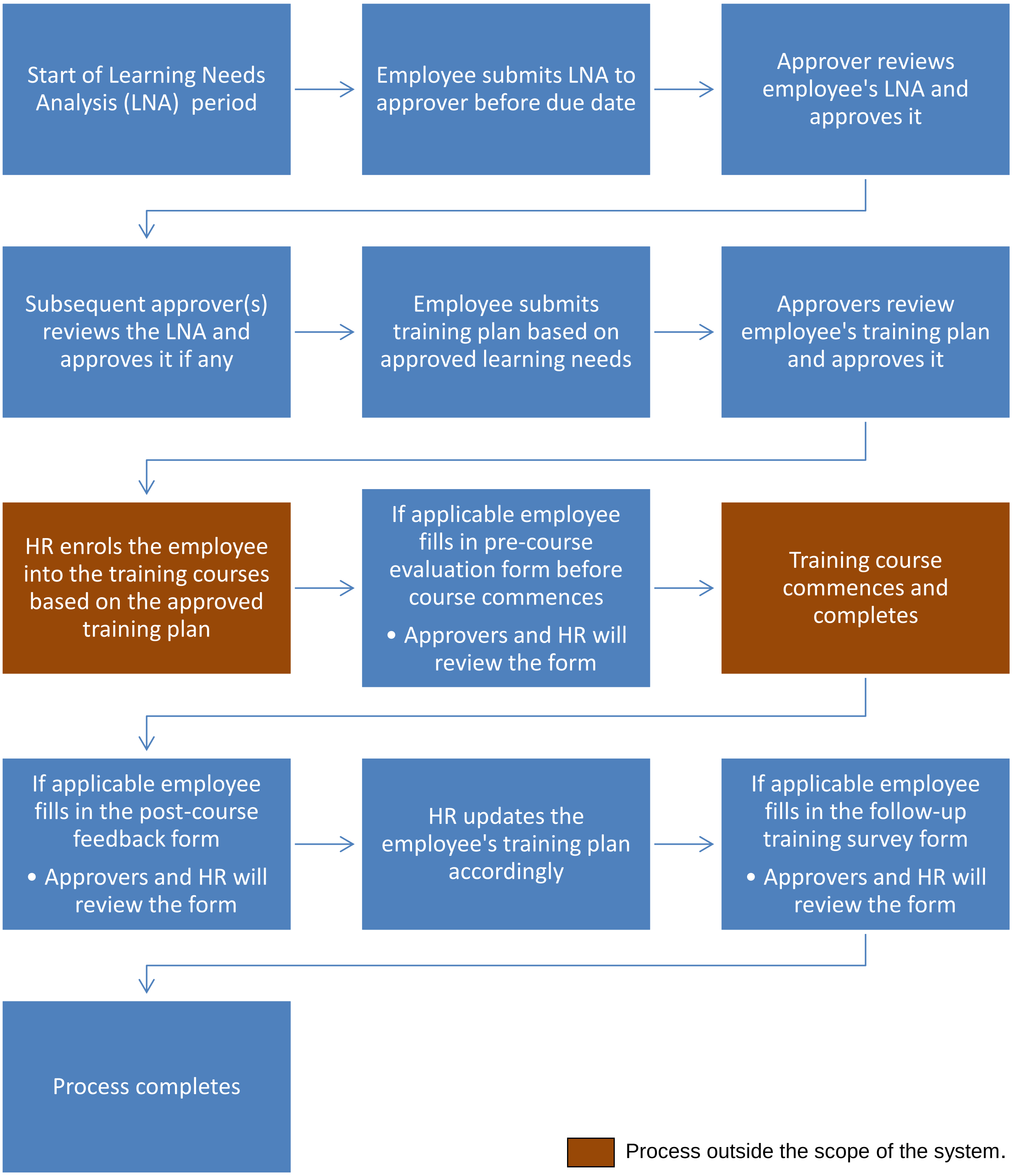
For support and assistance, please email to *support@timesoftsg.com.sg*.

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 (Individual Learning Needs)



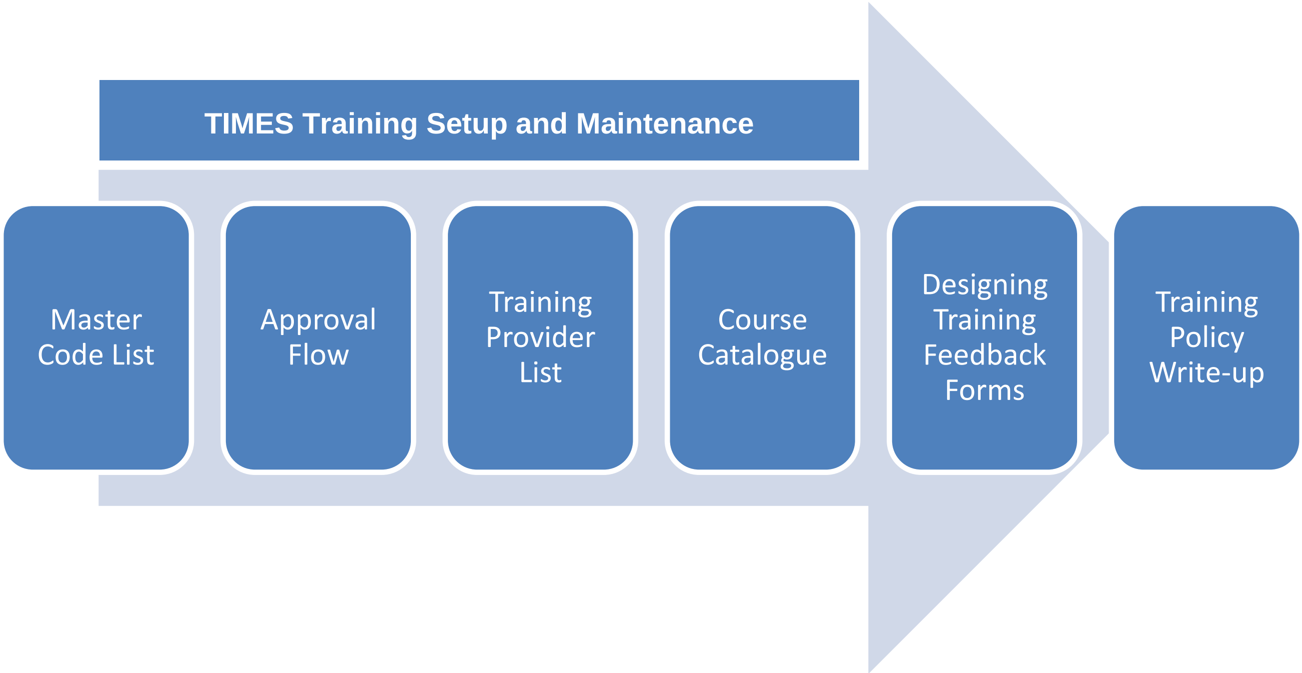
Total Learning Plan (Department Learning Needs)

Process outside the scope of the system.

Department Manager has the role of *Entry Officer*.

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.

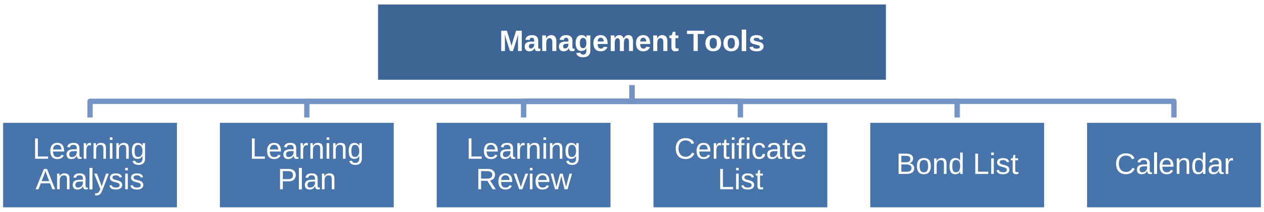
A list of training providers' profiles can be setup at the **Provider Setup**. These profiles are required when creating the courses.

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**.

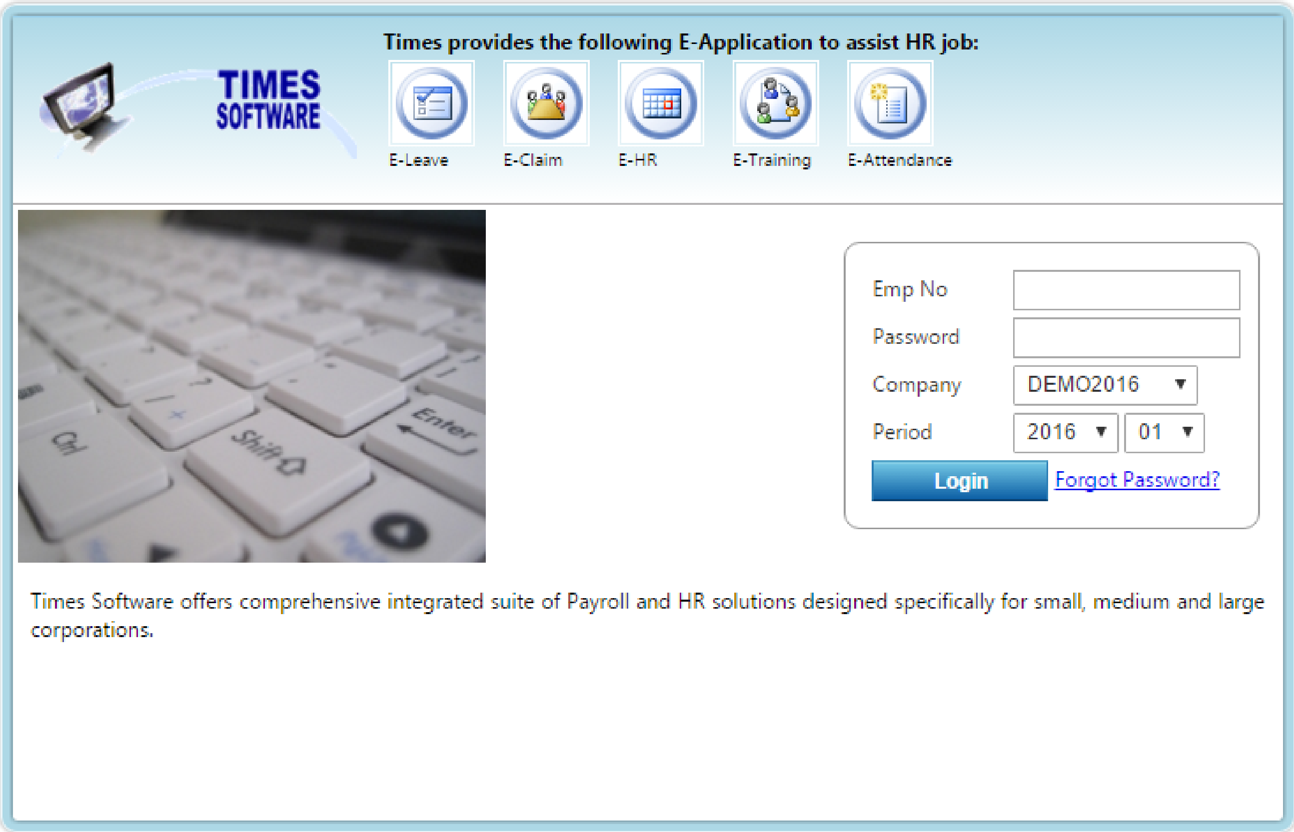
Employees who are bonded to the company for the training they have received can be tracked at **Bond List**.

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.

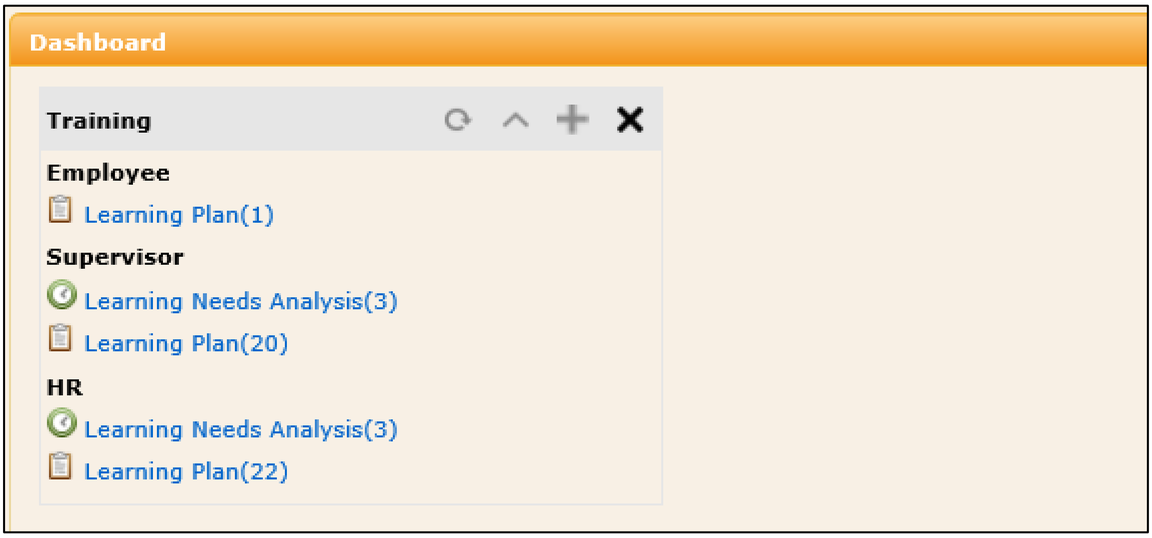


1. Click on the "Company" drop-down list to see a list of available companies and choose the one that you want to access to.
2. Key in your login id at "Emp No".
3. Key in your password at "Password".
4. Click the  button to login into the system.

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

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

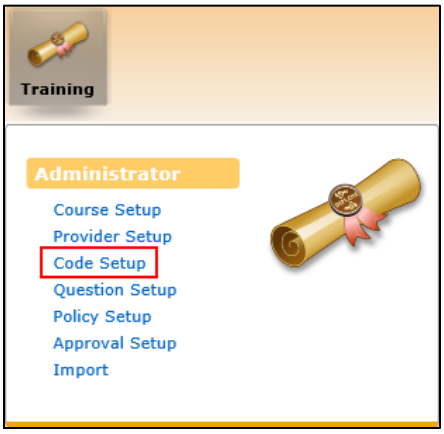


The dashboard shows you a list of items that require your attention.

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.

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.

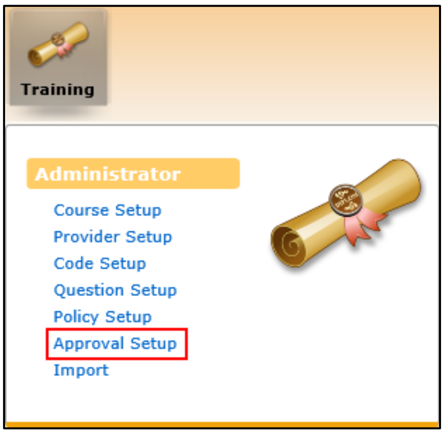
To delete a code, click on button. Codes deleted are unrecoverable.

Chapter 7. Approval Flow

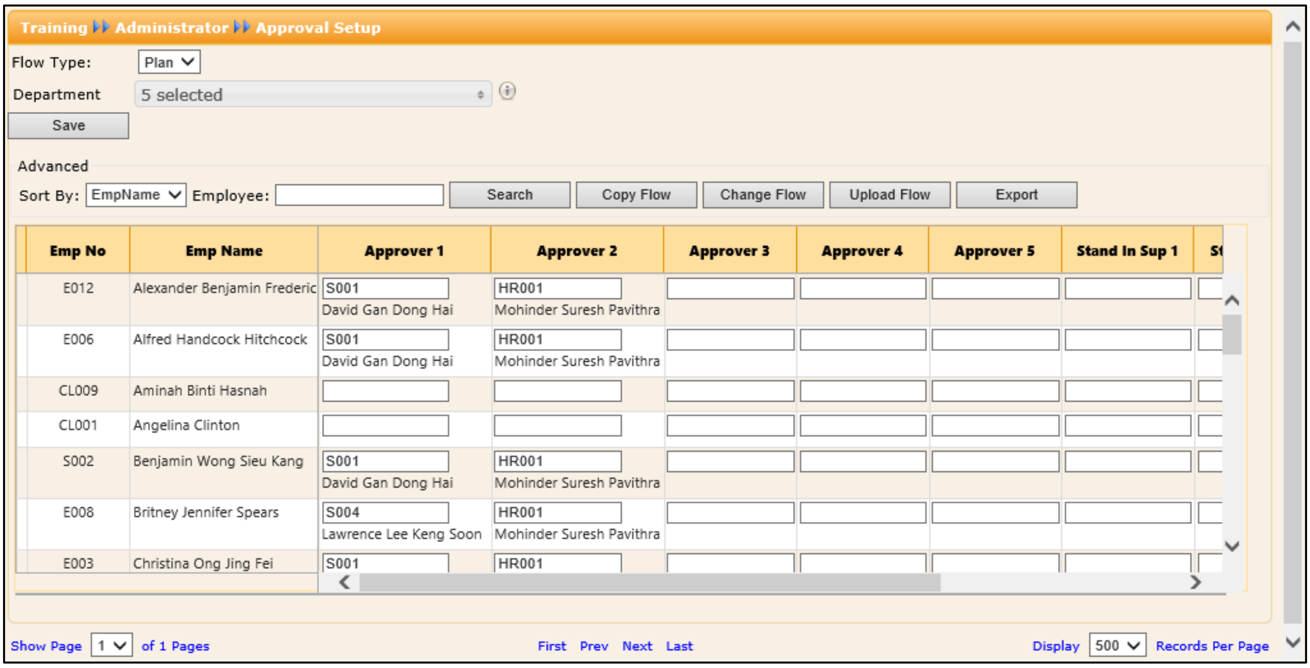
The **Approval Setup** function allows you as the Administrator to setup the approval flow for each employee by indicating each employee's reporting supervisors as the employee's TIMES Training approvers.

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.



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 Search 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.

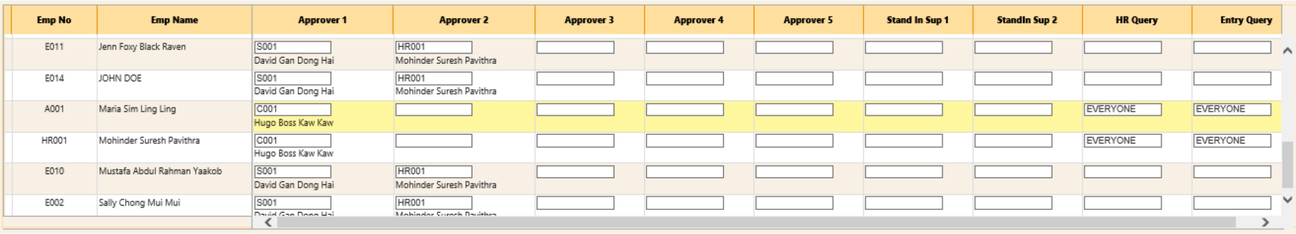
A maximum of 500 records can be shown on a single web page.

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 Foxy Black Raven	S001 David Gan Dong Hai	HR001 Mohinder Suresh Pavithra							
E014	JOHN DOE	S001 David Gan Dong Hai	HR001 Mohinder Suresh Pavithra							
A001	Maria Sim Ling Ling	C001 Hugo Boss Kaw Kaw							EVERYONE	EVERYONE
HR001	Mohinder Suresh Pavithra	C001 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	HR001							

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 Save 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 Save 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 (<u>case sensitive</u>) at the “HR Query”. Then click the Save 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 Save 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 (<u>case sensitive</u>) at the “Entry Query”. Then click the Save button to save the entry.

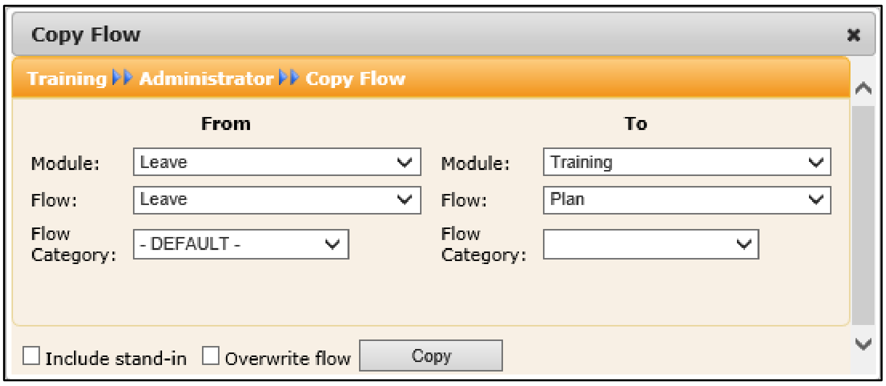
To remove the Entry Officer role from an employee, simply delete the Query Name at the “Entry Query” and click the Save button.

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 Copy Flow button. This function transfers the list of approvers from one source location (such as from another system or module) over to this system.

Click on the Copy Flow 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.

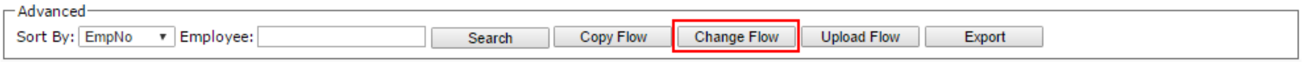
On default the system will transfer the list of approvers for employees who do not have their approval flow setup information at the Approval Setup. If you wish to overwrite the employees’ existing approval flow setup information click on the ☐ Overwrite flow checkbox to tick it.

Click Copy to initiate the process.

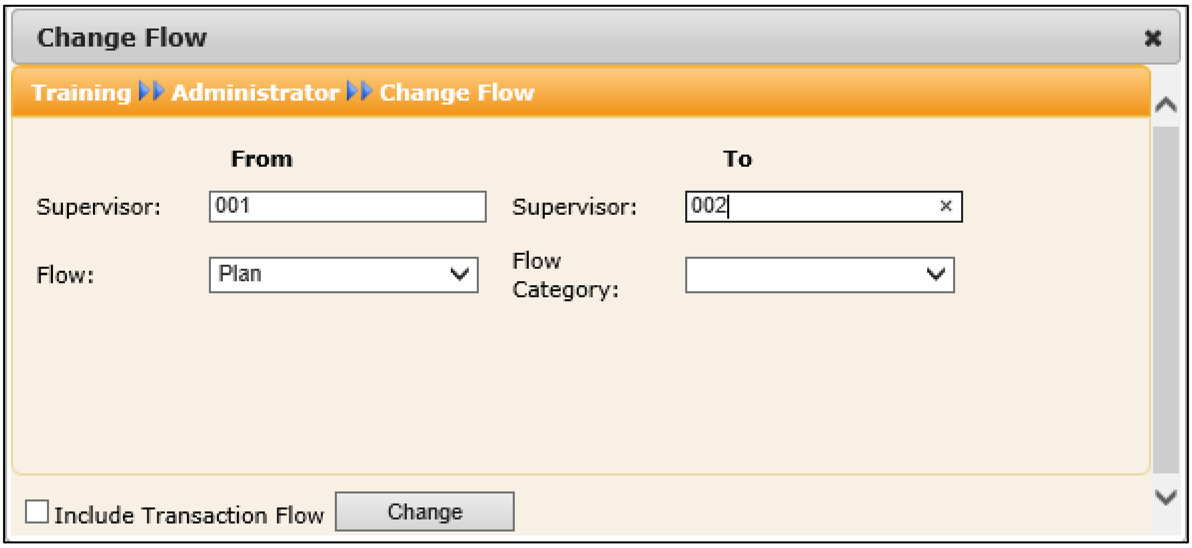
You can still manually change the approvers for each employee after Copy Flow had been executed.

7.6 Easy Change of Approver

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



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



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.

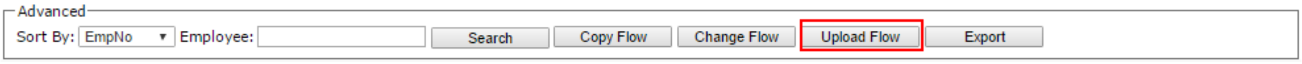
If you want the changes to affect submitted training needs or plans that are still pending for approval you can click on the ☐ Include Transaction Flow checkbox to tick it.

Click Change to proceed with the changes.

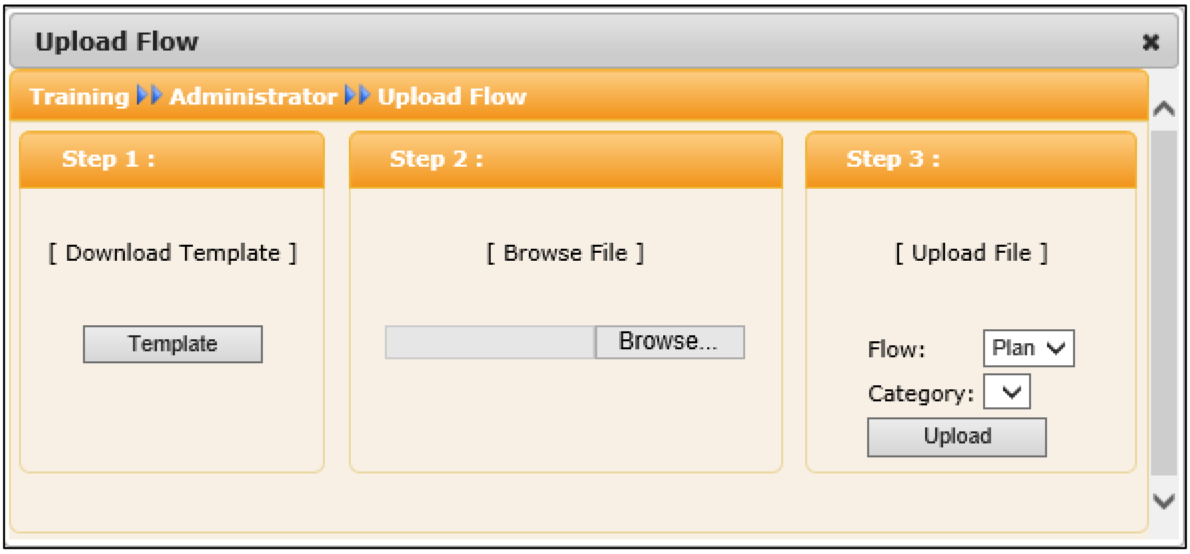
In this example, all employees in the training plan approval flow who have the approver *001* will be replaced with approver *002*.

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.

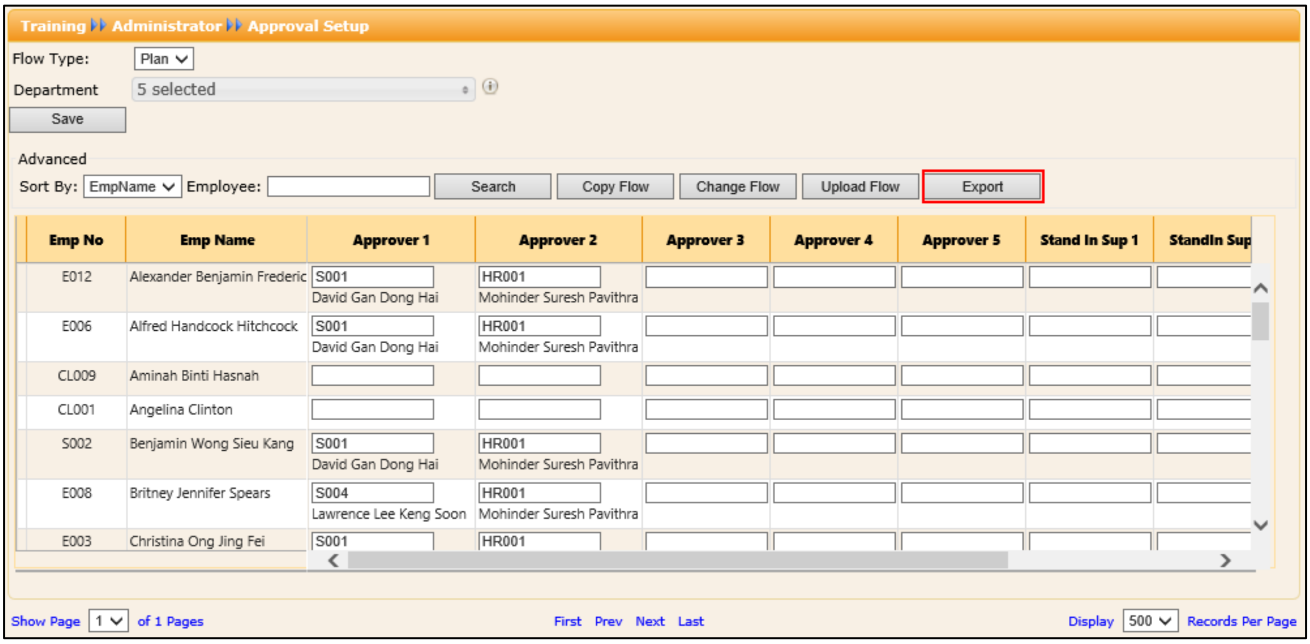
Next, open the excel template document and enter the approval flows into the document. Make sure to save the document.

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.

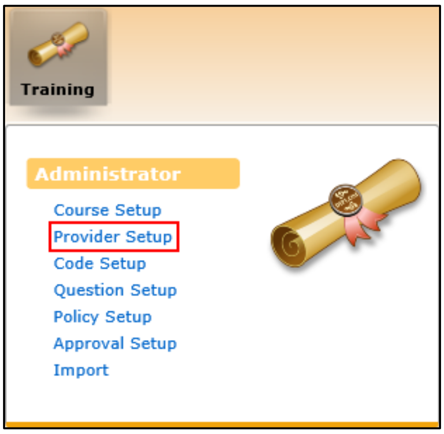
7.8 Export the system's Approval Flow into an Excel document

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 Export button.



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
		ABC Training Pte Ltd	Mr. Jimmy Lim	65435363	5 Jln Kilang Barat #06-03 Singapore
		DEF Training Centre Pte Ltd	Miss June Sim	68279999	10 Choa Chu Kang St 52 #01-00 Singapore
		GHI Institute Pte Ltd	Miss Linda Lo	61112283	16 Raffles Quay #33-02 Hong Leong Bldg Singapore
		Internal Corporate Training	Rudi Sahota	65748888	
		JKL Development Centre Pte Ltd	Mr. Henry Law	67584949	7500A Beach Rd #16-313/314/315 The Plaza Singapore
		MNO Consulting Pte Ltd	Mr. Abdul Rahmad	61123899	34 Penjuru Lane #03-03 Singapore
		PQR Institute of Learning	Mdm. Nurul Huda	62738892	80 Jurong East St 21 #06-03 Singapore
		STU Learning R Us	Mr. Smith	61129399	400 Orchard Rd #05-28 Orchard Towers Singapore
		Times Software Demo Pte Ltd	Mr. Demo	62951998	10 Jalan Besar #14-01, Sim Lim Tower, Singapore
		VWX Learning Pte Ltd	Mr. Rudolf	64738282	37 Jln Pemimpin #06-13 Clarus Centre Singapore
		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.

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

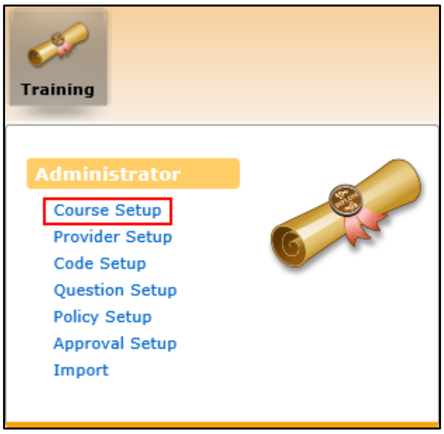
		Provider	Contact Person	Phone No	Address
		ABC Training Pte Ltd	Mr. Jimmy Lim	65435363	5 Jln Kilang Barat #06-03 Singapore
		DEF Training Centre Pte Ltd	Miss June Sim	68279999	10 Choa Chu Kang St 52 #01-00 Singapore
		GHI Institute Pte Ltd	Miss Linda Lo	61112283	16 Raffles Quay #33-02 Hong Leong Bldg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

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

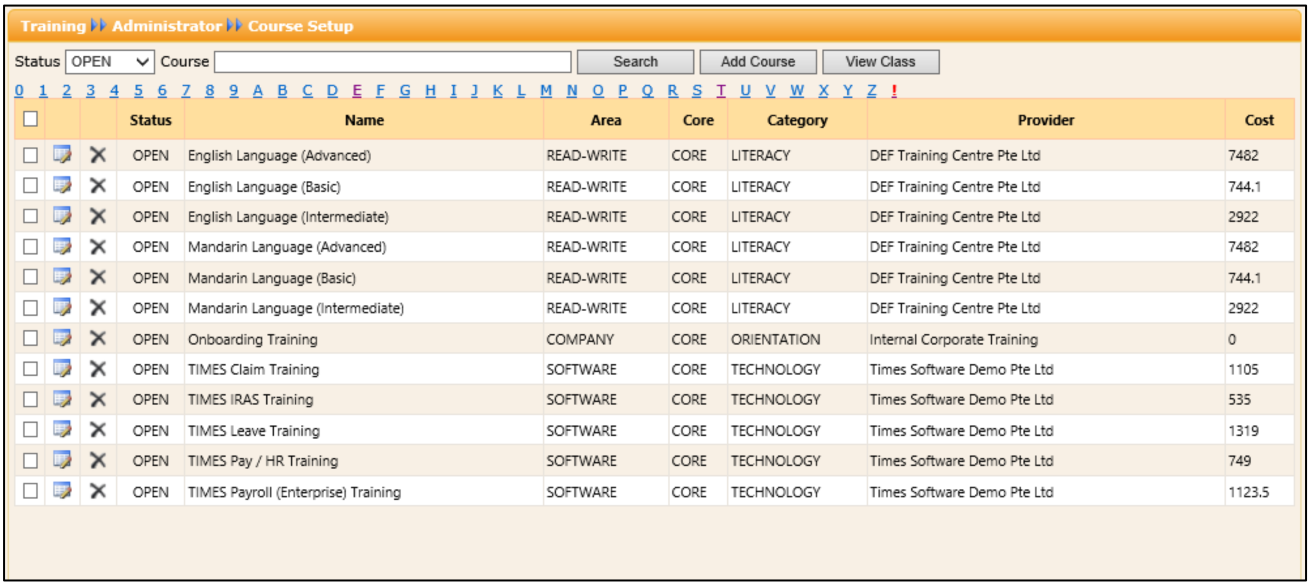
To delete a training provider, click on button. Deleted training provider profiles are unrecoverable.

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.



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

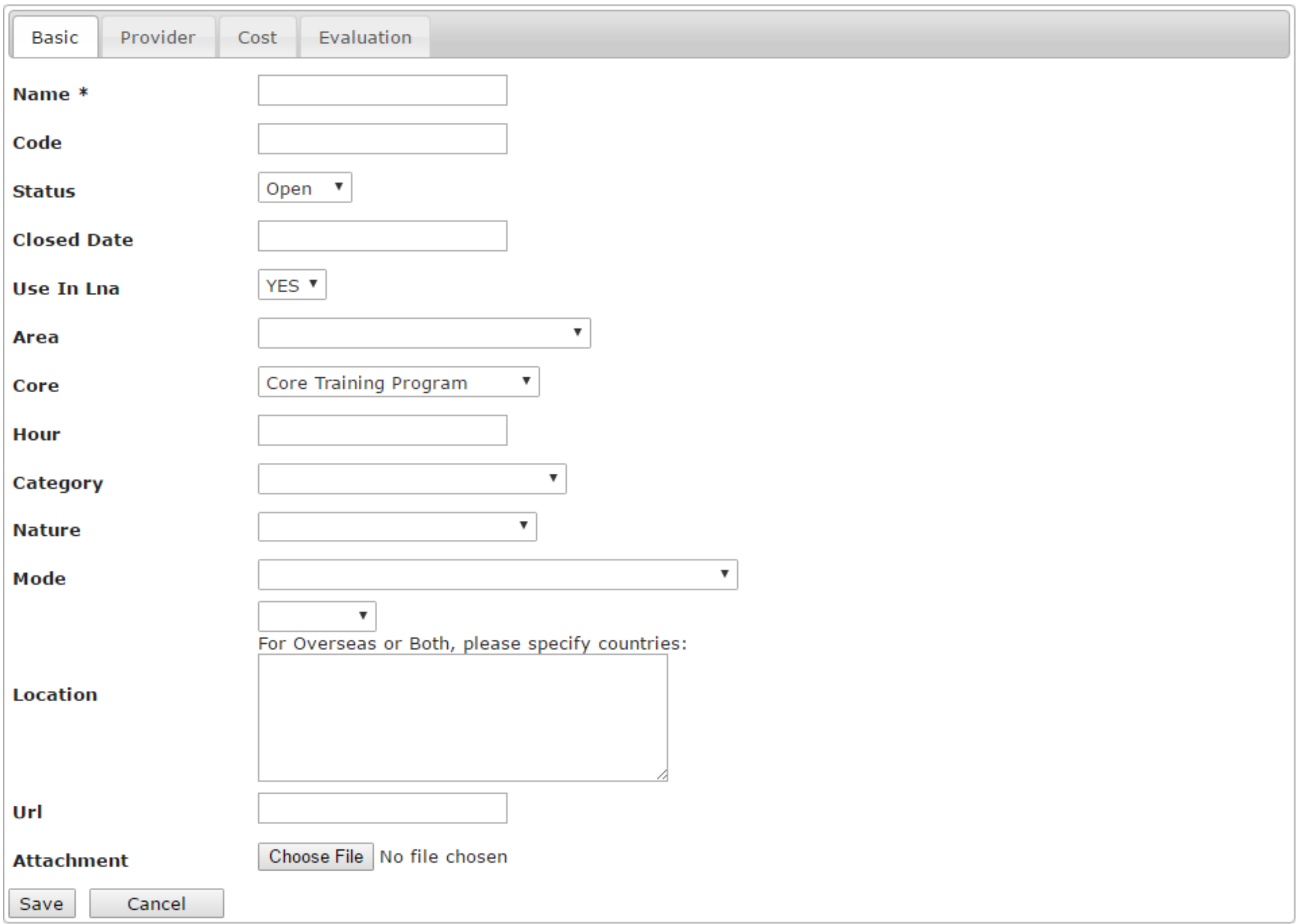
Alternatively, you can click on the various numbers and alphabets links located just below the search engine to list the training courses by the first character of the courses’ titles.

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 Add Course button to add a new training course.



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.

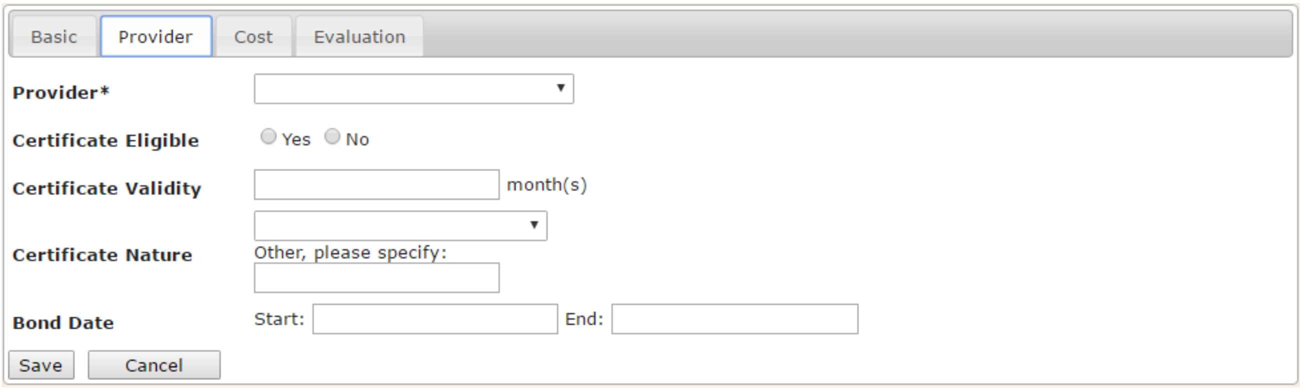
Use in Lna

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.

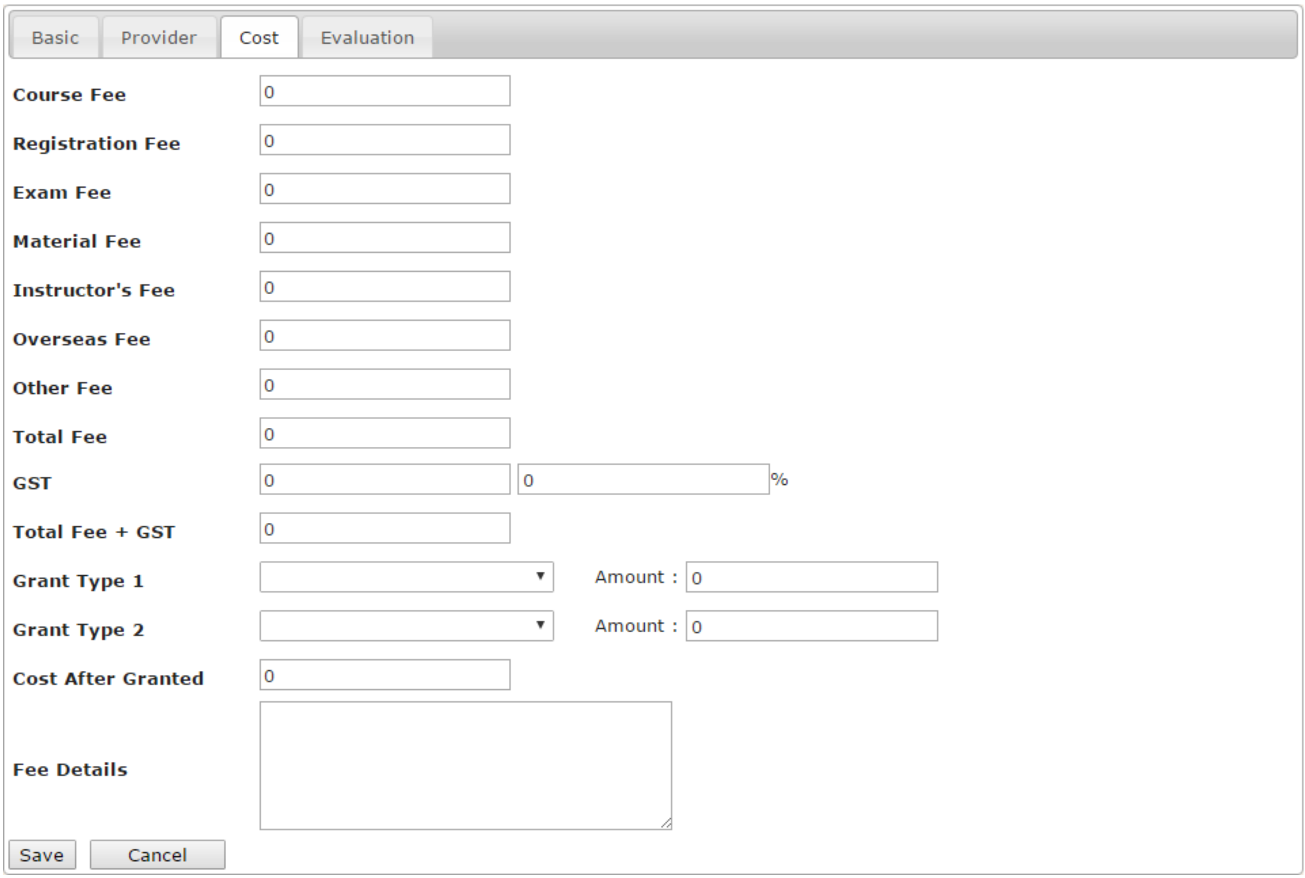


Choose a training "Provider" that is providing this training course.

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 [Save] button to save the transaction or [Cancel] button to cancel it and return to the Course Setup web page.

			Status	Name	Area	Core	Category	Provider	Cost
			OPEN	English Language (Advanced)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	7482
			OPEN	English Language (Basic)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	744.1
			OPEN	English Language (Intermediate)	READ-WRITE	CORE	LITERACY	DEF Training Centre Pte Ltd	2922

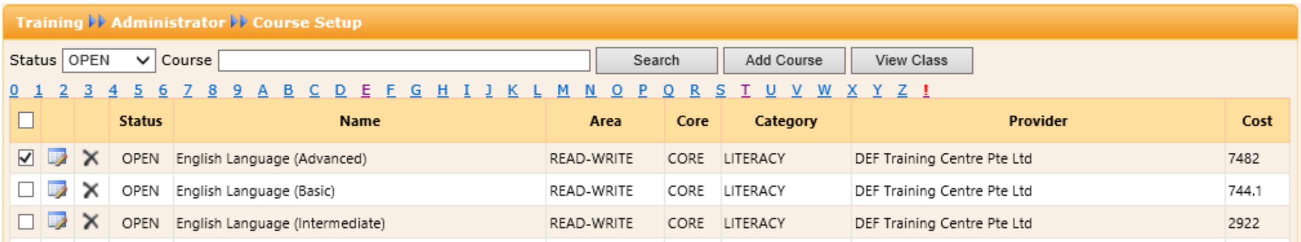
Once you have created the training course you can see it at the Course Setup web page.

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

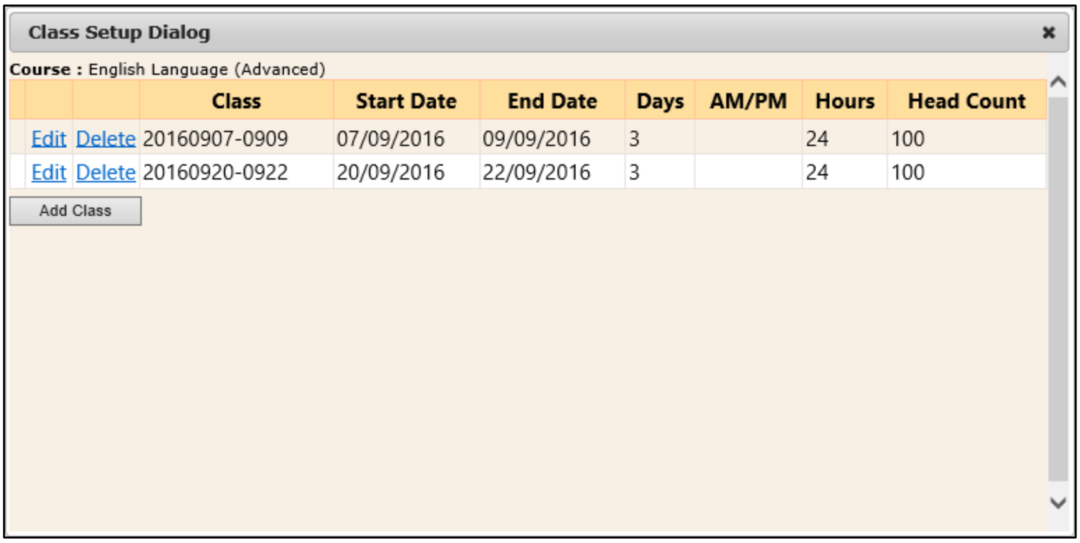
To delete a training course, click on button. Deleted training courses are unrecoverable.

9.2 Training course classes

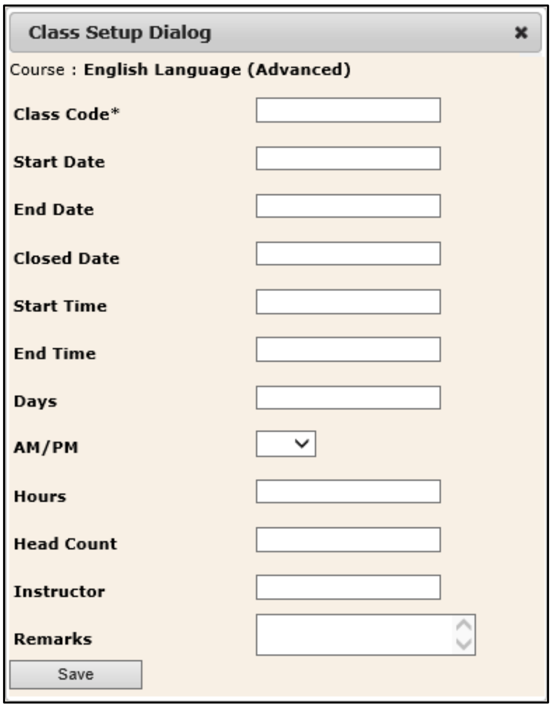
To complete the training course setup, you will need to setup training class schedules for each training course.



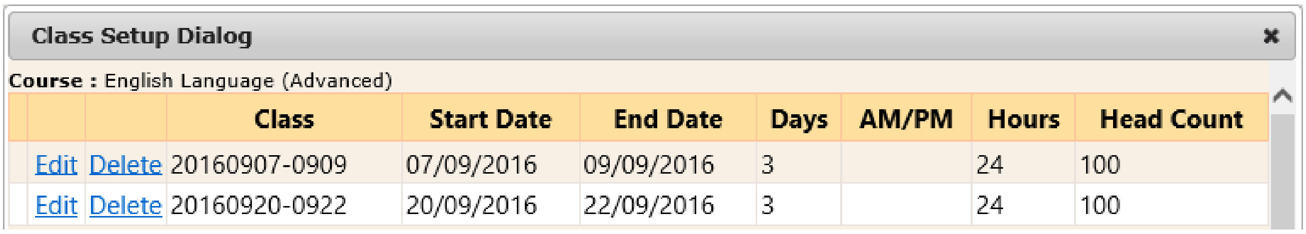
To begin, click on the ☐ checkbox next to the course title to ☑ choose it. Then click on the View Class button to access the training course's **Class Setup Dialog** pop-up window.



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 Save button to save the transaction.



Class Setup Dialog

Course : English Language (Advanced)

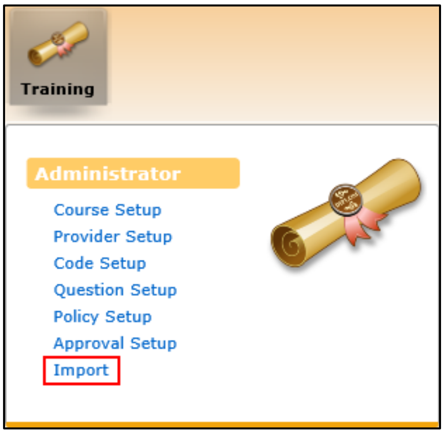
		Class	Start Date	End Date	Days	AM/PM	Hours	Head Count
Edit	Delete	20160907-0909	07/09/2016	09/09/2016	3		24	100
Edit	Delete	20160920-0922	20/09/2016	22/09/2016	3		24	100

To edit an existing class, click on <u>Edit</u> hyperlink, enter the new details and click Save button to save the changes.

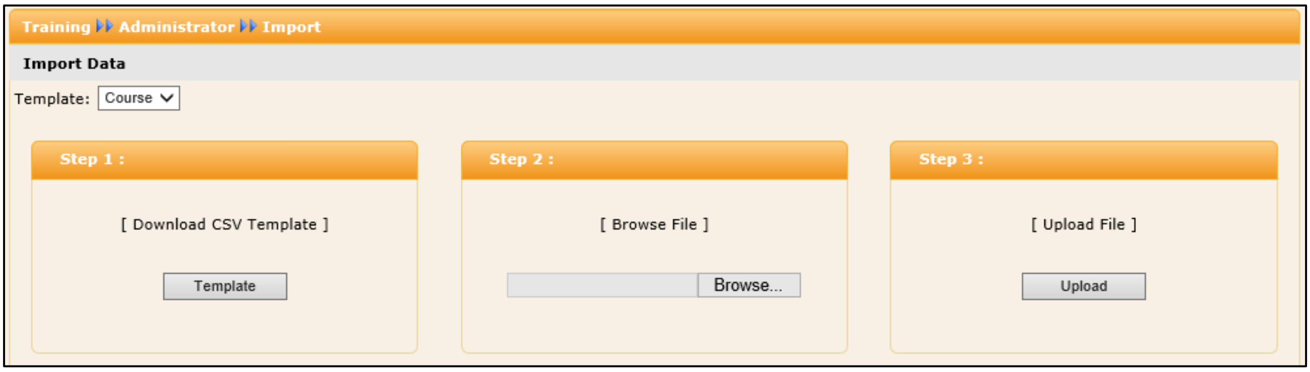
To delete a class, click on <u>Delete</u> hyperlink. Classes deleted are unrecoverable.

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.

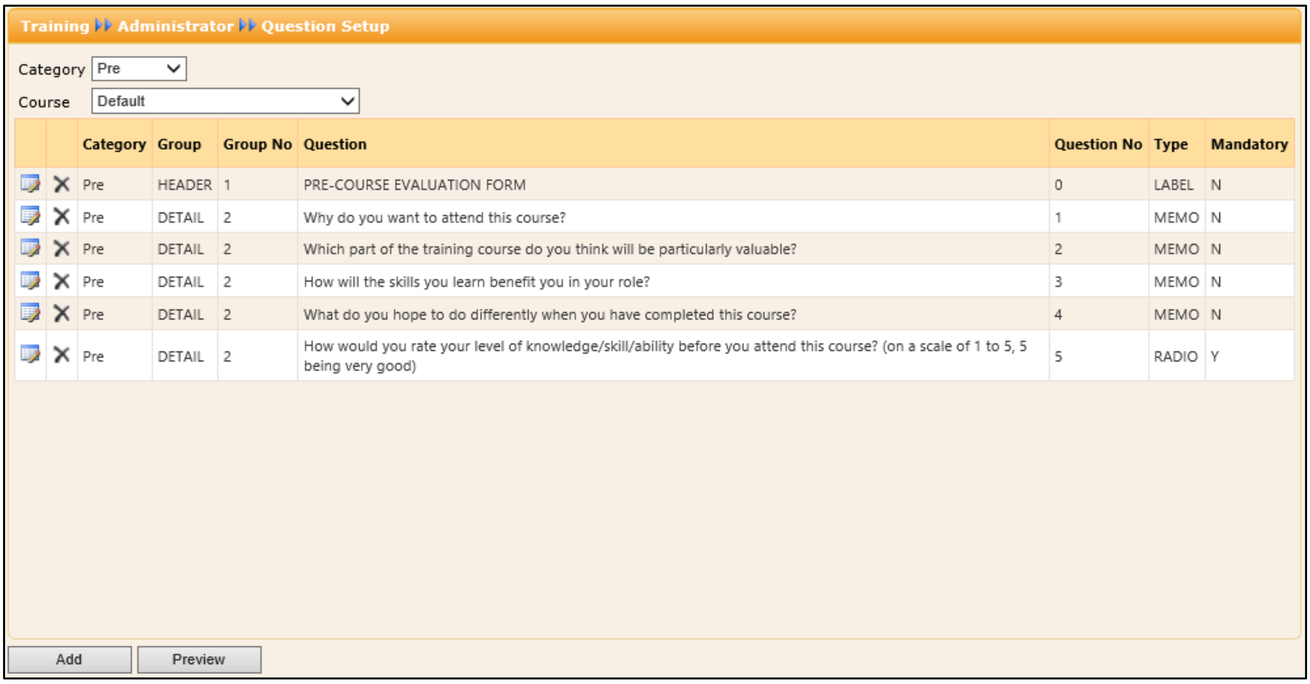
Once done, proceed to Step 2 and click on Browse... to choose the completed excel document.

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.



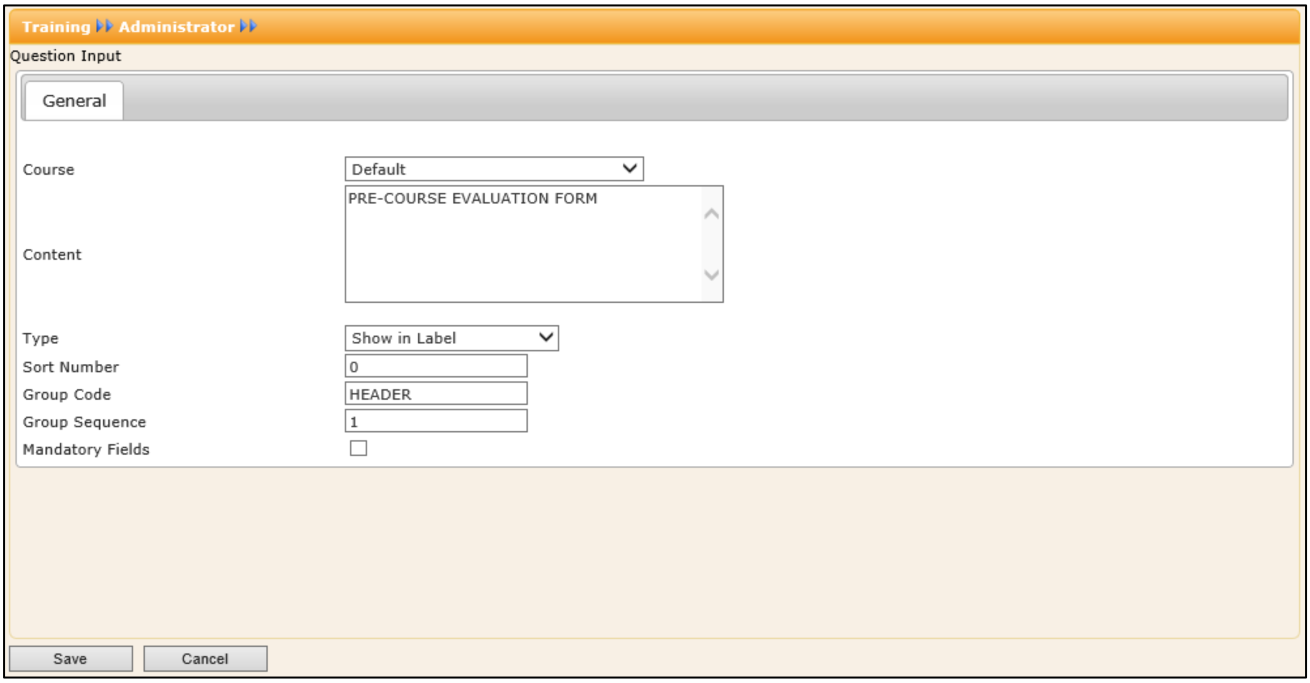
		Category	Group	Group No	Question	Question No	Type	Mandatory
		Pre	HEADER	1	PRE-COURSE EVALUATION FORM	0	LABEL	N
		Pre	DETAIL	2	Why do you want to attend this course?	1	MEMO	N
		Pre	DETAIL	2	Which part of the training course do you think will be particularly valuable?	2	MEMO	N
		Pre	DETAIL	2	How will 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 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.

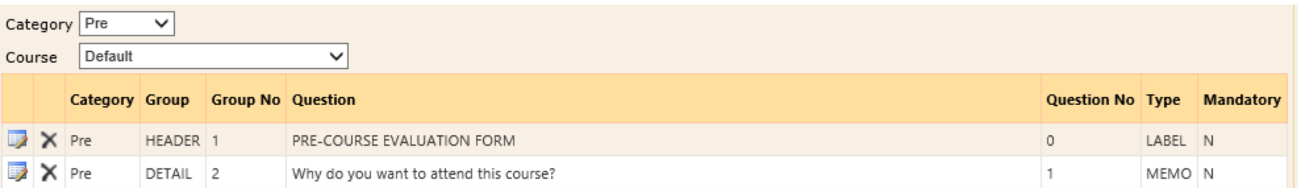
To see how the form would look like to the users who access it click on the Preview button.

Click on the Add 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 Save button to save the transaction or Cancel 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 Save button to save the transaction or Cancel 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

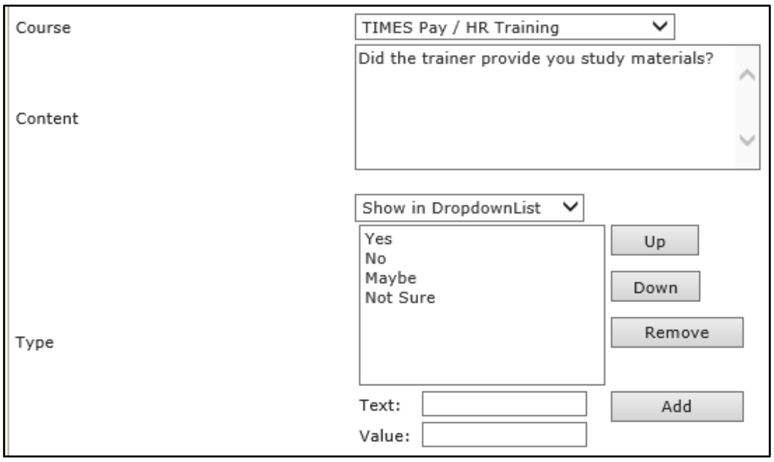
10.2 Types of content

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?



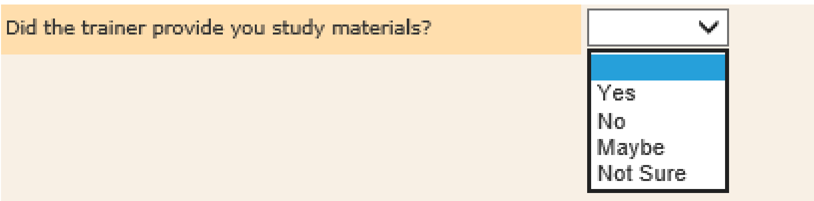
Enter the question in “Content”.

Enter the text and value of an answer and click Add 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 Up or Down buttons to re-arrange the list.

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

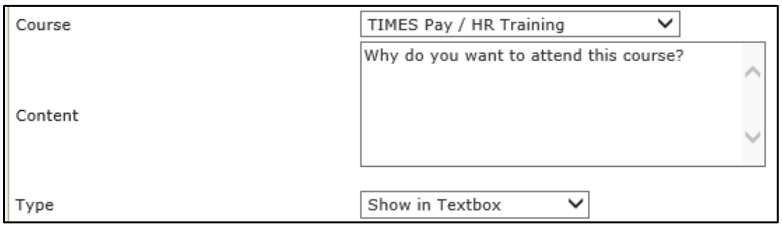
Sample Output in the form



Show in Textbox

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

How to design?



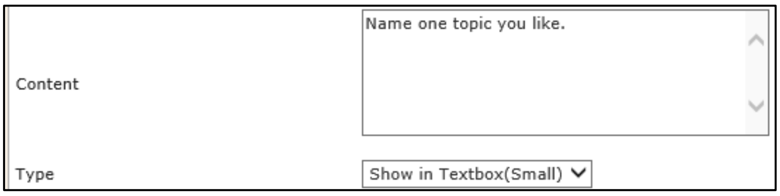
Enter the question in “Content”.

Sample output in the form

Show in Textbox(Small)

User manually types in answers in a single line textbox.

How to design?



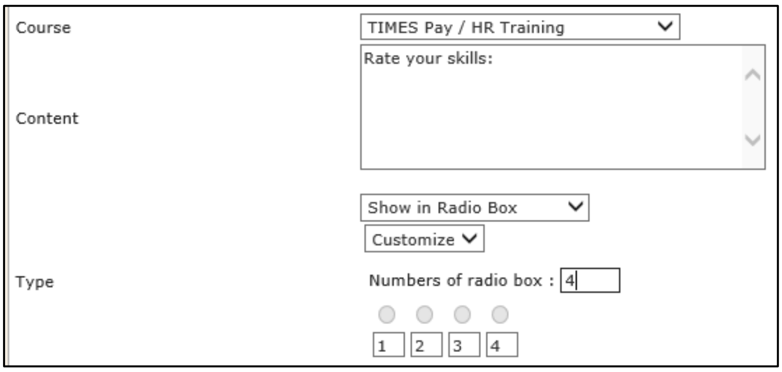
Enter the question in “Content”.

Sample output in the form

Show in Radio Box

User selects an answer by clicking on a radio button.

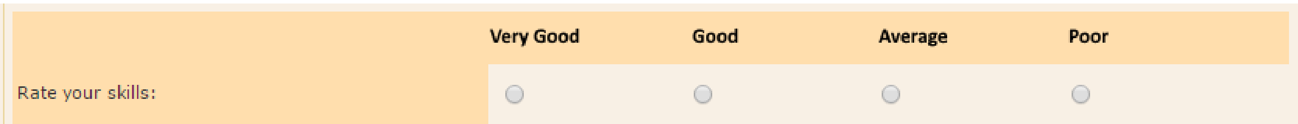
How to design?



Enter the question in the “Content”.

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

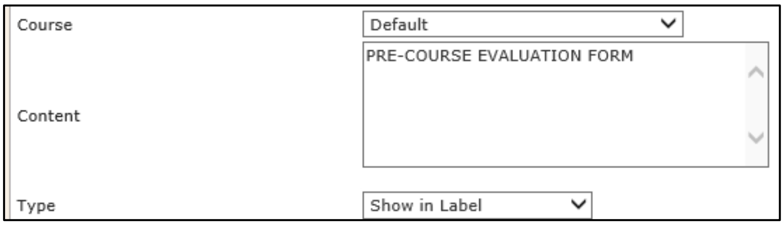
Sample output in the form



Show in Label

This is merely a label. No data entry possible.

How to design?



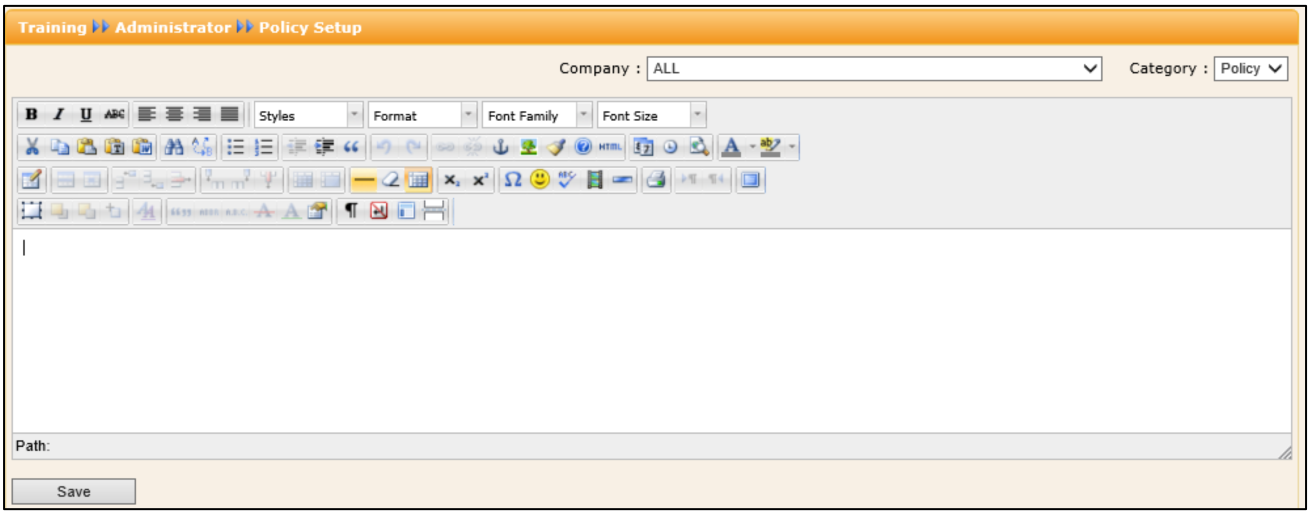
Enter the text of the label in “Content”.

Sample output in the 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.



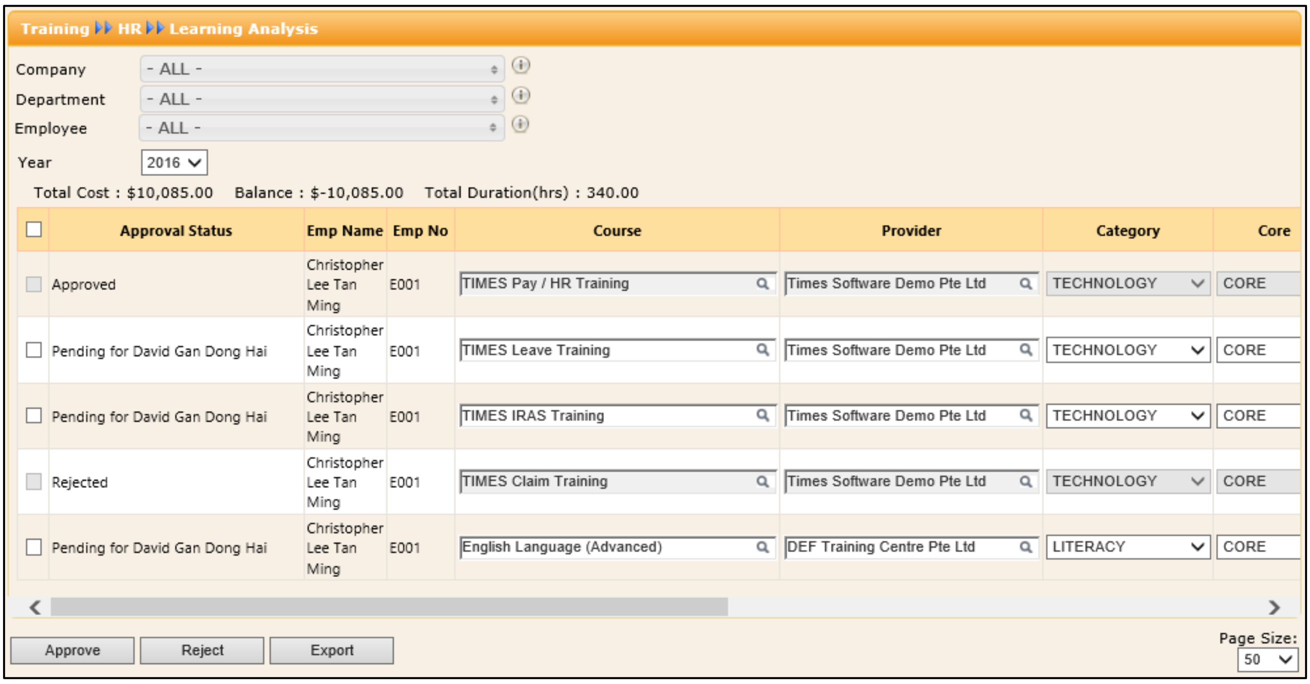
At the Policy Setup web page choose a “Company” and enter the contents of the policy into the word editor.

Then click Save 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.



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 Approve button.

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

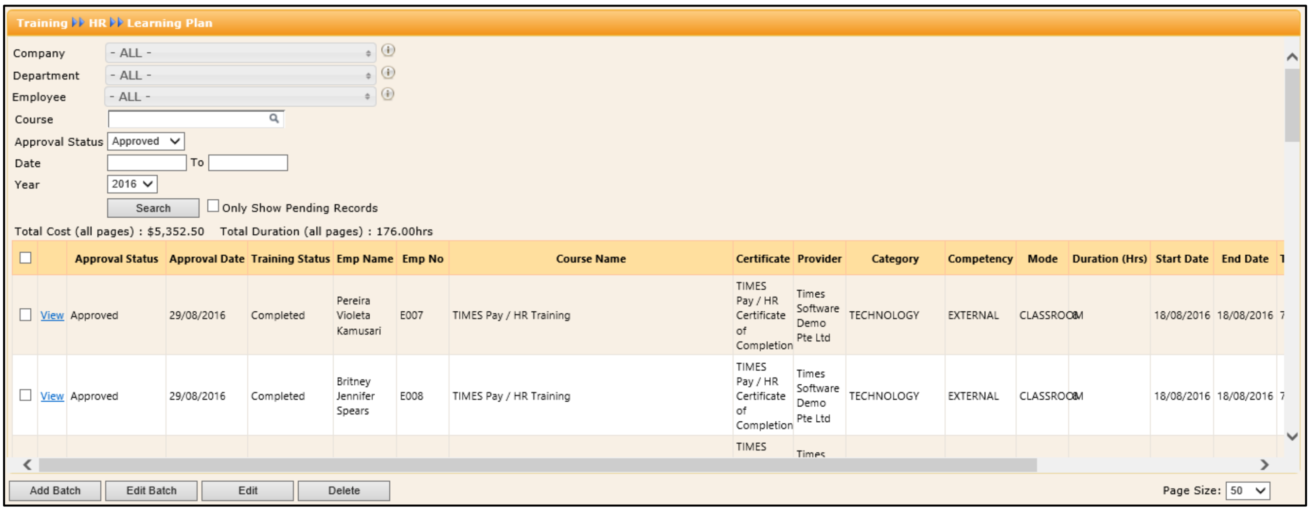
You can approve and reject learning needs that are still pending for approval.

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



At the Learning Plan web page choose your search criteria, such as "Company" and "Department", to retrieve the list of training plans.

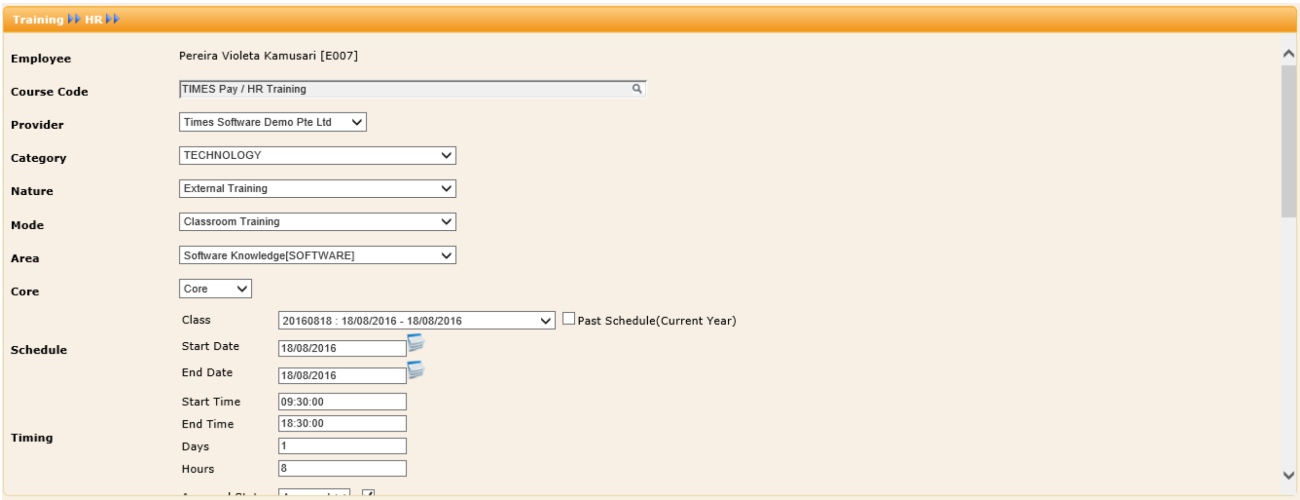
With the training plans retrieved you can click on the View hyperlink to view each individual training plan.

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.

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

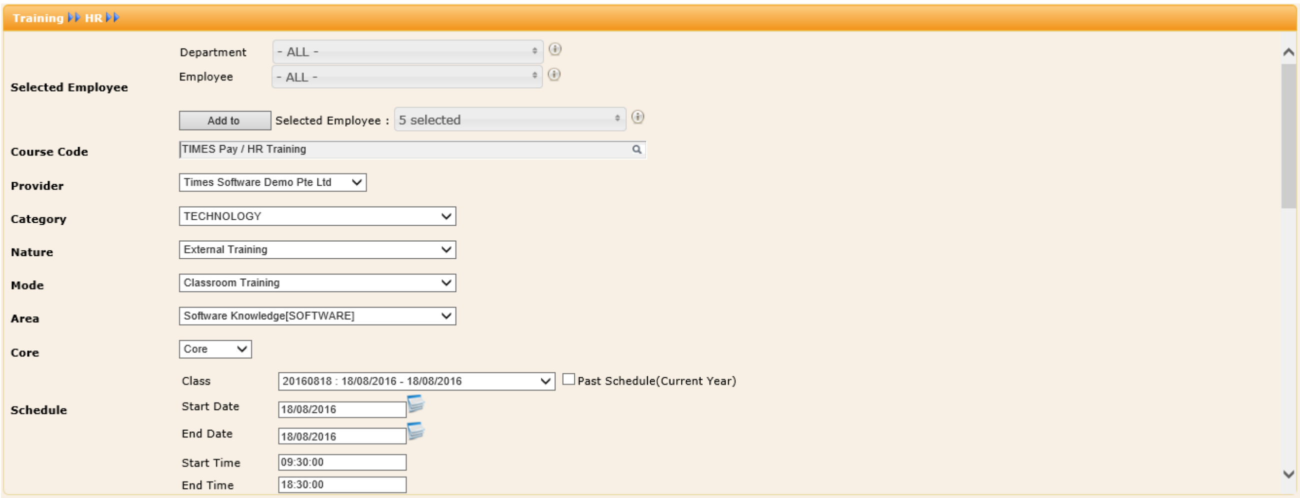


Enter the new details into the training plan and click Save button to save the transaction or Cancel button to cancel it and return to the previous web page.

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.

Click on the training plan's ☐ checkbox to ☑ choose it and click on the Edit Batch button.



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.

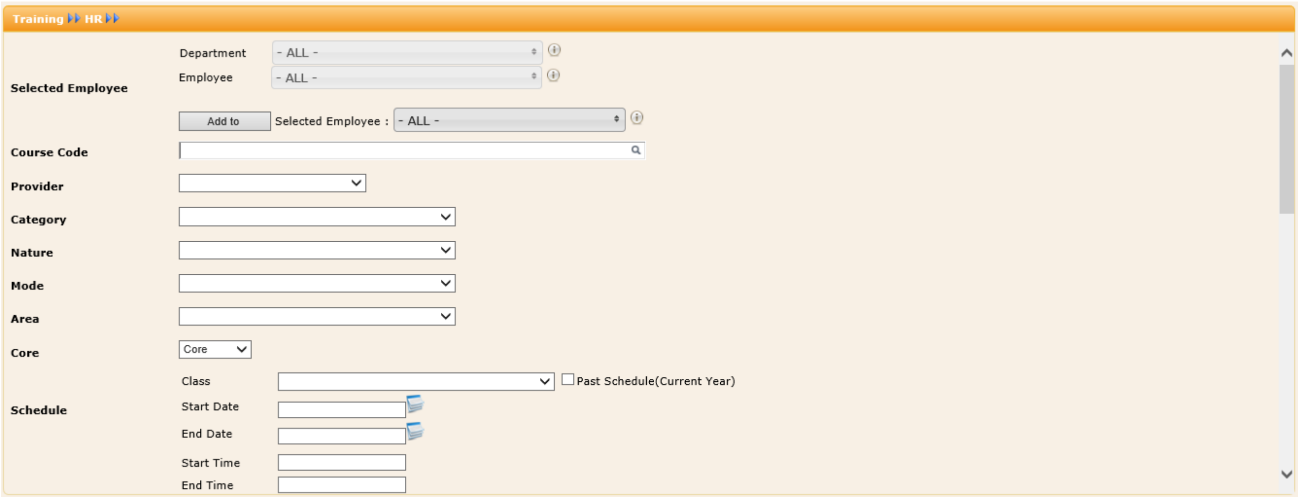
Once the list is prepared click on the Add to button to select the employees into the plan. You can further tweak the list in the "Selected Employee" drop-down list.

Enter the new details into the training plan and click Save button to save the transaction or Cancel 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.

Click on the training plan's ☐ checkbox to ☑ choose it and click on the Add Batch button.



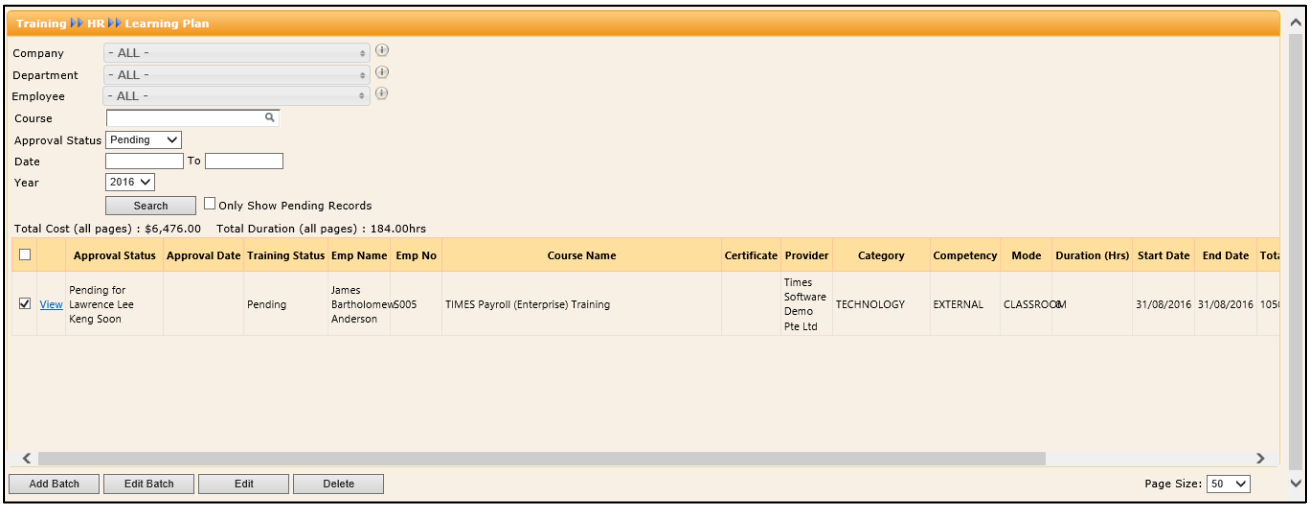
In the training plan choose "Department" and "Employee" to filter and prepare a list of employees that will be using this training plan. If you have selected multiple values in the list you can click on the ⓘ button to see the details of your selections.

Once the list is prepared click on the Add to 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 Save button to save the transaction or Cancel 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.



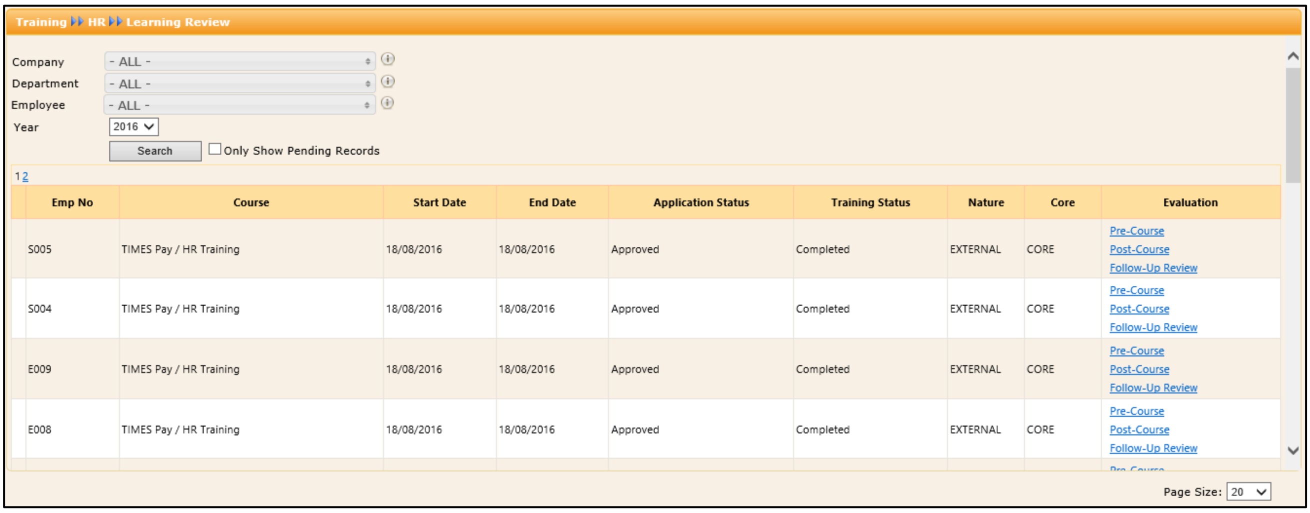
To delete a training plan click on the training plan's ☐ checkbox to ☑ choose it and click on the Delete button.

⚠ Deleted training plans are unrecoverable.

Chapter 14. Learning Review

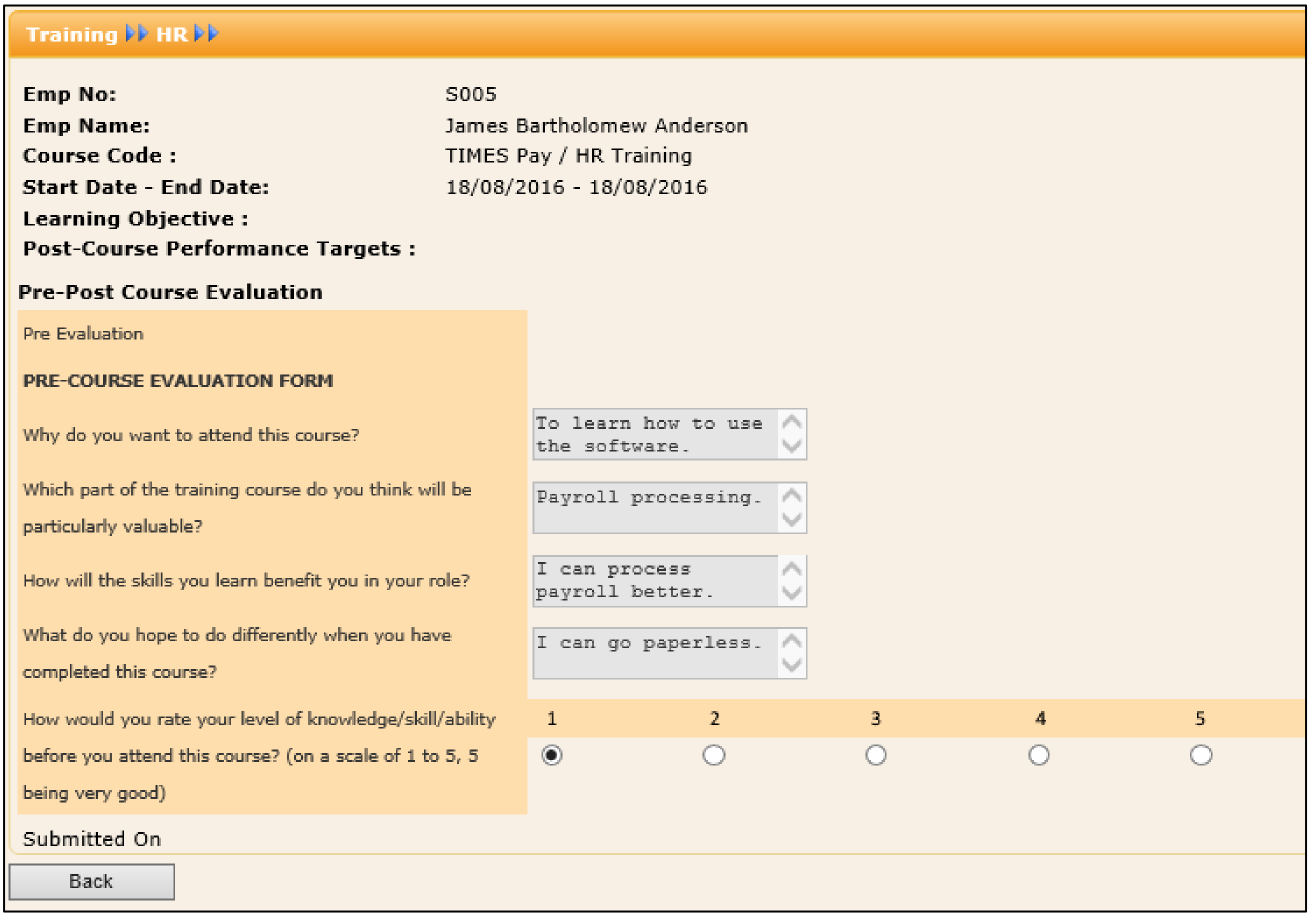
In the **Learning Review** web page you can view employees' training feedback forms.

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



At the Learning Review web page choose your search criteria such as "Company" and "Department" and click on the Search 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?	To learn how to use the software.
Which part of the training course do you think will be particularly valuable?	Payroll processing.
How will the skills you learn benefit you in your role?	I can process payroll better.
What do you hope to do differently when you have completed this course?	I can go paperless.
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

Submitted On

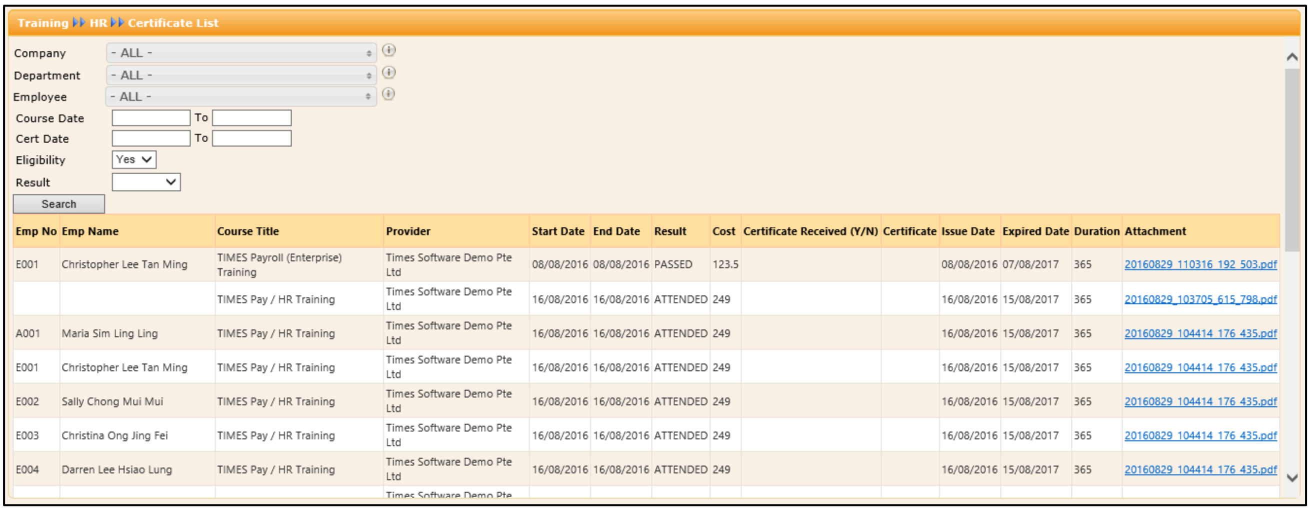
Back

At the training feedback form page click Back 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.

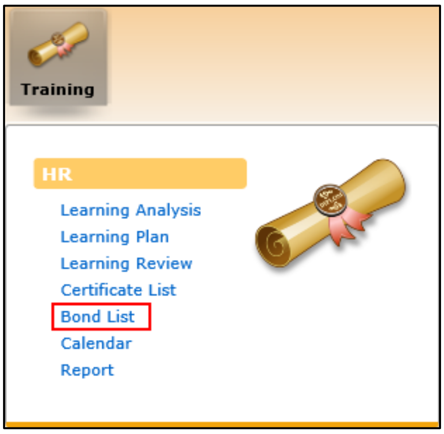


Emp No	Emp Name	Course Title	Provider	Start Date	End Date	Result	Cost	Certificate Received (Y/N)	Certificate	Issue Date	Expired Date	Duration	Attachment
E001	Christopher Lee Tan Ming	TIMES Payroll (Enterprise) Training	Times Software Demo Pte Ltd	08/08/2016	08/08/2016	PASSED	123.5			08/08/2016	07/08/2017	365	20160829_110316_192_503.pdf
		TIMES Pay / HR Training	Times Software Demo Pte Ltd	16/08/2016	16/08/2016	ATTENDED	249			16/08/2016	15/08/2017	365	20160829_103705_615_798.pdf
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	20160829_104414_176_435.pdf
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	20160829_104414_176_435.pdf
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	20160829_104414_176_435.pdf
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	20160829_104414_176_435.pdf
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	20160829_104414_176_435.pdf

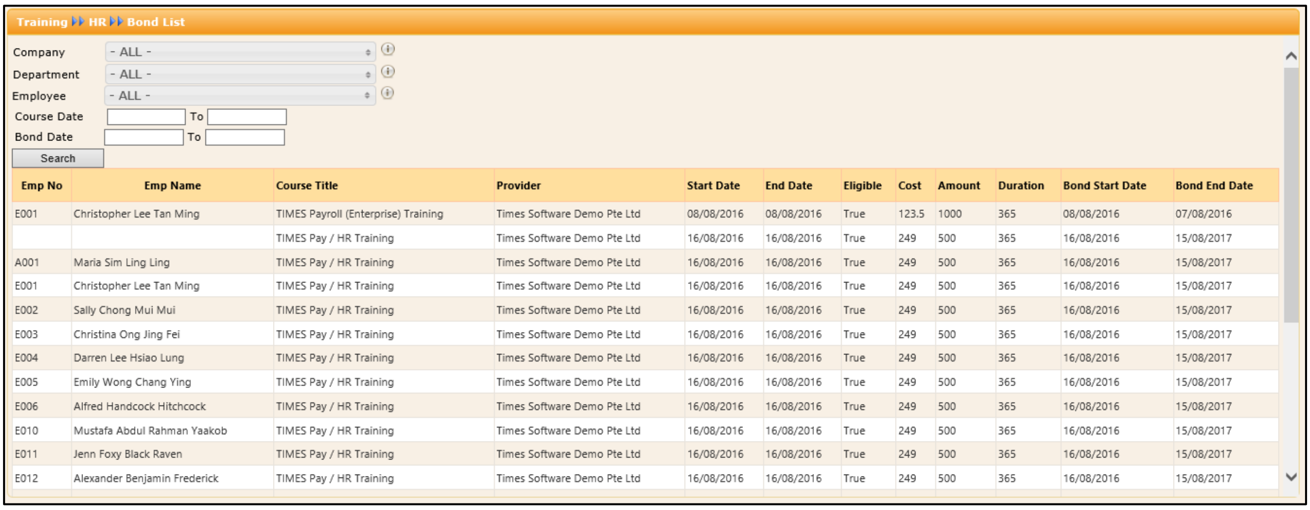
At the Certificate List web page choose your search criteria such as "Company" and "Department" and click on the Search button to retrieve the list of certificates.

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

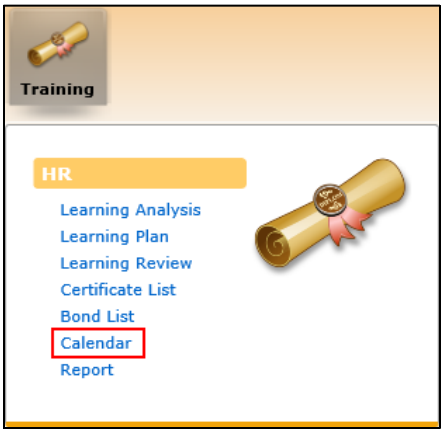
Company - ALL -
Department - ALL -
Employee - ALL -
Course Date To
Bond Date To
Search

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.

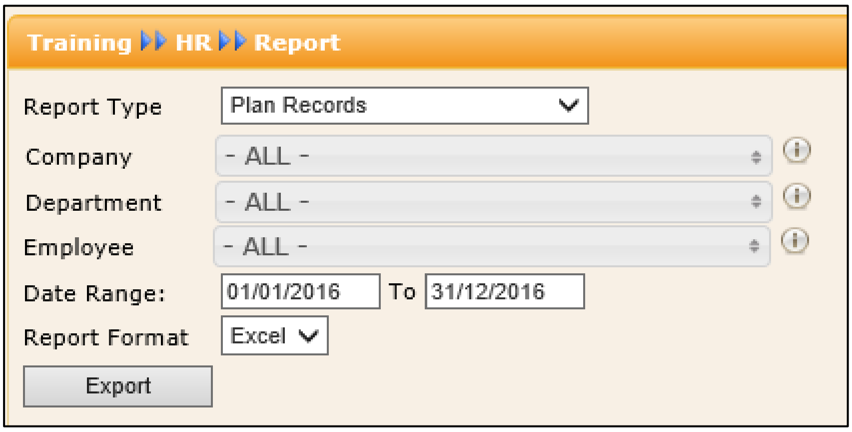
To view employees’ training course schedules choose “View Type” *Department*.

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.



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.

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.