

# User Guide

## Training & Development



## TRAINING & DEVELOPMENT USER GUIDE

### 1. User Guide on Course Setup

This is a setup page that allows User to Create, Edit and Delete category and course.

Course Category

Course Category

:

-

1

Description

:

2 Add new course category

Restore 3

Course

Status:

-

4

Add New Course

Restore Course

Course Category	Title	Course Code	Description	Status	Action
	MyProCert - Essentials of DSP - Concept to Implementation	MALEE-DSP01		Active	5 Edit Deactivate Delete

#### 1.1 Course Setup

- 1) Created course category.
- 2) To create category, click on the “Add New Category”.
- 3) To restore back deleted category, click on the “Restore”.
- 4) The “Status” is to filter either Activate or Deactivate Course.
- 5) The Action Column on the table allows user to Edit, Activate or deactivate course and delete course.

(Note: Deletion of course can be made only if there is no employee assigned to the Course).

## 1.2.1 Create Category

Course Category

Course Category :

- No Category -

1

Add new course category

Course Category

Course Category \* :

Mass Communication

2

✓ Save

✕ Cancel

3

Description :

Mass communication is a process in which a person, group of people, or an organization sends a message.

- 1) Click “Add New Category”
- 2) After filling up the information, then click on the “Save” button.
- 3) “Cancel” to abort the action.

## 1.2.2 Create Course

Course Category

Course Category

Mass Communication

- No Category -

Evaluation Test

hhh

HR

hr1

Human Resource Management

Mass Communication

Add new course category

Edit

Delete

1

Course

Search for courses...

Status

Active

Active

Inactive

2

Add New Course

Course Category	Title	Course Code	Description	Action
No Record				

Course Category

Mass Communication

A

Course Title \*

Please key in course title

B

Course Code

Course Code ..

C

Website

Website for referencing..

D

Description

Description for the course

E

Recommend For

Course recommended for ..

Effective Date \*

F

Language

Select language -

G

Source \*

Select course source

H

Course delivery method

Select course method

I

Duration \*

Select a duration

J

Class Size

Minimum

Maximum

K

Course Pre-requisite

L

Please select supervisor approval

Yes

No

M

Cost \*

Select cost measuremer

Select cost currency -

N

HRDF

%

O

Trainer

[Assign trainer](#)

P

Professional/ Course Certification

[Assign certificates](#)

Q

Certification Criteria \*

Select certification criteria

R

Notify when certificate about to expire

On

Off

S

- 1) To create course, first must choose "Category" as 1.
- 2) After "category" is selected and loaded completely the category info, click on "Add new course" as 2 to create course that belongs to this selected category.
- 3) After that there will be a form for the specific course information to be created and needed to be filled up. (as picture below)
- 4) Some Explain about the form

- a) First field "Category" will be auto fill up if user creates it in the selected Category.  
(Note: User is allowed to change in Edit Course)
- b) Second field "Title" is mandatory to fill up for create Course Name.
- c) "Course Code is optional to be filled up.
- d) "Website" is optional to be filled up.
- e) "Description" and "Recommend For" are optional to be filled up.
- f) "Effective Start date" – indicate when the course is effective to be attended

"Effective End date" – indicate the last day of the course to be effective. Leave blank if the course is always active.



There is a "clear date" to clear the selected date in the field.

- g) Select the language
- h) Select the source.
  - Internal source indicates the course is organized internally and vice versa
  - External source indicates the course is organized externally.

Source \*

- Select course source ▾

- Select course source -

Internal

External

- i) select the course delivery method.

Course delivery method

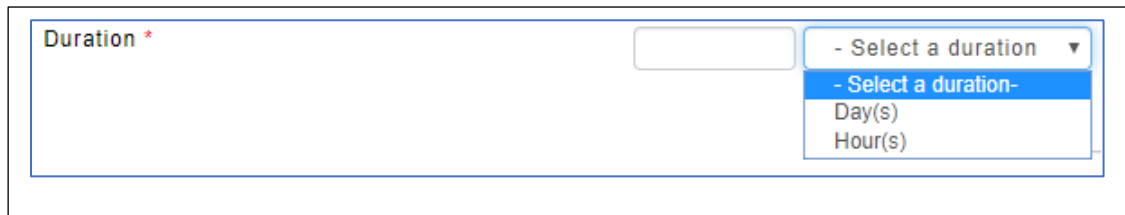
- Select course method ▾

- Select course method -

Seminar

Class Room

j) Fill in the duration.



The screenshot shows a form field labeled "Duration \*". To the right of the text input is a dropdown menu. The dropdown is open, showing the following options: "- Select a duration-", "Day(s)", and "Hour(s)".

k) Fill in the class size

l) Fill in the Course Pre-requisite.

m) Please select supervisor approval

n) "Cost" indicates the cost of the course, and the cost can be per class or per person.

o) HRDF is allowed only if there is cost amount is inserted in the cost field (User may check the checkbox if no HRDF is applied.).

p) Select the Trainer

q) Assign the certification

r) "Certification Criteria" there are 3 options.

a. "Attendance" attend class for qualification

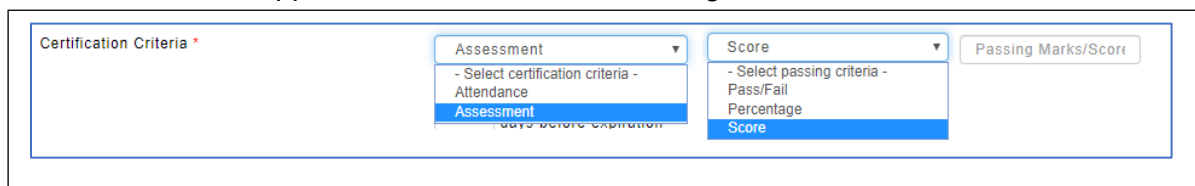
b. "Assessment" has 3 types of passing Criteria.

i. Pass or Fail – pass or fail without marks

ii. Percentage – which require Passing Marks in % to be filled (e.g. 50%)

iii. Score – free range of scoring, not necessary to be 100% as full mark

c. "Not Applicable" – no certification to be given.




The screenshot shows a form field labeled "Certification Criteria \*". To the right of the text input are two dropdown menus and a text input field. The first dropdown is labeled "Assessment" and is open, showing the following options: "- Select certification criteria -", "Attendance", "Assessment", and "Not Applicable". The second dropdown is labeled "Score" and is open, showing the following options: "- Select passing criteria -", "Pass/Fail", "Percentage", and "Score". The text input field is labeled "Passing Marks/Score".

- s) "Certification Expiration" not applicable when "Certification Criteria" is set as Not Applicable. "No Expiration Duration" means the cert will not expired. If the cert is only valid for certain period of time, input the number of months for the cert validity.

Notification Receive *	<input type="text" value="7"/> days before expiration
------------------------	---

- a. Mail Notify can be set if the cert. will be expired in period of time.
- b. "Notify To" whom the notification email will be sent to when the certification is expiring soon.

Notify to *	<input type="checkbox"/> HR (rnd_development@mywave.biz) 
	<input type="checkbox"/> Supervisor
	<input type="checkbox"/> Employee

### 1.3.1 Edit Category

**Course Category**

Course Category	:	<div>Mass Communication</div>	1
Description	:	<div>- No Category - Evaluation Test hhh HR hr1 Human Resource Management Mass Communication</div>	

[Add new course category](#) [Edit](#) [Delete](#)

**Course Category**

Course Category	:	<div>Mass Communication</div>	
Description	:	<div>Mass communication is a process in which a person, group of people, or an organization sends a messa</div>	2

[Add new course category](#) [Edit](#) [Delete](#)

**Course Category**






















Course Category *	:	<div>Mass Communication</div>	3
Description	:	<div>Mass communication is a process in which a person, group of people, or an organization sends a messa</div>	4

[Save](#) [Cancel](#)

- 1) Select the category which you wish to edit.
- 2) Click on the “Edit” button to edit the selected “Category”.
- 3) Edit the category’s information.
- 4) Click “Save” to save the edited category’s information.



### 1.3.2 Edit Course

Course Category	Course Title	Course Code	Description	Action
	MyProCert - Essentials of DSP - Concept to Implementation	MALEE-DSP01		  
Evaluation Test	ENGLISH			  
Evaluation Test	test suite3	test suite3	test suite3	  
HR	HR		Law on dismissal of Employee and How to...	  
Human Resource Management	HRM	This is course code	This is description	  
Mass Communication	Testing The Mass Communication Course	Comm 001		<b>1</b>   
Test Azure 1	Test Azure @~@	Test Azure @~@ code	Test Azure @~@ description	  

Course

Course Category

Mass Communication

Course Title \*

Testing The Mass Communication Course

Course Code

Comm 001

Save

Back

**2**

**3**

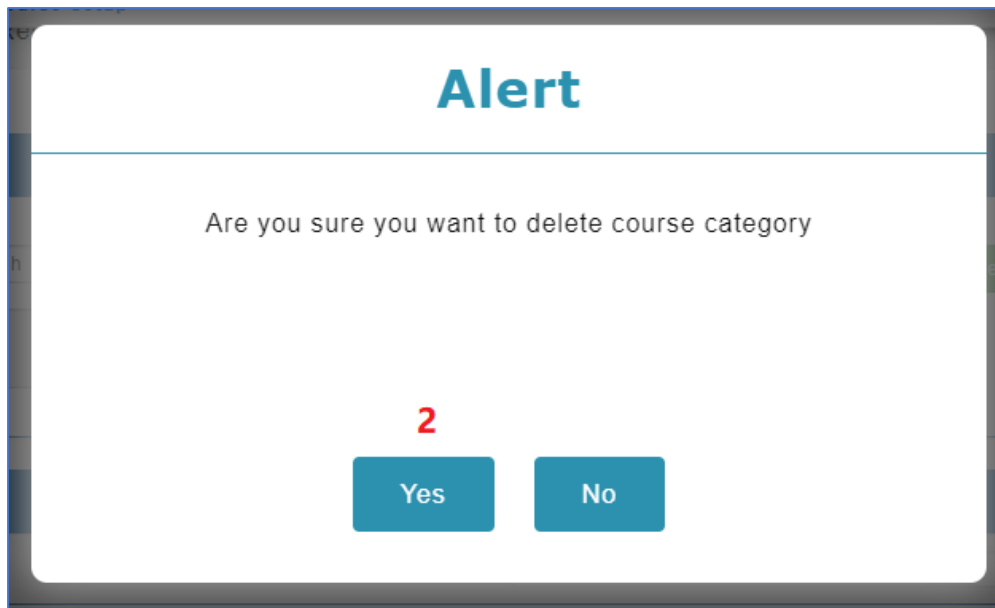
- 1) Click “Edit” on the course record that you wish to edit.
- 2) Choose category to change the course category.
- 3) After the information is edited Click the “Save” button to save the edited course.

### 1.4.1 Delete Category

**Course Category**

Course Category	:	<input type="text" value="Mass Communication"/>	<a href="#">Add new course category</a> <a href="#">Edit</a> <a href="#">Delete</a>
Description	:	Mass communication is a process in which a person, group of people, or an organization sends a messa	

1



- 1) Click "Delete" to remove the category.
- 2) If there is a Course grouped under the category it will not allow to delete and prompt message below else, it will prompt message for delete confirmation as above 2.



### 1.4.2 Delete Course

Course				
Search for courses...				
Status	Active	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive		<button>Add New Course</button>
Course Category	Course Title	Course Code	Description	Action
	MyProCert - Essentials of DSP - Concept to Implementation	MALEE-DSP01		
Evaluation Test	ENGLISH			
Evaluation Test	test suite3	test suite3	test suite3	
HR	HR		Law on dismissal of Employee and How to...	
Human Resource Management	HRM	This is course code	This is description	
Mass Communication	Testing The Mass Communication Course	Comm 001		1
Test Azure 1	Test Azure @~@	Test Azure @~@ code	Test Azure @~@ description	

## Alert

Confirm to remove selected item ?

2

Yes No

- 1) Click "Delete" on the course record as 1.
- 2) If there is an employee been assigned to the course, it will prompt message below and not allow to delete. Else, it will prompt message for confirmation as above 2.

The page at <https://www.mywavesuite.biz> says:

Unable to delete this course due to have employee assigned to this course.  
Alternative: Deactivate this course.

OK

## 2. User Guide Course Assignment

Course Assignment page has three sections, 'Attended Course Information', 'Cost and HRDF' and 'Attended Employee'.

### 2.1 Attended Course Information

HRMS Application / Training (Lite) / Administration / Course Submission (Admin)

Course Assignment Course Assignment Report

Attended Course Information

Course Category \* : Human Resource Manag 2

Start Date \* : c

Passing Mark : e

Venue : g

Course \* : - 3

End Date \* : d

Granted Date \* : f

Instructor Name : h

a Save b Reset

- 1) "Attended Course Information" section is all about the information of the course assignment.
- 2) Select a category from the category drop down menu.
- 3) After category is selected, a drop-down menu of courses for the chosen category will appear. The course list is grouped in two sections, Active and Inactive.
- 4) Explanation about "Attended Course Information" section:
  - a. Click "Save" button to confirm assignment creation.
  - b. Click "Reset" button to empty all fields in "Attended Course Information" section.
  - c. "Start Date" means the date of the course starts.
  - d. "End Date" means the date of the course ends.
  - e. Passing marks, system will auto determine pass/ fail base on the passing mark
  - f. "Certificate Issue Date" is the date the certificate is issued to the employee.
  - g. "Venue" is the location of this course been organized.
  - h. "Instructor Name" is the name of the trainer for the course.

## 2.2 Cost and HRDF

Cost and HRDF

Cost Criteria	Amount	Type	Total	HRDF
Course: <b>a</b>	0.00 <b>b</b>	Per Pax <b>c</b> No. of pax	0.00 <b>d</b>	<b>e</b> % HRDF Amount
Additional Cost				
• Accomodation:	0.00	Per Pax No. of pax	0.00 <b>f</b>	% HRDF Amount <b>g</b>
			<div> Add new cost criteria Additional Cost Update </div>	
Total:			0.00 <b>h</b>	0.00 <b>i</b>

- 1) “Cost and HRDF” section is about the cost spent for attending the course, and the amount of HRDF.
- 2) The cost amount of the course is similar to the amount inserted when the selected course is created.
- 3) Explanation of “Cost and HRDF” section:
  - a. Existed cost criteria
  - b. The amount of the cost criteria spent for the course
  - c. Type of the amount, either the amount is per pax or per class. No. of pax is mandatory if the type is “Per Pax” and the No. of pax shall not greater than the number of attendees.
  - d. Total amount of the cost spent.
  - e. Number of percentages the HRDF is applied to the total amount of the cost and the amount of HRDF.
  - f. Click “Add New Cost Criteria” to create new cost criteria (View 2.2.1 for more information).
  - g. Click “Maintain Cost Criteria” to edit or delete cost criteria (View 2.2.2 for more information).
  - h. The total amount of this course spent.
  - i. The total amount of HRDF this course able to be claimed.

## 2.2.1 Add New Cost Criteria

Cost and HRDF

Cost Criteria	Amount	Type	Total	HRDF
Course:	<input type="text" value="0.00"/>	Per Pax <input type="button" value="v"/> No. of pax <input type="text"/>	0.00	<input type="text" value=""/> % <input type="text" value="HRDF Amount"/>
Additional Cost				
• Accomodation:	<input type="text" value="0.00"/>	Per Pax <input type="button" value="v"/> No. of pax <input type="text"/>	0.00	<input type="text" value=""/> % <input type="text" value="HRDF Amount"/>
<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Cancel"/>		
			<input type="button" value="[+] Add new cost criteria"/>	<input type="button" value="Additional Cost Update"/>
Total:			0.00	0.00

1. After clicking “Add New Cost Criteria” button, an empty text box will be shown to allow user to insert the new cost criteria. Click “Add” to create new cost criteria and click “Cancel” to abort.

## 2.2.2 Maintain Cost Criteria

Cost Criteria	Amount	Type	Total	HRDF
Course:	<input type="text" value="0.00"/>	Per Pax <input type="button" value="v"/> No. of pax <input type="text"/>	0.00	<input type="text"/> % <input type="text" value="HRDF Amount"/>
<b>Additional Cost</b>				
• Accomodation:	<input type="text" value="0.00"/>	Per Pax <input type="button" value="v"/> No. of pax <input type="text"/>	0.00	<input type="text"/> % <input type="text" value="HRDF Amount"/>
• Transport:	<input type="text" value="0.00"/>	Per Pax <input type="button" value="v"/> No. of pax <input type="text"/>	0.00	<input type="text"/> % <input type="text" value="HRDF Amount"/>
• Meal:	<input type="text" value="0.00"/>	Per Pax <input type="button" value="v"/> No. of pax <input type="text"/>	0.00	<input type="text"/> % <input type="text" value="HRDF Amount"/>
				<input type="button" value="+ Add new cost criteria"/> <input type="button" value="Additional Cost Update"/>
Total:			0.00	0.00

### Cost

Cost Criteria

Accomodation

Meal

Transport

Delete

Delete

Delete

3

4

Save

Cancel

1. "Maintain Cost Criteria" message box will be prompted out as shown above.
2. Click "Delete" button besides the respective cost criteria to delete the course.
3. Click "Save Changes" to save the changes made on the cost criteria.
4. Click "Cancel" to abort this operation and close the message box.

## 2.3 Attended Employee

The screenshot displays the 'Attended Employee' interface. At the top, there is a search bar with a 'Search' button (labeled 1) and a 'Total' section showing 'Selected: 3', 'Pass: 2', and 'Fail: 1' (labeled 5). Below the search bar are links for 'Select All' (labeled 2), 'Expand All', and 'Collapse All'. The interface is divided into two main sections: 'Finance' and 'Marketing Sales'. The 'Finance' section shows a list of employees with checkboxes (labeled 3) and a 'Marks' column (labeled 4) for entering scores and grades. The 'Marketing Sales' section is currently empty.

Finance		Marks	
<input checked="" type="checkbox"/>	A00001 Enrique Wittie	85	% Pass
<input checked="" type="checkbox"/>	A00002 Xiong Zengguang	47	% Fail
<input checked="" type="checkbox"/>	A00003 Erik Hollimon	90	% Pass
<input type="checkbox"/>	A00004 Cheah Zengguang		
<input type="checkbox"/>	A00005 Leroy Wayman		

Marketing Sales

1. To search a particular employee, insert his/her name or employee number and click "Search".
2. Click "Expand All" to show list of employees under the department, and vice versa by clicking "Collapse All". And to select all employee from all department, tick "Select All".
3. Tick the checkbox besides that employee number to select the employee. Tick "Select All" to select all employee of the respective department.
4. Insert the marks of the employee scored and the grade will be shown base on the passing mark.
5. This shows the number of attendees and the number of employees for the scored grade.



## 2.4 Edit Course Assignment

Course Category	Title	Venue	Cost	Cost per Employee	HRDF	HRDF per Employee	Start Date	End Date	Course Duration	Assignment Date	Course Source	Action
Evaluation Test	Certified Embedded System Design Programme - Reliable C Programming for Embedded Systems	-	0.00	0.00	0.00	0.00	2019-10-16	2019-10-17	1 Day(s)	2019-10-09	Internal	<a href="#">Edit</a> <a href="#">View</a>

Course Assignment
Course Assignment Report

Attended Course Information

Course Category \*

:

Evaluation Test

Start Date \*

:

2019-10-16

Certification Criteria

:

Attendance

Venue

:

Course \*

:

Certified Embedded Syst

End Date \*

:

2019-10-17

Granted Date \*

:

2019-10-18

Instructor Name

:

Save

Delete

Cancel

mywavesuite1.biz says  
This action will delete this record. Are you sure?

OK

Cancel

- To edit an assignment, click on “Edit” button right besides of respective assignment. And, it will bring you to the Course Assignment form.
- To save the changes, click “Save” button to proceed.
- To delete the assignment, click “Delete” button and a confirmation message box is popped out. Click “Ok” to confirm, else click “Cancel”.
- To abort assignment, edit operation, click “Cancel”.
- To view more details about the assignment, click “View” and the report is displayed in a pop out window as shown below.

Export to Excel

Assigned Course Information

Course Category

:

Evaluation Test

Course Source

:

Internal

Venue

:

-

Certification Criteria

:

Attendance

Start Date

:

2019-10-16

Granted Date

:

2019-10-18

Assignment Date

:

2019-10-09

Title

:

Certified Embedded System Design Programme - Reliable C Programming for Embedded Systems

Description

:

TESTING

Instructor

:

-

Passing Mark

:

-

End Date

:

2019-10-17

Expiration Date

:

-

Number of Attendees

:

1 (Attended: 1 Absent: 0)

Attended Employee

Employee No	Employee Name	Department	Status
MY0023	YEE HEN CHOONG	EMPLX	Attend

### 3. Course Assignment Report

#### 3.1 Retrieve Report

Course Assignment Course Assignment Report

1

2

4

5

Retrieve

Reset

Export to Excel

Export to Raw Data

Employee No. (From) :  [List All](#) Employee No. (To) :  [List All](#)

Course Source :  Course :  [List All](#)

Cost (From) :  Cost (To) :

HRDF (From) :  HRDF (To) :

Start Date :  End Date :

FIELD

Course Assignment Information

Group By :  3

Course Category	Title	Venue	Cost	Cost per Employee	HRDF	HRDF per Employee	Start Date	End Date	Course Duration	Assignment Date	Course Source	Action
Evaluation Test	Certified Embedded System Design Programme - Reliable C Programming for Embedded Systems	-	0.00	0.00	0.00	0.00	2019-10-16	2019-10-17	1 Day(s)	2019-10-09	Internal	<a href="#">Edit</a>   <a href="#">View</a>

1. After inserting filtering information, click “Retrieve” to filter.
2. Click “Reset” to empty all field.
3. “Group By” allow User to swap the display of assignment list, either group by Course or Employee. The figure above is displayed in course grouping, which is the default and figure below is displayed in Employee grouping format.
4. “Export to Excel” is to allow user to export the current result into Excel format.
5. “Export to Raw Data” is to allow user to export current result in raw data format.