



## Release Notes

**Release Date: 20 October 2022**

To leave feedback, please email to [support@mywave.biz](mailto:support@mywave.biz)

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## Release Notes Summary

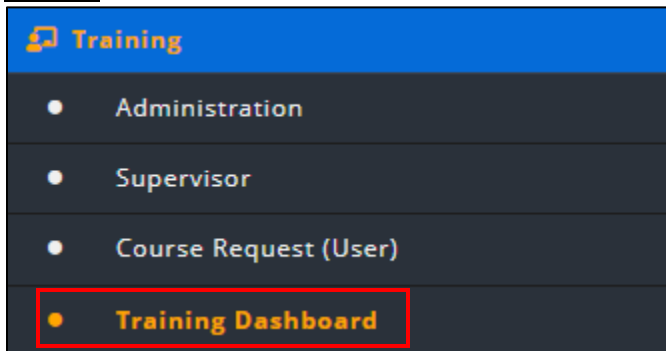
Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
<b>User Menu</b> <ul style="list-style-type: none"><li>Renamed Training Dashboard</li></ul>	Enhancement	–	–	–	√	√	√
<b>Training</b> <ul style="list-style-type: none"><li>Training Records (Admin)</li><li>Online Self-Paced Course <i>New</i></li><li>Training Dashboard (User)</li><li>Training Dashboard (Supervisor)</li><li>Training Dashboard (Admin)</li><li>Apply Course</li></ul>	Enhancement	–	√	–	√	√	√

# User Menu

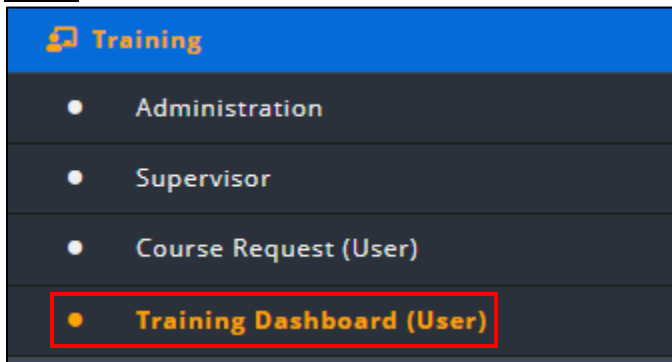
## Renamed Training Dashboard

**Training Dashboard** for user in user menu has renamed to **Training Dashboard (User)** for clearer understanding.

Before:



After:



## Training Records (Admin)

The yellow icon in Training Records (Admin) has been changed to **Add Participants** button.

### Before:

Training Records (Admin) with yellow icon

**Course Status**

Cost Attendance Save Back

Course Title : Creative & Innovative Problem Solving - 13672a0  
Course Periods : 2022-10-01 ~ 2022-10-01  
Class Size : 1 ~ 20  
Total Attendee : 2  
Status : Incomplete

No.	Employee Name	Employee No.	Attended(✓ / ✕)	Attendance (days) ( 1 Day(s))
1.	ABDUL RAHMAN	EMP001	✕	1
2.	GHAFAR AHMAD	EMP007		1

### After:

Training Records (Admin) with Add Participants button

HRMS Application / Training / Administration / Training Records (Admin)

**Training Records**

**Course Status**

Cost Attendance Save Back

Course Title : Creative & Innovative Problem Solving - 13672a0  
Course Periods : 2022-10-01 ~ 2022-10-01  
Class Size : 1 ~ 20  
Total Attendee : 2  
Status : Incomplete

+ Add Participants

No.	Employee Name	Employee No.	Attended(✓ / ✕)	Attendance (days) ( 1 Day(s))
1.	GHAFAR AHMAD	EMP007		1
2.	ABDUL RAHMAN	EMP001	✕	1

## Online Self-Paced Course New

Online **Self-Paced** course has been added as a new course method in Training module. Admins can setup Self-Paced course for employees in **Course Setup** under Admin mode. Once the course has been setup, users will be able to start Self-Paced courses with assessment tracking in the system.

### Course Setup for Self-Paced Course Method:

Source \* - Select course source -

Course Method Self Paced

Duration \* - Select a duration-

Expected Completion Duration \* - Select a duration- ☒ No control

Course Pre-requisite

Cost \* 0 Per Pax Malaysian Ringgit (MYR)

HRDF %

Professional/ Course Certification [Assign certificates](#)

Passing Criteria \* - Select passing criteria -

Course Validity - Select a duration- ☒ Never expires

Course Content Management

Upload File \* [Upload .zip SCORM 1.2 file \(Maximum file size : 100MB\)](#)

[Corporate Policy \(COMP-PnC\).zip](#)

[Preview](#)

Click Preview to verify your SCORM file

When Self-paced course is chosen in Course Method, additional information is required:

- **Expected course completion date**  
Admins can input the expected completion duration if employee is required to complete the self-paced course within a time range. Otherwise, tick the no control checkbox to disable the feature.
- **Upload SCORM 1.2**  
Admins can upload a SCORM 1.2 file in zip file format. After uploading the file, admins can preview the SCORM 1.2 file to make sure the file is correct.

When the course is active (based on course effective start and end date), user can apply the course in **Training Dashboard (User)** any time. Self-paced courses can also be applied on behalf of employees by supervisors or admins in **Training Dashboard (Supervisor)** and **Training Dashboard (Admin)** respectively, but only employees themselves may start the self-paced course.

# Training Dashboard (User)

The **Summary** tab in Training Dashboard (User) has been renamed to **Dashboard** and a new **Report** tab has been added.

## Dashboard:

The first tab, **My Course**, has been renamed to **Training Activities**, and it contains 5 tabs that represent different activity statuses. The red notification number is the number of courses that require the user to take action, which courses are listed in the **Action Required** tab. User can click the **...** icon in the **Action** column to view details of the course.

## Before:

## After:



The second tab, **Course Request**, has been renamed to **New Course Request**, and it contains 5 tabs that represent different statuses. The red notification number is the number of requests that are pending the supervisor's approval, which are listed in the **Pending Supervisor** tab. User can click on **...** icon in the **Action** column to view the course request detail. The third and fourth tab have also been renamed from **Certification** and **Cert. Name** to **Add Certification Request** and **New Cert. Name Request** respectively.

### Before:

HRMS Application / Training / Training Dashboard

Summary

My Course **5** **Course Request** **1** Certification **1** Cert. Name

Requested Course	Course Type	Status	Action
Coaching for Result	Existing Course	Pending	[View]
Employment Act 1955 - The Law and Case Laws	Existing Course	Pending	[View]
Finance Course A	New Course	Pending	[View]
Microsoft Excel 2010	Existing Course	Pending Supervisor	[View]
New course - ABC	New Course	Pending Supervisor	[View]
Project Management Professional Certification Program	Existing Course	Pending	[View]

What's New

News

Course [ Creative & Innovative Problem Solving ] has been created

Expiring Cert

Cert. Name Expiring At

No Record Found.

### After:

HRMS Application / Training / Training Dashboard

Dashboard Report

Training Activities **5** **New Course Request** **2** Add Certification Request New Cert. Name Request

Pending Supervisor **5** Pending Admin **4** Acknowledged Scheduled All

Requested Course	Course Type	Status	Action
Search	Search	Search	
Microsoft Excel 2010	Existing Course	Pending Supervisor	...
New course - ABC	New Course	Pending Supervisor	...

What's New

News

PSSD Onboarding - Research Team has been created

PSSD weekly meeting sharing has been created

Developer guideline has been created

Creative & Innovative Problem Solving has been created

PSSD onboarding test has been created

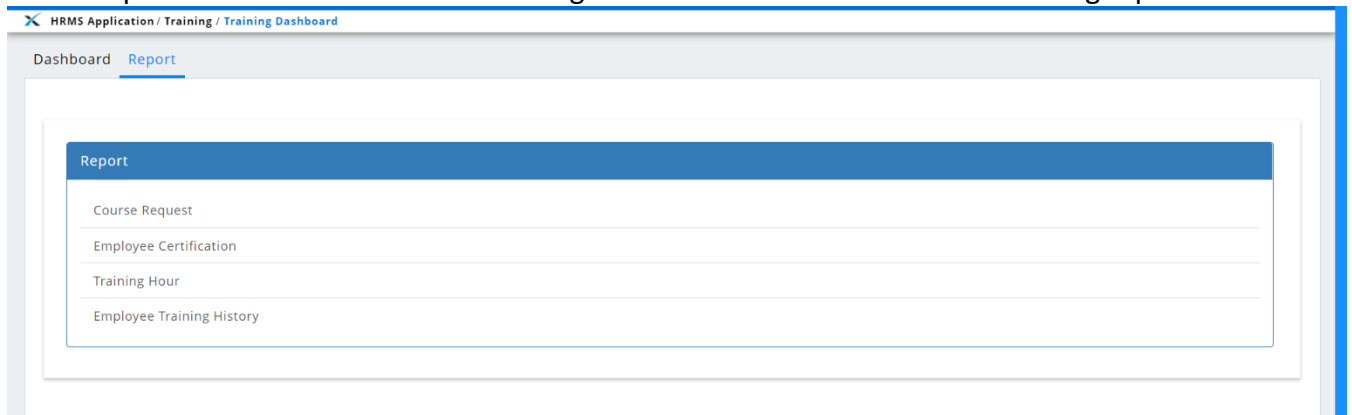
Expiring Cert / Course

Cert. Name Expiring At

No Record Found.

## Report

A new report tab has been added to training dashboard for the user to view training reports.



# Training Dashboard (Supervisor)

The **Summary** tab in Training Dashboard (Supervisor) has been renamed to **Dashboard** and a new **Report** tab has been added.

## Dashboard:

The first tab, **My Course**, has been renamed to **Employee Training Activities**, and it contains 5 tabs that represent different activity statuses. The red notification number is the number of course registrations that are pending the supervisor's approval, which are listed in the **Training Request Approval** tab. Supervisors can click on approve or reject icon in the **Action** column to view the detail of the course and approve or reject the registration.

## Before:

HRMS Application / Training / Supervisor / Training Dashboard (Supervisor)

Summary

Course	Requested By	Status	Action
Creative & Innovative Problem Solving - 092019 (2 day(s) course)	ABDUL RAHMAN	Registration-Pending Approval	[Approve] [Reject]
Creative & Innovative Problem Solving - 13672a0 (1 day(s) course)	CHANDRA GUPAL	Withdrawal-Pending Approval	[Approve] [Reject]
Creative & Innovative Problem Solving - 13672a0 (1 day(s) course)	CHANDRA GUPAL	Withdrawal-Pending Approval	[Approve] [Reject]
Creative & Innovative Problem Solving - 13672a0 (1 day(s) course)	DENNIS CHAN	Withdrawal-Pending Approval	[Approve] [Reject]
Creative & Innovative Problem Solving - 13672a0 (1 day(s) course)	ABDUL RAHMAN	Withdrawal-Pending Approval	[Approve] [Reject]
Creative & Innovative Problem Solving - 336140f (2 day(s) course)	CHANDRA GUPAL	Registration-Pending Approval	[Approve] [Reject]

What's New

News

Course [ Creative & Innovative Problem Solving ] has been created

Expiring Cert

Cert. Name	Expiring At
No Record Found.	

## After:

HRMS Application / Training / Supervisor / Training Dashboard (Supervisor)

Dashboard Report

Employee Training Activities New Course Request Add Certification Request New Cert. Name Request

Training Request Approval Employee's Action Upcoming Attended All

Course / Schedule Code	Course Method	Employee Name	Date / Duration	Status	Action
Search	Search	Search	Search	Search	
Microsoft Excel 2010 EXCEL2017-01	N/A	BEN TAN - EMP002	2017-06-19 1 Day(s)	Registration - Pending Approval	✓ ✗
Creative & Innovative Problem Solving 092019	Class Room	ABDUL RAHMAN - EMP001	2019-10-09, 2019-10-10 2 Day(s)	Registration - Pending Approval	✓ ✗
Creative & Innovative Problem Solving 13672a0	Class Room	CHANDRA GUPAL - EMP003	2022-10-01 1 Day(s)	Withdrawal - Pending Approval	✓ ✗
Creative & Innovative Problem Solving 336140f	Class Room	CHANDRA GUPAL - EMP003	2022-12-08, 2022-12-09 2 Day(s)	Registration - Pending Approval	✓ ✗

What's New

News

PSSD Onboarding - Research Team has been created

PSSD weekly meeting sharing has been created

Developer guideline has been created

Creative & Innovative Problem Solving has been created

PSSD onboarding test has been created

Expiring Cert / Course

Cert. Name	Expiring At
Onboarding (test)	2022-12-03

The second tab, **Course Request**, has been renamed to **New Course Request**, and it contains 5 tabs that represent different statuses. The red notification number is the number of requests that are pending the supervisor's approval, which are listed in the **Course Request Approval** tab. Supervisor can click the approve or reject icon in the **Action** column to view the detail of the course request and approve or reject the request. The third and fourth tab have also been renamed from **Certification** and **Cert. Name** to **Add Certification Request** and **New Cert. Name Request** respectively.

### Before:

HRMS Application / Training / Supervisor / Training Dashboard (Supervisor)

Summary

Course 2 Course Request 10 Certification 9 Cert. Name 1

Requested Course	Course Type	Requested By	Status	Action
C++ Programming Course	New Course	ABDUL RAHMAN	Pending	[View]
Employment Act 1955 - The Law and Case Laws	Existing Course	ABDUL RAHMAN	Pending	[View]
Employment Act 1955 - The Law and Case Laws	Existing Course	BEN TAN	Pending	[View]
Employment Act 1955 - The Law and Case Laws	Existing Course	DENNIS CHAN	Pending	[View]
Java Development	New Course	ABDUL RAHMAN	Pending	[View]
Performance Management	Existing Course	ABDUL RAHMAN	Pending	[View]

What's New

News

Course [ Creative & Innovative Problem Solving ] has been created

Expiring Cert

Cert. Name Expiring At

No Record Found.

### After:

HRMS Application / Training / Supervisor / Training Dashboard (Supervisor)

Dashboard Report

Employee Training Activities 4 New Course Request 1 Add Certification Request New Cert. Name Request

Course Request Approval 6 Pending Admin 15 Acknowledged Scheduled All

Requested Course	Course Type	Requested By	Status	Action
Search	Search	Search	Search	
Developing Employee Handbook	Existing Course	ABDUL RAHMAN - EMP001	Pending Supervisor	[Approve] [Reject]

What's New

News

PSSD Onboarding - Research Team has been created

PSSD weekly meeting sharing has been created

Developer guideline has been created

Creative & Innovative Problem Solving has been created

PSSD onboarding test has been created

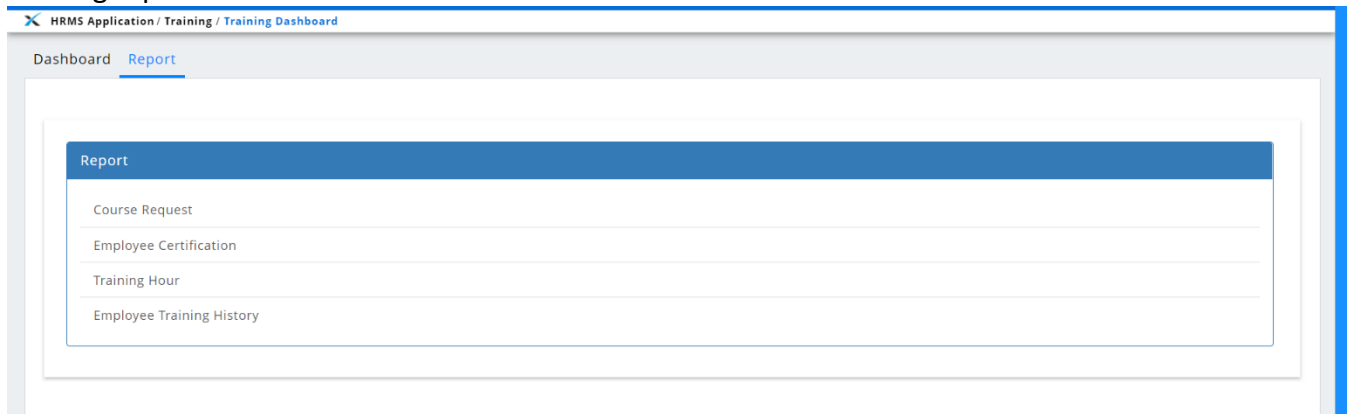
Expiring Cert / Course 1

Cert. Name Expiring At

Onboarding (test) 2022-12-03

## Report

A new report tab has been added to training dashboard for supervisors to view their subordinates training reports.



# Training Dashboard (Admin)

The **Summary** tab in Training Dashboard (Admin) has been renamed to **Dashboard** and 2 new tabs have been added, which are **Course Status** and **Report**.

## Dashboard:

The first tab, **My Course**, has been renamed to **Training Activities**, and it contains 5 tabs that represent different activity statuses. The red notification number is the number of courses that require the employee to take action, which courses are listed in the **Action Required** tab. User can click the **...** icon in the **Action** column to view details of the course.

## Before:

The screenshot shows the 'Summary' tab of the Training Dashboard (Admin). The breadcrumb trail is 'HRMS Application / Training / Administration / Training Dashboard (Admin)'. The 'Summary' tab is highlighted. Below the breadcrumb, there is a dropdown for 'Employee Name' with 'ABDUL RAHMAN - EMP001' selected. To the right of the dropdown are four tabs: 'Course' (with a red notification number 2), 'Course Request' (with a red notification number 8), 'Certification' (with a red notification number 3), and 'Cert. Name' (with a red notification number 1). Below these tabs is a table with columns 'Course', 'Status', and 'Action'. The table contains two rows: 'Creative & Innovative Problem Solving - 092019 (2 day(s) course)' with status 'Registration-Pending Approval' and a '[View]' link; and 'Creative & Innovative Problem Solving - 13672a0 (1 day(s) course)' with status 'Withdrawal-Pending Approval' and a '[View]' link. To the right of the table is a 'What's New' section with a 'News' tab and a message: 'Course [ Creative & Innovative Problem Solving ] has been created'. Below that is an 'Expiring Cert' section with a table with columns 'Cert. Name' and 'Expiring At', showing 'No Record Found.'.

## After:

The screenshot shows the 'Dashboard' tab of the Training Dashboard (Admin). The breadcrumb trail is 'HRMS Application / Training / Administration / Training Dashboard (Admin)'. The 'Dashboard' tab is highlighted. Below the breadcrumb, there is a dropdown for 'Employee Name' with 'ABDUL RAHMAN - EMP001' selected. To the right of the dropdown are four tabs: 'Training Activities' (with a red notification number 4), 'New Course Request' (with a red notification number 1), 'Add Certification Request', and 'New Cert. Name Request'. Below these tabs is a table with columns 'Course / Schedule Code', 'Course Method', 'Date / Duration', 'Status', and 'Action'. The table contains five rows: 'Developer guideline' with status 'Pending Completion' and a '...' icon; 'Training Needs Analysis' with status 'Incomplete' and a '...' icon; 'Microsoft Excel 2010' with status 'Incomplete' and a '...' icon; 'Creative & Innovative Problem Solving' with status 'Incomplete' and a '...' icon; and 'Creative & Innovative Problem Solving' with status 'Incomplete' and a '...' icon. To the right of the table is a 'What's New' section with a 'News' tab and a list of news items: 'PSSD Onboarding - Research Team has been created', 'PSSD weekly meeting sharing has been created', 'Developer guideline has been created', 'Creative & Innovative Problem Solving has been created', and 'PSSD onboarding test has been created'. Below that is an 'Expiring Cert / Course' section with a table with columns 'Cert. Name' and 'Expiring At', showing 'Onboarding (test)' with an expiration date of '2022-12-03'.

The second tab, **Course Request**, has been renamed to **New Course Request**, and it contains 5 tabs that represent different statuses. The red notification number is the number of requests that are pending the supervisor's approval, which are listed in the **Pending Supervisor** tab. Admins can click on **...** icon in the **Action** column to view the course request. The third and fourth tab have also been renamed from **Certification** and **Cert. Name** to **Add Certification Request** and **New Cert. Name Request** respectively.

### Before:

HRMS Application / Training / Administration / Training Dashboard (Admin)

Summary

Employee Name: ABDUL RAHMAN - EMP001

Course Course Request Certification Cert. Name

Requested Course Course Type Status Action

C++ Programming Course	New Course	Pending	[View]
Developing Employee Handbook	Existing Course	Pending Supervisor	[View]
Employment Act 1955 - The Law and Case Laws	Existing Course	Pending	[View]
Java Development	New Course	Pending	[View]
Performance Management	Existing Course	Pending	[View]
Project Management Professional Certification Program	Existing Course	Pending	[View]

What's New

News

Course [ Creative & Innovative Problem Solving ] has been created

Expiring Cert

Cert. Name Expiring At

No Record Found.

### After:

HRMS Application / Training / Administration / Training Dashboard (Admin)

Dashboard Course Status Report

Employee Name: ABDUL RAHMAN - EMP001

Training Activities New Course Request Add Certification Request New Cert. Name Request

Pending Supervisor Pending Admin Acknowledged Scheduled All

Requested Course Course Type Status Action

Search	Search	Search	
Developing Employee Handbook	Existing Course	Pending Supervisor	...

What's New

News

PSSD Onboarding - Research Team has been created

PSSD weekly meeting sharing has been created

Developer guideline has been created

Creative & Innovative Problem Solving has been created

PSSD onboarding test has been created

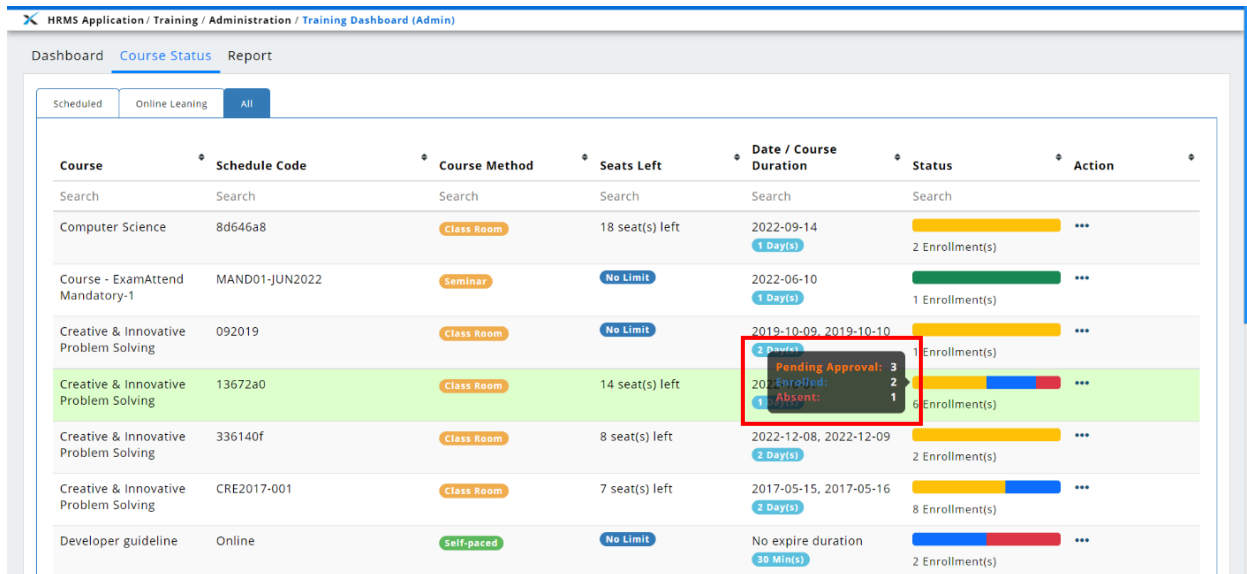
Expiring Cert / Course

Cert. Name Expiring At

Onboarding (test) 2022-12-03

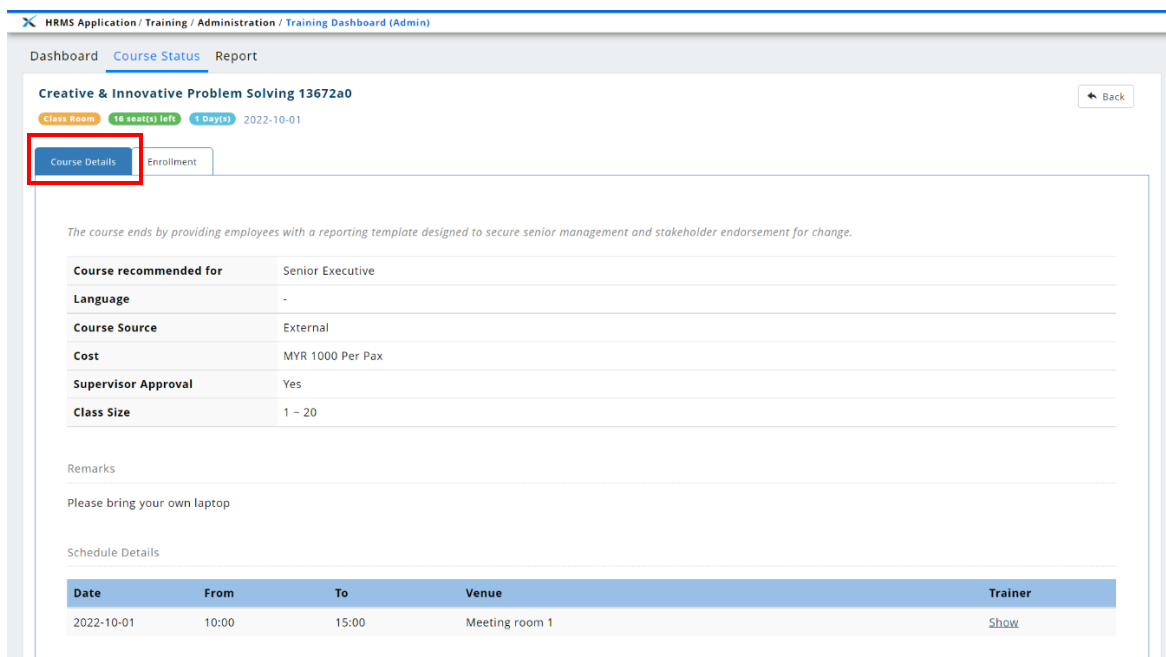
## Course Status:

**Course Status** tab in Training Dashboard (Admin) is for admin to view the enrollment progress of all courses. Admin can enroll or withdraw multiple employees and assign the course as a mandatory course to employees. Admins can hover on the progress bar in the **Status** column to view the number of enrollment records for each status.



Course	Schedule Code	Course Method	Seats Left	Date / Course Duration	Status	Action
Search	Search	Search	Search	Search	Search	
Computer Science	8d646a8	Class Room	18 seat(s) left	2022-09-14 1 Day(s)	2 Enrollment(s)	...
Course - ExamAttend Mandatory-1	MAND01-JUN2022	Seminar	No Limit	2022-06-10 1 Day(s)	1 Enrollment(s)	...
Creative & Innovative Problem Solving	092019	Class Room	No Limit	2019-10-09, 2019-10-10	1 Enrollment(s)	...
Creative & Innovative Problem Solving	13672a0	Class Room	14 seat(s) left	2022-12-08, 2022-12-09 2 Day(s)	6 Enrollment(s) Pending Approval: 3 Enrolled: 2 Absent: 1	...
Creative & Innovative Problem Solving	336140f	Class Room	8 seat(s) left	2022-12-08, 2022-12-09 2 Day(s)	2 Enrollment(s)	...
Creative & Innovative Problem Solving	CRE2017-001	Class Room	7 seat(s) left	2017-05-15, 2017-05-16 2 Day(s)	8 Enrollment(s)	...
Developer guideline	Online	Self-paced	No Limit	No expire duration 30 Min(s)	2 Enrollment(s)	...

Admins can click the **...** icon in the **Action** column to view the details of the course under **Course Details** tab and employee enrollment status under **Enrollment** tab. Click on Enroll to assign employees into the selected course. Admins can also set the course as a mandatory course to employees. Employees will not be able to withdraw if it is a mandatory course.



Date	From	To	Venue	Trainer
2022-10-01	10:00	15:00	Meeting room 1	Show



HRMS Application / Training / Administration / Training Dashboard (Admin)

Dashboard [Course Status](#) Report

**Creative & Innovative Problem Solving 13672a0** Back

Class Room 16 seat(s) left 1 Day(s) 2022-10-01

Course Details **Enrollment**

Customize Columns **Enroll** Edit

Employee No	Employee Name	Department	Supervisor	Status	Mandatory
Search	Search	Search	Search	Search	<input type="text"/>
EMP001	ABDUL RAHMAN	Quality Systems	JOYCE WONG	Absent	Mandatory
EMP003	CHANDRA GUPAL	Quality Systems	JOYCE WONG	Withdrawal - Pending Approval	Optional
EMP004	DENNIS CHAN	Engineering	JOYCE WONG	Enrolled	Optional
EMP005	EKA SINGH	Engineering	ELIZABETH TEOH	Registration - Pending Approval	Optional
EMP007	GHAFAR AHMAD	Production	ELIZABETH TEOH	Enrolled	Optional
EMP008	ELIZABETH TEOH	Engineering	DENNIS CHAN	Registration - Pending Approval	Optional

< 1 >

## Report:

A new report tab has been added to training dashboard for admins to view employee training reports.

HRMS Application / Training / Training Dashboard

Dashboard [Report](#)

**Report**

- Course Request
- Employee Certification
- Training Hour
- Employee Training History

# Apply Course

**Apply Course** table in **Training Dashboard** has been enhanced for all 3 modes (Admin, Supervisor, User). Self-paced label is added to indicate courses that are self-paced. The Schedule Code column is removed and displayed as a label along with course method in the Course Title column. A gray **Registered** label with a tick is displayed for courses that the user has registered to. Course Category and Duration/ Date columns are added into the table.

Before:

Apply Course				
<a href="#">Course title not found? Request for new course here ?</a>				
<input type="text" value="Search requested course...."/>				
Course Title	Schedule Code	Registration Period	Seats Left	Action
Creative & Innovative Problem Solving	336140f	2022-10-01 ~ 2022-11-30	4	
Creative & Innovative Problem Solving	336140f	2022-10-01 ~ 2022-11-30	4	
Creative & Innovative Problem Solving	336140f	2022-10-01 ~ 2022-11-30	4	
Creative & Innovative Problem Solving	336140f	2022-10-01 ~ 2022-11-30	4	
Creative & Innovative Problem Solving [Registered]	336140f	2022-10-01 ~ 2022-11-30	4	
<div><span>&lt;</span> <span>1</span> <span>&gt;</span></div> <div>Close</div>				

After:

Apply Course					
<a href="#">If you cannot find what you are looking for, raise request here</a>					
<input type="text" value="Search...."/>					
Course Title	Course Category	Registration Period	Duration / Date	Seats Left	Action
Creative & Innovative Problem Solving <b>Class Room</b> <b>336140f</b> ✓ Registered	Management & Leadership	2022-10-01 ~ 2022-11-30	<b>2 Day(s)</b> 2022-12-08,2022-12-09	10	
Developer guideline (PSSD-DEVGUIDE) <b>Self-paced</b> ✓ Registered	Onboarding - PSSD	2022-08-01 Onward	<b>30 Minute(s)</b>	<b>No Limit</b>	
Onboarding (test) (ONBOARD-TEST) <b>Self-paced</b> ✓ Registered	Human Resources	2022-08-01 Onward	<b>30 Minute(s)</b>	<b>No Limit</b>	
Onboarding (ONBOARDING	Human Resources	Onward	<b>1 Hour(s)</b>	<b>No Limit</b>	
<div>Close</div>					

## Course Details

Course Registered pop-up screen is changed to Course Details. The details shown will differ depending on whether the course is a regular course or a self-paced course.

### Before

### Course Registered

336140f Creative & Innovative Problem Solving

Course Details

Description The course ends by providing employees with a reporting template designed to secure senior management and stakeholder endorsement for change.

Language English

Class Size 1 - 10

Remarks

Schedule Details

Date	From	To	Venue	Trainer
2022-12-08	08:00	16:00	Room A	<a href="#">Show</a>

[Apply](#) [Close](#) [Back](#)

### After

### Regular Course

### Course Details

**Creative & Innovative Problem Solving 336140f**

[Class Room](#) [10 seat\(s\) left](#) [2 Day\(s\)](#) 2022-12-08,2022-12-09

The course ends by providing employees with a reporting template designed to secure senior management and stakeholder endorsement for change.

Course recommended for	Senior Executive
Language	-
Course Source	External
Cost	MYR 1000 Per Pax
Supervisor Approval	Yes
Class Size	1 - 10

[Back](#) [Close](#) [Apply](#)

## Self-Paced Course

### Course Details

**PSSD developer articulate**  
CODE001

**Self-paced** **30 Min(s)** Never expires

<b>Language</b>	English
<b>Course Source</b>	Internal

BackCloseEnroll