User Guide

Training & Develpopment (Admin)

v3.0.0

empl X
employee **Xpress**

Contents

Training & Development (Admin)

1. Setup

1.1 Category Setup

1.1.1 Create a new category
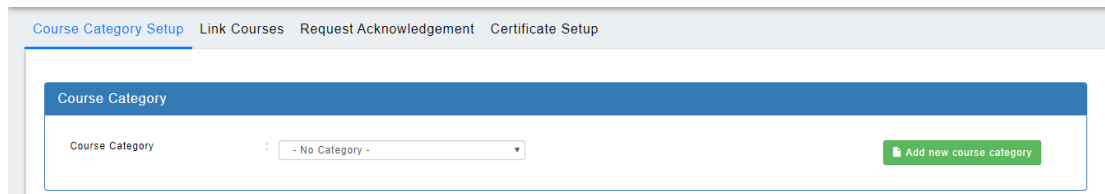
Figure 1.1

Create category to categorise the course

1. Click [Add new course category] to create a new category.
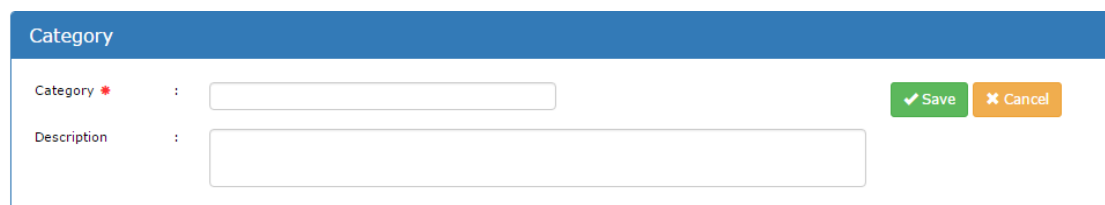
Figure 1.2

2. Figure 1.1 will be shown as above after [Add new course category].
3. User is required to key in category name.
4. User may key in description.
5. Click [Save] to save the settings. Otherwise click [Cancel] to cancel the setup.

1.1.2 Edit category

Figure 1.3

1. Select an existing category to from a dropdown as shown in figure 1.3.

Course Category

Course Category	:	Engineering ▾
Description	:	

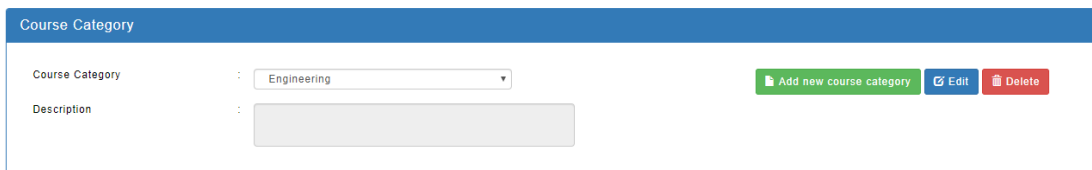Add new course category ☑ Edit 🗑 Delete

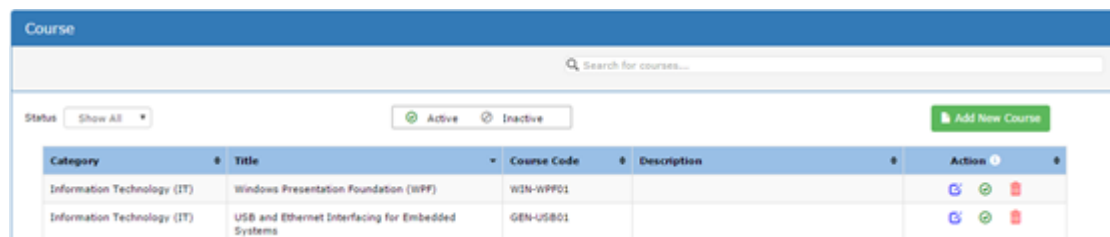<div align="center">Figure 1.4</div>

2. Edit the content by clicking ☑ Edit button located on the top-right corner.

1.1.3 Delete category

1. Delete the category by clicking 🗑 Delete if the category is no longer needed. Please ensure that the category is not in used before deleting it.

1.2 Course Setup

1.2.1 Create a new course

Course

🔍 Search for courses...

Status Show All ▾   ⊘ Active   ⊘ Inactive   📄 Add New Course

Category	Title	Course Code	Description	Action ⓘ
Information Technology (IT)	Windows Presentation Foundation (WPF)	WIN-WPF01		☑ ⊘ 🗑
Information Technology (IT)	USB and Ethernet Interfacing for Embedded Systems	GEN-USB01		☑ ⊘ 🗑

<div align="center">Figure 1.5</div>

1. Click 📄 Add New Course to create a new course as shown in figure 1.5.
2. As shown in figure 1.6, it consists of:
   a. Select a category for the course if the course is to be categorised.
   b. Please key in the course title as this is a mandatory field.
   c. Please key in course code in order to differentiate among courses (if the course title happens to have similar title).
   d. Please key in website, if the course does has a referencing website link.
   e. Please key in description, if you wish to describe about the new course.
   f. Please key in recommend for, if the course only suitable for participants with certain criteria.
   g. Please select an effective start date for the course. Effective start date is mandatory but effective end date is optional.
      i. When scheduling a course, course list will only show the course(s) within the effective periods.

    ii. When requesting a course, course list will only show the course(s) within the effective periods.

  h. Please select a default language for the course.
    i. When scheduling a course, selected course will auto select the default language.

  i. Please select a course source (mandatory field), it consists of:
    i. Internal – Course conducted by internal trainer(s).
    ii. External – Course conducted by 3rd party organisation.

  j. Please select a course delivery method, if the course is conducting in specific place.

  k. Please key in duration (mandatory field), this will keep track on the duration of the course to be conducted, it consists of :
    i. Day(s)
    ii. Hour(s)

  l. Please key in the class size, selected course will auto fill up with the default language. The arrangement is as followed :
    i. 1st textbox – Minimum size of the course
    ii. 2nd textbox – Maximum size of the course

  m. Please key in the course pre-requisite, this will display pre-requisite of the course to those who wish to enrol themselves into the course.

  n. Please select an option in the course approval column, selected course will auto be selected with the default option,
    i. When [Yes] is selected , approval is required before participant(s) can confirm their enrolment
    ii. When [No] is selected, no approval is required when enrolling the course

  o. Please key in the course fee of the course, selected course will auto be filled up with the default course fee,
    i. If the cost does has HRDF claimable, please do fill up.

  p. Please select trainer(s) for the course, selected course will show assigned trainer list(s) from the selection, user may still be able to show more trainers.

  q. Please select certification(s) for the course, selected course will show assigned certification list(s) from the selection, user may still be able to show more certifications.

  r. Please select a certification criteria (mandatory field), it consists of :
    i. Attendance
    ii. Assessment,
      1. Pass/fail
      2. Percentage
      3. Score

  s. Please set up the notification (if needed),
    i. When it is turn on , it will send the notification to the respective recipient(s)
      1. HR
      2. Supervisors
      3. Employees
    ii. When it is turn off, no notification will be sent out

Course category	Information Technology (IT) ▼
Course Title *	Please key in course title
Course Code	Course Code ..
Website	Website for referencing..
Description	Description for the course
Recommend For	Course recommended for ..
Effective Date *	[ ] ~ [ ]
Language	- Select language - ▼
Source *	- Select course source - ▼
Course delivery method	- Select course method - ▼
Duration *	[ ] - Select a duration- ▼
Class Size	Minimum ~ Maximum
Course Pre-requisite	
Supervisor approval	○ Yes ◉ No
Cost *	[ ] - Select cost measurement - ▼ - Select cost currency - ▼
HRDF	[ ] % [ ]
Trainer	Assign trainer
Professional/ Course Certification	Assign certificates
Certification Criteria *	- Select certification criteria - ▼
Notify when certificate about to expire	○ On ◉ Off

Figure 1.6

3. Click ✔ Save to save the new course as shown in the figure 1.6. Otherwise click ← Back to cancel the course creation and return to figure 1.5.

1.2.2 Edit course

Figure 1.7

1. Click 🖉 as shown in figure 1.7 to amend the selected course.
2. It is the same as Section 1.2.1.
3. Click on ✔ Save to confirm the amendment. Otherwise click ← Back to cancel the course amendment and return to figure 1.7

1.2.3 Delete course

1. Click on 🗑 as shown in figure 1.7 to delete the selected course.

1.2.4 Active/Deactivate the course

1. Click on ✅ as shown in figure 1.7 to deactivate the selected course.
2. Click on 🚫 as shown in figure 1.7 to activate the selected course.
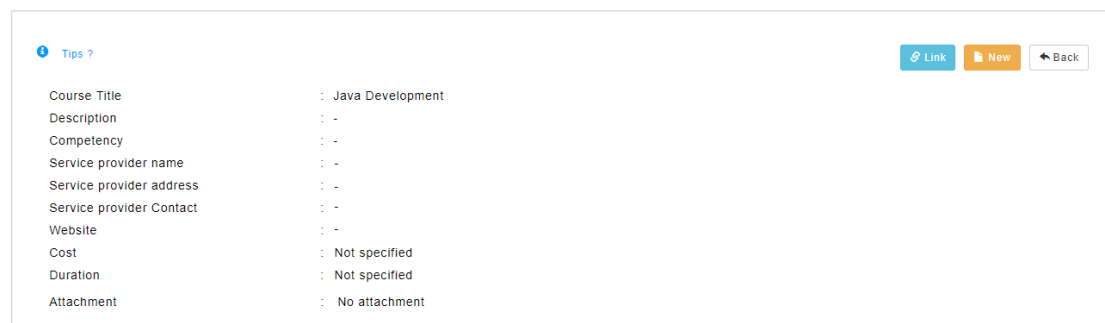
1.3 Link Courses

Course Title	Description	Website	Status	Link courses
C++ Programming Course			Pending	
Java Development			Pending	

Course Category Setup   Link Courses   Request Acknowledgement   Certificate Setup

ℹ Select and click on the row to view details   Show ▾   Search

Previous 1 Next

Figure 1.8

1.3.1 Link new request to existing course

IMPORTANT: Before proceed to this section, there must has at least one request from employee.

ℹ Tips ?   🔗 Link   📄 New   ↩ Back

|	
Course Title	: Java Development
Description	: -
Competency	: -
Service provider name	: -
Service provider address	: -
Service provider Contact	: -
Website	: -
Cost	: Not specified
Duration	: Not specified
Attachment	: No attachment

Figure 1.9

1. Click at the row level as shown in Figure 1.8 to view the requested course details
2. Click on 🔗 Link button, a small box will show up as shown in Figure 1.10
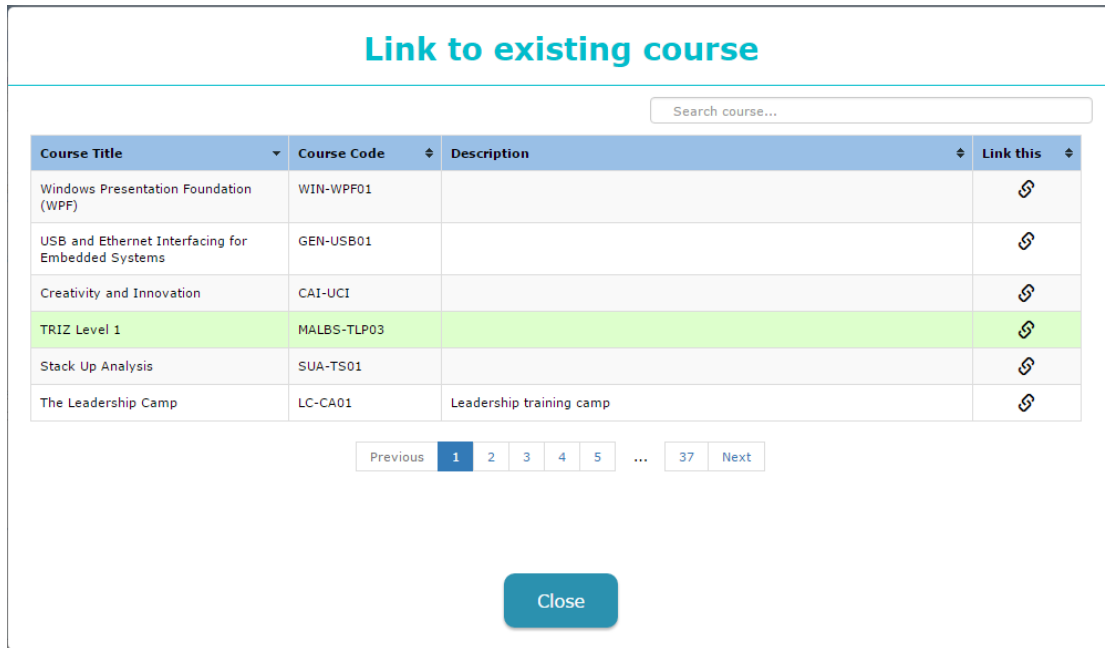
Figure 1.10

3. The courses shown in figure 1.10 is existing course from the system (Depending on company's course library). Click on 🔗 to link selected requested course to the existing course. Email will be sent out to respective employee(s).

1.3.2 To convert new requested course into real course

IMPORTANT: Before proceed to this section, there must has at least one request from employee.

Figure 1.11

1. Click at the row level as shown in Figure 1.8 to view the requested course details
2. Click on [New] button, a small box will show up as shown in Figure 1.11
3. Some of the data will be auto filled up as shown in figure 1.12

Course Creation Form

Course Category	- Select a category - ▼
Course Title *	Java Development
Course Code	Course Code ..
Website	
Description	Description for the course
Recommend For	Course recommended for ..
Effective Date *	📅 ~ 📅
Language	- Select language - ▼
Source *	- Select course source - ▼
Course delivery method	- Select course method ▼
Duration *	- Select a duration ▼

Save   Close

Figure 1.12

4. The setup will be similar as Section 1.2.1 Create a new course.
5. Click on Save when necessary details are filled up. <u>Email will be sent out to respective employee(s).</u>

1.4   Request Acknowledgement

Course Category Setup   Link Courses   Request Acknowledgement   Certificate Setup

ℹ Select and click on the row to view details   Show ▾   Search here...

Course Title ▲	Description ▼	Status ▼
Training Needs Analysis		Pending

Previous 1 Next

Figure 1.13

IMPORTANT: Before proceed to this section, there must has at least one request from employee.

Course Category Setup   Link Courses   Request Acknowledgement   Certificate Setup

✓ Save   ← Back

Requested Date	Preferred Period	Employee Name	Employee No	Remarks	Supervisor Name	Supervisor No	Seats	Priority Level	Action
2017-03-21	2017-04	ABDUL RAHMAN	EMP001		-	-	1	-	- Select a status - ▼

- Select a status -
Pending
Acknowledged
Course Scheduled
Schedule Cancelled
Closed
Cancelled

Figure 1.14

1. Click at the row level as show in figure 1.13 to acknowledge the course.

2. Figure 1.14 will be shown. Change the status to inform the requesting employee(s) on the status and click ✔ Save to confirm the status. Email will be sent to respective employee(s).

1.5 Certification Setup
1.5.1 Create new certification

Figure 1.15

Figure 1.16

1. Click on 🗋 New Certification to create a new certification and figure 1.16 will be shown.
2. As shown in figure 1.16, it consists of:
   a. Display name is a mandatory field. It is the certification name that will be used to display when employee is selecting the certification for application.
   b. Effective end date is the end effective of the certification.
   c. Areas, Institute and Issue By are selection for employee to select when applying the selected certification.
   d. Description is to describe about the certification.
3. Click Save once necessary details are filled up.

1.5.2 Edit existing certification

Certification Name

Details

Display Name	:	Electrician Certified
Effective End Date	:	📅
Areas of Certification	:	- ▼
Institute	:	- ▼
Issue By	:	- ▼

Description

Remarks

[Edit] [Close]

Figure 1.17

1. Click on the [Edit] link to edit the selected certification and figure 1.17 will be shown
2. Please refer to Section 1.5.1 Create a new certification as the settings are exactly same.
3. Click Save once necessary details are updated.

1.5.3 Maintain areas, institute and issue by

Certification Set-up

Areas | Institute | Issue By

◉ On ○ Off

Areas ▲	Action ⬍
Area A	Edit | Delete
Area C	Edit | Delete
Artificial Intelligent	Edit | Delete
Information Technology	Edit | Delete
Click here to add Areas.	

Previous | 1 | Next

[Close]

Figure 1.18

1. Click on [● Manage Areas/ Institution/ Issued By] to manage the items and figure 1.18 will be shown.
2. Choose,
   ❖ Turn on * – To allow employee to select the listed items from the dropdown
   ❖ Turn off * – To hide the selection for the selected category
3. Click on [Edit] to edit selected item
4. Click on [Delete] to delete selected item.
   Deleting the selected item will cause the item not showing in the future but will not remove the data previously attached to it

Corresponding to certification name

1.6   Certification Approval

IMPORTANT: Before proceed to this section, there must has at least one request from employee.

| Course Category Setup | Link Courses | Request Acknowledgement | Certificate Setup |

Certification Request   Search for certification

Areas of Certification ▲	Cert. Name ⇕	Description ⇕	Institute ⇕	Requested Date ⇕	Request By ⇕	Email Address ⇕	Remarks ⇕	Action ⇕
	Payroll Certified			29-08-2019	ABDUL RAHMAN	emplxdemo@mywavesuite.biz		[Approve][Reject]
	EMPLX Certified			26-08-2019	KHOO SIEW LING	emplxdemo@mywavesuite.biz		[Approve][Reject]

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Figure 1.19

Approve Certification Name

| Request By | : | VIC LEE' CHANG EU | | Request Date | : | 17 May 2016 |

Details

Areas	:	
Professional/ Course Certification	:	Take Charge ! Certification
Institute	:	
Issue By	:	unbelievable
Description	:	Take charge is all about problem solving skills
Remarks	:	-

[Edit] [Approve] [Close]

Figure 1.20

1.6.1 Approve requested certification

1. Click on [Approve] and figure 1.20 will be shown.
2. Click Approve if there is nothing to amend on the requested certification
3. Click on Edit if there are some details to amend and click on Save & Approve to save the changes and at the same time approve the amended certification. Email will be sent out to respective employee.

Reject Certification Name

Request By	:	VIC LEE' CHANG EU	Request Date :	17 May 2016

Details

Areas	:	
Professional/ Course Certification	:	Take Charge ! Certification
Institute	:	
Issue By	:	unbelievable
Description	:	Take charge is all about problem solving skills
Remarks	:	-

Reject Reason

[Reject] [Close]

Figure 1.21

1.6.2 Reject requested certification

1. Click on [Reject] and figure 1.21 will be shown.
2. Fill up the reject reason if you wish to reject the certification with remarks. Otherwise just click Reject to reject the selected certification. Email will be sent to respective employee.

1.7 Trainer Setup

Trainer Profile

+ Add

🛈 Select and click on the row to view details   🏠 Search here..

Trainer Name ▲	Training service provider	Trainer Type	Contact No.	Trainer Profile
Allison	CW Training Centre	External		
ELIZABETH TEOH - EMP008	-	Internal		
James Yew	MYwave Training Centre	External		
June Ong	CW Training Centre	External		
KHOO SIEW LING - EMP010	-	Internal		
May Lee	MYwave Training Centre	External		

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Figure 1.22

Figure 1.23

1.7.1 Create a trainer profile

1. To create a trainer profile, click **+ Add** as shown in figure 1.22 and figure 1.23 will be shown
2. There are two types of trainer to create,
   a. Internal – Trainer within the company
      i. You need at least ONE employee to assign the employee to be a trainer
      ii. Select employee from the list
      iii. Fill in the contact no. (Contact will be preloaded from employee selection, however contact no. keyed in will take the priority)
      iv. Fill in the email address
      v. Fill in the experience about the trainer
   b. External – Trainer from training provider
      i. You need to have provider company created before you can proceed to this section to create an external trainer profile
      ii. Select a training provider company
      iii. Fill in the contact no.
      iv. Fill in the email address
      v. Fill in the experience about the trainer
3. Click **✔ Save** to save the necessary details.

1.7.2 Edit trainer profile

1. Click at the row level as shown in figure 1.22 to update the selected trainer and figure 1.23 will be shown up.

2. Click **☑ Edit** to edit the necessary information. Please refer to Section 1.7.1 Create a trainer profile for items explanation.

3. Click **✔ Save** to save the necessary amendment.

1.7.3 Delete trainer profile

1. Click at the row level as shown in figure 1.22 to delete the selected trainer and figure 1.23 will be shown up.

2. Click **✖ Delete** to delete the selected trainer.

1.7.4 Create a training company/provider company

Training service provider

Training service provider	Contact No.	Country
Resdaq Sdn Bhd	04-8998335	Malaysia
Twitter	(069)-7524555655	United States
Webmaster	54123-4123124	Singapore
Yahoo	123901-43289	United States

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Figure 1.24

1. You might have notice the home icon 🏠 which located in figure 1.22 and figure 1.23. Both of them are clickable and will lead you to figure 1.24 which is the training company/provider setup.

2. Click **＋ Add** to add a training company/provider and figure 1.25 will be shown.

Training service provider

↩ Back ✔ Save

Name of Organization *
Contact No.
Address

Website
Country *

Figure 1.25

3. As shown in figure 1.25, it consists of:
   a. Name of Organization is a mandatory field, this is the name of the training company/provider.

b. Contact No. , this is the contact number of the training company/provider.
c. Address, this is the location of the training company/provider.
d. Website, this is the referencing website of the training company/provider.
e. Country is a mandatory field, this is to specify the country of the training company/provider.
4. Click [✔ Save] to save the necessary details.

1.7.5 Edit a training company/provider

1. Click at the row level as shown in figure 1.24 and figure 1.25 will be shown up.
2. Click [✎ Edit] to edit the selected training company/provider. Please refer Section 1.7.4 Create a training company/provider for the item explanation.
3. Click [✔ Save] to save the necessary details.

1.7.6 Delete a training company/provider

1. Click at the row level as shown in figure 1.24 and figure 1.25 will be shown up.
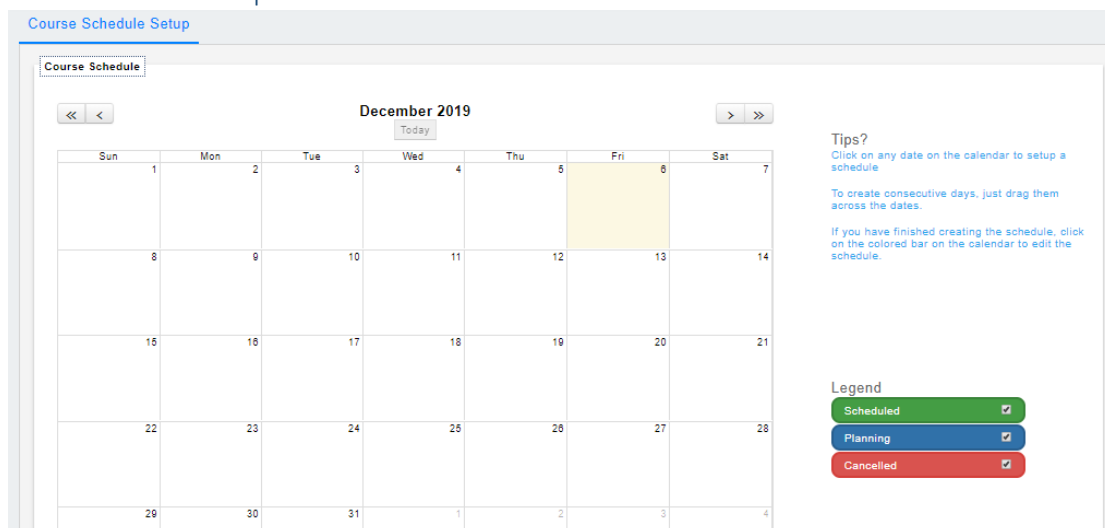2. Click [✖ Delete] to delete the selected training company/provider.

1.8 Schedule Setup

Figure 1.26

IMPORTANT: Before proceed to this section, there must has at least one course.

Figure 1.27

1.8.1 Create a schedule

1. Click on the empty block in the calendar as shown in figure 1.26 and figure 1.27 will be shown to create a schedule. (Click and drag to create consecutive dates)
2. As shown in figure 1.27, it consists of:
    a. Schedule name is a mandatory field, this is the schedule code of the course.
    b. Course title is a mandatory field, select an existing course from the list.
    c. Schedule type is a mandatory field, select the schedule type for the setup.
    d. Description, the description for the course schedule.
    e. Language, the language of the course that is going to be conducted.
    f. Class size is mandatory field, these are used to specify the class size that is going to be conducted.
    g. Registration period is mandatory field, these are used to specify when is the course is open for registration.
    h. Last withdrawal date is a mandatory field, this is use to specify the last withdrawal date for employee.
    i. Approval, this is use to specify whether the course requires supervisor's approval.
    j. Currency is a mandatory field, this is use to specify the currency of the cost is required.

k. Certification, this will be shown after course is selected. It will load the default certification that was set during the course setup.
  i. Click [Assign certificates] to assign certification and figure 1.28 will be shown.
  ii. Tick on the certificate(s) that to be included in the schedule to trigger auto certificate assignment after employees have fulfilled the requirements.
  iii. Click [Assign] to assign the certificate(s) to the schedule
l. Cost allocation, this is the cost allocation portion where course fee and additional fee are assigned.
  i. Click [Additional Cost Update] to set up the additional cost(s) and figure 1.29 will be shown.
  ii. Fill in the additional cost item and [Save all] to save all necessary details.
m. Schedule detail(s) is mandatory, every rows require at least ONE to conduct the course.
  i. Click [Assign] to assign trainer(s) to the schedule and figure 1.30 will be shown.
  ii. Select trainer from the list and click [Assign] to assign the trainer to the Assigned Trainer area.
  iii. Assign trainer(s) to schedule,
    1. Click [Confirm] to assign selected trainer(s) to the selected row.
    2. Click [Apply to all schedules] to assign selected trainer(s) to all rows.

3. Click [Save Details] to save the necessary details.

Assign certificates

Search certification...

	Cert. Name	Description	
☐	Certification in Java	Java punya certification	
☐	CISCO Networking Certificate	CISCO Certificate Professional Level	
☐	iOS Professional Certificate	Professional Certificate for iOS Developer	
☐	Java J2EE Certification	Java Description	
☐	Keen Analysis		
☐	Mass Communication		
☐	Microsoft Excel Professional Certificate	From Microsoft	
☐	Mobility		
☐	Financial Management	Certification is managing financial	
☐	Robotics	Certification for Robotic Science	

Previous 1 2˙ Next

Assign   Close

Figure 1.28

Additional cost update

Warning : Deleting any cost component will permanently remove it but past records will remain intact.

Cost Criteria   ✔ Save all

Company Subsidize	Remove
Stationary	Remove
Tea Break	Remove
Transportation	Remove

⊕ Add Row

Figure 1.29

Assign Trainer

Trainer

Trainer Type   :   [- ▼]

Profile

[   ]

Assign

Assigned Trainer   Total assigned trainer - 0 person

| Trainer | Trainer Type | Contact No. | Profile | Action |

[Confirm]   [Close]   [Apply to all schedules]

Figure 1.30

1.8.2 Edit a schedule
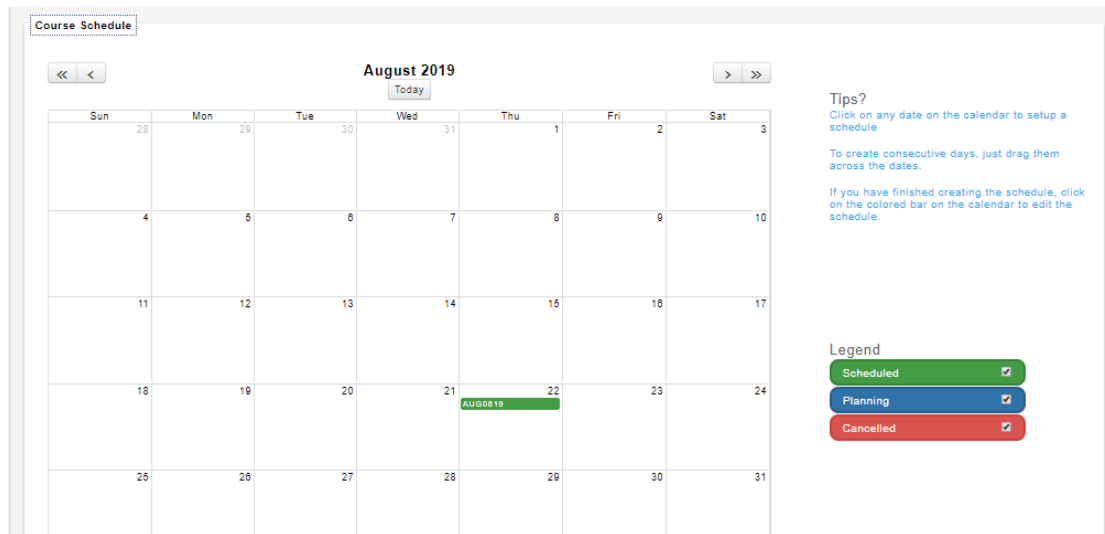
Figure 1.31

1. Click on the coloured bar as shown in figure 1.31 and please refer to Section 1.7.1 Create a schedule for items explanation.

2. Application (Admin Mode)

2.1 Register course
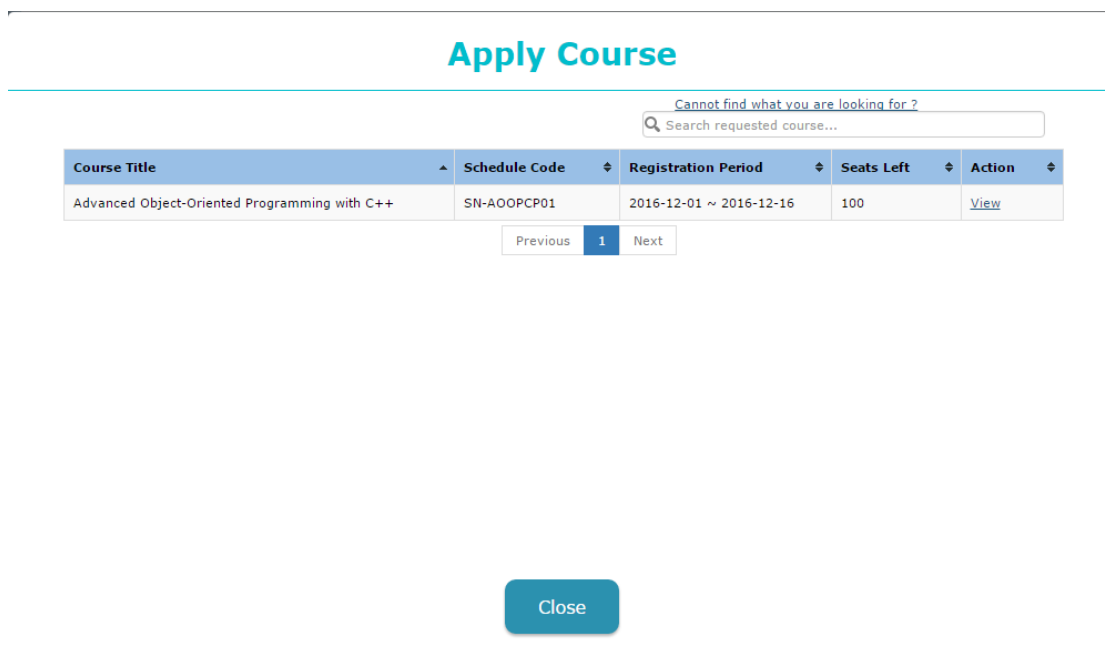
2.1.1 Apply course

<u>From Figure 2.1</u>

1. Pending registration approval and upcoming course.
2. Pending course request approval
3. Pending certification approval
4. Pending certification name approval
5. Newly created events
6. Expiring cert

<u>Figure 2.1</u>

<u>Figure 2.2</u>

IMPORTANT: Select an employee before proceed further.
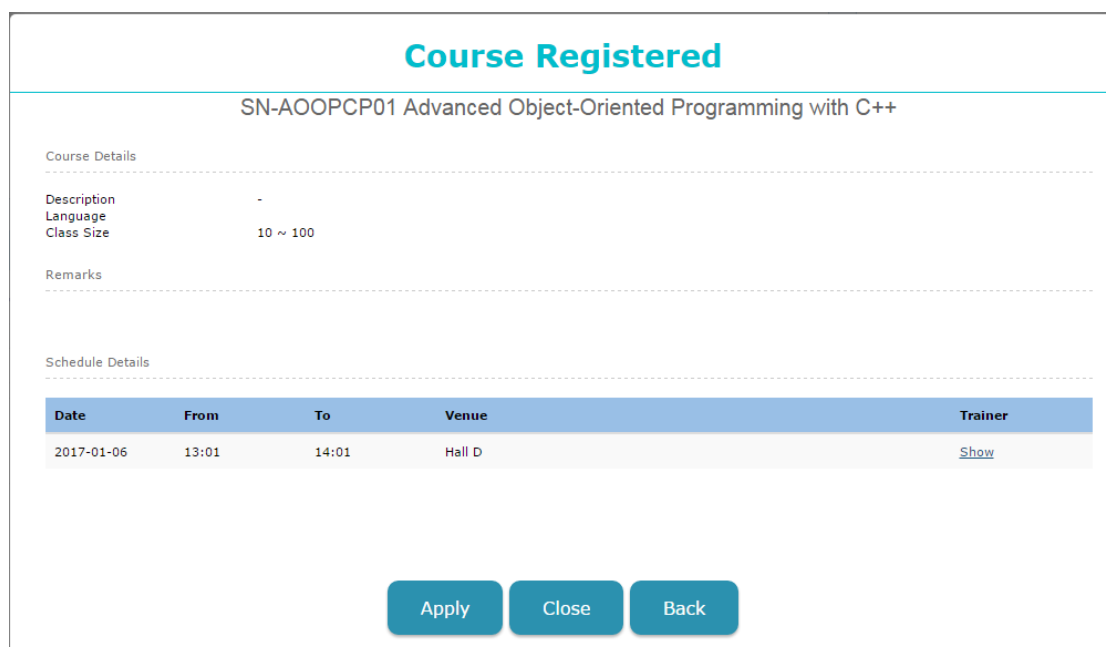
1. To apply for a course, click [Apply Course] as shown in figure 2.2 to enrol course as shown in figure 2.3.

Apply Course

Cannot find what you are looking for ?

🔍 Search requested course...

Course Title	▲	Schedule Code	⬍	Registration Period	⬍	Seats Left	⬍	Action	⬍
Advanced Object-Oriented Programming with C++		SN-AOOPCP01		2016-12-01 ~ 2016-12-16		100		View	

Previous **1** Next

Close

Figure 2.3

2. Click [View] in figure 2.3 and figure 2.4 will be shown.

Course Registered

SN-AOOPCP01 Advanced Object-Oriented Programming with C++

Course Details

Description   -
Language
Class Size   10 ~ 100

Remarks

Schedule Details

Date	From	To	Venue	Trainer
2017-01-06	13:01	14:01	Hall D	Show

Apply   Close   Back

Figure 2.4

3. Click [Apply] to enrol the course. It will route to supervisor for approval if the schedule requires approval.
4. The enrolled course will be shown in coloured bar as shown in figure 2.5
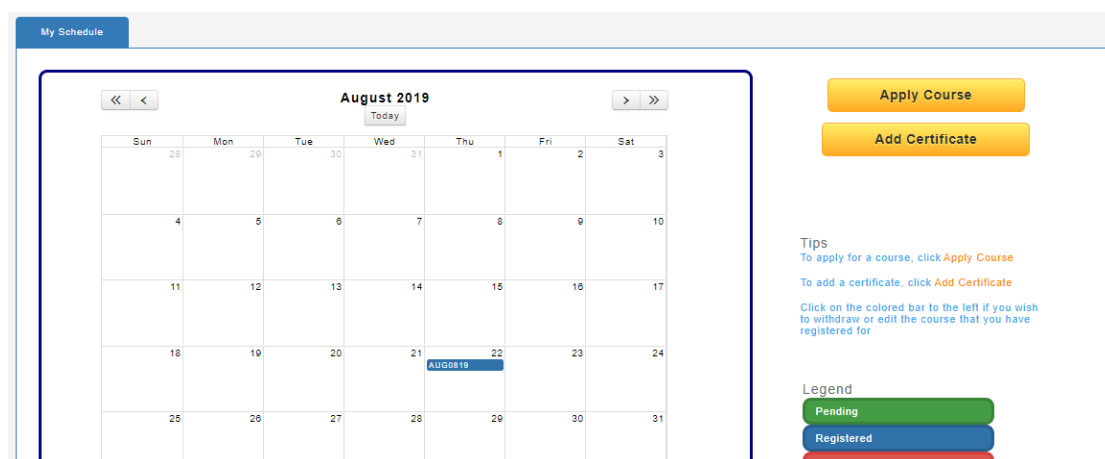
Figure 2.5

2.1.2 Withdraw course
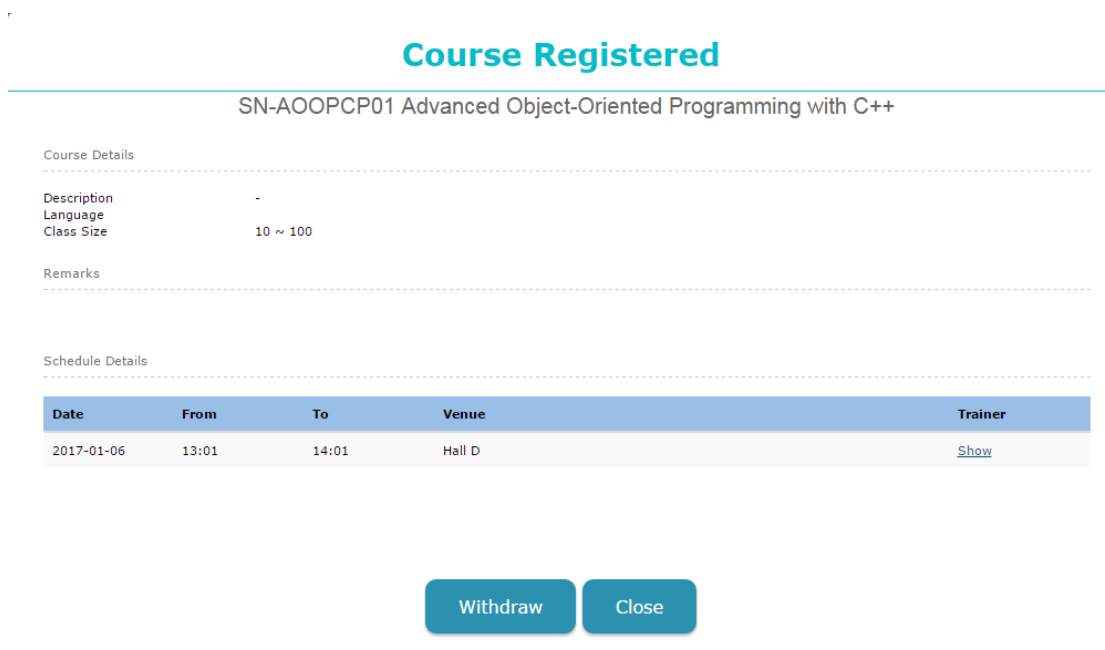
Figure 2.6

1. Click on the [View] which located on the 1st tab as shown in figure 2.1 to view the details. Alternatively, click on the coloured-bar as shown in figure 2.5 to view the details.

2. Click [Withdraw] as shown in figure 2.6 to withdraw the enrolled course. [Withdraw] will only show when the course did not pass the withdrawal date. It will route to supervisor for approval if the schedule requires approval.

2.2 Apply certification

2.2.1 Add certification

New Certification

Certification Information			Cannot find the certification name you need ?
Areas	:	- ▾	
Display Name *	:	- ▾	
Institute	:	- ▾	
Issue By	:	- ▾	
Granted Date *	:	📅	Expiration Date : 📅

Attachment

Attachment : [Choose File] No file chosen

Remarks

[Submit] [Close]

1. Click [Add Certification] as shown in figure 2.5 and figure 2.7 will be shown to add a certification.
2. Figure 2.7 consists of:
   a. Areas, this is to specify the certification is under which field.
   b. Display name is a mandatory field, select an existing certification to add.
   c. Institute, this is to specify the certification is issued by which institute.
   d. Issued by, this is to specify the certification is issued by who.
   e. Granted date is a mandatory field, this is to specify the certification granted date.
   f. Expiration date, this is to specify the expiration date of the certification.
   g. Attachment, this is to allow employee to attach their achieved certificate(s) scanned/soft copy.
3. Click [Submit] to submit the newly added certification for approval.

2.2.2 Edit certification

1. Please refer figure 2.1 and click on the 3rd tab "Certification".

2. Click on the [View] to view the certification details as shown in figure 2.8 and click to edit the necessary details. Then click to save the necessary changes.

Applied Certification

Employee Name	:	VIC LEE' CHANG EU

Details

Areas	:	- Areas - ▼
Display Name *	:	CISCO Networking Certificate ▼
Institute	:	- Institute - ▼
Issue By	:	- Issued By - ▼
Granted Date	:	2015-10-26 Expiry Date : 2016-10-31

Attachment

Attachment	:	No Attachment

Remarks

Edit   Close

Figure 2.8

3. Request (Admin Mode)

3.1 Request a course

3.1.1 Make a course request

Course request can be access 2 ways:

A. Solely course request
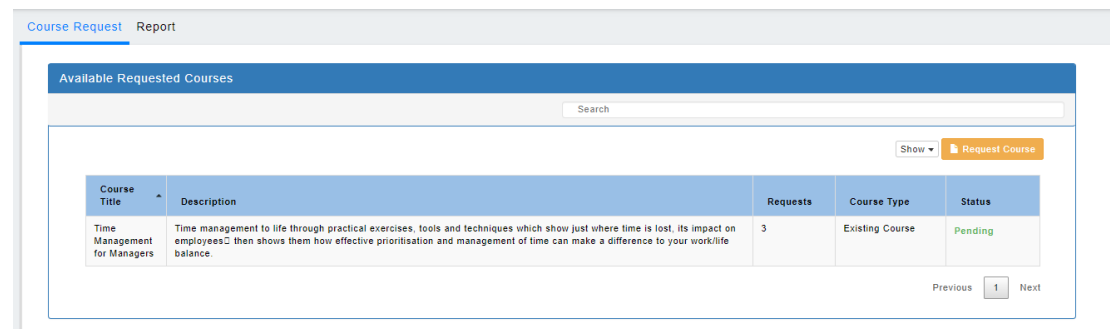
Figure 3.1

B. Training Dashboard
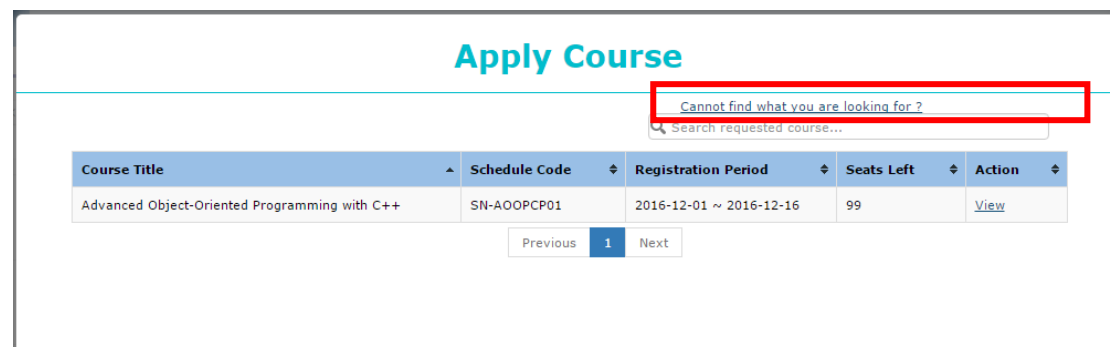
Figure 3.2
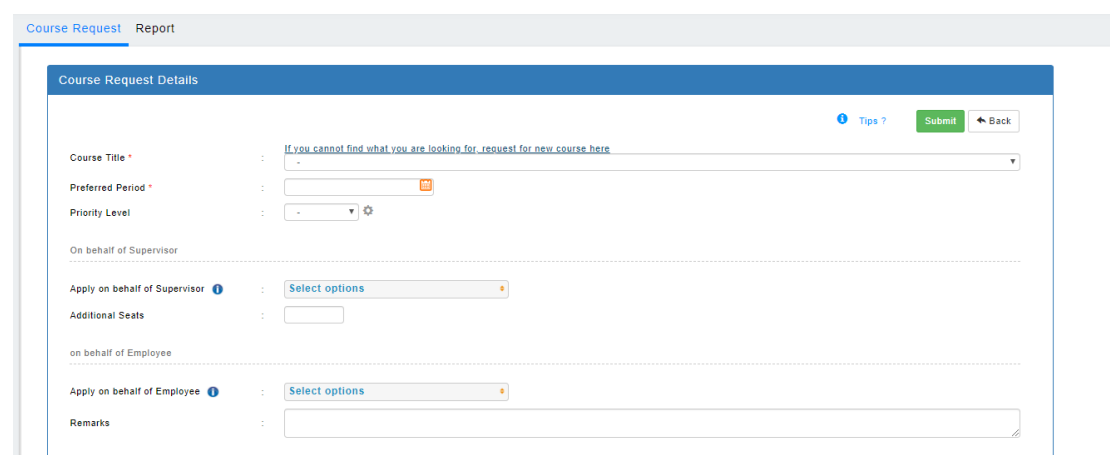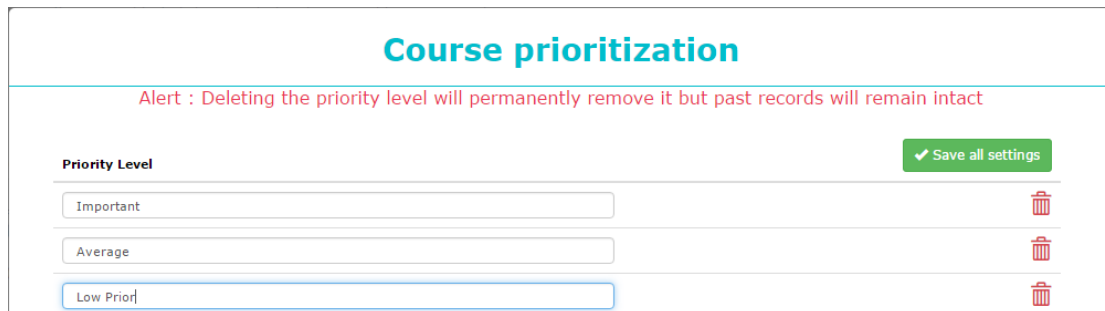
Figure 3.3

1. To make a course request just click and figure 3.3 will be shown.
2. Course title is a mandatory field, select an existing course to request.
3. Preferred period is a mandatory field, key in the period which the employee preferred.
4. Priority Level, can be set up by admin only. This field is use to specify the importance of the requested course.

Figure 3.4

5. To set up the priority level, simply click on and figure 3.4 will be shown.
6. Key in the labels for priority and then click as shown in figure 3.4
7. Admin can apply on behalf of supervisor to request for number of to-request seat(s).
8. Additional Seats is a mandatory field if "Apply on behalf of employee" is not selected, key in the number of to-request seats.
9. Apply on behalf of employee is a mandatory field if "Additional Seats"
10. Remarks, key in the remarks of the course.
11. Click to request the course. (Email will be sent to admin and a copy to respective employee(s)/supervisor(s)[if were chosen])

3.1.2 Edit requested course

Figure 3.5

1. Amend the seat number as shown in figure 3.5 and click to confirm the update.

3.1.3 Delete requested course

Figure 3.6

1. Click 🗑 to revoke the requesting item as shown in figure 3.6

3.2 Request a new course

3.2.1 Make a new course request

Figure 3.7

1. Now you may have noticed that there is a link on top of the "Course Title" as shown in figure 3.7 which labelled "Can't find what you are looking for?". Click on that link and figure 3.8 will be shown.

Courses Request

Figure 3.8

2. As shown in figure 3.8, it consists of:

a. Course title is a mandatory field, fill in the course title that you are going to request.

b. Preferred period is a mandatory field, fill in your preferred period for that new course to happen.

c. Priority level, select the importance level of the requested course

d. Apply for, apply on behalf of employee(s).

e. Seats to reserve, request how many seat(s) to reserve

f. Description, fill in your description for the new course.

g. Competency, select the competencies see that are related.

h. Additional information,

   i. Service provider name, key in the vendor name that will provide the course

   ii. Service provider address, key in the vendor address that will provide the course

   iii. Service provider contact, key in the vendor contact that will provide the course

   iv. Service provider email, key in the vendor email that will provide the course

   v. Cost, key in the cost that the course will probably cost

   vi. Duration, key in the duration that the course will probably be conducted

i. Click **Submit** to submit the new course request. (Email will be sent to admin and employee(s) [if any])

3.2.2 Edit requested new course
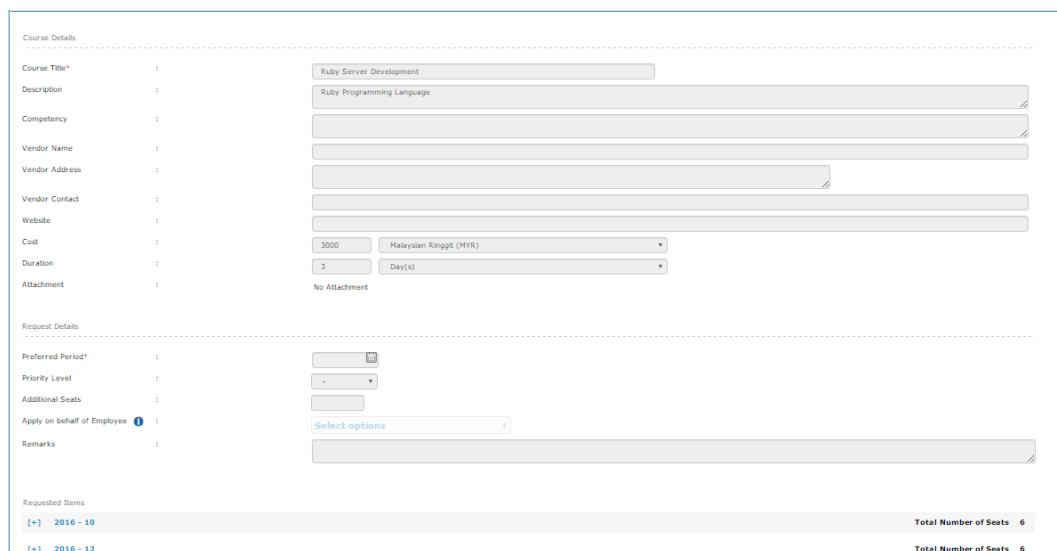
Figure 3.9

IMPORTANT: Only owner and admin can amend the new requested course details. Only item in pending status are able to amend the details.

1. Click at the row level as shown in figure 3.1 which labelled "New Course".
2. Please refer to Section 3.2.1 for the field explanation.

3.2.3 Delete requested new course

1. Click 🗑 to revoke the requesting item as shown in figure 3.6

3.3 Request Certification
3.3.1 Make a certification request
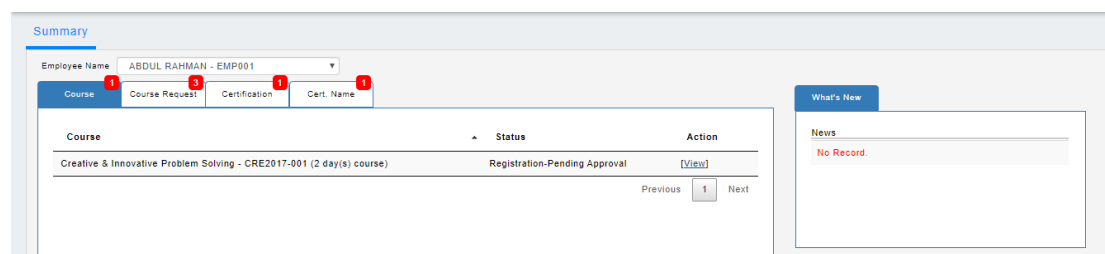
Figure 3.10

BEFORE PROCEED PLEASE ENSURE THAT YOU HAVE SELECTED AN EMPLOYEE

In training dashboard, scroll to bottom portion as shown in figure 3.11.
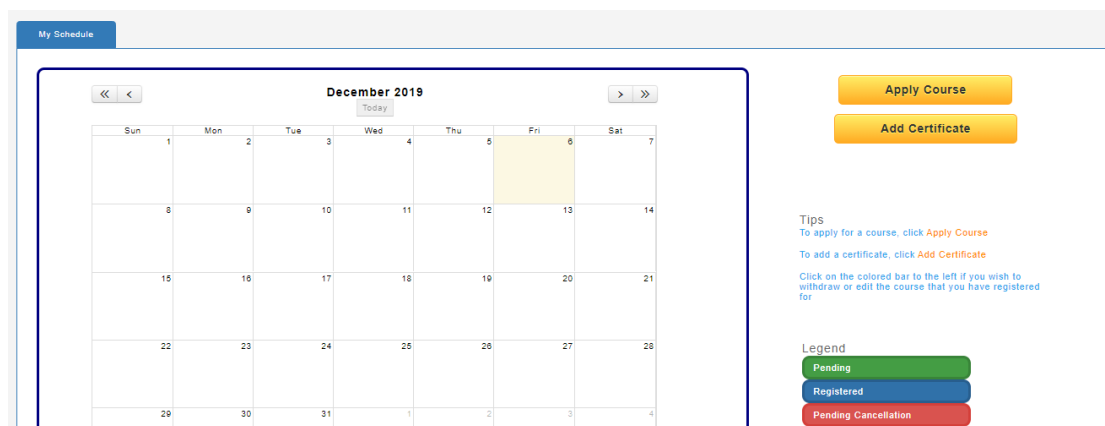
Figure 3.11

Figure 3.12

1. Click [Add Certification] to show figure 3.11.

2. You may have noticed there is a "Cannot find the certification name you need?" at the top-right corner as shown in figure 3.12

3. Click on the link Cannot find the certification name you need? To start requesting certification as shown in figure 3.13.

4. Figure 3.13 consists of:

   a. Areas, this is to specify the certification is under which field.
   b. Professional/Course Certification is a mandatory field, key in a name for professional/course certification to add.

c. Institute, this is to specify the certification is issued by which institute.
d. Issued by, this is to specify the certification is issued by who.
e. Certification description, this is to give a brief description to the certification.

Figure 3.13

3.3.2 Edit requested certification

Figure 3.14

1. Click at the 4th tab as shown in figure 3.14 then click [View] and figure 3.15 will be shown.

2. Click [Edit] to edit the necessary details.

3. Please refer to Section 3.3.1 Make a certification request.

4. Click [Save] to save the necessary changes.

Figure 3.15

4. Training attendance & costing

Figure 4.1

4.1 Attendance for attendees

Click at the row level to access into the training progress details. It consists of attendance, cost report and training status.

Figure 4.2

4.1.1 Save attendance

Click [Attendance] to update the attendance of attendee(s) and figure 4.3 will be shown as a pop-up screen.

Figure 4.3

There are few choices to update the attendance:

1. Save attendance with access

    i.   Click at any cell of the date columns

        a.   ✔ indicates attended

        b.   ✖ indicates absent
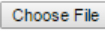
ii.   Click ✔Save to update the attendance.

2. Save attendance via import Excel

i. Click ⬆ Excel to export the data as excel and you will get an excel file which similar like as shown in figure 4.4

◢	A	B	C	D
1	No.	Employee Name	01 Nov 2016 Tue (15:30 - 16:30)	02 Nov 2016 Wed (15:30 - 16:30)
2	1	PAVEL NEOH - MY0058	y	

<p align="center">Figure 4.4</p>

ii. Use y/Y to indicate Attended and n/N to indicate Absence.

iii. Upload back the file by clicking Choose File No file chosen to attach to-be-uploaded file and click ⬆ Upload to confirm to upload.

iv. After ⬆ Upload is clicked, figure 4.5 will be shown. Verify the data and click Confirm to confirm the uplad.

v. Click ✔ Save to save the attendance.

Uploaded Attendance

Employee Name	01 Nov 2016 Tue (15:30 - 16:30)	02 Nov 2016 Wed (15:30 - 16:30)
PAVEL NEOH - MY0058	✔	✖

Confirm   Close

<p align="center">Figure 4.5</p>

3. Save attendance via URL

i. Click 🗋 Copy to copy the link and paste it to respective trainer to update the attendance.

Automated Statistical Process Control with PADB ASP1101-1102   ❶ Need some tips ? ✔ Save   ± Excel

Employee Name	2016-11-01	2016-11-02
PAVEL NEOH - MY0058		

Figure 4.6

ii. After pasted the link to the browser, figure 4.6 will be the view of the trainer will be seeing. Trainer does not have the capability to import the data as what admin could possibly do.

4.2   Cost for training

4.2.1   Amend costing report

1. Click **$ Cost** and figure 4.7 will be shown.

2. Mouse over the "Tips?", it will show guide you on which cells is amendable.

3. Click **✔ Save** if you have made any changes.

Unleashing Creativity and Innovation UCI0301-0302   ❶ Tips? ✔ Save   ± Excel

Employee Name	Cost	HRDF
	Course	Course
PAVEL - MY0600	5.00	-
Total Cost (Malaysian Ringgit (MYR))	5.00	

Figure 4.7

4.2.2   Export costing report

1. Click **± Excel** as shown in figure 4.7 to export out the report.

4.3   Training Status

4.3.1   Update the training status

Employee Progress

$ Cost   ▤ Attendance   ✔ Save   ↰ Back

Course Title	:	Automated Statistical Process Control with PADB - ASP1101-1102
Course Periods	:	2016-11-01 ~ 2016-11-02
Class Size	:	10 ~ 15
Total Attendee	:	1
Status	:	Incomplete

No.	Employee Name	Employee No.	Attended(✔ / ✗)	Days Attended (2 day(s))
1.	PAVEL NEOH	MY0058		0

Figure 4.8

1. As shown in figure 4.8 the highlighted box is the final stage.

2 If certification(s) was assign in the course setup for selected course, it will auto-assign the certification placeholder to the respective employees.
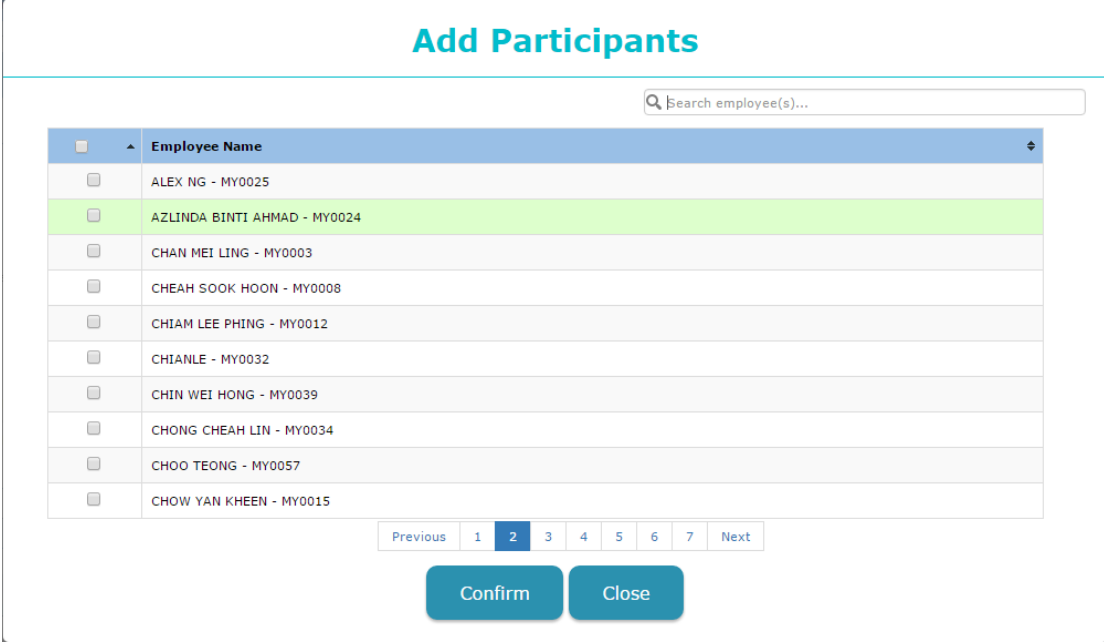
3. If the course was set:

    a. Attendance ONLY. Admin just need to click on that area and ✔ will be shown, click another time and ✖ will be shown. If the attendance is not confirmed click another time it will turn back to blank again.

    b. Pass/Fail ONLY. Admin just need to click on that area and Pass will be shown, click another time and Fail will be shown. If it is not confirmed click another time it will turn back to blank again.

    c. Marks/Score ONLY. Admin just need to key in the marks/score that was achieved by the employee(s). If the employee passes the passing marks/score then it consider a pass, otherwise it will consider as fail.

4. Click ✔Save to save the changes.

4.4 Enrol post-attendee

4.4.1 Enrol an employee to course

1. Click 🧑 as shown in figure 4.2 and figure 4.9 will be shown.

Add Participants

☐ ▲	Employee Name	⬍
☐	ALEX NG - MY0025	
☐	AZLINDA BINTI AHMAD - MY0024	
☐	CHAN MEI LING - MY0003	
☐	CHEAH SOOK HOON - MY0008	
☐	CHIAM LEE PHING - MY0012	
☐	CHIANLE - MY0032	
☐	CHIN WEI HONG - MY0039	
☐	CHONG CHEAH LIN - MY0034	
☐	CHOO TEONG - MY0057	
☐	CHOW YAN KHEEN - MY0015	

Previous 1 **2** 3 4 5 6 7 Next

Confirm   Close

Figure 4.9

2. Tick on the employee(s) that to-be-enrolled and click Confirm to enrol employee(s).

3. This will based on the approval setting in the schedule setup. If the course requires approval from supervisor, it will route to the respective supervisor for approval.
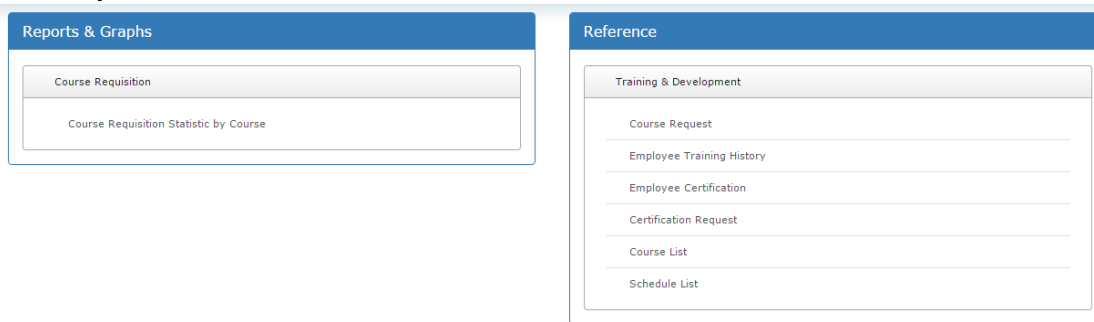
5. Report

<p align="center">Figure 5.1</p>

In this section, it consists of two sides:

a. Left – Report & Graphs (Graphical report)
b. Right – Reference (Raw report)
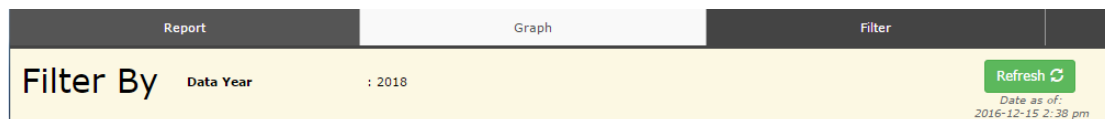
5.2   Graphical report

<p align="center">Figure 5.2</p>

In figure 5.2 shows that for every graphical report that are using this windows, it will have 3 tabs which consists of:

i. Report

- Raw data report of the filtration in graph/filter

ii. Graph

- Show report in graphical view from filter

iii. Filter

- For every reports that is using the windows, filtration option would be vary as every columns are available for filter.

- In figure 5.3, it shows the bottom portion of them graph tab, where the graphical view can be in these few options. One of the examples as shown in figure 5.3 clustered-chart.
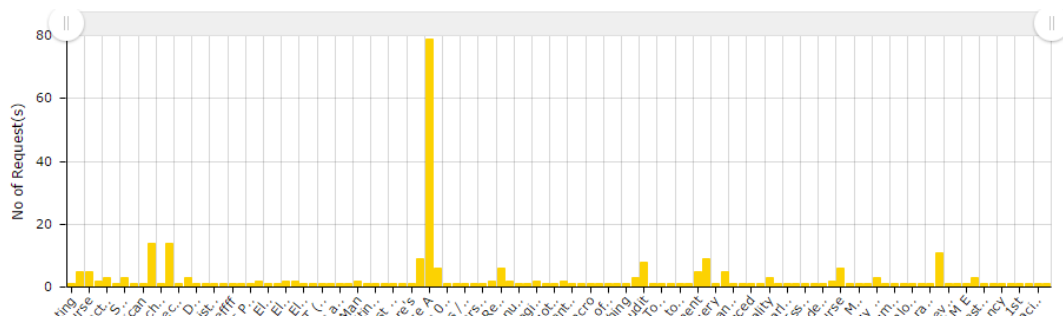
Figure 5.3
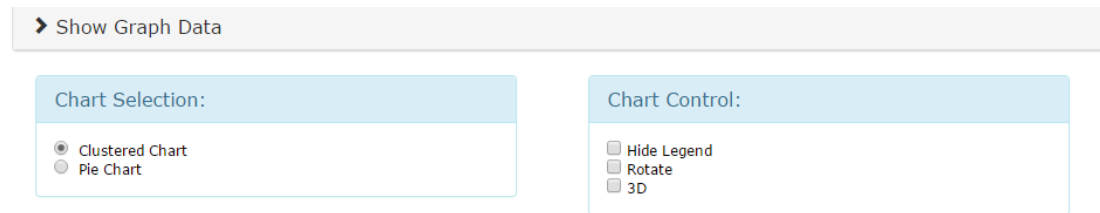
Figure 5.4

5.1.1 Requested course analytic

This report is No. of Request against Requested Course graph.

1. Click on the Reports & Graphs as shown in figure 5.1 for the analytical report in graphical view.
2. Click among the tabs to view different information.
3. Click [Export ▾], it will show
   - Excel
   - CSV

4. Click either one to export out the report.

5.2 Raw report

Figure 5.5

In raw report, it consists of:

       a. Report
       b. Filter

5.2.1 Course list

The only difference comparing Graphical report and Raw report is that Raw report do not has a graph tab. This clearly shown that Raw report do not have graphical view.

Click on report tab to show raw data and can be exported out as Excel/CSV

Click on filter tab to filter the respective data

Figure 5.5 Existing Course Report

Figure 5.5

5.2.2 Schedule list

Figure 5.3 Course Schedule Report

Figure 5.3

5.2.3 Employee Training History

Figure 5.4 – Employee attended training history

Figure 5.4

5.2.4 Employee Certification

Figure 5.5 – Employee Certification Report

Figure 5.5

5.2.5 Certification Request

Figure 5.6 – Certification Request by Employee Report

Figure 5.6

5.2.6 Course Request

Figure 5.7 – Course Request by Employee Report

Figure 5.7