

# User Guide

Training & Development (Supervisor)

v3.0.0



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# Training & Development (Supervisor)

## 1. Application

### 1.1 Register course

#### 1.1.1 Apply course

From Figure 1.1

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

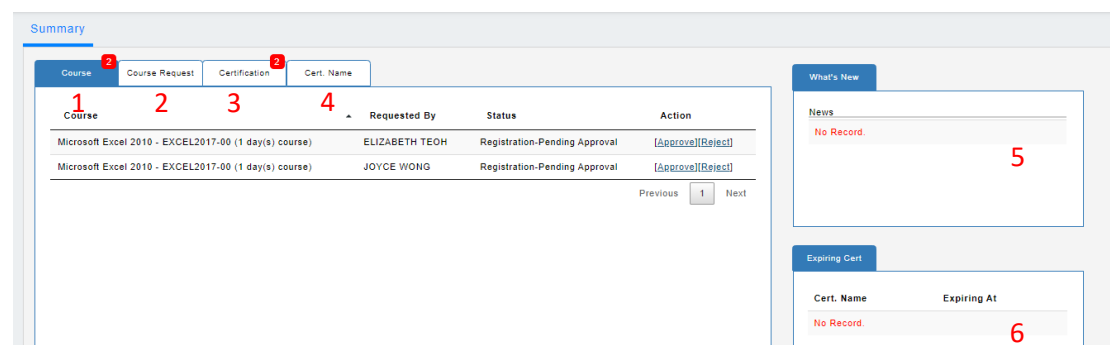


Figure 1.1

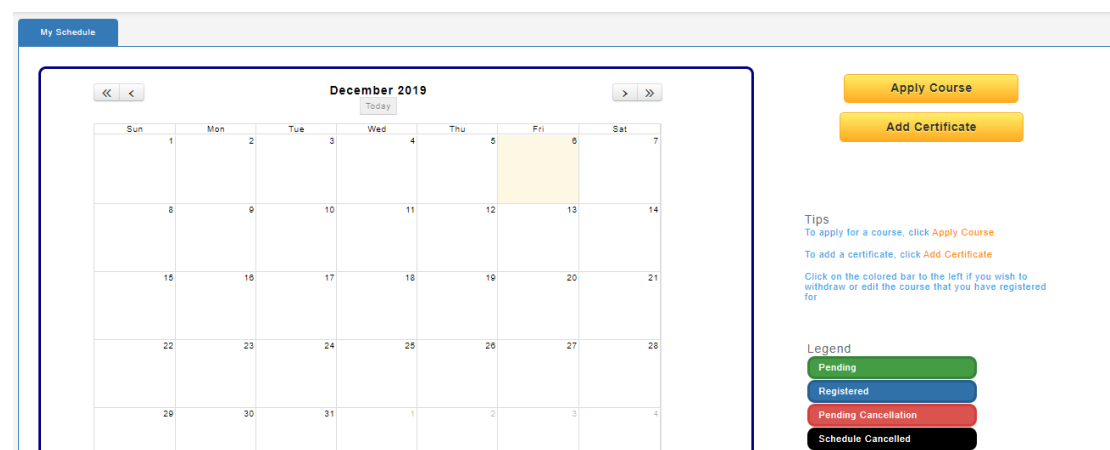



Figure 1.2

1. To apply for a course, click  as shown in figure 1.2 to enrol course as shown in figure 1.3

### Apply Course

Cannot find what you are looking for ?

Course Title	Schedule Code	Registration Period	Seats Left	Action
Advanced Object-Oriented Programming with C++	SN-AOOPCP01	2016-12-01 ~ 2016-12-16	100	<a href="#">View</a>

[Previous](#) **1** [Next](#)

[Close](#)

Figure 1.3

2. Click [[View](#)] in figure 1.3 and figure 1.4 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	<a href="#">Show</a>

[Proceed](#) [Close](#)

Figure 1.4

3. Click  to enrol the course and proceed to figure 1.5.




**Course Registered**

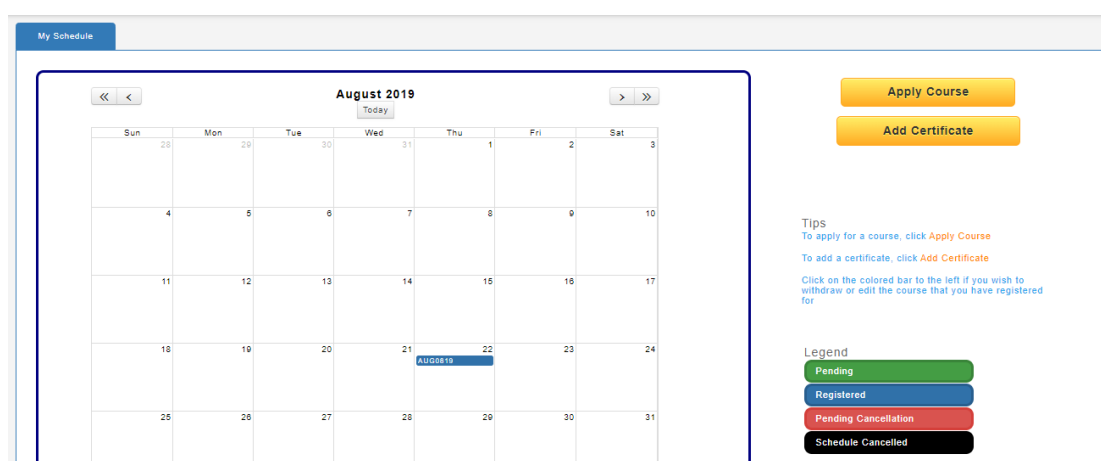
Course Title					
SN-AOOPCP01 Advanced Object-Oriented Programming with C++					
Schedule Details					
No..	Date	From	To	Venue	Trainer
1.	2017-01-06	13:01	14:01	Hall D	<a href="#">Show</a>
Available Employee(s)					
<input type="checkbox"/>	Employee No	Employee Name			
<input type="checkbox"/>	MY0071	LI NAR			
<input type="checkbox"/>	MY0023	LEE CHANG EUEE			

Figure 1.5

4. Tick to-be-enrol employee(s) and then click  to confirm the enrolment.

### 3.1.2 Withdraw course



**My Schedule**

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Apply Course**  
**Add Certificate**

**Tips**  
To apply for a course, click **Apply Course**  
To add a certificate, click **Add Certificate**  
Click on the colored bar to the left if you wish to withdraw or edit the course that you have registered for




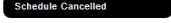

**Legend**  
 Pending  
 Registered  
 Pending Cancellation  
 Schedule Cancelled

Figure 1.6

1. Click **[View]** on the 1<sup>st</sup> tab as shown in figure 1.1 to view the details. Alternatively, click on the coloured bar as shown in figure 1.6 to view the details.

2. Tick on the employee(s) that to-be-withdrawn from the course. Then click  to confirm the withdrawal.

Course Registered

Course Title

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

Schedule Details

No..	Date	From	To	Venue	Trainer
1.	2017-01-06	13:01	14:01	Hall D	<a href="#">Show</a>

Available Employee(s)

<input type="checkbox"/>	Employee No	Employee Name
<input type="checkbox"/>	MY0037	VIC LEE' CHANG EU



Withdraw

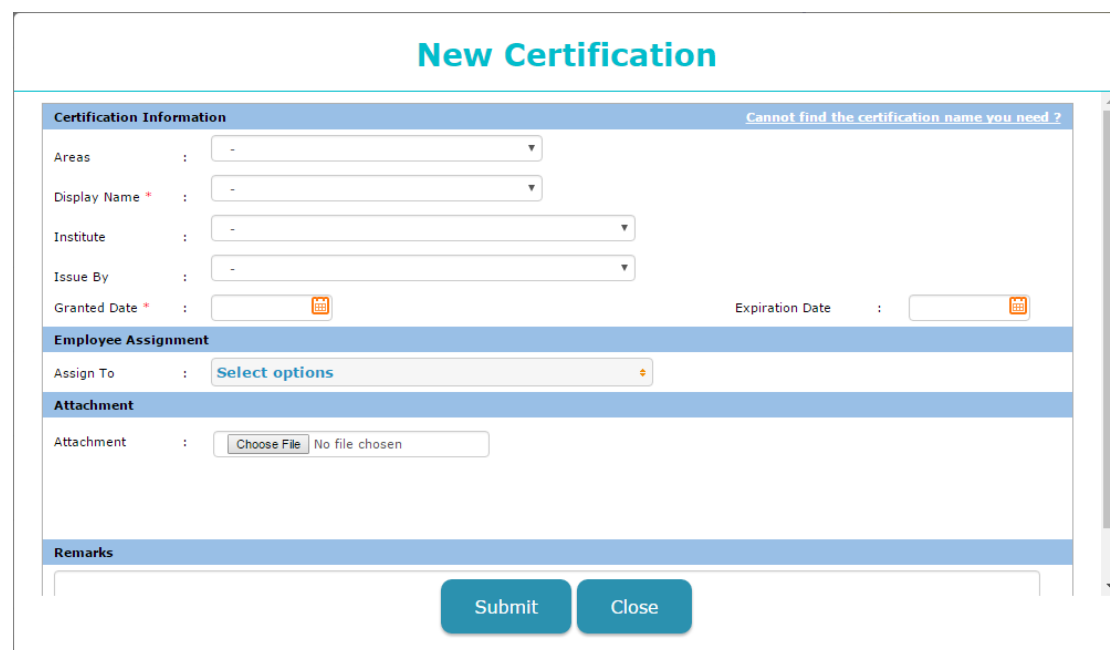
Close

Figure 1.7

## 1.2 Apply certification

### 1.2.1 Add certification

1. Click  as shown in figure 1.2 and figure 1.8 will be shown to add a certification.
2. As shown in figure 1.8, it 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. Employee Assignment is a mandatory field, this will specify that to whom the certification will be assigned to.
  - h. Attachment, this is to allow employee to attach their achieved certificate(s) scanned/soft copy.
3. Click  to submit the newly added certification for approval.



The image shows a web form titled "New Certification". It is divided into several sections: "Certification Information", "Employee Assignment", "Attachment", and "Remarks". The "Certification Information" section includes fields for "Areas", "Display Name" (marked with an asterisk), "Institute", "Issue By", "Granted Date" (marked with an asterisk and a calendar icon), and "Expiration Date" (with a calendar icon). A link "Cannot find the certification name you need ?" is present. The "Employee Assignment" section has an "Assign To" field with a "Select options" button. The "Attachment" section has an "Attachment" field with a "Choose File" button and the text "No file chosen". The "Remarks" section is a large text area. At the bottom, there are "Submit" and "Close" buttons.

Figure 1.8





## 2. Request

Course request can be access 2 ways:

### A. Solely course request

The screenshot shows the 'Course Request Profile' page with two tabs: 'Course Request Profile' (selected) and 'Request Approval'. The 'Requested Course' section on the left has a 'Request Course' button and a table with columns 'Course Title', 'Description', 'Course Type', and 'Status'. It currently shows 'No Record'. The 'Available Requested Courses' section on the right has a search bar and a table with the same columns. It lists three courses: 'C++ Programming Course' (New Course), 'Java Development' (New Course), and 'Time Management for Managers' (Existing Course). The 'Time Management for Managers' course has a description: 'Time management to life through practical exercises, tools and techniques which show just where time is lost, its impact on employees; then shows them how effective prioritisation and management of time can make a difference to your work/life balance.' Navigation buttons 'Previous', '1', and 'Next' are at the bottom right.

Course Title	Description	Course Type
C++ Programming Course		New Course
Java Development		New Course
Time Management for Managers	Time management to life through practical exercises, tools and techniques which show just where time is lost, its impact on employees; then shows them how effective prioritisation and management of time can make a difference to your work/life balance.	Existing Course

Figure 2.1

### B. Training Dashboard

The screenshot shows the 'Apply Course' page. At the top, there's a search bar with the placeholder text 'Cannot find what you are looking for ?' and 'Search requested course...'. Below the search bar is a table with columns: 'Course Title', 'Schedule Code', 'Registration Period', 'Seats Left', and 'Action'. It lists one course: 'Advanced Object-Oriented Programming with C++' with 'Schedule Code' SN-AOOPCP01, 'Registration Period' 2016-12-01 ~ 2016-12-16, and 'Seats Left' 99. There is a 'View' link in the 'Action' column. Navigation buttons 'Previous', '1', and 'Next' are at the bottom.

Course Title	Schedule Code	Registration Period	Seats Left	Action
Advanced Object-Oriented Programming with C++	SN-AOOPCP01	2016-12-01 ~ 2016-12-16	99	<a href="#">View</a>

Figure 2.2

This screenshot is identical to Figure 2.1, showing the 'Course Request Profile' page with 'Requested Course' and 'Available Requested Courses' sections. A large blue arrow points from the 'Apply Course' page in Figure 2.2 down to this page, indicating a navigation flow.

Course Title	Description	Course Type
C++ Programming Course		New Course
Java Development		New Course
Time Management for Managers	Time management to life through practical exercises, tools and techniques which show just where time is lost, its impact on employees; then shows them how effective prioritisation and management of time can make a difference to your work/life balance.	Existing Course

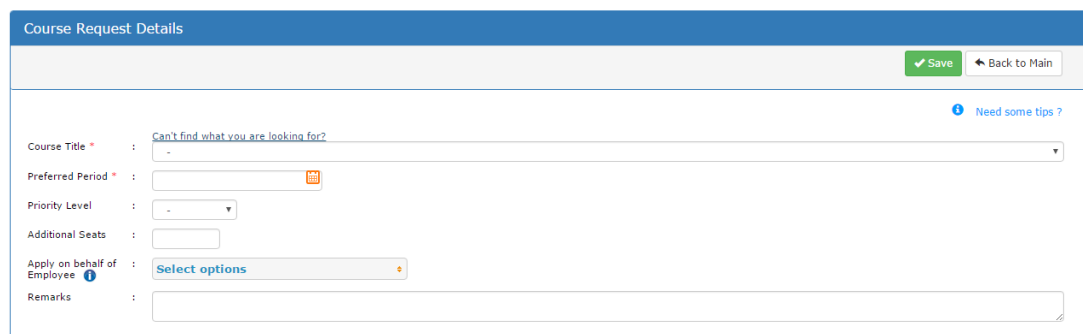
Figure 2.3

As you can see, there are left and right boxes as shown in figure 2.1/2.3.

Please note that, left side is the item requested by the individual. Whereas right side are item(s) that are requesting by others (Use to increase the request numbers)

## 2.1 Request a course

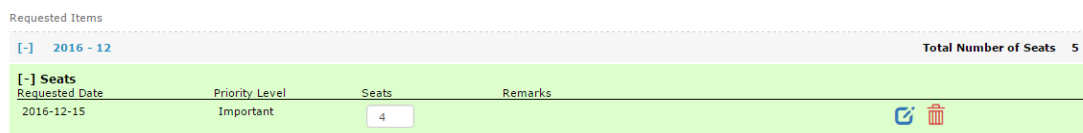
### 2.1.1 Make a course request





**Figure 2.4**

1. To make a course request just click **Request Course** and figure 2.4 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.
5. Additional Seats is a mandatory field if “Apply on behalf of employee” is not selected, key in the number of to-request seats.
6. Apply on behalf of employee is a mandatory field if “Additional Seats”
7. Remarks, key in the remarks of the course.
8. Click **Save** to request the course. (Email will be sent to admin and a copy to respective employee(s) if were chosen)

### 2.1.2 Edit requested course



Requested Items				Total Number of Seats
[-] 2016 - 12				5
Requested Date	Priority Level	Seats	Remarks	
2016-12-15	Important	4		 

**Figure 2.5**

1. Amend the seat number as shown in figure 2.5 and click  to confirm the update.

### 2.1.3 Delete requested course




Requested Items				
[-] 2016 - 12				Total Number of Seats 5
[-] Seats				
Requested Date	Priority Level	Seats	Remarks	
2016-12-15	Important	4		 
[-] Employee				
Requested Date	Priority Level	Employee Name	Employee No	Remarks
2016-12-15	Definitely Important	VIC LEE' CHANG EU	MY0037	

Figure 2.6

1. Click  to revoke the requesting item as shown in figure 2.6

## 2.2 Request a new course

### 2.2.1 Make a new course request

Course Request Details

Save

Back to Main

Can't find what you are looking for?

Need some tips ?

Course Title \*

Preferred Period \*


Priority Level

Additional Seats

Apply on behalf of Employee

Remarks

-



-


Select options

Figure 2.7

1. Now you may have noticed that there is a link on top of the “Course Title” as shown in figure 2.7 which labelled “Can’t find what you are looking for?”. Click on that link and figure 2.8 will be shown.

Figure 2.8

2. As shown in figure 2.8, 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  to submit the new course request. (Email will be sent to admin and employee(s) [if any])

### 2.2.2 Edit requested new course

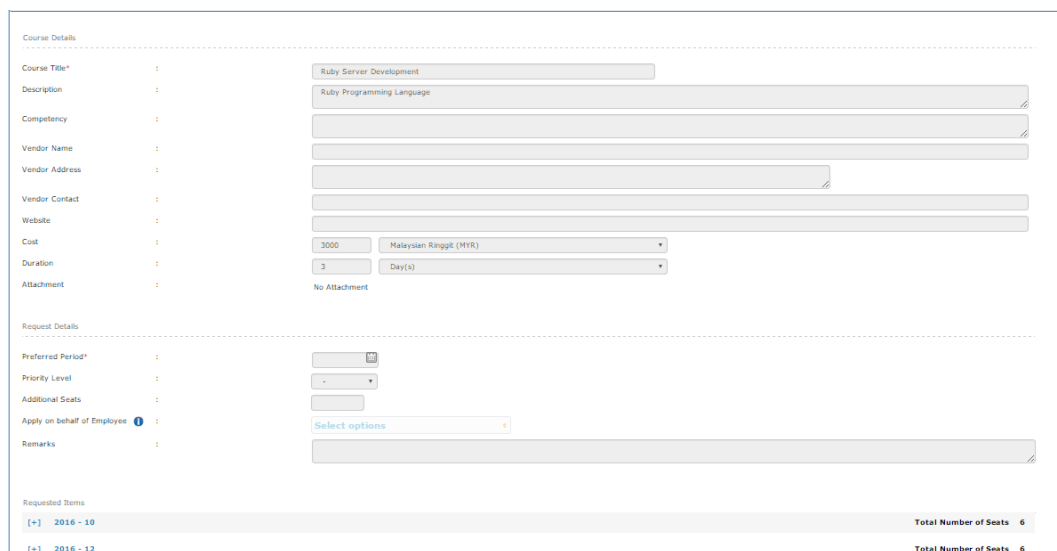


Figure 2.9

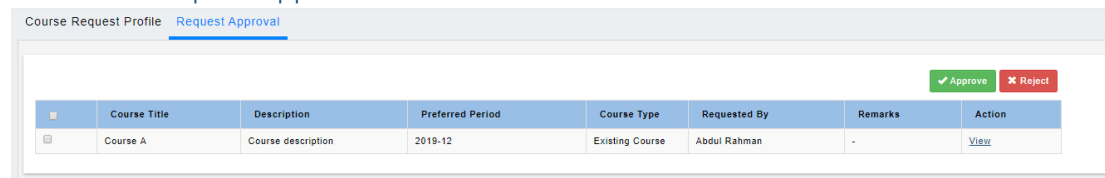
**IMPORTANT: Only owner and admin can amend the new requested course details. Only item in pending status are able to amend the details.**

1. Click at the row level as shown in figure 2.1 which labelled “New Course”.
2. Please refer to Section 2.2.1 for the field explanation.

### 2.2.3 Delete requested new course

1. Click  to revoke the requesting item as shown in figure 2.9


## 2.3 Course request approval



	Course Title	Description	Preferred Period	Course Type	Requested By	Remarks	Action
<input type="checkbox"/>	Course A	Course description	2019-12	Existing Course	Abdul Rahman	-	<a href="#">View</a>
<input type="checkbox"/>	Course B	Course description	2019-12	Existing Course	Abdul Rahman	-	<a href="#">View</a>


Figure 2.10

### 2.3.1 Approve subordinate’s request

1. Tick on the item(s) as shown in figure 2.10 and click  to approve the selected item(s).

2. Click [View](#) to show the details of the request.

#### 2.3.2 Reject subordinate's request

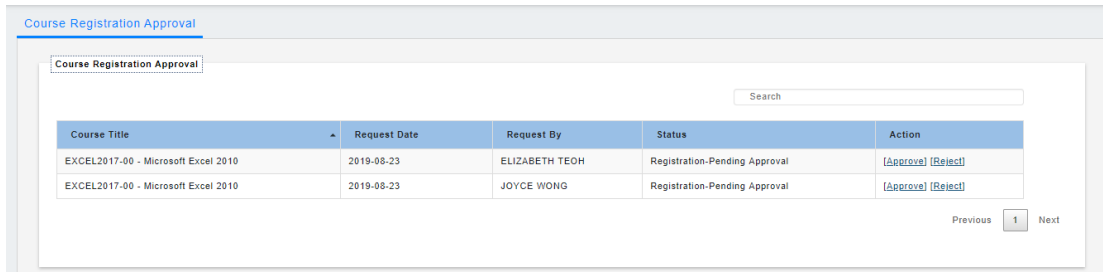
1. Tick on the item(s) as shown in figure 2.10 and click  to reject the selected item(s).

2. Click [View](#) to show the details of the request.

### 3. Approval

Approval/reject can be done 2 ways:

A) Solely approval screen



Course Registration Approval

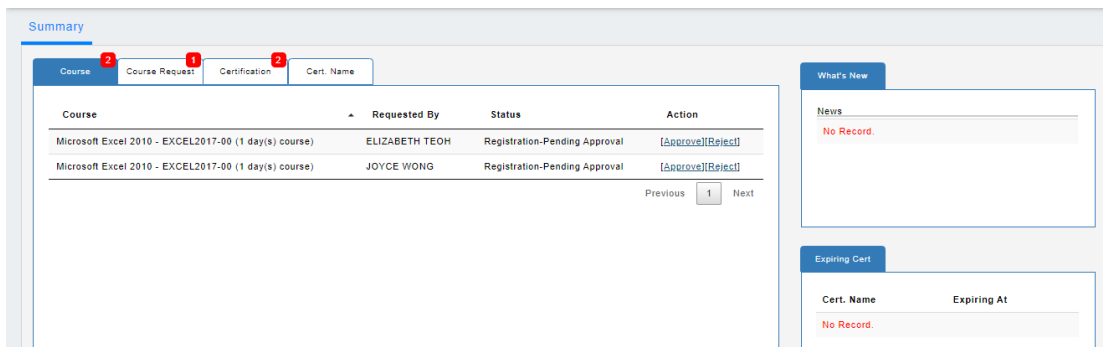
Search

Course Title	Request Date	Request By	Status	Action
EXCEL2017-00 - Microsoft Excel 2010	2019-08-23	ELIZABETH TEOH	Registration-Pending Approval	<a href="#">[Approve]</a> <a href="#">[Reject]</a>
EXCEL2017-00 - Microsoft Excel 2010	2019-08-23	JOYCE WONG	Registration-Pending Approval	<a href="#">[Approve]</a> <a href="#">[Reject]</a>

Previous 1 Next

Figure 3.1

B) Training Dashboard (Supervisor)



Summary

Course Course Request Certification Cert. Name

Course	Requested By	Status	Action
Microsoft Excel 2010 - EXCEL2017-00 (1 day(s) course)	ELIZABETH TEOH	Registration-Pending Approval	<a href="#">[Approve]</a> <a href="#">[Reject]</a>
Microsoft Excel 2010 - EXCEL2017-00 (1 day(s) course)	JOYCE WONG	Registration-Pending Approval	<a href="#">[Approve]</a> <a href="#">[Reject]</a>

Previous 1 Next

What's New

News

No Record.

Expiring Cert

Cert. Name	Expiring At
No Record.	

Figure 3.2

### 3.1 Course enrolment approval (Supervisor)

#### 3.1.1 Approve a course enrolment by subordinate

### Approve Course Registration

**Course Title**  
SN-AOOPCP01 Advanced Object-Oriented Programming with C++

**Course Details**  
Language :  
Class Size : 10 ~ 100

**Remarks**

**Schedule Details**

No..	Date	From	To	Venue	Trainer
1.	2017-01-06	13:01	14:01	Hall D	<a href="#">Show</a>

Approve

Close

**Figure 3.3**

1. Click [[Approve](#)] to as shown in figure 3.1/3.2 to view the details before approve and figure 3.3 will be shown.
2. Click 

Approve

 to approve the enrolment. Email will be sent to respective employee.



## Reject Course Registration

<b>Course Title</b>					
CC1018 Crucial Conversation					
<b>Course Details</b>					
Language		:	English		
Class Size		:	10 ~ 100		
<b>Remarks</b>					
<b>Schedule Details</b>					
No..	Date	From	To	Venue	Trainer
1.	2016-10-18	11:40	12:40		<a href="#">Show</a>
<b>Reject Reason</b>					

Reject
Close

**Figure 3.4**

### 3.1.2 Reject a course enrolment by subordinate

1. Click [**Reject**] to as shown in figure 3.1/3.2 to view the details before approve and figure 3.4 will be shown.
2. Key in reject reason to reject the enrolment with a reason.
3. Click Reject to approve the enrolment. Email will be sent to respective employee.