User Guide

Training & Develpopment (Supervisor)

v3.0.0

Contents

Training & Development (Supervisor)

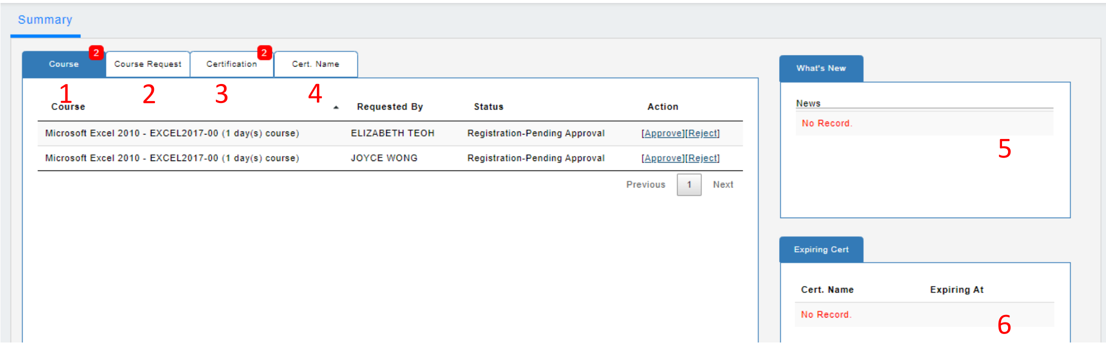
1. Application

1.1 Register course

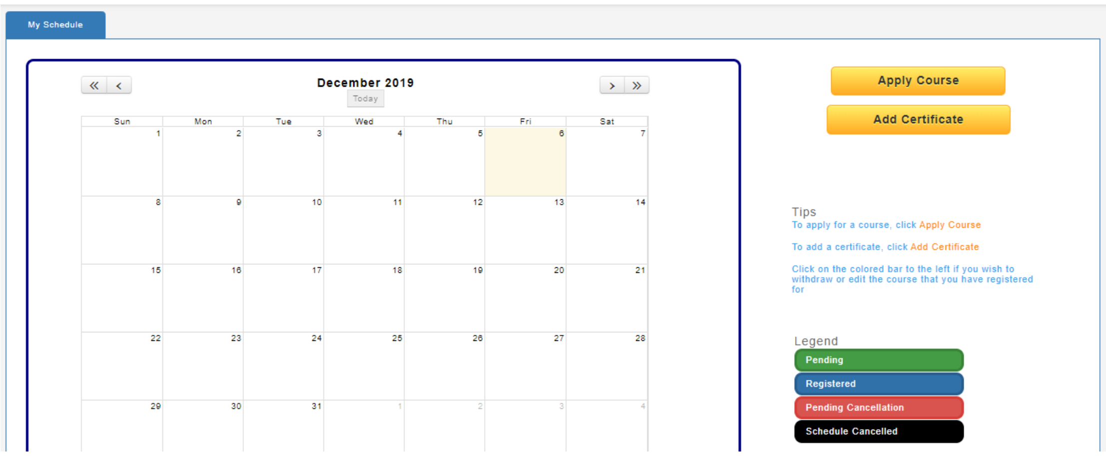
1.1.1 Apply course

<u>From Figure 1.1</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 1.1</u>



<u>Figure 1.2</u>

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

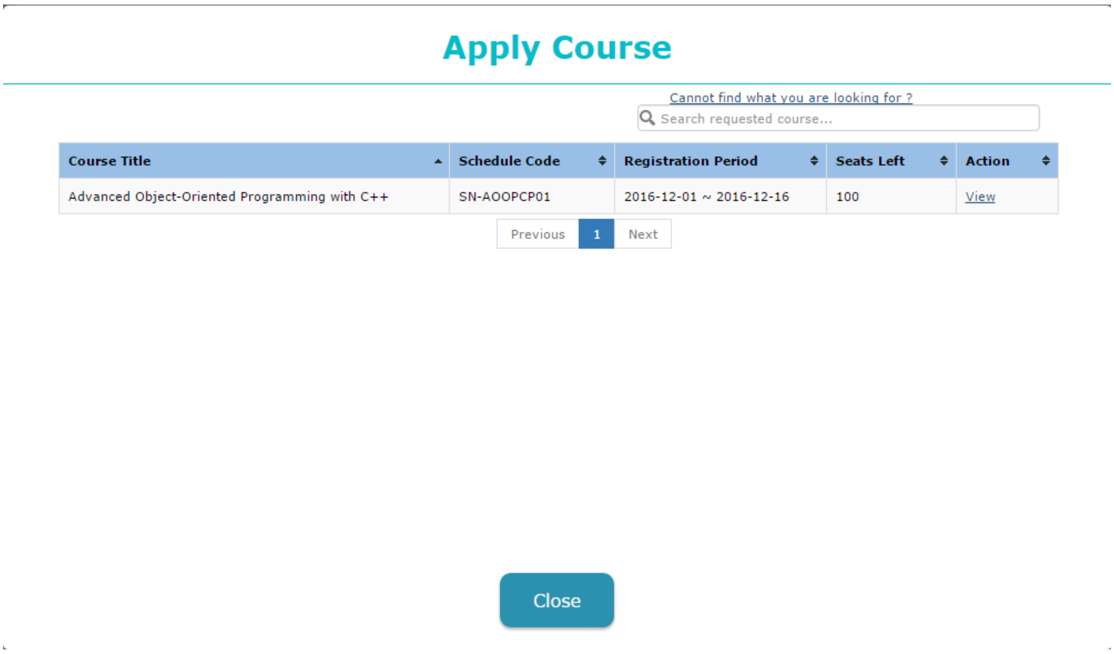


Figure 1.3

2. Click [View] in figure 1.3 and figure 1.4 will be shown.

Figure 1.4

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

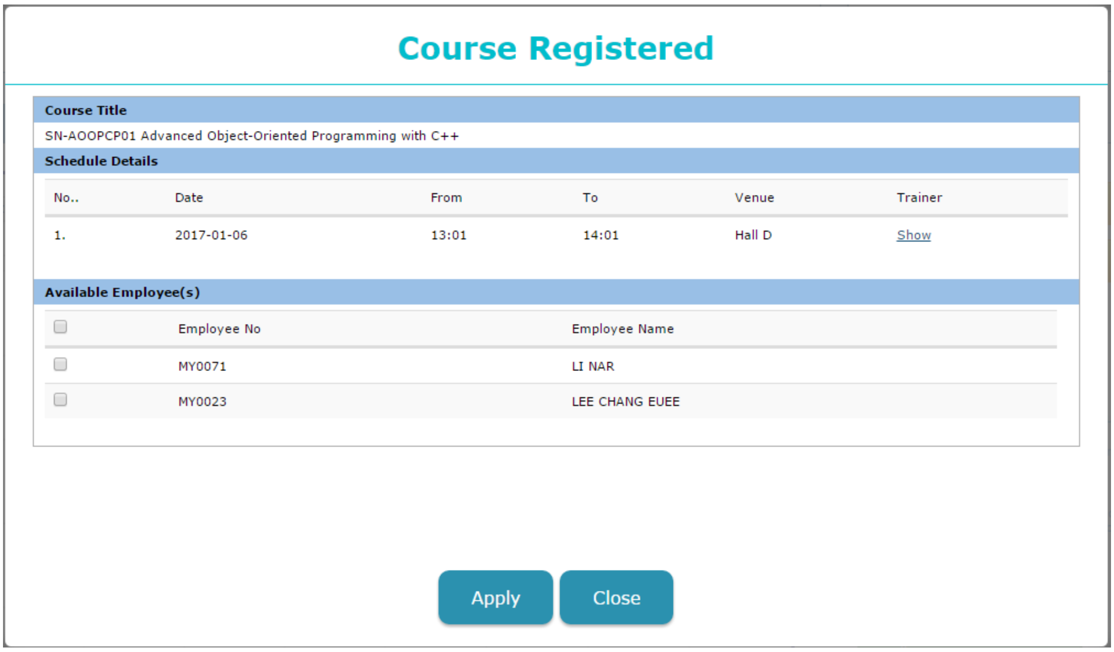


Figure 1.5

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

3.1.2 Withdraw course

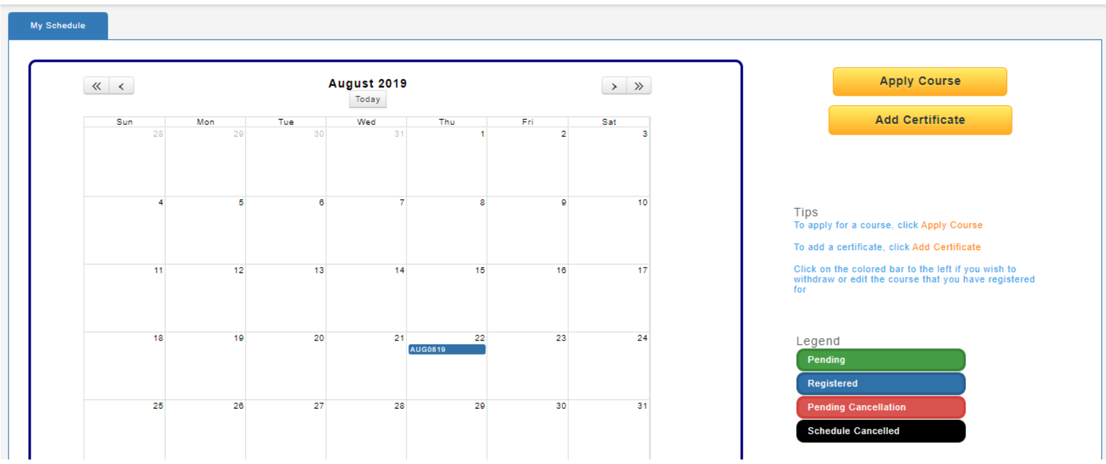


Figure 1.6

1. Click [View] on the 1st 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 Tick on the employee(s) that to-be-withdrawn from the course.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.

Figure 1.7

1.2 Apply certification

1.2.1 Add certification

1. Click Add Certification 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 Submit to submit the newly added certification for approval.

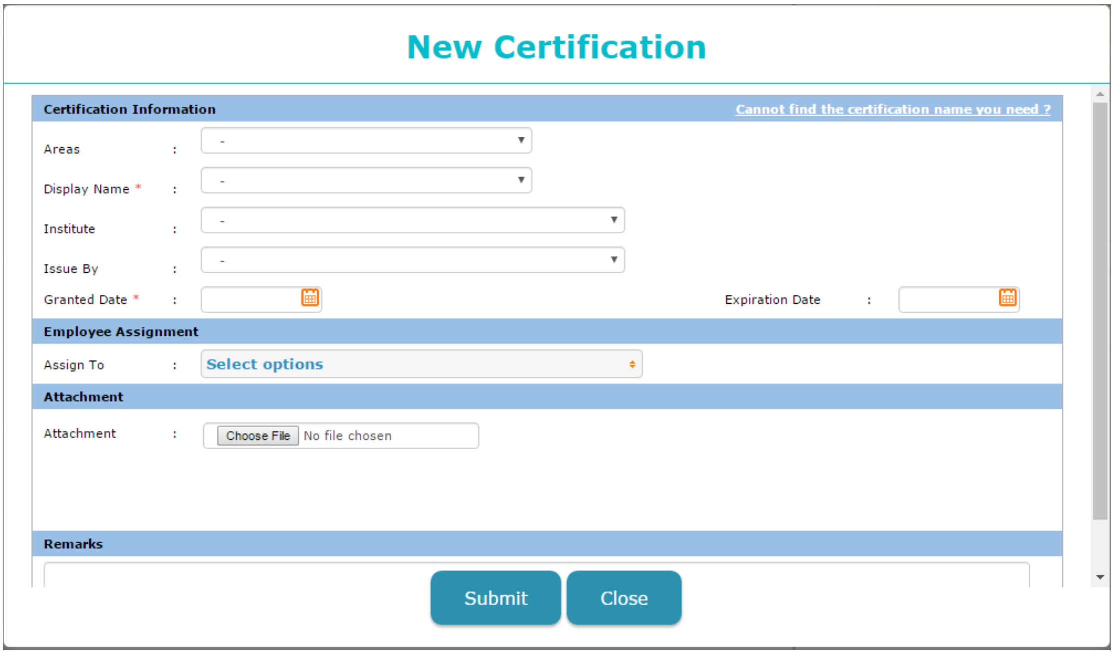


Figure 1.8

2. Request

Course request can be access 2 ways:

A. Solely course request

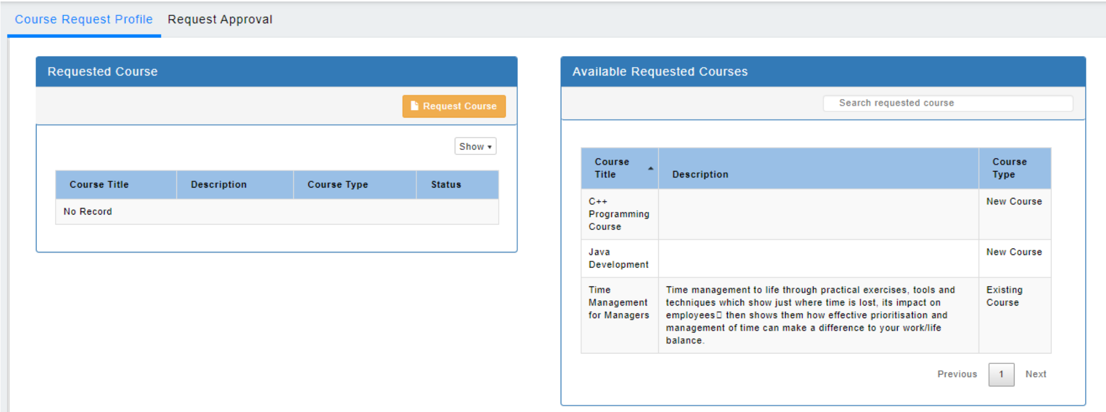


Figure 2.1

B. Training Dashboard

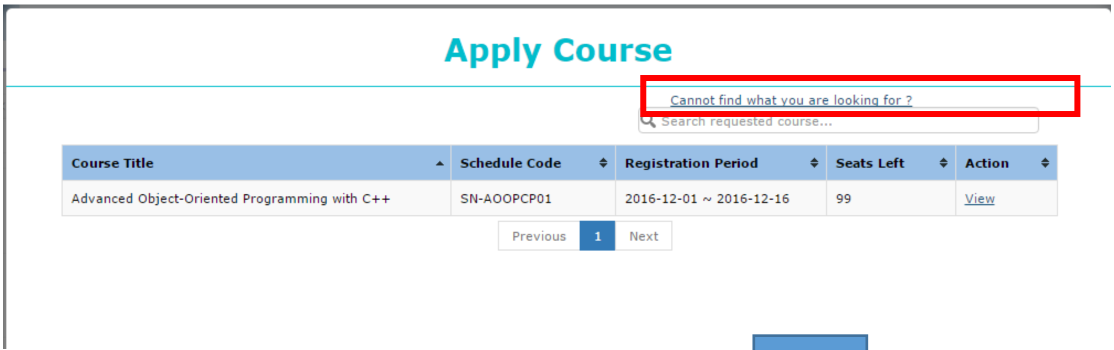
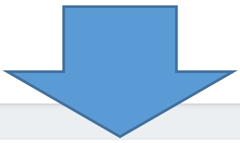


Figure 2.2



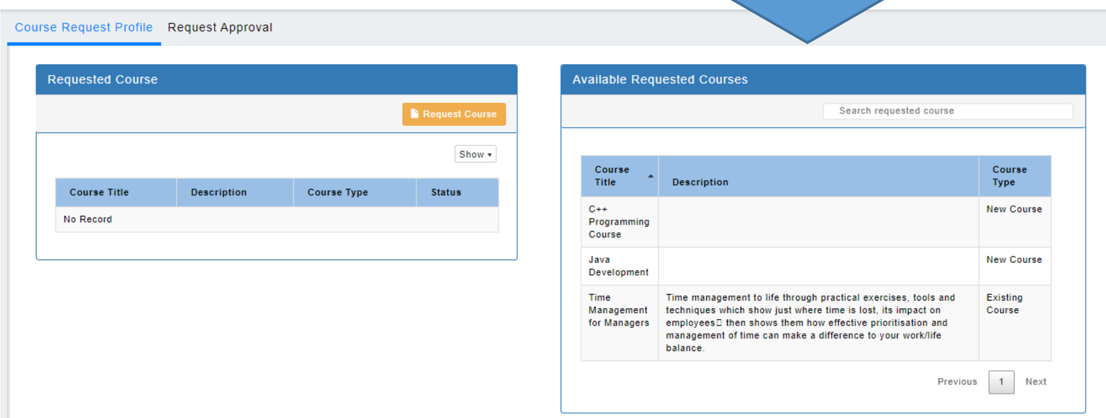


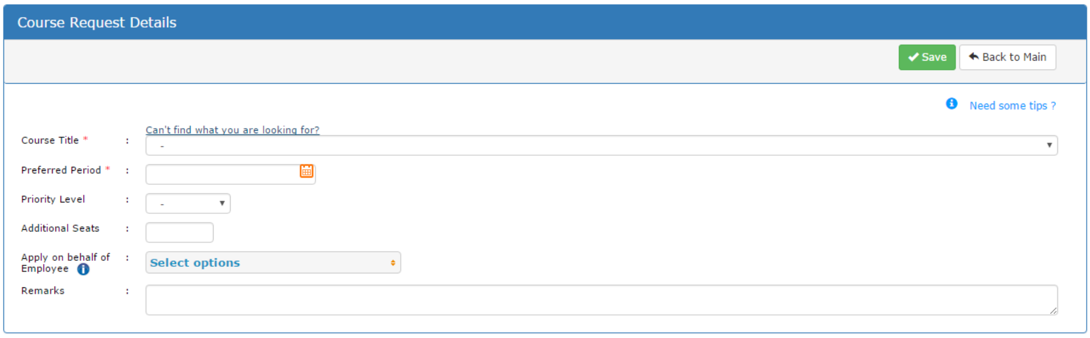
Figure 2.3

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

<u>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)</u>

2.1 Request a course

2.1.1 Make a course request



<u>Figure 2.4</u>

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. (<u>Email will be sent to admin and a copy to respective employee(s)[if were chosen]</u>)

2.1.2 Edit requested course

<u>Figure 2.5</u>

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

2.1.3 Delete requested course

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

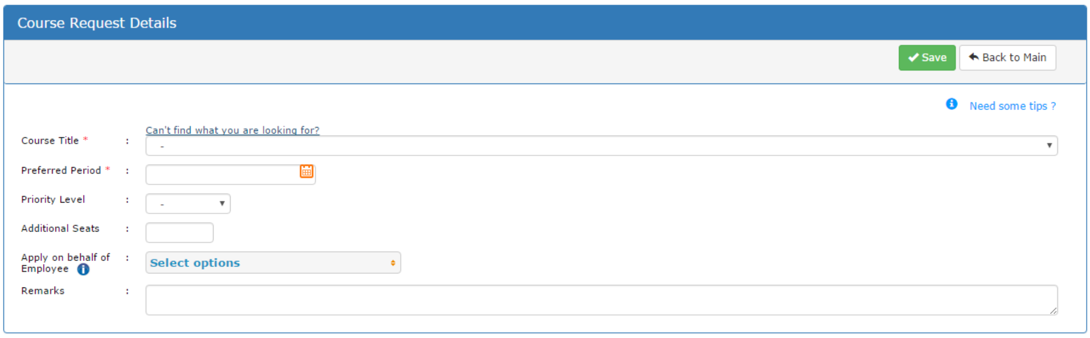


Figure 2.7

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.

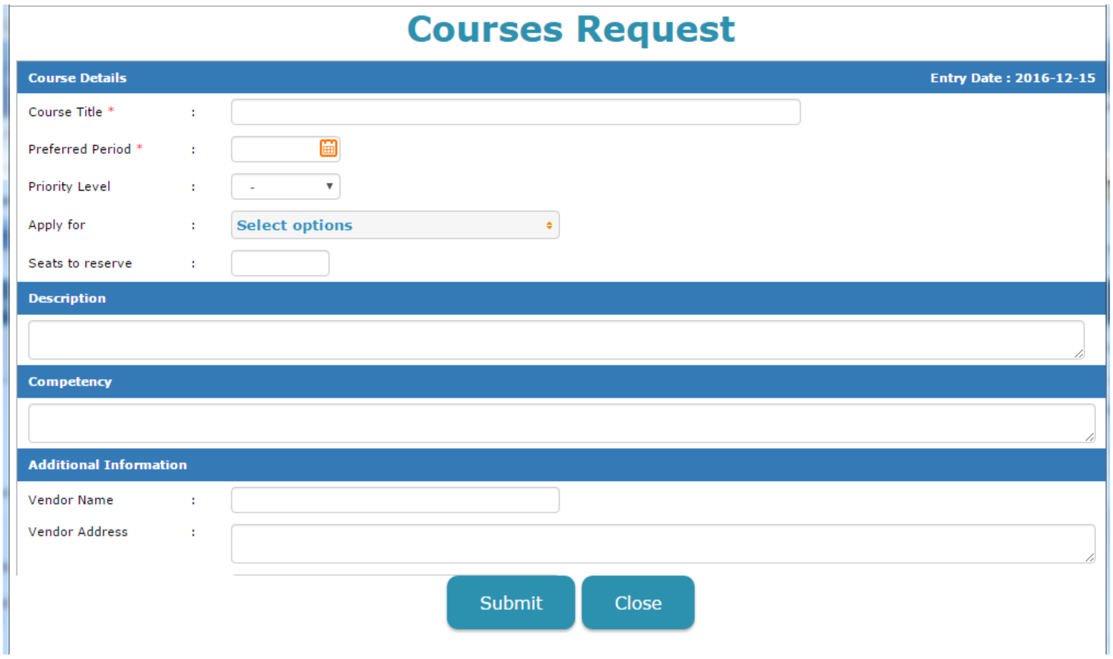


Figure 2.8

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

2.2.2 Edit requested new course

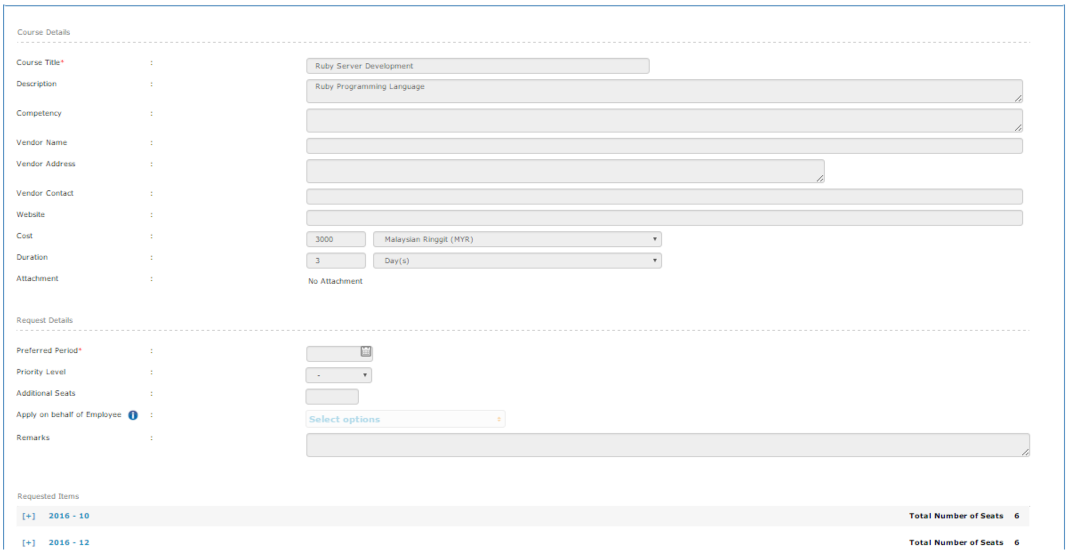


Figure 2.9

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

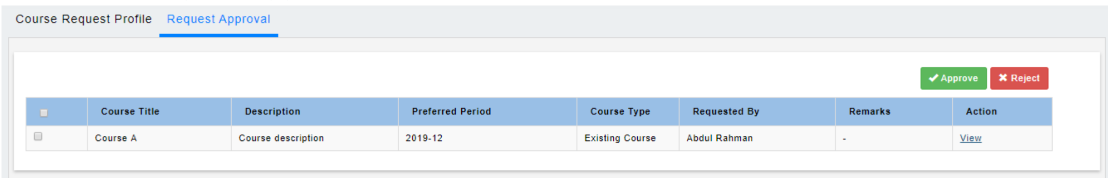


Figure 2.10

2.3.1 Approve subordinate’s request

1. Tick on the item(s) as shown in figure 2.10 and click Approve 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 ✖ Reject 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

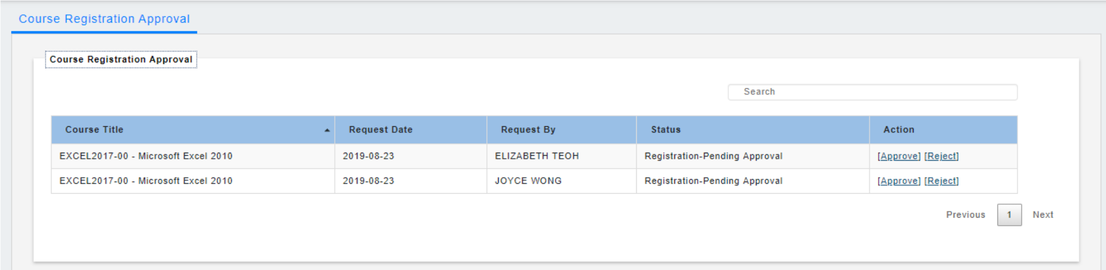


Figure 3.1

B) Training Dashboard (Supervisor)

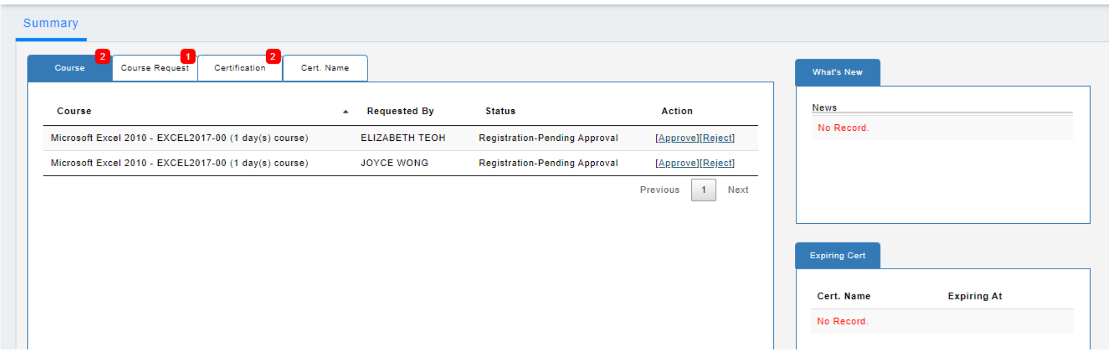


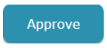
Figure 3.2

3.1 Course enrolment approval (Supervisor)

3.1.1 Approve a course enrolment by subordinate

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 

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

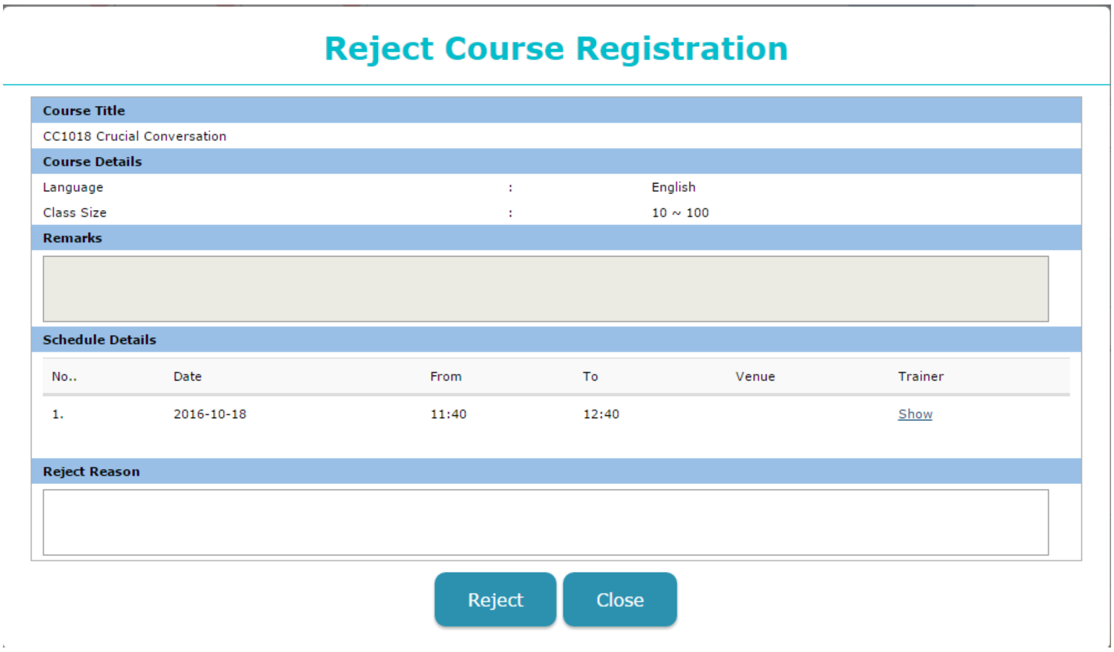
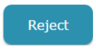


Figure 3.4

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 

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