

User Guide

Training & Development (User)

v3.0.0



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Training & Development (User)

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

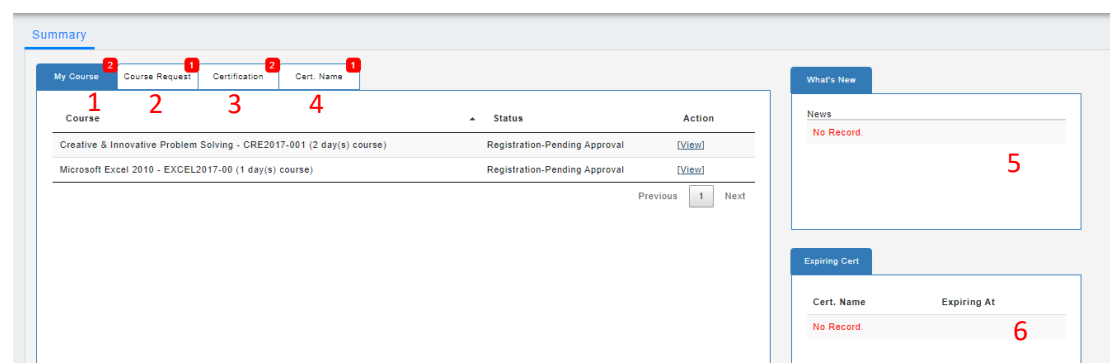


Figure 1.1

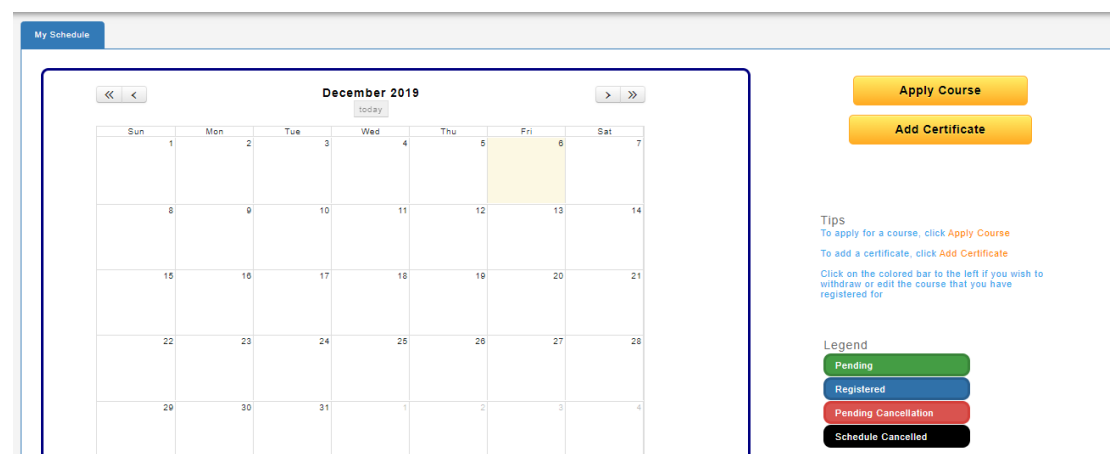



Figure 1.2

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	View

[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	Show

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

Figure 1.4

3. Click  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 1.5

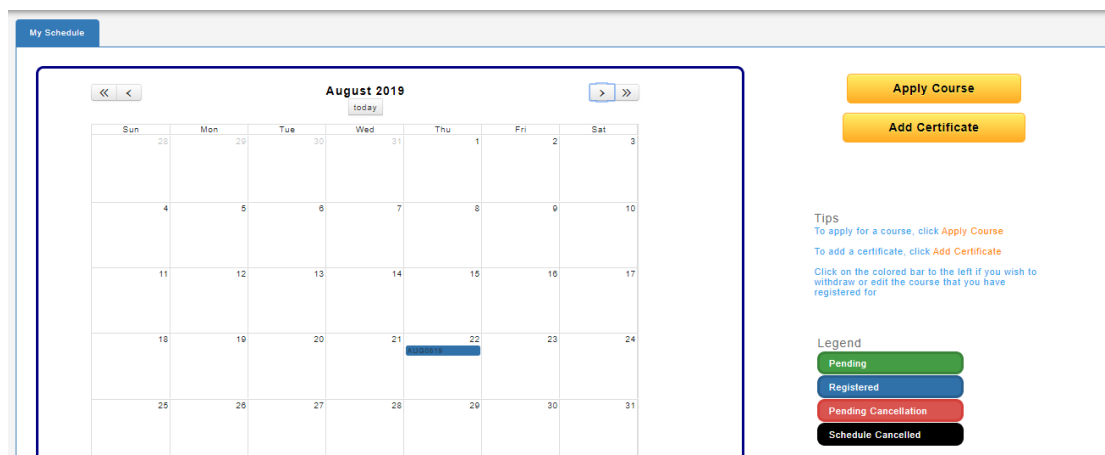


Figure 1.5

1.1.2 Withdraw course

1. Click on the **[View]** which located on the 1st tab as shown in figure 1.1 to view the details. Alternatively, click on the coloured-bar as shown in figure 1.5 to view the details.
2. Click **Withdraw** as shown in figure 1.6 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.

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

Withdraw

Close

Figure 1.6

1.2 Apply certification

New Certification

Certification Information [Cannot find the certification name you need ?](#)

Areas : -

Display Name * : -

Institute : -

Issue By : -

Granted Date * : Expiration Date :

Attachment

Attachment : No file chosen

Remarks

Figure 1.7

1.2.1 Add certification

1. Click as shown in figure 1.5 and figure 1.7 will be shown to add a certification.
2. As shown in figure 1.7, 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. 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.

1.2.2 Edit certification

1. Please refer figure 1.1 and click on the 3rd tab "Certification".
2. Click on the [\[View\]](#) to view the certification details as shown in figure 1.8 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 1.8

2. Request

Course request can be access 2 ways:

A. Solely course request

The screenshot shows the 'Course Request' interface. On the left, under 'My Requested Courses', there is a 'Request Course' button and a table with one row: 'EQ Excellence' (New Course, Pending Supervisor). On the right, under 'Available Requested Courses', there is a search bar and a table with three rows: 'C++ Programming Course' (New Course), 'Computer Science' (Existing Course), and 'Developing Employee Handbook' (Existing Course).

Course Title	Description	Course Type	Status
EQ Excellence		New Course	Pending Supervisor

Course Title	Description	Course Type
C++ Programming Course		New Course
Computer Science	The Start Learning How to Write Programs course offers training through video tutorials. This course provides 17 units that cover topics in algorithm design, pointers, memory allocation, data structures, data types, program flow and binary.	Existing Course
Developing Employee Handbook	• Understand the Objective of developing employee handbook • Handbook as a part of policy and procedure • The Do's and the Don't in developing employee handbook • Using Handbook as a communication tools	Existing Course

Figure 2.1

B. Training Dashboard

The screenshot shows the 'Apply Course' page. At the top, there is a search bar with the text 'Cannot find what you are looking for ?' and 'Search requested course...'. Below the search bar is a table with one row: 'Advanced Object-Oriented Programming with C++' (SN-AOOPCP01, 2016-12-01 ~ 2016-12-16, 99 seats left). A large blue arrow points from this section down to the next screenshot.

Course Title	Schedule Code	Registration Period	Seats Left	Action
Advanced Object-Oriented Programming with C++	SN-AOOPCP01	2016-12-01 ~ 2016-12-16	99	View

Figure 2.2

This screenshot is identical to Figure 2.1, showing the 'Course Request' interface with 'My Requested Courses' and 'Available Requested Courses' sections.

Course Title	Description	Course Type	Status
EQ Excellence		New Course	Pending Supervisor

Course Title	Description	Course Type
C++ Programming Course		New Course
Computer Science	The Start Learning How to Write Programs course offers training through video tutorials. This course provides 17 units that cover topics in algorithm design, pointers, memory allocation, data structures, data types, program flow and binary.	Existing Course
Developing Employee Handbook	• Understand the Objective of developing employee handbook • Handbook as a part of policy and procedure • The Do's and the Don't in developing employee handbook • Using Handbook as a communication tools	Existing Course

Figure 2.3

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

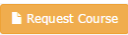

Please note that, left side is the item requested by the individual. Whereas right side are item(s) that are requesting by others (Use to increase the request numbers)

2.1 Request a course

2.1.1 Make a course request

The screenshot shows a web form titled "Course Request Details". At the top right, there are "Submit" and "Back" buttons. Below the title bar, there is a "Tips ?" link. The form contains three main sections: "Course Title" with a dropdown menu and a link "If you cannot find what you are looking for request for new course here"; "Preferred Period" with a date picker showing "2016-10"; and "Remarks" with a text input field.

Figure 2.4

1. To make a course request just click  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. Remarks, key in the remarks of the course.
5. Click  to request the course. (Email will be sent to either direct reporting supervisor or admin, based on the settings)

The screenshot shows the "Course Request Details" form after a request has been submitted. It displays the course details: "Course Title: ARM Processor-Based Embedded System Development with Linux", "Description: -", and "Competency: -". Below this, the "Requested Details" section shows the "Preferred Period" as "2016-10", the "Remarks" field, and the "Requested Date" as "2016-09-13". At the bottom right, there are icons for editing (pencil) and deleting (trash) the request.


Figure 2.5

IMPORTANT: Only item in pending and pending supervisor status are able to amend the details.

2.1.2 Edit requested course

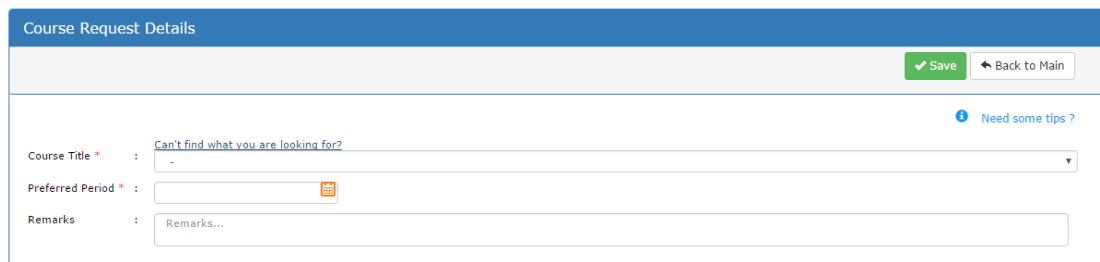
1. Amend the preferred period or remarks and click  to save the changes.

2.1.3 Delete requested course

1. Click  to delete the requesting item.

2.2 Request a new course

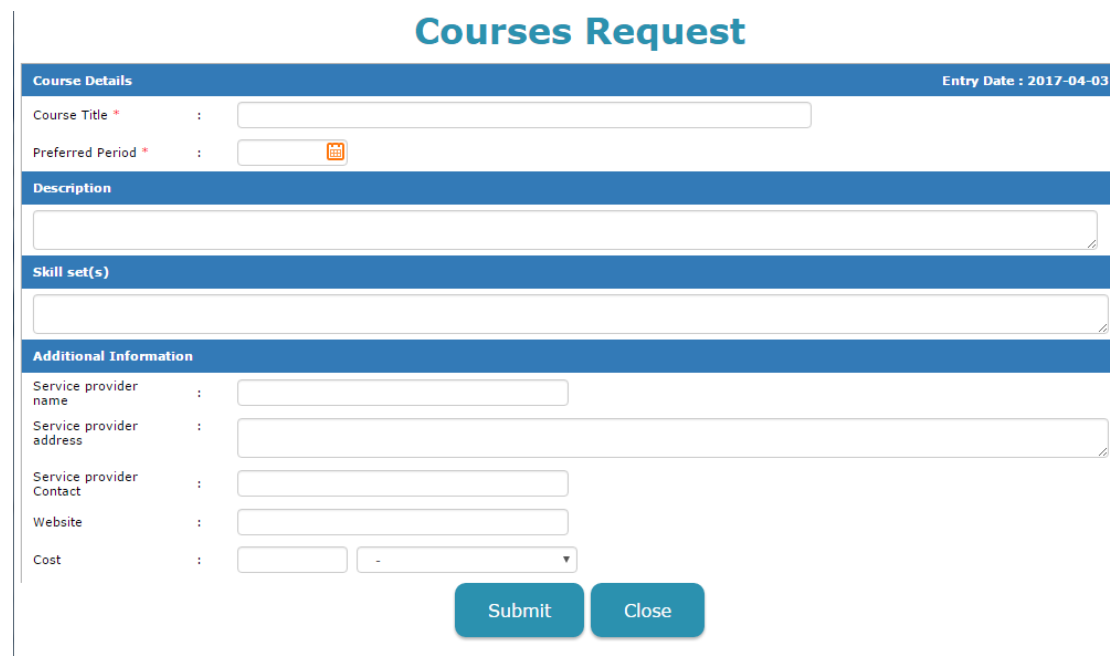
2.2.1 Make a new course request



The screenshot shows a web form titled "Course Request Details". At the top right, there are two buttons: a green "Save" button and a grey "Back to Main" button. Below the title bar, there is a link "Need some tips ?" with an information icon. The form contains three main fields: "Course Title *" with a dropdown menu showing "Can't find what you are looking for?", "Preferred Period *" with a calendar icon, and "Remarks" with a text input field.

Figure 2.6


1. Now you may have noticed that there is a link on top of the "Course Title" as shown in figure 2.6 which labelled "Can't find what you are looking for?". Click on that link and figure 2.7 will be shown.



The screenshot shows a web form titled "Courses Request". At the top right, it displays "Entry Date : 2017-04-03". The form is divided into several sections: "Course Details" with fields for "Course Title *" and "Preferred Period *"; "Description" with a text input field; "Skill set(s)" with a text input field; and "Additional Information" with fields for "Service provider name", "Service provider address", "Service provider Contact", "Website", and "Cost". At the bottom, there are two buttons: "Submit" and "Close".

Figure 2.7

2. As shown in figure 2.7, 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. Description, fill in your description for the new course.
 - d. Competency, select the competencies see that are related.
 - e. 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
3. Click  to submit the new course request. (Email will be sent to either direct reporting supervisor or admin, based on the settings)

2.2.2 Edit requested new course

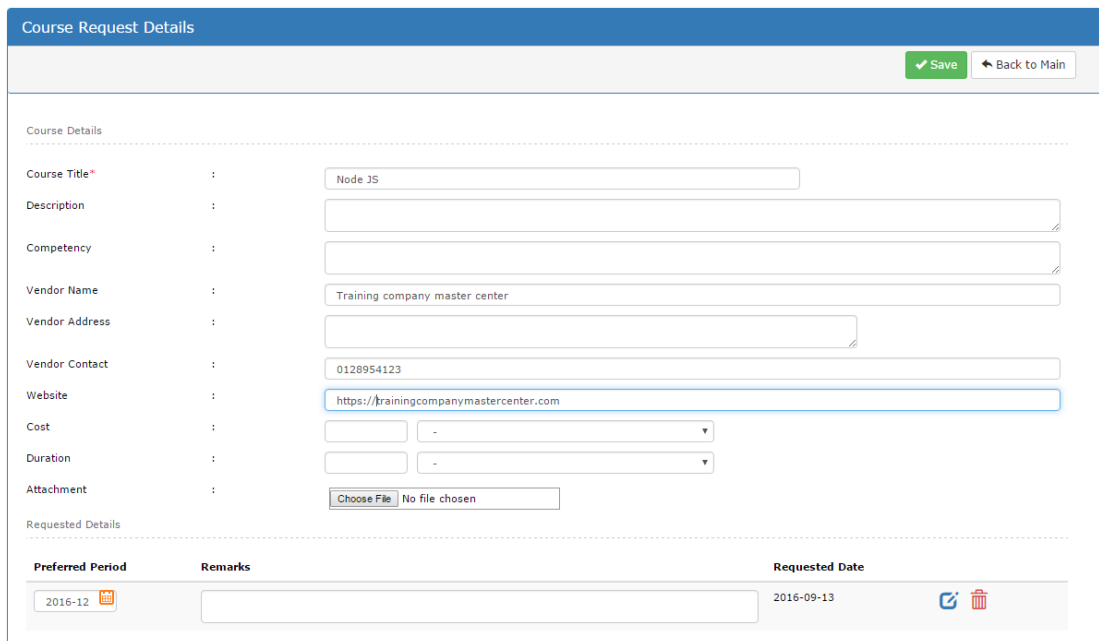





Figure 2.8

IMPORTANT: Only owner and admin can amend the new requested course details. Only item in pending and pending supervisor 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.
3. Click  to save the Course Details changes. (Email will be sent to either direct reporting supervisor or admin, based on the settings)

- Amend the preferred period and remarks and click  to save the Requested Details changes. (Email will be sent to either direct reporting supervisor or admin, based on the settings)

2.2.3 Delete requested new course

- Click  as shown in figure 2.8 to delete the requesting item.

2.3 Request course to increase demand

You have been working on the left hand side portion.

Now is the right portion, as explained before left hand side is the requested course by individual and right hand side is the requested course by others.

2.3.1 Make a request

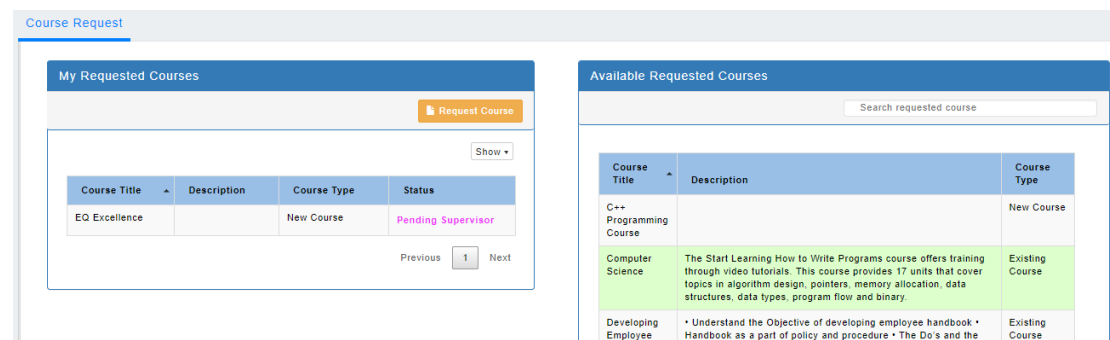


Figure 2.9

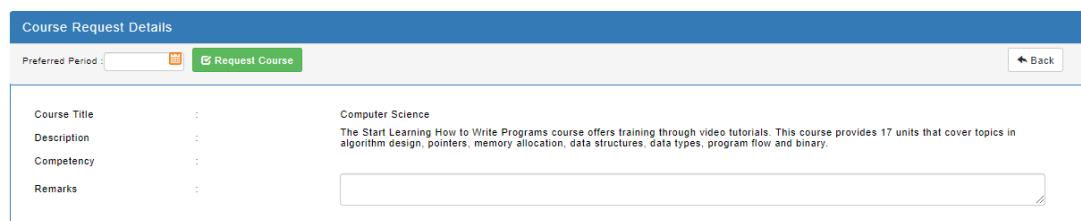
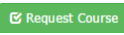


Figure 2.10

- As shown in figure 2.9, click on the course that you would like to request and figure 2.10 will be shown.
- Key in the preferred period as shown in figure 2.10. This is a mandatory field.
- Key in the remarks to leave a comment on the request.
- Click  to request for the course.


5. This will increase the demands of the course, the more the demands the higher the chance the course will be scheduled/created.

2.3.2 Edit a request


Preferred Period	Remarks	Requested Date
2016-10		2016-09-13

Figure 2.11

IMPORTANT: Only item in pending and pending supervisor status are able to amend the details.

1. Amend the preferred period or remarks and click  to save the changes.

2.3.3 Delete a request

1. Click  to revoke the requesting item as shown in figure 2.11

2.4 Request Certification

2.4.1 Make a certification request

In training dashboard, scroll to bottom portion as shown in figure 2.12.

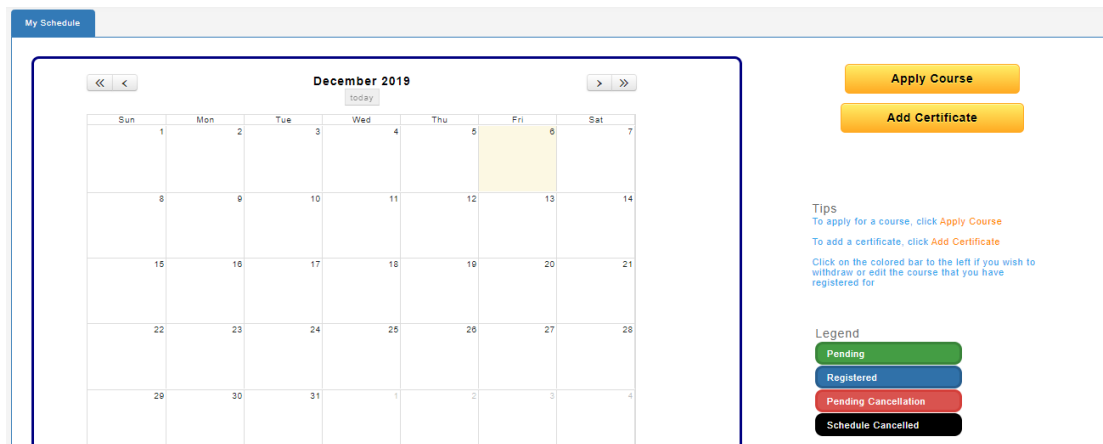


Figure 2.12

New Certification

Certification Information

Cannot find the certification name you need ?

Areas :

Display Name * :

Institute :

Issue By :

Granted Date * :

Expiration Date :

Attachment

Attachment : No file chosen

Remarks

Figure 2.13

1. Click to show figure 2.13.
2. You may have noticed there is a "Cannot find the certification name you need?" at the top-right corner as shown in figure 2.13
3. Click on the link [Cannot find the certification name you need?](#) To start requesting certification as shown in figure 2.14.

4. Figure 2.14 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.

Certification Request

Certification Information Entry Date : 2016-12-14

Areas :

Professional/ Course Certification * :

Institute :

Issue By :

Certification Description :

Remarks

Note...

Figure 2.14

2.4.2 Edit requested certification

Summary

My Course **2** Course Request **1** Certification **2** Cert. Name **1**

Course	Status	Action
Creative & Innovative Problem Solving - CRE2017-001 (2 day(s) course)	Registration-Pending Approval	[View]
Microsoft Excel 2010 - EXCEL2017-00 (1 day(s) course)	Registration-Pending Approval	[View]

Previous **1** Next

What's New

News

No Record

Expiring Cert

Cert. Name	Expiring At
No Record	

Figure 2.15

1. Click at the 4th tab as shown in figure 2.15 then click **[View]** and figure 2.16 will be shown.
2. Click **Edit** to edit the necessary details.
3. Please refer to Section 2.4.1 Make a certification request.
4. Click **Save** to save the necessary changes.

Requested Certification Title

Request By	:	VIC LEE' CHANG EU	Request Date : 20 Oct 2016
Details			
Areas	:	Mobile	
Display Name	:	Android Associate Certification	
Institute	:		
Issue By	:		
Description			
Remarks			

Edit**Close**

Figure 2.16