



Release Notes

Release Date: 10 January 2023

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Release Notes Summary

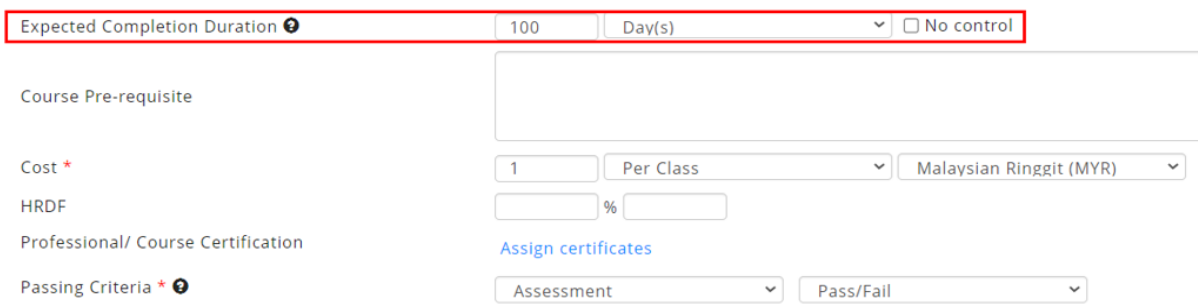
Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
Training module <ul style="list-style-type: none">• Course Setup – Completion Reminder• Course Setup – Enrolment Method <i>New</i>• Training Dashboard	Enhancement	√	√	–	√	√	√

Course Setup – Completion Reminder

Completion Reminder has been added to **Course Setup**. Admin can now set a completion reminder email to be sent to HR, Supervisor or Employee when a course completion due date is coming soon or has passed.

Before:

Completion due reminder **without** email setup



Expected Completion Duration ⓘ 100 Day(s) ☐ No control

Course Pre-requisite

Cost * 1 Per Class Malaysian Ringgit (MYR)

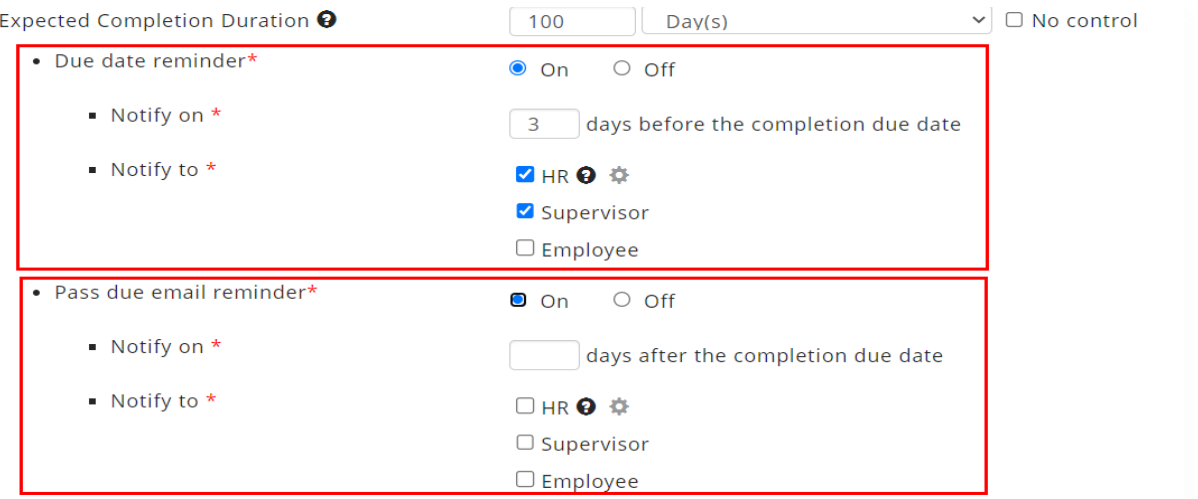
HRDF %

Professional/ Course Certification [Assign certificates](#)

Passing Criteria * ⓘ Assessment Pass/Fail

After:

Completion due reminder **with** email setup



Expected Completion Duration ⓘ 100 Day(s) ☐ No control

- Due date reminder* ☒ On ☐ Off
 - Notify on * 3 days before the completion due date
 - Notify to * ☒ HR ⓘ ⚙️ ☒ Supervisor ☐ Employee
- Pass due email reminder* ☒ On ☐ Off
 - Notify on * days after the completion due date
 - Notify to * ☐ HR ⓘ ⚙️ ☐ Supervisor ☐ Employee

Sample completion due email reminder received by employee:

E-Learning Course Completion Reminder



Hi BEN TAN ,

This is a reminder that the course below will be due on **2022-12-22**. Please login to complete the course.

Course Title	New Training
Language	English
Course Source	Internal
Course Method	Self-Paced
Course Duration	1 Hour(s)
To be completed by	2022-12-22

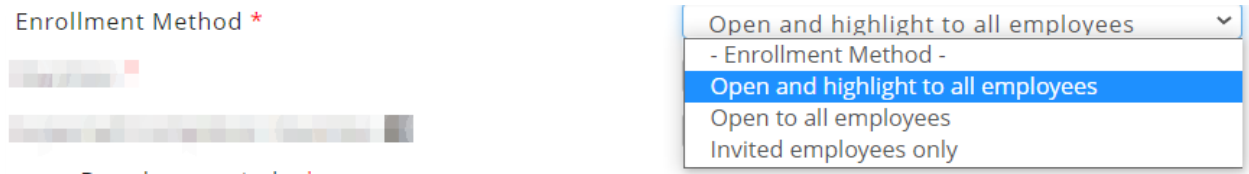
Click [here](#) for EmplX login

This is system generated email, please do not reply.



Course Setup – Enrollment Method ^{New}

Enrollment Method for training courses has been added to **Course Setup**. There are 3 options that admin can select for the course Enrollment Method



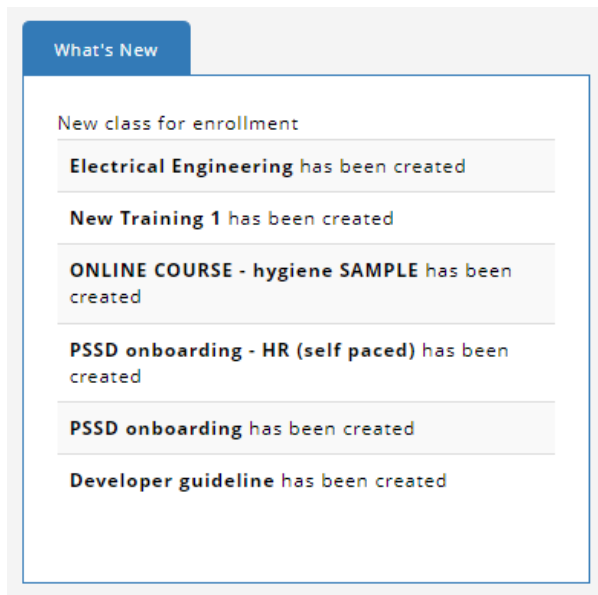
- Open and highlight to all employees
The course will be shown in Highlighted Course panel and in the available course list
- Open to all employees
The course will only be viewable in the available course list
- Invited employees only
The course will not be available for employees to register/enroll. Enrollment can only be done by admin assignation from the **Course Status** tab in **Course Setup** page.

Training Dashboard

The **What's New** panel has been changed to **Highlighted Course**. Courses which enrollment method is set to **Open and highlight to all employees** will be displayed in this panel.

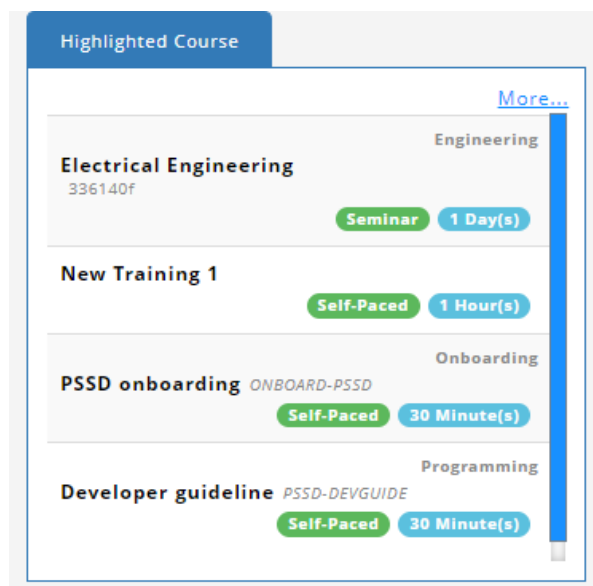
Before:

What's New panel with all courses

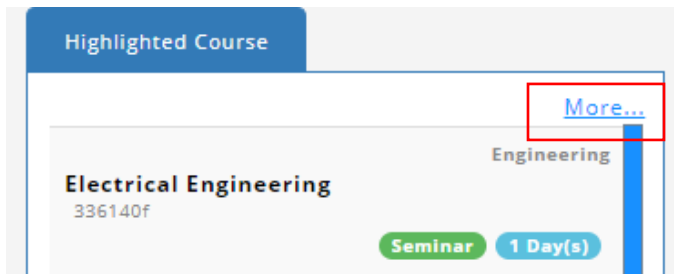


After:

Highlighted Course panel with only highlighted courses



Click on the **More..** button to list all available courses.



Apply Course

If you cannot find what you are looking for, raise request here

Search....

Course Title	Course Category	Registration Period	Duration / Date	Seats Left	Action
1QE_test E-Learning ✓ Registered		2022-10-15 Onward	1 Day(s)	No Limit	Q
Course - YM - TEST Scorm upload 1 (CODE-VM1) E-Learning ✓ Registered	12Test	2022-08-01 Onward	2 Hour(s)	No Limit	Q
Course - YM - TEST Scorm upload 2 BASIC E-Learning ✓ Registered	12Test	2022-08-01 Onward	30 Minute(s)	No Limit	Q
Course - YM - TEST Scorm upload 2	12Test	2022-08-01 Onward	30 Minute(s)	No Limit	Q

Close