

DLLR Online Application Training Guide



User's Manual

User guide provided for all the user type such as Registered User, Course Admin and System Admin provided by the Department of Labor, Licensing and Regulation.

PAGE LINK:

<http://training.dllrtatools.com/>

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1. Homepage and Account Login

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[Log In] [HELP]

LOG IN

Please enter your username and password. [Register if you don't have an account.](#)

If you already registered and forgot your password, click [Reset your Password.](#)

1.2 Register

1.3 Reset your password

1.1 Account Login

Account Information

Username:

Password:

☐ Keep me logged in

[Log In](#)

[Home](#) | [Login](#) | [Contact Us](#)

Figure 1.1: Homepage & Login Page

1.0 Account Login

To Login, enter your username and password. Take note that password is case-sensitive.

1.1 Register

Register an account is provided for the authorized users to create an account with their work unit provided. All unauthorized users will be deleted automatically by the System Admin and/or Course Admin.

To create an account, click the 'Register' link from the login page. See figure 1.1. And 'Create a new account' page will show.

1.1.1 Create an account

Below is the 'create a new account' page. See Figure 1.2.

The following fields are required:

- First Name
- Last Name
- E-mail Address
- Phone #

- Username
- Password & Confirm Password

Email address and phone # should be in correct format accordingly. Password needs to be at least 6 characters length.

At the bottom of the page, CAPTHA needs to be filled in before you submit. CAPTHA is another layer of security to filter any auto-send computer generated request. See Figure 1.3.

Click 'Register User' to submit the form.

CREATE A NEW ACCOUNT

Use the form below to create a new account.

Account Information

First Name:

Last Name:

E-mail Address:
Example: johnny@yahoo.com

Phone #:
Example: ☎ (410) 123-1111

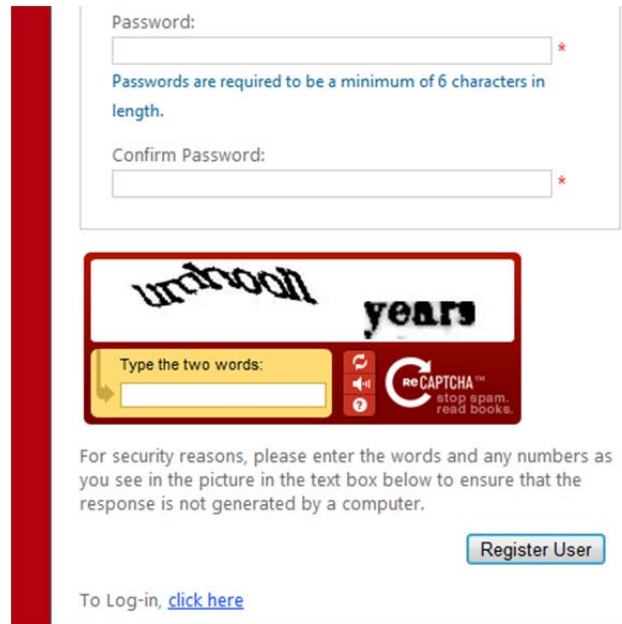
Extension:

Unit:

User Name:

Password:
Passwords are required to be a minimum of 6 characters in length.

Figure 1.2: Create a new account page



The screenshot shows a registration form with the following elements:

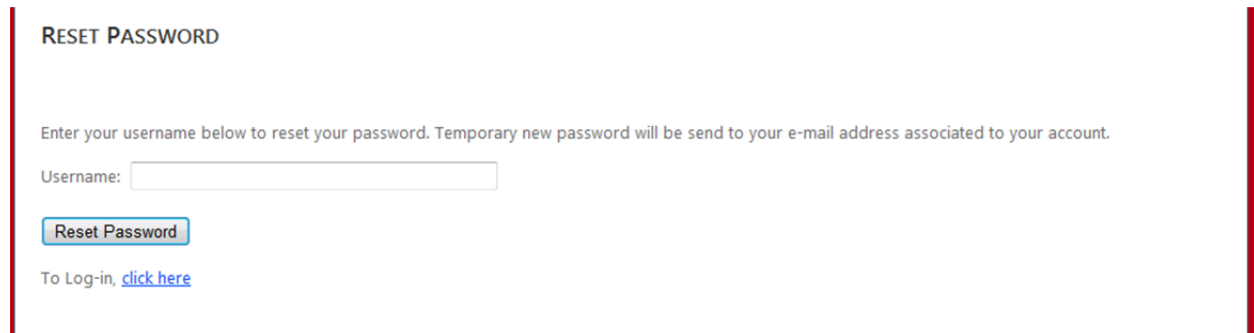
- Password:** A text input field with a red asterisk to its right.
- Confirmation:** A message stating "Passwords are required to be a minimum of 6 characters in length."
- Confirm Password:** A second text input field with a red asterisk to its right.
- CAPTCHA:** A red-bordered box containing a distorted image of the words "unbooth" and "years". Below the image is a yellow box with the text "Type the two words:" and a text input field. To the right of the input field is a red CAPTCHA logo with the text "reCAPTCHA™ stop spam. read books."
- Instructions:** A paragraph stating: "For security reasons, please enter the words and any numbers as you see in the picture in the text box below to ensure that the response is not generated by a computer."
- Register User:** A blue button with white text.
- Log-in Link:** A link that says "To Log-in, [click here](#)".

Figure 1.3: Create a new account page, CAPTHA

1.2 Reset your Password

If the user forget his password and can't logged in, they can reset their password by clicking the 'Reset your password' (Shown in Figure 1.1)

On reset password page, type your username in the textbox and new auto generated password will be send to the email address associated to the account. See Figure 1.4.



The screenshot shows a "RESET PASSWORD" page with the following elements:

- Header:** "RESET PASSWORD" in bold.
- Instructions:** A paragraph stating: "Enter your username below to reset your password. Temporary new password will be send to your e-mail address associated to your account."
- Username:** A label "Username:" followed by a text input field.
- Reset Password:** A blue button with white text.
- Log-in Link:** A link that says "To Log-in, [click here](#)".

Figure 1.4: Reset Password

2. User Account Type

2.0 General User

Has the ability to view the list of approved courses currently available.

To get more information about the general user, please check the separate user manual provided – ***“DLLR Online Application Training Guide: General User Manual”***

2.1 Registered User

Login account is required for Registered User. To have a log in account, you have to create an account as shown in ‘create a new account’ page (*refer Section 1.2.1: Create an account*) or a Course Admin could create (*refer Section 8.0: Manage Account*)

Highlighted feature are the following:

- Add new course form (*refer Section 3.0: Add Course*)
- View and edit courses (*refer Section 4.0: Manage Course*)
- Approved courses (*refer Section 6.0: Find Courses*)
- Change account information and reset or change password. (*refer Section 8.2: Manage Account*)

2.2 Course Admin

Login account is required for Course Admin. To create an account, System Admin has the only right to add one (*refer Section 8.0: Manage Account*)

Highlighted feature includes all rights of registered user account, with the following additional:

- Check course status (*refer Section 5.0: Check Course Status*)
- Upload Pictures (*refer Section 7.0: Upload Picture*)
- Manage Users – registered Users only (*refer Section 8.1: Manage Users*)

2.3 System Admin

Login account is required for System Admin. Only has one account set by the application support team.

Highlighted feature includes all right of course admin, with the following additional:

- Set Training Guide Cover Text (*refer Section 9.1: Manage Cover Page*)

2.4 Tabular presentation of Search Courses by User Account

	Approved	Disapproved	Pending	Cancelled	Deactivated	Completed
General User	✓	✗	✗	✗	✗	✗
Registered User	✓	✓	✓	✓	✗	✗
Course Admin	✓	✓	✓	✗	✓	✓
System Admin	✓	✓	✓	✗	✓	✓

2.5 Tabular presentation of Course Action by User Account

	View	Edit	Cancel	Approve	Disapprove	Delete
General User	✓	✗	✗	✗	✗	✗
Registered User	✓	✓	✓	✗	✗	✗
Course Admin	✓	✓	✗	✓	✓	✗
System Admin	✓	✓	✗	✓	✓	✓

3. Add Course

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Welcome **admin** ! [[Log Out](#)] [[HELP](#)]

Home Add Course Manage Courses Check Course Status Find Courses Upload Pictures Acct Settings Settings

COURSE NEEDS ANALYSIS FORM

Please answer the following questions to the best of your knowledge. The information gathered will be used by the training department to determine the feasibility and priority of your training project.

Note: Required fields are marked with an asterisk (*)

Requestor Name: System2 Admin2
Date Submitted: 2/19/2013
Phone: (410) 744-8144
Phone Extension: 111

Course Name: * ...
Enter a new course OR select from existing courses. If you select from existing, all other fields will populate for edit. Maximum characters allowed is 110.

Course Sub Title: *
Maximum characters allowed is 170.

Course Description: *

Figure 3.1: Add Course

3.0 Description

Adding a course requires a login user to submit. Registered User, Course Admin and System Admin are authorized user types. Form functionalities vary per user type.

Registered User needs an approval from the course admin or system admin to set their training public and approved. By default, after submission, the course status is pending.

Course Admin and System Admin have the same right in adding a course. Once submitted, the course is set automatically to approved and ready in public view.

On this page, user also has an option to copy course information from existing courses. Just click the “...” button beside the textbox of Course Name. A new pop-up window will show with the entire courses including past courses. As you select a course, all the data associated to that account will be copied over to your new course form. Take note to change all the dates to apply to the new course your submitting.

3.1 Field Definition

- **Requestor Name, phone, phone extension** – auto-generated by the system. It shows who is logged in to the system with their information.
- **Date Submitted** – auto-generated by the system. The date you are submitting the form.
- **Course Name** – this is a required field. 110 characters max.

- **Course Sub Title** – this is required field. Course sub title gives brief information of the Course.
- **Course Description** – this is required field. Course description gives detailed information of the Course.
- **Prerequisites** – Course that needs to take prior to the course.
- **Target Audience** – defines whom the course is targeted to. Multiple selections can be done.
- **Audience** – this is required. Estimate the number of trainee per session.
- **Course Contact** – First name, Last name and email-address.
- **Highlights** – enter minimum of 3 and maximum of 5 highlights. Maximum character allowed per highlight is 100.
- **Refresher Training** – determines if the course is repeated course. See Figure 3.2.

If "Yes", you can set the frequency as monthly, quarterly and the likes. Number of courses populates is automatically set by the system based on the Start Date and End Date and frequency selected.

If "No", frequency option will be disabled and number of courses you can enter is dynamic. As you type the number beside the 'Number of Courses' textbox, courses date details populates.

- **Legislative Regulations pertaining to Course** – this is required. By default this is set to "no"

The screenshot shows a web form titled "Refresher". It contains the following elements:

- Refresher Training?: *** Radio buttons for "Yes" (selected) and "No". Below it, a link says "Choose if this is a refresher training".
- Training Driver?: *** A text input field with a dropdown arrow. Below it, a link says "Please provide the reason for the refresher training."
- Frequency of Training?: *** A dropdown menu showing "once a month". Below it, a red error message says "End Date should be greater than Start Date."
- Start Date: *** A date input field showing "2/19/2013". Below it, a link says "Format: MM/DD/YYYY Example: 01/19/2012".
- End Date: *** A date input field showing "3/19/2013". Below it, a link says "Format: MM/DD/YYYY Example: 01/19/2012".
- Duration: *** Two dropdown menus for "Day/s" (showing "0") and "Hour/s" (showing "0").
- Number of Courses:** A text input field showing "1".
- Course Date (1): *** A date input field showing "2/19/2013". Below it, a link says "Format: MM/DD/YYYY Example: 01/19/2012".
- Start Time (1): *** A time input field.
- End Time (1): *** A time input field.

Figure 3.2: Add course: refresher section

4. Manage Courses

4.0 Description

List of courses submitted are shown in 'List of Courses' page. This includes all the courses disregard of what the course status. See Figure 4.1.

Action link vary per user. (Refer to Section 2.5: Tabular presentation of Course Action by User Account). For search course result, check Section 2.4: Tabular presentation of Search Course by User Account

This page is allowed to the registered user, course admin and system admin only.

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Welcome **admin** ! [[Log Out](#)] [[HELP](#)]

Home Add Course Manage Courses Check Course Status Find Courses Upload Pictures Acct Settings Settings

LIST OF COURSES

Search Courses

Course Id: Course Name: Unit:

County: Requestor: Status: Active:

Course Date From: [mm/dd/yyyy] Course Date To: [mm/dd/yyyy]

To search All, leave the field/s blank or select All.

	Id	Course Name	Unit	Refresher	Frequency	Duration (Days/Hrs)	Status	Active
View Edit Delete	C26	Strategic Thinking 2013 FQ	Adult Learning	Yes	once a month	0/4	Disapproved	Yes
View Edit Delete	C25	Strategic Thinking 2013	Performance Information	Yes	once a month	0/4	Approved	Yes
View Edit Delete	C24	Manage Reports	Workforce Development	No		0/3	Complete	Yes

Figure 4.1: Manage Courses

4.1 Actions

4.1.1 View

View detailed information of the course per submission. It is possible that in one submitted course, there are multiple courses dates associated with it.

4.1.2 Edit

Be able to edit the course information. Edit feature is disabled to all complete courses, also to registered user.

4.1.3 Delete

Remove the selected course. This is only available to System Admin.

4.1.4 Cancel

This feature is available to registered user once the course they submitted is still pending. They have the chance to take back the submitted course and can be submitted again later for approval.

5. Check Course Status

CHECK COURSE STATUS

Search Courses

Course Id: Course Name: Unit:

County: Requestor: Status: Active:

Course Date From: [mm/dd/yyyy] Course Date To: [mm/dd/yyyy]

To search All, leave the field/s blank or select All.

	Id	Course Name	Unit	Status	Active
View Approve Deactivate	C26	Strategic Thinking 2013 FQ	Adult Learning	Disapproved	Yes
View Disapprove Deactivate	C25	Strategic Thinking 2013	Performance Information	Approved	Yes
View	C24	Manage Reports	Workforce Development	Complete	Yes

Figure 5.1 Check Course Status

5.0 Description

List of Courses submitted are shown in 'Check Course Status' page. This includes all the courses disregard of what the course status. See Figure 5.1.

Action link vary per user. (Refer to Section 2.5: Tabular presentation of Course Action by User Account). For search course result, check Section 2.4: Tabular presentation of Search Course by User Account

This page can be viewed to the course admin and system admin only.

5.1 Actions

5.1.1 View

View detailed information of the course per submission. It is possible that in one submitted course, there are multiple courses dates associated with it.

5.1.2 Approve

Feature to approve a pending or disapproved course. All the approved courses will be shown to the approved courses page.

5.1.3 Disapprove

Feature to disapprove a pending or approved course. All the disapproved courses will be hidden to the approved courses page.

5.1.4 Activate

Feature to activate a course. All the activated courses will be shown to the approved courses page.

5.1.5 Deactivate

Feature to deactivate a course. All the deactivated courses will be hidden to the approved courses page.

NOTE: Complete course status disables to approve, disapprove, activate and deactivate a course. Complete courses are past courses of the system.

6. Find Courses

There are three (3) options to search a course;

6.0 Search Courses

This is the default search where user can search specific training available by course id, course name, unit, requestor, county, course date from, and course date to. Search result is displayed as shown in Figure 6.1.

FIND COURSES

☒ Search Courses
 ☐ Search Courses by Date
 ☐ Search Courses by Month/Year

Search Courses

Course Id: Course Name:
 Unit: Requestor:
 County: Course Date From: [mm/dd/yyyy] Course Date To: [mm/dd/yyyy]

To search All, leave the field/s blank or select All.

	Date	Course Id	Name	Unit	County	City	Duration (Days/Hrs)
View	7/1/2013	C25	Strategic Thinking 2013	Performance Information	Talbot		0/4
View	6/1/2013	C25	Strategic Thinking 2013	Performance Information	Cecil		0/4
View	5/1/2013	C25	Strategic Thinking 2013	Performance Information	Harford		0/4
View	4/1/2013	C25	Strategic Thinking 2013	Performance Information	Garrett		0/4

Figure 6.1: Search Courses

6.1 Search Courses by Date

User also has an option to search by date. As they clicked on the specific date, training available on that date will show. See Figure 6.2.

FIND COURSES

☐ Search Courses
 ☒ Search Courses by Date
 ☐ Search Courses by Month/Year

Search Courses by Date

July 2013						
Su	Mo	Tu	We	Th	Fr	Sa
30	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	1	2	3
4	5	6	7	8	9	10

	Date	Course Id	Name	Unit	County	City	Duration (Days/Hrs)
View	7/1/2013	C25	Strategic Thinking 2013	Performance Information	Talbot		0/4

[Generate Training Guide](#)

Figure 6.2: Search Courses by Date

6.2 Search Courses by Month/Year

Last option to search is searching by month and year. Select month and year then click 'Search..' will show all training available on that month and year. See Figure 6.3.

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[Check Course Status](#)
[Find Courses](#)
[Upload Pictures](#)
[Acct Settings](#)
[Settings](#)

FIND COURSES

☐ Search Courses
 ☐ Search Courses by Date
 ☒ Search Courses by Month/Year

Search Courses By Month/Year

Month: Year: [Search..](#)

	Date	Course Id	Name	Unit	County	City	Duration (Days/Hrs)
View	4/1/2013	C25	Strategic Thinking 2013	Performance Information	Garrett		0/4

[Generate Training Guide](#)

Figure 6.3: Search Course by Month/Year

6.3 View Course

To show detailed information of the course, click the 'View' link aligned to the course you want to see. Detailed information will be shown. To go back to previous courses list, click the 'Go to list of Courses' at the lower left of the page.

6.4 Generate Training Guide

General users also have a feature to generate and print their own training guide as PDF file.

To do so, do the following steps:

1. As shown in Figure 1.1, click the 'Generate Training Guide'
2. The system will create a PDF file Training Guide based on your search result above.
3. New PDF File Training Guide will show. (Make sure you have your pop-up blocked disabled)
4. Save/Open your PDF Training Guide.

To view the Training Guide, user must have a PDF reader installed. You can get a PDF Reader for free, visit the adobe website or click this link <http://get.adobe.com/reader/>

7. Upload Pictures

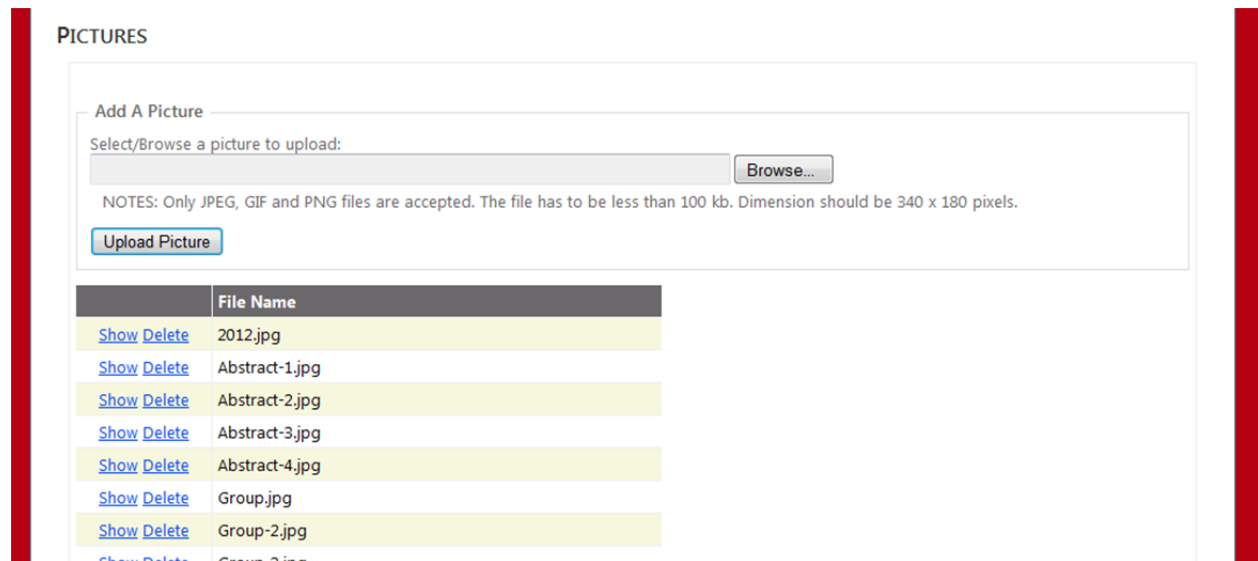


Figure 7.1: Upload Picture

This feature let the Course Admin and System Admin to upload and delete a picture shown in Training Guide PDF file.

NOTE: Only JPEG, GIF, and PNG file extension format are allowed. File has to be less than 100 kb. And most importantly, dimension should be 340 x 180 pixels.

8. Account Settings

8.0 Manage Users

LIST OF USERS

Search Users

First Name: Last Name: Username:

To search All, leave the field/s blank or select All.

[Add User](#)

	User Name	Access Type	Email Address	First Name	Last Name	Unit
Edit Info Password Delete	rcicadmin	Registered User	appsupport@realistic-computing.com	RCI Course	Admin23	Administration
Edit Info Password Delete	pfrancois	Registered User	pfrancois@dllr.state.md.us	Paulette	Francois	Workforce Development
Edit Info Password Delete	eflowersfields	Registered User	EFlowersFields@dllr.state.md.us	Ellen	Flowers-Fields	Administration
Edit Info Password Delete	owip	Registered User	camitchell@dllr.state.md.us	Carolyn	Mitchell	Performance Information
Edit Info Password Delete	sharris	Registered User	sharris@dllr.state.md.us	Sharon	Harris	Workforce Development
Edit Info Password Delete	sbouloubassis	Registered User	sbouloubassis@dllr.state.md.us	Sheila	Bouloubassis	Workforce Development
Edit Info Password Delete	smorgan	Registered User	smorgan@dllr.state.md.us	Sierra	Morgan	Workforce Development
Edit Info Password Delete	joneswilliams	Registered User	joneswilliams@dllr.state.md.us	Jones Nhinson	Williams	Performance Information
Edit Info Password	Adult Instructional	Registered				

Figure 8.1: Manage Users

Manage Users page allows the Course Admin and System Admin to add new user or make some change in a particular account. Course admin has controls to registered users where system has control to all users including course admin and registered user.

As the list of users progress, search feature is use to narrow down the user they are working on. Search option includes: First name, Last name and Username.

User has an ability to edit specific user information by clicking the 'Edit Info' link (*refer Section 8.1.1: Personal Info*)

User also has an option to change the password of a specific account by clicking the 'Password' link (*refer Section 8.1.2: Reset Password*)

Delete feature is only available to System Admin.

Figure 8.2: Delete User

Once the user you want to delete has courses associated with it, the system will ask what you want to do to those existing courses.

Three options are available:

- **Move to existing user** – a drop-down is provided to select which user you want to transfer it to.
- **Move to new user** – a new user page will show that let you fill-out new user information. The system will create the user and at the same time will save all the courses to his account.
- **Delete courses** – this will delete all the courses of the user you want to delete. Once you delete, there is no way to get it back.

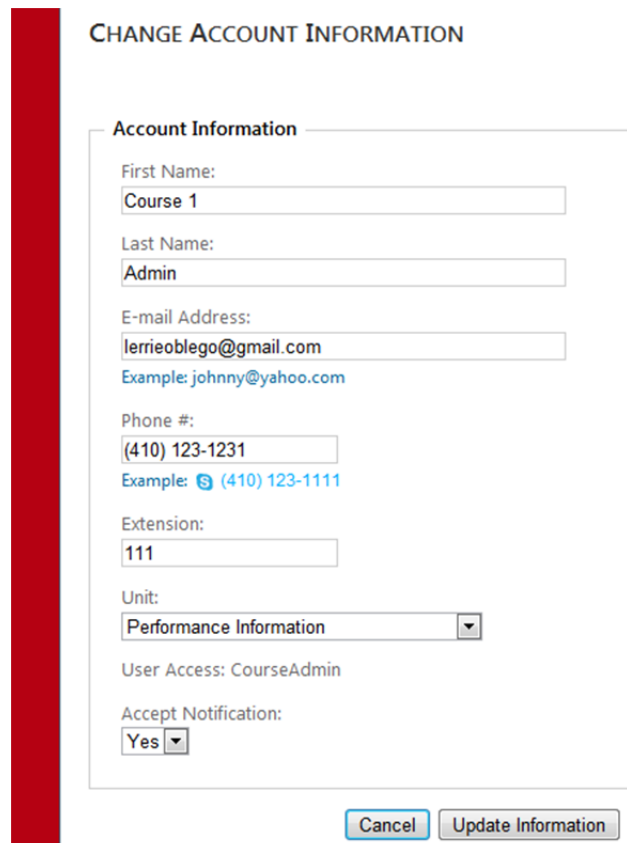
8.1 Manage Account

8.1.1 Change Account Information

This features let you see the account information and give you an option to modify some information. Take note of all the required fields. Refer to 'section 1.1.1: Create a new account' for all required fields.

Additional field added to this one is the Accept Notification flag. If the account is Course Admin, it will give you an option to enable or disable a Notification flag. This flag determines if you want to receive an email notification when the registered user add a course and for course admin's approval.

At least one course admin should have this flag on. If no Course Admin account has set this flag on, the course will be send to the System Admin.



CHANGE ACCOUNT INFORMATION

Account Information

First Name:

Last Name:

E-mail Address:

 Example: johnny@yahoo.com

Phone #:

 Example: (410) 123-1111

Extension:

Unit:

User Access: CourseAdmin

Accept Notification:

Figure 8.3: Change Account Information

8.1.2 Reset Password

This feature let the user change the current password by providing the old password and new password.

If you forgot the password and want to reset your password, click the 'Reset Password' and new auto-generated password will be send to the email address associated with the account.

RESET/CHANGE PASSWORD

Username: admin
E-mail: loblego@realistic-computing.com

Change Password

Old Password:

New Password:

Passwords are required to be a minimum of 6 characters in length.

Confirm New Password:

Change Password

Reset Password

Temporary password will be sent to user account's e-mail address.

Reset Password

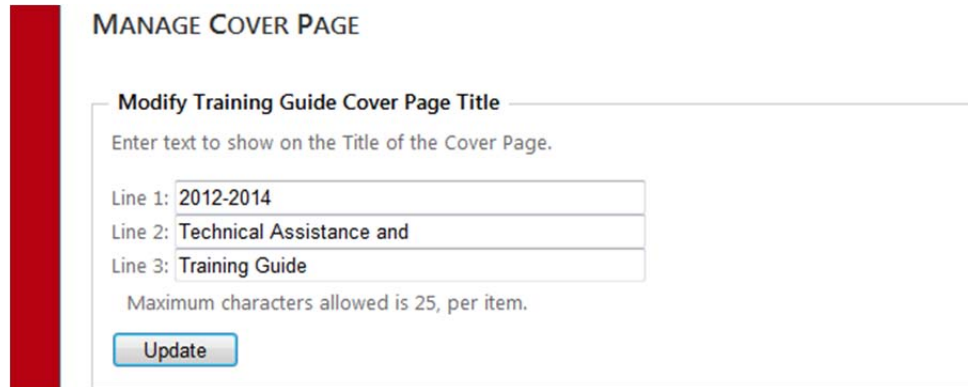
Cancel

Figure 8.4: Reset/Change Password

9. Settings

9.0 Manage Cover Page

Changing the cover page text of the Training Guide PDF file is set here. The modified data will be shown in the Training Guide PDF as highlighted in red in figure 9.2.



MANAGE COVER PAGE

Modify Training Guide Cover Page Title

Enter text to show on the Title of the Cover Page.

Line 1: 2012-2014

Line 2: Technical Assistance and

Line 3: Training Guide

Maximum characters allowed is 25, per item.

Figure 9.1: Manage Cover Page

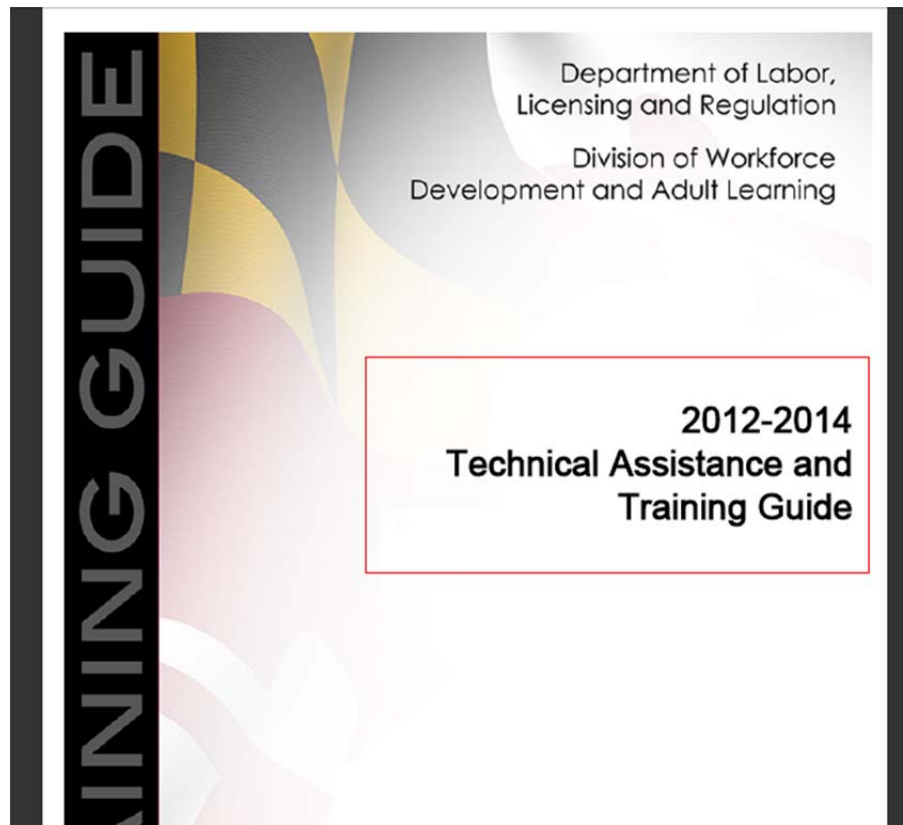


Figure 9.2: Training Guide

10. Help

Help page is used to send all inquiries related to the DLLR Online Application Training Guide.

'Issue related to' field has 3 options to choose from: Course related, technical issue and course deletion. By default general inquiries will be send to course admin and if there is no course admin has the 'Accept Notification' flag set to enabled, all the inquiries will be send to System Admin.

All Course Admin users inquiries will be send to System Admin.

See the Help page in Figure 10.1.

The screenshot shows a web form titled "HELP" with the following fields and elements:

- Issue related to :** A dropdown menu with "Course related" selected.
- From :** A text input field with a vertical scrollbar. Below it, blue text provides an example: "Example: johnny@yahoo.com" and instructions: "When edittable, separate email address with a , (comma) to enter more than one email address."
- To :** A text input field containing "[Course Admin]" with a vertical scrollbar. Below it, blue text provides an example: "Example: johnny@yahoo.com" and instructions: "When edittable, separate email address with a , (comma) to enter more than one email address."
- Subject :** A text input field.
- Message :** A large text area with a vertical scrollbar.
- Send Help**: A blue button located at the bottom left of the form.
- [Back to Previous Page](#): A blue link at the bottom of the page.

Figure 10.1: Help page