goTNA User Manual

HUMAN RESOURCE ACCESS

For goTNA Version 1.0

March 2011

CONTENTS

1. BEFORE YOU BEGIN

TRADEMARK AND LICENSES

goTNA is a registered trademark and you may use this product subject to the terms and conditions by Strategic Corporate Alliance Sdn Bhd.

The goTNA software included within this product is subject to Software End User License Agreement (EULA) which is signed upon purchase of the software.

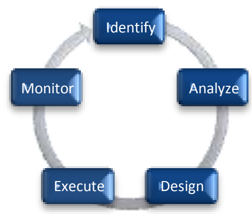
Please visit our website at www.gotna.com or contact our commercial representative for further information.

2. SYSTEM ACCESS MODE

The system is accessible through three different modes:

No	Mode	Remark
1.	**HR Access** Suggested link: http://www.website.com/hr Note: the actual link may be different depending on the installation.	This access is limited to HR only. Each user that can have access to this mode should be assigned with unique Username to access the system. However, HR may at its own discretion create user access to non-HR employees for the purpose of delegating tasks. The HR access however is not designed to be accessible by non-HR employees.
2.	**Employee Access** Suggested link: http://www.website.com/staff Note: the actual link may be different depending on the installation.	This access is dedicated to all employees in the organization. Each employee that can have access to this mode should be assigned with unique Username to access the system.
3.	**Training Provider Access** Suggested link: http://www.website.com/trainer Note: the actual link may be different depending on the installation.	This access is dedicated to all registered training providers for the organization. Each training provider that can have access to this mode should be assigned with unique Username to access the system.

3. INTRODUCTION TO GOTNA CYCLE

	**Stages in goTNA** goTNA comprises of five TNA cycles. Each cycle will have its own features and function and the cycles are dependent on each other. The cycles are as follow: • Identify • Analyze • Design • Execute • Monitor
	**Identify Stage** The identify stage is where every employee is defined and developed in the system. This stage will allow organizations to acquire, gather and keep a comprehensive information about an employee.
	**Analyze Stage** The analyze stage is where organization can gather information for the purpose of making analysis. Some portion of the gathering information for the purpose of analysis is already been done in the identify stage. This analysis can then be used to determine what the most relevant trainings for each employee are.
	**Design Stage** The design stage is where a training need is accessed and identified. Each employee will then be assigned with relevant training program based on their competency level as well as organization's direction at any given period. The most important outcome in this stage is Training Calendar.
	**Execute Stage** Execute stage is where each training program which was planned earlier. All the pre-training activities and immediate post-training activities are carried out during this stage.
	**Monitor Stage** Monitor stage is where the effectiveness and level of the competencies of the affected employees are monitored and assessed. This will give room to prepare for further development of each employee.

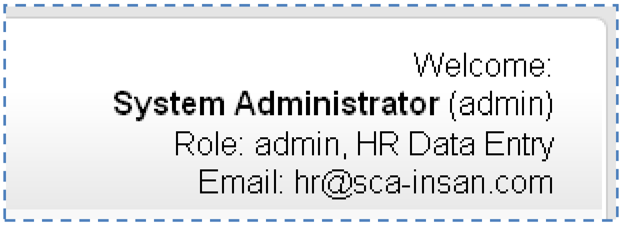
Our solution – the goTNA system is designed and built around the Training Need Analysis environment which addresses employee competency development. The highlights of these components are:

1. **Employee Profile** – this will include Employment Information, Employment History, Education History and Training History
2. **Employment Expectation** – the ability to track how employee should perform using any combination of Key Result Area (KRA), Key Performance Indicator (KPI) and/or Job Description (JD)
3. **Employee Assessment** – The ability to perform assessment based on existing Employee Expectation on-the-fly or using custom built assessment questionnaire targeted to Self, Peer, Superior and Subordinate
4. **Performance Gap Analysis** – The ability to evaluate and analyze Performance Gap based on Expected Performance and Actual Performance
5. **Training Area** – A mechanism used by the system to systematically and automatically suggest specific training program whenever an employee encounter specific performance problem which will allow any organization to develop training calendar tailored to specific employee.
6. **Suggested Remediation** – the ability to automatically suggest the specific training program for any performance problem.
7. **Training Efficiency** – the ability to track and monitor efficiency of training program based on Training Assessment on Participant, Content, Trainer and Training Material.

4. SYSTEM NAVIGATION

HR ACCESS MODE

User Information



This information will be shown once an user login to the system.

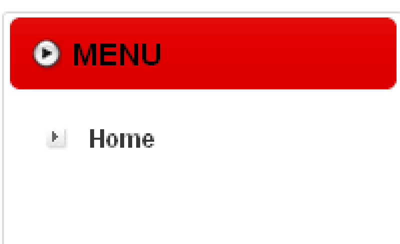
Top Menu

The Top Menu is the main navigation for this system. The item in this area will be shown based on the access level for the user. Click any of the menu will change the item in the Left Menu.

Bottom Menu

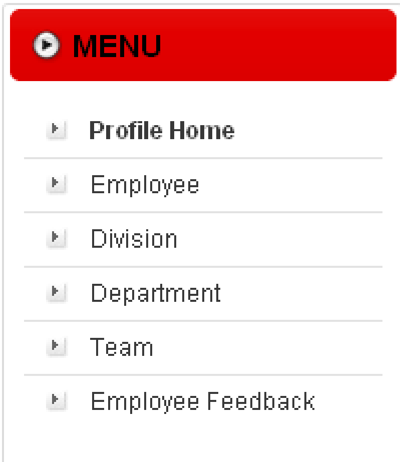
The Bottom Menu is the same as the Top Menu. However, there are additional links at the Bottom Menu which is reserved by Strategic Corporate Alliance.

Left Menu – Home



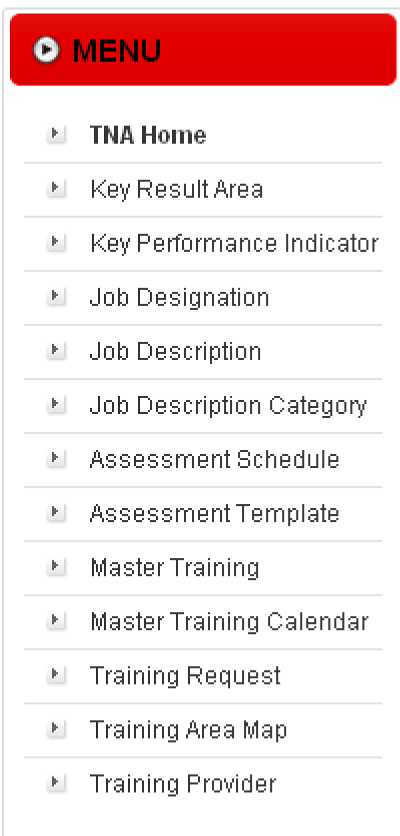
This is the default Left Menu. Click Home Top Menu will show this Left Menu.

Left Menu – Profile



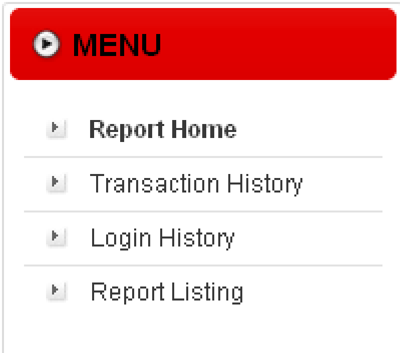
This menu is dedicated to Profile related features. Click Profile Top Menu will show this Left Menu.

Left Menu – TNA



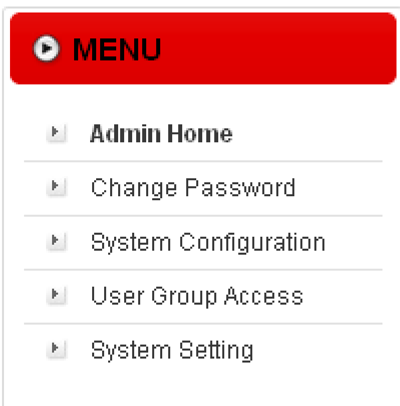
This menu is dedicated to TNA related features. Click TNA Top Menu will show this Left Menu.

Left Menu – Report



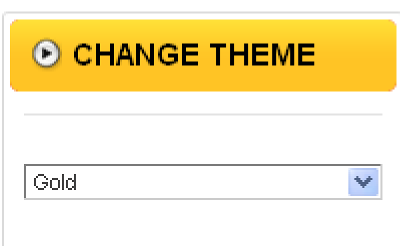
This menu is dedicated to Report related features. Click Report Top Menu will show this Left Menu.

Left Menu – Admin



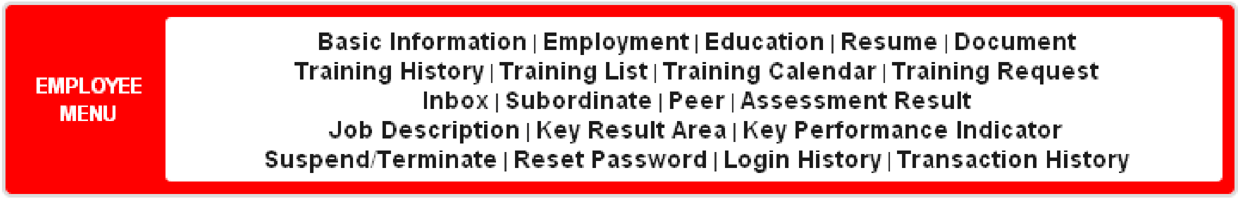
This menu is dedicated to Admin related features. Click Admin Top Menu will show this Left Menu.

Change Theme Menu



Theme can be changed at any point by selecting any one of the drop-down option. See the Change Theme section at the end of this document for further information.

Submenu – Employee Menu



Employee Menu will be shown when the system displays information related to selected employee. With this, user can then navigate to other information or function related to the selected employee.

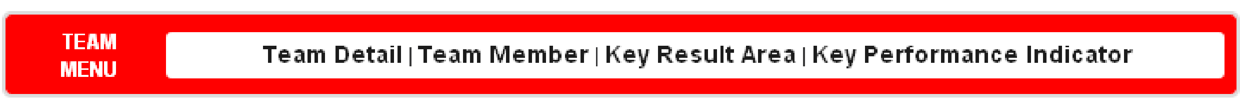
Submenu – Division Menu

Division Menu will be shown when the system displays information related to selected division. With this, user can then navigate to other information or function related to the selected division.

Submenu – Department Menu

Department Menu will be shown when the system displays information related to selected department. With this, user can then navigate to other information or function related to the selected department.

Submenu – Team Menu



Team Menu will be shown when the system displays information related to selected team. With this, user can then navigate to other information or function related to the selected team.

Submenu – KRA Menu

KRA Menu will be shown when the system displays information related to selected KRA. With this, user can then navigate to other information or function related to the selected KRA.

Submenu – KPI Menu

KPI Menu will be shown when the system displays information related to selected KPI. With this, user can then navigate to other information or function related to the selected KPI.

Submenu – Job Designation Menu

Job Designation Menu will be shown when the system displays information related to selected Job Designation. With this, user can then navigate to other information or function related to the selected Job Designation.

Submenu – JD Category Menu

JD Category Menu will be shown when the system displays information related to selected JD Category. With this, user can then navigate to other information or function related to the selected JD Category.

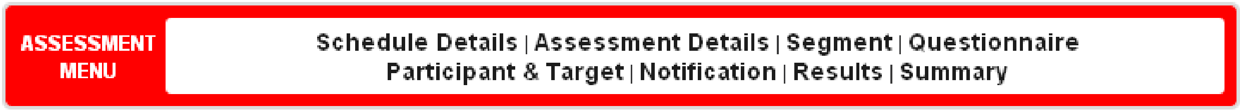
Submenu – Job Description Menu

Job Description Menu will be shown when the system displays information related to selected Job Description. With this, user can then navigate to other information or function related to the selected Job Description.

Submenu – Assessment Template Menu

Assessment Template Menu will be shown when the system displays information related to selected Assessment Template. With this, user can then navigate to other information or function related to the selected Assessment Template.

Submenu – Assessment Menu



Assessment Menu will be shown when the system displays information related to selected Assessment. With this, user can then navigate to other information or function related to the selected Assessment.

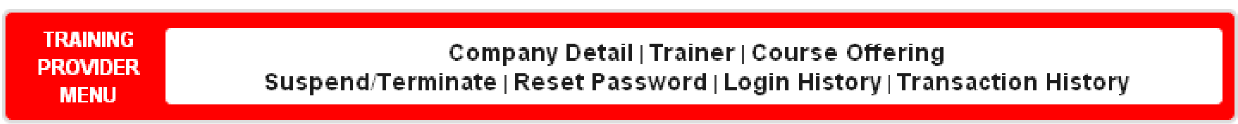
Submenu – Training Menu

Training Menu will be shown when the system displays information related to selected Training. With this, user can then navigate to other information or function related to the selected Training.

Submenu – Training Area Menu

Training Area Menu will be shown when the system displays information related to selected Training Area. With this, user can then navigate to other information or function related to the selected Training Area.

Submenu – Training Provider Menu

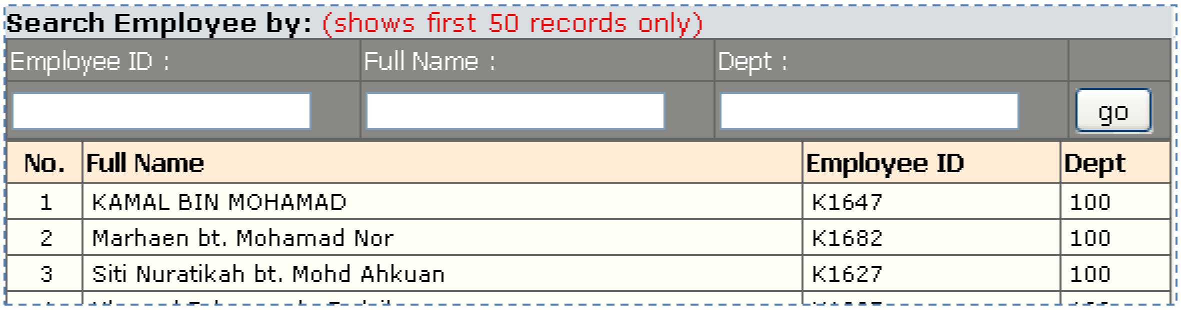


Training Provider Menu will be shown when the system displays information related to selected Training Provider. With this, user can then navigate to other information or function related to the selected Training Provider.

5. COMMON SCREEN

POP-UP EMPLOYEE

The pop-up employee is shown whenever the button is clicked.



The screen shows the pop-up to search and select existing employee. Enter the following information to search:

- Employee ID – enter partial or complete
- Full Name – enter partial of complete
- Dept – enter partial or complete Department Code

Click go or press Enter to search. Once the target employee is found click on the employee link to make the selection.

POP-UP CALENDAR

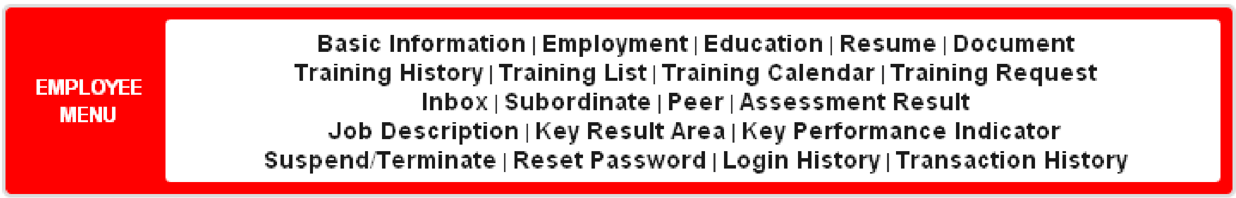
The pop-up calendar is shown whenever the button is clicked.

The above screen shows the Calendar pop-up. Jump through the calendar using the navigation available at the top. Once the desired date is found, click on the date to make selection.

6. EMPLOYEE

Employee is the heart of Training Need Analysis. The system provides comprehensive information and function regarding employee.

EMPLOYEE MENU



Employee Menu will be shown when the system displays information related to selected employee. With this, user can then navigate to other information or function related to the selected employee.

EMPLOYEE INFORMATION

The Employee Information will be shown when the system displays information related to selected employee. The information:

- Name – Employee Full Name
- Employee ID – The Employee ID
- Title – Employee Title
- Division – Employee Division
- Designation – Employee Job Designation
- Department – Employee Department
- KRA – Employee KRA
- Report To – Employee Superior
- KPI – Employee KPI
- Team – The Team that the employee belongs to. One employee can belong to more than one team
- Mobile – Employee Mobile Number
- Email – Employee Email ID
- Gender – Employee Gender
- Ethnic – Employee Ethnic

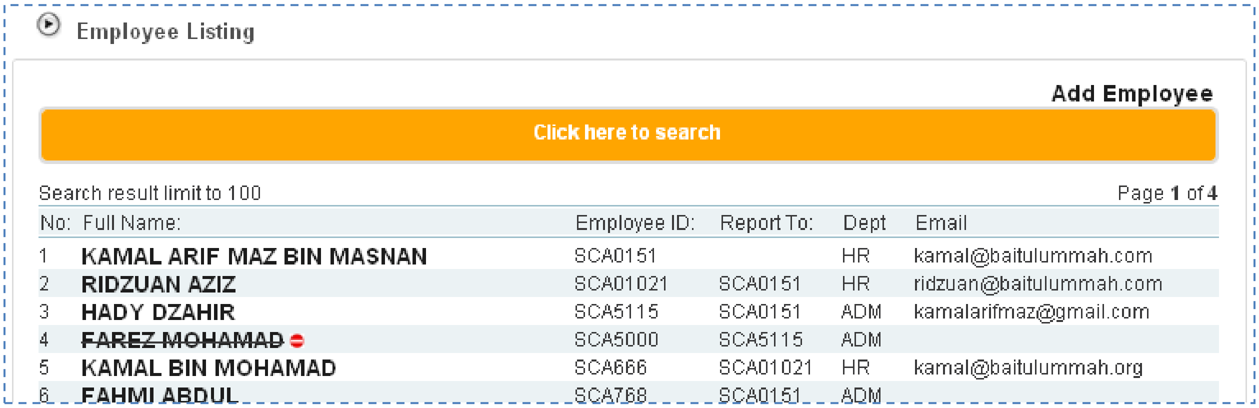
To change the listed information, go to Employee Menu > Basic Information.

SEARCH

Access Point

- Profile > Employee

Employee Listing

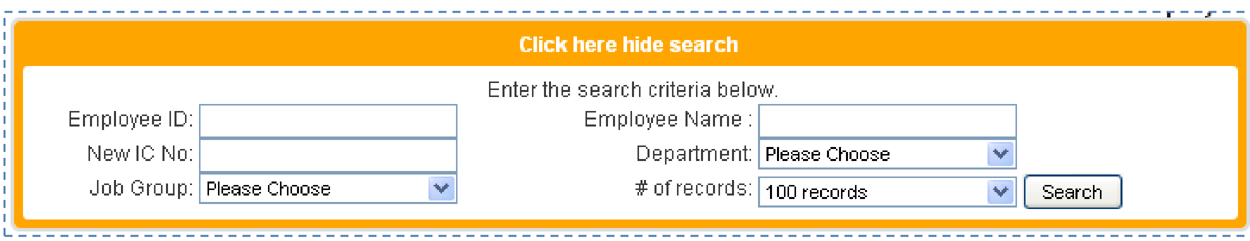


The screen show the list of employees already registered in the system. Click the Search Bar to show the Search Form as show below.

The listing shows:

- Full Name
- Employee ID
- Report To
- Department
- Email

Search Employee



The screen show the Search Form to search employee. The search can be done by using either one or combination of the following fields:

- Employee ID – enter partial or full Employee ID
- Employee Name – enter partial or full Employee Name
- New IC No – enter partial or full New IC No
- Department – select either one or leave unselected
- Job Group – select either one or leave unselected
- # of records – change to desired number of records or leave as default value – 100 records

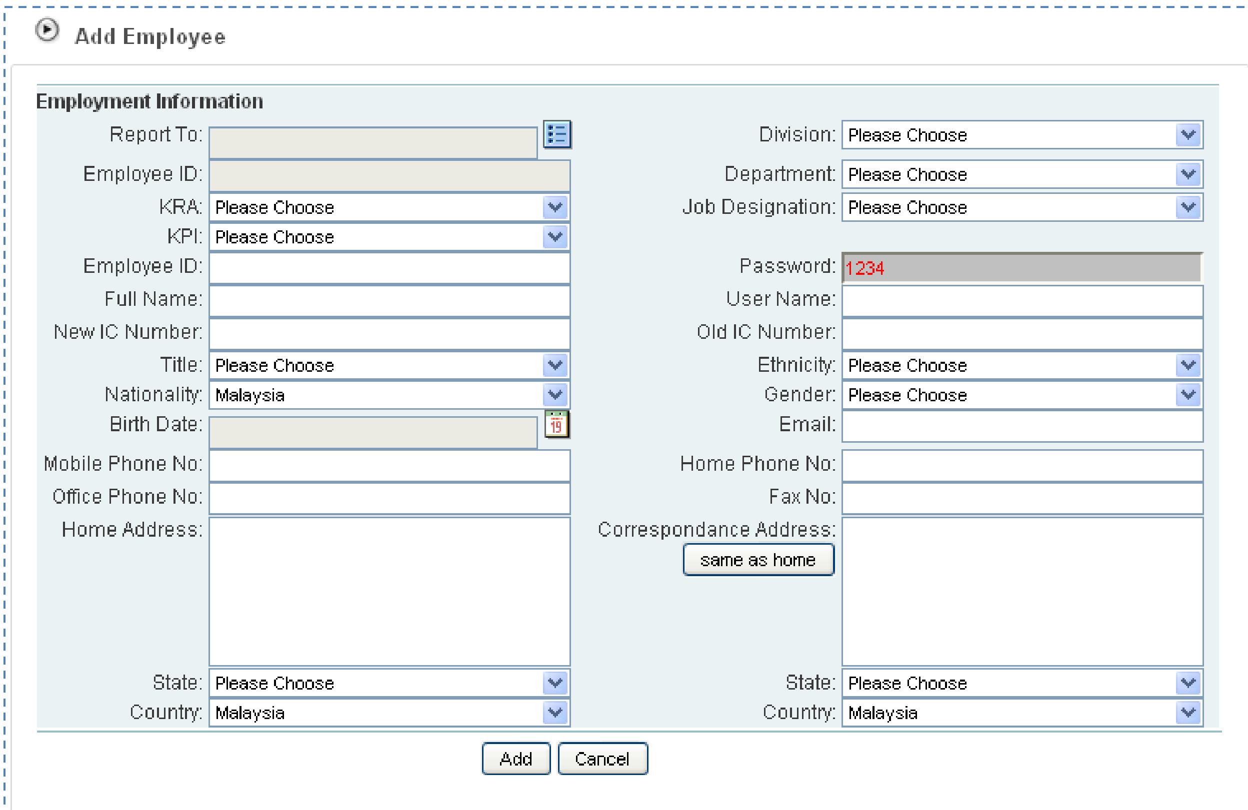
Click Search button to show the search result. Refer to Employee Listing section for search result.

ADD EMPLOYEE

Access Point

- Profile > Employee > Add Employee

Add Employee



The screen show the add employee form. Enter the following information:

- Report To – click the button to search existing employee. A pop-up will be displayed to search and select existing employee. Refer below. Once an employee is selected, the appropriate Full Name and Employee ID will be displayed.
- Division – Select existing Division or leave unselected.
- Department – Select existing Department or leave unselected.
- KRA – Select existing KRA or leave unselected. Once KRA is assigned, the Employee Key Result Area will be visible. Refer to Employee Menu > Key Result Area.
- Department – Select existing Department or leave unselected.
- KPI – Select existing KPI or leave unselected. Once KPI is assigned, the Employee Key Performance Indicator will be visible. Refer to Employee Menu > Key Performance Indicator.
- Job Designation – Select existing Job Designation or leave unselected. Once Job Designation is assigned, the Employee Job Description will be visible. Refer to Employee Menu > Job Description.
- Employee ID – enter a unique Employee ID
- Password – the default password will be shown and can be reset later
- Full Name – enter Full Name of the employee

- User Name – enter unique User Name for the employee which will be used as authentication during login
- New IC Number – enter a unique New IC Number
- Old IC Number – enter Old IC Number or leave blank
- Title – select the existing Title or leave unselected
- Ethnicity – select the existing Ethnicity or leave unselected
- Nationality – select the existing Nationality or leave unselected
- Gender – select the existing Gender or leave unselected
- Birthdate – click on the button to show the Calendar Pop-up and to make date selection
- Email – enter Email address or leave blank
- Mobile Phone Number – enter Mobile Phone Number or leave blank
- Home Phone Number – enter Home Phone Number or leave blank
- Office Phone – enter Office Phone or leave blank
- Fax – enter Fax or leave blank
- Home Address and Correspondance Address – enter Home Address and Correspondance Address or leave blank. Use the same as home button to make the Correspondance Address same as Home Address.
- State and Country – select the State and Country or leave unselected

Click the Add button to add the employee and click the Cancel button to go back to previous screen.

DELETE EMPLOYEE

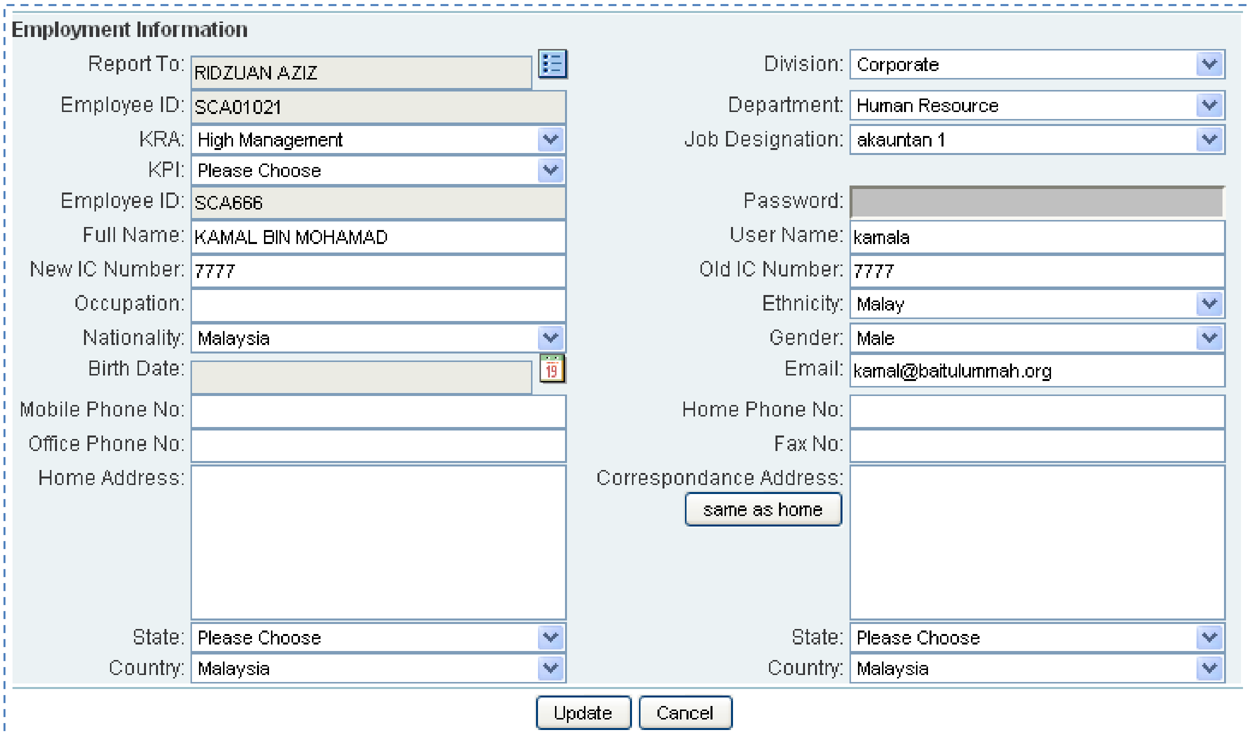
Please note that the employee is not allowed to be deleted.

UPDATE EMPLOYEE

Access Point

- Profile > Employee > Employee Name
- Employee Menu > Basic Information

Edit Employee



Refer to the Add Employee function for reference of the field. Click the Update button to update the employee information or Cancel button to go to previous screen.

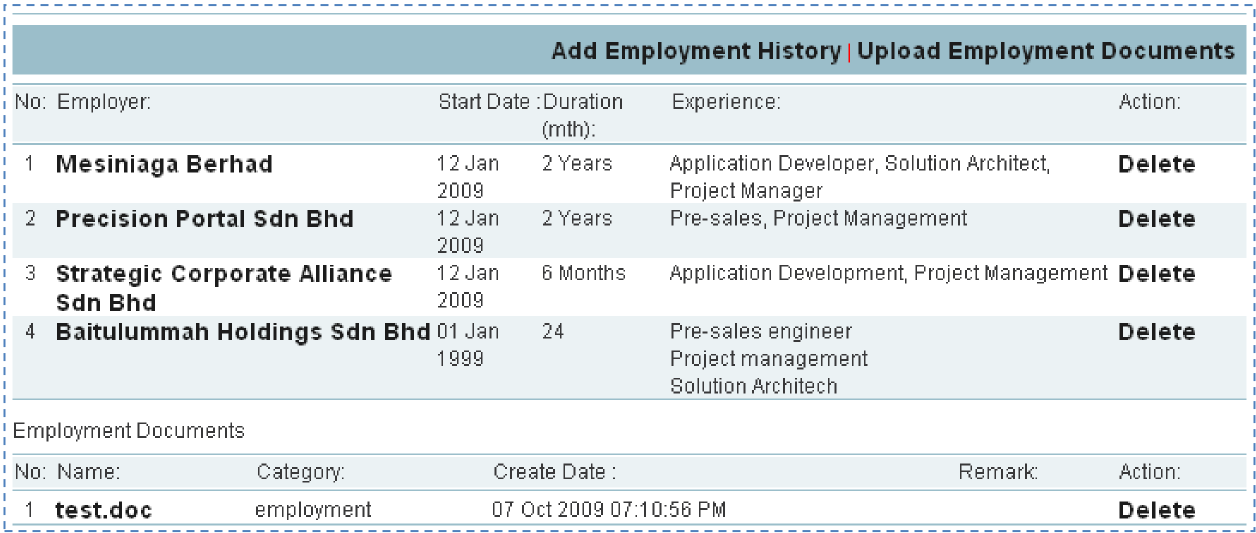
EMPLOYMENT

Employment History provides a comprehensive reference on the employee's employment history.

Access Point

- Employee Menu > Employment
- Employee Menu > Employment > Add Employment History
- Employee Menu > Employment > Upload Employment Documents
- Employee Menu > Employment > Employer Name
- Employee Menu > Employment > Delete Employment History
- Employee Menu > Employment > Delete Document
- Employee Menu > Employment > Document Name

Employement History



Add Employment History | Upload Employment Documents

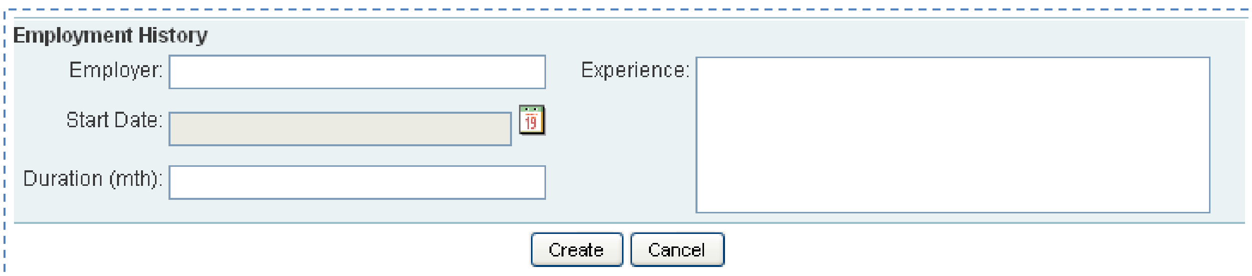
No:	Employer:	Start Date :	Duration (mth):	Experience:	Action:
1	**Mesiniaga Berhad**	12 Jan 2009	2 Years	Application Developer, Solution Architect, Project Manager	**Delete**
2	**Precision Portal Sdn Bhd**	12 Jan 2009	2 Years	Pre-sales, Project Management	**Delete**
3	**Strategic Corporate Alliance Sdn Bhd**	12 Jan 2009	6 Months	Application Development, Project Management	**Delete**
4	**Baitulummah Holdings Sdn Bhd**	01 Jan 1999	24	Pre-sales engineer Project management Solution Architech	**Delete**

Employment Documents

No:	Name:	Category:	Create Date :	Remark:	Action:
1	**test.doc**	employment	07 Oct 2009 07:10:56 PM		**Delete**

The screen shows the list of employment history. It also shows the list of the uploaded documents related to the employment.

Add Employment History

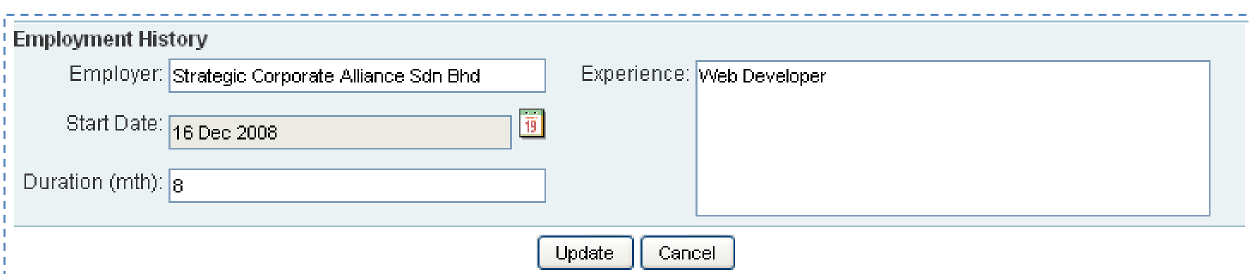


The screen shows the Add Employment History form. Enter the following information:

- Employer – enter the full name of the employer and this is usually a company name
- Start Date – click on the button to show the Calendar Pop-up and to make date selection
- Duration – enter the duration of the employment with the employer
- Experience – enter the detail of the experience during employment

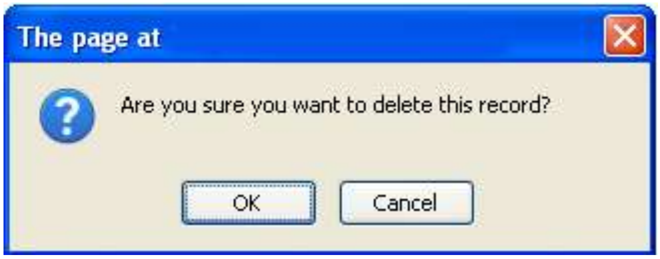
Click the Create button to create the employment history or Cancel button to go to the previous screen.

Edit Employment History



Refer to the Add Employment History function for reference of the field. Click the Update button to update the employment information or Cancel button to go to previous screen.

Delete Employment History



Click on the Delete link from the Employment History Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

Upload Employment Documents

Refer to Employee Menu > Document > Upload Document section for further information.

Edit Employment Document

Refer to Employee Menu > Document > Edit Document section for further information.

View Employment Document

Refer to Employee Menu > Document > View Document section for further information.

Delete Employment Document

Refer to Employee Menu > Document > Delete section for further information.

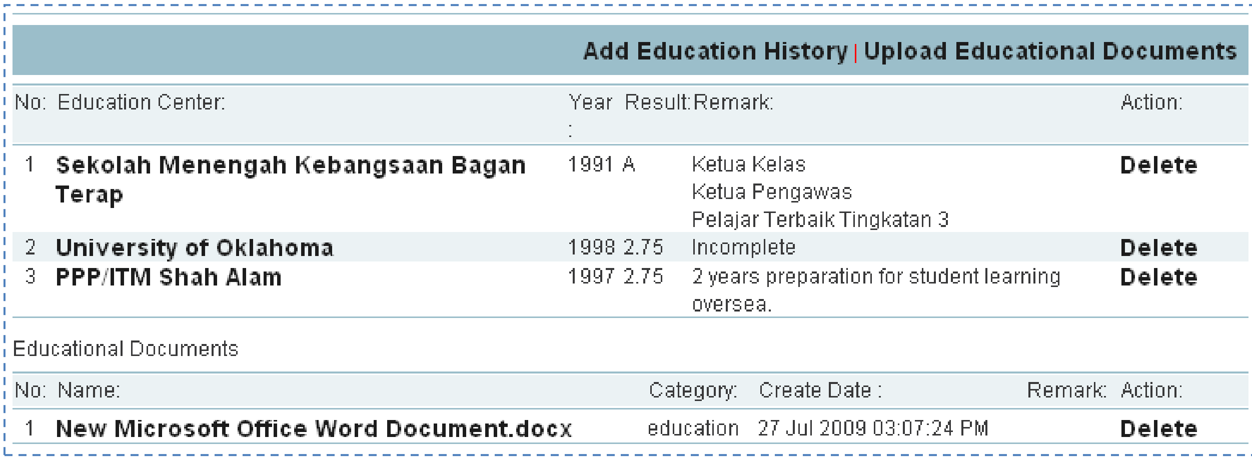
EDUCATION

Education History provides a comprehensive reference on the employee's education history.

Access Point

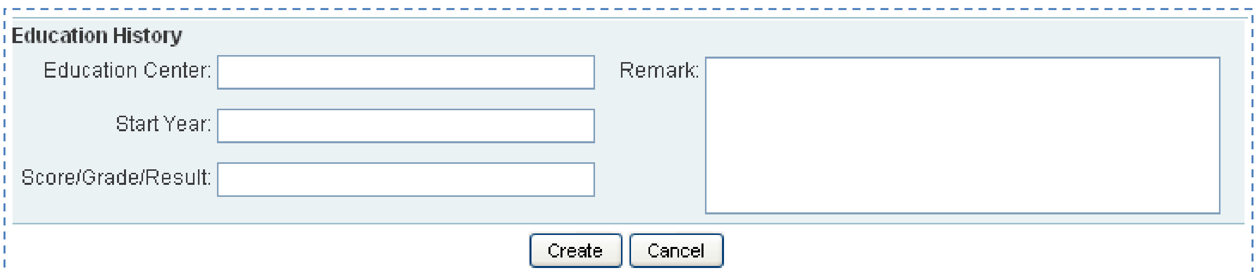
- Employee Menu > Education
- Employee Menu > Education > Add Employment History
- Employee Menu > Education > Upload Employment Documents
- Employee Menu > Education > Employer Name
- Employee Menu > Education > Delete Employment History
- Employee Menu > Education > Delete Document
- Employee Menu > Education > Document Name

Educational History



The screen shows the list of education history. It also shows the list of the uploaded documents related to the education.

Add Education History

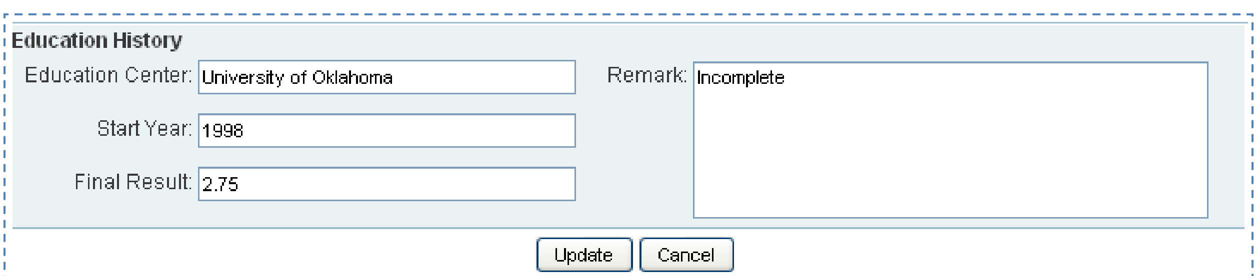


The screen shows the Add Education History form. Enter the following information:

- Education Center – enter the Education Center for the employee. This usually is the school, college or university.
- Start Year – enter the year the employee started entering the Education Center
- Score/Grade/Result – enter the final result upon exiting the Education Center
- Remark – enter more information or leave it blank

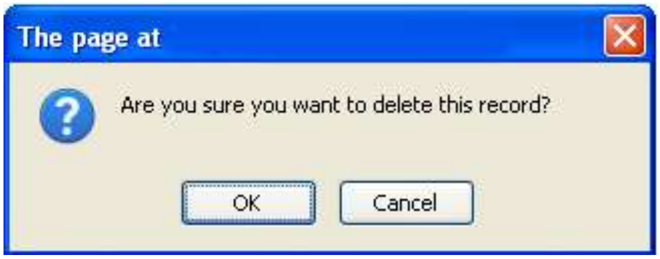
Click the Create button to create the education history or Cancel button to go to the previous screen.

Edit Education History



Refer to the Add Education History function for reference of the field. Click the Update button to update the education information or Cancel button to go to previous screen.

Delete Education History



Click on the Delete link from the Education History Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

Upload Education Documents

Refer to Employee Menu > Document > Upload Document section for further information.

Edit Education Document

Refer to Employee Menu > Document > Edit Document section for further information.

View Education Document

Refer to Employee Menu > Document > View Document section for further information.

Delete Education Document

Refer to Employee Menu > Document > Delete section for further information.

RESUME

Access Point

- Employee Menu > Resume
- Employee Menu > Resume > Upload Resume
- Employee Menu > Resume > Delete
- Employee Menu > Resume > Document Name

Resume

The list shows the uploaded document related to resume. Refer to Employee Menu > Document section for further information.

Upload Resume

Refer to Employee Menu > Document > Upload Document section for further information.

Edit Resume

Refer to Employee Menu > Document > Edit Document section for further information.

View Resume

Refer to Employee Menu > Document > View Document section for further information.

Delete Resume

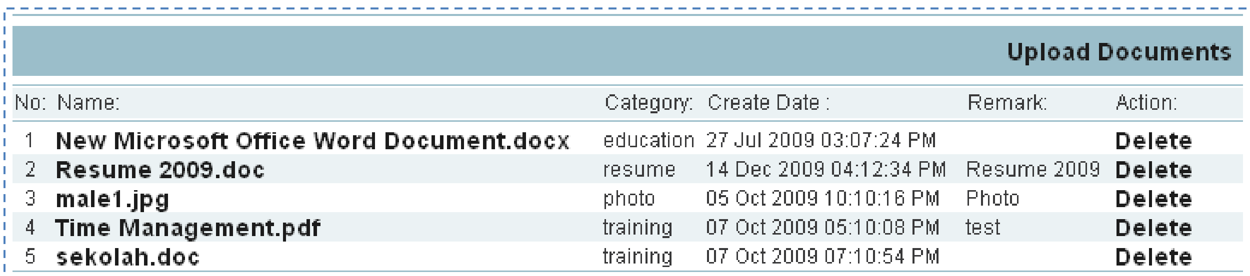
Refer to Employee Menu > Document > Delete section for further information.

DOCUMENT

Access Point

- Employee Menu > Document
- Employee Menu > Document > Upload Documents
- Employee Menu > Document > Delete
- Employee Menu > Document > Document Name

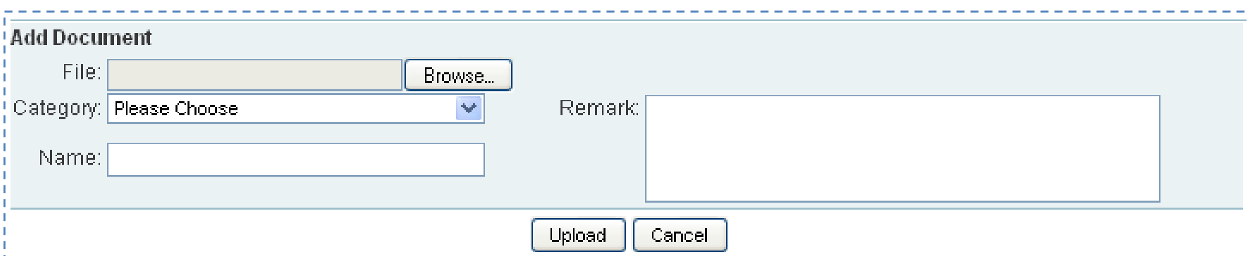
Document Listing


Upload Documents

No:	Name:	Category:	Create Date :	Remark:	Action:
1	New Microsoft Office Word Document.docx	education	27 Jul 2009 03:07:24 PM		Delete
2	Resume 2009.doc	resume	14 Dec 2009 04:12:34 PM	Resume 2009	Delete
3	male1.jpg	photo	05 Oct 2009 10:10:16 PM	Photo	Delete
4	Time Management.pdf	training	07 Oct 2009 05:10:08 PM	test	Delete
5	sekolah.doc	training	07 Oct 2009 07:10:54 PM		Delete

The screen shows the list of documents for selected employee.

Upload Document

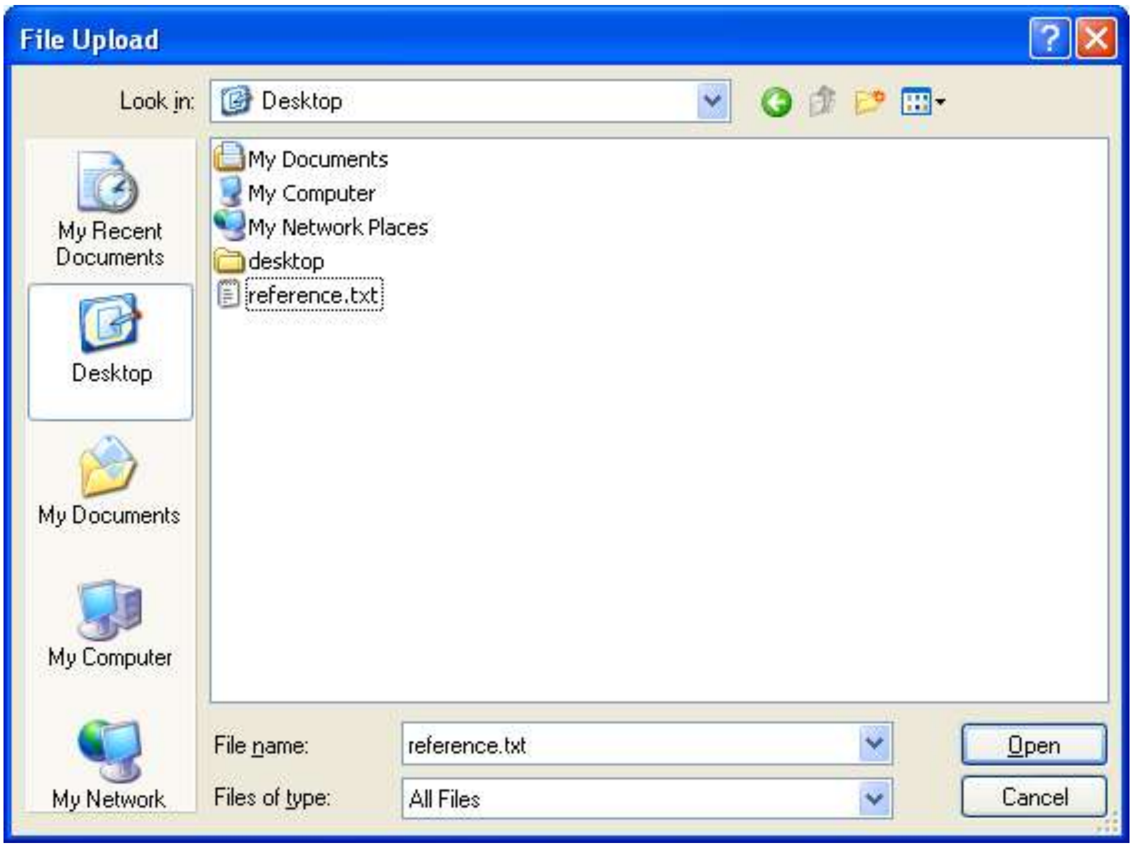


The screen shows the the Upload Document form. Enter the following information:

- File – Click on the Browse button and a pop-up window will be shown to browse and select a file to upload

- Category – select either Employment, Education, Resume, Profile Photo or Training. If the upload is coming from employment section, the Employment is pre-selected. If the upload is coming from education section, Education is pre-selected. If the upload is coming from resume section, Resume is pre-selected. To change the profile photo of the employee, select Profile Photo.
- Name – enter the document name as reference
- Remark – enter remark or leave blank

Click Upload button to upload the document or Cancel button to go back to previous screen.



The screen shows the Browse function to browse for a file to upload. Once the file is found, click on the file name and click Open button to select and close the window.

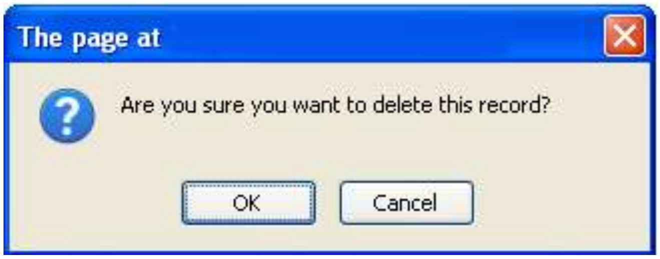
Edit Document

The document is not allowed to be updated. However, the document can be deleted and the latest version can be uploaded.

View Document

Click on the document name from the Document Listing and the system will prompt to save or view the document. For some clients, the system will not ask for confirmation and the document will be opened automatically.

Delete Document



Click on the delete link in the file listing to delete the file. A pop-up window will be shown as above to confirm the delete process. Click OK button to confirm the delete and Cancel button to cancel the delete.

TRAINING HISTORY

Training History provides a mechanism to maintain the historical training records. Ideally, the historical training records are:

- The trainings that was attended in prior employment
- The trainings that is kept as a reference only

Access Point

- Employee Menu > Training History
- Employee Menu > Training History > Add Training History
- Employee Menu > Training History > Edit Training History
- Employee Menu > Training History > Delete Training History

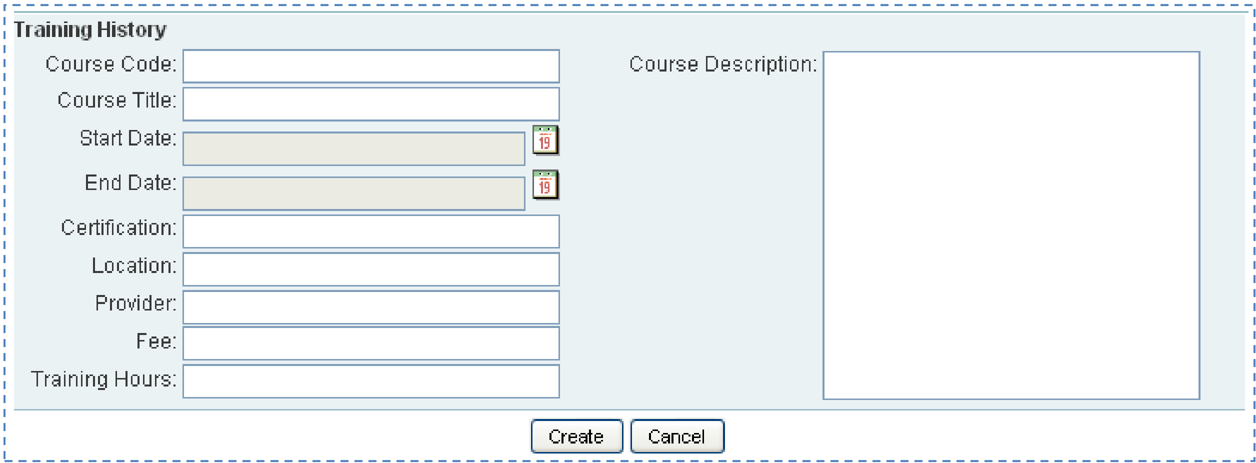
Training History Listing

Add Training History

No:	Code	Course Title	Course Description:	Date:	Action:
1	**PSC001**	Pengurusan Cemerlang	Pengurusan Cemerlangs	19 Oct 2008 - 21 Oct 2008	**Delete**
2	**PSC002**	Peningkatan Mutu	Peningkatan Mutu Kerjaya	13 May 2009 - 18 May 2009	**Delete**
3	**PSC003**	Team Building	Team Building Training	19 Jul 2009 - 21 Jul 2009	**Delete**
4	**PSC004**	Basketball Camp	Basketball Camp	06 Mar 2009 - 09 Mar 2009	**Delete**
5	**PSC5002**	Personal Confidence Builders	Interpersonal Skills	07 Oct 2009 - 15 Oct 2009	**Delete**

The screen shows the list of training history.

Add Training History

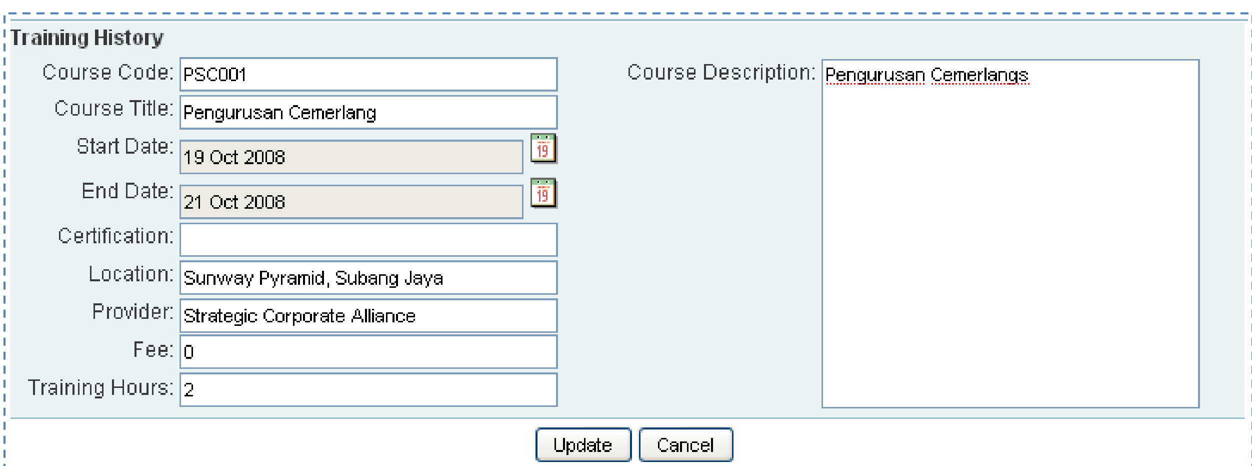


The screen shows the Add Training History form. Enter the following information:

- Course Code – enter the Course Code as provided by the Training Provider
- Course Title – enter the title of the training
- Start Date and End Date – click on the button to select the appropriate Start Date and End Date
- Certification – enter the Certification Name if any or leave blank
- Location – enter the location of the training
- Provider – enter the Training Provider name
- Fee – enter the Fee Amount
- Training Hours – enter the number of hours for the training (1 day equals to 8 hours)
- Course Description – enter the Course Description if any or leave blank

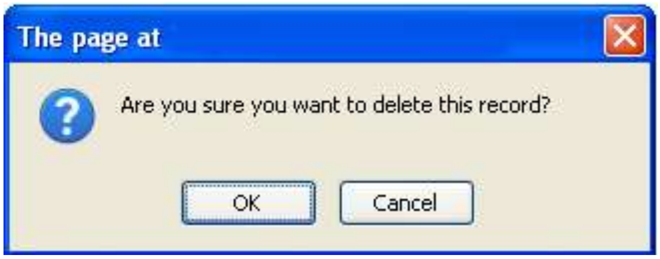
Click the Create button to create the training history or Cancel button to go back to previous screen.

Edit Training History



Refer to the Add Training History function for reference of the field. Click the Update button to update the training information or Cancel button to go to previous screen.

Delete Training History



Click on the Delete link in the Training History Listing and the system will prompt to confirm the delete process. Click OK button to delete the record or Cancel to cancel the delete process.

TRAINING LIST

Training list indicates the list of training programs for which the selected employee become participant.

Access Point

- Employee Menu > Training List
- Employee Menu > Training List > Add Training
- Employee Menu > Training List > Edit Training
- Employee Menu > Training List > Delete Training

Training List

2009 | **Add Training**

No:	Code:	Course:	Description :	Dates:	Action:
1	**PSC001**	Pengurusan Cemerlang	Pengurusan Cemerlang Selesa Hill Resort 22/5-25/5/2009 Casual attire	25 May 2009 - 28 May 2009	**Delete**
2	**PSC002**	Team Building - Together We Stand	Team Building - Together We Stand Selesa Hill Resort 22/5-25/5/2009	22 Jul 2009 - 25 Jul 2009	**Delete**
3	**CLS001**	Reiki LVT	Reiki LVT	06 Jul 2009 - 10 Jul 2009	**Delete**
4	**PSC0034**	Pengurusan Kewangan Level 2	Trainer: SCA Tempat: Port Dicksona	13 Oct 2009 - 16 Oct 2009	**Delete**
5	**CLS002**	Kepimpinan Cemerlang	Trainer: SCA Tempat: Selesa Hill Resort, Melaka	27 Oct 2009 - 30 Oct 2009	**Delete**

The screen shows the list of training programs the selected employee is the participant. Click and select from the year dropdown to switch to desired year.

Add Training

The screen shows the Add Training form. Select the following:

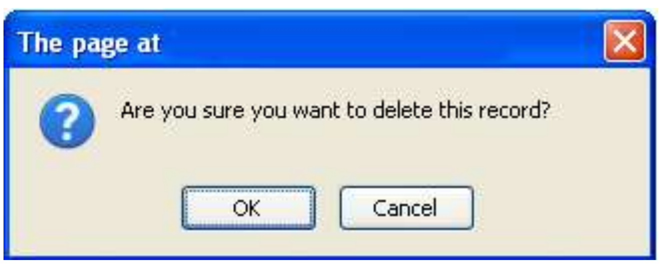
- Training Program – select the list of confirmed training program

Click Create button to register selected employee as participant for the training program. Click Cancel button to go to previous screen.

Edit Training

Please refer to Training Menu > Training Detail section.

Delete Training



Click on the Delete link in the Training List and the system will prompt to confirm the delete process. Click OK button to delete the record or Cancel to cancel the delete process.

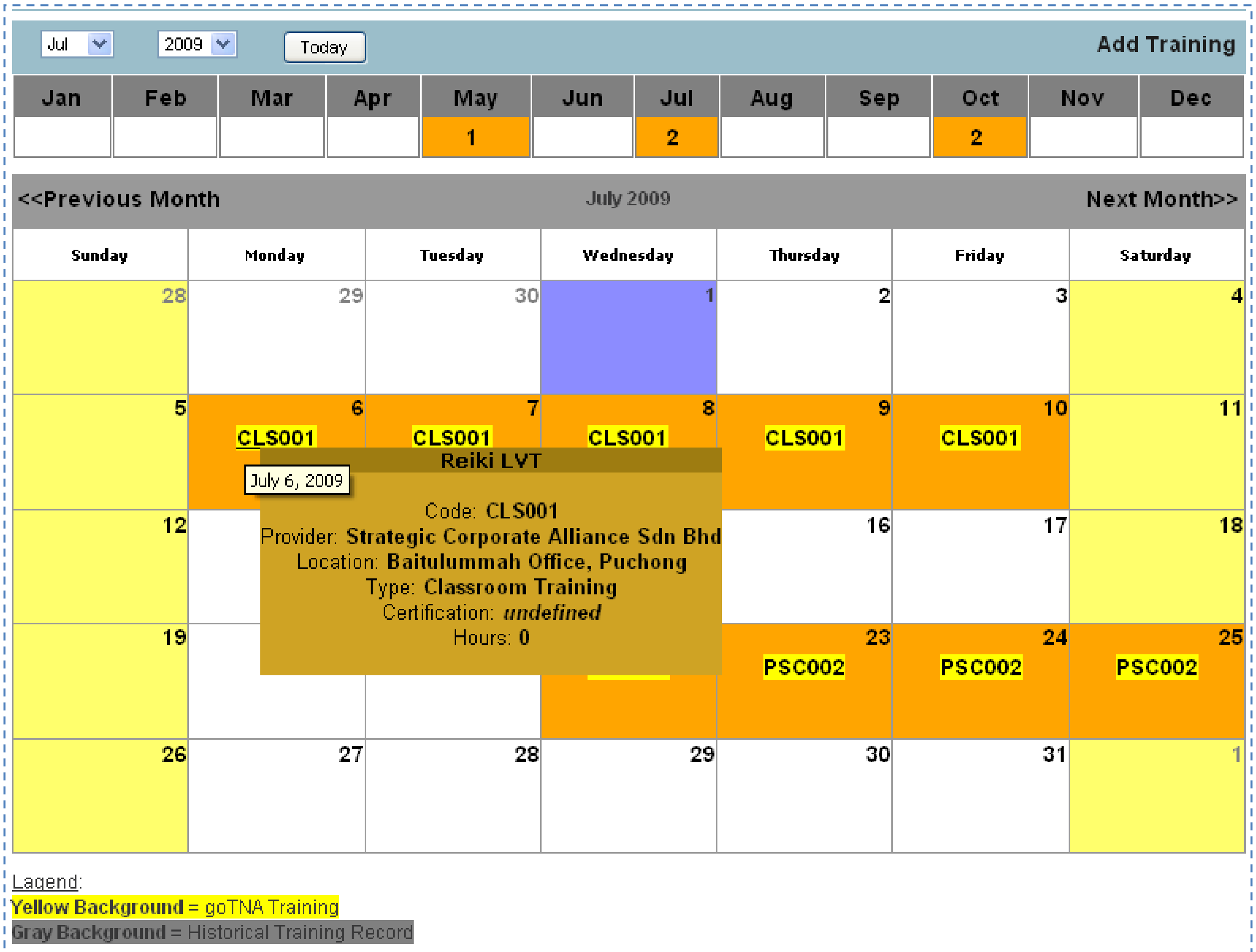
TRAINING CALENDAR

Training calendar indicates the list of training programs in calendar format for which the selected employee become participant.

Access Point

- Employee Menu > Training Calendar
- Employee Menu > Training Calendar > Add Training
- Employee Menu > Training Calendar > Edit Training

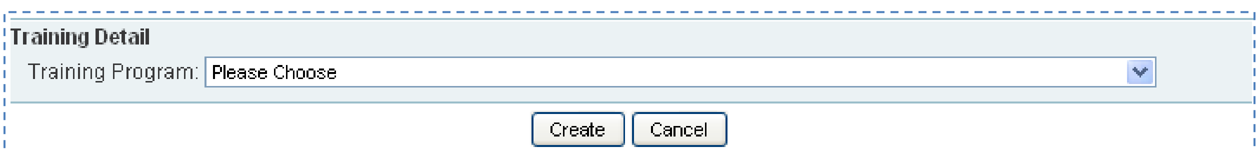
Training Calendar



The screen shows the list of training programs the selected employee is the participant. Click and select from the year dropdown, month dropdown or Today button to switch to desired date.

The top part of the calendar shows the monthly number of trainings. Click on the month to display the training program charted on the daily view of the calendar. Mouse-over to the training code for more information of the training program.

Add Training



The screen shows the Add Training form. Select the following:

- Training Program – select the list of confirmed training program

Click Create button to register selected employee as participant for the training program. Click Cancel button to go to previous screen.

Edit Training

Please refer to Training Menu > Training Detail section.

TRAINING REQUEST

Training Request is the training the selected employee requested.

Access Point

- Employee Menu > Training Request
- Employee Menu > Training Request > Add Training
- Employee Menu > Training Request > Edit Training

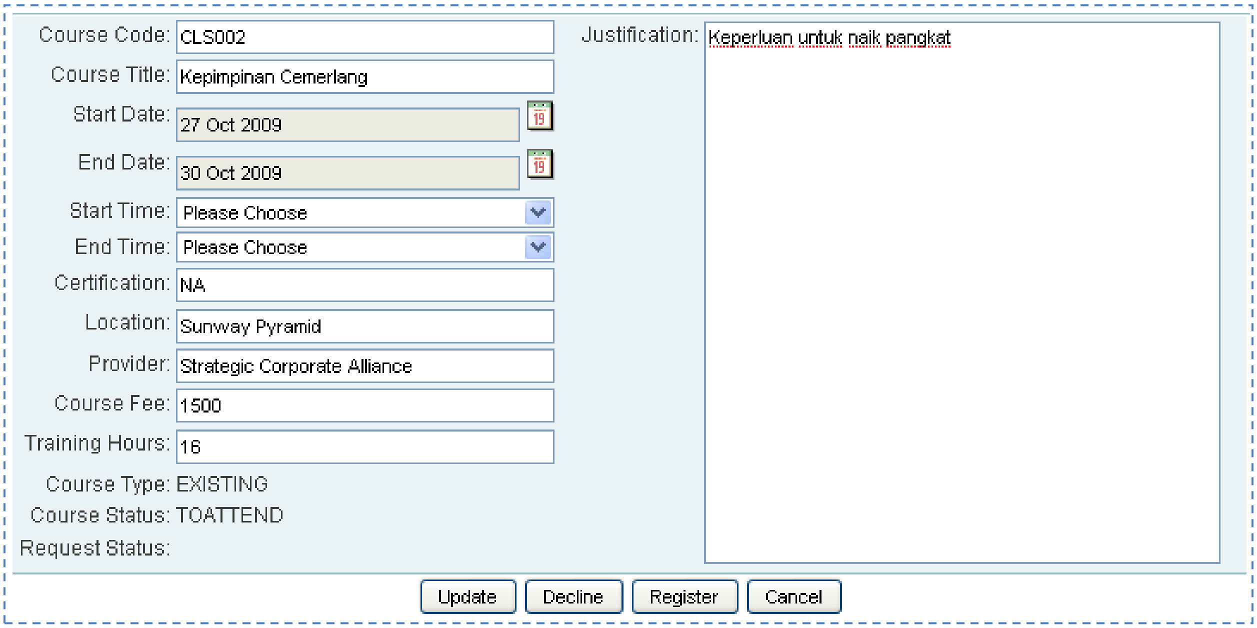
Training Request Listing

2009 | **Add Training**

No:	Code:	Course:	Justification :	Status :	Dates:
1	**PSC005**	Pencegahan Kebakaran	Perlukan latihan ini untuk kenaikan pangkat	IMPORTED	15 Oct 2009 - 16 Oct 2009
2	**CLS001**	Reiki LVT	test	REGISTERED	22 Jul 2009 - 25 Jul 2009
3	**PRC051**	Pengurusan Mesin Pengisar	To attend and train own team upon returning	DECLINE	13 Oct 2009 - 16 Oct 2009
4	**PSC0034**	Pengurusan Kewangan Level 2	for reference only	REGISTERED	13 Oct 2009 - 16 Oct 2009
5	**TBL5220**	Team Building - Together We Stand	For team enhancement. Using team budget.		04 Dec 2009 - 05 Dec 2009
6	**CLS002**	Kepimpinan Cemerlang	sadasd		27 Oct 2009 - 30 Oct 2009

The screen shows the list of training the selected employee requested.

Edit Training Request



The above screen shows the Training Request submitted by the selected employee. Depending on the Course Type, the following are the actions:

- Course Type = NEW
  - Update – click Update button to update the Training Request. Enter the following information to update:
    - Course Code – enter the Course Code as provided by the training provider
    - Course Title – enter the course title
    - Start Date and End Date – click on the button to select the appropriate Start Date and End Date
    - Start Time and End Time – select the time from the dropdown
    - Certification – enter the certification name or leave blank
    - Location – specify the location of the course
    - Provider – specify the Training Provider for the course
    - Course Fee – specify how much is the fee per participant
    - Training Hours – specify the number of training hours – 1 day = 8 hours
    - Justification - specify in detail the reason why HR should approve the training request
  - Decline – click Decline button to reject the request
  - Import – click the Import button to create master training calendar using the Training Request details and automatically register the employee as the participant
  - Cancel – click Cancel button to return to the previous screen
- Course Type = EXISTING
  - Update – refer to the Update section above
  - Decline – refer to the Decline section above

- Register – click Register button to register the employee as participant to the requested training program
- Cancel – refer to the Cancel section above

INBOX

The Inbox is the location where tasks that the employee need to perform are listed.

Access Point

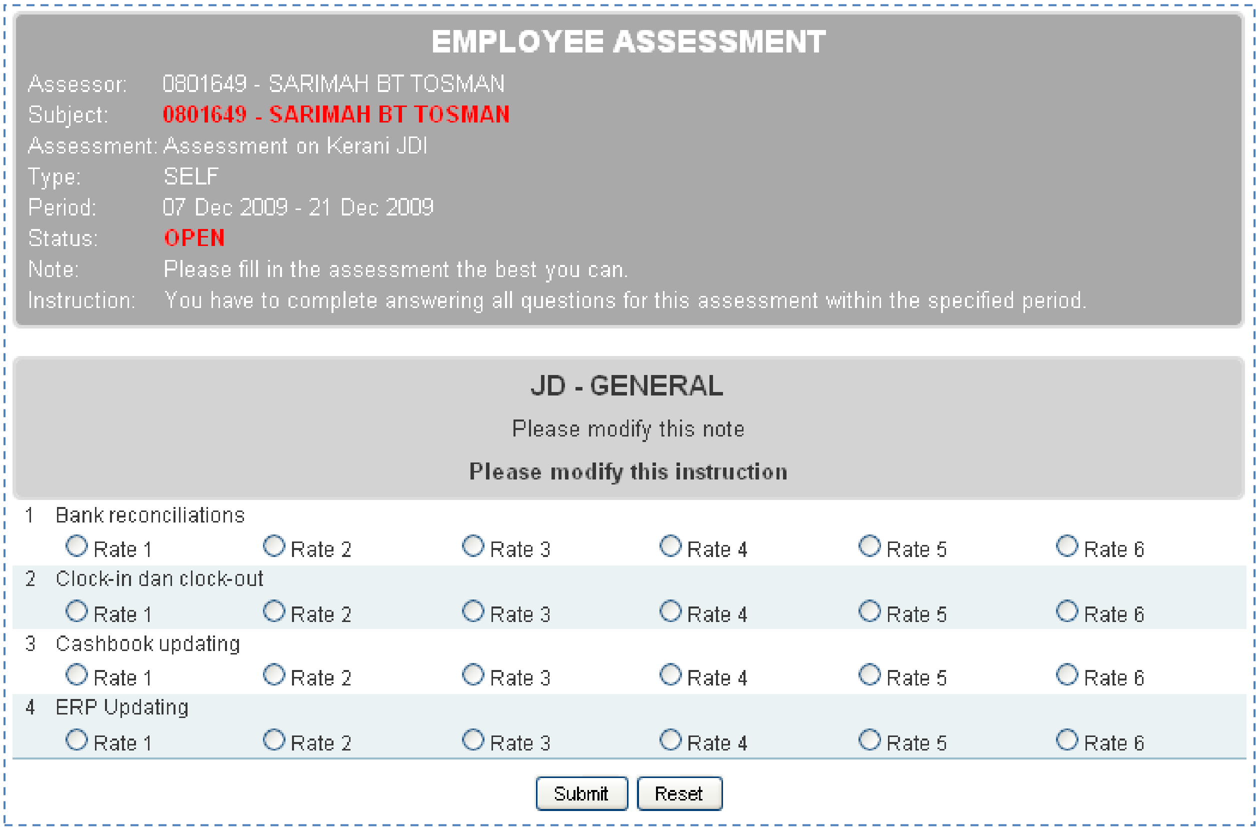
- Employee Menu > Inbox
- Employee Menu > Inbox > Assessment Name
- Employee Menu > Inbox > Delete

Inbox Listing

No:	Item:	Name :	Period:	Action:
1	**SELF Assessment for KAMAL ARIF MAZ BIN MASNAN - SCA0151**	Low Mgt KRA Based Assessment	16 Nov 2009 - 30 Nov 2009	**Delete**
2	**SELF Assessment for KAMAL ARIF MAZ BIN MASNAN - SCA0151**	Sifu Mirza - HM	07 Dec 2009 - 21 Dec 2009	**Delete**

The screen shows the list of tasks to be performed.

Taking Assessment

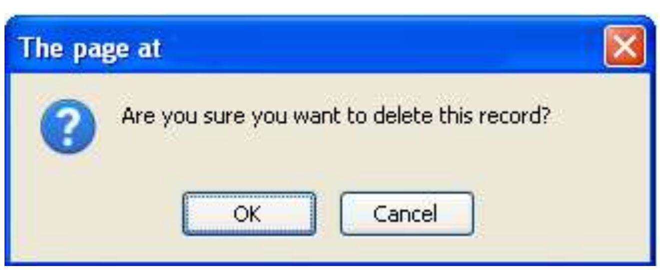


The screen shows the assessment to be taken upon clicking the link in the Inbox. HR can take the assessment on behalf of the employee.

Answer all questions based on the instruction provided. Once all questions are answered, click Submit button to submit the response. Click Reset button to reset the answer.

The Status will remain OPEN until all questions are answered.

Delete Assessment



Click on the Delete link in the Inbox and the system will prompt to confirm the delete process. Click OK button to delete the record or Cancel to cancel the delete process.

SUBORDINATE

Subordinate is a employee viewer based on their reporting structure.

Access Point

- Employee Menu > Subordinate
- Employee Menu > Subordinate > Employee ID

Subordinate Listing

No:	Employee ID:	Full Name :	KRA:	KPI:	JD:	Dept:
1	**SCA666**	KAMAL BIN MOHAMAD	HM		JD005	HR
	Subordinates:					
2	**SCA3232**	SHAMSUL KAMAL	HM		JD003	HR
	Subordinates: 1. **SCA5000** - FAREZ MOHAMAD					

The screen shows the list of subordinates or employee reporting to selected employee. The list is shown in two levels:

- First level shows the employee reporting to selected employee
- Second level shows the employee reporting to the first level

Click on the Employee ID to switch to the selected employee. Click on the Reporting Line (if any) to go back to the top level employee.

PEER

Peer is the list of employees associated with target employee for the purpose of peer assessment. Peer definition is required in order to schedule peer assessment for selected employee. Peer can be defined by any superior for their subordinate or by the HR.

Access Point

- Employee Menu > Peer
- Employee Menu > Peer > Add Peers
- Employee Menu > Peer > Employee ID
- Employee Menu > Peer > Delete Peer

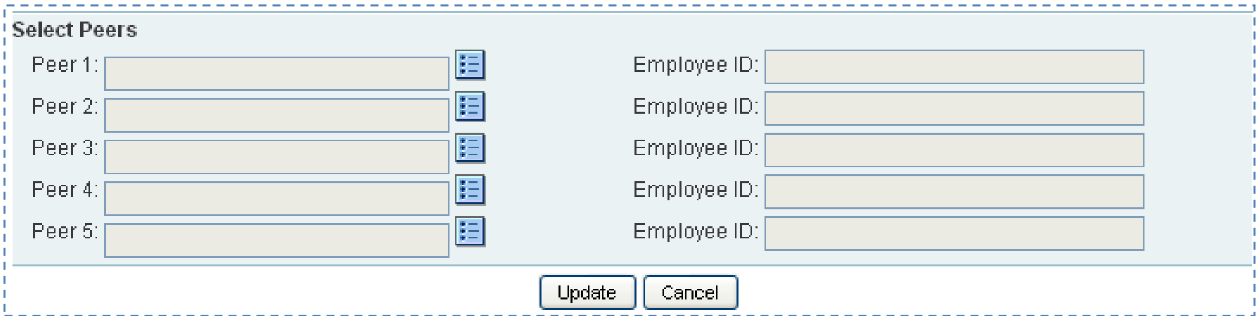
Peer Listing

Add Peers

No:	Employee ID:	Full Name :	Location :	Action :
1	**0801310**	FAOZIAH BT SHAHID	SE13 -	**Delete**
2	**SCA01021**	RIDZUAN AZIZ	HR - Manager	**Delete**

The screen shows the list of peers for selected employee. Only a superior can define peers for the subordinate. An employee cannot define his own peer.

Add Peers

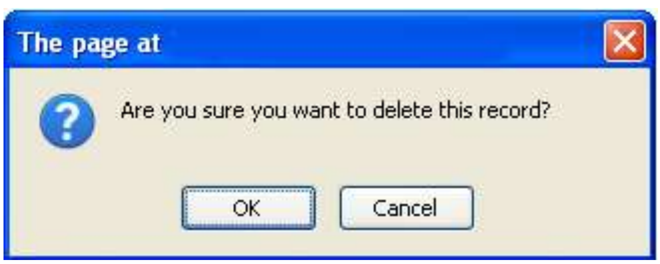


The screen shows the form to add peers for selected employee. Up to five peers can be added per form. Click on the to select target employee.

Edit Peer Information

Please refer to the Employee Menu > Basic Information Section.

Delete Peer



Click on the Delete link in the Peer listing and the system will prompt to confirm the delete process. Click OK button to delete the record or Cancel to cancel the delete process.

ASSESSMENT RESULT

The assessment result shows all the results for the assessments that are already completed.

Access Point

- Employee Menu > Assessment Result
- Employee Menu > Assessment Result > Assessment Name
- Employee Menu > Assessment Result > Print

Assessment Result List

No:	Item:	Name :	Period:	Date Taken:	Action:
1	**PEER Assessment for RIDZUAN AZIZ - SCA01021**	KRA Middle Mgt Assessment	03 Nov 2009 - 10 Nov 2009	09 Dec 2009	**Print**
2	**SUPERIOR Assessment for FAHMI ABDUL - SCA768**	Assessment on Kerani JDI	02 Nov 2009 - 30 Nov 2009	09 Dec 2009	**Print**
3	**SUPERIOR Assessment for RIDZUAN AZIZ - SCA01021**	Assessment on Kerani JDI	02 Nov 2009 - 30 Nov 2009	09 Dec 2009	**Print**
4	**SUPERIOR Assessment for HADY DZAHIR - SCA5115**	Assessment on Kerani JDI	02 Nov 2009 - 30 Nov 2009	09 Dec 2009	**Print**

The screen show the list of assessments that are already completed.

Assessment Result

ASSESSMENT RESULT

Assessor:	SCA0151 - KAMAL ARIF MAZ BIN MASNAN
Subject:	**SCA768 - FAHMI ABDUL**
Assessment:	Assessment on Kerani JDI
Type:	SUPERIOR
Period:	02 Nov 2009 - 30 Nov 2009
Status:	**COMPLETED**
Note:	This assessment is conducted to gauge employee performance based on the Job Description of the specified employee. This assessment is Private and Confidential where the Target Employee will not know who made the assessment.
Instruction:	You are required to answer all questions to the best of your knowledge regarding the Target employee with respect to his/her work.

JD - GENERAL

1 Bank reconciliations
Rate 1 to 6: **Answered = 1, Gap = 5, Weight = 2**
Training Area: **Basic Accounting**

2 Clock-in dan clock-out
Rate 1 to 6: **Answered = 2, Gap = 4, Weight = 2**
Training Area: **Basic Accounting**

3 Cashbook updating
Rate 1 to 6: **Answered = 3, Gap = 3, Weight = 1**
Training Area: **Basic Accounting**

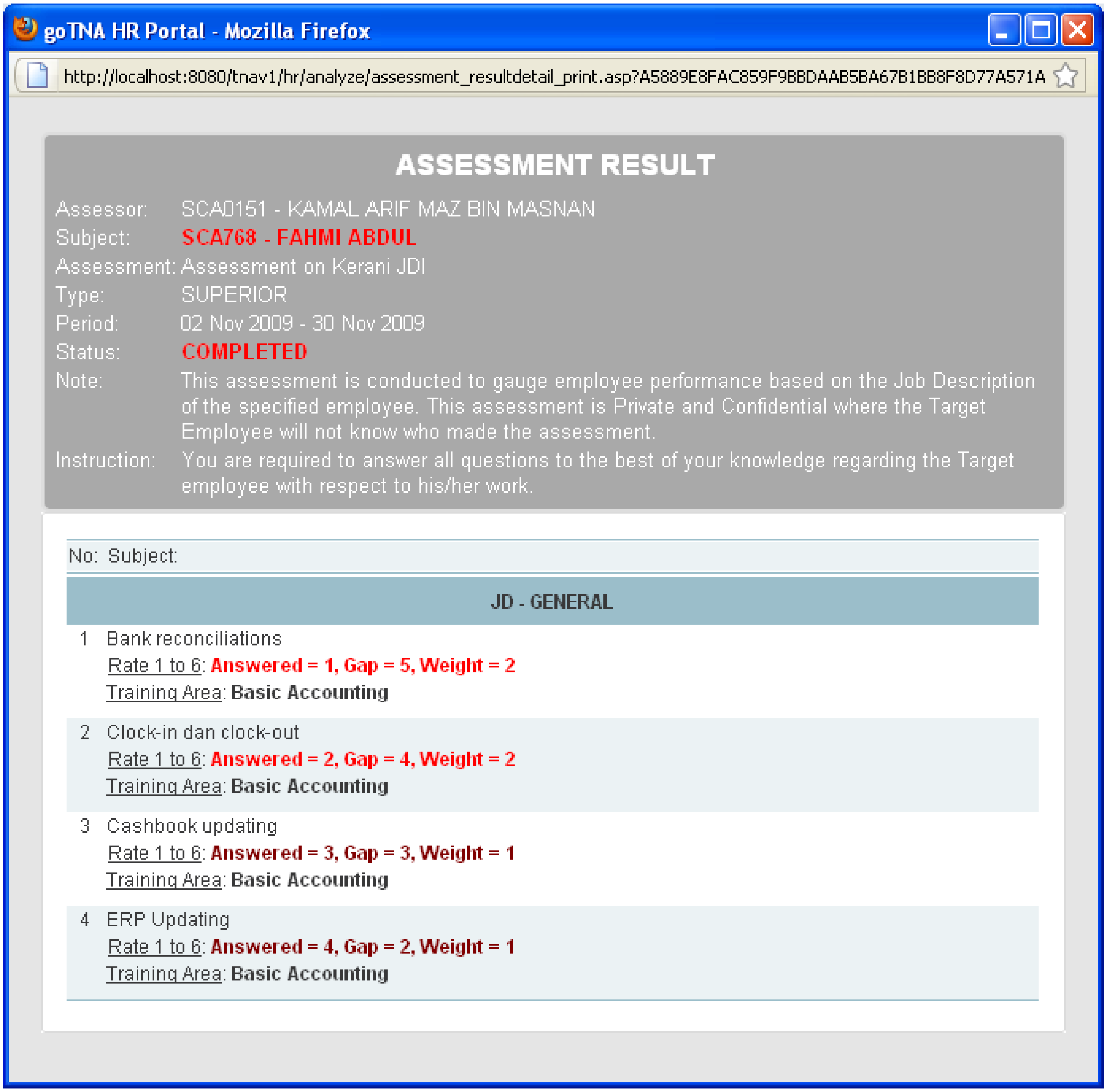
4 ERP Updating
Rate 1 to 6: **Answered = 4, Gap = 2, Weight = 1**
Training Area: **Basic Accounting**

The screen shows the result of the assessment. The format of the Result is very similar to the assessment when it was taken. The difference is that it show the answer with some analysis including the Response, Gap and Weight.

Weight or Weightage will contribute how system calculates the Suggested Training Participant. What this means is that the more an employee cumulate weight for specific Training Area, the highly likely the employee will be suggested to become participant for Training Program in the specific Training Area.

Weight is measured as either 0, 1 or 2. Ideally, the more weight will indicate performance or competency problem and should be sent to appropriate training to address the competency.

Print Assessment Result



The screen shows the Assessment Result in a Pop-up window where it shows the printable assessment result.

JOB DESCRIPTION

Access Point

- Employee Menu > Job Description

Job Description Listing

No:	Code:	Description
1	JDM004	Bank reconciliations
2	JDM003	Cashbook updating
3	JDM002	Clock-in dan clock-out
4	JDM006	Close Office
5	JDM001	ERP Updating

The screen shows the list of Job Descriptions or JD for the selected employee. Refer to Employee Menu > Basic Information to assign a different Job Description for the employee.

KEY RESULT AREA

Access Point

- Employee Menu > Key Result Area

Key Result Area Listing

No:	Component:	Value:	Description
1	Creativity (Problem Solving)	On Analytical Decision Making	Able to forecase the outcome of available option and determine the best option for particular situation
2	Creativity (Problem Solving)	On Analytical Decision Making	Notice discrepancies & inconsistencies in available information
3	Creativity (Problem Solving)	On Analytical Decision Making	Weigh the cost, benefit, risk and changes for success in making a decision
4	Creativity (Problem Solving)	On Analytical Decision Making	See similiarities between a new situation and past situations of different type
5	Creativity (Problem Solving)	On Analytical Decision Making	Evaluate alternatives rigorously and systematically
6	Creativity (Problem Solving)	On Innovativeness	Foster innovation in others, encourages fresh perspectives
7	Creativity (Problem Solving)	On Innovativeness	Push the frontier of knowledge by doing things that are unique, leading-edge and new to the industry
8	Creativity (Problem Solving)	On Innovativeness	Able to recognize when new approaches are required when situation call
9	Creativity (Problem Solving)	On Innovativeness	Generate creative new ideas and converts them into novel, useful and viable commercial products, services and business practices
10	Creativity (Problem Solving)	On Innovativeness	Go beyond conventional and explore creative uses of resourses
11	Creativity (Problem Solving)	On Lateral Thinking	Able to shift thinking patterns, away from entrenched or predicable thinking to new or unexpected ideas

The screen shows the list of Key Result Area or KRA for the selected employee. Refer to Employee Menu > Basic Information to assign a different KRA for the employee.

KEY PERFORMANCE INDICATOR

Access Point

- Employee Menu > Key Performance Indicator

Key Performance Indicator Listing

No:	Name:	Description:
1	Target quarterly sales of RM200,000	Target quarterly sales of RM200,000
2	Target monthly 20 new leads generated	Target monthly 20 new leads generated
3	Target quarterly 10 or less customer complains	Target quarterly 10 or less customer complains
4	Target quarterly 100 proposal submission	Target quarterly 100 proposal submission
5	Target quarterly 5 sales closing	Target quarterly 5 sales closing
6	Compliance with ISO9001 CRM Management Processes	Compliance with ISO9001 CRM Management Processes
7	Improve Revenue by 10% from previous year	Improve Revenue by 10% from previous year
8	Maintain outsourcing service rate to external at a minimum 50% of total service	Maintain outsourcing service rate to external at a minimum 50% of total service

The screen shows the list of Key Performance Indicator or KPI for the selected employee. Refer to Employee Menu > Basic Information to assign a different KPI for the employee.

SUSPEND/TERMINATE

This feature is used to control the ability of the employee to access the system.

Access Point

- Employee Menu > Suspend/Terminate

Suspend/Terminate

Status: Active

By: admin

Remark:

Update Cancel

Previous Entries

No:	Status:	By :	Date:	Remark:
1	active	admin	06 Nov 2009 11:11:44 AM	
2	suspend	admin	06 Nov 2009 11:11:53 AM	
3	active	admin	22 Oct 2009 05:10:01 PM	
4	active	admin	31 Jul 2009 12:07:08 PM	
5	suspend	admin	31 Jul 2009 12:07:57 PM	selalu ponteng
6	active	admin	28 Jul 2009 03:07:12 PM	
7	suspend	admin	28 Jul 2009 03:07:39 PM	
8	active	admin	27 Jul 2009 10:07:26 PM	

The screen shows the Suspend/Terminate form. Enter the following information:

- Status – select current status of the employee. Only Active status will allow employee to login to the system. Other status will not allow employee login to the system.
- Remark – use Remark to enter the reason for the operation

Click Update button to proceed with the process or Cancel button to return to the previous screen.

The screen also shows the list of previous operations for reference.

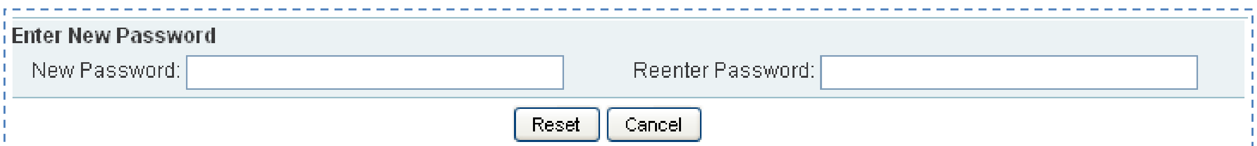
RESET PASSWORD

This feature is used to reset employee password without knowing existing password.

Access Point

- Employee Menu > Reset Password

Reset Password



The screen shows the reset password form. Enter the new password twice to the form. Click Reset button to reset the password or Cancel button to return to the previous screen.

LOGIN HISTORY

This feature is to provide a detail login history for the selected employee.

Access Point

- Employee Menu > Login History

Login History

No:	User:	Date:	Status:	IP:	Agent:
1	**SCA0151**	14 Dec 2009 05:12:10 PM	Success	127.0.0.1	Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.1.5) Gecko/20091102 Firefox/3.5.5
2	**SCA0151**	13 Dec 2009 11:12:06 PM	Success	127.0.0.1	Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.1.5) Gecko/20091102 Firefox/3.5.5
3	**SCA0151**	13 Dec 2009 10:12:42 AM	Success	127.0.0.1	Mozilla/5 rv:1.9.1. Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv Firefox/3.5.5
4	**SCA0151**	13 Dec 2009 06:12:35 AM	Success	127.0.0.1	Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.1.5) Gecko/20091102 Firefox/3.5.5
5	**SCA0151**	23 Nov 2009 12:11:16 AM	Success	127.0.0.1	Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.1.5) Gecko/20091102 Firefox/3.5.5

The screen shows the list of logins sorted by login date.

TRANSACTION HISTORY

This feature provides the detailed transaction history for the selected employee throughout the lifespan in the system.

Access Point

- Employee Menu > Transaction History

Transaction History

No:	T:	Ctr:	Status:	By:	Date:
1	1	HQ	Register	**admin** (**L**)	14 Dec 2009 06:12:00 PM
	Delete Employee Peer:[SCA0151],[0812504]				
2	1	HQ	Register	**admin** (**L**)	14 Dec 2009 06:12:57 PM
	Delete Employee Peer:[SCA0151],[0802405]				
3	5	HQ		**SCA0151** (**L**)	14 Dec 2009 05:12:11 PM
	Add Training Request:[2],[PSC002],[SCA0151],[Team Building - Together We Stand],[2009-07-22 00:00:00],[2009-07-25 00:00:00],[],[Ulu Yam, Selangor],[Strategic Corporate Alliance],[test],[attended],[0],[0]				
4	6	HQ		**admin** (**L**)	14 Dec 2009 04:12:18 PM
	Delete Document:[SCA0151],[test.doc],[employment],[SCA0151],[10/7/2009 7:17:56 PM],[]				
5	6	HQ		**admin** (**L**)	14 Dec 2009 04:12:34 PM
	Add Document:[SCA0151],[Resume 2009.doc],[resume],[SCA0151],[Resume 2009]				
6	6	HQ		**admin** (**L**)	14 Dec 2009 04:12:52 PM
	Delete Document:[SCA0151],[boot.ini],[resume],[SCA0151],[7/28/2009 3:39:27 PM],[ee]				
7	6	HQ		**admin** (**L**)	14 Dec 2009 04:12:31 PM
	Delete Document:[SCA0151],[btn_update.gif],[employment],[SCA0151],[10/14/2009 3:05:35 PM],[update]				

The screen shows the list of detailed transaction sorted by transaction date.

7. DIVISION

Division the a mechanism to group employees.

Access Point

- Profile > Division
- Profile > Division > Add Division
- Profile > Division > Delete
- Profile > Division > Division Name
- Division Menu > Division Detail
- Division Menu > Employee Association

DIVISION MENU

Division Menu will be shown when the system displays information related to selected division. With this, user can then navigate to other information or function related to the selected division.

DIVISION INFORMATION

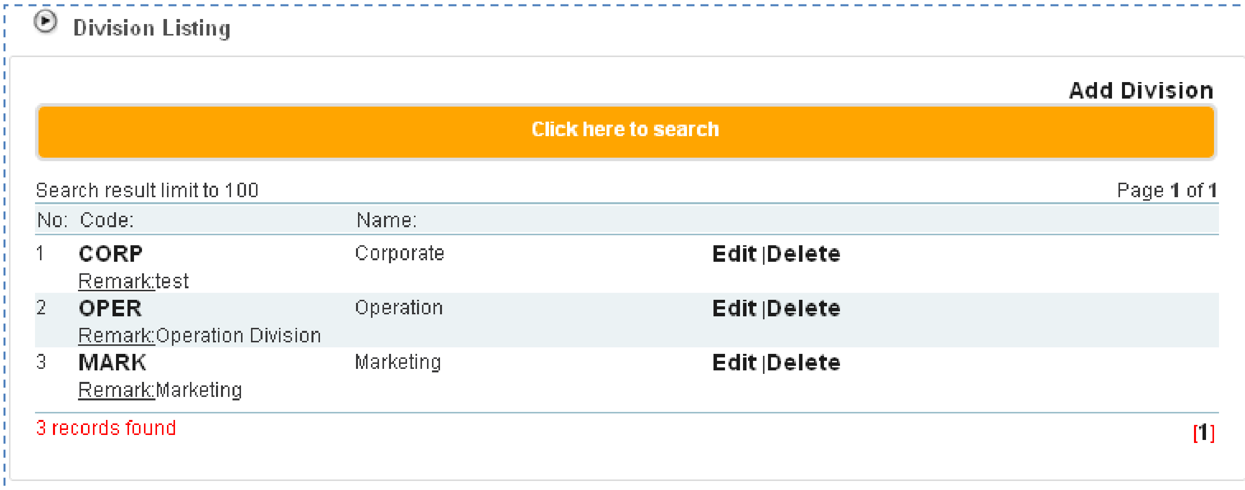
The Division Information will be shown when the system displays information related to selected division. The information:

- Code – Division Code
- Name – Division Name

To change the listed information, go to Division Menu > Division Detail.

SEARCH

Division Listing

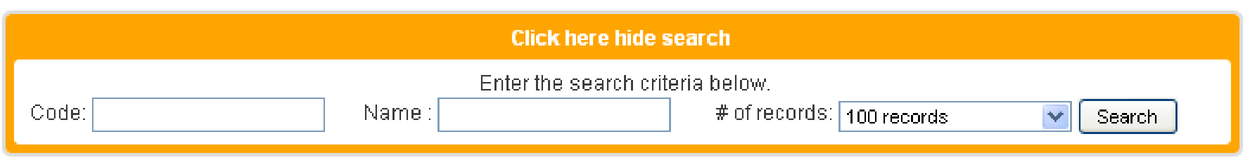


The screen show the list of division already registered in the system. Click the Search Bar to show the Search Form as show below.

The listing shows:

- Division Code
- Division name
- Remark

Search Division

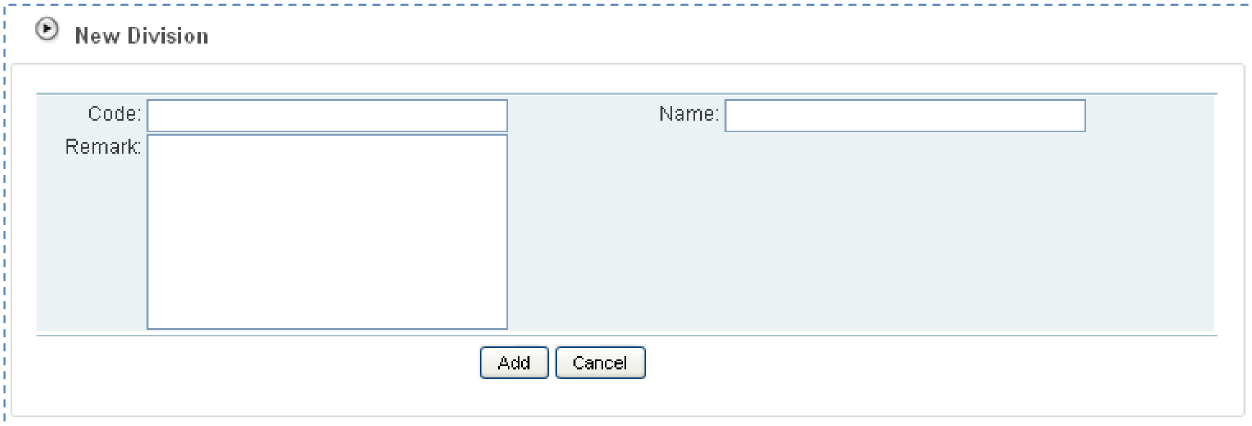


The screen show the Search Form to search division. The search can be done by using either one or combination of the following fields:

- Division Code – enter partial or full Division Code
- Division Name – enter partial or full Division Name
- # of records – change to desired number of records or leave as default value – 100 records

Click Search button to show the search result. Refer to Division Listing section for search result.

ADD DIVISION

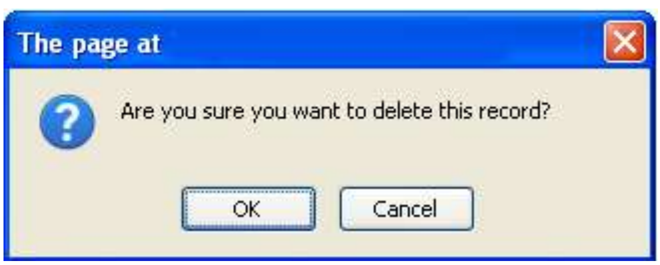


The screen show the add division form. Enter the following information:

- Code – enter the Division Code
- Name – enter the Division Name
- Remark – enter any information about the division or leave blank

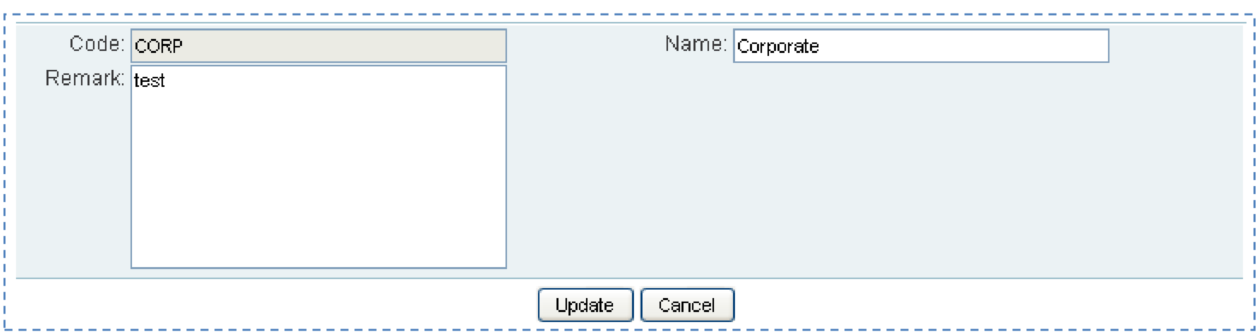
Click the Add button to add the division and click the Cancel button to go back to previous screen.

DELETE DIVISION



Click on the Delete link from the Division Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

UPDATE DIVISION



Refer to the Add Division function for reference of the field. Click the Update button to update the division information or Cancel button to go to previous screen.

EMPLOYEE ASSOCIATION

No:	Employee ID:	Full Name :	Location :
1	**SCA0151**	KAMAL ARIF MAZ BIN MASNAN	HR - Developer
2	**SCA01021**	RIDZUAN AZIZ	HR - Manager
3	**SCA666**	KAMAL BIN MOHAMAD	HR -
4	**SCA3232**	SHAMSUL KAMAL	HR -
5	**0802405**	MUNIAMAH A/P MUNUSAMY	HR - Developer
6	**0811343**	TEE KIM HOR	HR - Developer

The screen show the list of employees that belongs to the selected division.

Employee Detail

Please refer to the Employee Profile > Employee Detail section.

8. DEPARTMENT

Department the a mechanism to group employees.

Access Point

- Profile > Department
- Profile > Department > Add Department
- Profile > Department > Delete
- Profile > Department > Department Name
- Department Menu > Department Detail
- Department Menu > Employee Association

DEPARTMENT MENU

Department Menu will be shown when the system displays information related to selected department. With this, user can then navigate to other information or function related to the selected department.

DEPARTMENT INFORMATION

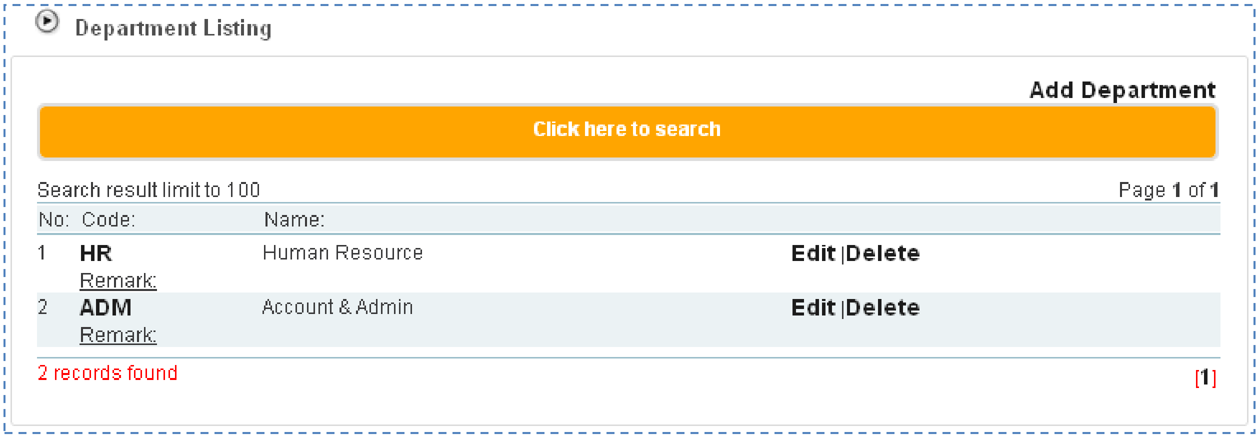
The Department Information will be shown when the system displays information related to selected department. The information:

- Code – Department Code
- Name – Department Name

To change the listed information, go to Department Menu > Department Detail.

SEARCH

Department Listing

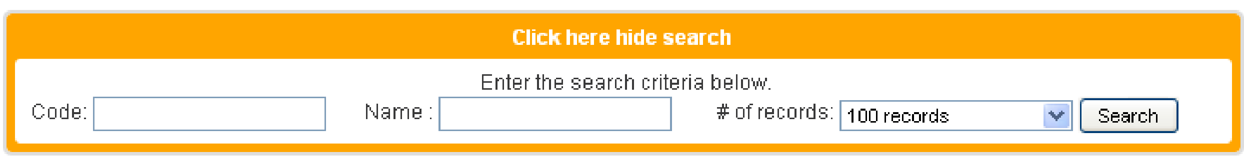


The screen show the list of department already registered in the system. Click the Search Bar to show the Search Form as show below.

The listing shows:

- Department Code
- Department name
- Remark

Search Department

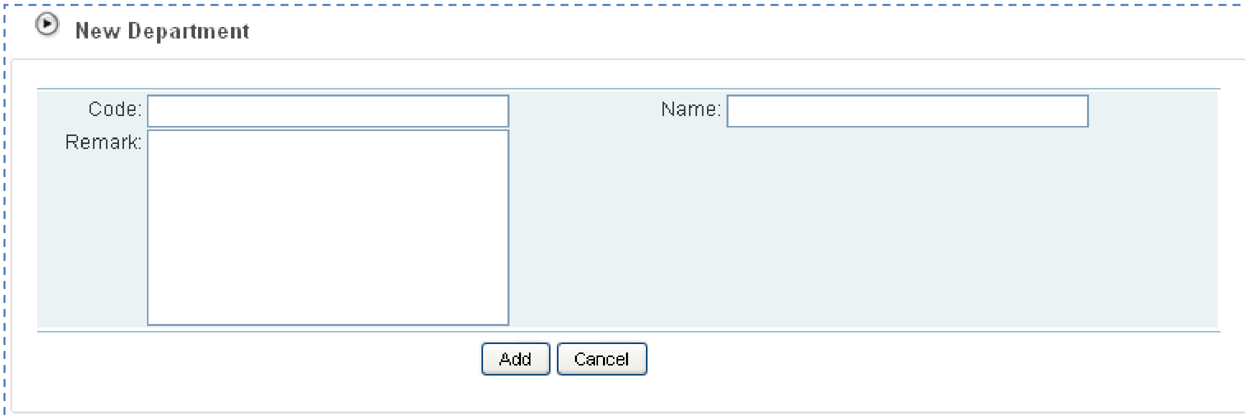


The screen show the Search Form to search department. The search can be done by using either one or combination of the following fields:

- Department Code – enter partial or full Department Code
- Department Name – enter partial or full Department Name
- # of records – change to desired number of records or leave as default value – 100 records

Click Search button to show the search result. Refer to Department Listing section for search result.

ADD DEPARTMENT

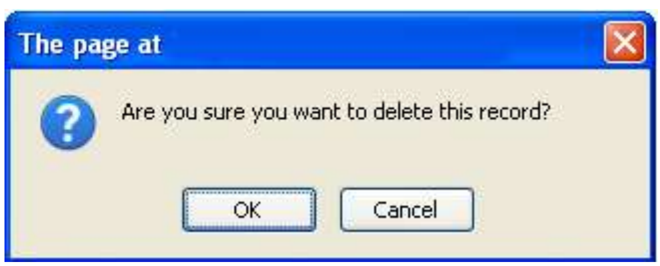


The screen show the add department form. Enter the following information:

- Code – enter the Department Code
- Name – enter the Department Name
- Remark – enter any information about the department or leave blank

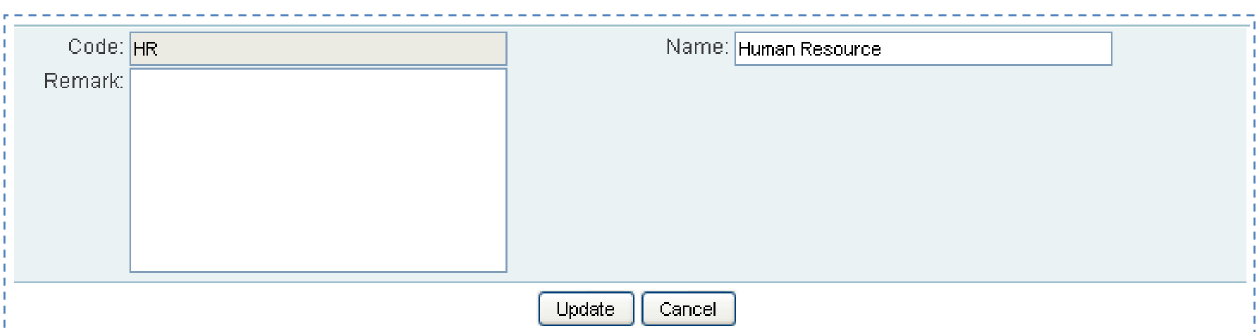
Click the Add button to add the department and click the Cancel button to go back to previous screen.

DELETE DEPARTMENT



Click on the Delete link from the Department Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

UPDATE DEPARTMENT



Refer to the Add Department function for reference of the field. Click the Update button to update the department information or Cancel button to go to previous screen.

EMPLOYEE ASSOCIATION

No:	Employee ID:	Full Name :	Location :
1	**SCA0151**	KAMAL ARIF MAZ BIN MASNAN	HR - Developer
2	**SCA01021**	RIDZUAN AZIZ	HR - Manager
3	**SCA666**	KAMAL BIN MOHAMAD	HR -
4	**SCA3232**	SHAMSUL KAMAL	HR -
5	**0802405**	MUNIAMAH A/P MUNUSAMY	HR - Developer
6	**0811343**	TEE KIM HOR	HR - Developer

The screen show the list of employees that belongs to the selected department.

Employee Detail

Please refer to the Employee Profile > Employee Detail section.

9. TEAM

Team the a mechanism to group employees.

Access Point

- Profile > Team
- Profile > Team > Add Team
- Profile > Team > Delete
- Profile > Team > Team Name
- Team Menu > Team Detail
- Team Menu > Team Member
- Team Menu > Key Result Area
- Team Menu > Key Performance Indicator

TEAM MENU

Team Menu will be shown when the system displays information related to selected team. With this, user can then navigate to other information or function related to the selected team.

TEAM INFORMATION

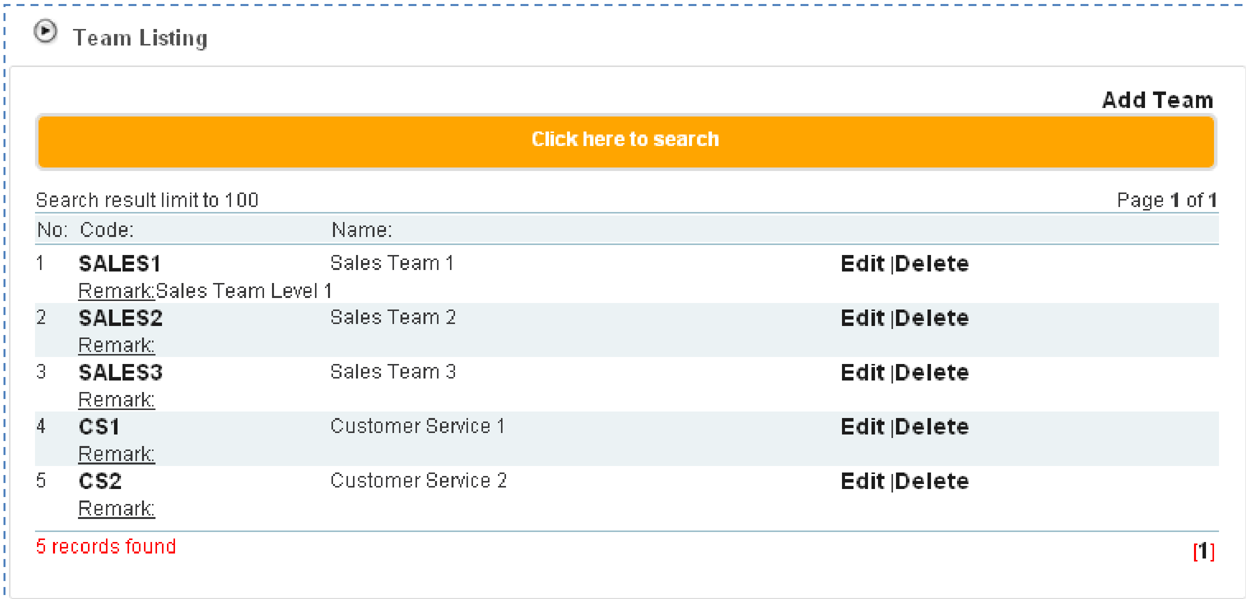
The Team Information will be shown when the system displays information related to selected team. The information:

- Code – Team Code
- Name – Team Name
- KPI – Key Performance Indicator for the Team
- KRA – Key Result Area for the Team

To change the listed information, go to Team Menu > Team Detail.

SEARCH

Team Listing

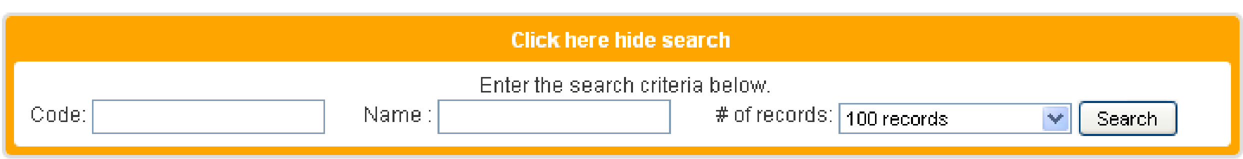


The screen show the list of team already registered in the system. Click the Search Bar to show the Search Form as show below.

The listing shows:

- Team Code
- Team name
- Remark

Search Team

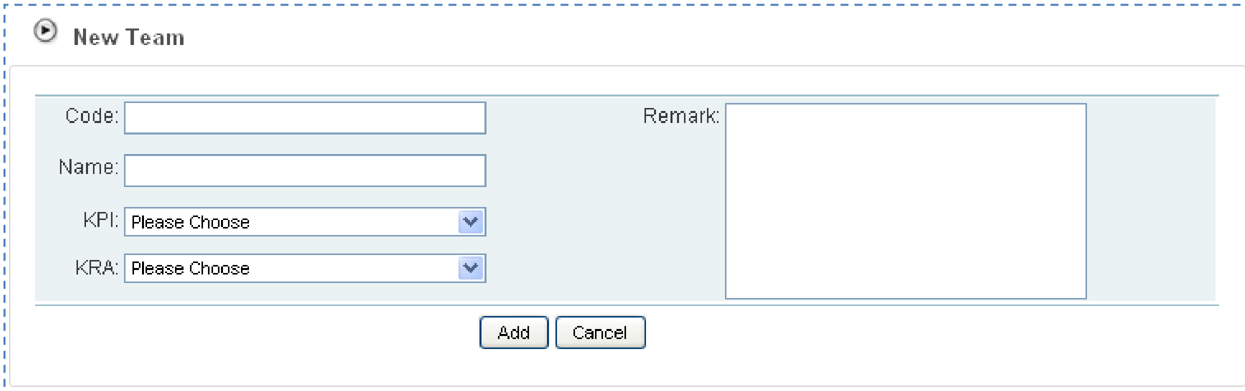


The screen show the Search Form to search team. The search can be done by using either one or combination of the following fields:

- Team Code – enter partial or full Team Code
- Team Name – enter partial or full Team Name
- # of records – change to desired number of records or leave as default value – 100 records

Click Search button to show the search result. Refer to Team Listing section for search result.

ADD TEAM

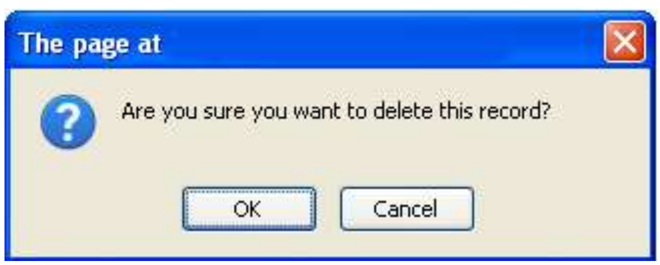


The screen show the add team form. Enter the following information:

- Code – enter the Team Code
- Name – enter the Team Name
- KPI – select from the KPI dropdown or leave unselected
- KRA – select from the KRA dropdown or leave unselected
- Remark – enter any information about the team or leave blank

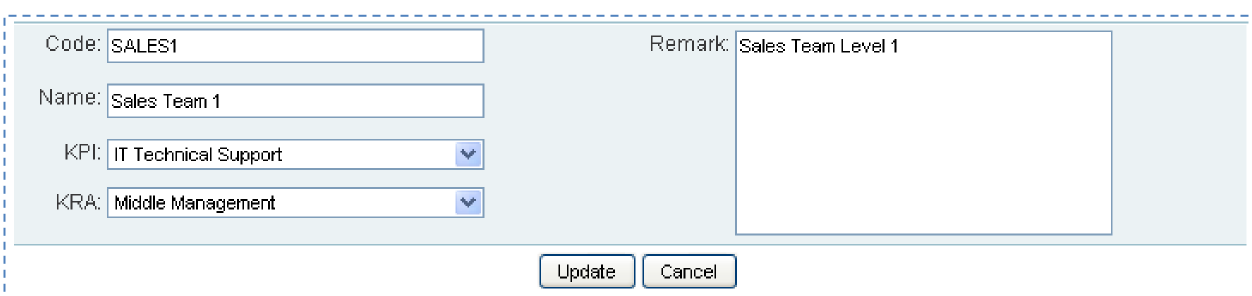
Click the Add button to add the team and click the Cancel button to go back to previous screen.

DELETE TEAM



Click on the Delete link from the Team Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

UPDATE TEAM



Refer to the Add Team function for reference of the field. Click the Update button to update the team information or Cancel button to go to previous screen.

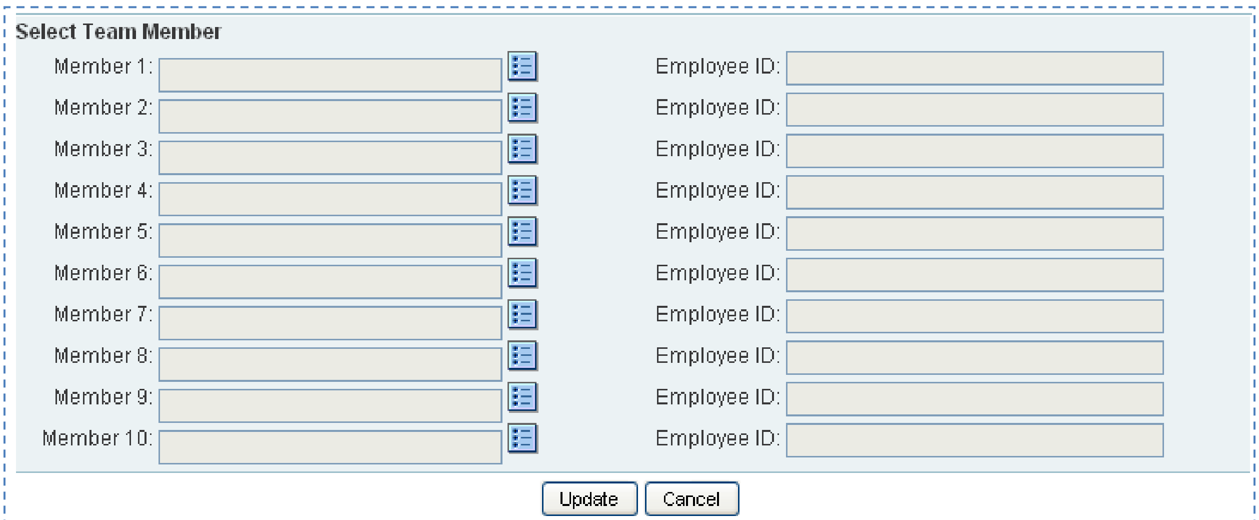
TEAM MEMBER

Team Member

Add Team Member				
No:	Employee ID:	Full Name :	Location :	Action :
1	**0801021**	GOH KWANG WHUNG	0550 -	**Delete**
2	**0801310**	FAOZIAH BT SHAHID	SE13 -	**Delete**
3	**0802173**	MADHAVAN A/L MARUDAMUTHU	0650 -	**Delete**
4	**0802405**	MUNIAMAH A/P MUNUSAMY	HR - Developer	**Delete**
5	**0840408**	KAMALIAH BT MOHD TAIB	FB13 -	**Delete**
6	**SCA01021**	RIDZUAN AZIZ	HR - Manager	**Delete**
7	**SCA0151**	KAMAL ARIF MAZ BIN MASNAN	HR - Developer	**Delete**

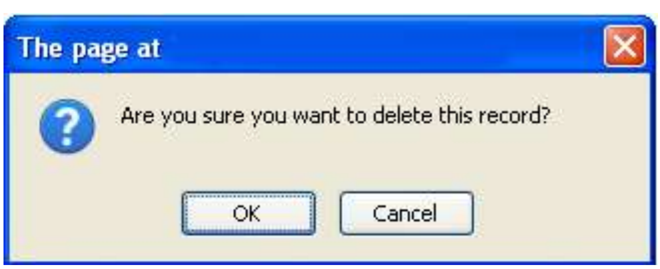
The screen shows the list of employees for the selected Team.

Add Team Member



The screen shows the Add Team Member form. Click the button to select existing employee. The system allows up to ten new team member per form. Click on the Update button to add the selected employees as the team member or Cancel button to return to previous screen.

Delete Team Member



Click on the Delete link from the Team Member Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

Employee Detail

Please refer to the Employee Profile > Employee Detail section.

KEY RESULT AREA

No:	Component:	Value:	Description
1	Creativity(Problem Solving)	On Analytical Thinking	Able to integrate findings from several different disciplines
2	Creativity(Problem Solving)	On Analytical Thinking	Able to forecast the outcome of available option and determine the best option for particular situation
3	Creativity(Problem Solving)	On Analytical Thinking	Notice discrepancies & inconsistancies in available information
4	Creativity(Problem Solving)	On Analytical Thinking	Weigh the costs, benefits, risks and changes for success in making decision
5	Creativity(Problem Solving)	On Analytical Thinking	Able to see similiarities between a new situation and past situations of different type
6	Creativity(Problem Solving)	On Analytical Thinking	Evaluate alternatives rigorously and systematically
7	Creativity(Problem Solving)	On Innovativeness	Generate and apply creative ideas to improve overall performance
8	Creativity(Problem Solving)	On Innovativeness	Able to integrate relevant concepts/models into a complete vision or solution for which there is no previous experience
9	Creativity(Problem Solving)	On Innovativeness	Able to recognize when new approaches are required
10	Creativity(Problem Solving)	On Innovativeness	Foster innovation in others, encourages fresh perspectives
11	Creativity(Stratergic Mind)	On Creative Thinking	Able to generate new effective idea, plans, or approaches and finds

The screen shows the list of Key Result Area items for the selected Team.

KEY PERFORMANCE INDICATOR

No:	Name:	Description:
1	Target quarterly sales of RM200,000	Target quarterly sales of RM200,000
2	Target monthly 20 new leads generated	Target monthly 20 new leads generated
3	Target quarterly 10 or less customer complains	Target quarterly 10 or less customer complains
4	Target quarterly 100 proposal submission	Target quarterly 100 proposal submission
5	Target quarterly 5 sales closing	Target quarterly 5 sales closing
6	Compliance with ISO9001 CRM Management Processes	Compliance with ISO9001 CRM Management Processes
7	Improve Revenue by 10% from previous year	Improve Revenue by 10% from previous year
8	Maintain outsourcing service rate to external at a minimum 50% of total service	Maintain outsourcing service rate to external at a minimum 50% of total service

The screen shows the list of Key Performance Indicator items for the selected Team.

10. KEY RESULT AREA

Key Result Area or KRA is a mechanism to set expectation towards employee. If KRA is being used, KRA will also becomes the basis for assessing employee's performance and competency.

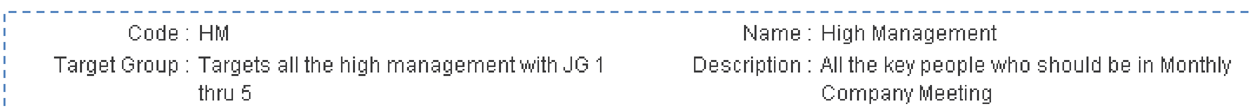
Access Point

- TNA > Key Result Area
- TNA > Key Result Area > Add KRA
- TNA > Key Result Area > Delete
- TNA > Key Result Area > KRA Name
- KRA Menu > KRA Details

KRA MENU

KRA Menu will be shown when the system displays information related to selected KRA. With this, user can then navigate to other information or function related to the selected KRA.

KRA INFORMATION



The KRA Information will be shown when the system displays information related to selected KRA. The information:

- Code – KRA Code
- Name – KRA Name
- Target Group – the information with regards to target group
- Description – additional information about the KRA

To change the listed information, go to KRA Menu > KRA Detail.

SEARCH

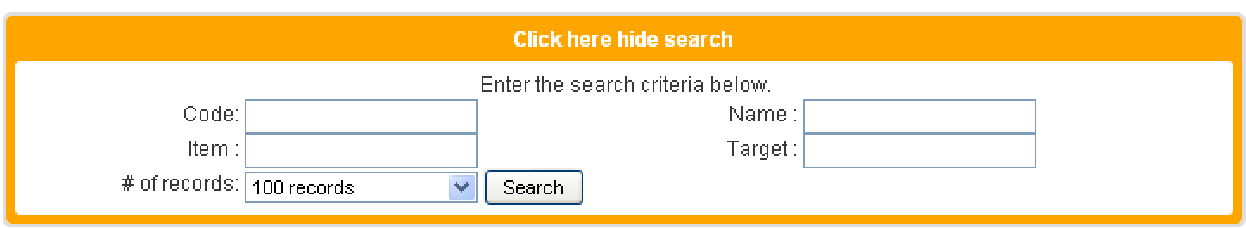
Key Result Area Listing

The screen show the list of KRA already registered in the system. Click the Search Bar to show the Search Form as show below.

The listing shows:

- KRA Code
- KRA name
- KRA Info
- KRA Target Group

Search Key Result Area

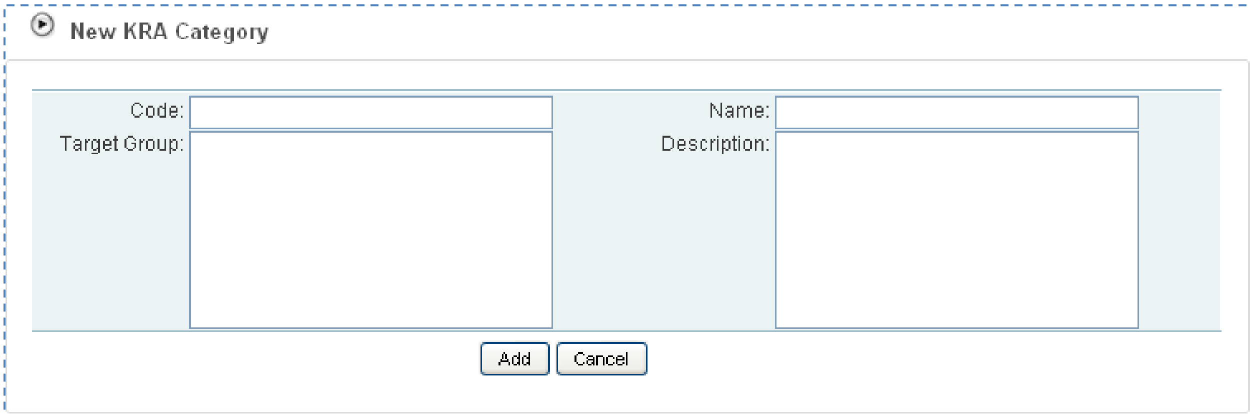


The screen show the Search Form to search KRA. The search can be done by using either one or combination of the following fields:

- Code – enter partial or full KRA Code
- Name – enter partial or full KRA Name
- Item – enter partial or full KRA Item
- Target – enter partial or full KRA Target
- # of records – change to desired number of records or leave as default value – 100 records

Click Search button to show the search result. Refer to KRA Listing section for search result.

ADD KEY RESULT AREA

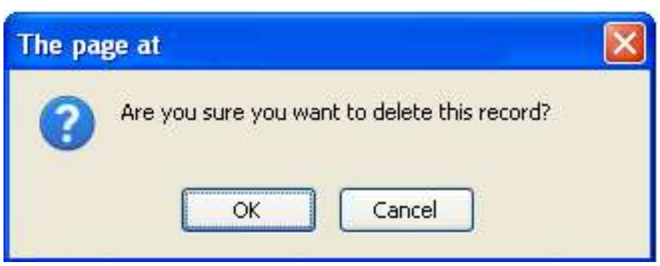


The screen shows the add Key Result Area form. Enter the following information:

- Code – enter the KRA Code
- Name – enter the KRA Name
- Target Group – enter any information about the target group or leave blank
- Remark – enter any information about the KRA or leave blank

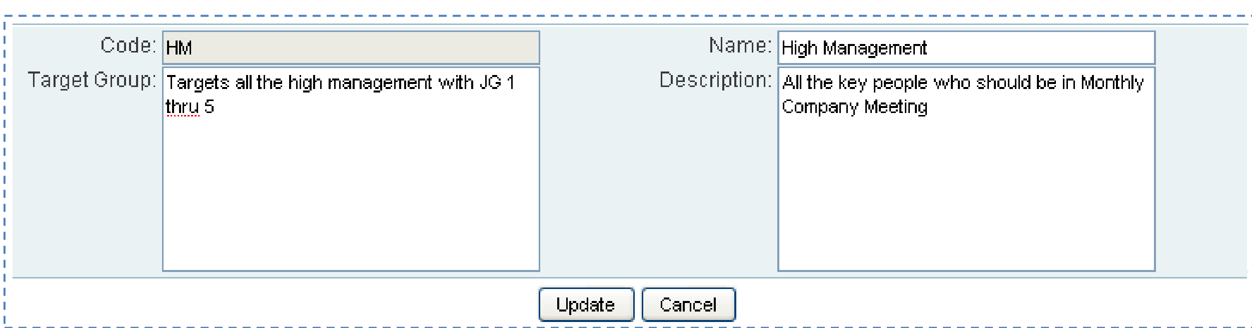
Click the Add button to add the KRA and click the Cancel button to go back to previous screen.

DELETE KEY RESULT AREA



Click on the Delete link from the KRA Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

UPDATE KEY RESULT AREA



Refer to the Add KRA function for reference of the field. Click the Update button to update the KRA information or Cancel button to go to previous screen.

KRA COMPONENT

Access Point

- KRA Menu > KRA Component
- KRA Menu > KRA Component > Add KRA Component
- KRA Menu > KRA Component > KRA Component Code
- KRA Menu > KRA Component > Edit
- KRA Menu > KRA Component > Delete

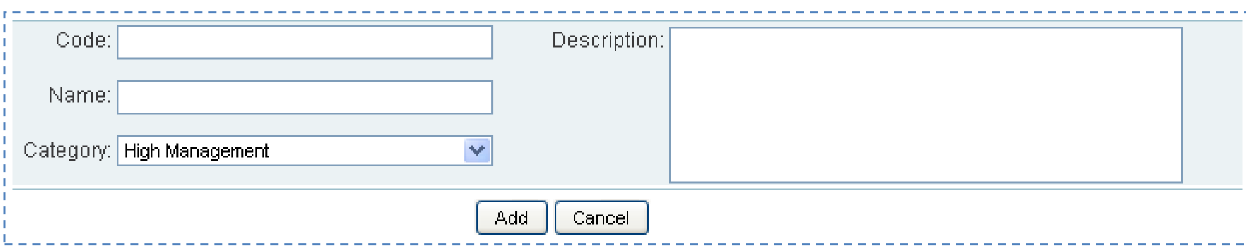
KRA Component

Add KRA Component

No:	Code:	Name:	Description	
1	**HMC1001**	Leadership (Integrity)	Leadership	**Edit** |**Delete**
2	**HMC1002**	Leadership (Motivation)		**Edit** |**Delete**
3	**HMC1003**	Leadership (Teamwork)		**Edit** |**Delete**
4	**HMC2001**	Productivity (Costumer Orientation)		**Edit** |**Delete**
5	**HMC2002**	Productivity(Technical Expertise)		**Edit** |**Delete**
6	**HMC2003**	Productivity(Continuous Improvement)		**Edit** |**Delete**
7	**HMC3001**	Creativity(Stratergic Mind)		**Edit** |**Delete**
8	**HMC3002**	Creativity (Problem Solving)		**Edit** |**Delete**

The screen shows the list of KRA Component for the selected KRA.

Add KRA Component

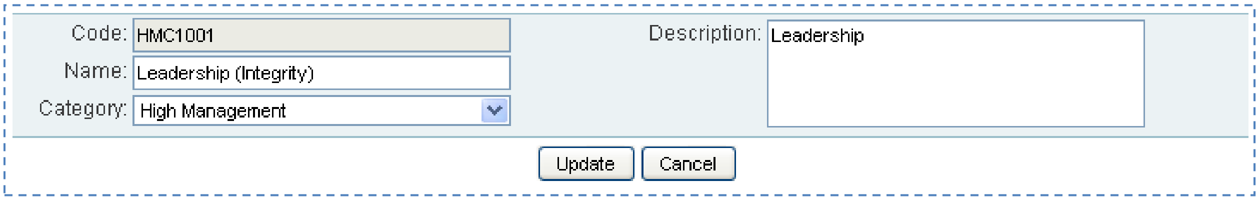


The screen show the add KRA Component form. Enter the following information:

- Code – enter the KRA Component Code
- Name – enter the KRA Component Name
- Category – select from the category dropdown or leave unselected
- Description – enter any information about the KRA Component or leave blank

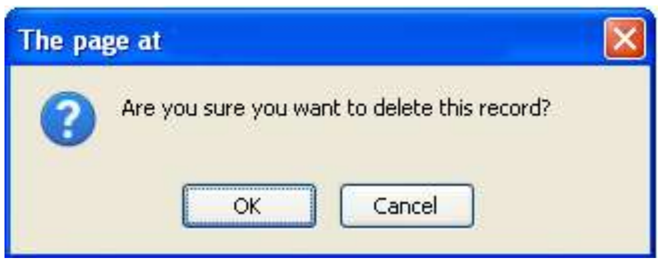
Click the Add button to add the KRA Component and click the Cancel button to go back to previous screen.

Edit KRA Component



Refer to the Add KRA Component function for reference of the field. Click the Update button to update the KRA Component information or Cancel button to go to previous screen.

Delete KRA Component



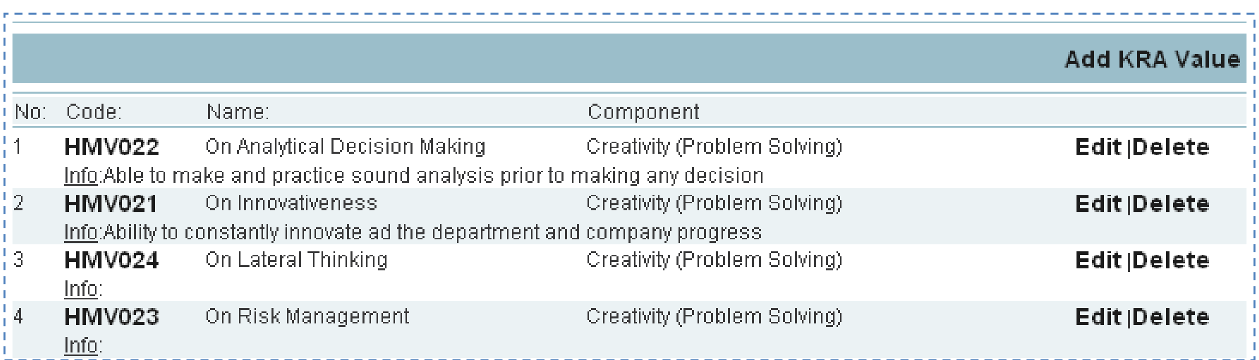
Click on the Delete link from the KRA Component Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

KRA VALUE

Access Point

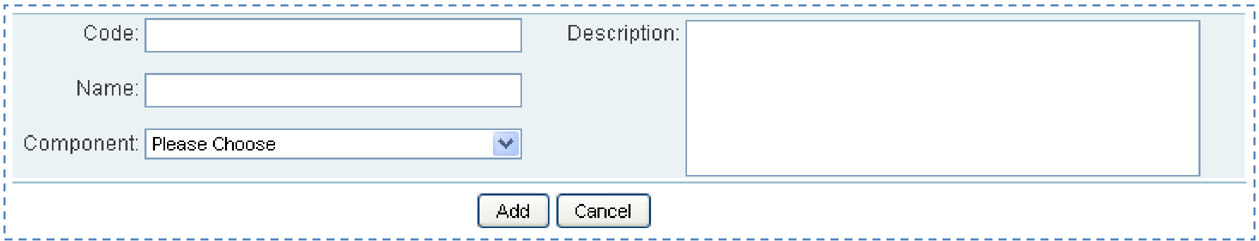
- KRA Menu > KRA Value
- KRA Menu > KRA Value > Add KRA Value
- KRA Menu > KRA Value > KRA Value Code
- KRA Menu > KRA Value > Edit
- KRA Menu > KRA Value > Delete

KRA Value



The screen shows the list of KRA Value for the selected KRA.

Add KRA Value

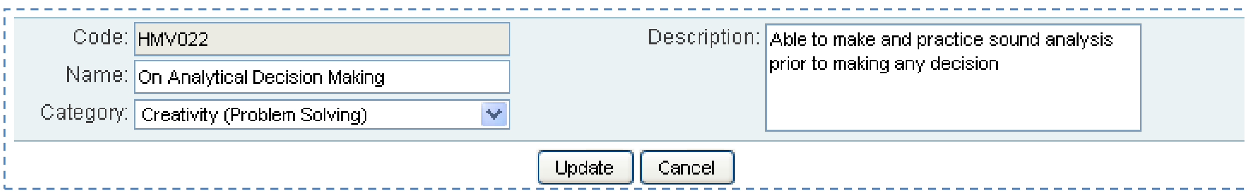


The screen show the add KRA Value form. Enter the following information:

- Code – enter the KRA Value Code
- Name – enter the KRA Value Name
- Component – select from the component dropdown or leave unselected
- Description – enter any information about the KRA Value or leave blank

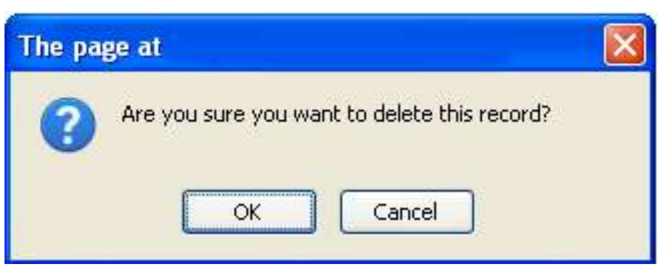
Click the Add button to add the KRA Value and click the Cancel button to go back to previous screen.

Edit KRA Value



Refer to the Add KRA Value function for reference of the field. Click the Update button to update the KRA Value information or Cancel button to go to previous screen.

Delete KRA Value



Click on the Delete link from the KRA Value Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

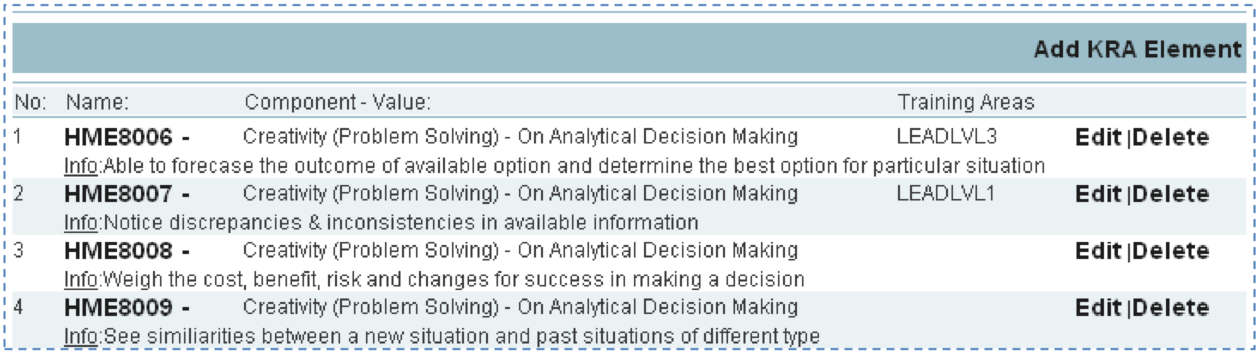
KRA ELEMENT

Access Point

- KRA Menu > KRA Element
- KRA Menu > KRA Element > Add KRA Element
- KRA Menu > KRA Element > KRA Element Code

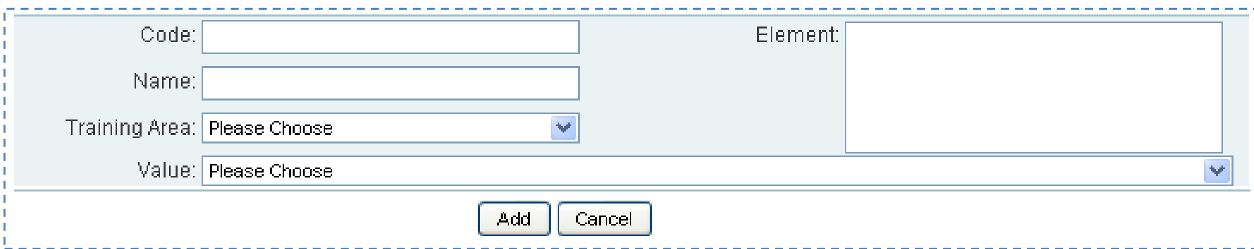
- KRA Menu > KRA Element > Edit
- KRA Menu > KRA Element > Delete

KRA Element



The screen shows the list of KRA Element for the selected KRA.

Add KRA Element

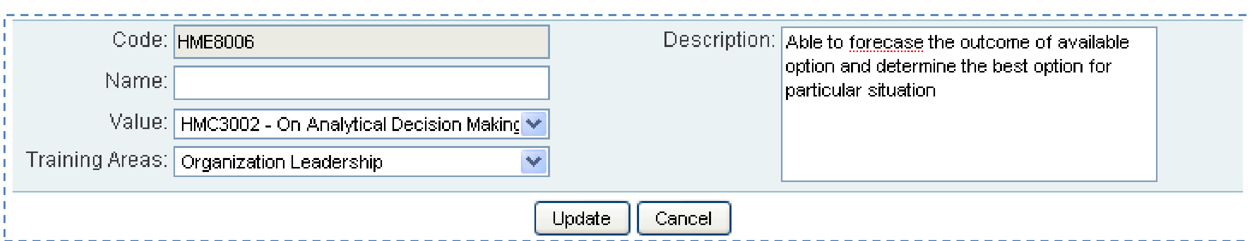


The screen show the add KRA Element form. Enter the following information:

- Code – enter the KRA Element Code
- Name – enter the KRA Element Name
- Training Area – select from the Training Area dropdown or leave unselected
- Value – select from the value dropdown or leave unselected
- Element – enter the KRA Element

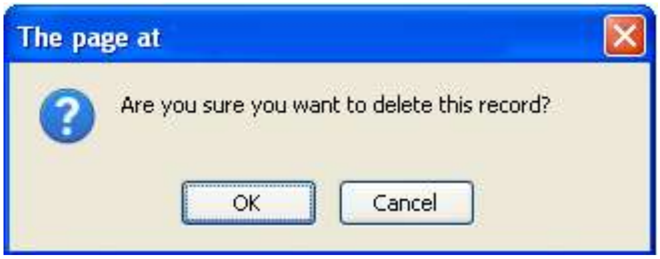
Click the Add button to add the KRA Element and click the Cancel button to go back to previous screen.

Edit KRA Element



Refer to the Add KRA Element function for reference of the field. Click the Update button to update the KRA Element information or Cancel button to go to previous screen.

Delete KRA Element



Click on the Delete link from the KRA Element Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

KRA ASSOCIATED EMPLOYEE

Access Point

- KRA Menu > KRA Associated Employee
- KRA Menu > KRA Associated Employee > Employee ID

KRA Associated Employee

No:	Employee ID:	Full Name :	Location :
1	**SCA0151**	KAMAL ARIF MAZ BIN MASNAN	HR - Developer
2	**SCA01021**	RIDZUAN AZIZ	HR - Manager
3	**SCA666**	KAMAL BIN MOHAMAD	HR -
4	**SCA3232**	SHAMSUL KAMAL	HR -
5	**0801649**	SARIMAH BT TOSMAN	ADM - Kerani

The screen shows the list of employees associated with the selected KRA.

Employee Detail

Please refer to the Employee Profile > Employee Detail section.

11. KEY PERFORMANCE INDICATOR

Key Performance Indicator or KPI is a mechanism to set expectation towards employee. If KPI is being used, KPI will also becomes the basis for assessing employee's performance and competency.

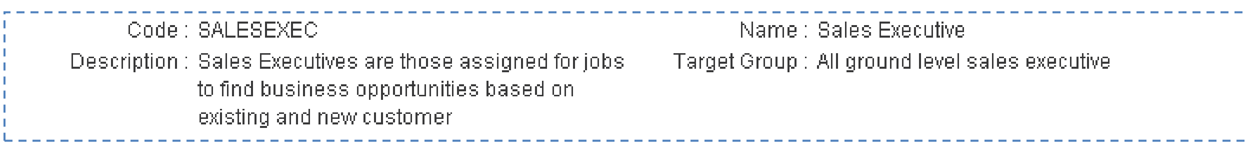
Access Point

- TNA > Key Performance Indicator
- TNA > Key Performance Indicator > Add KPI
- TNA > Key Performance Indicator > Delete
- TNA > Key Performance Indicator > KPI Name
- TNA > Key Performance Indicator > Edit
- KPI Menu > KPI Details

KPI MENU

KPI Menu will be shown when the system displays information related to selected KPI. With this, user can then navigate to other information or function related to the selected KPI.

KPI INFORMATION



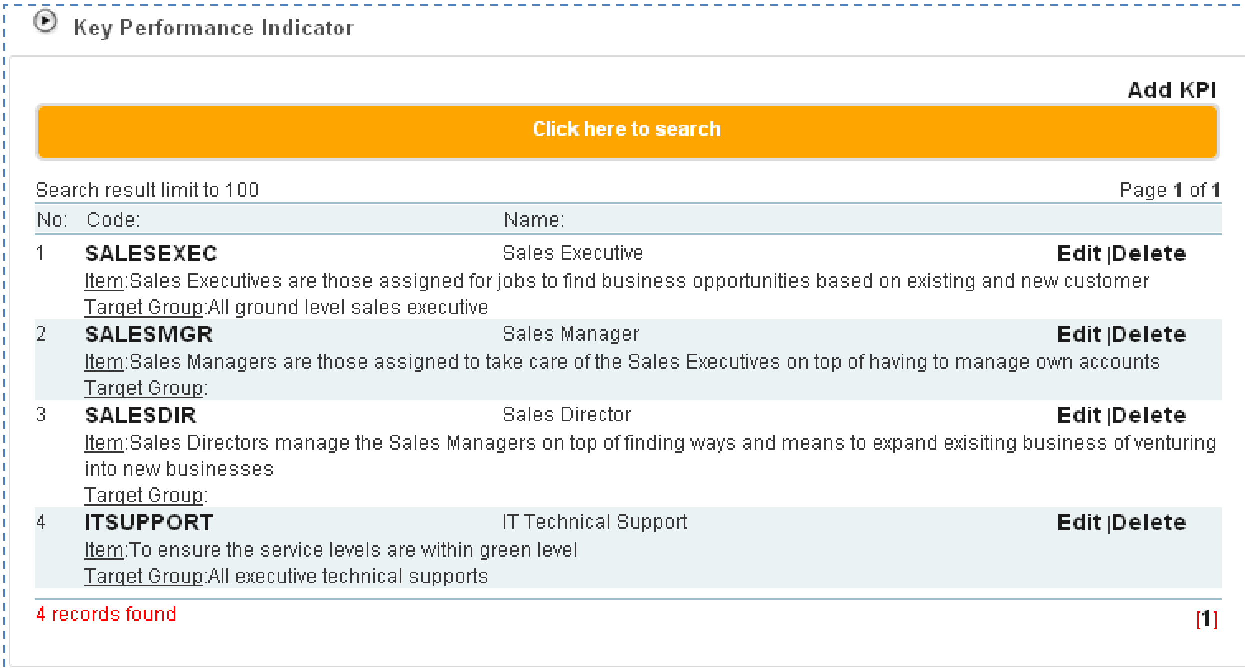
The KPI Information will be shown when the system displays information related to selected KPI. The information:

- Code – KPI Code
- Name – KPI Name
- Description – additional information about the KPI
- Target Group – the information with regards to target group

To change the listed information, go to KPI Menu > KPI Detail.

SEARCH

Key Performance Listing

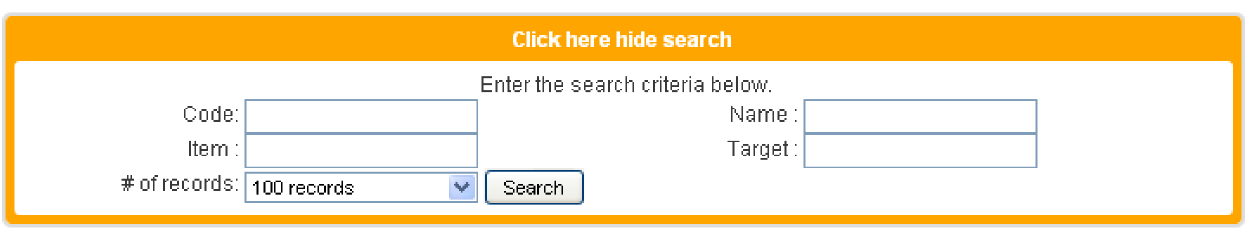


The screen show the list of KPI already registered in the system. Click the Search Bar to show the Search Form as show below.

The listing shows:

- KPI Code
- KPI name
- KPI Item
- KPI Target Group

Search Key Result Area

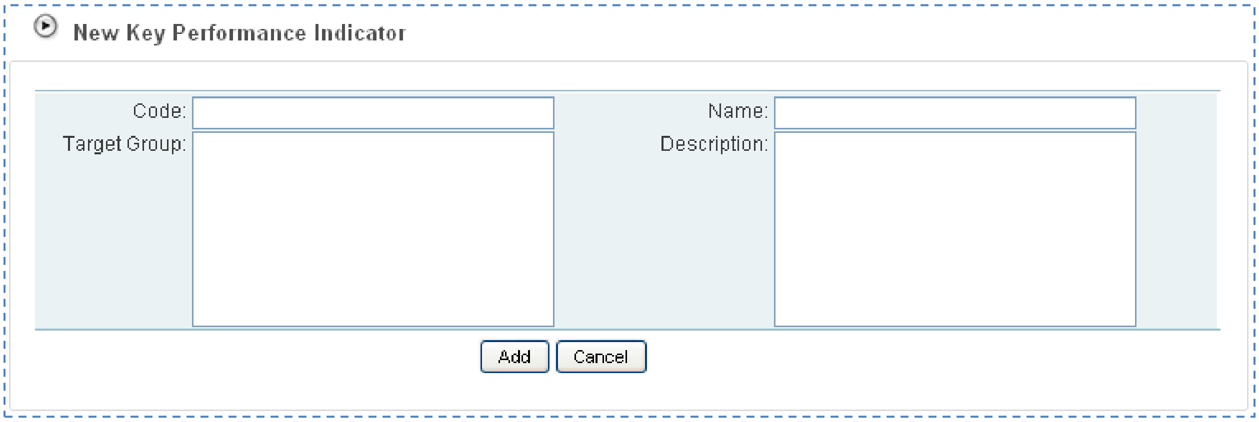


The screen show the Search Form to search KPI. The search can be done by using either one or combination of the following fields:

- Code – enter partial or full KPI Code
- Name – enter partial or full KPI Name
- Item – enter partial or full KPI Item
- Target – enter partial or full KPI Target
- # of records – change to desired number of records or leave as default value – 100 records

Click Search button to show the search result. Refer to KPI Listing section for search result.

ADD KEY PERFORMANCE INDICATOR

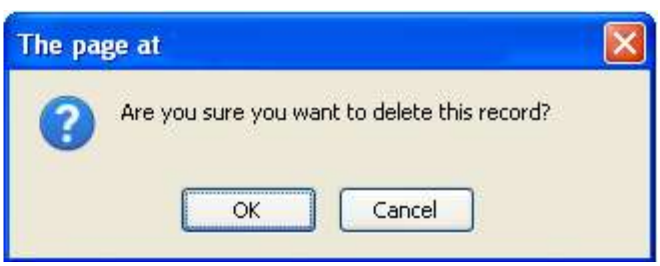


The screen shows the add Key Performance Indicator form. Enter the following information:

- Code – enter the KPI Code
- Name – enter the KPI Name
- Target Group – enter any information about the target group or leave blank
- Description – enter any information about the KPI or leave blank

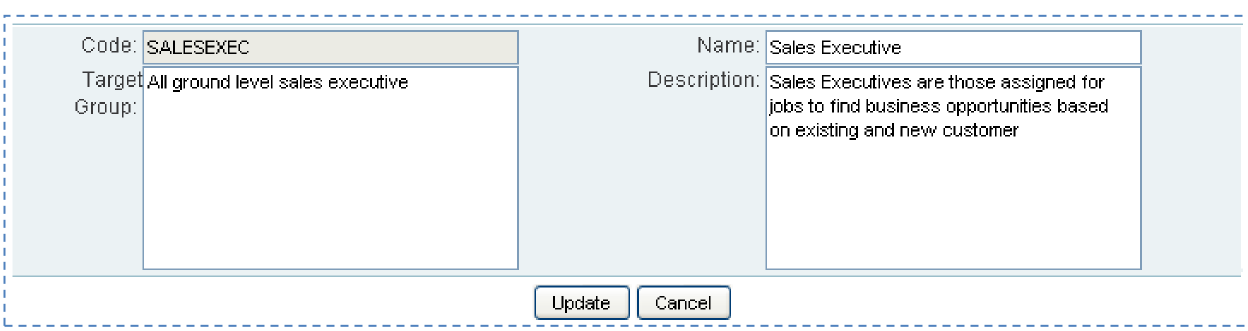
Click the Add button to add the KPI and click the Cancel button to go back to previous screen.

DELETE KEY PERFORMANCE INDICATOR



Click on the Delete link from the KPI Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

UPDATE KEY PERFORMANCE INDICATOR



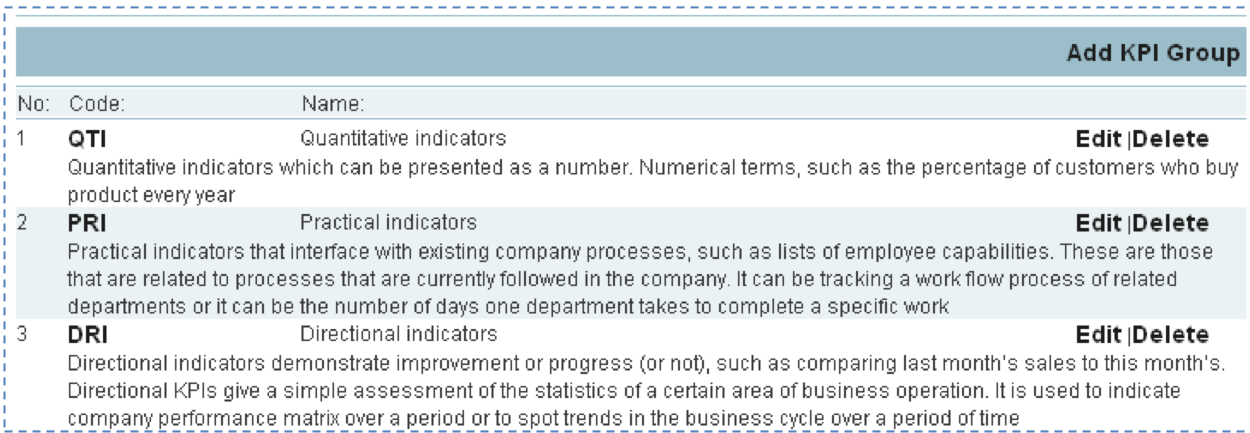
Refer to the Add KPI function for reference of the field. Click the Update button to update the KPI information or Cancel button to go to previous screen.

KPI GROUP

Access Point

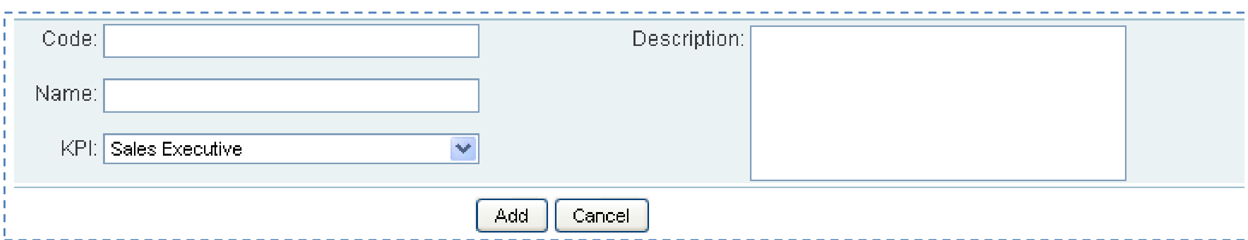
- KPI Menu > KPI Group
- KPI Menu > KPI Group > Add KPI Group
- KPI Menu > KPI Group > KPI Group Code
- KPI Menu > KPI Group > Edit
- KPI Menu > KPI Group > Delete

KPI Group



The screen shows the list of KPI Group for the selected KPI.

Add KPI Group

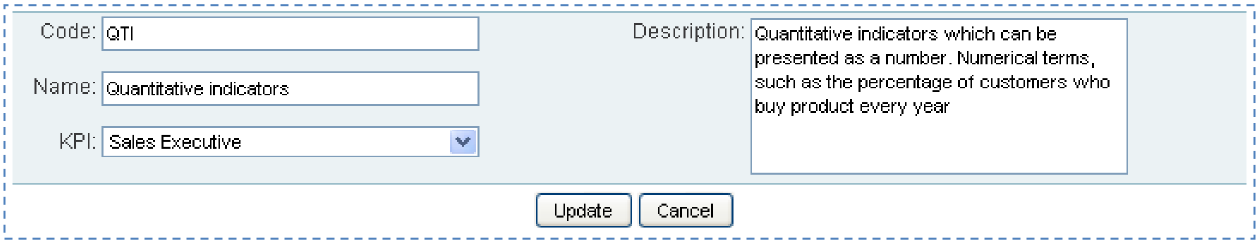


The screen show the add KPI Group form. Enter the following information:

- Code – enter the KPI Group Code
- Name – enter the KPI Group Name
- KPI – select from the KPI dropdown or leave unselected
- Description – enter any information about the KPI Group or leave blank

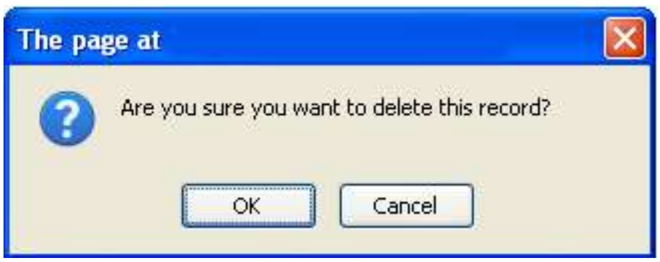
Click the Add button to add the KPI Group and click the Cancel button to go back to previous screen.

Edit KPI Group



Refer to the Add KPI Group function for reference of the field. Click the Update button to update the KPI Group information or Cancel button to go to previous screen.

Delete KPI Group



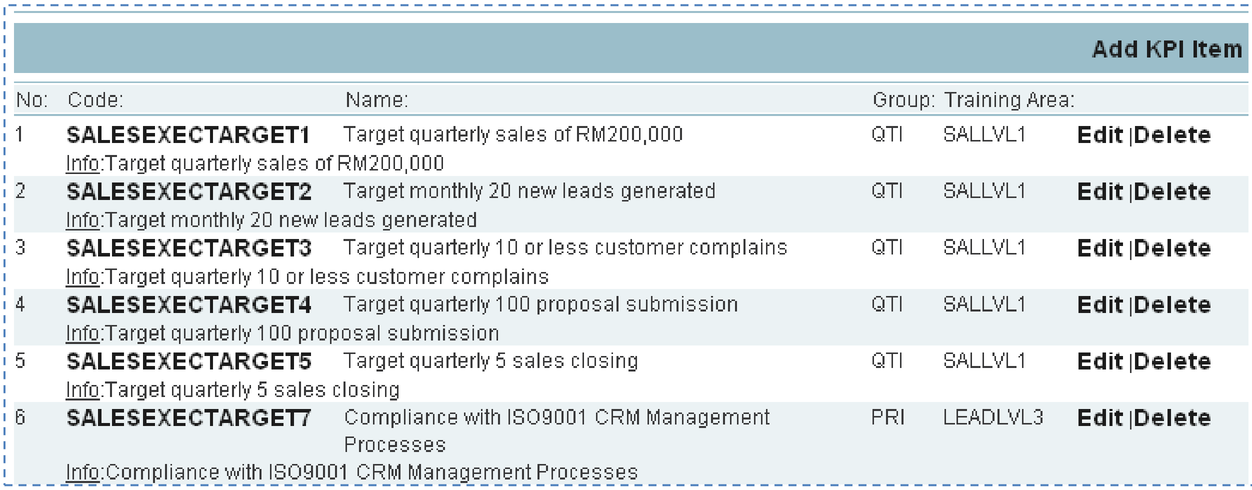
Click on the Delete link from the KPI Group Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

KPI ITEM

Access Point

- KPI Menu > KPI Item
- KPI Menu > KPI Item > Add KPI Item
- KPI Menu > KPI Item > KPI Item Code
- KPI Menu > KPI Item > Edit
- KPI Menu > KPI Item > Delete

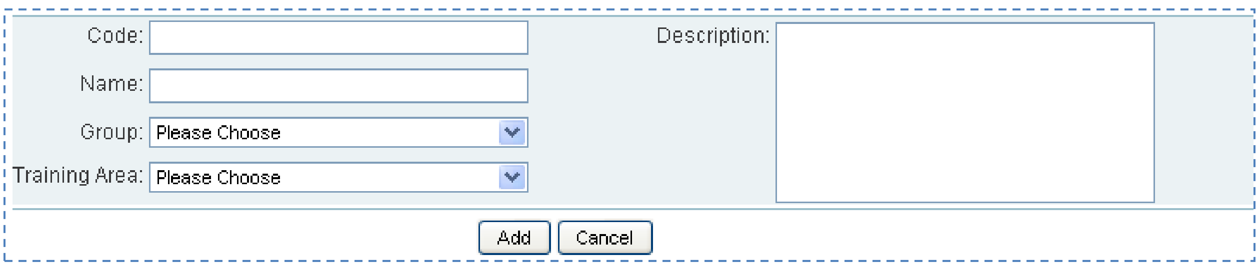
KPI Item



					Add KPI Item
No:	Code:	Name:	Group:	Training Area:	
1	SALESEXECTARGET1 Info:Target quarterly sales of RM200,000	Target quarterly sales of RM200,000	QTI	SALLVL1	Edit |Delete
2	SALESEXECTARGET2 Info:Target monthly 20 new leads generated	Target monthly 20 new leads generated	QTI	SALLVL1	Edit |Delete
3	SALESEXECTARGET3 Info:Target quarterly 10 or less customer complains	Target quarterly 10 or less customer complains	QTI	SALLVL1	Edit |Delete
4	SALESEXECTARGET4 Info:Target quarterly 100 proposal submission	Target quarterly 100 proposal submission	QTI	SALLVL1	Edit |Delete
5	SALESEXECTARGET5 Info:Target quarterly 5 sales closing	Target quarterly 5 sales closing	QTI	SALLVL1	Edit |Delete
6	SALESEXECTARGET7 Info:Compliance with ISO9001 CRM Management Processes	Compliance with ISO9001 CRM Management Processes	PRI	LEADLVL3	Edit |Delete

The screen shows the list of KPI Item for the selected KPI.

Add KPI Item

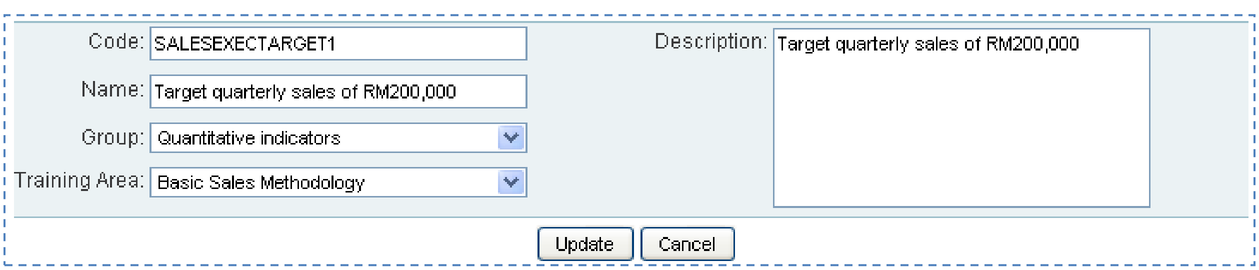


The screen show the add KPI Item form. Enter the following information:

- Code – enter the KPI Item Code
- Name – enter the KPI Item Name
- Group – select from the group dropdown or leave unselected
- Training Area – select from the Training Area dropdown or leave unselected
- Description – enter any information about the KPI Item or leave blank

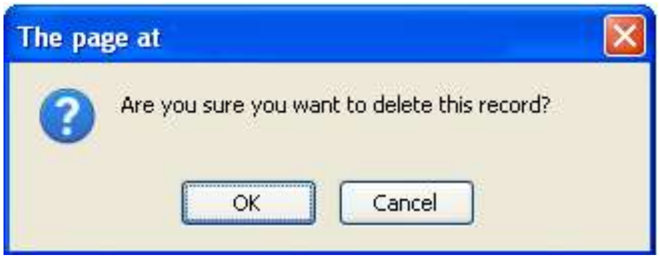
Click the Add button to add the KPI Item and click the Cancel button to go back to previous screen.

Edit KPI Item



Refer to the Add KPI Item function for reference of the field. Click the Update button to update the KPI Item information or Cancel button to go to previous screen.

Delete KPI Item



Click on the Delete link from the KPI Item Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

KPI ASSOCIATED EMPLOYEE

Access Point

- KPI Menu > KPI Associated Employee
- KPI Menu > KPI Associated Employee > Employee ID

KPI Associated Employee

No:	Employee ID:	Full Name :	Location :
1	**SCA0151**	KAMAL ARIF MAZ BIN MASNAN	HR - Developer
2	**SCA01021**	RIDZUAN AZIZ	HR - Manager
3	**SCA666**	KAMAL BIN MOHAMAD	HR -
4	**SCA3232**	SHAMSUL KAMAL	HR -
5	**0801649**	SARIMAH BT TOSMAN	ADM - Kerani

The screen shows the list of employees associated with the selected KPI.

Employee Detail

Please refer to the Employee Profile > Employee Detail section.

12. JOB DESCRIPTION

Job Description or JD is a mechanism to set expectation towards employee. If JD is being used, JD will also becomes the basis for assessing employee's performance and competency.

JOB DESIGNATION

Access Point

- TNA > Job Designation
- TNA > Job Designation > New Job Designation
- TNA > Job Designation > Job Designation Code
- TNA > Job Designation > Edit
- TNA > Job Designation > Delete
- Job Designation Menu > Job Designation
- Job Designation Menu > Job Description
- Job Designation Menu > JD Associated Employee

JOB DESIGNATION MENU

Job Designation Menu will be shown when the system displays information related to selected Job Designation. With this, user can then navigate to other information or function related to the selected Job Designation.

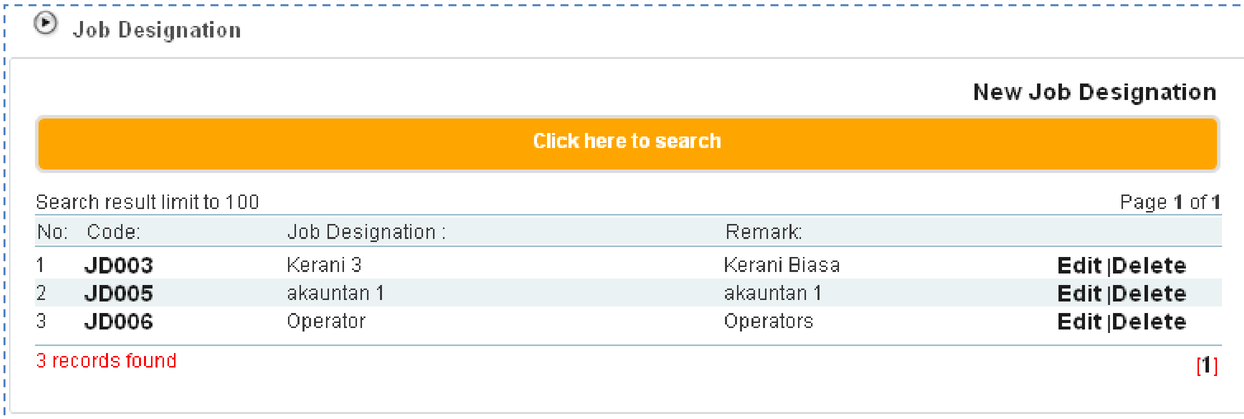
JOB DESIGNATION INFORMATION

The Job Designation Information will be shown when the system displays information related to selected Job Designation. The information:

- Code – Job Designation Code
- Name – Job Designation Name

To change the listed information, go to Job Designation Menu > Job Designation.

Job Designation Listing



The screen show the list of Job Designation registered in the system. Click the Search Bar to show the Search Form as show below.

The listing shows:

- Code
- Job Designation
- Remark

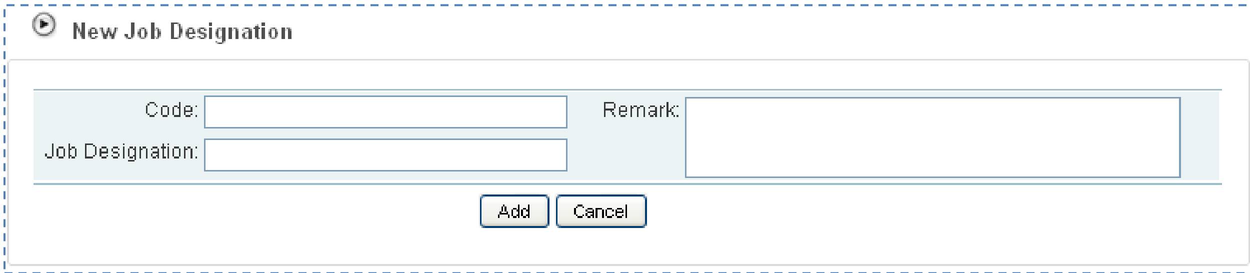
Job Designation Search

The screen show the Search Form to search Job Designation. The search can be done by using either one or combination of the following fields:

- Code – enter partial or full Job Designation Code
- Job Designation – enter partial or full Job Designation Name
- Remark – enter partial or full remark
- # of records – change to desired number of records or leave as default value – 100 records

Click Search button to show the search result. Refer to Job Designation Listing section for search result.

New Job Designation

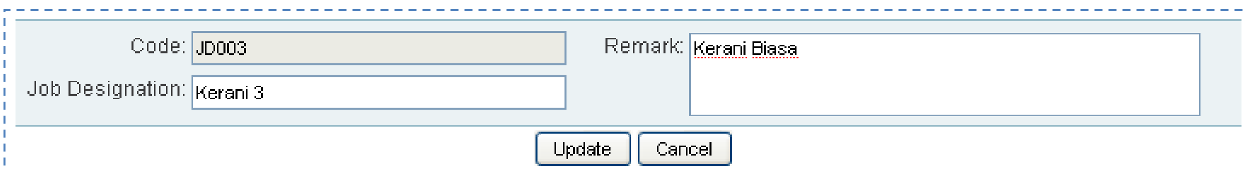


The screen shows the add Job Designation form. Enter the following information:

- Code – enter the Job Designation Code
- Name – enter the Job Designation Name
- Remark – enter any information about the Job Designation or leave blank

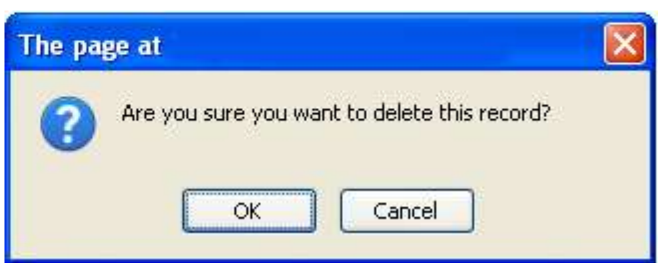
Click the Add button to add the Job Designation and click the Cancel button to go back to previous screen.

Edit Job Designation



Refer to the Add Job Designation function for reference of the field. Click the Update button to update the Job Designation information or Cancel button to go to previous screen.

Delete Job Designation



Click on the Delete link from the Job Designation Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

Job Description

No:	Code:	Description:	Training Area:	Active
1	JDM001	ERP Updating	ACCTLVL1	☑
2	JDM002	Clock-in dan clock-out	ACCTLVL1	☑
3	JDM003	Cashbook updating	ACCTLVL1	☑
4	JDM004	Bank reconciliations	ACCTLVL1	☑
5	JDM005	Cheques preparation	ACCTLVL1	☐
6	JDM006	Close Office	LEADLVL1	☐

Update Cancel

The list shows the associated Job Description for the selected Job Designation. Select or de-select the checkbox at the far right to modify Job Description association. Click Update button to update the change or Cancel to return to previous screen.

JD Associated Employee

No:	Employee ID:	Full Name :	Location :
1	**SCA3232**	SHAMSUL KAMAL	HR -
2	**0801649**	SARIMAH BT TOSMAN	ADM - Kerani

The screen shows the list of employees associated with the selected Job Designation.

JOB DESCRIPTION

Access Point

- TNA > Job Description
- TNA > Job Description > New JD Master
- TNA > Job Description > Job Description Code
- TNA > Job Description > Edit
- TNA > Job Description > Delete
- Job Description Menu > Master Job Description
- Job Description Menu > Job Designation Association
- Job Description Menu > Employee Association

JOB DESCRIPTION MENU

Job Description Menu will be shown when the system displays information related to selected Job Description. With this, user can then navigate to other information or function related to the selected Job Description.

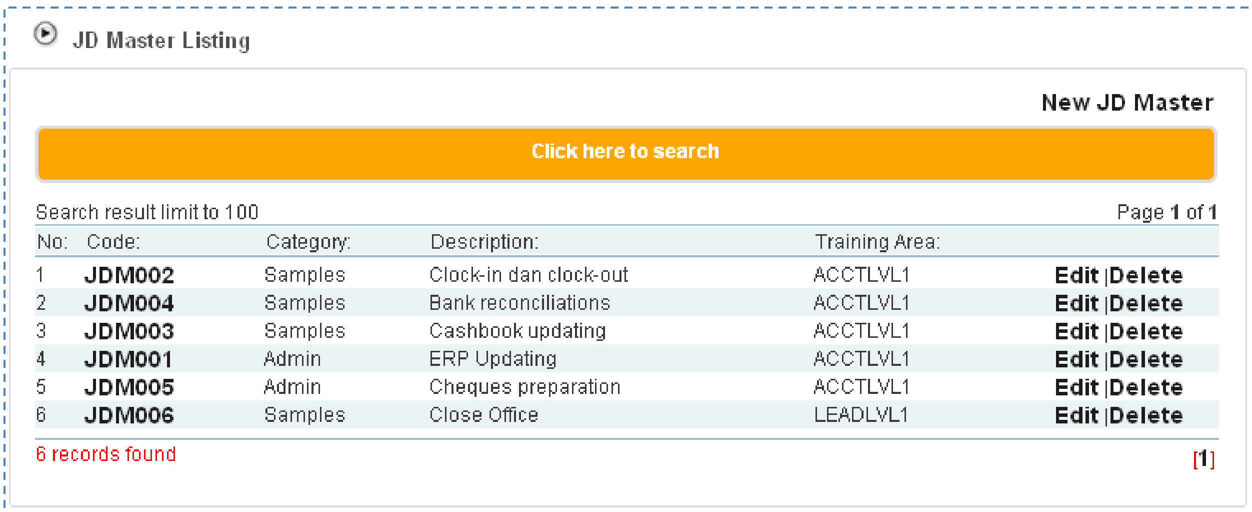
JOB DESCRIPTION INFORMATION

The Job Description Information will be shown when the system displays information related to selected Job Description. The information:

- Code – Job Description Code
- Name – Job Description Name
- Category – the Job Description Category
- Training Area – the Training Area

To change the listed information, go to Job Description Menu > Master Job Description.

Job Description Listing



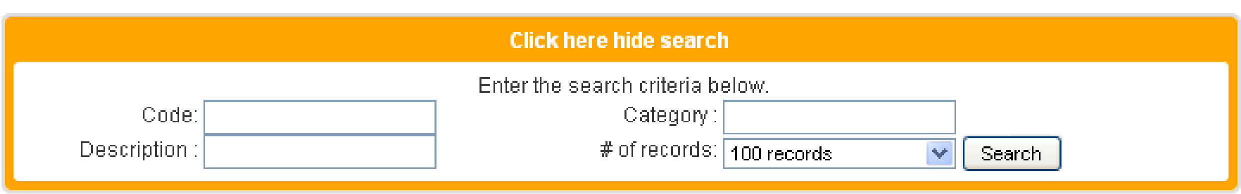
No:	Code:	Category:	Description:	Training Area:	
1	**JDM002**	Samples	Clock-in dan clock-out	ACCTLVL1	**Edit** |**Delete**
2	**JDM004**	Samples	Bank reconciliations	ACCTLVL1	**Edit** |**Delete**
3	**JDM003**	Samples	Cashbook updating	ACCTLVL1	**Edit** |**Delete**
4	**JDM001**	Admin	ERP Updating	ACCTLVL1	**Edit** |**Delete**
5	**JDM005**	Admin	Cheques preparation	ACCTLVL1	**Edit** |**Delete**
6	**JDM006**	Samples	Close Office	LEADLVL1	**Edit** |**Delete**

The screen show the list of Master Job Description registered in the system. Click the Search Bar to show the Search Form as show below.

The listing shows:

- Code
- Category
- Description
- Training Area

Job Description Search

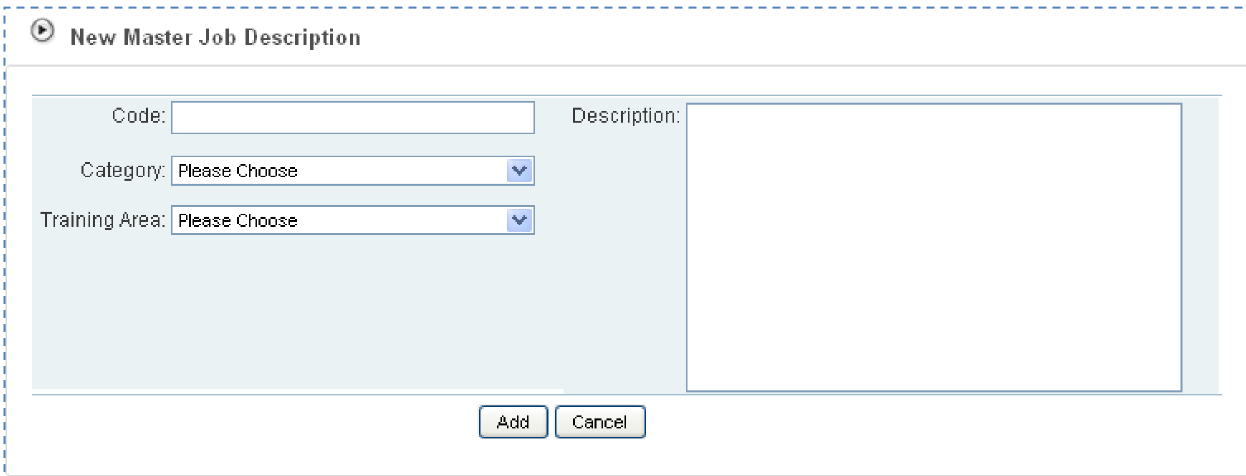


The screen show the Search Form to search Master Job Description. The search can be done by using either one or combination of the following fields:

- Code – enter partial or full Job Designation Code
- Category – enter partial or full Category Code
- Description – enter partial or full remark
- # of records – change to desired number of records or leave as default value – 100 records

Click Search button to show the search result. Refer to Master Job Description Listing section for search result.

Add Job Description

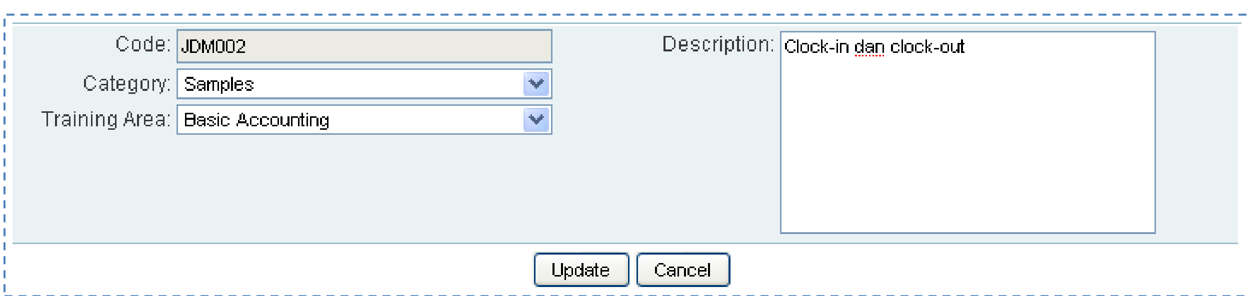


The screen shows the add Master Job Description form. Enter the following information:

- Code – enter the Job Description Code
- Category – select Job Description Category or leave unselected
- Training Area – select Training Area or leave unselected
- Description – enter any information about the Job Description or leave blank

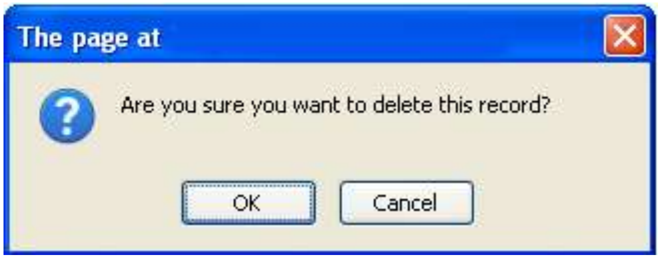
Click the Add button to add the Job Designation and click the Cancel button to go back to previous screen.

Edit Job Description



Refer to the Add Master Job Description function for reference of the field. Click the Update button to update the Master Job Description information or Cancel button to go to previous screen.

Delete Job Description



Click on the Delete link from the Master Job Description Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

Job Designation Association

No:	Code:	Job Designation:	Training Area:
1	**JD003**	Kerani Biasa	ACCTLVL1
2	**JD006**	Operators	ACCTLVL1

The screen shows the list of Job Designation associated with the selected Master Job Description.

Employee Association

No:	Employee ID:	Full Name :	Location :
1	**0801649**	SARIMAH BT TOSMAN	ADM - Kerani
2	**SCA01021**	RIDZUAN AZIZ	HR - Manager
3	**SCA0151**	KAMAL ARIF MAZ BIN MASNAN	HR - N54
4	**SCA3232**	SHAMSUL KAMAL	HR -

The screen shows the list of employees associated with the selected Master Job Description.

JOB DESCRIPTION CATEGORY

Access Point

- TNA > Job Description Category
- TNA > Job Description Category > New Job Description Category
- TNA > Job Description Category > Job Description Category Code
- TNA > Job Description Category > Edit
- TNA > Job Description Category > Delete
- JD Category Menu > Category Detail
- JD Category Menu > Job Description Association

JOB DESCRIPTION CATEGORY MENU

JD Category Menu will be shown when the system displays information related to selected JD Category. With this, user can then navigate to other information or function related to the selected JD Category.

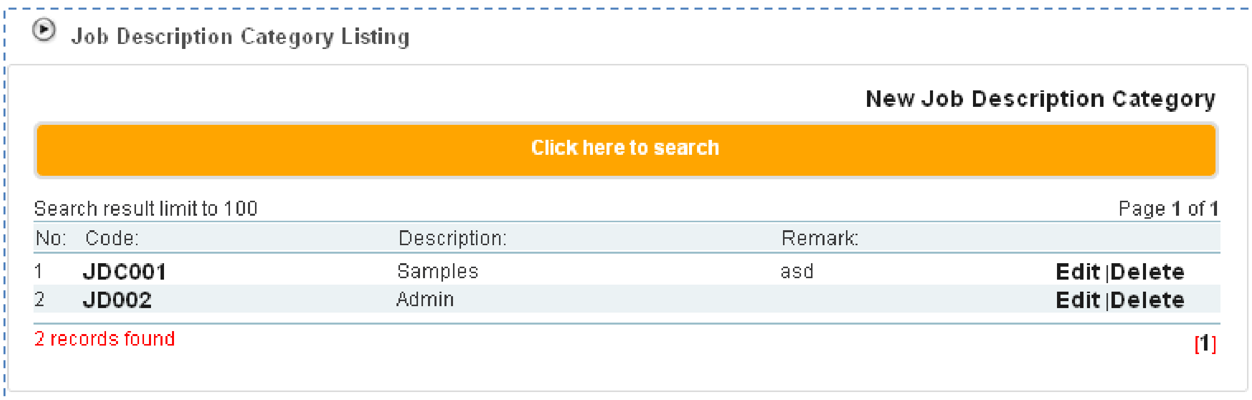
JOB DESCRIPTION CATEGORY INFORMATION

The JD Category Information will be shown when the system displays information related to selected JD Category. The information:

- Code – JD Category Code
- Name – JD Category Name

To change the listed information, go to JD Category Menu > Category Detail.

Job Description Category Listing

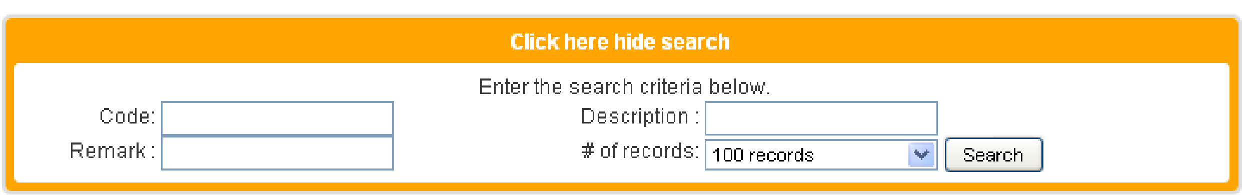


The screen show the list of Job Description Category registered in the system. Click the Search Bar to show the Search Form as show below.

The listing shows:

- Code
- Description
- Remark

Job Description Category Search



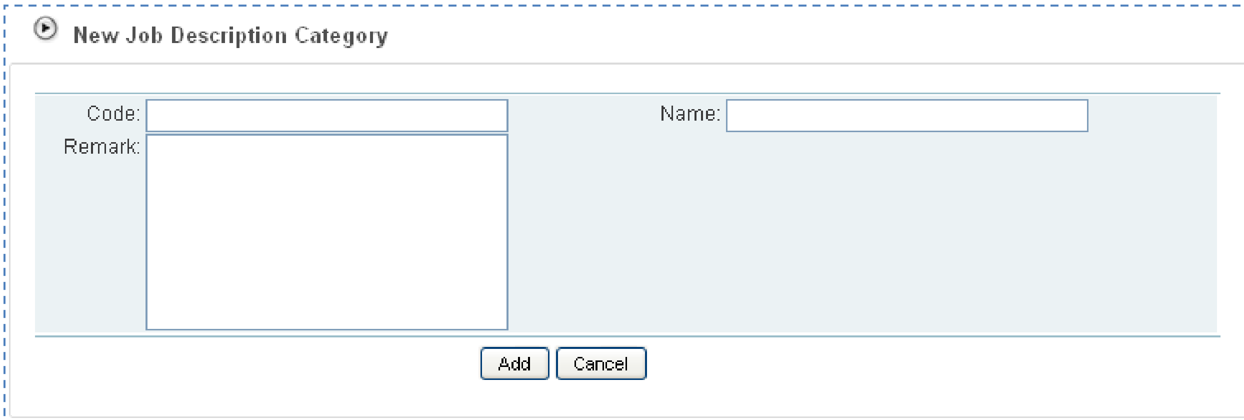
The screen show the Search Form to search Job Description Category. The search can be done by using either one or combination of the following fields:

- Code – enter partial or full Job Designation Code
- Description – enter partial or full description

- Remark – enter partial or full remark
- # of records – change to desired number of records or leave as default value – 100 records

Click Search button to show the search result. Refer to Job Description Category Listing section for search result.

Add Job Description Category

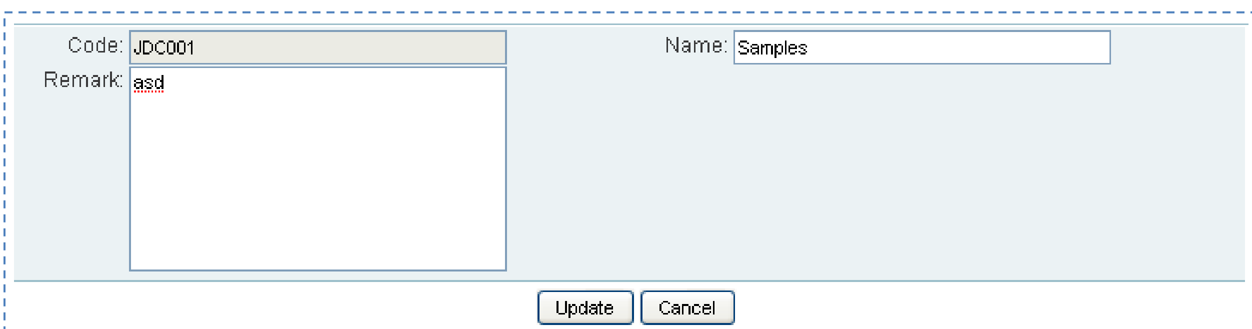


The screen shows the add Job Description Category form. Enter the following information:

- Code – enter the Job Description Category Code
- Name – enter the Job Description Category Name
- Remark – enter any information about the Job Description Category or leave blank

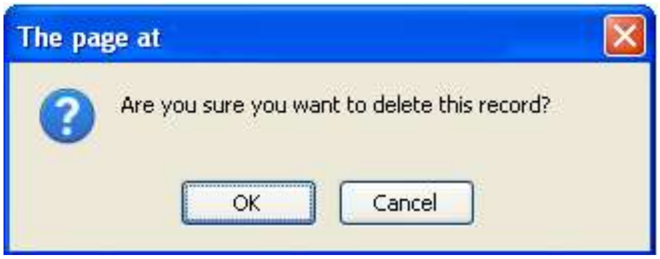
Click the Add button to add the Job Description Category and click the Cancel button to go back to previous screen.

Edit Job Description Category



Refer to the Add Job Description Category function for reference of the field. Click the Update button to update the Job Description Category information or Cancel button to go to previous screen.

Delete Job Description Category



Click on the Delete link from the Job Description Category Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

Job Description Association

No:	Code:	Job Designation:	Training Area:
1	**JDM002**	Clock-in dan clock-out	ACCTLVL1
2	**JDM003**	Cashbook updating	ACCTLVL1
3	**JDM004**	Bank reconciliations	ACCTLVL1
4	**JDM006**	Close Office	LEADLVL1

The screen shows the list of Job Description associated with the selected Job Description Category.

13. ASSESSMENT

Assessment is a coordinated mechanism to inquire, study and analyze input from targetted participant with respect to:

- Employee
    - Self
    - Peer
    - Superior
- Training
    - Trainer
    - Content
    - Material

ASSESSMENT TEMPLATE

The system provides a mechanism to prepare template for the assessment or the questionnaire. This template can then be used to schedule the assessment.

Access Point

- TNA > Assessment Template
- TNA > Assessment Template > New Assessment Template
- TNA > Assessment Template > Assessment Template Code
- TNA > Assessment Template > Edit
- Assessment Template Menu > Assessment Details
- Assessment Template Menu > Question Segments
- Assessment Template Menu > Question Segments > Add Question Segment
- Assessment Template Menu > Question Segments > Question Segment Code
- Assessment Template Menu > Question Segments > Edit
- Assessment Template Menu > Question Segments > Delete
- Assessment Template Menu > Questions
- Assessment Template Menu > Questions > Add Question
- Assessment Template Menu > Questions > Question Code
- Assessment Template Menu > Questions > Edit
- Assessment Template Menu > Questions > Delete
- Assessment Template Menu > Schedule
- Assessment Template Menu > Schedule > Schedule Assessment
- Assessment Template Menu > Schedule > Schedule Code
- Assessment Template Menu > Schedule > Edit
- Assessment Template Menu > Schedule > Delete

ASSESSMENT TEMPLATE MENU

Assessment Template Menu will be shown when the system displays information related to selected Assessment Template. With this, user can then navigate to other information or function related to the selected Assessment Template.

ASSESSMENT TEMPLATE INFORMATION

Code :	ASM004	Type :	CUSTOM
Name :	Post-training Assessment	Bank :	TRAINING

The Assessment Template Information will be shown when the system displays information related to selected Assessment Template. The information:

- Code – Assessment Template Code
- Name – Assessment Template Name
- Type – Type of Assessment
- Bank – Assessment Bank

To change the listed information, go to Assessment Template Menu > Assessment Detail.

Assessment Template Listing

Assessment Template Listing

New Assessment Template

Click here to search

Search result limit to 100 Page 1 of 1

No:	Code:	Name:	Type:	Bank:	Pre & Post:	Created:	
1	**ASM003**	Employee Pre & Post-training Assessment	Custom	TRAINING	Yes	13 Oct 2009	**Edit**
2	**ASM004**	Post-training Assessment	Custom	TRAINING	No	13 Oct 2009	**Edit**
3	**ASM050**	Technical Assessment - Engineer	Custom	EMPLOYEE	No	03 Nov 2009	**Edit**
4	**ASM020**	KRA Middle Mgt Assessment	KRA	EMPLOYEE	No	12 Nov 2009	**Edit**
5	**ASM021**	KRA High Mgt Assessment	KRA	EMPLOYEE	No	12 Nov 2009	**Edit**
6	**ASMLM1**	Low Mgt KRA Based Assessment	KRA	EMPLOYEE	No	19 Nov 2009	**Edit**
7	**ASM051**	Assessment on Sales Exec KPI	KPI	EMPLOYEE	No	19 Nov 2009	**Edit**
8	**ASM052**	Assessment on Kerani JDI	JD	EMPLOYEE	No	19 Nov 2009	**Edit**
9	**SIFU**	Sifu Mirza - HM	KRA	EMPLOYEE	No	14 Dec 2009	**Edit**
10	**test**	test	Custom	TRAINING	No	17 Dec 2009	**Edit**

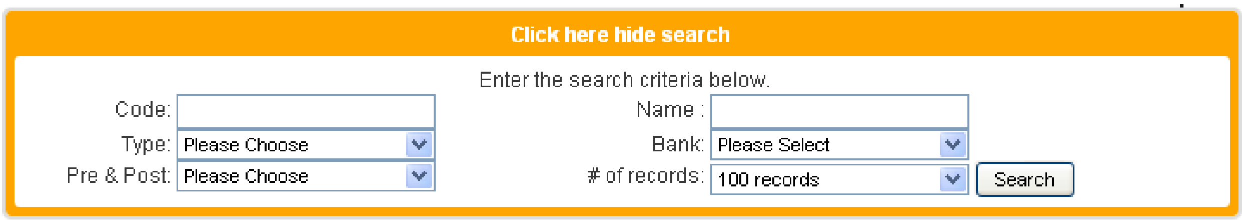
10 records found [1]

The screen show the list of Assessment Template already registered in the system. Click the Search Bar to show the Search Form as show below.

The listing shows:

- Template Code
- Template Name
- Template Type
- Assessment Bank
- Pre & Post Type
- Created Date

Assessment Template Search

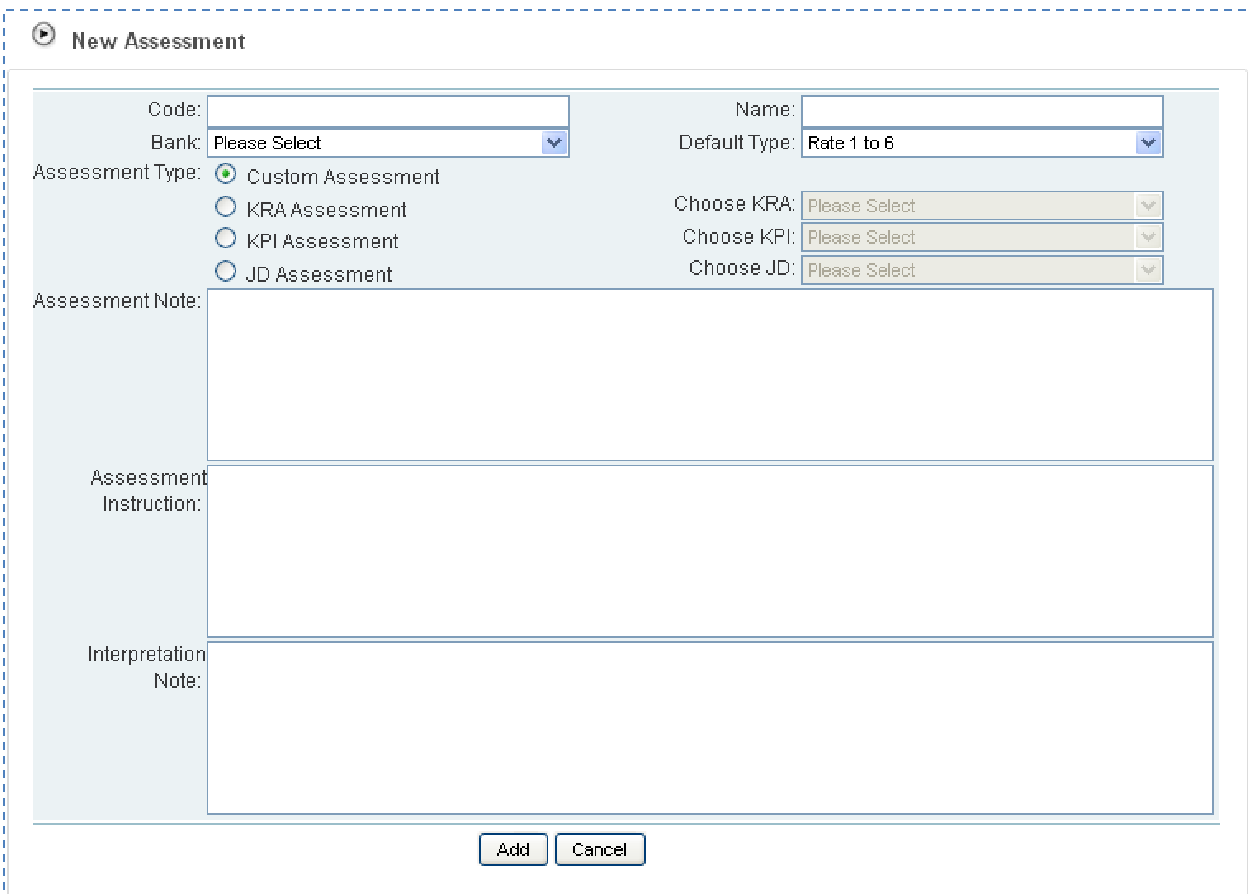


The screen show the Search Form to search Assessment Template. The search can be done by using either one or combination of the following fields:

- Code – enter partial or full Assessment Template Code
- Name – enter partial or full Assessment Template Name
- Type – select Template Type or leave unselected
- Bank – select Assessment Bank or leave unselected
- Pre & Post – select Pre & Post Type or leave unselected
- # of records – change to desired number of records or leave as default value – 100 records

Click Search button to show the search result. Refer to Assessment Template Listing section for search result.

New Assessment Template

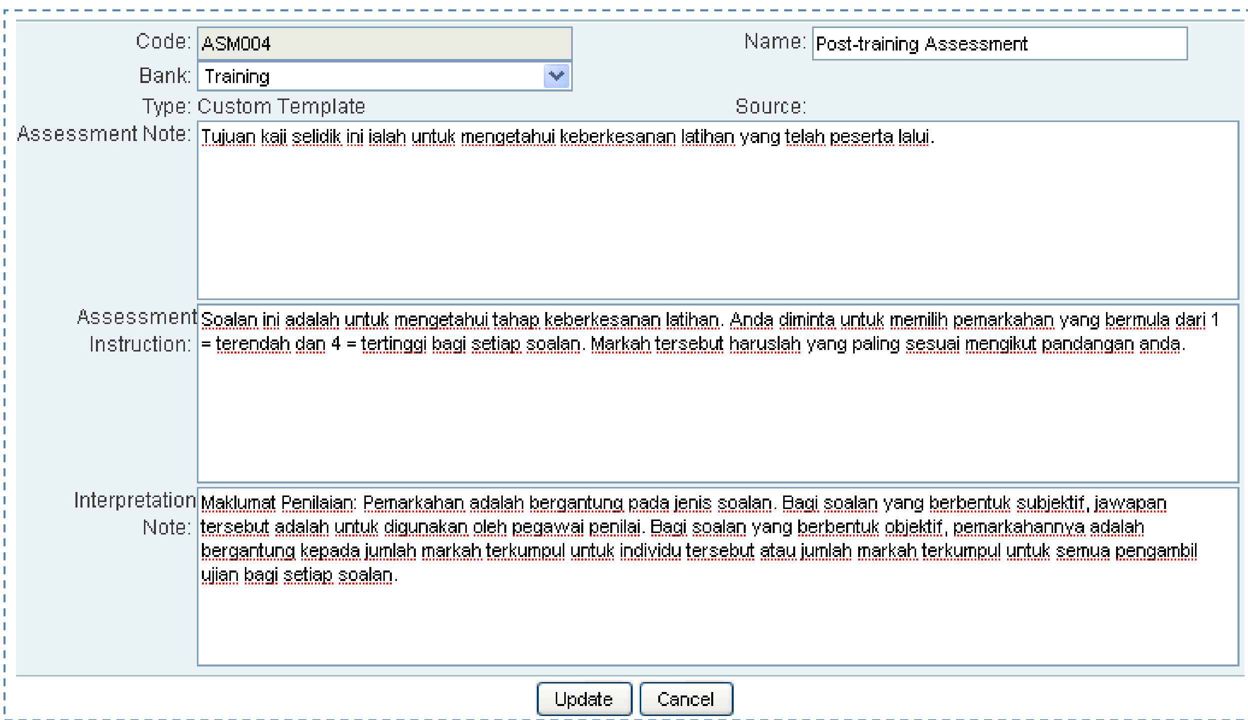


The screen shows the add Assessment Template form. Enter the following information:

- Code – enter the Assessment Template Code
- Name – enter the Assessment Template Name
- Bank – select the Assessment Bank
- Default Type – select the default question type for the template
- Assessment Type – select the base for the assessment
    - Custom Assessment – to create blank assessment template
    - KRA Assessment – to use selected KRA as a base for the assessment template questionnaire
    - KPI Assessment – to use selected KPI as a base for the assessment template questionnaire
    - JD Assessment – to use selected JD as a base for the assessment template questionnaire
- Assessment Note – enter the Assessment Note
- Assessment Instruction – enter the Assessment Note
- Interpretation Note – enter the Assessment Note

Click the Add button to add the Assessment Template and click the Cancel button to go back to previous screen.

Edit Assessment Template



Refer to the Add Assessment Template function for reference of the field. Click the Update button to update the Assessment Template information or Cancel button to go to previous screen.

Delete Assessment Template

At this point, the system does not allow deletion of assessment template.

ASESSMENT TEMPLATE SEGMENT

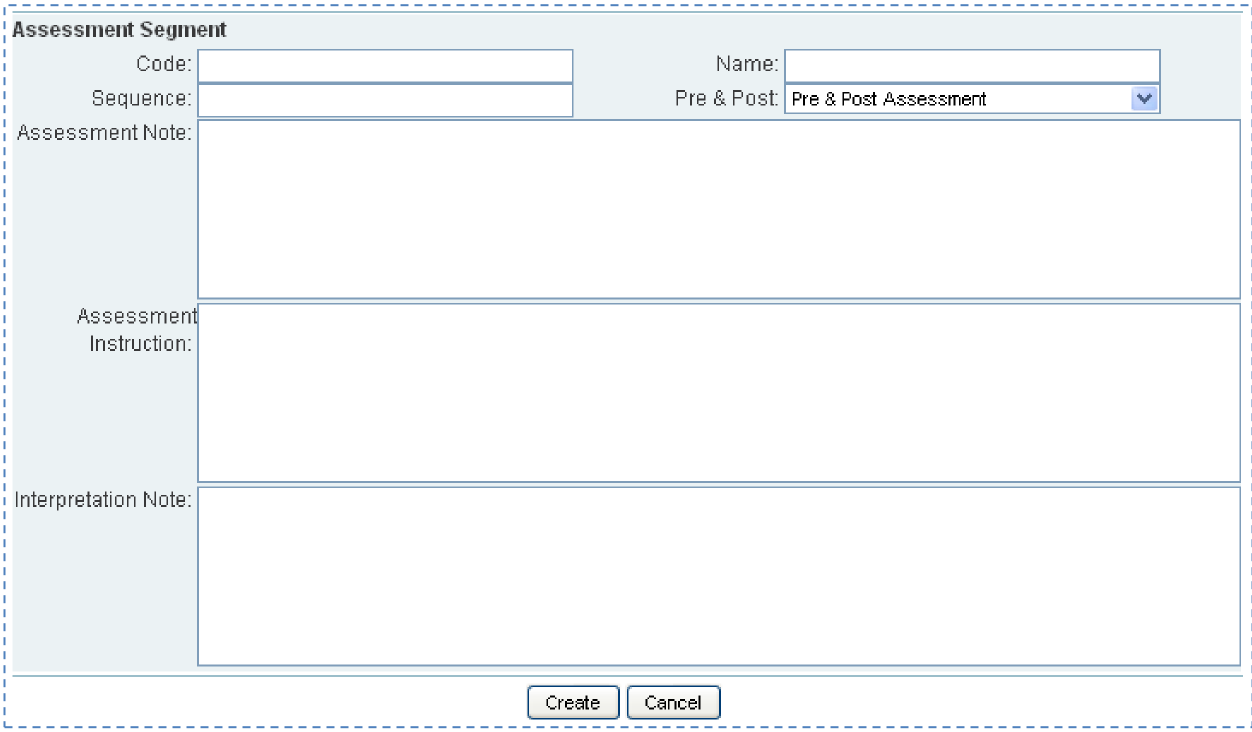
Assessment Template Segment Listing

Add Question Segment

No:	Code:	Description:	Pre & Post:	Seq:	Action:
1	**General**	UMUM		1	**Edit** |**Delete**
2	**Latihan**	BORANG KAJI SELIDIK LATIHAN		2	**Edit** |**Delete**
3	**Tambahan**	SOALAN TAMBAHAN		3	**Edit** |**Delete**

The screen shows the list of Assessment Segment for the selected Assessment Template.

Add Assessment Template Segment

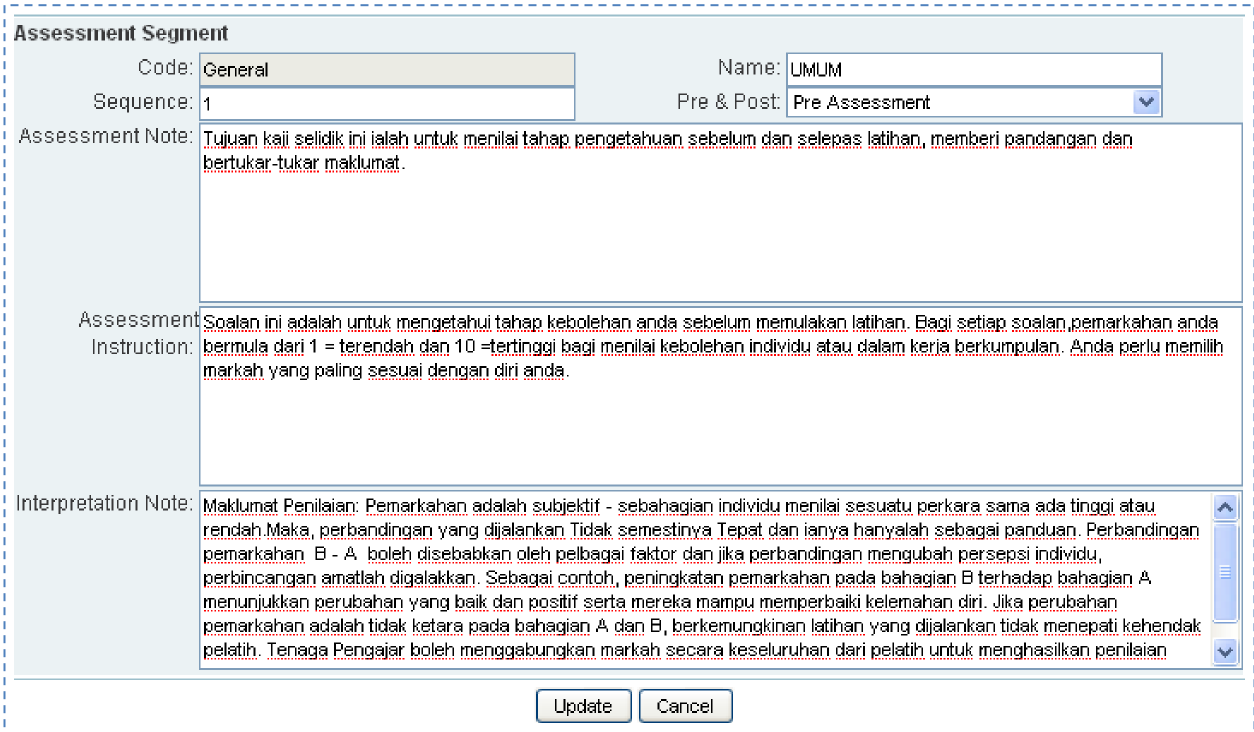


The screen show the add Assessment Segment form. Enter the following information:

- Code – enter the Assessment Segment Code
- Name – enter the Assessment Segment Name
- Sequence – enter the order for which the Segment will be sorted
- Pre & Post - select the Pre & Post type
- Assessment Note – enter the Assessment Note
- Assessment Instruction – enter the Assessment Note
- Interpretation Note – enter the Assessment Note

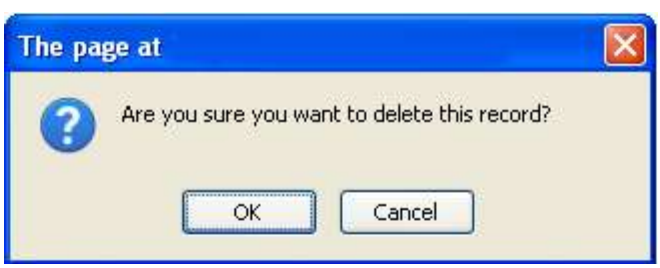
Click the Add button to add the Assessment Segment and click the Cancel button to go back to previous screen.

Edit Assessment Template Segment



Refer to the Add Assessment Segment function for reference of the field. Click the Update button to update the Assessment Segment information or Cancel button to go to previous screen.

Delete Assessment Template Segment



Click on the Delete link from the Assessment Segment Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

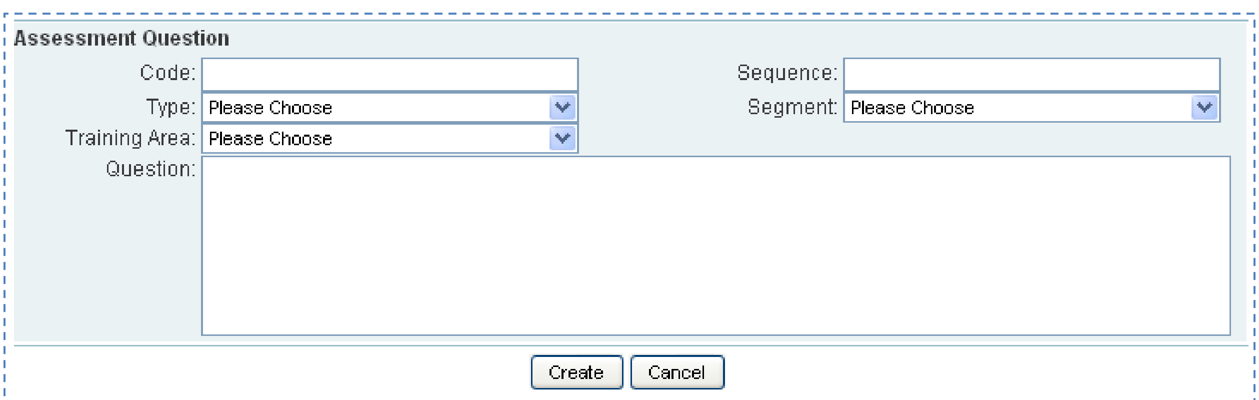
ASSESSMENT TEMPLATE QUESTION

Assessment Template Question Listing

No:	Code:	Type:	Training Area:	Seq:	Action:
					Add Question
			UMUM		
1	**Q01** BAGAIMANA ANDA MENGUKUR KEPUASAN DIRI BEKERJA DI SINI?	Rate 1 to 10		1	**Edit |Delete**
2	**Q02** BAGAIMANA ANDA MENGUKUR KEGEMBIRAAN BEKERJA DI SINI?	Rate 1 to 10		2	**Edit |Delete**
3	**Q03** BAGAIMANA ANDA MENGUKUR KEPUASAN DIRI BEKERJA DI SINI?	Rate 1 to 10		3	**Edit |Delete**
4	**Q04** BAGAIMANA ANDA MENGUKUR HUBUNGAN ANDA BERSAMA-SAMA DENGAN RAKAN SEKERJA ?	Rate 1 to 10		4	**Edit |Delete**
5	**Q05** BAGAIMANA ANDA MENGUKUR TAHAP KEUPAYAAN MENGAWAL EMOSI DI TEMPAT KERJA?	Rate 1 to 10		5	**Edit |Delete**
6	**Q06** PADA ANGGAPAN ANDA,SEJAUH MANA ANDA PERCAYA YANG ANDA MEMPUNYAI MASA DEPAN YANG CERAH DI DALAM SYARIKAT INI?	Rate 1 to 10		6	**Edit |Delete**
7	**Q07** PADA ANGGAPAN ANDA,ADAKAH ANDA MERASA BANGGA SEBAGAI PEKERJA DI SYARIKAT INI?	Rate 1 to 10		7	**Edit |Delete**
8	**Q08** PADA ANGGAPAN ANDA, SANGGUPKAH ANDA BERKONGSI SUKA DUKA BERSAMA DENGAN RAKAN SEKERJA?	Rate 1 to 10		8	**Edit |Delete**
9	**Q09** BERAPA KERAP ANDA MEMBERI RANGSANGAN KEPADA RAKAN SEKERJA APABILA MEREKA MENGALAMI KESUSAHAN SEMASA BEKERJA.?	Rate 1 to 10		9	**Edit |Delete**
10	**Q10** PADA ANGGAPAN ANDA, SEJAUH MANA ANDA MERASA TERTEKAN APABILA TIMBUL ISU NEGATIF YANG BERLAKU SEPERTI DI MARAHI OLEH KETUA DAN SEBAGAINYA?	Rate 1 to 10		10	**Edit |Delete**
			BORANG KAJI SELIDIK LATIHAN		
1	**Q11** Adakah objektif pembelajaran anda tercapai?	Rate 1 to 6		11	**Edit |Delete**

The screen shows the list of Assessment Questionnaires for the selected Assessment Template.

Add Assessment Template Question

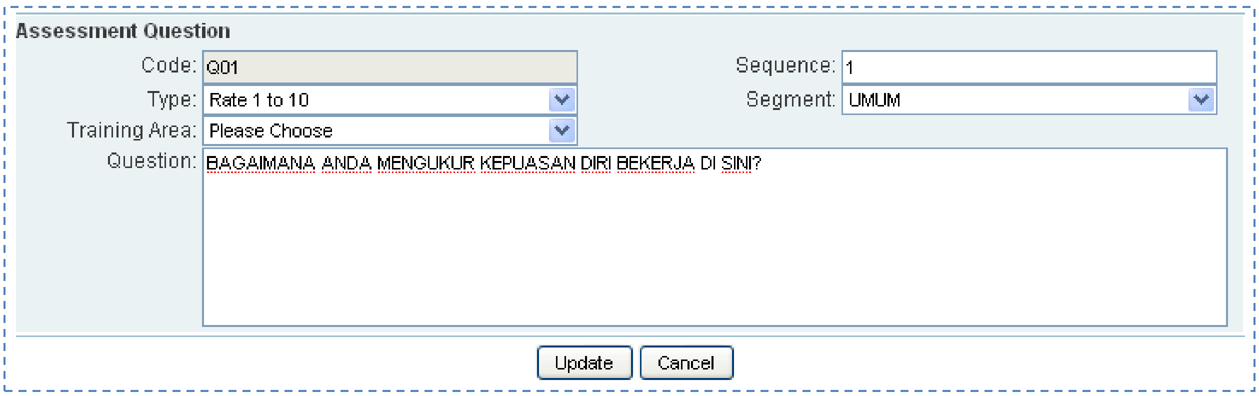


The screen show the add Assessment Questionnaire form. Enter the following information:

- Code – enter the KRA Component Code
- Sequence – enter the sequence for which the question will appear
- Type – select the question type
- Segment – select the Assessment Segment
- Training Area – select the training area
- Question – enter the question

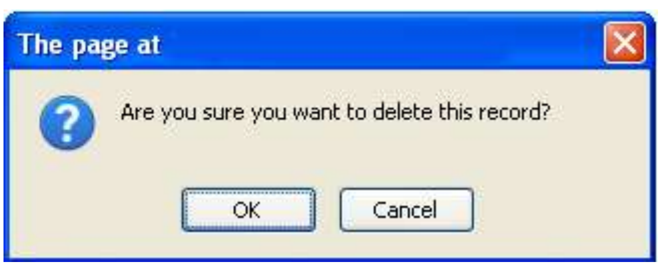
Click the Add button to add the Assessment Questionnaire and click the Cancel button to go back to previous screen.

Edit Assessment Template Question



Refer to the Add Assessment Questionnaire function for reference of the field. Click the Update button to update the Assessment Questionnaire information or Cancel button to go to previous screen.

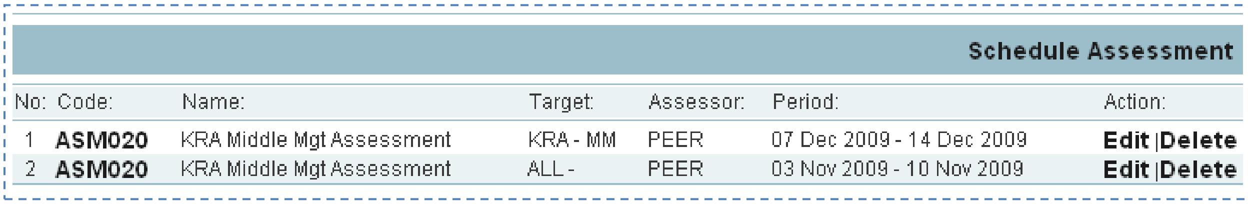
Delete Assessment Template Question



Click on the Delete link from the Assessment Questionnaire Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

ASSESSMENT SCHEDULE

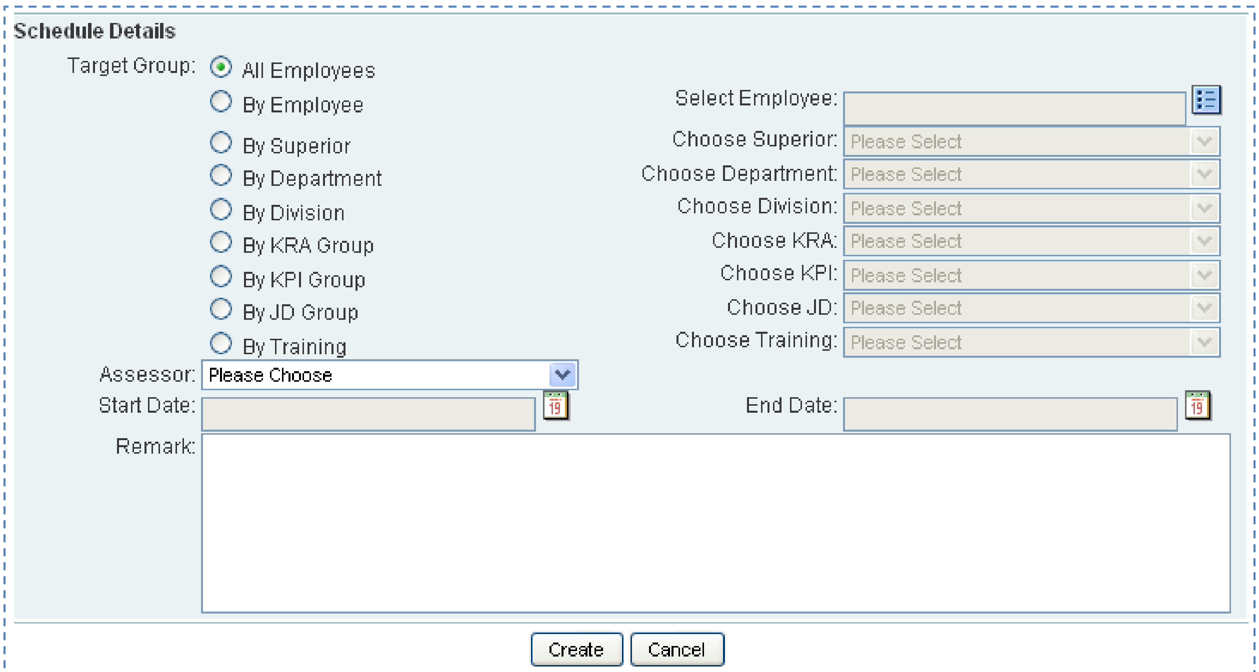
Assessment Schedule Listing


Schedule Assessment

No:	Code:	Name:	Target:	Assessor:	Period:	Action:
1	ASM020	KRA Middle Mgt Assessment	KRA - MM	PEER	07 Dec 2009 - 14 Dec 2009	Edit |Delete
2	ASM020	KRA Middle Mgt Assessment	ALL -	PEER	03 Nov 2009 - 10 Nov 2009	Edit |Delete

The screen shows the list of Assessment Schedule for the selected Assessment Template.

Add Assessment Schedule



The screen show the add Assessment Schedule form. Enter the following information:

- Target Group – select the target employees
    - All Employees
    - By Employee – select employee using the button
    - By Superior – subordinates of selected superior
    - By Department – member of selected Department
    - By Division – member of selected Division
    - By KRA Group – member of selected KRA
    - By KPI Group – member of selected KPI
    - By JD Group – member of selected Job Designation
    - By Training – participant of selected training program
- Assessor – select
    - Self assessment
    - Peer assessment
    - Superior assessment

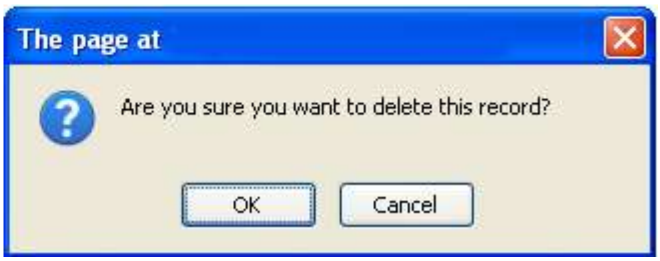
  - All assessment (self, peer & superior)
- Start Date and End Date – select the period of the assessment using the button
- Remark – enter the remark or leave blank

Click the Add button to add the Assessment Schedule and click the Cancel button to go back to previous screen.

Edit Assessment Schedule

Please refer to Assessment Menu > Schedule Details section below.

Delete Assessment Schedule



Click on the Delete link from the Assessment Schedule Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

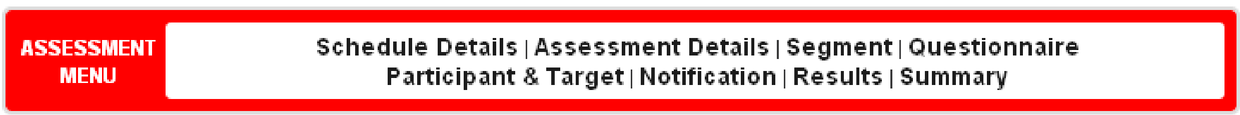
ASSESSMENT

Access Point

- TNA > Assessment Schedule
- TNA > Assessment Schedule > Assessment Template Code
- TNA > Assessment Schedule > Edit
- TNA > Assessment Schedule > Delete
- Assessment Template Menu > Schedule
- Assessment Template Menu > Schedule > Schedule Assessment
- Assessment Template Menu > Schedule > Schedule Code
- Assessment Template Menu > Schedule > Edit
- Assessment Template Menu > Schedule > Delete
- Assessment Menu > Schedule Details
- Assessment Menu > Assessment Details
- Assessment Menu > Segment
- Assessment Menu > Segment > Add Segment
- Assessment Menu > Segment > Edit
- Assessment Menu > Segment > Delete
- Assessment Menu > Questionnaire
- Assessment Menu > Questionnaire > Add Question
- Assessment Menu > Questionnaire > Edit

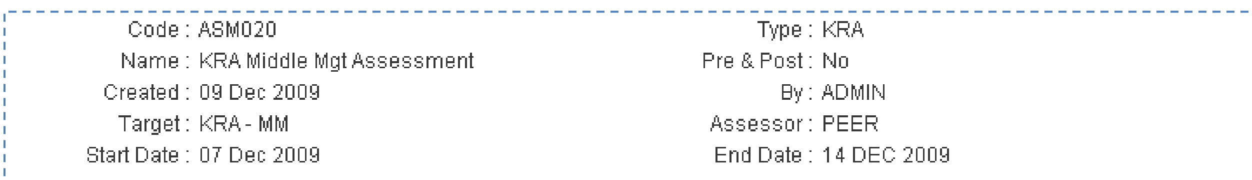
- Assessment Menu > Questionnaire > Delete
- Assessment Menu > Participant & Target
- Assessment Menu > Participant & Target > Add Target
- Assessment Menu > Participant & Target > View Participant
- Assessment Menu > Participant & Target > Delete
- Assessment Menu > Notification
- Assessment Menu > Notification > Add Notification
- Assessment Menu > Notification > View Detail
- Assessment Menu > Result
- Assessment Menu > Result > View Result
- Assessment Menu > Result > Print
- Assessment Menu > Summary

ASSESSMENT MENU



Assessment Menu will be shown when the system displays information related to selected Assessment. With this, user can then navigate to other information or function related to the selected Assessment.

ASSESSMENT INFORMATION



The Assessment Information will be shown when the system displays information related to selected Assessment. The information:

- Code – Assessment Code
- Name – Assessment Name
- Type – Type of Assessment
- Pre & Post
- Created – the creation date
- By – created by
- Target – the base or reference for the questionnaire
- Assessor – Type of assessor for the assessment
- Start Date and End Date – the period the assessment is valid

To change the listed information, go to Assessment Menu > Assessment Detail and Assessment Menu > Schedule Detail.

Assessment Listing

Assessment Schedule Listing

Click here to search

Search result limit to 100 | Page 1 of 1

No:	Code:	Name:	Target:	Assessor:	Period:	
2	**ASM020**	KRA Middle Mgt Assessment	KRA - MM	PEER	07 Dec 2009 - 14 Dec 2009	**Edit** |**Delete**
3	**ASM052**	Assessment on Kerani JDI	JD - JD003	SELF	07 Dec 2009 - 21 Dec 2009	**Edit** |**Delete**
4	**SIFU**	Sifu Mirza - HM	KRA - HM	SELF	07 Dec 2009 - 21 Dec 2009	**Edit** |**Delete**
5	**ASM052**	Assessment on Kerani JDI	EMPLOYEE - SCA01021	SELF	07 Dec 2009 - 21 Dec 2009	**Edit** |**Delete**
6	**ASMLM1**	Low Mgt KRA Based Assessment	EMPLOYEE -	SELF	16 Nov 2009 - 30 Nov 2009	**Edit** |**Delete**
7	**ASM020**	KRA Middle Mgt Assessment	ALL -	PEER	03 Nov 2009 - 10 Nov 2009	**Edit** |**Delete**
8	**ASM052**	Assessment on Kerani JDI	DIV - CORP	SUPERIOR	02 Nov 2009 - 30 Nov 2009	**Edit** |**Delete**

7 records found [1]

The screen show the list of Assessment schedules. Click the Search Bar to show the Search Form as show below.

The listing shows:

- Schedule Code
- Schedule name
- Target Group
- Assessor
- Period

Assessment Search

The screen show the Search Form to search Assessment schedules. The search can be done by using either one or combination of the following fields:

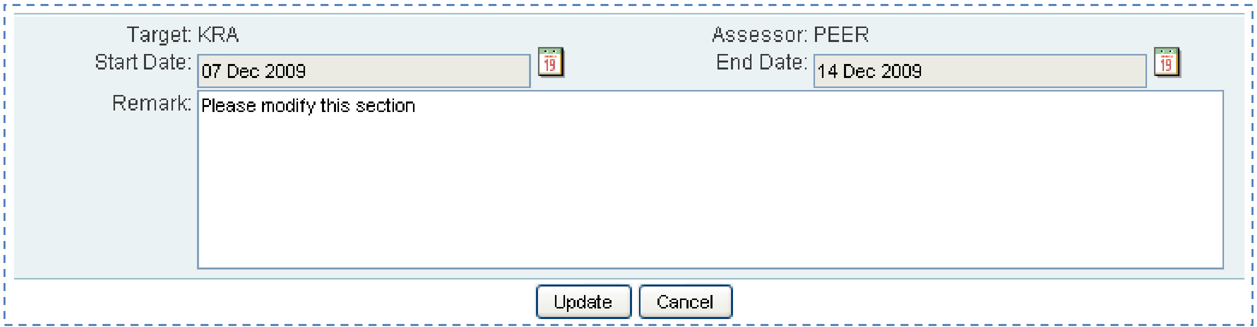
- Code – enter partial or full Schedule Code
- Name – enter partial or full Schedule Name
- Assessor – select assessor type or leave unselected
- # of records – change to desired number of records or leave as default value – 100 records

Click Search button to show the search result. Refer to Assessment schedules Listing section for search result.

New Assessment

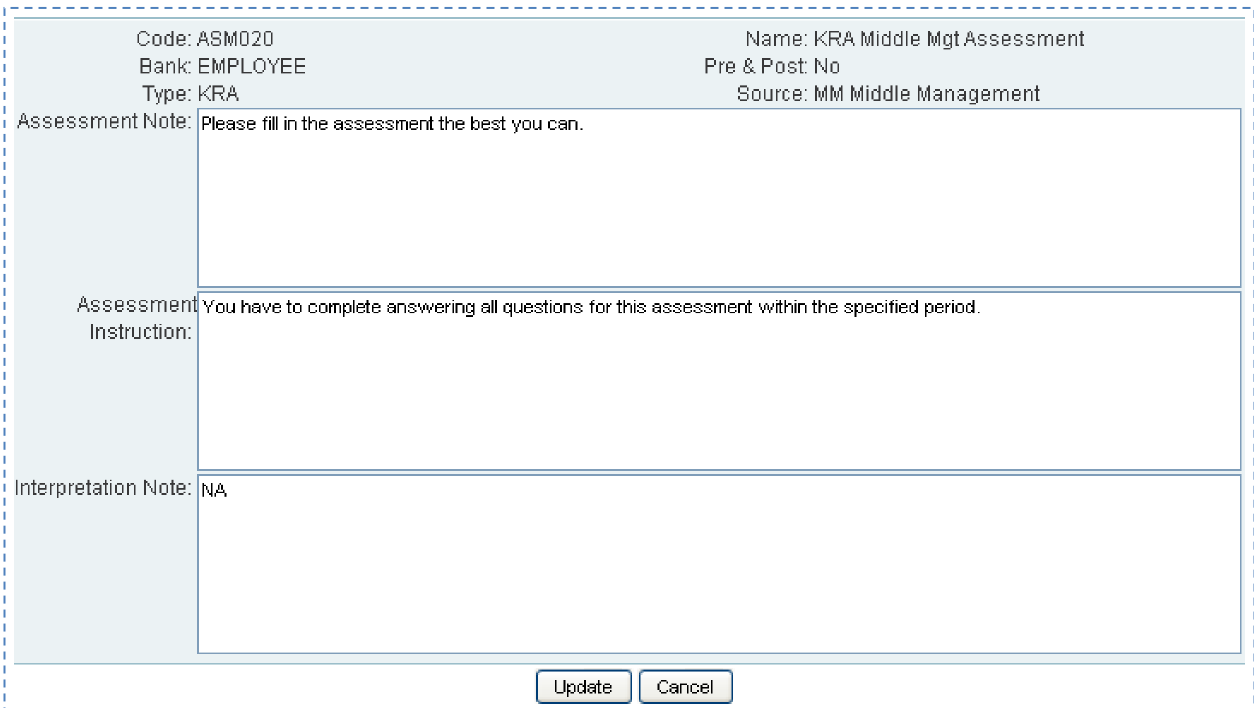
Please refer to Assessment Template > Schedule Assessment section.

Edit Schedule Details



Refer to the Add Assessment Schedule function for reference of the field. Click the Update button to update the Assessment Schedule information or Cancel button to go to previous screen.

Edit Assessment Details



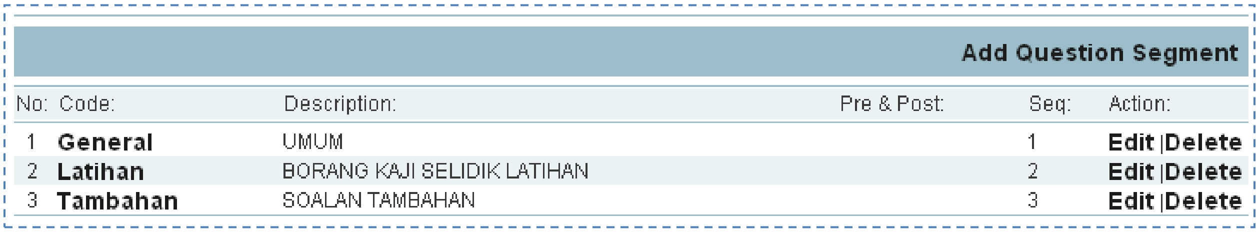
Refer to the Add Assessment Template function for reference of the field. Click the Update button to update the Assessment information or Cancel button to go to previous screen.

Delete Assessment

Please refer to Assessment Template > Schedule Assessment > Delete Section.

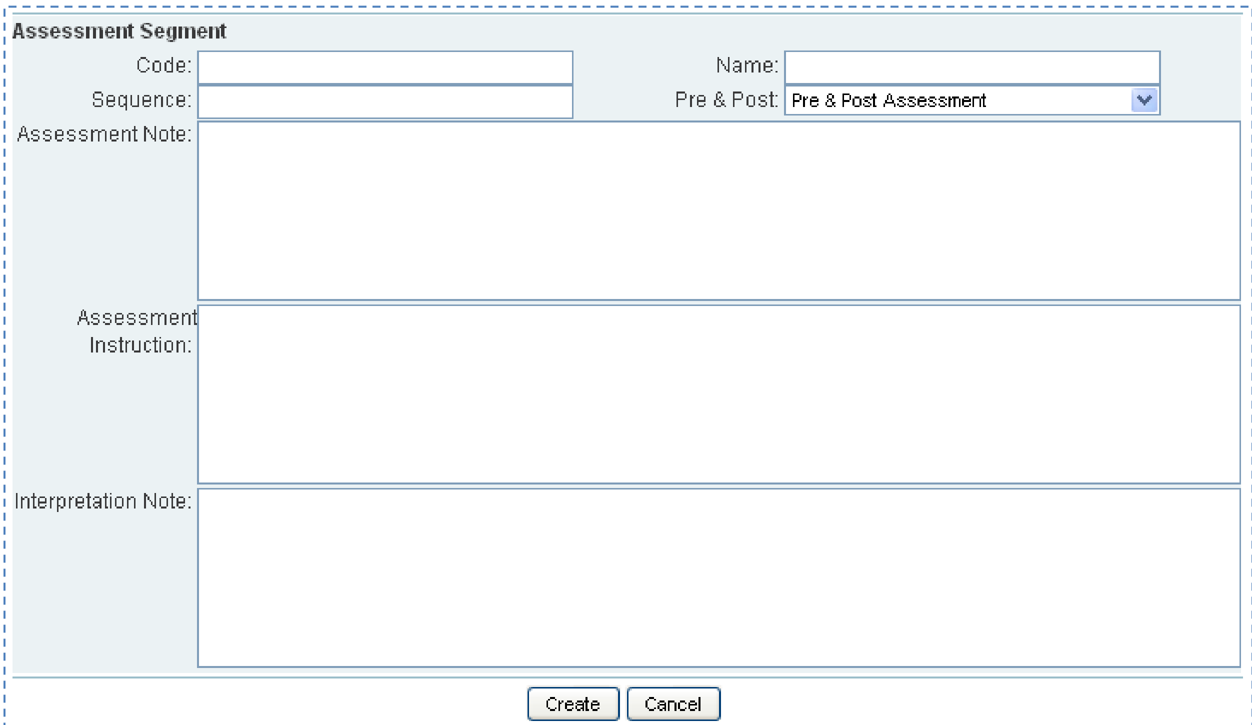
ASESSMENT SEGMENT

Asessment Segment Listing



The screen shows the list of Assessment Segment for the selected Assessment Schedule.

Add Asessment Segment

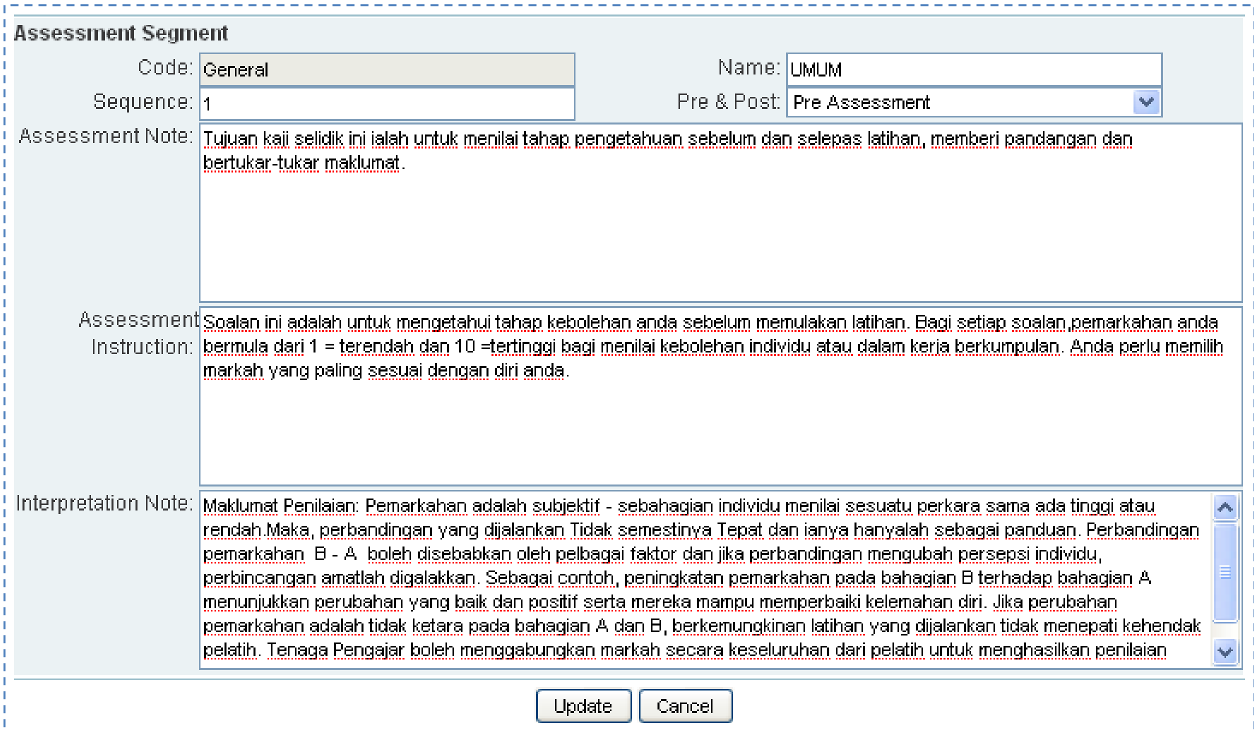


The screen show the add Assessment Segment form. Enter the following information:

- Code – enter the Assessment Segment Code
- Name – enter the Assessment Segment Name
- Sequence – enter the order for which the Segment will be sorted
- Pre & Post - select the Pre & Post type
- Assessment Note – enter the Assessment Note
- Assessment Instruction – enter the Assessment Note
- Interpretation Note – enter the Assessment Note

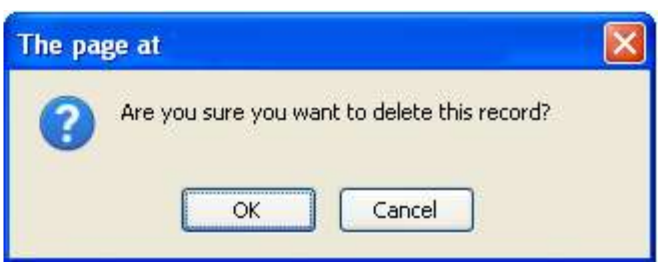
Click the Add button to add the Assessment Segment and click the Cancel button to go back to previous screen.

Edit Asessment Segment



Refer to the Add Assessment Segment function for reference of the field. Click the Update button to update the Assessment Segment information or Cancel button to go to previous screen.

Delete Assessment Segment



Click on the Delete link from the Assessment Segment Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

ASSESSMENT QUESTION

Assessment Question Listing

Add Question

No:	Code:	Type:	Training Area:	Seq:	Action:
			UMUM		
1	**Q01** BAGAIMANA ANDA MENGUKUR KEPUASAN DIRI BEKERJA DI SINI?	Rate 1 to 10		1	**Edit |Delete**
2	**Q02** BAGAIMANA ANDA MENGUKUR KEGEMBIRAAN BEKERJA DI SINI?	Rate 1 to 10		2	**Edit |Delete**
3	**Q03** BAGAIMANA ANDA MENGUKUR KEPUASAN DIRI BEKERJA DI SINI?	Rate 1 to 10		3	**Edit |Delete**
4	**Q04** BAGAIMANA ANDA MENGUKUR HUBUNGAN ANDA BERSAMA-SAMA DENGAN RAKAN SEKERJA ?	Rate 1 to 10		4	**Edit |Delete**
5	**Q05** BAGAIMANA ANDA MENGUKUR TAHAP KEUPAYAAN MENGAWAL EMOSI DI TEMPAT KERJA?	Rate 1 to 10		5	**Edit |Delete**
6	**Q06** PADA ANGGAPAN ANDA,SEJAUH MANA ANDA PERCAYA YANG ANDA MEMPUNYAI MASA DEPAN YANG CERAH DI DALAM SYARIKAT INI?	Rate 1 to 10		6	**Edit |Delete**
7	**Q07** PADA ANGGAPAN ANDA,ADAKAH ANDA MERASA BANGGA SEBAGAI PEKERJA DI SYARIKAT INI?	Rate 1 to 10		7	**Edit |Delete**
8	**Q08** PADA ANGGAPAN ANDA, SANGGUPKAH ANDA BERKONGSI SUKA DUKA BERSAMA DENGAN RAKAN SEKERJA?	Rate 1 to 10		8	**Edit |Delete**
9	**Q09** BERAPA KERAP ANDA MEMBERI RANGSANGAN KEPADA RAKAN SEKERJA APABILA MEREKA MENGALAMI KESUSAHAN SEMASA BEKERJA.?	Rate 1 to 10		9	**Edit |Delete**
10	**Q10** PADA ANGGAPAN ANDA, SEJAUH MANA ANDA MERASA TERTEKAN APABILA TIMBUL ISU NEGATIF YANG BERLAKU SEPERTI DI MARAHI OLEH KETUA DAN SEBAGAINYA?	Rate 1 to 10		10	**Edit |Delete**
			BORANG KAJI SELIDIK LATIHAN		
1	**Q11** Adakah objektif pembelajaran anda tercapai?	Rate 1 to 6		11	**Edit |Delete**

The screen shows the list of Assessment Questionnaires for the selected Assessment Schedule.

Add Assessment Question

Assessment Question

Code:
Sequence:
Type: Please Choose
Segment: Please Choose
Training Area: Please Choose
Question:

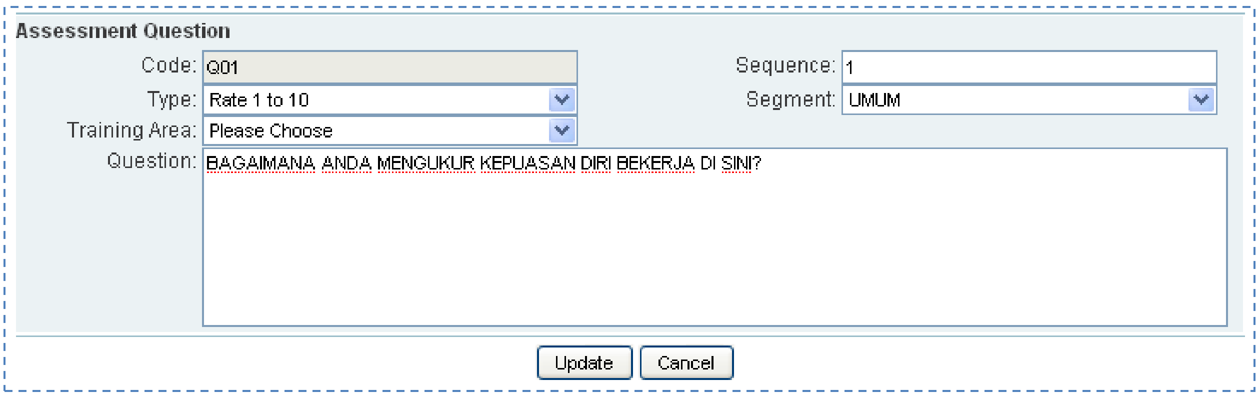
Create Cancel

The screen show the add Assessment Questionnaire form. Enter the following information:

- Code – enter the KRA Component Code
- Sequence – enter the sequence for which the question will appear
- Type – select the question type
- Segment – select the Assessment Segment
- Training Area – select the training area
- Question – enter the question

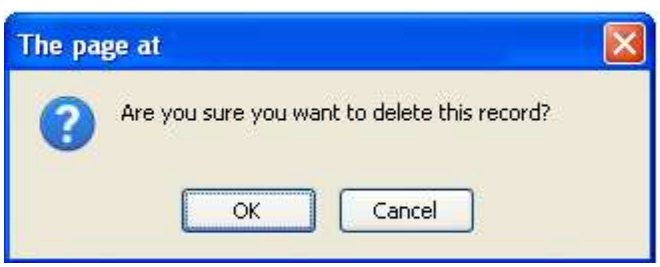
Click the Add button to add the Assessment Questionnaire and click the Cancel button to go back to previous screen.

Edit Assessment Question



Refer to the Add Assessment Questionnaire function for reference of the field. Click the Update button to update the Assessment Questionnaire information or Cancel button to go to previous screen.

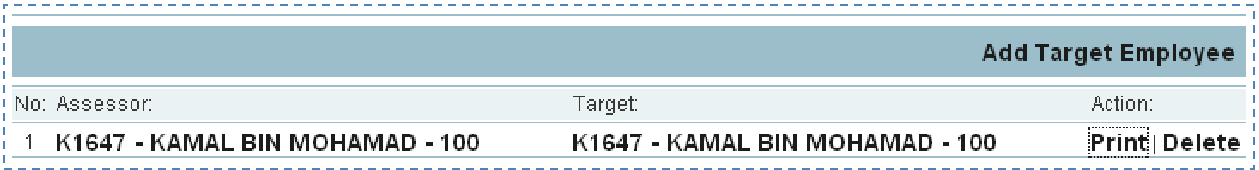
Delete Assessment Question



Click on the Delete link from the Assessment Questionnaire Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

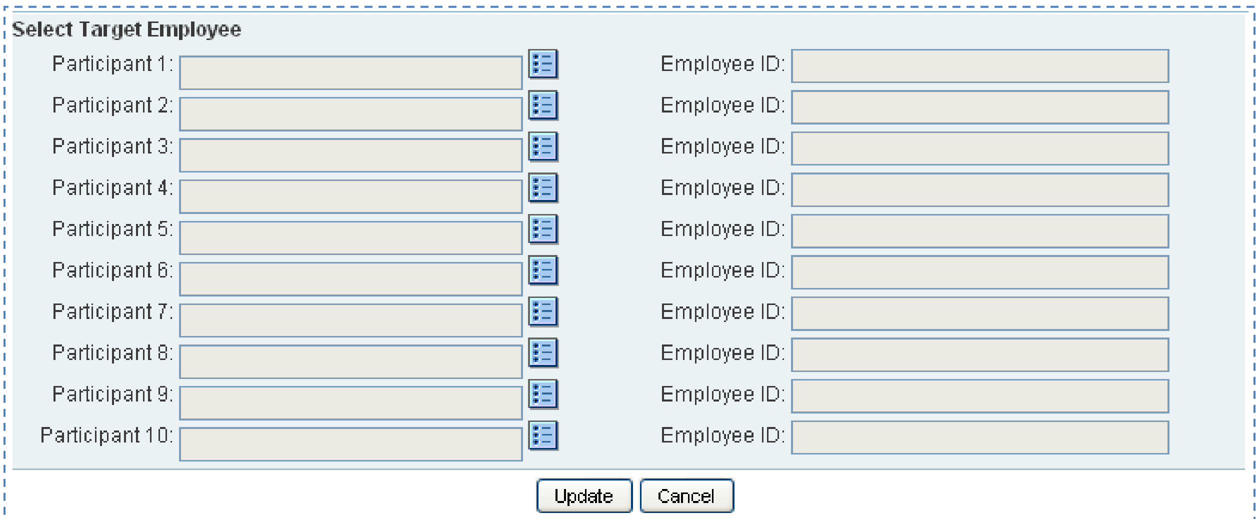
PARTICIPANT & TARGET

Participant & Target Listing



The screen shows the list of Participant & Target for the selected Assessment Schedule. Assessor is the employee who is doing assessment and Target is the employee being assessed.

Add Target Employee



The screen shows the form to add Target Employee for the selected Assessment Schedule. Up to 10 employees can be added per form. Click on the to select target employee. The system will automatically use the Assessor Type selected for the selected Assessment Schedule.

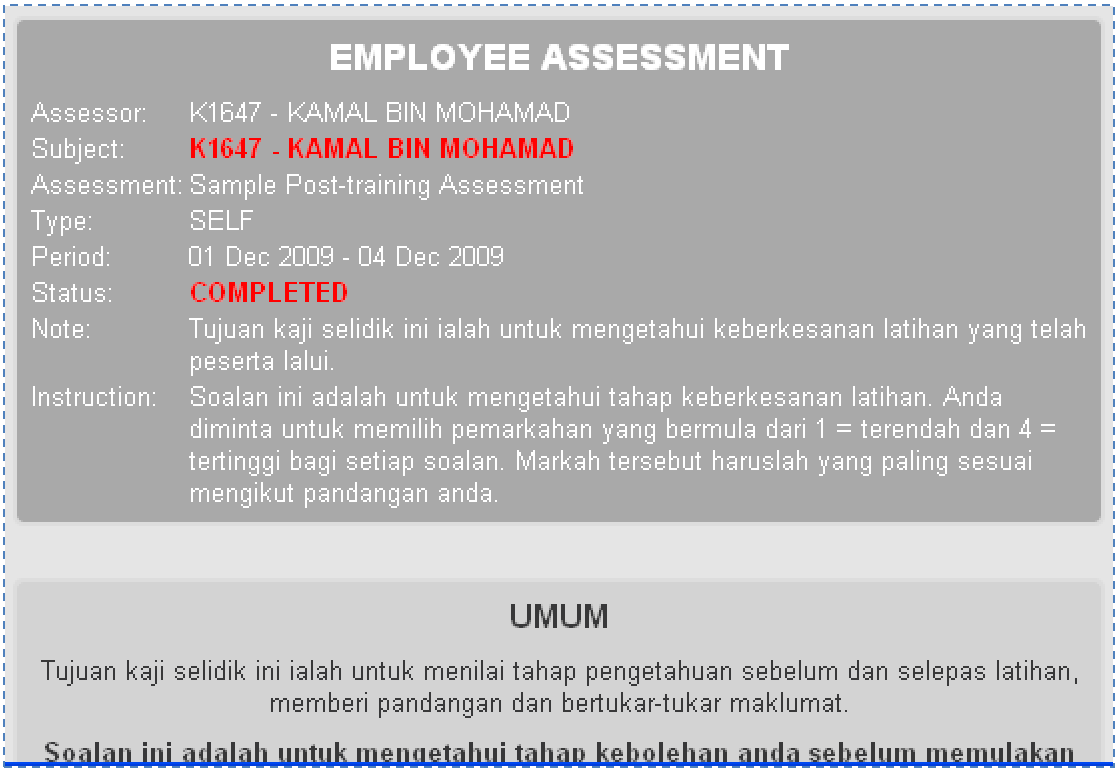
Edit Participant Detail

Please see the Profile > Employee > Basic Information section.

Edit Target Detail

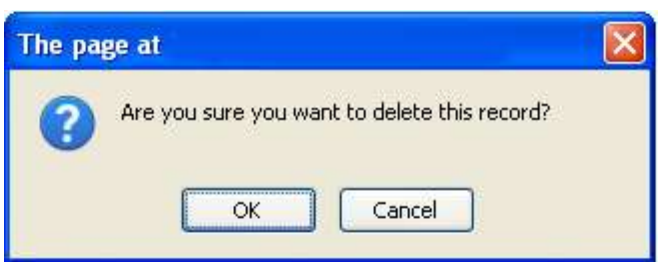
Please see the Profile > Employee > Basic Information section.

Print Assessment



Click on the Print link from the Assessment Schedule Listing to print the selected Assessment Schedule for the selected employee. The screen shows a pop-up window containing the Assessment for printing.

Delete Participant & Target

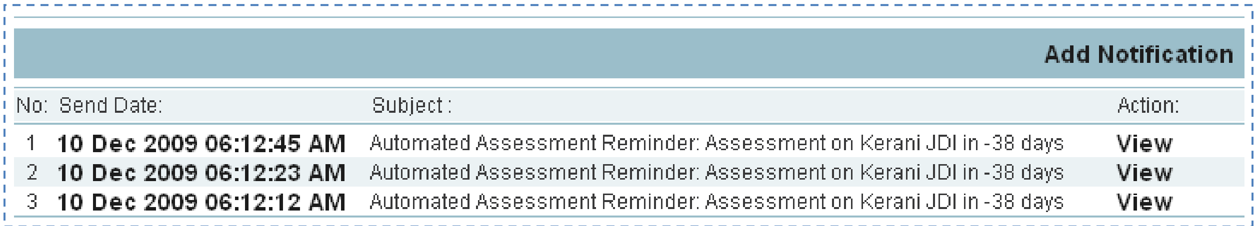


Click on the Delete link from the Assessment Schedule Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

NOTIFICATION

Notification is a feature where system will send email to the target employee to notify about the assessment assigned to them.

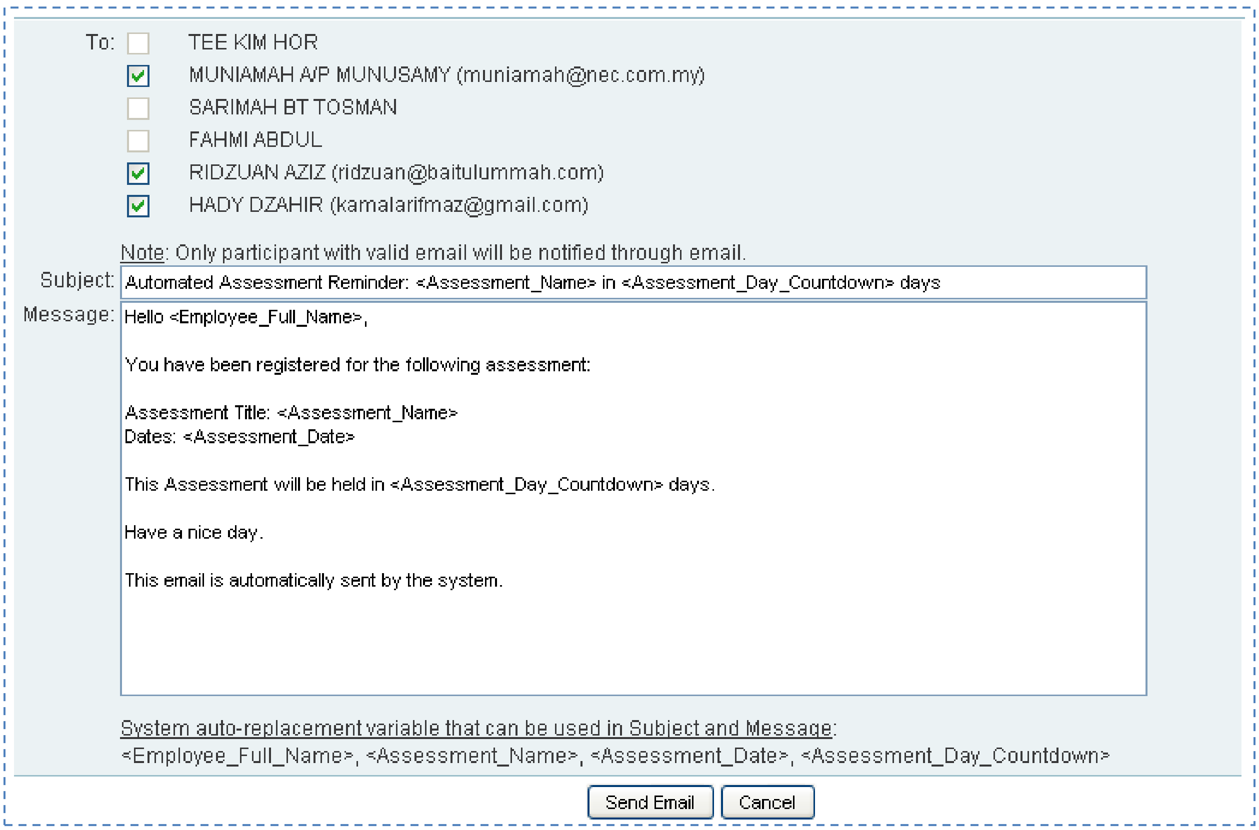
Notification Listing



No:	Send Date:	Subject :	Action:
			Add Notification
1	10 Dec 2009 06:12:45 AM	Automated Assessment Reminder: Assessment on Kerani JDI in -38 days	View
2	10 Dec 2009 06:12:23 AM	Automated Assessment Reminder: Assessment on Kerani JDI in -38 days	View
3	10 Dec 2009 06:12:12 AM	Automated Assessment Reminder: Assessment on Kerani JDI in -38 days	View

The screen shows the list of Notifications for the selected Assessment Schedule.

Add Notification



The screen show the add Assessment Notification form. Enter the following information:

- To – check all the target notification recipients. By default, all assessment participant will be listed where employee with valid email will be enabled and employees with invalid email will be disabled.
- Subject – modify the subject or leave unchanged
- Message – modify the message or leave unchanged

The Subject and Message may contain auto-replaceable items which are listed at the bottom. Click the Send Email button to send the notification and click the Cancel button to go back to previous screen.

View Notification Detail

Sent Date	10 Dec 2009 06:12:45 AM
By	admin
Subject	Automated Assessment Reminder: Assessment on Kerani JDI in -38 days
Message	Hello <Employee_Full_Name>, You have been registered for the following assessment: Assessment Title: Assessment on Kerani JDI Dates: <Course_Date> This Assessment will be held in -38 days. Have a nice day. This email is automatically sent by the system.

No:	Recipient:	Status :
1	**SCA5115 - kamal@baitulummah.com**	Successful

Click on the View link from the Notification Listing. The system shows the actual message sent as well as the list of notification recipient. The list of recipient also indicate the status of the message sent.

RESULT

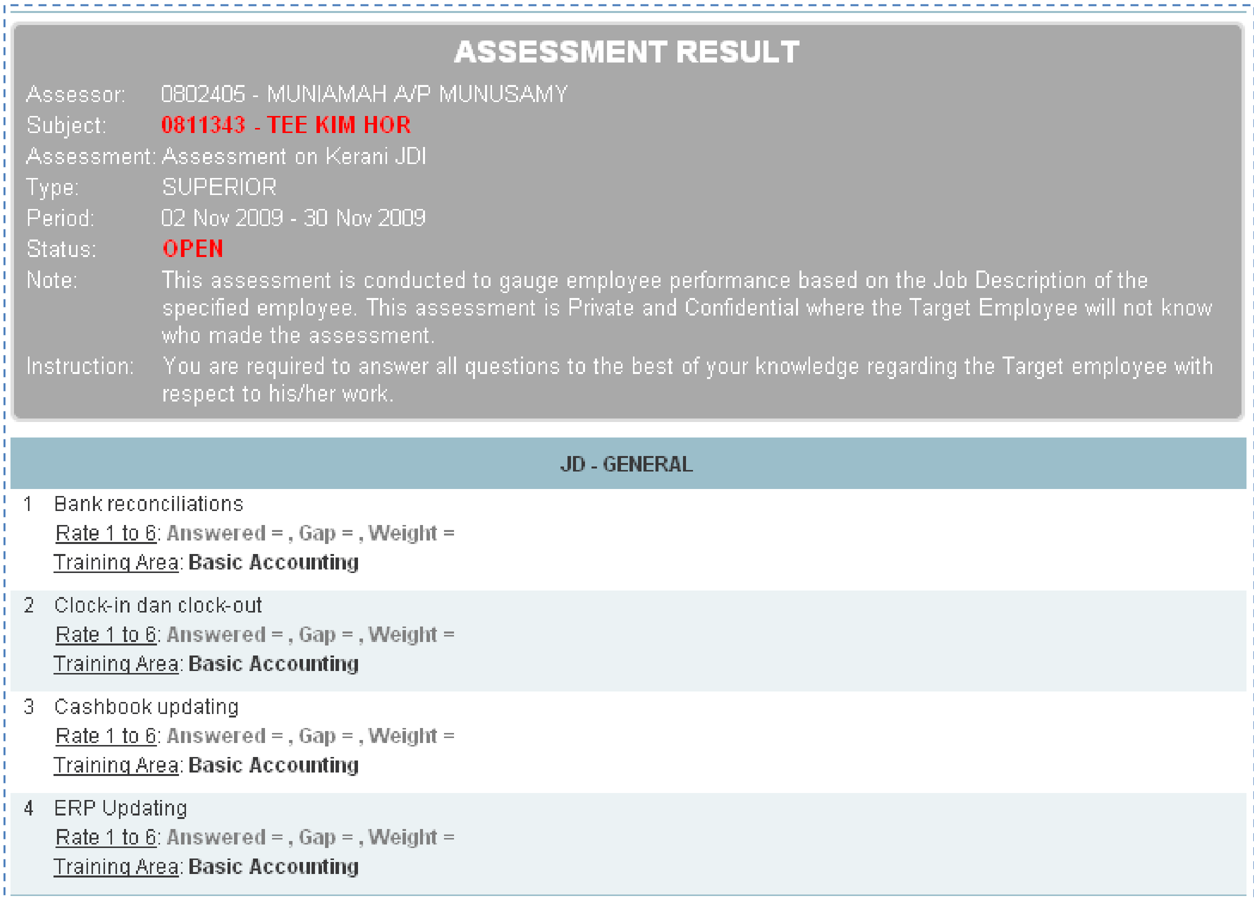
The Result is to show the response to the assessment already done.

Result Listing

No:	Item:	By :	Status:	Date Taken:	Action:
1	**SUPERIOR Assessment for TEE KIM HOR - 0811343**	MUNIAMAH A/P MUNUSAMY - 0802405	OPEN		**Print**
2	**SUPERIOR Assessment for MUNIAMAH A/P MUNUSAMY - 0802405**	RIDZUAN AZIZ - SCA01021	COMPLETED	10 Dec 2009	**Print**
3	**SUPERIOR Assessment for SARIMAH BT TOSMAN - 0801649**	GOH KWANG WHUNG - 0801021	OPEN		**Print**
4	**SUPERIOR Assessment for FAHMI ABDUL - SCA768**	KAMAL ARIF MAZ BIN MASNAN - SCA0151	COMPLETED	09 Dec 2009	**Print**
5	**SUPERIOR Assessment for RIDZUAN AZIZ - SCA01021**	KAMAL ARIF MAZ BIN MASNAN - SCA0151	COMPLETED	09 Dec 2009	**Print**
6	**SUPERIOR Assessment for HADY DZAHIR - SCA5115**	KAMAL ARIF MAZ BIN MASNAN - SCA0151	COMPLETED	09 Dec 2009	**Print**

The screen shows the list of Assessment Result for the selected Assessment Schedule.

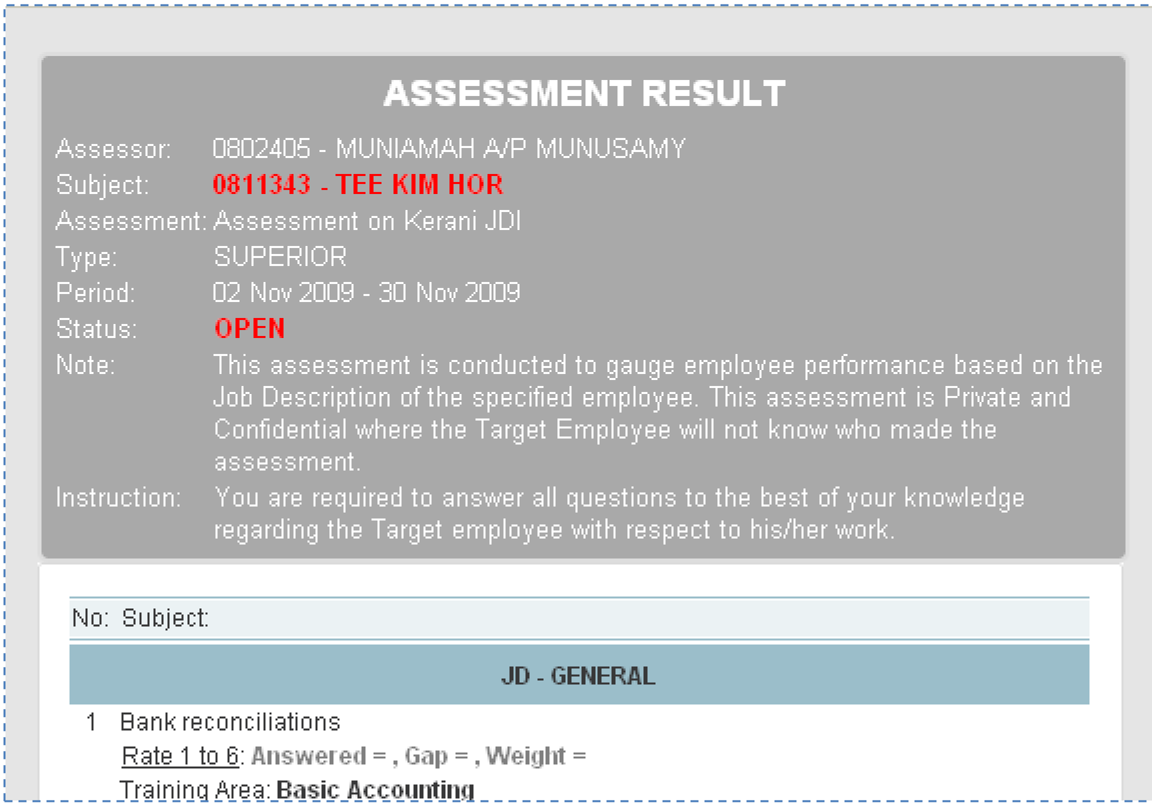
Result Detail



The screen shows the details of the assessment taken for the select Assessment Schedule and selected employee. The result show:

- Assessor – the employee doing the assessment
- Subject – the employee being assessed
- Assessment – Assessment Title
- Type – Assessor Type
- Period – Period taking the assessment
- Status – OPEN is to indicate the assessment is not yet completed and COMPLETE is to indicate that the assessment is completed
- Note – assessment note
- Instruction – assessment instruction
- Question
    - Rating Type
    - Training Area
    - Response
    - Gap
    - Weight

Print Result



The screen shows the Assessment Result in a pop-up window for printing purpose. Refer to Assessment Menu > Result > Print for the details of the content.

14. TRAINING PROGRAM

Training program is the actual training to be implemented.

TRAINING PROGRAM

Access Point

- TNA > Master Training
- TNA > Master Training > Add Training Schedule
- TNA > Master Training > Training Code
- TNA > Master Training > Edit
- TNA > Master Training > Delete
- TNA > Master Training Calendar
- TNA > Master Training Calendar > Add Training Schedule
- TNA > Master Training Calendar > Training Code
- Training Menu > Training Details
- Training Menu > Participants
- Training Menu > Participants > Add Suggested Participant
- Training Menu > Participants > Add Participant
- Training Menu > Participants > Edit Participant
- Training Menu > Participants > Delete
- Training Menu > Course Materials
- Training Menu > Course Materials > Add Training Material
- Training Menu > Course Materials > View Training Material
- Training Menu > Course Materials > Delete
- Training Menu > Notification
- Training Menu > Notification > Add Notification
- Training Menu > Notification > View Notification Detail
- Training Menu > Assessment

TRAINING MENU

Training Menu will be shown when the system displays information related to selected Training. With this, user can then navigate to other information or function related to the selected Training.

TRAINING INFORMATION

The Training Information will be shown when the system displays information related to selected Training Program. The information:

- Code – Training Code
- Course – Title of the training
- Training Type
- Provider – Training Provider name
- Dates – the dates for the training
- Location – the location of the training
- Hours – the number of hours for the training
- Fee – the fee per participant

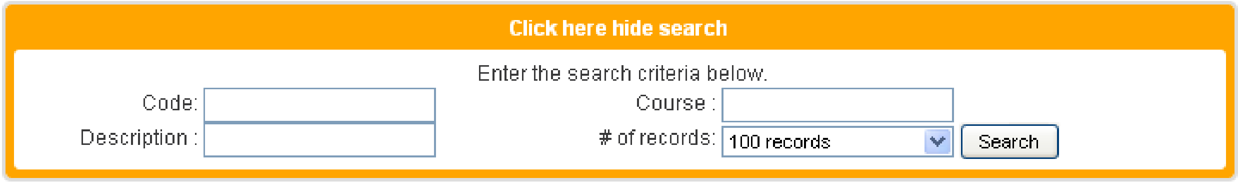
To change the listed information, go to Training Menu > Training Detail.

Training Listing

The screen show the list of Master Training already registered in the system. Click the Search Bar to show the Search Form as show below.

The listing shows:

- Training Code
- Course Name
- Dates
- Description

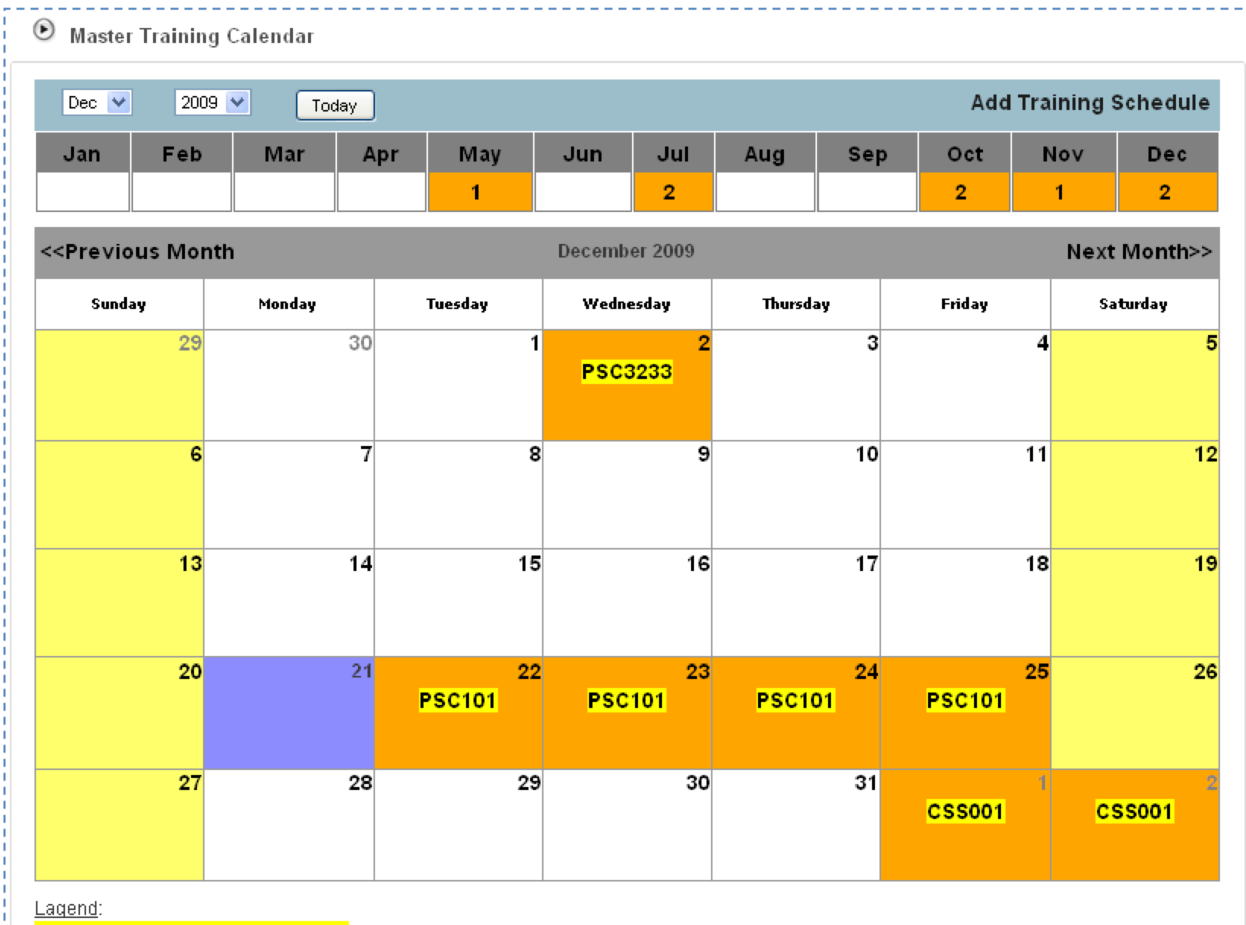


The screen show the Search Form to search Master Training. The search can be done by using either one or combination of the following fields:

- Code – enter partial or full Course Code
- Course – enter partial or full Course Name
- Description – enter partial or full Course Description
- # of records – change to desired number of records or leave as default value – 100 records

Click Search button to show the search result. Refer to Master Training Listing section for search result.

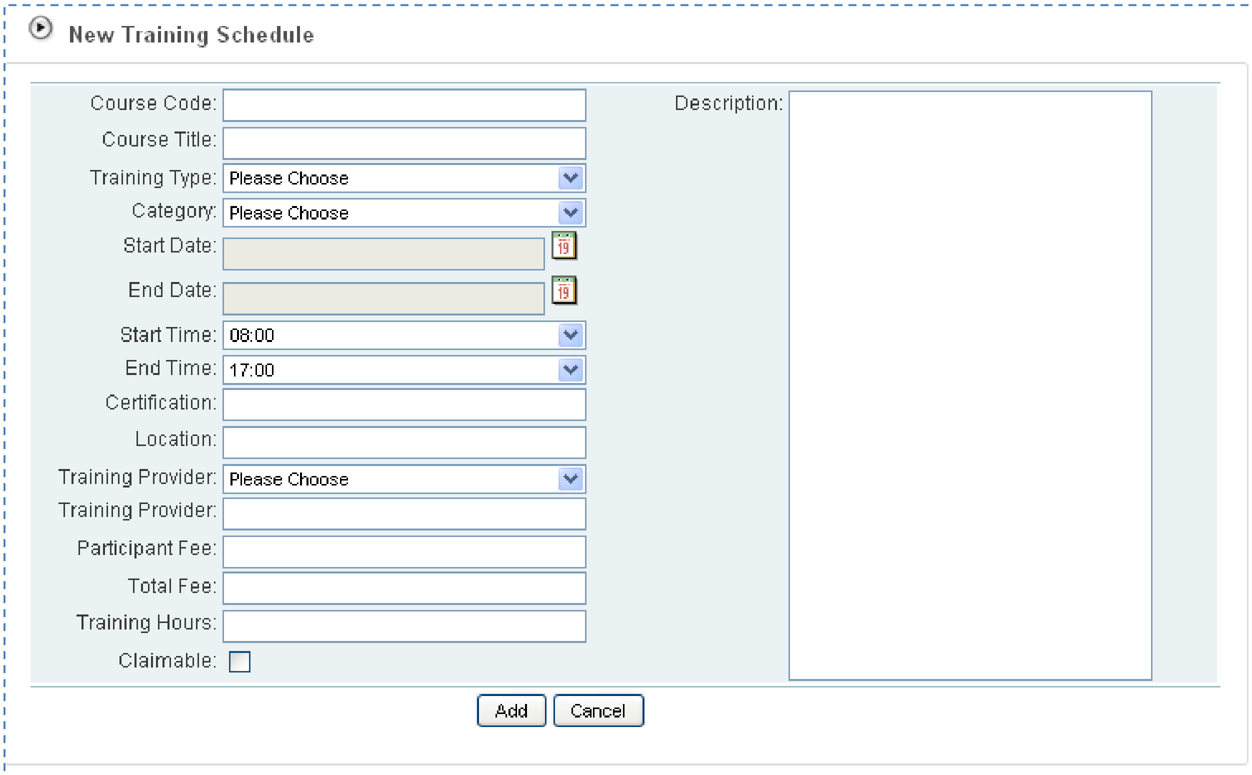
Training Calendar



The above screen shows the Master Training Calendar for a specific year. The top portion shows the number of Master Training programs for each month in the specified year. Selecting the month name in this section will cause the calendar to display the daily training program for the selected month at the bottom part.

This training program displayed in the calendar is in the form of training code. Mouse-over the training code will cause the system to show more information about the training beside the mouse. Click the training code will show the training detail (see Training Menu > Training Detail).

Add Training

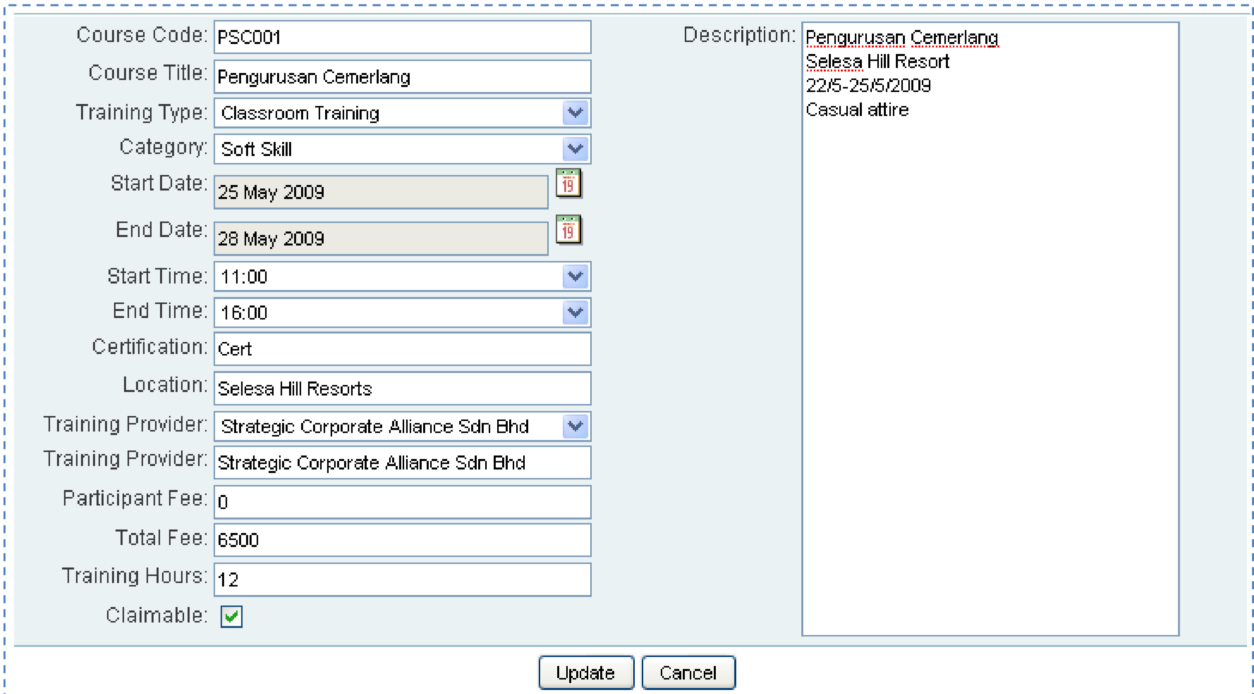


The screen shows the add Training Schedule form. Enter the following information:

- Course Code – enter the Course Code provided by the Training Provider
- Course Title – enter the Course Title
- Training Type – select the Training Type
- Category – select the Trainig Category
- Start Date and End Date - select the period of the training using the button
- Start Time and End Time – select the time from the drop-down selection
- Certification – enter the certification name is any or leave blank
- Location – enter the location of the training
- Training Provider – enter the Training Provider name if not yet registered or select from existing Training Provider from the drop-down selection
- Participant Fee – enter the fee per participant
- Total Fee – enter the total amount the organization spent for the training program
- Training Hours – enter the number of hours for the training – 1 day equal 8 hours
- Claimable – check if this training is claimable
- Description – enter any additional information for the training

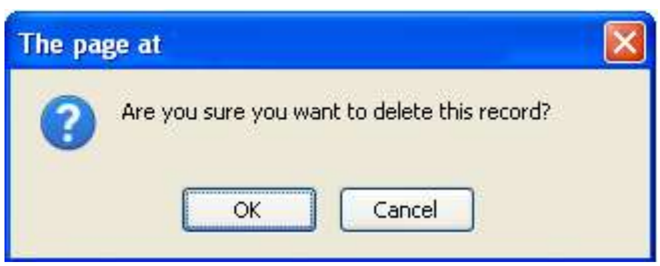
Click the Add button to add the Training Schedule and click the Cancel button to go back to previous screen.

Edit Training



Refer to the Add Training Schedule function for reference of the field. Click the Update button to update the Training Schedule information or Cancel button to go to previous screen.

Delete Training

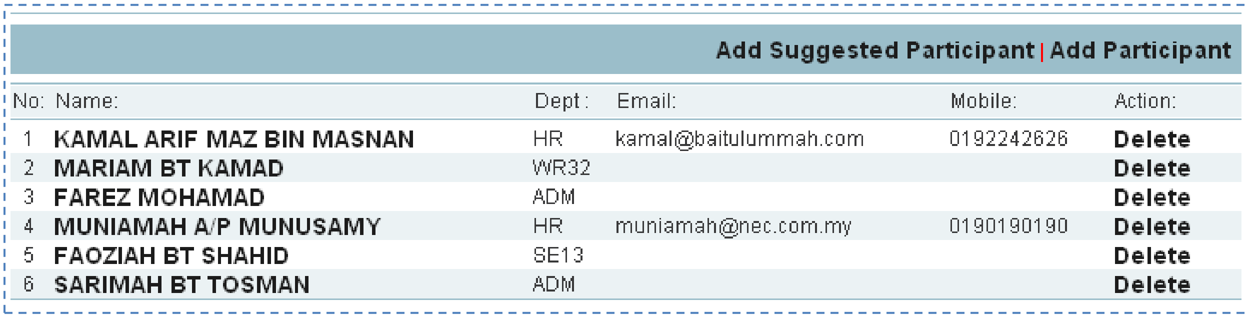


Click on the Delete link from the Training Schedule Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

TRAINING PARTICIPANT

This is a feature where the management of training participant can be performed.

Participant Listing

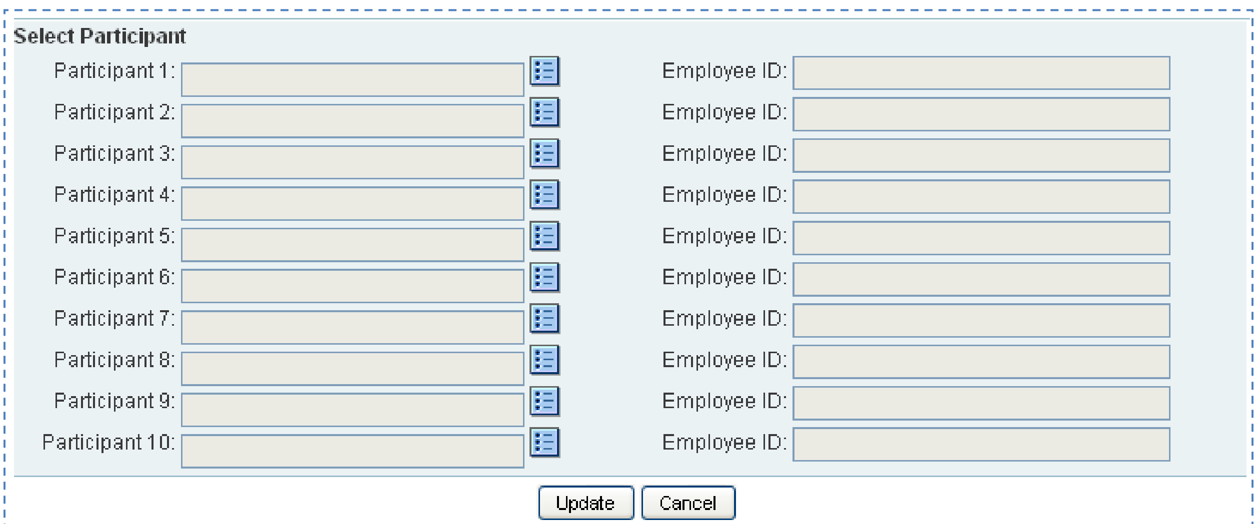


Add Suggested Participant | Add Participant

No:	Name:	Dept :	Email:	Mobile:	Action:
1	KAMAL ARIF MAZ BIN MASNAN	HR	kamal@baitulummah.com	0192242626	Delete
2	MARIAM BT KAMAD	WR32			Delete
3	FAREZ MOHAMAD	ADM			Delete
4	MUNIAMAH A/P MUNUSAMY	HR	muniamah@nec.com.my	0190190190	Delete
5	FAOZIAH BT SHAHID	SE13			Delete
6	SARIMAH BT TOSMAN	ADM			Delete

The screen shows the list of Participant for the selected Training Schedule.

Add Participant



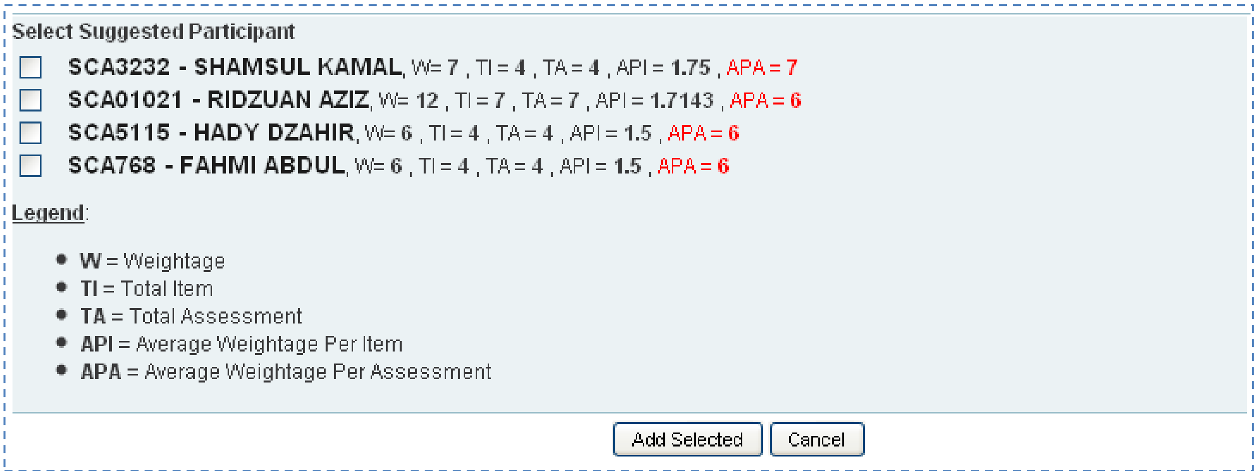
Select Participant

Participant 1:	Employee ID:
Participant 2:	Employee ID:
Participant 3:	Employee ID:
Participant 4:	Employee ID:
Participant 5:	Employee ID:
Participant 6:	Employee ID:
Participant 7:	Employee ID:
Participant 8:	Employee ID:
Participant 9:	Employee ID:
Participant 10:	Employee ID:

Update Cancel

The screen shows the form to add Participant for the selected Training Schedule. Up to 10 employees can be added per form. Click on the to select target employee. Click Update button to add and Cancel button to go to previous screen.

Add Suggested Participant



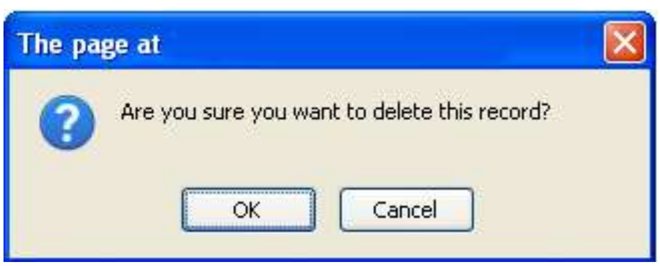
The screen shows the form to add Suggested Participant for the selected Training Schedule. The system will list out up to 50 employees in the listing. The list contain highest priority employee at the top followed by the least priority. The priority is calculated based on the Weightage and the Training Area for with the selected Training Schedule is associated with.

Click Update button to add and Cancel button to go to previous screen.

Edit Participant Detail

Please see Profile > Employee > Basic Information section.

Delete Participant

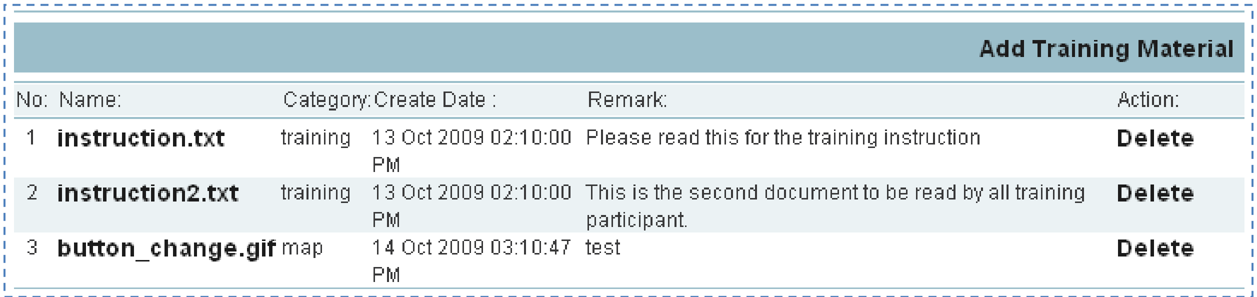


Click on the Delete link from the Training Participant Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

COURSE MATERIAL

This is the feature where management of course material can be performed.

Course Material Listing

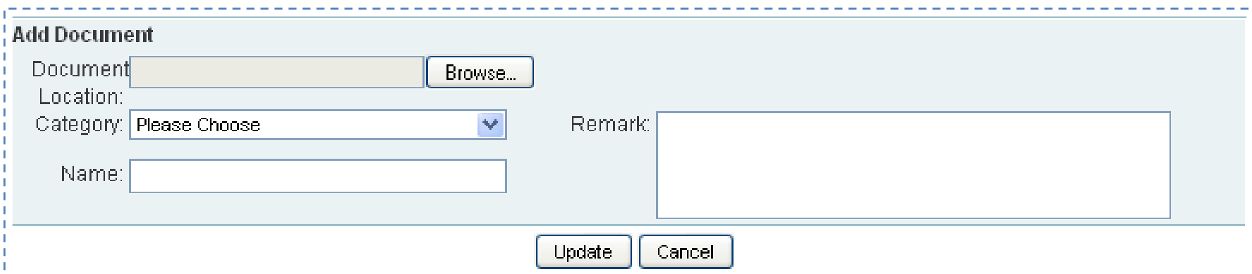


Add Training Material

No:	Name:	Category:	Create Date :	Remark:	Action:
1	**instruction.txt**	training	13 Oct 2009 02:10:00 PM	Please read this for the training instruction	**Delete**
2	**instruction2.txt**	training	13 Oct 2009 02:10:00 PM	This is the second document to be read by all training participant.	**Delete**
3	**button_change.gif**	map	14 Oct 2009 03:10:47 PM	test	**Delete**

The screen shows the list of Course Material for the selected Training Schedule.

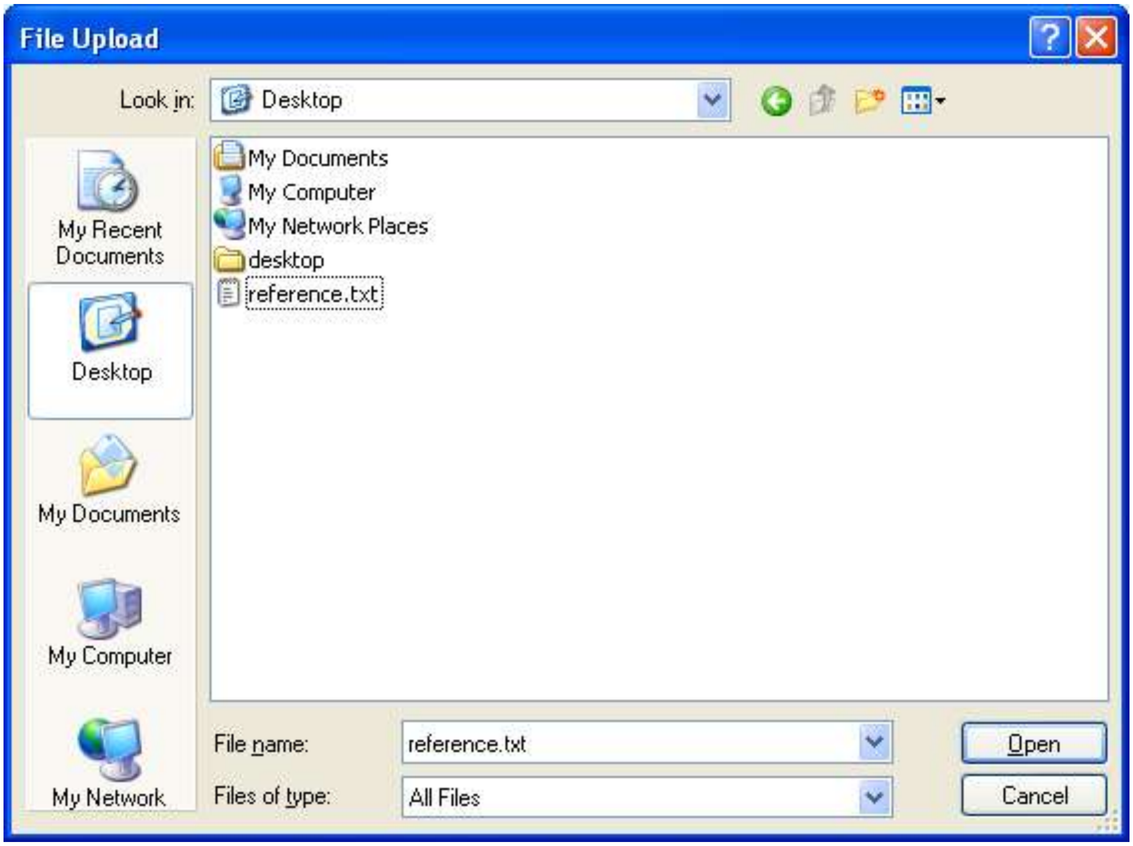
Add Training Material



The screen show the add Training Material form. Enter the following information:

- Document Location – Click on the Browse button and a pop-up window will be shown to browse and select a file to upload
- Category – select the document category
- Name – enter the document name as reference
- Remark – enter remark or leave blank

Click Upload button to upload the document or Cancel button to go back to previous screen.

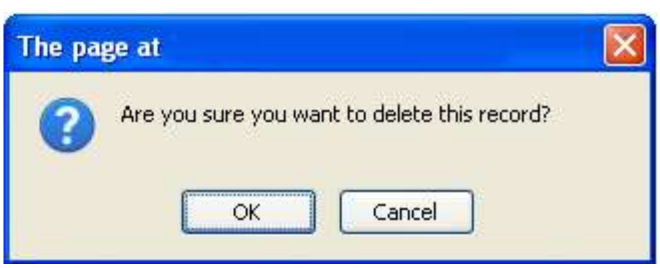


The screen shows the Browse function to browse for a file to upload. Once the file is found, click on the file name and click Open button to select and close the window.

View Training Material

Click on the document name from the Document Listing and the system will prompt to save or view the document. For some clients, the system will not ask for confirmation and the document will be opened automatically.

Delete Training Material

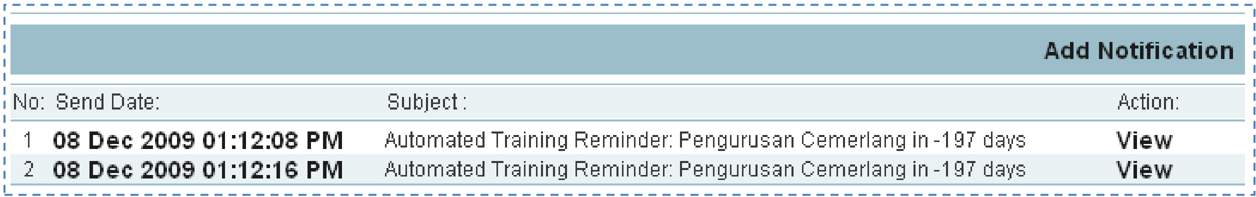


Click on the delete link in the file listing to delete the file. A pop-up window will be shown as above to confirm the delete process. Click OK button to confirm the delete and Cancel button to cancel the delete.

NOTIFICATION

Notification is a feature where system will send email to the target employee to notify about the training assigned to them.

Notification Listing

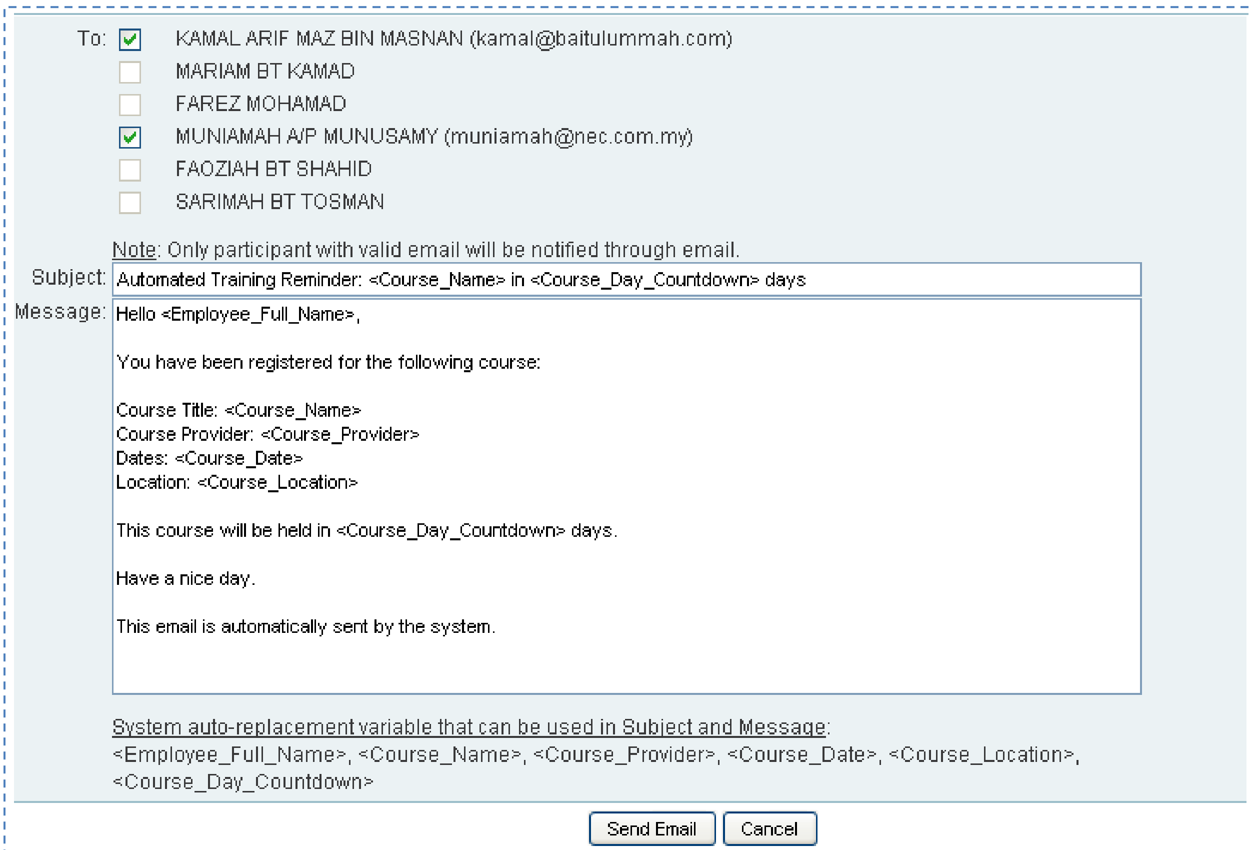


Add Notification

No:	Send Date:	Subject :	Action:
1	08 Dec 2009 01:12:08 PM	Automated Training Reminder: Pengurusan Cemerlang in -197 days	View
2	08 Dec 2009 01:12:16 PM	Automated Training Reminder: Pengurusan Cemerlang in -197 days	View

The screen shows the list of Notifications for the selected Training Schedule.

Add Notification



To: KAMAL ARIF MAZ BIN MASNAN (kamal@baitulummah.com)
MARIAM BT KAMAD
FAREZ MOHAMAD
MUNIAMAH A/P MUNUSAMY (muniamah@nec.com.my)
FAOZIAH BT SHAHID
SARIMAH BT TOSMAN

Note: Only participant with valid email will be notified through email.

Subject: Automated Training Reminder: <Course_Name> in <Course_Day_Countdown> days

Message: Hello <Employee_Full_Name>,

You have been registered for the following course:

Course Title: <Course_Name>
Course Provider: <Course_Provider>
Dates: <Course_Date>
Location: <Course_Location>

This course will be held in <Course_Day_Countdown> days.

Have a nice day.

This email is automatically sent by the system.

System auto-replacement variable that can be used in Subject and Message:
<Employee_Full_Name>, <Course_Name>, <Course_Provider>, <Course_Date>, <Course_Location>, <Course_Day_Countdown>

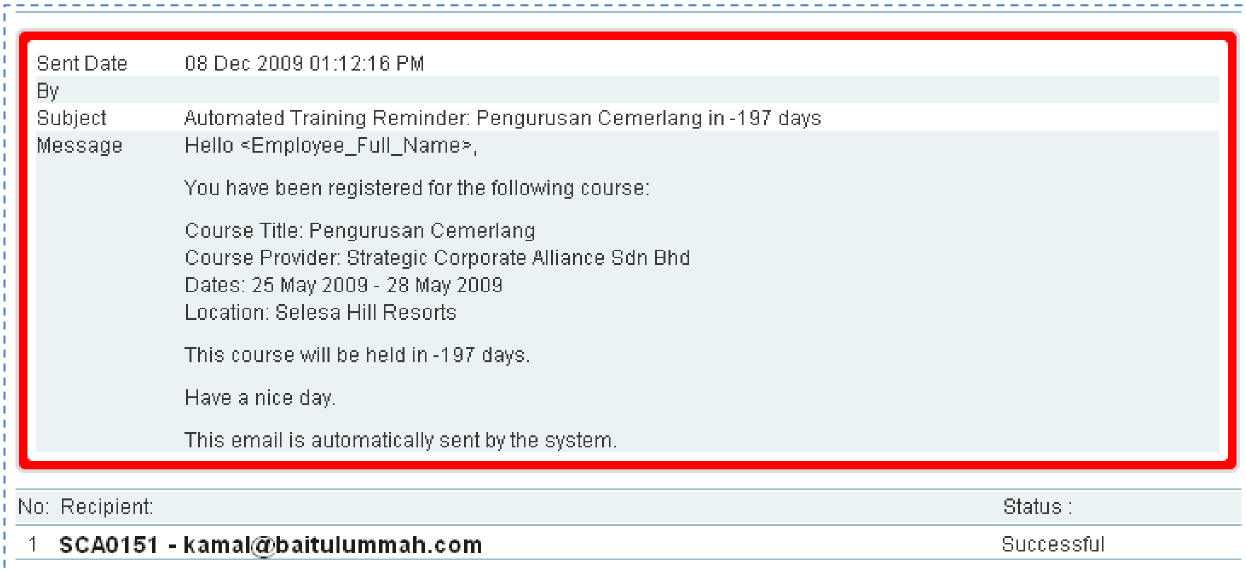
Send Email | Cancel

The screen show the add Training Notification form. Enter the following information:

- To – check all the target notification recipients. By default, all training participant will be listed where employee with valid email will be enabled and employees with invalid email will be disabled.
- Subject – modify the subject or leave unchanged
- Message – modify the message or leave unchanged

The Subject and Message may contain auto-replaceable items which are listed at the bottom. Click the Send Email button to send the notification and click the Cancel button to go back to previous screen.

View Notification Detail



Click on the View link from the Notification Listing. The system shows the actual message sent as well as the list of notification recipient. The list of recipient also indicate the status of the message sent.

15. TRAINING REQUEST

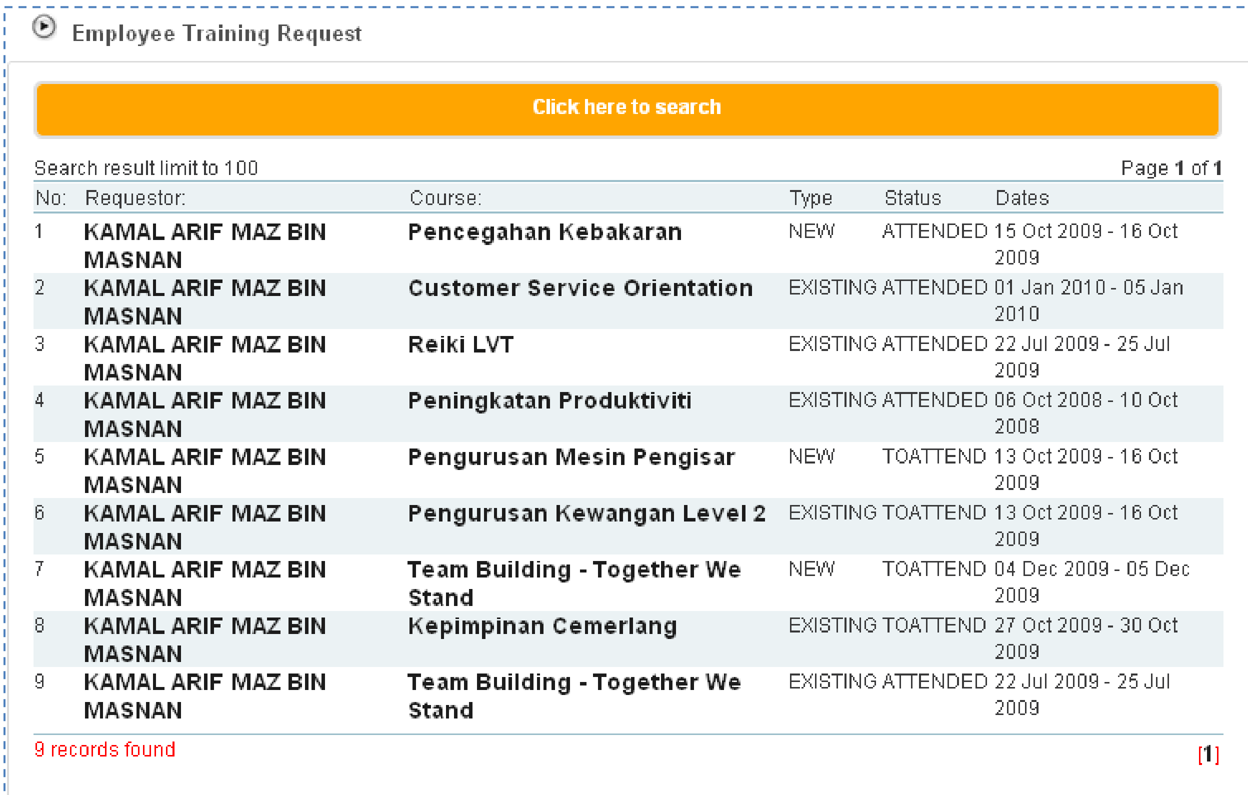
Training Request is the training program requested by employees.

TRAINING REQUEST

Access Point

- TNA > Training Request
- TNA > Training Request > Employee ID
- TNA > Training Request > Course Name
- Employee Menu > Training Request

Training Request Listing


Employee Training Request

Click here to search

Search result limit to 100 Page 1 of 1

No:	Requestor:	Course:	Type	Status	Dates
1	KAMAL ARIF MAZ BIN MASNAN	Pencegahan Kebakaran	NEW	ATTENDED	15 Oct 2009 - 16 Oct 2009
2	KAMAL ARIF MAZ BIN MASNAN	Customer Service Orientation	EXISTING	ATTENDED	01 Jan 2010 - 05 Jan 2010
3	KAMAL ARIF MAZ BIN MASNAN	Reiki LVT	EXISTING	ATTENDED	22 Jul 2009 - 25 Jul 2009
4	KAMAL ARIF MAZ BIN MASNAN	Peningkatan Produktiviti	EXISTING	ATTENDED	06 Oct 2008 - 10 Oct 2008
5	KAMAL ARIF MAZ BIN MASNAN	Pengurusan Mesin Pengisar	NEW	TOATTEND	13 Oct 2009 - 16 Oct 2009
6	KAMAL ARIF MAZ BIN MASNAN	Pengurusan Kewangan Level 2	EXISTING	TOATTEND	13 Oct 2009 - 16 Oct 2009
7	KAMAL ARIF MAZ BIN MASNAN	Team Building - Together We Stand	NEW	TOATTEND	04 Dec 2009 - 05 Dec 2009
8	KAMAL ARIF MAZ BIN MASNAN	Kepimpinan Cemerlang	EXISTING	TOATTEND	27 Oct 2009 - 30 Oct 2009
9	KAMAL ARIF MAZ BIN MASNAN	Team Building - Together We Stand	EXISTING	ATTENDED	22 Jul 2009 - 25 Jul 2009

9 records found [1]

The screen show the list of Training Request. Click the Search Bar to show the Search Form as show below.

The listing shows:

- Requestor Name
- Course
- Training Program Type
- Training Status
- Dates

Edit Employee Information

Please see the Profile > Employee > Basic Information section.

Edit Training Request

Refer to Employee Menu > Training Request > Edit Training section.

16. TRAINING AREA MAP

Training Area Map is a feature to link between performance problem and the training program. Performance problem is identified through assessment. Therefore, each assessment questionnaire should be tagged with existing Training Area Map.

TRAINING AREA MAP

Access Point

- TNA > Training Area Map
- TNA > Training Area Map > Add Training Area Map
- TNA > Training Area Map > Training Area Map Code
- TNA > Training Area Map > Edit
- TNA > Training Area Map > Delete
- Training Area Menu > Training Area Details
- Training Area Menu > Training Program Association
- Training Area Menu > Training Program Association > Training Details
- Training Area Menu > Training Program Association > Delete
- Training Area Menu > JD Association
- Training Area Menu > JD Association > Add JD Association
- Training Area Menu > JD Association > Delete
- Training Area Menu > KRA Association
- Training Area Menu > KRA Association > Delete
- Training Area Menu > KPI Association
- Training Area Menu > KPI Association > Delete
- Training Area Menu > Assessment Association
- Training Area Menu > Assessment Association > Delete

TRAINING AREA MAP MENU

TRAINING AREA MENU

Training Area Details | Training Program Association
JD Association | KRA Association | KPI Association | Assessment Association

Training Area Menu will be shown when the system displays information related to selected Training Area. With this, user can then navigate to other information or function related to the selected Training Area.

TRAINING AREA MAP INFORMATION

Code : LEADLVL1 Name : Self Leadership
Description : Self Leadership Suggestion : Self Leadership

The Training Area Map Information will be shown when the system displays information related to selected Training Area Map. The information:

- Code – Training Area Code
- Name – Training Area Name
- Description – further information about the training area
- Suggestion – suggestion for the training area

To change the listed information, go to Training Area Menu > Training Area Detail.

Training Area Map Listing


Training Area Map

Add Training Area

Click here to search

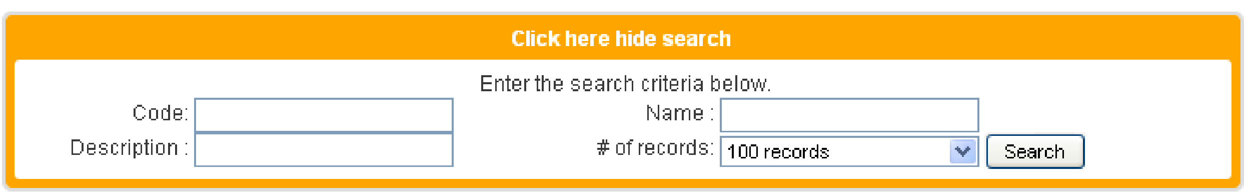
Search result limit to 100 | Page 1 of 1

No:	Code:	Name:	Description:	Action:
2	LEADLVL1	Self Leadership	Self Leadership	Edit |Delete
3	LEADLVL2	Team Leadership	Team Leadership	Edit |Delete
4	LEADLVL3	Organization Leadership	Organization Leadership	Edit |Delete
5	ACCTLVL1	Basic Accounting	Basic Accounting	Edit |Delete
6	ACCTLVL2	Intermediate Accounting	Intermediate Accounting	Edit |Delete
7	ACCTLVL3	Advanced Accounting	Advanced Accounting	Edit |Delete
8	SALLVL1	Basic Sales Methodology	Basic Sales Methodology	Edit |Delete
9	SALLVL2	Intermediate Sales Methodology	Intermediate Sales Methodology	Edit |Delete
10	SALLVL3	Advanced Sales Methodology	Advanced Sales Methodology	Edit |Delete

9 records found [1]

The screen show the list of Training Area Map already registered in the system. Click the Search Bar to show the Search Form as show below.

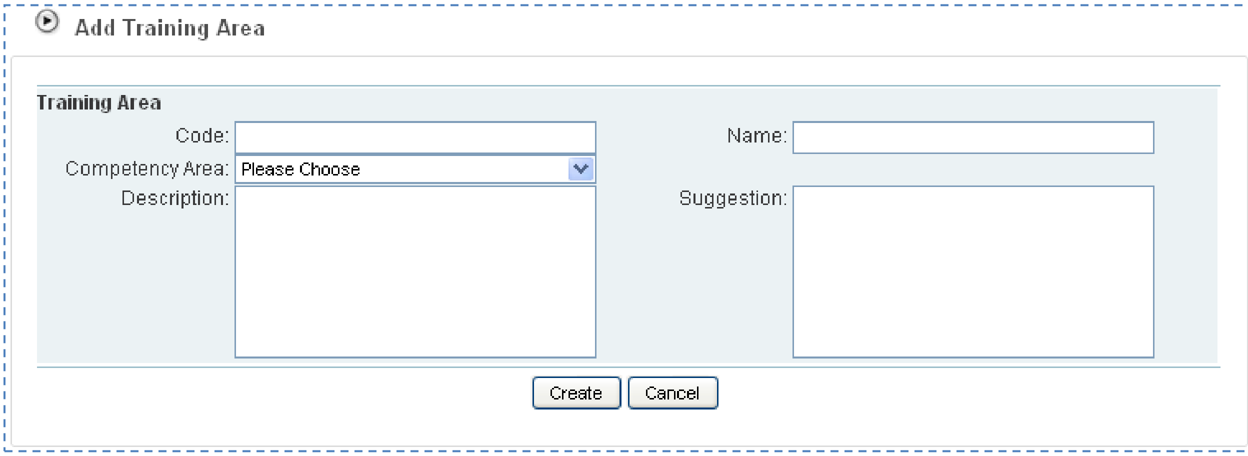
The listing shows:
- Training Area Map Code
- Training Area Map Name
- Training Area Map Description



The screen show the Search Form to search Training Area Map. The search can be done by using either one or combination of the following fields:
- Code – enter partial or full Training Area Map Code
- Name – enter partial or full Training Area Map Name
- Description – enter partial or full Training Area Map description
- # of records – change to desired number of records or leave as default value – 100 records

Click Search button to show the search result. Refer to Training Area Map Listing section for search result.

Add Training Area Map

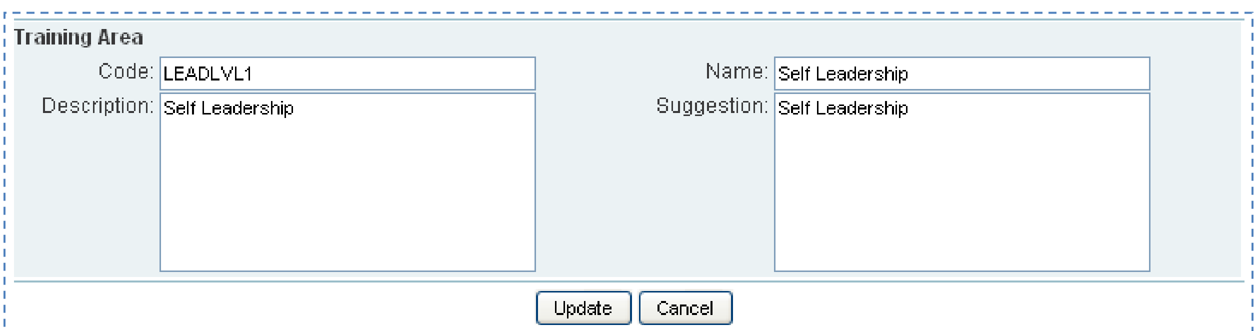


The screen shows the add Training Area Map form. Enter the following information:

- Code – enter the Training Area Map Code
- Name – enter the Training Area Map Name
- Competency Area – select from Training Area Map Competency Area – Attitude, Skill or Knowledge
- Description – enter any information about the Training Area Map or leave blank
- Suggestion – enter any information about the Training Area Map or leave blank

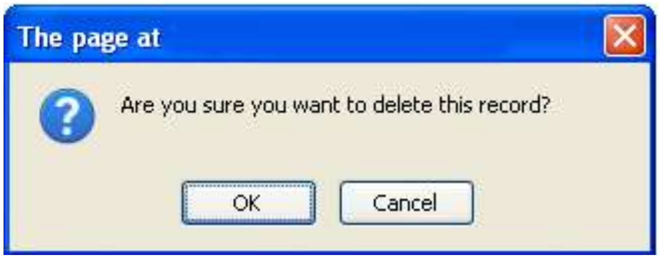
Click the Add button to add the Training Area Map and click the Cancel button to go back to previous screen.

Edit Training Area Map



Refer to the Add Training Area Map function for reference of the field. Click the Update button to update the Training Area Map information or Cancel button to go to previous screen.

Delete Training Area Map



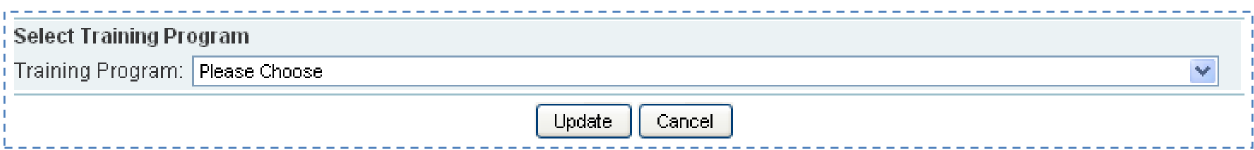
Click on the Delete link from the Training Area Map Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

Training Program Association

		Add Training Association
No:	Training Program:	Action:
1	**PSC101 - Sample Positive Work Culture**	**Delete**
2	**CLS001 - Sample Reiki LVT**	**Delete**

The screen shows the list of Training Program associated with the selected Training Area Map.

Add Training Association



The screen shows the Add Training Association form. Enter the following information:

- Training Program – select from existing training program

Click the Update button to add the Training Program Association and click the Cancel button to go back to previous screen.

Delete Training Program Association

Please refer to Training Provider > Course Offering > Training Area > Delete section.

JD Association

		Add JD Association
No:	Job Description:	Action:
1	JDM006 - Close Office	**Delete**

The screen show the list of Job Description that is associated to the selected Training Area Map.

Add JD Association

Click on the Add JD Association link from the JD Association Listing. To add JD Association, select the appropriate JD Master and set the Training Area for the selected JD Master.

Delete JD Association

To remove the JD Association, remove the selected Training Area in the Job Description Menu > Master Job Description section.

KRA Association

Add KRA Association

No:	Key Result Area:	Action:
1	**High Management - Leadership (Integrity) - On High Ethic**	**Delete**
2	**High Management - Leadership (Integrity) - On High Ethic**	**Delete**
3	**High Management - Leadership (Integrity) - On Responsibility**	**Delete**
4	**High Management - Creativity (Problem Solving) - On Analytical Decision Making**	**Delete**

The screen show the list of KRA that is associated to the selected Training Area Map.

Add KRA Association

Click on the Add KRA Association link from the KRA Association Listing.To add KRA Association, select the appropriate KRA and set the Training Area for the selected KRA.

Delete KRA Association

To remove the KRA Association, remove the selected Training Area in the KRA Menu > KRA Details section.

KPI Association

Add KPI Association

No:	Key Performance Indicator:	Action:
1	**IT Technical Support - Quantitative indicators - IT Support Executives**	**Delete**

The screen show the list of KPI that is associated to the selected Training Area Map.

Add KPI Association

Click on the Add KPI Association link from the KPI Association Listing.To add KPI Association, select the appropriate KPI and set the Training Area for the selected KPI.

Delete KPI Association

To remove the KPI Association, remove the selected Training Area in the KPI Menu > KPI Details section.

Assessment Association

Add Assessment Association

No:	Assessment:	Action:
1	Technical Assessment - Engineer - People Skill Requirement - Decision Making	Delete
2	Technical Assessment - Engineer - People Skill Requirement - Delegating	Delete
3	KRA High Mgt Assessment - KRA - Leadership (Integrity) - On Responsibility - Take pride and value in the quality of work	Delete
4	KRA High Mgt Assessment - KRA - Leadership (Integrity) - On High Ethic - Punctual and reliable	Delete
5	KRA High Mgt Assessment - KRA - Leadership (Integrity) - On High Ethic - Take responsibility for own mistakes; does not blame others	Delete
6	KRA High Mgt Assessment - KRA - Creativity (Problem Solving) - On Analytical Decision Making - Notice discrepancies & inconsistencies in available information	Delete
7	Low Mgt KRA Based Assessment - KRA - Leadership(Integrity) - On Respect - Show positive attitude and behaviour to all levels of people and background	Delete
8	Low Mgt KRA Based Assessment - KRA - Leadership(Integrity) - On Respect - Listen to others	Delete
9	Low Mgt KRA Based Assessment - KRA - Leadership(Integrity) - On Respect - Demostrate concern for treating people fairl and equitably	Delete
10	Sifu Mirza - HM - KRA - Leadership (Integrity) - On Responsibility - Take pride and value in the quality of work	Delete
11	Sifu Mirza - HM - KRA - Leadership (Integrity) - On High Ethic - Punctual and reliable	Delete
12	Sifu Mirza - HM - KRA - Creativity (Problem Solving) - On Analytical Decision Making - Notice discrepancies & inconsistencies in available information	Delete

The screen show the list of Assessment Questions that is associated to the selected Training Area Map.

Add Assessment Association

Click on the Add Assessment Association link from the Assessment Association Listing.To add Assessment Association, select the appropriate Assessment Question and set the Training Area for the selected Assessment.

Delete Assessment Association

To remove the Assessment Association, remove the selected Training Area in the Assessment Menu > Questionnaire section.

17. TRAINING PROVIDER

This feature allows the management of Training Providers for the organization.

TRAINING PROVIDER

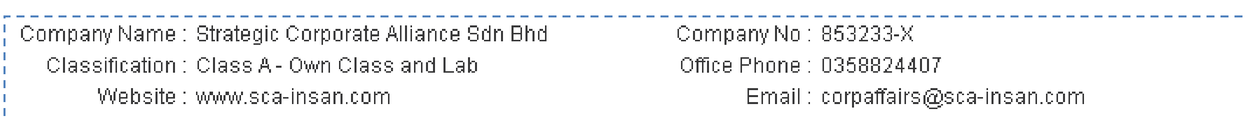
Access Point

- TNA > Training Provider
- TNA > Training Provider > Add Training Provider
- TNA > Training Provider > Training Provider Code
- TNA > Training Provider > Edit
- TNA > Training Provider > Delete
- Training Provider Menu > Company Detail
- Training Provider Menu > Trainer
- Training Provider Menu > Trainer > Add Trainer
- Training Provider Menu > Trainer > Edit Trainer
- Training Provider Menu > Trainer > Delete Trainer
- Training Provider Menu > Course Offering
- Training Provider Menu > Course Offering > Add Course
- Training Provider Menu > Course Offering > Edit Course
- Training Provider Menu > Course Offering > Delete
- Training Provider Menu > Suspend/Terminate
- Training Provider Menu > Reset Password
- Training Provider Menu > Login History
- Training Provider Menu > Transaction History

TRAINING PROVIDER MENU

Training Provider Menu will be shown when the system displays information related to selected Training Provider. With this, user can then navigate to other information or function related to the selected Training Provider.

TRAINING PROVIDER INFORMATION



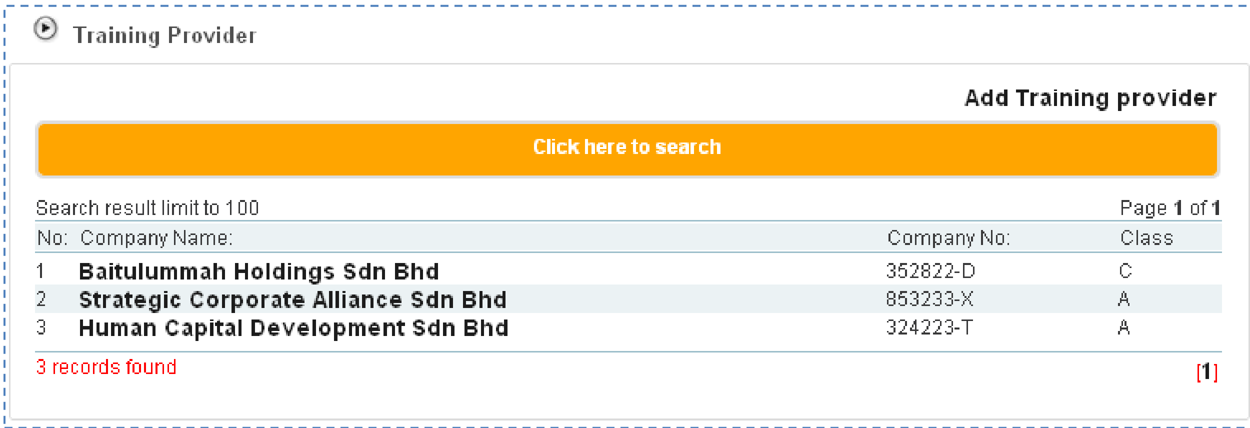
The Training Provider Information will be shown when the system displays information related to selected Training Provider. The information:

- Company Name – Full name of the company

- Company No – Company registration number
- Classification – The Training Provider Class
- Office Phone
- Website
- Email

To change the listed information, go to Training Provider Menu > Company Detail.

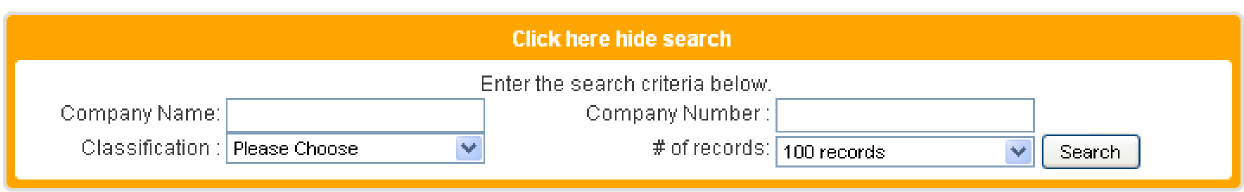
Training Provider Listing



The screen show the list of Training Provider already registered in the system. Click the Search Bar to show the Search Form as show below.

The listing shows:

- Company Name
- Company Number
- Class

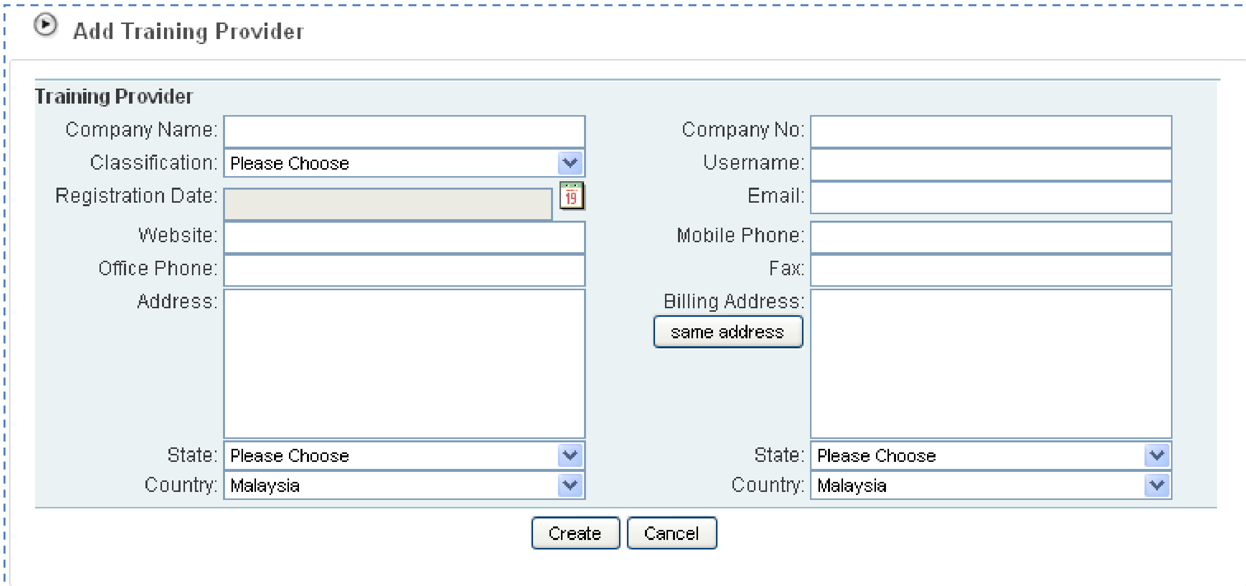


The screen show the Search Form to search Training Provider. The search can be done by using either one or combination of the following fields:

- Company Number – enter partial or full Company Number
- Company Name – enter partial or full Company Name
- Classification – select one of classification or leave unselected
- # of records – change to desired number of records or leave as default value – 100 records

Click Search button to show the search result. Refer to Training Provider Listing section for search result.

Add Training Provider

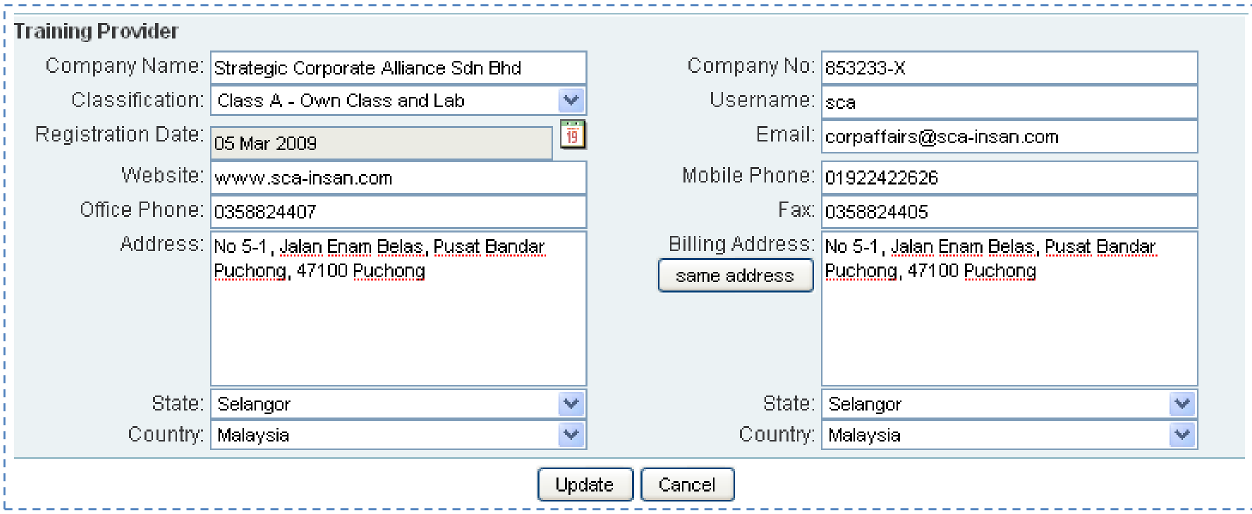


The screen show the add Training Provider form. Enter the following information:

- Company Name – enter the Company Name of the Training Provider
- Company No – enter the Company Number of the Training Provider
- Classification – select existing Classification or leave unselected
- Username – enter unique username to be used as credential for login purpose
- Registration Date – click on the button to show the Calendar Pop-up and to make date selection
- Email – enter primary email address for the company
- Website – enter website of the company
- Mobile Phone – enter primary contact point for the company
- Office Phone – enter main office phone number for the company
- Fax – enter main fax number for the company
- Address and Billing Address – enter Address and Billing Address or leave blank. Use the same address button to make the Billing Address same as Address.
- State and Country – select the State and Country or leave unselected

Click the Add button to add the Training Provider and click the Cancel button to go back to previous screen.

Edit Training Provider



Training Provider

Company Name:	Strategic Corporate Alliance Sdn Bhd	Company No:	853233-X
Classification:	Class A - Own Class and Lab	Username:	sca
Registration Date:	05 Mar 2009	Email:	corpaffairs@sca-insan.com
Website:	www.sca-insan.com	Mobile Phone:	01922422626
Office Phone:	0358824407	Fax:	0358824405
Address:	No 5-1, Jalan Enam Belas, Pusat Bandar Puchong, 47100 Puchong	Billing Address: same address	No 5-1, Jalan Enam Belas, Pusat Bandar Puchong, 47100 Puchong
State:	Selangor	State:	Selangor
Country:	Malaysia	Country:	Malaysia

Update Cancel

Refer to the Add Training Provider function for reference of the field. Click the Update button to update the Training Provider information or Cancel button to go to previous screen.

Delete Training Provider

The system does not allow the Training Provider to be deleted. As an alternative, Training Provider can be suspended or terminated instead. Please see the Suspend/Terminate section.

TRAINER

This feature is to manage the trainer for the Training Provider.

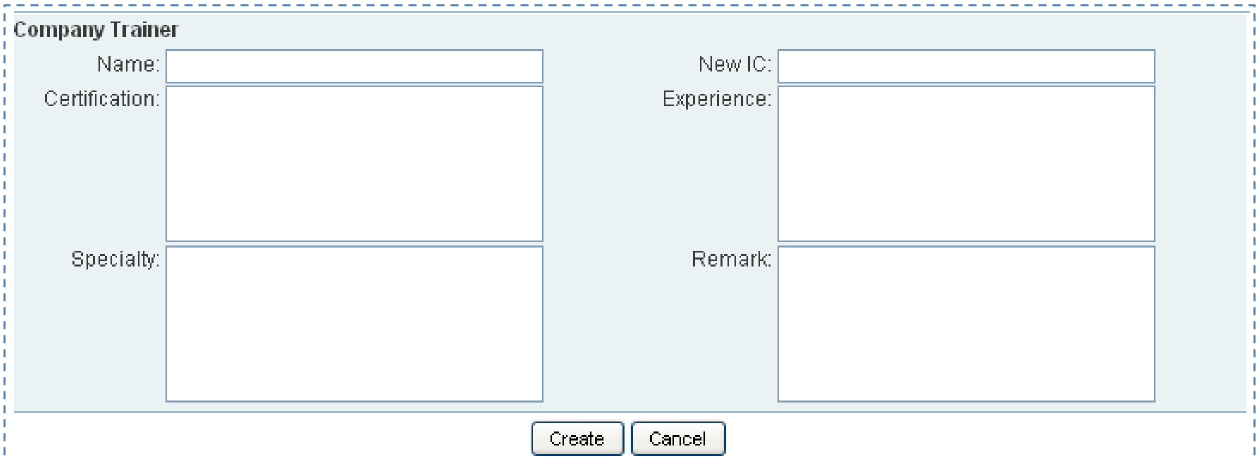
Trainer Listing

Add Trainer

No:	Name:	IC :	Action:
1	**Kamal Arif Maz bin Masnan** Certification: Microsoft Certified Solution Developer Experience: System Engineer, Solution Architect, Project Manager Specialty: IT, Software Development, Project Management Remark: Available	730306105193	**Delete**
2	**Sifu Mirza bin Mohd** Certification: Grand Master Reiki, Grand Master Reiki-LVT Experience: Training Consultant, Training Need Analysis, Competence Management, Positive Work Culture Specialty: Training Consultant, Training Need Analysis, Competence Management, Positive Work Culture Remark: Availables	659322323443	**Delete**

The screen shows the list of trainer for the selected Training Provider.

Add Trainer

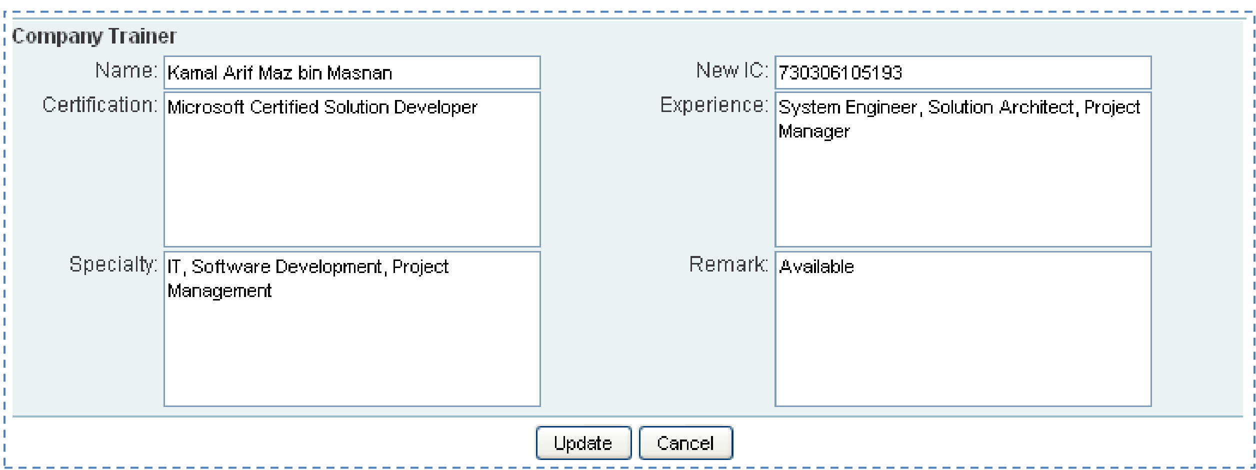


The screen show the add Trainer form. Enter the following information:

- Name – enter Full Name of the trainer
- New IC – enter Identification Number for the trainer
- Certification – enter certification held by the trainer or leave blank
- Experience – enter experience of the trainer or leave blank
- Specialty – enter specialty of the trainer or leave blank
- Remark – enter additional information about the trainer or leave blank

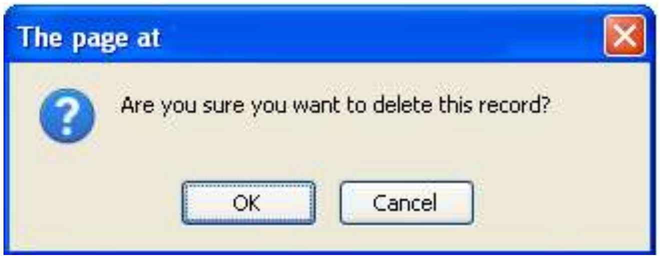
Click the Add button to add the Trainer and click the Cancel button to go back to previous screen.

Edit Trainer



Refer to the Add Trainer function for reference of the field. Click the Update button to update the Trainer information or Cancel button to go to previous screen.

Delete Trainer

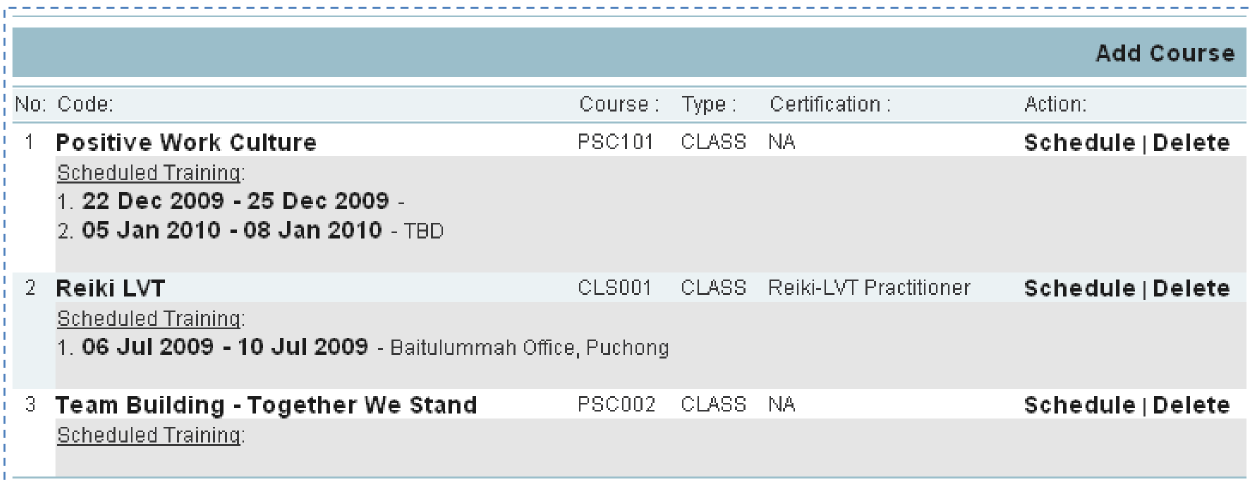


Click on the Delete link from the Trainer Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

COURSE OFFERING

This feature is to manage the course offering for the Training Provider.

Course Offering Listing

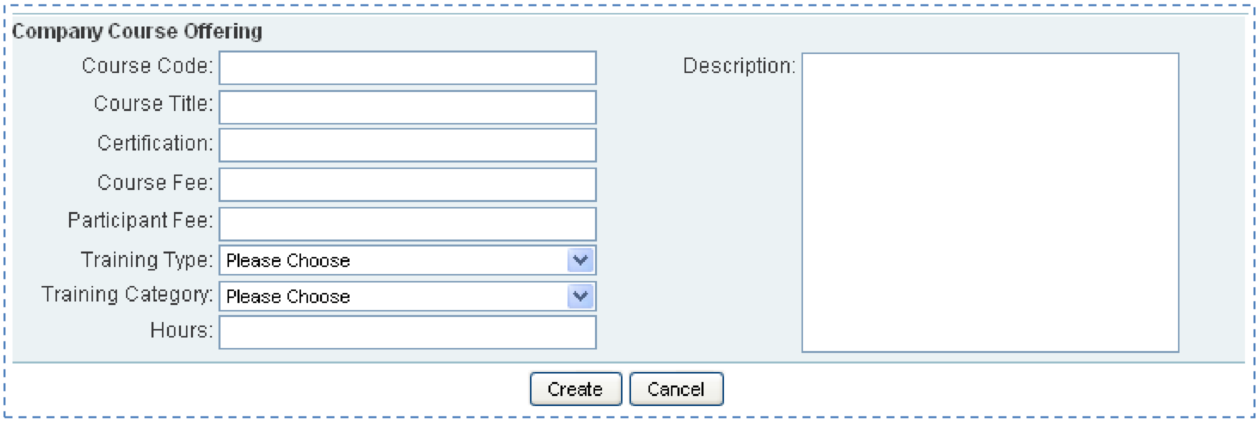


Add Course

No:	Code:	Course :	Type :	Certification :	Action:
1	**Positive Work Culture** Scheduled Training: 1. **22 Dec 2009 - 25 Dec 2009** - 2. **05 Jan 2010 - 08 Jan 2010** - TBD	PSC101	CLASS	NA	**Schedule | Delete**
2	**Reiki LVT** Scheduled Training: 1. **06 Jul 2009 - 10 Jul 2009** - Baitulummah Office, Puchong	CLS001	CLASS	Reiki-LVT Practitioner	**Schedule | Delete**
3	**Team Building - Together We Stand** Scheduled Training:	PSC002	CLASS	NA	**Schedule | Delete**

The screen shows the list of courses offered by the selected Training Provider.

Add Course Offering

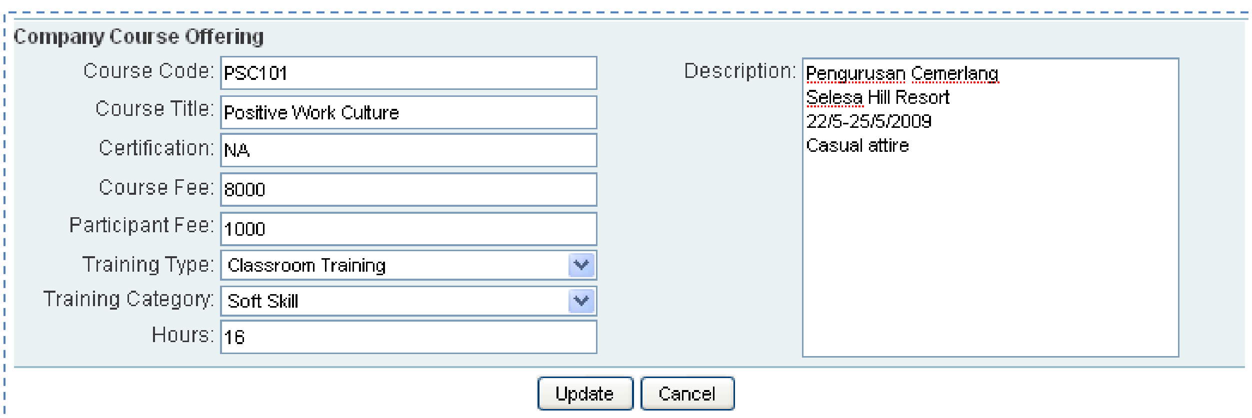


The screen show the add Course Offering form. Enter the following information:

- Course Code – enter Course Code
- Course Title – enter Course Title
- Certification – enter Certification name if any or leave blank
- Course Fee – enter total Course Fee if any
- Participant Fee – enter total Participant Fee if any or leave blank
- Training Type – select training type or leave unselected
- Training Category – select training category or leave unselected
- Hours – enter number of training hours, 1 day equals 8 hours
- Description – enter additional information about the trainer or leave blank

Click the Add button to add the Course Offering and click the Cancel button to go back to previous screen.

Edit Course Offering

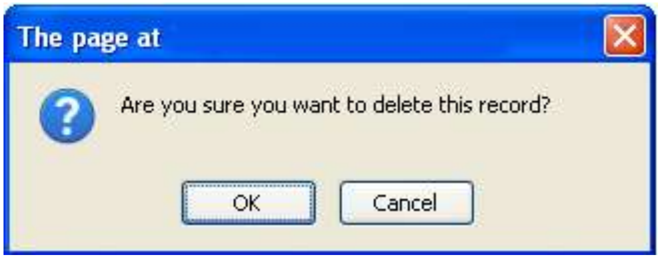


Refer to the Add Course Offering function for reference of the field. Click the Update button to update the Course Offering information or Cancel button to go to previous screen.

Schedule Course Offering

Please see the TNA > Master Training > Add Training section. The form will be pre-populated with the selected Course Offering.

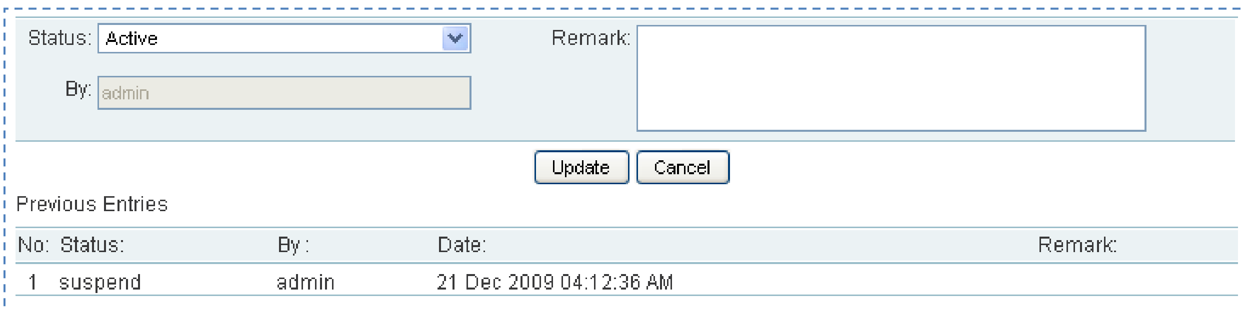
Delete Course Offering



Click on the Delete link from the Course Offering Listing. Click OK button to continue to delete. Click Cancel button to cancel the delete.

SUSPEND/TERMINATE

This feature is used to control the ability of the employee to access the system.



The screen shows the Suspend/Terminate form. Enter the following information:

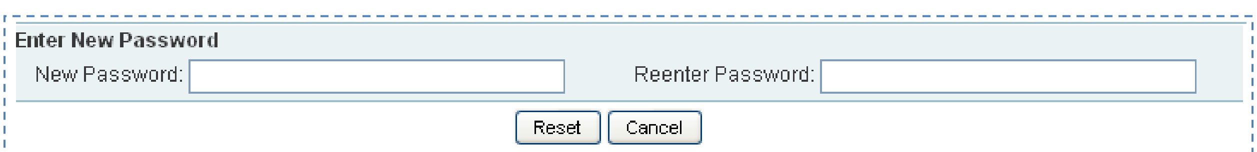
- Status – select current status of the Training Provider. Only Active status will allow Training Provider to login to the system. Other status will not allow Training Provider login to the system.
- Remark – use Remark to enter the reason for the operation

Click Update button to proceed with the process or Cancel button to return to the previous screen.

The screen also shows the list of previous operations for reference.

RESET PASSWORD

This feature is used to reset Training Provider password without knowing existing password.



The screen shows the reset password form. Enter the new password twice to the form. Click Reset button to reset the password or Cancel button to return to the previous screen.

LOGIN HISTORY

This feature is to provide a detail login history for the selected Training Provider.

No:	User:	Date:	Status:	IP:	Agent:
1	**853233-X**	17 Dec 2009 12:12:33 AM	Success	127.0.0.1	Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.1.5) Gecko/20091102 Firefox/3.5.5
2	**853233-X**	16 Dec 2009 06:12:54 PM	Success	127.0.0.1	Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.1.5) Gecko/20091102 Firefox/3.5.5
3	**853233-X**	14 Dec 2009 07:12:49 AM	Success	127.0.0.1	Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.1.5) Gecko/20091102 Firefox/3.5.5
4	**853233-X**	17 Nov 2009 12:11:27 PM	Success	127.0.0.1	Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.1.5) Gecko/20091102 Firefox/3.5.5
5	**853233-X**	12 Nov 2009 05:11:46 PM	Success	127.0.0.1	Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.1.5) Gecko/20091102 Firefox/3.5.5
6	**853233-X**	06 Nov 2009 11:11:51 AM	Success	127.0.0.1	Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 5.1; Trident/4.0; .NET CLR 1.1.4322; .NET CLR 2.0.50727; InfoPath.2)
7	**853233-X**	06 Nov 2009 10:11:55 AM	Success	127.0.0.1	Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 5.1; Trident/4.0; .NET CLR 1.1.4322; .NET CLR 2.0.50727; InfoPath.2)

The screen shows the list of logins sorted by login date.

TRANSACTION HISTORY

This feature provides the detailed transaction history for the selected Training Provider throughout the lifespan in the system.

No:	T:	Ctr:	Status:	By:	Date:
1	12	HQ		**admin** (**L**)	21 Dec 2009 04:12:57 AM
	Reset Password:[]				
2	10	HQ		**SCA0151** (**L**)	05 Nov 2009 05:11:48 PM
	Change Password:[853233-X]				
3	10	HQ		**SCA0151** (**L**)	05 Nov 2009 05:11:25 PM
	Change Password:[853233-X]				
4	10	HQ		**SCA0151** (**L**)	05 Nov 2009 05:11:13 PM
	Change Password:[853233-X]				

The screen shows the list of detailed transaction sorted by transaction date.

18. REPORT LISTING

REPORT

Access Point

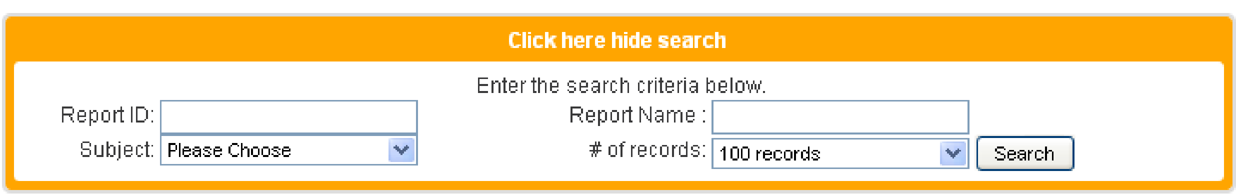
- Report > Report Listing
- Report > Report Listing > Report Name
- Report > Report Listing > Report Name > Save Report
- Report > Report Listing > Report Name > Output To Excel
- Report > Report Listing > Report Name > Print

REPORT LISTING

The screen show the list of Reports already installed in the system. Click the Search Bar to show the Search Form as show below.

The listing shows:

- Report name
- Group
- Created By
- Created Date

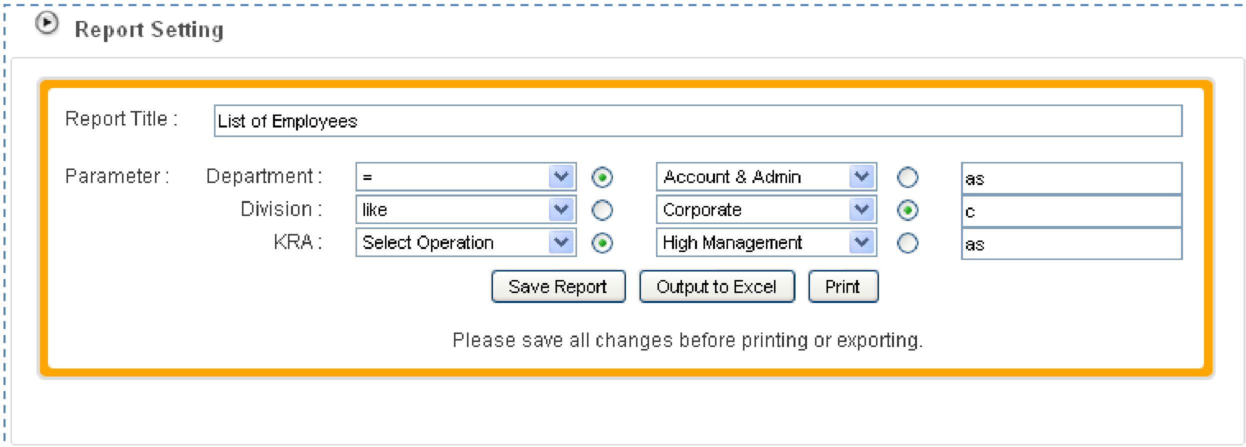


The screen show the Search Form to search Reports. The search can be done by using either one or combination of the following fields:

- Report ID – enter partial or full Report ID
- Report Name – enter partial or full Report Name
- Subject – select one of the subject or leave unselected
- # of records – change to desired number of records or leave as default value – 100 records

Click Search button to show the search result. Refer to Reports Listing section for search result.

Report Setting

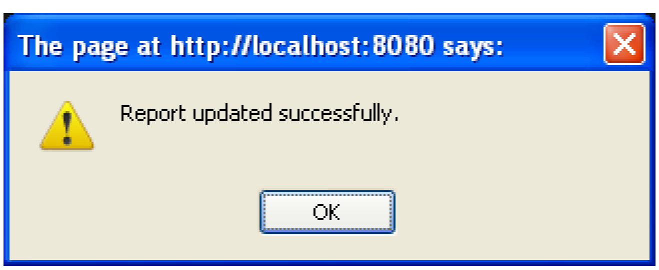


The screen show the Report Setting. The setting can be set on the following item:

- Report Title – enter the report title or leave unchanged
- Parameter for filter – the parameter will depend on the report selected. The number of filter will vary depending on the report selected. For each filter, set the filter or leave unchanged as follow:
  - Operation – select from the available operation such as:
    - = - equal to
    - <> - not equal to
    - Like – enter the free-text input to filter based on the result containing the input
    - In – enter the free-text input separated with comma (,) to filter based on the result that matches any one of the input
  - Selection – if the filter is based on pre-defined codes such as division or department, select from the drop-down list or leave unselected OR
  - Free-text – use this option to enter free-text filter

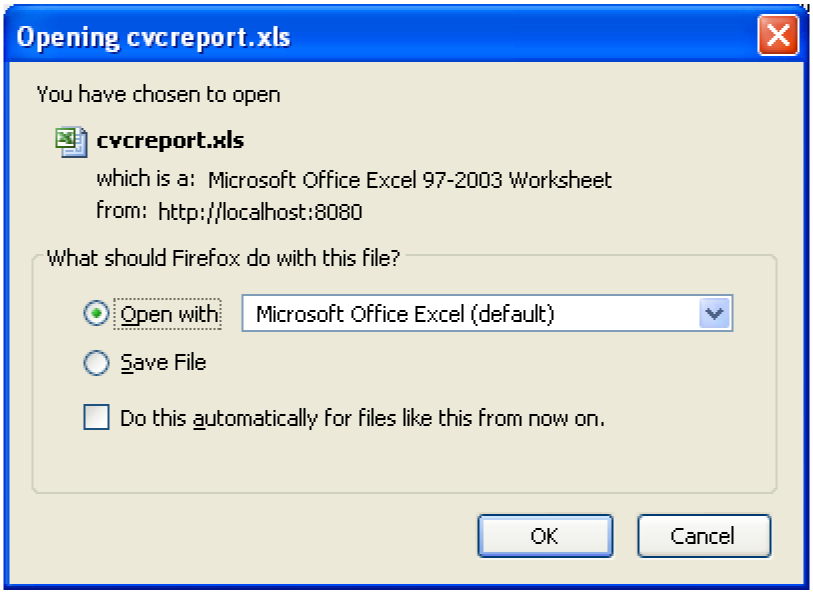
Refer to the section below for further operation.

Save Report



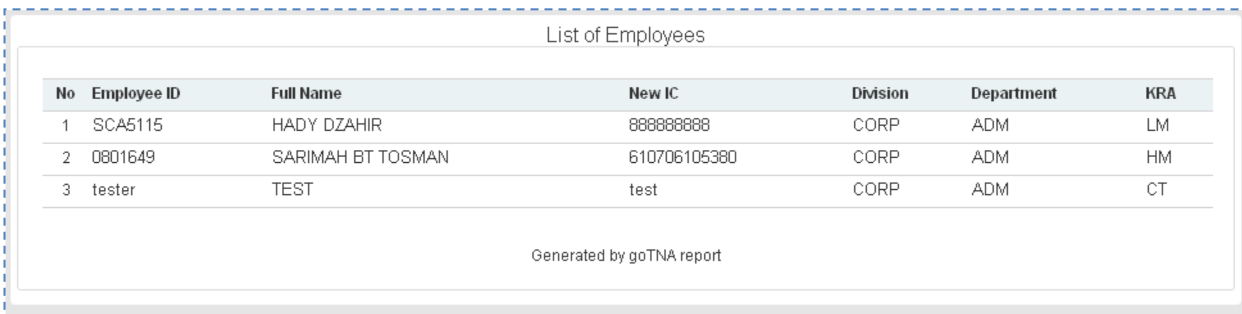
Click on the Save Report button from the Report Setting section to save the setting to the database. To produce report based on new setting, please ensure that the setting is saved first, or else the report produced will be based on the last saved setting. Click OK button to continue.

Output To Excel



Click on the Output To Excel button from the Report Setting section to export the result of the report to excel format. The screen shows a dialog box asking what to do with the file. Select Open With option to open the report immediately or select the Save File option to save the file without opening it. Click on the OK button to continue or Cancel button to close with dialog box.

Print



List of Employees

No	Employee ID	Full Name	New IC	Division	Department	KRA
1	SCA5115	HADY DZAHIR	888888888	CORP	ADM	LM
2	0801649	SARIMAH BT TOSMAN	610706105380	CORP	ADM	HM
3	tester	TEST	test	CORP	ADM	CT

Generated by goTNA report

Click on the Print link from the Report Setting section to display the report in a pop-up window. The window will contain the report which is ready to be printed immediately. Close the windows once done.

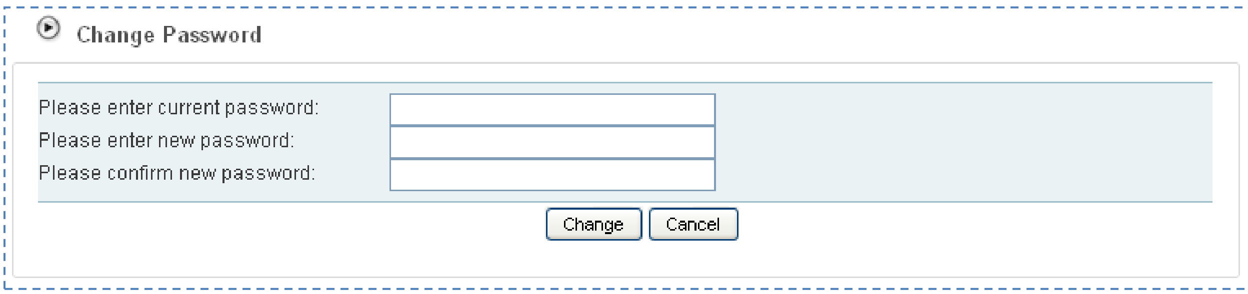
19. CHANGE PASSWORD

Password is the main security feature that control who is the authorized access for a specific account. Every employee should have their own Password. The Password should be changed regularly to prevent unauthorized access.

PASSWORD

Access Point

- Admin > Change Password



To change the Password, enter the Current Password and then the New Password twice and click Continue button to change the Password.

20. SYSTEM CONFIGURATION

This feature is to enable system administrator to control the behaviour of the system in general.

ADMINISTRATION

Access Point

- Admin > System Configuration
- Admin > System Configuration > Configuration Listing
- Admin > System Configuration > Configuration Listing > Code
- Admin > System Configuration > Configuration Listing > Code > Sort
- Admin > System Configuration > Configuration Listing > Code > Add New
- Admin > System Configuration > Configuration Listing > Code > Edit
- Admin > System Configuration > Configuration Listing > Code > Delete
- Admin > User Group Access
- Admin > System Setting

SYSTEM CONFIGURATION

Configuration Listing

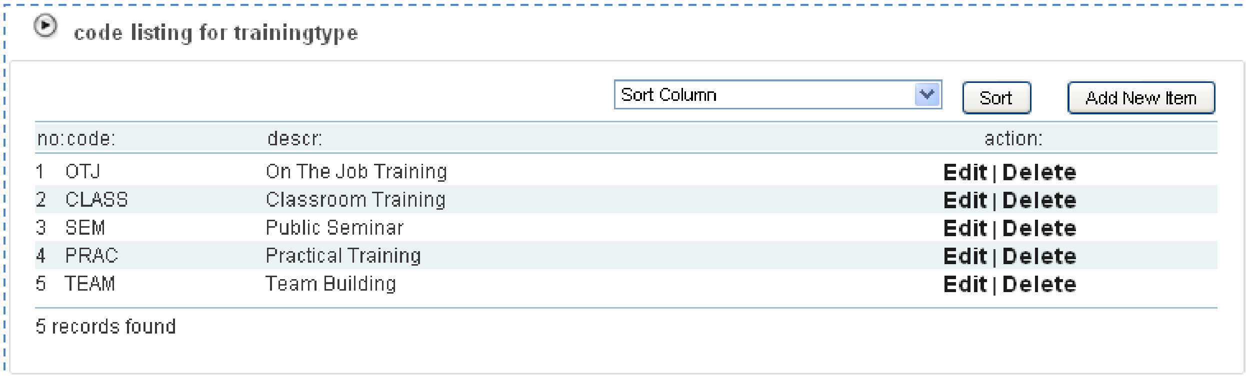
Configuration Listing

no: codes:	# of items:	action:
Access Level		
1 **User**	2	**Configure**
2 **Sub-menu Access**	196	**Configure**
3 **Menu Access**	10	**Configure**
4 **Sub-menu**	192	**Configure**
5 **Menu**	6	**Configure**
6 **User Group Member**	3	**Configure**
7 **User Group**	2	**Configure**
General		
1 **Country**	240	**Configure**
2 **State**	53	**Configure**
3 **Other Codes**	27	**Configure**
4 **Training Type**	5	**Configure**
5 **Training Category**	3	**Configure**

12records found.

The screen shows the list of configuration that can be performed.

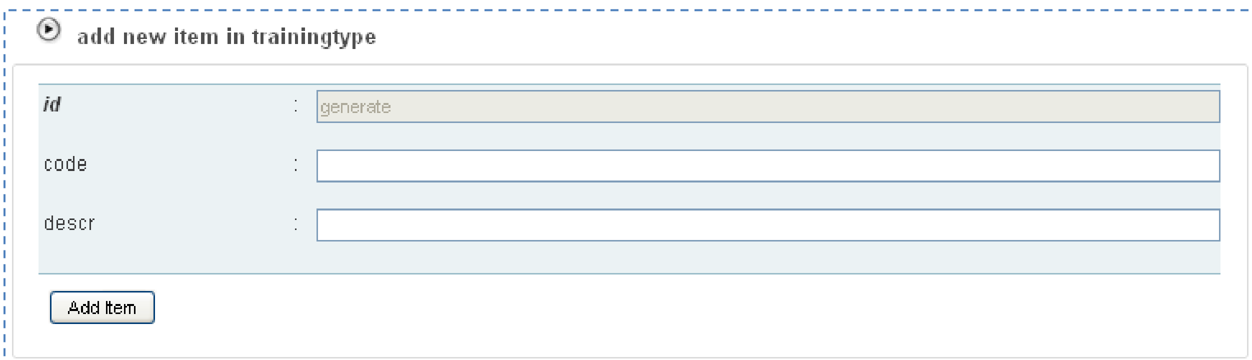
Code Listing



Click the Code or Configure link in the Configuration Listing to list all the code. The screen shows the code listing for the selected configuration.

Select from the available option and click Sort Column to sort the list accordingly.

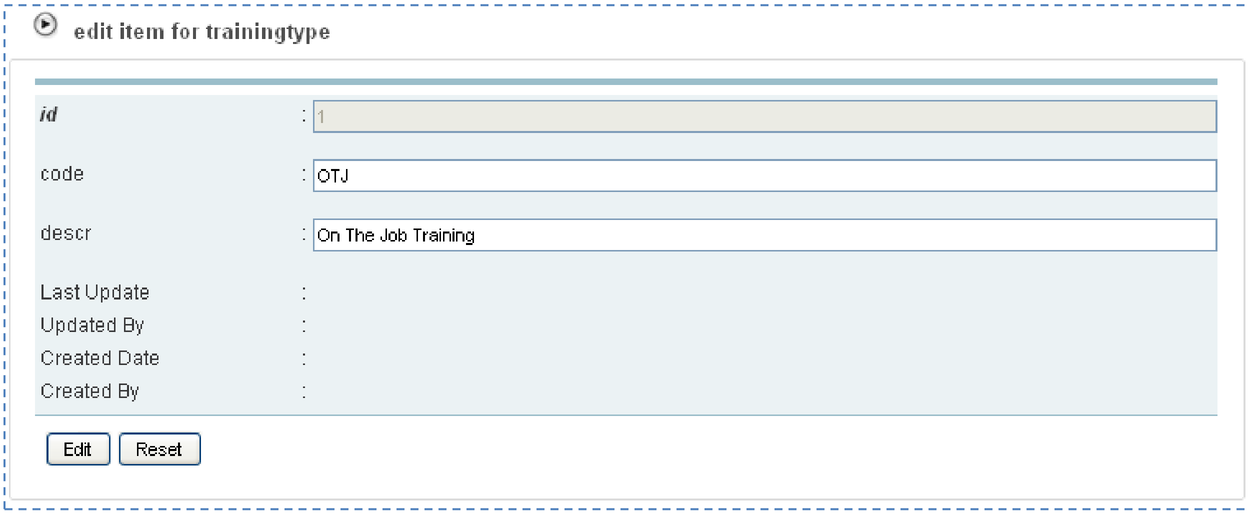
Add Item



The screen shows the Add Item form. The fields for each item will differ from one item to another. Enter all the necessary information required to add the item.

Click the Add button to add the code for the item.

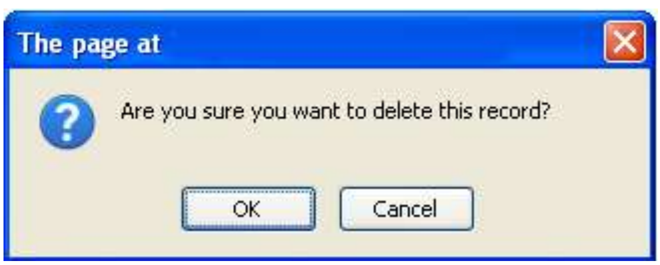
Edit Item



The screen shows the Edit Item form for the selected item. The fields for each item will differ from one item to another. Enter all the necessary changes for the update.

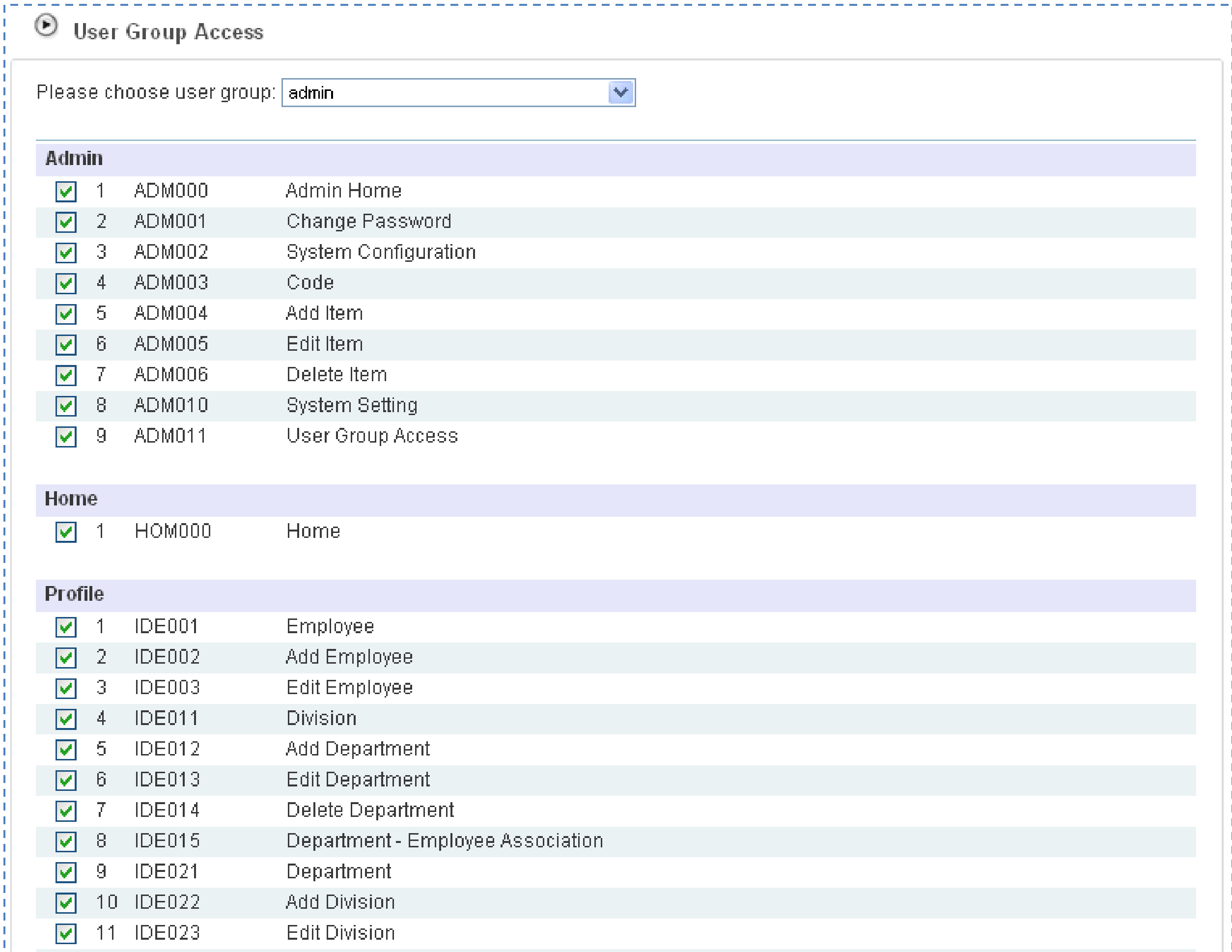
Click the Edit button to update the code for the item or Reset to return the values for each field to its original value.

Delete Item



Click on the Delete link from the Code Listing to delete the selected code. Click OK button to continue to delete. Click Cancel button to cancel the delete.

USER GROUP ACCESS



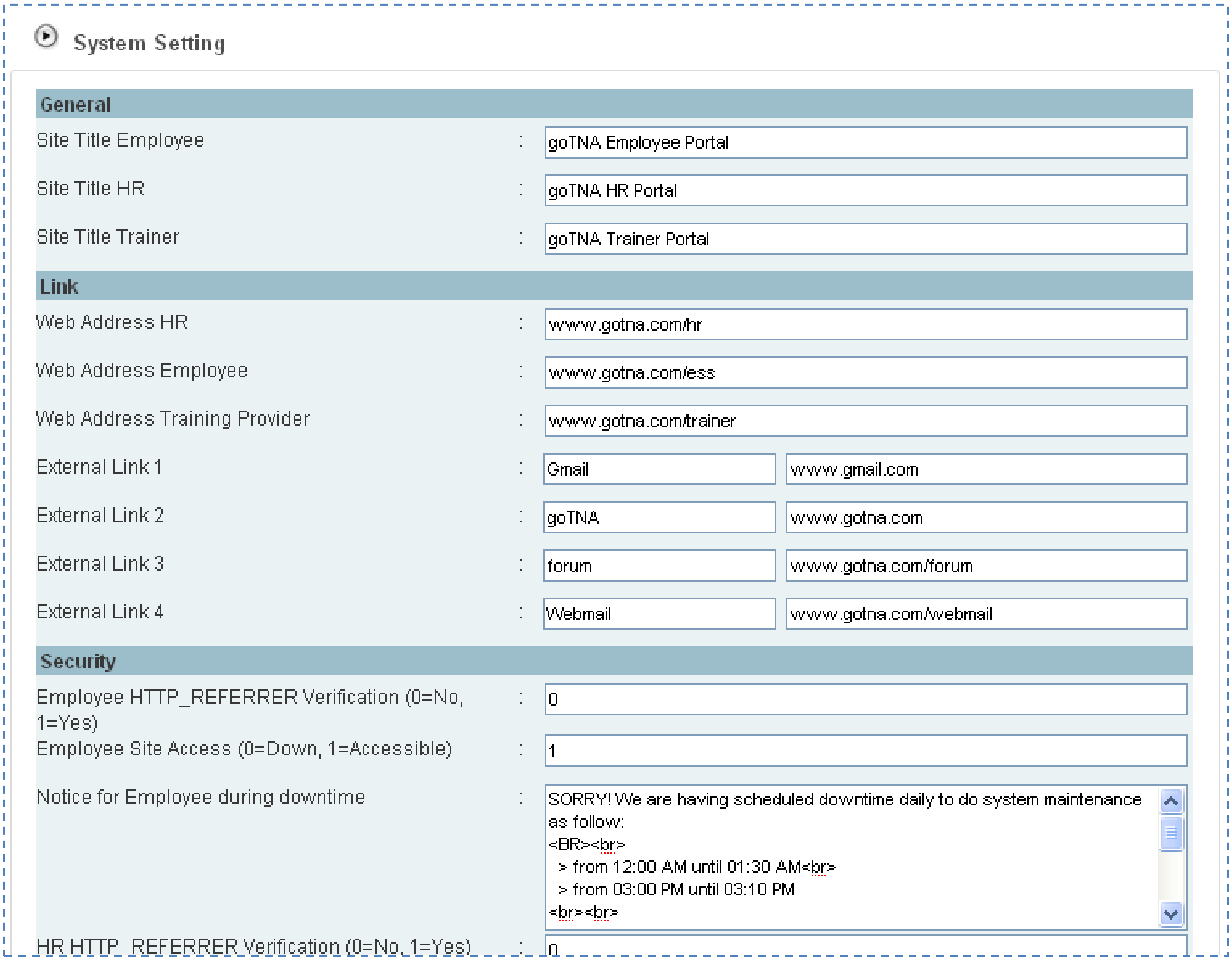
The screen shows the list of pages that the selected User Group can have access to.

Select the appropriate User Group from the User Group listing to display the pages the User Group can have access to.

Make appropriate changes by check or un-check the pages listed.

Click on the Submit button to save the changes or Reset button to return to original setting.

SYSTEM SETTING



The screen shows the list of System Setting that can be changed which will affect the whole system operation.

Click on Edit button to save and activate the change or Reset button to return to original setting.

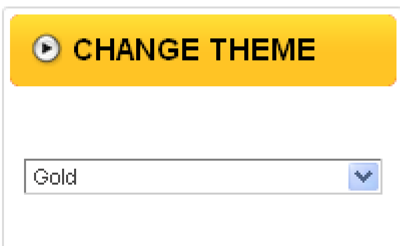
21. CHANGE THEME

Theme is how the system control the viewing format. The available choices of theme are to serve various user preferences.

CHANGE THEME

Access Point

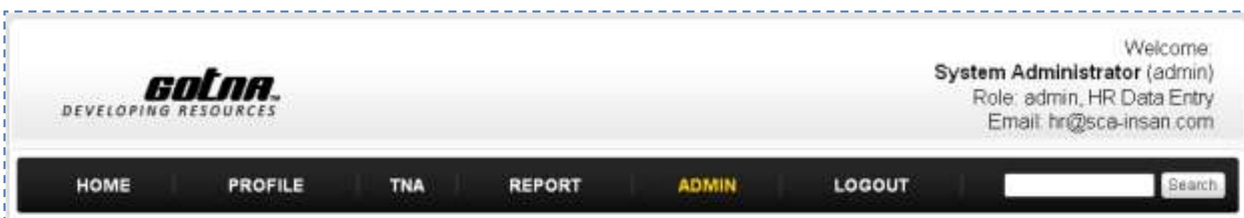
- Home > Change Theme
- Profile > Change Theme
- TNA > Change Theme
- Report > Change Theme
- Admin > Change Theme



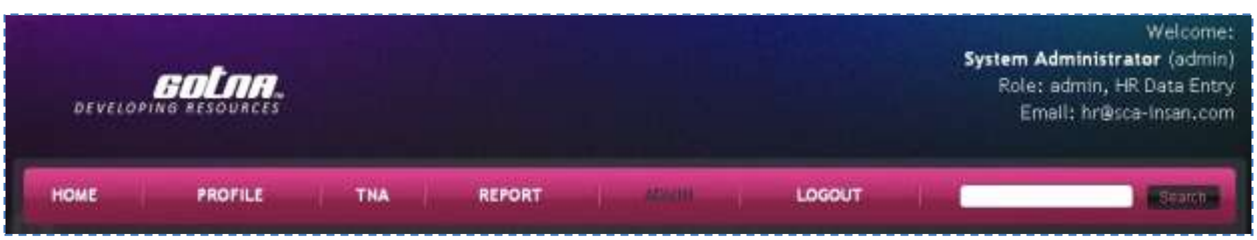
Upon login, the default theme is Gold.

Click on the available choice in the Theme dropdown to change from on Theme to another.

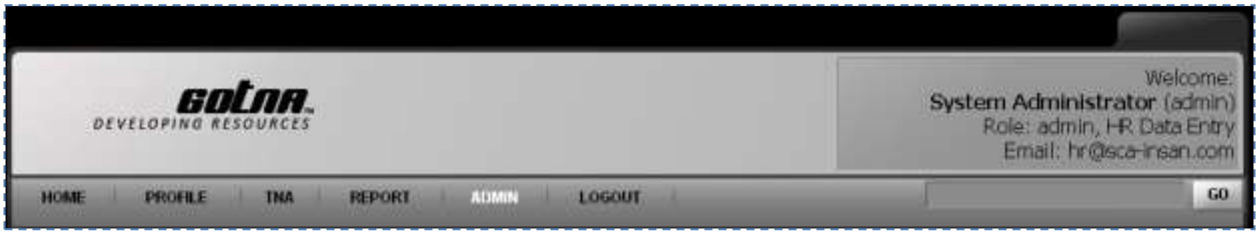
Gold Theme



Purple Theme



Black & White Theme



Blue Theme

Shade Theme