

**CONFIDENTIAL**

# **ACES User Manual**

**HUMAN RESOURCE ACCESS**

For Automated Competency Enhancer Software

**May 2015**

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# Chapter 1 – ACES Overview

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## ABOUT TRAINING NEED ANALYSIS

Training Needs Analysis/assessment (TNA) is conducted to identify and determine the purposes of the training goals. Needs analysis is conducted to understand the areas of knowledge/skills that training needs to address to fill the 'performance gap'.

You should also know that training needs analysis is a critical activity that a human resource manager or training manager should be adept at performing.

Let me be more concise; for a training program to be effective and efficient there are a sequence of steps. They are needs analysis, objectives, implementation and evaluation. All training programs must start with a training needs analysis. It is the responsibility of the training manager to determine the:

- Who
- What
- When
- Where
- Why
- How of the training and development program.

The Training Needs Analysis (TNA) is designed to answer all those questions and more. Whether the training is related to soft skills such as communication and leadership or technical job specific skills, the importance of TNA cannot be overemphasized.

During the process of the training needs analysis, the training manager must analyze the

1. Goals and objectives of the organization
2. Competencies and skills that are required to perform the job
3. Individuals/personnel who need to undergo the training

The needs assessment helps in identifying the 'gap'. The gap is nothing but the skills that are currently in use and what may be need in the present and in the future.

To sum up, training needs analysis/assessment is a gap between 'what is' and 'what ought to be'. You can rightly say that TNA is related to individual and organizational performance. Needs analysis helps in identifying and solving the performance or competency problems related to knowledge, skills and attitudes. Not only does TNA identify if training will actually solve a performance problem, it also identifies specific performance areas requiring training, who needs training and how the training should be designed.

Training without TNA would be like a doctor prescribing a treatment without assessing the extent of the person's illness.

Without TNA, learners often find the training session misses the mark. As a result:

- Learners have to make generalizations to relate the training content to job expectations.
- They have difficulty applying new knowledge and skills on the job.
- They simply fail to improve performance.

At the most basic level, the TNA identifies the gap between desired performance and actual employee performance. But the TNA must also consider the overall organizational strategy, specific tasks, user and learner needs, specific content to be trained and the return on the training investment.



## INTRODUCTION TO ACES

What is ACES?

- ACES is a web based solution to automate the Training Need Analysis – TNA process
- ACES makes it easy to maintain Employee Profile and to develop Training Calendar
- ACES makes it compelling for all employees to participate in making TNA possible



ACES automates the entire training cycles in one highly integrated software which are valuable for continued improvement and compliance as follow:

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.

ACES has the ability to help your organization to:

- **Assess & Analyze** – identify employee expected vs actual competency and performance and analyze the training needed to improve competency and performance
- **Design Program** – Automatic training suggestion by matching the training with the area where employee need improvement and using central training calendar to conduct the training
- **Deliver Program** – Easily share training documents and information among participant, send notifications and monitor attendance
- **Evaluate Performance** – Capture participant feedback, monitor employee performance 3-6 months after attending training and repeat/abandon training based on the training efficiency

## Chapter 2 – Working With ACES Application

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## BEFORE YOU BEGIN

### Trademark and Licenses

ACES is a registered trademark and you may use this product subject to the terms and conditions by Systematic Competency Alliance Sdn Bhd.

The ACES 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.scoma.com.my](http://www.scoma.com.my) or contact our commercial representative for further information.

## SYSTEM ACCESS AND LOGIN

The system is accessible through three different modes:

No	Mode	Remark
1.	<b>HR Access</b> Typical link: <a href="http://www.yourwebsite.com/hr">http://www.yourwebsite.com/hr</a> <u>Note:</u> 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.	<b>Employee Access</b> Typical link: <a href="http://www.yourwebsite.com/staff">http://www.yourwebsite.com/staff</a> <u>Note:</u> 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.	<b>Training Provider Access</b> Typical link: <a href="http://www.yourwebsite.com/trainer">http://www.yourwebsite.com/trainer</a> <u>Note:</u> 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.

A login screen will be shown to request for proper authentication before letting user to use the system as shown below.

**ACES**

**ADMINISTRATOR PANEL**

► Welcome HR, please login

Please take note the following reminder from us:  
 You play a significant role in your online security  
 - Keep your Password confidential at all times.  
 Your account here contains sensitive information. So any unauthorized entry to your account can negatively impact you and your information.  
 We will not be responsible for any loss due to your negligence in protecting the security of your account.  
 We recommend frequent changing of Passwords for enhanced security.

Please enter your credential below.

User Name:

Password:

**Sign in**

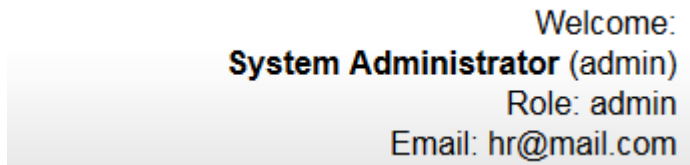
**Forgot Password**

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## SYSTEM NAVIGATION

Once login, you can navigate through the system easily via top menu and left menu as follow.

### *User Information*



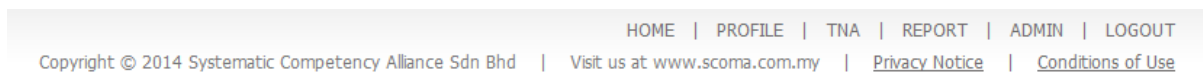
This information will be shown once an user login to the system.

### *Top Menu*



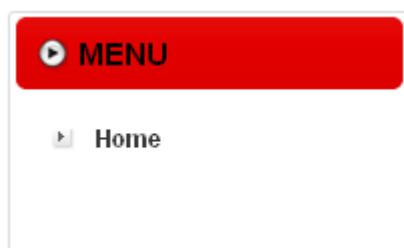
The Top Menu is the main navigation for this system. The item in this area will be shown based on the access level for the user. Click any of the menu will change the item in the Left Menu.

### *Bottom Menu*



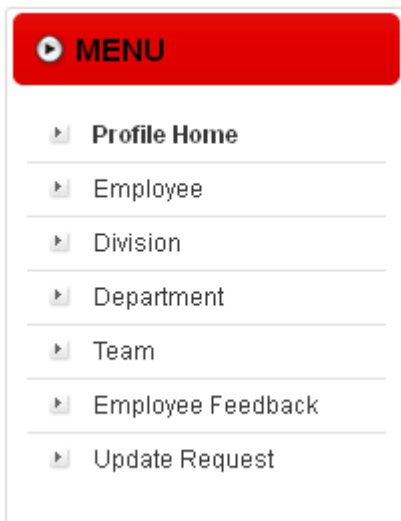
The Bottom Menu is the same as the Top Menu. However, there are additional links at the Bottom Menu which is reserved by Systematic Competency Alliance.

### *Left Menu - Home*



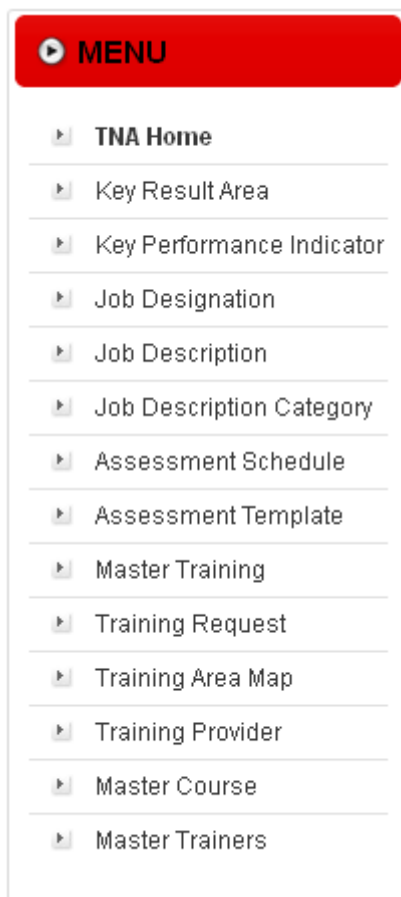
This is the default Left Menu. Click Home Top Menu will show this Left Menu.

### *Left Menu - Profile*



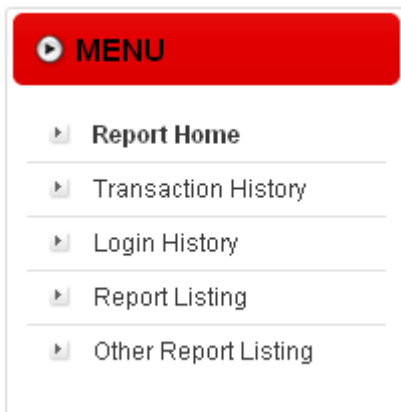
This menu is dedicated to Profile related features. Click Profile Top Menu will show this Left Menu.

### *Left Menu - TNA*



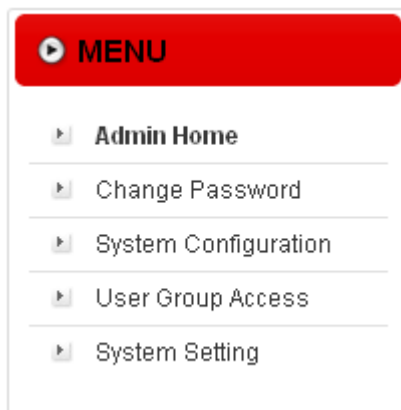
This menu is dedicated to TNA related features. Click TNA Top Menu will show this Left Menu.

### *Left Menu - Report*



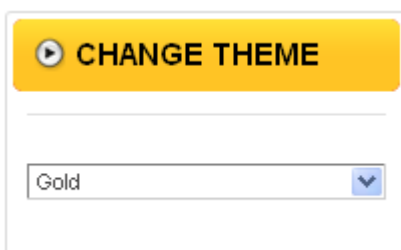
This menu is dedicated to Report related features. Click Report Top Menu will show this Left Menu.

### *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 Scheduled Assessment. With this, user can then navigate to other information or function related to the selected Scheduled 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.


### *Submenu – Course Menu*



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

## COMMON SCREEN

### Pop-up Employee

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

**Search Employee by:** (shows first 50 records only)

Employee ID :	Full Name :	Dept :	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="go"/>

No.	Full Name	Employee ID	Dept
1	KAMAL BIN MOHAMAD	K1647	100
2	Marhaen bt. Mohamad Nor	K1682	100
3	Siti Nuratikah bt. Mohd Ahkuan	K1627	100

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.

<	Nov	>	2009	>		
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
Today : 27 Dec 2009						

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.

## Chapter 3 – Managing Employee Information

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## MANAGING EMPLOYEE INFORMATION

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

	Name : Kamal Bin Safar	Employee ID : K0891
	Title : J29 - PEMBANTU TEKNIK	Division : Corporate
	Designation : Operator	Department : UNIT KEJURUTERAAN AWAM
	KRA : Sample Contract Employees	Report To : Mohd Maaroff b. Mohd Yusoff
	KPI : Sample Sales Executive	Team : Sample Sales Team 1, Sample Customer Service 1
	Mobile : 0191001000	Email : kamal@baitulummah.com
	Gender : Lelaki	Ethnic : Melayu
Reporting Line: <b>K0856</b>		

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

No	Full Name	Employee ID	Report To	Dept	Email
1	KAMAL ARIF MAZ BIN MASNAN	SCA0151		HR	kamal@baitulummah.com
2	RIDZUAN AZIZ	SCA01021	SCA0151	HR	ridzuan@baitulummah.com
3	HADY DZAHIR	SCA5115	SCA0151	ADM	kamalarifmaz@gmail.com
4	FAREZ MOHAMAD	SCA5000	SCA5115	ADM	
5	KAMAL BIN MOHAMAD	SCA666	SCA01021	HR	kamal@baitulummah.org
6	FAHMI ABDUL	SCA768	SCA0151	ADM	

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

Enter the search criteria below.

Employee ID:

Employee Name:

New IC No:

Department:

Job Group:

# of records:

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

**Add Employee**

**Employment Information**

Report To:

Employee ID:

KRA:

KPI:

Full Name:

New IC Number:

Title:

Nationality:

Birth Date:

Mobile Phone No:

Office Phone No:

Home Address:

State:

Country:

**Personal Information**

Division:

Department:

Job Designation:

Password:

User Name:

Old IC Number:

Ethnicity:

Gender:

Email:

Home Phone No:


Fax No:

Correspondence Address:

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

Employment Information	
Report To: RIDZUAN AZIZ	Division: Corporate
Employee ID: SCA01021	Department: Human Resource
KRA: High Management	Job Designation: akauntan 1
KPI: Please Choose	
Employee ID: SCA666	Password:
Full Name: KAMAL BIN MOHAMAD	User Name: kamala
New IC Number: 7777	Old IC Number: 7777
Occupation:	Ethnicity: Malay
Nationality: Malaysia	Gender: Male
Birth Date:	Email: kamal@baitulummah.org
Mobile Phone No:	Home Phone No:
Office Phone No:	Fax No:
Home Address:	Correspondance Address:
	same as home
State: Please Choose	State: Please Choose
Country: Malaysia	Country: Malaysia
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

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

### Employment 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


<b>Employment History</b>	
Employer: <input type="text"/>	Experience: <input type="text"/>
Start Date: <input type="text"/> 	
Duration (mth): <input type="text"/>	
<input type="button" value="Create"/> <input type="button" value="Cancel"/>	

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

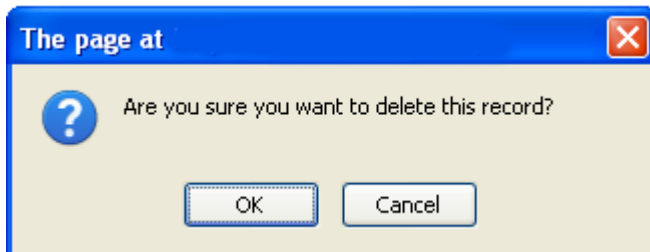
Click the Create button to create the employment history or Cancel button to go to the previous screen.

### Edit Employment History

<b>Employment History</b>	
Employer: <input type="text" value="Strategic Corporate Alliance Sdn Bhd"/>	Experience: <input type="text" value="Web Developer"/>
Start Date: <input type="text" value="16 Dec 2008"/> 	
Duration (mth): <input type="text" value="8"/>	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

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*

Add Education History   Upload Educational Documents				
No:	Education Center:	Year	Result:Remark:	Action:
1	<b>Sekolah Menengah Kebangsaan Bagan Terap</b>	1991	A Ketua Kelas Ketua Pengawas Pelajar Terbaik Tingkatan 3	<b>Delete</b>
2	<b>University of Oklahoma</b>	1998	2.75 Incomplete	<b>Delete</b>
3	<b>PPP/ITM Shah Alam</b>	1997	2.75 2 years preparation for student learning overseas.	<b>Delete</b>

Educational Documents				
No:	Name:	Category:	Create Date :	Remark: Action:
1	<b>New Microsoft Office Word Document.docx</b>	education	27 Jul 2009 03:07:24 PM	<b>Delete</b>

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

### *Add Education History*

<b>Education History</b>	
Education Center: <input type="text"/>	Remark: <input type="text"/>
Start Year: <input type="text"/>	
Score/Grade/Result: <input type="text"/>	
<input type="button" value="Create"/> <input type="button" value="Cancel"/>	

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

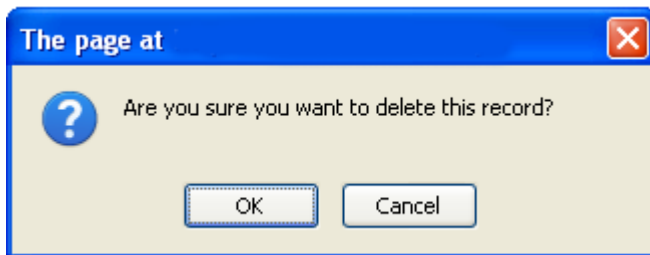
Click the Create button to create the education history or Cancel button to go to the previous screen.

### *Edit Education History*

<b>Education History</b>	
Education Center: <input type="text" value="University of Oklahoma"/>	Remark: <input type="text" value="Incomplete"/>
Start Year: <input type="text" value="1998"/>	
Final Result: <input type="text" value="2.75"/>	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

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 :	Action:
1	<b>New Microsoft Office Word Document.docx</b>	education	27 Jul 2009 03:07:24 PM	<b>Delete</b>
2	<b>Resume 2009.doc</b>	resume	14 Dec 2009 04:12:34 PM	<b>Delete</b>
3	<b>male1.jpg</b>	photo	05 Oct 2009 10:10:16 PM	<b>Delete</b>
4	<b>Time Management.pdf</b>	training	07 Oct 2009 05:10:08 PM	<b>Delete</b>
5	<b>sekolah.doc</b>	training	07 Oct 2009 07:10:54 PM	<b>Delete</b>

The screen shows the list of documents for selected employee.

### *Upload Document*

**Add Document**

File:

Category:

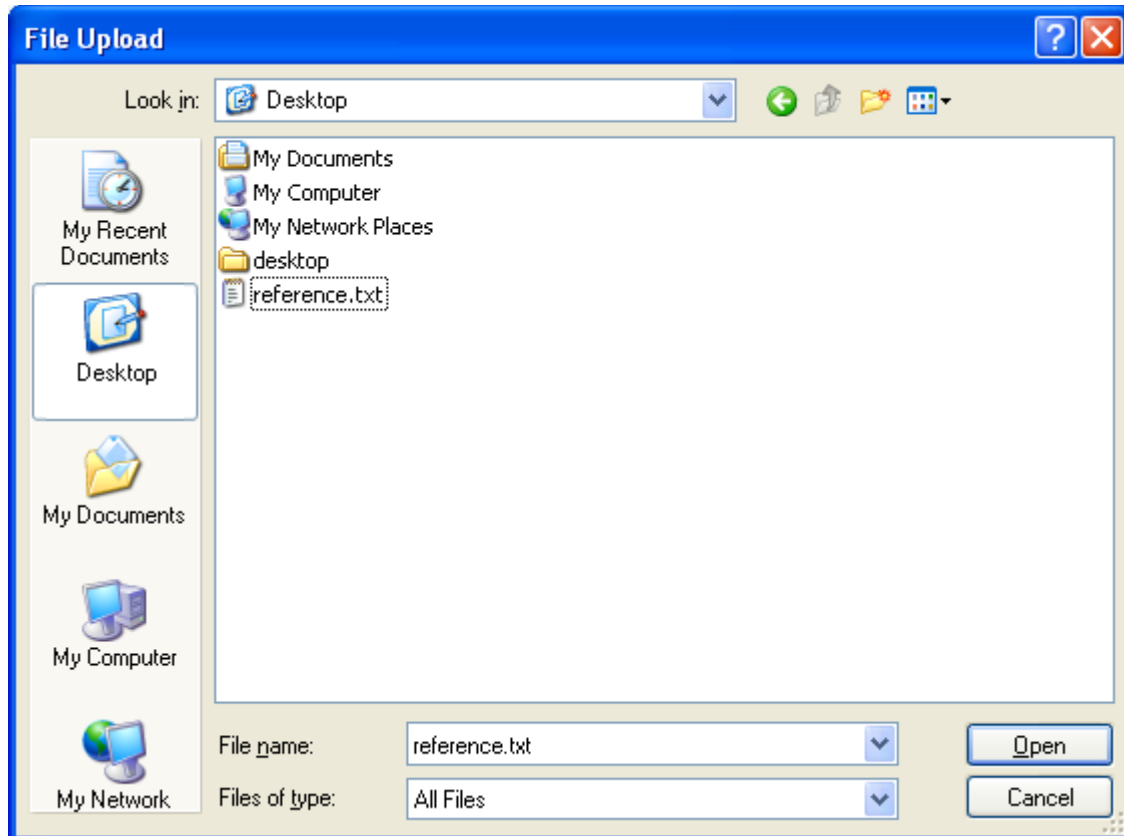
Name:

Remark:

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*

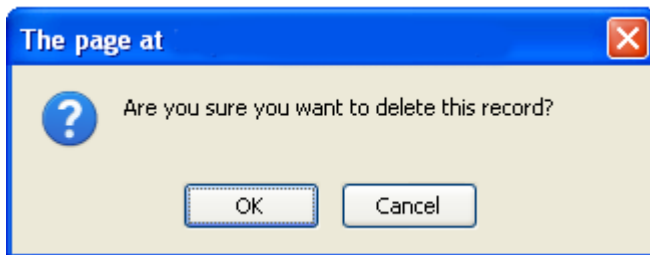
The document is not allowed to be updated. However, the document can be deleted and the latest version can be uploaded.

### *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:
1	PSC001	Pengurusan Cemerlang	Pengurusan Cemerlang	19 Oct 2008 - 21 Oct 2008
2	PSC002	Peningkatan Mutu	Peningkatan Mutu Kerjaya	13 May 2009 - 18 May 2009
3	PSC003	Team Building	Team Building Training	19 Jul 2009 - 21 Jul 2009
4	PSC004	Basketball Camp	Basketball Camp	06 Mar 2009 - 09 Mar 2009
5	PSC5002	Personal Confidence Builders	Interpersonal Skills	07 Oct 2009 - 15 Oct 2009
				<b>Delete</b>


The screen shows the list of training history.


### *Add Training History*

**Training History**

Course Code:

Course Title:

Start Date:  

End Date:  

Certification:

Location:


Provider:

Fee:

Training Hours:

Course Description:

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*

**Training History**

Course Code:

Course Title:

Start Date:  

End Date:  

Certification:

Location:

Provider:

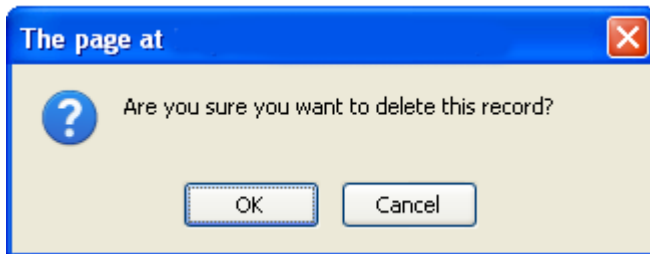
Fee:

Training Hours:

Course Description:

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

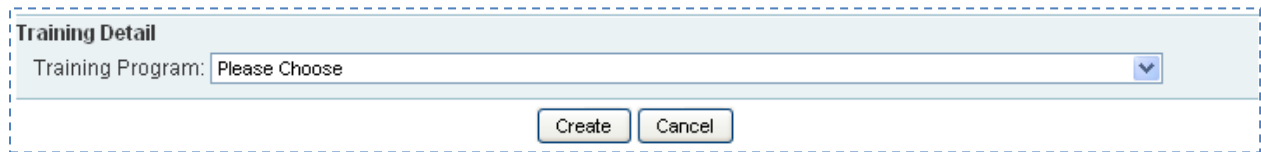
- Employee Menu > Training List
- Employee Menu > Training List > Add Training
- Employee Menu > Training List > Edit Training
- Employee Menu > Training List > Delete Training

### 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:

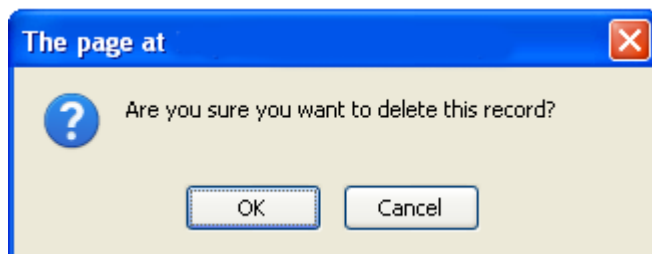
- Training Program – select the list of confirmed training program

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

Jul
2009
Today
Add Training

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
				1		2			2		

<<Previous Month
July 2009
Next Month>>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6 CLS001	7 CLS001	8 CLS001	9 CLS001	10 CLS001	11
12	<div> July 6, 2009 Code: CLS001  Provider: Strategic Corporate Alliance Sdn Bhd  Location: Baitulummah Office, Puchong  Type: Classroom Training  Certification: undefined  Hours: 0 </div>			16	17	18
19				23 PSC002	24 PSC002	25 PSC002
26	27	28	29	30	31	1

Legend:  
Yellow Background = goTNA Training  
Gray Background = Historical Training Record

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

Training Detail

Training Program:
Please Choose

Create
Cancel

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	<b>PSC005</b>	Pencegahan Kebakaran	Perlukan latihan ini untuk kenaikan pangkat	IMPORTED	15 Oct 2009 - 16 Oct 2009
2	<b>CLS001</b>	Reiki LVT	test	REGISTERED	22 Jul 2009 - 25 Jul 2009
3	<b>PRC051</b>	Pengurusan Mesin Pengisar	To attend and train own team upon returning	DECLINE	13 Oct 2009 - 16 Oct 2009
4	<b>PSC0034</b>	Pengurusan Kewangan Level 2	for reference only	REGISTERED	13 Oct 2009 - 16 Oct 2009
5	<b>TBL5220</b>	Team Building - Together We Stand	For team enhancement. Using team budget.		04 Dec 2009 - 05 Dec 2009
6	<b>CLS002</b>	Kepimpinan Cemerlang	sadasd		27 Oct 2009 - 30 Oct 2009


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

### *Edit Training Request*

Course Code: <input type="text" value="CLS002"/>	Justification: <input type="text" value="Keperluan untuk naik pangkat"/>
Course Title: <input type="text" value="Kepimpinan Cemerlang"/>	
Start Date: <input type="text" value="27 Oct 2009"/> 	
End Date: <input type="text" value="30 Oct 2009"/> 	
Start Time: <input type="text" value="Please Choose"/> 	
End Time: <input type="text" value="Please Choose"/> 	
Certification: <input type="text" value="NA"/>	
Location: <input type="text" value="Sunway Pyramid"/>	
Provider: <input type="text" value="Strategic Corporate Alliance"/>	
Course Fee: <input type="text" value="1500"/>	
Training Hours: <input type="text" value="16"/>	
Course Type: EXISTING	
Course Status: TOATTEND	
Request Status:	

---

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	<b>SELF Assessment for KAMAL ARIF MAZ BIN MASNAN - SCA0151</b>	Low Mgt KRA Based Assessment	16 Nov 2009 - 30 Nov 2009	<b>Delete</b>
2	<b>SELF Assessment for KAMAL ARIF MAZ BIN MASNAN - SCA0151</b>	Sifu Mirza - HM	07 Dec 2009 - 21 Dec 2009	<b>Delete</b>

The screen shows the list of tasks to be performed.



### Taking Assessment

**EMPLOYEE ASSESSMENT**

Assessor: 0801649 - SARIMAH BT TOSMAN  
 Subject: **0801649 - SARIMAH BT TOSMAN**  
 Assessment: Assessment on Kerani JDI  
 Type: SELF  
 Period: 07 Dec 2009 - 21 Dec 2009  
 Status: **OPEN**  
 Note: Please fill in the assessment the best you can.  
 Instruction: You have to complete answering all questions for this assessment within the specified period.

**JD - GENERAL**

Please modify this note  
Please modify this instruction

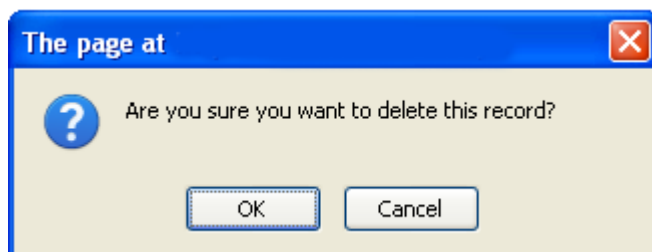
1 Bank reconciliations	<input type="radio"/> Rate 1	<input type="radio"/> Rate 2	<input type="radio"/> Rate 3	<input type="radio"/> Rate 4	<input type="radio"/> Rate 5	<input type="radio"/> Rate 6
2 Clock-in dan clock-out	<input type="radio"/> Rate 1	<input type="radio"/> Rate 2	<input type="radio"/> Rate 3	<input type="radio"/> Rate 4	<input type="radio"/> Rate 5	<input type="radio"/> Rate 6
3 Cashbook updating	<input type="radio"/> Rate 1	<input type="radio"/> Rate 2	<input type="radio"/> Rate 3	<input type="radio"/> Rate 4	<input type="radio"/> Rate 5	<input type="radio"/> Rate 6
4 ERP Updating	<input type="radio"/> Rate 1	<input type="radio"/> Rate 2	<input type="radio"/> Rate 3	<input type="radio"/> Rate 4	<input type="radio"/> Rate 5	<input type="radio"/> Rate 6

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	<b>SCA666</b>	KAMAL BIN MOHAMAD	HM		JD005	HR
	<u>Subordinates:</u>					
2	<b>SCA3232</b>	SHAMSUL KAMAL	HM		JD003	HR
	<u>Subordinates:</u>					
	1. <b>SCA5000</b> - 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*


**Select Peers**


Peer 1:   Employee ID:

Peer 2:   Employee ID:

Peer 3:   Employee ID:

Peer 4:   Employee ID:

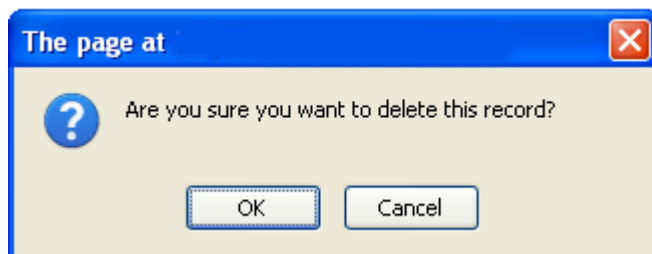
Peer 5:   Employee ID:

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	<b>PEER Assessment for RIDZUAN AZIZ - SCA01021</b>	KRA Middle Mgt Assessment	03 Nov 2009 - 10 Nov 2009	09 Dec 2009	<b>Print</b>
2	<b>SUPERIOR Assessment for FAHMI ABDUL - SCA768</b>	Assessment on Kerani JDI	02 Nov 2009 - 30 Nov 2009	09 Dec 2009	<b>Print</b>
3	<b>SUPERIOR Assessment for RIDZUAN AZIZ - SCA01021</b>	Assessment on Kerani JDI	02 Nov 2009 - 30 Nov 2009	09 Dec 2009	<b>Print</b>
4	<b>SUPERIOR Assessment for HADY DZAHIR - SCA5115</b>	Assessment on Kerani JDI	02 Nov 2009 - 30 Nov 2009	09 Dec 2009	<b>Print</b>

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*

**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.

No:	Subject:
<b>JD - GENERAL</b>	
1	Bank reconciliations Rate 1 to 6: <b>Answered = 1, Gap = 5, Weight = 2</b> Training Area: <b>Basic Accounting</b>
2	Clock-in dan clock-out Rate 1 to 6: <b>Answered = 2, Gap = 4, Weight = 2</b> Training Area: <b>Basic Accounting</b>
3	Cashbook updating Rate 1 to 6: <b>Answered = 3, Gap = 3, Weight = 1</b> Training Area: <b>Basic Accounting</b>
4	ERP Updating Rate 1 to 6: <b>Answered = 4, Gap = 2, Weight = 1</b> Training Area: <b>Basic Accounting</b>

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 forecast 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 similarities 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 resources
11	Creativity (Problem Solving)	On Lateral Thinking	Able to shift thinking patterns, away from entrenched or predictable 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: <input type="text" value="Active"/>	Remark: <input type="text"/>
By: <input type="text" value="admin"/>	
<input type="button" value="Update"/> <input type="button" value="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

Enter New Password

New Password: 
Reenter Password:

Reset Cancel

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/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.1.5) Gecko/20091102 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	<b>admin (L)</b>	14 Dec 2009 06:12:00 PM
				Delete Employee Peer:[SCA0151],[0812504]	
2	1	HQ	Register	<b>admin (L)</b>	14 Dec 2009 06:12:57 PM
				Delete Employee Peer:[SCA0151],[0802405]	
3	5	HQ		<b>SCA0151 (L)</b>	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		<b>admin (L)</b>	14 Dec 2009 04:12:18 PM
				Delete Document:[SCA0151],[test.doc],[employment],[SCA0151],[10/7/2009 7:17:56 PM],[]	
5	6	HQ		<b>admin (L)</b>	14 Dec 2009 04:12:34 PM
				Add Document:[SCA0151],[Resume 2009.doc],[resume],[SCA0151],[Resume 2009]	
6	6	HQ		<b>admin (L)</b>	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		<b>admin (L)</b>	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.

## 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**

**Division Detail | Employee Association**

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

Code : CORP

Name : Corporate

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

**Division Listing**

**Add Division**

[Click here to search](#)

Search result limit to 100 Page 1 of 1

No:	Code:	Name:	
1	<b>CORP</b> Remark: test	Corporate	<b>Edit   Delete</b>
2	<b>OPER</b> Remark: Operation Division	Operation	<b>Edit   Delete</b>
3	<b>MARK</b> Remark: Marketing	Marketing	<b>Edit   Delete</b>

3 records found [1]

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

[Click here hide search](#)

Enter the search criteria below.

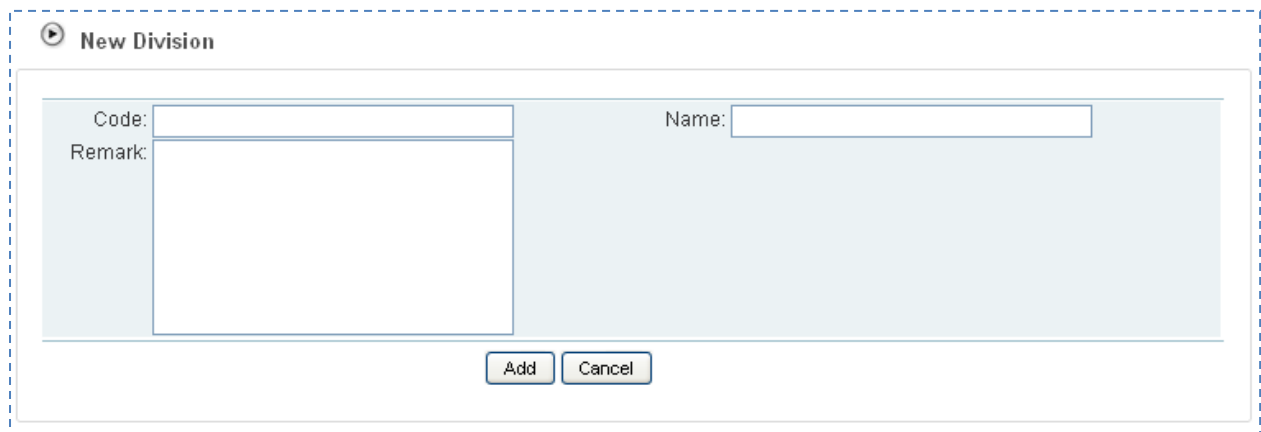
Code:  Name:  # of records:

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

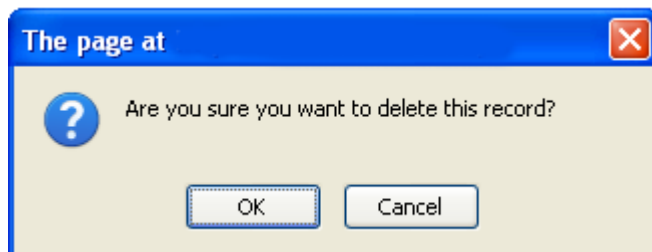


The screen show the add division form. Enter the following information:

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

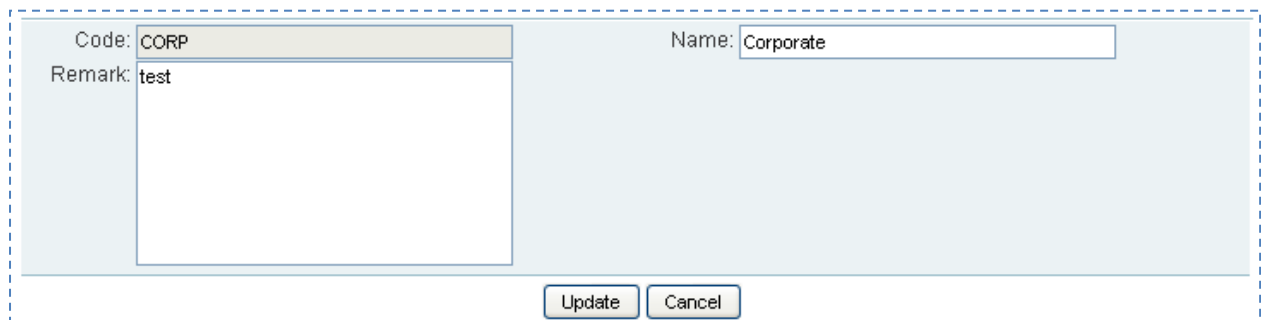
Click the Add button to add the division and click the Cancel button to go back to previous screen.

## 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	<b>SCA0151</b>	KAMAL ARIF MAZ BIN MASNAN	HR - Developer
2	<b>SCA01021</b>	RIDZUAN AZIZ	HR - Manager
3	<b>SCA666</b>	KAMAL BIN MOHAMAD	HR -
4	<b>SCA3232</b>	SHAMSUL KAMAL	HR -
5	<b>0802405</b>	MUNIAMAHA A/P MUNUSAMY	HR - Developer
6	<b>0811343</b>	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.

## 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**

Department Detail | Employee Association

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

Code : HR

Name : Human Resource

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

**Department Listing**

**Add Department**

**Click here to search**

Search result limit to 100 Page 1 of 1

No:	Code:	Name:	
1	<b>HR</b>	Human Resource	<b>Edit   Delete</b>
	<u>Remark:</u>		
2	<b>ADM</b>	Account & Admin	<b>Edit   Delete</b>
	<u>Remark:</u>		

2 records found [1]

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

**Click here hide search**

Enter the search criteria below.

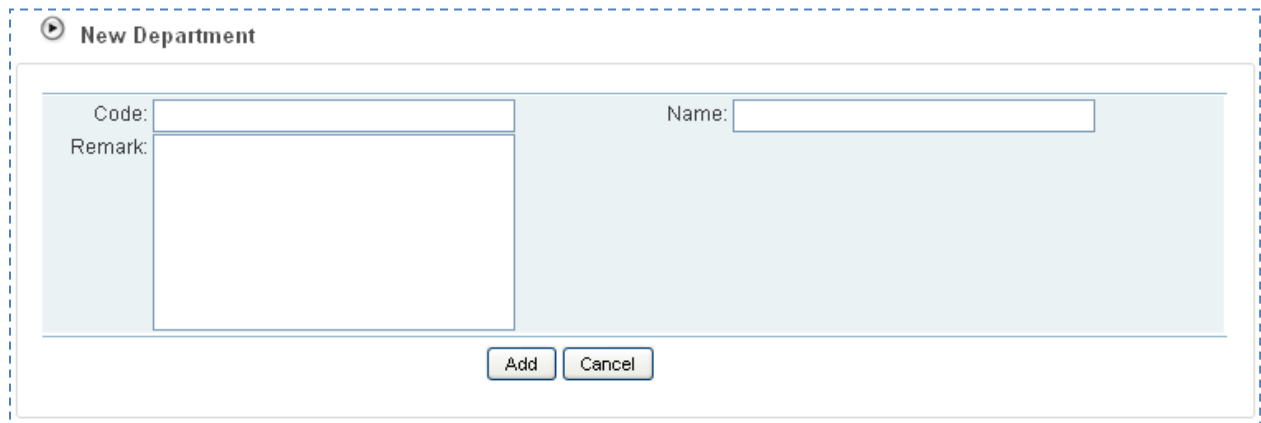
Code:  Name:  # of records:

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

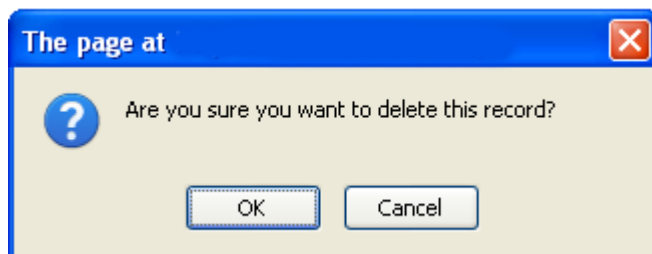


The screen show the add department form. Enter the following information:

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

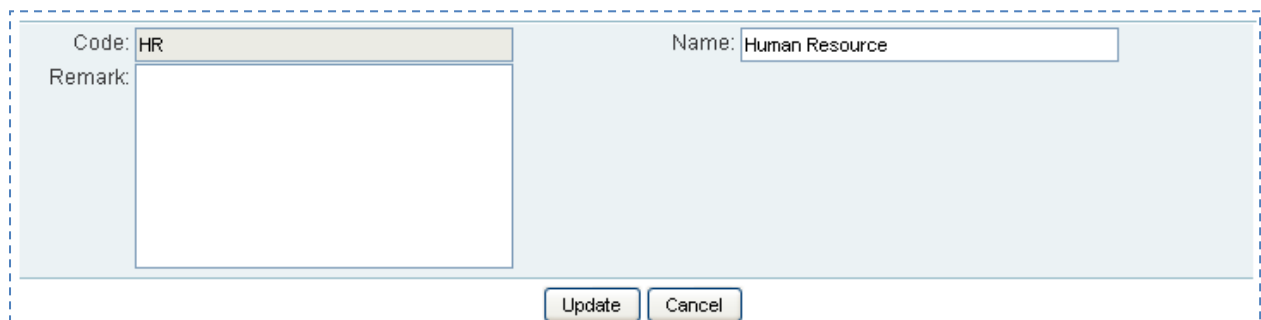
Click the Add button to add the department and click the Cancel button to go back to previous screen.

## 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	<b>SCA0151</b>	KAMAL ARIF MAZ BIN MASNAN	HR - Developer
2	<b>SCA01021</b>	RIDZUAN AZIZ	HR - Manager
3	<b>SCA666</b>	KAMAL BIN MOHAMAD	HR -
4	<b>SCA3232</b>	SHAMSUL KAMAL	HR -
5	<b>0802405</b>	MUNIAMAH A/P MUNUSAMY	HR - Developer
6	<b>0811343</b>	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.

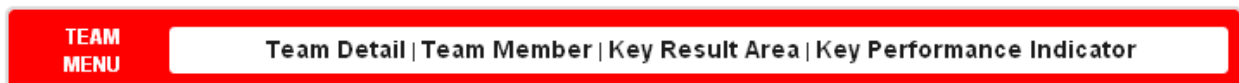
## TEAM

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

Code : SALES1	Name : Sales Team 1
KPI : IT Technical Support	KRA : Middle Management

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

Team Listing

Add Team

Click here to search

Search result limit to 100 Page 1 of 1

No:	Code:	Name:	
1	<b>SALES1</b>	Sales Team 1	<b>Edit   Delete</b>
	<u>Remark:</u>	Sales Team Level 1	
2	<b>SALES2</b>	Sales Team 2	<b>Edit   Delete</b>
	<u>Remark:</u>		
3	<b>SALES3</b>	Sales Team 3	<b>Edit   Delete</b>
	<u>Remark:</u>		
4	<b>CS1</b>	Customer Service 1	<b>Edit   Delete</b>
	<u>Remark:</u>		
5	<b>CS2</b>	Customer Service 2	<b>Edit   Delete</b>
	<u>Remark:</u>		

5 records found (1)

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

Click here hide search

Enter the search criteria below.

Code:

Name :

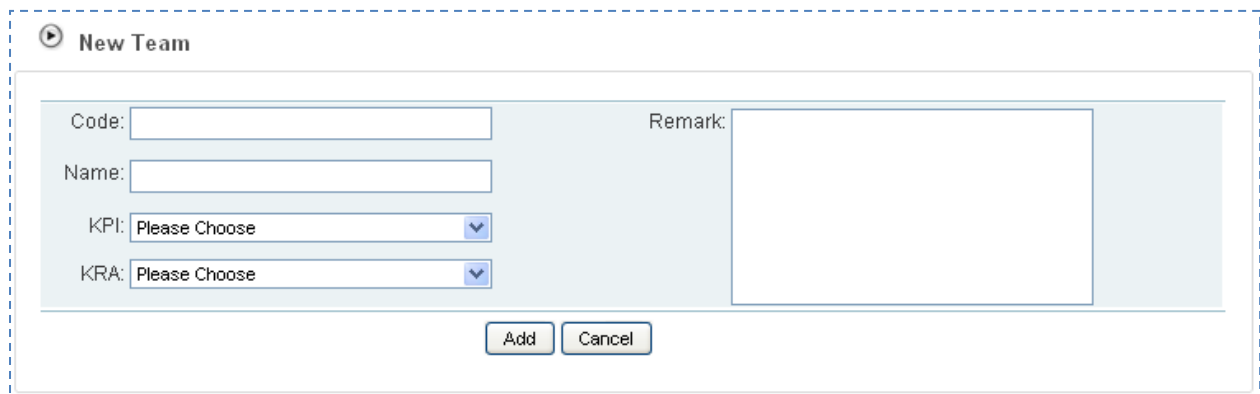
# of records:

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



**New Team**

Code:

Name:

KPI:

KRA:

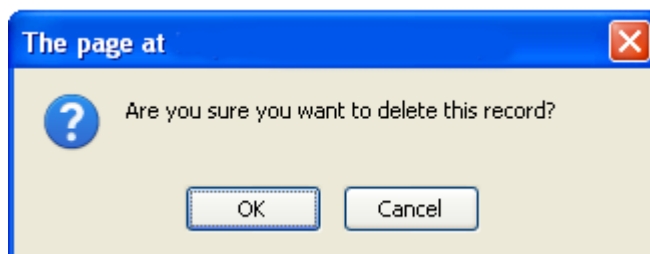
Remark:

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

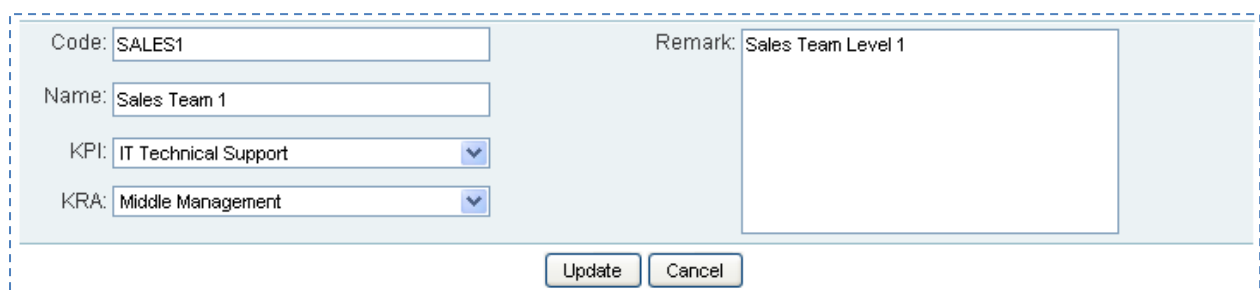
Click the Add button to add the team and click the Cancel button to go back to previous screen.

## 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



**Update Team**

Code:

Name:

KPI:

KRA:

Remark:

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 :
1	0801021	GOH KWANG WHUNG	0550 -
2	0801310	FAOZIAH BT SHAHID	SE13 -
3	0802173	MADHAVAN A/L MARUDAMUTHU	0650 -
4	0802405	MUNIAMAH A/P MUNUSAMY	HR - Developer
5	0840408	KAMALIAH BT MOHD TAIB	FB13 -
6	SCA01021	RIDZUAN AZIZ	HR - Manager
7	SCA0151	KAMAL ARIF MAZ BIN MASNAN	HR - Developer
			<b>Delete</b>

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

### Add Team Member

**Select Team Member**

Member 1:

Member 2:

Member 3:

Member 4:

Member 5:

Member 6:

Member 7:

Member 8:

Member 9:

Member 10:

Employee ID:

Employee ID:

Employee ID:

Employee ID:

Employee ID:

Employee ID:

Employee ID:


Employee ID:

Employee ID:

Employee ID:


Update

Cancel

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

The page at

 Are you sure you want to delete this record?

OK

Cancel

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 & inconsistencies 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 similarities 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(Strategic 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.

## Chapter 4 – Employee Expectation

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## 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

Code : HM	Name : High Management
Target Group : Targets all the high management with JG 1 thru 5	Description : All the key people who should be in Monthly Company Meeting

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

**Key Result Area**

Add KRA

Click here to search

Search result limit to 100

Page 1 of 1

No:	Code:	Name:	
1	<b>HM</b>	High Management	<b>Edit   Delete</b>
		<u>Info:</u> All the key people who should be in Monthly Company Meeting	
		<u>Target Group:</u> Targets all the high management with JG 1 thru 5	
2	<b>MM</b>	Middle Management	<b>Edit   Delete</b>
		<u>Info:</u> To provide target on the team and departmental managerial level	
		<u>Target Group:</u> Targets all managerial levels	
3	<b>LM</b>	Low Management	<b>Edit   Delete</b>
		<u>Info:</u> To provide technical achievable targets	
		<u>Target Group:</u> Targets all executive level to the ground level	
4	<b>CT</b>	Contract Employees	<b>Edit   Delete</b>
		<u>Info:</u> To standardize the target for all contract employees	
		<u>Target Group:</u> All contract employees will fall under this group	

4 records found

(1)

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

Click here hide search

Enter the search criteria below.

Code:

Name:

Item:

Target:

# of records:

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.

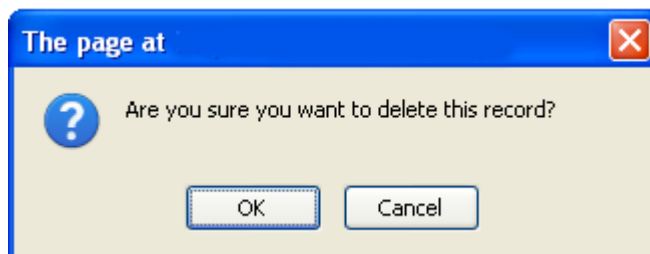
## ADD KEY RESULT AREA

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 (Customer Orientation)		Edit   Delete
5	HMC2002	Productivity (Technical Expertise)		Edit   Delete
6	HMC2003	Productivity (Continuous Improvement)		Edit   Delete
7	HMC3001	Creativity (Strategic 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**

Code: <input type="text"/>	Description: <input type="text"/>
Name: <input type="text"/>	
Category: <input type="text" value="High Management"/>	
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

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

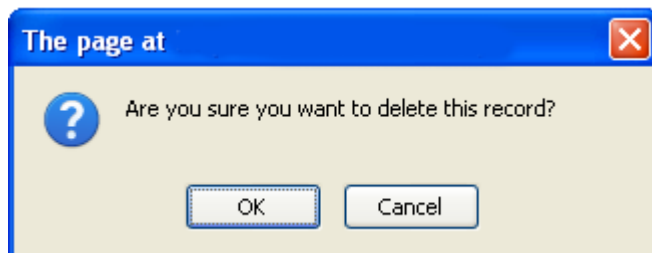
Click the Add button to add the KRA Component and click the Cancel button to go back to previous screen.

### Edit KRA Component

Code: HMC1001	Description: Leadership
Name: Leadership (Integrity)	
Category: High Management	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

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

Add KRA Value				
No:	Code:	Name:	Component	
1	<b>HMV022</b>	On Analytical Decision Making	Creativity (Problem Solving)	<b>Edit   Delete</b>
		Info: Able to make and practice sound analysis prior to making any decision		
2	<b>HMV021</b>	On Innovativeness	Creativity (Problem Solving)	<b>Edit   Delete</b>
		Info: Ability to constantly innovate ad the department and company progress		
3	<b>HMV024</b>	On Lateral Thinking	Creativity (Problem Solving)	<b>Edit   Delete</b>
		Info:		
4	<b>HMV023</b>	On Risk Management	Creativity (Problem Solving)	<b>Edit   Delete</b>
		Info:		

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

### Add KRA Value

Code:  Description:

Name:

Component:  ▼

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

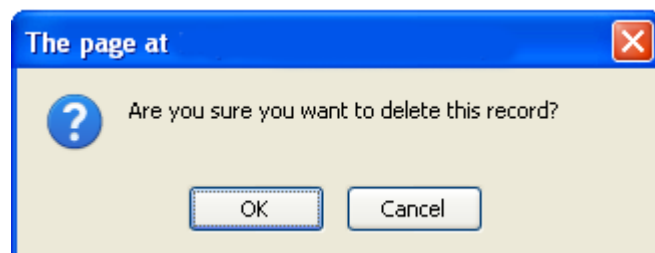
Code:  Description:

Name:

Category:  ▼

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

Add KRA Element				
No:	Name:	Component - Value:	Training Areas	
1	<b>HME8006 -</b> <i>Info:</i> Able to forecast the outcome of available option and determine the best option for particular situation	Creativity (Problem Solving) - On Analytical Decision Making	LEADLVL3	<b>Edit  Delete</b>
2	<b>HME8007 -</b> <i>Info:</i> Notice discrepancies & inconsistencies in available information	Creativity (Problem Solving) - On Analytical Decision Making	LEADLVL1	<b>Edit  Delete</b>
3	<b>HME8008 -</b> <i>Info:</i> Weigh the cost, benefit, risk and changes for success in making a decision	Creativity (Problem Solving) - On Analytical Decision Making		<b>Edit  Delete</b>
4	<b>HME8009 -</b> <i>Info:</i> See similarities between a new situation and past situations of different type	Creativity (Problem Solving) - On Analytical Decision Making		<b>Edit  Delete</b>

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

### Add KRA Element

Code:	<input type="text"/>	Element:	<input type="text"/>
Name:	<input type="text"/>		
Training Area:	<input type="text" value="Please Choose"/>		
Value:	<input type="text" value="Please Choose"/>		
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			

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

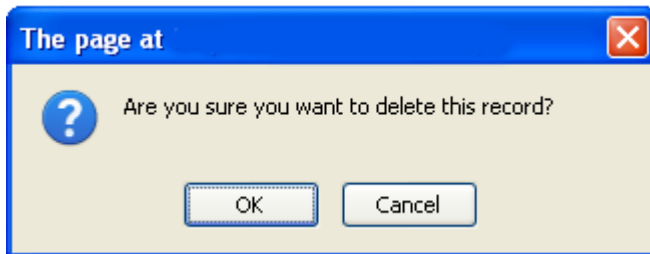
Click the Add button to add the KRA Element and click the Cancel button to go back to previous screen.

### Edit KRA Element

Code:	<input type="text" value="HME8006"/>	Description:	<input type="text" value="Able to forecast the outcome of available option and determine the best option for particular situation"/>
Name:	<input type="text"/>		
Value:	<input type="text" value="HMC3002 - On Analytical Decision Making"/>		
Training Areas:	<input type="text" value="Organization Leadership"/>		
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			

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	<b>SCA0151</b>	KAMAL ARIF MAZ BIN MASNAN	HR - Developer
2	<b>SCA01021</b>	RIDZUAN AZIZ	HR - Manager
3	<b>SCA666</b>	KAMAL BIN MOHAMAD	HR -
4	<b>SCA3232</b>	SHAMSUL KAMAL	HR -
5	<b>0801649</b>	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.

## 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

**MENU**

**Key Performance Indicator »**

**KPI Groups »**

**KPI Items »**

**KPI Associated Employee »**

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

Code : SALESEXEC	Name : Sales Executive
Description : Sales Executives are those assigned for jobs to find business opportunities based on existing and new customer	Target Group : All ground level sales executive

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

**Key Performance Indicator**
Add KPI

[Click here to search](#)

Search result limit to 100 Page 1 of 1

No:	Code:	Name:	
1	<b>SALESEXEC</b>	Sales Executive	<b>Edit   Delete</b>
<i>Item:</i> Sales Executives are those assigned for jobs to find business opportunities based on existing and new customer <i>Target Group:</i> All ground level sales executive			
2	<b>SALESMGR</b>	Sales Manager	<b>Edit   Delete</b>
<i>Item:</i> Sales Managers are those assigned to take care of the Sales Executives on top of having to manage own accounts <i>Target Group:</i>			
3	<b>SALESDIR</b>	Sales Director	<b>Edit   Delete</b>
<i>Item:</i> Sales Directors manage the Sales Managers on top of finding ways and means to expand existing business of venturing into new businesses <i>Target Group:</i>			
4	<b>ITSUPPORT</b>	IT Technical Support	<b>Edit   Delete</b>
<i>Item:</i> To ensure the service levels are within green level <i>Target Group:</i> All executive technical supports			

4 records found
[1]

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

[Click here hide search](#)

Enter the search criteria below.

Code:   
 Item:   
 # of records:  ▼

Name:   
 Target:

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.

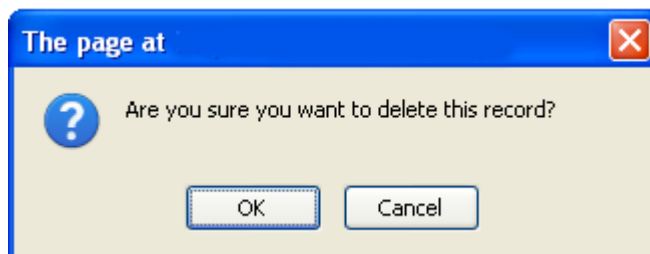
## ADD KEY PERFORMANCE INDICATOR

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**

Add KPI Group			
No:	Code:	Name:	
1	<b>QTI</b>	Quantitative indicators	<b>Edit   Delete</b>
	Quantitative indicators which can be presented as a number. Numerical terms, such as the percentage of customers who buy product every year		
2	<b>PRI</b>	Practical indicators	<b>Edit   Delete</b>
	Practical indicators that interface with existing company processes, such as lists of employee capabilities. These are those that are related to processes that are currently followed in the company. It can be tracking a work flow process of related departments or it can be the number of days one department takes to complete a specific work		
3	<b>DRI</b>	Directional indicators	<b>Edit   Delete</b>
	Directional indicators demonstrate improvement or progress (or not), such as comparing last month's sales to this month's. Directional KPIs give a simple assessment of the statistics of a certain area of business operation. It is used to indicate company performance matrix over a period or to spot trends in the business cycle over a period of time		

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

**Add KPI Group**

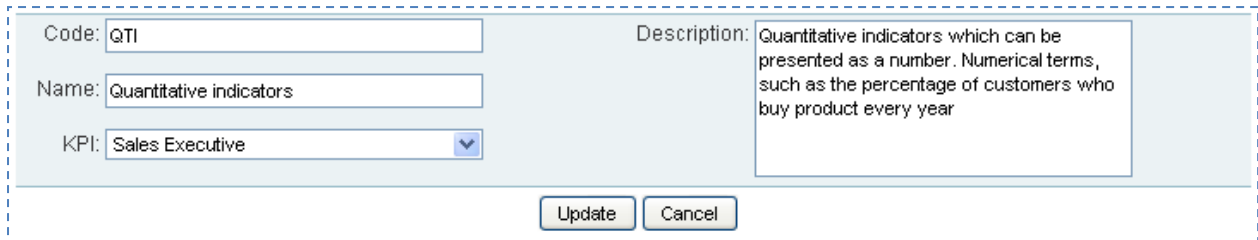
Code: <input type="text"/>	Description: <input type="text"/>
Name: <input type="text"/>	
KPI: <input type="text" value="Sales Executive"/>	
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

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.

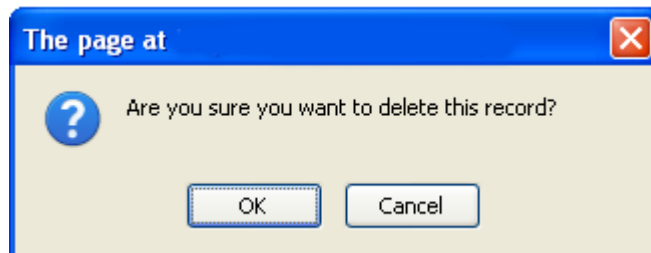
**Edit KPI Group**



The screenshot shows a form for updating KPI Group information. It includes three input fields: 'Code' with the value 'QTI', 'Name' with the value 'Quantitative indicators', and 'KPI' with a dropdown menu showing 'Sales Executive'. To the right of these fields is a 'Description' text area containing the text: 'Quantitative indicators which can be presented as a number. Numerical terms, such as the percentage of customers who buy product every year'. At the bottom right of the form are two buttons: 'Update' and 'Cancel'.

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	<b>SALESEXECTARGET1</b>	Target quarterly sales of RM200,000 <i>Info:</i> Target quarterly sales of RM200,000	QTI	SALLVL1	<b>Edit  Delete</b>
2	<b>SALESEXECTARGET2</b>	Target monthly 20 new leads generated <i>Info:</i> Target monthly 20 new leads generated	QTI	SALLVL1	<b>Edit  Delete</b>
3	<b>SALESEXECTARGET3</b>	Target quarterly 10 or less customer complains <i>Info:</i> Target quarterly 10 or less customer complains	QTI	SALLVL1	<b>Edit  Delete</b>
4	<b>SALESEXECTARGET4</b>	Target quarterly 100 proposal submission <i>Info:</i> Target quarterly 100 proposal submission	QTI	SALLVL1	<b>Edit  Delete</b>
5	<b>SALESEXECTARGET5</b>	Target quarterly 5 sales closing <i>Info:</i> Target quarterly 5 sales closing	QTI	SALLVL1	<b>Edit  Delete</b>
6	<b>SALESEXECTARGET7</b>	Compliance with ISO9001 CRM Management Processes <i>Info:</i> Compliance with ISO9001 CRM Management Processes	PRI	LEADLVL3	<b>Edit  Delete</b>

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

### Add KPI Item

Code: <input type="text"/>	Description: <div></div>
Name: <input type="text"/>	
Group: <input type="text" value="Please Choose"/>	
Training Area: <input type="text" value="Please Choose"/>	
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

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

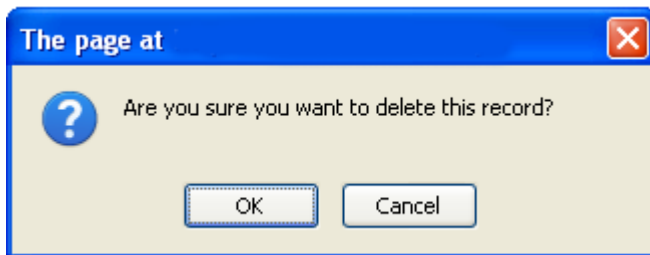
Click the Add button to add the KPI Item and click the Cancel button to go back to previous screen.

### Edit KPI Item

Code: <input type="text" value="SALESEXECTARGET1"/>	Description: <input type="text" value="Target quarterly sales of RM200,000"/>
Name: <input type="text" value="Target quarterly sales of RM200,000"/>	
Group: <input type="text" value="Quantitative indicators"/>	
Training Area: <input type="text" value="Basic Sales Methodology"/>	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

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	<b>SCA0151</b>	KAMAL ARIF MAZ BIN MASNAN	HR - Developer
2	<b>SCA01021</b>	RIDZUAN AZIZ	HR - Manager
3	<b>SCA666</b>	KAMAL BIN MOHAMAD	HR -
4	<b>SCA3232</b>	SHAMSUL KAMAL	HR -
5	<b>0801649</b>	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.

## JOB DESCRIPTION

Job Description or JD is a mechanism to set expectation towards employee. If JD is being used, JD will also become 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

**MENU****Job Designation »****Job Description »****JD Associated Employee »**

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

Code : JD003

Name : Kerani Biasa

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

Job Designation

New Job Designation

Click here to search

Search result limit to 100
Page 1 of 1

No:	Code:	Job Designation :	Remark:	
1	<b>JD003</b>	Kerani 3	Kerani Biasa	<b>Edit   Delete</b>
2	<b>JD005</b>	akauntan 1	akauntan 1	<b>Edit   Delete</b>
3	<b>JD006</b>	Operator	Operators	<b>Edit   Delete</b>

3 records found
[1]

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

Click here hide search

Code:   
Remark:

Enter the search criteria below.  
Job Designation :   
# of records:

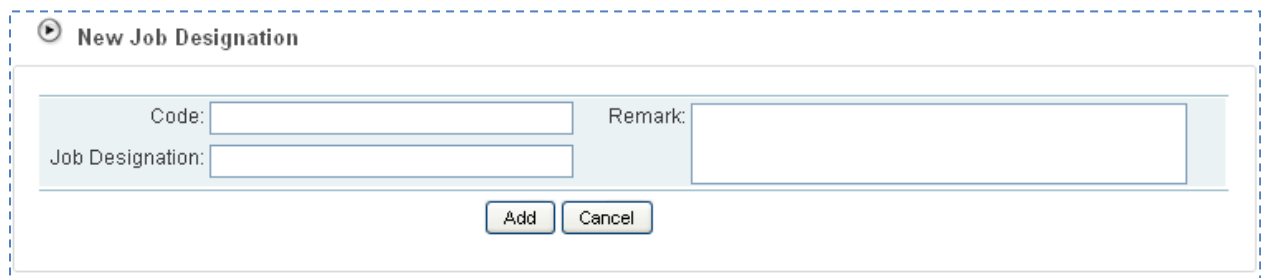
The screen show the Search Form to search Job Designation. The search can be done by using either one or combination of the following fields:

- 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*



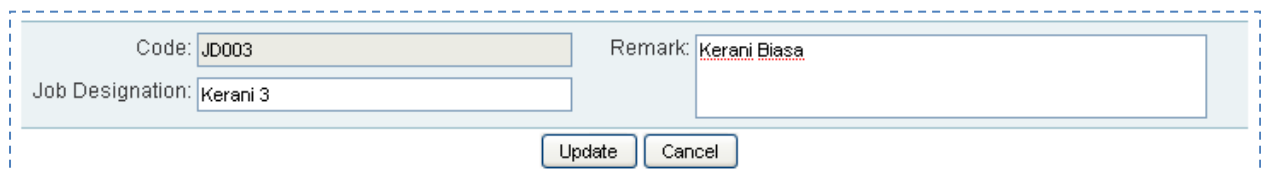
The form is titled "New Job Designation" with a circular arrow icon. It contains three input fields: "Code:" (a short text box), "Job Designation:" (a medium text box), and "Remark:" (a long text box). Below the fields are two buttons: "Add" and "Cancel".

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.

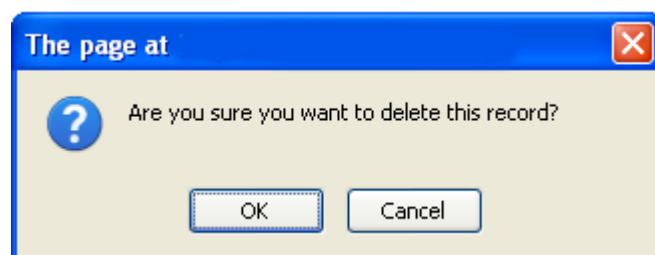
### *Edit Job Designation*



The form is titled "Edit Job Designation" with a circular arrow icon. It contains three input fields: "Code:" (a short text box with "JD003"), "Job Designation:" (a medium text box with "Kerani 3"), and "Remark:" (a long text box with "Kerani Biasa"). Below the fields are two buttons: "Update" and "Cancel".

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*



The dialog box has a blue title bar with the text "The page at" and a red close button. The main area has a yellow background and contains a question mark icon followed by the text "Are you sure you want to delete this record?". At the bottom are two buttons: "OK" and "Cancel".

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	<input checked="" type="checkbox"/>
2	JDM002	Clock-in dan clock-out	ACCTLVL1	<input checked="" type="checkbox"/>
3	JDM003	Cashbook updating	ACCTLVL1	<input checked="" type="checkbox"/>
4	JDM004	Bank reconciliations	ACCTLVL1	<input checked="" type="checkbox"/>
5	JDM005	Cheques preparation	ACCTLVL1	<input type="checkbox"/>
6	JDM006	Close Office	LEADLVL1	<input type="checkbox"/>

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	<b>SCA3232</b>	SHAMSUL KAMAL	HR -
2	<b>0801649</b>	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**

**MENU****Master Job Description »****Job Designation Association »****Employee Association »**

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**

Code : JDM002	Name : Clock-in dan clock-out
Category : Samples	Training Area : Basic Accounting

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*

**JD Master Listing**

**New JD Master**

**Click here to search**

Search result limit to 100 Page 1 of 1

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

6 records found [1]

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*

**Click here hide search**

Enter the search criteria below.

Code:

Category:

Description:

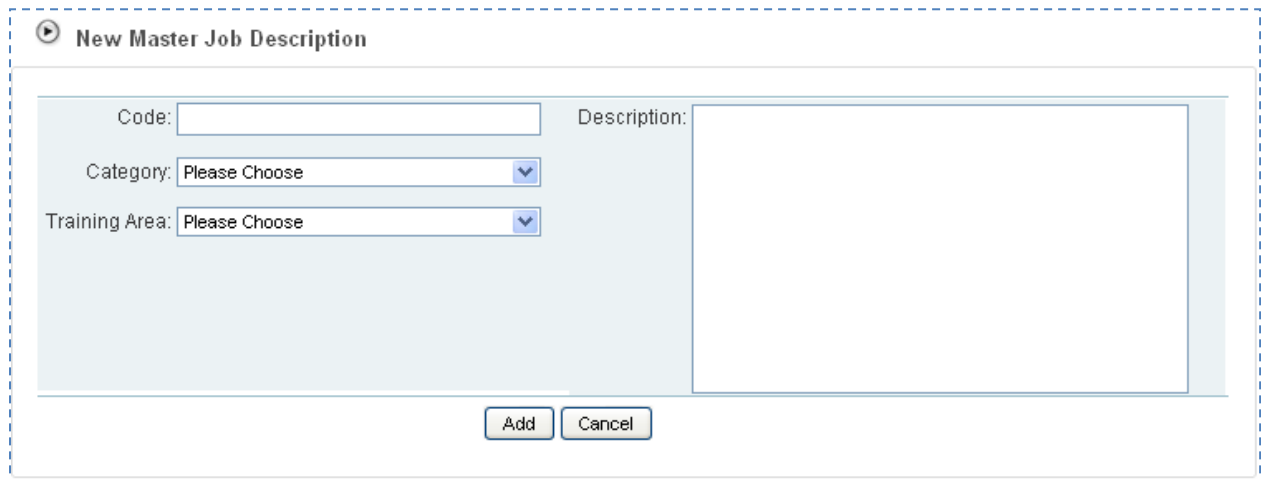
# of records:

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 screenshot shows a form titled "New Master Job Description". It contains the following fields:

- Code:** A text input field.
- Category:** A dropdown menu with "Please Choose" selected.
- Training Area:** A dropdown menu with "Please Choose" selected.
- Description:** A large text area.

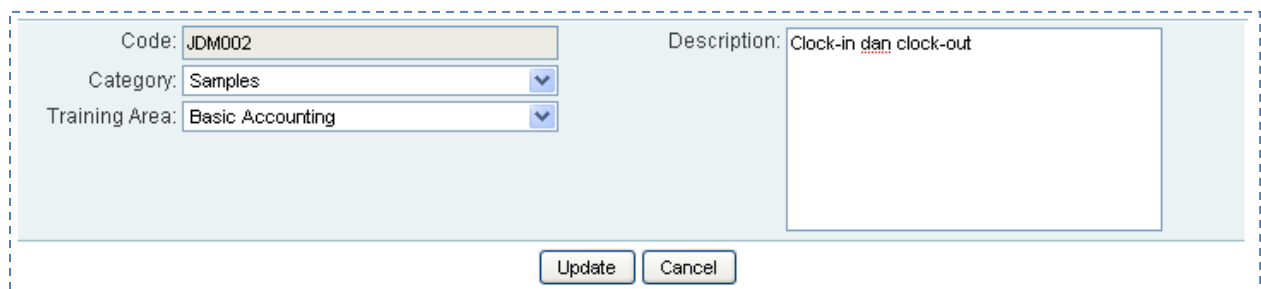
At the bottom of the form are two buttons: "Add" and "Cancel".

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



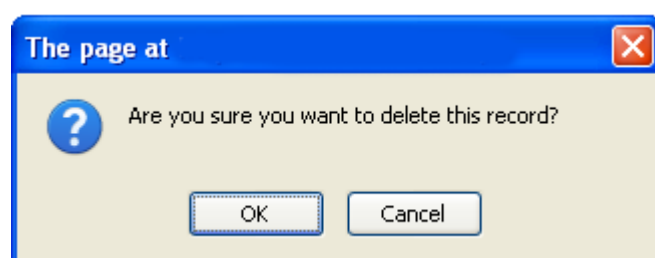
The screenshot shows a form titled "Edit Master Job Description". It contains the following fields:

- Code:** A text input field with "JDM002" entered.
- Category:** A dropdown menu with "Samples" selected.
- Training Area:** A dropdown menu with "Basic Accounting" selected.
- Description:** A large text area with "Clock-in dan clock-out" entered.

At the bottom of the form are two buttons: "Update" and "Cancel".

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



The screenshot shows a confirmation dialog box titled "The page at". It contains a question mark icon and the text "Are you sure you want to delete this record?". At the bottom are two buttons: "OK" and "Cancel".

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	<b>JD003</b>	Kerani Biasa	ACCTLVL1
2	<b>JD006</b>	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	<b>0801649</b>	SARIMAH BT TOSMAN	ADM - Kerani
2	<b>SCA01021</b>	RIDZUAN AZIZ	HR - Manager
3	<b>SCA0151</b>	KAMAL ARIF MAZ BIN MASNAN	HR - N54
4	<b>SCA3232</b>	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**

**MENU**
**Category »**
**Job Description Association »**

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**

Code : JDC001	Name : Samples
---------------	----------------

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*

Job Description Category Listing

New Job Description Category

Click here to search

Search result limit to 100
Page 1 of 1

No:	Code:	Description:	Remark:	
1	JDC001	Samples	asd	<b>Edit   Delete</b>
2	JD002	Admin		<b>Edit   Delete</b>

2 records found
[1]

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*

Click here hide search

Code:   
Remark:

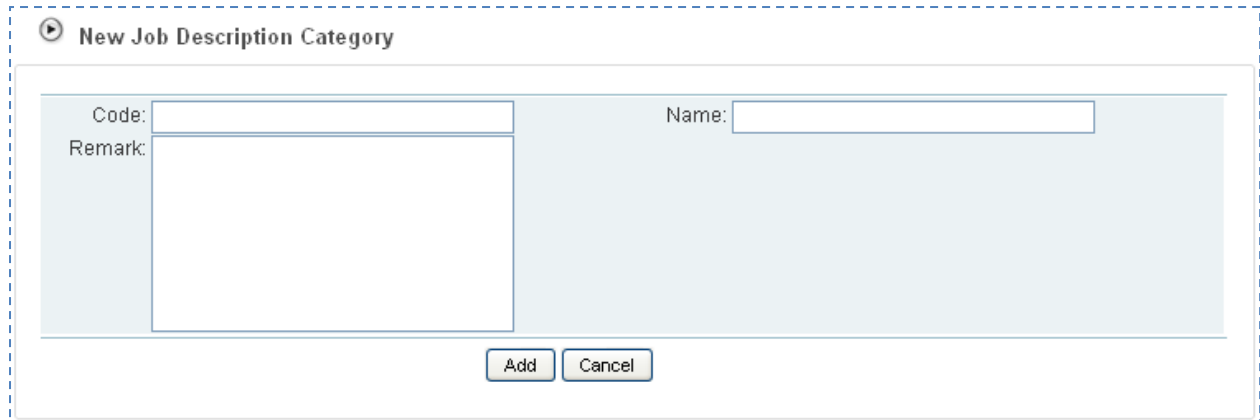
Enter the search criteria below.  
Description:   
# of records: 100 records

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*



▶ **New Job Description Category**

Code:

Name:

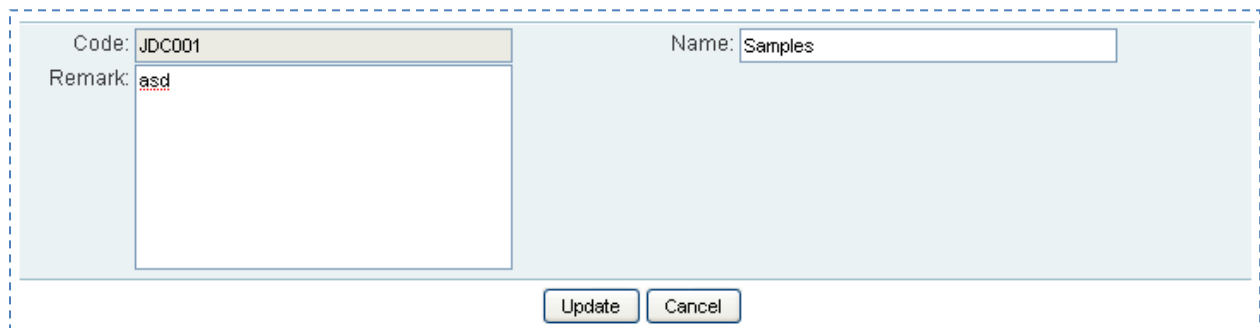
Remark:

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*



▶ **Edit Job Description Category**

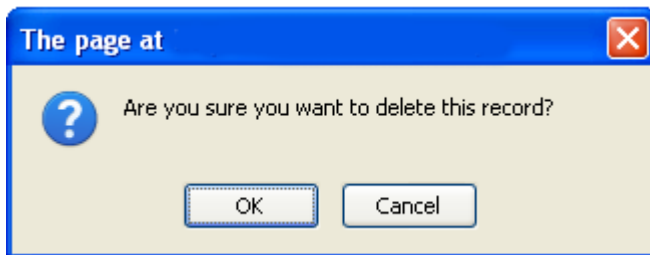
Code:

Name:

Remark:

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	<b>JDM002</b>	Clock-in dan clock-out	ACCTLVL1
2	<b>JDM003</b>	Cashbook updating	ACCTLVL1
3	<b>JDM004</b>	Bank reconciliations	ACCTLVL1
4	<b>JDM006</b>	Close Office	LEADLVL1

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



## Chapter 5 – Working with Assessment

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## 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

Name : Post-training Assessment

Type : CUSTOM

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

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

**Click here hide search**

Enter the search criteria below.

Code: <input type="text"/>	Name: <input type="text"/>
Type: <input type="text" value="Please Choose"/>	Bank: <input type="text" value="Please Select"/>
Pre & Post: <input type="text" value="Please Choose"/>	# of records: <input type="text" value="100 records"/>

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*

**New Assessment**

Code: <input type="text"/>	Name: <input type="text"/>
Bank: <input type="text" value="Please Select"/>	Default Type: <input type="text" value="Rate 1 to 6"/>

Assessment Type: ☒ Custom Assessment  
☐ KRA Assessment  
☐ KPI Assessment  
☐ JD Assessment

Choose KRA:   
 Choose KPI:   
 Choose JD:

Assessment Note:

Assessment Instruction:

Interpretation Note:

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

Code:	ASM004	Name:	Post-training Assessment
Bank:	Training		
Type:	Custom Template	Source:	
Assessment Note:	Tujuan kajian selidik ini ialah untuk mengetahui keberkesanan latihan yang telah peserta lalui.		
Assessment Instruction:	Soalan ini adalah untuk mengetahui tahap keberkesanan latihan. Anda diminta untuk memilih pemarkahan yang bermula dari 1 = terendah dan 4 = tertinggi bagi setiap soalan. Markah tersebut haruslah yang paling sesuai mengikut pandangan anda.		
Interpretation Note:	Maklumat Penilaian: Pemarkahan adalah bergantung pada jenis soalan. Bagi soalan yang berbentuk subjektif, jawapan tersebut adalah untuk digunakan oleh pegawai penilai. Bagi soalan yang berbentuk objektif, pemarkahannya adalah bergantung kepada jumlah markah terkumpul untuk individu tersebut atau jumlah markah terkumpul untuk semua pengambil ujian bagi setiap soalan.		
		<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

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.

## **ASSESSMENT TEMPLATE SEGMENT**

### *Assessment Template Segment Listing*

Add Question Segment				
No:	Code:	Description:	Pre & Post:	Seq: Action:
1	<b>General</b>	UMUM		1 <b>Edit   Delete</b>
2	<b>Latihan</b>	BORANG KAJI SELIDIK LATIHAN		2 <b>Edit   Delete</b>
3	<b>Tambahan</b>	SOALAN TAMBAHAN		3 <b>Edit   Delete</b>

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

### *Add Assessment Template Segment*

Assessment Segment	
Code:	<input type="text"/>
Sequence:	<input type="text"/>
Name:	<input type="text"/>
Pre & Post:	<input type="text" value="Pre &amp; Post Assessment"/>
Assessment Note:	<input type="text"/>
Assessment Instruction:	<input type="text"/>
Interpretation Note:	<input type="text"/>
<input type="button" value="Create"/> <input type="button" value="Cancel"/>	

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

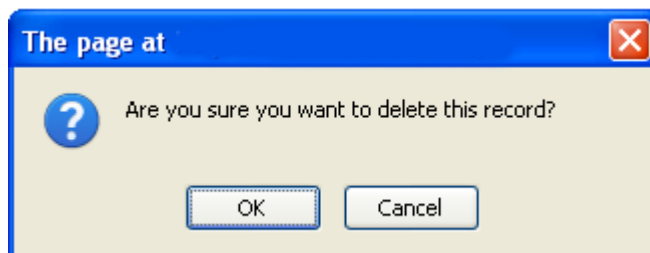
Click the Add button to add the Assessment Segment and click the Cancel button to go back to previous screen.

### Edit Assessment Template Segment

Assessment Segment	
Code:	General
Sequence:	1
Name:	UMUM
Pre & Post:	Pre Assessment
Assessment Note:	Tujuan kaji selidik ini ialah untuk menilai tahap pengetahuan sebelum dan selepas latihan, memberi pandangan dan bertukar-tukar maklumat.
Assessment Instruction:	Soalan ini adalah untuk mengetahui tahap kebolehan anda sebelum memulakan latihan. Bagi setiap soalan, pemarkahan anda bermula dari 1 = terendah dan 10 = tertinggi bagi menilai kebolehan individu atau dalam kerja berkumpulan. Anda perlu memilih markah yang paling sesuai dengan diri anda.
Interpretation Note:	Maklumat Penilaian: Pemarkahan adalah subjektif - sebahagian individu menilai sesuatu perkara sama ada tinggi atau rendah. Maka, perbandingan yang dijalankan Tidak semestinya Tepat dan ianya hanyalah sebagai panduan. Perbandingan pemarkahan B - A boleh disebabkan oleh pelbagai faktor dan jika perbandingan mengubah persepsi individu, perbincangan amatlah digalakkan. Sebagai contoh, peningkatan pemarkahan pada bahagian B terhadap bahagian A menunjukkan perubahan yang baik dan positif serta mereka mampu memperbaiki kelemahan diri. Jika perubahan pemarkahan adalah tidak ketara pada bahagian A dan B, berkemungkinan latihan yang dijalankan tidak menepati kehendak pelatih. Tenaga Pengajar boleh menggabungkan markah secara keseluruhan dari pelatih untuk menghasilkan penilaian
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

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

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

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

### Add Assessment Template Question

Assessment Question	
Code:	<input type="text"/>
Type:	<input type="text" value="Please Choose"/>
Training Area:	<input type="text" value="Please Choose"/>
Sequence:	<input type="text"/>
Segment:	<input type="text" value="Please Choose"/>
Question:	<div></div>
<input type="button" value="Create"/> <input type="button" value="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 Template Question*

**Assessment Question**

Code: Q01 Sequence: 1

Type: Rate 1 to 10 Segment: UMUM

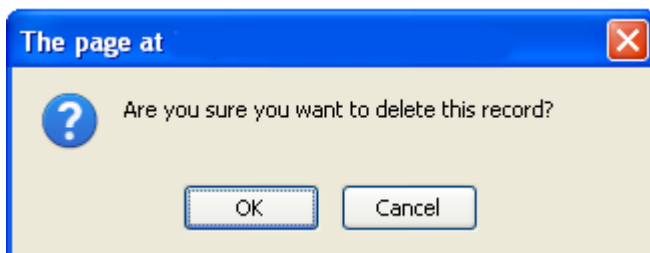
Training Area: Please Choose

Question: BAGAIMANA ANDA MENGUKUR KEPUASAN DIRI BEKERJA DI SINI?

Update Cancel

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.

## SCHEDULING ASSESSMENT

### ASSESSMENT SCHEDULE

#### *Assessment Schedule Listing*

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

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

#### *Add Assessment Schedule*

**Schedule Details**

Target Group:
☒ All Employees
☐ By Employee
☐ By Superior
☐ By Department
☐ By Division
☐ By KRA Group
☐ By KPI Group
☐ By JD Group
☐ By Training

Assessor: Please Choose

Start Date:

Remark:

Select Employee:

Choose Superior: Please Select

Choose Department: Please Select

Choose Division: Please Select

Choose KRA: Please Select

Choose KPI: Please Select


Choose JD: Please Select


Choose Training: Please Select

End Date:

Create Cancel

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

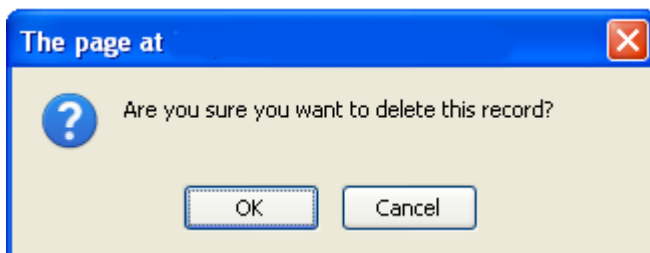
- Superior assessment
- All assessment (self, peer & superior)
- Start Date and End Date – select the period of the assessment using the  button
- Remark – enter the remark or leave blank

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

MENU

Assessment »

Scheduling »

Progress &amp; Result »

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

Code : ASM020	Type : KRA
Name : KRA Middle Mgt Assessment	Pre & Post : No
Created : 09 Dec 2009	By : ADMIN
Target : KRA - MM	Assessor : PEER
Start Date : 07 Dec 2009	End Date : 14 DEC 2009

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	<b>ASM020</b>	KRA Middle Mgt Assessment	KRA - MM	PEER	07 Dec 2009 - 14 Dec 2009	<a href="#">Edit</a> <a href="#">Delete</a>
3	<b>ASM052</b>	Assessment on Kerani JDI	JD - JD003	SELF	07 Dec 2009 - 21 Dec 2009	<a href="#">Edit</a> <a href="#">Delete</a>
4	<b>SIFU</b>	Sifu Mirza - HM	KRA - HM	SELF	07 Dec 2009 - 21 Dec 2009	<a href="#">Edit</a> <a href="#">Delete</a>
5	<b>ASM052</b>	Assessment on Kerani JDI	EMPLOYEE - SCA01021	SELF	07 Dec 2009 - 21 Dec 2009	<a href="#">Edit</a> <a href="#">Delete</a>
6	<b>ASMLM1</b>	Low Mgt KRA Based Assessment	EMPLOYEE -	SELF	16 Nov 2009 - 30 Nov 2009	<a href="#">Edit</a> <a href="#">Delete</a>
7	<b>ASM020</b>	KRA Middle Mgt Assessment	ALL -	PEER	03 Nov 2009 - 10 Nov 2009	<a href="#">Edit</a> <a href="#">Delete</a>
8	<b>ASM052</b>	Assessment on Kerani JDI	DIV - CORP	SUPERIOR	02 Nov 2009 - 30 Nov 2009	<a href="#">Edit</a> <a href="#">Delete</a>

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

[Click here hide search](#)

Enter the search criteria below.

Code:

Name:

Assessor:

# of records:

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

Target: KRA	Assessor: PEER
Start Date: 07 Dec 2009	End Date: 14 Dec 2009
Remark: Please modify this section	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

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*

Code: ASM020	Name: KRA Middle Mgt Assessment
Bank: EMPLOYEE	Pre & Post: No
Type: KRA	Source: MM Middle Management
Assessment Note:	Please fill in the assessment the best you can.
Assessment Instruction:	You have to complete answering all questions for this assessment within the specified period.
Interpretation Note:	NA
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

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.

## **ASSESSMENT SEGMENT**

### Assessment Segment Listing

Add Question Segment					
No:	Code:	Description:	Pre & Post:	Seq:	Action:
1	<b>General</b>	UMUM		1	<b>Edit   Delete</b>
2	<b>Latihan</b>	BORANG KAJI SELIDIK LATIHAN		2	<b>Edit   Delete</b>
3	<b>Tambahan</b>	SOALAN TAMBAHAN		3	<b>Edit   Delete</b>

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

### Add Assessment Segment

**Assessment Segment**

Code:

Sequence:

Assessment Note:

Assessment Instruction:

Interpretation Note:

Name:

Pre & Post:

Create

Cancel

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 Segment

Assessment Segment	
Code:	General
Sequence:	1
Name:	UMUM
Pre & Post:	Pre Assessment
Assessment Note:	Tujuan kaji selidik ini ialah untuk menilai tahap pengetahuan sebelum dan selepas latihan, memberi pandangan dan bertukar-tukar maklumat.
Assessment Instruction:	Soalan ini adalah untuk mengetahui tahap kebolehan anda sebelum memulakan latihan. Bagi setiap soalan, pemarkahan anda bermula dari 1 = terendah dan 10 = tertinggi bagi menilai kebolehan individu atau dalam kerja berkumpulan. Anda perlu memilih markah yang paling sesuai dengan diri anda.
Interpretation Note:	Maklumat Penilaian: Pemarkahan adalah subjektif - sebahagian individu menilai sesuatu perkara sama ada tinggi atau rendah. Maka, perbandingan yang dijalankan Tidak semestinya Tepat dan ianya hanyalah sebagai panduan. Perbandingan pemarkahan B - A boleh disebabkan oleh pelbagai faktor dan jika perbandingan mengubah persepsi individu, perbincangan amatlah digalakkan. Sebagai contoh, peningkatan pemarkahan pada bahagian B terhadap bahagian A menunjukkan perubahan yang baik dan positif serta mereka mampu memperbaiki kelemahan diri. Jika perubahan pemarkahan adalah tidak ketara pada bahagian A dan B, berkemungkinan latihan yang dijalankan tidak menepati kehendak pelatih. Tenaga Pengajar boleh menggabungkan markah secara keseluruhan dari pelatih untuk menghasilkan penilaian
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

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

The page at

Are you sure you want to delete this record?

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	Rate 1 to 10		1 Edit  Delete
BAGAIMANA ANDA MENGUKUR KEPUASAN DIRI BEKERJA DI SINI?				
2	Q02	Rate 1 to 10		2 Edit  Delete
BAGAIMANA ANDA MENGUKUR KEGEMBIRAAN BEKERJA DI SINI?				
3	Q03	Rate 1 to 10		3 Edit  Delete
BAGAIMANA ANDA MENGUKUR KEPUASAN DIRI BEKERJA DI SINI?				
4	Q04	Rate 1 to 10		4 Edit  Delete
BAGAIMANA ANDA MENGUKUR HUBUNGAN ANDA BERSAMA-SAMA DENGAN RAKAN SEKERJA ?				
5	Q05	Rate 1 to 10		5 Edit  Delete
BAGAIMANA ANDA MENGUKUR TAHAP KEUPAYAAN MENGAWAL EMOSI DI TEMPAT KERJA?				
6	Q06	Rate 1 to 10		6 Edit  Delete
PADA ANGGAHAN ANDA,SEJAUH MANA ANDA PERCAYA YANG ANDA MEMPUNYAI MASA DEPAN YANG CERAH DI DALAM SYARIKAT INI?				
7	Q07	Rate 1 to 10		7 Edit  Delete
PADA ANGGAHAN ANDA,ADAKAH ANDA MERASA BANGGA SEBAGAI PEKERJA DI SYARIKAT INI?				
8	Q08	Rate 1 to 10		8 Edit  Delete
PADA ANGGAHAN ANDA, SANGGUPKAH ANDA BERKONGSI SUKA DUKA BERSAMA DENGAN RAKAN SEKERJA?				
9	Q09	Rate 1 to 10		9 Edit  Delete
BERAPA KERAP ANDA MEMBERI RANGSANGAN KEPADA RAKAN SEKERJA APABILA MEREKA MENGALAMI KESUSAHAN SEMASA BEKERJA.?				
10	Q10	Rate 1 to 10		10 Edit  Delete
PADA ANGGAHAN ANDA, SEJAUH MANA ANDA MERASA TERTEKAN APABILA TIMBUL ISU NEGATIF YANG BERLAKU SEPERTI DI MARAHI OLEH KETUA DAN SEBAGAINYA?				
BORANG KAJI SELIDIK LATIHAN				
1	Q11	Rate 1 to 6		11 Edit  Delete
Adakah objektif pembelajaran anda tercapai?				

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

### Add Assessment Question

Assessment Question	
Code:	<input type="text"/>
Type:	<input type="text" value="Please Choose"/>
Training Area:	<input type="text" value="Please Choose"/>
Sequence:	<input type="text"/>
Segment:	<input type="text" value="Please Choose"/>
Question:	<div></div>
<input type="button" value="Create"/> <input type="button" value="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*

**Assessment Question**

Code: Q01 Sequence: 1

Type: Rate 1 to 10 Segment: UMUM

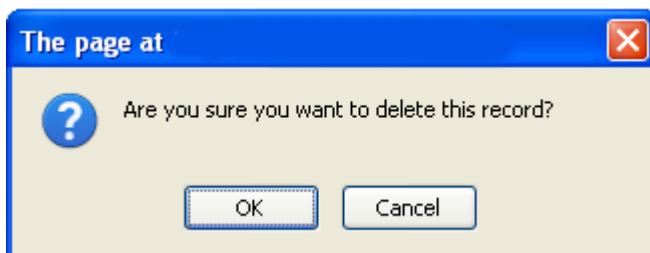
Training Area: Please Choose

Question: BAGAIMANA ANDA MENGUKUR KEPUASAN DIRI BEKERJA DI SINI?

Update Cancel

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*

Add Target Employee		
No:	Assessor:	Target:
1	K1647 - KAMAL BIN MOHAMAD - 100	K1647 - KAMAL BIN MOHAMAD - 100
		<b>Print</b> <b>Delete</b>

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*

Select Target Employee

Participant 1:

Participant 2:

Participant 3:

Participant 4:

Participant 5:

Participant 6:

Participant 7:

Participant 8:

Participant 9:

Participant 10:

Employee ID:

Employee ID:

Employee ID:

Employee ID:

Employee ID:

Employee ID:

Employee ID:


Employee ID:

Employee ID:

Employee ID:

Update

Cancel

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.

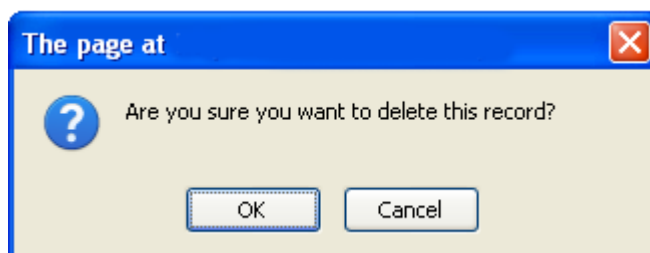
### *Print Assessment*

**EMPLOYEE ASSESSMENT**  
Assessor: K1647 - KAMAL BIN MOHAMAD  
Subject: **K1647 - KAMAL BIN MOHAMAD**  
Assessment: Sample Post-training Assessment  
Type: SELF  
Period: 01 Dec 2009 - 04 Dec 2009  
Status: **COMPLETED**  
Note: Tujuan kaji selidik ini ialah untuk mengetahui keberkesanan latihan yang telah peserta lalui.  
Instruction: Soalan ini adalah untuk mengetahui tahap keberkesanan latihan. Anda diminta untuk memilih pemarkahan yang bermula dari 1 = terendah dan 4 = tertinggi bagi setiap soalan. Markah tersebut haruslah yang paling sesuai mengikut pandangan anda.

**UMUM**  
Tujuan kaji selidik ini ialah untuk menilai tahap pengetahuan sebelum dan selepas latihan, memberi pandangan dan bertukar-tukar maklumat.  
**Soalan ini adalah untuk mengetahui tahap kebolehan anda sebelum memulakan**

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

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

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

### Add Notification

To: ☐ TEE KIM HOR

☒ MUNIAMAH A/P MUNUSAMY (muniamah@nec.com.my)

☐ SARIMAH BT TOSMAN

☐ FAHMI ABDUL

☒ RIDZUAN AZIZ (ridzuan@baitulummah.com)

☒ HADY DZAHIR (kamalarifmaz@gmail.com)

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

Subject: Automated Assessment Reminder: <Assessment\_Name> in <Assessment\_Day\_Countdown> days

Message: Hello <Employee\_Full\_Name> ,

You have been registered for the following assessment:

Assessment Title: <Assessment\_Name>

Dates: <Assessment\_Date>

This Assessment will be held in <Assessment\_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>, <Assessment\_Name>, <Assessment\_Date>, <Assessment\_Day\_Countdown>

Send Email Cancel

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	<p>Hello &lt;Employee_Full_Name&gt;,</p> <p>You have been registered for the following assessment:</p> <p>Assessment Title: Assessment on Kerani JDI</p> <p>Dates: &lt;Course_Date&gt;</p> <p>This Assessment will be held in -38 days.</p> <p>Have a nice day.</p> <p>This email is automatically sent by the system.</p>
No: Recipient:	Status :
1 <b>SCA5115 - kamal@baitulummah.com</b>	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	<b>SUPERIOR Assessment for TEE KIM HOR - 0811343</b>	MUNIAMAH A/P MUNUSAMY - 0802405	OPEN		<b>Print</b>
2	<b>SUPERIOR Assessment for MUNIAMAH A/P MUNUSAMY - 0802405</b>	RIDZUAN AZIZ - SCA01021	COMPLETED	10 Dec 2009	<b>Print</b>
3	<b>SUPERIOR Assessment for SARIMAH BT TOSMAN - 0801649</b>	GOH KWANG WHUNG - 0801021	OPEN		<b>Print</b>
4	<b>SUPERIOR Assessment for FAHMI ABDUL SCA768</b>	KAMAL ARIF MAZ BIN MASNAN - SCA0151	COMPLETED	09 Dec 2009	<b>Print</b>
5	<b>SUPERIOR Assessment for RIDZUAN AZIZ SCA01021</b>	KAMAL ARIF MAZ BIN MASNAN - SCA0151	COMPLETED	09 Dec 2009	<b>Print</b>
6	<b>SUPERIOR Assessment for HADY DZAHIR SCA5115</b>	KAMAL ARIF MAZ BIN MASNAN - SCA0151	COMPLETED	09 Dec 2009	<b>Print</b>

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

**Result Detail**

ASSESSMENT RESULT	
Assessor:	0802405 - MUNIAMAH A/P MUNUSAMY
Subject:	<b>0811343 - TEE KIM HOR</b>
Assessment:	Assessment on Kerani JDI
Type:	SUPERIOR
Period:	02 Nov 2009 - 30 Nov 2009
Status:	<b>OPEN</b>
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 = , Gap = , Weight = Training Area: <b>Basic Accounting</b>
2	Clock-in dan clock-out Rate 1 to 6: Answered = , Gap = , Weight = Training Area: <b>Basic Accounting</b>
3	Cashbook updating Rate 1 to 6: Answered = , Gap = , Weight = Training Area: <b>Basic Accounting</b>
4	ERP Updating Rate 1 to 6: Answered = , Gap = , Weight = Training Area: <b>Basic Accounting</b>

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**



### ASSESSMENT RESULT

Assessor: 0802405 - MUNIAMAH A/P MUNUSAMY  
Subject: **0811343 - TEE KIM HOR**  
Assessment: Assessment on Kerani JDI  
Type: SUPERIOR  
Period: 02 Nov 2009 - 30 Nov 2009  
Status: **OPEN**  
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.

No:	Subject:
	<b>JD - GENERAL</b>
1	Bank reconciliations
Rate 1 to 6: Answered = , Gap = , Weight =	
Training Area: <b>Basic Accounting</b>	

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.

## Chapter 6 – Working With Training

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## 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

**MENU**
**Training »**
**Participants »**
**Attachment »**
**Notification »**
**Assessment »**
**Efficiency »**

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

Code : PSC001	Training Type : Classroom Training
Course : Pengurusan Cemerlang	Provider : Strategic Corporate Alliance Sdn Bhd
Dates : 25 May 2009 - 28 May 2009	Location : Selesa Hill Resorts
Hours : 12	Fee : 6500

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

Master Training Listing

Add Training Schedule

Click here to search

Search result limit to 100 Page 1 of 1

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

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

**Click here hide search**

Enter the search criteria below.

Code:  Course:

Description:  # of records:

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*

► Master Training Calendar

Dec ▼ 2009 ▼ Today Add Training Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
				1		2			2	1	2

<<Previous Month      December 2009      Next Month>>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2 PSC3233	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 PSC101	23 PSC101	24 PSC101	25 PSC101	26
27	28	29	30	31	1 CSS001	2 CSS001

Legend:

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*

**New Training Schedule**

Course Code:

Course Title:

Training Type:

Category:

Start Date:

End Date:

Start Time:

End Time:

Certification:

Location:

Training Provider:

Training Provider:

Participant Fee:


Total Fee:

Training Hours:

Claimable: ☐

Description:

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

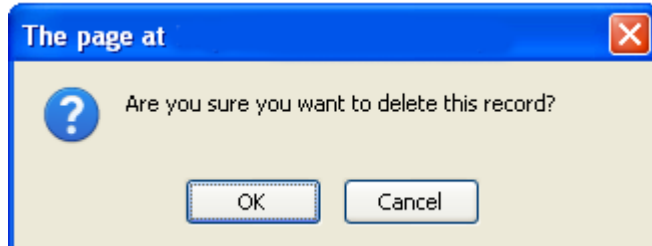
Click the Add button to add the Training Schedule and click the Cancel button to go back to previous screen.

### *Edit Training*

Course Code:	PSC001	Description: <u>Pengurusan Cemerlang</u> <u>Selesa Hill Resort</u> <u>22/5-25/5/2009</u> <u>Casual attire</u>
Course Title:	Pengurusan Cemerlang	
Training Type:	Classroom Training	
Category:	Soft Skill	
Start Date:	25 May 2009	
End Date:	28 May 2009	
Start Time:	11:00	
End Time:	16:00	
Certification:	Cert	
Location:	Selesa Hill Resorts	
Training Provider:	Strategic Corporate Alliance Sdn Bhd	
Training Provider:	Strategic Corporate Alliance Sdn Bhd	
Participant Fee:	0	
Total Fee:	6500	
Training Hours:	12	
Claimable:	<input checked="" type="checkbox"/>	
<div>Update Cancel</div>		

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:
1	KAMAL ARIF MAZ BIN MASNAN	HR	kamal@baitulummah.com	0192242626
2	MARIAM BT KAMAD	WR32		
3	FAREZ MOHAMAD	ADM		
4	MUNIAMAH A/P MUNUSAMY	HR	muniamah@nec.com.my	0190190190
5	FAOZIAH BT SHAHID	SE13		
6	SARIMAH BT TOSMAN	ADM		

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

### Add Participant

**Select Participant**

Participant 1:

Participant 2:

Participant 3:

Participant 4:

Participant 5:

Participant 6:

Participant 7:

Participant 8:

Participant 9:

Participant 10:

Employee ID:

Employee ID:

Employee ID:

Employee ID:

Employee ID:

Employee ID:

Employee ID:


Employee ID:

Employee ID:

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*

**Select Suggested Participant**

☐ **SCA3232 - SHAMSUL KAMAL**, W= 7 , TI = 4 , TA = 4 , API = 1.75 , **APA = 7**

☐ **SCA01021 - RIDZUAN AZIZ**, W= 12 , TI = 7 , TA = 7 , API = 1.7143 , **APA = 6**

☐ **SCA5115 - HADY DZAHIR**, W= 6 , TI = 4 , TA = 4 , API = 1.5 , **APA = 6**

☐ **SCA768 - FAHMI ABDUL**, W= 6 , TI = 4 , TA = 4 , API = 1.5 , **APA = 6**

**Legend:**

- **W** = Weightage
- **TI** = Total Item
- **TA** = Total Assessment
- **API** = Average Weightage Per Item
- **APA** = Average Weightage Per Assessment

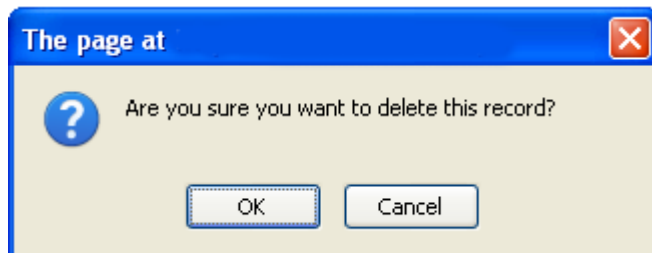
The screen shows the form to add Suggested Participant for the selected Training Schedule. The system will list out up to 50 employees in the listing. The list contain highest priority employee at the top followed by the least priority. The priority is calculated based on the Weightage and the Training 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:
1	instruction.txt	training	13 Oct 2009 02:10:00 PM	Please read this for the training instruction
2	instruction2.txt	training	13 Oct 2009 02:10:00 PM	This is the second document to be read by all training participant.
3	button_change.gif	map	14 Oct 2009 03:10:47 PM	test
				<b>Delete</b>

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

### *Add Training Material*

**Add Document**

Document:

Location:

Category:

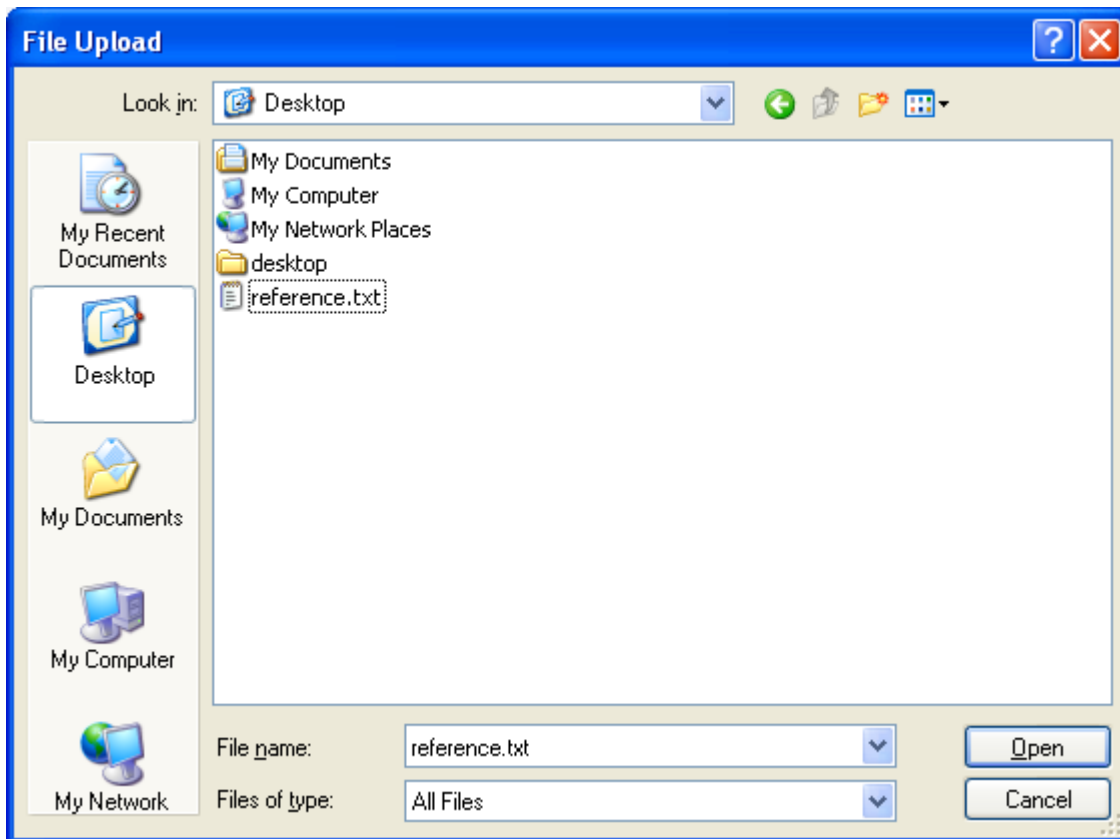
Name:

Remark:

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.

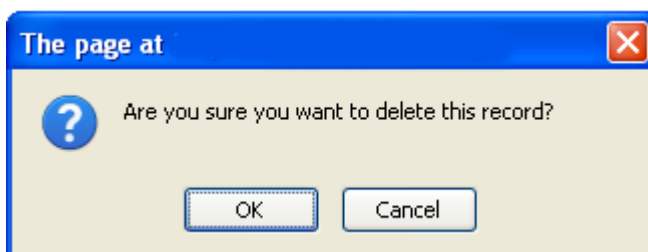


The screen shows the Browse function to browse for a file to upload. Once the file is found, click on the file name and click Open button to select and close the window.

### *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:	Action:
1	08 Dec 2009 01:12:08 PM	Automated Training Reminder: Pengurusan Cemerlang in -197 days
2	08 Dec 2009 01:12:16 PM	Automated Training Reminder: Pengurusan Cemerlang in -197 days

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*

Sent Date	08 Dec 2009 01:12:16 PM
By	
Subject	Automated Training Reminder: Pengurusan Cemerlang in -197 days
Message	Hello <Employee_Full_Name>,  You have been registered for the following course:  Course Title: Pengurusan Cemerlang Course Provider: Strategic Corporate Alliance Sdn Bhd Dates: 25 May 2009 - 28 May 2009 Location: Selesa Hill Resorts  This course will be held in -197 days.  Have a nice day.  This email is automatically sent by the system.

No: Recipient:	Status :
1 <b>SCA0151 - kamal@baitulummah.com</b>	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.

## 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	08 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.

## 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

MENU

Training Area »

Training Area 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  
Description : Self Leadership

Name : 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

Click here hide search

Code:

Name :

Description :

Enter the search criteria below.

# of records:

100 records

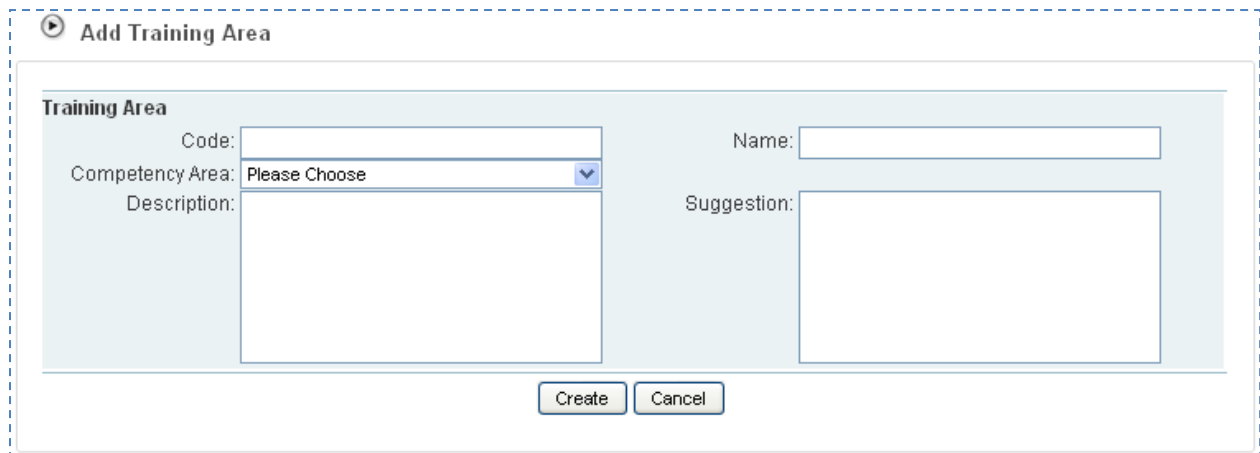
Search

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



**Add Training Area**

**Training Area**

Code:

Competency Area:

Description:

Name:

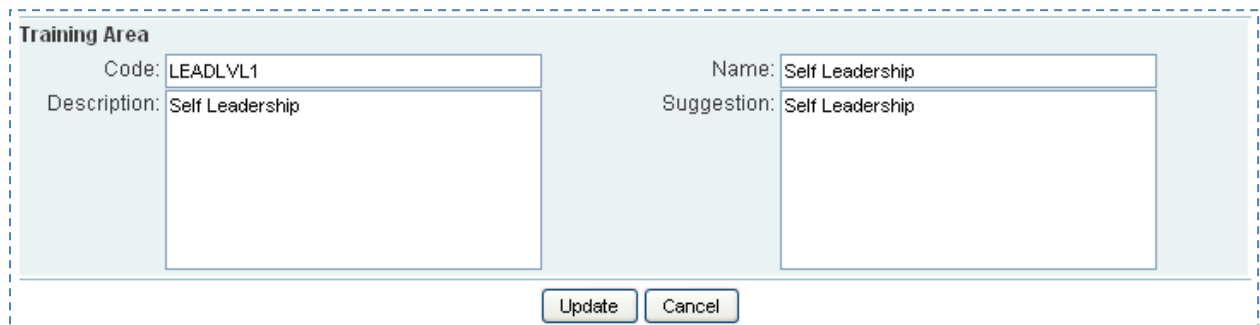
Suggestion:

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*



**Training Area**

Code:

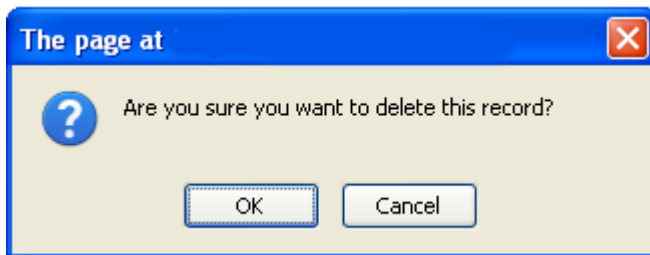
Name:

Description:

Suggestion:

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 <b>PSC101 - Sample Positive Work Culture</b>	<b>Delete</b>
2 <b>CLS001 - Sample Reiki LVT</b>	<b>Delete</b>

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

### Add Training Association

Select Training Program
Training Program: <input type="text" value="Please Choose"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>

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 <b>JDM006 - Close Office</b>	<b>Delete</b>

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 <b>High Management - Leadership (Integrity) - On High Ethic</b>	<b>Delete</b>
2 <b>High Management - Leadership (Integrity) - On High Ethic</b>	<b>Delete</b>
3 <b>High Management - Leadership (Integrity) - On Responsibility</b>	<b>Delete</b>
4 <b>High Management - Creativity (Problem Solving) - On Analytical Decision Making</b>	<b>Delete</b>

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 <b>IT Technical Support - Quantitative indicators - IT Support Executives</b>	<b>Delete</b>

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 - Demonstrate 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.

## 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

**MENU**
**Information »**
**Training Area »**
**Admin »**

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

Company Name : Strategic Corporate Alliance Sdn Bhd  
 Classification : Class A - Own Class and Lab  
 Website : www.sca-insan.com

Company No : 853233-X  
 Office Phone : 0358824407  
 Email : corpaffairs@sca-insan.com

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*

**Training Provider**

**Add Training provider**

[Click here to search](#)

Search result limit to 100 Page 1 of 1

No:	Company Name:	Company No:	Class
1	<b>Baitulummah Holdings Sdn Bhd</b>	352822-D	C
2	<b>Strategic Corporate Alliance Sdn Bhd</b>	853233-X	A
3	<b>Human Capital Development Sdn Bhd</b>	324223-T	A

3 records found [1]

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

**Click here hide search**

Enter the search criteria below.

Company Name:  Company Number:

Classification:  # of records:

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

**Add Training Provider**

**Training Provider**

Company Name:

Classification:

Registration Date:

Website:

Office Phone:

Address:

State:

Country:

Company No:

Username:

Email:

Mobile Phone:


Fax:

Billing Address:

State:

Country:

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
Classification:	Class A - Own Class and Lab
Registration Date:	05 Mar 2009
Website:	www.sca-insan.com
Office Phone:	0358824407
Address:	No 5-1, Jalan Enam Belas, Pusat Bandar Puchong, 47100 Puchong
State:	Selangor
Country:	Malaysia
Company No:	853233-X
Username:	sca
Email:	corpaffairs@sca-insan.com
Mobile Phone:	01922422626
Fax:	0358824405
Billing Address:	No 5-1, Jalan Enam Belas, Pusat Bandar Puchong, 47100 Puchong
	same address
State:	Selangor
Country:	Malaysia
<input type="button" value="Update"/> <input type="button" value="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 :
1	<b>Kamal Arif Maz bin Masnan</b> <u>Certification:</u> Microsoft Certified Solution Developer <u>Experience:</u> System Engineer, Solution Architect, Project Manager <u>Specialty:</u> IT, Software Development, Project Management <u>Remark:</u> Available	730306105193
		<b>Delete</b>
2	<b>Sifu Mirza bin Mohd</b> <u>Certification:</u> Grand Master Reiki, Grand Master Reiki-LVT <u>Experience:</u> Training Consultant, Training Need Analysis, Competence Management, Positive Work Culture <u>Specialty:</u> Training Consultant, Training Need Analysis, Competence Management, Positive Work Culture <u>Remark:</u> Availables	659322323443
		<b>Delete</b>

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

### Add Trainer

**Company Trainer**

Name:	<input type="text"/>	New IC:	<input type="text"/>
Certification:	<input type="text"/>	Experience:	<input type="text"/>
Specialty:	<input type="text"/>	Remark:	<input type="text"/>

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.

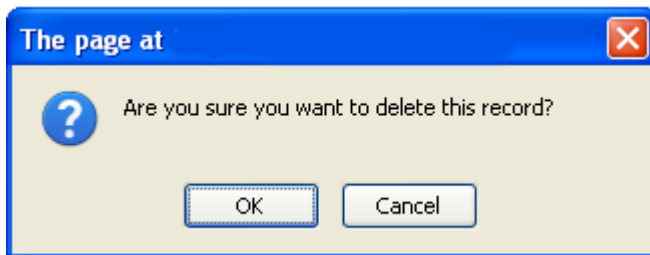
### Edit Trainer

**Company Trainer**

Name:	Kamal Arif Maz bin Masnan	New IC:	730306105193
Certification:	Microsoft Certified Solution Developer	Experience:	System Engineer, Solution Architect, Project Manager
Specialty:	IT, Software Development, Project Management	Remark:	Available

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	<b>Positive Work Culture</b>	PSC101	CLASS	NA	<b>Schedule   Delete</b>
<u>Scheduled Training:</u> 1. <b>22 Dec 2009 - 25 Dec 2009</b> - 2. <b>05 Jan 2010 - 08 Jan 2010</b> - TBD					
2	<b>Reiki LVT</b>	CLS001	CLASS	Reiki-LVT Practitioner	<b>Schedule   Delete</b>
<u>Scheduled Training:</u> 1. <b>06 Jul 2009 - 10 Jul 2009</b> - Baitulummah Office, Puchong					
3	<b>Team Building - Together We Stand</b>	PSC002	CLASS	NA	<b>Schedule   Delete</b>
<u>Scheduled Training:</u>					

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.

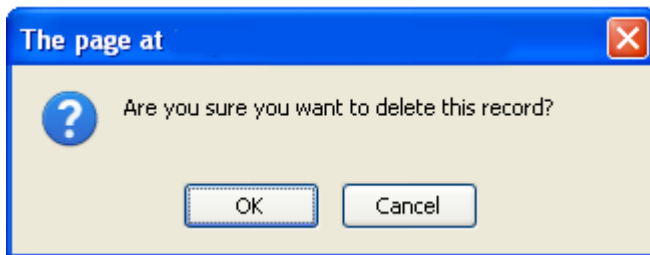
### Edit Course Offering

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.

Status: <input type="text" value="Active"/>	Remark: <input type="text"/>
By: <input type="text" value="admin"/>	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Previous Entries

No:	Status:	By :	Date:	Remark:
1	suspend	admin	21 Dec 2009 04:12:36 AM	

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.

<b>Enter New Password</b>	
New Password: <input type="text"/>	Reenter Password: <input type="text"/>
<input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

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.

## Chapter 7 – Reports

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## 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

Search Report

Click here to search

Search result limit to 100 Page 1 of 1

No:	Report Name:	Group:	Created By	Created Date
1	List of Employees	EMPLOYEE	admin	11 Nov 2009
2	Number of Trainings By Employee	TRAINING	admin	11 Nov 2009
3	List of Employee KRA by Department/Division	KRA	admin	11 Nov 2009
4	List of Employee KPI by Department/Division	KPI	admin	11 Nov 2009

4 records found (1)

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

Click here hide search

Report ID:   
 Subject:

Enter the search criteria below.  
 Report Name :   
 # of records:

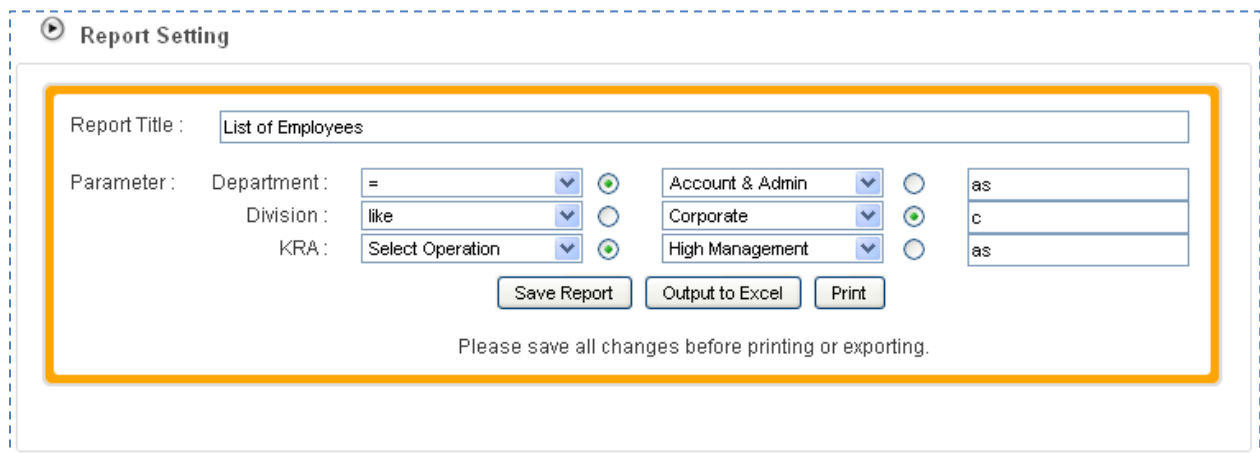
The screen show the Search Form to search Reports. The search can be done by using either one or combination of the following fields:

- 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



**Report Setting**

Report Title :

Parameter :

Department :	=	<input checked="" type="radio"/>	Account & Admin	<input type="radio"/>	as
Division :	like	<input type="radio"/>	Corporate	<input checked="" type="radio"/>	c
KRA :	Select Operation	<input checked="" type="radio"/>	High Management	<input type="radio"/>	as

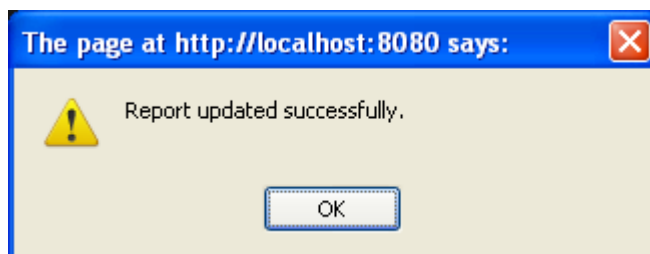
Please save all changes before printing or exporting.

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

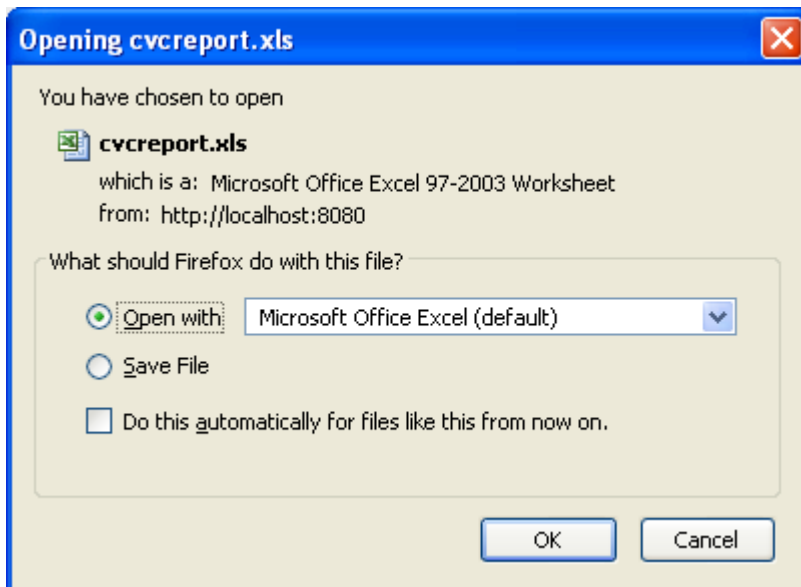
Refer to the section below for further operation.

## 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.

## Chapter 8 – System Administration

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## 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

 **Change Password**

Please enter current password:

Please enter new password:

Please confirm new password:

Change

Cancel

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

## 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 <b>User</b>	2	<b>Configure</b>
2 <b>Sub-menu Access</b>	196	<b>Configure</b>
3 <b>Menu Access</b>	10	<b>Configure</b>
4 <b>Sub-menu</b>	192	<b>Configure</b>
5 <b>Menu</b>	6	<b>Configure</b>
6 <b>User Group Member</b>	3	<b>Configure</b>
7 <b>User Group</b>	2	<b>Configure</b>
General		
1 <b>Country</b>	240	<b>Configure</b>
2 <b>State</b>	53	<b>Configure</b>
3 <b>Other Codes</b>	27	<b>Configure</b>
4 <b>Training Type</b>	5	<b>Configure</b>
5 <b>Training Category</b>	3	<b>Configure</b>
12records found.		

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

### Code Listing

code listing for trainingtype

Sort Column

no:	code:	descr:	action:
1	OTJ	On The Job Training	<b>Edit   Delete</b>
2	CLASS	Classroom Training	<b>Edit   Delete</b>
3	SEM	Public Seminar	<b>Edit   Delete</b>
4	PRAC	Practical Training	<b>Edit   Delete</b>
5	TEAM	Team Building	<b>Edit   Delete</b>

5 records found

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

add new item in trainingtype

**id** : generate

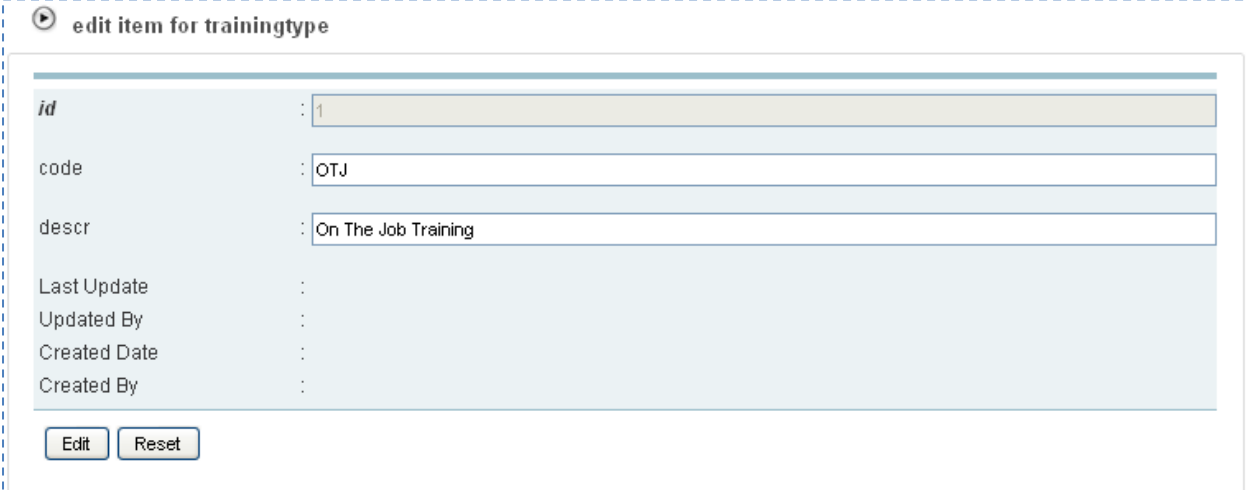
**code** :

**descr** :

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*

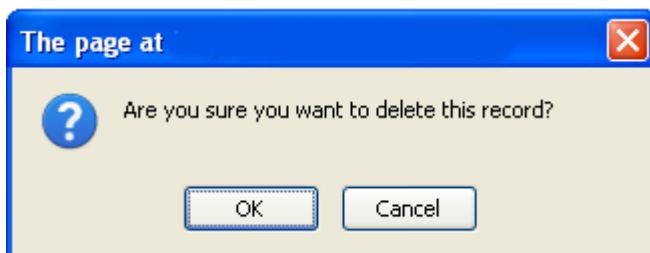


The screenshot shows a web form titled "edit item for trainingtype". It contains several input fields: "id" with the value "1", "code" with the value "OTJ", and "descr" with the value "On The Job Training". Below these are fields for "Last Update", "Updated By", "Created Date", and "Created By", all of which are currently empty. At the bottom of the form are two buttons: "Edit" and "Reset".

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

**User Group Access**

Please choose user group: admin

Admin		
<input checked="" type="checkbox"/>	1	ADM000 Admin Home
<input checked="" type="checkbox"/>	2	ADM001 Change Password
<input checked="" type="checkbox"/>	3	ADM002 System Configuration
<input checked="" type="checkbox"/>	4	ADM003 Code
<input checked="" type="checkbox"/>	5	ADM004 Add Item
<input checked="" type="checkbox"/>	6	ADM005 Edit Item
<input checked="" type="checkbox"/>	7	ADM006 Delete Item
<input checked="" type="checkbox"/>	8	ADM010 System Setting
<input checked="" type="checkbox"/>	9	ADM011 User Group Access

Home		
<input checked="" type="checkbox"/>	1	HOM000 Home

Profile		
<input checked="" type="checkbox"/>	1	IDE001 Employee
<input checked="" type="checkbox"/>	2	IDE002 Add Employee
<input checked="" type="checkbox"/>	3	IDE003 Edit Employee
<input checked="" type="checkbox"/>	4	IDE011 Division
<input checked="" type="checkbox"/>	5	IDE012 Add Department
<input checked="" type="checkbox"/>	6	IDE013 Edit Department
<input checked="" type="checkbox"/>	7	IDE014 Delete Department
<input checked="" type="checkbox"/>	8	IDE015 Department - Employee Association
<input checked="" type="checkbox"/>	9	IDE021 Department
<input checked="" type="checkbox"/>	10	IDE022 Add Division
<input checked="" type="checkbox"/>	11	IDE023 Edit Division

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

### System Setting

#### Approval

Final Decision Counts (Y/N)	:	<input type="text" value="Y"/>
<i>If Y, then the approval will be routed until the last approver. Else, the approval stops at the first DECLINE.</i>		
Maximum direct approval level	:	<input type="text" value="2"/>
<i>How many direct reporting needs to approve before final approval? Enter zero (0) to use generic department approval workflow. Department workflow will be activated once the direct approval has been concluded.</i>		
Notify Approver (Y/N)	:	<input type="text" value="N"/>
<i>Approver will be notified through email</i>		
Notify Requester (Y/N)	:	<input type="text" value="N"/>
<i>Requester will be notified through email</i>		
Final Approval by HR (Y/N)	:	<input type="text" value="N"/>
<i>If Y, final decision from HR is required, else final decision is from the last approver. Only applies to registered programs. New programs still require HR approval.</i>		

#### File Upload

File Upload Limit MB (info only)	:	<input type="text" value="10"/>
<i>For information only. The value depends on the server limitation and will be shown during upload process.</i>		

#### General

Site Title Employee	:	<input type="text" value="ACES Employee Portal"/>
Site Title HR	:	<input type="text" value="ACES HR Portal"/>
Site Title Trainer	:	<input type="text" value="ACES Trainer Portal"/>

#### Link

Web Address HR	:	<input type="text" value="aces.scoma.com.my/hr"/>
Web Address Employee	:	<input type="text" value="aces.scoma.com.my/ess"/>
Web Address Training Provider	:	<input type="text" value="aces.scoma.com.my/trainer"/>
External Link 1	:	<input type="text" value="TNA Portal"/> <input type="text" value="http://www.hrdf.com.my/wps/portal/PSMB"/>
External Link 2	:	<input type="text" value="Training Kiosk"/> <input type="text" value="http://www.trainingmalaysia.com"/>
External Link 3	:	<input type="text" value="Company Portal"/> <input type="text" value="www.portal.com"/>
External Link 4	:	<input type="text" value="1Malaysia"/> <input type="text" value="www.1malaysia.com.my"/>

Security	
Employee HTTP_REFERER Verification (0=No, 1=Yes)	: 0
Employee Site Access (0=Down, 1=Accessible)	: 1
Notice for Employee during downtime	: SORRY! We are having scheduled downtime daily to do system maintenance as follow:    > from 12:00 AM until 01:30 AM  > from 03:00 PM until 03:10 PM   
HR HTTP_REFERER Verification (0=No, 1=Yes)	: 0
HR Site Access (0=Down, 1=Accessible)	: 1
Notice for HR during downtime	: SORRY! We are having scheduled downtime daily to do system maintenance as follow:    > from 12:00 AM until 01:30 AM  > from 03:00 PM until 03:10 PM   
Trainer HTTP_REFERER Verification (0=No, 1=Yes)	: 0
Trainer Site Access (0=Down, 1=Accessible)	: 1
Notice for Trainer during downtime	: SORRY! We are having scheduled downtime daily to do system maintenance as follow:    > from 12:00 AM until 01:30 AM  > from 03:00 PM until 03:10 PM   
SMTP	
SMTP Server	: mail.gotna.com
SMTP Port	: 587
Use SSL	: 1
Send SMTP From	: mara@gotna.com
SMTP Authentication: Username	: mara@gotna.com
SMTP Authentication: Password	: malaysia.
Training	
Training Conflict Days <i>The number of days lapse between training program which is considered conflicting.</i>	: 5
Number of hours to be considered one day	: 8

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.