

1. Supplemental Training

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1.1 Supplemental Training

[This module is available to site managers.](#)

Informetica's supplemental training module lets you create and track user training records that are not already tracked within the LMS. For example, you can record the completion of an external seminar that a user attended and optionally choose to associate it with a product already in Informetica. You can also upload supporting documents to each user's training record, track associated costs, and use automatic email alerts to let users know when their training is expiring. Any number of supplemental training items can be added to a user's profile. These training records can be edited, deleted, and reported upon.

Supplemental Training Lets You

- Associate internal training with existing products in Informetica
- Create external training not associated with Informetica products (such as a seminar attended off site)
- Enter any associated costs for both internal and external training
- Enter a training description
- Upload supporting documents to training items (i.e., receipts, certifications earned)
- Run reports on supplemental training
- Associate external training to a certification created in the system
- User transcripts show supplemental training as active, expiring soon or expired

Thomas Aiken: Supplemental Training

You are viewing: Users > Accounts > Thomas Aiken: Supplemental Training

Add Supplemental Training

Internal Training

Show All

Active Expiring Soon Expired

Product	Description	Attachment	Start Date	End Date	Expiry Date	Price	
Accessibility(+)			3/25/2013	3/27/2013	3/30/2013	\$0.00	⊖
Basic First Aid	AED/CPR Heartsaver Class at the American Heart Association	first_aid_cert.jpg	10/21/2011	9/30/2013		\$350.00	⊖
Hiring Documentation	Cooper's physical fitness test	internal_fitness_test.pdf	3/1/2013			\$0.00	⊖

External Training

Title	Vendor	Instructor	Location	Description	Attachment	Start Date	End Date	Expiry Date	Price	
Driver Certification for Technical Training Unit	DMV - Illinois Vehicle Services Department	Patience Sobel	Elgin, IL	Commercial drivers license for TTU	drivers-license.jpg	3/1/2013	2/29/2016		\$75.00	⊖

Below is a brief description of the fields:

Field	Description
Product	The title of the product this training is associated with.
Description	A brief description of the internal training.
Attachment	Optional supporting document (i.e., receipts, copy of driver license) that is attached to this specific training item. Attachments can be viewed by relevant managers from this menu and by participants via their transcripts.
Start Date	The date that the training item was started by the user.
End Date	The date that the training item expires, if applicable.
Expiry Date	Enter the date that the training expires.
Price	The cost that is associated with the training item, if applicable, and easily identified with a cost report.
Delete	Select the delete button to permanently delete this training item from the user's record.

1.2 Edit Multiple Supplemental Training Records

The best way to manage and edit multiple supplemental training records at once is via the Supplemental Training page. To access this page, select the Users tab and then click Supplemental Training. You will see a list of all the training records that currently exist within the system. This allows you to filter, quickly review records for missing criteria, edit or delete training, and add or remove attachments.

informetica

logged in as: admin-strees@sencia.ca Help | Logout

Home Library **Users** Reports Control Panel Store Admin Support

Access Codes Accounts **Supplemental Training** Campuses User Group Site Managers

Supplemental Training

You are viewing: Users > Supplemental Training

1 Go to page: Go Records per page: 25 Records: 13

List Filter

ID	Type	Product	User	Created	Edited	Attachment	
2	external		participant-jbruce@sencia.ca Jason Bruce	3/8/2013 1:32 PM Sencia Administrator		html5_code_camp_-_mozilla_firefox_2013-03-08_13-30-09.png	Edit
3	external		jbruce@sencia.ca Jason Bruce	3/8/2013 4:01 PM Sencia Administrator		html5_code_camp.png	Edit
4	external		jbruce@sencia.ca Jason Bruce	3/8/2013 4:04 PM Sencia Administrator			Edit
5	internal	WHMIS	abateman@sencia.ca Amy Bateman	3/8/2013 4:06 PM Sencia Administrator			Edit
7	external		abateman@sencia.ca Amy Bateman	3/8/2013 4:08 PM Sencia Administrator		html5_code_camp.png	Edit
11	internal	Basic First Aid	tailen@sencia.ca Thomas Aiken	3/11/2013 2:03 PM Sencia Administrator		first_aid_cert.jpg	Edit
12	external		tailen@sencia.ca Thomas Aiken	3/11/2013 2:06 PM Sencia Administrator		drivers-license.jpg	Edit
13	internal	Hiring Documentation	tailen@sencia.ca Thomas Aiken	3/11/2013 2:12 PM Sencia Administrator		internal_fitness_test.pdf	Edit
17	internal	Accessibility	tailen@sencia.ca Thomas Aiken	3/26/2013 9:17 AM Sencia Administrator			Edit
18	internal	Accessibility	tailen@sencia.ca Thomas Aiken	3/26/2013 9:17 AM Sencia Administrator			Edit
19	internal	WHMIS	abateman@sencia.ca Amy Bateman	4/3/2013 1:53 PM Sencia Administrator			Edit
20	internal	WHMIS	abateman@sencia.ca Amy Bateman	4/8/2013 9:48 AM Sencia Administrator			Edit

Options

Expand All

Select All

Delete Selected (0)

By default, this list is sorted by the ID that Informetica automatically assigns to new training records. Click any column header to change the sort order. You can also filter the list to narrow your results.

1.2.1 Filter Supplemental Training

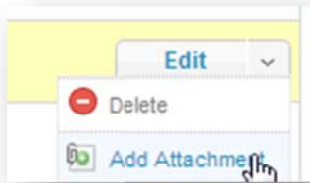
Click the filter tab to narrow the results of the supplemental training list. Click any filter from the list to one or more filter fields, enter a term into the field, and then click **Filter**. You can remove a filter field by clicking the red X. Your filtered results will be shown just below the filter and reset buttons.

The screenshot displays the 'Supplemental Training' interface. At the top, it says 'You are viewing: Users > Supplemental Training'. Below this is a pagination bar with '1' in a blue box, 'Go to page:', a green 'Go' button, 'Records per page: 25' with a dropdown arrow, and 'Records: 13'. The main area has two tabs: 'List' and 'Filter'. The 'Filter' tab is selected and highlighted with a red rectangle. Below the tabs, there are two filter fields: 'Product' with the value 'WHMIS' and a red 'X' to its right, and 'Type' with a dropdown menu showing options: '--all--', '--all--', 'internal' (highlighted in blue), and 'external'. To the right of the dropdown is a red 'X'. Below these fields is a large light blue rectangular area. On the right side, there is a section titled 'Add Filters' with a list of filterable fields: Username, Created Date, Edited Date, Created By, Edited By, Attachment Name, and Attachment. Each field has a green plus icon to its left. At the bottom left, there are two buttons: a blue 'Filter' button with a magnifying glass icon and an orange 'Reset' button with a circular arrow icon.

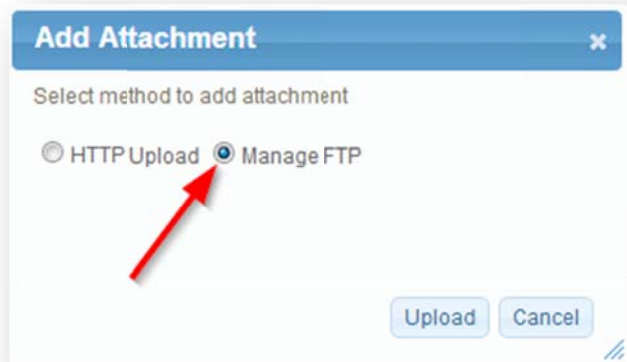
1.2.2 Use FTP to Upload Supporting Documents

You can pre-upload supplemental training attachments to your FTP account, and then attach the uploaded files to training records with the Manage FTP Tool as follows:

1. Select the **Users** tab and then select **Supplemental Training**
2. Select **Add Attachment** for any training item without an attachment



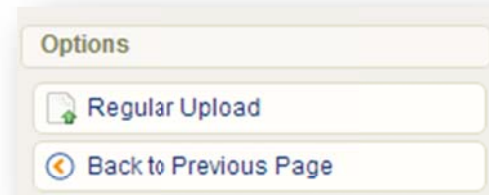
3. Choose the **Manage FTP** Option and then **Upload**



4. Select the file then **Transfer File**

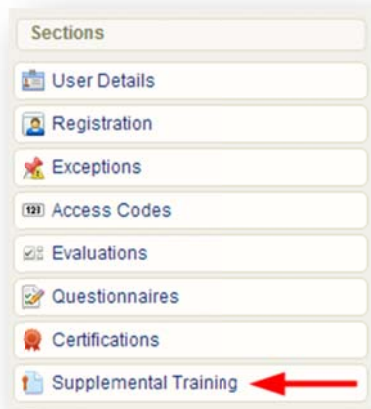


5. Close the modal window and select **Back to Previous Page** from the options menu



1.3 Manage Supplemental Training for Individual Users

Select the Users tab, open any user account, and then select **Supplemental Training** from the Sections menu.



Legend

Training expiries appearing in a user's profile are colour coded, based on their active status in the system.

- green items are current
- yellow items will expire soon
- red items have expired

Add Supplemental Training

Internal Training

Show All

Active Expiring Soon Expired

Product	Description	Attachment	Start Date	End Date	Expiry Date	Price	
Accessibility(+)			3/25/2013	3/27/2013	3/30/2013	\$0.00	
Basic First Aid	AED/CPR Heartsaver Class at the American Heart Association	first_aid_cert.jpg	10/23/2011	9/30/2013		\$350.00	
Hiring Documentation	Cooper's physical fitness test	internal_fitness_test.pdf	3/1/2013			\$0.00	

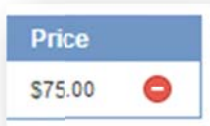
External Training

Title	Vendor	Instructor	Location	Description	Attachment	Start Date	End Date	Expiry Date	Price	
Driver Certification for Technical Training Unit	DMV - Illinois Vehicle Services Department	Patience Sobel	Elgin, IL	Commercial drivers license for TTU	drivers-license.jpg	3/1/2013	2/29/2016		\$75.00	

1.3.1 Create or Delete Internal Training

Select **Add Supplemental Training** and then select **Internal** from the drop down menu. The product listing is generated based on the groups the user belongs to. If the user is not already enrolled to the product, you can select **Auto Add Registration** to enroll them. Complete the fields on the form, upload an optional supporting document in the Attachment section, and then **save**.

To remove an internal training item from a user's profile, select the delete button (located after the price column) next to the appropriate training item.



You can add several records to the same training item. As you enter each record, the most recent update will appear on top while a history of each record update appears below. As you expand or contract this list, you will always see the most recent update at the top.

A screenshot of a web form titled "Supplemental Training Type". It has a dropdown menu set to "Internal". Below is a "Details" section with a "Product" dropdown set to "WHMIS", a "Start Date" field, an "End Date" field, and a "Price" field set to "0.00". There is an "Auto Add Registration" button. Below the details is a "Description" section with a large text area and a character count "You have 255 characters left for your description". At the bottom is an "Attachment" section with a "Choose File" button and "No file chosen" text. At the very bottom are "Save" and "or Cancel" buttons.

Internal Training						
<div>Show All</div> <div>Active Expiring Soon Expired</div>						
Product	Description	Attachment	Start Date	End Date	Expiry Date	Price
WHMIS(-)	Reviewer: Jane Doe		4/3/2013	4/3/2013	4/3/2014	\$0.00
WHMIS	Approved By Reviewer	scorecard_report.pdf	4/8/2013	4/9/2013	8/30/2013	\$0.00
WHMIS	Non-mandatory auxiliary training as WHMIS instructor.		3/1/2012	3/1/2013	5/31/2013	\$25.00

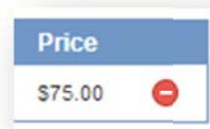
Below is a brief description of the fields:

Field	Description
Product	The title of the product this training is associated with.
Description	A brief description of the internal training.
Attachment	Optionally attach a physical file as a supporting document (i.e., receipts, copy of driver license) to a specific training item. Relevant managers can view attachments from this menu; participants view via their transcripts.
Start Date	The date that the training item was started by the user.
End Date	The date that the training item expires, if applicable.
Price	The cost that is associated with the training item, if applicable, and easily identified with a cost report.

1.3.2 Create or Delete External Training

Select **Add Supplemental Training** and then select **External** from the drop down menu. Complete the fields on the form, upload an optional supporting document in the Attachment section, and then **save**.

To remove an internal training item from a user's profile, click the delete button (located after the price column) next to the appropriate training item.



 A screenshot of a web form titled "Supplemental Training Type". At the top, there is a dropdown menu with "External" selected. Below this is a "Details" section with input fields for Title, Vendor, Instructor, Location, Start Date, End Date, and Price (currently showing 0.00). Underneath is a "Description" section with a large text area and a character count "You have 255 characters left for your description". At the bottom is an "Attachment" section with a "Choose File" button and a "No file chosen" status. At the very bottom are "Save" and "Cancel" buttons.

Below is a brief description of the fields:

Field	Description
Title	The title of training completed by the user.
Vendor	The name of the company or source the training was completed with or purchased from.
Instructor	The name of the person responsible for providing the training to the user.
Location	Where the training was completed, i.e. a city, or specific building location.
Description	A brief description of the external training.
Attachment	Optional supporting document (i.e., receipts, copy of driver license) that is attached to this specific training item. Attachments can be viewed by relevant managers from this menu and by participants via their transcripts.
Start Date	The date that the training item was started by the user.
End Date	The date that the training item expires, if applicable.
Price	The cost that is associated with the training item, if applicable, and easily identified with a cost report.

1.4 Import Training

You can also bulk upload supplemental training to specific Informetica users. However, attaching supporting documentation will need to be done at either the Supplemental Training page or within an individual user's profile.

The screenshot shows the 'Import' page with the breadcrumb 'You are viewing: Control Panel > Import'. The main heading is 'Step 1: Upload Excel File'. Below this, there is a section for 'Excel File (.xls/.xlsx):' with a 'Choose File' button and a file name 'Supplementa...g.2013.xls'. To the right, there is a dropdown menu for 'Type of Import:' with a list of options: 'Users', 'User Certification', 'User Course Registration', 'User SCORM Data', 'User Groups', and 'Supplemental Training' (which is highlighted). Below the dropdown is a 'Go To Step 2 >>' button. At the bottom, there is a section for 'Excel Templates' with a list of links: 'Users', 'User Certification', 'User Course Registration', 'User SCORM data', 'User Groups', and 'Supplemental Training'.

TIP
For instructions on importing,
please see the Importing Data
chapter of this manual.

The screenshot shows the 'Import' page with the breadcrumb 'You are viewing: Control Panel > Import'. The main heading is 'Step 3: Select Import Options'. Below this, there is a table with three columns: 'Column Name', 'Column Name From File', and 'Default Value if Blank or Skipped'. The table contains the following rows:

Column Name	Column Name From File	Default Value if Blank or Skipped
User: *	Username	
Default Organization:	Default Organization	-- None --
Type: *	Type	
Product:	Product ID	-- None --
Title:	Title	
Description:	Description	
Vendor:	Vendor	
Instructor:	Instructor	
Location:	Location	
Start Date:	-- Skip Column --	
End Date:	-- Skip Column --	
Expiry Date:	-- Skip Column --	
Price:	Price	

Below the table, there is a note: '* indicates a required field'. At the bottom, there are three buttons: '<< Go To Step 2', 'Go To Step 4 >>', and 'or Start Over'.