



informatica

Participant

Revision 14-3

Table of Contents

TABLE OF CONTENTS.....	2
1. WELCOME TO INFORMETICA	4
Topics Covered In This Chapter	4
1.1 Introduction.....	5
1.2 System Requirements	5
1.3 What is Informetlica?	6
1.4 Registration	7
1.5 Logging In.....	10
2. HOME PAGE AND TAKING COURSES	11
Topics Covered In This Chapter	11
2.1 Basic Navigation.....	12
2.2 Main Navigation	13
2.3 Information Bar	13
2.4 Quick Register	13
2.5 Course Menu.....	13
2.6 Accessibility Box.....	14
2.7 Events Box	15
2.8 Change Password or Profile Information	15
2.9 Taking a Course	16
2.10 View Grades	16
2.11 Compile Course	16
2.12 Participant List	16
2.13 Review Assets within a Course	17
3. PROFILE AND JOURNAL ENTRIES	18
Topics Covered in This Chapter	18
3.1 Profile.....	18
3.2 Journal Entries.....	18

4. CALENDAR, TASKS, NEWS, AND FORUMS.....	22
Topics Covered in This Chapter	22
4.1 Notification Legend	23
4.2 Calendar	24
4.3 My Tasks and News Box	25
4.3.4 Managing Tasks	26
4.4 Managing Calendar and News Events	29
4.5 Product Forums	32
5. CATALOGUE	33
5.1 Edit Catalogue	36
6. GRADES AND CERTIFICATIONS	37
Topics Covered in This Chapter	37
6.1 Transcript.....	37
6.2 Certifications	40
6.3 My Progress	41
6.4 Curriculum	42
7. MY EXPERIENCE.....	43
Topics Covered in this Chapter	43
7.1 Add Experience and Submit for Approval.....	43
7.2 Approve Experience.....	46

1. Welcome to Informetica

In this manual, you will be introduced to the basics of taking an online course using Informetica. The manual will take you step-by-step through registration, logging into Informetica, taking an online course, managing your course calendar and interacting with instructors and other participants.

Topics Covered In This Chapter

1.1 Introduction

- 1.1.1 Disclaimers
- 1.1.2 Restrictions

1.2 System Requirements

- 1.2.2 Supported Files

1.3 What is Informetica?

- 1.3.1 Aims
- 1.3.2 Objectives

1.4 Registration

1.5 Logging In

- 1.5.1 Forgotten Password

1.1 Introduction

Informetica is a web-based Learning Content Management System designed to provide functionality that is easily accessible without needing to install software. The Informetica LCMS was built with the end-user in mind, for user-friendliness and ease of access forefront in its architecture. First time users can easily navigate through self-registration, online training and personal account management.

This manual has been written as a guide for all Informetica participants. Therefore, it may reference features that do not apply to your Informetica system and features may be named differently due to customizations specific to your site. Additionally, some systems have customizations they may not be covered in this manual. Please keep in mind that Informetica itself is under constant development and some differences between the live application and this manual may occur.

1.1.1 Disclaimers

In no event shall Sencia Canada Ltd. or any of the authors or contributors to this manual be liable for any special, incidental, indirect or consequential damages of any kind, or any damages whatsoever resulting from loss of use, data or profits, and on any theory of liability, arising out of or in connection with the use or performance of Informetica.

1.1.2 Restrictions

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1.2 System Requirements

Informetica is accessible via any platform with internet access and requires a minimum of 56 Kbps connection speed.

No third party programs are required to access Informetica. However, course content, such as flash files, may require 3rd party plugins to view.

It is recommended that you view Informetica using a current web browser that has JavaScript enabled. Informetica always tests system upgrades and client content on the most current version of a web browser.

1.2.2 Supported Files

Informetica supports all standard web based media formats, as well Microsoft office suite file formats and Adobe PDF. Other supported formats include SCORM, AICCS and Engage packages. A detailed list of supported file formats is shown below. Your specific set up may have different options depending on your needs.

File Type	File Extension
Images	bmp, gif, jpeg, .jpg, pcx, png, psd, tif, tiff
Documents	doc, docx, csv, htm, pdf, ppt, pptx, rtf, txt, wpd, xls, xlsx, xml, zip
Templates	htm, html
Audio/Video	avi, m1v, m4v, mid, midi, mov, mp3, mp4, mpeg, mpg, .sfw, wav, wmv

1.3 What is Informetica?

Informetica is a Learning Content Management System (LCMS) that allows students to take courses online. Instructors have many options when configuring Informetica so you may access your courseware, take tests, interact with instructors and other students, access learning resources and much more.

As a participant a few simple steps gets you started on your way to self-improvement! User-friendly tabs and icons lead you through your learning experience with no technological intimidation. Ease-of-use equals effective learning.

1.3.1 Aims

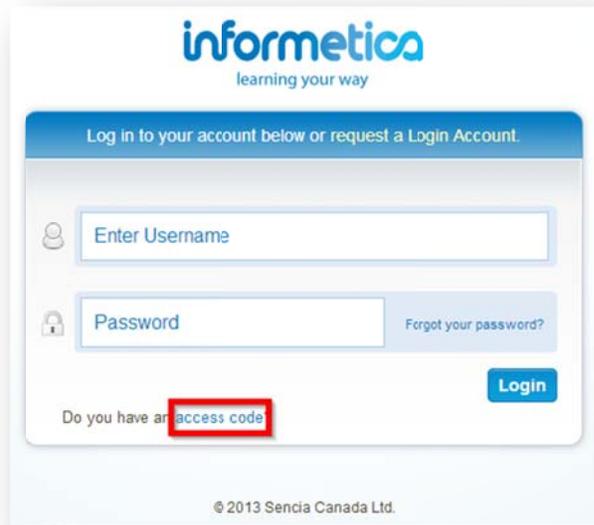
- To prepare you for using an online learning environment.
- To create a unique educational environment.

1.3.2 Objectives

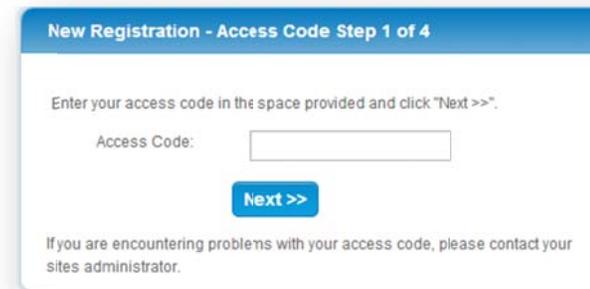
- Ability to navigate within the Informetica Learning Management System.
- Interact with students and the course instructors.

1.4 Registration

Some systems may require that you create a new account if you do not already have one. Go to the course website address provided to you and follow these steps to register for your courses. Select “Do you have an access code?”



The image shows the Informetia login page. At the top, the Informetia logo is displayed with the tagline "learning your way". Below the logo, there is a blue header bar with the text "Log in to your account below or request a Login Account." The main content area contains two input fields: "Enter Username" and "Password". To the right of the password field is a link that says "Forgot your password?". Below these fields is a blue "Login" button. At the bottom of the form, there is a checkbox labeled "Do you have an access code?" which is highlighted with a red box. The footer of the page contains the copyright notice "© 2013 Sencia Canada Ltd."



The image shows the "New Registration - Access Code Step 1 of 4" page. The header is blue with the text "New Registration - Access Code Step 1 of 4". Below the header, there is a blue bar with the text "Enter your access code in the space provided and click 'Next >>'". The main content area contains a label "Access Code:" followed by an empty text input field. Below the input field is a blue "Next >>" button. At the bottom of the page, there is a small text block that reads "If you are encountering problems with your access code, please contact your sites administrator."

Step 1: Enter the Access Code you were provided and select **Next**.

Step 2: Enter your information. Required fields are marked with an asterisk.

New Registration - Personal Info Step 2 of 4

Name: Nursing Staff

First Name:*

Last Name:*

Email

Address:*

Password:*

Confirm Password:*

Location:*

Address:

City:

Province:

Zip/Postal:

Country:

Phone: () ext.

Fax: format:(888) 555-1212
international phone click here.

* Indicates a required field.

Step 3: Confirm that everything you entered is correct. Select the Change button to fix a mistake or click the Confirm button to complete your registration.

New Registration - Confirmation Step 3 of 4

First Name: Maxwell

Last Name: Klinger

Username: mklinger@sencia.ca

Password: mklinger

Title:

Address:

City:

State/Province: Not Specified

Zip/Postal:

Country: Canada

Phone:

Fax:

Step 4: Once you confirm, you will be supplied with your user login details. You can automatically login by selecting **Login Now** or select [click here](#) to return to the login page and log in manually.

New Registration - Account Setup Step 4 of 4

Thank you for registering. Your account is now ready to access the system. Your login details have been sent to you by email.

Your user details:
Username: mklinger@sencia.ca
Password: mklinger

or [click here](#) to return to the login page.

1.5 Logging In



The screenshot shows the Informetika login interface. At the top, the Informetika logo is displayed with the tagline "learning your way". Below the logo, there are two input fields: "Username:" and "Password:". A "Login" button is positioned below the password field. To the right of the "Login" button is a link that says "Forgot your password?". At the bottom of the login area, there is a link that says "New users register here."

You will be required to use a login and password to access your online content. Informetika offers a single, secure login page. Entering your registered email address and the password you chose during registration will grant you access to the system.

1.5.1 Forgotten Password

If you have forgotten your password, click the "Forgot Password" link on the login page and then follow the instructions provided.

2. Home Page and Taking Courses

Topics Covered In This Chapter

- 2.1 Basic Navigation
- 2.2 Main Navigation
- 2.3 Information Bar
- 2.4 Quick Register
- 2.5 Course Menu
- 2.6 Accessibility Box
- 2.7 Events Box
- 2.8 Change Password or Profile Information
- 2.9 Taking a Course
- 2.10 View Grades
- 2.11 Compile Course
- 2.12 Participant List
- 2.13 Review Assets within a Course
 - 2.13.1 Overview Page

2.1 Basic Navigation

Once you are logged in to Informatica, you are brought to the home page. From the home page, you can access your assigned courses, change your password, logout, change the language you view the LCMS in and view events, news and tasks. Not that not all of the features listed here may be available on your system. Features may also be named differently, but the functionality will be the same.

Quick Register
This field is used to enter an access code that will automatically register you to a specific product.

Main Navigation
All sections of the system are accessible through these tabs.

Information Bar
Change your password, view the user help manual or logout from the information bar.

Product Menu
A list of all the products you are registered to. Click the name of any product to launch it.

Accessibility Box
This box allows you to change the language and increase or decrease the font.

Events Box
The events box allows you to keep track of items that are due, see deadlines and read news events.

Home Page
Unique home pages can be created for each user group. If you belong to more than one group, you will have an option to toggle among home pages.

The screenshot shows the Informatica LCMS interface. At the top, there is a navigation bar with tabs for Home, Calendar, Catalogue, Certifications, My Experience, My Progress, and Search. A participant's name and email (sbrent@sencia.ca) are displayed, along with links for Profile, Help, and Logout. Below the navigation bar, a welcome message reads "Welcome Sebastian Brent to your online training centre." The main content area is titled "Getting Started with the Informatica LCMS" and contains several sections: "Course Registration" with a 3-step list, "Start Taking a Course" with instructions on how to access topics, "View Your Grades" with instructions on how to access grades, and "View Your Certifications" with instructions on how to view certifications. On the left side, there is a "Quick Register" field and a "Product Menu" listing various courses like "Health & Safety - Alberta" and "Workplace Safety and Hazards". On the right side, there is an "Accessibility Box" with language and font size options, and an "Events Box" showing "Today" with "No items are due today", "My Tasks" with "There are currently no tasks", and "News" with "4/24/2012 New Courses have been Added".

2.2 Main Navigation

All sections of the system are accessible through the Main Navigation tabs at the top. You have access to your own transcripts, and can work through products just as a participant can. For more information in these areas, please see the Participant Manual.

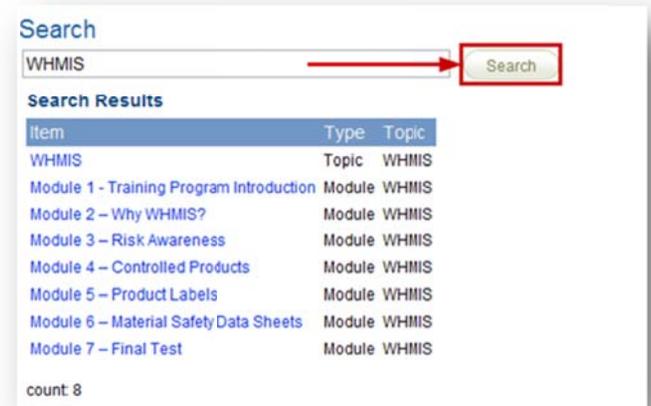
Home: This tab will always return you to the home page.

Calendar: This tab will take you to the calendar where you can view or add personal tasks.

Catalogue: If available, this tab contains a list of Products (courses) that are available for participants.

Transcript or My Progress: Only one will be available. Transcript will show you passing and failing grades as well as incomplete attempts for every product you are registered to. My Progress contains the same information as Transcript as well as certification information progress, if applicable.

Search: This tab allows you to enter simple search terms to look for something in the system. The returned results are also links that you can click to go directly to the item.



2.3 Information Bar

Displays your user login status and contains the following links:

Profile: Click this link to update your account information and password.

Help: Click this link to open a copy of this manual.

Logout: Click this link instead of simply closing the browser window to ensure that any changes you have made will be saved and that your session will be properly recorded.

2.4 Quick Register

If available, this field is used to enter an access code that can automatically register you to specific products.

2.5 Course Menu

The course menu on the left is an interactive list that lets you launch any courses that you are registered to. Simply click the name of any course to begin. You can hide or show this menu by clicking the triangle  at the top of the menu. Here is a guide to some of the colours and symbols you may see on this menu:

Runway Condition Reporting Products that show up in **teal** have completion rules assigned to them and that have not yet been finished.

Wildlife Control Plan Products that show up in **green italics** have completion rules assigned to them that have been finished. For example, there may be two exams in the product that must be passed for the product is considered complete.

Equipment Operation  Items in the list with a plus symbol  before the name are courses that are bundled together. Click the plus symbol  to expand the list. Click it again to re-collapse the list.

Airports 101  Items in the list with an exclamation before the name are courses that have been granted an extension.

2.6 Accessibility Box

This box allows you to change the language and the size of the font on the page.

English: Click  to change the language you view the page in if multiple languages are in use by your system.

aAA: Click  to change the font size you view the page in. Click the leftmost A to view in the smallest font and the right most A to view in the largest font.

Page Link:  If your LMS is configured for this option, you can create a direct URL link to any Infrometica page to send to other users. Users who click the link will be prompted to login and then will either be directed to the destination page or will see a message that they do not have access to the destination page.

2.7 Events Box

The events box allows you to keep track of items that are due, see deadlines and read news events. It is typically used as a way to send global messages to all users on the system and to allow participants to keep track deadlines and tasks. Note that not all three items in the example of the events box may be in use on your system.

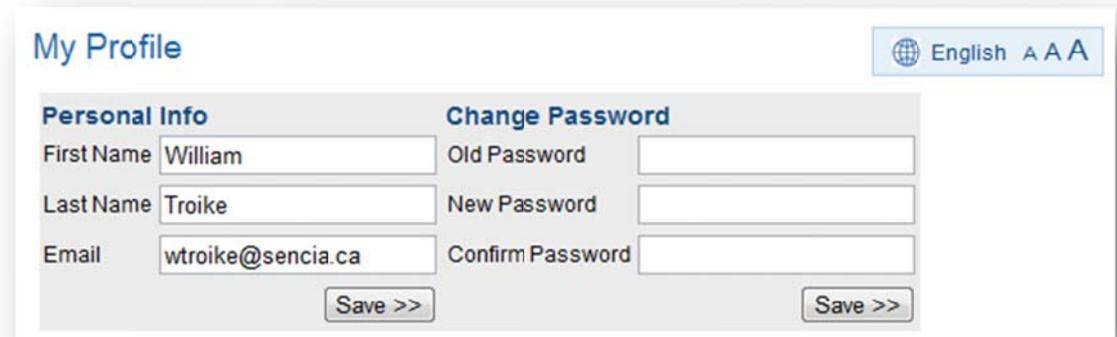
Today: This area shows any items that are due on the current day. This includes automated deadlines.

My Tasks: This area shows self-created tasks entered from the calendar tab.

News: These news items are events set up by site managers.

2.8 Change Password or Profile Information

You can access your user profile at any time by clicking on Profile next to your name in the Status Panel. Make changes to your Personal Info or Change Password and then click the Save button to keep the changes. This information can be viewed by site managers and instructors.



My Profile English A A A

Personal Info	Change Password
First Name <input type="text" value="William"/>	Old Password <input type="text"/>
Last Name <input type="text" value="Troike"/>	New Password <input type="text"/>
Email <input type="text" value="wtroike@sencia.ca"/>	Confirm Password <input type="text"/>
<input type="button" value="Save >>"/>	<input type="button" value="Save >>"/>

2.9 Taking a Course



Click the name of any course from your homepage to get started. Some courses will begin automatically (Make sure you have popups enabled on your browser while you take the course) and others may have an introduction page with instructions first. Each course may have unique navigation and this will either be intuitive or there will be instructions.

Some courses may require you to complete items before advancing on to the next items; these prerequisites are shown in red. In the example, each module needs to be viewed in order. The participant cannot access the module “What Do I Have to do?” until they have completed “Why Volunteer”.

Once you are within a course, there may be additional tools available such as an overview page or a utilities menu. Not all of these features may be available, depending on your system’s set up.

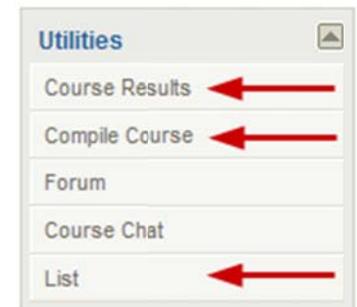


2.10 View Grades

Click the name of any course from your home page to see the Utilities menu. Click **Course Results** at the top. This is an alternative way to check your grades, but only for the specific course that is opened.

2.11 Compile Course

The compile course tool creates a printable, offline version of the course. This compilation will include all text and images, but does not compile SCORM or tests. Click the name of any course from your home page to see the Utilities menu and then click **Compile Course**.



2.12 Participant List

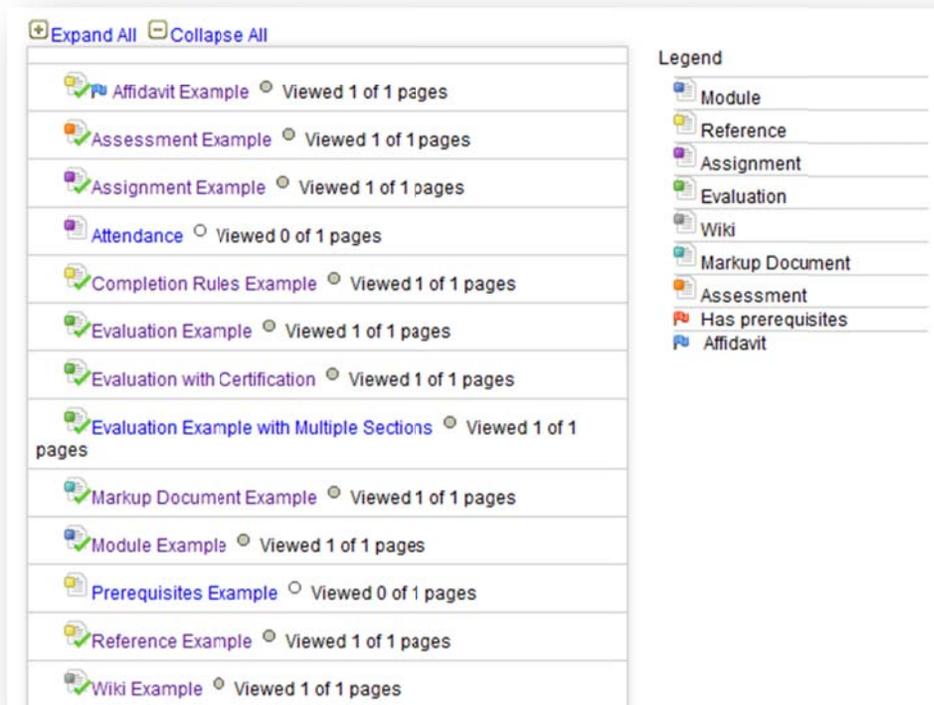
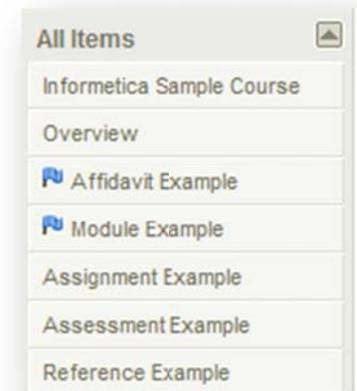
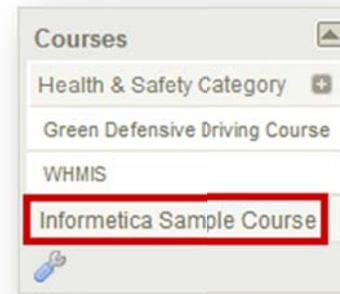
View a list of other participants enrolled to a course you are in. Click the name of any course from your home page to see the utilities menu and then click **List**. Some configurations will also let you email your classmates.

2.13 Review Assets within a Course

Some courses consist of many different assets. Click the name of any course from the menu on the left side of your home page to each of the individual assets within the product. To view any of the assets, simply click the name to open it.

2.13.1 Overview Page

Some courses may have an overview page that displays all assets available within a course. It shows the asset type, which pages you have visited, and prerequisites.



3. Profile and Journal Entries

Topics Covered in This Chapter

3.1 Profile

3.2 Journal Entries

- 3.2.1 Create a Journal Entry
- 3.2.2 Informetica's Publishing Window
- 3.2.3 Edit a Journal Entry
- 3.2.4 Delete a Journal Entry
- 3.2.5 Resizing the Publishing Window

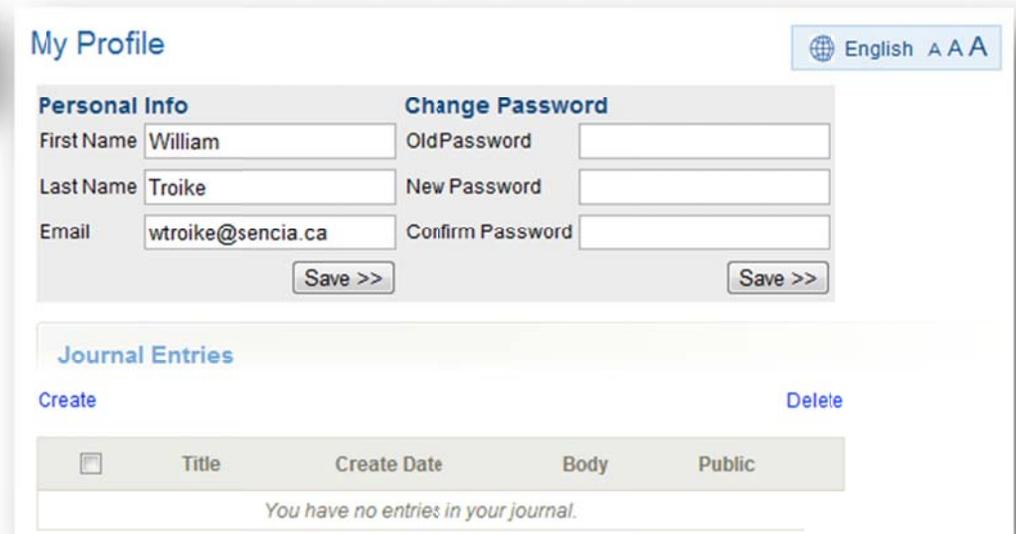
3.1 Profile

You can access your user profile at any time by clicking on Profile next to your name in the status panel. Make changes to your personal info or change your password and then click **Save**. This information can be viewed by site managers and instructors.



3.2 Journal Entries

Your participant (student) account includes a journal which is accessed from your profile page. From the journal entries section, you can create, edit or delete journal entries. Journal entries can be set to Private so that they can only be viewed by you or they can be set to public which can be viewed by other students and instructors.

A screenshot of the "My Profile" page. At the top right, there is a language selector showing "English" and font size controls "A A A". The page is divided into two main sections: "Personal Info" and "Change Password".
The "Personal Info" section contains three input fields: "First Name" with the value "William", "Last Name" with the value "Troike", and "Email" with the value "wtroike@sencia.ca".
The "Change Password" section contains three input fields: "Old Password", "New Password", and "Confirm Password".
Below each section is a "Save >>" button.
Below these sections is a "Journal Entries" section with a "Create" button on the left and a "Delete" button on the right. Below the buttons is a table with columns: "Title", "Create Date", "Body", and "Public". The table is currently empty, and a message below it reads "You have no entries in your journal."

3.2.1 Create a Journal Entry

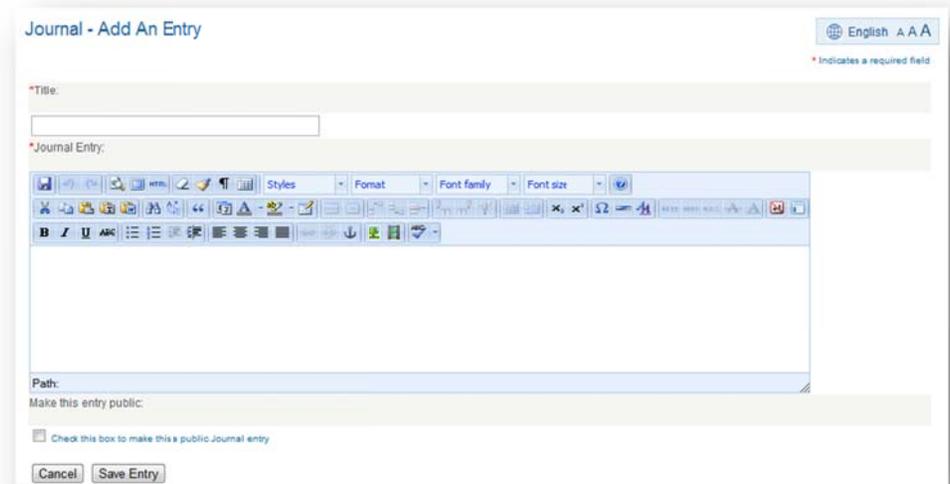
Journal Entries are created using the Informetica Publishing Window. Please see the next section for more information on using the Publishing Window.

1. On your profile page, scroll down to the Journal Entries section and click Create to open the WYSIWYG editor
2. Enter a Title and text for your Journal Entry
3. Place check in checkbox if you would like to make your Journal Entry Public (leave checkbox blank to set it at Private)
4. Click Save Entry



The screenshot shows the 'Journal Entries' section of a user profile. A red box highlights the 'Create' button. Below it is a table with the following data:

	Title	Create Date	Body	Public
	Journal Entry Sample	10/4/2011 11:59:47 AM	An example of a journal entry.	Private



The screenshot shows the 'Journal - Add An Entry' form. It includes a title field, a 'Journal Entry' field with a WYSIWYG editor, and a checkbox for 'Make this entry public'. The 'Save Entry' button is highlighted.

Title: [Text Field]

Journal Entry: [WYSIWYG Editor]

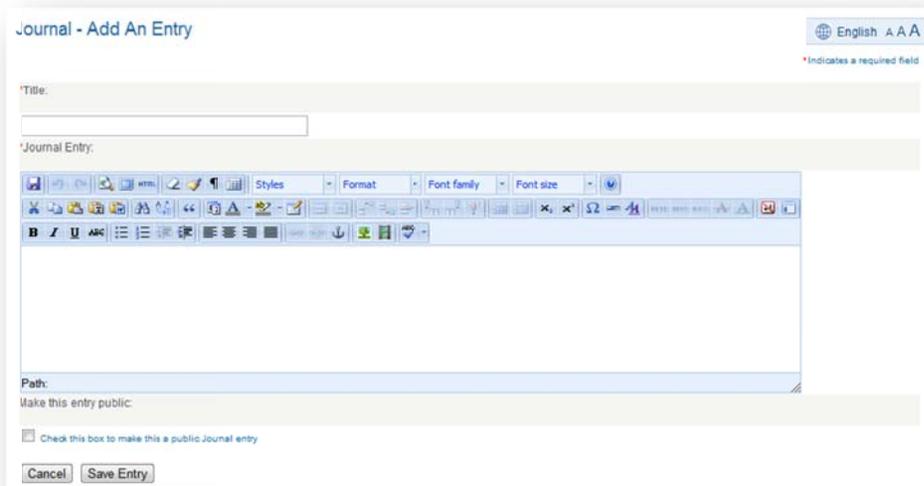
Path:

Make this entry public:

Check this box to make this a public Journal entry

3.2.2 Informetica's Publishing Window

Informetica's Publishing Window utilizes a WYSIWYG editor to make it as easy as possible for non-technical users to edit content. A WYSIWYG (pronounced "wiz-ee-wig") editor allows you to see how things will be displayed while the document is being created instead of requiring knowledge of developer code. Informetica's WYSIWYG editor uses familiar tools found in most popular office programs. WYSIWYG is an acronym for "what you see is what you get". In the Publishing Window, you can format text, add hyperlinks, paste existing content from Microsoft Word and insert tables using familiar tools that are found in most office productivity programs. If you prefer working in code view, simply click the Edit HTML Source button to open the Source Editor. For a complete guide to all the editor tools, please see the Glossary of Publishing Window Tools at the end of the manual.



Spellchecker

A spellchecker  is available in the publishing window. To use the spellchecker you must toggle the spellchecker button on, located at the top of any publishing window. If a word is spelled incorrectly, a squiggly red line will show up under the word. Click the word to bring up a list of suggestions for the correct spelling or to ignore the misspelling.

3.2.3 Edit a Journal Entry

Simply click on the name of the Journal Entry to open it. Make your edits using the Informetica Publishing Window and click Save.

3.2.4 Delete a Journal Entry

Click the checkbox next to the Journal Entry you would like to permanently delete and select **Delete**.

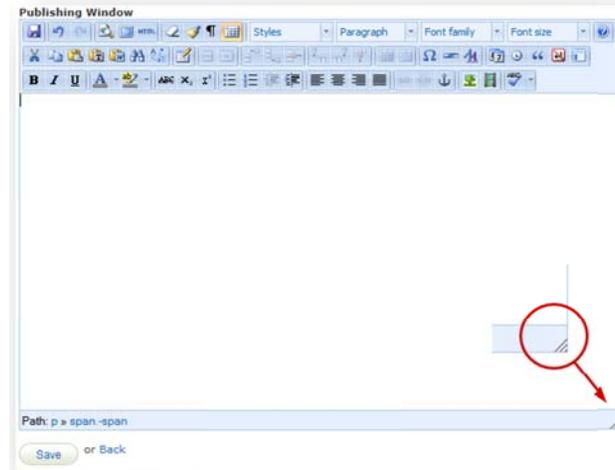


The screenshot shows a table titled "Journal Entries" with a "Create" button on the left and a "Delete" button on the right. The table has five columns: "Title", "Create Date", "Body", and "Public". A checkbox in the first row is checked, and the "Delete" button is highlighted with a red box.

	Title	Create Date	Body	Public
<input checked="" type="checkbox"/>	Journal Entry Sample	10/4/2011 11:59:47 AM	An example of a journal entry.	Private

3.2.5 Resizing the Publishing Window

You can easily increase or decrease the height and width of the Publishing Window by clicking and dragging the bottom right corner of the window.



4. Calendar, Tasks, News, and Forums

Topics Covered in This Chapter

4.1 Notification Legend

4.2 Calendar

4.3 My Tasks and News Box

4.3.1 Today

4.3.2 My Tasks

4.3.3 News

4.3.4 Managing Tasks

4.3.5 Sort Tasks

4.3.6 Add Tasks

4.3.7 Delete and Edit Tasks

4.4 Managing Calendar and News Events

4.4.1 Add and View Events

4.4.2 Edit and Delete Events

4.5 Product Forums

4.1 Notification Legend

Several types of notifications can be displayed on a user's desktop calendar or in the News & Task box on their home page. Some events are created by managers, publishers, or instructors, some are personal tasks created by the user, and some are automatically added to the calendar based on the event type and date.

Type	Description	Created by
Assignment	Assignments are added to the calendar automatically based on the due date. These events are displayed on the calendar in teal	Automatically Created
Global	Global events are displayed on the calendar for most registered users as well as in the news box on user's home pages. These events are displayed on the calendar in green	Site Manager
Personal	A personal event can only be viewed by the user who created it. These are personal reminders for the user and are not necessarily related to their course material or training. These events are displayed on the calendar in red	Any User (except Help Desk Users)
Tasks	Tasks are displayed on the calendar for relevant users as well as in the news box on user's home pages. These events are displayed on the calendar in purple	Any User (except Help Desk Users)
Tests	Tests are added to the calendar automatically based on the date. These events are displayed on the calendar in gold	Automatically Created
Course	Course calendar entries represent the start and end date of any particular course. These events are displayed on the calendar in blue	Publishers and Instructors
User Group	This event item will be displayed in the news box on the home page of all users in the particular user group to which it was assigned.	Site Managers and Publishers

4.2 Calendar

Some Informetca systems feature a calendar where users can view events, tasks, and deadlines for courses, assignments, modules, and tests. Items may be added automatically based on their due dates or scheduled by managers, publishers, and instructors. See the News and Task Box section to learn how to add personal tasks to the calendar.

Access the Calendar:

Click the Calendar tab from the main navigation bar at the top.

Site Managers:

From the control panel, select the calendar link.

September 2011						
Sep 2011 Go >>						
Global		Tasks	Personal	Topic	Assignment	Tests
S	M	T	W	T	F	S
				1	2 Today Ends - Company Picnic	3
4	5	6	7	8	9	10
11	12	13	14	15 Fall Session Starts	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

By default the calendar shows the current month with the current day highlighted in blue. To view a month that is not the current month, use the drop down menus to change the month and year and then press the go button. Click on any event to view more details, who created the event, and the start and end dates.

4.3 My Tasks and News Box

This view is not available to site managers.

Some Informetlica systems feature a box on the home page that shows news and tasks relevant to the user.



4.3.1 Today

Today automatically shows assignments and evaluations that have a deadline of today (e.g. the publishing date ends on today's date).

4.3.2 My Tasks

My Tasks keeps track of to-do lists and personal items within Informetlica. Tasks may be added by you, a manager, publisher, or instructor. Tasks that you add personally are private and you can opt to view them on the calendar in addition to My Tasks.

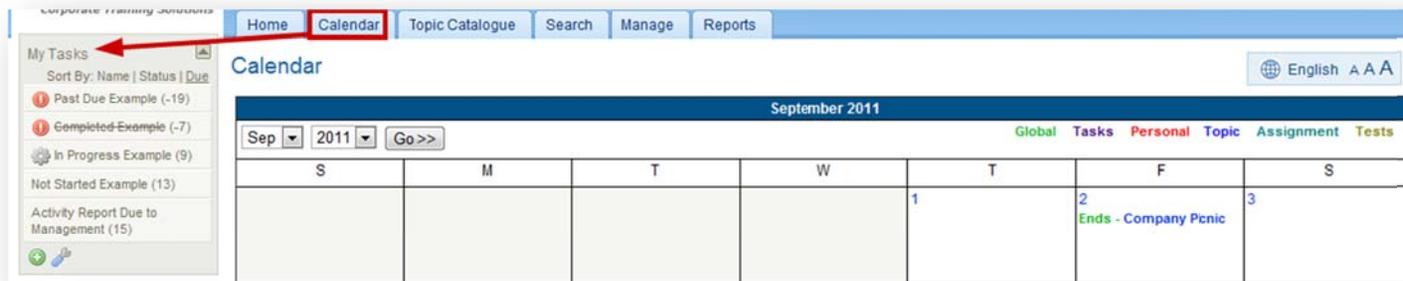
4.3.3 News

News items are added by a manager, publisher, or instructor and show items within a set date range. For example, an event scheduled from March 1-March 15, will not appear in the news box before March 1 or after March 15. The news box lists a maximum of 10 news items at once.

4.3.4 Managing Tasks

This view is not available to site managers.

Open the calendar to view and manage tasks. Click the  to collapse or expand the list. The numbers to the right of the tasks indicate how many days until the task is due. A negative number is the number of days it is past due.



Task Icon	Description
No icon	Items that you have not started.
	Items that are in progress.
	Items that are due today or past due.
 Completed Example (5)	Lined out Items have been completed. Completed items will stay at the top, even when sorted.

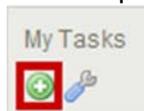
4.3.5 Sort Tasks

Tasks are sorted automatically by due date, but you can re-sort the list to show the tasks alphabetically by name, completion status, or due date. To interact with My Tasks, click the calendar tab from the main navigation bar and use menu on the left. Tasks sorted by status show completed items first, then not started and then in progress.

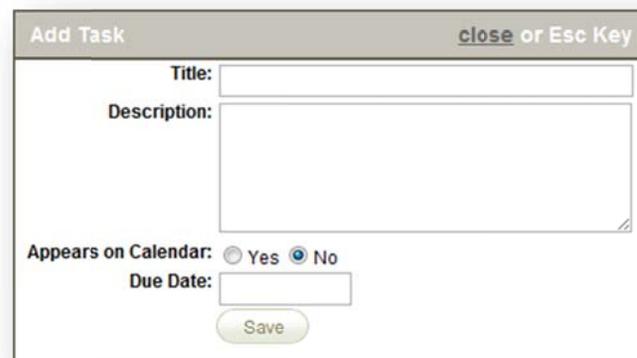
4.3.6 Add Tasks

Participants can only add personal tasks.

1. Open the calendar
2. Click the plus symbol at the bottom of the My Tasks menu



3. Complete the form (an example is shown at right)
4. Save

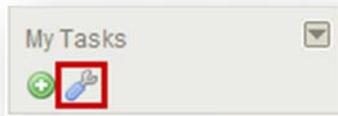
A screenshot of a web form titled 'Add Task'. The form has a title bar with 'Add Task' on the left and 'close or Esc Key' on the right. The form contains the following fields: 'Title:' with a text input box; 'Description:' with a larger text area; 'Appears on Calendar:' with radio buttons for 'Yes' and 'No', where 'No' is selected; and 'Due Date:' with a date input box. At the bottom of the form is a 'Save' button.

Below is a brief description of the fields.

Field	Description
Title	Add a name for your task.
Description	Enter a description for the task, if desired.
Appears on Calendar	Select yes to see this task on the calendar. Select no to see this task only on the my tasks list.
Due Date	Enter the date by which this task must be completed.
Save	Click Save. Upon saving, the event will be viewable on the my task list and on the calendar if you selected that option.
Close or ESC	Click the close link at the top or press the ESC key to cancel the creation.

4.3.7 Delete and Edit Tasks

Click the wrench at the bottom of the My Tasks menu to see a list of tasks. You can edit or delete tasks from this page.



Tasks						
	Title	Issue Date	Due Date	Status	Complete Date	
!	Past Due Example	9/8/2011	9/1/2011	Not Started		Delete Edit
	Completed Example	8/17/2011	9/13/2011	Complete	9/8/2011	Delete Edit
	In Progress Example	9/8/2011	9/29/2011	In Progress		Delete Edit
	Not Started Example	9/8/2011	10/3/2011	Not Started		Delete Edit
	Activity Report Due to Management	9/8/2011	10/5/2011	Not Started		Delete Edit

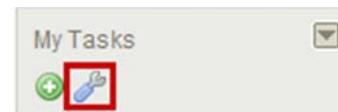
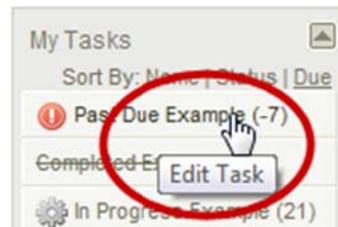
[Return to Calendar](#)

You can edit a task's title, description, status, calendar presence, or due date.

There are three ways to edit a task.

Make sure to save your changes.

1. Click the name of the task from My Tasks to open the edit task page.
2. Click the wrench at the bottom of My Tasks, and then click the edit button to edit that task.
3. Click the name of the task on the calendar. This will open the manage tasks page. Click the edit button to open the edit task page.



Below is a brief description of the fields:

Field	Description
Title	This is the name of the task.
Issue Date	This is the date that the task was created.
Due Date	This is the date by which this task must be completed.
Status	This indicates if the task is completed, in progress or not started.
Complete Date	If the task is complete, this indicates the date it was completed.
Delete	Click the delete button to remove a task.
Edit	Click the edit button to make changes to the task's title, description, status, appearance on the calendar or due date.

4.4 Managing Calendar and News Events

This option is not available to participants.

4.4.1 Add and View Events

You can create events and announcements for other users.

Add and View: From the calendar, click the date for the new event to open the View Day page, fill out the fields (described below), and then save. Existing events, if any, will show up at the top. Item details, item type and item message must all be completed to create a new event.

View Day

Another New Event
Starts: 9/13/2011 4:27:00 PM Ends: 9/17/2011 4:27:00 PM
Testing if Org Mgr can edit events created by other user types.

Item Details

- Name:
- Start Date: End Date:

Item Type

- Choose Type:
- Topic:
- User Group:

Item Message

The new fall session starts on September 15, 2011.

Users

[Back to Calendar](#)

Site Managers: Click the calendar link, fill out the Add Event fields (described below), and then save. Existing events, if any, will show up under Event List and can be searched for by type and date.

Calendar

You are viewing: Control Panel > Calendar

Manage Events

Search Events

Event List

Global events show up in green 3/8/2012 - 3/8/2012 11:59:00 PM

Global events show up in green

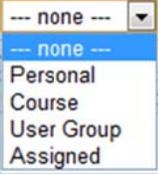
Add Event

Name:

Type: Start: End:
 Enable Time Range

Description:

Below is a brief description of the fields:

Field	Description
Search Events	Select an event type, month, and year from the drop down menus, and then click the go button. Site manager only.
Event List	A list of events for the current month shows near the top of the page. If there are no events for the current month, you will see the message: <i>"There are currently no items for this date."</i>
Name	Add a name for your event.
Start Date	Enter the start date for the event.
End Date	Enter the end date for the event.
Enable Time Range	You can add a time range to your dates by checking the box before "enable time range". Site manager only.
Choose Type	<p>Choose one type from the drop down menu. Note that not all options below may be available to you.</p>  <p><u>Personal</u> When this type is chosen, it will create a personal event that only you can view; available to all desktop users</p> <p><u>Course</u> When this type is chosen, it will create an event that all users enrolled to the product selected from the Topic field can view; available to campus admins, campus managers, user group managers, publishers, and instructors</p> <p><u>User Group</u> When this type is chosen, it will create an event that users belonging to the selected user group can view; available to site managers, campus admins, campus managers, and user group managers</p> <p><u>Assigned</u> When this type is chosen, it will create an event that only the users selected in the users listing at the bottom of the page can view. available to campus admins, campus managers, user group managers, and publishers</p> <p><u>Global</u> When this type is chose, it will create an event that every desktop user in the system can see. Global events are displayed on the desktop calendar for most registered users as well as in the news box on user's homepage. available to site managers</p>
Topic	If you have selected course from the choose type field, then use this drop down menu to select the product. Everyone registered to the selected product will be able to view the event.
User Group	If you have selected user group from the choose type field, then use this drop down menu to select the user group. Everyone registered to the selected user group will be able to view the event.
Message/Description	Enter the text you wish to appear for the event.
Users	If you have selected assigned from the choose type field, then this area will be populated with a multiple select box based in the user groups you belong. Select which users you want to be able to view the event.
Save	Click Save. Upon saving, the event will be viewable on the calendar by the selected users.

4.4.2 Edit and Delete Events

Edit: You can edit the details on events that you have created. Click the event from the calendar to open the View Day page, click the edit button on the top right, make your changes, and then save. You cannot edit global events that are set up by site managers.

The screenshot shows the 'View Day' page for an event. At the top right, there is a language selector 'English' and a font size selector 'A A A'. Below this, the event details are displayed: 'Fall Session Starts', 'Assigned By: Org Mgr', 'Starts: 9/15/2011', 'Ends: 11/15/2011', and 'The 2011 fall session starts on September 15th'. On the right side, there are two buttons: 'Delete' and 'Edit >>', both of which are highlighted with a red rectangular box. Below the event details, there is a section titled 'Item Details' with a list of fields: 'Name:' followed by an empty text input field, and 'Start Date:' and 'End Date:' both set to '9/15/2011'.

The screenshot shows the 'Edit' page for the event. At the top right, there is a language selector 'English' and a font size selector 'A A A'. Below this, the event details are displayed in a form: 'Name:' with the value 'Fall Session Starts', 'Dates:' with 'Start: 9/15/2011' and 'End: 11/15/2011', and 'Message:' with the text 'The 2011 fall session starts on September 15th'. On the right side, there is a 'Save >>' button highlighted with a red rectangular box. Red arrows point from the 'Delete' and 'Edit >>' buttons in the 'View Day' screenshot to the 'Name', 'Dates', and 'Message' fields in this 'Edit' screenshot. At the bottom left, there is a '<< Back to Day' button.

Delete: You can delete an event that you have created. Click the event from the calendar to open the View Day page, and then click the delete button on the top right. You cannot delete global events that are set up by site managers.

Site Managers: Click the calendar link and then edit or delete events directly from the Event List. A list of events automatically shows for the current month, but you can also use Manage Events to search for specific events and events in different months: select type, month, and year from the drop down menus, and then click the go button.

The screenshot shows the 'Calendar' page. At the top, it says 'You are viewing: Control Panel > Calendar'. Below this, there is a 'Manage Events' section with a 'Search Events' form containing dropdown menus for 'Global', 'Mar', and '2012', and a 'GO >>' button. Below the search form, there is an 'Event List' section. The first event in the list is 'Global events show up in green 3/8/2012 - 3/8/2012 11:59:00 PM', which has a 'Delete' button next to it. Below this event, there is another entry 'Global events show up in green'. At the bottom right of the event list, there is an 'Edit >>' button. A red arrow points from the 'Delete' button in the 'Event List' to the 'Delete' button in the 'View Day' screenshot.

4.5 Product Forums

This view is not available to site managers.

Some Informetca systems use a forums feature. Click the name of any course from your home page to see the Utilities menu and then click the forum link to open the forum board for that course. Everyone with access to the course will be able to read the forum posts.

- **Post a new subject:** fill out the subject and message and then click “Post”.
- **Respond to a post:** click “Reply” next to the post you want to respond to, create your message, and then click “Post Reply”.
- **Read full posts:** click  (plus symbol) to read full posts.



Forum - WHMIS

Subject:

Message:

Forum Moderator
Name: OAHPP Instructor
Email: jbruce@sencia.ca

 What happens if I fail? Sebastian Brent
 Reply
2/28/2012 3:12:56 PM
What will happen if I fail the test? can I take it again?
 RE: What happens if I fail? OAHPP Instructor
 Reply
2/28/2012 4:59:48 PM
Hi Sebastian,

Retakes are allowed if you fail the WHMIS exam
 RE: What happens if I fail? Chinna Pravi
 Reply
3/1/2012 9:24:35 AM
 How long is the certification for? Michael Keith
 Reply
2/28/2012 3:08:15 PM
I was just curious about how long the certification lasts for? Will I have to renew it or take the test again after a certain amount of time?
 RE: How long is the certification for? OAHPP Instructor
 Reply
2/28/2012 4:59:00 PM
Hi Michael

The WHMIS certification is good for 1 year and the course must be taken annually.

5. Catalogue

The catalogue, if utilized on this system, contains a list of all of the products (courses, topics, etc.) that you are eligible to register for, including products that you are already enrolled to. The catalogue will often also contain a short description of each product. This tab is predominately used by participants.

The screenshot displays the Informatica Product Catalogue interface. At the top, the Informatica logo is on the left, and the user's email (Participant: wtroike@sencia.ca) and links for Profile, Help, and Logout are on the right. A navigation bar includes Home, Calendar, Product Catalogue (selected), Transcript, Certifications, Search, and My Progress. The main content area is titled "Product Catalogue" and features three course cards:

- Adapting Your Style**: Status: *Approved*. Description: "This program explains exactly how to coach in each subordinate situation ... rookie, contributor, key player, and captain. It also explains the gotchas that can harm the process, and what to do about them. NOTE: It is highly recommended that the Coaching program series be viewed in order the first time through." Includes an image of a man in a suit.
- After the Presentation**: Status: *Expired*. Description: "Hooray! Your presentation is finished! You're done, right? Not so fast. Watch this program to learn what you should do once your presentation is finished." Includes an image of people in a meeting.
- Age Discrimination in Employment Act**: Status: *Register Now*. Description: "The Age Discrimination Act is predicted to become the basis for increased litigation in the American workplace as baby boomers age. Can you fire someone over 40? Will you lose a lawsuit if you do? You owe it to yourself to understand this law." Includes an image of an elderly woman.

On the left side, there are several utility sections:

- Quick Register**: A search box with a "GO" button.
- View**: Links for "Catalogue" and "My Registrations".
- Filter**: A section with a "Reset" button and dropdown menus for "Category" (set to "All"), "Type" (set to "All"), "Status" (set to "All"), and "Instructor" (set to "All"). It also includes a "Keyword" search box and a "Go" button.
- Courses**: A scrollable list of course categories with expand/collapse icons: "Financial Services & Banking Essentials", "Health & Safety - Alberta", "Moving into Management", "Negotiating", "Supervision", "Workplace Safety and Hazards", "Ace Your Job Search!", "Active Listening", and "Clean Hands for Long-".

Register Now

Some systems are set up so that participants can select items from the catalogue and register for the items they are interested in. Systems may be configured to give participants immediate access when registering in this manner.

Status: Approved

The approved status indicates that you are currently registered for this course.

Status: Pending

The pending status means that a site manager has to approve your registration for before you can access the item.

Status: Expired

The expired status means you no longer have access to a course due to an expiry date.

You can change the view of this catalogue by using the view menu on the left. Catalogue is the default view, as discussed above. My Registrations will change the view to show only the products you are enrolled to.

My Registration

My Registration page allows you to review your current registration information.

My Topics	Status	Exception	Registration Date
A Look at the Future	Pending <input type="button" value="Drop"/>	No	N/A
Green Defensive Driving Course	Approved	No	11/2/2010 3:24:26 PM
WHMIS	Approved	No	11/2/2010 3:24:19 PM

---- Select Topic ----

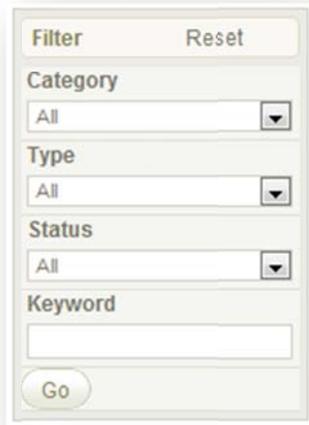
From here you can drop pending products by clicking the (drop button) and use the drop down menu to register for offered products.

Account Types menu

- Select Topic ----
- Account Types menu
- Informetia Sample Course
- PL01-Attendance Policy
- PL03-Snow-Closure

Filter and Search

You can filter the items you see in the catalogue by the category they belong to, the product type or their status by using the drop down menus. You can also search for specific products by keyword. Note that not all filters mentioned below may be visible on your system. Below is a brief description of filter options. Below is a brief description of the fields:

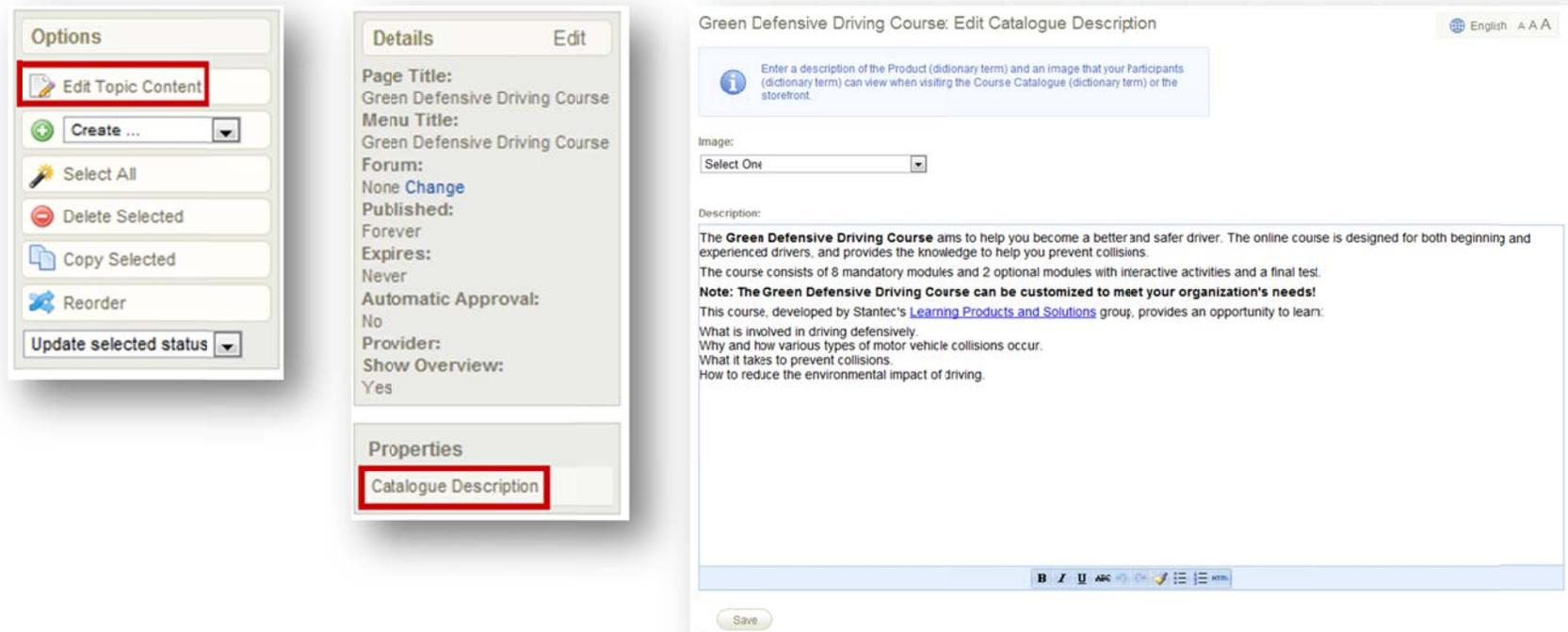


Filter Name	Description
Category	If products have been bundled into categories, this filter will find only the courses listed under selected categories in the catalogue.
Type	For systems that use more than one product type, you can filter to see only one type at a time. This filter is automatically hidden on systems that use only one product type.
Status	Users can filter the list to view only offerings based on one of the four statuses: approved, pending, expired or not registered.
Keyword	Users can enter keyword to help them find offerings in the catalogue. The system will search both the titles and descriptions for the search term.
User Group (not pictured)	This will allow desktop users to filter to see any items within a selected user group that they are allowed access to. This filter can be turned on or off for your system.
Instructor (not pictured)	For systems that make use of the Instructor Led tools, this filter will allow users to filter to see only items led by a specific instructor. Note that this filter is automatically hidden for systems that do not use the Instructor Led tools.

5.1 Edit Catalogue

This option is available only to publishers and campus admins.

Publishers and campus admins can add an image and a description for products in the catalogue page. This will be seen by anyone viewing the catalogue. It also affects the descriptions on storefront for clients using Informetlica's e-Commerce feature. Navigate to the manage assets page, by opening a product and then clicking the wrench tool. Click **Edit Topic Content** under the options menu. Click **Catalogue** under the properties section of the left side menu.



Select an image, if needed. Images must be previously loaded into the product's media library. Edit the description as needed, and click the save button at the bottom when finished.

6. Grades and Certifications

Topics Covered in This Chapter

- 6.1 Transcript
- 6.2 Certifications
- 6.3 My Progress
- 6.4 Curriculum

Your system may have any of the above three configurations or a combination of them to show participants their grades and progress towards certifications. Remember that your system is customized so the default names of the tabs mentioned below may be different than what you see:

6.1 Transcript



The transcript or grades tab shows you a list of the courses that you are registered to as well as which gradable items within the course (assets) you have attempted or have not yet attempted. The transcript will also show you the number of attempts you have made for each gradable item within a course and the grade or mark, if applicable, that you received for each attempt. Click **+** (plus symbol) to expand the details of a course and view the individual gradable items within that course. The transcript will not show any grade information if you have not yet attempted the course or if there is no gradable content in that course.

Green Defensive Driving Course							
My Results	Required	Due Date	Take #	Date	Highest Grade	Passed	Launch Test
Module 3 Quiz	N		1	3/31/2011	80%	Details Yes	Launch
Module 4 Quiz	N		1	11/2/2010	22%	Details Yes	Launch
Assignment	N		No takes				Launch

Compliance, Diversity and Discrimination							
Retaliation							
My Results	Required	Due Date	Take #	Date	Highest Grade	Passed	Launch Test
<i>No gradable items</i>							

Below is a brief description of the fields pictured. Your transcript may have additional information not mentioned here:

Field	Description
My Results	Shows the name of the individual gradable item (asset) within the product (course). If there are no gradable items in the product, then the transcript will read: <i>No gradable items</i> and the rest of the fields described below will be blank.
Required	This indicates if the item is required as part of a curriculum. This field will show as either N (no) or Y (yes). <ul style="list-style-type: none"> N shows when there is no curriculum requirement. Y indicates that the asset is a curriculum requirement.
Due Date	Items with a due date have a deadline for completion.
Take #	This is the number of attempts that you have attempted the item. The most recent passed attempt will show over other attempts. <ul style="list-style-type: none"> If you have not attempted the asset, then the field will read "No takes". If you have started the item, but not yet completed it, then this field will show Take # 0.

Field	Description																
Date	This is the date that the item was completed by you.																
Highest Grade	This shows the best mark that you have received for the item.																
Details	Click this interactive link to see a more detailed summary of your grade for this item.																
	<div data-bbox="359 363 1320 927" data-label="Complex-Block"> <p>Grades Details</p> <p>Details for Jason Bruce</p> <p>TE2.0 Asset: Practice Quiz - J</p> <p>Take #1</p> <p>Required: 65 Grade: 0 Passed: No</p> <table border="1"> <thead> <tr> <th>Section</th> <th>Date</th> <th>Incorrect Responses</th> <th>Total Questions</th> </tr> </thead> <tbody> <tr> <td>Section 1</td> <td>10/25/2011 11:53:33 AM</td> <td>6</td> <td>13</td> </tr> </tbody> </table> <p>Take #2</p> <p>Required: 65 Grade: 0 Passed: No</p> <table border="1"> <thead> <tr> <th>Section</th> <th>Date</th> <th>Incorrect Responses</th> <th>Total Questions</th> </tr> </thead> <tbody> <tr> <td>Section 1</td> <td>10/25/2011 1:33:01 PM</td> <td>6</td> <td>11</td> </tr> </tbody> </table> </div>	Section	Date	Incorrect Responses	Total Questions	Section 1	10/25/2011 11:53:33 AM	6	13	Section	Date	Incorrect Responses	Total Questions	Section 1	10/25/2011 1:33:01 PM	6	11
Section	Date	Incorrect Responses	Total Questions														
Section 1	10/25/2011 11:53:33 AM	6	13														
Section	Date	Incorrect Responses	Total Questions														
Section 1	10/25/2011 1:33:01 PM	6	11														
Passed	Shows whether or not you have passed the item. This field will shows as Yes, No or Incomplete. <ul style="list-style-type: none"> • Yes shows when you have received a passing score. • No shows when you have not received a passing score. • Incomplete shows when you have started the item but not yet completed it to receive a score/grade. 																
Launch Test	Click launch to go straight to the test item and attempt it.																

6.2 Certifications

The certifications tab will show all progression of any certifications that are you working towards, if applicable. Note that not all systems or courses use certifications, so this feature may not be available to you. If your system uses certifications, then they are obtained by you after you have completed the requirements to become certified in specific courses. Click the name of a certification to reveal which items and requirements you need to pass in order to achieve the certification.

Required Products
✕

RULE: 1
You must pass 1 of the following items:

Demo 09/13/10 - Jim's Evaluation (75%)

The screenshot shows the 'Certifications' page with the following details:

- Navigation:** Home, Calendar, Catalogue, **Certifications**, My Progress, Search
- Language:** English A A A
- Certifications - Currently Active:**
 - Defensive Driving Certification: 0%
 - Geriatric Studies: 0%
 - WHMS 201: 100%
- Certifications - Achieved:**

View	Certification Name	Date Earned	Date Expires
View	WHMS 201	2/29/2012 9:38:28 AM	

Below is a brief description of the fields:

Field	Description
Certifications – Currently Active	Shows a list of all certifications that you are currently eligible for as well as a percentage representing your progress towards completion of each of the certifications.
Certifications - Achieved	Shows a list of all certifications that you have completed.
View	If a physical copy of the certificate is offered, you can click view to see a copy and print it out. Expired certifications can no longer be viewed.
Certification Name	Indicates the name of the certification that you completed.
Date Earned	Indicates the date that you completed the certification.
Date Expires	Indicates the date that your completed certification expires, if applicable.

6.3 My Progress

My progress combines the features of the transcript tab with the certifications tab, showing the progression of certifications within a progress bar. See transcripts or certifications above for more details on each. My progress is not generally used when either the transcript or certifications features are available, but every system is different.

Home
Calendar
TopicCatalogue
Search
My Progress

My Progress

+ Informetica Sample Course

- WHMIS

My Results	Required	Due Date	Take #	Date	Highest Grade	Passed	Launch Test
Module 2 - Review Quiz	N		1	11/2/2010		Yes	Launch
Module 5 - Product Labels	N		3	11/2/2010		Yes	Launch
Module 7 - Final Test	N		6	11/2/2010	90%	Yes	Launch

Certifications - Currently In Progress

2010-2011 Safety Compliance Training Certification

50%

Defensive Driving Certification

33%

WHMIS

100%

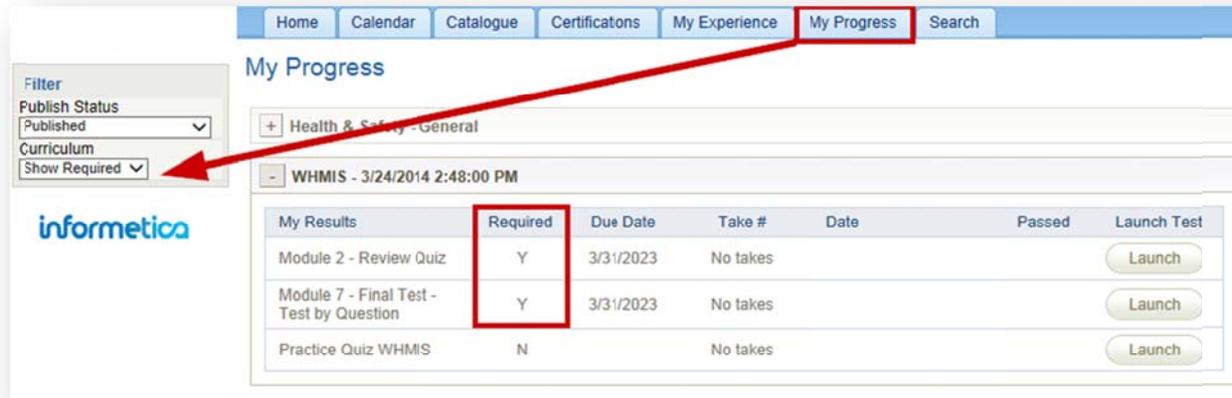
Certifications - Achieved

	Certification Name	Date Earned	Date Expires
View	WHMIS	11/2/2010 9:13:44 PM	11/1/2012 9:13:44 PM

<< Back

6.4 Curriculum

Some systems use a curriculum feature that lets you filter to see required tests and when they are due. Select the **My Progress** or **Transcript** tab at the top and then use the filter options at the left. Under **Curriculum**, you can change the drop down to **Show Required**. In the example below, the participant filtered to show only required items. This participant has over 30 enrolments, but only WHMIS shows as required. You can also see that there are 3 tests, but only 2 required tests (the practice quiz is not required). Required tests have a Y in the required column.



The screenshot shows the 'My Progress' page in the Informatica system. The 'My Progress' tab is selected in the top navigation bar. On the left, a filter panel is visible with 'Curriculum' set to 'Show Required'. The main content area displays a table of test results for the 'WHMIS - 3/24/2014 2:48:00 PM' course. The table has columns for 'My Results', 'Required', 'Due Date', 'Take #', 'Date', 'Passed', and 'Launch Test'. Three rows are shown: 'Module 2 - Review Quiz' (Required: Y), 'Module 7 - Final Test - Test by Question' (Required: Y), and 'Practice Quiz WHMIS' (Required: N). A red arrow points from the 'Show Required' filter to the 'Required' column in the table.

My Results	Required	Due Date	Take #	Date	Passed	Launch Test
Module 2 - Review Quiz	Y	3/31/2023	No takes			Launch
Module 7 - Final Test - Test by Question	Y	3/31/2023	No takes			Launch
Practice Quiz WHMIS	N		No takes			Launch

7. My Experience

Participants can add their own training events that can then be approved by a manager. Participants can track their practical experience and personal development plans such as project management experience, flight logs, offline certifications, or other qualifying activities.

The experience log can be configured to track experience within a web form, by uploading supporting documents (i.e. PDF or word), or a combination of both. Authorized managers are provided with tools for reviewing and endorsing employee experiences as qualifying activities. Managers may also promote employees to up to four levels of pre-defined experience progression.

Topics Covered in this Chapter

7.1 Add Experience and Submit for Approval

7.2 Approve Experience

7.2.1 Experience Filter

7.1 Add Experience and Submit for Approval

1. Click the My Experience tab from your main navigation area to open the experience log.
2. Enter your hours for the current level. This can be done all at once, or a little at a time. You can also change the level at the bottom of the form.
3. Submit your hours for approval after you have met the requirements.
4. Your manager will review your submission and you may get an email to say if the level was approved or not approved.
5. Proceed to the next level, if applicable.

Configuration of the experience log is customized for your specific requirements, so while it will not look like exactly like the examples in this chapter, the functionality is the same.

My Experience

Your Approving Manager: Eric Jackson
 Your Experience Towards: Project Manager

Hours of Experience for Level 1

Current Status: *Approved March 11, 2013*

Phase:		Definition	Planning	Execution	Delivery
Function / Role	Project Management	12	14	48	4
	Cost Management	4	8	10	4
	Time Management	4	6	8	4
	Quality Management	5	12	48	4
	Contract Administration	4	16	5	2
	Safety Management	3	20	15	4
Total Hours: 264			Minimum Hours Required to Complete Level 1: 264		

Supporting Documentation

Create Date	Project Name	Project Location	Project Type	Attachment
March 11, 2013	AAA Wind Farm, Inc	Thunder Bay, ON	New Client	 March 11, 2013 Options ▾

Go To:

 Print Certificate

Submit For Approval

Level 1

Hours Required: 264
 Hours Reported: 264
 Status: *Approved*
[Feedback](#)

Level 2

Hours Required: 264
 Hours Reported: 269
 Status: *Pending Approval*
[Feedback](#)

Level 3

Hours Required: 264
 Hours Reported: 0
 Status: *Not Submitted*

Level 4

Hours Required: 264
 Hours Reported: 0
 Status: *Not Submitted*

Brief description of the form areas

Item	Description
Levels	You can have up to five levels of experience tracking and approval. Change the level that you are viewing at the bottom of the form.
<ul style="list-style-type: none"> Hours 	Hours required and hours currently reported per level.
<ul style="list-style-type: none"> Status 	The current status of each level of experience. <ol style="list-style-type: none"> Not Submitted (default status) Pending Approval (waiting for manager review) In Review Process (manager has started reviewing) Approved (status applied by manager) Not Approved (status applied by manager)
<ul style="list-style-type: none"> Feedback 	View your manager’s message after you have submitted hours.
Approving Manager	Name of the manager responsible for approving your experience.
Your Experience Towards	The type of experience you are logging (i.e. project management, flight logs).
Hours of Experience	Enter the hours you have applied towards the project.
<ul style="list-style-type: none"> Current Status 	Shows the status for this level and the date the status was applied, if applicable.
<ul style="list-style-type: none"> Function/Role 	Specific to the type of project you are working toward.
<ul style="list-style-type: none"> Phase 	Specific to the function and roles of the project you are working toward.
<ul style="list-style-type: none"> Total Hours 	The current hours you have entered towards this level.
<ul style="list-style-type: none"> Minimum Hours 	The minimum hours required to complete this level.
Supporting Documentation	Add details regarding to the hours you entered and upload supporting documents, if applicable.
<ul style="list-style-type: none"> Create Date 	The date the supporting document was entered.
<ul style="list-style-type: none"> Project Name 	The name of the project you are working on.
<ul style="list-style-type: none"> Project Location 	The location of the project (e.g. city, corporate facility).
<ul style="list-style-type: none"> Project Type 	The type of project you are working on (e.g. new client, service request).
<ul style="list-style-type: none"> Attachment 	Upload and view supporting documents (e.g. client contact list, signed service requests).
<ul style="list-style-type: none"> Options 	Click options to view, edit or delete your supporting documentation.

7.2 Approve Experience

A user who is assigned as the authorized approving manager may approve or not approve experience logs that have been submitted.

The screenshot shows the Informatica user interface. At the top, the user is identified as 'User Group Manager: amsnager@sencia.ca'. The navigation bar includes 'Home', 'Calendar', 'Catalogue', 'My Experience' (highlighted with a red arrow), 'Reports', and 'Search'. On the left, there are filter options for 'Application Status' (set to 'all') and 'Application Level' (set to 'all'). The main content area is titled 'My Experience' and contains a table with the following data:

	Last Modified	First Name	Last Name	Level	Status
View	3/11/2013	Allan	Baker	Level 1	Approved
View	3/11/2013	Allan	Baker	Level 2	Not Approved
	3/11/2013	Allan	Baker	Level 3	Not Submitted
	3/11/2013	Allan	Baker	Level 4	Not Submitted
View	3/11/2013	Thomas	Aiken	Level 1	Approved
View	3/11/2013	Thomas	Aiken	Level 2	In Review Process
	3/11/2013	Thomas	Aiken	Level 3	Not Submitted
	3/11/2013	Thomas	Aiken	Level 4	Not Submitted

Generally, anyone who is assigned as the approving manager can do so, regardless of user type.

1. Click the My Experience tab from your main navigation area to open the experience logs for the users that you are managing.
2. Click "View" to open the selected user's submitted experience: Click "Options" to view any supporting documentation.
3. Review the submission and click "Approve" or "Do Not Approve", leave optional feedback for the user, and then click "Confirm".
4. Emails can automatically be sent to the user to let them know if the level was approved or not approved.

The screenshot shows the 'My Experience' detail page for a user named Thomas Aiken. The page is titled 'My Experience' and shows the following details:

- Level 1:** Hours Required: 264, Hours Reported: 264, Status: *Approved*, Feedback.
- Level 2:** Hours Required: 264, Hours Reported: 269, Status: *In Review Process*, Feedback.
- Level 3:** Hours Required: 264, Hours Reported: 0, Status: *Not Submitted*.
- Level 4:** Hours Required: 264, Hours Reported: 0, Status: *Not Submitted*.

Hours of Experience for Level 2 (Current Status: *In Review Process*)

		Phase:	Definition	Planning	Execution	Delivery
Function / Role	Project Management		22	27	105	12
	Cost Management		5	1		1
	Time Management		4	2	6	1
	Quality Management		5	2	17	27
	Contract Administration		4		1	2
	Safety Management		3	6	12	4
Total Hours: 269			Minimum Hours Required to Complete Level 2: 264			

Supporting Documentation

Create Date	Project Name	Project Location	Project Type	Attachment
March 12, 2013	AAA Wind Farm Phase 2	Thunder Bay, ON		

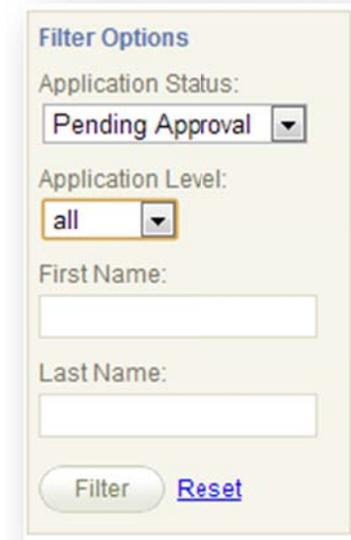
At the bottom, there are buttons for 'Approve' and 'Do Not Approve'.

Brief description of the approval page

Item	Description
View	Click view to see the submission for a user's experience. View is available for any experience that has been submitted (approved, not approved and pending statuses).
Last Modified	The date that the experience was last modified. For example, for submissions that were not approved, updated, and then submitted again, the date will update each time changes are made to the log.
First Name	The user's first name. Click the name to see the user's experience submission.
Last Name	The user's last name. Click the name to see the user's experience submission.
Level	Indicates which level of experience the user has submitted.
Status	<ol style="list-style-type: none">1. Not Submitted (default status)2. Pending Approval (waiting for manager review)3. In Review Process (manager has started reviewing)4. Approved (status applied by manager)5. Not Approved (status applied by manager)

7.2.1 Experience Filter

Use the filter options to narrow your list to specific user experience. By default, users are sorted alphabetically by Last Name. You can filter by the status of the submission, the level of the experience, or by first or last name.



The screenshot shows a 'Filter Options' dialog box with the following fields and controls:

- Application Status:** A dropdown menu currently set to 'Pending Approval'.
- Application Level:** A dropdown menu currently set to 'all'.
- First Name:** An empty text input field.
- Last Name:** An empty text input field.
- Buttons:** A 'Filter' button and a 'Reset' link.