MRDDA

Training Information System

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1.0 Introduction

Welcome to the MRDDA Training Information System - Gaining valuable training to aid in your current job or to cross-skill you into your perfect job. With many scheduled training courses available at the click of mouse, training can be scheduled in seconds. The Training Information System us the venue to register, track, and suggest all your training needs

The TIS application shall provide all mandatory, voluntary, and other courses sponsored at MRDDA. Each course for selection includes course number, date and time, course description, instructor, location, and contact number. As TIS provides the user with functionality and ease of use. Employees should refer to the Logon Screen's Marquee to see mandatory courses and or important messages regarding training. The Contact/Help menu contains the following items: Application Contact, Frequently Asked Questions, a Electronic Version of the Application Manual, and Computer Based Training (CBT) application down load tools.

Lastly, no matter what your training needs are, TIS will offer a solution at a glance.

2.0 Logon Screen

When entering the website, the Login Screen (fig. 2.0.1) will appear to provide a secure login (fig. 2.0.1 D) and prevent any unwanted intruders from entering the system. In the Training Information System (TIS), every username that has been provided to the end user is 100% unique; meaning that there are no two (2) usernames the same. Along with user logon, this screen contains an area for creating a new user (fig. 2.0.1 A), requesting user information that has been forgotten (fig. 2.0.1 B), and a section for contacting the system administration for trouble shooting or helpdesk support (fig. 2.0.1 C). A marquee (fig. 2.0.1 E) will also be provided for general information to the end user.

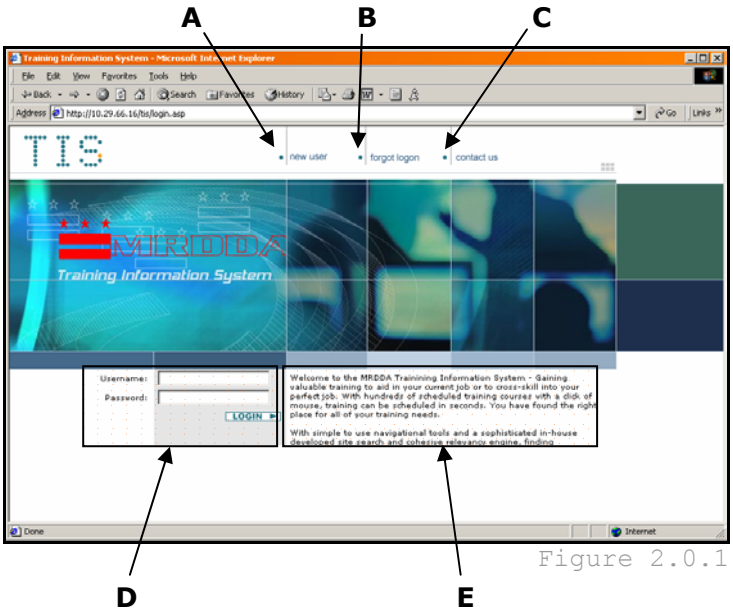


Figure 2.0.1

2.1 Marquee

The Marquee (fig. 2.0.1 E) will provide the end user with invaluable information. This real time information will scroll continuously from the bottom of the boxed area to the top. Once all the information has been displayed, the marquee will start over from the beginning. The information that can be displayed in the marquee might be as followed, but not limited to:

- Required Course Registration
- Course Changes
- Pertinent Course Information
- System Updates and Upgrades
- General News

2.2 Usernames and Passwords

As stated in section 2.0 Logging into the System, every username will be 100% unique. This will provide for tighter security, easier end user tracking, and increasing data integrity. However all users will be assigned a temporary password. Once into the system, the end user may change the password to anything. For security purposes, we ask that the end user select a password that is at least six (6) characters long and that has at least two (2) of the follow possibilities:

- A Capital Letter (A, B, C…)
- A Number (1, 2, 3…)
- A Character or Symbol (!, @, #...)

Also, while creating the password, please avoid using key characters such as single quotes (‘) or double quotes (“).

2.2.1 New User

To create a new user in TIS, click on the link marked “new user” (fig. 2.0.1 A). Once inside the new user screen (fig. 2.1.1), fill out the form (fig. 2.1.1 B) with all available information. All fields marked with a red asterisk (*) (fig. 2.1.1 C) are required to be completed

and a new user cannot be created until these fields have been filled in, the fields are the following:

- Username
- First Name
- Last Name
- Email Address
- Organization/Agency
- Division

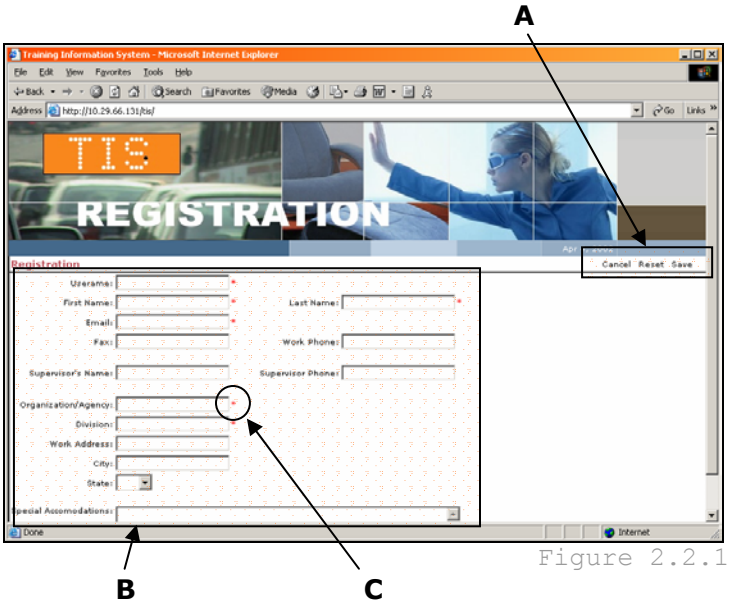


Figure 2.2.1

The username can be a combination of any characters except for single (') and double (") quotes. After the form is completed click the save button (fig. 2.1.1. A) and the information will be sent to the TIS database. Once the system has accepted all the information an email will be generated and sent to the email that was supplied in the registration information. The email will contain the username and a system generated password. Once the email has been received, the system can then be accessed. If by some chance, the username that was entered already exists in the system, and error message will be returned to the screen and say the following:

That username already exists.

If this message is received, attempt another combination of characters. If the email entered preexists in the system this message will be returned to the screen:

An account has already been opened for that email address.
The information for that account has been sent to that email address.

This message indicates that the end user is attempting to create an account that already exists in TIS. The email sent will contain all the login information needed to access the system.

The create user screen also has the ability to completely reset all information to its original values by clicking on the reset button (fig. 2.1.1. A). This function is helpful in the case of errors or preexisting usernames and emails. To return to the login screen without registering a new user, click the cancel button.

Caution: If the form originally has no values and the reset button is clicked, then all information entered will be lost. Pressing the cancel button will also cause all information to be lost.

2.2.2 Forget Logon

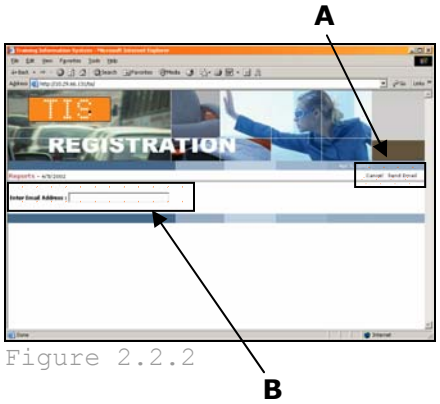


Figure 2.2.2

Forgot the login information for your account? In order to retrieve the end user account information that has been created in the system, click on the link marked "forgot logon" (fig. 2.0.1 A) on the main login screen. Once in the Forgot Logon screen (fig. 2.2.2), enter the email address, in the text area (fig 2.2.2 B), under which the account was created and then click on send email (fig 2.2.2 A). This will then generate an email that will contain all the information needed to access the system. If the email address that was entered does not match anything in the database, a general system email will be sent instead.

2.3 Contact/Help

The Contact Us (fig. 2.3.1) section contains all useful information to help the end user in case of any problem that may occur while using the system, or to gather general information about the site. At the top of the page, there will be links (fig. 2.3.1 A) to all the sections within the Contact Us page. This section includes the following:

- **Contact information** – This will contain information for contacting individuals that are responsible for the network and the site itself. If any problems occur within the site, please contact those that are responsible for that issue. (I.E. If you are not able to enter the site because of network issues, contact you IT director, network administrator, or help desk personnel).

Figure 2.3.1

- **F.A.Q** – Frequently Asked Question section is a good place to start with any trouble that might occur in the system, or for any questions about the Training Information System itself. The format will be laid out in a Q & A format. All questions will be in **bold** text and the answers will be in regular text directly after the question.

- **Downloads** – The Training Information System requires a few programs that might not already be installed on the machine that is being used to view the system. Also the user's manual can be downloaded as well as other possible downloads.

3.0 Navigation

The Training Information System has a general layout for all screens that can be seen in Fig. 3.0.1 A. The first section (fig. 3.0.1 B) is the general title bar for the area that is being browsed in the Training Information System. There are six (6) general sections and they are as follows:

- Registration
- Contact/Help
- Courses
- Search
- Reports
- Administration

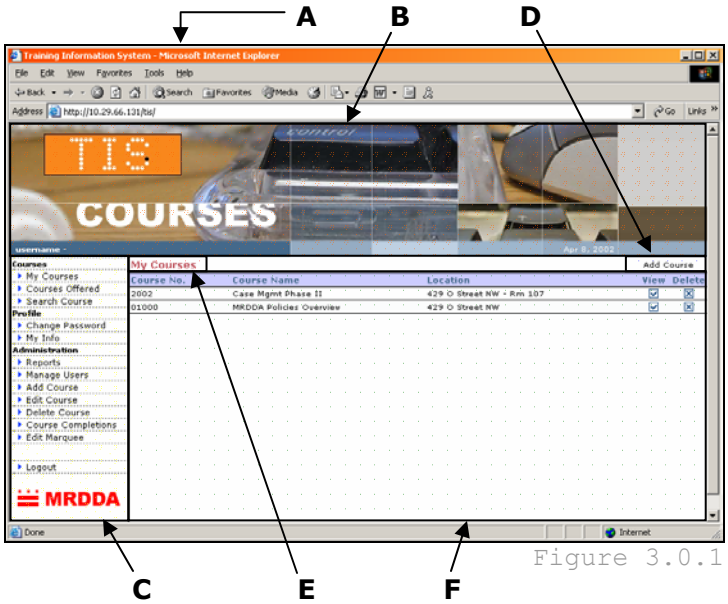


Figure 3.0.1

Navigation thru these general sections will be available on the navigational bar, which is located on the left hand side of the screen (fig 3.0.1 C). There is also a detailed description, just to the right of the navigational bar, of the exact page the end user is on (fig. 3.0.1 E). All options and navigations within the main page will appear on the right hand side of the screen, right below the title bar (fig 3.0.1 D). The finial section is the work area (fig. 3.0.1 F). This section is where all data and forms will appear to the end user.

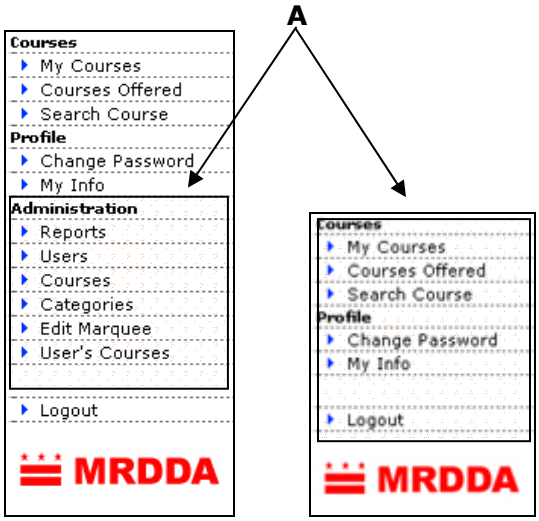


Figure 3.0.1.A Figure 3.0.1.B

3.1 Navigational Bars

Upon closer look of the navigational bar, there are 2 (two) different menu options available to the end user. The shorter menu option (fig. 3.0.1.B) is available to the general users of the Training Information System. These options include (fig. 3.0.1.B A):

- Courses
  - My Courses
  - Courses Offered
  - Search Course
- Profile
  - Change Password
  - My Info
- Logout

These options are available to all users within the system. The administrative menu bar is slightly different (fig. 3.0.1.A). This menu bar will afford the administrator to complete any option with the Training Information System. These options include all those from the general user as well as the following (fig. 3.0.1.A A):

- Administration
  - Reports
  - Manage Users
  - Add Course
  - Edit Course
  - Delete Course
  - Course Completions
  - Edit Marquee

For any other information regarding the navigational options, please refer to the section in question.

4.0 Courses

In this section, the end user will be able to view courses, register courses, and delete courses that have been registered. This is the main section to the Training Information System.

4.1 My Courses

Upon logging into TIS the first screen that appears is the My Courses section (fig. 4.1.1). This view shows all the courses that are currently registered to the end user, and some basic information about that class, such as the Course Number (Course No), Course Name and Location (fig 4.1.1 A).

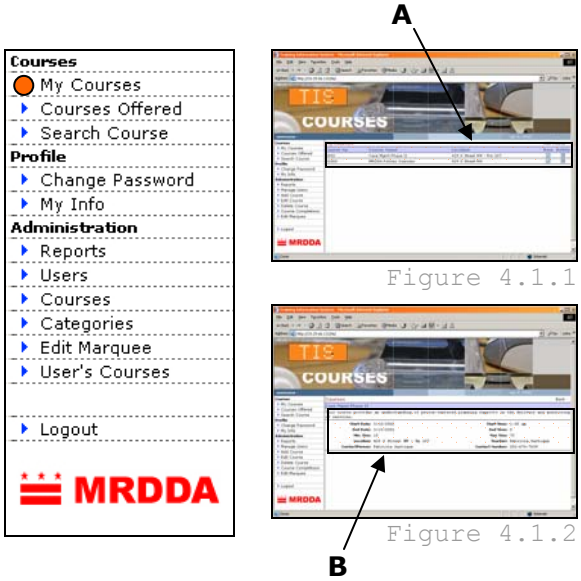


Figure 4.1.1

Figure 4.1.2

4.1.1 View Courses

Each course that has been registered can also be viewed in a more detailed format by clicking on the edit button ☑ next to the course. The detailed registered class screen (fig. 4.1.2) displays the information that is available on the My

My Courses section as well as:

- Course Description
- Start and End Dates
- Start Time and Duration
- Minimum and Maximum Class Size
- Teacher
- Contact Person and Phone Number

Once in this screen, the only option for navigation is to go back to the original My Course Screen.

4.1.2 Delete Courses

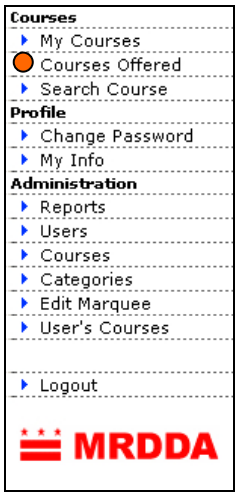
Each course that has been registered can also be removed from the end users schedule by clicking the delete button ☒ next to the course on the My Courses page (fig. 4.1.1). This will then create a prompt asking:

Do you want to delete this registered course?

If this is the desired action, then press OK button [OK] and the course will be removed from the registered classes. If this action was a mistake press the Cancel button [Cancel] and nothing further will happen.

4.2 Course Registration

The Course Registration section is comprised of a couple of screens that will allow the end user to view a list of classes available in the system, then from which, select a class to register. There is also the option available to search for a specific class within the system, which will be covered in the next section. This section is perhaps the most crucial part of the entire Training Information System.



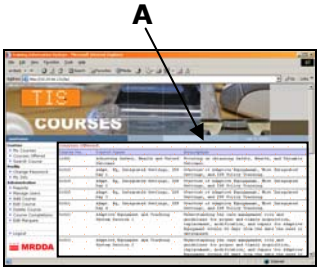


Figure 4.2.1

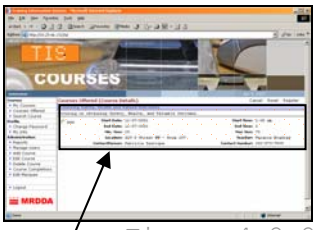


Figure 4.2.2

4.2.1 Courses Offered

When looking for a class to register, first select the Courses Offered link from the Navigational Bar. Once into the Courses Offered screen (fig. 4.2.1), there will be a list of classes (fig. 4.2.1 A) from which to choose from. These classes are all listed alphabetically by Course Name. If by some chance that there are courses with the same name, then the list will be ordered according to Course Number. Also on this list of classes, there is the Course start date and start time, which will help further in distinguishing many of these classes apart from one another. Once the desired course has been found, simply place the mouse over the course, and it will then be highlighted in blue. After the course has been highlighted, click the mouse and the registration screen (fig. 4.2.2) will appear.

4.2.2 Add Course

Once the proper course has been select, a detailed view of the course will appear. This detailed view is the registration screen (fig. 4.2.2) for that particular course. There will be the same information that was listed on the Courses Offered screen as well as the following:

- Start and End Dates
- Start Time and Duration
- Minimum and Maximum Class Size

- Teacher
- Contact Person and Phone Number

This screen will also have all times and dates available for that course. To register the course, press the radio button next to the desired date and time, then click register course. If this course has not been already registered, then the screen will then default to the My Courses screen, where the new scheduled course will appear. However, if this course has already been register, the following error message will appear on the screen:

This course has already been registered.

If this error is believed to be a system malfunction, check the My Course screen to make sure that it is not registered, then contact the system administrator with the problem. All contact information can be found under the contact/help section of the system

5.0 Search Course

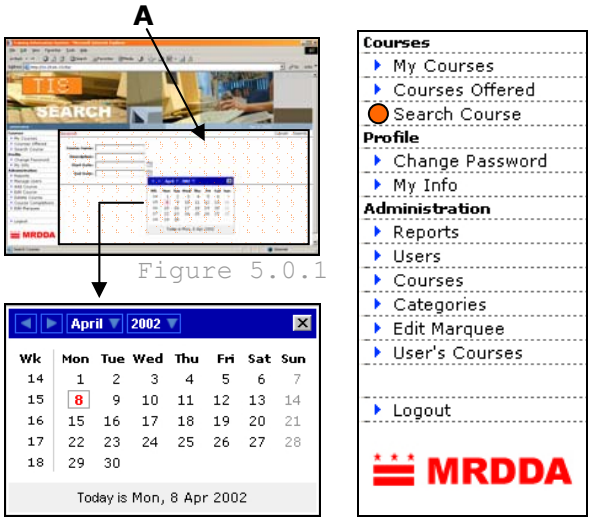


Figure 5.0.1

The search screen will enable the end user to quickly obtain the course that is needed without having to sift thru the entire course directory for the desired class. There are three (3) search options (fig. 5.0.1 A) that can be used to help narrow the search parameters. They are as follows:

- Course Name
- Start Date
- End Date

This system has also done away with the normal web entry for dates. It now encompasses a calendar for the end user to select the desired date from. To select a date, click on the miniature calendar next to the date field and the larger calendar will appear. Then select the date desired and that date will then appear in the date field. To change the date, press the miniature calendar again and select a new date. To completely remove the date that has been select, press the cancel button. After all the information has been entered, click the search button, and a list of courses will appear. This list will be exactly like the list from the Courses Offered page, except narrowed down from the search parameters. To register a course after the search, follow the same procedures as if registering a course from the Courses Offered screen.

6.0 Profile

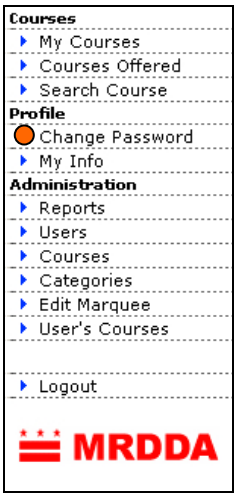
Within the Training Information System each end user will be able to change/edit the information that has been either pre-entered into the system or information that was entered during registration. When the system assigns a password, it is comprised of a random number that might be hard to memorize. So the option to change password has also been added for the end users convenience.

6.1 Change Password

To change the assigned password, click change password and the Change Password screen will come up (fig. 6.1.1). In order to change the password, please have the old password plus the new password ready. Enter the information in the designated areas (fig. 6.1.1 A) and click save. If the old password entered is incorrect, there will be a system generated error message:

> Your password doesn't match what's in the system.

Please then reenter the passwords. If the errors continue, request to have the user information sent via email. This can be accessed from the main login screen under forgot logon. Once the right information has been entered, the new password will take effect immediately. It will not be necessary to login the system again.



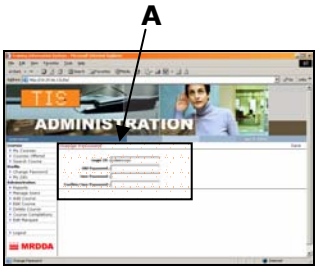


Figure 6.1.1

6.2 My Profile

Viewing My Profile (fig. 6.2.1) screen will enable the end user to view any information that has been entered at a quick glance. The following information will be available for viewing (fig. 6.2.1 A) to the end user:

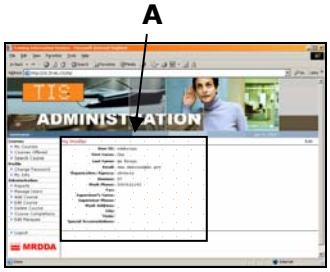


Figure 6.2.1

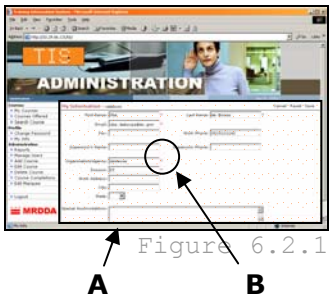
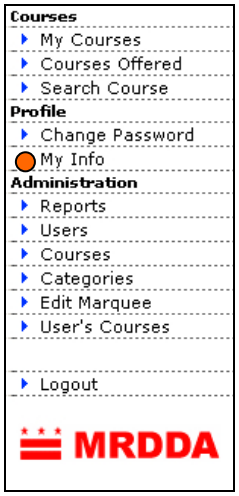


Figure 6.2.1



- First Name
- Last Name
- Email
- Organization/Agency
- Division
- Work Phone
- Fax
- Supervisor's Name
- Supervisor Phone
- Work Address
- City
- State
- Special Accommodations

One of the most important fields in the My Info section is the email address. This is were all correspondence will be sent to the end user, I.E. forgotten logon information, general system update information, etc…

6.3 Edit My Profile

If the information is found to be incorrect or information needs to be updated, click on the edit button and the Training Information System will then allow for the manipulation of the data (fig. 6.2.1 A). Edit or enter in all the fields that are marked as required. These fields will be noted with a red asterisks (*) (fig. 6.2.1 B). After all information has been entered and is believed to be correct, press the save button and the information will be saved to the database. This system will not allow for the user to updated there username. That is strictly an administrative function.

7.0 Administration

Logging in to TIS as an administrator, gives the user permission to perform a wide range of Administrative functions, including reports, user management, course management, as well as administering the marquee on the welcome page of the application.

7.1 Reports

All reports in the Training Information System will be comprised in Crystal Reports, third party software that allows for complex and detailed analysis of data that has been collected. To access the reports, select the reports link from the navigation bar. The list of reports that are available are as follows:

- User Class Sign-Ups
- Class Rosters
- Agency Sign-Ups
- Division/Agency Sign-Ups
- Completion Certificates

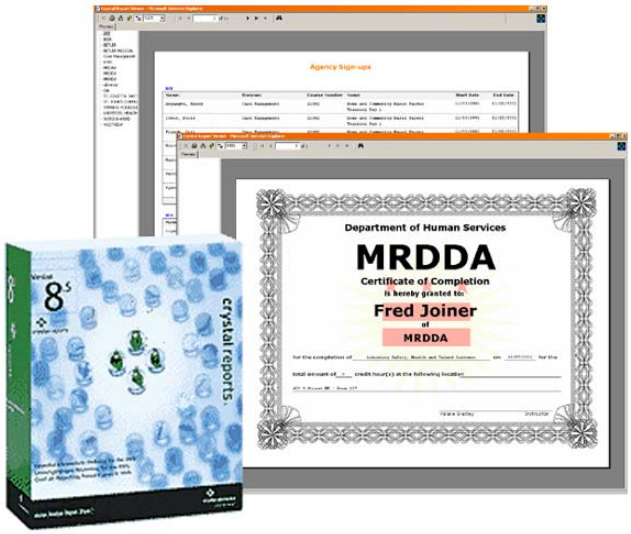


Figure 7.1.1

7.1.1 General Information

- User Class Sign-Ups

  This report creates a list of all users that have registered for a class within the Training Information System. This list is in order alphabetically and lists all classes that have been registered under that user.

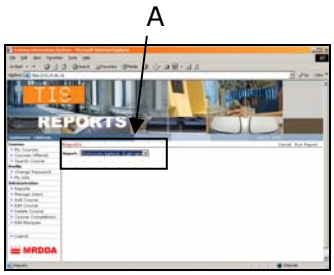
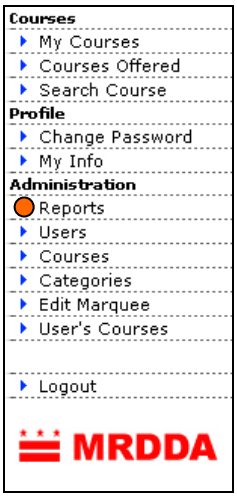


Figure 7.1.2



- Class Roster

  Displays a detailed list of all available courses within the system, and what users have registered for that particular course. It is in essence an attendance sheet for that class.

- Agency Sign-Ups

  Creates a detailed view of all registered users grouped by the agency that each user belongs to.

- Division/Agency Sign-Ups

  A detailed view of all registered users, grouped by the divisions within each agency.

- Completion Certificate

  This report creates a certificate of completion to be awarded to all users that have completed the courses they were registered for. This certificate is then signed by the instructor and presented to the user.

- Individual Agency Report

  Allows the user to select any agency that is in the TIS application and from there view all users that have register for classes. This will also give a total cost per agency

- Individual Agency Report (w/ user sub-total)

  Allows the user to select any agency that is in the TIS application and from there view all users that have register for classes. This will also give a total cost per agency and sub-total of each user within the agency.

- Individual Division Report

  This report allows the user to select any division in the application and view user course registration within that division.

- Individual Division Report (w/ user sub-total)

  This report allows the user to select any division in the application and view user course registration within that division. This will also give a total cost per division and sub-total of each user within the division.

- Individual User Report

  This report allows for the selection of a single user. The information that will be displayed is all courses that a user has singed up for over the entire life of the application. Along with that, there is a sub-totaled cost that this user has incurred.

- Individual User Report (date range)

  This report allows for the selection of a single user along with a date range. The information that will be displayed is all courses that a user has singed up for over the time period specified within the date range. Along with that, there is a sub-totaled cost that this user has incurred.

- Individual User Report (monthly date range)

  This report allows for the selection of a single user along with a date range. The information that will be displayed is all courses, broken down by monthly increments that a user has singed up for over the time period specified within the date range. Along with that, there is a sub-totaled cost that this user has incurred.

- Monthly Cost Report

  This report is a monthly brake down of the total cost of each class within the TIS application. It will list the total users in each class, the cost of the class and then a total cost for that class. Then each month is totaled to give a grand total cost for the month.

- Monthly Cost Report (date range)

  This report is a monthly brake down of the total cost of each class within the TIS application. It will list the total users in each class, the cost of the class and then a total cost for that class. Then each month is totaled to give a grand total cost for the month. This report also gives the option of selecting a date range from which to narrow the parameters.

- Monthly Cost Report (date range w/ roster)

7.1.2 Run Reports

Once the appropriate reports and all relevant information have been selected (fig. 7.1.2), a report window will pop-up in a new browser window (fig. 7.1.1). This way, full utilization of the screen can be used to view said report. Any further question regarding the Crystal Reports, please contact the network administrator.

7.2 Users

The User Administration section is essentially the same as that found on the main login screen of the application, with a few minor differences that will be discussed in the following sections. When entering the Manage Users section, there will be a list of all users within the Training Information System in order alphabetically (fig. 7.2.1 A). From this screen, there is the option to then either, add a new user, edit the existing user’s information or profile, or delete a user.

7.2.1 Add Users

Adding a user in the Manager User section of the application is a lot less complicated then the main registration. This section is meant strictly for mass entries of users that will later be updated by each individual user. All erroneous data that would normally have to be entered into the system has been

taken away and been replaced with only a few data entry fields (fig. 7.2.2 A). However, there is one extra field that has been made available to the administrator, and that is the access lever of the user.

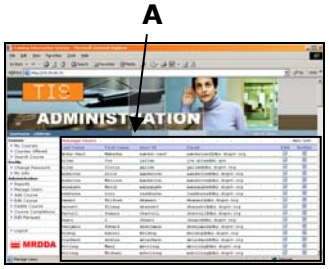


Figure 7.2.1

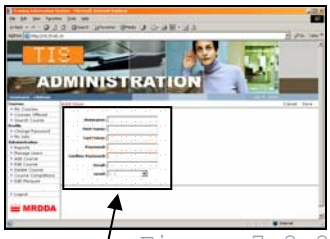


Figure 7.2.2

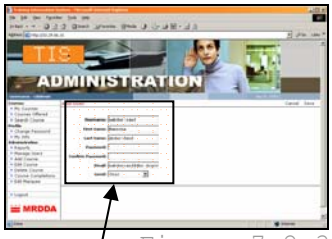
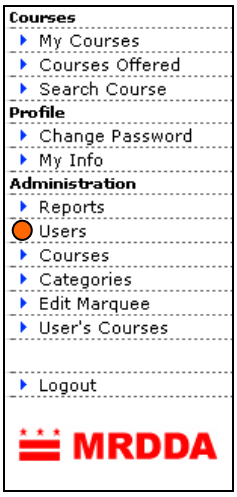


Figure 7.2.3



Once all the information has been entered, click the save button and the new user will then be saved to the database and appear in the users list of the main page of the Manage Users section. If by some chance, the username that was entered already exists in the system, and error message will be returned to the screen and say the following:

That username already exists.

If this message is received, attempt another combination of characters. If the email entered preexists in the system this message will be returned to the screen:

An account has already been opened for that email address.

This message indicates that the administrator is attempting to create an account that already exists in TIS.

7.2.2 Edit Users Information

To edit any user information, click the edit button ☑ next to the desired user. The edit screen will appear. Unlike the My Info section for normal users, the administrator has the option to change the username of each individual user as well as their password and email address. If by some chance, the username that was entered already exists in the system, and error message will be returned to the screen and say the following:

That username already exists.

If this message is received, attempt another combination of characters. If the email entered preexists in the system this message will be returned to the screen:

An account has already been assigned to that email address.

This message indicates that the administrator is attempting to create an account that already exists in TIS.

7.2.3 Edit Users Profile

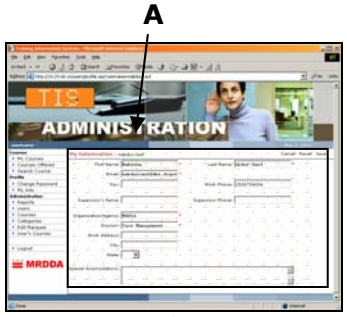


Figure 7.2.4

To edit the user's profile, click the profile button 👤 next to the user that is desired. The user's profile screen (fig. 7.2.4 A) will then appear. This screen is much like the user registration on the main page, minus the username and password fields. Once in this screen, edit all the information that needs to be either added or update for that user. Keep in mind that all fields with a red astrix (*) must be completely file out. Any information that is not filed out in the required fields will prevent the page from saving. Once all the fields have been properly completed, press the save button and the screen will return to the main user page in the administration section with a message that says:

Information saved.

This message indicated that all the information has been saved into the database.

7.2.4 Delete Users

To delete a user from the system, simply click the delete button ☒ next to the user on the Manage Users page (fig. 7.2.1). This will then create a prompt asking:

Do you wish to delete this user?

If this is the desired action, then press OK button [OK] and the user will be removed along with all registered classes. If this action was a mistake press the Cancel button [Cancel] and nothing further will happen.

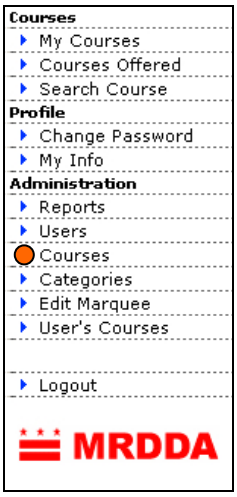
7.3 Courses

This section will grant the administrator the abilities to update, add, or remove any courses from the application. Unlike most sections in the application, Course Administration has been broken into four (4) individual sections on the navigation bar. This was done for lest confusion and greater accuracy for data entry.

7.3.1 Add Course

Adding a course into the Training Information System can be done in two (2) different manors. First of which can be done by filling in all the relevant information pertaining to a course (fig. 7.3.1 A). This would include:

- Category
- Teacher's Name
- Course Number
- Minimum & Maximum Class Size
- Start and End Date
- Start Time
- Course Duration



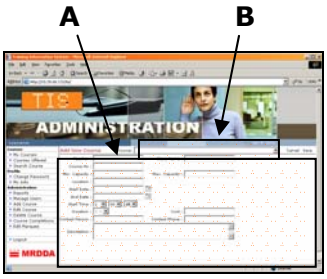


Figure 7.3.1

These fields are required to be completed before the course can be saved. The option has also been added for a quick add into the system. The quick add works by selecting an existing course from the drop down menu (fig. 7.3.1 B). This in turn will then populate all the fields except for the start and end dates. Simply select the two (2) new dates and click the save button and the course will then be added. This option was added to cut down on entry time for similar courses. The category option is also very curial to this screen. The category represent under which section this course will fall. Upon selecting a category, the system will create a unique course number. However, the administrator still has the rights and privileges to change the course number. Remember when entering a new course that it must have a unique course number. If the entry is made with a course number the already exists, the following error will appear:

This course number already exists.

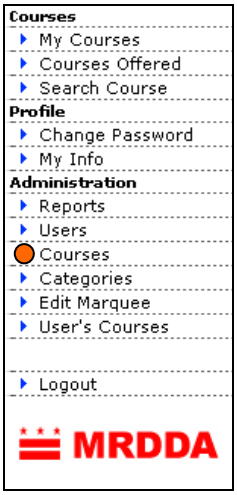
All of the information will return to the screen that was entered. Please reenter a new course number that is not in the system or allow the system to create the course number.

7.3.2 Edit Course

When editing a course, the first screen that will be seen is the course listings. This is an alphabetized list of all courses showing the course name, start and end dates, and the course number (fig. 7.3.2.1 A).

Select the desired course to edit and click the edit button ☑. The course form field will then appear with all the course information from the database. Proceed then to edit all information that needs to be updated, remembering that the following fields are still required to be filled in:

- Category
- Teacher's Name
- Course Number
- Minimum & Maximum Class Size
- Start and End Date
- Start Time
- Course Duration



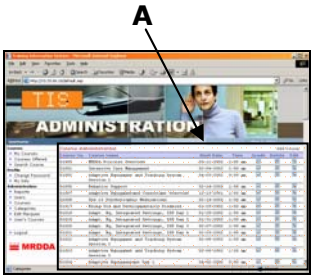


Figure 7.3.2.1

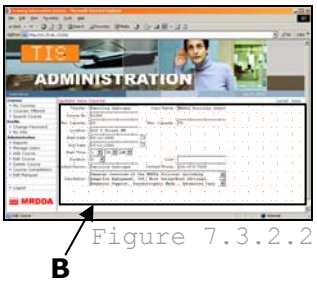


Figure 7.3.2.2

If the category needs to be changed for this course, a new course number will be generated. Put like the add course section, the administrator still has all the rights and privileges to edit the information. If the entry is made with a course number the already exists, the following error will appear:

This course number already exists.

All of the information will return to the screen that was entered. Please reenter a new course number that is not in the system or allow the system to create the course number.

7.3.3 Delete Course

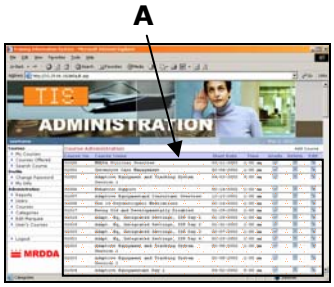


Figure 7.3.3

To delete a course from the system, simply click the delete button ☒ next to the course on the Delete Course page (fig. 7.2.1). This will then create a prompt asking:

Do you wish to delete this course?

If this is the desired action, then press OK button OK and the course will be removed. This action will remove all the user registration from the database as well. If this action was a mistake press the Cancel button Cancel and nothing further will happen.

7.3.4 Course Grades

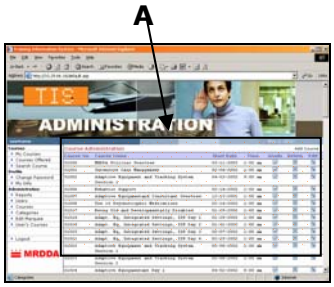


Figure 7.3.4.1

The Course Grades section is mostly designed for teachers that wish to show which students/users have completed the course requirements and what grade they have scored in that class, if applicable. This section then reflects in the Course Completion reports. All students that have been marked as completed will appear on the certificate in that report.

To mark a user as completed for a course, select the desired course that the user is to be marked as completed for (fig. 7.3.4.1 A). This will then pull the class roster from that course. Next to each user's name there will be a checkbox and a text box. This checkbox represents whether or not the course has been completed for that user. Simply check the users that have completed the course and click the save button. If there is a grade for the particular user, enter that instead. The system has been configured so that anyone that scores above a 75% in any particular course, they will automatically be shown as have completed the course. The grades are based on a numerical scale of 0 - 100. Anything else that is enter into the field will result in the following error:

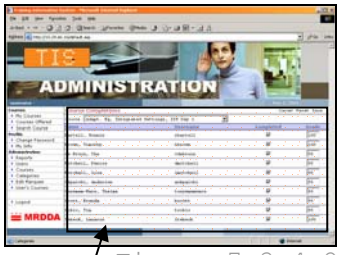


Figure 7.3.4.2

A

The number you entered for the grade(s) were incorrect.
Please see the row(s) highlighted in red.

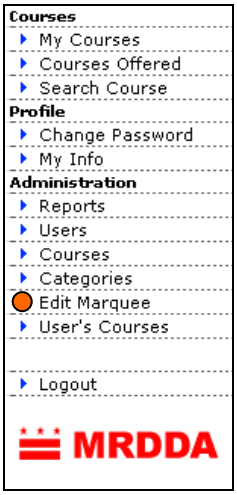
The row or rows with the error will also be highlighted in red. If this error is ignored, all information that previously existed in the system will become the default value for the records with errors. Once all the information has been enter correctly, the information will be saved and the following message will appear:

Information has been saved.

This will indicated that there was no problem with the update.

7.4 Edit Marquee

The System Marquee is the scrolling text on the front login screen. This System Marquee Administration section will allow for changes to this scrolling text. Simply change the text in the text area (fig. 7.4.1 A), and then click save. This will save the changes to the database, and whenever a person comes to the main login page to the application, this new text will appear.



A

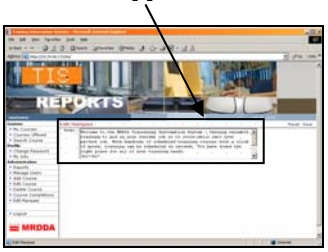
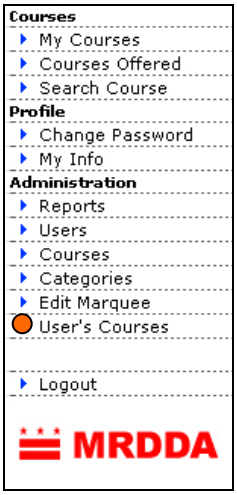


Figure 7.4.1

7.5 User's Course

This section is the administration version of the My Course screen. This section will allow the administrator access to all users and their courses. The main purpose of the section was for the administrator to be able to add course or remove course from a user without having to access the user account via login. However, unlike the regular course section, the administrator can delete any course that a user has registered for, even course that have passed the start date time, and course that may have been graded or marked as complete.

Once into the screen, the first option is to select the user that needs to be update (fig. 7.5.1 A). After the user has been select. A My Course type screen will appear for that user. Once into this screen, simply make any change, deletion, or addition as if in the regular My Course section.



A

Figure 7.5.1