

Training Tracking

Open any browser and go to http://inetdev01/traintrack_webapp/ to access the application. It's a Silverlight application so if you don't already have it installed you may need to and possibly need to upgrade to the most recent version.



Home Page

Once logged in it should automatically recognize you are logged in and show your name in the top-right corner. (Figure 1, #7)

The home page (Figure 1, #1) show links to common the following common options.

- Search Employee (Figure 1, #2) – Used to search for a specific employee
- Search Catalog (Figure 1, #3) – Used to search the course catalog and filter by resource/program
- Enroll In Course (Figure 1, #4) – Used to add courses to your training plan

The same options can be accessed via the Tasks menu (Figure 1, #5)

The Administration menu has options for the users with Administrative rights and has the following options. (Figure 1, #6)

- Roles – Add security roles for users (Figure 2, #8)
- Users – Add users (by ads login) to Roles (Figure 2, #9)
- Manage Employees – Allows you to add employees and edit employee info (Figure 2, #10)
- Manage Courses – Allows you to add courses and edit course info (Figure 2, #11)
- Manage Resources – Allows you to add resources for training (Figure 2, #12)
- Manage Certifications – Allows you to add various certification information (Figure 2, #13)
- Manage Departments – Allows you to manually add departments or edit department info (Figure 2, #14)
- Manage Divisions – Allows you to manually add divisions or edit division information (Figure 2, #15)
- Manage Teams – Allows you to manually add teams or edit team information (Figure 2, #16)
- Manage Positions – Allows you to manually add positions or edit position information (Figure 2, #17)

**** note:** All information can be directly pulled from other resources for employee information (Figure 2, #10, #13 thru #17) and can probably be removed from the administration menu



Figure 1

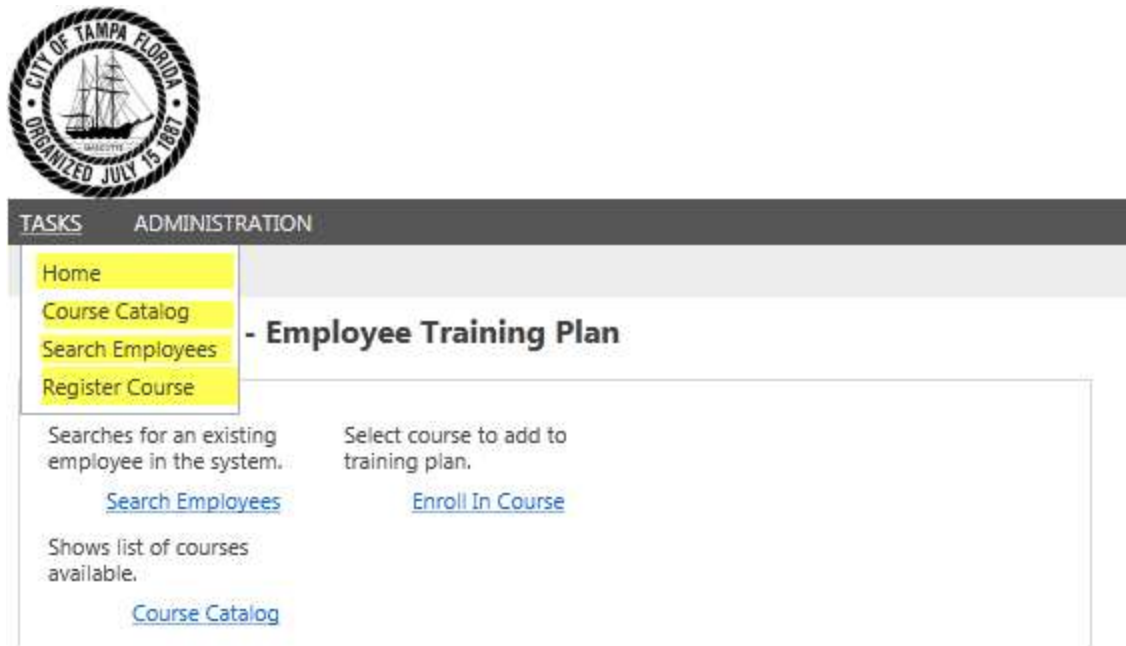


Figure 2



Figure 3

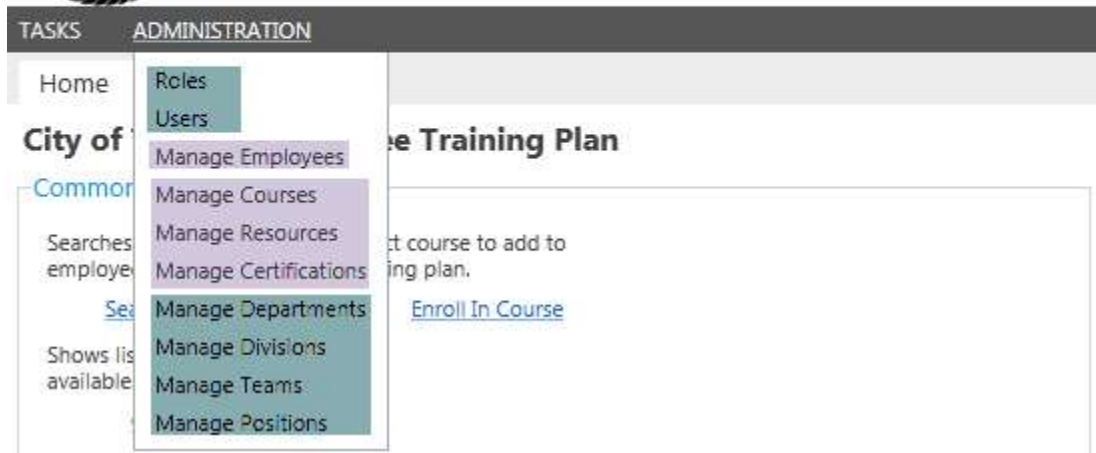


Figure 4



Figure 5

Search Employees

Click on the Search Employees link on the home page (Figure 6) or from the Tasks drop down menu (Figure 5).



Figure 6

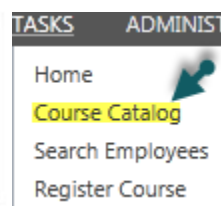


Figure 7

The Search Employees page displays all the employees currently in the Technology and Innovation department. From this screen you have the following options.

- Search Option – Search for employee by first name, last name, or e-mail address. (Figure 8, A)
- Sorting – Sort by column name (all columns) ascending or descending. (Figure 8, B)
- Scrolling – Scroll through the current page horizontally or vertically. (Figure 8, C & D)
- Paging – Navigate pages
 - Previous page – Go to previous page (Figure 8, E)
 - Page number – Go to page number (Figure 8, F)
 - Next page – Got to next page (Figure 8, G)
- Employee Information – Links to Employee Information Detail screen (Figure 8, H)
- Save – Used to save information if star (*) in tab heading. (Figure 8, I)
- Refresh – Used to refresh the data on page. (Figure 8, J)

TASKSADMINISTRATION

Home

Search Employees2

Employees

A

Search

LAST NAME	FIRST NAME	EMPLOYEE ID	EMAIL	PHONE	MAIL CODE
Aguiar	Carlos	44964	carlos.aguiar@tampagov.net	(813) 274-8938	085D2
Austin	Robert	49235	robert.austin@tampagov.net	(813) 274-5541	085D2
Barrios	Kirk	21188	kirk.barrios@tampagov.net	(813) 274-8467	085D2
Beasley	Paul	44146	paul.beasley@tampagov.net	(813) 274-7921	085D2
Bigelow	Diane	29437	diane.bigelow@tampagov.net	(813) 274-8481	085D2
Bohnet	Donna	45746	donna.bohnet@tampagov.net	(813) 274-5540	085D2
Brady	Sandra	45339	sandra.brady@tampagov.net	(813) 274-8465	085D
Bryant	Richmond	48404	garrett.bryant@tampagov.net	(813) 274-8203	085D
Byrn	Richard	43461	richard.byrn@tampagov.net	(813) 274-8853	085D2
Campbell	Kandace	36820	kandace.campbell@tampagov.net	(813) 231-5210	085D2
Cantier	Steven	24025	steve.cantier@tampagov.net	(813) 274-8293	085D2
Capparelli	Robert	46064	robert.capparelli@tampagov.net	(813) 274-5643	085D
Casagrande	Mark	31774	Mark.Casagrande@tampagov.net	(813) 274-8484	085D2
Clement	David	45312	David.Clement@tampagov.net	(813) 274-7352	085D2
Colquhoun	Katherine	18135	kathy.colquhoun@tampagov.net	(813) 274-8480	085D2
Connor	Jan	31408	jan.connor@tampagov.net	(813) 274-3513	085D2
Conzola	Patrick	51310	patrick.conzola@tampagov.net	(813) 274-8369	085D2
Cox	Gerald	47393	gerald.cox@tampagov.net	(813) 274-5533	085D2
Craig	Karl	36624	karl.craig@tampagov.net	(813) 274-8847	085D2

123

E

F

G

I

J

Save

Refresh

Figure 8

Searching an Employee

To search an employee type the information (first name, last name, e-mail address) into the search box and either select the magnifying glass or just press enter. (Figure 9)



Figure 9

The resulting page should show you the resulting information. (Figure 10)



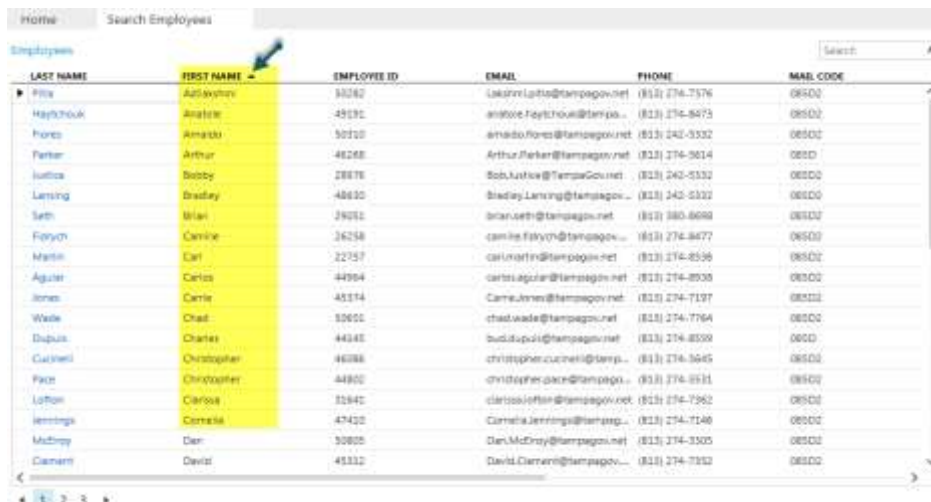
The screenshot shows a web application interface with a search bar at the top containing the text 'Byrn'. Below the search bar, a table displays the search results. The table has six columns: LAST NAME, FIRST NAME, EMPLOYEE ID, EMAIL, PHONE, and MAIL CODE. The first row of data shows the employee 'Byrn' with first name 'Richard', employee ID '43401', email 'richard.byrn@tempgov.net', phone '(813) 274-8833', and mail code '08502'.

LAST NAME	FIRST NAME	EMPLOYEE ID	EMAIL	PHONE	MAIL CODE
Byrn	Richard	43401	richard.byrn@tempgov.net	(813) 274-8833	08502

Figure 10

Sorting

To sort by column names single click the column heading. All the columns may be sorted by both ascending and descending order. The following example is sorted by First Name ascending. The arrow indicates the sorting type (^ ascending, v descending). (Figure 11)



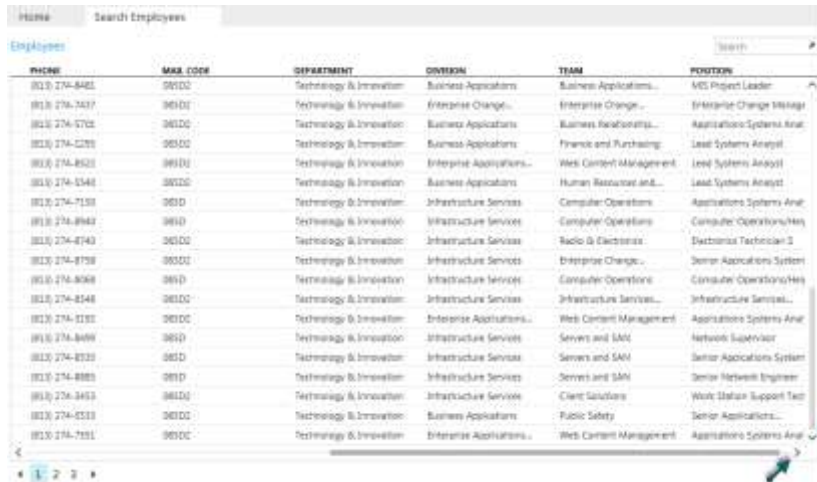
The screenshot shows a web application interface with a search bar at the top. Below the search bar, a table displays a list of employees sorted by First Name in ascending order. The table has six columns: LAST NAME, FIRST NAME, EMPLOYEE ID, EMAIL, PHONE, and MAIL CODE. The first row of data shows the employee 'Aulayshon' with last name 'Pitts', employee ID '33282', email 'aaulayshon@tempgov.net', phone '(813) 274-7576', and mail code '08502'. An arrow points to the 'FIRST NAME' column header, which has a small upward-pointing arrow (^) next to it, indicating ascending sort order.

LAST NAME	FIRST NAME	EMPLOYEE ID	EMAIL	PHONE	MAIL CODE
Pitts	Aulayshon	33282	aaulayshon@tempgov.net	(813) 274-7576	08502
Haythouk	Amalric	49190	amalric.haythouk@temp...	(813) 274-5473	08502
Flores	Arnaldo	50120	arnaldo.flores@tempgov.net	(813) 242-5332	08502
Parker	Arthur	48268	Arthur.Parker@tempgov.net	(813) 274-5814	0850
Justice	Bobby	28876	BobbJustice@TempGov.net	(813) 242-5332	08502
Lanning	Bradley	48630	Bradley.Lanning@tempgov...	(813) 242-5332	08502
Seth	Blair	29012	blair.seth@tempgov.net	(813) 380-8688	08502
Foryon	Camile	26258	camile.foryon@tempgov...	(813) 274-8677	08502
Martin	Carl	22157	carlmartin@tempgov.net	(813) 274-8536	08502
Aguiar	Carlos	44994	carlos.aguiar@tempgov.net	(813) 274-8938	08502
Jones	Carle	45374	Carle.Jones@tempgov.net	(813) 274-7197	08502
Wade	Chad	33655	chad.wade@tempgov.net	(813) 274-7764	08502
Dupuis	Charles	44345	chad.dupuis@tempgov.net	(813) 274-8339	08502
Cutnell	Christopher	46088	christopher.cutnell@temp...	(813) 274-5645	08502
Pace	Christopher	44800	christopher.pace@tempgov...	(813) 274-8931	08502
Lofton	Clarissa	33440	clarissalof@tempgov.net	(813) 274-7362	08502
Jennings	Carmela	47420	Carmela.Jennings@tempgov...	(813) 274-7148	08502
McEnry	Dan	50808	Dan.McEnry@tempgov.net	(813) 274-3305	08502
Clamert	David	45112	David.Clamert@tempgov...	(813) 274-7332	08502

Figure 11

Scrolling

If required, scrolling is available for the page by either grabbing the scroll bar and dragging or using the scrolling arrows. (Figure 12)

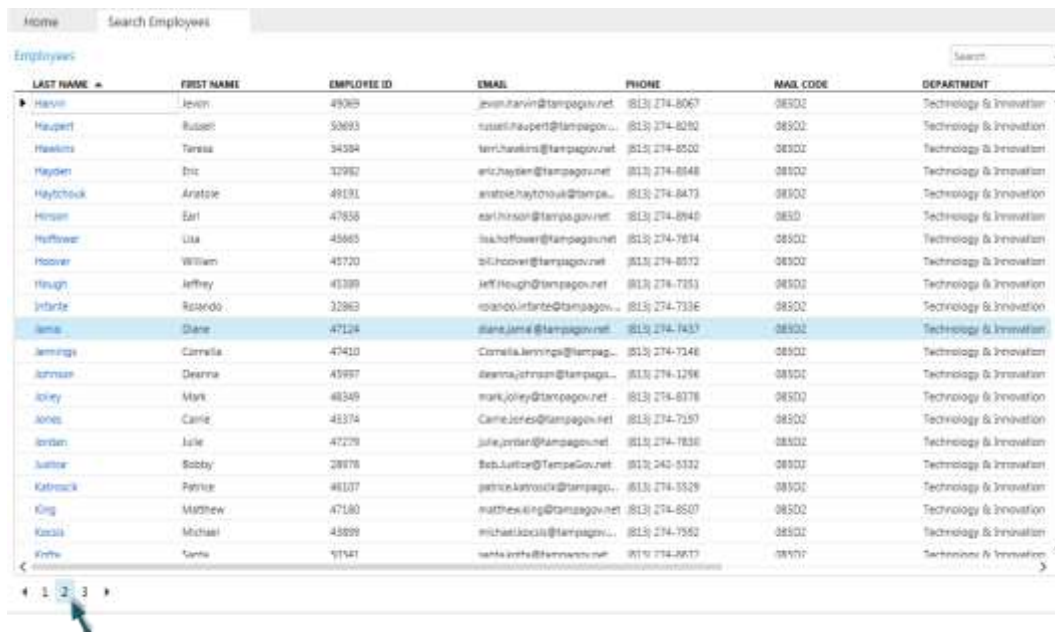


PHONE	MAIL CODE	DEPARTMENT	DIVISION	TEAM	POSITION
(813) 274-8465	08502	Technology & Innovation	Business Applications	Business Applications...	MS Project Leader
(813) 274-7437	08501	Technology & Innovation	Enterprise Change...	Enterprise Change...	Enterprise Change Mktg
(813) 274-5705	08502	Technology & Innovation	Business Applications	Business Relations...	Applications Systems Anal
(813) 274-5285	08502	Technology & Innovation	Business Applications	Finance and Purchasing	Lead Systems Analyst
(813) 274-8523	08501	Technology & Innovation	Enterprise Applications...	Web Content Management	Lead Systems Analyst
(813) 274-5348	08502	Technology & Innovation	Business Applications	Human Resources and...	Lead Systems Analyst
(813) 274-7153	08501	Technology & Innovation	Infrastructure Services	Computer Operations	Applications Systems Anal
(813) 274-8949	08501	Technology & Innovation	Infrastructure Services	Computer Operations	Computer Operations/Mes
(813) 274-4743	08502	Technology & Innovation	Infrastructure Services	Radio & Electronics	Electronic Technician 3
(813) 274-8758	08502	Technology & Innovation	Infrastructure Services	Enterprise Change...	Senior Applications System
(813) 274-8068	08501	Technology & Innovation	Infrastructure Services	Computer Operations	Computer Operations/Mes
(813) 274-4548	08502	Technology & Innovation	Infrastructure Services	Infrastructure Services...	Infrastructure Services...
(813) 274-5135	08502	Technology & Innovation	Enterprise Applications...	Web Content Management	Applications Systems Anal
(813) 274-8489	08501	Technology & Innovation	Infrastructure Services	Servers and SAN	Network Supervisor
(813) 274-8333	08501	Technology & Innovation	Infrastructure Services	Servers and SAN	Senior Applications System
(813) 274-8883	08501	Technology & Innovation	Infrastructure Services	Servers and SAN	Senior Network Engineer
(813) 274-3453	08502	Technology & Innovation	Infrastructure Services	Client Solutions	Work Station Support Tec
(813) 274-5333	08502	Technology & Innovation	Business Applications	Public Safety	Senior Applications...
(813) 274-7331	08502	Technology & Innovation	Enterprise Applications...	Web Content Management	Applications Systems Anal

Figure 12

Paging

You can navigate through the pages by using the page navigation in the bottom-left corner. Clicking the left arrow takes you to the previous page (<), right arrow takes you to the next page (>) and clicking the page number takes you to its respective page. (Figure 13)



LAST NAME	FIRST NAME	EMPLOYEE ID	EMAIL	PHONE	MAIL CODE	DEPARTMENT
Hawkins	Jevin	49069	jevin.hawkins@tampagov.net	(813) 274-8067	08502	Technology & Innovation
Haupt	Ruben	52693	ruben.haupt@tampagov...	(813) 274-8292	08502	Technology & Innovation
Hawkins	Teresa	34394	terri.hawkins@tampagov.net	(813) 274-8502	08502	Technology & Innovation
Hayden	Eric	32982	eric.hayden@tampagov.net	(813) 274-8848	08502	Technology & Innovation
Haychock	Aratise	48191	aratise.haychock@tampag...	(813) 274-8473	08502	Technology & Innovation
Henson	Earl	47638	earl.henson@tampagov.net	(813) 274-8940	08501	Technology & Innovation
Hoffower	Uma	45865	uma.hoffower@tampagov.net	(813) 274-7814	08502	Technology & Innovation
Hoover	William	45720	bill.hoover@tampagov.net	(813) 274-8572	08502	Technology & Innovation
Hough	Jeffrey	43389	jeff.hough@tampagov.net	(813) 274-7353	08502	Technology & Innovation
Intarte	Ramiro	32863	ramiro.intarte@tampagov...	(813) 274-7336	08502	Technology & Innovation
Jama	Diane	47124	diane.jama@tampagov.net	(813) 274-7433	08502	Technology & Innovation
Jennings	Correllia	47410	correllia.jennings@tampag...	(813) 274-7348	08502	Technology & Innovation
Johnson	Deanna	45997	deanna.johnson@tampagov...	(813) 274-1296	08501	Technology & Innovation
Jolley	Mark	48349	mark.jolley@tampagov.net	(813) 274-8378	08502	Technology & Innovation
Jones	Carrie	48374	Carrie.Jones@tampagov.net	(813) 274-7297	08502	Technology & Innovation
Jordan	Julie	47229	julie.jordan@tampagov.net	(813) 274-7836	08502	Technology & Innovation
Junior	Bobby	28878	Bob.Junior@Tampagov.net	(813) 242-5322	08501	Technology & Innovation
Katrock	Patrice	48107	patrice.katrock@tampagov...	(813) 274-3329	08501	Technology & Innovation
King	Matthew	47180	matthew.king@tampagov.net	(813) 274-8507	08502	Technology & Innovation
Kocis	Michael	43899	michael.kocis@tampagov...	(813) 274-7582	08502	Technology & Innovation
Krue	Yana	51541	yana.krue@tampagov.net	(813) 274-8617	08501	Technology & Innovation

Figure 13

Employee Information

Most pages have hyperlinks to other pages and are indicated by being blue in color. (Figure 14)


Employees Search

LAST NAME	FIRST NAME	EMPLOYEE ID	EMAIL	PHONE	MAIL CODE	DEPARTMENT	DIVISION	TEAM	POSITION
Aguiar	Carlos	44964	carlos.aguiar@tampagov.net	(813) 274-8838	08502	Technology & Innovation	Infrastructure Services	Client Solutions	Senior Applications Programmer Analyst
Austin	Robert	48235	robert.austin@tampagov.net	(813) 274-5542	08502	Technology & Innovation	Enterprise Applications...	Enterprise Applications...	Enterprise Applications Programmer Analyst
Barrios	Kirk	21188	kirk.barrios@tampagov.net	(813) 274-8467	08502	Technology & Innovation	Business Applications	Business Intelligence	Senior Applications Programmer Analyst
Beasley	Paul	44146	paul.beasley@tampagov.net	(813) 274-7921	08502	Technology & Innovation	Infrastructure Services	Help Desk	Network Engineer
Bigelow	Diane	29437	diane.bigelow@tampagov.net	(813) 274-8481	08502	Technology & Innovation	Business Applications	Business Applications...	MIS Project Lead
Bohnet	Donna	45746	donna.bohnet@tampagov.net	(813) 274-5548	08502	Technology & Innovation	Business Applications	Human Resources and...	Lead Systems Administrator
Brady	Sandra	45339	sandra.brady@tampagov.net	(813) 274-8465	08502	Technology & Innovation	Infrastructure Services	Servers and SAN	Senior Applications Programmer Analyst
Bryant	Richmond	48404	garrett.bryant@tampagov.net	(813) 274-6303	08502	Technology & Innovation	Infrastructure Services	Procurement and...	Lead Systems Administrator
Byrn	Richard	43461	richard.byrn@tampagov.net	(813) 274-8853	08502	Technology & Innovation	Enterprise Applications...	Relational Database...	Lead Systems Administrator
Campbell	Kandace	36820	kandace.campbell@tampagov.net	(813) 250-5210	08502	Technology & Innovation	Infrastructure Services	Client Solutions	Computer Support Specialist
Canter	Steven	24025	steve.canter@tampagov.net	(813) 274-8293	08502	Technology & Innovation	Enterprise Applications...	ECM/Special Projects	MIS Project Lead

Figure 14

Employee Information Detail

Clicking the employee's last name hyperlink above takes you to the employee information detail screen. (Figure 15)

 MATTHEW KING

TAB: ADMINISTRATION

Home Search Employees Carlos Aguiar - Employee

Employee ID: 44964
First Name: Carlos
Last Name: Aguiar
Email: carlos.aguiar@tampagov.net
Phone: (813) 274-8838
Mail Code: 08502

Department: Technology & Innovation
Division: Infrastructure Services
Team: Client Solutions
Position: Senior Applications Programmer Analyst

Enrollments

COURSE TITLE	COURSE TECHNOLOGY	RESOURCE	COURSE TIME	START DATE	COMPLETE DATE	COMPLETED
Course Collection 6418: Updating Your Windows Server 2008 Technology Skills to Windows Server 2008	Windows Server; Windows Server 2008	Microsoft E-Learning	16 Hours			
Course Collection 6219: Configuring Hyper-V in Windows Server 2008	Windows Server; Windows Server 2008	Microsoft E-Learning	12 Hours			

Register Course Drop Course Search

1

Save Refresh Design Screen

Figure 15

On the Employee Information Detail screen you can do the following.

- Edit employee information. (Figure 15, A)
- View courses in which the employee has added to their training plan. (Figure 15, B)
- Sort employee's course information by column name. (Figure 15, C)
- Refresh the course data for the employee. (Figure 15, D)
- Add a course to the employee's training plan. (Figure 15, E)
- Drop a course from the employee's training plan. (Figure 15, F)
- Search courses in the employee's training plan. (Figure 15, G)

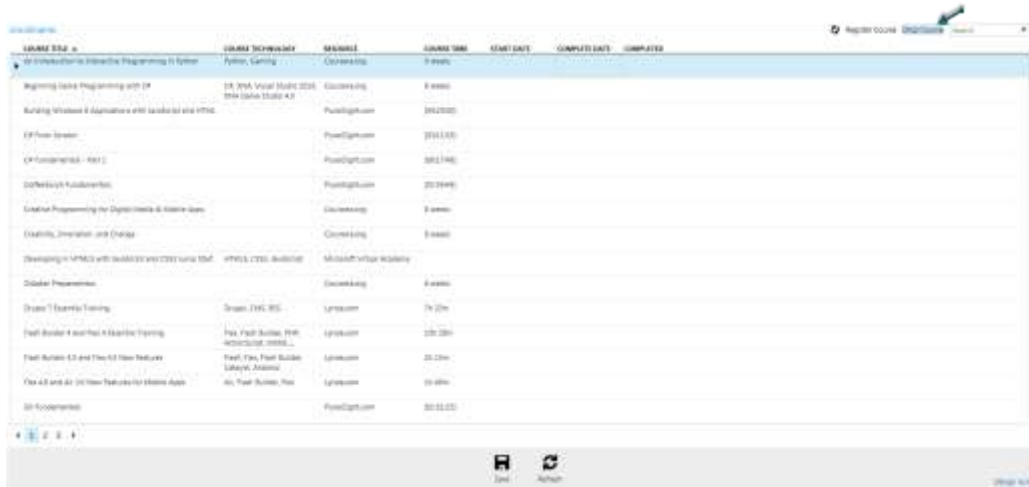
The screenshot displays the 'EMPLOYEE INFORMATION' screen for Carlos Aguirre. The interface includes a header with the organization's logo and a user name 'MATTHEW KING'. Below the header, there's a navigation bar with 'Home' and 'Search Employees'. The main content area is divided into two sections: 'Employee Information' and 'Courses'. The 'Employee Information' section shows details for Carlos Aguirre, including his ID (44364), first and last names, email, phone, and mail code. It also lists his department (Technology & Innovation), division (Infrastructure Services), team (Client Solutions), and position (Senior Applications Programmer Analyst). The 'Courses' section displays a table of courses in the employee's training plan. The table has columns for 'COURSE TITLE', 'COURSE TECHNOLOGY', 'REMARKS', 'COURSE TIME', 'START DATE', 'COMPLETION DATE', and 'COMPLETED'. Two courses are listed: 'Course Collection 6316: Updating Your Windows Server 2008 Technology Skills to Windows Server 2008' and 'Course Collection 6313: Configuring Hyper-V in Windows Server 2008'. To the right of the table, there are buttons labeled 'D', 'E', 'F', and 'G' with arrows pointing to them. Below the table, there are 'Save' and 'Refresh' buttons. The bottom right corner has a 'Design Screen' link.

COURSE TITLE	COURSE TECHNOLOGY	REMARKS	COURSE TIME	START DATE	COMPLETION DATE	COMPLETED
Course Collection 6316: Updating Your Windows Server 2008 Technology Skills to Windows Server 2008	Windows Server: Windows Server 2008	Microsoft E-Learning	16 Hours			
Course Collection 6313: Configuring Hyper-V in Windows Server 2008	Windows Server: Windows Server 2008	Microsoft E-Learning	12 Hours			

Figure 16

Dropping a course

From the employee's information detail screen you can remove a course by selecting the course which highlights the row in blue and then select the 'Drop Course' button. (Figure 17) Select the refresh button to update the course data to reflect the changes. (Figure 18)



COURSE ID	COURSE TITLE	COURSE TYPE	COURSE TERM	START DATE	COMPLETE DATE	COMPLETED
01	Introduction to Interactive Programming in Python	Python, Gaming	Coursework	01/01/2020		
02	Beginning Java Programming with JSP	Java, Web, Visual Studio 2010, IBM Lotus Domino 8.5	Coursework	01/01/2020		
03	Building Windows 8 Applications with JavaScript and HTML5	JavaScript, Windows	Coursework	01/01/2020		
04	ASP.NET MVC	ASP.NET, MVC	Coursework	01/01/2020		
05	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
06	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
07	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
08	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
09	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
10	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
11	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
12	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
13	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
14	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
15	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
16	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
17	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
18	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
19	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		
20	ASP.NET MVC 5	ASP.NET, MVC	Coursework	01/01/2020		

Figure 17

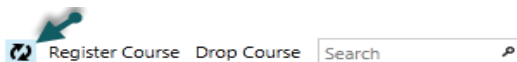


Figure 18

Register for a course from the employee's information detail screen.

You can register for a course from the employee's information detail screen by clicking the Register Course button. (Figure 19)

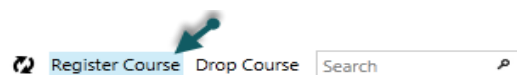


Figure 19

By selecting the Register Course button on the employee's info detail screen it takes you to the registration screen with the employee name pre-filled. This is the best way to add multiple courses, for now. (Figure 20)



Home Search Employees Matthew King - Employee Register Course *

Add Course to Training Plan

Employee: Matthew King

Course:

Save Refresh

Figure 20

Registering a course

To add a course to a user training plan you can select the 'Enroll in Course' link from the home page (Figure 21) or Tasks menu (Figure 21) or from the Employee Information Detail Screen (Figure 23).



Figure 21

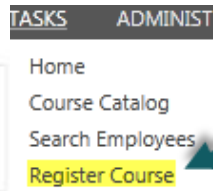


Figure 22

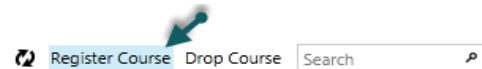


Figure 23

The Register Course screen opens and you have options to add employee if using link from home screen or it is pre-filled if using the link from the employee detail screen.

Select Employee from Register Course screen

To select an employee, enter the employee information and/or select from the dropdown list. (Figure 24)

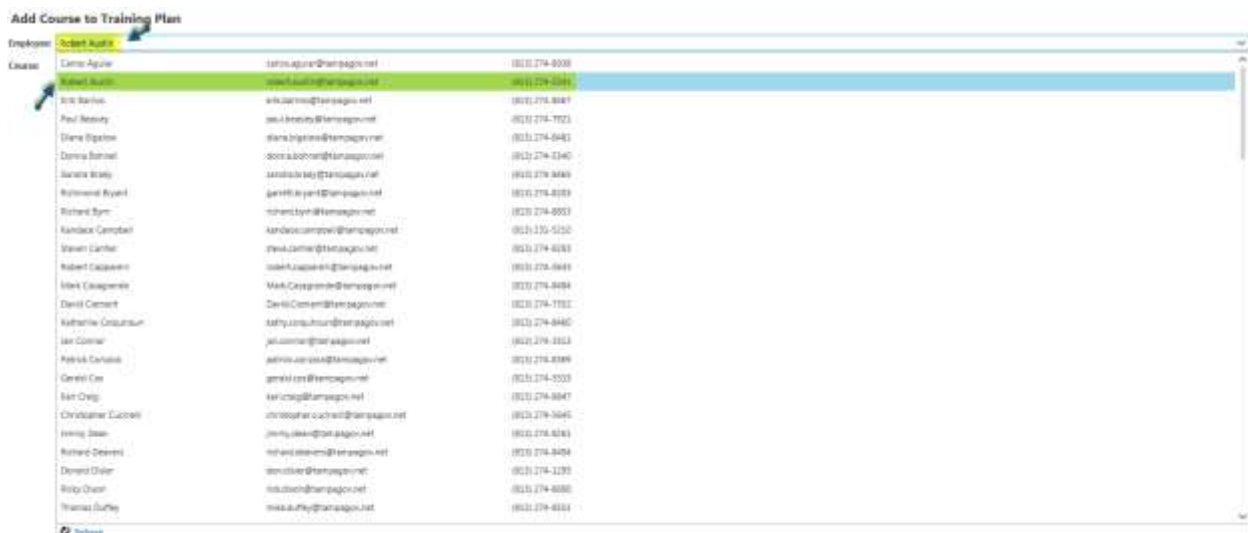


Figure 24

Select the Employee and their name should show up in the Employee field. (Figure 25)

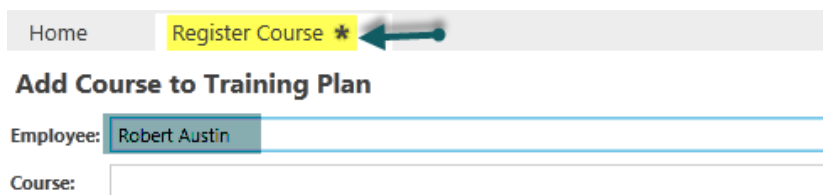


Figure 25

Select Course from Register Course screen

To select a course, click in the Course field. (Figure 26)



Figure 26

The Select Course pop-up page will open where you can select a course to add to the training plan with the following options.

- Search for course – Search for course by course title (Figure 27, A)
- Sort – Sort courses by several options including title, track, resource, etc... (Figure 27, B)
- Navigate – Navigate through the pages of courses (Figure 27, C)
- Refresh – Refresh course information (Figure 27, D)
- Cancel – Cancel a selected course (Figure 27, E)
- OK – Select a course by clicking the OK button or double clicking a selection (Figure 27, F)

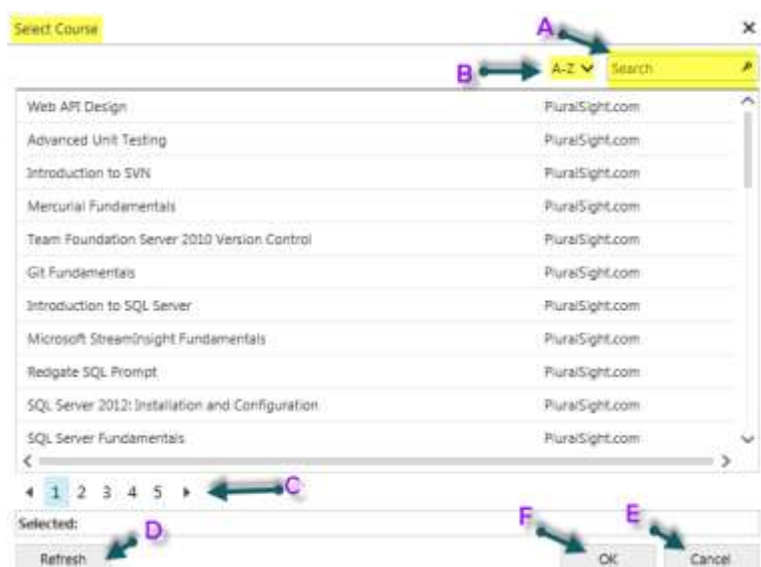


Figure 27

Search for Course

Search for a course by typing any information that may be in the course title into the search box and select the magnifying glass or hitting the enter key. The results will show up in the window. (Figure 28)

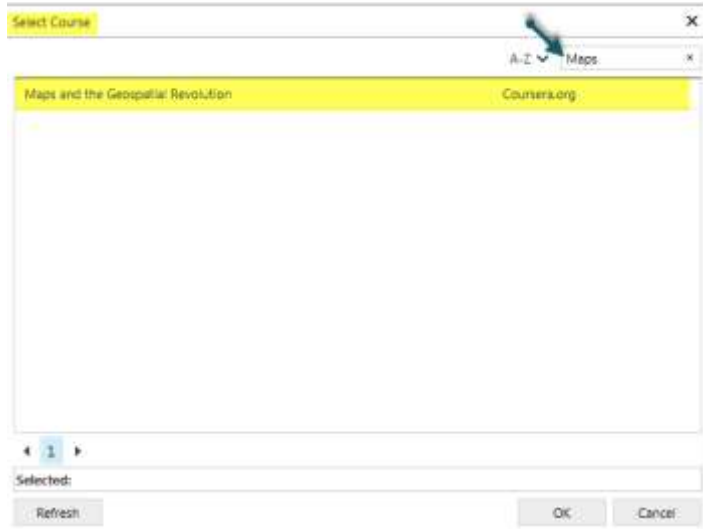


Figure 28

Select the course to highlight it and notice it will show up in the selected window. Confirm the choice by selecting the OK button or double clicking on the course. (Figure 29)

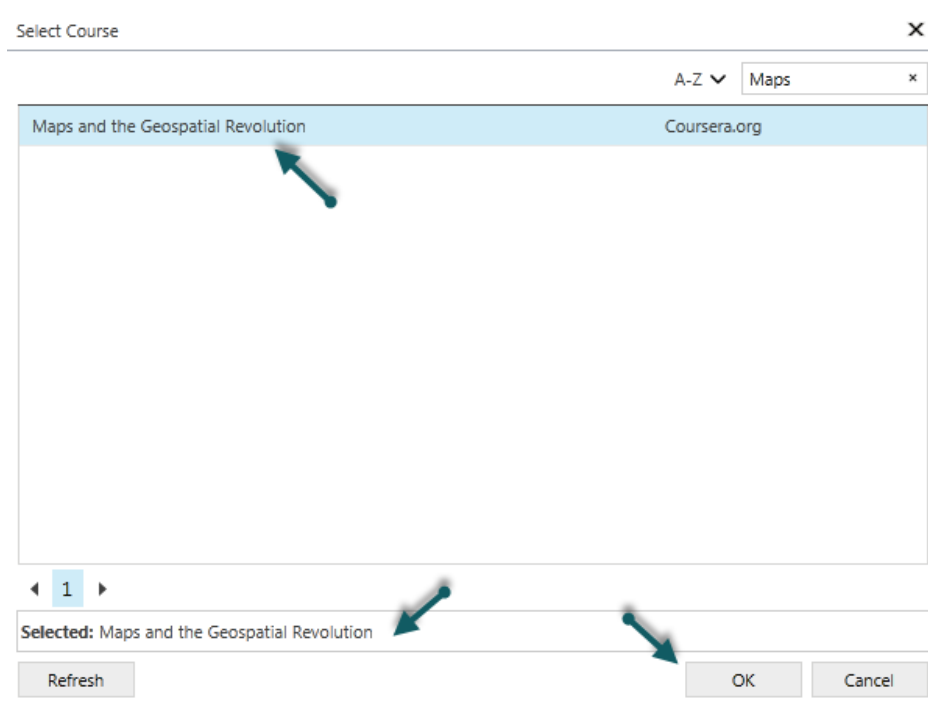


Figure 29

After selecting the course it will take you back to the Register Course screen with the course added to the Course field. (Figure 30)

TASKS ADMINISTRATION

Home Register Course *

Add Course to Training Plan

Employee: Robert Austin

Course: Maps and the Geospatial Revolution

Figure 30

The course is not saved to the employees training plan until the save button is selected. (Notice * next to Register Course tab) Click the Save Button. (Figure 31)

Home Register Course *

Add Course to Training Plan

Employee: Richard Byrn

Course: Maps and the Geospatial Revolution

Save Refresh

Figure 31

Once the save button is selected it will bring up the Employee Information Detail screen with the new course added to the Enrollments section. (Figure 32)

TASKS ADMINISTRATION

Home Search Employees Robert Austin - Employee

Employee ID: 49238 Department: Technology & Innovation

First Name: Robert Division: Enterprise Applications Integration

Last Name: Austin Team: Enterprise Applications Integration Management

Email: robert.austin@montgomery.net Position: Enterprise Applications Integration Manager

Phone: (800) 374-3542

Alt Code: 08032

Enrollments

COURSE TITLE	COURSE TECHNOLOGY	RESOURCE	COURSE TIME	START DATE	COMPLETE DATE	COMPLETED
Maps and the Geospatial Revolution	ESRI, GIS, ARCGIS Online, Mapping	Coursera.org	5 weeks			

Register Course Drop Course Search

Figure 32

Course Catalog

Select the Course Catalog link from the Home Page (Figure 33) or from the task bar (Figure 34).

City of Tampa - Employee Training Plan

Common Tasks

Searches for an existing employee in the system.

[Search Employees](#)

Select course to add to training plan.

[Enroll In Course](#)

Shows list of courses available.

[Course Catalog](#)

TASKS ADMINISTRATION

Home

Course Catalog

Search Employees

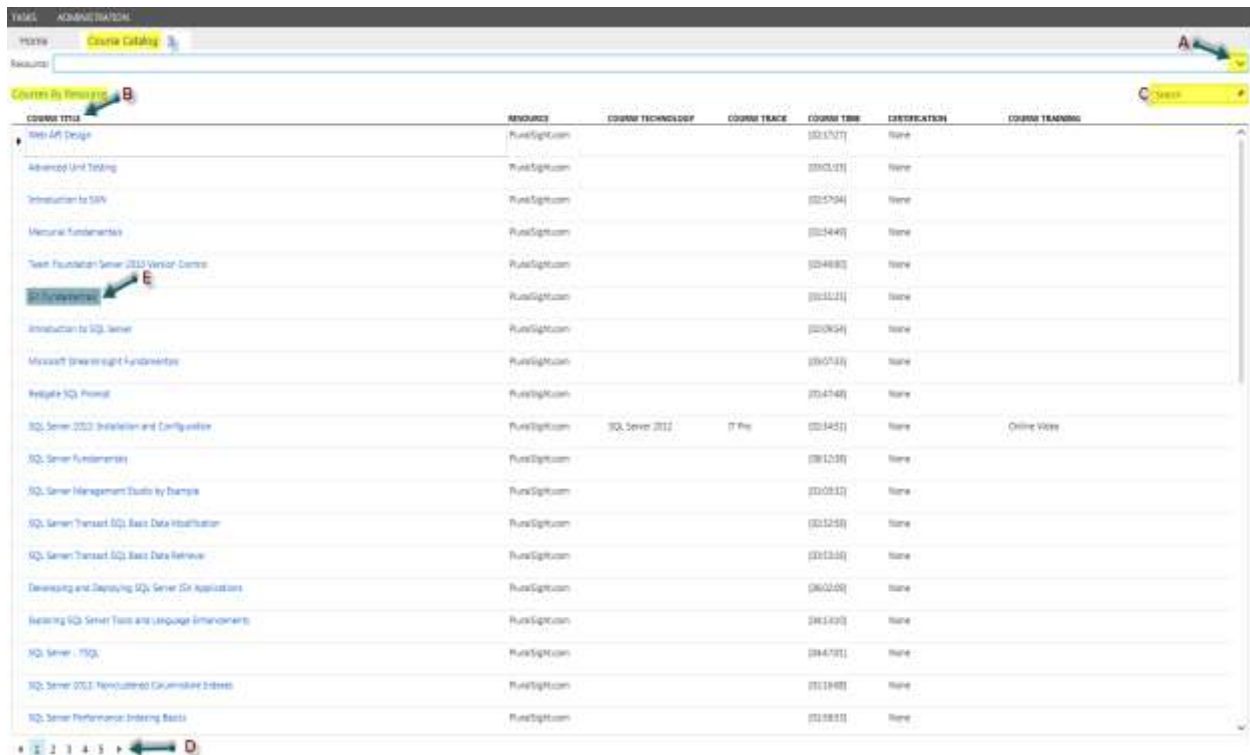
Register Course

Figure 33

Figure 34

The Course Catalog screen has the following options.

- Filter by Resource – Filter courses by resource or program type (Figure 35, A)
- Sort – Sort by column header (Figure 35, B)
- Search – Search by Title (Figure 35, C)
- Navigate – Navigate by page (Figure 35, D)
- Course Info Detail – View Course Information Detail page by selecting hyperlink (Figure 35, E)



The screenshot shows the 'Course Catalog' screen. At the top, there are tabs for 'TASKS' and 'ADMINISTRATION'. Below the tabs, there is a search bar and a 'Resources' dropdown menu. The main table lists courses with columns for 'COURSE TITLE', 'RESOURCE', 'COURSE TECHNOLOGY', 'COURSE TRACE', 'COURSE TIME', 'CERTIFICATION', and 'COURSE TRAINING'. The table is filtered by 'Web API Design'. The 'COURSE TITLE' column is highlighted, and a search bar is visible. The 'COURSE TRACE' column is also highlighted. The 'COURSE TIME' column is highlighted. The 'CERTIFICATION' column is highlighted. The 'COURSE TRAINING' column is highlighted. The table is sorted by 'COURSE TITLE'.

COURSE TITLE	RESOURCE	COURSE TECHNOLOGY	COURSE TRACE	COURSE TIME	CERTIFICATION	COURSE TRAINING
Web API Design	Purdys/Kucum			(00:17:07)	None	
Advanced Unit Testing	Purdys/Kucum			(00:02:11)	None	
Introduction to SQL	Purdys/Kucum			(00:07:04)	None	
Microsoft Fundamentals	Purdys/Kucum			(00:14:49)	None	
Team Foundation Server 2013 Visual Studio	Purdys/Kucum			(00:48:03)	None	
SQL Server 2012	Purdys/Kucum			(00:11:11)	None	
Introduction to SQL Server	Purdys/Kucum			(00:06:54)	None	
Microsoft Dynamics CRM Fundamentals	Purdys/Kucum			(00:07:33)	None	
Beginner SQL Project	Purdys/Kucum			(00:47:48)	None	
SQL Server 2012 Installation and Configuration	Purdys/Kucum	SQL Server 2012	IT Pro	(00:14:51)	None	Online Video
SQL Server Fundamentals	Purdys/Kucum			(00:12:08)	None	
SQL Server Management Studio by Example	Purdys/Kucum			(00:08:11)	None	
SQL Server Transact-SQL: Basic Data Initialization	Purdys/Kucum			(00:12:58)	None	
SQL Server Transact-SQL: Basic Data Retrieval	Purdys/Kucum			(00:13:48)	None	
Developing and Deploying SQL Server CLR Applications	Purdys/Kucum			(00:02:09)	None	
Building SQL Server Tools and Language Extensions	Purdys/Kucum			(00:13:03)	None	
SQL Server - TSQL	Purdys/Kucum			(00:47:01)	None	
SQL Server 2012: Nonclustered Columnstore Indexes	Purdys/Kucum			(00:18:08)	None	
SQL Server Performance: Indexing Basics	Purdys/Kucum			(00:08:01)	None	

Figure 35

Filter Courses by Resource

Select the drop down menu or type the resource name in the resource field and select to filter. (Figure 36)

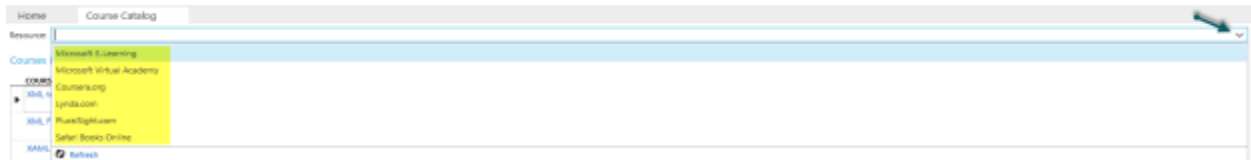


Figure 36

Below the courses were filtered by Coursea.org. (Figure 37, A) Click on the course title hyperlink to go to the Course Detail page. (Figure 37, B)

COURSE TITLE	RESOURCE	COURSE TECHNOLOGY	COURSE TRACK	COURSE TIME	CERTIFICATION	COURSE TRAINING
Introduction to Network Analysis	Coursera.org			8 weeks	None	MOOC
Regression Analysis	Coursera.org			10 weeks	None	MOOC
Information Theory	Coursera.org			11 weeks	None	MOOC
Network-Oriented Software Architectures for Consumer and Enterprise	Coursera.org			10 weeks	None	MOOC
Introduction to Operating and Managing Information	Coursera.org			8 weeks	None	MOOC
Maps and the Geospatial Revolution	Coursera.org	SQL, GIS, ArcGIS...	GIS	8 weeks	None	MOOC
Learn to Program: The Fundamentals	Coursera.org			7 weeks	None	MOOC
Introduction to Software Design (Part 1)	Coursera.org			8 weeks	None	MOOC

Figure 37

Course Detail page

The course detail page shows course information and information on the employees enrolled in those courses. (Figure 38)

EMPLOYEE NAME	EMAIL	PHONE	MOBILE	COURSE	TEAM	START DATE	COMPLETE DATE	COMPLETED
Employee Name	employee@domain.com	(555) 123-4567	98765	Introduction to Applications Integration	Enterprise Resource Management			
Employee Name	employee@domain.com	(555) 123-4567	98765	Introduction to Applications Integration	Enterprise Resource Management			

Figure 38

From the Course Detail Page you can register more employees for that course by selecting the Register Course button (Figure 39)



EMPLOYEE NAME	EMAIL	PHONE	MAX CRED	COURSE	TEAM	START DATE	COMPLETION DATE	COMPLETION
Matthew King	matthew.king@epamail.com	(512) 718-8337	18000	Enterprise Applications Integration	Regional Database Management...			
Robert Austin	robert.austin@epamail.com	(512) 718-8338	18000	Enterprise Applications Integration	Enterprise Applications Integration...			