

6. Training Session Maintenance

6.9 View Training Session / 6.13 Generate Attendance Register / 6.14 Log Attendance

UP Library Assistant

Personal Bookings

Manage Bookings

Questionnaires

Reporting

Maintenance

Logout

Manage Training Sessions

Training Sessions Calendar View:

Note: Select a training session booking from the calendar to access further options.

Existing Training Sessions:

Campus: Hatfield

Username: Enter username

Submit

Day

Week

Month

Agenda

October 2016

Today

◀

▶

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10 • 01:00 Module • 06:30 Techlog • 09:30 Training • 11:30 Clinic • 12:30 Clinic	11 • 01:00 Module	12 • 01:00 Module	13	14	15	16
17 • 09:30 Training	18 • 10:00 Shakesp	19 • 10:00 CSS	20	21 • 10:00 CSS	22 • 10:00 CSS	23
24	25	26	27	28	29	30

Training Session Details:

Person ID

u14071674

Booking Type

Training

Category

Referencing

Topic

Report Writing

Date

18-Oct-16

Timeslot

10:00 AM - 11:30 AM

Campus

Hatfield

Building

Thuto

Venue

Training Room 1

Trainer

Status

Confirmed

Update

Cancel

Training Session Actions

Generate Attendance Register

Log Attendance

Control	Functionality																																										
<div>Existing Training Sessions:</div> <div><div>Campus: <input type="text" value="Hatfield"/></div><div>Username: <input type="text" value="Enter username"/></div><div>Submit</div></div> <div><div>Day Week Month Agenda</div><div>October 2016</div><div>Today</div><div>&lt;</div><div>&gt;</div></div> <table><tr><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th><th>Saturday</th><th>Sunday</th></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>01</td><td>02</td></tr><tr><td>03</td><td>04</td><td>05</td><td>06</td><td>07</td><td>08</td><td>09</td></tr><tr><td>10 • 01:00 Module • 06:30 Techlog • 09:30 Training • 11:30 Clinic • 12:30 Clinic</td><td>11 • 01:00 Module</td><td>12 • 01:00 Module</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17 • 09:30 Training</td><td>18 • 10:00 Shakesp</td><td>19 • 10:00 CSS</td><td>20</td><td>21 • 10:00 CSS</td><td>22 • 10:00 CSS</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	26	27	28	29	30	01	02	03	04	05	06	07	08	09	10 • 01:00 Module • 06:30 Techlog • 09:30 Training • 11:30 Clinic • 12:30 Clinic	11 • 01:00 Module	12 • 01:00 Module	13	14	15	16	17 • 09:30 Training	18 • 10:00 Shakesp	19 • 10:00 CSS	20	21 • 10:00 CSS	22 • 10:00 CSS	23	24	25	26	27	28	29	30	<p>This panel will allow for a search of currently existing training sessions by means of a campus or a searching for a username. The calendar will display all the existing training sessions that have the active status.</p>
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<div> <div>Training Session Details:</div> <div> <div>Person ID</div> <div>u14071674</div> </div> <div> <div>Booking Type</div> <div>Training</div> </div> <div> <div>Category</div> <div>Referencing</div> </div> <div> <div>Topic</div> <div>Report Writing</div> </div> <div> <div>Date</div> <div>18-Oct-16</div> </div> <div> <div>Timeslot</div> <div>10:00 AM - 11:30 AM</div> </div> <div> <div>Campus</div> <div>Hatfield</div> </div> <div> <div>Building</div> <div>Thuto</div> </div> <div> <div>Venue</div> <div>Training Room 1</div> </div> <div> <div>Trainer</div> <div></div> </div> <div> <div>Status</div> <div>Confirmed</div> </div> <div> <div>Update</div> <div>Cancel</div> </div> </div>	<p>This panel will indicate the details of the selected training session, the user can update or cancel the training session from here by clicking the update or cancel button</p>
<div> <div>Training Session Actions</div> <div> <div>Generate Attendance Register</div> <div>Log Attendance</div> </div> </div>	<p>The actions that can be performed on a training session can be selected here, to generate the attendance register for the training session the user should click on the generate attendance register button similarly for logging of attendance.</p>

UP Library Assistant

Personal Bookings

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Log Attendance

Please provide attendance details below:

Instructions:

- Indicate whether a student was present at the training session.
- Indicate whether to send a certificate.
- Once complete click the 'Save' button.

Students Register:

Student Number	Student Name	Attended
u14071674	Hayden Honeysett	<input type="checkbox"/>

Save

Send Certificates:

No

<div>Control</div> <div>Existing Training Sessions:</div> <div><div>Campus: <div>Hatfield</div></div><div>Username: <div>Enter username</div></div><div>Submit</div></div> <div><div>Day</div><div>Week</div><div>Month</div><div>Agenda</div><div>October 2016</div><div>Today</div><div>◀</div><div>▶</div></div> <div><div>Monday</div><div>Tuesday</div><div>Wednesday</div><div>Thursday</div><div>Friday</div><div>Saturday</div><div>Sunday</div></div> <div><div>01</div><div>02</div><div>03</div><div>04</div><div>05</div><div>06</div><div>07</div><div>08</div><div>09</div></div> <div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div></div> <div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div></div> <div><div>28</div><div>29</div><div>30</div></div> <div><div>+ 08:00:00 Proctoring</div><div>+ 09:00:00 Proctoring</div><div>+ 09:00:00 Training</div><div>+ 09:00:00 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	completion certificates by selecting yes
Save	This will save the attendance details of the selected training session

### 6.10 Create Training Session

UP Library Assistant
 

Personal Bookings
 Manage Bookings
 Questionnaires
 Reporting
 Maintenance

Logout

### Create Training Session

Provide training session details below:

▼ Training Session Details:

Category: -- select a category -- +

Topic: -- no category -- +

Date: -- select date --

Duration: -- select duration --

Campus: -- select campus --

Proceed

Characteristics

Plug Access ☐

Whiteboard ☐

Speakers ☐

Projector ☐

Table ☐

Fan ☐

Booking Details:

No Details

Control	Functionality
<div>Category: -- select a category -- +</div> <div>Topic: -- no category -- +</div> <div>Date: -- select date --</div> <div>Duration: -- select duration --</div> <div>Campus: -- select campus --</div>	<p>Allows the user to input the preferred category, topic, date, duration, and campus for the training session. Allows the user to add a new category and new topic by selecting the plus buttons.</p>

<div> <div>Characteristics</div> <div> <div>Plug Access</div> <div>Whiteboard</div> <div>Speakers</div> <div>Projector</div> <div>Table</div> <div>Fan</div> </div> </div>	Filters available venues by characteristics.
<div> <div>Booking Details:</div> <div>No Details</div> </div>	Displays the training session booking summary as it progresses.
<div>Proceed</div>	Proceed to select a venue to host the training session.

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Logout

Provide training session details below

Training Session Details:

Select Venue:

Instructions:

- Click on a venue from the table below to host the training session.
- Once a venue has been selected, click the 'Proceed' button.

Show 10 entries

Search:

Building	Floor	Venue	Capacity	Characteristics	Match
Merensky Library	Level 2	Training Room 1	20	Plug Access, Whiteboard	100 %
Thuto	Floor 1	Training Room 1	50	Plug Access, Speakers	100 %

Showing 1 to 2 of 2 entries

Previous 1 Next

Booking Details:

Topic: Presentation Skills

Date: 10/26/2016

Campus: Hatfield

Proceed

Control	Functionality																		
<div> <div>Show 10 entries</div> <div>Search:</div> <table> <tr> <th>Building</th> <th>Floor</th> <th>Venue</th> <th>Capacity</th> <th>Characteristics</th> <th>Match</th> </tr> <tr> <td>Merensky Library</td> <td>Level 2</td> <td>Training Room 1</td> <td>20</td> <td>Plug Access, Whiteboard</td> <td>100 %</td> </tr> <tr> <td>Thuto</td> <td>Floor 1</td> <td>Training Room 1</td> <td>50</td> <td>Plug Access, Speakers</td> <td>100 %</td> </tr> </table> <div>Showing 1 to 2 of 2 entries</div> <div>Previous 1 Next</div> </div>	Building	Floor	Venue	Capacity	Characteristics	Match	Merensky Library	Level 2	Training Room 1	20	Plug Access, Whiteboard	100 %	Thuto	Floor 1	Training Room 1	50	Plug Access, Speakers	100 %	All venues that are available to host the training session. Select the preferred venue to proceed.
Building	Floor	Venue	Capacity	Characteristics	Match														
Merensky Library	Level 2	Training Room 1	20	Plug Access, Whiteboard	100 %														
Thuto	Floor 1	Training Room 1	50	Plug Access, Speakers	100 %														
<div>Proceed</div>	Captures venue selection and proceeds to the timeslot and trainer selection.																		

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Select Timeslot:

Select a preferred timeslot from the available timeslots below.
Once a timeslot has been selected, select an available trainer.
Once a timeslot and trainer has been selected, click the 'Proceed' button.

Select A Timeslot

08:30 - 10:00
09:00 - 10:30
09:30 - 11:00
10:00 - 11:30
10:30 - 12:00
11:00 - 12:30
11:30 - 13:00
12:00 - 13:30
12:30 - 14:00
13:00 - 14:30

Qualified Trainers
All Trainers

Show 10 entries
Search:

Trainer

External Trainer
None
p10268945 - Andrew Jones

Showing 1 to 3 of 3 entries
Previous 1 Next

Proceed

Control	Functionality
<div> <div> <div> Select A Timeslot </div> <div> 08:30 - 10:00 09:00 - 10:30 09:30 - 11:00 10:00 - 11:30 10:30 - 12:00 11:00 - 12:30 11:30 - 13:00 12:00 - 13:30 12:30 - 14:00 13:00 - 14:30 </div> </div> </div>	Timeslots available to for preferred time and date. Select a timeslot to display available trainers.
<div> <div> <div> Qualified Trainers All Trainers </div> <div> Show 10 entries Search: </div> <div> Trainer </div> <div> External Trainer None p10268945 - Andrew Jones </div> <div> Showing 1 to 3 of 3 entries Previous 1 Next </div> </div> </div>	List of available trainers, divided by trainers that are qualified to present a training session and all trainers.
<div> <div> Proceed </div> </div>	Captures the timeslot and trainer selection. Proceeds to the final details section.

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Select Timeslot:

Addition Details:

Instructions:

- Enter additional training session details below.
- Select recurring option if desired.
- Click the 'Submit' button to finalise the training session booking.

Description:

Maximum Attendees:

Confirmation Status:

Privacy Status:

Notify Students of Training Session Addition

Submit


Repeat Type

None

Campus: Flatfield
Building: Merensky Library
Floor: Level 2
Venue: Training Room 1
Trainer: External
Timeslot: 09:30 - 11:00

Control	Functionality
<div> <div>Description:</div> <input type="text" value="--enter description--"/> </div> <div> <div>Maximum Attendees:</div> <input type="text" value="20"/> </div> <div> <div>Confirmation Status:</div> <input type="text" value="--select status--"/> </div> <div> <div>Privacy Status:</div> <input type="text" value="--select privacy s"/> </div> <div> <div>Notify Students of Training Session Addition</div> <input type="text" value="--select notificaitb"/> </div>	<p>Allows the user to enter the training session description, maximum attendees, confirmation status, privacy status, and notification status of the training session being booked.</p>
<div> <div>Repeat Type</div> <div> None </div> </div>	<p>Allows the booking to recur over multiple days, weeks, months or years.</p>
<div>Submit</div>	<p>Captures the training session details and finalises the booking.</p>

6.11 Update Training Session

 UP Library Assistant

Personal Bookings

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Logout

Update Training Session

Provide updated training session details below:

Booking Type:

Training

Category:

Security

Topic:

Computer Short Course

Date:

19-Oct-16

Timeslot:

10:00 AM - 10:30 AM

Campus:

Hatfield

Building:

Thuto

Venue:

Training Room 1

Description:

CSS

Trainer:

p10268945

Q

Booking Status:

Confirmed

Back

Save Changes

Available Trainers

Qualified Trainers

All Trainers

Show: 10

entries

Search:

Trainer:

13

External Trainer

None

p10268945 - Andrew Jones

p13076608 - Nikki du Plessis

p88385274 - Sandra Pollock

Showing 1 to 5 of 5 entries

Previous

1


Next

Capture

Cancel

Control	Functionality
<div><div><div>Booking Type: Training</div><div>Category: Security</div><div>Topic: Computer Short Course</div><div>Date: 19-Oct-16</div><div>Timeslot: 10:00 AM - 10:30 AM</div><div>Campus: Hatfield</div><div>Building: <div>Thuto</div></div><div>Venue: <div>Training Room 1</div></div><div>Description: <div>CSS</div></div><div>Trainer: <div>p10268945</div> <div>Q</div></div><div>Booking Status: <div>Confirmed</div></div></div></div>	<p>These sets of controls will be edited to change the required details for the newly updated training session</p>
<div><div>Available Trainers</div><div><div>Qualified Trainers</div> <div>All Trainers</div></div><div><div>Block: 10</div> <div>Lesson: </div> <div>Search: </div></div><div>Trainer: <div></div></div><div><div>External Trainer</div></div><div><div>Name</div></div><div><div>p10268945 - Andrew Jones</div></div><div><div>p13770008 - Nikki du Plessis</div></div><div><div>p06365274 - Sandra Potluch</div></div><div><div>Showing 1 to 3 of 3 entries</div> <div>Previous</div> <div>Next</div></div><div><div>Capture</div> <div>Cancel</div></div></div>	<p>This panel is used when a trainer needs to be changed or updated. A trainer can also not be selected or an external trainer can be selected. The employee will capture this information to the system.</p>
<div><div>Back</div> <div>Save Changes</div></div>	<p>Theses buttons will save the overall changes to the training session or can go back to the view training session screen.</p>

6.12 Delete Training Session



UP Library Assistant

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Questionnaires

Lat Reporting

Maintenance

Logout

Manage Training Sessions

Training Sessions Calendar View:

Note: Select a training session booking from the calendar to access further options.

Existing Training Sessions:

Campus: Hatfield

Username: Enter username

Submit

Day Week Month Agenda

October 2016

Today

Navigation arrows

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	27	26	25	24	23	22
03	04	05	06	07	08	09
10	11	12	13	14	15	16
• 03:00 Holidays	• 03:00 Holidays	• 03:00 Holidays				
• 06:30 Technology						
• 09:30 Training						
• 12:30 Office						
• 09:30 Training	• 10:00 Holidays	• 10:00 CSS		• 10:00 CSS	• 10:00 CSS	
24	25	26	27	28	29	30

Training Session Details:

Person ID

Booking Type

Category

Topic

Date

Timeslot

Campus

Building

Venue

Trainer

Status

u14071674

Training

Referencing

Report Writing

18-Oct-16

10:00 AM - 11:30 AM

Hatfield

Thuto

Training Room 1

Confirmed

Update

Cancel

Training Session Actions

Generate Attendance Register

Log Attendance

Control	Functionality
<div>Training Session Details:</div> <div><div>Person ID</div><div>Booking Type</div><div>Category</div><div>Topic</div><div>Date</div><div>Timeslot</div><div>Campus</div><div>Building</div><div>Venue</div><div>Trainer</div><div>Status</div></div> <div><div>u14071674</div><div>Training</div><div>Referencing</div><div>Report Writing</div><div>18-Oct-16</div><div>10:00 AM - 11:30 AM</div><div>Hatfield</div><div>Thuto</div><div>Training Room 1</div><div></div><div>Confirmed</div></div> <div><div>Update</div><div>Cancel</div></div>	This panel will indicate the details of the selected training session, the user can cancel button
<div>Cancel Confirmation:</div> <div>Are you sure you want to cancel this training session?</div> <div><div>Confirm</div><div>Cancel</div></div>	This panel will request the employee to confirm the cancelation of the training session.