

NTDP Track Set Up NTDP Class Scheduler **Employee Class Assignment Course Data** Post-Data Post-Data Completed Post Assessment/ 0 P Completed Post Assessment/100 P Post-Test/EOC Open: Post-Test/EOC Close: Completed NTDP? 0 Completed NTDP? 0 Date NTDP Course Completed R Date NTDP Course Completed R Reason Not Completing NTDP S Reason Not Completing NTDP S TMS Credit Given TMS Credit Given Date Enrolled NTDP Course → Date Enrolled NTDP Course G Org When Course Completed Org When Course Complet S

Course Comments

Course Comments

Role:

## Part 1: Add Track Set Up form

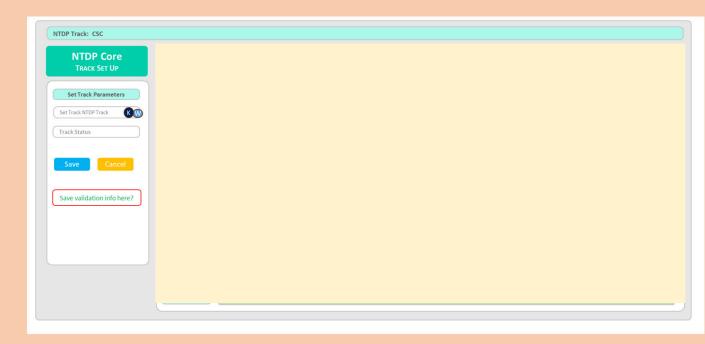
- 1. Add Course Data Entry form = Big outer container
  - 1. Light grey background with Light grey border
- 2. Add Tab Form Header container = If active = light green spans top of form
  - 1. Bold Black font, left justify
  - 2. Label = NTDP Track: Display Track

## Part 2: Add Form Label

- 1. Add Form Label -- Above the container
  - 1. Dark Green background, Bold white text
  - 2. Label =
    - 1. Top row = NTDP Core
    - 2. Row 2 = Track Set Up (small caps)

## Part 3: Add container – Track Status

- 1. Add top container = White background with thin light grey border
  - 1. Add container header
    - 1. Light green w/thin light grey border
    - 2. Black bold text = Set Track Parameters
  - 2. Same field = NTDP Track (required)
    - 1. Db = InstructorTrack
  - 3. NEW field = Track Status (required)
    - 1. Draft
    - 2. Active
    - 3. Inactive
  - 4. Add button = Save
    - 1. Save all items in the form
  - 5. Add Button = Cancel
    - 1. No items are saved
  - 6. Add save validation



#### Role:

The Track Set Up form allows the user to configure the fields to display in a Track. By setting the toggle to yes, that specific toggle will display specific fields in both the Class Scheduler and the Employee Assignment forms.

### Part 1: Add container - Pre-Class Data

- 1. Add top container = White background with thin light grey border
  - 1. Add container header
    - 1. Light green w/thin light grey border
    - 2. Black bold text = Set Pre-Class Data
  - 2. Add toggle = existing field = Date Welcome Email Sent
  - 3. Add toggle = existing field = Attended Orientation Pre work
  - 4. Add toggle = existing field = Completed Pre-Assessment
  - 5. Add toggle = existing field = Completed Pre-Work Part 1
  - 6. Add toggle = NEW field = Completed PPA Self Paced
  - 7. Add toggle = NEW field = Completed Pre-Work Part 2
  - 8. Add toggle = NEW field = Completed Pre-Work Part 3
  - 9. Add toggle = NEW field = Completed Pre-Work Part 4

### Part 2: Add container – Track Set Up Notes

- 1. Add top container = White background with thin light grey border
  - 1. Add container header
    - 1. Light green w/thin light grey border
    - 2. Black bold text = Track Set Up Notes
  - 2. New field = 300 characters

What is required when?

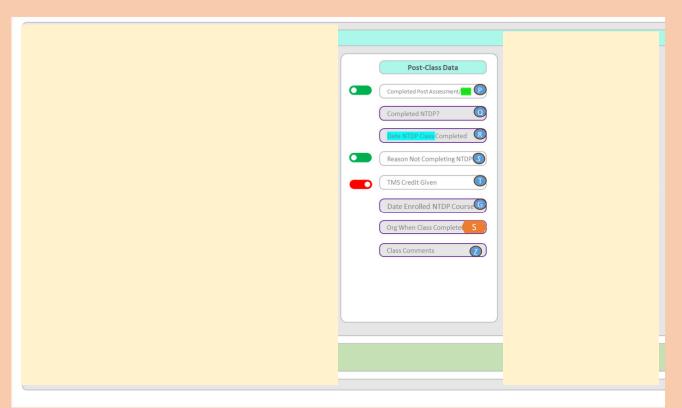


#### Polo:

The Track Set Up form allows the user to configure the fields to display in a Track. By setting the toggle to yes, that specific toggle will display specific fields in both the Class Scheduler and the Employee Assignment forms.

### Part 1: Add container – Post-Class Data

- 1. Add top container = White background with thin light grey border
  - 1. Add container header
    - 1. Light green w/thin light grey border
    - 2. Black bold text = Set Post-Class Data
  - 2. Add toggle = existing field = Completed Post Assessment/EOC
  - 3. Add toggle = existing field = Completed NTDP Class?
  - 4. Add toggle = existing field = Date NTDP Class Completed
  - 5. Add toggle = existing field = Reason Not Completing NTDP
  - 6. Add toggle = existing field = TMS Credit Given
  - 7. Add toggle = existing field = Date Enrolled NTDP Course
  - 8. Add toggle = NEW field = Org When Class Completed
  - 9. Add toggle = existing field = Class Comments



#### Polo

The Track Set Up form allows the user to configure the fields to display in a Track. By setting the toggle to yes, that specific toggle will display specific fields in both the Class Scheduler and the Employee Assignment forms.

## Part 1: Add container – VILT Week 1

- 1. Add top container = White background with thin light grey border
  - 1. Add container header
    - 1. Light green w/thin light grey border
    - 2. Black bold text = VILT Week 1
  - 2. Add toggle = existing field = Week 1: NTDP VILT Day 1
  - 3. Add toggle = existing field = Week 1 NTDP VILT Day 2
  - 4. Add toggle = existing field = Week 1: NTDP VILT Day 3
  - 5. Add toggle = NEW field = Week 1: NTDP VILT Day 4

## Part 3: Add container - VILT Week 3

- 1. Add top container = White background with thin light grey border
  - 1. Add container header
    - 1. Light green w/thin light grey border
    - 2. Black bold text = VILT Week 3
  - 2. Add toggle = NEW field = Week 3: NTDP VILT Day 1
  - 3. Add toggle = NEW field = Week 3: NTDP VILT Day 2
  - 4. Add toggle = NEW field = Week 3: NTDP VILT Day 3
  - 5. Add toggle = NEW field = Week 3: NTDP VILT Day 4



#### Polo

The Track Set Up form allows the user to configure the fields to display in a Track. By setting the toggle to yes, that specific toggle will display specific fields in both the Class Scheduler and the Employee Assignment forms.

### Part 1: Add container - VILT Week 2

- 1. Add top container = White background with thin light grey border
  - 1. Add container header
    - 1. Light green w/thin light grey border
    - 2. Black bold text = VILT Week 2
  - 2. Add toggle = NEW field = Week 2: NTDP VILT Day 1
  - 3. Add toggle = NEW field = Week 2 NTDP VILT Day 2
  - 4. Add toggle = NEW field = Week 2: NTDP VILT Day 3
  - 5. Add toggle = NEW field = Week 2: NTDP VILT Day 4

### Part 3: Add container - VILT Week 4

- 1. Add top container = White background with thin light grey border
  - 1. Add container header
    - 1. Light green w/thin light grey border
    - 2. Black bold text = VILT Week 4
  - 2. Add toggle = NEW field = Week 4: NTDP VILT Day 1
  - 3. Add toggle = NEW field = Week 4: NTDP VILT Day 2
  - 4. Add toggle = NEW field = Week 4: NTDP VILT Day 3
  - 5. Add toggle = NEW field = Week 4: NTDP VILT Day 4

