



TRAINING EVENTS APPLICATION MANUAL

MMS-WQM-205

June 1, 2014

Mireaux Management Solutions

ISO/API Consulting ■ Auditing ■ Training ■ Web QMS



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1.0 PURPOSE AND SCOPE

Mireaux's Web QMS Training Events Application delivers training events notification and records for group training. The purpose of this manual is to guide the:

- DNNSTS Manager through managing rosters and users registered for events
- Event Administrator through setting up and maintaining courses, events, and records
- User through taking the training events and viewing the training records

There are different roles assigned to different users in the Web QMS Training Events Application. The following users can perform the following actions within the Training Events module:

- The DNNSTS Manager has the ability to manage rosters and users registered for events
- The Event Admin/Admin has full administrator access of the application
- The Employee can view the classes assigned and their own training records

2.0 TERMS AND DEFINITIONS

Web QMS Online Enterprise Management Software

3.0 SECURITY ROLES

Administrator	Full Web QMS Enterprise Administrator. This user can edit, create, or delete pages, as well as add, edit, or delete modules. Administrators can also authorize users, add roles, view File Manager, clear Logs, and view/clear Recycle Bin.
DNNSTS Manager	This user has the ability to manage rosters and users registered for events.
DNNSTS Report Admin	This user has access to view all Training Event reports.
Employee	This user has full access to view information on Web QMS, but limited ability to edit or create records. Employees may only create CIPs, enter NCRs, and take E-Learning tests.
Event Admin	This user has full Administrator access of the Training Events Application.

4.0 INSTRUCTIONS

The **Training Events** Application allows:

- The Training Supervisor to announce upcoming training events and provide details on the event,
- The DNNSTS Manager to manage rosters and users registered for events, and

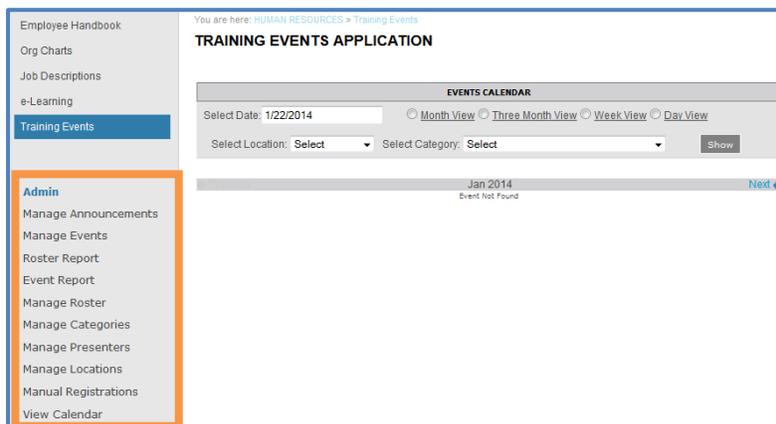
- Users to search and register for events.

The system also reminds the user of events for which they are registered, allows the Training Supervisor to record attendance and test results so that employee training records are up-to-date. From the **Human Resources** drop down menu, **CHOOSE Training Events**.

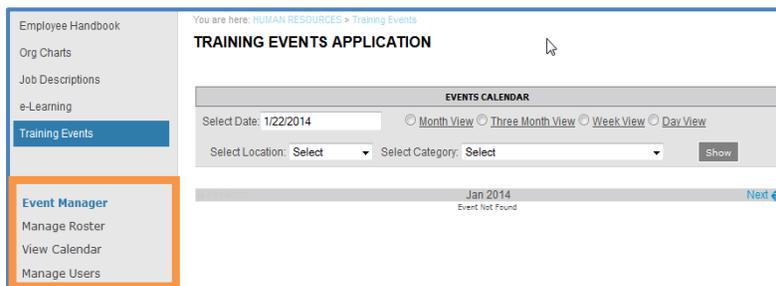


Below is the home page of the **Training Events** Application. The Left Menu may vary depending on the role of the user.

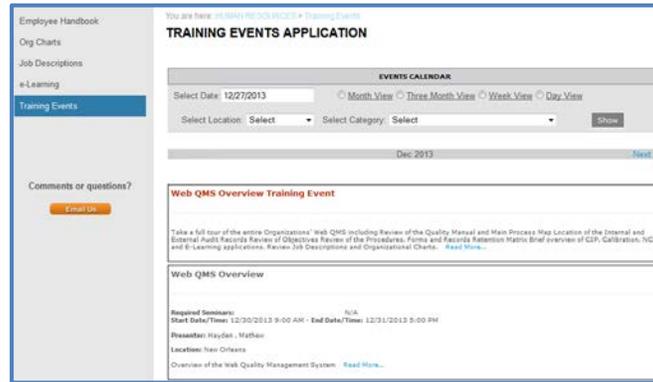
**ADMIN,
EVENT
ADMIN**



**DNNSTS
MANAGER**



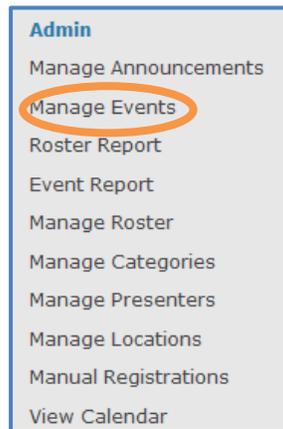
In the center of the page, the **Events Calendar** will be shown on the screen, as well as the newest event announcements.



USER

4.1 CREATING AND SETTING UP A NEW EVENT (ADMIN/EVENT ADMIN ONLY)

From the Training Events Application's Left Menu, **SELECT Manage Events.**



The following screen will appear and may vary in length depending on the number of Events previously created:

MANAGE EVENTS										
Total Records: 3										
Search by Name:		<input type="checkbox"/> Posted for Review:		<input type="checkbox"/> Show Archive Only		Add Event				
Records per Page: 10		<input type="checkbox"/> Reverse Listing		<input type="button" value="Update Display"/>						
Current Page: 1 / 1										
Name	Summary	Seats	Locations	Documents	Assign Roles	Copy	Edit	Archive/Active	Build Link	Link
QMS Internal Auditor	The course teaches the fundamental requirements to conduct internal audits in accordance with ISO 9001:2008 standard. This course teaches the fundamental requirements to conduct internal audits in accordance with ISO 9001:2008 standard and valuable root cause analysis tools essential to problem solving. Formal training session about Quality Management system in Mireaux.	18	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input type="checkbox"/>	N/A
QMS Internal Auditor and RCA	The course teaches the fundamental requirements to conduct internal audits in accordance with ISO 9001:2008 standard and valuable root cause analysis tools essential to problem solving. Formal training session about Quality Management system in Mireaux.	8	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input type="checkbox"/>	N/A
Quality Management System Launch	The course teaches the fundamental requirements to conduct internal audits in accordance with ISO 9001:2008 standard and valuable root cause analysis tools essential to problem solving. Formal training session about Quality Management system in Mireaux.	5	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input type="checkbox"/>	N/A

Once you are certain that the event you need does not already exist, **CLICK Add Event** in the upper right corner. The following screen will appear:

Event Information...

Event Name*: (max 50 characters)

of Seats (-1 = unlimited):

Required Training: Select Training: * NA *

Test	Selected Test
<input type="button" value="add"/> <input type="button" value="remove"/>	

Informational Only (no registration):

Feedback e-mail address: (max 500 characters)

Live:

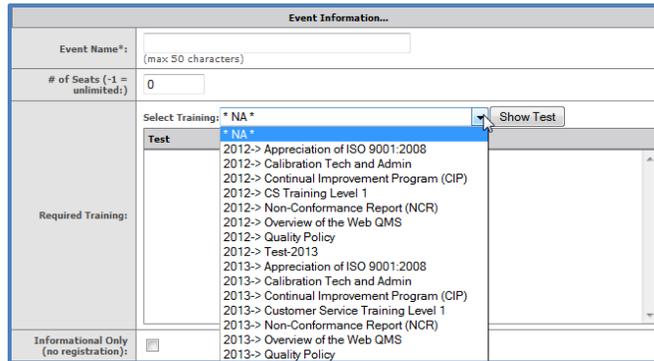
Price: (max 500 characters)

Product Covered: (max 500 characters)

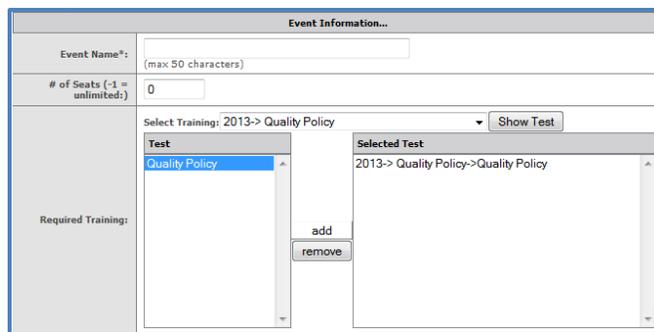
Summary Description*: (max 500 characters)

FILL OUT all **fields** as follows:

- **Event Name:** WRITE the **Name** of the event in a concise manner.
- **# Of Seats:** WRITE the **Number of Students** allowed for the class. If unlimited, then **WRITE -1**.
- **Required Training:** If the group session is part of the required training, the associated test within the E-Learning Application can be selected here from the drop down menu, as shown in the example below.



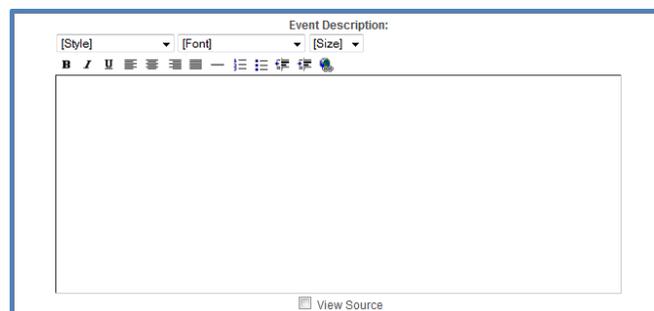
CHOOSE the **Class**, then **CLICK Show Test**. The test name now appears in the left column. **CLICK the Test** to highlight it, then **CLICK Add** to make it the selected test.



- **Informational Only:** CHECK this **Box** if this training event is informational only with no registration required.
- **Feedback Email Address:** ENTER the **Email Address** for attendees to send event feedback.
- **Live:** CLICKING here makes the event immediately visible to users. Leave it unchecked if you wish to create the event, but are not ready to post it for everyone to see.
- **Price:** ENTER the **Price** of the training event, if applicable.
- **Product Covered:** If the training relates to a specific product, LIST the **Product** or products here.
- **Summary Description:** ENTER a brief **Summary** of the training event.

After the Summary Description field, there is a series of text boxes, which allow you to enter detailed notes and format your text. These fields are explained below.

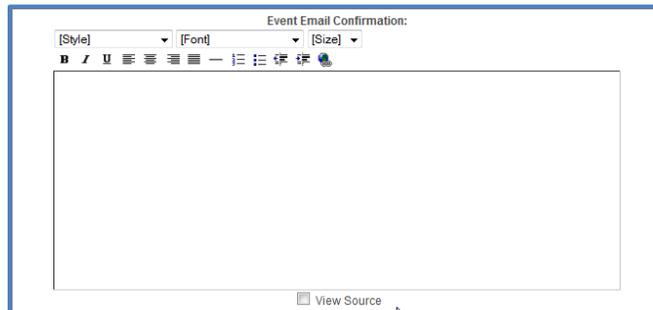
- **Event Description:** This is detailed information on the training event. After a user reads the training class summary description and **CLICKS "Read more..."**, then they will see this detailed information:



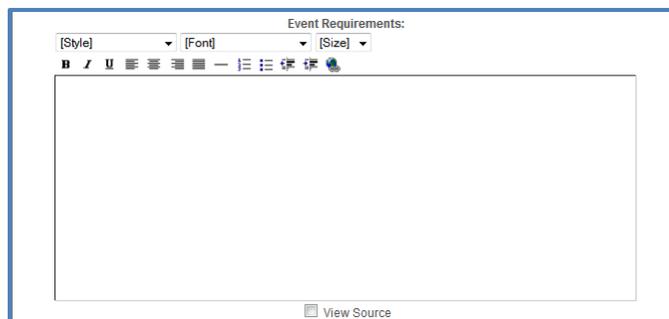
- **Event Confirmation Text:** This is confirmation of successful registration and will appear to the user once they CLICK “Register.”



- **Event Email Confirmation:** This is the text of the email confirmation that will be sent to the person who registered.



- **Event Requirements:** This is used to explain any requirements of the class, such as supplies needed, etc.



- **Registration Information:** This is where more instruction can be given concerning the registration process, such as deadlines for cancelling, who to contact with questions, etc.

Registration Information:

[Style] [Font] [Size]

B *I* U [List] [Link] [Image]

View Source

CHOOSE a **Category** for the training event, if desired, and then **CLICK Submit and save**.

SELECT CATEGORY FROM BELOW

Quality Management

Networking

Human Resources

submit and save

You will now be back to the **Manage Events** screen:

MANAGE EVENTS										
Total Records: 3										
Search by Name: <input type="text"/> <input type="checkbox"/> Posted for Review <input type="checkbox"/> Show Archive Only										Add Event
Records per Page: 10 <input type="checkbox"/> Reverse Listing <input type="button" value="Update Display"/>										
Current Page: 1 / 1										
Name	Summary	Seats	Locations	Documents	Assign Roles	Copy	Edit	Archive/Active	Build Link	Link
	Brief overview of the ISO Appreciation 9001 series of ISO 9001 standards, concepts and definitions	30	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input type="checkbox"/>	N/A
	QMS Internal	10	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input type="checkbox"/>	N/A
	Overview of the Web QMS Quality Management System	30	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input checked="" type="checkbox"/>	http://www.webbasedqms.com/Default.aspx?tabID=4768;DEventID=1

4.2 VIEWING/SEARCHING FOR A SPECIFIC TRAINING

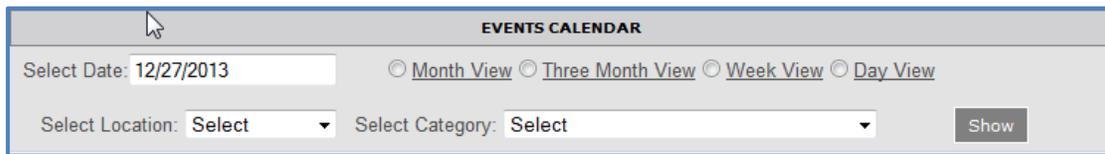
From the Left Menu of the Training Event Application (Admin-DNNSTS Manager), **SELECT View Calendar** directly on top of the page and you will be presented with an event calendar as shown below. This event calendar may vary in length depending on the number of Events already created:

Admin

- Manage Announcements
- Manage Events
- Roster Report
- Event Report
- Manage Roster
- Manage Categories
- Manage Presenters
- Manage Locations
- Manual Registrations
- View Calendar

Event Manager

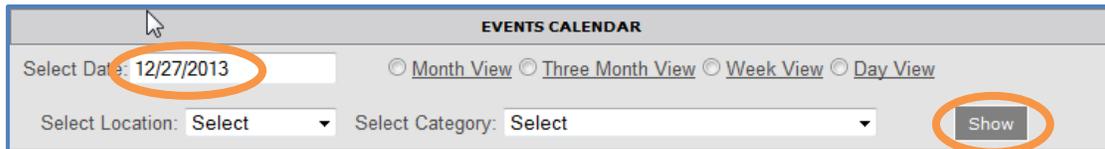
- Manage Roster
- View Calendar
- Manage Users



The **Event Calendar** can help you initiate a search to locate a specific training event provided by the organization.

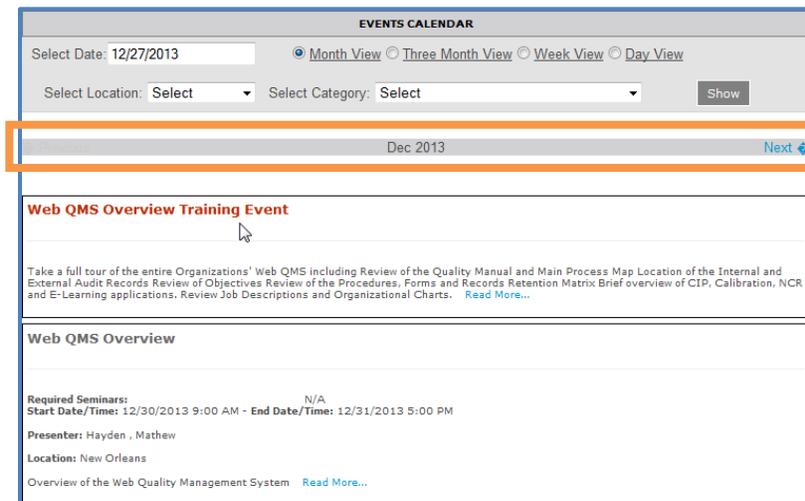
There are three criteria that allow you to ENTER or SELECT. CLICK **Show** to start searching and show the search result on the screen.

- **Select Date:** ENTER the **Date** you wish to search the training event directly in the space beside the Select Date. Note that the date you enter must contain month, day, and year, such as 12/27/2013. The system will show **Invalid Date** when you only enter the month and year, such as 12/2013. CLICK **Show** to see the search results.

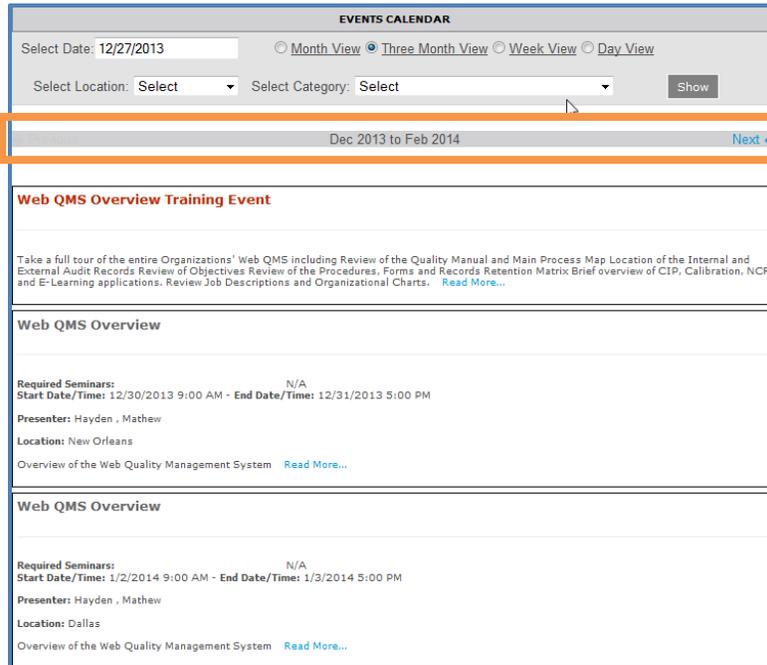


You can also SELECT different **Ways** to view the data:

- **Month View:** View the training event in the specific month you entered. In this example, the search result will present all the training events that are available in December 2013.



- **Three Month View:** View the training event starting from the specific month you entered and end in the following three months. In this example, the search result will present all the training events that are available from December 2013 through February 2014.



EVENTS CALENDAR

Select Date: 12/27/2013 Month View Three Month View Week View Day View

Select Location: Select Select Category: Select Show

Dec 2013 to Feb 2014 Next

Web QMS Overview Training Event

Take a full tour of the entire Organizations' Web QMS including Review of the Quality Manual and Main Process Map Location of the Internal and External Audit Records Review of Objectives Review of the Procedures, Forms and Records Retention Matrix Brief overview of CIP, Calibration, NCR and E-Learning applications. Review Job Descriptions and Organizational Charts. [Read More...](#)

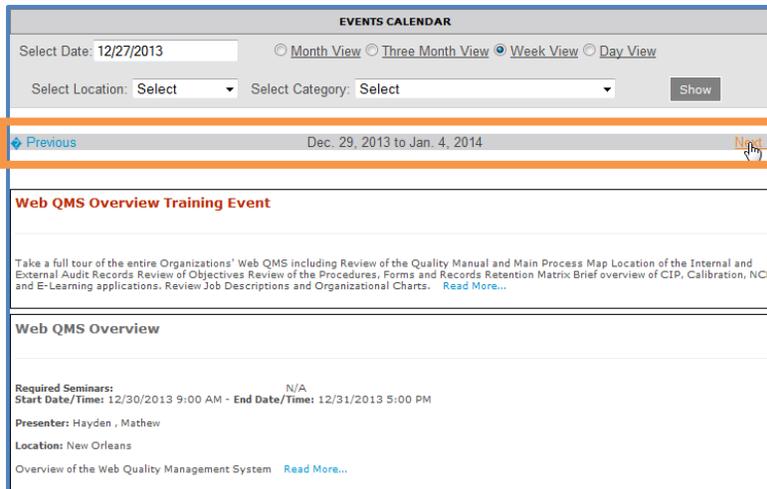
Web QMS Overview

Required Seminars: N/A
Start Date/Time: 12/30/2013 9:00 AM - End Date/Time: 12/31/2013 5:00 PM
Presenter: Hayden , Mathew
Location: New Orleans
Overview of the Web Quality Management System [Read More...](#)

Web QMS Overview

Required Seminars: N/A
Start Date/Time: 1/2/2014 9:00 AM - End Date/Time: 1/3/2014 5:00 PM
Presenter: Hayden , Mathew
Location: Dallas
Overview of the Web Quality Management System [Read More...](#)

- **Week View:** View the training event available in the specific week you entered. In this example, the search result will present all the training events that are available from December 29, 2013 through January 4, 2014.



EVENTS CALENDAR

Select Date: 12/27/2013 Month View Three Month View Week View Day View

Select Location: Select Select Category: Select Show

Previous Dec. 29, 2013 to Jan. 4, 2014 Next

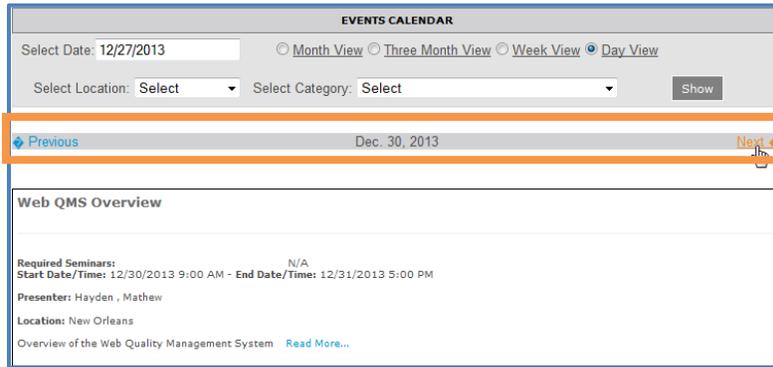
Web QMS Overview Training Event

Take a full tour of the entire Organizations' Web QMS including Review of the Quality Manual and Main Process Map Location of the Internal and External Audit Records Review of Objectives Review of the Procedures, Forms and Records Retention Matrix Brief overview of CIP, Calibration, NCR and E-Learning applications. Review Job Descriptions and Organizational Charts. [Read More...](#)

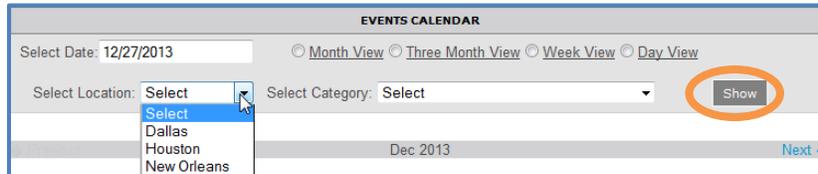
Web QMS Overview

Required Seminars: N/A
Start Date/Time: 12/30/2013 9:00 AM - End Date/Time: 12/31/2013 5:00 PM
Presenter: Hayden , Mathew
Location: New Orleans
Overview of the Web Quality Management System [Read More...](#)

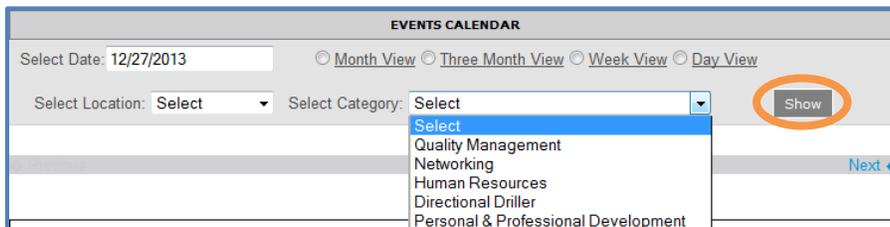
- **Day View:** View the training event on the specific day. In this example, the search result will present all the training events that are available on December 30, 2013.



- **Select Location:** SELECT the training events **location** from the drop down menu. Then CLICK **Show**. All the training events available in that location will be presented on the screen.

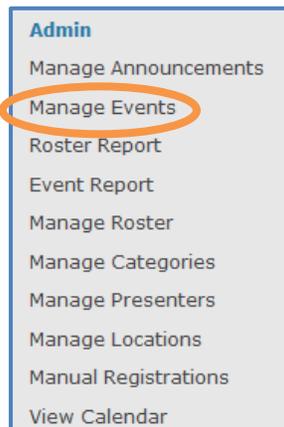


- **Select Category:** SELECT the **Category** you wish to search the training event and then CLICK **Show**. All the available training events in that category will be presented on the screen.

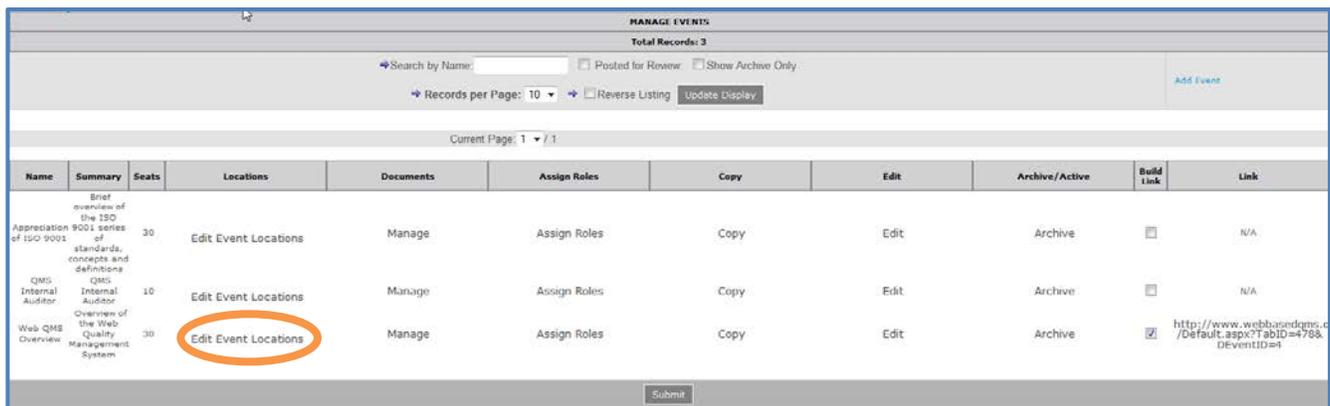


4.3 ADDING AN EVENT LOCATION (ADMIN/EVENT ADMIN ONLY)

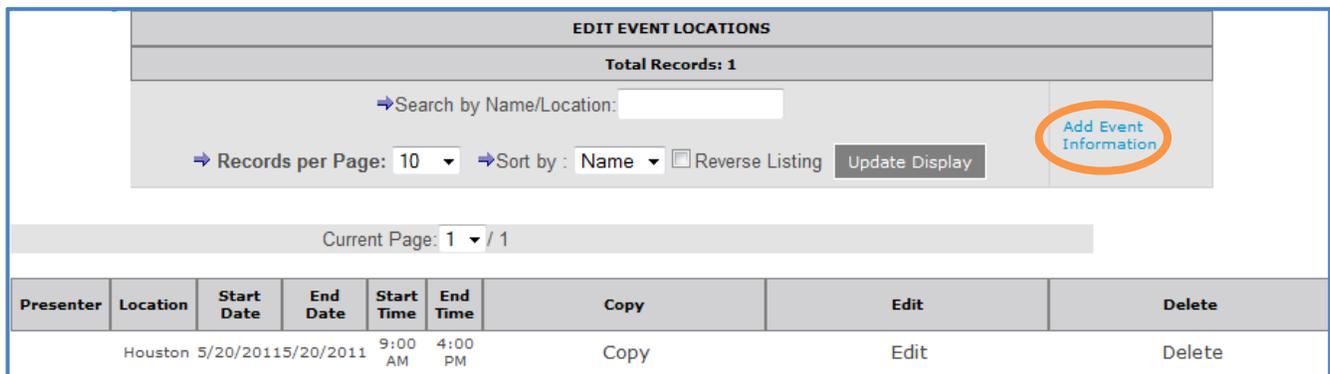
When you set up a new event, you must add an event location. Some training events are held in various locations, so you must add a location for an upcoming training event. To add a location to an existing event, start by going to the **Manage Events** option of the **Training Events** Left Menu.



On the **Manage Events** screen, LOCATE the event you wish to have specific training for, and CLICK **Edit Event Locations**.



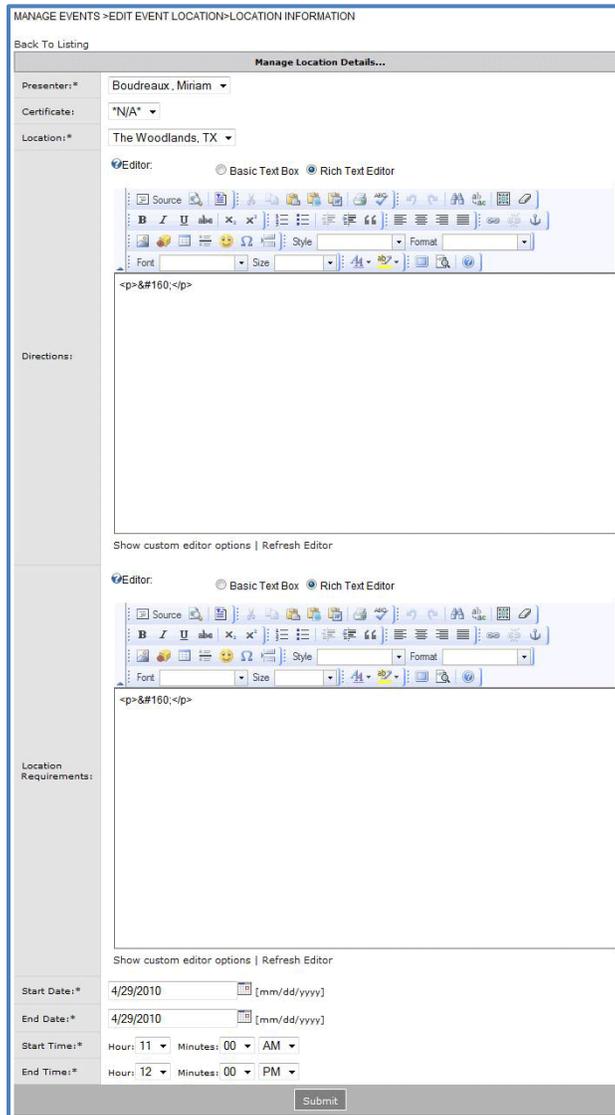
You will get a screen with the record of event locations already available, which you can edit or delete. If you have never offered this training before, then you will not see any records. When you must add a location, CLICK the **Add Event Information** at the top.



Below is the screen where you will ENTER the location details. The fields available are:

- **Presenter:** The person conducting the training.
- **Certificate:** CHOOSE the **Certificate** or "N/A," not applicable, from the drop down menu.
- **Location:** CHOOSE the **Location** for the training from the drop down menu.

- **Directions:** ENTER **Directions** to the location, if desired.
- **Location Requirements:** ENTER any location **Requirements**. For example, “Must park in the rear lot only.”
- **Start Date:** ENTER the **Date** the training starts.
- **End Date:** ENTER the **Date** the training ends.
- **Start Time:** ENTER the **Start time** for the training.
- **End Time:** ENTER the **End time** for the training.



CLICK **Submit** when finished. Now you will see that there is one location for the training event you setup:

EDIT EVENT LOCATIONS								
Total Records: 1								
Search by Name/Location: <input type="text"/>						Add Event Information		
Records per Page: 10	Sort by: Name	<input type="checkbox"/> Reverse Listing	<input type="button" value="Update Display"/>					
Current Page: 1 / 1								
Presenter	Location	Start Date	End Date	Start Time	End Time	Copy	Edit	Delete
Boudreaux , Miriam	Houston	5/20/2011	5/20/2011	9:00 AM	4:00 PM	Copy	Edit	Delete

4.4 ASSIGNING ROLES TO AN EXISTING EVENT (ADMIN/EVENT ADMN ONLY)

Each user on Web QMS has a role, or several roles, assigned to their login. Usually, all users have the role of Employee; some also have the role of CIP Investigation or Calibration Technician, etc. Roles help differentiate which people have access to certain areas or information on Web QMS. When a training event is added, you must assign the roles that are able to see the class on upcoming events and registration. In the Left Menu of the **Training Event** page, **CLICK Manage Events**.



On the **Manage Events** page, **LOCATE** the event you wish to assign roles for and **CLICK Assign Roles**.

MANAGE EVENTS										
Total Records: 3										
Search by Name: <input type="text"/> <input type="checkbox"/> Posted for Review <input type="checkbox"/> Show Archive Only						<input type="button" value="Add Event"/>				
Records per Page: 10	<input type="checkbox"/> Reverse Listing	<input type="button" value="Update Display"/>								
Current Page: 1 / 1										
Name	Summary	Seats	Locations	Documents	Assign Roles	Copy	Edit	Archive/Active	Build Link	Link
	Brief overview of the ISO 9001 series of standards, concepts and definitions	30	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input type="checkbox"/>	N/A
	QMS Internal Auditor	10	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input type="checkbox"/>	N/A
	Web QMS Overview of the Quality Management System	30	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input checked="" type="checkbox"/>	http://www.webbasedqms.com/Default.aspx?TabID=4788;DEventID=4
<input type="button" value="Submit"/>										

On the **Assign Roles** screen, **SELECT** the **Roles** that apply to this training event.

Event Information...

Event Name: Web QMS Overview Training Event

View All

Assign View Roles For Current Portal:

- Approved Supplier
- Customer
- CSIRT
- Administrators
- Registered Users
- Operations Role
- Inventory Role
- Purchasing Role
- Quality Role
- MRB Admin
- MRB Team
- Coordination Role
- Investigation Verification Role
- Action Verification Role
- Employee
- QMS Maintenance Admin
- CIPAdmin
- Global Calibration Admin
- DNNSTManager
- TrainingSuperUser
- DNNSTReportAdmin
- Calibration Technician
- Certification Tech
- Certification Admin
- offshore employees
- Panasonic Employee
- Document Reviewer
- Document Specialist
- DocControl_IT
- DocControl_Production
- DocControl_Consulting
- Validation Role
- TrainingUser

After the roles have been selected, CLICK **Submit**. You will be returned to the **Manage Announcements** page.

MANAGE EVENTS

Total Records: 3

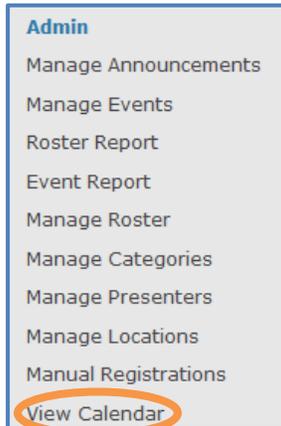
Posted for Review
 Show Archive Only
 [Add Event](#)

Reverse Listing

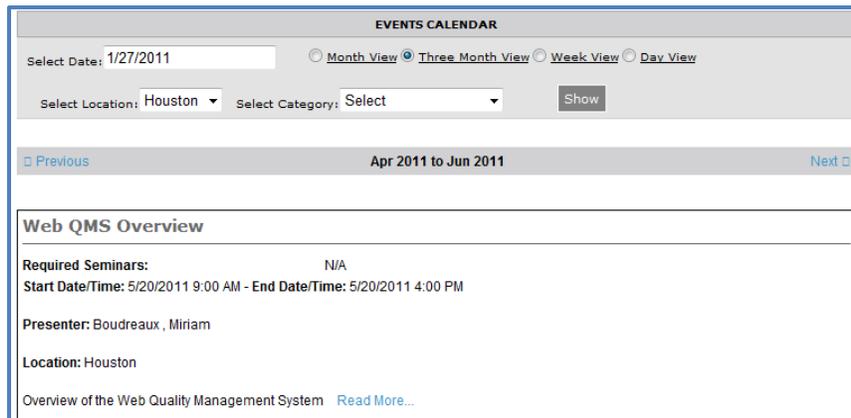
Current Page: 1 / 1

Name	Summary	Seats	Locations	Documents	Assign Roles	Copy	Edit	Archive/Active	Build Link	Link
Appreciation of ISO 9001	Brief overview of the ISO 9001 series of standards, concepts and definitions	30	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input type="checkbox"/>	N/A
QMS Internal Auditor	Internal Auditor	10	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input type="checkbox"/>	N/A
Web QMS Overview	Overview of the Web Quality management System	30	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input checked="" type="checkbox"/>	http://www.webbasedqms.com/Default.aspx?TabID=4788

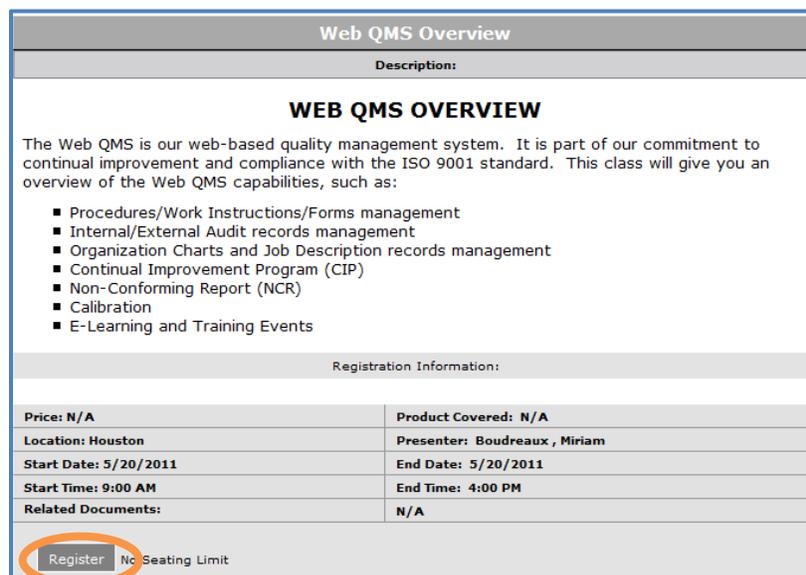
To see the event you just created, CLICK **View Calendar** from the Left Menu.



You will see the event displayed on the screen. This is the screen that the assigned users will see when they look for upcoming events.



When assigned users CLICK the “**Read More...**” link they will see the detailed information you entered:



Note that the users can register immediately from this screen.

4.5 REGISTER A SPECIFIC TRAINING EVENT

When you have located the specific training event you wish to participate in, you can **CLICK Read More...** under the information of the training event.

Time Management

Required Seminars: N/A
Start Date/Time: 12/30/2013 9:00 AM - **End Date/Time:** 12/31/2013 5:00 PM
Presenter: Jackson, Samuel
Location: New Orleans
 Techniques to focus on results, not tasks. Planning, prioritization, organization, delegation, etc. [Read More...](#)

The details of the training event will be shown on the screen. If you wish to join the event, **CLICK Register** at the bottom of the form.

Time Management	
Description:	
Registration Information:	
Price: N/A	Product Covered: N/A
Location: New Orleans	Presenter: Jackson, Samuel
Start Date: 12/30/2013	End Date: 12/31/2013
Start Time: 9:00 AM	End Time: 5:00 PM
Related Documents:	N/A
<input type="button" value="Register"/> No Seating Limit	

You will see the information about the event shown on the screen. **CLICK Back To Event** to be returned to the **Training Event** Application page.

You are here: [HUMAN RESOURCES](#) > [Training Events](#)

TRAINING EVENTS APPLICATION

[Back To Events](#)

When you are back on the **Training Event** Application page, **CLICK Read More...** again. You will then see the message “You registered for this event on MM/DD/YYYY” displayed below the event information form. The number of available seats will now be reduced if the event has a seating limit.

[View Events](#)
You registered for this event on 12/27/2013
No Seating Limit

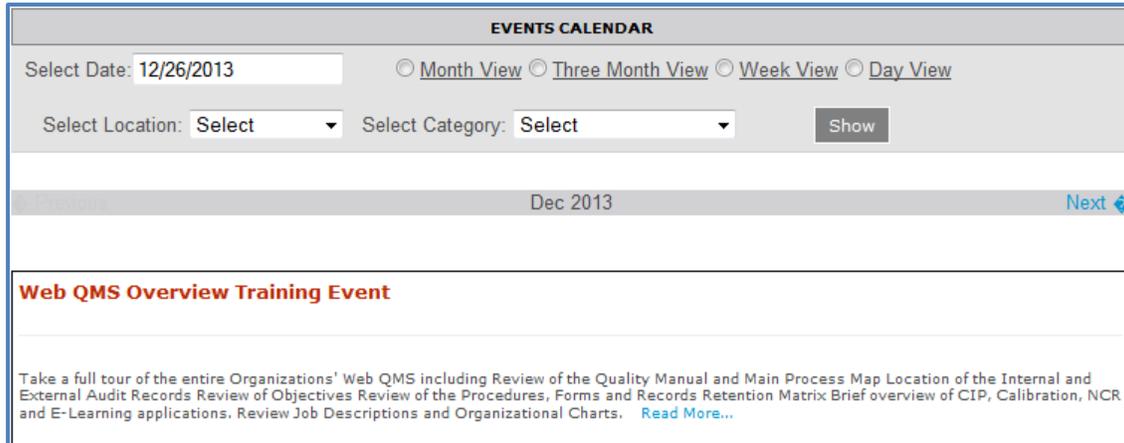
At the same time, you will receive an email from the system indicating that your registration is successful.

▲ Date: Today

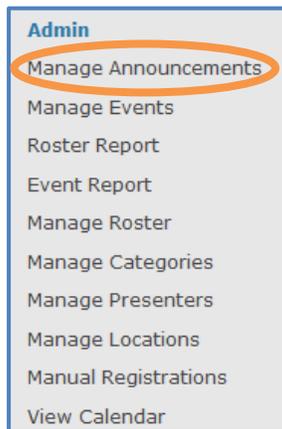
✉ support@mirea... Event Registration Fri 12/23/2011 8:01 ... 1 KB

4.6 CREATING ANNOUNCEMENTS (ADMIN/EVENT ADMIN ONLY)

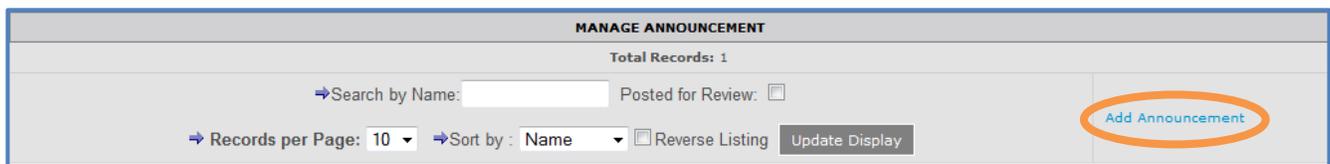
You can create announcements for Training Events which will show when users visit the **Training Events** page. An example of an announcement is shown below.



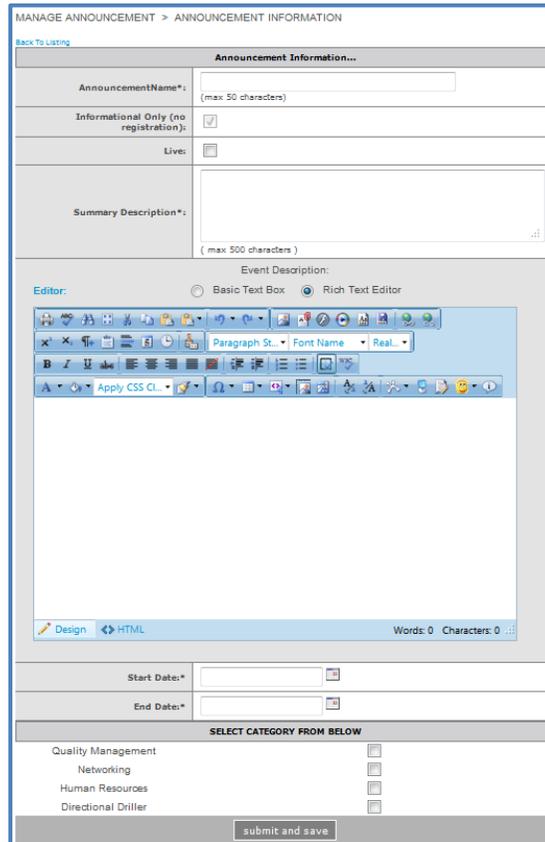
In the Left Menu on the **Training Events** page, CLICK **Manage Announcements**.



On the **Manage Announcement** screen, CLICK **Add Announcement**.



You must complete the screen below with the training event information:



The fields available are:

- **Announcement Name:** ENTER the **Name** of the training event. This is the line that will be shown in red on the **Training Events** page.
- **Informational only (no registration):** This field cannot be modified.
- **Live:** CHECK **Live** to make the event go out to those employees with the roles you will assign.
- **Summary Description:** ENTER a brief **Invitation** to the training event. This is what will show under the announcement title, and it will be followed by a link to “**Read More...**”
- **Event Description:** ENTER more **Details** about the event, if desired. This is what users will see when they CLICK the “**Read More...**” link from the **Training Events** page.
- **Start Date:** ENTER the **Start Date**.
- **End Date:** ENTER the **End Date**.

NOTE: The system uses the start date and end date given above to assign the training event to a time period. The announcement will only show when the user searches, or is currently in, the time period assigned to the announcement.

After the fields have been completed, CHOOSE a **Category** for the event, if desired, or CLICK **Submit and save**.

SELECT CATEGORY FROM BELOW

Quality Management	<input type="checkbox"/>
Networking	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>
Directional Driller	<input type="checkbox"/>

You will be returned to the **Manage Announcements** page, and the new announcement will be shown on the list.

MANAGE ANNOUNCEMENT

Total Records: 1

→ Search by Name:

→ Records per Page: 10

Posted for Review:

→ Sort by : Name

Reverse Listing

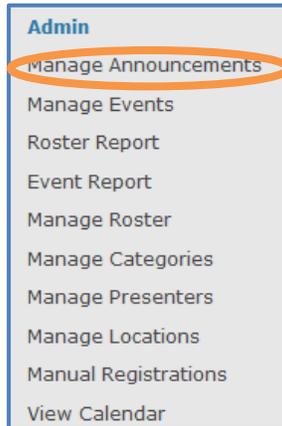
[Add Announcement](#)

Current Page: 1 / 1

Name	Summary	Start Date	End Date	Assign Roles	Copy	Edit	Delete
	Take a full tour of the entire Organizations' Web QMS including Review of the Quality Manual and Main Process Map Location of the Internal and External Audit Records						
Web QMS Overview Training Event	Review of Objectives Review of the Procedures, Forms and	12/30/2013	12/31/2013	Assign Roles	Copy	Edit	Delete
	Retention Matrix Brief overview of CIP, Calibration, ICR and E-Learning applications. Review Job Descriptions and Organizational Charts.						

4.7 ASSIGNING ROLES TO THE TRAINING EVENT ANNOUNCEMENT (ADMIN/EVENT ADMIN ONLY)

When an event announcement is added, assign roles to the users you want to see the announcement about the upcoming events. In the Left Menu on the **Training Events** page, **CLICK Manage Announcements**.



Next to the training event, **CLICK Assign Roles.**

MANAGE ANNOUNCEMENT							
Total Records: 1							
→ Search by Name: <input type="text"/>				Posted for Review: <input type="checkbox"/>			
→ Records per Page: 10		→ Sort by : Name		<input type="checkbox"/> Reverse Listing		<input type="button" value="Update Display"/>	
Current Page: 1 / 1							
Name	Summary	Start Date	End Date	Assign Roles	Copy	Edit	Delete
Web QMS Overview Training Event	Take a full tour of the entire Organizations' Web QMS including Review of the Quality Manual and Main Process Map Location of the Internal and External Audit Records Review of Objectives Review of the Procedures, Forms and Records Retention Matrix Brief overview of CIP, Calibration, ICR and E-Learning applications. Review Job Descriptions and Organizational Charts.	12/30/2013	12/31/2013	Assign Roles	Copy	Edit	Delete

On the **Assign Roles** screen, **SELECT** the **Roles** that apply to this training event. Typically, the choice is Employee.

Event Information...

Event Name: Web QMS Overview Training Event

View All

Approved Supplier

Customer

CSIRT

Administrators

Registered Users

Operations Role

Inventory Role

Purchasing Role

Quality Role

MRB Admin

MRB Team

Coordination Role

Investigation Verification Role

Action Verification Role

Employee

QMS Maintenance Admin

CIPAdmin

Global Calibration Admin

DNNSTManager

TrainingSuperUser

DNNSTReportAdmin

Calibration Technician

Certification Tech

Certification Admin

offshore employees

Panasonic Employee

Document Reviewer

Document Specialist

DocControl_IT

DocControl_Production

DocControl_Consulting

Validation Role

TrainingUser

After the roles have been selected, **CLICK Submit**. You will be returned to the **Manage Announcements** page.

MANAGE ANNOUNCEMENT

Total Records: 1

Posted for Review:

Reverse Listing

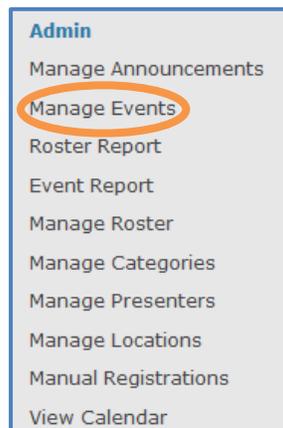
Current Page: 1 / 1

Name	Summary	Start Date	End Date	Assign Roles	Copy	Edit	Delete
Web QMS Overview Training Event	Take a full tour of the entire Organizations' Web QMS including Review of the Quality Manual and Main Process Map Location of the Internal and External Audit Records Review of Objectives Retention Matrix Brief overview of CIP, Calibration, ICR and E-Learning applications. Review Job Descriptions and Organizational Charts.	12/30/2013	12/31/2013	Assign Roles	Copy	Edit	Delete

4.8 REGISTRATION LINK FOR EMAIL INVITATION (ADMIN/EVENT ADMIN ONLY)

The Web QMS Training Events Application contains announcements and information on training events, but the Event Administrator may also wish to send emails to request people to register for an upcoming Training Event. It is important to get attendees to register for events, because registering adds them to the roster for the event. If they are on the event roster, their training records can be updated with their test scores and attendance.

First, we will need a link to the specific course and registration information. From the left Training Event menu, **CLICK Manage Events**.



You will see all the available events are listed on the screen as below. Note that at the end of the line for the QMS Internal Auditor, there is a box for **Build Link** and N/A is showing under the Link column.

MANAGE EVENTS										
Total Records: 3										
Search by Name: <input type="text"/> <input type="checkbox"/> Posted for Review: <input type="checkbox"/> Show Archive Only Records per Page: 10 <input type="checkbox"/> Reverse Listing <input type="button" value="Update Display"/> <input type="button" value="Add Event"/>										
Current Page: 1 / 1										
Name	Summary	Seats	Locations	Documents	Assign Roles	Copy	Edit	Archive/Active	Build Link	Link
Appreciation of the ISO 9001 series of standards, concepts and definitions	Event overview of the ISO 9001 series of standards, concepts and definitions	30	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input type="checkbox"/>	N/A
QMS Internal Auditor	QMS Internal Auditor Overview of the Web QMS Quality Management System	10	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input checked="" type="checkbox"/>	N/A
Web QMS Overview	Overview of the Web QMS Quality Management System	30	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input checked="" type="checkbox"/>	http://www.webbasedqms.com/Default.aspx?tabID=4788;DEventID=4

CHECK the box under **Build Link** and **CLICK Submit**. The screen changes to show a link to the QMS Internal Auditor training.

MANAGE EVENTS										
Total Records: 3										
Search by Name: <input type="text"/> <input type="checkbox"/> Posted for Review <input type="checkbox"/> Show Archive Only Records per Page: 10 <input type="checkbox"/> Reverse Listing <input type="button" value="Update Display"/> <input type="button" value="Add Event"/>										
Current Page: 1 / 1										
Name	Summary	Seats	Locations	Documents	Assign Roles	Copy	Edit	Archive/Active	Build Link	Link
Appreciation of ISO 9001	Brief overview of the ISO 9001 series of standards, concepts and definitions	30	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input type="checkbox"/>	N/A
QMS Internal Auditor	QMS Internal Auditor	10	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input checked="" type="checkbox"/>	http://www.webbasedqms.com/Default.aspx?TabID=478&DEventID=22
Web QMS Overview	Overview of the Web Quality Management System	30	Edit Event Locations	Manage	Assign Roles	Copy	Edit	Archive	<input checked="" type="checkbox"/>	http://www.webbasedqms.com/Default.aspx?TabID=478&DEventID=4

COPY this **link** to your clipboard. (HIGHLIGHT the entire link, CLICK the Ctrl + C buttons on your keyboard.) PASTE it into your **email** asking people to go register for a training event. In our example, the link is:

<http://www.webbasedqms.com/Default.aspx?TabID=478&DEventID=22>

When the email recipient follows the link, they see the registration page for the event.

Web QMS Overview

Description:

WEB QMS OVERVIEW

The Web QMS is our web-based quality management system. It is part of our commitment to continual improvement and compliance with the ISO 9001 standard. This class will give you an overview of the Web QMS capabilities, such as:

- Procedures/Work Instructions/Forms management
- Internal/External Audit records management
- Organization Charts and Job Description records management
- Continual Improvement Program (CIP)
- Non-Conforming Report (NCR)
- Calibration
- E-Learning and Training Events

Registration Information:

Price: N/A	Product Covered: N/A
Location: Houston	Presenter: Boudreaux, Miriam
Start Date: 5/20/2011	End Date: 5/20/2011
Start Time: 9:00 AM	End Time: 4:00 PM
Related Documents:	N/A

Seating Limit

When they CLICK **Register**, they receive an instant online confirmation:

TRAINING EVENTS APPLICATION

[Back To Events](#)

Thank you for registering for the class: Web QMS overview. You will shortly receive an email confirmation.

Directions:
North of Willowbrook Mall, near Cutten Rd. and FM 1960.

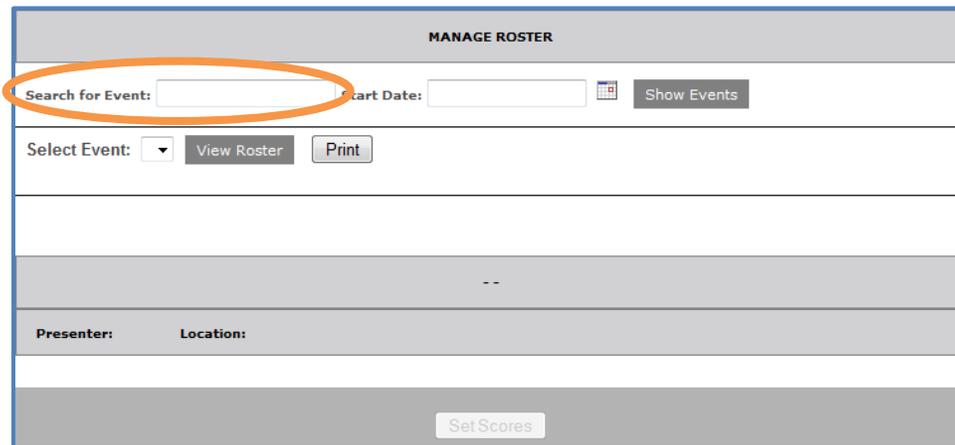
Note that this information is what you entered as the registration confirmation message earlier.

4.9 ADDING ATTENDANCE AND TEST RESULTS FOR EVENT ATTENDEES (ADMIN/EVENT ADMIN ONLY)

After a training event, you might wish to show that the attendees have taken the training. Training records for the E-Learning courses are kept automatically for employees, but in-person training events require manual entry to update training records. To take attendance and pass/fail results for a specific Training Event, SELECT **Manage Roster**.



Below is the Manage Roster screen. On the “**Search for Event**” field, ENTER the **Name** of the event or some key words for your event, then CLICK the “**Show Events**” button.

A screenshot of the 'MANAGE ROSTER' screen. At the top, there is a header 'MANAGE ROSTER'. Below it, there is a search bar labeled 'Search for Event:' which is circled in orange. To the right of the search bar is a 'Start Date:' field with a calendar icon and a 'Show Events' button. Below the search bar, there is a 'Select Event:' dropdown menu, a 'View Roster' button, and a 'Print' button. The main content area is currently empty, showing a '--' separator. At the bottom, there are labels for 'Presenter:' and 'Location:', and a 'Set Scores' button.

The system may come up with more than one choice. SELECT the **Event** that you want, and CLICK **View Roster**.

MANAGE ROSTER

Search for Event: Start Date:

Select Event:

--

Presenter: Location:

MANAGE ROSTER

Search for Event: Start Date:

Select Event:

--

Presenter: Location:

The system will show you all the registered users.

MANAGE ROSTER

Search for Event: Start Date:

Select Event:

Web QMS Overview-May 20 2011-May 20 2011

Presenter: Boudreaux , Miriam Location: Houston

Email	Name	Registration Date	Manager	Attended	Attended Class	Pass/Fail	Score	Print Certificate	Delete
<input type="checkbox"/>	User, Mireaux	1/27/2011 4:54:41 PM		No	*Select*	*Select*	0	-	Delete

Send Email

Subject:

Message:

Here you must complete three things in order to ensure their training records are populated:

- SELECT **Yes/No** if they attended the class

Web QMS Overview-May 20 2011-May 20 2011									
Presenter:Boudreaux , Miriam					Location:Houston				
Email	Name	Registration Date	Manager	Attended	Attended Class	Pass/Fail	Score	Print Certificate	Delete
<input type="checkbox"/>	User, Mireaux	1/27/2011 4:54:41 PM		No	*Select*	*Select*	0	-	Delete
Set Scores									

- SELECT **Pass/Fail** for the test.

Web QMS Overview-May 20 2011-May 20 2011									
Presenter:Boudreaux , Miriam					Location:Houston				
Email	Name	Registration Date	Manager	Attended	Attended Class	Pass/Fail	Score	Print Certificate	Delete
<input type="checkbox"/>	User, Mireaux	1/27/2011 4:54:41 PM		No	Yes	*Select*	0	-	Delete
Set Scores									

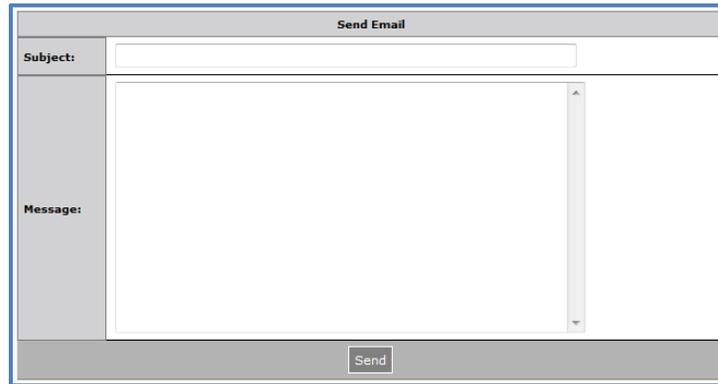
- ENTER their test **Score**.

Web QMS Overview-May 20 2011-May 20 2011									
Presenter:Boudreaux , Miriam					Location:Houston				
Email	Name	Registration Date	Manager	Attended	Attended Class	Pass/Fail	Score	Print Certificate	Delete
<input type="checkbox"/>	User, Mireaux	1/27/2011 4:54:41 PM		No	Yes	Pass	100	-	Delete
Set Scores									

- CLICK **Set Scores**. Their training records will then be populated.

Web QMS Overview-May 20 2011-May 20 2011									
Presenter:Boudreaux , Miriam					Location:Houston				
Email	Name	Registration Date	Manager	Attended	Attended Class	Pass/Fail	Score	Print Certificate	Delete
<input type="checkbox"/>	User, Mireaux	1/27/2011 4:54:41 PM		No	Yes	Pass	100	-	Delete
Set Scores									

Note that the bottom of the screen has an area where you can send an email to the attendees, such as thanking them for attending, asking for feedback, etc.



On the roster above you can SELECT or DE-SELECT those you wish to receive the email.

Web QMS Overview-May 20 2011-May 20 2011									
Presenter:Boudreaux , Miriam			Location:Houston						
Email	Name	Registration Date	Manager	Attended	Attended Class	Pass/Fail	Score	Print Certificate	Delete
<input type="checkbox"/>	User, Mireaux	1/27/2011 4:54:41 PM		No	Yes	Pass	100	-	Delete

Set Scores

4.10 MANUALLY REGISTERING/REMOVING USERS TO TRAINING CLASSES(ADMIN/EVENT ADMIN AND DNNSTS MANAGER ONLY)

Sometimes employees may attend a training event that they did not register to attend. In this case they must be manually registered so they will be on the roster, and thus have their attendance and test score recorded in the training records.

4.10.1 Admin and Event Admin Manual Registration

From the **Training Events** menu **CLICK Manual Registrations**.

- Admin
- Manage Announcements
- Manage Events
- Roster Report
- Event Report
- Manage Roster
- Manage Categories
- Manage Presenters
- Manage Locations
- Manual Registrations**
- View Calendar

On the screen that appears, TYPE **Keywords** for your event in the “**Search for Event**” field, then **CLICK Show Events**.

MANUAL REGISTRATION	
Search for Event:	<input type="text"/> Start Date: <input type="text"/> <input type="button" value="Show Events"/>
Select Event:	<input type="button" value="v"/> (Note: Only users NOT registered for this Training will be listed)
<input type="button" value="Show Users"/>	
Add Attendee:	<input type="button" value="v"/> <input type="checkbox"/> Send Mail <input type="button" value="Add User"/> Total Seats: Registered Users:

The system may come up with more than one choice. **SELECT** the **Event** for which you wish to add attendees, and **CLICK Show Users**.

MANUAL REGISTRATION	
Search for Event:	<input type="text"/> Start Date: <input type="text"/> <input type="button" value="Show Events"/>
Select Event:	Appreciation of ISO 9001 - Dec 22 2013 9:00AM - New Orleans <input type="button" value="v"/> (Note: Only users NOT registered for this Training will be listed)
<input type="button" value="Show Users"/>	
Add Attendee:	<input type="button" value="v"/> <input type="checkbox"/> Send Mail <input type="button" value="Add User"/> Total Seats: Registered Users:

The list of attendees will now only consist of users that **have not** already registered for the class event. **SELECT users** from the **Add Attendee** drop down list and **CLICK Add User**.

MANUAL REGISTRATION	
Search for Event:	<input type="text"/> Start Date: <input type="text"/> <input type="button" value="Show Events"/>
Select Event:	Appreciation of ISO 9001 - Dec 22 2013 9:00AM - New Orleans <input type="button" value="v"/> (Note: Only users NOT registered for this Training will be listed)
<input type="button" value="Show Users"/>	
Add Attendee:	Admin, Event <input type="button" value="v"/> <input type="checkbox"/> Send Mail <input type="button" value="Add User"/> Total Seats: 30 Registered Users: 0
E-Mail	<input type="text"/> <input type="text"/>
Subject:	Admin, Mireaux Calero, Carlos Coordinator, Mireaux Guest, Mireaux Partner, Mireaux schmitt, karl Test, Mireaux User, Mireaux Yang, Jing
Message:	<input type="text"/>

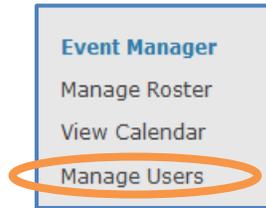
As you add users, the system will give you a success message and also you will see that the registered count increases.

MANUAL REGISTRATION	
Search for Event:	<input type="text"/> Start Date: <input type="text"/> <input type="button" value="Show Events"/>
Select Event:	Appreciation of ISO 9001 - Dec 22 2013 9:00AM - New Orleans <input type="button" value="v"/> (Note: Only users NOT registered for this Training will be listed)
<input type="button" value="Show Users"/>	
Add Attendee:	Admin, Event <input type="button" value="v"/> <input type="checkbox"/> Send Mail <input type="button" value="Add User"/> Successfully registered for this class Total Seats: 30 Registered Users: 1

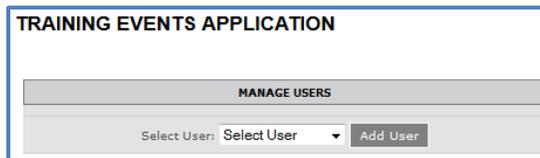
Now that these attendees have been manually registered, they will be on the roster for the class. GO to **Manage Roster** and follow the directions to update the roster by adding Attendance and Test Results for Training Event Attendees, so they can be added to their training records.

4.10.2 DNNSTS Manager Manual Registration

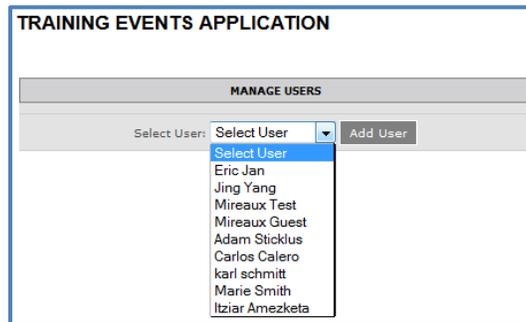
CLICK **Manage Users** from the Left Menu of the **Training Event** Application page.



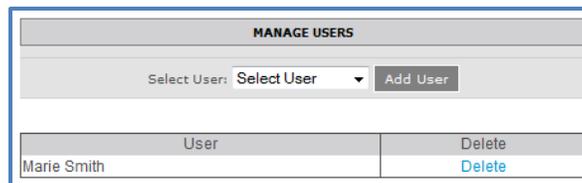
The screen will be shown like this:



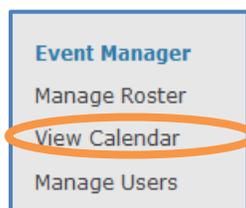
SELECT the **user(s)** you want from the drop down menu. CLICK **Add User**. Only **Add one user at a time**.



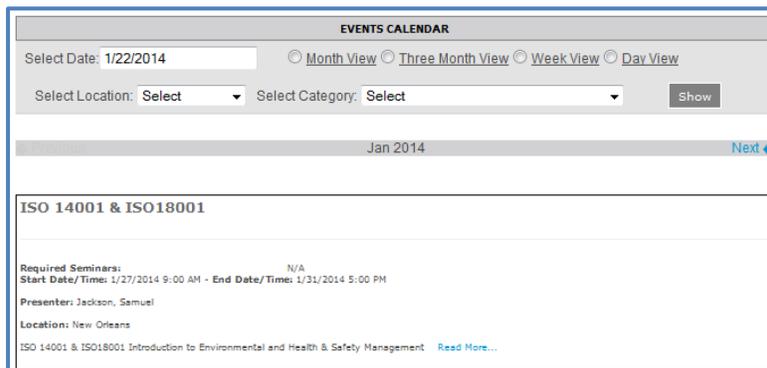
The selected user name will be shown below the form.



SELECT **View Calendar** from the Left Menu.



The available training events will be listed on the screen as below:



EVENTS CALENDAR

Select Date: 1/22/2014 Month View Three Month View Week View Day View

Select Location: Select Select Category: Select **Show**

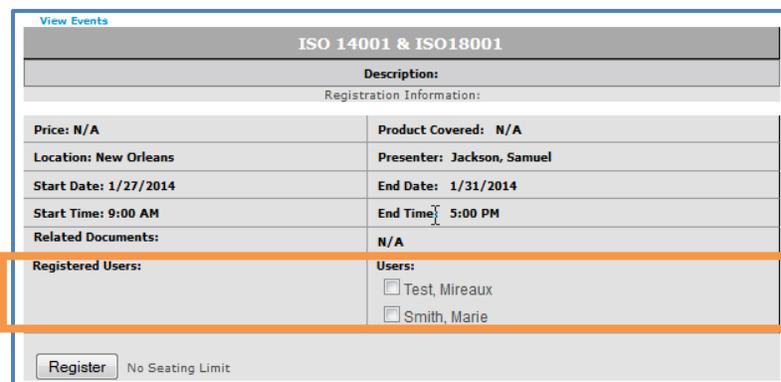
Jan 2014 [Next](#)

ISO 14001 & ISO18001

Required Seminars: N/A
Start Date/Time: 1/27/2014 9:00 AM - End Date/Time: 1/31/2014 5:00 PM
Presenter: Jackson, Samuel
Location: New Orleans
ISO 14001 & ISO18001 Introduction to Environmental and Health & Safety Management [Read More...](#)

Use the searching criteria as needed to narrow down the searching range and LOCATE the specific training **Event**. For more information about how to set up searching criteria, refer to **5.2 Viewing/Searching for a Specific Training Event**.

CLICK **Read More** to view the details about the event. On this page, you can see the **Event description** and **Registration information**. In the table of registration information, there are two fields that you must pay attention to. One is **Registered Users**, which contains a list of users who have already registered for the event. The other field is **Users**, which contains the other users you selected in the **Manage Users** page.



View Events

ISO 14001 & ISO18001

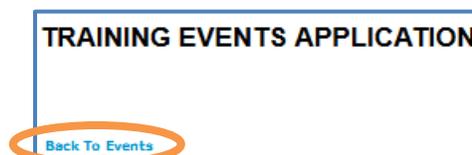
Description:

Registration Information:

Price: N/A	Product Covered: N/A
Location: New Orleans	Presenter: Jackson, Samuel
Start Date: 1/27/2014	End Date: 1/31/2014
Start Time: 9:00 AM	End Time: 5:00 PM
Related Documents:	N/A
Registered Users:	Users:
	<input type="checkbox"/> Test, Mireaux
	<input type="checkbox"/> Smith, Marie

Register No Seating Limit

CLICK **Register** below the form. You will see the location information shown on the screen. CLICK **Back To Events** to go back to the **View Calendar** page, then CLICK **Read More** to enter the **Event Information** page.



The user name will be shown in the column **Registered Users**.

View Events	
ISO 14001 & ISO18001	
Description:	
Registration Information:	
Price: N/A	Product Covered: N/A
Location: New Orleans	Presenter: Jackson, Samuel
Start Date: 1/27/2014	End Date: 1/31/2014
Start Time: 9:00 AM	End Time: 5:00 PM
Related Documents:	N/A
Registered Users:	Users:
<ul style="list-style-type: none"> Smith, Marie - Click to Remove Registrant 	<input type="checkbox"/> Test, Mireaux
<input type="button" value="Register"/> No Seating Limit	

You can add other users as needed.

4.10.3 Removing Registered Users (DNNSTS Manager ONLY)

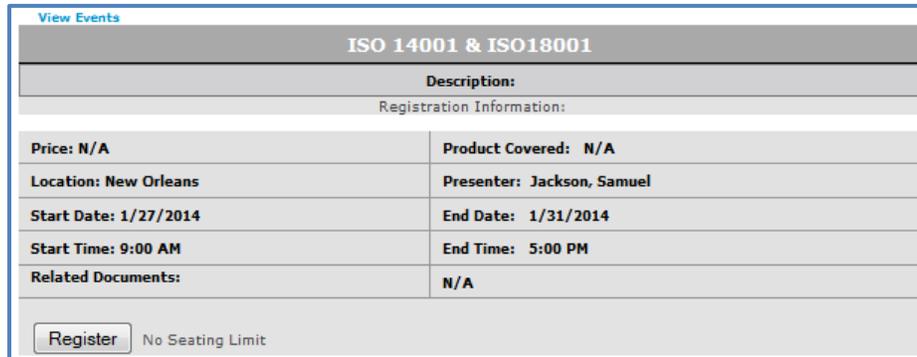
To remove the registered users from the list, you must **CLICK Click to Remove Registrant** next to the name of the user.

View Events	
ISO 14001 & ISO18001	
Description:	
Registration Information:	
Price: N/A	Product Covered: N/A
Location: New Orleans	Presenter: Jackson, Samuel
Start Date: 1/27/2014	End Date: 1/31/2014
Start Time: 9:00 AM	End Time: 5:00 PM
Related Documents:	N/A
Registered Users:	Users:
<ul style="list-style-type: none"> Smith, Marie - Click to Remove Registrant 	<input type="checkbox"/> Test, Mireaux
<input type="button" value="Register"/> No Seating Limit	

The name will then be removed from this column and shown back in the Users column.

View Events	
ISO 14001 & ISO18001	
Description:	
Registration Information:	
Price: N/A	Product Covered: N/A
Location: New Orleans	Presenter: Jackson, Samuel
Start Date: 1/27/2014	End Date: 1/31/2014
Start Time: 9:00 AM	End Time: 5:00 PM
Related Documents:	N/A
Registered Users:	Users:
	<input type="checkbox"/> Test, Mireaux <input type="checkbox"/> Smith, Marie
<input type="button" value="Register"/> No Seating Limit	

At the same time, this user will see the register button once again activated for this specific event, similar to this:



ISO 14001 & ISO18001	
Description:	
Registration Information:	
Price: N/A	Product Covered: N/A
Location: New Orleans	Presenter: Jackson, Samuel
Start Date: 1/27/2014	End Date: 1/31/2014
Start Time: 9:00 AM	End Time: 5:00 PM
Related Documents:	N/A

No Seating Limit

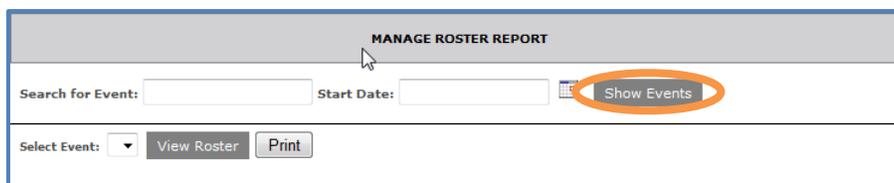
4.11 GETTING ROSTER REPORT AND EVENT REPORT (ADMIN/EVENT ADMIN AND DNNSTS MANAGER ONLY)

4.11.1 Roster Report

CLICK **Roster Report** from the Left Menu of the **Training Events** page.



On the screen, you must ENTER the name of the event, or the keywords that may help you find the event in **Search for Event**. Or you can ENTER the **Start Date** of the event to search the event you want. After entering the necessary information, CLICK **Show Events** to process.



MANAGE ROSTER REPORT

Search for Event: Start Date:

Select Event:

The search result will be shown under the form, like this:

MANAGE ROSTER REPORT

Search for Event: Start Date:

Select Event: Appreciation of ISO 9001 - Dec 22 2013 9:00AM

CLICK **View Roster**. The Name of the participants, Manager Name, Registration Date, and Feedback will be presented on the screen.

MANAGE ROSTER REPORT

Search for Event: Start Date:

Select Event: Appreciation of ISO 9001 - Dec 22 2013 9:00AM

Appreciation of ISO 9001 - Dec 22 2013 9:00AM

Name	Manager Name	Registration Date	Feedback
User, Mireaux		12/26/2013	

If you must print the roster, CLICK the **Print** button next to **View Roster**.

MANAGE ROSTER REPORT

Search for Event: Start Date:

Select Event: Appreciation of ISO 9001 - Dec 22 2013 9:00AM

Appreciation of ISO 9001 - Dec 22 2013 9:00AM

Name	Manager Name	Registration Date	Feedback
User, Mireaux		12/26/2013	

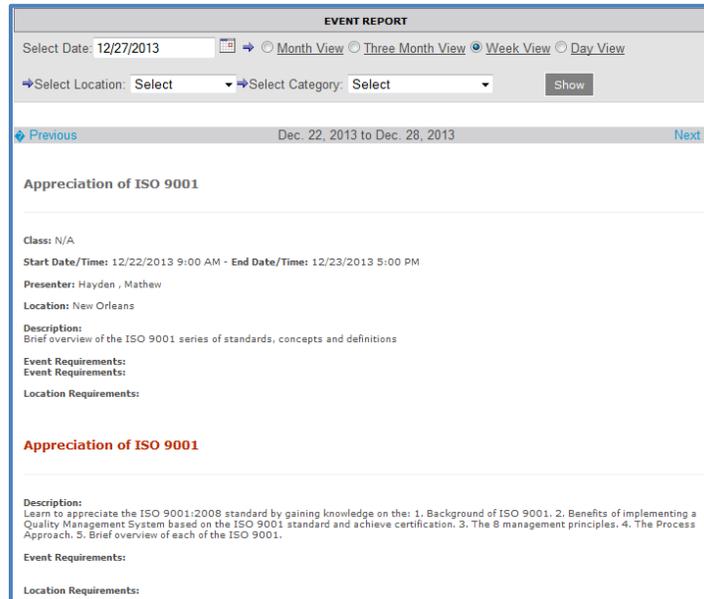
4.11.2 Event Report

When you need a report from an event you set up, use **Event Report** to view the event information. From the Left Menu of the **Training Event** Application, CLICK **Event Report**.

Admin

- Manage Announcements
- Manage Events
- Roster Report
- Event Report
- Manage Roster
- Manage Categories
- Manage Presenters
- Manage Locations
- Manual Registrations
- View Calendar

The event information will be shown on the screen, including **Class, Start and End Date/Time, Presenter, Location, Description, Event Requirements, and Location Requirements.**



EVENT REPORT

Select Date: 12/27/2013 → Month View Three Month View Week View Day View

→ Select Location: Select → Select Category: Select

← Previous Dec. 22, 2013 to Dec. 28, 2013 Next →

Appreciation of ISO 9001

Class: N/A

Start Date/Time: 12/22/2013 9:00 AM - End Date/Time: 12/23/2013 5:00 PM

Presenter: Hayden , Mathew

Location: New Orleans

Description:
Brief overview of the ISO 9001 series of standards, concepts and definitions

Event Requirements:
Event Requirements:

Location Requirements:
Location Requirements:

Appreciation of ISO 9001

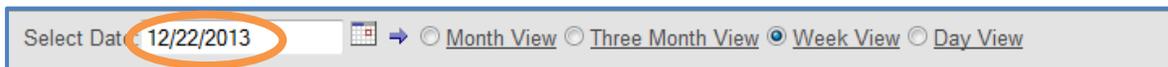
Description:
Learn to appreciate the ISO 9001:2008 standard by gaining knowledge on the: 1. Background of ISO 9001. 2. Benefits of implementing a Quality Management System based on the ISO 9001 standard and achieve certification. 3. The 8 management principles. 4. The Process Approach. 5. Brief overview of each of the ISO 9001.

Event Requirements:
Event Requirements:

Location Requirements:
Location Requirements:

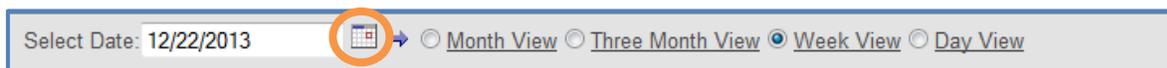
If you wish to LOCATE a specific **event**, you can ENTER the search **information** at the top of the form.

- **Select Date:** You can **ENTER** the date in the blank next to the Select Date button.



Select Date: 12/22/2013 → Month View Three Month View Week View Day View

You can set the search date by **CLICKING** the **Calendar**. A new window will appear allowing you to **SELECT** the **date** you wish to use. You can also use **Month View, Three Month View, Week View, or Day view** to set the time range to locate the event you want.



Select Date: 12/22/2013 → Month View Three Month View Week View Day View

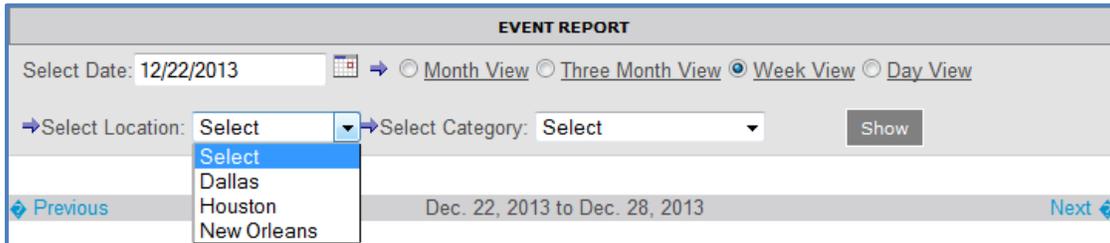


2012 Today 2014

November December, 2013 January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- **Select Location:** When setting the search location, you can **SELECT** from the drop down menu.



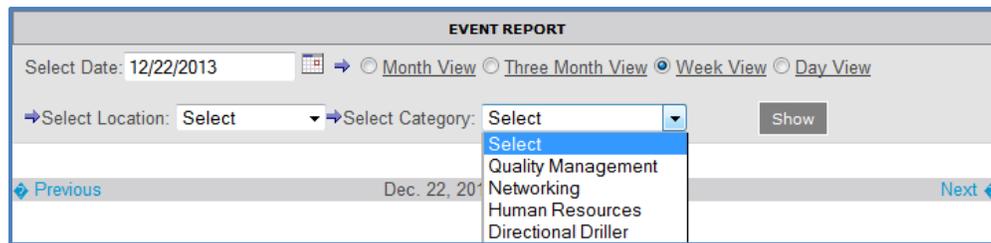
EVENT REPORT

Select Date: 12/22/2013 [Calendar Icon] → Month View Three Month View Week View Day View

→ Select Location: **Select** [Dropdown] → Select Category: **Select** [Dropdown]

← Previous Dec. 22, 2013 to Dec. 28, 2013 Next →

- **Select Category:** SELECT the **Category** you need from the drop down menu.



EVENT REPORT

Select Date: 12/22/2013 [Calendar Icon] → Month View Three Month View Week View Day View

→ Select Location: **Select** [Dropdown] → Select Category: **Select** [Dropdown]

← Previous Dec. 22, 2013 to Dec. 28, 2013 Next →

Select
Quality Management
Networking
Human Resources
Directional Driller

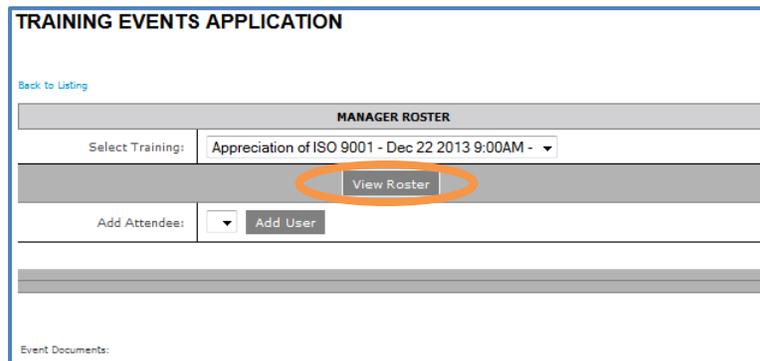
When you finish setting the search criteria, CLICK **Show** to start searching. The search result will be shown on the screen.

4.11.3 DNNSTS Manager Roster Report

CLICK **Manage Roster** from the Left Menu.



Your screen will be shown as below:



TRAINING EVENTS APPLICATION

[Back to Listing](#)

MANAGER ROSTER

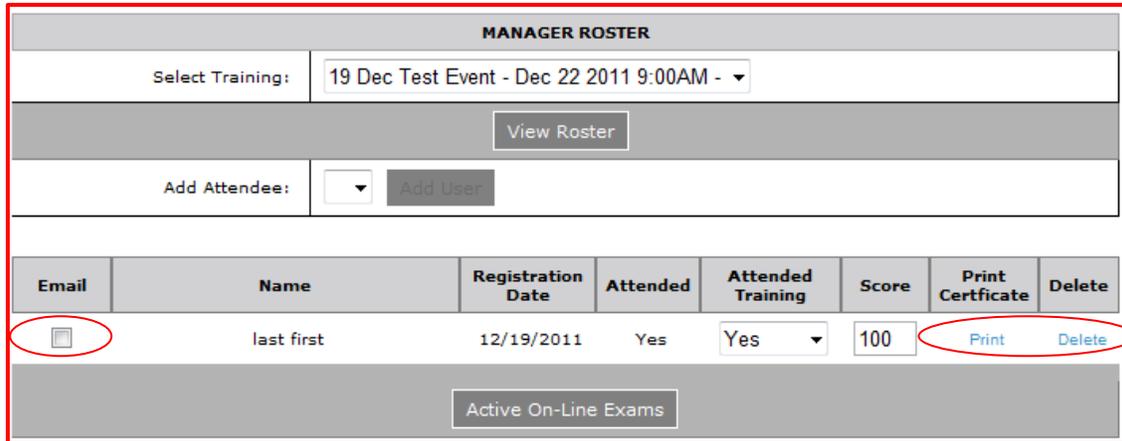
Select Training: **Appreciation of ISO 9001 - Dec 22 2013 9:00AM -** [Dropdown]

Add Attendee: [Dropdown]

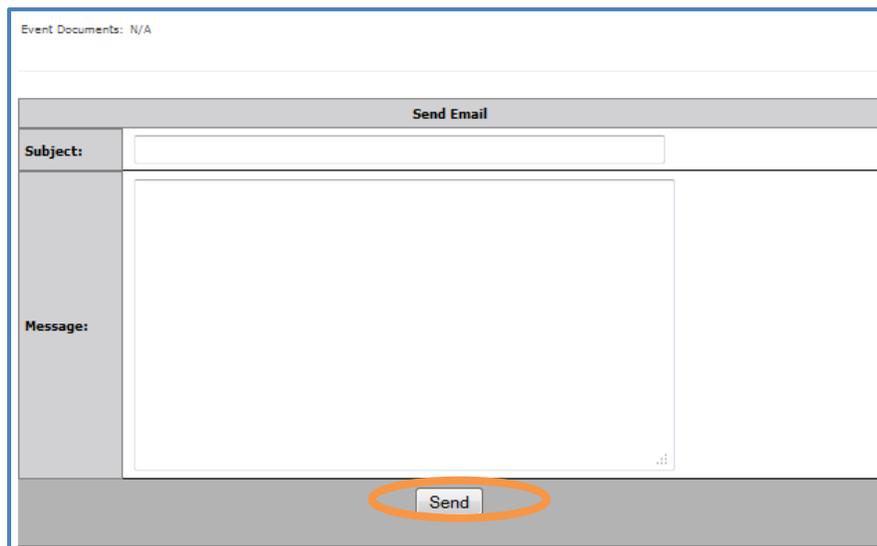
Event Documents:

In this form, you can CHOOSE the **Select Training** event that you wish to view records of. From the drop down menu, CLICK **View Roster**. There are 3 situations you might meet when trying to view the training records:

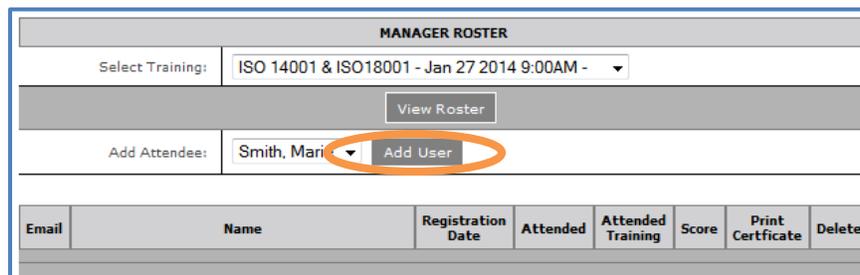
- Situation 1:** If the user you selected has already received a score for this specific training, you will see the training records shown on the screen. You can CLICK **Print** to print it or delete the records by CLICKING **Delete**.



If you wish to send an email to notify the user, you can CHECK the **Email** box on the left hand side of the training records row and FILL OUT the **Subject** and **Message** in the **Send Email** section. CLICK **Send** to send the email.



- Situation 2:** If the user you selected has registered for the training event, but did not receive a score yet, your screen will look like this:



In this case, you can see the user's name is in the space next to **Add Attendee**. CLICK **Add User** next to the user's name to add his/her training records. You will then be presented with the screen below:

MANAGER ROSTER

Select Training: ISO 14001 & ISO18001 - Jan 27 2014 9:00AM -

View Roster

Add Attendee: ▼ Add User

Email	Name	Registration Date	Attended	Attended Training	Score	Print Certificate	Delete
<input type="checkbox"/>	Smith Marie	1/22/2014	No	*Select* ▼	0	-	Delete

Active On-Line Exams

Event Documents: N/A

Send Email

Subject:

Message:

Send

In the middle part of the screen, you must ENTER the **Training Records** for this user. The fields you must ENTER include: **Attended Training** and **Score**. CLICK **Active On-Line Exams** to save the records.

Email	Name	Registration Date	Attended	Attended Training	Score	Print Certificate	Delete
<input type="checkbox"/>	Smith Marie	1/22/2014	No	*Select* ▼	0	-	Delete

Active On-Line Exams

In this example, we set "Yes" and "80" for the test user.

Email	Name	Registration Date	Attended	Attended Training	Score	Print Certificate	Delete
<input type="checkbox"/>	Smith Marie	1/22/2014	No	Yes ▼	80	-	Delete

After the DNNSTS Manager saves the training records, the user will see the training records in his/her own account.

If you wish to send an email to the user to notify the user about his/her score or to express appreciation for attending the training event, you can CHECK the **Email** box on the left hand side of the records row and WRITE the **Content** on the lower part of the page. CLICK **Send** once you are ready to send it. The user will then receive your email:

Email	Name	Registration Date	Attended	Attended Training	Score	Print Certificate	Delete
<input type="checkbox"/>	Smith Marie	1/22/2014	No	*Select*	0	-	Delete

Active On-Line Exams

Event Documents: N/A

Send Email

Subject:

Message:

When you have entered the training records, the user can view the records online as below:

EVENTS CALENDAR

Select Date: Select Event: * test_12-27-2011

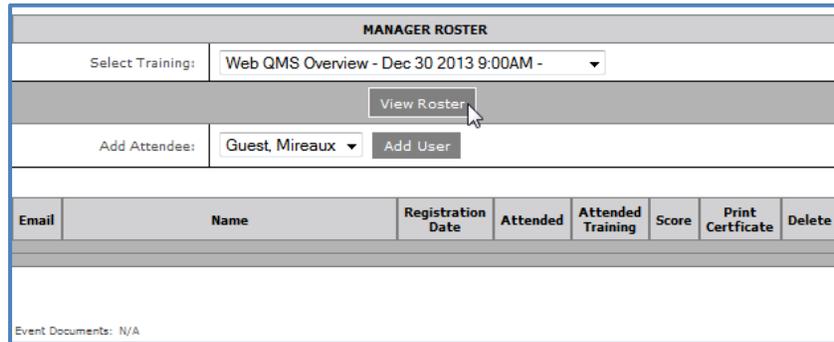
test_12-27-2011

Start Date/Time: 12/27/2011 8:00 AM - **End Date/Time:** 12/28/2011 10:00 PM

Location: Houston

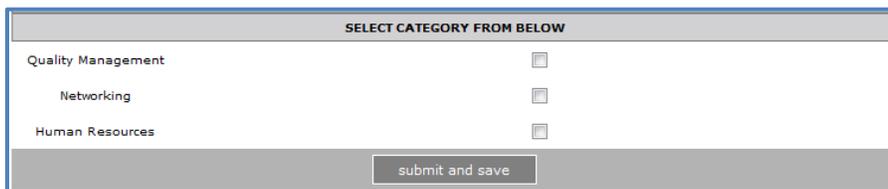
Score: 80 Certificate: N/A

- **Situation 3:** If the user you selected did not register for this training event, there will not be anything shown on the screen, like so:



4.12 MANAGING CATEGORIES (ADMIN ONLY)

In some cases, you may be required to manage the categories, presenters or locations. Web QMS allows the Event Administrator to add, edit, or delete the categories, presenters, and locations. Categories indicate different fields in the application. When we create a training event, we will be asked to select a category for the event, which is displayed at the bottom of the screen. In this example, there are three categories already created in the application.



4.12.1 Adding A New Category

If you did not see the category you need, you may ADD a **New Category** in the application. From the Left Menu of the Training Event Application, **CLICK Manage Categories**.



You will see all the existing categories listed below the search section. **CLICK Add Category** on the top right hand side of the form.

MANAGE CATEGORIES			
Total Records: 3			
→ Search by Name: <input type="text"/>		Add Category	
→ Records per Page: 10	→ <input type="checkbox"/> Reverse Listing	Update Display	
Current Page: 1 / 1			
Name	Description	Edit	Delete
Human Resources	Courses related to resource management, hiring, termination, benefits, etc.	Edit	Delete
Networking	This category related to IT Networking and Business Networking	Edit	Delete
Quality Management	Quality Improvement, ISO 9000, Quality Assurance, etc.	Edit	Delete

The Category Information form will appear on your screen. FILL OUT the **Category Name** and **Category Description**, then **CLICK Submit** to save the information.

Category Information...	
Category Name*:	<input type="text" value="Personal & Professional Development"/> <small>(max 50 characters)</small>
Category Description*:	<input type="text" value="Acquisition of skills and knowledge both for personal development and for career advancement"/> <small>(max 500 characters)</small>
<input type="button" value="Submit"/>	

Once you have successfully submitted the form, you will be returned to the Manage Category.

MANAGE CATEGORIES			
Total Records: 5			
→ Search by Name: <input type="text"/>		Add Category	
→ Records per Page: 10	→ <input type="checkbox"/> Reverse Listing	Update Display	
Current Page: 1 / 1			
Name	Description	Edit	Delete
Directional Driller	Basic Survey, DD Competency and Basic DD School.	Edit	Delete
Human Resources	Courses related to resource management, hiring, termination, benefits, etc.	Edit	Delete
Networking	This category related to IT Networking and Business Networking	Edit	Delete
Personal & Professional Development	Acquisition of skills and knowledge both for personal development and for career advancement	Edit	Delete
Quality Management	Quality Improvement, ISO 9000, Quality Assurance, etc.	Edit	Delete

4.12.2 Editing An Existing Category

CLICK **Manage Categories** from the Left Menu.

- Admin**
- Manage Announcements
- Manage Events
- Roster Report
- Event Report
- Manage Roster
- Manage Categories**
- Manage Presenters
- Manage Locations
- Manual Registrations
- View Calendar

You will see all of the existing categories in your site.

MANAGE CATEGORIES			
Total Records: 5			
→ Search by Name: <input type="text"/>		Add Category	
→ Records per Page: 10	→ <input type="checkbox"/> Reverse Listing	<input type="button" value="Update Display"/>	
Current Page: 1 / 1			
Name	Description	Edit	Delete
Directional Driller	Basic Survey, DD Competency and Basic DD School.	Edit	Delete
Human Resources	Courses related to resource management, hiring, termination, benefits, etc.	Edit	Delete
Networking	This category related to IT Networking and Business Networking	Edit	Delete
Personal & Professional Development	Acquisition of skills and knowledge both for personal development and for career advancement	Edit	Delete
Quality Management	Quality Improvement, ISO 9000, Quality Assurance, etc.	Edit	Delete

CLICK **Edit** in the row of the category you wish to edit. Then you will be directed to the **Category Information** page.

MANAGE CATEGORIES			
Total Records: 5			
→ Search by Name: <input type="text"/>		Add Category	
→ Records per Page: 10	→ <input type="checkbox"/> Reverse Listing	<input type="button" value="Update Display"/>	
Current Page: 1 / 1			
Name	Description	Edit	Delete
Directional Driller	Basic Survey, DD Competency and Basic DD School.	Edit	Delete
Human Resources	Courses related to resource management, hiring, termination, benefits, etc.	Edit	Delete
Networking	This category related to IT Networking and Business Networking	Edit	Delete
Personal & Professional Development	Acquisition of skills and knowledge both for personal development and for career advancement	Edit	Delete
Quality Management	Quality Improvement, ISO 9000, Quality Assurance, etc.	Edit	Delete

You can edit the information on this page as needed. CLICK **Submit** to save all the changes.

Category Information...

Category Name*:	<input type="text" value="Personal & Professional Development"/> <small>(max 50 characters)</small>
Category Description*:	<div style="border: 1px solid gray; min-height: 50px; padding: 5px;"> Acquisition of skills and knowledge both for personal development and for career advancement </div> <small>(max 500 characters)</small>

4.12.3 Delete An Existing Category

CLICK **Manage Categories** from the Left Menu.

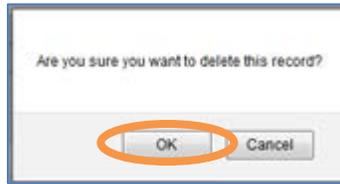
- Admin**

 - Manage Announcements
 - Manage Events
 - Roster Report
 - Event Report
 - Manage Roster
 - Manage Categories
 - Manage Presenters
 - Manage Locations
 - Manual Registrations
 - View Calendar

LOCATE the **Category** you wish to delete, then CLICK **Delete** on the row of this category.

MANAGE CATEGORIES			
Total Records: 5			
<input type="text" value="Search by Name:"/>		Add Category	
Records per Page: 10		<input type="checkbox"/> Reverse Listing	
<input type="button" value="Update Display"/>			
Current Page: 1 / 1			
Name	Description	Edit	Delete
Directional Driller	Basic Survey, DD Competency and Basic DD School.	Edit	Delete
Human Resources	Courses related to resource management, hiring, termination, benefits, etc.	Edit	Delete
Networking	This category related to IT Networking and Business Networking	Edit	Delete
Personal & Professional Development	Acquisition of skills and knowledge both for personal development and for career advancement	Edit	Delete
Quality Management	Quality Improvement, ISO 9000, Quality Assurance, etc.	Edit	Delete

You will be asked to confirm the delete action. CLICK **OK** to continue.



You will then be returned to the page that contains the rest of the categories.

MANAGE CATEGORIES			
Total Records: 5			
Search by Name: <input type="text"/>			Add Category
Records per Page: 10	<input type="checkbox"/> Reverse Listing	<input type="button" value="Update Display"/>	
Current Page: 1 / 1			
Name	Description	Edit	Delete
Directional Driller	Basic Survey, DD Competency and Basic DD School.	Edit	Delete
Human Resources	Courses related to resource management, hiring, termination, benefits, etc.	Edit	Delete
Networking	This category related to IT Networking and Business Networking	Edit	Delete
Personal & Professional Development	Acquisition of skills and knowledge both for personal development and for career advancement	Edit	Delete
Quality Management	Quality Improvement, ISO 9000, Quality Assurance, etc.	Edit	Delete

4.13 MANAGING PRESENTERS (ADMIN ONLY)

The Manage Presenters section contains the information of the presenters. You can ADD, EDIT, or DELETE presenter(s) as needed.

4.13.1 Adding A Presenter

When you have a new presenter, you must add him/her to the system. From the Left Menu, CLICK **Manage Presenters**.



You will see the list of the presenters in your system on the **Manage Presenters** page. CLICK **Add Presenter** to enter the **Presenter Information** page.

MANAGE PRESENTERS			
Total Records: 1			
→ Search by Name: <input type="text"/>		Add Presenter	
→ Records per Page: 10	→ Sort by : First Name	<input type="checkbox"/> Reverse Listing	<input type="button" value="Update Display"/>
Current Page: 1 / 1			
First Name	Last Name	Edit	Delete
Mathew	Hayden	Edit	Delete

You can ENTER **First Name, Last Name, and Email** of the presenter on the form. Then CLICK **Submit** to save the information and return to the **Manage Presenters** page.

Presenter Information...		
First Name:*	<input type="text"/>	(max 100 characters)
Last Name:	<input type="text"/>	(max 100 characters)
Email:	<input type="text"/>	
<input type="button" value="Submit"/>		

On the **Manage Presenters** page, you will see the new presenter shown on the screen. In this example, the test presenter was saved in the system.

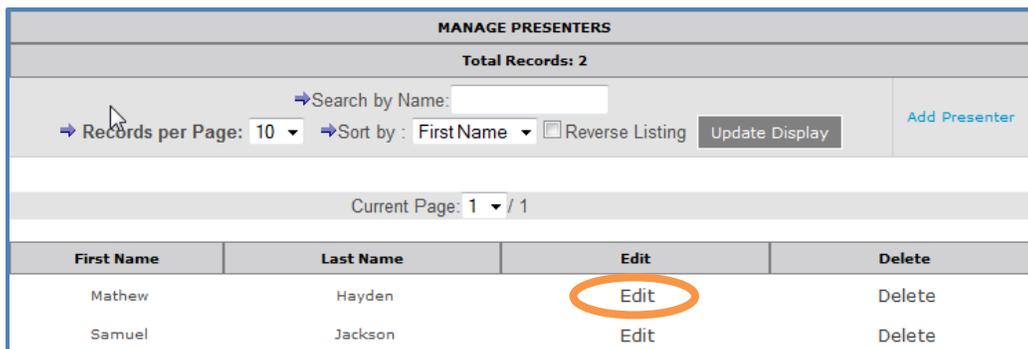
MANAGE PRESENTERS			
Total Records: 2			
→ Search by Name: <input type="text"/>		Add Presenter	
→ Records per Page: 10	→ Sort by : First Name	<input type="checkbox"/> Reverse Listing	<input type="button" value="Update Display"/>
Current Page: 1 / 1			
First Name	Last Name	Edit	Delete
Mathew	Hayden	Edit	Delete
Samuel	Jackson	Edit	Delete

4.13.2 Editing A Presenter

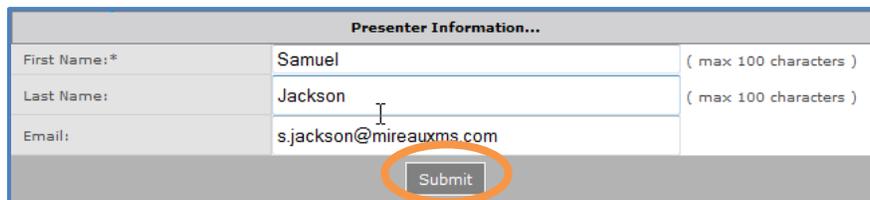
When you must update the information about a presenter, you can use edit function in the application. From the Left Menu, CLICK **Manage Presenters**.



When you ENTER the **Manage Presenters** page, CLICK **Edit** in the row of the presenter you wish to edit.



You will then be directed to the **Presenter Information** page. On this page, you can edit the presenter information as needed. CLICK **Submit** to save all of the changes you have made.

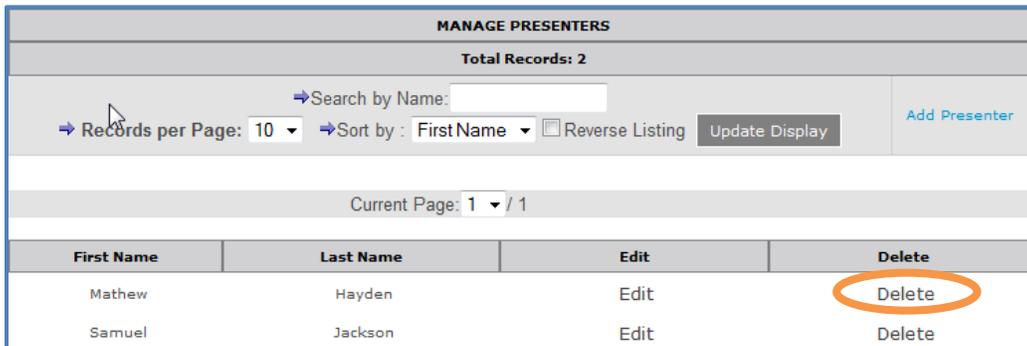


4.13.3 Deleting A Presenter

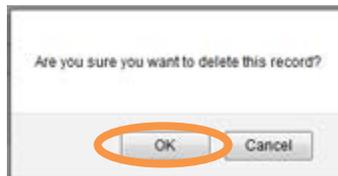
CLICK **Manage Presenters** from the Left Menu of the page.



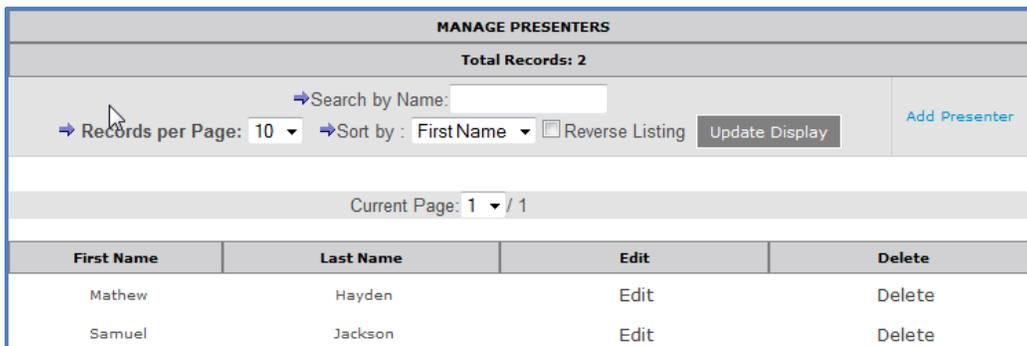
CLICK **Delete** on the row of the presenter you wish to delete.



The system will ask you to confirm the delete action. CLICK **OK** if you are sure about it.



You will then be returned to the updated list of presenters.

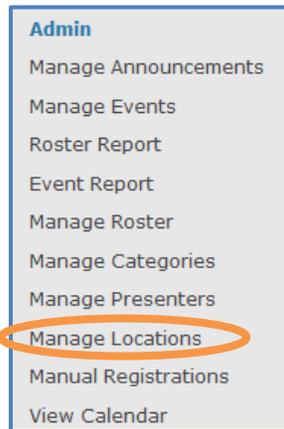


4.14 MANAGING LOCATIONS (ADMIN ONLY)

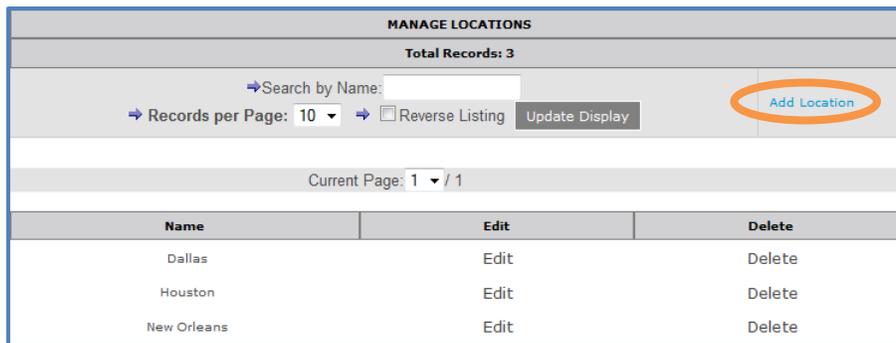
Web QMS allows the Event Administrator to add, edit, or delete the location information in the application.

4.14.1 Adding A New Location

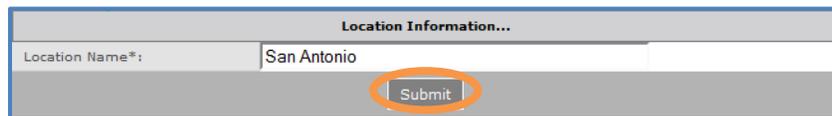
From the left Training Event menu, CLICK **Manage Locations**. You will be directed to the **Manage Locations** page.



You will see the locations saved in the system. To add a new location, CLICK **Add Location** to enter the **Location Information** page.



ENTER the Location name in this page and CLICK **Submit** to save the information.



You will then see the new location shown on the **Manage Locations** page.

MANAGE LOCATIONS		
Total Records: 4		
<input type="text" value="Search by Name:"/>		Add Location
<input type="button" value="Records per Page: 10"/>	<input type="checkbox"/> Reverse Listing	<input type="button" value="Update Display"/>
Current Page: 1 / 1		
Name	Edit	Delete
Dallas	Edit	Delete
Houston	Edit	Delete
New Orleans	Edit	Delete
San Antonio	Edit	Delete

4.14.2 Editing An Existing Location

From the Left Menu, CLICK **Manage Locations**. You will be directed to the **Manage Locations** page.

Admin
Manage Announcements
Manage Events
Roster Report
Event Report
Manage Roster
Manage Categories
Manage Presenters
Manage Locations
Manual Registrations
View Calendar

CLICK **Edit** on the row of the location that you wish to edit.

MANAGE LOCATIONS		
Total Records: 4		
<input type="text" value="Search by Name:"/>		Add Location
<input type="button" value="Records per Page: 10"/>	<input type="checkbox"/> Reverse Listing	<input type="button" value="Update Display"/>
Current Page: 1 / 1		
Name	Edit	Delete
Dallas	Edit	Delete
Houston	Edit	Delete
New Orleans	Edit	Delete
San Antonio	Edit	Delete

Then you will be directed to the **Location Information** page. You can edit the information now.

Location Information...	
Location Name*:	New Orleans
<input style="border: 2px solid orange;" type="button" value="Submit"/>	

4.14.3 Deleting An Existing Location

From the Left Menu, CLICK **Manage Locations**. You will be directed to the **Manage Locations** page.

- Admin**
- Manage Announcements
- Manage Events
- Roster Report
- Event Report
- Manage Roster
- Manage Categories
- Manage Presenters
- Manage Locations**
- Manual Registrations
- View Calendar

CLICK **Delete** in the row of location you wish to delete. The location will then be deleted. Note that the system will not ask you to confirm the delete action. Double check the location information before you delete it.

MANAGE LOCATIONS		
Total Records: 4		
<input type="text" value="Search by Name:"/>		Add Location
<input type="button" value="Records per Page: 10"/>	<input type="checkbox"/> Reverse Listing	<input type="button" value="Update Display"/>
Current Page: 1 / 1		
Name	Edit	Delete
Dallas	Edit	Delete
Houston	Edit	Delete
New Orleans	Edit	Delete
San Antonio	Edit	Delete

You will then be presented with the updated location listed on the screen.

MANAGE LOCATIONS		
Total Records: 4		
<input type="text" value="Search by Name:"/>		Add Location
<input type="button" value="Records per Page: 10"/>	<input type="checkbox"/> Reverse Listing	<input type="button" value="Update Display"/>
Current Page: 1 / 1		
Name	Edit	Delete
Dallas	Edit	Delete
Houston	Edit	Delete
New Orleans	Edit	Delete
San Antonio	Edit	Delete

5.0 REVISION LOG

DATE	SECTION	DESCRIPTION OF CHANGE	APPROVED BY
02/6/2010	All	Original Issue of MMS-WQM-210 Training Events Application Admin Guide	M. Boudreaux
02/21/2011	All	MMS-WQM-210 added more details and pictures throughout	M. Boudreaux
08/06/2011	All	Made small updates throughout the manual MMS-WQM-2010	M. Boudreaux
12/22/2011	All	MMS-WQM-210 added sections 4.3, 4.9, 4.10, 4.11. Add more details and pictures for the existing sections.	M. Boudreaux
12/23/2011	All	Original Issue of MMS-WQM-211 Training Events Application User Guide	M. Boudreaux
12/27/2011	All	Original Release of MMS-WQM-220 Training Events Application DNNSTS Manager Guide	M. Boudreaux
01/31/2014	All	Revision and integration of MMS-WQM-210, MMS-WQM-211 and MMS-WQM-220. Released as MXM-WQM-505 Training Events Application Manual.	M. Boudreaux
06/01/2014	All	Revision, editing, and formatting performed throughout Train Events Application Manual.	M. Boudreaux



Web QMS is a product of

MIREAUX MANAGEMENT SOLUTIONS

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