

# Safety Organiser

## Training Booking Module

# Training Booking Module

- Forthcoming training courses can be listed on a new program web page
- Employees can express interest in the course
- Managers can book their staff on the courses
- When the course has been completed the employee training record can be updated

# Training Booking Module

Training courses can be published:-

Maintenance - Employees  
Training Courses/Competencies  
Training Course Planner  
Competency Skills Groups  
Competencies  
Job Titles/Competencies  
Return to Maintenance Options

Home Add Course Training Courses

### Training Course Planner

Current user - Sabrina Stewart

<- Return to List Save Details

Course date: 26/05/2017

Start time: 10:00

Finish time: 13:00

Course name: Microsoft Excel Intermediate

Course location: Board room

Trainer: Anne Jones

Contact name: Frank Kelling

Contact telephone: 01908 299119

Contact email:

Course description: Use of macros and graphs in Excel

Places on course: 12

Courses are chosen from the database with dates/times and number of available places

# Training Booking Module

A list of forthcoming courses can be viewed to show the number of places available, places remaining and the list of people booked on the course

Home Print Add Course Training Courses

### Training Course Planner

Current user - Sabrina Stewart

Course -

Course due All  Search Courses

Course Date	Start Time	Finish Time	Course	Places on Course	Places Taken	Places Remaining	Trainer	Contact	Document	Delegates Posted					
26-05-2017	10:00	13:00	Microsoft Excel Intermediate	12	0	12	Anne Jones	Frank Kelling	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">View Document</a>	<a href="#">View People Booked</a>	<a href="#">Print Names</a>	<a href="#">Delete</a>
01-06-2017	10:00	13:00	Microsoft Excel Intermediate	8	0	8	Simon Wadham	Paul King	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">View Document</a>	<a href="#">View People Booked</a>	<a href="#">Print Names</a>	<a href="#">Delete</a>

# Training Booking Module

The people booked on the course can be viewed

[<- Return to Course List](#)

## Names Booked on Training Course

Course name Microsoft Excel Intermediate  
Date 1/6/2017  
Start time 10:00  
Finish time 10:00  
Places on course 8  
Places available 8

Name	Reference	Date Booked	Department	Work Telephone	Mobile	Email	Status												
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# Training Booking Module

A list of delegates can be printed:-



## TRAINING COURSE - DELEGATE LIST Microsoft Excel Intermediate

Course date 01/06/2017

Trainer

Total places available

Location

Places remaining

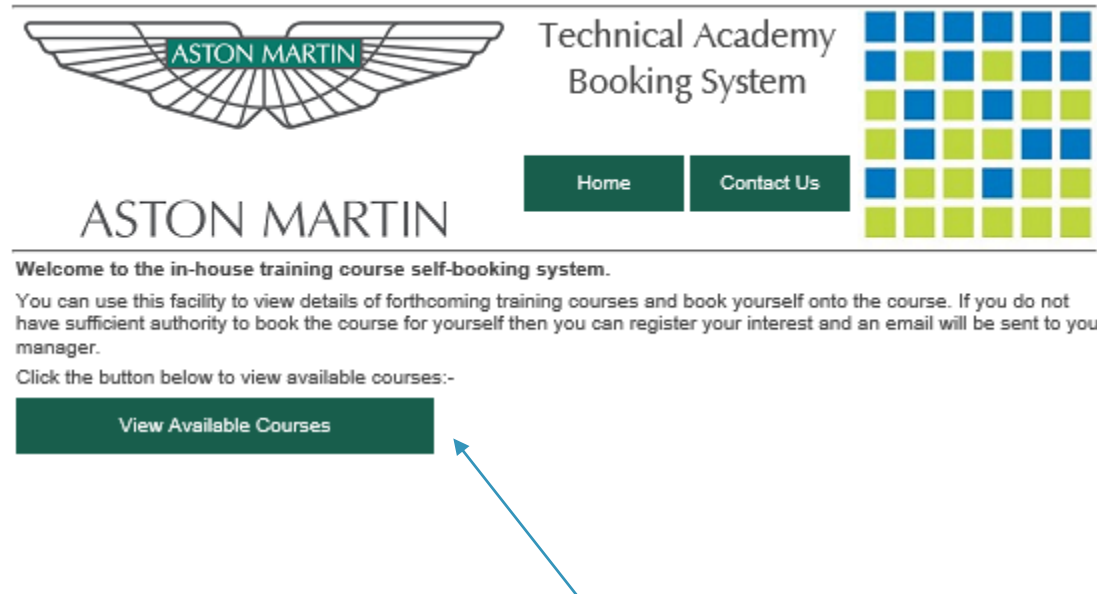
### Delegate List

Name	Telephone	Mobile	Booked By	Date Booked
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Number of delegates = 0

# Training Booking Module

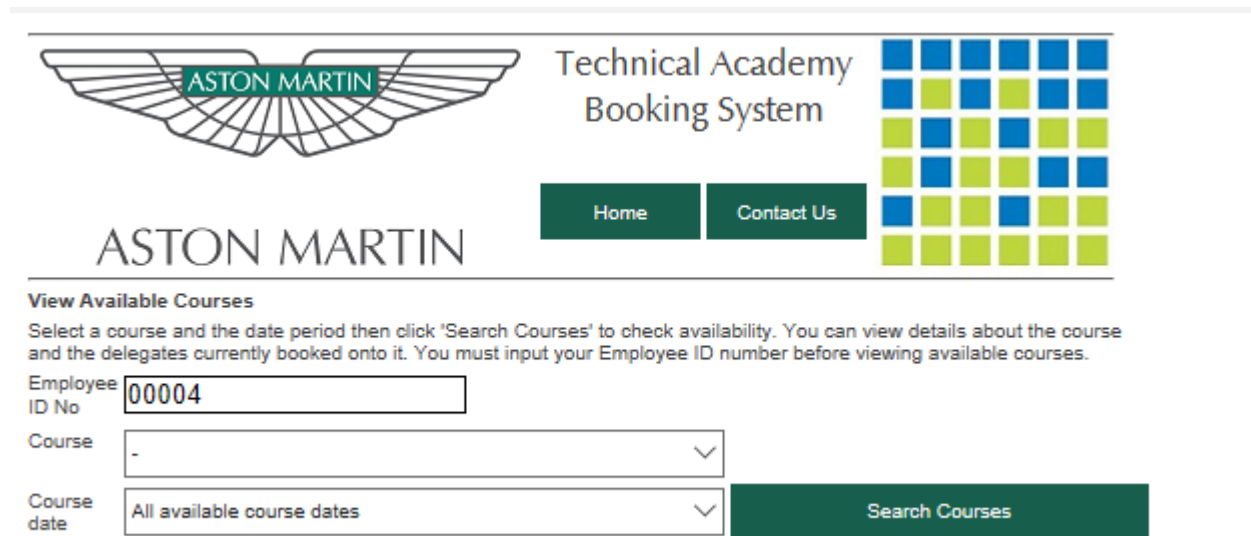
A new web page is available, outside the Safety Organiser login page:-



Click 'View Available Courses' to see a list of forthcoming courses

# Training Booking Module

The user must type in their employee ID number to view forthcoming courses. The ID number is checked against the employee (rather than user) database:-



The screenshot shows the 'Technical Academy Booking System' interface. At the top left is the Aston Martin logo. To its right is the text 'Technical Academy Booking System' and a decorative grid of blue and green squares. Below the logo is the text 'ASTON MARTIN'. To the right of this are two buttons: 'Home' and 'Contact Us'. Below these elements is a section titled 'View Available Courses' with a paragraph of instructions: 'Select a course and the date period then click 'Search Courses' to check availability. You can view details about the course and the delegates currently booked onto it. You must input your Employee ID number before viewing available courses.' Below the instructions are three input fields: 'Employee ID No' with the value '00004', 'Course' with a dropdown arrow, and 'Course date' with a dropdown arrow showing 'All available course dates'. To the right of these fields is a large green button labeled 'Search Courses'.



# Training Booking Module

The user must type in their employee ID number to view forthcoming courses. The ID number is checked against the employee (rather than user) database:-

## View Available Courses

Select a course and the date period then click 'Search Courses' to check availability. You can view details about the course and the delegates currently booked onto it. You must input your Employee ID number before viewing available courses.

Employee ID No

Course

Course date

## To register your interest in a course:-

- Click 'Course Details' to view information about the course
1. Click 'Register my Interest' to show interest and email your line manager

Course Date	Course	Start Time	Finish Time	Places on Course	Places Taken	Places Available	Trainer	Status	
28-05-2017	Microsoft Excel Intermediate	10:00	13:00	12	0	12	Anne Jones	Available	<input type="button" value="Course Details"/>
01-08-2017	Microsoft Excel Intermediate	10:00	13:00	8	0	8	Simon Wadham	Available	<input type="button" value="Course Details"/>

Click 'Course Details' to see further information regarding the course

# Training Booking Module

The user can click 'Register my Interest'

[<- Back](#) [Register my Interest ->](#)

**Microsoft Excel Intermediate**

Places available 8

Click 'Register my Interest' to contact your manager and the training department to show your interest in attending the course.

**Date** 1/6/2017

**Start time** 10:00

**Finish time** 13:00

**Location** Training Library

**Trainer** Simon Wadham

**Contact name** Paul King

**Contact telephone** x 234

**Contact email**

**Course description**

Use of macros and graphs in Excel


**Prerequisites**

Basic use of MS Excel

[Register my Interest ->](#)

# Training Booking Module

The user will select their line manager from the drop-down list



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**Register interest in the training course**

Course name                      Microsoft Excel Intermediate  
Date                                      1/8/2017

1. Line manager details

Select your line manager from the list below. They will receive an email to indicate your interest.

Select your Line Manager  [Select Line Manager](#)

The user will then confirm their details



[<- Back](#)      [Select your Name](#)

**Register interest in the training course**

Course name                      Microsoft Excel Intermediate  
Date                                      1/8/2017

1. Line manager details

Name                                      Andy Name  
ID    00004  
Job title                                      -  
Dept    -

# Training Booking Module

The user will select their line manager from the drop-down list



**Register interest in the training course**

Course name	Microsoft Excel Intermediate
Date	1/8/2017

**1. Line manager details**

Name	Andy Name
ID	00004
Job title	-
Dept	-

**2. Your details (person that is showing interest in the course)**

Name	John Ashman
ID	123
Job title	-
Dept	-

[<- Back](#) [Register my Interest](#)

Click 'Register my Interest' to email their manager and add their name to the list of interested people

# Training Booking Module

When a manager logs on to the page they can see who is booked on the course and who has registered interest in it:-

To book onto a course:-

1. Click 'Course Details' to view information about the course  
Click 'Book onto Course' to register
2. yourself or one of your staff on the course

Course Date	Course	Start Time	Finish Time	Places on Course	Places Taken	Places Available	Trainer	Status			
28-06-2017	Microsoft Excel Intermediate	10:00	13:00	12	0	12	Anne Jones	Available	Course Details	Booked	Registered Interest
01-08-2017	Microsoft Excel Intermediate	10:00	13:00	8	0	8	Simon Wadham	Available	Course Details	Booked	Registered Interest

## Names Registered Interest in Training Course

Course name

Date

Places on course

Places available

13:00  
1/8/2017  
8  
8

Trainee	Reference	Date Registered	Time Registered	Department	Manager
John Ashman	000004	22-05-2017	11:35	-	Andy Name

# Training Booking Module

The manager can book staff onto the course:-

[< Back](#) [Book onto Course ->](#)

**Microsoft Excel Intermediate**

**Places available**            **8**

Click 'Book onto Course' to book yourself or one of your staff onto the course.

**Date**                            1/6/2017

**Start time**                    10:00

**Finish time**                   13:00

**Location**                    Training Library

**Trainer**                      Simon Wadham

**Contact name**               Paul King

**Contact telephone**        x 234

**Contact email**

# Training Booking Module

Navigation flow: **Select the Course** → **Select Line Manager** → **Select Delegate** → **Book onto Course**

**Book a place on the training course**

Course name      Microsoft Excel Intermediate  
Date              1/6/2017

**1. Delegate's Line Manager**

Name              Andy Name  
ID                  00004  
Job title          -  
Dept               -

They can book themselves or a staff member onto the course

## 2. Delegate Details

Select the name of the delegate if you are booking one of your staff onto the course or click 'Booking for Myself' to book yourself onto the course.

Type in a few letters of your surname or ID code and click 'Search'

Surname  ID Code

# Training Booking Module

The delegate is selected from the list of names that had shown interest:-

## 2. Delegate Details

Select the name of the delegate if you are booking one of your staff onto the course or click 'Booking for Myself' to book yourself onto the course.

Booking for Myself

Type in a few letters of your surname or ID code and click 'Search'

Surname  ID Code

Search

Click 'Select Delegate' in the table below to choose your name.

ID	First Name	Surname	Site	Job Title	Dept	Email	
123	John	Ashman	All	-	-		Select Delegate



# Training Booking Module

Once the course has completed the training department can review the list of delegates to check that they attended the course and post the records to the training database:-

Course Date	Start Time	Finish Time	Course	Places on Course	Places Taken	Places Remaining	Trainer	Contact	Document	Delegates Posted					
01-05-2017	10:00	13:00	Microsoft Excel Intermediate	8	1	7	Simon Wadham	Paul King	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">View Document</a>	<a href="#">View People Booked</a>	<a href="#">Print Names</a>	<a href="#">Delete</a>

They can indicate whether the person attended the course then post the record to the database

Post to Training Database

Name	Reference	Date Booked	Department	Work Telephone	Mobile	Email	Status					
John Ashman	000004	22-05-2017	-					<a href="#">Remove</a>	<a href="#">Attended</a>	<a href="#">DNA - Offsite</a>	<a href="#">DNA - Onsite</a>	<a href="#">DNA - Not Released</a>

# Training Booking Module

Thank you

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