

User Manual - Manager

Dell – O & CS UNIVERSITY

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1. About O & CS University

Dell is transforming into a leading end-to-end solutions provider for customers worldwide, and O & CS University empowers you to bring this to life by taking charge of your learning and development via ILP (Individual Learning Program).

2. Login

2.1. First Time Login

Portal URL: <http://www.oandcsuniversity.com/>

To activate your account, you should make note of the below points:

- You will get access to the portal (O & CS University website) as and when an ILP is assigned to any of your immediate reportee.
- Your login credentials will be created and sent to you via an auto-generated email.
- Click on the link provided in the email to activate your account and set login credentials.

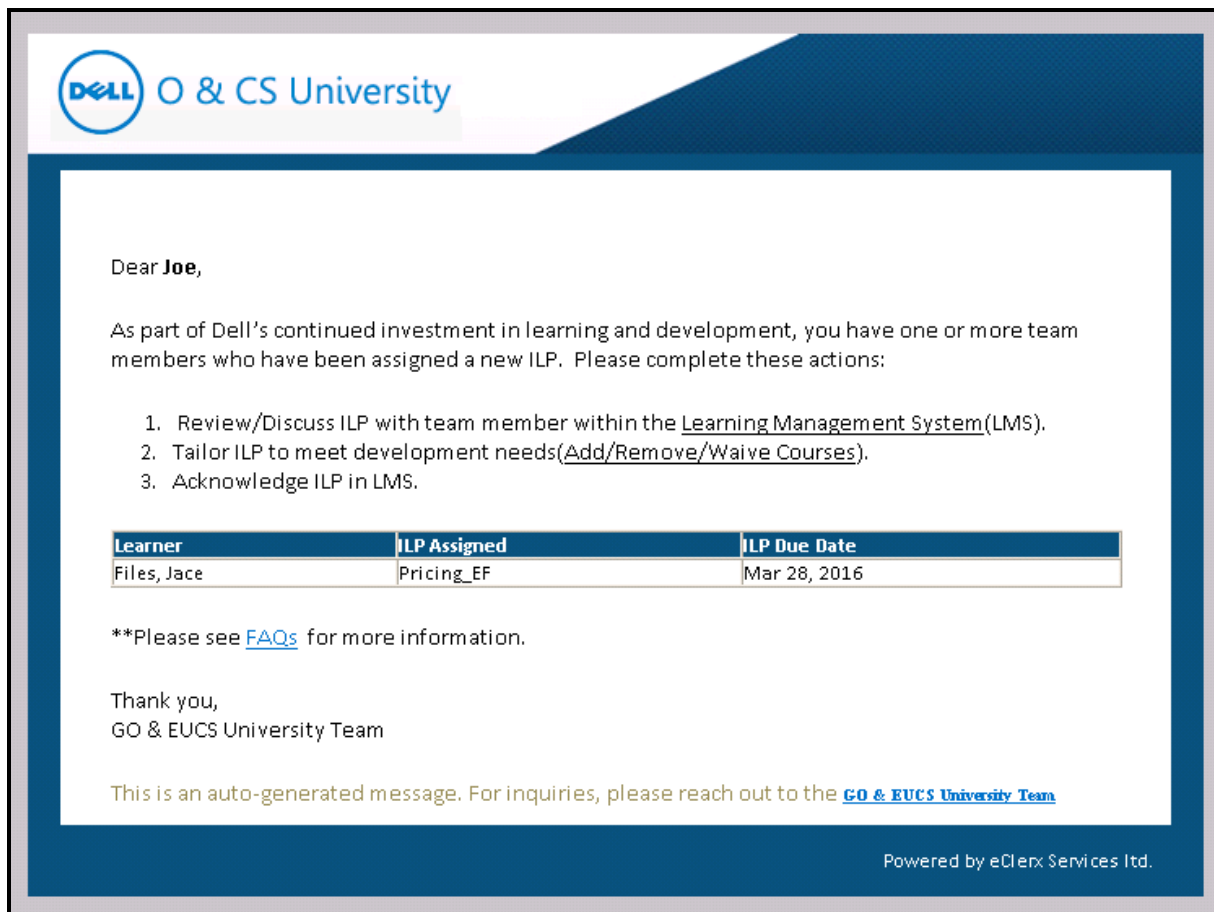


Figure 1: Login Credentials Email

To set your login password, please follow the below steps:

- System will open a new web browser window and prompt you to set your new password.
- Enter a password of your choice in 'New Password' textbox (screenshot below)
- Re-enter same password in 'Confirm Password' textbox.
- Make sure your password should be minimum 8 characters long.
- Click on the 'Save' button

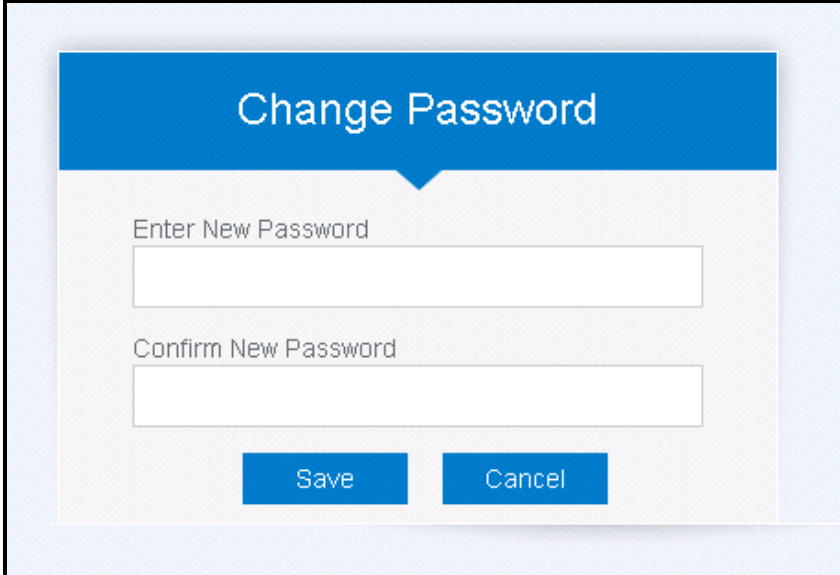


Figure 2: Enter New Password

A password change confirmation message will be displayed as below.

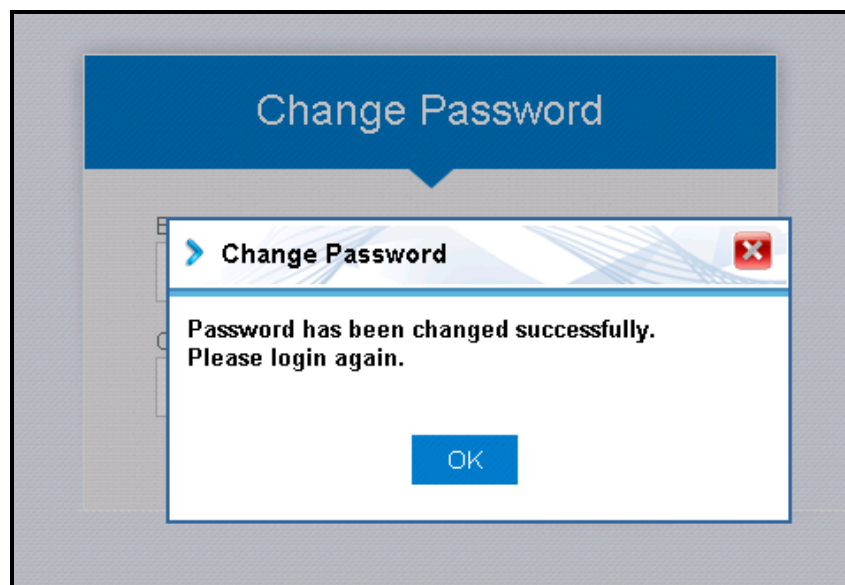


Figure 3: Password Change Confirmation

Login to O & CS University Web site

Once you have created a new password, follow the below steps to login for the first time.

- Click on the URL <http://www.oandcsuniversity.com/> (screenshot below)
- Enter your username as your Dell email address and the password as you have set up in the steps above
- Click on the 'Login' button

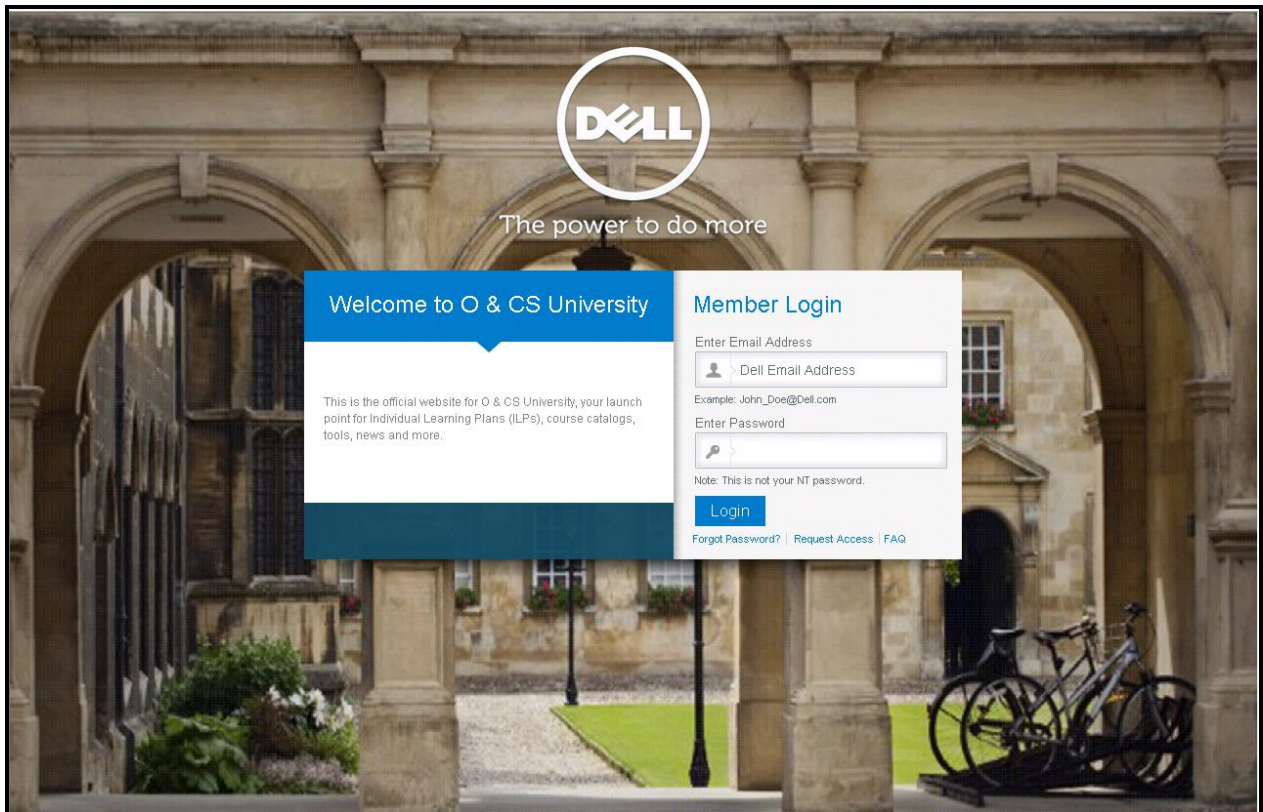


Figure 4: Login Page

2.2. Reset Password

In case you forget your password , follow the below steps to reset your password.

- Go to the URL - <http://www.oandcsuniversity.com>
- Click on 'Forgot Password' (highlighted below)

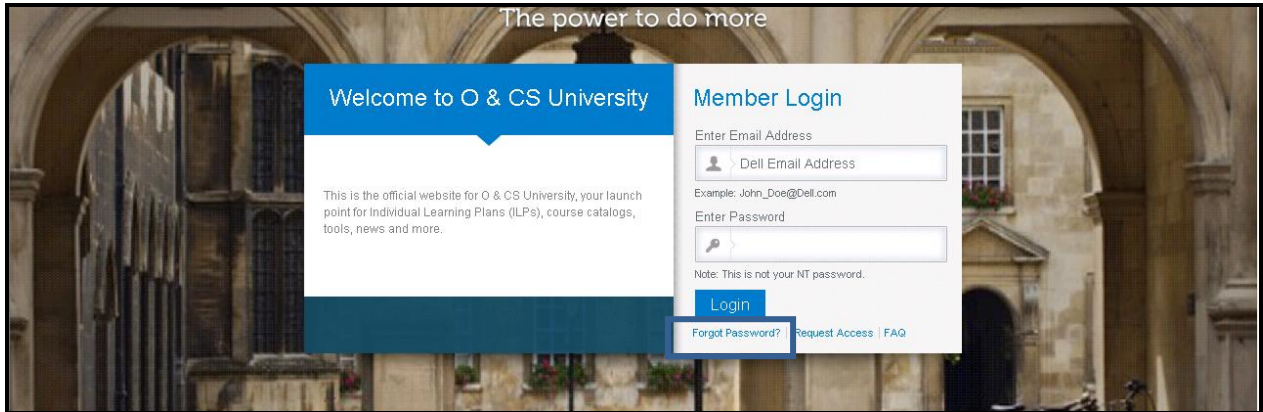


Figure 5: Forgot Password

- You will be prompted to enter your Dell email address
- Click on 'Reset Password'

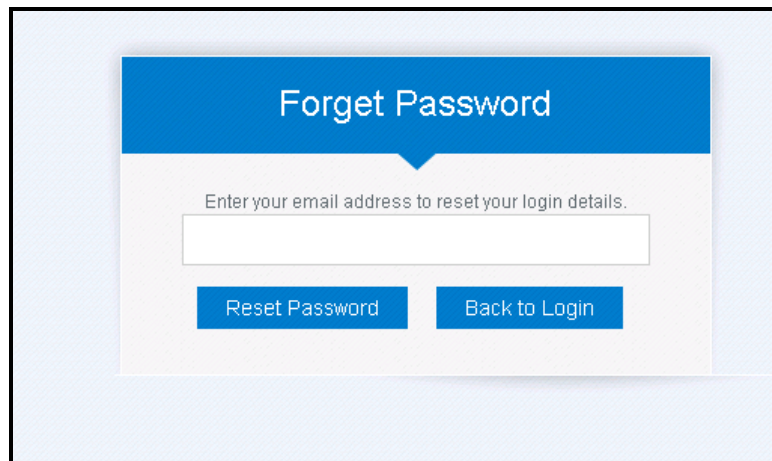


Figure 6: Reset Password

- Your password will be reset your new login credentials will be sent to the email address that you provided.

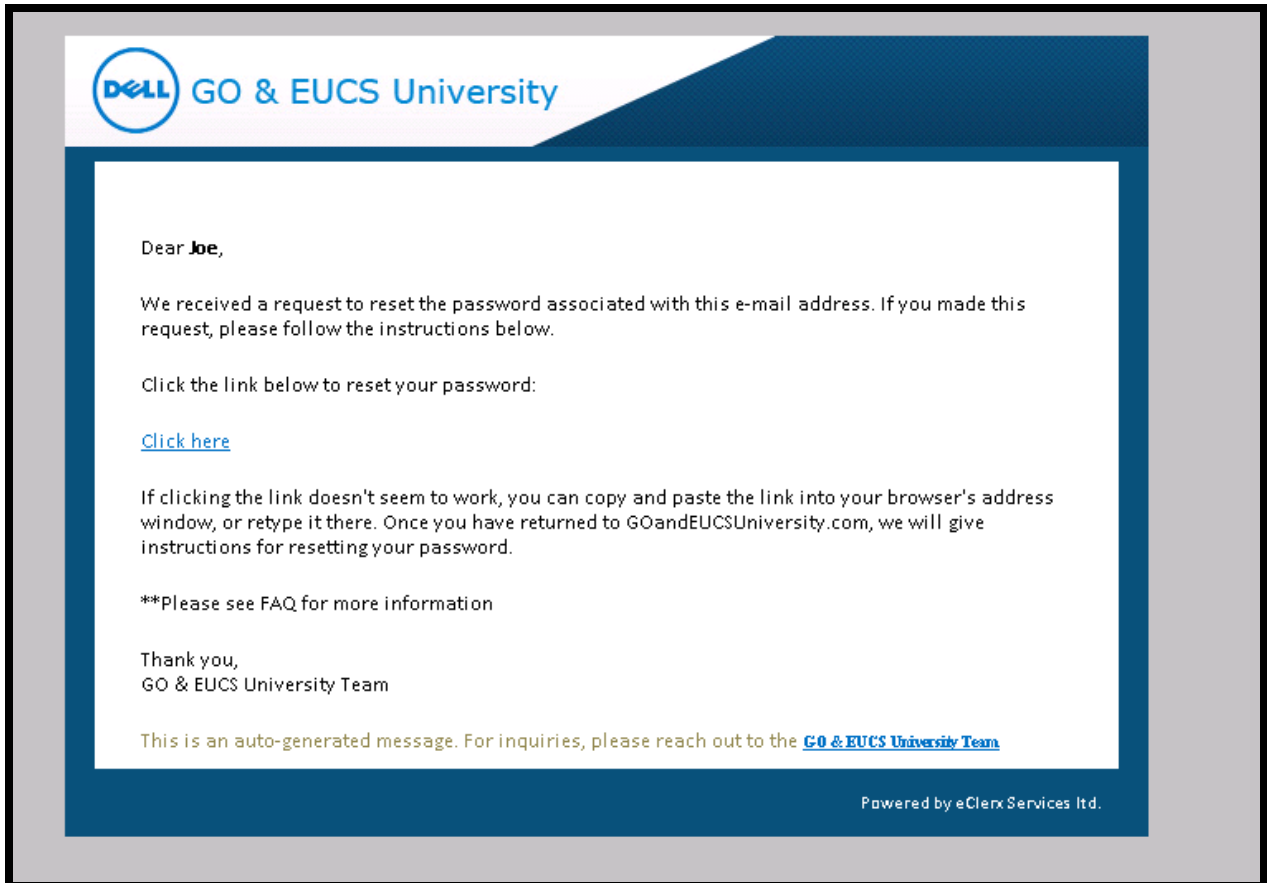
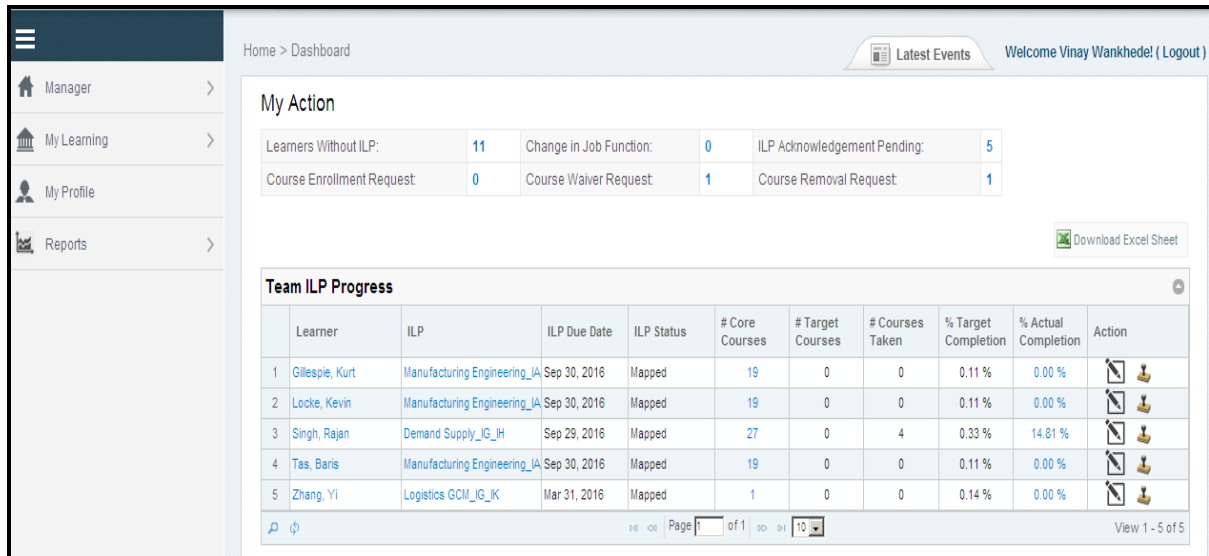


Figure 7: Reset Password Email

3. Manager Module

Once you login as a manager, your main page would appear as below.



The screenshot shows a dashboard for a manager. On the left is a navigation menu with 'Manager', 'My Learning', 'My Profile', and 'Reports'. The main content area is titled 'My Action' and contains a summary table:

Learners Without ILP:	11	Change in Job Function:	0	ILP Acknowledgement Pending:	5
Course Enrollment Request:	0	Course Waiver Request:	1	Course Removal Request:	1

Below this is a 'Team ILP Progress' table with the following data:

	Learner	ILP	ILP Due Date	ILP Status	# Core Courses	# Target Courses	# Courses Taken	% Target Completion	% Actual Completion	Action
1	Gillespie, Kurt	Manufacturing Engineering_IA	Sep 30, 2016	Mapped	19	0	0	0.11 %	0.00 %	
2	Locke, Kevin	Manufacturing Engineering_IA	Sep 30, 2016	Mapped	19	0	0	0.11 %	0.00 %	
3	Singh, Rajan	Demand Supply_IJ_IH	Sep 29, 2016	Mapped	27	0	4	0.33 %	14.81 %	
4	Tas, Baris	Manufacturing Engineering_IA	Sep 30, 2016	Mapped	19	0	0	0.11 %	0.00 %	
5	Zhang, Yi	Logistics GCM_IJ_K	Mar 31, 2016	Mapped	1	0	0	0.14 %	0.00 %	

The bottom of the screenshot shows a pagination bar indicating 'Page 1 of 1' and 'View 1 - 5 of 5'.

Figure 8: Home Page

The left hand side panel would have following tabs – Manager, My Profile and Reports. ‘Manager’ and My Profile sections have been explained further in the document.

In case you have learner role along with manage role then ‘Learner’ section will also appear on left panel. In above example, manager has learner role also. You may refer the Learner module for the Learner role (My Learning and My Profile sections).

4. Manager Dashboard

Click on the 'Manager' tab on the left hand side panel and two tabs – 'Manager Dashboard' and 'Add Course To Team' – would appear.

Learners Without ILP:	10	Change in Job Function:	0	ILP Acknowledgement Pending:	2
Course Enrollment Request:	1	Course Waiver Request:	1	Course Removal Request:	0

	Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion	Action
1	Gillespie, Kurt	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	21	0	0	0.55 %	0.00 %	[Icon]
2	Locke, Kevin	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	[Icon]
3	Singh, Rajan	Demand Supply_JG_JH	Sep 29, 2016	Acknowledged	30	0	6	0.77 %	20.00 %	[Icon]
4	Tas, Boris	Manufacturing Engineering_IA	Sep 30, 2016	Mapped	22	0	0	0.55 %	0.00 %	[Icon]
5	Witte, Ken	Corp Development and Strate	Mar 31, 2016	Mapped	8	0	0	0.68 %	0.00 %	[Icon]
6	Zhang, Yi	Logistics OCM_IQ_IK	Mar 31, 2016	Acknowledged	1	0	0	0.68 %	0.00 %	[Icon]

Figure 9: Manager Dashboard

The Manager Dashboard page has two sections - My Action and Team ILP Progress.

4.1. My Action

'My Action' section has been explained in the table below.

Learners Without ILP:	11	Change in Job Function:	0	ILP Acknowledgement Pending:	5
Course Enrollment Request:	0	Course Waiver Request:	1	Course Removal Request:	1

Figure 10: My Action

Action Tabs

Explanation

Learners Without ILP

This shows the count of learners who are mapped to you and do not have an ILP mapped.

Note: This count doesn't consider those learners whose Admin / PM has set Learners' 'ILP on hold'

Change in Job Function

This shows the count of learners who've had a change in their job description, such as a change in Job Family, Job Function, Job Title or Career Level.

ILP Acknowledgement Pending	This shows the count of learners whose ILPs you are yet to acknowledge by you.
Course Enrollment Request	This shows the count of those learners who have raised requests to add a course to his / her ILP.
Course Waiver Request	This shows the count of those learners who have raised requests to waive off a course from his / her ILP.
Course Removal Request	This shows the count of those learners who have raised requests to remove a course from his / her ILP.

Table 1: My Action Tabs

4.1.1. Learners Without ILP

This shows the count of learners who are mapped to you and do not have an ILP mapped. The number against this option has a hyperlink that you can click to open and view details.

My Action					
Learners Without ILP:	11	Change in Job Function:	0	ILP Acknowledgement Pending:	5
Course Enrollment Request	0	Course Waiver Request	1	Course Removal Request:	1

Figure 11: Learners Without ILP

Click on the number and you will be guided to a new window where you can see a list of all the learners who are not mapped with any ILP.

Learners Without ILP										
	Badge ID	Learner	Job Family	Job Function	Job Title	Added to Portal on	Supervisor	L2 Manager	L3 Manager	L4 Manager
1	12036	Leara, William	Platform Software En	Engineering	Platform Sftwr Senior	Mar 07, 2014	Weis, Bill	Clarke, Jeff	Caffey, Stuart	Tu, Edgar
2	14275	Montero, Adolfo	Platform Software En	Engineering	Platform Sftwr Sr. Pri	Mar 07, 2014	Weis, Bill	Clarke, Jeff	Caffey, Stuart	Tu, Edgar
3	303023	Gillon, Jamie	Platform Software En	Engineering	Platform Sftwr Sr. Pri	Mar 07, 2014	Weis, Bill	Clarke, Jeff	Caffey, Stuart	Tu, Edgar
4	3150	Witte, Ken	Platform Software En	Engineering	Platform Sftwr Sr. Pri	Mar 07, 2014	Weis, Bill	Clarke, Jeff	Caffey, Stuart	Tu, Edgar
5	322320	Page, Matt	Platform Software En	Engineering	Platform Sftwr Prin Et	Mar 07, 2014	Weis, Bill	Clarke, Jeff	Caffey, Stuart	Tu, Edgar
6	322385	Davis, Josh	Platform Software En	Engineering	Platform Sftwr Prin Et	Mar 07, 2014	Weis, Bill	Clarke, Jeff	Caffey, Stuart	Tu, Edgar
7	555783	Embry, Nicholas Lee	Platform Software En	Engineering	Platform Sftwr Senior	Mar 07, 2014	Weis, Bill	Clarke, Jeff	Caffey, Stuart	Tu, Edgar
8	603081	LaMarre, Jim	Platform Software En	Engineering	Platform Sftwr Prin Et	Mar 07, 2014	Weis, Bill	Clarke, Jeff	Caffey, Stuart	Tu, Edgar
9	69851	Lewis, Chuck	Platform Software En	Engineering	Platform Sftwr Sr. Pri	Mar 07, 2014	Weis, Bill	Clarke, Jeff	Caffey, Stuart	Tu, Edgar
10	70665	Dennis, Lowell	Platform Software En	Engineering	Platform Sftwr Prin Et	Mar 07, 2014	Weis, Bill	Clarke, Jeff	Caffey, Stuart	Tu, Edgar

Figure 12: Learners Without ILP

4.1.2. Change in Job Function

This shows the count of learners who've had a change in their job description, such as a change in Job Family, Job Function, Job Title or Career Level.

My Action					
Learners Without ILP:	8	Change in Job Function:	1	ILP Acknowledgement Pending:	0
Course Enrollment Request:	0	Course Waiver Request:	0	Course Removal Request:	0

Figure 13: Change in Job Function

Click on the number and you will be guided to a new window where you can see a list of all the learners whose job description has been updated.

Change in Job Function											
	Badge ID	Learner	Job Family	Job Function	Job Title	Career Level	Added to Portal on	Supervisor	L2 Manager	L3 Manager	L4
1	11938	Bell, Charling Huang	Glbl Commodity Mgmt-Procurement and Sup	Glbl Commodity Mgmt	II	Mar 07, 2014	Hsu, Arthur	Clarke, Jeff	Brown, Kevin M.	Mies	
2	166953	Shen, Vivien	Glbl Commodity Mgmt-Procurement and Sup	Glbl Commodity Mgmt	IH	Mar 07, 2014	Hsu, Arthur	Clarke, Jeff	Brown, Kevin M.	Mies	
3	246675	Ho, JD	Procurement Manage	Procurement and Sup	Procurement Sr. Man	MD	Mar 07, 2014	Hsu, Arthur	Clarke, Jeff	Brown, Kevin M.	Mies
4	356442	Shen, Irene	Glbl Commodity Mgmt-Procurement and Sup	Glbl Commodity Mgmt	IH	Mar 07, 2014	Hsu, Arthur	Clarke, Jeff	Brown, Kevin M.	Mies	
5	417228	Chen, Maggie CJ	Glbl Supply Mgmt-Pro	Procurement and Sup	Global Supply Mgmt	IG	Mar 07, 2014	Hsu, Arthur	Clarke, Jeff	Brown, Kevin M.	Mies
6	543020	Chang, Howard SH	Glbl Commodity Mgmt-Procurement and Sup	Glbl Commodity Mgmt	IG	Mar 07, 2014	Hsu, Arthur	Clarke, Jeff	Brown, Kevin M.	Mies	
7	721808	Huang, Louis	Procurement Manage	Procurement and Sup	Procurement Sr. Man	MD	Mar 07, 2014	Hsu, Arthur	Clarke, Jeff	Brown, Kevin M.	Mies

Figure 14: Change in Job Function

4.1.3. ILP Acknowledgement Pending

This shows the count of learners whose ILPs you are yet to acknowledge.

My Action				
Learners Without ILP:	11	Change in Job Function:	0	ILP Acknowledgement Pending: 4
Course Enrollment Request:	0	Course Waiver Request:	1	Course Removal Request: 1

Figure 15: ILP Acknowledgement Pending

Click on the number and you will be guided to a new window where you can see a list of all the learners whose ILPs you have to acknowledge.

ILP Acknowledgement Pending											
	Badge ID	Learner	Job Family	Job Function	Job Title	Added to Portal on	ILP	# Core Courses	Supervisor	L2 Manager	
1	<input type="checkbox"/>	306807	Zhang, Yi	Platform Software En	Engineering	Platform Sftwr Prin E	Mar 07, 2014	Logistics GCM_G_K	1	Weis, Bill	Clarke, Jeff
2	<input type="checkbox"/>	416791	Gillespie, Kurt	Platform Software En	Engineering	Platform Sftwr Sr. Pri	Mar 07, 2014	Manufacturing Enginee	19	Weis, Bill	Clarke, Jeff
3	<input type="checkbox"/>	417705	Locke, Kevin	Platform Software En	Engineering	Platform Sftwr Senior	Mar 07, 2014	Manufacturing Enginee	19	Weis, Bill	Clarke, Jeff
4	<input type="checkbox"/>	549885	Tas, Baris	Platform Software En	Engineering	Platform Sftwr Staff I	Mar 07, 2014	Manufacturing Enginee	19	Weis, Bill	Clarke, Jeff

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[Acknowledge ILP](#) [Reset](#)

Figure 16: ILP Acknowledgement Pending

You can acknowledge the ILPs by checking the checkboxes against the learners' names and then click on 'Acknowledge ILP'.

ILP Acknowledgement Pending										
	Badge ID	Learner	Job Family	Job Function	Job Title	Added to Portal on	ILP	# Core Courses	Supervisor	L2 Manager
1	<input checked="" type="checkbox"/>	306807	Zhang, Yi	Platform Software En Engineering	Platform Sftwr Prin E	Mar 07, 2014	Logistics GCM_IG_K	1	Weis, Bill	Clarke, Jeff
2	<input checked="" type="checkbox"/>	416791	Gillespie, Kurt	Platform Software En Engineering	Platform Sftwr Sr. Pri	Mar 07, 2014	Manufacturing Engineer	19	Weis, Bill	Clarke, Jeff
3	<input type="checkbox"/>	417705	Locke, Kevin	Platform Software En Engineering	Platform Sftwr Senior	Mar 07, 2014	Manufacturing Engineer	19	Weis, Bill	Clarke, Jeff
4	<input type="checkbox"/>	549985	Tas, Baris	Platform Software En Engineering	Platform Sftwr Staff I	Mar 07, 2014	Manufacturing Engineer	19	Weis, Bill	Clarke, Jeff

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Figure 17: Acknowledge ILP

A confirmation message will be displayed as below. Click OK.

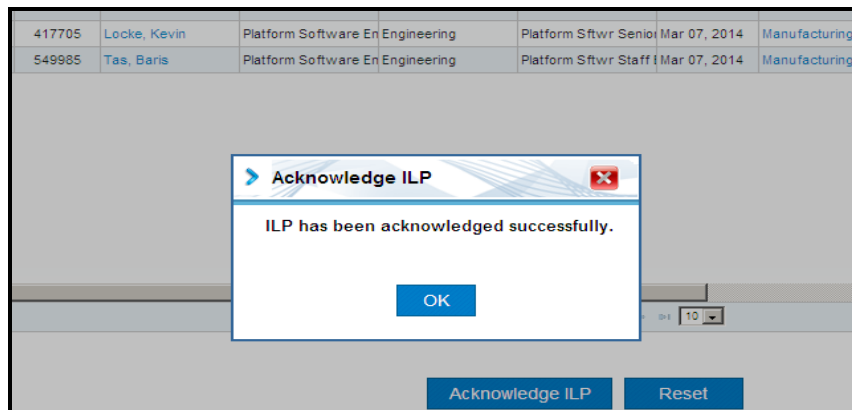


Figure 18: Acknowledge ILP

To cross check, you may go back to the Manager Dashboard and check the count of ILP Acknowledge Pending; it should have decreased.

My Action					
Learners Without ILP:	11	Change in Job Function:	0	ILP Acknowledgement Pending:	2
Course Enrollment Request:	0	Course Waiver Request:	1	Course Removal Request:	1

Figure 189: Revised ILP Acknowledgement Pending

4.1.4. Course Enrollment Request

This shows the count of those learners who have raised requests to add a course to his / her ILP.

My Action					
Learners Without ILP:	10	Change in Job Function:	0	ILP Acknowledgement Pending:	2
Course Enrollment Request:	1	Course Waiver Request:	1	Course Removal Request:	0

Figure 19: Course Enrollment Request

Click on the number and you will be guided to a new window where you can see a list of all the learners who have raised requests to add courses to his / her ILP.

You have the authority to Approve / Reject course enrollment requests by selecting the desired radio button and then click on Submit.

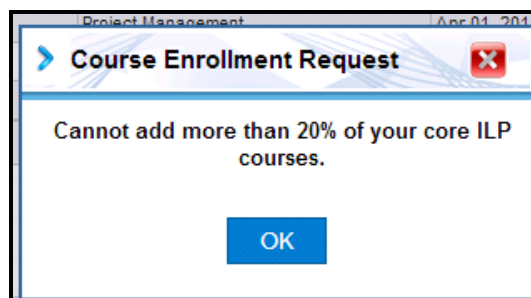
Course Enrollment Request							
Learner	Course Code	Course Title	Submission Date	Request As	Approve	Reject	Comments
1 Singh, Rajan	SCP114	Applying Stock Keeping Unit (SKU) Rational	Mar 31, 2014	Core	<input type="radio"/>	<input type="radio"/>	

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Submit Reset

Figure 20: Approve / Reject Course Enrollment Request

Note: Manager can't approve Core Course addition requests that are more than 20% of ILP courses assigned to the learner. If the manager tries to approve more than 20% of ILP courses assigned to a learner, he / she will get the below message.



Alternatively, managers will also receive an auto-generated email as soon as a learner mapped to him raises a course enrollment request. A screenshot of the email is as below.

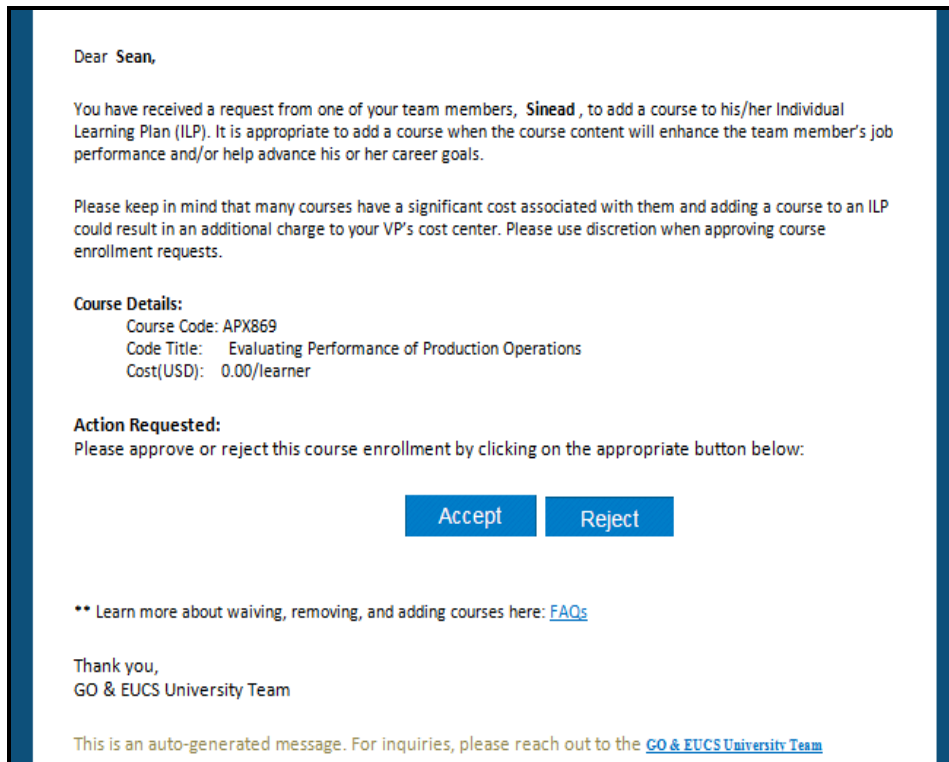


Figure 21: Auto-generated Email – Course Enrollment Request

You can click on Accept / Reject button and he will be guided to the website.

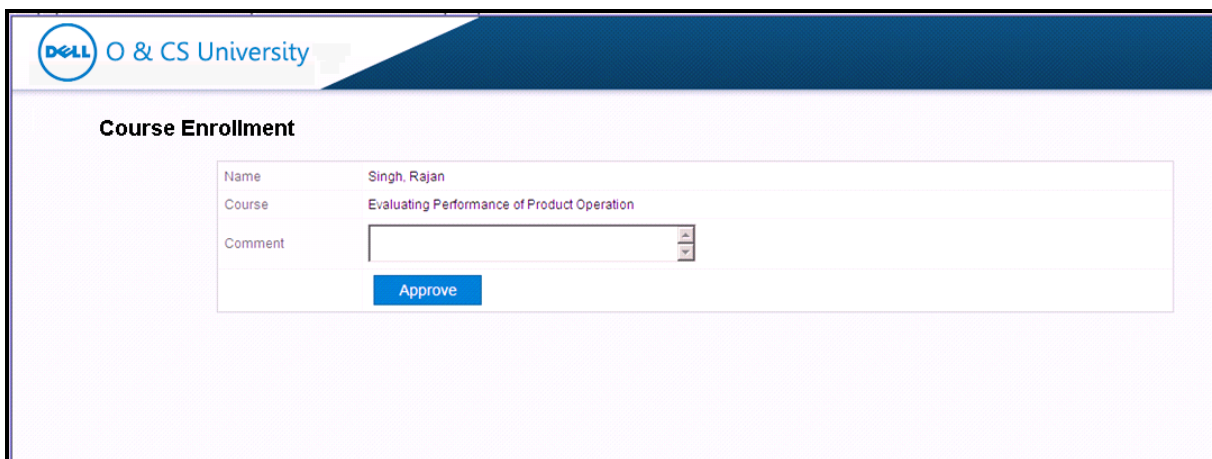


Figure 22: Auto-generated Email – Course Enrollment Request

You can enter comments and click on 'Approve' button. On approval, and email notification will be sent to Learner and coping training coordinator, Program Manager of your academy and yourself.

4.1.5. Course Waiver Request

This shows the count of those learners who have raised requests to waive off a course from his / her ILP.

My Action					
Learners Without ILP:	10	Change in Job Function:	0	ILP Acknowledgement Pending:	3
Course Enrollment Request:	17	Course Waiver Request:	3	Course Removal Request:	1

Figure 22: Course Waiver Request

Click on the number and you will be guided to a new window where you can see a list of all the learners who have raised requests to waive off courses from his / her ILP.

You have the authority to Approve / Reject course waiver requests by selecting the desired radio button.

Course Waiver Request								
	Learner	Course Code	Course Title	Submission Date	Learner Comment	Approve	Reject	Comments
1	Singh, Rajan	CL.fin_02_a01_bs_e	Principles of Accounting and Financial	Mar 29, 2014	Subject Matter Expert	<input type="radio"/>	<input type="radio"/>	
2	Singh, Rajan	PROF2419	7-steps to problem solving (1-day)	Apr 01, 2014	Subject Matter Expert	<input type="radio"/>	<input type="radio"/>	
3	Singh, Rajan	FINC2002	Procurement Finance Overview	Apr 01, 2014	Took course or equivalent	<input type="radio"/>	<input type="radio"/>	

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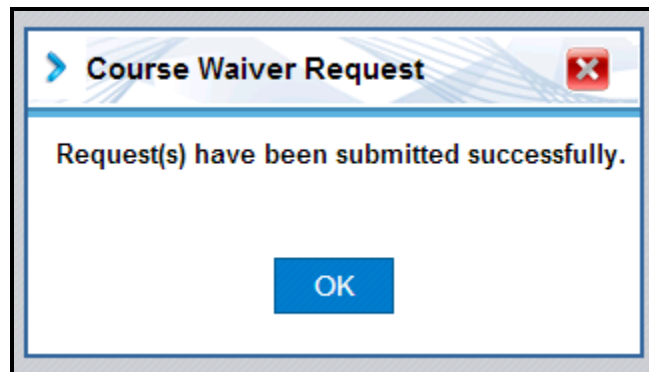
Figure 23: Approve / Reject Waiver Request

Add relevant comments and then click on Submit.

Course Waiver Request								
	Learner	Course Code	Course Title	Submission Date	Learner Comment	Approve	Reject	Comments
1	Singh, Rajan	CL.fin_02_a01_bs_e	Principles of Accounting and Financial	Mar 29, 2014	Subject Matter Expert	<input checked="" type="radio"/>	<input type="radio"/>	Approved
2	Singh, Rajan	PROF2419	7-steps to problem solving (1-day)	Apr 01, 2014	Subject Matter Expert	<input checked="" type="radio"/>	<input type="radio"/>	Approved
3	Singh, Rajan	FINC2002	Procurement Finance Overview	Apr 01, 2014	Took course or equivalent	<input type="radio"/>	<input type="radio"/>	

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A confirmation message will be displayed as below.



To cross check, you may go back to the Manager Dashboard and check the count of Course Waiver Request; it should have decreased.

My Action					
Learners Without ILP:	10	Change in Job Function:	0	ILP Acknowledgement Pending:	3
Course Enrollment Request:	17	Course Waiver Request:	1	Course Removal Request:	1

Alternatively, managers will also receive an auto-generated email as soon as a learner mapped to him raises a course enrollment request. A screenshot of the email is as below.

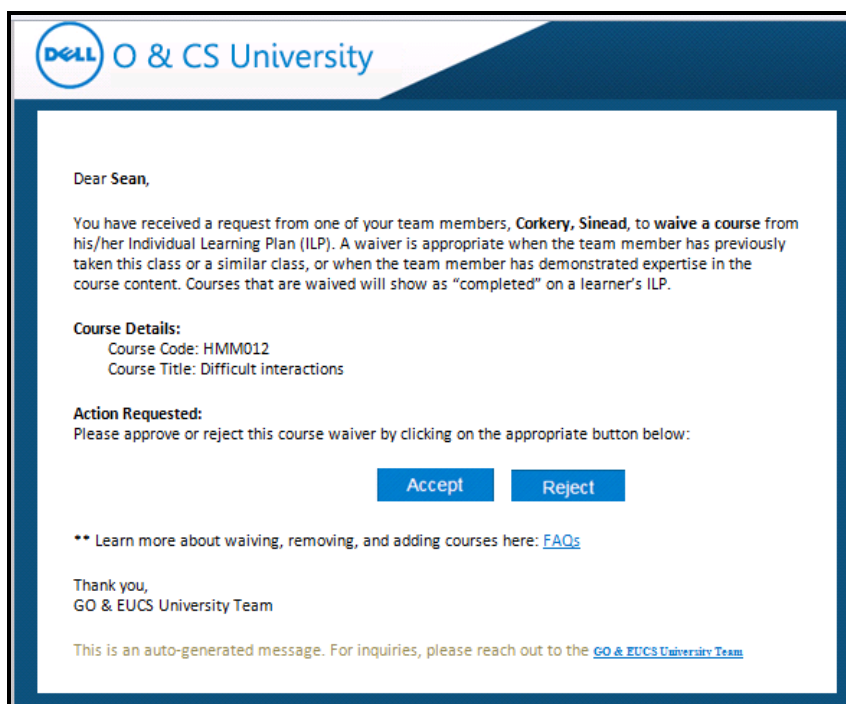
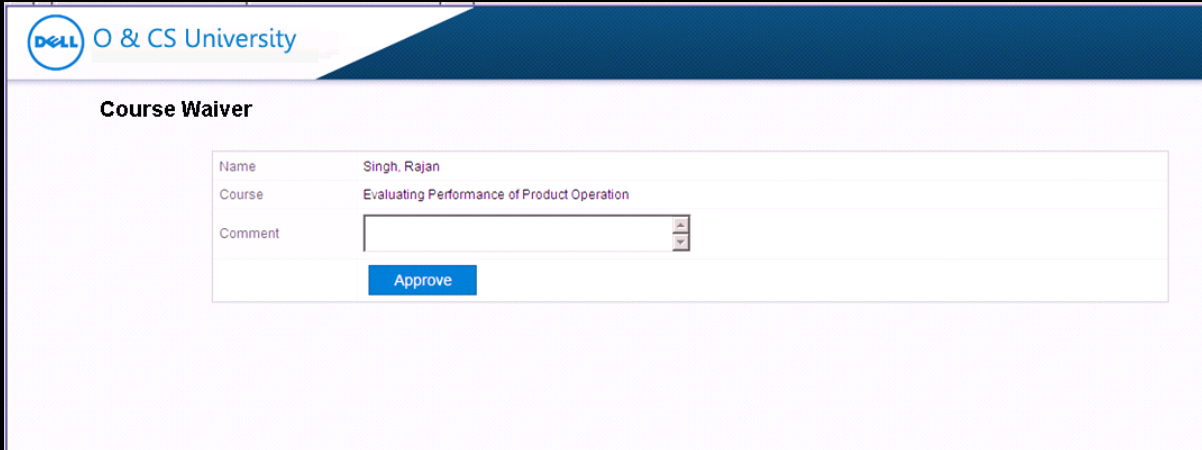


Figure 24: Auto-generated Email – Course Waiver Request

You can click on Accept / Reject button and you will be guided to the website.



The screenshot shows a web interface for a 'Course Waiver' form. At the top left is the Dell O & CS University logo. The form title is 'Course Waiver'. Below the title is a form with three rows: 'Name' with the value 'Singh, Rajan', 'Course' with the value 'Evaluating Performance of Product Operation', and 'Comment' with an empty text area. Below the text area is a blue 'Approve' button.

You can enter comments and click on 'Approve' button. On approval, an email notification will be sent to the learner and the training coordinator, Program Manager of your academy and yourself.

Note: *Waiving a course will give an auto credit to that learner for that course.*

4.1.6. Course Removal Request

This shows the count of those learners who have raised requests to remove a course from his / her ILP.

My Action					
Learners Without ILP:	10	Change in Job Function:	0	ILP Acknowledgement Pending:	3
Course Enrollment Request:	17	Course Waiver Request:	3	Course Removal Request:	1

Figure 25: Course Removal Request

Click on the number and you will be guided to a new window where you can see a list of all the learners who have raised requests to remove courses from his / her ILP.

You have the authority to Approve / Reject course removal requests by selecting the desired radio button.

Course Removal Request								
	Learner	Course Code	Course Title	Submission Date	Learner Comment	Approve	Reject	Comments
1	Singh, Rajan	INV320	Understanding Safety Stock	Mar 29, 2014	Does not apply to current	<input type="radio"/>	<input type="radio"/>	

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Submit Reset

Figure 26: Approve / Reject Course Removal Request

Click on Submit. A confirmation message as below will be displayed. Click on OK.

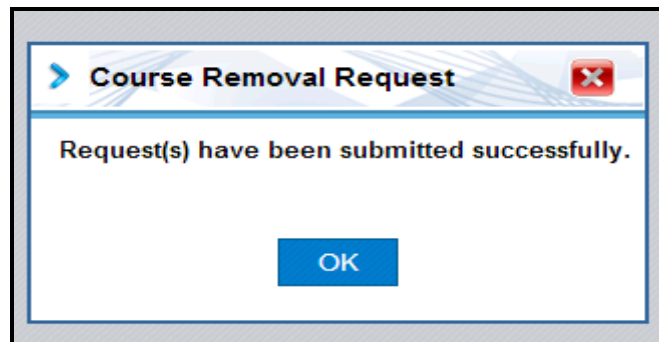


Figure 27: Confirmation Message

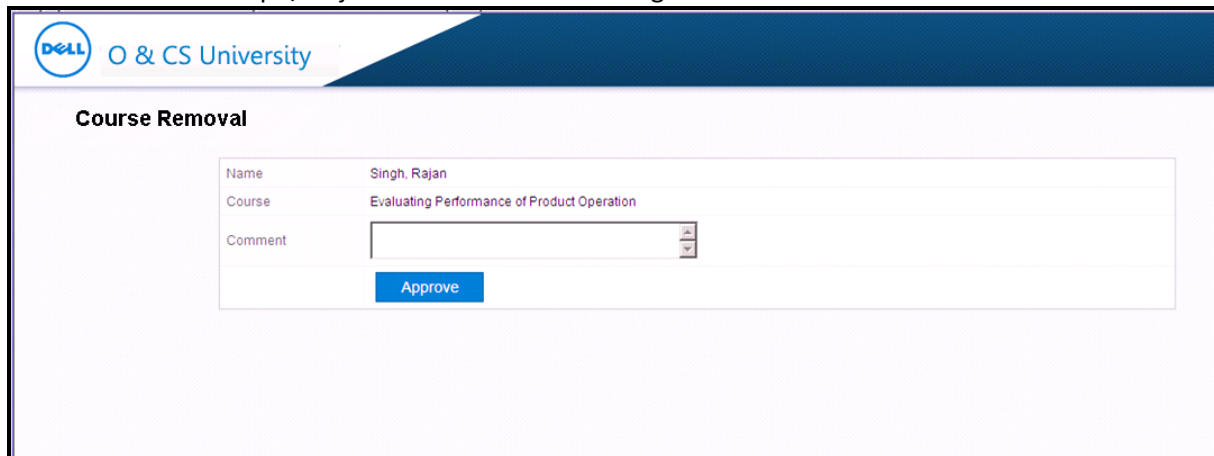
To cross check, you may go back to the Manager Dashboard and check the count of Course Removal Request; it should have decreased.

My Action					
Learners Without ILP:	10	Change in Job Function:	0	ILP Acknowledgement Pending:	3
Course Enrollment Request:	17	Course Waiver Request:	1	Course Removal Request:	0

Alternatively, as managers you will also receive an auto-generated email as soon as a learner mapped to him raises a course enrollment request. A screenshot of the email is as below.

Figure 28: Auto-generated Email – Course Removal Request

You can click on Accept / Reject button and he will be guided to the website.



Course Removal

Name: Singh, Rajan

Course: Evaluating Performance of Product Operation

Comment:

You can enter comments and click on 'Approve' button. On approval, an email notification will be sent to the learner and the training coordinator, Program Manager of your academy, and yourself.

Note: Removing a course will decrease the number of Core Courses mapped to the ILP of that learner.

4.2. Team ILP Progress

The second section on the Manager’s Dashboard is the ‘Team ILP Progress’ section.

My Action

Learners Without ILP:	10	Change in Job Function:	0	ILP Acknowledgement Pending:	2
Course Enrollment Request:	1	Course Waiver Request:	1	Course Removal Request:	0

Team ILP Progress

	Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion	Action
1	Gillespie, Kurt	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	21	0	0	0.55 %	0.00 %	
2	Locke, Kevin	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
3	Singh, Rajan	Demand Supply_JG_IH	Sep 29, 2016	Acknowledged	30	0	6	0.77 %	20.00 %	
4	Tas, Baris	Manufacturing Engineering_IA	Sep 30, 2016	Mapped	22	0	0	0.55 %	0.00 %	
5	Witte, Ken	Corp Development and Strat	Mar 31, 2016	Mapped	8	0	0	0.68 %	0.00 %	
6	Zhang, Yi	Logistics GCM_JG_IK	Mar 31, 2016	Acknowledged	1	0	0	0.68 %	0.00 %	

Figure 29: Team ILP Progress Section

The ‘Team ILP Progress’ section shows the ILP details of learners who are mapped to you. Learners without ILPs will not be listed here.

Team ILP Progress

	Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion	Action
1	Gillespie, Kurt	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	21	0	0	0.55 %	0.00 %	
2	Locke, Kevin	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
3	Singh, Rajan	Demand Supply_JG_IH	Sep 29, 2016	Acknowledged	30	0	6	0.77 %	20.00 %	
4	Tas, Baris	Manufacturing Engineering_IA	Sep 30, 2016	Mapped	22	0	0	0.55 %	0.00 %	
5	Witte, Ken	Corp Development and Strat	Mar 31, 2016	Mapped	8	0	0	0.68 %	0.00 %	
6	Zhang, Yi	Logistics GCM_JG_IK	Mar 31, 2016	Acknowledged	1	0	0	0.68 %	0.00 %	

Figure 30: Team ILP Progress

Each of the columns has been explained below.

Column Name	Explanation
Learner	Name of the learners mapped to you
ILP	ILP of the respective learners
ILP Date	ILP due date of the learners
ILP Status	ILP statuses of the learners mapped to you – Acknowledged or Mapped.
Core Courses	Number of Core Courses mapped to the learner

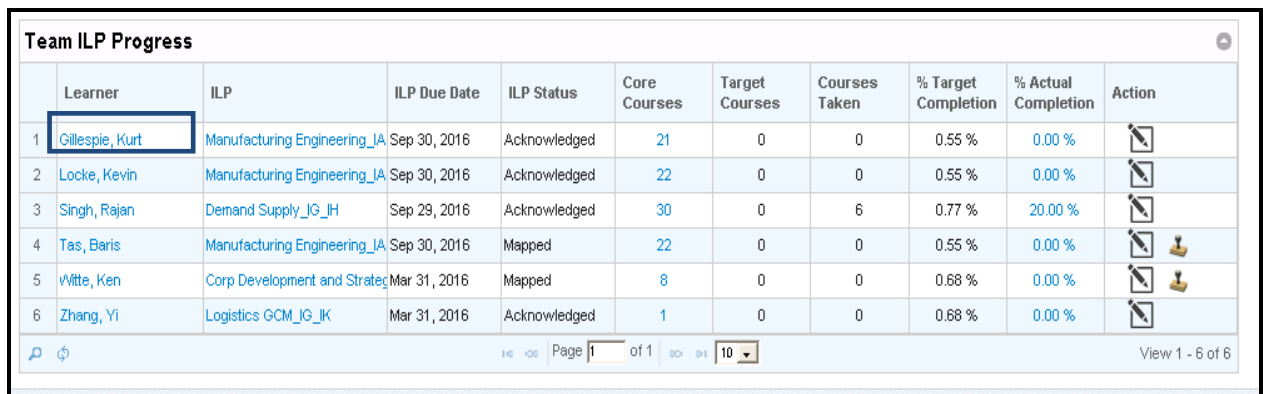
Target Courses	Number of Core Courses that the learner should have taken till date
% Target Completion	It is the percentage of core courses learner should have taken till date. It is calculated based on the number of days completed from learner ILP duration. It excludes the leave days.
% Actual Completion	Percentage of Core Courses actually completed till date
Core Courses Taken	Number of Core Courses actually completed by learner
Action	Manager can edit or acknowledge learner's ILP

Table 2: Team ILP Progress Table

Additional details have been described ahead with relevant screenshots.

Learner:

You can click on a learner's name to view their details.



Team ILP Progress										
	Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion	Action
1	Gillespie, Kurt	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	21	0	0	0.55 %	0.00 %	
2	Locke, Kevin	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
3	Singh, Rajan	Demand Supply_JG_IH	Sep 29, 2016	Acknowledged	30	0	6	0.77 %	20.00 %	
4	Tas, Baris	Manufacturing Engineering_IA	Sep 30, 2016	Mapped	22	0	0	0.55 %	0.00 %	
5	Witte, Ken	Corp Development and Strateg	Mar 31, 2016	Mapped	8	0	0	0.68 %	0.00 %	
6	Zhang, Yi	Logistics GCM_JG_IK	Mar 31, 2016	Acknowledged	1	0	0	0.68 %	0.00 %	

Figure 31: Learner's Name

On doing so, the learner's details will appear which includes General Info, Other Details and Manager Details. These are the same details that a learner can see via his 'My Profile' section.

Add Course

User Details

General Info

Name:	Gillespie, Kurt	Role:	Learners	Employee Status:	Active
Badge ID:	416791	Email:	Kurt_Gillespie@abc.com	Manager ILP Review:	Acknowledged

Other Details

Academy:	Supply Chain	ILP:	Manufacturing Engineering_IA_IB_IC_ID_IE_IF	ILP Due Date:	Sep 30, 2016
Job Family:	Platform Software Engr-Engr	Job Title:	Platform Sftwr Sr. Prin Engr	Job Function:	Engineering
Work Country:	United States	Office Location:	US TX Austin Office 07	Cost Center Code:	1010-2901-882195
Career Level:	IJ	Manager Indicator:	No		

Manager Details

Supervisor:	Weis, Bill	L2 Manager:	Clarke, Jeff	L3 Manager:	Caffey, Stuart
L4 Manager:	Tu, Edgar	L5 Manager:	Jaber, Muhammed	L6 Manager:	Weis, Bill
L7 Manager:		L8 Manager:			

Figure 32: Learner Profile

ILP:

Click on the Learner’s ILP to look at all the Core Courses mapped to the particular learner’s ILP.

Team ILP Progress

	Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion	Action
1	Gillespie, Kurt	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	21	0	0	0.55 %	0.00 %	
2	Locke, Kevin	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
3	Singh, Rajan	Demand Supply_IG_IH	Sep 29, 2016	Acknowledged	30	0	6	0.77 %	20.00 %	
4	Tas, Baris	Manufacturing Engineering_IA	Sep 30, 2016	Mapped	22	0	0	0.55 %	0.00 %	
5	Witte, Ken	Corp Development and Strategic	Mar 31, 2016	Mapped	8	0	0	0.68 %	0.00 %	
6	Zhang, Yi	Logistics GCM_IG_IK	Mar 31, 2016	Acknowledged	1	0	0	0.68 %	0.00 %	

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Figure 33: Learner’s ILP

On doing so, another window will appear which will show courses mapped in ILP.

Add Course

ILP Details

ILP: Manufacturing Engineering_IA_IB_IC_ID_IE_IF Academy: Supply Chain
 ILP Family: Manufacturing Engineering Career Level: IA, IB, IC, ID, IE, IF

Course Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours
APX840	Detailed Scheduling and Planning Positioning	Leadership	Performance Management	Basic	Functional Online Self	01:00
APX846	Detailed Capacity Planning Characteristics and Techniques	Leadership	Performance Management	Basic	Functional Online Self	01:00
APX847	Information Used in Detailed Capacity Planning Process	Leadership	Performance Management	Basic	Functional Online Self	01:00
APX848	Using the Techniques of Capacity Requirements Planning (CRP)	Leadership	Performance Management	Basic	Functional Online Self	01:00
APX849	Using Advanced Capacity Planning Techniques	Leadership	Performance Management	Intermediate	Functional Online Self	00:00
APX851	Measuring the Performance of Detailed Capacity Planning Process	Leadership	Performance Management	Basic	Functional Online Self	00:00
LWS236	Document and Discover the Current Method	Leadership	Performance Management	Basic	Functional Online Self	01:00
MFG819a	Manufacturing Management Techniques Part 1 of 2	Leadership	Performance Management	Basic	Functional Online Self	01:00
MFG819b	Manufacturing Management Techniques Part 2 of 2	Leadership	Performance Management	Basic	Functional Online Self	01:00
OPA100	Measuring and Applying Process Variation	Leadership	Performance Management	Basic	Functional Online Self	01:00
OPA101	Calculating Confidence Intervals, Alpha Risk, and Beta Risk	Leadership	Performance Management	Basic	Functional Online Self	01:00

Figure 34: Learner's ILP

Core Courses:

Click on the Core Course count of a learner to check the core courses that are mapped to the learner.

Team ILP Progress

	Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion	Action
1	Gillespie, Kurt	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	21	0	0	0.55 %	0.00 %	
2	Locke, Kevin	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
3	Singh, Rajan	Demand Supply_JG_IH	Sep 29, 2016	Acknowledged	30	0	6	0.77 %	20.00 %	
4	Tas, Baris	Manufacturing Engineering_IA	Sep 30, 2016	Mapped	22	0	0	0.55 %	0.00 %	
5	Witte, Ken	Corp Development and Strategy	Mar 31, 2016	Mapped	8	0	0	0.68 %	0.00 %	
6	Zhang, Yi	Logistics GCM_JG_IK	Mar 31, 2016	Acknowledged	1	0	0	0.68 %	0.00 %	

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Figure 35: # Core Courses

On doing so, another window will appear which will have all the Core Course mapped to the learner. This core course list may differ with the ILP course list in case of following scenarios:

- Additional course mapped to learner's ILP as core
- Learner has raised course removal request and it is approved by you.

Code	CourseTitle	Skill Type	Skill Set	Course Level	Delivery Approach	Hours
CAPDL00	Visibility - The Current Focal Point of SCM: Distance Learning Program Session	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00
AAL106	Applying Measures of Dispersion	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00
APX840	Detailed Scheduling and Planning Positioning	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00
APX846	Detailed Capacity Planning Characteristics and Techniques	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00
APX847	Information Used in Detailed Capacity Planning Process	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00
APX848	Using the Techniques of Capacity Requirements Planning (CRP)	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00
APX849	Using Advanced Capacity Planning Techniques	Personal & Interpersonal	Performance Management	Intermediate	Functional Online Self	00:00
APX851	Measuring the Performance of Detailed Capacity Planning Process	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	00:00
LWS236	Document and Discover the Current Method	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00
MFG819a	Manufacturing Management Techniques Part 1 of 2	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00
MFG819b	Manufacturing Management Techniques Part 2 of 2	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00

Figure 36: # Core Courses

% Actual Completion:

% Actual Completion is the percentage of core courses completed by a learner.

Team ILP Progress										
	Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion	Action
1	Gillespie, Kurt	Manufacturing Engineering_JA	Sep 30, 2016	Acknowledged	21	0	0	0.55 %	0.00 %	
2	Locke, Kevin	Manufacturing Engineering_JA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
3	Singh, Rajan	Demand Supply_JG_IH	Sep 29, 2016	Acknowledged	30	0	6	0.77 %	20.00 %	
4	Tas, Baris	Manufacturing Engineering_JA	Sep 30, 2016	Mapped	22	0	0	0.55 %	0.00 %	
5	Witte, Ken	Corp Development and Strateg	Mar 31, 2016	Mapped	8	0	0	0.68 %	0.00 %	
6	Zhang, Yi	Logistics GCM_IK	Mar 31, 2016	Acknowledged	1	0	0	0.68 %	0.00 %	

Figure 37: % Actual Completion

If you click on % Actual Completion of a learner, you can see all the Core courses and Elective courses that are mapped to the learner with status.

Learner:	Singh, Rajan	Job Family:	Platform Software Engr-Engr	Job Title:	Platform Sftwr Sr. Prin Engr
Job Function:	Engineering	ILP:	Demand Supply_ILP_IH	% ILP Completion:	20.00 %

[Download Excel Sheet](#)

Core Courses

	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem solving	Advanced	In-class/Webex	08:00	Waived
2	PROF4016	Advanced Excel	Business	Basic business tools	Advanced	In-class/Webex	08:00	Completed
3	PROF4020	Advanced presentation skills	Business	Communication and present	Advanced	In-class/Webex	08:00	Not Started
4	CLcomm_33_a02_bs_en	Basic Presentation Skills: Creating a Presentation	Business	Communication and present	Basic	Online Self	01:00	Not Started
5	CL_pc_bt_mgb015	Communicating Organizational Change	Leadership	Change Management	Basic	Online Self	01:00	Completed
6	CLPD_12_A04_BS_ENIN	Decision Making: The Fundamentals (new)	Business	Analysis & problem solving	Basic	Online Self	01:00	Not Started
7	APX840	Detailed Scheduling and Planning Positioning	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00	Not Started
8	MFG206	Developing and Validating the Production Plan	Personal & Interpersonal	Performance Management	Intermediate	Functional Online Self	01:00	Not Started
9	APX821	Forecasting Demand	Personal & Interpersonal	Performance Management	Intermediate	Functional Online Self	01:00	Not Started
10	SCP401	Fundamentals of Supply Planning	Personal & Interpersonal	Performance Management	Intermediate	Functional Online Self	03:00	Not Started

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[Download Excel Sheet](#)

Elective Courses

	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status
1	CL_pc_ch_jach001	Developing a Business Execution Culture	Leadership	Coaching and Mentoring	Basic	Online Self	01:00	Not Started
2	CL_pc_ch_jach023	Building and Leading Teams	Leadership	Team Work	Basic	Online Self	01:00	Not Started
3	CLMGMT8151	About 360 Degree Performance Feedback	Leadership	Performance Management	Basic	Online Self	02:00	Not Started
4	MFG885B	Configuring and Integrating the Cost Management Process	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00	Not Started
5	PROF4017	Advanced navigating beyond conflict	Leadership	Conflict Management	Advanced	In-class/Webex	01:00	Not Started

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Figure 38: Learner's Core and Elective Courses

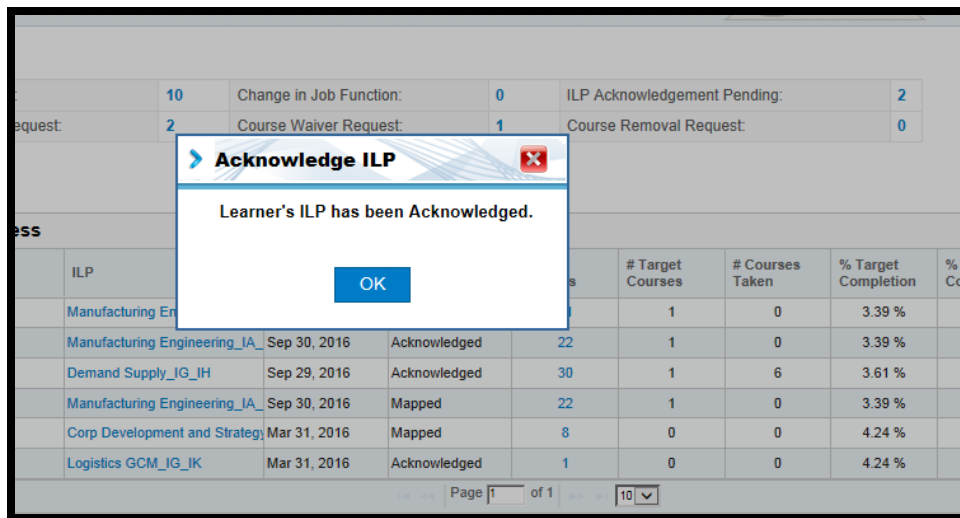
4.2.1. Acknowledge ILP

Managers can also acknowledge the ILP by clicking on the 'Acknowledge' icon (highlighted) under the 'Action' column.

Team ILP Progress										
	Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion	Action
1	Gillespie, Kurt	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	21	0	0	0.55 %	0.00 %	
2	Locke, Kevin	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
3	Singh, Rajan	Demand Supply_IG_IH	Sep 29, 2016	Acknowledged	30	0	6	0.77 %	20.00 %	
4	Tas, Baris	Manufacturing Engineering_IA	Sep 30, 2016	Mapped	22	0	0	0.55 %	0.00 %	
5	Witte, Ken	Corp Development and Strateg	Mar 31, 2016	Mapped	8	0	0	0.68 %	0.00 %	
6	Zhang, Yi	Logistics GCM_IG_IK	Mar 31, 2016	Acknowledged	1	0	0	0.68 %	0.00 %	

Figure 39: Acknowledge ILP

When you click on the Acknowledge ILP icon, the ILP gets immediately acknowledged and a confirmation message as below will be displayed.



Also, the ILP status of that learner changes from 'Mapped' to 'Acknowledged' and 'Acknowledge ILP' icon from action column will be removed.

Team ILP Progress										
	Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion	Action
1	Gillespie, Kurt	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	21	0	0	0.55 %	0.00 %	
2	Locke, Kevin	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
3	Singh, Rajan	Demand Supply_IG_IH	Sep 29, 2016	Acknowledged	30	0	6	0.77 %	20.00 %	
4	Tas, Baris	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
5	Witte, Ken	Corp Development and Strateg	Mar 31, 2016	Mapped	8	0	0	0.68 %	0.00 %	
6	Zhang, Yi	Logistics GCM_IG_IK	Mar 31, 2016	Acknowledged	1	0	0	0.68 %	0.00 %	

4.2.2. Edit ILP

Managers have the option to edit the ILP of a learner and to acknowledge the pending ILPs via the 'Action' column.

The 'edit' icon (highlighted) can be clicked to edit a learner's ILP. This will allow you to add or remove courses to the learner's ILP.

Team ILP Progress										
	Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion	Action
1	Gillespie, Kurt	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	21	0	0	0.55 %	0.00 %	
2	Locke, Kevin	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
3	Singh, Rajan	Demand Supply_JG_IH	Sep 29, 2016	Acknowledged	30	0	6	0.77 %	20.00 %	
4	Tas, Baris	Manufacturing Engineering_IA	Sep 30, 2016	Mapped	22	0	0	0.55 %	0.00 %	
5	Witte, Ken	Corp Development and Strategy	Mar 31, 2016	Mapped	8	0	0	0.68 %	0.00 %	
6	Zhang, Yi	Logistics GCM_JG_IK	Mar 31, 2016	Acknowledged	1	0	0	0.68 %	0.00 %	

Figure 40: Edit ILP

Click on the 'Edit' icon and the 'Manage Learner ILP' window will open.

Manage Learner ILP

Learner:	Witte, Ken	Job Family:	Platform Software Engr-Engr	Job Title:	Platform Sftwr Sr. Prin Engr
Job Function:	Engineering	ILP:	Corp Development and Strategy_JE_....	% ILP Completion:	0.00 %

Add Course

Select Course: Mapped as: Core Elective

Core Courses **Elective Courses**

	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	CLcomm_33_a02_b	Basic Presentation Skills: Creating a Prese	Business	Communication and pres	Basic	Online Self	01:00	Not Started	
2	CLpd_12_a06_bs_e	Decision Making: Making Tough Decisions	Business	Strategic thinking	Advanced	Online Self	01:00	Not Started	
3	clpd_13_a03_bs_er	Embracing Organizational Change	Business	Basic business tools	Basic	Online Self	01:00	Not Started	
4	MKTG1014	Clarity and Influence in Communication and	Personal & Interpersonal	Influencing skills	Intermediate	In-class/Webex	08:00	Not Started	
5	PROF2044	Success in a Matrix Organization	Personal & Interpersonal	Influencing skills	Intermediate	In-class/Webex	08:00	Not Started	
6	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem solv	Advanced	In-class/Webex	08:00	Not Started	
7	PROF4033	Leading Innovation: thinking & tools	Personal & Interpersonal	Innovation and creativity	Basic	In-class/Webex	08:00	Not Started	
8	PROF4045	Transformation management	Leadership	Change Management	Basic	In-class/Webex	08:00	Not Started	
9	PROF4144	Influencing for Success	Personal & Interpersonal	Influencing skills	Intermediate	In-class/Webex	08:00	Not Started	

Figure 41: Manage Learner ILP

On this page, you have the option to add a course to the learner's Core or Elective list and to remove courses that are already mapped to the learner's ILP.

4.2.2.1. Add a Course to the Learner’s Core or Elective List

The course which you want to add to learner’s ILP can be search by two ways. You can either type the first three characters of the course name in the ‘Select Course’ textbox, or by directly clicking on the Search icon.

Option 1:

On typing the first 3 characters of the course, system will auto populate all the courses having those characters.

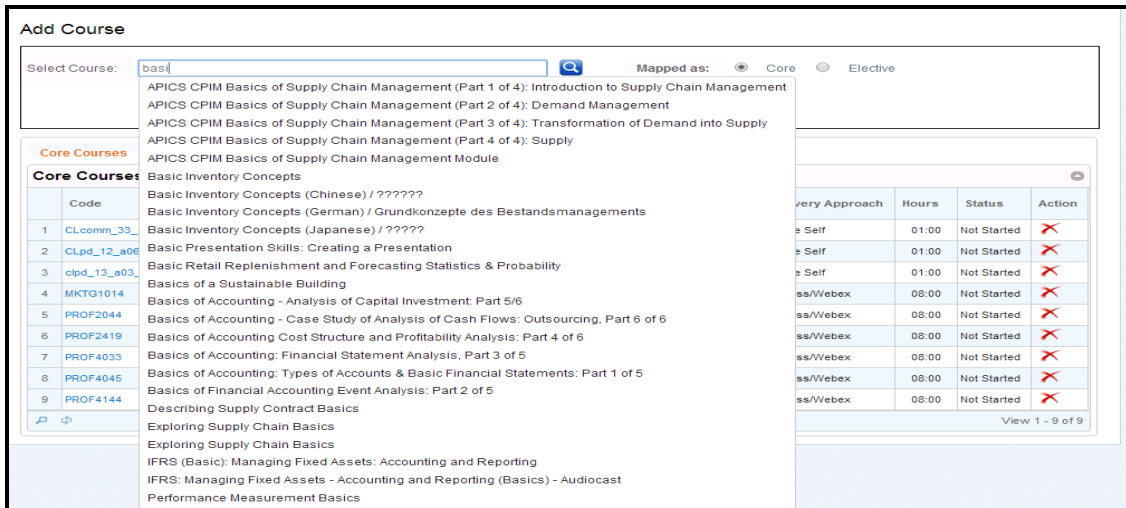


Figure 42: Search Courses

Select the desired course from the dropdown. It will appear as below. You have the option to add it to Core or Elective list by clicking the appropriate radio button and then click on ‘Add Course’.

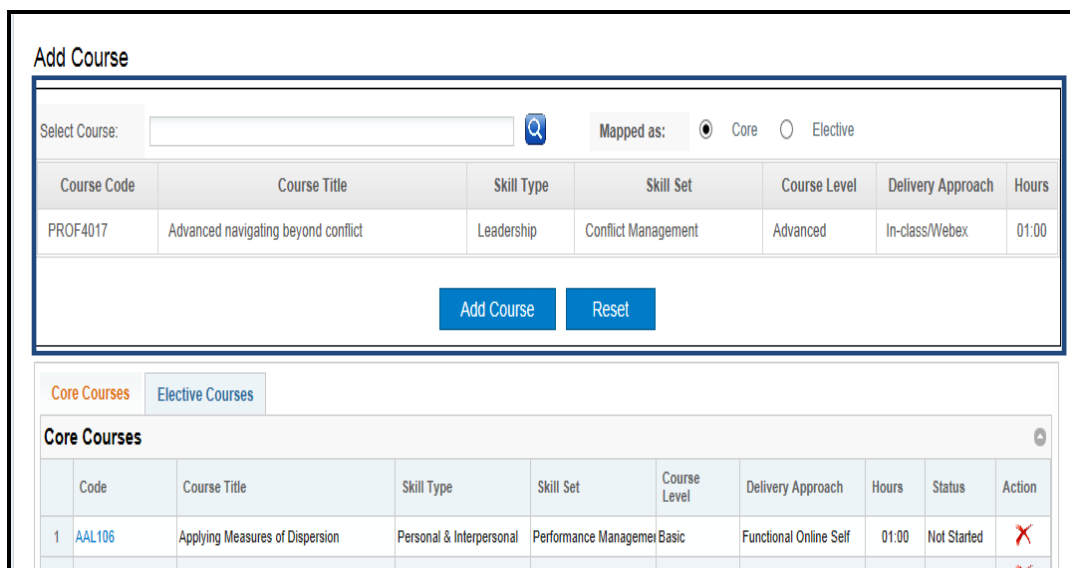


Figure 43: Add Course

Option2:

Click on the 'search' icon (highlighted).

Add Course

Select Course: Q Mapped as: Core Elective

Core Courses
Elective Courses

Core Courses

	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	CLcomm_33_a02_b	Basic Presentation Skills: Creating a Pres	Business	Communication and pres	Basic	Online Self	01:00	Not Started	✗
2	CLpd_12_a06_bs_e	Decision Making: Making Tough Decisions	Business	Strategic thinking	Advanced	Online Self	01:00	Not Started	✗
3	clpd_13_a03_bs_er	Embracing Organizational Change	Business	Basic business tools	Basic	Online Self	01:00	Not Started	✗
4	MKTG1014	Clarity and Influence in Communicaiton and Personal & Interpersonal		Influencing skills	Intermediate	In-class/Webex	08:00	Not Started	✗

The new page will provide search options. You may search using any of the fields shown in the below screenshot and click on 'Search'.

Search Course

Course Code:	<input type="text"/>	Course Title:	<input type="text" value="Advanced"/>
Skill Type:	<input type="text" value="Select"/>	Skill Set:	<input type="text" value="Select"/>
Course Level:	<input type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Advance	Manager Approval Required:	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Search"/>		<input type="button" value="Reset"/>	

Basis your search, the courses would appear as below.

Search Course

Course Code: Course Title:

Skill Type: Skill Set: Delivery Approach:

Course Level: Basic Intermediate Advance
 Manager Approval Required: Yes No

Please click on Course Code to select any Course

Courses

	Course Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours
1	APX849	Using Advanced Capacity Planning Techniques	Personal & Interpersonal	Performance Management	Intermediate	Functional Online Self	00:00
2	MFG185	Practicing Advanced Capacity Planning	Personal & Interpersonal	Performance Management	Advanced	Functional Online Self	01:00
3	PROF4015	Advanced leading innovation: thinking & tools	Personal & Interpersonal	Innovation and creativity	Advanced	In-class/Webex	08:00
4	PROF4016	Advanced Excel	Business	Basic business tools	Advanced	In-class/Webex	08:00
5	PROF4017	Advanced navigating beyond conflict	Leadership	Conflict Management	Advanced	In-class/Webex	01:00
6	PROF4019	Advanced Powerpoint	Business	Basic business tools	Basic	In-class/Webex	04:00
7	PROF4020	Advanced presentation skills	Business	Communication and present	Advanced	In-class/Webex	08:00
8	PROF4021	Advanced procurement skills	Functional	Purchasing fundamentals	Basic	In-class/Webex	01:00
9	PROF4023	Advanced transformation management	Leadership	Change Management	Advanced	In-class/Webex	01:00
10	PROF5050	Advanced influencing skills	Personal & Interpersonal	Influencing skills	Advanced	In-class/Webex	08:00

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On click on the course code (highlighted above), the course will selected and it will appear as below.

Add Course

Select Course: Mapped as: Core Elective

Course Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours
PROF4017	Advanced navigating beyond conflict	Leadership	Conflict Management	Advanced	In-class/Webex	01:00

Core Courses **Elective Courses**

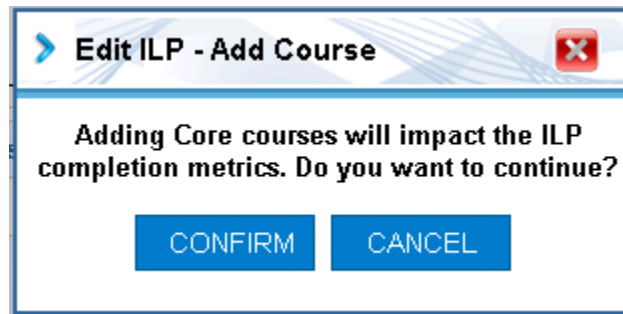
Core Courses

	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	AAL106	Applying Measures of Dispersion	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00	Not Started	<input type="button" value="X"/>

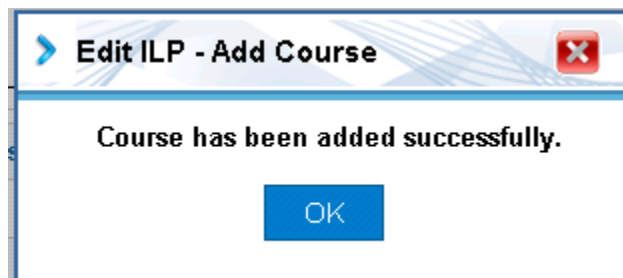
Figure 44: Add Course

You have the option to add it to Core or Elective list by clicking the appropriate radio button and then click on 'Add Course'.

In case of adding course as Core Course, a confirmation message will appear as show below.



On click on "CONFIRM" button, course will be added to learner ILP as Core Course. A confirmation message will appear as shown below.



Raising Accenture License Request for 'Functional Online Self'

- If you are adding any '**Functional Online Self**' course to learner ILP then system will check whether the learner has Accenture license to launch the course. As '**Functional Online Self**' course requires to be launched at Accenture Academy and also require one time Accenture license.
- **No Need to raise License request:**
In case of any of the below scenario, system will not ask to raise Accenture license request:
 - Learner already have Accenture license request
 - Learner already have any other '**Functional Online Self**' courses added in their ILP
- **Unable to add 'course':**
In case of any of the below scenario, you would not be able to add '**Functional Online Self**' course to learner ILP:
 - Accenture license request is already raised for learner
 - Learner request for Accenture license was declined in less than 30 days

- **Raise Accenture license request:**

In case, learner do not have Accenture license , then portal will guide you to raise Accenture request; as shown below

Manager trying to add 'Functional Online Self' course to learner who does not have Accenture license

Add Course

Select Course: Mapped as: Core Elective

Course Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours
APX003	Manufacturing Resource Planning (MRP II)	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	02:00

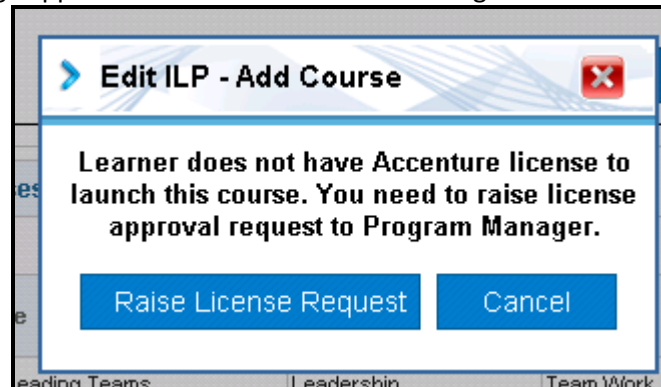
Core Courses
 Elective Courses

Core Courses

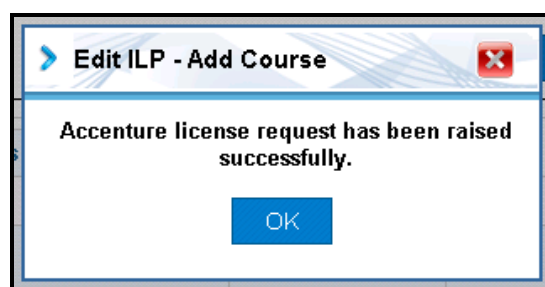
	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	CL_pc_ch_lach023	Building and Leading Teams	Leadership	Team Work	Basic	Online Self	01:00	Not Started	✗
2	CLcomm_24_a03_b	Negotiation Essentials: Communicating	Functional	Negotiation skills	Basic	Online Self	01:00	Not Started	✗
3	CLfin_02_a01_bs_e	Principles of Accounting and Finance for Business	Business	Financial Acumen	Basic	Online Self	01:00	Not Started	✗
4	MKTG1014	Clarity and Influence in Communication and Business	Business	Communication and presentation	Intermediate	In-class/Webex	08:00	Not Started	✗
5	PROF2043	Engineering Discipline	Functional	Engineering and Development	Basic	In-class/Webex	03:00	Not Started	✗
6	PROF2044	Success in a Matrix Organization	Business	Business Basics and Teamwork	Basic	In-class/Webex	08:00	Not Started	✗
7	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem solving	Advanced	In-class/Webex	08:00	Not Started	✗
8	PROF2811	Fact-Based Negotiation (1 day)	Business	Negotiation skills	Intermediate	In-class/Webex	08:00	Not Started	✗
9	PROF3014	NUDD Process	Functional	Risk management	Basic	In-class/Webex	03:00	Not Started	✗
10	PROF4028	GOE 101	Business	Cross-functional Knowledge	Basic	In-class/Webex	01:00	Not Started	✗

View 1 - 10 of 10

Below message appears as confirmation before raising Accenture license request.



On click on 'Raise License Request', system will generate Accenture License request. System will show confirmation message as shown below.



Once license request get approved by Program manager, course will be added to learner ILP.

4.2.2.2. Remove a Course from the Learner's ILP

You can remove a course from the learner's ILP. The 'edit' icon (highlighted) can be clicked to edit a learner's ILP.

Team ILP Progress										
	Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion	Action
1	Gillespie, Kurt	Manufacturing Engineering_JA	Sep 30, 2016	Acknowledged	21	0	0	0.55 %	0.00 %	
2	Locke, Kevin	Manufacturing Engineering_JA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
3	Singh, Rajan	Demand Supply_JG_IH	Sep 29, 2016	Acknowledged	30	0	6	0.77 %	20.00 %	
4	Tas, Baris	Manufacturing Engineering_JA	Sep 30, 2016	Mapped	22	0	0	0.55 %	0.00 %	
5	Witte, Ken	Corp Development and Strategy	Mar 31, 2016	Mapped	8	0	0	0.68 %	0.00 %	
6	Zhang, Yi	Logistics GCM_JG_IK	Mar 31, 2016	Acknowledged	1	0	0	0.68 %	0.00 %	

Page 1 of 1 | 10 | View 1 - 6 of 6

Figure 45: Edit ILP

Click on the 'Edit' icon and the 'Manage Learner ILP' window will open.

Manage Learner ILP

Learner: Witte, Ken | Job Family: Platform Software Engr-Engr | Job Title: Platform Sftwr Sr. Prin Engr
 Job Function: Engineering | ILP: Corp Development and Strategy_IE_.... | % ILP Completion: 0.00 %

Add Course

Select Course: Mapped as: Core Elective

Core Courses | **Elective Courses**

	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	CLcomm_33_a02_b	Basic Presentation Skills: Creating a Preser	Business	Communication and pres	Basic	Online Self	01:00	Not Started	
2	CLpd_12_a06_bs_e	Decision Making: Making Tough Decisions	Business	Strategic thinking	Advanced	Online Self	01:00	Not Started	
3	clpd_13_a03_bs_er	Embracing Organizational Change	Business	Basic business tools	Basic	Online Self	01:00	Not Started	
4	MKTG1014	Clarity and Influence in Communicaiton and	Personal & Interpersonal	Influencing skills	Intermediate	In-class/Webex	08:00	Not Started	
5	PROF2044	Success in a Matrix Organization	Personal & Interpersonal	Influencing skills	Intermediate	In-class/Webex	08:00	Not Started	
6	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem solv	Advanced	In-class/Webex	08:00	Not Started	
7	PROF4033	Leading Innovation: thinking & tools	Personal & Interpersonal	Innovation and creativity	Basic	In-class/Webex	08:00	Not Started	
8	PROF4045	Transformation management	Leadership	Change Management	Basic	In-class/Webex	08:00	Not Started	
9	PROF4144	Influencing for Success	Personal & Interpersonal	Influencing skills	Intermediate	In-class/Webex	08:00	Not Started	

Figure 46: Manage Learner ILP

Click on the 'Remove' icon (highlighted) under 'Action' column to remove course

Add Course

Select Course: Mapped as: Core Elective

Core Courses

	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	CLcomm_33_a02_b	Basic Presentation Skills: Creating a Prese	Business	Communication and pres	Basic	Online Self	01:00	Not Started	<input type="button" value="✖"/>
2	CLpd_12_a06_bs_e	Decision Making: Making Tough Decisions	Business	Strategic thinking	Advanced	Online Self	01:00	Not Started	<input type="button" value="✖"/>
3	clpd_13_a03_bs_er	Embracing Organizational Change	Business	Basic business tools	Basic	Online Self	01:00	Not Started	<input type="button" value="✖"/>
4	MKTG1014	Clarity and Influence in Communication and	Personal & Interpersonal	Influencing skills	Intermediate	In-class/Webex	08:00	Not Started	<input type="button" value="✖"/>
5	PROF2044	Success in a Matrix Organization	Personal & Interpersonal	Influencing skills	Intermediate	In-class/Webex	08:00	Not Started	<input type="button" value="✖"/>
6	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem solv	Advanced	In-class/Webex	08:00	Not Started	<input type="button" value="✖"/>
7	PROF4033	Leading Innovation: thinking & tools	Personal & Interpersonal	Innovation and creativity	Basic	In-class/Webex	08:00	Not Started	<input type="button" value="✖"/>
8	PROF4045	Transformation management	Leadership	Change Management	Basic	In-class/Webex	08:00	Not Started	<input type="button" value="✖"/>
9	PROF4144	Influencing for Success	Personal & Interpersonal	Influencing skills	Intermediate	In-class/Webex	08:00	Not Started	<input type="button" value="✖"/>

When you click on the 'Remove' icon, the system will prompt you to confirm the removal. Click on the relevant option.

Mapped as: Core Elective

Core Courses

Edit ILP - Remove Course ✖

Are you sure you want remove course?

Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
Ability - The Current Focal Point of SC	Business	Functional	Basic	Online Self	01:00	Not Started	<input type="button" value="✖"/>
Applying Measures of Dispersion	Business	Functional	Basic	Online Self	01:00	Not Started	<input type="button" value="✖"/>
ailed Scheduling and Planning Position	Personal & Interpersonal	Performance Manageme	Basic	Online Self	01:00	Not Started	<input type="button" value="✖"/>
ailed Capacity Planning Characteristics	Personal & Interpersonal	Performance Manageme	Basic	Online Self	01:00	Not Started	<input type="button" value="✖"/>
ormation Used in Detailed Capacity Plan	Personal & Interpersonal	Performance Manageme	Basic	Online Self	01:00	Not Started	<input type="button" value="✖"/>
ng the Techniques of Capacity Require	Personal & Interpersonal	Performance Manageme	Basic	Online Self	01:00	Not Started	<input type="button" value="✖"/>
in Advanced Capacity Planning Techni	Personal & Interpersonal	Performance Manageme	Intermediate	Online Self	00:00	Not Started	<input type="button" value="✖"/>

If you click on 'Remove', the selected course will be removed from the list.

5. Add Course To Team

This option is used to add Core and Elective courses simultaneously to multiple learners mapped to you.

My Action

Learners Without ILP:	10	Change in Job Function:	0	ILP Acknowledgement Pending:	1
Course Enrollment Request:	1	Course Waiver Request:	1	Course Removal Request:	0

[Download Excel Sheet](#)

Team ILP Progress

	Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion	Action
1	Gillespie, Kurt	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	21	0	0	0.55 %	0.00 %	
2	Locke, Kevin	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
3	Singh, Rajan	Demand Supply_IG_IH	Sep 29, 2016	Acknowledged	30	0	6	0.77 %	20.00 %	
4	Tas, Baris	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
5	Witte, Ken	Corp Development and Strategy	Mar 31, 2016	Mapped	8	0	0	0.68 %	0.00 %	
6	Zhang, Yi	Logistics GCM_IG_IK	Mar 31, 2016	Acknowledged	1	0	0	0.68 %	0.00 %	

When you click on 'Add Course to Team', the below page will appear.

Add Course

Select Course:

Mapped as: Core Elective

Additional course cannot be mapped to learner as this will exceed 20% of ILP course limit. [Download Excel Sheet](#)

Learners List

	<input type="checkbox"/>	Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion
1	<input type="checkbox"/>	Gillespie, Kurt	Manufacturing Engineering_IA_IB	30 Sep 2016	Acknowledged	19	1	0	3.39 %	0.00 %
2	<input type="checkbox"/>	Locke, Kevin	Manufacturing Engineering_IA_IB	30 Sep 2016	Mapped	19	1	0	3.39 %	0.00 %
3	<input type="checkbox"/>	Singh, Rajan	Demand Supply_IG_IH	29 Sep 2016	Acknowledged	30	1	6	3.61 %	20.00 %
4	<input type="checkbox"/>	Tas, Baris	Manufacturing Engineering_IA_IB	30 Sep 2016	Mapped	19	1	0	3.39 %	0.00 %
5	<input type="checkbox"/>	Witte, Ken	Corp Development and Strategy_31	Mar 2016	Mapped	9	0	0	4.24 %	0.00 %
6	<input type="checkbox"/>	Zhang, Yi	Logistics GCM_IG_IK	31 Mar 2016	Acknowledged	1	0	0	4.24 %	0.00 %

Figure 47: Add Course to Team

The course which you want to add to learner’s ILP can be search by two ways. You can either type the first three characters of the course name in the ‘Select Course’ textbox, or by directly clicking on the Search icon. (steps to search course is explained in section: 4.2.2.1. Add a Course to the Learner’s Core or Elective Listhow)

Select the course that you wish to add by and it will appear as below. Select the Core or Elective radio button as appropriate. Click on the checkboxes for the learner / learners to whose ILP you wish to add the selected course and then click on ‘Add Course’.

Add Course

Select Course: Mapped as: Core Elective

Course Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours
AAL106	Applying Measures of Dispersion	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00

Additional course cannot be mapped to learner as this will exceed 20% of ILP course limit.

Learners List

	<input type="checkbox"/> Learner	ILP	ILP Due Date	ILP Status	# Core Courses	# Target Courses	# Courses Taken	% Target Completion	% Actual Completion
1	<input type="checkbox"/> Gillespie, Kurt	Manufacturing Engineering_IA_IB	30 Sep 2016	Acknowledged	20	1	0	3.39 %	0.00 %
2	<input type="checkbox"/> Locke, Kevin	Manufacturing Engineering_IA_IB	30 Sep 2016	Mapped	19	1	0	3.39 %	0.00 %
3	<input type="checkbox"/> Singh, Rajan	Demand Supply_IG_IH	29 Sep 2016	Acknowledged	30	1	6	3.61 %	20.00 %
4	<input type="checkbox"/> Tas, Baris	Manufacturing Engineering_IA_IB	30 Sep 2016	Mapped	19	1	0	3.39 %	0.00 %
5	<input type="checkbox"/> Witte, Ken	Corp Development and Strategy	31 Mar 2016	Mapped	9	0	0	4.24 %	0.00 %
6	<input type="checkbox"/> Zhang, Yi	Logistics GCM_IG_IK	31 Mar 2016	Acknowledged	1	0	0	4.24 %	0.00 %

Figure 48: Add Course

Note the highlighted on this page.

The learners who have been greyed out are those learners who already have additional 20% core courses added to their ILP. This means that no more core courses can be added to their ILP. However, Elective courses can be added to these learners.

Add Course

Select Course: Mapped as: Core Elective

Course Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours
AAL106	Applying Measures of Dispersion	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00

Additional course cannot be mapped to learner as this will exceed 20% of ILP course limit.

Learners List

	<input type="checkbox"/> Learner	ILP	ILP Due Date	ILP Status	# Core Courses	# Target Courses	# Courses Taken	% Target Completion	% Actual Completion
1	<input type="checkbox"/> Gillespie, Kurt	Manufacturing Engineering_IA_IB	30 Sep 2016	Acknowledged	20	1	0	3.39 %	0.00 %
2	<input type="checkbox"/> Locke, Kevin	Manufacturing Engineering_IA_IB	30 Sep 2016	Mapped	19	1	0	3.39 %	0.00 %
3	<input type="checkbox"/> Singh, Rajan	Demand Supply_IG_IH	29 Sep 2016	Acknowledged	30	1	6	3.61 %	20.00 %
4	<input type="checkbox"/> Tas, Baris	Manufacturing Engineering_IA_IB	30 Sep 2016	Mapped	19	1	0	3.39 %	0.00 %
5	<input type="checkbox"/> Witte, Ken	Corp Development and Strategy	31 Mar 2016	Mapped	9	0	0	4.24 %	0.00 %
6	<input type="checkbox"/> Zhang, Yi	Logistics GCM_IG_IK	31 Mar 2016	Acknowledged	1	0	0	4.24 %	0.00 %

Below is a screenshot that shows that the checkbox is disabled while adding Core Courses.

Add Course

Select Course: Mapped as: Core Elective

Course Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours
AAL106	Applying Measures of Dispersion	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00

Additional course cannot be mapped to learner as this will exceed 20% of ILP course limit.

Learners List

	<input type="checkbox"/> Learner	ILP	ILP Due Date	ILP Status	# Core Courses	# Target Courses	# Courses Taken	% Target Completion	% Actual Completion
1	<input checked="" type="checkbox"/> Gillespie, Kurt	Manufacturing Engineering_IA_IB_30 Sep 2016	30 Sep 2016	Acknowledged	20	1	0	3.39 %	0.00 %
2	<input checked="" type="checkbox"/> Locke, Kevin	Manufacturing Engineering_IA_IB_30 Sep 2016	30 Sep 2016	Mapped	19	1	0	3.39 %	0.00 %
3	<input type="checkbox"/> Singh, Rajan	Demand Supply_IG_IH	29 Sep 2016	Acknowledged	30	1	6	3.61 %	20.00 %
4	<input checked="" type="checkbox"/> Tas, Baris	Manufacturing Engineering_IA_IB_30 Sep 2016	30 Sep 2016	Mapped	19	1	0	3.39 %	0.00 %
5	<input type="checkbox"/> Witte, Ken	Corp Development and Strategy_I	31 Mar 2016	Mapped	9	0	0	4.24 %	0.00 %
6	<input type="checkbox"/> Zhang, Yi	Logistics GCM_IG_IK	31 Mar 2016	Acknowledged	1	0	0	4.24 %	0.00 %

Below is a screenshot that shows that the checkbox is enabled while adding Elective Courses.

Home > Add Course To Team Welcome Vinay Wankhede! (Logout)

Add Course

Select Course: Mapped as: Core Elective

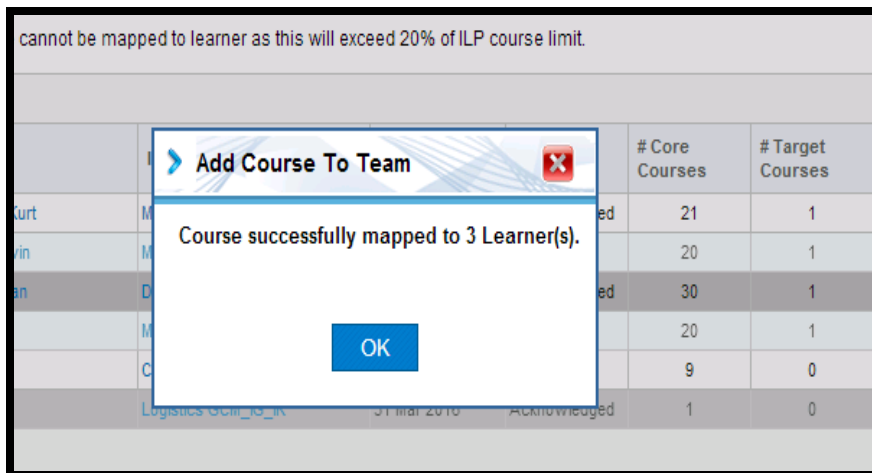
Course Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours
PROF5050	Advanced influencing skills	Personal & Interpersonal	Influencing skills	Advanced	In-class/Webex	08:00

Additional course cannot be mapped to learner under core course list as this will exceed 20% of ILP course limit.

Learners List

	<input checked="" type="checkbox"/> Learner	ILP	ILP Due Date	ILP Status	# Core Courses	# Target Courses	# Courses Taken	% Target Completion	% Actual Completion
1	<input checked="" type="checkbox"/> Gillespie, Kurt	Manufacturing Engineering_IA_IB_30 Sep 2016	30 Sep 2016	Acknowledged	21	1	0	3.39 %	0.00 %
2	<input checked="" type="checkbox"/> Locke, Kevin	Manufacturing Engi	Manufacturing Engineering_IA_IB_IC_ID_IE_IF		22	1	0	3.39 %	0.00 %
3	<input checked="" type="checkbox"/> Singh, Rajan	Demand Supply_IG_IH	29 Sep 2016	Acknowledged	30	1	6	3.61 %	20.00 %
4	<input checked="" type="checkbox"/> Tas, Baris	Manufacturing Engineering_IA_IB_30 Sep 2016	30 Sep 2016	Mapped	22	1	0	3.39 %	0.00 %
5	<input checked="" type="checkbox"/> Witte, Ken	Corp Development and Strategy_I	31 Mar 2016	Mapped	8	0	0	4.24 %	0.00 %
6	<input checked="" type="checkbox"/> Zhang, Yi	Logistics GCM_IG_IK	31 Mar 2016	Acknowledged	1	0	0	4.24 %	0.00 %

A confirmation message as below will be displayed. Click on 'OK' button.



Raising Accenture License Request for 'Functional Online Self'

- If you are adding any '**Functional Online Self**' course to learner ILP then system will check whether the learner has Accenture license to launch the course. As 'Functional Online Self' course requires to be launched at Accenture Academy and also require one time Accenture license.
- **No Need to raise License request:**
In case of any of the below scenario, system will not ask to raise Accenture license request:
 - Learner already have Accenture license request
 - Learner already have any other 'Functional Online Self' courses added in their ILP
- **Unable to add 'course':**
In case of any of the below scenario, you would not be able to add 'Functional Online Self' course to learner ILP:
 - Accenture license request is already raised for learner
 - Learner request for Accenture license was declined in less than 30 days
- **Raise Accenture license request:**
 - In case, learner do not have Accenture license , then portal will guide you to raise Accenture request.
 - Manager would able to raise license request for multiple learner in one go.

Manager tries to add 'Functional online Self course to learners' ILP who do not have Accenture license

Add Course

Select Course: Mapped as: Core Elective

Course Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours
APX710	Introduction to Demand Management	Personal & Interpersonal	Performance Management	Basic	Functional Online Self	01:00

Additional course cannot be mapped to learner under core course list as this will exceed 20% of ILP course limit.

Learners List

	<input type="checkbox"/> Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion	
1	<input checked="" type="checkbox"/>	Cortez, Ron	Systems Engineer	29 Oct 2015	Mapped	10	4	0	41.76 %	0.00 %
2	<input checked="" type="checkbox"/>	Griffin, James	Test Validation_IB_JC_ID_IE_JF_JC	29 Oct 2015	Mapped	6	3	1	41.76 %	16.67 %
3	<input checked="" type="checkbox"/>	Hale, John	Systems Engineer	29 Oct 2015	Mapped	10	4	2	41.76 %	20.00 %
4	<input checked="" type="checkbox"/>	Hennessy, Richard	Systems Engineer	29 Oct 2015	Mapped	10	4	2	41.76 %	20.00 %
5	<input checked="" type="checkbox"/>	Lusk, Gary	Systems Engineer	29 Oct 2015	Mapped	10	4	1	41.76 %	10.00 %
6	<input type="checkbox"/>	Martinez, Jaime	Systems Engineer	29 Oct 2015	Mapped	10	4	1	41.76 %	10.00 %
7	<input type="checkbox"/>	Morton, Trey	Systems Engineer	29 Oct 2015	Mapped	10	4	1	41.76 %	10.00 %
8	<input type="checkbox"/>	Shows, Alex	Systems Engineer	29 Oct 2015	Mapped	10	4	8	41.76 %	80.00 %
9	<input type="checkbox"/>	Ware, Chris	Systems Engineer	29 Oct 2015	Mapped	10	4	2	41.76 %	20.00 %
10	<input type="checkbox"/>	Warner, Charles Edward	Test Validation_IB_JC_ID_IE_JF_JC	29 Oct 2015	Mapped	6	3	0	41.76 %	0.00 %

System will show list of learner who do not have Accenture license to launch the course and ask manager to select the individuals for raising Accenture license request.

Learners Without Accenture License

Following learner(s) do not have Accenture license to launch the selected course. Kindly select them to raise license request.

	Badgeld	Learner	Supervisor	L3 Manager	L4 Manager	L5 Manager	L6 Manager
<input type="checkbox"/>	398265	Cortez, Ron	Zucker, Brian	Caffey, Stuart	Ward, Ed	Quintero, Leo	Zucker, Brian
<input type="checkbox"/>	100172	Griffin, James	Zucker, Brian	Caffey, Stuart	Ward, Ed	Quintero, Leo	Zucker, Brian
<input type="checkbox"/>	46101	Hale, John	Zucker, Brian	Caffey, Stuart	Ward, Ed	Quintero, Leo	Zucker, Brian
<input type="checkbox"/>	107668	Hennessy, Richard	Zucker, Brian	Caffey, Stuart	Ward, Ed	Quintero, Leo	Zucker, Brian
<input type="checkbox"/>	15243	Lusk, Gary	Zucker, Brian	Caffey, Stuart	Ward, Ed	Quintero, Leo	Zucker, Brian

On click on 'Raise License Request', system will generate Accenture License request for the selected learners. System will show confirmation message as shown below.

Add Course To Team

Accenture license request(s) have been raised successfully.

Once license request get approved by Program manager, course will be added to learners' ILP.

6. My Profile

The 'My Profile' tab on the main allows you to view your profile and to change your password.

	Learner	ILP	ILP Due Date	ILP Status	Core Courses	Target Courses	Courses Taken	% Target Completion	% Actual Completion	Action
1	Gillespie, Kurt	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	21	0	0	0.55 %	0.00 %	
2	Locke, Kevin	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
3	Singh, Rajan	Demand Supply_JG_IH	Sep 29, 2016	Acknowledged	30	0	6	0.77 %	20.00 %	
4	Tas, Baris	Manufacturing Engineering_IA	Sep 30, 2016	Acknowledged	22	0	0	0.55 %	0.00 %	
5	Witte, Ken	Corp Development and Strat	Mar 31, 2016	Mapped	8	0	0	0.68 %	0.00 %	
6	Zhang, Yi	Logistics GCM_JG_IK	Mar 31, 2016	Acknowledged	1	0	0	0.68 %	0.00 %	

Figure 49: My Profile

On clicking this tab, you will be taken to the 'My Profile' page where you can view your profile details. This includes General Info, Other Details and Manager Details.

General Info [Change Password](#)

Name: Wankhede, Vinay **Role:** Learners_Manager **Employee Status:** Active
Badge ID: 543500 **Email:** Tanoy.roy@eclerx.us **Manager ILP Review:** Not Acknowledged

Other Details

Academy: **ILP:** **ILP Due Date:** -
Job Family: Engr Technologist Mgr-Engr **Job Title:** Eng Technologist Director **Job Function:** Engineering
Work Country: United States **Office Location:** US TX Austin Office 07 **Cost Center Code:** 1010-2901-882195
Career Level: ME **Manager Indicator:** Yes

Manager Details

Supervisor: Jaber, Muhammed **L2 Manager:** Clarke, Jeff **L3 Manager:** Caffey, Stuart
L4 Manager: Tu, Edgar **L5 Manager:** Jaber, Muhammed **L6 Manager:**
L7 Manager: **L8 Manager:**

Figure 50: My Profile Page

6.1. Change Password

The My Profile page also has the 'Change Password' link.

General Info			Change Password
Name:	Wankhede, Vinay	Role:	Learners,Manager
Badge ID:	543500	Email:	Tanoy.roy@eclerx.us
Employee Status:	Active		
Manager ILP Review:	Not Acknowledged		
Other Details			
Academy:		ILP:	
Job Family:	Engr Technologist Mgr-Engr	Job Title:	Eng Technologist Director
Work Country:	United States	Office Location:	US TX Austin Office 07
Career Level:	ME	Manager Indicator:	Yes
ILP Due Date:	-		
Job Function:	Engineering		
Cost Center Code:	1010-2901-882195		
Manager Details			
Supervisor:	Jaber, Muhammed	L2 Manager:	Clarke, Jeff
L4 Manager:	Tu, Edgar	L5 Manager:	Jaber, Muhammed
L7 Manager:		L8 Manager:	
L3 Manager:	Caffey, Stuart		
L6 Manager:			

Figure 51: Change Password Option

Click on it and you will be taken to the Change Password page. On this page, you need to enter a new password and confirm it.

Change Password

Enter New Password

Confirm New Password

Figure 52: Enter New Password

A confirmation message will be displayed and your password will be changed.

7. Communication

The Communication tab on the main page (highlighted) displays important announcements, news and quick links.

The screenshot shows the user interface for a Dell O & CS University user named Rajan Singh. The 'Communication' tab is active. The page displays the following information:

Home > My Learning > Core Courses

ILP: Demand Supply_IQ_IH | ILP Start Date: 29-Mar-2014 | ILP Due Date: 29-Sep-2016

Number of Core Courses:	30	Number of Target Courses:	1	Number of Courses taken:	6
Number of Courses In progress:	0	Percentage Target:	3.61 %	Percentage Completion:	20.00 %

Download Excel Sheet

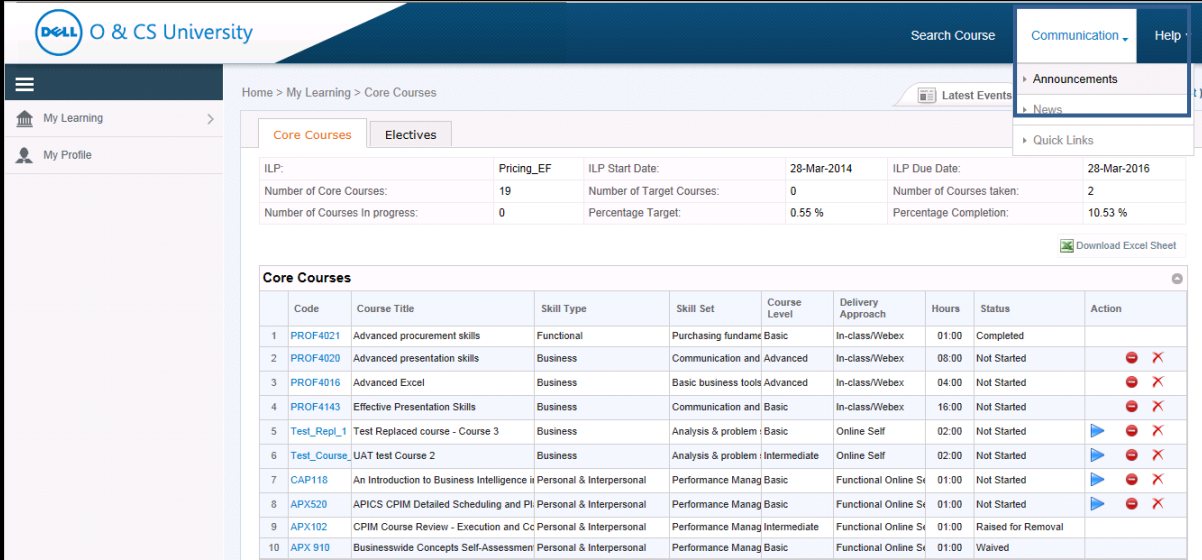
Core Courses

	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Waived	
2	CLfin_02_a0	Principles of Accounting and Finance	Business	Financial Acumen	Basic	Online Self	01:00	Waived	
3	FINC2002	Procurement Finance Overview	Business	Financial Acumen	Basic	Online Self	01:00	Raised for Waiver	
4	CLcomm_33	Basic Presentation Skills: Creating a Pr	Business	Communication and	Basic	Online Self	01:00	Not Started	
5	CLmo_bex1_4	PivotTables and PivotCharts in Excel 20	Business	Basic business too	Basic	Online Self	01:00	Not Started	
6	CL_pc_bh_m0	Communicating Organizational Change	Leadership	Change Managemen	Basic	Online Self	01:00	Completed	
7	PROF4016	Advanced Excel	Business	Basic business too	Advanced	In-class/Webex	04:00	Completed	
8	GICP0001	Global Inventory Control Policy	Business	Basic business too	Basic	Online Self	02:00	Completed	
9	CLCOMM_27	Getting Results without Direct Authority	Personal & Interpersonal	Influencing skills	Basic	Online Self	01:00	Not Started	
10	CLCOMM833	Planning Effective Business Meetings	Personal & Interpersonal	Meeting facilitation	Basic	Online Self	02:00	Completed	

Page 1 of 3 | View 1 - 10 of 30

7.1. Announcements

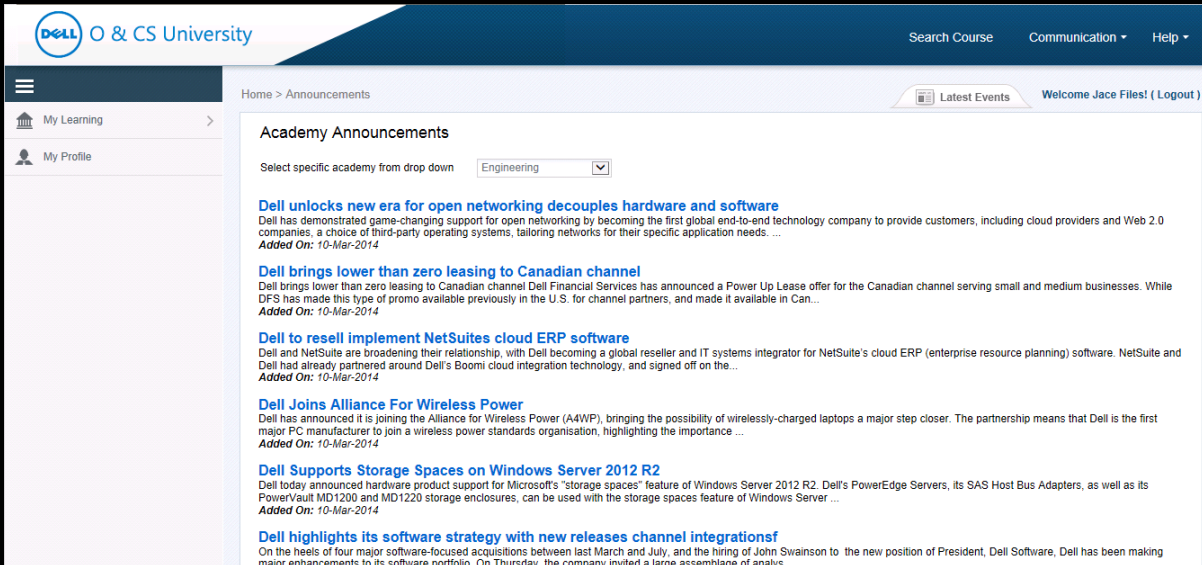
The Announcement section displays important announcements. To view this page, click on 'Announcements' link under Communication. You will be guided to the 'Academy Announcements' page.



Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1 PROF4021	Advanced procurement skills	Functional	Purchasing fundame	Basic	In-class/Webex	01:00	Completed	
2 PROF4020	Advanced presentation skills	Business	Communication and	Advanced	In-class/Webex	08:00	Not Started	⊖ ×
3 PROF4016	Advanced Excel	Business	Basic business tools	Advanced	In-class/Webex	04:00	Not Started	⊖ ×
4 PROF4143	Effective Presentation Skills	Business	Communication and	Basic	In-class/Webex	16:00	Not Started	⊖ ×
5 Test_Repl_1	Test Replaced course - Course 3	Business	Analysis & problem	Basic	Online Self	02:00	Not Started	▶ ⊖ ×
6 Test_Course	UAT test Course 2	Business	Analysis & problem	Intermediate	Online Self	02:00	Not Started	▶ ⊖ ×
7 CAP118	An Introduction to Business Intelligence	Personal & Interpersonal	Performance Manag	Basic	Functional Online S	01:00	Not Started	▶ ⊖ ×
8 APX520	APICS CPIM Detailed Scheduling and Pl	Personal & Interpersonal	Performance Manag	Basic	Functional Online S	01:00	Not Started	▶ ⊖ ×
9 APX102	CPIM Course Review - Execution and Cc	Personal & Interpersonal	Performance Manag	Intermediate	Functional Online S	01:00	Raised for Removal	
10 APX 910	Businesswide Concepts Self-Assessmen	Personal & Interpersonal	Performance Manag	Basic	Functional Online S	01:00	Waived	

Figure 53: Announcements

The 'Academy Announcements' page displays the latest announcements specific to the selected academy.



Academy Announcements

Select specific academy from drop down:

Dell unlocks new era for open networking decouples hardware and software
 Dell has demonstrated game-changing support for open networking by becoming the first global end-to-end technology company to provide customers, including cloud providers and Web 2.0 companies, a choice of third-party operating systems, tailoring networks for their specific application needs. ...
 Added On: 10-Mar-2014

Dell brings lower than zero leasing to Canadian channel
 Dell brings lower than zero leasing to Canadian channel Dell Financial Services has announced a Power Up Lease offer for the Canadian channel serving small and medium businesses. While DFS has made this type of promo available previously in the U.S. for channel partners, and made it available in Can...
 Added On: 10-Mar-2014

Dell to resell implement NetSuites cloud ERP software
 Dell and NetSuite are broadening their relationship, with Dell becoming a global reseller and IT systems integrator for NetSuite's cloud ERP (enterprise resource planning) software. NetSuite and Dell had already partnered around Dell's Boomi cloud integration technology, and signed off on the...
 Added On: 10-Mar-2014

Dell Joins Alliance For Wireless Power
 Dell has announced it is joining the Alliance for Wireless Power (A4WP), bringing the possibility of wirelessly-charged laptops a major step closer. The partnership means that Dell is the first major PC manufacturer to join a wireless power standards organisation, highlighting the importance...
 Added On: 10-Mar-2014

Dell Supports Storage Spaces on Windows Server 2012 R2
 Dell today announced hardware product support for Microsoft's "storage spaces" feature of Windows Server 2012 R2. Dell's PowerEdge Servers, its SAS Host Bus Adapters, as well as its PowerVault MD1200 and MD1220 storage enclosures, can be used with the storage spaces feature of Windows Server...
 Added On: 10-Mar-2014

Dell highlights its software strategy with new releases channel integrationsf
 On the heels of four major software-focused acquisitions between last March and July, and the hiring of John Swainson to the new position of President, Dell Software, Dell has been making major enhancements to its software portfolio. On Thursday, the company invited a large assemblage of analysts...
 Added On: 10-Mar-2014

Figure 54: Academy Announcement Page

You can filter the announcements by selecting any Academy from the highlighted dropdown.

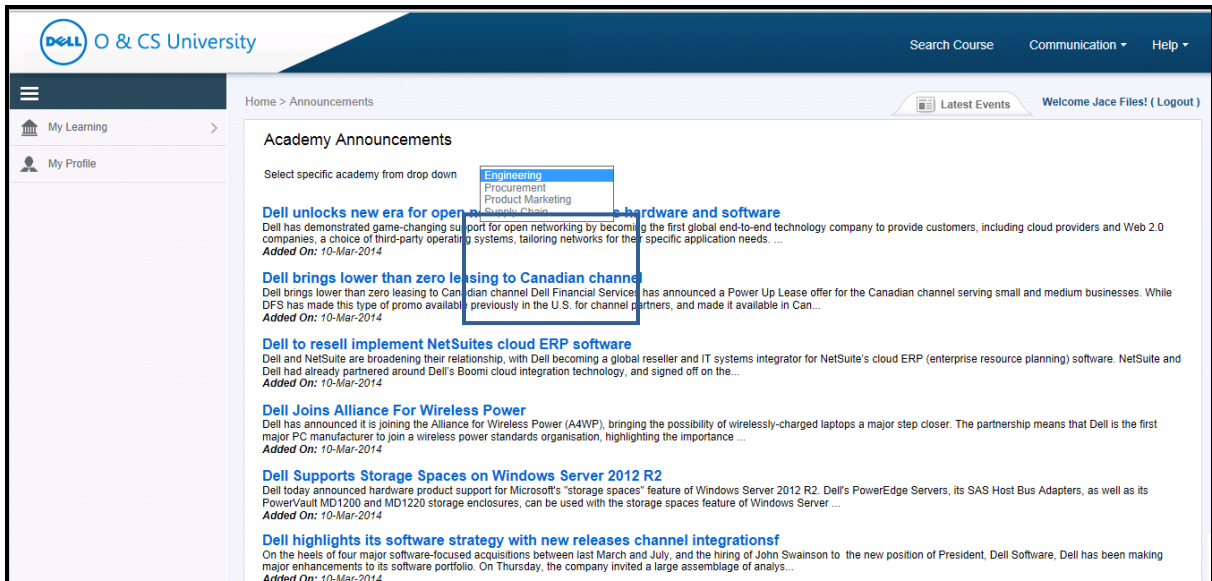
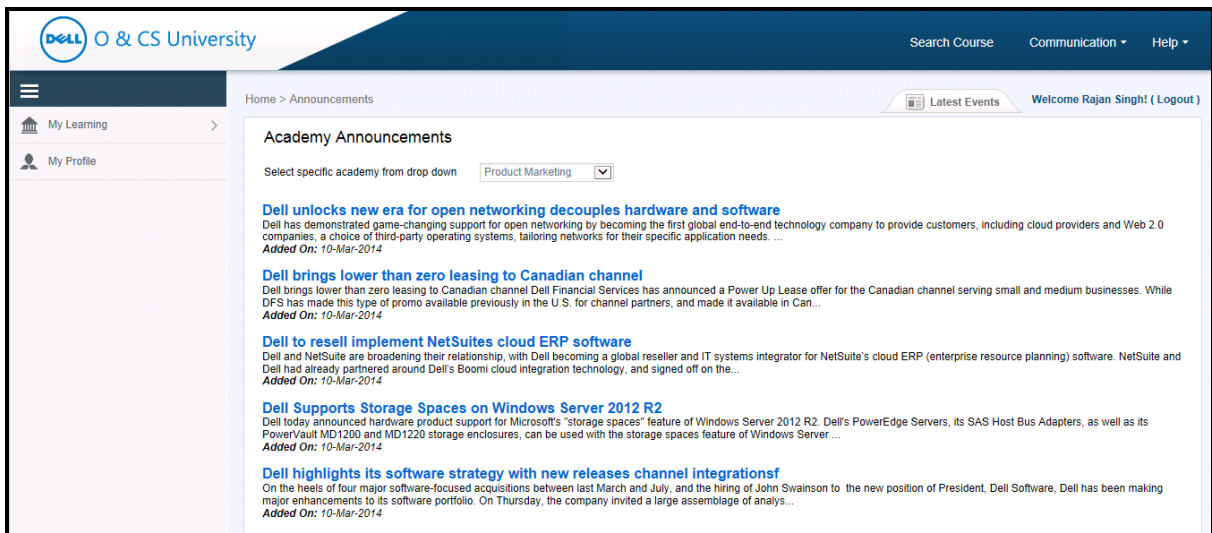
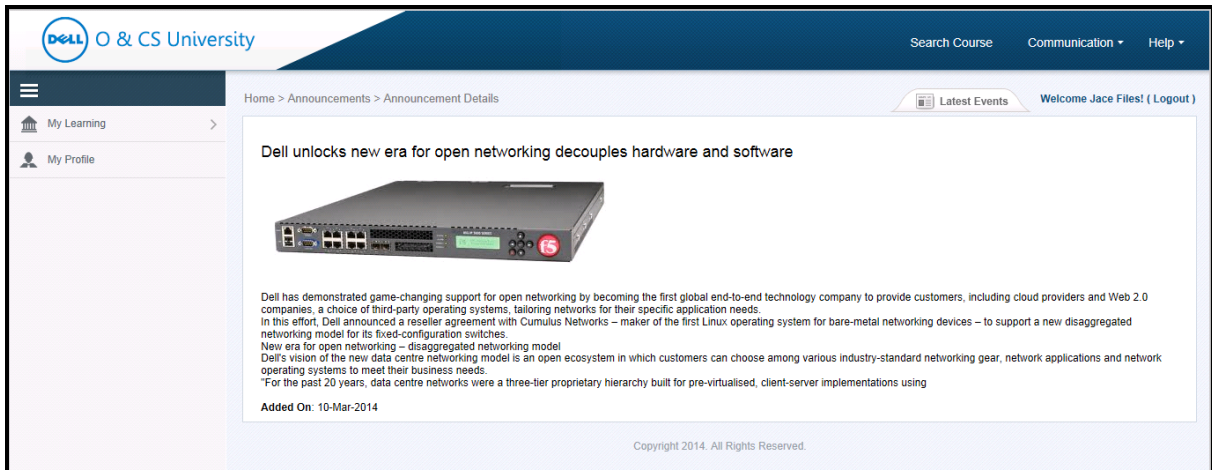


Figure 55: Select Academy

On selecting the desired academy, you will be directed to the particular academy's announcements page.



Click on a particular announcement to see the complete announcement details.




The screenshot shows a web browser displaying an announcement on the Dell O & CS University website. The page has a dark blue header with the Dell logo and navigation links for 'Search Course', 'Communication', and 'Help'. A left sidebar contains 'My Learning' and 'My Profile' options. The main content area features the title 'Dell unlocks new era for open networking decouples hardware and software' above an image of a network switch. Below the image is a paragraph of text explaining Dell's commitment to open networking and its partnership with Cumulus Networks. The announcement is dated 'Added On: 10-Mar-2014' and includes a copyright notice at the bottom: 'Copyright 2014. All Rights Reserved.'

Home > Announcements > Announcement Details

Search Course Communication Help

Latest Events Welcome Jace Files! (Logout)

Dell unlocks new era for open networking decouples hardware and software



Dell has demonstrated game-changing support for open networking by becoming the first global end-to-end technology company to provide customers, including cloud providers and Web 2.0 companies, a choice of third-party operating systems, tailoring networks for their specific application needs. In this effort, Dell announced a reseller agreement with Cumulus Networks – maker of the first Linux operating system for bare-metal networking devices – to support a new disaggregated networking model for its fixed-configuration switches.

New era for open networking – disaggregated networking model
Dell's vision of the new data centre networking model is an open ecosystem in which customers can choose among various industry-standard networking gear, network applications and network operating systems to meet their business needs.
*For the past 20 years, data centre networks were a three-tier proprietary hierarchy built for pre-virtualised, client-server implementations using

Added On: 10-Mar-2014

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7.2. News

To view important news updates, click on 'News' link under Communication. You will be guided to the 'Academy News' page.

The screenshot shows the user interface for Dell O & CS University. The top navigation bar includes 'Search Course', 'Communication', and 'Help'. A dropdown menu is open under 'Communication', with 'News' highlighted. The main content area shows 'Core Courses' with a summary table and a list of course details.

Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	PROF4021	Advanced procurement skills	Functional	Purchasing fundame	Basic	In-class/Webex	01:00	Completed
2	PROF4020	Advanced presentation skills	Business	Communication and	Advanced	In-class/Webex	08:00	Not Started
3	PROF4016	Advanced Excel	Business	Basic business tools	Advanced	In-class/Webex	04:00	Not Started
4	PROF4143	Effective Presentation Skills	Business	Communication and	Basic	In-class/Webex	16:00	Not Started
5	Test_Repl_1	Test Replaced course - Course 3	Business	Analysis & problem	Basic	Online Self	02:00	Not Started

Figure 56: News

The Academy News page displays latest news.

The screenshot shows the 'Academy News' page. It features a dropdown menu for selecting an academy (currently set to 'Engineering'). Below this, there is a list of news items with titles, brief descriptions, and dates.

- enrg test case # 2**
Kim Tully testing out the ability to add news only to the enrg academy news
Added On: 16-Mar-2014
- Test News**
Test News
Added On: 12-Mar-2014
- Flipkart has partnered with IT vendor Dell to ramp up its existing data center**
To ensure that the customer need was met Dell Professional Services employed a consultative approach through Enterprise Deployment Team (EDT) during this engagement. The team from Dell worked in with Flipkart right from installation of the servers to configuration and integration with network sw...
Added On: 10-Mar-2014
- Dell secures remote access with latest SonicWALL release**
Dell has released an update for its SonicWALL mobile security and secure remote access (SRA) solution. Dell SonicWALL combines the SonicWALL Mobile Connect 3.0 app, which provides encrypted SSL VPN connections, with SonicWALL SRA series appliance 7.5, for even more secure remote access to dev...
Added On: 10-Mar-2014
- Cleveland Clinic Dell pair up to help late adopters switchers implement Epic EMR**
The Cleveland Clinic is teaming up with Dell to offer Epic EMR consulting and implementation services to other health systems and practices. The clinic, which has been using Epic for nearly a decade, already consults with nearby healthcare systems and practices through its MyPractice Healthca...
Added On: 10-Mar-2014
- George Newstrom Dell Federal Picked to Develop NRC Cloud Infrastructure**
Dell Services Federal Government has won a contract to help the U.S. Nuclear Regulatory Commission build and implement a cloud computing infrastructure for the agency to manage on-



You can filter the news by selecting any Academy from the highlighted dropdown.

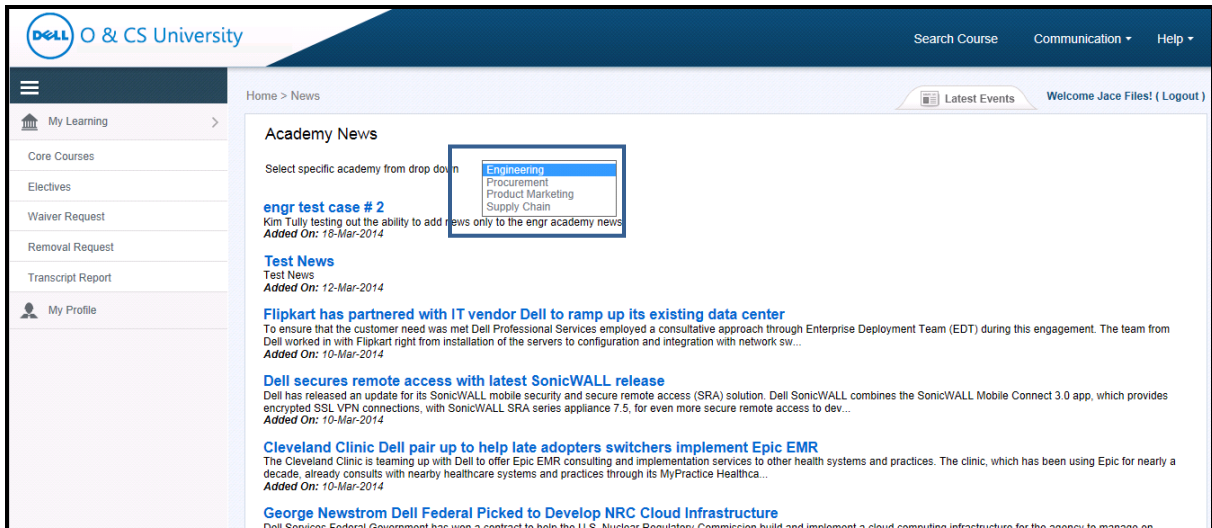
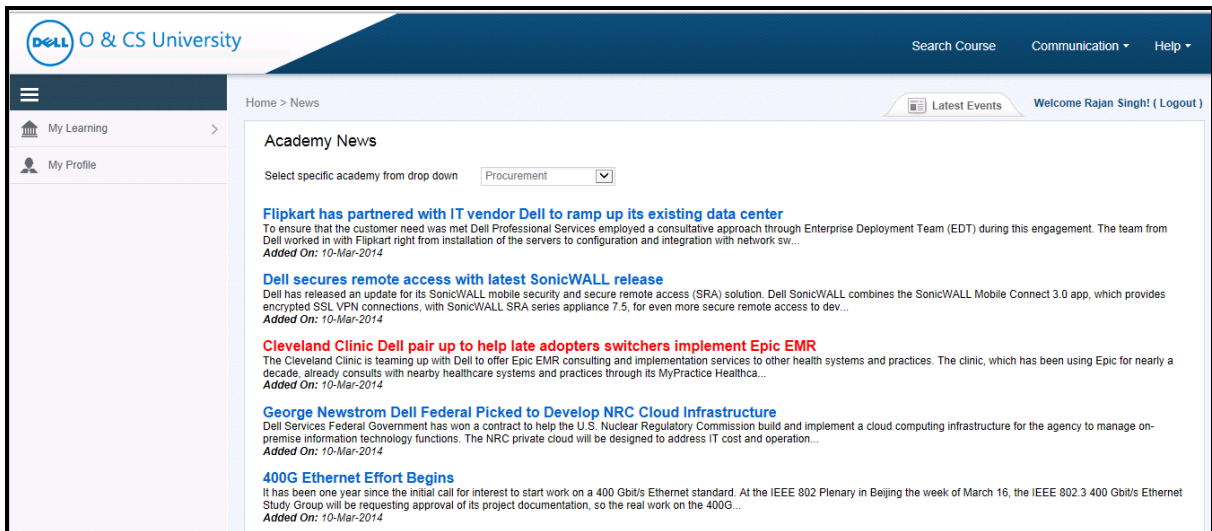



Figure 57: Select Academy

On selecting the desired academy, you will be directed to the particular academy's news page.



Click on a particular news title to see the complete news details.



Home > News > News Details Latest Events Welcome Jace Files! (Logout)

Flipkart has partnered with IT vendor Dell to ramp up its existing data center

Dell
Flipkart partners with Dell to ramp up its data center
February 24, 2014

To ensure that the customer need was met Dell Professional Services employed a consultative approach through Enterprise Deployment Team (EDT) during this engagement. The team from Dell worked in with Flipkart right from installation of the servers to configuration and integration with network switches. Additionally, Dell also advised Flipkart to implement a Disaster Recovery site, thus ensuring business continuity.

With the help of this deployment Flipkart can focus on core business without worrying about disruptions to critical processes. The deployment has enabled the online retail outlet to scale on-demand in terms of servers and storage growth.

"Agility is a key business differentiator when it comes to encouraging the India market to shop online. With Dell, we can add hundreds of virtual machines within a couple of minutes to meet a predicted increase in traffic volume, then automatically reduce the number to ensure we maintain our energy efficiency at all times," Sumeet Ghosh

Added On: 10-Mar-2014

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7.3. Quick Links

To view important quick links, click on 'Quick Links' link under Communication. You will be guided to the 'Quick Links' page.

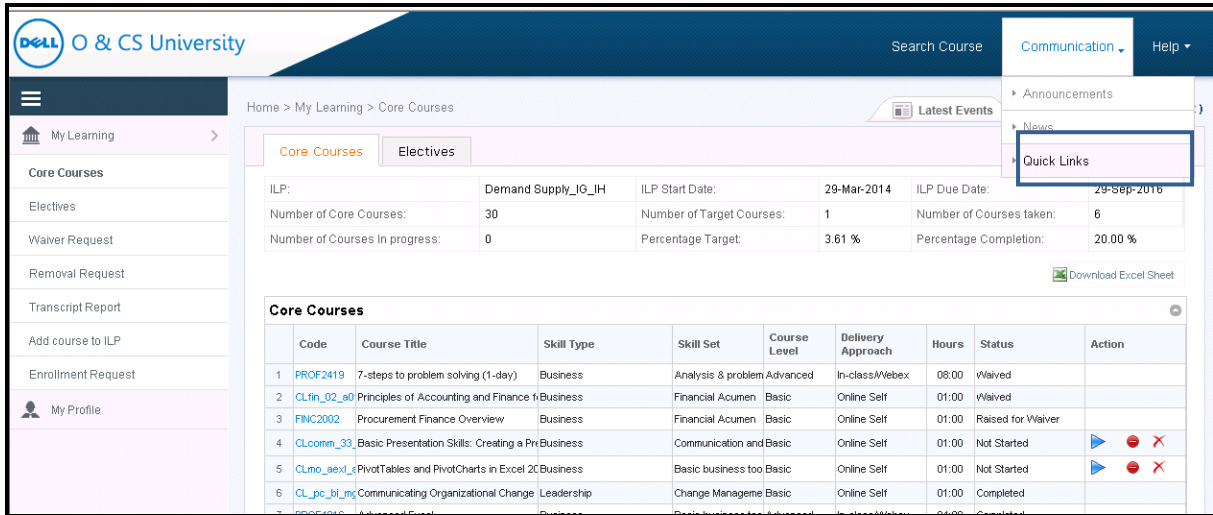


Figure 58: Quick Links

The Quick Links page displays quick links mapped to your Academy.

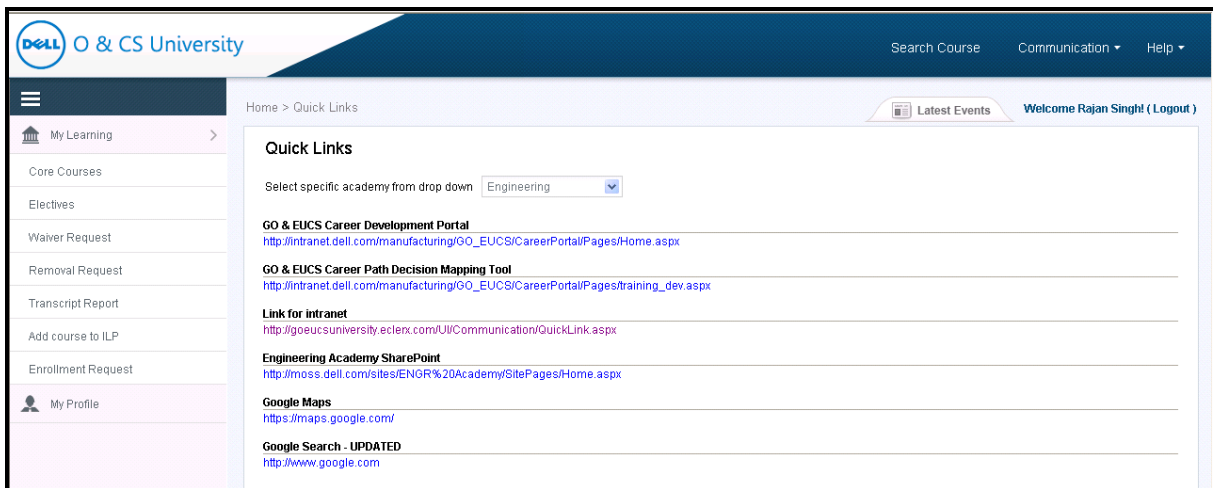
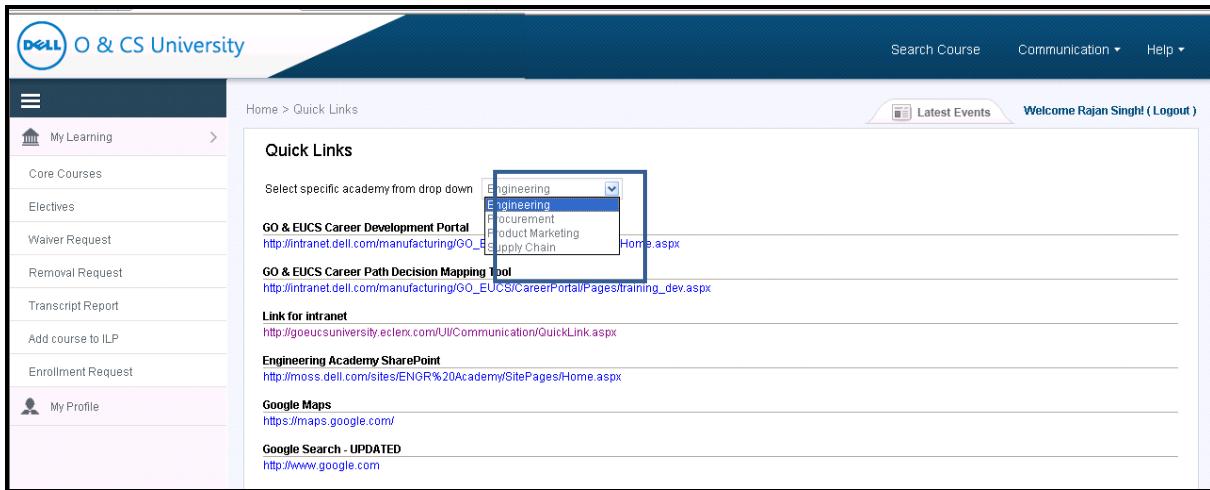


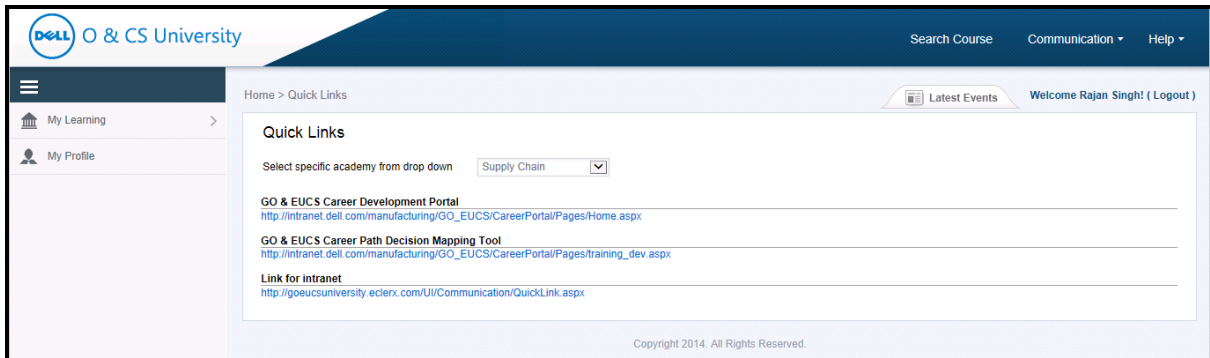
Figure 59: Quick Links Page



You can filter the quick links by selecting any Academy from the highlighted dropdown.



On selecting the desired academy, you will be directed to the particular academy's quick links page.



Click on a particular quick link to open in a separate window.

8. Help

The Help tab is on the main page.

The screenshot shows the user interface of Dell O & CS University. The top navigation bar includes the logo, search options, and a 'Help' dropdown menu. The main content area displays course information for 'Core Courses' and a table of course details. The 'Help' dropdown menu is open, showing options for 'FAQ' and 'Users Guide'.

Figure 60: Help Tab

There are two tabs under Help - FAQ and User Guide.

8.1. FAQ

The FAQ link under Help takes you to the 'Frequently Asked Questions' page.

The screenshot shows the 'FAQ' page in the user interface. The top navigation bar includes the logo, search options, and a 'Help' dropdown menu. The main content area displays course information for 'Core Courses' and a table of course details. The 'FAQ' link under the 'Help' dropdown menu is highlighted.

Figure 61: FAQ

The Frequently Asked Questions page lists the different questions that one may have along with their answers for quick reference.

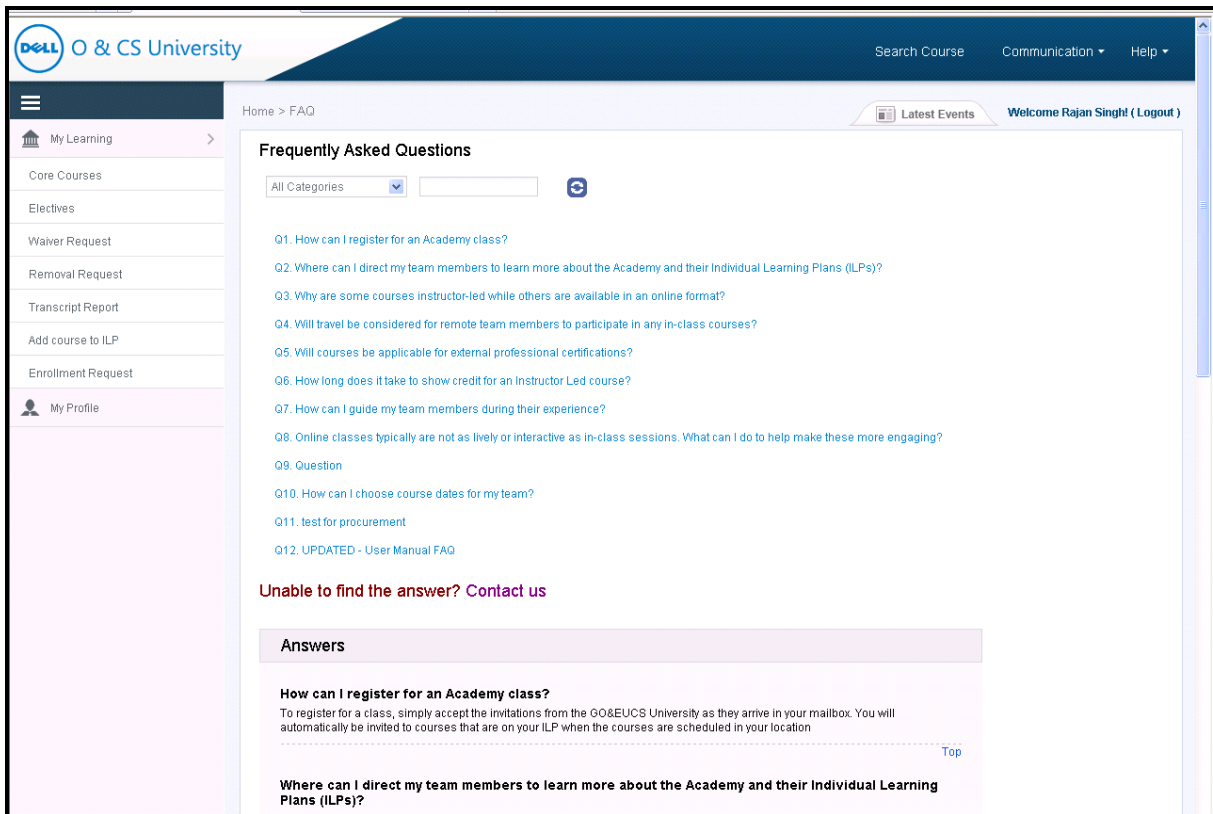
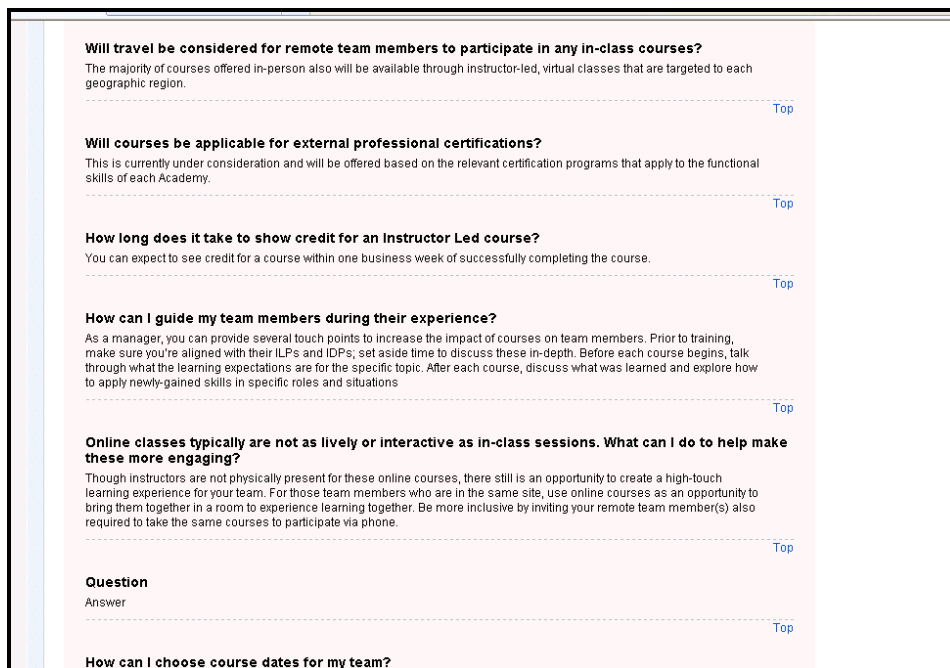


Figure 62: FAQ Page

If you click on a particular question, you will be directed to that question and answer.



You also have the option to filter the questions by selecting a category from the highlighted dropdown.

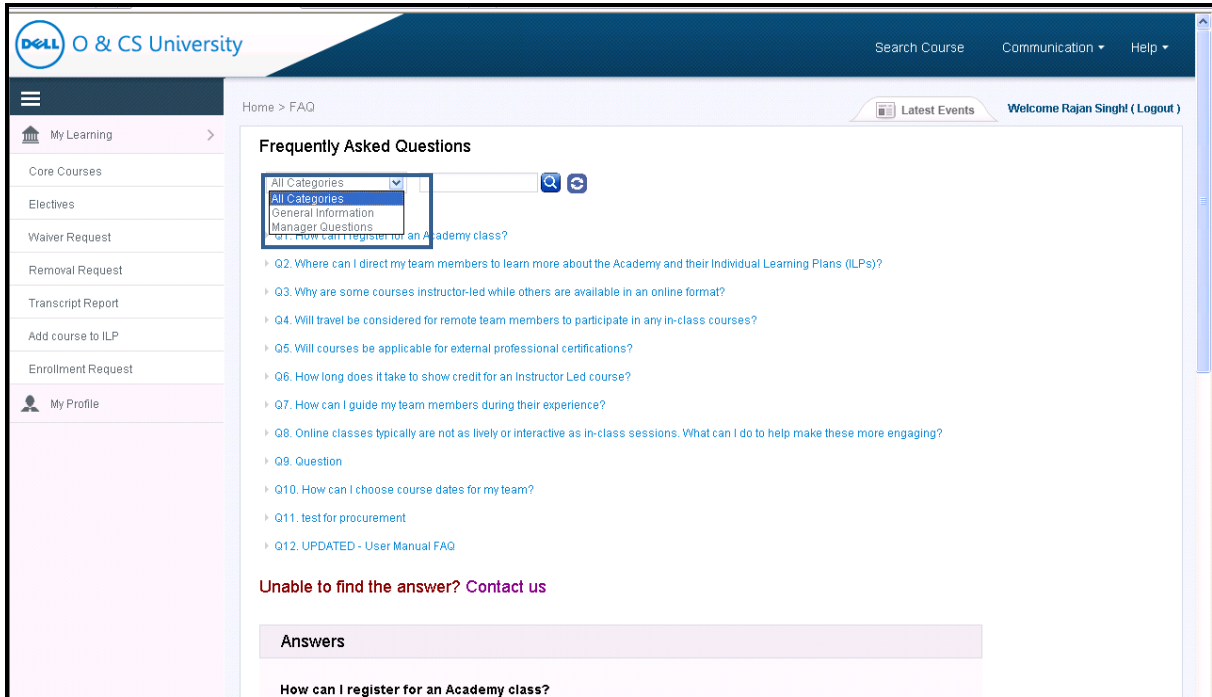


Figure 63: Select Category for FAQ

Once you select a category, questions that are specific to that category will only be displayed.

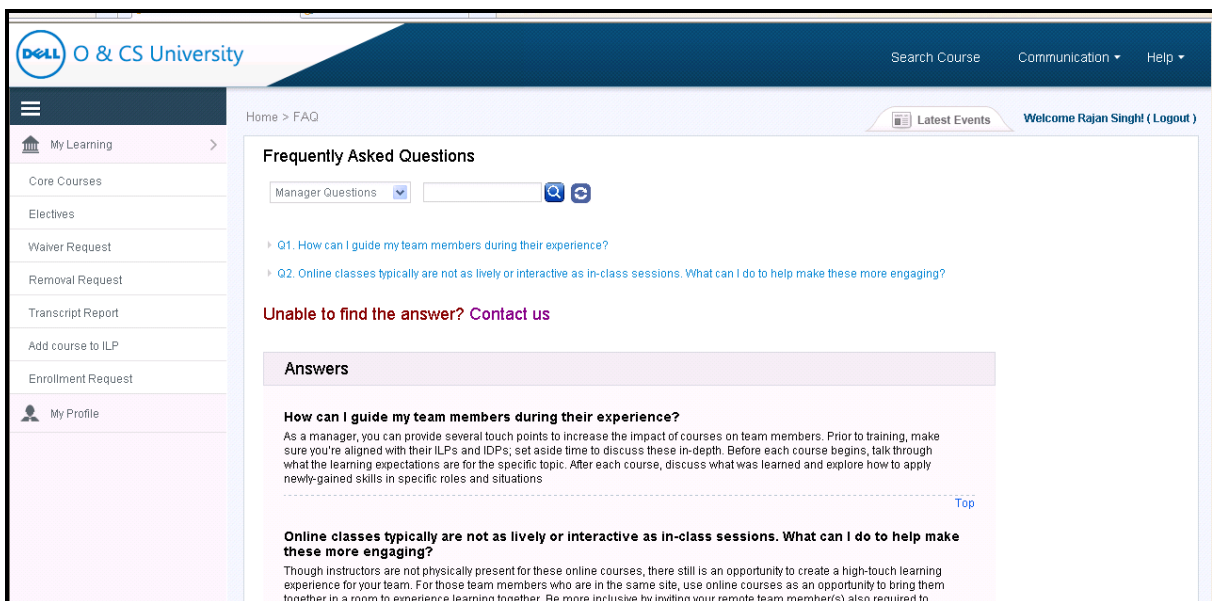


Figure 64: Category Questions

You also have a search textbox provided to search by keywords. For e.g. You may enter 'Academy' as a keyword and click on the search icon. In this case, only those questions that contain the word 'Academy' will be displayed.

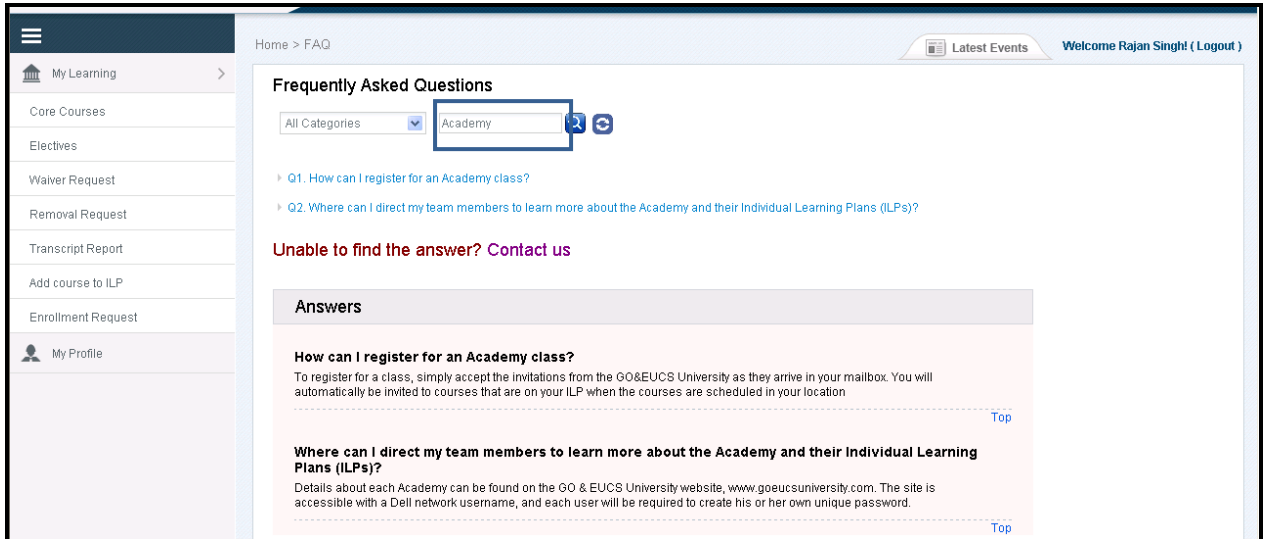


Figure 65: Keyword Search

To clear the searched keyword questions, click on the Refresh icon (highlighted).

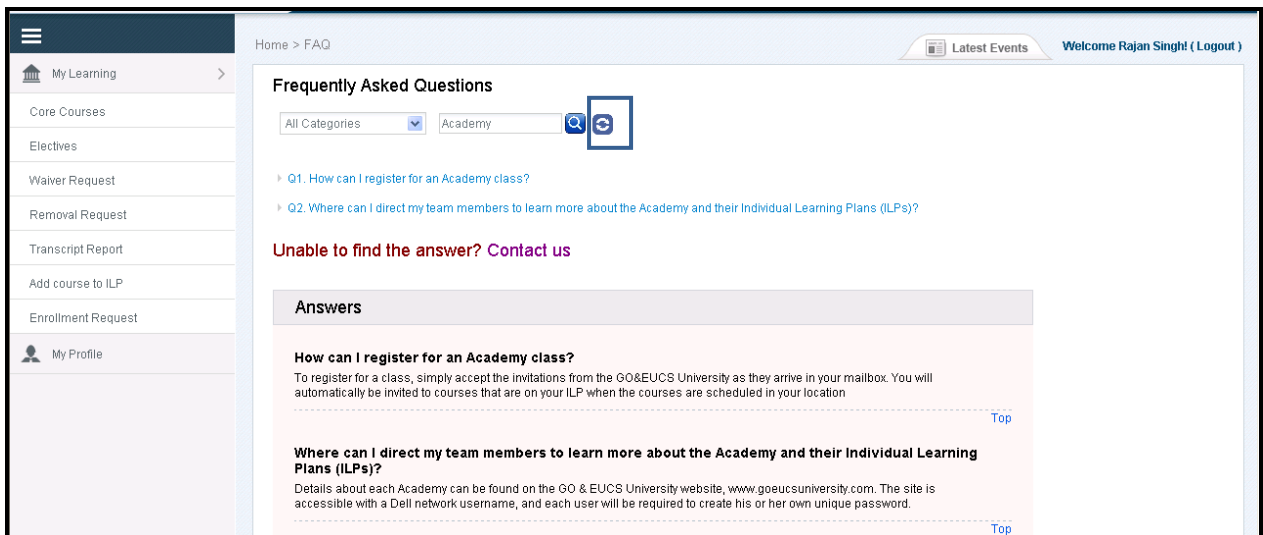


Figure 66: Refresh