



TRACCESS CI 9.5

Knowledge. Capability. Assurance.

What's New

March 2014

9.5 Updates

Enforce Prerequisites on Multiple Completion Methods

Add Properties to Add/Remove Dialogs

Quickly Hide and Show Tasks

Select Component of Auto-Complete Tasks

Undefined Values Appear in Reports

Org Unit and Learner Views Report



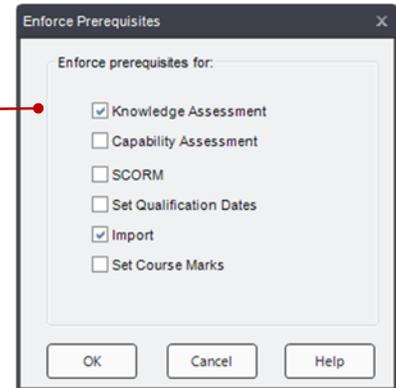
Enforce Prerequisites on Multiple Completion Methods

Although prerequisites can be added to any Task, previously you could enforce them on Knowledge Assessments only. But Tasks can be completed in several other ways. Now, to prevent the completion of Tasks that have incomplete prerequisites, your System Owner can enforce several new completion methods.

Several prerequisites can now be enforced:

- Knowledge Assessments
- Capability Assessments
- SCORM Resources
- Set Qualification Dates
- Import Learning Records
- Set Course Marks

The System Owner can enforce six completion methods for prerequisites from the Enforce Prerequisites dialog in System Options.

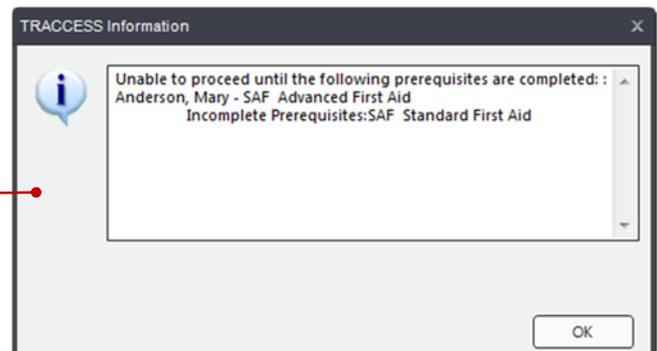


There are a number of benefits of enforcing prerequisites:

- Ensures that Tasks that have prerequisites do not get auto-completed
- Ensure that Learners complete prerequisites before attempting to complete high-level Tasks
- Ensures that completed Tasks with prerequisites do not get imported

When prerequisites are enforced and can't be completed, a dialog will let you know what prerequisites are required and why the Task cannot be completed.

With information windows, you will always know why Tasks didn't complete.





Add Properties to Add/Remove Dialogs

Find Employees, Tasks, or Resources in Add/Remove dialogs faster with the Columns feature. You can now display additional property columns to any of the Add/Remove dialogs. Clicking on the Columns button will bring up a dialog where you can choose from a list of related properties (including custom properties).

For example, the Add/Remove Learners dialog shows the Name property by default. Now you can add property columns such as Email Address and Employee ID. You could quickly remove all Inactive Learners from an Org Unit by adding the Account Status column. Once added, you would simply click on this column's header to sort Inactive to the top of the list, and remove all Inactive Employees.

Add any number of property columns to Add/Remove dialogs.

With additional property columns, you now have more information to find objects, such as Employees.

The main dialog shows two tables:

Unassigned Employees			
Name	Account Status	Email Address	Employee ID
Albrecht, Barry	Inactive	barry@universal_ent...	albrechtb
Almonte, Jerry	Active	jalmonte@universal_...	jalmonte
Anders, Erica	Active	eanders@universal_...	eanders
Andrew, Kevin	Active	andrewk@universal...	kandrew
Atwater, Justin	Active	jatwater@universal...	jatwater
Aubrey, Travis	Active	taubrey@universal...	taubrey
Avent, Douglas	Active	davent@universal_e...	davent
Averett, Mathew	Active	maverett@universal...	maverett
Ayer, Eugene	Active	eayer@universal_en...	eayer
Bassett, Carlos	Active	cbassett@pegasus....	cbassett
Becker, Tim	Active	tim@universal_enter...	beckert
Bibbs, Adam	Active	abibbs@pegasus.com	abibbs

Assigned Employees			
Name	Account Status	Email Address	Employee ID
Agnew, Beatrice	Active	bagnew@universal_...	bagnew
Anderson, Mary	Active	mary.anderson@ue.c...	mander
Barber, Thomas	Active	tbarber@universal_e...	tbarber
Comfort, Donald	Active	dcomfort@universal...	dcomfo
Dishman, Victor	Active	vdishman@universal...	vdishm
Emery, Rodney	Inactive	remery@universal_e...	remery
Frank, Benjamin	Active	bfrank@universal_en...	bfrank
Gilbreath, Roy	Inactive	rgilbreath@universal...	rgilbreath
Henninger, Andrew	Active	ahenninger@universal...	ahenninger
Iverson, Wayne	Active	wiverson@universal...	wiverson
Jameson, Rodney	Active	mewanuk@hotmail.com	rjameson
Jones, Norman	Active	norman.jones@ue.com	njones

The 'Select Columns to Display' dialog lists the following fields:

- Account Created On
- Account Status
- Can Change Password
- Date of Hire
- Default Language
- Email Address
- Employee ID
- Employee Number
- Failed Login Attempts
- First Name
- Last Name
- Last Successful Login
- Maximum Reports Override
- Middle Name
- Must Change Password
- Password Changed Date
- Password Duration
- Preferred Paper Type
- Rank

Note that the Add/Remove Search field is limited to the default properties only.

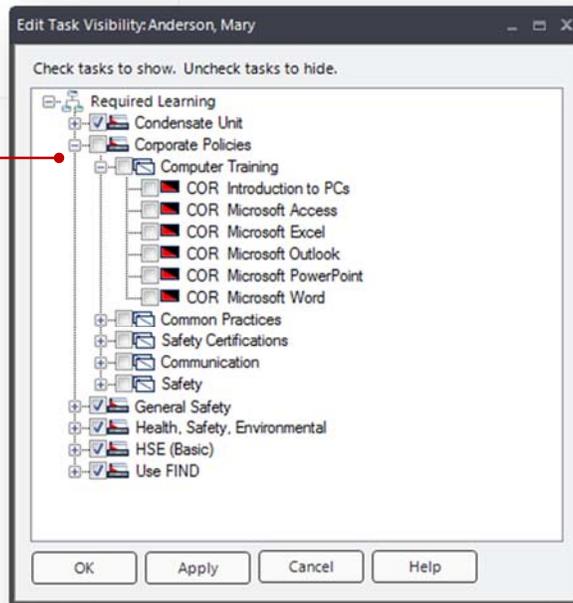
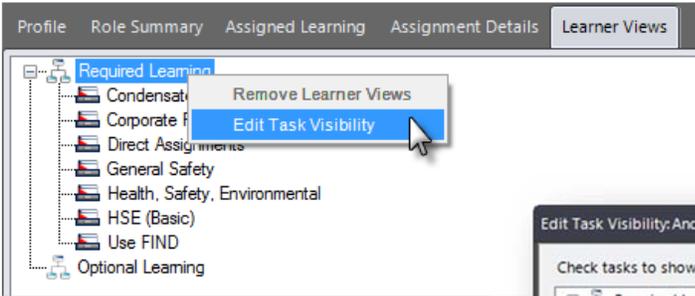


Quickly Hide and Show Tasks

Edit Learner and Org Unit Views quicker and easier with the Edit Task Visibility dialog. Instead of hiding or showing Tasks one at a time, you can bring up a dialog to view all assigned learning. Then you can quickly select or deselect all of the learning you want to hide or show.

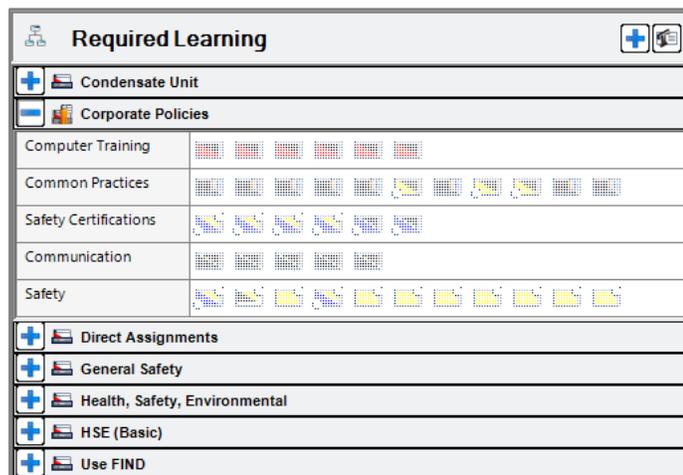
You can easily access the Edit Task Visibility function by right-clicking the Required Learning or Optional Learning node. You can also click on a Process to bring up that learning only.

Easily hide an entire Process for a Learner with just a few simple clicks:



Edit Folder Visibility brings up a dialog, showing the visibility status of a Learner's or Org Unit's assigned learning. You can easily hide multiple Tasks all at once by deselecting Processes or Sub Processes.

This Learner's Tasks for the entire Corporate Policies Process is now hidden in no time at all:





Select Component of Auto-Complete Tasks

For Tasks to Auto-Complete, SMEs can now select the specific Task component that will be completed, regardless of the parent Task's configuration. For example, one auto-complete Task can have the Knowledge component set, whereas another Task can have the Capability component set. This provides increased flexibility in how your parent Task auto-completes its child Tasks' components.

The components to auto-complete for each child Task are easily selected. In the Tasks to Auto-Complete list there is both a Provides Knowledge and Provides Capability checkbox for each Task. When an auto-complete Task is selected in the Process manager tree, the "Auto-Completed By" field will show the Task and component information that was selected.

An SME selects which component of each auto-complete Tasks will be completed.

Tasks to Auto-Complete	K	C
COR Eyewash	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HSE CPR and CCR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Auto-Completed By	K	C
SAF Advanced First Aid	X	

When an auto-complete Task is selected, you can clearly see which component will be completed.

This feature works in the same way for the Multiple Tasks Auto-Complete a Task. An SME can simply double-click on one of the grouped Tasks and then can edit the Provides Knowledge/Provides Capability components.



Undefined Values Appear in Reports

When using negative comparison filter values (such as *Does not equal* and *Does not exist*), the report output now includes undefined values.

This allows for very useful queries such as “show Employees where the Location has not been set.” Previously, undefined values would be excluded from the results, instead only assessing objects where the value had been explicitly set. A report that had a filter would only return results for Employees where the Location was an explicit value. It would not include results for Employees where the Location was not yet specified.

Company Logo
Qualification (Compact) - Template102

Report Filters (Match any filter)

Object	Property	Comparison	Value
Employee	Location	Does not equal	Jakarta

Summary

Complete	About to Elapse	Incomplete	Elapsed	Revised	Total	Complete (%)
303	12	4496	481	46	4799	6.3%

Organized by Organization

Universal Enterprises

Agnew, Beatrice						
Location: Undefined						
Universal Enterprises\UE Corporate\Corporate Policies	Knowledge	Capability	Task Status			
			Status	Completion		
Universal Enterprises\UE Corporate\Corporate Policies\Computer Training						
COR Microsoft PowerPoint	08/02/2012	R	R			Incomplete
COR Microsoft Word	08/02/2012	R	R			Incomplete

The report now includes objects where the value is not yet specified.

A report using this report filter will now consider all Employees, whether the value has been set or not.



Org Unit and Learner Views Report

See your learning customizations instantly with the Org Unit and Learner Views report. You can look at any number of Org Unit Views and Learner Views along with your choice of learning in a color-coded Excel spreadsheet. This allows you to quickly identify hidden and shown Tasks.

The top of the report lists the names of the Processes, Sub Processes, and Tasks. The left side of the report lists the Org Units and Learner names. The main part of the report indicates the status of each Task: Hidden, Shown, Not Application (not assigned).

There is also a dot that appears where a View was set. For example, you can see in the image below that the first four Tasks in the Universal Enterprises Org Unit's row are hidden (gray). There is also a dot, indicating the View was set at this level. In the third row, the dot appears in a white box, indicating those four Tasks were set to be shown to that Learner.

Legend		Corporate Policies		Computer Training		COR Introduction to PCs		COR Microsoft® Access		COR Microsoft® Excel		COR Microsoft® Outlook		COR Microsoft® PowerPoint		COR Microsoft® Word	
Process	Sub Process	Task	Org. Unit	Employee	Hidden	Shown	Not Applicable	• - View Exists									
Universal Enterprises																	
Agnew, Beatrice																	
Albrecht, Barry																	
Anderson, Marg																	
Barber, Thomas																	
Comfort, Donald																	
Frank, Benjamin																	
Gilbreath, Plog																	
Hennings, Andrew																	
Sutton, Wayne																	
Jackson, Rodney																	
Jones, Norman																	
Kiefer, Russell																	
Laughlin, Nathan																	
Moore, Terry																	
Nicholson, Ernest																	
Ortiz, Ryan																	
Parsons, Robert																	
Quach, Mike																	
Rice, Joshua																	
Sealing, Peter																	
Smith, Jay																	
Thomas, Keith																	
Viable, Johnny																	
Williams, Linda																	
Young, Jimmy																	
Zimmerman, Malik																	

Also worth noting, this report allows you to see what learning is assigned to an Org Unit without having to select Learners.

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