



Application User Guide **Professional Standards Training Tracker**



USDA **Training Tracker**

October 24, 2016

Version 1.0

DRAFT

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 7.5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.



Revision History

Creation Date	Version	Description	Author
9/26	1.0	First version	Sinan Khan Ommaya



Table of Contents

1 Summary	4
2 Site Features	4
Recent Trainings	4
Training History	4
Enter Training	5
Employees	5
Reports	5
Enter Required Hours	5
Activate/Deactivate	5
Admin Reports	5
Resources	6
User Guide	6
Profile	6
Log Out	6
3 Functionality	6
4 Site Administrator Actions	7



1 Summary

The Professional Standards Training Tracker Tool is designed to assist School Nutrition Professionals in keeping track of their annually required training hours

2 Site Features

The USDA Professional Standards Training Tracker has multiple features to assist in logging and keeping track of how many hours a professional would need to complete his or her training.

The Professional Standards Training Tracker Tool is designed to assist School Nutrition Professionals in keeping track of their annually required training hours. For additional information on Professional Standards , please visit: <http://www.fns.usda.gov/school-meals/professional-standards>

9/26/2016 You Have 279 Days To Complete 3.50 Hours of Training.

Recent Trainings

Training	Date Completed	Hours Completed
2016 Summer Food Service Program for Returning Sponsors	05/05/2018	9.00
State Agency Guidance on Procurement: Topic One	09/01/2016	5.00

Recent Trainings

The first section that greets new users on the home page is the Recent Trainings table which displays the most recent training completed by the user, along with the hours put in and the date completed.

Training History

By navigating the buttons on the header the user can access their training history. Here the complete training history of the user, separated by year, is viewable. In addition, clicking on any of the course titles will take the user to that training program and all details associated with it.

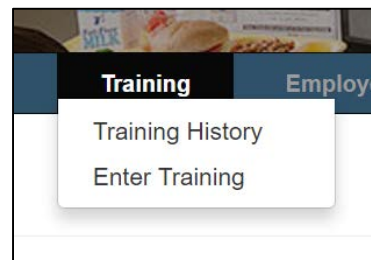
Home Training Employees Reports Site Admin Online Resources

Training History
Enter Training

Kotesch Rao Training History

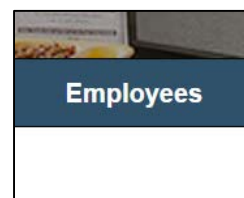
Enter Training

From under the same button that was used to access Training History, the user can Enter Training. From this page the user is prompted with multiple fields to edit and enter which, when completed, will fill out a set number of training hours.



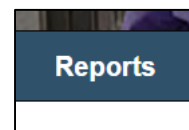
Employees

The Employees tab on the header will take managers to the employee page. From this page managers can edit employee pages, delete them altogether, add new employees, or search through the database.



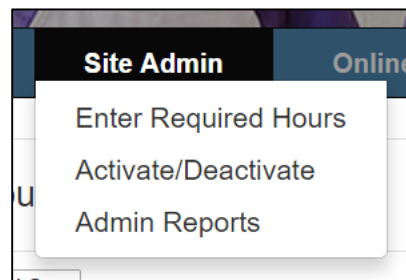
Reports

From the header, clicking on the report button will take the employee or manager to the reports page. Employees may generate a report of their completed or in progress training for their own use. Managers can likewise sort through employees and generate reports of their own. [LANDING PAGE TO BE CREATED]



Enter Required Hours

From the header bar clicking on the Site Admin button will dropdown several links, one of which is Enter Required Hours, and will take the Admin to the hour requirements page. From this page the site admin can edit the hours required to obtain certain job titles.



Activate/Deactivate

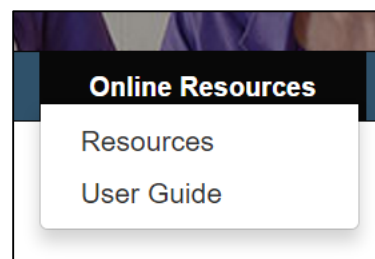
From the same Site Admin button as above, the Activate/Deactivate page is accessible. On this page a site admin can search for any user, and check a box to the left of their name to activate a user's account, or uncheck their box to disable their account.

Admin Reports

The final link under the Site Admin button is the Admin Reports page. From this page admin reports can be accessed. [LANDING PAGE TO BE CREATED]

Resources

Clicking the Online resources button will dropdown into two links, the first of which will take the user to the Resources page. The Resources page displays all relevant links and information used by the Training Tracker site. [LANDING PAGE TO BE CREATED]

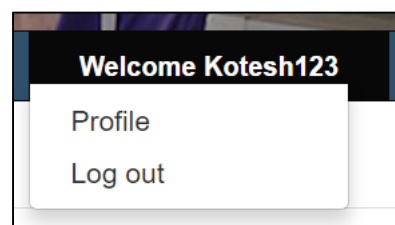


User Guide

The second link in the dropdown button Online Resources is a link to this User Guide, in downloadable PDF form. [LANDING PAGE TO BE CREATED]

Profile

The last button on the header is the Welcome (Username) button. Clicking on this button will dropdown into two links, the first taking the user to their profile page. From the profile page the user may edit their information as well as view their training history.



Log Out

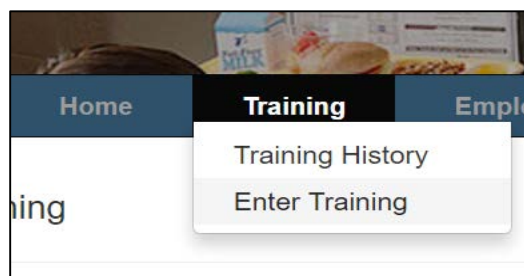
The second link found in the final button on the header is the log out link, which logs out the current user from the system.

3 Functionality

Training History

Any employee or manager can view his or her training history, sorted by year.

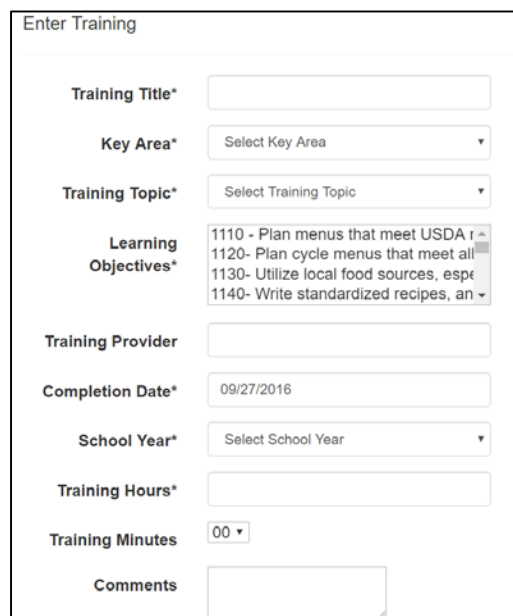
- Click on the 'Training' button, located directly next to the 'Home' button on the header.
- This will open the dropdown menu and allow you to click on the 'Training History' link.
- The Training History page has course titles which, when clicked, take the user to the training profile of those courses.



Enter Training

A manager can create a new training entry at any point, as well as the hours it would reward and the job title that goes with it.

- Click on the ‘Training’ button, located directly next to the ‘Home’ button on the header.
- This will open the dropdown menu and allow you to click on the ‘Enter Training’ link.
- Once at the ‘Enter Training’ page the employee (or manager) may fill out all the textboxes with training information.
- Once all required fields are filled, the employee/manager may press the ‘Save’ button to save the data, or the ‘Cancel’ button to clear the fields. These buttons are located at the bottom of the page.



Managers only – “Add Employees to Training” button

- If logged in as a manager, the user can see a third button located above the save and cancel buttons. Clicking it will reveal a new menu.
- The menu will allow managers to create a training position and then simultaneously select individual employees by checking the boxes next to their names and assign them to the newly created training position.

Managers only – Employees Profile

If logged in as a manager the user can view the ‘Employees’ button which is to the right of the ‘Training’ button on the header.

4 Site Administrator Actions

Professional Standards Training Tracker has multiple site admin functions to control reports, activate and deactivate users, as well as enter hours for training sessions.

Enter Required Hours

One of the primary features a site admin can use is the Enter Required Hours page. From this page a site admin can change or update the required hours for any job title as requirements may change over time.

Updating Hours

- While logged in as a site administrator the ‘Site Admin’ button becomes available, click on it to view the dropdown menu. Click on ‘Enter Required Hours’.
- You will be taken to the required hours page, at the top of the page select the year to edit the



hours from that period.

Enter Hour Requirements	
Job Titles	Required Hours
State Agency--Child Nutrition Director	15

- On the left of the page is a column titled “Job Titles” while on the right is the “Required Hours” column. Fill in the text boxes under “Required Hours” to assign the hours to their jobs.
- When finished entering the hours, click on the ‘Save’ or ‘Cancel’ button at the bottom of the page.

Activate/Deactivate

As a site administrator you have the power to activate or deactivate any user’s account on the site. This is in case an employee leaves the system or moves to a different school and the system must be updated.

Activate/Deactivate User

- From the same site admin dropdown button as above, the activate/deactivate user link is available. Click on it to be taken to that page.
- At the top of the page are three textboxes for first name, last name, and school. Enter the information of an employee and press the ‘Search’ button to locate their information.
- After the search is complete, to the left of their information is a checkbox that is selected if the user is active. De-select the checkbox to deactivate the user.

Admin Reports

[NOT YET IMPLEMENTED]