
Mississippi Management and Reporting System

Department of Finance and Administration

| MMRS MASH/Training Materials | | |
|-------------------------------------|----------------------------|--------------------------|
| 8201 | LSO Training Administrator | Date Revised: 12/03/2018 |
| | | Version: 5 |

Table of Contents

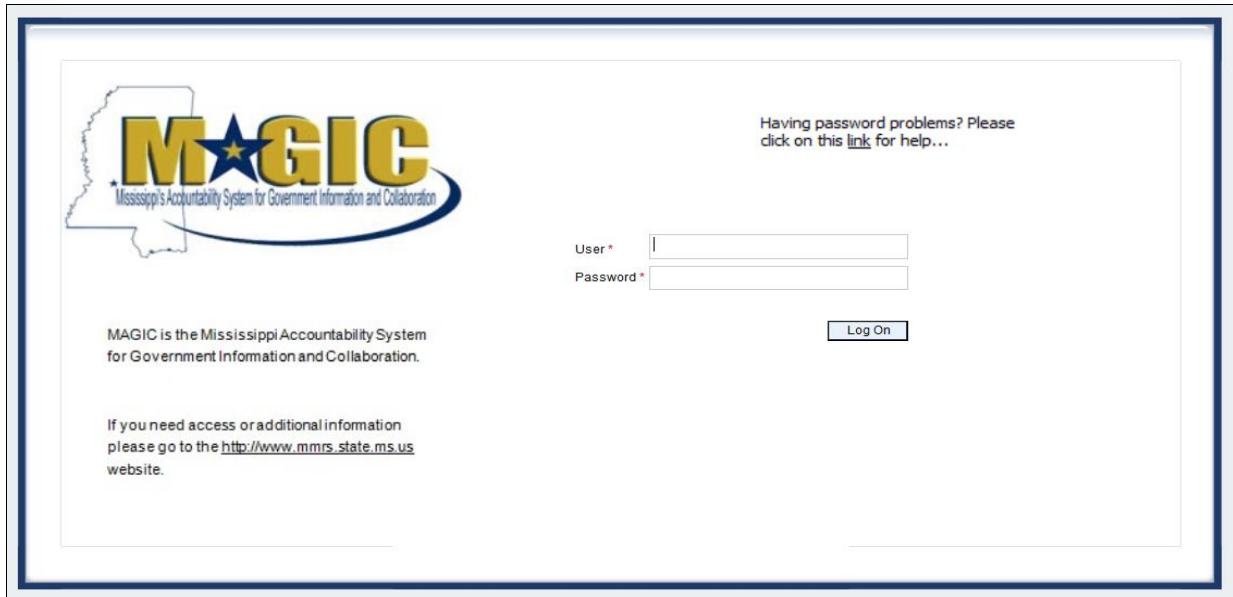
| | |
|--------------------------------------|----|
| Magic Portal Logon Information | 3 |
| Schedule A Course (Class) | 4 |
| Firmly Book A Course | 10 |
| Manage Course Participation | 13 |
| View Or Print Roster | 20 |
| Manage Course Follow-Up..... | 27 |
| Entering MYERS Briggs..... | 31 |
| Printing Course Certificate | 34 |

Magic Portal Logon Information

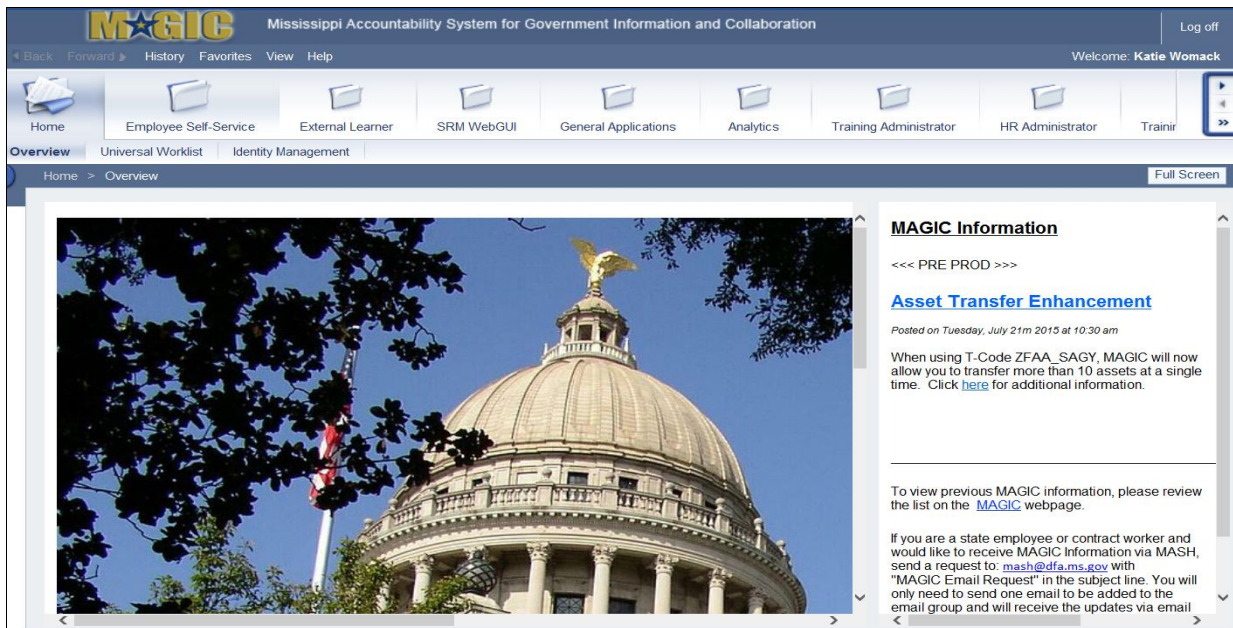
The website address used to access MAGIC is: <https://portal.magic.ms.gov/iri/portal>.

Note: If you have difficulty with viewing the training course, please review [MAGIC Technical Requirements](#) on the MMRS website for compatibility issues.

If you have problems with your user ID or password, call the MMRS Call Center at 601-359-1343. Select Option 1 (Security), Sub-option 1 (MAGIC).



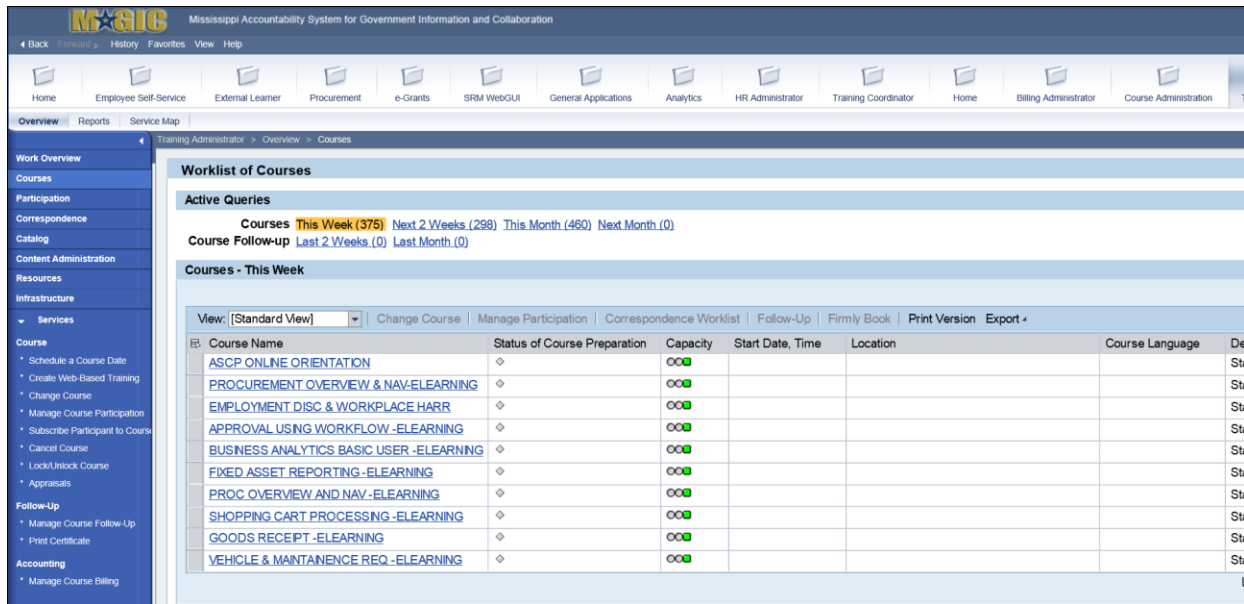
Once you log into MAGIC the following screen will appear.



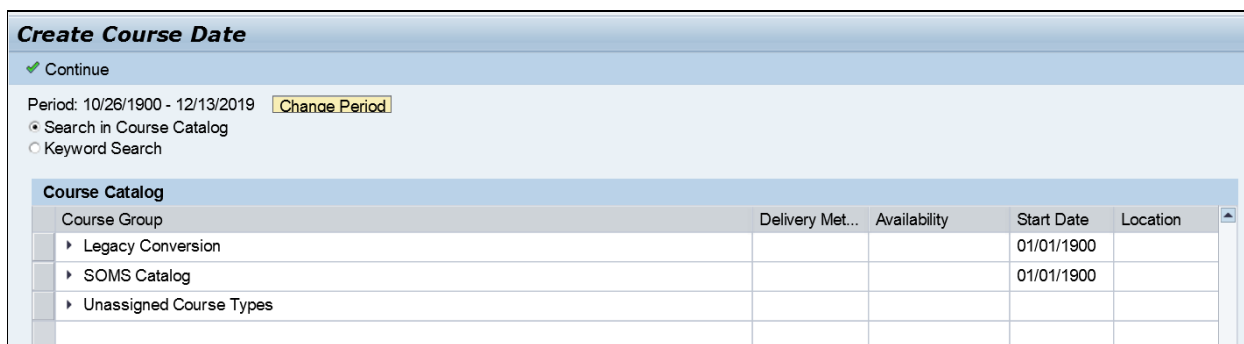
Schedule A Course (Class)


The purpose of this procedure is to schedule a session of a course type from the catalog.

| Your Action... | System Response... |
|--|-----------------------------------|
| 1. Select the Training Administrator Tab. | The following screen will appear. |



| Your Action... | System Response... |
|---|--|
| 1. Select Courses . | |
| 2. Select Schedule a Course Date . | The Create Course Date screen will appear. |



| Your Action... | System Response... |
|---|--|
| 3. Select the  next to the SOMS Catalog . | A list of agencies providing training will appear. |

Create Course Date

✔ Continue

Period: 10/26/1900 - 12/13/2019 [Change Period](#)

Search in Course Catalog
 Keyword Search

| Course Group | Delivery Met... | Availability | Start Date | Location |
|--|-----------------|--------------|------------|----------|
| ▶ Legacy Conversion | | | 01/01/1900 | |
| ▼ SOMS Catalog | | | 01/01/1900 | |
| ▶ Dept of Employment Security Catalog | | | 01/01/1900 | |
| ▶ Finance and Administration Catalog | | | 01/01/1900 | |
| ▶ Dept of Human Services Catalog | | | 01/01/1900 | |
| ▶ MS Development Authority Catalog | | | 01/01/1900 | |
| ▶ Department of Health Catalog | | | 01/01/1900 | |
| ▶ Public Employees Retirement Sys. Catalog | | | 01/01/1900 | |
| ▶ State Personnel Board Catalog | | | 01/01/1900 | |
| ▶ SPB ADMINISTRATORS ONLY | | | 01/01/1900 | |
| ▶ Information Technology Services Catalog | | | 01/01/1900 | |
| ▶ SPB Required Book Reports and Projects | | | 01/01/1900 | |
| ▶ Unassigned Course Types | | | | |

| Your Action... | System Response... |
|---|---|
| 4. Select the ▶ next to agency providing the training course. | A list of training Course Groups will appear. |

Create Course Date

✔ Continue

Period: 10/26/1900 - 12/13/2019 [Change Period](#)

Search in Course Catalog
 Keyword Search


| Course Group | Delivery Met... | Availability | Start Date | Location |
|--------------------------------------|-----------------|--------------|------------|----------|
| ▼ Finance and Administration Catalog | | | 01/01/1900 | |
| ▶ GENIE | | | 01/01/1900 | |
| ▶ SAAS | | | 01/01/1900 | |
| ▶ PROFESSIONAL DEVELOPMENT | | | 01/01/1900 | |
| ▶ STIMULUS 360 | | | 01/01/1900 | |
| ▶ ACCESS CHANNEL FOR EMPLOYEES | | | 01/01/1900 | |
| ▶ MATA/CONTRACT AWARD | | | 01/01/1900 | |
| ▶ SPAHRS | | | 01/01/1900 | |
| ▶ COGNOS | | | 01/01/1900 | |
| ▶ PROGRAMMING | | | 01/01/1900 | |
| ▶ MS ENTERPRISE LEARNING MGMT SYS | | | 01/01/1900 | |
| ▶ PAYMODE | | | 01/01/1900 | |
| ▶ DFA-MMRS STAFF ONLY | | | 01/01/1900 | |
| ▶ SPREADSHEET | | | 01/01/1900 | |
| ▶ MAGIC END USER TRAINING | | | 01/01/1900 | |

| Your Action... | System Response... |
|---|--|
| 5. Select the ▶ next to the Course Group . | The list of courses will be displayed. |

Create Course Date

Continue
 Keyword Search

| Course Group | Delivery... | Availability | Start D... | Location |
|-------------------------------------|-------------|--------------|------------|----------|
| ▶ ACCESS CHANNEL FOR EMPLOYEES | | | 01/01/... | |
| ▶ MATA/CONTRACT AWARD | | | 01/01/... | |
| ▼ SPAHRS | | | 01/01/... | |
| ▶ TEST Create Course Group | | | 01/01/... | |
| ▶ test123 | | | 01/13/... | |
| ▶ SPAHRS MANAGE CONTRACTS TRAINING | Instruct... | | 01/01/... | |
| ▶ SPAHRS HUMAN RESOURCES TRAINING | Instruct... | | 01/01/... | |
| ▶ SPAHRS PAYROLL A TO Z | Instruct... | | 01/01/... | |
| ▶ SPAHRS TRAVEL TRAINING | Instruct... | | 01/01/... | |
| ▶ TRAVEL SUB-SYSTEM - ONLINE COURSE | Static O... | | 05/06/... | |
| ▶ SPAHRS TO MAGIC HR INTEGRATION | Instruct... | | 01/01/... | |
| ▶ ACA 1095 REVIEW | Instruct... | | 01/01/... | |
| ▶ COGNOS | | | 01/01/... | |
| ▶ PROGRAMMING | | | 01/01/... | |
| ▶ MS ENTERPRISE LEARNING MGMT SYS | | | 01/01/... | |

| Your Action... | System Response... |
|---|--|
| 6. Select the  , which will highlight the Course to be scheduled. | |
| 7. Select Continue . | The Create Course Date screen will appear. |

Create Course Date

Save

E 50004654 Status Planned Start Date/End Date 10/09/2018 - 10/09/2018 Location Course Owner DeliveryMethod Instructor-led Training
 Course Duration 7.50 Hours on 1 Days Language English Places Available 15

Basic Data Rooms and Materials Instructors Qualifications and Target Groups Prices and Costs Links Control Parameters Contacts

General

Name: SPAHRS HUMAN RESOURCES TRAINING
 * Short Text: DFAHR
 Assigned Course Group: SPAHRS
 Course Language: English
 * Location:
 Training Provider:
 Status: Planned
 Organization: Internal
 Booking: Booking Allowed

Description


Text Language: English
 Description Course Content Notes More...
 Description Type: Extended Course Text
 Edit

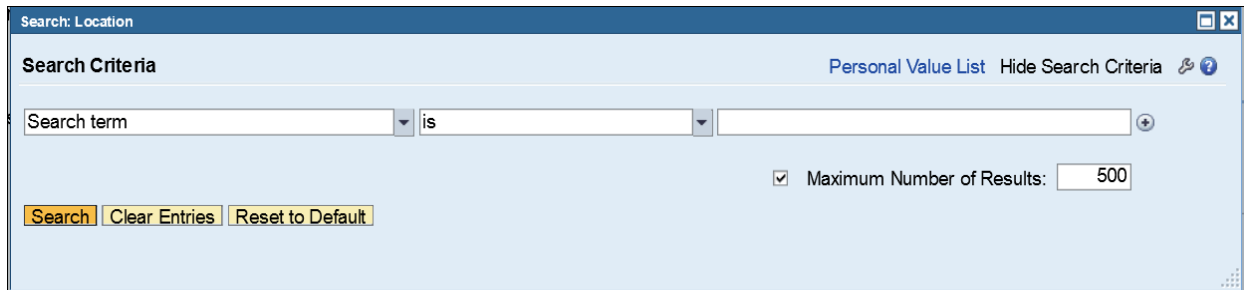
Schedule

Earliest Possible Start Date: 10/09/2018
 Course Start: Tuesday, 10/09/2018, 08:30 Tm.
 Course End: Tuesday, 10/09/2018, 16:00 Tm.
 Duration: 7.50 Hours on 1 Days
 Change Schedule

Price

Internal Price: 0.00 USD
 External Price: 0.00 USD

| Your Action... | System Response... |
|---|--|
| 8. Search for the desired Location* by selecting  . | The Course Location (Title): All Values search screen will appear. |



Search: Location

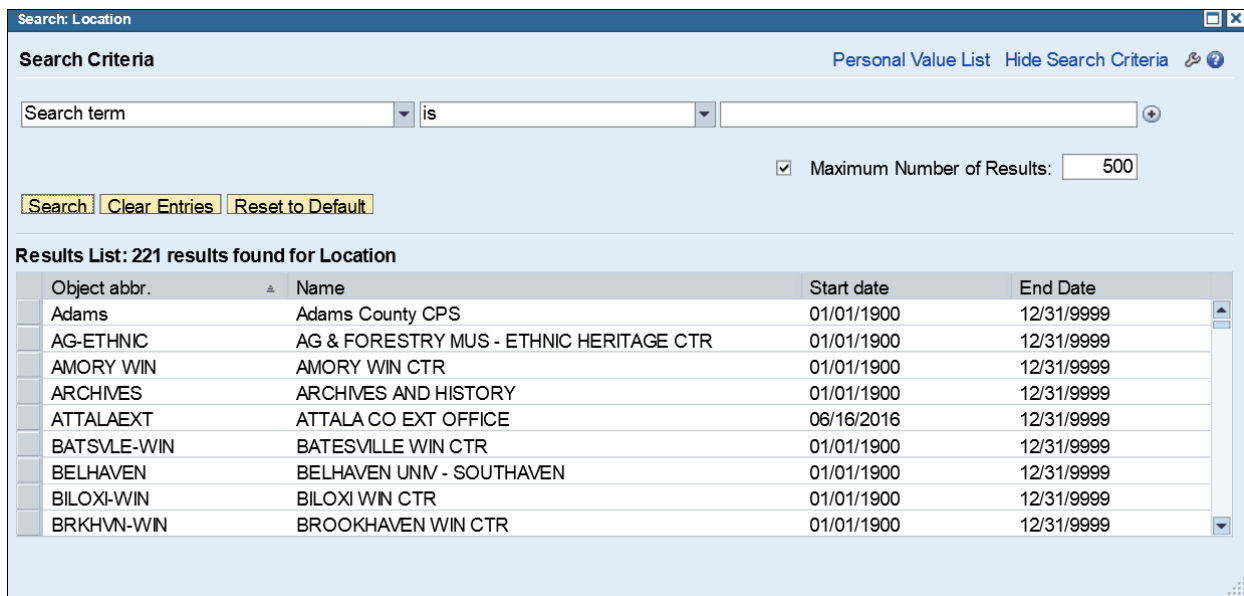
Search Criteria Personal Value List Hide Search Criteria ?

Search term is +

Maximum Number of Results:

Search Clear Entries Reset to Default

| Your Action... | System Response... |
|---|--|
| 9. Select Search to find the desired location. | A List of available Locations will appear. |



Search: Location

Search Criteria Personal Value List Hide Search Criteria ?



Search term is +

Maximum Number of Results:

Search Clear Entries Reset to Default

Results List: 221 results found for Location

| Object abbr. | Name | Start date | End Date |
|--------------|---|------------|------------|
| Adams | Adams County CPS | 01/01/1900 | 12/31/9999 |
| AG-ETHNIC | AG & FORESTRY MUS - ETHNIC HERITAGE CTR | 01/01/1900 | 12/31/9999 |
| AMORY WIN | AMORY WIN CTR | 01/01/1900 | 12/31/9999 |
| ARCHIVES | ARCHIVES AND HISTORY | 01/01/1900 | 12/31/9999 |
| ATTALAEXT | ATTALA CO EXT OFFICE | 06/16/2016 | 12/31/9999 |
| BATSVLE-WIN | BATESVILLE WIN CTR | 01/01/1900 | 12/31/9999 |
| BELHAVEN | BELHAVEN UNM - SOUTHAVEN | 01/01/1900 | 12/31/9999 |
| BILOXI-WIN | BILOXI WIN CTR | 01/01/1900 | 12/31/9999 |
| BRKHVN-WIN | BROOKHAVEN WIN CTR | 01/01/1900 | 12/31/9999 |

| Your Action... | System Response... |
|---|--|
| 10. Select the  , which will highlight the desired location. | The system will populate the location on the Create Course Date. |
| 11. Search for the Training Provider by selecting the  . | The Training Provider search screen will appear. |

Search: Training Provider
☐ ✕

Training Provider

Search Term:

Select Course Provider Type

Provider Type: ▼

Find

List

| | Provider | Provide... | Provide... | Organiz... | |
|--|----------|------------|------------|------------|---|
| | | | | | ▲ |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | ▼ |

Select
Close

| Your Action... | System Response... |
|--|---|
| 12. Enter agency name and select the Find . | |
| 13. Select the to highlight the desired training provider and choose Select . | The system will populate the training provider on the Create Course Date. |

Create Course Date

Save

E 50004654
 Status **Planned**
 Start Date/End Date **10/09/2018 - 10/09/2018**
 Location **BATESVILLE WIN CTR**
 Course Owner
 Delivery Method **Ir**
 Course Duration **7.50 Hours on 1 Days**
 Language **English**
 Places Available **15**

Basic Data
 Rooms and Materials
 Instructors
 Qualifications and Target Groups
 Prices and Costs
 Links
 Control Parameters
 Contacts

General

Name: SPAHRS HUMAN RESOURCES TRAINING

* Short Text: DFAHR

Assigned Course Group: SPAHRS

Course Language: English

* Location: BATESVILLE WIN CTR

Training Provider: DFA - MMRS*

Status: Planned

Organization: Internal

Booking: Booking Allowed

Description

Text Language: English

Description Course Content Notes More...

Description Type: Extended Course Text

Edit

Schedule

Earliest Possible Start Date: 10/09/2018

Course Start: Tuesday, 10/09/2018, 08:30 Tm.

Course End: Tuesday, 10/09/2018, 16:00 Tm.

Duration: 7.50 Hours on 1 Days

[Change Schedule](#)

Price

Internal Price: 0.00 USD

External Price: 0.00 USD

| Your Action... | System Response... |
|--|---|
| 14. Use the drop down menu for Organization to select "Internal" or "External." | |
| 15. Select the Change Schedule . | The Change Schedule screen will appear. |

| Your Action... | System Response... |
|---|---|
| 16. Select the Change Manually to enter a date and time. | |
| 17. Enter the date and Schedule and select Apply Changes . | |
| 18. Select OK . | The changes will appear on the lower level. |
| 19. Select the Save . | A Course created message will appear at the top left hand corner. |
| 20. Close the window. | |

Firmly Book A Course

The purpose of this procedure is to change a class to a “firmly booked” status. When a course status is “planned,” participant priority can be changed.



| Your Action... | System Response... |
|---|---|
| 1. Select the Training Administrator Tab . | |
| 2. Select Work Overview . | The Worklist of Courses screen will appear. |

| Your Action... | System Response... |
|---------------------------------|---|
| 3. Select Change Query . | This action will allow you to refine the courses shown on the Worklist. |

Worklist of Courses

Change Query 'Next 2 Weeks' (Object Type: Course Next 2 Weeks)


Delivery Method

Delivery Method:  

Language

Language: ▼

Location

Location: 

Period in the Past

Period in the Past:


Unit: ▼


Period in the Future

Period in the Future:


Unit: ▼

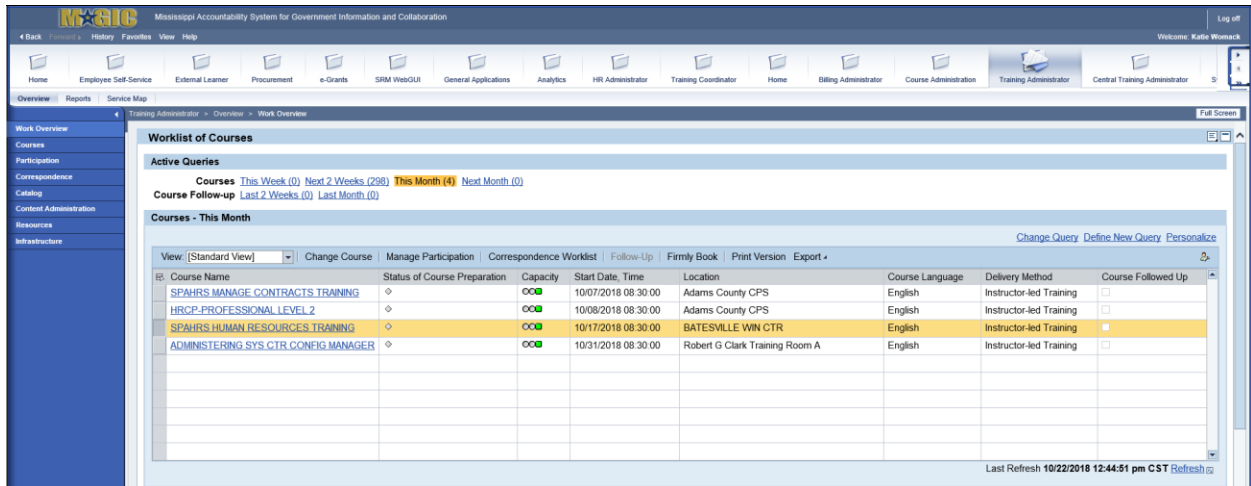
Period


Period: 

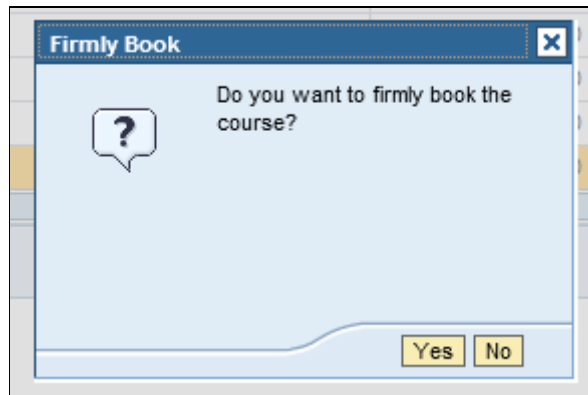
End: 

[Criteria Personalization](#)

| Your Action... | System Response... |
|--|--|
| 4. Apply any changes to search parameters by selecting  or drop down boxes. | |
| 5. Then select Apply . | Your search results will show on the Worklist of Courses |



| Your Action... | System Response... |
|---|-----------------------------------|
| 6. Select the  next to the course that needs to be firmly booked | |
| 7. Select the Firmly Book . | A Firmly Book screen will appear. |



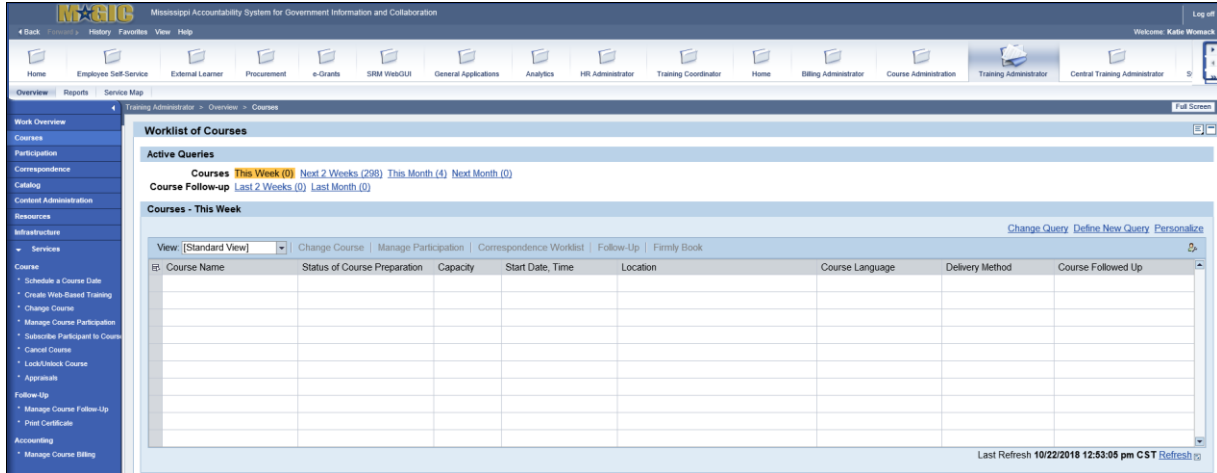
| Your Action... | System Response... |
|------------------------|---|
| 8. Select Yes . | A "Course was firmly booked" message will appear at the top left hand corner. |

Manage Course Participation

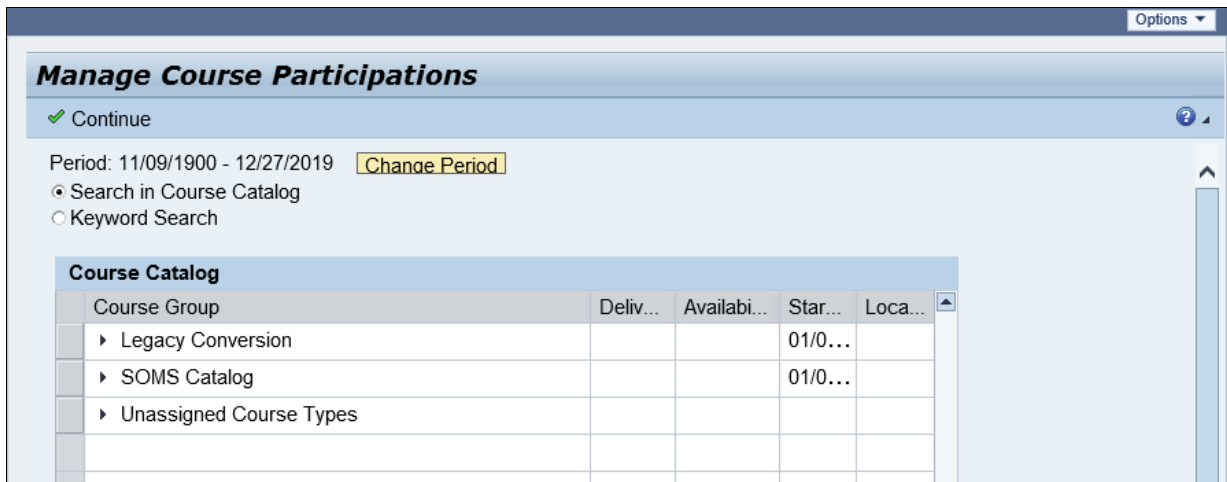
Use this procedure to add participants to a course.

NOTE: Participants can only sign up for one occurrence of a course; they cannot choose several occurrences at the same time.

| Your Action... | System Response... |
|--|--------------------|
| 1. Select the Training Administrator Tab. | |



| Your Action... | System Response... |
|---|--|
| 2. Select Courses . | |
| 3. Select Manage Course Participations . | The Manage Course Participations screen will appear. |



| Your Action... | System Response... |
|-------------------------------------|--|
| 4. Select the SOMS Catalog . | A list of agencies providing training will appear. |


Manage Course Participations

Continue

Period: 11/09/1900 - 12/27/2019 [Change Period](#)

Search in Course Catalog
 Keyword Search

| Course Group | Delivery Method | Availability | Start Date | Location |
|--|-----------------|--------------|------------|----------|
| Legacy Conversion | | | 01/01/1900 | |
| SOMS Catalog | | | 01/01/1900 | |
| Dept of Employment Security Catalog | | | 01/01/1900 | |
| Finance and Administration Catalog | | | 01/01/1900 | |
| Dept of Human Services Catalog | | | 01/01/1900 | |
| MS Development Authority Catalog | | | 01/01/1900 | |
| Department of Health Catalog | | | 01/01/1900 | |
| Public Employees Retirement Sys. Catalog | | | 01/01/1900 | |
| State Personnel Board Catalog | | | 01/01/1900 | |
| SPB ADMINISTRATORS ONLY | | | 01/01/1900 | |
| Information Technology Services Catalog | | | 01/01/1900 | |
| SPB Required Book Reports and Projects | | | 01/01/1900 | |
| Unassigned Course Types | | | | |

| Your Action... | System Response... |
|---|---|
| 5. Select the  next to the agency providing the training course. | A list of training Course Groups will appear. |


Manage Course Participations

Continue

Period: 11/09/1900 - 12/27/2019 [Change Period](#)

Search in Course Catalog
 Keyword Search

| Course Group | Delivery Method | Availability | Start Date | Location |
|-------------------------------------|-----------------|--------------|------------|----------|
| SOMS Catalog | | | 01/01/1900 | |
| Dept of Employment Security Catalog | | | 01/01/1900 | |
| Finance and Administration Catalog | | | 01/01/1900 | |
| GENIE | | | 01/01/1900 | |
| SAAS | | | 01/01/1900 | |
| PROFESSIONAL DEVELOPMENT | | | 01/01/1900 | |
| STIMULUS 360 | | | 01/01/1900 | |
| ACCESS CHANNEL FOR EMPLOYEES | | | 01/01/1900 | |
| MATA/CONTRACT AWARD | | | 01/01/1900 | |
| SPAHRS | | | 01/01/1900 | |
| COGNOS | | | 01/01/1900 | |
| PROGRAMMING | | | 01/01/1900 | |
| MS ENTERPRISE LEARNING MGMT SYS | | | 01/01/1900 | |
| PAYMODE | | | 01/01/1900 | |
| DFA-MMRS STAFF ONLY | | | 01/01/1900 | |
| SPREADSHEET | | | 01/01/1900 | |
| MAGIC END USER TRAINING | | | 01/01/1900 | |
| PROTEGE | | | 01/01/1900 | |
| MAGIC | | | 01/01/1900 | |
| MERLIN | | | 01/01/1900 | |

| Your Action... | System Response... |
|--|---|
| 6. Select the  next Course Group . | A list of Training Courses will appear. |

Manage Course Participations


Continue

Period: 11/09/1900 - 12/27/2019 [Change Period](#)

Search in Course Catalog

Keyword Search

| Course Group | Delivery Method | Availability | Start Date | Location |
|--------------------------------------|------------------------|--------------|------------|----------|
| ▼ Finance and Administration Catalog | | | 01/01/1900 | |
| ▶ GENIE | | | 01/01/1900 | |
| ▶ SAAS | | | 01/01/1900 | |
| ▶ PROFESSIONAL DEVELOPMENT | | | 01/01/1900 | |
| ▶ STIMULUS 360 | | | 01/01/1900 | |
| ▶ ACCESS CHANNEL FOR EMPLOYEES | | | 01/01/1900 | |
| ▶ MATA/CONTRACT AWARD | | | 01/01/1900 | |
| ▼ SPAHRS | | | 01/01/1900 | |
| ▶ TEST Create Course Group | | | 01/01/1900 | |
| ▶ test123 | | | 01/13/2017 | |
| ▶ SPAHRS MANAGE CONTRACTS TRAINING | Instructor-led Trai... | | 01/01/1900 | |
| ▶ SPAHRS HUMAN RESOURCES TRAINING | Instructor-led Trai... | | 01/01/1900 | |
| ▶ SPAHRS PAYROLL A TO Z | Instructor-led Trai... | | 01/01/1900 | |
| ▶ SPAHRS TRAVEL TRAINING | Instructor-led Trai... | | 01/01/1900 | |
| ▶ TRAVEL SUB-SYSTEM - ONLINE COURSE | Static Online Train... | | 05/06/2016 | |
| ▶ SPAHRS TO MAGIC HR INTEGRATION | Instructor-led Trai... | | 01/01/1900 | |
| ▶ ACA 1095 REVIEW | Instructor-led Trai... | | 01/01/1900 | |
| ▶ COGNOS | | | 01/01/1900 | |
| ▶ PROGRAMMING | | | 01/01/1900 | |
| ▶ MS ENTERPRISE LEARNING MGMT SYS | | | 01/01/1900 | |

| Your Action... | System Response... |
|--|--|
| 7. Select the  next to desired Training Course. | A listed of class will appear showing availability, start date and location. |

Manage Course Participations


Continue

Period: 11/09/1900 - 12/27/2019 [Change Period](#)


Search in Course Catalog

Keyword Search

| Course Group | Delivery Method | Availability | Start Date | Location |
|--|------------------------|---------------------|------------|----------|
| ▼ Finance and Administration Catalog | | | 01/01/1900 | |
| ▶ GENIE | | | 01/01/1900 | |
| ▶ SAAS | | | 01/01/1900 | |
| ▶ PROFESSIONAL DEVELOPMENT | | | 01/01/1900 | |
| ▶ STIMULUS 360 | | | 01/01/1900 | |
| ▶ ACCESS CHANNEL FOR EMPLOYEES | | | 01/01/1900 | |
| ▶ MATA/CONTRACT AWARD | | | 01/01/1900 | |
| ▼ SPAHRS | | | 01/01/1900 | |
| ▶ TEST Create Course Group | | | 01/01/1900 | |
| ▶ test123 | | | 01/13/2017 | |
| ▼ SPAHRS MANAGE CONTRACTS TRAINING | Instructor-led Trai... | | 01/01/1900 | |
| • SPAHRS MANAGE CONTRACTS TRAINING | | 2 Places Available | 09/13/2016 | WOOLFOLK |
| • SPAHRS MANAGE CONTRACTS TRAINING | | Fully Booked | 09/13/2016 | WOOLFOLK |
| • SPAHRS MANAGE CONTRACTS TRAINING | | 9 Places Available | 03/21/2017 | WOOLFOLK |
| • SPAHRS MANAGE CONTRACTS TRAINING | | 4 Places Available | 09/26/2017 | Clark A |
| • SPAHRS MANAGE CONTRACTS TRAINING | | 12 Places Available | 05/28/2018 | Clark A |
| • SPAHRS MANAGE CONTRACTS TRAINING | | 15 Places Available | 10/07/2018 | Adams |
| ▶ SPAHRS HUMAN RESOURCES TRAINING | Instructor-led Trai... | | 01/01/1900 | |
| ▶ SPAHRS PAYROLL A TO Z | Instructor-led Trai... | | 01/01/1900 | |
| ▶ SPAHRS TRAVEL TRAINING | Instructor-led Trai... | | 01/01/1900 | |

| Your Action... | System Response... |
|---|---|
| 8. Select the  next to the desired Course and choose Continue . | The Manage Course Participation screen will appear. |

| Your Action... | System Response... |
|---|--|
| 9. Select Book Additional Participants . | The Book Additional Participants screen will appear. |

| Your Action... | System Response... |
|---|---|
| 10. Select the  on the first row by Participant. | The Select Participants screen will appear. |

Select Participants
☐ ✕

Participant

Search Term:

Select Participant Type

Participant Type: Person ▼

Find

List

| Participant | Participant Type | Organization |
|-------------|------------------|--------------|
| | | |
| | | |
| | | |
| | | |

Select
Close

| Your Action... | System Response... |
|---|--------------------|
| 11. Enter a name in the Search Term Field and select Find. | |

Select Participants
□ ×

Participant

Search Term:

Select Participant Type

Participant Type:

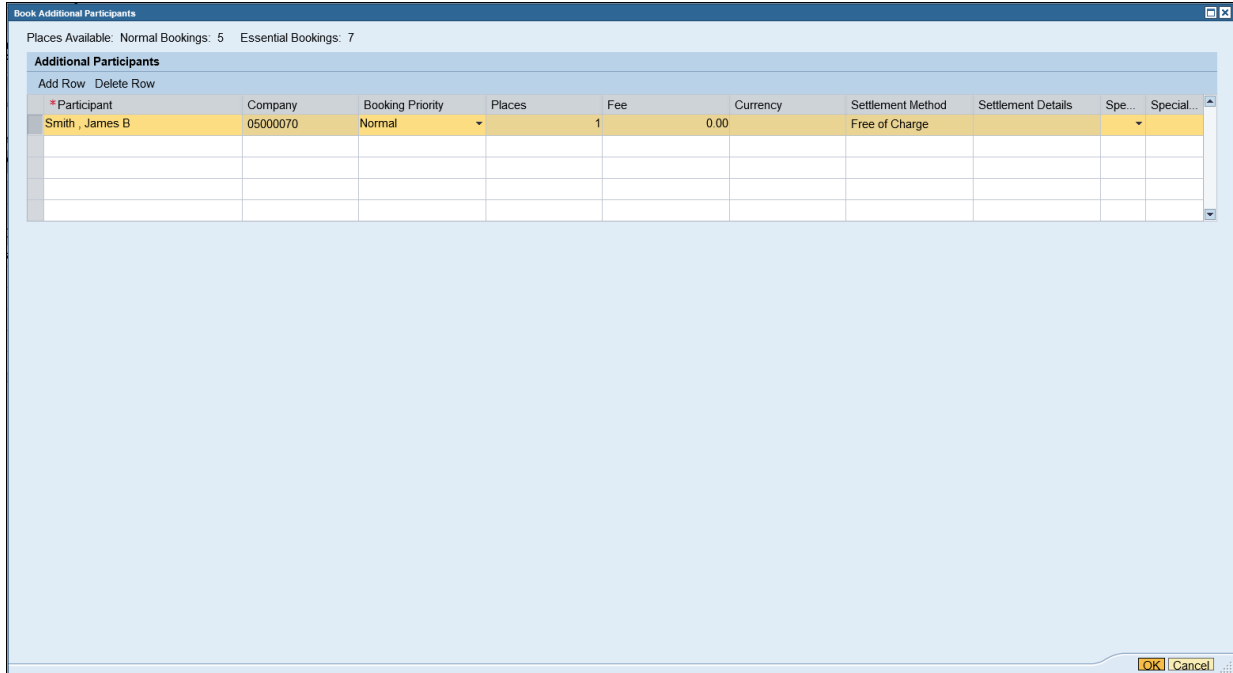
Find

List

| Participant | Participant Type | Organization |
|--------------------|------------------|--------------|
| Smith , James B | Person | 05000070 |
| Smith , Cynthia J | Person | 09412808 |
| Smith , David A | Person | 07110282 |
| Smith , Zsa J | Person | 05542972 |
| Smith , Debra Jean | Person | |

Select
Close

| Your Action... | System Response... |
|---|---|
| 12. Select the <input type="checkbox"/> next to the person to be added to the course and choose Select . | The system will populate the Person on the Book Additional Participants screen. |



| Your Action... | System Response... |
|------------------------|--|
| 13. Select OK . | A Participant was successfully booked message will appear at the top left hand corner. |
| 14. Close . | |

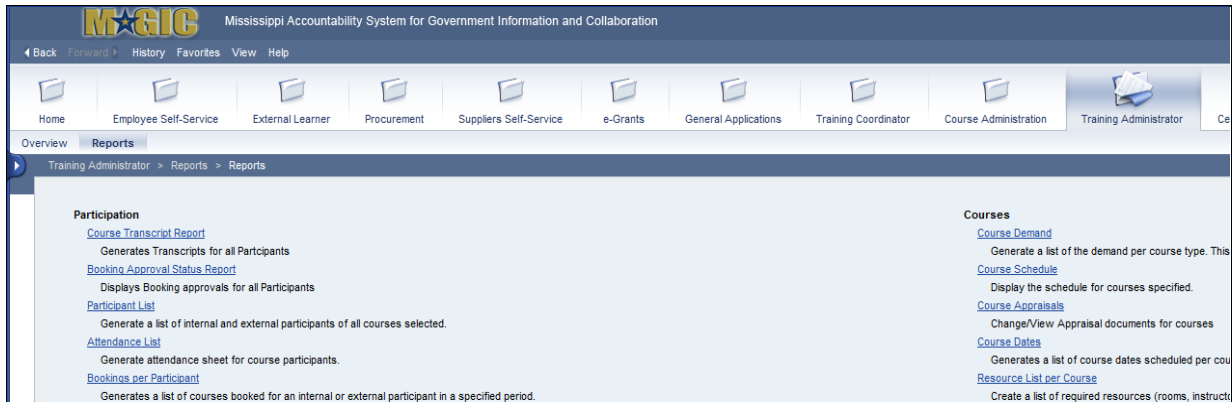
NOTE: If more than one person needs to be added to the course, select the “Add Row” button.

View Or Print Roster

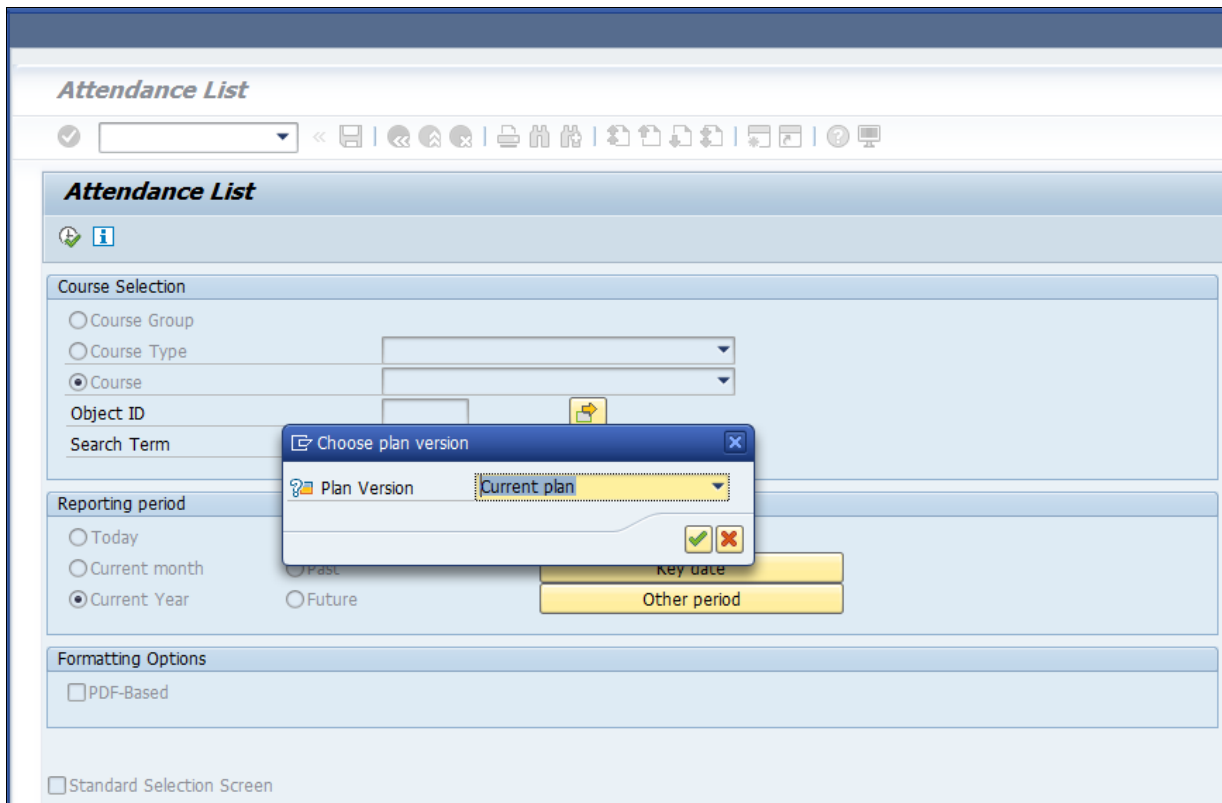
The purpose of this procedure is for Training Administrators to print or view the roster for a class for their agency. Attendees must be approved by their agency approver before they will appear on this report.



NOTE: SAP GUI is required for this procedure.

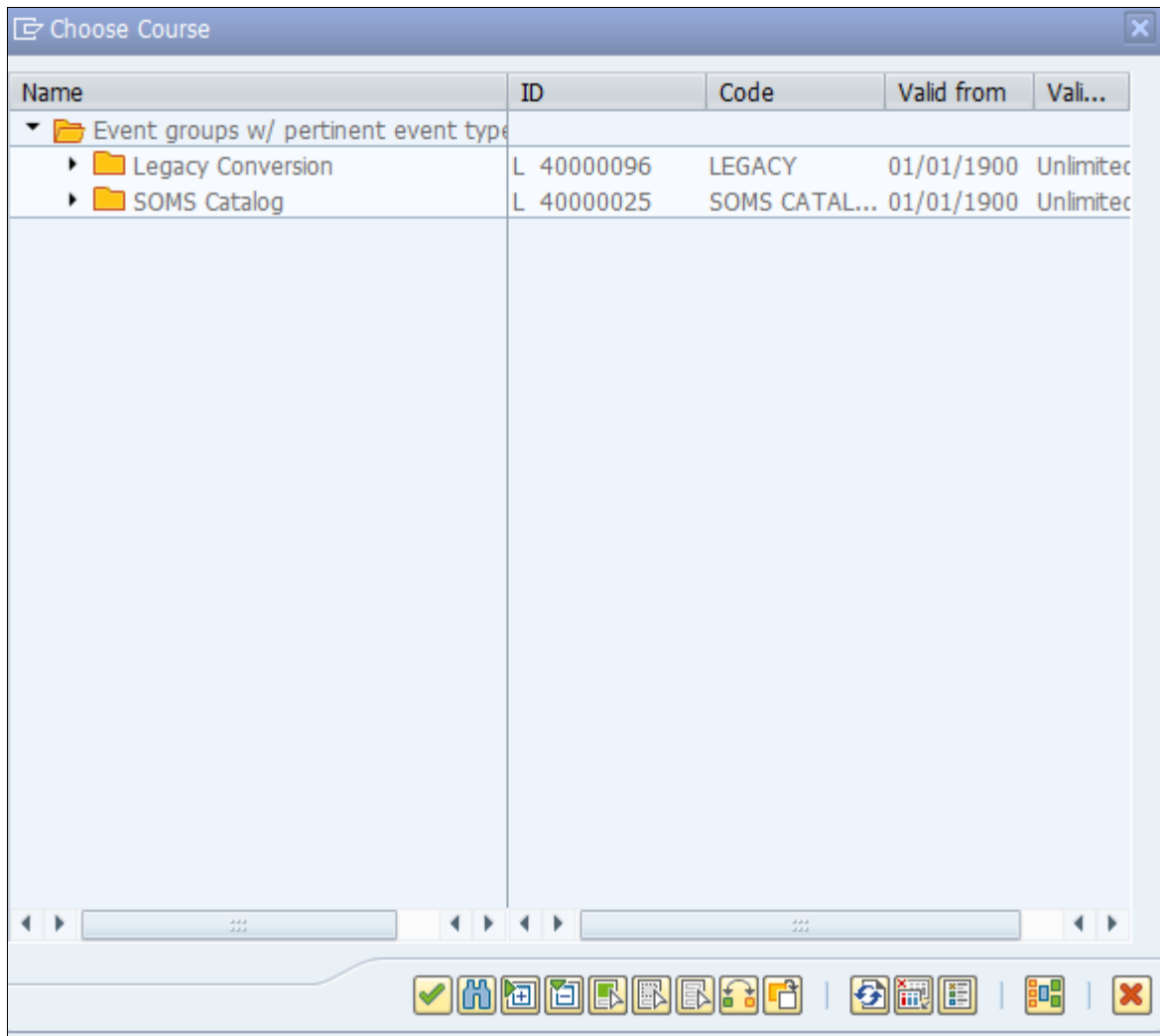
| Your Action... | System Response... |
|---|----------------------------|
| 1. Select the Training Administrator Tab . | |
| 2. Select Reports . | A list of reports appears. |



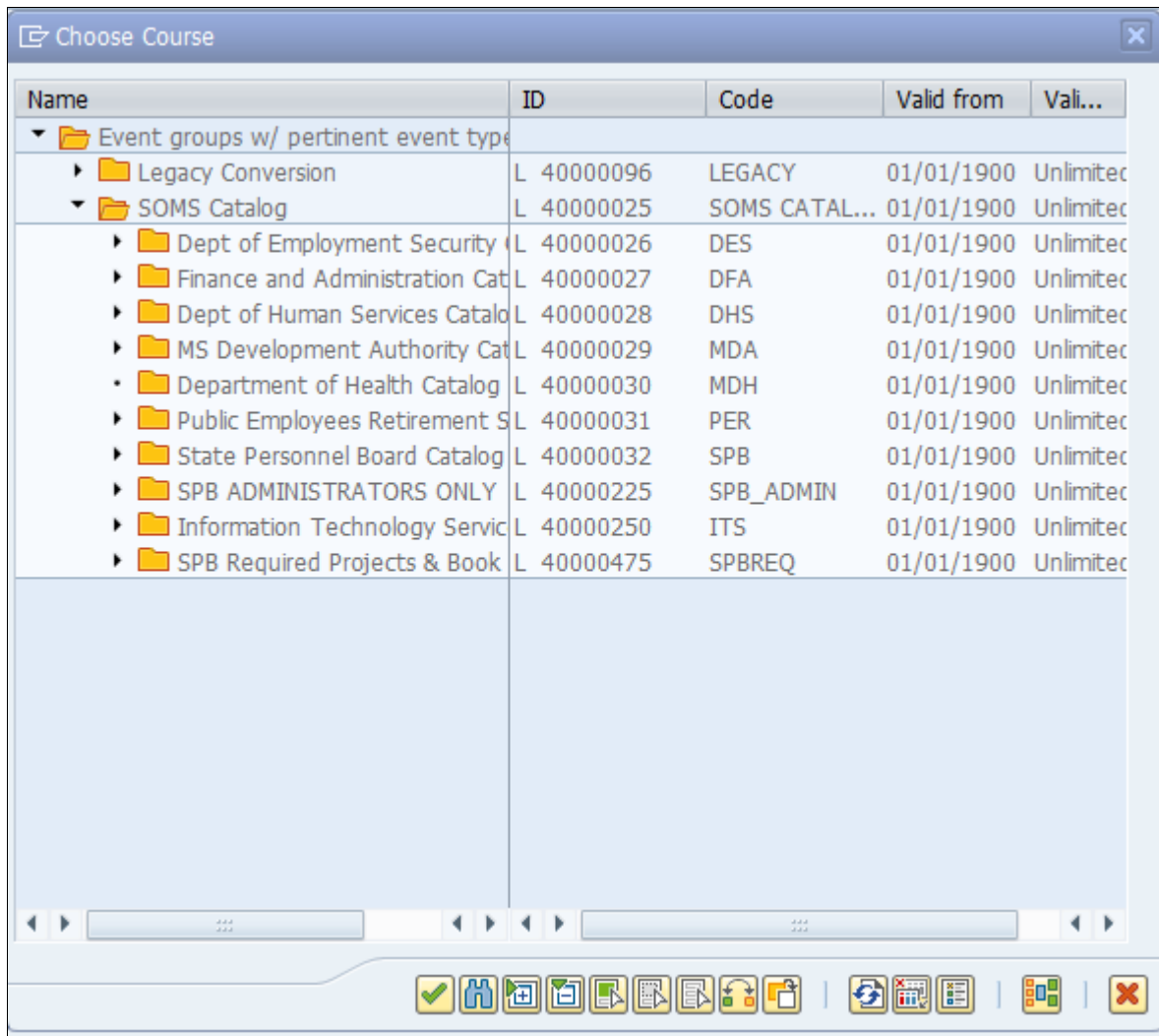
| Your Action... | System Response... |
|------------------------------------|---|
| 3. Select Attendance List . | The Attendance List screen will appear. |



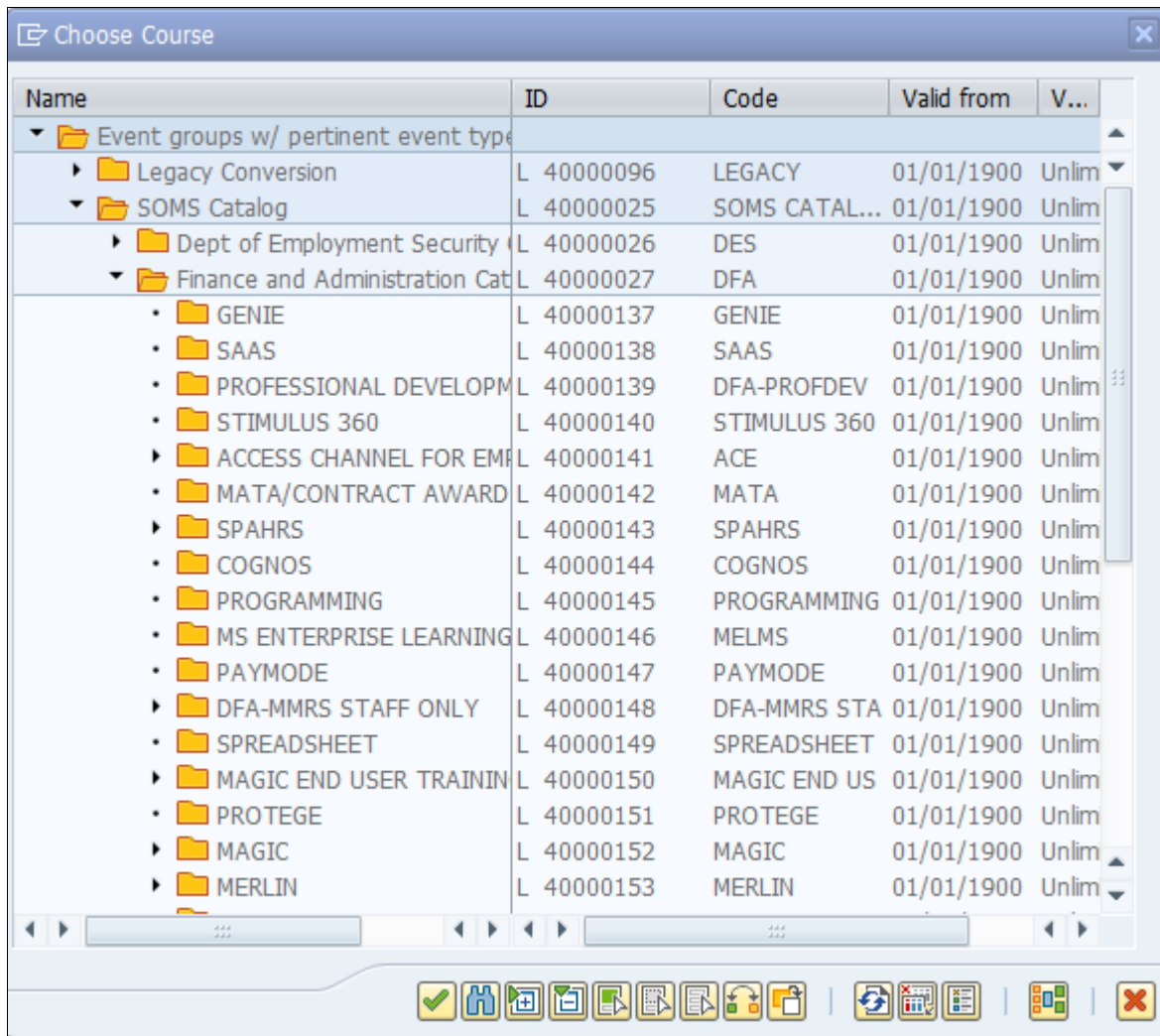
| Your Action... | System Response... |
|--|--|
| 4. Select Course . | The Choose Plan Version screen will appear. |
| 5. Select the  box for Current Plan. | System will populate the field with Instructor-led Training. |
| 6. Select the  for the Object ID in order to search for the class roster. | The Choose Course screen will appear. |




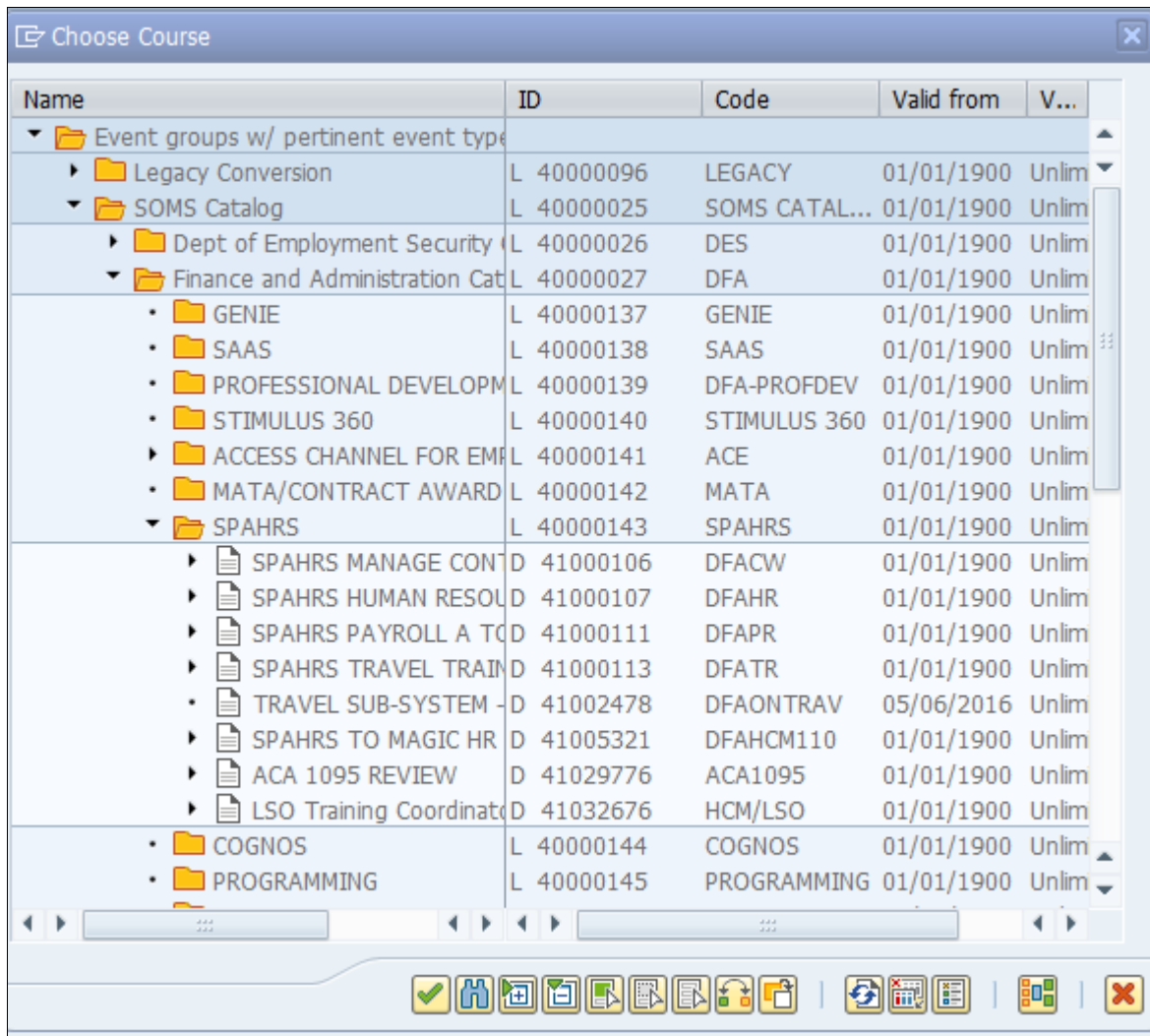
| Your Action... | System Response... |
|--|--|
| 7. Select the <input type="checkbox"/> next to SOMS Catalog . | A list of agencies providing training will appear. |



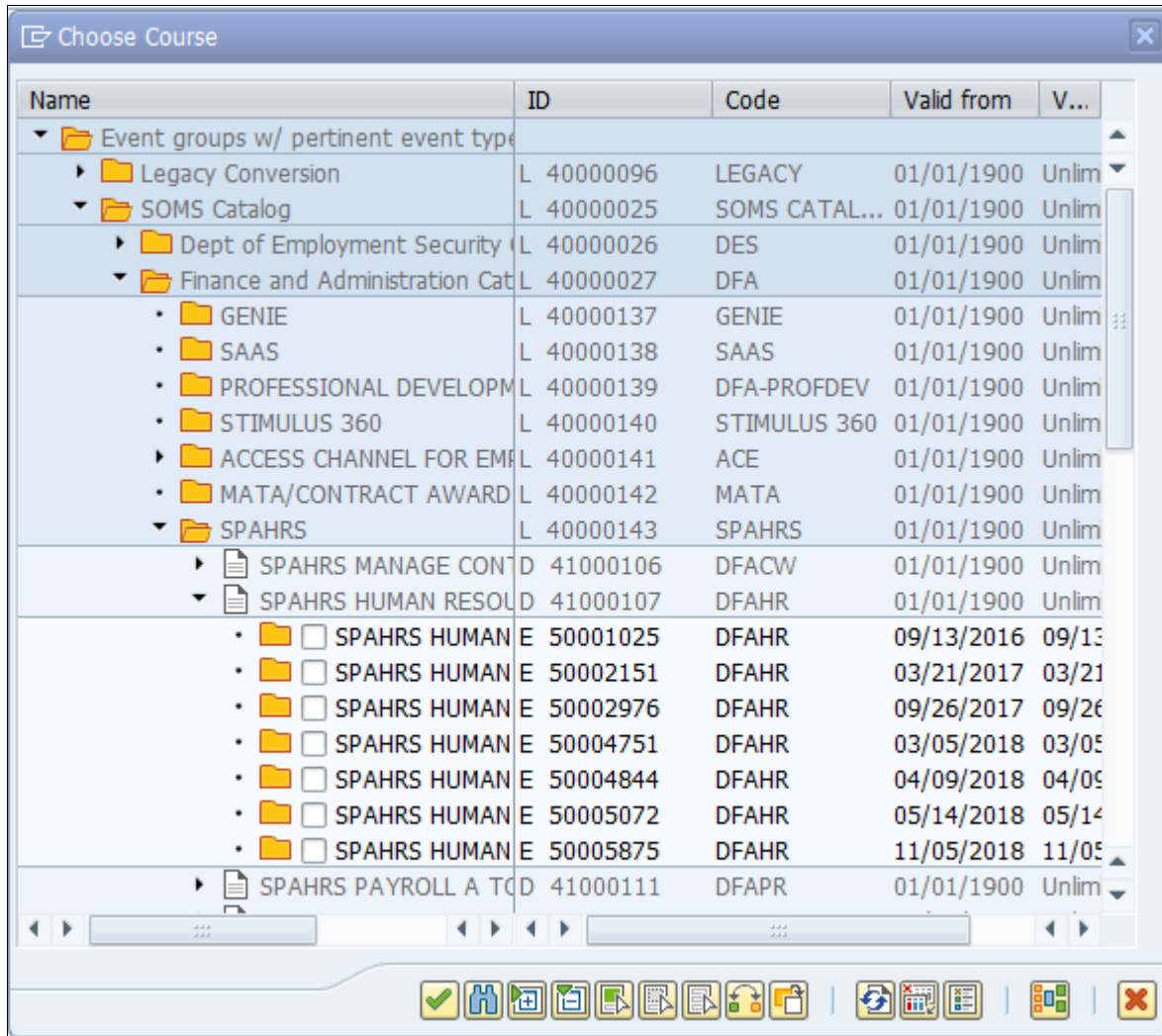
| Your Action... | System Response... |
|---|---|
| 8. Select the ▶ next to agency providing the training course. | A list of training Course Groups will appear. |



| Your Action... | System Response... |
|---|--|
| 9. Select the  next to the Course Group . | The list of courses will be displayed. |



| Your Action... | System Response... |
|--------------------------------------|---|
| 10. Select the ▶ next to the Course. | A list showing all classes for that course. |



| Your Action... | System Response... |
|---|--|
| 11. Place a check in the <input type="checkbox"/> to select the class. | |
| 12. Select | The Object ID(s) transferred message will appear on the bottom left hand side of the screen. |
| 13. Set the reporting period if you would like to narrow the results for that class offering. Then select the execute button on the top of the screen. | The Participant List will appear. |

| Participant List | | |
|--|---------------------------|----------------|
| WinWord | Organizational Assignment | Alphabetically |
| 04/14/2016 | Course Attendance List | 1 |
| SPAHRs PAYROLL A TO Z of 04/15/2016 - 04/15/2016 | | |
| Course Language E | | |
| Please complete missing participants' names in block letters | | |
| Participant | Org. Assignment | Signature |
| Susan Perry | 01610393 | _____ |
| Catherine E Wagoner E | 01610118 | _____ |

| Your Action... | System Response... |
|--|--------------------|
| 14. Select WinWord to open it in Microsoft Word to be able to print the roster. | |

NOTE: You may have to close other Word applications in order for the roster to print.

Manage Course Follow-Up

The purpose of this procedure is to follow up on courses, including attendance, pass/fail results, and proficiency if applicable.

| Your Action... | System Response... |
|--|-----------------------------------|
| 1. Select the Training Administrator Tab. | The following screen will appear. |

The screenshot displays the MARSIC Training Administrator interface. The main content area is titled "Worklist of Courses" and includes several sections:

- Active Queries:** Shows counts for "Courses This Week (0)", "Next 2 Weeks (298)", "This Month (4)", and "Next Month (0)". It also shows "Course Follow-up Last 2 Weeks (0)" and "Last Month (0)".
- Courses - This Week:** A table with columns: Course Name, Status of Course Preparation, Capacity, Start Date, Time, Location, Course Language, Delivery Method, and Course Followed Up. The table is currently empty.
- Booking, Prebooking, and Waitlist Monitor:** Shows counts for "Bookings Too Few Bookings (2)", "Course Capacity Reached (0)", "Too Many Prebookings (0)", and "Too Many Waitlist Bookings (0)".

The interface includes a navigation menu on the left, a top toolbar with various application icons, and a "Log off" button in the top right corner.

| Your Action... | System Response... |
|--|--|
| 2. Select Courses . | |
| 3. Select Manage Course Follow-up . | The Course Follow-Up screen will appear. |

Course Follow-Up: Step 1 (Select Course)

Previous | Next

1 2 3 4 5

Select Course Confirm Attendance Evaluate Participants Transfer Qualification Review and Save

Select a course for follow-up

Course Name: Location:

Period: Start Date: End date:

Include courses that have already been followed up

| Your Action... | System Response... |
|--|---------------------------------------|
| 4. Enter the Course Name ; the parameters can be narrowed using the date range or location. | |
| 5. Select Go . | The Select Course screen will appear. |

Course Follow-Up: Step 1 (Select Course)

Previous | Next

1 2 3 4 5

Select Course Confirm Attendance Evaluate Participants Transfer Qualification Review and Save


Select a course for follow-up

Course Name: Location:

Period: Start Date: End date:

Include courses that have already been followed up

| Search Results | | | | | | |
|----------------|----------------------------------|-------------------------|------------|------------|--------------------------------|--|
| Object ID | Course | Delivery Method | Start Date | End Date | Location | |
| 50002152 | SPAHR5 MANAGE CONTRACTS TRAINING | Instructor-led Training | 03/21/2017 | 03/21/2017 | WOOLFOLK | |
| 50002154 | SPAHR5 PAYROLL A TO Z | Instructor-led Training | 03/22/2017 | 03/23/2017 | WOOLFOLK | |
| 50002155 | SPAHR5 TO MAGIC HR INTEGRATION | Instructor-led Training | 03/24/2017 | 03/24/2017 | WOOLFOLK | |
| 50004525 | SPAHR5 MANAGE CONTRACTS TRAINING | Instructor-led Training | 05/28/2018 | 05/28/2018 | Robert G Clark Training Room A | |
| 50004650 | SPAHR5 MANAGE CONTRACTS TRAINING | Instructor-led Training | 10/07/2018 | 10/08/2018 | Adams County CPS | |

| Your Action... | System Response... |
|--|--|
| 6. Highlight the desired course by selecting the  in front of the course and select Next . | The Confirm Attendance screen appears. |

Course Follow-Up: Step 2 (Confirm Attendance)

Previous Next

1 Select Course 2 **Confirm Attendance** 3 Evaluate Participants 4 Transfer Qualification 5 Review and Save

Selected Course SPAHR'S MANAGE CONTRACTS TRAINING

Select the attendance of the participants

| Participant | Attendance |
|--------------------|-------------|
| Denise DeRossette | Unconfirmed |
| Mcdade , Lori Jane | Unconfirmed |
| Mcdade , Elma Jane | Unconfirmed |
| Smith , James B | Unconfirmed |

All Present All Absent

| Your Action... | System Response... |
|---|---|
| 7. Select the drop down arrow to mark the attendance as present, absent, or unconfirmed. You can also use the box to mark All Present or All Absent . | |
| 8. Select Next to continue to Evaluate Participants | The Evaluate Participants screen will appear. |

Course Follow-Up: Step 3 (Evaluate Participants)

Previous Next

1 Select Course 2 Confirm Attendance 3 **Evaluate Participants** 4 Transfer Qualification 5 Review and Save

Selected Course SPAHR'S MANAGE CONTRACTS TRAINING

Assess the participants by selecting the appropriate value

| Participant | Participant Assessment | Reason for Not Passing |
|--------------------|------------------------|------------------------|
| Denise DeRossette | Not Rated | |
| Mcdade , Lori Jane | Not Rated | |
| Mcdade , Elma Jane | Not Rated | |
| Smith , James B | Not Rated | |

All Passed All Not Passed

| Your Action... | System Response... |
|--|--|
| 9. Select the drop down arrow to mark the participants as “Course Passed,” “Course Failed,” or “Not Rated” if applicable. The “All Passed” or “All Failed” button can be used to select all. | |
| 10. Select Next to move onto the Transfer Qualification section. | The Transfer Qualification screen will appear. |

Course Follow-Up: Step 4 (Transfer Qualification)

◀ Previous | Next ▶

No qualifications were found which could be transferred

1 Select Course 2 Confirm Attendance 3 Evaluate Participants **4 Transfer Qualification** 5 Review and Save

Selected Course SPAHRS MANAGE CONTRACTS TRAINING

Select the proficiency of the participants

Qualifications:

| Participants | | | |
|--------------|-------------|------------|----------|
| Participant | Proficiency | Start Date | End Date |
| | | | |
| | | | |
| | | | |
| | | | |

| Your Action... | System Response... |
|--|---|
| 11. Select the drop down box to select the correct qualification. Not all courses have qualifications. | |
| 12. Select Next . | The Review and Save screen will appear. |

Course Follow-Up: Step 5 (Review and Save)

◀ Previous | Next ▶

1 Select Course 2 Confirm Attendance 3 Evaluate Participants 4 Transfer Qualification **5 Review and Save**

Selected Course SPAHRS MANAGE CONTRACTS TRAINING

Review the entries for the course and save

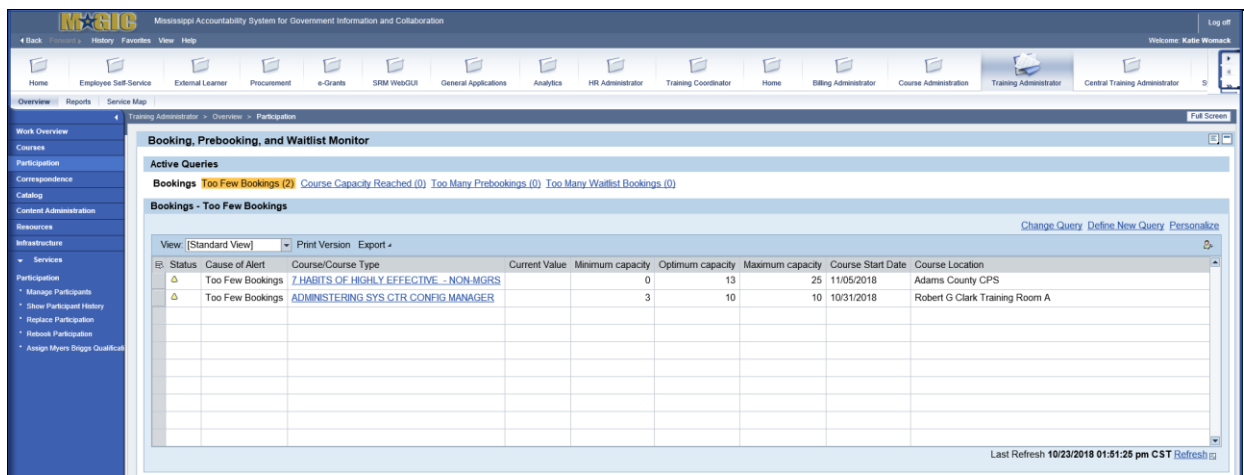
Flag course as followed-up when saving data

| Participants | | | | | | | | |
|--------------------|------------|------------------------|------------------------|---------------|-------------|------------|----------|--|
| Participant | Attendance | Participant Assessment | Reason for Not Passing | Qualification | Proficiency | Start Date | End Date | |
| Denise DeRossette | Present | Course Passed | | | | | | |
| Mcdade , Lori Jane | Present | Course Passed | | | | | | |
| Mcdade , Elma Jane | Present | Course Passed | | | | | | |
| Smith , James B | Present | Course Passed | | | | | | |
| | | | | | | | | |

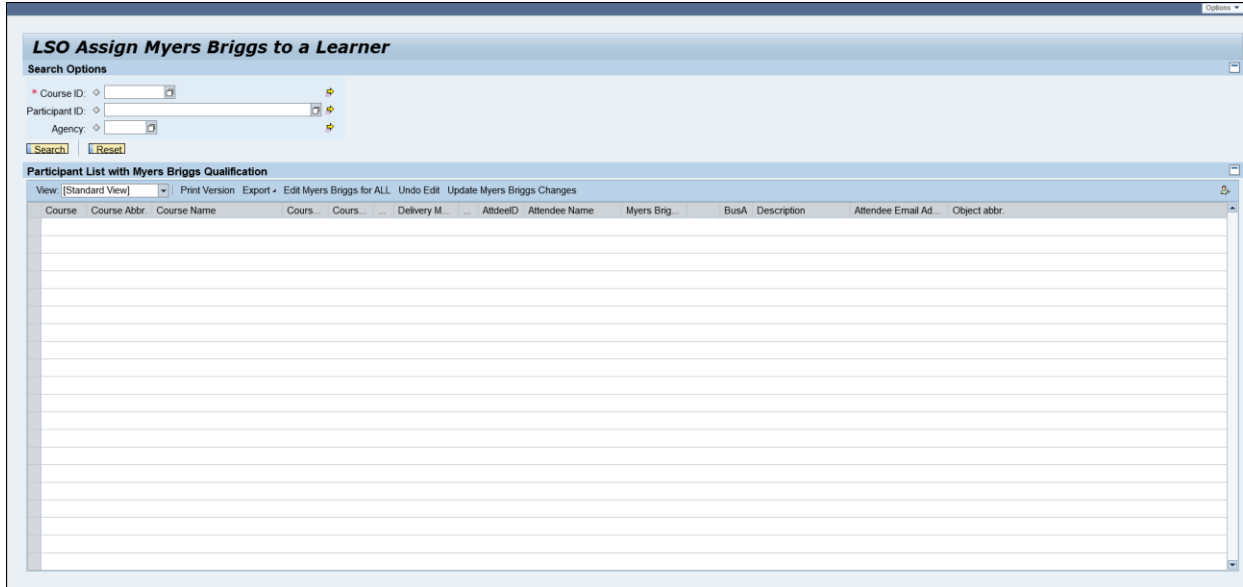
| Your Action... | System Response... |
|--|--|
| 13. The “Flag Course as followed-up when saving data” box MUST be checked in order to flag the course as followed-up. | |
| 14. Select Next . | A “Your course follow-up was saved” message will appear at the top left hand corner. |
| 15. Close . | |


Entering MYERS Briggs

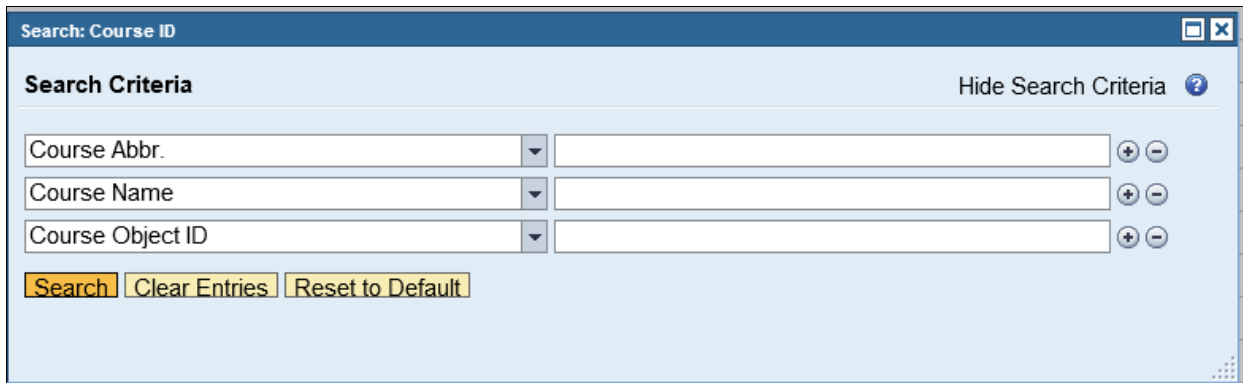
| Your Action ... | System Response ... |
|--|-----------------------------------|
| 1. Select the Training Administrator tab. | The following screen will appear. |



| Your Action... | System Response... |
|---|--|
| 2. Select Participation . | |
| 3. Select Assign Myers Briggs Qualifications . | The LSO Assign Myers Briggs to a Learner screen will appear. |



| Your Action... | System Response... |
|--|--|
| 4. Select the  next to the * Course ID . | The Search Criteria search screen will appear. |



| Your Action... | System Response... |
|--|--------------------------|
| 5. Choose the Course Abbr., Course Name or Course Object ID and select Search . | The results will appear. |

Search: Course ID

Search Criteria Hide Search Criteria ?

Course Abbr. + -

Course Name + -

Course Object ID + -

Results List: 40 results found for Course ID

| Course Grp. | Course Name | Course ID | Course Abbr. | Begin Date | End Date |
|-------------|-------------------------|-----------|--------------|------------|------------|
| SPB_ADMIN | CPM GRADUATION | 50000295 | CPMGRAD | 06/06/2017 | 06/06/2017 |
| SPB_ADMIN | CPM GRADUATION | 50000022 | CPMGRAD | 06/07/2016 | 06/07/2016 |
| SPB_ADMIN | CPM LEVEL I - CENTRAL | 50000102 | CPMLV1 | 01/09/2017 | 01/13/2017 |
| SPB_ADMIN | CPM LEVEL I - CENTRAL | 50000106 | CPMLV1 | 03/27/2017 | 03/31/2017 |
| SPB_ADMIN | CPM LEVEL I - CENTRAL | 50000160 | CPMLV1 | 09/26/2016 | 09/30/2016 |
| SPB_ADMIN | CPM LEVEL I - CENTRAL | 50000181 | CPMLV1 | 07/11/2016 | 07/15/2016 |
| SPB_ADMIN | CPM LEVEL I - CENTRAL | 50002306 | CPMLV1 | 07/10/2017 | 07/14/2017 |
| SPB_ADMIN | CPM LEVEL I - CENTRAL | 50002310 | CPMLV1 | 09/25/2017 | 09/29/2017 |
| SPB_ADMIN | CPM LEVEL I - CENTRAL | 50003656 | CPMLV1 | 01/08/2018 | 01/12/2018 |
| SPB_ADMIN | CPM LEVEL I - STATEWIDE | 50001401 | CPMLV1S | 12/12/2016 | 12/16/2016 |

| Your Action... | System Response... |
|--|--|
| 6. Select the <input type="checkbox"/> next to the Course and select Search . | The Participant List with Myers Briggs Qualification screen will appear. |

LSO Assign Myers Briggs to a Learner

Search Options

* Course ID: + -

Participant ID: + -

Agency: + -

Participant List with Myers Briggs Qualification

View: [Standard View]

| Course | Course Abbr. | Course Name | Cours... | Cours... | Delivery M... | AttdeedID | Attendee Name | Myers Brig... | BusA | Description | Attendee Email Ad... | Object abbr. |
|----------|--------------|-----------------------|-----------|-----------|-------------------|-----------|------------------------------------|-------------------------------------|------|-------------------------|-----------------------|--------------|
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 Instructor-I... | P | 30606573 Kimble , Lucious | <input type="button" value="Edit"/> | 1628 | Division of Medicaid | LUCIOUS.KIMBLE... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 Instructor-I... | P | 30316882 Lawson , Barbara D | <input type="button" value="Edit"/> | 1531 | Public Employees ... | BLAWSON@PER... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 Instructor-I... | P | 30317385 Atkins , Sharon D | <input type="button" value="Edit"/> | 1451 | Forestry Commission | SATKINS@MFC.S... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 Instructor-I... | P | 30341362 Davis , Valerie W | <input type="button" value="Edit"/> | 1941 | MS Dept of Transp... | VDAVIS@MDOT.M... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 Instructor-I... | P | 30343369 Thompson , Tasha L | <input type="button" value="Edit"/> | 1635 | Dept Rehabilitation ... | TETHOMPSON@... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 Instructor-I... | P | 30352333 Caugills , Jamie | <input type="button" value="Edit"/> | 1628 | Division of Medicaid | JAMIE.CAUGILLS... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 Instructor-I... | P | 30353368 Spires , Mary MagleanISFJ | <input type="button" value="Edit"/> | 1511 | Banking and Cons... | MARY SPIRES@D... ISFJ | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 Instructor-I... | P | 30354551 Collier , Kenneth Lee | <input type="button" value="Edit"/> | 3374 | Mississippi State H... | KENNETH.COLLIE... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 Instructor-I... | P | 30382926 Palmer , Evelyn H | <input type="button" value="Edit"/> | 1635 | Dept Rehabilitation ... | ESPALMER@MD... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 Instructor-I... | P | 30397294 King , Todd Mitchell | <input type="button" value="Edit"/> | 1551 | Department of Corr... | TKING@MDOC.ST... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 Instructor-I... | P | 30449005 White , Katherine L... | <input type="button" value="Edit"/> | 1601 | Information Techno... | KATIE.WHITE@IT... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 Instructor-I... | P | 30464555 Stewart , Alyce Lan... | <input type="button" value="Edit"/> | 1301 | Department of Health | ALYCE.STEWART... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 Instructor-I... | P | 30465583 Tribb , Trond Mib... | <input type="button" value="Edit"/> | 1941 | MS Dept of Transp... | TRTRIBB@MDOT.M... | |

| Your Action... | System Response... |
|--|--|
| 7. Select Edit Myers Briggs for All . | The Myers Briggs Qualification field will be opened for input. |

LSO Assign Myers Briggs to a Learner

Search Options

* Course ID:


Participant ID:

Agency:

Participant List with Myers Briggs Qualification


View: [Standard View] | Print Version | Export | Edit Myers Briggs for ALL | Undo Edit | Update Myers Briggs Changes

| Course | Course Abbr. | Course Name | Cours... | Cours... | Delivery M... | AttdeedID | Attendee Name | Myers Briggs Qualification | Bu... | Description | Attendee Email ... | Object abbr. |
|----------|--------------|-----------------------|-----------|-----------|---------------|-----------------|---------------------------------------|-------------------------------------|-------|----------------------|---------------------|--------------|
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 | Instructor-I... | P 30606573 Kimble , Lucious | <input type="button" value="Edit"/> | 1628 | Division of Medic... | LUCIOUS KIMB... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 | Instructor-I... | P 30316882 Lawson , Barbara D | <input type="button" value="Edit"/> | 1531 | Public Employee... | BLAWSON@P... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 | Instructor-I... | P 30317385 Atkins , Sharon D | <input type="button" value="Edit"/> | 1451 | Forestry Commi... | SATKINS@MF... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 | Instructor-I... | P 30341362 Davis , Valene W | <input type="button" value="Edit"/> | 1941 | MS Dept of Tran... | VDAVIS@MDO... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 | Instructor-I... | P 30343369 Thompson , Tesha L | <input type="button" value="Edit"/> | 1635 | Dept Rehabilita... | TETHOMPSON... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 | Instructor-I... | P 30352333 Caugills , Jamie | <input type="button" value="Edit"/> | 1628 | Division of Medic... | JAMIE CAUGILL... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 | Instructor-I... | P 30353368 Spires , Mary Maglean ISFJ | <input type="button" value="Edit"/> | 1511 | Banking and Co... | MARY SPIRES... ISFJ | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 | Instructor-I... | P 30354551 Collier , Kenneth Lee | <input type="button" value="Edit"/> | 3374 | Mississippi State... | KENNETH.COL... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 | Instructor-I... | P 30382926 Palmer , Evelyn H | <input type="button" value="Edit"/> | 1635 | Dept Rehabilita... | ESPALMER@... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 | Instructor-I... | P 30397294 King , Todd Mitchell | <input type="button" value="Edit"/> | 1551 | Department of C... | TKING@MDOC... | |
| 50003... | CPMLV1 | CPM LEVEL I - CENTRAL | 01/08/... | 01/12/... | 1 | Instructor-I... | P 30449005 White , Katherine L | <input type="button" value="Edit"/> | 1601 | Information Tech... | KATIE.WHITE... | |


| Your Action... | System Response... |
|---|---|
| 8. Select  in the Attendee's Name space. | The Myers Briggs Qualification result screen will appear. |

Search: Myers Briggs Qualification

Results List: 16 results found for Myers Briggs Qualification

Personal Value List 

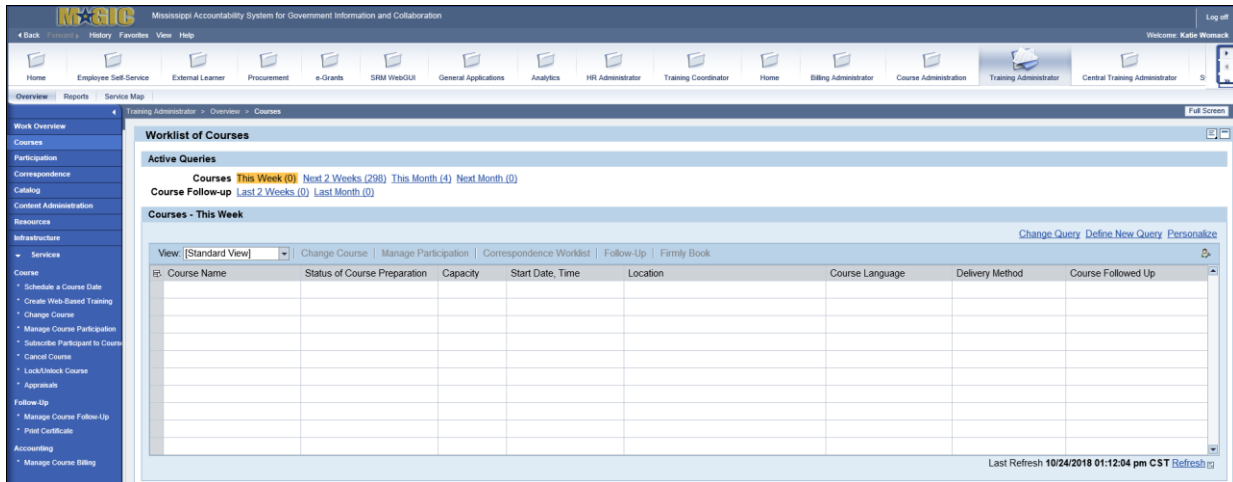
| Myers Briggs Qualifi | Short Descript. |
|----------------------|---|
| ENFJ | Extravert iNtuitive Feeling Judging |
| ENFP | Extravert iNtuitive Feeling Perceiving |
| ENTP | Extravert iNtuitive Thinking Perceiving |
| ENTJ | Extravert iNtuitive Thinking Judging |
| ESFJ | Extravert Sensing Feeling Judging |
| ESFP | Extravert Sensing Feeling Perceiving |
| ESTJ | Extravert Sensing Thinking Judging |
| ESTP | Extravert Sensing Thinking Perceiving |
| INFJ | Introvert iNtuitive Feeling Judging |
| INFP | Introvert iNtuitive Feeling Perceiving |

| Your Action... | System Response... |
|---|---|
| 9. Select  next to the Myers Briggs Qualification for the Applicant. | The Myers Briggs Qualification will be populated. |
| 10. Select Update Myers Briggs Changes. | The change has been saved. |
| 11. Close. | |

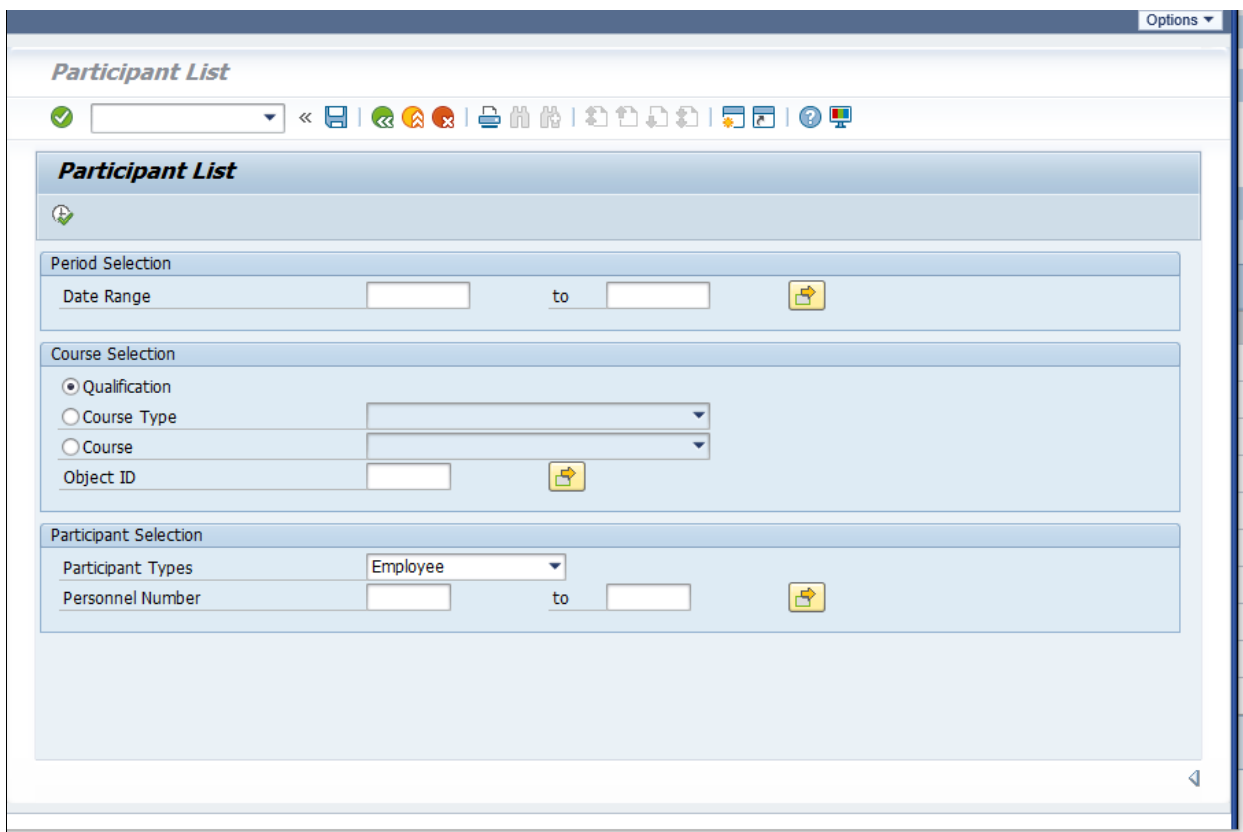
Printing Course Certificate


The purpose for this procedure is to allow Training Administrators to provide a certificate of completion to participants in a course. **There is a required template that is used to complete this process; administrators must have it saved on the computer.** This action will also require SAPGUI installation on the computer to be used to print the certificate.

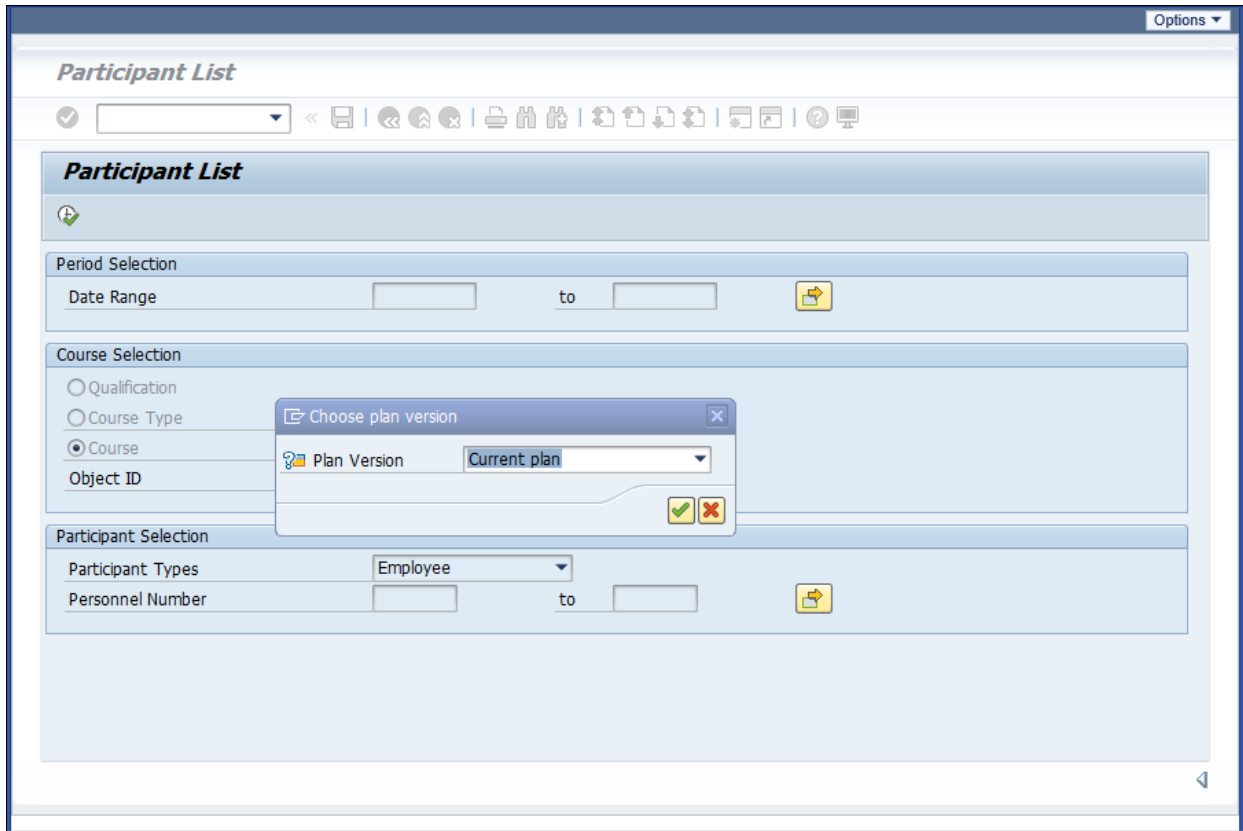
| Your Action... | System Response... |
|--|-----------------------------------|
| 1. Select the Training Administrator Tab. | The following screen will appear. |



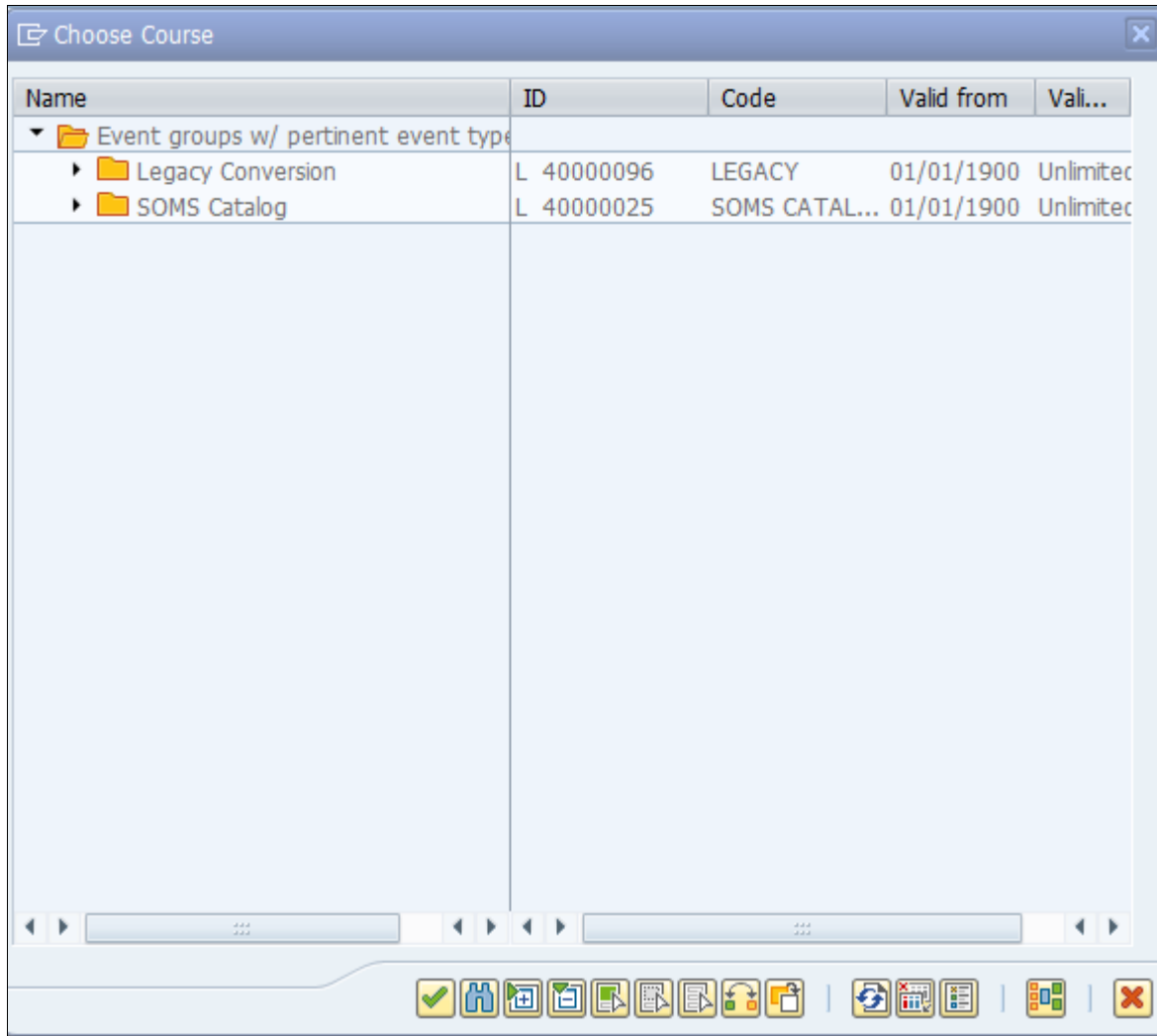
| Your Action... | System Response... |
|---|-----------------------------------|
| 2. Select the Courses . | |
| 3. Select Print Certificate under Follow-up. | The Participant List will appear. |




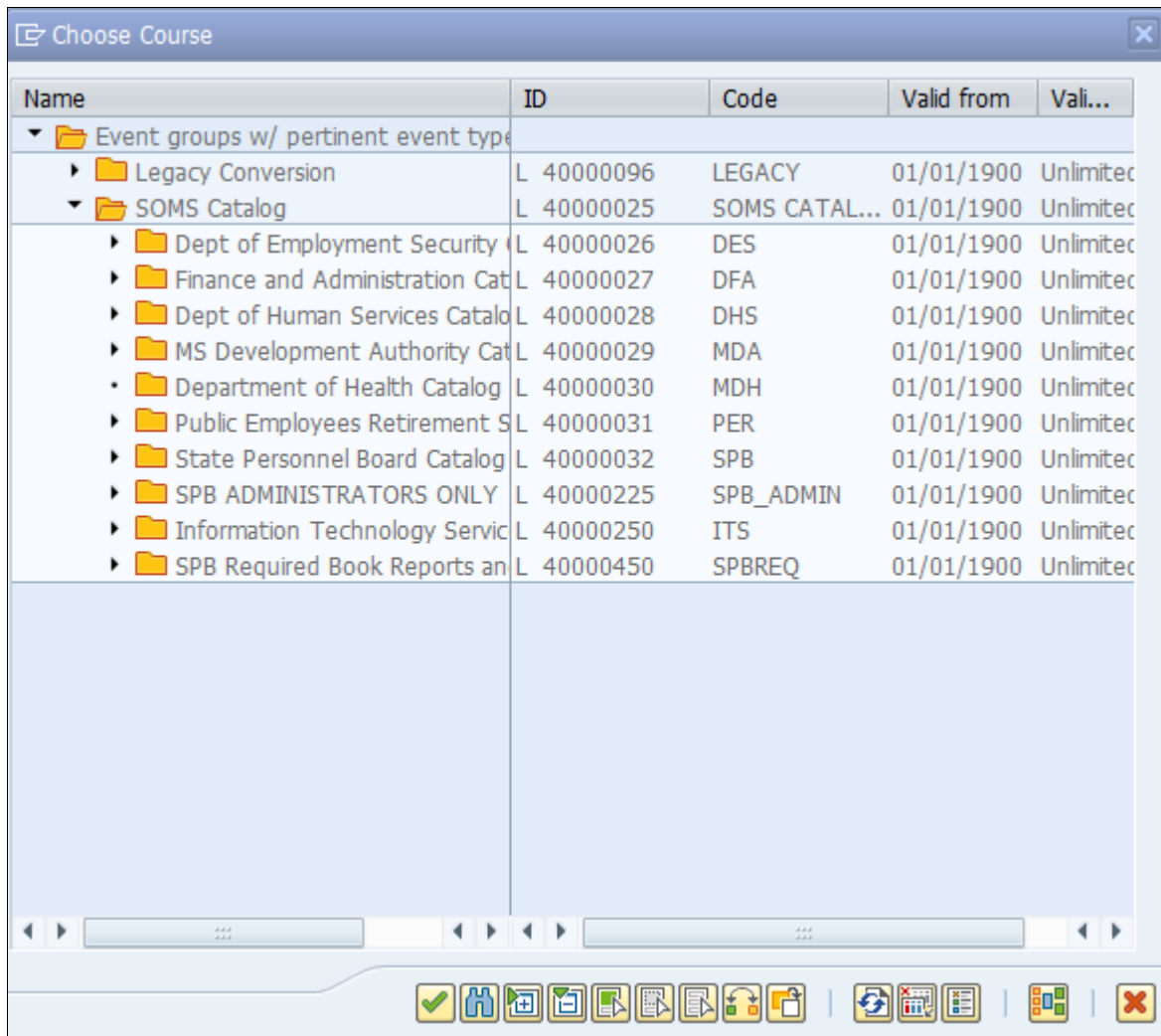
| Your Action... | System Response... |
|--|---|
| 4. Select the Instructor-led Training for the Course from the drop down box. | |
| 5. Select the  for Object ID. | The “Choose plan version” window will appear. |



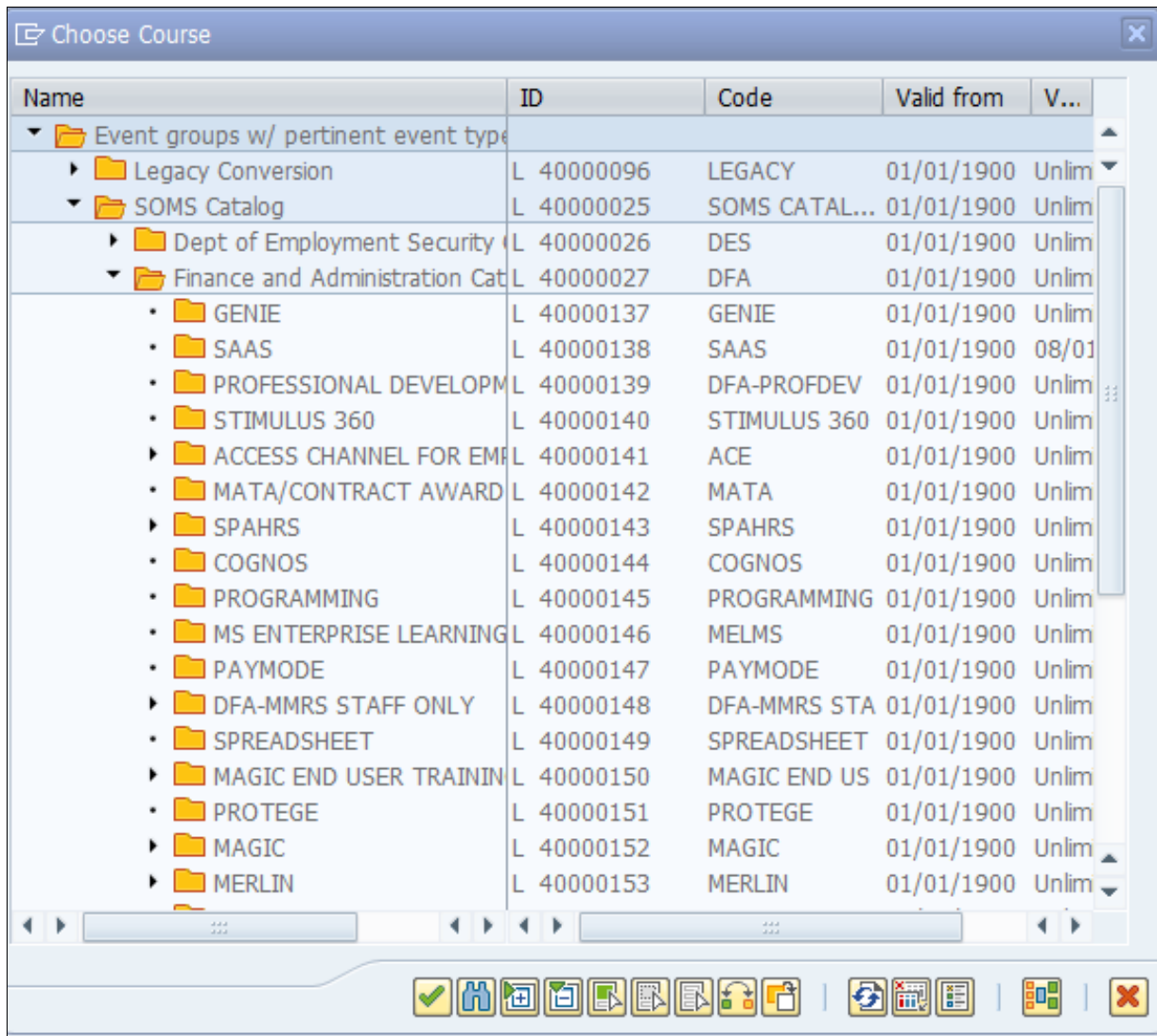
| Your Action... | System Response... |
|---|---|
| 6. Select the <input checked="" type="checkbox"/> box for Current Plan. | The “Choose Course” screen will appear. |



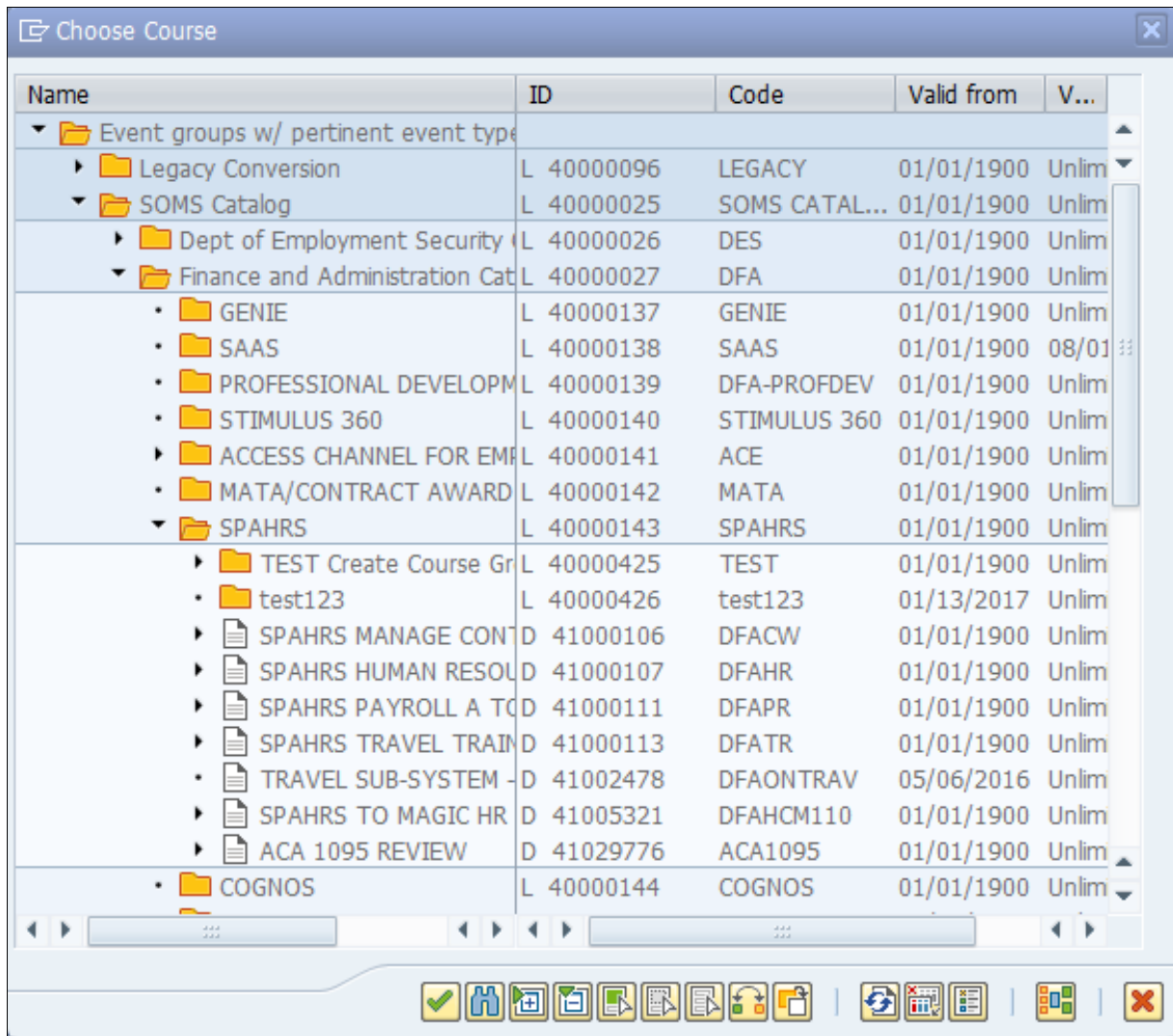
| Your Action... | System Response... |
|---|--|
| 7. Select the  next to the SOMS Catalog . | A list of agencies providing training will appear. |




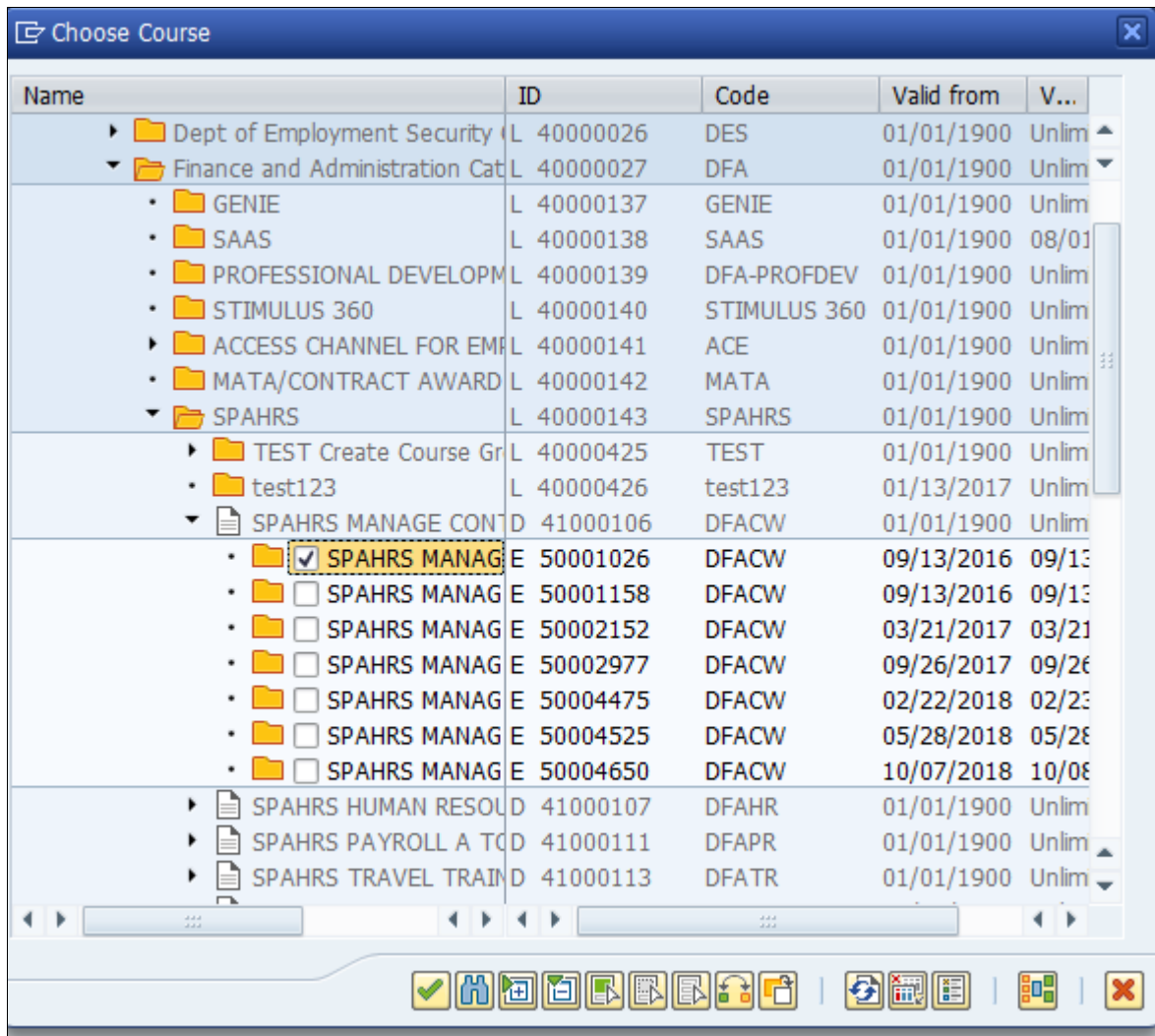
| Your Action... | System Response... |
|---|---|
| 8. Select the ▶ next to agency providing the training course. | A list of training Course Groups will appear. |




| Your Action... | System Response... |
|---|--|
| 9. Select the ▶ next to the Course Group . | The list of courses will be displayed. |




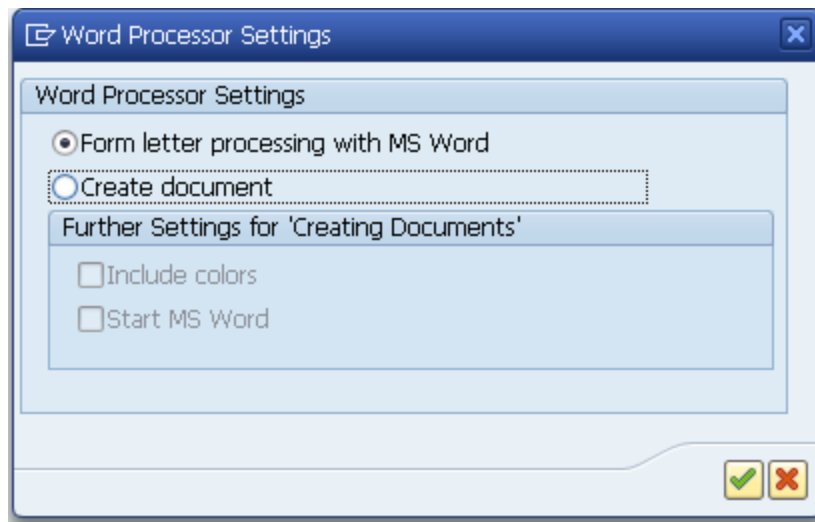
| Your Action... | System Response... |
|--|--|
| 10. Select the  next to the Course . | The list of courses will be displayed. |




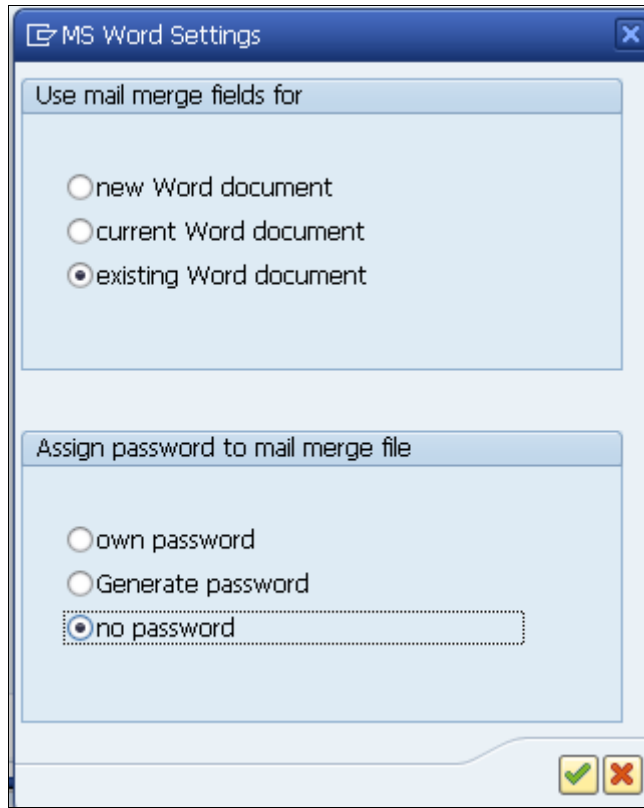
| Your Action... | System Response... |
|---|-----------------------------------|
| 15. Place a check in the box to select the desired class. | |
| 16. Select the <input checked="" type="checkbox"/> box. | |
| 17. Select the  execute button on the top of the screen. | The Participant List will appear. |


| Participant List | | | | | | |
|--|-----------|------------------------------------|------------|------------|------------|-----------------------|
| Selection Period: 01/01/1800 - 12/31/9999 Total Participants: 1 | | | | | | |
| DelMethod Long | Object ID | Course/Qualification Name | Start date | End Date | Participan | Attendee I First Name |
| Instructor-led Training | 50000111 | BASIC SUPERVISORY COURSE - CENTRAL | 04/11/2016 | 04/15/2016 | P | 30581931 Catherine |

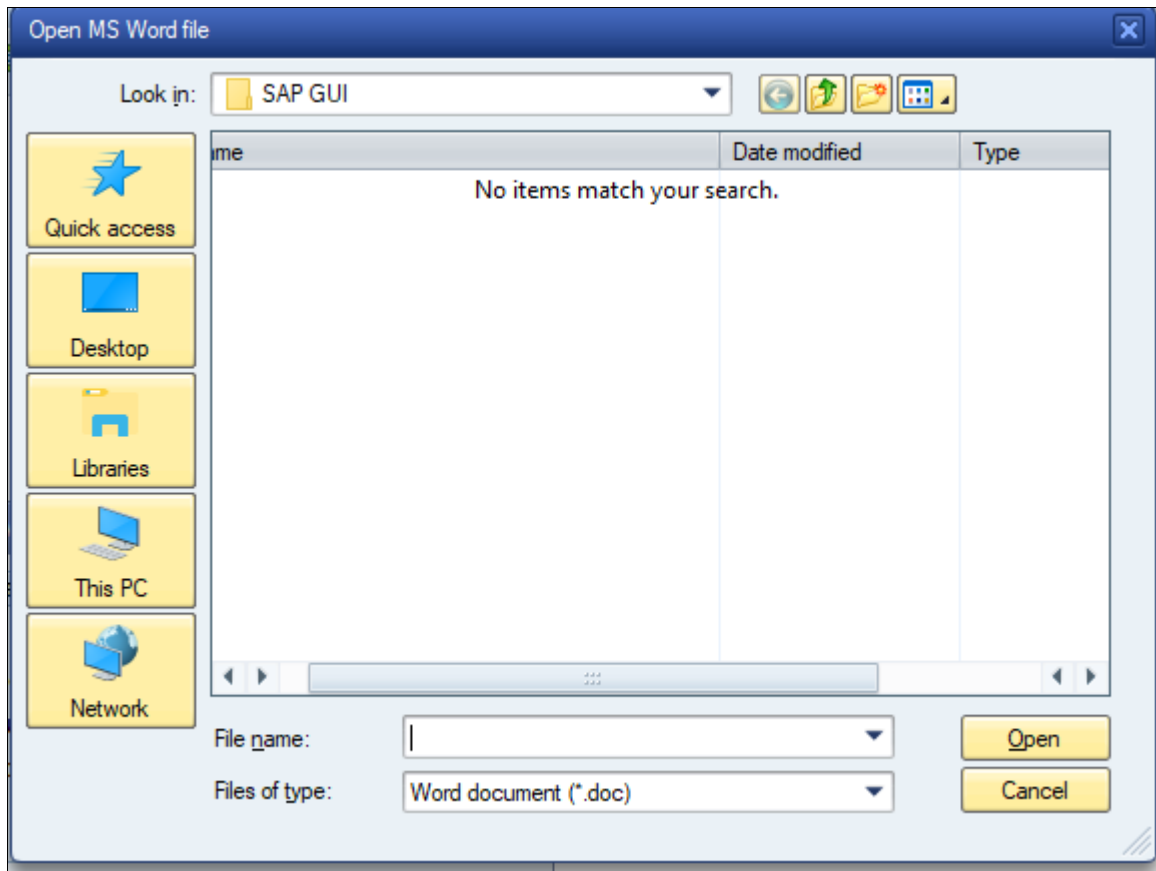
| Your Action... | System Response... |
|---|---|
| 18. Select the Word Processing Icon (). | The Word Processor Settings screen will appear. |



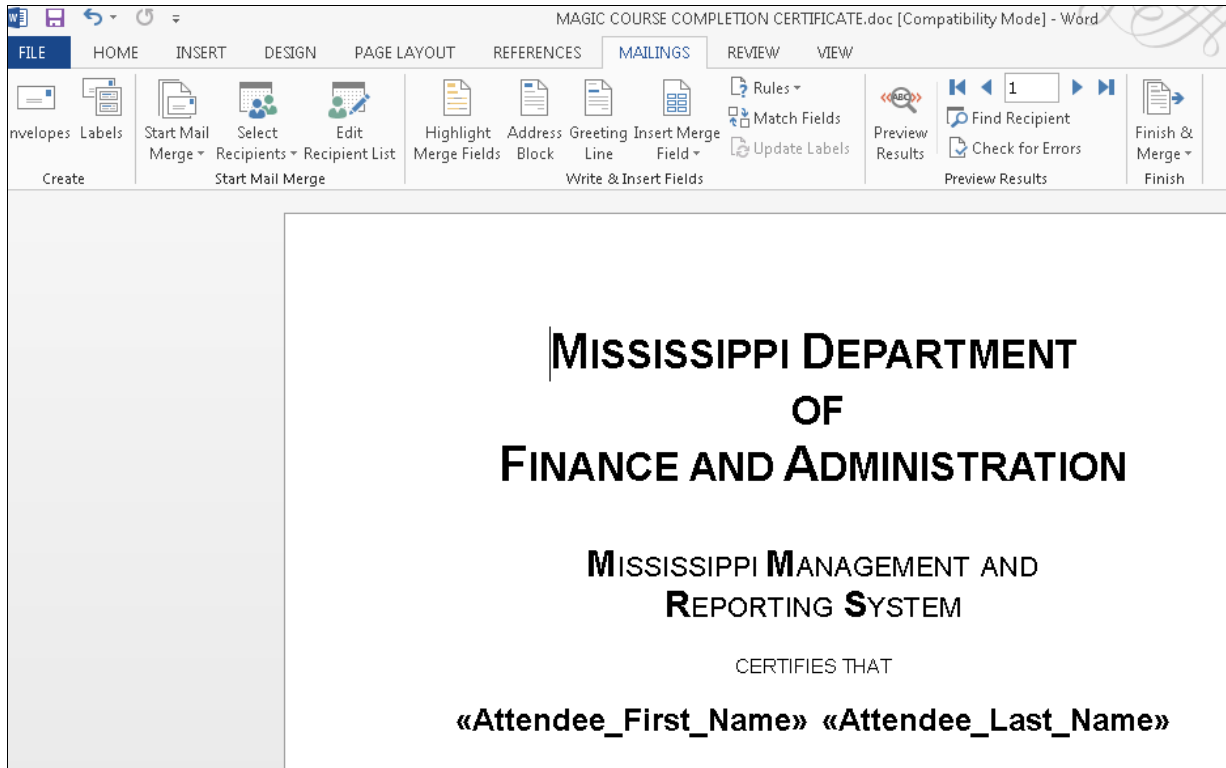
| Your Action... | System Response... |
|--|-----------------------------------|
| 19. Select Form letter processing with MS Word and select the  . | The MS Word Settings will appear. |



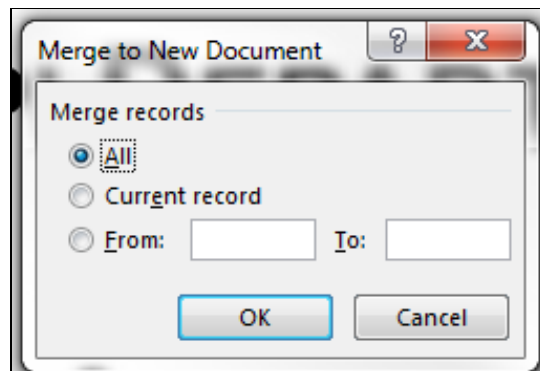
| Your Action... | System Response... |
|--|---|
| 20. Select existing Word document and no password and select the  . | The "Open MS Word file" screen will appear. |



| Your Action... | System Response... |
|---|---|
| 21. Locate the MAGIC Course Completion Certificate template stored on the computer. | Once the template is selected, the system will open the template. |



| Your Action... | System Response... |
|--|---|
| 22. Select the drop down arrow on the Finish & Merge button. | |
| 23. Select Edit Individual Documents. | The Merge to New Document screen will appear. |



| Your Action... | System Response... |
|-------------------------|---|
| 24. Select All . | A new Word document will open with all of the attendees and course information included |