

SOLABS QM10: TRAINING Section – Guide for General Users

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The TRAINING Section | General Information

- For the purposes of this document, a **General User** is someone using the **TRAINING Section** strictly for the purpose of confirming/recording **Training Activities**.
- **Managers and Team Leaders**, besides taking trainings themselves, can request **Training Activities** be assigned, can provide **Second Confirmations**, and can do other managerial functions as assigned.
- Training privileges are set up by **Role**, and thus **Training Activity** creation, maintenance and assignments are almost entirely centered on the **Training Administrator**.



Your workplace may have a **Training Coordinator**, or someone assigned to be the subject matter expert on **Training Administration** in **SOLABS QM**. That person will likely be the person who is assigning you **Training Activities** and is assigned the role **SOLABS Training Administrator**.



When you are assigned a **Training Activity**, you will receive an email **Notification** with a link that will take you directly to that assignment in **SOLABS QM**. You will also see the assignment listed on your **HOME** Page in **SOLABS QM** and can access the assignment from there.

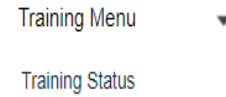


To complete your **Training Activity**, you will access it in **SOLABS QM**, go through the content, record the time you spent on it and then **Confirm** your completion of the training.



Some assignments may be structured to require a **Second Confirmation** by your **Manager**, a **Trainer**, or the **Training Coordinator**. Some assignments may also require that a passing **Grade** be achieved.

PROCESS DOCUMENT TRAINING



You can check your status against all training assignments by going to the Quick Access **Training Menu** and choosing the **Training Status** option.

The TRAINING Section | Outstanding Activities Views for General Users

Depending on which of the following options you choose on the Views tab for **Outstanding Activities**, the list displayed under the **TRAININGS** category on your **HOME** Page will change.

<p>Due this week / last week: Filters for training activities that are due this week or that were due in the previous week. This is the default view.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Views Navigation </div> <p style="margin: 0;">Outstanding Activities</p> <ul style="list-style-type: none"> Due this week / last week Due in +-30 days Due in +-90 days Overdue Confirmed in the last 90 days All </div>
<p>Due in +/-30 days: Filters for training activities that are due in the next 30 days or that were due in the previous 30 days</p>	
<p>Due in +/-90 days: Filters for training activities that are due in the next 90 days or that were due in the previous 90 days</p>	
<p>Overdue: Filters for training activities that are overdue on the part of the user</p>	
<p>Confirmed in the last 90 days: Filters for training activities that the user has confirmed in the last 90 days and that are still awaiting second confirmation or grade.</p>	
<p>All: Filters for all pending Training Activities for this user that are require completion – with or without due dates, overdue or due in the future. It is recommended to check this view when you whenever you log into SOLABS QM to be sure you are caught up.</p>	

What Can I Do as a General User in the SOLABS QM10 TRAINING Section?

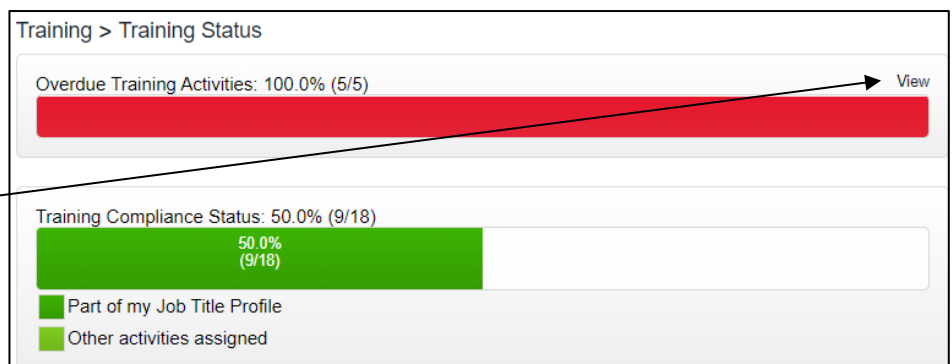
Check Training Status

- Go to the Quick Access **Training Menu** and choosing the **Training Status** option.

The screenshot shows the top navigation bar with 'PROCESS DOCUMENT TRAINING'. A dropdown menu is open for 'Training Menu', showing options: 'Training Status' and 'My Preferences'. Below the navigation, the breadcrumb 'Training > Overdue' is visible. A summary bar for 'Overdue' training shows: 'Name: Policy POL-SHE-001, Accident a[...] Due: 11-Mar-2019 Completion: 24.4 % Status: Active' with 'View' and 'Confirm' links.

- Bar charts display any Overdue Training Activities and Performance against total assignments, expressed as a percentage.

NOTE: Any overdue training can be displayed by clicking **View** to the upper right of the **Overdue Training Activities** bar.



- In this example the user has 5 Overdue Training Activities, a total of 18 Training Activities assigned, 9 of which are complete (50.0%).

Details Open

Job Title: FCT_Production Operator - Fill to Pack (Production Operator - Fill to Pack)

- To see your completed Training Activities, click on "Open" next to **Details**.

Details Close

Job Title: FCT_Production Operator - Fill to Pack (Production Operator - Fill to Pack) Close

Curriculum:	Activities	Due Date	Status
Accident and Incident Reporting	Classroom Training for Accident and Incident Reporting View	25-Feb-2019	Awaiting End-User and Second Confirmation
Policy POL-SHE-001, Accident and Incident Reporting View		11-Mar-2019	Awaiting End-User and Grade
Curriculum_MFG-001_2.0_V.2.0	OJT - Gowning Procedures for GMP Areas View	10-Dec-2018	Awaiting End-User and Second Confirmation
	SOP MFG-001 Dress Code for GMP Areas View	10-Dec-2018	Awaiting End-User Confirmation
	Working in a GMP Manufacturing Environment View	10-Dec-2018	Awaiting End-User and Second Confirmation and Grade

Find a Training Activity and/or access a Training Activity through a Notification

- From a **Notification email**: click the link provided in the email to go directly to the Training Activity.
- The **TRAINING** section of the HOME Page will display the list of required Training Activities, along with **View** and/or **Confirm** options to the right of each one. Managers and Trainers may see a third option – **Second Confirmation**.

Training > Outstanding Activities

Due this week / last week

Name: Test TRAIN Due: Completion: 0.0 % Status: Active View | Confirm | Second Confirmation

Name: Test TRAIN 2 Due: Completion: 0.0 % Status: Active View | Confirm | Second Confirmation

Expand all 1

Dashboard Search

By Date

- This week/last week (Default)
- +/- 30 days
- +/- 90 days
- Outstanding**
- Overdue

If you do not see the **Training Activity**, choose the **Outstanding** option from the left-hand **Dashboard** menu.

Complete a Training Activity

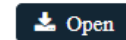
- Click **View** to simply review the requirements of the **Training Activity**.
 - If a linked document exists, it will be in the **Curriculum Document** section.
 - Click on the **Open** button under the document title, or on the Document name to view and read it. You will not be able to Confirm your completion until you open it.

Curriculum Document

File:



Dress Code for GMP Areas.docx(14 KB)



Status: Approved & Effective

Name: Dress Code for GMP Areas

Version: 2.0

Control Number: MFG-001

Effective Date: 10-Dec-2018

- When you are ready, click **Confirm** next to assignment listing from the HOME Page or click the right-hand **Record my Training** menu option from the View screen to enter the information required to show that you have completed the training.
 - If an online Training Assessment is also required, you will see an **Open Assessment** option underneath the **Record my Training** option, which must be completed before you can proceed.

Activity Confirmation

Open Assessment

Record my Training

NOTE: A warning will be apparent whenever there is a requirement to open a document or to complete a Training Assessment. The Record my Training option will not be possible until those activities are completed.

Training Activity cannot be confirmed because the related Master Document has not been opened

In order to confirm your training, you need to complete the related assessment. Access the assessment by using the Open Assessment option.

Confirm Completion of Training

- In the **Record as End User** section, click **Confirm**.
- Fill in the **Time spent on Training** Activity in the field(s) provided or select a number from the 'wristwatch' dropdown control.

Record as End User

Activity Completed:

- Confirm
 Not Applicable
 Confirm Later

Time spent on Training:

 hours
  minutes

If the **Training Administrator** has set up this **Training Activity** to be **Not Applicable** to certain users, you may see the **Not Applicable** option enabled in the Activity Completed section. You can choose this option if it is enabled but must provide a **Justification**.


Once you have clicked **Submit** to record your training, you will be asked for your username and password – as your E-Signature.

After entering that information, click the **Confirm** button at the bottom of the screen.

E-Signature required

* Username:

* Password:

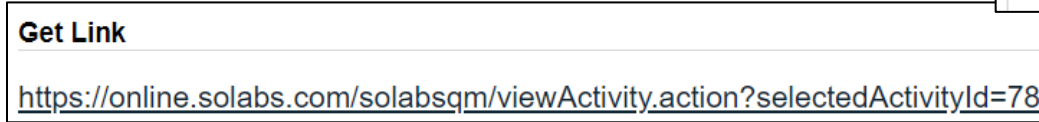


Electronic signature is the legally binding equivalent to a handwritten signature.

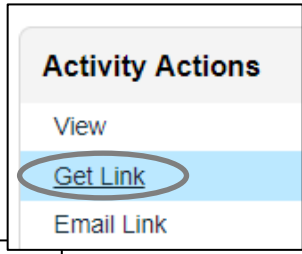
Copy a Training Activity link

To copy a SOLABS QM link for yourself or for another user:

- From the **Training > View** page, click **Activity Actions > Get Link**
- A link appears similar to the image, below.



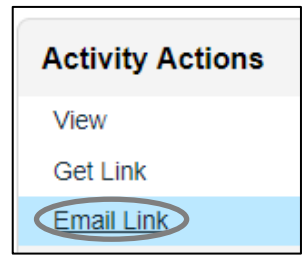
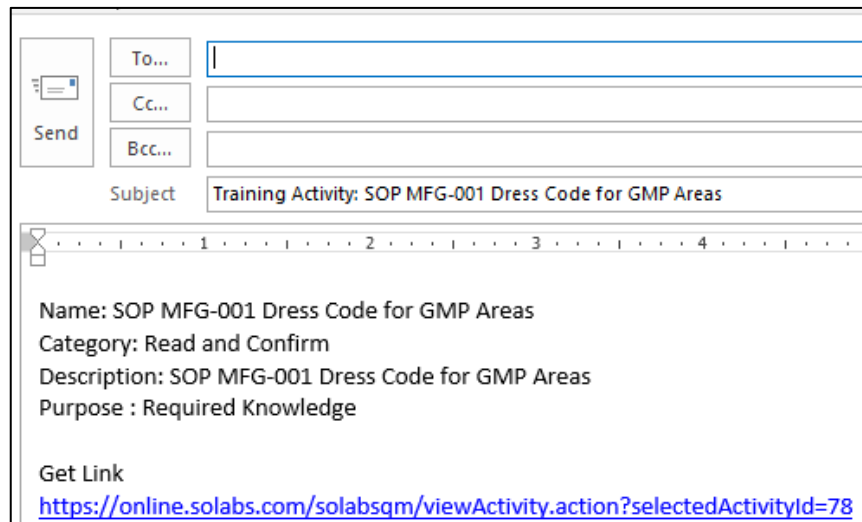
- Select it and click **CTRL+C** to copy it. Then click **CTRL+V** in your destination location to past it.



Email a Training Activity link to another user

To email a SOLABS-internal link to yourself or to another user:

- From the **Training > View** page, click **Activity Actions > Email Link**
- Your default email client will open an email message containing a link to the **Training Activity**, providing your **SOLABS QM** instance is configured as such.
- Fill in the remaining required information and click **Send** to send the email.



FAQs | Training for General Users

Q: What should I do if my Training Activity requires Grading or a Second Confirmation?

A: The user or Role responsible for doing this will need to take action on the Training Activity and will get a Notification to do so. Once you have recorded your training, you are considered done with your part in the process. Your status will not show as Trained though, until the Grade or Second Confirmation are entered by the required individuals.

Q: How can I find out what the Completion Requirements are for the Training Activity?

A: Click the **View** link next to the Training Activity listing on the **Home** page.

Q: What if I fail the Training Activity?

A: If the Training Activity is set to require a Passing Grade, and you do not achieve it, the Training Activity will be automatically reassigned to you until you successfully complete it. The number of attempts will be recorded in **SOLABS QM**.

Q: Why does this Training Activity have no End Date?

A: The End Date (due date) is not mandatory so it is possible some of your assignments will not have one.

Q: I believe that I have been wrongly asked to complete this Training Activity and should not have to do it. What can I do?

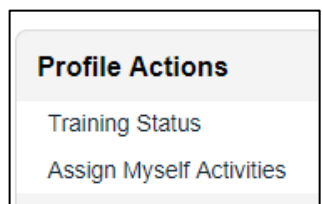
A: In the **Record my Training** page, if the **Not Applicable | Justification** options are available, click the former and fill in the latter. If you do not have these options, voice your concerns to your workplace **SOLABS QM Training Administrator** or your Manager.

Q: This Training Activity I was assigned came out of nowhere and usually I am told in advance about my trainings. Why?

A: Many events can trigger a training assignment or re-training assignment, among them a revision of a document that you previously trained on.

Q: Can I assign myself Training Activities I'd like to take, for whatever reason?

A: From either **HOME > Quick Access Menu** or **TRAINING > Training Menu** choose the **Training Status** option. In the **Profile Actions** menu, you'll see an option called **Assign Myself Activities**.



- Use the available Search criteria to find the desired **Training Activities**.
- This filtering returns either **Training Activities** in the **Available** (but not assigned to you) or the **Assigned** (you are already assigned these trainings) boxes.
- To move a desired training from **Available** to **Assigned**, select the training in **Available**, click **+ADD** to move it to **Assigned**, then **Submit** and **Confirm**.
- You are now assigned the additional training.

Q: Why is my Training Activity not in my HOME page, and how do I find it?

A: There may be one or more reasons for this, but you can find it as follows:

- Use the **By Date** Views on the left-hand **Dashboard** on the **HOME** page to sort for trainings that you have due by time period. Using the **Outstanding** option from the **HOME** page or the **All** option from the **TRAINING PAGE** will bring up the listing of everything you have pending.
- Use the **Quick Access Menu** at the top right of the **HOME** page and choose the **Training Status** option to locate your training activities.
- You can also ask the responsible manager or Training Coordinator to send you a link to the training. You can also look at your email notifications that will provide you a link directly to the Training Activity.

Q: Where do I find the quiz related to my Training Activity?

A: When you **View > Training Activity**, scroll to the bottom of the page and check the **Related Items**. Referenced documents, paper quizzes, and any other linked items will be listed there with a **View** option to the right. If an electronic quiz is required, you will see the **Open Assessment** option as described above and will not be able to Confirm your training until that is complete.

Q: Where do I see Training Activities that I am late on completing?

A: From the **HOME** page and in the **TRAINING** section, use the left-hand **Dashboard**, filtering to find **Overdue** Training Activities.

Alternately, from either **HOME > Quick Access Menu** or **TRAINING > Training Menu** choose the **Training Status** option. A red bar at the top will identify any Overdue Training Assignments. Click **View** in the upper right-hand corner above the bar to quickly access any **Overdue** Training Activities.

Q: Where can I see Training Activities that have completed?

A: From either **HOME > Quick Access Menu** or **TRAINING > Training Menu** choose the **Training Status** option. From the **Training Status** page, click on "Open" next to **Details**.