SOLABS QM10: TRAINING Section – Guide for General Users

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 completion of assigned **Training Activities.**
- **Managers and Team Leaders**, besides taking trainings themselves, can request that **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 QM10**. 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 QM10**. You will also see the assignment listed on your **HOME** Page in **SOLABS QM10** and can access the assignment from there.

To complete your **Training Activity**, you will access it in **SOLABS QM10**, 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 Administrator**.   Some assignments may also require that a passing **Grade** be achieved.

PROCESS   DOCUMENT   TRAINING   Training Menu   ▼

                                                                        Training Status

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.

All: Filters for all pending Training Activities for this user that require completion – with or without due dates, overdue or due in the future. **This is the default view starting with QM10 Release 10.9.**	**Views** **Navigation**
Due this week / last week: Filters for training activities that are due this week or that were due in the previous week. **This was the default view for Releases 10.8 and earlier.**	**Outstanding Activities** All Due this week / last week Due in +-30 days Due in +-90 days Overdue Confirmed in the last 90 days
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	
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	
Overdue: Filters for training activities that are overdue on the part of the user	
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 grading.	

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

Check Training Status

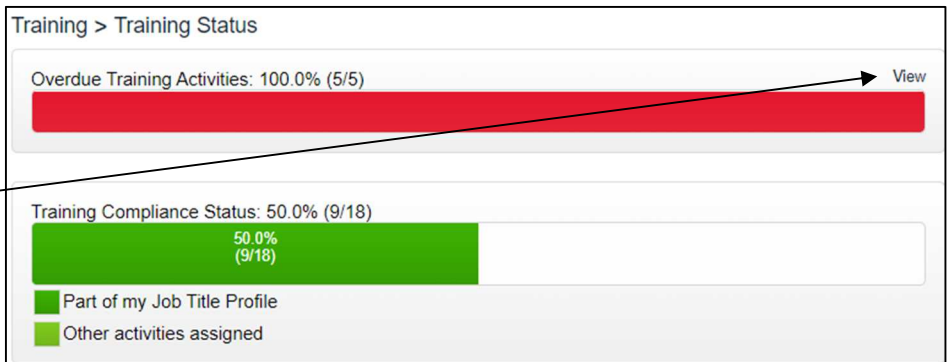- Go to the Quick Access **Training Menu** and choosing the **Training Status** option.

- 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%).

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

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 assigned 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**.

  NOTE: Starting with QM10 Release 10.9, the "Confirm" option on the HOME Page is changed to "Train".

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

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.

- When you are ready, click **Confirm** (or **Train** starting with Release 10.9) next to the 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 also see an **Open Assessment** option in addition to the **Record my Training** option, which must be completed before you can proceed.

Curriculum Document

File:

Dress Code for GMP Areas.docx(14 KB)

⬇ Open   → View

Status: Approved & Effective
Name: Dress Code for GMP Areas
Version: 2.0
Control Number: MFG-001
Effective Date: 10-Dec-2018

Activity Confirmation

Open Assessment

Record my Training

NOTES: Starting with QM10 Release 10.9 the following large buttons are displayed at the top of the **View** screen, in addition to the right-hand Activity Confirmation menu.

Record my Training   **Open Assessment**

A warning will be displayed whenever there is a requirement to also open a related document or to complete a related Training Assessment prior to recording your completion of the assignment. The Record my Training option will not be possible until both of 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:

| 0 | 🕐 | hours |

| 0 | 🕐 | 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:

rvega

* Password:

🚫

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

Copy a Training Activity link

To copy a **SOLABS QM10** link for yourself or for another user:

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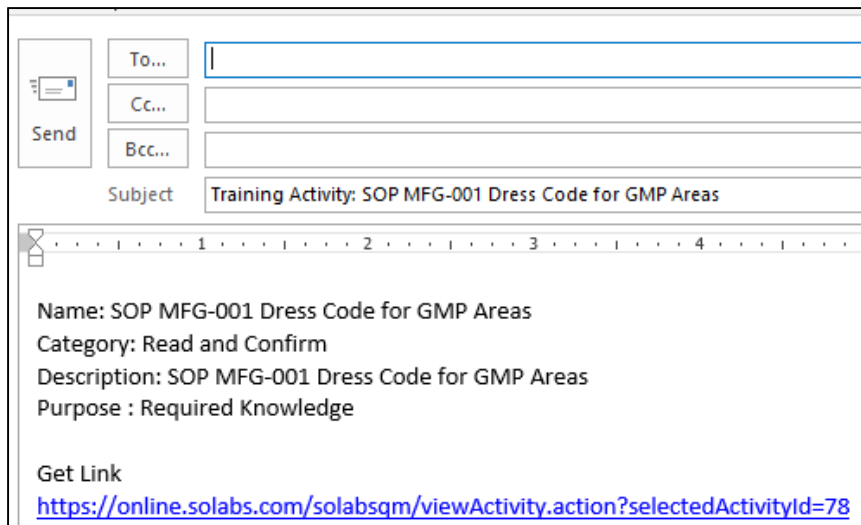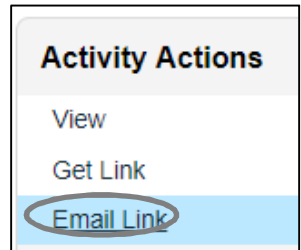
- A link appears similar to the image, below.

Get Link

https://online.solabs.com/solabsqm/viewActivity.action?selectedActivityId=78
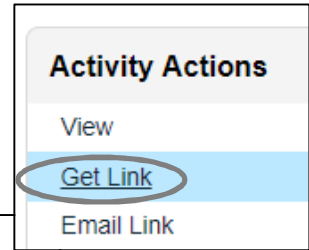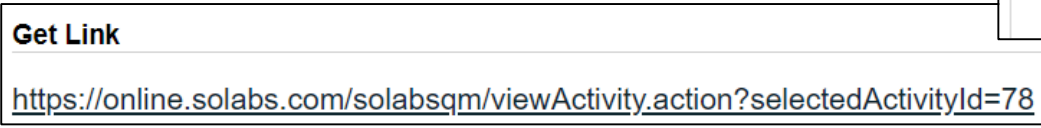
- Select it and click **CTRL+C** to copy it. Then click **CTRL+V** in your destination location to past it.

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 QM10** instance is configured as such.

- Fill in the remaining required information and click **Send** to send the email.

Subject: Training Activity: SOP MFG-001 Dress Code for GMP Areas

Name: SOP MFG-001 Dress Code for GMP Areas
Category: Read and Confirm
Description: SOP MFG-001 Dress Code for GMP Areas
Purpose : Required Knowledge

Get Link
https://online.solabs.com/solabsqm/viewActivity.action?selectedActivityId=78

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 QM10**.

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 QM10 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**.

Profile Actions

Training Status

Assign Myself Activities
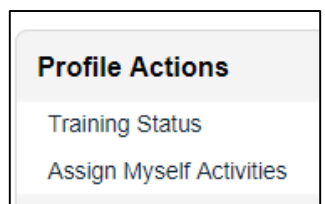
- Use the available Search criteria to find the desired **Training Activities**.

- 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: 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**.

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