

The following is a table that displays the breakdown of the new TMS Roles and their functions in TMS:



Previous TMS Roles	Mapped with the following new TMS Roles	Functions
Training Administrator	Setup TMS	<ul style="list-style-type: none"> • Create/ Update Class • Create/ Update Course • Create/ Update Curriculum
	Schedule Session	<ul style="list-style-type: none"> • Create new Sessions; where a user needs “Manage Instructor” role to create an instructor • Update existing Sessions
	Manage Instructor	<ul style="list-style-type: none"> • Add Instructor for Training Class • Update Instructor
	Manage Supervisor	<ul style="list-style-type: none"> • Include trainees under supervision • Update/Remove supervised trainees
	Publish Session Result	<ul style="list-style-type: none"> • Publish result for any existing training session • Update results for training sessions
	Assign Curriculum	<ul style="list-style-type: none"> • Assign trainees into the Curriculum • Update trainees assignment in curriculum
	Signup Trainee to Session	<ul style="list-style-type: none"> • Sign Up trainees to sessions • Cancel Signed Up trainees from session
	Certify Trainee for Class	<ul style="list-style-type: none"> • Certify trainees through “Enter Old Certification” • Certify trainees through “Import Training Record from Excel”.
	View Report	<ul style="list-style-type: none"> • View reports on <ul style="list-style-type: none"> ➢ Certification- General View ➢ Certification- Detail View ➢ Training Hours
	View History	<ul style="list-style-type: none"> • View the completed training sessions • View/Update the entered certification for a trainee
Training Supervisor	Supervise Trainee	<ul style="list-style-type: none"> • Sign up trainees to sessions • Cancel signed up trainees • View Reports on (only supervised trainees) <ul style="list-style-type: none"> ➢ Certification- General View ➢ Certification- Detail View
Training Instructor	Conduct Session	<ul style="list-style-type: none"> • An instructor can <ul style="list-style-type: none"> ➢ View the list of sign up trainees in her class ➢ Publish/Update results for the instructed training sessions. ➢ Upload the required notes to conduct the training sessions.

Note:

1. The Training Admin, Training Supervisor and Training Instructor areas on the FirstPage have all been combined under one new section called the ‘Training Management System’.
2. The former ‘Training Supervisor’ and ‘Training Instructor’ roles are now called the ‘Supervise Trainee’ and ‘Conduct Session’ roles respectively.
3. Users who have been previously assigned the ‘Training Supervisor’ role need to be assigned the new ‘Manage Supervisor’ role to be able to add or remove trainees from their supervised list.
4. The “Supervise Trainee” role allows users to sign up only supervised trainees.
5. A user needs the “Signup Trainee to Session” role to sign up any trainee for the associated session.