

भारतीय डाक



India Post

Introduction

HR – Training Administration

Department of Posts, CSI Project



सत्यमेव जयते



TATA CONSULTANCY SERVICES

Module Agenda

| S.No. | TAM |
|-------|------------------------------------|
| 1. | Overview |
| 2. | Assign Targets to Training Centers |
| 3. | Create Training Catalog |
| 4. | Setup Training Calendar |
| 5. | Allocate/Reallocate Seats |
| 6. | Nominate Employees |
| 7. | Confirm Training Nomination |
| 8. | Manage Registration |
| 9. | Allocate Training Rooms |
| 10. | Record Attendance |
| 11. | Evaluate Participants |
| 12. | Administer Training Feedback |
| 13. | Post Training Activities |
| 14. | Administer Training for GDS Staff |

List of Abbreviations used in this document

Module Agenda

| Abbreviation | Description |
|--------------|------------------------------------|
| BBP | Business Blueprint |
| CSI | Core System Integrator |
| EG | Employee Group |
| EP | Enterprise Portal |
| ESG | Employee Subgroup |
| ESS | Employee Self Service |
| IT | Infotype |
| OM | Organisational Management |
| Org | Unit Organisation Unit |
| P Area | Personnel Area |
| PD | Personnel Development |
| PIS | Personnel Information System |
| PSA | Personnel Sub-Area |
| PSG | Personnel Subgroup Grouping |
| Q | Qualification |
| QK | Qualification Group |
| RS | Roster Points |
| SPO | Sub Post Office |
| TAM | Training Administration Management |
| TM | Time Management |



Introduction to Training Administration Module (TAM)



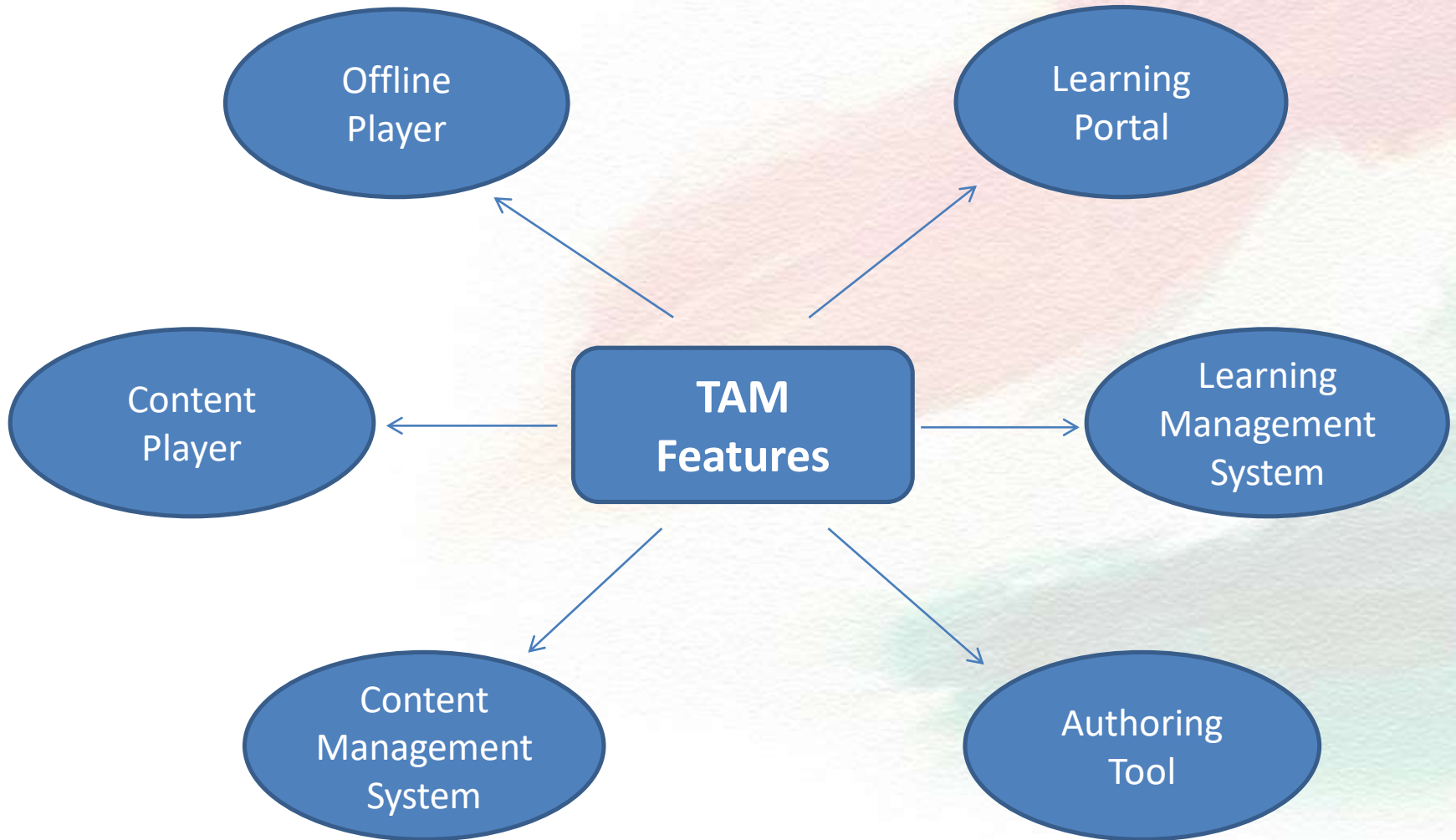
Introduction to TAM: Overview and Objectives

TAM is an integrated training solution provided in SAP which can be integrated with other components.

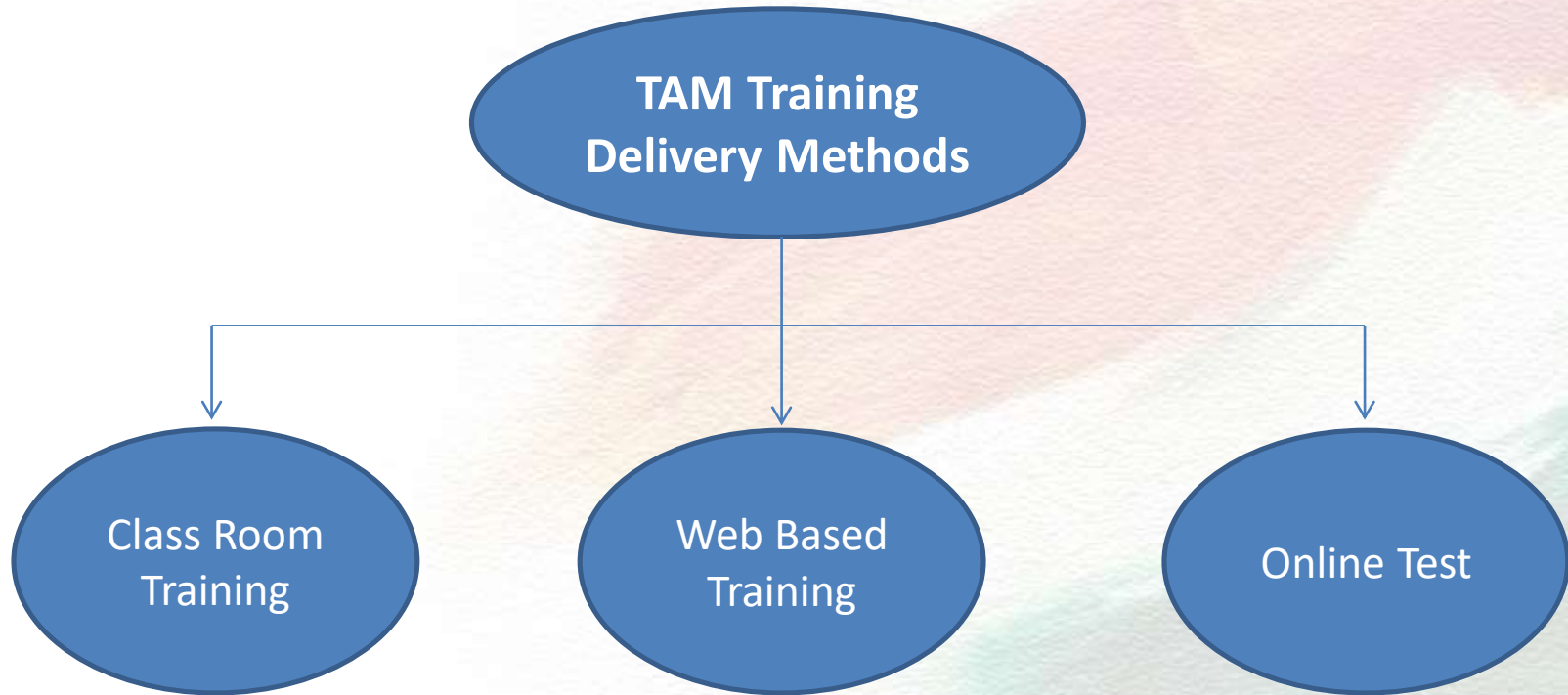
After completing this lesson, you will be able to:

- Identify the components of TAM
- Describe the features of TAM
- Identify the Objects in TAM
- State the Delivery Methods in TAM
- Identify the Integration of TAM with other systems

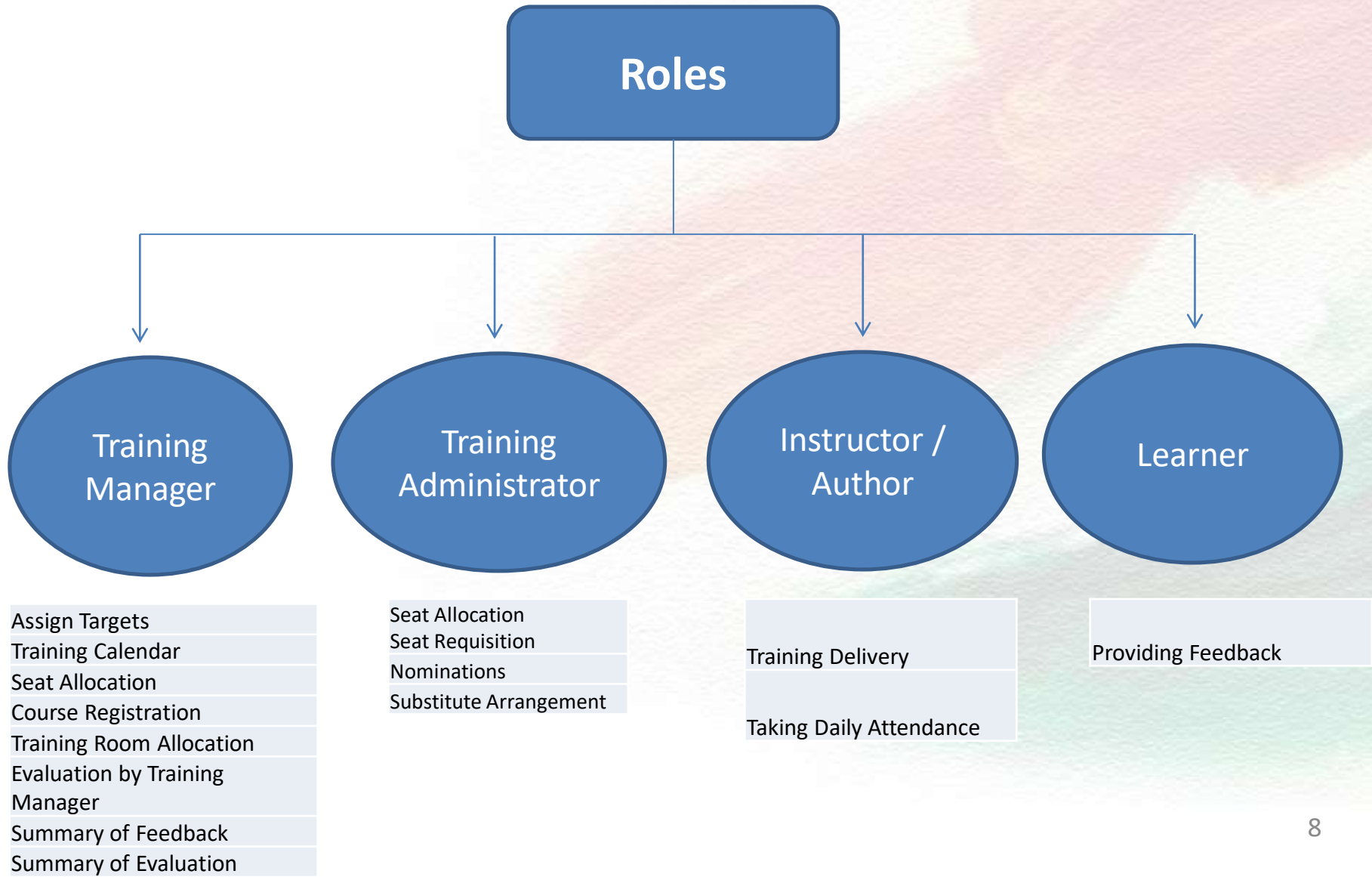
Features of TAM



Delivery Methods

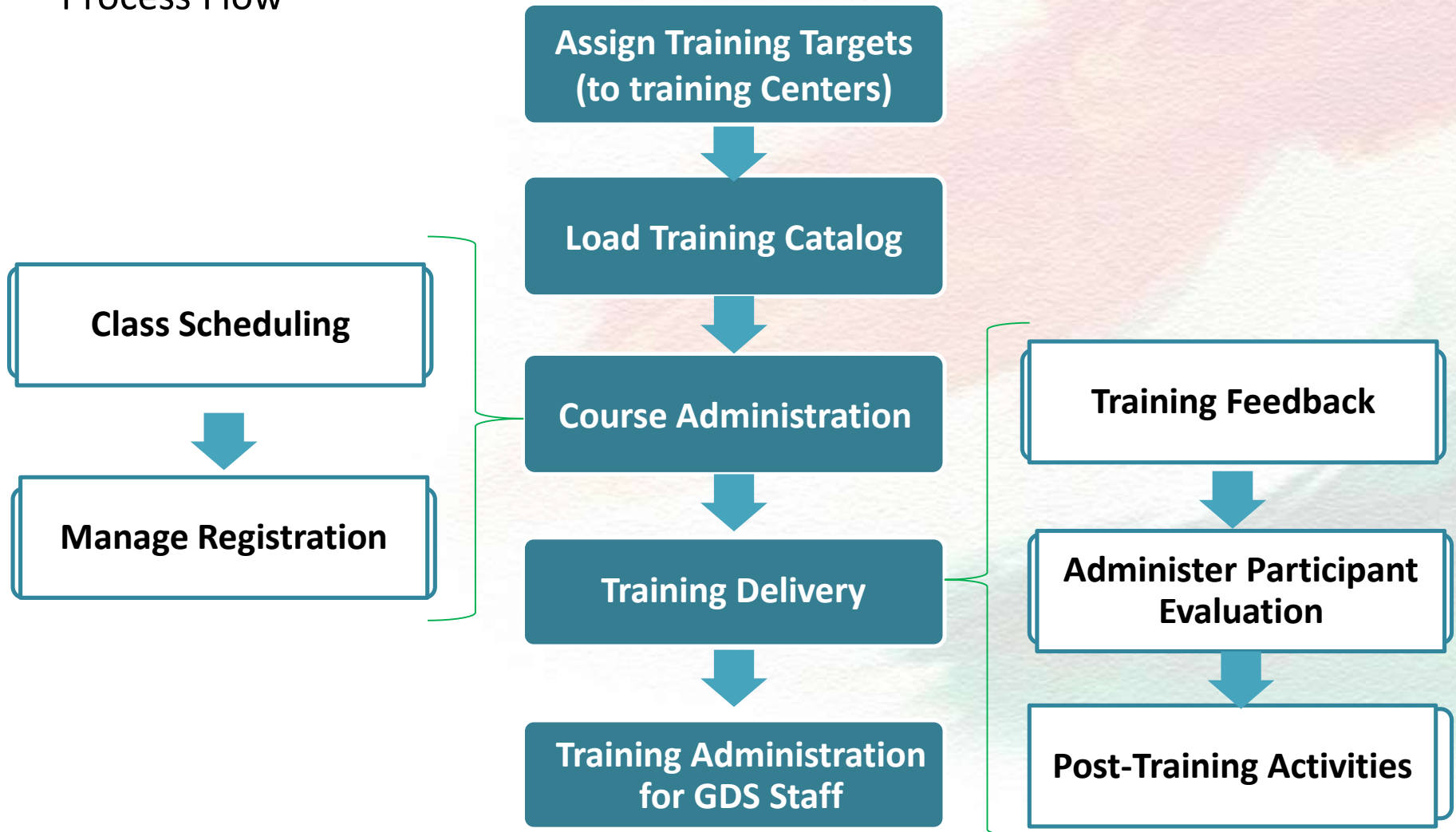


Roles

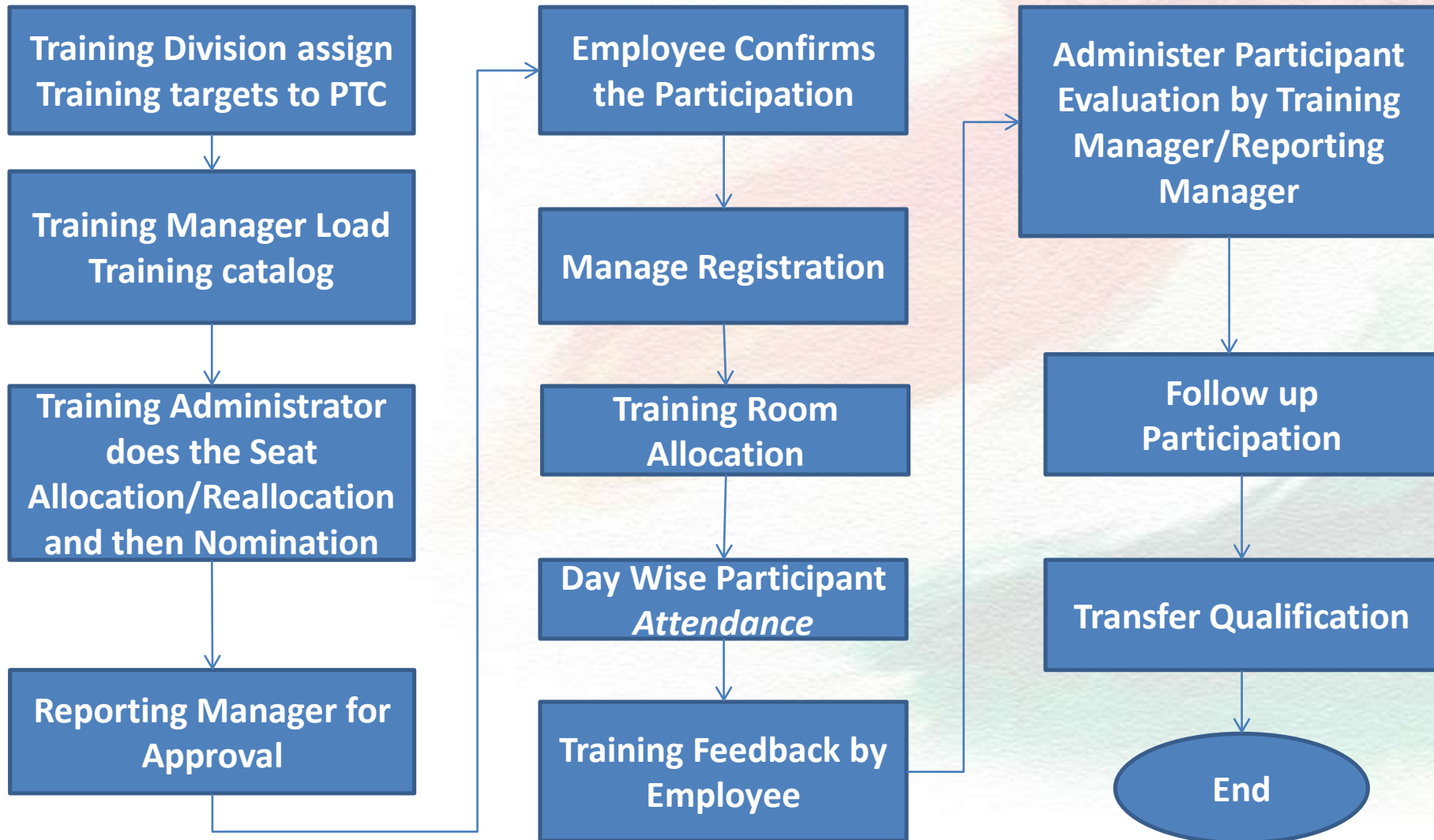


TAM Process: Overview

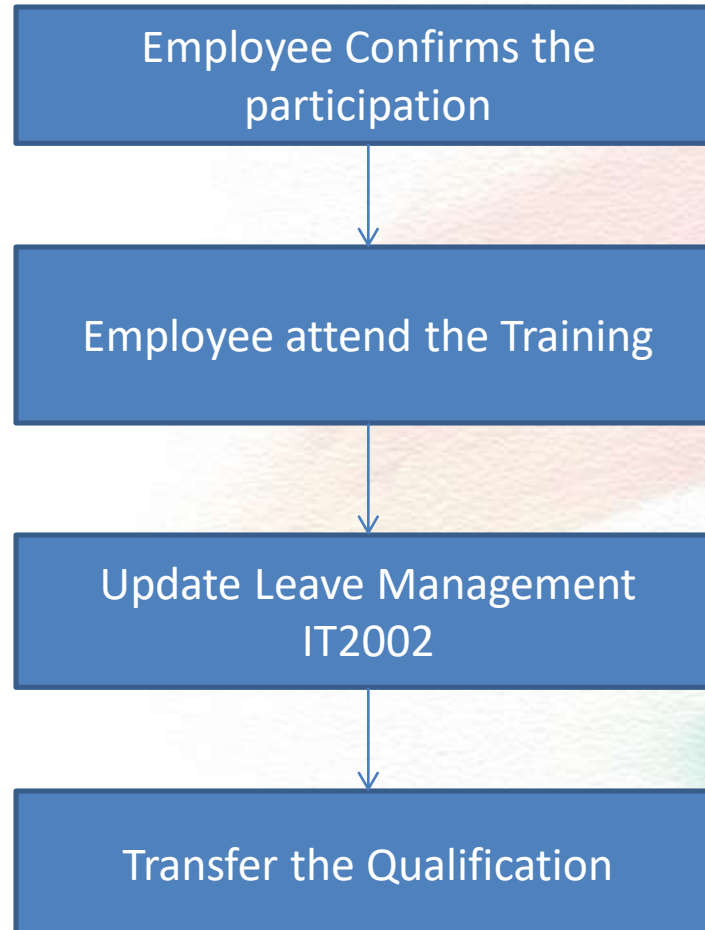
Process Flow



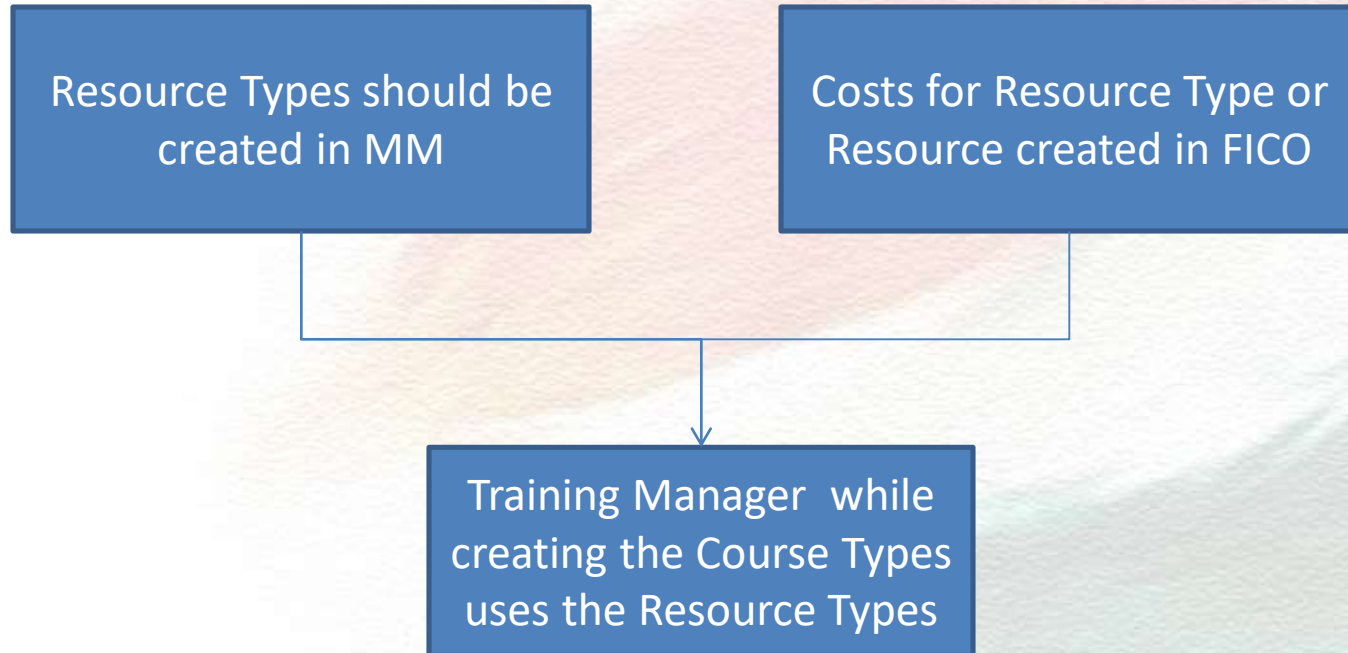
TAM Sub Process Flow



TAM Integration with PIS/Leave Management



TAM Integration with MM/FICO





Assign Targets to Training Centers



Assign Targets to the Training Centers

This Application is used by the Training Division to assign the targets to the Postal Training Centers (PTC) for a Fiscal year.

PATH:

Enterprise Portal → Training Manager → Overview → TAM Process → Training Targets.

Assign Targets to the Training Centers

The Training Manager at the Training Division level logs in to the Enterprise Portal.



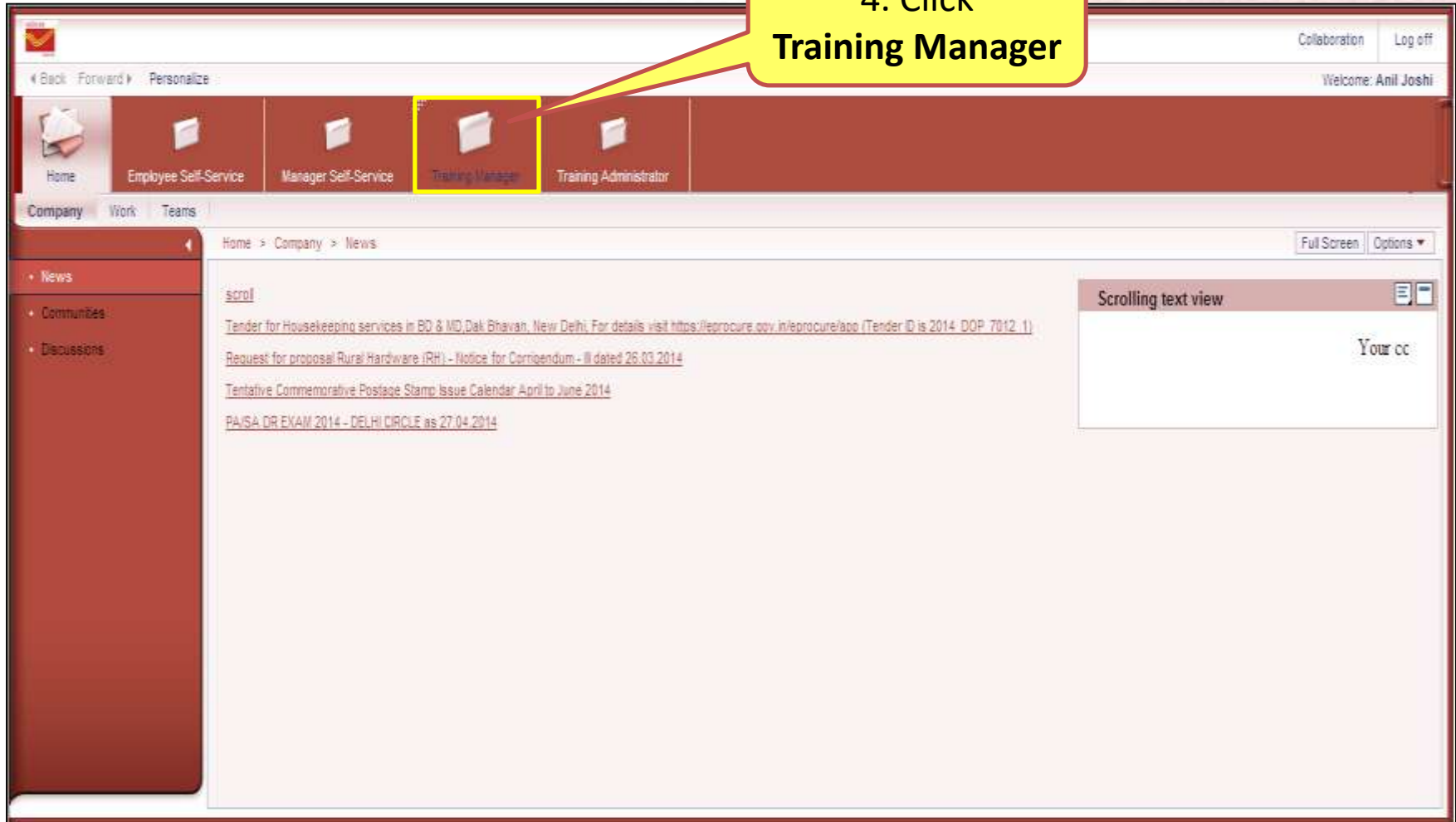
The screenshot shows the login interface of the India Post Employee Portal. The page features the India Post logo and the text 'INDIA POST Ministry of Communication & Information Technology' on the left, and the Ashoka Lion Capital emblem on the right. A central yellow box contains the text 'EMPLOYEE PORTAL'. To the right of this box is a login form with two input fields: 'User' and 'Password', and a 'Log On' button. Three yellow callout boxes with numbered instructions point to these elements:

1. Enter User
2. Enter Password
3. Click Log On

Assign Targets to the Training Centers

Click 'Training Manager' tab.

4. Click
Training Manager



Collaboration Log off
Welcome: Anil Joshi

Home Employee Self-Service Manager Self-Service **Training Manager** Training Administrator

Company Work Teams

Home > Company > News

Full Screen Options

News
Communes
Discussions

scroll

[Tender for Housekeeping services in BD & MD, Dak Bhavan, New Delhi. For details visit <https://eprocure.gov.in/eprocure/app> \(Tender ID is 2014_DOP_7012_1\)](#)

[Request for proposal Rural Hardware \(RH\) - Notice for Corrigendum - II dated 26.03.2014](#)

[Tentative Commemorative Postage Stamp Issue Calendar April to June 2014](#)

[PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014](#)

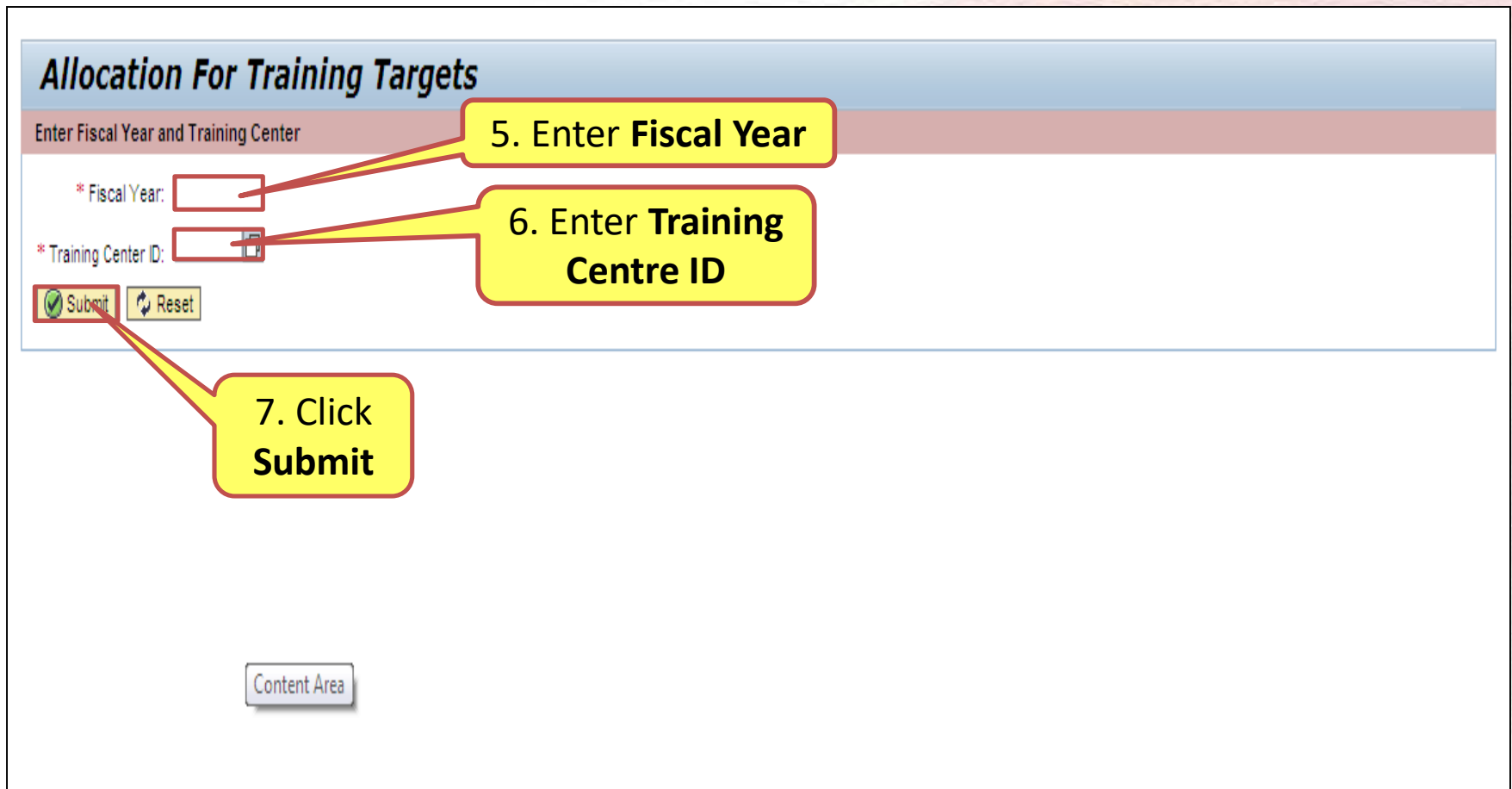
Scrolling text view

Your cc

Assign Targets to the Training Centres

Click on TAM Process → Training Targets →

The below screen appears.



Allocation For Training Targets

Enter Fiscal Year and Training Center

* Fiscal Year:

* Training Center ID:

Content Area

5. Enter Fiscal Year

6. Enter Training Centre ID

7. Click Submit

Assign Targets to the Training Centers

- Select 'Training program ID'.
- Enter the targets to be assigned for the training program.
- After assigning targets, click 'Assign Targets' button.

Enter Target Details

Fiscal Year: April,2014 to March,2015

Training Center ID: Postal Training Centre Mysore

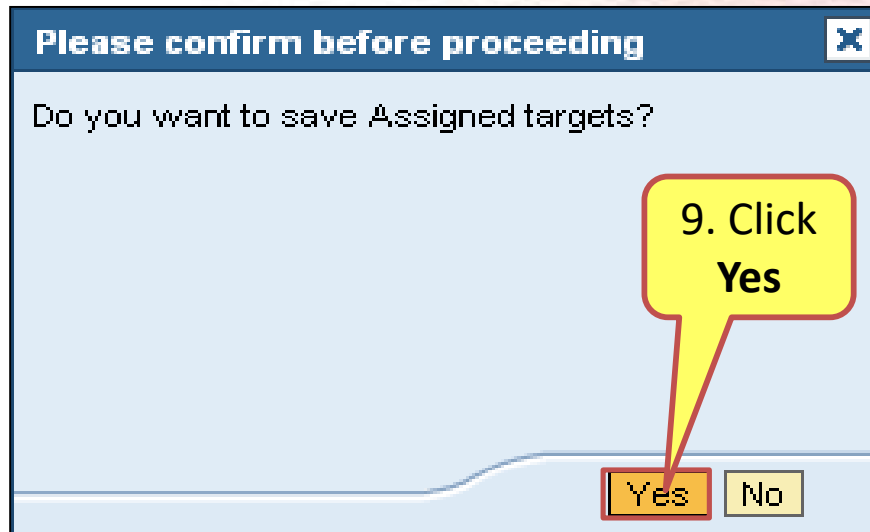
Training Details

| *Training Program ID | Training Program Name | *Target Allocation |
|----------------------|-----------------------|--------------------|
| 53000000 | A Induction | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Add Row Delete Row

8. Select Training Program ID

Assign Targets to the Training Centres



Assign Targets to the Training Centres

- The Training Targets are assigned to the Training centers for various training programs.

Mail sent to Director PTC Successfully
 Targets Assigned successfully

Allocation For Training Targets

Enter Target Details

Fiscal Year: April,2014 to March,2015

Training Center ID: Postal Training Centre Mysore

Training Details

| *Training Program ID | Training Program Name | *Target Allocation |
|----------------------|--|--------------------|
| 53000000 | PA Induction | 300 |
| 53000025 | System Administrator | 250 |
| 53000100 | Training for marketing executives | 100 |
| 53000125 | Executive Development Programme for grpA | 100 |
| 53000126 | Mgmt Development Programme for GrpA | 150 |
| 53000127 | Advanced Development Programme for GrpA | 120 |
| | | |



TAM Process: Assign Targets to the Training Centers



Summary

In this lesson we have learnt about the various processes available in TAM and we have gone through the implementation of the first process, i.e. assigning targets to Training Centers in TAM



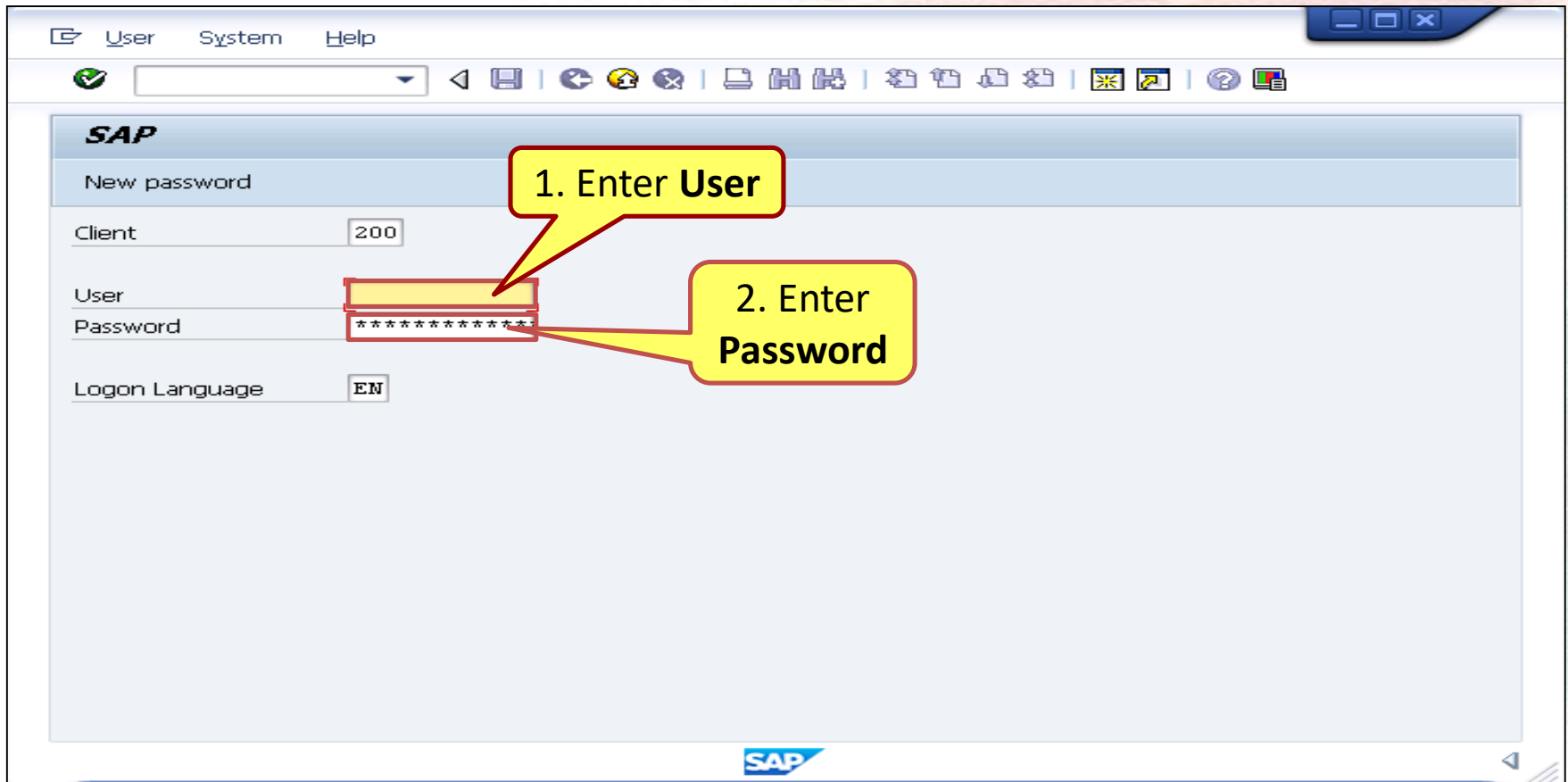
Create Training Catalog

Training Catalog : Objectives

- In this lesson, we shall Learn to:
- Create a Training Catalog
 - Course Group (L)
 - Course Type (D)
 - Course (E)

Training Catalog : Course Group

Login to the SAP system with valid credentials.



The screenshot shows the SAP login interface. The window title is "SAP" and the menu bar includes "User", "System", and "Help". The main area contains the following fields:

- New password**: (empty)
- Client**: 200
- User**: (empty)
- Password**: (masked with asterisks)
- Logon Language**: EN

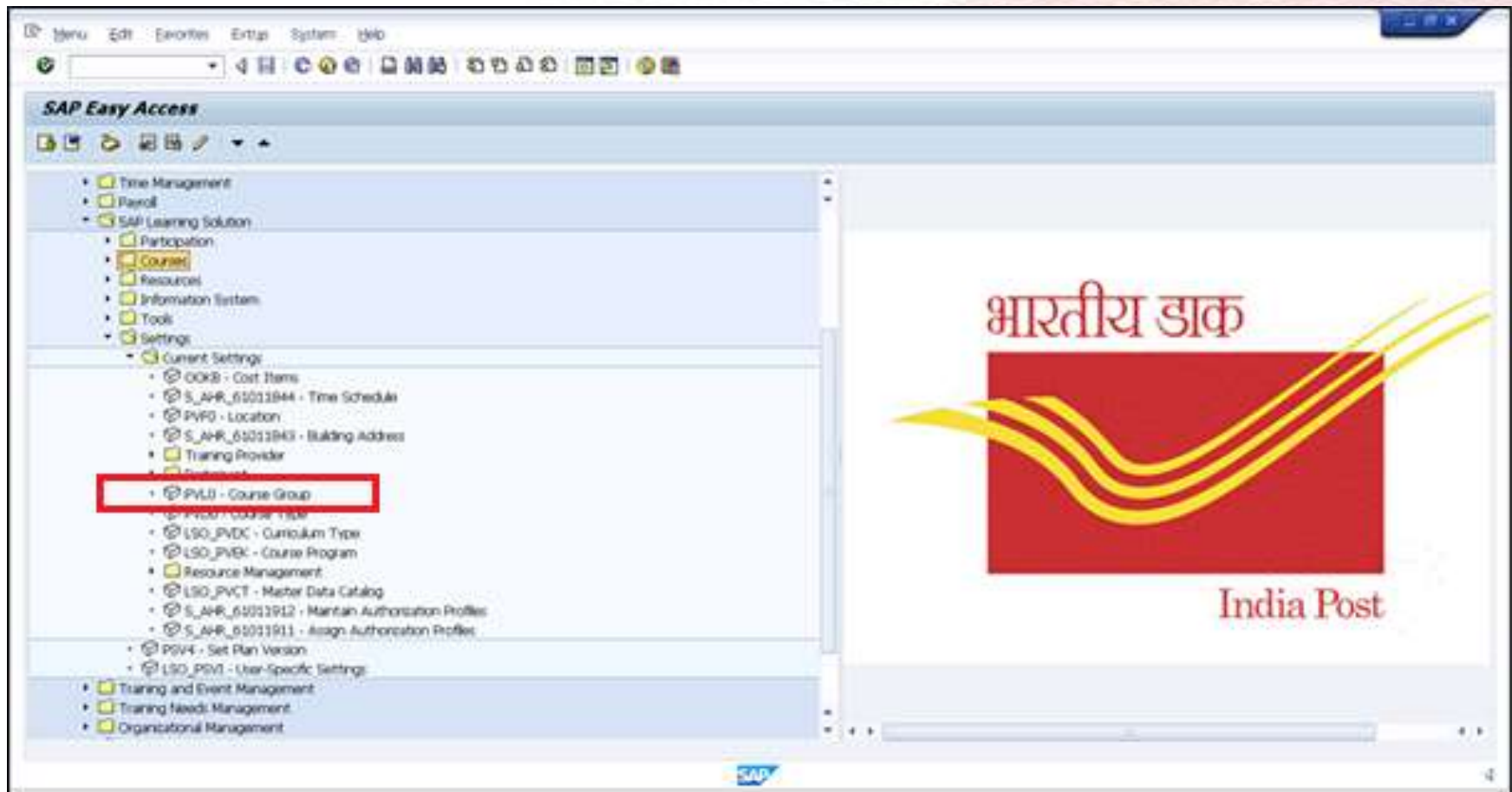
Two yellow callout boxes with red borders provide instructions:

- 1. Enter User**: Points to the User input field.
- 2. Enter Password**: Points to the Password input field.

The SAP logo is visible in the bottom right corner of the window.

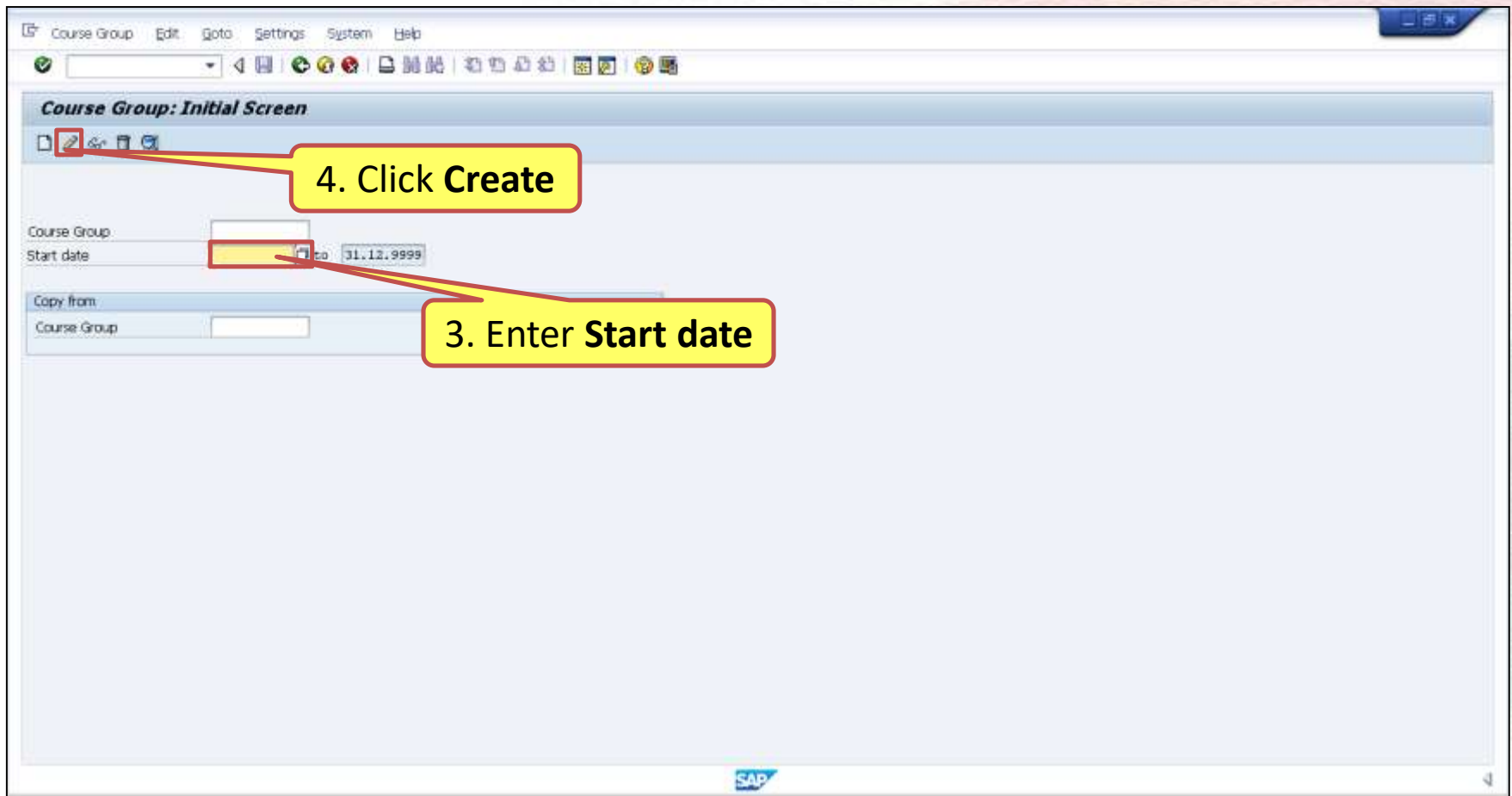
Training Catalog : Course Group

- Human Resources → SAP Learning Solution → Settings → Current Settings → PVL0 - Course Group



Training Catalog : Course Group

- Enter the 'Start date'.
- Click 'Create' button.



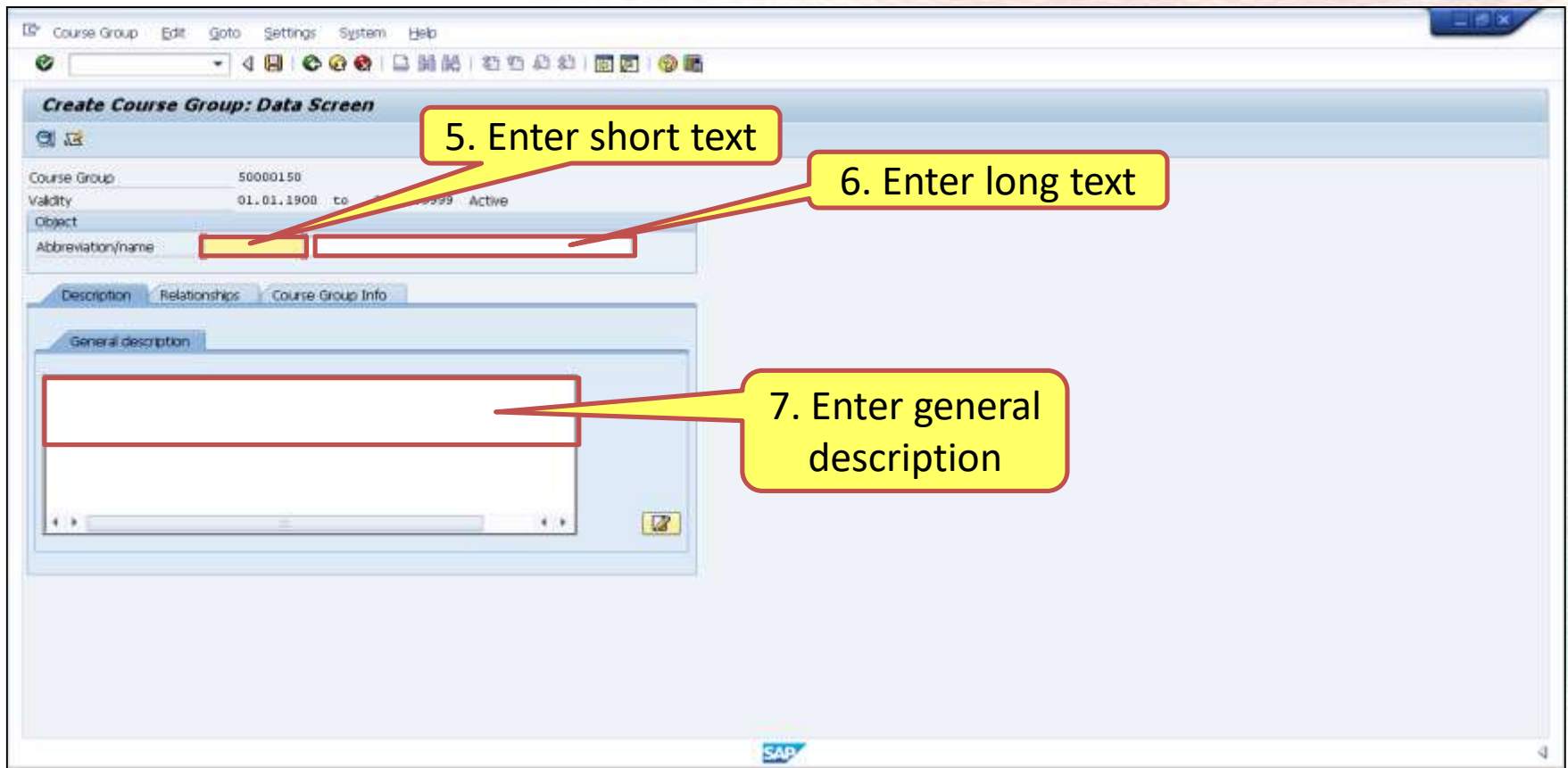
The screenshot shows the SAP 'Course Group: Initial Screen'. The interface includes a menu bar (Course Group, Edit, Goto, Settings, System, Help) and a toolbar with various icons. The main area contains the following fields:

- Course Group:** A text input field.
- Start date:** A date input field with a calendar icon and a dropdown arrow. The date '31.12.9999' is visible. A yellow callout box labeled '3. Enter Start date' points to this field.
- Copy from:** A section with a 'Course-Group' label and an empty text input field.

A yellow callout box labeled '4. Click Create' points to the 'Create' button (represented by a document icon with a plus sign) in the top-left corner of the main content area. The SAP logo is visible in the bottom right corner of the window.

Training Catalog : Course Group

- Enter short text.
- Enter long text.
- Enter general description.



The screenshot shows the SAP 'Create Course Group: Data Screen' interface. The window title is 'Course Group' and the menu bar includes 'Edit', 'Goto', 'Settings', 'System', and 'Help'. The main area is titled 'Create Course Group: Data Screen'. The data fields are as follows:

| | |
|-------------------|---------------------------------|
| Course Group | 50000150 |
| Validity | 01.01.1900 to 31.12.9999 Active |
| Object | |
| Abbreviation/name | |

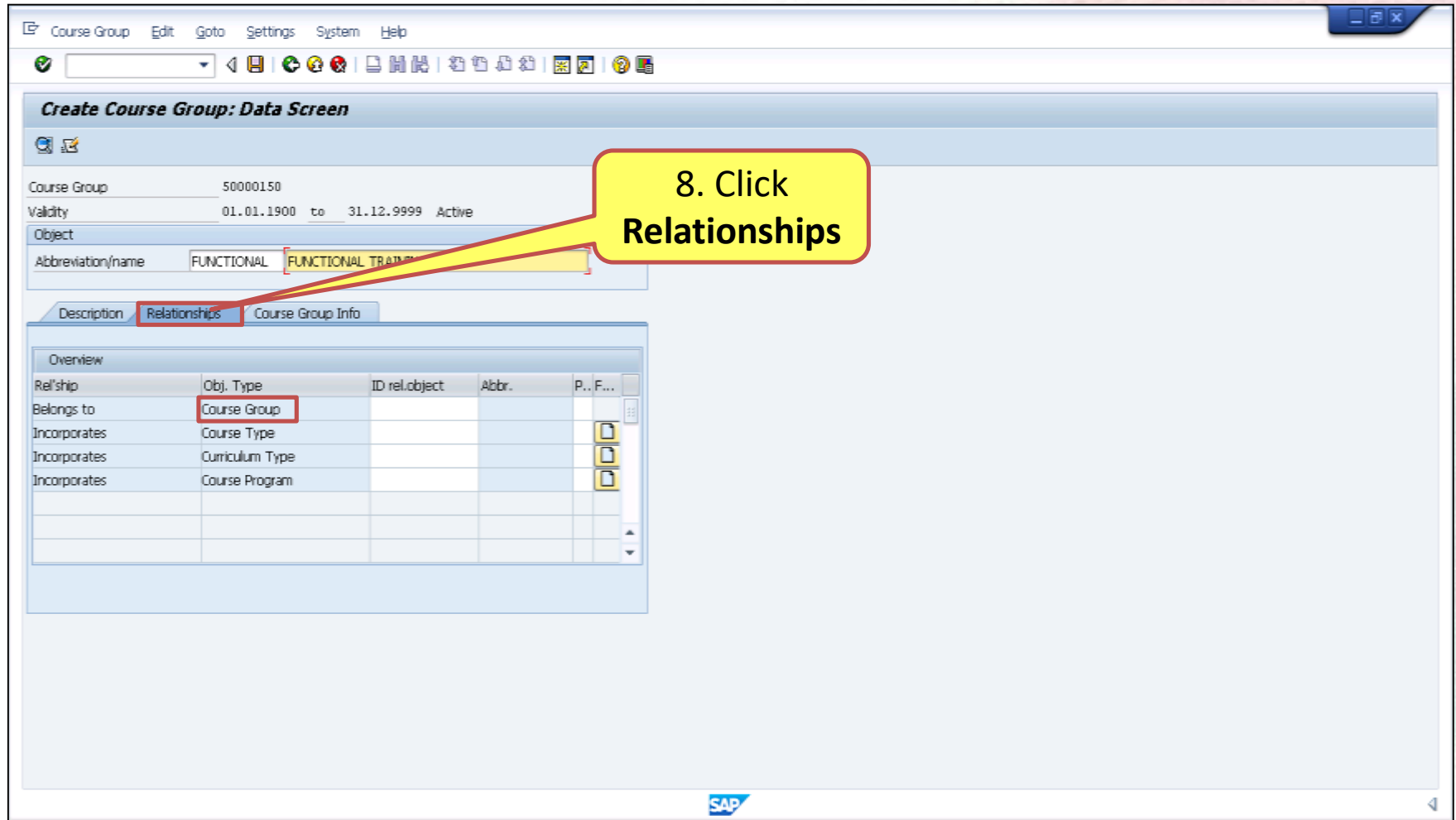
Below the data fields are three tabs: 'Description', 'Relationships', and 'Course-Group Info'. The 'Description' tab is active, showing a 'General description' section with a large text area. Three yellow callout boxes with red borders point to specific input areas:

- 5. Enter short text (points to the Abbreviation/name field)
- 6. Enter long text (points to the right side of the Abbreviation/name field)
- 7. Enter general description (points to the General description text area)

The SAP logo is visible in the bottom right corner of the window.

Training Catalog : Course Group

- Click 'Relationships' tab and select the course group.

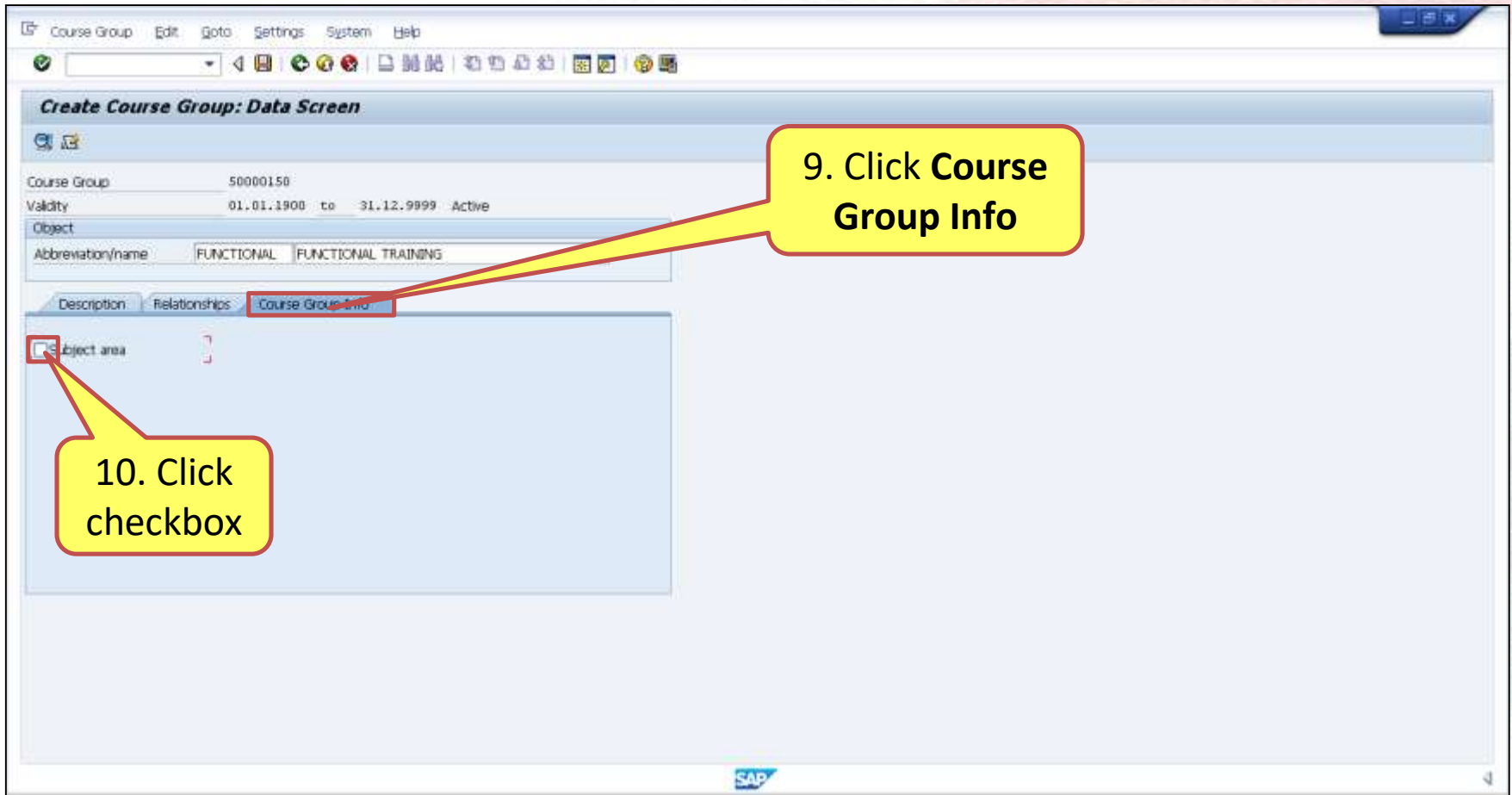


The screenshot shows the SAP 'Create Course Group: Data Screen'. The 'Object' section is active, showing 'Abbreviation/name' as 'FUNCTIONAL TRAINING'. The 'Relationships' tab is selected, and the 'Overview' table is visible. A yellow callout box with the text '8. Click Relationships' points to the 'Relationships' tab. The 'Overview' table has the following data:

| Rel'ship | Obj. Type | ID rel.object | Abbr. | P.. F... |
|--------------|-----------------|---------------|-------|----------|
| Belongs to | Course Group | | | |
| Incorporates | Course Type | | | |
| Incorporates | Curriculum Type | | | |
| Incorporates | Course Program | | | |

Training Catalog : Course Group

- Click 'Course Group Info' tab.
- Click the checkbox and then 'Save' (Ctrl + S) button.



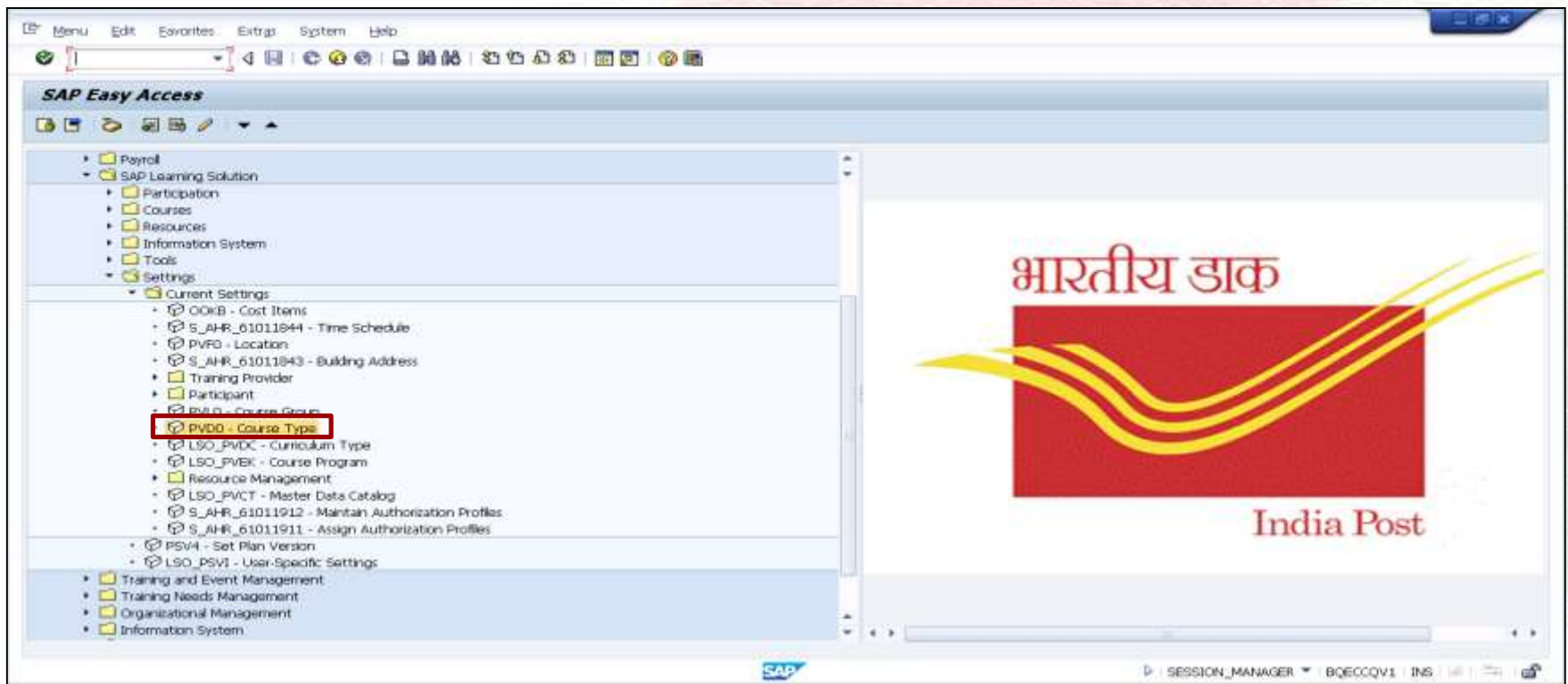
The screenshot displays the SAP 'Create Course Group: Data Screen' interface. The 'Course Group Info' tab is selected and highlighted with a red box. A yellow callout bubble points to this tab with the text '9. Click Course Group Info'. Below the tab, the 'Subject area' checkbox is highlighted with a red box, and a yellow callout bubble points to it with the text '10. Click checkbox'. The screen shows the following data:

| | |
|-------------------|---------------------------------|
| Course Group | 50000150 |
| Validity | 01.01.1900 to 31.12.9999 Active |
| Object | |
| Abbreviation/name | FUNCTIONAL FUNCTIONAL TRAINING |

At the bottom of the screen, the SAP logo is visible.

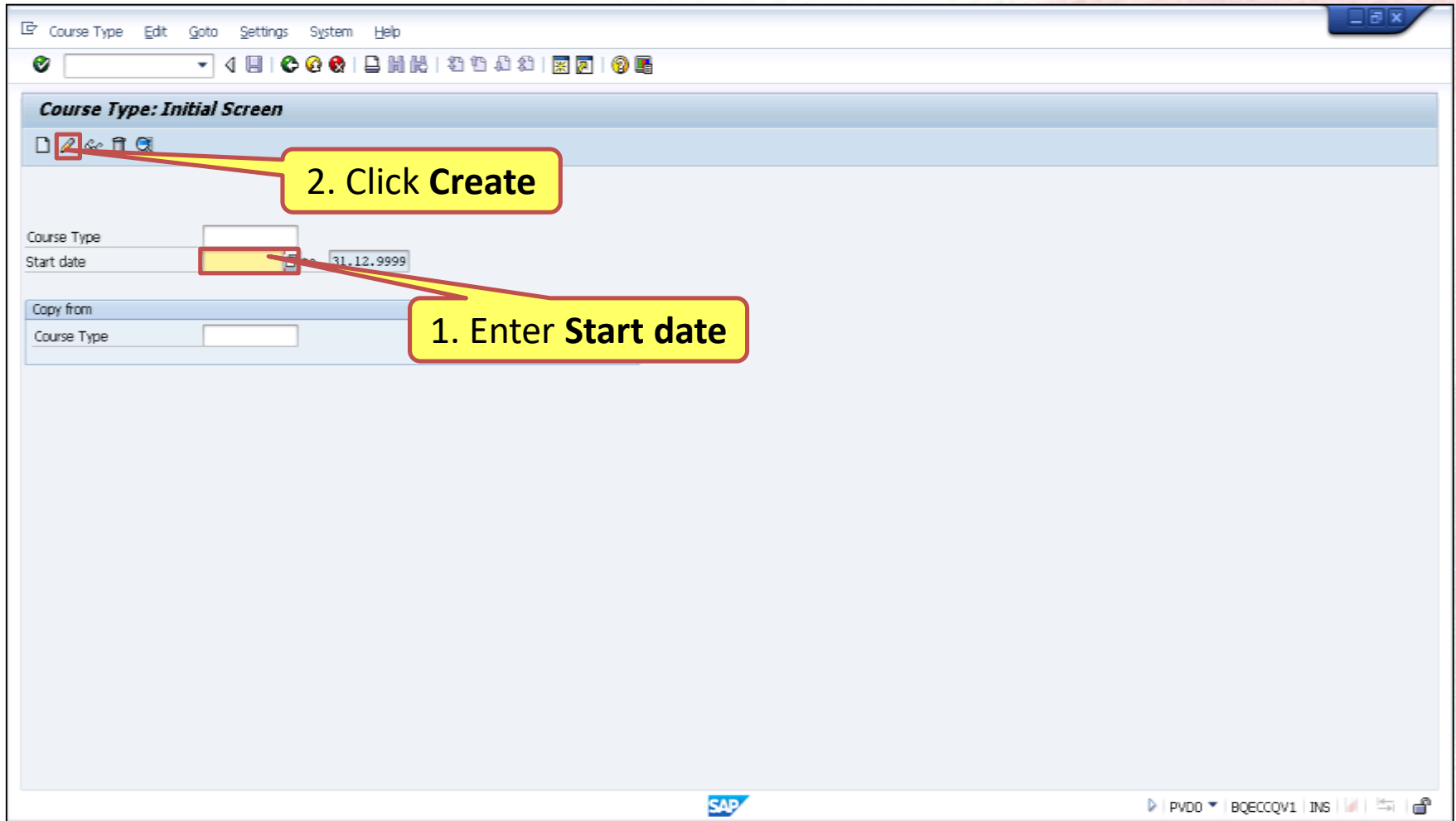
Training Catalog : Course Type

- Login to the SAP system with valid credentials.
- SAP Menu → Human Resources → SAP Learning Solution → Settings → PVD0 - Course Type or execute Transaction code PVD0 in command box.



Training Catalog : Course Type

- Enter the 'Start date' and click 'Create' button.



The screenshot shows the SAP 'Course Type: Initial Screen' interface. The window title is 'Course Type' and the menu bar includes 'Edit', 'Goto', 'Settings', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area is titled 'Course Type: Initial Screen' and contains the following fields:

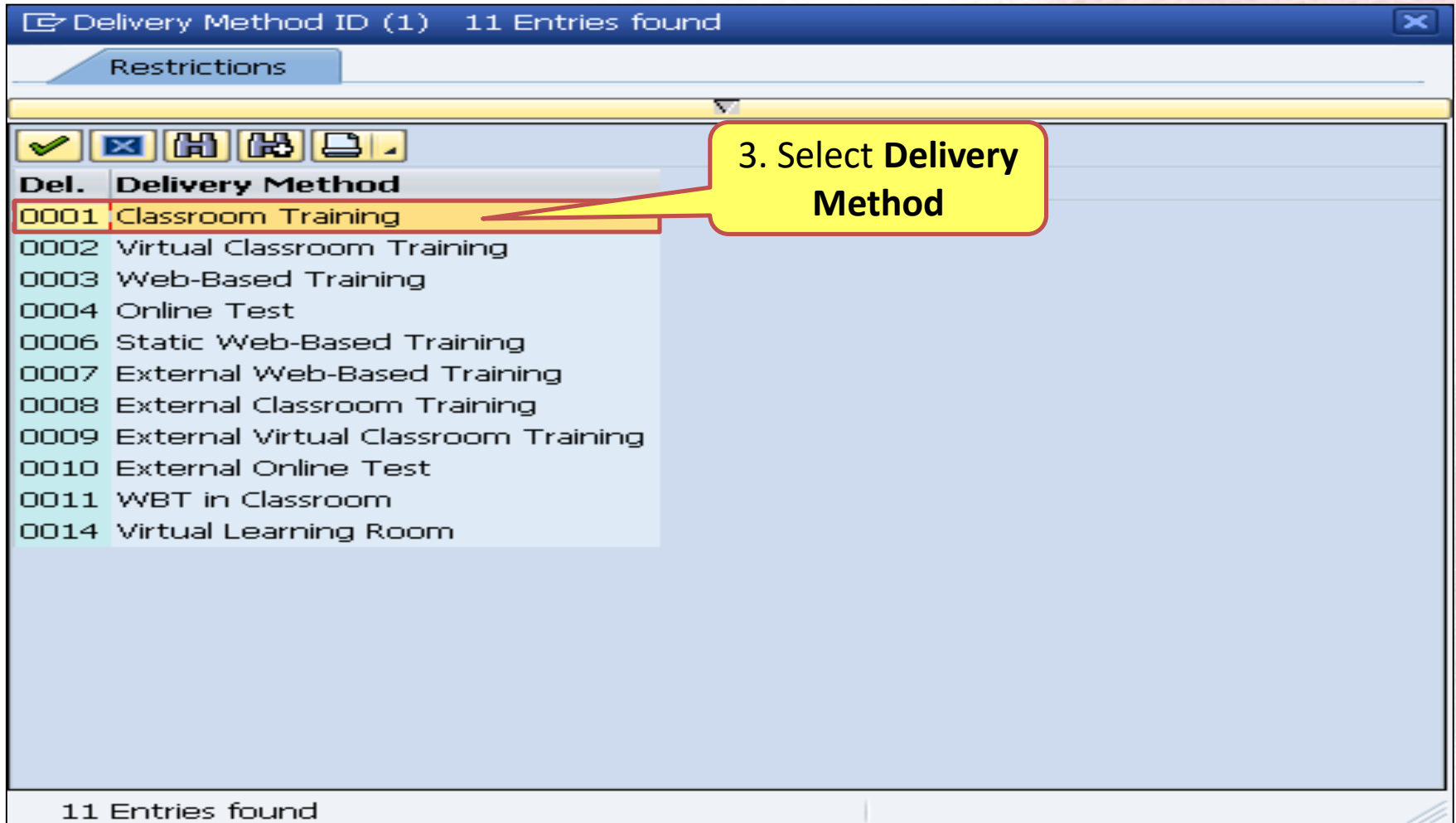
- Course Type:** An empty text input field.
- Start date:** A date input field containing '31.12.9999'. A yellow callout box labeled '1. Enter Start date' points to this field.
- Copy from:** A section with a sub-label 'Course Type' and an empty text input field.

At the top left of the main area, there are three icons: a red square with a white pencil (Create), a trash can (Delete), and a magnifying glass (Search). A yellow callout box labeled '2. Click Create' points to the red square icon.

The SAP logo is visible at the bottom center, and the status bar at the bottom right shows 'PVDD | BQECQV1 | INS |'.

Training Catalog : Course Type

- Select the Delivery method of the training program.



Delivery Method ID (1) 11 Entries found

Restrictions

✓ ✕ 🏠 🏠 🖨️

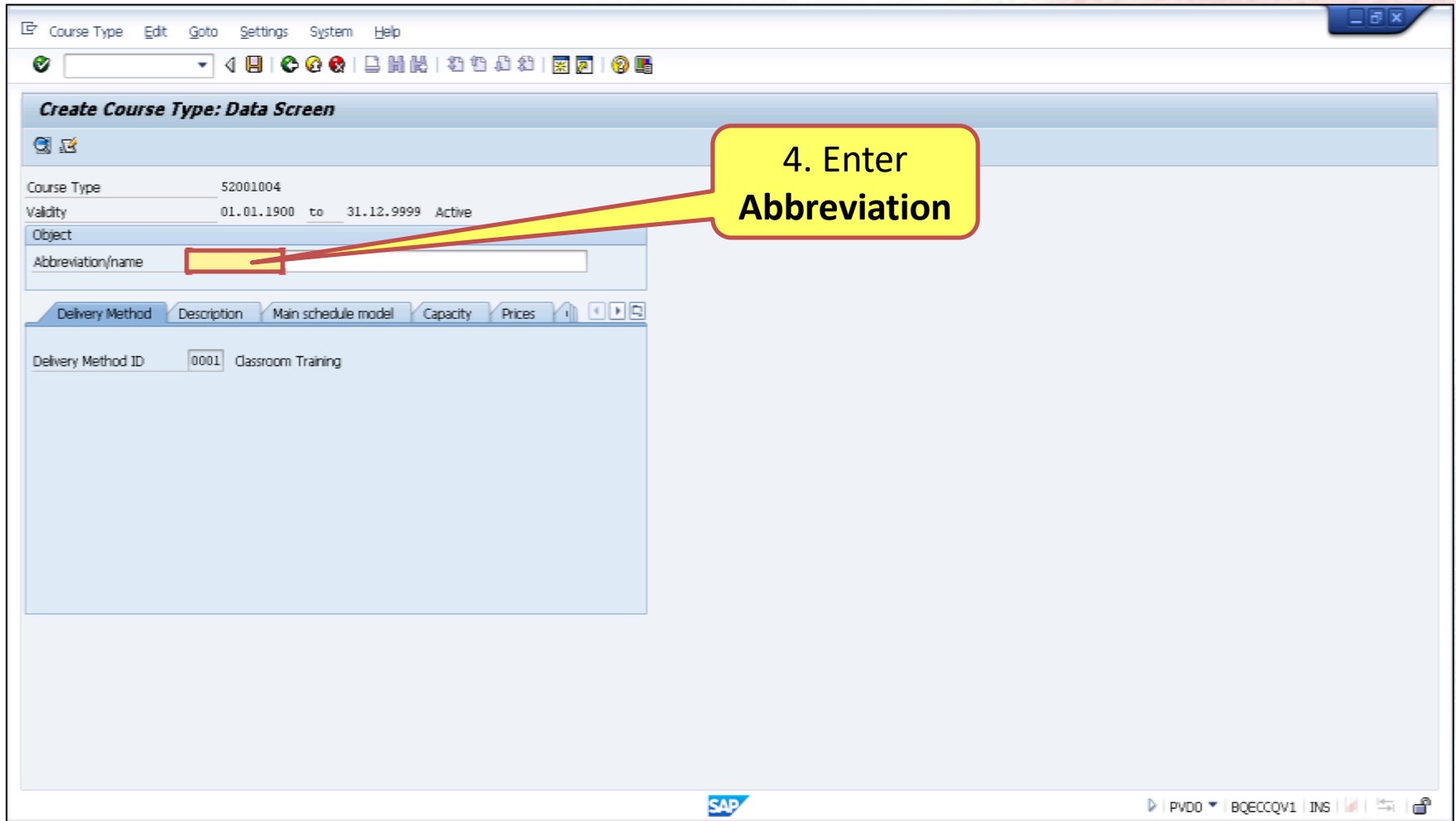
| Del. | Delivery Method |
|------|-------------------------------------|
| 0001 | Classroom Training |
| 0002 | Virtual Classroom Training |
| 0003 | Web-Based Training |
| 0004 | Online Test |
| 0006 | Static Web-Based Training |
| 0007 | External Web-Based Training |
| 0008 | External Classroom Training |
| 0009 | External Virtual Classroom Training |
| 0010 | External Online Test |
| 0011 | WBT in Classroom |
| 0014 | Virtual Learning Room |

11 Entries found

3. Select Delivery Method

Training Catalog : Course Type

- Enter Course Type abbreviation.

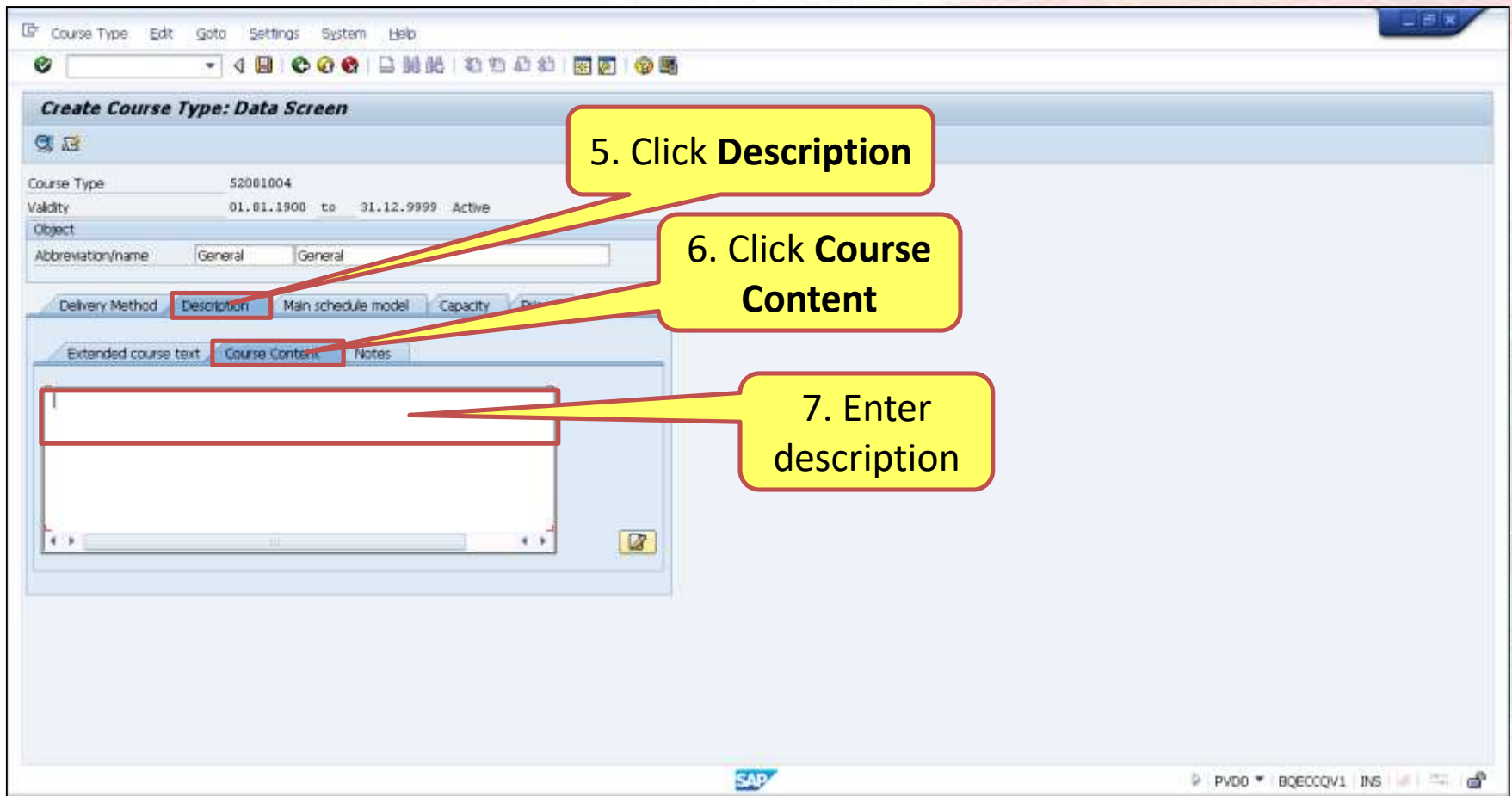


The screenshot shows the SAP 'Create Course Type: Data Screen' interface. The 'Object' section is active, and the 'Abbreviation/name' field is highlighted with a red box. A yellow callout box with a red border points to this field, containing the text '4. Enter Abbreviation'. Below the 'Object' section, the 'Delivery Method' section is visible, showing 'Delivery Method ID' as '0001 Classroom Training'. The SAP logo is visible at the bottom center, and the system status bar at the bottom right shows 'PVDD | BQECQV1 | INS'.

| | |
|--------------------|---------------------------------|
| Course Type | 52001004 |
| Validity | 01.01.1900 to 31.12.9999 Active |
| Object | |
| Abbreviation/name | |
| Delivery Method ID | 0001 Classroom Training |

Training Catalog : Course Type

- Click 'Description' tab and then 'Course Content' tab.
- Enter the training program description.



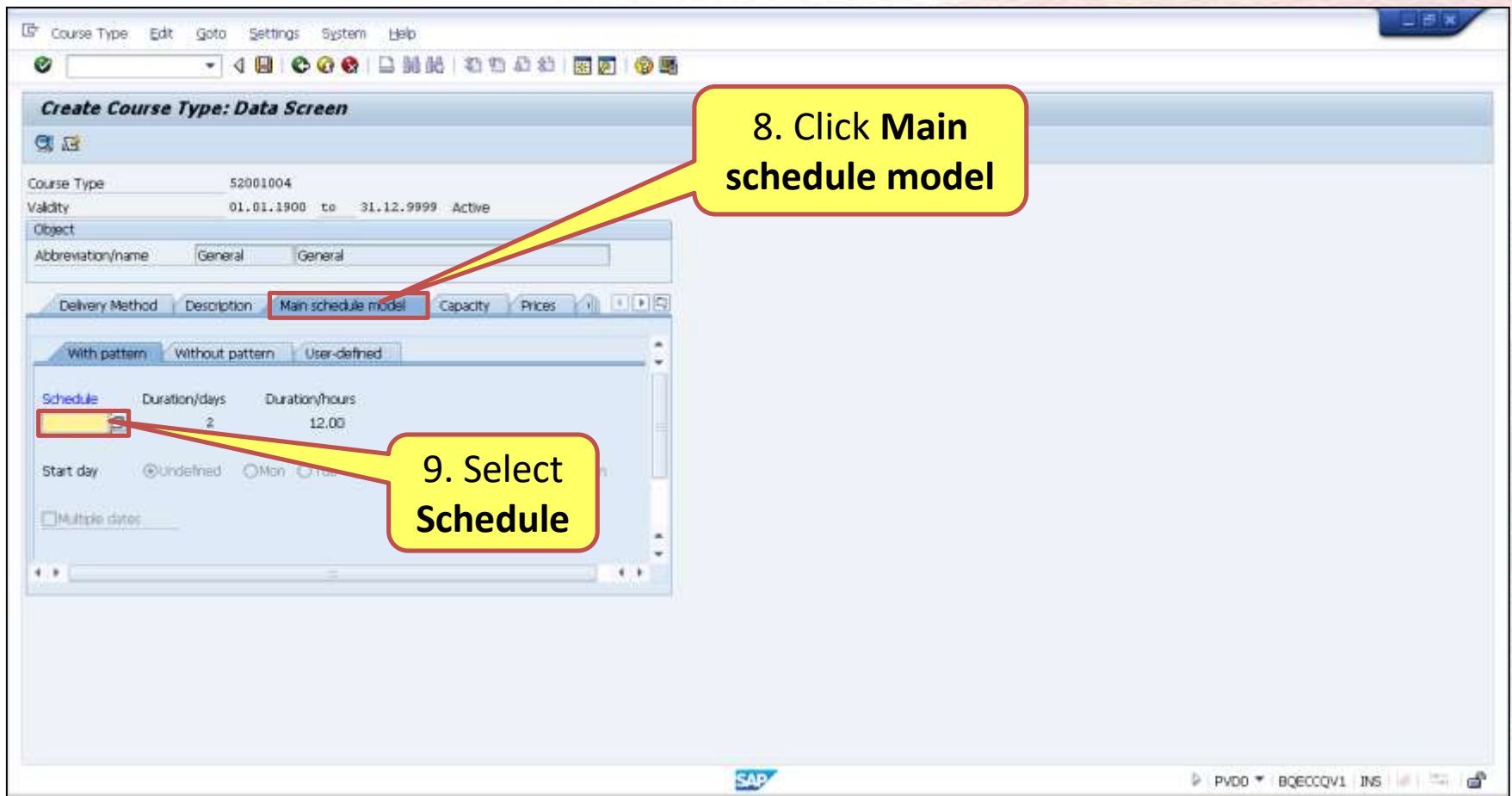
The screenshot shows the SAP 'Create Course Type: Data Screen' interface. The 'Description' tab is selected, and the 'Course Content' sub-tab is also selected. A text area for entering the description is visible. Three yellow callout boxes with red borders provide instructions:

- 5. Click **Description** (pointing to the 'Description' tab)
- 6. Click **Course Content** (pointing to the 'Course Content' sub-tab)
- 7. Enter description (pointing to the text area)

The interface includes a menu bar (Course Type, Edit, Goto, Settings, System, Help), a toolbar, and a status bar at the bottom showing 'SAP' and system information (PV00, BQECQV1, INS).

Training Catalog : Course Type

- Click 'Main schedule model' tab.
- Select the training schedule.

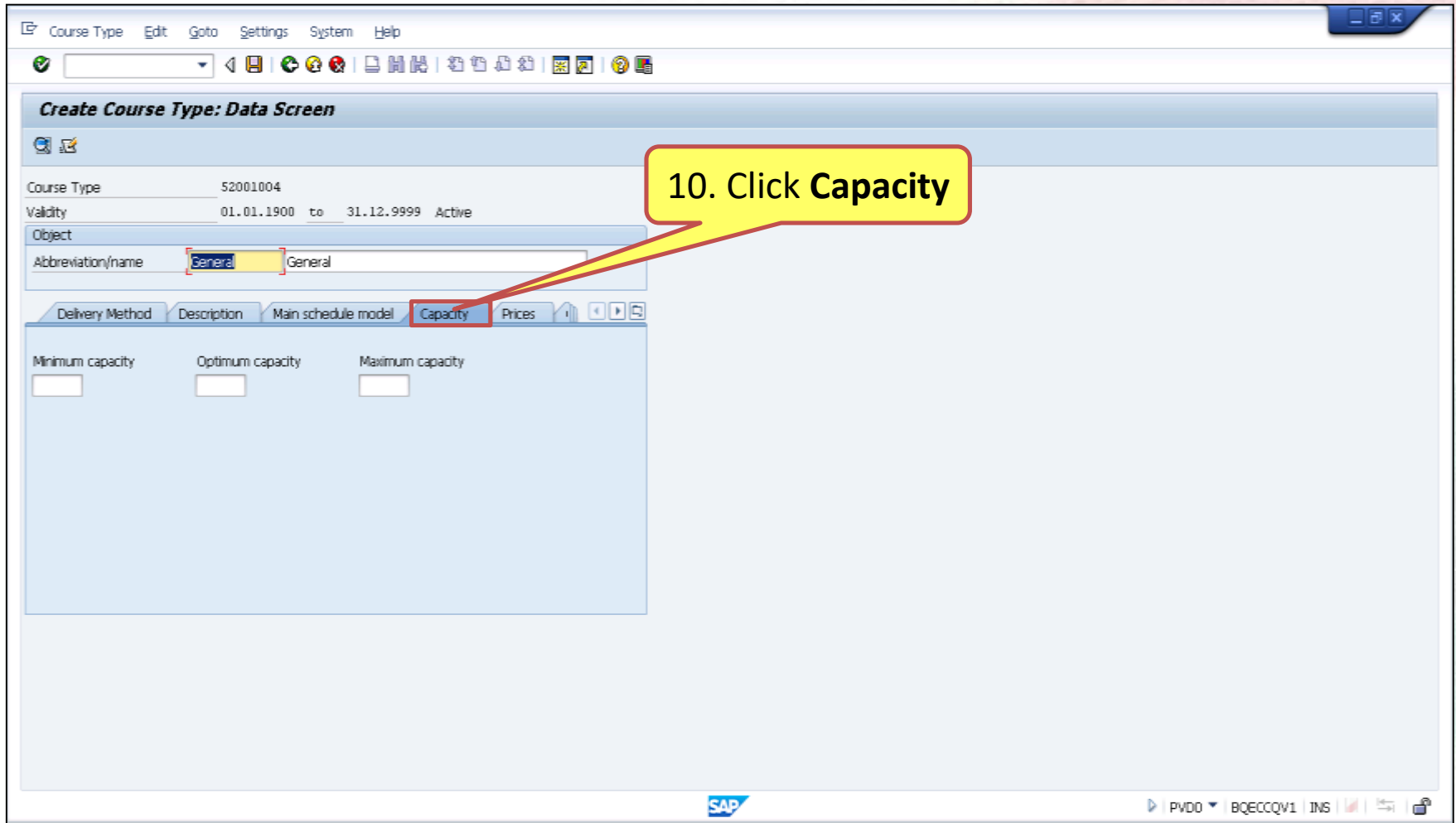


The screenshot shows the SAP 'Create Course Type: Data Screen' interface. The 'Main schedule model' tab is selected and highlighted with a red box. A yellow callout bubble points to this tab with the text '8. Click Main schedule model'. Below the tabs, a table lists training schedules. The first row is highlighted in yellow, and a yellow callout bubble points to it with the text '9. Select Schedule'. The table has columns for 'Schedule', 'Duration/days', and 'Duration/hours'. The first row contains the values 'Main schedule model', '2', and '12.00'. Below the table, there are radio buttons for 'Start day' (Undefined, Mon, Tue) and a checkbox for 'Multiple dates'.

| Schedule | Duration/days | Duration/hours |
|---------------------|---------------|----------------|
| Main schedule model | 2 | 12.00 |

Training Catalog: Course Type

- Click 'Capacity' tab.



The screenshot shows the SAP 'Create Course Type: Data Screen' interface. The 'Capacity' tab is selected and highlighted with a red box. A yellow callout bubble with the text '10. Click Capacity' points to this tab. The screen displays the following data:

| | |
|-------------------|---------------------------------|
| Course Type | 52001004 |
| Validity | 01.01.1900 to 31.12.9999 Active |
| Object | |
| Abbreviation/name | General General |

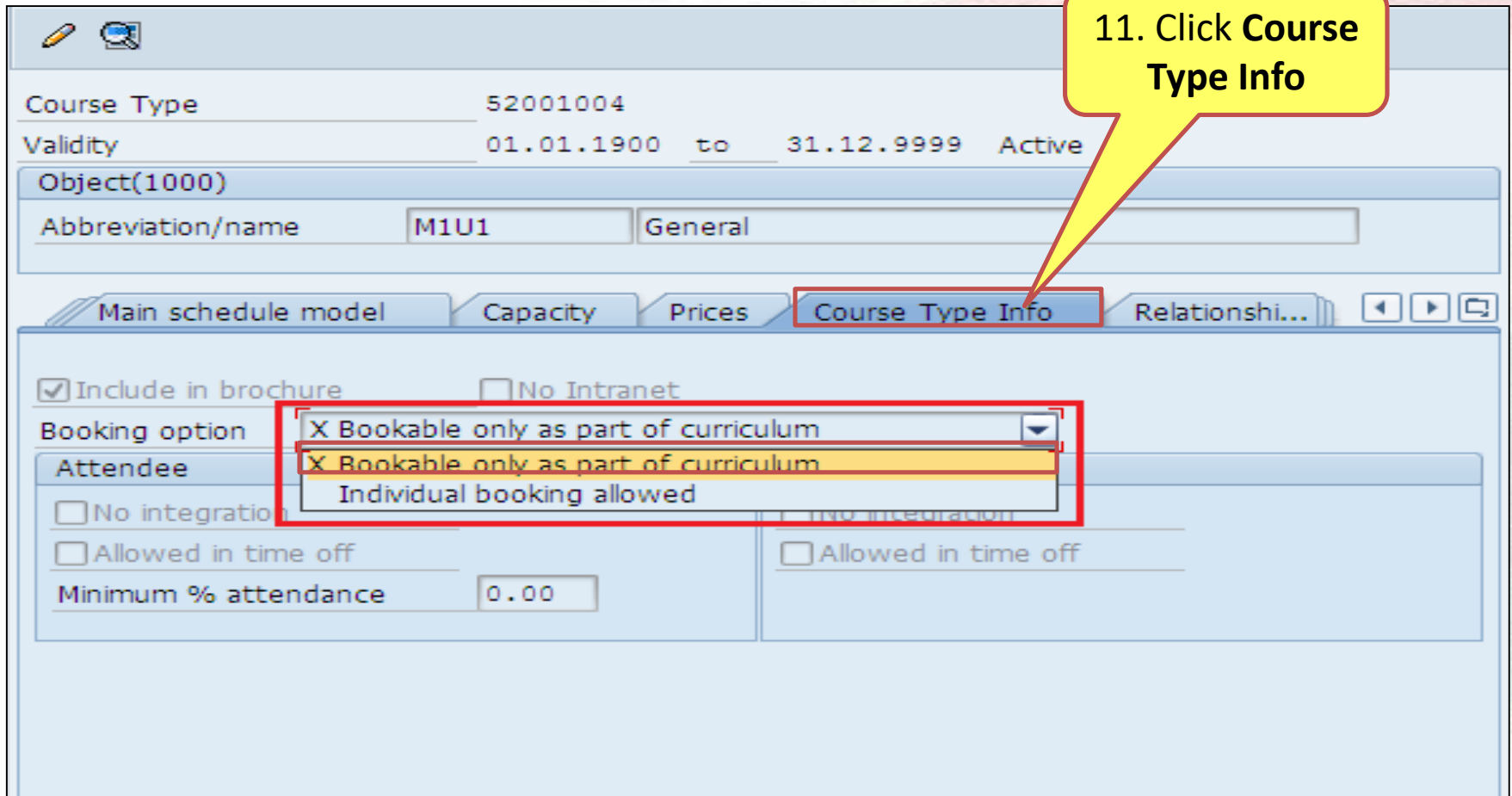
Below the tabs, there are three input fields for capacity:

| Minimum capacity | Optimum capacity | Maximum capacity |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

The SAP logo is visible at the bottom center, and the system status bar at the bottom right shows 'PVDD | BQECQV1 | INS'.

Training Catalog: Course Type

- Click 'Course Type Info' tab.
- Select the option 'Bookable only as part of Curriculum'.



Course Type 52001004
Validity 01.01.1900 to 31.12.9999 Active
Object(1000)
Abbreviation/name M1U1 General

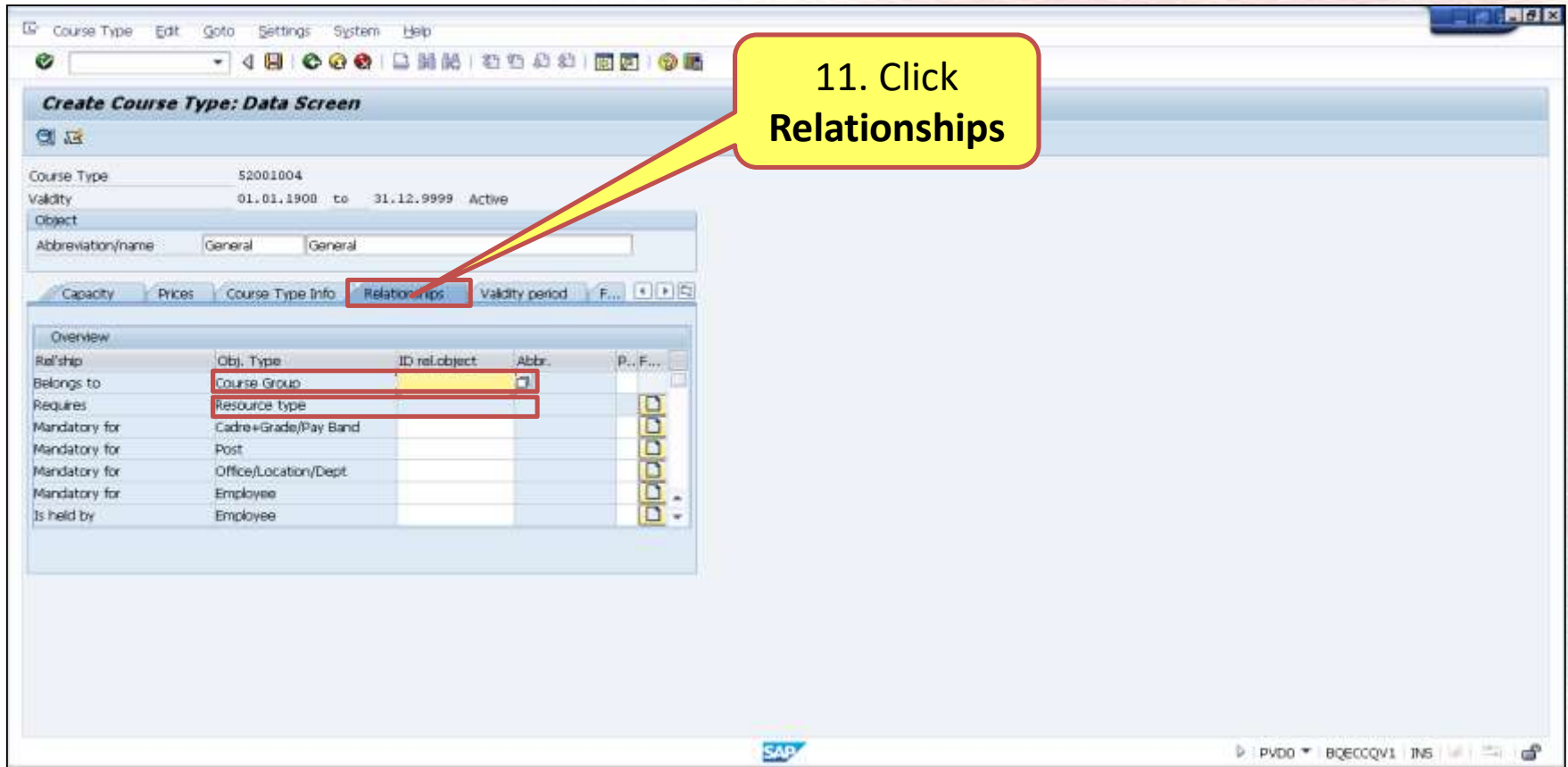
Main schedule model Capacity Prices **Course Type Info** Relationshi...

Include in brochure No Intranet
Booking option **X Bookable only as part of curriculum**
Attendee **X Bookable only as part of curriculum**
Individual booking allowed
 No integration
 Allowed in time off
Minimum % attendance 0.00

11. Click Course Type Info

Training Catalog: Course Type

- Click 'Relationships' tab.
- Enter the 'Course Group'.
- Select the resources required and then template.



The screenshot shows the SAP 'Create Course Type: Data Screen' with the 'Relationships' tab selected. A yellow callout box points to the 'Relationships' tab with the text '11. Click Relationships'. The 'Overview' table below shows the following data:

| Relationship | Obj. Type | ID ref. object | Abbr. | P.. F... |
|---------------|----------------------|----------------|-------|----------|
| Belongs to | Course Group | | | |
| Requires | Resource type | | | |
| Mandatory for | Cadre+Grade/Pay Band | | | |
| Mandatory for | Post | | | |
| Mandatory for | Office/Location/Dept | | | |
| Mandatory for | Employee | | | |
| Is held by | Employee | | | |

Training Catalog: Course Type

- Click 'Relationships' tab.
- Enter the 'Employee Number'.

Create Course Type: Data Screen

Course Type: 52100904
 Validity: 01.01.1900 to 31.12.9999 Active

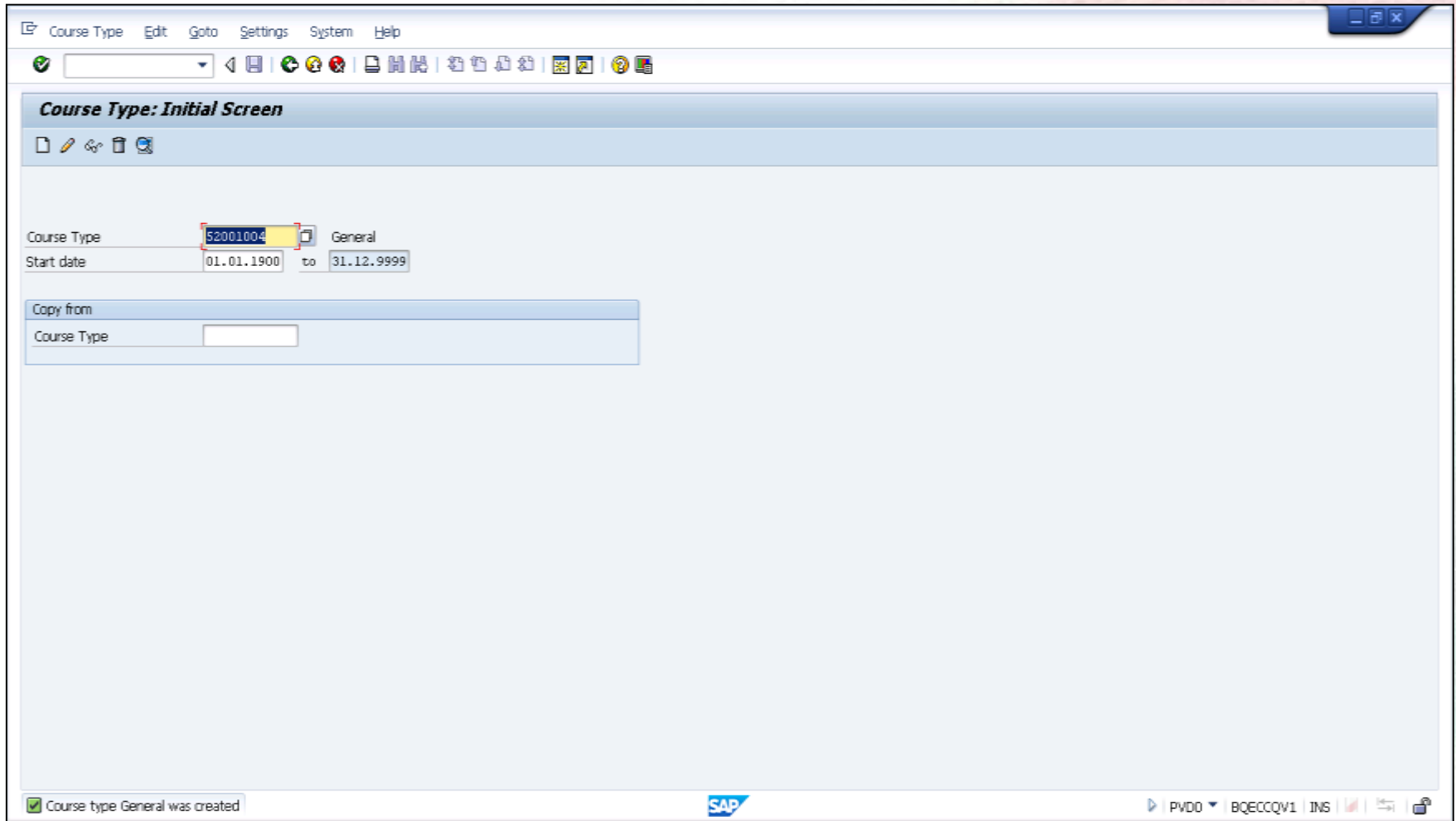
Object(1000)
 Abbreviation/name: General General

Prices | Course Type Info | **Relationships (1001)** | Validity period | Furthe...

| Rel'ship | Obj. Type | ID rel.object | Abbr. | P.. | F... | |
|---------------|-----------------|---|-------|-----|------|--------------------------|
| Belongs to | Course Group | | | | | <input type="checkbox"/> |
| Requires | Resource type | | | | | |
| Mandatory for | Grade | | | | | |
| Mandatory for | Post | | | | | |
| Mandatory for | Office | | | | | |
| Is held by | Employee | <input style="border: 2px solid red;" type="text"/> | | | | |
| Is held by | External person | | | | | |

Training Catalog: Course Type

- Click 'Save' button.



The screenshot shows the SAP 'Course Type: Initial Screen' interface. The window title is 'Course Type' and the menu bar includes 'Edit', 'Goto', 'Settings', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area is titled 'Course Type: Initial Screen' and contains the following fields:

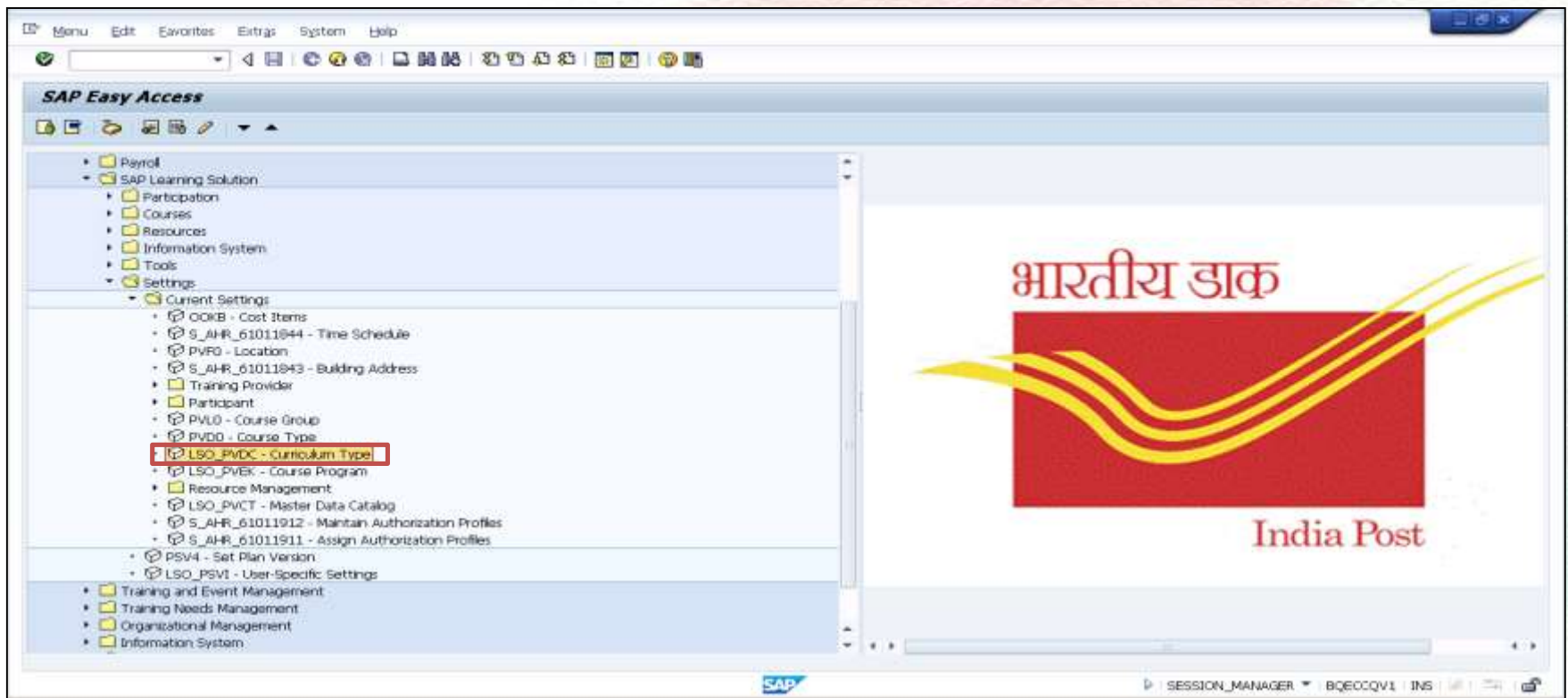
| | | |
|-------------|------------|---------------|
| Course Type | 52001004 | General |
| Start date | 01.01.1900 | to 31.12.9999 |

Below these fields is a 'Copy from' section with a 'Course Type' input field.

At the bottom left, a status bar indicates: Course type General was created. The SAP logo is visible in the bottom center, and the bottom right corner shows system information: PV00 | BQECQV1 | INS | [Icons]

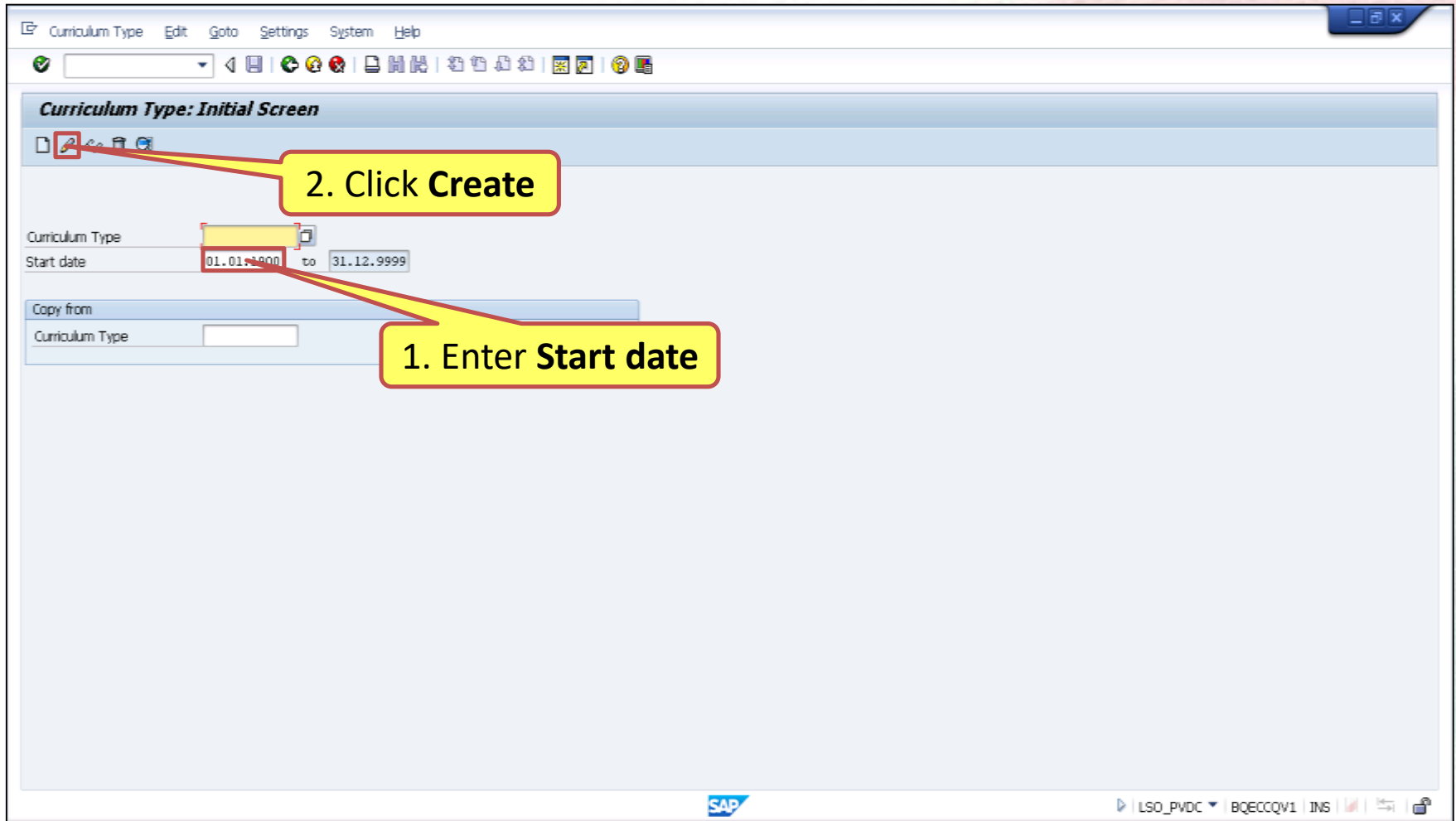
Training Catalog: Curriculum Type (DC)

- Login to the SAP system with valid credentials.
- SAP Menu → Human Resources → SAP Learning Solution → Settings → Current Settings → LSO_PVDC - Curriculum Type or execute Transaction code LSO_PVDC



Training Catalog: Curriculum Type (DC)

- Enter the 'Start date' and click 'Create' button.



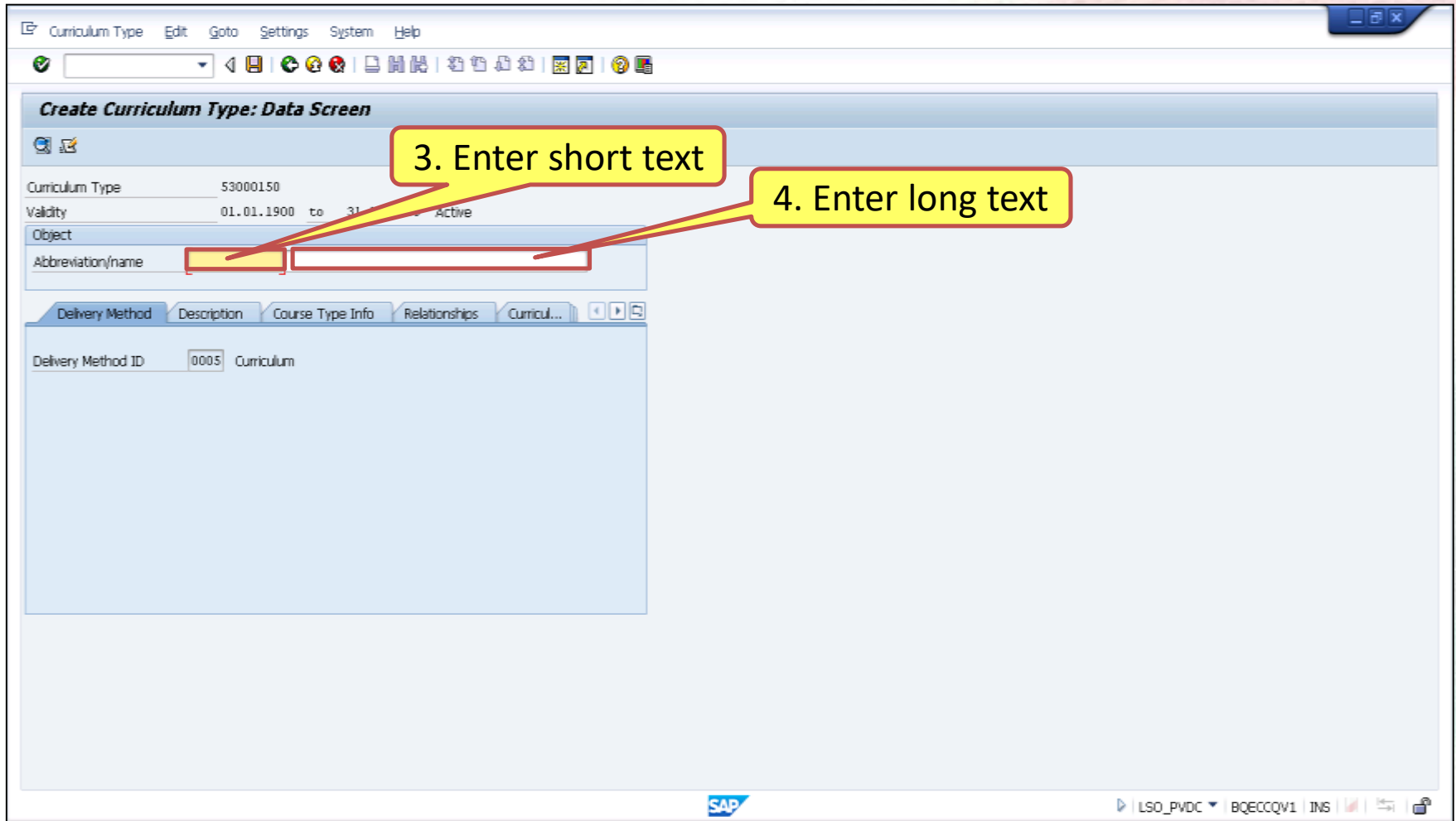
The screenshot shows the SAP 'Curriculum Type: Initial Screen'. The interface includes a menu bar (Curriculum Type, Edit, Goto, Settings, System, Help) and a toolbar with various icons. The main area contains the following fields:

- Curriculum Type:** A dropdown menu with a red box around the 'Create' icon.
- Start date:** A date range field with '01.01.1900' in the first box and '31.12.9999' in the second box. A red box highlights the '01.01.1900' value, with a yellow callout box pointing to it that says '1. Enter Start date'.
- Copy from:** A section with a 'Curriculum Type' dropdown menu.

At the bottom of the screen, the SAP logo is visible on the left, and the system status bar shows 'LSO_PVDC | BQECQV1 | INS' on the right. A yellow callout box with a red border points to the 'Create' icon in the top toolbar, containing the text '2. Click Create'.

Training Catalog: Curriculum Type (DC)

- Enter the short text and long text of the Curriculum type.



The screenshot shows the SAP 'Create Curriculum Type: Data Screen'. The interface includes a menu bar (Curriculum Type, Edit, Goto, Settings, System, Help) and a toolbar. The main data area contains the following fields:

| | |
|-------------------|--------------------------|
| Curriculum Type | 53000150 |
| Validity | 01.01.1900 to 31.12.2000 |
| Object | Active |
| Abbreviation/name | <input type="text"/> |

Below the data area, there are tabs for 'Delivery Method', 'Description', 'Course Type Info', 'Relationships', and 'Curricul...'. The 'Delivery Method' tab is active, showing a 'Delivery Method ID' of '0005 Curriculum'.

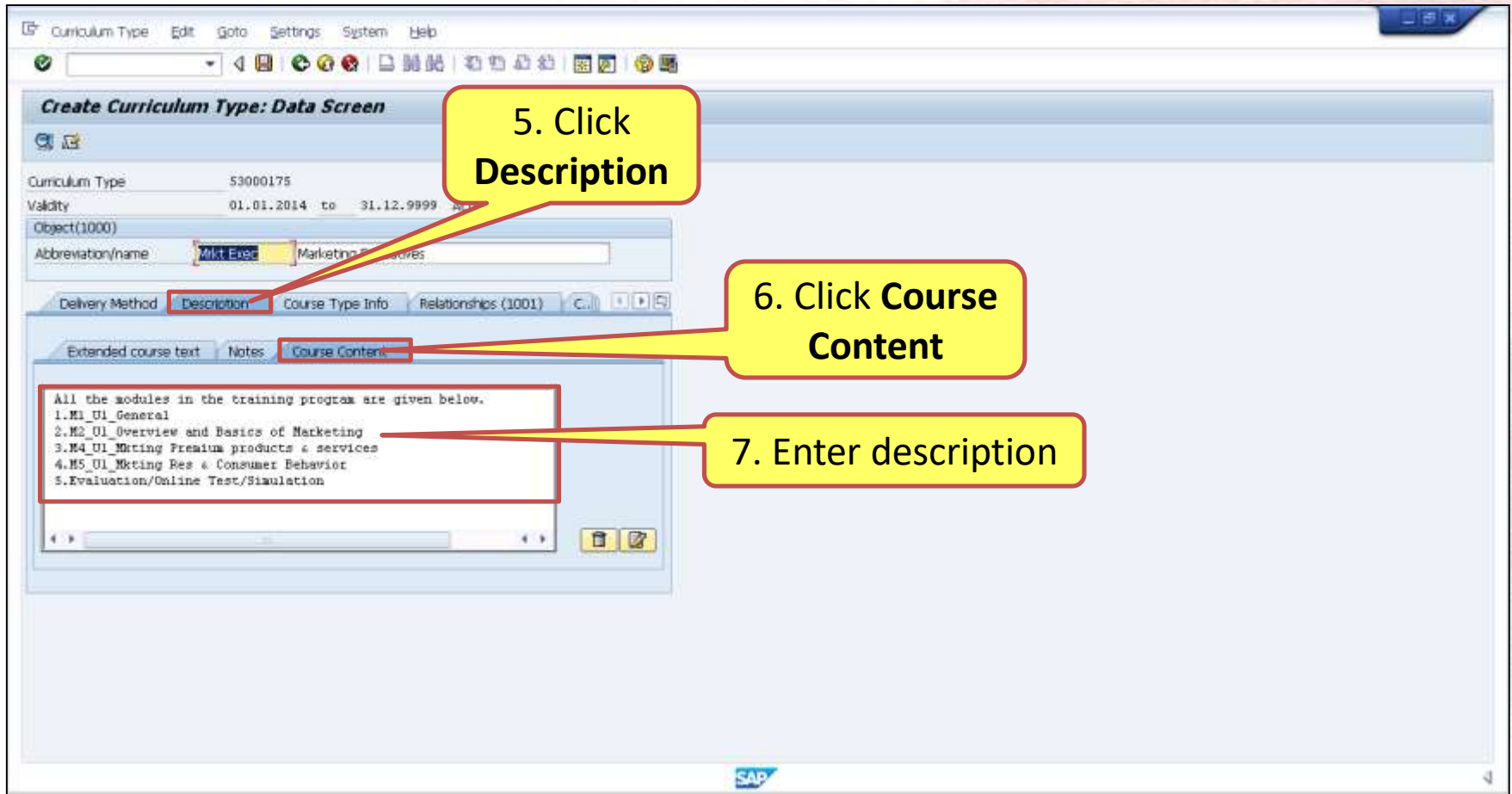
Two yellow callout boxes with red borders provide instructions:

- Box 3: "3. Enter short text" points to the 'Abbreviation/name' input field.
- Box 4: "4. Enter long text" points to the 'Description' tab.

The SAP logo is visible at the bottom center, and the system status bar at the bottom right shows 'LSO_PVDC | BQECQV1 | INS'.

Training Catalog: Curriculum Type (DC)

- Click 'Description' tab.
- Click 'Course Content' tab and enter the description.



The screenshot shows the SAP 'Create Curriculum Type: Data Screen' interface. The 'Description' tab is selected, and the 'Course Content' sub-tab is active. The 'Course Content' field contains the following text:

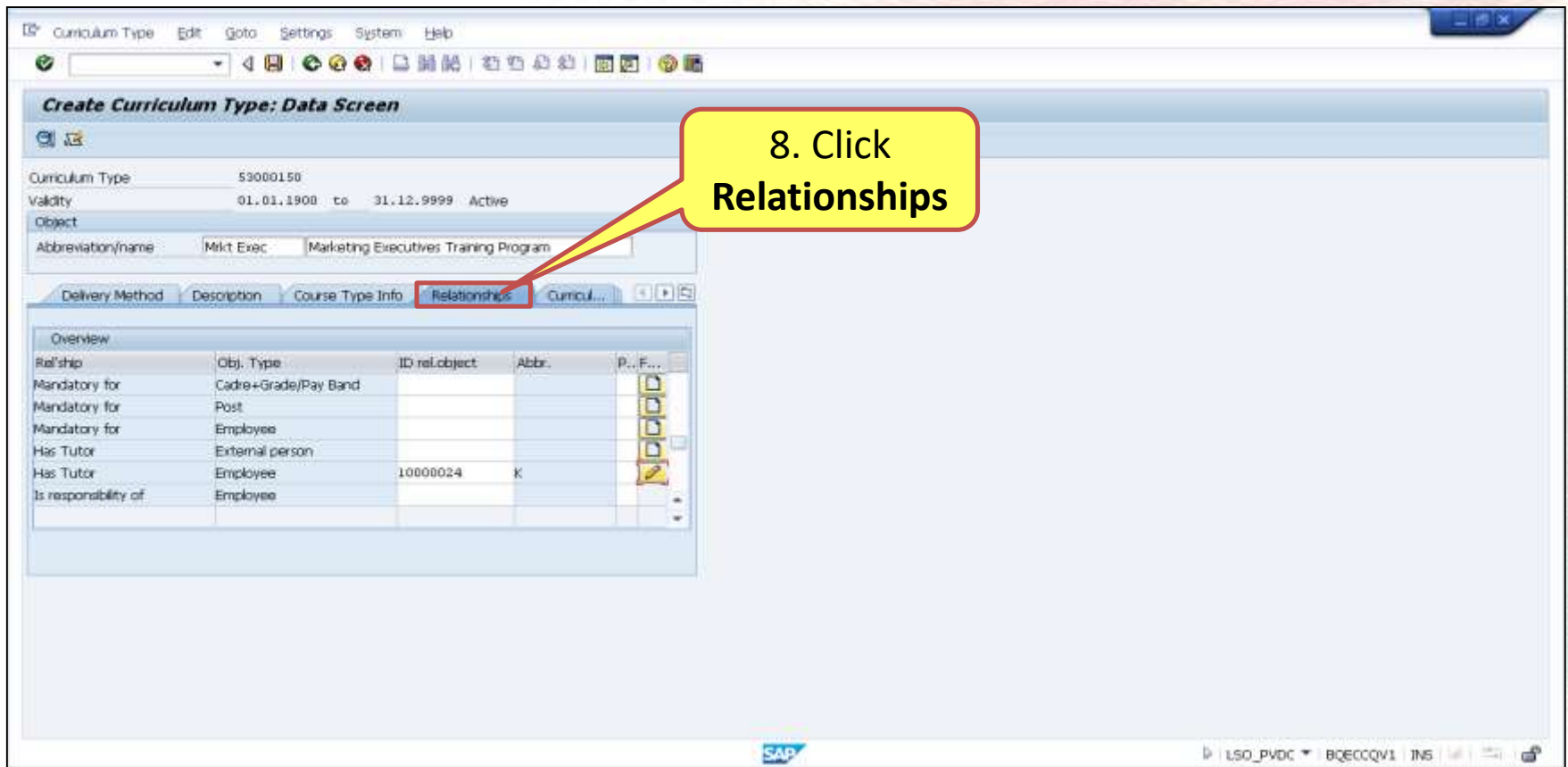
```
All the modules in the training program are given below.
1.M1_UI_General
2.M2_UI_Overview and Basics of Marketing
3.M4_UI_Mktng Premium products & services
4.M5_UI_Mktng Res & Consumer Behavior
5.Evaluation/Online Test/Simulation
```

Annotations on the screenshot indicate the following steps:

5. Click Description
6. Click Course Content
7. Enter description

Training Catalog: Curriculum Type (DC)

- Click 'Relationships' tab.
- Select the 'Course Group'.
- Select any pre-requisites and then evaluation templates.

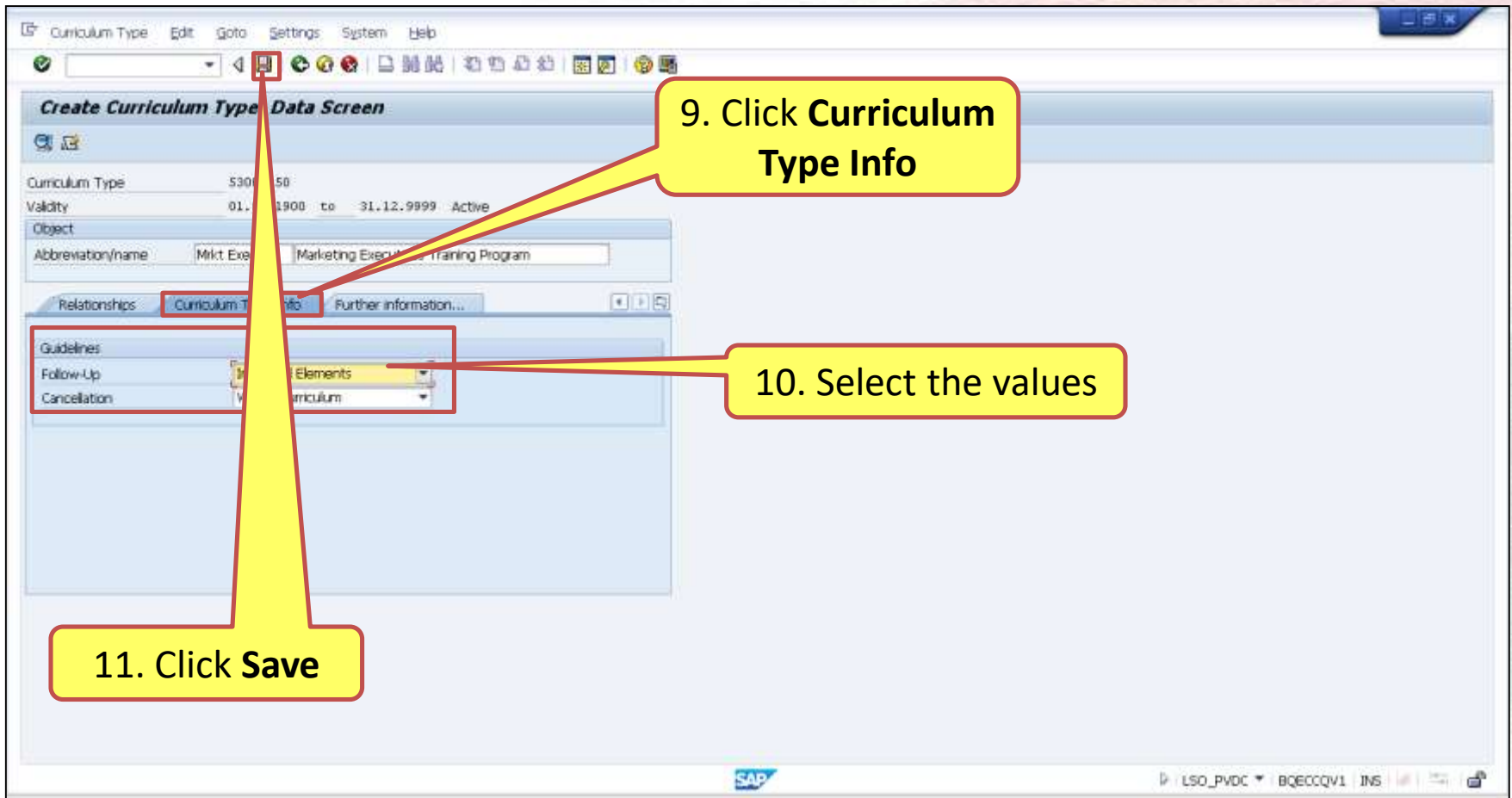


The screenshot shows the SAP 'Create Curriculum Type: Data Screen' interface. The 'Relationships' tab is selected and highlighted with a red box. A yellow callout box with a red border points to this tab, containing the text '8. Click Relationships'. The 'Overview' table below the tabs displays the following data:

| Rel'ship | Obj. Type | ID ref.object | Abbr. | P.. F... |
|----------------------|----------------------|---------------|-------|----------|
| Mandatory for | Cadre+Grade/Pay Band | | | |
| Mandatory for | Post | | | |
| Mandatory for | Employee | | | |
| Has Tutor | External person | | | |
| Has Tutor | Employee | 10000024 | K | |
| Is responsibility of | Employee | | | |

Training Catalog : Curriculum Type (DC)

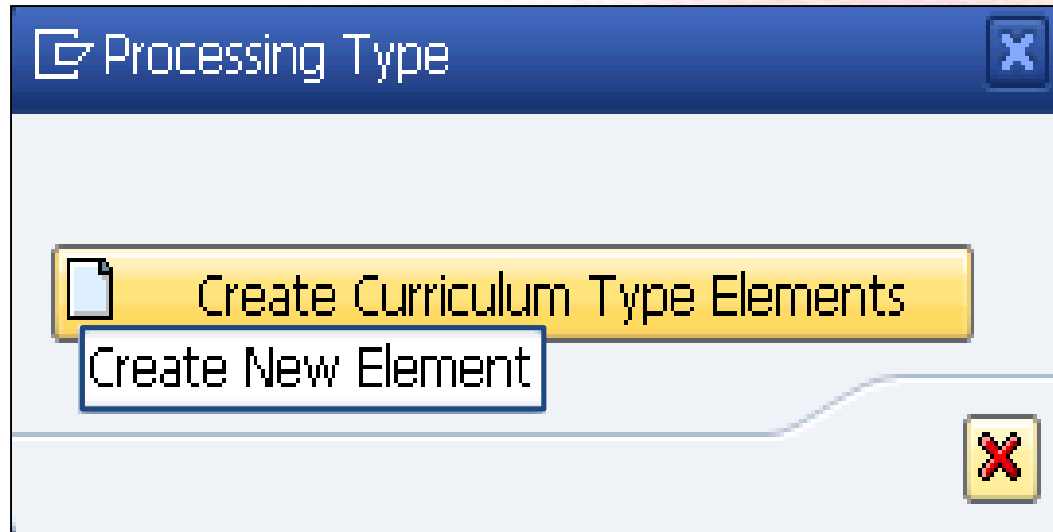
- Click 'Curriculum Type Info' tab.
- Select the values and click 'Save' button.



The screenshot shows the SAP 'Create Curriculum Type Data Screen'. The interface includes a menu bar (Curriculum Type, Edit, Goto, Settings, System, Help), a toolbar, and a main data entry area. The data entry area contains fields for Curriculum Type (5300050), Validity (01.12.1900 to 31.12.9999), and Object (Mkt. Exe. Marketing Executive Training Program). Below these fields are tabs for Relationships, Curriculum Type Info, and Further information... The Curriculum Type Info tab is selected and highlighted with a red box. A yellow callout box labeled '9. Click Curriculum Type Info' points to this tab. Below the tabs are sections for Guidelines, Follow-Up, and Cancellation. The Follow-Up section has a dropdown menu with 'Elements' selected, highlighted with a red box. A yellow callout box labeled '10. Select the values' points to this dropdown. At the bottom left, a yellow callout box labeled '11. Click Save' points to a save button in the toolbar. The SAP logo is visible at the bottom center, and the status bar at the bottom right shows 'LSO_PVDC | BQECQV1 | INS'.

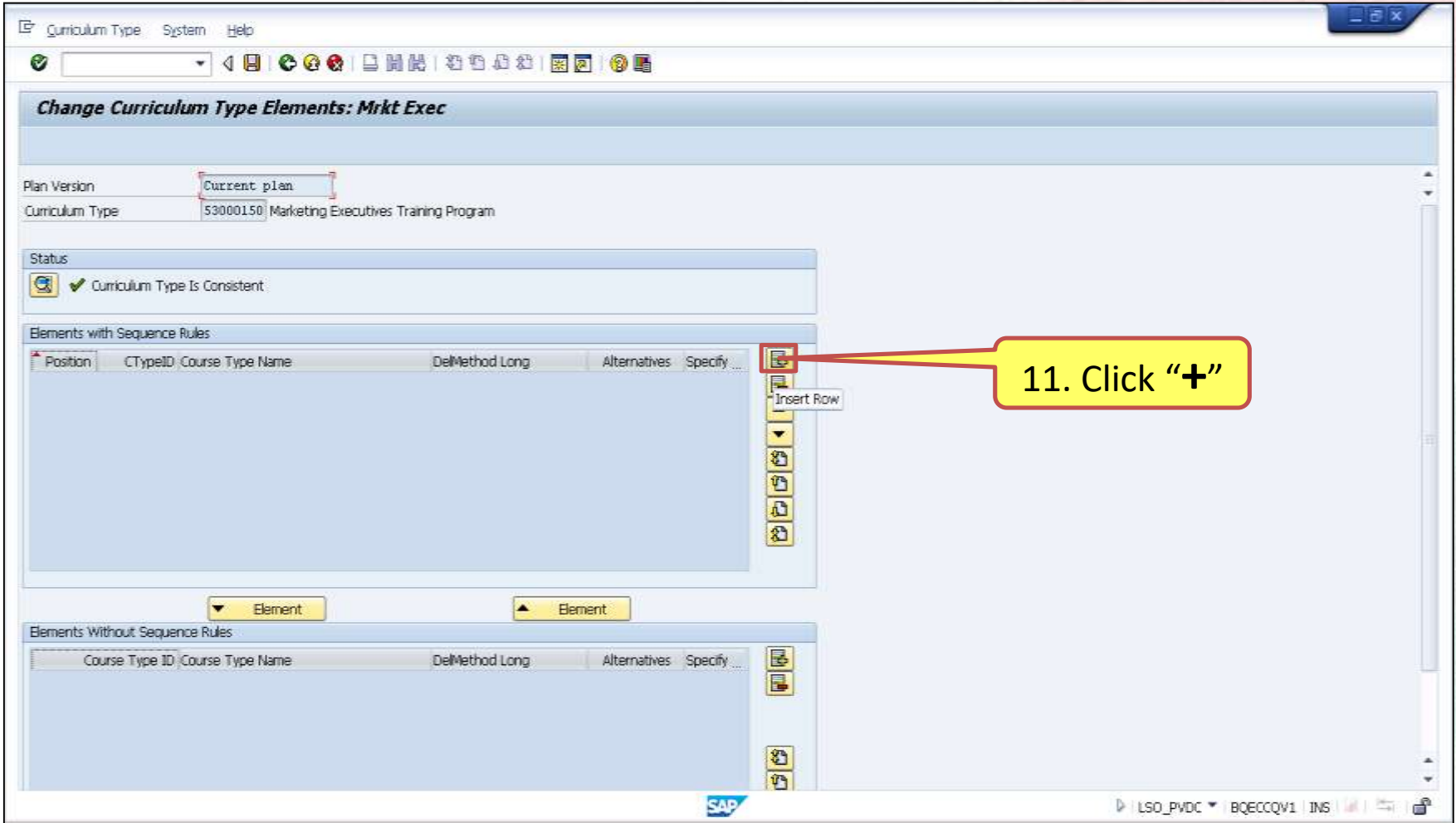
Training Catalog: Curriculum Type (DC)

- Click on the button to add the curriculum type elements.



Training Catalog: Curriculum Type (DC)

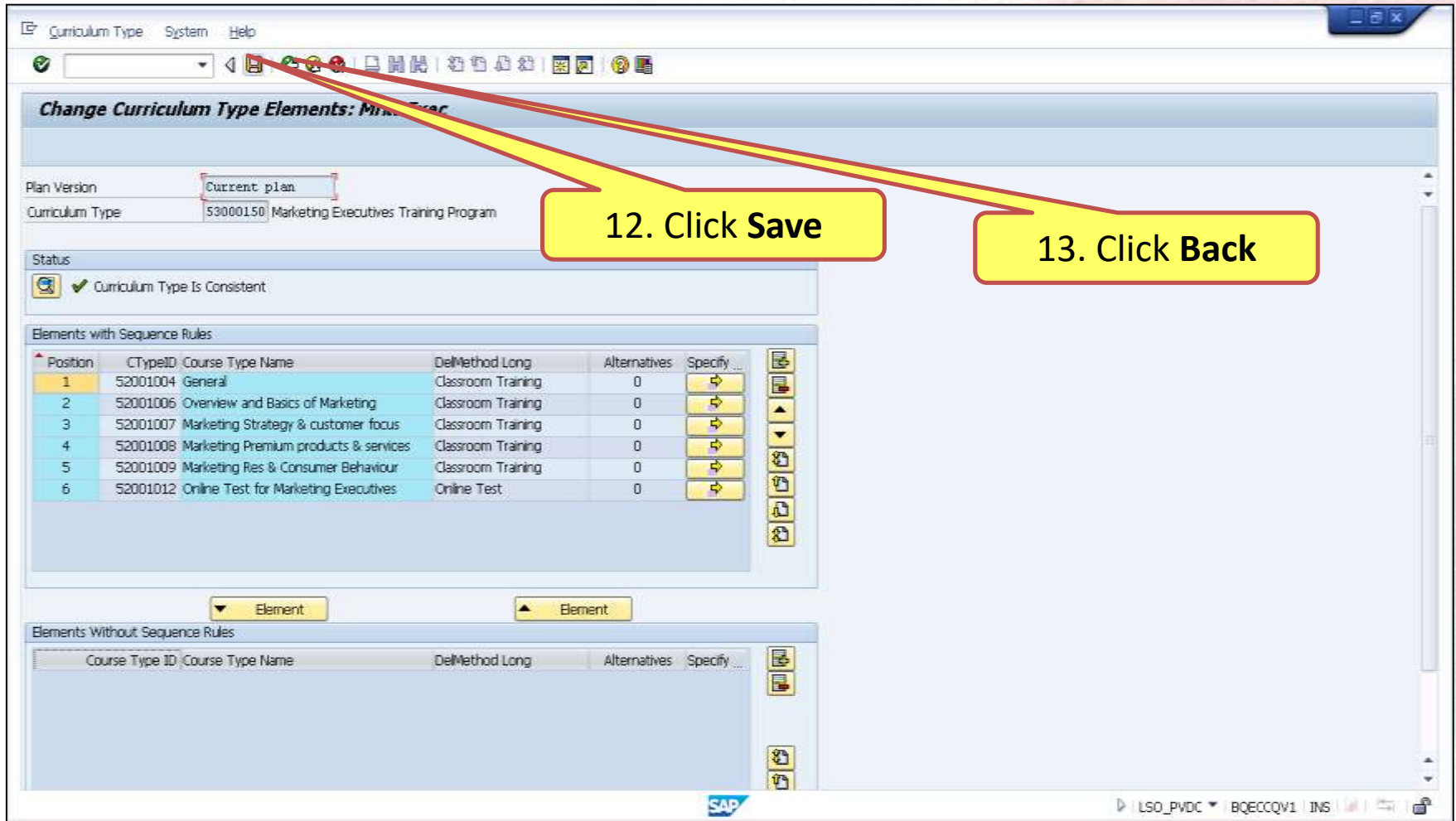
- Add the curriculum type elements by clicking the “+” button.



The screenshot shows the SAP 'Change Curriculum Type Elements: Mrkt Exec' window. The 'Plan Version' is 'Current plan' and the 'Curriculum Type' is '53000150 Marketing Executives Training Program'. The status is 'Curriculum Type Is Consistent'. The main area contains two tables: 'Elements with Sequence Rules' and 'Elements Without Sequence Rules'. Both tables have columns for 'Position', 'CTypeID', 'Course Type Name', 'DelMethod Long', 'Alternatives', and 'Specify...'. A red box highlights the '+' button in the 'Elements with Sequence Rules' table, with a callout box containing the text '11. Click “+”'. The SAP logo is visible at the bottom center, and the system status bar at the bottom right shows 'LSO_PVDC | BQECQV1 | INS'.

Training Catalog : Curriculum Type (DC)

- Click 'Save' button and then 'Back' button.



The screenshot shows the SAP 'Change Curriculum Type Elements' interface. The 'Plan Version' is 'Current plan' and the 'Curriculum Type' is '53000150 Marketing Executives Training Program'. The status is 'Curriculum Type Is Consistent'. The table below lists the curriculum elements with their positions, IDs, names, methods, and alternatives.

| Position | CTypeID | Course Type Name | DelMethod Long | Alternatives | Specify ... |
|----------|----------|---------------------------------------|--------------------|--------------|-------------|
| 1 | 52001004 | General | Classroom Training | 0 | [Buttons] |
| 2 | 52001006 | Overview and Basics of Marketing | Classroom Training | 0 | [Buttons] |
| 3 | 52001007 | Marketing Strategy & customer focus | Classroom Training | 0 | [Buttons] |
| 4 | 52001008 | Marketing Premium products & services | Classroom Training | 0 | [Buttons] |
| 5 | 52001009 | Marketing Res & Consumer Behaviour | Classroom Training | 0 | [Buttons] |
| 6 | 52001012 | Online Test for Marketing Executives | Online Test | 0 | [Buttons] |

Callout 12 points to the 'Save' button in the top toolbar. Callout 13 points to the 'Back' button in the top toolbar.

Create Training Catalog

- Summary
- In this lesson we have learnt about
- Training Catalogs, which include
 - Course Groups
 - Course Types
 - Curriculum Types



Setup Training Calendar

Training Calendar: Objectives

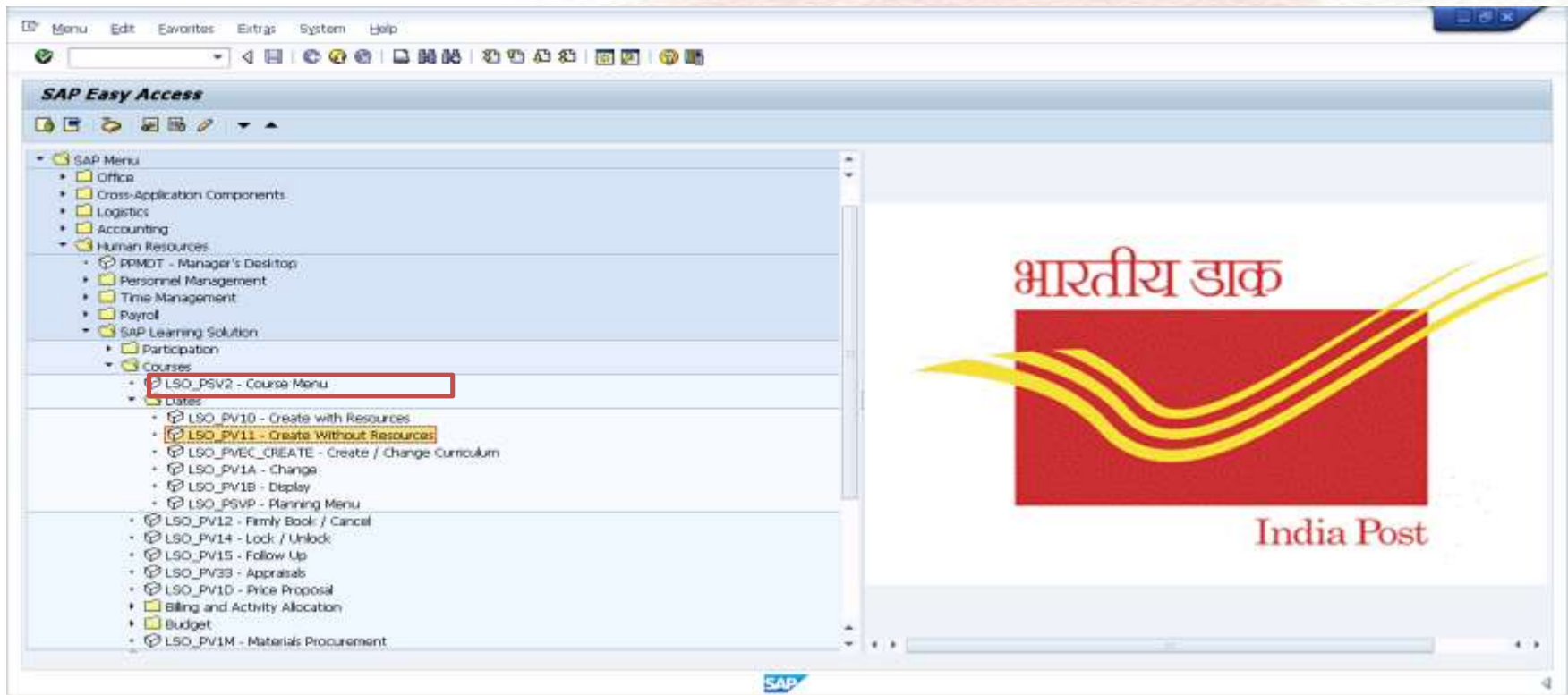
In this lesson, we shall Learn to:

- Training Calendar
 - Course (E)
 - Curriculum (EC)

Training Calendar: Create Course

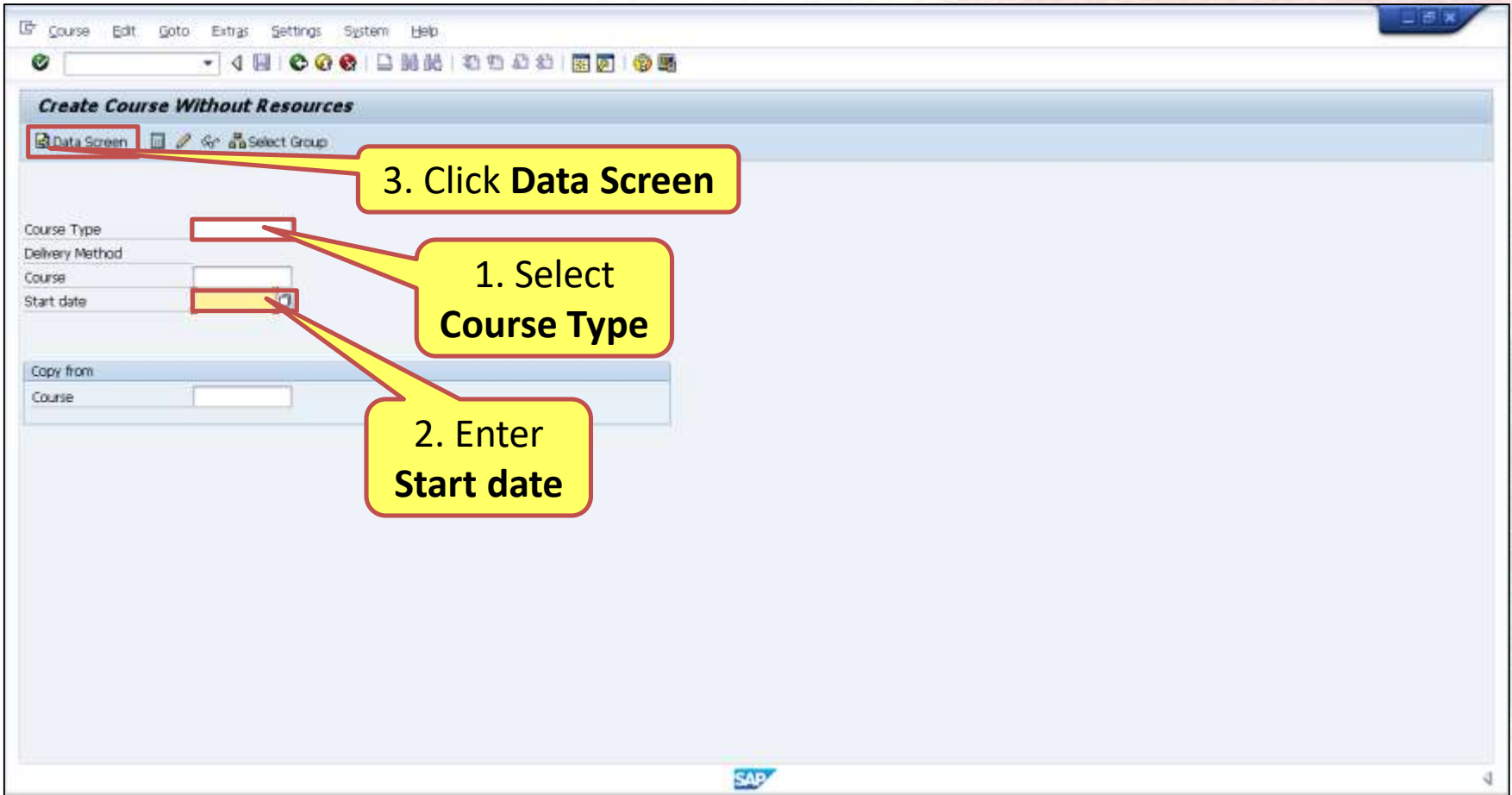
Create Course without Resources for a Course Type

- Login to the SAP system with valid credentials.
- SAP Menu → Human Resources → SAP Learning Solution → Courses → Dates → LSO_PV11 – Create Without Resources or execute Transaction code LSO_PV11



Training Calendar: Create Course

- Select 'Course Type'.
- Enter 'Start date' and click 'Data Screen' button.



3. Click Data Screen

1. Select Course Type

2. Enter Start date

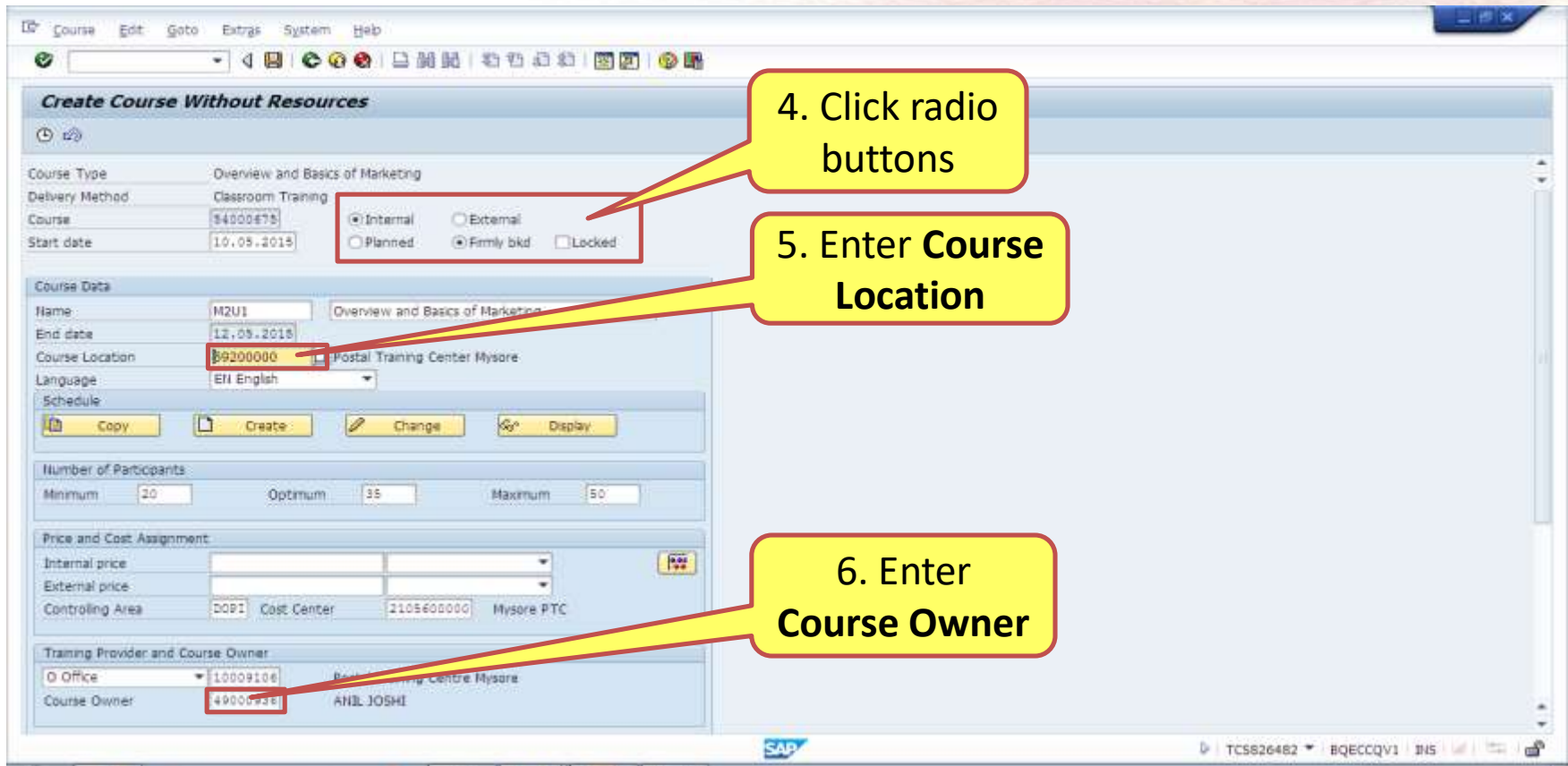
Course Type
Delivery Method
Course
Start date
Copy from
Course

Data Screen Select Group

SAP

Training Calendar: Create Course

- Click the radio buttons to select the options for Course and Start date.
- Enter 'Course Location'.
- Enter 'Organizer' and 'Course Owner'. Click 'Save' button.



4. Click radio buttons

5. Enter Course Location

6. Enter Course Owner

Course Data

| | | |
|-----------------|------------|----------------------------------|
| Name | M2U1 | Overview and Basics of Marketing |
| End date | 12.05.2018 | |
| Course Location | 89200000 | Postal Training Center Mysore |
| Language | EN English | |

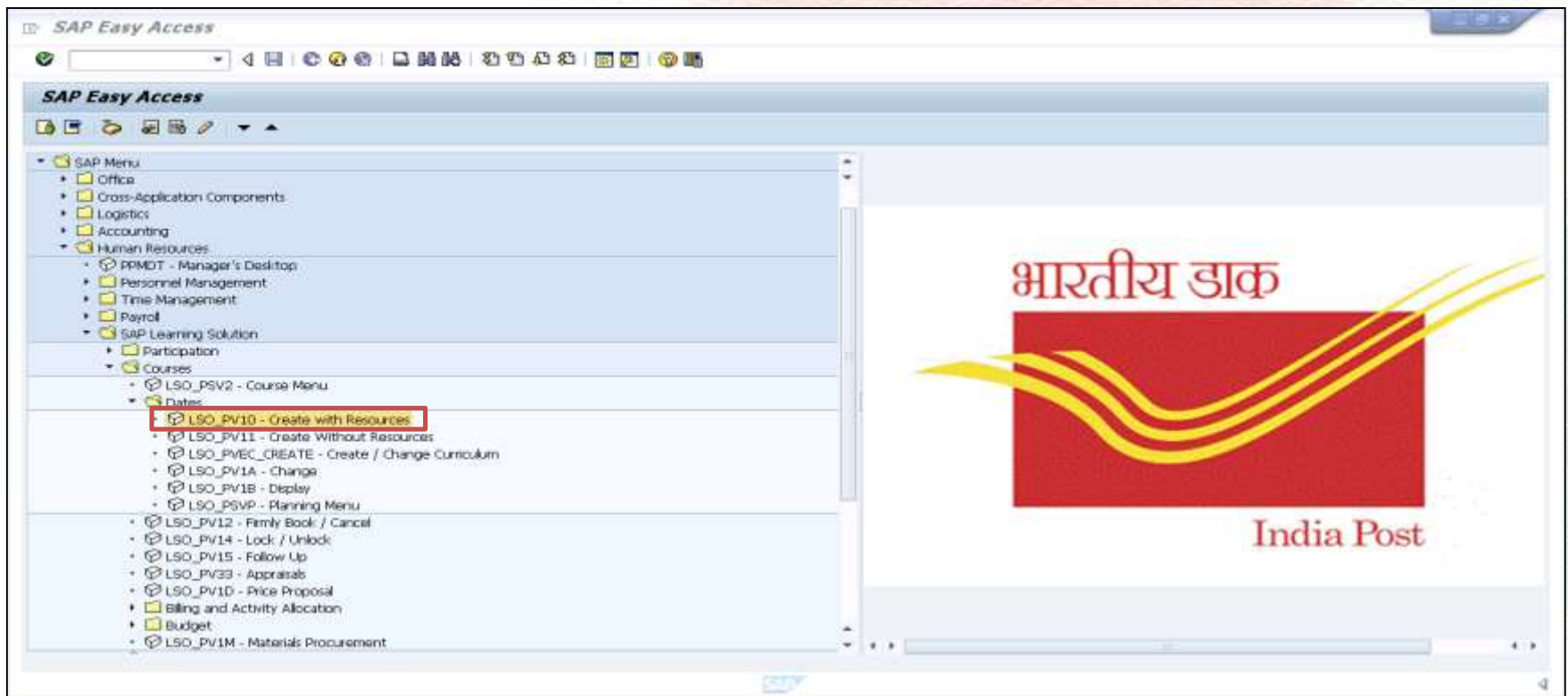
Training Provider and Course Owner

| | | |
|--------------|----------|-------------------------------|
| Office | 10009106 | Postal Training Centre Mysore |
| Course Owner | 49009381 | ANIL JOSHI |

Training Calendar: Create Course

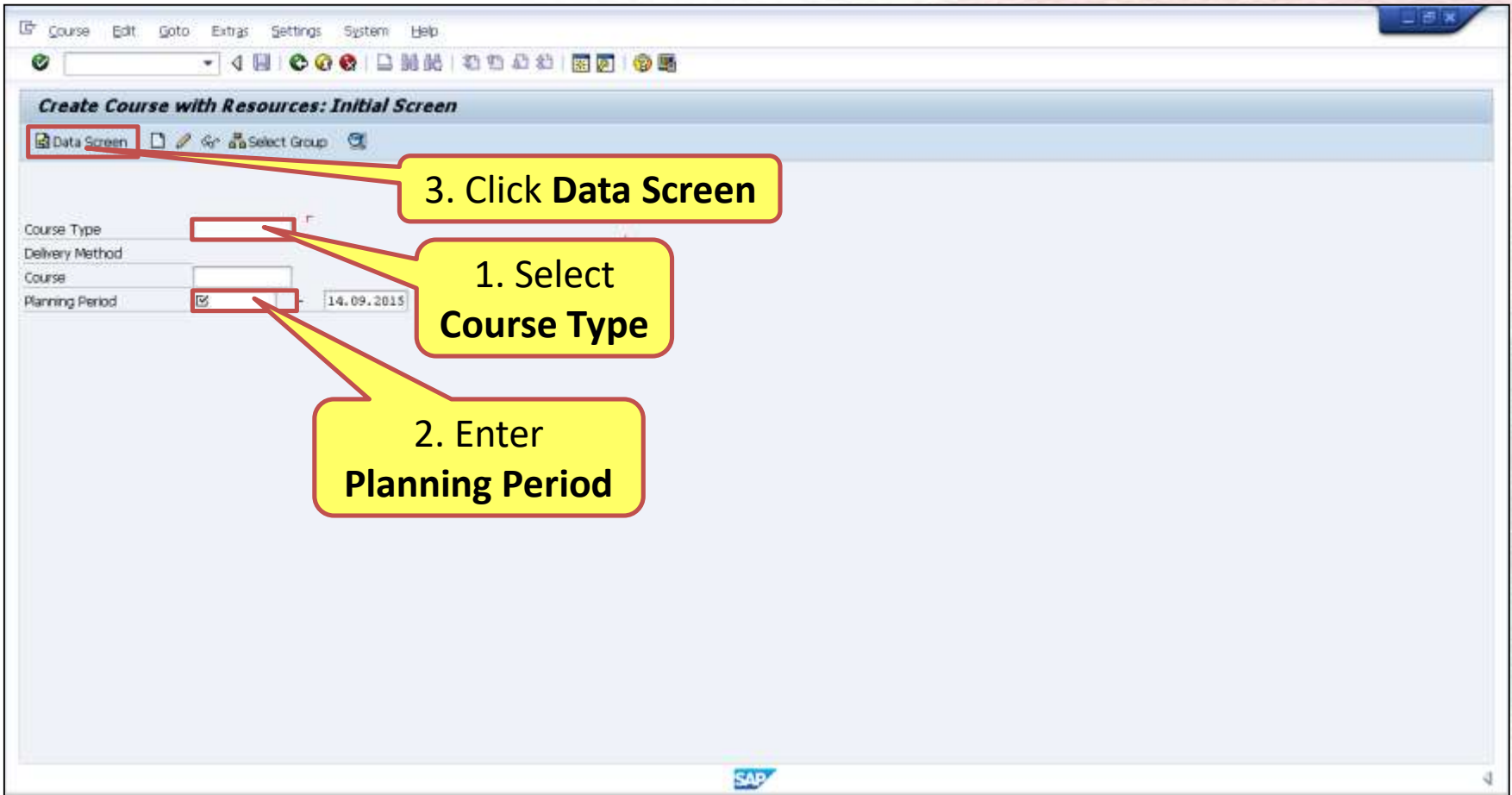
Create Course with Resources for a Course Type

- Login to the SAP system with valid credentials.
- SAP Menu → Human Resources → SAP Learning Solution → Courses → Dates → LSO_PV10 – Create with Resources or execute Transaction code LSO_PV10



Training Calendar: Create Course

- Select 'Course Type'.
- Enter 'Planning Period' and click 'Data Screen' button.



The screenshot shows the SAP 'Create Course with Resources: Initial Screen' interface. The window title is 'Create Course with Resources: Initial Screen'. The menu bar includes 'Course', 'Edit', 'Goto', 'Extras', 'Settings', 'System', and 'Help'. The toolbar contains icons for 'Data Screen', 'Select Group', and other functions. The main area contains the following fields:

| | |
|-----------------|--|
| Course Type | <input type="text"/> |
| Delivery Method | <input type="text"/> |
| Course | <input type="text"/> |
| Planning Period | <input checked="" type="checkbox"/> 14.09.2015 |

Annotations on the screenshot:

1. Select Course Type (points to the Course Type field)
2. Enter Planning Period (points to the Planning Period field)
3. Click Data Screen (points to the Data Screen button)

Training Calendar: Create Course

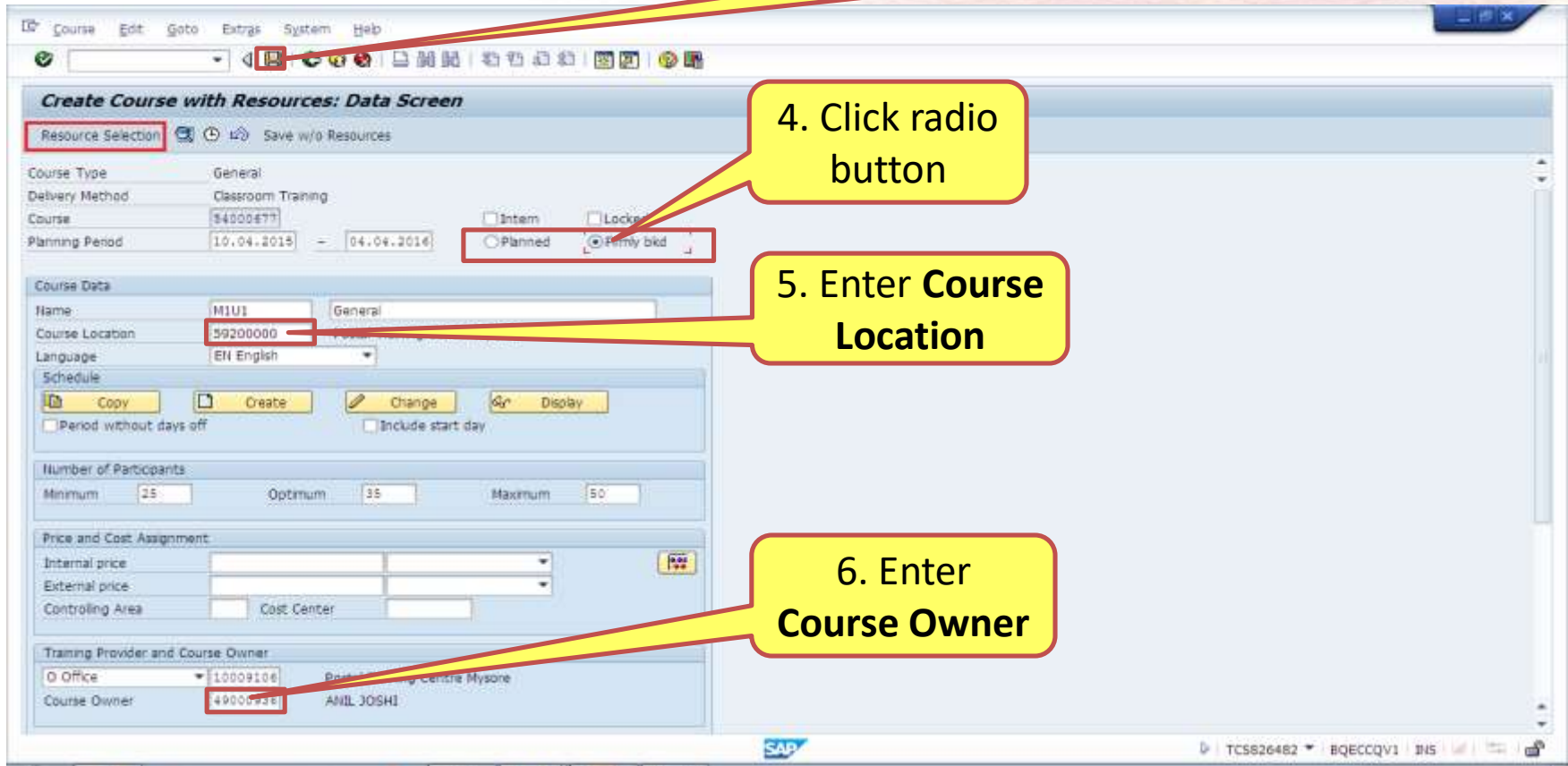
- Click the radio button to select an option for the Planning Period.
- Enter 'Course Location'.
- Enter 'Organizer' and 'Course Owner'.

7. Click **Save**

4. Click radio button

5. Enter **Course Location**

6. Enter **Course Owner**

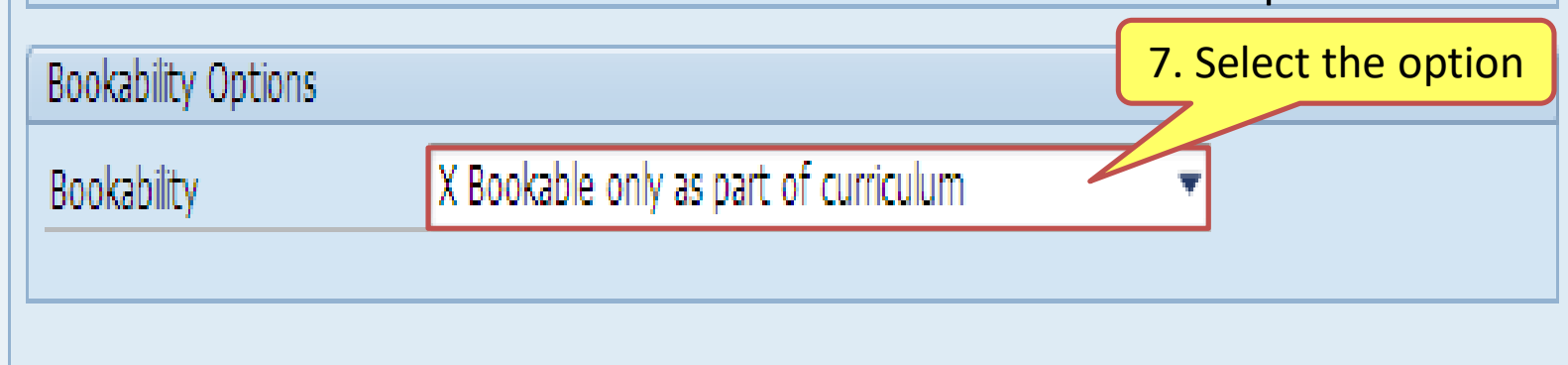


The screenshot shows the SAP 'Create Course with Resources: Data Screen' interface. The 'Resource Selection' tab is active. The 'Planning Period' is set to 10.04.2015 to 04.04.2016. The 'Planned' radio button is selected. The 'Course Location' field contains '59200000'. The 'Course Owner' field contains '49000938'. The 'Course Type' is 'General' and the 'Delivery Method' is 'Classroom Training'. The 'Course' field contains 'S4000E77'. The 'Course Data' section includes 'Name: MIU1', 'Language: EN English', and 'Schedule' options. The 'Number of Participants' section shows 'Minimum: 25', 'Optimum: 35', and 'Maximum: 50'. The 'Price and Cost Assignment' section includes 'Internal price', 'External price', and 'Controlling Area'. The 'Training Provider and Course Owner' section shows 'Office: 10009106' and 'Course Owner: ANIL JOSHI'.

Training Calendar: Create Course

- For 'Bookability' field, select "Bookable only as part of curriculum" option.

Screenshot continued from previous slide



The screenshot shows a form titled "Bookability Options". It contains a field labeled "Bookability" with a dropdown menu. The selected option is "X Bookable only as part of curriculum". A yellow callout box with a red border points to the dropdown menu, containing the text "7. Select the option".

| Bookability Options | |
|---------------------|---------------------------------------|
| Bookability | X Bookable only as part of curriculum |

Training Calendar: Create Course

Resource Selection: Overview






Planning Period -

Date Proposal -

Location Postal Training Center Mysore

Period without days off

Resource reqmts

| A | Resource type | | Reqmnt | Avail. % | Remain% | Reqd | Multi | Critical | |
|---|---|---|--------|----------|---------|-------------------------------------|--------------------------|-------------------------------------|---|
| |  <u>TCS Instructor</u> |  | 1.00 | 0.00 | 100.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| |  <u>Kabini Lab</u> |  | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Auto resource assgmt
 Resource Reservation

 Schedule

Training Calendar: Create Course

🏠 Resource Selection: Overview
✕

Planning Period 29.09.2014 - 14.09.2015

Date Proposal 29.09.2014 - 29.09.2014
◀ ▶

Location 59200000 Postal Training Center Mysore

Period without days off

Resource reqmts

| A | Resource type | | Reqmnt | Avail. % | Remain% | Reqd | Multi | Critical | |
|---|----------------------|---|--------|----------|---------|-------------------------------------|--------------------------|--------------------------|---|
| | Internal Instructors | = | 1.00 | 300.00 | 0.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ⋮ |
| | Kabini Lab | = | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ⋮ |
| | | | | | | | | | ▲ |
| | | | | | | | | | ▼ |

Auto resource assgmt

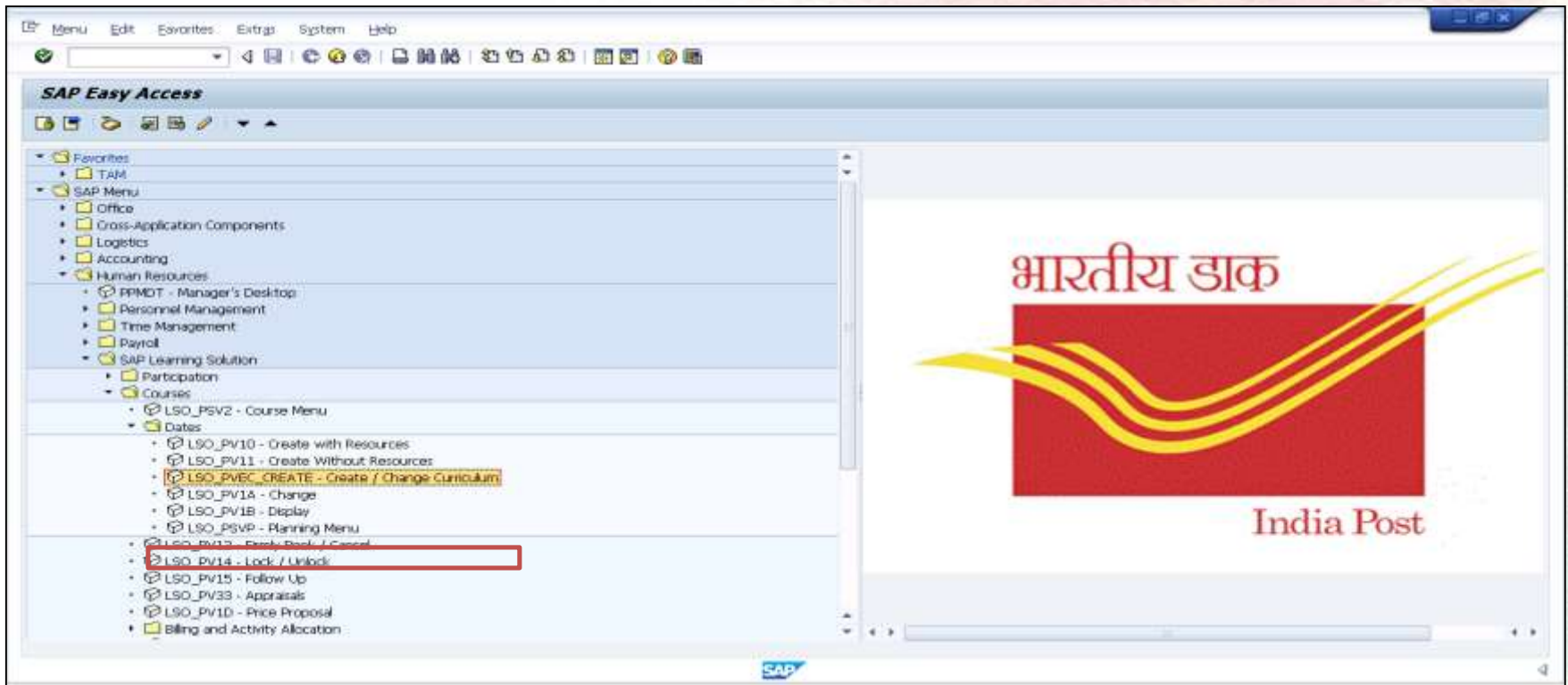
Resource Reservation

Schedule

Key<->Text

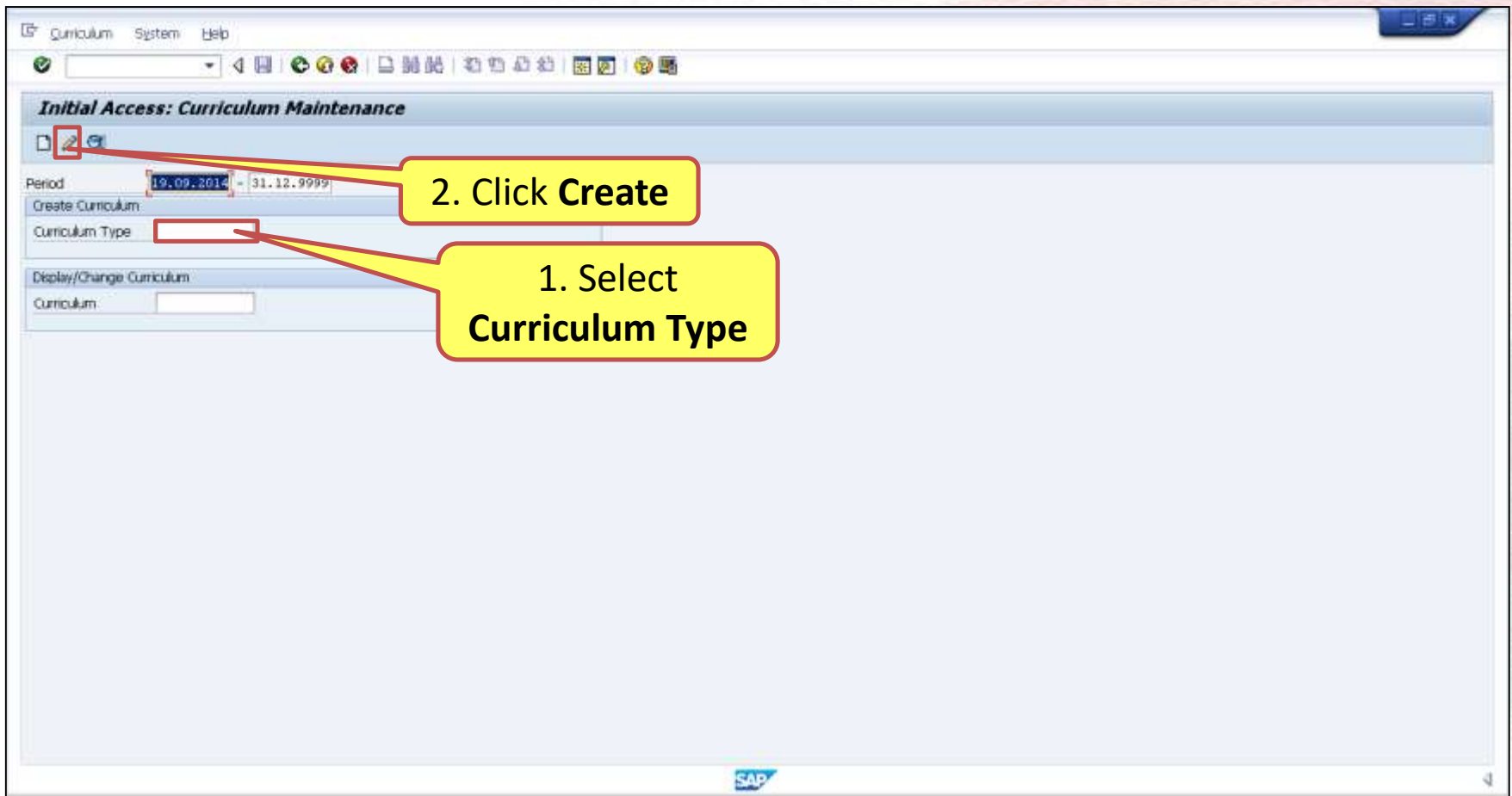
Training Calendar: Create Curriculum for Training Program (EC)

- SAP Menu → Human Resources → SAP Learning Solution → Courses → LSO_PVEC_CREATE - Create / Change Curriculum or execute Transaction code LSO_PVEC_CREATE



Training Calendar: Create Curriculum for Training Program (EC)

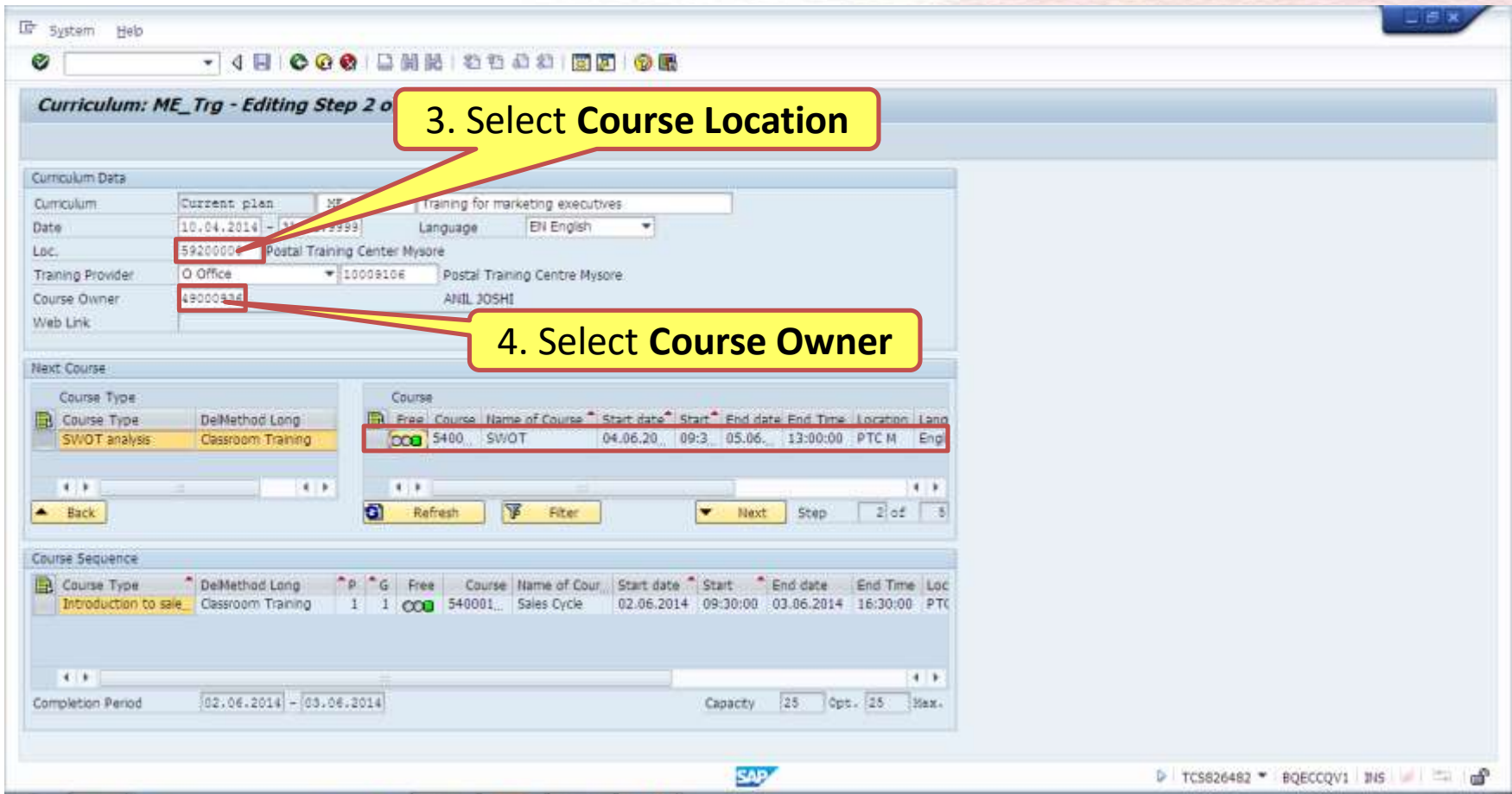
- Select 'Curriculum Type'.
- Click 'Create' button.



The screenshot shows the SAP 'Initial Access: Curriculum Maintenance' screen. The interface includes a menu bar with 'Curriculum', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is divided into sections: 'Period' (19.09.2014 - 31.12.9999), 'Create Curriculum' (with a 'Curriculum Type' dropdown menu), and 'Display/Change Curriculum' (with a 'Curriculum' input field). Two yellow callout boxes with red borders provide instructions: '1. Select Curriculum Type' points to the dropdown menu, and '2. Click Create' points to the 'Create' button in the toolbar.

Training Calendar: Create Curriculum for Training Program (EC)

- Select 'Course Location' and 'Course Owner'.
- Select all the courses one by one and click 'Save' button.



The screenshot shows the SAP Training Administration interface for editing a curriculum. The title bar indicates 'Curriculum: ME_Trg - Editing Step 2 of 3'. The main window is divided into several sections:

- Curriculum Data:** This section contains fields for Curriculum, Date (10.04.2014), Language (EN English), Loc. (5920000 Postal Training Center Mysore), Training Provider (O Office), Course Owner (49000304), and Web Link.
- Next Course:** This section displays a table of courses. The first row is highlighted with a red box and labeled '3. Select Course Location'. The second row is also highlighted with a red box and labeled '4. Select Course Owner'.
- Course Sequence:** This section displays a table of courses in a sequence. The first row is highlighted with a red box.

The 'Next Course' table has the following data:

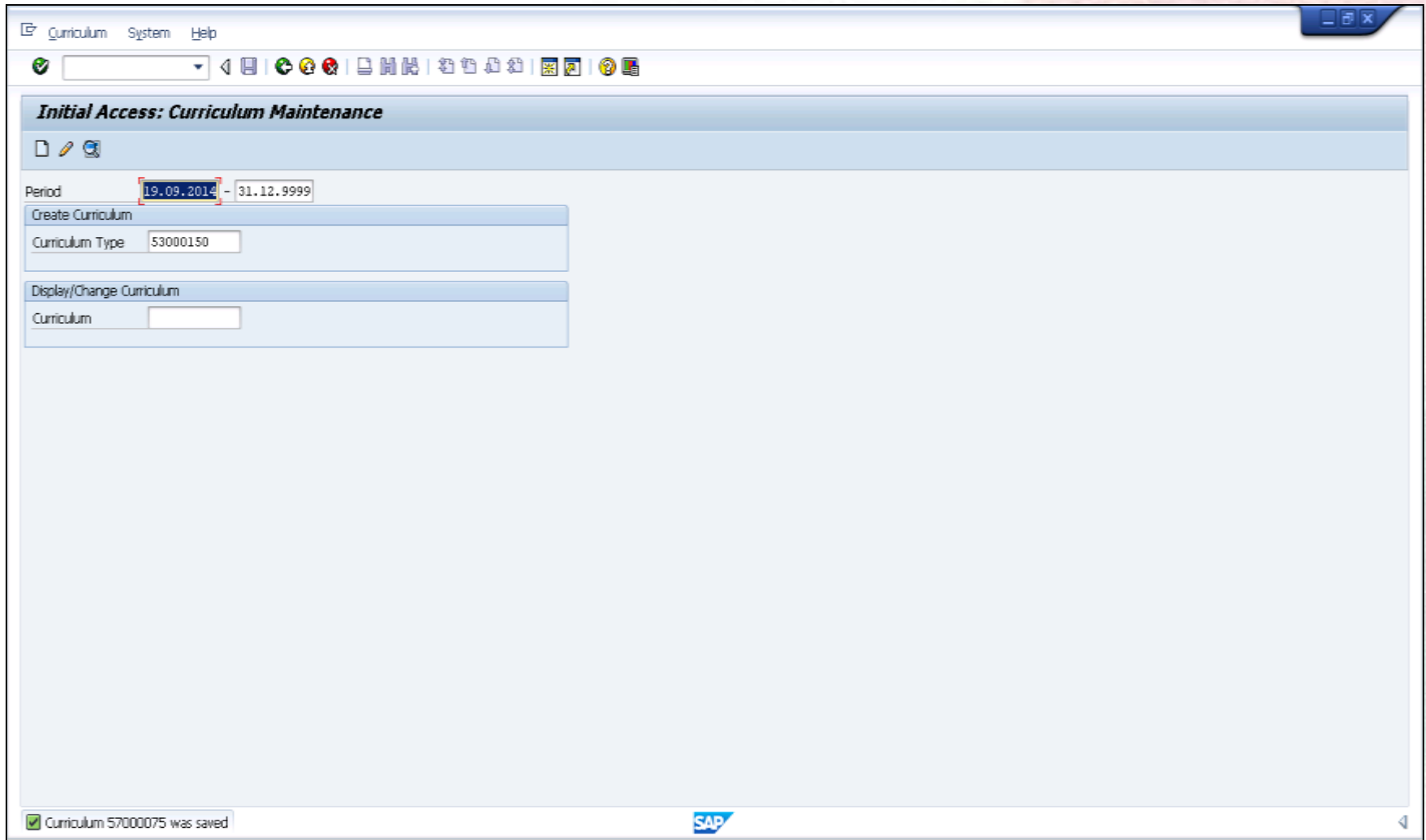
| Free | Course | Name of Course | Start date | Start | End date | End Time | Location | Lang |
|------|---------|----------------|-------------|---------|----------|----------|----------|------|
| 000 | 5400... | SWOT | 04.06.20... | 09:3... | 05.06... | 13:00:00 | PTC M | Eng |

The 'Course Sequence' table has the following data:

| Course Type | DeMethod | Lang | P | G | Free | Course | Name of Cour | Start date | Start | End date | End Time | Loc |
|----------------------|--------------------|------|---|---|------|-----------|--------------|------------|----------|------------|----------|-----|
| Introduction to sale | Classroom Training | | 1 | 1 | 000 | 540001... | Sales Cycle | 02.06.2014 | 09:30:00 | 03.06.2014 | 16:30:00 | PTC |

The 'Completion Period' is set to 02.06.2014 - 03.06.2014. The 'Capacity' is 25, 'Opt.' is 25, and 'Max.' is 25.

Training Calendar: Create Curriculum for Training Program (EC)



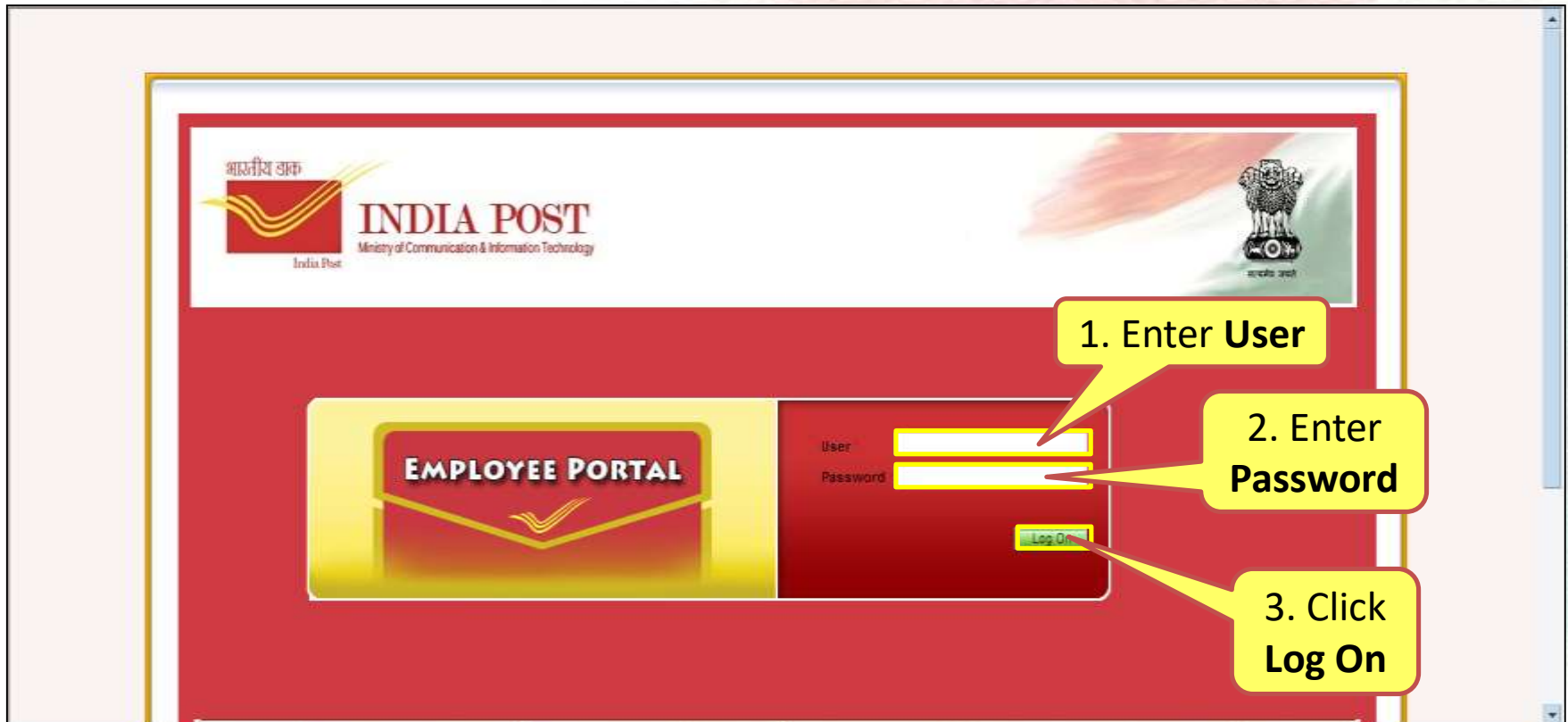
The screenshot shows the SAP Curriculum Maintenance interface. The title bar reads "Curriculum System Help". The main area is titled "Initial Access: Curriculum Maintenance" and contains two sections:

- Create Curriculum:** Includes a "Period" field with a date range of 19.09.2014 - 31.12.9999 and a "Curriculum Type" dropdown menu set to 53000150.
- Display/Change Curriculum:** Includes a "Curriculum" input field.

A status bar at the bottom left indicates "Curriculum 57000075 was saved". The SAP logo is visible in the bottom right corner.

Training Calendar: Generate and Publish

- Login to the Employee Portal with valid credentials.
- Enterprise Portal → Training Manager → Overview → Training Calendar

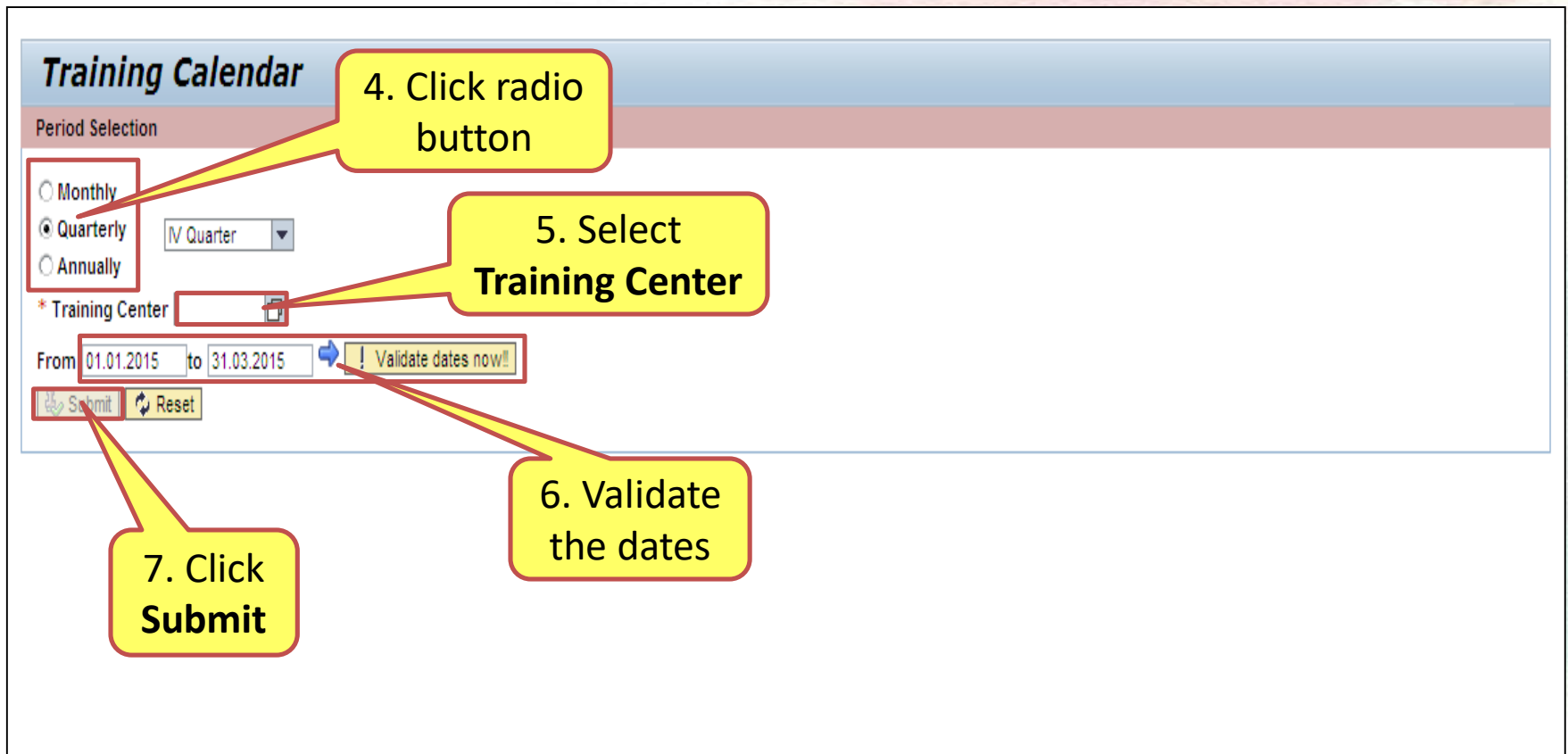


The screenshot shows the India Post Employee Portal login interface. The page features the India Post logo and the text 'INDIA POST Ministry of Communication & Information Technology' at the top. Below this, there is a large yellow button labeled 'EMPLOYEE PORTAL'. To the right of this button is a login form with two input fields: 'User' and 'Password', and a 'Log On' button. Three yellow callout boxes with numbered instructions point to these elements:

1. Enter User
2. Enter Password
3. Click Log On

Training Calendar: Generate and Publish

- Click radio button to select the period for training calendar.
- Select 'Training Center'.
- Validate the dates and click 'Submit' button.

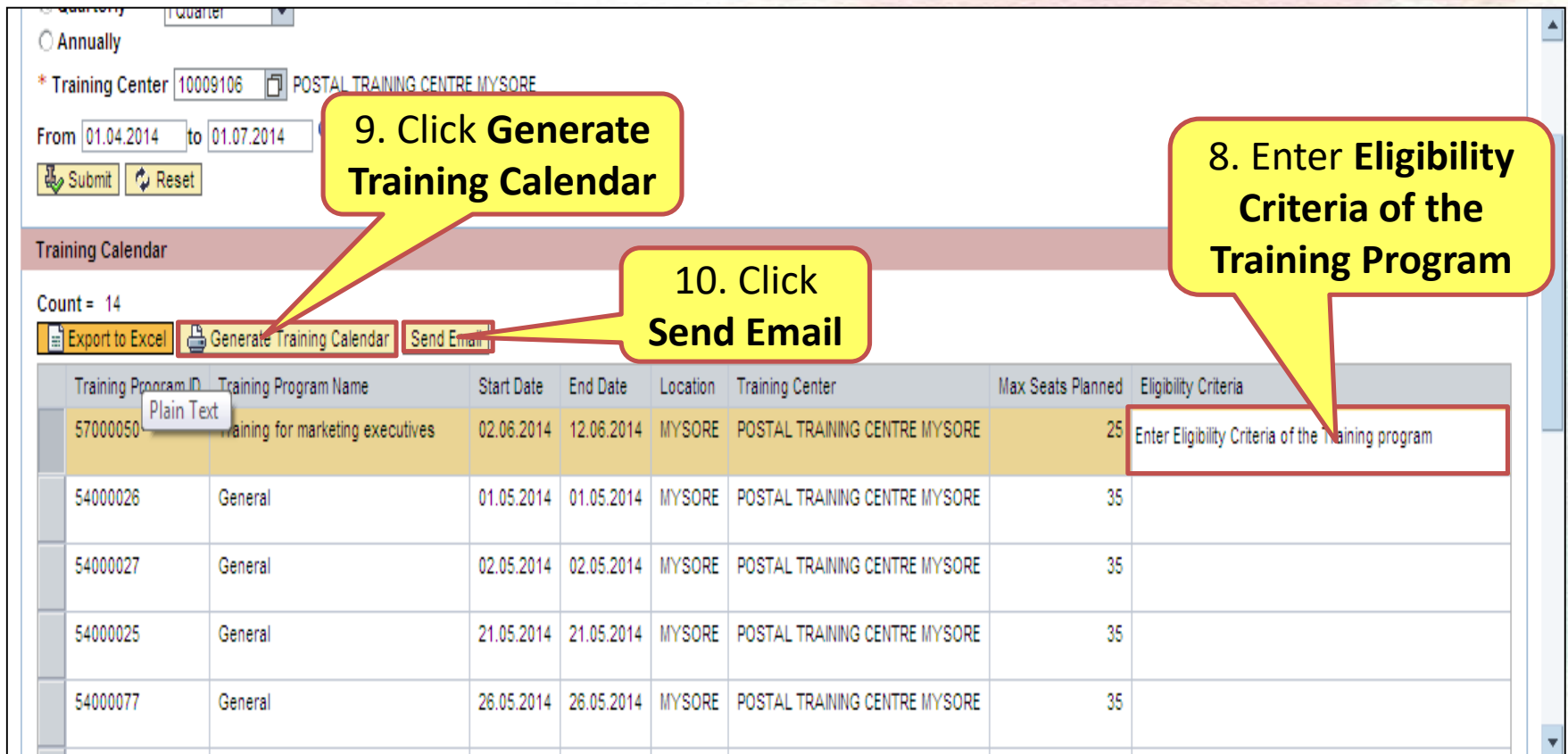


The screenshot shows a web form titled "Training Calendar" with a "Period Selection" section. The form includes radio buttons for "Monthly", "Quarterly" (selected), and "Annually". A dropdown menu shows "IV Quarter". A required field for "Training Center" is empty. The date range is set from "01.01.2015" to "31.03.2015", with a "Validate dates now!!" button. At the bottom are "Submit" and "Reset" buttons. Yellow callout boxes with red borders point to these elements:

- 4. Click radio button
- 5. Select Training Center
- 6. Validate the dates
- 7. Click Submit

Training Calendar: Generate and Publish

- Enter 'Eligibility Criteria of the Training Program' if any.
- Click 'Generate Training Calendar' button.
- Enter the Employee number by clicking 'Send Email' button.



Quarter: [Dropdown]

Annually

* Training Center: 10009106 POSTAL TRAINING CENTRE MYSORE

From: 01.04.2014 to 01.07.2014

9. Click Generate Training Calendar

8. Enter Eligibility Criteria of the Training Program

10. Click Send Email

Training Calendar

Count = 14

| Training Program ID | Training Program Name | Start Date | End Date | Location | Training Center | Max Seats Planned | Eligibility Criteria |
|---------------------|-----------------------------------|------------|------------|----------|-------------------------------|-------------------|--|
| 57000050 | Training for marketing executives | 02.06.2014 | 12.06.2014 | MYSORE | POSTAL TRAINING CENTRE MYSORE | 25 | Enter Eligibility Criteria of the Training program |
| 54000026 | General | 01.05.2014 | 01.05.2014 | MYSORE | POSTAL TRAINING CENTRE MYSORE | 35 | |
| 54000027 | General | 02.05.2014 | 02.05.2014 | MYSORE | POSTAL TRAINING CENTRE MYSORE | 35 | |
| 54000025 | General | 21.05.2014 | 21.05.2014 | MYSORE | POSTAL TRAINING CENTRE MYSORE | 35 | |
| 54000077 | General | 26.05.2014 | 26.05.2014 | MYSORE | POSTAL TRAINING CENTRE MYSORE | 35 | |

Create Training Calendar

Summary

In this lesson we have learnt about

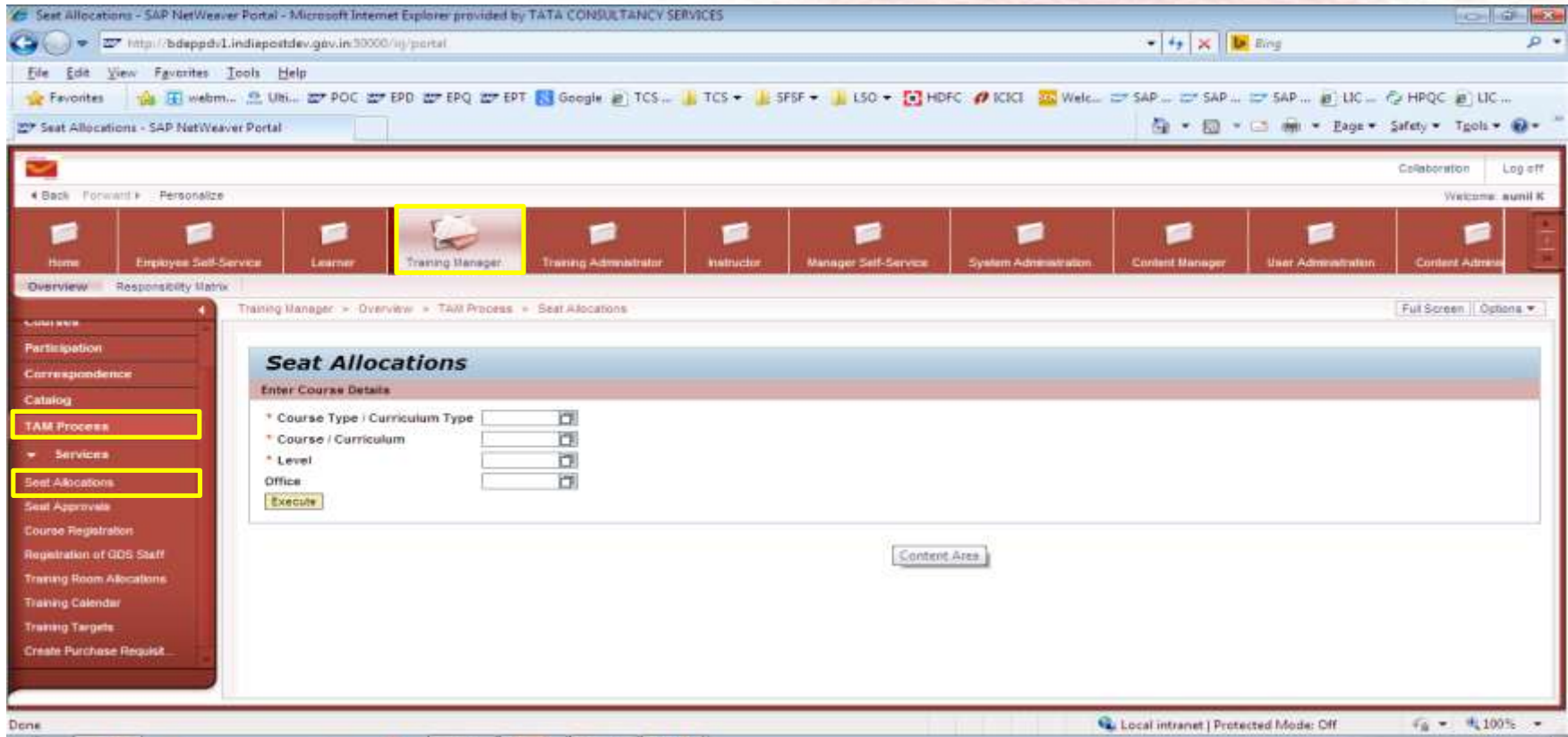
- Creating Courses
- Creating Curriculum
- Generating and Publishing a Calendar



Allocate/Reallocate Seats

Course Administration – Seat Allocation and Reallocation

- Login to the Employee Portal with valid credentials.
- Enterprise Portal → Training Manager → TAM Process → Seat Allocations



Seat Allocations - SAP NetWeaver Portal - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

http://bdeppds1.indiapostdev.gov.in:30000/ijportal

File Edit View Favorites Tools Help

Seat Allocations - SAP NetWeaver Portal

Home Employee Self-Service Learner **Training Manager** Training Administrator Instructor Manager Self-Service System Administration Content Manager User Administration Content Administration

Overview Responsibility Matrix

Training Manager > Overview > TAM Process > Seat Allocations

Full Screen Options

Seat Allocations

Enter Course Details

* Course Type / Curriculum Type

* Course / Curriculum

* Level

Office

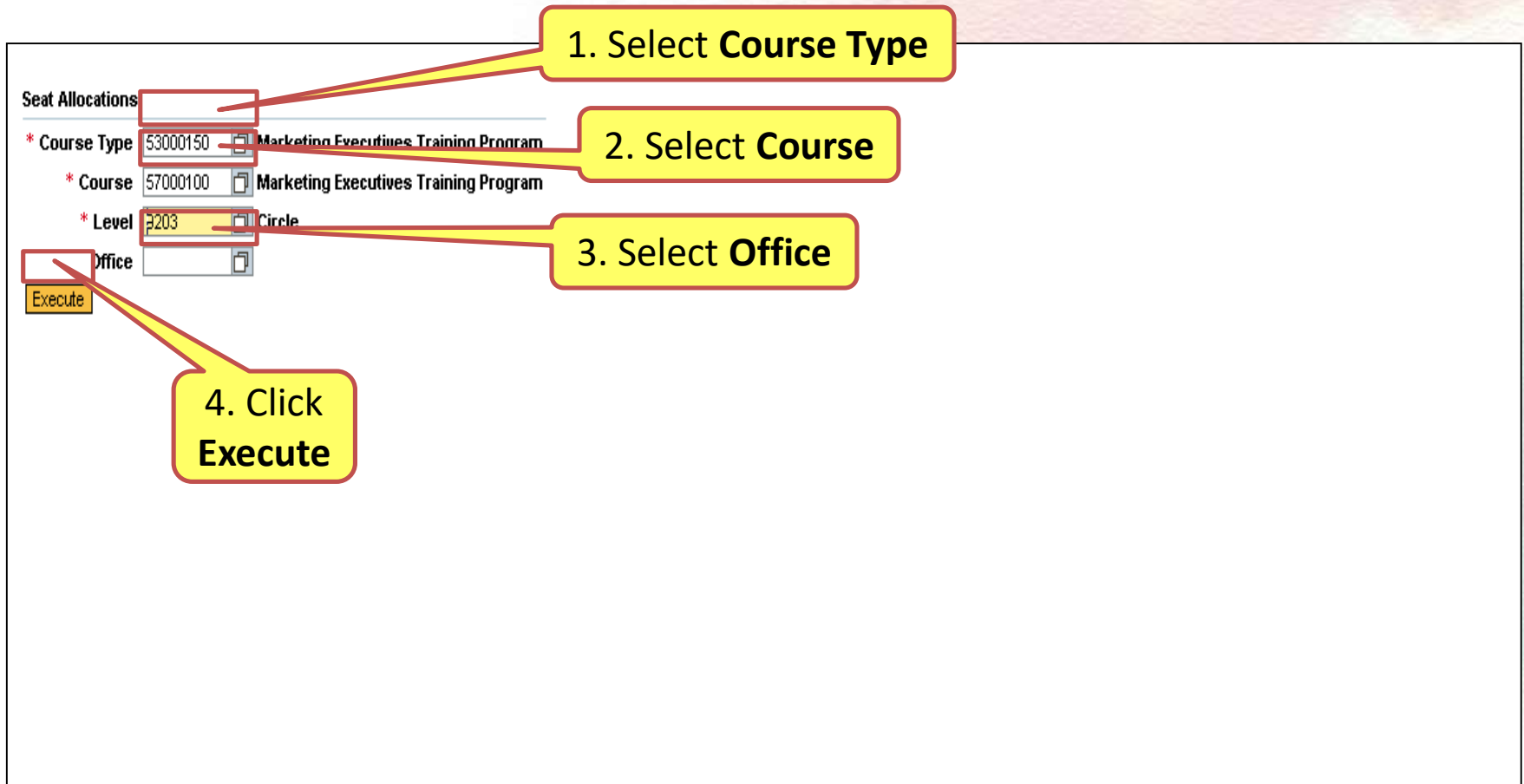
Execute

Content Area

Local intranet | Protected Mode: Off 100%

Course Administration – Seat Allocation and Reallocation

- Select 'Course Type' and 'Course'.
- Select 'Office'.
- Click 'Execute' button.



The screenshot shows a web form titled "Seat Allocations" with the following fields and callouts:

- 1. Select Course Type:** Points to the "Course Type" dropdown menu.
- 2. Select Course:** Points to the "Course" dropdown menu.
- 3. Select Office:** Points to the "Office" dropdown menu.
- 4. Click Execute:** Points to the "Execute" button.

The form contains the following data:

| Field | Value | Label |
|---------------|----------|---------------------------------------|
| * Course Type | 53000150 | Marketing Executives Training Program |
| * Course | 57000100 | Marketing Executives Training Program |
| * Level | 2203 | Circle |
| Office | | |

Course Administration – Seat Allocation and Reallocation

- Enter the seats to be allocated.
- Click the checkbox.
- Click 'Submit' button.

Actions

Course Details

Course: Marketing Executives Training Program
 Start Date: 01.11.2014
 End Date: 09.12.2014

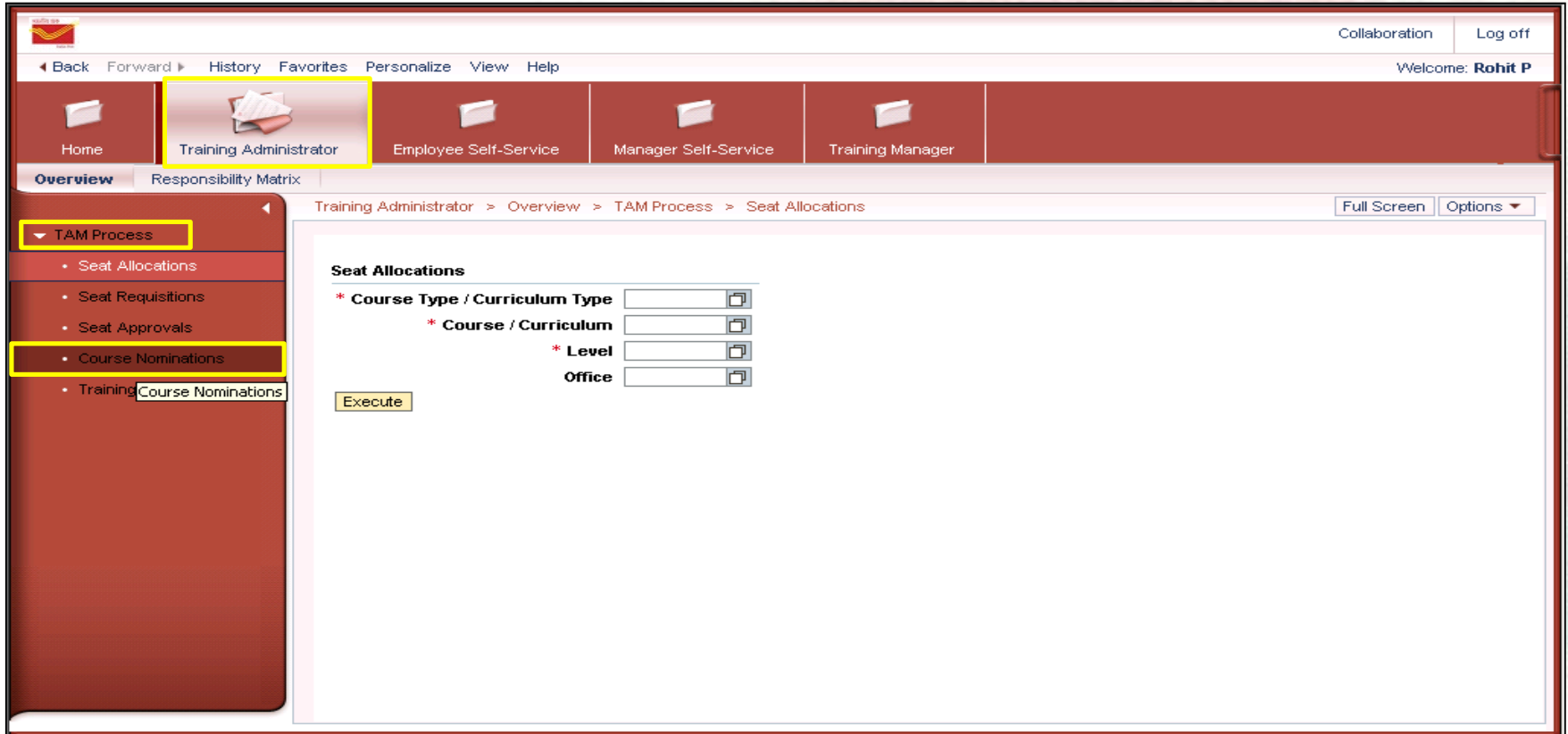
| Office ID | Office Name | Seats Allocated | Seats Requested | Seats Approved | Training Manager | Training Manager name | CHECKBOX |
|-----------|---|--------------------------------|-----------------|----------------|------------------|-----------------------|-------------------------------------|
| 10000090 | Karnataka Circle | <input type="text" value="0"/> | 0 | 0 | 49001015 | Ramesh D T | <input checked="" type="checkbox"/> |
| 10000091 | Circle Office O/o CPMG Karnataka Circle | 0 | 0 | 0 | | | <input type="checkbox"/> |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |



Nominate Employees

Class Scheduling: Nomination Process

- Login to the SAP system with valid credentials.
- DOP Portal → Training Administrator → TAM Process → Course Nominations



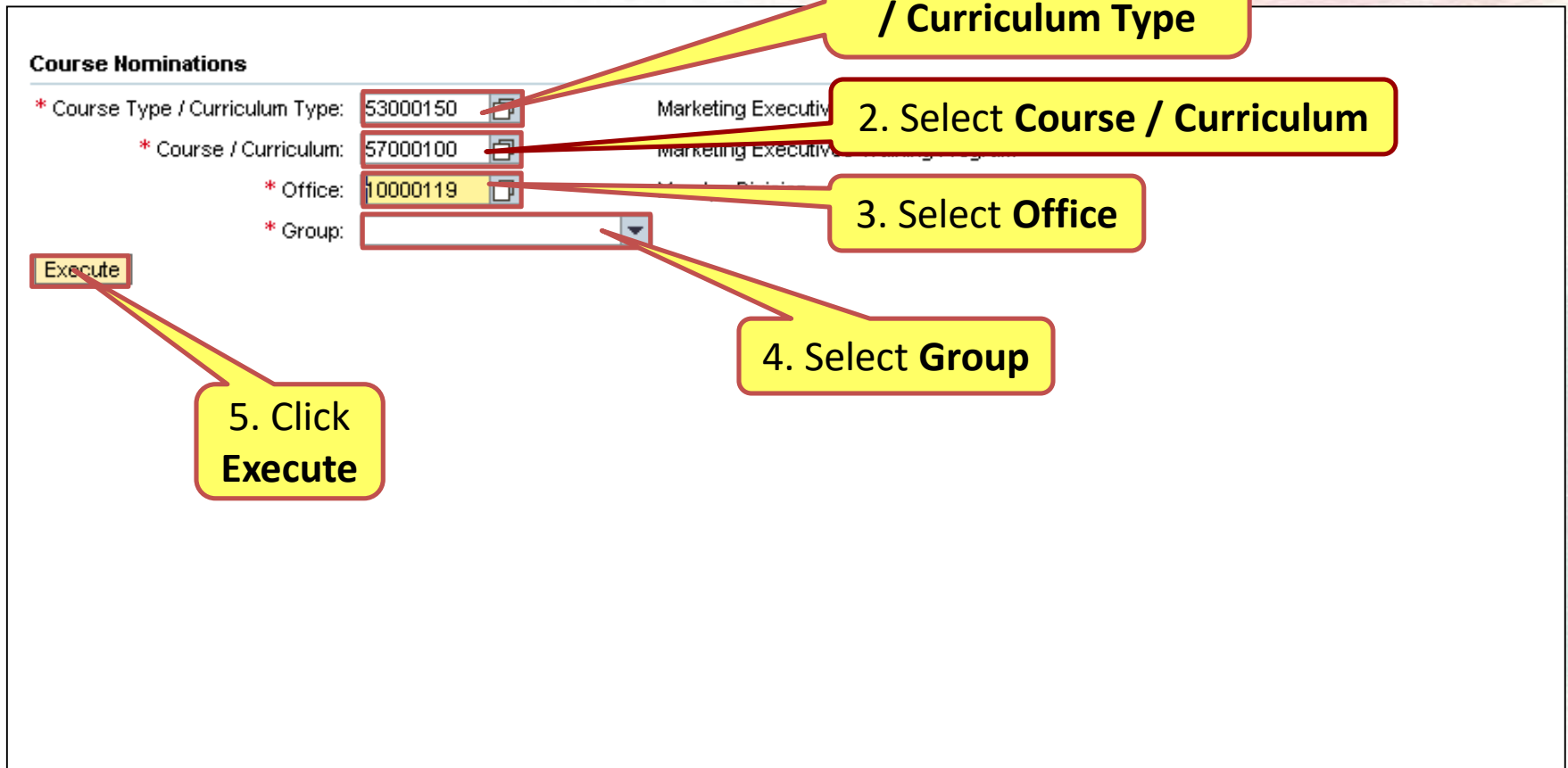
The screenshot displays the SAP Training Administration interface. The top navigation bar includes 'Home', 'Training Administrator', 'Employee Self-Service', 'Manager Self-Service', and 'Training Manager'. The 'Training Administrator' menu is highlighted. The left sidebar shows the 'TAM Process' menu with 'Course Nominations' selected. The main content area displays the 'Seat Allocations' form with the following fields:

- * Course Type / Curriculum Type
- * Course / Curriculum
- * Level
- Office

An 'Execute' button is located below the form fields. The breadcrumb trail at the top of the main content area reads: Training Administrator > Overview > TAM Process > Seat Allocations.

Class Scheduling: Nomination Process

- Select 'Course Type / Curriculum Type' and 'Course / Curriculum'.
- Select 'Office' and 'Group'.
- Click 'Execute' button.



Course Nominations

* Course Type / Curriculum Type: 53000150 Marketing Executiv

* Course / Curriculum: 57000100 marketing Executiv

* Office: 10000119 Marketing Executiv

* Group:

1. Select **Course Type / Curriculum Type**
2. Select **Course / Curriculum**
3. Select **Office**
4. Select **Group**
5. Click **Execute**

Class Scheduling: Nomination Process

- Click the checkbox and then 'Nominate' button.

Course Details

Course Marketing Executives Training Program **Start Date** 01.11.2014 **End Date** 09.12.2014

| Office ID | Office | Employee ID | Name of Employee or Applicant | Designation | Gender | SELECT |
|-----------|------------------|-------------|-------------------------------|-------------------|--------|-------------------------------------|
| 10000119 | Mandya Division | | Arma Satvik | Postal Assistant | Male | <input checked="" type="checkbox"/> |
| 10000119 | Mandya Division | | Arnar Santosh | Postal Assistant | Male | <input checked="" type="checkbox"/> |
| 10000119 | Mandya Division | 10000240 | Prasad Sai | Postal Assistant | Male | <input checked="" type="checkbox"/> |
| 10000119 | Mandya Division | 10000455 | Ravi K | Inspector of Post | Male | <input type="checkbox"/> |
| 00000000 | | 49001053 | Vijetha B S | Office Supervisor | Female | <input type="checkbox"/> |
| 10000119 | Mandya Division | 49001313 | Vikrant Jain | Group C | Male | <input type="checkbox"/> |
| 10000119 | Mandya Division | 49001314 | Stenographer officer | Stenographer | Male | <input type="checkbox"/> |
| 10000167 | Mandya H.O | 10000083 | Janakiram N | Postal Assistant | Male | <input type="checkbox"/> |
| 10000167 | Mandya H.O | 10000107 | Nandini R N | Postal Assistant | Female | <input type="checkbox"/> |
| 10000022 | Tamilnadu Circle | 10000115 | Vasundhara Hegde M | Postal Assistant | Female | <input type="checkbox"/> |
| 10000167 | Mandya H.O | 10000118 | Bindushree K S | Office Assistant | Female | <input type="checkbox"/> |
| 00000000 | | 40001002 | Estina S | Clerk | Female | <input type="checkbox"/> |

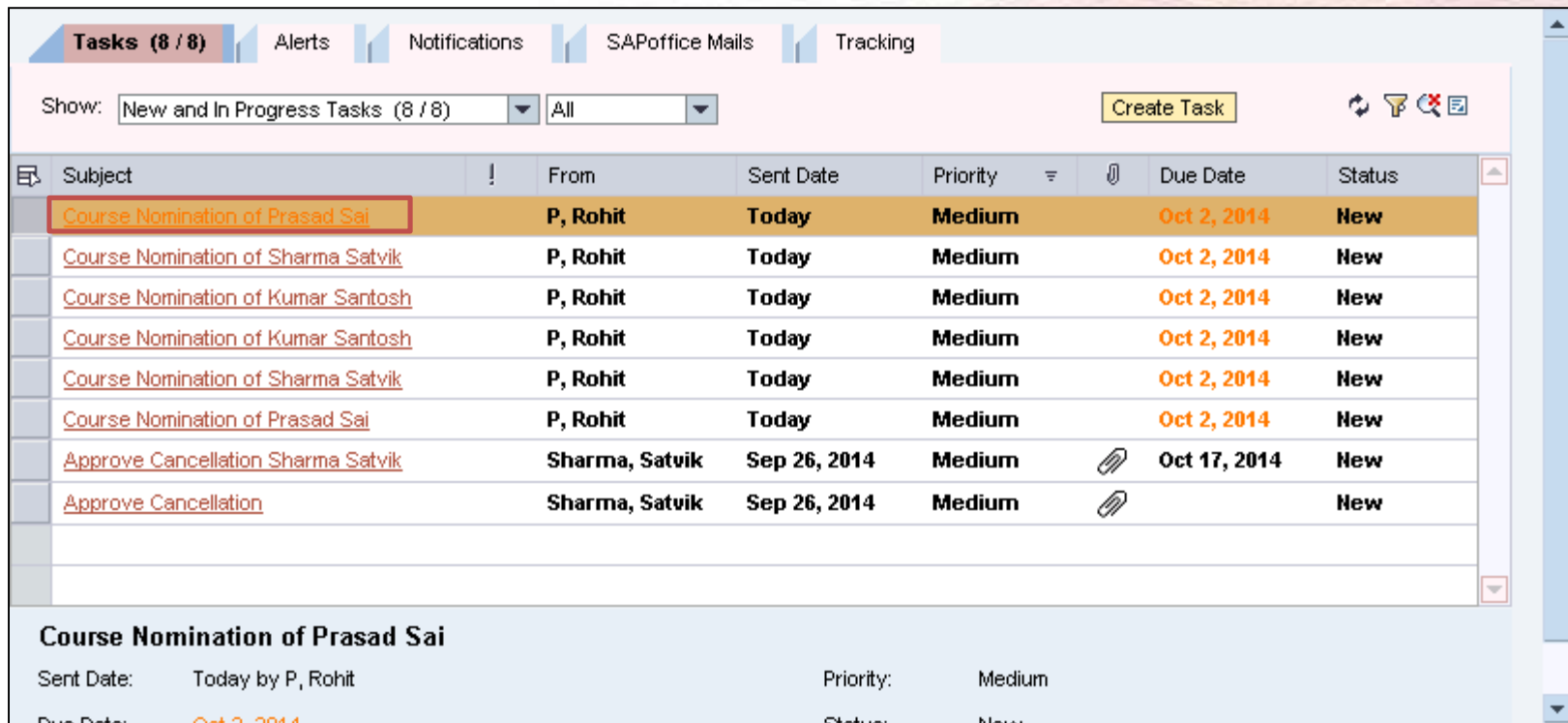
6. Click the checkbox

7. Click Nominate

Class Scheduling: Nomination Process

The Operational Supervisor logs in to the portal: Portal → Home → Work

- Locate the Nomination request and click on the link to open.



The screenshot shows a web interface for task management. At the top, there are navigation tabs: **Tasks (8 / 8)**, Alerts, Notifications, SAPoffice Mails, and Tracking. Below the tabs, there is a search area with 'Show: New and In Progress Tasks (8 / 8)' and a dropdown menu set to 'All'. A 'Create Task' button and several utility icons are also present.

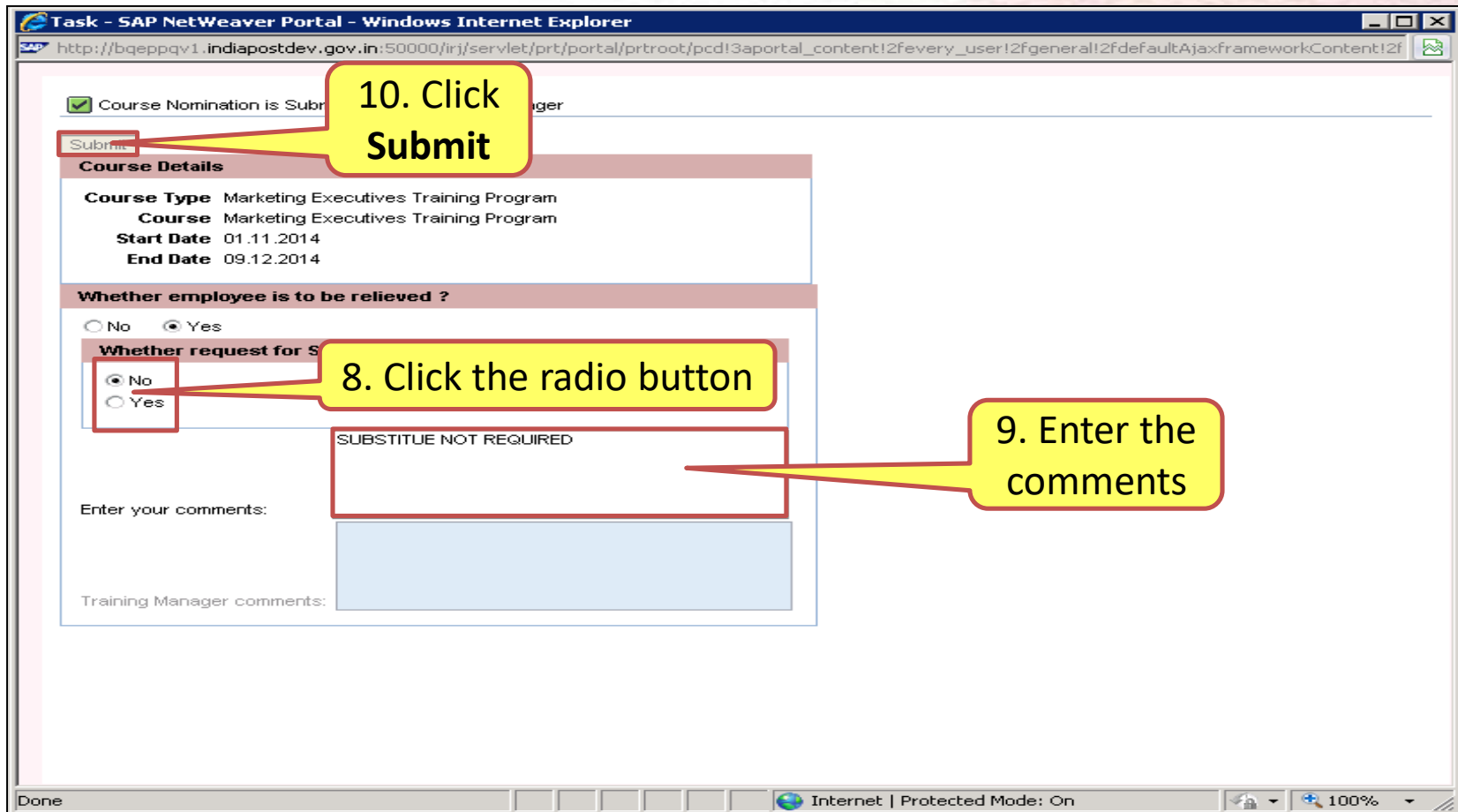
| Subject | From | Sent Date | Priority | Due Date | Status |
|--|----------------|--------------|----------|--------------|--------|
| Course Nomination of Prasad Sai | P, Rohit | Today | Medium | Oct 2, 2014 | New |
| Course Nomination of Sharma Satvik | P, Rohit | Today | Medium | Oct 2, 2014 | New |
| Course Nomination of Kumar Santosh | P, Rohit | Today | Medium | Oct 2, 2014 | New |
| Course Nomination of Kumar Santosh | P, Rohit | Today | Medium | Oct 2, 2014 | New |
| Course Nomination of Sharma Satvik | P, Rohit | Today | Medium | Oct 2, 2014 | New |
| Course Nomination of Prasad Sai | P, Rohit | Today | Medium | Oct 2, 2014 | New |
| Approve Cancellation Sharma Satvik | Sharma, Satvik | Sep 26, 2014 | Medium | Oct 17, 2014 | New |
| Approve Cancellation | Sharma, Satvik | Sep 26, 2014 | Medium | | New |

Below the table, a detailed view for the selected task 'Course Nomination of Prasad Sai' is shown:

- Subject:** Course Nomination of Prasad Sai
- Sent Date:** Today by P, Rohit
- Priority:** Medium
- Due Date:** Oct 2, 2014
- Status:** New

Class Scheduling: Nomination Process- Approve/Substitute

- Click the radio button for 'Whether request for Substitute is to be made?'
- Enter the comments and then click 'Submit' button.



The screenshot shows a web browser window titled "Task - SAP NetWeaver Portal - Windows Internet Explorer". The URL is http://bqeppqv1.indiapostdev.gov.in:50000/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fdefault!2fajaxframeworkContent!2f. The form contains the following elements:

- A checkbox labeled "Course Nomination is Substitute" which is checked.
- A "Submit" button.
- A section titled "Course Details" with the following information:
 - Course Type: Marketing Executives Training Program
 - Course: Marketing Executives Training Program
 - Start Date: 01.11.2014
 - End Date: 09.12.2014
- A section titled "Whether employee is to be relieved ?" with radio buttons for "No" and "Yes".
- A section titled "Whether request for Substitute is to be made?" with radio buttons for "No" and "Yes".
- A text input field containing "SUBSTITUTE NOT REQUIRED".
- A text input field labeled "Enter your comments:".
- A text input field labeled "Training Manager comments:".

Annotations on the screenshot include:

- A yellow callout box labeled "10. Click Submit" pointing to the "Submit" button.
- A yellow callout box labeled "8. Click the radio button" pointing to the "No" radio button in the "Whether request for Substitute is to be made?" section.
- A yellow callout box labeled "9. Enter the comments" pointing to the "SUBSTITUTE NOT REQUIRED" text input field.

Class Scheduling: Nomination Process Substitution

- The Training Administrator logs in to the portal to arrange the substitute.

Tasks (3 / 3)
Alerts
Notifications
SAPoffice Mails
Tracking

Show: New and In Progress Tasks (3 / 3)
All
Create Task

| ✉ | Subject | ! | From | Sent Date | Priority | = | 📎 | Due Date | Status |
|---|---|---|----------|-------------|----------|---|---|-------------|--------|
| | Nomination Change Request for Sharma Satvik | | P, Rohit | Today | Medium | | | Oct 2, 2014 | New |
| | Substitute arrangements for Kumar Santosh | | P, Rohit | Today | Medium | | | Oct 2, 2014 | New |
| | Substitute arrangements for Mishra Sumit | | P, Rohit | Jun 6, 2014 | Medium | | | | New |
| | | | | | | | | | |
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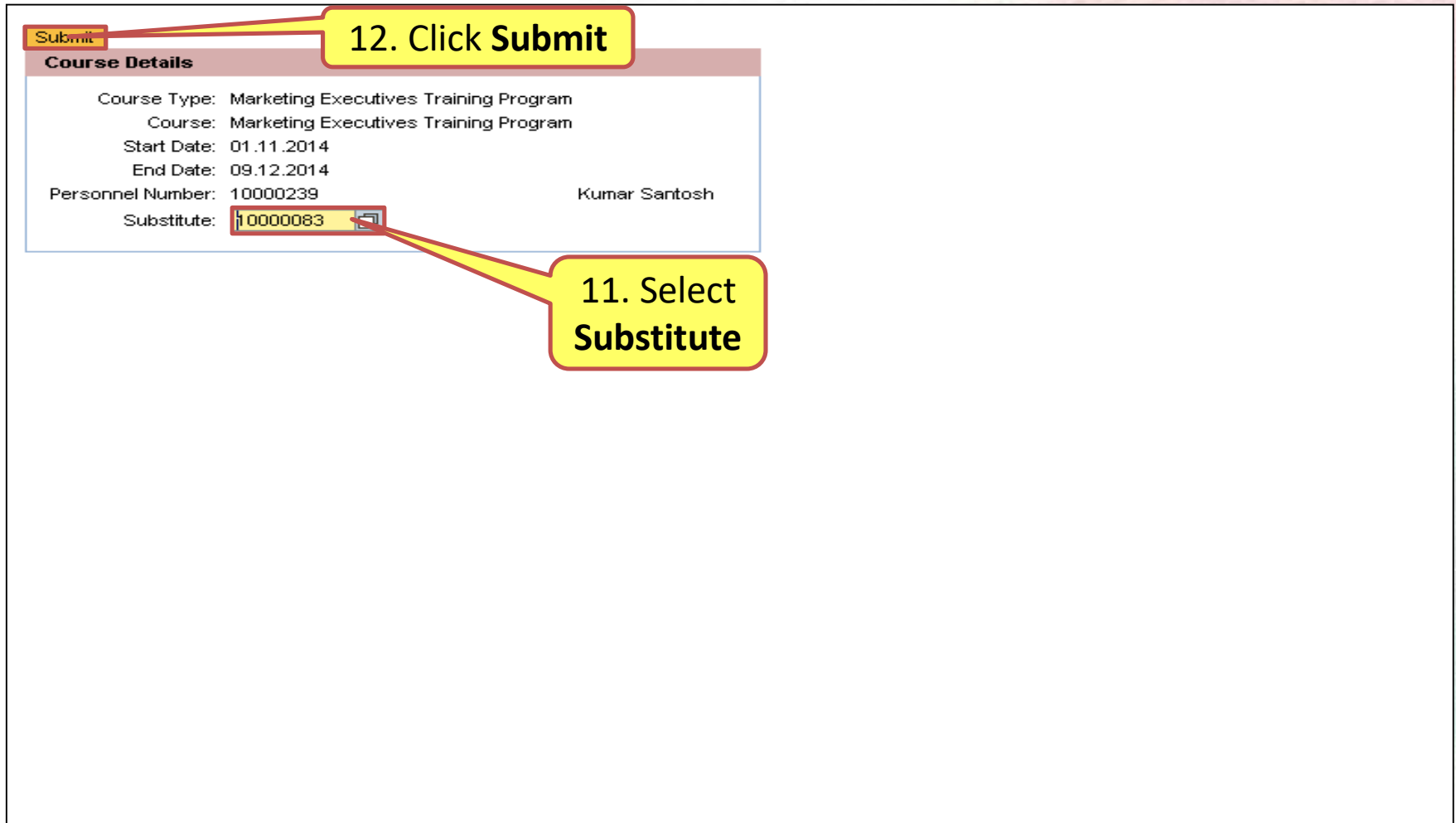
Substitute arrangements for Kumar Santosh

Sent Date: Today by P, Rohit Priority: Medium

Due Date: Oct 2, 2014 Status: New

Class Scheduling: Nomination Process Substitution

- Select the substitute for the nominated employee and click 'Submit' button.



The screenshot displays a web form titled "Course Details" with the following information:

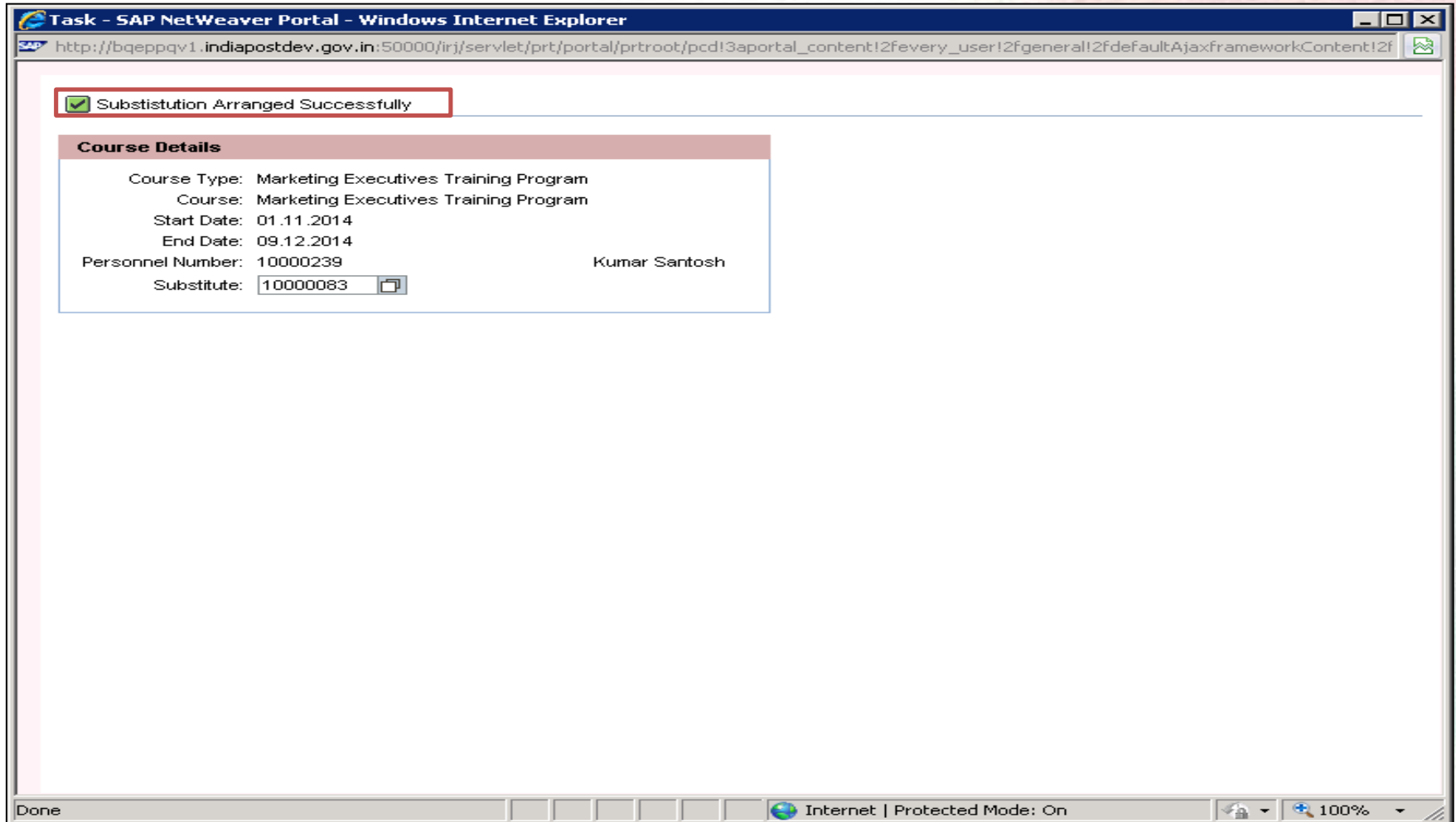
| | | |
|-------------------|---------------------------------------|---------------------------------------|
| Course Type: | Marketing Executives Training Program | |
| Course: | Marketing Executives Training Program | |
| Start Date: | 01.11.2014 | |
| End Date: | 09.12.2014 | |
| Personnel Number: | 10000239 | Kumar Santosh |
| Substitute: | <input type="text" value="10000083"/> | <input type="button" value="Select"/> |

Annotations on the screenshot:

- A yellow callout box labeled "12. Click Submit" points to the "Submit" button at the top left of the form.
- A yellow callout box labeled "11. Select Substitute" points to the "Select" button next to the substitute input field.

Class Scheduling: Nomination Process Substitution

- The substitute and his reporting manager will get an email.



Task - SAP NetWeaver Portal - Windows Internet Explorer

http://bqepqqv1.indiapostdev.gov.in:50000/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fdefaultAjaxframeworkContent!2f

Substitution Arranged Successfully

Course Details

| | | | |
|-------------------|---------------------------------------|--------------------------|--|
| Course Type: | Marketing Executives Training Program | | |
| Course: | Marketing Executives Training Program | | |
| Start Date: | 01.11.2014 | | |
| End Date: | 09.12.2014 | | |
| Personnel Number: | 10000239 | Kumar Santosh | |
| Substitute: | <input type="text" value="10000083"/> | <input type="checkbox"/> | |

Done

Internet | Protected Mode: On

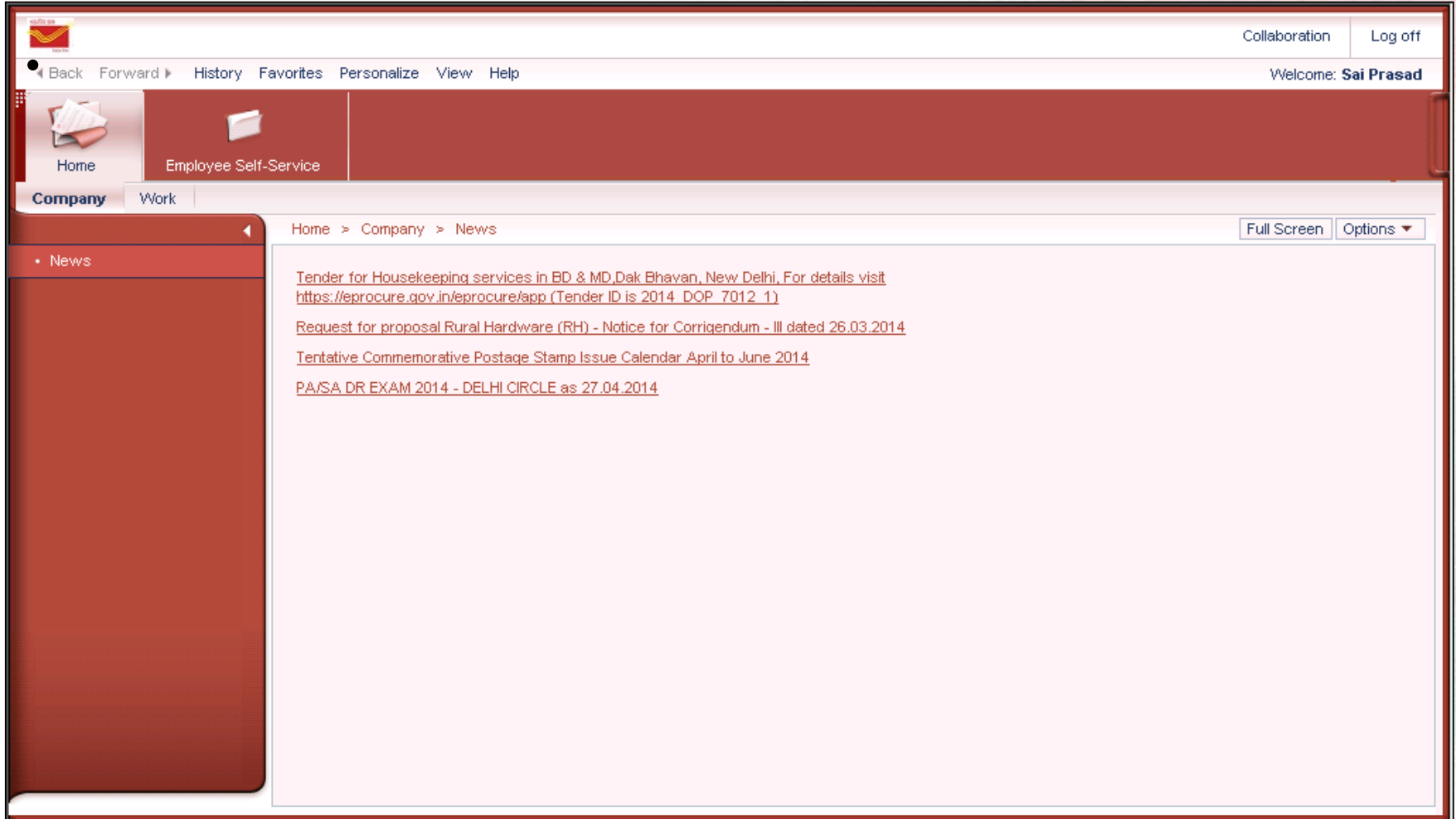
100%



Confirm Training Nomination

Class Scheduling: Nomination Process -Confirmation

- The nominated employee logs in to the portal to confirm his attendance.







The screenshot displays the India Post Employee Self-Service portal. The top navigation bar includes "Home" and "Employee Self-Service". The main content area is titled "Company" and "Work". The "News" section is active, showing a list of announcements:

- [Tender for Housekeeping services in BD & MD, Dak Bhavan, New Delhi, For details visit https://eprocure.gov.in/eprocure/app \(Tender ID is 2014_DOP_7012_1\)](#)
- [Request for proposal Rural Hardware \(RH\) - Notice for Corrigendum - III dated 26.03.2014](#)
- [Tentative Commemorative Postage Stamp Issue Calendar April to June 2014](#)
- [PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014](#)

Class Scheduling: Nomination Process Confirmation

- Click on the link to open and confirm the participation.

Tasks (1 / 1) Alerts Notifications SAPoffice Mails Tracking

Show:    

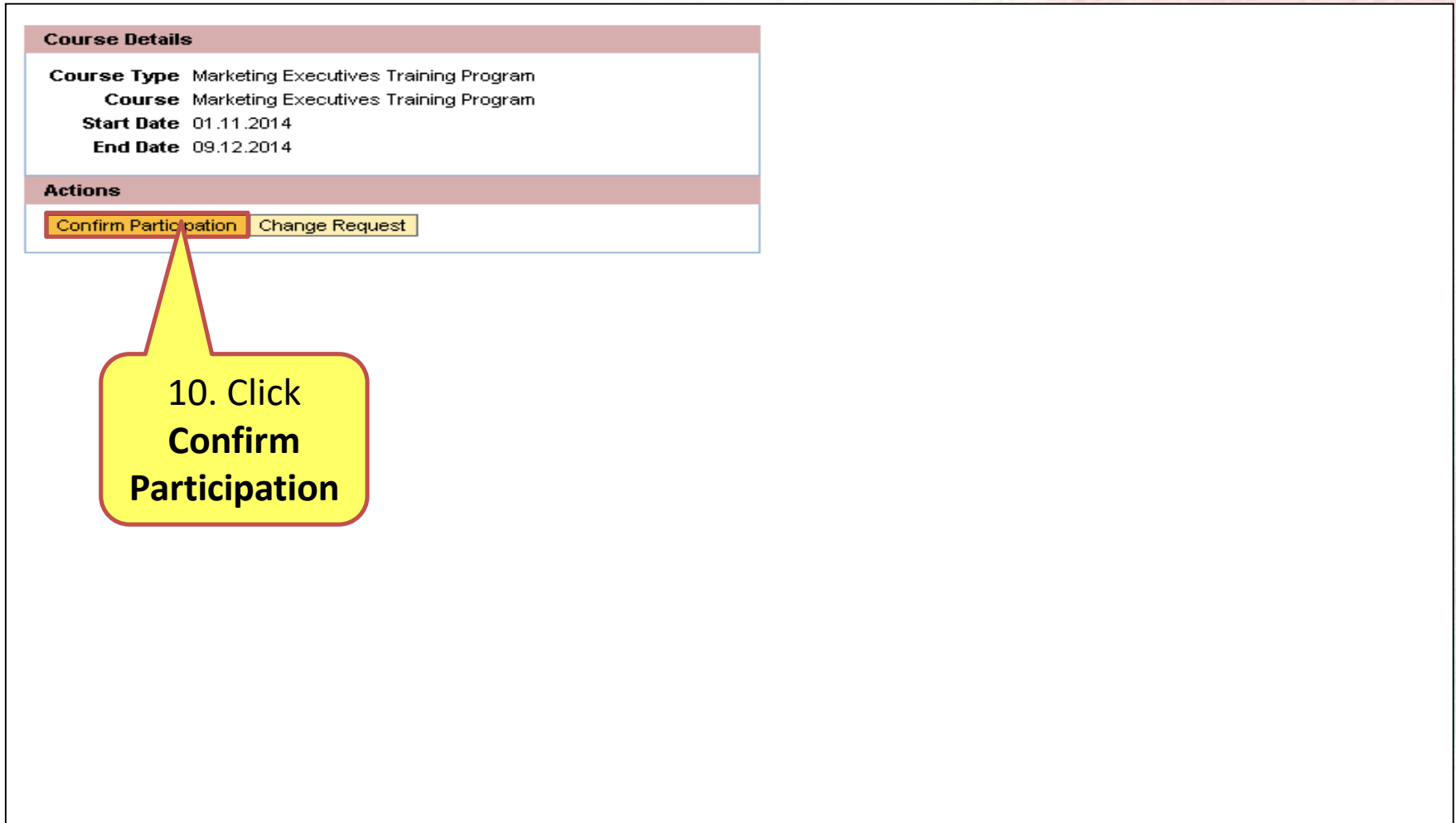
| Subject | ! | From | Sent Date | Priority | Due Date | Status |
|--|---|----------|-----------|----------|-------------|--------|
| Nomination Acceptance for Course Marketing Executives Training Program | | P, Rohit | Today | Medium | Oct 2, 2014 | New |
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Nomination Acceptance for Course Marketing Executives Training Program

Sent Date: Today by P, Rohit Priority: Medium

Class Scheduling: Nomination Process Confirmation

- To confirm the participation, click 'Confirm Participation' button.



The screenshot displays a web interface for training administration. It is divided into two main sections: 'Course Details' and 'Actions'. The 'Course Details' section lists the following information: Course Type: Marketing Executives Training Program, Course: Marketing Executives Training Program, Start Date: 01.11.2014, and End Date: 09.12.2014. The 'Actions' section contains two buttons: 'Confirm Participation' and 'Change Request'. A yellow callout box with a red border points to the 'Confirm Participation' button, containing the text '10. Click Confirm Participation'.

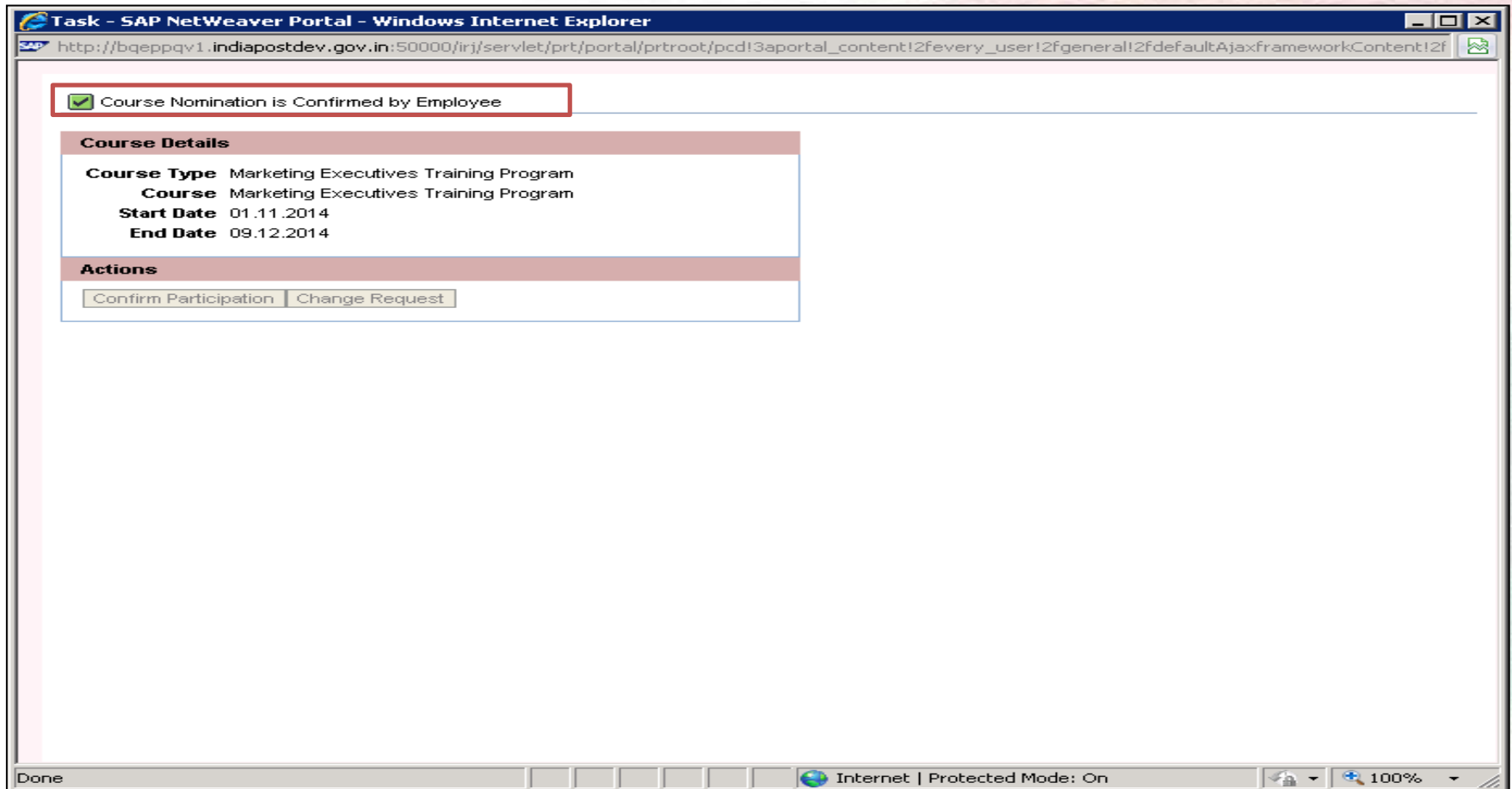
| Course Details | |
|--------------------|---------------------------------------|
| Course Type | Marketing Executives Training Program |
| Course | Marketing Executives Training Program |
| Start Date | 01.11.2014 |
| End Date | 09.12.2014 |

| Actions | |
|---------------------------------------|--------------------------------|
| Confirm Participation | Change Request |

10. Click
Confirm
Participation

Class Scheduling: Nomination Process Confirmation

- A message 'Course Nomination is confirmed by Employee' will be displayed on screen.



The screenshot shows a web browser window titled "Task - SAP NetWeaver Portal - Windows Internet Explorer". The address bar displays the URL: `http://bqepqv1.indiapostdev.gov.in:50000/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fdefaultAjaxframeworkContent!2f`. The main content area features a confirmation message: Course Nomination is Confirmed by Employee. Below this, there is a section titled "Course Details" with the following information:

| | |
|--------------------|---------------------------------------|
| Course Type | Marketing Executives Training Program |
| Course | Marketing Executives Training Program |
| Start Date | 01.11.2014 |
| End Date | 09.12.2014 |

Below the course details, there is an "Actions" section with two buttons: "Confirm Participation" and "Change Request". The browser's status bar at the bottom shows "Done" and "Internet | Protected Mode: On".



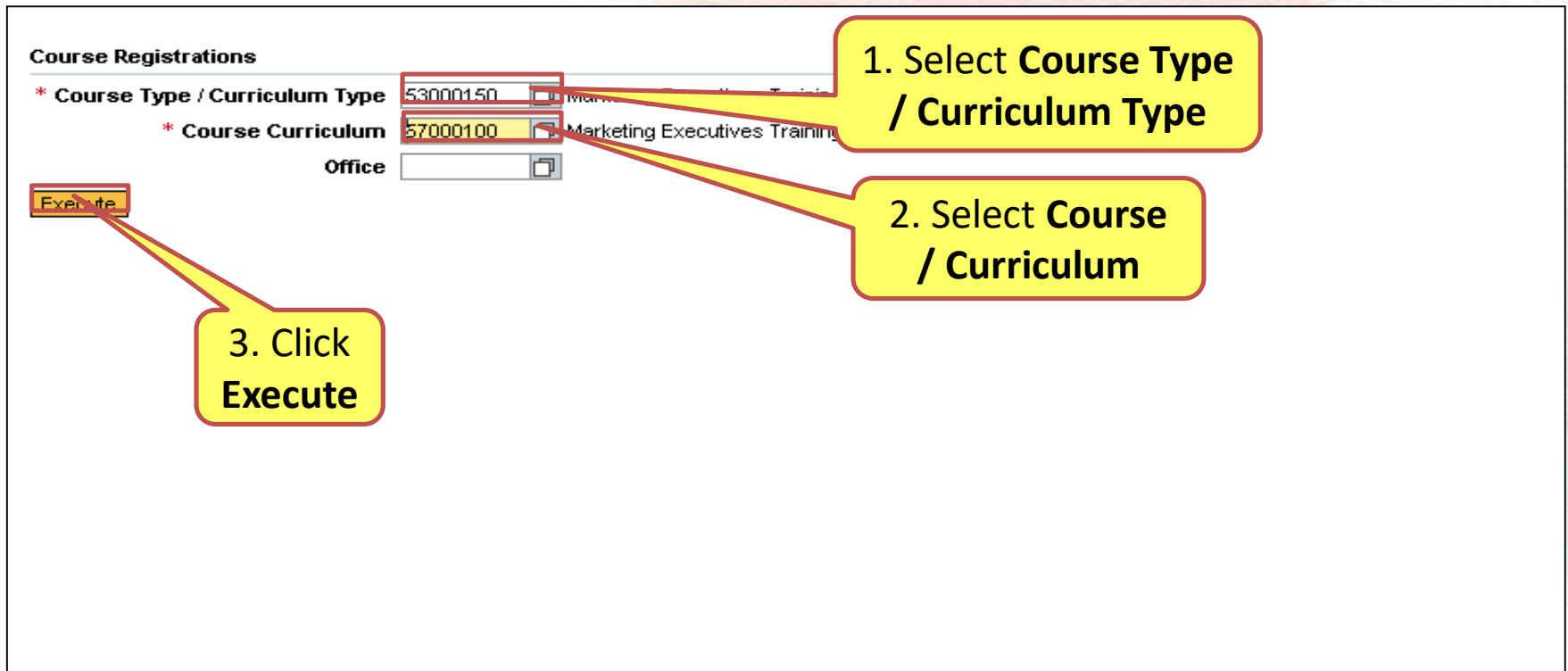
Manage Registration

Class Scheduling: Manage Registration

Manage Registration

DOP Portal → Training Manager → TAM Process → Course Registrations

- Select 'Course Type / Curriculum Type' and 'Course / Curriculum'.
- Click 'Execute' button.



The screenshot shows a web form titled "Course Registrations". It contains the following fields:

- * Course Type / Curriculum Type: 53000150
- * Course Curriculum: 57000100
- Office: [Empty]

There is an "Execute" button at the bottom left. Three yellow callout boxes with red borders provide instructions:

1. Select Course Type / Curriculum Type (pointing to the first dropdown)
2. Select Course / Curriculum (pointing to the second dropdown)
3. Click Execute (pointing to the Execute button)

Class Scheduling: Manage Registration

- Click the checkbox to select the nominated employee to be registered.
- Click 'Register' button.

Course Details

Course: Marketing Executives Training Program
Start Date: 01.11.2014
End Date: 09.12.2014

Select all Deselect All **Register** Waitlist Back

| Office | Office Name | Employee ID | Employee Name | Designation | CHECKBOX |
|----------|-----------------|-------------|---------------|------------------|--------------------------|
| 10000119 | Mandya Division | 10000239 | Kumar Santosh | Postal Assistant | <input type="checkbox"/> |
| | | | | | |
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5. Click Register

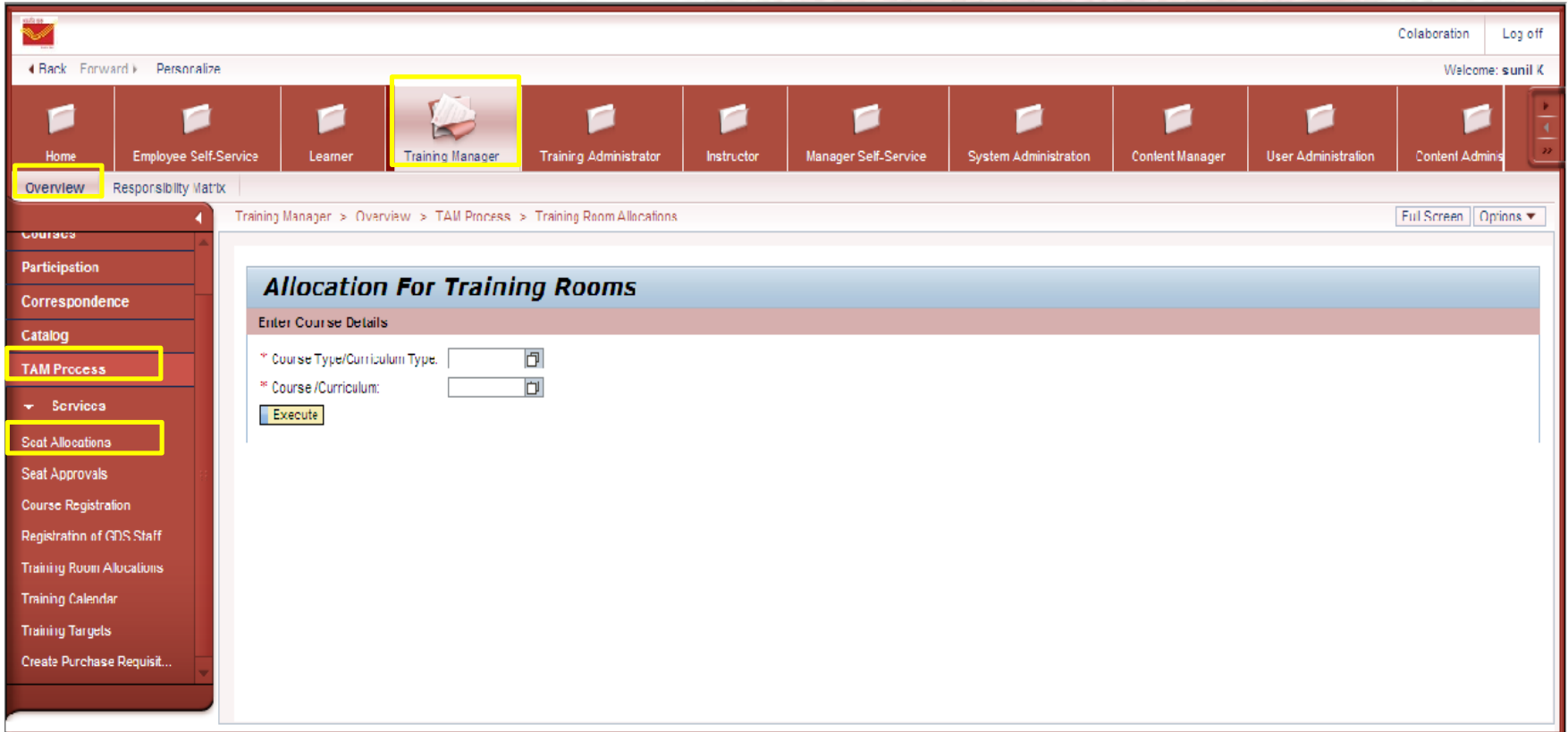
4. Click checkbox



Allocate Training Rooms

Class Scheduling: Training Room Allocations

- DOP Portal → Training Manager → Overview → TAM Process → Training Room Allocations



The screenshot displays the Training Administration web application interface. The top navigation bar includes the India Post logo, user information (Collaboration, Log off), and a welcome message (Welcome: sunil K). The main navigation menu features icons for Home, Employee Self-Service, Learner, Training Manager (highlighted), Training Administrator, Instructor, Manager Self-Service, System Administration, Content Manager, User Administration, and Content Administration. The left sidebar menu lists various modules, with TAM Process and Seat Allocations highlighted. The main content area shows the 'Allocation For Training Rooms' page, which includes a form for entering course details with fields for Course Type/Curriculum Type and Course /Curriculum, and an Execute button.

Collaboration Log off
Welcome: sunil K

Home Employee Self-Service Learner **Training Manager** Training Administrator Instructor Manager Self-Service System Administration Content Manager User Administration Content Administration

Overview Responsibility Matrix

Training Manager > Overview > TAM Process > Training Room Allocations Full Screen Options

Allocation For Training Rooms

Enter Course Details

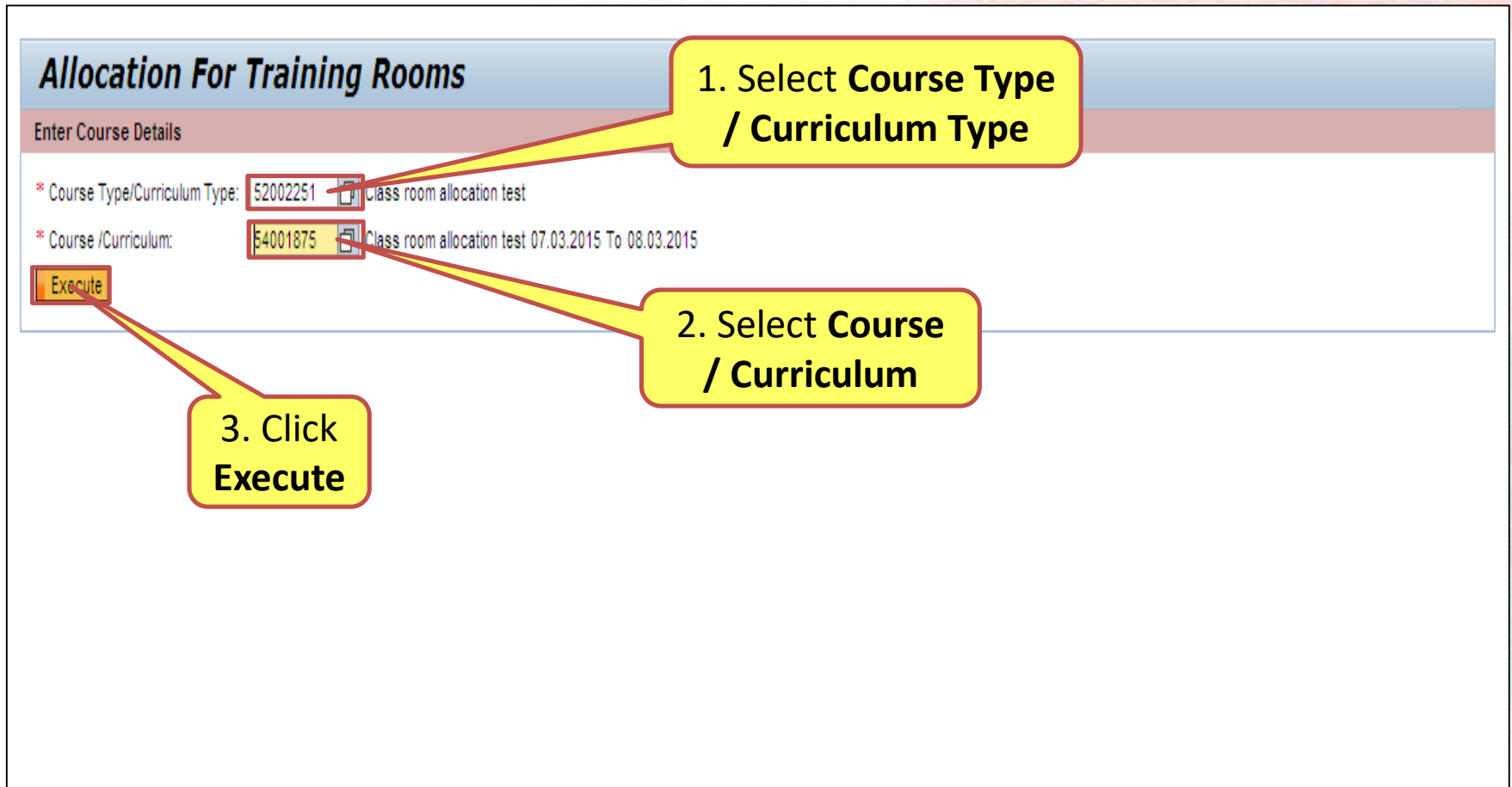
* Course Type/Curriculum Type:

* Course /Curriculum:

Execute

Class Scheduling: Training Room Allocations

- Select 'Course Type / Curriculum Type' and 'Course / Curriculum'.
- Click 'Execute' button.



Allocation For Training Rooms

Enter Course Details

* Course Type/Curriculum Type: 52002251 Class room allocation test

* Course /Curriculum: 64001875 Class room allocation test 07.03.2015 To 08.03.2015

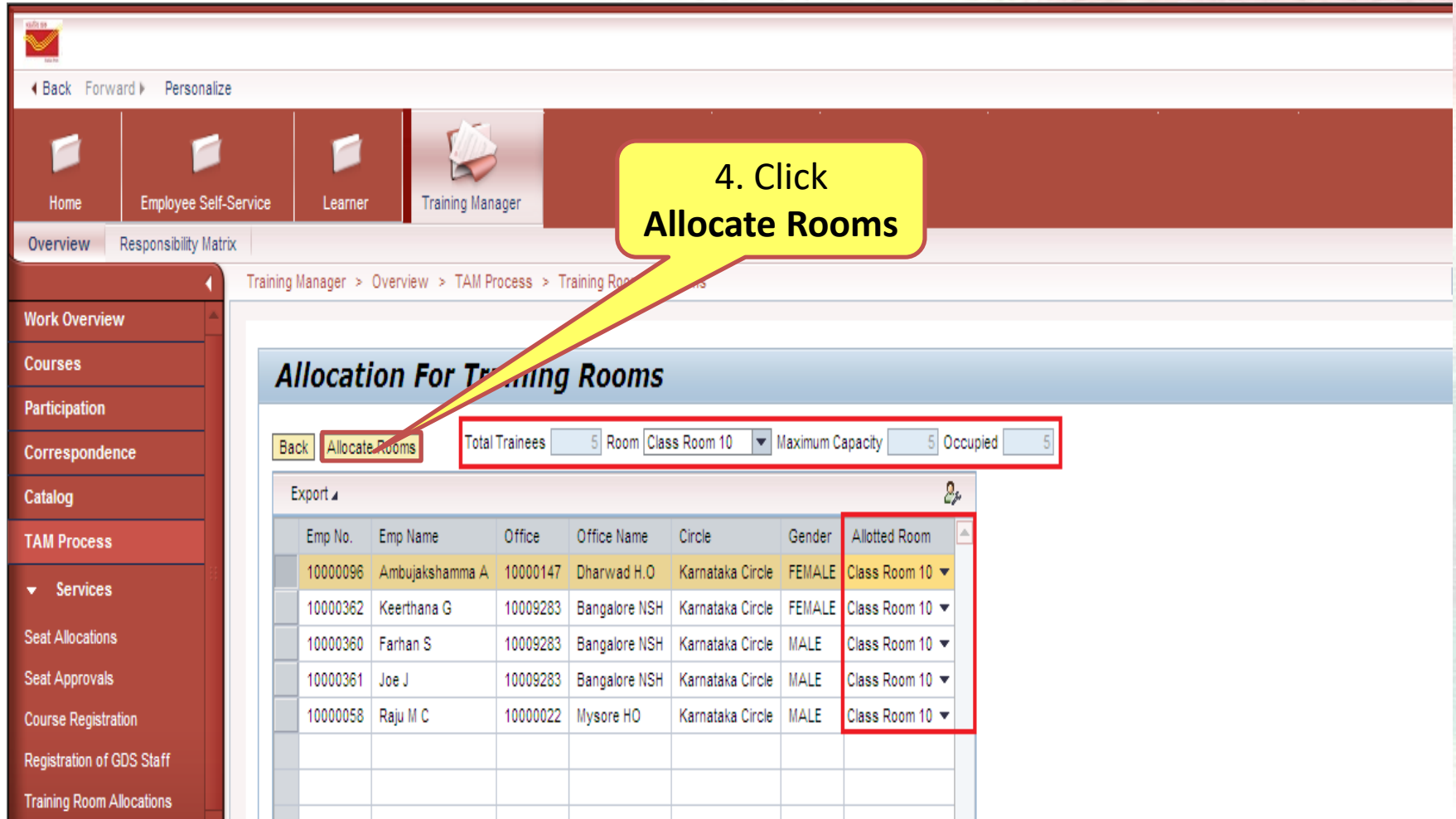
1. Select **Course Type / Curriculum Type**

2. Select **Course / Curriculum**

3. Click **Execute**

Class Scheduling: Training Room Allocations

- Click 'Allocate Rooms' button.



The screenshot shows the 'Allocation For Training Rooms' interface. A yellow callout box with the text '4. Click Allocate Rooms' points to the 'Allocate Rooms' button. The interface includes a navigation menu on the left, a breadcrumb trail, and a table of trainee allocations.

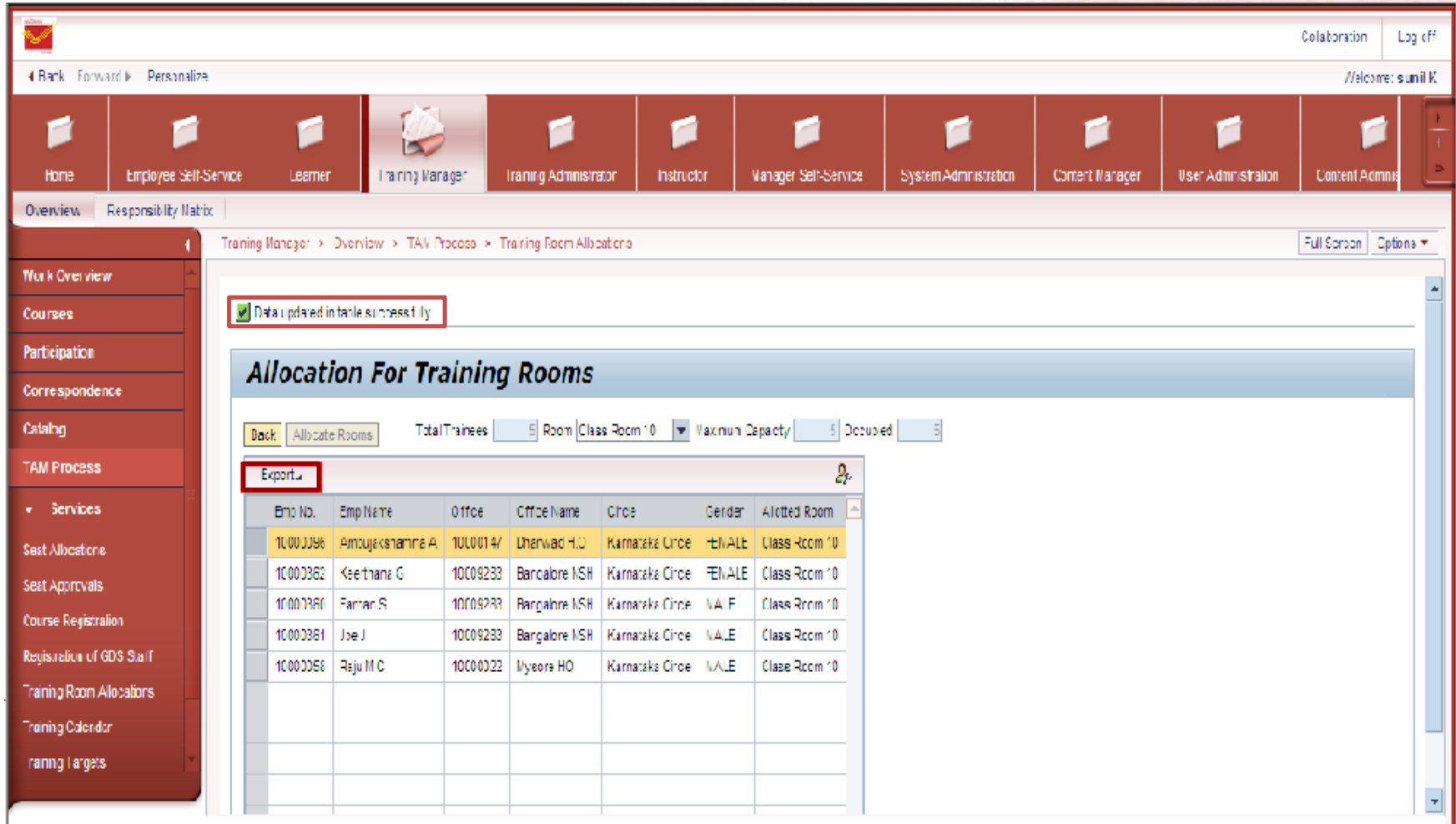
Allocation For Training Rooms

Back **Allocate Rooms** Total Trainees Room Maximum Capacity Occupied

| Emp No. | Emp Name | Office | Office Name | Circle | Gender | Allotted Room |
|----------|-----------------|----------|---------------|------------------|--------|---------------|
| 1000096 | Ambujakshamma A | 10000147 | Dharwad H.O | Karnataka Circle | FEMALE | Class Room 10 |
| 10000362 | Keerthana G | 10009283 | Bangalore NSH | Karnataka Circle | FEMALE | Class Room 10 |
| 10000360 | Farhan S | 10009283 | Bangalore NSH | Karnataka Circle | MALE | Class Room 10 |
| 10000361 | Joe J | 10009283 | Bangalore NSH | Karnataka Circle | MALE | Class Room 10 |
| 10000058 | Raju M C | 10000022 | Mysore HO | Karnataka Circle | MALE | Class Room 10 |

Class Scheduling: Training Room Allocations

- The system will show a message 'Data updated successfully'.



The screenshot shows the 'Training Manager' interface. At the top, there is a navigation bar with tabs like 'Home', 'Employee Self-Service', 'Learner', 'Training Manager', 'Training Administrator', 'Instructor', 'Manager Self-Service', 'System Administration', 'Content Manager', 'User Administration', and 'Content Admins'. The 'Training Manager' tab is active. Below the navigation bar, there is a breadcrumb trail: 'Training Manager > Overview > TAM Process > Training Room Allocations'. A message box at the top of the main content area displays a green checkmark and the text 'Data updated in table successfully'. Below the message, there is a section titled 'Allocation For Training Rooms'. This section includes a 'Back' button, an 'Allocate Rooms' button, and several input fields: 'Total Trainees' (5), 'Room' (Class Room 10), 'Maximum Capacity' (5), and 'Occupied' (5). An 'Export' button is also present. Below these controls is a table with the following data:

| Emp No. | Emp Name | Office | Office Name | Chce | Gender | Alloced Room |
|----------|------------------|----------|--------------|------------------|--------|---------------|
| 10002286 | Ambujeswarappa A | 10000147 | Dharwad H.O | Karnataka Circle | MALE | Class Room 10 |
| 10002362 | Keethana G | 10009233 | Bagalore MSH | Karnataka Circle | MALE | Class Room 10 |
| 10002361 | Faman S | 10009233 | Bagalore MSH | Karnataka Circle | MALE | Class Room 10 |
| 10002361 | Joe J | 10009233 | Bagalore MSH | Karnataka Circle | MALE | Class Room 10 |
| 10002358 | Raju M C | 10000322 | Mysore HO | Karnataka Circle | MALE | Class Room 10 |
| | | | | | | |
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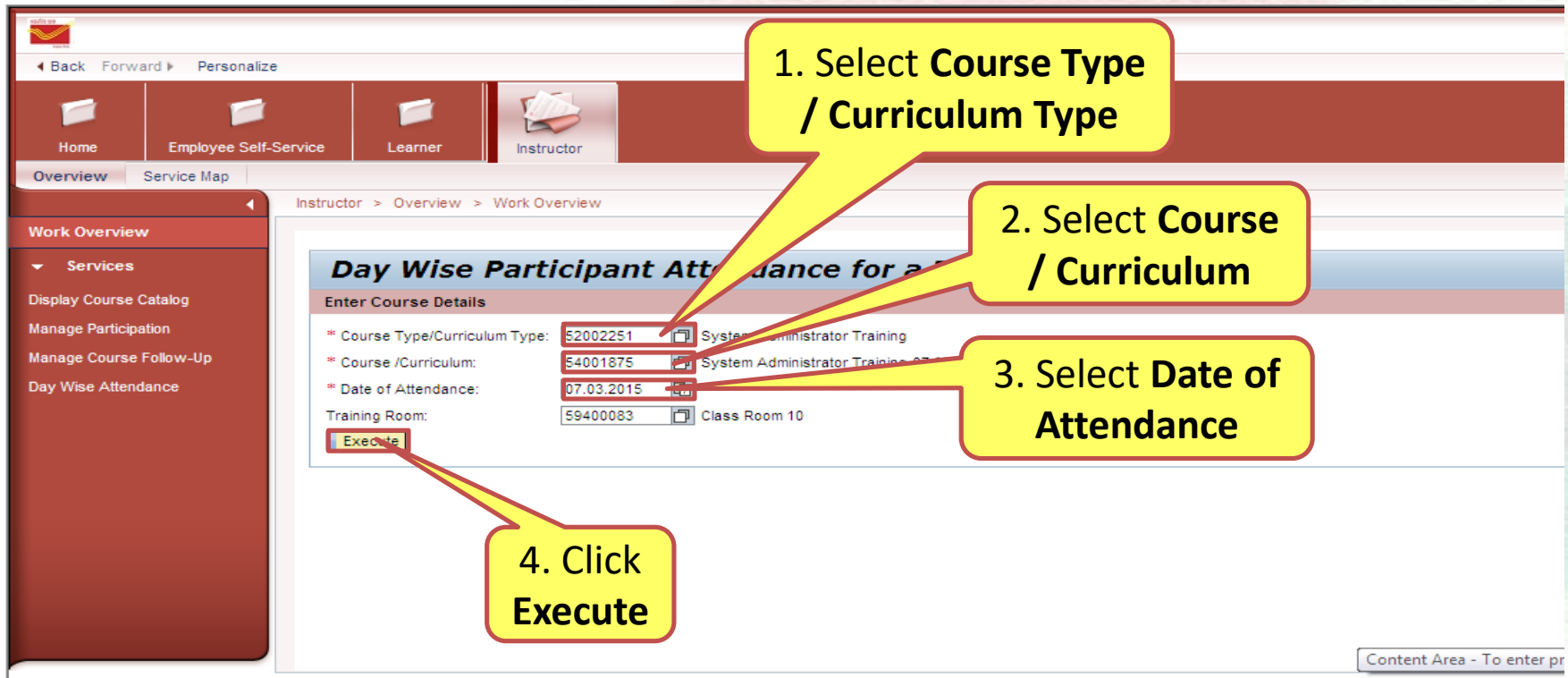
Record Attendance

Training Delivery: Recording Attendance

Day Wise Participant Attendance for a Training Program

DOP Portal → Instructor → Day wise Attendance

- Select 'Course Type / Curriculum Type' and 'Course / Curriculum'.
- Select 'Date of Attendance' and click 'Execute' button.



The screenshot displays the 'Day Wise Participant Attendance' form in the DOP Portal. The form is titled 'Day Wise Participant Attendance for a' and is located under the 'Instructor' role. The form fields are as follows:

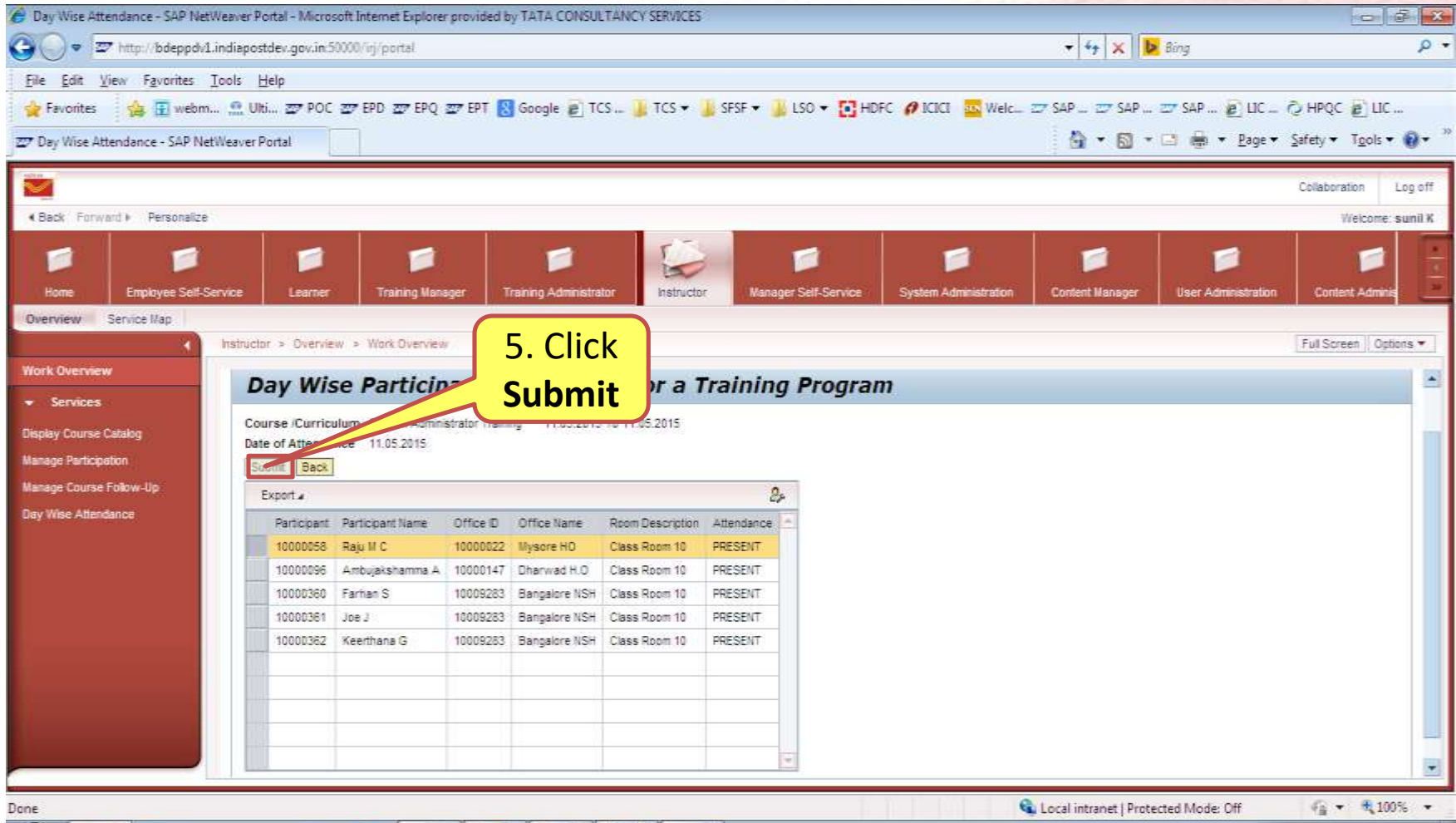
| Field | Value | Dropdown Label |
|--------------------------------|------------|----------------------------------|
| * Course Type/Curriculum Type: | 52002251 | System Administrator Training |
| * Course /Curriculum: | 54001875 | System Administrator Training 07 |
| * Date of Attendance: | 07.03.2015 | |
| Training Room: | 59400083 | Class Room 10 |

The 'Execute' button is located at the bottom left of the form. Four numbered callouts are present:

1. Select Course Type / Curriculum Type
2. Select Course / Curriculum
3. Select Date of Attendance
4. Click Execute

Training Delivery: Recording Attendance

- Click 'Submit' button.



Day Wise Attendance - SAP NetWeaver Portal - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

http://bdeppdv1.indiapostdev.gov.in:50000/ij/portal

File Edit View Favorites Tools Help

Day Wise Attendance - SAP NetWeaver Portal

Home Employee Self-Service Learner Training Manager Training Administrator Instructor Manager Self-Service System Administration Content Manager User Administration Content Admin

Work Overview

Services

Display Course Catalog

Manage Participation

Manage Course Follow-Up

Day Wise Attendance

Instructor > Overview > Work Overview

Day Wise Participation for a Training Program

Course /Curriculum: Administrator Training 11.05.2015 to 11.05.2015

Date of Attendance: 11.05.2015

Submit Back

Export

| Participant | Participant Name | Office ID | Office Name | Room Description | Attendance |
|-------------|------------------|-----------|---------------|------------------|------------|
| 10000058 | Raju M C | 10000022 | Mysore HO | Class Room 10 | PRESENT |
| 10000096 | Ambujakshamma A | 10000147 | Dharwad H.O | Class Room 10 | PRESENT |
| 10000360 | Fairhan S | 10009283 | Bangalore NSH | Class Room 10 | PRESENT |
| 10000361 | Joe J | 10009283 | Bangalore NSH | Class Room 10 | PRESENT |
| 10000362 | Keerthana G | 10009283 | Bangalore NSH | Class Room 10 | PRESENT |

Local intranet | Protected Mode: Off

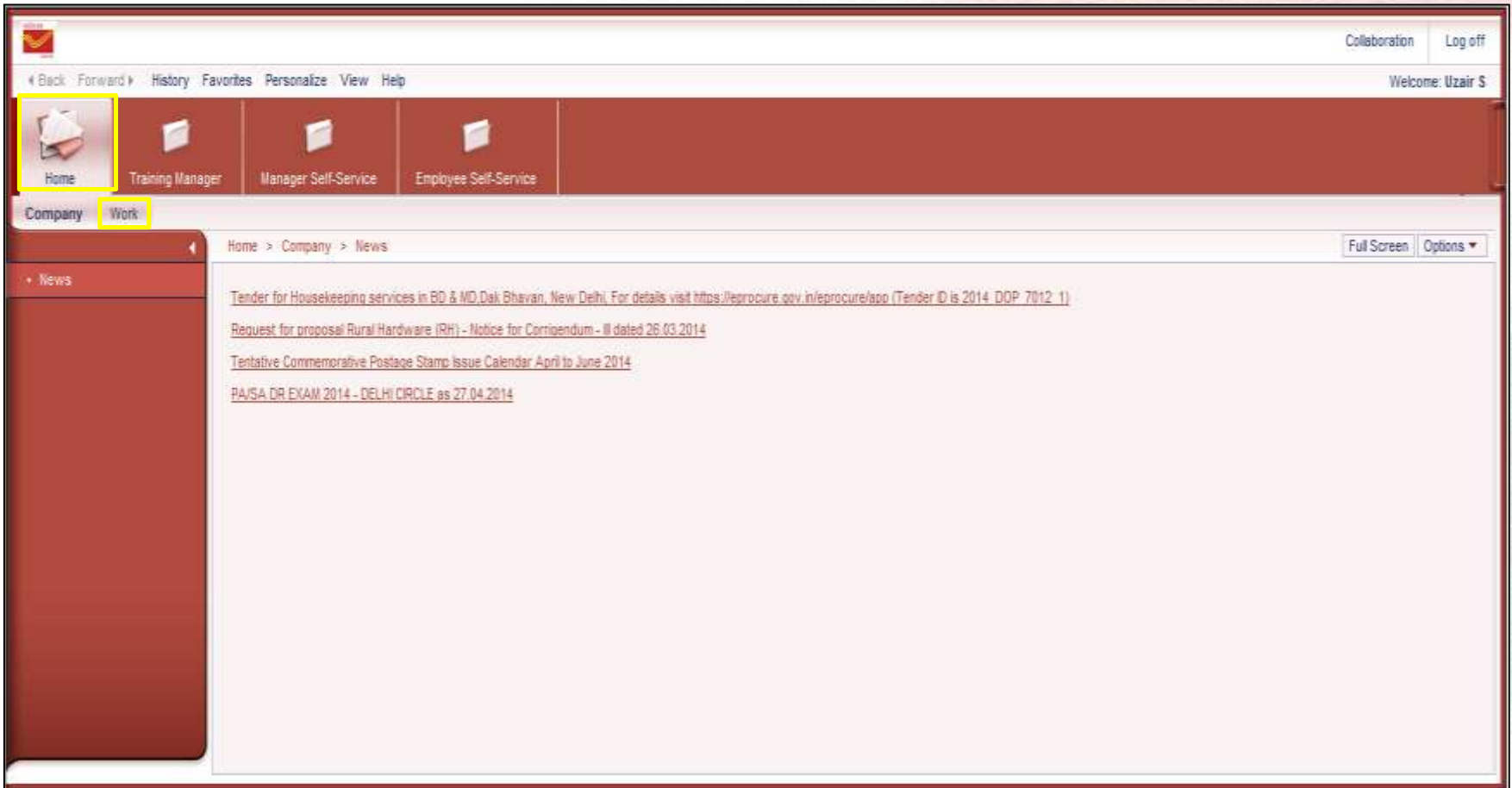


Evaluate Participants

Participant Evaluation

Administer Participant Evaluation by Reporting Manager & Training Manager

DOP Portal → Home → Work → Tasks







The screenshot displays the DOP Portal interface. At the top, there is a navigation bar with "Collaboration" and "Log off" options. Below this is a breadcrumb trail: "Home > Company > News". The main content area shows a list of news items, including "Tender for Housekeeping services in BD & MD, Dak Bhavan, New Delhi", "Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 26.03.2014", "Tentative Commemorative Postage Stamp Issue Calendar April to June 2014", and "PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014". The "Home" button in the top navigation bar is highlighted with a yellow box, and the "Work" button in the left sidebar is also highlighted with a yellow box.

Participant Evaluation

- Locate the feedback form and click to open.

The list of items shown here could be outdated. Waiting for update

Tasks (36 / 41) | Alerts | Notifications | SAPoffice Mails | Tracking

Show:    

| Subject | From | Sent Date | Priority | Due Date | Status |
|---|-----------------|--------------|----------|----------|--------|
| Evaluation of the participant Madhushree S (10000174) | Workflow System | Yesterday | Medium | | New |
| Evaluation of the participant Venkatesha V (10000166) | Workflow System | Yesterday | Medium | | New |
| Evaluation of the participant Ravikumar S (10000146) | Workflow System | Yesterday | Medium | | New |
| Evaluation of the participant Madhushree S (10000174) | Workflow System | Yesterday | Medium | | New |
| Evaluation of the participant Venkatesha V (10000166) | Workflow System | Yesterday | Medium | | New |
| Evaluation of the participant Ravikumar S (10000146) | Workflow System | Yesterday | Medium | | New |
| Please release purchase order 4300000201 | Workflow System | Sep 22, 2014 | Medium | | New |
| Please release purchase requisition 1100000552 | Workflow System | Sep 15, 2014 | Medium | | New |
| Please release purchase requisition 1100000551 | Workflow System | Sep 15, 2014 | Medium | | New |

Participant Evaluation

- Click 'Perform Appraisal' button.

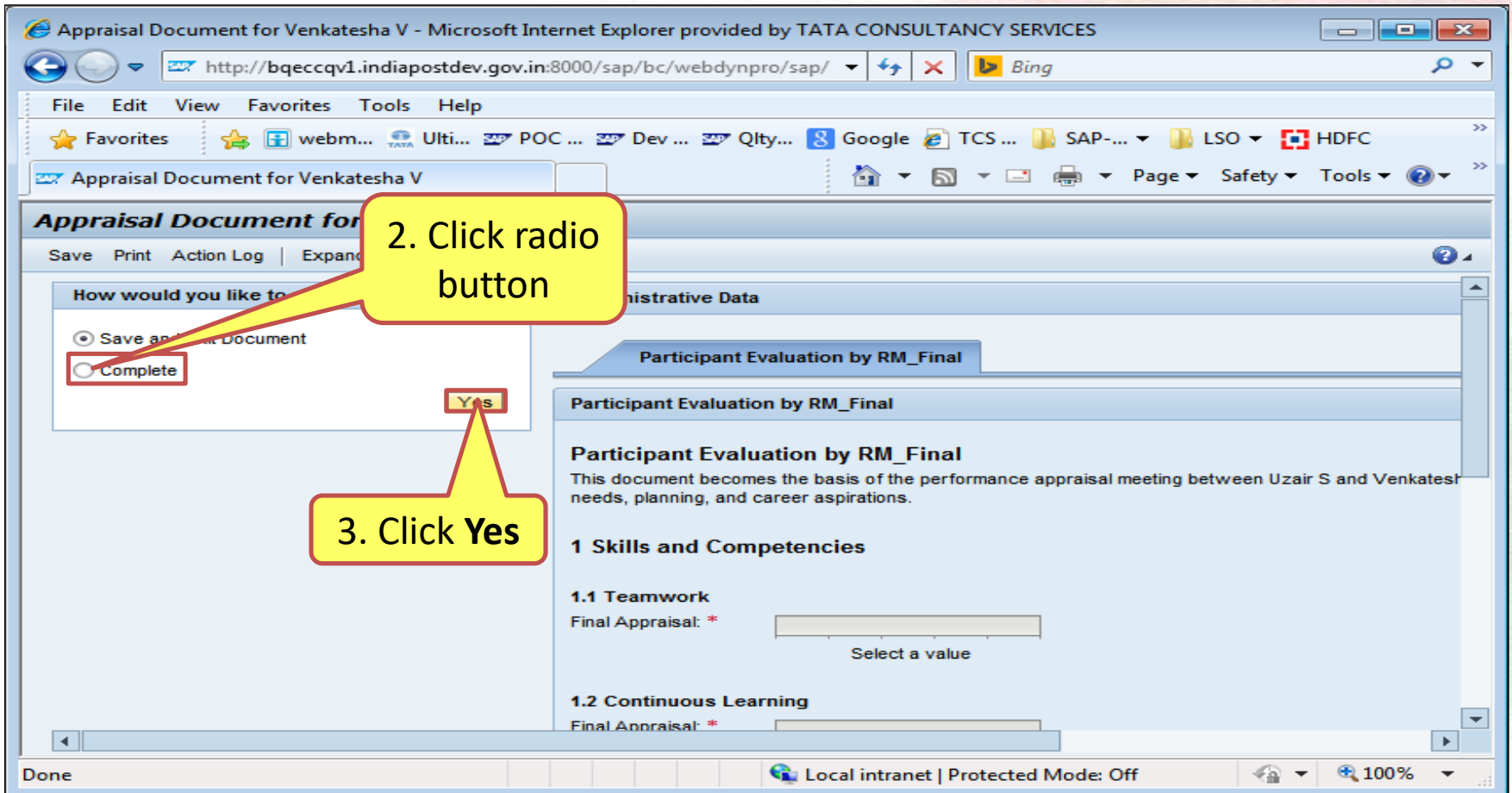
Participant: 10000166
Course: PA Induction
Course Duration: 08.10.2014-09.10.2014

Perform Appraisal Exit Appraisal

1. Click **Perform Appraisal**

Participant Evaluation

- Select the rating.
- Click the radio button 'Complete' and then click 'Yes' button.



Appraisal Document for Venkatesha V - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

http://bqeccqv1.indiapostdev.gov.in:8000/sap/bc/webdynpro/sap/

File Edit View Favorites Tools Help

Appraisal Document for Venkatesha V

Save Print Action Log Expand

How would you like to

Save and Print Document

Complete

2. Click radio button

Yes

3. Click Yes

Participant Evaluation by RM_Final

Participant Evaluation by RM_Final

This document becomes the basis of the performance appraisal meeting between Uzair S and Venkatesh S, covering his needs, planning, and career aspirations.

1 Skills and Competencies

1.1 Teamwork

Final Appraisal: *

1.2 Continuous Learning

Final Appraisal: *

Done Local intranet | Protected Mode: Off 100%



Administer Training Feedback

Training Feedback

Administer Training Feedback

- DOP Portal → Employee Self Service → Learner → Training Home →
- Notifications → Follow-Up Actions



The screenshot shows the login interface of the India Post Employee Portal. The page features the India Post logo and the text 'INDIA POST Ministry of Communication & Information Technology' at the top. A large yellow button labeled 'EMPLOYEE PORTAL' is on the left. On the right, there is a login form with two input fields: 'User' and 'Password', and a 'Log On' button. Three yellow callout boxes with numbered instructions point to the form fields and the button:

1. Enter User
2. Enter Password
3. Click Log On

Training Feedback

Administer Training Feedback



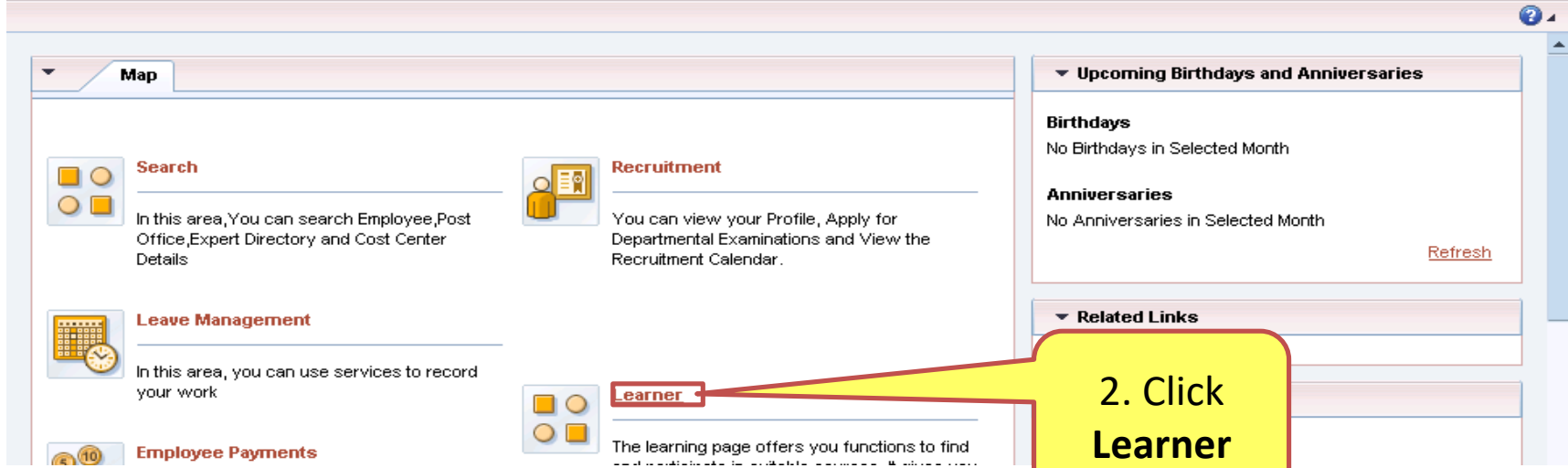
The screenshot shows the top navigation bar with 'Home' and 'Employee Self-Service' options. The main content area is titled 'Company > News' and contains several news items:

- [Tender for Housekeeping services in BD & MD,Dak Bhavan, New Delhi, For details visit https://eprocure.gov.in/eprocure/app \(Tender ID is 2014_DOP_7012_1\)](https://eprocure.gov.in/eprocure/app)
- [Request for proposal Rural Hardware \(RH\) - Notice for Corrigendum - III dated 26.03.2014](#)
- [Tentative Commemorative Postage Stamp Issue Calendar April to June 2014](#)
- [PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014](#)

A yellow callout box points to the 'Employee Self-Service' link in the top navigation bar.

1. Click
Employee Self
Service

Employee Self Service



The screenshot shows the 'Map' section of the Employee Self-Service portal. It contains several service tiles:

- Search**: In this area, You can search Employee, Post Office, Expert Directory and Cost Center Details.
- Recruitment**: You can view your Profile, Apply for Departmental Examinations and View the Recruitment Calendar.
- Leave Management**: In this area, you can use services to record your work.
- Employee Payments**: (Partially visible)
- Learner**: The learning page offers you functions to find and participate in suitable courses. (This tile is highlighted with a red box and a yellow callout box).


On the right side, there are sections for 'Upcoming Birthdays and Anniversaries' (showing 'No Birthdays in Selected Month' and 'No Anniversaries in Selected Month') and 'Related Links'.

2. Click
Learner

Training Feedback

Administer Training Feedback

Employee Self Service

Back 

▼

[Training Home](#)

Click here to launch training service .

[Training Policy](#)

[Training Policy](#)

3. Click Training Home

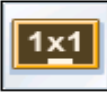
Training Feedback

- Click 'Follow-Up Actions' link.


Training Home

My Bookings

All Bookings



Classroom Trainings



E-Learnings

Filter My Bookings

Filters

Language

All Languages

Location

All

Calendar

| October 2010 | | | | |
|--------------|----|----|----|----|
| Mo | Tu | We | Th | Fr |
| 40 | 29 | 30 | 1 | 2 |
| 41 | 6 | 7 | 8 | 9 |
| 42 | 13 | 14 | 15 | 16 |
| 43 | 20 | 21 | 22 | 23 |
| 44 | 27 | 28 | 29 | 30 |
| 45 | 3 | 4 | 5 | 6 |

OCT 07 OCT

Course: **Train SBC**

Location: **Post**

Search

Search Term [Advanced Search](#)

Links

[Browse Catalog](#)

[Profile Matchup](#)

[Training Calendar](#)

[Training History](#)

[Top Ten Courses](#)

[Prebookings](#)

[Favorites](#)

[Settings](#)

Notifications


[Follow-Up Actions \(4\)](#)


4. Click Follow-Up Actions


Training Feedback

- Click 'Perform Course Appraisal' link.

▼ **Notifications**

Mandatory Courses (1) 

Follow-Up Actions (1) 

 Course: OT test for enda

[Confirm Participation](#) [Perform Course Appraisal](#)

5. Click **Perform Course Appraisal**

Training Feedback

- Click 'Course' and in the that screen enter the 'Rating' and then Click Trainer

Feedback by Participant

Save Print Action Log | Expand Collapse

How would you like to continue?

Save and Exit Document
 Complete

Yes

Administrative Data

Feedback by the Participant Course Trainer Facilities

Feedback by the Participant

6. Click Course

*** Feedback against the Course, the Trainer and the Facilities to be filled by the participant ***

Training Feedback

- Select the ratings for different fields..

Feedback by Participant

Save Print Action Log Expand Collapse

How would you like to continue?

Save and Exit Document
 Complete

Yes

Administrative Data

Feedback by the Participant **Course** Trainer Facilities

Course

1.Quality of course
Final Appraisal: *
Select a value

2.Presentation
Final Appraisal: *
Select a value

3.Relevancy of Topic
Final Appraisal: *
Select a value

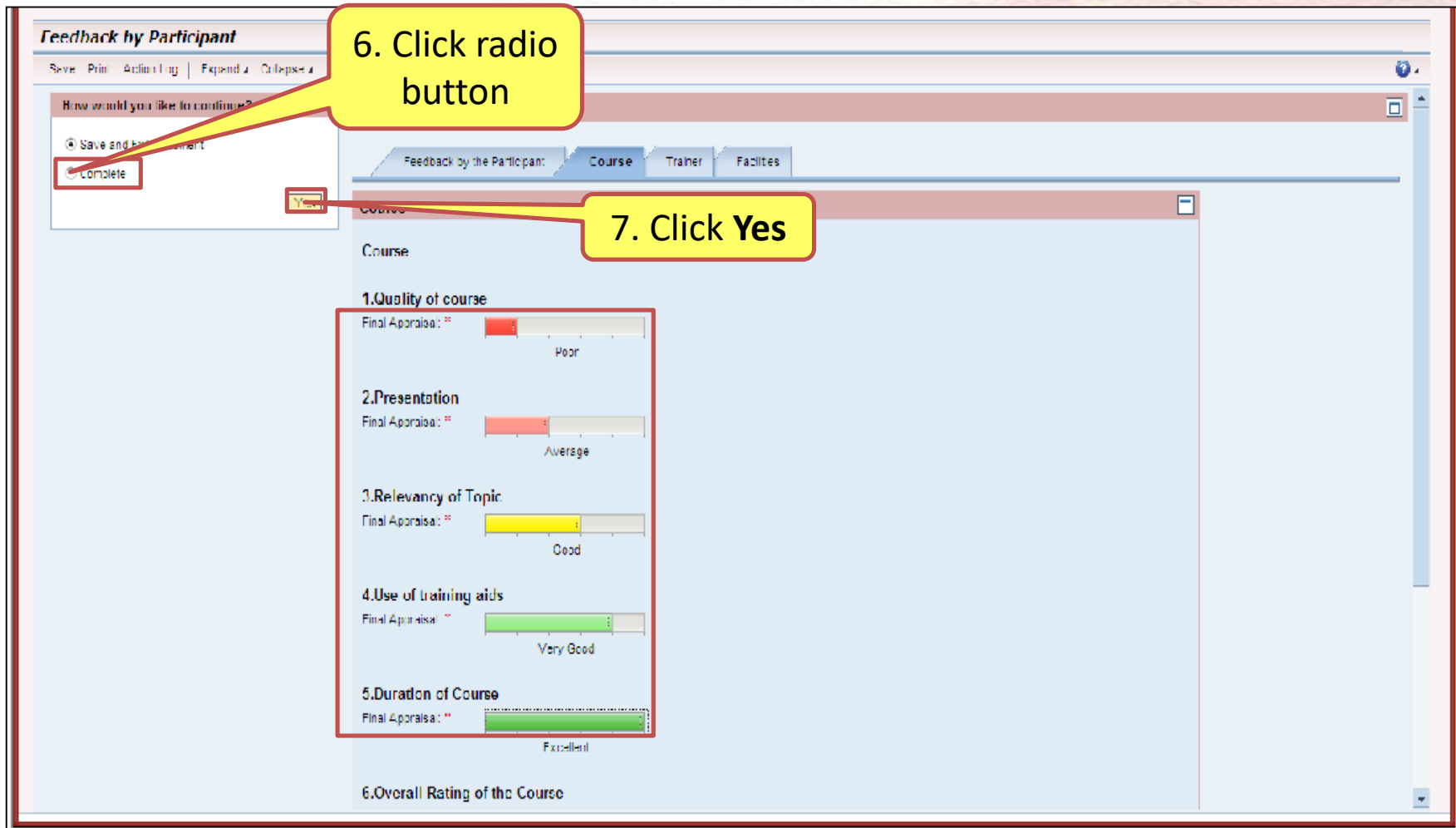
4.Use of training aids
Final Appraisal: *
Select a value

5.Duration of Course
Final Appraisal: *

(Element: 1.Quality of course,Column: Final Appraisal) - Select a value

Training Feedback

- Click the radio button 'Complete' and then click 'Yes' button.



The screenshot shows a web-based feedback form titled "Feedback by Participant". At the top left, there are navigation options: "Save", "Print", "Action Log", "Expand", and "Collapse". Below this, a question asks "How would you like to continue?". There are two radio buttons: "Save and back to work" and "Complete". The "Complete" radio button is selected and highlighted with a red box. A yellow callout bubble with the text "6. Click radio button" points to this radio button. To the right of the "Complete" button is a "Yes" button, also highlighted with a red box. A yellow callout bubble with the text "7. Click Yes" points to this button. Below the navigation and question, there are tabs for "Feedback by the Participant", "Course", "Trainer", and "Facilities". The "Course" tab is active. The main content area is titled "Course" and contains a list of rating items, each with a "Final Appraisal" label and a progress bar. A red box highlights the first five items: "1. Quality of course" (Poor), "2. Presentation" (Average), "3. Relevancy of Topic" (Good), "4. Use of training aids" (Very Good), and "5. Duration of Course" (Excellent). The sixth item, "6. Overall Rating of the Course", is partially visible at the bottom.

6. Click radio button

7. Click Yes

Feedback by Participant

Save Print Action Log Expand Collapse

How would you like to continue?

Save and back to work

Complete

Yes

Feedback by the Participant Course Trainer Facilities

Course

1. Quality of course
Final Appraisal: ** Poor

2. Presentation
Final Appraisal: ** Average

3. Relevancy of Topic
Final Appraisal: ** Good

4. Use of training aids
Final Appraisal: ** Very Good

5. Duration of Course
Final Appraisal: ** Excellent

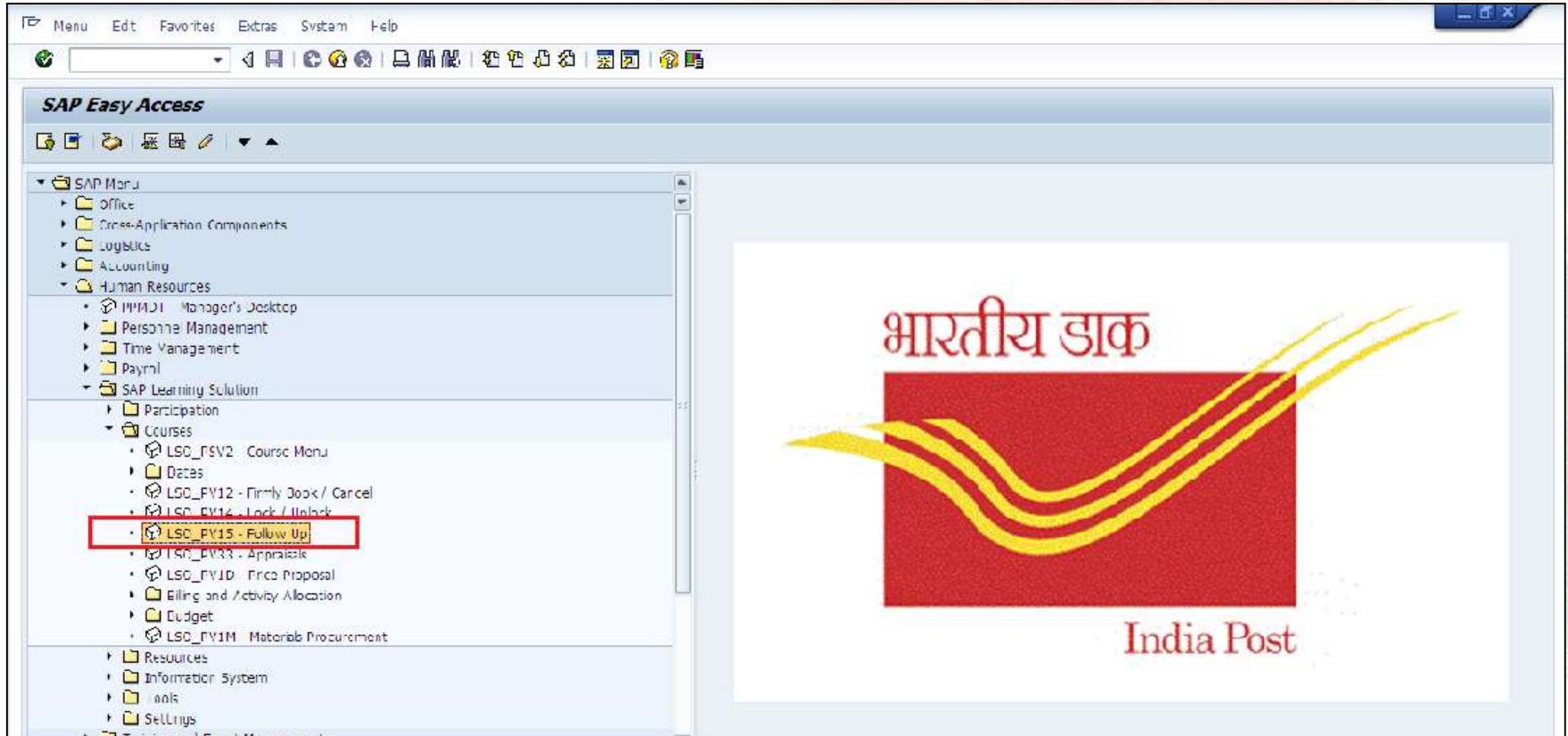
6. Overall Rating of the Course



Post Training Activities

Post-training Activities by Instructor

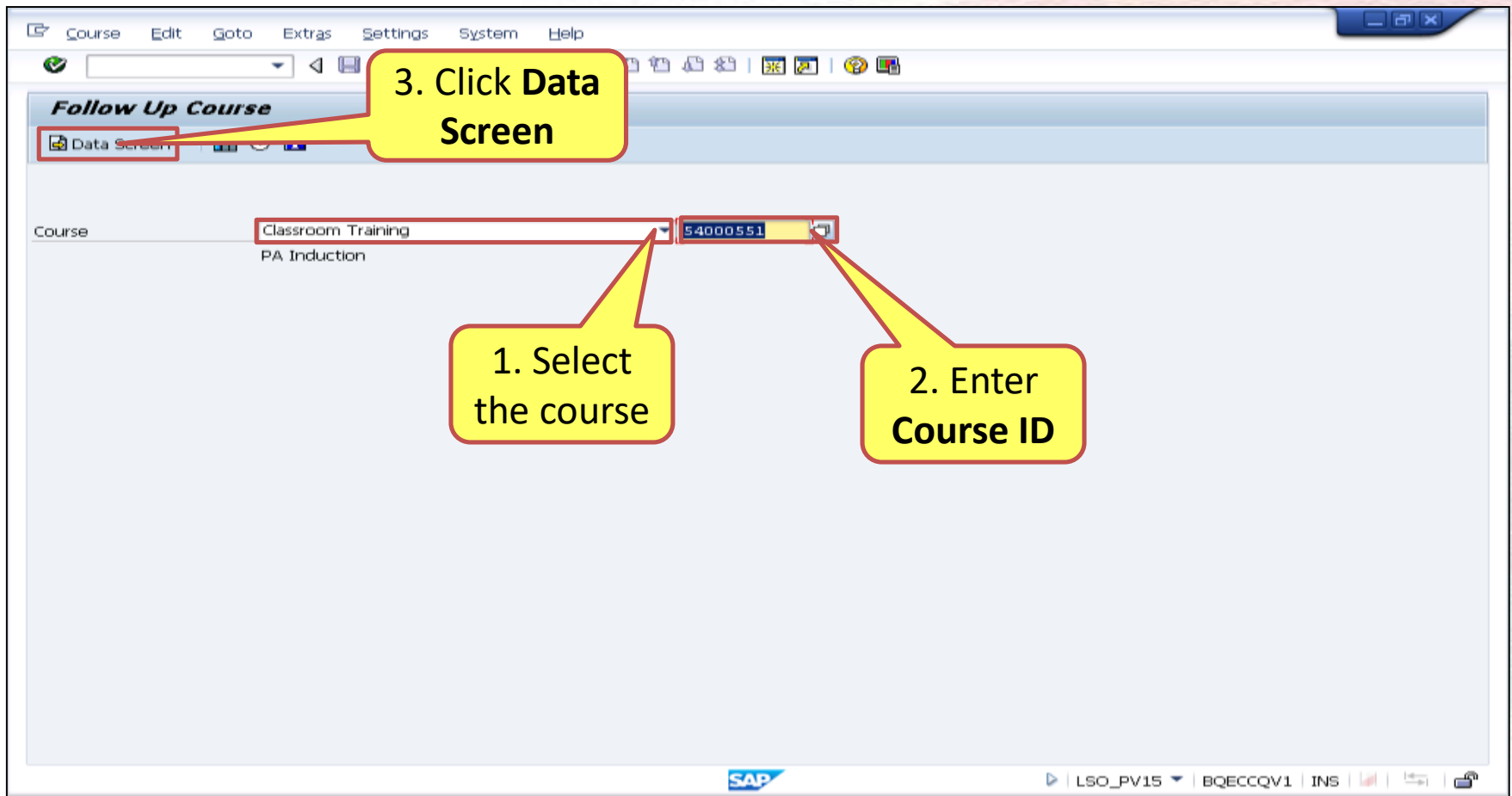
Human Resources → SAP Learning Solution → Courses → LSO_PV15 - Follow Up
Or execute the transaction code LSO_PV15



The screenshot displays the SAP Easy Access interface. The left-hand navigation pane shows the 'SAP Menu' tree. Under 'Human Resources', the 'SAP Learning Solution' folder is expanded, showing 'Participation' and 'Courses'. The 'Courses' folder is further expanded, and the 'LSO_PV15 - Follow Up' option is highlighted with a red rectangular box. The main content area on the right shows the India Post logo, which consists of a red square with the Hindi text 'भारतीय डाक' (Bharatiya Dak) at the top and 'India Post' at the bottom, with a stylized yellow and red wave graphic in the center.

Post-training Activities

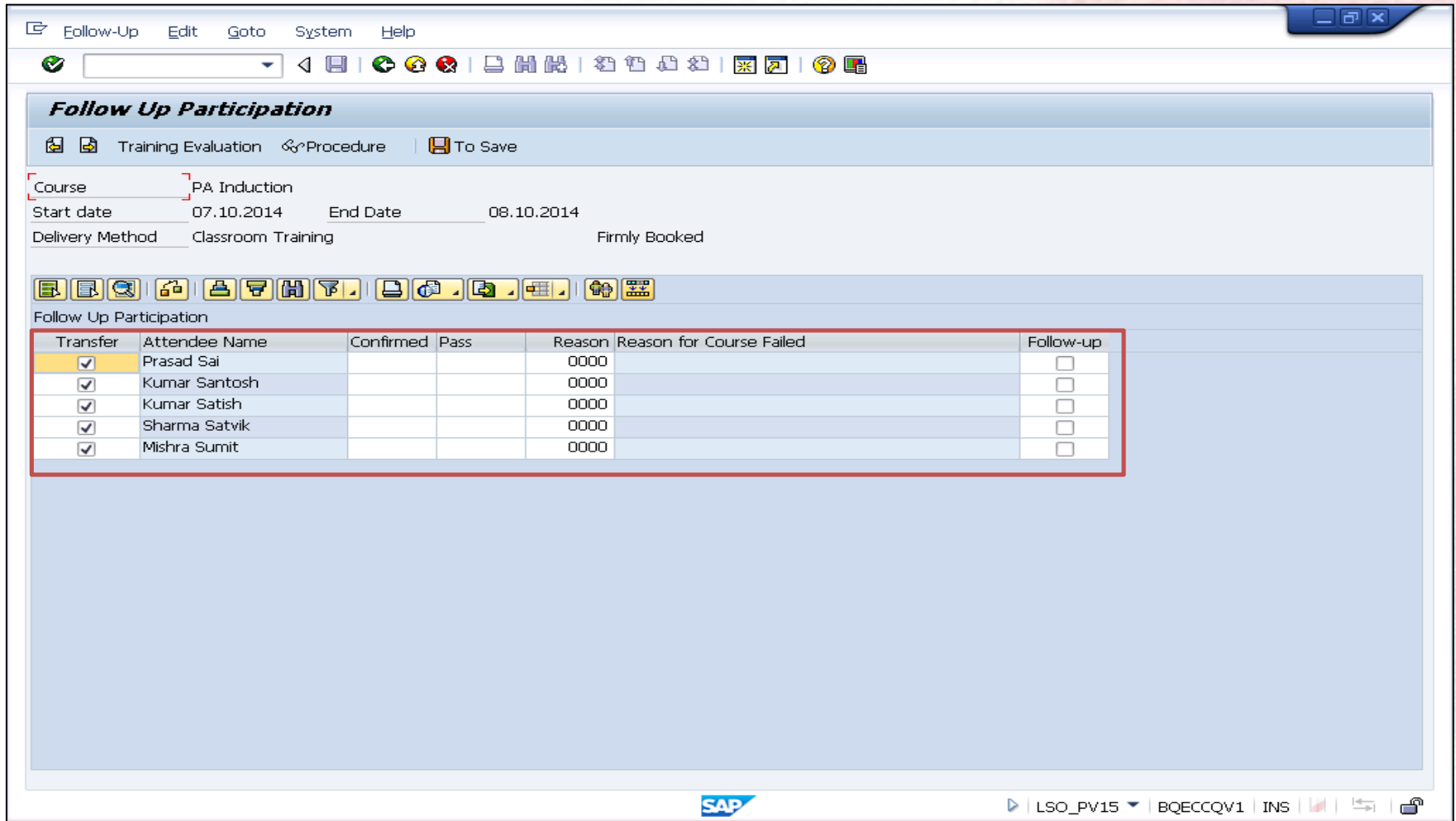
- Select the course.
- Enter 'Course ID' and then click 'Data Screen' button.



The screenshot shows the SAP Training Administration interface. The menu bar includes 'Course', 'Edit', 'Goto', 'Extras', 'Settings', 'System', and 'Help'. The main window title is 'Follow Up Course'. A 'Data Screen' button is highlighted with a red box and a yellow callout bubble containing the text '3. Click Data Screen'. Below this, a dropdown menu is open, showing 'Classroom Training' and 'PA Induction'. A yellow callout bubble points to this dropdown with the text '1. Select the course'. To the right of the dropdown, a text input field contains the value '54000551', with a yellow callout bubble pointing to it that says '2. Enter Course ID'. The SAP logo is visible in the bottom left corner, and the bottom right corner shows system information: 'LSO_PV15 | BQECCQV1 | INS | [status icons]'.

Post-training Activities

- The system will list all the participants of the training program.



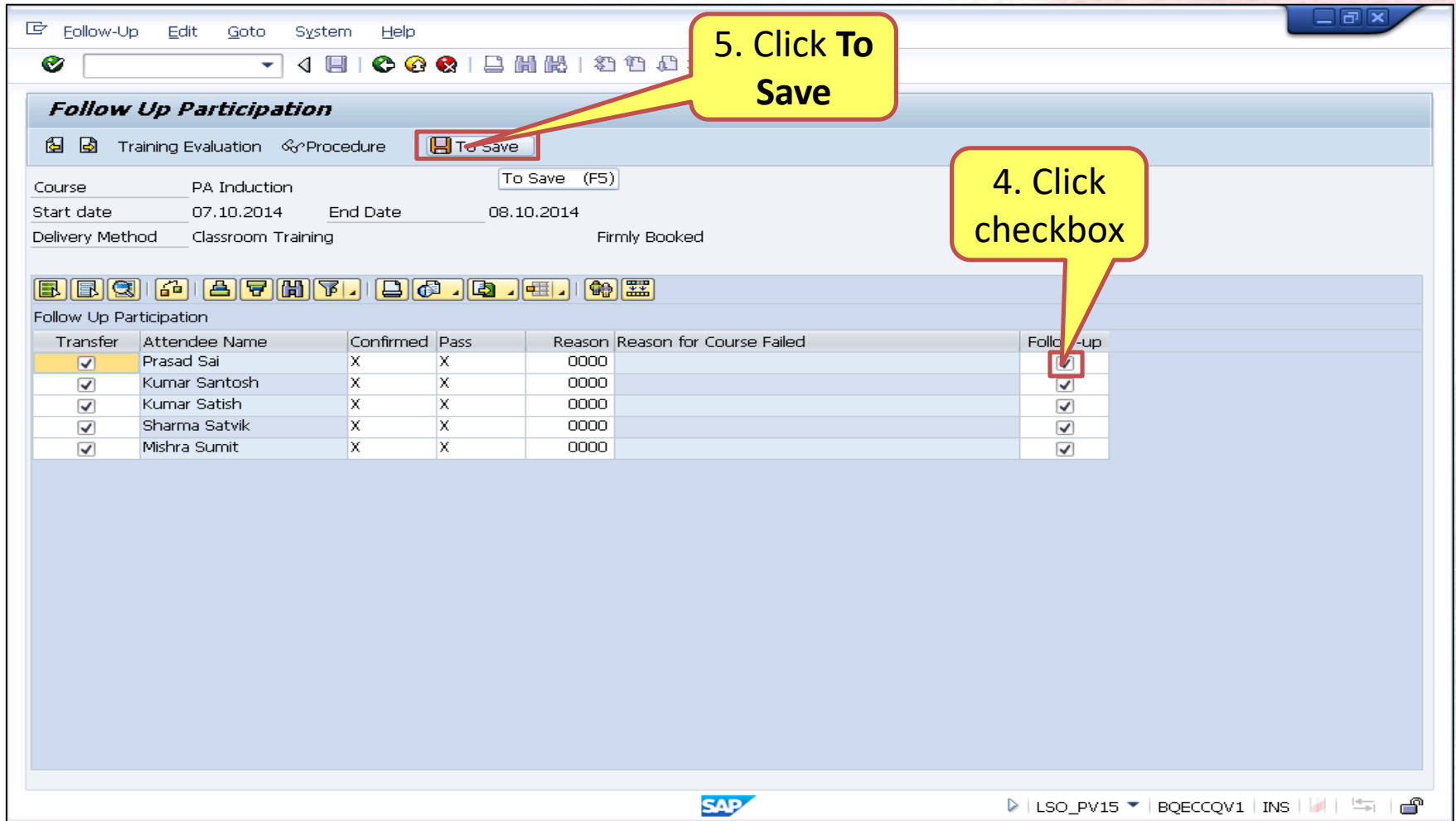
The screenshot shows the SAP 'Follow Up Participation' interface. At the top, there are menu options: Follow-Up, Edit, Goto, System, and Help. Below the menu is a toolbar with various icons for navigation and actions. The main content area is titled 'Follow Up Participation' and includes a breadcrumb trail: Training Evaluation > Procedure > To Save. Below this, there are input fields for Course (PA Induction), Start date (07.10.2014), End Date (08.10.2014), and Delivery Method (Classroom Training). The status 'Firmly Booked' is displayed. A second toolbar is located above the table. The table itself has the following structure:

| Transfer | Attendee Name | Confirmed | Pass | Reason | Reason for Course Failed | Follow-up |
|-------------------------------------|---------------|-----------|------|--------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | Prasad Sai | | | 0000 | | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Kumar Santosh | | | 0000 | | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Kumar Satish | | | 0000 | | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Sharma Satvik | | | 0000 | | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Mishra Sumit | | | 0000 | | <input type="checkbox"/> |

At the bottom of the screen, the SAP logo is visible on the left, and the status bar shows: LSO_PV15 | BQECQV1 | INS | [Icons]

Post-training Activities

- Click “Follow-up” checkbox and then click “To save” button.



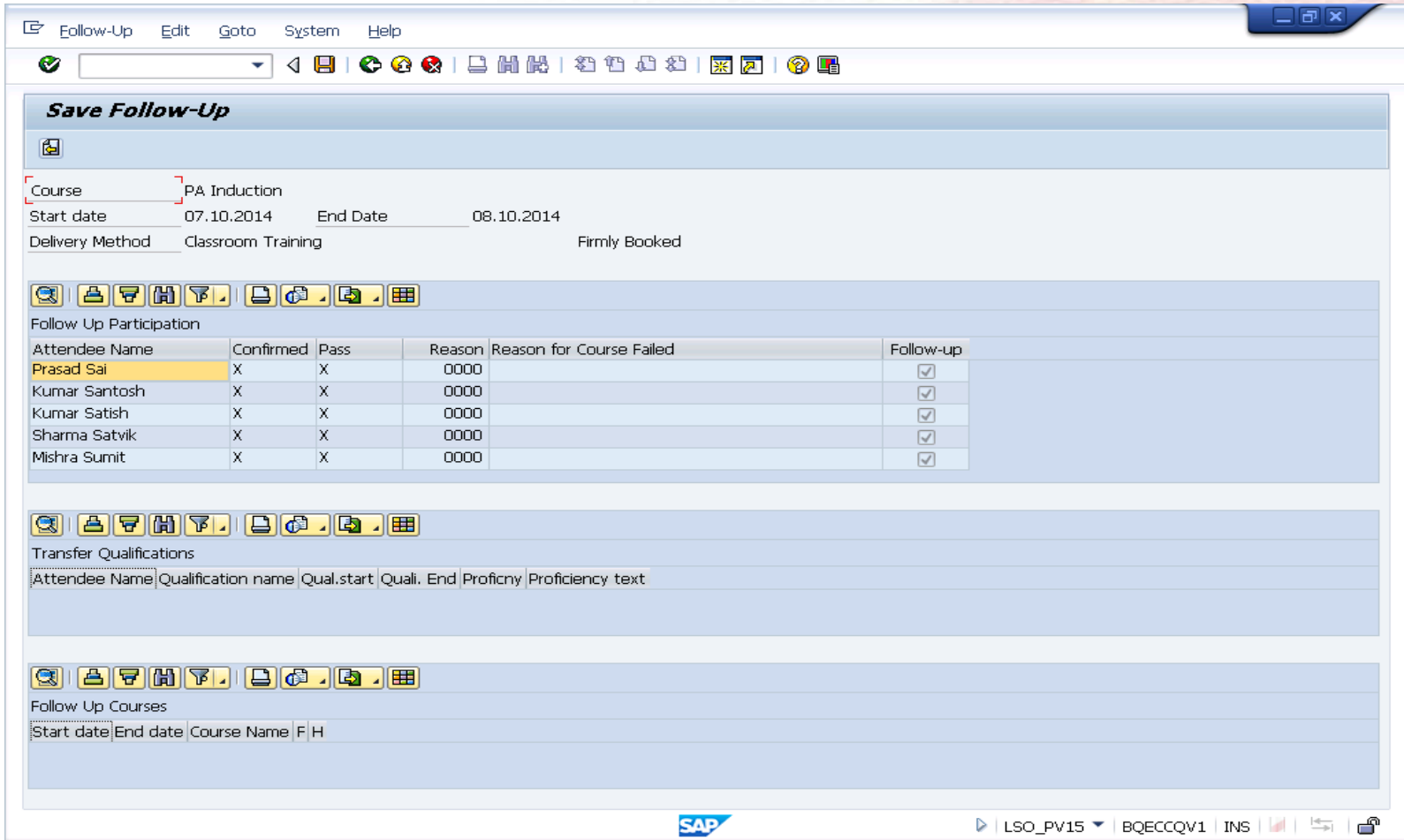
The screenshot shows the SAP 'Follow Up Participation' interface. The 'To Save' button is highlighted with a red box and a yellow callout bubble labeled '5. Click To Save'. The 'Follow-up' checkbox for the first attendee, Prasad Sai, is also highlighted with a red box and a yellow callout bubble labeled '4. Click checkbox'.

Course: PA Induction
Start date: 07.10.2014
End Date: 08.10.2014
Delivery Method: Classroom Training
Firmly Booked

| Transfer | Attendee Name | Confirmed | Pass | Reason | Reason for Course Failed | Follow-up |
|-------------------------------------|---------------|-----------|------|--------|--------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Prasad Sai | X | X | 0000 | | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Kumar Santosh | X | X | 0000 | | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Kumar Satish | X | X | 0000 | | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Sharma Satvik | X | X | 0000 | | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Mishra Sumit | X | X | 0000 | | <input checked="" type="checkbox"/> |

Post-training Activities

- Click on back button and then click on continue. Next screen will follow.



The screenshot shows the SAP 'Follow-Up' screen for a course. The main data fields are:

- Course: PA Induction
- Start date: 07.10.2014
- End Date: 08.10.2014
- Delivery Method: Classroom Training
- Firmly Booked

The 'Follow Up Participation' table is as follows:

| Attendee Name | Confirmed | Pass | Reason | Reason for Course Failed | Follow-up |
|---------------|-----------|------|--------|--------------------------|-------------------------------------|
| Prasad Sai | X | X | 0000 | | <input checked="" type="checkbox"/> |
| Kumar Santosh | X | X | 0000 | | <input checked="" type="checkbox"/> |
| Kumar Satish | X | X | 0000 | | <input checked="" type="checkbox"/> |
| Sharma Satvik | X | X | 0000 | | <input checked="" type="checkbox"/> |
| Mishra Sumit | X | X | 0000 | | <input checked="" type="checkbox"/> |

Below the table are sections for 'Transfer Qualifications' and 'Follow Up Courses', both currently empty.

Post-training Activities

- Enter the Proficiency details

Follow-Up Edit Goto System Help

Transfer Qualifications

Training Evaluation Procedure To Save

Course PA Induction
 Start date 07.10.2014 End Date 08.10.2014
 Delivery Method Classroom Training Firmly Booked

Transfer Qualifications

| Transfer | Attendee | Qualification | Qual.start | Quali. End | Proficny | Proficiency text |
|-------------------------------------|---------------|------------------|------------|------------|----------|------------------|
| <input checked="" type="checkbox"/> | Prasad Sai | Postal Assistant | 08.10.2014 | 31.12.9999 | 1 | Basic Knowledge |
| <input checked="" type="checkbox"/> | Kumar Santosh | Postal Assistant | 08.10.2014 | 31.12.9999 | 1 | Basic Knowledge |
| <input checked="" type="checkbox"/> | Kumar Satish | Postal Assistant | 08.10.2014 | 31.12.9999 | 1 | Basic Knowledge |
| <input checked="" type="checkbox"/> | Sharma Satvik | Postal Assistant | 08.10.2014 | 31.12.9999 | 1 | Basic Knowledge |
| <input checked="" type="checkbox"/> | Mishra Sumit | Postal Assistant | 08.10.2014 | 31.12.9999 | 1 | Basic Knowledge |

SAP | LSO_PV15 | BQECCQV1 | INS

Post-training Activities

Follow-Up Edit Goto System Help

Save Follow-Up

Course PA Induction
 Start date 07.10.2014 End Date 08.10.2014
 Delivery Method Classroom Training Firmly Booked

Follow Up Participation

| Attendee Name | Confirmed | Pass | Reason | Reason for Course Failed | Follow-up |
|---------------|-----------|------|--------|--------------------------|-------------------------------------|
| Prasad Sai | X | X | 0000 | | <input checked="" type="checkbox"/> |
| Kumar Santosh | X | X | 0000 | | <input checked="" type="checkbox"/> |
| Kumar Satish | X | X | 0000 | | <input checked="" type="checkbox"/> |
| Sharma Satvik | X | X | 0000 | | <input checked="" type="checkbox"/> |
| Mishra Sumit | X | X | 0000 | | <input checked="" type="checkbox"/> |

Transfer Qualifications

| Attendee Na... | Qualification name | Qual.start | Quali. End | Proficny | Proficiency text |
|----------------|--------------------|------------|-------------|----------|------------------|
| Prasad Sai | Postal Assistant | 08.10.2... | 31.12.99... | 1 | Basic Knowled... |
| Kumar Santosh | Postal Assistant | 08.10.2... | 31.12.99... | 1 | Basic Knowled... |

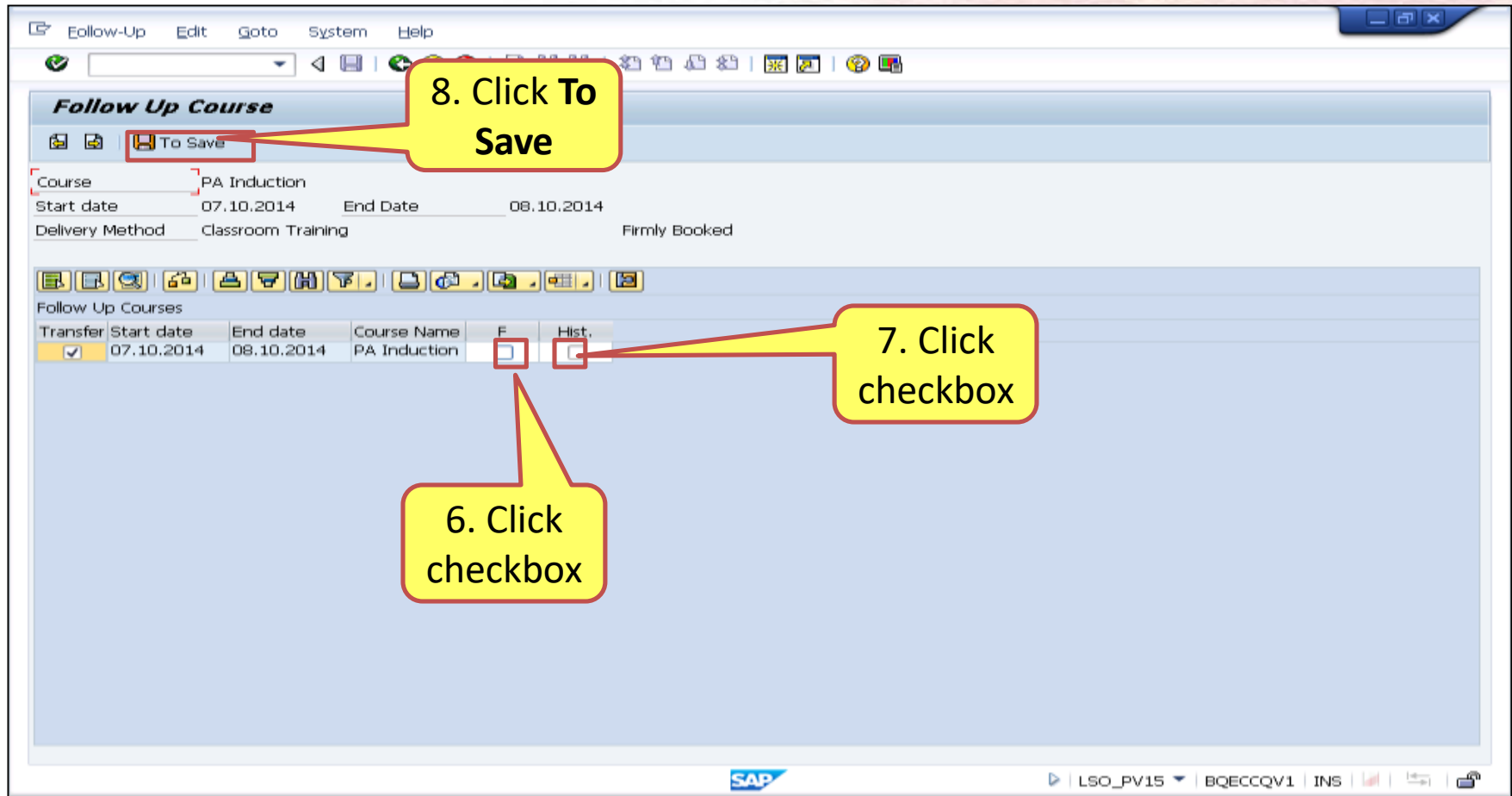
Follow Up Courses

| Start date | End date | Course Name | F | H |
|------------|----------|-------------|---|---|
| | | | | |

SAP | LSO_PV15 | BQECCQV1 | INS

Post-training Activities

- Click 'Course Follow-up' checkbox.
- Click 'Historically recorded' checkbox and then click 'To Save' button.
- Data will save in IT0024.



The screenshot shows the SAP 'Follow Up Course' interface. The window title is 'Follow-Up' and the menu bar includes 'Follow-Up', 'Edit', 'Goto', 'System', and 'Help'. The main area is titled 'Follow Up Course' and contains a 'To Save' button. Below this, there are fields for 'Course' (PA Induction), 'Start date' (07.10.2014), 'End Date' (08.10.2014), and 'Delivery Method' (Classroom Training). A table titled 'Follow Up Courses' is displayed with the following data:

| Transfer | Start date | End date | Course Name | F | Hist. |
|-------------------------------------|------------|------------|--------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | 07.10.2014 | 08.10.2014 | PA Induction | <input type="checkbox"/> | <input type="checkbox"/> |

Annotations on the screenshot indicate the following steps:

6. Click checkbox (pointing to the 'F' checkbox in the table row)
7. Click checkbox (pointing to the 'Hist.' checkbox in the table row)
8. Click To Save (pointing to the 'To Save' button)

The SAP logo is visible in the bottom left corner, and the status bar at the bottom right shows 'LSO_PV15', 'BQECQV1', and 'INS'.

TAM Process: Course Administration

Summary

In this lesson we have learnt about using TAM for Training Delivery, which includes,

- Capturing Attendance
- Getting Feedback from Participants
- Administering Participant Evaluation
- Post-Training Activities: Recording final attendance and Competency

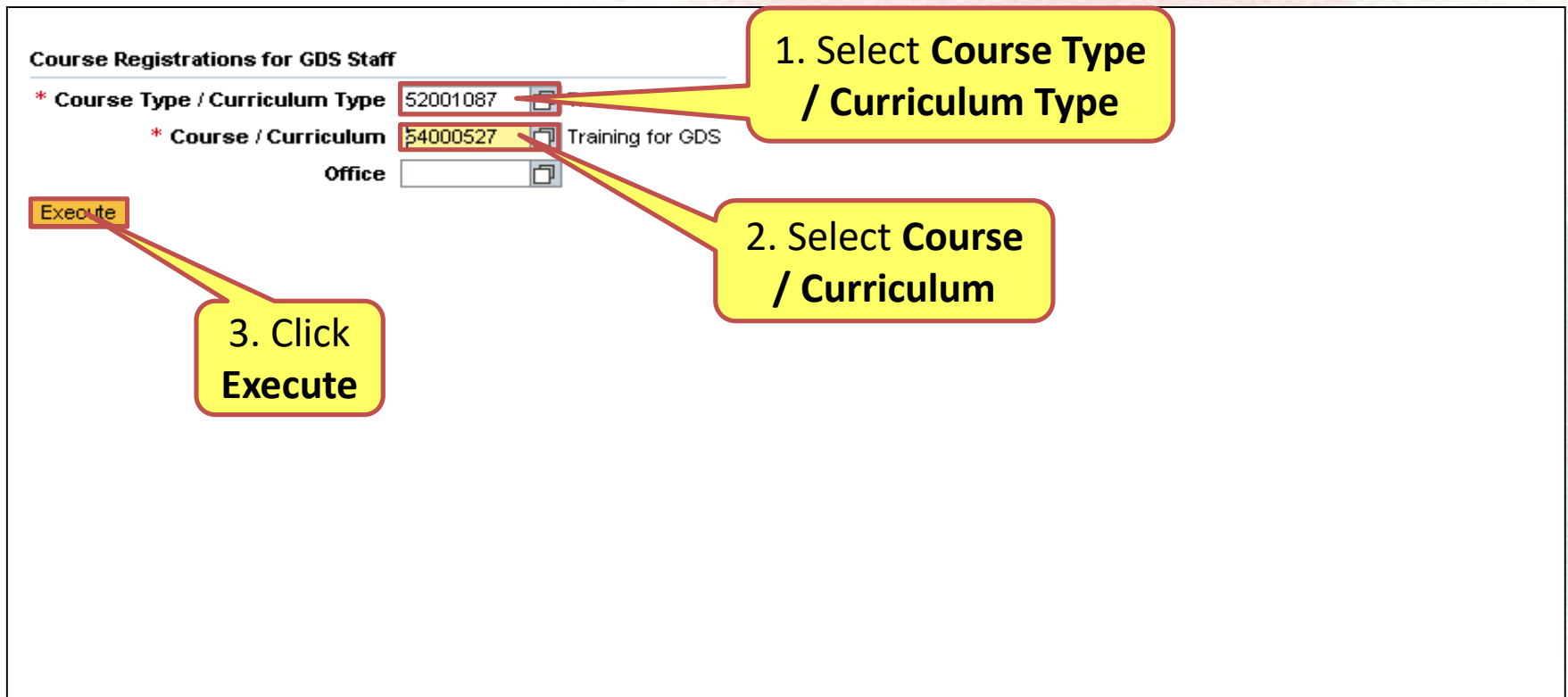


Administer Training for GDS Staff

Training Administration for GDS Staff

DOP Portal → Training Manager → TAM Process → Registration of GDS Staff

- Select 'Course Type / Curriculum Type' and 'Course / Curriculum'.
- Click 'Execute' button.



Course Registrations for GDS Staff

* Course Type / Curriculum Type

* Course / Curriculum Training for GDS

Office

1. Select **Course Type / Curriculum Type**

2. Select **Course / Curriculum**

3. Click **Execute**

TAM Process (Contd...)

- Click checkbox to select the participants.
- Select 'SDI ID' and then click 'Send Mail to SDI' button.

Course Details

Course: Training for GDS Start Date: 24.01.2015

SDI ID: 10000515

5. Select SDI ID

Select all Deselect All Register Send Mail to SDI Back

4. Click checkbox

6. Click Send Mail to SDI

| Office | Office Name | Employee ID | Employee Name | Designation | CHECK |
|----------|--------------------|-------------|-----------------------|-------------|-------------------------------------|
| 10002825 | Budanur B.O | 50000013 | Kumar Amit | GDS | <input type="checkbox"/> |
| 10002825 | Budanur B.O | 50000014 | Kumar Kalyan | GDS | <input type="checkbox"/> |
| 10005867 | Niluvagilu B.O | 50000015 | Devagauda Kumaraswamy | GDS | <input type="checkbox"/> |
| 10005867 | Niluvagilu B.O | 50000016 | Jayram Jayalalitha | GDS | <input type="checkbox"/> |
| 10006031 | Halmadenahalli B.O | 50000003 | Saravanan Radhika | GDS-BPM | <input checked="" type="checkbox"/> |
| 10006031 | Halmadenahalli B.O | 50000002 | Prasad YSR | GDS-BPM | <input type="checkbox"/> |
| 10006031 | Halmadenahalli B.O | 50000005 | Singh Ajith | GDS-MD | <input checked="" type="checkbox"/> |
| 10006031 | Halmadenahalli B.O | 50000006 | Neelima bandi | GDS-MC | <input checked="" type="checkbox"/> |
| 10006031 | Halmadenahalli B.O | 50000007 | Bhatnagar Vishal | GDS-Packer | <input checked="" type="checkbox"/> |
| 10006031 | Halmadenahalli B.O | 50000008 | kukreja Kanika | GDS-Stamp | <input checked="" type="checkbox"/> |
| 10007169 | Honnalagere B.O | 50000001 | GDS GDS | GSDA | <input type="checkbox"/> |

TAM Process

Module Summary

In this module we have learnt about the TAM Process. and implementation of various training related functions in TAM. These include,

- Assigning Training Targets to Training Centres
- Creating or Loading a Training Catalogue
- Administering Courses
- Managing Training Delivery
- Training Administration for GDS Staff



Thank You