

Innomet-EST Information System User Manual

Information system URL:

<http://www.innomet.org/innomet2/>

User manual version:

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General activities

Logging in

Main menu » Login to system

[LoginPage.html](#)



Login

Enter your username and password to login

Login

Password

Login

In order to use the information system, you have to first log in - <http://www.innomet.org/innomet2/LoginPage.html>. Enter the username and password you received from SA Innomet into relevant fields and press **Login**.

To be able to log in and use the information system, cookies have to be enabled in your web browser.

Course Calendar

Main menu » Course calendar

Main menu » Training » Course calendar

[CoursesList.html](#)

Main Page » Courses

Search <input type="text" value="All sectors"/> <input type="button" value="Detailed search"/> <input type="button" value="search"/> <input type="button" value="clear"/>				
Floral Design Training new!	2008-11-20 - 2008-11-28 (9 hours)	Tehnikakool	<input type="button" value="details"/>	<input type="button" value="view"/>
16-Hour First Aid Course new!	2008-11-30 - 2008-12-18 (3 hours)	Tehnikakool	<input type="button" value="details"/>	<input type="button" value="view"/>
4-Hour Lecture On Public Health new!	2008-12-02 - 2008-12-19 (6 hours)	Tehnikakool	<input type="button" value="details"/>	<input type="button" value="view"/>
Welding Technology Course new!	2008-12-17 - 2008-12-25 (18 hours)	Tehnikakool	<input type="button" value="details"/>	<input type="button" value="view"/>

The course calendar helps you to find suitable learning courses that the training organisations have entered in the system.

The courses can be searched based on the following criteria (most of the following criteria are available under detailed search):

- **sector** that the course has been designed for;
- **text** in course name ;
- period of course **dates**; a checkbox allows to find courses that have begun before and last after the selected start date;
- maximum course **price**, the courses with less price are found;
- course's **study type** (in-service training or level study courses);
- a checkbox allows to find **e-courses** only;
- one or more **competences**, to the development of which the course is focussed; in order to select competences, the link *Edit list* has to be selected and the required competences selected with a double-click from the list;
- one or more **target group** (professions) that the course is designed (by pressing Ctrl key, several professions can be selected);
- one or more **training organisation** offering courses (by pressing Ctrl key, several training organisations can be selected);
- one or more **course languages** (by pressing Ctrl key, several languages can be selected);

Main Page » Courses

After pressing the *search* button, the system displays the course list found.

In the course list a short overview of the course (button **details**) or the full description (button **view**) can be viewed. It is possible to register to courses if a training organisation has enabled it (button **reserve**).

The course title in the course list is grey if the course has ended. Course title is displayed red if the group is full – in such case, only registering to a waiting list is possible. Course title is dark blue if the course has started or will take place in the future.

Course dates are red if they have been amended within the last 10 days.

Registering to courses

Main menu » Courses calendar » reserve

Main menu » Training » Courses calendar » reserve

[CoursesList.Reserve.html](#)

We will reserve a place in the course:

16-Hour First Aid Course

Course is held by Tehnikakool and starts at 2008-10-31

Please choose:

- [Reserve a place for a worker](#)
- [Reserve a place for a public user](#)
- [Cancel and return to previous page](#)

New participants can be registered to courses if a training organisation has opened the course for registration. If the number of interested participants exceeds the max number of participants indicated in the course description, the exceeding participants are registered to a waiting list. The training organisation will contact the persons in the waiting list and offer them additional places, additional dates or other alternatives, if possible.

We will reserve a place in the course:

16-Hour First Aid Course

Course is held by Tallinna Tehnikakõrgkool and starts at 2008-10-31

Please enter your information below. Fields marked with * must be entered!

first name *	<input type="text"/>
last name *	<input type="text"/>
personal code *	<input type="text"/>
profession *	<input type="text"/>
contact phone *	<input type="text"/>
contact e-mail *	<input type="text"/>
home address	<input type="text"/>
home address zipcode	<input type="text"/>

In order to register to courses, information on the participant has to be entered into relevant fields.

The first and last name, personal ID code, profession or position and contacts (phone and email) of the participant are required.

After saving the participant's information (button **reserve**) the information is displayed once again. In the same view, the participant and course information can be emailed to an email address. The same message is sent by email 3 days before the course start to the same contact address.

Report – overview of competence levels

[Main menu » Reports » Overview of competence levels](#)

[ReportSkillValues.html](#)

Main Page » Overview of skill values

Overview of skill values - report parameters

General **Filter** **Compare**

report rows are ☒ Skill type ☐ Skill ☐ Profession

sorting order
Select sorting order on report: Average actual value, lowest - highest

output format ☒ Graph ☐ Table

Show report

An overview of skill levels gives a general overview of actual and required levels of employees of companies registered in the system, as well as the differences between the levels. This report gives a general overview of labour force competences in Estonia as general or in a region or sector.

The main axis of the report includes a selection professions, competence types or single competences and their actual levels, required levels and the difference between the levels.

A report can also be displayed for a single profession, competence type, competence, region or sector.

All numeric data on levels are arithmetic averages of the report sampling. Should there be too few evaluated objects (employees or divisions of a company) in a data line sampling, the relevant data is not displayed.

Changing company information

[Main menu » Settings » Contact information](#)

[Main menu » Company » Company information](#)

[OrganizationDataEdit.html](#)

Metallifirma AS: edit data	
region	Tallinn, Harju county ▼
sector	Machine-building ▼
address	Uus-Masina 10
city	Tallinn
county	Harjumaa
phone	6543210
fax	6543210
mail	info@metallifirma.ee
web	http://www.metallifirma.ee
director	
<input type="button" value="save"/> <input type="button" value="cancel"/>	

In this view, the contacts of the company related to the user as well as the region and sector of the company can be edited.

Changing password and other settings

Main menu » Settings » User information

[UserDataEdit.html](#)

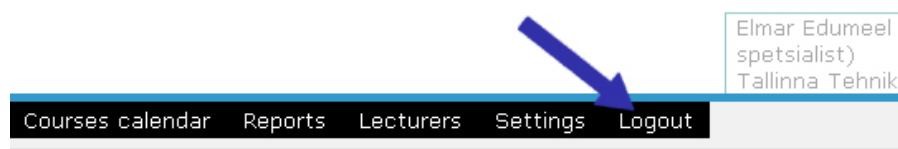
User information	
first name	Jacob
last name	Smart
password	<div> <div>.....</div> <div>password again</div> <div>.....</div> </div>
<input type="button" value="save"/> <input type="button" value="cancel"/>	

In this view, the user can change his/her full name, contacts and the password required for using the system.

Logging out

Main menu » Logout

[LogoutPage.html](#)



Every time you finish using the information system, you should log out from the system. In this way you can ensure that unauthorised persons cannot access the information system.

Functions for training organisations

Course administration

[Main menu » Courses](#)

[Courses.html](#)

In the course administration view, a user of a training organisation can add new courses, change course descriptions and carry out other procedures related to courses.

For every course line, several functions are possible, some buttons related to functions are hidden and can be viewed after pressing the plus symbol at the end of the course line.

Main Page » Courses

Courses					
<div> Actions View Search Filters </div> <div> new </div>					
#	name	status	start date ▾	reg	
1	Welding Technology Course	Public	2008-12-17	0 / 0	edit
2	4-Hour Lecture On Public Health	Public	2008-12-02	0 / 0	edit
3	16-Hour First Aid Course	Public	2008-11-30	1 / 0	edit
4	Floral Design Training	Public	2008-11-20	0 / 0	edit
5	Salesperson	Is being modified	2008-11-13	0 / 0	edit

The following functions are possible:

- 1) add new course;
- 2) edit course description;
- 3) see course description;
- 4) copy course;
- 5) see list of course reservations;
- 6) see waiting list of the course;
- 7) set course passed;
- 8) edit course status;
- 9) enter course feedback questionnaires;
- 10) deactivate not required courses.

The course list can be sorted by course title, course status and start date by clicking on the relevant table header. It is possible to search for courses by words in the course title (tab **Search** in the table header).

Course description can be changed only if the course status is **Under editing** or **Public**. The description of a course opened for registration or an archived course cannot be edited. If changes are still required in the description of a course opened for registration, the course status has to be set to *Public* and after making the required changes back to *Open for registration*. When setting a course opened for registration to another status, the requirement of additional contact is added to the information of registered participants, in order inform them of the changes made.



Adding courses and editing information


[Main menu » Courses » new](#)

[Main menu » Courses » edit \(in the list\)](#)

[Courses.New.html](#) [Courses.Edit.html](#)

Main Page » Courses » Edit course

Edit course	
Course is in status Public and fields marked with * must be entered!	
study type *	<input checked="" type="radio"/> Continuing education <input type="radio"/> General Education
name *	<input type="text" value="Floral Design Training"/>
start date * <small>Enter course starting date in format year-month-day</small>	<input type="text" value="2008-11-20"/> 
end date * <small>Enter course ending date in format year-month-day</small>	<input type="text" value="2008-11-28"/> 
start date precision <small>If it is not yet certain when course starts then only month or year can be shown in Calendar</small>	<input checked="" type="radio"/> date <input type="radio"/> month <input type="radio"/> year
end date precision <small>Same as with start date</small>	<input checked="" type="radio"/> date <input type="radio"/> month <input type="radio"/> year
url <small>Maximum length of a URL is 250 characters</small>	<input type="text" value="http://www.flora.com"/>
auditorial	<input type="text" value="3"/>
practices	<input type="text" value="3"/>
exercises	<input type="text" value="3"/>
minimal number of participants	<input type="text" value="3"/>
maximal number of participants	<input type="text" value="3"/>
price	<input type="text" value="1000.00"/>
is e-course	<input type="checkbox"/>
required prior knowledge	<input type="text" value="none"/>

contact person This name will be displayed in course public view and also enclosed to e-mails sent to registered persons	Julie Florence
contact phone	879879
contact mail	flora@email.com
sectors	Edit this list
skills * To add or remove skills click "Edit this list" link	<ul style="list-style-type: none"> focussing ability ✖ ability to create and creativity ✖ Add skills to this list
training outcome *	Ability to create nicely arranged bouquets.
target group * Select one or many professions who are target group of this course	<ul style="list-style-type: none"> Electrician ✖ Financial Director ✖ Secretary ✖ Add professions to this list
languages * You can select multiple languages by using Ctrl key	<div>English</div> <div>Estonian</div> <div>Russian</div>
lecturers	Edit this list
schedule	
<div>  Add new schedule row </div>	
<div> <div>save and continue entering</div> <div>save</div> <div>cancel</div> </div>	

When describing the course, various information can be inserted. The most important information is course title, course times, related professions and competences.

Depending on course status, different number of entry fields have to be filled in: if the course status is set to public, a number of critical information have to be entered (marked with an asterisk on the entry form). If course status is set to *Under editing*, course title is sufficient. In this way, courses with insufficient descriptions can be stored in the database and completed in the future.

The dates on the entry form are entered in the form YEAR-MONTH-DATE (e.g. 2008-05-20) and times in the form HOUR:MINUTE (e.g. 11:30).

If course dates are not yet clear, they can be entered as months and years only. To do this, the anticipated date can be entered and a remark added that it is a month or year precision. In the description of a public course, the date is shown as May 2008, in such case.

The maximum number of participants determines how many participants can register to the course and starting from which participant the participants are added to the waiting list.

The contact person of the course and his/her email are displayed in the public description of the course, and the emails sent to participants from the system are sent from these addresses.

Competences and professions related to a course have a decisive importance for companies in order to find suitable courses for their employees. Thus, it is very important to describe the target group professions and competences to be developed as precisely as possible. Depending on the course, it is recommended to add 5-10 competences. If no professions and/or competences required for describing the course are present in the information system, they should be sent to abi@innomet.ee and the system administrator will add them to the list of existing professions and competences.

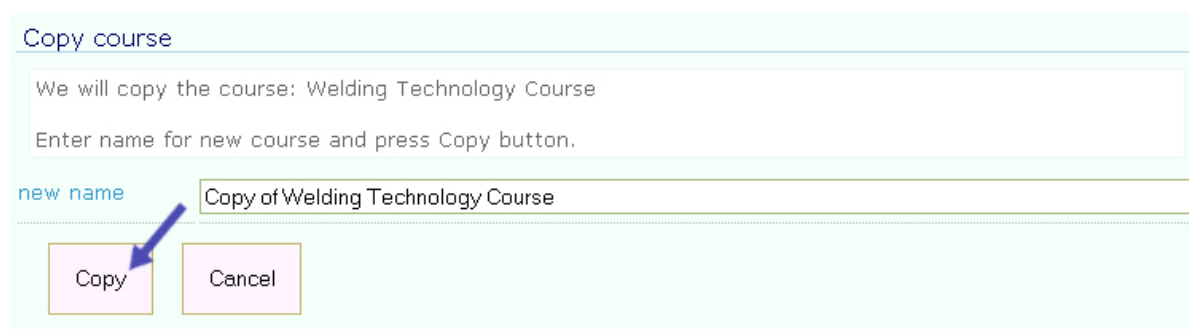
In order to be able to determine lecturers carrying out the course, their information has to be entered first in the lecturer maintenance view (see *Maintenance of lecturers*).

Copying course description

[Main menu » Courses » copy \(in the list\)](#)

[Courses.Copy.html](#)

Main Page » Courses » Copy course



Copy course

We will copy the course: Welding Technology Course

Enter name for new course and press Copy button.

new name

New courses can be created from existing courses. When copying the course, the copy has to be given a new name.

From the old course, all descriptive data (incl. course schedule) are transferred to the new course, only the list of registered persons and the waiting list are not copied. If registered persons have to be copied, it can be done in the relevant list of the course.

Changing course status

[Main menu » Courses » change status \(in the list\)](#)

[Courses.ChangeStatus.html](#)

Change course status

Course	Salesperson
Training organization	Salesperson
Dates	2008-11-13 - 2008-11-28
Current status	Is being modified (Last change: 2008-10-09)
Registered / waiting list	0 / 0

☒ **Is being modified**
Modifiable course can be seen only by training organization users and it is not in public calendar.

☐ **Public**
Public course is seen by all users, but they cannot register to course.

☐ **Open reg**
Course is open for registrations and course data cannot be modified anymore.

☐ **Archived**
Course is archived, it is not in main courses list and its data cannot be modified.

The course can have the following statuses:

1. **Under editing** – the course is not visible in the public training calendar, the course description can be changed and certainly only the minimum amount of information has to be entered (course name).
2. **Public** – the course is visible in the public training calendar, the course description can be changed and certainly the course study type, dates, target, competences, professions and language(s) have to be entered.
3. **Open for registration** – the course is visible in the public training calendar and it can be registered to. The course description cannot be changed. Certainly, the following data have to be entered: study type, exact dates, target, competences, professions and languages.
4. **Archived** – the course is not in the public training calendar or in the list of training organisations courses. Course data cannot be changed.

Archived courses can be restored from the archive by giving them another status.

Course status cannot be changed if a part of required data are missing in the course description.

When giving to a course that is open for registration a new status, a requirement for an additional contact is set to all registered participants in order to inform them of changes made in the course.

Maintaining the list of registered persons

Main menu » Courses » reservations (in the list)

[Courses.Reservations.html](#)

16-Hour First Aid Course :: Course reservations

Actions View Search						
		new	copy/move	send message		print reservations export reservations to CSV
#	c	first name	last name	profession	organization	
1	<input type="checkbox"/>	Juliet	Jolier	secretary	Microlink	 view 
2	<input type="checkbox"/>	Katherine	Jones	teacher	University of Applied Science	 view 
3	<input type="checkbox"/>	Sebastian	Smith	salesman	Monton	 view 
4	<input type="checkbox"/>	Samantha	Duval	tour guide	Happy Travel	 view 

In the list of registered persons the data of participants can be viewed, corrected and printed as a list. If required, the participants can be copied or transferred to other courses, as well as email messages sent within the system.

Employees of training organisations can change the data of registered persons; if required, a registration can be cancelled by pressing the **deactivate** button in the relevant line.

In order to send to participants a message, the required persons have to be selected in the list by checking the boxes before the relevant lines. The same has to be done to copy or transfer the participants.

Sending a message to participants is only possible when a correct and functioning email address was entered during registration.









Participants can be transferred to the waiting list or copied/transferred to another course; to do this, the required lines have to be checked and the required function carried out.

Maintaining the course waiting list

Main menu » Courses » waiting list (in the list)

[Courses.Waitinglist.html](#)

16-Hour First Aid Course :: Waiting list

Actions View Search						
		new	copy/move	send message		print waitinglist export waitinglist to CSV
#	c	first name	last name	profession	organization	
1	<input type="checkbox"/>	Cindy	Salier	lecturer	Tallinn University	 view 
2	<input type="checkbox"/>	Johann	Sui	programmer	Skype	 view 
3	<input type="checkbox"/>	Mary	Moore	psychiatrist	Your Health	 view 

In the course waiting list, the participant data can be viewed, corrected and printed as a list. If required, participants can be transferred to the list of registered persons, but also copied or transferred to other courses and sent email messages to within the system.

Employees of training organisations can change the data of registered persons; if required, a registration can be cancelled, by pressing the **deactivate** button in the relevant line.

In order to send messages to participants, the lines for required participants have to be checked. The same has to be done for copying or transferring participants.

Sending messages to participants is only possible if a correct and functioning email address was entered during registration.

Participants can be added to the waiting list or copied/transferred to another course; to do this, the required lines in the list have to be checked and the required function carried out.





Determining persons who have passed the course

[Main menu » Courses » passed \(in the list\)](#)

[Courses.SetCoursePassed.html](#)

Main Page » Courses » Set course passed

Check persons that have passed the course

	first name	last name	has passed	certificate date	certificate number
1	Juliet	Jolier	<input checked="" type="checkbox"/>	2008-12-18 	ADC-001
2	Katherine	Jones	<input checked="" type="checkbox"/>	2008-12-18 	ADC-002
3	Sebastian	Smith	<input checked="" type="checkbox"/>	2008-12-18 	ADC-003
4	Samantha	Duval	<input checked="" type="checkbox"/>	2008-12-18 	ADC-004
<input type="button" value="save"/> <input type="button" value="save and print"/> <input type="button" value="cancel"/>					

After the end of the course, an employee of the training organisation can enter for every person who has registered to the course, the number and date of the certificate on passing the course. Also, the list of persons that have passed the course can be printed out.

For all persons who have passed the course, a relevant checkbox (*passed*) has to be marked and the certificate data (*number* and *date*) entered. After all data have been entered, the list has to be saved (button **save**). If all required data have been entered for persons who have passed the course, the list of the persons can be printed out (button **save and print**), with course data (course name, course type, training organisation name, training period and training volume), participants' data (first and last name, personal ID code, certificate number and date) in the header and a signature box (for confirming the receipt of the certificate).

If a person registered in the Innomet system was registered to the course, the data on the course passed is displayed in the employee data of the relevant company.

Maintaining the course feedback questionnaires

[Main menu » Courses » feedback \(in the list\)](#)

[CourseFeedBack.html](#)


In the course feedback questionnaires maintenance view, the feedback questionnaires can be entered, changed and deleted. On the basis of the course feedback entered in the







database, the system generates reporting and calculated the average evaluations given to course organisation.

Main Page » Courses » Course feedback

Course feedback

Actions **View** **Search**

 new

#	fill_date ▲	gender	
1	2008-10-09	N	 edit  delete
2	2008-10-09	M	 edit  delete
3	2008-10-09	N	 edit  delete

At the moment, feedback questionnaires can be entered in the system only by a training organisation employee who is a user in the information system; a course participant cannot do it directly. Course participants give their evaluation on an evaluation sheet (that can be printed out from the system) and the training organisation employee inserts it in the information system.

In order to insert a feedback questionnaire the function **new** has to be selected from the table header. Course evaluations can be entered on the questionnaire, the date of filling out the questionnaire and the gender of the evaluator. If lecturer lines are required on the questionnaire, course data has to include lecturer descriptions.

The total number of questionnaires entered for one course is not limited, however, it has to conform to the number of persons who have passed the course.

Course feedback report

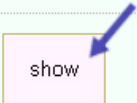
Main menu » Reports » Course feedback

[ReportCourseFeedback.html](#)

Main Page » Course feedback

Report parameters

course sector	(all sectors) ▼
training organization region	Tallinn, Harju county ▼
course	16-hour first aid course ▼

 show

The report displays the arithmetic averages of evaluations given to the course. The data indicated in the report depend on the feedback questionnaire data entered by a training organisation.

Employees of training organisations can view the average evaluations given to each of their courses. Other users only see general data for training organisations and their courses.

A general report can also be viewed for training organisations in a specific region or courses for a specific sector.

Maintenance of lecturers

[Main menu » Lecturers](#)

[Lecturers.html](#)

Main Page » Lecturers

Lecturers				
<div>Actions View Search</div> <div> new</div>				
#	first name A	last name		
1	Amanda	Stewart	 edit	 deaktiveeri
2	Jake	Smith	 edit	 deaktiveeri
3	Jakob	Hill	 edit	 deaktiveeri

In order to be able to determine lecturers in course descriptions, their data has to be entered first in the lecturer maintenance view.

In the lecturer maintenance view, training organisations can enter their course lecturers and change their data. The first and last name as well as the position of a lecturer has to be entered. Entered lecturers can be sorted (by first and last name) and searched for.

If required, unnecessary data can be deactivated.








Every training organisation has its lecturer list.

Study programmes maintenance

[Main menu » Study programs](#)

[StudyPrograms.html](#)

Main Page » Study programs

Study programs				
<div>Actions View Search</div> <div> new</div>				
#	organization A	name		
1	Tallinna Tehnikakõrgkool	Accumulators	 edit	 delete
2	Tallinna Tehnikakõrgkool	Alternating Current Testing	 edit	 delete
3	Tallinna Tehnikakõrgkool	Radio Transmitter Building	 edit	 delete

In the study programs maintenance view new study programs can be entered, the descriptions of existing study programs changed and unnecessary training programmes deleted.

NB! At the moment, study programs are not related to courses.

Functions for companies

Maintenance of company structure

Main menu » Company » Company structure
[OrganizationStructure.html](#)

Main Page » Organization structure

Organization structure

View parameters

structure version show professions ☒ show persons ☒

Demofirma AS

```
graph TD
    Demofirma[Demofirma AS] --> Arendusosakond[Arendusosakond]
    Demofirma --> Juhatus[Juhatus]
    Demofirma --> Tootmis[Tootmis- ja kvaliteediosakond]
    Demofirma --> Turustusosakond[Turustusosakond]
    Tootmis --> Welding[Welding Department]
    Tootmis --> SheetMetal[Sheet Metal Machine Operator]
    Tootmis --> Locksmith[Locksmith]
    Tootmis --> MachineWorker[Machine Worker]
    Tootmis --> DevelopmentDir[Development Director]
    Tootmis --> QualityManager[Quality Manager]
    Tootmis --> ProductionManager[Production Manager]
    Tootmis --> MasterForeman[Master / Foreman]
    Turustusosakond --> Raamatupidamine[Raamatupidamise ja personaliosakond]
    Turustusosakond --> Hankeosakond[Hankeosakond]
    Turustusosakond --> Administratsioon[Administratsioon]
    Welding --> CNC[CNC Machine Tool Operator]
    Welding --> Welder[Welder]
    Welder --> IvanPetrov[Ivan Petrov]
    Welder --> MatiMand[Mati Mänd]
    Welder --> AndreiAnakin[Andrei Anakin]
```

Demofirma AS
organization

add division

edit organization data

organization evaluations data

Welding Department
division

add subdivision to Welding Department

edit division data

deactivate division

add person to division 'Welding Department'

evaluate division's skill card

division evaluations data

In the company structure maintenance view, company's divisions, professions and company's employees can be described and their skillcards filled in as well as evaluation data viewed. Thus, the structure tree is the main tool for a company user.

A company structure has several levels, i.e. a company unit can have several divisions. In addition to divisions, the structure tree has professions and employees related to concrete divisions. As division professions such professions are considered that the employees in a division have or that have been separately determined in the description of a division. For all these professions, the division skillcard can be filled in.

For the description of both divisions and employees, the start and end dates of the relationship with a company can be determined. On the basis of this information, the company structure tree can be viewed in different times. The selection box of structure tree versions includes dates for changes as well as the first day of each year.

When describing the company structure, there are no limits to divisions or the number of employees.

Skillcards can be filled in both for divisions/professions and persons.

In order to fill in a division skillcard, the required division has to be selected from the tree and the function **evaluate unit's skillcard** from the right, in the division menu

In order to fill in an employee skillcard, the required employee has to be selected from the tree and the function **evaluate person's skillcard** from the right, in the employee menu.

Describing division data

Main menu » Company » Divisions

Main menu » Company » Company structure » add division

Main menu » Company » Company structure » edit division

[OrganizationDivisions.New.html](#) [OrganizationDivisions.Edit.html](#)

New units can be added to the company structure by selecting from the menu *Company* » *Company structure* and then „add division“.

Main Page » Organization structure » Edit division

Edit organization's division

parent division

This specifies the parent division to which this division belongs.

Tootmis- ja kvaliteediosakond

division name *

Welding Department

description

division exist start

Date, after which division exists in organization.

2008-10-25

division exist end

Date, after which division does not anymore exists in organization. This can be used to hide unnecessary divisions in organization tree.

2008-10-31

professions

- CNC Machine Tool Operator
- Welder

[Add professions to this list](#)

save

cancel

In the opening fields, the division position in company's structure (whether the division is a sub-division of another division or not), name of the division, description, and the date of creation and/or termination of activity of the division can be described. These dates determine, in which structure tree version the division is shown.

Also, professions can be added to the division (positions belonging to the relevant division. The professions described are shown in the structure tree irrespective of whether the division has employees related to this profession or not.

Describing employee's data

Main menu » Company » Employees

Main menu » Company » Company structure » add person to division

Main menu » Company » Company structure » edit person

[OrganizationPersons.New.html](#) [OrganizationPersons.Edit.html](#)

To enter an employee to the division, first a division has to be selected where the employee is to be added to, and then „add person to division” from the right menu. Thereafter employee data (name, contacts, etc.), data on profession, and if present, on professional certificate, as well as person's position (job title). It is possible to set the start and end date of working on the position – this determines, in which structure tree version the employee is shown.

Main Page » Organization structure » Edit person

Edit person

personalcode

99999999994

worker code

4654

first name *

Ivan

last name *

Petrov

birthday

Enter person's birthday in format year-month-day

1951-06-12

mail

ivan@bestnet.ee

phone

+3729999999

Person's professions and qualifications

profession :

Welder

qualification level :

(unspecified)

cert doc issuer :

cert doc name :

cert doc no :

cert doc date :

delete row

move up

move down

Add new profession row

Person's positions

organization division :

Tootmis- ja kvaliteediosakond :: Welding Department

person's work position :

start of employment :

end of employment :

delete row

move up

move down

Add new position row

save

cancel

If several professions have been described for a person, the employee is displayed in the company structure tree several times – under every profession described. An employee can be entered under several divisions—in such case, the employee is shown in the structure tree several times.

Deactivating a division

Main menu » Company » Divisions » deactivate (in the list)

Main menu » Company » Company structure » deactivate division

[OrganizationDivisions.Deactivate.html](#)

Deactivating a division removes the selected division from the company tree. Deactivated data will not be removed completely from the system and they can be viewed by selecting an earlier version of the structure tree.

Main Page » Organization's divisions

Deactivate organization division Tootmis- ja arendusosakond

Organization division 'Tootmis- ja arendusosakond' has 0 active subdivisions and 1 persons.

If we deactivate this division then all subdivisions and persons will be also deactivated.

Alternatively we can move all subdivisions and persons under another division.

move subitems to division (directly under organization) ▼

validity end date
Validity end sets date after which specified division is no longer in organization structure.

2008-10-10

move subitems to another division and deactivate this division

just deactivate this division

cancel

If sub-divisions, professions and employees are described under a division to be deactivated, the system displays a relevant message before activating a division and allows to transfer sub-divisions, professions and employees of the division to another division. In such case, first the unit where the sub-divisions or employees have to be transferred has to be selected and then the button „Transfer to another unit and deactivate the division” pressed. If the whole division has to be deleted without transferring the employees, the button „deactivate division” has to be pressed. Before deactivation the date from which the unit of the company is abolished has to be selected.

Deactivating an employee

Main menu » Company » Company structure » edit person

Main menu » Company » Employees » deactivate (in the list)

[OrganizationPersons.Deactivate.html](#)

Upon terminating an employment relationship with an employee the final date for every position has to be entered for the employee. Thereafter, the employee is removed from the active version of the company structure tree.

If required, the employee data can be deactivated (e.g. if the data has been entered by mistake).

List of skillcard templates

Main menu » Company » Skillcard templates

[SkillCardTemplates.html](#)

Main Page » Skill card templates

Skill card templates

Filter

sector

[all sectors]
Apparatus industry
Car service
Construction industry (construction, manufacturing of construction materials)
Electronics

profession type

[all types]
engineers/specialists
management/administration
skilled workers

part of name

View

Rows in page: Page: Sort order:

#	profession &	prof type	sector	
1	CNC Machine Tool Operator	skilled workers	Apparatus industry Construction indus Machine-building Producing metal cc Producing transpor	copy
2	CNC Woodworker Operator	skilled workers	Woodworking indu:	copy
3	EDM Operator	skilled workers	Machine-building	copy

The list of skillcard templates includes skillcards prepared by system administrators that companies can copy and use for the evaluation of employees' competences. If required, changes can be made in the skillcard template by the company. Skillcard templates are based on professional standards.

A company user has the following options in the skillcard template list:

- Viewing the content of a skillcard;
- Copying a skillcard template to a company's skillcard.

The list of skillcard templates can be sorted by the title of a profession. Skillcard templates can be searched in the list by part of their title, the related sector and by profession type. In order to select several sectors or profession types the Ctrl key can be used.

Viewing skillcard templates

Main menu » Company » Skillcard templates » click on a name
[SkillCardTemplates.Details.html](#)

Main Page » Skill card templates » Skill card template detailed view

Painter / Surface Finisher

Skill card template

Skillcard template last modification 2008-05-21.

This skill card template is for following profession:	
Profession's name	Painter / Surface Finisher
Profession types	skilled workers
Skill card template info	
For use in following sectors:	Car service, Construction industry (construction, manufacturing of construction materials), Machine-building, Producing metal constructions, Producing transport means

Skills

General skills

1. computer literacy
2. general technic related knowledge
3. environmental knowledge, environmental safety
4. knowledge about work safety

In the skillcard template view, the following information is displayed:

- 1) profession's information and description of what the skillcard template is made for;
- 2) description of the skillcard template and its relations with sectors;
- 3) lines of competences to be evaluated.

A skillcard template can be printed out by using the standard printing command of a web browser.

Copying skillcard templates

Main menu » Company » Skillcard templates » copy (in the list)
[SkillCardTemplates.Copy.html](#)

Main Page » Skill card templates » Copy skill card template

Copy skill card template

We will copy the selected skill card template to company skill card:

skill card template	Painter / Surface Finisher
destination organization	Metallifirma AS

An employee of a company can copy a suitable skillcard template as company's skillcard.

If a company's skillcards already include a skillcard for the profession (and sector), the user is warned and the old skillcard is deactivated after user acceptance.

Maintaining company's skillcards

Main menu » Company » Company's skillcards

[SkillCards.html](#)

Main Page » Skill cards

Skill cards

Actions View Search

new

profession &

1	IT Specialist	edit	edit required levels	+
2	Secretary	edit	edit required levels	+
3	Toolmaker	edit	edit required levels	+
4	Welder	edit	edit required levels	+

A company's employee can add skillcards and change their information.

Skillcards are described in two parts:

- 1) First, the profession has to be determined that the skillcard is prepared for and then the required competences selected for the card. At the same time, sectors and qualification level spaces can be determined for skillcards (buttons **new** and **edit**) (see also Describing the general part of a skillcard). It is also possible to use a skillcard template by copying it to company's skillcards (see Copying skillcard templates).
- 2) Thereafter, the levels for competences have to be determined. The required level indicates what is the level of knowledge a person working in the profession/position should have by different competences, in order to ensure a high-quality and efficient completion of job tasks. The nature and difficulty of works to be done should serve as a basis (see also filling in the automatic expert questionnaire). For every competence line, there are one or several required levels, depending on how many qualification level spaces were selected in the first step (button **edit required levels**) (see also Entering levels to skillcards).

For the evaluation of employees with a different qualification level, the same skillcard can be used, if different competence levels are described for different qualification levels.

Unnecessary skillcards can be deactivated by pressing the '+' symbol at the end of the profession line and then pressing **deactivate**.

Describing the general part of a skillcard

Main menu » Company » Company skillcards » new

Main menu » Company » Company skillcards » edit (in the list)

[Skillcards.New.html](#) [SkillCards.Edit.html](#)

When describing a skillcard, the profession has to be selected that the skillcard is determined for and the required competence selected for the card. Also, the related

sectors and qualification level spaces can be determined for the evaluation of which the skillcard has been created.

Main Page » Skill cards » Edit skill card

Edit skill card

profession *










Welder ✖
[Vali kutse](#)
 Profession **Welder** has no qualification level limits defined.
 Profession is related to sector(s): Apparatus industry, Car service, Construction industry (construction, manufacturing of construction materials), Machine-building, Producing metal constructions, Producing transport means

description

sectors

Construction industry (construction, manufacturing of construction materials), Machine-building, Producing metal constructions, Producing transport means
[Edit this list](#)

qualification level columns
 Skill card can hold multiple required level values for different qualification levels. Here you can specify different qualification levels or level intervals that form different required level columns.

	min qualification level	max qualification level
✖  	level 1 	level 2 
✖  	level 3 	level 3 
 New row		

skillcard rows

General skills

1. computer literacy ✖
2. knowledge about CAM systems ✖
3. knowledge about welding equipment, welding gases ✖
4. general knowledge about welding types and technologies ✖
5. knowledge about work safety ✖
6. general economic knowledge ✖
7. knowledge about electrical safety ✖

Basic skills

1. technical drawings reading skills ✖
2. ability to weld thick materials ✖
3. ringkeevituse oskus ✖
4. angular and cross joint welding skills ✖
5. knowing TIG welding ✖
6. knowing MIG/MAG welding ✖
7. ability to use welding equipment ✖

When determining the skillcard sector, suitable professions can be searched by the related sector, profession type, suitable qualification level space, and part of the name – for this, the required parameters have to be determined and the button **Show corresponding professions** selected. It is also possible to select a profession from the complete list of professions (button **Show ALL professions**).

Only one profession can be related to a skillcard.

In qualification level columns, the qualification level spaces for the columns can be determined. E.g. a column can be created for levels 1-3 and another for levels 4-5: in both columns, different required levels can be entered for the same competence.

Skillcard lines are made of competences selected for evaluation, for adding lines, the link **Edit list** has to be clicked. Suitable competences can be searched by competence type,

related profession and part of the name (button **search**). It is also possible to select a competence from the complete list of competences (button **show all**). When the suitable competence has been selected, its type has to be determined and the relevant button pressed (general skills, basic skills, special skills, personal qualities).

Entering required levels to skillcards

Main menu » Company » Company skillcards » edit required levels (in the list)

[SkillCards.EditRequiredLevels.html](#)

Main Page » Skill cards » Edit required levels

Edit the required skill card values				
Skillcard name		Welder		
Organization		Metallifirma AS		
General skills				
	skill	default	levels 1, 2	level 3
1	computer literacy	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2"/>
2	knowledge about CAM systems	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="3"/>
3	knowledge about welding equipment, welding gases	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
4	general knowledge about welding types and technologies	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>
5	knowledge about work safety	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>
6	general economic knowledge	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
7	knowledge about electrical safety	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2"/>
Basic skills				
	skill	default	levels 1, 2	level 3
1	ability to weld thick materials	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="3"/>
2	technical drawings reading skills	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>
3	ringkeevituse oskus	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>

The required level is entered from the menu Company → Company skillcards by selecting the skillcard of the profession to be evaluated.

The evaluation of the required level indicates how comprehensive knowledge a profession/employee has to have for an effective and efficient fulfilment of job tasks. When evaluating, the following has to be considered:

- complicatedness of company's structure;
- complicatedness of company's processes;
- complicatedness of company's products;
- quality requirements;
- production type.

The more complicated are the company's structure, processes and products and the higher the quality requirements, the more comprehensive should the knowledge be for the competence and the higher should be the evaluation of the required level.

The required level is entered as a number from 0 to 5.

When describing the required level, the following guidelines should serve as a basis:

- level „0“ – existence of the competence is not crucial for the fulfilment of job tasks

- level „1“ – basic knowledge. The employee is working under supervision, coping with limited job tasks is required, responsibility within the job tasks
- level „2“ –
- level „3“ –
- level „4“ –
- level „5“ – very thorough knowledge in the area. Employee is working independently and is able to instruct others

For the evaluation of employees with a different qualification level, the same skillcard can be used, if different levels of competences are described for different qualification levels.

Qualification level spaces are described in the general part of the skillcard and determine, how many columns for levels are shown. If no qualification level spaces have been described, only a default level can be entered that is common for all qualification levels.

In order to facilitate finding of the required level, the automatic expert of the system can be used.

Finding a skillcard suitable for evaluation

[Main menu » Company » Company structure » evaluate division's skillcard](#)

[Main menu » Company » Company structure » evaluate person's skillcard](#)

[SkillCards.Select.html](#)

Please select skill card to evaluate person's skills:

Organization	Metallifirma AS
Person	Ivan Petrov

Person has following professions:

Welder, qualification level: 2

Suitable skill cards for evaluation

Welder

sectors: Construction industry (construction, manufacturing of construction materials), Machine-building, Producing metal constructions, Producing transport means
last modified: 2008-07-13

[Show all organization skill cards](#)

back

For the evaluation of an employee or unit/profession, a suitable skillcard has to be entered by the company into the system (see Copying a skillcard template and Maintaining company's skillcards). For the evaluation of existing level, an employee or a unit/profession has to be selected from the company's structure (*Company » Company structure*) and then either „evaluate person's skillcard“ or „evaluate division's skillcard“ from the right menu.

In the view of a skillcard to be evaluated the professions related to the unit or employee are shown from which a suitable one can be selected for evaluation. Thereafter, a list of company's skillcards are shown that could be used for the evaluation of the selected profession.

If a company has no skillcard for the selected profession, it should be first created in the display of maintaining company's skillcards (*Company » Company skillcards*) or a general skillcard template should be copied. In an exceptional case, the skillcard of another related profession can be used.

Filling in a skillcard

Main menu » Company » Company structure » evaluate division's skillcard

Main menu » Company » Company structure » evaluate person's skillcard

[SkillCards.EditValues.html](#)

Main Page » Organization structure » Select skill card » Edit actual levels

Edit skill card values	
Skillcard name	Welder
Skill card type	Person's skill card
Person	Ivan Petrov
Organization	Metallifirma AS
Qualification level	level 2
General skills	
skill	value
1 computer literacy	<input type="text"/>
2 knowledge about CAM systems	<input type="text"/>
3 knowledge about welding equipment, welding gases	<input type="text"/>
4 general knowledge about welding types and technologies	<input type="text"/>
5 knowledge about work safety	<input type="text"/>

When filling in a skillcard, the competence level in card lines has to be evaluated for the division or person by giving a rating from 0 to 5.

- rating „0“ – the competence is not important for the unit or employee;
- rating „1“ –
- rating „2“ –
- rating „3“ –
- rating „4“ –
- rating „5“ –

If required, filling in a skillcard can be stopped and finished later. For this, the existing data have to be saved and later the same profession and skillcard selected for evaluation.

If all ratings are inserted to the skillcard, the card has to be saved and marked as final. Only after marking it final the entered data are included in evaluation reports.

Marking a skillcard as final

Main menu » Company » Company structure » evaluate division's skillcard


Main menu » Company » Company structure » evaluate person's skillcard

[SkillCards.Finish.html](#)

Main Page » Organization structure » Select skill card » Edit actual levels » Finish skill card

Finalize skill card values

Finalize skill card, further modifications are not possible.

Skillcard name	Welder
Skill card type	Person's skill card
Person	Ivan Petrov
Organization	Metallifirma AS
Qualification level	level 2
Values last saved	2008-10-10 20:07 by Fiona Ford
skill card date *	<input type="text" value="2008-10-10"/> 

The evaluation data of a skillcard will be included in reports only after the evaluation is marked as final.

After marking it final, ratings inserted to the skillcard cannot be changed!

Upon marking as final, the user is asked or the date of evaluation and in case of a division also the number of employees in the evaluated division.