**How to Use Therap’s Training Management System**

**Reviewing Training Attendance for Employees**

 Here’s how an employee can review his/her training record.

Find the **Classes** box on the THERAP Dashboard just above the day and date block on the right side of the page.

 Click the **Training History** tab. This will show a list of the courses taken.

The employee’s training record will be shown in a table with entries showing the date certified (the last date the class was taken) and the expiration date for classes which require recertification.

The employee can also check classes for which he/she is overdue.

Return to the dashboard, click [**Overdue]** tab in the **Classes** box. The report will appear indicating how many days the employee is overdue for the listed training in the same row. The “-“ means a class is overdue.

The employee can also check classes for which he/she is due:

Return to the dashboard and click the [**Due]** tab in the **Classes** box. The report will appear indicating how many days until the employee will need to take the class listed in the same row.

**Reviewing Training Attendance for Supervisors**

Here’s how a supervisor can review staff training records:

 To view the full record of a specific employee:

 From the THERAP Dashboard select the [**Agency**] tab.

On the Training Management System page, and within the “Report” module, select [**Training Profile and Requirements**].

Select the name of the employee whose training record you wish to view and it will appear, listing the training required based on the job title, how many days until due and/ or how many days overdue.

 To view training due or overdue for all staff in the program:

From the THERAP Dashboard select [**Agency**].

On the Training Management System page, within the “Reports” module select [ **Class Due/Over Due Report**]. Upon page refresh, you will provide search criteria. Select the Training Classes. [*Tip: Holding down the CTRL key while left-clicking allows selection of multiple classes from the list.*] Leave the fields for “Show Only those Trainees that are Under My Supervision” and “Show Inactive Users” defaulted to “Yes” and “No”, respectively, unless you have reason to do otherwise. Select the Program(s) to be reviewed. Click “Next.” The “Class Due/Overdue Report” will appear upon page refresh and you may see a detailed report by clicking the blue hypertext number shown in the table’s cells corresponding to the total number of overdue users, those due within 30 days, and so forth. The “Display Printable” button will show the same table you see on the web page, i.e., no details with individual entries.

**Signing -up Staff for Training**

 Here’s how a supervisor will sign-up employees for a training class.

Open the Agency tab. The Training Management System page will appear. Locate the [Supervise Trainee(s)] module, then click [Sign up to Session].

 A list of scheduled training classes will appear on the “Select Training Session” page.

Also listed are the beginning and end times of the class as well as the number of employees who have already signed up (in the Signup Count column). This is important as some classes have size limits.

The list can be sorted alphabetically by class, or viewed by date, by clicking the arrow in the column. Clicking the table’s column headings will allow its entries to sort per your needs.

You may click on the blue **[View all Session**(s)**]** link located at the bottom of the Select Training Session page to view all scheduled sessions or click on the **[View Session(s) with attendee(s)]** link to view all the sessions that have training with attendee(s).

Once the class and date are selected, a list of staff will appear. Check the box in the right column next to the staff person’s name. click on the [**Sign up**] button located in the gold banner at the bottom of the page to sign up the trainees selected for this training session. Note: The staff person’s name will not be shown in the list if they are already signed up for a class.

You may review the roster of staff signed up for training by clicking “Back to Training List.”

**To cancel a sign up:**

From the [**Agency tab]** on the dashboard, locate the [**Supervise Trainee(s**)] module, then click [**Cancel Sign up**].

The **Select Training Session** screen will appear. Select the class from the **Training Class** and **Date** columns which you’d like to cancel. The screen for the selected class will appear.

 At the bottom of the screen, above the gold banner the employee’s name should appear.

Clicking the box in the far-right column, and clicking [**Cancel Sign up]** in the gold banner will cancel the sign up.