Training Guide

COURSES

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Contents

Assigning Access Levels

Before users can attempt to manage courses, they must be assigned the correct access levels. Follow the steps below to assign the access levels:

Step 1.   Select **Operations > Personnel**. The **Personnel** screen is displayed.

Step 2.   Filter the **Personnel** screen according to your requirements.

- Enter filter criteria in the text-box and click [Filter].
- Select a value from the **Department** drop-down list to view personnel located in a particular department.
- Select a value from the **Base** drop-down list to view personnel located in a particular base location.
- Select the **Show In-Active** tick box to include personnel that are no longer active in the system. This includes personnel which have ceased employment with your organisation.

Step 3.   Click [Details] to view detailed personnel information. If you do not have the required access level to view personnel details, a warning is displayed.
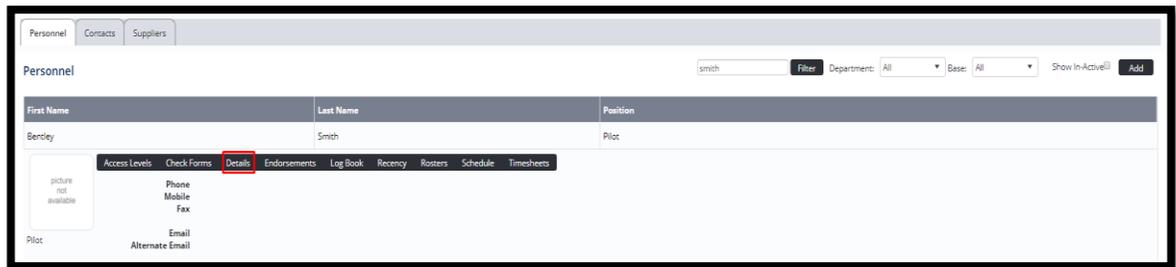
Step 4.   Select 'Access Levels' from the **Personnel Profile** pane.
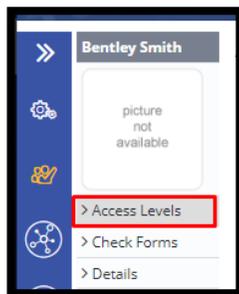
Step 5.   Click [Edit].

Step 6.   Select all the applicable access levels in the '**Courses'** and '**Course Administration'** groups.

| Access Level	Description
Courses > View Self	Allows uses to view courses pertaining to themselves.
Courses > View All	Allows users to view all courses.
Courses > Submit All	Allows users to submit all courses.
Courses > Modify All	Allow users to modify and assign all courses associated with all personnel.
Course Administration > Modify All	Allow users to access the Course Setup menu.

Step 7.   Click [OK].

Setting Up a Course

Air Maestro's course module allows organizations to create a course associating a Check Form or collection of Check Forms.

Before you commence using the Courses function in Air Maestro, you must first setup various course-setup options.

Step 1.   Select **Course Setup** under **Operation** section in **Site Settings** page.

Step 2.   Create the course name by clicking on the ⊕ icon under **Courses**. (Select the **Show Disabled** tick box to display courses that are no longer active in the system).

Step 3.   Click the ⊕ icon under **Edit Course** section to select the Check Forms.

Step 4.   Select the applicable Check Forms from the dropdown menu and click [Add]. To remove any Check Forms, click on the 🗑 icon next to the selected Check Form.
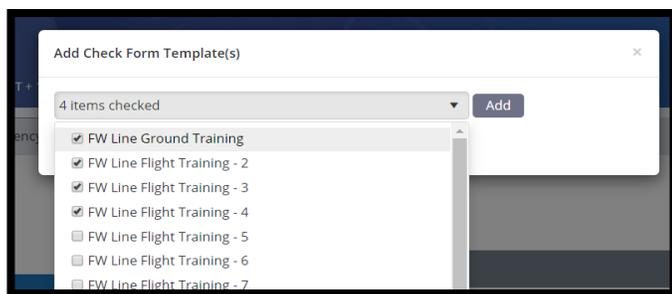

💡   *You must create Check Form(s) prior tagging those into a Course.*

Step 5.   Amend the sign-off requirements by clicking [**Edit Sign-Off Requirements**].
             Note: It is not mandatory to setup any of the below Sign-Offs requirements.

Edit Sign-Off Requirements	Description
Examinee Sign Off Required	Select whether the examinee is required to sign-off the course once it has been completed by the examinee.
No. Supervisor Sign-Offs Required	Select the number of supervisor sign-off personnel that are required to sign-off the course before it is completed. For example, if you enter '1' and you have nominated '2' supervisor sign-off personnel, as soon as one of the sign-off personnel sign-offs the course progresses into the 'Completed' status, if no further sign-offs are required. (i.e: Authorised Sign-Offs)
No. Authorised Sign-Offs Required	Authorised Sign-Offs is a higher level of sign-off that can be setup to overlook the course completion. This can be a Head of a department or a senior management personnel of the company. Select the number of Authorised sign-off personnel that are required to sign-off the course before it is completed. For example, if you enter '1' and you have nominated '2' Authorised sign-off personnel, as soon as one of the sign-off personnel sign-offs the course progresses into the 'Completed' status if no further sign-offs are required. (i.e: Supervisor Sign-Offs)

Step 6.   Click [**Save**].

Step 7.   Select the Global Authorised Sign Off Personnel from the **Select Personnel** dropdown menu and click on the ✚ icon to add them.
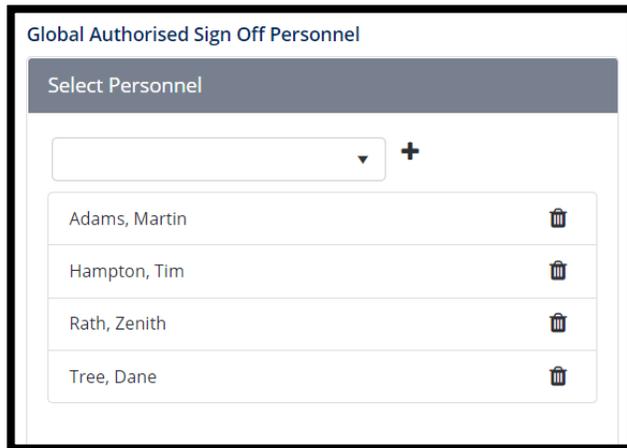
Step 8.   Click [**Publish**] when the course setup is completed. This will publish the newly created course and create a version of the course.
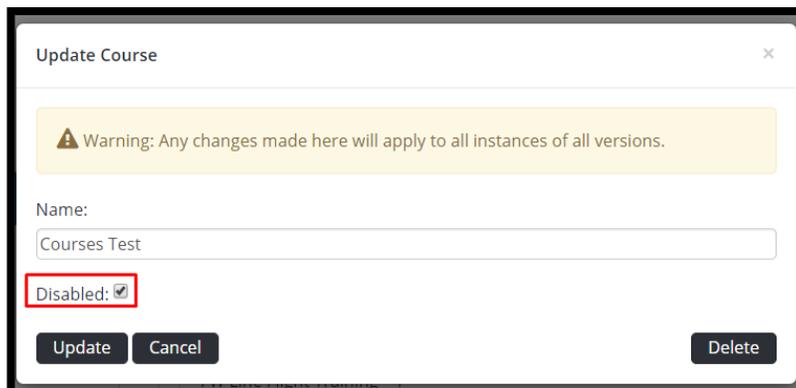

Versioning allows you to keep track of changes in the course and revert to previous versions of the course if necessary.

Disabling a Course

Step 1.   Select the Course that you want to disable from **Courses** section and click on the ✏ icon under **Edit Course**.

Step 2.   Select the **Disabled** check-box and click on [**Update**].

Assigning a Course

Step 1.   Select **Operations > Courses**. The **Course Register** screen is displayed.

Step 2.   Click on [**Assign Course**] to select the required course.

Step 3.   Select the **Course**, **Examinee**(s) and **Supervisors**(s) from the dropdowns and click on [**Assign**]. This will display the **Course Detail** screen.
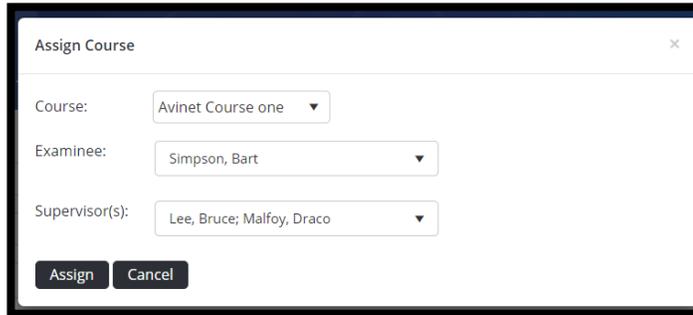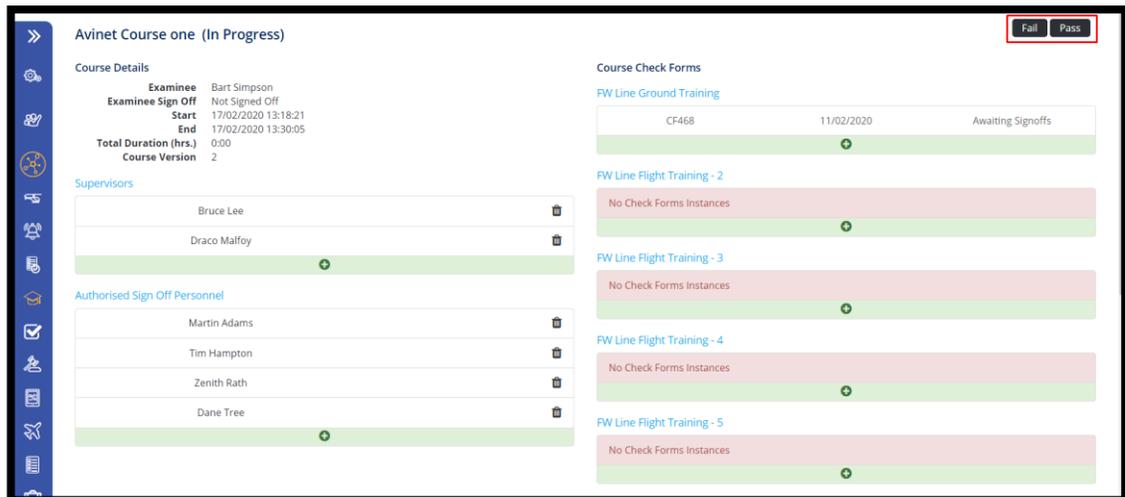

Step 4.   When ready, click on [**Start**] to initiate the course.

Step 5.   Complete the assigned Check Forms by clicking on the ⊕ icon under each Course Check Form.

💡   *Refer the 'Air Maestro Check Forms Training Guide' on how to complete Check Forms.*

Step 6.   Once the course is completed, click [**Fail**] or [**Pass**] buttons as appropriate.

- If **Pass** is selected and there are any sign-off requirements assigned to the course, then the relevant sign-off requirements need to be fulfilled before closing the course.
- If **Fail** is selected, **Reopen** option is given for a next attempt. (note that **Reopen** options is available even **Pass** is selected).

Search a Course

Step 1.   Select **Operations > Courses**. The **Course Register** screen is displayed.

Step 2.   Select the values for the filter option and click [**Apply Filters**] when ready.