

A. Introduction

Training Manager Online provides a secure facility to book ICT events delivered by the ICT Service and other teams. The benefits include the ability to:

- Search for courses by keyword (e.g. all or part of the course name)
- Check availability of places
- Check course aims & objectives and (if applicable) any pre-requisites
- Access training records for your school (those recorded in the Training Manager system)
- Use staff details already recorded in the Local Authority's HR system (therefore no need to enter them again in Training Manager)
- Receive confirmation via e-mail (to the general 'office' e-mail account)

B. Accessing Training Manager Online

This system contains potentially sensitive information concerning individual members of staff and for this reason is password protected. It is important therefore that the school considers carefully who should be provided with access.

The user name is your school DfES number and the password consists of the first 5 characters of your school's ERICA password. ERICA is used in the school office. The user name and password are permanent and therefore will not change.

With this in mind, if your school office does not know the ERICA password or you are unable to login, please send an e-mail via the general office e-mail account (e.g. office@) or head e-mail account (e.g. head@) to helpdesk@nottscc.gov.uk

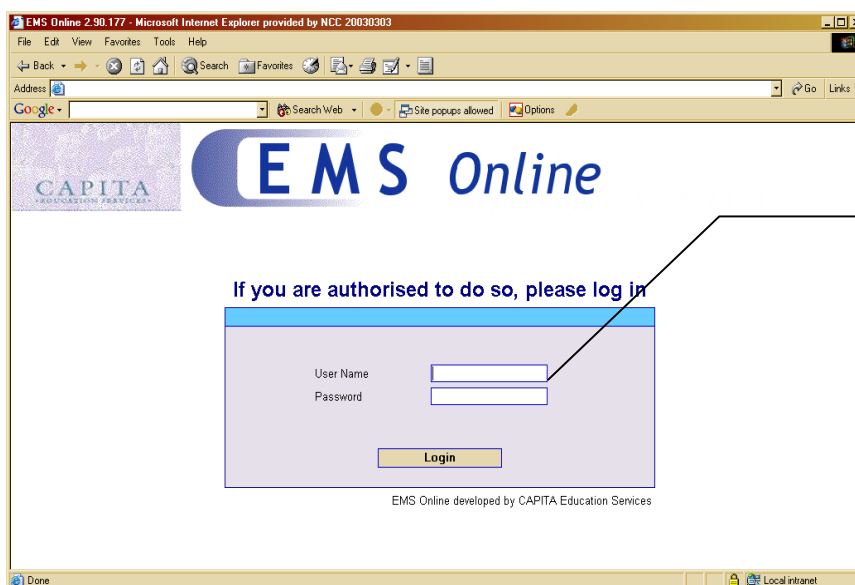
Training Manager Online is accessed through **Wired**.

- Log into **Wired** (<http://wired.nottscc.info>) in the usual way then...
- On the Wired home page, locate (on the left-hand side) the section called **Quick Links**
- Click on **Apply for Training Place (ICT Service and CYPS Finance)**
- Next click on **Book Here** to proceed to the booking system

If you wish to access Training Manager Online via the Nottinghamshire Learning Network (NLN) portal:

- Click on **Apply for Training Place (ICT Service)**

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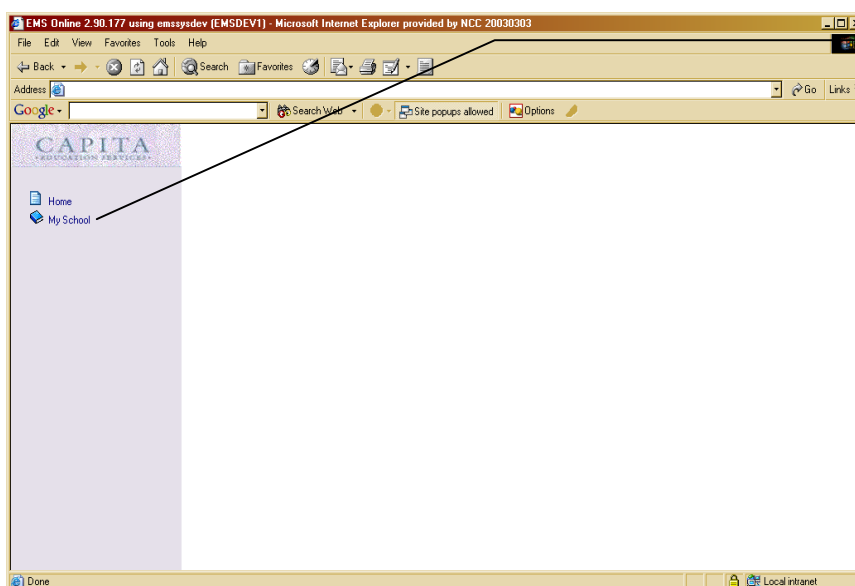


User Name: school DfES number

Password: first 5 characters of the ERICA password

- **User name:** school DfES number
- **Password:** first 5 characters of the school's ERICA password
- Click on **Login...**

C. Booking a training event

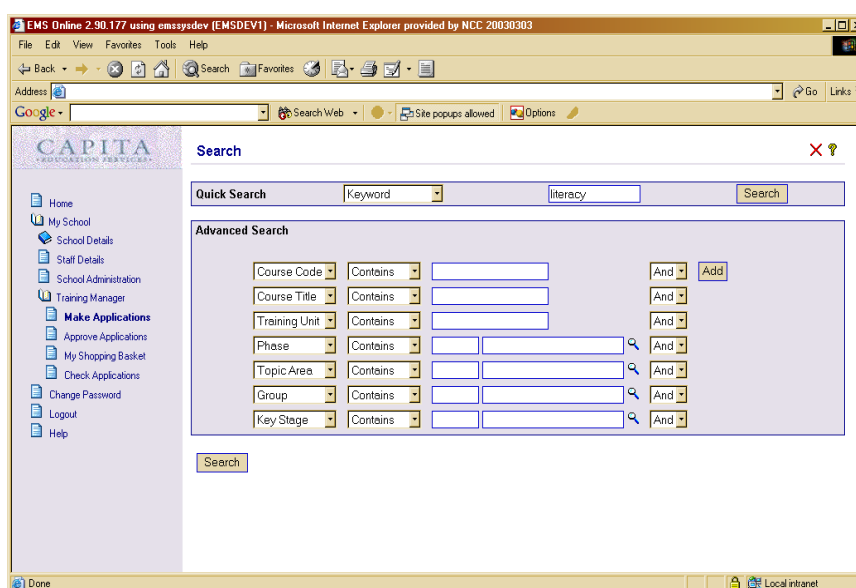


Menu options

You are now able to browse the site and book onto courses. The 'My School' option in the left-hand navigation bar is a link. Click on the following:

- **My School**
 - **Training Manager**
 - **Make Applications...**

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You are presented with a choice of search options.

For a simple search use the **Quick Search** section at the top. The full course title is not required.

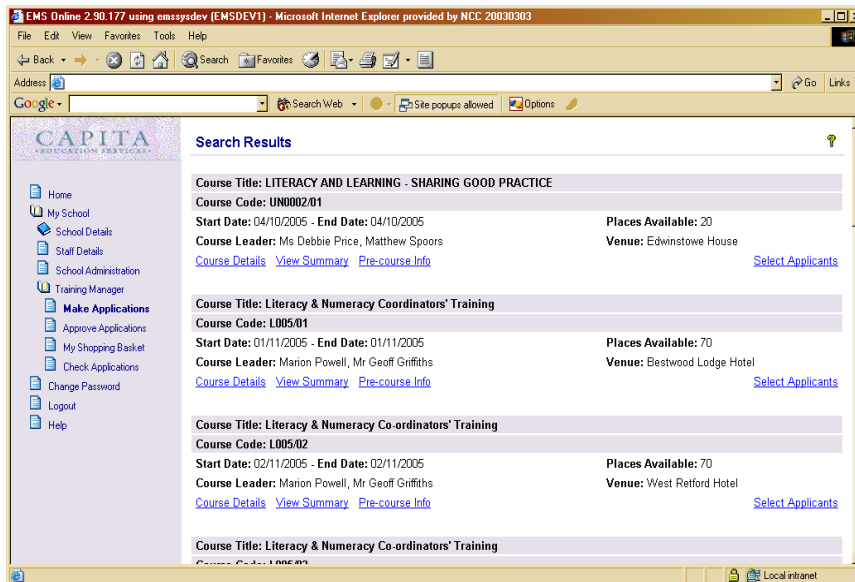
If your search requires further refinement then use **Advanced Search**:

- **Course Code** – If you know the course code you can enter it here to be taken straight to your chosen course.
- **Course Title** – If you are unsure of the exact title of a course but know part of it you can enter one of the words here. The search will result in all courses with titles containing that word.
- **Training Unit** – currently only ICT Service courses are available online.
- **Phase** – You can search for courses by school phase. This will result in all courses within a particular phase appearing. By selecting the magnifying glass you can choose the appropriate phase from the database.
- **Topic Area** – You can search for courses by curriculum area. This will result in all courses within a particular curriculum area appearing. By selecting the magnifying glass you can choose the appropriate curriculum area from the database.
- **Group** – You can search for courses by various staff type (group). This will result in all courses for a particular group of staff (e.g. head teachers) appearing. By selecting the magnifying glass you can choose the appropriate group from the database.
- **Key Stage** – You can search for courses by their key stage. This will result in all courses for a particular key stage appearing. By selecting the magnifying glass you can choose the appropriate key stage from the database.
- **Start/End Date** – You can search for courses by date. This will result in all courses either before or after a specific date appearing.
- **Venue** – You can search for courses by venue. This will result in all courses being held at a specific venue appearing.

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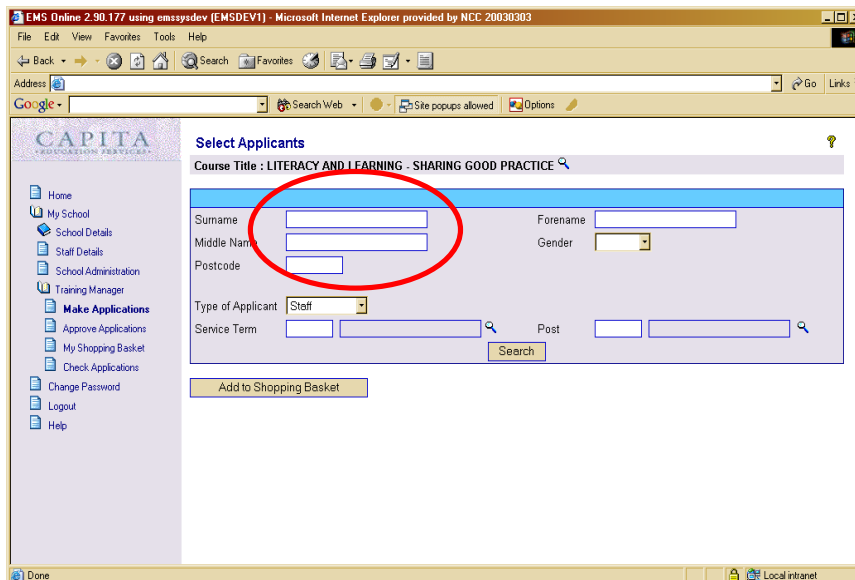
When a search has been completed, the results of the search are shown with a summary of the courses which met the criteria.

Further information about the courses can be obtained by clicking on **Course Details**, **View Summary** and **Pre-course Info**.



To apply for a course:

- Click on **Select Applicants**



This is where you can choose the staff members that require a place on the course.

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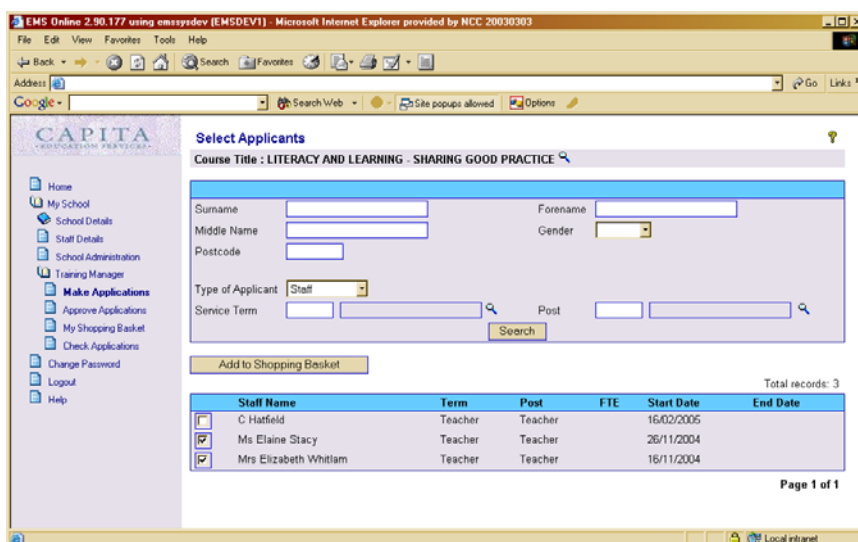
Use the Search fields (completing the surname field only is recommended) to locate the member of staff in school who requires the training or leave all of the Search fields blank and click on **Search** to locate the details of all staff in your school.

If a member of staff is not recorded on the database or the details held are incorrect, please e-mail full details (including name and role in school) to Capita.One@nottscg.gov.uk and then wait until these changes have been made before completing the booking.

To select the delegate you want to book onto the course:

- Click in the box next to their name – a tick will appear

If a member of staff appears more than once, select the name that is the most appropriate (it makes no difference to the booking).



The screenshot shows the 'Select Applicants' page in the Capita One Training Manager Online. The page title is 'LITERACY AND LEARNING - SHARING GOOD PRACTICE'. The form includes fields for Surname, Forename, Middle Name, Gender, Postcode, Type of Applicant (set to Staff), Service Term, and Post. A 'Search' button is located below the form. Below the form is an 'Add to Shopping Basket' button. A table of staff members is displayed with the following data:

Staff Name	Term	Post	FTE	Start Date	End Date
<input type="checkbox"/> C Hatfield	Teacher	Teacher		16/02/2005	
<input checked="" type="checkbox"/> Ms Elaine Stacy	Teacher	Teacher		26/11/2004	
<input checked="" type="checkbox"/> Mrs Elizabeth Whilliam	Teacher	Teacher		16/11/2004	

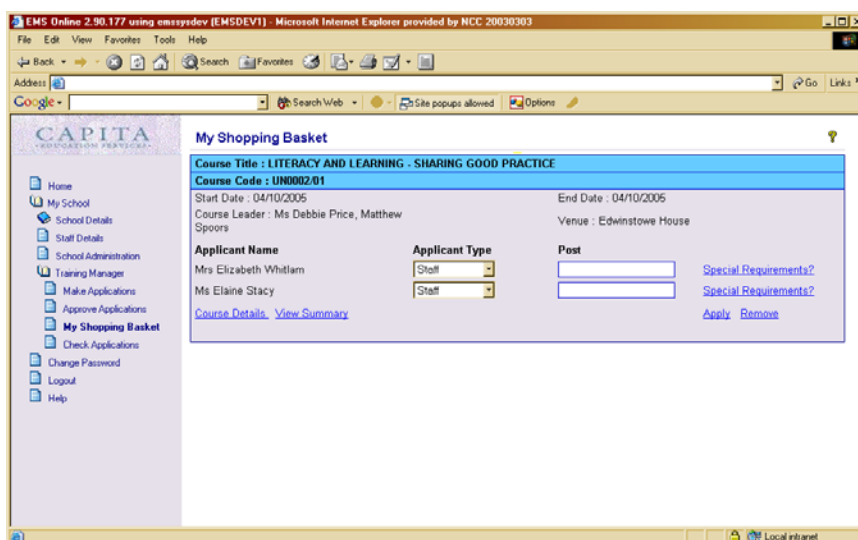
Total records: 3
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- Repeat the process for all of the bookings you wish to make

Once you have finished adding delegates to all courses:

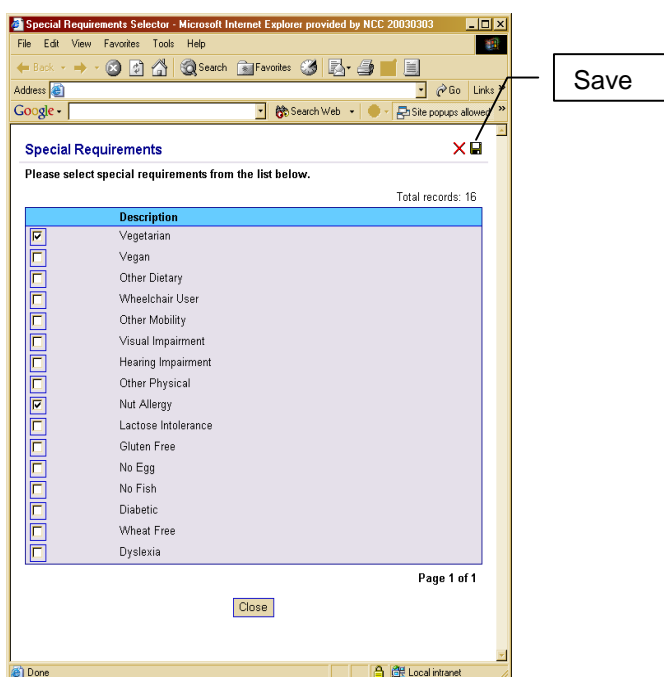
- Click on **Add to Shopping Basket**
- Click on the **My Shopping Basket** link on the left hand pane.

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If any of the delegates has additional needs (e.g. dietary, access, sight, hearing):

- Click on **Special Requirements?**



- Click in the box against each of the requirements that applies – a tick will appear
- Click on the save disk icon (a floppy disk symbol) in the top right hand corner of the screen.

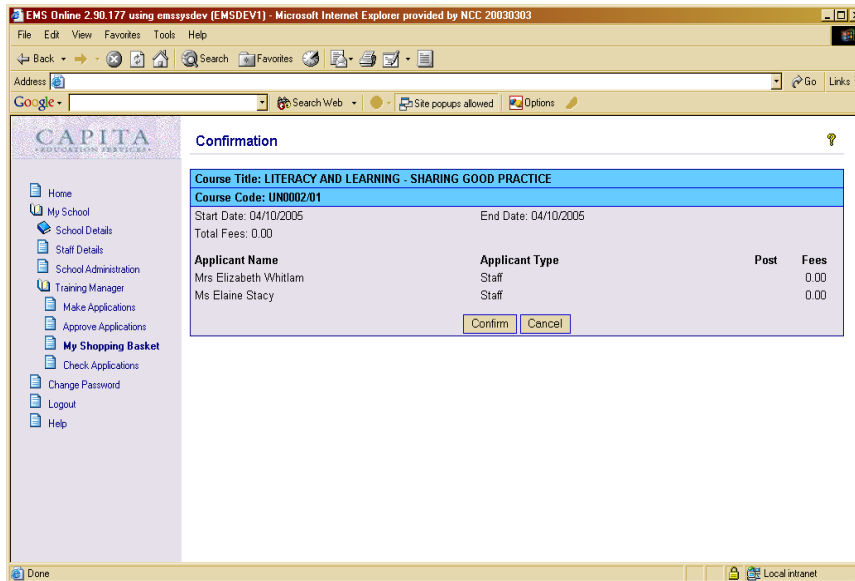
The shopping basket screen shows the basic details of the course and the delegates who are booked on. If you are satisfied with these details:

- Click on **Apply**

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If you wish to delete these details:

- Click on **Remove**



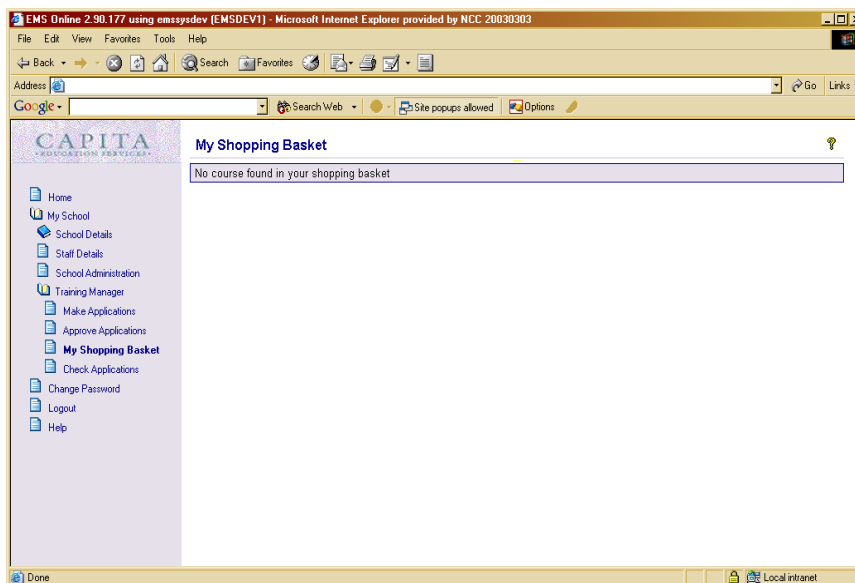
Confirmation of the course and delegate details will appear along with the fee of the course.

To confirm the booking:

- Click on **Confirm**

To cancel the booking:

- Click on **Cancel**

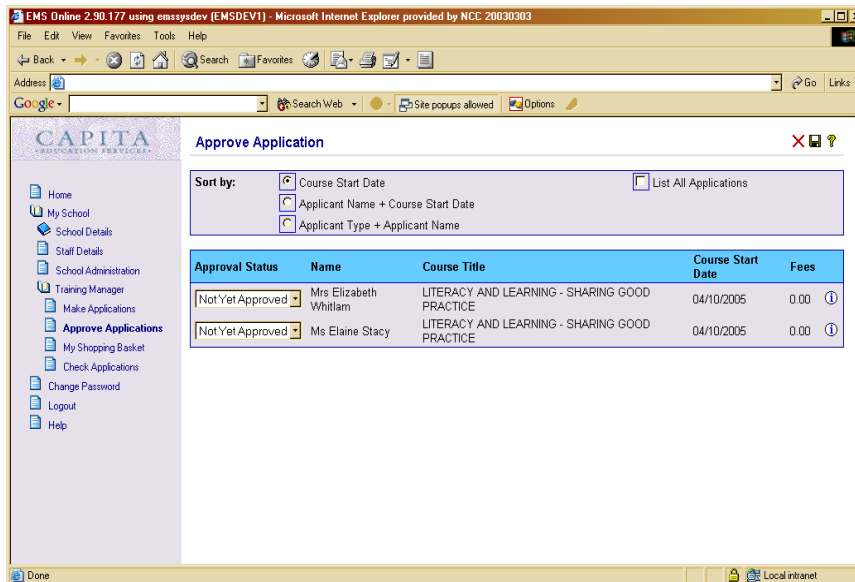


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Once you have selected Confirm, the message **'No course found in your shopping basket'** will be displayed. This means that your booking has been confirmed and will be moved to **'Approve Applications'**.

To complete the booking(s):

- Click on **Approve Applications** in the left-hand pane...

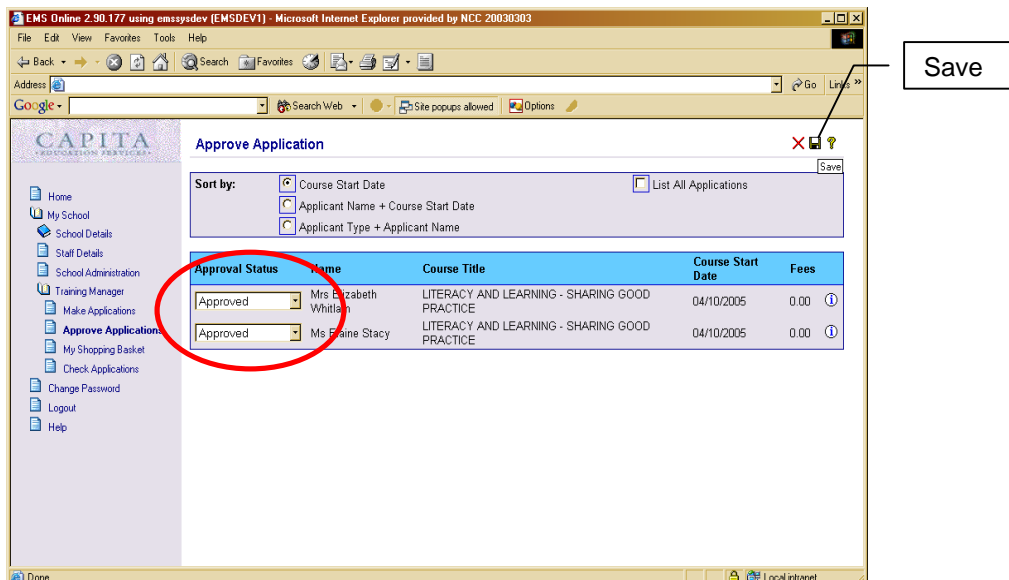


To approve any booking(s):

- Select **Approve** from the drop down box (under 'Approval Status')

To reject any applications:

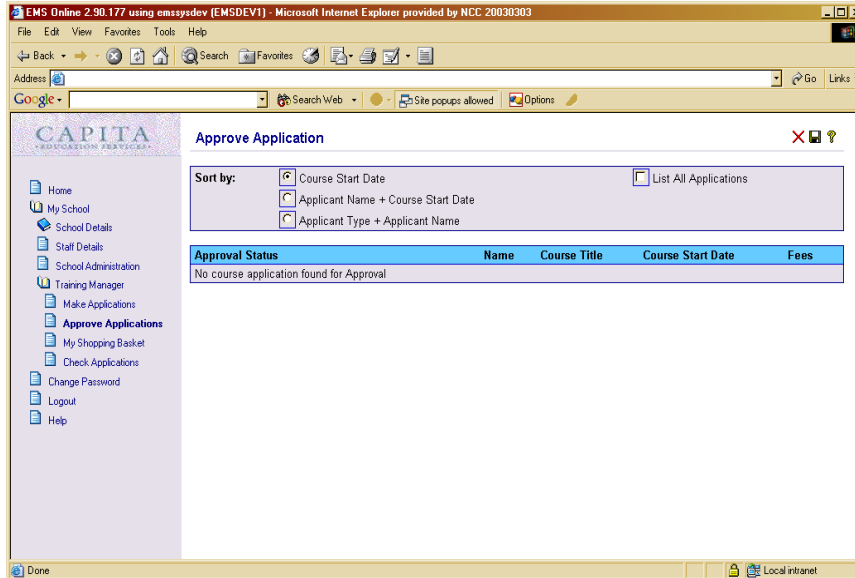
- Select **Reject** from the drop down box (under 'Approval Status')



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Once you have approved/rejected the application:

- Click on the save disk icon (a floppy disk symbol) in the top right hand corner of the screen

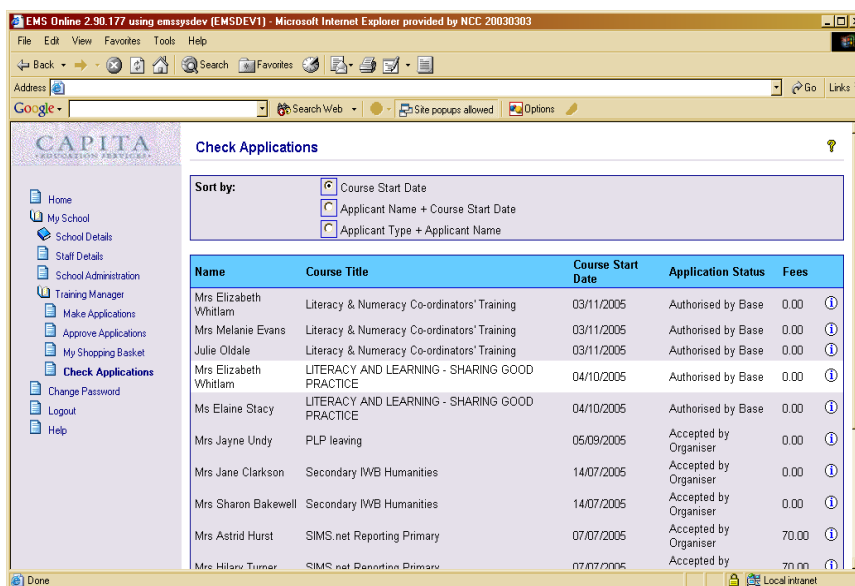


Any approved applications will be moved from 'Approve Applications' to '**Check Applications**' and your application will now be sent to the relevant training team who will then process your booking. **Once confirmed, an e-mail will be sent to the general 'office' e-mail account.**

D. Checking applications made for staff in school

To check the applications made for staff at your school:

- Click on the **Check Applications**



The '**Application Status**' column indicates the status of each booking and '**Accepted by Organiser**' indicates when the booking has been accepted by the relevant training team (e.g. ICT Service).

E. Support

For password requests, please refer to 'B. Accessing Training Manager Online' [above](#).

Before contacting the Schools' Service Desk, please first consider the known issues below:

Known Issue 1

If when you log in to Training Manager Online, the options in the left-hand pane display question marks, the short term solution is to delete your temporary internet files as follows:

- Click on **Tools**
- Click on **Internet Options**
- Click on **General**
- Click on **Delete Files**
- Click on **OK** (when prompted)

This will be required on each occasion you log into Training Manager Online therefore please contact the Schools' Service Desk to report the fault so that a permanent solution can be investigated.

Known Issue 2

If when you click on the link to the User Instructions or Quick Guide, an 'access denied' message is displayed, please do the following:

- Click **Start** then point at **All Programs**
- Locate and point at **Startup**
- For each entry in the Startup list that ends with .vbs, oracle, new wired
- Press the right button on the mouse
- Select **Delete** and confirm **Yes**
- Open Internet Explorer
- Select **Tools** from the menu bar then **Internet Options**
- Select **Connections** (tab) then **LAN Settings** (button)
- Select **Advanced** (button)
- Click in the **Exceptions** box and delete all of the entries
- Copy and paste the following settings in to the Exceptions box:

.nottsc.info;.embc.org.uk;172.16.0.6;213.249.155.30;213.249.163.235

- Click **OK** 3 times to save the changes

<p>For all other issues, please contact the Schools' Service Desk on 0115 8546116 or via helpdesk@nottsc.gov.uk</p>
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