

# Manual Online Training Catalog

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# 1 Entry into the catalog and setup of the website

You can access the Training portal directly via the link <https://training.corp.draeger.global>.

The screenshot shows the Dräger Online Training Catalog homepage. At the top left is the Dräger logo. At the top right are navigation links: Home | Login | Contact | German. Below the logo is a blue banner with various icons representing training and technology. Below the banner is a "Home" button. On the left side, there is a "Menu" section with "Catalog", "Search", and "Login" options, and an "Informations" section with "Manual" and "FAQ" links. The main content area is titled "Dräger Online Training Catalog" and includes a welcome message, a search function, and information about the training courses. At the bottom, there are two large buttons: "Academy" (Global training offer for sales and service) and "HR" (Training offer (only for Germany)).

You can change the language by using the quick links on the right above the banner. You will also find your contact persons for all topics related to the Online Training Catalog under "Contact".

The indicated path below the banner helps you to find your way around the catalog at any time and makes it easier to switch between different levels.

The screenshot shows the navigation path: Home / Program / Safety / Segmente und Applikationen / Chemical Industry. Below this, there are two screenshots of the menu. The left screenshot shows the "Menu" section with "Catalog", "Search", and "Login" options. A yellow arrow points to the right screenshot, which shows the menu after login. The right screenshot shows the "Mrs. Rickert is logged in." status and the "Menu" section with "Catalog", "Search", and "Login" options. Below the "Menu" section, there are two categories: "My Data" and "My Group". The "My Data" category includes "Pending bookings", "Booking archive", "Qualification profiles", and "Personal data". The "My Group" category includes "Group bookings", "Search bookings", "Mandatory trainings", and "Select user". At the bottom of the menu is a "Logout" button.

In the left-hand column under the heading "Menu" you will find the navigation area with the menu items "Catalog", "Search" and "Login". After the login you will see additional variable menu items from the category "My Data". Here you will find, among other things, "Pending bookings" and your "Booking archive". If you have the appropriate permissions, you will see another category "My Group". For more information, refer to the chapter "[My Group](#)".

## 2 Login

With the single sign-on, all employees worldwide are automatically authenticated via e-mail address. Therefore, no separate registration is necessary. You will be logged in automatically when you enter the homepage.

Important note: If the login doesn't work automatically, you will get to the login screen via the menu item "Login". First try to authenticate yourself with your Windows credentials by clicking on "Windows ID Login". If this leads to an error message, you can log in as usual under "Manually Login" with your e-mail address and password for the Online Training Catalog.

### Login

Login with Windows-ID-Login

Windows-ID-Login

Manually login

E-mail address:

marte.rickert@draeger.com

Password:

Login

New password / Forgotten password  
[Click Here](#) to request a new password.

If you have forgotten your password, you can request a new one by clicking "Click Here" below the "Login"-button.

### Have you forgotten your password?

If you have forgotten your password we can send you a new password via e-mail.  
For this, you must first enter your e-mail address.

E-mail address:

Cancel

Request new password

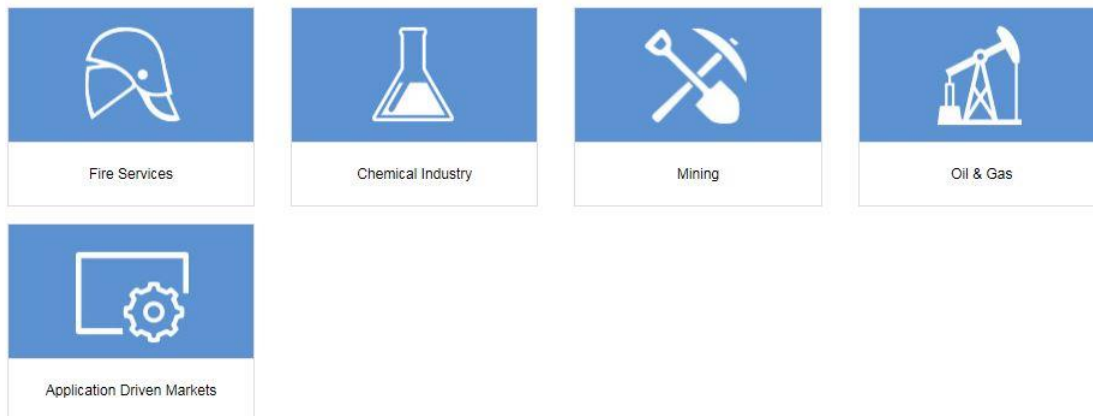
Generally, every employee has an account. If you receive the error message "Your e-mail is unknown" when you request a password, please contact the Dräger ServiceDesk. Your account will then be activated.

### 3 Catalog structure

By clicking on the respective tile you can access the relevant training courses.

You can use the chapter tiles to approach a desired training session thematically.

#### Segments and Applications



If you are on the level in which the courses are displayed, click the arrow to the left of the course title for more details. To show or hide the details of all courses at once, use the arrows in the left-hand corner above the list.

You can use the arrows to the right of each heading to sort courses by title or type.

#### Project Management Basics

Title	Type	Language	Provider	Price
▶ Basics of project management	👥	EN	next level - Projekt	1,315.00 €
▶ Communication in Projects	👥	EN	next level - Projekt	790.00 €
▶ Project Management Manual - Basics of project management at Dräger	👥	EN	Dräger	57.00 €
▶ Project management processes: start, controlling and completion of projects	👥	EN	next level - Projekt	695.00 €

In the detailed view you will see planned dates, waiting list links and the shopping cart symbol for the booking under the training title.

# Project Management Basics

Title	Type	Language	Provider	Price
Basics of project management		EN	next level - Projekt	1,315.00 €
Date	Location	Language	Provider	Price
I want to prebook this course (waiting list)			next level - Projekt	1,315.00 €
Communication in Projects		EN	next level - Projekt	790.00 €
Date	Location	Language	Provider	Price
10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 PM	Lübeck	EN	next level - Projekt	790.00 €
21.Aug 2018, 09:00 AM - 22.Aug 2018, 05:00 PM	Lübeck	EN	next level - Projekt	790.00 €
I want to prebook this course (waiting list)			next level - Projekt	790.00 €

Information on the contents of the training course can be found by clicking on the training title. The course description can be opened as a PDF document via the button "Download PDF course description" and saved/printed if necessary.

## Communication in Projects (DEC0141775)

Description [Dates](#) [back](#)

---

**Short Description**

Everyone agrees that communication has a huge impact on the successful delivery of a project. Still it is often neglected or happens "on-the-fly". This training will show you how to plan and conduct your communication activities for your project with reasonable effort and yet with the biggest possible effect.

---

**Target Group**

IT Training: only relevant for these colleagues in the IT: Project Manager

---

**Contents**

- Why communication is a key success factor in project management
- How to communicate within project teams
- How to establish a success-enabling environment amongst your project stakeholders
- Which tools and templates help you with your projects communication tasks

---

**Comment**

The test of effectiveness can be taken by  
writing tests  
practical tasks  
the trainer during the training  
discussions between trainer and participant  
self-study

---

**Print**

Download PDF course description

For further details such as the location, duration and contact person of the course administration click directly on the date. You can do this either ...

... directly from the detailed training overview or

Titel	Typ	Sprache	Anbieter	Preis
Communication in Projects		EN	next level - Projekt	790,00 €
Datum	Ort	Sprache	Anbieter	Preis
10.04.2018, 09:00 - 11.04.2018, 17:00	Lübeck	EN	next level - Projekt	790,00 €

... via the "Dates" tab within a training.

## Communication in Projects (DEC0006581)

Description Dates back

The following dates are available:

Date	Location	Language	Provider	Price
I want to prebook this course (waiting list)			next level - Projekt	790.00 €
10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 PM	Lübeck	EN	next level - Projekt	790.00 €

After opening the details of the event, click on the location name to display the complete address of the training location. A click on the name of the course administrator opens an e-mail automatically.

## Activity details

Back

Activity

Title	Communication in Projects
Date	10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 PM
Duration	2 days
Language	EN
Location	Lübeck
Trainer	N.N.
Course Administration	Mrs. Lena Powierski

## 4 Search for courses

Various search criteria help you to reduce the number of courses offered so far that you only see the courses that are relevant to you or find a course in the catalog.

If you enter several words in the title or description search, you will also see search results that contain only one of the words in the title or description. If it is mandatory to include all words, please combine them with a percentage sign.

You can use the "Qualification" search criterion to filter out all courses in which this qualification is taught.

Your search results are listed below the search mask.

### Training search

Search parameter	
Title	<input type="text"/>
Description	<input type="text"/>
Limit results to:	
Training date	<input type="text" value="(all)"/>
Training method	<input type="text" value="(all)"/>
Seminar number	<input type="text"/>
Country	<input type="text" value="(all)"/>
Language	<input type="text" value="(all)"/>
Training category	<input type="text" value="(all)"/>
Target group	<input type="text" value="(all)"/>
Qualification	<input type="text"/>
<input type="button" value="Reset"/> <input type="button" value="Search"/>	

## 5 Your bookings

This section gives you a brief overview of how to book, rebook, and cancel courses.

### 5.1 Make bookings

How you find a course is described in the chapters "[Catalog structure](#)" and "[Search for courses](#)".

#### 5.1.1 Book a course date

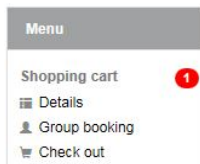
To book a training date, add it to your shopping cart using the "Shopping cart"-icon.



Title	Type	Language	Provider	Price	
Communication in Projects		EN	next level - Projekt	790.00 €	
Date		Location	Language	Provider	Price
10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 PM		Lübeck	EN	next level - Projekt	790.00 €

Repeat this procedure if you want to book more courses.

As soon as you have selected a course using the "Shopping cart"-icon, a new category "Shopping Cart" with additional menu items appears in the navigation area. The number highlighted in red indicates the number of selected bookings.



With a click on the menu item "Details" you get an overview of your shopping cart. If necessary, you can delete individual courses using the "Garbage bin"-icon.



Number	Title	Date	
DEC0006581	Communication in Projects	10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 PM	

Close Book all

As soon as all the desired courses are in your shopping cart you can initiate the booking. If you are not yet logged in, a login is required at this point. *For further information please refer to the chapter "[Login](#)".*

Click on "Check out" in the navigation area or on "Book all" in your Shopping cart details to access the booking wizard. Here you have once again the possibility to change the date or to be placed on the waiting list. Confirm your choice with "Next".

## Booking Wizard

Select a date and place for your training.

Title	Type	Date, Location
Communication in Projects	Classroom	10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 PM, Lübeck

[Cancel](#) [Next](#)

Confirm the booking conditions and complete the booking by clicking on "Book".

## Booking Wizard

You can now make the booking. Please double check all details.

Title	Type	Date, Location	Price
Communication in Projects	Classroom	10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 PM, Lübeck	790.00 €
<b>We will bill:</b>			<b>790.00 €</b>

Please note that fees will apply for late cancellation.

I hereby confirm that I have the permission from my manager to attend the training. (Hint: please check the button also for LUNA-trainings, which don't need management approval)

[Back](#) [Book](#)

At the latest two working days after booking you will receive a confirmation of registration.

**Remark:** If a booking is not possible, there may be different reasons. You may already be booked into this course or another one that takes place in the same period of time - to name just two possible reasons. In case of booking problems please contact the responsible course administration.

You can find all courses booked in the future in your "Pending bookings" once you have completed the booking. [Learn more about this in the corresponding chapter.](#)

### 5.1.2 Book on the waiting list of a course

If a suitable date is not available for the course you require, you can make a reservation on the waiting list. The course administration will then notify you by e-mail as soon as new dates are available for this course. With the shopping cart symbol you can add the waiting list booking to your shopping cart.

Title	Type	Language	Provider	Price
Communication in Projects	Classroom	EN	next level - Projekt	790.00 €
Date	Location	Language	Provider	Price
10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 PM	Lübeck	EN	next level - Projekt	790.00 €
21.Aug 2018, 09:00 AM - 22.Aug 2018, 05:00 PM	Lübeck	EN	next level - Projekt	790.00 €
I want to prebook this course (waiting list)			next level - Projekt	790.00 €

The booking will then be displayed in your shopping cart with a red highlighted "1".

Go to "Check out" and proceed with the booking procedure in the same way as if you "[Book a course date](#)".


All waiting list bookings made by you can be found in your "Pending bookings". *You can learn more about this function in the corresponding [chapter](#).*

## 5.2 Change bookings

### 5.2.1 Rebook from a date to a new date or to a waiting list

If you want or need to rebook a booked date, you can do so directly from your course catalog. To do this, select the appropriate date under "Pending bookings" and click on the "Tool"-icon at the end of the line.

## Pending bookings

Presence training						
Title	Provider	Location	Date	Status	Action	
Communication in Projects	next level - Projekt	Lübeck	10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 PM	booked		

On the following page you will see the options "Select another date (change booking)" or "Cancel your course". Select the first option and confirm with "Next".

## Change/cancel booking

Your booking		
Title	Type	Date, Location
Communication in Projects	Classroom	10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 PM, Lübeck


What do you want to do?

Select another date (change booking)

Cancel your course

If alternative dates are available for the relevant course, they are displayed in the drop-down menu. Select a suitable alternative date and confirm the rebooking with "Next".

## Reschedule your booking

Select the new date		
Title	Type	Date, Location
Communication in Projects	Classroom	21.Aug 2018, 09:00 AM - 22.Aug 2018, 05:00 PM, Lü... 

If no suitable alternative date should be available, you can select the option "Another date (on waiting list)" in the drop-down menu instead of a new date and thus create an entry on the waiting list after the rebooking has been completed.

## Reschedule your booking

Select the new date		
Title	Type	Date, Location
Communication in Projects	Classroom	Another date (on waiting list) ▼

[Back](#) [Next](#)


To complete the rebooking to the new date or waiting list, click on "Perform reschedule" in the following overview.

You will receive a confirmation by e-mail at the latest two working days after the rebooking.

### 5.2.2 Rebook from the waiting list to a date

If you are on the waiting list for a course and have been informed by course administration about new dates, you can book them directly from your course catalog. To do this, select the corresponding waiting list entry under "Pending bookings" and click on the "Tool"-icon at the end of the line.

## Pending bookings

Presence training						
Title	Provider	Location	Date	Status	Action	
Communication in Projects	next level - Projekt			Waiting list		

On the following page you will see the options "Select another date (change booking)" or "Delete". Select the first option and confirm with "Next".

## Change/cancel booking

Your booking		
Title	Type	Date, Location
Communication in Projects	Classroom	waiting state

What do you want to do?

Select another date (change booking)

Delete

[Cancel](#) [Next](#)

Select a suitable date from the drop-down menu and confirm the rebooking with "Next".

## Reschedule your booking

Select the new date		
Title	Type	Date, Location
Communication in Projects	Classroom	10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 PM, Lüb... ▼

[Back](#) [Next](#)

To complete the rebooking to the new date, click on "Perform reschedule" in the following overview.


You will receive a confirmation by e-mail at the latest two working days after the rebooking.

If you do not find a suitable date in the selection, you can stop the rebooking and remain on the waiting list.

### 5.3 Cancel bookings

If you want to cancel a booking for a course event or eLearning module, you can do so directly from your course catalog. Select the relevant booking under "Pending bookings" (eLearning bookings can also be found in the booking archive) and click on the "Tool"-icon at the end of the line.

## Pending bookings

Presence training						
Title	Provider	Location	Date	Status	Action	
Communication in Projects	next level - Projekt	Lübeck	10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 PM	booked		

On the following page, select the option "Cancel your course" and confirm with "Next".

## Change/cancel booking

Your booking		
Title	Type	Date, Location
Communication in Projects	Classroom	10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 PM, Lübeck

What do you want to do?

Select another date (change booking)

[Cancel your course](#)

[Cancel](#) [Next](#)

On the following page you confirm the cancellation by clicking on "Next".

After successful cancellation you will receive an overview with details of your canceled booking.

## We regret your cancelation

Your cancellation			
Title	Type	Date, Location	Price
Communication in Projects	Classroom	10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 PM, Lübeck	--
	Cancellation charges		--
			<b>We will bill:</b> --

Under "Pending bookings" you will find the date with the status "canceled". Cancelled eLearning modules will disappear from the overview.

**Note:** Please also cancel your waiting list bookings if you are no longer interested in a course, as this makes course administration much easier. After choosing "Delete" and a click on "Next" the entry will disappear from your "Pending bookings".

## Change/cancel booking

Your booking		
Title	Type	Date, Location
Communication in Projects	Classroom	waiting state

What do you want to do?
<input type="radio"/> Select another date (change booking)
<input checked="" type="radio"/> Delete
<input type="button" value="Cancel"/> <input type="button" value="Next"/>

## 6 Pending bookings



Under the menu item "Pending bookings" in the category "My Data" you will find all future presence training courses as well as e-learning modules that are not completed. You can use the two arrows to the right of each column heading to sort the courses by title, provider, location, date or status.

To view or download the course description for your booked classroom or web-based training, please click on the course title and select "Download PDF course description".

For courses that have been booked or canceled, you can use the "Form"-icon next to the course title to display the booking details of the course. In addition to information on the booking date, you can also find information on the date itself, such as the qualifications provided by the course.



You can use the "Tool"-icon at the end of the line to change or cancel bookings. *For more information, refer to the chapter "Your bookings / [Change bookings](#) or [Cancel bookings](#)".*

### Pending bookings

Presence training							
Title	Provider	Location	Date	Status	Action		
<a href="#">Project Management Manual - Basics of project management at Dräger</a>	Dräger	Lübeck	20.Mar 2018, 09:00 AM - 20.Mar 2018, 01:30 PM	booked			
<a href="#">Basic seminar Basics gas detection</a>	Dräger Academy	Lübeck	17.Apr 2018, 08:30 AM - 18.Apr 2018, 04:30 PM	booked			

Presence training courses are moved one day after the end of the course from "Pending bookings" to your "Booking archive".

Online training courses are listed separately below the presence training courses and can be started directly after booking. To start your Web Based Training click on the green "Play"-button under Action.

E-Learning							
Title	Provider	Type	Date	Result	Action		
<a href="#">BEST-Online-Training</a>	Dräger	WBT	Retrievable from 09.Feb 2018 to 31.Dec 2099	not attempted			
<a href="#">Kartellrecht</a>	Dräger	WBT	Retrievable from 20.Feb 2018 to 31.Dec 2099	not attempted			

Passed Web Based Training courses will be moved from "Pending Bookings" to your "Booking archive" one day after completing the training. A booked Web Based Training that has not yet been completed is also moved to your "Booking archive" one year after the booking date. Web Based Training courses can also be started from your "Booking archive".

## 7 Booking archive / Display training record

In your "Booking archive" under the category "My Data", you can find all past and canceled courses as well as Web Based Training courses that you have not completed over one year after the booking date.

From here, you have the opportunity to have your completed training courses listed in a training record. Classroom and online training courses are also displayed in two separate lists within your record.

### Booking archive

[Download your training record](#)

Presence training						
Title	Provider	Location	Date	Status	Action	
Brand Communication	Draeger	Lübeck	04.Sep 2006, 08:30 AM - 04.Sep 2006, 04:30 PM	attended		
Grundseminar Grundlagen Gasmestechnik	Dräger Academy	Lübeck	30.Jan 2018, 08:30 AM - 31.Jan 2018, 04:30 PM	attended		

As already described under "[Pending bookings](#)", you can also sort your courses using the two arrows to the right of the relevant column headings in your "Booking archive".

By clicking on the title you will get to the course description and the "Form"-icon to the right of the title will take you to the booking details.




### Booking archive

[Download your training record](#)

Presence training						
Title	Provider	Location	Date	Status	Action	
Brand Communication	Draeger	Lübeck	04.Sep 2006, 08:30 AM - 04.Sep 2006, 04:30 PM	attended		
Grundseminar Grundlagen Gasmestechnik	Dräger Academy	Lübeck	30.Jan 2018, 08:30 AM - 31.Jan 2018, 04:30 PM	attended		

If a certificate has been deposited for an online training course, you can download it or have it sent to you by e-mail. To do so, click on the download arrow for downloading or on the envelope to be sent by e-mail.

To give us feedback for online training courses please click on the icon with the check mark.

E-Learning						
Title	Provider	Type	Date	Result	Action	
Anti-Corruption	Dräger	WBT	Retrievable from 20.Feb 2018 to 31.Dec 2099	not attempted		 
Segment Sales Training - MOVE! - 02 Introduction to Tasks and Processes of the Mining Industry	Dräger Academy	WBT	Retrievable from 20.Feb 2018 to 31.Dec 2099	not attempted		

## 8 Qualification profiles

Qualifications that you need in the context of your job can be combined into so-called "qualification profiles". Under the tab "Qualification Profiles" you will find all the profiles assigned to you as well as the status of the profiles and the individual qualifications.

A color scale in front of the profile name indicates whether they meet your profile completely, partially or not at all:

Profile color	Meaning
green	fully fulfilled
yellow	one or more qualifications expire soon (< 30 days)
orange	partially fulfilled
red	no qualification of the profile has been obtained

With the buttons "+ Expand all" and "- Collapse all" you can show or hide all branches of the individual profiles with one click. Using the plus and minus symbol in front of the profile name, you only show or hide the chosen profile.

You will see another color scale in front of each qualification:

Qualification color	Meaning
green	Qualification fulfilled
yellow	Qualification expires shortly (< 30 days)
red	Qualification not fulfilled
blue	Training to obtain the qualification is already planned

The date in the column "Required before" shows you when you should fulfil a certain qualification.

If you have already achieved a qualification, you can see in the column "Valid from" when you achieved it and in the column "Valid until" how long it remains valid.

The "Magnifying glass"-icon takes you directly to the course catalog, where you can search for courses in which the qualifications you require are available.

### Qualification profiles

The status of your qualification profiles:

My qualification profiles		Valid from	Required before	Valid to
	Compliance 1 (Anti-Trust) (en)			Profile valid from 08.Aug 2016
	Compliance 2 (Anti-Corruption) (en)			Profile valid from 08.Aug 2016
	Anti-corruption Bezeichnung Ü	20.Dec 2017		12.Dec 2019
	Data privacy Marketing (en)			Profile valid from 25.Apr 2017
	Data privacy module 2		28.Feb 2015	
	Employee profile MR (en)			Profile valid from 20.Feb 2017
	Basics gas detection	30.Jan 2018		06.Jan 2118
	DAMA 0002-de-121-00 Prüfwerterfassung 5 jährl (en)			
	Other valid qualifications			

Legend profil:

- ok
- still OK
- partially OK
- not OK

Legend qualification:

- valid
- soon expired
- coming
- missing

## 8.1 Show list of all missing qualifications

### Introduction

During the implementation of the Qualification Matrix a lot of qualifications will be 'red' in your profiles. Those 'red' qualifications call we 'missing qualifications'.

Qualifications can be red because your historical training data has not been connected to your qualifications. This needs to be done manually by you to make sure that the correct qualification will be connected to the correct training data. You can do this with the report 'Missing Qualifications'. You can use this report also to register other ways of acquired qualifications. How this works is explained in the following instruction. Please read this carefully before you start to fill in the report in the system.

### How do I get the report?

After you have logged in in the Training Portal please click on 'Qualification profiles' in the menu on the left side. On the appearing page please click on the blue link 'Show list of all missing qualifications' to start the report. See below.

## Qualification profiles

The status of your qualification profiles:

**My qualification profiles**

[Show list of all missing qualifications](#)  
[Create report "Qualifications check"](#)

[Expand all](#) [Collapse all](#)

Profile	Qualification	Valid from	Required before	Valid to
---------	---------------	------------	-----------------	----------

### How do I edit the report?

After the page has been opened you can start with editing. On the top of the page you find an instruction how to handle the report in general. Please read the instruction carefully. This is very important information. Afterwards please scroll down a little bit to the area you see the missing qualifications. See below.

Missing qualifications			
Qualification	Acquired by	Date	Edit

Now you can start to edit the report. In this part of the page you find all missing qualifications in your profiles. Please click on the blue edit icon next to the qualification you would like to edit as shown below.

Qualification	Acquired by	Date	Edit
1 5S, Auditor (en)			<a href="#">Edit</a>

A new window with two options will appear:

Status of missing qualification ×

---

If possible, assign already acquired qualifications to a missing qualification. You can assign a course held in the past, an announcement, or self-study.

**Qualification:** 5S, Auditor (en)

**My status:**  Qualification not acquired  
 Qualification acquired

---

To convert a missing qualification to an already acquired one please select the second option 'Qualification acquired'. By choosing this option the window will expand and show the options of the 'Type of acquisition'. Here you can select how you acquired the qualification in the past. See below

Status of missing qualification ×

---

If possible, assign already acquired qualifications to a missing qualification. You can assign a course held in the past, an announcement, or self-study.

**Qualification:** 5S, Auditor (en)

**My status:**  Qualification not acquired  
 Qualification acquired

---

**Type of acquisition:**  Announcement  
 Self studies  
 Existing booking  
 Contribution

---

Please select 'Announcement' when you have read and know the content of the announcement. In this case you need to fill in the date you have read the announcement.

Please select 'Self studies' when you have done the self study for this qualification, but it is not registered in your training history. You need to fill in the date that you have done the self study.

Please select 'Contribution' when you are the topic owner/expert of a specific qualification and you do not have to gain the qualification. This is for example applicable for Process Owners, Internal Authors, Quality Managers (please select also Quality manager when you are 'Quality Reviewer'). Please select your corresponding role to link it to the qualification.

Qualification acquired

---

Type of acquisition:

- Announcement
- Self studies
- Existing booking
- Contribution

---

Type of contribution:

- Author
- Process owner
- Quality manager

---

Acquisition date:

---

[Cancel](#) [Save](#)

Please select 'Existing booking' when you have already absolved a training that belongs to the missing qualification and this is in your list of historical training data. To link the successfully absolved training to the corresponding missing qualification please click on 'Select/change booking'. See below.

My booking: [Select/change booking](#)

A list of historical training data appears. Please note that you'll only find training which were entered into TCmanager. Select the correct training data out of the list by clicking on "Select" next to the corresponding entry. If you selected an incorrect entry, please click on "Select/change booking" again to select the correct one.

Please edit all listed missing qualifications in the described way.

Please be aware that it can be the case that a qualification stays red. This happens when the validity period of the qualification is different from the historical training data. This happens for example when you need to renew a training annually of every 2 years.

#### What do I have to do when I am done with editing?

After you are done with editing the report the qualifications will still be red. To turn them into green you must create a pdf version by clicking on the blue button "Create report 'Missing Qualifications'" as shown below.

**Create report**

Generate and print the report "Missing Qualifications".

[🔗 Create report "Missing Qualifications"](#)

The created pdf document has an individual ID (report key) you can find at the top of the document. Your HR department needs this ID to turn your 'red' qualifications into 'green'. Before you send the document to HR you must print it and discuss it with your manager. Your manager will check it with you together and sign the document when it is correct. You must sign the document as well.

#### **What do I have to do in case of incompleteness or incorrectness?**

In case of incompleteness or incorrectness please be aware that no manual handwritten changes will be accepted. In this case please keep the not signed pdf document and do not send it to HR. Instead you must edit the changes in the system again as described above by clicking on the 'Edit' button next to the corresponding qualification.

When you are done with editing you have to generate the pdf document again as described above.

You can repeat this procedure as often as it is needed and as long as you do not send it to the HR department. Only the final and signed pdf version must send to HR. This means as soon as you have sent this pdf document to HR you have to wait for the implementation of the report. When the report is implemented, and you still have missing qualifications who are acquired in the past, you can start to fill in the report again.

When you have missing qualifications that are not acquired, please follow the instruction that belongs to the qualification. Click on the magnifier at the right side of the 'red' qualification in your Qualification profiles and follow the instruction.

## 8.2 Create Report Qualification Check

The synonym for 'missing qualification' is in this instruction 'red qualification'. An acquired qualification is also called 'green qualification'.

At least once a year, you and your manager must check, if you have gained your qualifications or need to decide for which date a missing qualification must be acquired. We advise to combine the Qualification Check with the Annual Feedback Meeting (AFM).

#### **How do I get the report?**

To print this report, go to the Training Portal, click on 'Qualification profiles' under 'My Data' in the menu on the left side of the screen. In the right corner of the appearing page please click on the blue link 'Create report Qualifications Check'.



The system creates the report as pdf document. Follow the instruction at the bottom of the screen and open or save the report or to cancel the procedure.

#### **How does the report work?**

Please open or save the report first and open it afterwards. In the report you see an overview of your personal data and your qualifications. In the column 'Status' you can see, if a qualification is 'existing' or 'planned'.

All 'green' qualifications are shown as 'existing' including the date you have absolved this qualification.

All 'blue' qualifications are shown as 'planned' including a corresponding date if a training is booked via the training catalog or your manager have added a date in the Qualification matrix.

All 'red' qualifications are shown as 'planned' without any filled in dates. You or your manager must write a planned date on the form. The missing qualification need in general be gained within one year. If the qualification is not acquired within this year, you must re-enter a date in the next year.

Finally, you and your manager sign the report. You can ask for a copy to your manager.

#### **What to do with the signed report?**

This is depending on your local procedure. Please ask your Human Resources department how to handle.

## 9 My Group

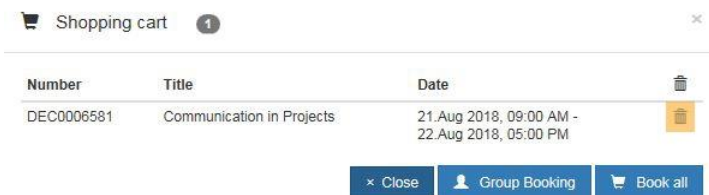
If you are a manager or instructed to manage the training courses of other employees, you will, next to the category "My Data", see an additional category "My Group" with further menu items. Here you can make group bookings, download training records of your employees and view and manage employee bookings.



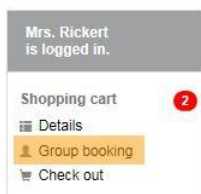
### 9.1 Group bookings

To make a group booking, you must first add courses to your shopping cart. These can be date and waiting list requests.

As soon as you have selected a course using the "Shopping cart"-icon, a new category "Shopping cart" appears in your menu. The number of courses already selected is displayed here. With a click on the menu item "Details" you get an overview of your shopping cart. If necessary, you can delete individual courses using the "Garbage bin"-icon.



Once you have added all the courses you require to your shopping cart, you can either continue with the shopping cart details or directly via the menu item "Group bookings".



Allocate your selected courses to the employees assigned to you using the drop-down fields.

Remark: If you do not have the correct employees assigned to you, please contact the Global Academy at the following e-mail address: [lms.c.de@draeger.com](mailto:lms.c.de@draeger.com).

If you are interrupted during the group booking or if you do not complete your booking for several reasons, you can name it and save the current status. At the next login, you will find your group booking in the category "My Group" under the menu item "Group bookings" and you can edit or delete it as required.

If you notice during the assignment of employees in the group booking that you are still missing courses in your selection, you can scroll through the catalog again and add further courses. Click on the blue word "Catalog" at

the bottom of the window or alternatively go to "Catalog" in your menu. Place the desired courses in your shopping cart and then click on "Group booking" below the shopping cart again.

## Group booking

Group booking from shopping carts

**Details**

**Name**  [save](#)

**Created on** 20.Feb 2018

**Last change** 20.Feb 2018

---

**Current group booking: Add and edit shopping cart entries**

[Delete all entries](#)

Participant	Seminars	Dates	Action
Kühn, Daria (daria.kuehn@draeger.com) ▼	Communication in Projects ▼	10.Apr 2018, 09:00 AM - 11.Apr 2018, 05:00 P ▼	
TESTUSER1, DRAEGERINTRA (TESTDRAE) ▼	Project Management Manual - Basics of projec ▼	Book on waiting list ▼	
TESTUSER4, DRAEGERINTRA (TESTDRAE) ▼	Project Management Manual - Basics of projec ▼	20.Mar 2018, 09:00 AM - 20.Mar 2018, 01:30 F ▼	
Rickert, Marte (marte.rickert@draeger.com) ▼	please select ... ▼	please select ... ▼	

To add further seminars use the search or browse the [catalog](#).

[Book all](#)

When your group booking is complete, click on "Book all" at the bottom or "Check out" in the menu to access the booking wizard. Before you finalize the booking, you have the opportunity to make certain changes.

### Change or complete a group booking that has been started:

You will find unfinished group bookings in the category "My Group" under the menu item "Group bookings".



By clicking on "Select/Edit" of the respective group booking you will get back to the details of the group booking.

# Group bookings

Shoppingcarts available for group booking:

Select a shopping cart for the group booking			
modified date	Name		Select/edit
20.Feb 2018	Test	2	Select/edit
20.Feb 2018	Safety Segments_Technicians	2	Select/edit

[new group booking](#)

Here you can make changes, book additional courses or bring your group booking directly to the "Check out". The usual booking wizard appears.

## 9.2 Select user and download training records

If you would like to download training records of your employees, please go in the category "My Group" to the menu item "Select user". If a large number of employees are assigned to you, you can use a search function to restrict your employee list using various search criteria. If you want to see all the employees assigned to you, leave all the fields blank and click directly on "Search".

**Note:** If you do not have the correct employees assigned to you, please contact the Global Academy at the following e-mail address: [lms.c.de@draeger.com](mailto:lms.c.de@draeger.com).

## Search user

Please enter your search values.

Name:	<input type="text"/>
First name:	<input type="text"/>
Badge:	<input type="text"/>
Department:	<input type="text"/>
Department number:	<input type="text"/>
Qualification:	<input type="text"/>

[Search](#)

With the exception of the qualification, you can use a percentage sign as a placeholder for one or more characters for all search criteria. For example, if you search for all employees with the name "S%d", you will get all employees whose name begins with "S" and who also have a "d" in their name.

When searching for a department number, please make sure that it is always composed of the company number, a point and the cost center. The department number thus follows the following notation:

Cost center (example: "155.3235" for the cost center "3235" of Draeger Medical UK Ltd.)

The percentage sign can also help you when limiting the search result by cost center if, for example, you do not know the correct company number or if you are searching for a cost center across several companies.

You can use the "Qualification" drop-down search criterion to filter all employees who have acquired a particular qualification in the past.

After clicking on "Search", you will receive a list of all employees assigned to your group account (and corresponding to your search criteria) and can download the training record via the corresponding link. You can also sort your employee list using the arrows to the right of the column headers according to various criteria. Via the "Select user"-icon at the end of the line, you can change the user to manage his/her bookings on behalf of one of your employees / colleagues.

## Select user

Please select a user from your groupaccount.							Download training records
Name	First name	Badge	Department	Dept.no.	Select		
Dobbertin	Elena	1003676	Training Management	001.7421			
Kühn	Daria	1004506	Intensivstation				
Rickert	Marte						

If you have changed the user, this is now displayed in the navigation area. In the category "My Data", you can now use the functions known to you on behalf of the selected employee. For example, you can download an employee's training record, book, rebook, or cancel courses, or view the employee's qualifications profiles.

To log in for another employee, repeat the procedure, starting with the employee search. To return to your own user, go to "Select user" and click on "Change to your own account (your name)" at the top of the window.

## Select user

Info: You are currently logged in as Elena Dobbertin.

[Change to your own account \(Marte Rickert\)](#)

### 9.3 Search for pending bookings of group members

To view all future training courses of your group members, go to the category "My Group" in the navigation area and click on "Search bookings". Please note that you must not be logged in as one of your employees for this function. If necessary, switch to your account as described in the previous chapter.

My Group

- » Group bookings
- » **Search bookings**
- » Mandatory trainings
- » Select user

---

Logout

Use the filters to narrow your search results. For each search criterion you have the choice between all or one option(s) from the drop-down menu. If you only want to view firmly booked courses, choose "B booked" for bookingcodes - for provisional bookings (reservations) choose "P provisional" and so on. In the search fields "Title" and "Seminar Number" you can use the percentage sign to set a placeholder for a character or character string. After clicking on "Search" a list of the corresponding bookings will be displayed.

## Pending courses of my group

**Search for bookings in my group**

Customers/Participants: All members of your groupaccount  
Dobbertin, Elena (Training Management)  
Kühn, Daria (Intensivstation)

Countries: (all)  
Angola  
Argentina

Bookingcodes: All bookingcodes  
B booked  
C cancelled

Segments: All segments  
610 LUNA Besichtigungen / Führungen  
620 LUNA Gesundheit

Title:

Seminar number:

Search Reset

The list contains the name and department of the employee, dates of the course date and the status of the booking.

## Pending courses of my group

Search for bookings in my group							
Employee	Department	Number	Title	Location	Date		Status
Kühn, Daria	Intensivstation	WWDCS151DE	Grundseminar Druckminderer LAR VII	Lübeck	19.Dec 2018, 08:30 AM	19.Dec 2018, 08:30 AM	booked
Kühn, Daria	Intensivstation	WWDCS151EN	Basic seminar pressure reducer LAR VII	Lübeck	15.Jan 2019, 08:30 AM	15.Jan 2019, 08:30 AM	booked

## 9.4 Profile assignment

If you belong to a department for which the qualification matrix has already been rolled out, you will see the additional menu item "Profile assignment" in the menu.

With this menu item you can assign and withdraw basic, role and additional profiles from employees.

- My Group
  - Group bookings
  - Search bookings
  - Select user
  - Profile assignment**
  - Employee profile
  - Qualification Matrix

Select an employee via the "Employee" field. You can already click on "Select", provided that you do not want to limit the result further. However, you can also display only all profiles of a certain type (e.g. basic profiles) or profiles that contain a certain qualification. With regard to the profile type, we differentiate between basic, additional and role profiles, whereby the role profiles are named after the corresponding areas.

### Profile assignment

Assign profiles:

The screenshot shows a 'Filter' section with the following elements:

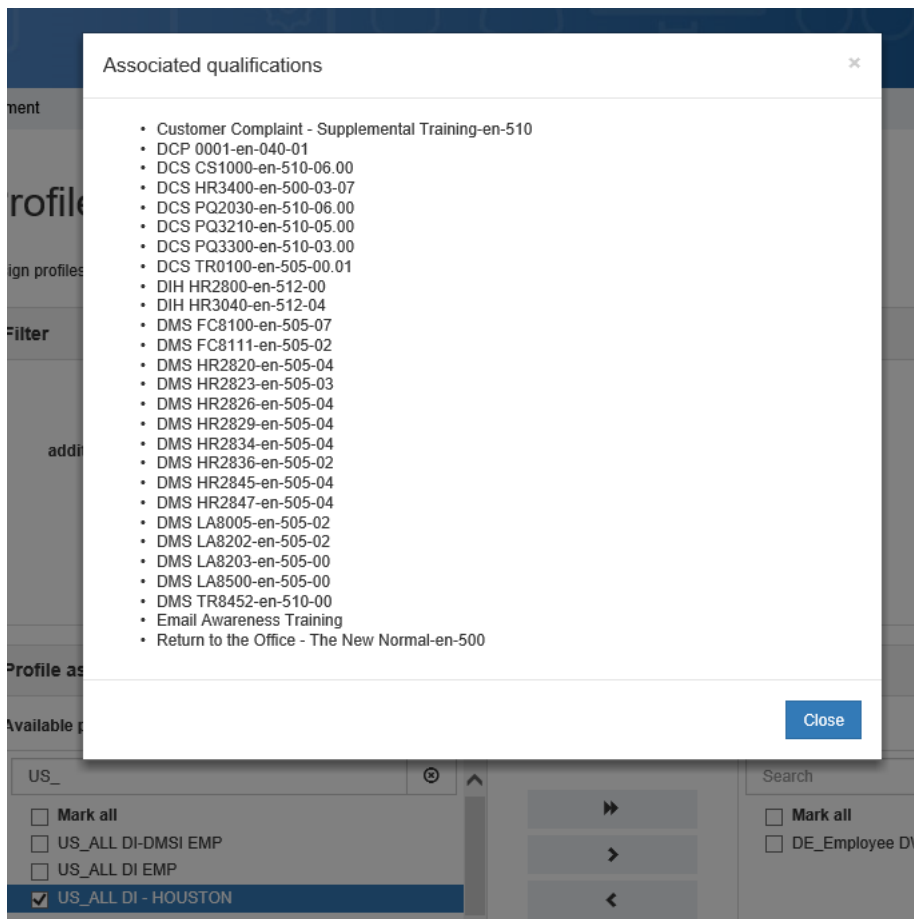
- User:** A text input field containing 'Kühn, Daria, 1004506' with a clear (x) and dropdown (v) icon.
- additional Filter:** Two radio buttons: 'Profile Type' (selected) and 'Contained qualification'.
- Profile filter:** A label above a dropdown menu.
- Type:** A dropdown menu.
- Buttons:** 'Reset' and 'Select' buttons at the bottom right.

A new window appears below the search window after clicking on "Select". On the left-hand side you will find all the profiles that are available for selection under this type, here using the basic profile as an example.

Another text filter, located above the displayed profiles, allows you to further narrow down the result. Type in your country code to see only the profiles from your country.

Using the arrows, you can now assign or withdraw a profile from the employee. To make the changes, please click on "Save".

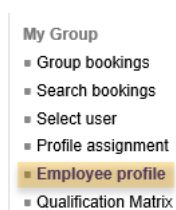




## 9.5 Employee Profile

If you belong to a department for which the qualification matrix has already been rolled out, you will see the additional menu item "Employee profile" in the menu.

Under this menu item you can assign individual qualifications to employees which they do not already have in their basic, role or additional profile.



Now select the relevant employee. You can already now view the result by clicking on "Select", but due to the amount of results this will take some time. If you want to further limit the result, you can choose between two filters. Either you can display all qualifications of a certain type (e.g. "Processes", "Products" or special qualifications from your department) or all qualifications contained in a certain profile. Be careful with the second filter, however. Assuming that your employee is supposed to fulfil all qualifications of a certain profile, please assign the profile to him/her via the menu item "Profile assignment".

# Employee profile

Edit employee profiles

**Filter**

User:

Additional filter:  Qualification Type  Qualification profile

Qualification filter  
Type:

A new window appears below the search window. On the left side you will see the available qualifications from your search results. An additional text filter allows you to narrow down the result further. Type in parts of the qualification name and the result will be built up simultaneously.

To assign a qualification to the employee, check the box in front of the corresponding qualification. Use the arrows to assign qualifications to the employee. When you have made your selection, click on "Save".

**Filter**

User:

Additional filter:  Qualification Type  Qualification profile

Qualification filter  
Type:

**Employee profile for Daria Kühn: KÜHN\_DARIA\_01004506**

**Available qualifications**

- Mark all
- Alcotest 3000 (Cust. Maint)
- Alcotest 3000 (Sales)
- Alcotest 3000 (Serv/IPM-R)
- Alcotest 3820 (Cust. Maint)
- Alcotest 3820 (Sales)
- Alcotest 3820 (Serv/IPM-R)
- Alcotest 5000 (App)

None marked (of 2346)

**Selected qualifications**

Mark all

None marked (of 0)

## 9.6 Qualification matrix

If you belong to a department for which the qualification matrix has already been rolled out, you will see the additional menu item "Qualification matrix" in the menu.

Under this menu item you can display the qualification matrix for one or more employees, as well as for one or more profiles and one or more qualifications.

#### My Group

- Group bookings
- Search bookings
- Select user
- Profile assignment
- Employee profile
- **Qualification Matrix**

You now choose whether you want to see individual employees or all employees. If you want to see all employees, click on "select all" and "select". Otherwise, click on the individual employees and if you press and hold the "CTRL" key, you can also mark and select several employees.

## Qualification Matrix

Status of group member profiles

**Filter**

Department number:  
(e.g. 001.7424 or %7424)

Search

- Mark all
- \_\_\_ no Costcenter \_\_\_
- 000.0000
- 001.7424
- 001.8554
- 020.5130
- 020.2225

2 marked (of 15)

**User:** select filter above ...

**Profile:** select filter above ...

**Qualifications:** select filter above ...

This also works for profiles and qualifications. You always have the possibility to display one profile, several or all profiles and one, several or all qualifications.

Please note: The more employees, profiles and qualifications you have selected, the longer it may take to build up the qualifications matrix!

Once you have made your selection, click on "Start qualification matrix".

## Filter

Department number:  
(e.g. 001.7424 or %7424)

Search

- Mark all
- \_\_\_ no Costcenter \_\_\_
- 000.0000
- 001.7424
- 001.8554
- 020.5130
- 000.0000

1 marked (of 15) [Select](#)

User:

Search

- Mark all
- Kühn, Daria, 1004506

1 marked (of 1) [Select](#)

Profile:

Search

- Mark all
- DE\_Compliance 3 (Anti-Trust und Anti-Corruption) (
- DE\_Data privacy Marketing (en)
- DE\_Employee DWAG
- DE\_Expert Learning Management System
- DE\_PITEx Basis (en)

All marked (6) [Select](#)

Qualifications:

Search

- Mark all
- Anti-Corruption
- Anti-trust
- BEST (Business Excellence System) at Dräger
- Conflicts of Interest
- Data Privacy and Info Security at Dräger Module 1

All marked (39)

[Reset](#)

[start Qualification Matrix](#)

The colour coding (see also legend) shows you the status of the respective qualification and whether it is assigned to the respective employee.

With a click in a red box, a missing qualification, you can either book or plan a training for either one employee (whose red qualification you have selected) or all employees from the matrix who do not yet fulfill the respective qualification.

- 1) Book a course from the course catalogue (use this to prepare a group booking which you can complete after editing the qualifications matrix)  
*For more information, refer to the chapter "9.1 Group Bookings".*  
Click on "Select training".

Edit x

---

**Select employee**

Selected employee: Kühn, Daria

or

All employees of this report, that are missing the qualification:  
**Works agreement IT framework regulation**

---

**Select type**

Prepare group booking (fill the shopping cart)  
Select training ... 🔍

or

Plan external training for missing qualification: **Works agreement IT framework regulation**

---

Cancel Save

All courses in which this qualification is conveyed are then displayed. Select the appropriate training by clicking on the blue arrow symbol on the right side. If the right training is not included, click on "Cancel".

Select training x

---

Search result 1 hit

▶ ▼

Title	Type	Language	Provider	Price
Betriebsvereinbarung IT-Rahmenregelung		DE	Dräger	--

---

Cancel

- 2) Enter the date for an already planned external training  
Click on the calendar icon and select the appropriate date.

**Select employee**

Selected employee: Kühn

or

All employees of this rep...

**Works agreement IT fra**

**Select type**

Prepare group booking (f

or

Plan external training for

**Acquisition date:**

IT framework regulation

« October 2020 »						
Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Cancel Save

Then click on "Save".

The box(es) will then be displayed in blue instead of red.