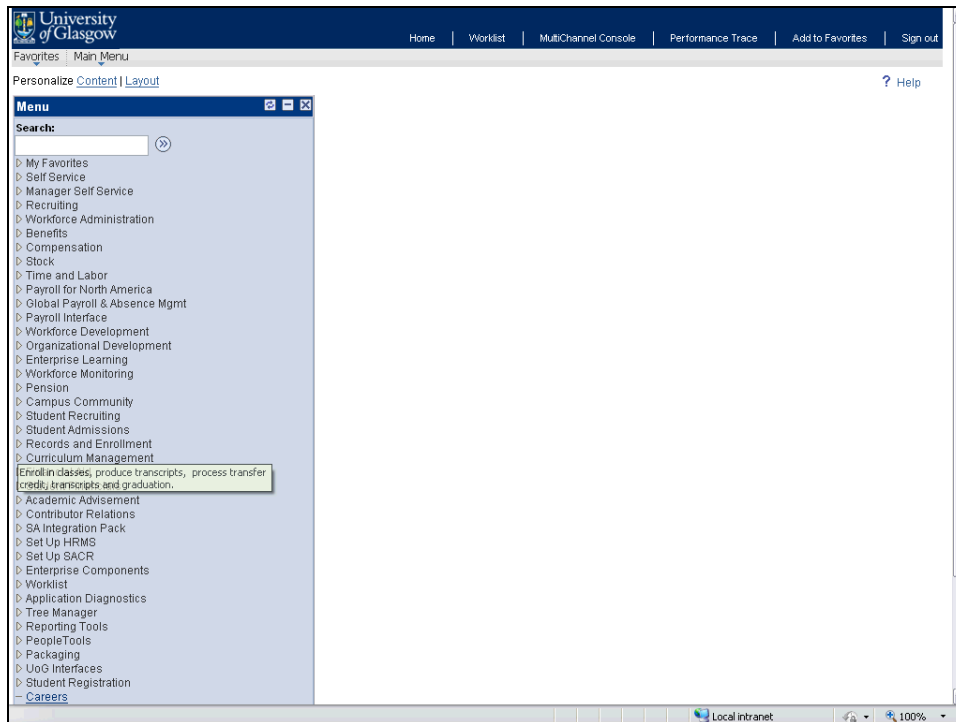



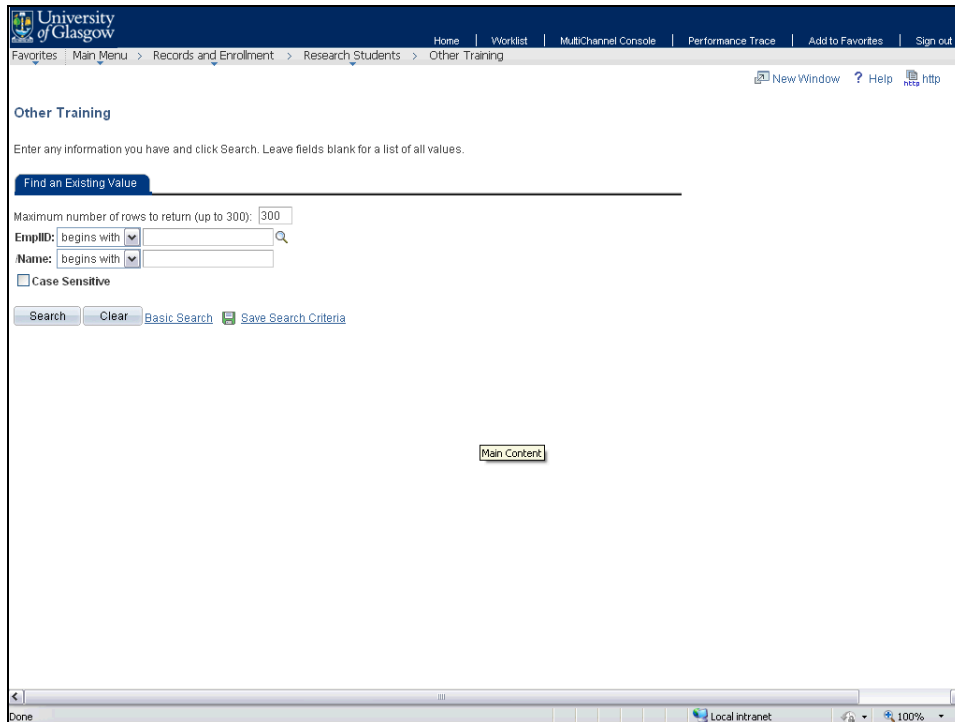
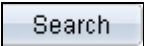


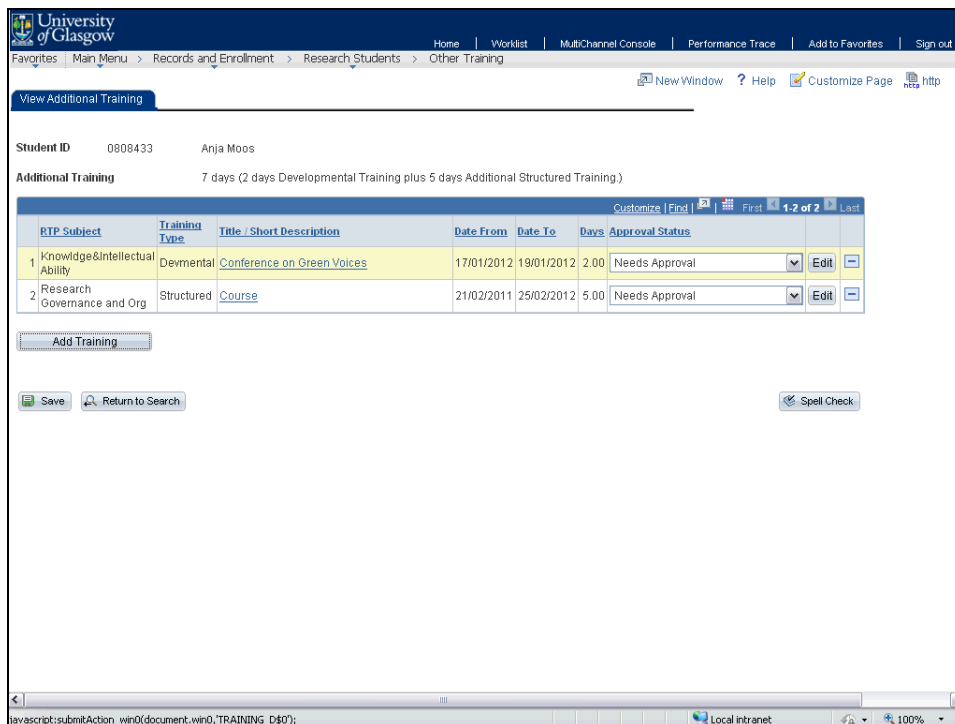
Adding / Approving Additional Training



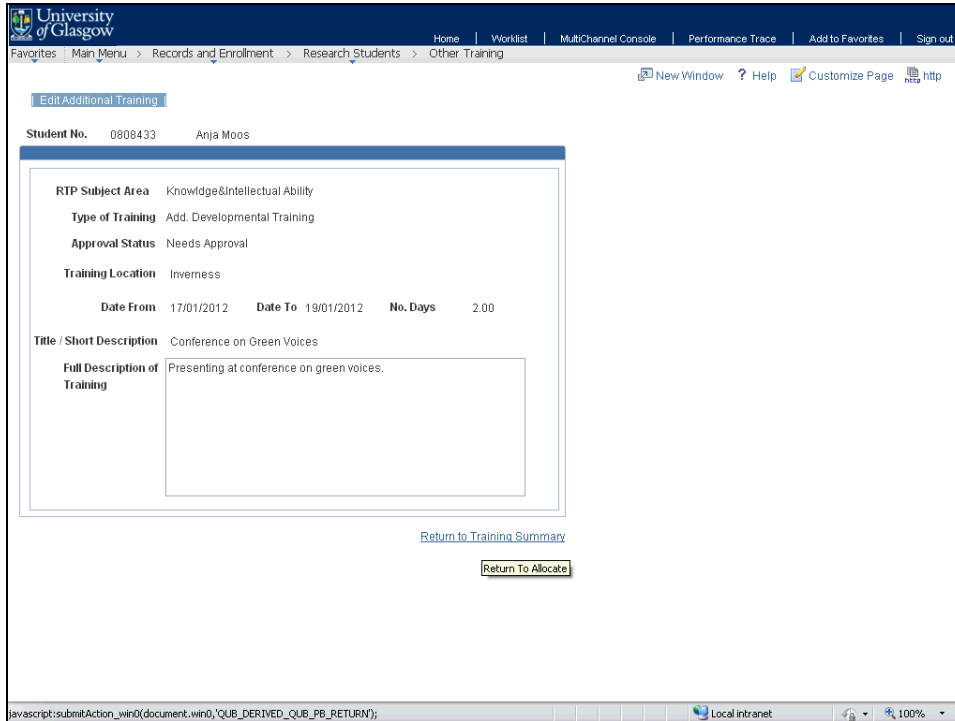
Step	Action
1.	Click the Records and Enrollment link. 
2.	Click the Research Students link. 
3.	Click the Other Training link. 



Step	Action
4.	Enter the desired information into the EmpID field. Enter a valid value e.g. "0808433" .
5.	Click the Search button. 



Step	Action
6.	Click the Conference on Green Voices link. Conference on Green Voices



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Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Research Students > Other Training

Edit Additional Training

Student No. 0808433 Anja Moos

RTP Subject Area Knowledge&Intellectual Ability

Type of Training Add. Developmental Training

Approval Status Needs Approval

Training Location Inverness

Date From 17/01/2012 Date To 19/01/2012 No. Days 2.00

Title / Short Description Conference on Green Voices

Full Description of Training Presenting at conference on green voices.

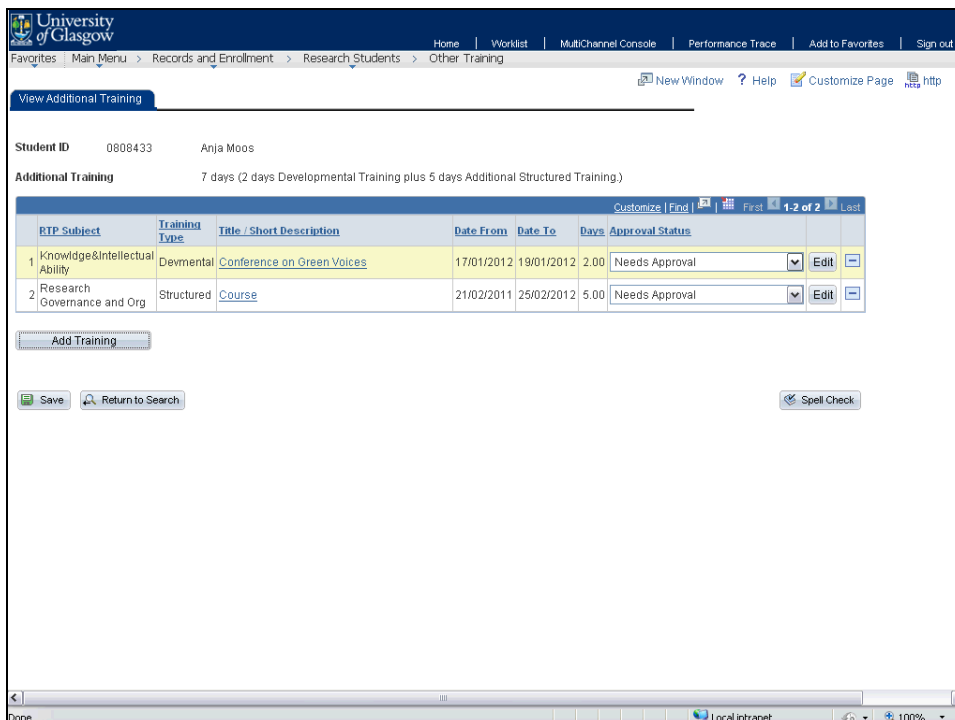
[Return to Training Summary](#)

[Return To Allocate](#)

javascript:submitAction_win0(document.win0,'QUB_DERIVED_QUB_PB_RETURN');

Local intranet 100%

Step	Action
7.	Click the Return to Training Summary link. Return to Training Summary



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Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Research Students > Other Training

View Additional Training

Student ID 0808433 Anja Moos


Additional Training 7 days (2 days Developmental Training plus 5 days Additional Structured Training)

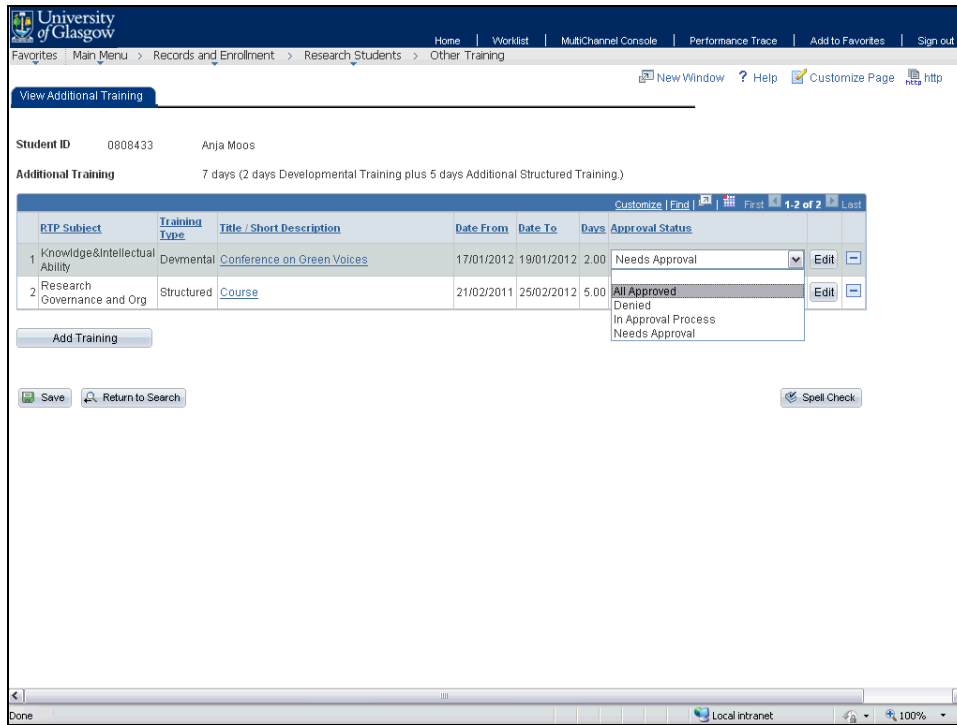
RTP Subject	Training Type	Title / Short Description	Date From	Date To	Days	Approval Status
1 Knowledge&Intellectual Ability	Devmental	Conference on Green Voices	17/01/2012	19/01/2012	2.00	Needs Approval
2 Research Governance and Org	Structured	Course	21/02/2011	25/02/2012	5.00	Needs Approval

[Add Training](#)

[Save](#) [Return to Search](#) [Spell Check](#)

Local intranet 100%

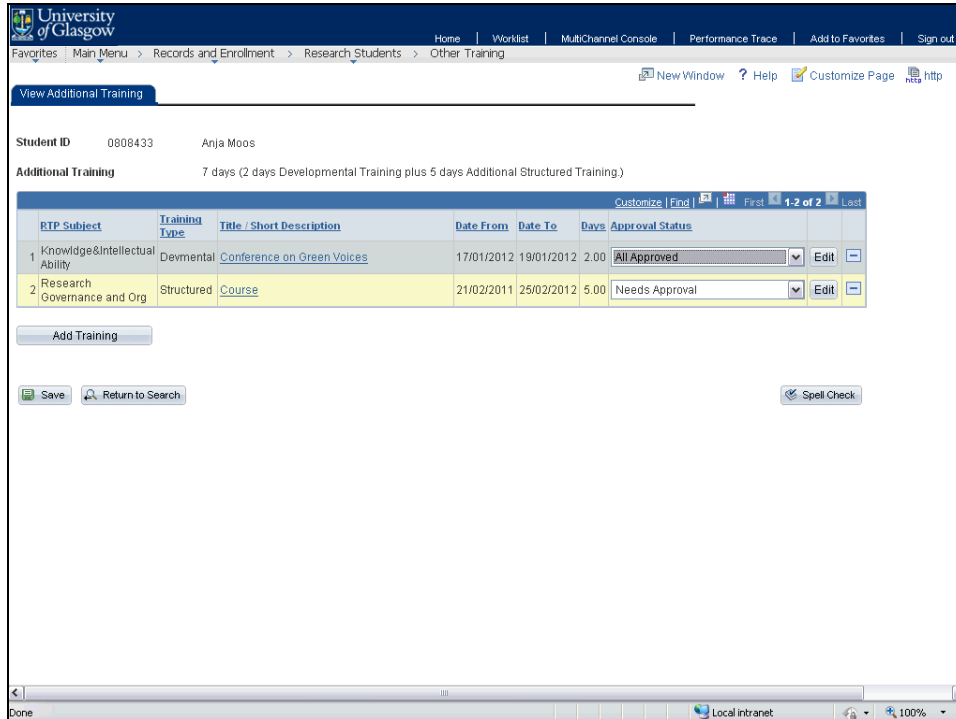
Step	Action
8.	Click the Approval Status list. Needs Approval 



The screenshot shows a web interface for managing training. At the top, it says 'View Additional Training' for student Anja Moos (ID 0808433). Below this, a table lists training activities. The first row is for 'Knowledge & Intellectual Ability' (Developmental) with a status of 'Needs Approval'. The second row is for 'Research Governance and Org' (Structured) with a status of 'All Approved'. A dropdown menu is open over the 'Needs Approval' status, showing options: 'All Approved', 'Denied', 'In Approval Process', and 'Needs Approval'. The 'All Approved' option is highlighted.

RTP Subject	Training Type	Title / Short Description	Date From	Date To	Days	Approval Status
1 Knowledge & Intellectual Ability	Developmental	Conference on Green Voices	17/01/2012	19/01/2012	2.00	Needs Approval
2 Research Governance and Org	Structured	Course	21/02/2011	25/02/2012	5.00	All Approved

Step	Action
9.	Click the All Approved list item. All Approved



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Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Research Students > Other Training

View Additional Training

Student ID 0808433 Anja Moos

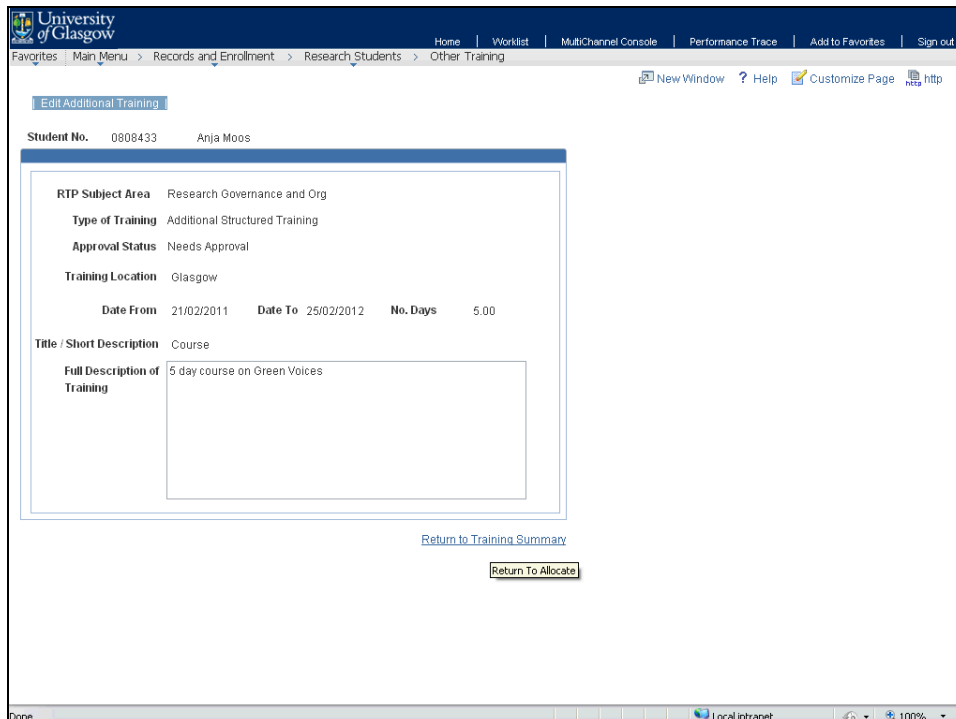
Additional Training 7 days (2 days Developmental Training plus 5 days Additional Structured Training)

RTP Subject	Training Type	Title / Short Description	Date From	Date To	Days	Approval Status
1 Knowledge&Intellectual Ability	Devmental	Conference on Green Voices	17/01/2012	19/01/2012	2.00	All Approved
2 Research Governance and Org	Structured	Course	21/02/2011	25/02/2012	5.00	Needs Approval

Add Training

Save Return to Search Spell Check

Step	Action
10.	Click the Course link. Course



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Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Research Students > Other Training

Edit Additional Training

Student No. 0808433 Anja Moos

RTP Subject Area Research Governance and Org

Type of Training Additional Structured Training

Approval Status Needs Approval

Training Location Glasgow

Date From 21/02/2011 Date To 25/02/2012 No. Days 5.00

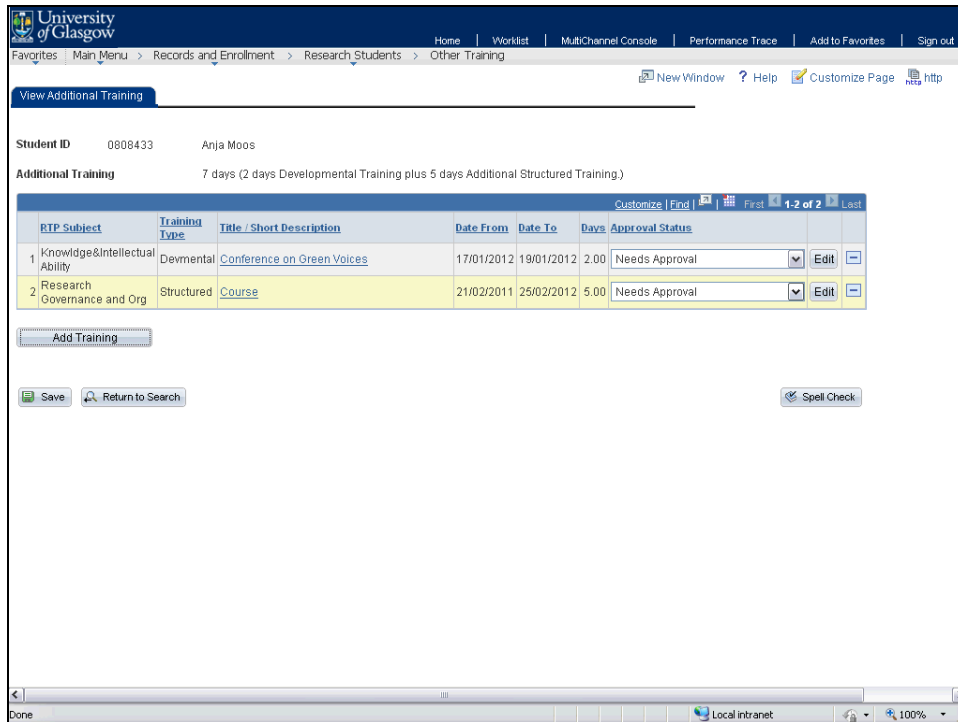
Title / Short Description Course

Full Description of Training 5 day course on Green Voices

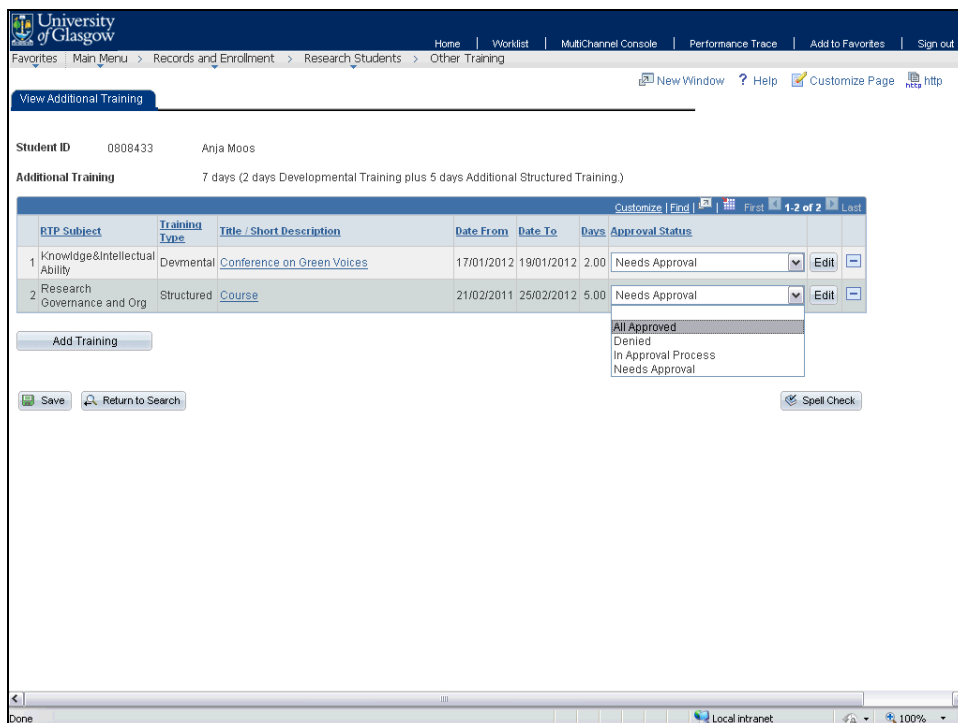
Return to Training Summary

Return To Allocate

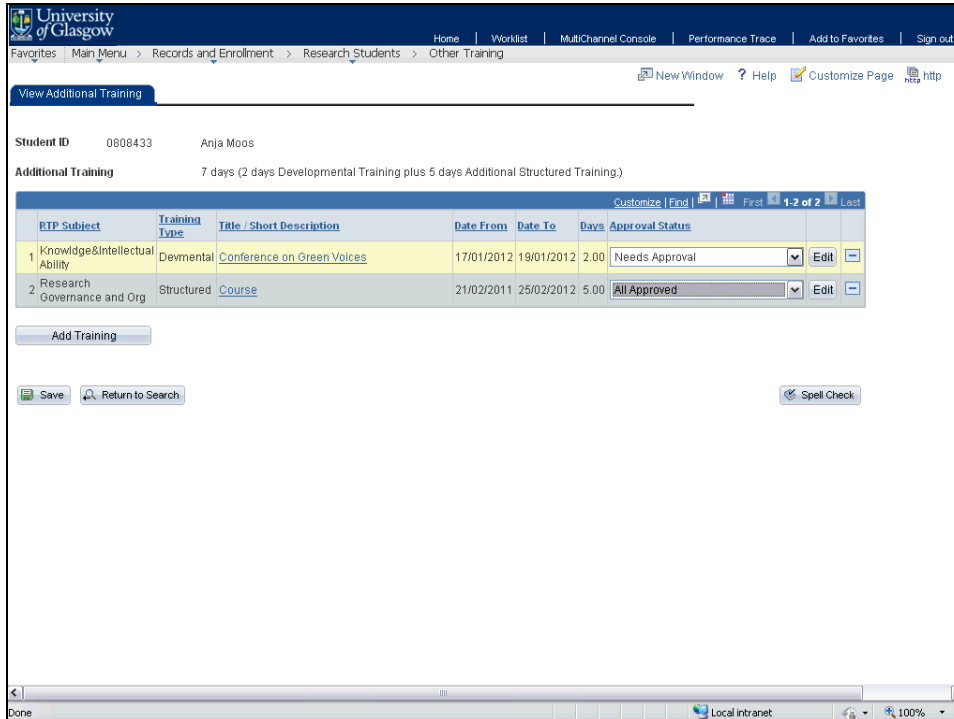
Step	Action
11.	Click the Return to Training Summary link. Return to Training Summary



Step	Action
12.	Click the Approval Status list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Needs Approval ▼</div>



Step	Action
13.	Click the All Approved list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">All Approved</div>



University of Glasgow

Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Research Students > Other Training

View Additional Training


Student ID 0808433 Anja Moos

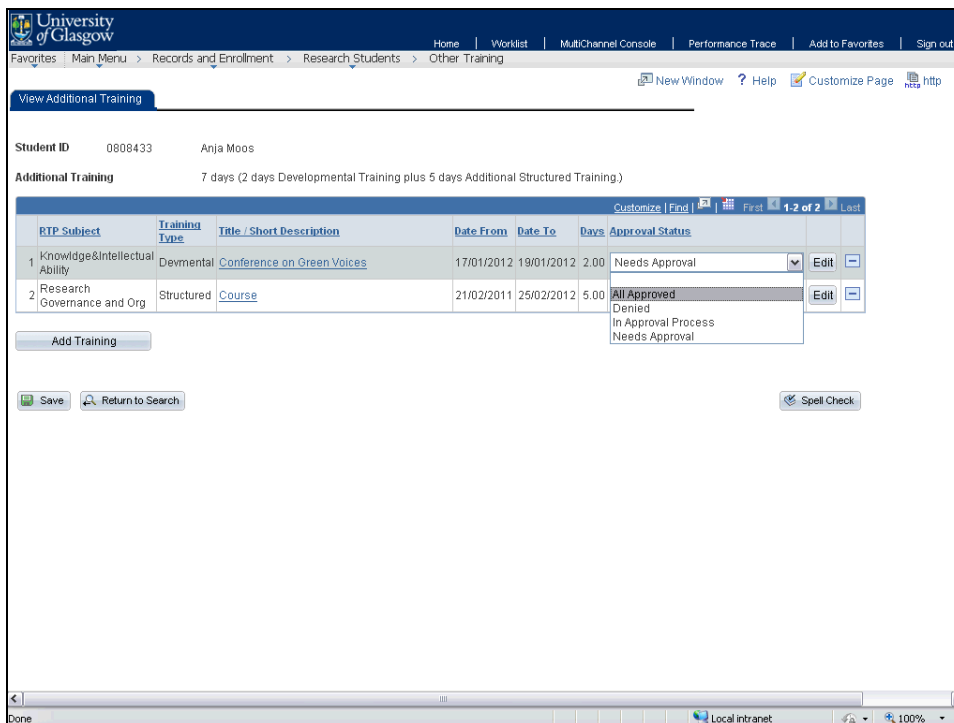
Additional Training 7 days (2 days Developmental Training plus 5 days Additional Structured Training)

RTP Subject	Training Type	Title / Short Description	Date From	Date To	Days	Approval Status
1 Knowledge&Intellectual Ability	Devmental	Conference on Green Voices	17/01/2012	19/01/2012	2.00	Needs Approval
2 Research Governance and Org	Structured	Course	21/02/2011	25/02/2012	5.00	All Approved

Add Training

Save Return to Search Spell Check

Step	Action
14.	Click the Approval Status list. 



University of Glasgow

Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Research Students > Other Training

View Additional Training


Student ID 0808433 Anja Moos

Additional Training 7 days (2 days Developmental Training plus 5 days Additional Structured Training)

RTP Subject	Training Type	Title / Short Description	Date From	Date To	Days	Approval Status
1 Knowledge&Intellectual Ability	Devmental	Conference on Green Voices	17/01/2012	19/01/2012	2.00	Needs Approval
2 Research Governance and Org	Structured	Course	21/02/2011	25/02/2012	5.00	All Approved

Add Training

Save Return to Search Spell Check

Step	Action
15.	Click the All Approved list item. 

University of Glasgow

Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Research Students > Other Training

View Additional Training

Student ID 0808433 Anja Moos

Additional Training 7 days (2 days Developmental Training plus 5 days Additional Structured Training)

RTP Subject	Training Type	Title / Short Description	Date From	Date To	Days	Approval Status
1 Knowledge&Intellectual Ability	Devmmental	Conference on Green Voices	17/01/2012	19/01/2012	2.00	All Approved
2 Research Governance and Org	Structured	Course	21/02/2011	25/02/2012	5.00	All Approved

Add Training

Save Return to Search Spell Check

Save (Alt+1)

Step	Action
16.	Click the Save button.
17.	Click the Edit button.

University of Glasgow

Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Research Students > Other Training

Edit Additional Training

Student No. 0808433 Anja Moos

'RTP Subject Area' Knowledge&Intellectual Ability

'Type of Training' Add. Developmental Training

Approval Status All Approved



Training Location Inverness

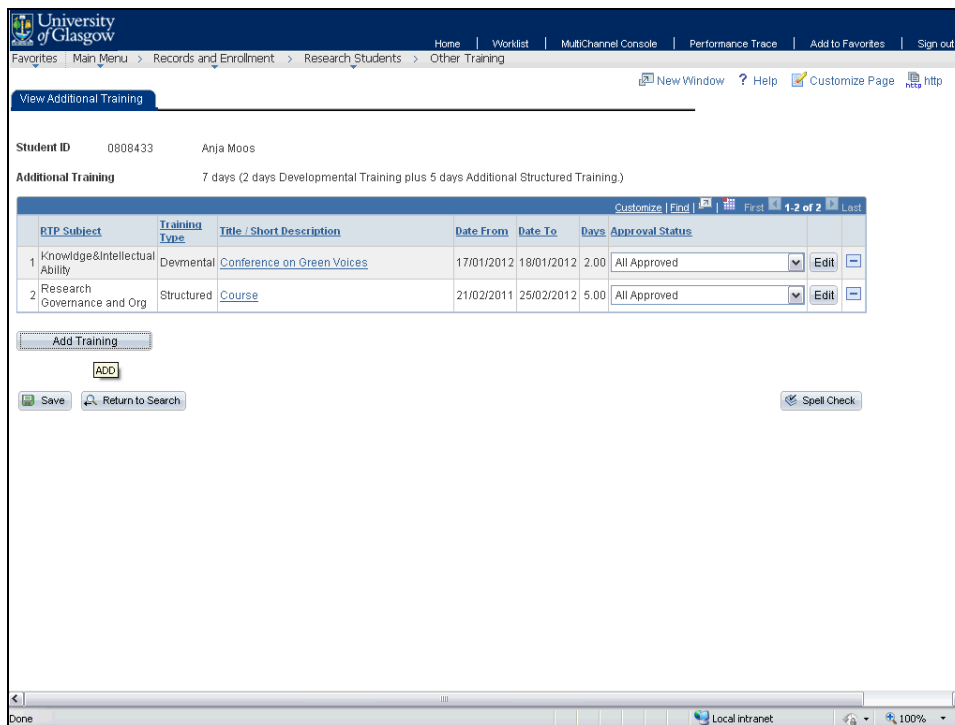
Date From 17/01/2012 Date To 19/01/2012 No. Days 2.00

Title / Short Description Conference on Green Voices

Full Description of Training Presenting at conference on green voices.

Save Return to Training Summary

Step	Action
18.	Press the left mouse button and drag the mouse to select the desired text.
19.	Release the mouse button.
20.	Enter the desired information into the Date To field. Enter a valid value e.g. "8".
21.	Click the Save button. 
22.	Click the Return to Training Summary link. 



University of Glasgow

Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Research Students > Other Training

New Window | Help | Customize Page | http


View Additional Training


Student ID 0808433 Anja Moos


Additional Training 7 days (2 days Developmental Training plus 5 days Additional Structured Training)

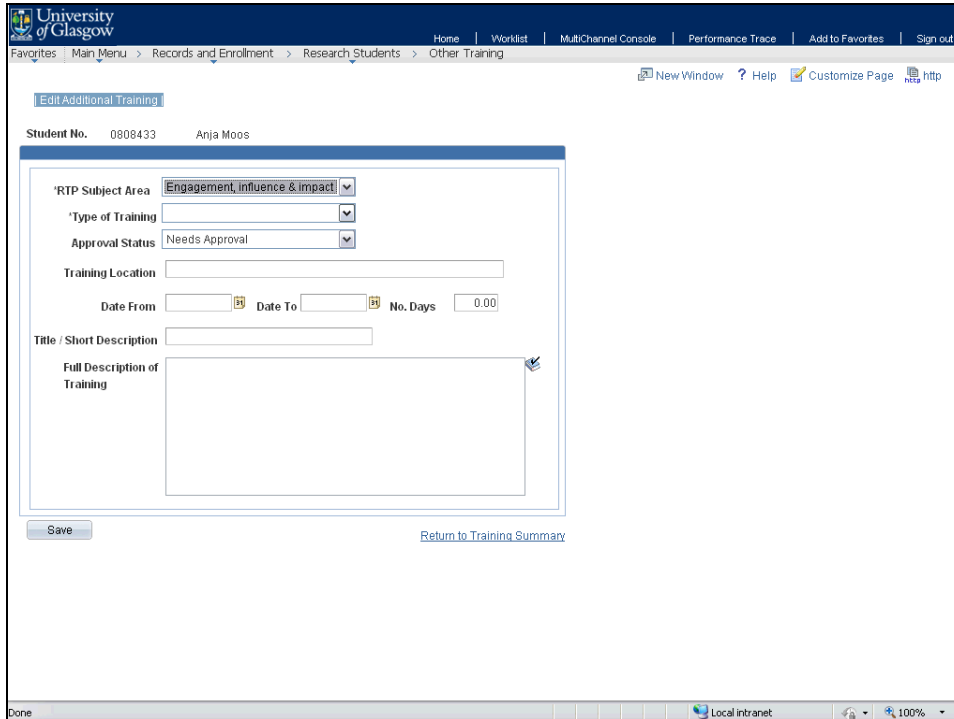
RTP Subject	Training Type	Title / Short Description	Date From	Date To	Days	Approval Status
1 Knowledge&Intellectual Ability	Devmental	Conference on Green Voices	17/01/2012	18/01/2012	2.00	All Approved <input type="button" value="Edit"/>
2 Research Governance and Org	Structured	Course	21/02/2011	25/02/2012	5.00	All Approved <input type="button" value="Edit"/>


Done Local intranet 100%

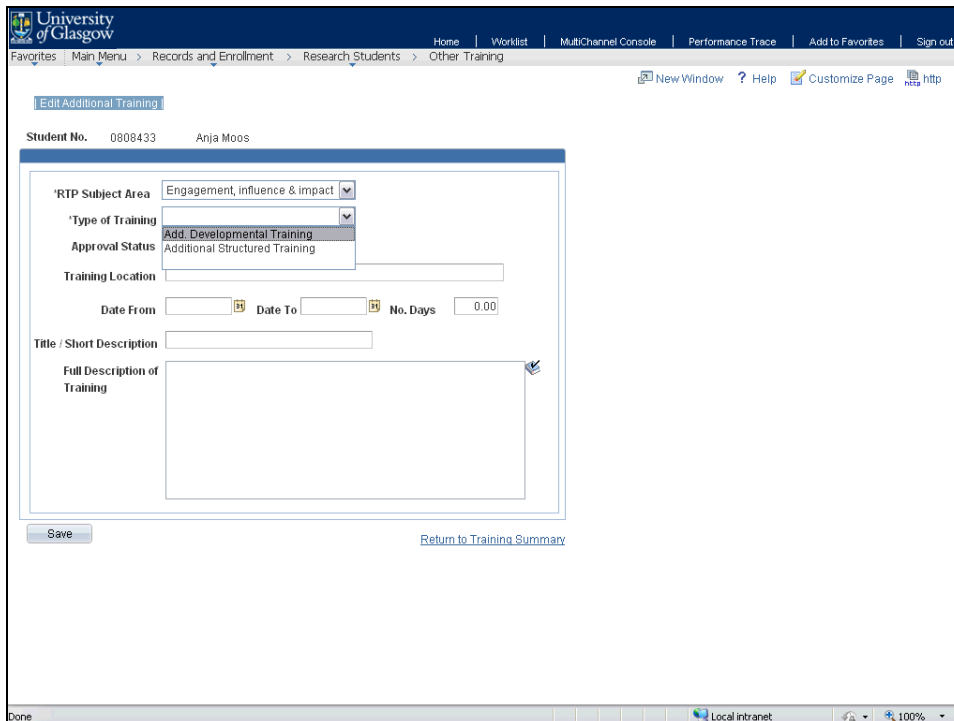
Step	Action
23.	Click the Add Training button. 

Step	Action
24.	Click the RTP Subject Area list. 


Step	Action
25.	Click the Engagement, influence & impact list item. 




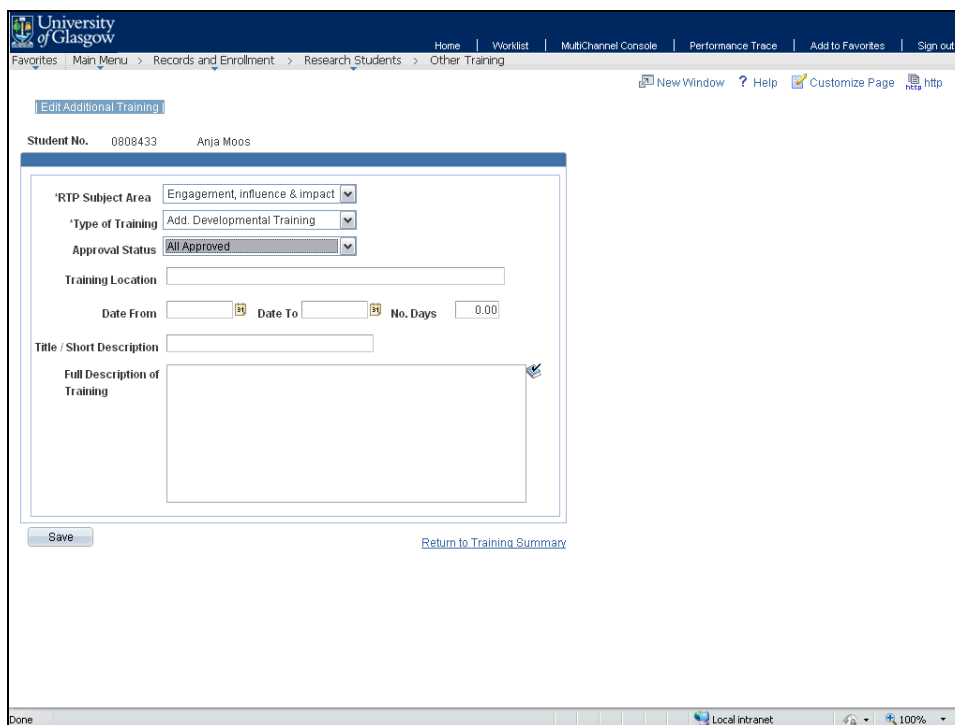
Step	Action
26.	Click the Type of Training list. 



Step	Action
27.	Click the Add. Developmental Training list item. 

Step	Action
28.	Click the Approval Status list. 

Step	Action
29.	Click the All Approved list item. 



University of Glasgow

Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu | Records and Enrollment | Research Students | Other Training

Edit Additional Training

Student No. 0908433 Anja Moos

'RTP Subject Area: Engagement, influence & impact

'Type of Training: Add. Developmental Training

Approval Status: All Approved


Training Location:

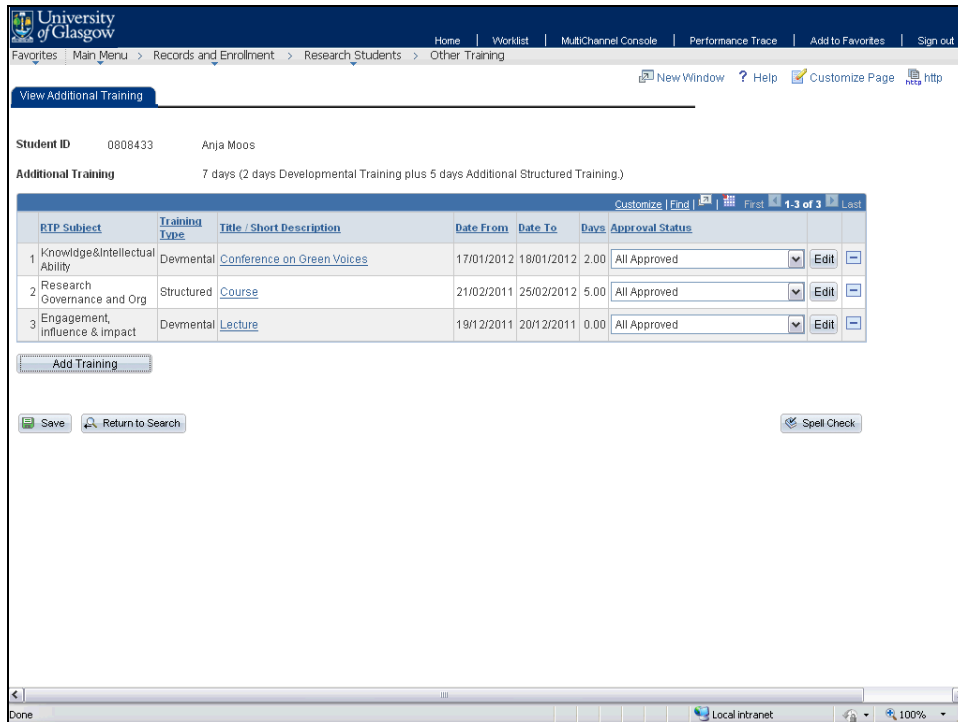
Date From: Date To: No. Days: 0.00

Title / Short Description:

Full Description of Training:

Save [Return to Training Summary](#)

Step	Action
30.	Click in the Training Location field.
31.	Enter the desired information into the Training Location field. Enter a valid value e.g. " Glasgow ".
32.	Click the Choose a date (Alt+5) button. 
33.	Click the 19 link. 
34.	Click the Choose a date (Alt+5) button. 
35.	Click the 20 link. 
36.	Click in the Title / Short Description field. <input type="text"/>
37.	Enter the desired information into the Title / Short Description field. Enter a valid value e.g. " Lecture ".
38.	Click in the Full Description of Training field.
39.	Enter the desired information into the Full Description of Training field. Enter a valid value e.g. " gave lecture ".
40.	Click the Save button. 
41.	Click the Return to Training Summary link. Return to Training Summary



University of Glasgow

Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Research Students > Other Training

View Additional Training

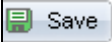
Student ID: 0808433 Anja Moos

Additional Training: 7 days (2 days Developmental Training plus 5 days Additional Structured Training)

RTP Subject	Training Type	Title / Short Description	Date From	Date To	Days	Approval Status
1 Knowledge&Intellectual Ability	Devmntal	Conference on Green Voices	17/01/2012	18/01/2012	2.00	All Approved
2 Research Governance and Org	Structured	Course	21/02/2011	25/02/2012	5.00	All Approved
3 Engagement, influence & impact	Devmntal	Lecture	19/12/2011	20/12/2011	0.00	All Approved

Add Training

Save Return to Search Spell Check

Step	Action
42.	Click the Save button. 
43.	End of Procedure.