

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1

Admin: Enable the Learning Requirements Feature

2

Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3

Admin: Configure the Learning Requirements Settings

4

Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5

Admin or Manager: Manage Assigned Users

Deftek Talent Management

Application Development Testing Company English

Employees

Main

Alerts

Show

Cont

Begin

Best viewed in IE or Adobe PDF Reader.

In this click-thru, you will learn how to add Learning Requirements as an Administrator and as a Learning Manager. You will also learn how to assign and remove users from Learning Requirement tasks.

Click the numbered circles on the left to move to the first step in each phase.

Use the arrow keys or PgUp/PgDn keys to move through each step and sub-step.

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1

Admin: Enable the Learning Requirements Feature

2

Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3

Admin: Configure the Learning Requirements Settings

4

Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5

Admin or Manager: Manage Assigned Users

The screenshot shows the Deftek Talent Management interface. The top navigation bar includes the Deftek logo, the text 'Talent Management', and the company name 'Application Development Testing Company' with a language dropdown set to 'English'. A sidebar on the left contains a navigation menu with the following items: Dashboard, MY EMPLOYEES, RECRUITING, PERFORMANCE, LEARNING, SUCCESSION, CAREER CENTER, and REPORTS. The main content area is titled 'Main D' and features an 'Employees' dropdown menu. A dark purple callout box with white text is overlaid on the main content, stating: 'As an Administrator, you may need to check that the following administrative options are enabled on the Features screen and Settings screen'. Below this callout, there is a 'Continue' button. At the bottom of the main content area, another callout box with a blue border and white text says: 'For Managers and Learning Managers, click here to skip to Step 2'. The background content includes an 'Alerts' section with two notifications and a 'Continuous Feedback' section with a table of data.

Feedback Item	Created	Status	Action
Feedback Item 1	18 Apr 2018	None	+
Feedback Item 2	None	None	+

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1

Admin: Enable the Learning Requirements Feature

2

Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3

Admin: Configure the Learning Requirements Settings

4

Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5

Admin or Manager: Manage Assigned Users

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Employees Search...

Administration / Global Settings / System Administration / Features

Features

SELECT A GROUP *
Learning Manager

- Core
This feature allows users to create and modify tasks and assign given tasks to specific stakeholders.
- Tasks
This feature allows users to create and modify tasks and assign given tasks to specific stakeholders.
- Recruiting
- Performance
- Development
- Learning
This feature allows users to create and modify tasks and assign given tasks to specific stakeholders.
- Learning Requirements
Allows the user to access the learning requirements page. NOTE: This feature requires the Hua Core Tasks to be enabled to work
- CoreHR

Click Administration > Global Settings > System Administration > Features.

Make sure that **Tasks** is enabled for all the groups to whom you want to have tasks issued.

Make sure that **Learning Requirements** is enabled only for specific groups who should have the ability to issue Learning Requirements.

Continue

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1 Admin: Enable the Learning Requirements Feature

2 Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3 Admin: Configure the Learning Requirements Settings

4 Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5 Admin or Manager: Manage Assigned Users

- Dashboard
- MY EMPLOYEES
- RECRUITING
- PERFORMANCE
- LEARNING
- My Learning
- Courses & Class
- Curricula
- Learning Requirements
- SUCCESSION
- CAREER CENTER
- REPORTS

Learning Employees Search...

Manage Learning Requirements

Add New Learning Requirement

Filter

No Learning Requirements to Display

v16.0-rc.8
Last sync:

B Click Learning.

C Click Learning Requirements

A Click Add New Learning Requirement

Continue

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1 Admin: Enable the Learning Requirements Feature

2 Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3 Admin: Configure the Learning Requirements Settings

4 Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5 Admin or Manager: Manage Assigned Users

The screenshot shows the 'Add Learning Requirements' form in the Deltek Talent Management system. The form includes the following fields and callouts:

- EFFECTIVE DATE ***: A date picker field with callout **D** stating: "Select the date when the requirement becomes effective as a policy."
- EXPIRATION DATE**: A date picker field with callout **E** stating: "If applicable, select the date when the requirement will no longer be in effect as a policy."
- RECURRENCE FREQUENCY ⓘ**: A dropdown menu with options: None, Annual, Semi-Annual, Monthly. Callout **F** states: "Set how frequently the assigned users will need to complete the course or class. Setting this to **None** means there is only one instance of the task for the assigned user to complete."
- TASK DUE DATE ⓘ ** †**: A date picker field.
- OBJECTIVE TYPE ***: A dropdown menu with the selected option 'Course'.
- COURSE * †**: A search field with the placeholder text 'Select a Course'.
- TYPE**: A text field with the value 'Ad-Hoc'.

At the bottom of the form, there are buttons for 'Continue', 'Save', and 'Cancel'. A 'View All Learning Requirements' button is located in the top right corner of the form area.

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1 Admin: Enable the Learning Requirements Feature

2 Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3 Admin: Configure the Learning Requirements Settings

4 Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5 Admin or Manager: Manage Assigned Users

Deltek Talent Management Application Development Testing Company English

Employees Search...

Add Learning Requirements

[View All Learning Requirements](#)

EFFECTIVE DATE *
7/27/2019

EXPIRATION DATE

RECURRENCE FREQUENCY ⓘ **G**
Monthly

RECURRENCE MULTIPLIER ⓘ * † **H**
1

MAXIMUM NUMBER OF OCCURRENCES ⓘ * † **I**
6

TASK BASE D
None

TASK DUE DA

OBJECTIVE TYPE *
Course

COURSE * †
Select a Course
AG - Course A

TYPE

Continue

Setting the Recurrence Frequency to anything other than None displays these additional multiplier fields.

In this field, set how often you want the requirement to generate a task for the assigned user. For example, if you enter 1 in the Recurrence Multiplier field, and the Frequency is Monthly, then the application automatically generates a task every month.

In this field, set how many times you want the requirement to generate a task for the assigned user. Any cancelled task is disregarded. This means the application will continue to generate a task every month until the assigned user completes the Maximum Number of Occurrences that you've set.

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1

Admin: Enable the Learning Requirements Feature

2

Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3

Admin: Configure the Learning Requirements Settings

4

Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5

Admin or Manager: Manage Assigned Users

Employees

Search...

Add Learning Requirements

[View All Learning Requirements](#)

EFFECTIVE DATE *

7/27/2019

EXPIRATION DATE

RECURRENCE FREQUENCY ⓘ

Monthly

RECURRENCE MULTIPLIER ⓘ * †

1

MAXIMUM NUMBER OF OCCURRENCES ⓘ * †

6

TASK BASE DUE DATE ⓘ

None
None
Position Start
Hire Date

OBJECTIVE TYPE *

Course

COURSE * †

Select a Course

J

This field determines the due date of the requirement. If applicable, select the milestone event from which the Due Date will be calculated for tasks issued to the user.

If you set the **Task Base Due Date** to **None**, then you will have to manually select a date in the **Due Date** field

Continue

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1

Admin: Enable the Learning Requirements Feature

2

Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3

Admin: Configure the Learning Requirements Settings

4

Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5

Admin or Manager: Manage Assigned Users

Deltek Talent Management Welcome Admin HRsmart Last Login: 7/28/2019, 0:47 (SAST) Development Testing Company English

Employees Search...

Add Learning Requirements

[View All Learning Requirements](#)

EFFECTIVE DATE *
7/27/2019

EXPIRATION DATE

RECURRENCE FREQUENCY ⓘ
Monthly

RECURRENCE MULTIPLIER ⓘ * †
1

MAXIMUM NUMBER OF OCCURRENCES ⓘ * †
6

TASK BASE DUE DATE ⓘ
Position Start

TASK CREATION OFFSET DAYS ⓘ * †
28

TASK DEADLINE OFFSET DAYS ⓘ * †
0

K If you set the **Task Base Due Date** to **Position Start**, then the application will automatically calculate the **Due Date** based on the position start date of the assigned user.

L The default values in these fields are based on your administrator's configuration settings in [Step 3](#) of this guide. You can change the default values, but note that doing so recalculates the dates for all assigned users who have not yet completed the task.

For Admins, click here to continue to Step 3 and configure the settings

For Managers and Learning Managers, click here to skip to Step 4

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1

Admin: Enable the Learning Requirements Feature

2

Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3

Admin: Configure the Learning Requirements Settings

4

Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5

Admin or Manager: Manage Assigned Users

Deltek Talent Management

Application Development Testing Company English

Employees Search...

Administration / Global Settings / System Administration / System Settings

System Settings

WARNING: System Settings are restricted to authorized users. Changing system settings may impact site functionality. Proceed with caution. For questions about a system setting and its impact, please reach out to Deltek Customer Care Support at support.deltek.com.

- Appraisal
- Candidates
- Certifications
- Classes
- Data Privacy Settings
- Development Plan
- Employee Referral System
- General
- Integrations
- Interview
- Job Seeker
- Jobs
- Learning Requirements
- Notifications
- Offers

Click Administration > Global Settings > System Administration > System Settings.

Click Learning Requirements.

Continue

Add Learning Requirements as an Admin, Manager, or Learning Manager

1

Admin: Enable the Learning Requirements Feature

2

Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3

Admin: Configure the Learning Requirements Settings

4

Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5

Admin or Manager: Manage Assigned Users

General

> Integrations

> Interview

> Job Seeker

> Jobs

Learning Requirements

Set a higher or lower value if necessary. You can change this anytime, depending on your company's needs. **C**

IMPLEMENTATION ONLY	SETTING NAME	DESCRIPTION & OPTIONS	SETTING VALUE OPTIONS
N/A	Learning Requirements Default Task Creation Offset Days	The number of days prior to the due date of a task to be created from a Learning Requirement, indicating when the Learning Requirement should issue a task to a matched user.	<input type="text" value="28"/>
N/A	Learning Requirements Default Task Deadline Offset Days	For Learning Requirements, this is the number of days added to a dynamic user-related date to arrive at the task's actual due date.	<input type="text" value="0"/>

> Notifications

> Offers

> Onboarding

> Outlook Sync Utility

> Requisitions

Continue

Set a higher or lower value if necessary. You can change this anytime, depending on your company's needs. **D**

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1 Admin: Enable the Learning Requirements Feature

2 Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3 Admin: Configure the Learning Requirements Settings

4 Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5 Admin or Manager: Manage Assigned Users

Welcome Admin HRsmart Last Login: 7/28/2019, 0:47 (SAST) [X]

RECURRENT FREQUENCY ⓘ
Monthly ▼

RECURRENT MULTIPLIER ⓘ * †
1

MAXIMUM NUMBER OF OCCURRENCES ⓘ * †
6

TASK BASE DUE DATE ⓘ
Position Start ▼

TASK CREATION OFFSET DAYS ⓘ * †
28

TASK DEADLINE OFFSET DAYS ⓘ * †
0

OBJECTIVE TYPE *
Course ▼
Course
Curriculum
Q Select a Course

TYPE
Ad-Hoc

Save Cancel

Select whether the requirement is a **Course** or a **Curriculum**.

A

Continue

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

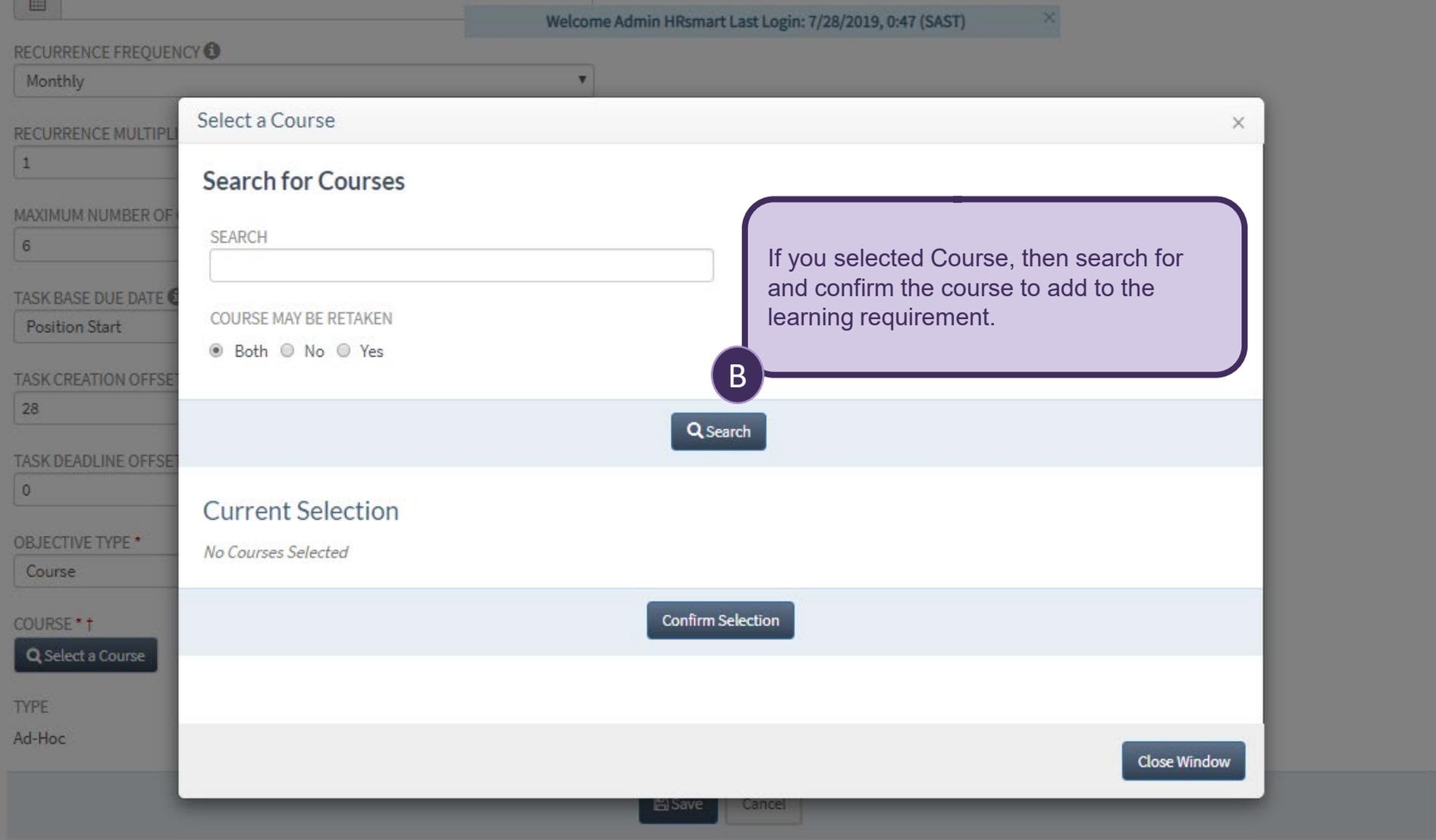
1 Admin: Enable the Learning Requirements Feature

2 Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3 Admin: Configure the Learning Requirements Settings

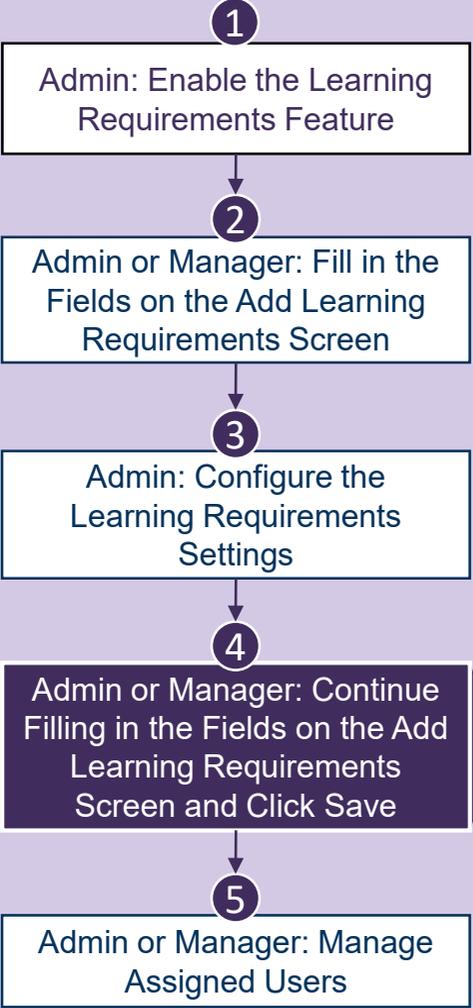
4 Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5 Admin or Manager: Manage Assigned Users



Continue

Add Learning Requirements as an Admin, Manager, or Learning Manager



Welcome Admin HRsmart Last Login: 7/28/2019, 0:47 (SAST)

EXPIRATION DATE

RECURRENT FREQUENCY

RECURRENT MULTIPLIER

MAXIMUM NUMBER OF OCCURRENCES

TASK BASE DUE DATE

TASK CREATION OFFSET DAYS

TASK DEADLINE OFFSET DAYS

OBJECTIVE TYPE

CURRICULUM

TYPE

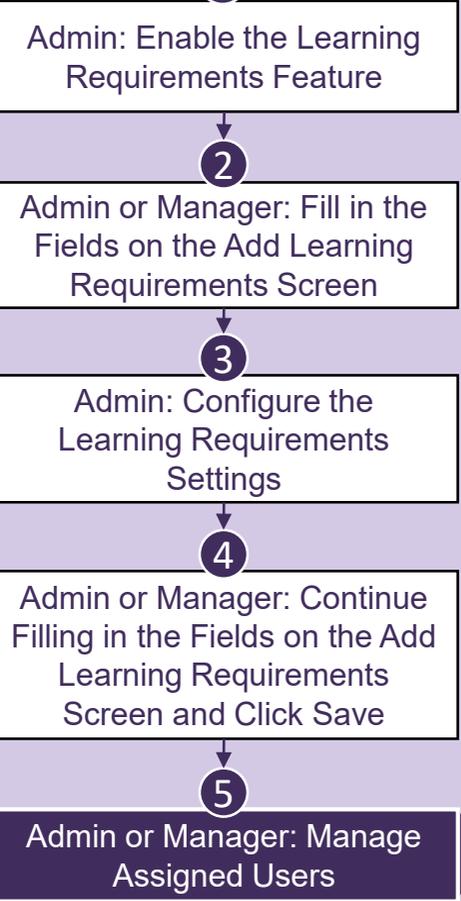
-- Select --

- 01 - Certificate Renewal (Long Title Test. Long Title Test. Long Title Test.)
- 1 PA - Curriculum (Default)
- 1 PA - Curriculum (Does not require manager's approval)
- 1 PA - Curriculum (New Hire)
- 1 PA - Curriculum (New Hire2)
- __ TEST
- AB - Healthcare Curriculum
- AB - Pharmacology Curriculum
- AG - Curriculum A
- AG - Curriculum B
- AG - Curriculum C
- AG - Curriculum D
- AG - Curriculum E
- AG - Curriculum F
- AG - Curriculum G
- AG - Curriculum H
- AG - Curriculum I
- AG - Curriculum J
- AG - Curriculum K

-- Select --

If you selected **Curriculum**, then choose the curriculum name from the drop-down list.

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager



Deltek Talent Management Application Development Testing Company English

Learning Employees Search...

Manage Learning Requirements

Add New Learning Requirement

Filter

Displaying 1 - 3 of 3 10 25 50 100 per page

NAME	OBJECTIVE TYPE	EFFECTIVE DATE	EXPIRATION DATE	CREATED BY	ACTIONS
AG - Course B	Course	7/29/2019	N/A	Admin HRsmart	👁️ ⋮
AG - Course B	Curriculum	7/29/2019	1/1/2021	Admin HRsmart	👁️ ⋮
AG - Course B	Course	7/29/2019	1/1/2035	Admin HRsmart	👁️ ⋮

v16.1.0
Last sync:

Continue

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1

Admin: Enable the Learning Requirements Feature

2

Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3

Admin: Configure the Learning Requirements Settings

4

Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5

Admin or Manager: Manage Assigned Users

The screenshot shows the 'Deltek Talent Management' interface for 'Manage Learning Requirements'. The page title is 'Learning' with a dropdown menu set to 'Employees' and a search bar. The main heading is 'Manage Learning Requirements' with an 'Add New Learning Requirement' button. A left sidebar contains a 'Main Menu' with options: 'LEARNING', 'My Learning', 'Courses & Classes', 'Curricula', and 'Learning Requirements' (which is highlighted). Below the sidebar is a 'Filter' section. The main content area shows a table of learning requirements with columns: 'OBJECTIVE NAME', 'OBJECTIVE TYPE', 'EFFECTIVE DATE', 'EXPIRATION DATE', 'CREATED BY', and 'ACTIONS'. The first row is highlighted in light blue and has a context menu open over its 'ACTIONS' column. The context menu contains three options: 'Edit', 'Assign Learning Requirement Users', and 'Cancel'. The URL at the bottom is 'https://docenhancement.awsqa.hua.hrsmart.com/hr/lms/LearningRequirements/index#'. A 'Continue' button is located at the bottom right of the page.

OBJECTIVE NAME	OBJECTIVE TYPE	EFFECTIVE DATE	EXPIRATION DATE	CREATED BY	ACTIONS
AG - Course B	Course	7/29/2019	N/A	Admin HRsmart	<ul style="list-style-type: none">EditAssign Learning Requirement UsersCancel
AG - Curriculum K	Curriculum	7/29/2019	1/1/2021		
AG - Course B	Course	7/29/2019	1/1/2035		

C Assign Users: Locate the **Objective Name** in the table, then click **Assign Learning Requirement Users** from the **Actions** column.

Continue

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

- 1 Admin: Enable the Learning Requirements Feature
- 2 Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen
- 3 Admin: Configure the Learning Requirements Settings
- 4 Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save
- 5 Admin or Manager: Manage Assigned Users

Deltek Talent Management Application Development Testing Company English

Employees Search...

Assign Learning Requirement Users:

AG - Course B

ASSIGNED TO

Select Learning Requirement User

D Select Users.

Select Learning Requirement User

<input type="checkbox"/>	Urhaha ADMIN		
<input type="checkbox"/>	Dima Admin	DM - General System Administrator (DM - GSA)	DM - ITADM DM - Administration DM - Scranton
<input type="checkbox"/>	Edgar Admin	Administration	
<input type="checkbox"/>	Ferdinand Admin		
<input checked="" type="checkbox"/>	Hiba Admin		
<input checked="" type="checkbox"/>	Jamalca Admin	Admin and HR	

Displaying 1 - 25 of 1529 25 50 100 per page

Add All Selected

Current Selection

NAME	ACTIONS
Rosa 500	x
Hiba Admin	x
Jamalca Admin	x

Clear

Confirm Selection

Close Window

Filter

No Learning Requirement Users to Display

v16.1.0
Last sync:

Continue

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1 Admin: Enable the Learning Requirements Feature

2 Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3 Admin: Configure the Learning Requirements Settings

4 Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5 Admin or Manager: Manage Assigned Users

Deltek Talent Management Application Development Testing Company English

Employees Search...

Assign Learning Requirement Users:

View All Learning Requirements Add New Learning Requirement More Options

AG - Course B

ASSIGNED TO

Select Learning Requirement User

Save Cancel

Filter

« < 1 > »

Displaying 1 - 3 of 3 10 25 50 100 per page

NAME	ACTIONS
Hiba Admin	X
Jamaica Admin	X
Rosa 360	X

Remove assigned users if necessary. Click X to remove assigned users from the list.

Continue

v16.1.0 Last sync:

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1 Admin: Enable the Learning Requirements Feature

2 Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3 Admin: Configure the Learning Requirements Settings

4 Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5 Admin or Manager: Manage Assigned Users

Deltek Talent Management Application Development Testing Company English

Learning Employees Search...

Administration / Global Settings / System Administration / Features

Manage Learning Requirements

Add New Learning Requirement

Filter

Displaying 1 - 3 of 3 10 25 50 100 per page

OBJECTIVE NAME	OBJECTIVE TYPE	EFFECTIVE DATE	EXPIRATION DATE	CREATED BY	ACTIONS
AG - Course B	Course	7/29/2019	N/A	Admin HRsmart	Edit Process Assign Learning Requirement Users Cancel
AG - Curriculum K	Curriculum	7/29/2019	1/1/2021		
AG - Course B	Course				

v16.1.0
Last sync:

Process the Learning Requirement. The application automatically processes Learning Requirements and generates tasks for assigned users. This process occurs in the background on an hourly basis. However, you can manually trigger the process to immediately generate tasks.

Continue

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1

Admin: Enable the Learning Requirements Feature

2

Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3

Admin: Configure the Learning Requirements Settings

4

Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5

Admin or Manager: Manage Assigned Users

Dashboard

- MY EMPLOYEES
- RECRUITING
- PERFORMANCE
- LEARNING
- SUCCESSION
- CAREER CENTER
- REPORTS

Employees Search...

Main Dashboard

Alerts

- New Tuition Assistance Requests (10)
- Score this Appraisal - Appraisal (Mars WF Easy LALA) Mars Admin

Show All

Assigned users see the tasks you create on the My Tasks screen

Get More Widgets Tasks

DESCRIPTION	REQUIRED	CATEGORY	DUE DATE	DATE CREATED	ROLE	PRINCIPAL(S)	ASSIGNEE(S)	STATUS	ACTIONS
Hello there	Yes	Personal	6/23/2019	6/19/2019	Principal	Admin HRsmart	Sammie Spam Epepito Administrator Kathryn Admin	Incomplete	[Icons]
This is a test task	Yes	Personal	6/21/2019	6/17/2019	Principal	Admin HRsmart	Epepito Administrator	Canceled	[Icons]
This is a test task	Yes	Personal	6/21/2019	6/17/2019	Principal	Admin HRsmart Rosa 360	Rose 360	Incomplete	[Icons]

Continue

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1

Admin: Enable the Learning Requirements Feature

2

Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3

Admin: Configure the Learning Requirements Settings

4

Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5

Admin or Manager: Manage Assigned Users

Learning Employees Search...

Manage Learning Requirements

Add New Learning Requirement

Filter

<< < 1 > >>

Displaying 1 - 5 of 5 10 25 50 100 per page

OBJECTIVE NAME	OBJECTIVE TYPE	EFFECTIVE DATE	EXPIRATION DATE	CREATED BY	ACTIONS
AG - Course B	Course	7/29/2019	N/A	Admin HRsmart	
AG - Curriculum K	Curriculum	7/29/2019	1/1/2021	Admin HRsmart	
AG - Course B	Course				
AG - Course B	Course				
PBA - Read and Sign Course_Retakeable_NonPermanent	Course	7/30/2019	8/11/2022	Admin HRsmart	

View the Learning Requirement to monitor the progress, such as how many assigned users have completed it versus how many have yet to complete it.

G

Continue

Add Learning Requirements and Manage Assigned Users as an Admin, Manager, or Learning Manager

1

Admin: Enable the Learning Requirements Feature

2

Admin or Manager: Fill in the Fields on the Add Learning Requirements Screen

3

Admin: Configure the Learning Requirements Settings

4

Admin or Manager: Continue Filling in the Fields on the Add Learning Requirements Screen and Click Save

5

Admin or Manager: Manage Assigned Users

Deltek Talent Management Application Development Testing Company English

Employees Search...

View Learning Requirement Details

View All Learning Requirements Add New Learning Requirement More Options

EFFECTIVE DATE
7/30/2019

EXPIRATION DATE
8/11/2022

RECURRENCE FREQUENCY
Monthly

RECURRENCE MULTIPLIER
1

MAXIMUM NUMBER OF OCCURRENCES
2

TASK BASE DUE DATE
None

Percent Complete

Category	Count	Percentage
Complete	4	80.00%
Incomplete	1	20.00%

Here, you will find a graphical representation of the completion percentage, as well as other useful information to help you monitor the progress of the learning requirement.

Continue

Manage Assigned Users as an Admin, Manager, or Learning Manager

1

Admin or Manager: View Learning Requirements

2

Admin or Manager: Assign Learning Requirement Users

3

Admin or Manager: Remove Assigned Learning Requirement Users

4

Admin or Manager: Process the Learning Requirement

5

Admin or Manager: View the Progress of the Learning Requirement

