

## Add a Training Wish List Quick Steps

1

Access the Add Training Wish List Option

2

Click Add Training Wish List

3

Fill in the fields on the Add Training Wish List Modal and click Save

4

Access the Training Wish List Screen

5

View the Training Wish List in the Grid

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Employees

### Main Dashboard

The high-level steps to submit a Training Wish List request to a Training Wish List Administrator, if you need training but are unable to find it in the Learning Management System, are shown in the menu on the left.

#### Navigation

- Click the numbered circles on the left to move to the first step in each phase.
- Use the **Page Down** key, or click the Next/Continue buttons, to proceed through the quick steps. Use the **Page Up** key to return to a prior slide.

Next

Senior Admin

18-Apr-2016

None

+

Expected

Administrator

Best viewed in IE or Adobe PDF Reader.

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PERFORMANCE

**LEARNING**

My Learning

**Courses & Classes**

Class Schedule

**Search Courses**

Training Wish List

Curricula

SUCCESSION

CAREER CENTER

REPORTS

CUSTOM MENU

## Main Dashboard

Get More Widgets

Recent Requisitions

*There is no data to display.*

A Click Learning.

B Click Courses & Classes.

C Click Search Courses.

Continue

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**Deltek Talent Management** Application Development Testing Company English

### Courses & Classes

Learning / Courses & Classes / Search Courses

#### Search Courses

Filter

« < 1 2 3 4 5 ... > »

- 1 PA - Course001 (Long Title Test. Long Title Test. Long Title Test)**  
Instructor-led • 2 Classes • 10 Credits • 10 CEUs • Recommend This Course  
The status of this course should be OPEN.
- AB - Basic Healthcare Course**  
Instructor-led • 1 Classes • 15 Credits • 15 CEUs • Recommend This Course  
In this course you will understand more details about Healthcare domain
- AB - Intermediate Healthcare Course**  
Instructor-led • 1 Classes • 15 Credits • 15 CEUs • Recommend This Course  
Intermediate Healthcare Course
- AB - Pharmacology Course**  
Instructor-led • 1 Classes • 15 Credits • 15 CEUs • Recommend This Course  
Pharmacology Course

**Add Training Wish List**

**Note:** You can also access the Add Training Wish List button from the Training Wish List screen (Learning >> Course & Classes >> Training Wish List). Also note that if you click the Add Training Wish List button and receive an error, contact your Administrator. He or she must first enable the feature before you can add a course.

If you can't find the course or training you need, click the Add Training Wish List button to access the Add Training Wish List modal where you can suggest a training or course and submit it for consideration.

**Continue**



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### Add Training Wish List

#### BUSINESS JUSTIFICATION \*

**B** *I* U [List Icons] [Link Icon] [Unlink Icon]

This course will improve my understanding of C++, which will help me sell our software solutions.



Save

B

When finished, click Save.

Close Window

Continue

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## Training Wish List

Justin Zinn

[View All Training Wish List](#)

[Add Training Wish List](#)

 Filter

ACKNOWLEDGEMENT

New

CLEAR FILTER

[Click Here](#)

Tip: If you do not see your wish list in the grid, check if you have a Filter saved that is restricting the view.

The wish list displays in the grid. The No in the ACKNOWLEDGED column indicates that the Training Wish List Administrator must still acknowledge the receipt of this wish list.

Displaying 1 - 1 of 1     per page

COURSE/SUBJECT ▾

DATE SUBMITTED

ACKNOWLEDGED ▾

ACKNOWLEDGED DATE ▾

ACKNOWLEDGED BY

ACTIONS

C++

11/08/2018

No



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## Training Wish List

Justin Zinn

Add Training Wish List

Filter

« < 1 > »

Displaying 1 - 1 of 1     per page

COURSE/SUBJECT ▾	DATE SUBMITTED	ACKNOWLEDGED ▾	ACKNOWLEDGED DATE ▾	ACKNOWLEDGED BY	ACTIONS
C++	11/08/2018	Yes	11/08/2018	Admin HRsmart	 

After a Training Wish List Administrator has acknowledged receipt of the wish list, the value in the ACKNOWLEDGED column changes to Yes.

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Filter

This concludes the Add a Training Wish List quick steps.

COURSE/SUBJECT ▾	DATE SUBMITTED	ACKNOWLEDGED ▾	ACKNOWLEDGED DATE ▾	ACKNOWLEDGED BY	ACTIONS
C++	11/08/2018	Yes	11/08/2018	Admin HRsmart	 