

Quick Steps to Configure the Training Wish List Feature and Acknowledge Requests



Deltek Talent Management

Application Development Testing Company English

Dashboard Employees

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Get More Widgets

The Training Wish List feature is turned on by default for the Administrator and TWL Administrator groups.

The high-level steps an Administrator takes to add a user to the TWL Administrator group, to enable the feature for employees, and to acknowledge a TWL request 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 to proceed through the quick steps. Use the **Page Up** key to return to a prior slide.

Begin

Re ne admin 18 Apr 2018 None +

Eped to None None +

Adminnstrator

Best viewed in IE or Adobe PDF Reader.

Quick Steps to Configure the Training Wish List Feature and Acknowledge Requests



A Click the Administration icon.

B Scroll to the Global Settings, System Administration area and click Groups.

Continue

Quick Steps to Configure the Training Wish List Feature and Acknowledge Requests

1 Add a User to the Training Wish List Administrator Group

2 Enable the Training Wish List Feature for Employees

3 Access the Training Wish List Screen as a TWL Admin

4 Acknowledge A Training Wish List Request

5 View the Acknowledged Training Wish List

The screenshot shows the Deltek Talent Management interface. At the top, there is a navigation bar with the Deltek logo, the text "Application Development Testing Company", and the language "English". Below the navigation bar is a search bar with "Employees" selected and a search icon. The main content area has a breadcrumb trail: "Administration / Global Settings / System Administration / Groups". The "Groups" section contains a "SELECT MODULE" dropdown menu with "-- Select --" and an "ADD NEW GROUP" text input field. Below these fields are "Save" and "Reset" buttons. The "Cross Module Groups" section features a table with columns for "GROUP", "MEMBERS", and "ACTIONS". The table lists "Administrator" (90 members), "Employee", "Manager", and "Custom Group". A "Continue" button is located at the bottom center. A callout box labeled "C" points to the "Employee" row with the text "Scroll down to the Learning Groups Section."

Deltek Talent Management

Application Development Testing Company English

Employees Search...

Administration / Global Settings / System Administration / Groups

Groups

SELECT MODULE * -- Select --

ADD NEW GROUP *

Save Reset

Cross Module Groups

GROUP	MEMBERS	ACTIONS
Administrator	90	⋮
Employee		⋮
Manager		⋮
Custom Group		⋮

Continue

C Scroll down to the Learning Groups Section.

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GROUP MEMBERS ACTIONS

Performance Groups

GROUP MEMBERS ACTIONS

Matrix Manager	80	⋮
360	90	⋮

Development Groups

GROUP MEMBERS ACTIONS

Executive	94	⋮
-----------	----	---

Learning Groups

GROUP MEMBERS ACTIONS

Instructor	74	⋮
Learning Manager	58	⋮
Training Wish List Administrator	0	⋮

D

Click the Actions menu icon.

Continue

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GROUP

MEMBERS ACTIONS

Performance Groups

GROUP

MEMBERS ACTIONS

Matrix Manager

80



360

90



Development Groups

GROUP

MEMBERS ACTIONS

Executive

94



Learning Groups

GROUP

Instructor

Learning Manager

Training Wish List Administrator

0



- Add Group Members
- Edit Group
- Copy Group
- Manage Features
- Delete Group

E

Click Add Group Members from the list of Actions.

Continue

Quick Steps to Configure the Training Wish List Feature and Acknowledge Requests



Deltek Talent Management Application Development Testing Company English

Employees Search...

Administration / Global Settings / System Administration / Groups

Groups

Training Wish List Administrator [View All Groups](#)

Employees in this Group

* A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

No members in this group.

Add Employees

EMPLOYEES TO ADD

Search Users

Save Cancel

F Click Search Users.

v15.2.0-rc4

[Continue](#)

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- 5 View the Acknowledged Training Wish List

The screenshot shows a web browser window titled "Deltek Talent Management - Select Employees - Google Chrome". The URL is "https://docenhancement.awsqa.hua.hrsmart.com/select_employee.php?input_id=add_users&input_name=ad...". The page has a search bar with "Rose Manager" entered. Below the search bar is a "MANAGER" dropdown menu set to "-- Select --". A large blue "Search" button is visible. Below the search area, the text "Employees in this Group" is partially visible. The main content area shows "Results" with a table. The table has columns: NAME, MANAGER, COMPANY/DIVISION, LOCATION, and ACTIONS. One row is visible:

NAME	MANAGER	COMPANY/DIVISION	LOCATION	ACTIONS
<input checked="" type="checkbox"/> Rose Manager	ADMIN, Rola	World Travel Company	Remote (Virtual) - CA	<input type="checkbox"/> +

 Below the table is an "Add All Selected" button. A "View All Groups" button is visible on the right side of the page.

G Enter Search terms and click Search.

H When the results are returned in the modal, click the checkbox next to the user and click the plus icon, or click Add All Selected.

Continue

Quick Steps to Configure the Training Wish List Feature and Acknowledge Requests



Deltek Talent Management Application Development Testing Company English

Results

« < 1 > »
Displaying 1 - 1 of 1 10 25 50 100 per page

<input type="checkbox"/>	NAME	MANAGER	COMPANY/DIVISION	LOCATION	ACTIONS
<input checked="" type="checkbox"/>	Rose Manager	ADMIN, Rola	World Travel Company	Remote (Virtual) - CA	+

Add All Selected

Current Selection

NAME	ACTIONS
Rose Manager	x

Clear

Confirm Selection

Close Window

Save **Cancel**

v15.2.0-rc4

Continue

1 After the user is added to the Current Selection area, click Confirm Selection.

Quick Steps to Configure the Training Wish List Feature and Acknowledge Requests



Deltek Talent Management

Application Development Testing Company English

Employees Search...

Administration / Global Settings / System Administration / Groups

Groups

Training Wish List Administrator

[View All Groups](#)

Employees in this Group

* A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

No members in this group.

Add Employees

EMPLOYEES TO ADD *

[Search Users](#)

Rose Manager

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

J Confirm the user added to the group and click Save.

[Continue](#)

v15.2.0-rc4

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2 Enable the Training Wish List Feature for Employees

3 Access the Training Wish List Screen as a TWL Admin

4 Acknowledge A Training Wish List Request

5 View the Acknowledged Training Wish List

The screenshot shows the Deltek Talent Management interface. At the top, there is a navigation bar with the Deltek logo and 'Talent Management' text. Below the navigation bar is a search bar with 'Employees' selected and a search icon. The breadcrumb trail reads 'Administration / Global Settings / System Administration / Groups'. The main heading is 'Groups' with a sub-heading 'Training Wish List Administrator'. A callout box points to this sub-heading with the text: 'The User, Rose Manager, has been added to the Training Wish List Administrator group. The next step is to enable the TWL feature for employees. Click Continue to step through this process.' Below this, there is a section for 'Employees in this Group' with an alphabetical index and a pagination control showing 'Displaying 1 - 1 of 1' and '10 25 50 100 per page'. A table lists the employee 'Manager, Rose' with a red 'x' icon in the 'ACTIONS' column. To the right, there is an 'Add Employees' section with a 'Search Users' button and 'Save' and 'Cancel' buttons. The version number 'v15.2.0-rc4' is visible in the bottom right corner.

Continue

Quick Steps to Configure the Training Wish List Feature and Acknowledge Requests

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Enable the Training Wish List Feature for Employees

3

Access the Training Wish List Screen as a TWL Admin

4

Acknowledge A Training Wish List Request

5

View the Acknowledged Training Wish List

The screenshot shows the Deltek Talent Management interface. At the top, there is a navigation bar with the Deltek logo, the text "Delttek Talent Management", and the application name "Application Development Testing Company" along with language and user icons. A settings gear icon is highlighted with a purple box and labeled "A". Below the navigation bar is a sidebar menu with categories: Dashboard, MY EMPLOYEES, RECRUITING, PERFORMANCE, and REPORTS. The main content area is titled "Main Dashboard" and contains several widget sections: "Teams", "Onboarding", "Cross-Posting", "Performance", and "Appraisals". A "Continue" button is located at the bottom center. On the right side, there are sections for "Employee Referral Program", "Manage Succession Plans", and "Global Settings". The "Global Settings" section is expanded, showing "System Administration" and "Your Organization" sub-sections. The "Features" option under "System Administration" is highlighted with a purple box and labeled "B". A callout box "A" points to the settings gear icon, and callout box "B" points to the "Features" link.

A

Click the Administration icon.

B

Scroll to the Global Settings, System Administration area and click Features.

Continue

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5 View the Acknowledged Training Wish List

The screenshot shows the Deltek Talent Management interface. At the top, there is a navigation bar with the Deltek logo, a hamburger menu, and the text 'Deltek Talent Management'. On the right side of the navigation bar, there are icons for language (English), notifications (0), help, settings, and user profile. Below the navigation bar is a search bar with a dropdown menu set to 'Employees' and a search input field. The main content area has a breadcrumb trail: 'Administration / Global Settings / System Administration / Features'. The title 'Features' is displayed in a large font. On the right side, there is a 'Groups' button. A dropdown menu is highlighted with a red box, containing the text 'SELECT A GROUP *' and a selection option '-- Select --'. A callout box with a red 'C' icon points to the dropdown arrow, containing the text: 'Click the drop-down arrow to view the list of groups.' At the bottom right, there is a 'Continue' button. In the bottom right corner of the page, the text 'Application Development Testing Company v15.2.0' is visible.

C Click the drop-down arrow to view the list of groups.

Continue

Quick Steps to Configure the Training Wish List Feature and Acknowledge Requests

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Employees Search...

Administration / Global Settings / System Administration / Features

Features

Groups

SELECT A GROUP *

- Select --
- Select --
- Implementation
- Administrator
- Employee**
- Manager
- Custom Group
- Configurator
- Recruiter
- Hiring Manager
- External Job Seekers
- Vendor
- Hiring Manager (Hourly)
- CL Recruiter
- CL Hiring Manager
- Matrix Manager
- 360

D Select Employee.

Continue

Application Development Testing Company v15.2.0

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5 View the Acknowledged Training Wish List

The screenshot shows the Deltek Talent Management interface. At the top, there is a navigation bar with the Deltek logo and the text "Deltek Talent Management". On the right side of the navigation bar, there are icons for language (English), notifications (0), help, settings, and user profile. Below the navigation bar, there is a search bar with the text "Employees" and a search icon. The main content area has a breadcrumb trail: "Administration / Global Settings / System Administration / Features". The title "Features" is displayed prominently. On the right side, there is a "Groups" button. Below the title, there is a dropdown menu labeled "SELECT A GROUP *" with "Employee" selected. The main content area contains a list of features, each with a checked checkbox and a globe icon: "Core", "Recruiting", "Performance", "Development", and "Learning". The "Learning" feature is highlighted with a purple box. A callout box with the letter "E" points to the "Learning" feature, containing the text "Click Learning to expand this section." At the bottom right, there is a "Continue" button.

E Click Learning to expand this section.

Continue

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Learning

SORT

--

FILTER

Administration

This feature gives users access to Administration.

Assignments

This feature allows the instructor manage Assignments.

CBT 

This feature is for E-Learning course content that is "launched" from Learning Management.

Certification 

This section contains features for Certification.

Class Ad Hoc Locations 

This features enable users to enter ad hoc locations when creating an instructor lead class.

Class Assignments

This feature allows the student to access Class Assignments.

Classes 

This feature gives users

F

Click Courses to expand this section.

Courses 

This section houses features for Courses

Continue

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This feature allows users to make Course Recommendations to other employees or their direct reports if applicable.

Course Search

This feature allows the user to perform a Course Search in the Course Catalog.

Course Test Listing

This feature allows the instructor to view the Course Test Listing. They can copy tests from here.

Credits 🌐

This feature allows users to view credits in Learning Management.

Edit Courses

This feature allows the user to edit information on an existing course.

Select Course

This feature allows the user to search for Courses.

Training Wish List 🗒

This feature allows users to submit a training wish list item to employees/user groups when they are not able to find what they need in the internal LMS or are in need of a specific

G

Check the Training Wish List feature.

Curricula

This section houses features for Curricula.

Delete Any Class Message

This feature allows the user to delete messages from the Class Message Board whether they posted it or not.

Continue

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Student Assignments

This feature allows students to access/view the class Assignments.

Student Searchable Group

This feature denotes users in this group as searchable when searching for students.

Tests 

This section houses features on tests for Learning Management.

Topics Covered 

This feature allows the user to add topics for a course.

Tuition Assistance 

This feature gives the user access to Tuition Assistance. With this feature the user can make requests for assistance.

View Entire Student Profile

This feature gives users the ability to see an employee's entire learning profile.

Update Features

 Cancel

H

Click Update Features.

Continue

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The screenshot shows the Deltek Talent Management interface. At the top, there is a navigation bar with the Deltek logo, the text "Deltek Talent Management", and user information including "Deltek, Inc.", "English", and a notification icon with the number "0". Below the navigation bar is a "Main Dashboard" section with a search bar and a "Employees" dropdown menu. On the left side, there is a sidebar menu with categories: "Dashboard", "MY EMPLOYEES", "RECRUITING", "PERFORMANCE", "LEARNING", "My Learning", "Courses & Classes", "Class Schedule", "Search Courses", "Training Wish List", "Curricula", "SUCCESSION", "CAREER CENTER", "REPORTS", and "CUSTOM MENU". The "LEARNING" category is highlighted in blue. Under "LEARNING", the "Training Wish List" option is also highlighted in blue. A callout box labeled "A" points to the "LEARNING" category with the text "Click Learning.". Another callout box labeled "B" points to the "Courses & Classes" option with the text "Click Courses & Classes.". A third callout box labeled "C" points to the "Training Wish List" option with the text "Click Training Wish List.". In the main content area, there is a "Recent Requisitions" section with a "There is no data to display." message. At the bottom right, there is a "Continue" button. A large purple callout box at the top right contains the text: "Log in as the user added as a Training Wish List Administrator, Rose Manager in our demo, and navigate to the Training wish List screen."

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Deltek Talent Management Application Development Testing Company English

Courses & Classes

Employees Search...

Training Wish List

View User Training Wish List Add Training Wish List

Filter

ACKNOWLEDGEMENT

New

CLEAR FILTER [Click Here](#)

« < 1 > »

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

COURSE/SUBJECT	REQUESTED BY	DATE SUBMITTED	ACKNOWLEDGED	ACKNOWLEDGED DATE	ACKNOWLEDGED BY	ACTIONS
Adobe Captivate	Rose 360	11/15/2018	No			<input checked="" type="checkbox"/>

Continue

Click the check mark in the Actions column to acknowledge that you received the employee's training wish list.

v15.2.0-rc4

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Deltek Talent Management Application Development Testing Company English

Courses & Classes

Employees Search...

Training Wish List

Tip: If you do not see the acknowledged wish list, be sure to clear any filters restricting the view and click View All Training Wish List.

View All Training Wish List View User Training Wish List Add Training Wish List

Filter

« < 1 > »

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

COURSE/SUBJECT	REQUESTED BY	DATE SUBMITTED	ACKNOWLEDGED	ACKNOWLEDGED DATE	ACKNOWLEDGED BY	ACTIONS
Adobe Captivate	Rose 360	11/15/2018	Yes	11/15/2018	Rose Manager	✓ ✎ ✕

The acknowledged training wish list displays in the grid.

Continue

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View the Acknowledged Training Wish List

The screenshot shows the Deltek Talent Management interface. At the top, there is a navigation bar with the Deltek logo and the text "Application Development Testing Company English". Below this is a header for "Courses & Classes" with a dropdown menu set to "Employees" and a search box. The main content area is titled "Training Wish List" and contains a table of requests. A large purple callout box is overlaid on the table, stating: "This concludes the Configuring the Training Wish List Feature and Acknowledging Requests Quick steps." The table has columns for "COURSE/SUBJECT", "REQUESTED BY", "DATE SUBMITTED", "ACKNOWLEDGED", "ACKNOWLEDGED DATE", "ACKNOWLEDGED BY", and "ACTIONS". A single row is visible with the following data: "Adobe Captivate", "Rose 360", "11/15/2018", "Yes", "11/15/2018", "Rose Manager", and action icons for checkmark, edit, and delete. The bottom right corner of the page shows the version number "v15.2.0-rc4".