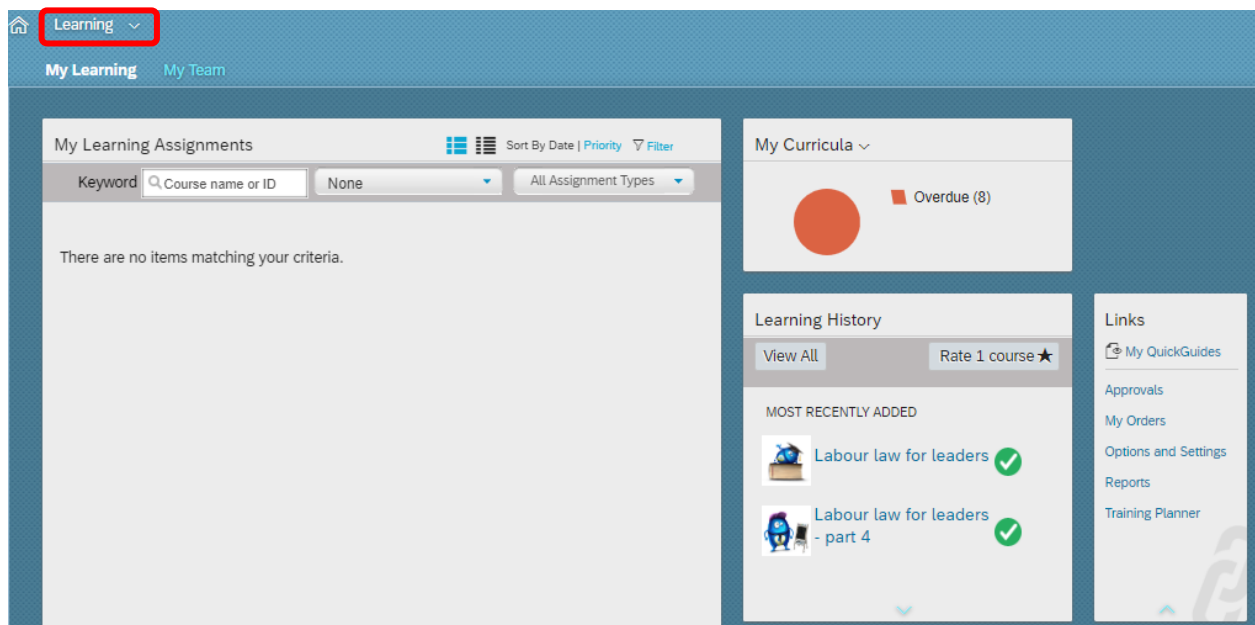


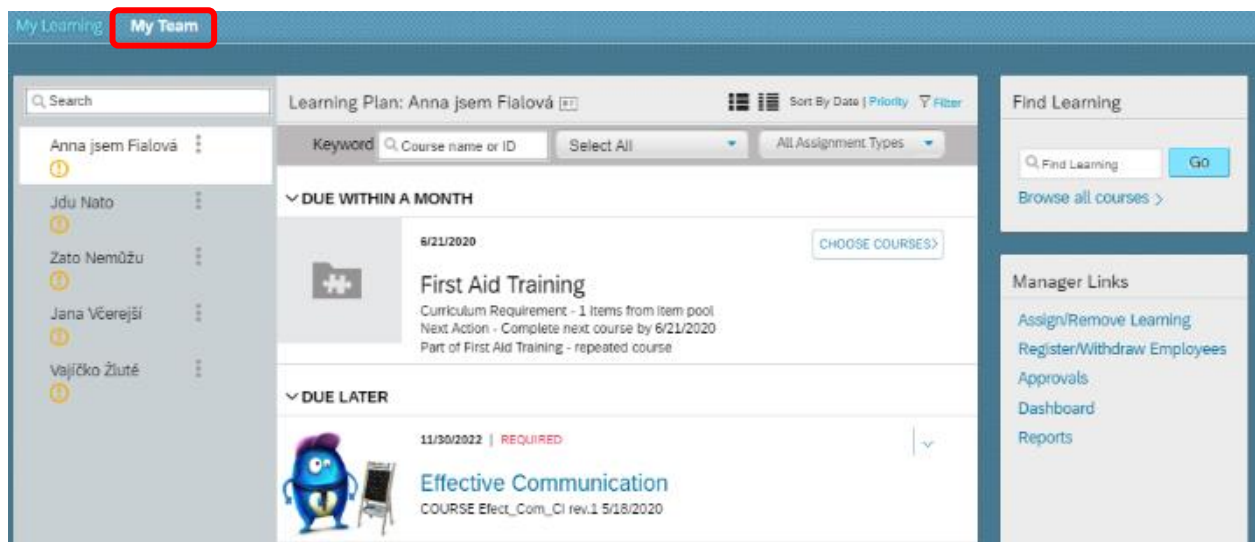
Learning Management System

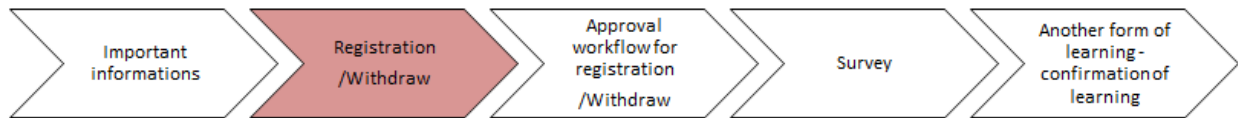
manual for Registration/Withdraw

In the “**Learning**” section you can see your team and monitor details linked to learning.



After clicking „**My Team**“, you will see an overview of individual team members. You already know this functionality from online courses.



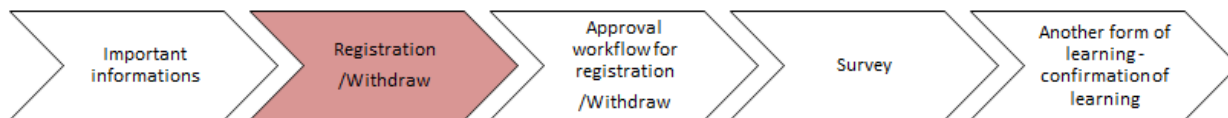


Registration of a team member to a course

You can assign a team member to a course that you find in the library. We will demonstrate the process by looking at the **First aid training**. If the library shows multiple courses with the same name, always assign **curricula** to ensure the course is repeated in the future. If you assign the course to a colleague, agree with them on a specific date in the following step. You can register them for a class yourself or they can register themselves.

The screenshot shows a search interface with the following elements:

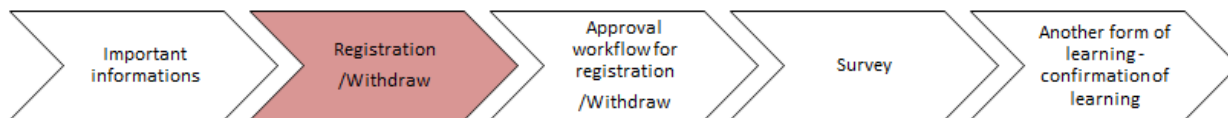
- Search Bar:** Contains the text "first".
- Results for "first":** Shows 3 COURSES.
- Refine By:** Includes dropdowns for "Learning Type" and "Training Area".
- Course Cards:**
 - Card 1:** "First Aid (ONLINE FirstAid_OZ)" with a 5-star rating (1 review) and "Free". Note: "You have unmet prerequisites View Prerequisites".
 - Card 2:** "First Aid Training (COURSE FirstAid_CZ)" with "Free". Note: "Already Assigned Assign to Others".
 - Card 3:** "First Aid Training - repeated course" (highlighted with a red box).



You can assign a course by clicking „**Assign to others**“.



After clicking on “**Assign to Others**”, you will see details, see screenshot below. Add employees to whom you want to assign the course.



← Deck
Assign Learning

Enter Learning Activity Details
* Required

Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date	Remove
First Aid Training - repeated course		---	▼	5/26/2020	---	×

Employees + Add

There are no employees selected.

Cancel Continue

The selection of team members is done in the “**Select Employees**” window. Do not forget to confirm by clicking „**Add**”.

← Deck
Assign Learning

Enter Learning Activity Details
* Required

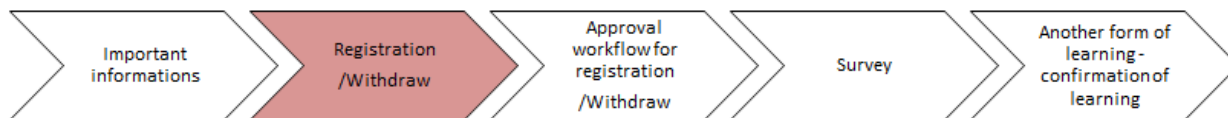
Items, Programs and Curricula + Add

Select Employees

Employees	Region	Job Code	Manager	Organization
<input type="text" value="Employees"/>	<input type="text" value="Region"/>	<input type="text" value="Job Code"/>	<input type="text" value="Manager"/>	<input type="text" value="Organization"/>
			<input checked="" type="checkbox"/> Indirect Employees	<input checked="" type="checkbox"/> Sub Organization
<input checked="" type="checkbox"/> Fialová, Anna		21000140	Marný, Tomáš	CZC001
<input type="checkbox"/> Nato, Jdu		21000315	Marný, Tomáš	CZC001
<input type="checkbox"/> Nemůžu, Zato		21000315	Marný, Tomáš	CZC001
<input type="checkbox"/> Včerejší, Jana		21000067	Marný, Tomáš	DCH010
<input type="checkbox"/> Žluté, Vajřko		21000140	Marný, Tomáš	CZC001

Počet vybraných zaměstnanců: 1

Cancel Add



After adding a team member, a summary of your selection will appear. Click **“Continue”** to confirm.

← Back
Assign Learning

Enter Learning Activity Details
* Required

Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date	Remove
First Aid Training - repeated course	📄	---	▼	5/26/2020 📅	---	✕

Employees + Add

Name	Remove
Anna jsem Fialová	✕

Cancel **Continue**

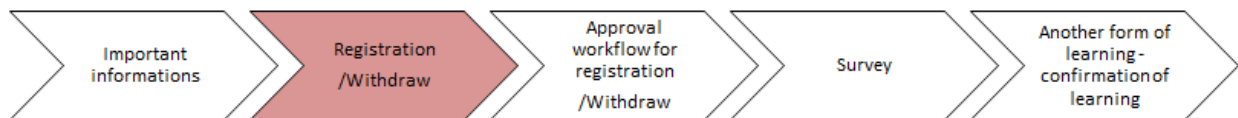
After clicking **„Continue“**, a confirmation that the given course has been assigned will appear.

Assign Learning

Successfully Assigned

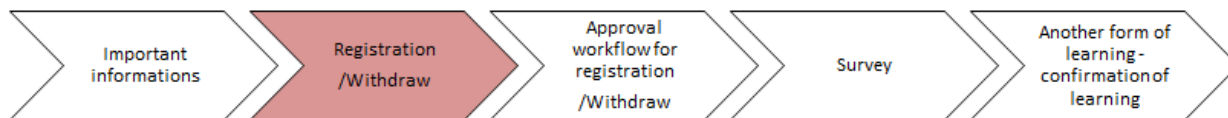
The items/programs/curricula have been successfully added to the specified employees. If the curricula/program were already assigned, they will not be re-assigned

Close

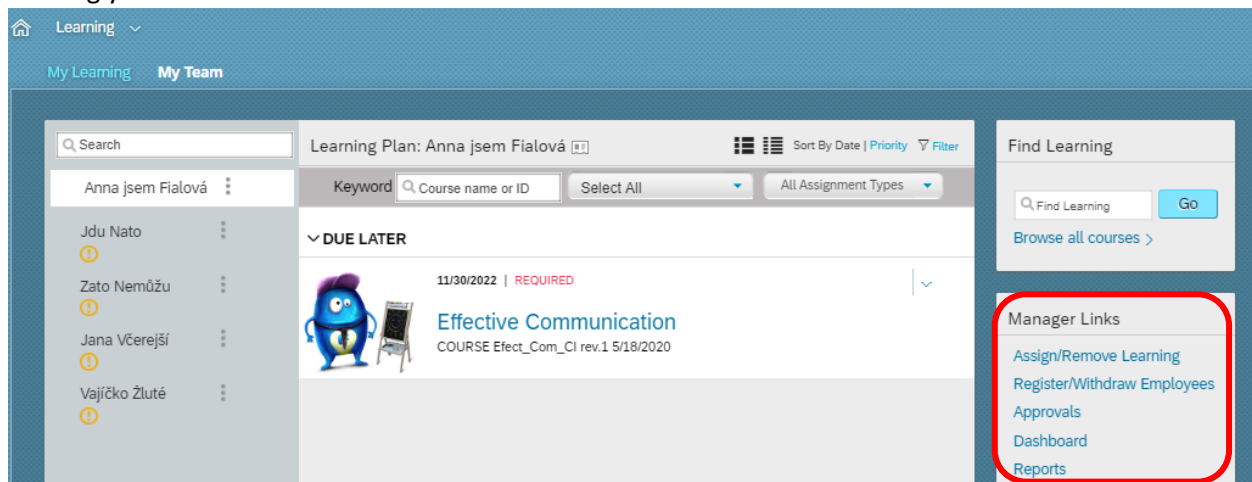


Check that the course has been assigned by going to the „Curricula“ section.

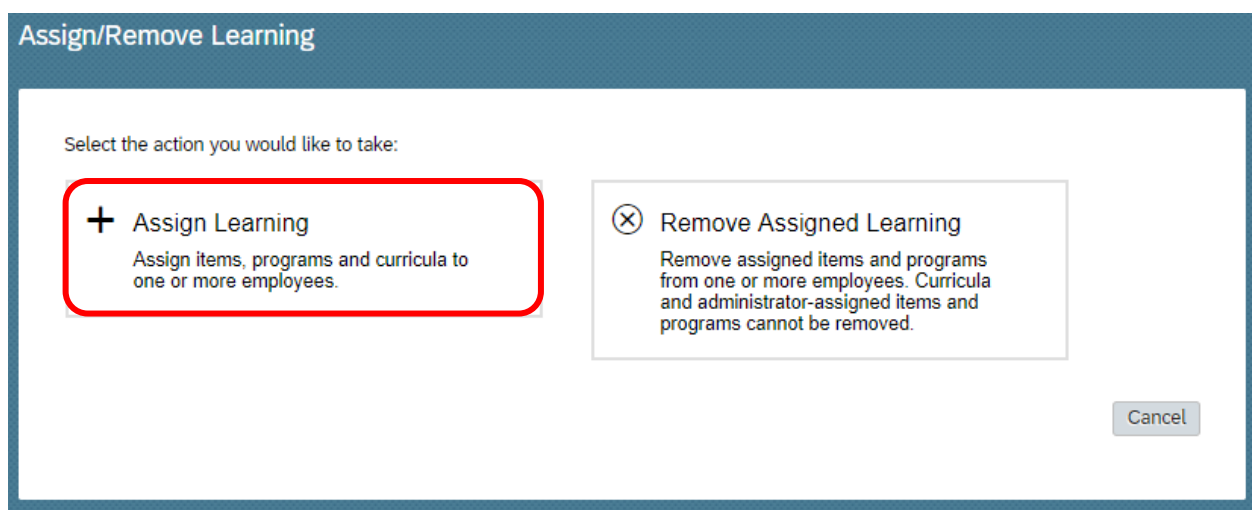
Název curricula	Stav	Priorita	Datum další ...	Datum skon...	Přiřadil/a	Odebrat
Školení první pomoci - opakovaný kurz		N/A	21.06.2020	N/A	Manažer (Tomáš Mamý)	⊖

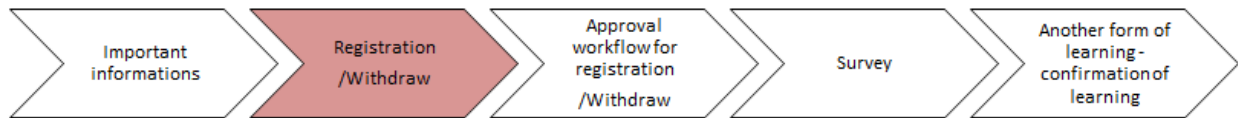


You can assign a course to your team member in an alternative way - through **“Manager Links”** when viewing your team.



Here, click **„Assign Learning“**. The following process is identical to that described above.





Registration of a team member for a specific class

The description above described how to assign a course to a team member. If you want to register them to a specific class yourself, proceed according to the following instructions. The team member can of course register for the class date themselves. For registration for a specific class, it is necessary to choose „**Register/Withdraw employees**“ in section „**Manager links**“ and choose register employees.

Register/Withdraw Employees

Select the type of action you would like to take:

Register Employees
Register Employees into a class.

Withdraw Employees
Withdraw Employees from a class.

Use the calendar to pick the most suitable date for your team member. The system shows all available class dates.

— Back

Withdraw Employees from Class

Select Desired Courses from Library

5 COURSES Relevance ▾

Instructor Led

Refine By

May 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun	
18	27	28	29	30	1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31

Today Non-Working Day
 Selected Class
 Working Day

MAY 27

Labour law for leader... Select

5/27/2020 09:00 AM - 5/27/2020...

Pardubice - Shenzhen, Ost flo...
20 seats available ↓ More

MAY 29

Labour law for leader... Select

5/29/2020 09:00 AM - 5/29/2020...

Pardubice
20 seats available ↓ More

MAY 29

Effective Communicat... Select

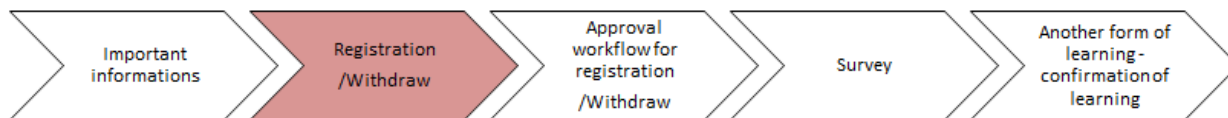
5/29/2020 09:00 AM - 5/29/2020...

Pardubice - Amsterdam, OstL...

Learning Management System

8 / 15

myFOX manual



When selecting a specific date, select the team member you want to register. In the „**Registration Status**“ column, select “**Registered on Training**” to complete the registration. If the maximum capacity of the class date is reached, you can add your team member to a waiting list.

← Back

Register Employees for Class

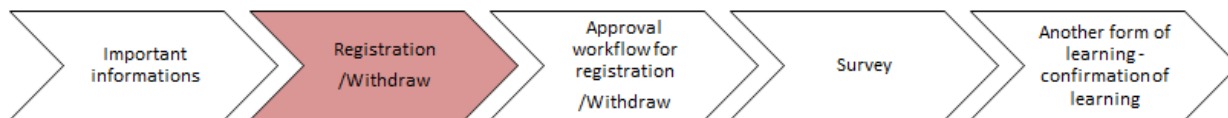
Enter Registration Details
* Required

Class: Effective Communication [Change Class](#)

Start Date/Time: 5/29/2020 09:00 AM Europe/Prague **Description:** No Description
Facility & Location: Pardubice - Amsterdam, 0st floor (HR), U Zámečku 27, Pardubice **Associated Item:** COURSE Efect_Com_CI
Price: Free **Available Seats:** 0 of 12 enrolled, 0 waitlisted

Employees + Add

Name	* Registration Status	Payment Method	Account	Comments	Remove
Anna jsem Fialová	Registered on Training ▼			⊕	×



After clicking „Continue“, a summary will appear. Check the information and confirm the registration.

← Back

Register Employees for Class

Confirm Registration Details

Class: Effective Communication ⓘ

Start Date/Time: 5/29/2020 09:00 AM Europe/Prague **Description:** No Description
Facility & Location: Pardubice - Amsterdam, 0st floor (HR), U Zámečku 27, Pardubice **Associated Item:** COURSE Efect_Com_CI
Price: Free

Employees

Name	Registration Status	Payment Method	Comments
Fialová jsem Anna	Registered on Training Activity(Enrolled)		

Notify: Users Instructors Managers Others

During this step, you can register other team members for the class.

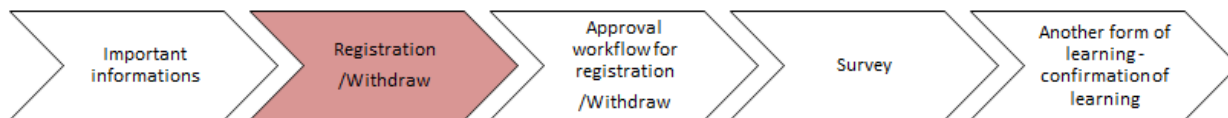
Successfully Registered

Successfully Registered

All registrations in this class were successful.

[Register or withdraw more employees](#)

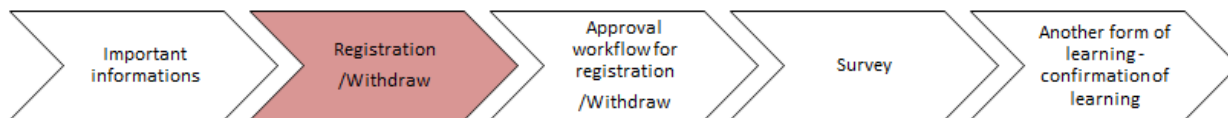
You will receive an Outlook meeting including the registered team member and the class date. You will receive this meeting even if the registration does not require superior’s approval, i.e. when the employee registers themselves. This is to let you know about them taking the class.



Withdraw of team member from courses

If you assigned a course (e.g. MS Excel) to a team member and they no longer need the course for their work, you can withdraw them from the course. To do this, in the overview of your team, use the “**Manager Links**” section where you click „**Register/Withdraw Employees**”.

You will see the same section as when assigning courses. Choose “**Remove Assigned Learning**”.



Choose a course, which you want to remove and select the team member. After checking the information, click „**Continue**“.

← Back

Remove Assigned Learning

Enter Learning Activity Details

* Required

∨ Items and Programs + Add

Title	Type	Priority	Remove
MS Excel - Level 1 - External		---	×

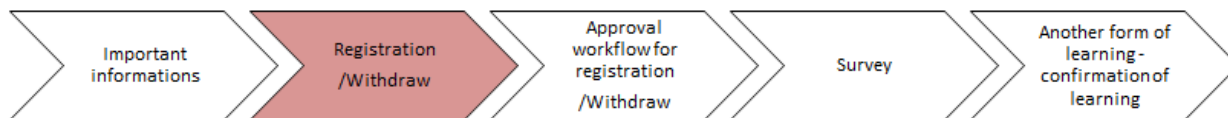
∨ Employees + Add

Name	Remove
Anna jsem Fialová	×

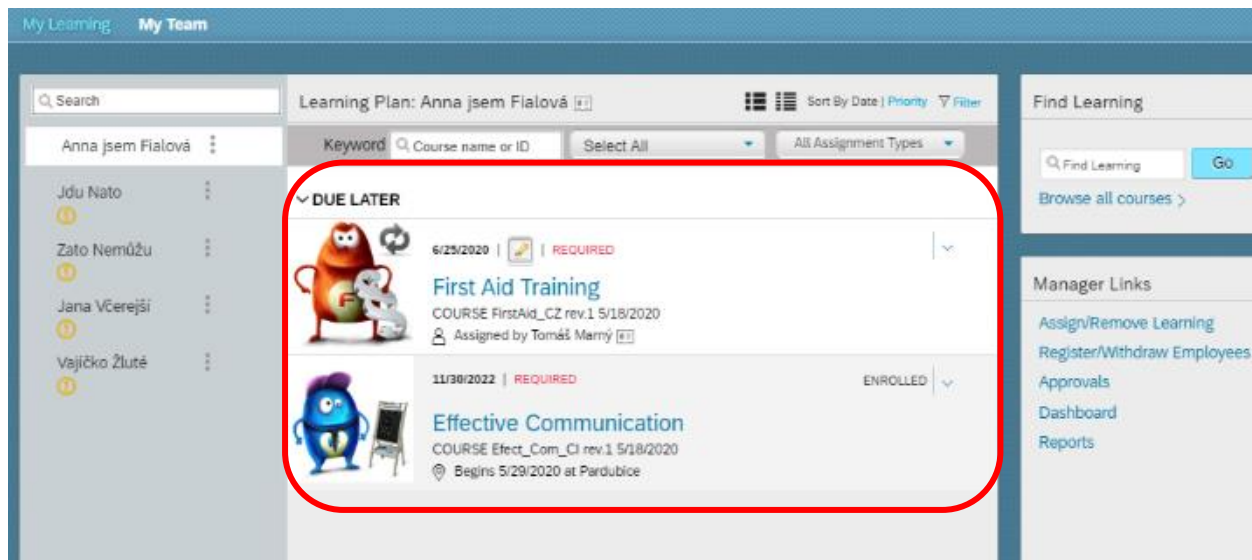
Remove Assigned Learning

Successfully Removed

Assigned learning has been successfully removed from the specified employees. Only selected programs and selected incomplete items not in a curriculum or program were removed.

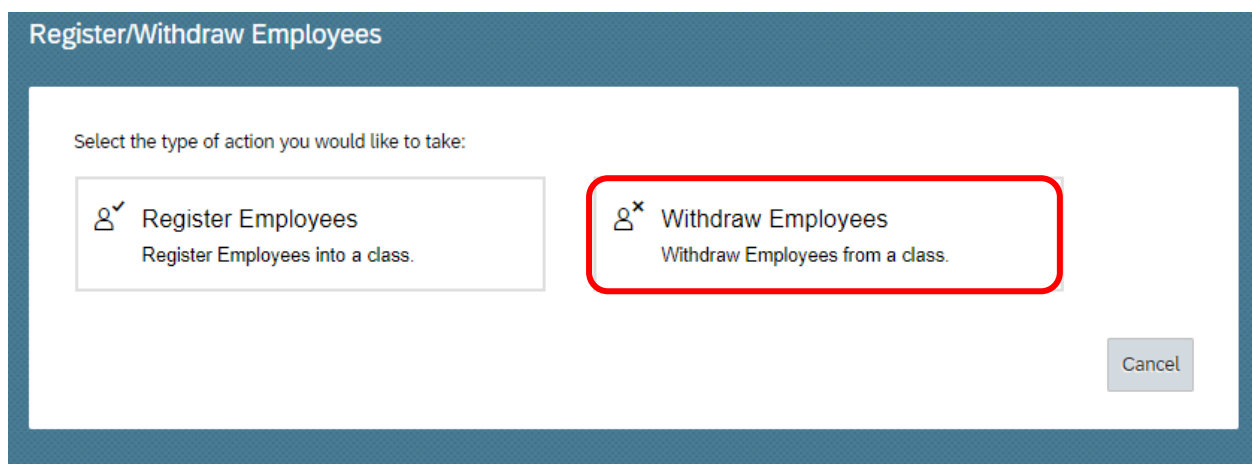


You can check that a course has been removed by looking at the team member's learning plan. A removed course can no longer be seen.

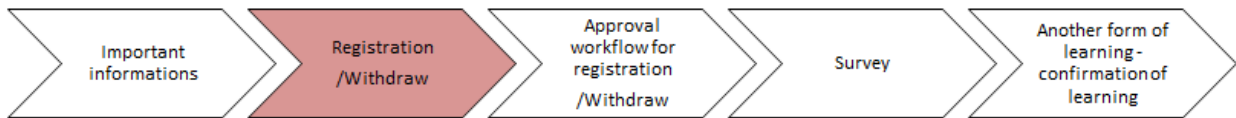


Withdraw of team member form a class

Did you register a team member for a class and the date is no longer suitable? You can cancel their registration. You can use „**Register/Withdraw employees**“ link in Managers links.



Before cancelling a registration, select the class you want to cancel.



← Back

Select Desired Courses from Library

Search Language & Currency

5 COURSES Relevance

Instructor Led

Refine By

May 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun	
18	27	28	29	30	1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31

Hide Legend

- Today
- Selected
- Working Day
- Non-Working Day
- Class

Learning Type: Instructor Led

Location: Clear

MAY 27 Labour law for leader... [Select](#)

5/27/2020 09:00 AM - 5/27/2020...
Pardubice - Shenzhen, Ost flo...
20 seats available [More](#)

MAY 29 Labour law for leader... [Select](#)

5/29/2020 09:00 AM - 5/29/2020...
Pardubice
20 seats available [More](#)

MAY 29 Effective Communicat... [Select](#)

5/29/2020 09:00 AM - 5/29/2020...
Pardubice - Amsterdam, Ost...
11 seats available [More](#)

When withdrawing, specify the reason for cancelling the registration.

← Back

Withdraw Employees from Class

Enter Registration Details

* Required

Class: Effective Communication [Change Class](#)

Start Date/Time: 5/29/2020 09:00 AM Europe/Prague Description: No Description

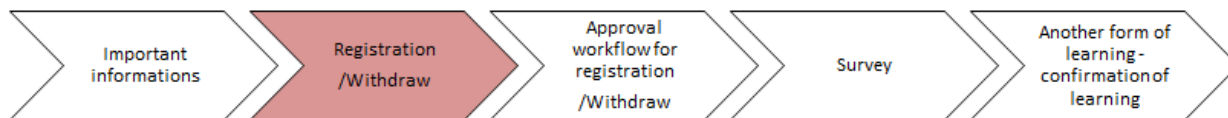
Facility & Location: Pardubice - Amsterdam, Ost floor (HR), U Zámečku 27, Pardubice Associated Item: COURSE Efect_Com_CI

Price: Free

Enrolled Employees

Name	Registration Status	* Withdrawal Reason	Withdraw
Anna jsem Fialová	Registered on Training Activity(Enrolled)	For business reasons (For I	<input checked="" type="checkbox"/> Select All

Cancel Continue



After checking the information, confirm the action.

← Back

Withdraw Employees from Class

Confirm Withdrawal Details

Class: Effective Communication

Start Date/Time: 5/29/2020 09:00 AM Europe/Prague
Primary Location: Pardubice - Amsterdam, 0st floor (HR), U Zámečku 27, Pardubice
Price: 0.00 USD

Description:
Associated Item: COURSE Efect_Com_CI

Employees to be Withdrawn

User	Organization	Item	Title	Class ID	User can Self-Register
Fialová jsem Anna	CZC001	COURSE Efect_Com_CI (Rev 5/18/2020 10:22 AM Europe/Prague)	Effective Communication	425	No

Notify: Users Instructors Managers Others
 Remove associated item from the Learning Plan

Cancel **Withdraw Employees**

When looking at the team members learning section, you can register them for a more suitable class; see the Registering for classroom courses section.

Learning ▾

My Learning My Team

Learning Plan: Anna jsem Fialová

Search Course name or ID Select All All Assignment Types

Anna jsem Fialová

Jdu Nato

Zato Nemůžu

Jana Včerejší

Vajíčko Žluté

▼ DUE LATER

6/25/2020 | REQUIRED

First Aid Training More ▼
 COURSE FirstAid_CZ rev:1 5/18/2020
 Assigned by Tomáš Mamý

11/30/2022 | REQUIRED REGISTER NOW ▼

Effective Communication
 COURSE Efect_Com_CI rev:1 5/18/2020

Find Learning

Find Learning Go

Browse all courses >

Manager Links

Assign/Remove Learning

Register/Withdraw Employees

Approvals

Dashboard

Reports