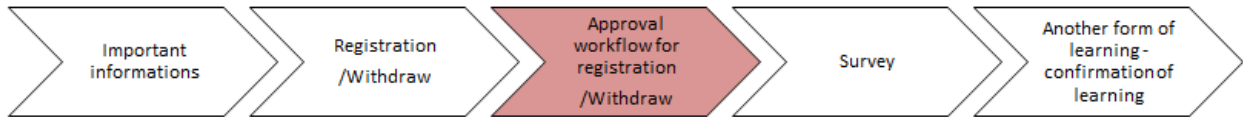


Learning Management System

manual for Approval process

If approval is required for attendance of a course, the requirement for approval will appear on the main page of myFox after login, or in the To-Do list in the “**Learning**” section.

After clicking on an approval request, you will see details. Namely, the team member’s name, the course name, the price (if applicable), and the date. Decide whether you want to approve or reject the request. The team member will be notified by email about your decision. If you need more details of the course, search the course name.



If the attendance of the course bears a financial cost, do not forget to check the availability of funds with a Training and Development specialist. In case of statutory courses, make sure that the employee has a valid medical check. You can also use the mobile app for approval.

Pending Approvals

Internal Training (1)

Enter Reasons for Approvals or Denials All Direct Reports Only Next

User Name	Title	Price	Type	Action [Approve All/Deny All]
▼ Fialová, Anna jsem	Effective Communication		Registration	<input checked="" type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip

Description: This course allows participants to improve themselves if principles of social communication and its usage in communication that helps to improve cooperation within organization, defines frequently-used communication situations, explains meaning and benefit of controlled communication and offers methodologies of effective communication for everyday situations. Participants will be able to distinguish between effective and non-effective styles of communication, they will adopt effective structure of conversation and they will realize what are communication barriers and how to overcome them.

Start Date: 5/29/2020 09:00 AM Europe/Prague
 End Date: 5/29/2020 05:00 PM Europe/Prague
 City: Pardubice
 Comments:

External Training (0)
No items were found using this search criteria. All Direct Reports Only

User Account Requests (0)
No items were found using this search criteria.

When approving a request, you can state the reason.

Pending Approvals Help

Approve or Deny → Approval Reasons

Enter a reason for approving your employee's training request below. Previous Next

User Name and Schedule	Approval Reason (optional)
Fialová, Anna jsem Effective Communication	I agree

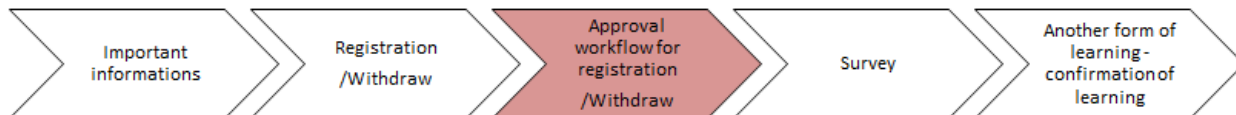
After checking the information, confirm the request.

Pending Approvals

Approve or Deny → Approval Reasons → Confirm Previous **Confirm**

Approve

User Name	Title	Price	Cancellation Policy
Fialová, Anna jsem	Effective Communication		

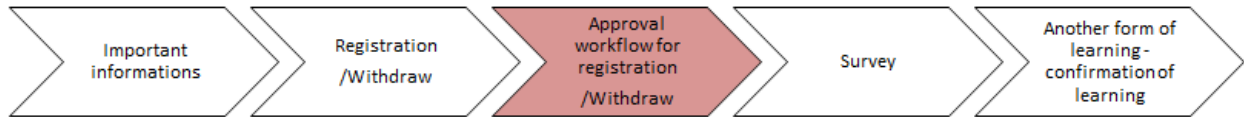


Approval process for registration cancellation

If a team member's withdrawal from a class needs approval, decide whether you want to approve the request or reject it. If a team member does not withdraw from a class in time (or if they do not attend the class without excusing themselves) and the course bears a financial cost, they can be charged a cancellation fee according to the cancellation policy (see the Withdrawal policy section).

When a team member requests a withdrawal from a class („**Withdraw registration**“) and you agree with their withdrawal, click “**Approve**”. If you want the team member to attend the class (i.e. you do not approve of their request), click “**Reject**”.

Provide a reason for your decision.



After checking the information, confirm your decision.

Pending Approvals

Approve or Deny → Approval Reasons → Confirm

Approve

User Name	Title	Price	Cancellation Policy
Fialová, Anna jsem	Effective Communication		

Notfcations

The system will automatically notify you about all important information via email.