



# Learning and training systems for leaders

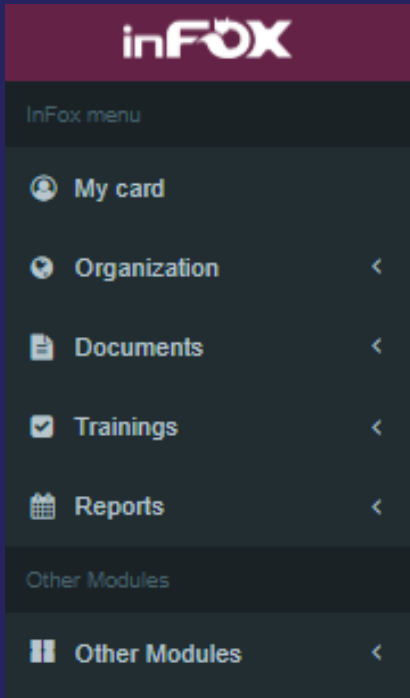


**inFOX**



**FOXCONN**

# Main menu



**My card** – information about me

**Organization** – Overview of subordinates

**Documents** – EISOD and non-EISOD documents, packages

**Trainings** – assigned trainings, learning history

# Important terms

Document – specific training (document, procedure, instruction...) for training

EISOD document – document which was created directly in EISOD

Non-EISOD document – document which was created directly in inFOX

Package – “envelope“ in which documents are packaged (important for allocating a training to employee)

## Organization &gt; Employees

Dashboard &gt; InFox &gt; Organization &gt; Employees

FX ID	Name	Surname	Shift	Employer	Placement	Placement	Employee group	Cost center	User active	Trainings completed	Cubes	Actions
	Name	Surname	ALL	ALL			ALL		Enabled			🔍 ✕
ID	Name	Surname	ednosmenny 8 RPD	FOXCONN CZ s.r.o.	Training and Development Specialist	Training and development specialist	IL	CC	Enabled	<div style="width: 66.7%;"><div style="width: 66.7%;"></div></div> 66.7%	N/A	👁

Items 1 - 1 of 1 20

Here you can see what percentage of documents allocated in inFOX the given employee has been trained in.

Click to see the employee's details.

**Organization > Employees** – a list of all subordinates and details about them. You can search among employees using ID, name, surname, shift, cost center, or placement.

Document ID	Name	Revision	Source	Status	Repeats	Validity	LMS	Updated	Actions
			ALL	Active			All		Q X
58704	ZMHI-4566 - (P53_P54) HP 800 G6 SFF 5 op-4	9	EISOD	Active	Single use	Unlimited	No	18.03.2021	
58707	ZMHI-4572 - (P53_P54) HP 800 G6 SFF 6 op-4	9	EISOD	Active	Single use	Unlimited	No	18.03.2021	
58700	ZMHI-4563 - (P53_P54) HP 800 G6 SFF 5 op-1	6	EISOD	Active	Single use	Unlimited	No	18.03.2021	
58705	ZMHI-4569 - (P53_P54) HP 800 G6 SFF 6 op-1	6	EISOD	Active	Single use	Unlimited	No	18.03.2021	
58918	ZMHI-4686 - (P55-P56-H55-H56) HP 800 G6 TWR - Z1 G6 TWR assy 6op-4	4	EISOD	Active	Single use	Unlimited	No	18.03.2021	
58917	ZMHI-4683 - (P55-P56-H55-H56) HP 800 G6 TWR - Z1 G6 TWR assy 6op-1	5	EISOD	Active	Single use	Unlimited	No	18.03.2021	
58930	ZMHI-4678 - (P55-P56-H55-H56) HP 800 G6 TWR - Z1 G6 TWR assy 5op-1	5	EISOD	Active	Single use	Unlimited	No	18.03.2021	
58931	ZMHI-4681 - (P55-P56-H55-H56) HP 800 G6 TWR - Z1 G6 TWR assy 5op-4	4	EISOD	Active	Single use	Unlimited	No	18.03.2021	
56060	ZMSCI-4337_743503-001_HVC_kitting	1	EISOD	Active	Single use	Unlimited	No	18.03.2021	
48164	ZMHRI-3911 Reporting of unfunctional cables	2	EISOD	Active	Single use	Unlimited	No	18.03.2021	

In **Documents > List**, you can find a list of all documents that are available in inFOX to be allocated for training. You can search documents by their name or by whether they are EISOD or NON-EISOD documents, for example. By clicking on the „eye icon“, you can see further details about the document.

## Packages &gt; List

+ Add new package

Allocated packages

Allocate package

Id	Name	Created	Creator	Updated	Updated by	Type	Actions
							🔍 ✕
2	PD/MODELWS/Z840/H32/1OP	27.07.2016	vbabka	22.11.2016	vbabka	Standard Package	👁️ ✎
3	PD/MODELWS/Z640/H31/1OP	27.07.2016	vbabka	22.11.2016	vbabka	Standard Package	👁️ ✎
4	PD/MODELWS/Z440/H30H39/1OP	27.07.2016	vbabka	10.08.2021	blukesova	Standard Package	👁️ ✎
7	PD/MODELWS/Z240/H36/1OP	27.07.2016	vbabka	22.11.2016	vbabka	Standard Package	👁️ ✎
8	PD/MODELWS/Z240/H37H38/1OP	27.07.2016	vbabka	06.04.2018	rmotycka	Standard Package	👁️ ✎
44	PD/GIWS/Assembly Operator	28.07.2016	lprochazka	23.07.2018	rmotycka	Standard Package	👁️ ✎
45	PD/GIWS/Group Leader	28.07.2016	lprochazka	24.01.2020	jzich2	Standard Package	👁️ ✎
46	PD/GIWS/IVI Operator	28.07.2016	lprochazka	15.10.2018	jzich2	Standard Package	👁️ ✎
47	PD/GIWS/Kitting Operator	28.07.2016	lprochazka	21.05.2018	rmotycka	Standard Package	👁️ ✎
49	PD/GIWS/Pre-test Operator	30.09.2016	lprochazka	28.05.2018	jzich2	Standard Package	👁️ ✎

← Previous 1 2 3 4 ... 58 ... 111 ... 168 ... 221 Next →

Items 1 - 10 of 2208 10

In **Packages > List**, you can find a list of all available packages. You can search among packages by searching the name, for example. By clicking on the eye icon, you can view which documents are included in the given package. For packages created by you, you can click on the pen icon and update the list of documents.

**+**

Name \*

Documents \*

Attachments:  No file chosen

In **Packages > Add**, you can create packages to add training of your subordinates. First, define the package's name. Then, select documents the package should contain (you can search among available documents by name, for example). After that, click Save to create the package.



## Packages &gt; List of allocated

Allocate package

Allocated to	Placement ID	Placement name	Cost center	Terminated	FX ID	Employee name	Shift	Package ID	Package name	Training completion	Actions
All				All							🔍 ✕
placement	3891	Training and development specialist	DCH604	No	ID	Name and Surname	JSRRPD	2298	Mandatory Trainings - ALL/Cyber security	0%	👁
placement	3891	Training and development specialist	DCH604	No			JSRRPD	2843	Mandatory Trainings - Pracovní řád_EL	0%	👁
placement	3891	Training and development specialist	DCH604	No			JSRRPD	3058	Mandatory Trainings - GDPR	0%	👁
employee	3891	Training and development specialist	DCH604	No			JSRRPD	3224	Seznámení správného postupu vstupního školení	100%	👁 -

Items 1 - 4 of 4 10

In **Packages > List of allocated**, you can find which packages have been allocated to which subordinates. In the **Training completion** column, you can see the percentage of completion of the given package by the given employee.

# Packages > Allocate

**Warning**  
Do not forget to assign mandatory packages.

## Available packages

Select 1 or more documents \*

Save Cancel

## Select placement

- Permanent staff
  - Vice-president, Director I.
  - HR Director I.
    - HR Project Coordinator I.
    - HR BP Manager I.
    - Compensation and Benefits Manager I.
    - Training and development manager I.
      - Barbora Lukešová (59481|DCH604)
      - Training and development specialist I.**
      - GS Specialist Supervisor II.
      - GS Specialist II.
      - Receptionist I.
      - Driver I.
      - Name (58462|DCH605)
      - HR Administrator I.
      - HR IS Manager I.
      - Payroll and Admin Manager II.
      - Recruitment Manager II.
      - test position II.
      - HR Specialist I.
    - Nepřirazení zaměstnanci II.
    - Supply Chain Manager (SCM002) I.
    - Operations Director I.
    - Cost Manager I.
    - Business Administration Manager I.
    - Assistant I.
    - Business Management Director I.
    - PMO Manager I.

Option for searching

Allocation of package to position.

Allocation of package to employee

In **Packages > Allocate**, you can allocate packages to employees. In the left side of the page, select the package you want to allocate (selecting by the package name). In the right side of the page, you need to select who you want to allocate the package to (you can allocate packages to employees or placement). Depending on who you want to allocate the package to, you can select by employee ID, employee name, or job name (placement). Once you select the package and the employee(s), click **Save** to allocate.

- InFox menu
- My card
- Organization
- Documents
- List
- Packages
  - List
  - Add
  - List of allocated
  - Allocate
  - Groups of packages
- Trainings
- Reports
- Other Modules
- Other Modules

## Trainings &gt; List

Dashboard &gt; InFox &gt; Trainings &gt; List

Employee ID	Employee name	Shift	Cost center	Employee group	Placement name	Document name	Document revision	Actions
	Name and Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ID	Name and Surname	PLPRD08H	DCH604	IL	Training and development specialist	ZGOO-0489 att. 4 - P	2	
		PLPRD08H	DCH604	IL	Training and development specialist	ZGOO-0515-att.6 - Cy	3	
		PLPRD08H	DCH604	IL	Training and development specialist	ZGOO-0489 - Procedur	5	

Items 1 - 3 of 3 20

In ***Trainings > List***, you can view allocated trainings. Click on the hat icon at the end of the row to train the given team member in the given document (for more details see slide 18).

## Trainings &gt; History


FX ID	Employee name	Shift	Cost center	Placement name	Document name	Revision	Date	Trainer name	Next training	Escalation	Terminated	Status	Type	Actions
	Name													Q x
ID	Name and surname	JSRRPD	CC	GS Specialist	ZGOO-0515-att.2 - Pr	2	25.05.2020	system			No	Complete	Standard	✖
		JSRRPD		GS Specialist	ZGOO-0515-att.4 - No	2	25.05.2020	system			No	Complete	Standard	✖
		JSRRPD		GS Specialist	ZGOO-0515-att.6 - Cy	2	25.05.2020	system	25.05.2020	25.05.2020	No	Complete	Standard	✖
		JSRRPD		GS Specialist	ZGOO-0489 - Procedur	4	08.01.2020	system	08.01.2021	08.01.2021	No	Complete	Standard	✖
		JSRRPD		GS Specialist	ALL/Eticky kodex	2	16.10.2019	system	16.10.2020	16.09.2020	No	Complete	Standard	✖
		JSRRPD		GS Specialist	ZMOO-0126 - Eticky k	3	16.10.2019	system	16.10.2019	16.10.2019	No	Complete	Standard	✖
		JSRRPD		GS Specialist	ALL/Asertivita	1	18.02.2019	system			No	Complete	Standard	✖ 📄
		JSRRPD		GS Specialist	ALL/Cyber security	1	21.01.2019	system	21.01.2020	22.12.2019	No	Complete	Standard	✖
		JSRRPD		GS Specialist	ZGOO-0515-att.6 - Cy	3	21.01.2019	system	21.01.2020	21.01.2020	No	Complete	Standard	✖
		JSRRPD		GS Specialist	ALL/Eticky kodex	2	24.10.2018	system	24.10.2019	24.09.2019	No	Complete	Standard	✖

Click to see the training record

In **Trainings > History**, you can see a history of your employees' trainings. Click on the icon 📄 to see the training record, which represents a proof of training. If the training record is not available, there is a proof of training from myFOX (i.e. the employee has completed e-learning that corresponds to the given document. Transfer of e-learning completions is done once a month for the previous month).



**inFOX**  
**Training for a position**  
**– functional trainings**



**Internal and customer audits require that each employee should be trained in all guidelines, procedures and other trainings (documents) in the current versions that apply to their departments, teams or that are directly related to the performance of the job position.**

**According to the Labor Code, § 228, the responsibility for training subordinates lies with their leaders.**

**However, the training itself and the related administration can be delegated to another person (for example the so-called Department Mentor), who will be in charge of training the employees in the above cases in the team or department and will also perform the necessary system administration.**

**inFOX can be used to record these trainings.**

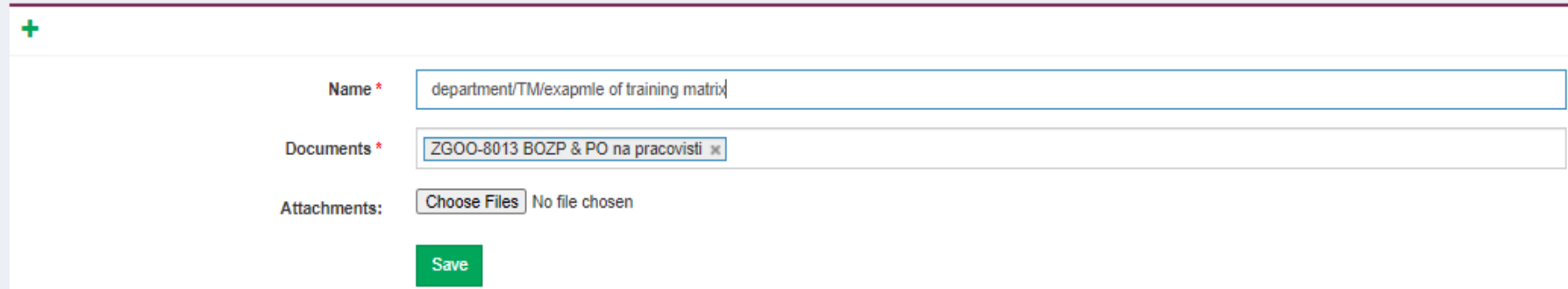
+

Name \*

Documents \*

Attachments:  No file chosen

In ***Packages > Add***, you can create new packages. For that, use the Documents tab and the Packages subtab where you can click Add. If the package has been created already, you have completed this part.



**Name \*** department/TM/exapmle of training matrix

**Documents \*** ZG00-8013 BOZP & PO na pracovisti

**Attachments:** Choose Files No file chosen

Save

In ***Packages > Add***, you can create new packages. It is important to name a new package correctly so as to indicate who it is intended for. The recommended naming convention is: 'name of the department (e.g. abbreviation)'/TM' (=training matrix)'/position' (This naming convention recommendation applies to the creation of specific packages containing functional training for individual positions).

After that, you need to add the relevant documents to the package. To select documents, enter the document name and press „Enter“ on the keyboard. Select the document you want to add and click on it. In case of multiple documents in the package, you can repeat this process. Once everything is ready, click Save to create the package.



**Warning**

Do not forget to assign mandatory packages.

## Available packages

Select 1 or more documents \*

department/TM/example of training matrix

Save Cancel

## Select placement

Press enter to search ...

- Permanent staff
    - Vice-president, Director L
    - HR Director L
    - Training and development manager L
    - Training and development specialist L
- Name and surname of employee

In **Packages > Add** you can allocate packages to employees or positions. Select a package and then select who you want to allocate it to. If you are allocating a package to an employee, click on the square by the blue figure and click Save to confirm. If you are allocating a package to a position, click on the square by the given position and click Save to confirm.

For the training matrix (or competency plan), we recommend that you allocate a package to positions. This way, you make sure that when a new employee starts, they will be automatically allocated this package. If you allocate a package to an employee and you get a new employee in the team, you will need to allocate the package manually.

## Trainings &gt; List

Employee ID	Employee name	Shift	Cost center	Employee group	Placement name	Document name	Document revision	Actions
	Name and Surname							🔍 ✕
ID	Name and Surname	JSRRPD	CC	IL	Training and development specialist	ZG00-0515-att.6 - Cy	3	🎓
		JSRRPD		IL	Training and development specialist	ZG00-0489 att. 11 -	1	🎓
		JSRRPD		IL	Training and development specialist	ZG00-0489 att. 14 -	1	🎓

Items 1 - 3 of 3 20

In **Trainings > List**, find a team member or document and click on the hat icon at the end of the row. This step creates training record. Before creating an training record, you need to have Signosign2 installed on your computer. This software is used to create training records. The software is installed by the IT department (it is free of charged).

## Trainings &gt; Sign your training

Dashboard &gt; InFox &gt; Trainings &gt; Sign your training

## Warning

You can select maximum of 25 employees for one training.

In **Trainings > Sign your training** (follows after clicking on the hat icon from previous slide) is where the training record is created. First, you need to find the employee to train. You can use a single training record to train multiple subordinates for the same document at once. Select the employee (by ID, name or surname) and the document (by the name of the document) to train.

## Sign your training

## Multiple employee import

Divide employees by ;

## Trained employee(s)

Vašínová Markéta (56348) x

## Trained document(s)

ZGOO-0515-att.6 - Cyber security\_CZ - Revision: 3 x

## Date and time of training

2021-11-03 16:10:03

## Training type

Trainer v

## Translator

## Notes

## Train stands

Cancel

Train

In the **Training type** field, select „Responsible person“ and in the **Trainer name** field, enter the trainer name and surname. When you select "Trainer", you will be listed directly on the attendance list as a trainer. Once the training record is filled out, click Train. The training record is generated for you to sign using the Signpad.

Employee(s) trained. ✕

Your file download should begin automatically. If not click at link bellow.  
[Download document to sign](#)

If you create an wrong attendance list that you want to delete, request it from the .PCE elearning distribution e-mail group.

You can open the training record by clicking on the generated file in the bottom left part of the screen or in the **Trainings > History** section.

**FOXCONN** Tréninkový záznam / Training Record **TR333946**

ID	Číslo a název instrukcí / Number and name of instructions	Revize / Revision	Čas tréninku / Training time
			15 min
Celkový čas tréninku na osobu / Total training time per person			15 min

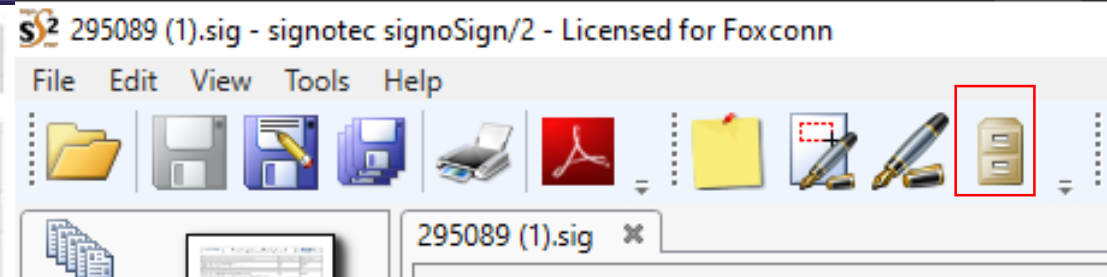
Niže uvedení zaměstnanci potvrzují svým podpisem, že se zúčastnili školení v celé délce trvání, porozuměli školení a nemají žádných výhrad. Zaměstnanci svým podpisem stvrzují, že jejich znalosti získané školením byly ověřeny a to buď písemnou nebo ústní formou.  
The employees listed below hereby confirm by their own signature that they have taken part in training for the whole period of its duration, they have understood it and have no objections. Employees confirm by their signatures, that the knowledge they obtained was verified either in written or oral form.

ID	Jméno a příjmení Name & surname	Osobní č. Personal no.	Umístění Placement	Nákladové středisko Cost center	Podpis Signature

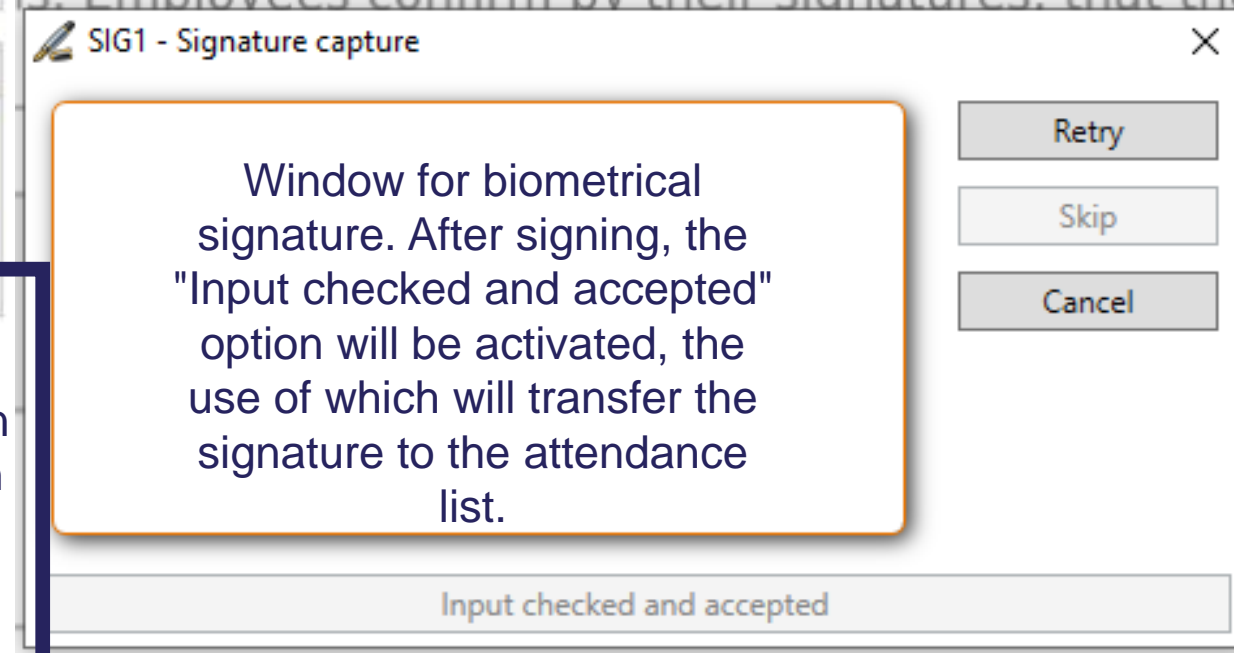
Documents/traininigs, which were trained

Emloyee details

Trainer signature



Once all attendees (including you as the trainer) sign the training record, you need to click on the archive button in the top right corner (see the red square in the screenshot above). By doing this, you save the training record and the training is complete.



In the header of the training record, you can see the trained documents. In the bottom half, you can see a list of trained employees including the signatures. To allow employees to sign the training record, first connect the Signpad to the PC, click on the signature area, and allow the employee to sign their name and click on the check symbol. After that, confirm the employee's signature.



**myFOX**  
**Position training –**  
**general trainings**

**FOXCONN**

For information how can you confirm training look at the detail below (in myFox click on „OPEN OBSERVATION“).

The screenshot displays the myFox user interface. At the top, there is a navigation bar with a home icon, the text 'Vzdělávání', and a dropdown arrow. To the right is a search bar with the placeholder text 'Search for actions or people' and a checkmark icon, followed by a user profile icon and the name 'Tomáš Marný'. Below the navigation bar, there are two tabs: 'Moje Vzdělávání' and 'My Team'. The main content area is divided into several sections. The 'My Learning Assignments' section is highlighted with a red box. It features a search bar with the placeholder 'Course name or ID', a 'Select All' button, and a dropdown menu for 'All Assignment Types'. Below this, there is a warning icon and the text 'You have pending approval requests'. The main assignment card is titled 'Introduction with Job Description-Task Checklist for Anna jsem Fialová' and is marked as 'REQUIRED'. It includes a checklist icon with a checkmark and a button labeled 'OPEN OBSERVATION'. To the right of this section is the 'My Curricula' section, which shows a red circle and the text 'Overdue (8)'. Below that is the 'Learning History' section with a 'View All' button. On the far right, there is a 'Links' section with a 'My QuickGuides' link and an 'Approvals' link.

Then insert important information, you can add special Notes (for example detail of trainings, which were trained), save it and record completion of training. After this step you can find training record in learning history in myFox.

OTHER JD\_OTH2

\* = Required Fields

Tasks	Completion Status	Duration (hh:mm:ss)
* 1 Job Description in myFOX	<input checked="" type="checkbox"/> <input type="checkbox"/>	04:00:00

**Overall**

Enter any overall notes for the observation below. Then indicate the overall status for the task completion. This status will be on the employee's learning history record.

Notes:

1946 character(s) remaining

Optional: If individual Task durations were not entered above, please enter the Total Duration for the training observation. If individual durations were entered, the sum of the times will be reflected.

Enter duration (hh:mm:ss): 04:00:00


You must submit a response for all tasks. The user must correctly complete at least 0 tasks to add a for-credit completion to history.





It is possible to insert notes link with training. Use the button below.

**Duration (hh:mm:ss)**

04:00:00 

---

1990 character(s) remaining

Then MyFox informs you about successful training record after final step.



**myFOX**  
**Position training –**  
**status of e-learning**  
**courses**



Go to Learning Module and the section My Team. Choose colleague for detailed view on list of trainings and real statuses. For repeated course and detailed view look at the section Curricula.

The screenshot displays a learning management system interface for a user named Prokop Dveře. The main content area shows a list of training modules:

- Due Within a Month:** A module titled "SURVEY AFTER 90 DAYS" with a due date of 2/22/2021. Description: "For Course Evaluation of external course".
- Due Later:** A module titled "First Aid Training" with a due date of 3/10/2021. Description: "Curriculum Requirement - 1 items from item pool. Next Action - Complete next course by 3/10/2021. Part of First Aid Training - repeated course". A "CHOOSE COURSES" button is visible.
- Due Anytime:** A module titled "Presentation skills" with a due date of 5/18/2020. Description: "COURSE PresentSkills\_CI rev.1 5/18/2020". It is marked as "REQUIRED".

The sidebar on the right contains several sections:

- Find Learning:** A search bar with the text "Find Learning" and a "Go" button.
- Manager Links:** A list of links: "Assign/Remove Learning", "Register/Withdraw Employees", "Approvals", "Dashboard", and "Reports".
- Status: Prokop Dveře:** A section titled "Curricula" showing a status summary: "Overdue (0)", "Due in 30 days (0)", and "Due Later (1)".
- Learning History:** A section showing "2 completed items in the last 30 days."

This is detail about repeated training for our colleague Prokop. You can find detailed information about course and its expiration.

## Prokop Dveře

HR Manager / 21000252  
DCF307

### Curriculum Status

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Title	Status	Priority	Next Action ...	Expiration D...	Assigned By	Remove
<a href="#">First Aid Training - repeated course</a>		N/A	3/10/2021	N/A	Admin (Hana Opočenská)	

**You have successfully finished training focused on learning systems for the purpose of introduction to confirmation trainings for Adaptation period. Congratulation you!**



You can find another useful details for another functions in Learning Module in myFox in Tile Manuals.