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The principle and purpose of TRM IL

TRM IL is a module used to manage **training matrices** for **IL** employees. General training and courses that are common to a group or the entire Foxconn company (e.g. cyber security courses, code of ethics, ESD training and many more) are maintained in myFox for IL. However, this system is not suitable for the administration of training at a granularity down to the individual professions, which correspond to the so-called training matrices (= a list of specific training and training for single-user professions, which everyone who enters a given profession has to complete and know). Unlike myFox, the TRM IL module has automatic integration to the EISOD system, which is the only source of controlled documentation at Foxconn. This allows TRM IL to use all documents located in EISOD as training content.

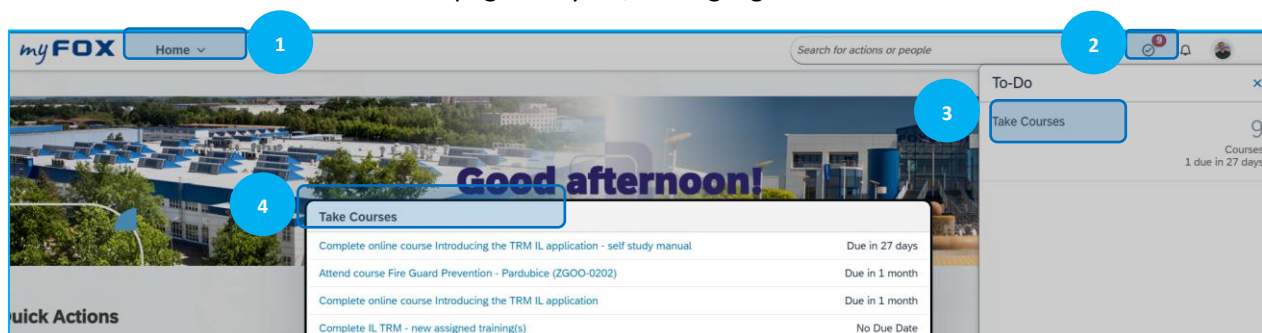
In TRM IL, the supervisor is responsible for defining the specific training required to perform each of the professions under his/her direct supervision. Once the required training is defined and assigned (allocated), it will appear to employees in active training in TRM. And it is the employee's responsibility to review the assigned training content and confirm the training in the system.

In addition to position specific training in TRM, IL (Training and Development Team) creates attendance sheets with electronic signature required, i.e., training records from initial and statutory training (e.g., first aid training, fire watch training, and many others). These training records can therefore also be found in the TRM module. Likewise, if we complete a general course in myFox based on a procedure (e.g., Code of Ethics, GDPR, and many others), the information about the completion of that course in myFox is also transferred to the TRM IL as a record of completion of the relevant procedure. This history synchronization between the two systems is not automatic and is done once a month backwards for the past month.

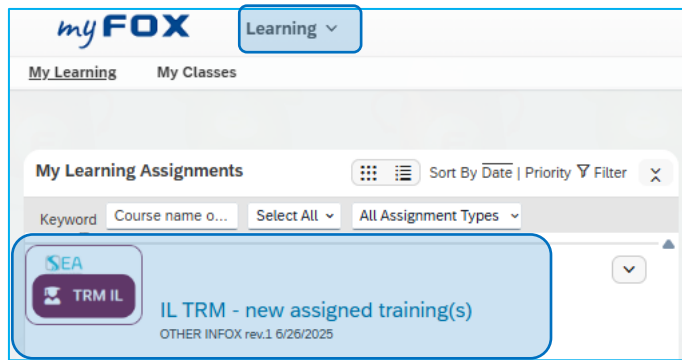
How do I know I have a new training session in TRM IL?

There is no need for an employee to enter TRM and watch for something to be completed. If a new active training is assigned in TRM, the employee will be notified in myFox in To-Do and assigned learning that they have something new to retrain in TRM.

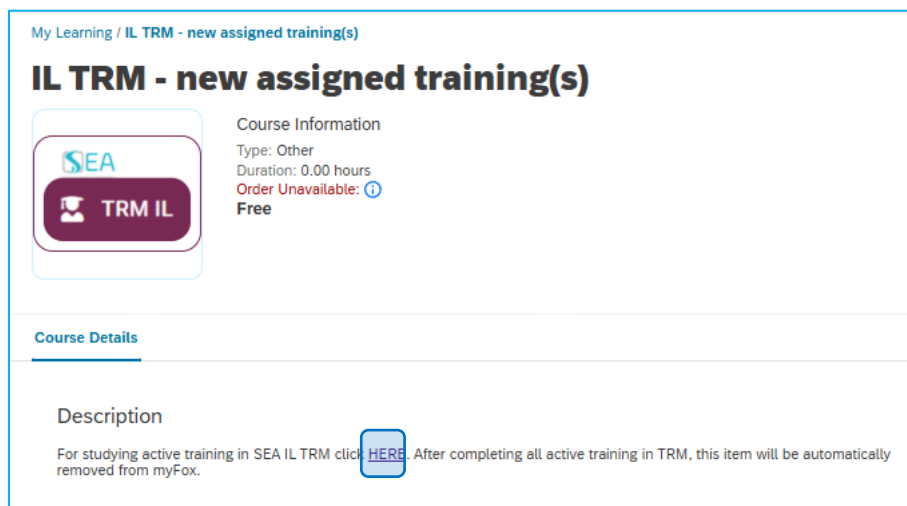
The To-Do can be found on the home page in myFox, see highlighted below.



Or if we go directly to the Learning module, we will also see information about the new training in TRM IL among the assigned courses:



Either way, clicking on the course name will take us to the "course" description where we will find a link to the SEA TRM IL.



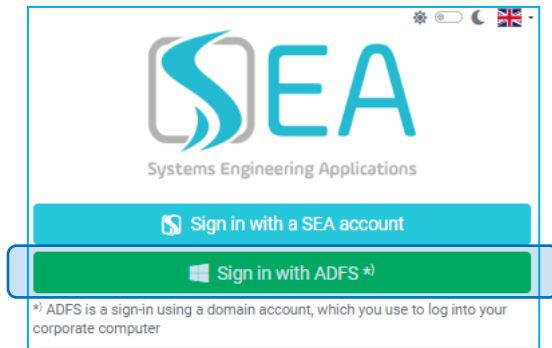
Even if an employee has multiple trainings assigned in TRM IL, they will only be notified of a new training in TRM once in myFox. And the assignment of the alert in myFox will last until there are no active trainings to complete in TRM IL. Only then will the alert in myFox be removed.

Login to TRM IL

You can access the SEA login either via a link from myFox or directly through the SEA app:

<https://sea.foxconn.cz/dashboard/>

For both paths, select login via ADFS.



Use the same credentials as for the PC account to log in.

Finally, if you will not be redirected directly, select the [TRM IL](#) tile.



Home tab

All actions and information available to non-management employees are located on the tab. It works in a similar way for supervisors who are also trained in the same way on their own training matrix.

Home- Employee Information

On the [Employee Information](#) tab we will see your basic employee information. Alternatively, we can check what roles (permissions) we have in the system.

SEA TEST Home

IL Training Home

Employee info [My roles](#)

Personal number: 10000564 First name: Josef Surname: Douda

Email: jdouda@cz.foxconn.com

Profession: Training Processes Specialist (Specialista tréninkových procesů) Cost center: DCH604

Shift: jednosměnný 8 RRPD Employee group: IL

Employer: FOXCONN CZ s.r.o. Foxconn Group: FOX HR

Supervisor: Nevolová Nikola (10006245)

Location:

Home- Documents

In TRM, the individual items to be trained are represented via documents, which are divided into so-called EISOD and non-EISOD. The training matrix consists of these individual items (documents).

EISOD documents

EISOD is a DMS (document management system) that works according to the requisites of controlled documentation. This makes it meet all the auditing standards like versioning, change traceability and many more.

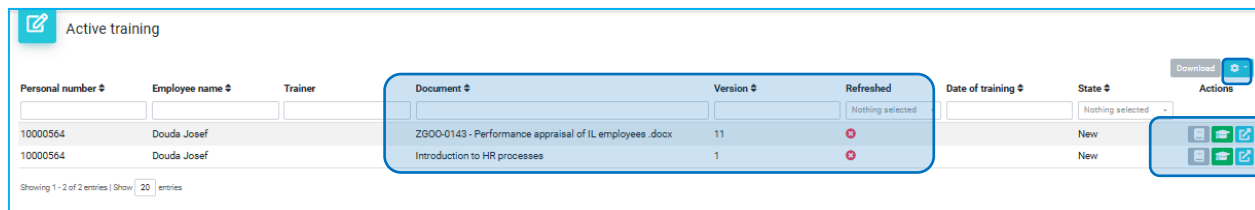
There is an automatic integration between EISOD and TRM, which ensures that every document created in EISOD is ingested into TRM within 24 hours of being activated. If a document is changed in EISOD = a new version of the document is released. This is again overwritten within the integration to TRM, where the release of a new version of a document that I have trained on from the past will generate a new active training. Which allows us to keep the employee's training up to date throughout their time with the company.

Non EISOD documents

As the name suggests, this type of training items (= documents) is not based on EISOD and is created directly in TRM. It is primarily a type of training that has no basis in any written documentation. The non EISOD document may be linked in the TRM to a web page, various repositories, etc., where additional or useful information will be provided.

Home- Active Training


This is the most important tab in terms of training to the training matrix documents. In fact, in this tab we can find all the trainings we currently have to complete.



Active training

Personal number	Employee name	Trainer	Document	Version	Refreshed	Date of training	State	Actions
10000564	Douda Josef		ZGOO-0143 - Performance appraisal of IL employees .docx	11	Nothing selected		New	
10000564	Douda Josef		Introduction to HR processes	1			New	

Showing 1 - 2 of 2 entries | Show 20 entries

Via  we can customize the columns that will be displayed in the active training preview.

Explanation of some of the fields from the columns in the active workout:

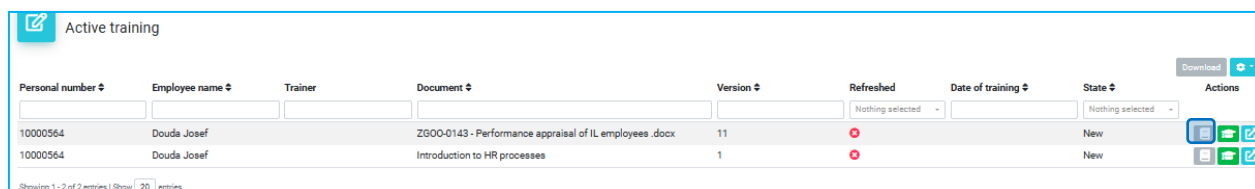
Document - name of the training item

Version - the current version number of the document

Refreshed - information whether the document is a recurring training document or not

The most important icons are the Actions at the end of each row that are associated with the document.


Home - Active Training - Info

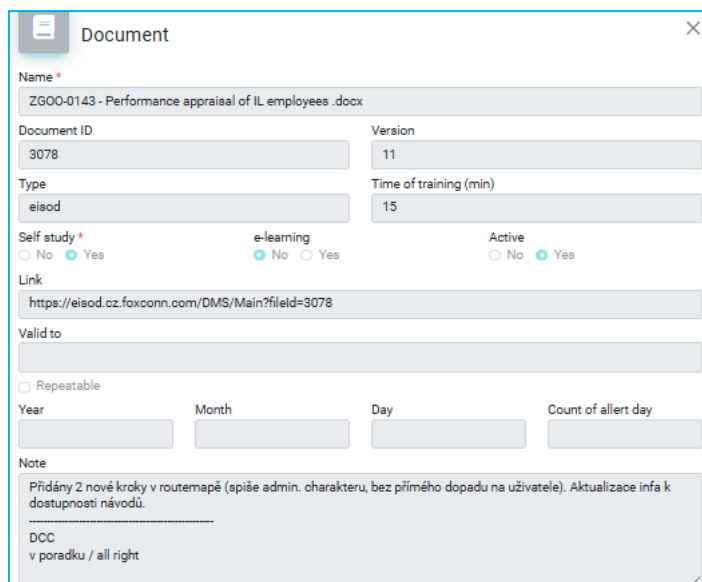


Active training

Personal number	Employee name	Trainer	Document	Version	Refreshed	Date of training	State	Actions
10000564	Douda Josef		ZGOO-0143 - Performance appraisal of IL employees .docx	11	Nothing selected		New	
10000564	Douda Josef		Introduction to HR processes	1			New	

Showing 1 - 2 of 2 entries | Show 20 entries

Via the  symbol we get a preview of the document, this will be especially important for non EISOD documents:



Document

Name *
ZGOO-0143 - Performance appraisal of IL employees .docx

Document ID
3078

Version
11

Type
eisod

Time of training (min)
15

Self study *
☐ No ☒ Yes

e-learning
☒ No ☐ Yes

Active
☐ No ☒ Yes

Link
https://eisod.cz.foxconn.com/DMS/Main?fileId=3078

Valid to
☐ Repeatable

Year

Month

Day

Count of allert day

Note
 Přidány 2 nové kroky v routemapě (spíše admin. charakteru, bez přímého dopadu na uživatele). Aktualizace info k dostupnosti návodu.

 DCC
 v pořadku / all right

Explanation of each field:

Name - the name of the training item (document) or the name of the EISOD document (for EISOD documents).

Document ID - unique identification of the document

Version - the current version number of the document

Type - non-eisod-il = created in TRM IL, EISOD = created and content is available in EISOD

Time of training - indicative self-study time in minutes

Self study - Yes means that the employee can confirm his/her training on this training item by self-study. The No option means that the training record can only be confirmed by electronic signature of the employee and trainer via Signpad (e.g. some statutory training).

E-learning - does not apply to non EISOD documents, here it will always default to no. For EISOD documents this indicates whether the document has an equivalent course in myFox (i.e. it may not be necessary to still have the document in TRM).

Active - Only active documents are displayed in active trainings

Link - This can be a link to a website, repository, etc. where there will be other useful or additional information.


Valid to - If the document is only set to have a limited validity (to become inactive on some date), there can be an expiration date

Repeatable - if the document is to be retrained after a period of time, this box will be marked here + the retraining period will be indicated. If not filled in, this is a one-time training document (until a new - higher version of the document is issued).

Note - useful or clarifying information to support effective training should be provided here, particularly for non EISOD documents. For EISOD documents, this may indicate what has changed for new versions - i.e. to let us know what specifically we need to retrain on compared to the previous version if we already have it trained.

Owner - document creator

Home - Active Training - Link

Via the  icon we can click through to the link provided in the document. It is only displayed for documents that have it filled in. Which applies to all EISOD documents and may apply to some non EISOD documents. **It is always necessary to open any link and familiarise yourself with the content before confirming clearance. In the event of a broken link, please contact the document owner (for non EISOD documents) or .HR Training (EISOD documents).**

Home - Active Training - Link to EISOD

For EISOD documents, familiarisation with the content of this training item is done from the training matrix in the EISOD system. To access a specific document in EISOD, simply use the Link icon.

Active training								
Personal number #	Employee name #	Trainer	Document #	Version #	Refreshed	Date of training #	State #	Actions
10000564	Douda Josef		Z000-0143 - Performance appraisal of IL employees .docx	11	Nothing selected -		Nothing selected -	
10000564	Douda Josef		Introduction to HR processes	1			New	

Showing 1 - 2 of 2 entries | Show 20 entries

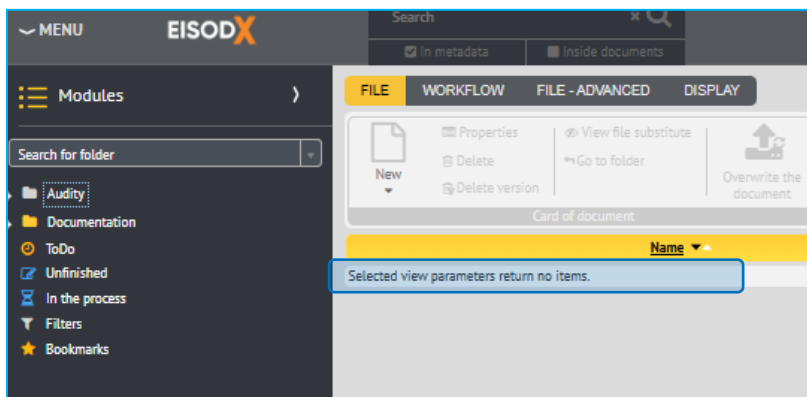
This can be followed by two options. Either we still have to log into EISOD. To log in, use the same details as for the PC account, similar to logging into SEA.



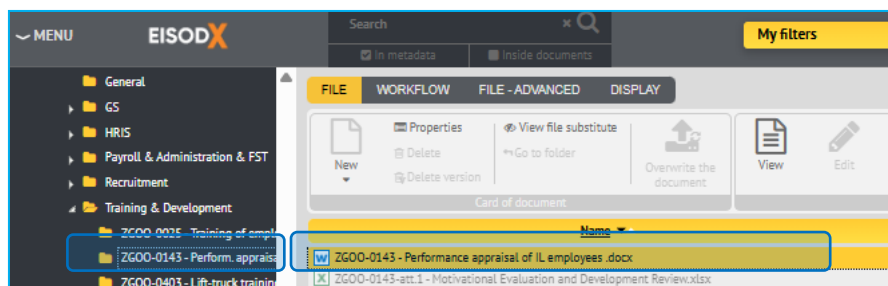
Sign in with your Foxconn corporate account

☐ Keep me signed in

Subsequently, in this case, although you will get into EISOD, you will not see the specific document:



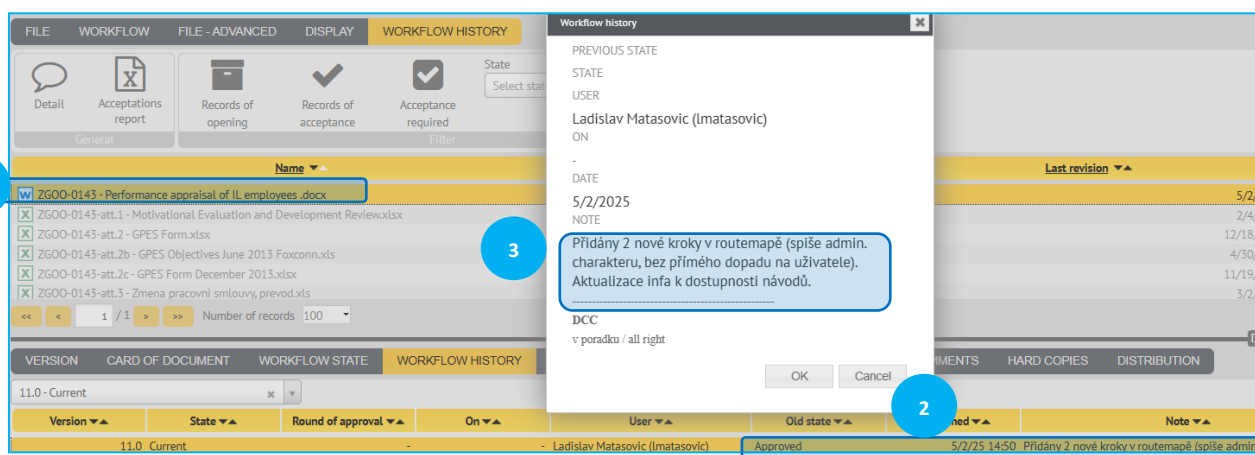
Just go back to TRM IL and click on the link for the document again. Alternatively, if you are already logged in to EISOD during the day, this will show the specific document in the folder where it is located after the initial click from TRM.



Then you just need to open the document (by double-clicking with the left mouse button) and study it.

Home - Active Training - Link to EISOD - familiarisation with a newer version of the document


If I am going to familiarize myself with a newer version of a document where I have already trained the previous version, I only need to familiarize myself with what has currently changed. I can find this out on the WORKFLOW HISTORY tab by clicking on the note in question.

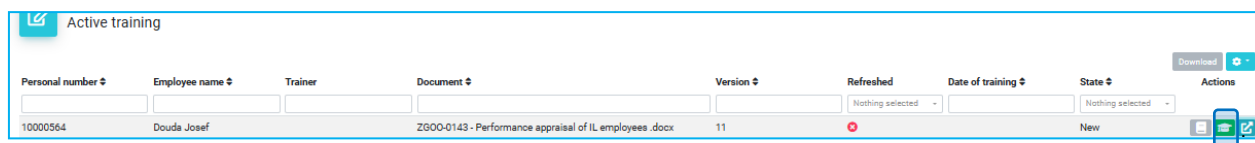


Home - Active Training - Link to EISOD - EISOD access and permissions on folders


In case you do not have access to EISOD at all or if you have insufficient permissions (you do not have access to the necessary folder etc.), contact the EISOD team for your group (E, F→ Petr Kubelka, G→ JIRA ticket to SWD).

Home - Active training - Self-study

Once the staff member is familiar with the content of the document, confirm the training in TRM via the symbol .



This will initiate confirmation that the defined training content of the document has been reviewed.


Self study
✕

I confirm that I have read and understand all the information provided in this document.

Yes

Confirm the training by clicking Yes, which will move the training from Active Training to Training History.

Home- Training History

The last tab on the TRM module home page is the Training History. Here we get an overview of what workouts we have ever completed, in what version of the document, etc. In addition to the items from the training matrices, there will also be documents trained as part of initial training, legal training or general courses from myFox, converted to training of the corresponding EISOD guidelines.

History training								
Personal number #	Employee name #	Trainer	Document #	Version #	Refreshed	Date of training	State #	Actions
					Nothing selected -		Nothing selected -	
10000564	Douda Josef	Douda Josef	ZG00-0387 - Processes in HR Administration .docx	17		03.07.2025	Done	
10000564	Douda Josef	Douda Josef	ZS00-0530-att.1 - Fire rules for hall SOUTH SO 02.2.doc	3		03.07.2025	Done	
10000564	Douda Josef	Douda Josef	ZG00-8506-att.1 Special training of preventive fire guards.docx	2		26.06.2025	Done	