Obsah

The principle and purpose of TRM IL 2
Login to TRM IL 2
Delegation 3
Organizational tree 4
  Organizational tree - document 4
    EISOD documents 5
      EISOD access and permissions 5
      Folders for training materials 5
      Requirements, formats and templates for training materials 6
      Inserting a new document into EISOD 7
      Uploading a new version of a document 12
      Document revision 13
      Viewing EISOD documents in TRM 14
    Non EISOD documents 15
      Creation of a new non EISOD document 16
      Editing non EISOD documents 17
  Organizational tree - Packages 19
    Creating a package 19
    Editing packages 20
  Organization Tree - Allocations 22
    Creating an allocation 22
    "Inheritance" of allocated documents 23
    Preview of created allocations and their modification 23
Employees 24
  Employees - actions 25
Training 27
  Active training 27
  Training history 28
Qlik application: TRM IL - training matrix 28

The principle and purpose of TRM IL

TRM IL is a module used to manage **tr**aining **m**atrixes for **IL** employees. General trainings and courses that are common to the group or the whole Foxconn company (e.g. cyber security courses, code of ethics, ESD training and many others) are maintained in the myFox system for IL. However, this system is not suitable for the administration of training down to the granularity of individual professions, which correspond to the so-called training matrixes (= a list of specific training at the level of the profession, which everyone who enters the 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 managed documentation at Foxconn. This allows TRM IL to use all documents located in EISOD as training content.

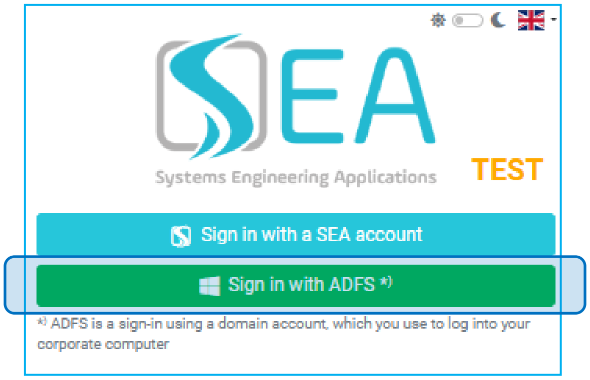
In TRM IL, the supervisor is responsible for defining the specific training required to perform each of the professions under his/her supervision. The associated work in the system can be delegated to any person. Once the required training has been defined and assigned (allocated), the employees in active training appear in TRM.

There is no need for the employee to enter the TRM and watch for something to be completed. If a new active training is assigned, the employee will be notified in myFox in To-Do that they have something new to retrain in TRM IL. Subsequently, the TRM IL can be clicked directly from myFox. Once the employee looks at their assigned training in the TRM module, they become familiar with the assigned content and confirm the training through self-study in the system.

In addition to position-specific training, attendance sheets are created in TRM IL with the need for electronic signatures, 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. Similarly, if we complete a general course in myFox based on a procedure (e.g., Code of Ethics, GDRP, 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.

Login to TRM IL

The TRM IL module is available in the SEA application: https://sea.foxconn.cz/dashboard/
Select login via *ADFS.*



Use the same login details as for the PC account.

Finally, select the *TRM IL* tile.

Delegation

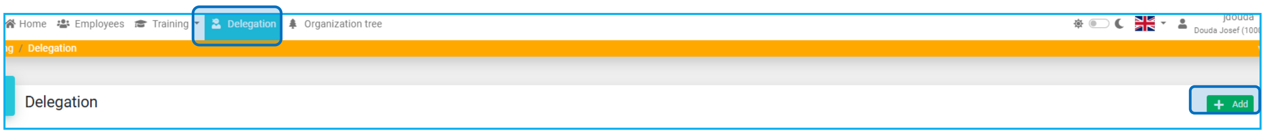
As a supervisor, you can delegate your authority to a so-called (so-called) delegatee. The delegated person (the permissions still remain with you after the delegation has been granted) gets the rights for your entire subordinate structure:

- Create training items (called documents)
- Create training matrixes (packages)
- Allocate documents and packages to your entire structure

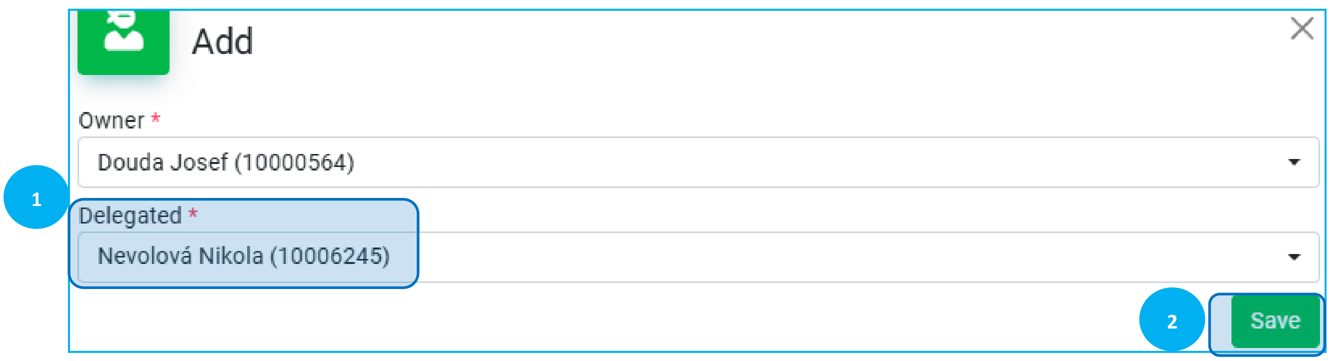
- See which of your subordinates have been assigned what training, when they completed what+ basic employee information such as name, cost center or ID.

You can only delegate your rights to one person. A delegated person can collect multiple delegations from different managers. The responsibility for the creation of training matrixes and their execution still remains with the direct supervisor despite any delegation.

The delegation of the leader's rights takes place on the *Delegation* card.



And then we delegate our rights to the selected person, which we look up in the list and confirm via save:



And then again on the *Delegation* tab we can see the delegation created and if necessary we can cancel it via *Delete* and create a new delegation again.

Organizational tree

Through the organization tree, which copies the organization structure from myFox, we can create documents, packages and also assign them within the whole IL structure we have.

Organizational tree- document

In TRM, the individual items to be trained are represented via documents, which are divided into so-called EISOD and non-EISOD. These individual items (documents) can then be used to build a training matrix.

The EISOD DMS (document management system) works according to the requirements of the controlled documentation. As a result, it meets the requirements of standards such as

versioning, traceability of changes, up-to-dateness checking and many others. Therefore, the most correct and recommended way to keep track of all training materials that are based on some fixed content is to embed them in EISOD.

EISOD documents

There is an automatic integration between EISOD and TRM which ensures that any document created in EISOD and subsequently updated is fed into TRM within 24 hours of being activated. The settings of EISOD documents in TRM can then no longer be edited by the manager. If anything needs to be edited (e.g. training time, etc.), please contact the system administrators (T&D team).

EISOD access and permissions

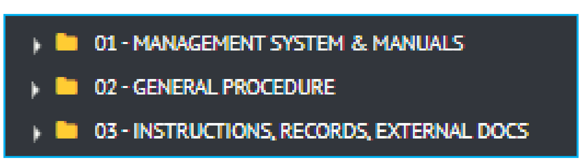
EISOD is available as a web application https://eisod.cz.foxconn.com

To log in, use the same details as the PC account, similar to logging into SEA.

If you do not have access to EISOD or if you have insufficient permissions (e.g.: you do not have the right to upload documents; you cannot upload new versions; you do not have access to the necessary folder, etc.), then contact the EISOD team for your group (E, F→ Petr Kubelka, G→ JIRA ticket to SWD).

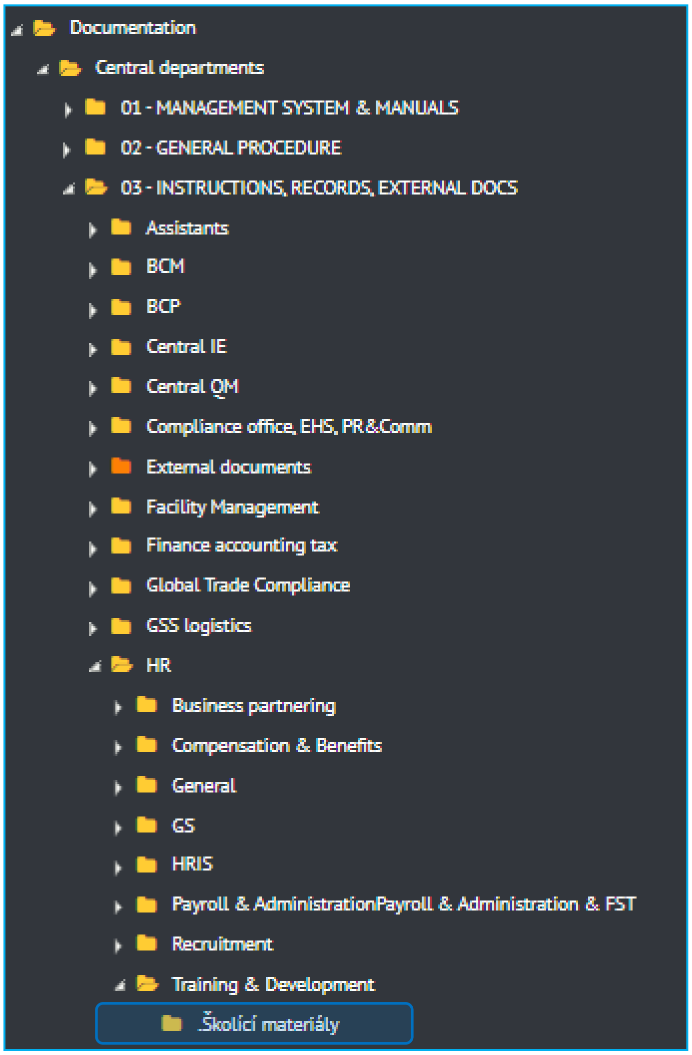
Folders for training materials

There are 3 levels of documents in EISOD.



In TRM we expect to use mainly level 2 and 3. In level 2, each team or department should already have their various procedures describing their processes or systems etc. level 3 is then the least demanding in terms of fulfilling the requirements of controlled documentation.

New folders have been added to the existing Level 3 folder structure under the individual team or department folders (depending on the depth of the existing EISOD structure) for the insertion of training materials:



If you can't find the right folder of training materials for your team or department, again contact the EISOD team for your group (E, F → Petr Kubelka, G → JIRA ticket at SWD).

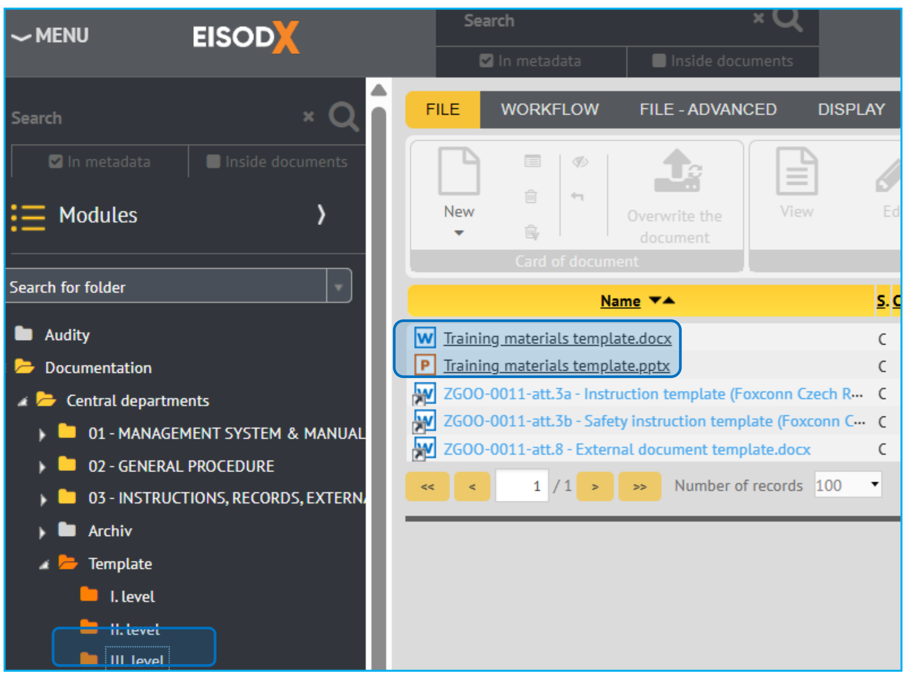
Requirements, formats and templates for training materials

The following are the minimum formal requirements that must be included in a document uploaded to the training materials folder:

- Document title
- Author's name
- Document designation - in the title and within the document on each slide/page (consisting of the assigned number and version, e.g.: ZMOO-xxxx, ver.1)
- Page numbering

Documents of various formats can be inserted into EISOD, such as: pptx; .docx; .xlsx; .mp4 etc. .pdf format can also be inserted, but this is not recommended due to the possible difficulty of future editing.

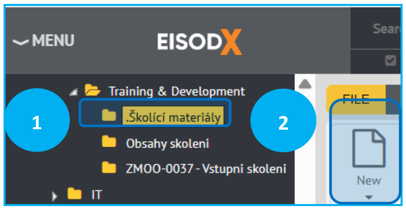
To make things easier and more uniform, two basic templates for .[pptx](#) and [.docx](#) have been created for the training materials (download them by right-clicking on the desired template and then selecting "export").



Inserting a new document into EISOD

To upload a new document, you need to obtain its number, which varies depending on the level in which the folder is located (level 1 - 3, training materials are located in level 3). For the E+F group, the document number is obtained by contacting Petr Kubelka, who will provide the assigned number. For the G group, employees generate the document number themselves, see further description below.

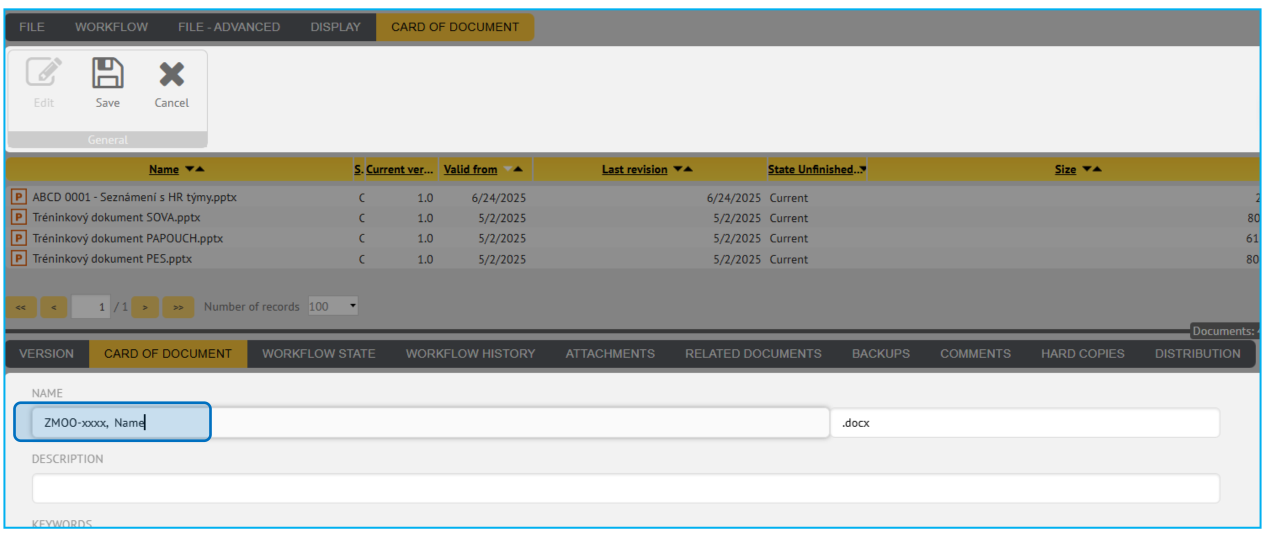
To insert a new document (and on the G group to generate its number), find the appropriate folder where the document should be stored in the tree structure located on the left side of EISOD. And click on *File* - *New*.



Next, the procedure varies according to the employee's business group affiliation.

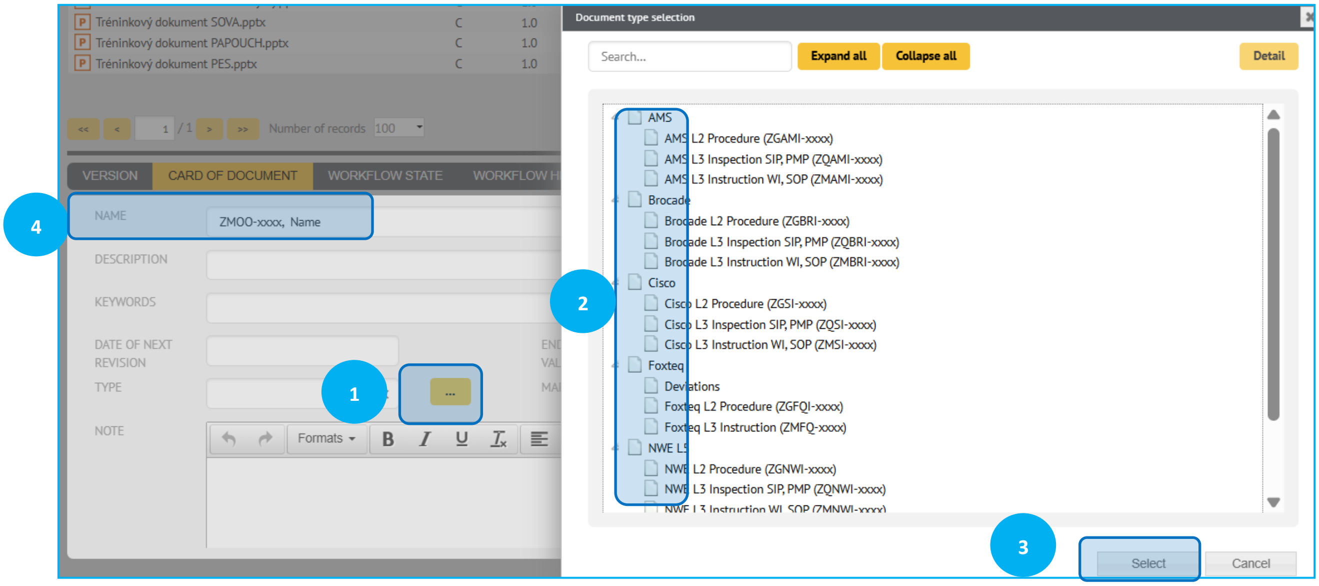
E+F:

Only the Document *Name* is to be filled in, with the specific assigned document number instead of *xxxx* below. The other fields are optional.

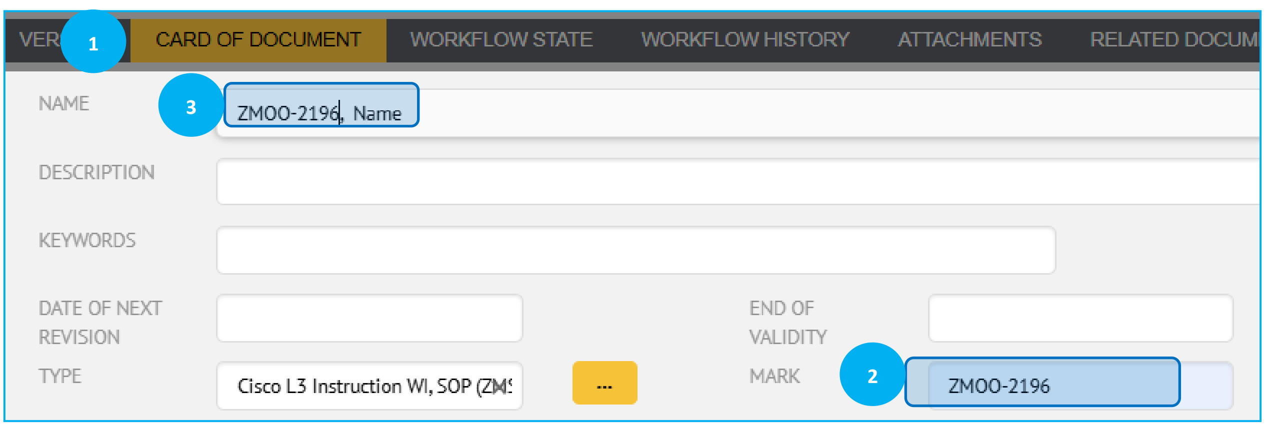


G:

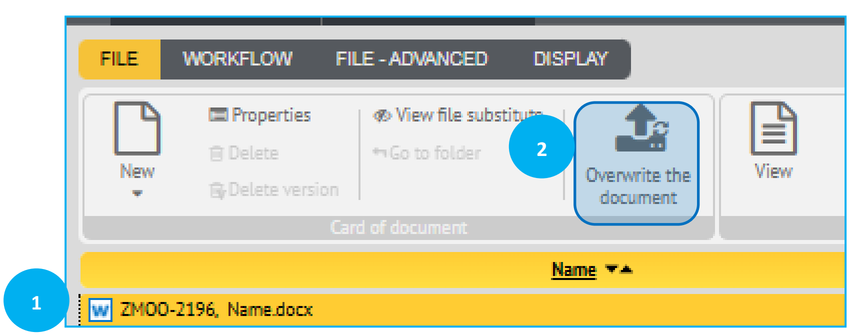
G group employees obtain the document number by clicking on the "three dots" symbol. They then select the appropriate classification (by business and level) in the table and confirm the selection.

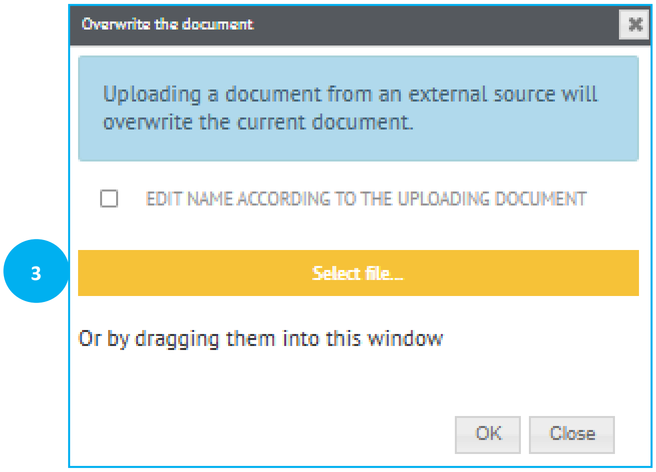


This will generate a document number in the *CARD OF DOCUMENT* in the *MARK* field, which we will insert into the title.

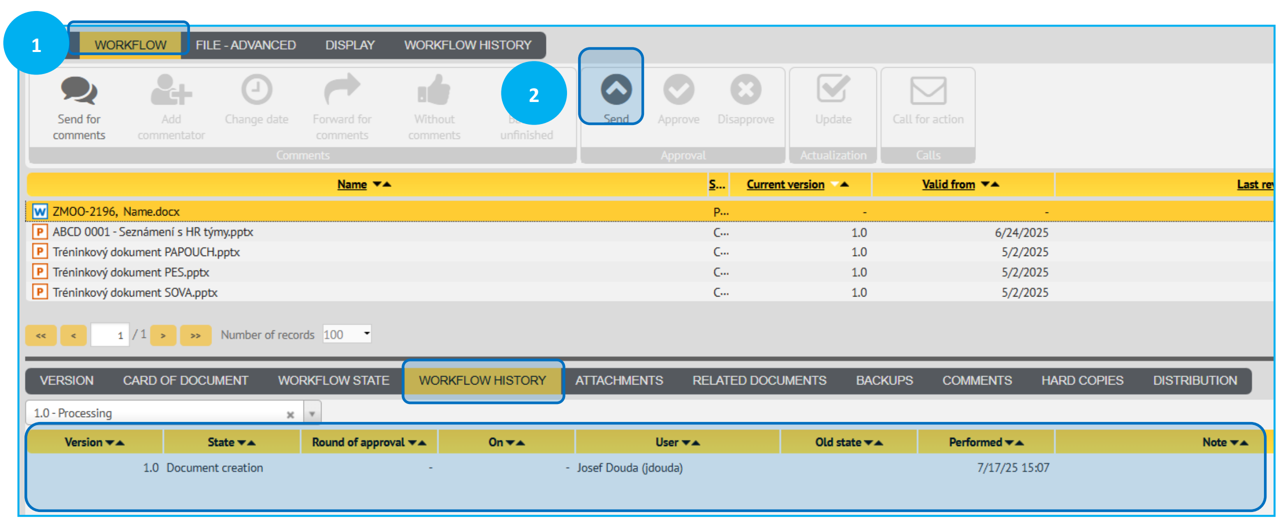


Next steps are the same for everyone. Select the document you just prepared by clicking on it and choose *Overwrite the document* on the *FILE* tab. Insert it by dragging it apart from the disk or via *Select file...* and confirm via *OK*.

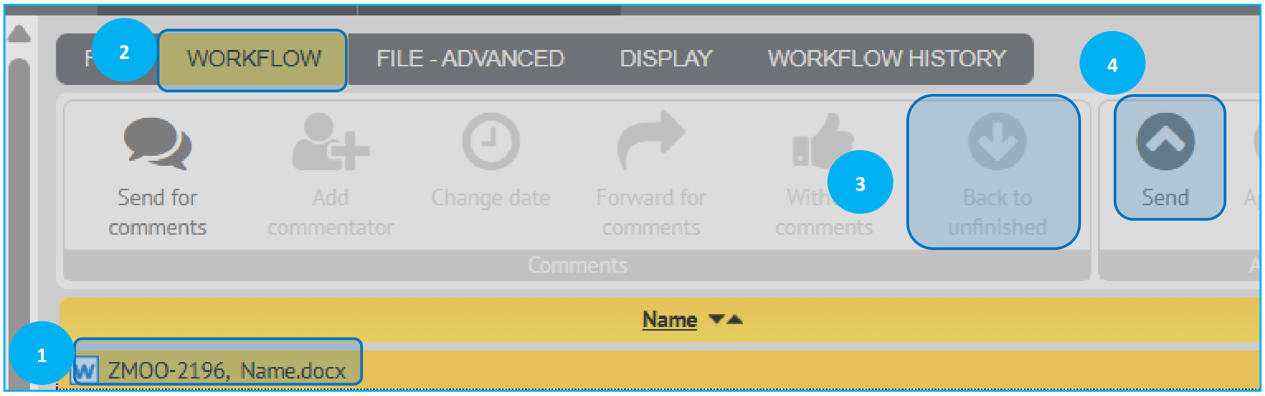




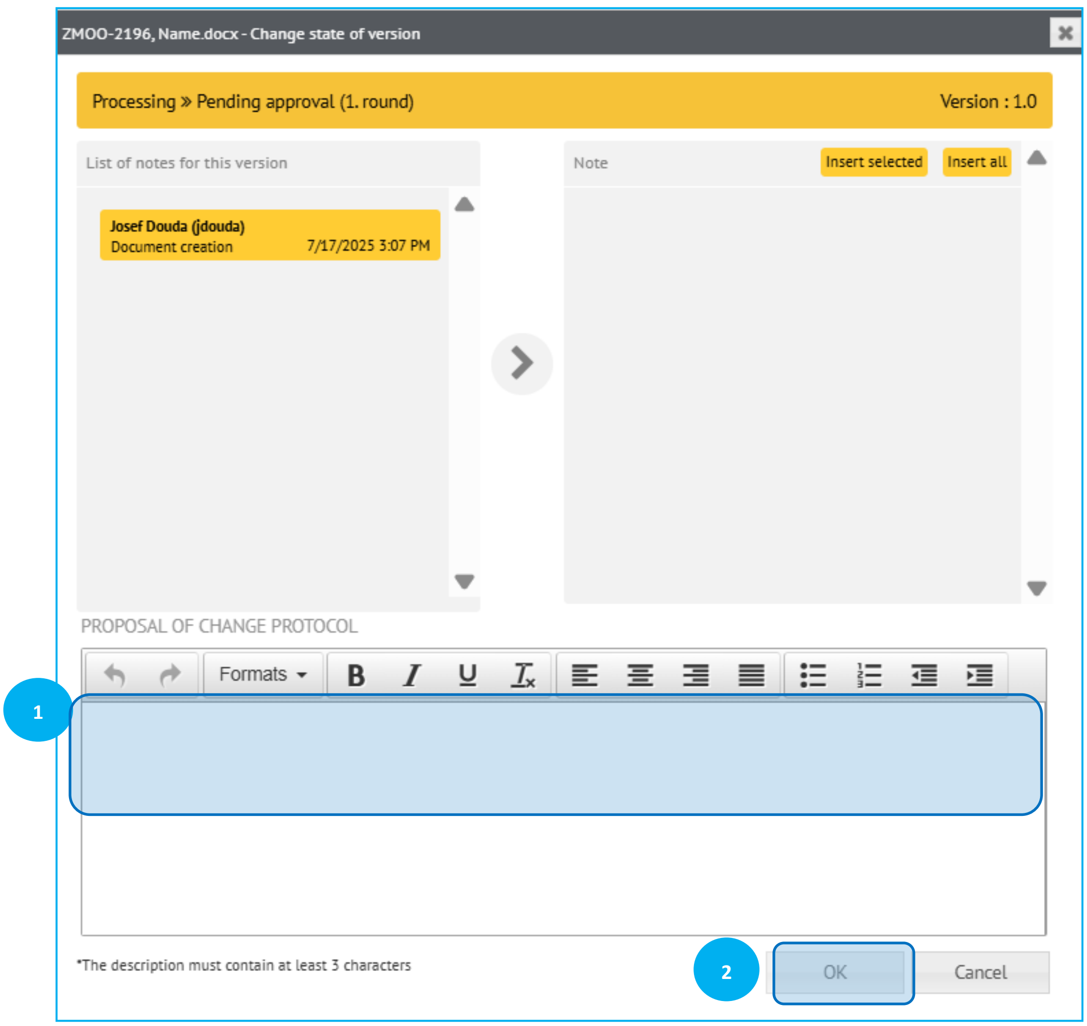
This will insert the document itself. We can still open the document and verify that it has uploaded correctly. In the workflow tab, the document can then be sent for comments via the *Send for comments* icon. Once the commenting is complete and any comments have been resolved, we send the document for approval via the *Send* icon. Alternatively, the commenting phase can take place outside the EISOD system. When sending the document for approval, we will include this information in a note. ***The first approver is the EISOD person responsible for the group, followed by the approver of the folder (usually the head of the team or department). Specific information can be found at the bottom of the WORKFLOW STATE or WORKFLOW HISTORY tab.***



And then we can send the document for approval by selecting it and clicking on *Back to unfinished* on the workflow tab and then click on *Send*.



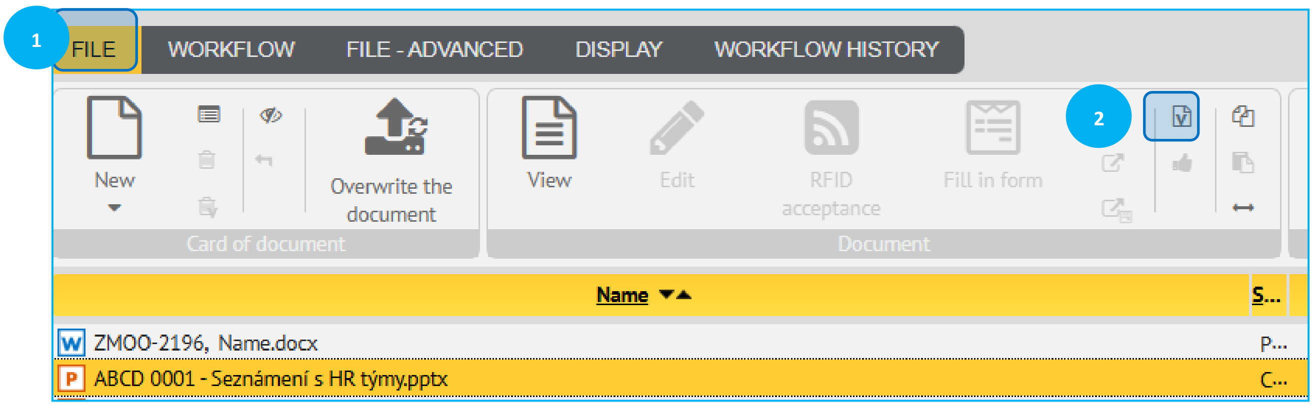
Then a window will pop up, where we write a brief description at the bottom and click *OK*. This sends the document for approval.



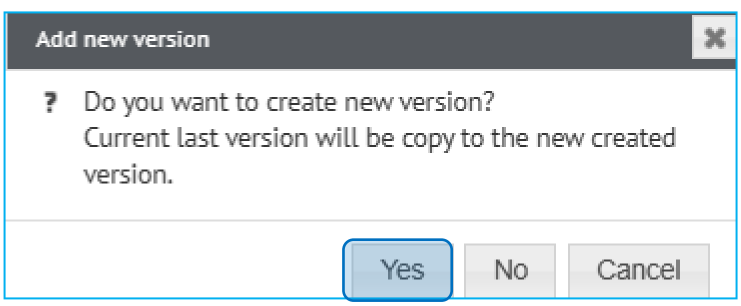
Uploading a new version of a document

If the content of a training document is changed, the modified document must be uploaded to EISOD as a new version. The new version will then automatically trigger a retraining request in TRM. Of course, users with this assigned document do not need to be retrained in full, but only familiarise themselves with what has changed. It is therefore important to describe well what parts have changed.

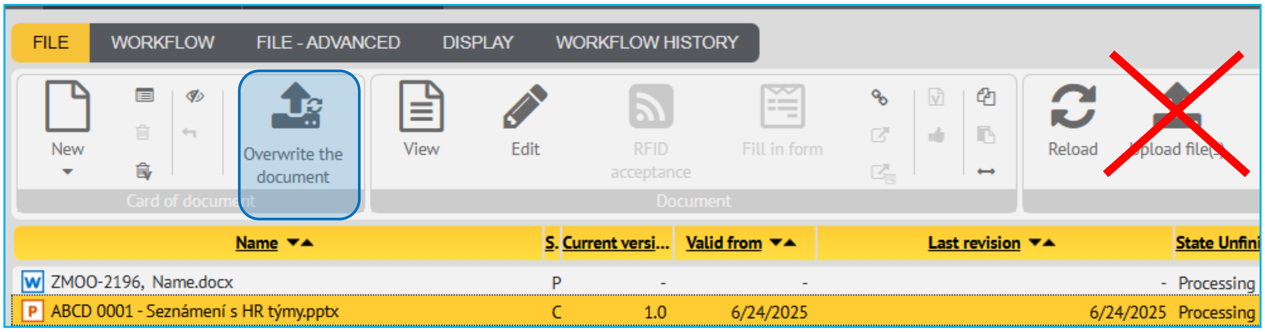
To insert a new version, start by selecting the relevant document in EISOD and click on *FILE* in the main tab and select *New Version*.



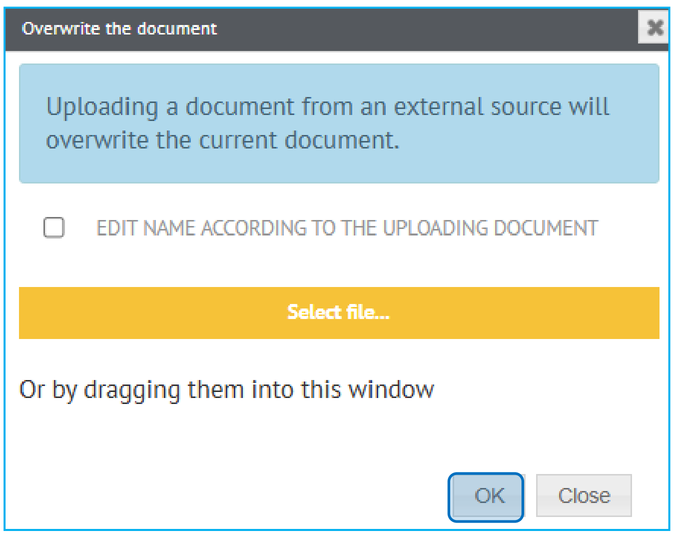
After clicking on the *New Version* icon, the "add new version" window will pop up and confirm *Yes* here.



Again, select the file you want to increase the version of and select *Overwrite the document*. If we were to use *Upload file(s)*, the document would be duplicated and re-uploaded as a new one, which is undesirable.



When we click *Overwrite the document*, the window appears, where we add the newly created version of the document and finish via *OK*.

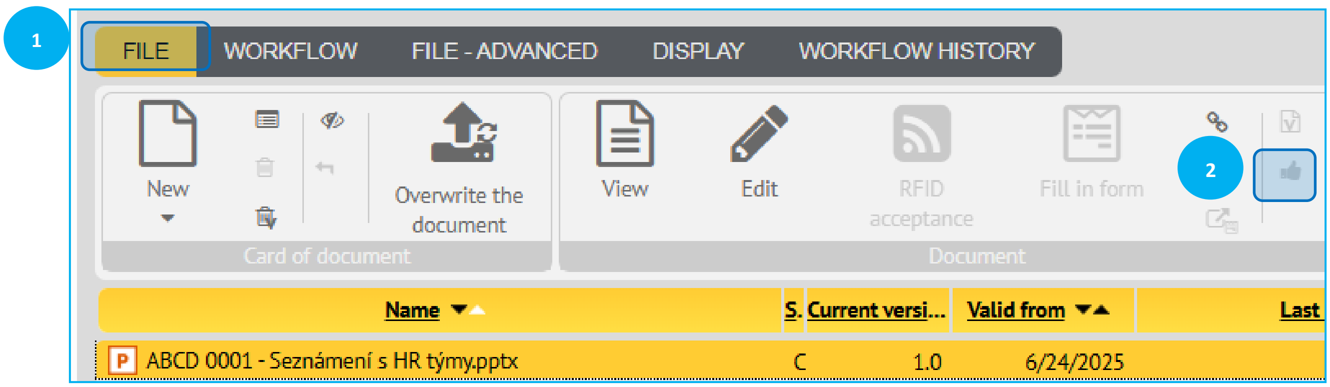


This will upload the new version of the document to EISOD and it needs to be sent to the next step of the workflow. ***Then, as with uploading a new document, a window will pop up after submitting, describing the detailed list of changes to the document at the bottom (important for TRM users to know what to retrain on) and click OK***. This sends the new version of the document for approval and once all the steps in the workflow (approval and update) are completed, it is written to TRM no later than the next day).

Document revision

In EISOD, a regular review of documents after two years is set up to keep the documentation up to date. Before the expiration of 2 years, document producers are invited by email notification to revise them. We open the requested document and check if the content is up to date. If the document is not up-to-date, you need to make the necessary modifications and follow the instructions from the previous chapter to upload a new - up-to-date version of the document. If the document is still valid in that form, proceed by confirming the document revision as described below.

Select the desired document and on the main tab click on the *FILE* option and select the "thumbs up" icon - *Do Revision*.

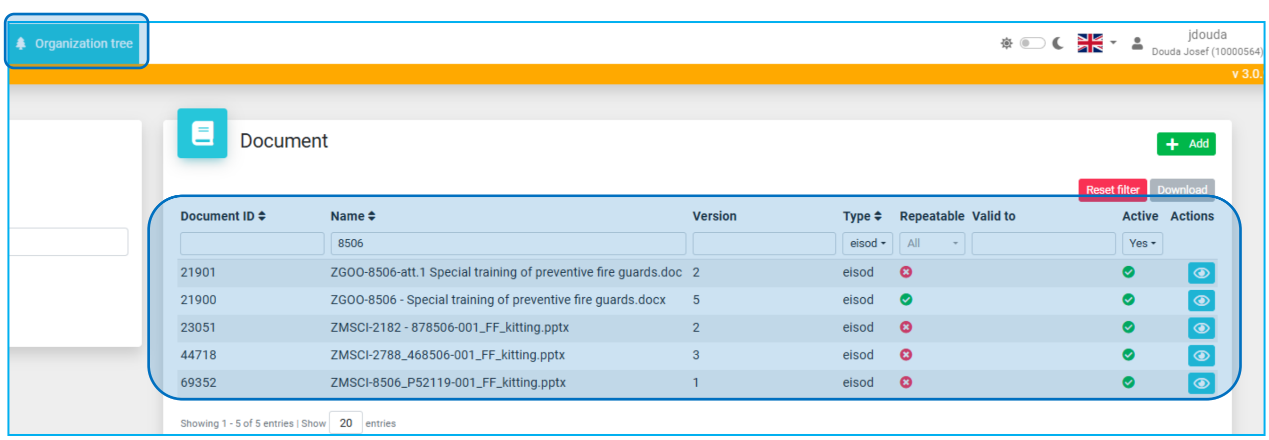


The *New Revision* window will then pop up, where we write a brief note and select the latest date for the next revision (i.e. no later than 2 years from the date).

Revising a document in EISOD (as opposed to the new version) does not trigger retraining in TRM IL.

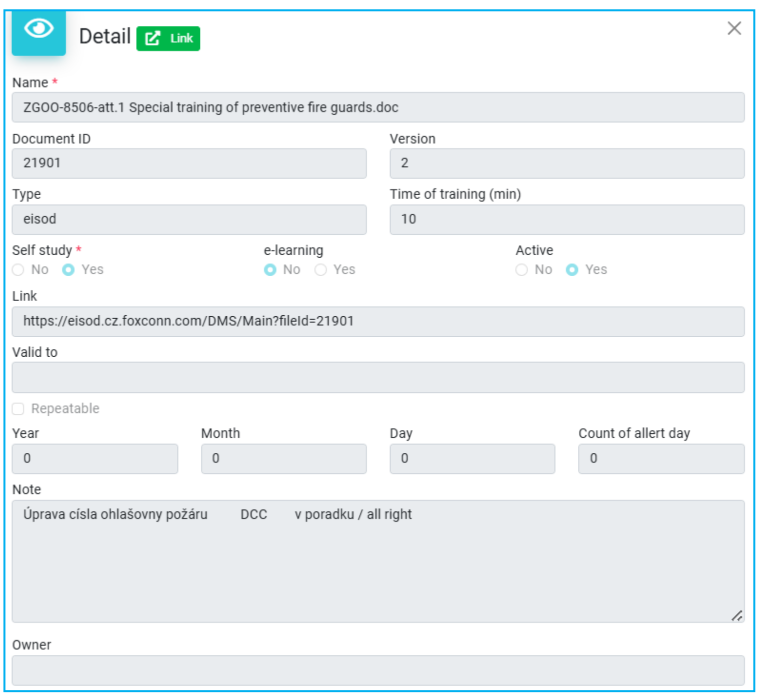
Viewing EISOD documents in TRM

The list of documents integrated from EISOD can also be seen in TRM, on the Organizational Tree tab. Here you can search by individual columns. A description of the documents follows below the screen.



- *Document ID* - unique identification of the document (for EISOD documents automatically according to EISOD)

- *Name* - the name of the document (for EISOD documents automatically according to EISOD)
- *Version* - the current version number of the document (for EISOD documents automatically by EISOD)
- *Type* - EISOD documents are created in EISOD and non EISOD directly in TRM
- *Repeatable* - a cross in the red circle indicates an item without retraining, a "pipe" in the green circle indicates retraining after a certain time (for EISOD documents this is set in TRM. It is uniform for all, only admin can edit → .HR Training
- *Valid to* - if the document was set to limited validity, there will be an end date
- *Active* - ability to search between active and inactive documents. Inactive documents are marked in red, active in green.
- *Actions* - permissions that I have on the document. Via *Detail* ( ) we can view additional information about the document (individual fields are described below in the section on creating a non EISOD document).



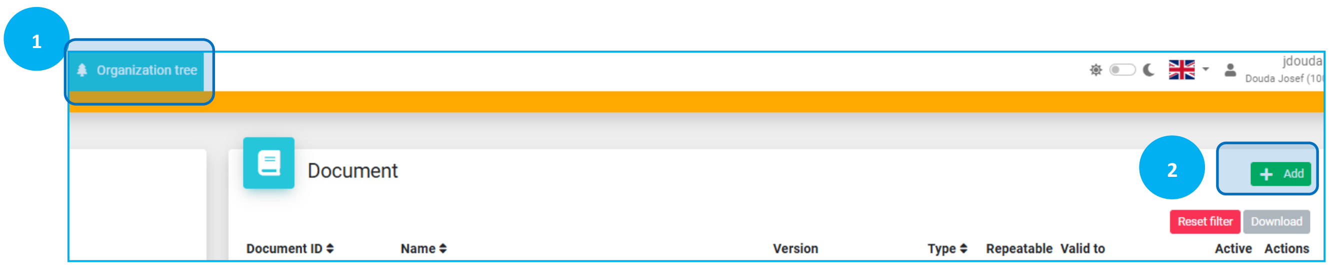
Non EISOD documents

As the name suggests, this type of training items (= documents) is not based on EISOD and can be created directly in TRM. It is primarily a type of training that has no basis in any written document. A link to a web page, various repositories, etc. can be added to a non

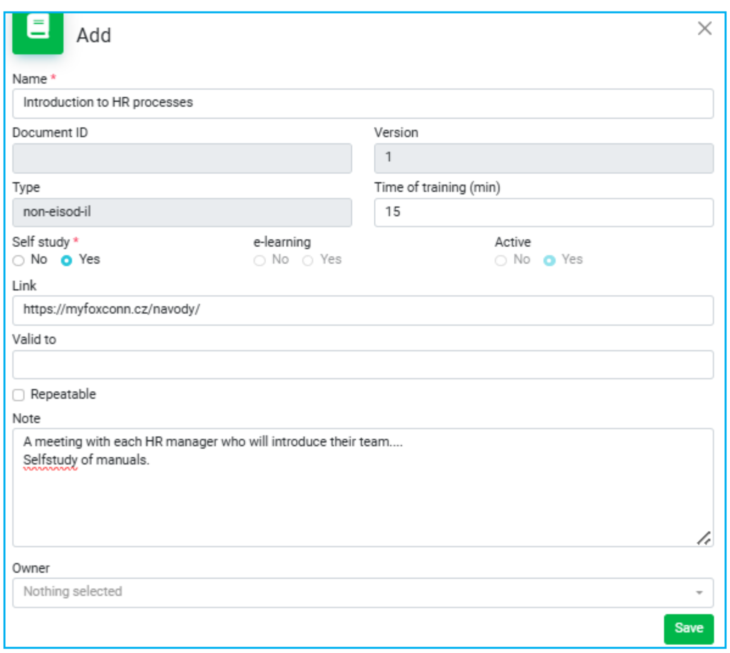
EISOD document in TRM to provide additional or useful information. ***In this respect, non EISOD documents should be handled with care to avoid violating the principles of working with controlled documentation in contravention of various ISO standards etc. Managers create their own non EISOD documents, they do not see non EISOD documents created by someone else.***

Creation of a new non EISOD document

Start creating a non EISOD document in TRM under the *Organization Tree* tab by clicking on *+ Add*.



This will open a new pane within which we will fill in the necessary fields described below. The description is again below. All the data that is filled in here will be visible to the employee during self-study after the assignment of the document. Fields that are greyed out are filled in automatically and cannot be edited at the time. ***Only fields marked with an asterisk are required to be filled in. However, it is recommended to fill in more fields that can then be useful to employees during self-study, such as Note or Reference.***



Name - indicate what the training item (document) should be called

Document ID - unique identification of the document

Version - the current version number of the document (for a newly created document this will always be 1)

Type - Since the document is created in TRM, it is marked as non-eisod-il

Time of training - the estimated self-study time in minutes

Self study - *Yes* means that the employee can then confirm their training on this training item by self-study. The *No* option means that the training record can only be confirmed by the electronic signature of the employee and the trainer via SignPad.

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 is up for consideration whether it makes sense to assign it in TRM)

Active - A new document is always created as active by default

Link - Option to insert a link to a website, repository, etc. for more useful or additional information. Employees will then see the document in active training as a click-through to that link.

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

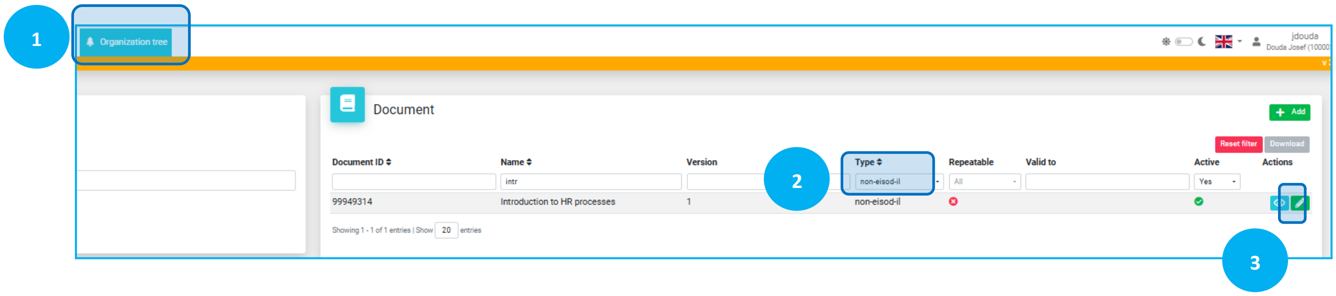
Repeatable - if it is to be set to retrain after a certain period of time, a "square" should be checked and the desired retraining period set. If unfilled, this is a one-time training document (until a new - higher version of the document is released).

Note - it is recommended to include useful or clarifying information here to support effective training.

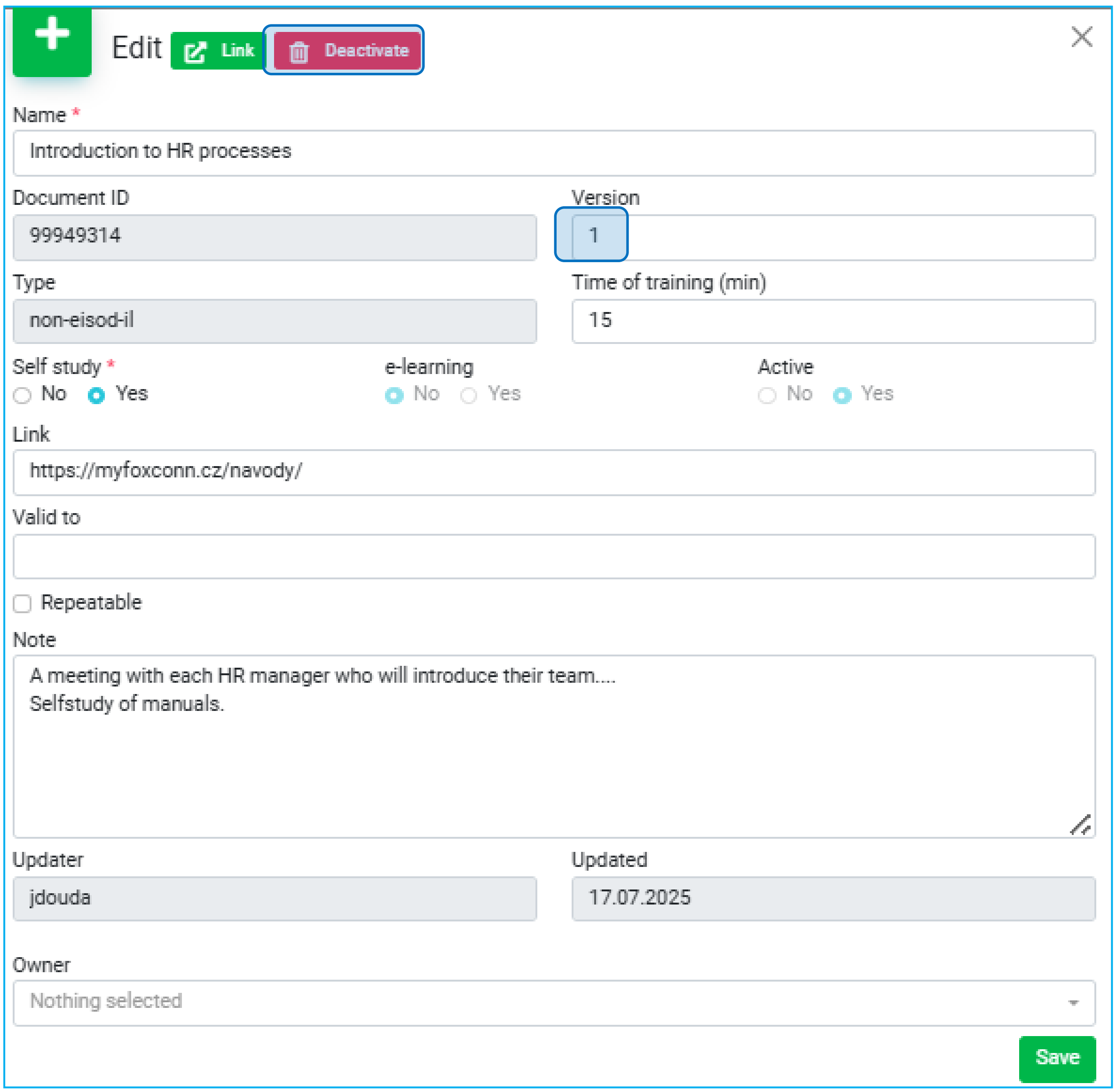
Owner - if I am creating my own document as a supervisor, I will list myself here (if I do not have delegation of rights from anyone else, I will have no choice). As the delegated person, I select the supervisor for whom I am creating the document.

Editing non EISOD documents

We can find our already created non-EISOD documents again in the *Organization Tree* tab of → *Document*, we can filter them in the *Type* column. You can start editing the selected document by clicking on the pencil symbol.



This will open a similar window as when creating a new document:



We can set or edit similar attributes as when creating a document. The only differences are:
Version - we can increase the version of the document +1 to the existing digit. For example,

when the content of the training changes. Increasing the version of employees with an assigned and already trained document will generate a new retraining.

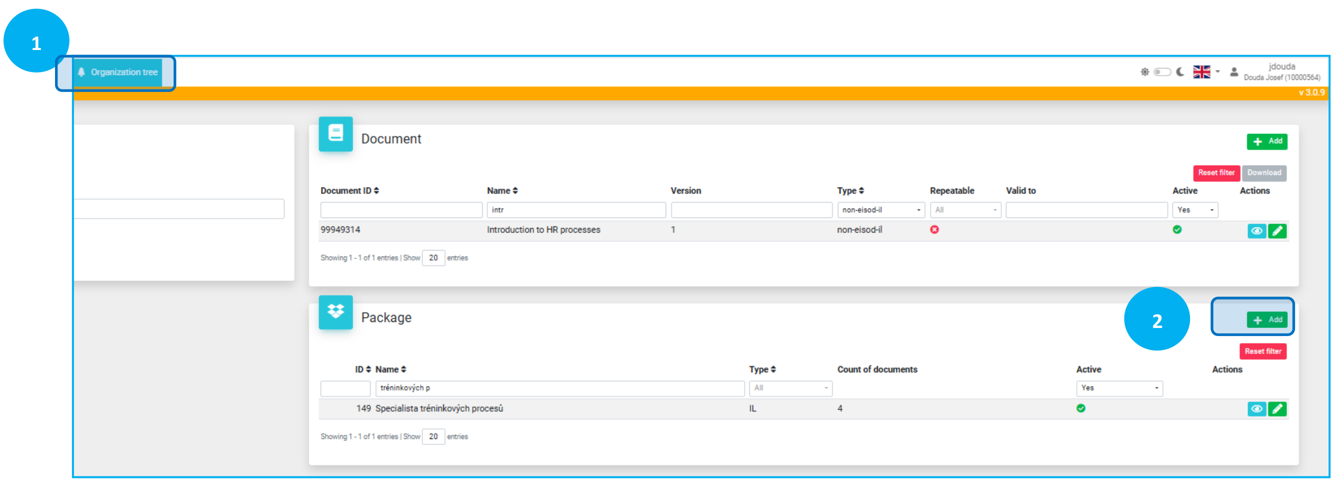
Deactivate - if a document/training is no longer relevant, this can be used to deactivate it so that no one will be trained on the document anymore.

Organizational tree- Packages

In order not to have to assign (see the following section on allocations) the training content forming the training matrix on a document by document basis, it is possible to create so-called packages in TRM. One package (e.g. a training matrix for a certain profession) can contain any number of documents. Thus, by creating individual packages, we can facilitate subsequent allocation in case a certain group of documents is relevant for assignment to several different employees, etc. ***As a supervisor we can only see our own packages, we cannot see packages of other supervisors.***

Creating a package

We can start creating a package through the *Organization Tree* → *Package*. We can start the package creation via the *+ Add* button.



Then a pane will pop up where we can name the package and add individual documents to it.

Package naming

Type – IL is visible only in IL TRM. For example

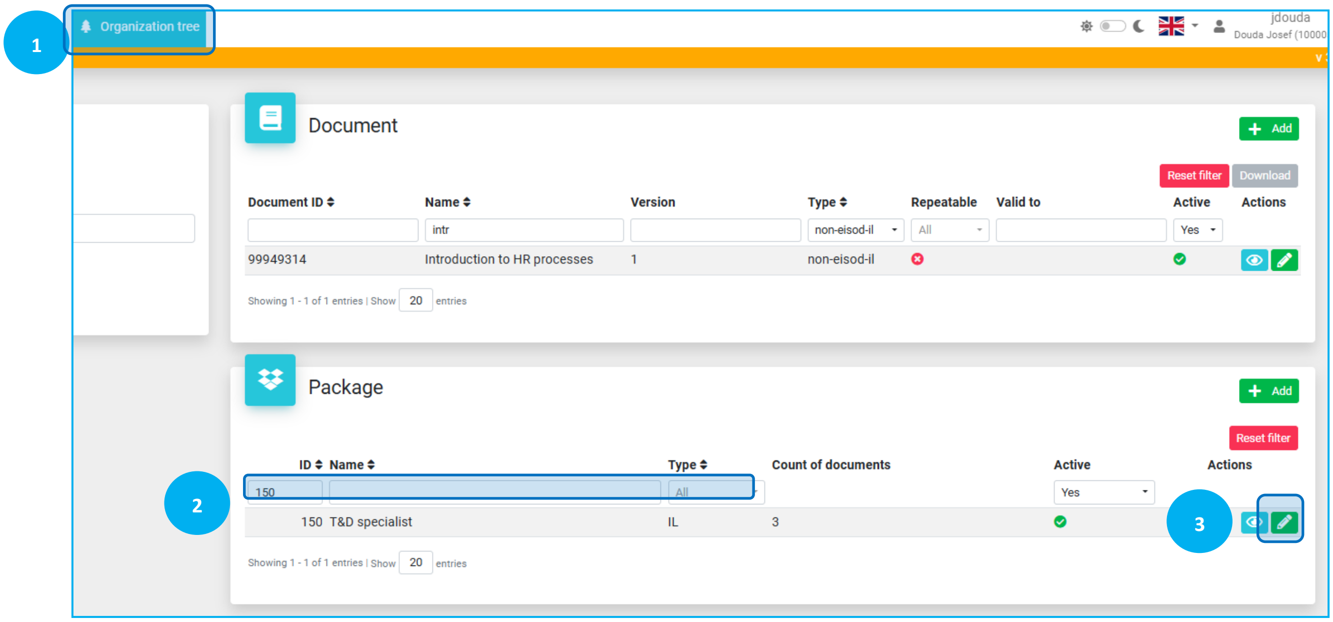
Documents - The selection of the document is confirmed with an enter key or left mouse click.

Active - A new package is always inherently created as active

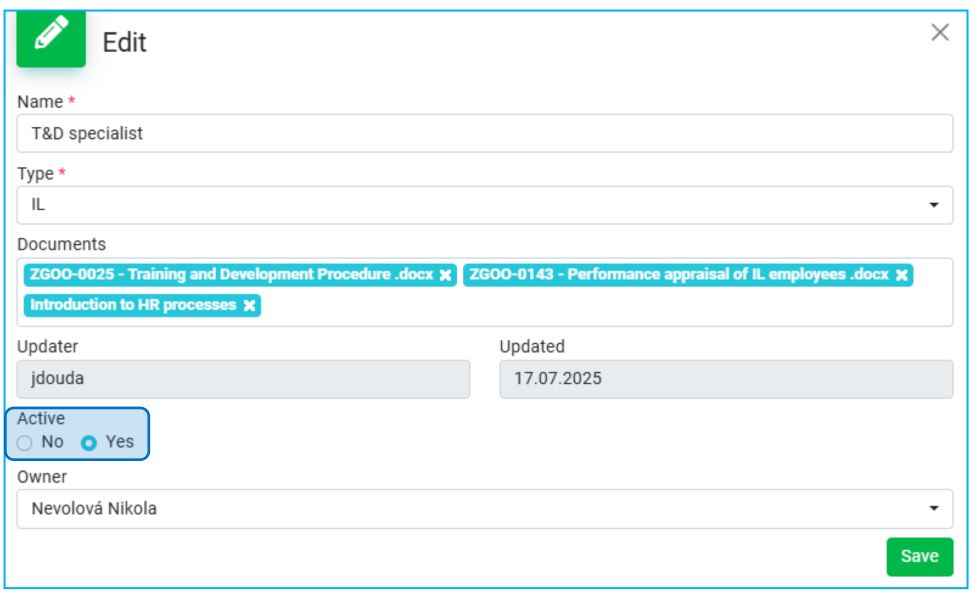
Owner - If I am creating my package as the leader, I will list myself here (if I don't have delegation of rights from anyone else, I won't have any other option). As the delegated person, I select the manager for whom I am creating the package.

Editing packages

We can find our already created packages again in the *Organizational Tree* tab→ *Package*, we can filter them by name etc. You can start editing the selected package by clicking on the pencil symbol.



This will open a window similar to the one used when creating a new package:



Here, the most common change is probably to edit the individual documents in the package. Click on the cross after the document name to remove it from the package if it is out of date. Alternatively, by typing the name of the document and then confirming the selection, we can add the documents.

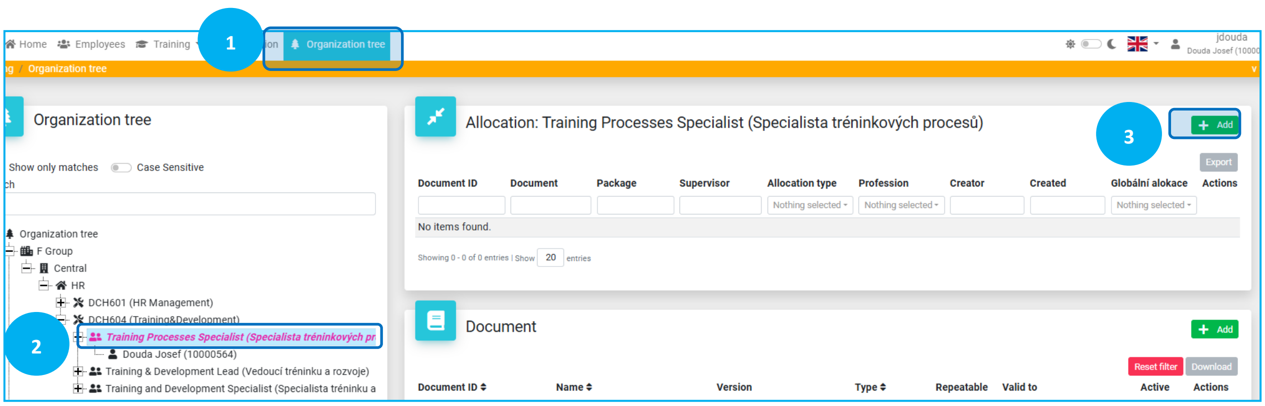
A new option compared to creating a new document is that we can make a document inactive by changing the *Active* value to *No*. Any changes need to be confirmed by clicking *Save*.

Organization Tree- Allocations

Allocation = Assignment. Through allocations, the required training items (documents) are defined for each profession by assigning them to the required level in the organization tree. We can assign documents to any level throughout the depth of the structure we maintain.

Creating an allocation

In order for the *Allocation* tab to appear at all, we first need to mark the desired level in the organization tree (in the example below, the Training Process Specialist profession is marked as such). To start creating an allocation, click on *+ Add*.

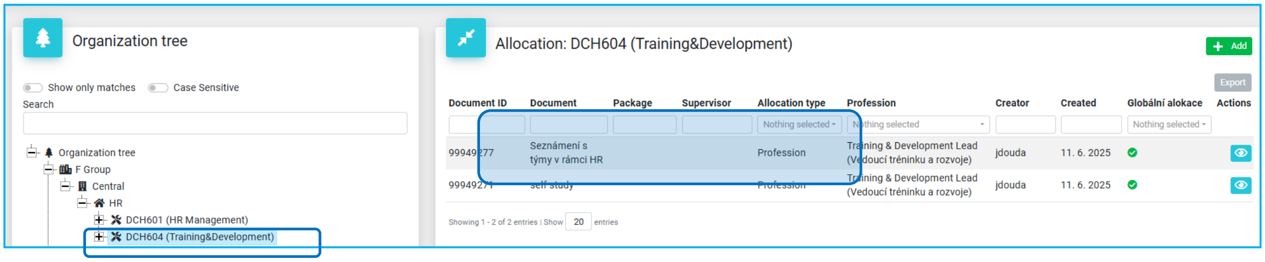


When allocating to a selected profession, we can select the necessary documents or packages. In the *Supervisor* field, we then enter ourselves (if we are creating the allocation from the position of a supervisor) or select the supervisor in whose place we are entering the allocation (if we are in the role of a so-called delegated person).

Confirm the allocation via *Save*.

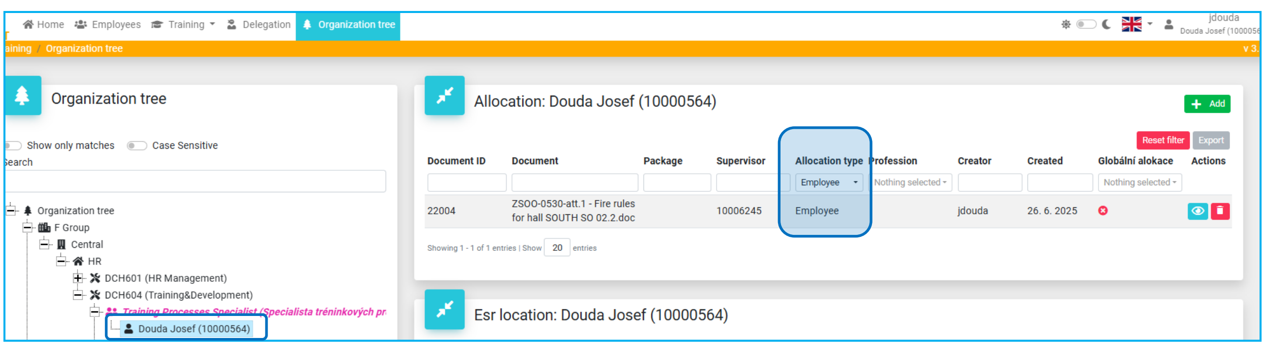
"Inheritance" of allocated documents

An allocation created at a particular level is inherited by all the children of the person who created the allocation, all the way down to the bottom of the structure. That is, the document allocation in the example below will be assigned to all ILs on DCH604:



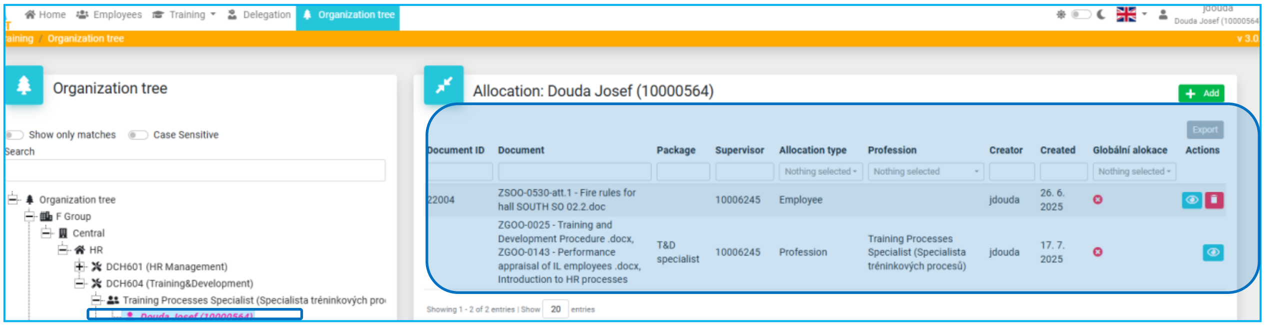
However, if there are employees at that cost center other than the supervisor who created the allocation, only the subordinates of the allocation creator will be assigned the document.

In this way, allocations are "inherited" at all levels from group, to division - department - cost center, to profession to specific employee. Each new employee who meets the rules automatically "inherits" a set of defined training items when he/she starts a new profession. Only the allocation created per specific employee is unique and non-transferable, see example of such below:



Preview of created allocations and their modification

An overview of the currently created allocations for any level of the organizational structure can be obtained by marking the desired level of the organizational structure. Here, I always see the allocations created for that level or "inherited" from higher levels of the organizational tree.



The explanations of each column and action:

Document ID - Document ID (displayed only for assigned individual documents, not for assigned packages)

Document - document name (for whole package assignments, this shows the individual documents in the package separated by a comma)

Package - name of the package, if the whole package has been allocated

Supervisor - the ID of the manager on whose behalf the allocation was created is displayed here

Allocation type - the level at which the allocation was created

Profession - this is displayed if the allocation was created for a specific profession

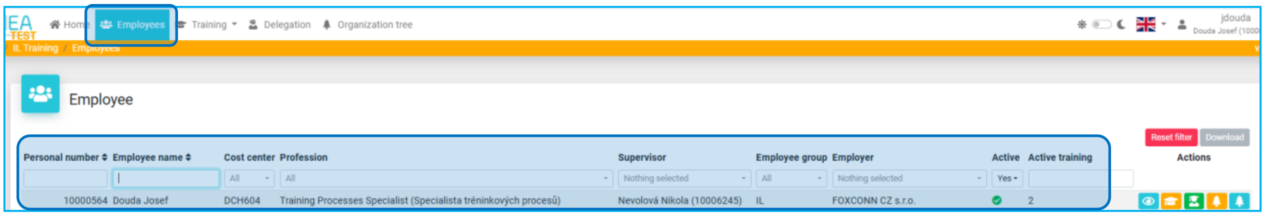
Creator - login of the user who entered the allocation into TRM

Created - the date the allocation was entered into the system

Global allocation - can only be entered by the system admin, e.g. for all employees in the assistant profession. The allocation is then written to all assistants within the company

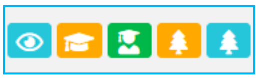
Employees

The Employees tab displays a list of all IL employees under us. In the individual columns we can see information about the employee including the number of active trainings = the sum of individual training documents currently assigned for training.



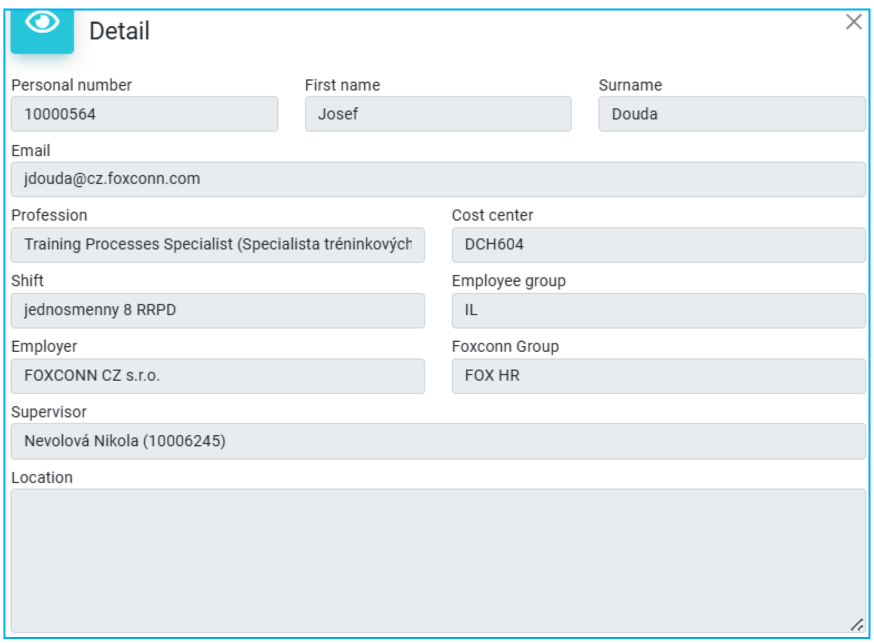
Employees- actions

At the end of the row, individual actions are then available for each employee:

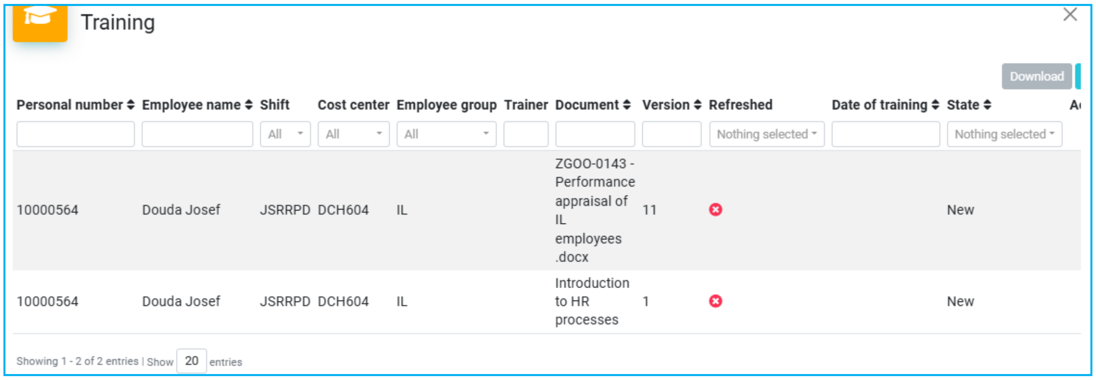


Below we will then go through the details of these actions/setups in chronological order.

Detail - employee card view.



Training - here we can see the individual active training sessions that the employee is currently due to complete.



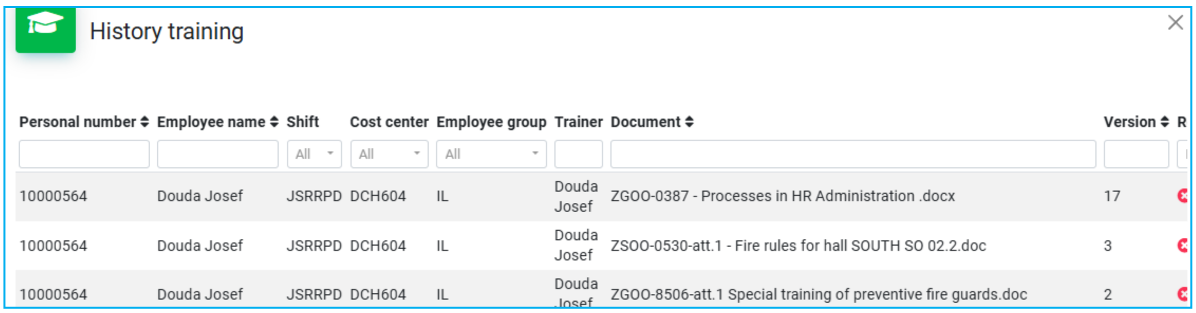
Training

Download

Personal number	Employee name	Shift	Cost center	Employee group	Trainer	Document	Version	Refreshed	Date of training	State	A
		All	All	All				Nothing selected		Nothing selected	
10000564	Douda Josef	JSRRPD	DCH604	IL		ZGOO-0143 - Performance appraisal of IL employees .docx	11			New	
10000564	Douda Josef	JSRRPD	DCH604	IL		Introduction to HR processes	1			New	

Showing 1 - 2 of 2 entries | Show 20 entries

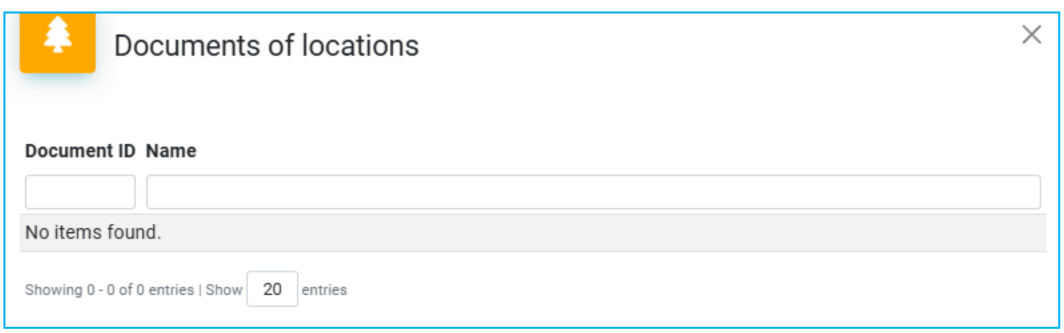
History Training - an overview of the documents already trained.



History training

Personal number	Employee name	Shift	Cost center	Employee group	Trainer	Document	Version	R
		All	All	All				
10000564	Douda Josef	JSRRPD	DCH604	IL	Douda Josef	ZGOO-0387 - Processes in HR Administration .docx	17	
10000564	Douda Josef	JSRRPD	DCH604	IL	Douda Josef	ZSOO-0530-att.1 - Fire rules for hall SOUTH SO 02.2.doc	3	
10000564	Douda Josef	JSRRPD	DCH604	IL	Douda Josef	ZGOO-8506-att.1 Special training of preventive fire guards.doc	2	

Documents of location - here we will see any training assigned from the production DL module, where training is not assigned via the organization tree, but via the ESR (physical breakdown of the company via halls, lines to individual operator nests). Even some IL employees who are close to the production process may be assigned to the primary DL designated ESR, and therefore may receive assigned training from it in that case.

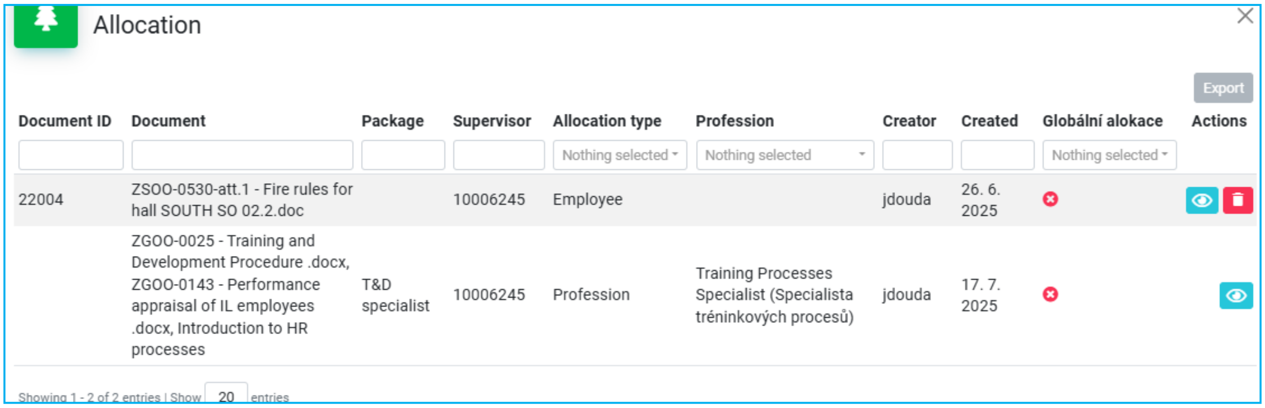


Documents of locations

Document ID	Name
No items found.	

Showing 0 - 0 of 0 entries | Show 20 entries

Allocation - an overview of the trainings assigned directly in the organization tree in the IL TRM.



Document ID	Document	Package	Supervisor	Allocation type	Profession	Creator	Created	Globální alokace	Actions
				Nothing selected	Nothing selected			Nothing selected	
22004	ZSOO-0530-att.1 - Fire rules for hall SOUTH SO 02.2.doc		10006245	Employee		jdouda	26. 6. 2025		
	ZGOO-0025 - Training and Development Procedure .docx, ZGOO-0143 - Performance appraisal of IL employees .docx, Introduction to HR processes	T&D specialist	10006245	Profession	Training Processes Specialist (Specialista tréninkových procesů)	jdouda	17. 7. 2025		

Showing 1 - 2 of 2 entries | Show 20 entries

Training

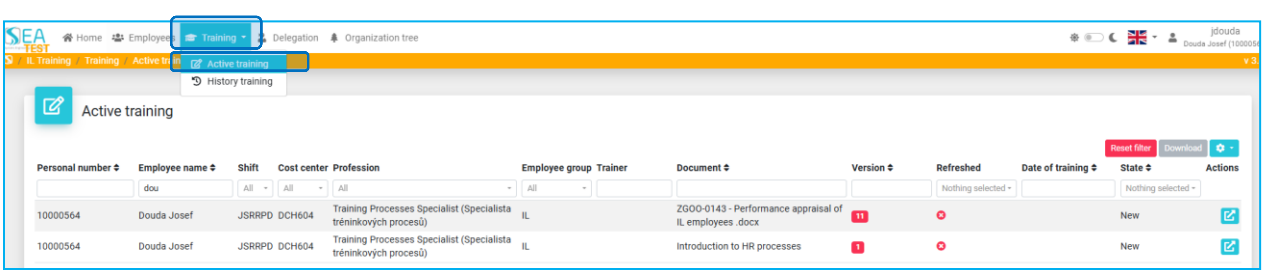
The training section is divided into two tabs - active and history. So here we get an overview of what our subordinates have or have not yet completed. Again, we will see data on the completion of training items for our entire subordinate structure. We can check here continuously or before the upcoming audits what training items are fulfilled or what is missing for whom. We can also search for information in the individual columns according to individual employees, training documents, etc.

In the active training tab we can find the training (documents) that are waiting to be trained.

Active training

Here we can see an overview of all active training in our subordinate structure that are currently waiting to be trained in TRM IL. The *Version* field also lists the version of the document to be trained.

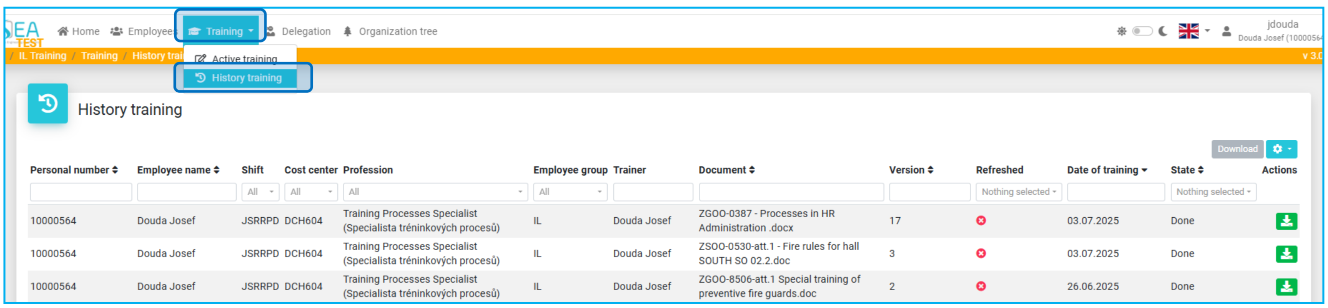
If we don't see any data in the active training (and we don't have any filter entered either), it means that there is no document waiting to be retrained in the structure under us (i.e. all our employees are trained, or it can also mean that no document allocation for the training matrix has been created for the profession yet).



Training history

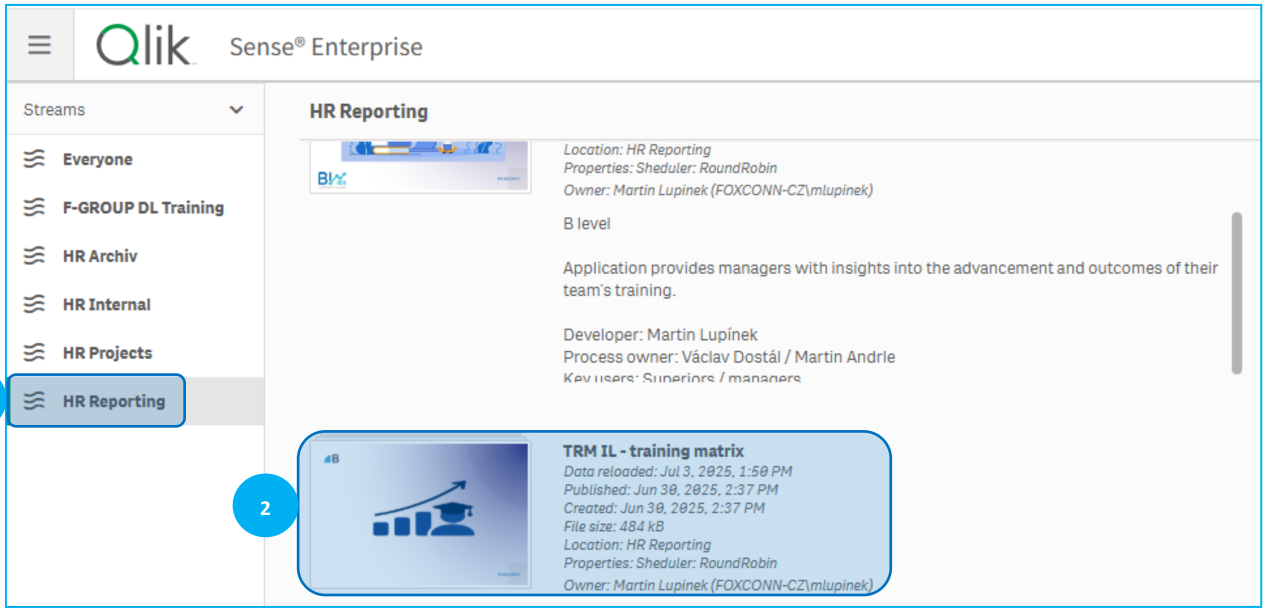
An overview of all completed training sessions for each document in your child structure. Again, we can filter by the values in each column. In addition to the trained documents from the training matrixes, we can also find records here:

- Completion of face-to-face statutory training (e.g. first aid training)
- from initial training
- o completion of e-learning in myFox if the general course is based on EISOD documentation

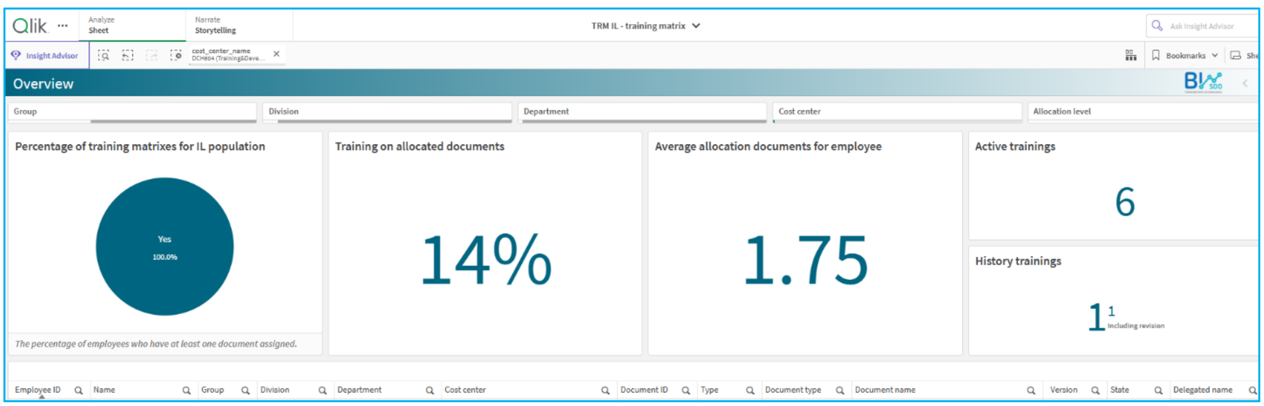


Qlik application: TRM IL- training matrix

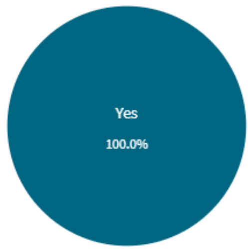
In order to clearly monitor the completion of training matrixes and their subsequent fulfilment, a new application TRM IL - training matrix has been created for managers with access to Qlik. Any delegation of the supervisor's rights in TRM IL to a delegated person does not apply to Qlik.



In the application there are the following basic indicators:



Percentage of training matrixes for IL population



The percentage of employees who have at least one document assigned.

Percentage of employees in our structure who are assigned at least one document (training matrix) in TRM IL.

Training on allocated documents

14%

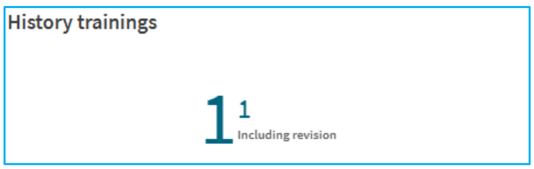
Percentage of employees trained on assigned documents.

Average allocation documents for employee

1.75

Average number of documents assigned to the training matrix per employee.

The number of active training (documents waiting to be trained) in our subordinate structure.



The larger number calculates the total number of documents already trained in the subordinate structure. If we are trained multiple times on different versions of the same document, it counts here as 1. On the other hand, the smaller number also counts each individual training on different versions of the same document.