

**From:** [Forum for Human Resource trainers](#) on behalf of [Hsieh, Patricia](#)  
**To:** [AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU](mailto:AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU)  
**Subject:** [AMS-HRTRAINERS-L] TrainTraq 2.0 Training on Centra  
**Date:** Friday, October 09, 2009 1:17:04 PM  
**Attachments:** [Roles in TrainTraq.pdf](#)

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Dear A&M System HR/Training listserv members:

I am pleased to inform you that TrainTraq 2.0 is scheduled for roll out on or shortly after November 1. As you may recall, like LeaveTraq and other SSO applications, TrainTraq 2.0 will be role-based (a summary of roles is attached). System Training will be providing training for two of these roles: Training Admin and Workstation Processor. You will be able to view the training on Centra using any computer with Internet access, with audio over the telephone (conference call). Instructions and topics for each session are given below.

**Training Admin Role – Tuesday, Oct. 27, 1:30-3:30 p.m.** Topics include:

- Overview of all roles, with emphasis on Training Admin role functions
- New features in TrainTraq 2.0
- How to search for employee training information
- How to access and understand assignment and completion reports
- Creating and deleting course assignments
- Adding and withdrawing course completions

URL to attend: <http://165.95.250.7/GA/main/000001c298e9000001241be6f1c58664>

Event ID: RMP992843

Meeting Password: TrainTraq

Conference call number: (979) 847-9188

**Workstation Processor Role – Wednesday, Oct. 28, 10:00 a.m. - noon.** Topics include:

- Overview of all roles, with emphasis on Workstation Processor role functions
- New features in TrainTraq 2.0
- How to search for employee training information
- How to access and understand assignment and completion reports
- Creating and deleting course assignments
- Adding and withdrawing course completions

URL to attend: <http://165.95.250.7/GA/main/0000015023d200000123525b7b6abe51>

Event ID: CHH112125

Meeting Password: TrainTraq

Conference call number: (979) 847-9188

Everyone is welcome. However, note that there is a limit on the number of phone lines that can participate in the conference call (22), so if you have multiple participants in the same location, it would be helpful if you can all gather around a speakerphone and a computer. Please RSVP to me at [phsieh@tamu.edu](mailto:phsieh@tamu.edu) so we can plan and make adjustments or add additional sessions if needed.

If you are unable to attend one of these sessions, we will make a recorded version available. In addition, we will work to accommodate other training needs upon request. We will also be

providing communications and training materials for distribution to your employees over the coming weeks. Please let me know if you have questions or suggestions. As always, thank you for your time and look forward to meeting with you during the training.

Regards,

Pat

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## Roles in TrainTraq 2.0

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<b>Role*</b>	<b>Capabilities</b>
<b>Employee</b>	<ul style="list-style-type: none"> <li>• View own training assignments and transcript.</li> <li>• Search catalog for courses.</li> <li>• Launch online courses.</li> </ul>
<b>Manager</b>	<ul style="list-style-type: none"> <li>• View training assignments and transcripts for direct reports.</li> <li>• Assign courses, programs, and tasks to direct reports.</li> </ul>
<b>Dept Processor</b> (“Restricted processor” in current TrainTraq)	<ul style="list-style-type: none"> <li>• View training assignments and transcripts for employees in designated ADLOC(s).</li> <li>• Assign courses and tasks to employees within designated ADLOC(s).</li> <li>• View and make assignments to groups within designated ADLOC(s).</li> <li>• Batch upload completions.</li> </ul>
<b>Workstation Processor</b> (“Workstation Processor” in current TrainTraq)	<ul style="list-style-type: none"> <li>• View training assignments and transcripts for employees in designated workstation(s).</li> <li>• Assign courses and tasks to employees within designated workstation(s).</li> <li>• View and make assignments to groups within designated workstation(s).</li> <li>• Batch upload completions.</li> </ul>
<b>Training Admin</b> (“Training Admin” in current TrainTraq)	<ul style="list-style-type: none"> <li>• View training assignments and transcripts for employees in designated workstation(s).</li> <li>• Assign courses and tasks to employees within designated workstation(s).</li> <li>• View and make assignments to groups within designated workstation(s).</li> <li>• Batch upload completions.</li> <li>• Create groups.</li> <li>• Create assignment rules.</li> <li>• Edit training catalog for designated workstation(s), including adding, editing, and activating courses.</li> </ul>

\* Where applicable, the term used for employees with a similar level of access in the current version of TrainTraq is included in parentheses ().