

## **INTRODUCTION**

The DLA Training Application System was designed to automate the tracking of training information from the time training needs are identified through training completions. The Training Office, Supervisors and Training Coordinators will maintain training data using a variety of functions throughout the system, depending on their security profile.

A key feature of the system is the use of a download from DCPDS of personnel data that would otherwise be entered by an operator, (i.e., employee name, SSN, pay plan, series, grade, etc.). The system is also designed to be user friendly in that it is menu driven, has numerous help screens, programmed inquiries, and on-line request reporting. Many screens contain a ZOOM feature which allows the user to move easily to progressively more detailed levels of related data. Before using the Training Application User Manual, you should become familiar with the information in the System Summary.