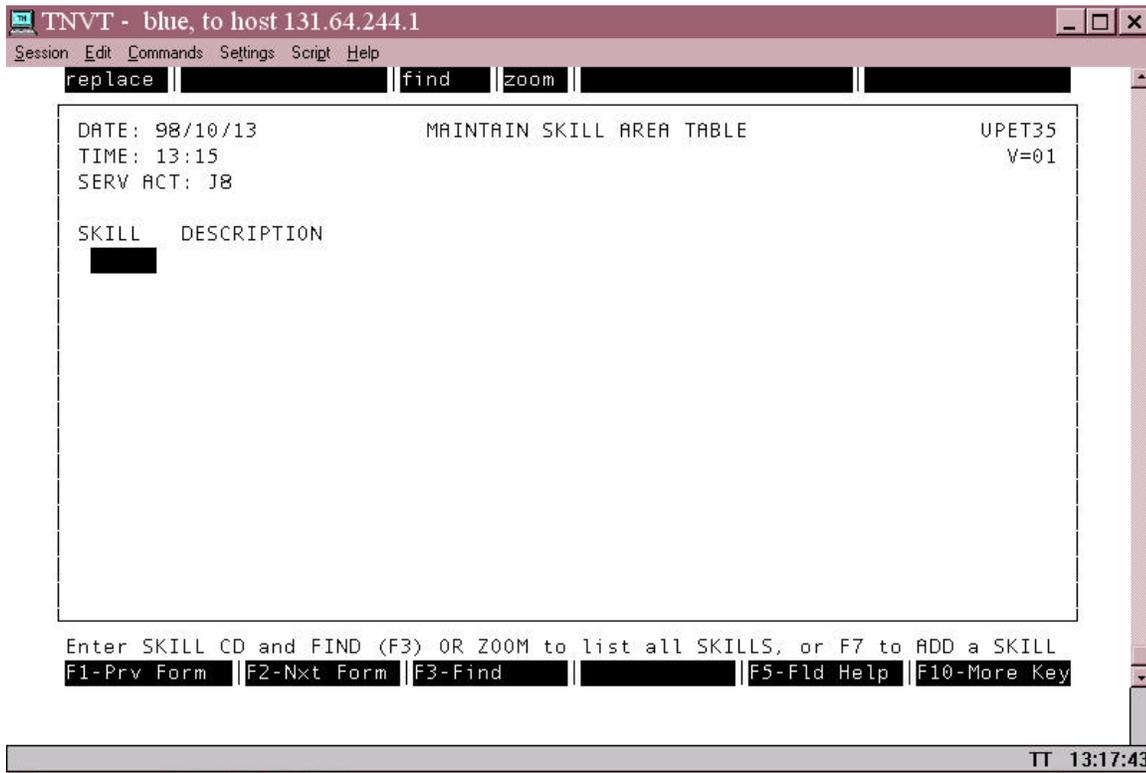


**SKILL AREA TABLE**

- a. This process will be used exclusively by Training Office personnel. The purpose of this process is to allow Training Office to add, change or delete Skill Area Codes and their descriptions and to assign courses to a Skill Area Code.
- b. The purpose of a Skill Area Code is to indicate those courses required by a particular group. When an individual in the group is assigned a Skill Area Code, requirements are automatically created for those courses associated with the Skill Area Code.
- c. Skill Code S1 is reserved for mandatory training for first time supervisors. Skill Code S2 is reserved for mandatory training for first time managers. Skill Codes beginning with Q are reserved for Quality Assurance users. Skill Codes beginning with E are used exclusively for Environmental/HM/HW users. Skill Codes starting with T - Z are reserved for future use.
- d. Re-certification Months field is no longer an option on this screen or for Skills in general. New fields have been added to the Course data screen to allow for Course Refresher's and specific timeframes.

**MAINTAIN SKILL AREA TABLE (UPET35)**

To access the MAINTAIN SKILL AREA TABLE screen, select option 3 - SKILL AREA TABLE from the TRAINING OFFICE MENU.



#### ZOOM FUNCTIONS AVAILABLE:

- a. From the SKILL AREA field to view all existing skills in the SKILL AREA INQUIRY screen.
- b. From the COURSE CODE field to the MAINTAIN COURSE data screen.

#### ADDING SKILL AREA RECORDS

To add a Skill Area Record:

- a. When first accessed, the screen will be in the find mode.
- b. Depress the CLR-ADD (F7) function key.
- c. Input the Skill Code and Skill Description.

NOTE: Skill Codes can be from one to six characters in length (alpha and/or numeric).

- d. Depress the ADD/UPD/(F9) function key. If the skill data was successfully added, the message ADDED will appear at the top right corner of the screen.
- e. If the skill data being added is already on the Skill Area Table the system will reject the add with a message.
- f. After depressing the ADD/UPD/(F9) function key to add the skill record, the cursor will be resting on the Course Code field to assign courses to the skill (reference adding a course to a skill area record section for this option).
- g. To start another add, return to step b. above.
- h. To return to the TRAINING OFFICE MENU, depress the PRV FORM function key.

### **CHANGING SKILL AREA RECORDS**

NOTE: A Skill Area Code cannot be changed. If this is necessary, you must DELETE the skill and ADD a new one. You may change only the Skill Area Data (i.e., Skill Description, or add/delete the Courses tied to the skill).

To change a Skill Area Record:

- a. If the screen is not in the find mode, depress the CLR- FIND/(F13) function key.
- b. Input the desired search criteria to find the skill to be changed, or ZOOM/(F20) to display all current skills. Press PREVIOUS FORM/(F1) to bring the skill back.
- c. Depress the FIND(F3) function key. If the skill is in the system, the data will be displayed in the update mode and the cursor will be resting on the Course Code field. If you need to add or delete a course tied to the skill see the next section for adding/deleting courses.
- d. Depress the PRV FORM/(F1) function key. The cursor will return to the Description field. At this point you may change the skill data.
- e. Make any desired changes to the Description field.
- f. Depress the ADD/UPD/(F9) function key. If the record was successfully updated, the message UPDATED will appear at the top right corner of the screen.
- g. To make additional changes to the input skill, depress the ENTER/RETURN key and return to step d. above.

- h. To make changes to another skill, return to step a. above.
- i. To view the courses tied to a skill, depress the NXT-FORM/(F2) function key. To add the courses under the skill, reference the section for adding/deleting courses to a skill.
- j. To return to the TRAINING OFFICE MENU, depress the PRV FORM/(F1) function key.

### **DELETING A SKILL AREA RECORD**

To delete a Skill Area Record:

- a. If the screen is not in the find mode. depress the CLR-FIND/(F13) function key.
- b. Input the desired search criteria to find the skill to be deleted, or ZOOM/(F20) to display all current skills. Press PREVIOUS FORM/(F1) to bring the skill back.
- c. Depress the FIND/(F3) function key. If the skill is in the system, the data will be displayed in the update mode and the cursor will be resting on the Course Code field.
- d. Depress the PRV FORM/(F1) function key. The cursor will return to the Description field. At this point you may delete the skill.
- e. Depress the DEL REC/(F18) function key. The message ENTER YES TO CONFIRM DELETE will appear at the bottom of the screen.
- f. Confirm the delete by answering YES and depress the ENTER/RETURN key. If the delete was successful, the message DELETED will appear at the top right corner of the screen.
- g. If you answer anything other than YES to the message and depress the ENTER/RETURN key, the delete will not take place.
- h. To delete additional skills return to step a. above.
- i. To delete the courses under the Skill Area, reference Chapter 3, page 3-8 for this option.
- j. To return to the TRAINING OFFICE MENU, depress the PRV FORM function key.

**NOTE:** If a Skill Area Record is deleted from the Skill Area Table, it will affect any employees that were assigned to that Skill. The Skill will be automatically deleted from the Employee's record. All completion records remain tied to the employee. Allocated Requirements (allocations) are not deleted from the system automatically. To delete an allocation, use the Class Roster process if tied to a class, or the Requirement/Allocation process. All requirements ('R' status) and

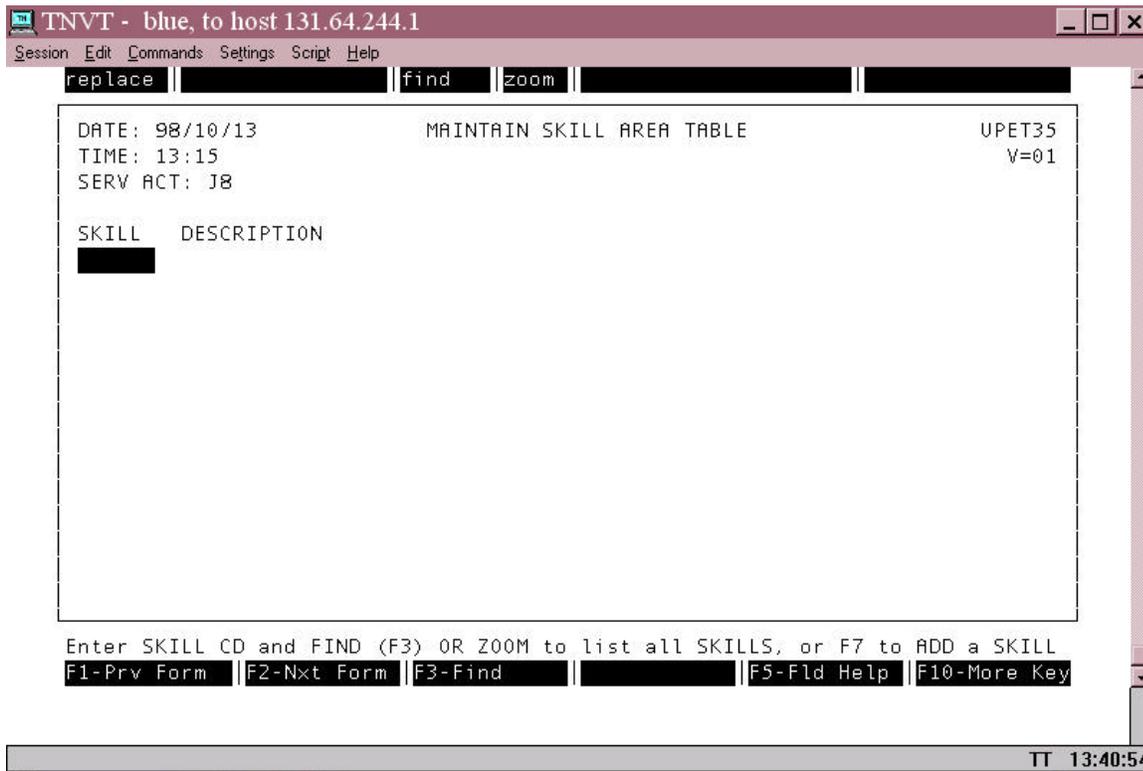
unallocated customized requirements will be deleted automatically, unless the course is tied to another skill.

### ADDING/DELETING COURSES TO/FROM A SKILL AREA

This process will be used exclusively by the Training Office. The purpose of this process is to allow you to add or delete courses related to a Skill Area. The courses cannot be changed; only added or deleted.

### MAINTAIN SKILL AREA TABLE (UPET35)

To access the MAINTAIN SKILL AREA TABLE screen, select option 3 - SKILL AREA TABLE from the TRAINING OFFICE MENU.



### ADDING A COURSE TO A SKILL AREA RECORD

To add a Course to a Skill Area:

- a. If the screen is not in find mode, depress the CLR/FIND/(F13) function key. If the skill code and description has just been added, the cursor will automatically be resting on the course code field. Go to d. below.
- b. Input the search criteria to find the skill desired.
- c. Depress the FIND function key. If the skill is in the system, the data will be displayed in the update mode, and the cursor will be sitting on the Course Code field. If there is already a Course in this field, depress the CLR-ADD function key to add another course. The cursor will now be sitting on an open field. At this point you may add the course.
- d. Enter the COURSE CODE/ID desired or ZOOM to Course Data Inquiry screen and (F1) a course back. Then depress the ADD/UPD/(F9) function key. If the course was successfully added, the message ADDED will appear at the top right corner of the screen.
- e. To add another course to the input skill, depress the CLR/ADD/(F7) function key and return to step d. above.
- f. Once finished adding courses to a skill, depress F1 to move the cursor to the Skill Code/Description field.
- g. To add courses to another skill, return to step a. above.
- h. To return to the TRAINING OFFICE MENU, depress the PRV FORM/(F1) function key twice.

NOTE: When course(s) are added to an existing skill, requirements will be generated retroactively for those employees already assigned to the skill, provided the employee has not yet completed the skill. For completed skills, you must manually enter those new requirements via the Requirements/Allocations process, if applicable, or delete the skill from an employee, then re-add that same skill to the employee. The system automatically checks the employee's training record for any allocations or completions before assigning a requirement.

### **DELETING A COURSE FROM A SKILL AREA RECORD**

To delete a Course from a Skill Area:

- a. If the screen is not in the find mode, depress the CLR-FIND/(F13) function key.
- b. Input the search criteria to find the skill desired, or ZOOM/(F20) to display all current skills. Press PREVIOUS FORM/(F1) to bring the skill back.

- c. Depress the FIND/(F3) function key. If the skill is in the system, the data will be displayed in the update mode and the cursor will be resting on the Course Code field.
- d. If there are Courses established for the skill, place the cursor on the Course you wish to delete using the NXT REC/(F3) and PRV REC/(F4) function keys or positional arrow keys.
- e. Depress the DEL REC/(F18) function key. The message ENTER YES TO CONFIRM DELETE will appear at the bottom of the screen.
- f. Confirm the delete by answering YES and depress the ENTER/RETURN key. If the delete was successful, the message DELETED will appear at the top right corner of the screen.
- g. If you answer anything other than YES to the message and depress the ENTER/RETURN key, the delete will not take place.
- h. To delete additional courses from the input skill, return to step d. above.
- i. Once finished deleting courses, depress PREVIOUS FORM/(F1) to move the cursor to the Skill Code/Description field.
- j. To delete the courses tied to another skill, return to step a. above.
- k. To return to the TRAINING OFFICE MENU, depress the PRV FORM/(F1) function key twice.

NOTE: When a course is deleted from a Skill Area, all Requirements for that Skill Area/Course combination will be deleted automatically, provided the course is not a requirement under another skill for the same employee. Allocations are not deleted, they are retained. If the allocation needs to be deleted, you must use either the class roster process (if tied to a class) or the REQ/ALLOC PROCESS. Completions remain tied to the employee's training record.