

OTA (TRAINING MONITOR)

"Quick Reference" Sheet

TO...

Update Training
History

Do This...

- From the OTA Navigation List, click on "**SIT Completed/Required Training**"; "**People/SITs for Training**"; then click the "**Open**" button
- At the "**Find Person**" screen type the first few letters of last name and click the "**Find**" button
- Click on the person you are looking for and click the "**OK**" button
- At the "**People**" screen click the "**Special Info**" button
- Ensure "**Completed Training**" is highlighted
- Click in the "**Detail**" column – *This will list all training currently recorded in Modern DCPDS for the employee*
- Click on the "**New Record**" (green cross button on toolbar) or click twice on a blank space in the "**Detail**" column
- At the "**Completed Training**" screen fill in the appropriate blank data fields. Use the "LOV" button when available. (Required fields are "**course title**", "**total course hours**", "**class start date**", "**class graduation date**", "**course grade**", "**actual total cost**", "**funding source**", "**method**", "**priority indicator**", "**decision source**" and "**purpose**".)
- Click the "**OK**" button when done then click on the "**Save**" icon on tool bar
- To add more names: Click "**Action/Close Window**" on the tool bar on both windows that come up as you return to the Navigation List
- To exit OTA: Click "**Exit Oracle Applications**" on tool bar