

The screenshot displays the CMS Online IHRDC interface with the following sections:

- Learning Curriculum:** Includes a sidebar menu, a 'Learning Curriculum' header, three curriculum group cards (e.g., 'another new curriculum group', 'Management Pathways Stage I: Foundation'), a progress gauge showing '11 of 19 completed', and an 'IHRDC Microlearning' search box with the query 'Oil & Gas Business, Upstream Ti'.
- Mandatory Training:** Features 'Corporate Roles' and 'HSE Roles' cards with 'PAST DUE' indicators, and a pie chart for 'OVERALL STATUS: 27%' with a legend for 'Past Due', '3 Months', '12 Months', and '1+ Year'.
- Competency Assessment:** Lists roles under 'Production Manager' such as 'Production Engineer', 'IT Manager', 'Manager', 'Professional', and 'Senior Professional', each with a completion progress indicator.
- Competency Development Plan:** Shows various competency units like 'Project Management', 'Leadership', 'Internal Marketing', 'Problem Solving', 'Teamwork', 'Communication', and 'Sales', with their respective completion statuses.
- Elective Training:** Lists training courses such as 'Communication Tools for Leaders and Mentors (AAPG)', 'Effective Communication', 'Purposeful Presentations', 'Basic Principles of Chemistry 1', 'Aromatic Chemistry', 'Crude Oil Transportation and Storage', and 'Drilling and Well Completions'.

Version 4.17

CMS Online

Quarterly Release Notes

June 2020

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4.17 Feature Updates – Quarterly Update

Version 4.17 was released June 24, 2020. We developed the following new features in this release.

- **Learning Resources:** We are continuing to bring our Content Development tools into 4x. We focused on the Learning Resources functionality in this release, enabling editors to set up structure of a learning catalog, add and manage learning resource information
- **Redesign Comments & Evidence section:** We improved the look and feel of the comments & evidence section of assessments, making the section more intuitive and easier to use with new icons and improved layout
- **Email Alerts updates:** As a way to support our clients with GDPR compliance, we developed an email trigger each time a user's status is changed to Inactive. This gives clients an automated way to provide inactive users with opportunity and contact information if they would like to delete their personal information from CMS Online. We also added the ability to make an email alert inactive
- **Hide My Reports from Authorized User:** When an Authorized User is logged in as another user, we the **My Reports** section will be hidden in order to minimize the amount of personal information available to the Authorized User
- **Reassess Additional CUs:** When an employee completes a competency development plan and selects **Reassess**, he will have the option to select additional CUs (not in plans) to also reassess
- **User Interface updates:** We improved the layout of the My Development page, added responsive design to the Advanced Reports landing page and Assessor Assessment to optimize for mobile, tablet and large screens

LEARNING RESOURCES

Learning Resources

We are continuing to bring our Content Development tools into 4x. We added the Learning Resources functionality, enabling editors to set up structure of a learning catalog, add and manage learning resource information

Dashboard > Learning Resources

Learning Resources

Course Library | Manage Learning Resource Categories | Bulk Upload

Add New

Search... [Export to Excel](#)

Drag a column header and drop it here to group by that column

Info	Course Title	Category	Sub Category	Course T...	Course C...	Edit
1	Advanced Petroleum M...					
1	International Petroleum					
1	Back Safety					
1	Classes of Fires and Ex					
1	Electrical Safety					
1	Ergonomics					
1	Fall Protection					
1	Forklift Safety Checks					
1	Hazard Communication					
1	HAZWOPER First Resp					
1	Agile Team Challenges					
1	Agile Certified Practit					
1	Introduction to Agile					
1	Integrating Agile and W					
1	Agile Certified Practit					
1	High Performing Agile T					
1	The Agile Team: An Agil					
1	Effective Communicatio					
1	Organizing and Structur					
1	Writing Effectively					

Dashboard > Learning Resources > International Oil Trading and Price Risk Management

Learning Resources

Title *

International Oil Trading and Price Risk Management

Description

Delegates make decisions as part of a crude oil and refined product trading team, maximizing profits through an understanding of the economics of trading and the management of the inherent price risks. Invincible's trading book is managed through the course using live crude oil and refined product markets worldwide. Decisions are made using real-time information and prices from Reuters trading screens and daily price reports from Platts

Learning Objectives

Anyone coming into trading from elsewhere in the industry; those in supply and marketing functions looking for a wider understanding of the market; those in oil companies, banks, law firms, accountancy

Content

URL

<http://www.invincible-energy.com/index.php/TRM1.php>

Compliance Settings

New Course Due Date

Frequency Type: Initial

Frequency (years):

Expiration Type:

Deadline (MMDD): 1231

Number of times required per year: 1

Grace Period for Compliance (days):

Override New User Grace Period

Category: IHRDC Public Instructional Progr

Subcategory: IHRDC-Invincible Energy Program

Type: Workshop

Duration (hours): 24

Cost (USD):

Course Code *: IHRDC_IEP_04

[Delete](#) * indicates required field. [CANCEL](#) [SAVE](#)

Key Features include:

- Manage learning resource categories
- Bulk upload learning resources
- Add/edit/delete learning events
- New! Upload an image to associate with a learning event

COMMENTS & EVIDENCE

Comments & Evidence

We redesigned the Comments & Evidence section so users can more clearly see when evidence is suggested vs. required, and associate evidence with a requirement.

The screenshot shows a user interface for a 'Competency Unit Assessment'. At the top, it identifies the user as 'Melaku Test', a 'Production Manager' with a 'Primary Supervisor: Tom Supervisor'. The 'COMPETENCY ROLE' is set to 'Manager', and the 'ASSESSMENT STATUS' shows '5 of 8 CLUs Assessed'. The main content is divided into four columns representing different levels of competency: 1. Awareness, 2. Basic Application, 3. Skilled Application, and 4. Mastery. Each column contains a list of requirements with checkboxes. Below each list is an 'EVIDENCE' section with a 'Description' field and a list of evidence items. Evidence items are represented by icons and text, such as '#1 - First level evidence optional', '#2 - First level evidence' with a PDF icon and 'CMS 342 Deployment Guide.pdf', and 'Learning: Effective Communication (e-Learning)' with an 'IHRDC_REFS_1165.xlsx' file icon. Each evidence item has a 'drag & drop' icon and a plus sign, indicating it can be moved or added.

Key Features include:

- New, clear icons to delineate suggested vs required evidence
- Clear indicator when required evidence is missing
- Enlarged drag and drop zone for uploading attachments
- Cleaner alignment on the page

EMAIL ALERTS

Email Alerts

We added a new email trigger when a user's status is changed to inactive, and added the ability for an administrator to make any email alert inactive.

The screenshot displays the 'Edit Email Alert' configuration window. The 'Alert Name' is 'User Inactive' and the 'Alert Type' is 'User_Inactive'. The 'Active' checkbox is checked. The 'To' and 'CC' fields are populated with 'Employee Email'. The 'Subject' is 'User Inactive'. The 'Body' field contains a message: 'Dear Employee Name, Your status in CMS Online has been changed to inactive in \$Client_Instance\$. You may request to have your personal data erased. If you would like your personal data erased from CMS Online, contact your system Administrator for more information. CMS Online Support.' A 'Place Holders' panel on the right lists 'EMAIL PLACE HOLDERS' (Employee Email, Supervisor Email, Mentor Email, Assessor Email) and 'OTHER PLACE HOLDERS' (Employee Name, Supervisor Name, Mentor Name, Assessor Name, Competency Unit Title, Course Title, Elective Training Expiration, Course List, Employee List, Client Instance, Internal Verifier, Internal Verifier Email, Competency Role Name).

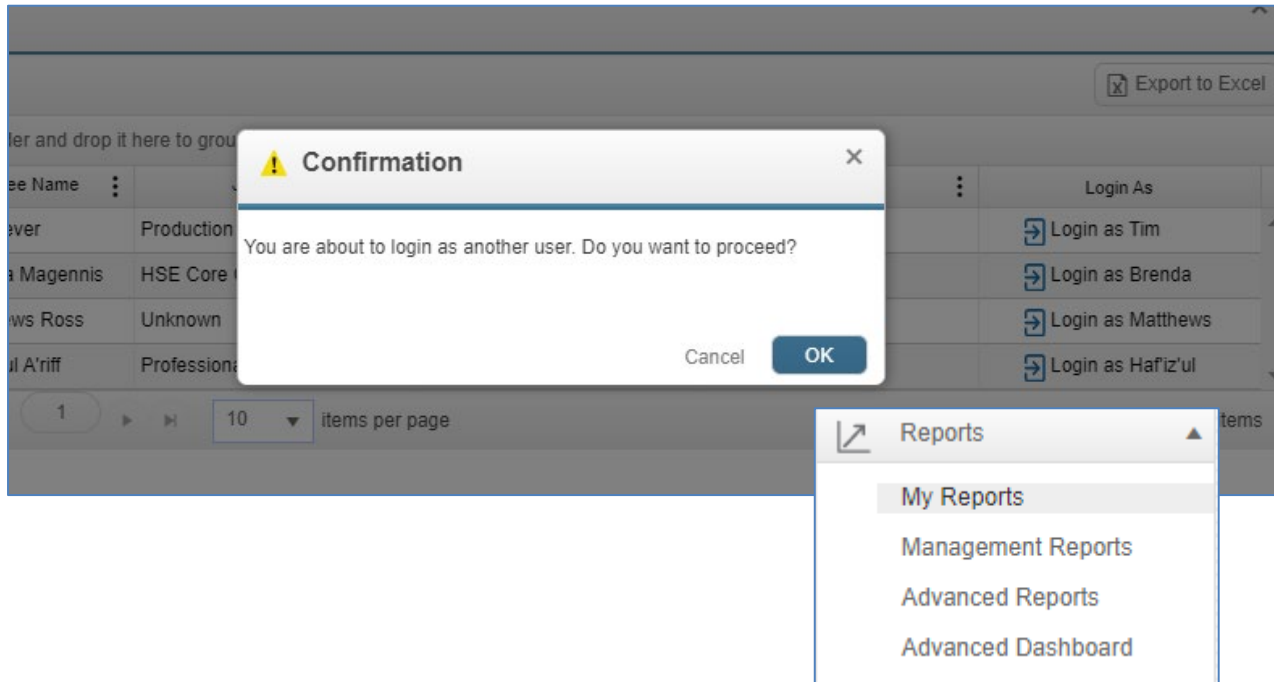
Key Features include:

- Inactive User Email trigger added
- Administrators may change any email alert to inactive/active

HIDE MY REPORTS FROM AUTHORIZED USERS

Hide “My Reports” from Authorized Users

When an Authorized User is logged in as another user, the user’s My Reports will not display.



Key Features include:

- Prevents Authorized User from seeing user’s personal reports
- Authorized User is typically a supervisor covering for another supervisor
- Authorized User can see and do everything else the user has access to

REASSESS ADDITIONAL COMPETENCY UNITS

Reassess Additional Competency Units

When an employee is ready to close a competency development plan and reassess, he may select additional competency units to include in the reassessment.

The screenshot shows the 'My Assessment' interface. At the top, there are tabs for 'ASSESS', 'PLAN', and 'DEVELOP'. The 'ASSESS' tab is active. Below the tabs, there is a header for 'Assess Phase: My Assessment' with a user profile for 'Melaku Test' (Production Manager). To the right, there are filters for 'COMPETENCY ROLE' (Manager) and 'ASSESSMENT STATUS' (4 of 8 CUs Assessed). A 'SUBMIT & PLAN' button is visible.

Below the header, there is a 'View Competencies' section with filters for 'All', 'Incomplete Assessment', and 'Missing Required Evidence'. The 'All' filter is selected. The 'Core Competencies' section is expanded, showing a table of competency units.

Sub Library	Competency Unit	Status	Evid.	Attach.
Business Acumen	Project Management	1	1	
	Internal Marketing	1	1	
	Sales	2	1	
	Economic Analysis	2	1	
Generic Competencies - With a really long sublibrary name to test word wrapping in the competency tree	Teamwork	2	1	
Behavioral and Soft Skills	Leadership	1	1	
	Communication	2	1	
	Problem Solving	1	1	

At the bottom, there is a 'COMMENTS & EVIDENCE (Overall)' table with columns for 'Modify', 'Title', 'Competency Unit', 'Attached By', and 'Attachment'.

Modify	Title	Competency Unit	Attached By	Attachment
test	Employee Assessment Submitted		System	
test		Problem Solving	Employee	drop here or brows

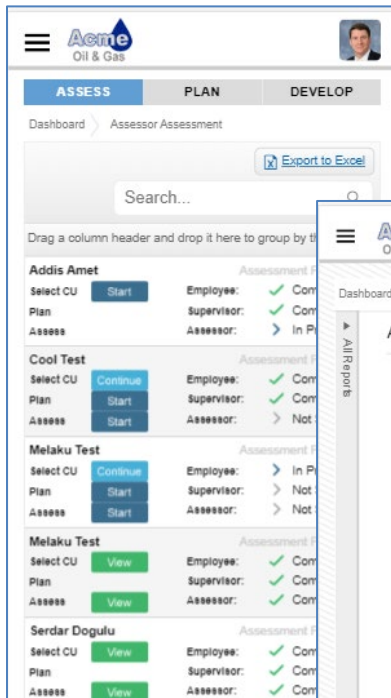
Key Features include:

- User selects additional CUs for reassessment
- Any CU with a gap, that is not already built into a development plan, may be reassessed
- Reassessment engages all 3 participants in the process: Employee, Supervisor, Assessor

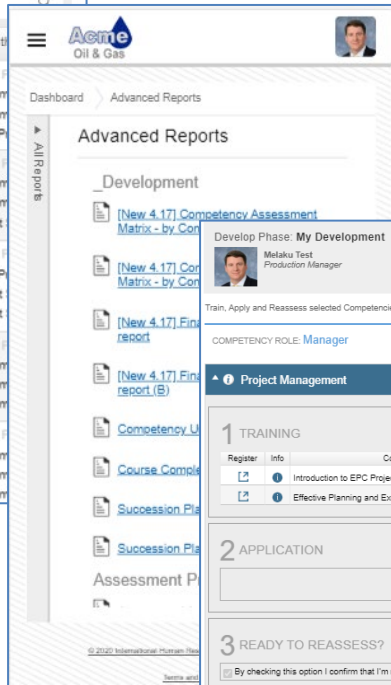
USER INTERFACE (UI) UPDATES

User Interface (UI) Updates

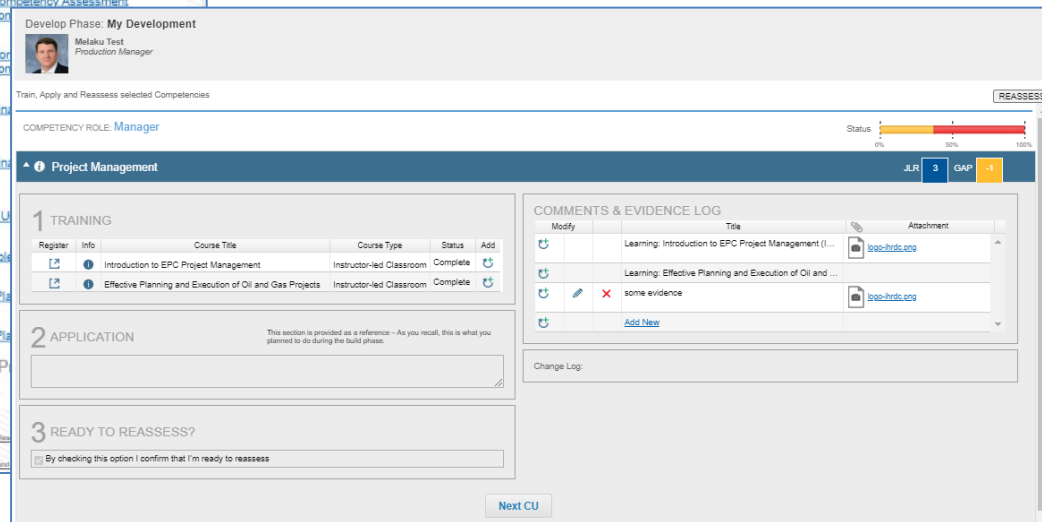
We made some usability and cosmetic updates to existing pages to improve the user experience in CMS Online. Updates include:



➤ Implemented responsive design and optimized Assessor Assessment for mobile, tablet and large screen



➤ Implemented responsive design to Advanced Reports landing page



➤ Improved layout of My Development

Next Release – 4.18 Feature Updates

CMS Online version 4.18 will be released in September 2020. New features will include:

Feature	Description
Learning Needs Report	We are developing a new Management Report, which uses the data available in the Assigned Training Report, however changes the presentation to provide a rolled up view. The report displays unique learning events and the number of learners with the course assigned. Users can click the number of learners to see names and other details.
Training Request Form/Approval process	Client-requested feature. We are embedding a training request and approval process in the system, so that learners or a sponsor can complete a training request form that can be routed for approvals. Approvals are saved in CMS.
Last Login	We are making a user's most recent login information available to be used in Izenda reports and will display it in the User Accounts grid.
Ad Hoc Emails	Admins will have the ability to create customized emails that use the generic email alert fields and can be send as-needed vs. connected to a system trigger.
User Consent Form inactivation	Provides Admins the ability to make a notification or user consent form inactive so that users will not see it when they login.

The screenshot displays the CMS Online interface for a user named Melaku Test. The interface is organized into several main sections:

- Learning Curriculum:** Features three curriculum groups: 'another new curriculum group' (0 of 8 Completed), 'Management Pathways Stage 1: Foundation' (5 of 5 Completed), and 'O and M Pathways' (6 of 8 Completed). A progress gauge shows 11 of 19 completed. An 'IHRDC Microlearning' section offers a search for 'Oil & Gas Business, Upstream Ti'.
- Mandatory Training:** Shows 'Corporate Roles' and 'HSE Roles' both marked as 'PAST DUE'. An 'OVERALL STATUS: 27%' pie chart indicates the distribution of overdue items: Past Due (red), 3 Months (orange), 12 Months (green), and 1+ Year (blue).
- Competency Assessment:** Lists roles with completion counts: Production Engineer (19 of 39 Completed), IT Manager (6 of 6 Completed), Manager (4 of 8 Completed), Professional (3 of 3 Completed), and Senior Professional (8 of 8 Completed).
- Competency Development Plan:** Displays various units: Project Management (2 of 2 Completed), Leadership (1 of 1 Completed), Internal Marketing (1 of 1 Completed), Problem Solving (2 of 4 Completed), Teamwork (Pending Approval), Communication (In Progress), and Sales (Pending Approval). A 'Select New Competency Unit' button is also present.
- Elective Training:** Lists courses such as 'Communication Tools for Leaders and Mentors (AAPG)', 'Effective Communication', 'Purposeful Presentations', 'Basic Principles of Chemistry 1', 'Aromatic Chemistry', 'Crude Oil Transportation and Storage', and 'Drilling and Well Completions'. A 'Select New Course' button is available.

At the bottom of the interface, the footer contains: © 2020 International Human Resources Development Corporation, Terms and Conditions, and powered by CMS Online | IHRDC.

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