

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

- Learning Curriculum:** Includes a sidebar with navigation icons, 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 both marked 'PAST DUE', and a pie chart for 'OVERALL STATUS: 27%' with a legend for 'Past Due', '3 Months', '12 Months', and '1+ Year'.
- Competency Assessment:** Titled 'Production Manager', it shows five assessment cards: '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 a grid of competency units including '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:** Shows a grid of elective 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'. A '+ Select New Course' button is included.

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

# Version 4.18

CMS Online

Quarterly Release Notes

October 2020

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# 4.18 Feature Updates – Quarterly Update

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**Version 4.18 was released October 15, 2020. We developed the following new features:**

- **Learning Needs Report:** We developed a new Management Report using data available in the Assigned Training Report to provide a rolled-up view of learning needs. 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 embedded 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. (Configurable feature – need to turn on for your instance)
- **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.
- **Custom 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.
- **Elective Training enhancements:**
  - **Multiple Course Selection:** We modified the Elective Training catalog so that it enable learners to select more than one course at a time
  - **Responsive design:** we added responsive design to our Elective Training catalog to improve access via tablet and smartphone
- **New Advanced Reports:** Learning Curriculum, Learning Resources and Competency Map

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# LEARNING NEEDS REPORT

# Learning Needs Report

This new Management report displays unique learning events and the number of learners with the course assigned.

The screenshot displays the 'Learning Needs' report interface. The main table lists various courses with their titles, types, and user counts. The 'Writing Effectively' course is highlighted, and a detailed view of this course is shown on the right. This view lists individual learners, their assignment types, and their status.

Info	Course Title	Course Type	U...
1	Petroleum Geoscience- Heriot-Watt University Pro...	Workshop	10
1	Reservoir Geology	Workshop	1
1	Siliciclastic Reservoirs of the Middle East (AAPG)	Workshop	1
1	Project Risk Management	e-Learning	2
1	Crude Oil Transportation and Storage	e-Learning	3
1	International Oil Trading and Price Risk Management	Workshop	1
1	Workplace Ergonomics		11
1	Plant Production and Safety		12
1	Plant Protection Equipment and Integrated Systems		12
1	Back Safety	e-Learning	6
1	Safe Forklift Operation	On-Job Training	6
1	Basic Safety Auditing Techniques	Instructor-led Classroom	5
1	Writing Effectively	e-Learning	7
1	Global Marketing	e-Learning	8
1	Risk Analysis	e-Learning	8
1	Corporate Social Responsibility	e-Learning	8
1	Sustainable Management: Leadership Ethics	e-Learning	9
1	Applications of Petroleum Geochemistry	e-Learning	9
1	Types of Compressors - Centrifugal and Axial		9
1	Job Safety Analysis	Instructor-led Classroom	8
1	Masterinn Team Leadership Skills (Certified Team	Instructor-led Classroom	7

Employee Name	Assignment Type	Status	Team
Test User	Mandatory Training	Not Attempted	Team 1
Thy Tran	Mandatory Training	Not Attempted	None
Tom Supervisor	Mandatory Training	Not Attempted	None
Tom Test	Mandatory Training	Not Attempted	None
Tom Beigbeder	Mandatory Training	Not Attempted	None
Jacob Kitty	Mandatory Training	Not Attempted	None
Tom MentorTest	Mandatory Training	Not Attempted	None

## Key Features include:

- Lists unique learning events with number of users with event assigned
- Rolled-up view enables fast loading
- Click the user count for any learning event to see assigned learner details

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# TRAINING REQUEST AND APPROVAL

# Training Request & Approval

We embedded a training request and approval process in the system, so that learners or a sponsor can complete a training request that can be routed for approvals. Approvals are saved in CMS. This is a configurable item – so it needs to be turned on for your instance.

**New Training Request**

**1) Select Training Activity**

Info	Course Title	Course Type	U...
<input type="radio"/>	Petroleum Geoscience- Heriot-Watt University Program	Workshop	10
<input type="radio"/>	Reservoir Geology	Workshop	1
<input type="radio"/>	Siliciclastic Reservoirs of the Middle East (AAPG)	Workshop	1
<input type="radio"/>	Project Risk Management	e-Learning	2
<input type="radio"/>	Crude Oil Transportation and Storage	e-Learning	3
<input type="radio"/>	International Oil Trading and Price Risk Management	Workshop	
<input type="radio"/>	Workplace Ergonomics		
<input type="radio"/>	Plant Production and Safety		
<input type="radio"/>	Plant Protection Equipment and Integrated Systems		
<input type="radio"/>	Back Safety	e-Learning	
<input type="radio"/>	Safe Forklift Operation	On-Job Training	
<input checked="" type="radio"/>	Basic Safety Auditing Techniques	Instructor-led Classroom	
<input type="radio"/>	Writing Effectively	e-Learning	
<input type="radio"/>	Global Marketing	e-Learning	
<input type="radio"/>	Risk Analysis	e-Learning	
<input type="radio"/>	Corporate Social Responsibility	e-Learning	
<input type="radio"/>	Sustainable Management: Leadership Ethics	e-Learning	
<input type="radio"/>	Applications of Petroleum Geochemistry	e-Learning	
<input type="radio"/>	Types of Compressors - Centrifugal and Axial		
<input type="radio"/>	Job Safety Analysis	Instructor-led Classroom	
<input type="radio"/>	Mastering Team Leadership Skills (Certified Team Leader)	Instructor-led Classroom	

**2) Select Employee**

Employee Name	Assignment Type	Status	Select	Team
<input type="checkbox"/> Test User	Mandatory Training	Not Attempted	<input type="checkbox"/>	Team 1
<input type="checkbox"/> Tim Dever	Mandatory Training	Not Attempted	<input type="checkbox"/>	None
<input type="checkbox"/> Addis Test	Mandatory Training	Not Attempted	<input type="checkbox"/>	None
<input type="checkbox"/> Tom Test	Employee Type -Mandatory	Not Attempted	<input type="checkbox"/>	None

**Training Request Form**

**1. Selected Course Information**

Info	Course Title	Course Type	No. Emp.
<input checked="" type="radio"/>	Basic Safety Auditing Techniques	Instructor-led C...	2

**2. Training Event Details**

Vendor:  Location:

**3. Learning Objectives for Training Request**

This course will allow me to improve the effectiveness of my role to process...

**4. Cost and Budget**

Cost:  Budget Code:

**5. Justification**

**6. Approvals**

Requestor:  Date:

Supervisor Approval:  Date:

Approval notes

This form needs to be approved by additional people with the positions like Discipline Advisor, Department Manager, HR Manager, General Manager. Please select approvers from the list

Additional Approvers

## Key Features include:

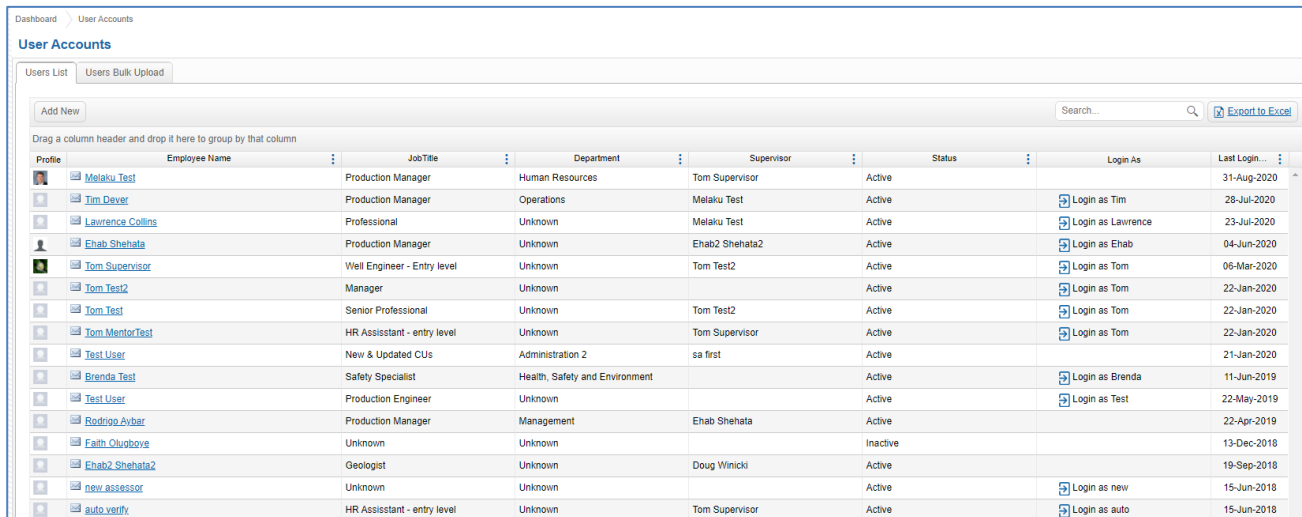
- Submit an individual or group request
- Requestor selects approvers from list
- Approval process via auto-emails
- Status-tracking in grid

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**LAST LOGIN**

# Last Login

We display a user's most recent login information in User Accounts, and make it available to be used in Advanced Reports (Izenda).



Profile	Employee Name	Job Title	Department	Supervisor	Status	Login As	Last Login...
	<a href="#">Melaku_Test</a>	Production Manager	Human Resources	Tom Supervisor	Active		31-Aug-2020
	<a href="#">Tim_Deaver</a>	Production Manager	Operations	Melaku_Test	Active	<a href="#">Login as Tim</a>	28-Jul-2020
	<a href="#">Lawrence_Collins</a>	Professional	Unknown	Melaku_Test	Active	<a href="#">Login as Lawrence</a>	23-Jul-2020
	<a href="#">Ehab_Shehata</a>	Production Manager	Unknown	Ehab2_Shehata2	Active	<a href="#">Login as Ehab</a>	04-Jun-2020
	<a href="#">Tom_Supervisor</a>	Well Engineer - Entry level	Unknown	Tom_Test2	Active	<a href="#">Login as Tom</a>	06-Mar-2020
	<a href="#">Tom_Test2</a>	Manager	Unknown		Active	<a href="#">Login as Tom</a>	22-Jan-2020
	<a href="#">Tom_Test</a>	Senior Professional	Unknown	Tom_Test2	Active	<a href="#">Login as Tom</a>	22-Jan-2020
	<a href="#">Tom_MentorTest</a>	HR Assisstant - entry level	Unknown	Tom Supervisor	Active	<a href="#">Login as Tom</a>	22-Jan-2020
	<a href="#">Test User</a>	New & Updated CUs	Administration 2	sa first	Active		21-Jan-2020
	<a href="#">Brenda_Test</a>	Safety Specialist	Health, Safety and Environment		Active	<a href="#">Login as Brenda</a>	11-Jun-2019
	<a href="#">Test User</a>	Production Engineer	Unknown		Active	<a href="#">Login as Test</a>	22-May-2019
	<a href="#">Rodrigo_Avbar</a>	Production Manager	Management	Ehab Shehata	Active		22-Apr-2019
	<a href="#">Faith_Olugboye</a>	Unknown	Unknown		Inactive		13-Dec-2018
	<a href="#">Ehab2_Shehata2</a>	Geologist	Unknown	Doug Winicki	Active		19-Sep-2018
	<a href="#">new_assessor</a>	Unknown	Unknown		Active	<a href="#">Login as new</a>	15-Jun-2018
	<a href="#">auto_verify</a>	HR Assisstant - entry level	Unknown	Tom Supervisor	Active	<a href="#">Login as auto</a>	15-Jun-2018

## Key Features include:

- Most recent login for each user displays on User Accounts grid
- Izenda reports to be released in October/November: most recent login and historical logins



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# CUSTOM EMAILS

# Custom Emails

Administrators can create and send custom emails as needed

The screenshot displays the 'Custom Email' management interface. At the top, there are tabs for 'Email Alerts', 'Custom Email', and 'Custom Email Log'. Below the tabs is a search bar and an 'Export to Excel' button. A table lists existing custom emails with columns for Name, Subject, Edit, and Delete. The 'New Custom Email' form is open, showing fields for 'Custom Email Name' (Complete Assessments by next week), 'To' (mross@ihrdc.com, mask.ssmith@acme.com), 'CC', 'Subject', and 'Body'. The body contains a message about completing assessments. A rich text editor toolbar is visible above the body field. On the right, there is a section for 'EMAIL PLACE HOLDERS' with a 'Client Instance' button. At the bottom, there are 'Cancel' and 'Save' buttons.

Name	Subject	Edit	Delete
First Test	First Custom Test		
Testing Custom email	Test custom email		
Test custom email 2	Test 2		

Custom Email Name: Complete Assessments by next week

To: mross@ihrdc.com, mask.ssmith@acme.com

CC:

Subject: Paragraph (inherited font) (inherited size)

Body: Hello, Please be sure to complete your assessment by the end of next week, in order for us to meet our target of all assessments done by the end of the month!

From: cmsonline@ihrdc.com

Reply to Email: bmagennis@ihrdc.com

## Key Features include:

- New email option that is not related to system triggers
- Administrator creates content and selects recipients
- Email history is captured
- Templates can be re-used
- Rich text editor in email body

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**MAKE USER CONSENT/NOTIFICATION  
INACTIVE**

# Make User Consent/Notification Inactive

Administrators can make any user consent or notification inactive, in order to control whether or not it displays to users.

**Edit User Consent**

Title:  Type:  Active:

Notifications do not require user consent.

Change Log [time in Eastern Standard Time]:  
23-Jul-2020 08:24:57 AM : Melaku Test

## Key Features include:

- Inactive consents/notifications will not display to users
- Administrator can change to active status to immediately display to users logging in

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# **ELECTIVE TRAINING CATALOG (E- LEARNING)**

# Elective Training Catalog (e-Learning)

We made usability and cosmetic updates to the Elective Training Catalog, to improve learners' access to course content

Course Catalog

IHRDC  
e-Learning Solutions

Welcome

Oil & Gas Business

Upstream Technology Background Learning

Upstream Technology Action Learning

Operations & Maintenance

Business Essentials

Search

All Products  
Oil & Gas Business

Search

Selected Courses: 2  
VIEW

Fundamentals of Petroleum Geology  
Habitat of Hydrocarbons in Sedimentary Basins

By clicking on SUBMIT ALL below, you will be registering for x courses

SUBMIT ALL

Petroleum Geology | Petroleum Geophysics | Petroleum Engineering | Formation Evaluation | Multi-Disciplinary

Petroleum Geology (Background Learning Topics)

Introduction and Overview

Fundamentals of Petroleum Geology  
REGISTER

Hydrocarbon Properties  
REGISTER

Subsurface Environment  
REGISTER

Reservoirs  
REGISTER

Hydrocarbon  
REGISTER

Hydrocarbon Traps  
REGISTER

Habitat of Basement  
REGISTER

Basic Skills of the Petroleum Geologist

Geologic Cross-Sections  
REGISTER

Subsurface Mapping  
REGISTER

Prospect Generation  
REGISTER

Reservoir Geology

Nonmarine Sandstone Reservoirs  
REGISTER

Shelf Marine Sandstone Reservoirs  
REGISTER

Marginal Marine Sandstone Reservoirs  
REGISTER

Deepwater Marine Sandstone Reservoirs  
REGISTER

Course Catalog

Petroleum Geology | Petroleum Geophysics

Petroleum Geology (Background Learning Topics)

Introduction and Overview

Fundamentals of Petroleum Geology  
REGISTER

## Key Features Include:

- Implemented responsive design and optimized for mobile, tablet and large screen
- Improved course selection experience to allow for multiple courses to be selected prior to catalog closing

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# NEW ADVANCED REPORTS





# Advanced Reports, cont'd.

Learning Resources

Print Email Export Update Result Cancel Close

Preview Records 1000

> Filters

Category	Subcategory	Course ID	Course Title	Type	Duration	Description	Training Objectives	Contents	Cost	URL
Certifications	Accountant Certification	CPACERT	Certified Public Accountant	Certification	0	CPA certification program				courseCet.asp?file=cp...
Certifications	HR Certification	CIPD_1	CIPD Certificate in HR Practice	Certification	25	Advanced HR course fun...			250.00	courseCet.asp?file=hr...
Certifications	HR Certification	CIPD_2	CIPD Certificate in Training & Development	Certification	20	Certification for HR Prof...				courseCet.asp?file=hr...
Certifications	Petroleum Engineering	PECE	Petroleum Engineering Certification: Examin...	Certification	1	<div><div>FONT size=2P...				http://lms.ihrdc.com/ihr...
Certifications	Petroleum Engineering	PERC	Petroleum Engineering Certification: Review...	Certification	3	<div><div>FONT size=2P...				http://lms.ihrdc.com/ihr...
Classroom & Workshop	535 Boylston Learning ...	535_APPSUBDM	Applied Subsurface Geological Mapping	Instructor-led Cla...	40	This course covers both...		The course provides the...		courseCet.asp?file=hr...
Classroom & Workshop	535 Boylston Learning ...	535_RESENG	Basic Reservoir Engineering	Instructor-led Cla...	40	The emphasis of the co...				courseCet.asp?file=hr...
Classroom & Workshop	535 Boylston Learning ...	535_GEINTVL	Geological Interpretation of Well Logs	Instructor-led Cla...	40	This course is an introd...		The course covers inte...		courseCet.asp?file=hr...
Classroom & Workshop	535 Boylston Learning ...	535_ESSENTIAL	Petroleum System Analysis: Essential Concepts	Instructor-led Cla...	30	<div><div>Petroleum system is...		<div><div>Genetic Classificatio...		courseCet.asp?file=hr...

**Learning Resources:** displays all learning resources in the system

Learning Resources - Curriculum

Print Email Export Update Result Cancel Close

Preview Records 1000

> Filters

Curriculum Group	Curriculum Role	Course ID	Course	Type	Description	Contents	Training Objectives	Course Category	Course Subcategory
Management Pathways Stage...	Leadership								
Management Pathways Stage...	Creativity and Innovation								
Management Pathways Stage...	Management								
Management Pathways Stage...	International Trade								
O&M eLearning Pathways St...	Midstream Gas Operations								
O&M eLearning Pathways St...	Petrochemical Operations								
Global Formal Operator Train...	Orientation	SPE_ITOGEF	Introduction to Oil and Gas Explor...	Instructor-led Cl...	The intention of this cou...		Attendees will learn abo...	Various Providers	SPE Course Catalog
Global Formal Operator Train...	Refinery Fundamentals	975-1-85555-101-7	Advanced Well Control	Textbook or Mo...	<div><div>David Watson, Terry...		<div><div>Contents:<div>Oas...	Various Providers	Textbooks, Monographs ar
IHRDC e-Learning Course Sa...	Client Specific Courses	IHRDC_TANAP_CBT_EV...	testing	e-Learning				Various Providers	Client Specific

**Learning Resources - Curriculum:** displays all learning curriculum roles and the learning resources linked to them

Learning Resources - Mandatory Training

Print Email Export Update Result Cancel Close

Preview Records 1000

> Filters

Compliance Group	Compliance Role	Course ID	Course	Type	Description	Contents	Training Objectives	Course Category	Course Subcategory
Corporate Roles	Corporate Code and Ethics	IHRDC_OM_AMSBA	SAFETY: Basics	e-Learning	This interactive training ...	<div><div><strong>...</div></div>	<div><div><strong>...</div></div>	E-Learning (e-L)	IHRDC OM > Maintenance
Corporate Roles	Corporate Code and Ethics	DTU_RespWT	Respectful Workplace Training	Workshop	Covers the basics relate...			Classroom & Workshop Training	Donohue Training Uninitia
Corporate Roles	Corporate Code and Ethics	IHRDC_BEES_HRM1001	Ethics: Employee Rights and Disci...	e-Learning				E-Learning (e-L)	IHRDC Business Essential
Corporate Roles	Presentation	IHRDC_BEES_COM0401	Presentations Basics	e-Learning	<div><div>Teaches yo...			E-Learning (e-L)	IHRDC Business Essential
Corporate Roles	Presentation	IHRDC_BEES_COM0501	Purposeful Presentations	e-Learning	<div><div>Builds on P...			E-Learning (e-L)	IHRDC Business Essential
Corporate Roles	Presentation	IHRDC_BEES_COM0401	Presentations Basics	e-Learning	<div><div>Teaches yo...			E-Learning (e-L)	IHRDC Business Essential
Corporate Roles	Quality Control	IHRDC_OM_AMSBA	SAFETY: Basics	e-Learning	This interactive training ...	<div><div><strong>...</div></div>	<div><div><strong>...</div></div>	E-Learning (e-L)	IHRDC OM > Maintenance
Corporate Roles	Time Management	IHRDC_BEES_PMT0104	Project Time Management - Four...	e-Learning	<div><div><strong>Project...			E-Learning (e-L)	IHRDC Business Essential
Corporate Roles	Time Management	IHRDC_BEES_PMT0201	Time Value of Money Principles	e-Learning	<div><div><strong>Time V...			E-Learning (e-L)	IHRDC Business Essential
Corporate Roles	Time Management	IHRDC_OM_AMSBA	SAFETY: Basics	e-Learning	This interactive training ...	<div><div><strong>...</div></div>	<div><div><strong>...</div></div>	E-Learning (e-L)	IHRDC OM > Maintenance
HES Roles	Back Safety	IHRDC_OM_BBWPE	HEALTH: Workplace Ergonomics	e-Learning	The purpose of this unit ...	<div><div><strong>Ergone...	<div><div><strong>Ergone...	E-Learning (e-L)	IHRDC OM > Health, Safe
HES Roles	Back Safety	IHRDC_OM_BBBSA	SAFETY: Back Safety	e-Learning	The purpose of this unit ...	<div><div><strong>Posture...	<div><div><strong>Posture...	E-Learning (e-L)	IHRDC OM > Health, Safe

**Learning Resources - Mandatory Training:** displays all mandatory training roles and the learning resources linked to them



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**COMING SOON**

# Advanced Reports Coming in November

## [4.18] User Logins - Most Recent

> Filters

Show the most recent login for users, click on name to drill down to login history.

Date ^	Time (GMT+1) v	Duration (HH:MM)	No. of Logins past 90 days	Name v	Email	User Company ID
10/13/2020	07:01 PM	02:33	540	Melaku Test	demsis@yahoo.com	2250098
10/13/2020	03:25 PM			Addis Amet	melaku.demsis@gmail.com	
10/08/2020	03:48 PM					
09/30/2020	03:41 PM					
09/09/2020	07:13 PM					
07/28/2020	01:53 PM					

**User Logins – Most Recent:**  
shows most recent login for all users

## [4.18] User History Login

> Filters

Date Start ^	Time Start (GMT+1) ^	Duration (HH:MM)	Name	User Company ID	Email	Active
10/13/2020	07:01 PM		Melaku Test	2250098	demsis@yahoo.com	Y
10/13/2020	03:25 PM		Addis Amet		melaku.demsis@gmail.com	Y
10/13/2020	03:48 PM					
10/13/2020	03:41 PM					
10/13/2020	07:13 PM					
10/13/2020	01:53 PM					

**User History Login:**  
shows all logins for all users

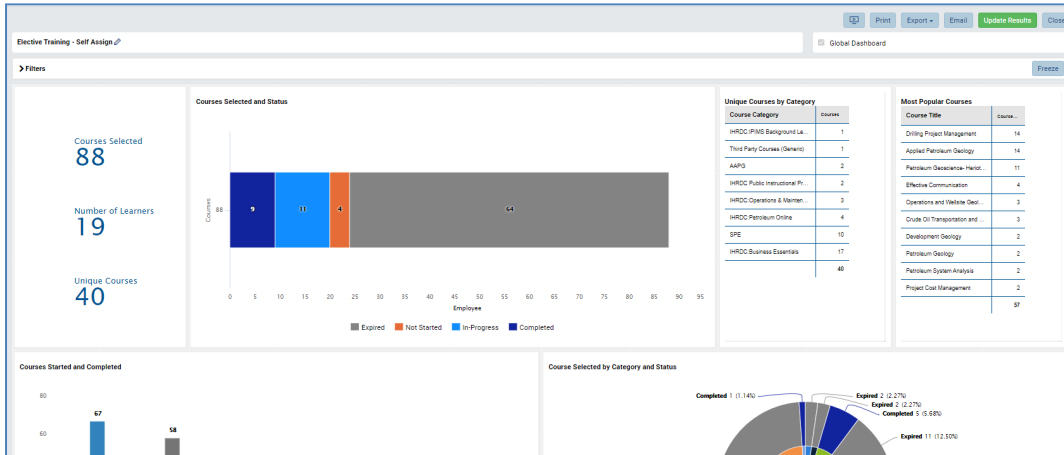
## [4.18] Competency Assessment Matrix - by Competency Role

Preview Records 100

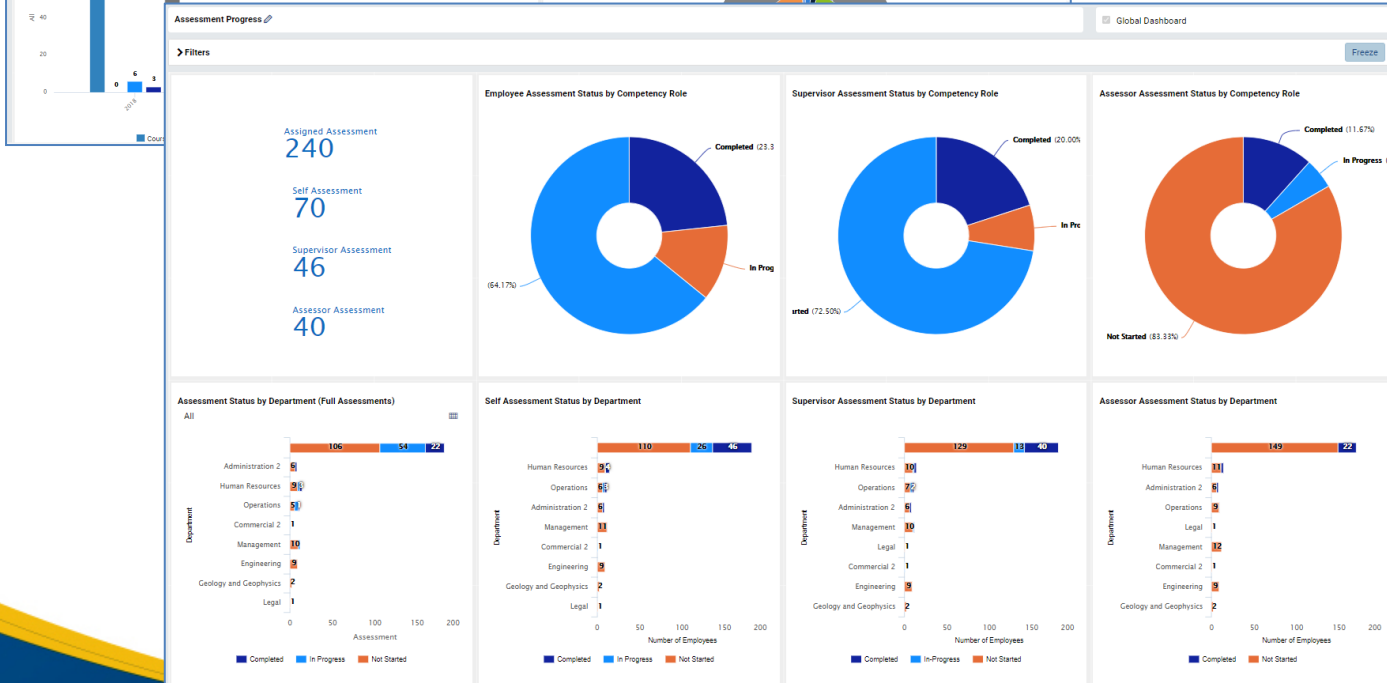
Library	Sublibrary	Competency Unit	Status	Performance Count	Green	Yellow	Red	Business Development (B)			Business Development (M)			Business Development (S)			Business Development (E)								
								JUL	OCT	FAR	JUL	OCT	FAR	JUL	OCT	FAR	JUL	OCT	FAR						
1-Functional Core Compete	Business Acumen	Economic Analysis	Green	33	17	10	8	3	-1.00	1.00	3	0.00	3.00	3	-1.00	2.00	3	-2.00	1.00	3	-2.00	0.80			
1-Functional Core Compete	Business Acumen	Internal Marketing	Yellow	23	7	11	5	3	-2.00	1.00	3	0.00	3.00	3	1.00	4.00	3	-2.76	0.25	2	-1.00	1.00			
1-Functional Core Compete	Business Acumen	Project Management	Green	30	11	9	10	2	-1.00	1.00	2	-0.66	1.44	2	1.00	3.00	2	0.44	2.44	2	-1.00	1.00	3	-2.03	0.37
1-Functional Core Compete	Business Acumen	Sales	Yellow	24	4	4	16	2	-1.00	1.00	3	-1.00	2.00	3	0.00	3.00	3	-2.00	1.00	4	-3.00	1.00			
1-Functional Core Compete	Business Core Competence	Annual Work Program and Budget (WP&B)	Yellow	14	2	5	7	2	-1.00	1.00	3	-1.00	2.00	3	-1.00	2.00	3	-2.00	1.00	4	-3.00	0.50			
1-Functional Core Compete	Business Core Competence	Budgeting and Budget Management	Red	1	0	0	1																		
1-Functional Core Compete	Business Core Competence	Business Planning and Performance Measureme	Yellow	5	1	0	4				4	-2.00	2.00	4	-2.00	2.00	4	0.00	4.00	4	-3.00	1.00			
1-Functional Core Compete	Business Core Competence	Cost Management and Control	Yellow	1	0	0	1																		
1-Functional Core Compete	Business Core Competence	Fundamentals of the Oil and Gas Industry (Sup	Red	2	0	0	2	3	-2.00	1.00													3	-2.00	1.00

**Competency Assessment Matrix:**  
assessment results by competency role

# Advanced Dashboards Coming in November



**Elective Training Self-Assigned:** contains key information about the status of elective training for the user population



**Assessment Progress:** displays assessment statuses for Employee, Supervisor and Assessor Assessments

# Next Release – 4.19 Feature Updates

CMS Online version 4.19 will be released in December 2020. New features will include:

Feature	Description
Restricted Administrator	This new user permission type will enable an administrator access to manage a limited population of users within a CMS Online instance.
Redesign Dashboard	We are improving the look and feel of the user dashboard to better provide at-a-glance information about items that are important to users or require user action.
User Account “Expiration”	We are adding the option to associate an expiration date with a user account. User account status will become inactive upon reaching the expiration, and the user will not be able to access their CMS Online instance.
Learning Resources: add attachment to course detail	Adds flexibility in what content is displayed to learners. Files, such as checklists, PowerPoints, and other supporting materials, can be attached directly to a learning event and accessed by learners.

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 cards: 'another new curriculum group' (0 of 8 Completed), 'Management Pathways Stage 1: Foundation' (5 of 5 Completed), and 'O and M Pathways' (5 of 8 Completed). A progress gauge shows 11 of 19 completed. An 'IHRDC Microlearning' sidebar 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 training due dates: Past Due (red), 3 Months (orange), 12 Months (green), and 1+ Year (blue).
- Competency Assessment:** Lists roles with completion progress: 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 training courses: 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.

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## CMS Online Quarterly Release Notes

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