

CMS Online Overview

Version 4.42

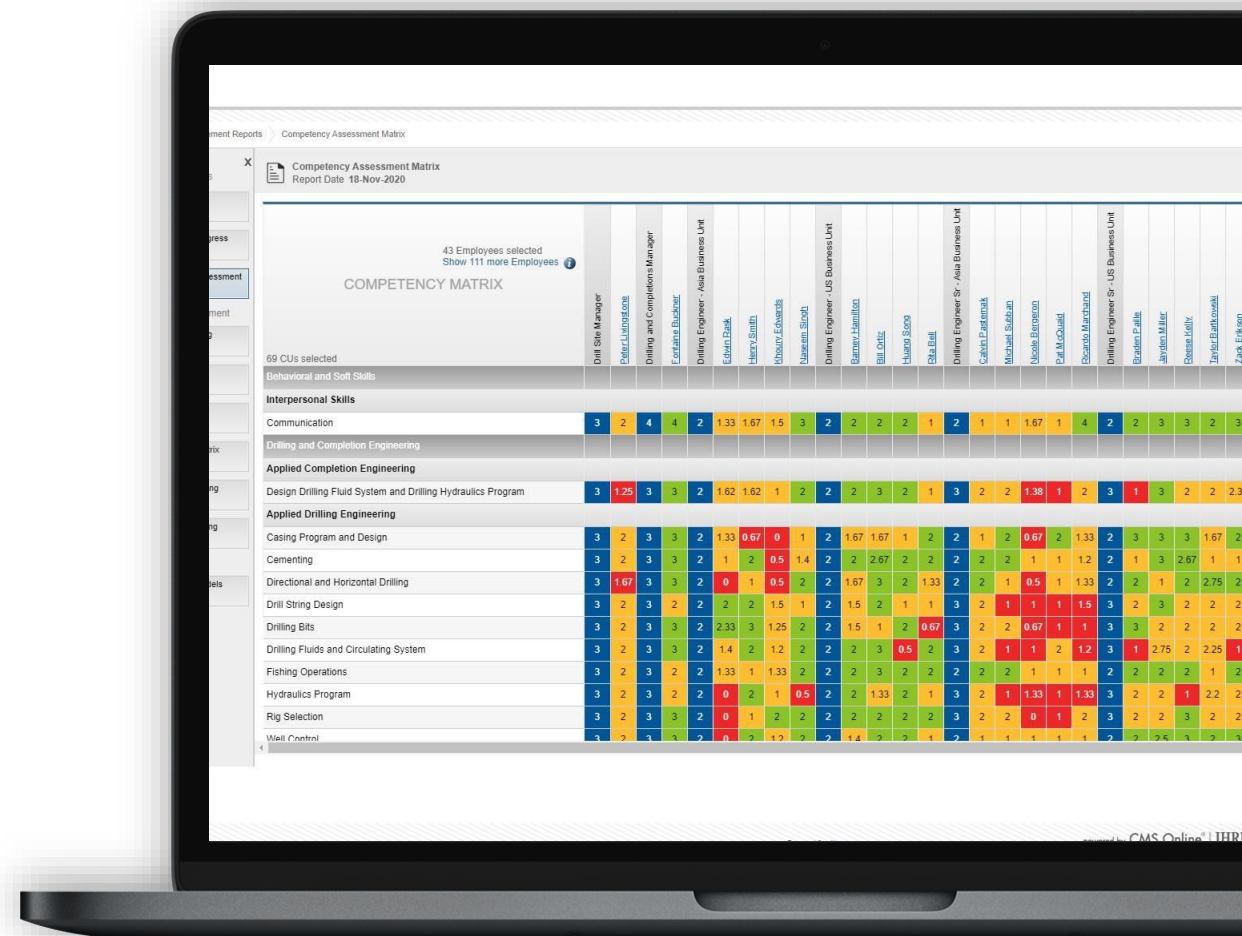
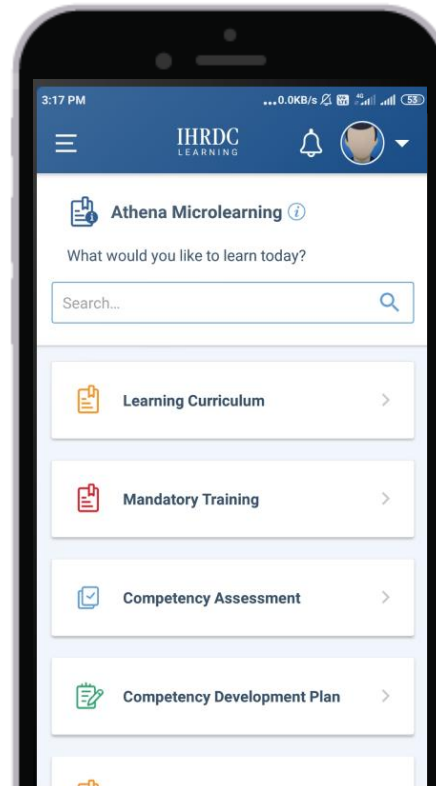
September 2026



ios



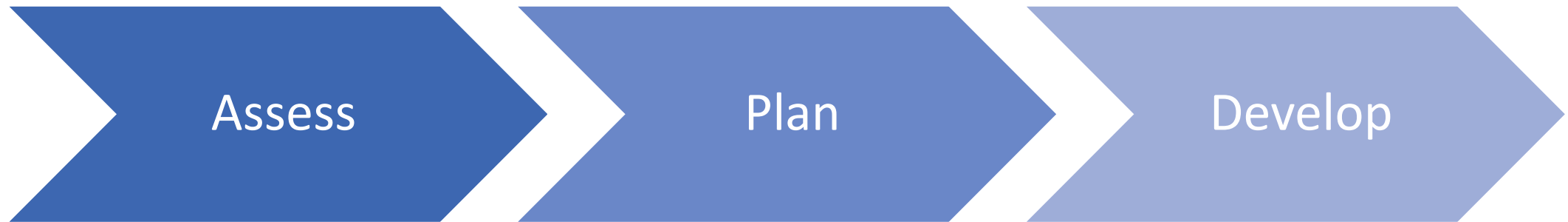
Android



CMS Online Product Features



CMS Online Enables Learning and Assessment Process

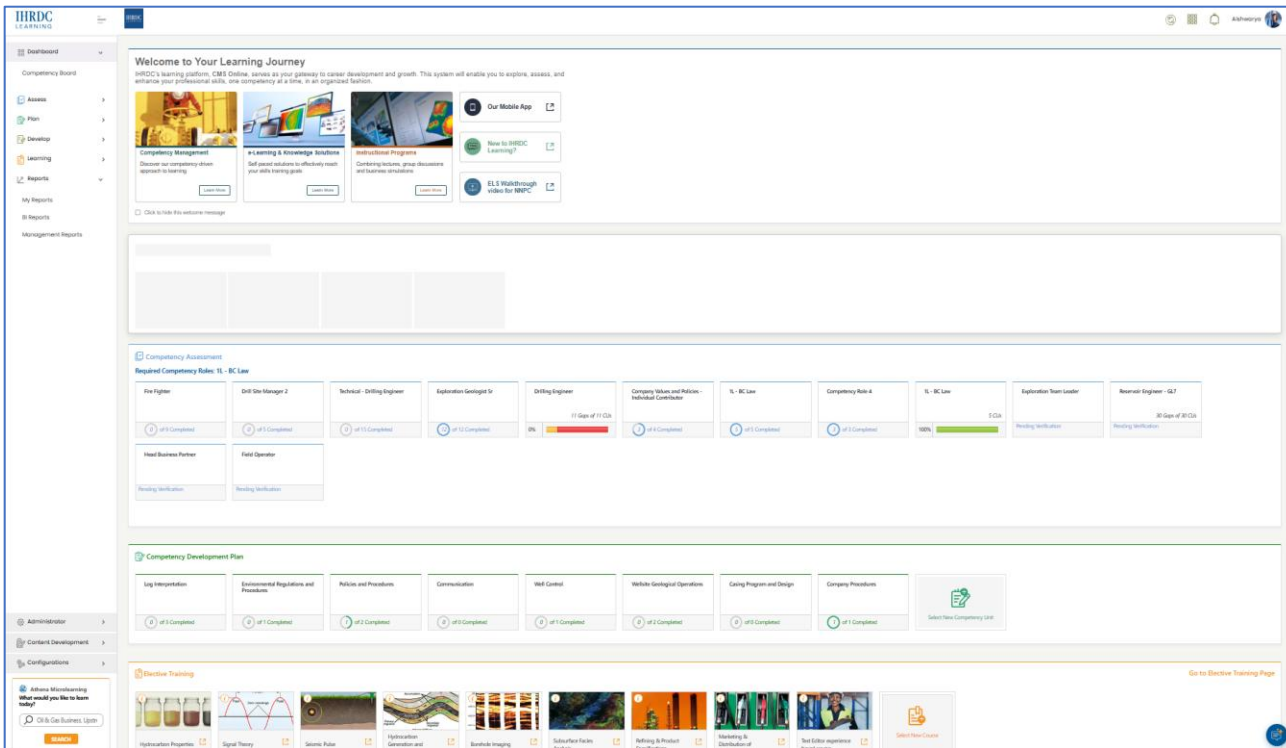


- Provides a comprehensive assessment process including self-assessment, supervisor and qualified assessor assessments
- Determines competency skill gaps for each employee through assessment process
- Generates reports that provide an overview of the workforce's strengths and areas of vulnerability

- Allows employees to review their competency profile and build competency development plans
- Mentors may support the process by building plans on employees' behalf
- Supervisors can then approve or reject the plans and provide feedback and comments

- Once competency development plans are approved, employees can start the learning process
- When ready, employees can initiate the reassessment process to close skill gaps
- Supervisors can keep track of the employee learning progress throughout

Dashboard



The single launch point for CMS Online!

- ✓ Competency Assessment & Gap Analysis
- ✓ Training Resources & Development
- ✓ Curriculum Training Pathways
- ✓ Management and Individual Reports
- ✓ Competency Content of 4,000+ Topics
- ✓ CMS AI Chatbot Assistant

Assess - My Assessment

Employee performs a self-assessment against each competency unit within each competency role assigned to their job title. They indicate their level of proficiency and can upload work products as evidence to help support their current level

Key Functions:

- Assessment details
- Toggle between competency roles
- Assess one competency unit at a time
- Multi-level skill statements
- View all matched learning resources
- Comments & evidence
- Optimized for tablet and smartphone
- Provide assessment process feedback

The screenshot displays the IHRDC 'Assess - My Assessment' mobile application interface. The interface is divided into several sections. At the top, there's a navigation bar with 'ASSESS', 'PLAN', and 'DEVELOP' tabs. Below this, a header section shows the user's name 'Melaku Test', job title 'Production Manager', and 'Assessment Details'. To the right, it displays 'COMPETENCY ROLE' as 'IT Manager' and 'ASSESSMENT STATUS' as '6 of 6 CUs Assessed'. A 'SUBMIT & PLAN' button is visible. The main content area is titled 'View Competencies' and shows a list of competency units under 'Operations Management'. These include 'Integrity' (with sub-units like 'Asset Integrity Management', 'Offshore Integrity Systems Management', 'Well Integrity Management', and 'Integrity Management for Operations') and 'Management Processes' (with 'Process Safety Management' and 'Project Management Orientation'). Each unit has a 'Status' column with a checkmark and an 'Evid.' column with a document icon. Below this, there's a 'COMMENTS & EVIDENCE (Overall)' section. A modal window titled 'Assess Phase: Competency Unit Assessment' is open, showing a 'Communication' competency unit. It includes a 'Select Competency Units' sidebar, a 'View' toggle for 'All' and 'Incomplete', and a list of assessment criteria. The 'Evidence' section shows uploaded files like 'CMS 342 Deployment Guide.pdf' and 'IHRDC_BEES_1165.xlsx'. Another modal window titled 'Developing Others' is also visible, showing a 'Communication' competency unit with a 'Job Level Required (JLR): 4' and a 'Competency Statements' section. The bottom of the screen shows a mobile home indicator bar.

Assess - My Employees' Assessment

Supervisors can assess their employees against assigned job competency roles. CMS Online provides an intuitive set of screens to launch the assessments and complete the process

Key Functions:

- Employee and Supervisor Assessment status displays
- Launch assessment from Supervisor landing page
- Toggle between Competency Roles assigned to employee
- View any comments and evidence submitted by the employee
- Option to perform a blind employee assessment
- Option to assign assessment to be completed by a Secondary Supervisor

The screenshot displays the 'Assess - My Employees' Assessment' interface. The top navigation bar includes 'Dashboard', 'My Employees' Assessment', and tabs for 'ASSESS', 'PLAN', and 'DEVELOP'. The 'ASSESS' tab is active, showing the 'Assess Phase: My Employees' Assessment'.

The main content area features a table with columns: Job Title, Employee Name, Competency Role, Employee, Supervisor, and Action. The table lists employees and their assessment status. A 'Competency Area: Business Personnel' filter is applied.

On the right, there are two status bars: 'Employee Assessment Status' and 'Supervisor Assessment Status'. The 'Employee Assessment Status' bar shows 18 Not Assigned, 34 Not Started, 9 In Progress, and 37 Completed. The 'Supervisor Assessment Status' bar shows 18 Not Assigned, 34 Not Started, 5 In Progress, and 41 Completed.

Below the status bars, there are 'Filter Options' and a 'Clear All' button.

A mobile app interface is overlaid on the screen, showing a supervisor's assessment details for Brenda Magennis. The app displays the supervisor's name, title, and a progress bar for the assessment. It also shows a list of competencies and their status.

Assess - Assessor Assessment

A Qualified Assessor can complete an assessment after the supervisor and employee assessments have been completed. They can select specific competencies to assess after reviewing the supervisor and employee assessment results and conduct further assessment where lar

Key Functions:

- Assessor selects Competency Units (CUs) to assess
- CU assessment requirement priority
- Assessment scores and gap
- Assessor plans and communicates time, location, assessment method and other details of the assessment
- Assessor Guides available to support consistent, thorough assessments

The interface displays the 'ASSESS PHASE: COMPETENCY UNIT ASSESSMENT' for 'Yousef Qash', an Electrical Technician Sr, with Primary Supervisor 'Jim Cash'. The assessment is for 'DC Power Supplies' and includes a 'Competency Assessment Details' section. The assessment is divided into two steps: '1 Awareness' and '2 Basic Application'. The '2 Basic Application' step shows a list of assessment methods, including 'Remove DC power supply unit components and ensure replacement components meet required specification'. The interface also includes a 'Competency Assessment Details' section and a 'DC Power Supplies' section with a list of assessment methods. The 'Assess Phase: Assessor Planning' window shows details for 'Well Completion Design and Equipment', 'Hydraulic Fracturing', 'Asset Integrity Management', and 'Offshore Integrity Systems Management'. The 'Assess' phase window shows details for 'Davin User - Assessor Assessment' and a list of competencies to be assessed.

Assess – Internal Verifier

Where an organization uses an internal verifier (IV) to oversee the assessment process, CMS Online provides the ability for the IV to monitor and verify completed assessments, evidence and comments

The screenshot displays the 'Internal Verifier' dashboard in CMS Online. The top navigation bar includes 'ASSESS', 'PLAN', and 'DEVELOP' tabs. The main section is titled 'Assess Phase: Internal Verification' and features a 'Select Assessment' button. Below this, a table lists assessments for various employees, including Addis Amet and Brenda Magennis. The table columns are Employee Name, Competency Role, Assessor Name, IV Status, Assessor Plan, and Action. Brenda Magennis's assessment for 'Business Development Manager - EPC Contractor' is highlighted, showing a 'Completed' status.

Below the table, a detailed competency report for Brenda Magennis is shown. The report includes a 'Competency Role' section with a progress bar and a table of competency units. The table columns are Info, Competency Unit, JLR, EA, SA, IAR, AA, FAR, GAP, and Competency Level. The report also includes a 'Competency Level' section with a bar chart and a 'Competency Role: Business Development Manager - EPC Contractor' section with a table of competency units.

Competency Unit	JLR	EA	SA	IAR	AA	FAR	GAP	Competency Level
Communication	3	2	0	2	0	2	-1	3
Asset Development Process	2	1.2	0	1.2	0	1.2	-0.8	2
Leadership	3	2	0	2	0	2	-1	3
Tenders and Contracts	4	2	0	2	0	2	-2	4
Problem Solving	4	2	0	2	0	2	-2	4
Decision-Making Tools and Analysis	2	2	0	2	0	2	-	2
Organizational Awareness	4	1.28	0	1.28	0	1.28	-2.72	4
Strategic Planning	3	2	0	2	0	2	-1	3
Partnering (Internal)	3	2	0	2	0	2	-1	3
Department Objectives and KPIs	4	2	0	2	0	2	-2	4
Visioning and Strategic Direction	3	3	0	3	0	3	-	3
Developing Business Opportunities	4	3	0	3	0	3	-1	4

Key Functions

- Select any completed assessment to review
- View assessment results, comments & evidence, and assessment plan where applicable
- After verification is complete, IV indicates whether additional work is required by Assessor
- Assessment selected by IV and their progress display in Assessment Progress report

Assess – Auto-Assess

In cases where an assessor assessment is not required, an Administrator or certain types of Assessors can select assessments to batch auto-assess. The auto-assess is completed in place of an Assessor Assessment

Dashboard > Auto-Assess

Assess Phase: **Auto-Assess**

Select assessments and click submit to record the interim assessment result (IAR) as the final assessment result (FAR). SUBMIT

Competency Area Export to Excel Export to PDF

Employee Name	Assessment	Employee	Supervisor	Select All
Competency Area: Technical Personnel				
Mark Butterworth	IT Manager	✓ Completed	✓ Completed	☐
Tom Test	Professional	✓ Completed	> In Progress	☐
Piers Cooke-Yarborough	Subsurface Manager	✓ Completed	> Not Started	☐
Michael Frank	Manager	✓ Completed	✓ Completed	☐
Jillian Blauvelt	Safety Specialist	✓ Completed	> Not Started	☐
Jack Notarangelo	Senior Petrophysicist	✓ Completed	> Not Started	☐
Kenneth Ogle	Subsurface Engineer - Entry Level	✓ Completed	> In Progress	☐
Jared Kapela	Subsurface Engineer - Entry Level	> In Progress	✓ Completed	☐
Samantha Yeh	Well Engineer - Entry level	✓ Completed	✓ Completed	☐
Kelly Nash	IT Manager	✓ Completed	✓ Completed	☐

Key Functions

- Ability to choose one or all competency roles (assessments) provides flexibility
- Submitting will record the lower of the Employee and Supervisor assessment scores for each competency unit as the final assessment result (FAR)

Plan - My Plan

Once the assessment is complete an employee can build their Competency Development Plan based on skill gaps using pre-matched learning events to help close gaps. The employee can then submit the plan and request approval from their supervisor.

Acme Oil & Gas

Dashboard > My Plan

ASSESS PLAN DEVELOP

Plan Phase: My Plan

Melaku Test
Production Manager

COMPETENCY ROLE
MANAGER

OVERALL STATUS
0% 50% 100%

Core Competencies

1-Functional Core Competencies

Sub Library

Business Acumen

Generic Competencies - With a really long sublibrary name to test word wrapping in the competency tree

Build Plan: Asset Integrity Management

Michael Magennis
IT Manager

COMPETENCY UNIT:
Asset Integrity Management

JLR: 4
FAR: 3
LARGE GAP-1

Target Level *
Select a Target Level before selecting your training.

Awareness Basic Application Skilled Application Mastery

Target Dates
Select Start & End Dates for completing this plan.

Plan Start Date:

Plan End Date:

1. TRAINING

Recommended Training
Listed below are the recommended activities associated with this Competency Unit. Select the ones you want to pursue and optionally add a Target Date for each selected activity.

Select	Info	Course Title	Level	Course Type	Duration	Target Date
☒		SPE Process Safety & Integrity Workshop	4	Workshop	24 h	

Supplemental Training

Add New Supplemental Training

Course Title	Provider	Location	Duration	Cost	Target Date	Link
Instructor-led AIM course	Floor 11 T...	Dubai	0 h			

2. APPLICATION

Use this section to document how you will apply your learning to your job.

Close

* Required field

Plan Status:
> In Progress

User Actions
When you have completed the Plan for the CU, click the Submit button below.

Submit

Activity Log
> Show Log

Key Functions:

- Employee selects which CUs to add to Competency Development plan
- For each CU, the employee selects pre-matched training resources to close the gap and states how they will apply the learning back on the job
- Progress status for the selected CU
 - Not Started
 - In Progress
 - Request Approval
 - Approve
 - Reject
 - Locked

Plan – My Mentees' Plan

Mentors are assigned and can build Competency Development plans on behalf of employees

Acme Oil & Gas

Dashboard > My Mentees' Plan

ASSESS PLAN DEVELOP

Plan Phase: My Mentees' Plan

Export to PDF Export to Excel

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

Profile	Job Title	Employee N...	Competency ...	Select CUs	Competency Unit	Status	Action
HR Assistant - ...	Addis Amet	IT Manager	Select	Well Integrity Manage...	Approved	Build	
HR Assistant - ...	Addis Amet	IT Manager	Select	Integrity Management...	Approved	Build	
HR Assistant - ...	Addis Amet	IT Manager	Select	Project Management ...	Approved	Build	
HR Assistant - ...	Addis Amet	IT Manager	Select	Asset Integrity Manag...	Approved	Build	
HR Assistant - ...	Addis Amet	IT Manager	Select	Offshore Integrity Syst...	Approved	Build	
HR Assistant - ...	Addis Amet	Account Manag...	No CU Selected				
HR Assistant - ...	Addis Amet	HR Assistant - ...	Select	No CU Selected			
HR Assistant - ...	Addis Amet	Well Engineer - ...	No CU Selected				
HR Assistant - ...	Addis Amet	Professional	Select	No CU Selected			
HR Assistant - ...	Addis Amet	Senior Professi...	No CU Selected				
Supply Chain M...	Ronnie Arnold	IT Manager	No CU Selected				
Supply Chain M...	Ronnie Arnold	HR Assistant - ...	No CU Selected				
Supply Chain M...	Ronnie Arnold	Well Engineer - ...	No CU Selected				
Supply Chain M...	Ronnie Arnold	Supply Chain M...	Select	Market and Product	In Progress	Build	
Supply Chain M...	Ronnie Arnold	Supply Chain M...	Select	Strategy Development	In Progress	Build	
Supply Chain M...	Ronnie Arnold	Supply Chain M...	Select	Requisitions and Purc...	In Progress	Build	

14 Employee(s) have not started their development Plan
0 Competency Unit(s) need approval
29% of employees are ready to start training

Plan Phase Status

Not Started	In Progress	Needs Approval	Approved
14	3	5	

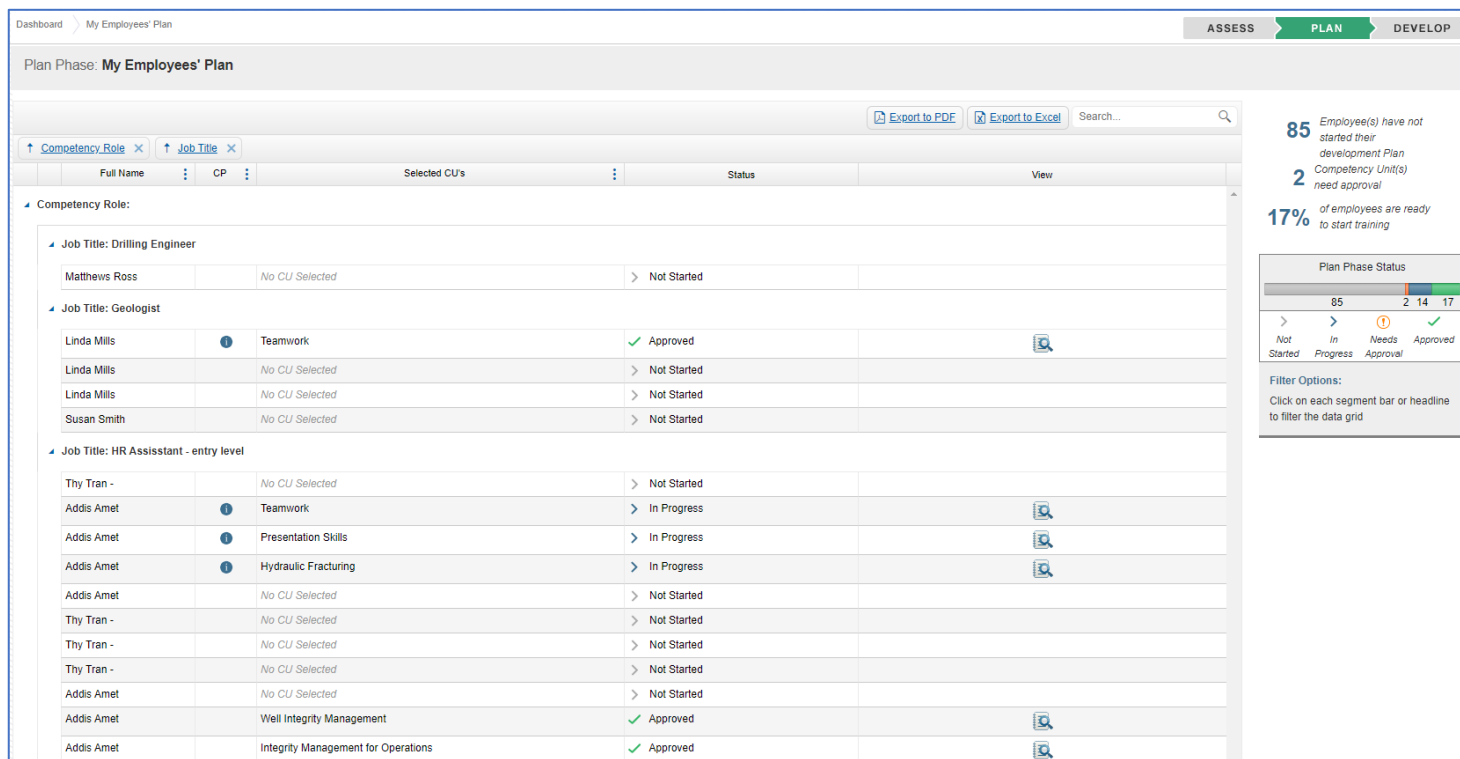
Filter Options:
Click on each segment bar or headline to filter the data grid

Key Functions:

- Mentor selects which CUs to add to Competency Development plan
- Mentor builds the plan and either:
 - Submits on employee's behalf
 - Notifies employee to review and submit
- Supervisor approves, modifies or rejects

Plan – My Employees' Plan

Once the draft plan has been submitted by the employee or mentor, the supervisor can modify, approve or reject Competency Development Plans for each competency unit and provide feedback and recommendations about the plan



Key Functions:

- Employee Competency Development progress status
- Modify the plan as needed
- Approve or Reject Competency Development plan with comments

Develop – My Development

Once the supervisor approves, the employee can start working on the Competency Development Plan. As he progresses by completing the selected training and applying the learning to the job, he can log comments and evidence to help demonstrate development. Finally, the employee can indicate when he is ready to reassess

DEVELOP PHASE: MY DEVELOPMENT
Melaku Test
Production Manager

ASSESS

Train, Apply and Assess selected Competencies

COMPETENCY UNIT:
Project Management

TARGET LEVEL: 2
JLR: 3
FAR: 1
LARGE GAP: -1

1. TRAINING

Register	Info	Course Title	Course Type	Status	Add
		Introduction to EPC Project Management	Instructor-led Classroom	Complete	
		Effective Planning and Execution of Oil and Gas Projects	Instructor-led Classroom	Complete	

2. APPLICATION

Use this section to document how you will apply your learning to your job.

3. READY TO ASSESS?

☐ By checking this option I confirm that I'm ready to assess

COMMENTS & EVIDENCE LOG

Modify	Title	Attachment
	Learning: Effective Planning and Execution of Oil and Gas Projects (Instructor-led Classroom)	
	Learning: Effective Planning and Execution of Oil and Gas Projects (Instructor-led Classroom)	
	kik	

Key Functions:

- Executes learning based on plan
- Indicates completion date
- Comments & Evidence as proof of competency
- Initiates reassessment process when ready

Develop – My Employees' Development

All through the learning process, supervisors can monitor each employee's learning progress to help keep their employees on track

Dashboard > My Employees' Development

ASSESS PLAN **DEVELOP**

Develop Phase: **My Employees' Development**

Export to PDF Export to Excel Search...

Job Title

Full Name	CP	Competency Role	Selected CU's	Train	Status	View	Department
Job Title: Drilling Engineer							
Matthews Ross		Unknown			No Plan		Unknown
Job Title: Geologist							
Linda Mills	1	HR Assistant - entry level	Teamwork	0 of 1	Not Started		Unknown
Linda Mills		Well Engineer - Entry level			No Plan		Unknown
Linda Mills		Geologist			No Plan		Unknown
Susan Smith		Geologist			No Plan		Legal
Job Title: HR Assistant - entry level							
Thy Tran -		Subsurface Engineer - Ent...			No Plan		Engineering
Addis Amet	1	HR Assistant - entry level	Teamwork	0 of 1	In Progress		Operations
Addis Amet	1	HR Assistant - entry level	Presentation Skills	0 of 1	In Progress		Operations
Addis Amet	1	HR Assistant - entry level	Hydraulic Fracturing	-	Not Started		Operations
Addis Amet		Well Engineer - Entry level			No Plan		Operations
Thy Tran -		HR Assistant - entry level			No Plan		Engineering
Thy Tran -		HR Assistant - entry level			No Plan		Engineering
Thy Tran -		Well Engineer - Entry level			No Plan		Engineering
Addis Amet		Senior Professional			No Plan		Operations
Addis Amet		IT Manager	Well Integrity Management	0 of 1	Not Started		Operations
Addis Amet		IT Manager	Integrity Management for ...	1 of 2	In Progress		Operations
Addis Amet		IT Manager	Project Management Orie...	1 of 1	In Progress		Operations
Addis Amet		IT Manager	Asset Integrity Management	1 of 1	In Progress		Operations

78 Employee(s) without a Plan

4 CU(s) ready for reassessment

9 Training Item(s) not completed

Develop Phase Status

78 16 13 4

No plan Not Started In Progress Ready to Reassess

Filter Options:

Click on each segment bar or headline to filter the data grid

Key Functions:

- Status for each employee's learning progress
- Competency profile for each employee
- View employee Competency Development plans

Assess – Employee Reassessment

Once the employee is ready, he initiates an assessment from the Learning cycle and a full assessment for that competency unit is completed to update the competency profile. During the assessment he can also select additional competencies to assess

ASSESS PHASE: MY ASSESSMENT



Melaku Demsiz
Production Manager
[Assessment Details](#)

COMPETENCY ROLE

▼ HSE Core Competencies

ASSESSMENT STATUS

1 of 6 CUs Assessed

Select Additional Competencies

SUBMIT

View Competencies: ☐ All ☐ Incomplete Assessment ☐ Missing Required Evidence

Core Competencies

▼ HSE

Sub Library	Competency Unit	Criticality	Status	Evid.	Attch.
General Safety Procedures	Chemical Storage, Handling, Hazards and SDS	Normal	🕒		
	Life-saving Appliances	Normal	✅		
	Personal Safety Inspection	Normal	🕒		
	Slip, Trip and Fall Protection	Normal	🕒		
	Electrical Safety	Normal	🕒		
	Personal Protective Equipment	Normal	🕒		

COMMENTS & EVIDENCE (Overall)

Modify	Title	Competency Unit	Date	Attached By	Attachment
	Assessor Assessment Submitted by Melaku Demsiz		21-Nov-2024	Assessor	
	Employee Assessment Submitted by Melaku Demsiz		21-Nov-2024	Employee	

Key Functions:

- Employee initiates assessment for specific CU(s)
- Employee has option to select additional CUs to include in assessment
- Supervisor performs assessment on CUs employee selected
- Assessor performs assessment – with the option to select additional CUs

Career Path and Career Development

The Career Path provides employee users with a comparison view of their assessment results against requirements for all other job titles within their discipline or from selected job titles outside their discipline. Career Development then enables employees to document career goals

The screenshot displays the 'Career Path' interface for a user named 'Melaku Test' with the role of 'Production Manager'. The interface has two tabs: 'Career Path' and 'Career Development'. Under the 'Career Path' tab, there is a section titled 'USER SELECTED JOB TITLES' with an 'Add Job Title' button. Below this is a table with columns for 'Job Title', 'Competency Status', 'View', and 'Delete'. The 'Competency Status' column shows a progress bar from 0% to 100%. The table lists 'Operations Superintendent' and 'Production Manager' (highlighted in orange). Below the table, there is a section titled 'JOB LADDER FOR YOUR DISCIPLINE: PRODUCTION ENGINEERING AND OPERATIONS' with a list of job titles: 'Operations Superintendent', 'Production Manager' (highlighted in orange), 'Senior Production Engineer', 'Production Engineer', 'Field Operations Engineer', and 'IT Manager'. An 'Export to PDF' button is visible next to the search bar.

Key Functions:

- Employee can view results of current assessments and how they compare to the requirements for other jobs
- Employee can upload related attachment
- Administrator sets a hierarchy of all job titles in a job area to establish the job ladder for a discipline
- Employee can compare current results to the requirements for any other job title in the organization

The screenshot shows the 'Add Development Goal' dialog box. It has a title bar with a close button (X). The dialog contains a 'Title' field with the text 'Long-term goals for Operations Supl' and a 'Date' field. Below the title field, there is a section titled 'CAREER GOALS' with a sub-section 'Short Term goals(1-2 Years)' and a text area. Below this, there is a section titled 'Mid Term goals(3-5 Years)' and another text area. At the bottom, there is a section titled 'STRENGTHS AND AREAS TO IMPROVE' with a sub-section 'Strengths' and a text area. The dialog is overlaid on a blurred background of the Career Path interface.

Career Path

Melaku Test
Production Manager

USER SELECTED JOB TITLES

IT Manager

0%

50%

100%

Production Engineer

0%

50%

100%

Fire Marshal Role

0%

50%

100%

Technical Job Title

0%

50%

100%

New & Updated CUs

0%

50%

100%

Professional

0%

50%

100%

Facilities and Process Engineer - Entry Level

0%

50%

100%

HR Assistant - entry level

0%

50%

100%

JOB LADDER FOR YOUR DISCIPLINE: PRODUCTION ENGINEERING AND OPERATIONS

0%

50%

100%

Operations Superintendent

0%

50%

100%

IT Manager

0%

50%

100%

Production Engineer

0%

50%

100%

Fire Marshal Role

0%

50%

100%

Technical Job Title

0%

50%

100%

New & Updated CUs

0%

50%

100%

Professional

0%

50%

100%

Facilities and Process Engineer - Entry Level

0%

50%

100%

HR Assistant - entry level

0%

50%

100%

JOB LADDER FOR YOUR DISCIPLINE: PRODUCTION ENGINEERING AND OPERATIONS

0%

50%

100%

Operations Superintendent

0%

50%

100%

IT Manager

0%

50%

100%

Production Engineer

0%

50%

100%

Fire Marshal Role

0%

50%

100%

Technical Job Title

0%

50%

100%

New & Updated CUs

0%

50%

100%

Professional

0%

50%

100%

Facilities and Process Engineer - Entry Level

0%

50%

100%

HR Assistant - entry level

0%

50%

100%

JOB LADDER FOR YOUR DISCIPLINE: PRODUCTION ENGINEERING AND OPERATIONS

0%

50%

100%

Operations Superintendent

0%

50%

100%

IT Manager

0%

50%

100%

Production Engineer

0%

50%

100%

Fire Marshal Role

0%

50%

100%

Technical Job Title

0%

50%

100%

New & Updated CUs

0%

50%

100%

Professional

0%

50%

100%

Facilities and Process Engineer - Entry Level

0%

50%

100%

HR Assistant - entry level

0%

50%

100%

JOB LADDER FOR YOUR DISCIPLINE: PRODUCTION ENGINEERING AND OPERATIONS

0%

50%

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Operations Superintendent

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100%

IT Manager

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100%

Production Engineer

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100%

Fire Marshal Role

0%

50%

100%

Technical Job Title

0%

50%

100%

New & Updated CUs

0%

50%

100%

Professional

0%

50%

100%

Facilities and Process Engineer - Entry Level

0%

50%

100%

HR Assistant - entry level

0%

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100%

JOB LADDER FOR YOUR DISCIPLINE: PRODUCTION ENGINEERING AND OPERATIONS

0%

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Operations Superintendent

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100%

IT Manager

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50%

100%

Production Engineer

0%

50%

100%

Fire Marshal Role

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100%

Technical Job Title

0%

50%

100%

New & Updated CUs

0%

50%

100%

Professional

0%

50%

100%

Facilities and Process Engineer - Entry Level

0%

50%

100%

HR Assistant - entry level

0%

50%

100%

JOB LADDER FOR YOUR DISCIPLINE: PRODUCTION ENGINEERING AND OPERATIONS

0%

50%

100%

Operations Superintendent

0%

50%

100%

Key Functions:

- Employee can select any job title to view a detailed comparison of current assessment results vs. requirements for the selected job
- Click to see all statements, with current tick marks, in a competency unit

Learning Curriculum

Provides the ability to create customized curricula in CMS Online. Bundles of learning events are created and assigned to jobs or individuals and can include all types of learning: e-Learning, webinars, workshops, mentoring and on-job assignments

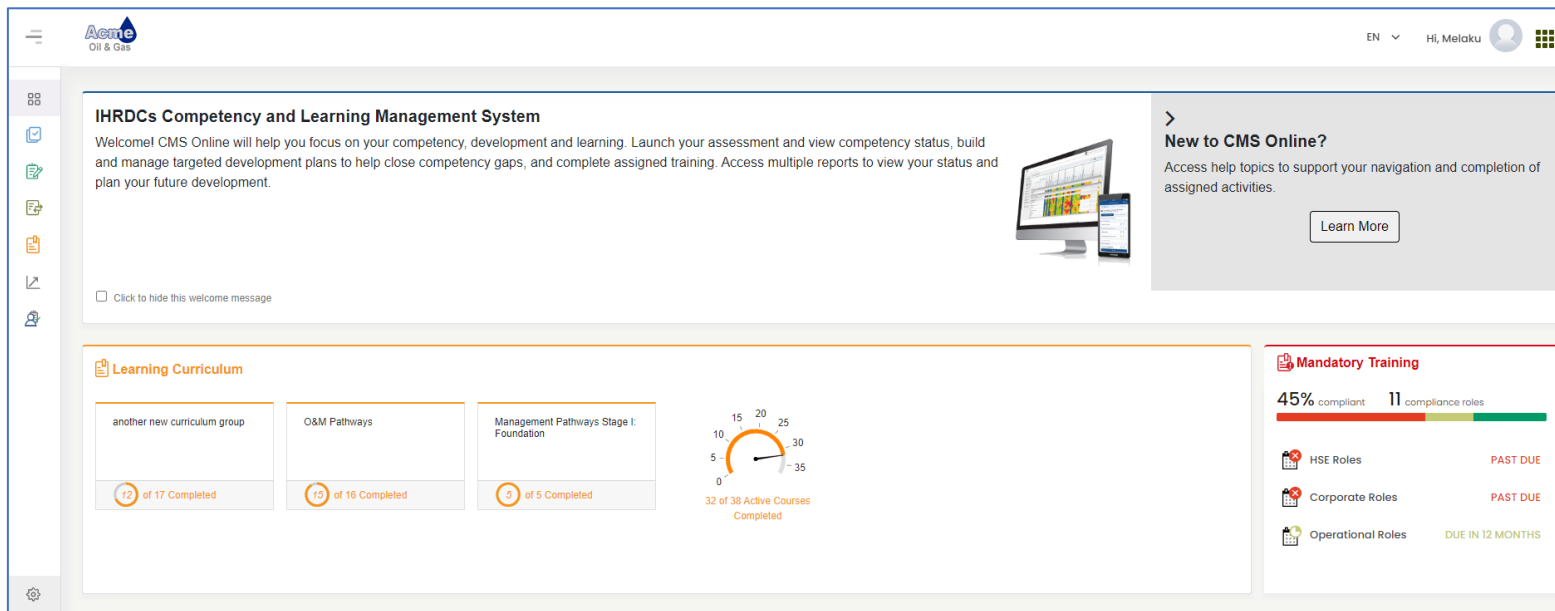
The screenshot displays the Aeme Learning Curriculum interface. At the top, the Aeme Oil & Gas logo is visible. The main content area is divided into several sections. On the left, there's a sidebar with icons for Learning Curriculum, Mandatory Training, and HSE Roles. The central part shows a 'Learning Curriculum' section with three cards: 'O&M Pathways' (9 of 10 Completed), 'another new curriculum group' (2 of 10 Completed), and 'Management Pathways Stage I: Foundation' (5 of 5 Completed). A progress gauge indicates '16 of 25 completed'. To the right, the 'Athena Microlearning' section asks 'What would you like to learn today?' with a search bar containing 'Oil & Gas Business, Upstream Technology, Operations & Maintenance' and a 'SEARCH' button. Below these, the 'Management Pathways Stage I: Foundation' section is expanded, showing two columns of learning blocks. The 'Business Communications' column includes 'WORKSHOP Advanced Price Risk Management' (16 HS), 'Effective Communication' (3 HS), and 'Presentation Basics' (3 HS). The 'Creativity and Innovation' column includes 'Basic Electricity Review' (2 HS) and 'Creativity in Teams and Organizations' (4 HS). Each block shows a 'STATUS Complete' indicator and a 'DURATION' in hours.

Key Functions:

- Delivers a pre-defined learning curriculum to the end user
- Displays the curriculum in sequential learning blocks
- Allows the end user to open each block independently to see the list of courses / activities
- Provides a link to the learning resource for each course

Employee Mandatory Training – Dashboard

The Dashboard provides the overall mandatory training status by mandatory training category. The employee can click into any role for more details



Key Functions

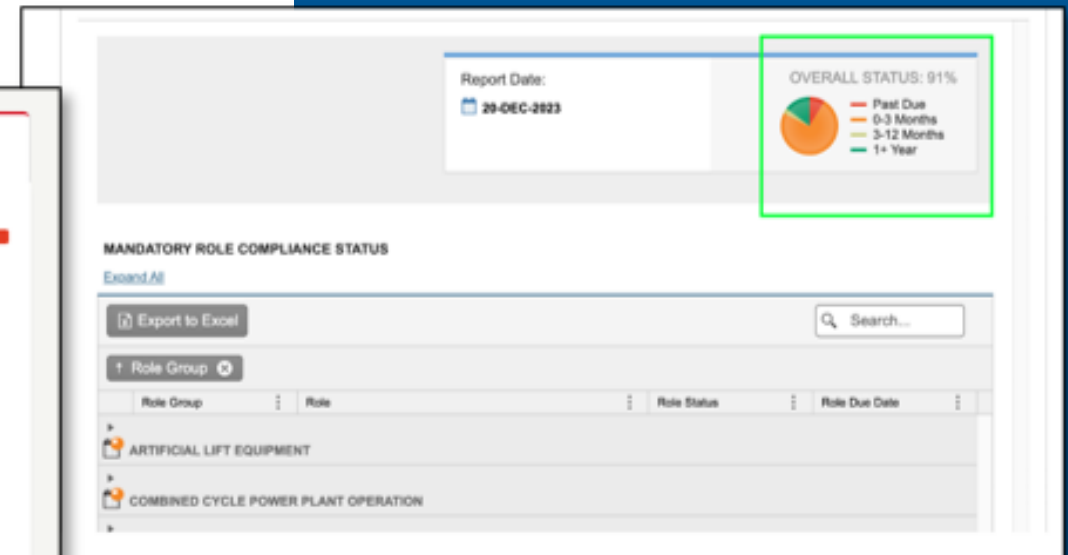
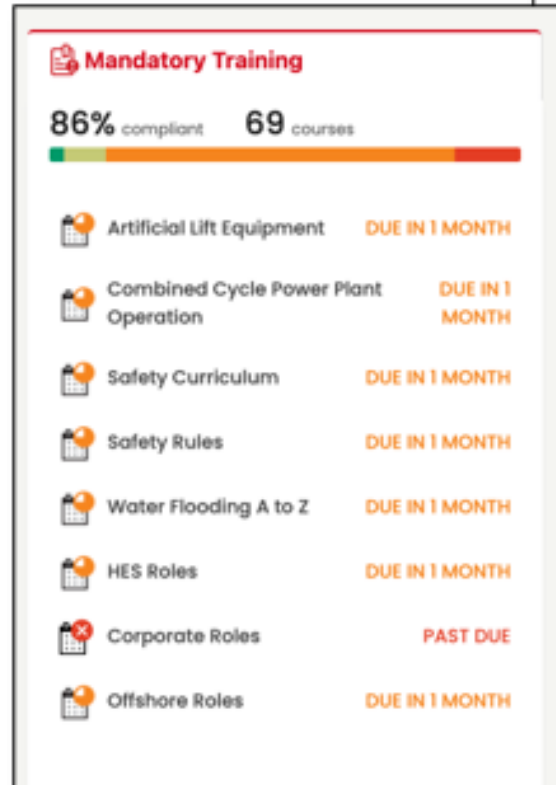
- Displays Mandatory Training overall status
- Displays Mandatory Training category status
- User can click to view and launch mandatory training assignments

Employee Mandatory Training

Provides individual mandatory training status by role and the ability to track, launch, and view status of mandatory training and compliance learning assigned to the user. Additional information includes due date, date completed, duration and type of learning

Key Functions

- Track mandatory training role status
- Display individual training event progress and status
- Launch mandatory training assignments
- Upload course completion evidence



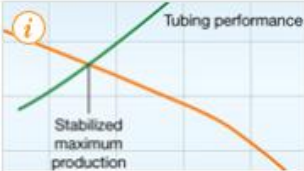
Elective Training

Users can view and launch all approved elective training and access the Dynamic Course Catalog to browse and search e-Learning

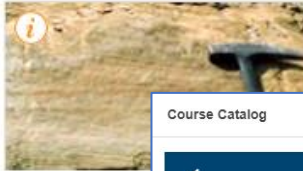
Elective Training



Communication Tools for Leaders and Mentors (AAPG)



Flowing Well Performance and Production System Analysis



Sedimentology



Basin

Course Catalog

Oil & Gas Business

UPSTREAM



Upstream Oil & Gas Agreements



Petroleum Geology & The Exploration Process



Drilling and Well Completions



Oilfield Development



Marketing & Trading of Crude Oil

MIDSTREAM



Crude Oil Transportation & Storage



Gas Processing and NGL Markets



LNG Value Chain and Markets



Load Balancing including Underground Gas Storage



Refining & Product Specifications

▲ 1 Courses Selected

SUBMIT ALL

Key Functions

- Browse and search the dynamic course catalog
- Depending upon client configuration, launch or request approval for a course
- View and launch approved elective training

Document Repository

Clients can upload documents, such as policies and procedures governing the competency process, or employee communications. These documents are available for all users to download

Write Access - Advanced Users

Documentation

The Document Repository is the area in CMS Online where you can access procedure-related as well as other useful documents. Depending on the access privileges assigned to your role in the system, you may be able to view all documents across the organization and upload new ones.

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

Modify	Title	Category
	Test case	Form
	Matrix	Best Practices
	Scope Document	Documentation

New

1 Document

☒ Upload from your computer ☐ Enter Link / URL

drag and drop your document here or [browse](#)

2 Properties

Title*

Description

Category*

Document number

Date Uploaded

Uploaded By

Please Choose One

06/12/2017

Thy Tran

* Mandatory fields

Cancel

Save

Read Access - All Other Users

Documentation

The Document Repository is the area in CMS Online where you can access procedure-related as well as other useful documents. Depending on the access privileges assigned to your role in the system, you may be able to view all documents across the organization and upload new ones.

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

Title	Category
CMS Online Reports	Documentation
Test case	Form
Matrix	Best Practices
Scope Document	Documentation

CMS Online Reports - April 2015.docx
4.26 MB

View

Title

Description

Category

Document number

Date Uploaded

Uploaded By

CMS Online Reports

This document list all available reports on CMS Online

Documentation

2

06/12/2017

Thy Tran

Supervisor Dashboard

Supervisors can view all direct reports and access their Employee Snapshot reports

Dashboard > Supervisor Dashboard

Switch to List View

Supervisor Dashboard



Axel Curth
Field Lead Operator
[acurth@ihrdc.com](#)
Maintenance



Bill Cash
Drilling Engineer 1
[dthrash@acme.com](#) Drilling and Completions



Brenda Heffernan
Field Lead Operator
[bheffernan@acme.com](#)
Operations



Brenda Magennis
Operations Manager
[bmagennis@ihrdc.com](#)
Operations



Brenda Magennis



Brenda Operator



Electrical Cash
Electrical Technician 1
[ecash@acme.com](#)



George Cash
Geologist
[gcash@acme.com](#) Geology and Geophysics



Cash
Business Partner
[@acme.com](#)



Jim Pebble
Field Operator - Oil Facility
[jpebble@acme.com](#)
Operations



John Smith
Field Lead Operator
[johnsmith@acme.com](#)



Sen
Operator Sr
[me.com](#)
TS



Michael Cash
Mechanical Technician 1
[mcash@acme.com](#)



Michael Tester
Geologist
[mtester@acme.com](#)
Commercial



Heath Cash
Safety Technician Sr

Competency Profile
Competency Development
Assessment History
Career Path
Evidence
Assigned Training
Training History
Mandatory Training

JOB TITLE:
SAFETY TECHNICIAN SR

REPORT: 11-MAR-2025
0% 50% 100%

The report below shows your assessment results composite View (FAR).
[Expand All](#)

Export to PDF
Export to Excel

Search...

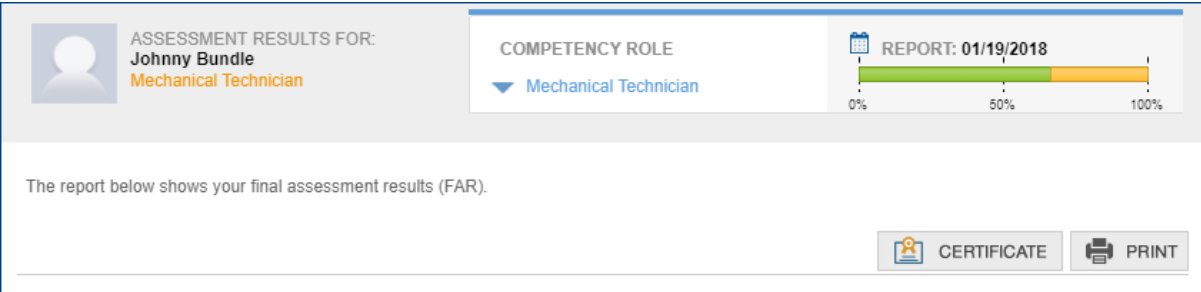
Competency Role

Competency Role	Info	Competency Unit	JLR	Criticality	FAR	GAP	Competency Level
▼ Competency Role: Company Values and Policies - Individual Contributor							
Company Values and Policies - Individual Contributor	1	Department Objectives and KPIs	2	Regional	1	-1	
Company Values and Policies - Individual Contributor	1	Crisis Management	3	Nothing	0.5	-2.5	
Company Values and Policies - Individual Contributor	1	Company Procedures	2	Normal	1	-1	

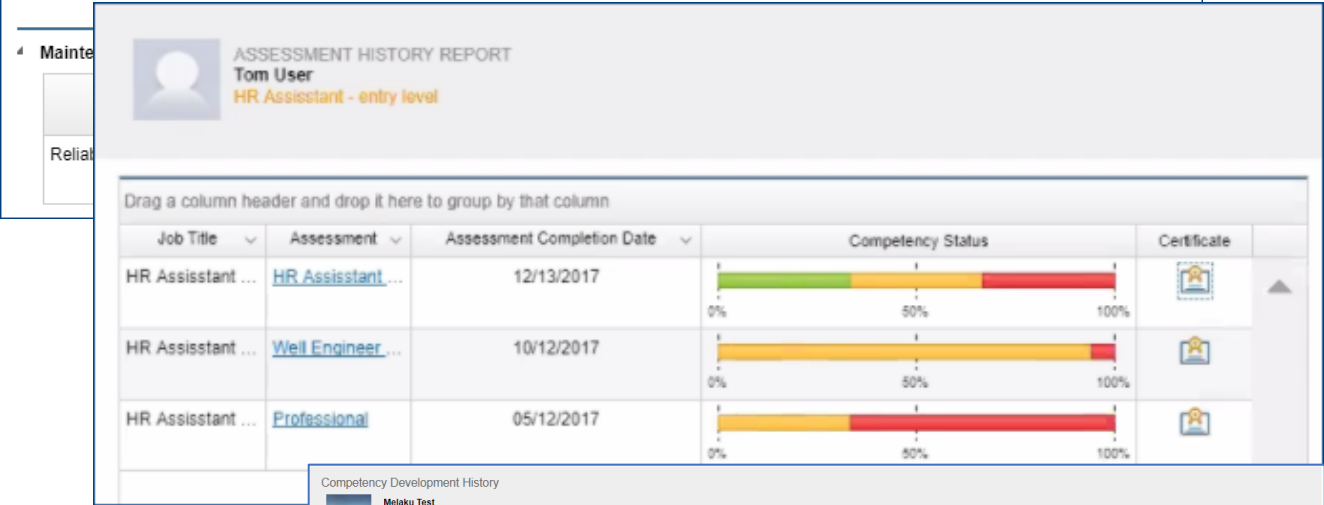
Close

Reporting

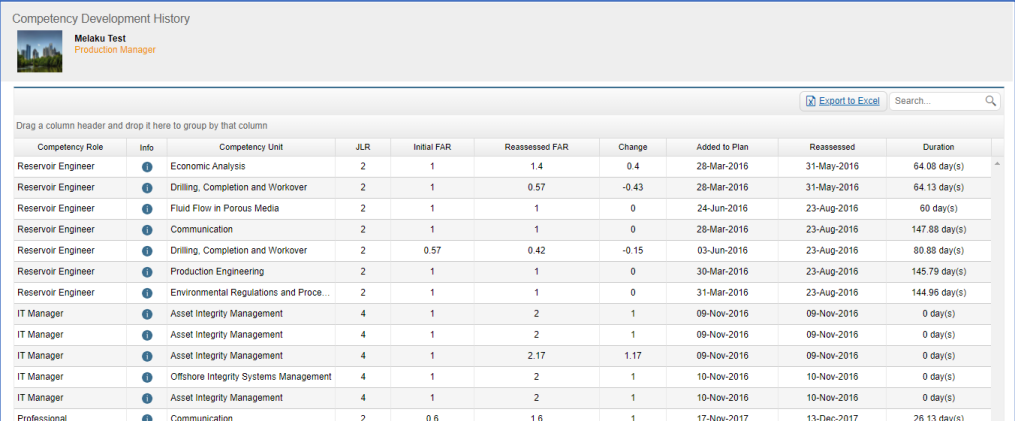
Employee Reports



Assessment Results – The results of an employee assessment after each stage of the process. It consists of Employee, Supervisor, and Assessor scores in comparison to the JLR and GAP



Assessment History – A history of all employee assessments along with completion dates and competency status



Competency Development History – A history of the initial FAR and the changes after training and reassessment

Employee Reports

Competency Model for: **Geologist**
Report Date 04-04-2017

[Export to Excel](#)
[Expand All](#)

Core Competencies

Geology

Sub Library	Competency Unit	JLR	Competency Level
Geological Concepts	Fundamentals of Petroleum Geology	1	
Geology Core Skills	Geologic Operations	1	
	Management of Geological Data and Projects	1	
Sedimentology and Stratigraphy			
Tools and Methods			
Sub Library			
Seismic Interpretation Techniques			
Surface Seismic Acquisition Techniques			
Sub Library			
Applied Reservoir Engineering			

JOB DESCRIPTION
Mechanical Malachy
Mechanical Technician 1

Identification

Job Title:

Mechanical Technician 1

Supervisor Job Title:

Maintenance Supervisor

Location:

Department:

Maintenance

Training Resources
Report Date 04/13/2017

Demo Supervisor
CMS Online 4 Sales Rep..



[Competency Training](#)[Training History \(3\)](#)

[Export to Excel](#)

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

Register	Library	Sub-Library	Competency Unit	Level	Info	Course Title	Co
	CMS Online 4	CMS Online 4 Features	Fundamentals of C...	2		CMS Online 4.3 Sales Training O...	e-Le ^
	CMS Online 4	CMS Online 4 Features	Fundamentals of C...	2		How does SPE use CMS Online?	e-Le
	CMS Online 4	CMS Online 4 Features	Fundamentals of C...	2		How does SEG use CMS Online?	e-Le

Competency Model – Supports employees, SMEs and client management by listing the Competency Units and associated skill statements for a job title

Job Description – Allows an employee, SMEs and client management to view job functions and responsibilities for a job title

Training Resources – Displays all training resources available for a given competency role

Employee Reports

Assigned Training

 **Melaku Test**
Production Manager

Export to Excel Export to PDF

↑ Status ↓

Info	Course Title	Completed On	Time Spent	Status	Duration	Score	Assignment Type	Course Type	Completion Evidence	Register
Status: Incomplete										
1	Purposeful Presentations		00:39:13	Incomplete	3 h		Elective	e-Learning		
1	Crude Oil Transportation and Storage		00:00:02	Incomplete	2 h		Elective	e-Learning		
Status: Not Attempted										
1	Effective Organization Development			Not Attempted	40 h		Elective	Instructor-led Clas...		
1	Maintenance and Reliability			Not Attempted	40 h		Compency Develop...	Instructor-led Clas...		
1	Plant Production and Safety			Not Attempted	2 h		JCM-Mandatory			
1	Plant Protection Equipment and Integrated Systems			Not Attempted	2 h		JCM-Mandatory			
1	Classes of Fires and Extinguishers			Not Attempted	0.75 h		Mandatory Training			
1	Lockout/Tagout									
1	Lockout/Tagout									
1	3-D and 4-D Seismic									
1	Basic Electricity Review									
1	Basic Electricity Review									
1	Innovation in Teams and Organization									
1	Effective Organization Development									

Training History

 **Melaku Test**
Production Manager

Export to Excel Export to PDF

↑ Course Type ↓

Info	Course Title	Completed On	Time Spent	Duration	Score	Course Type
Course Type:						
1	Basic Electricity Review	05-Jun-2019		2 h		
1	Fire Safety	25-Feb-2019		0.75 h		
Course Type: Conference						
1	A Knowledge Based System For Log Quality Control - test...	01-May-2017		2 h		Conference
Course Type: e-Learning						
1	3-D and 4-D Seismic	10-Jul-2019	00:00:00:00	3 h		e-Learning
1	Advanced Electrical Safety	10-Jul-2019	00:00:01	0.75 h		e-Learning
1	Effective Negotiations	13-May-2019	15:00:00	4 h	97	e-Learning
1	Writing Effectively	09-Apr-2019		3 h	95	e-Learning
1	Learning simulation test	22-Oct-2018	01:30:05	0 h		e-Learning
1	Learning simulation test	22-Oct-2018	01:30:05	0 h		e-Learning
1	Risk Analysis	19-Jul-2018	8:00:00	4 h	100	e-Learning
1	Risk Governance	19-Jul-2018	52:00:00	4 h	100	e-Learning
1	Leaders and Work-Life Balance	19-Jul-2018	25:13:00	4 h	0	e-Learning

Assigned Training – Displays all assigned training, with status and completion details for each course

Training History – Displays all completed training, including training not assigned in CMS Online

Management Reports

Competency Management Data
Report Date: 21-Sep-2021

View Options: [icon]

Export to PDF Export to Excel Search

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

Employee Name	Job Area	Job Title	Depart	Location	Competency Role	Superv	Assess	Competency Level
Mark Butterworth	Technical Personnel	IT Manager	Unknown	Total E&P	Production Engineering and Operations	Melaku Te...	Melaku Test	
Jessica Daniels	Technical Personnel	IT Manager	Unknown	Unknown	Production Engineering and Operations	Melaku Te...	Melaku Test	
Linda Mills	Technical Personnel	HR Assistant - entry level	Unknown	Unknown	Engineering - Entry Level	Melaku Te...	Melaku Test	
Samantha Yeh	Technical Personnel	Well Engineer - Entry level	Unknown	Unknown	Engineering - Entry Level	Melaku Test	Melaku Test	
Serdar Dogulu	Technical Personnel	IT Manager	Unknown	Unknown	Production Engineering and Operations	Melaku Te...	Melaku Test	
Sofian Khan	Technical Personnel	IT Manager	Unknown	Unknown	Production Engineering and Operations	Melaku Te...	Melaku Test	
James Madison	Technical Personnel							
Melaku User1	Technical Personnel							
Melaku Test	Technical Personnel							
Addis Arnet	Technical Personnel							
FAR Employee	Technical Personnel							
Emp aaEmp	Technical Personnel							
EASA Only	Technical Personnel							
Demo1 Bundle1	Technical Personnel							
auto verify	Technical Personnel							
Ehab2 Shehata2	Technical Personnel							
Ehab Test	Technical Personnel							
Employee test	Technical Personnel							
Brenda Magenni	Business Personnel							
Ronnie Arnold	Business Personnel							

Competency Management Data - Shows the results of the competency assessment across a job title to highlight the strengths and the weaknesses of employees with that job title

Gap Training Matrix - Shows the recommended training across job areas, to assist with planning of training needs for a job area

3 Employees selected
Show 9 more Employees

TRAINING MATRIX

307 Courses selected

	CMS Online 4 Sales Representative	Jack Notarangelo	Tim Thrash	Financial Analyst Sr	Robert Waters	Personnel Count	Status
Classroom & Workshop Training							
Donohue Training Unlimited							
Accounting & Financial Management in the Oil & Gas Industry					1	33%	
Effective Communication & Interpersonal Skills					1	33%	
E-Learning (e-L)							
CMS Online 4.3 Self Learning							

Export to Excel

154 Employees selected
Show 1 more Employee

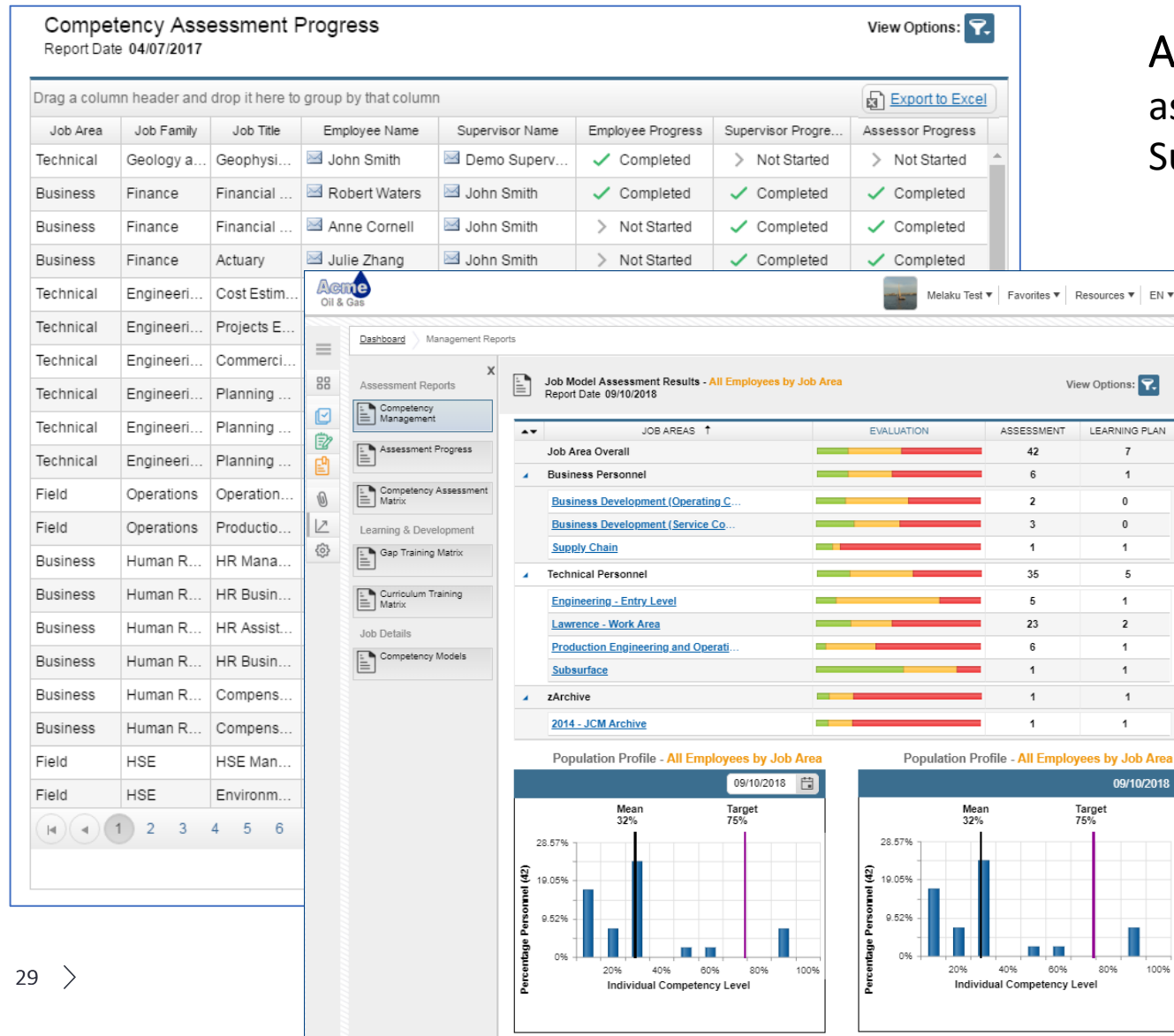
CURRICULUM TRAINING MATRIX

281 Courses selected

	Accountant	Ahmed Hassan	Actuary	Jason Furman	Julie Zhang	Marcia Brady	Melaku Test	Xiao Li	CMS Online 4 Sales Representative	Adel Mohamed	Andrew Burr	Brad Donohue
CMS Online 4.3 Sales Training												
CMS Online 4.3 Level 1												
CMS Online 4.3 Sales Training Overview										1	1	1
How does SEG use CMS Online?										1	1	1
How does SPE use CMS Online?										1	1	1
Corporate Roles												

Curriculum Training Matrix - Shows the training "progress" for each course across compliance roles, in order to assist with determining training status for a group of employees

Management Reports



Assessment Progress: Displays in one view, the assessment progress of all three roles (Employee, Supervisor, and Assessor)

Competency Management: View, by job area or other grouping, the overall competency profile of the organization

Management Reports

Assigned Training - Company Wide
Report Date 03-Jun-2019

View Options:

Export to Excel

Employee Name

Employee Name	Info	Course Title	Completed On	Time Spent	Status	Duration	Score	Assignment Type	Course Type	Supervisor Name	Completo... Attac...
Employee Name: Apostrophe Us'er											
Apostrophe Us'er		Plant Production and Safety			Not Attempted	2 h		JCM-Mandatory			
Apostrophe Us'er		Plant Protection Equipment and Inte...			Not Attempted	2 h		JCM-Mandatory			
Apostrophe Us'er		Effective Communication			Not Attempted	3 h		JCM-Curriculum	e-Learning		
Apostrophe Us'er		Presentation Basics			Not Attempted	3 h		JCM-Curriculum	e-Learning		
Apostrophe Us'er		Advanced Price Risk Management			Not Attempted	16 h		JCM-Curriculum	Workshop		
Employee Name: Addis Amet											
Addis Amet		Algebra									
Addis Amet		Aliphatic Chemistry									
Addis Amet		Well Integrity - Life of Well									
Addis Amet		Maintenance Integrated Planning									
Addis Amet		Advanced Electrical Safety	11-Nov-2017								
Addis Amet		Chemical Health Hazards									
Addis Amet		Plant Production and Safety									
Addis Amet		Plant Protection Equipment and Inte...									
Addis Amet		Back Safety									

Dashboard
Management Reports
Learning Needs

Assessment Reports

Competency Management

Assessment Progress

Competency Assessment Matrix

Learning & Development

Assigned Training

Training History

Learning Needs

Gap Training Matrix

Curriculum Training Matrix

Mandatory Training

Job Details

Competency Models

Learning Needs
Report Date 31-Aug-2020

Search...
Export to Excel

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

Info	Course Title	Course Type	User Count
1	Petroleum Geoscience- Heriot-Watt...	Workshop	10
1	Reservoir Geology	Workshop	1
1	Siliciclastic Reservoirs of the Middle...	Workshop	1
1	Project Risk Management	e-Learning	2
1	Crude Oil Transportation and Storage	e-Learning	3
1	International Oil Trading and Price ...	Workshop	1
1	Workplace Ergonomics		14
1	Plant Production and Safety		33
1	Plant Protection Equipment and Int...		33
1	Back Safety	e-Learning	14
1	Synthetic Seismogram Modeling	e-Learning	14
1	Safe Forklift Operation	On-Job Training	14
1	Electrostatic Discharge Precautions	e-Learning	14
1	Basic Safety Auditing Techniques	Instructor-led Classroom	14
1	Confined Space Entry		14
1	Driving Safety		13
1	Fall Protection	e-Learning	12
1	Fall Protection		3
1	Lockout/Tagout		7
1	Writing Effectively	e-Learning	10
1	Global Marketinn	e-Learning	9

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418

Assigned Training – Company-Wide:
View all assigned training for multiple users

Learning Needs: Rolled-up view of unique learning events assigned to users

Management Reports

Mandatory Training Report
Report Date: 19-Mar-2020

View Options: [icon]

Search... [icon] [Export to Excel]

Compliance [x]

Employee Name	Compliance	No. Roles	No. Compliant Roles	No. Expired Roles	Percentage Compliant	Email	Supervisor Na...	Supervisor E...
John Smith	Compliance: Compliant	1	1	0	100.00 %	jsmith@acme.com		
James Madison	Compliance: Non-Compliant							
Test User	Compliance: Non-Compliant							
Matthews Ross	Compliance: Non-Compliant							
Susan Smith	Compliance: Non-Compliant							
Thy Tran	Compliance: Non-Compliant							
Leachim Knarf	Compliance: Non-Compliant							
Lawrence Collins	Compliance: Non-Compliant							
Mark Butterworth	Compliance: Non-Compliant							
Matthews Ross	Compliance: Non-Compliant							
Hafizul A'rif	Compliance: Non-Compliant							
Tim Dever	Compliance: Non-Compliant							
Brenda Magennis	Compliance: Non-Compliant							
Ehab Shehata	Compliance: Non-Compliant							

Competency Models
Report Date: 11/21/2018

View Options: [icon]

Export to PDF [icon] Export to Excel [icon]

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

Job Area	Job Family	Job Title	Competency Role	Model	Job Description
Technical Personnel	Competency Bundles	Hire Marshal Role			
Technical Personnel	Competency Bundles	HSE Core Competencies			
Technical Personnel	Competency Bundles	Manager Role			

Competency Model for: Account Manager - Drilling Contractor

Expand All [icon]

Sub Library	Competency Unit
Business and Operations Support	
Business Management	- Organizational Awareness - Partnering (Internal) - Department Objectives and KPIs
Contracts and Contractors	Tenders and Contracts
Commercial	
General	- Decision-Making Tools and Analysis - Asset Development Process
New Business Development	- Risk Management - New Opportunities - Government Relations
New Business Development - Product and Service Providers	- Developing Business Opportunities - Commercial Negotiations - Customer Understanding

Mandatory Training: View Mandatory Training status and drill down to see detail on individual users' required learning

Competency Models: View and export job descriptions and the competency units and job level required for all competency roles

User Progress Data
Report Date: 04/07/2017

View Options: [icon]

Activities Over Time

Accounts	Assess	Plan	Learn	Reassess
93 Accounts Created	39 JCMs Selected or Assigned	13 CUs Added to Development Plans	5 Training Events Completed	5 Reassessments Completed
1 Accounts Made Inactive	15 Assessments Started	1 Development Plans Submitted	1 CUs Ready for Reassessment	3 Gaps Closed
	1 Assessments Completed	1 Development Plans Approved		

Status as of a Specific Date

Export to Excel [icon]

	From: 04/07/2016		To: 04/07/2017		Change
	Number	%	Number	%	
User Accounts	349		348		-1
Active	348	100%	346	99%	-2
Inactive	1	0%	2	1%	1
Assess Phase	616		605		11
No JCM Assigned / Selected	85	14%	85	14%	0
Assessment Not Started	113	18%	104	17%	-9

User Progress Data: Overview of the user adoption and system activities for use statistics and reporting

Employee Snapshot

Assessment and Learning Profile

 Ehab Shehata
Business Development Analyst

Competency Profile | Competency Development | Assessment History | Career Path | Evidence | Assigned Training | Training History | Mandatory Training

Export to Excel Search...

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

Competency R...	Info	Competency Unit	JLR	Initial FAR	Reassessed FAR	Change	Added to Plan	Reassessed	Duration
Project Manag...	1	Department Objectives a...	4	3.2	4	0.8	16-Sep-2015	16-Sep-2015	0 day(s)
Production Eng...	1	Production System Desig...	2	1	2	1	23-Sep-2015	23-Sep-2015	0 day(s)
Manager	1	Project Management	3	2	1	-1	08-May-2018	23-Aug-2018	107.08 day(s)
Production Eng...	1	Oilfield Chemicals	2	1.33	1.83	0.5	10-Dec-2018	10-Dec-2018	0 day(s)
Production Eng...	1	Oilfield Chemicals	2	1.83	1.5	-0.33	10-Dec-2018	10-Dec-2018	0 day(s)

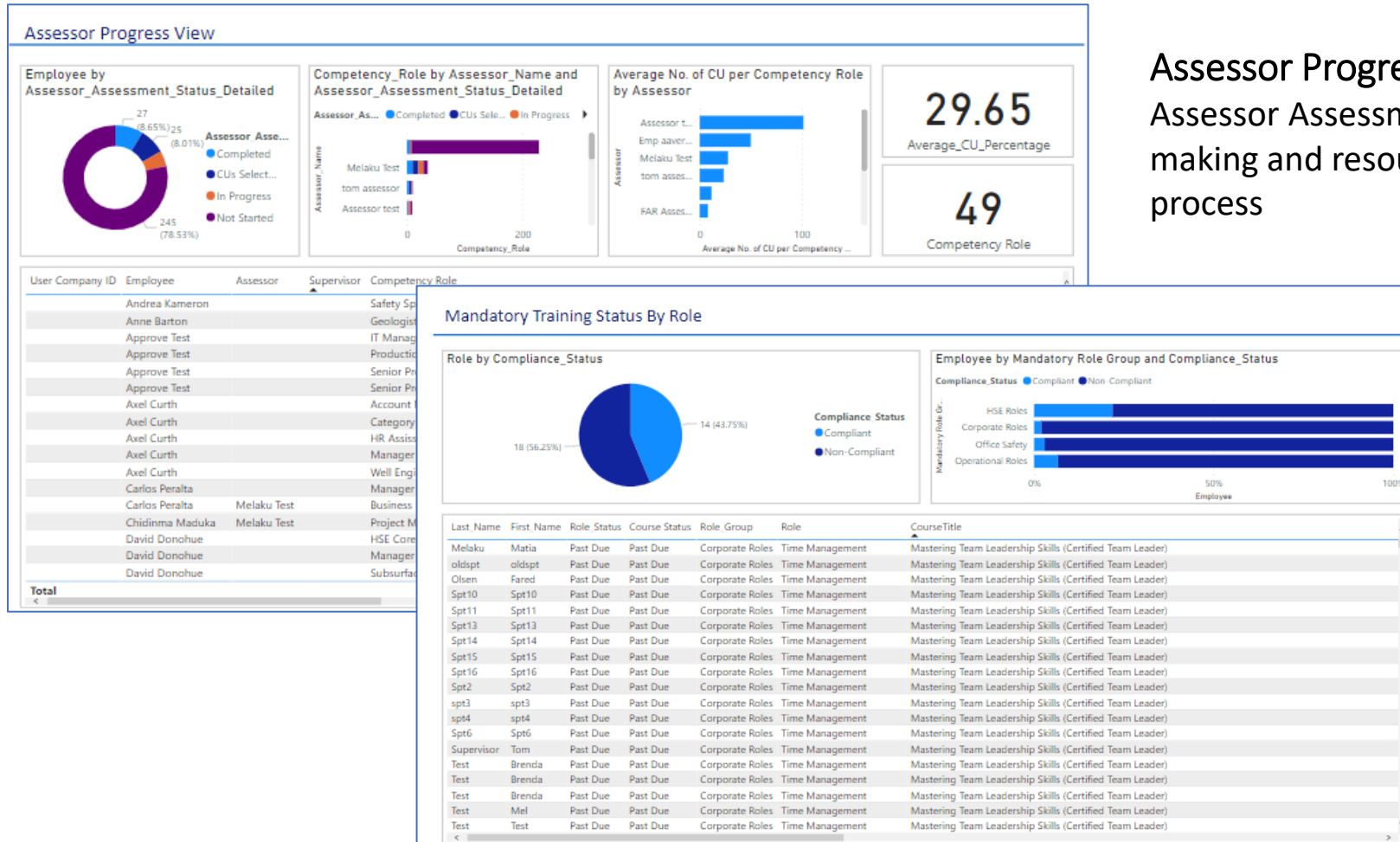
Close

Key Features include:

- Each report displays on a separate tab
- View assessment and development reports for a single employee:
 - Competency Profile
 - Competency Development
 - Assessment History
 - Career Path
 - Evidence
 - Assigned Training
 - Training History
 - Mandatory Training

Advanced Reporting – Power BI Integration

Integrated Power BI reporting provides flexibility and the ability to deliver client-focused reports for our clients that supplement the main application

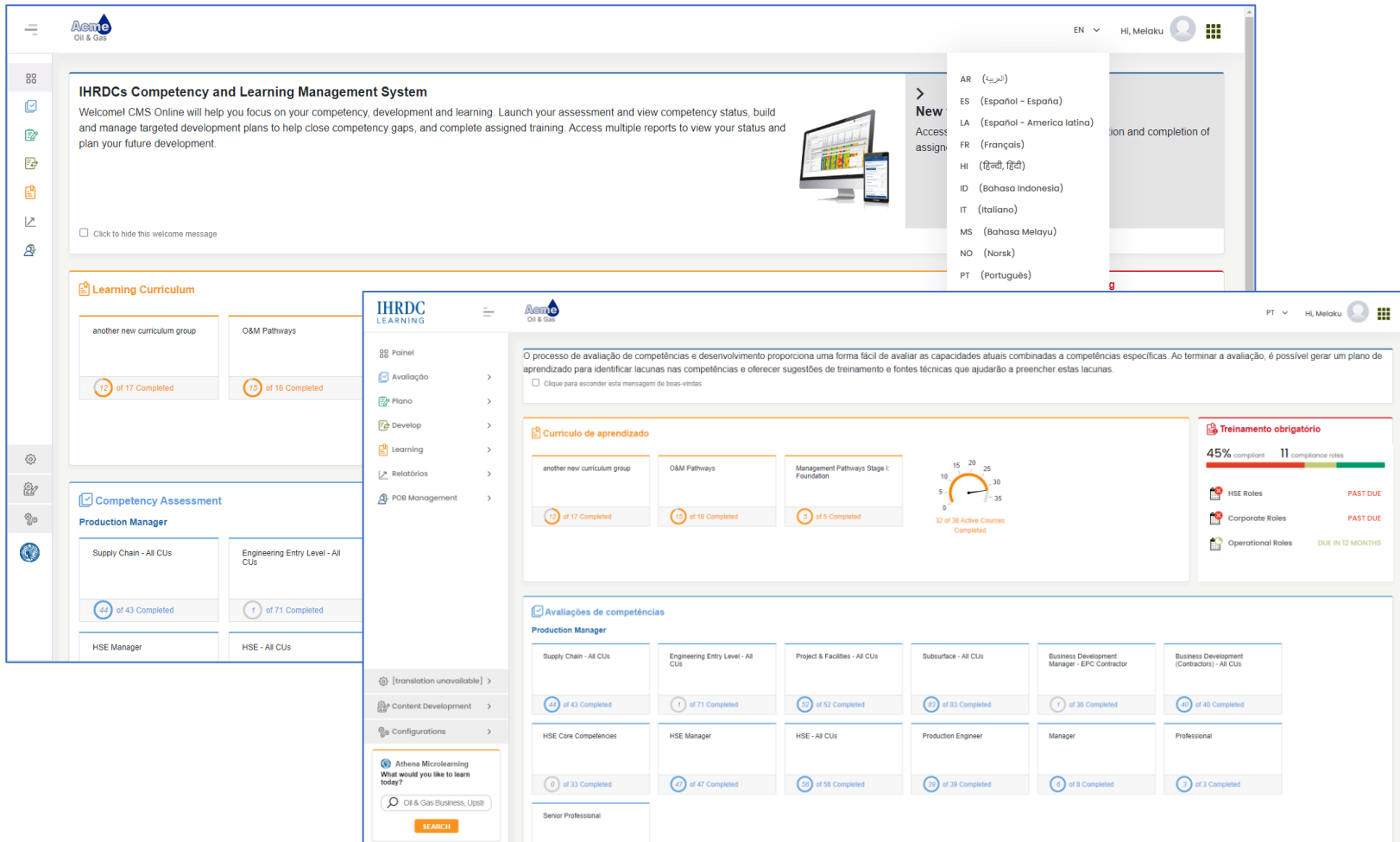


Assessor Progress View— Provides clear status on Assessor Assessment completion, to support decision-making and resource-allocation during the assessment process

Mandatory Training Status by Role — Provides an overview of compliance status for the entire organization

Multi-Language Interface – Dashboard

CMS Online has multi-language interface built into the application and we have translated it into 16 different languages



Key Features Include:

- User selects preferred language from dropdown
- Main labels and help text display in preferred language

Email Notifications

CMS Online provides three types of email notifications: trigger-based alerts based on system events, batch-processed emails, and customized emails that Administrators can create and send

The screenshot displays the 'Trigger Email Alerts' section of the CMS Online interface. It features a table with columns for Alert Name, Trigger Name, Subject, Edit, and Delete. Below the table, an 'Edit Email Alert' modal is open, showing fields for Alert Name, Alert Type, Active status, To, CC, Subject, and Body. The modal also includes a list of 'EMAIL PLACE HOLDERS' and 'BODY PLACE HOLDERS' on the right side.

Alert Name	Trigger Name	Subject	Edit	Delete
Assessment has been unlocked	Assessment_Unlocked	Assessment has been unlocked		
An Administrator logged into your CMS Online account	Administrator_Logins	An Administrator logged into your CMS Online account		
New User Email	New_User_Added	Welcome to CMS Online		
User Inactive	User_Inactive	User Inactive		
Assessment Plan Submitted	Assessor_Plan_Submit	Assessment Plan Submitted		

Edit Email Alert

Alert Name:

Alert Type:

Active: ☒

To:

CC:

Subject:

Body:

EMAIL PLACE HOLDERS

- Employee Email
- Supervisor Email
- Mentor Email
- Assessor Email
- Authorized User Email

BODY 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 Functions Include:

- Emails are automatically sent to specific users when triggering events occur
- Emails may be inactivated when necessary
- Mandatory Training-related emails are batch-processed to send notifications on daily, weekly or monthly basis
- Administrators can add, remove or edit notification emails from the default list

Version 4.42

CMS Online
September 2026

The screenshot displays the IHRDC Learning CMS Online dashboard. The interface includes a top navigation bar with the IHRDC Learning logo, a user profile for 'HJ, Michael', and a language selector set to 'EN'. A left sidebar contains a menu with options: Dashboard, Assess, Plan, Develop, Learning, and Reports. The main content area is divided into several sections:

- Welcome Message:** A banner at the top stating, 'IHRDC's Learning Platform, CMS Online, serves as your gateway to growth and development. Here, you can explore, assess, and enhance your skills, navigating your way to success, one competency at a time.' Below this are three featured cards: 'Competency Management', 'e-Learning & Knowledge Solutions', and 'Instructional Programs', each with a 'Learn More' button. To the right are links for 'Our Mobile App', 'New to IHRDC Learning?', and 'Walkthrough video'.
- Curriculum Learning:** A section showing progress for 'another new curriculum group' (0 of 33 Completed) and 'O&M Pathways' (0 of 27 Completed). It includes a circular progress gauge for '0 of 60 Active Courses Completed'.
- Mandatory Training:** A red-bordered box indicating '7% completion' for '28 courses'. It lists 'HSE Roles' and 'Corporate Roles' as 'PAST DUE'. A 'Compliance Wizard' icon is also present.
- Competency Assessment:** A section for the 'Operator' role, displaying progress for various competencies: Behavioral Core - Leadership (0 of 0 Completed), Supply Chain Manager (0 of 41 Completed), Field Operations Engineer (0 of 38 Completed), HSE Core Competencies (0 of 33 Completed), Safety Specialist (0% completion, 34 Gaps of 34 CUs), and IT Manager (29% completion, 5 Gaps of 7 CUs).
- Competency Development Plan:** A section showing 'Perforating' (Pending Approval) and 'Asset Integrity Management' (In Progress). It includes a 'Select New Competency Unit' button.
- Elective Training:** A section showing progress for 'Brenda's test elective training course' (NOT STARTED) and four other courses: 'Structural Geology', 'Surface Geology', 'Remote Sensing', and 'Select New Course' (all NOT STARTED). A 'Go to Elective Training Page' link is provided.

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