

# Quick Reference to Verify Attendance

May 6, 2015

## **T**O Mass Complete:

Once you're in Tyler Dashboard LIVE Database, select **Training Courses** from Human Resources-Payroll/ Human Resources/ Certifications & Training/ Training Programs

Using magnifying glass, find record of training session

### **Mass Complete** Bar

#### **Define** Bar

From *Complete Option*, select **Completed**

*Course Status* – select **Completed**

*Completion Date* – Add date of training

Green Check ( ✓ )

#### **Output Post** Bar

Select **Display** – **OK**

Click on white page of **Proof Report**

Verify attendance against Sign in Sheet (Note absentees, late registrations and sign-ins)

**Print Report** (upper left printer graphic)


Close Proof Report screen (upper right )

**After printing, check YES in POST DATA box – (Must check Yes to save completed attendance)**

Exit Screen – Send Mass Complete proof report with original sign in sheet to Academic Office after additions/deletions are made.

## **T**O Add:

Open **Employee Training** from programs

Click green plus sign (  )

Click **ellipsis ( ... ) to Search**

Arrange employee list alphabetically by LAST NAME

Use **magnifying glass** to *Search/Filter*

Type in last name, click **GO**

Highlight employee and **double click** on name

Green check ( ✓ ) to populate *Employee Identification*

Fill in *Course Information* (can be found in heading of Sign In Sheet)

**TYPE** – Select EPS

**AREA** – B # # #

Answer YES to pop-up message to Continue Sign-up for Repeat Course

Select correct **DATE** (mm/dd/yy), **TIME** and **SEQUENCE**

Green Check ( ✓ ) populates activity section.

Click **Update** Button (between  and  in toolbar).

Choose **COMPLETED Status**.

**MUST enter Complete Date (In-service date) to add credit hours**

Green check ( ✓ )

Answer **YES** to pop-up messages 'Already signed up for course'. If highlighted in red, you CANNOT proceed. Make note on sign in sheet or call Academic Office for help.

## **T**O Delete:

Open **Employee Training** from Programs

Using **magnifying glass**, find name by entering **employee number** (or Ellipsis ( ... ) and SEARCH )

Green check ( ✓ )

**Scroll Employee Records** at bottom for Correct DATE/ACTIVITY

**Update** button on top toolbar

Go to **Activity/ Status** – Change COMPLETED to DID NOT ATTEND

**For Complete Date – DELETE mm/dd/yy (MUST DO to remove credits)**

Green check ( ✓ ) for Updated Record