

Self-Reported Training

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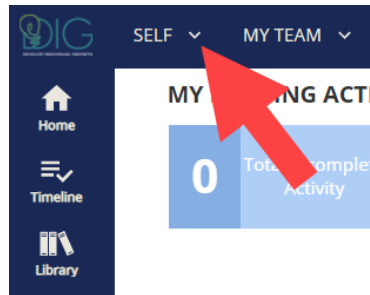
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Add Self-Reported Training in DIG

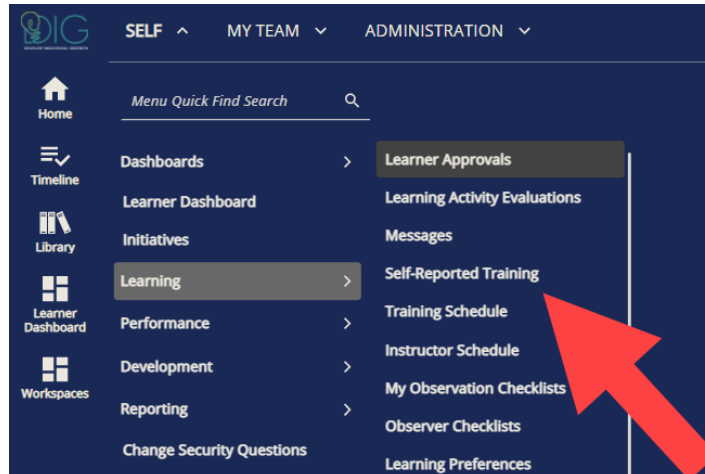
Step

Screenshot

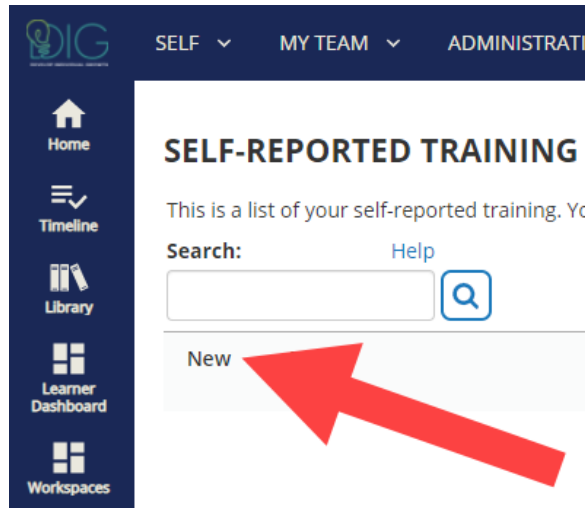
1. Click **Self** in the header menu



2. Click **Learning** and then **Self-Reported Training**.



3. Click **New**.

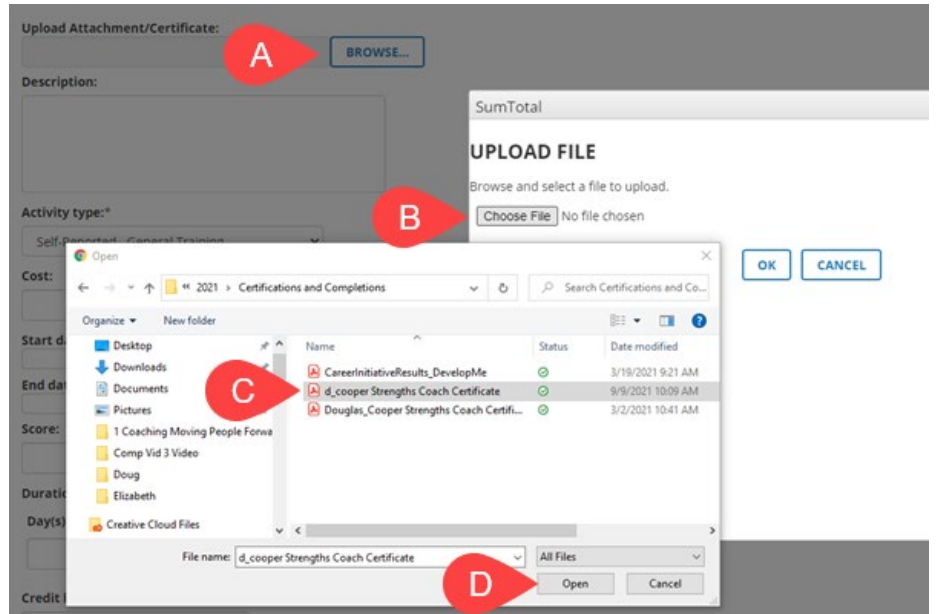


4. Enter a Name for the self-reported training.

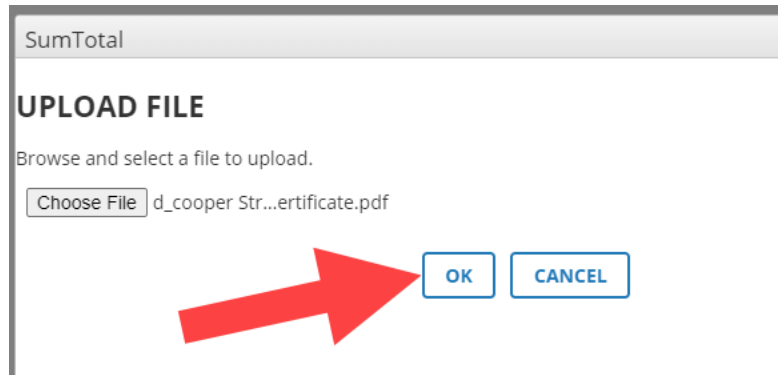
Name:*

Gallup Certified Strengths Coach

5. Upload Attachment/Certificate
 - a. Click <**BROWSE...**>
 - b. Click <**Choose File**>
 - c. Select the file
 - d. Click <**Open**>.



6. Click <**OK**>.



7. Enter a **Description**

Description:

The Gallup Global Strengths Coach course -- formerly Accelerated Strengths Coaching -- is a four-and-a-half-day course that teaches you about people: how to spot their potential, how to bring their potential to life and how to coach what "could be" into hard-hitting results.

8. Select an **Activity Type**.

Activity type:*

Self-Reported - General Training

Self-Reported - General Training

Self-Reported Continuing Education Training

9. Enter self-reporting training details as desired:

- Cost
- Start date
- End date
- Score
- Duration
- Credit hours
- Activity organizer
- Name of presenter

Cost:

\$5,000.00

A

Start date:

12/07/2020 09:00am

B

End date:

12/10/2020 05:00am

Score:

C

Duration:

Day(s) Hour(s) Minute(s) Second(s)

4

D

Credit hours:

E

Activity organizer:

Gallup

F

Name of presenter:

Gallup

G

10. Click <OK>.

OK

CANCEL

11. The training is added in a pending approval status. The training will appear in your transcripts after your manager approves it.

SELF-REPORTED TRAINING

This is a list of your self-reported training. You and your manager may be able to enter training you have taken or will take that is not represented in the system library.

Search:

Help

View:

All

New Delete

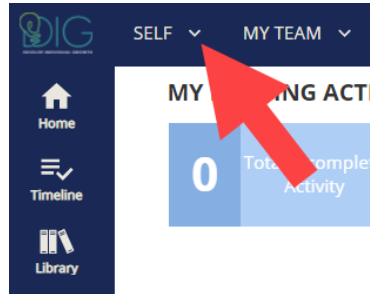
Selected Items: 0 | Records: 1

☐	Name	Code	Activity Type	Start Date	End Date	Status	Document Form Attached
☐	Gallup Certified Strengths Coach		Self-Reported - Gener...	12/7/2020	12/10/2020	Pending Approval	document

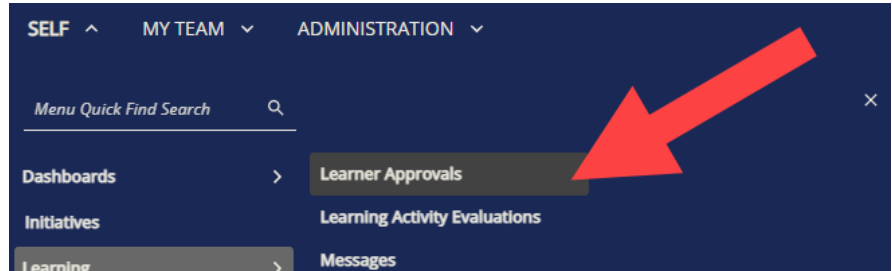


Manager Approval Process

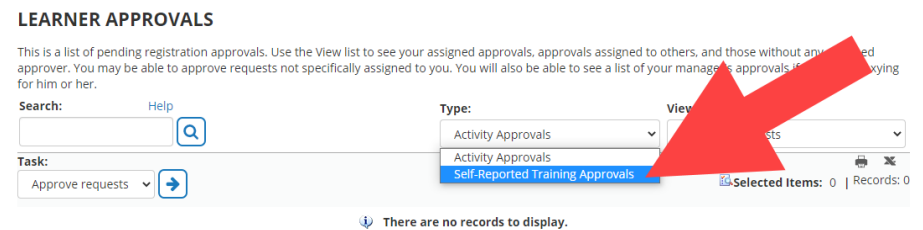
1. Click **Self** in the header menu



2. Click **Learning** and then **Learner Approval**

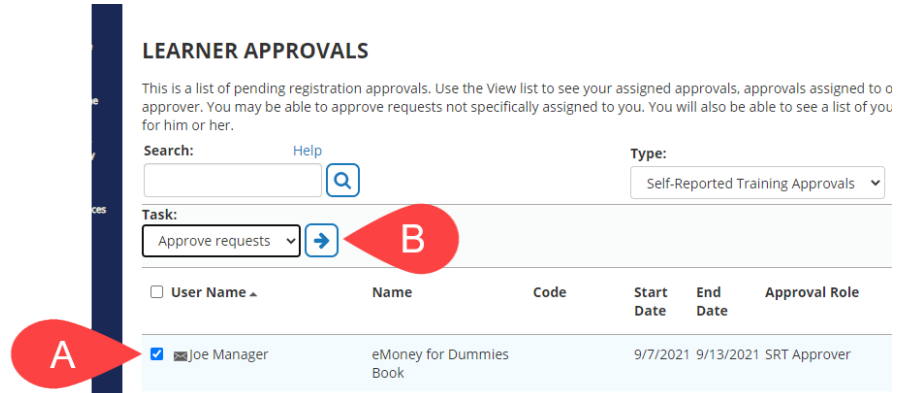


3. Select **Self-Reported Training Approvals** from the Type drop down menu.



4. Approve the request:

- Select the outstanding request by clicking the corresponding checkbox.
- Click the <Blue Arrow> next to "Approve request". (Make sure the task is set to Approve request). Note: the other option is to "Reject Request".



5. Enter a note as desired and then click <OK>.

APPROVE REQUESTS

APPROVAL FOR JOE MANAGER (109336)

 Activity End Date has already passed

Track Name:
eMoney for Dummies Book

Start Date:
9/7/2021

End Date:
9/13/2021

Note:

OK

CANCEL

6. The status will be changed to Approved (with notes) for the learner and the self-reported training will appear in their transcripts.

SELF-REPORTED TRAINING

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Search: [Help](#)

View:

New Delete

 Selected Items: 0 | Records: 1

☐	Name	Code	Activity Type	Date	Status	Comments	Document Form Attached
☐	eMoney for Dummies Book		Self-Reported - Gener...	9/7/2021 9/13/2021	Approved	Sample note	document

TRAINING TRANSCRIPT

PRINT

EXPORT TO PDF

Select a year or date range to filter completed training records.

Date Range

Start Date

8/16/2021 03:00pm

End Date

9/13/2021 03:01pm

REFRESH

JOE MANAGER

List of completed activities from 8/16/2021 to 9/13/2021

E-mail:
jmanager@bademoneyadvisor.com

Primary job:

Manager:
Douglas Cooper

Primary organization:

ACTIVITIES

Activity	Estimated Credit Hours	Start Date	Completion Date	Score	Attended Duration
Online Course: Interaction Activity Pr		8/17/2021	8/17/2021	100	Day(s): 0, Hour(s): 0, Minute(s): 3, Second(s): 44.9

SELF-REPORTED TRAINING

Activity	Estimated Credit Hours	Start Date	Completion Date	Score
Self-Reported - General Training: eMoney for Dummies Book		9/7/2021	9/13/2021	