

# Onboarding Guide



August 2022  
Version 1.2

# Welcome to SkillsDB

This document is a step-by-step guide to setup your skills competency program with SkillsDB.

Once the administrator login is received, you can begin the setup process.

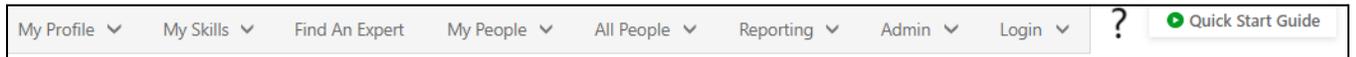
If you need further guidance please visit our the Help Center on our website or contact support.

# Index

<b>Welcome to SkillsDB</b>	<b>2</b>
<b>Index</b>	<b>3</b>
<b>First Time Login - Administrator</b>	<b>4</b>
<b>Setting Up Your Scoring System</b>	<b>4</b>
Edit Score Description	6
Add new Score	7
Delete Score	7
<b>Build Job roles &amp; Skills List</b>	<b>8</b>
Adding Job Roles	9
Add Custom/Edit existing Job Roles	11
Adding hard and soft skills	12
Add Skills from our Skills Library	13
Add/Edit your Custom Skills	14
Adding Qualifications	16
Importing skills	18
<b>Adding People</b>	<b>19</b>
Setup Your Lists	20
Adding People Manually	21
Importing people	24
Inviting People	26
<b>Company Setup</b>	<b>27</b>
<b>Learning Plan System</b>	<b>28</b>
Identifying skill gaps	29
Skill Gaps compared to Course Catalog	31
Recommended learnings created	32
IDP - Learning plan created	33
Employee completes Assigned Learnings	35
<b>Career Pathways</b>	<b>37</b>

# First Time Login - Administrator

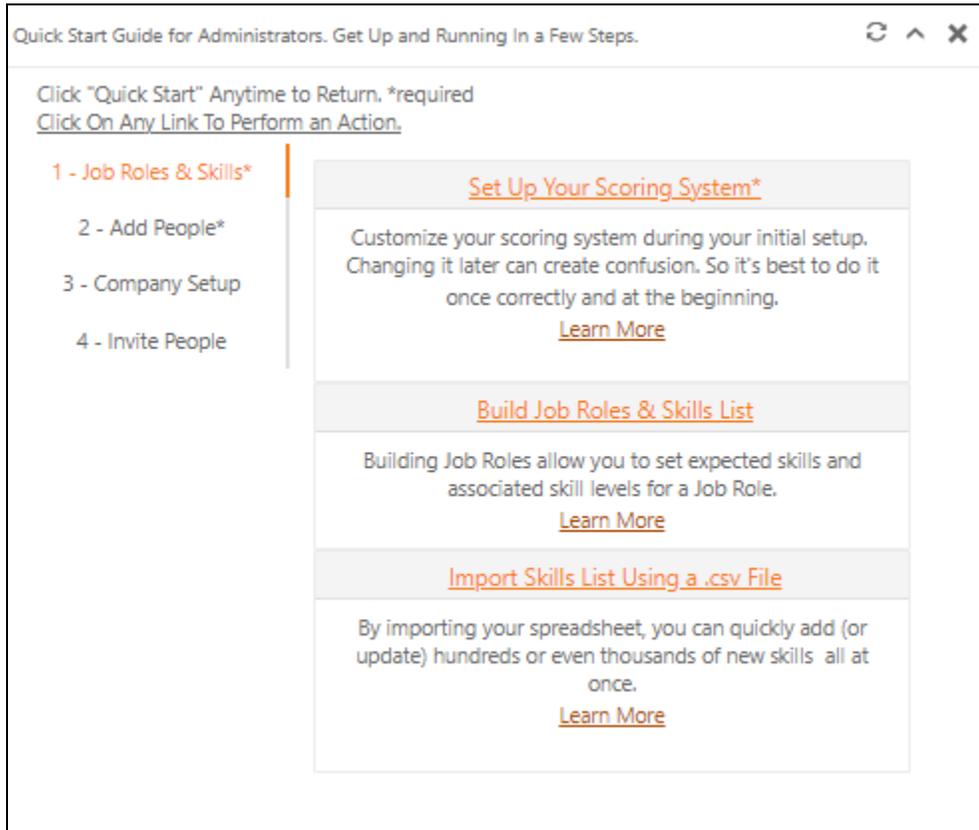
To set up your system, start with setup guide, available at the top of your landing page.



## Setting up the Scoring System

First and foremost, you need to set up the scale on which the employees will be evaluated. SkillsDB allows for customized scale as per your needs. The scoring description needs to be set up initially because this is the backbone of creating the skills gaps. Only one scoring system can be set up in the system. Changing it in the future will create inconsistencies in your reporting and skill gap analysis.

Upon selecting the **setup guide**, a box will appear (shown below). Select **Set Up Your Scoring System** to modify the scoring scale per your requirements. For more details and help you can select **Learn More** and you'll be redirected to the help center on our website.



You can also reach here by going to **Admin > Skills Setup > Score Description**  
You'll see the default score description ranging from 0-4.

Score Description			
<a href="#">Add new Score</a>	Score ▼	Description ▼	Detail Description ▼
<a href="#">Edit</a> <a href="#">Delete</a>	0	Wants Training	0-Want Training. No knowledge or awareness. Nee...
<a href="#">Edit</a> <a href="#">Delete</a>	1	Basic	1-Basic. Applies the knowledge/skill in simple and ...
<a href="#">Edit</a> <a href="#">Delete</a>	2	Intermediate	2-Intermediate Generally applies the knowledge/s...
<a href="#">Edit</a> <a href="#">Delete</a>	3	Advanced	3-Advanced Consistently applies the knowledge/s...
<a href="#">Edit</a> <a href="#">Delete</a>	4	Expert	4-Expert. Top 10% in the world. Can mentor others...

Page 1 of 1 (5 items) < 1 > Scores per page 10 ▼

▼ Create Filter

## Edit Score Description

Select **Edit** to adjust the **score** (if you want the range from 1-3 instead of 0-4), the **Description** (if you want a different description for every score), and the **Detail Description** (if you want a different detailed description).

### Add/Edit Score

Score:\*

Description (50):\*

Detail Description(255):

[Update](#) [Cancel](#)

## Add new Score

Select **Add new Score** to adjust for a larger range (say 0-5).

Add/Edit Score ✕

Score:\*

Description (50):\*

Detail Description(255):

[Update](#) [Cancel](#)

## Delete Score

Select **Delete** to remove scores to have a smaller range (say 0-3).

Score Description			
<a href="#">Add new Score</a>	Score <span>▼</span>	Description <span>▼</span>	Detail Description <span>▼</span>
<a href="#">Edit</a> <a href="#">Delete</a>	0	Wants Training	0-Want Training. No knowledge or awareness. Nee...
<a href="#">Edit</a> <a href="#">Delete</a>	1	Basic	1-Basic. Applies the knowledge/skill in simple and ...
<a href="#">Edit</a> <a href="#">Delete</a>	2	Intermediate	2-Intermediate Generally applies the knowledge/s...
<a href="#">Edit</a> <a href="#">Delete</a>	3	Advanced	3-Advanced Consistently applies the knowledge/s...
<a href="#">Edit</a> <a href="#">Delete</a>	4	Expert	4-Expert. Top 10% in the world. Can mentor others...

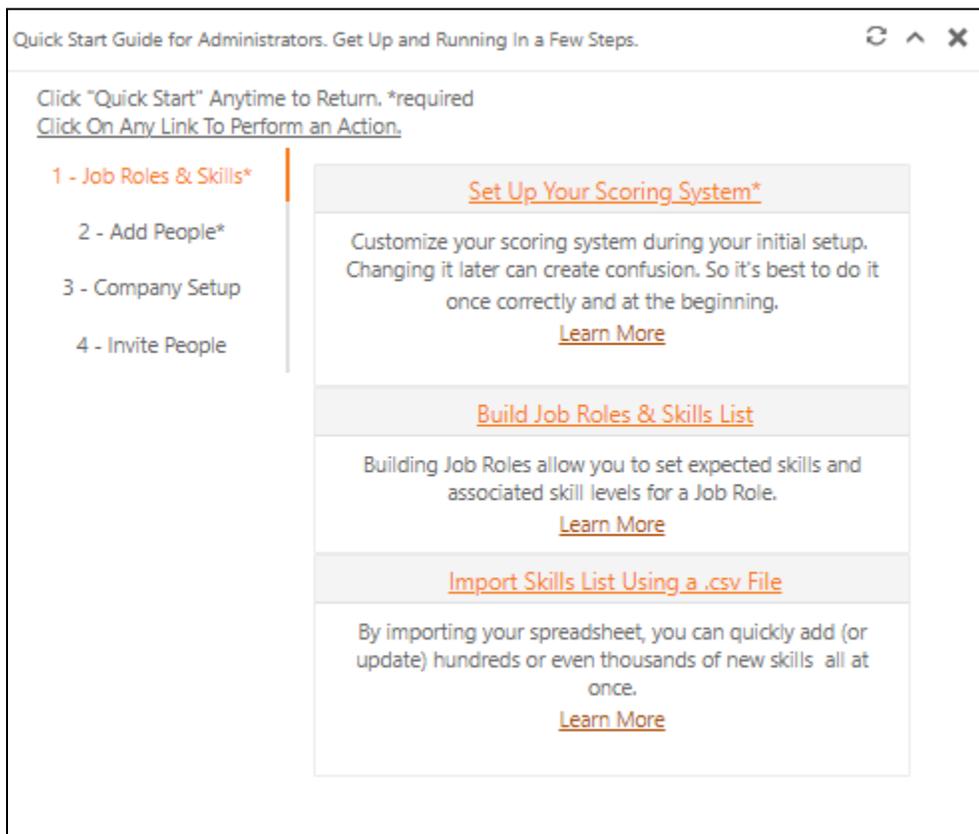
Page 1 of 1 (5 items) < 1 > Scores per page

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# Build Job Roles & Skills List

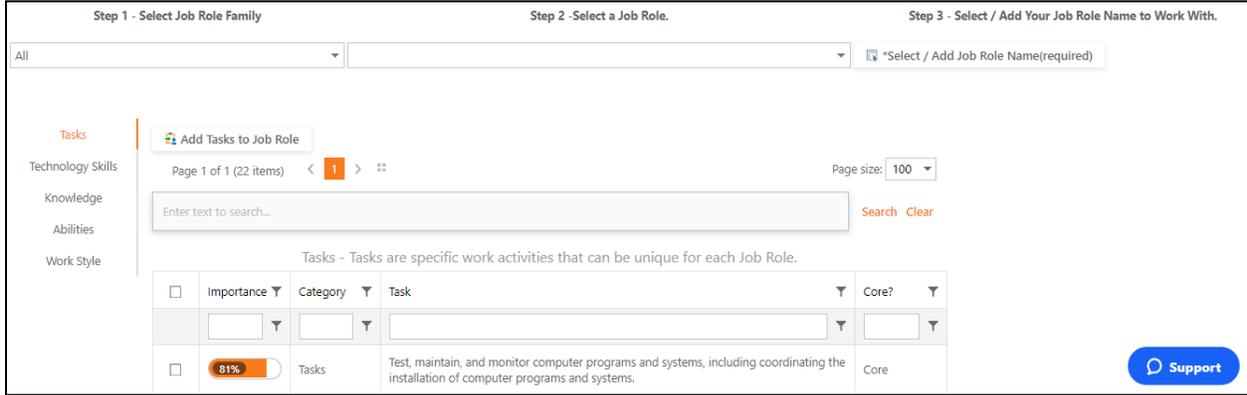
Next is setting up your job roles and skills list. You must define and setup all job roles in your organization. Once the job roles are defined and setup, you'll need to assign skills to each job role. This is essential because employees are evaluated on individual skills. It is important to decide which skills need to be added, and what competency is required in each skill to fulfill a job role. This will give an idea of what 'good' looks like in that job role.

Select **Build Job Roles & Skills List** to build various job roles and their respective skills list as per your requirements. For more details and help you can select **Learn More** and you'll be redirected to our help center on our website.

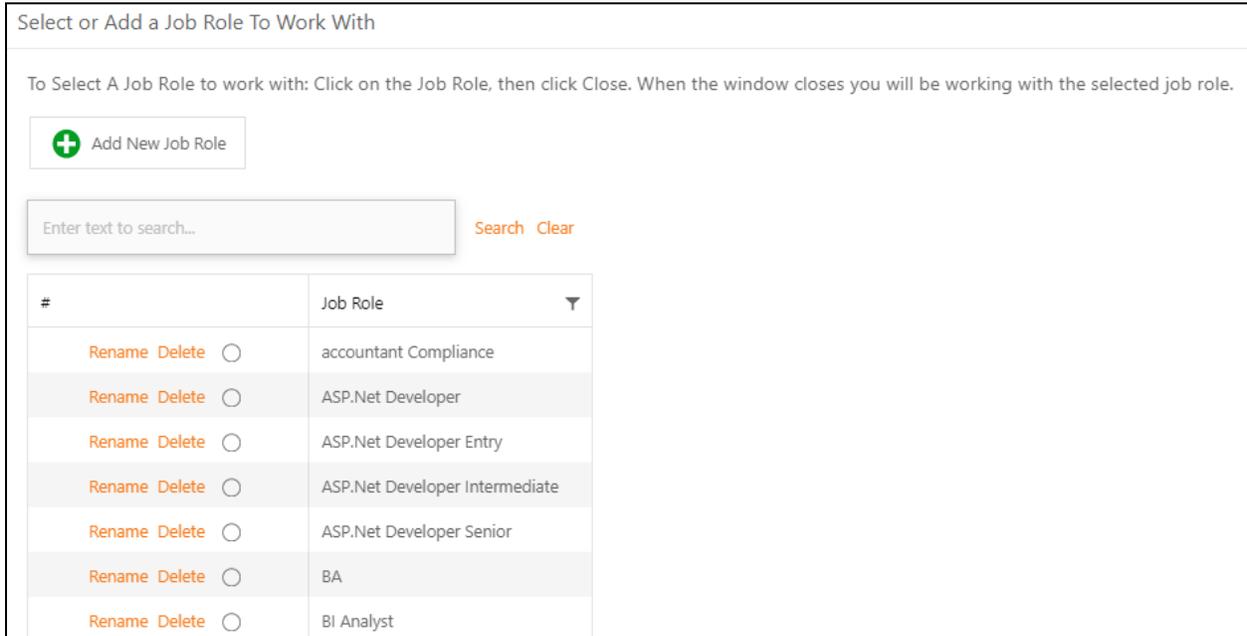


# Adding Job Roles

You will be taken to the Job Role Builder with many thousands of predefined job roles, both hard and soft skills. Select your **Job Role Family** from the menu, then select the **Job Role**, then **Select/Add Job Role**.



You can select from existing job roles available, as well as **Rename/Delete** per your needs.



If you cannot find a job role as per your organization's structure, you can select **Add New Job Role** to create a new one.



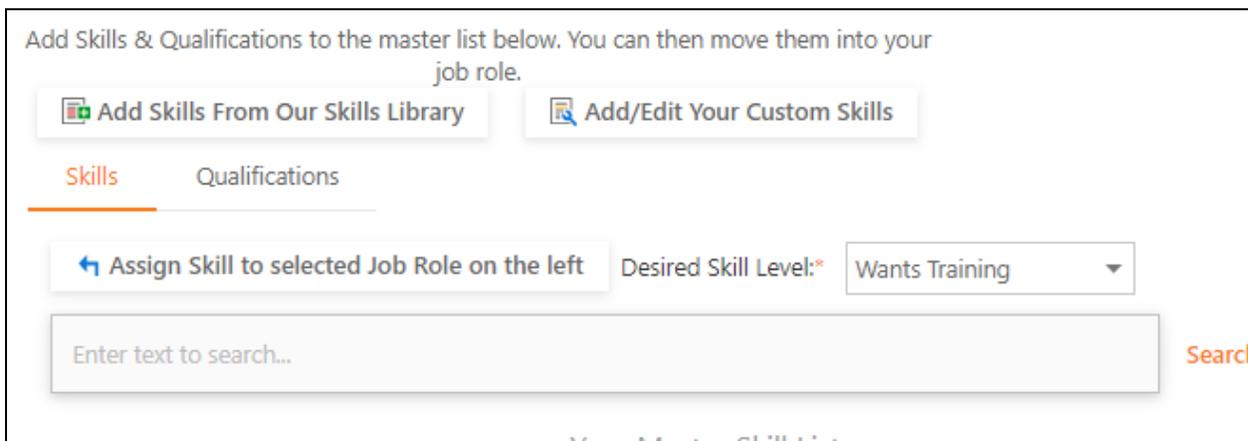
The image shows a dialog box titled "Add/Edit Job Role" with a close button (X) in the top right corner. Inside the dialog, there is a label "Job Role:" followed by an empty text input field. At the bottom right of the dialog, there are two buttons: "Update" and "Cancel", both in orange text.

## Add Custom/Edit Existing Job Roles

If you need to add skills not already listed under a job role, you can go to **Add Custom/Edit Existing Job Roles**. You can also get here by selecting **Admin > Skills Setup > Build Job Roles**



You can select from the pre-loaded skills listed on the right by clicking on **Add Skills From Our Skills Library**. You can also get here by selecting **Admin > Skills Setup > Skills Library**. If you need to add a skill not listed or customize a skill as per your needs, select **Add/Edit Your Customer Skills**.



Once you have selected the skills, select the desired skill level and click on **Assign Skill to Selected Job Role** on the left. This will add those skills to the selected job role with the desired score for that particular skill in that role. You can get more details via a detailed video on custom building job roles [here](#).

## Adding Hard and Soft Skills

Once a job role has been selected, the system will get auto-populated with hard and soft skills to choose from. These skills have been categorized as **Tasks, Technology Skills, Knowledge, Abilities and Work Style**. Select various skills listed under all these heads and add them to the job role respectively by selecting **Add to Job Role**.

The screenshot shows the 'Add Tasks to Job Role' interface. At the top, there are three steps: 'Step 1 - Select Job Role Family' (Computer Occupations), 'Step 2 - Select a Job Role' (Computer Network Support Specialists), and 'Step 3 - Select / Add Your Job Role Name to Work With' (Network Engineer). A search bar is present with the text 'Enter text to search...'. Below the search bar, there is a table of tasks. The table has columns for 'Importance', 'Category', 'Task', and 'Core?'. The tasks listed are:

Importance	Category	Task	Core?
89%	Tasks	Back up network data.	Core
87%	Tasks	Configure security settings or access permissions for groups or individuals.	Core
85%	Tasks	Analyze and report computer network security breaches or attempted breaches.	Core
84%	Tasks	Identify the causes of networking problems, using diagnostic testing software and	Core

You can get more details via our detailed video on building Job roles [here](#).

## Add Skills from our Skills Library

SkillsDB has a comprehensive skills library that covers a large field of work and professions. It is not automatically available because it is too vast, and any organization only needs small fraction of it. You'll need to move the skills into your instance or import skills from your own file first.

You can add skills to the master list by selecting the skills from the list and then selecting **Load Selected Skills Into My Skill List**. If you want to add qualifications, select **Qualifications/Education/Certifications** and select the ones you want and load them just like you loaded the skills.

Add Skills & Qualifications to master list below.

**Skills Library - Get started building your skills list**

**Instructions:**

1. Search for the skills you desire. Click on the Icon next to Category to limit the categories you see. Or search by any text you type in.
2. Select the skills to add to your list.
3. Click Load Selected Skills. Loaded skills will not appear in the list again.

I want to work with:  Skills  Qualifications/Education/Certifications

 Load Selected Skills into my Skill List. (large selections may take a minute or two)

Skills Library

Page 1 of 7 (3036 items) < **1** 2 3 4 5 6 7 > :: Page size: 500

Enter text to search...

Skills Library

Select All	Category	Skill
<input type="checkbox"/>		
	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Accounting	Balance Sheet
<input type="checkbox"/>	Accounting	Basic Accounting for Business

## Add/Edit Custom Skills

You have at your disposal a vast list of skills, but it becomes difficult to select all the skills from a single list. To make the skills more structured and defined, we have grouped them under various categories. You have the ability to classify skills under the main category and three subcategories.

In simple terms, the category name gives a basic idea of what all skills can be found under it. Finding all required skills for a job role thus becomes easier.

When you want to create/import your own skills library into your instance, it is vital to understand the relationship between categories and skills.

To create a new skill, select **Add New Skill** or **Add New Custom Skill**. You can also reach here by going to **Admin > Skills Setup > Skills List**

The screenshot shows the 'Add Skills & Qualifications to master list below.' interface. It features two tabs: 'Skill & Skill Categories' (active) and 'Qualifications & Qualification Categories'. Below the tabs are two buttons: 'Create New Categories & Edit/Delete' and 'Export Skills to Excel'. A note states: 'Skills add/edit/delete-click on category to see skills. \*At least one Category must be created before adding skills.' Below this are four buttons: 'Add New Custom Skill', 'Expand Categories', 'Collapse Categories', and 'Clear Filters'. A search bar with the placeholder 'Enter text to search...' and 'Search Clear' buttons is present. A 'Category' dropdown menu is also visible. The main content area is a table with columns for 'Skill' and 'Skill Description', each with a dropdown arrow. Below the table, there is a list of categories with expandable arrows: 'Category: Abilities', 'Category: Accounting', 'Category: Business function specific software', 'Category: Content authoring and editing software', and 'Category: Data management and query software'.

You can add a new category by selecting **Create New Categories & Edit/Delete**. Here you can edit/delete already existing categories as well as add a new category.

[+ Add New Category.](#)

Enter text to search... [Search](#) [Clear](#)

<a href="#">Add new category</a>	Category ▼	Main category ▼	Sub category1 ▼	Sub category2 ▼
<a href="#">Edit</a> <a href="#">Delete</a>	Abilities	Abilities		
<a href="#">Edit</a> <a href="#">Delete</a>	Accounting	Accounting		
<a href="#">Edit</a> <a href="#">Delete</a>	Activities / Responsibil...	Activities / Responsibil...		
<a href="#">Edit</a> <a href="#">Delete</a>	Admin Support	Admin Support		
<a href="#">Edit</a> <a href="#">Delete</a>	Allocation	Allocation		

### Select **Add New Category**

Add/Edit skill category ✕

Main category\*:

Sub category1:

Sub category2:

Category:

[Update](#) [Cancel](#)

## Adding Qualifications

**Qualifications** are specific certifications or courses cleared by an employee, which enhances their proficiency. Skills, on the other hand, are evaluated with on-the-job proficiency. Qualifications basically state that an individual with it has certain baseline proficiency. Some qualifications do need to be recertified from time to time but skills are evaluated/re-evaluated continuously.

You can similarly add/edit categories under the qualification category by selecting **Qualifications & Qualification Categories**.

Screenshot of the 'Qualifications & Qualification Categories' interface. The interface shows a navigation bar with 'Skill & Skill Categories' and 'Qualifications & Qualification Categories'. Below the navigation bar are two orange buttons: 'Create New Categories & Edit/Delete' and 'Export Qualifications to Excel'. A toolbar contains four buttons: 'Add New Custom Qualification', 'Expand Categories', 'Collapse Categories', and 'Clear Filters'. A search bar is present with the placeholder text 'Enter text to search...'. Below the search bar is a 'Category' dropdown menu. The main content area shows a list of categories: 'Category: Availability', 'Category: Cell Towers', 'Category: Cert-Cisco', and 'Category: Cert-HP'. The 'Category: Availability' row is highlighted in orange. A red text link 'Add new qualification' is visible above the list.

Select **Add New Qualification** to add new qualification manually.

Add/Edit qualifications

Category:\*

Qualification:\*

Description:

Update Cancel

If you want to create a new category of qualifications, select **Create New Categories & Edit/Delete** to be taken to edit/delete existing categories, as well as create new ones.

Qualification Categories add/edit/delete

[+ Add New Qualification Category](#)

Enter text to search... [Search](#) [Clear](#)

Add new category	Category	Main category	Sub category1	Sub category2
<a href="#">Edit</a> <a href="#">Delete</a>	Availability	Availability		
<a href="#">Edit</a> <a href="#">Delete</a>	Cell Towers	Cell Towers		
<a href="#">Edit</a> <a href="#">Delete</a>	Cert-Cisco	Cert-Cisco		
<a href="#">Edit</a> <a href="#">Delete</a>	Cert-HP	Cert-HP		
<a href="#">Edit</a> <a href="#">Delete</a>	Cert-MS-MCA	Cert	MS	MCA
<a href="#">Edit</a> <a href="#">Delete</a>	Cert-MS-MCDBA	Cert-MS-MCDBA		
<a href="#">Edit</a> <a href="#">Delete</a>	Cert-VMware	Cert-VMware		
<a href="#">Edit</a> <a href="#">Delete</a>	Clients	Clients		
<a href="#">Edit</a> <a href="#">Delete</a>	Domain Experience	Domain Experience		
<a href="#">Edit</a> <a href="#">Delete</a>	Education	Education		

Page 1 of 18 (179 items) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) ... [16](#) [17](#) [18](#) Categories per page [10](#)

[Create Filter](#)

## Importing Skills

To make the process of importing easier, we have streamlined the whole process and brought it under **Import Center**. All import templates are accessible from this page. You can access it by going to **Admin > Import Center**.

The screenshot shows the 'Skills DB Pro Import Center' interface. At the top, it says 'The control center has all your import specifications and templates in one place. Download the specifications and templates to build out your import sheets. Then just click Launch for the import type you want to work with. \*\*Please note you cannot change or remove any headers from any sheet or it will error out.'

Below this are two columns of import options:

- Launch People Import**
  - Import People Specification
  - Import People Template
- Launch Scores Import**
  - Import Scores Specification
  - Import Scores Template
  - \*Prerequisite to have people loaded already
- Launch Learning Plan Courses Import**
  - Import Learning Plan Courses Specification
  - Import Learning Plan Course Template
- Launch Skills List Import**
  - Import Skills List Specification
  - Import Skills List Template
- Launch Job Roles Skills Import**
  - Import Job Role Skills Specification
  - Import Scores Template
  - \*Prerequisite to have skills & job roles loaded already
- Launch Attach Skills To Learning Plan Import**
  - Import Attach Skills To Learning Plan Specification
  - Import Attach Skills To Course Template
  - \*Prerequisite to have skills & courses loaded already

Here you will have access to standard .CSV file template (Import Skills List Template) already formatted for import. Just follow the instructions via the instructions file (Import Skills List Specification) available alongside the template.

Once your template is ready, select **Launch Skills List Import**.

The screenshot shows a file selection interface. It has a dropdown menu labeled 'Select Import File Type:' with 'Import Skills List' selected. Below the dropdown, it says 'Select a .CSV file:' followed by a 'Choose File' button and the text 'No file chosen'. To the right of this is an orange 'Import' button.

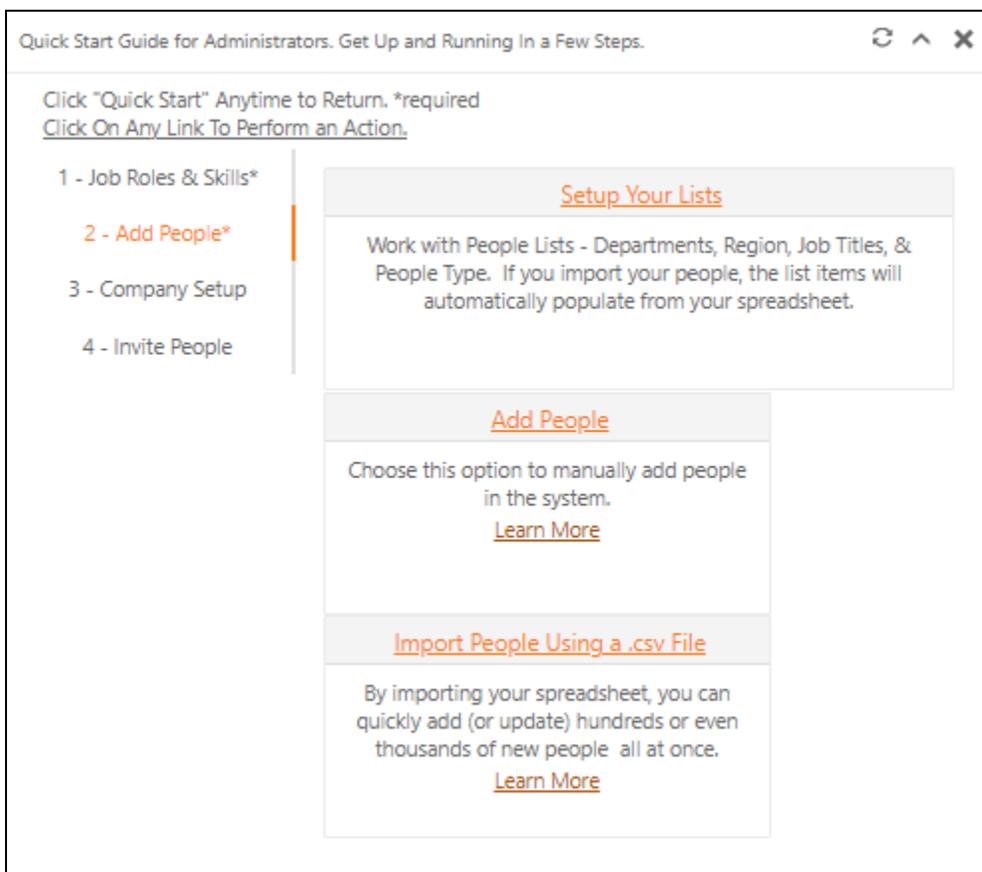
Select **Import Skills List** from the menu. Upload your template using the **Choose File** button and select **Import**.

For more information, go to the Help Center on our website for our detailed help importing skills.

## Adding People

Once the scoring system has been set up, and the job roles and skills defined, you have created the foundations and basic layout of your system. Now, you can start importing people into the system.

Select **Add People** under the **Setup Guide** to begin the process of adding people.



For more information, visit the dedicated Help Center on our website that covers all aspects of setting up people in your organization.

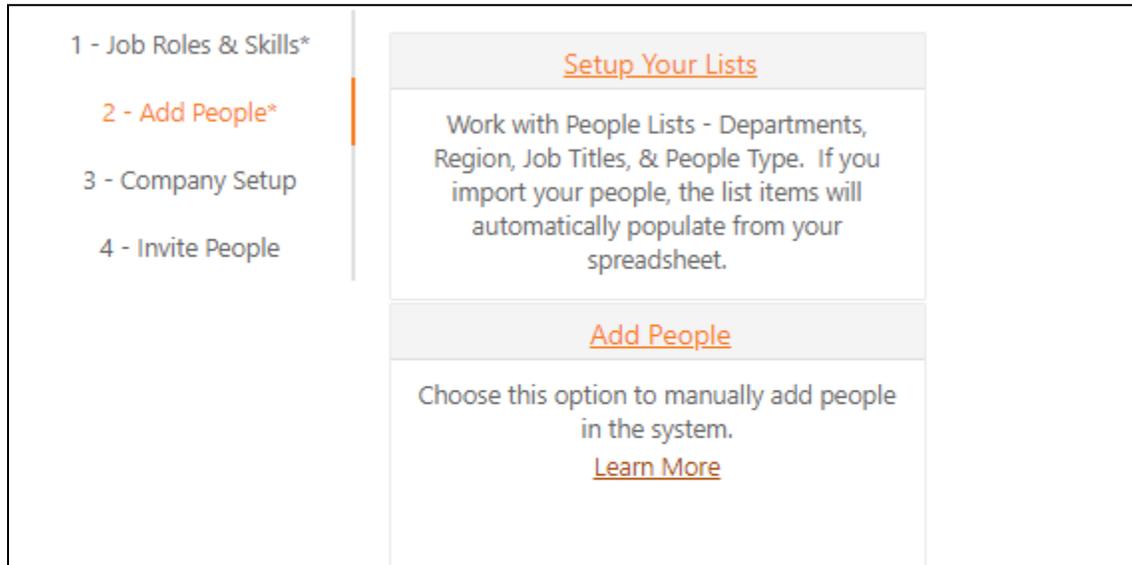
## Setup Lists

Select **Setup Your Lists** to configure your organization here by creating **Business Regions, Departments, Job Titles and/or People Categories**. You can also get here by going to **Admin > People Setup > Lists**

Business Regions		Departments	Job Titles	People Categories
Csv	Excel	PDF	People Categories / Types - Add / Edit / Delete	
Enter text to search...				
New People Category		People Type Name		
Edit Delete	Candidate			
Edit Delete	Consultants			
Edit Delete	Director			
Edit Delete	Employees			
Edit Delete	Endorser			
Edit Delete	Executive			
Edit Delete	Manager			

## Adding People Manually

Select **Add People**. For more details and help you can select **Learn More** and be redirected to the Help Center.



Select **Add People**, to be taken to the **People** page. You can also get here by going to **All People > Manage Personnel**.



You can also invite people via email to enter their details themselves. For more details on how to do this, please go to the Help Center on our website.

Select **Add New Person** to enter employee details yourself.

Edit Form ✕

Last Name:*	<input type="text"/>	First Name:*	<input type="text"/>
Email:*	<input type="text"/>	Security Level:*	<input type="text"/>
Login:	<input type="text"/>	Your ID:	<input type="text"/>
Active:	<input checked="" type="checkbox"/>	Manager:	<input type="text"/>
Mobile:	<input type="text"/>	Business Region:	<input type="text"/>
Job Title:	<input type="text"/>	Job Role:	<input type="text"/>
Department:	<input type="text"/>	People Type:	<input type="text"/>
People Type Exp:	<input type="text"/>	Business #:	<input type="text"/>
City:	<input type="text"/>	State Province:	<input type="text"/>
Postal Code:	<input type="text"/>	Company:	<input type="text"/>
Gender:	<input type="text"/>	Web/Resume Link:	<input type="text"/>
			<small>Must begin with http:// or https://</small>
Next Data Avail:	<input type="text"/>	Notes:	<input type="text"/>
Person ID:	<input type="text"/>		

Update Cancel

For more details and a video tutorial on how to manually add people, go to the Help Center on our website.

If you want to edit/correct any employee details, go to **All People > Manage Personnel**. You can see people already entered in the system. Select **Edit** to update personnel details.

						Last Name ↑ ▾	First Name ↑ ▾
						<input type="text"/>	<input type="text"/>
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">Skills</a>	<a href="#">Files</a>	<a href="#">Password</a>	<a href="#">Learning</a>	<a href="#">Pathways</a>	Aaron	James
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">Skills</a>	<a href="#">Files</a>	<a href="#">Password</a>	<a href="#">Learning</a>	<a href="#">Pathways</a>	Arnison	Jan
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">Skills</a>	<a href="#">Files</a>	<a href="#">Password</a>	<a href="#">Learning</a>	<a href="#">Pathways</a>	Belanger	Jeffery

# Importing People

You can bypass manually adding people by selecting **Import People Using a .csv File**.

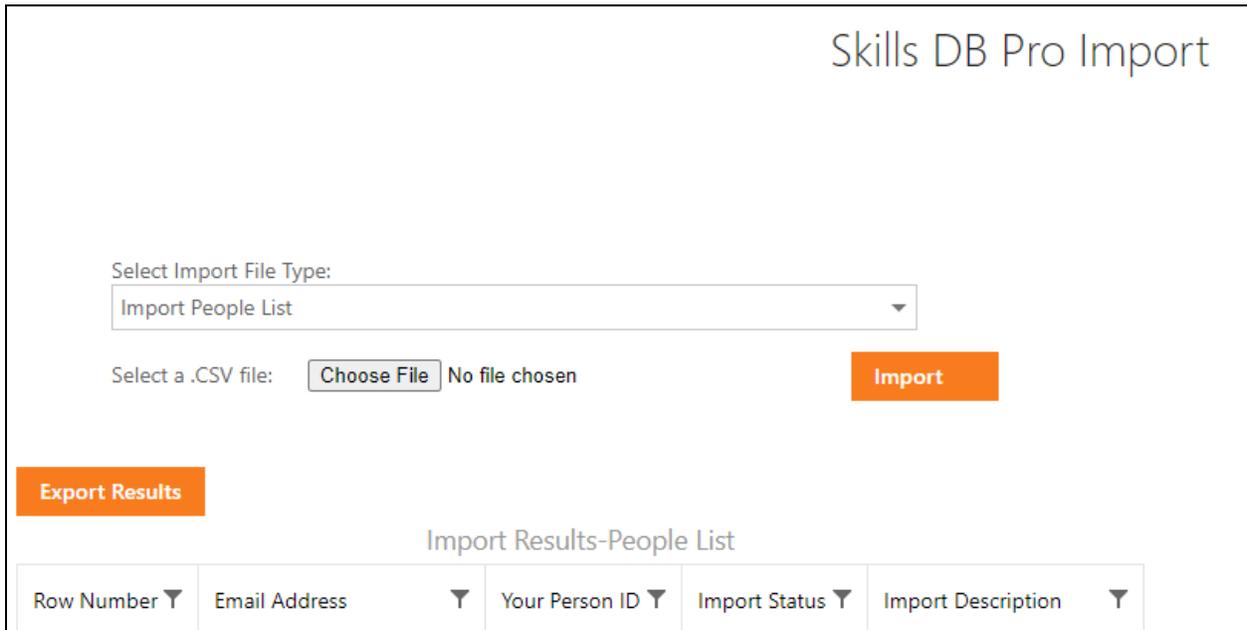
The screenshot shows a vertical navigation menu on the left with four items: '1 - Job Roles & Skills\*', '2 - Add People\*', '3 - Company Setup', and '4 - Invite People'. The '2 - Add People\*' item is highlighted with an orange bar. To the right of the menu is a main content area with three sections: 'Setup Your Lists' (with a sub-header 'Setup Your Lists'), 'Add People' (with a sub-header 'Add People'), and 'Import People Using a .csv File' (with a sub-header 'Import People Using a .csv File'). Each section contains descriptive text and a 'Learn More' link.

You can also get here by going to **Admin > People Setup > Import Center**. For more details and help select **Learn More** and to be directed to the Help Center.

The screenshot shows the 'Skills DB Pro Import Center' interface. At the top, it says 'Skills DB Pro Import Center' and provides instructions: 'The control center has all your import specifications and templates in one place. Download the specifications and templates to build out your import sheets. Then just click Launch for the import type you want to work with.' Below this is a disclaimer: '\*\*Please note you cannot change or remove any headers from any sheet or it will error out.' The main content area is divided into two columns of import options. The left column includes 'Launch People Import', 'Launch Scores Import', and 'Launch Learning Plan Courses Import'. The right column includes 'Launch Skills List Import', 'Launch Job Roles Skills Import', and 'Launch Attach Skills To Learning Plan Import'. Each option lists the associated specification and template files, and some include prerequisites.

Here you will have access to our standard .csv file template (Import People Template) already formatted correctly. Follow the instructions file (Import People Specification) available alongside the template.

Once the template is ready, select **Launch People Import** to go to a new page. Select **People List** from the drop-down menu. Choose the file (be sure the file is still in **.csv format**) and select **import**. You can see the **export results** below the import link.

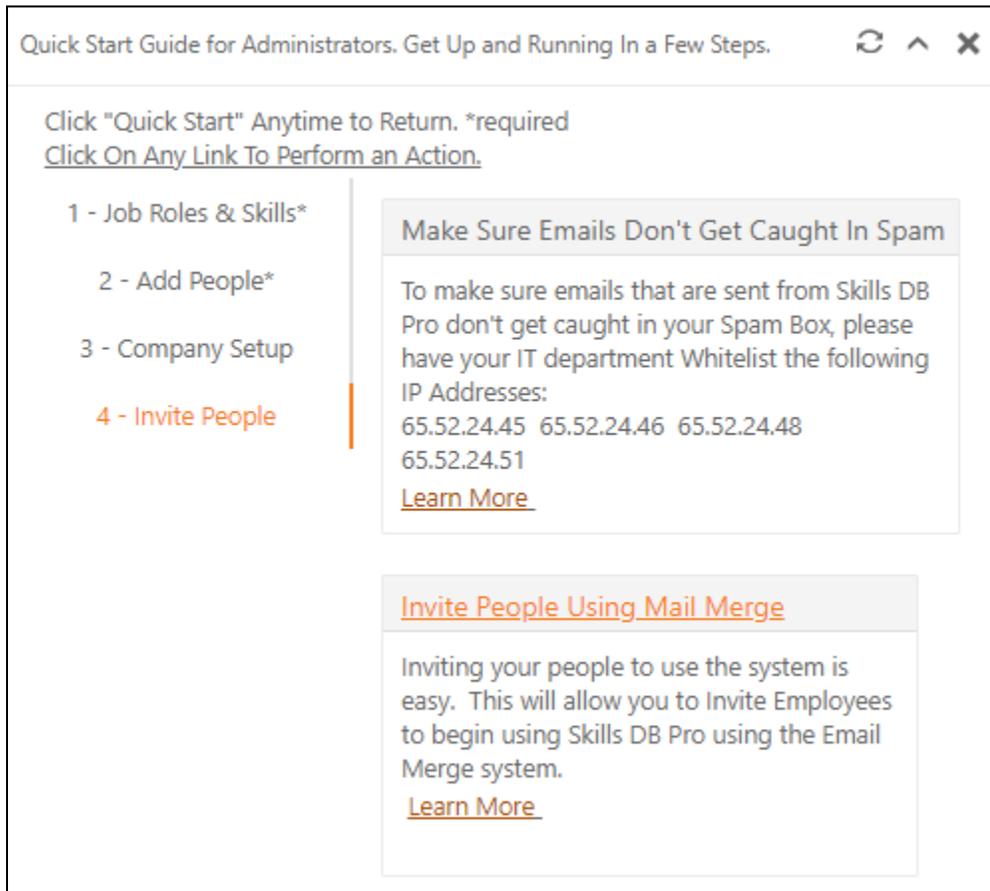


The screenshot displays the 'Skills DB Pro Import' interface. At the top right, the title 'Skills DB Pro Import' is visible. Below it, there is a section for file selection. A dropdown menu labeled 'Select Import File Type:' is set to 'Import People List'. Below the dropdown, the text 'Select a .CSV file:' is followed by a 'Choose File' button and the text 'No file chosen'. To the right of this is an orange 'Import' button. Below the file selection area, there is an orange 'Export Results' button. Underneath, the heading 'Import Results-People List' is centered. Below the heading is a table with five columns: 'Row Number', 'Email Address', 'Your Person ID', 'Import Status', and 'Import Description'. Each column header has a small downward-pointing triangle icon.

Go to the [Help Center](#) for detailed help on importing people.

## Inviting People

People can be invited to enter their details individually by selecting **Invite People Using Mail Merge**. Remember to have your IT team whitelist SkillsDB IP addresses to avoid emails landing in employee spam folders. For more details and help you can select **Learn More** to be redirected to the Help Center.



Quick Start Guide for Administrators. Get Up and Running In a Few Steps. ↻ ^ ✕

Click "Quick Start" Anytime to Return. \*required  
Click On Any Link To Perform an Action.

- 1 - Job Roles & Skills\*
- 2 - Add People\*
- 3 - Company Setup
- 4 - Invite People

### Make Sure Emails Don't Get Caught In Spam

To make sure emails that are sent from Skills DB Pro don't get caught in your Spam Box, please have your IT department Whitelist the following IP Addresses:

65.52.24.45 65.52.24.46 65.52.24.48  
65.52.24.51

[Learn More](#)

### Invite People Using Mail Merge

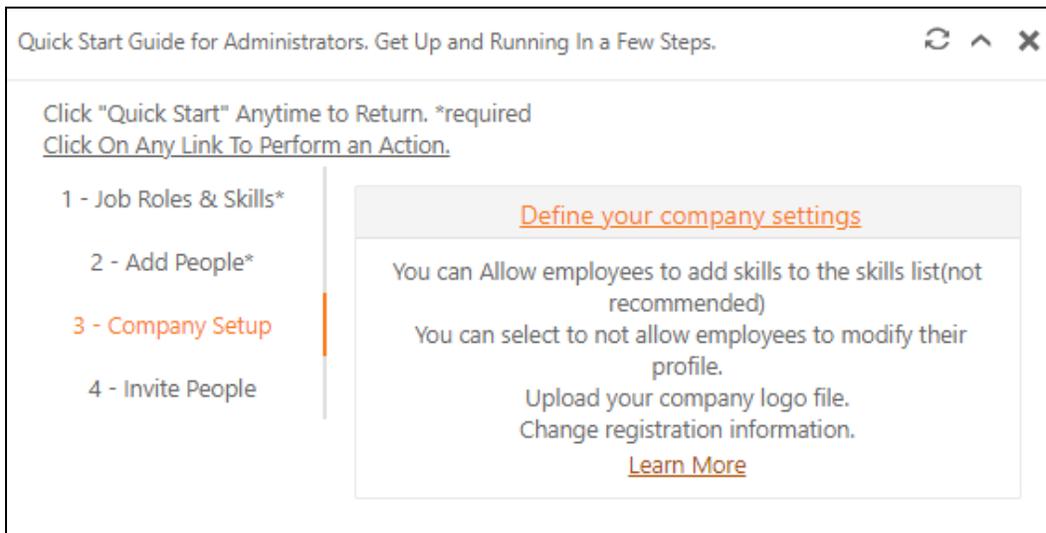
Inviting your people to use the system is easy. This will allow you to Invite Employees to begin using Skills DB Pro using the Email Merge system.

[Learn More](#)

# Company Setup

This section will help customize for the broader, system-wide rollout. You can also set up email reminder frequencies for various tasks, as well as set restrictions on what employees/managers can edit in their profile and access.

Organization set up is in **Company Setup > Define Your Company Settings**. For more details and help select **Learn More** to be go to the Help Center.



Go to **Company Setup > Edit Company Options** to update default. Remember to save your changes by selecting **Save Company Options**.

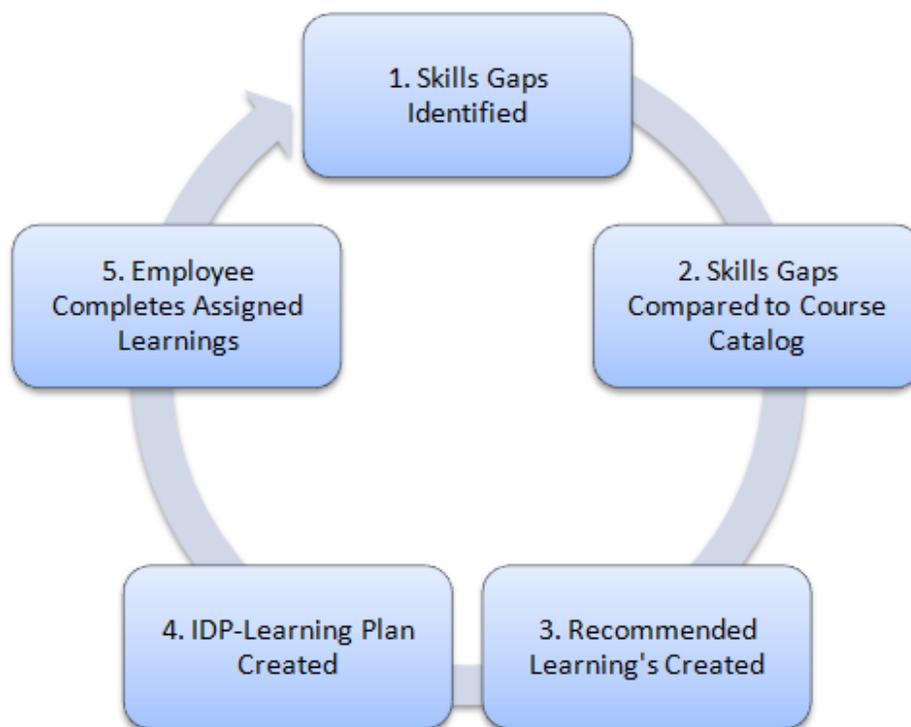


For better understanding, check out some of the videos in our Help Center.

# Learning Plan System

Most skills and competency management systems work towards creating a framework for identifying skills needed for a particular job role and accurately registering the competency of individuals in those skills. SkillsDB does all this and more. Once the skills and competencies are identified, SkillsDB creates automatic learning plans to help bridge the skill gaps.

There are two options to choose your learning plan. One is manual learning plan assignment and the other is AI-based learning plan assignment. In the manual system, you have to match skills to particular learnings manually. Our AI version helps by being intuitive. With many courses embedded in our system, our AI is able to match and offer an extensive catalog of learnings related to particular skills, with minimal input from you.



Let's look at the 5 steps process to increase the skill competencies of your employees. Please go to the Help Center for additional information.

# 1. Identify Skill Gaps

Once the employee has scored their assigned skills, their manager will review. The manager can score the employee higher/lower/same compared to the employee score on the skills listed in the job role. The employee does not see the manager's scores. Next, skill gaps are identified by comparing the manager score to the required skill score for any particular job role. Go to **Reporting > Skills > Skills & Competency** and select any of the gap analysis.

The screenshot shows the 'Skills Reports' interface with the following configuration:

- Skills Reports:** Employee Assessments, Manager Assessments, Gap Analysis, Skills Audit Emp, Skills Audit Mgr, Qualifications.
- Competency Reports:** Gap Emp-Job Role, Missing Emp Skills, Gap Mgr-Job Role (selected), Missing Mgr Skills.
- Group By Sort Order:** Descending (selected), Ascending, None (dropdown), Clear Group Sort.
- My Reports:** Save / Open Reports, Calculate Sums (checkbox).
- Tools:** Customize, Sorting, Clear Filters, Clear Grouping, Expand All, Collapse All, Excel Export, Export to PDF.
- Page Info:** Page 1 of 2 (166 items), Page size: 100.
- Search:** Enter text to search... Clear.
- Report Designer:** Create and save reports.
- Table Columns:** Mgr\_Name, Category, Skill, Desired Score, Mgr Score, Gap Mgr-Role.
- Filter:** Name: Burton,James.

Mgr_Name	Category	Skill	Desired Score	Mgr Score	Gap Mgr-Role
Smith,Dan	IT-Data-Analysis	Algorithms	2	2	0
Smith,Dan	IT-Data-Analysis	Big data	3	3	0
Smith,Dan	IT-Data-Analysis	Cascading	3	4	1
Smith,Dan	IT-Data-Analysis	Data analysis	3	4	1
Smith,Dan	IT-Data-Analysis	Data mining	3	2	-1
Smith,Dan	IT-Data-Analysis	Predictive analytics	3	3	0
Smith,Dan	IT-Data -Databases	Database design	2	3	1

## 2. Skill Gaps Compared to Course Catalog

Once skill gaps have been identified, you can view the learnings available in the course catalog to bridge skill gaps. On the learning plan page of the employee, select **Show Learning Catalog** to see all available learnings.

Add to LP	Category	Skill	Type	Title	Description	Duration	Expected	URL	LMS ID	Rating
<a href="#">Add to Learning Plan</a>	Development software	Microsoft .NET Framework	Online	Creating and Configuring Models	Investigate how to create models (the data the application be working on). In this ASP.NET MVC training module you'll learn how to add metadata to classes to allow MVC to automatically generate HTML.	5	4	<a href="#">Link</a>	1296589	3
<a href="#">Add to Learning Plan</a>	Development software	Microsoft ASP.NET Core MVC	Online	Customizing Controllers	Get an introduction to creating custom controllers and actions. This module also discusses how to customize the actions and controllers generated by Visual Studio.	11	4	<a href="#">Link</a>	1299562	2
<a href="#">Add to Learning Plan</a>	Development software	Microsoft ASP.NET Core MVC	Classroom	The Power of Visual Studio	After the model is created, Visual Studio can do the rest. This module covers the scaffolding that Visual Studio creates, the basics of Entity Framework, and the controllers and views that are created.	6	4	<a href="#">Link</a>	1299652	
<a href="#">Add to Learning Plan</a>	Development software	Microsoft SQL Server	Online	Design a Data Warehouse with Azure SQL Data Warehouse	Learn how to create an Azure SQL Data Warehouse in minutes to leverage Massively Parallel Processing (MPP) to run complex queries at Petabyte Scale quickly. In this module, you will: List the types of data warehousing solutions Explain Azure SQL Data Warehouse Explain Massively Parallel Processing Concepts Compare Table Geometries Create an Azure SQL Data Warehouse		4	<a href="#">Link</a>		2

You can add learning plans already available to your company by importing them into SkillsDB. Select **Admin > Learning Plan Setup > Import Courses**.

	Add LP Activity	Learning Plan Type	LP Outside ID	LP Short Title	LP Duration Hours	Comments	Date Created	LP Active
>	<a href="#">Edit</a> <a href="#">Delete</a>	Online	1299588	Basics of MVC and the Moving Parts	10		4/21/2017	<input checked="" type="checkbox"/>
>	<a href="#">Edit</a> <a href="#">Delete</a>	Available Projects		Build a New Bike	25		11/6/2019	<input checked="" type="checkbox"/>
>	<a href="#">Edit</a> <a href="#">Delete</a>	Online	1296589	Creating and Configuring Models	5		5/24/2017	<input checked="" type="checkbox"/>
>	<a href="#">Edit</a> <a href="#">Delete</a>	Online	1299562	Customizing Controllers	11		5/24/2017	<input checked="" type="checkbox"/>
>	<a href="#">Edit</a> <a href="#">Delete</a>	Online		Design a Data Warehouse with Azure SQL Data Warehouse			2/16/2019	<input checked="" type="checkbox"/>
>	<a href="#">Edit</a> <a href="#">Delete</a>	Qualification Card		Heater Core	20		9/17/2020	<input checked="" type="checkbox"/>
>	<a href="#">Edit</a> <a href="#">Delete</a>	Classroom	1299652	The Power of Visual Studio	6		4/21/2017	<input checked="" type="checkbox"/>

### 3. Recommended Learnings Created

Now that learnings have been shortlisted to bridge those skill gaps, you can create learning plans for individual employees. Shortlist the learning plan for the employee and select **Add to Learning Plan**.

Add to LP	Category	Skill	Type	Title	Description	Duration	Expected	URL	LMS ID	Rating
<a href="#">Add to Learning Plan</a>	Development software	Microsoft .NET Framework	Online	Creating and Configuring Modes	Investigate how to create models (the data the application be working on). In this ASP.NET MVC training module you'll learn how to add metadata to classes to allow MVC to automatically generate HTML.	5	4	<a href="#">Link</a>	1296589	3
<a href="#">Add to Learning Plan</a>	Development software	Microsoft ASP.NET Core MVC	Online	Customizing Controllers	Get an introduction to creating custom controllers and actions. This module also discusses how to customize the actions and controllers generated by Visual Studio.	11	4	<a href="#">Link</a>	1299562	2
<a href="#">Add to Learning Plan</a>	Development software	Microsoft ASP.NET Core MVC	Classroom	The Power of Visual Studio	After the model is created, Visual Studio can do the rest. This module covers the scaffolding that Visual Studio creates, the basics of Entity Framework, and the controllers and views that are created.	6	4	<a href="#">Link</a>	1299652	
<a href="#">Add to Learning Plan</a>	Development software	Microsoft SQL Server	Online	Design a Data Warehouse with Azure SQL Data Warehouse	Learn how to create an Azure SQL Data Warehouse in minutes to leverage Massively Parallel Processing (MPP) to run complex queries at Petabyte Scale quickly. In this module, you will: List the types of data warehousing solutions Explain Azure SQL Data Warehouse Explain Massively Parallel Processing Concepts Compare Table Geometries Create an Azure SQL Data Warehouse		4	<a href="#">Link</a>		2

You can also customize a learning plan/activity for individual employees. On the Learning plan page select **Add Custom Activity**.

**Learning Plan** [Close]

Active:  % Complete: 0

Title: Basics of MVC and the Moving Parts

Custom Activity: Shadowing Mr.X for a period of 2 weeks

Start Date: 2/8/2021 End Date: 2/22/2021

Duration(Hrs):\* 0 Hours Remaining: [Greyed out]

Rate this course 1 to 5 stars: ★ Completed: [Greyed out]

Notes: Shadow Mr.X and observe all the workings of the department [Green icon]

Link: [Greyed out]

LP Description(read only): [Greyed out]

[Update](#) [Cancel](#)

## 4. IDP - Learning Plan Created

Individual Learning Plans (IDP) are created by going to **All People > Manage Personnel > Learning**.

<a href="#">Add New Person</a> <a href="#">Customize</a> <a href="#">Clear Filters</a>										
Enter text to search...										
						Last Name ↑ ▼	First Name ↑ ▼	Your ID ▼	Active ▼	
<a href="#">Edit</a>	<a href="#">Delete</a>	Skills	Files	Password	Learning	Pathways	Aaron	James	HR12345	<input checked="" type="checkbox"/>
<a href="#">Edit</a>	<a href="#">Delete</a>	Skills	Files	Password	Learning	Pathways	Arnison	Jan	23456	<input checked="" type="checkbox"/>

You will go to the learnings page for that employee. You can get here by selecting **Recommended Learnings**.

<a href="#">View My Skills Dashboard</a> <a href="#">Complete My Required Skills</a> <a href="#">Create My Learning Plan</a>							
My Recommended Learning							
<a href="#">Customize</a> <a href="#">Clear Filters</a> <a href="#">Export to XLSX</a> <a href="#">Add All Learnings Below To Your Learning Plan</a> <a href="#">Learning Plan</a>							
Page 1 of 1 (2 items) < 1 > ⌵							
Enter text to search...							
	Priority ↑ ▼	Job Role Gap ↑ ▼	Title ▼	Type ▼	Learning Level ▼	Expected Level ▼	My Score ▼
<a href="#">Add to Learning Plan</a>	1	-3	Basics of MVC and the Moving Parts	Online	4	4	1
<a href="#">Add to Learning Plan</a>	1	-1	Design a Data Warehouse with Azure SQL Data Warehouse	Online	3	3	2

Here you'll see all available learning plans. Select **Add to Learning Plan** and the course will be added to your learning plan. If an employee wants to add all the learning plans recommended, they can simply select **Add All Learnings Below to Your Learning Plan**. To see all learning plans assigned to an employee, simply select **Learning Plan**.

Aaron James [Ajames@skills.com](mailto:Ajames@skills.com) Employee Learning Plans

Courses Completed: 1 | Courses In Progress: 2 | Courses Not Started: 2 | Current Hours Completed: 0 | Hours Remaining: 19

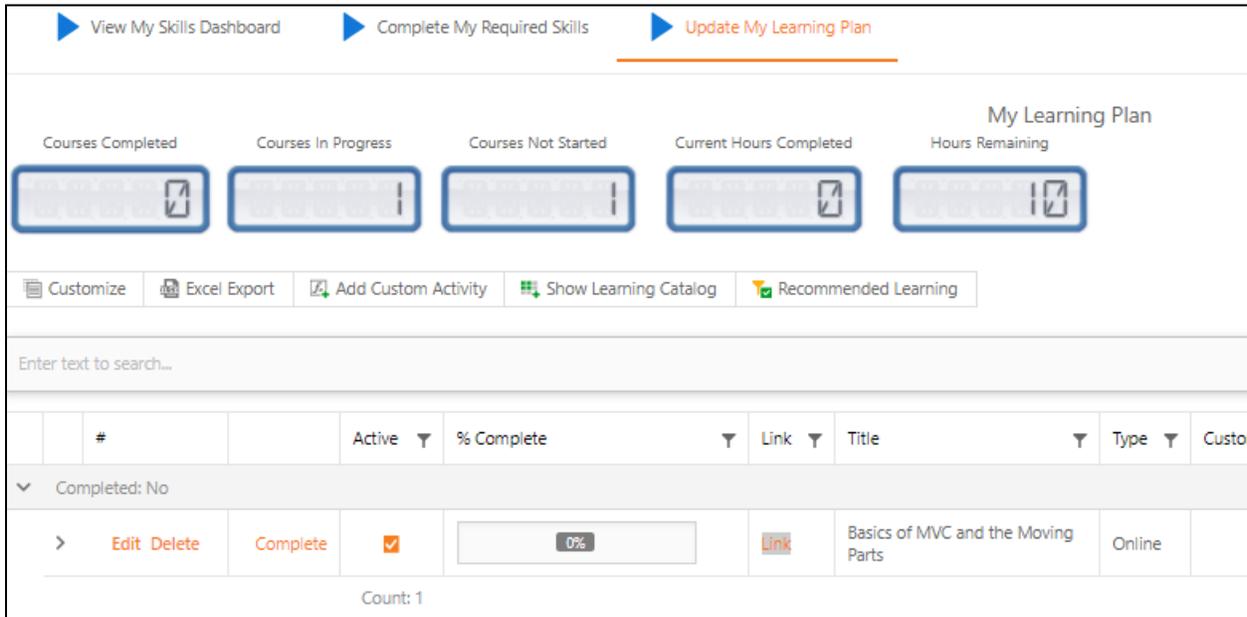
Customize | Excel Export | Add Custom Activity | Show Learning Catalog | Recommended Learning

Enter text to search...

#	Active	% Complete	Link	Title	Type	Custom Activity	E
Completed: No							
> Edit Delete	<input checked="" type="checkbox"/>	0%	<a href="#">Link</a>	Basics of MVC and the Moving Parts	Online	Shadowing Mr.X for a period of 2 weeks	2
> Edit Delete	<input checked="" type="checkbox"/>	0%	<a href="#">Link</a>	Creating and Configuring Models	Online		3
Count: 2							
Completed: Yes							
> Edit Delete	<input checked="" type="checkbox"/>	100%	<a href="#">Link</a>	Basics of MVC and the Moving Parts	Online		2
Count: 1							

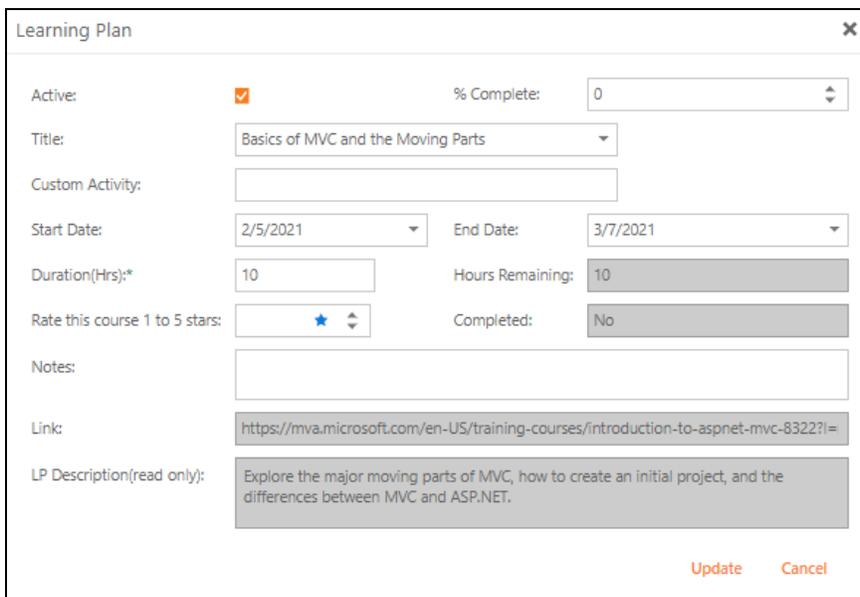
## 5. Employee Completes Assigned Learnings

Employees can see learning plans assigned to them by going to **Update My Learning Plan** on their landing page under **Guided Pathways**.



The screenshot shows the 'Update My Learning Plan' interface. At the top, there are three navigation buttons: 'View My Skills Dashboard', 'Complete My Required Skills', and 'Update My Learning Plan' (which is highlighted). Below this, there are five summary cards: 'Courses Completed', 'Courses In Progress', 'Courses Not Started', 'Current Hours Completed', and 'Hours Remaining'. Each card has a progress bar and a refresh icon. Below the cards is a toolbar with buttons for 'Customize', 'Excel Export', 'Add Custom Activity', 'Show Learning Catalog', and 'Recommended Learning'. A search bar is present with the text 'Enter text to search...'. Below the search bar is a table with columns: '#', 'Active', '% Complete', 'Link', 'Title', 'Type', and 'Custom'. The table has one row with the following data: '#', 'Edit Delete', 'Complete', a checked checkbox, a progress bar showing 0%, a 'Link' button, 'Basics of MVC and the Moving Parts', 'Online', and 'Custom'. Below the table, it says 'Count: 1'.

Once an employee starts a learning plan, they can select **Edit** to update the completion status of the learning plan (0-100%) under the **% Complete** menu.



The screenshot shows the 'Learning Plan' edit form. It has a title bar with a close button. The form contains the following fields and controls:

- Active:** A checked checkbox.
- % Complete:** A dropdown menu showing '0'.
- Title:** A dropdown menu showing 'Basics of MVC and the Moving Parts'.
- Custom Activity:** A text input field.
- Start Date:** A dropdown menu showing '2/5/2021'.
- End Date:** A dropdown menu showing '3/7/2021'.
- Duration(Hrs):\*** A text input field showing '10'.
- Hours Remaining:** A text input field showing '10'.
- Rate this course 1 to 5 stars:** A star rating dropdown showing '1' star.
- Completed:** A dropdown menu showing 'No'.
- Notes:** A text area.
- Link:** A text input field showing 'https://mva.microsoft.com/en-US/training-courses/introduction-to-aspnet-mvc-8322?l=...'
- LP Description(read only):** A text area showing 'Explore the major moving parts of MVC, how to create an initial project, and the differences between MVC and ASP.NET.'

At the bottom right, there are two buttons: 'Update' and 'Cancel'.

Once the learning plan is completed, the skill proficiency is automatically updated to the new skill level and the learning will be archived.

**Employee Learning Plans**

Aaron James [Ajames@skills.com](mailto:Ajames@skills.com)

Courses Completed: 1 | 
 Courses In Progress: 2 | 
 Courses Not Started: 2 | 
 Current Hours Completed: 0 | 
 Hours Remaining: 19

[Customize](#) | 
 [Excel Export](#) | 
 [Add Custom Activity](#) | 
 [Show Learning Catalog](#) | 
 [Recommended Learning](#)

Enter text to search...

#	Active	% Complete	Link	Title	Type	Custom Activity	E
Completed: No							
> <a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>	0%	<a href="#">Link</a>	Basics of MVC and the Moving Parts	Online	Shadowing Mr.X for a period of 2 weeks	2
> <a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>	0%	<a href="#">Link</a>	Creating and Configuring Models	Online		3
Count: 2							
Completed: Yes							
> <a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>	100%	<a href="#">Link</a>	Basics of MVC and the Moving Parts	Online		2
Count: 1							

## Career Pathways

The career pathways section helps by guiding employees to choosing the right job role for their future growth. This section showcases the top five job roles an employee can explore with their existing skill competency. Once an employee chooses a future job role, they can take courses for skill development (i.e. learning plans to further their goals). Career Pathways helps by shortlisting the skills and assigning Learnings needed to be eligible for a particular role.