

Welcome to CMS Online, Omar Rasheed

The Competency Assessment and Development process provides an easy way to assess one's current capabilities against specific competencies. Once the assessment is complete, a learning plan addressing identified competency gaps can be generated offering suggested training and technical resources to help fill those gaps.

[New to CMS Online?](#)  
Please Read

### Mandatory Training

HES Roles PAST DUE	Corporate Roles PAST DUE	Industry PAST DUE	Office Safety PAST DUE
-----------------------	-----------------------------	----------------------	---------------------------

OVERALL STATUS: 0%

100%

- Past Due
- 3 Months
- 12 Months
- 1+ Year

### Learning Curriculum

O&M Pathways Complete Stage I

Block 1: Introduction to Oil and Gas STATUS:	Block 2: Health, Safety, and Environment STATUS:	Block 3: O&M Core: Math and Science STATUS:	Block 4: O&M Core II: Technical STATUS:
---	---	--	--

### Competency Management

Drilling Supervisor

 VIEW ASSESS	 CONTINUE PLAN	 CONTINUE LEARN
<b>+ ASSESS YOUR SKILLS.</b> Determine gaps between your current skills and those required of a particular position.	<b>+ PLAN FOR ANY LEARNING THAT IS NECESSARY.</b> Focus on the skills where you have gaps and consider training options in order to improve your skills.	<b>+ LEARN THROUGH STUDY AND APPLICATION.</b> Attend the training, apply the knowledge to your job then reassess yourself when you feel you are competent at the level you focused on.

# Version 4.5

CMS Online

Quarterly Release Notes

June 2017

© Copyright 2017 International Human Resources Development Corporation

## 4.5 Feature Updates – Quarterly Update

---

Version 4.5 was released on 13 June 2017 and includes three main feature updates to CMS Online. These include:

- **Mandatory Training**

One of the most popular features of CMS 3 was the ability to track mandatory training, also known as compliance training. This feature has now been added to CMS 4.

- **Document Repository**

Our clients often want to upload documents that govern the process of competency management – including assessment guides, communication materials, etc. We have now added that capability.

- **Assessment Functionality**

We have added additional flexibility to how assessments are assigned to all assessment workflows by providing the self-assignment of assessments across all assessment workflows.

# Introducing Mandatory Training to CMS Online

CMS Online 4.5 provides a new feature that is used to assign and track mandatory and compliance training across all business locations and functions. For example, training such as Health, Environment and Safety courses may be required by your organization, and in some cases, may also be required as a result of government mandate.



## **New Key Features include:**

- Employee Mandatory Training
- Employee Compliance Roles/Training Course page
- Document Repository
- Job Competency Model (JCM) Assignment Option

# Employee Mandatory Training – Dashboard

The Dashboard provides the overall mandatory training status by mandatory training category. There is also a pie chart that provides the user an update of their current status overall and by individual category. The employee can click on the box to launch a pop up with more details.



## Key Features

- Display Mandatory Training Overall status
- Display Mandatory Training Group status
- Allows user to access mandatory training assignments

# Employee Mandatory Training Course Screen

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 Features

- Track mandatory training role status
- Display individual training event status
- Launch mandatory training assignments.

HES Roles		Oilfield Safety	
Role			
▲  PAST DUE			
Back Safety			
Chemical Health Hazards			
Confined Space Entry			
Driving Safety			
Electrical Safety			
Fall Protection			
Fire Fighting			
Forklift Safety			
Laboratory Safety			
Lockout/Tagout			
<b>Oilfield Safety</b>			
Workplace Safety			

  

Training Title	Status	Launch
<b>Health, Safety and Environment</b> <i>Due: 05-06-2017</i> <i>Taken: N/A</i> Type: e-Learning Duration: 1.5 h	Past Due	
<b>Oilfield Safety</b> <i>Due: 05-06-2017</i> <i>Taken: N/A</i> Type: e-Learning Duration: 0.5 h	Past Due	
<b>PERSONAL PROTECTION EQUIPMENT : Respirator Fit Testing</b> <i>Due: 05-06-2017</i> <i>Taken: N/A</i> Type: e-Learning Duration: 0.75 h	Past Due	
<b>PERSONAL PROTECTION EQUIPMENT: Personal Protection Equipment</b> <i>Due: 05-06-2017</i> <i>Taken: N/A</i> Type: e-Learning Duration: 0.75 h	Past Due	
<b>PERSONAL PROTECTION EQUIPMENT: Respiratory Protection</b> <i>Due: 05-06-2017</i> <i>Taken: N/A</i> Type: e-Learning Duration: 0.75 h	Past Due	
<b>SAFETY: Safety Orientation</b> <i>Due: 05-06-2017</i> <i>Taken: N/A</i> Type: e-Learning Duration: 0.75 h	Past Due	

# Document Repository

A document repository has been added that allows clients to upload specific documents related to the competency management process. These can include policies and procedures governing the competency process as well as employee communications. These documents are available to download for all users.

## 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.

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

**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 06/12/2017

Uploaded By 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.

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 **CMS Online Reports**

Description This document list all available reports on CMS Online

Category Documentation

Document number 2

Date Uploaded 06/12/2017

Uploaded By Thy Tran

# Job Competency Model (JCM) Assignment Option

CMS Online has separated the assessment process from how competency models are assigned. It can now be configured to support either the assignment of JCMs by an Administrator or self-selection by employees.

The two options are:

- **Self Assign:** An employee can select from a list of available Job Competency Models (JCM) and proceed directly to assessment.
- **Admin Assign:** An Admin assigns the JCM to an employee who then performs a self assessment.

Job Family	Modified On
▶ Drilling and Completions	05/31/2017
▾ Engineering - Projects	05/31/2017
Job Title	General Description
<input type="radio"/> Cost Estimation	▶
<input checked="" type="radio"/> Planning Engineer	▶
<input type="radio"/> Projects Engineer	▶
<input type="radio"/> Commercial Management Sr	▶
<input type="radio"/> Planning Assistant Sr	▶
<input type="radio"/> Planning Assistant	▶
▶ Finance	05/31/2017
▶ Full Length Competency Models	05/31/2017

## Patch Release 4.4.1

---

- This patch was deployed on May 2017 and include the following fixes:

Zendesk Ticket	Summary
# 7736	Typo in the description of color coding rules. "Diffreence" between EA and SA in the pre-verification popup screen
# 7695	"Assessor" is spelled incorrectly on Assessor Assessment screen



Welcome to CMS Online, Omar Rasheed

The Competency Assessment and Development process provides an easy way to assess one's current capabilities against specific competencies. Once the assessment is complete, a learning plan addressing identified competency gaps can be generated offering suggested training and technical resources to help fill those gaps.

[New to CMS Online?](#)  
Please Read

### Mandatory Training

HES Roles PAST DUE	Corporate Roles PAST DUE	Industry PAST DUE	Office Safety PAST DUE
-----------------------	-----------------------------	----------------------	---------------------------

OVERALL STATUS: 0%

100%

- Past Due
- 3 Months
- 12 Months
- 1+ Year

### Learning Curriculum

O&M Pathways Complete Stage I

Block 1: Introduction to Oil and Gas STATUS: [Progress Bar]	Block 2: Health, Safety, and Environment STATUS: [Progress Bar]	Block 3: O&M Core: Math and Science STATUS: [Progress Bar]	Block 4: O&M Core II: Technical STATUS: [Progress Bar]
--	--	---	---

### Competency Management

Drilling Supervisor

<b>VIEW</b> 18 CU(s) Completed	<b>CONTINUE</b> 2 of 3 CU(s) Selected 2 of 2 CU(s) Built	<b>CONTINUE</b> 2 of 3 Course(s) Completed 0 of 2 CU(s) Apply
<b>ASSESS</b> + ASSESS YOUR SKILLS. Determine gaps between your current skills and those required of a particular position.	<b>PLAN</b> + PLAN FOR ANY LEARNING THAT IS NECESSARY. Focus on the skills where you have gaps and consider training options in order to improve your skills.	<b>LEARN</b> + LEARN THROUGH STUDY AND APPLICATION. Attend the training, apply the knowledge to your job then reassess yourself when you feel you are competent at the level you focused on.

# Version 4.5

CMS Online

Quarterly Release Notes

June 2017

© Copyright 2017 International Human Resources Development Corporation