

## QUICK REFERENCE CARD TRAINING COORDINATOR

### LAGOV EMPLOYEES (P IDS) ONLY











[Click for PRINTABLE VERSION](#)

Log into **LEO**







From the **Louisiana.gov** page, locate Online Services and click [LEO: Louisiana State Employees Online](#) or enter this address: <https://leo.doa.louisiana.gov/> click **Training Coordinator** tab

#### Prebook Participant for ILT Course (LSO\_PV00)



- 1) Click **Maintain Bookings/Email**.
- 2) Click in the **Course Type** field and click  (Matchcode) button to search for a Course Type.
- 3) Enter a portion of the Course Name as a search string after the \* for wildcarding in **Search Term**, click , select the course type from the Search list and click .
- 4) Enter the employee's personnel number in **Person** field.  
**or**  
Click  (Matchcode) to search, change the **Category** to **Last name – First name**, enter the employee's name in the fields and click . Select the employee from the search list and click .

- 5) Press **Enter** to display available course offerings.
- 6) Click **Prebook** button if no course offerings available to suit the employee's needs.
- 7) Enter a Prebooking **End Date**.  
**Note:** The Prebooking End Date should indicate date by which the employee must have the Course Type completed.
- 8) Click . Message "**Participant was prebooked for the course type**" displays.
- 9) Click  to close this iView window.


#### Book Participant (LSO\_PV00)





- 1) Click **Maintain Bookings/Email**.
- 2) Click in the **Course Type** field and click  (Matchcode) button to search for a Course Type.
- 3) Enter a portion of the Course Name as a search string after the \* for wildcarding in **Search Term**, click , select the course type from the Search list and click .
- 4) Enter the employee's personnel number in **Person** field.  
**or**  
Click  (Matchcode) to search, change the Category to **Last name – First name**, enter the employee's name in the fields and click . Select the employee from the search list and click .
- 5) Press **Enter** for the available Course Offerings to display.
- 6) Select the appropriate course date.
- 7) Click  **Normal booking** and **Book**.

The message "**Participation was booked**" displays.  
If you receive the warning message "**There is already a prebooking for the same course type**", click **Confirm Booking** to complete the booking and cancel the prebooking.


- Note:** If you receive a  error message, click **New Entry** to clear the error.
- 8) Click  to close this iView window.

#### Replace Participant (LSO\_PV00)




- 1) Click **Maintain Bookings/Email**.
- 2) Click in the **Course Type** field and click  (Matchcode) to search for a Course Type.

- 3) Enter a portion of the Course Name as a search string after the \* for wildcarding in **Search Term**, click , select the course type from the Search list and click .
- 4) Press **Enter** for available Course Offerings to display.
- 5) Enter the personnel number in **Person** field to be replaced.
- 6) Click **Menu** > **Participation** > **Replace** from the dropdown.
- 7) Click **Replacement Partic.**.
- 8) On the Replace Participant iView enter **P** (Person) for **Typ** and the number of person you want to have the seat in the **Attendee** field.
- 9) Click . Message "**Participant was replaced**" displays.
- 10) Click  to close the Prebook Data iView window.

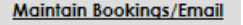






#### Cancel Participant from Course (LSO\_PV00)

- 1) Click **Maintain Bookings/Email**.
- 2) Enter the employee's personnel number in **Person** field.
- 3) Click **Cancel Participation**.
- 4) Select the entry (course) to be cancelled. Be careful to select the correct one.
- 5) Select a **Reason Canceled** from the dropdown list and click **Cancel**. The message "**Participation booking was cancelled**" displays.
- 6) Click  to close this iView window.

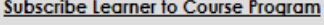



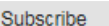

#### Add Work Phone/Email (PA30)

- 1) Click **Maintain Bookings/Email**.
  - 2) Enter the employees **Personnel No.** in **Person** field and click the  (Change Participant) button.
  - 3) Enter a **Period From** date (today) and a **To Date** (12/31/9999).
  - 4) Enter **0105** in the **Infotype** field and **0010 (E-mail)** or **0020 (work phone)** in the **STy (Subtype)** field. Click **Overview** to verify if an email or phone number record exists.
  - 5) If it does not exist, click **Create** to add a record.
  - 6) Enter **ID/number** (email address) or **Telephone** (phone number).
  - 7) Click **Save**. Message "**Record created**" displays.
- Note:** If you receive a  message stating **ID/Number already used for Person number 9999**, verify if it is a shared email address or the person's supervisor's email address. If so press the **Enter**.
- 8) Click **Back** to return to the **Book Participation** screen **OR**  to close this iView window.

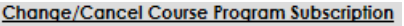


### Update Work Phone/Email (PA30)

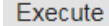
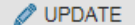


- 1) Click .
- 2) Enter the employees **Personnel No.** in **Person** field and click the .
- 3) (Change Participant) button.
- 4) Enter a **Period From** date (today) and a **To Date** (12/31/9999).
- 5) Enter **0105** in the **Infotype** field and **0010 (E-mail) or 0020 (work phone)** in the **STy** (Subtype) field and click the  button.
- 6) Enter the updated email or telephone number and click . The Warning message **“Record valid from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ delimited at end”** displays.
- 7) Click  again and message **“Record created”** displays.
- 8) Click  to return to the **Book Participation** screen OR click  to close this iView window.

### Subscribe Learner to Course Program (LSO SUBSCRIBE CP)

- 1) Click .
- 2) Click in the **Course Program** field and click  (Matchcode) button to search for a Course Program.
- 3) Enter the Course Program name or a portion of the Course program as a search string after the \* for wildcarding in **Search Term** and click .
- 4) Double click on the correct Course Program.
- 5) Enter the **Due Date** by which the employee should complete the program.
- 6) Enter the Personnel number in **Person** field or click  to search for a student.
- 7) Click . Message **“Course program was subscribed”** displays.
- 8) Click  to close this iView window.

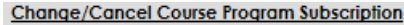


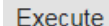



### Change Course Program Subscription (ZP239)

- 1) Click .
- 2) Enter the employee’s personnel number in **Person** field.
- 3) Click in the Course Program field and click  (Matchcode) button to search for a Course Program.
- 4) Enter the Course Program name or a portion of the Course Program as a search string after the \* for wildcarding in **Search Term** and click .
- 5) Double click on the correct Course Program.

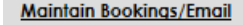



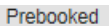




- 6) Click .
- 7) Enter the new **Due Date**.
- 8) Click . Message **“Subscription due date successfully updated”** displays
- 9) Click  to close message and click  to close this iView window.

**NOTE: The Due Date will revert to previous due date. Run the training transcript to verify corrected due date.**

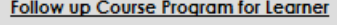


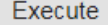
### Cancel Course Program Subscription (ZP239)

- 1) Click .
- 2) Enter the employee’s personnel number in **Person** field.
- 3) Click in the Course Program field and click  (Matchcode) button to search for a Course Program.
- 4) Enter the Course Program name or a portion of the Course Program as a search string after the \* for wildcarding in **Search Term** and click .
- 5) Double click on the correct Course Program.
- 6) Click .
- 7) Click . Message **“Subscription successfully cancelled”** displays.
- 8) Click  to close message and click  to close this iView window.

### Cancel Prebooked Participant (LSO PV00)

- 1) Click .
- 2) Click in the **Course Type** field and click  (Matchcode) button to search for a Course Type.
- 3) Enter a portion of the Course Name as a search string after the \* for wildcarding in **Search Term**, click . Select the course type from the Search list and click .
- 4) Double click on the correct Course Name.
- 5) Click  button to view the list of prebooked employees.
- 6) Select the employee’s name in the list and then click .
- 7) Click  to confirm. Message **“Prebooking has been deleted”** displays.
- 8) Click  to close the Prebookings iView and then  to close this iView window.

### Follow up Course Program for Learner

- 1) Click .
- 2) Enter the learner P or H number.
- 3) Click in the **Course Program** field and click  (Matchcode) button to search for a Course Program.
- 4) Enter the Course Program name or a portion of the Course program as a search string after the \* for wildcarding in **Search Term** and click .
- 5) Click .

[Run Course Program Participation Report \(ZP218\)](#) - Retrieves detail Course Program subscriptions.

[Run Course Program Subscription Overview \(ZP234\)](#) – Outputs courses required to complete programs for learners, by course type and by course program.

[Run Training Activities Report \(ZP175\)](#) – Outputs training statuses for employees in your agency. May be run to include prebookings, bookings, cancellations and/or completions.

[Run Training Transcript \(ZP219\)](#) - Retrieves an employee’s course/program completions and qualifications received in transcript form.




[Run Course Information Report \(LSO\\_RHSEMI60\)](#) – Provides a listing of courses with dates, times, locations and instructors.

[Run Communication Report \(ZP152\)](#) - Provides a listing of employee email address for LSO correspondence and work telephone.

[Run Employee Qualifications Report \(ZP174\)](#) – Outputs training completion information and any certifications and licenses the employee holds that were entered in LaGov.

[Refresh Course Catalog \(ZS13\)](#) – Updates the Course Catalog for recently added courses.

[Run Reference Personnel Number Report \(ZP80\)](#) – Show any additional personnel numbers for employee.

Message Types	
	Stop - Error condition exists, Must be corrected.
	Changes are correct, No errors or warnings exist.
	Warning condition exists, Verify data



Pop-up blockers must be **disabled** and **\*.louisiana.gov** address added as a trusted site to allow TC windows and Web-Based Courses to open correctly.