

# Iowa Jobs Training (260E/260F/WTED) Training Management System Guide



## Contents

Log-ins, Password security	p 2-3
Profile Preferences	p 4
Employee List, Individual or Multiple Additions	p 5-6
Employee List, Using the Master List	p 7
Entering Classroom Information for ALL fund types	p 8-11
Entering OJT Information [for New Jobs funds (260E)]	p 12-13
Information about the Project -Viewing/Searching Sessions	p 14
Information about the Project -Creating Reports	p 15
Leaving Comments	p 16
Training Verification Report	p 17

## Creating a log in

You will receive an email with your username. Click the link in that email to create your own password.

Dear testuser:

Welcome to the Online Reimbursement System!

Your username above has been created for you, but you may choose your own password. Your password: WK68nb  
Please create a password for the first time by clicking [here](#).

If you have questions, please contact your Business Consultant.

Thank you,  
System Administrator

## Main Login page



The screenshot shows a 'Log In' form with a blue header. It contains two input fields: 'User Name' and 'Password'. Below the fields is a blue 'Log In' button and a link that says 'Forgot Password? Click Here'.

If you forget your password, click here to email a temporary password to your address.

You will then be prompted to create a new password.



The screenshot shows a 'Forgot Password' form with a blue header. It contains one input field: 'Email Address'. Below the field is a blue button that says 'Receive Reset Password Code' and a link that says 'Back to Log In?'.

## Login Security Features

The system requires two-step authentication. You may choose to receive a verification PIN via email or add your cell phone number to your account to receive a text.



## Company-specific Password Security Features

The system administrator is able to set password security to align with your individual company policy.

These features are available for you to implement as you choose; no changes are made without your direction.

Set number of characters password must contain\*

*(value from 8-24 characters)*

- Password must contain at least one number
- Password must contain at least one capital letter
- Password must contain at least one special character (symbol)

Reminder - Password will expire after number of days set

*(0 value - will not remind before password is to expire)*

Set number of unsuccessful attempts allowed before account is temporarily locked

*(0 value - account will not lock)*

Set number of minutes account will remain locked

Set number of days before password will expire

*(0 value - password will not expire)*

You are able to determine:

Length of password

Character content of password

Expiration of password and reminder of expiration

Number of unsuccessful attempts before locking account

Time account is locked

## Changing Profile Preferences

On the top right of the screen, Click on the Hello [Name] link to bring up the profile screen.

Add your cell phone number to receive verification PIN via text. Change your preferred email address and password at any time.

### My Profile ✕

User Name	<input type="text" value="emilybetz"/>
First Name	<input type="text" value="Emily"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Betz"/>
Email*	<input type="text" value="emilybetz@yahoo.com"/>
Mobile Phone	<input type="text"/>
Work Phone	<input type="text"/>
	<a href="#">Cancel Change Password</a>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>

Add cell phone number to receive PINs via text

Save

Cancel

*\*Password Requirements:*

- Password requires at least 8 characters

*\*Phone number format is xxx-xxx-xxxx or xxxxxxxxxx.*

Password requirements show specific to your company parameters

Make any necessary changes and click 'Save'

## Adding Employees—Employee List—Individual or Multiple Additions

You can add individual or multiple employees using the 'Employee List' tab on the Menu Bar. Employee data is encrypted within the database at save.

Employee ID    First Name or Last Name    SSN    Project Number    Original Title

Current Title    Position Start Date From    Position Start Date To    --Select Status--    -- Select Funding Type --

Q Search    Clear    **+ Add New Employee**

21 employees found

ID	First Name	Last Name	SSN	Position Start Date	Original Title	Current Title	Funding Type	Project Number	Training Session	Status	Assign Project
Edit	Alice	Hayes	988998889	07/08/2014	Driver	Driver				<input checked="" type="checkbox"/> Active	<input type="checkbox"/>
5	Ben	Davis	888990000	02/02/2014	Accountant	Accountant	260E	2	3-Lean	<input type="checkbox"/> InActive	<input type="checkbox"/>
							260E	1	10-Teamwork 1-Press Operation 1-WorkplaceLean Launch 2-OSHA Safety Class 3-Advanced Leadership 3-Forklift Safety 4-forklift training lean seminar laptop cart	<input checked="" type="checkbox"/> Active	<input type="checkbox"/>
3	Bill										

Choose 'Employee List' from the Menu Bar  
Click 'Add New Employee' (below Search)

A new window will pop up for you to fill out employee information

**NOTE:** Employee ID is optional, all other fields are required

If you want to add more than one employee, click the plus sign.

Assign the employee to the applicable project.

Click 'Save'

Refresh to see employee added below

Add Employees

#	Employee ID	First Name*	Last Name*	Original Title	Current Title*	SSN*	Pre Empl	Position Start Date*	Assign Funding Types & Projects*
1	1985	Janet	Jackson	Dancer	Singer	900999090	No	07/01/2015	260E 3 260F
2							No		260E 260F

Save    Close

## Adding Employees—Individual Additions—within Reimbursement Sessions

You can add individual employees within the system, while entering Classroom or OJT training session information. The employee information will be added to the session and to the project Employee List.

Employee data is encrypted within the database at save.

Itemized Costs:

Item #	Expense Category	Vendor	Expense Description	Amount	For all project eligible employees?
1	Job Sect Training	DMACC	Tuition Reimbursement	\$1,245.00	No
Total:				\$1,245.00	

Employees:

Select employee from Employee list using Employee ID, First Name or Last Name

Employee ID	First Name	Last Name	Original Title	Current Title	SSN	Pre Empl	Position Start Date	Status
4321	Jack	Smith	Driver	Driver	957687777	No	02/02/2015	Active

Click 'Add New Employee'

A pop-up dialogue will open

Fill in fields

**NOTE:** Employee ID is optional, all other fields are required

Click 'Save'

Employee will automatically be added to the session and master Employee List, assigned to the correct project

Add Employees

#	Employee ID	First Name	Last Name	Original Title	Current Title	SSN	Pre Empl	Position Start Date	Assign Funding Types & Projects
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No	<input type="text"/>	250E 5 250F

## Employee List—Master List and Search

You can edit individual employees to assign them to projects and/or inactive them in a project. You can also filter by funding type and status (active/inactive) and sort according to any column.

As you add training information, you can also see which session each employee has been submitted for, by employee. Click the link to open the session.

Filter by status and/or type

ID	First Name	Last Name	SSN	Position Start Date	Original Title	Current Title	Funding Type	Project Number	Training Session	Status	Assign Project
06	Johnathon	Apple	122233322	09/22/2014	Driver	Driver	260E	1	10-Teamwork 8-forklift safety 9-Workplaceclean Launch	Active	<input type="checkbox"/>
12	Jack	Brown	956784321	05/05/2014	Accountant	Accountant	260E	1	10-Teamwork 5-press safety 6-laptop cart 6-press operation 8-lean 101	Active	<input type="checkbox"/>
5	Ben	Davis	888990000	02/02/2014	Accountant	Accountant	260E	2	3-Lean	InActive	<input type="checkbox"/>
06	John	Doe	222333333	08/12/2014	Driver	Driver	260E	1	10-Teamwork	Active	<input type="checkbox"/>
							260E	2	1-Defensive Driving 1-Forklift Safety 2-OSHA Safety 2-press operation	Active	<input type="checkbox"/>
8	Susan	Hall	555443333	02/03/2014	Driver	Driver				Active	<input type="checkbox"/>

Click ID# to edit Employee Information

Click training description to open session

## Entering Data—For ALL Training Fund types

If you have multiple funding types or projects, use one log-in and then choose the correct fund and project from the drop-down menu

DMACC Training Management System: Classroom Training

260E Live Test 3  
 Set Default Project

Employer Name: **Live Test** Project Code: **LVTST3**  
Start Date: 01/01/2015 End Date: 05/11/2018 Project Headcount\*: 4 Lock: Was 50 on 12/23/2016 Anticipated Project Headcount: 50

Beginning Balance: \$300,000.00	Available balance: \$293,500.00	Submitted total: \$2,962.32	Approved total: \$6,500.00
Budget for:	Available for:	Excess Not Reimbursed for:	Active total: \$72.00
→ Classroom Training: <b>\$200,000.00</b>	→ Classroom Training: <b>\$193,500.00</b>	→ Classroom Training: \$0.00	
→ OJT: \$100,000.00	→ OJT: \$100,000.00	→ OJT: \$0.00	



## Entering Classroom Training information

DMACC Training Management System: Classroom Training

260E Live Test 3

Employer Name: **Live Test** Project Code: **LVTST3**

Start Date: 01/01/2015 End Date: 05/11/2018 Project Headcount\*: 4 Lock:  Was 50 on 12/23/2016 Anticipated Project Headcount: 50

Beginning Balance: \$300,000.00 Available balance: \$293,500.00 Submitted total: \$2,362.32

Budget for: Available for: Excess Not Reimbursed for: Approved total: \$6,500.00

Classroom Training: \$200,000.00 Classroom Training: \$193,500.00 Classroom Training: \$0.00 Active total: \$72.00

OJT: \$100,000.00 OJT: \$100,000.00 OJT: \$0.00

Show Search Training Session Information Project Status Report

Training Sessions: Status Any **+ Add Session Row**

Project Headcount is now updated **automatically** from the Employee List.  
**NOTE:** It is vital to keep the Employee List up-to-date. The system will lock when you reach the anticipated project headcount, which allows you to access all funds for reimbursement.

Click 'Add Session Row' to start a new session for reimbursement.

A dialogue box will open

If the session is for on-going training, check the box so date validation errors can be avoided in other sessions.

Click 'Save' to continue entering information for the reimbursement session

Add Session

Training Provided\*: AutoCAD Credit Course

Begin Date\*: 01/11/2017 End Date\*: 05/05/2017

On-going Training

Save Close

## Entering Classroom Training information...continued

Itemized Costs:

Item #	Expense Category	Vendor	Expense Description	Amount	For all project eligible employees ?
1	Job Skill Training	DMACC	Tuition Reimbursement	\$1,245.00	No
Total:				\$1,245.00	

Employees:

Select employee from Employee list using Employee ID, First Name or Last Name

4321 - Jack Smith - (\*\*\*\*7777)

1565 - Michael Jackson - (\*\*\*\*9090)

Click the box(es) of the employee(s) who were trained, then click 'Add'

Click the box(es) of the employee(s) who were trained, then click 'Add'

Add Information under Itemized Costs and Employees, adding new Itemized Cost rows as needed.

If the session is for items that are reimbursable for all project eligible employees, choose 'Yes' in the drop-down. **NOTE:** If you choose yes, you do not need to enter all employees under the Employee section.

You can search/filter employees by starting to type names or employee ID numbers, and clicking the box(es), then clicking 'Add'

If the eligible employee received training or assessment before the position start date, check the Pre-Employment box to avoid date validation errors.

The system will save changes automatically.

# Entering Classroom Training information...continued

**Note: Approved Entries cannot be Updated/Deleted.**

To Report Reimbursement Entries: Select the entries to be on the report by checking the Select checkbox to the right of the entry(s). Then click on the "Create Report" button.

[Submit Session for Approval](#) [Create Report](#)

Attach copies of itemized receipts and invoices with proof of payment and label with item number. Proof of payment can be the check number used to pay the invoice, a receipt, or a credit card statement. To attach supporting documents, browse and attach here: [+ Add Files](#)

Uploaded Date	Uploaded by	Attachment Filename
---------------	-------------	---------------------

Attach copies of itemized receipts and invoices with proof of payment and label with item number. Proof of payment can be the check number used to pay the invoice, a receipt, or a credit card statement. To attach supporting documents, browse and attach here: [+ Add Files](#)

Uploaded Date	Uploaded by	Attachment Filename		
monitoring reports instructions.pdf	1.23 MB		<a href="#">Start</a>	<a href="#">Cancel</a>

[Start Upload](#) [Cancel Upload](#)

Files must be attached for supporting financial documentation for each session prior to submitting that session.

Click 'Add Files' to upload documentation. You may upload multiple files simultaneously.

Once you have chosen files, click 'Start' to upload them to the system. Once uploaded, you will see a green button that allows you to view them. You may also delete while the session is still Active.

When ready to submit, click 'Submit for Approval'. The session then changes from Active (blue) to Submitted (yellow).

**NOTE:** Once submitted, you are unable to make any changes to that session.

When it is approved by your DBR consultant, the box under the green check will be filled and the session is highlighted grey.

Training Sessions: Status Any [+ Add Session Row](#)

4 Session(s) found

Session ID	Training Provided	Begin Date	End Date	Submitted Date	Approved Amount	Status	On-Going Training				
Select 1	5s for the office	03/03/2016	03/03/2016	07/13/2016	\$2,000.00	Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select 2	Lean Mapping	06/01/2016	06/03/2016	07/13/2016	\$4,500.00	Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select 3	forklift driving	07/05/2016	07/05/2016	12/23/2016	\$0.00	Submitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select 4	AutoCAD Credit Course	01/11/2017	05/05/2017		\$0.00	Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note: Approved Entries cannot be Updated/Deleted.**

To Report Reimbursement Entries: Select the entries to be on the report by checking the Select checkbox to the right of the entry(s). Then click on the "Create Report" button.

[Submit Session for Approval](#) [Create Report](#)

Check the box(es) of the session(s) to be submitted, then click 'Submit Session for Approval'

## Entering On-the-Job Training information—New Jobs Fund (260E)

260E Live Test 3  
 Set Default Project

Employer Name: **Live Test** Project Code: **LVTST3**  
Start Date: 01/01/2015 End Date: 05/11/2018 Project Headcount: 4 Lock:  Was 50 on 12/23/2016 Anticipated Project Headcount: 50

Beginning Balance: \$300,000.00	Available balance: \$293,500.00	Submitted total: \$2,362.32
Budget for:	Available for:	Approved total: \$6,500.00
→ Classroom Training: \$200,000.00	→ Classroom Training: \$193,500.00	Active total: \$1,317.00
→ OJT: \$100,000.00	→ OJT: \$100,000.00	→ OJT: \$0.00

Show Search Training Session Information

Training Sessions: Status Any

### Add Session

Skills Acquired\* Forklift Driving

Begin Date\* 08/01/2016 End Date\* 08/05/2016

Number of Hrs\* 35

Click 'Add Session Row' to start an OJT session for one or multiple employees.

A dialogue box will open

Fill in general information that would apply to a single OJT session and click 'Save'

## Entering On-the-Job Training information...continued

Employees:

Select employee from Employee list using Employee ID, First Name or Last Name:

Employee ID	First Name	Last Name	Original Title	Current Title	SSN	Position Start Date	Hr. Wage	Status
1234	Joshua	Smith	Driver	Driver	987789999	02/01/2015	14.34	Active
1965	Michael	Jackson	singer	King of Pop	900909090	06/01/2015	26.20	Active

Click any field that is underlined to edit it

Training Sessions:

**Note: Approved Entries cannot be Updated/Deleted.**  
To Report Reimbursement Entries: Select the entries to be on the report by checking the Select checkbox to the right of the entry(s). Then click on the "Create Report" button.

Attach copies of itemized receipts and invoices with proof of payment and label with item number. Proof of payment can be the check number used to pay the invoice, a receipt, or a credit card statement. To attach supporting documents, browse and attach here:

Uploaded Date	Uploaded by	Attachment Filename
Set-Up in Reimbursement System.pdf	1.17 MB	

4 Session(s) found

Session ID	Skills Acquired	Begin Date	End Date	# of Hrs	Total	Submitted Date	Approved Amount	Current Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select 1	orientation	04/01/2015	04/01/2015	8.00	\$229.52	05/27/2015	\$0.00	Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select 2	press operation	07/01/2015	07/01/2015	6.00	\$72.00		\$0.00	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select 3	press operation	07/12/2016	07/12/2016	4.00	\$132.80	07/13/2016	\$0.00	Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select 4	Forklift Driving	08/01/2016	08/05/2016	35.00	\$1,418.90		\$0.00	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note: Approved Entries cannot be Updated/Deleted.**  
To Report Reimbursement Entries: Select the entries to be on the report by checking the Select checkbox to the right of the entry(s). Then click on the "Create Report" button.

In the Employee section, add all employees who participated in that OJT session.

Fill in Employee wage information. The session total will be calculated after entering each employee's hourly wage.

Attach files for supporting training information and financial documentation for each session prior to submitting that session. All attached documentation is listed per session.

When ready to submit for reimbursement, check the green arrow box and click 'Submit for Approval'. The session then changes from blue to yellow. **NOTE:** Once submitted, you are unable to make any changes to that session.

When it is approved by the DBR consultant, the box under the green check will be filled and the session is highlighted grey.

**NOTE:** The system will time-out after 20 minutes. You will receive a warning.

# Information about your Project—Project Status and Viewing Sessions

Use the Dashboard for your project balances at a glance. You can create a savable/printable Project Status Report using the button to save the information at this moment in time.

**Project Status Report**  
**260E**  
**Report Date: 09/02/2017**

Budget		Budget For	
	200,000.00	Classroom Training	\$20,000.00
		OJT	\$100,000.00
		Submitted Total:	\$2,362.32
		Approved Total:	\$6,500.00
		Active Total:	\$2,735.90
		Excess Not Reimbursed:	\$0.00
Available Balance		Available For	
	\$293,500.00	Classroom Training	\$193,600.00
		OJT	\$100,000.00

Employer Name: **Live Test**      Project Code: **LVTST3**  
 Start Date: 01/01/2015      End Date: 05/11/2018      Project Headcount: **4**      Lock:       Was 50 on 12/23/2016      Anticipated Project Headcount: 50

Beginning Balance: \$300,000.00      Available balance: \$293,500.00      Submitted total: \$2,362.32  
 Budget for:      Available for:      Excess Not Reimbursed for:      Approved total: \$6,500.00  
     → Classroom Training: \$200,000.00      → Classroom Training: \$193,600.00      → Classroom Training: \$0.00      Active total: \$2,735.90  
     → OJT: \$100,000.00      → OJT: \$100,000.00      → OJT: \$0.00

[Show Search Training Session Information](#)      [Project Status Report](#)  
[+ Add Session Row](#)

Training Sessions: Status: **Any**

4 Session(s) found

Session ID	Status	Begin Date	End Date	Submitted Date	Approved Amount	Status	On-Going Training
Select 1	Active	03/03/2016	03/03/2016	07/11/2016	\$2,000.00	Approved	<input type="checkbox"/>
Select 2	Submitted	06/01/2016	06/03/2016	07/11/2016	\$4,500.00	Approved	<input type="checkbox"/>
Select 3	Approved	07/05/2016	07/05/2016	12/23/2016	\$0.00	Submitted	<input type="checkbox"/>
Select 4		01/11/2017	05/05/2017		\$0.00	Active	<input checked="" type="checkbox"/>

[Hide](#)      [Project Status Report](#)

Training Provided: \_\_\_\_\_ Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Employee's Full Name: \_\_\_\_\_  
 Position Start Date: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Submitted Date From: \_\_\_\_\_ Submitted Date To: \_\_\_\_\_

[Q Search](#)      [Clear](#)

You can view previous sessions by their status. Search Feature: Open hidden search feature to search sessions by date range of training, employees in the sessions, or date range submitted.

# Information about your Project—Creating a Report

A printer-friendly version of all entered information

Training Sessions: Status: Any + Add Session Row

4 Session(s) found

	Session ID	Skills Acquired	Begin Date	End Date	# of Hrs	Total	Submitted Date	Approved Amount	Current Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	1	orientation	04/01/2015	04/01/2015	8.00	\$229.52	05/27/2015	\$0.00	Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	2	press operation	07/01/2015	07/01/2015	6.00	\$72.00		\$0.00	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	3	press operation	07/12/2016	07/12/2016	4.00	\$132.80	07/13/2016	\$0.00	Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	4	Forklift Driving	08/01/2016	08/05/2016	35.00	\$1,418.90		\$0.00	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Approved Entries cannot be Updated/Deleted.  
 To Report Reimbursement Entries: Select the entries to be on the report by checking the Select checkbox to the right of the entry(s). Then click on the "Create Report" button.

You may create reports on any session at any point in the process.

Choose the session(s) you'd like.

Check the box(es) under Report and click the 'Create Report' button.

You may open or save the report for your records.

## Structured OJT Training Claim Report

Employer Name: Live Test

Project Code: LVTST3

Funding Type: 260E

Address:

Multiple Number: 0

Vendor ID: 000000000

Project: 3

OJT Beginning Balance: \$100,000.00

Vendor Code:

Project Headcount: 4

OJT Submitted Total: \$362.32

Attention To:

Beginning Balance: \$300,000.00

OJT Excess Not Reimbursed: \$0.00

Available Balance: \$293,500.00

OJT Approved Total: \$0.00

Approved Total: \$6,500.00

OJT Reimbursement Amount: \$0.00

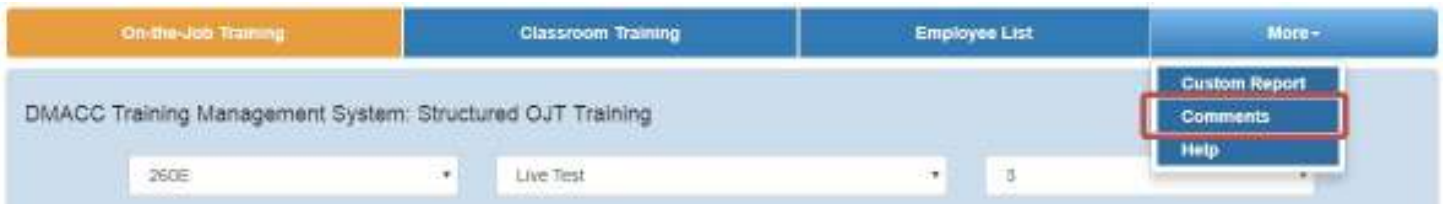
Active Total: \$2,735.90

OJT Active Total: \$1,490.90

Session ID	Begin Date	End Date	Skills Acquired	# of hours	Name	Employee ID	Hourly wage	Total Cost	Submitted Date	Excess Not Reimbursed	Approved Amount
1	04/01/2015	04/01/2015	orientation	8.00	Jack Smith	4321	\$9.24	\$229.52	05/27/2015	\$0.00	\$0.00
					Jane Smith	2345	\$10.21				
					Joshua Smith	1234	\$9.24				
3	07/12/2016	07/12/2016	press operation	4.00	Jane Smith	2345	\$18.33	\$132.80	07/13/2016	\$0.00	\$0.00
					Joshua Smith	1234	\$14.87				
Totals:								\$362.32		\$0.00	\$0.00

## Comments or Notes

You may leave notes in the system for your consultant or for technical help.  
Notes and responses will be archived below by date.



On-the-Job Training Classroom Training Employee List More ▾

DMACC Training Management System: Structured OJT Training

260E Live Test 3

Custom Report  
Comments  
Help



DMACC Training Management System: Comments

Please enter your comment(s) in the text area below:  
(Limit 2000 characters)

Submit

Previous submitted comments  
5 Comment(s) found

Submitted Date	Submitted By	Comments
7/13/2015	Emily Bletz	leaving a comment about eligible items in session 3?
5/27/2015	Live-TestUser	comment here <input type="checkbox"/> Acknowledged



# Training Verification Report

Approvers and Administrators may create Training Verification Reports for individual employees. Enter name or SSN, funding type, and search to create the report.

The screenshot shows the 'DMACC Training Management System Admin: Corporate Training Verification' page. At the top, a navigation bar includes 'Users', 'Employers', 'Employee List', 'Training Verification Report' (highlighted with a red box), 'System Reports', 'System Parameters', and 'More'. Below the navigation bar, there is a search section with a 'Search by Employee SSN' input field containing 'Donald Duck' and a 'Funding Type' section with checkboxes for '260E', '260F' (checked), and 'WTED'. There are 'Search' and 'Clear' buttons. Below the search section, it says '1 employees found'. A table lists the employee details:

Employee Name	SSN	Report
donald duck	123456789	<a href="#">View Report</a> (highlighted with a red box)

Training Verification Reports show **only** the training that has been approved by the Business Consultant. Any training that is still 'Active' or 'Submitted' will not show on the report. The report can be viewed on screen or saved/printed as PDF.

The screenshot shows the 'Corporate Training Verification' report for employee Donald Duck. The report displays the following information:

- Employee SSN: \*\*\*\*\*6789
- Employee Name: donald duck
- Current Date: 09/02/2017
- Employer: ATW
- Project Number: 1
- Training Date: 06/22/2017 - 06/22/2017
- Classroom Training Received: another test

At the bottom of the report, there is a 'PDF' button (highlighted with a red box) to download the report as a PDF file.