

## QUICK REFERENCE CARD TRAINING COORDINATOR

### NON-LAGOV EMPLOYEES (H 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 appropriate course type from the Search list and click .
- 4) Click the icon, select **External Person** from the dropdown and enter the External Person number in **External Person** field.

or

Click (Matchcode) to search and enter the employee's last name as a search string after the \* for wildcarding in **Search Term** and click . Select the employee from the search list and click .

- 5) Press **Enter** key 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) Click the icon, select **External Person** from the dropdown and enter the External Person number in **External Person** field.

Click (Matchcode) to search and enter the employee's last name as a search string after the \* for wildcarding in **Search Term** 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) Click the icon, select **External Person** from the dropdown and enter the External Person number in **External Person** field of the person to be replaced.

or

Click (Matchcode) to search. Select the employee from the search list to be replaced and click .

- 6) Click **Menu** > **Participation** > **Replace** from the dropdown.
- 7) Click **Replacement Partic.**
- 8) On the Replace Participant iView enter **H** (External Person) for **Typ** and the external person number of the person you want to have the seat in the **Attendee** field.



or

Click (Matchcode) to search. Select the employee from the search list that you want to have the seat and click .

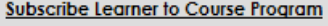





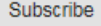

- 9) Click . Message "**Participant was replaced**" displays.
- 10) Click to close the Prebook Data iView window.

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




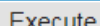
- 1) Click **Maintain Bookings/Email**.
- 2) Click the icon, select **External Person** from the dropdown and enter the Person number in **External Person** field **OR** click (Matchcode) to search and enter the employee's last name as a search string after the \* for wildcarding in **Search Term** and click . Select the employee from the search list and click .
- 3) Click **Cancel Participation**.

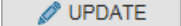


- 4) Select the entry (course) to be cancelled. Be careful to select the correct one.
- 5) Select a **Reason Canceled** from the dropdown list and click .
- 6) The message “**Participation booking was cancelled**” displays.
- 7) Click  to close this iView window.

### **Subscribe Learner to Course Program (LSO\_SUBSCRIBE\_CP)**

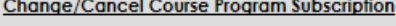


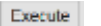
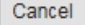


- 1) Click .
- 2) Click in the **Course Program** field and click  (Matchcode) button to search for a Course Program.
- 3) Enter the Course Program name or a portion of the Course program as a search string after the \* for wildcarding in **Search Term** and click .
- 4) Double click on the correct Course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

### **Change Course Program Subscription (ZP239)**

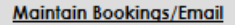



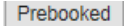

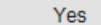


- 1) Click .
- 2) Enter the employee’s personnel number in **External Person** field.
- 3) Click in the Course Program field and click  (Matchcode) button to search for a Course Program.
- 4) Enter the Course Program name or a portion of the Course Program as a search string after the \* for wildcarding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

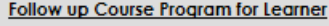


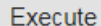
### **Cancel Course Program Subscription (ZP239)**

- 1) Click .
- 2) Enter the employee’s personnel number in **External 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 appropriate course type from the Search list and click .
- 4) Click  button to view the list of prebooked employees.
- 5) Select the employee’s name in the list and then click .
- 6) Click  to confirm. Message “**Prebooking has been deleted**” displays.
- 7) Click  to close the Prebookings iView and then  to close the iView.

### **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 .

### **Maintain External Person (update email address)**

- 1) Click .
- 2) Enter the **External Person Number**. Click .
- 3) Update the **Email address**. 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 External Person Report \(ZP208\)](#) - Provides a listing of external person information.

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.