Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
8201	LSO Training Administrator	Date Revised: 10/17/2017
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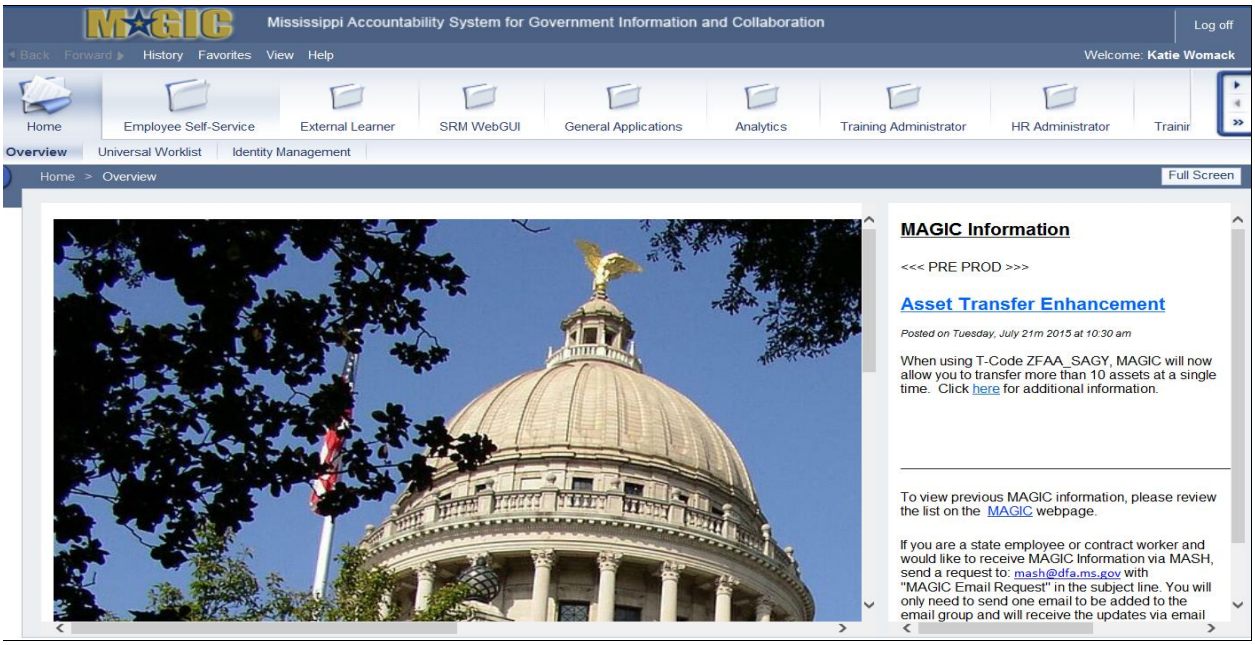
Magic Portal Logon Information

The website address used to access MAGIC is: https://portal.magic.ms.gov/irj/portal.
Note: If you have difficulty with viewing the training course, please review *MAGIC Technical Requirements* on the MMRS website for compatibility issues.

If you have problems with your user ID or password, call the MMRS Call Center at 601-359-1343. Select Option 1 (Security), Sub-option 1 (MAGIC).

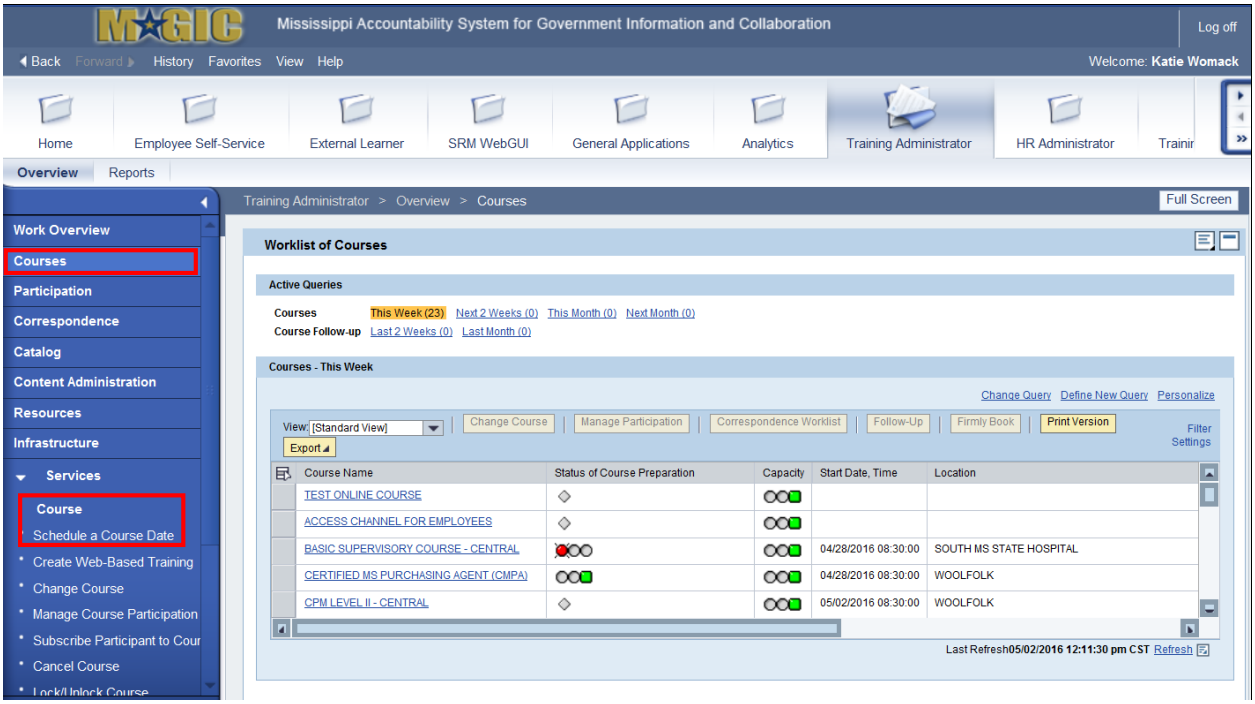
Once you log into MAGIC the following screen will appear.



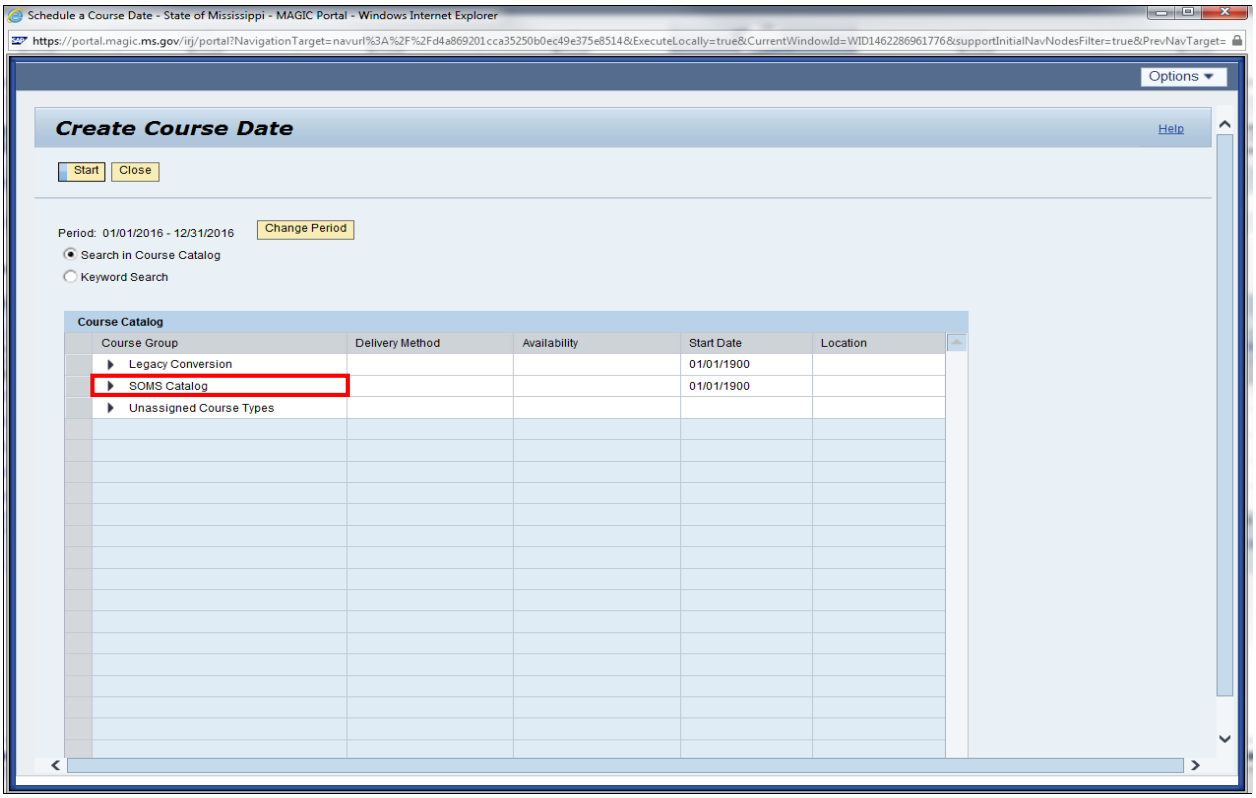
Schedule A Course (Class)

The purpose of this procedure is to schedule a session of a course type from the catalog.

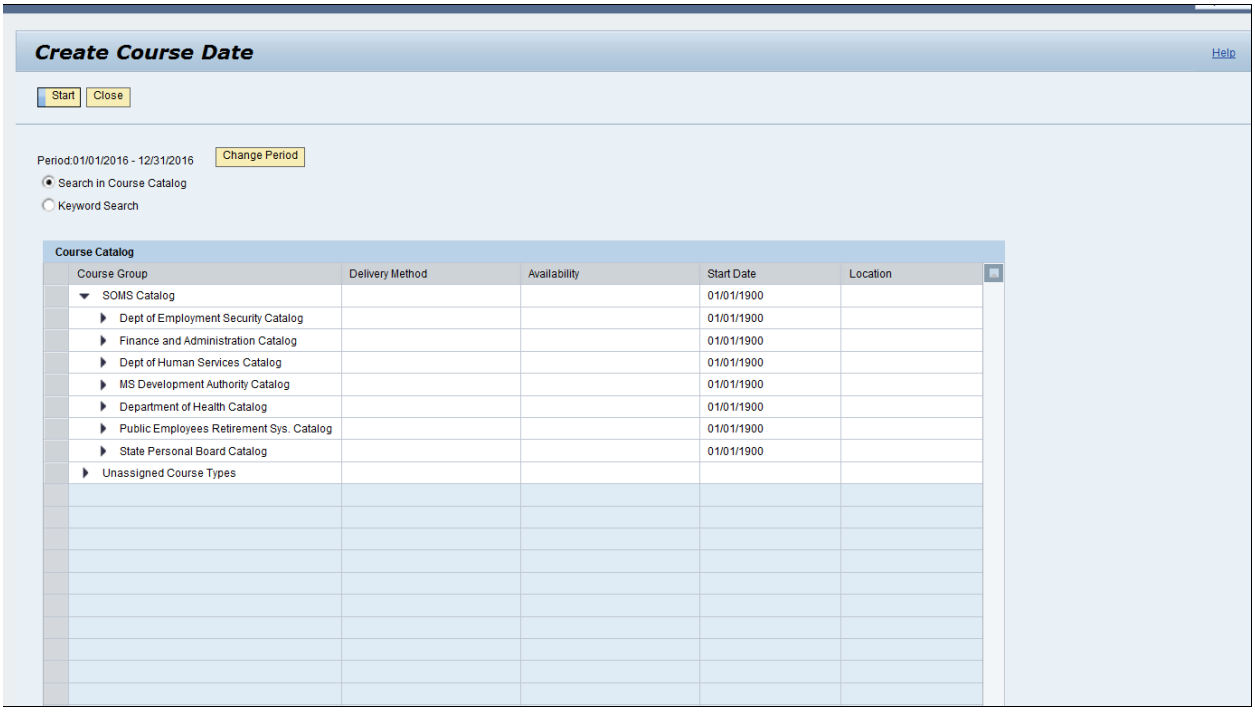
Your Action…	System Response…
1. Select the **Training Administrator** Tab.	The following screen will appear.



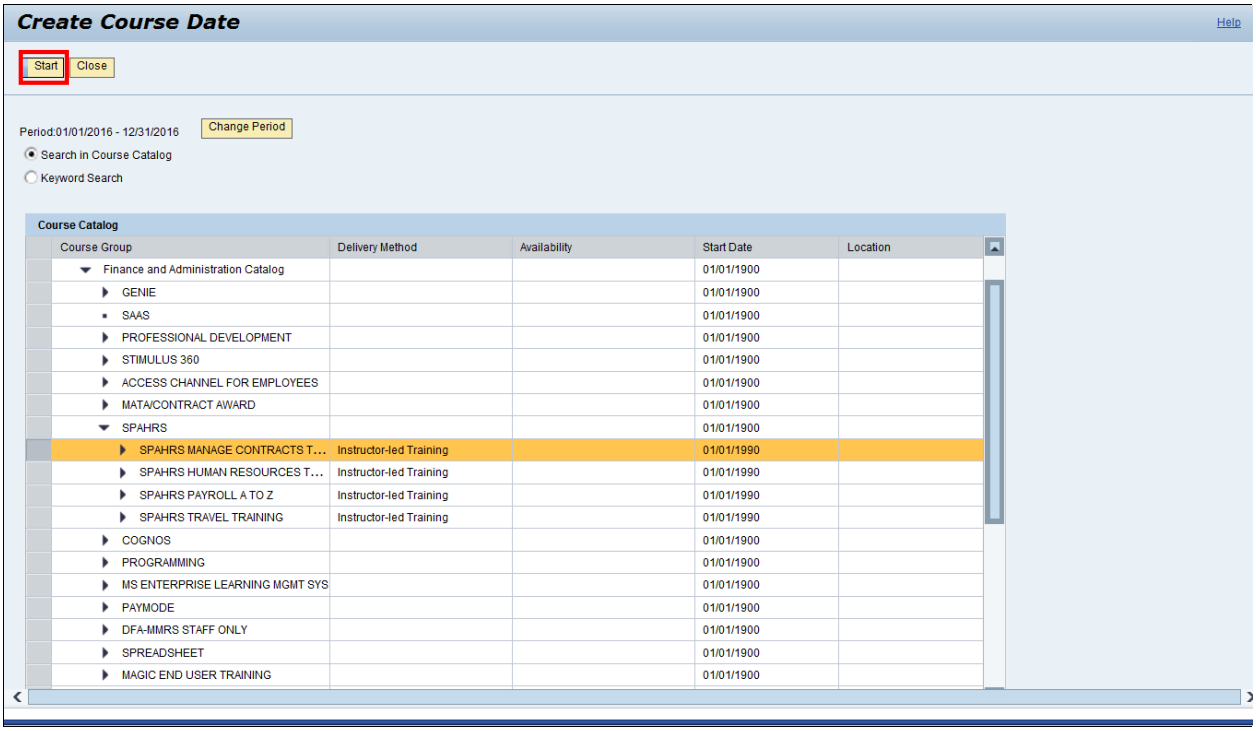
Your Action…	System Response…
1. Select **Courses**.	
2. Select **Schedule a Course Date**.	The Create Course Date screen will appear.



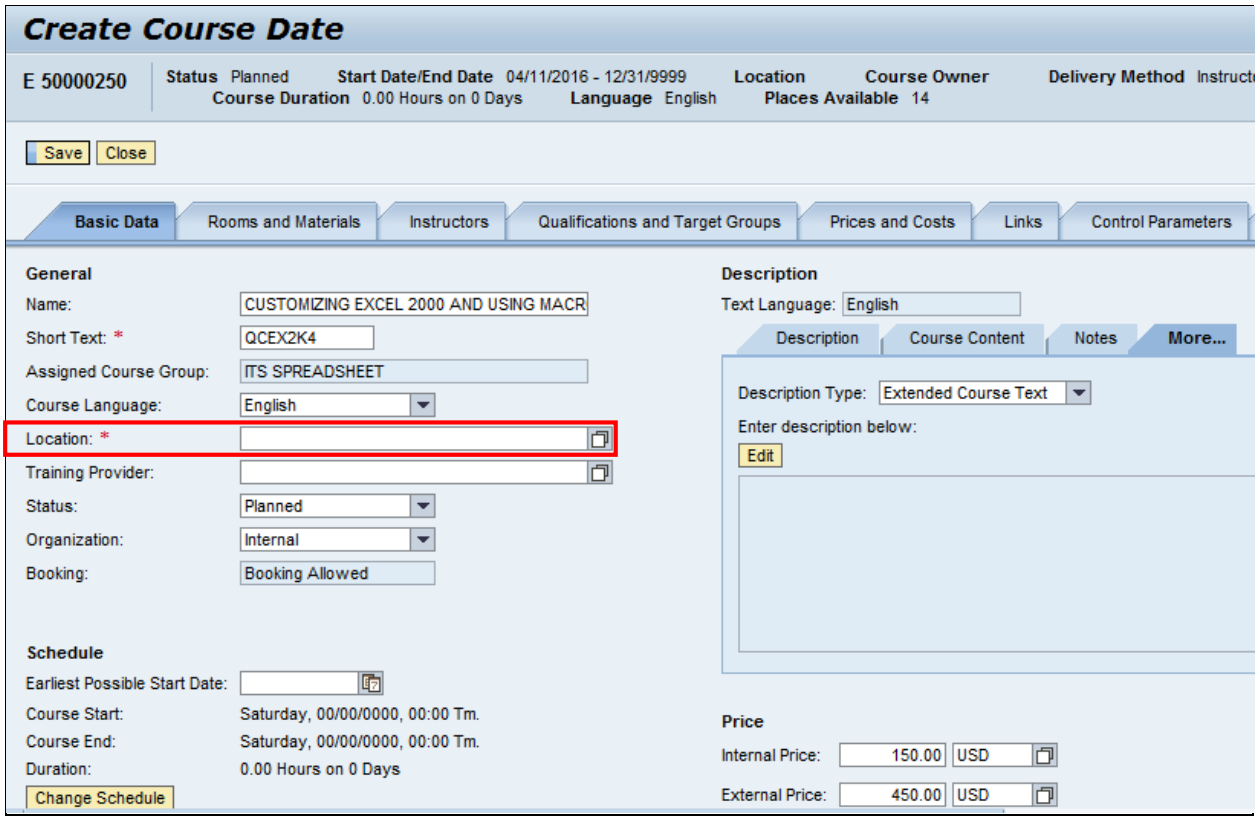
Your Action…	System Response…
3. Select the ▶ next to the **SOMS Catalog**.	A list of agencies providing training will appear.



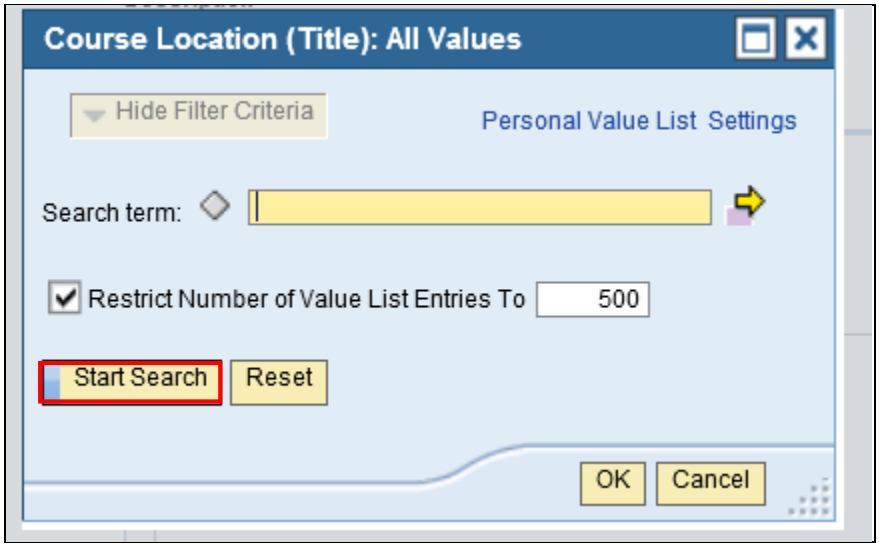
Your Action…	System Response…
4. Locate the agency providing the training course.	A list of training Course Groups will appear.



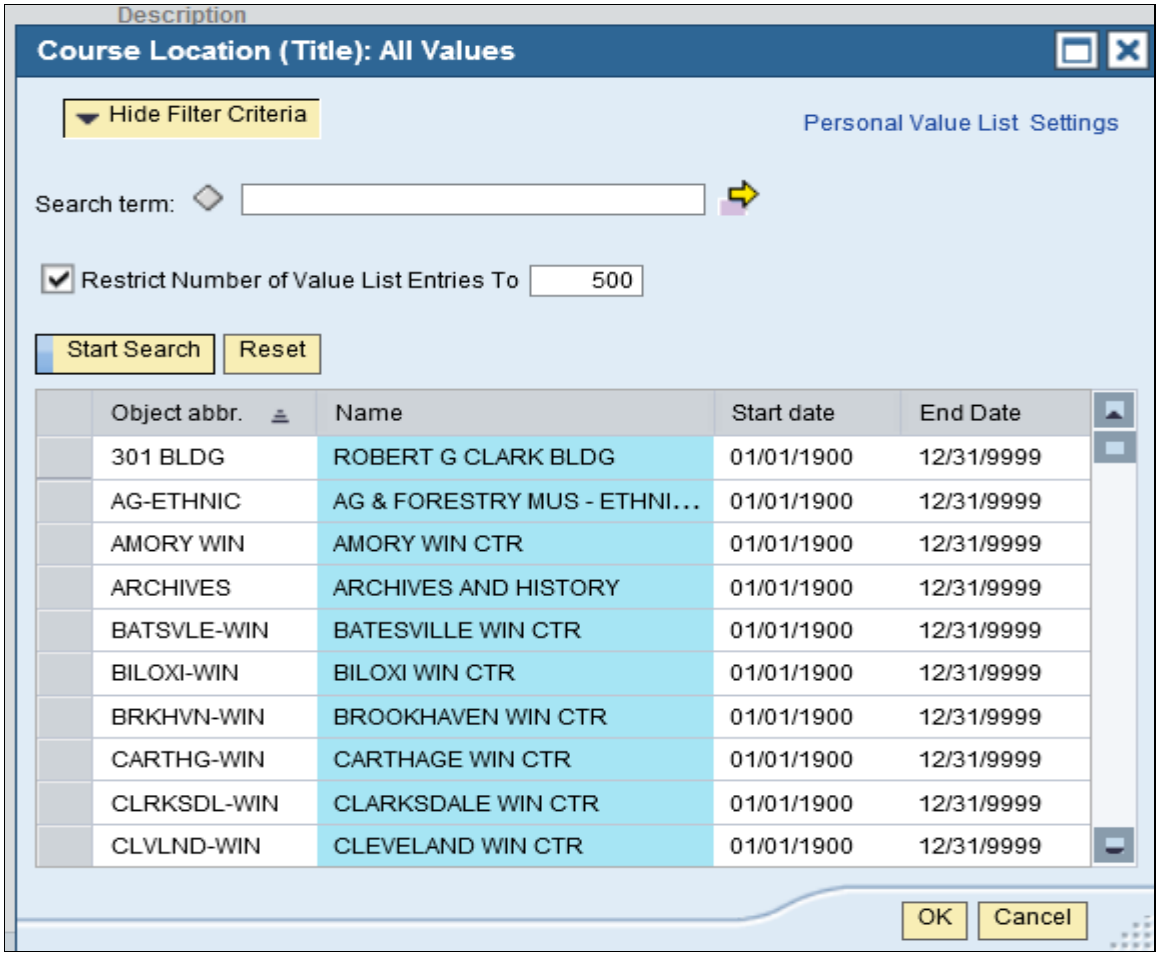
Your Action…	System Response…
5. Select the **Course Group** and highlight the **Course** to be taken.	
6. Select **Start**.	The Create Course Date screen will appear.



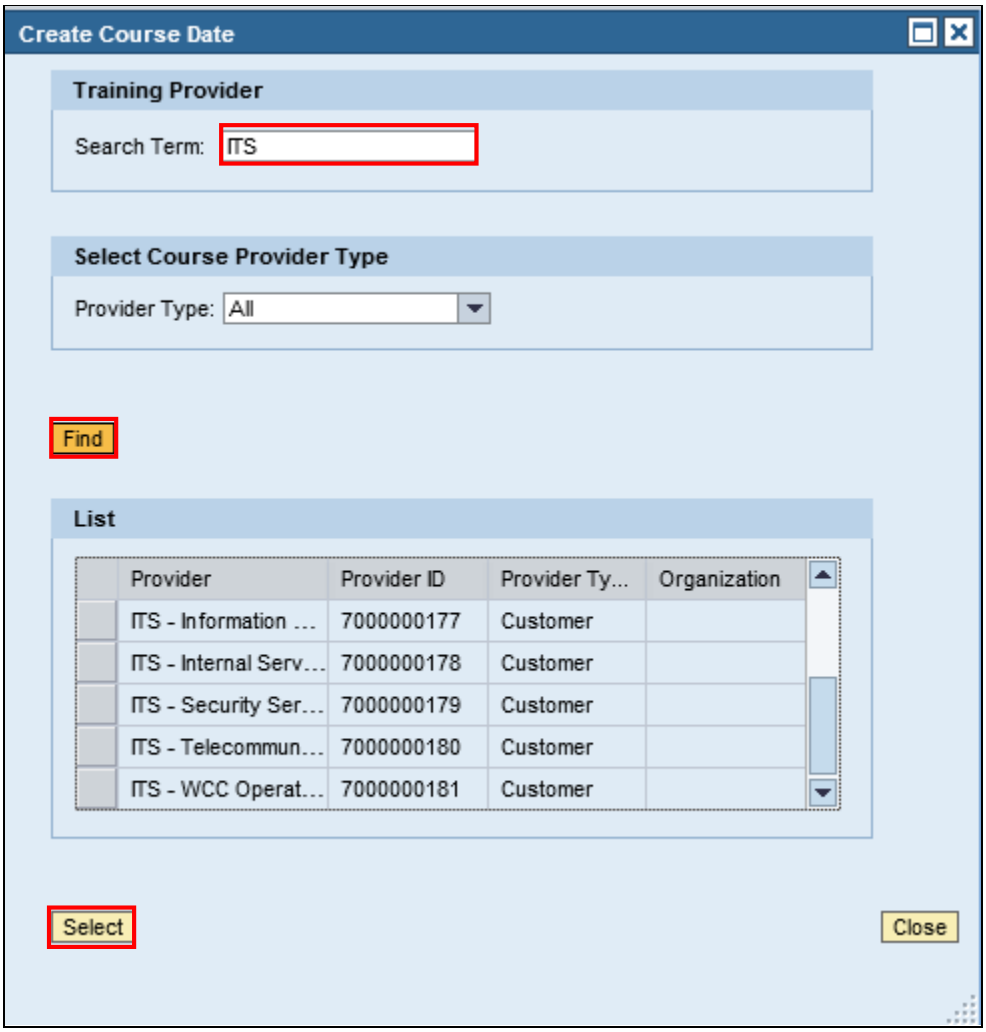
Your Action…	System Response…
7. Search for the desired **Location*** by selecting .	The Course Location (Title): All Values search screen will appear.



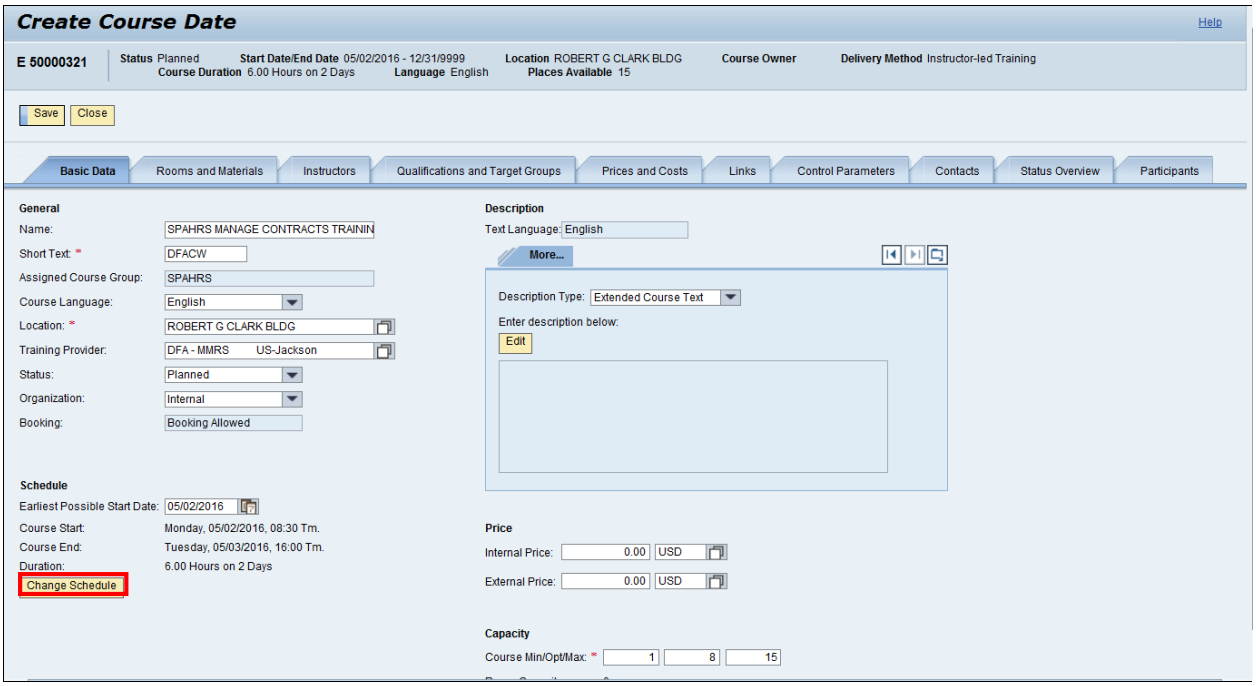
Your Action…	System Response…
8. Select **Start Search** to find the desired location.	A List of available Locations will appear.



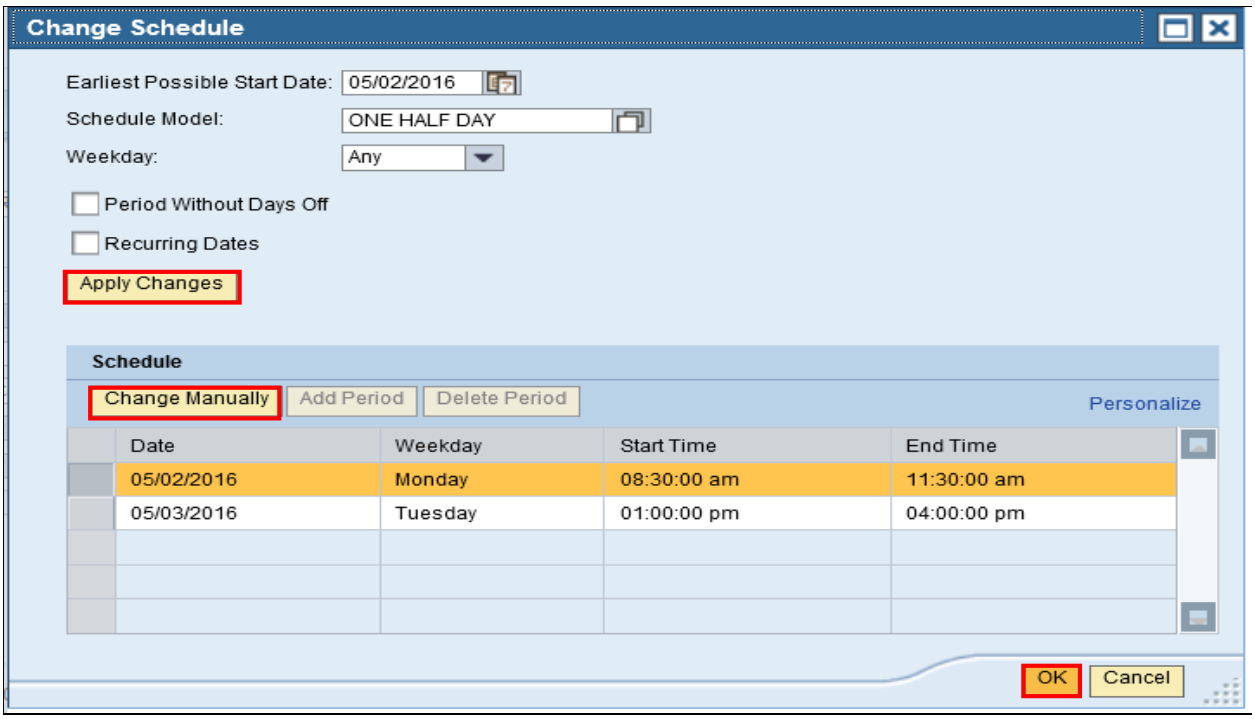
Your Action…	System Response…
9. Select the desired location by highlighting the row and select the **OK**.	The system will populate the location on the Create Course Date.
10. Search for the Training Provider by selecting the .	The Training Provider search screen will appear.



Your Action…	System Response…
11. Enter agency name and select the **Find**.	
12. Highlight the desired training provider and choose **Select**.	The system will populate the training provider on the Create Course Date.



Your Action…	System Response…
13. Use the drop down menu for **Organization** to select "Internal" or "External."	
14. Select the **Change Schedule**.	The Change Schedule screen will appear.



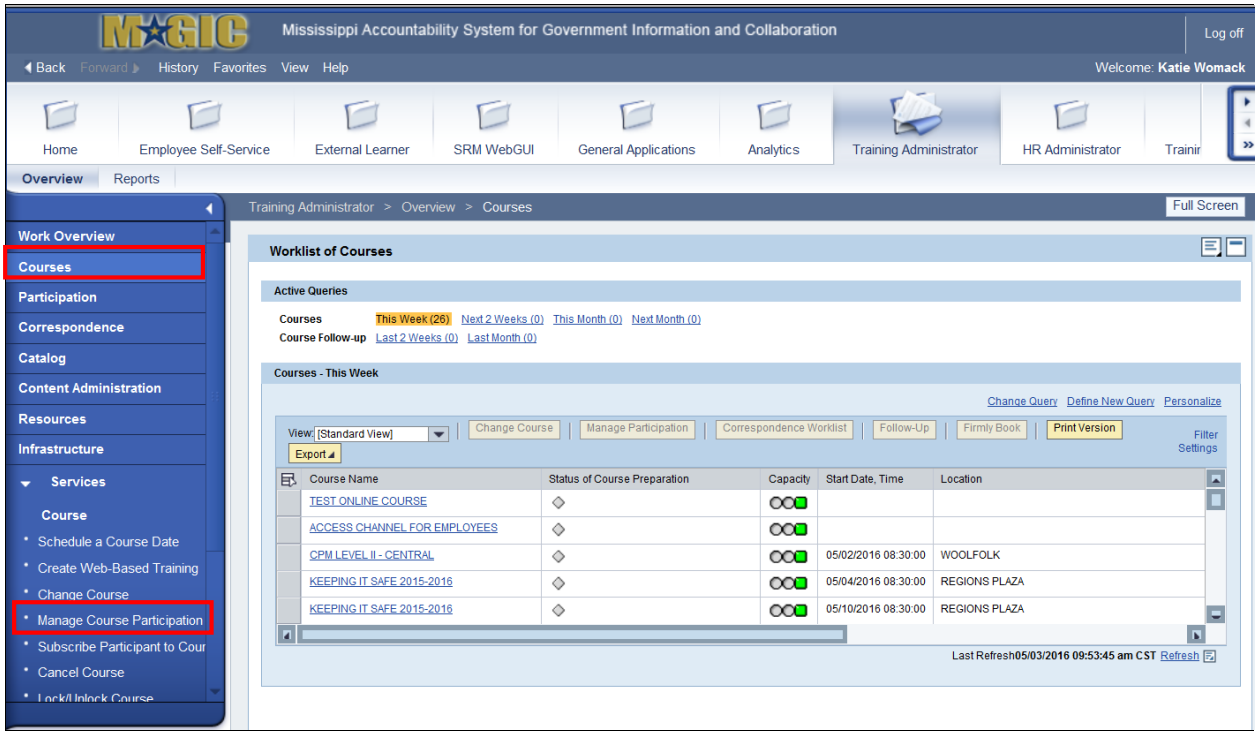
Your Action…	System Response…
15. Select the **Change Manually** to enter a date and time.	
16. Enter the date and Schedule and select **Apply Changes**.	
17. Select **OK.**	The changes will appear on the lower level.
18. Select the **Save**.	A Course created message will appear at the top left hand corner.
19. Select the **Close**.	

Manage Course Participation

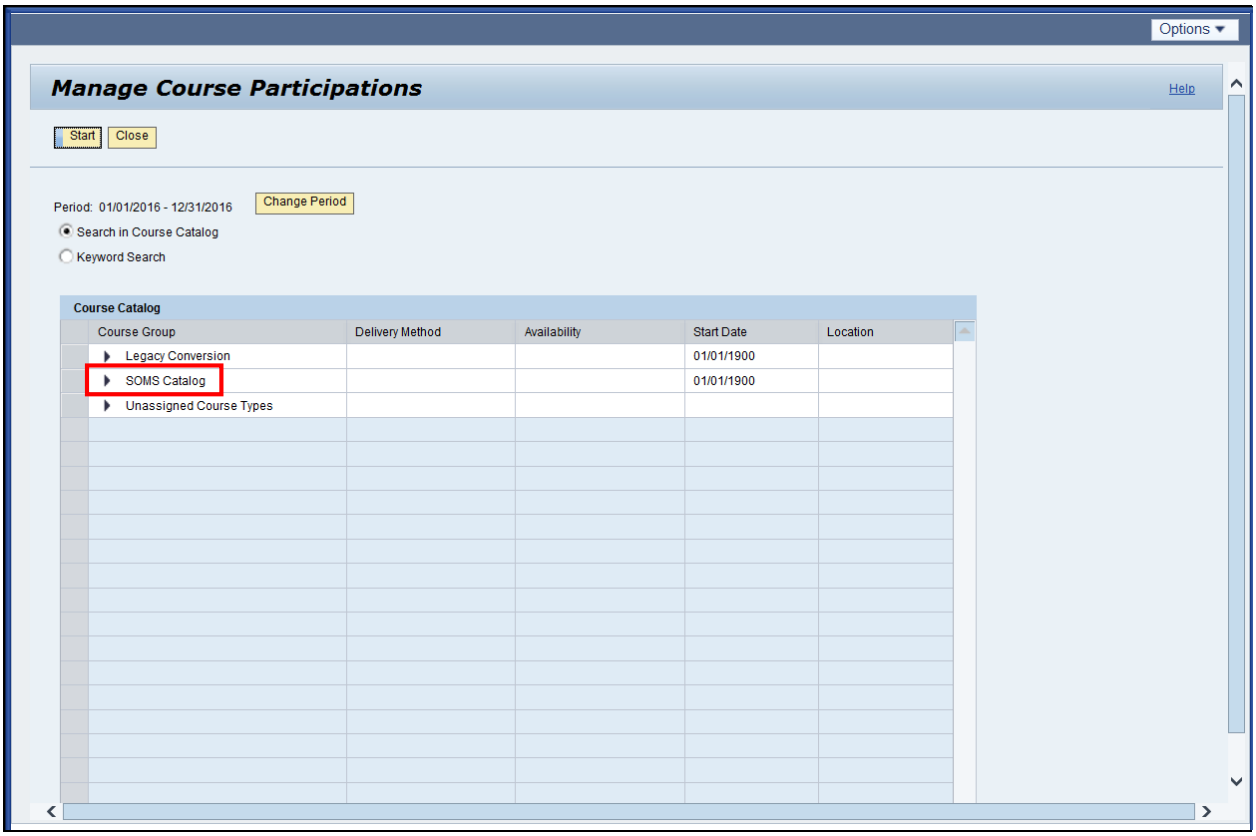
Use this procedure to add participants to a course.

NOTE: Participants can only sign up for one occurrence of a course; they cannot choose several occurrences at the same time.

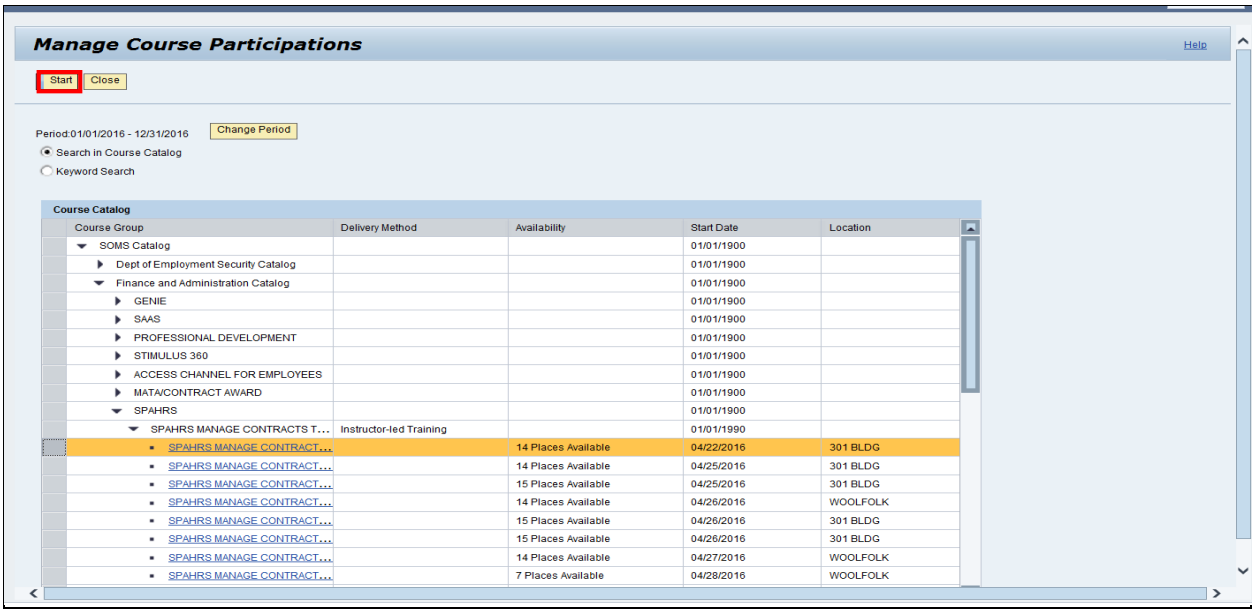
Your Action…	System Response…
1. Select the **Training Administrator** Tab.	



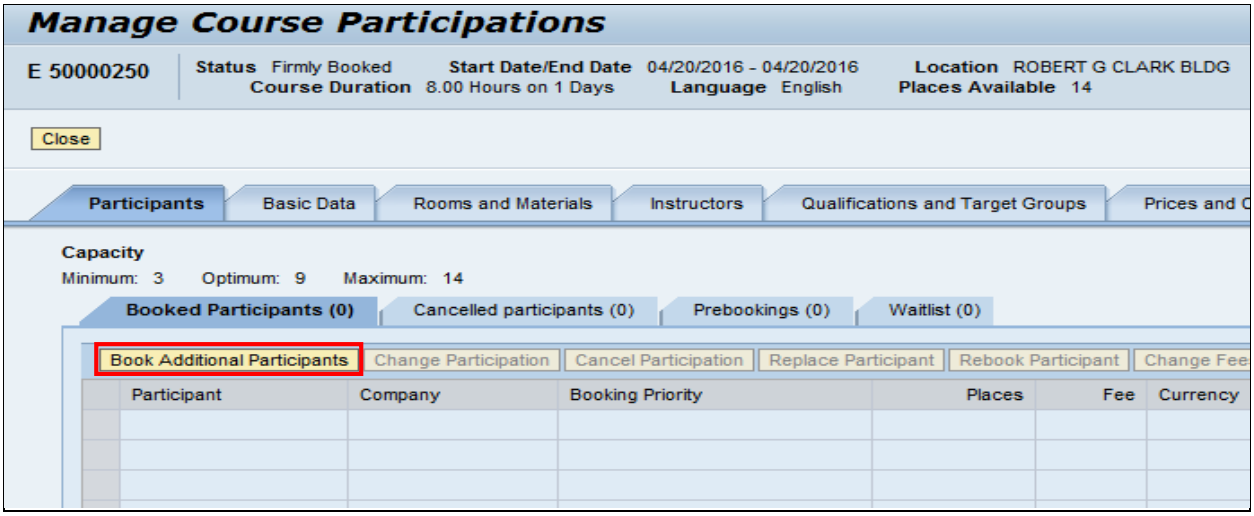
Your Action…	System Response…
2. Select **Courses**.	
3. Select **Manage Course Participations.**	The Manage Course Participations screen will appear.



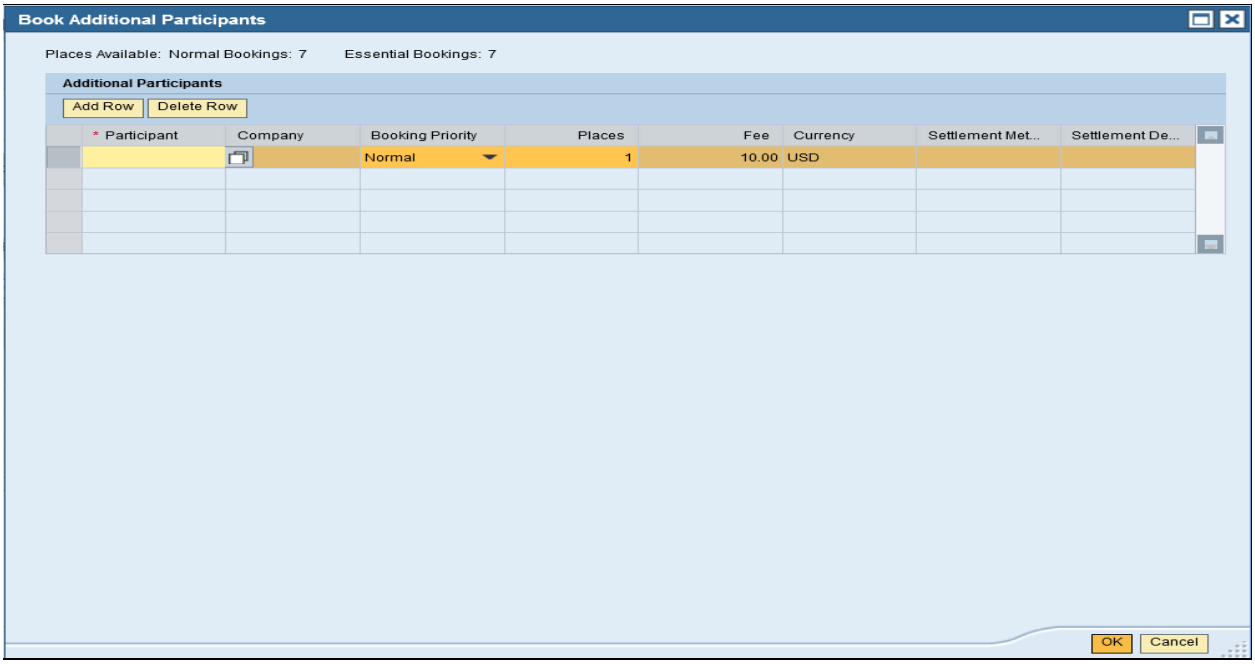
Your Action…	System Response…
4. Select the **SOMS Catalog**.	A list of agencies providing training will appear.



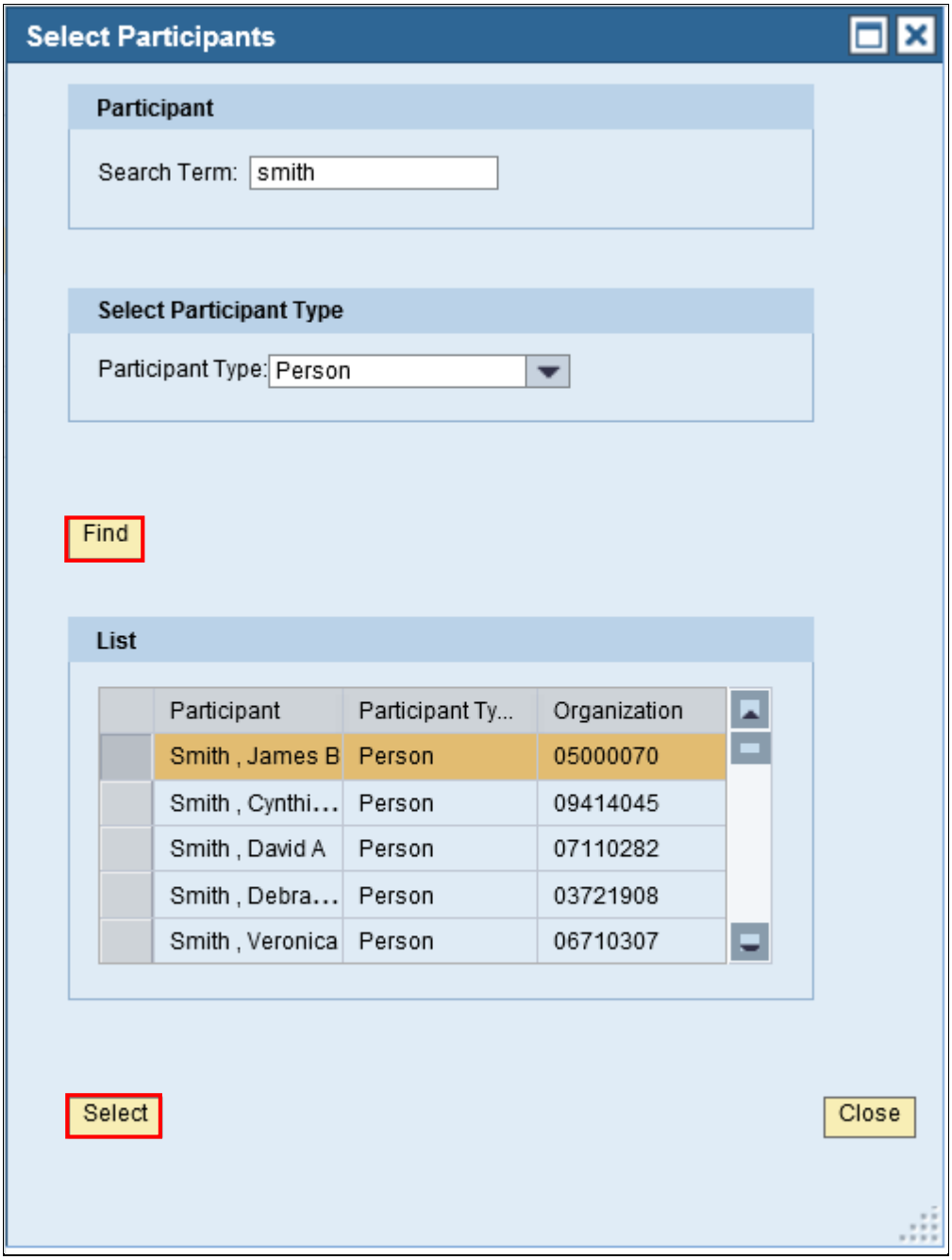
Your Action…	System Response…
5. Locate the agency providing the training course.	A list of training Course Groups will appear.
6. Select the **Course Group** and highlight the **Course** to be taken.	
7. Select **Start**.	The Manage Course Participation screen will appear.



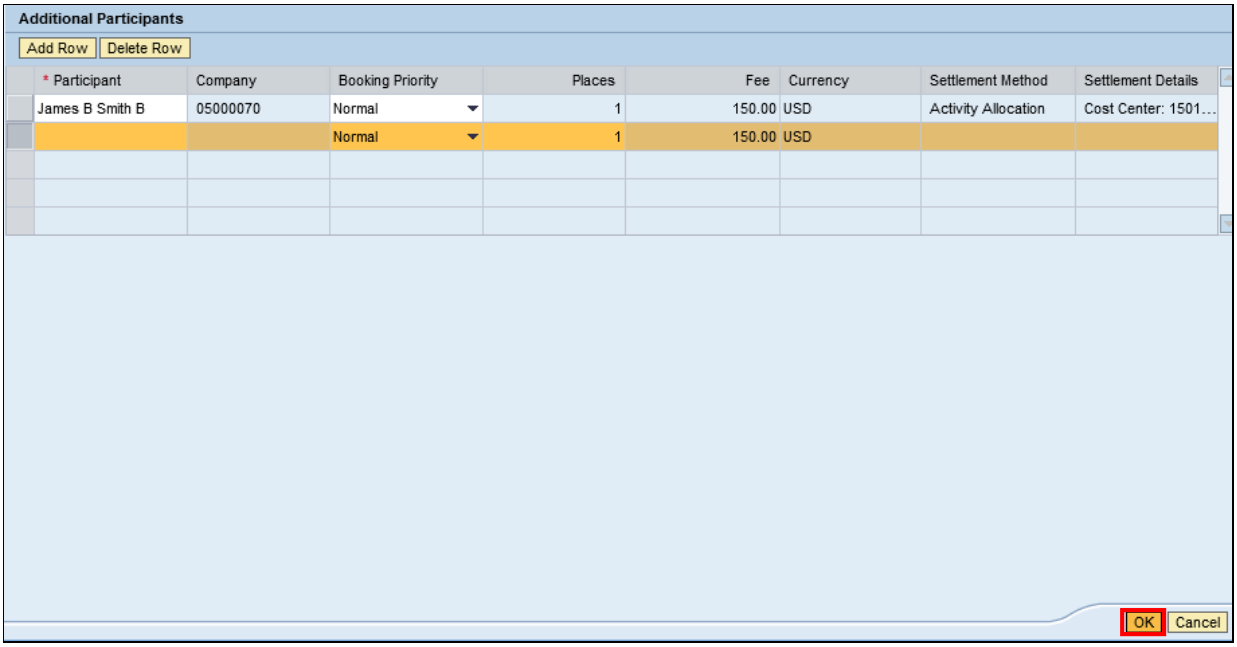
Your Action…	System Response…
8. Select **Book Additional Participants**.	The Book Additional Participants screen will appear.



Your Action…	System Response…
9. Select the on the first row by Participant.	The Select Participants screen will appear.
10. Enter a name in the Search Term Field and select "**Find**."	



Your Action…	System Response…
11. Highlight the person to be added to the course and choose **Select**.	The system will populate the Person on the Book Additional Participants screen.



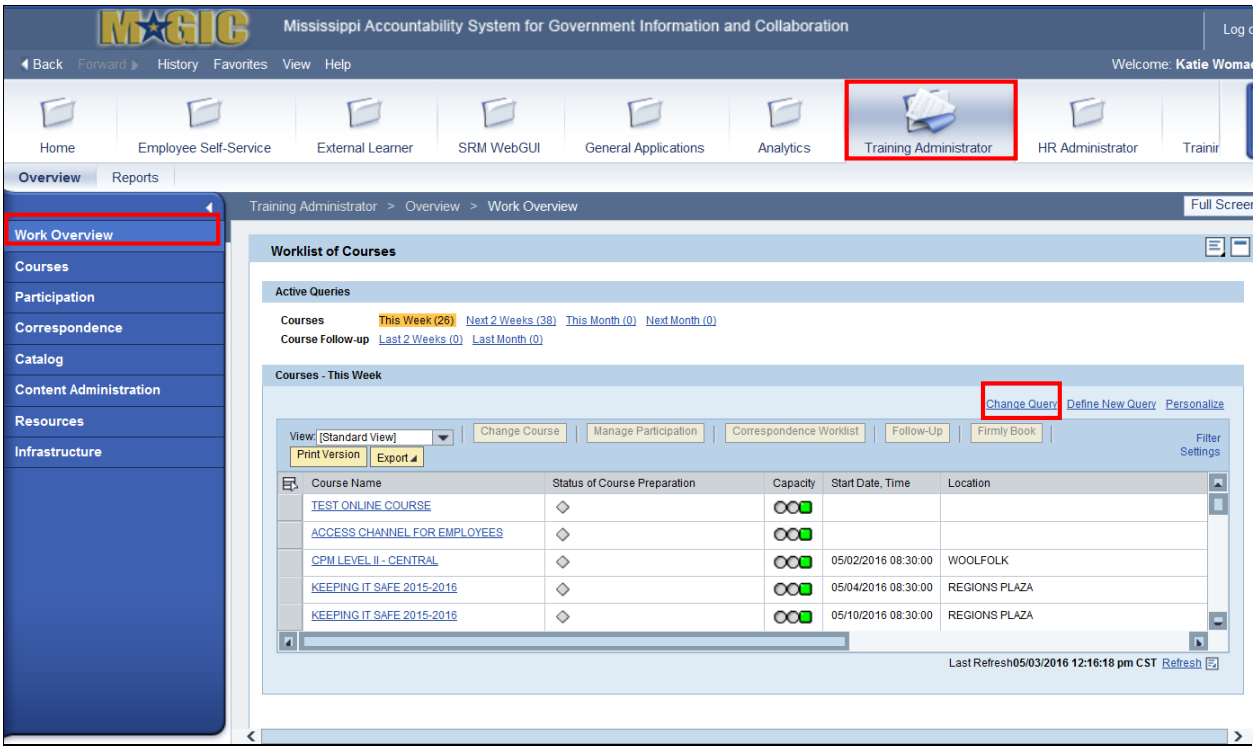
Your Action…	System Response…
12. Select **OK.**	A Participant was successfully booked message will appear at the top left hand corner.
13. Select **Close.**	

NOTE: If more than one person needs to be added to the course, select the "Add Row" button.

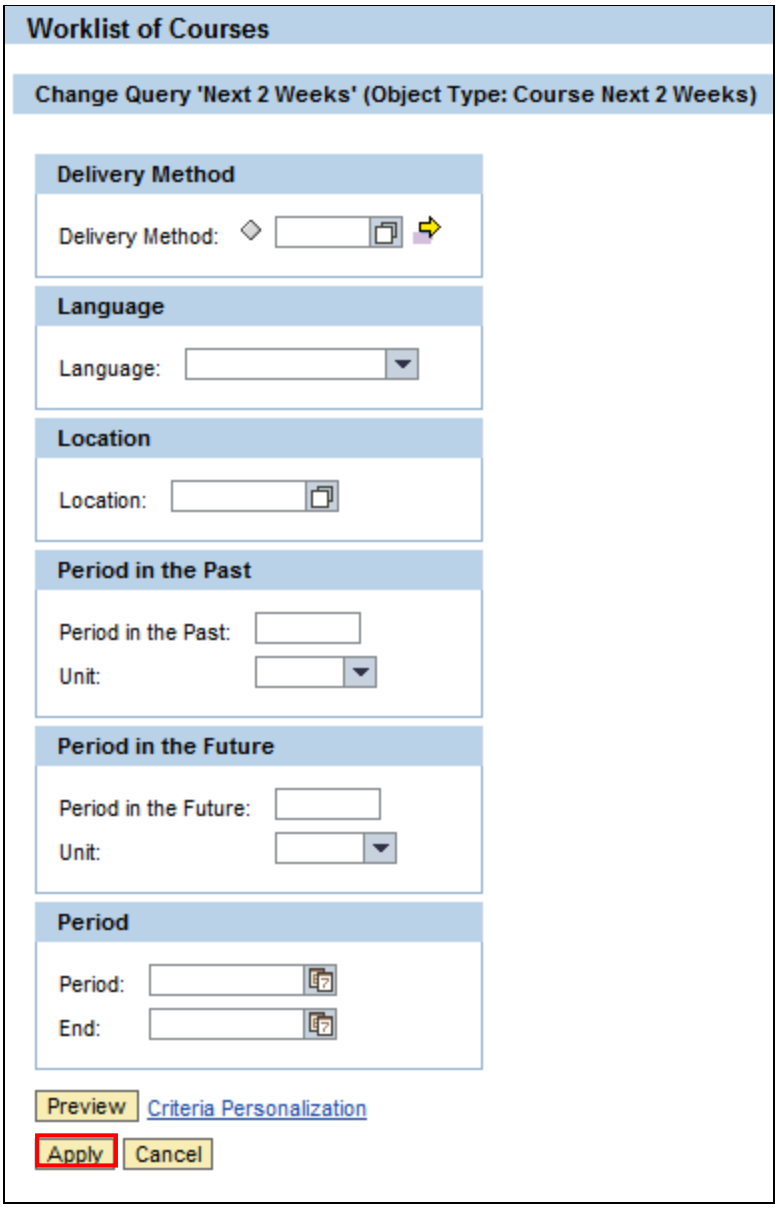
Firmly Book A Course

The purpose of this procedure is to change a class to a "firmly booked" status. When a course status is "planned," participant priority can be changed. Note that no emails will be sent to participants until a course is listed as "firmly booked." You will not be able to firmly book a course if no participants have registered.

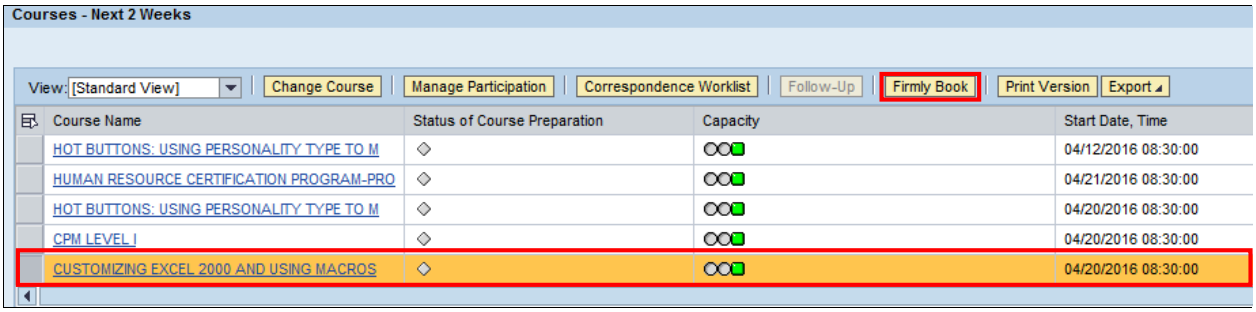
Your Action…	System Response…
1. Select the **Training Administrator Tab.**	
2. Select **Work Overview.**	The Worklist of Courses screen will appear.



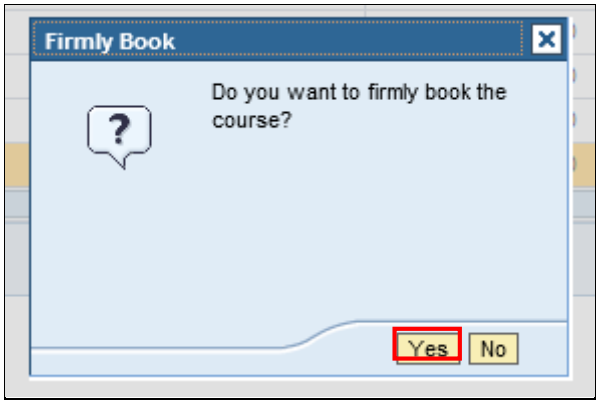
Your Action…	System Response…
3. Select **Change Query.**	This action will allow you to refine the courses shown on the Worklist.



Your Action…	System Response…
4. Apply any changes to search parameters by selecting or drop down boxes.	
5. Then select **Apply**.	Your search results will show on the Worklist of Courses



Your Action…	System Response…
6. Select the course that needs to be firmly booked by highlighting the row and select the **Firmly Book**. **NOTE**: You cannot change a course to firmly booked unless someone has registered.	A Firmly Book screen will appear.



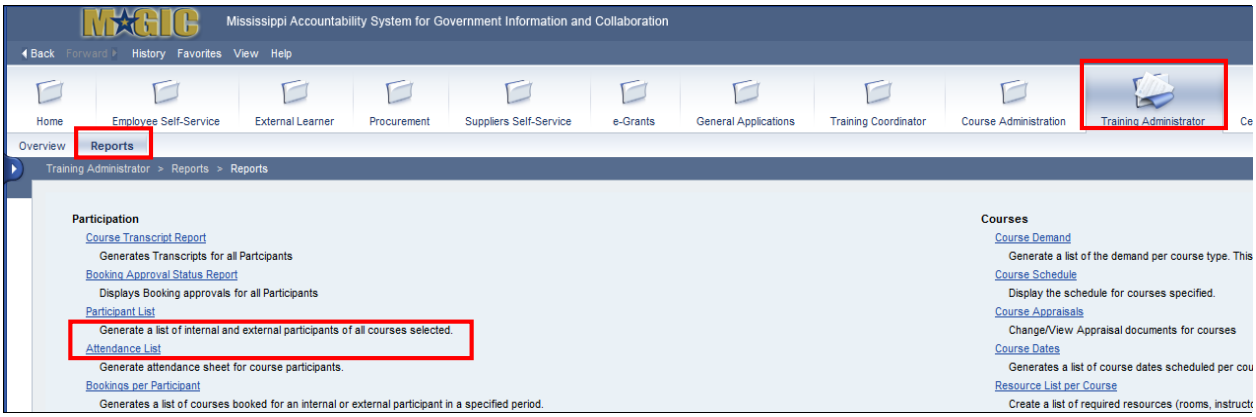
Your Action…	System Response…
7. Select **Yes.**	A “Course was firmly booked” message will appear at the top left hand corner.

View Or Print Roster

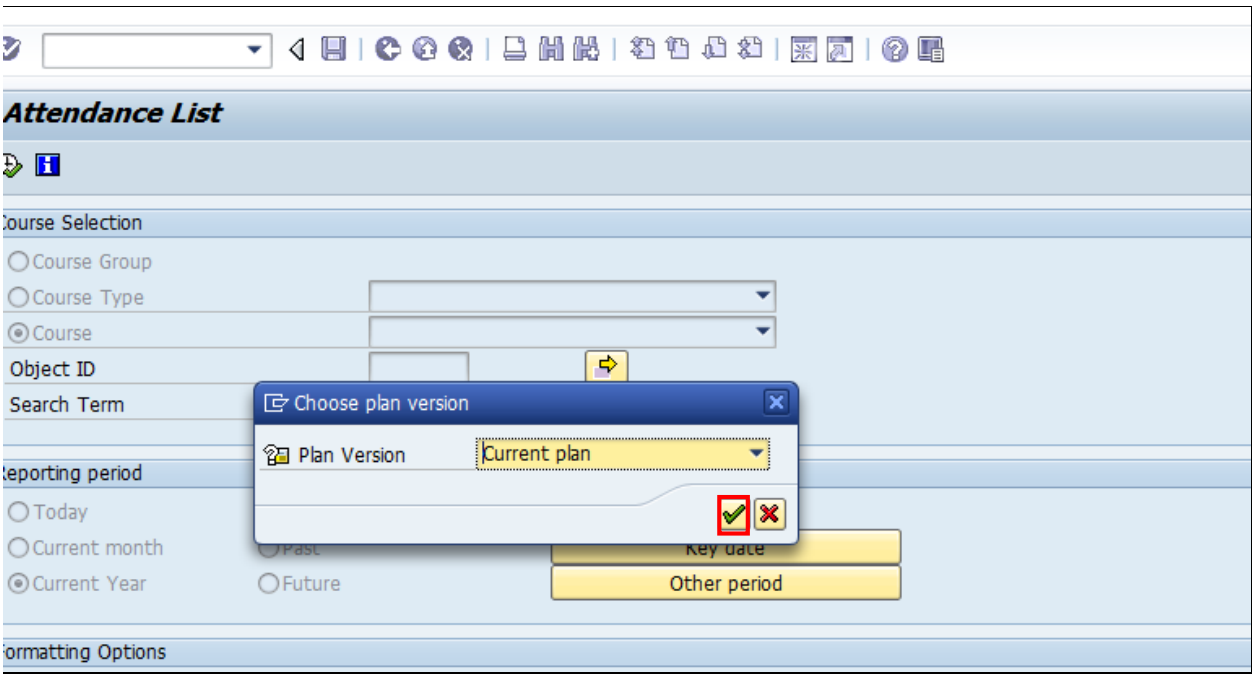
The purpose of this procedure is for Training Administrators to print or view the roster for a class for their agency. Attendees must be approved by their agency approver before they will appear on this report.

NOTE: SAP GUI is required for this procedure.

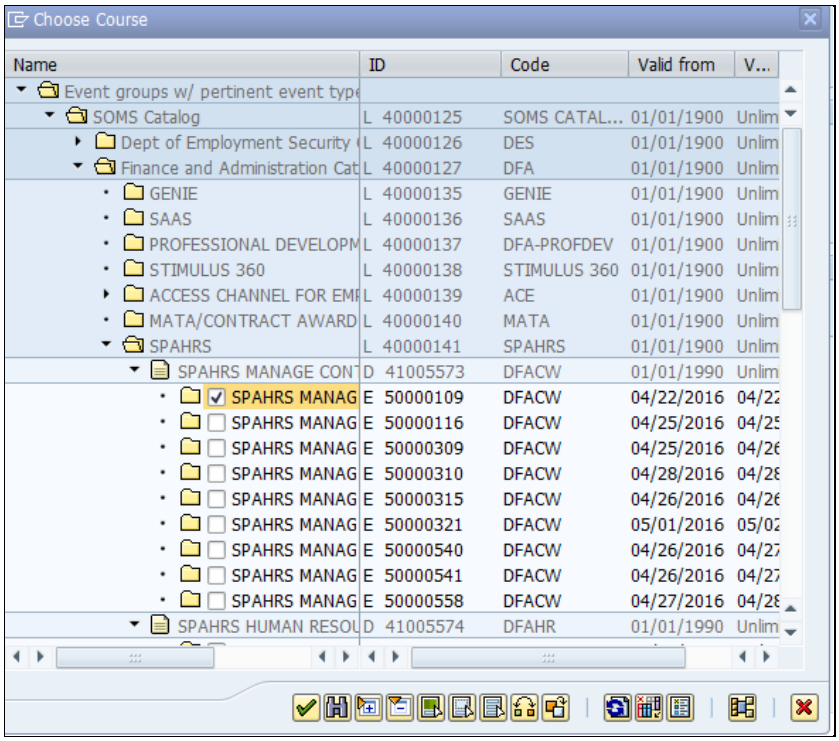
Your Action…	System Response…
1. Select the **Training Administrator Tab**.	
2. Select **Reports**.	A list of reports appears.



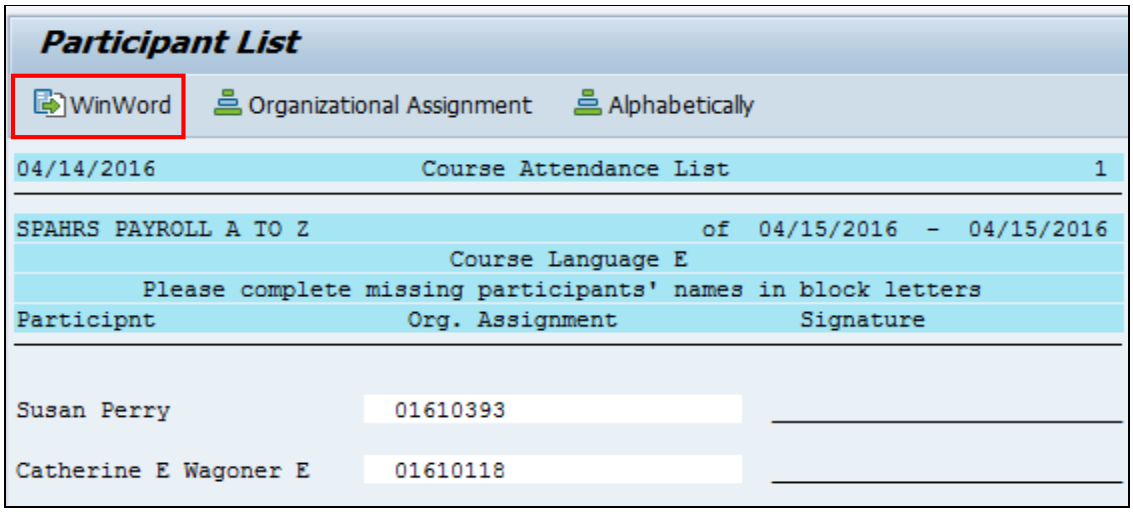
Your Action…	System Response…
3. Select **Attendance List.**	The Attendance List screen will appear.



Your Action…	System Response…
4. In the **Course** Field select **Instructor-Led.**	The Choose plan version window will appear.
5. Select the box for Current Plan.	
6. Select the for the Object ID in order to search for the class roster.	The Choose Course screen will appear.



Your Action…	System Response…
7. Place a check in the box to select the class.	
8. Select ✔.	The Object ID(s) transferred message will appear on the bottom left hand side of the screen.
9. Set the reporting period if you would like to narrow the results for that class offering. Then select the execute button on the top of the screen.	The Participant List will appear.



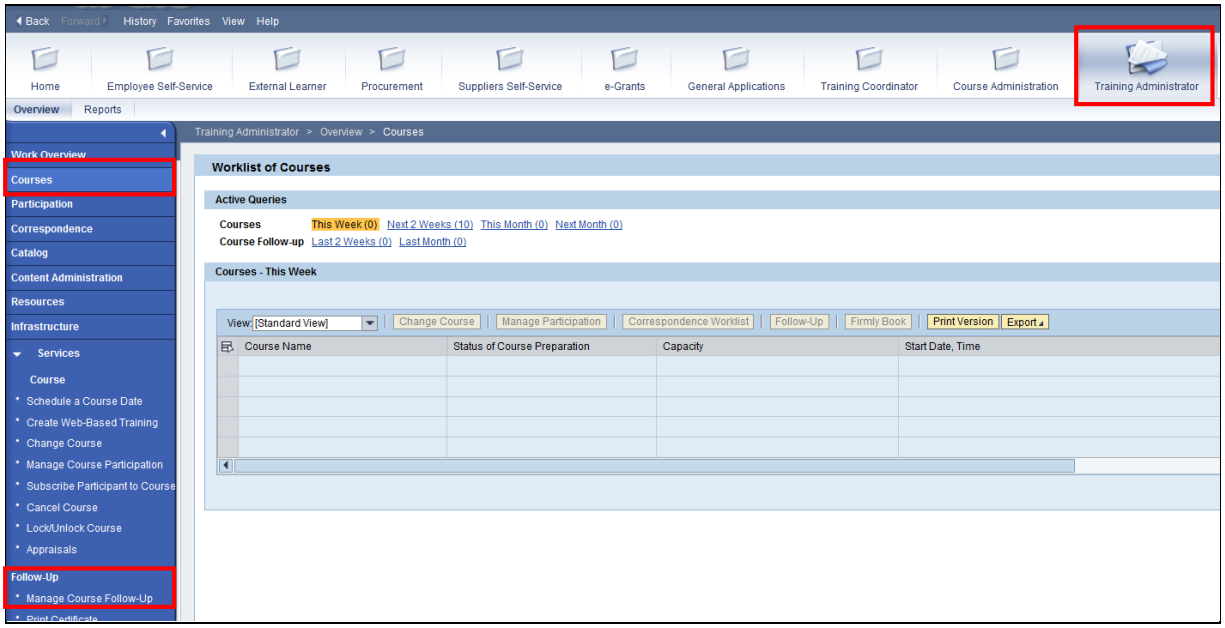
Your Action…	System Response…
10. Select **WinWord** to open it in Microsoft Word to be able to print the roster.	

NOTE: You may have to close other Word applications in order for the roster to print.

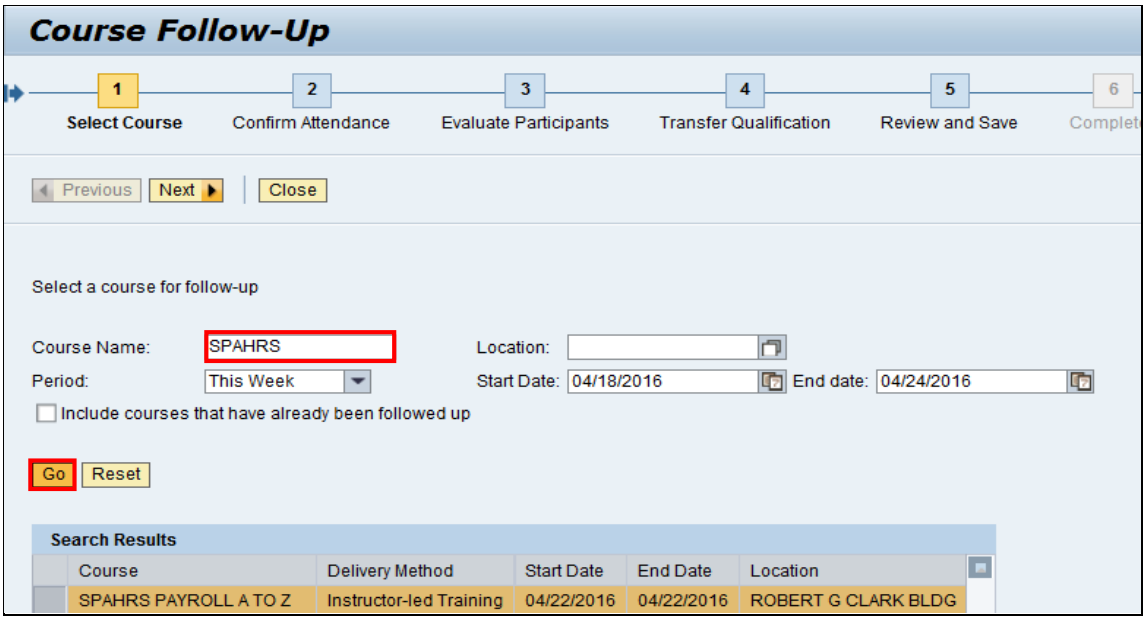
Manage Course Follow-Up

The purpose of this procedure is to follow up on courses, including attendance, pass/fail results, and proficiency if applicable.

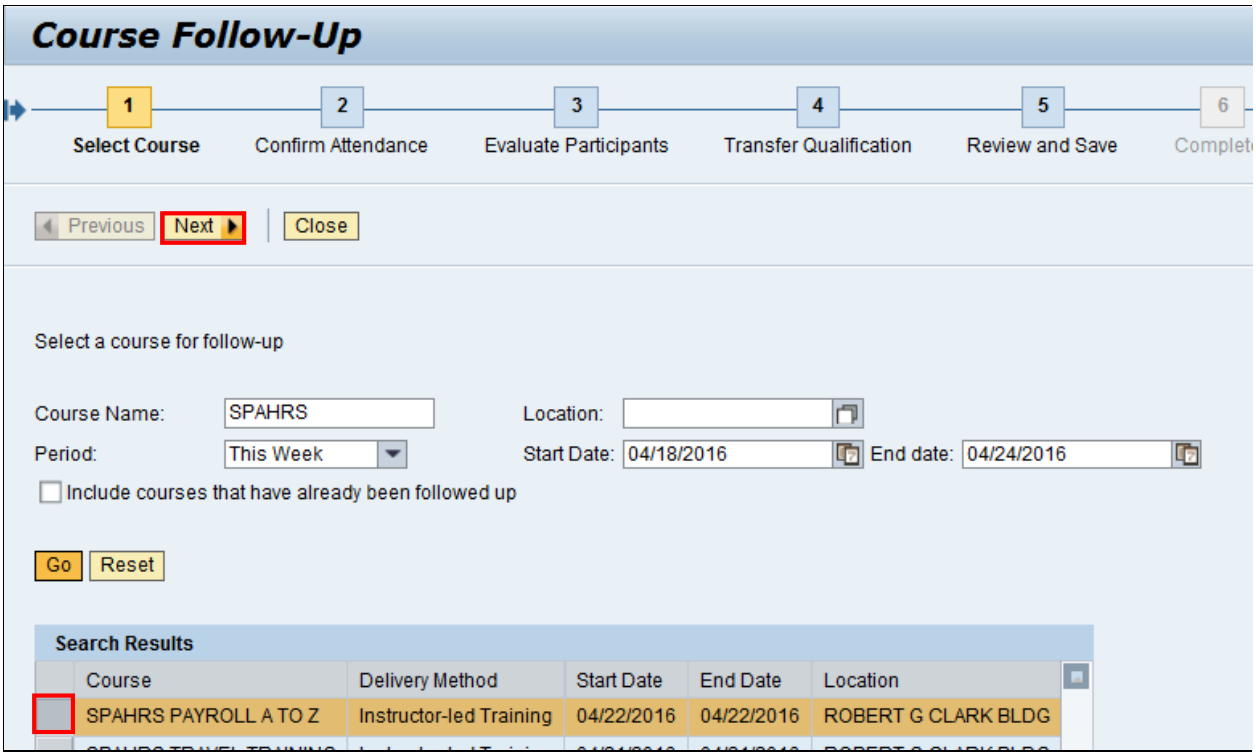
Your Action…	System Response…
1. Select the **Training Administrator Tab.**	The following screen will appear.



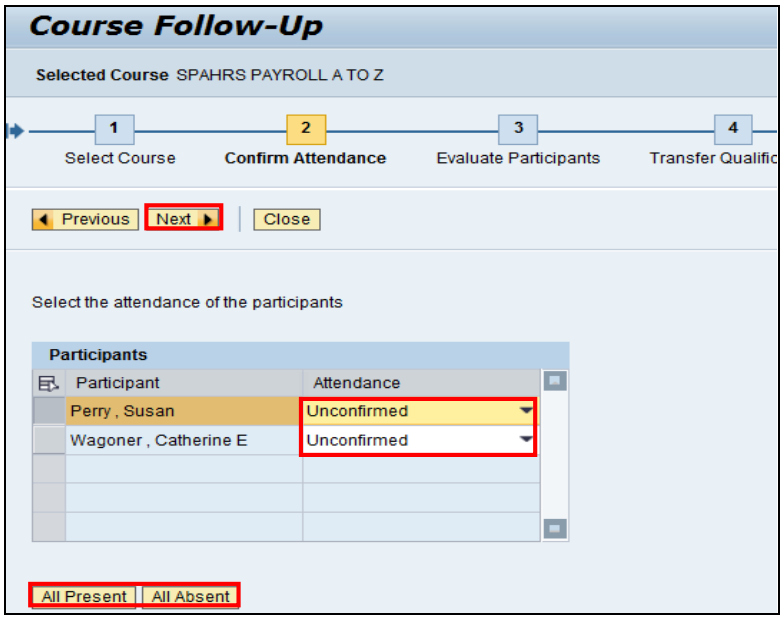
Your Action…	System Response…
2. Select **Courses.**	
3. Select **Manage Course Follow-up.**	The Course Follow-Up screen will appear.



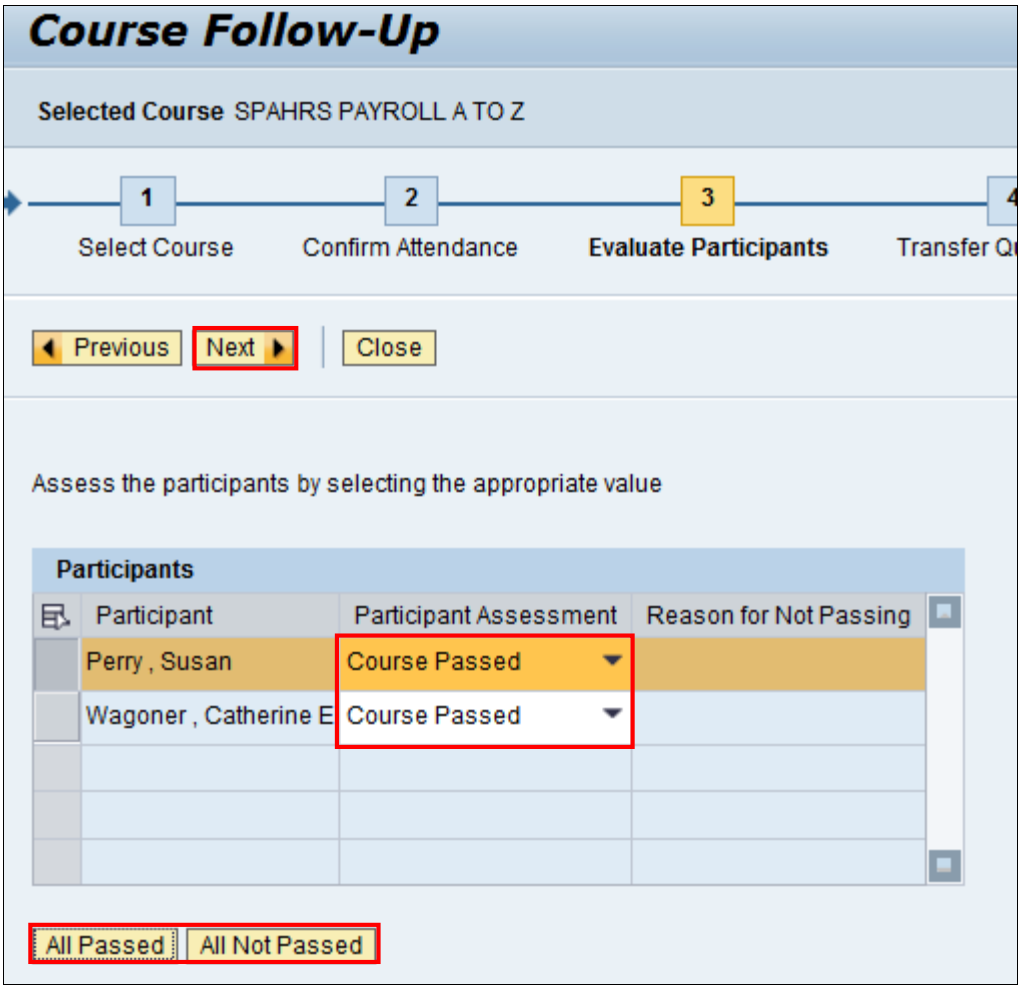
Your Action…	System Response…
4. Enter the **Course Name**; the parameters can be narrowed using the date range or location.	
5. Select **Go**.	The Select Course screen will appear.



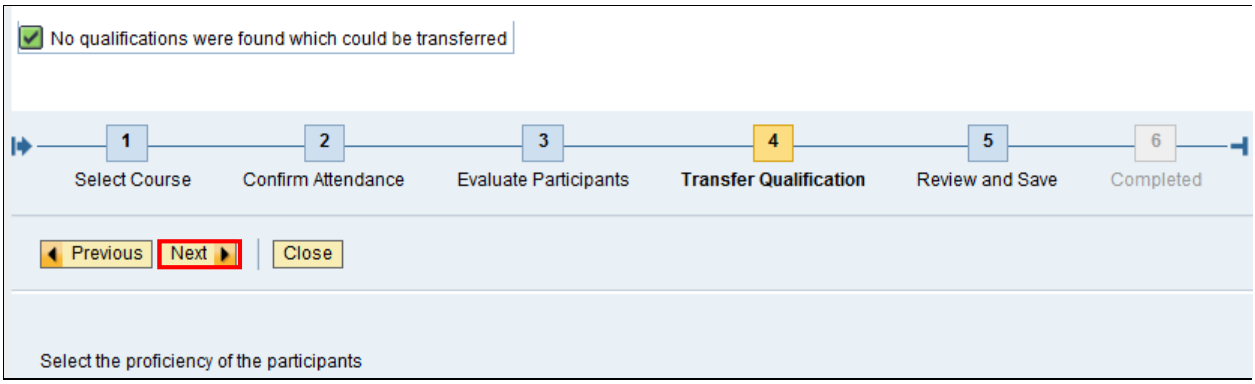
Your Action…	System Response…
6. Highlight the desired course by selecting the gray box in front of the course and select **Next**.	The Confirm Attendance screen appears.



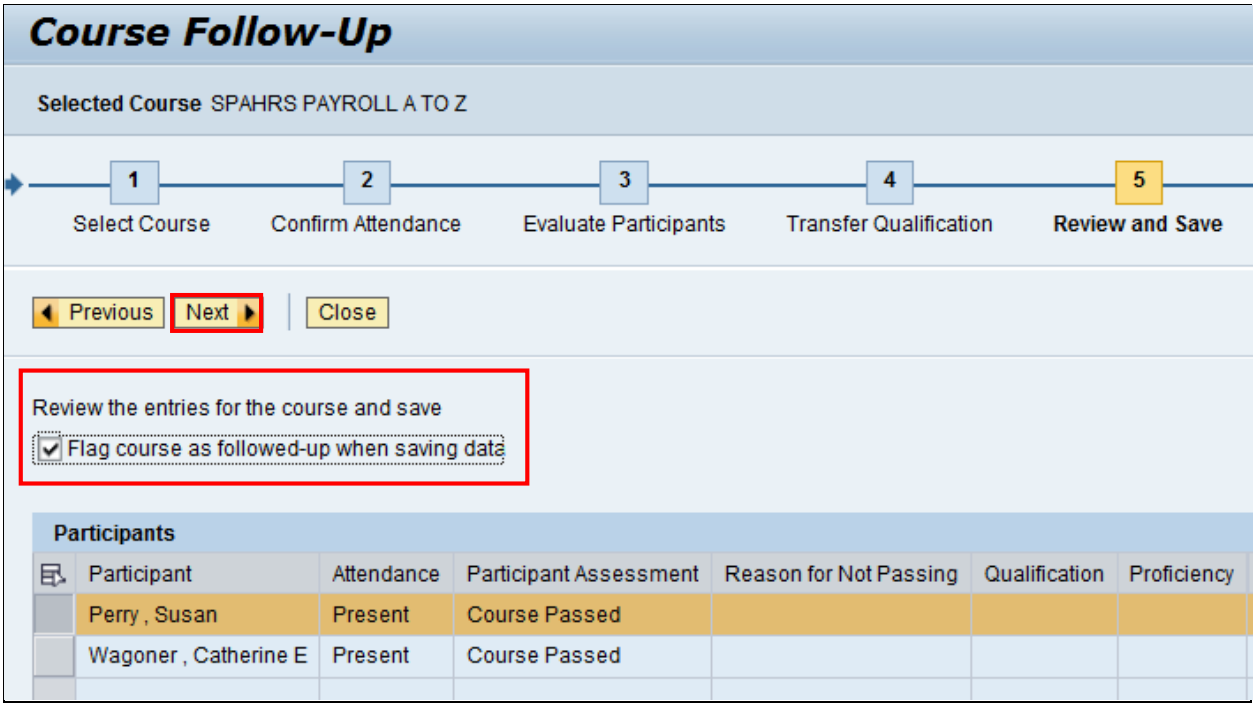
Your Action…	System Response…
7. Select the drop down arrow to mark the attendance as present, absent, or unconfirmed. You can also use the box to mark **All Present** or **All Absent**.	
8. Select **Next** to continue to Evaluate Participants	The Evaluate Participants screen will appear.



Your Action…	System Response…
9. Select the drop down arrow to mark the participants as “Course Passed,” “Course Failed,” or “Not Rated” if applicable. The “All Passed” or “All Failed” button can be used to select all.	
10. Select **Next** to move onto the Transfer Qualification section.	The Transfer Qualification screen will appear.



Your Action…	System Response…
11. Select the drop down box to select the correct qualification. Not all courses have qualifications.	
12. Select **Next.**	The Review and Save screen will appear.

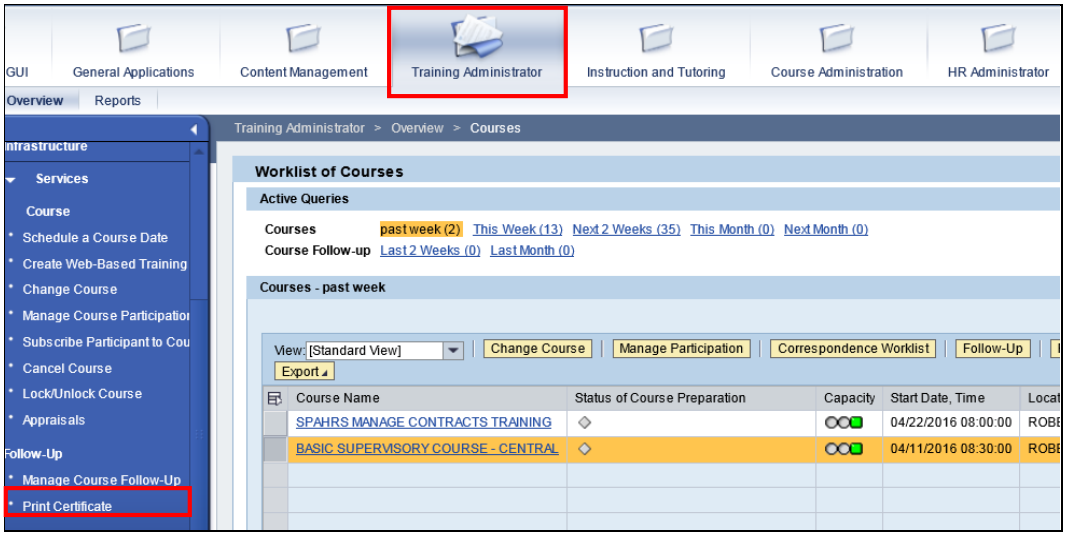


Your Action…	System Response…
13. The "Flag Course as followed-up when saving data" box **MUST** be checked in order to flag the course as followed-up.	
14. Select **Next**.	A "Detailed follow-up information has been saved" message will appear at the top left hand corner.
15. Select **Close.**	

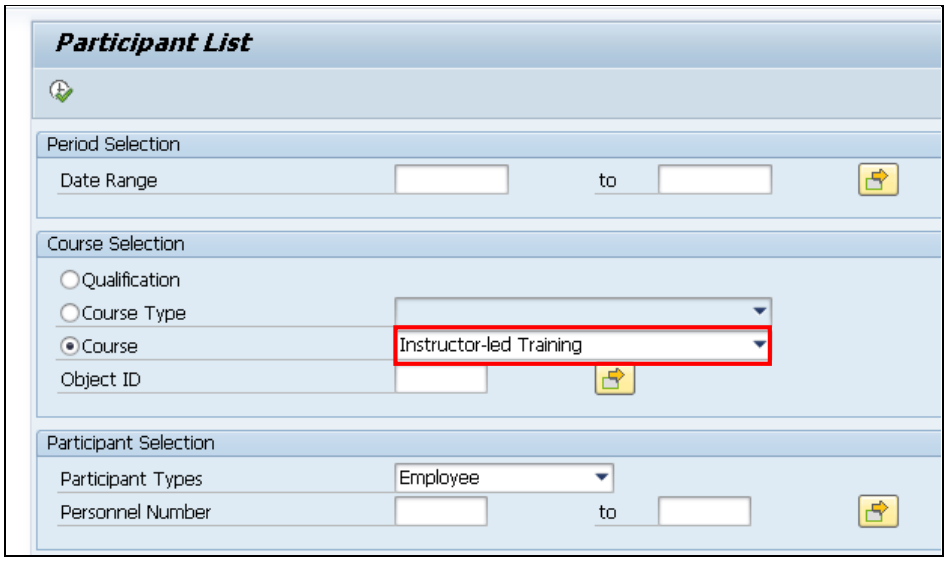
Printing Course Certificate

The purpose for this procedure is to allow Training Administrators to provide a certificate of completion to participants in a course. There is a required template that is used to complete this process; administrators must have it saved on the computer. This action will also require SAPGUI installation on the computer to be used to print the certificate.

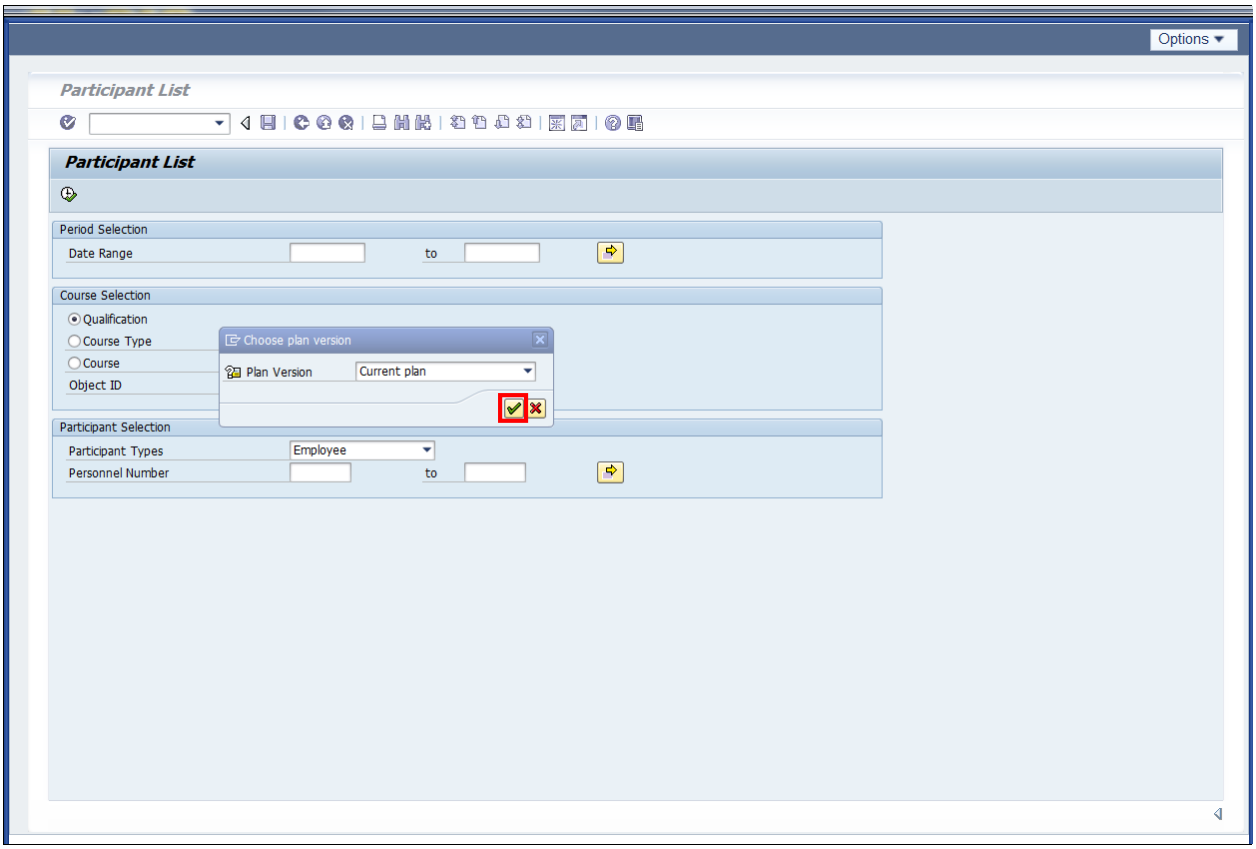
Your Action…	System Response…
1. Select the **Training Administrator Tab.**	The following screen will appear.



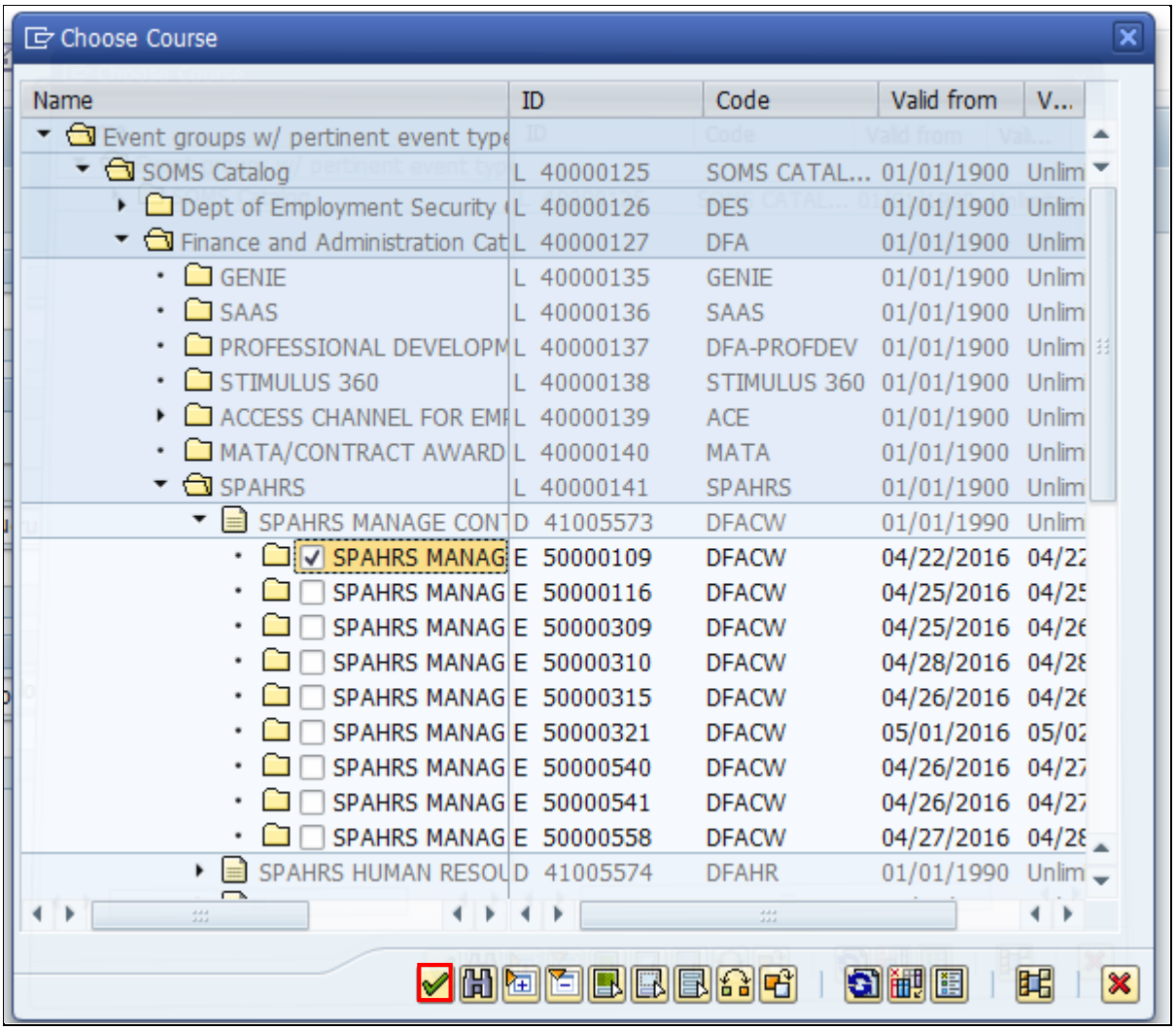
Your Action…	System Response…
2. Select the **Courses.**	
3. Select **Print Certificate** under Follow-up.	The Participant List will appear.



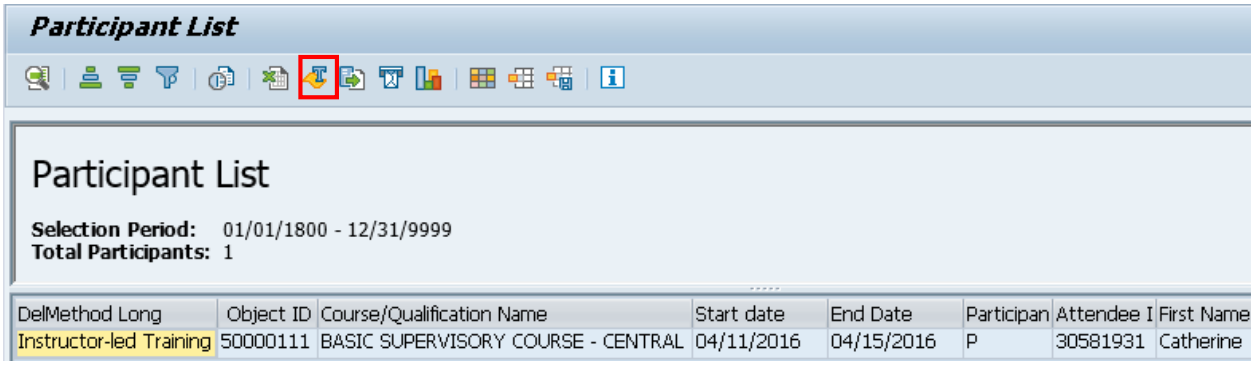
Your Action…	System Response…
4. Select the **Instructor-led Training** for the Course from the drop down box.	
5. Select the for Object ID.	The “Choose plan version” window will appear.



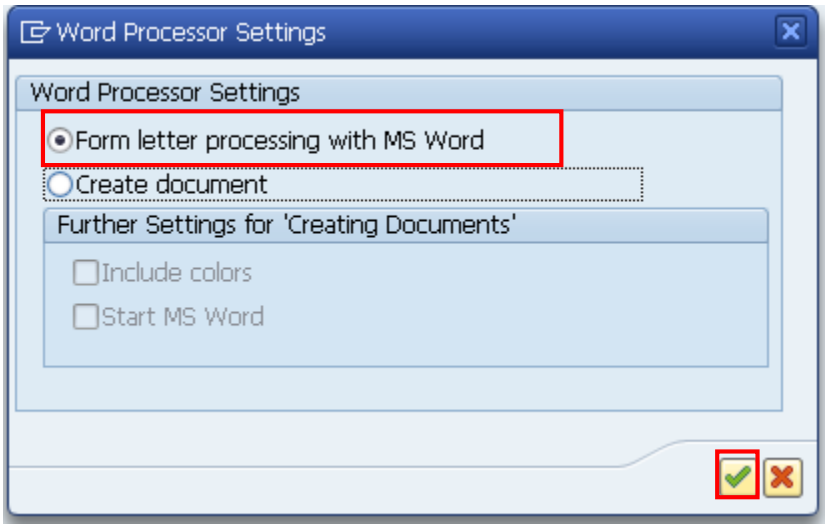
Your Action…	System Response…
6. Select the box for Current Plan.	The “Choose Course” screen will appear.



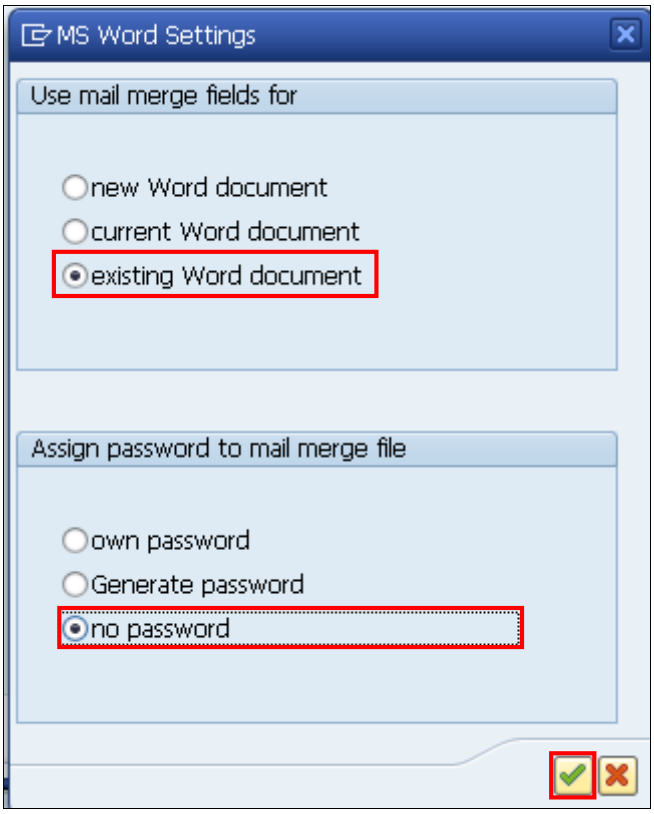
Your Action…	System Response…
11. Place a check in the box to select the class.	
12. Select the box.	
13. Select the execute button on the top of the screen.	The Participant List will appear.



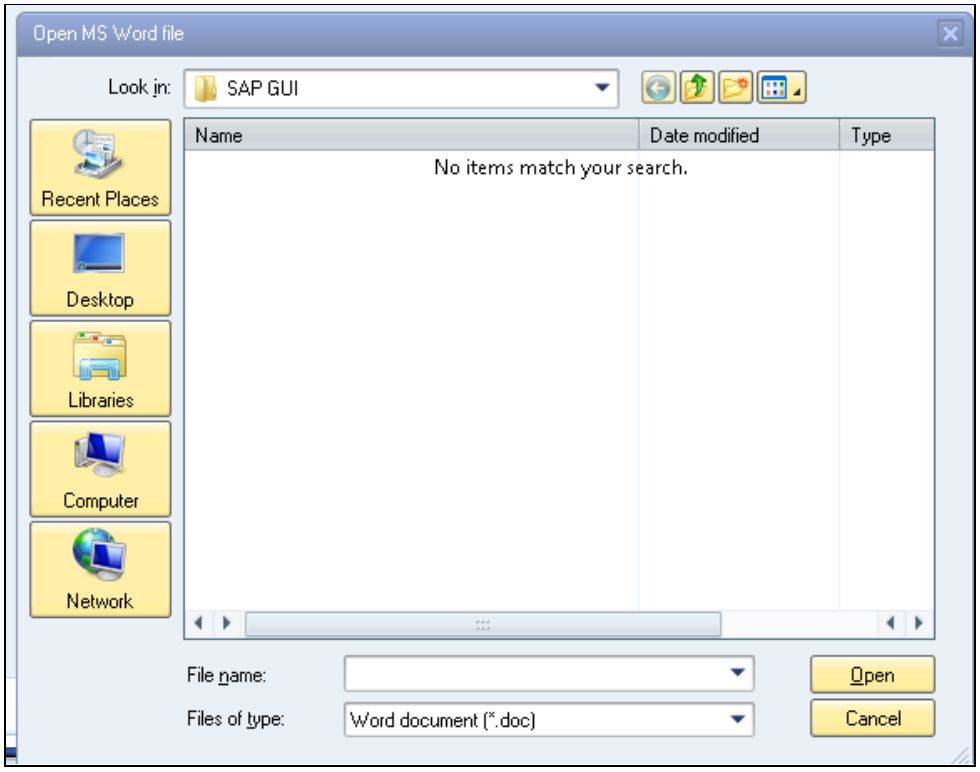
Your Action…	System Response…
14. Select the **Word Processing Icon** ( ).	The Word Processor Settings screen will appear.



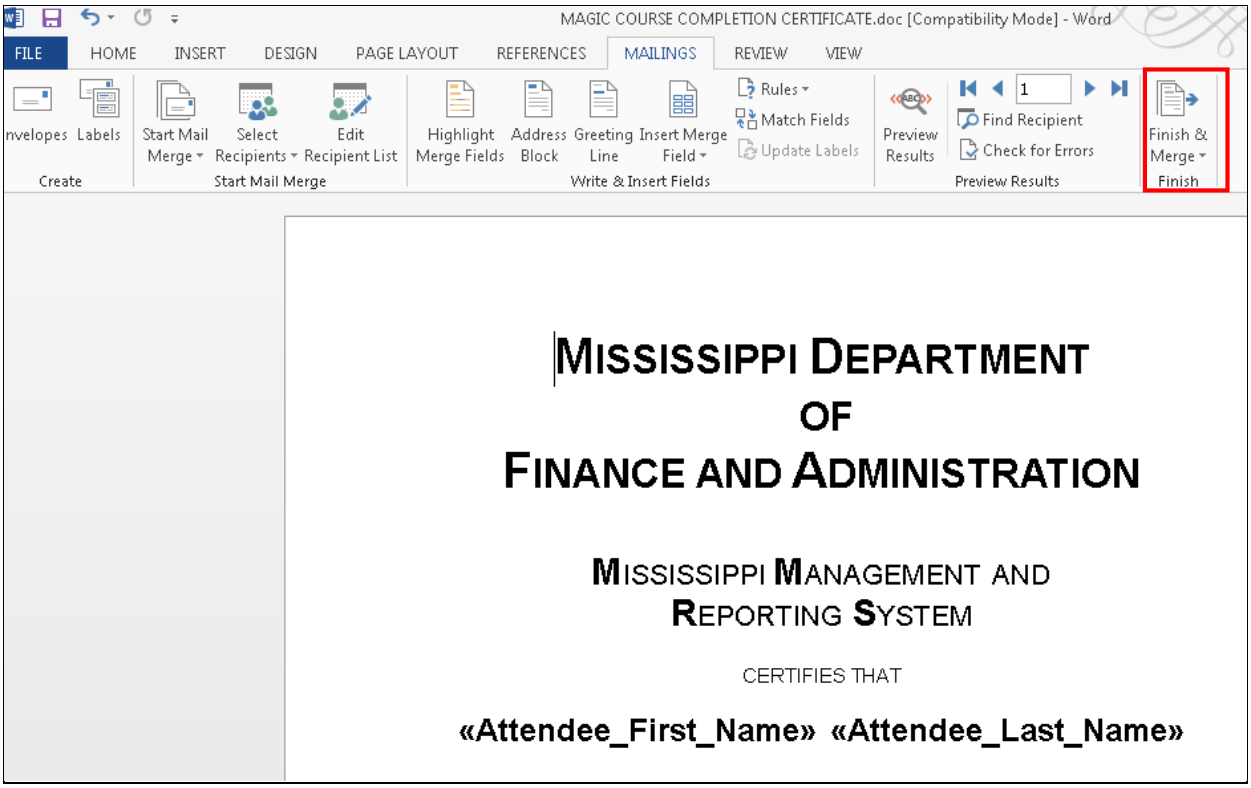
Your Action…	System Response…
15. Select **Form letter processing with MS Word** and select the .	The MS Word Settings will appear.



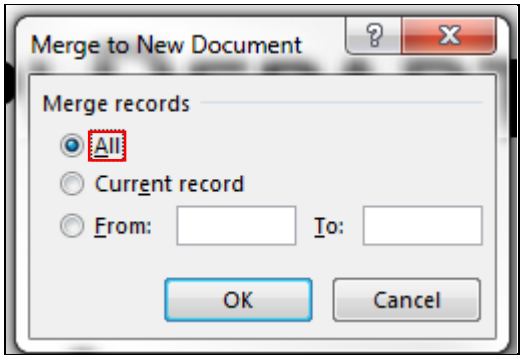
Your Action…	System Response…
16. Select **existing Word document** and **no password** and select the ✔.	The “Open MS Word file” screen will appear.



Your Action…	System Response…
17. Locate the template stored on the computer.	Once the template is selected, the system will open the template.



Your Action…	System Response…
18. Select the drop down arrow on the Finish & Merge button.	
19. Select Edit Individual Documents.	The Merge to New Document screen will appear.



Your Action…	System Response…
20. Select **All.**	A new Word document will open with all of the attendees and course information included