



# Online Training in OPTIC

(OPTIC LMS)

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*FRIENDLY EAGLE SOFTWARE INC.*



# Online Training in OPTIC

## HIGHLIGHTS

- Add-On Module, fully integrated with OPTIC & reasonably priced
- Custom-configured Training Material using internal files (uploaded) or external links
- Custom-configured Quiz Questions and online test constraints: minimum pass score, timeouts, etc.
- Information uploaded by candidates as online training pre-requisites, followed by Admin Approvals
- Training Material Review, Online Test, Test History, Test Answers PDF, Certificate PDF with QR code
- Account & Billing for authorized personnel (live and past bills / PDF files)
- Reports: Admin Approvals, Overview, Training Material Review
- Business Rules for notifications regarding Admin Approvals, Training Requested, Target Dates approaching or exceeded, Test Passed / Failed, Auto-assignment of Online Training
- Web API (Web Service) to access TEST data and PDF certificates



# Online Training in OPTIC

## OVERVIEW

1. Decide which OPTIC courses can be used for Online Training
2. Configure Online Training courses
3. Assign Online Training courses
4. Employees are notified (email) about each individual Online Training that needs to be taken
5. When pre-requisites are in place, employees submit the required information
6. Employee-submitted information is reviewed by Administrators and notifications are sent to employees
7. Employees review training material
8. Employees proceed to online testing
9. After ending an online test, time-stamped answers and certificates (QR code) PDF files are generated
10. PASS / FAIL notifications are automatically sent to employee and other personnel, e.g. supervisors



# Online Training in OPTIC

## STEP 1 of 10: Define Online Training Courses

Use the switch on the right to enable Online Training for course.

The screenshot shows the 'Training Course / Skill: Effective Leadership Skills / #11' page. At the top right, there is a toggle switch for 'OPTIC Online Training' which is currently set to 'ON'. Below this, the 'GENERAL' tab is selected, showing fields for Title, Duration, Cost, Training Expires?, and Notes. To the right of these fields are dropdown menus for Training Category, Training Method, and Evaluation Method. At the bottom right, there is a 'Show in Online Training / Previous Training' toggle switch which is currently set to 'OFF'. Below the main form, there are two sections: 'EQUIVALENT TRAINING' and 'ATTACHMENTS', each with a table header and an 'Add...' button.

Training Course / Skill: Effective Leadership Skills / #11

OPTIC Online Training: ☒ ON

**GENERAL** | ONLINE TRAINING MATERIAL | ONLINE TRAINING QUIZ

Title: Effective Leadership Skills

Duration: 1 Select... Cost: 1000 CAD Training Expires? ☒ No ☐ Yes

Notes:

Training Category: Management

Training Method: Course

Evaluation Method: Self Study

Show in Online Training / Previous Training: ☐ OFF

**EQUIVALENT TRAINING** Add...

Category	Course / Skill	Equivalence Type
----------	----------------	------------------

EQUIVALENCE TYPE:  
- Bidirectional: current course / skill and the one indicated are equivalent  
- Primary (unidirectional): having the course / skill indicated implies having current course  
- Secondary (unidirectional): having current course implies having the course / skill indicated.

**ATTACHMENTS** Add...

Title	File Name	File	Last Updated	Last Updated By
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# Online Training in OPTIC

## STEP 2 of 10: Configure Online Training Courses

Training Course / Skill: **Effective Leadership Skills / #11** Copy Online Training Configuration...

OPTIC Online Training: **ON**

GENERAL **ONLINE TRAINING MATERIAL** ONLINE TRAINING QUIZ

Use Sections for Training Material: ☐ OFF This is an advanced configuration, allowing grouping of training material into sections. Each section has its own quiz and the overall PASS / FAIL is produced by combining individual results of those sections.

TRAINING MATERIAL Add...

#	Title	Duration	File	Last Updated	
1	Effective Leadership - Advanced (no description / notes)	30 Minutes	Effective Leadership - Advanced.mp4 (11.1 MB)	Feb 23, 2021 ADMINISTRATOR, OPTIC	Delete Edit
2	Effective Leadership - Basics (no description / notes)	25 Minutes	Effective Leadership - Basics.mp4 (11.1 MB)	Feb 23, 2021 ADMINISTRATOR, OPTIC	Delete Edit
3	Effective Leadership (YouTube) (no description / notes)	15 Minutes	YouTube file	Feb 23, 2021 ADMINISTRATOR, OPTIC	Delete Edit

Training Course / Skill: **Effective Leadership Skills / #11** Copy Online Training Configuration...

OPTIC Online Training: **ON**

GENERAL ONLINE TRAINING MATERIAL **ONLINE TRAINING QUIZ**

Random Test Questions:  number of questions for each individual test, randomly selected from the ones listed below  
Minimum PASS Score (%):  minimum score required to pass the test  
Maximum FAILS Allowed:  0: no limit (test until you pass)  
Time Limit (minutes):  0: no limit, otherwise test closed automatically on timeout, evaluating the result (PASS / FAIL)

QUIZ - Define all possible questions and answers (indicate which answer is correct) Add from Question Bank... Add...

#	Question	# Answers	Answers	Last Updated	
1	As part of a leader responsibilities, the leader will ensure that employees who report or participate in the investigation do not suffer retaliation. <input checked="" type="checkbox"/> Advance on correct answer only <input type="checkbox"/> Multi-answer or acknowledgement Type: (R) Random	2	<input checked="" type="radio"/> True <input type="radio"/> False	Feb 23, 2021 ADMINISTRATOR, OPTIC	Delete Edit
2	Employee Responsibilities: <input checked="" type="checkbox"/> Advance on correct answer only <input checked="" type="checkbox"/> Multi-answer or acknowledgement Type: (R) Random	7	<input checked="" type="checkbox"/> Understand & demonstrate appropriate, respectful behaviour <input checked="" type="checkbox"/> Ensure their own physical safety by practicing prevention <input checked="" type="checkbox"/> Treat others with respect and dignity <input checked="" type="checkbox"/> Report inappropriate or abusive behaviour <input checked="" type="checkbox"/> Co-operate with efforts to report, investigate & resolve reports <input checked="" type="checkbox"/> Upon observing abusive behaviour, intervene if safe to do so <input type="checkbox"/> Actions are always deemed okay if they are followed by saying 'just joking'	Feb 23, 2021 ADMINISTRATOR, OPTIC	Delete Edit



# Online Training in OPTIC

## STEP 2 of 10 (cont.): Configure Online Training Courses / with SECTIONS

Training Course / Skill: Effective Leadership Skills / #11

Copy Online Training Configuration...

OPTIC Online Training: ☒

GENERAL **ONLINE TRAINING MATERIAL** ONLINE TRAINING QUIZ

Use Sections for Training Material: ☒ This is an advanced configuration, allowing grouping of training material into sections. Each section has its own quiz and the overall PASS / FAIL is produced by combining individual results of those sections.

Total Sections: 2 [New Section...](#)

**Section 1: BASIC** [Delete](#)

**TRAINING MATERIAL** [Add...](#)

#	Title	Duration	File	Section	Last Updated	
1	Effective Leadership - Advanced	30 Minutes	Effective Leadership - Advanced.mp4 (11.1 MB)	Section 1	Feb 23, 2021 ADMINISTRATOR, OPTIC	<a href="#">Delete</a> <a href="#">Edit</a>
(no description / notes)						
2	Effective Leadership (YouTube)	15 Minutes	YouTube file	Section 1	Feb 23, 2021 ADMINISTRATOR, OPTIC	<a href="#">Delete</a> <a href="#">Edit</a>
(no description / notes)						

**Section 2: ADVANCED** [Delete](#)

**TRAINING MATERIAL** [Add...](#)

#	Title	Duration	File	Section	Last Updated	
1	Effective Leadership - Basics	25 Minutes		Section 2	Feb 24, 2021 ADMINISTRATOR, OPTIC	<a href="#">Delete</a>

Training Course / Skill: Effective Leadership Skills / #11

Copy Online Training Configuration...

OPTIC Online Training: ☒

GENERAL ONLINE TRAINING MATERIAL **ONLINE TRAINING QUIZ**

**SETTINGS - OVERALL:**

Minimum PASS Score (%):  minimum score required to pass the test

Maximum FAILS Allowed:  0: no limit (test until you pass)

**SETTINGS - INDIVIDUAL SECTIONS:**

	Advance on PASS Only	Required to PASS	Any <input type="text" value="0"/> Required to PASS	Not Required to PASS	Random Questions	Min. PASS Score	Max. FAILS Allowed	Time Limit (minutes)
Section 1	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="2"/>	<input type="text" value="50"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Section 2	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="2"/>	<input type="text" value="50"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**QUIZ** - Define all possible questions and answers (indicate which answer is correct) [Add from Question Bank...](#) [Add...](#)

#	Question	# Answers	Answers	Last Updated			
1	As part of a leader responsibilities, the leader will ensure that employees who report or	<input checked="" type="checkbox"/> Advance on correct answer only <input type="checkbox"/> Multi-answer or acknowledgement	Type: (R) Random	<input type="text" value="2"/>	<input checked="" type="radio"/> True <input type="radio"/> False	Feb 23, 2021 ADMINISTRATOR, OPTIC	<a href="#">Delete</a> <a href="#">View</a>
Applies To: <input checked="" type="checkbox"/> Section 1 <input checked="" type="checkbox"/> Section 2							

**Employee Responsibilities:**

2 ☒ Advance on correct answer only ☒ Multi-answer or acknowledgement Type: (R) Random 7

Applies To: ☒ Section 1 ☐ Section 2

- ☒ Understand & demonstrate appropriate, respectful behaviour
- ☒ Ensure their own physical safety by practicing prevention
- ☒ Treat others with respect and dignity
- ☒ Report inappropriate or abusive behaviour
- ☒ Co-operate with efforts to report, investigate & resolve reports
- ☒ Upon observing

Feb 23, 2021  
ADMINISTRATOR, OPTIC [Delete](#) [Edit](#)



# Online Training in OPTIC

## STEP 3 of 10: Assign Online Training Courses

Training

Employee: RODRIGUEZ, Maria  
Status: Active  
Job Title:  
Job Classification:  
Reports To:  
Department:  
Location:  
Organization:  
Association/Union:  
Hire Date: Mar 13, 2020

Total Training Assigned: 1  
Training Completed: 1 (req: 1, non-req: 0)  
Training Not Completed: 0 (req: 0, non-req: 0)  
Training Expiring: 0  
Training Expired: 0  
Compliance: 100% (1/1)

☒ Hide Superseded Training ☒ Hide Non-Required Training

REQUIRED TRAINING: 1

Category	Course / Skill	Trainer	Cert #	Completion Date	Expiry Date	Status
Management	Effective Leadership Skills <input checked="" type="checkbox"/> Required LMS Layout: <input checked="" type="checkbox"/> ON	Target Date: <input type="text"/> When set, business rules may trigger for target date approaching or exceeded. Assigned On: Feb 23, 2021 Training Material: 0 files Test Questions: 10 Minimum PASS Score: 80% Time Limit: (none) Status: <b>Not tested yet</b>	View Training Material button displayed after save	Test button displayed after save	Delete	
Safety Mgmt	First Aid	Ron Marquez	AB20-0419	Jan 12, 2021	Jan 12, 2024	Completed Delete Edit

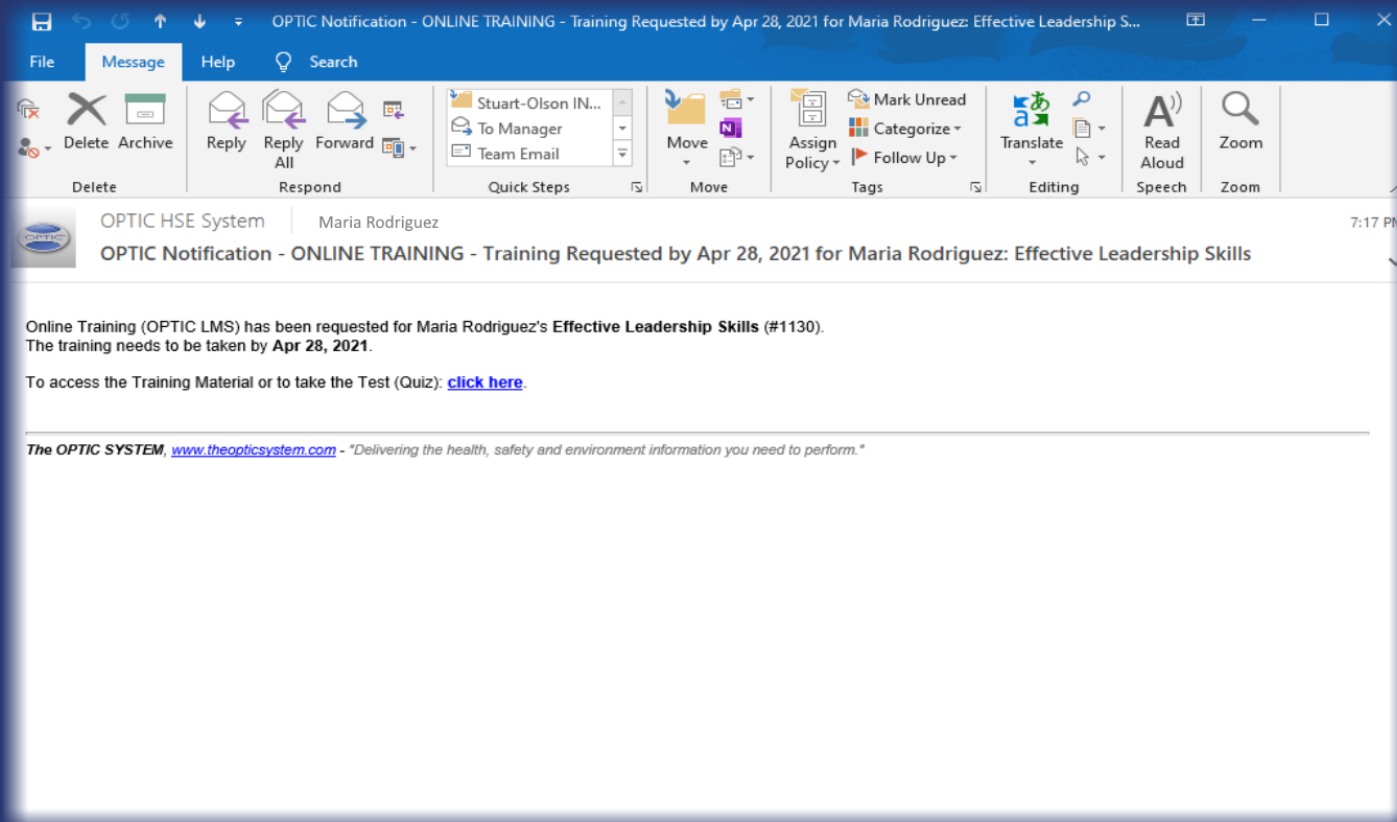
Use the button on the right to add new training records.

When "Effective Leadership Skills" online course is selected, the details show up on a blue panel.



# Online Training in OPTIC

## STEP 4 of 10: Automatic Notification (Email) About the Online Training



An email notification is sent automatically to employee after SAVE, informing about the Online Training requested.





# Online Training in OPTIC

## STEP 5 of 10: Online Training Pre-requisites / SETTINGS

Job Description

Record ID: 17 Title: Administrator

Reports-To: Regional HSE Manager Level / Grade: Status: Active

General Description:

Work Experience Requirements:

Education Requirements:

Requirements for Online Training (Pre-requisites)

☐ Driving Licence ☐ Abstract Consent Form ☐ Driver Abstract ☐ At least one Apprenticeship ☒ At least one Trade

☐ Allow Online Training when pre-requisites not met

APPRENTICESHIPS

Apprenticeship	Pre-requisite for Online Training

TRADES

Trade	Pre-requisite for Online Training

TRAINING ☐ On job title/classification change, tag all other training as **Not Required** ☐ On job title/classification change, delete **Not Completed** training

Category	Course / Skill	Pre-requisite for Online Training	Visible in Online Training (Ticket Uploader)
Management	Working with People	<input type="checkbox"/>	<input type="checkbox"/>
Trade Related Training	Version Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ATTACHMENTS

Title	File Name	File	Last Updated	Last Updated By
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Job Descriptions and Job Classifications may define pre-requisites for Online Training.

Unless "Allow Online Training when pre-requisites not met" is checked, those requirements prevent employees from taking any Online Training.



# Online Training in OPTIC

## STEP 5 of 10 (cont.): Online Training Pre-requisites / NOTIFICATION

Main Page

Approvals

Uploader: Apprenticeships | Uploader: Driver File | Uploader: Training

Online Training - Uploader: Training

Previous Training: **UPLOAD** | Previous Training: APPROVALS

Can you provide information regarding your Previous Training?

You could provide training details like: **Trainer, Course Name, Completion Date, Certificate**. At a minimum, you could provide only the **Course Name** and **Completion Date** (the course name must exist in our system; if it doesn't, pick an existing / similar course and provide an explanation in the **Notes** field).

Yes

Pre-requisites not met.  
The following pre-requisite is needed in order to access training material or to take an online test. You could provide that information through *Uploader: Training* tab of this module or it can be manually added to your profile (Employee Management) by an administrator.  
- **TRAINING: Version Control**  
If you provided that information already, please check the status under the corresponding **Approvals** section of that tab. Reload this page after providing the required information.

Close

OPTIC Demo

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The employee is informed about the Online Training pre-requisites through a top feedback message.



# Online Training in OPTIC

## STEP 5 of 10 (cont.): Online Training Pre-requisites / SUBMISSION

Main Page

OPTIC Demo

Approvals

Uploader: Apprenticeships Uploader: Driver File Uploader: Profile Uploader: Trades Uploader: Training

Online Training - Uploader: Training - Maria Rodriguez

Previous Training: UPLOAD Previous Training: APPROVALS

Can you provide information regarding your Previous Training?

Please provide below the details of your training. Click **Upload** button to send the data to server or **Next** button to advance.

Course Name: Version Control Cancel Upload

Completion Date: Jan 7, 2021

Trainer: Trainer Name

Notes: Additional information, if any (maximum 2000 characters)

Certificate #: Certificate Number

Certificate: File... Delete

Certificate of Training

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The employee provides previous training information through "Uploader: Training" section.

After submission, Administrators receive notifications (email) about the information provided and request for approval.



# Online Training in OPTIC

## STEP 6 of 10: Online Training Pre-requisites / APPROVAL

Main Page

Approvals

Uploader: Apprenticeships Uploader: Driver File Uploader: Profile Uploader: Trades Uploader: Training

Online Training - Uploader: Training - Maria Rodriguez

Previous Training: UPLOAD Previous Training: APPROVALS

TRAINING / COURSE NAME	COMPLETED	TRAINER	TYPE		STATUS	DELETE
Version Control	Jan 7, 2021		Ticket Uploader		Pending Review	Delete

The employee can view all information submitted under "APPROVALS" tab (defaulting to "Pending Review"). An administrator reviews the information and either approves or rejects it.

An email notification is sent to employee.

Training

Employee: RODRIGUEZ, Maria  
Status: Active  
Job Title: Administrator  
Job Classification:  
Reports To:  
Department:  
Location:  
Organization:  
Association/Union:  
Hire Date: Mar 13, 2020

Total Training Assigned: 4  
Training Completed: 1 (req: 1, non-req: 0)  
Training Not Completed: 3 (req: 3, non-req: 0)  
Training Expiring: 0  
Training Expired: 0  
Compliance: 25% (1/4)

☒ Hide Superseded Training ☒ Hide Non-Required Training

REQUIRED TRAINING: 4

Category	Course / Skill	Trainer	Cert #	Completion Date	Expiry Date	Status	
<input checked="" type="checkbox"/> Management	Effective Leadership Skills					Not Completed	Delete Edit
<input checked="" type="checkbox"/> Management	Working with People					Not Completed	Delete Edit
<input checked="" type="checkbox"/> Safety Mgmt	First Aid	Ron Marquez	AB20-0419	Jan 12, 2021	Jan 12, 2024	Completed	Delete Edit
<input checked="" type="checkbox"/> Trade Related Training	Version Control					Not Completed	Delete Edit

Target Date: Apr 28, 2021 When set, business rules may trigger for target date approaching or exceeded.  
Assigned On: Feb 23, 2021  
Training Material: 0 files  
Test Questions: 10  
Minimum PASS Score: 80%  
Time Limit: (none)  
Status: Not tested yet

View Training Material Test

APPROVALS

Reject Selected Approve Selected

	Category	Course / Skill	Trainer	Cert#		Completion Date	Expiry Date	Status	DELETE
<input type="checkbox"/>	Trade Related Training	Version Control				Jan 7, 2021		Pending Review	Delete

Approval Notes: Created through Uploader: Training tab of Online Training module by Ionmaria/255



# Online Training in OPTIC

## STEP 7 of 10: Training Material Review – Without / With SECTIONS

Main Page

OPTIC Demo

Approvals

All My Training Training Material Test Test History Uploader: Apprenticeships Uploader: Driver File Uploader: Profile Uploader: Trades Uploader: Training

Course: Effective Leadership Skills  
Category: Management

Online Training - Training Material - Maria Rodriguez

REVIEW PROGRESS: 100%

OVERVIEW

Ready to test. To begin, click the green button at top right of TRAINING MATERIAL header.

TRAINING MATERIAL

TAKE TEST →

#	TITLE	FILE	REVIEWED
1	Effective Leadership - Advanced (no description / notes)	Effective Leadership - Advanced.mp4 (11.1 MB)	YES
2	Effective Leadership - Basics (no description / notes)	Effective Leadership - Basics.mp4 (11.1 MB)	YES
3	Effective Leadership (YouTube)		YES

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Main Page

OPTIC Demo

Approvals

All My Training Training Material Test Test History Uploader: Apprenticeships Uploader: Driver File Uploader: Profile Uploader: Trades Uploader: Training

Course: Effective Leadership Skills  
Category: Management

Online Training - Training Material - Maria Rodriguez

REVIEW PROGRESS: 67%

Section 1 BASIC Section 2 ADVANCED

OVERVIEW

You have **one training material item** left to review. A test (quiz) is required for each section - after reviewing the corresponding training material. Use the **REVIEWED** switches on the right side: click on them to toggle between YES / NO. Click on a training material icon to view it - the corresponding file or external link may open in a separate browser tab.

Ready to test for Section 1. To begin, click the green button at top right of section header.

Section 1: READY TO TEST  
Section 2: REVIEW REQUIRED

Section 1: BASIC

TAKE TEST →

#	TITLE	FILE	REVIEWED
1	Effective Leadership - Advanced (no description / notes)	Effective Leadership - Advanced.mp4 (11.1 MB)	YES
2	Effective Leadership (YouTube) (no description / notes)	YouTube file	YES

Section 2: ADVANCED



# Online Training in OPTIC

## STEP 8 of 10: Online Training TEST – Without / With SECTIONS

Main Page

OPTIC Demo

Approvals

All My Training Training Material **Test** Test History Uploader: Apprenticeships Uploader: Driver File Uploader: Profile Uploader: Trades Uploader: Training

Course: Effective Leadership Skills  
Category: Management

Online Training - Test - Maria Rodriguez

Target Date: Apr 28, 2021  
Test Questions: 10  
Min. PASS Score: 80%  
Max. FAILS: 3  
Time Limit: none

View Training Material Begin Test

☒ I understand that once an answer is submitted, there will be no way to go back to change it.

☒ I understand that the questions presented during the test have been configured by my company's online training administrator(s) and it's their responsibility to ensure that the training material was relevant enough for me to prepare for the test. Also, I understand that all settings for the test (target date, number of test questions, minimum PASS score and the time limit) have been configured by my company's online training administrator(s).

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Main Page

OPTIC Demo

Approvals

All My Training Training Material **Test** Test History Uploader: Apprenticeships Uploader: Driver File Uploader: Profile Uploader: Trades Uploader: Training

Course: Effective Leadership Skills  
Category: Management

Online Training - Test - Maria Rodriguez

Target Date: Apr 28, 2021  
Test Questions: 10  
Min. PASS Score: 80%  
Max. FAILS: 3  
Time Limit: none

When the requirements are met (e.g. all training material reviewed for a section), tests can be initiated from the right side of screen - for the corresponding section.

View Training Material

SECTIONS:

#	STATUS	TEST	STARTED	FINISHED	DETAILS
1	-	Begin Test	-	-	-
2	-	-	-	-	-

☒ I understand that once an answer is submitted, there will be no way to go back to change it.

☒ I understand that the questions presented during the test have been configured by my company's online training administrator(s) and it's their responsibility to ensure that the training material was relevant enough for me to prepare for the test. Also, I understand that all settings for the test (target date, number of test questions, minimum PASS score and the time limit) have been configured by my company's online training administrator(s).

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# Online Training in OPTIC

## STEP 8 of 10 (cont.): Online Training TEST – Without / With SECTIONS

Main Page

OPTIC Demo

Approvals

All My Training Training Material Test Test History Uploader: Apprenticeships Uploader: Driver File Uploader: Profile Uploader: Trades Uploader: Training

Course: Effective Leadership Skills  
Category: Management

Online Training - Test - Maria Rodriguez - TEST IN PROGRESS

Question 1 of 2

As part of a leader responsibilities, the leader will ensure that employees who report or participate in the investigation do not suffer retaliation.

☐ True  
☐ False

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Main Page

OPTIC Demo

Approvals

All My Training Training Material Test Test History Uploader: Apprenticeships Uploader: Driver File Uploader: Profile Uploader: Trades Uploader: Training

Course: Effective Leadership Skills  
Category: Management

Online Training - Test - Maria Rodriguez - TEST IN PROGRESS

Section 1 Question 1 of 2

As part of a leader responsibilities, the leader will ensure that employees who report or participate in the investigation do not suffer retaliation.

☐ True  
☐ False

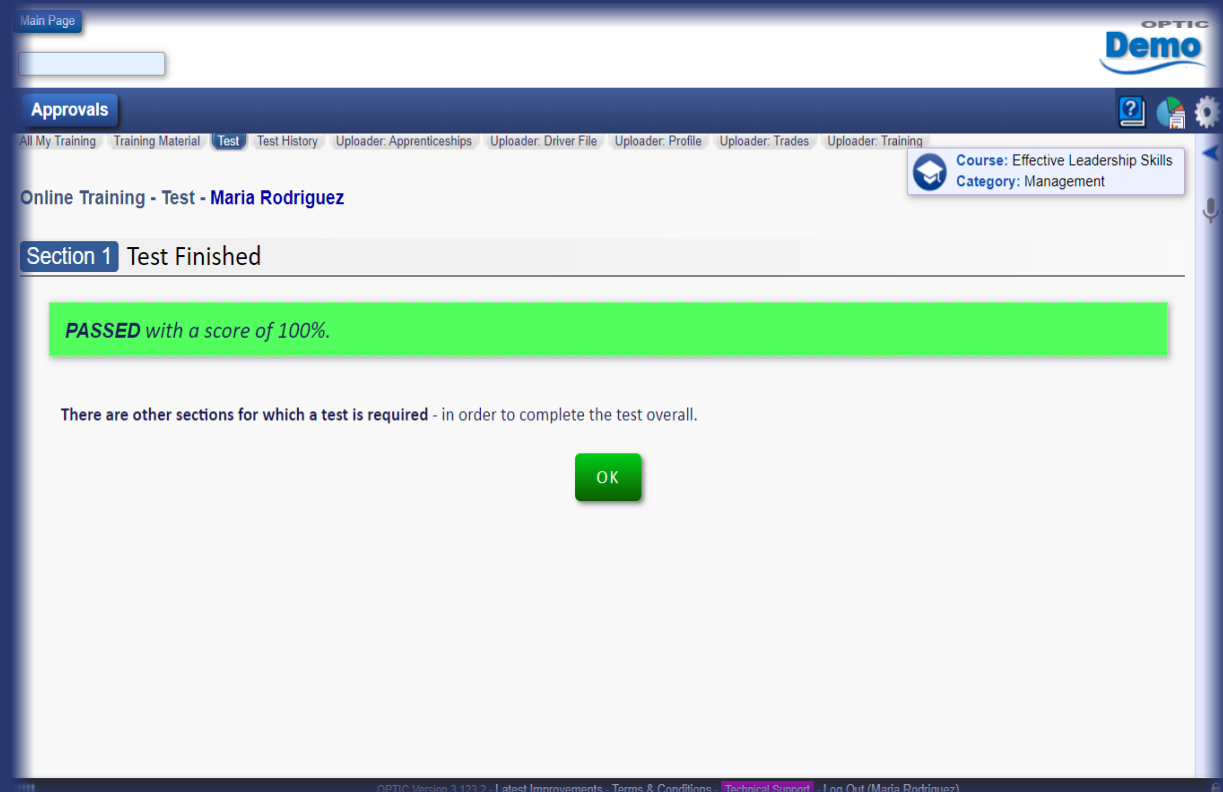
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# Online Training in OPTIC

## STEP 8 of 10 (cont.): Online Training TEST – Without / With SECTIONS

When sections are used, a test is required for each section. The screenshots presented are for a course configured with two sections.







# Online Training in OPTIC

## STEP 9 of 10: Online Training TEST / Finished

Main Page

OPTIC Demo

Approvals

All My Training Training Material **Test** Test History Uploader: Apprenticeships Uploader: Driver File Uploader: Profile Uploader: Trades Uploader: Training

Course: Effective Leadership Skills  
Category: Management

Online Training - Test - Maria Rodriguez

Test Finished

**PASSED with a score of 100%.**

Your corresponding employee training record under **Employee Management (Training)** has been updated to reflect this result, together with a training certificate which includes a QR code encoding a Web address(URL) to the certificate file stored on server:

PDF

OK

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Main Page

OPTIC Demo

Approvals

All My Training Training Material **Test** Test History Uploader: Apprenticeships Uploader: Driver File Uploader: Profile Uploader: Trades Uploader: Training

Course: Effective Leadership Skills  
Category: Management

Online Training - Test - Maria Rodriguez

Section 2 Test Finished

**PASSED with a score of 100%.**

Your corresponding employee training record under **Employee Management (Training)** has been updated to reflect this result, together with a training certificate which includes a QR code encoding a Web address(URL) to the certificate file stored on server:

PDF

OK

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# Online Training in OPTIC

## STEP 9 of 10 (cont.): Online Training TEST / Finished

Main Page

OPTIC Demo

Approvals

All My Training Training Material **Test** Test History Uploader: Apprenticeships Uploader: Driver File Uploader: Profile Uploader: Trades Uploader: Training

Course: Effective Leadership Skills  
Category: Management

Online Training - Test - Maria Rodriguez

Target Date: Apr 28, 2021  
Test Questions: 10  
Min. PASS Score: 80%  
Max. FAILS: 3  
Time Limit: none

If you wish to start over:  
[Start Over / Test Again](#) ⇒

Test PASSED with a score of 100% on Feb 24, 2021 10:32 AM MST

☒ I understand that once an answer is submitted, there will be no way to go back to change it.

☒ I understand that the questions presented during the test have been configured by my company's online training administrator(s) and it's their responsibility to ensure that the training material was relevant enough for me to prepare for the test. Also, I understand that all settings for the test (target date, number of test questions, minimum PASS score and the time limit) have been configured by my company's online training administrator(s).

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Main Page

OPTIC Demo

Approvals

All My Training Training Material **Test** Test History Uploader: Apprenticeships Uploader: Driver File Uploader: Profile Uploader: Trades Uploader: Training

Course: Effective Leadership Skills  
Category: Management

Online Training - Test - Maria Rodriguez

Target Date: Apr 28, 2021  
Test Questions: 10  
Min. PASS Score: 80%  
Max. FAILS: 3  
Time Limit: none

If you wish to start over:  
[Start Over / Test Again](#) ⇒

SECTIONS:

#	STATUS	TEST	STARTED	FINISHED	DETAILS
1	PASSED	-	Feb 24, 2021 9:55 AM	Feb 24, 2021 9:59 AM	
2	PASSED	-	Feb 24, 2021 10:03 AM	Feb 24, 2021 10:04 AM	

Test PASSED with a score of 100% on Feb 24, 2021 10:04 AM MST

☒ I understand that once an answer is submitted, there will be no way to go back to change it.

☒ I understand that the questions presented during the test have been configured by my company's online training administrator(s) and it's their responsibility to ensure that the training material was relevant enough for me to prepare for the test. Also, I understand that all settings for the test (target date, number of test questions, minimum PASS score and the time limit) have been configured by my company's online training administrator(s).

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# Online Training in OPTIC

## STEP 9 of 10 (cont.): Online Training TEST / Details and Certificate PDF



The OPTIC SYSTEM Online Training  
www.theopticsystem.com



### DETAILED TEST RESULT

Feb 24, 2021 10:32 AM - Feb 24, 2021 10:32 AM, **100% PASS**

**Maria Rodriguez** has been tested for a program on:  
**Effective Leadership Skills**

Test questions: 2, Minimum score to pass: 80%, Test ID: 26

#	QUESTION	ANSWER	DATE / TIME
1	As part of a leader responsibilities, the leader will ensure that employees who report or participate in the investigation do not suffer retaliation.	True	Feb 24, 2021 10:32:31 AM
2	Employee Responsibilities:	Understand	Feb 24, 2021 10:32:35 AM



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### CERTIFICATE

Certificate Number: **OLMS-26**  
Certificate Date: **Feb 24, 2021**  
Expiry Date: **N/A**

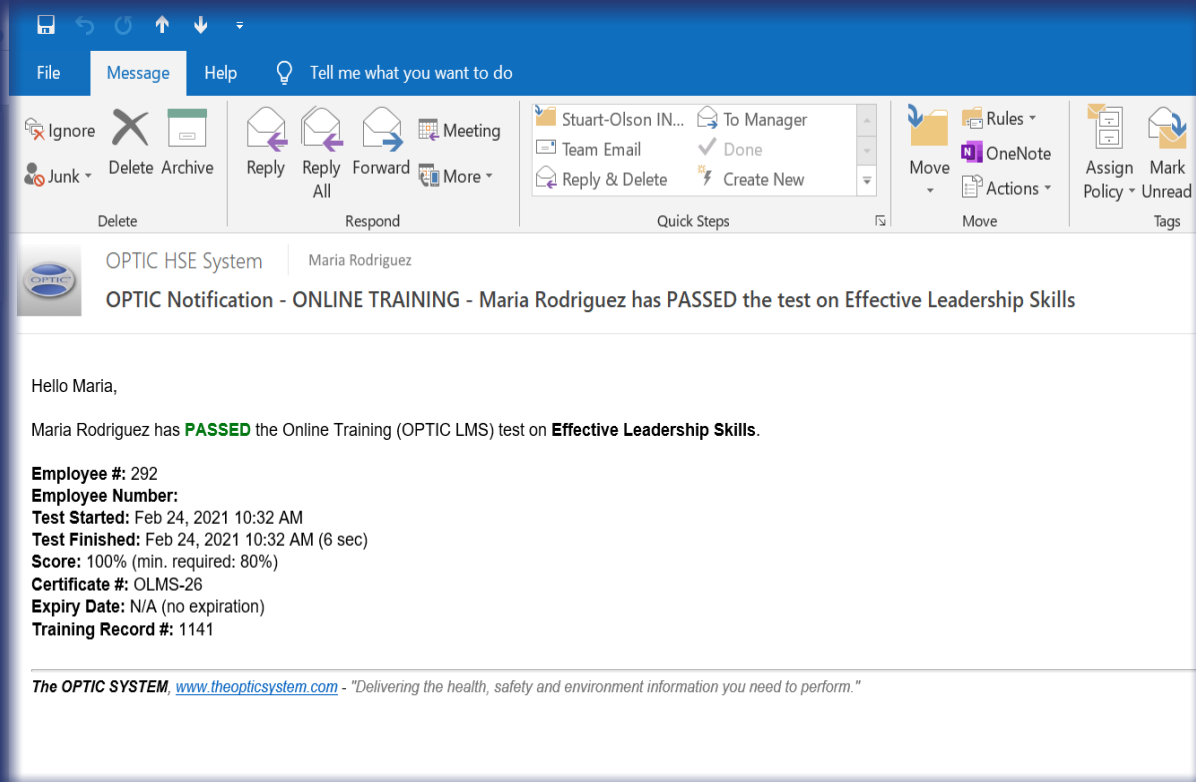


**Maria Rodriguez** has successfully completed a program on:  
**Effective Leadership Skills**



# Online Training in OPTIC

## STEP 10 of 10: Online Training TEST / Notifications



Email notifications are sent automatically, as configured in the Business Rules area (OPTIC Settings).

They may go to the employee who took the test, to his/her supervisor, to administrative personnel and to any other people that meet the Business Rule conditions.



## Online Training in OPTIC

### PRICING

- No setup fees, no minimum number of users, no long-term commitment or contracts: month-to-month, added to regular OPTIC subscription fee. No other / hidden fees.
- As of February 24, 2021, we charge a flat fee of \$3 / active user / month. An active user is a regular OPTIC user who uses the Online Training module anytime during current month. If there are no active users in a particular month, there is no related cost added to regular OPTIC subscription fee. Volume discounts apply. We also charge a cost for Training Material: \$1 / 100Mb / month for uploaded files and \$0.25 / external link / month (5 times less for Training Material of inactive courses).
- Online Training API (Web Services): FREE.

Online Training is an OPTIC Add-On Module - hidden (disabled) by default.  
Please contact Technical Support to enable / disable it.



# Online Training in OPTIC

## PRICING – Live and Past Bills

Main Page

Approvals Overview

Account & Billing

Online Training - Account & Billing

**BILL for Feb 1, 2021 - Feb 24, 2021**

Active Users: <a href="#">2 users</a> @ \$3/user/month	\$6.00
<b>ACTIVE TRAINING MATERIAL</b>	
Links (Web): 4 links @ \$0.25/link/month	\$1.00
Uploaded Files: 7 files in 7 100Mb chunks @ \$1/chunk/month	\$7.00
<b>INACTIVE TRAINING MATERIAL</b>	
Links (Web): 0 links @ \$0.05/link/month	\$0.00
Uploaded Files: 0 files in 0 100Mb chunks @ \$0.20/chunk/month	\$0.00
TOTAL before GST: \$14.00	
GST (5%): \$0.70	
TOTAL: \$14.70	

**BILLING HISTORY**

2021-02-01	\$12.50	
2021-01-01	\$140.80	
2020-12-01	\$27.90	

Show up to **one year** of billing history ...

API Token: TKMGVUE69801291375229AFAYCVD  
The token is used by [OPTIC LMS Web Services](#) [Regenerate](#)

Live Bill is displayed for current month, followed by a list of past bills at bottom-left.

Monthly bills (PDF format) are generated automatically at the end of month.

Clicking on the blue link displayed for Active Users lists their names and areas they worked on in a pop-up panel.



# Online Training in OPTIC

## REPORTS

[Collapse All](#) [Expand All](#)

**ONLINE TRAINING REPORTS**

- [ONLINE TRAINING REPORT - Approvals](#)
  - [- Pending Review \(Collapsed\) ®](#)
  - [- Pending Review \(Expanded\) ®](#)
- [ONLINE TRAINING REPORT - Employee / Course / Test Result](#)
  - [- Overview \(Current Month\) ®](#)
- [TRAINING MATERIAL REVIEW REPORT](#)
  - [- no report configurations](#)

All Online Training-related reports can be accessed from the “REPORTS” area.

First two can be launched automatically from top blue bar of Online Training module (“Approvals” and “Overview”).



# Online Training in OPTIC

## REPORTS – Approvals

SELECTION: 4 4 0 0 Change to Pending Review Approve Reject DELETE Generate Report

type: Apprenticeships, DRIVER FILE: Licence, DRIVER FILE: Abstract Consent Form, DRIVER FILE: Driver Abstract, PROFILE: Additional Information, PROFILE: Medical, Trades, Training, approval status: Pending Review, employee type: Regular Employees only, employee status: Active, reports to: ALL, reports-to hierarchy: No, job titles: ALL, job classifications: ALL, transfer type: ALL, projects: ALL, departments: ALL, locations: ALL, organizations: ALL, unions: ALL, groups: ALL, initial layout: Collapsed (approval sections hidden), sort by: Employee Name

☐ Show this section on Print / PDF ☐ Report PDF in Landscape orientation

PDF PDF ZIP ZIP

Feb 24, 2021 1:25 PM

### Pending Review (Collapsed) - ONLINE TRAINING - Approvals

EMPLOYEE Job Title Job Classification Department Location Organization

1 Maria Rodriguez n/a n/a n/a n/a n/a T1

TRAINING Maria Rodriguez

<input checked="" type="checkbox"/>	Category	Course / Skill	Trainer	Cert#	Completion Date	Expiry Date	Status
<input checked="" type="checkbox"/>	Trade Related Training	Version Control			Jan 7, 2021		<span>Pending Review</span>

Approval Notes:

2 Todd Benjamin n/a Admin Field Services Edmonton New Organization L1 M1 T1

DRIVER FILE: Licence Todd Benjamin

<input checked="" type="checkbox"/>	DRIVER'S LICENCE	ATTACHMENT	STATUS
<input checked="" type="checkbox"/>	<p>Driver's Licence #: <input type="text" value="AB-1122334455"/></p> <p>Expiry Date: <input type="text" value="Feb 10, 2023"/></p> <p>State/Province: <input type="text" value="Alberta"/></p> <p>Country: <input type="text" value="Canada"/></p> <p>Classes: <input type="text" value="Class 5"/></p> <p>Conditions: <input type="text"/></p> <p>Notes: <input type="text"/></p> <p>Approval Notes: <input type="text"/></p>		<span>Pending Review</span>

This report provides a listing of all employees who submitted information for approval using the designated sections of Online Training module, e.g. previous training, medical information, trades, etc.



The report allows reviewing the information and in-place approval / rejection / deletion using the controls displayed at top.






# Online Training in OPTIC

## REPORTS – Overview





from: Feb 1, 2021, to: Feb 28, 2021, from: Feb 1, 2021, to: Feb 28, 2021, test status: Not Started, Finished - PASS, In Progress, Finished - FAIL, score from: 0, score to: 100, ALLALL, employee type: Contractor Employees and Regular Employees, employee status: Active, reports to: ALL, reports-to hierarchy: No, job titles: ALL, job classifications: ALL, transfer type: ALL, projects: ALL, departments: ALL, locations: ALL, organizations: ALL, unions: ALL, groups: ALL





☐ Show this section on Print / PDF ☐ Report PDF in Landscape orientation

[Generate Report](#)

[Show Report Configuration](#)



[Saved Configurations...](#)

[Overview \(Current Month\)](#)



Feb 24, 2021 3:37 PM

**Overview (Current Month) - ONLINE TRAINING - Employee / Course / Test Result**

EMPLOYEE	ONLINE TRAINING	STATUS	DETAILS	CERTIFICATE	CERTDATE
1 Alvarez Domingo	AWP	Not Started	-	-	
2 Christine McLellan	ATV Use	Not Started	-	-	
3 Curtis Figley	Effective Leadership Skills	Not Started	-	-	
4 Debbie Tavish	ATV Use	Not Started	-	-	
5 Donovan Milosevic	AWP	Not Started	-	-	
6 Ion Durbaca	AWP	Not Started	-	-	
7 Maria Rodriguez	Effective Leadership Skills	PASS (100%)			Feb 24, 2021 10:32 AM MST
8 Marissa Moore	Effective Leadership Skills	Not Started	-	-	
9 Mathew Jones	Effective Leadership Skills	Not Started	-	-	
10 Meg Rasovic	Effective Leadership Skills	Not Started	-	-	
11 Todd Benjamin	Effective Leadership Skills	Not Started	-	-	

This report provides a listing of all employees and their online training details for each individual course.



# Online Training in OPTIC





## REPORTS – Training Material Review

from: [Feb 1, 2021](#), to: [Feb 24, 2021](#), durationFrom: [0](#), durationFromUnit: [Minutes](#), durationTo: [8](#), durationToUnit: [Hours](#), review finished: [ALL \(Yes/No\)](#), employee type: [Contractor Employees and Regular Employees](#), employee status: [ALL \(active/inactive\)](#), initial hire date - from: , initial hire date - to: , reports to: [ALL](#), reports-to hierarchy: [No](#), job titles: [ALL](#), job classifications: [ALL](#), transfer type: [ALL](#), projects: [ALL](#), departments: [ALL](#), locations: [ALL](#), organizations: [ALL](#), unions: [ALL](#), groups: [ALL](#), group by: [\(none\)](#), driver type: [ANY \(not set or Driver/Commercial Driver\)](#)

☐ Show this section on Print / PDF ☐ Report PDF in Landscape orientation

[Generate Report](#)

[Show Report Configuration](#)  
[Saved Configurations...](#)

Feb 24, 2021 1:55 PM

### TRAINING MATERIAL REVIEW REPORT

EMPLOYEE	COURSE / TRAINING MATERIAL / REVIEW TIME
1 BENJAMIN, Todd	<b>Effective Leadership Skills</b> <i>Effective Leadership - Advanced</i> ✓ 12 min, 25 sec
2 RODRIGUEZ, Maria	<b>Effective Leadership Skills</b> <i>Effective Leadership - Advanced</i> ✓ 2 min, 44 sec

This report provides a listing of training material review time - by employee (time spent to review each training material).



# Online Training in OPTIC

## Web API (Web Services) - GetOnlineTrainingData

### OLMSWebService

Click [here](#) for a complete list of operations.

#### GetOnlineTrainingData

##### Test

To test the operation using the HTTP POST protocol, click the 'Invoke' button.

Parameter	Value
APIToken:	<input type="text"/>
fromDateYYYYMMDD:	<input type="text"/>
toDateYYYYMMDD:	<input type="text"/>
flagPASSOnly01:	<input type="text"/>
<input type="button" value="Invoke"/>	

##### SOAP 1.1

The following is a sample SOAP 1.1 request and response. The placeholders shown need to be replaced with actual values.

```
POST /demo/OLMSWebService.asmx HTTP/1.1
Host: secure.theopticsystem.com
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "https://secure.theopticsystem.com/GetOnlineTrainingData"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <GetOnlineTrainingData xmlns="https://secure.theopticsystem.com/">
      <APIToken>string</APIToken>
      <fromDateYYYYMMDD>string</fromDateYYYYMMDD>
      <toDateYYYYMMDD>string</toDateYYYYMMDD>
      <flagPASSOnly01>string</flagPASSOnly01>
    </GetOnlineTrainingData>
  </soap:Body>
</soap:Envelope>

HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <GetOnlineTrainingDataResponse xmlns="https://secure.theopticsystem.com/">
      <GetOnlineTrainingDataResult>string</GetOnlineTrainingDataResult>
    </GetOnlineTrainingDataResponse>
  </soap:Body>
</soap:Envelope>
```

##### SOAP 1.2

The following is a sample SOAP 1.2 request and response. The placeholders shown need to be replaced with actual values.

```
POST /demo/OLMSWebService.asmx HTTP/1.1
Host: secure.theopticsystem.com
```

URL:

<https://secure.theopticsystem.com/ClientID/OLMSWebService.asmx?op=GetOnlineTrainingData>  
- where **ClientID** is the client identifier.

Data returned is in JSON format.



# Online Training in OPTIC

## Web API (Web Services) - GetOnlineTrainingFileURL

### OLMSWebService

Click [here](#) for a complete list of operations.

#### GetOnlineTrainingData

##### Test

To test the operation using the HTTP POST protocol, click the 'Invoke' button.

Parameter	Value
APIToken:	<input type="text"/>
fromDateYYYYMMDD:	<input type="text"/>
toDateYYYYMMDD:	<input type="text"/>
flagPASSOnly01:	<input type="text"/>
<input type="button" value="Invoke"/>	

##### SOAP 1.1

The following is a sample SOAP 1.1 request and response. The placeholders shown need to be replaced with actual values.

```
POST /demo/OLMSWebService.asmx HTTP/1.1
Host: secure.theopticsystem.com
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "https://secure.theopticsystem.com/GetOnlineTrainingData"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <GetOnlineTrainingData xmlns="https://secure.theopticsystem.com/">
      <APIToken>string</APIToken>
      <fromDateYYYYMMDD>string</fromDateYYYYMMDD>
      <toDateYYYYMMDD>string</toDateYYYYMMDD>
      <flagPASSOnly01>string</flagPASSOnly01>
    </GetOnlineTrainingData>
  </soap:Body>
</soap:Envelope>

HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <GetOnlineTrainingDataResponse xmlns="https://secure.theopticsystem.com/">
      <GetOnlineTrainingDataResult>string</GetOnlineTrainingDataResult>
    </GetOnlineTrainingDataResponse>
  </soap:Body>
</soap:Envelope>
```

##### SOAP 1.2

The following is a sample SOAP 1.2 request and response. The placeholders shown need to be replaced with actual values.

```
POST /demo/OLMSWebService.asmx HTTP/1.1
Host: secure.theopticsystem.com
```

URL:

<https://secure.theopticsystem.com/ClientID/OLMSWebService.asmx?op=GetOnlineTrainingFileURL>  
- where **ClientID** is the client identifier.

Data returned is in JSON format.



## Online Training in OPTIC

**THANK YOU!**

We look forward to welcome your company in the Online Training world of OPTIC and we hope that our feature-rich and affordable solution will work for you!

Have a great day!