

PDC EVENT TRACKING APPLICATION



Lake Sumter
State College

ACCESSING THE APPLICATION

To access the application:

1. Log in to LOIS using your X-ID and pin
2. Click the 'Employee' Tab
3. Click the 'Enter PDC event information or review PDC history' link

Employee

Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Electronic Employee Action Request Form - eEAR](#)

Tax Forms

W4 information, W2 Form or T4 Form.

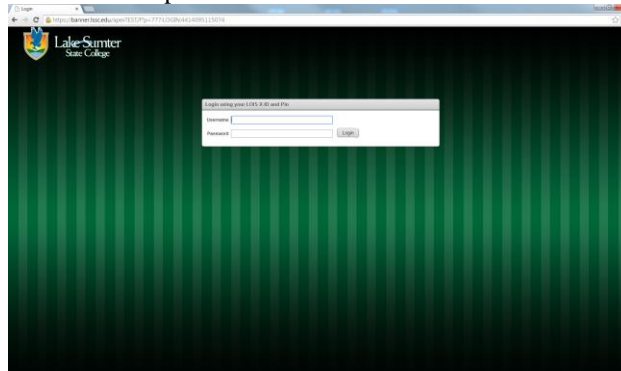
Leave Balances

PDC Tracking Application

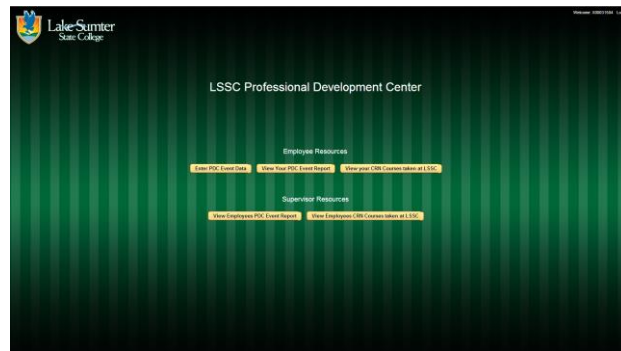
Enter PDC event information or review PDC history.

RELEASE: 8.10.1

4. Log in using your LOIS X-ID and pin



5. Once logged in, you will see the main landing page



APPLICATION NAVIGATION AND FUNCTIONS

Landing Page



THE APPLICATION HAS TWO MAIN AREAS

Employee Resource area: All Faculty and Staff with use these three options to input and review their own personal data

Supervisor Resources area: Any Faculty or Staff with a supervisory position can review employee data, whom they supervisor

EMPLOYEE RESOURCES AREA

ENTER PDC EVENT DATA

1. 'Enter PDC Event Data' option is for any type of PDC event, excluding LSSC PDC courses

2. The first five field's auto-populates, but can be manually entered if a field needs to be modified
 - a. XID
 - b. First name
 - c. Last Name
 - d. Employee Class
 - e. Supervisor
 - f. Supervisor's Title

3. 'Event Type' drop down contains the following options

XID	X00031504
First Name	Christopher
Last Name	Libby
Employee Class	<input type="radio"/> ADMINISTRATOR <input type="radio"/> FACULTY <input checked="" type="radio"/> STAFF
Supervisor	David Phillips
Supervisor's Title	Database Administrator
Professional Development Event	
* Event Type	<input type="text" value=""/> <ul style="list-style-type: none"> INDUSTRY/CONTINUING EDUCATION ON THE JOB TRAINING OUTSIDE CONFERENCES WORKSHOPS or SEMINARS PROFESSIONAL PRESENTATIONS PUBLICATION CONTRIBUTIONS RESEARCH & DEVELOPMENT SELF-DIRECTED STUDY SERVICE on BOARDS or ASSOCIATIONS
* Event Start Date	
* Event Length	
* Estimated Cost for Event	
* Competency	

[Return to Main Menu](#)
[Click here to submit your form!](#)

4. You can click on the field label to display help for the field

Example of 'Event Length' help

Event Length [X]

Enter the total number of hours that you spent at your event, rounded to the nearest quarter hour.

Examples:
 2 Days, 8 hours per day = 16
 2 Days, 7.25 hours per day = 14.5

Please use the following values for partial times.
 15 minutes = .25
 30 minutes = .50
 45 minutes = .75

5. 'Competency' drop down contains the following options

Example of 'Competency' drop down content

* Event Start Date	10-Apr-14
* Event Length	1
* Estimated Cost for Event	0
* Competency	<input type="text" value=""/> <ul style="list-style-type: none"> ENERGIZING & EMPOWERING OTHERS BUILDING & MANAGING TEAMS / INFO NETWORKS UNDERSTANDING CULTURAL DIFFERENCES / VALUING DIVERSITY INTERPERSONAL FLEXIBILITY CRITICAL & INNOVATIVE THINKING NEGOTIATION & CONFLICT MANAGEMENT COMMUNICATION: WRITTEN & VERBAL SERVICE FOCUS (QUALITY & CLIENT) PLANNING & IMPLEMENTING VALUES DRIVEN & DECISION MAKING TECHNICAL BUSINESS ACUMEN LEARNING & DEVELOPMENT ORIENTATION JOB FUNCTION SPECIALIZATION

[Return to Main Menu](#)

Example of completed form

The screenshot shows a form with the following fields and values:

XID	X00031504
First Name	Christopher
Last Name	Libby
Employee Class	<input type="radio"/> ADMINISTRATOR <input type="radio"/> FACULTY <input checked="" type="radio"/> STAFF
Supervisor	David Phillips
Supervisor's Title	Database Administrator
Professional Development Event	Example 1
* Event Type	ON THE JOB TRAINING
* Event Start Date	10-Apr-14
* Event Length	1
* Estimated Cost for Event	0
* Competency	PLANNING & IMPLEMENTING

Buttons at the bottom: [Return to Main Menu](#) and [Click here to submit your form!](#)

6. Once the form is complete, click the 'Click here to submit your form!' button
7. If all information was entered correctly, the following page will be displayed

The screenshot shows the same form as above, but with a message box at the top: "Your data has been successfully recorded." The "XID" field is highlighted in blue. The "Click here to submit your form!" button is now disabled.

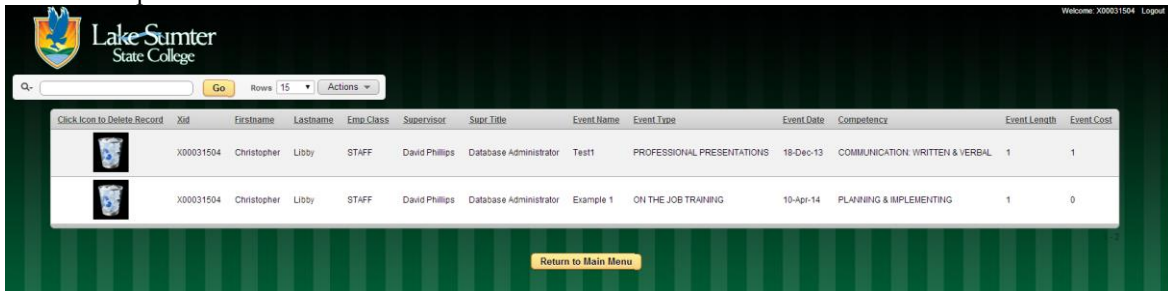
Buttons at the bottom: [Return to Main Menu](#) and [Click here to submit your form!](#)

8. Click the 'Return to Main Menu' button to return to the landing page

The landing page has a dark green background with white text. At the top, it says "LSSC Professional Development Center". Below that, it says "Employee Resources" and lists three buttons: "Enter PDC Event Data", "View Your PDC Event Report", and "View your CRN Courses taken at LSSC". Below that, it says "Supervisor Resources" and lists two buttons: "View Employees PDC Event Report" and "View Employees CRN Courses taken at LSSC".

VIEW YOUR PDC EVENT REPORT

1. 'View Your PDC Event Report' option generates a dynamic report including all events entered via the 'Enter PDC Event Data' option

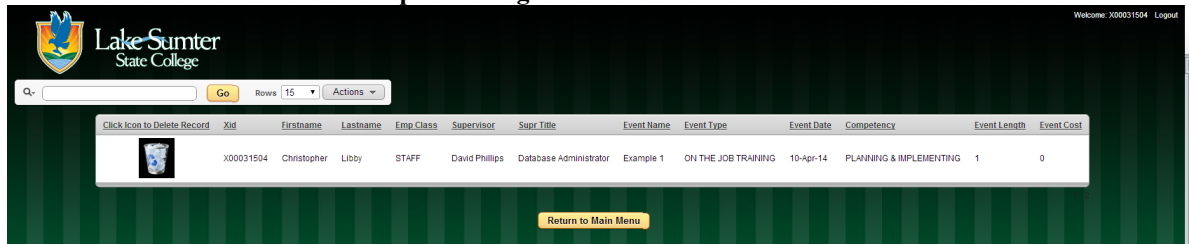


Click Icon to Delete Record	Xid	Firstname	Lastname	Emp. Class	Supervisor	Supr. Title	Event Name	Event Type	Event Date	Competency	Event Length	Event Cost
	X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	Test1	PROFESSIONAL PRESENTATIONS	18-Dec-13	COMMUNICATION: WRITTEN & VERBAL	1	1
	X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	Example 1	ON THE JOB TRAINING	10-Apr-14	PLANNING & IMPLEMENTING	1	0

2. This report includes all fields from 'Enter PDC Event Data' form, and an option to delete incorrect or invalid records

**** Be careful using the 'Click Icon to Delete Record' option
** Deleted data cannot be recovered and will need to be reentered manually if accidentally deleted**

Example of using 'Click Icon to Delete Record'



Click Icon to Delete Record	Xid	Firstname	Lastname	Emp. Class	Supervisor	Supr. Title	Event Name	Event Type	Event Date	Competency	Event Length	Event Cost
	X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	Example 1	ON THE JOB TRAINING	10-Apr-14	PLANNING & IMPLEMENTING	1	0

3. Click the 'Return to Main Menu' button to return to the landing page



VIEW YOUR CRN COURSES TAKEN AT LSSC

1. ‘View Your CRN Courses taken at LSSC’ option generates a dynamic report including all courses taken at LSSC via the PDC

The screenshot shows the Lake Sumter State College LSSC Professional Development Center interface. At the top left is the college logo and name. A search bar with a 'Go' button and an 'Actions' dropdown menu is present. The main content is a table with 13 columns: Xid, First Name, Last Name, Empl Class, Supervisor, Supr Title, Event Name, Event Type, Event Date, Competency, Event Length, and Event Cost. The table contains 17 rows of data for various PDC courses. At the bottom center, there is a yellow button labeled 'Return to Main Menu'.

Xid	First Name	Last Name	Empl Class	Supervisor	Supr Title	Event Name	Event Type	Event Date	Competency	Event Length	Event Cost
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15004 - PDC: Dealing with Job Burnout	LSSC - PDC Course	14-OCT-11	PDC - Course	1	\$0.00
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15036 - PDC: Serv Excell Staff Train 2	LSSC - PDC Course	20-OCT-11	PDC - Course	3	\$0.00
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15063 - PDC: Work-Life Balance	LSSC - PDC Course	16-SEP-11	PDC - Course	1	\$0.00
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15069 - PDC: Ed2GoPro Intro Oracle	LSSC - PDC Course	21-AUG-13	PDC - Course	24	\$0.00
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15116 - EMP: Workplace Safety	LSSC - PDC Course	18-SEP-06	PDC - Course	5	\$0.00
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15124 - PDC: Strategic Plan Forum-LE	LSSC - PDC Course	03-SEP-13	PDC - Course	1	\$0.00
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15126 - PDC: Benefits Fair - LE	LSSC - PDC Course	01-OCT-13	PDC - Course	3	\$0.00
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15132 - PDC: Empl Benefits Fair	LSSC - PDC Course	19-SEP-12	PDC - Course	3	\$0.00
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15136 - EMP: MS Access - Cmptpr Queries	LSSC - PDC Course	21-SEP-06	PDC - Course	3	\$0.00
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15141 - EMP: Exploring Student Success	LSSC - PDC Course	18-SEP-06	PDC - Course	1.5	\$0.00
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15144 - EMP: EAP & Domestic Violence	LSSC - PDC Course	24-SEP-07	PDC - Course	1	\$0.00
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15152 - EMP: Cont. Process Improvement	LSSC - PDC Course	25-SEP-07	PDC - Course	1.5	\$0.00
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15172 - EDQ: Copyright and Fair Use	LSSC - PDC Course	24-OCT-08	PDC - Course	5	\$0.00
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15173 - EDQ: FERPA	LSSC - PDC Course	03-DEC-08	PDC - Course	5	\$0.00
X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	15174 - EDQ: Stress Management	LSSC - PDC Course	29-OCT-08	PDC - Course	2	\$0.00

2. This report includes additional data to match the format of the ‘View Your PDC Event Report’ to provide easy merging of reports
3. Click the ‘Return to Main Menu’ button to return to the landing page

The screenshot shows the LSSC Professional Development Center landing page. The title is 'LSSC Professional Development Center'. Below the title, there is a section for 'Employee Resources' with three buttons: 'Enter PDC Event Data', 'View Your PDC Event Report', and 'View your CRN Courses taken at LSSC'. Below that, there is a section for 'Supervisor Resources' with two buttons: 'View Employees PDC Event Report' and 'View Employees CRN Courses taken at LSSC'.

SUPERVISORS RESOURCES

View Employees PDC Event Report

Click Icon to Delete Record	Xid	Firstname	Lastname	Emp Class	Supervisor	Supr Title	Event Name	Event Type	Event Date	Event Length	Event Cost	Competency
	X00031504	Christopher	Libby	STAFF	David Phillips	Database Administrator	Example 1	ON THE JOB TRAINING	10-Apr-14	1	0	PLANNING & IMPLEMENTING

[Return to Main Menu](#)

This report includes all fields from ‘Enter PDC Event Data’ form, and an option to delete incorrect or invalid records, for all faculty/staff which you supervise

**** Be careful using the ‘Click Icon to Delete Record’ option
** Deleted data cannot be recovered and will need to be reentered manually if accidentally deleted**

1. Click the ‘Return to Main Menu’ button to return to the landing page



2. Select “View Employees CRN Course taken at LSSC”

View Employees CRN Courses taken at LSSC

Xid	First Name	Last Name	Emp Class	Supervisor	Supr Title	Event Name	Event Type	Event Date	Competency	Event Length	Event Cost
X00055819	Steven	Fowler	STAFF	David Phillips	Database Administrator	25119 - PDC Negotiation/Conflict/NonSup	LSSC - PDC Course	21-FEB-14	PDC - Course	1.5	\$0.00
X00055819	Steven	Fowler	STAFF	David Phillips	Database Administrator	25257 - PDC O.N.E. Program-JAN	LSSC - PDC Course	31-JAN-13	PDC - Course	2	\$0.00
X00055819	Steven	Fowler	STAFF	David Phillips	Database Administrator	25214 - PDC Health Fair 2013 - LE	LSSC - PDC Course	28-FEB-13	PDC - Course	3	\$0.00
X00055819	Steven	Fowler	STAFF	David Phillips	Database Administrator	25157 - PDC Valuing Differences - LE-7	LSSC - PDC Course	15-MAR-13	PDC - Course	2.5	\$0.00
X00055819	Steven	Fowler	STAFF	David Phillips	Database Administrator	15117 - PDC Info to Project Mgmt	LSSC - PDC Course	24-OCT-13	PDC - Course	3	\$0.00
X00055819	Steven	Fowler	STAFF	David Phillips	Database Administrator	15124 - PDC Strategic Plan Forum-LE	LSSC - PDC Course	03-SEP-13	PDC - Course	1	\$0.00
X00055819	Steven	Fowler	STAFF	David Phillips	Database Administrator	15126 - PDC Benefits Fair - LE	LSSC - PDC Course	01-OCT-13	PDC - Course	3	\$0.00
X00093294	Brad	Fox	STAFF	David Phillips	Database Administrator	15117 - PDC Info to Project Mgmt	LSSC - PDC Course	24-OCT-13	PDC - Course	3	\$0.00
X00093294	Brad	Fox	STAFF	David Phillips	Database Administrator	25119 - PDC Negotiation/Conflict/NonSup	LSSC - PDC Course	21-FEB-14	PDC - Course	1.5	\$0.00
X00093294	Brad	Fox	STAFF	David Phillips	Database Administrator	15126 - PDC Benefits Fair - LE	LSSC - PDC Course	01-OCT-13	PDC - Course	3	\$0.00
X00093294	Brad	Fox	STAFF	David Phillips	Database Administrator	35084 - PDC O.N.E. Program - JUNE	LSSC - PDC Course	03-JUN-13	PDC - Course	2	\$0.00
X00080014	Nicholas	Kemp	STAFF	David Phillips	Database Administrator	15115 - PDC Info to Project Mgmt	LSSC - PDC Course	26-OCT-12	PDC - Course	3	\$0.00
X00080014	Nicholas	Kemp	STAFF	David Phillips	Database Administrator	15113 - PDC Info MG Project 2010	LSSC - PDC Course	06-NOV-12	PDC - Course	5	\$0.00
X00080014	Nicholas	Kemp	STAFF	David Phillips	Database Administrator	15093 - PDC Work-Life Balance	LSSC - PDC Course	19-SEP-11	PDC - Course	1	\$0.00
X00080014	Nicholas	Kemp	STAFF	David Phillips	Database Administrator	15036 - PDC Serv Excell Staff Train 2	LSSC - PDC Course	29-OCT-11	PDC - Course	3	\$0.00
X00080014	Nicholas	Kemp	STAFF	David Phillips	Database Administrator	15034 - PDC Dealing with Job Burnout	LSSC - PDC Course	14-OCT-11	PDC - Course	1	\$0.00
X00080014	Nicholas	Kemp	STAFF	David Phillips	Database Administrator	15126 - PDC Benefits Fair - LE	LSSC - PDC Course	01-OCT-13	PDC - Course	3	\$0.00
X00080014	Nicholas	Kemp	STAFF	David Phillips	Database Administrator	15139 - PDC Art of Effective Coaching	LSSC - PDC Course	02-NOV-12	PDC - Course	1.5	\$0.00
X00080014	Nicholas	Kemp	STAFF	David Phillips	Database Administrator	15174 - PDC Financial Freedom Seminar	LSSC - PDC Course	09-NOV-11	PDC - Course	1	\$0.00
X00080014	Nicholas	Kemp	STAFF	David Phillips	Database Administrator	25023 - PDC Achieving Success	LSSC - PDC Course	25-MAR-11	PDC - Course	1.5	\$0.00
X00080014	Nicholas	Kemp	STAFF	David Phillips	Database Administrator	25085 - PDC Motivating & Understanding	LSSC - PDC Course	15-APR-11	PDC - Course	3	\$0.00
X00080014	Nicholas	Kemp	STAFF	David Phillips	Database Administrator	25119 - PDC Negotiation/Conflict/NonSup	LSSC - PDC Course	21-FEB-14	PDC - Course	1.5	\$0.00
X00080014	Nicholas	Kemp	STAFF	David Phillips	Database Administrator	25131 - PDC SharePT Staff Online-JAN	LSSC - PDC Course	18-JAN-12	PDC - Course	1	\$0.00
X00080014	Nicholas	Kemp	STAFF	David Phillips	Database Administrator	25131 - PDC Wellness Fair LE	LSSC - PDC Course	09-FEB-11	PDC - Course	3	\$0.00
X00080014	Nicholas	Kemp	STAFF	David Phillips	Database Administrator	25139 - PDC Meeting Mgmt Seminar	LSSC - PDC Course	12-MAY-11	PDC - Course	1	\$0.00

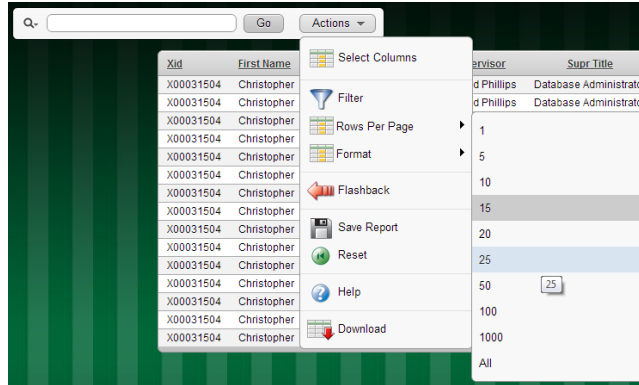
[Return to Main Menu](#)

This report includes all PDC courses taken at LSSC for all faculty/staff which you supervise and additional data to match the format of the ‘View Your PDC Event Report’ to provide easy merging of reports

ADVANCED REPORT FEATURES

Rows per page:

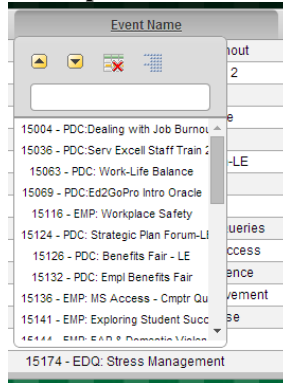
1. Click the Actions drop down
2. Click 'Rows Per Page'
3. Select number of rows to be returned



Sorting and Filter by Column title:

1. Click on the Column title you would like to use to sort or filter the report

Example: Event Name



Sorting:



sort report by selected column in ascending order



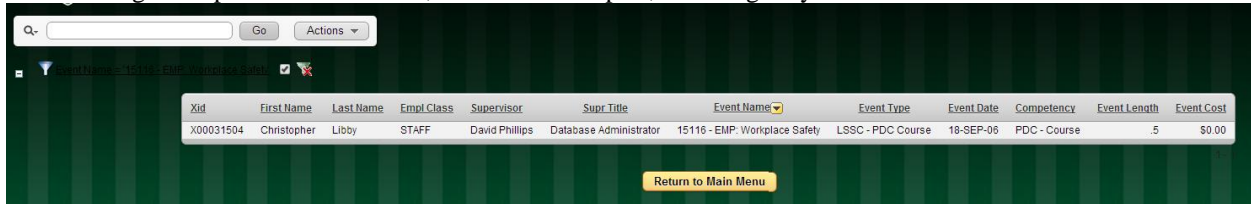
sort report by select column in descending order




Do not use these unless you are practicing in the TEST instance

Filtering:

Clicking on a specific Event Name, will filter the report, returning only events that match the select name



To remove the filter and return all records, click the  icon