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

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 supervise

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

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

Example of ‘Event Length’ help

5. ‘Competency’ drop down contains the following options

Example of ‘Competency’ drop down content
Example of completed 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

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

![Image of PDC Event Report]

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’

![Image of Click Icon to Delete Record]

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

![Image of Main Menu]

Page 5 of 8
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

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
SUPERVISORS RESOURCES

View Employees PDC Event Report

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

View Employees CRN Courses taken at LSSC

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