



TRACKS FOR ELEARNING - ROLES  
2020

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# Contents - Role Based eLearning Tracks

The following eLearning training tracks have been created with roles in mind that are found in a manufacturing business. Each track includes all courses listed below the role title.

These tracks are available under the “Role Based eLearning Tracks” on the eLearning Platform and were created to enable easier user navigation while providing an overview for the user in a simple format. Quizzes are available at the end of each topic within the tracks listed.

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## Role Based eLearning Tracks

### Getting Started

This track includes the following modules applicable for any job position. The associated lessons are presented in the following order with quizzes at the end of each topic:

1. BASIC NAVIGATION
2. SMART PAGE
3. ON BOARDING CUSTOMER BASICS FOR ELEARNING
4. 101 TROUBLESHOOTING

### Maintenance Technician

This track includes the following modules and their associated lessons in the following order:

1. SHOP CALENDAR -CONFIGURE
2. IQRF
3. WMSIQ
4. MRO – MAINTENANCE, REPAIR, OVERHAUL

### Machine Operator

This track includes the following modules and their associated lessons in the following order:

1. IQRF
2. WMSIQ
3. MRO – MAINTENANCE REPAIR OVERHAUL
4. REALTIME SETUP AND PRODUCTION MONITORING
5. SHOP DATA

## Production Manager

This track includes the following modules and their associated lessons in the following order:

1. BOM - CONFIGURATION
2. WORK CENTERS – CREATION & CONFIGURATION
3. WORK ORDERS
4. SHOP CALENDAR - CONFIGURATION
5. FORECAST
6. FINITE SCHEDULING
7. REALTIME SETUP & PRODUCTION MONITORING
8. REALTIME PROCESS MONITORING
9. SHOPDATA
10. PRODUCTION REPORTING

## Inventory Manager

This track includes the following modules and their associated lessons in the following order:

1. INVENTORY ITEM CREATION
2. INVENTORY – AKA BUYING
3. INVENTORY – TRANSACTIONS & LOCATIONS
4. BILL OF MATERIAL CONFIGURATION
5. OUTSOURCING
6. PHYSICAL INVENTORY
7. LABEL DESIGNER & HIERARCHY
8. PRODUCTION REPORTING
9. PURCHASE ORDERS – CREATE & RECEIVE
10. PICK TICKET OVERVIEW
11. PACKING SLIP OVERVIEW
12. CUSTOMER RMA'S
13. VENDOR RMA'S

## Material Handler

This track includes the following modules and their associated lessons in the following order:

1. DAILY MATERIAL STAGING REQUIREMENTS
2. PHYSICAL INVENTORY
3. IQRF
4. WMSIQ
5. LABEL DESIGNER & HIERARCHY

## Purchasing & Receiving

This track includes the following modules and their associated lessons in the following order:

1. MATERIAL EXCEPTION LIST
2. DAILY MATERIAL STAGING REQUIREMENTS
3. FORECAST
4. VENDOR MAINTENANCE
5. PURCHASE ORDERS – CREATE & RECEIVE
6. PURCHASE ORDERS – APPROVE W/ WORKFLOW
7. PURCHASE ORDERS – EMAIL
8. VENDOR RMA

## Shipping Department

This track includes the following modules and their associated lessons in the following order:

1. BILL OF LADING (BOL)
2. PICK TICKET OVERVIEW
3. PACKING SLIP OVERVIEW
4. SHIP VIA MAINTENANCE
5. CARRIER MAINTENANCE
6. VENDOR RMA

## Customer Service or Sales Representative

This track includes the following modules and their associated lessons in the following order:

1. CTP – CAPABLE TO PROMISE
2. SALES QUOTATIONS
3. CRM – CUSTOMER RELATIONSHIP MANAGEMENT
4. SALES ORDERS – OVERVIEW
5. CUSTOMER RMA'S

## Quality Assurance Technician

This track includes the following modules and their associated lessons in the following order:

1. OVERVIEW OF QUALITY MODULE RELATIONSHIPS
2. QUALITY BASICS – TEAM MEMBERS & WORKFLOW
3. DEVIATIONS
4. ECO – ENGINEERING CHANGE ORDERS
5. CAR – CORRECTIVE ACTION REPORTS
6. DOCUMENT CONTROL – OVERVIEW
7. MRB – MATERIAL REVIEW BOARD
8. QUICK INSPECTION

## Quality Assurance Manager

This track includes the following modules and their associated lessons in the following order:

1. OVERVIEW OF QUALITY MODULE RELATIONSHIPS
2. QUALITY BASICS – TEAM MEMBERS & WORKFLOW
3. INSPECTION SETUP
4. QUICK INSPECTIONS
5. DOCUMENT CONTROL 1- CREATE A LIBRARY
6. DOCUMENT CONTROL 2 – ADDING DOCUMENTS
7. DOCUMENT CONTROL 3 – WORKFLOW
8. DOCUMENT CONTROL 4 – TEAM MEMBERS
9. MRB – MATERIAL REVIEW BOARD
10. ECO – ENGINEERING CHANGE ORDER
11. CAR – CORRECTIVE ACTION REPORTS
12. DEVIATIONS

## CEO/CFO/COO – High Level Management

This track includes the following modules and their associated lessons in the following order:

1. BASIC NAVIGATION
2. SMART PAGE
3. ON BOARDING CUSTOMER BASICS FOR ELEARNING

## Human Resources Manager

This track includes the following modules and their associated lessons in the following order:

1. CRM – CUSTOMER RELATIONSHIP MANAGEMENT
2. PAYROLL
3. WORKFORCE
4. TIME & ATTENDANCE

## System Administrator

This track includes the following modules and their associated lessons in the following order:

1. IQALERTS – ACTIONS
2. IQALERTS – GROUPS
3. SECURITY INSPECTOR – CREATE USERS
4. SECURITY INSPECTOR – SYSTEM DENY ROLE
5. TROUBLESHOOTING 101



## Controller

This track includes the following modules for a Controller role in the following order:

1. ACCOUNT TYPE MAINTENANCE
2. BANK MAINTENANCE
3. FINANCE CHARGES – CONFIGURATION
4. FINANCIAL REPORTS
5. BUDGETS
6. GENERAL JOURNAL
7. GENERAL LEDGER
8. STANDARD COSTING – SETUP
9. STANDARD COSTING – CALCULATIONS
10. AUTO EFORMS
11. IACJ - INVENTORY ACCOUNT COST JOURNAL

## Accounts Receivable

This track includes the following modules and their associated lessons in the following order:

1. AR INVOICE – OVERVIEW
2. AR INVOICE – PROCESSING
3. AR INVOICE – AUTO INVOICING
4. CASH RECEIPTS
5. CUSTOMER MAINTENANCE – OVERVIEW
6. CUSTOMER MAINTENANCE – CREDIT DATA TAB
7. CUSTOMER MAINTENANCE – CREDIT STATUS TAB
8. CUSTOMER RMA

## Accounts Payable

This track includes the following modules and their associated lessons in the following order:

1. VENDOR MAINTENANCE
2. AP – INVOICE
3. CASH DISBURSEMENTS
4. PURCHASE ORDERS – CREATE AND RECEIVE
5. VENDOR RMA