DIGITAL HRMS

Digital HRMS Training Module

Remotely Manage Every Employee Training Requirement on a Single Platform

Software Suggest — Pioneer Of Progress — 2025

Software Suggest — Highest Review — 2024

Software Suggest — Easy Usability — WINTER 2024

Software Suggest — Faster Growing Software Products — WINTER 2023

Software Suggest — Best Value Software — WINTER 2022

Software Suggest — Easiest Admin — 2021

BEST VALUE — Software Suggest — 2020

INDEX

A SINGLE MODULE FOR ALL YOUR TRAINING REQUIREMENTS

Training + **Conference Room Booking** + **My Details** + **Employee Management & Pre-Onboarding** + **Admin Configuration**
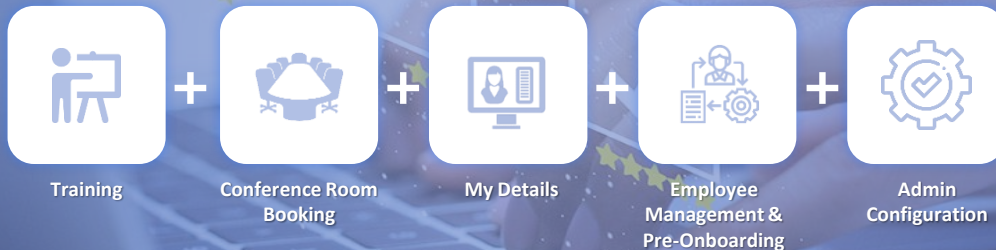
Get the Flexibility to Choose More Modules & Build your Customized Platform for every HR function.

Survey	Self Service	Asset Mapping	Leave & Attendance	Timeport	Policy	Violations & Occurrence	Recruitment	Performance Assessment	Resource Allocation

Separation	Travel	Conference Room Booking	Expense & Reimbursements	Task Management	Confirmation Assessment	Advances	User Manual	Mobile App	Payroll
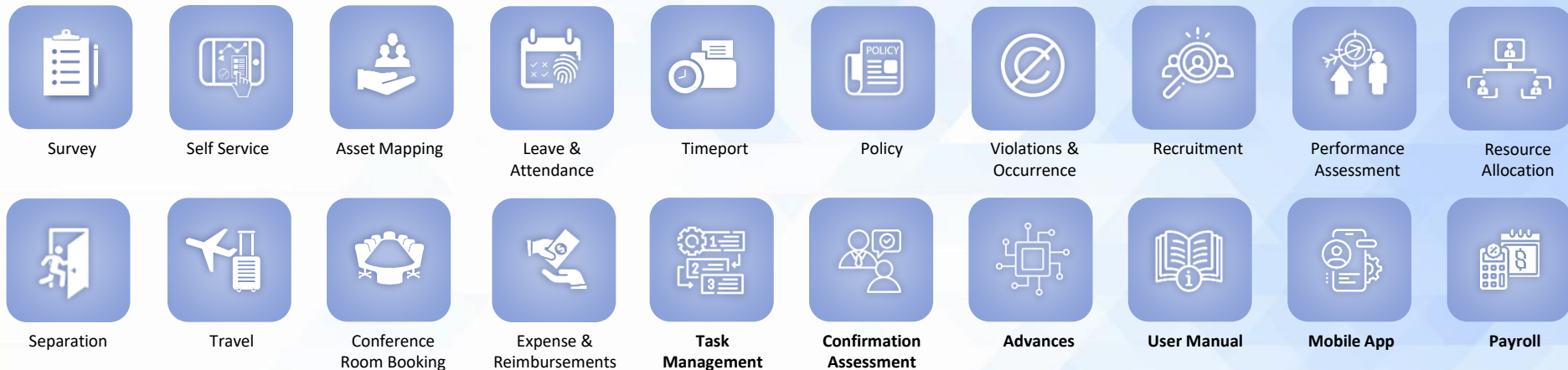
CORE MODULES IN THE TRAINING PACKAGE

Admin Configuration

Employee Management

My Details

Training

Conference Room Booking
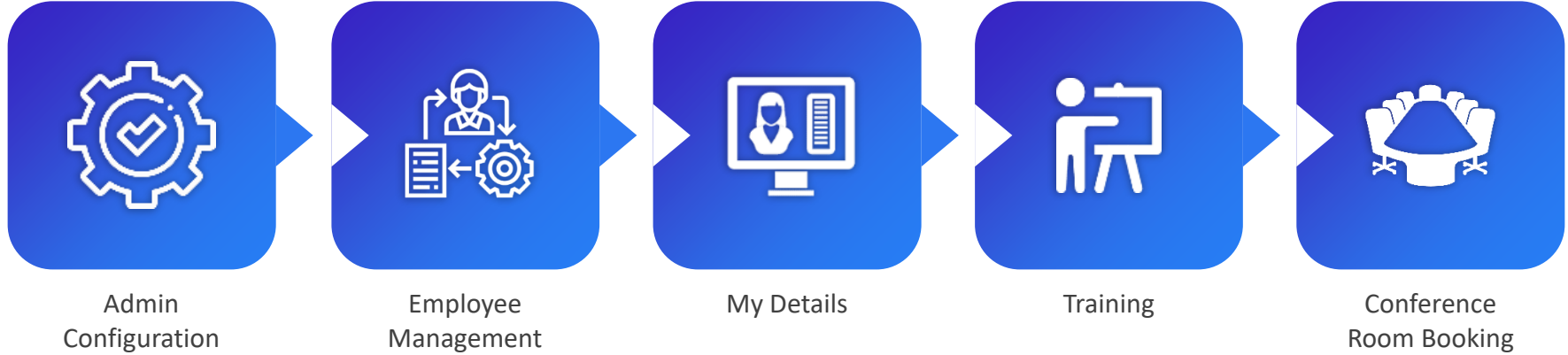
TRAINING MODULE OVERVIEW

Different Roles With Training Module – Employee, Manager, TDT/HR, Admin

Training Need Identification

Identifying & Assigning Internal & External Trainers

Publishing Training Calendars

Email Notifications to Audiences

Managing Employee Nominations & Approvals

Scheduling Classroom or Online Training Sessions & Managing Pre-Requisites

Managing Training/Trainer's Feedback & Survey

Monitoring & Tracking the Learning Matrices

KEY FEATURES

General Data Protection Regulation (GDPR) Compliant

Available On-Cloud (Azure), On-Premise & Mobile (Android & IOS)

Multi Level Graphical Dashboards

Multi Format Audio & Video Content Support

Training Analytics & Reports

Multi Channel Training Capabilités (Classroom /Online/On-Job)

Training Effectiveness Tracking

Dynamic Workflows & Role-Based Access

Data Encryption using 256-bit SSL encryption software

TRAINING PROCESS OUTLINE

Here's the outline of the Training Process with role-based access information for each stage.

Training Analytics

Training Need Identification (TNI)

Monitoring & Tracking the Learning Matrices

Assigning Internal & External Trainers

Managing Employee Nominations

Publishing Training Calendars

Scheduling Trainings

BUILDING BLOCKS OF THE TRAINING MODULE

The Training Module consists of several components that are accessible to different users based on the access granted for each role, such as Employee, Manager, HR and Admin.
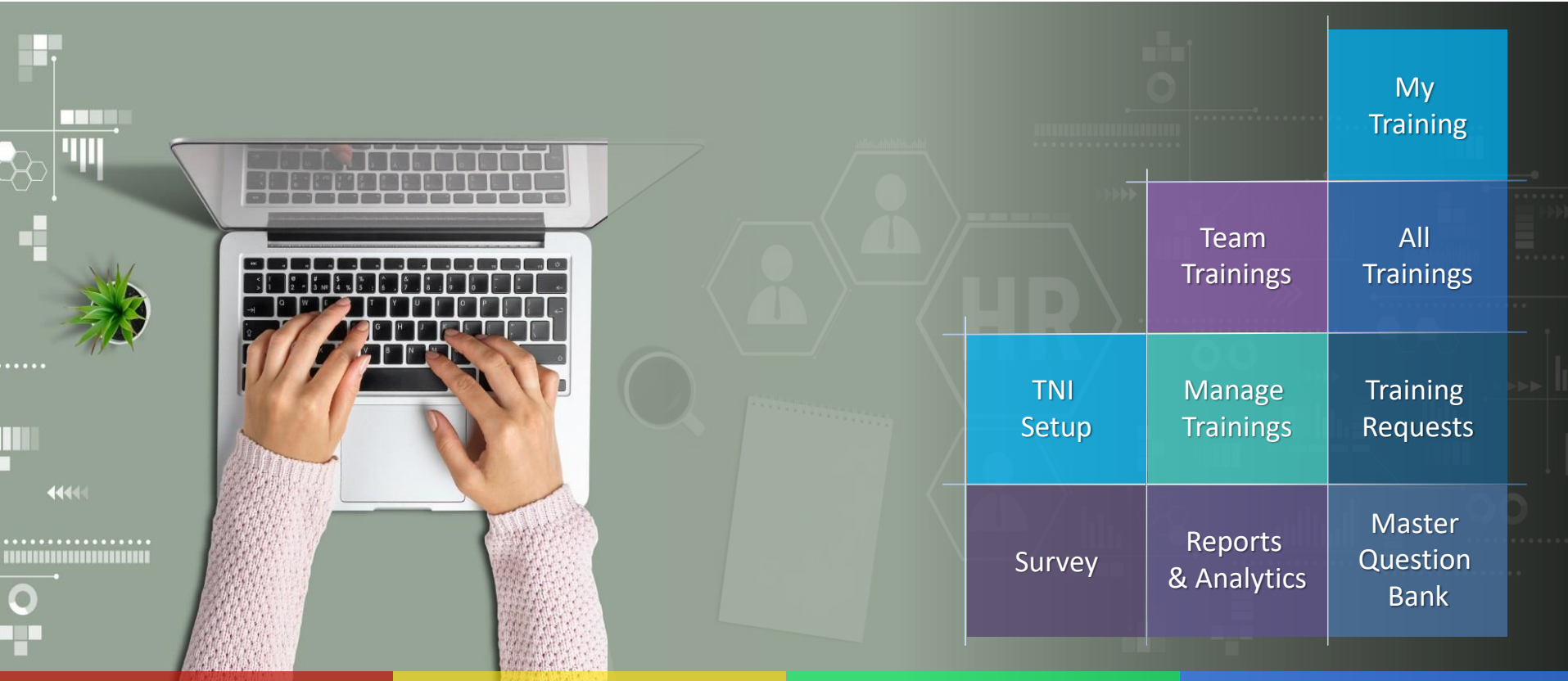
MY TRAINING

Under My Trainings tab, Training Admin can add and manage trainings. The Training Admin has the option to add trainings, view the status of approvals and manage trainings by logging in to Digital HRMS

My Trainings

Able to check Training already enrolled for or assigned, Dashboard for Training Hours, Online/Classroom training

Team Training

Can track trainings team members has enrolled or nominated for

All Trainings

Able to check all trainings initiated by Training Dept. Enroll/Unenroll options, Training Search Filter, Dashboards for nomination status, Training Category, Online/Classroom training.

Training Requests

Manager or HR can able to request for Adhoc training for team and employees other than TNI or already scheduled trainings.

Manage Trainings

Able to edit or manage existing scheduled trainings.

TRAINING NEEDS IDENTIFICATION (TNI) SETUP

TNI Setup section allows the Training Admin to identify and manage the training needs of the organization

Manage TNI - Training Admin can setup TNI for employees

- TNI Requests from Employee

  - TNI Requests from BU

    Heads/Managers

  - TNI Requests from HR

    Department

Manage Goal Setting - Training Admin can manage the training goals for every employee in the organization.

- Total mandatory Training Hours

  - Mandatory Trainings for

    Employees

MASTER QUESTION BANK

The Training Admin can add or edit the questionnaires using the Master Question Bank option and use it for Training or Trainer Assessment or even the Feedback & Survey

To create questionnaire for training Survey

Pre & Post training assessments

Add Questions under question category- Assessment, Feedback

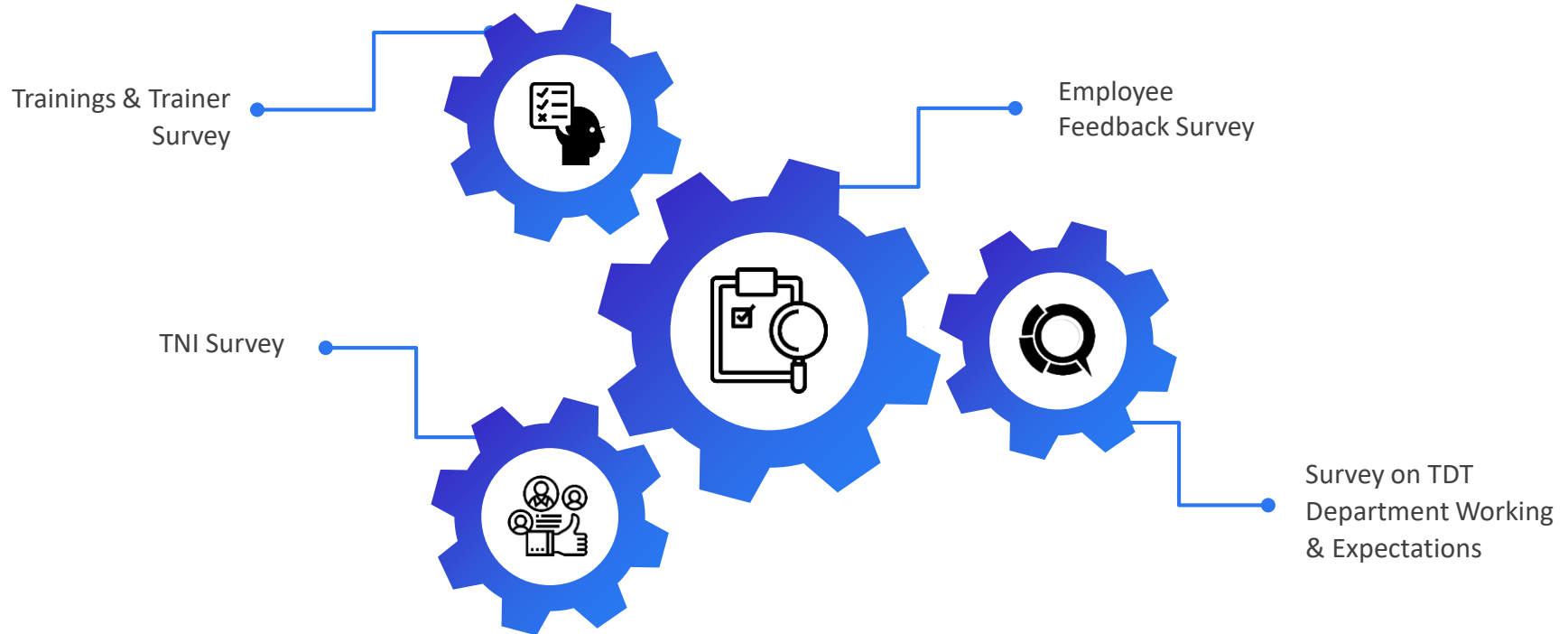Training/Trainer Feedback questionnaire

To manage forms for TNI Survey

Question topic can be configured based on the requirement

Answer type can be Single option, Multiple Option and Descriptive

SURVEY

Training Admin can create Survey for Training, Trainers, Participants & even the training program through this option. There is also the option to choose questionnaires

Trainings & Trainer Survey

Employee Feedback Survey

TNI Survey

Survey on TDT Department Working & Expectations

REPORTS

The Reports section allows the Training Admin to search for various types of reports at different levels e.g. Employee, Manager, HR & Organization

- My Trainings
- Team Trainings
- Training Evaluation
- Feedback Evaluation
- Feedback Analysis Tracker
- Training Wise Tracker
- Advance Report
- Training Survey Feedback
- TNI Survey Report
- Trainer Report

DASHBOARDS

Graphical dashboards for users are also an integral part of the Training Module, and the information on the dashboard is defined based on the role and permissions granted
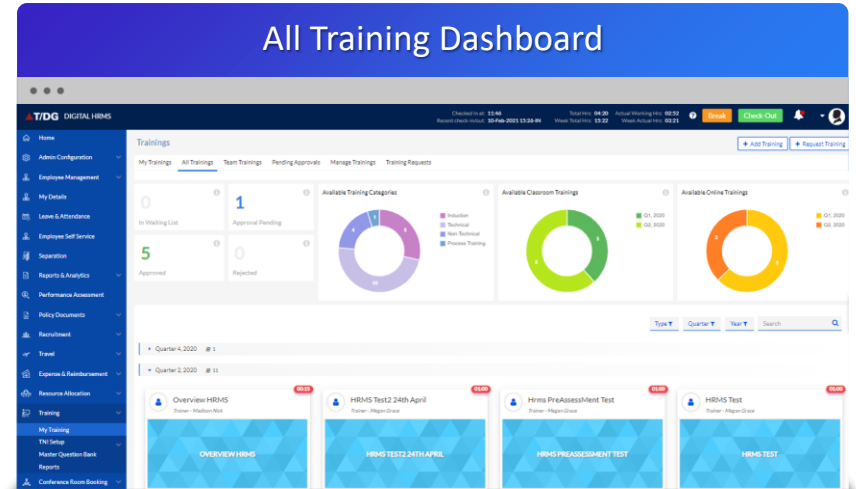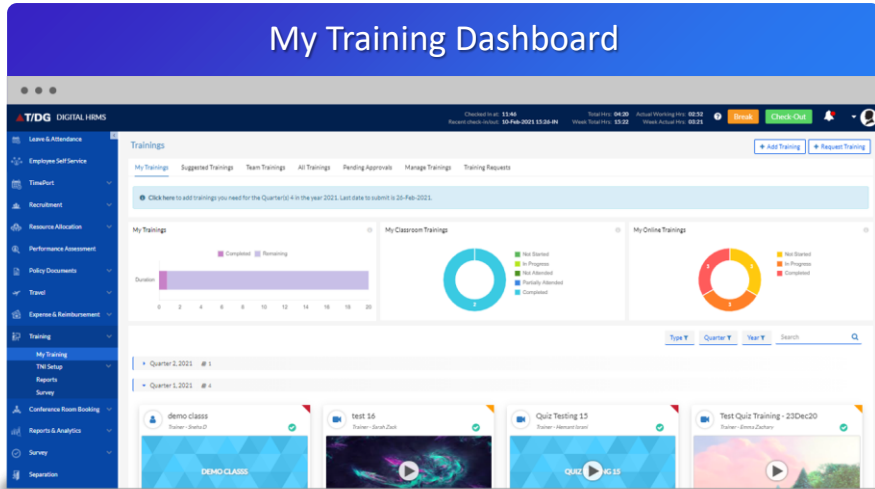
TRAINING CALENDAR

The Training arranged by the Talent Development Team. Users can filter the trainings based on the parameters mentioned: Calendar allows users to filter the training sessions

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Type Classroom/ Online	Quarters – Quarter 1/2/3/4	Year 2020/2021 etc.	Training Enrollment through Calendar
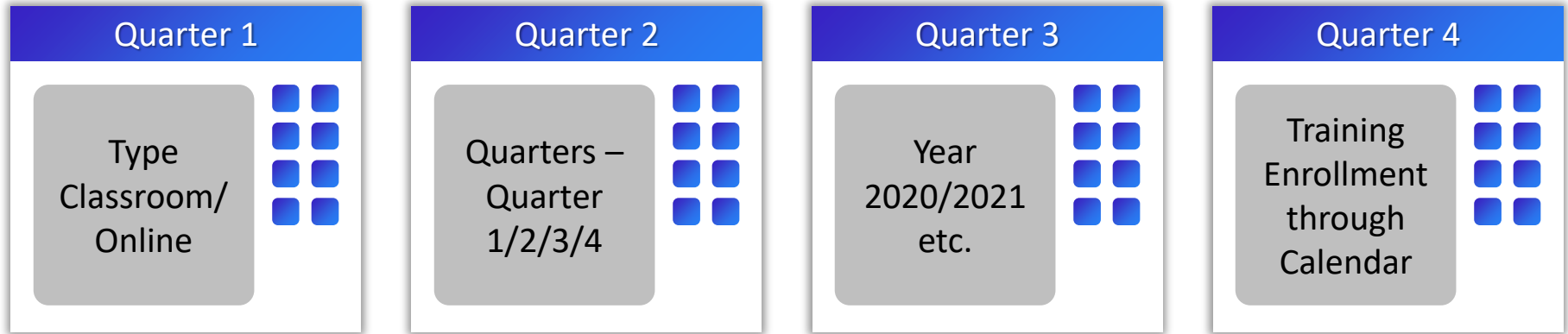
ROLE BASED ACCESS

Under the Training Module, we have multiple Logins/Roles – Employee, Manager, HR & Admin. Each of the following 4 roles has access to respective set of functionalities.

EMPLOYEE LOGIN

The Employee login in the Training module, provides User access to the following:

```
My Trainings    All Trainings    TNI Request    Option to
                                 by Employee    Enrol for
                                                Training
```

```
Can check    Number of    Training     Trainer      Training
Type of      Seat         Contents     Details      Duration
Training     available
```

```
Training
Dashboards
```

```
Training      My           My Online    All Training    Training
Duration      Classroom    Training      Dashboard       Calendar
              Training
```

MANAGER LOGIN

Manager login in the Training Module provides the User access to the following:

HR & TRAINING DEPARTMENT LOGIN

Under My Trainings tab, Training Admin can add and manage trainings. The Training Admin has the option to add trainings, view the status of approvals and manage trainings by logging in to Digital HRMS.

My Trainings | All Trainings | Team Training | Pending Approval | Manage Training | Training Request | TNI Setup

Manage TNI | Manage Goal Setting

Dashboards

My Training | My Classroom Training | My Online Training | Available Training Category | Nomination Dashboard
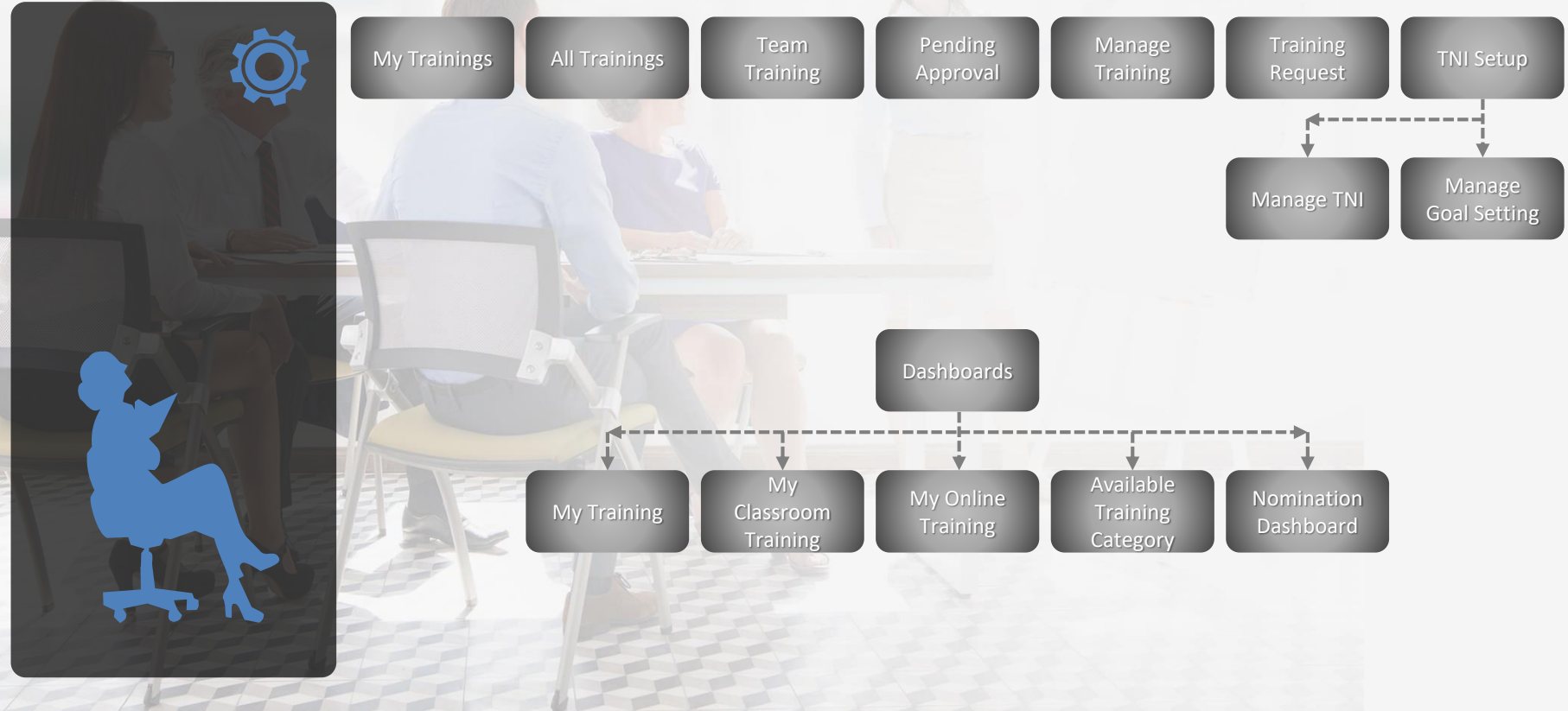
ADMINISTRATION LOGIN

Administration Login will be useful for defining user permissions, workflow management and Training Module accessibility.

Access Right Management

Workflow Management

Training Option Setup

Training Permission Setup

GO MOBILE WITH YOUR HR PROCESSES

Discover Digital HRMS App on
Google Play & App Store
with advanced features for mobile users.

- Check My Trainings and All Training Section
- Enroll/Unroll Training through App
- Manager can approve/reject nomination
- Attend and Watch online trainings as video playback
- Check or track all trainings Calendar
- Check progress through Dashboards

Geo Fencing

Timesheet Recorder

Fingerprint Signature

Voice Command

Chat Bot

Face Recognition

Download on the **App Store**

GET IT ON **Google Play**

Login with your fingerprint

Login with your fingerprint stored on your phone to get faster, easier access to your hrms app

TURN ON TOUCH ID

9:41

← Trainings

My Trainings   All Trainings   Team Trainings

Available Online Trainings

- Q2, 2019
- Q3, 2019

Quarter 4, 2019

Quarter 3, 2019

Tech Awareness for Non-Techies
Trainer - Brajendu Behera

TECH AWARENESS FOR NON-TECHIES

Trainings

My Trainings   All Trainings   Team Trainings

My Training Goal

Completed   Remaining

10   20   30   40

Training Duration

My Classroom Trainings

- Not Started
- In Progress
- Not Attended
- Partially Attended
- Completed

My Online Trainings

OUR SELECT CLIENTELE

OUR SELECT CLIENTELE
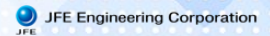
MULTIPLE INDUSTRIES. ONE HR SOLUTION

HEALTH CARE

IT / ITES

AUTOMOBILE

EDUCATION

REAL ESTATE

MANUFACTURING

RECRUITMENT AGENCY

CONSULTANCY FIRM

MEDIA & PUBLISHING

FACILITY MANAGEMENT

DEALERS & DISTRIBUTORS

BANKING & FINANCIAL SERVICES

HOSPITALITY

UTILITIES

PHARMA

And many more other industries to which we cater HRMS as a solution.

ABOUT US

Digital HRMS is an one-stop solution for all HR needs. It is a modular customizable HR software platform, developed by T/DG, that empowers your workforce, simplifies your operations and drives your business goals. For more information, visit www.digitalhrms.com

The Digital Group (T/DG) is a MNC and leading provider of a broad range of Information Technology services having software products across domains like HR, enterprise search, automation testing, telehealth, and more. It was incorporated in 1999 and Head-Quartered at Princeton, US. T/DG is a CMMI 5 level company with 1000+ employees and has IT Service Projects & Products as major business. For more information, visit www.thedigitalgroup.com

Awards & Certifications

| Pioneer Of Progress 2025 | Highest Review 2024 | Easy Usability 2024 | Faster Growing Software Products WINTER 2023 | Best Value Software WINTER 2022 | Easiest Admin 2021 | BEST VALUE 2020 |

TUV NORD ISO 9001 — Quality Management System

TUV NORD ISO 22301 — Business Continuity Management System

TUV NORD ISO 20000-1 — Information Technology Service Management

TUV NORD ISO 27001 — Information Security Management System

TUV NORD ISO 27701 — Privacy Information Management System

TUV NORD ISO 42001 — Artificial Intelligence Management System

CMMISVC/5℠

CMMIDEV/5℠

SSAE 18 — SOC 2 Type II Audit Completed

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