

CMS Online Overview

Version 4.40

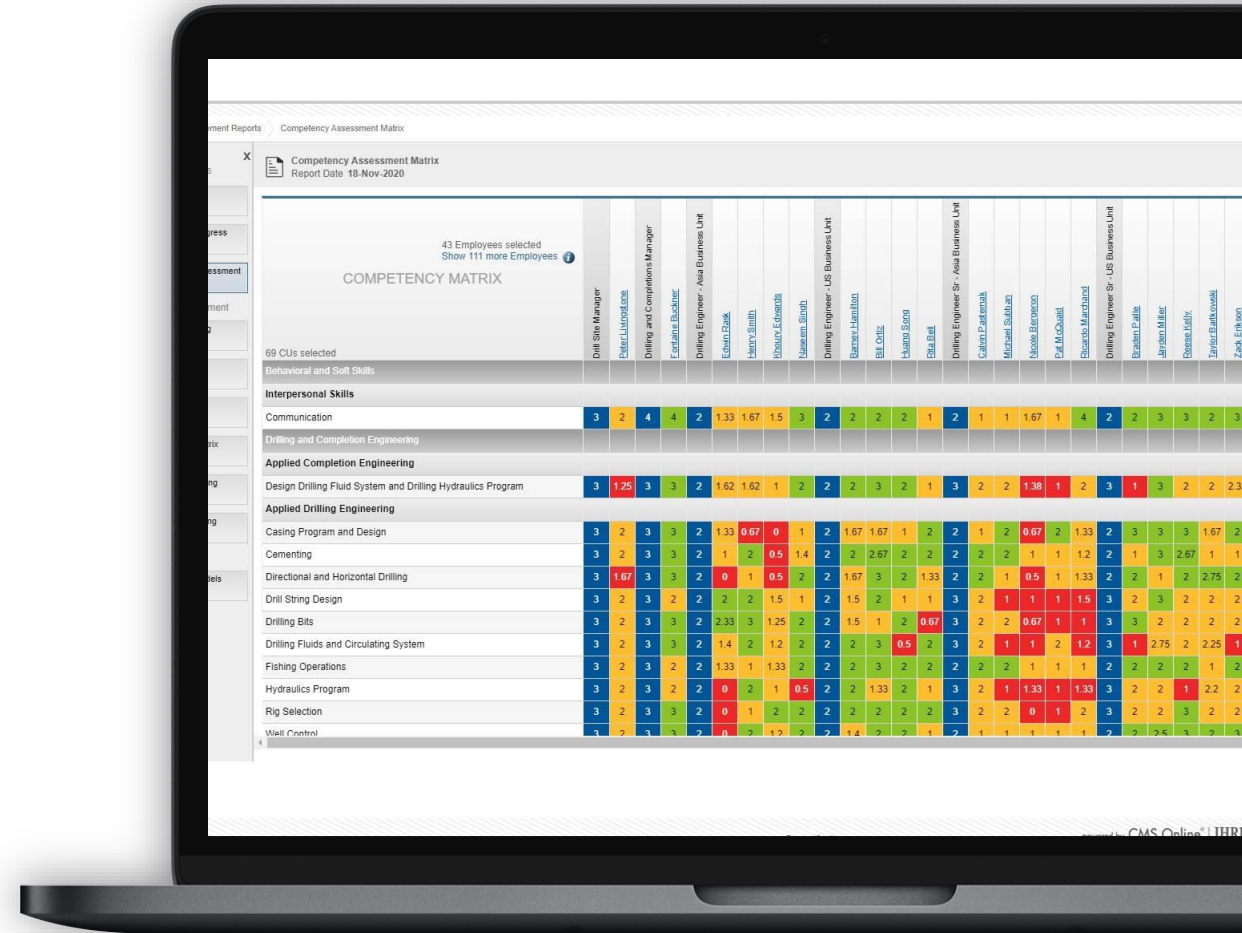
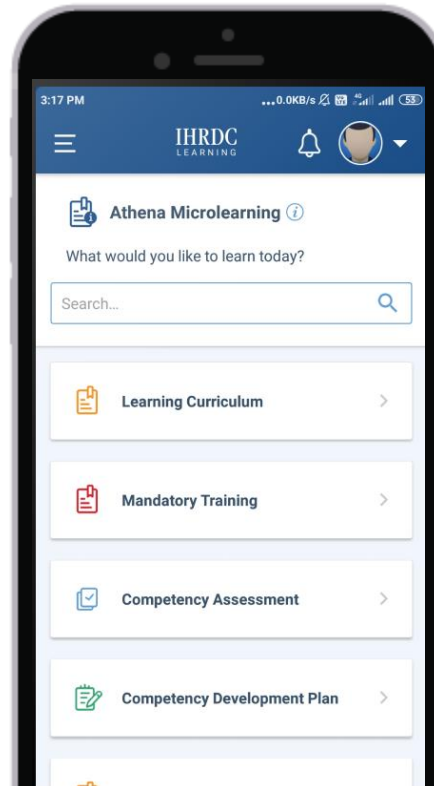
March 2026



iOS



Android



CMS Online Product Features

Cloud-based



Responsive Design



User-friendly interface



CMS Online 4x is backed by IHRDC's 55+ years of industry experience and comprehensive competency content!

Multi-Language Interface



Reporting Tools



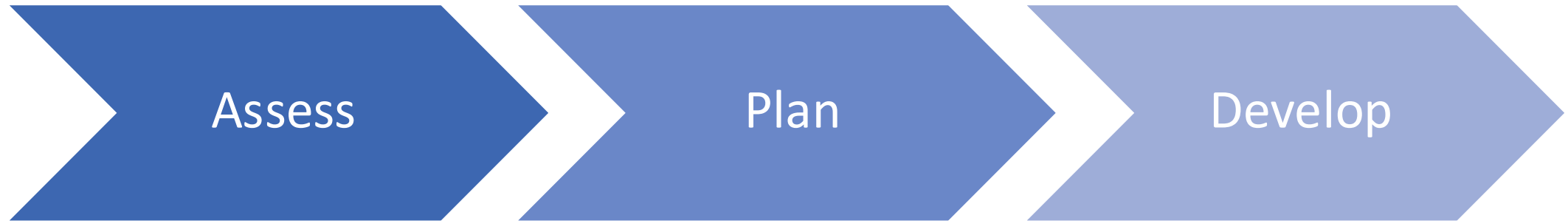
Powerful Assessment Tools



Dual Language Skill Definitions



CMS Online Enables Learning and Assessment Process

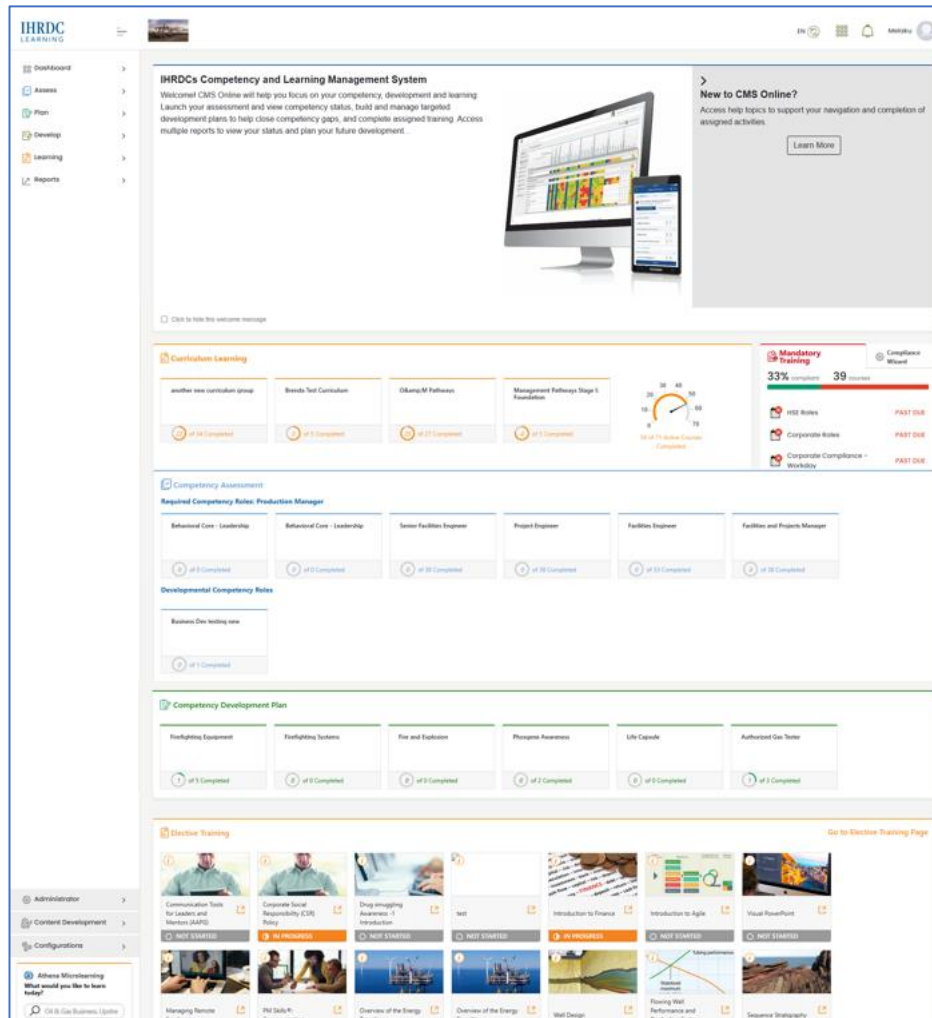


- Provides a comprehensive assessment process including self-assessment, supervisor and qualified assessor assessments
- Determines competency skill gaps for each employee through assessment process
- Generates reports that provide an overview of the workforce's strengths and areas of vulnerability

- Allows employees to review their competency profile and build competency development plans
- Mentors may support the process by building plans on employees' behalf
- Supervisors can then approve or reject the plans and provide feedback and comments

- Once competency development plans are approved, employees can start the learning process
- When ready, employees can initiate the reassessment process to close skill gaps
- Supervisors can keep track of the employee learning progress throughout

Dashboard



The single launch point for CMS Online!

- ✓ Competency Assessment & Gap Analysis
- ✓ Training Resources & Development
- ✓ Curriculum Training Pathways
- ✓ Management and Individual Reports
- ✓ Competency Content of 4,000+ Topics

Assess - My Assessment

Employee performs a self-assessment against each competency unit within each competency role assigned to their job title. They indicate their level of proficiency and can upload work products as evidence to help support their current level

Key Functions:

- Assessment details
- Toggle between competency roles
- Assess one competency unit at a time
- Multi-level skill statements
- View all matched learning resources
- Comments & evidence
- Optimized for tablet and smartphone
- Provide assessment process feedback

Dashboard > My Assessment

ASSESS > PLAN > DEVELOP

Assess Phase: My Assessment

Melaku Test
Production Manager
[Assessment Details](#)

COMPETENCY ROLE
IT Manager

ASSESSMENT STATUS
6 of 6 CUs Assessed

View Competencies: All Incomplete Assessment Missing Required Evidence

Core Competencies

Operations Management

Sub Library	Competency Unit	Status	Evid	Attach
Integrity	Asset Integrity Management	✓	📎	📎
	Offshore Integrity Systems Management	✓	📎	📎
	Well Integrity Management	✓	📎	📎
	Integrity Management for Operations	✓	📎	📎
Management Processes	Process Safety Management	✓	📎	📎
	Project Management Orientation	✓	📎	📎

COMMENTS & EVIDENCE (Overall)

Assess Phase: Competency Unit Assessment

Melaku Test
Production Manager
Primary Supervisor: Tom Supervisor

COMPETENCY ROLE
IT Manager

ASSESSMENT STATUS
5 of 8 CUs Assessed

Completed

11:51

Developing Others

Jim Cash - My Assessment
Field Lead Operator
Completed

Job Level Required (JLR): 4

1 Awareness 2 Basic Application 3 Skilled Application

Competency Statements

- Select All
- Share own expertise with others to support continuous learning and improvement.
- Advise guide and coach others by sharing experiences and discussing how to handle current or anticipated concerns.
- Demonstrate interest in sharing knowledge or information with peers.
- Review learning event schedules and posted information and inform others.
- Embrace all competency assessment programs as a method of personnel development.
- Use feedback questionnaires and suggestion boxes or forums to suggest development events.

Add Evidence

EVIDENCE

Description
Second level evidence
Learning: Effective Negotiations (e-Learning)
Learning: Effective Communication (e-Learning)

Assess - My Employees' Assessment

Supervisors can assess their employees against assigned job competency roles. CMS Online provides an intuitive set of screens to launch the assessments and complete the process

Key Functions:

- Employee and Supervisor Assessment status displays
- Launch assessment from Supervisor landing page
- Toggle between Competency Roles assigned to employee
- View any comments and evidence submitted by the employee
- Option to perform a blind employee assessment
- Option to assign assessment to be completed by a Secondary Supervisor

The interface includes a navigation bar with 'ASSESS', 'PLAN', and 'DEVELOP' tabs. A table lists employees and their assessment progress, with a 'View' button for each. A mobile app overlay shows a 'Competency Assessment' screen for Brenda Magennis, displaying assessment progress for various roles like 'Field Lead Operator' and 'Corporate Behavioral Core'. Other screenshots show detailed views of assessment status, including progress bars and status indicators for 'Not Assigned', 'Not Started', 'In Progress', and 'Completed'.

Assess - Assessor Assessment

A Qualified Assessor can complete an assessment after the supervisor and employee assessments have been completed. They can select specific competencies to assess after reviewing the supervisor and employee assessment results and conduct further assessment where lar

Key Functions:

- Assessor selects Competency Units (CUs) to assess
- CU assessment requirement priority
- Assessment scores and gap
- Assessor plans and communicates time, location, assessment method and other details of the assessment
- Assessor Guides available to support consistent, thorough assessments

The screenshots illustrate the following steps in the assessment process:

- Competency Unit Assessment:** Shows the assessor's profile (Yousef Qash, Electrical Technician Sr) and the specific competency unit being assessed: "DC Power Supplies".
- Assessor Guidance:** Provides detailed instructions for the assessment, including the behavior statement: "Remove DC power supply unit components and ensure replacement components meet required specification." and specific assessment notes.
- Assessor Planning:** Allows the assessor to select competency units and define assessment details such as date, time, location, and assessment methods.
- Mobile App Interface:** Shows the user navigating through the assessment process on a mobile device, with options to "Assess", "Plan", or "Develop" the assessment.

Assess – Internal Verifier

Where an organization uses an internal verifier (IV) to oversee the assessment process, CMS Online provides the ability for the IV to monitor and verify completed assessments, evidence and comments

The screenshot displays the 'Internal Verifier' dashboard in CMS Online. The top navigation bar includes 'ASSESS', 'PLAN', and 'DEVELOP' tabs. The main area shows a table of assessments for various employees, including Addis Amet and Brenda Magennis. The table columns are Employee Name, Competency Role, Assessor Name, IV Status, Assessor Plan, and Action. Brenda Magennis's assessment for 'Business Development Manager - EPC Contractor' is highlighted, showing a 'Completed' status.

Below the table, a detailed view for Brenda Magennis is shown. It includes a progress bar for 'COMPETENCY ROLE BUSINESS DEVELOPMENT MANAGER - EPC CONTRACTOR' and a table of competency units. The table columns are Info, Competency Unit, JLR, EA, SA, IAR, AA, FAR, GAP, and Competency Level. The table shows scores for various competency units, such as Communication (3), Asset Development Process (2), Leadership (3), Tenders and Contracts (4), Problem Solving (4), Decision-Making Tools and Analysis (2), Organizational Awareness (4), Strategic Planning (3), Partnering (Internal) (3), Department Objectives and KPIs (4), Visioning and Strategic Direction (3), and Developing Business Opportunities (4).

Key Functions

- Select any completed assessment to review
- View assessment results, comments & evidence, and assessment plan where applicable
- After verification is complete, IV indicates whether additional work is required by Assessor
- Assessment selected by IV and their progress display in Assessment Progress report

Assess – Auto-Assess

In cases where an assessor assessment is not required, an Administrator or certain types of Assessors can select assessments to batch auto-assess. The auto-assess is completed in place of an Assessor Assessment

Dashboard > Auto-Assess

Assess Phase: **Auto-Assess**

Select assessments and click submit to record the interim assessment result (IAR) as the final assessment result (FAR). SUBMIT

Competency Area: Technical Personnel

Employee Name	Assessment	Employee	Supervisor	Select All
Mark Buttenworth	IT Manager	✓ Completed	✓ Completed	<input type="checkbox"/>
Tom Test	Professional	✓ Completed	> In Progress	<input type="checkbox"/>
Piers Cooke-Yarborough	Subsurface Manager	✓ Completed	> Not Started	<input type="checkbox"/>
Michael Frank	Manager	✓ Completed	✓ Completed	<input type="checkbox"/>
Jillian Blauvelt	Safety Specialist	✓ Completed	> Not Started	<input type="checkbox"/>
Jack Notarangelo	Senior Petrophysicist	✓ Completed	> Not Started	<input type="checkbox"/>
Kenneth Ogle	Subsurface Engineer - Entry Level	✓ Completed	> In Progress	<input type="checkbox"/>
Jared Kapela	Subsurface Engineer - Entry Level	> In Progress	✓ Completed	<input type="checkbox"/>
Samantha Yeh	Well Engineer - Entry level	✓ Completed	✓ Completed	<input type="checkbox"/>
Kelly Nash	IT Manager	✓ Completed	✓ Completed	<input type="checkbox"/>

Key Functions

- Ability to choose one or all competency roles (assessments) provides flexibility
- Submitting will record the lower of the Employee and Supervisor assessment scores for each competency unit as the final assessment result (FAR)

Plan - My Plan

Once the assessment is complete an employee can build their Competency Development Plan based on skill gaps using pre-matched learning events to help close gaps. The employee can then submit the plan and request approval from their supervisor.

The screenshot displays the 'My Plan' interface for Melaku Test, a Production Manager. The main area shows the 'PLAN' phase of a competency development plan for the 'MANAGER' role, with an overall status of 0% completion. A 'Build Plan: Asset Integrity Management' window is open, showing a 'Target Level' progression from Awareness to Mastery, with 'Mastery' selected. The window lists recommended training, including 'SPE Process Safety & Integrity Workshop', and supplemental training. The interface also shows a 'User Actions' section with a 'Submit' button and an 'Activity Log' section.

Key Functions:

- Employee selects which CUs to add to Competency Development plan
- For each CU, the employee selects pre-matched training resources to close the gap and states how they will apply the learning back on the job
- Progress status for the selected CU
 - Not Started
 - In Progress
 - Request Approval
 - Approve
 - Reject
 - Locked

Plan – My Mentees' Plan

Mentors are assigned and can build Competency Development plans on behalf of employees

Dashboard > My Mentees' Plan

ASSESS PLAN DEVELOP

Plan Phase: My Mentees' Plan

Export to PDF Export to Excel

Drag a column header and drop it here to group by that column

Profile	Job Title	Employee N...	Competency ...	Select CUs	Competency Unit	Status	Action
HR Assistant - ...	Addis Amet	IT Manager	Select	Well Integrity Manage...	Approved	Build	
HR Assistant - ...	Addis Amet	IT Manager	Select	Integrity Management...	Approved	Build	
HR Assistant - ...	Addis Amet	IT Manager	Select	Project Management ...	Approved	Build	
HR Assistant - ...	Addis Amet	IT Manager	Select	Asset Integrity Manag...	Approved	Build	
HR Assistant - ...	Addis Amet	IT Manager	Select	Offshore Integrity Syst...	Approved	Build	
HR Assistant - ...	Addis Amet	Account Manag...		No CU Selected			
HR Assistant - ...	Addis Amet	HR Assistant - ...	Select	No CU Selected			
HR Assistant - ...	Addis Amet	Well Engineer - ...		No CU Selected			
HR Assistant - ...	Addis Amet	Professional	Select	No CU Selected			
HR Assistant - ...	Addis Amet	Senior Professi...		No CU Selected			
Supply Chain M...	Ronnie Arnold	IT Manager		No CU Selected			
Supply Chain M...	Ronnie Arnold	HR Assistant - ...		No CU Selected			
Supply Chain M...	Ronnie Arnold	Well Engineer - ...		No CU Selected			
Supply Chain M...	Ronnie Arnold	Supply Chain M...	Select	Market and Product	In Progress	Build	
Supply Chain M...	Ronnie Arnold	Supply Chain M...	Select	Strategy Development	In Progress	Build	
Supply Chain M...	Ronnie Arnold	Supply Chain M...	Select	Requisitions and Purc...	In Progress	Build	

14 Employee(s) have not started their development Plan
0 Competency Unit(s) need approval
29% of employees are ready to start training

Plan Phase Status

Not Started	In Progress	Needs Approval	Approved
14	3	5	

Filter Options:
Click on each segment bar or headline to filter the data grid

Key Functions:

- Mentor selects which CUs to add to Competency Development plan
- Mentor builds the plan and either:
 - Submits on employee's behalf
 - Notifies employee to review and submit
- Supervisor approves, modifies or rejects

Plan – My Employees' Plan

Once the draft plan has been submitted by the employee or mentor, the supervisor can modify, approve or reject Competency Development Plans for each competency unit and provide feedback and recommendations about the plan

The screenshot shows a web interface for managing employee competency development plans. At the top, there are tabs for 'ASSESS', 'PLAN', and 'DEVELOP', with 'PLAN' currently selected. Below the tabs, the page title is 'Plan Phase: My Employees' Plan'. There are buttons for 'Export to PDF' and 'Export to Excel', and a search bar. The main content is a table with columns for 'Full Name', 'CP', 'Selected CU's', 'Status', and 'View'. The table is filtered by 'Competency Role' and 'Job Title'. The data is organized into three sections based on job titles: 'Drilling Engineer', 'Geologist', and 'HR Assistant - entry level'. Each section lists employees and their selected competency units (CUs) with their current status (e.g., 'Not Started', 'In Progress', 'Approved'). A summary box on the right provides key statistics: 85 employees have not started their development plan, 2 competency units need approval, and 17% of employees are ready to start training. Below this is a 'Plan Phase Status' bar chart showing counts for 'Not Started' (85), 'In Progress' (2), 'Needs Approval' (14), and 'Approved' (17). There are also 'Filter Options' for the data grid.

Full Name	CP	Selected CU's	Status	View
Competency Role:				
Job Title: Drilling Engineer				
Matthews Ross		No CU Selected	> Not Started	
Job Title: Geologist				
Linda Mills	1	Teamwork	✓ Approved	🔍
Linda Mills		No CU Selected	> Not Started	
Linda Mills		No CU Selected	> Not Started	
Susan Smith		No CU Selected	> Not Started	
Job Title: HR Assistant - entry level				
Thy Tran -		No CU Selected	> Not Started	
Addis Amet	1	Teamwork	> In Progress	🔍
Addis Amet	1	Presentation Skills	> In Progress	🔍
Addis Amet	1	Hydraulic Fracturing	> In Progress	🔍
Addis Amet		No CU Selected	> Not Started	
Thy Tran -		No CU Selected	> Not Started	
Thy Tran -		No CU Selected	> Not Started	
Thy Tran -		No CU Selected	> Not Started	
Addis Amet		No CU Selected	> Not Started	
Addis Amet		Well Integrity Management	✓ Approved	🔍
Addis Amet		Integrity Management for Operations	✓ Approved	🔍

Key Functions:

- Employee Competency Development progress status
- Modify the plan as needed
- Approve or Reject Competency Development plan with comments

Develop – My Development

Once the supervisor approves, the employee can start working on the Competency Development Plan. As he progresses by completing the selected training and applying the learning to the job, he can log comments and evidence to help demonstrate development. Finally, the employee can indicate when he is ready to reassess

The screenshot displays the 'DEVELOP PHASE: MY DEVELOPMENT' interface for a user named Melaku Test, a Production Manager. The main section is titled 'COMPETENCY UNIT: Project Management' with a 'TARGET LEVEL: 2' and 'LARGE GAP: -1'. It is divided into three main sections: 1. TRAINING, 2. APPLICATION, and 3. READY TO ASSESS?.

1. TRAINING

Register	Info	Course Title	Course Type	Status	Add
		Introduction to EPC Project Management	Instructor-led Classroom	Complete	
		Effective Planning and Execution of Oil and Gas Projects	Instructor-led Classroom	Complete	

2. APPLICATION

Use this section to document how you will apply your learning to your job.

3. READY TO ASSESS?

By checking this option I confirm that I'm ready to assess

COMMENTS & EVIDENCE LOG

Modify	Title	Attachment
	Learning: Effective Planning and Execution of Oil and Gas Projects (Instructor-led Classroom)	
	Learning: Effective Planning and Execution of Oil and Gas Projects (Instructor-led Classroom)	
	kik	

Key Functions:

- Executes learning based on plan
- Indicates completion date
- Comments & Evidence as proof of competency
- Initiates reassessment process when ready

Develop – My Employees' Development

All through the learning process, supervisors can monitor each employee's learning progress to help keep their employees on track

The screenshot displays a web application interface for managing employee development. At the top, there are navigation tabs for 'ASSESS', 'PLAN', and 'DEVELOP', with 'DEVELOP' being the active tab. Below the tabs, the page title is 'Develop Phase: My Employees' Development'. There are buttons for 'Export to PDF' and 'Export to Excel', and a search bar.

The main content is a table with columns: Full Name, CP, Competency Role, Selected CU's, Train, Status, View, and Department. The table is grouped by job titles:

- Job Title: Drilling Engineer**
 - Mathews Ross: Unknown, No Plan, Unknown
- Job Title: Geologist**
 - Linda Mills: HR Assistant - entry level, Teamwork, 0 of 1, Not Started, Unknown
 - Linda Mills: Well Engineer - Entry level, No Plan, Unknown
 - Linda Mills: Geologist, No Plan, Unknown
 - Susan Smith: Geologist, No Plan, Legal
- Job Title: HR Assisstant - entry level**
 - Thy Tran - : Subsurface Engineer - Ent..., No Plan, Engineering
 - Addis Amet: HR Assistant - entry level, Teamwork, 0 of 1, In Progress, Operations
 - Addis Amet: HR Assistant - entry level, Presentation Skills, 0 of 1, In Progress, Operations
 - Addis Amet: HR Assistant - entry level, Hydraulic Fracturing, -, Not Started, Operations
 - Addis Amet: Well Engineer - Entry level, No Plan, Operations
 - Thy Tran - : HR Assistant - entry level, No Plan, Engineering
 - Thy Tran - : HR Assistant - entry level, No Plan, Engineering
 - Thy Tran - : Well Engineer - Entry level, No Plan, Engineering
 - Addis Amet: Senior Professional, No Plan, Operations
 - Addis Amet: IT Manager, Well Integrity Management, 0 of 1, Not Started, Operations
 - Addis Amet: IT Manager, Integrity Management for ..., 1 of 2, In Progress, Operations
 - Addis Amet: IT Manager, Project Management Orie..., 1 of 1, In Progress, Operations
 - Addis Amet: IT Manager, Asset Integrity Management, 1 of 1, In Progress, Operations

On the right side, there is a summary sidebar:

- 78 Employee(s) without a Plan
- 4 CU(s) ready for reassessment
- 9 Training Item(s) not completed
- Develop Phase Status**
 - 78 (No plan)
 - 16 (Not Started)
 - 13 (In Progress)
 - 4 (Ready to Reassess)
- Filter Options:** Click on each segment bar or headline to filter the data grid

Key Functions:

- Status for each employee's learning progress
- Competency profile for each employee
- View employee Competency Development plans

Assess – Employee Reassessment

Once the employee is ready, he initiates an assessment from the Learning cycle and a full assessment for that competency unit is completed to update the competency profile. During the assessment he can also select additional competencies to assess

ASSESS PHASE: MY ASSESSMENT

Melaku Demsis
Production Manager
[Assessment Details](#)

COMPETENCY ROLE
▼ HSE Core Competencies

ASSESSMENT STATUS
1 of 6 CUs Assessed

[Select Additional Competencies](#) SUBMIT

View Competencies: All Incomplete Assessment Missing Required Evidence Core Competencies

▼ HSE

Sub Library	Competency Unit	Criticality	Status	Evid.	Attch.
General Safety Procedures	Chemical Storage, Handling, Hazards and SDS	Normal	🕒	📄	
	Life-saving Appliances	Normal	✅	📄	
	Personal Safety Inspection	Normal	🕒	📄	
	Slip, Trip and Fall Protection	Normal	🕒	📄	
	Electrical Safety	Normal	🕒	📄	📎
	Personal Protective Equipment	Normal	🕒	📄	

COMMENTS & EVIDENCE (Overall)

Modify	Title	Competency Unit	Date	Attached By	Attachment
🔄	Assessor Assessment Submitted by Melaku Demsis		21-Nov-2024	Assessor	
🔄	Employee Assessment Submitted by Melaku Demsis		21-Nov-2024	Employee	

Key Functions:

- Employee initiates assessment for specific CU(s)
- Employee has option to select additional CUs to include in assessment
- Supervisor performs assessment on CUs employee selected
- Assessor performs assessment – with the option to select additional CUs

Career Path and Career Development

The Career Path provides employee users with a comparison view of their assessment results against requirements for all other job titles within their discipline or from selected job titles outside their discipline. Career Development then enables employees to document career goals


The screenshot displays the 'Career Path' interface for a user named Melaku Test, a Production Manager. It features two main sections: 'USER SELECTED JOB TITLES' and 'JOB LADDER FOR YOUR DISCIPLINE: PRODUCTION ENGINEERING AND OPERATIONS'. The 'USER SELECTED JOB TITLES' section shows a table with columns for Job Title, Competency Status (0% to 100%), View, and Delete. The 'JOB LADDER' section shows a list of job titles: Operations Superintendent, Production Manager (highlighted), Senior Production Engineer, Production Engineer, Field Operations Engineer, and IT Manager. An 'Add Development Goal' dialog box is overlaid on the bottom right, with the title 'Long-term goals for Operations Sugl' and a date field.

Key Functions:

- Employee can view results of current assessments and how they compare to the requirements for other jobs
- Employee can upload related attachment
- Administrator sets a hierarchy of all job titles in a job area to establish the job ladder for a discipline
- Employee can compare current results to the requirements for any other job title in the organization

Career Path

Career Path

 **Melaku Test**
Production Manager

USER SELECTED JOB TITLES Add Job Title

Export to PDF

Drag a column header and drop it here to group by that column

Job Title	Competency Status	View	Delete
IT Manager			
Production Engineer			

Fire Marshal Role

Technical Job Title

New & Updated CUs

Professional

Facilities and Process Engineer - Entry Level


HR Assistant - entry level

JOB LADDER FOR YOUR DISCIPLINE: PRODUCTION ENGINEERING AND OPERATIONS

Operations Superintendent

Target Job Title: Technical Job Title

Assessment Results - Composite View

 **Melaku Test**
Production Manager

TARGET JOB TITLE: TECHNICAL JOB TITLE

REPORT: 05-SEP-2019

0% 50% 100%

The report below displays your current assessment results compared to the target job title you selected.


[Expand All](#)

Export to Excel Export to PDF

Competency Role

Competency Role	Info	Competency Unit	JLR	FAR	GAP	Competency Level
Competency Role: HR Assistant - entry level						
HR Assistant - entry level		Teamwork	1	2	-1	
HR Assistant - entry level		Leadership	1	1	-1	
HR Assistant - entry level		Communication	2	1.8	-1.2	
HR Assistant - entry level		Problem Solving	3	1	-2	
HR Assistant - entry level		Well Completion Design and Equipment	3	-	-	
HR Assistant - entry level		Perforating	1	-	-	

Key Functions:

- Employee can select any job title to view a detailed comparison of current assessment results vs. requirements for the selected job
- Click  to see all statements, with current tick marks, in a competency unit

Learning Curriculum

Provides the ability to create customized curricula in CMS Online. Bundles of learning events are created and assigned to jobs or individuals and can include all types of learning: e-Learning, webinars, workshops, mentoring and on-job assignments

The screenshot displays the Aeme Learning Curriculum interface. At the top, there's a navigation bar with the Aeme logo and user information. The main content area is divided into several sections:

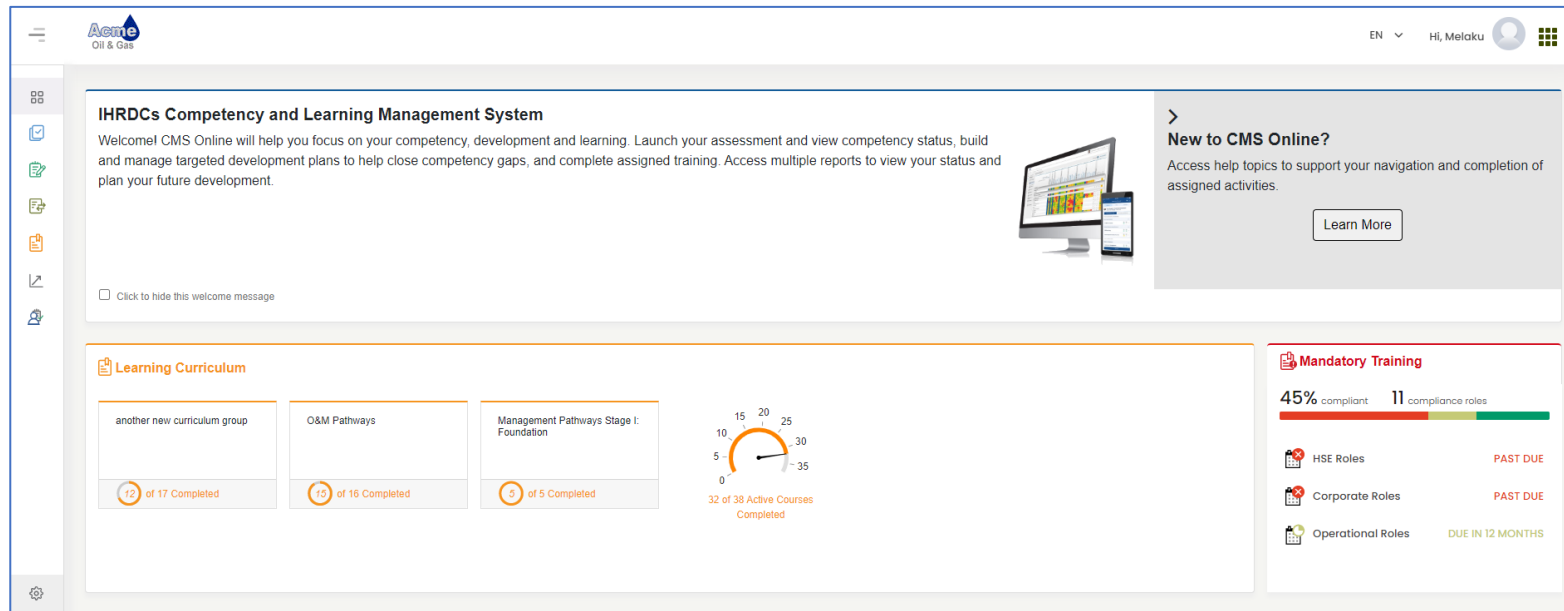
- Learning Curriculum:** A dashboard showing progress for different curriculum bundles. A gauge indicates 16 of 25 completed items. Bundles include 'O&M Pathways' (9 of 10 completed), 'another new curriculum group' (2 of 10 completed), and 'Management Pathways Stage I: Foundation' (5 of 5 completed).
- Athena Microlearning:** A search interface with the question 'What would you like to learn today?' and a search button. The search bar contains the text 'Oil & Gas Business, Upstream Technology, Operations & Maintenance'.
- Mandatory Training:** A section with a 'PAST DUE' notification.
- Management Pathways Stage I: Foundation:** A detailed view of a curriculum stage, divided into two columns:
 - Business Communicators:**
 - Advanced Price Risk Management:** Workshop, 16 HS, Status Complete.
 - Effective Communication:** 3 HS, Status Complete.
 - Presentation Basics:** 3 HS, Status Complete.
 - Creativity and Innovation:**
 - Basic Electricity Review:** 2 HS, Status Complete.
 - Creativity in Teams and Organizations:** 4 HS, Status Complete.

Key Functions:

- Delivers a pre-defined learning curriculum to the end user
- Displays the curriculum in sequential learning blocks
- Allows the end user to open each block independently to see the list of courses / activities
- Provides a link to the learning resource for each course

Employee Mandatory Training – Dashboard

The Dashboard provides the overall mandatory training status by mandatory training category. The employee can click into any role for more details



Key Functions

- Displays Mandatory Training overall status
- Displays Mandatory Training category status
- User can click to view and launch mandatory training assignments

Employee Mandatory Training

Provides individual mandatory training status by role and the ability to track, launch, and view status of mandatory training and compliance learning assigned to the user. Additional information includes due date, date completed, duration and type of learning

Key Functions

- Track mandatory training role status
- Display individual training event progress and status
- Launch mandatory training assignments
- Upload course completion evidence

Mandatory Training

86% compliant 69 courses

Artificial Lift Equipment	DUE IN 1 MONTH
Combined Cycle Power Plant Operation	DUE IN 1 MONTH
Safety Curriculum	DUE IN 1 MONTH
Safety Rules	DUE IN 1 MONTH
Water Flooding A to Z	DUE IN 1 MONTH
HES Roles	DUE IN 1 MONTH
Corporate Roles	PAST DUE
Offshore Roles	DUE IN 1 MONTH

Report Date: 20-DEC-2023

OVERALL STATUS: 91%

- Past Due
- 0-3 Months
- 3-12 Months
- 1+ Year

MANDATORY ROLE COMPLIANCE STATUS

Expand All

Export to Excel

Search...

Role Group	Role	Role Status	Role Due Date
ARTIFICIAL LIFT EQUIPMENT			
COMBINED CYCLE POWER PLANT OPERATION			

Workplace Safety

EXPERIENCE-BASED LEARNING Plant Related Safety Level 1

2M

EXPERIENCE-BASED LEARNING Plant Related Safety Level 2

6M

Elective Training

Users can view and launch all approved elective training and access the Dynamic Course Catalog to browse and search e-Learning

The screenshot displays the 'Elective Training' interface. At the top left, there is a header 'Elective Training' with a document icon. Below this, several course cards are visible. The first card shows a man looking at a tablet, titled 'Communication Tools for Leaders and Mentors (AAPG)'. The second card shows a graph with 'Tubing performance' and 'Stabilized maximum production' lines, titled 'Flowing Well Performance and Production System Analysis'. Other cards include 'Sedimentology' and 'Basin'. A 'Course Catalog' window is overlaid on the right, titled 'Oil & Gas Business'. It lists courses under 'UPSTREAM' and 'MIDSTREAM' categories. The 'UPSTREAM' section includes 'Upstream Oil & Gas Agreements', 'Petroleum Geology & The Exploration Process', 'Drilling and Well Completions', 'Oilfield Development', and 'Marketing & Trading of Crude Oil'. The 'MIDSTREAM' section includes 'Crude Oil Transportation & Storage', 'Gas Processing and NGL Markets', 'LNG Value Chain and Markets', 'Load Balancing Including Underground Gas Storage', and 'Refining & Product Specifications'. A 'SUBMIT ALL' button is at the bottom right of the catalog window, and a status bar at the bottom left indicates '1 Courses Selected'.

Key Functions

- Browse and search the dynamic course catalog
- Depending upon client configuration, launch or request approval for a course
- View and launch approved elective training

Document Repository

Clients can upload documents, such as policies and procedures governing the competency process, or employee communications. These documents are available for all users to download

Write Access - Advanced Users

Documentation

The Document Repository is the area in CMS Online where you can access procedure-related as well as other useful documents. Depending on the access privileges assigned to your role in the system, you may be able to view all documents across the organization and upload new ones.

Modify	Title	Category
	Test case	Form
	Matrix	Best Practices
	Scope Document	Documentation

New

1 Document

Upload from your computer Enter Link / URL

drag and drop your document here or [browse](#)

2 Properties

Title*

Description

Category*

Document number

Date Uploaded 06/12/2017

Uploaded By Thy Tran

* Mandatory fields Cancel **Save**

Read Access - All Other Users

Documentation

The Document Repository is the area in CMS Online where you can access procedure-related as well as other useful documents. Depending on the access privileges assigned to your role in the system, you may be able to view all documents across the organization and upload new ones.

Title	Category
CMS Online Reports	Documentation
Test case	Form
Matrix	Best Practices
Scope Document	Documentation

CMS Online Reports - April 2015.docx 4.26 MB **View**

Title

Description

Category

Document number

Date Uploaded

Uploaded By

Supervisor Dashboard

Supervisors can view all direct reports and access their Employee Snapshot reports

Dashboard > Supervisor Dashboard Switch to List View

Supervisor Dashboard

- Axel Curth**
Field Lead Operator
acurth@ihrdc.com Maintenance
- Bill Cash**
Drilling Engineer 1
dthrash@acme.com Drilling and Completions
- Brenda Heffernan**
Field Lead Operator
bheffernan@acme.com Operations
- Brenda Magennis**
Operations Manager
bmagennis@ihrdc.com Operations
- Brenda Magennis**
- Brenda Operator**
- Electrical Cash**
Electrical Technician 1
ecash@acme.com
- George Cash**
Geologist
gcash@acme.com Geology and Geophysics
- Cash**
Business Partner
@acme.com
- Jim Pebble**
Field Operator - Oil Facility
jpebble@acme.com Operations
- John Smith**
Field Lead Operator
johnsmith@acme.com
- Sen**
Operator Sr
me.com
- Michael Cash**
Mechanical Technician 1
mcash@acme.com
- Michael Tester**
Geologist
mtester@acme.com Commercial

Assessment and Learning Profile

Heath Cash
Safety Technician Sr

Competency Profile | Competency Development | Assessment History | Career Path | Evidence | Assigned Training | Training History | Mandatory Training

JOB TITLE: SAFETY TECHNICIAN SR | REPORT: 11-MAR-2025

The report below shows your assessment results composite View (FAR).

[Expand All](#)

Export to PDF | Export to Excel | Search...

Competency Role	Info	Competency Unit	JLR	Criticality	FAR	GAP	Competency Level
▼ Competency Role: Company Values and Policies - Individual Contributor							
Company Values and Policies - Individual Contributor	1	Department Objectives and KPIs	2	Regional	1	-1	
Company Values and Policies - Individual Contributor	1	Crisis Management	3	Nothing	0.5	-2.5	
Company Values and Policies - Individual Contributor	1	Company Procedures	2	Normal	1	-1	

Close

Reporting

Employee Reports

ASSESSMENT RESULTS FOR:
 **Johnny Bundle**
 Mechanical Technician

COMPETENCY ROLE
 Mechanical Technician


REPORT: 01/19/2018

0% 50% 100%

The report below shows your final assessment results (FAR).

CERTIFICATE PRINT


Assessment Results – The results of an employee assessment after each stage of the process. It consists of Employee, Supervisor, and Assessor scores in comparison to the JLR and GAP

ASSESSMENT HISTORY REPORT
 **Tom User**
 HR Assistant - entry level

Drag a column header and drop it here to group by that column

Job Title	Assessment	Assessment Completion Date	Competency Status	Certificate
HR Assistant ...	HR Assistant ...	12/13/2017		
HR Assistant ...	Well Engineer ...	10/12/2017		
HR Assistant ...	Professional	05/12/2017		

Assessment History – A history of all employee assessments along with completion dates and competency status

Competency Development History
 **Melaku Test**
 Production Manager

Export to Excel Search

Drag a column header and drop it here to group by that column

Competency Role	Info	Competency Unit	JLR	Initial FAR	Reassessed FAR	Change	Added to Plan	Reassessed	Duration
Reservoir Engineer		Economic Analysis	2	1	1.4	0.4	28-Mar-2016	31-May-2016	64.08 day(s)
Reservoir Engineer		Drilling, Completion and Workover	2	1	0.57	-0.43	28-Mar-2016	31-May-2016	64.13 day(s)
Reservoir Engineer		Fluid Flow in Porous Media	2	1	1	0	24-Jun-2016	23-Aug-2016	60 day(s)
Reservoir Engineer		Communication	2	1	1	0	28-Mar-2016	23-Aug-2016	147.88 day(s)
Reservoir Engineer		Drilling, Completion and Workover	2	0.57	0.42	-0.15	03-Jun-2016	23-Aug-2016	80.88 day(s)
Reservoir Engineer		Production Engineering	2	1	1	0	30-Mar-2016	23-Aug-2016	145.79 day(s)
Reservoir Engineer		Environmental Regulations and Proce...	2	1	1	0	31-Mar-2016	23-Aug-2016	144.96 day(s)
IT Manager		Asset Integrity Management	4	1	2	1	09-Nov-2016	09-Nov-2016	0 day(s)
IT Manager		Asset Integrity Management	4	1	2	1	09-Nov-2016	09-Nov-2016	0 day(s)
IT Manager		Asset Integrity Management	4	1	2.17	1.17	09-Nov-2016	09-Nov-2016	0 day(s)
IT Manager		Offshore Integrity Systems Management	4	1	2	1	10-Nov-2016	10-Nov-2016	0 day(s)
IT Manager		Asset Integrity Management	4	1	2	1	10-Nov-2016	10-Nov-2016	0 day(s)
Professional		Communication	2	0.6	1.6	1	17-Nov-2017	13-Dec-2017	26.13 day(s)

Competency Development History – A history of the initial FAR and the changes after training and reassessment

Employee Reports

Competency Model for: **Geologist**
Report Date 04-04-2017

[Export to Excel](#) Core Competencies

[Expand All](#)

- Geology

Sub Library	Competency Unit	JLR	Competency Level				
			0	1	2	3	4
Geological Concepts	Fundamentals of Petroleum Geology	1	█				
Geology Core Skills	Geologic Operations	1	█				
	Management of Geological Data and Projects	1	█				
- Sedimentology and Stratigraphy
- Tools and Methods
- Geophysics

Sub Library	Competency Unit	JLR	Competency Level				
			0	1	2	3	4
Seismic Interpretation Techniques							
Surface Seismic Acquisition Techniques							
- Reservoir Engineering

Sub Library	Competency Unit	JLR	Competency Level				
			0	1	2	3	4
Applied Reservoir Engineering							

JOB DESCRIPTION
Mechanical Malachy
Mechanical Technician 1

Identification

Job Title:

Supervisor Job Title:

Location:

Department:

Training Resources
Report Date 04/13/2017

Demo Supervisor
CMS Online 4 Sales Rep..

[Competency Training](#) [Training History \(3\)](#) [Export to Excel](#)

Drag a column header and drop it here to group by that column

Register	Library	Sub-Library	Competency Unit	Level	Info	Course Title	Co
	CMS Online 4	CMS Online 4 Features	Fundamentals of C...	2		CMS Online 4.3 Sales Training O...	e-Le ^
	CMS Online 4	CMS Online 4 Features	Fundamentals of C...	2		How does SPE use CMS Online?	e-Le
	CMS Online 4	CMS Online 4 Features	Fundamentals of C...	2		How does SEG use CMS Online?	e-Le

Competency Model – Supports employees, SMEs and client management by listing the Competency Units and associated skill statements for a job title

Job Description – Allows an employee, SMEs and client management to view job functions and responsibilities for a job title

Training Resources – Displays all training resources available for a given competency role

Employee Reports

Assigned Training

Melaku Test
Production Manager

Export to Excel Export to PDF

Status

Info	Course Title	Completed On	Time Spent	Status	Duration	Score	Assignment Type	Course Type	Completion Evidence	Register
Status: Incomplete										
	Purposeful Presentations		00:39:13	Incomplete	3 h		Elective	e-Learning		
	Crude Oil Transportation and Storage		00:00:02	Incomplete	2 h		Elective	e-Learning		
Status: Not Attempted										
	Effective Organization Development			Not Attempted	40 h		Elective	Instructor-led Clas...		
	Maintenance and Reliability			Not Attempted	40 h		Comptency Develop...	Instructor-led Clas...		
	Plant Production and Safety			Not Attempted	2 h		JCM-Mandatory			
	Plant Protection Equipment and Integrated Systems			Not Attempted	2 h		JCM-Mandatory			
	Classes of Fires and Extinguishers			Not Attempted	0.75 h		Mandatory Training			
	Lockout/Tagout									
	Lockout/Tagout									
	3-D and 4-D Seismic									
	Basic Electricity Review									
	Basic Electricity Review									
	Innovation in Teams and Organization									
	Effective Organization Development									

Training History

Melaku Test
Production Manager

Export to Excel Export to PDF

Course Type

Info	Course Title	Completed On	Time Spent	Duration	Score	Course Type
Course Type: e-Learning						
	Basic Electricity Review	05-Jun-2019		2 h		
	Fire Safety	25-Feb-2019		0.75 h		
Course Type: Conference						
	A Knowledge Based System For Log Quality Control - test...	01-May-2017		2 h		Conference
Course Type: e-Learning						
	3-D and 4-D Seismic	10-Jul-2019	00:00:00:00:00	3 h		e-Learning
	Advanced Electrical Safety	10-Jul-2019	00:00:01	0.75 h		e-Learning
	Effective Negotiations	13-May-2019	15:00:00	4 h	97	e-Learning
	Writing Effectively	09-Apr-2019		3 h	95	e-Learning
	Learning simulation test	22-Oct-2018	01:30:05	0 h		e-Learning
	Learning simulation test	22-Oct-2018	01:30:05	0 h		e-Learning
	Risk Analysis	19-Jul-2018	8:00:00	4 h	100	e-Learning
	Risk Governance	19-Jul-2018	52:00:00	4 h	100	e-Learning
	Leaders and Work-Life Balance	19-Jul-2018	25:13:00	4 h	0	e-Learning

Assigned Training – Displays all assigned training, with status and completion details for each course

Training History – Displays all completed training, including training not assigned in CMS Online

Management Reports

Competency Management Data
Report Date 21-Sep-2021

Export to PDF Export to Excel Search

Drag a column header and drop it here to group by that column

Employee Name	Job Area	Job Title	Depart...	Location	Competency Role	Superv...	Assess...	Competency Level
Mark Butterworth	Technical Personnel	IT Manager	Unknown	Total E&P...	Production Engineering and Operations	Melaku Te...	Melaku Test	<div style="width: 100%; height: 10px; background-color: #28a745;"></div>
Jessica Daniels	Technical Personnel	IT Manager	Unknown	Unknown	Production Engineering and Operations	Melaku Te...	Melaku Test	<div style="width: 100%; height: 10px; background-color: #dc3545;"></div>
Linda Mills	Technical Personnel	HR Assistant - entry level	Unknown	Unknown	Engineering - Entry Level	Melaku Te...	Melaku Test	<div style="width: 100%; height: 10px; background-color: #ffc107;"></div>
Samantha Yeh	Technical Personnel	Well Engineer - Entry level	Unknown	Unknown	Engineering - Entry Level	Melaku Test	Melaku Test	<div style="width: 100%; height: 10px; background-color: #28a745;"></div>
Serdar Dogulu	Technical Personnel	IT Manager	Unknown	Unknown	Production Engineering and Operations	Melaku Te...	Melaku Test	<div style="width: 100%; height: 10px; background-color: #ffc107;"></div>
Stofan Khan	Technical Personnel	IT Manager	Unknown	Unknown	Production Engineering and Operations	Melaku Te...	Melaku Test	<div style="width: 100%; height: 10px; background-color: #dc3545;"></div>

Competency Management Data - Shows the results of the competency assessment across a job title to highlight the strengths and the weaknesses of employees with that job title

3 Employees selected
Show 9 more Employees

TRAINING MATRIX

307 Courses selected

	CMS Online 4 Sales Representative	Jack Notarangelo	Tim Thrash	Financial Analyst Sr	Robert Waters	Personnel Count	Status
Classroom & Workshop Training							
Donohue Training Unlimited							
Accounting & Financial Management in the Oil & Gas Industry						1	33%
Effective Communication & Interpersonal Skills						1	33%
E-Learning (e-L)							
CMS Online 4.3 Self Learning							

Gap Training Matrix - Shows the recommended training across job areas, to assist with planning of training needs for a job area

154 Employees selected
Show 1 more Employee

CURRICULUM TRAINING MATRIX

281 Courses selected

	Accountant	Ahmed Hasaan	Actuary	Jason Furman	Julie Zhang	Marcia Brady	Melaku Test	Xiao Li	CMS Online 4 Sales Representative	Adel Mohamed	Andrew Burr	Brad Donohue
CMS Online 4.3 Sales Training												
CMS Online 4.3 Level 1												
CMS Online 4.3 Sales Training Overview										✓	✓	✓
How does SEG use CMS Online?										✓	✓	✓
How does SPE use CMS Online?										✓	✓	✓
Corporate Roles												

Curriculum Training Matrix - Shows the training "progress" for each course across compliance roles, in order to assist with determining training status for a group of employees

Management Reports

Competency Assessment Progress
Report Date 04/07/2017

View Options: [Filter Icon]

Drag a column header and drop it here to group by that column

Job Area	Job Family	Job Title	Employee Name	Supervisor Name	Employee Progress	Supervisor Progre...	Assessor Progress
Technical	Geology a...	Geophysi...	John Smith	Demo Superv...	Completed	Not Started	Not Started
Business	Finance	Financial ...	Robert Waters	John Smith	Completed	Completed	Completed
Business	Finance	Financial ...	Anne Cornell	John Smith	Not Started	Completed	Completed
Business	Finance	Actuary	Julie Zhang	John Smith	Not Started	Completed	Completed

Export to Excel

Job Model Assessment Results - All Employees by Job Area
Report Date 09/10/2018

View Options: [Filter Icon]

JOB AREAS	EVALUATION	ASSESSMENT	LEARNING PLAN
Job Area Overall	[Progress Bar]	42	7
Business Personnel	[Progress Bar]	6	1
Business Development (Operating C...	[Progress Bar]	2	0
Business Development (Service Co...	[Progress Bar]	3	0
Supply Chain	[Progress Bar]	1	1
Technical Personnel	[Progress Bar]	35	5
Engineering - Entry Level	[Progress Bar]	5	1
Lawrence - Work Area	[Progress Bar]	23	2
Production Engineering and Operati...	[Progress Bar]	6	1
Subsurface	[Progress Bar]	1	1
zArchive	[Progress Bar]	1	1
2014 - JCM Archive	[Progress Bar]	1	1

Population Profile - All Employees by Job Area
09/10/2018

Mean: 32% | Target: 75%

Population Profile - All Employees by Job Area
09/10/2018

Mean: 32% | Target: 75%

Assessment Progress: Displays in one view, the assessment progress of all three roles (Employee, Supervisor, and Assessor)

Competency Management: View, by job area or other grouping, the overall competency profile of the organization

Management Reports

The image displays two screenshots of a management report interface. The top screenshot shows a table of assigned training for multiple users, including 'Apostrophe Us'er' and 'Addis Amet'. The bottom screenshot shows a 'Learning Needs' report for the date 31-Aug-2020, listing various training courses and their user counts.

Assigned Training – Company-Wide:

Employee Name	Course Title	Completed On	Time Spent	Status	Duration	Score	Assignment Type	Course Type	Supervisor Name	Completed...
Apostrophe Us'er	Plant Production and Safety			Not Attempted	2 h		JCM-Mandatory			
Apostrophe Us'er	Plant Protection Equipment and Inte...			Not Attempted	2 h		JCM-Mandatory			
Apostrophe Us'er	Effective Communication			Not Attempted	3 h		JCM-Curriculum	e-Learning		
Apostrophe Us'er	Presentation Basics			Not Attempted	3 h		JCM-Curriculum	e-Learning		
Apostrophe Us'er	Advanced Price Risk Management			Not Attempted	16 h		JCM-Curriculum	Workshop		

Learning Needs:

Info	Course Title	Course Type	User Count
	Petroleum Geoscience- Heriot-Watt...	Workshop	10
	Reservoir Geology	Workshop	1
	Siliciclastic Reservoirs of the Middle...	Workshop	1
	Project Risk Management	e-Learning	2
	Crude Oil Transportation and Storage	e-Learning	3
	International Oil Trading and Price ...	Workshop	1
	Workplace Ergonomics		14
	Plant Production and Safety		33
	Plant Protection Equipment and Int...		33
	Back Safety	e-Learning	14
	Synthetic Seismogram Modeling	e-Learning	14
	Safe Forklift Operation	On-Job Training	14
	Electrostatic Discharge Precautions	e-Learning	14
	Basic Safety Auditing Techniques	Instructor-led Classroom	14
	Confined Space Entry		14
	Driving Safety		13
	Fall Protection	e-Learning	12
	Fall Protection		3
	Lockout/Tagout		7
	Writing Effectively	e-Learning	10
	Global Marketing	e-Learning	9

Assigned Training – Company-Wide:
View all assigned training for multiple users

Learning Needs: Rolled-up view of unique learning events assigned to users

Management Reports

Mandatory Training Report
Report Date 19-Mar-2020

View Options: [icon]

Search... [icon] [Export to Excel]

Compliance

Employee Name	Compliance	No. Roles	No. Compliant Roles	No. Expired Roles	Percentage Compliant	Email	Supervisor Na...	Supervisor E...
John Smith	[icon]	1	1	0	100.00 %	jsmith@acme.com mask		
James Madison	[icon]							

Compliance: Compliant

Compliance: Non-Compliant

Test User

Matthews Ross

Susan Smith

Thy Tran -

Leachim Knarf

Lawrence Collins

Mark Butterworth

Matthews Ross

Hafizul Ariff

Tim Dever

Brenda Magennis

Ehab Shehata

Mandatory Training: View Mandatory Training status and drill down to see detail on individual users' required learning

Competency Models: View and export job descriptions and the competency units and job level required for all competency roles

Competency Models
Report Date 11/21/2018

View Options: [icon]

Export to PDF [icon] Export to Excel [icon]

Drag a column header and drop it here to group by that column

Job Area	Job Family	Job Title	Competency Role	Model	Job Description
Technical Personnel	Competency Bundles	Hire Marshal Role			[icon]
Technical Personnel	Competency Bundles	HSE Core Competencies			[icon]
Technical Personnel	Competency Bundles	Manager Role			

Competency Model for: Account Manager - Drilling Contractor

Expand All

Sub Library	Competency Unit
Business and Operations Support	
Business Management	<ul style="list-style-type: none"> Organizational Awareness Partnering (Internal) Department Objectives and KPIs
Contracts and Contractors	Tenders and Contracts
Commercial	
General	<ul style="list-style-type: none"> Decision-Making Tools and Analysis Asset Development Process
New Business Development	<ul style="list-style-type: none"> Risk Management - New Opportunities Government Relations
New Business Development - Product and Service Providers	<ul style="list-style-type: none"> Developing Business Opportunities Commercial Negotiations Customer Understanding

User Progress Data
Report Date 04/07/2017

View Options: [icon]

Activities Over Time

Accounts	Assess	Plan	Learn	Reassess
93 Accounts Created	39 JCMs Selected or Assigned	13 CUs Added to Development Plans	5 Training Events Completed	5 Reassessments Completed
1 Accounts Made Inactive	15 Assessments Started	1 Development Plans Submitted	1 CUs Ready for Reassessment	3 Gaps Closed
	1 Assessments Completed	1 Development Plans Approved		

Status as of a Specific Date

Export to Excel [icon]

	From: 04/07/2016		To: 04/07/2017		Change
	Number	%	Number	%	
User Accounts	349		348		-1
Active	348	100%	346	99%	-2
Inactive	1	0%	2	1%	1
Assess Phase	616		605		11
No JCM Assigned / Selected	85	14%	85	14%	0
Assessment Not Started	113	18%	104	17%	-9

User Progress Data: Overview of the user adoption and system activities for use statistics and reporting

Employee Snapshot

Assessment and Learning Profile

Ehab Shehata
Business Development Analyst

Competency Profile | Competency Development | Assessment History | Career Path | Evidence | Assigned Training | Training History | Mandatory Training

Export to Excel Search...

Drag a column header and drop it here to group by that column

Competency R...	Info	Competency Unit	JLR	Initial FAR	Reassessed FAR	Change	Added to Plan	Reassessed	Duration
Project Manag...	1	Department Objectives a...	4	3.2	4	0.8	16-Sep-2015	16-Sep-2015	0 day(s)
Production Eng...	1	Production System Desig...	2	1	2	1	23-Sep-2015	23-Sep-2015	0 day(s)
Manager	1	Project Management	3	2	1	-1	08-May-2018	23-Aug-2018	107.08 day(s)
Production Eng...	1	Oilfield Chemicals	2	1.33	1.83	0.5	10-Dec-2018	10-Dec-2018	0 day(s)
Production Eng...	1	Oilfield Chemicals	2	1.83	1.5	-0.33	10-Dec-2018	10-Dec-2018	0 day(s)

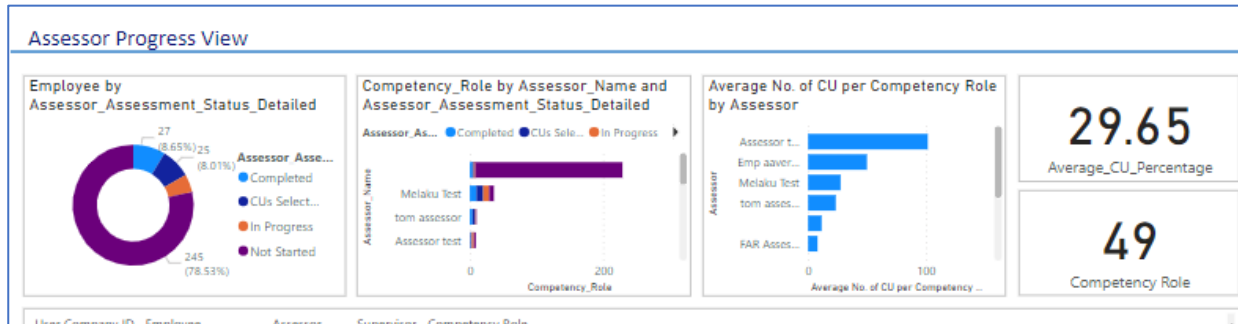
Close

Key Features include:

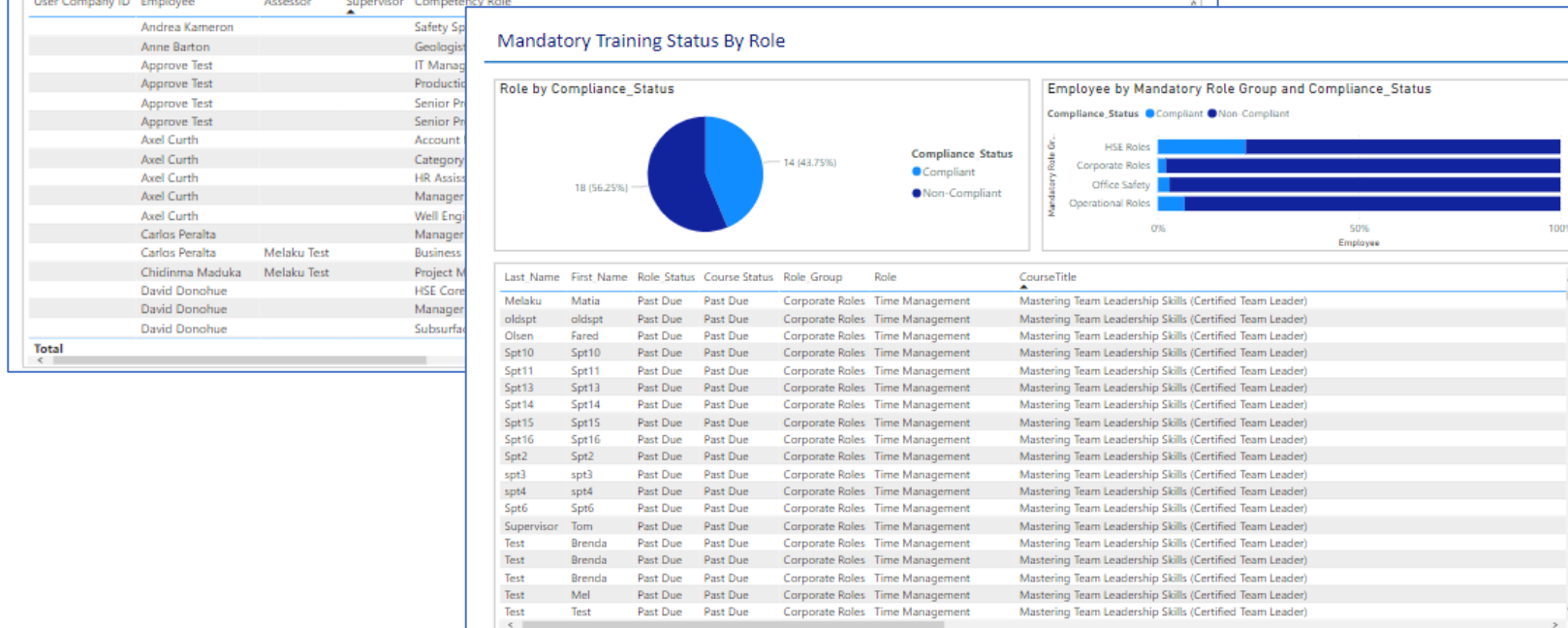
- Each report displays on a separate tab
- View assessment and development reports for a single employee:
 - Competency Profile
 - Competency Development
 - Assessment History
 - Career Path
 - Evidence
 - Assigned Training
 - Training History
 - Mandatory Training

Advanced Reporting – Power BI Integration

Integrated Power BI reporting provides flexibility and the ability to deliver client-focused reports for our clients that supplement the main application



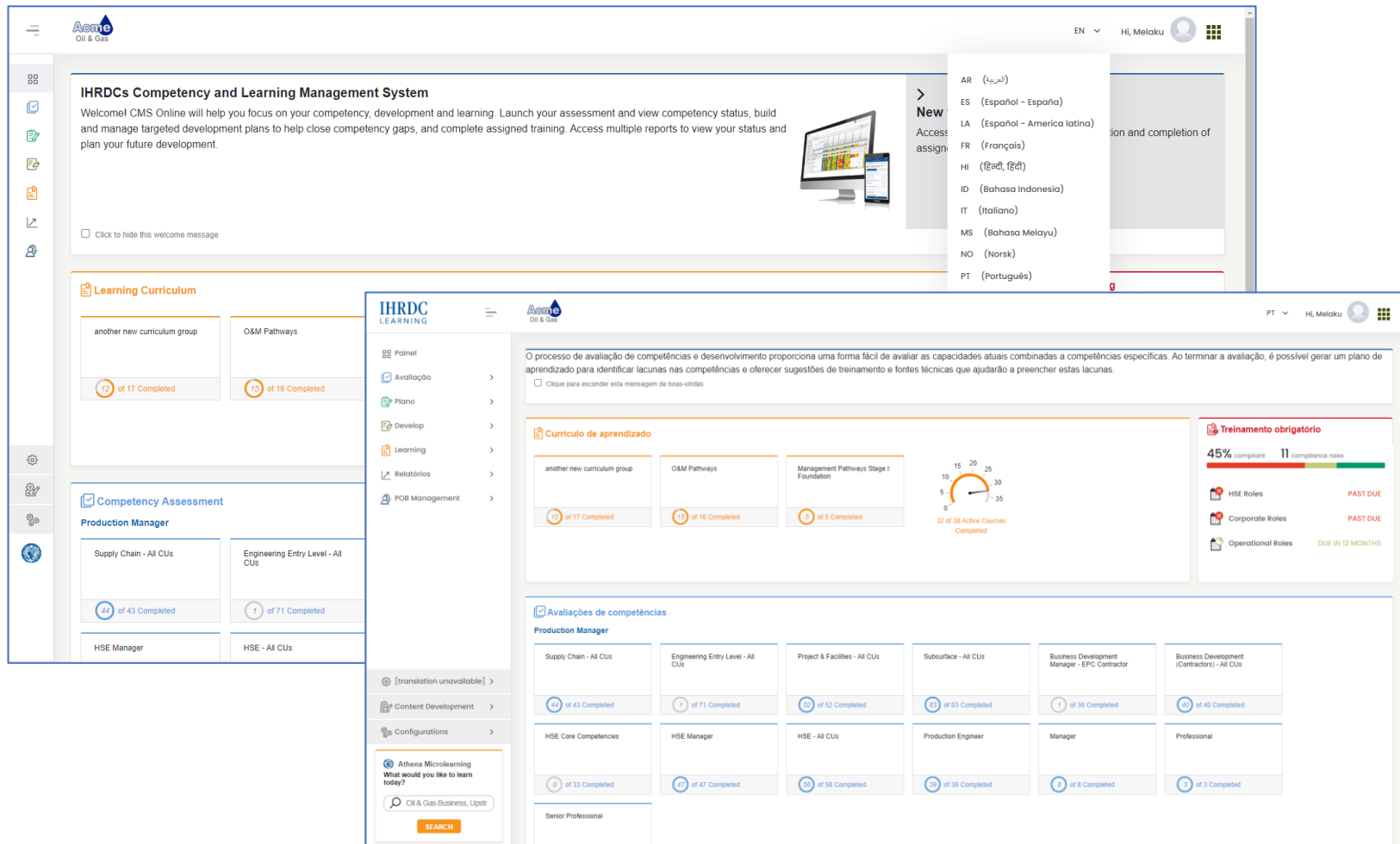
Assessor Progress View— Provides clear status on Assessor Assessment completion, to support decision-making and resource-allocation during the assessment process



Mandatory Training Status by Role – Provides an overview of compliance status for the entire organization

Multi-Language Interface – Dashboard

CMS Online has multi-language interface built into the application and we have translated it into 16 different languages



Key Features Include:

- User selects preferred language from dropdown
- Main labels and help text display in preferred language

Email Notifications

CMS Online provides three types of email notifications: trigger-based alerts based on system events, batch-processed emails, and customized emails that Administrators can create and send

The screenshot displays the 'Trigger Email Alerts' management interface. The main table lists various alerts, including 'Assessment has been unlocked', 'An Administrator logged into your CMS Online account', 'New User Email', 'User Inactive', and 'Assessment Plan Submitted'. An 'Edit Email Alert' dialog is open, showing the configuration for the 'Assessment has been unlocked' alert. The dialog includes fields for Alert Name, Alert Type, Active status, To, CC, Subject, and Body. The Body field contains a template with placeholders like '\$_type\$' and '\$CompetencyRole\$'. A list of 'EMAIL PLACE HOLDERS' and 'BODY PLACE HOLDERS' is visible on the right side of the dialog.

Alert Name	Trigger Name	Subject	Edit	Delete
Assessment has been unlocked	Assessment_Unlocked	Assessment has been unlocked		
An Administrator logged into your CMS Online account	Administrator_Logins	An Administrator logged into your CMS Online account		
New User Email	New_User_Added	Welcome to CMS Online		
User Inactive	User_Inactive	User Inactive		
Assessment Plan Submitted	Assessor_Plan_Submit	Assessment Plan Submitted		

Key Functions Include:

- Emails are automatically sent to specific users when triggering events occur
- Emails may be inactivated when necessary
- Mandatory Training-related emails are batch-processed to send notifications on daily, weekly or monthly basis
- Administrators can add, remove or edit notification emails from the default list

Version 4.40

CMS Online
March 2026

The screenshot displays the IHRDC Learning Platform CMS Online dashboard. The interface includes a top navigation bar with the IHRDC Learning logo, user information (EN, HJ, Michael), and a search icon. A left sidebar contains navigation options: Dashboard, Assess, Plan, Develop, Learning, and Reports. The main content area features a welcome message, a grid of featured content (Competency Management, Learning & Knowledge Solutions, Instructional Programs), and a 'Mandatory Training' section showing 7% completion for 28 courses. Below this is a 'Competency Assessment' section for an 'Operator' role, displaying progress for various competencies like Behavioral Core - Leadership, Supply Chain Manager, Field Operations Engineer, HSE Core Competencies, Safety Specialist, and IT Manager. The 'Competency Development Plan' section shows 'Perforating' as pending approval and 'Asset Integrity Management' as in progress. The 'Elective Training' section lists courses such as 'Blenda's test elective training course', 'Structural Geology', 'Surface Geology', and 'Remote Sensing', all marked as 'NOT STARTED'. The footer contains copyright information for 2024 International Human Resources Development Corporation, terms and conditions, and a note that the platform is powered by CMS Online IHRDC.