Contractor Training Tool

- General Manual -

Training Area Manual - (Frontend)

Manual Contractor Training Coordinator (VFF)

Author: Contractors Management Roche Diagnostics GmbH Mannheim
Document-Date: May 09, 2018
Version: 01

Table of Contents

Contractor Training Tool

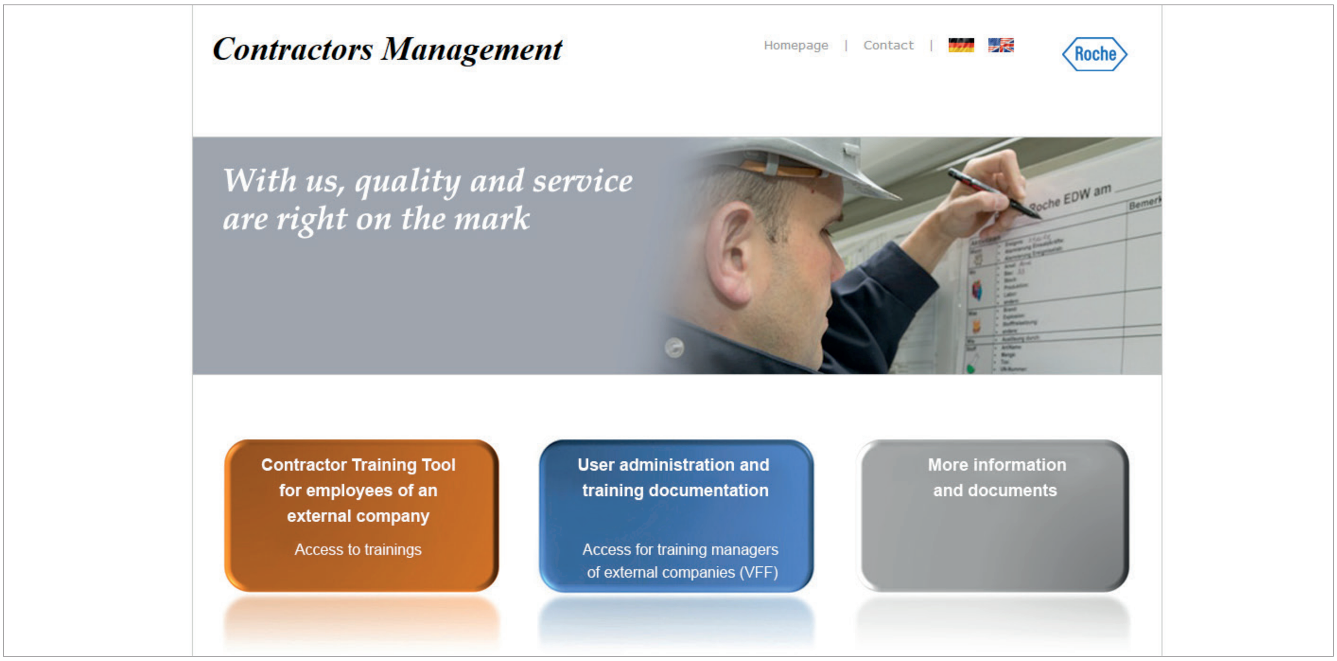
Training Area Manual

Author: Contractors Management Roche Diagnostics GmbH Mannheim
Document-Date: August 14, 2017
Version: 01

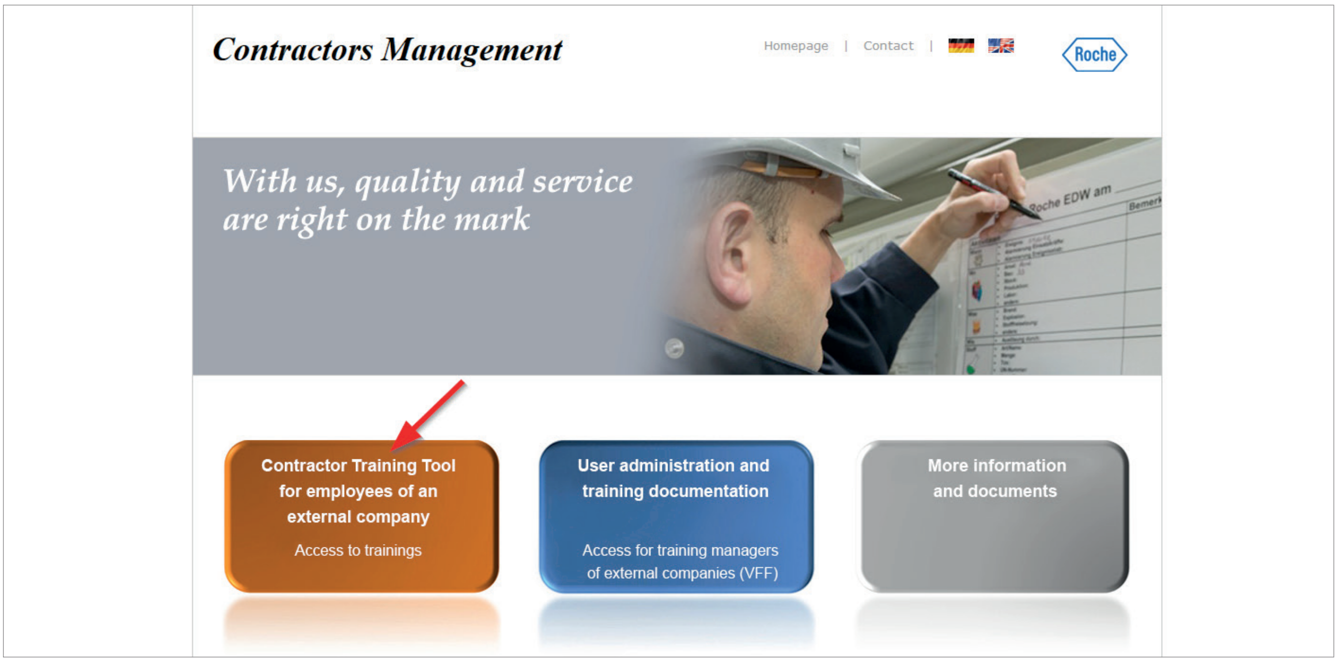
Table of Contents

Login

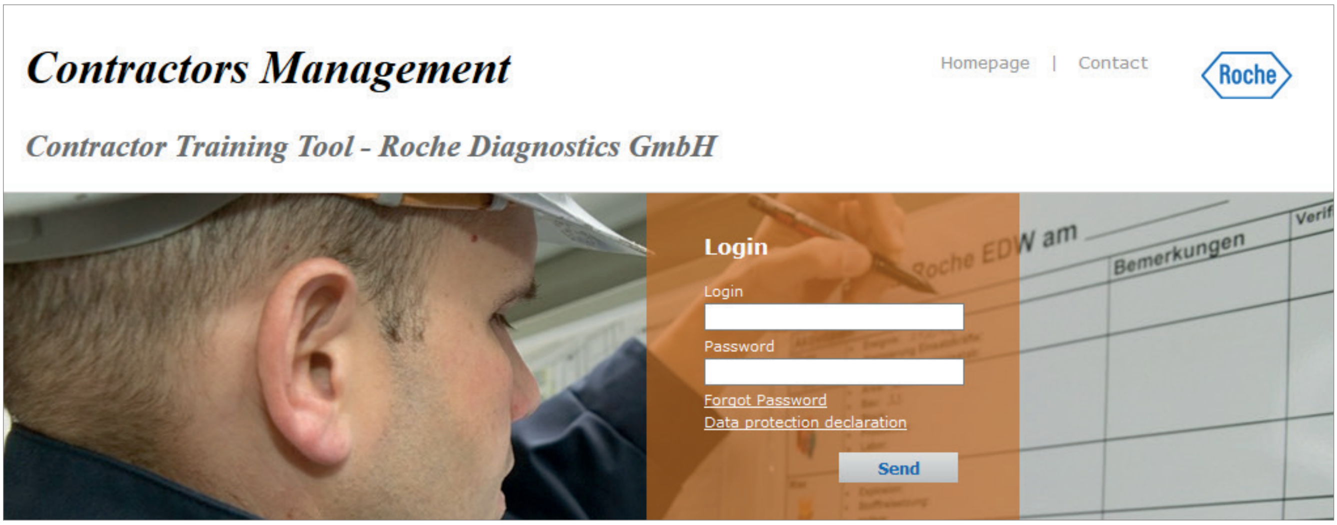
1. Call up the following address via your Internet browser:
www.roche-fremdfirmenmanagement.de



2. Click on „Contractor Training Tool for employees of an external company.“



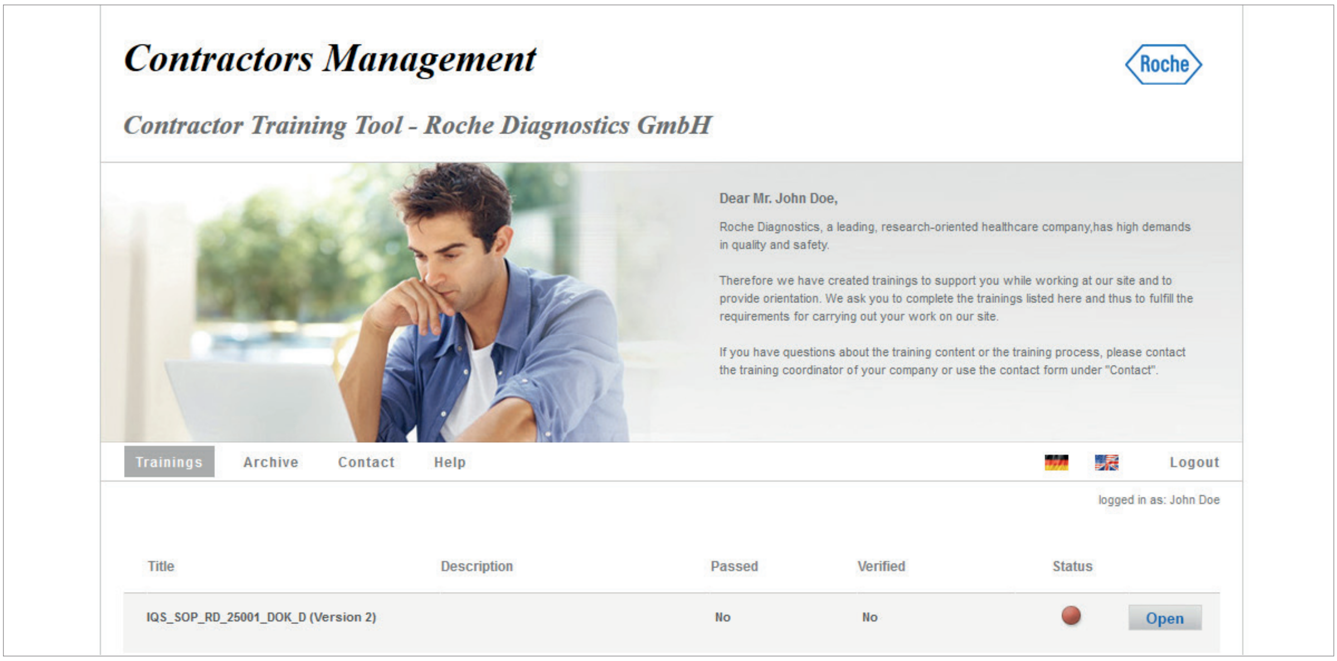
3. The login page opens. Enter your user name and your password, and confirm your entry by clicking on „send.“



You will get an initial password for the initial login after you have been registered as a user of the Contractor Training Tool by your employer’s training coordinator. The initial password needs to be changed when you log into the system for the first time. The system will prompt you to do this. When changing the password, the password policy that is displayed must always be observed.

Note: Please make sure your password is protected against use by third parties.

4. Your personal training area, also called academy, opens.



Structure of the Training Area

After logging in, your personal academy always opens in the overview „Trainings.“ (1). All current trainings which are assigned to you are shown here. Further information on the trainings is displayed in the information section of the academy (5).

These include the training “title”, a „description“, „passed,“ „verified,“ and the „status.“

- **Description:**
  Contains additional remarks, for example for processing.

- **Passed:**
  If you have not performed the training, this column is marked with the value „No.“ After successful completion, the value changes over to „Yes.“

- **Verified:**
  After completing the training, you’ll receive a certificate. You need to sign this and hand it over to your contractor training coordinator. This proof will then be uploaded to the Contractor Training Tool. As soon as this has been done, the value in the column „Verified“ switches over from „No“ to „Yes.“

- **Status:**
  The status summarizes your processing status of the relevant training.

- Means that the
  - training has not been processed yet,
  - training was not completed successfully, or
  - training is passed, but was not verified.

- Either means that the assigned training is not yet due (user still has time to complete the training) or that it refers to a recurrent training, whose repetition is pending. If the training is not passed or not passed again up to the due date or within the repetition timeframe (starts 14 days from end of validity), the status switches over to „Red.“ The due date (valid from) or the end of validity (valid until) for the training is displayed below the training title.

- Means that the training has been processed, successfully completed and verified.

In the overview „Archive“ (2), the training history is mapped. This includes trainings

- which were replaced by a new version and for those where your training status was „green“ at the time of the replacement.
- which were taken from you and for those where your training status was „green“ at the time of the revocation.
- that are invalid and for those where your training status was „green“ at the time of becoming invalid.

This overview has an information section just like the overview of „trainings.“ The structure is identical.

Via „Contact,“ (3) you can address questions, especially about individual trainings or of a general kind, to Contractors Management.

To leave the academy, click on „Logout“ (4).

To change the language of the academy, click on the appropriate flag icon (6).

Types of Trainings

There are three different types of trainings on the Contractor Training Tool.

- **Training:**
  For a training, the training content is offered directly on the Contractor Training Tool. The learner can access it directly and complete the training online.

  Training content can be conveyed to the employees in two different ways.

  - **Self-study/Read and understood:**
    The training contains a document (.pdf) that you must read on your own.
  - **E-Learning**
    (training with success monitoring): Content of the training is prepared interactively and is worked through independently. The training always concludes with a test of knowledge with several questions.
- **On-site instruction**
  An on-site instruction is a training that is conducted by an Roche employee on the site of the Roche Diagnostics GmbH.
- **External qualification**
  An „external qualification“ refers to generally valid qualifications, competencies, proofs, know-how or skills which were acquired outside of Roche Diagnostics or outside of the „Contractor Training Tool“. Such a qualification is indispensable for the professional practice and implementation of certain activities.

The type of training is essential for implementation and documentation.

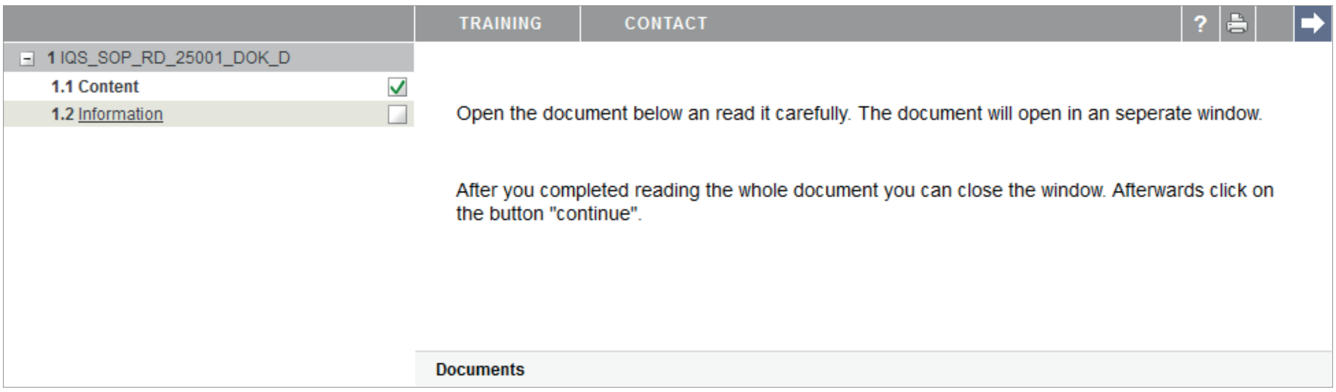
Starting a Training

To start a training, click on the corresponding button „Open“ in the information section of the academy. In the process, keep in mind that you are in the „Trainings“ overview.

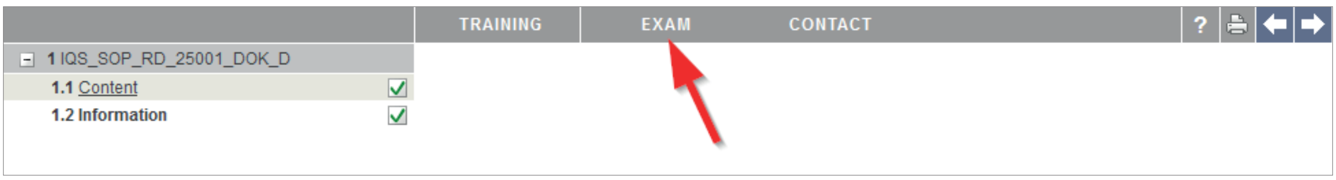
Doing a Training

After you have clicked on the button „Open“ in the academy’s information section, the training opens, mapped here in the form of a training program.

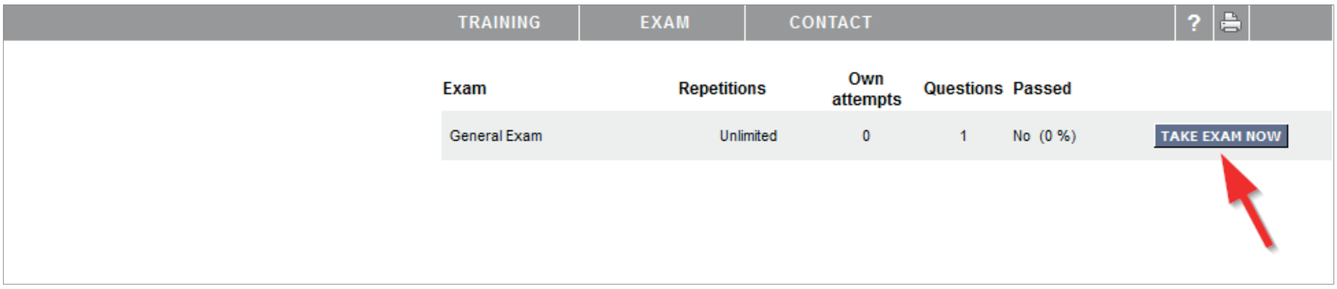
1. You can start with the processing. For this purpose, follow the instructions.



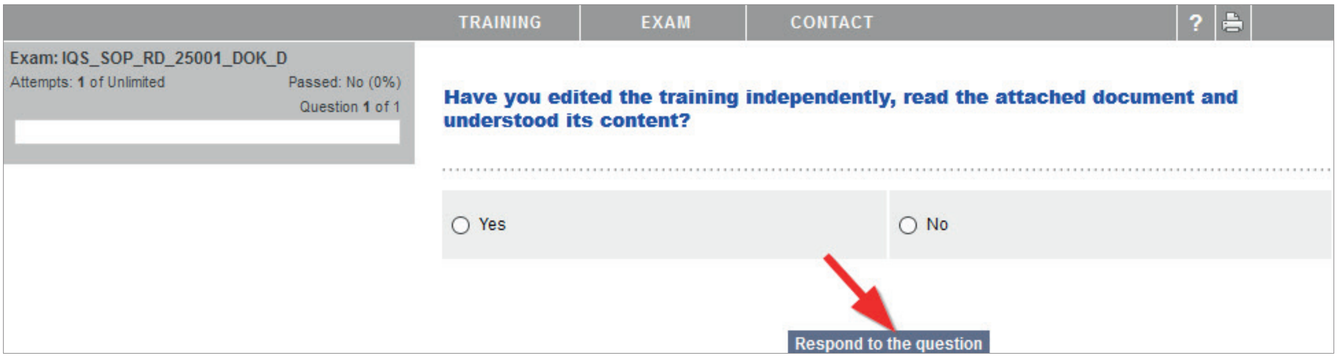
2. After you’ve completed the training, a test of knowledge will, if necessary, follow as well. To start this, click on „EXAM.“



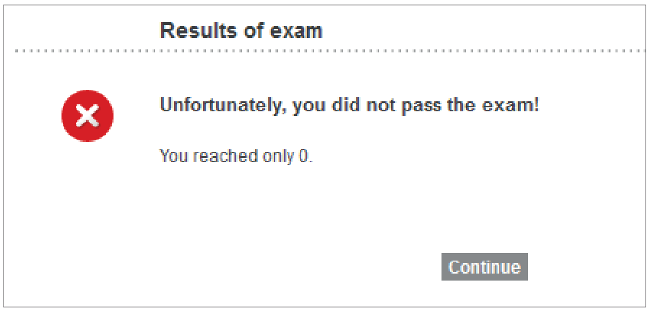
3. The following window opens up. Click on „TAKE EXAM NOW“ to start the test.

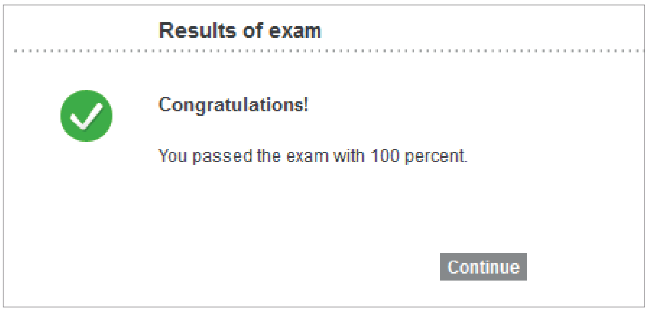


4. Answer the question(s) that is/which are shown to you.

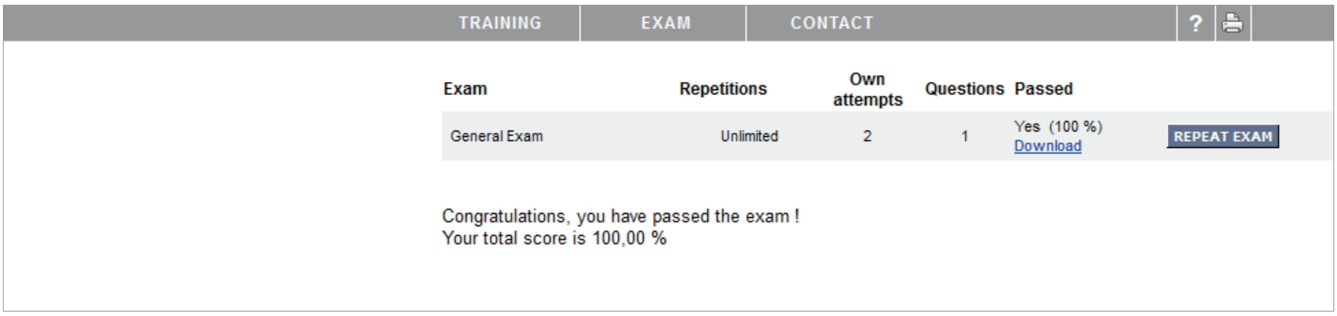


5. After you've answered all of the questions, your result will be displayed.



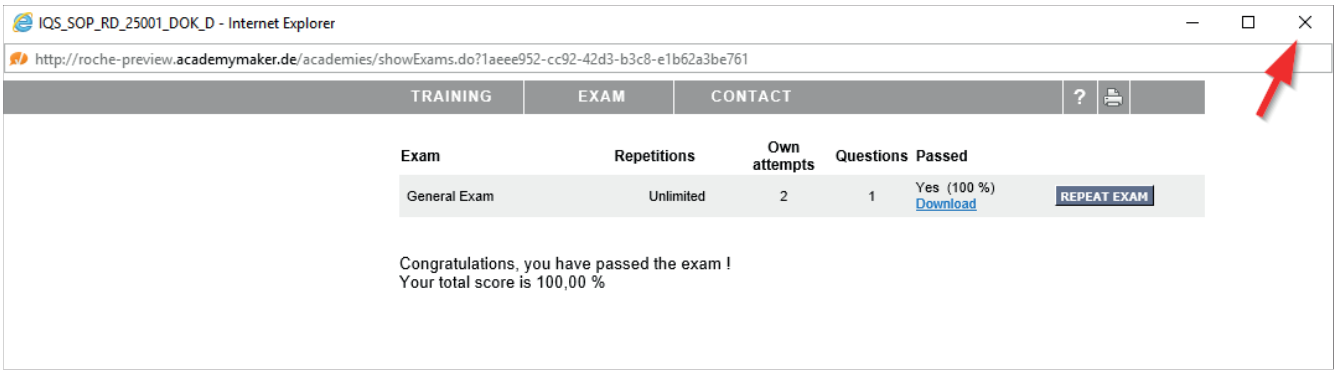


Now click on „Continue.“

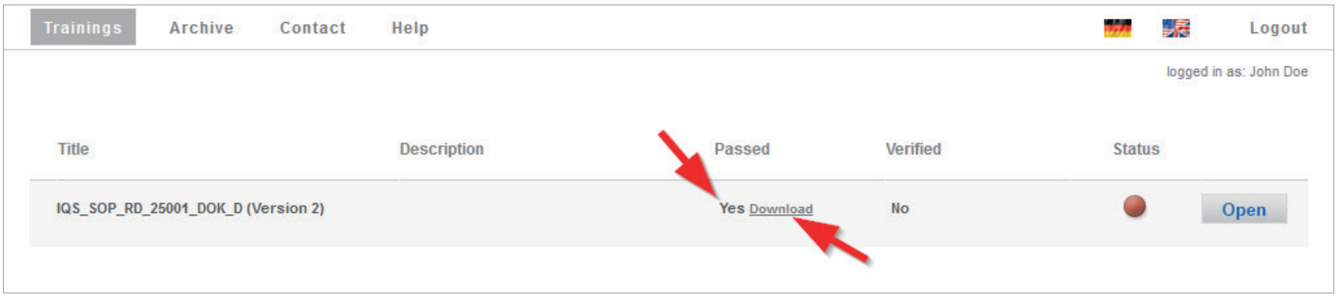


If you have not completed the test successfully, you can retake the exam.

6. Return to the „Trainings“ overview. For this purpose, close the window.

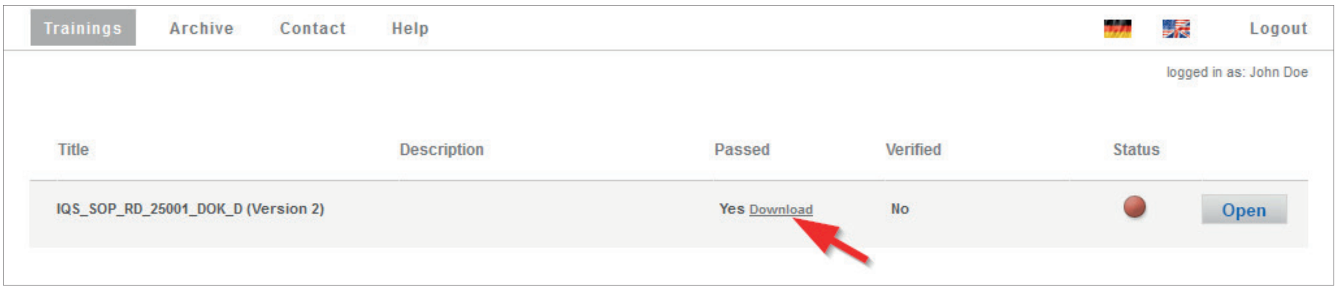


In the information section, the „passed“ column for the relevant training now displays a „Yes.“
In addition, the word „Download“ appears. This is a link to download the certificate.



Documenting a Training

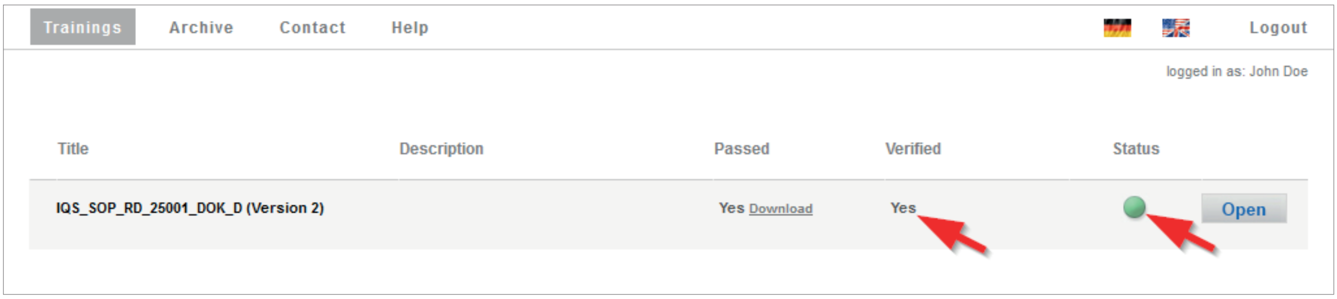
1. Print out the relevant certificate. For this purpose, click on „Download“. The certificate will be shown to you as a PDF file.



The certificate will also be sent to you via e-mail.

2. Sign the certificate in the appropriate place.

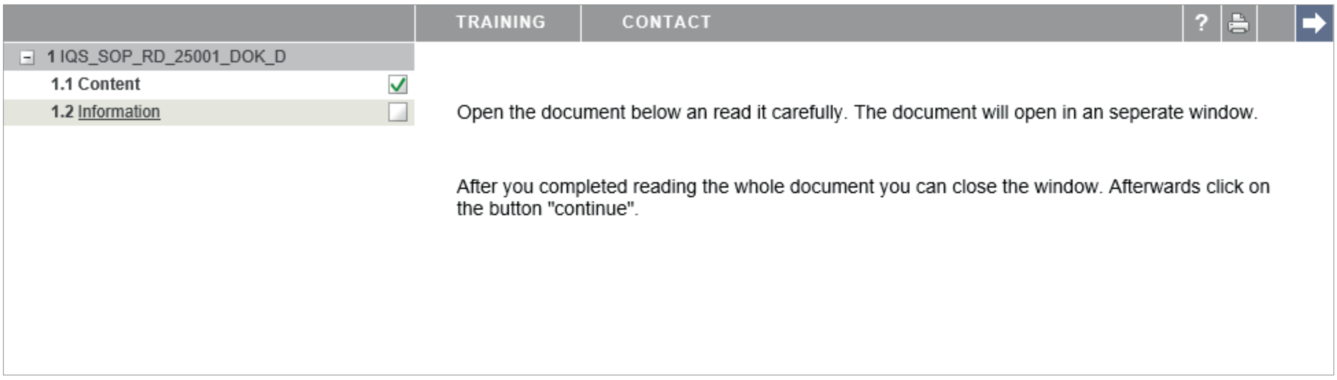
3. Forward this proof (signed certificate) to your contractor training coordinator. He or she will scan the document and file it on the Contractor Training Tool. The status of the training switches over to „green" and the column „Verified" displays a „Yes."



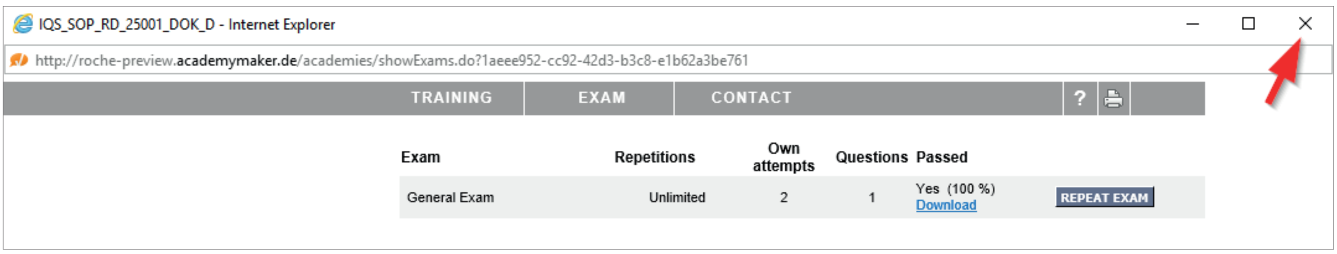
Doing an On-Site Instruction

An on-site instruction is a training that is conducted by an expert Roche employee on the site ofob Roche Diagnostics GmbH.

1. After you have clicked on the button „Open" in the academy's information section, the training opens up. Please observe the processing/editing notes that are shown to you for an on-site instruction.



2. Close the training.



- Your contractor training coordinator schedules an appointment for you to perform the on-site instruction.
- A Roche employee conducts the on-site instruction and creates the corresponding proof.
- An on-site instruction must be confirmed by you and the Roche employee with date and signature.

Documenting an On-Site Instruction

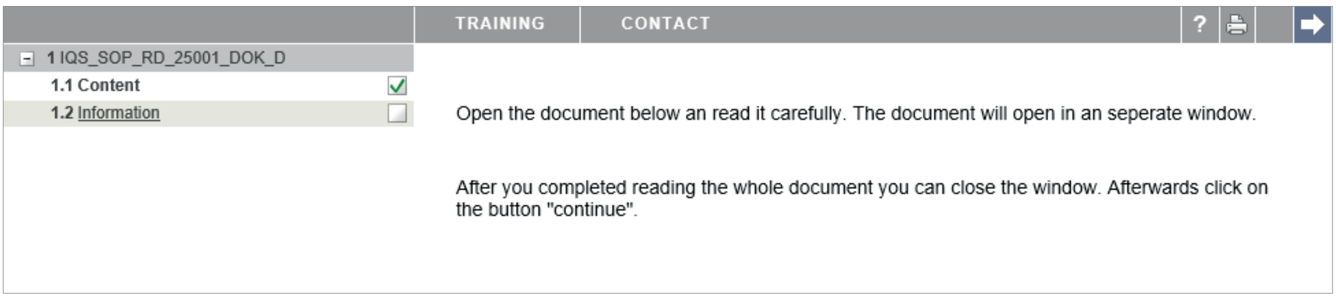
The signed proof remains with Roche Diagnostics GmbH, and it is stored and archived in accordance with the respectively applicable directives.

Contractors Management ensures the proper recording of the on-site instruction and the upload of the proof in the system.

Doing an External Qualification

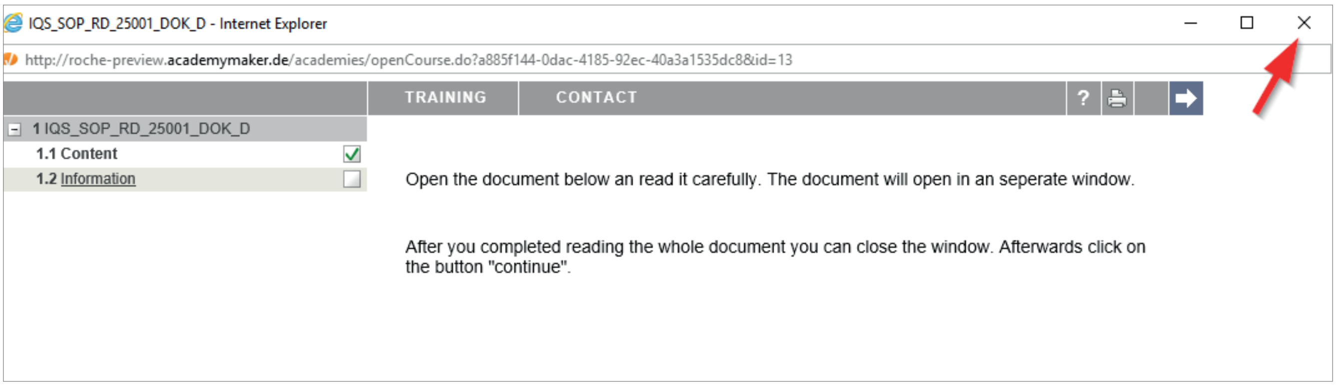
An „external qualification“ refers to generally valid qualifications, competencies, proofs, know-how and skills which were acquired outside of Roche Diagnostics or outside of the „Contractor Training Tool“. Such a qualification is indispensable for the professional practice and implementation of certain activities.

1. After you’ve clicked on the button „Open“ in the academy’s information section, the training opens up. Please observe the processing/editing notes for an „external qualification“ that are shown to you.



The method of implementation is aligned to the legal provisions for acquiring the relevant qualification, and it is the responsibility of your employer.

2. Close the training.



Documenting an External Qualification

External qualifications must be appropriately verified. The respectively valid certificates, references, certifications and other documents which officially confirm that the qualification has been acquired are considered as proof. Proofs must be created by an organization, establishment or institution that is authorized to issue proofs.

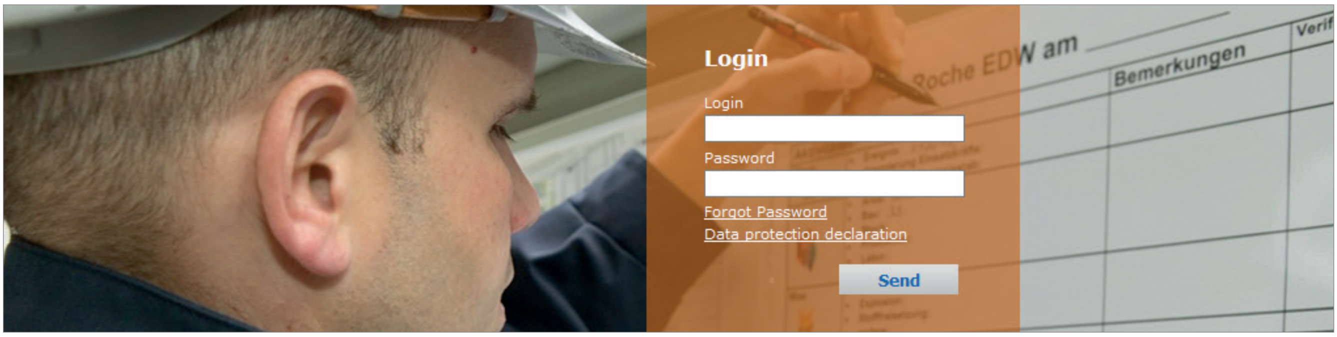
Your contractor training coordinator makes sure that the proof is correctly uploaded in the system as a PDF document, and confirms the qualification in the system

Provide him or her with a copy of the proof for this purpose.

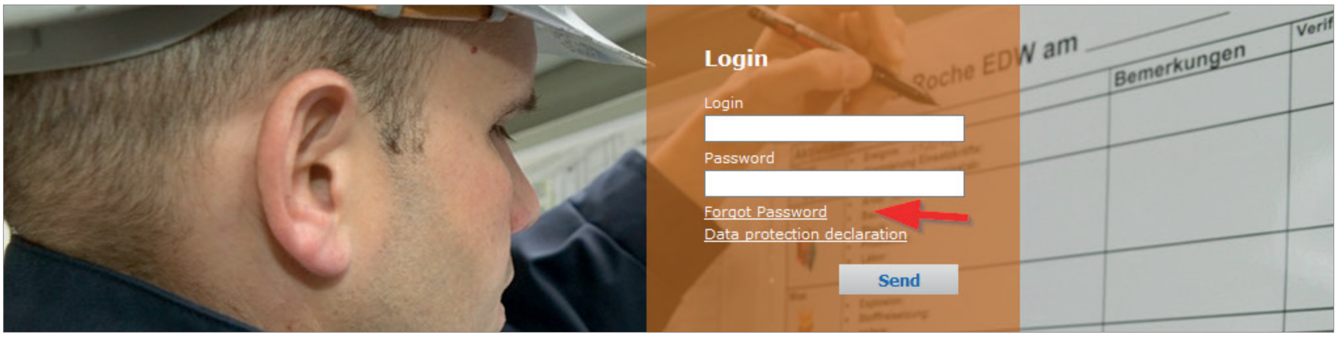
Forgot Your Password

In case you have forgotten your password, you will have to request a new initial password. This must be changed the next time you log onto the system. In the process, always observe the password policy.

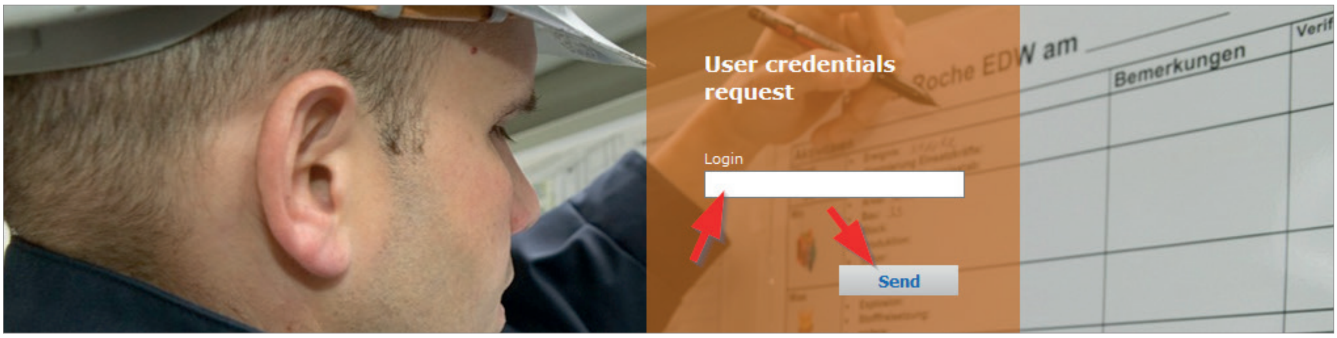
1. Call up the login page.



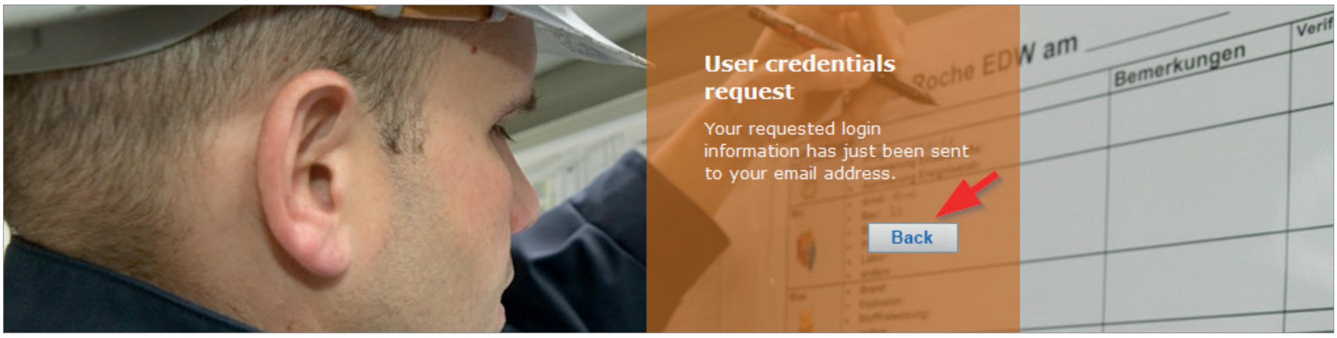
2. Then click on „Forgot password."



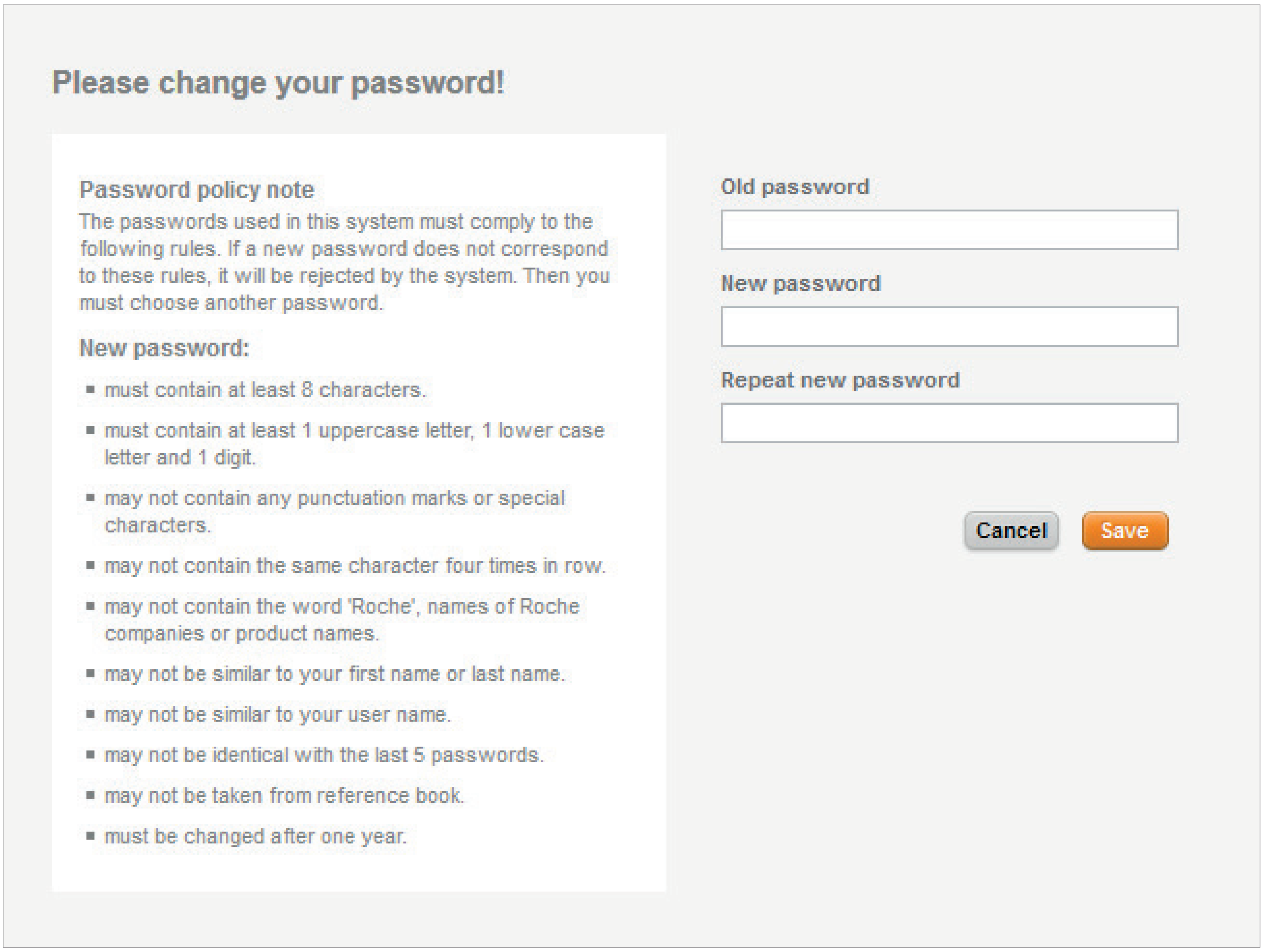
3. Now enter your user name and click on „send."



4. Your new initial password will be sent to your e-mail address that is stored in the system, and it can be used right away. To return to the login page, click on „Back.“



The initial password must be changed the next time you log in. The system will prompt you to do this.



Forgot Your User Name

If you have forgotten your user name, please contact the Contractors Management of Roche Diagnostics GmbH at **0621 - 759 - 3322**.

A competent master data manager will tell you what the user name is. If necessary, this will only be done after having clearly identified you individually.

Deactivating Users

Users must be deactivated under certain conditions. The user is then no longer able to access the Contractor Training Tool.

Reasons for a deactivation are:

- An employee leaves the company
- An employee is not deployed at Roche for a longer period (more than two months)
- Temporary end of the business relationship
- Permanent end of the business relationship
- The contractor does not ensure implementation of training programs of its employees in accordance with the contract
- An employee of the contractor repeatedly does not comply with the training request

Reactivating Users

If the reason that led to the deactivation no longer applies, the master data manager is the only one who can reactivate the employee.

For this purpose, the contractor training coordinator of your employer needs to send an informal application via e-mail to Contractors Management.

Data Protection Notice

Roche places great importance on protecting the security and privacy of your personal data. Collection, processing and use therefore only take place in compliance with applicable laws. Within the framework of the online training, Roche collects, processes, and uses data of the user for the purpose of training and proofs management and to ensure regulatory requirements. The data refer to salutation, title, last name, name at birth, first name, date of birth, ID number, department, position, permanent site ID card,

permanent site ID card date of issue, site ID card number, e-mail address, telephone number, language, company name, business critical contractor, Roche user ID, subcontractor's name and leasing.

If your personal data have already been stored in the system, these were transferred to Roche by your company's contractor training coordinator.

Your rights to information, rectification, deletion and blocking of data according to the Federal Data Protection Act (Bundesdatenschutzgesetz) remain unaffected.

Notes

If you have any questions or problems, please contact Contractors Management.

Telephone: 0621 - 759 - 3322
E-mail: mannheim.fremdfirmenmanagement@roche.com
penzberg.fremdfirmenmanagement@roche.com

Manual

Contractor Training Coordinator (VFF)

Roche

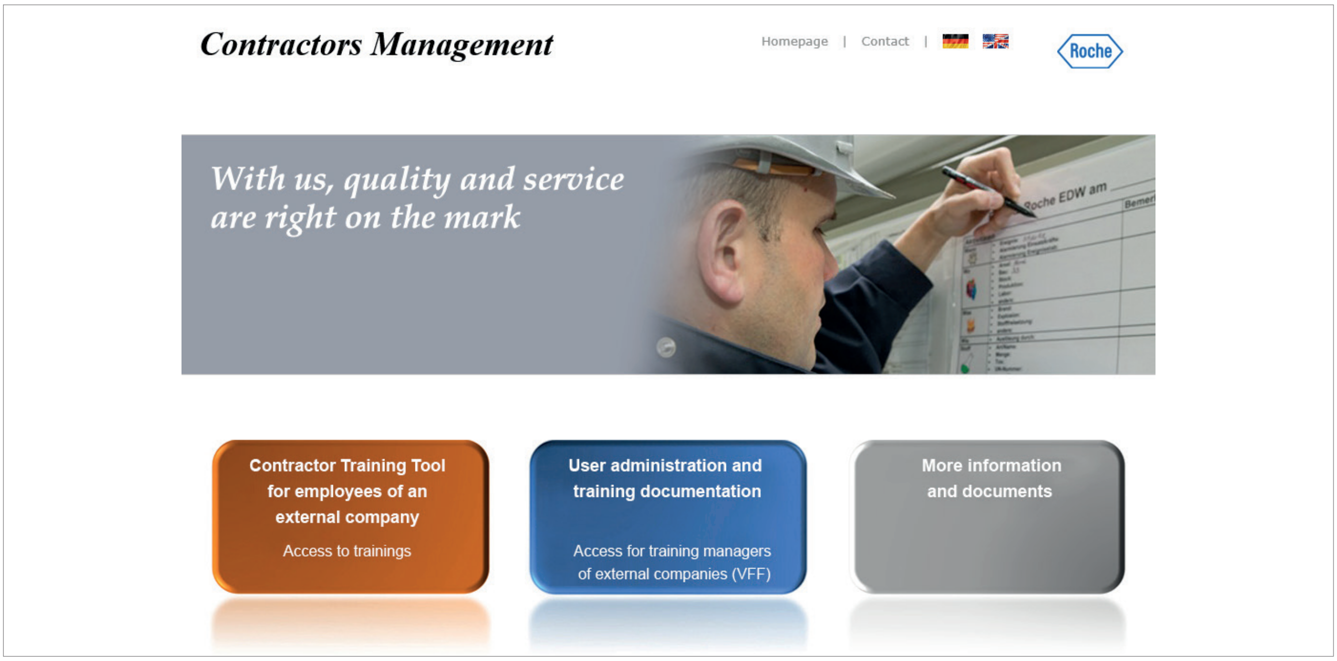
Author: Contractors Management Roche Diagnostics GmbH Mannheim
Document-Date: 01. December 2017
Version: 01

Table of Contents

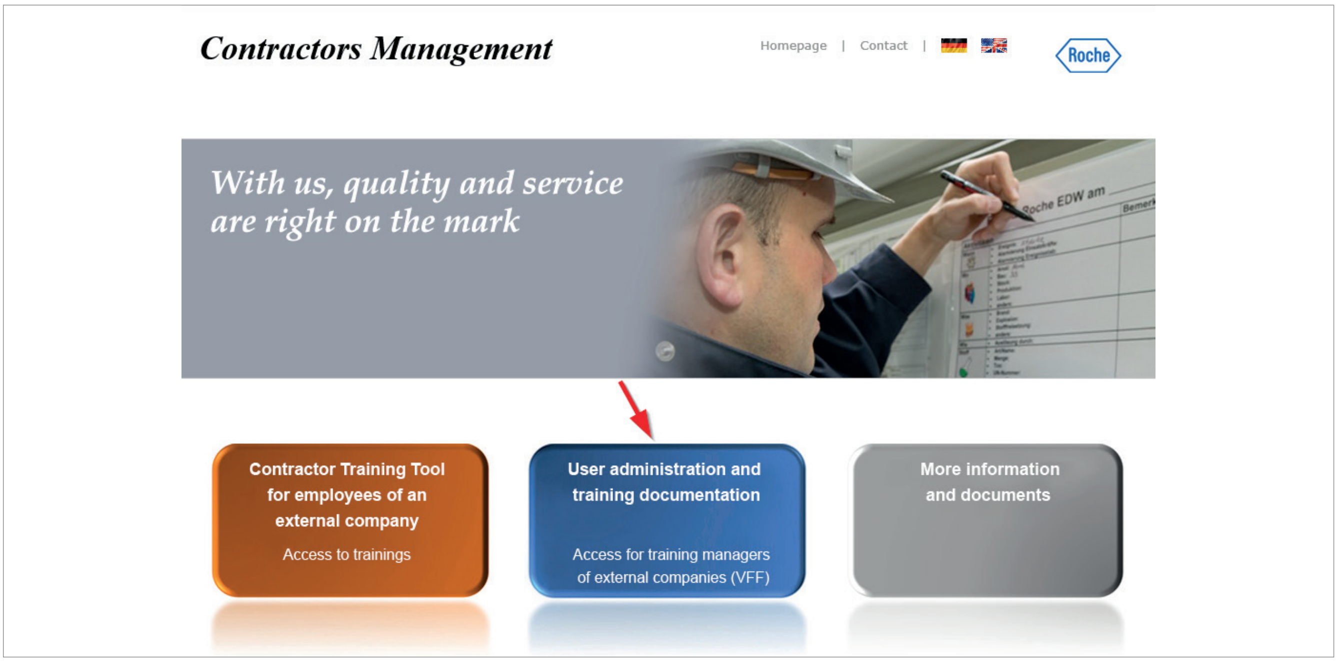
Table of Contents

Login

1. Call up the following address via your Internet browser:
www.roche-fremdfirmenmanagement.de



2. Click on **"User Administration and Training Documentation"**.



3. The login page opens. Enter your user name and your password and confirm your entries by clicking on “**Send**”.

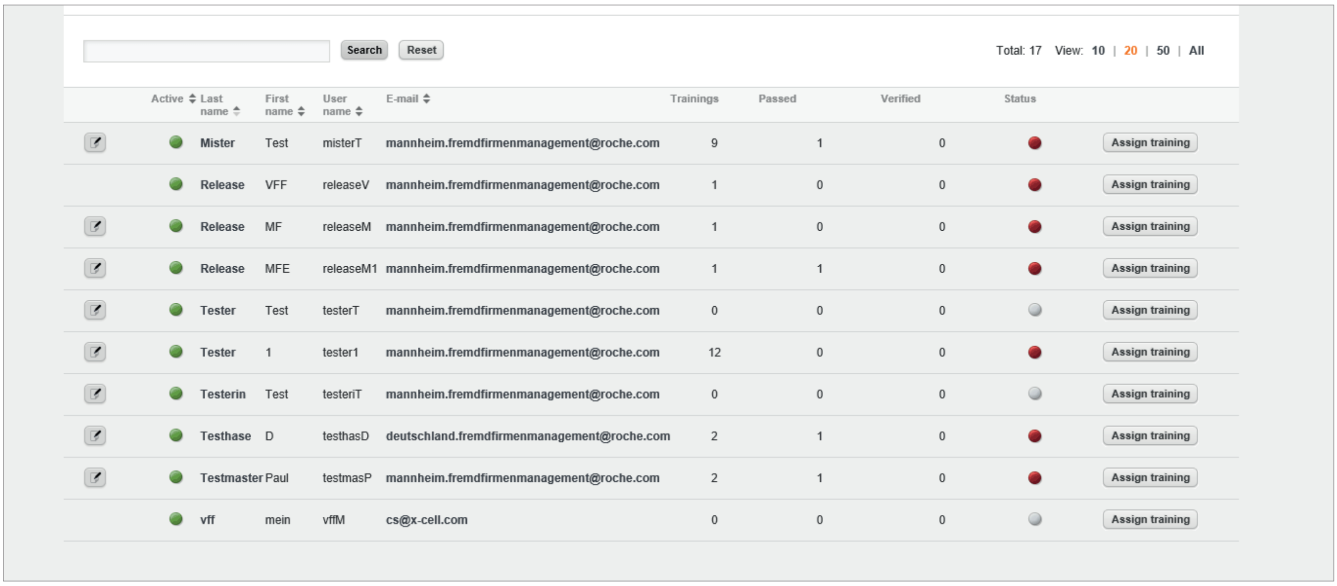
You will get an initial password for initial login after you have been registered as a Contractor Training Coordinator by the Master Data Manager.

The initial password needs to be changed when you log into the system for the first time. The system will prompt you to do this. When changing the password, the password policy that is displayed must always be observed.

Note: Please ensure that your password is protected against use by third parties.

Upon the first registration, you will be prompted to confirm the data protection declaration. Please read it carefully and confirm

4. The administrative area for your company respectively employer opens.



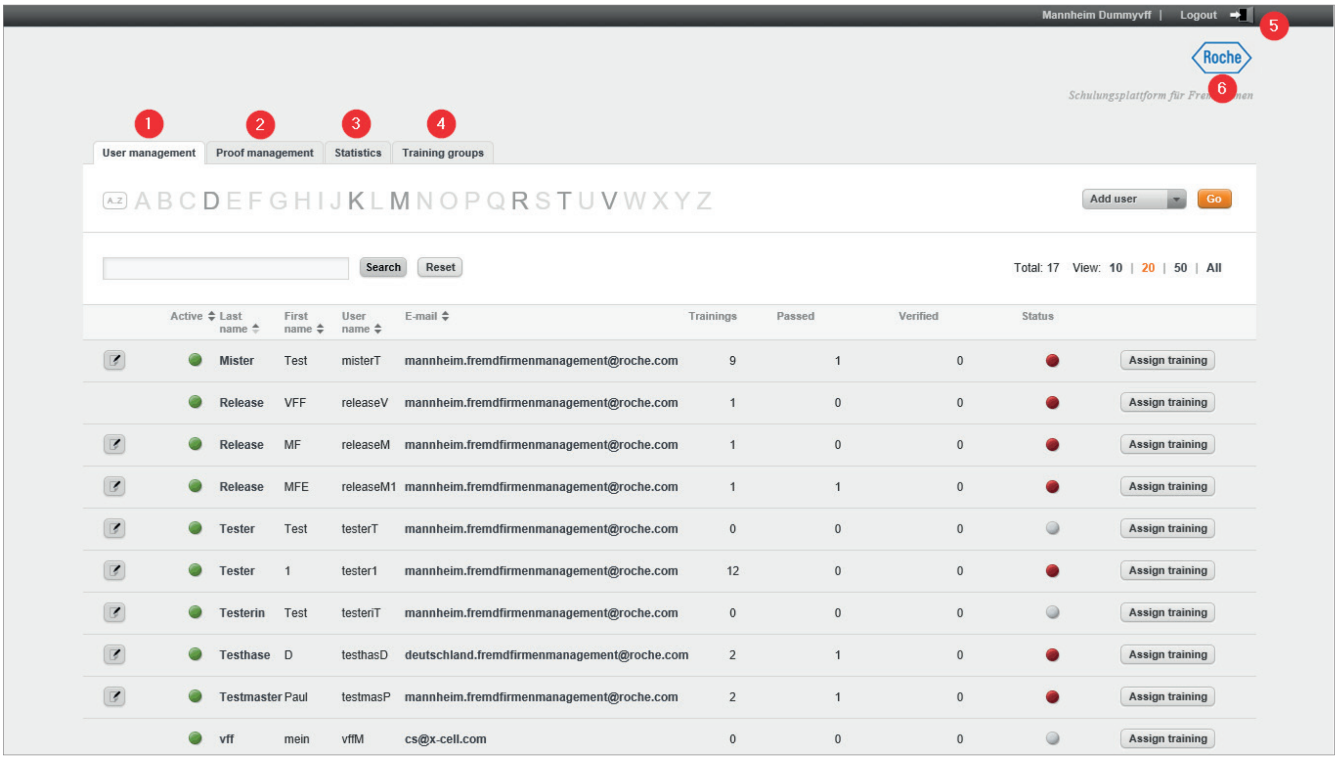
Search Reset Total: 17 View: 10 | 20 | 50 | All

Active	Last name	First name	User name	E-mail	Trainings	Passed	Verified	Status	
	Mister	Test	misterT	mannheim.fremdfirmenmanagement@roche.com	9	1	0		Assign training
	Release	VFF	releaseV	mannheim.fremdfirmenmanagement@roche.com	1	0	0		Assign training
	Release	MF	releaseM	mannheim.fremdfirmenmanagement@roche.com	1	0	0		Assign training
	Release	MFE	releaseM1	mannheim.fremdfirmenmanagement@roche.com	1	1	0		Assign training
	Tester	Test	testerT	mannheim.fremdfirmenmanagement@roche.com	0	0	0		Assign training
	Tester	1	tester1	mannheim.fremdfirmenmanagement@roche.com	12	0	0		Assign training
	Testerin	Test	testeriT	mannheim.fremdfirmenmanagement@roche.com	0	0	0		Assign training
	Testhase	D	testhasD	deutschland.fremdfirmenmanagement@roche.com	2	1	0		Assign training
	Testmaster	Paul	testmasP	mannheim.fremdfirmenmanagement@roche.com	2	1	0		Assign training
	vff	mein	vffM	cs@x-cell.com	0	0	0		Assign training

Structure of Administrative Area

After logging in, your personal administrative area always opens in the overview *“User management”* (1).

In total the administrative area has four overviews. In addition to *“User management”* there is “Proof management” (2), Statistics (3) and “Training groups” (4). To change overviews, select the corresponding tab by clicking on it.

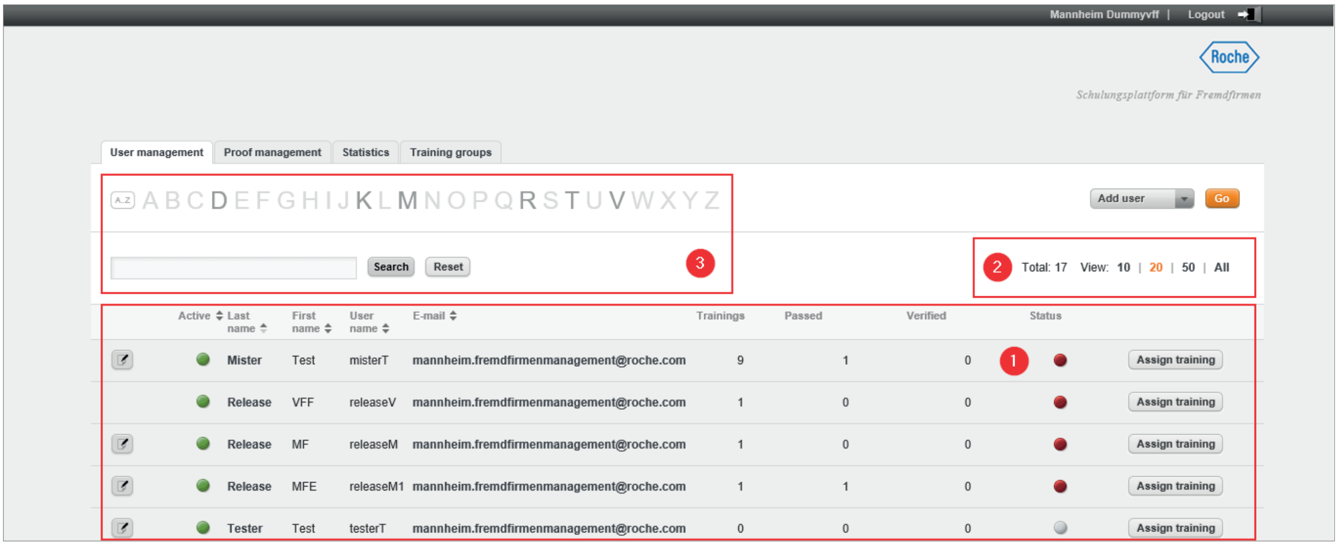


The Roche logo (6) in the top right corner not only indicates that it is a Roche system, but also allows the quick return to the start screen: simply click on it.

In order to leave the administrative area and log out, click on **Logout** (5).

Structure Overview “User Management”

In the overview “User management”, all entered employees of your company respectively your employer displayed. The overview “User management” is always shown after login.



In the information area (1) of the overview, you receive additional information on each employee. In addition to “last name” and “first name”, there are the “active”, “user name”, “e mail”, “training”, “completed”, “verified” and “status”.

Please note: Only company e-mail addresses are permitted and to be used.

- **Active:**
  A traffic light indicates whether it is an active employee ● or an inactive or deactivated employee ● .

- **User name:**
  Der Benutzername dient der eindeutigen Zuordnung eines Mitarbeitenden im System. Er ist unveränderbar und wird mit der Ersterfassung des Mitarbeitenden systemseitig vergeben.

- **E-Mail:**
  The user name serves as the unique assignment of an employee in the system. It cannot be changed and is assigned by the system with the initial recording of the employee.

If the employees have no company e-mail addresses, a general company is to be provided, which is managed by the Contractor Training Coordinator (VFF). Alternatively, the e-mail address of the Contractor Training Coordinator (VFF) can also be used. In both cases, the Contractor Training Coordinator (VFF) is responsible for distributing the information to the employees.

- **Trainings:**
  In the “trainings” column, the number of training courses assigned to the employee is shown.

- **Passed:**
  In the column "passed", the number of training courses successfully completed by the employee depicted.

- **Verified:**
  The column "verified" displays the number of verified training courses for this employee.

- **Status:**
  The status shows the processing status of all of the training courses assigned to the employee in the form of a traffic light. That means:

● no training courses are assigned to the employee

● at least one of the training courses assigned has reached or exceeded its due date or retraining date and is:
- not yet processed
- not successfully completed
- successfully completed, but not verified

● all assigned training courses have been processed, successfully completed and verified.

● at least one of the training courses assigned has not yet reached its due date or retraining date. The training course has not yet been successfully completed or retrained and verified

Furthermore, the information area of each employee has two buttons "edit user" and "assign training". These are explained in detail in the following chapters.

You can change the number of employees displayed per page in the information area. Several possibilities are offered in the area View (2). In addition, the number of all of the employees on file in the system for your company respectively employer is presented here.

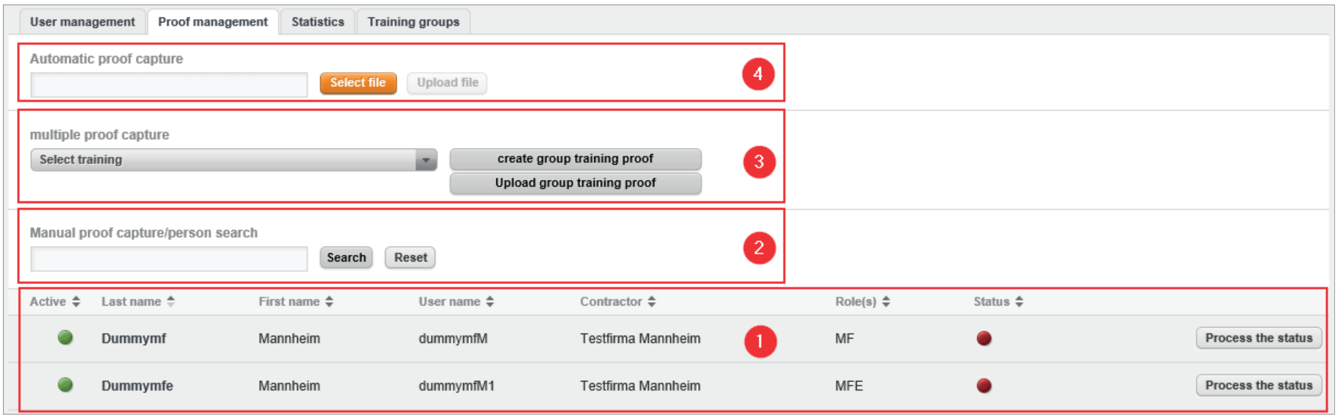
The area "Search" (3) should facilitate the search for an employee. There are two search options available.

1. The search via the letters from A to Z. Highlighted letters can be selected. All external company employees, whose last names start with the selected letter, are shown. In order to undo the selection, click on the reset button or the button A..Z.

2. The search via the input field. Enter the last name or part of the last name of the employee you are searching for in the input field and confirm the entry. In order to undo the selection, click on the reset button.

Structure Overview “Proof Management”

The overview “Proof management” shows all employees of your company respectively your employer and serves to document successfully completed training.



In the information area (1), you receive additional information on each employee. In addition to “Last name” and “First name”, there are the “Active”, “User name”, “Contractor”, “Role(s)” and “Status”.

- The significance and information content of the columns “Active”, “User name” and “Status” is analogous to the explanations in the chapter “Structure Overview User management”.
- **Contractor:**
  The employer of the employees is indicated.
- **Role(s):**
  The users of the Contractor Training Tool have different roles and are assigned the corresponding authorizations.
  - Contractor Training Coordinator (VFF):
    The Contractor Training Coordinator (VFF) is an employee designated by the employer (contractor), who takes on the coordination of training activities. They maintain the employee data in the system, manage the training assignment for the employees and document the training.
- Contractor’s employee (MF):
  The Contractor’s employee (MF) is an employee, who is deployed by the contractor to conduct work at Roche. This refers to temporary or permanent employees. Unskilled workers, interns and temporary agency employees are also included.
- Contractor’s employee (external) (MFE):
  The Contractor’s employee (external) (MFE) is an employee of a sub-contractor, which is assigned by the contractor to conduct work at Roche.

Note: The sub-contractors deployed must absolutely be approved by the Procurement of Roche Diagnostics GmbH in advance.

Furthermore, the information area has a button **"process the status"** for each employee. This will be explained in detail in the following chapters.

The area "Search" (2) has an input field and should facilitate the search for an employee. Enter the last name or part of the last name of the employee you are searching for in the input field and confirm the entry. The result of your search is shown in the information area. In order to undo the selection, click **"reset"**.

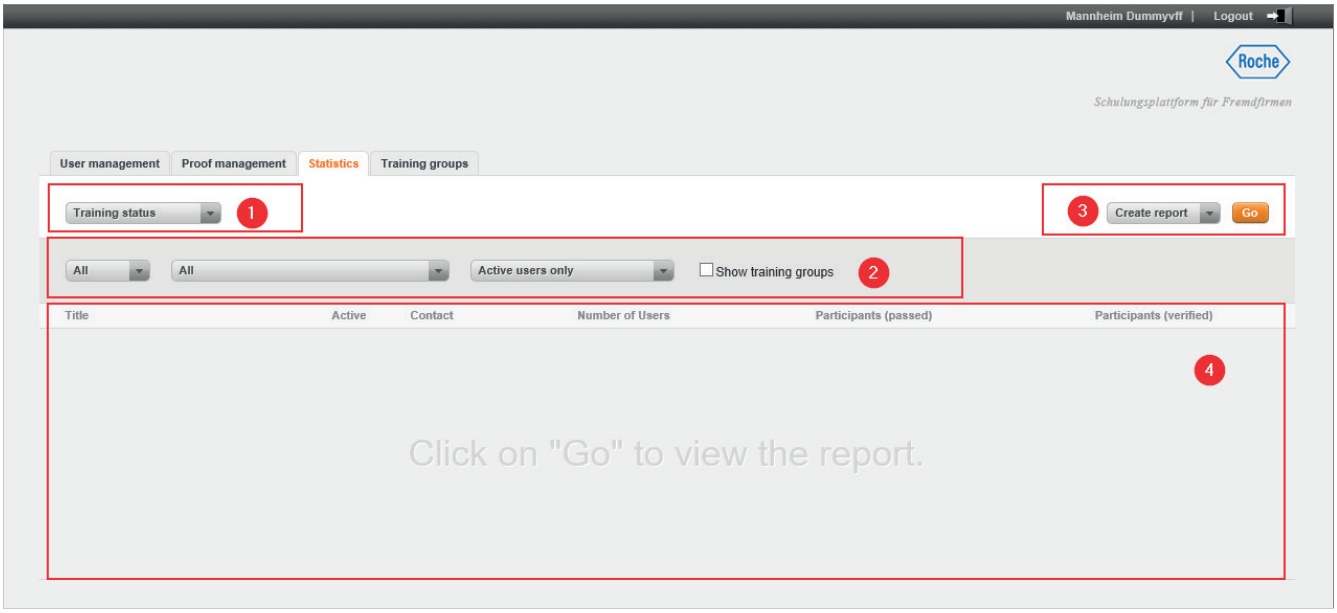
Via the *"Automatic proof capture"* (4), proof documents, which are generated by Contractor Training Tool, can be assigned to the correspon-ding employee simply.

These proof documents are labeled with a barcode, which contains information on the employee and the training. If you upload such a proof document to the Contractor Training Tool via the „Automatic proof capture", the Cont-ractor Training Tool takes over the assignment to the employee automatically.

Via the "Multiple proof capture" (3), you first have the possibility to generate a proof docu-ment for group training. In addition, you have the possibility to verify training for several employees in one step and to set the training as passed.

Structure Overview "Statistics"

The overview "Statistics" offers analyses (also called Reports), which support you in your work with the Contractor Training Tool.



Two report types are available. In the selection area (1), you can choose between the report types “Training status” and “Participant statistics” via a dropdown menu.

The configuration area (2) offers the possibility to adjust or limit the analysis based on specified criteria.

In addition, you can define the output (3) of your report. Three options are available:

- **create report**
  The report is generated and presented in the display area (4) according to your configuration.

- **Print preview**
  The report opens in the print view and can be directly printed.

- **Excel export**
  The report can be downloaded and saved in the form of an MS Excel file via this option.

Structure Overview “Training Groups”

The Overview “Training groups” shows all training groups which are assigned to your company.

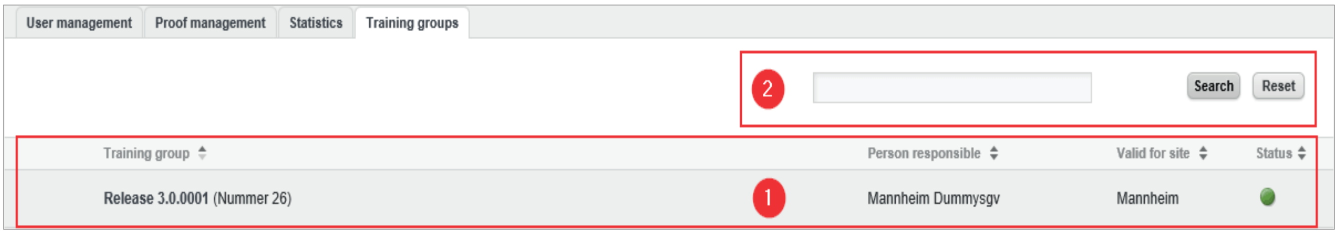
In the information area (1), you receive additional information on each training group. In addition to the names and number of the training group, there are also the “Person responsible”, “Valid for site” and “Status”.

- **Person responsible**
  Displays the name of the person responsible for the training group.

- **Valid for site**
  Displays which Site(s) this training group is valid for.

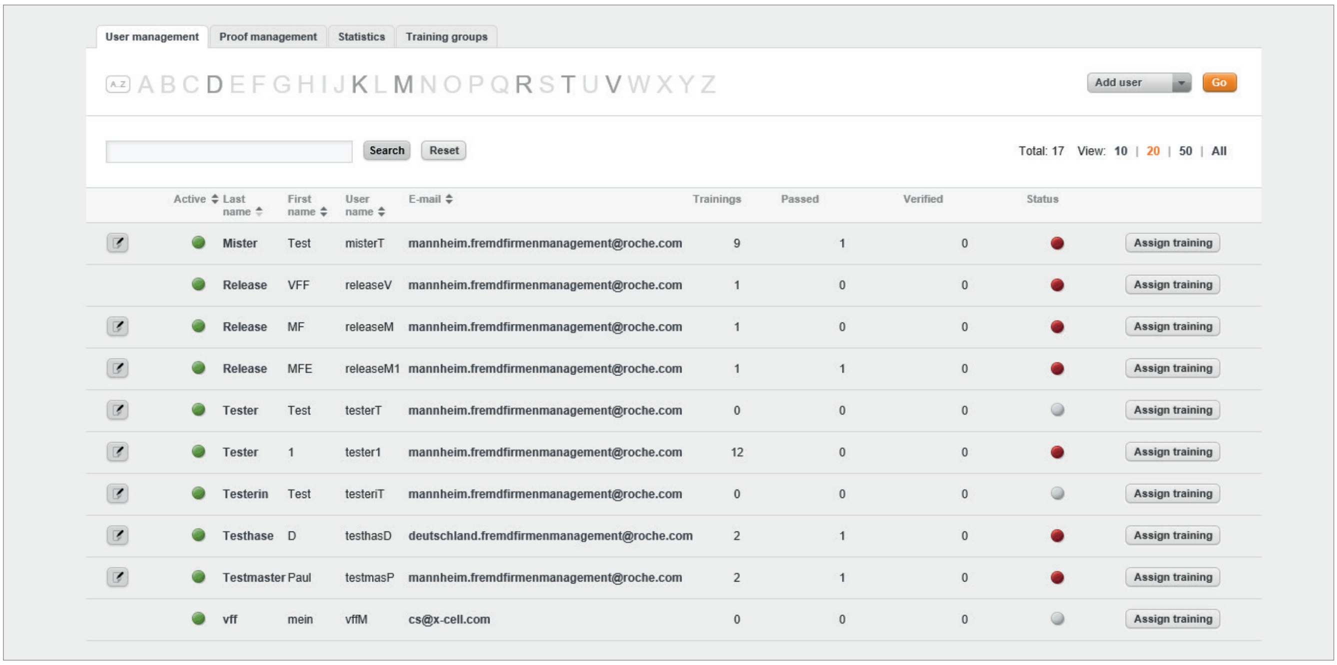
- **Status**
  A traffic light shows whether this is an active training group (green) or an inactive training group (gray).

The area “Search” (2) should facilitate finding a specific training group. Enter the search term in the search field and confirm by clicking on the search button. Directly adjacent is the reset button, with which you can undo your selection.

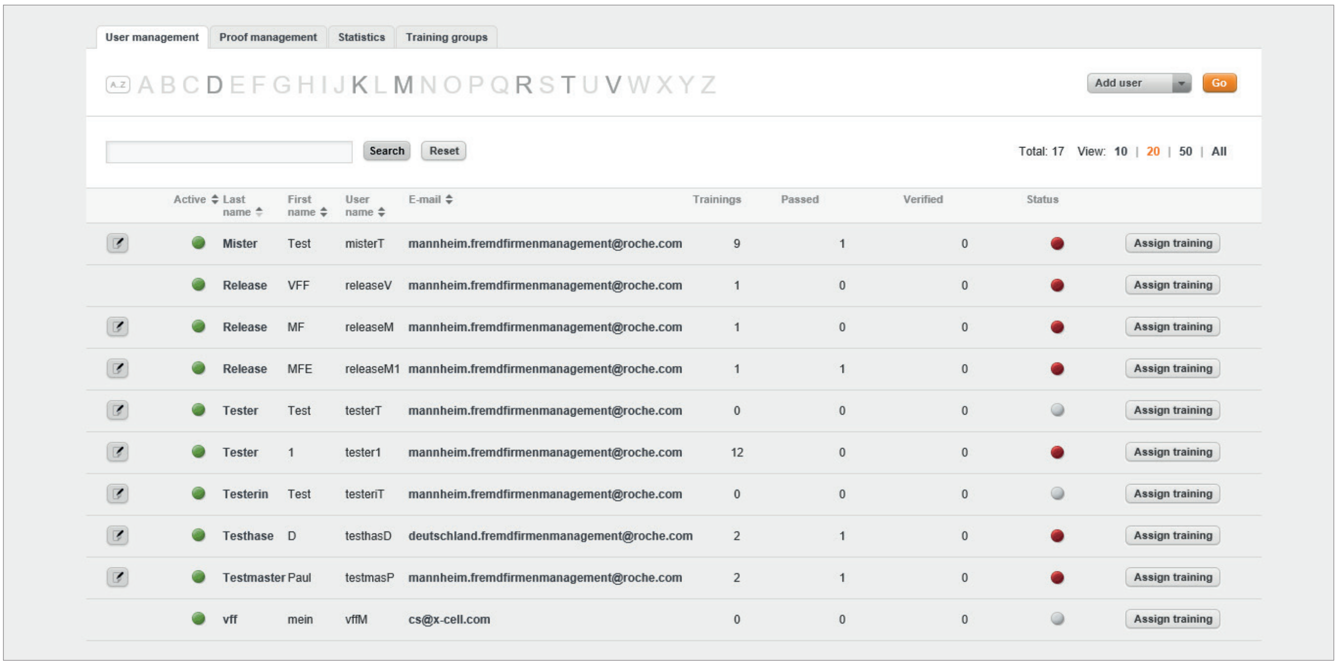


Add User (Employee)

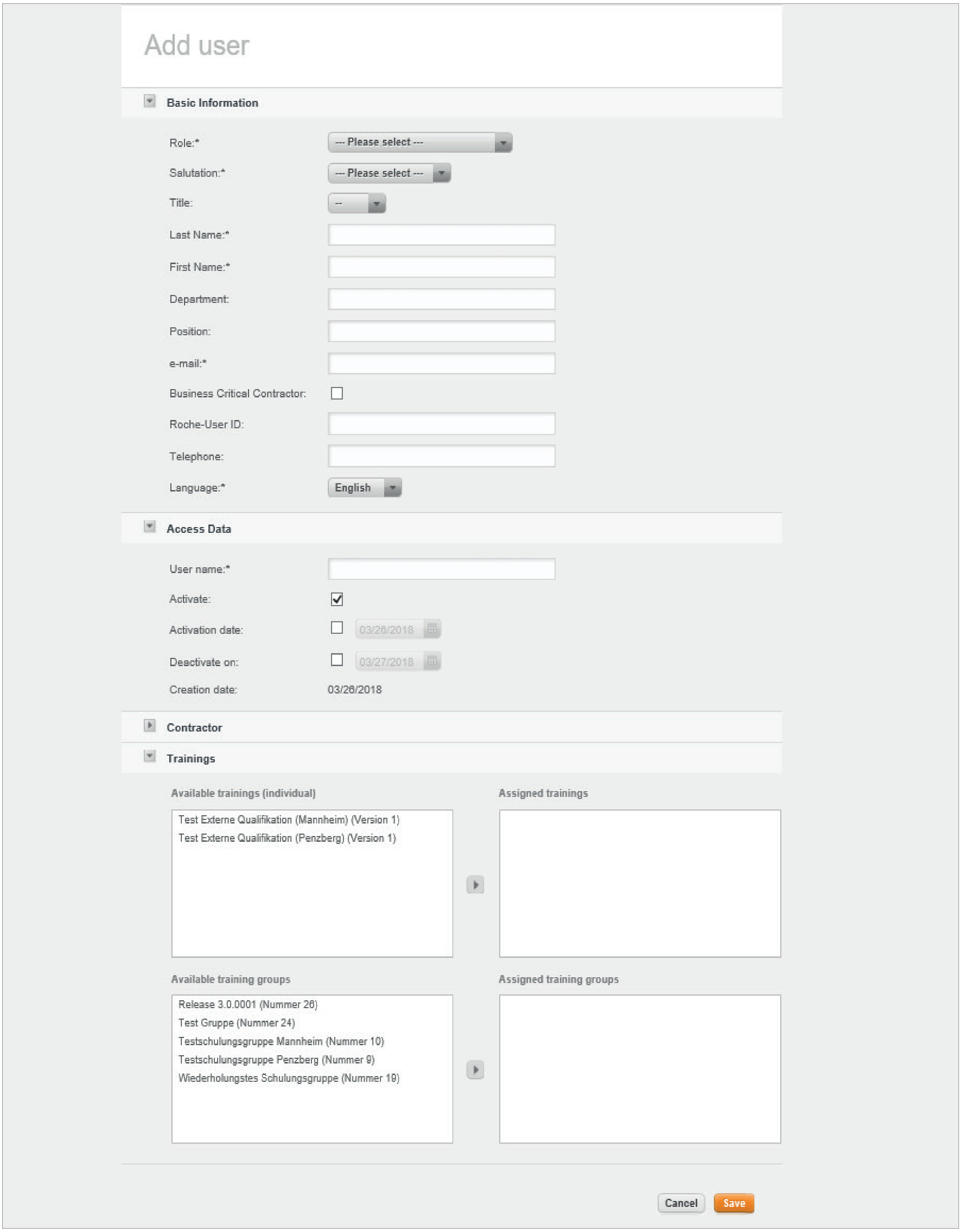
1. To add an employee, you must be on the start screen (Overview “User management”).



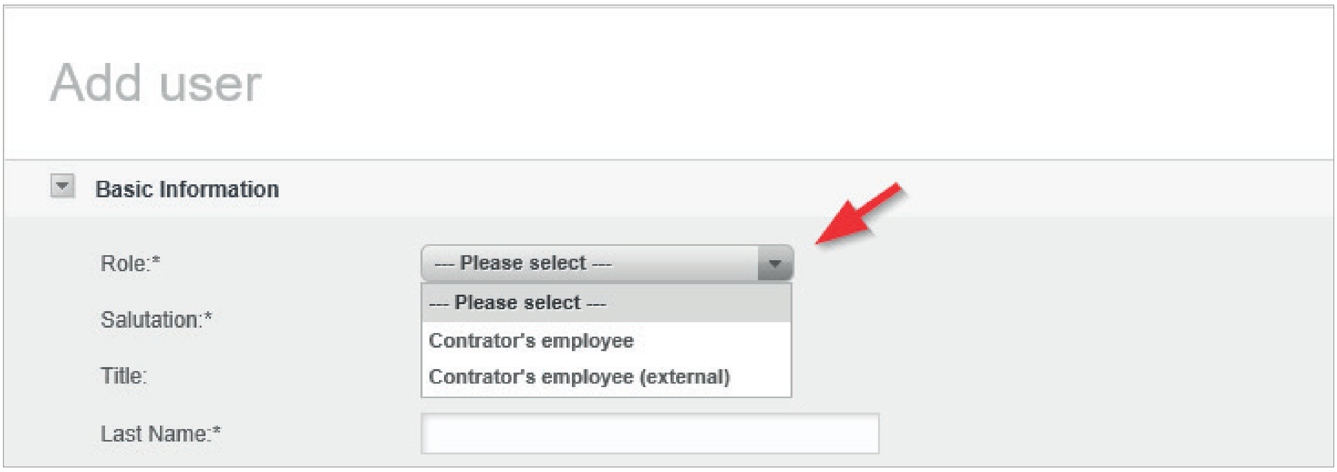
2. Select (1) “add user” in the area on the right and confirm by clicking on the button (2) **Go**.



3. The dialog box “add user” opens.



4. First select a **Role** for the employee (user). Click on the dropdown list Role. This opens and shows the possible roles. The input mask is adapted by clicking on the desired role.



The roles for selection:

- **Contractor's employee (MF):**
  The Contractor's employee (MF) is an employee, who is deployed by the contractor to conduct work at Roche. This refers to temporary or permanent employees. Unskilled workers, interns and temporary agency employees are also included.

- **Contractor's employee (external) (MFE):**
  The Contractor's employee (external) (MFE) is an employee of a sub-contractor, which is assigned by the contractor to conduct work at Roche.

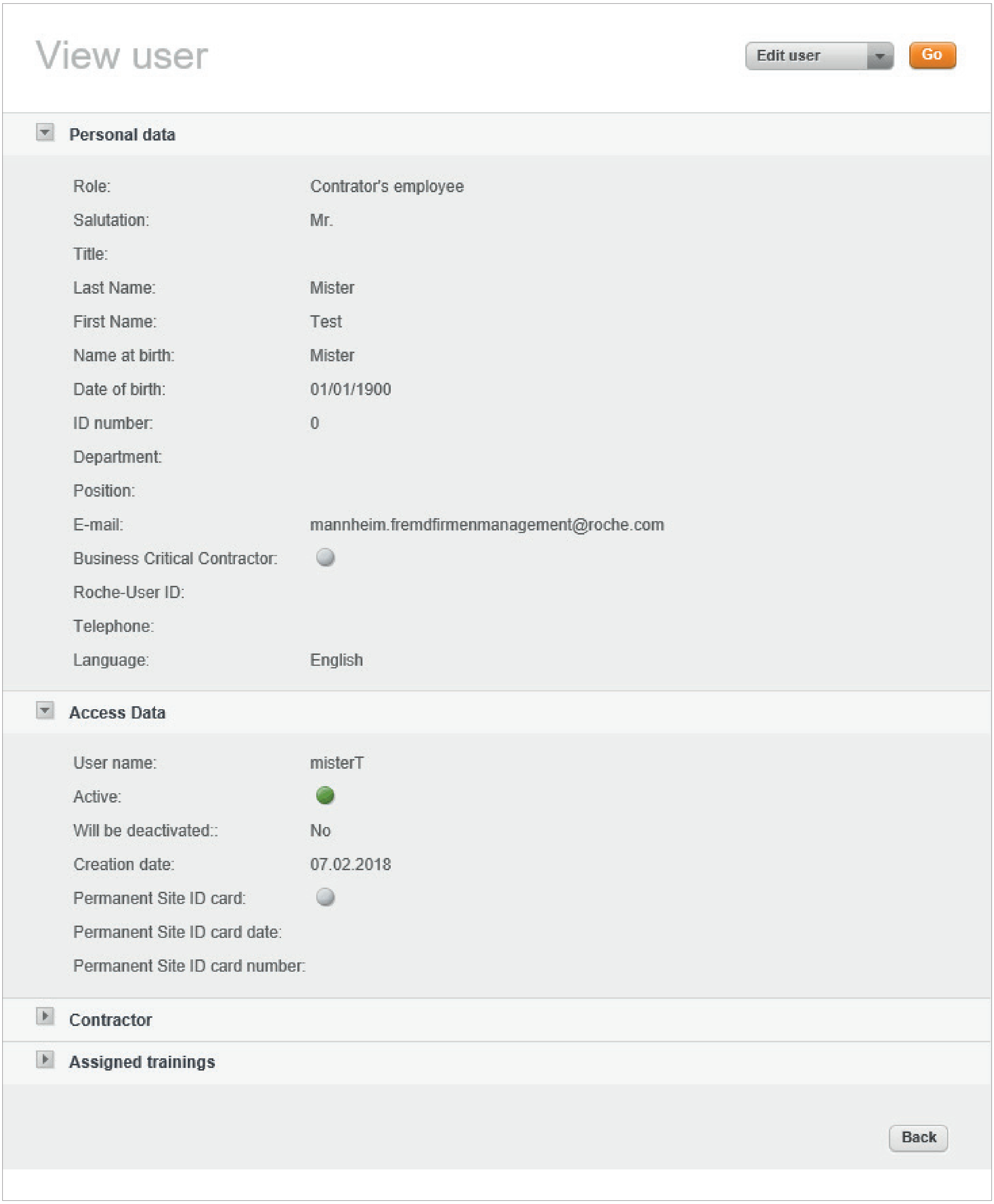
Note: The sub-contractors deployed must absolutely be approved by the Procurement of Roche Diagnostics GmbH in advance.

5. Enter the additional details of the employee in the input mask. The following fields are mandatory*:

- Salutation
  (select accordingly)
- Last name
- First name
- Name at birth
- Date of birth
- e-mail
  (Exclusively company e-mail addresses are permitted. If the employees have no company e-mail addresses, a general company address or that of the Contractor Training Coordinator (VFF) is to be entered.)
- Business Critical Contractor
  (if the status exists)
- Roche User ID
  (if available)
- Language
  (Language setting for the user. Information and system will be displayed in the language selected.)
- Activate/Activation date/ Deactivated on
  Here you define whether the user will be created as an inactive user and activated at a later point in time (Activation date), created immediately as an active user. It can also be defined if and when the user should be deactivated.
- Permanent Site ID card (if present)
  - Permanent Site ID card date
  - Permanent Site ID card number
- Leasing
  (Only shown for the role MF. Is to be selected if it is a temporary agency employee.)
- Name Sub-Contractor
  (Only shown for the role MFE)
- Assigned Training or Training Groups.
  (Perform assignment)

6. To confirm the entries, click **"Save"**. Upon clicking on **"Cancel"** the input data is not saved and you are returned to the start screen (User management).

7. After saving, the dialog box “View user“ opens.

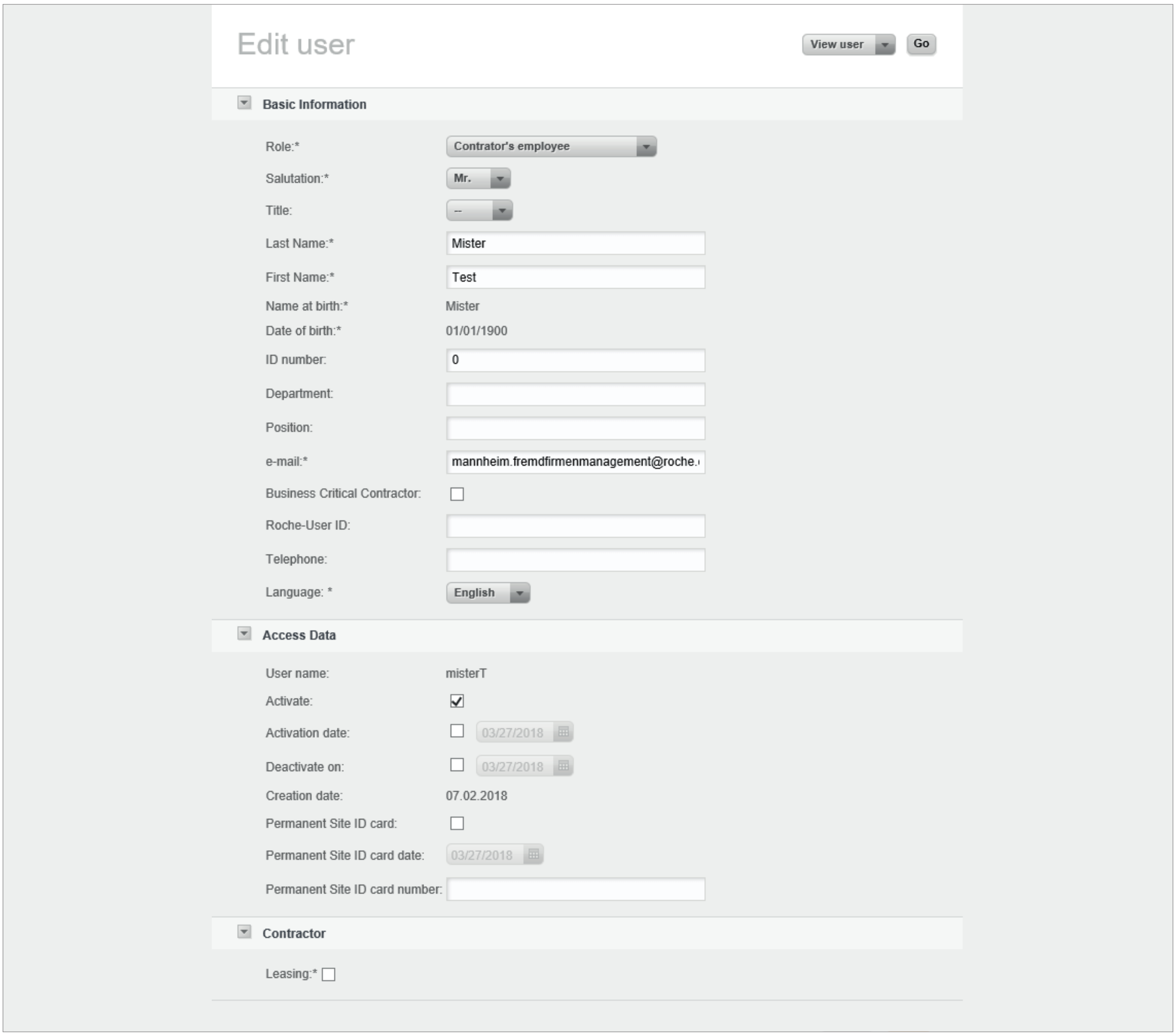


8. To close the dialog box, click “**Back**” (in the bottom area) or the Roche logo (upper right). You then return to the start screen (User management).

Edit User (Employee)

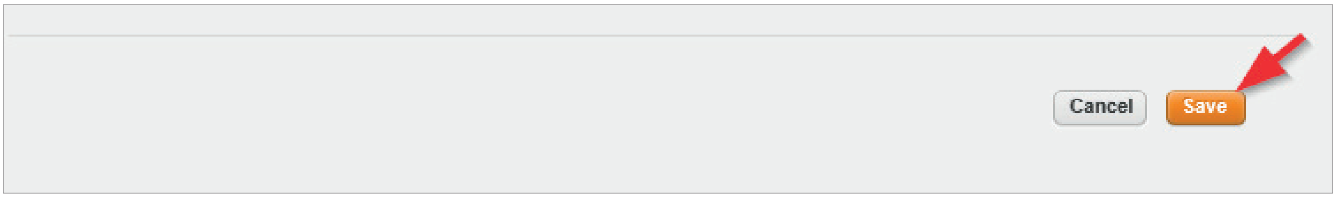
1. Click on the button **Edit user** in front of the employee's last name.

2. The dialog box "*edit user*" opens.



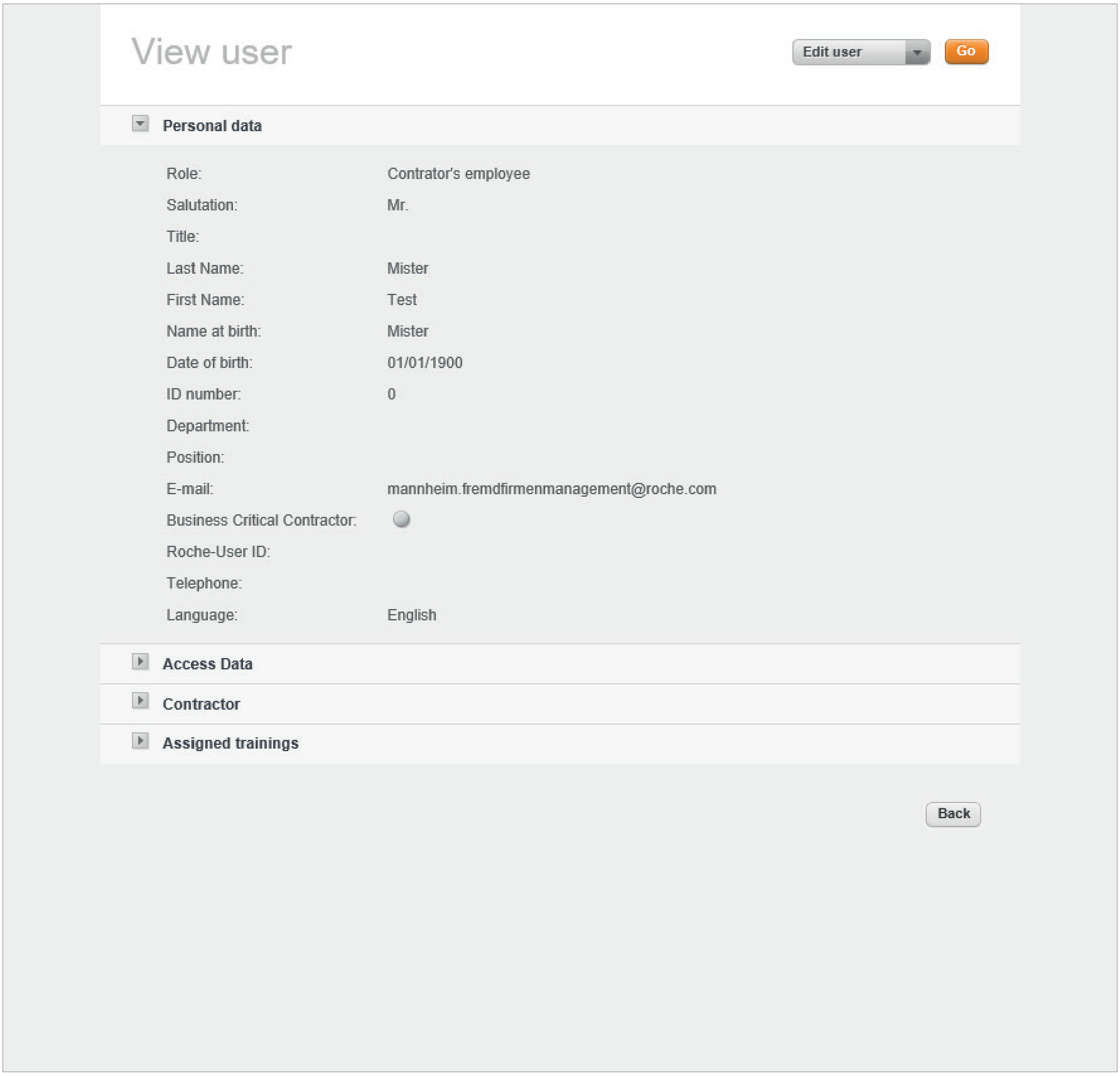
3. Make your changes.

4. To confirm your entries, click “**Save**”.



Upon clicking on the button “**Cancel**” the input data is not saved and you are returned to the start screen (User management).

5. After saving, the dialog box *“View user“* opens.



You can edit the employee data from this dialog box. Click in the upper area on the button “**Go**”.

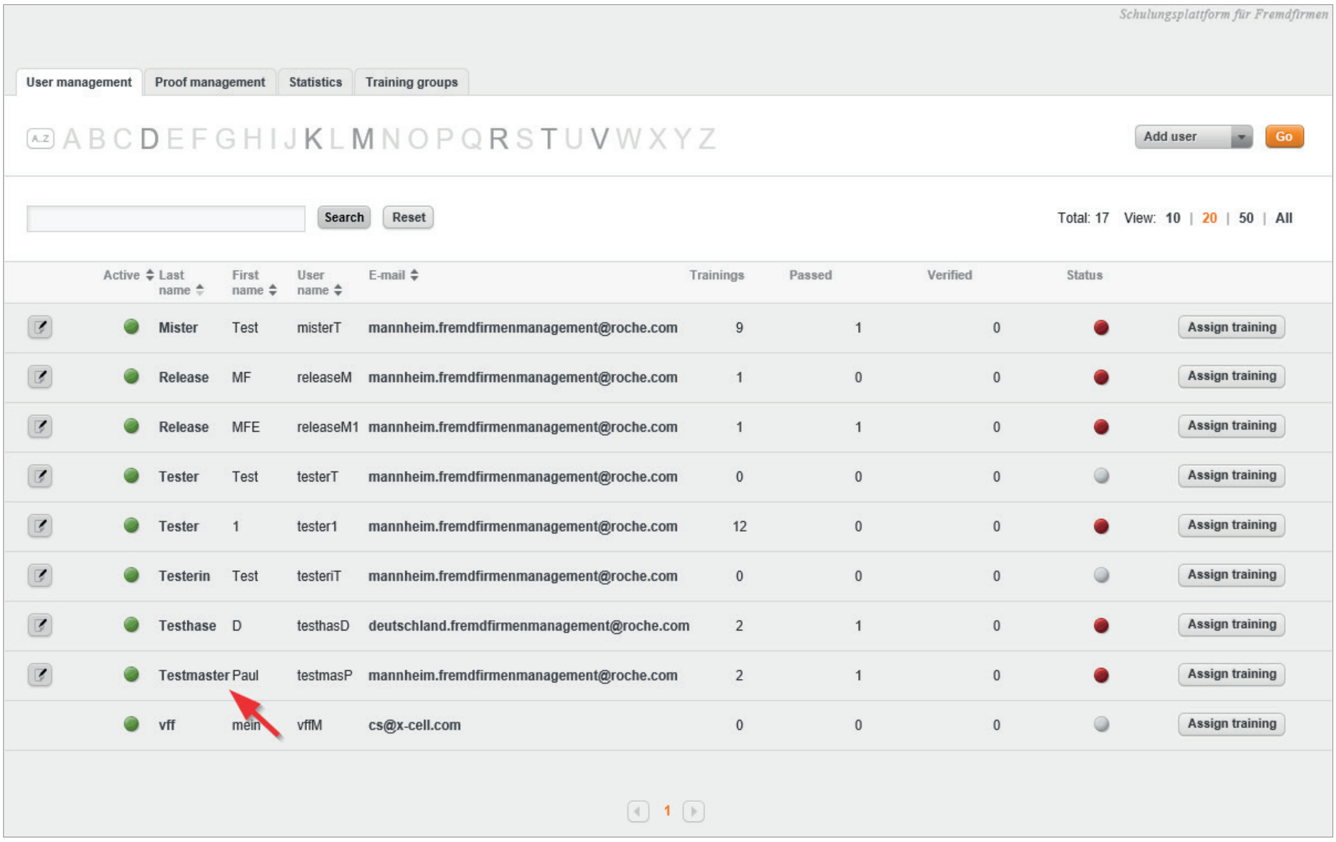
The dialog box *“edit user”* opens.

6. To close the dialog box “**edit user**”, click “**Back**“ (in the bottom area) or “**Roche logo**” (upper right). You then return to the start screen (User management).

Note: You can only edit users with the roles MF and MFE. Editing users with the role VFF takes place via Contractor Management. Please send the changes via e-mail.

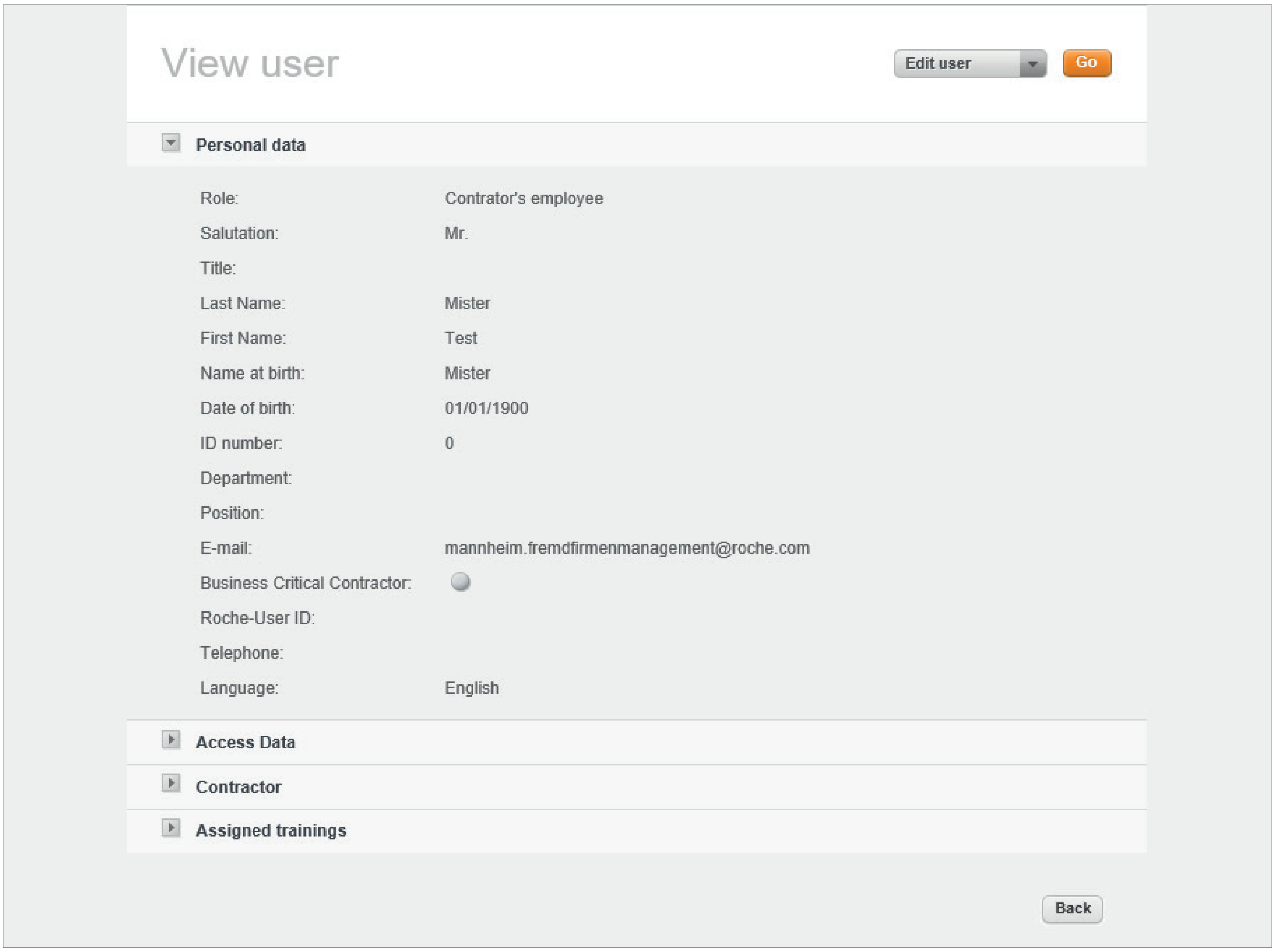
View User (Employee)

1. On the start screen (User management), click on the last name of an employee.



Active	Last name	First name	User name	E-mail	Trainings	Passed	Verified	Status	
	Mister	Test	misterT	mannheim.fremdfirmenmanagement@roche.com	9	1	0		Assign training
	Release	MF	releaseM	mannheim.fremdfirmenmanagement@roche.com	1	0	0		Assign training
	Release	MFE	releaseM1	mannheim.fremdfirmenmanagement@roche.com	1	1	0		Assign training
	Tester	Test	testerT	mannheim.fremdfirmenmanagement@roche.com	0	0	0		Assign training
	Tester	1	tester1	mannheim.fremdfirmenmanagement@roche.com	12	0	0		Assign training
	Testerin	Test	testeriT	mannheim.fremdfirmenmanagement@roche.com	0	0	0		Assign training
	Testhase	D	testhasD	deutschland.fremdfirmenmanagement@roche.com	2	1	0		Assign training
	Testmaster	Paul	testmasP	mannheim.fremdfirmenmanagement@roche.com	2	1	0		Assign training
	vff	mein	vffM	cs@x-cell.com	0	0	0		Assign training

2. The dialog box *"View user"* opens



You can edit the employee data from this dialog box. Click in the upper area on the button **Go**.

The dialog box *"edit user"* opens.

in the lower area of the dialog box “*View user*”, the current and assigned training the employee is shown. In addition to the training title, information regarding “*Passed*”, “*Verified*” and “*Status*” is displayed.

Note: You can only edit users with the roles MF and MFE. Editing users with the role VFF takes place via Contractor Management. Please send the changes via e-mail.

Assigned trainings

Release 3.0.0001

Active	Training title	Passed	Verified	Status	
	Test Release 3.0.0001 (Version 2)	No	No		Proof management

- **Passed:**
  If the employee has not yet performed and successfully completed the training, this column is labeled with the value “No”. After successful completion, the value changes to “Yes”.

- **Verified:**
  The successful completion of the training must be documented. For this purpose, a corresponding proof document is to be filed on the Contractor Training Tool. Once this is done the value in the column “Verified” changes from “No” to “Yes”.

- **Status:**
  The status summarizes the processing status of the respective training.

means that
- the training is not yet processed,
- the training has not been successfully completed
- the training was passed, but not yet verified and its due date or retraining date has been reached or exceeded.

either means that the assigned training is not yet due (the user still has time to complete the training) or that it is retraining, whose repetition is pending. If the training is not completed respectively retrained and verified by the due date respectively within the retraining period (begins 14 days prior to the end of validity), the status changes to “red”.

means that the training has been processed, successfully completed and verified.

The button **Proof Management** leads to the dialog box *“Current proof”* for the respective training.

3. To close the dialog box *“View user”*, click “**Back**” (in the bottom area) or “**Roche logo**” (upper right).

Deactivate User (Employee)

Under certain conditions, employees must be deactivated. The employee (user) can then no longer access the Contractor Training Tool. If necessary, Roche reserves the right to refuse the employee access to the plant.

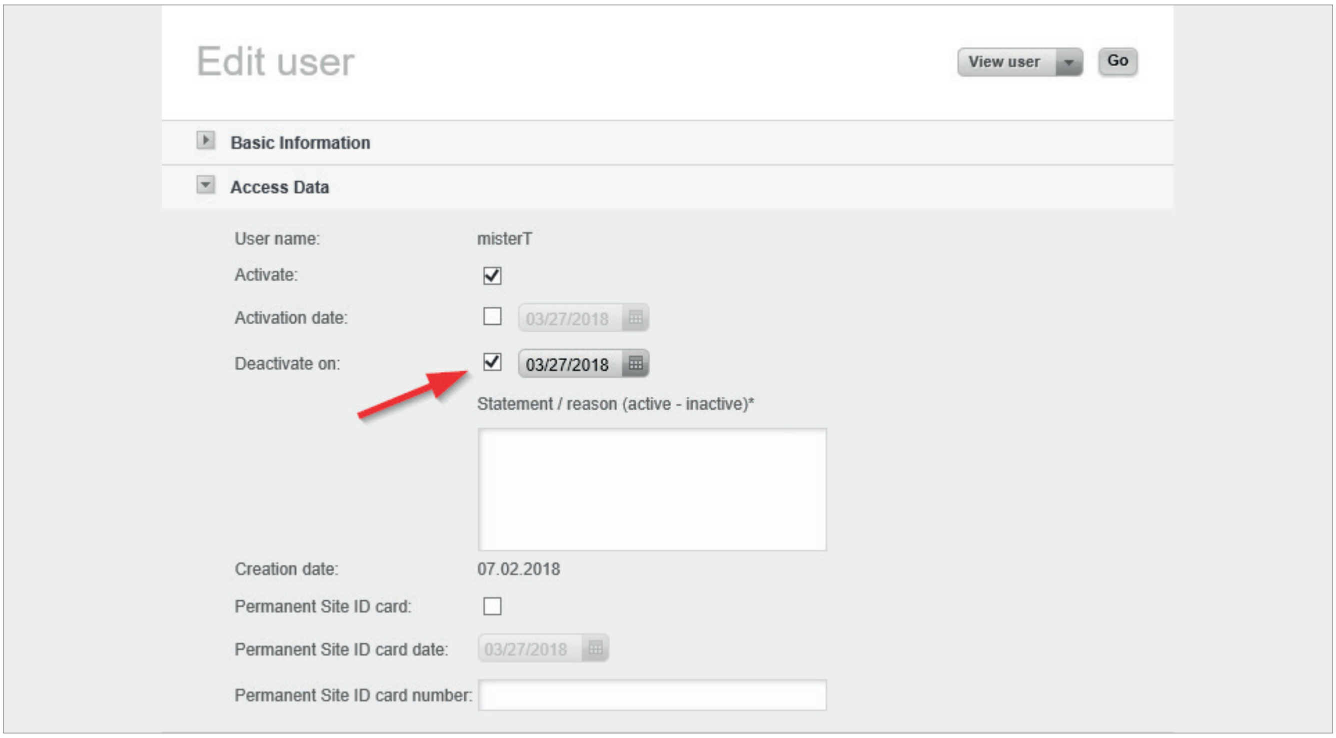
Reasons for a deactivation can be:

- an employee leaves the company
- an employee is not deployed at Roche for a longer period (more than 2 months)
- a temporary dissolution of the business relationship
- a permanent dissolution of the business relationship
- the contractor does not contractually ensure the die performance of employee training
- an employee of the contractor repeatedly does not fulfill the training requirements

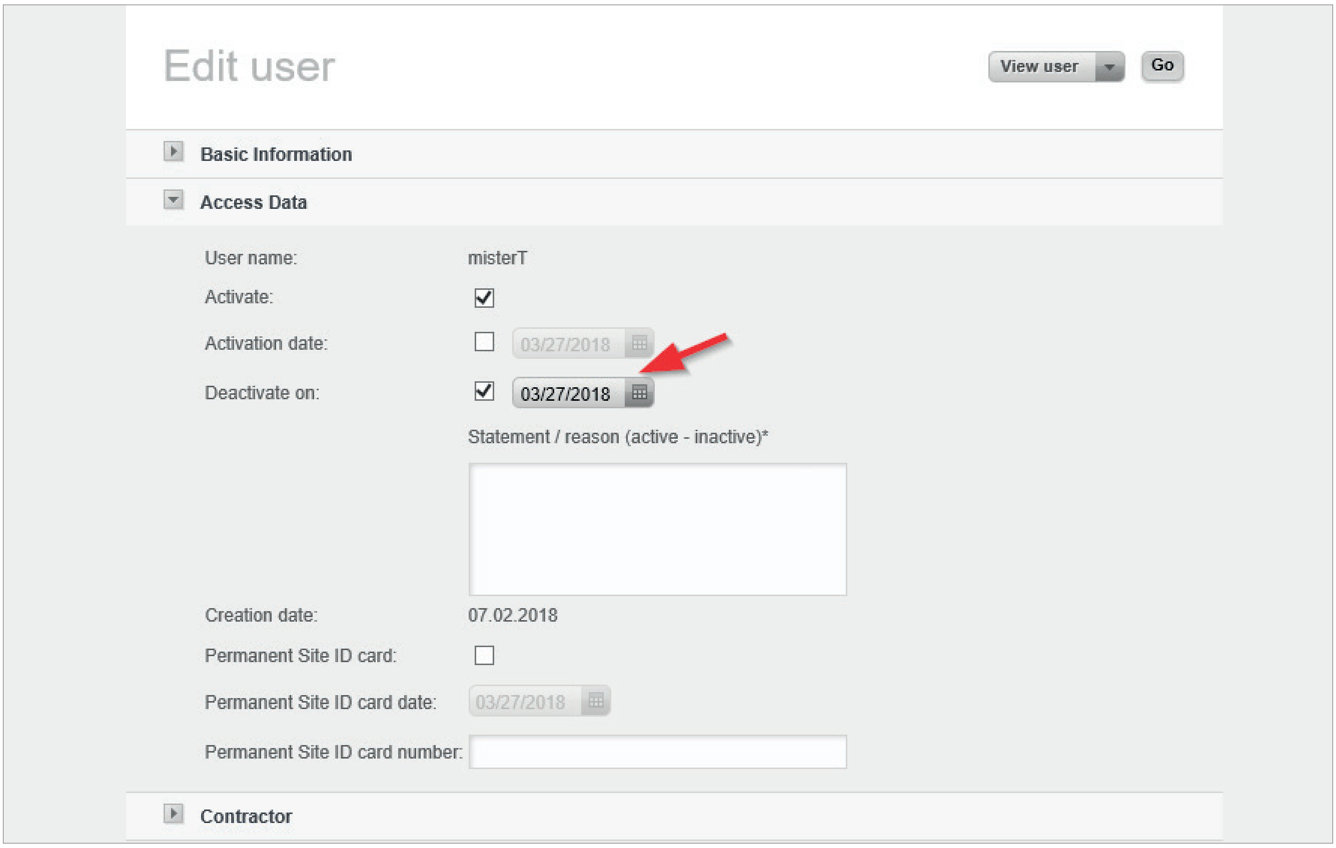
In case of the first two reasons mentioned, the Contractor Training Coordinator is responsible for the deactivation of the employee.

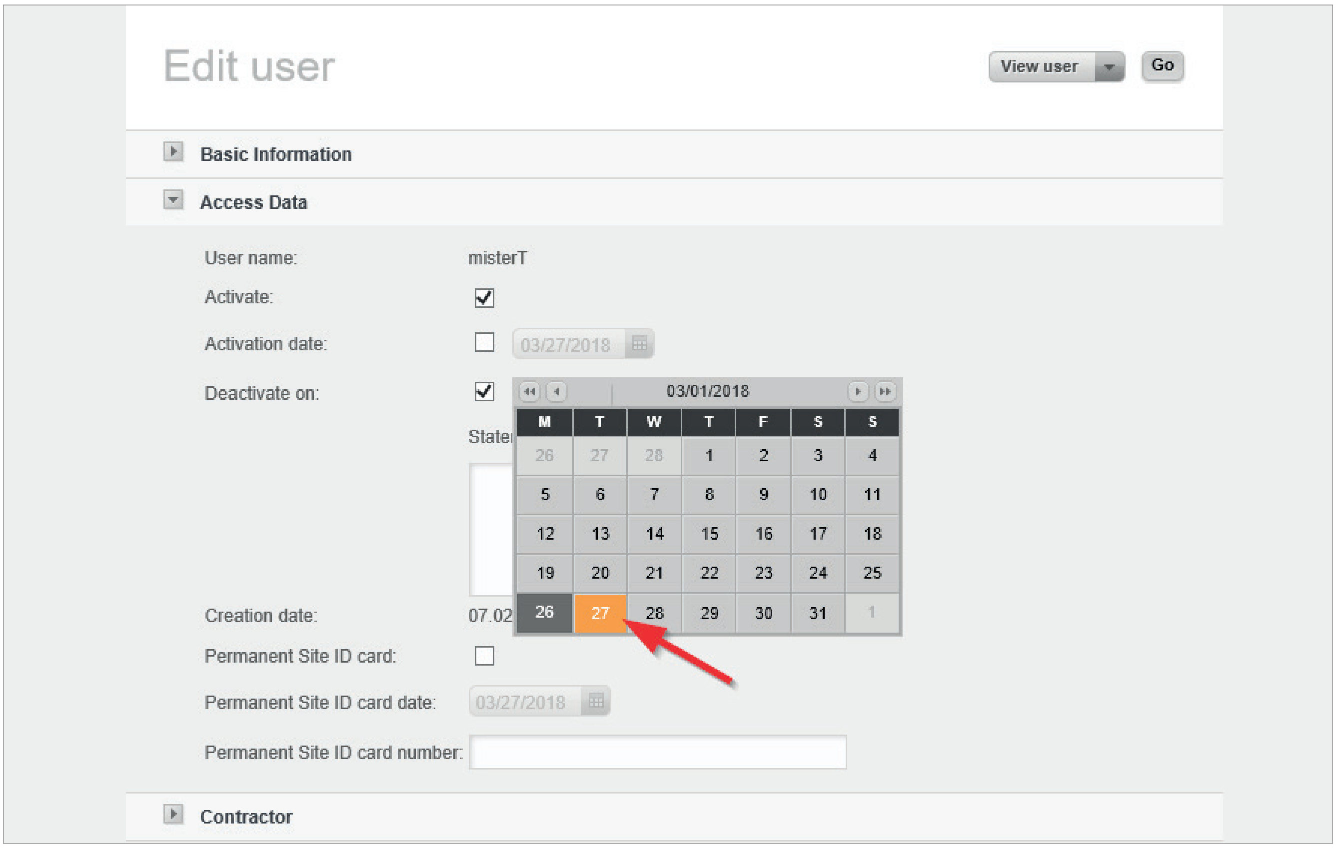
1. Open the function "**Edit user**" (see chapter "*Edit user (employee)*") for the corresponding employee.

2. Activate the button *"Deactivate on"* and select the corresponding date. By default the next day's date is specified.

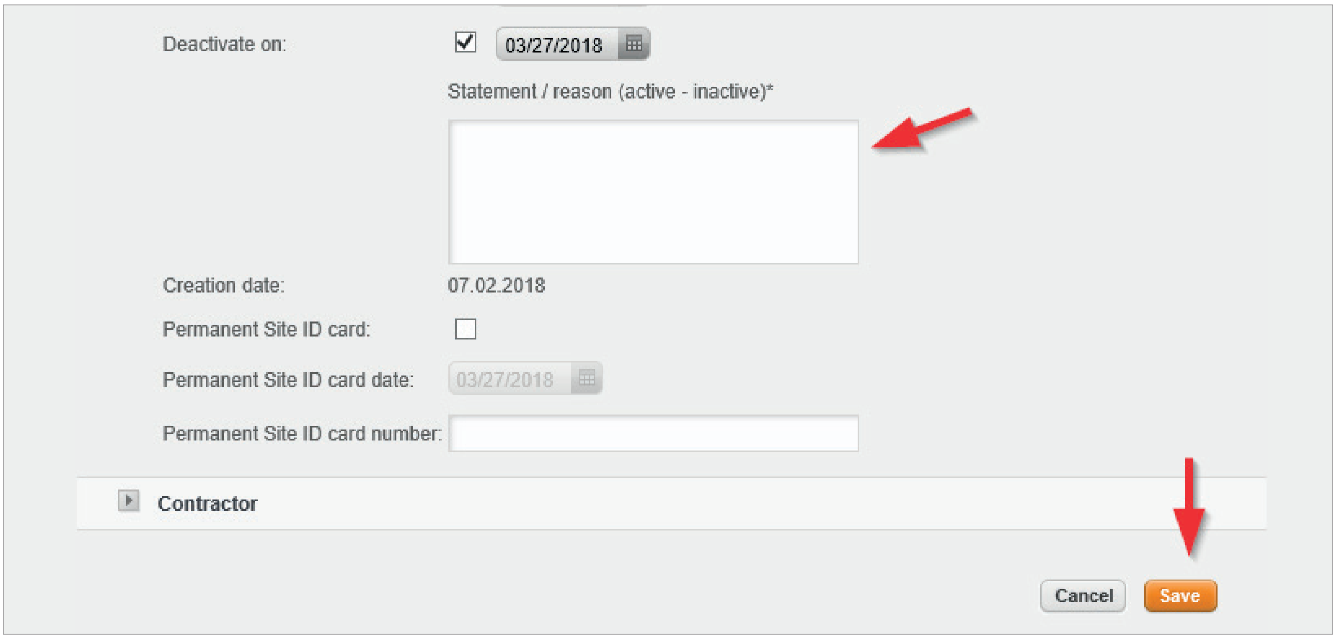


3. To change the displayed date, click on it. A calendar opens. Select the desired date by clicking on it.



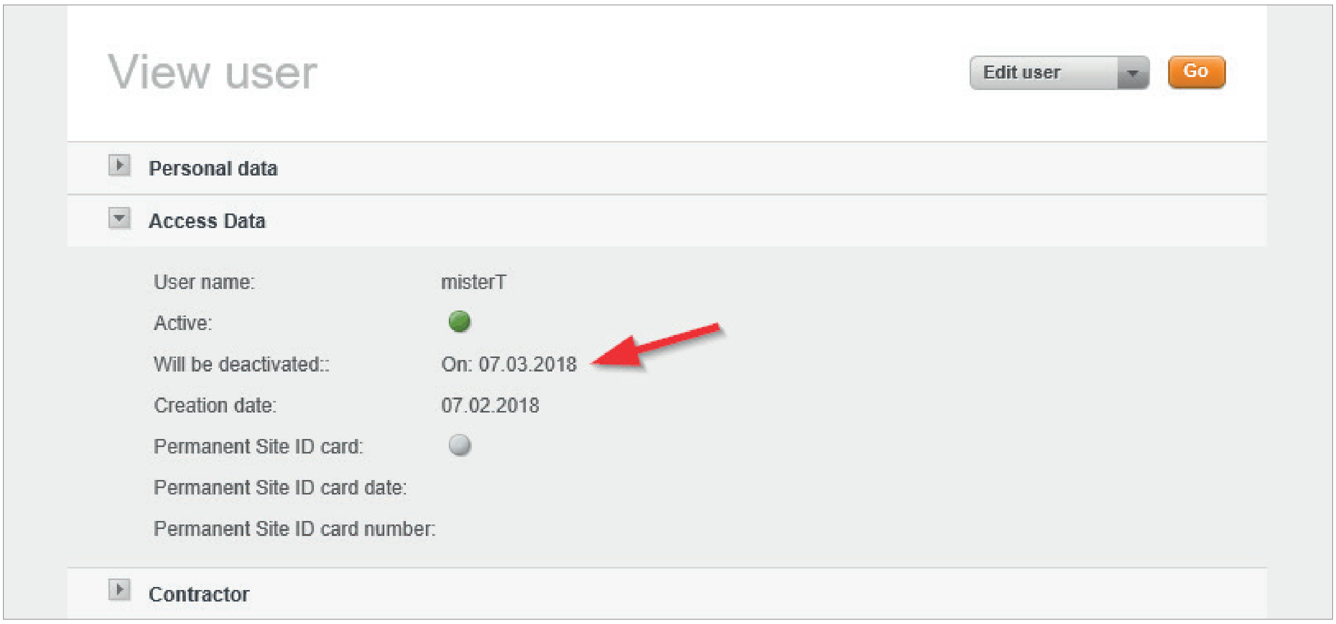


4. Enter a reason. To confirm your entries, click on **Save**.



Upon clicking the button "**Cancel**" the input data is not saved and you are returned to the start screen.

5. After saving, the dialog box *"View user"* opens and the deactivation of the employee is indicated.



6. To close the dialog box "view user", click "**Back**" (in the bottom area) or on "**Roche logo**" (upper right).

Activate User (Employee)

When a user is created as inactive in the system, the VFF has the possibility to activate this user.

To activate the user, you must first edit the user (compare page 18 ff). In the area “Access Data”, you must click the checkbox for the field “Acti-vate” and provide a reason.

Subsequently confirm your changes by clicking on the button “Save”. Alternatively, you can end the process without saving by clicking on the button “Cancel”.

Reactivate User (Employee)

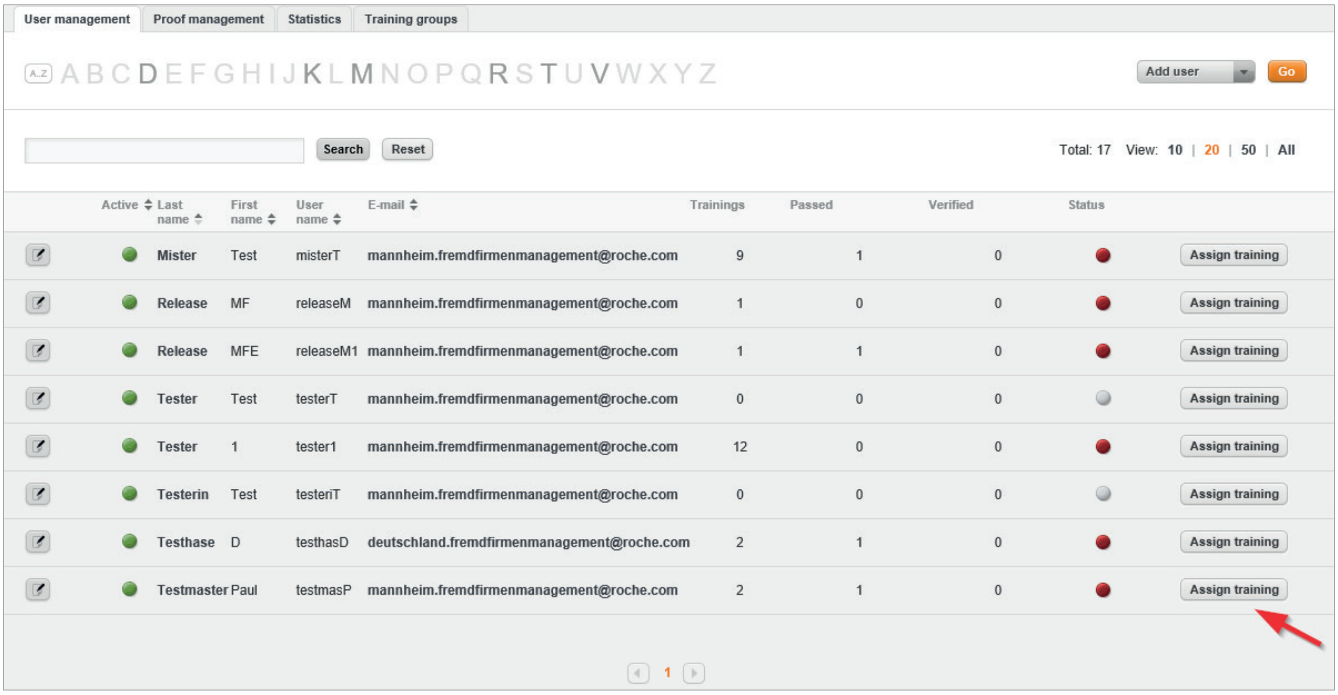
If the reason, which led to the deactivation, no longer applies, only the Master Data Manager can reactivate the affected employee.

The Contractor Training Coordinator submits an informal request via e-mail to Contractor Management. The request must contain at least the following information:

- Last name, first name and user name of the employee to be reactivated, as well as the reason for the reactivation.

Assignment of Training or Training Groups

Every employee must be assigned training or training groups. Precisely which training or training groups is based on the area of activity respectively location at Roche. The assignment is generally in the responsibility of the Contractor Training Coordinator.



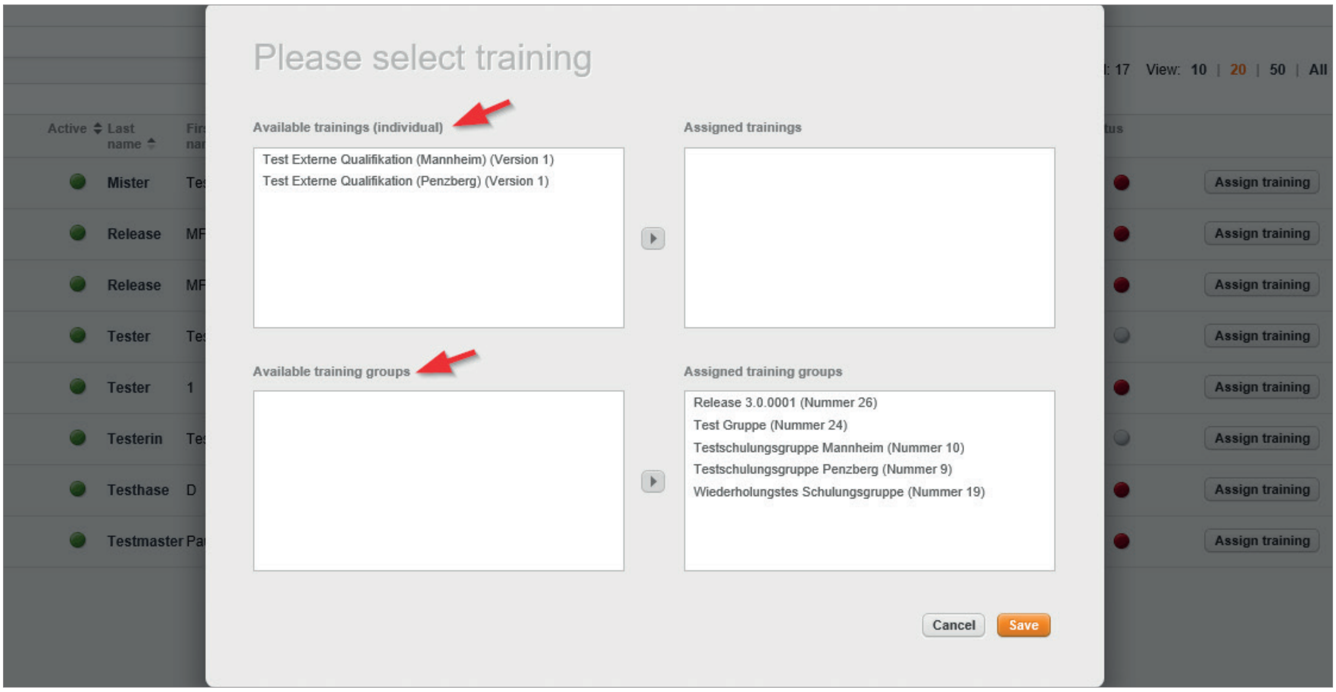
Training groups consist of one or more training courses, which are required for the performance of a specific activity. They are defined by Roche and compiled and serve to simplify the assignment. Upon assignment of a training group, the employee is assigned all of the training courses contained in the training group.

Only the training groups and training courses that are relevant for your company respectively your employer are available for assignment.

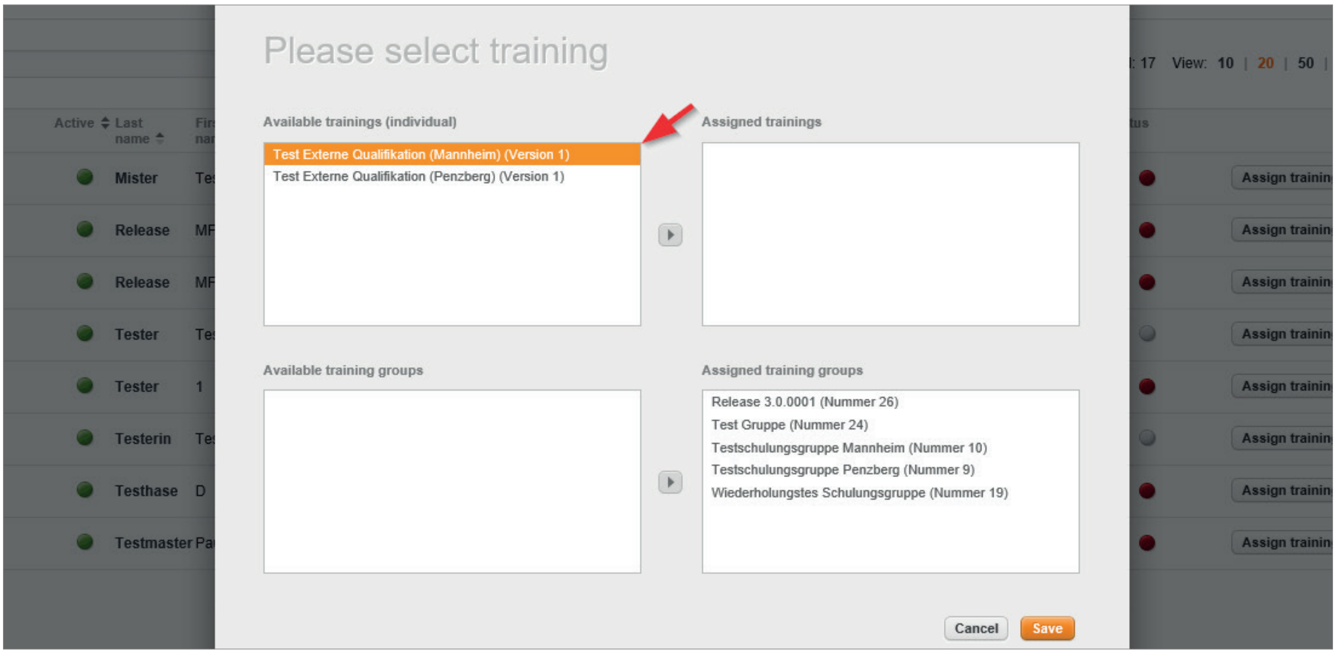
Note: “External Qualifications” can only be assigned individually. They are not part of a training group.

1. On the start screen, click on the button “**Assign training**” for the employee, for whom you wish to assign training.

2. The dialog box “**Please select training**” opens.



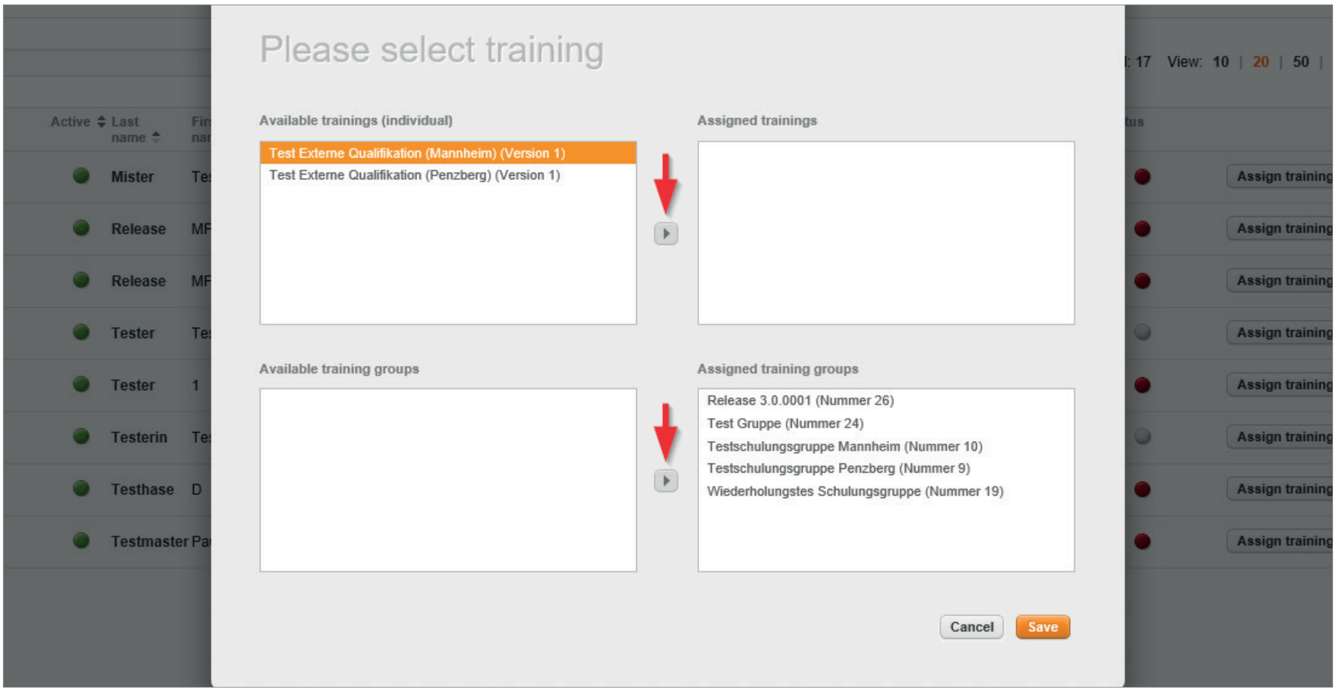
In the area on the left, all of the training groups respectively training courses (individual) available for your company respectively employer are listed



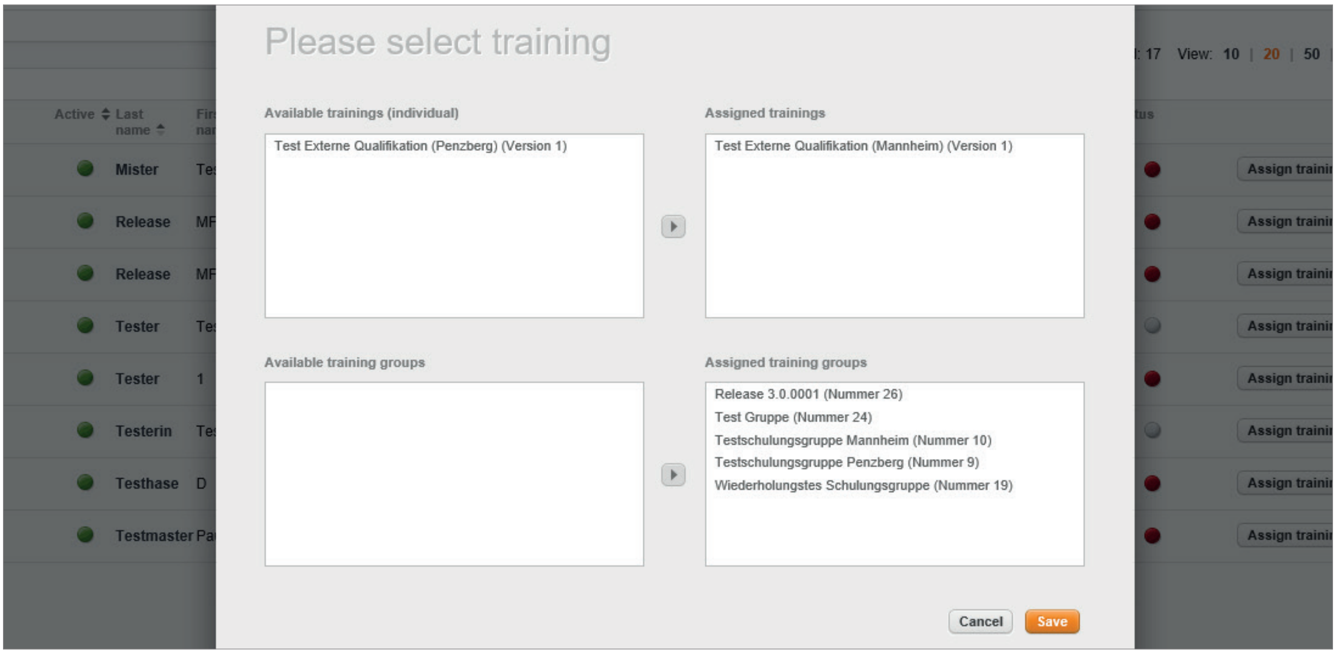
3. To select a training group or training course, click on the corresponding training group or training course.

You can also select several training groups or training courses at the same time. Click on the corresponding training groups or training courses one after another.

4. For the assignment, you must press on the arrow between the tables

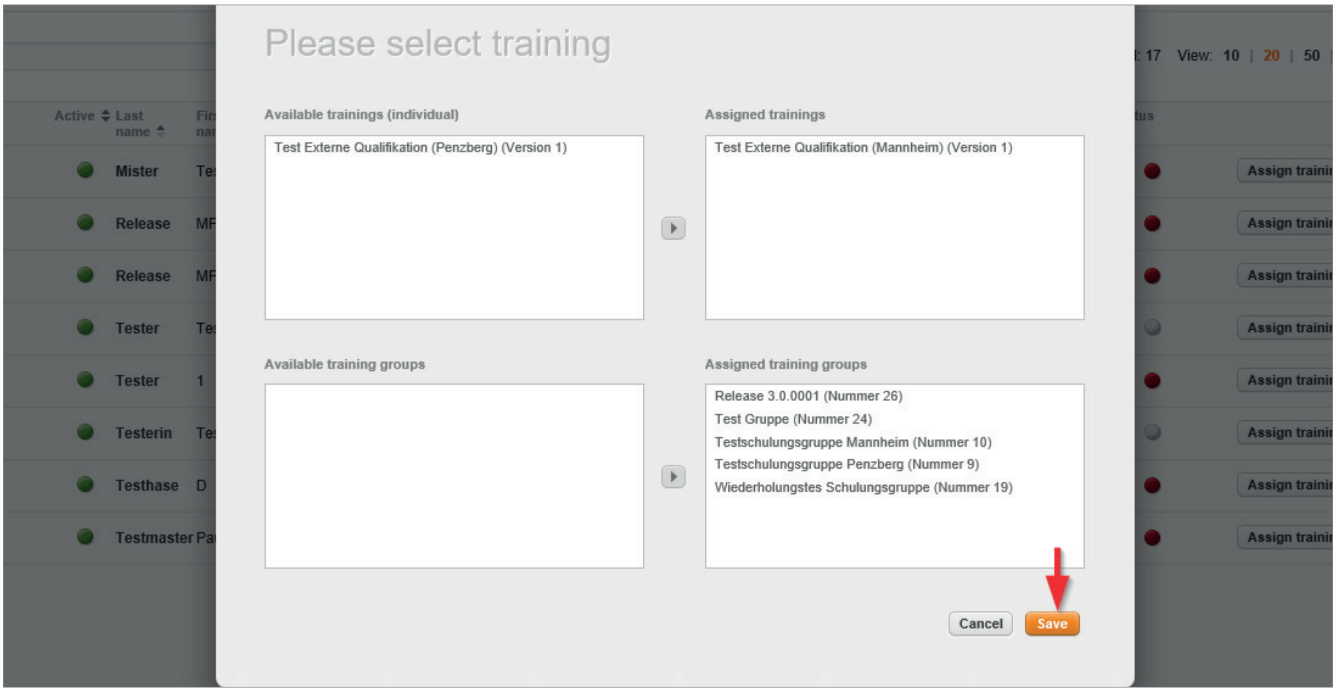


The selected training group or training course is then listed in the right column.

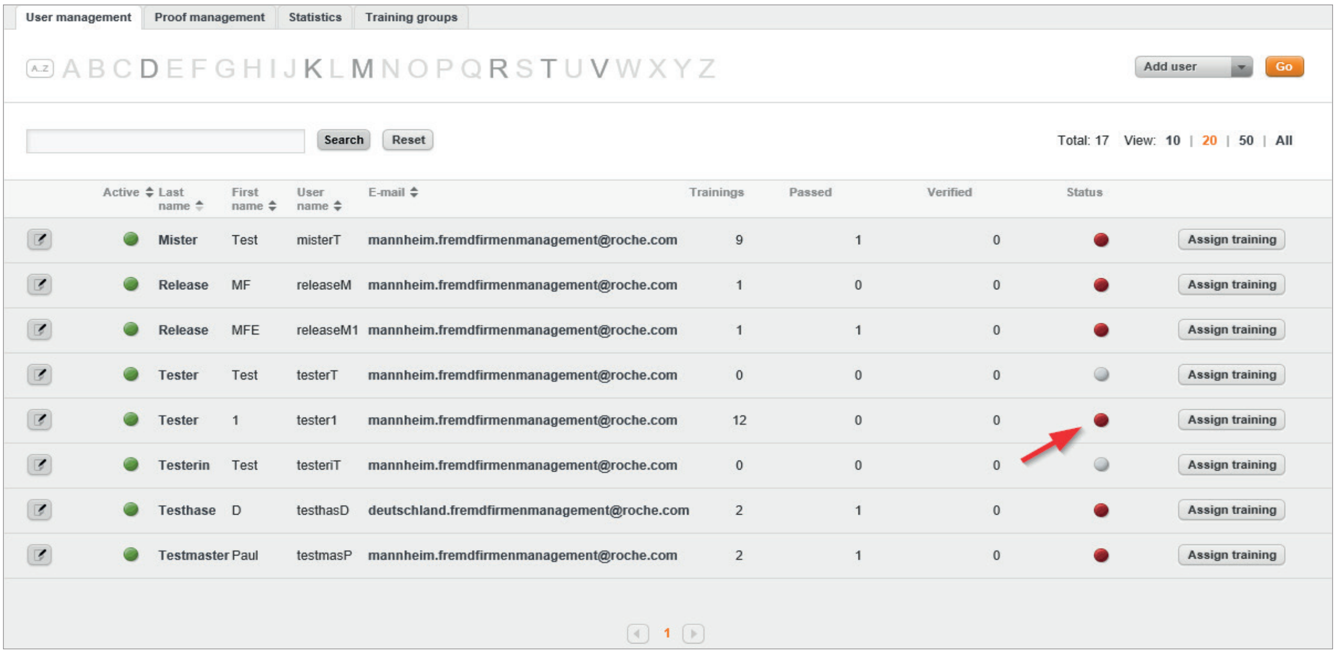


5. To confirm your selection, click on “**Save**”.

Upon clicking on “**Cancel**” the input data is not saved and you are returned to the start screen.



6. After the assignment is saved, the start screen (User management) appears automatically.

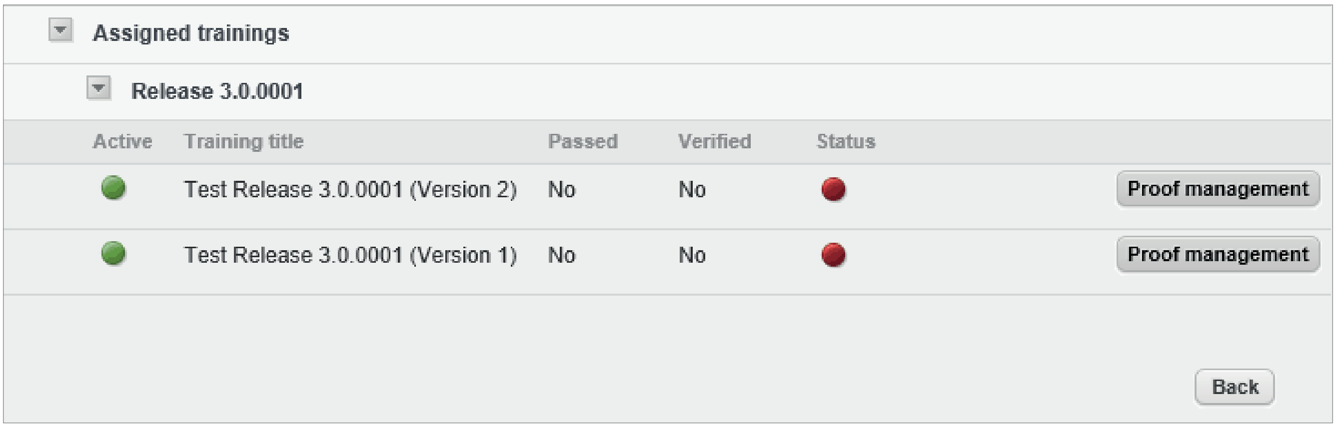


If the employee has not previously been assigned any training courses, the status traffic light of the respective employee changes.

Alternatively, to this assignment method, you can also assign the training groups or training courses via *"Add user"*.

With the saved assignment, the employee receives an invitation e-mail from the Contractor Training Tool. It informs the employee about the available training. The Contractor Training Coordinator (VFF) is also informed via e-mail.

7. To check the assignment, on the start screen (Overview User management) click on the employee's last name. The dialog box "**View user**" opens. Assigned training courses are displayed in the lower area.



Upon assigning a training group, all of the training courses contained in the training group are automatically assigned to the employee. These training courses are depicted in the dialog box "*View user*" sorted according to the training groups

Withdrawal of Training or Training Group

Once a training group respectively training course has been assigned, it can no longer be withdrawn by the Contractor Training Coordinator (VFF).

If the withdrawal of an assigned training group or training course is necessary, please send an e-mail to Contractor Management. This e mail must contain at least the following information and come from the Contractor Training Coordinator (VFF):

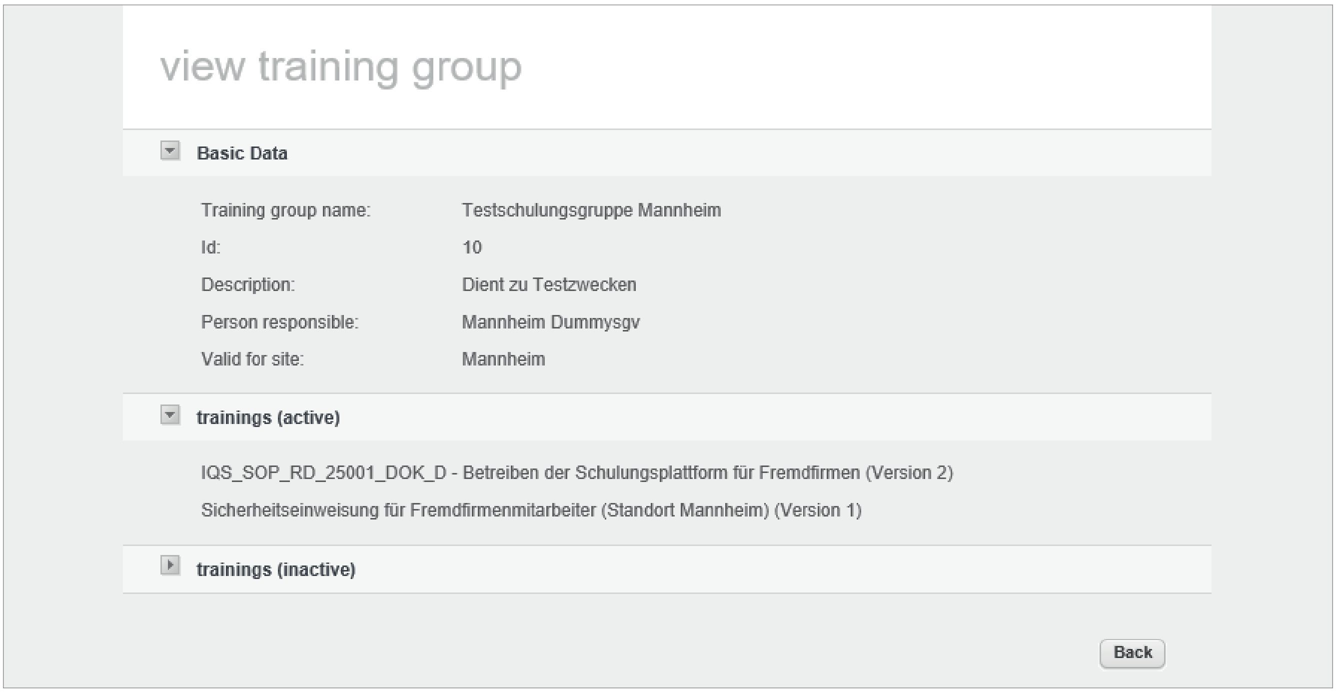
- Last name, first name, user name of the employee in question
- Designation (displayed name) of the training course respectively training group of the training course respectively training group to be withdrawn
- Reason for the withdrawal

View Training Group

1. To view a training group, first navigate to the Overview Training Groups (page 7).

2. Once there, click on the name of the training group you want to view.

3. Subsequently, you come to the page view training group.



This contains the following information:

- **Basic data**
  Here is the general information on the training group
- **trainings (active)**
  All assigned training courses, which have the status “active”, are listed here
- **trainings (inactive)**
  All of the inactive training courses of the training group are listed here

In order to receive more information on one of the assigned training courses, position the cursor over the name of the training course. A small mouse-over window appears which contains the most important information on the training course.

Training Types

There are three different training types on the Contractor Training Tool. The respective training type is decisive for the performance and documentation (proof) of the training.

- **Training:**
  For a training, the training content is offered on the Contractor Training Tool directly. The learner can access it directly and complete the training online.

  The training content can be conveyed to the employees in two different ways.

  - Self-study / reading study:
    The training contains a document (.pdf), which must be read independently.
  - E-Learning
    (Training with success monitoring):
    The Content of the training is prepared interactively and is worked through independently. The training always concludes with a knowledge test with a number of questions.
  - Alternatively, the contractor training can be conducted in the form of group training.
- **On-Site Instruction:**
  An On-Site instruction is training, that is conducted by an expert Roche employee on the company premises of Roche.
- **External Qualification:**
  An "External Qualifications" refers to generally valid qualifications, competencies, proof, know-how or skills, which are acquired outside of Roche or outside of the "Contractor Training Tool" and are indispensable for the professional practice and of certain activities.

Documentation of a training

Performed training courses must be documented in the system. For this, there is the so called "Proof management".

For the documentation respectively proof of training, the following is to be observed:

- **Training:**
  The contractor employee calls up the corresponding training course on the Contractor Training Tool and processes this independently. After successful completion, the employee receives a certificate. It is sent via e-mail, but can also be downloaded. The certificate is to be printed and subsequently signed by the contractor employee. The Contractor Training Coordinator (VFF) confirms the details by means of a signature, scans the proof (signed certificate) as a PDF document and files it on the Contractor Training Tool.

The contractor also has the possibility to conduct "training" as group training. The trainer, e.g. Contractor Training Coordinator (VFF), conveys the content of the training to a number of contractor employees. A proof document is to be created for the provision of the training. You can have this generated by the system via the function "Generate Proof Group Training" (page 43). The contractor employees confirm their participation via signatures. The trainer confirms the details of the contractor employees and the proper performance of the training by signing. The Contractor Training Coordinator (VFF) subsequently scans the proof as a PDF document and files it on the Contractor Training Tool. With both possibilities it is important to ensure that all required details, i.e. last name, first name, user name, training date and signature are included.

- **External Qualifications:**
  "External Qualifications" are universally valid qualifications, abilities, proof, skills or abilities, which are acquired outside of Roche or outside of the "Contractor Training Tool" and are indispensable for the professional exercise and execution of specific activities. These include, for example, a forklift driver's license or scaffolding expertise.

  External Qualifications must be verified accordingly. The respective valid certificates, credentials, licenses and additional documents, which officially confirm the acquisition of the qualification, serve as proof. Proof must be issued by an organization, body or institution entitled to do so.

  The Contractor Training Coordinator ensures that the proof is correctly files in the system as a PDF document and confirms the qualification in the system.

- **On-Site Instruction:**
  On-Site instruction is training, which is conducted by an expert Roche employee on the company premises of Roche. The Roche employee conducting the training documents the performance on an appropriate proof document. This original proof document is archived at Roche. Contractor Management receives the proof document from the Roche employee conducting the training and documents the training on the Contractor Training Tool with it.

Note: There is a statutory obligation to retain the original proof documents for 15 years. The contractor ensures the retention of all proof documents under their responsibility. If required, the original proof documents are to be provided to Roche within 24 hours, in any event no later than 72 hour.

If the business relationship between the contractor and Roche ends, all original proof documents are to be submitted to Contractor Management of Roche.

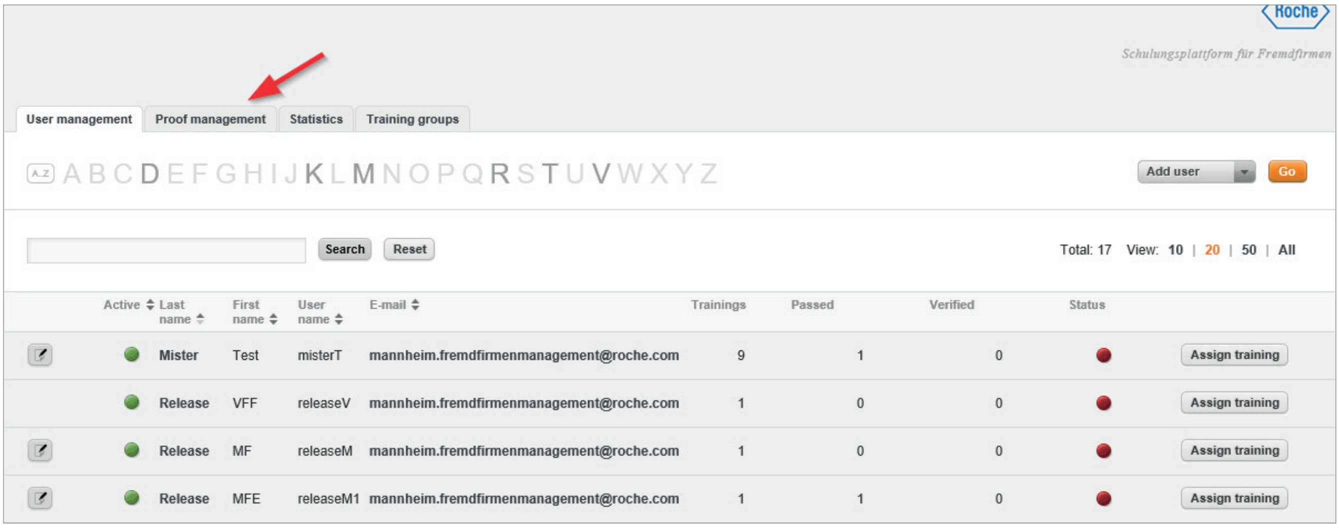
Important: The proof documentation is to be safeguarded in the original as well as in the PDF file.

Documentation of a training (Automatic Proof Capture)

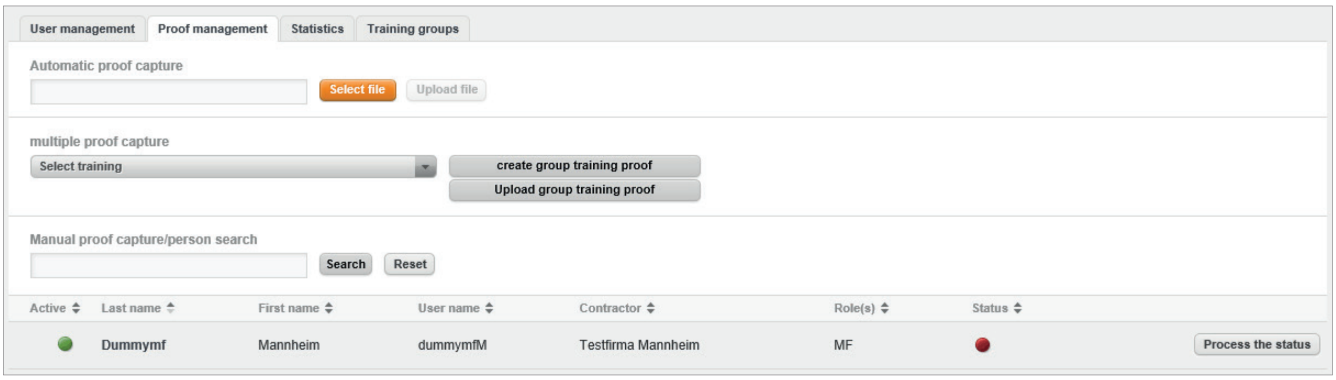
The "*Automatic Proof Capture*" can only be used for proof generated by the system. These have a barcode in the lower right area of the proof. The barcode includes the information on the training conducted and the employee.

1. Scan the proof as a PDF file and save the file.

2. Open the overview *"Proof Management"* by clicking on the corresponding tab on the start screen.

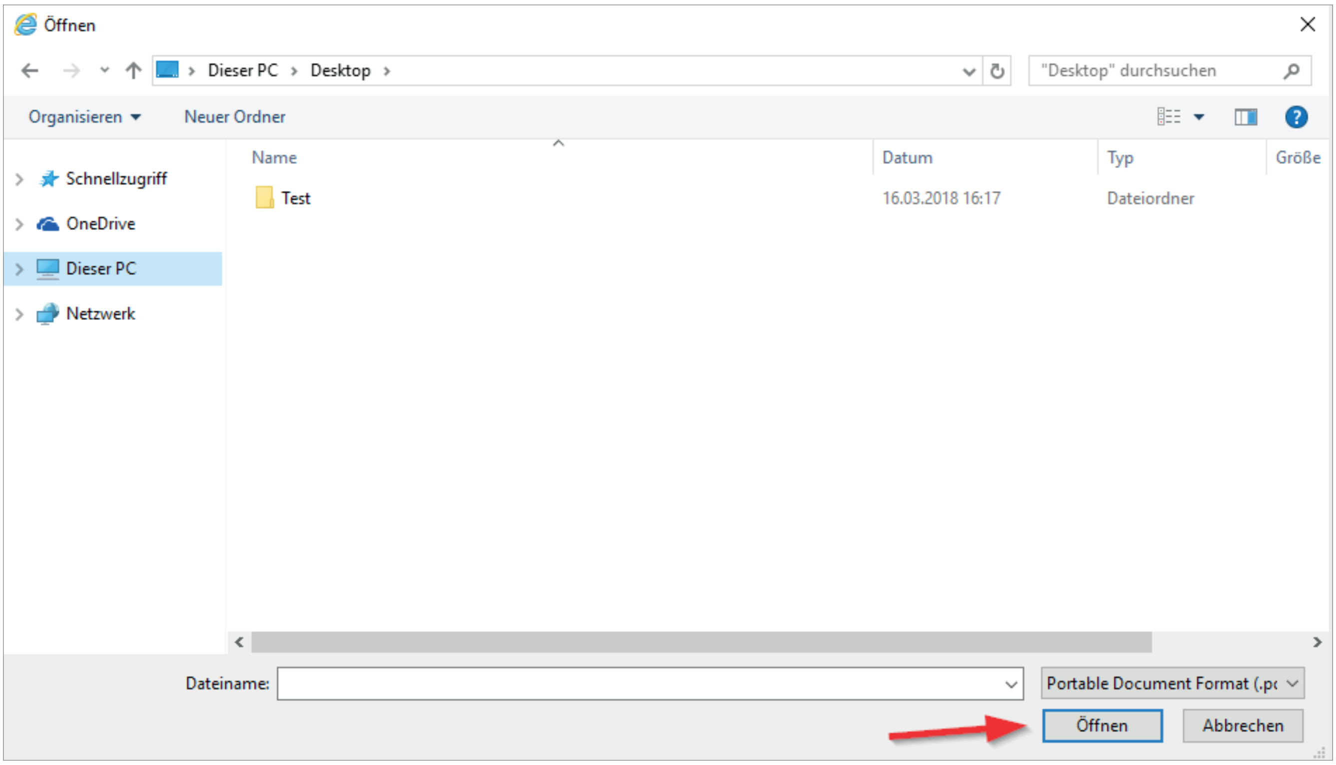


3. The overview *"proof management"* opens.

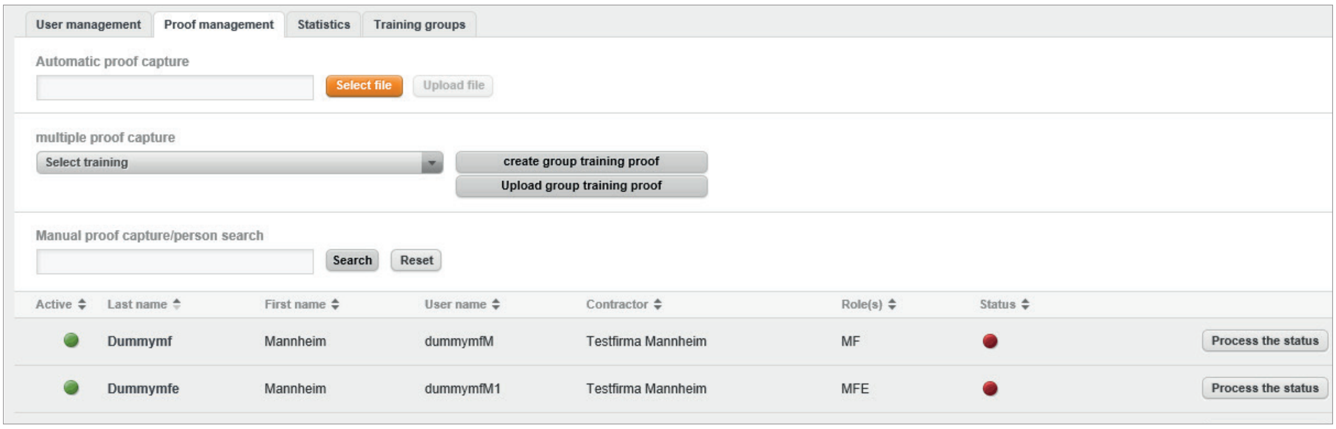


4. Click on the orange button "**Select file**".

5. A window opens. Select the proof document, which you want to file on the Contractor Training Tool. Please note that exclusively PDF documents can be selected. Then click on “**open**”.

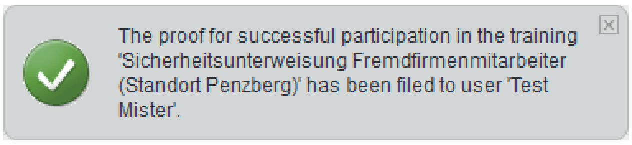


6. The window closes and, in the input field of the *“Automatic proof capture”*, the selected document is shown. Click on “**Upload file**”.



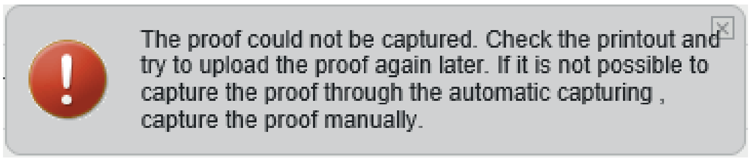
7. The file is uploaded to the Contractor Training Tool. After uploading, you are informed about the result of the upload. Upon successful uploading, the following note appears.

The note contains the name of the training and the employee, to whom the proof was assigned.



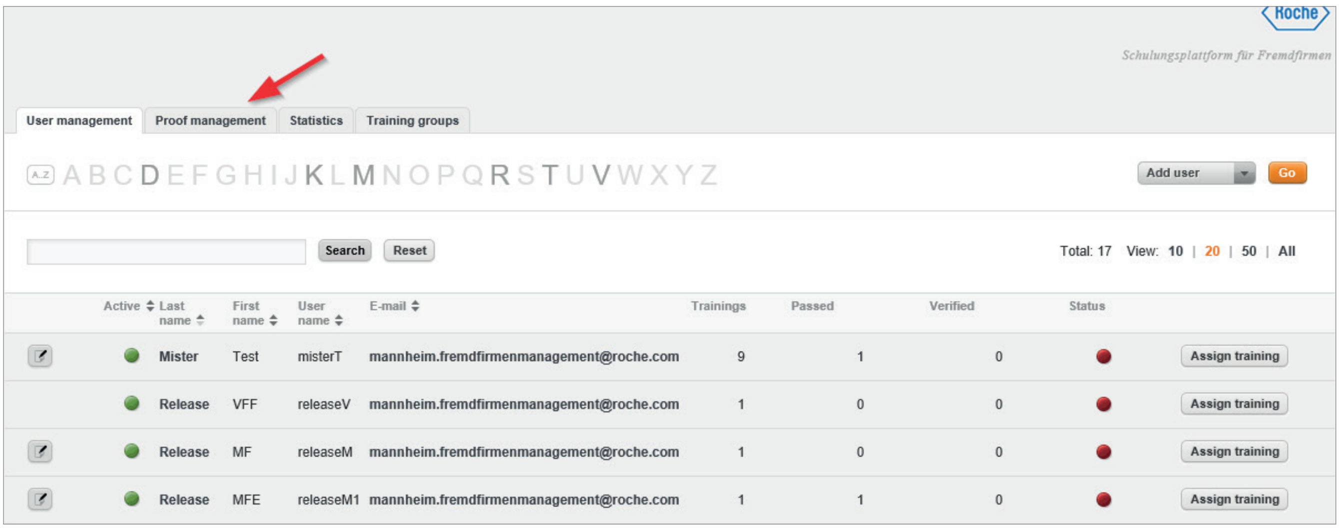
If the automatic proof capture fails, you will also be accordingly informed.

In this case, you can try the “automatic proof capture” again or make use of the manual proof assignment.



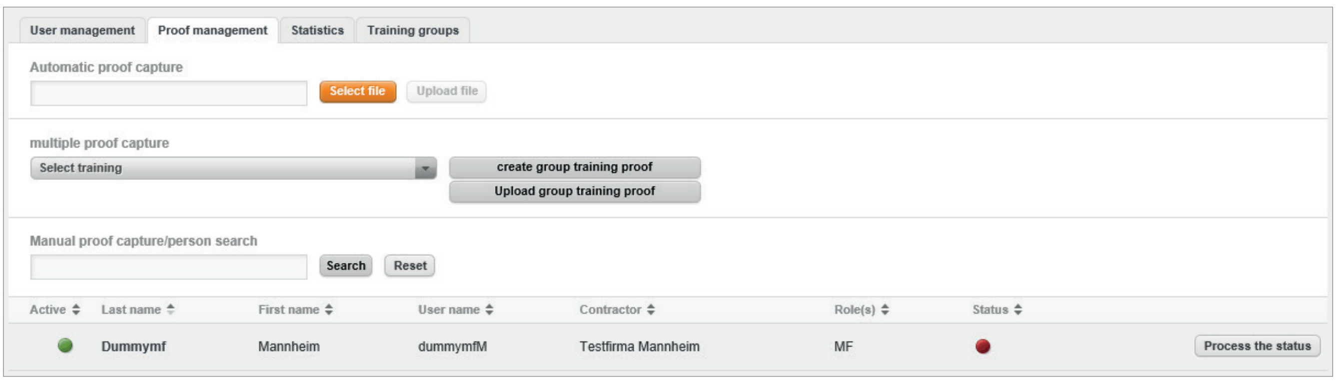
Documentation of a training (Manual Proof Capture)

1. Scan the proof as a PDF file and save the file.

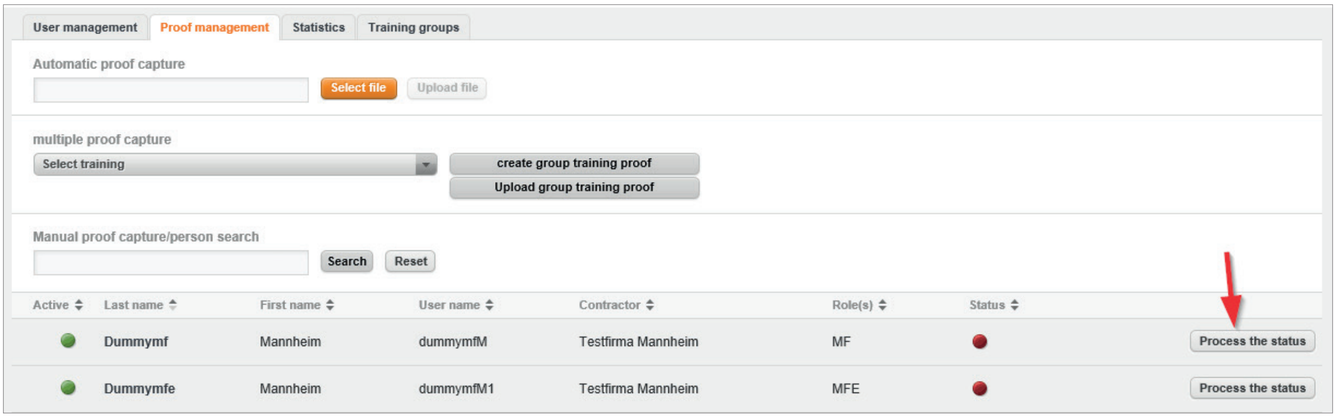


2. Open the overview “**Proof Management**” by clicking on the corresponding tab on the star screen.

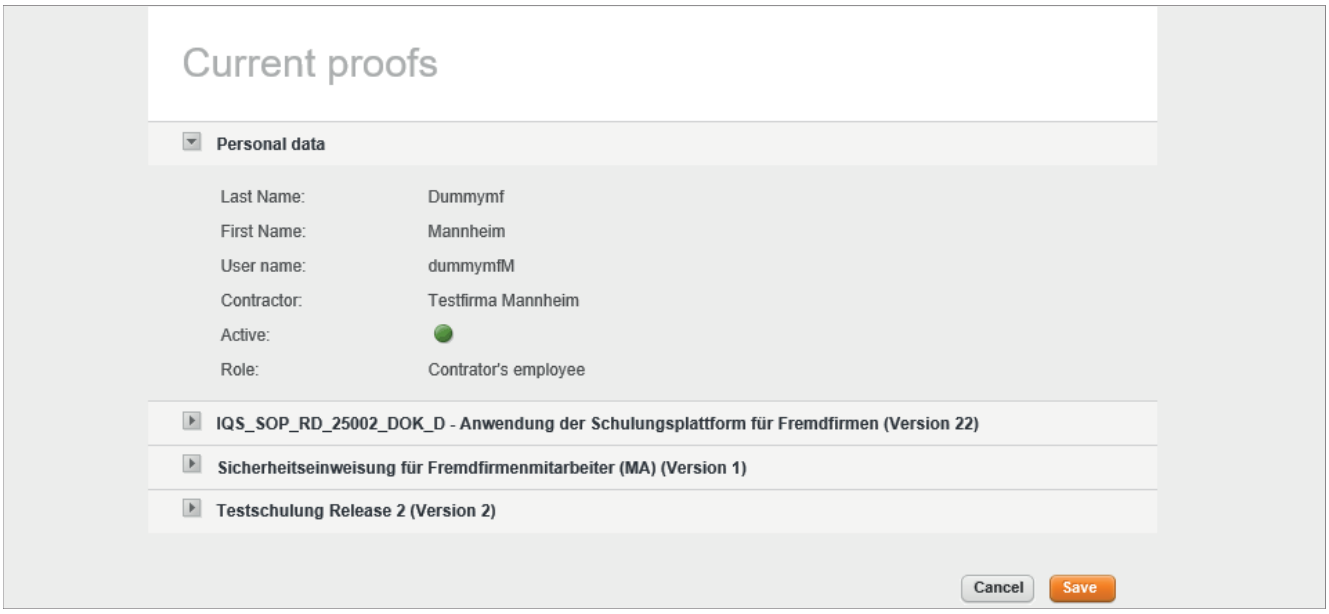
3. The overview “**Proof Management**” opens.



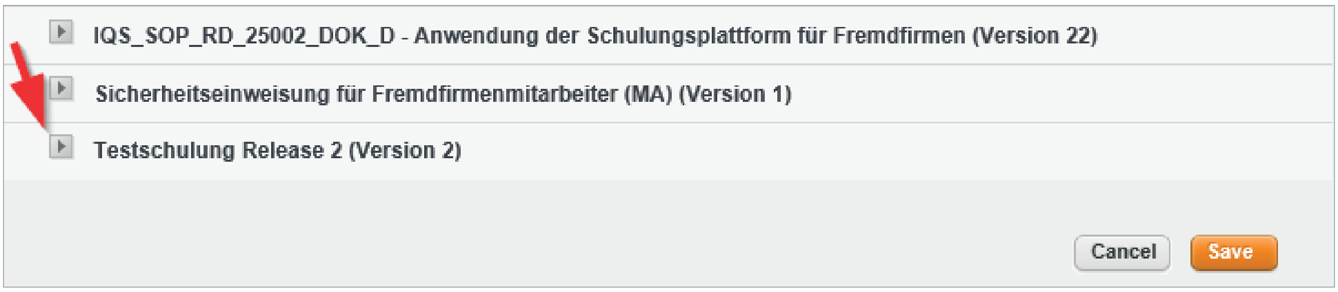
4. Click on the button “**Process the status**” behind the employee, for whom you want to document training



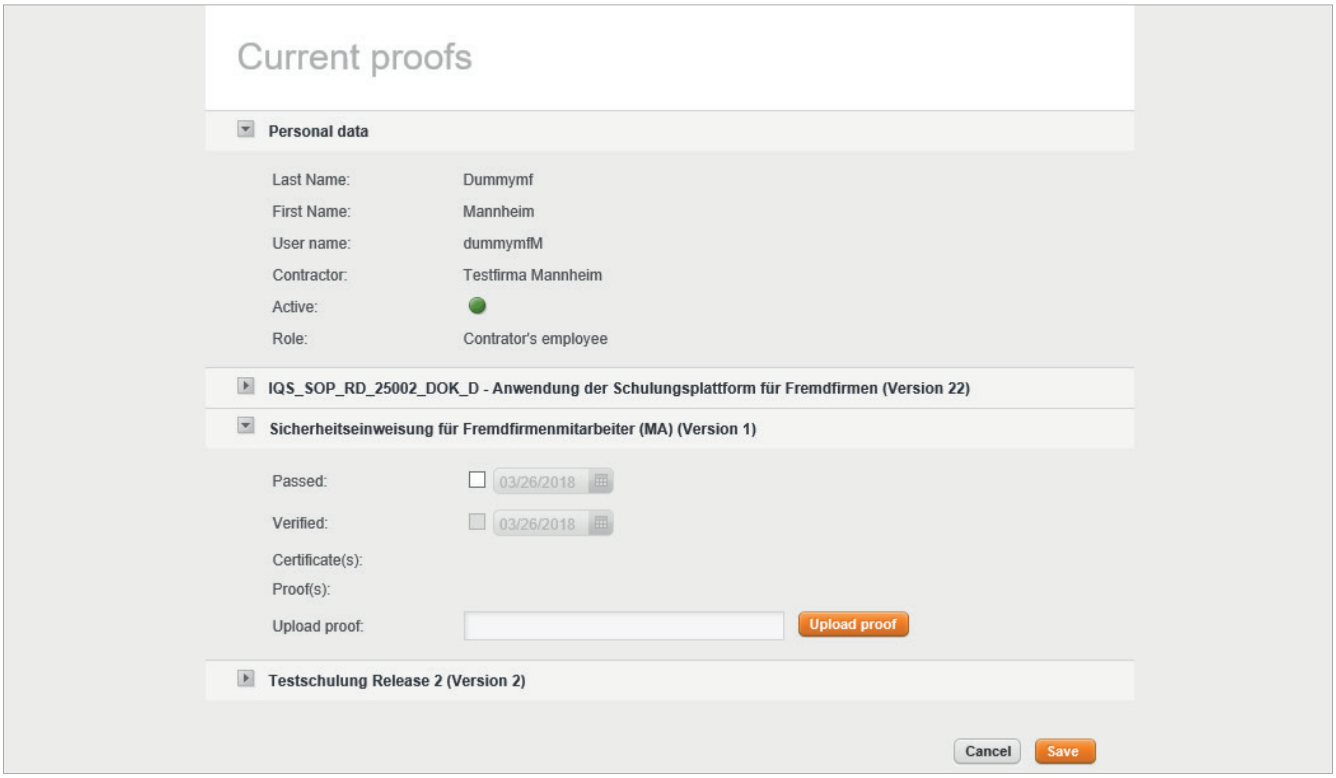
5. The dialog box “**Current proofs**” opens. The personal data of the selected employee is displayed in the upper area. You can find the list of the training assigned to the employee below.



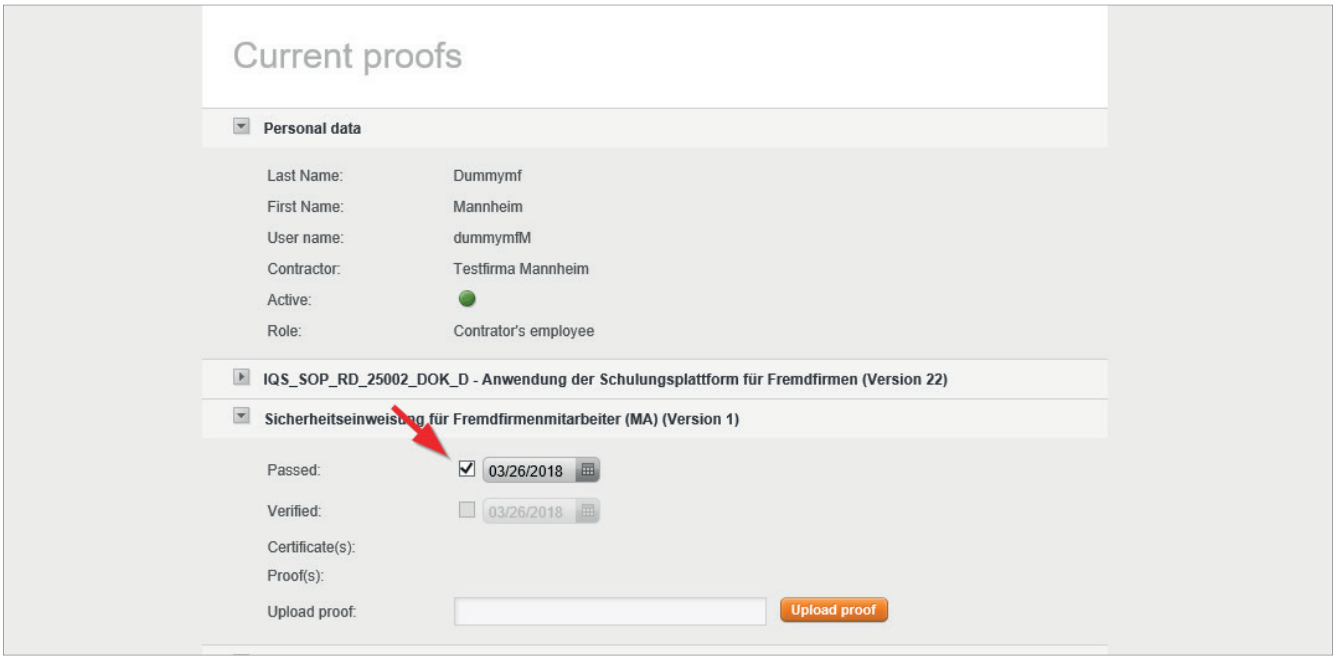
6. Select the corresponding training course, which you want to verify, by clicking on the arro button in front of the training title.



The input fields required for editing are shown.

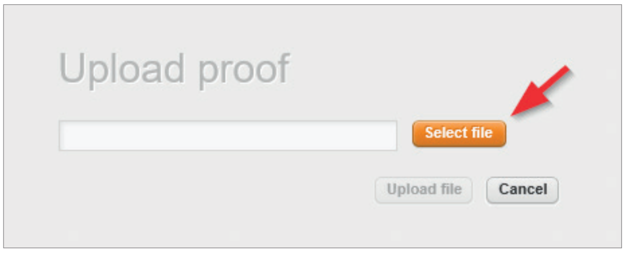


7. Activate the checkbox “**Passed**” with a click provided it has not already been activated. The corresponding date field is enabled. By default, the current date is shown. To change the displayed date, click on it once. A calendar opens. Select the day, on which the employee successfully processed and passed the training by clicking on it.

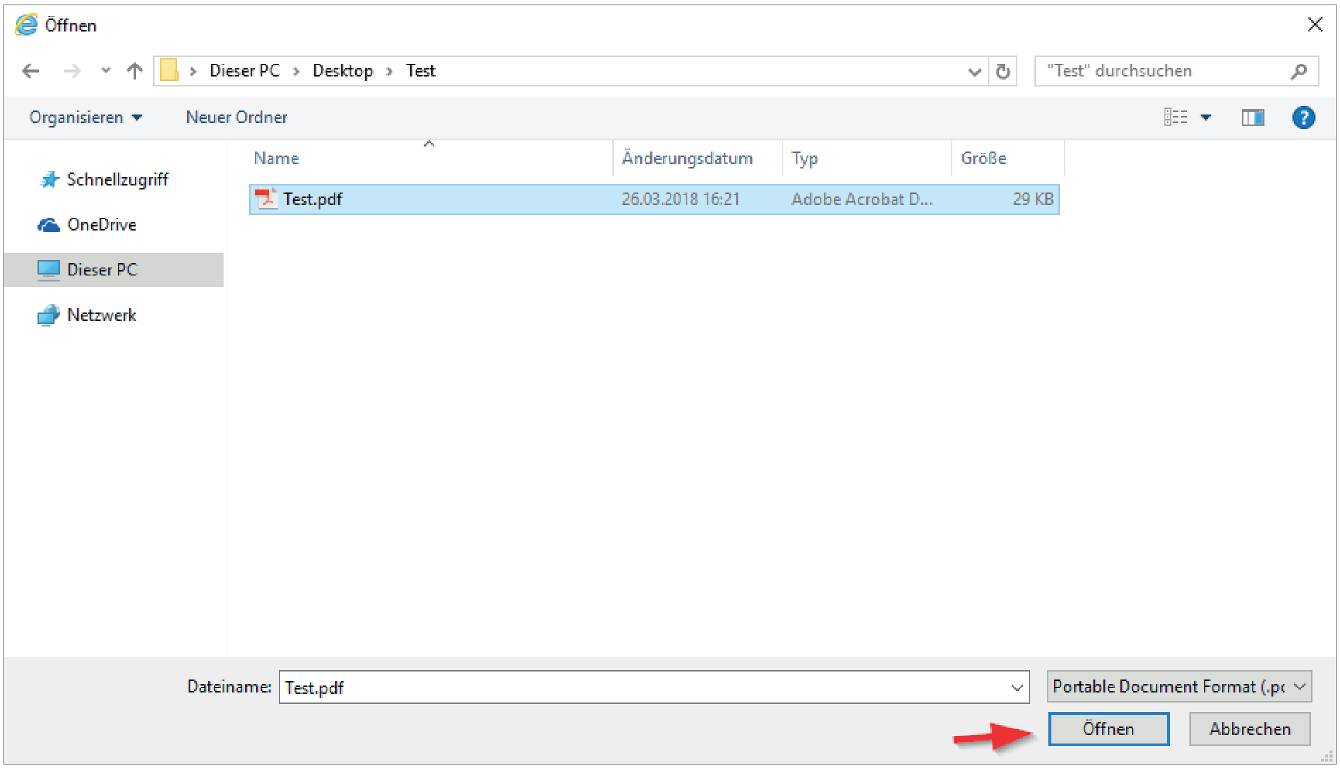


8. Click on “**Upload proof**”.

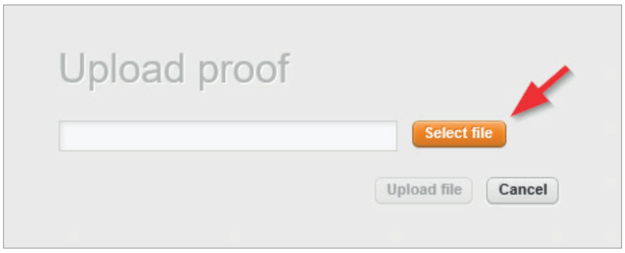
9. The dialog box *“Upload proof”* opens. To select the saved proof document, click “**Select file**”.



10. A window opens. Select the saved proof document. Please note that exclusively PDF documents can be selected. Click then on **open**.

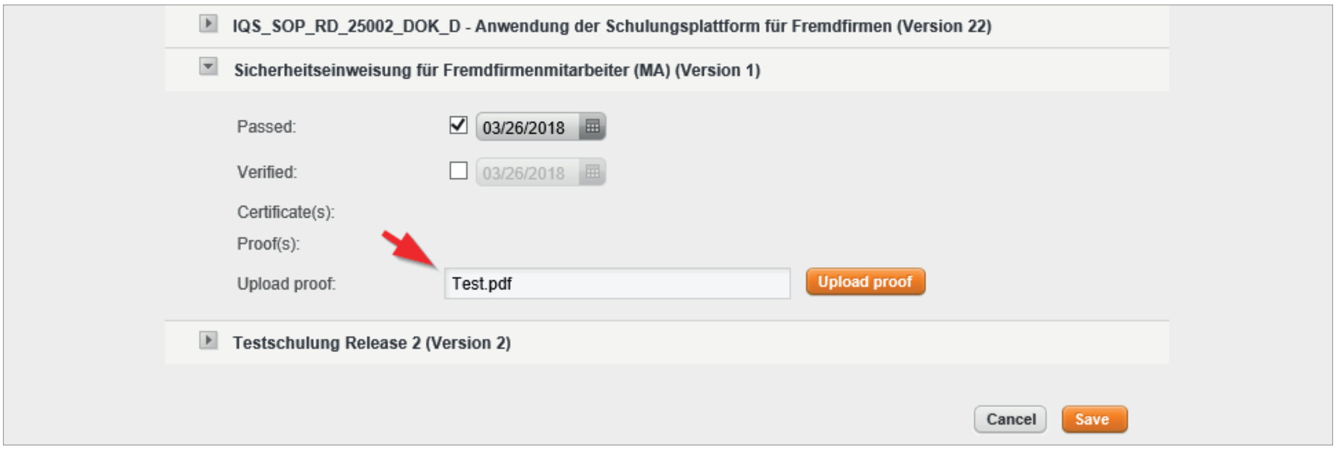


11. The window closes and the selected file is shown in the input field of the dialog box *"Upload proof"*.

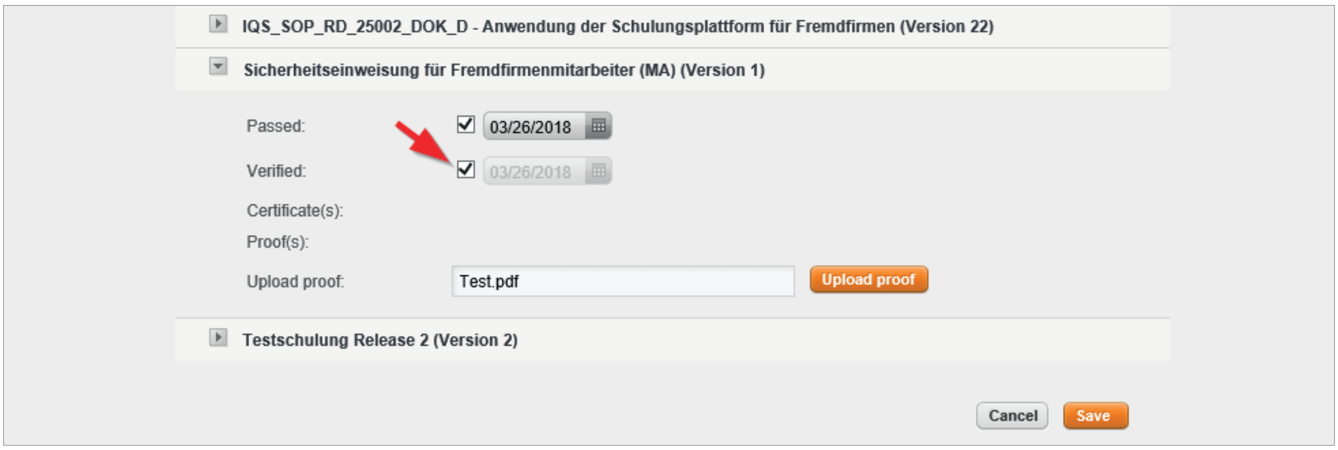


12. Click on the button "**Upload file**".

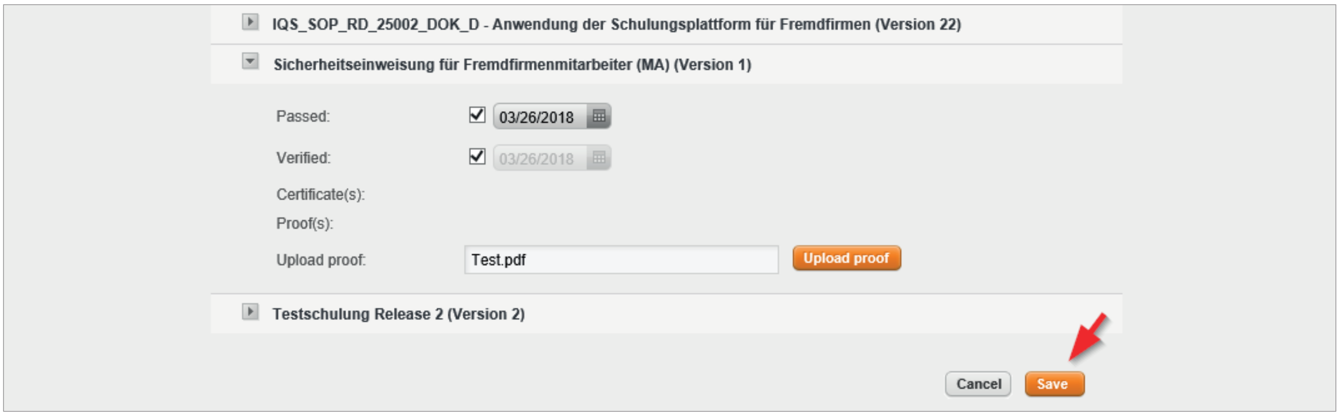
13. The dialog box *"Upload proof"* is closed and you find yourself back in the dialog box *"Current proof"*. The input field "**Upload proof**" now displays the file name of the uploaded document.



14. Activate the checkbox "**Verified**" by clicking on it.



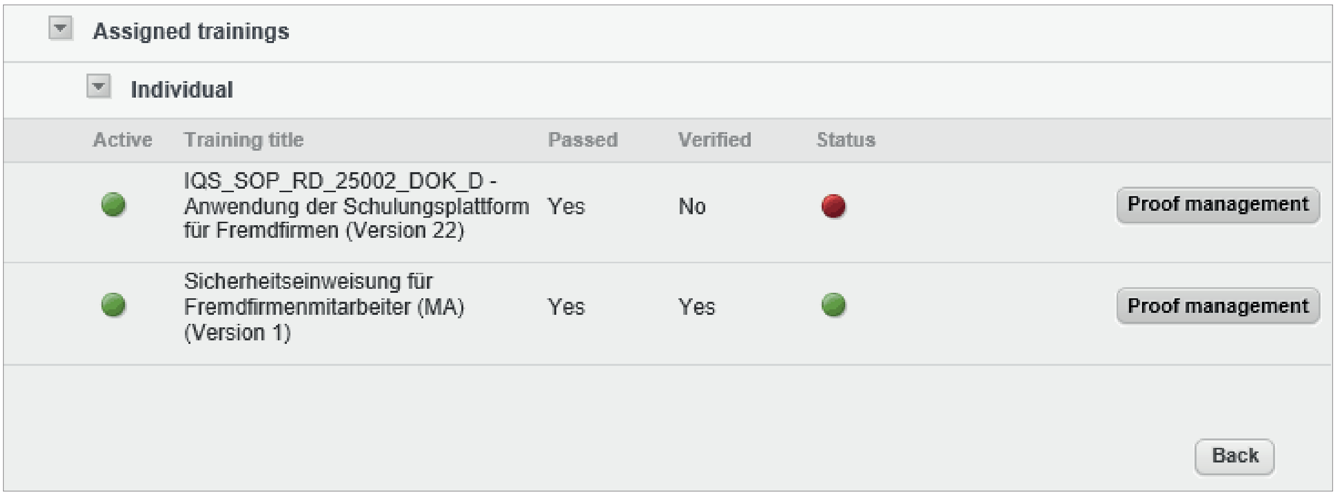
15. Finally click “**Save**” to confirm your entries.



16. The successful saving process is confirmed with the system message “*Proof successfully saved*”.

Upon clicking on the button “**Cancel**” the input data is not saved and you are returned to the overview “*Proof Management*”

As an alternative to this method, you can also open proof management via the dialog box *“View user”*. Click on the button “**Proof management**” for the training you want to document.

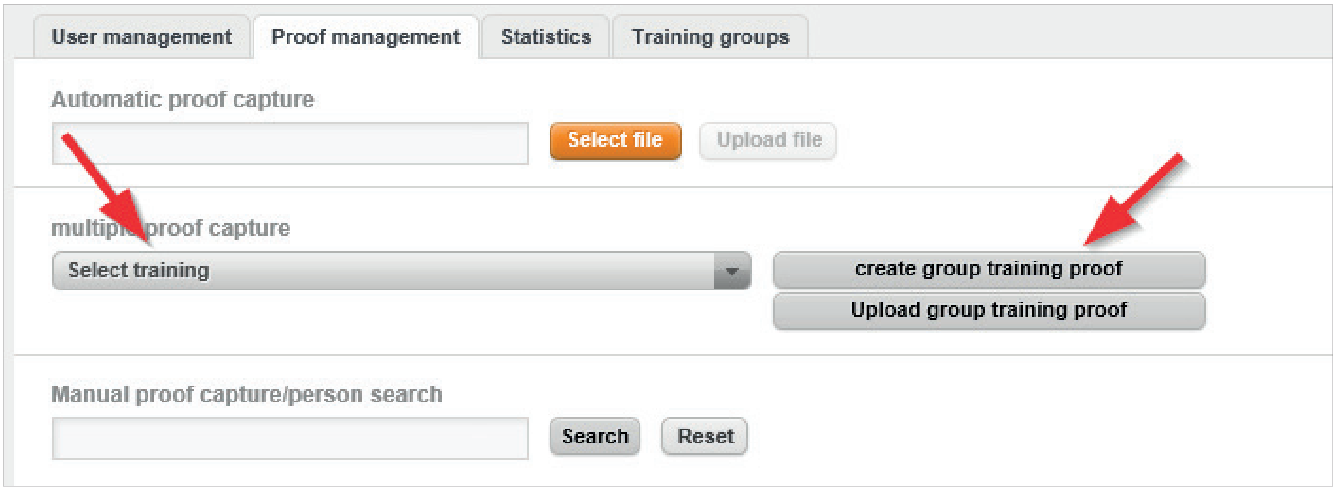


The dialog box “**Current proof**” is shown. The input fields for the selected training are directly displayed.

Processing then follows steps 7-16 in this chapter (pages 39-42).

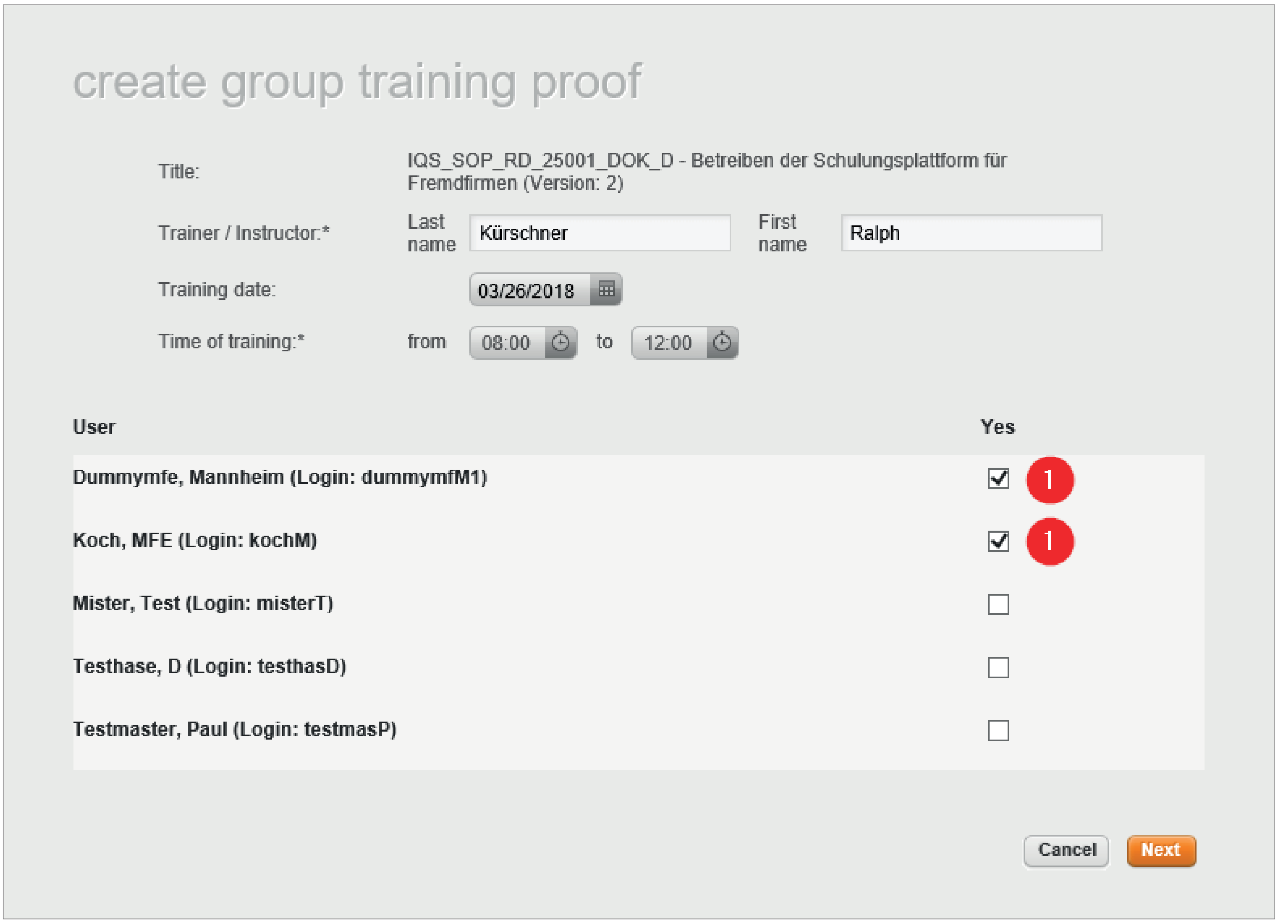
Create group training proof

First select the desired training and click on the button “**Create group training proof**”.



This opens a view, in which you must now indicate the details of the training (date, time, trainer) as well as the participants.

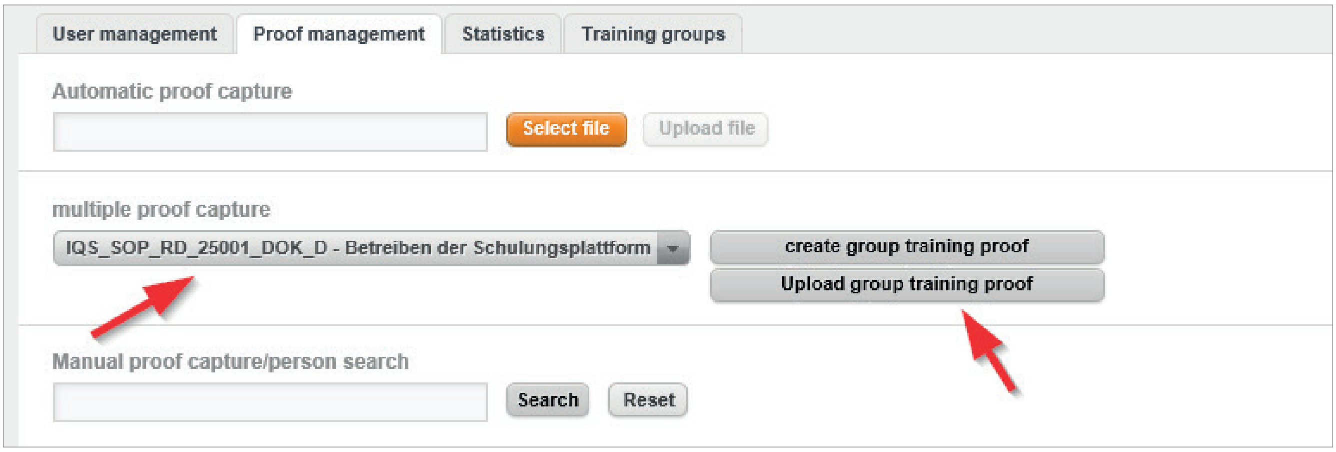
To mark a participant, click on the checkbox in the corresponding row (1).



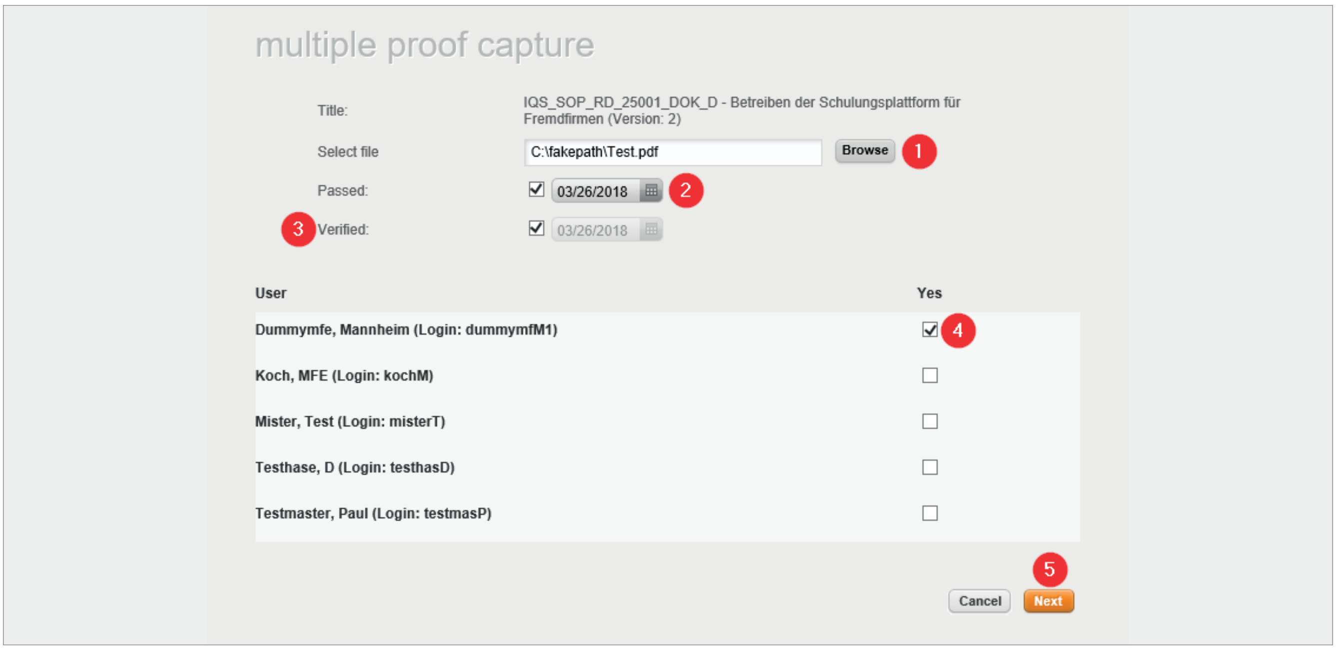
Finally confirm your entries by clicking on "**Next**". This opens a download window, in which you can download the proof. This must be signed by the trainer as well as by the participants after the training has been conducted. Subsequently, the proof can be uploaded.

Multiple proof capture

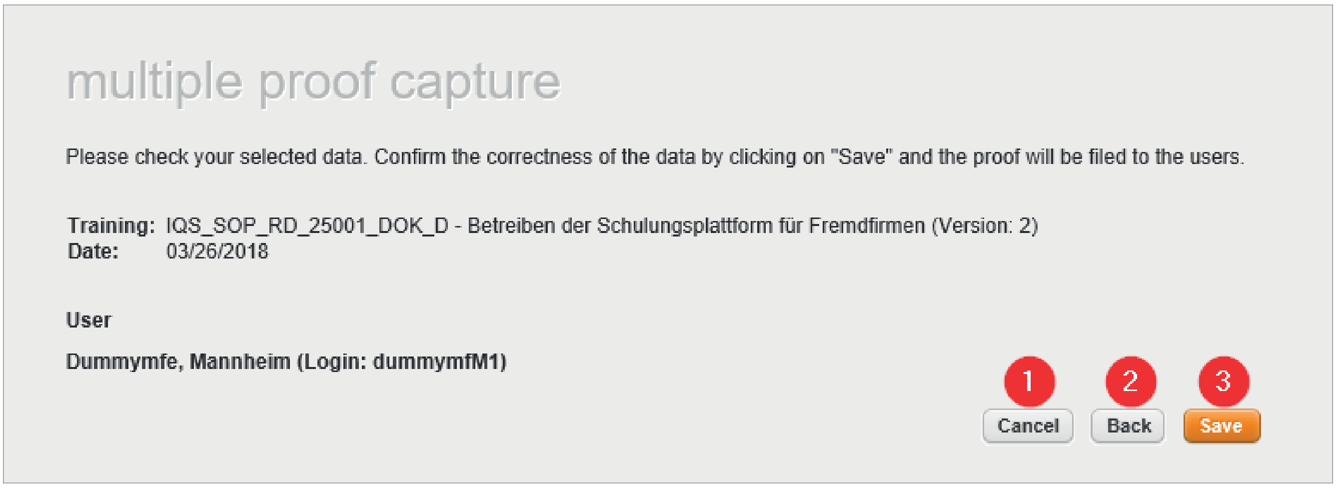
To upload the proof again, first navigate back to the overview "**Proof management**". Select the training and click on the button "**Upload group training proof**".



A new view opens, in which you must first select the proof to upload. You subsequently fill out when the training was passed and who passed the training



In this window, you first see the title of the selected training. Below that, you must select the proof in a PDF format. For that purpose, click on button “**Browse**” (1) and select the corresponding file. You can subsequently select when the training was passed. For this, simply activate the checkbox and select the date (2). In the area “**Verified**” (3) you see the current date, which is automatically set. Under the general data, you see a list of the employees, who have been assigned the selected training. From this list, you can select those, who have passed the training. For this, activate the checkbox at the end of the row (4) for the affected users. To continue, click on “**Next**” (5). You now see an overview of your entered data and can check it once again.



If you want to cancel the process, click on the button “**Cancel**” (1). To revise the data again, click on the button “**Back**” (2).

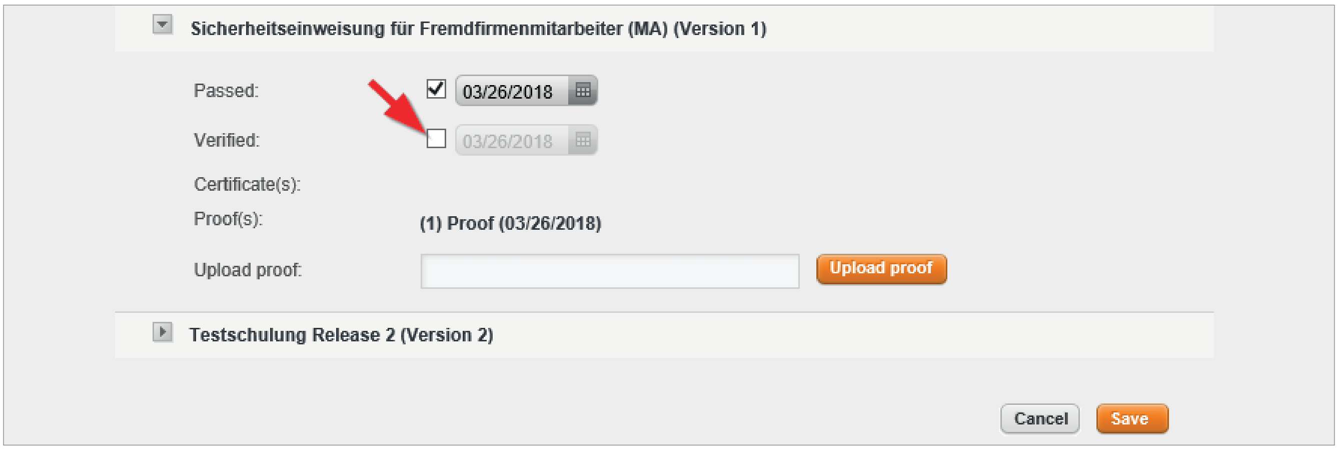
If all of the data is correct, you can complete the process by clicking on the button “**Save**” (3).

Proof incorrectly uploaded

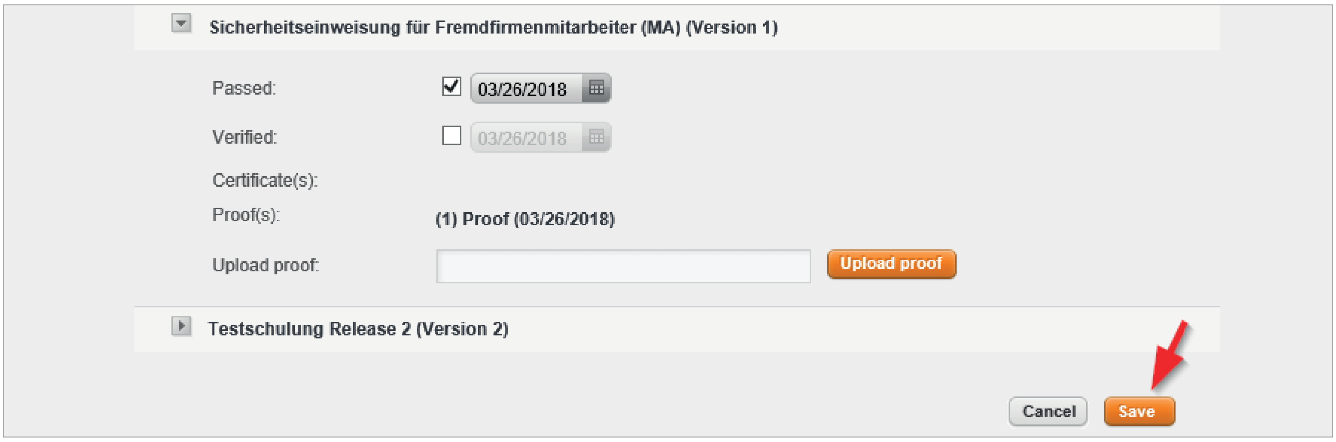
It may happen that you upload proof for the wrong employee, for the wrong training or simply the wrong proof. That is not a big problem. Nevertheless, we ask that you take care when documenting training on the Contractor Training Tool.

1. Open the dialog box *“Current proof”* via the overview *“Proof management”* for the employee, in whose data the error occurred. Subsequently select the training concerned.

2. Deactivate the checkbox “**Verified**” by clicking on it.



3. Click “**Save**” to confirm your entry.



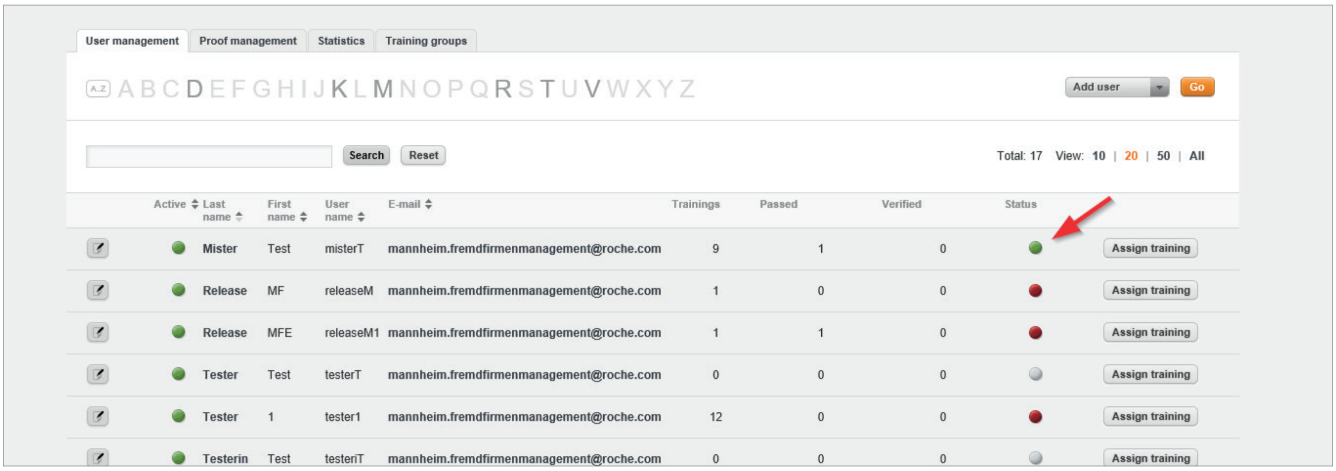
Important: The proof is then invalid. However, it remains assigned to the employee.

4. Document the training again. Please ensure that the correct proof for the correct training is assigned to the correct employee.

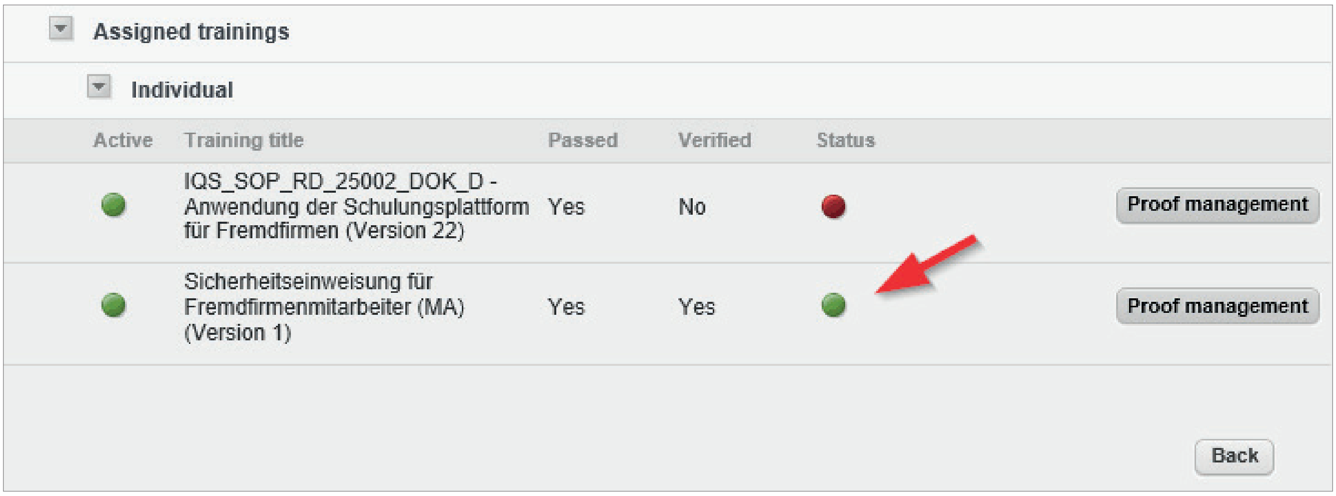
View Training Status

You have 2 possibilities to view the training status of your employees.

1. On the start screen (User management), you see a summary status of all training courses assigned to each employee. (For the color explanation, see page 5).



2. Via the dialog box „**View user**“. all training courses assigned to the employee can be viewed separately listed. For each training course, the status is indicated individually. (For the color explanation, see page 22).

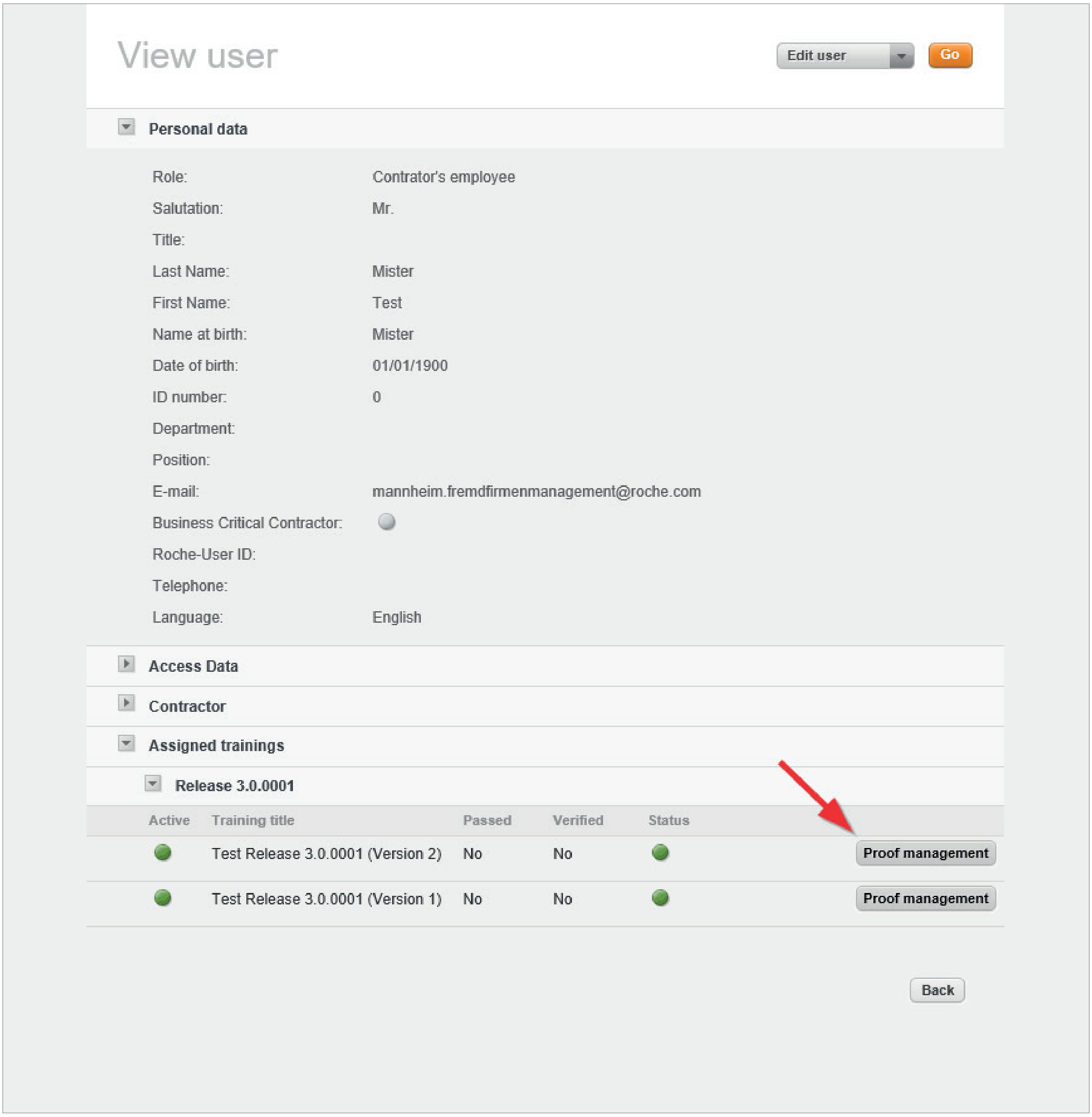


Display Certificate or Proof

Contractor Training Coordinators can have all of the certificates generated by the Contractor Training Tool and all uploaded proof documents displayed for an employee.

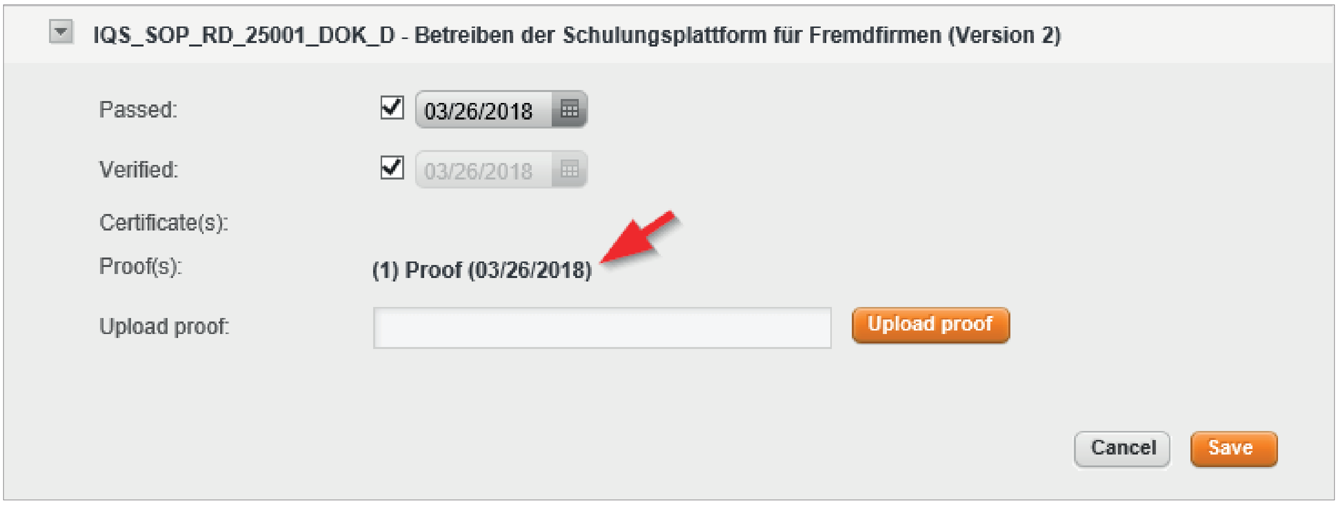
1. Open the dialog box *"View user"*. All of the training courses currently assigned to the employee (user) are displayed in the lower area.

2. Click on "Proof management" for the training course, for which you want to view the certificate or proof.



3. The dialog box “**Current proof**” opens for the training. The information regarding “**Passed**” and “**Verified**” is displayed for this training. This is followed by all filed certificates and proof.

Click on one of the indicated documents to have it displayed



Proof Archive

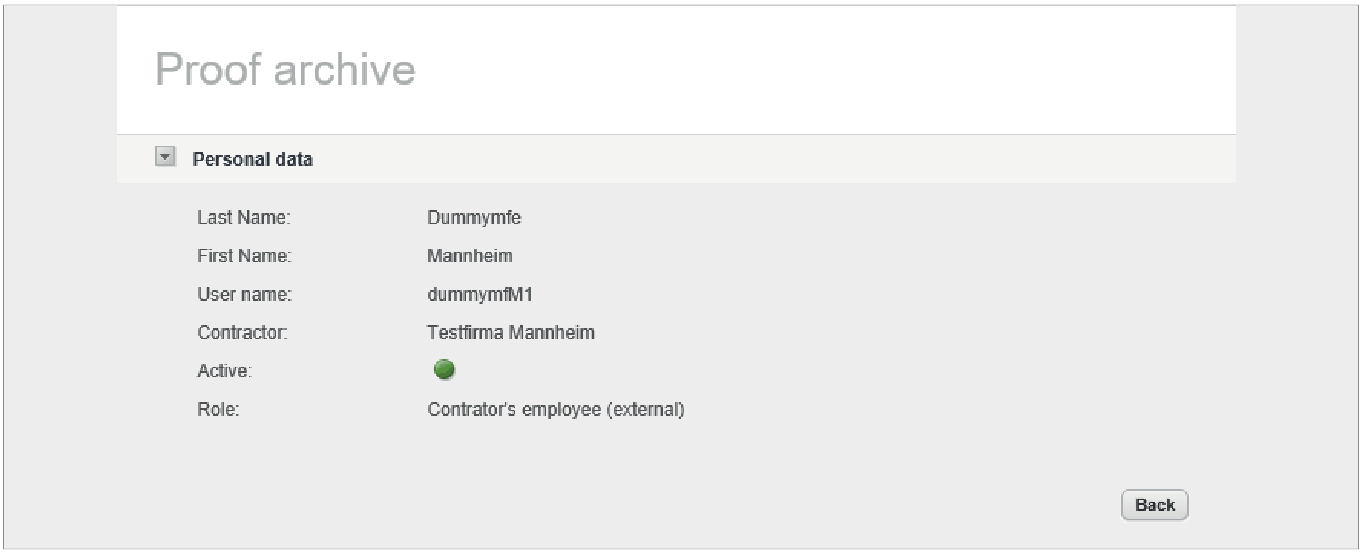
The successfully processed and verified training courses, which are no longer up-to-date or no longer assigned to the contractor employee, are displayed for a contractor employee in the “*Proof Archive*”. Furthermore, the proof which is not relevant for the training target profile can be viewed here.

1. Open the dialog box “**View user**” (page 20 f.) for the corresponding contractor employee.

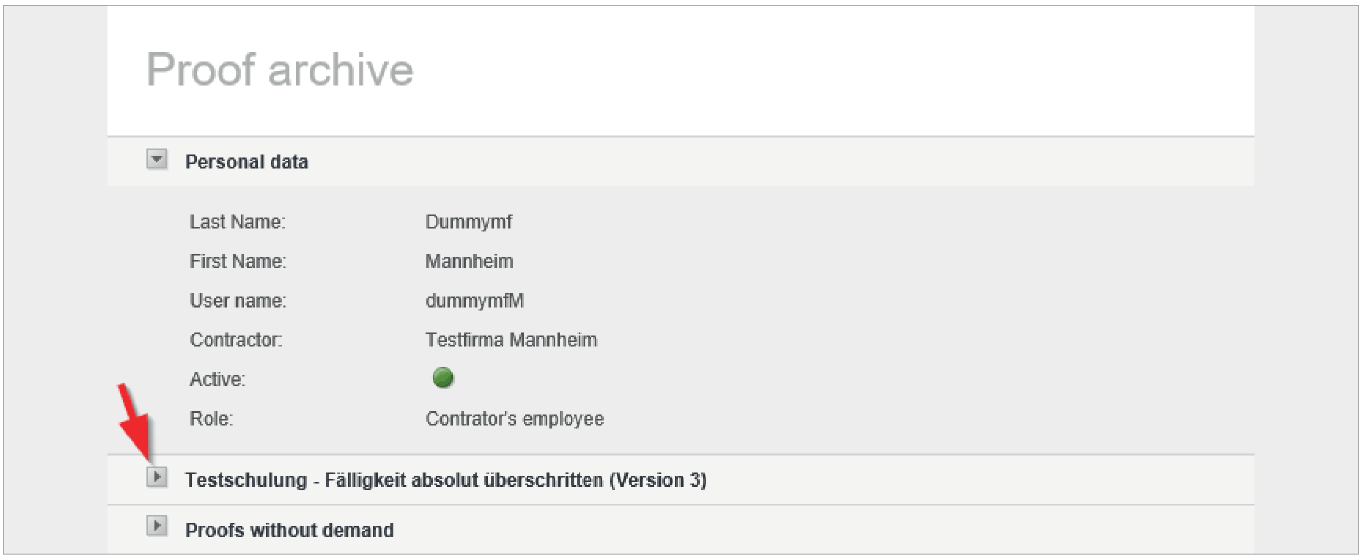
2. Select the option “**Proof archive**“ in the dropdown list.

3. Click on **Go**.

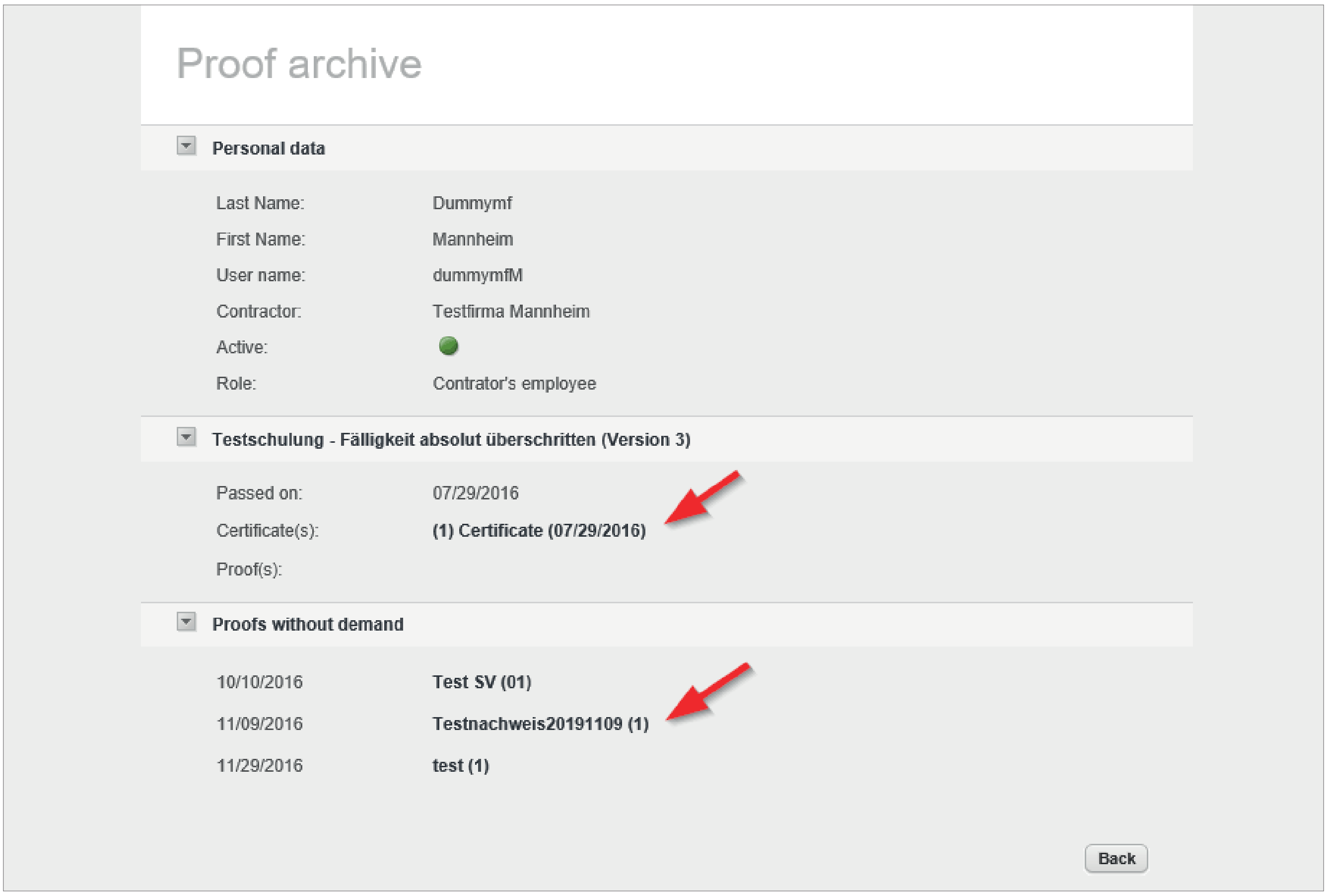
4. The Proof archive opens. The no longer up-to-date respectively formerly assigned training courses are displayed in the lower area.



5. Click on the arrow button in front of the title of the training to select it.



6. The training is displayed to the maximum extent. The information on the date of passing and all certificates and proof pertaining to the training is displayed. Click on the one of the indicated documents to have it displayed.



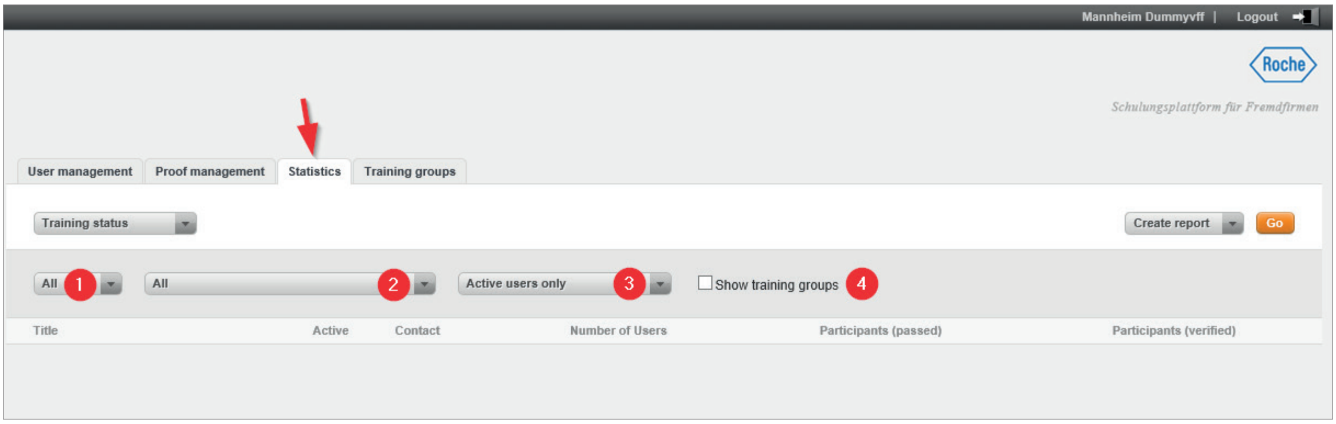
In the same way, in this area you have the possibility to have a proof displayed, which is unrelated to a training course. For this, open the area “Proof without demand”.

In contrast to training, you only see the date of passing and have the possibility to have the proof displayed.

Show Report “Training Status”

The report *“Training status”* provides a quick overview of the assigned training courses and the summary of the processing status of all employees of the contractors assigned to you.

1. Open the overview *“Statistics”*. Click on the corresponding tab on the start screen.



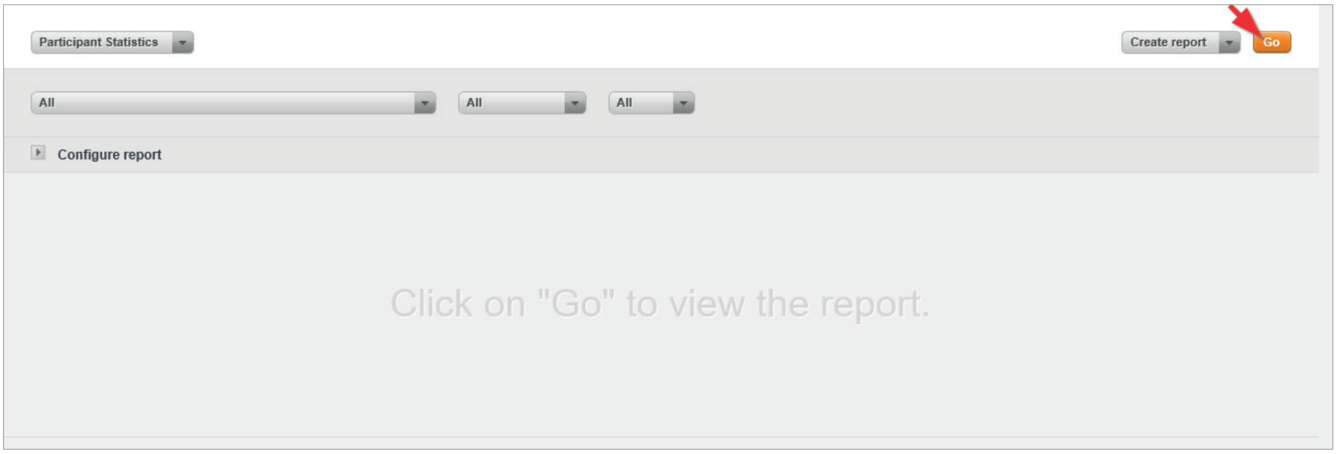
2. The overview *“Statistics”* opens. In the dropdown menu the report *“Training Status”* is displayed by default in the selection area.

In the configuration area, three dropdown menus and a checkbox for the adaptation of the report are displayed. Via the dropdown menu (1), you can adapt the report so that either only active respectively inactive training is displayed. In the basic setting, all training courses are displayed.

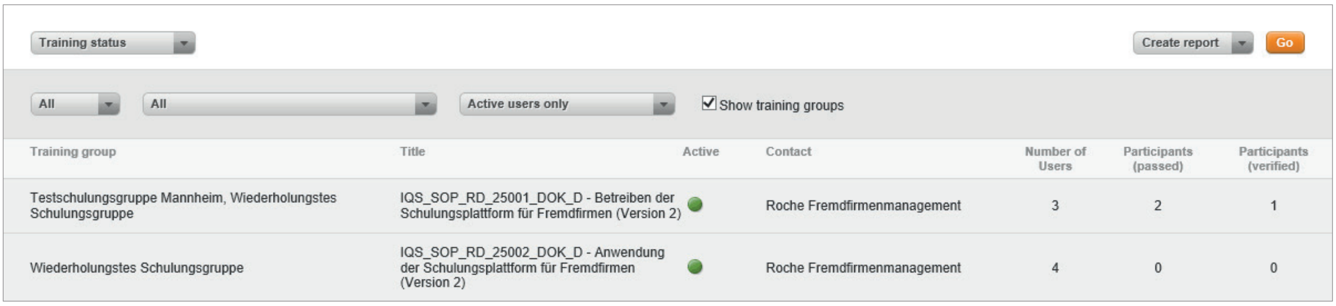
Via the dropdown menu (2), you can adapt the report regarding the assignment path of the training courses. You can have all external qualifications directly (individually) assigned or assigned via a training group displayed. All available training groups can be individually selected. In the basic setting, all training courses are displayed. Via the dropdown menu (3), you can define whether only active users should be displayed in the report, or whether inactive users should also be displayed in addition.

With the checkbox (4) you define whether the corresponding training groups should also be displayed in the report.

3. Click on “**Go**”.



4. The report is displayed in consideration of the limitations via the dropdown fields.



The following information is provided:

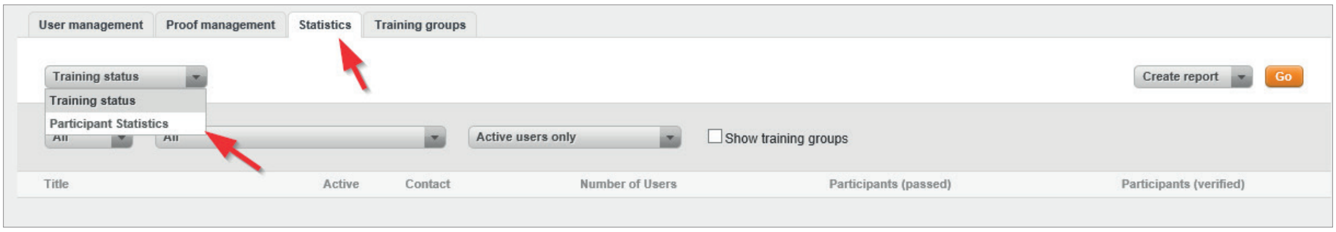
- Training group
- Title
- Status “Active” of the training (active or inactive)
- Contact
- Number of users
- participants (passed)
- participants (verified)

Show Report “Participant Statistics“

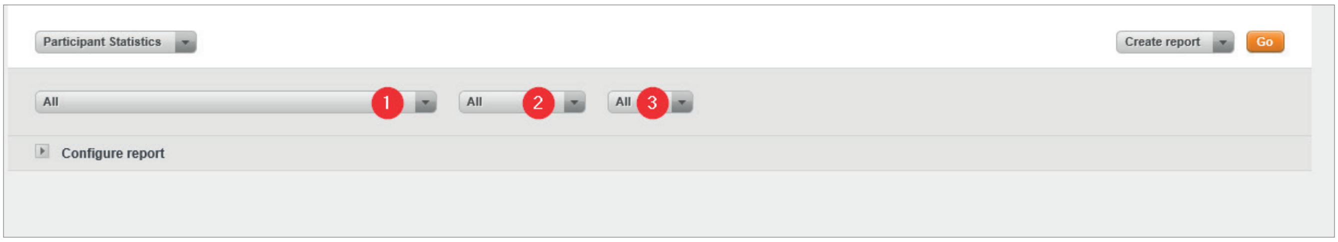
The report *“Participant Statistics”* provides a quick overview of the assigned training courses and the summary of the processing status of all employees of a contractor.

1. Open the overview *“Statistics”*. Click on the corresponding tab on the start screen

2. The overview *“Statistics”* opens. In the upper dropdown menu the report *“Training Status”* is displayed by default in the selection area. Click on the dropdown menu and select **“Participant statistics”**.



3. The report **“Participant Statistics”** is displayed.



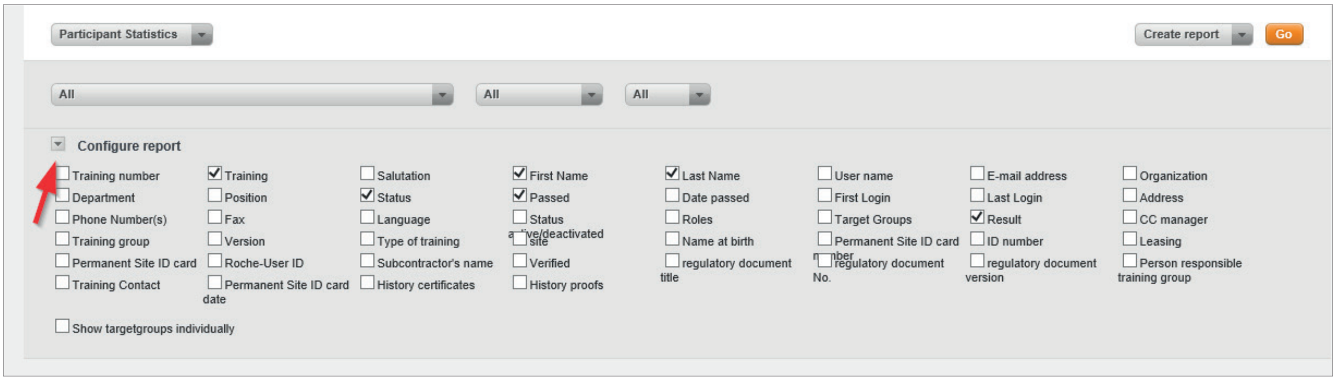
In the configuration area, four dropdown menus and the button **“configure report”** are displayed for the adaptation of the report.

Via the dropdown menu (1), you can select one or all of the training courses, for which the report should be generated. In the basic setting, all training courses are displayed.

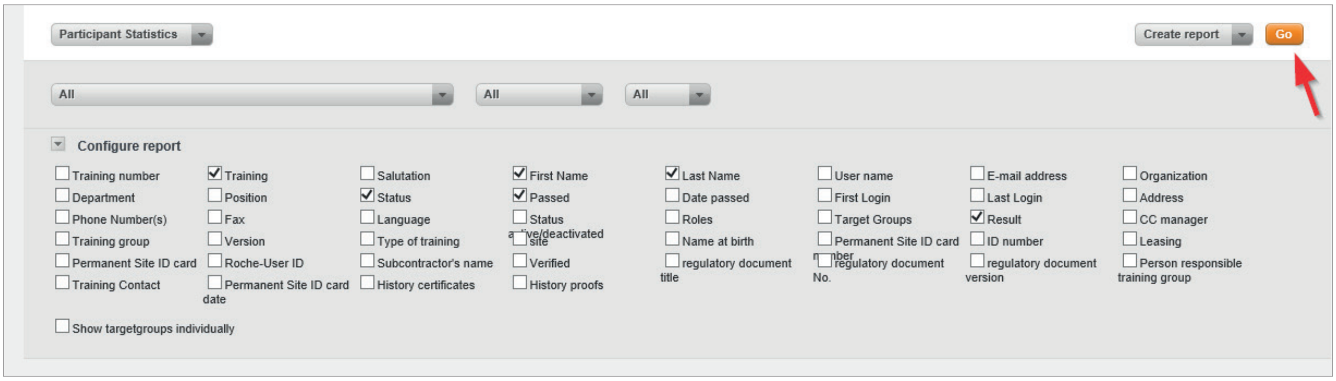
Via the dropdown menu (2), you can adapt the report regarding the processing status of the training for the individual employee. The choice is between **completed, not yet started** and **in progress**. In the basic setting, **all** processing statuses are considered.

Via the dropdown menu (3), you can adapt the report regarding the processing status of the training for the individual employee. The choice is between **passed, failed** and **open**. In the basic setting, **all** processing statuses are considered.

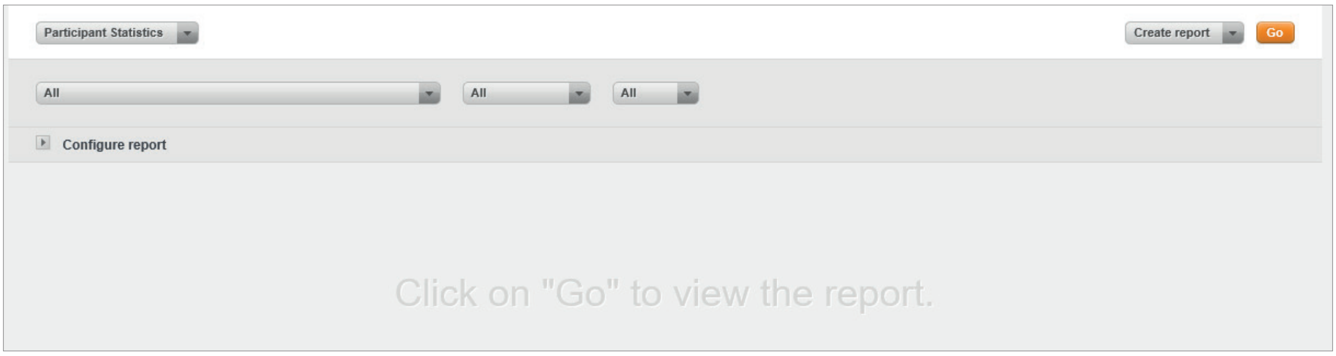
Via the button **“configure report”**, you can select the data fields, which the report should display. By clicking on the button, the data fields available for selection are displayed.



4. Make your selection in the data fields and click on **Go**.



5. The report is displayed according to your selected data fields and in consideration of the limitations via the dropdown fields.



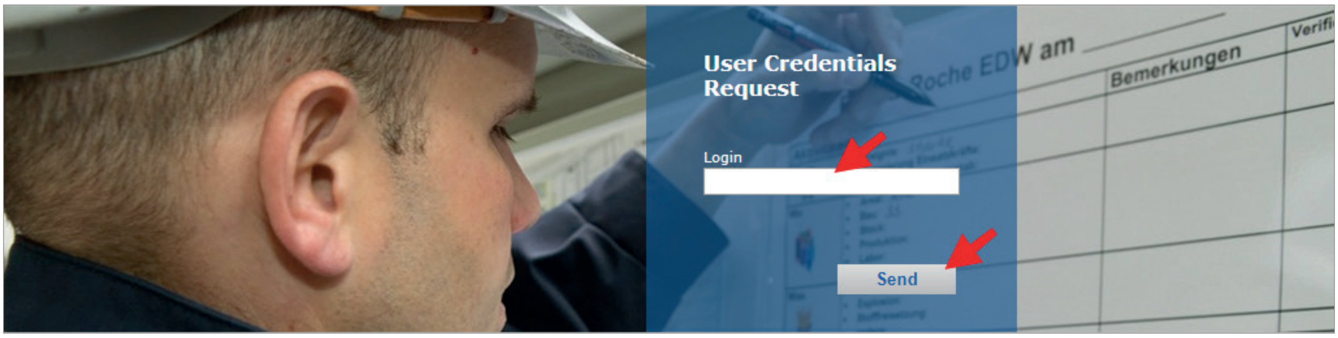
Forgot Your Password

In case you have forgotten your password, you will have to request a new initial password. This must be changed the next time you log onto the system. In the process, always observe the password Policy.

1. Call up the login page.

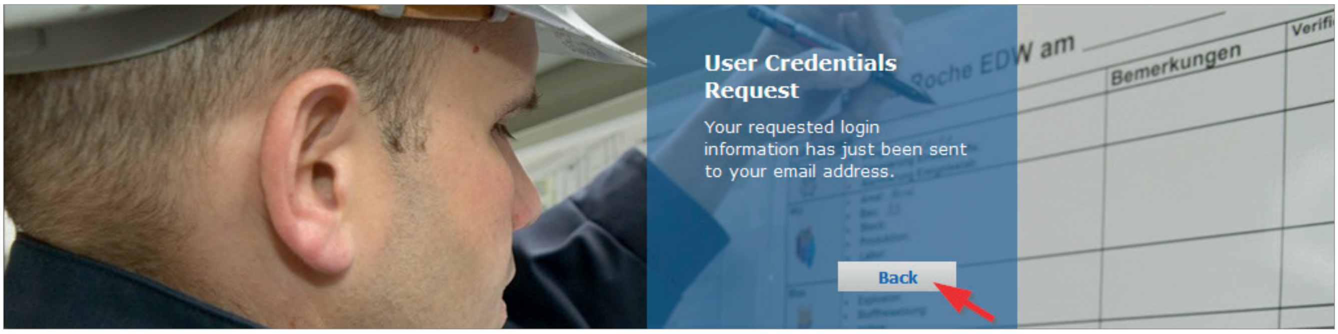
2. Click **“Forgot password”**.

3. Now enter your user name and click on **“Send”**.

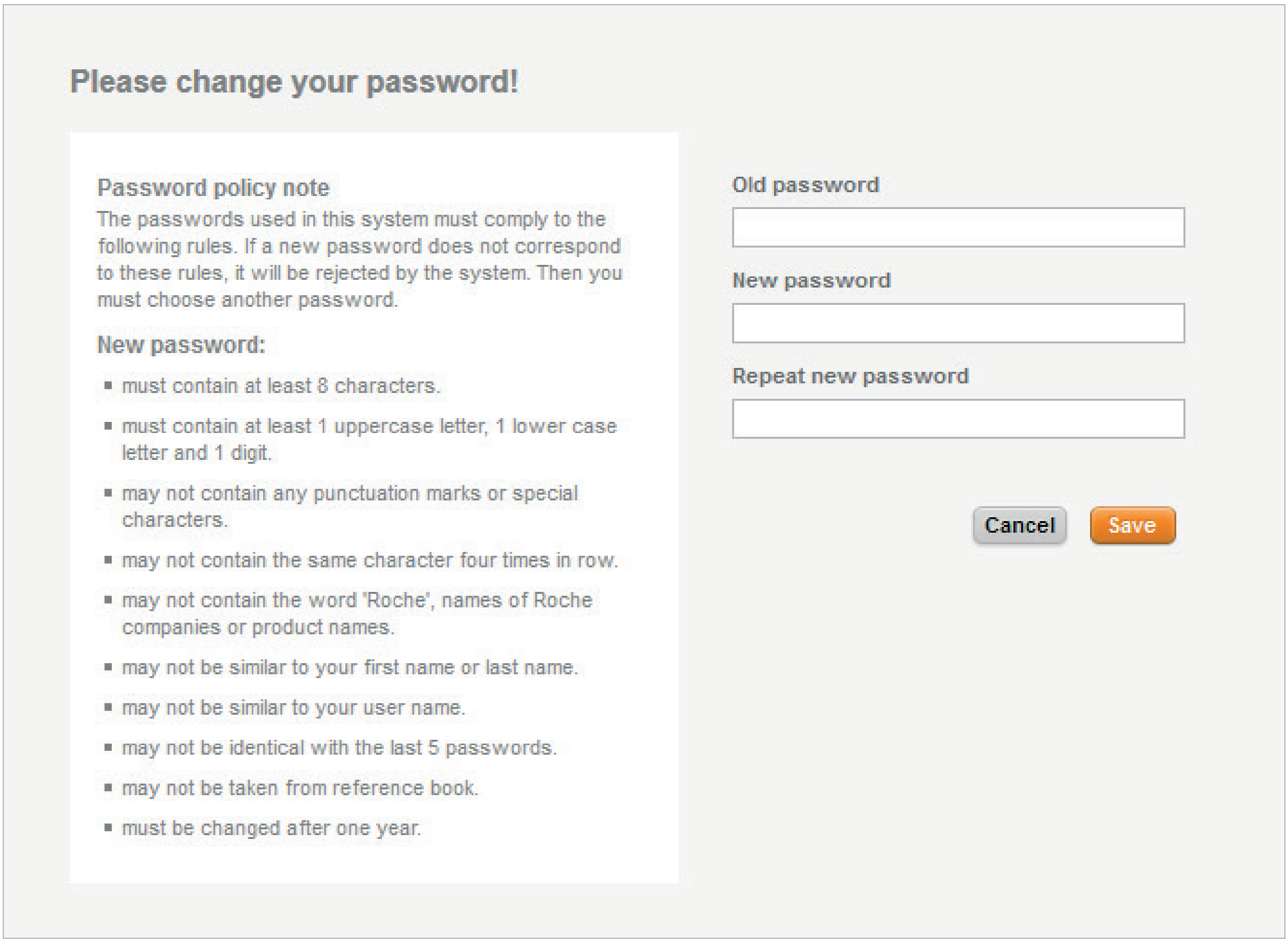


4. Your new initial password will be sent to the e-mail address filed on the Contractor Training Tool and can be used immediately.

5. Click on **“Back”** to return to the login page



The initial password is to be changed upon the first registration in the system. You will be prompted by the system to do this.



Forgot Your User Name

If you have forgotten your user name, please contact the Contractors Management of Roche Diagnostics GmbH at 0621 - 759 - 3322.

Notes

If you have any questions of problems, please contact Contractors Management.

Telephone:	0621 - 759 - 3322
E-mail:	mannheim.fremdfirmenmanagement@roche.com penzberg.fremdfirmenmanagement@roche.com