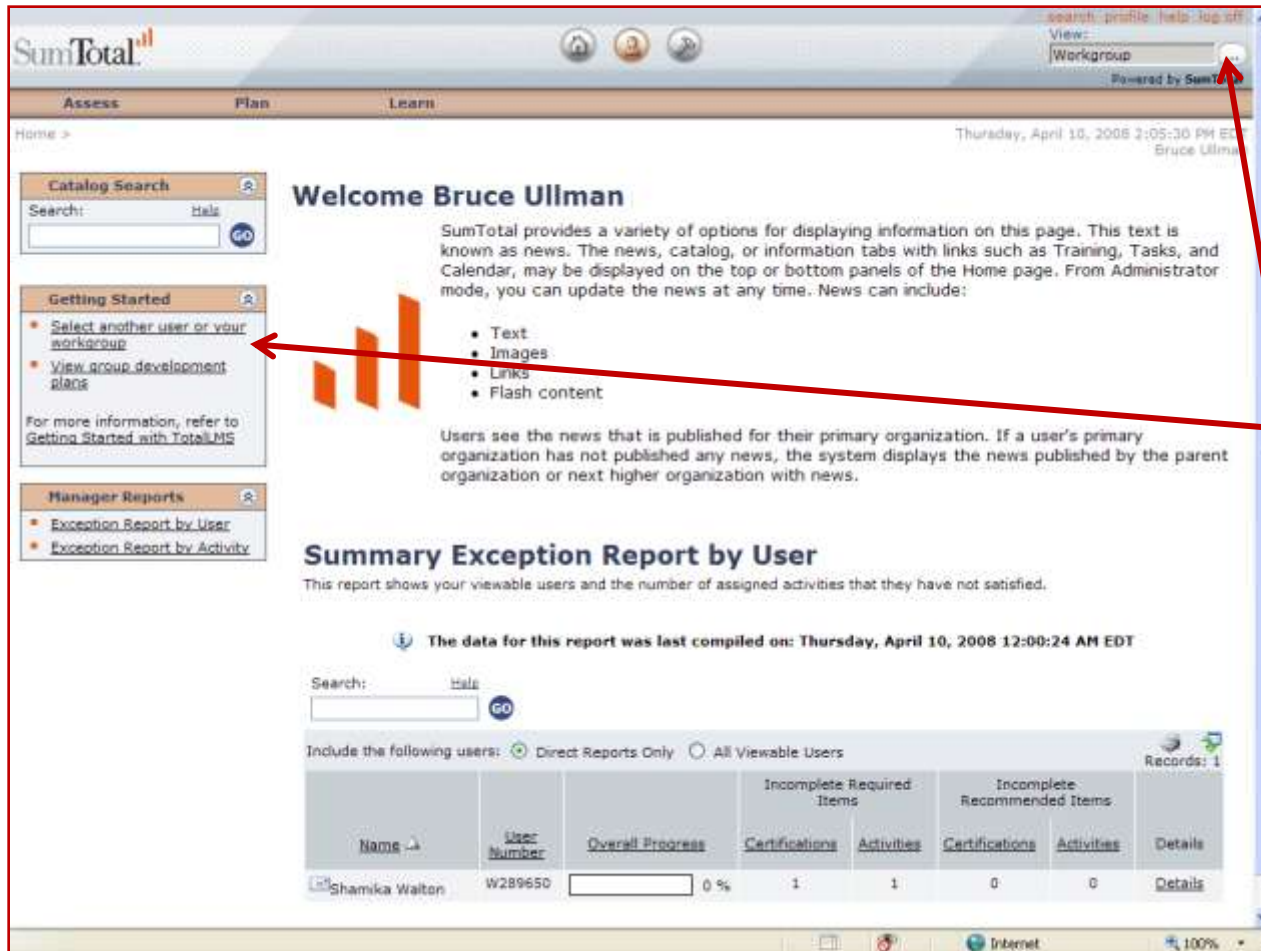


Changing an ITP

First, open [TotalLMS](#) and sign in

Then, make sure you are in the MANAGER view



The screenshot shows the SunTotal LMS interface in the Manager view. The user is logged in as Bruce Ullman. The main content area displays a 'Summary Exception Report by User' for Shamika Walton. The report shows that she has 1 incomplete required item and 1 incomplete recommended item. The data was last compiled on Thursday, April 10, 2008, at 12:00:24 AM EDT.

Name	User Number	Overall Progress	Incomplete Required Items		Incomplete Recommended Items		Details
			Certifications	Activities	Certifications	Activities	
Shamika Walton	W289650	0 %	1	1	0	0	Details

Search for an individual in either of two ways

Select the individual from a list

Select User

Select the user whose information you would like to view, and click OK. To view information for all your viewable user, select the Workgroup option.

Search: [Help](#)

Workgroup of all viewable users

1 2 3 4 5

	User Name
<input type="radio"/>	David J Abbott
<input type="radio"/>	David N Abbott
<input checked="" type="radio"/>	Dina T Abdel-Fattah
<input type="radio"/>	Select item H Abdel-fattah
<input type="radio"/>	Tarek M Abdel-fattah
<input type="radio"/>	Rakhman Abdurahim
<input type="radio"/>	Erik J Abkemeier
<input type="radio"/>	Anderson Abreu
<input type="radio"/>	Alberto Accardi
<input type="radio"/>	Connie J Adams

SumTotal - Manager Home Page - Windows Internet Explorer

https://training.jlab.org/sumtotal7_2/lang-en/management/LMS_LearnerHome.asp?UserMode=1

File Edit View Favorites Tools Help

SumTotal

Assess Plan Learn

Skill Analysis

Competency Analysis

Training Analysis

Alternate Job Analysis

Alternate Organization Analysis

Upcoming Training

Future activities the user is scheduled to take.

Information for Joe Bagadon

Search for information and training or browse the categories

Search the catalog: [Help](#)

All On-site Training

Environment Health, and Safety

ESH&Q Security

The individual's information screen will appear

Select **Assess** and **Skill Analysis**

SumTotal - Skill Analysis

SumTotal

search profile help log off
View: Joe Bagadonuts
Powered by SumTotal

Assess Plan Learn

Home > Assess - Skill Analysis

Thursday, April 10, 2008 2:23:41 PM EDT
Bruce Ullman

You have successfully added the selected skills.

ts and requirements. Use the View list to sort the skills. Click the skill name to view more information about it.

View: All acquired skills

Task: Update acquired skills

Selected Items: 0 | Records: 3

<input type="checkbox"/>	Name	Priority Value	Required Proficiency Value	Acquired Proficiency Value	Progress
<input type="checkbox"/>	*EH&S Orientation	1	3	3	100 %
<input type="checkbox"/>	*EMS Awareness	1	3	3	100 %
<input type="checkbox"/>	*General Employee Radiation Knowledge	1	3	3	100 %

Done Internet 100%

The default view is **all acquired skills**; these are the skills the individual already has

Change the view to **skills required directly**

View: Skills required directly

Selected Items: 0 | Records: 5

Required Proficiency Value	Acquired Proficiency Value	Progress
3	0	0 %

SumTotal.iii

View: Joe Bagadonuts

Powered by SumTotal

Assess Plan Learn

Home > Assess - Skill Analysis

Thursday, April 10, 2008 2:27:23 PM EDT
Bruce Ullman

Skill Analysis

This page displays a list of your skill sets and requirements. Use the View list to sort the skills. Click the skill name to view more information about it.

Search: [Help](#)

View: Skills required directly

Task: Selected Items: 0 | Records: 5

<input type="checkbox"/>	Name ▲	Priority Value	Required Proficiency Value	Acquired Proficiency Value	Progress
<input type="checkbox"/>	*ARM for VTA	1	3		<input type="text"/> 0 %
<input type="checkbox"/>	*Bloodborne Pathogens Awareness	1	3		<input type="text"/> 0 %
<input type="checkbox"/>	*EH&S Orientation	1	3	3	<div style="width: 100%; height: 10px; background-color: #800000;"></div> 100 %
<input type="checkbox"/>	*EMS Awareness	1	3	3	<div style="width: 100%; height: 10px; background-color: #800000;"></div> 100 %
<input type="checkbox"/>	*General Employee Radiation Knowledge	1	3	3	<div style="width: 100%; height: 10px; background-color: #800000;"></div> 100 %

You have three options:

1. **Add** a skill to the ITP
2. Highlight & **delete** a skill
3. Highlight & **update** the currency of a skill (for supervisors with this authority)

You're done!