



Benchmark Analytics®

Training Management System
Updates

FEATURE UPDATE

What's New

Simplified Navigation in the Training Management System

To enhance navigation and minimize visual distractions, we are implementing several changes to the Training Management System (TMS) over the next few months.

The first change is the consolidation of Calendars throughout TMS into a single location. This means that all users, including Administrators, will access calendars in the same location.



Release Date: June 13, 2024

SIMPLIFIED TMS CALENDAR NAVIGATION

Previously, non-admin users have always had a single place to view the Calendar, making it easy for them to see their registered trainings alongside the full schedule of available sessions.

However, Administrators encountered Calendars in multiple areas, with different behavior depending on how they got there. Sometimes, they could register for courses, while other times, they managed the course and its roster — resulting in some user confusion.

Now, the Calendar will always be accessed through the main menu for all users, including Administrators. Just as before, opening a course from this Calendar will always present registration options.

The screenshot displays the Benchmark Admin web application interface. On the left is a dark blue sidebar menu with the 'BA' logo and 'Agency 1' at the top. The menu items include: Home, My Profile, Available Training, My Training, My Certifications, My Transcript, **Calendar** (highlighted with a green box and a green arrow pointing to it), Discussions, Policies/Resources, Admin, and Log Out. The main content area is titled 'Home' and features a 'Training Announcements' section with a blue circular icon containing 'TT' and a text announcement about a location change for an inservice session on 1/15/20. Below this is a 'Training Action Items' section with three items: 'You can achieve a Awesome Hours Badge badge', 'You have achieved a Test badge', and 'It has been 48 hours since your email confirmation was sent'. Each item has a yellow 'Take Action' button and a blue right-pointing arrow.

UPDATED ADMIN TILE

For Administrators, all course and roster management activities will still be accessed through Admin tools. We recommend using Search to open courses, but they can also be managed through Training.

Finally, we are removing the Member Calendars tile, which was merely an alternative route to the Search page, pre-filtered to Users. Since the Search is always accessible in the Admin menu, we can declutter this screen by removing this redundant navigation.

