

# User Guide for the Online Community

Navigating the user interface of the Online Community is very easy for anyone that visits the site. All information can be accessed through either one or two selections of a mouse.



The screenshot shows the top of the website with logos for the U.S. Department of Health and Human Services and The National Institutes of Health. Below these is the title "Office of Acquisition and Logistics Management - Online Community". A navigation menu contains links for Home, Employee Section, Training Section, Events Calendar, Meeting Notes, Grapevine, and Help. The main content area is split into two columns. The left column features a "Latest News" section with a date of 3/30/2009 and a headline about an "Employee Relations Database Now Available to Management". The right column contains a paragraph of text describing the "Information Kiosk" product by Kingdomware Technologies, Inc., including a link to their website.

## **Home**

See photo above. Accessing the *Home* page of the Online Community is done by typing the URL <http://oalmonline.od.nih.gov/> into the web browser or by selecting *Home* when operating in the Online Community. *Home* also provides access to two customizable messages with information from management.

More information on each of the links follows:

## **Employee Section - New Employees**

Select [New Employees](#) to view the new employees (up to five per page) that have been hired. If an employee's picture is unavailable the OALM Logo will display.

### **New Employees**



Laura Barton



Troy Barton



Darryl Grant

## **Employee Section - Birthdays**

Select [Birthdays](#) to access the employees (up to five per page) that have birthdays this month.

### Birthdays



Darryl Grant  
3/30



Laura Barton  
3/31

## **Employee Section - Anniversaries**

Select [Anniversaries](#) to view employees (up to five per page) celebrating anniversaries (every 5<sup>th</sup> year) this month.

### Anniversaries



Darryl Grant  
5 years

## **Employee Section - Employee Awards**

Select [Employee Awards](#) to view your achievements and those of your coworkers (up to five per page).



Employee of the Year



MBE 100 Award Winners

## **Employee Section - Employee Lookup**

Select [Employee Lookup](#) to find employee information including the employee's organization, building, room, phone, fax number and email address. Type in the last name or any part of the last name of the employee (up to ten per page) you are trying to look up. Press **Submit**. View the information. Place your mouse over the picture to view an employee's organization. Select [Email Me](#) to send the employee a note.

### Employee Lookup

Last Name:\*



Joycelyn Bacchus  
Bldg: 6011  
Rm: 505C  
Ph: 301 435 3901  
f: 301 594 7424  
[Email Me](#)



Laura Barton  
Bldg: 6011  
Rm: 547K  
Ph: 301 705 5178  
f:  
[Email Me](#)



Troy Barton  
Bldg: 6011  
Rm: 547K  
Ph: 301 705 5178  
f:  
[Email Me](#)



Robert Bates  
Bldg: 6011  
Rm: 555  
Ph: 301 435 3935  
f: 301 402 2145  
[Email Me](#)

## Employee Section - Job Announcements

Select [Job Announcements](#). View the currently available OALM opportunities (up to three per page). Determine whether there are any opportunities that interest you.

Title:	<b>Information Technology Specialist OD-02-7650 GS-2210-9</b>	<a href="#">More Information</a>
Closing Date:	6/30/2009	
Description:	Information Technology Specialists at the NIH serve as technical experts for the development, implementation, management, and support of systems and networks. NIH has opportunities in the full range of IT specialties, from Bioinformatics to Systems Analysis -- from Customer Support to Information Security. IT specialists plan and carry out exciting, complex assignments and develop new methods and approaches in a	



If so, select [More Information](#) to find out more specific information about the application process.

## Training Section - Training Courses

Select [Training Courses](#) to find out about upcoming training opportunities (up to three per page). Classes are displayed to allow you to take advantage of OALM sponsored and other training courses. [Register](#) allows you to request approval online to attend the training course.

Course Title: <b>How to Navigate the NIH Job Craze and get a promotion!</b>	
Deadline:	4/28/2009 <a href="#">View Synopsis</a> <a href="#">Info Only</a>
What:	This training class requires mandatory attendance by every nih person whether new or a veteran on the staff whether young or old whether tried or true or phony or blue. This training class requires mandatory attendance by every NIH person whether new or a veteran on the staff whether young or old whether tried or true or phony or blue.
When:	8-10am daily
Where:	Conference Room 234
Course Title: <b>MS Windows</b>	
Deadline:	4/30/2009 <a href="#">View Synopsis</a> <a href="#">Register</a>
What:	Learn how to use MS Windows latest 2009 version.
When:	April 30, 2009
Where:	Cafeteria

MS Windows

Email Address:\*

Supervisor's Name:\*

Select [Register](#). Enter your email address and select your supervisor from the drop down menu.

Press **Submit** and your training request will be emailed to your supervisor for approval.

Once your supervisor approves or denies your request, you will receive an email notice and your registration status for the class will be updated.

## Training Section - Training Profile

Select [Training Profile](#) to view a history of training courses that you have registered for. If you don't have or have forgotten your password, type in your email address and press **Request Password**. Your password will be emailed to you. Once you get your password or if you already know your password, enter your email address and password and press **Login**.



### Training Profile Login

Email Address:\*   
Password:\*



Class Date: **3/29/2009**  
Status: Attended  
Certificate: Yes  
Class Title: Test Training Class

Your training history or profile appears. Verify the accuracy of your training records. If your profile is incorrect, you should contact us at [oaonline@od.nih.gov](mailto:oaonline@od.nih.gov). You also have the ability to change your password to one of your choosing. See detailed registration information at the end of this User Guide

## Events Calendar

Select [Events Calendar](#) to view important upcoming events that you should be aware of. Dates with activities will appear with a bolded calendar date in red. Click on the date to find out the activities for that date. To print the calendar, select the mini calendar  and choose the From Date. Select  and select the To Date then press Print Calendar to view all events in the date range and to print them if desired.

### Events Calendar

From Date:   To Date:  

May 2009						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	<b>22</b>	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Event Date: **5/22/2009**

Event Message: OALM Picnic 1-5pm on front lawn

## Meeting Notes

Select [Meeting Notes](#) to view a listing of the minutes and notes from a variety of meetings (up to twelve per page).

### Meeting Notes

Acquisition Management Meeting  
3/6/2009  
[View PDF File](#)

OALM Meeting Notes  
3/12/2009  
[View DOC File](#)



Select [View PDF File](#) or [View DOC File](#) to read, download or print the meeting notes.

## Grapevine

Select [Grapevine](#) to view a listing of OALM news, policies and procedures (up to twelve per page).

### The Grapevine

1st Quarter  
4/3/2009  
[View DOC File](#)


4th Quarter  
12/29/2008  
[View PDF File](#)



Select [View PDF File](#) or [View DOC File](#) to read, download or print the Grapevine document.

## Help - Contact Us

Select [Contact Us](#) to send us an email at [oaonline@od.nih.gov](mailto:oaonline@od.nih.gov).

	To...	<a href="mailto:oaonline@od.nih.gov">oaonline@od.nih.gov</a>
Send	Cc...	
Account ▾	Subject:	

## Training Courses – The Paperless Process – From Registration through Decision Notification

Course Title: **MS Windows**

Deadline: **4/30/2009** [View Synopsis](#) [Register](#)

What: Learn how to use MS Windows latest 2009 version.

When: April 30, 2009

Where: Cafeteria

### 1. Employee Reviews Courses

Tim is the user in our example. Tim selects [Training Section](#) then [Training Courses](#) to find out about upcoming training opportunities. Tim wants to go to MS Windows training and selects [Register](#) to attend the class.

### MS Windows Training Request

Email Address:\*

Supervisor's Name:\*

### 2. Employee Requests Permission

Tim enters his email address and selects his/her supervisor (LaTonya) from the drop down menu. Tim presses **Submit** to send his training request to LaTonya via email for her approval.

Training Title: MS Windows								
First Name	Last Name	Email Address	Phone	Fax	Building Name	Room Number	Registration Date	Approved
Timothy	BARTON	tbarton@kingdom	+1 301 705 5178		6011	547K	3/30/2009 0:00	PENDING

### 3. The Request Is Recorded

Tim's request is recorded as a registrant with a status of *Pending* as soon as he presses **Submit**. Tim's training course is automatically updated in his Training Profile with a *Pending* status.

Your supervisor LaTonya Barton (301 705 5178) has approved your request to attend the following training class:

Title: MS Windows  
Deadline: 4/30/2009  
When: April 30  
Where: Cafeteria

Your supervisor left the following note:

Don't forget to complete your timesheet.

### 4. Supervisor Reviews Request

LaTonya receives Tim's request which contains pertinent course information as well an approval link and a disapproval link. LaTonya decides to approve Tim's training and selects the [approval link](#).

**Training Courses – The Paperless Process – From Registration through Decision Notification (continued)**

**Approve Employee Request**

Short Note \*

Timothy, you are a great employee.  
Have a great time.  
LaTonya

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**5. Supervisor Submits Decision**

The link takes her to the Online Community where she writes a brief note to Tim. Once LaTonya completes her note, she presses **Submit**.

First Name	Last Name	Email Address	Phone	Fax	Building Name	Room Number	Registration Date	Approved
Timothy	BARTON	tbarton@kingdomware.net	+1 301 705 5178		6011	547K	3/30/2009 0:00	YES

---

**6. The Decision Is Recorded**

Tim’s status is updated from *Pending* to *Yes* for approved. (If disapproved, Tim is removed from the list of registrants for the class.)

```
From: Barton@kingdomware.net      To: Timothy Barton
Subject: Training Request Approved For Timothy Barton - Eci

Your supervisor has approved your request to attend the following training
class:

MS Windows

Your supervisor left the following note:

Timothy, you are a great employee. Have a great time.
LaTonya
```

---

**7. Employee Receives Decision**

An email is sent to Tim informing him of LaTonya’s decision.

```
From: Barton@kingdomware.net      To: Timothy Barton
Subject: Training Request Approved For Timothy Barton - Eci

Your supervisor has approved your request to attend the following training
class:

MS Windows

Your supervisor left the following note:

Timothy, you are a great employee. Have a great time.
LaTonya
```

---

**8. Supervisor Receives Own Decision**

The same email that is sent to Tim is also sent to LaTonya for her records.