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.

U.S. Department of Health and Human Services

The National Institutes of Health



Office of Acquisition and Logistics Management - Online Community



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







Troy Barton



Page 1 of 7

Employee Section - Birthdays

Select <u>Birthdays</u> to access the employees (up to five per page) that have birthdays this month.

Birthdays





Employee Section - Anniversaries

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

Anniversaries



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 <u>Employee Lookup</u> 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 <u>Email Me</u> to send the employee a note.



Ph: 301 435 3901

f: 301 594 7424

Email Me







Submit Clear

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 <u>Job Announcements</u>. View the currently available OALM opportunities (up to three per page). Determine whether there are any opportunities that interest you.

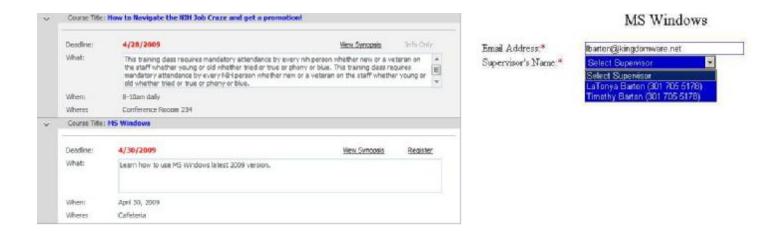




If so, select More Information to find out more specific information about the application process.

Training Section - Training Courses

Select <u>Training Courses</u> 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. <u>Register</u> allows you to request approval online to attend the training course.



Select <u>Register</u>. 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.

<u>Training Section - Training Profile</u>

Select <u>Training Profile</u> 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**.

<u>Training Profile Login</u>	Class Date:	3/29/2009
Email Address:*	Status:	Attended
Password:*	Certificate:	Yes
Login Request Password	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 oalmonline@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

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.

From Date:	<u>≡</u> <u>x</u> To	Date:	<u>x</u>	Print Calendar		
44 4			May 2009)))
S	М	T	W	1	F	9
26	27	28	29	30	1	2
3	4	5	6	7	8	2
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	(

Event Date: 5/22/2009

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

Meeting Notes

Select <u>Meeting Notes</u> to view a listing of the minutes and notes from a variety of meetings (up to twelve per page).

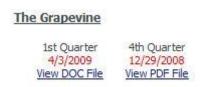
Meeting Notes Acquisition Management Meeting OALM Meeting Notes 3/6/2009 View PDF File OALM Meeting Notes 3/12/2009 View DOC File



Select <u>View PDF File</u> or <u>View DOC File</u> to read, download or print the meeting notes.

Grapevine

Select <u>Grapevine</u> to view a listing of OALM news, policies and procedures (up to twelve per page).

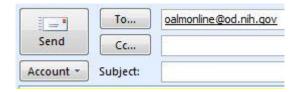




Select View PDF File or View DOC File to read, download or print the Grapevine document.

Help - Contact Us

Select Contact Us to send us an email at oalmonline@od.nih.gov.



<u>Training Courses - The Paperless Process - From Registration through Decision Notification</u>



1. Employee Reviews Courses

Tim is the user in our example. Tim selects <u>Training Section</u> then <u>Training Courses</u> to find out about upcoming training opportunities. Tim wants to go to MS Windows training and selects <u>Register</u> to attend the class.

MS Windows Training Request Email Address:* Supervisor's Name:* LaTonya Barton (301 705 5178)

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.

Submit

Training Tit	le: MS Wind	lows						
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

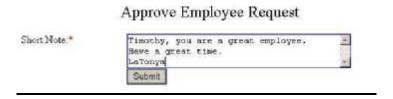
Your supervisor left the following note:

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 <u>approval link</u>.

<u>Training Courses - The Paperless Process - From Registration through Decision Notification (continued)</u>



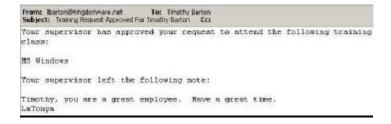
5. Supervisor Submits Decision

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

Training Tit	le: MS Wind	lows						
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	YES

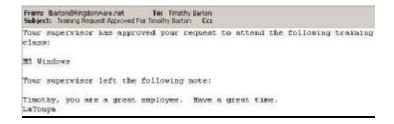
6. The Decision Is Recorded

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



7. Employee Receives Decision

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



8. Supervisor Receives Own Decision

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