



CORPORATE HUMAN RESOURCES INFORMATION SYSTEM (CHRIS) TRAINING WORKFLOW



Purpose of Briefing

- Provide employees and managers with an update on the use of the CHRIS Training Workflow process; and
- Provide information on how the Enterprise Training Services will support employees in registering and approving training.



What CHRIS Training Workflow Will Do

- Route training transactions automatically to the correct individuals;
- Utilize secure electronic signatures; and
- Send e-mail notifications of pending actions.



Advantages of Using CHRIS Workflow

- Employees and managers can request training easily via the web;
- Workflow provides the ability to track and monitor training transactions;
- The system provides accurate and timely information; and
- Employees and managers can interact with ETS more effectively.



CHRIS Training Workflow Process

- Access the CHRIS Workflow Website;
- Set up or update an Employee Training Workflow Profile;
- Complete a training request;
- Approve a request; and
- Process a request.



CHRIS Training Workflow Process

- Access the CHRIS Workflow Website



Access ESS



U.S. Department of Energy
Employee Self Service



Key to Your Information Universe

ABOUT ESS

LOGIN

GET/FORGOT
PASSWORD

CONTACTS

TRAINING
CATALOG

HELP

PRIVACY/
SECURITY

— Login with your SSN
or CHRIS ID and
password



Access CHRIS Workflow Through ESS

ESS: Welcome - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History

Address [2b2i2d2b2i2e292c1e29252h28252c28282a292e2f2c2h2a2d2a2d283](#) Go Links Best of the Web Channel Guide

employee self service Welcome Page | What's New | Feedback

Review Update **CHRIS/PeopleSoft** Training IDP TYP PRCDF SRS PERSY ATAAPS HELP

Click on CHRIS/PeopleSoft

[Text-only menu](#)

Good evening, **John Smith** Today is Thursday, September 16, 2004, 06:19:06 PM EDT.

Help with printing your LES

General Information

ESS Help Desk: 301-903-0605
ESSSupport@hq.doe.gov

Payroll/ATAAPS Help Desk: 301-903-4433
PayrollCSRHelpDesk@hq.doe.gov

Your email: smoya@doeal.gov
([Update your official DOE email address](#))

What's New

CHRIS/ESS Customer Satisfaction Survey
We need your feedback about different aspects of the CHRIS System to help us continue to improve.

- 09/13/2004 - [Single sign-on to CHRIS/PeopleSoft](#)
- 09/13/2004 - [Life events menu item moved](#)
- 09/13/2004 - [New Menu Structure for ATAAPS](#)

[View all bulletins](#)

Start I. F.. T.. F.. C.. S.. F.. R.. C.. E.. I.. W.. R.. Internet 4:21 PM



Access CHRIS Workflow Through ESS

ESS: CHRIS/PeopleSoft connector - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History

Address [2b2i2d2b2i2e292c1e29252h28252c28282a292e2f2c2h2a2d2a2d283](#) Go Links Best of the Web Channel Guide

employee self service Welcome Page | What's New | Feedback | Change password | FAQ | Links | DOE Phonebook | Logoff

Review Update **CHRIS/PeopleSoft** Training IDP TQP PMCDP GTN Parking ATAAPS Help

[Text-only menu](#)

Connect to CHRIS/PeopleSoft



You can now access your CHRIS/PeopleSoft account through Employee Self Service without entering a separate password in order to initiate and approve actions through workflow and process HR actions and training requests.

NOTE: You can only access your account through a workstation located at a DOE site which is connected via DOENet. This feature **is not available** through your home internet service provider (ex. AOL, Comcast, Adelphia, etc.)

Connect to CHRIS

Start I.. F. T. F. C. S. F. R. C. E.. I.. W. R. D. Internet 4:21 PM



CHRIS Training Workflow Process

- Access the CHRIS Workflow Website
- Set up or update your Employee Training Workflow Profile



Set Up Your Employee Training Workflow Profile

A screenshot of the CHRIS web application interface. The top navigation bar includes links for "Home", "Add to Favorites", and "Sign out". On the left, a "Menu" window is open, displaying a search field and a list of navigation options: "My Favorites", "Help!", "CHRIS Workflow", "HR", "Training", "Change My Password", and "My Personalizations". Two red arrows point from text boxes to the "CHRIS Workflow" and "Training" items in the menu.

Select "CHRIS Workflow"

Select "Training"



Set Up Your Employee Training Workflow Profile

A screenshot of the CHRIS web application interface. The browser's address bar is empty. The top navigation bar contains links for "Home", "Add to Favorites", and "Sign out". On the left side, there is a "Menu" window with a search field and a list of items. The "Setup" item is highlighted, and its sub-item "Empl Training Workflow Profile" is also highlighted. Two red arrows point from text boxes to these items. The text boxes contain the instructions "Select 'Setup'" and "Select 'Empl Training Workflow Profile'".

Select "Setup"

Select "Empl Training Workflow Profile"



Set Up Your Employee Training Workflow Profile

Ensure the correct DOE Element is selected.

Click on magnifying glass for list of approvers.

Home | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) | [http](#)

Menu

Search:

- My Favorites
- Help!
- CHRIS Workflow
 - Training
 - Training Requests
 - Setup
 - Empl Training Workflow Profile**
 - Inquire
 - [Change My Password](#)
 - [My Personalizations](#)

Empl TR WF Profile

EmpID: 21471 Name: Smith, John

ETS Override SubAgency For Approver Lookup: XE

Workflow Routing

	Workflow Role	SF-182 Role	Skip	Approver
*Step1:	Approver1	26A	<input type="checkbox"/>	<input type="text"/>
*Step2:	Approver2	27A	<input type="checkbox"/>	<input type="text"/>
*Step3:	Approver3	28A	<input type="checkbox"/>	<input type="text"/>
*Step4:	Budget	29A	<input type="checkbox"/>	<input type="text"/>
*Step5:	Trng Proc	30A	<input type="checkbox"/>	<input type="text"/>

Save Return to Search



Set Up or Update the Employee Training Workflow Profile

Click on "Look Up"

You may limit your search by entering the individual's approver ID or last name (or a portion of it).

Click on the individual's name.

The screenshot shows the CHRIS system interface. On the left is a navigation menu with the following items: Search, My Favorites, Help!, CHRIS Workflow (expanded), Training (expanded), Training Requests, Setup (expanded), Empl Training Workflow Profile (selected), Inquire, Workforce Development, Enterprise Learning, Worklist, Reporting Tools, DOE Reports, Change My Password, and My Personalizations. The main area contains search fields for Site POI (1785), Sub-Agency (XJ), Approver ID (begins with), and Last Name (begins with). Below these fields are buttons for Look Up, Clear, and Cancel, along with a Basic Lookup link. A red arrow points from the 'Look Up' button to the search results table. The search results table has columns for Name and Department Name (40 character limit) and lists 10 employees.

Name	Department Name 40 character
Adcock, Larry D	A/M for Science & Technology
Alawive, Valerie E	A/M for Contract Admin & Business Mgmt
Allison, Debra A	Office of the Director
Alvarado, Carlos R	A/M for Oversight & Assessment
Arias-Ortega, Pamela R	Office of Chief Counsel
Arkin, Richard W	Ofc of the Mgr, Savannah River Site Ofc
Babero, Geraldine V	A/M for Site Operations
Baca, D Ronald	Nuclear Explosive Safety Division



Set Up or Update the Employee Training Workflow Profile

Menu

Search: []

- My Favorites
- Help!
- CHRIS Workflow
 - Training
 - Training Requests
 - Setup
 - Empl Training Workflow Profile**
 - Inquire
 - [Change My Password](#)
 - [My Personalizations](#)

Empl TR WF Profile

EmplID: 21471 Name: Smith, John

ETS Override SubAgency For Approver Lookup: XE

Workflow Routing

	Workflow Role	SF-182 Role	Skip	Approver
*Step1:	Approver1	26A	<input type="checkbox"/>	Approver 1
*Step2:	Approver2	27A	<input checked="" type="checkbox"/>	[]
*Step3:	Approver3	28A	<input type="checkbox"/>	[]
*Step4:	Budget	29A	<input type="checkbox"/>	Joe Consultant
*Step5:	Trng Proc	30A	<input type="checkbox"/>	Processor East, Training

Click on "Save" when you have completed the Profile.

Select ETS Override.

Select your supervisor for Step 1.

Select Step 2 approver or Skip.

Select Step 3 approver or Skip.

Select your Training Consultant in Step 4

Select Processing center in Step 5.



CHRIS Training Workflow Process

- Access the CHRIS Workflow Website
- Set up or update your Employee Training Workflow Profile
- Complete a Training Request



Complete a Training Request

Click on "Training Requests" to go to next menu.

Home | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) |

Menu

Search:

- My Favorites
- Help!
- CHRIS Workflow
 - Training
 - Training Requests**
 - Setup
 - Empl Training Workflow Profile
 - Inquire
 - [Change My Password](#)
 - [My Personalizations](#)

Empl TR WF Profile

EmplID: 21471 Name: Smith, John

ETS Override SubAgency For Approver Lookup: XE

Workflow Routing

	Workflow Role	SF-182 Role	Skip	Approver
*Step1:	Approver1	26A	<input type="checkbox"/>	Approver 1
*Step2:	None/Skip	N/A	<input checked="" type="checkbox"/>	
*Step3:	None/Skip	N/A	<input checked="" type="checkbox"/>	
*Step4:	Budget	29A	<input type="checkbox"/>	Joe Consultant
*Step5:	Trng Proc	30A	<input type="checkbox"/>	Processor East



Complete a Training Request

Menu

Search: []

- My Favorites
- Help!
- CHRIS Workflow
 - Training
 - Training Requests
 - Create/Modify Training Request**
 - Setup
 - Inquire
- Change My Password
- My Personalizations

Training Request | **Approval Routing**

Approvers Find | View All First 2 of 61 Last

Name: McSmith, John Start Date:
Course Code: Session #:
Course Title: Attendance: Request
Email: GWPointsVT@netl.doe.gov Workflow Entry: Y

XE SubAgency Approver Lookups: ETS SubAgency Override

Workflow Role	Approver	Skip	Status	Action Date	Recycle Remark	Denial Remark
Step0: Initiator	Moya, Sharon D		Requested	07/13/2006	Training Approver Guide	
Step1: Approver1	Approver 1					
Step2: None/Skip		<input checked="" type="checkbox"/>				
Step3: None/Skip		<input checked="" type="checkbox"/>				
Step4: Budget	Joe Consultant	<input type="checkbox"/>				
Step5: Trng Proc	Processor East, Trng					

Remarks: []

Select
"Create/Modify
Training
Request"



Complete a Training Request

Click "View All" or use arrows to view training history

The screenshot shows the CHRIS Training Request form. The left sidebar contains a menu with options like 'My Favorites', 'Help!', 'CHRIS Workflow', 'HR', 'Training', and 'Training Requests'. The main form area is titled 'Training Request' and includes tabs for 'Approval Routing'. The form fields are as follows:

Name:	Smith, John	Subagency:		Workflow Entry:	
*Attendance:	Completed	<input type="checkbox"/> Conference <input type="checkbox"/> TQP Related <input type="checkbox"/> On IDP <input type="checkbox"/> Transition F			
Course Code:		Training Request Guide			
Course Title:	National Incident Management S				
Course Type:	Safeguards & Security Issu				
Session #:		NonDOE Vendor Crse#:	ERO-132DW		
Begin/End Date:	06/30/2005	06/30/2005			
Start Time:	8:00AM	End Time:	10:00AM		
Duty Hours:	2	Non Duty Hrs:		Total:	2.00
Vendor Name:	EOTA	Training Objectives:			
Country:	USA	Remarks: National Incident Management System Overview			
Address Line 1:	P. O. Box 5400				
City/State/Zip:	Albuquerque	NM	87185		
Phone:	505/845-4279				
Training Location:					
City/State/Postal:					
*Training Reason:	JobRelated				

Click "Create Request" to request training



Complete a Training Request

For external courses, those fields marked with a diamond must be completed.

to Favorites | Sign out

Training Request | Approval Routing

Training Request | Find | View All | First 2 of 40 Last | [Delete Request](#)

Name: Smith, John | Subagency: X_{XJ} | Workflow Entry: Y

Cancel Request | [Training Request Guide](#)

*Attendance: Request

Conference | TQP Related
 On IDP | Transition Related

Course Code: DOE Class

◆ Course Title:

◆ Course Type:

Session #: NonDOE Vendor Crse#:

◆ Begin/End Date:

◆ Start Time: End Time:

◆ Duty Hours: Non Duty Hrs: Total:

◆ Vendor Name:

◆ Country: USA

◆ Address Line 1:

◆ City/State/Zip:

Phone:

◆ Training Location:

◆ City/State/Postal:

◆ *Training Reason:

◆ Est Direct Costs

Tuition \$	<input type="text"/>
Books \$	<input type="text"/>
Materials \$	<input type="text"/>
Other \$	<input type="text"/>

◆ Indirect Costs

Travel \$	<input type="text"/>
Per Diem \$	<input type="text"/>
Other \$	<input type="text"/>

◆ Training Objectives:

◆ Remarks:

Menu

Search:

- My Favorites
- Help!
- CHRIS Workflow
 - HR
 - Training
 - Training Requests
 - Create/Modify Training Request**
 - Setup
 - Inquire
- [Change My Password](#)
- [My Personalizations](#)



Complete a Training Request

Home | Add to Favorites | Sign out

Find | View All | First 2 of 41 Last | Delete Request

For external courses, those fields marked with a diamond must be completed.

Name: Smith, John | Subagency: XE | Workflow Entry: Y

Cancel Request

*Attendance: Request

Course Code: DOE Class

Conference | TQP Related
 On IDP | Transition Related

Est Direct Costs

Tuition \$	300
Books \$	
Materials \$	
Other \$	

Indirect Costs

Travel \$	
Per Diem \$	
Other \$	

Check box/boxes that apply.

Enter estimated direct and indirect costs.

Course Title: Pre-Retirement Planning

Course Type: Human Resources Issue

Session #: NonDOE Vendor Crse#:

Begin/End Date: 06/13/2006 | 06/15/2006

Start Time: 8:00AM | End Time: 5:00PM

Duty Hours: 16 | Non Duty Hrs: | Total: 16.00

Vendor Name: USDA Graduate School

Country: USA

Address Line 1: 600 Maryland Avenue

City/State/Zip: Washington | DC | 20024

Phone:

Training Location: Oak Ridge | TN

City/State/Postal:

*Training Reason: Develop | Attach File

Training Objectives: To plan for my retirement.

Remarks: This course is highly recommended by financial planners to ensure that I have enough funds to retire.



Complete a Training Request

Select internal courses by selecting "DOE Class".

Menu

Search:

- My Favorites
- Help!
- CHRIS Workflow
 - HR
 - Training
 - Training Requests
 - Create/Modify Training Request
- Setup
- Inquire
- Change My Password
- My Personalizations

Training Request | Approval Routing

Name: Smith, John | Subagency: XJ | Workflow Entry: Y

Cancel Request | [Training Request Guide](#)

*Attendance: Request

Course Code: DOE Class

Course Title:

Course Type:

Session #: NonDOE Vendor Crse#:

Begin/End Date:

Start Time: End Time:

Duty Hours: Non Duty Hrs: Total:

Vendor Name:

Country: USA

Address Line 1:

City/State/Zip:

Phone:

Training Location:

City/State/Postal:

*Training Reason:

Est Direct Costs

Tuition \$	<input type="text"/>
Books \$	<input type="text"/>
Materials \$	<input type="text"/>
Other \$	<input type="text"/>

Indirect Costs

Travel \$	<input type="text"/>
Per Diem \$	<input type="text"/>
Other \$	<input type="text"/>

Conference TQP Related

On IDP Transition Related

Training Objectives:

Remarks:

Find | View All | First 2 of 40 Last | [Delete Request](#)



How to Access CHRIS Course Catalog

The screenshot shows the CHRIS Course Catalog interface. On the left is a 'Menu' sidebar with options like 'My Favorites', 'Help!', 'CHRIS Workflow', 'HR', 'Training', 'Training Requests', 'Create/Modify Training Request', 'Setup', 'Inquire', 'Change My Password', and 'My Personalizations'. The main content area has a top navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. Below this is a 'Course Catalog' section with a table header:

Course	Session	Course Title	Start Date	End Date	Start Time	End Time	Duty Hrs	Course Type	City
<input type="checkbox"/>									

A red arrow points from a callout box to a 'Refresh' button. The callout box contains the text: **Click on the "Refresh" button**. Below the 'Refresh' button are 'OK' and 'Cancel' buttons.



Complete a Training Request

The screenshot displays the CHRIS web application interface. At the top right, there are navigation links: [Home](#), [Add to Favorites](#), and [Sign out](#). A [Refresh](#) button is located below the navigation links.

The **Menu** on the left side includes a search box and a tree view with the following items:

- My Favorites
- Help!
- CHRIS Workflow
 - HR
 - Training
 - Training Requests**
 - Create/Modify Training Request** (highlighted)
 - Setup
 - Inquire
 - Change My Password
 - My Personalizations

The **Course Catalog** table below lists various training courses. A red arrow points from the **Create/Modify Training Request** menu item to the table. A callout box with the text **Check appropriate course** is positioned near the arrow.

Course	Session	Course Title	Start Date	End Date	Start Time	End Time	Duty Hrs	Course Type	Cl	
<input type="checkbox"/>	001283	0011	Basic Instructor Training	03/06/2006	03/10/2006	8:00AM	5:00PM	40.0	Safeguards	Alt
<input type="checkbox"/>	000150	0045	FEI - LDS Program	02/05/2006	03/03/2006	8:00AM	5:00PM	4.0	SupwMgmt	
<input checked="" type="checkbox"/>	000150	0046	FEI - LDS Program	04/02/2006	04/28/2006	8:00AM	5:00PM	4.0	SupwMgmt	
<input type="checkbox"/>	000150	0047	FEI - LDS Program	04/30/2006	05/26/2006	8:00AM	5:00PM	4.0	SupwMgmt	
<input type="checkbox"/>	000150	0048	FEI - LDS Program	07/09/2006	08/04/2006	8:00AM	5:00PM	4.0	SupwMgmt	
<input type="checkbox"/>	000150	0049	FEI - LDS Program	08/06/2006	08/01/2006	8:00AM	5:00PM	4.0	SupwMgmt	



Complete a Training Request

The screenshot displays the CHRIS web application interface. At the top, there are navigation links for Home, Add to Favorites, and Sign out. On the left, a menu is visible with options like My Favorites, Help!, CHRIS Workflow, HR, Training, Training Requests, Create/Modify Training Request, Setup, and Inquire. The main area shows a table of training requests with columns for checkboxes, IDs, titles, dates, times, durations, and categories. At the bottom, a dialog box with OK and Cancel buttons is shown, with a red arrow pointing to the OK button.

Checkbox	ID1	ID2	Title	Start Date	End Date	Start Time	End Time	Duration	Category	Location
<input type="checkbox"/>	000807	0010	Theater Nuclear Operations	07/31/2006	08/04/2006	8:00AM	5:00PM	40.0	ES&H	Kir Alk
<input type="checkbox"/>	000170	0024	WMD-Proliferatn, Terror & Resp	03/27/2006	03/31/2006	8:00AM	5:00PM	40.0	ES&H	Kir Alk
<input type="checkbox"/>	000170	0025	WMD-Proliferatn, Terror & Resp	06/19/2006	06/23/2006	8:00AM	5:00PM	40.0	ES&H	Kir Alk
<input type="checkbox"/>	000416	0024	Weapons Mass Dest Comd Ctl Crd	05/15/2006	05/18/2006	8:00AM	5:00PM	32.0	Ops Tech	Kir Alk
<input type="checkbox"/>	000416	0025	Weapons Mass Dest Comd Ctl Crd	08/14/2006	08/17/2006	8:00AM	5:00PM	32.0	Ops Tech	Kir Alk

Scroll to the bottom of the screen and click OK

OK Cancel



Complete a Training Request

Home | Add to Favorites | Sign out

Select "Approval Routing" tab

Menu
Search: []
My Favorites
Help
CHRIS Workflow
HR
Training
Training Requests
Create/Modify Training Request
Setup
Inquire
Change My Password
My Personalizations

Training Request | **Approval Routing**

Find | View All | First 2 of 41 Last | Delete Request

Name: Smith, John | Subagency: XJ | Workflow Entry: Y

Cancel Request

*Attendance: Request

Course Code: 000150 | DOE Class

Course Title: FEI - LDS Program

Session #: 0046

Begin/End Date: 04/02/2006 | 04/28/2006

Start Time: 8:00AM | End Time: 5:00PM

Duty Hours: | Non Duty Hrs: | Total:

Vendor Name: Federal Executive Institute

Country: USA

Address Line 1: 1301 Emmet Street

City/State/Zip: Charlottesville VA 22901-28

Phone: 434/980-6200

Training Location: | |

City/State/Postal: | |

*Training Reason: []

Training Request Guide

Conference | TQP Related
 On IDP | Transition Related

Est Direct Costs
Tuition \$ []
Books \$ []
Materials \$ []
Other \$ []

Indirect Costs
Travel \$ []
Per Diem \$ []
Other \$ []

Training Objectives: [] ← **Your objectives**

Remarks: [] ← **Your remarks**

Check box/boxes that apply.

Training Reason



Complete a Training Request

Home | Add to Favorites | Sign out

New Window | Customize Page | http

Menu

Search:

- ▶ My Favorites
- ▶ Help!
- ▼ CHRIS Workflow
 - ▼ Training
 - ▼ Training Requests
 - Create/Modify Training Request
 - ▶ Setup
 - ▶ Inquire
 - Change My Password
 - My Personalizations

Training Request | **Approval Routing**

Approvers Find | View All First 2 of 61 Last

Name: Smith, John **Start Date:**

Course Code: **Session #:**

Course Title: **Attendance:** Request

Email: GWPointsVT@netl.doe.gov **Workflow Entry:** Y

XE SubAgency Approver Lookups: ETS SubAgency Override

Workflow Role	Approver	Skip	Status	Action Date	Recycle Remark	Denial Remark
Step0: Initiator	Moya, Sharon D		Requested			
Step1: Approver1	Approver 1	<input type="checkbox"/>				
Step2: None/Skip		<input checked="" type="checkbox"/>				
Step3: None/Skip		<input checked="" type="checkbox"/>				
Step4: Budget	Joe Consultant	<input type="checkbox"/>				
Step5: Trng Proc	Processor East, Training					

Remarks:

Click on the magnifying glass to select another approver.

Click Save.



Complete a Training Request

A screenshot of an email client window titled "Training Approval - Message (Plain Text) - Unicode (UTF-8)". The window has a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Actions", "Express", and "Help". Below the menu bar is a toolbar with icons for "Reply", "Reply to All", "Forward", "Print", "Delete", "Move", "Copy", "Paste", "Undo", "Redo", "Find", and "Print Preview". The email header shows: "From: chrisworkflow@netl.doe.gov", "To: employee@HQ.DOE.GOV", "Cc:", "Subject: Training Approval", and "Sent: Fri 06/11/2006 1:12 PM". The main body of the email contains the following text:

Please approve or deny the following training request for,

Employee : 16184 Smith, John
Start Date : 2006-04-25
Course :
Session :
Course Title : Systems Approach to Training
by clicking on the link below

<https://chriswebssl.netl.doe.gov/servlets/iclientservlet/chris/signon.html>

Please do NOT reply to this email.

A red arrow points from a text box on the right to the URL. The text box contains the text "Click on the link to access the website". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "10:37 AM".

Click on the link to access the website



CHRIS Training Workflow Process

- Access the CHRIS Workflow Website
- Set up or update your Employee Training Workflow Profile
- Complete a Training Request
- Approve a Training Request



Approve a Training Request

A screenshot of the CHRIS web application interface. The browser window has a blue header bar with a navigation menu containing the following items: Home, Worklist, Add to Favorites, and Sign out. On the left side, there is a 'Menu' window with a search box and a list of items: My Favorites, Help!, CHRIS Workflow, Worklist, Reporting Tools, DOE Reports, Change My Password, and My Personalizations. A red arrow points from a text box to the 'Worklist' link in the navigation menu.

**Click on
"Worklist"
to view**



Approve a Training Request

Worklist for XEAPP1: Martinez, Marie

From	Date From	Link
Smith, John	01/26/2006	Smith, John 2006-09-20, 000418, 0022, Joint DOD/NNSA Nuc Surety Exec...

Click on the link



Approve a Training Request

Click on
"Approval
Routing" tab

Review training
information

Menu

Search:

- My Favorites
- Help!
- CHRIS Workflow
- Worklist
 - Worklist
- Reporting Tools
- DOE Reports
- Change My Password
- My Personalizations

Training Request Form | **Approval Routing**

Training Request Find | View All First 1 of 1 Last

Smith, John Subagency: XJ

Workflow Entry

*Attendance: Request

Course Type: Environmental, Safety, & He

*Internal/External: Internal

Course Code: 000418

Course Title: Joint DOD/NNSA Nuc Surety Exec

Session #: 0022

Begin/End Date: 09/20/2006 09/21/2006

Start Time: 8:00AM End Time: 5:00PM

Duty Hours: 24 Non Duty Hrs: Total: 24.00

Vendor ID: 000149

Vendor Name: Defense Nuclear Weap

Address Line 1: 1900 Wyoming Blvd SE

City/State/Zip: Kirtland AFB NM 87117-56

Country: USA

Phone:

Training Location City/State/Zip:

Conference

On IDP

TQP Related

Transition Related

Est Direct Costs		Indirect Costs	
Tuition \$	300.00	Travel \$	
Books \$		Per Diem \$	
Materials \$		Other \$	
Other \$			

Training Objectives:

Remarks:



Route a Training Request

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

08/30/2004 [New Window](#) | [Customize Page](#)

Menu

Search:

- ▷ My Favorites
- ▷ Help!
- ▷ CHRIS Workflow
- ▼ Worklist
 - [Worklist](#)
 - ▷ Reporting Tools
 - ▷ DOE Reports
 - [Change My Password](#)
 - [My Personalizations](#)

Training Request Form

Approval Routing

[Find](#) | [View All](#)

First 1 of 1 Last

Name: Smith, John

Course Code: 000418

Course Title: Joint DOD/NNSA Nuc Surety Exec

Email: GWPointsVT@netl.doe.gov

Start Date: 09/20/2006

Session #: 0022

Attendance: Request

Workflow Entry: Y

DOE Element to search in Approver Lookups:

Workflow Role	Approver	Skip	Status	Action Date	Recycle Remark	Denial Remark
Step0: Initiator	Smith, John		Requested	01/26/2006	Training Approver Guide	
Step1: <input type="text" value="Approver1"/>	Approver 1		<input type="text"/>		<input type="text"/>	
Step2: <input type="text" value="Approver2"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>		<input type="text"/>	
Step3: <input type="text" value="Approver3"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>		<input type="text"/>	
Step4: <input type="text" value="Budget"/>	Joe Consultant	<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	
Step5: <input type="text" value="Trng Proc"/>	Processor East		<input type="text"/>		<input type="text"/>	

Remarks:



Route a Training Request

Status will change during routing
Approved: Notifies next approver
Denied: Notifies employee
Recycled: Routes back to previous approver

The screenshot shows the 'Training Request Form' interface. On the left is a 'Menu' with options like 'My Favorites', 'Help!', 'CHRIS Workflow', 'Worklist', 'Reporting Tools', 'DOE Reports', 'Change My Password', and 'My Personalizations'. The main area displays details for a request initiated by John Smith on 01/26/2006. A table lists the workflow steps and their current status. A dropdown menu for the 'Status' field is open, showing options: 'Approved', 'Denied', 'Reassign', and 'Recycled'. A red arrow points from the explanatory text box to the 'Status' dropdown.

Workflow Role	Approver	Skip	Status	Action Date	Recycle Remark	Denial Remark
Step0: Initiator	Smith, John		Requested	01/26/2006	Training Approver Guide	
Step1: Approver1	Approver 1					
Step2: Approver2		<input checked="" type="checkbox"/>	Approved			
Step3: Approver3		<input checked="" type="checkbox"/>	Denied			
Step4: None/Skip	Joe Consultant		Reassign			
Step5: Trng Proc	Processor East		Recycled			



CHRIS Training Workflow Process

- Access the CHRIS Workflow Website
- Set up or update your Employee Training Workflow Profile
- Complete a Training Request
- Route a Training Request
- Process a Training Request



Process a Training Request

Training Requests should have pertinent information related to the training.

Provide the following information to the Albuquerque Operations Center (AOC)

- Fax:

- Backup documentation; and
- Course information.



Process a Training Request

From: chrisworkflow@netl.doe.gov

Sent: Fri 2/15/2006 9:48 AM

To: employee@hq.doe.gov

Cc:

Subject: Training Approved

If the course below is an internal DOE class, you have been enrolled.
If the course is an external course, you are approved for training and should follow your organization's process for enrolling with the vendor.

Start Date : 2006-04-25

Course :

Session :

Course Title : Systems Approach to Training

Location :

Ft. Huachuca, AZ

**Employees are notified by
email of training enrollment.**

Please do NOT reply to this email.



CHRIS Workflow Contacts

Contact your Training Consultant when:

- You have questions on how the Workflow process works
- The system is not functioning properly
- You receive an error message when inputting data.

Contact the System Security

Administrator via email at:

CHRISSECURITY@NETL.DOE.GOV for
any password or security issues.