Introduction to Resources in Themis Training Administrator

What is Themis Training Administrator

Themis is an integrated administration system used by all staff at the University to perform functions related to their role. The Themis system services the business areas of Human Resources, Research and Finance. The Themis Training Administrator (TTA) module is an enrolment management system used by:

- **Training Administrators** to create courses, offerings, classes and sessions in the training catalog and manage resources, administer enrolments and generate reports relating to training activities. All functions are available from the Training Administrator responsibility.
- **University of Melbourne staff** to interact with TTA content via Themis Staff Self Service > Performance and Development > Training and Development. Staff can apply for training offered by university training centres, monitor their enrolment progress, and add external training records. Staff and their supervisors can access the TTA training history in Staff Self Service and Supervisor Self Service.

What are resources in TTA?

In Themis Training Administrator the trainer/s, venue/s and equipment required to deliver training are called resources. A resource record is created once in Themis and this record can be booked to multiple classes. The Resource module does not replace booking via internal systems, it serves as an information record for prospective students and details of resources booked to classes are available on HR Staff Self Service.

There are three categories of resources used in Themis Training Administrator:

- Trainer
- Venue
- Equipment

An overview of the Themis Training Administrator functions is outlined in the diagram below.
Using resources in TTA

Creating resources

A list of values (LOV) of current training resources (trainers, venues and equipment) is available in Themis. New records can be added via the Resource Definitions function.

A new record must be created for any new resource required for training, e.g.; a new staff member who will be training a class needs to have a trainer record created in Resource Definitions. Once this record is created, the trainer can then be booked against a class.

It is not possible to create a training resource record for an external consultant. The external consultant details can be listed in the Course and Offering descriptions in Training Catalog Administrator and this information will display on self service screens for staff to view.

Universal access and resources

The data in Themis Training Administrator is not limited to your relevant budget unit/s (department) or faculty. Training administrators have access to view and modify data across all training centres at the University. However, a Training Administrator should only work with class data for their own Training Centre, unless otherwise instructed.

Resource data is shared between training centres. For example; only one venue resource record is required for each venue, and this record can be used by all training centres.

Booking resources

Resource bookings must be made against a class record. Resource bookings should not be made against session records. Bookings can be made using the Resource Bookings function on the side menu or the Resources tab.

If a class has multiple sessions that require unique resource bookings this should be managed using the class record. Create the required resource bookings against the class record to reflect each session date and time.

The example below illustrates this scenario:

- 4 hour class duration made up of 2 x 2 hr sessions
- Session 1: 25 November 2013, session 2: 26 November 2013
- Venue is the same for both sessions
- Each session has a different trainer
- There are two individual trainer resource bookings against the class record (different date and time specified)

Bookings display in Staff Self Service:

For further details refer to the Resource Bookings reference card.
**Resource checklist**

You may set up a resource checklist at the course or offering level where the same resources are required each time a class is run. Where there are multiple offerings, you should set up the checklist against the offering record. The checklist provides the option to define a list of recommended resources that can be automatically booked to a class when scheduling. The checklist is optional and can be updated as required. For further details refer to the *Creating a course offering* and *Creating a class and class sessions* reference cards.

**Getting help**

The Themis website provides written support in a variety of formats. Please visit the Manage my Training Courses support page for the following documents:

- Reference cards (step-by-step instructions for specific tasks)
- Information sheets (overview of specific module, function or responsibility)
- Trouble-shooting and Frequently Asked Questions

**Themis Service Desk**

The Themis Service Desk team provides technical assistance from 9am to 5pm, Monday to Friday. You may lodge Themis queries:

- Online: [https://bsm.app.unimelb.edu.au/](https://bsm.app.unimelb.edu.au/)
- By phone: 8344 9500

**Further Information**

- *Creating a class and class sessions* reference card
- *Creating a resource record* reference card
- *Booking resources* reference card