Introduction to 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 catalogue 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 and Supervisor Self Service.

Reports in TTA

There are three TTA reports available: Training Response Report, Enrolment Sign-in Sheet; and Training History Report. These reports use Oracle forms functionality and may be accessed via the Submit Request menu.

Submitting a request in Themis

*Submit a request* is the term used in Themis when you create/submit a report. The instructions below outline the general process for submitting a request, for detailed instructions on running individual reports, please refer to the specific reference card.

To submit a request

1. Navigate to Processes and Reports > Submit Requests. The Submit a Request screen will display.
2. Ensure the Single Request option is selected, and click the OK button. The Submit Request screen will display.
3. In the Name field, click on the List of Values (LOV) and select the required report. The Parameters screen will display.
4. Enter the report parameters and click the OK button.
5. Click on the Submit button to run the report. The Requests screen will display automatically to show the progress of your report. Click on the Refresh Data button to update the progress (Phase) of your report.
6. Once your report has completed, click on the View Output button located bottom right of the screen, to view the report results. The report will open in the appropriate format.
**Training Enrolment Response Report**

The Training Enrolment Response report is useful for trainers to gauge the needs and expectations for a specific class group prior to training. The report contains the following fields: Full Name, Position Title, Grade (HEW level), Organization, Gender, Date Applied and Training Enrolment Responses (from question fields on Themis Staff Self Service application or entered by training administrator from a manual enrolment), Charge Code, Email Address and Last updated by.

Data is sorted by enrolment status and internal and external applicants.

![Training Enrolment Response Report](image)

**Attendance Sign-In Sheet XML Report**

The Attendance Sign-In Sheet XML report creates a class list that allows space for participants to sign in. The report is generated in Excel and can be adjusted as required.

![Attendance Sign-In Sheet XML Report](image)
**Training History Report**

The Training History Report is a very adaptable report allowing the Training Administrator to gather data about individual training history, class data or training history for department or faculty groups. **Note:** the output is based on enrolment records at the Class level.

**Note:** the Provider in this report refers to the Training Center as recorded in the Class record (not the Provider listed as the primary category in the Course record).

**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/
- By phone: 8344 9500

**Further Information**

- [Generating a training history report](#) reference card
- [Generating an enrolment sign-in sheet](#) reference card
- [Generating a training enrolment response report](#) reference card