eCASE Audit

Audit Training Manual

v5.19.0

January 2025

OPEXUSTECH.COM

Notice of Rights

Notice of Liability

The information in this publication is believed to be accurate and reliable. However, the information is distributed by the publisher (AINS, LLC.) on an “As Is” basis without warranty for its use, or for any infringements of patents or other rights of third parties resulting from its use.

While every precaution has been taken in the preparation of this publication, neither the author (or authors) nor the publisher will have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused, directly or indirectly, by the information contained in this publication or by the computer software and hardware products described in it.

Notice of Trademarks

The publisher’s company name, company logo, company patents, and company proprietary products are trademarks or registered trademarks of the publisher: AINS, LLC. All other trademarks or registered trademarks are the property of their respective owners.

Non-Disclosure Statement

This document’s contents are confidential and proprietary to AINS, LLC. This document cannot be released publicly or outside the purchasing agency without prior written permission from AINS, LLC.

Images in this manual are used as examples and may contain data and versioning that may not be consistent with your version of the application or information in your environment.

Additional Notice

Information in this documentation is subject to change without notice and does not represent a commitment on the part of AINS, LLC.

Notwithstanding any of the foregoing, if this document was produced as a Deliverable or other work for hire under a contract on behalf of a U.S. Government end user, the terms and conditions of that contract shall apply in the event of a conflict.

Contents

1 eCASE Audit Training Overview

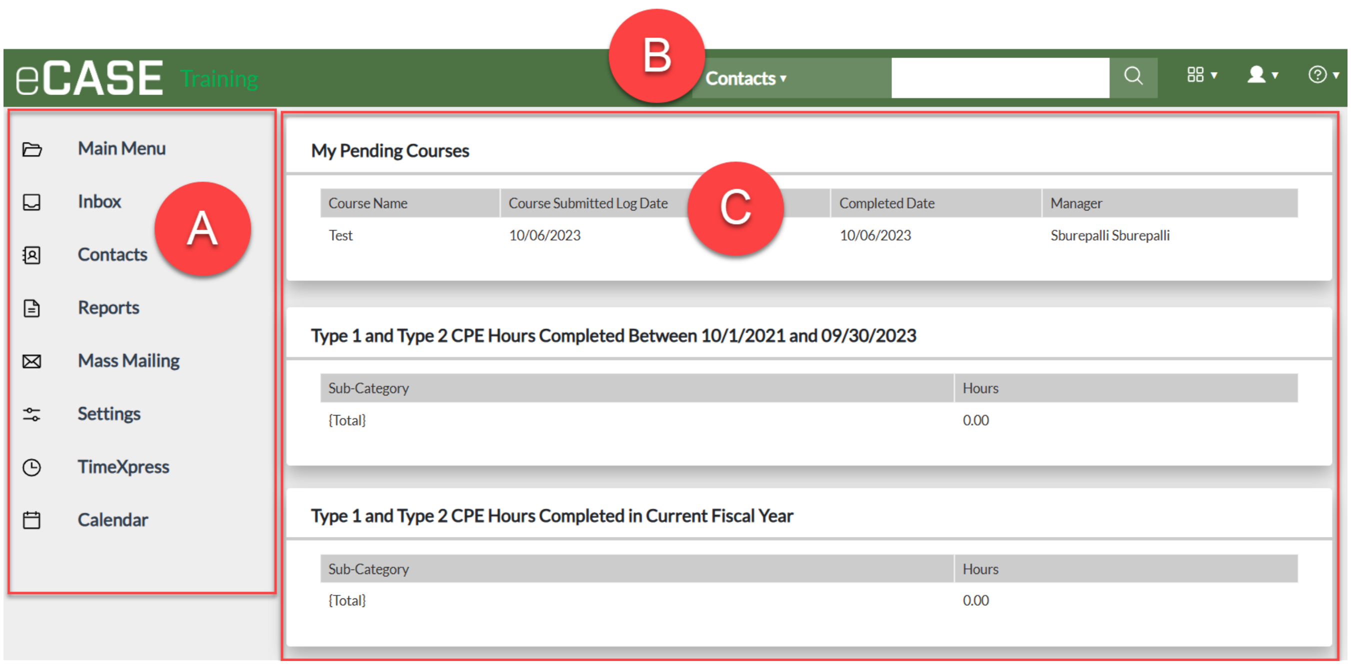
The eCASE Audit Training module allows customers to assign, track, and report employee trainings throughout the year. Training Managers and/or Coordinators can add courses to the Course Catalog and assign them to users. When a user completes a training, they submit to the Training Manager and/or Coordinator for approval.

The general workflow for eCASE Training is as follows:

1. Create a course.
2. Assign the course to a user.
3. The user completes the assigned course(s).
4. Authorized users review the user submitted training information, and approve or decline the course activity. If the course activity was declined, the user is prompted to complete the course again.

1.1 Training Interface

When you first open eCASE Audit Training, the module appears as shown below:



There are a few key areas to note. The **(A) Launch Pad** with navigation options, the **(B) search bar,** and the **(C) dashboard** that displays relevant course status information.

2 Setting Up eCASE Audit Training

To get started with eCASE Audit Training, you'll need to:

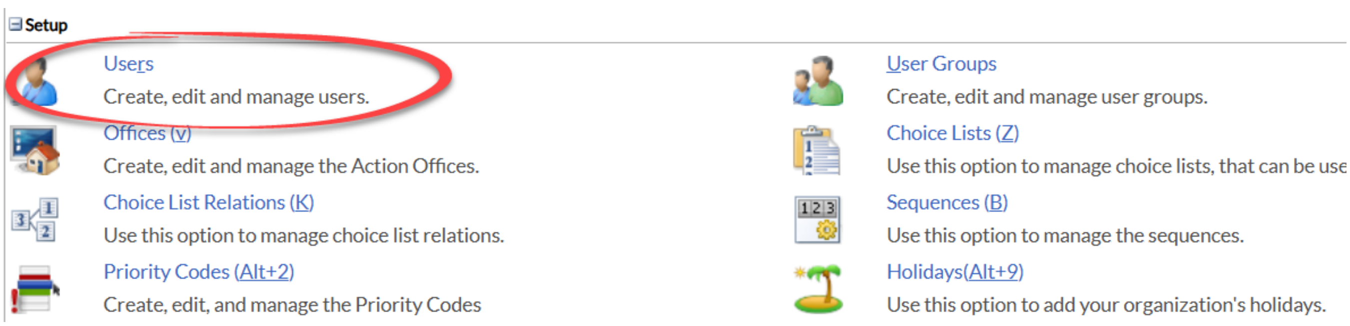
1. Add the Training module to each user profile
2. Set Training group permissions
3. Assign users to Training groups
4. Set up Training choice lists

Each of these steps is documented in the following subsections.

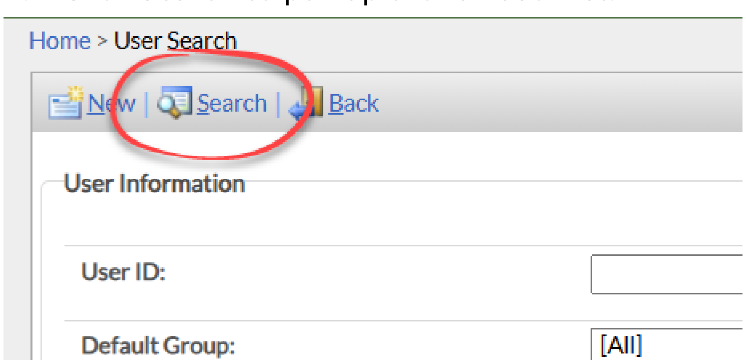
2.1 Add the Training Module to User Profiles

For users to see the Training module listed in their eCASE Applications, Administrators will need to add Training to each user profile.

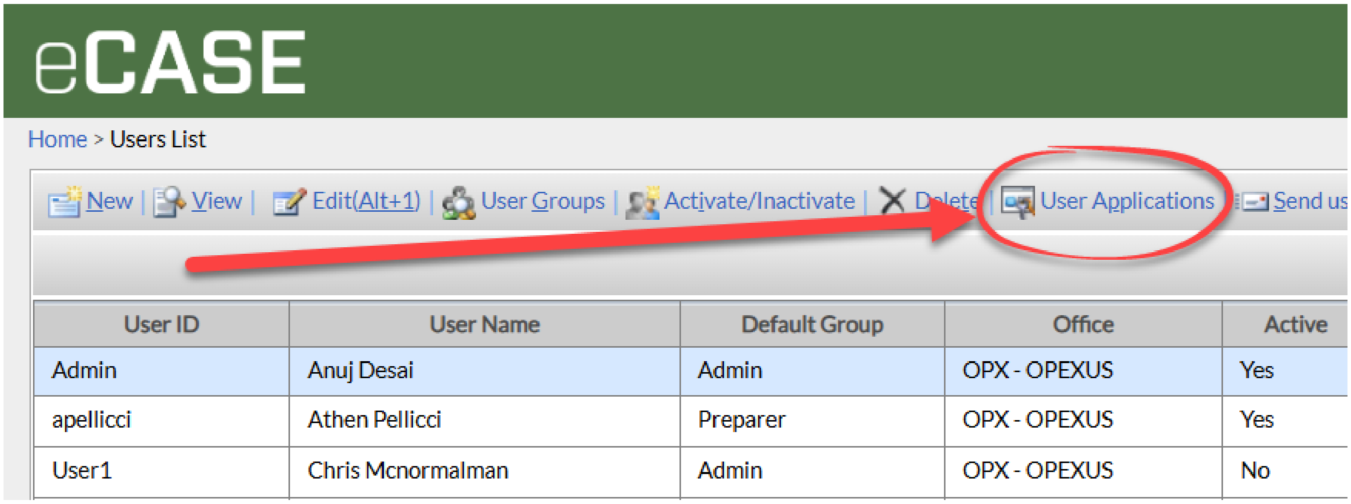
1. Navigate to **Settings > Users.**



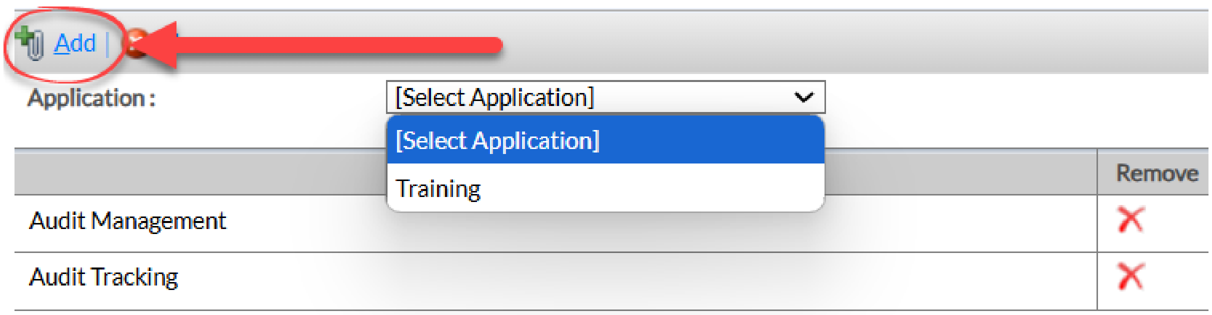
2. Click **Search** to pull up the full user list.



3. Select a user, then click **User Applications.**



4. Click **Select Application,** choose Training from the drop-down menu, then click **Add.**



5. Repeat for each user you'd like to include in the Training module.

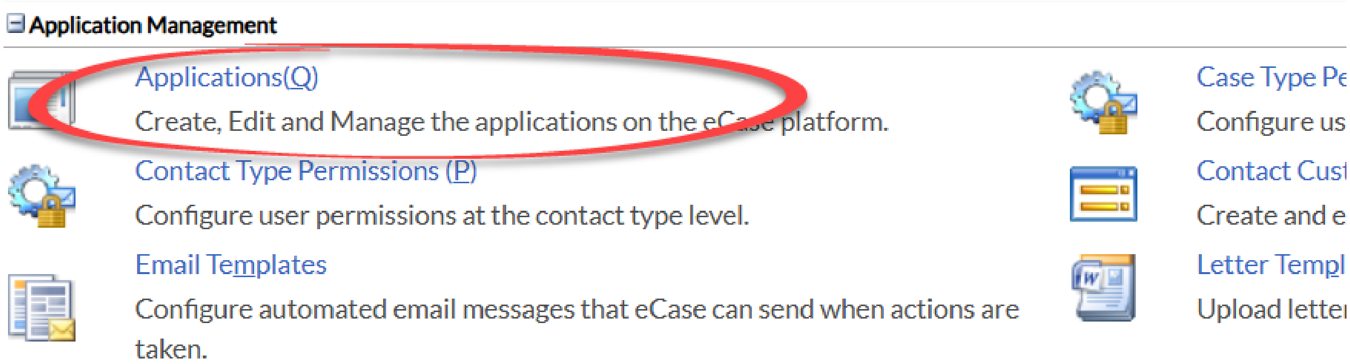
2.2 Set Training Group Permissions

Once the Training module has been added to a user's profile, the next step is to configure their group permissions.

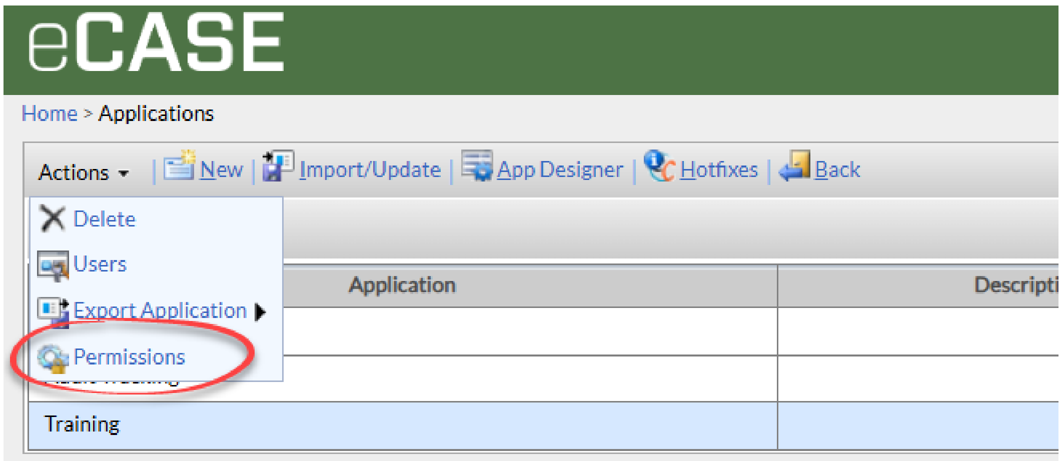
There are three training-related user groups: *Training Coordinator*, *Training Managers*, and *Training Users*. You can set specific permissions for each group.

To set training group permissions:

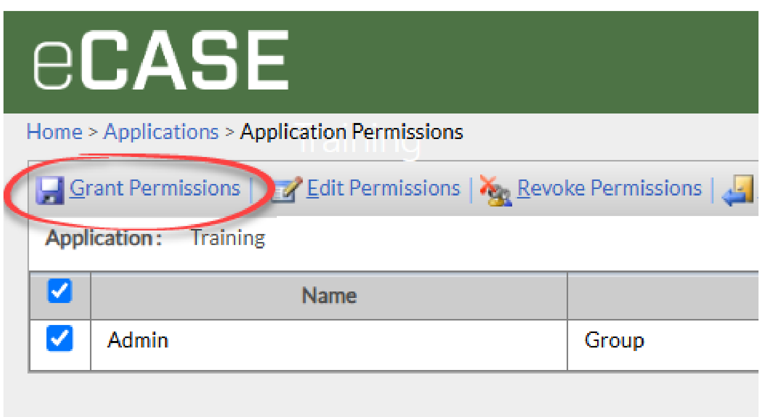
1. Navigate to **Settings > Applications.**



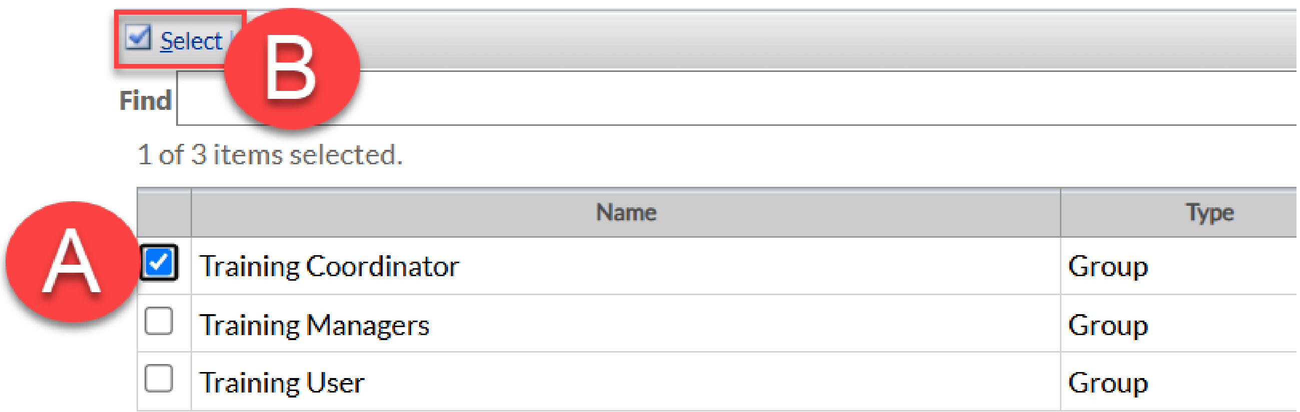
2. Select **Training**, then open the **Actions** drop-down menu and select **Permissions.**



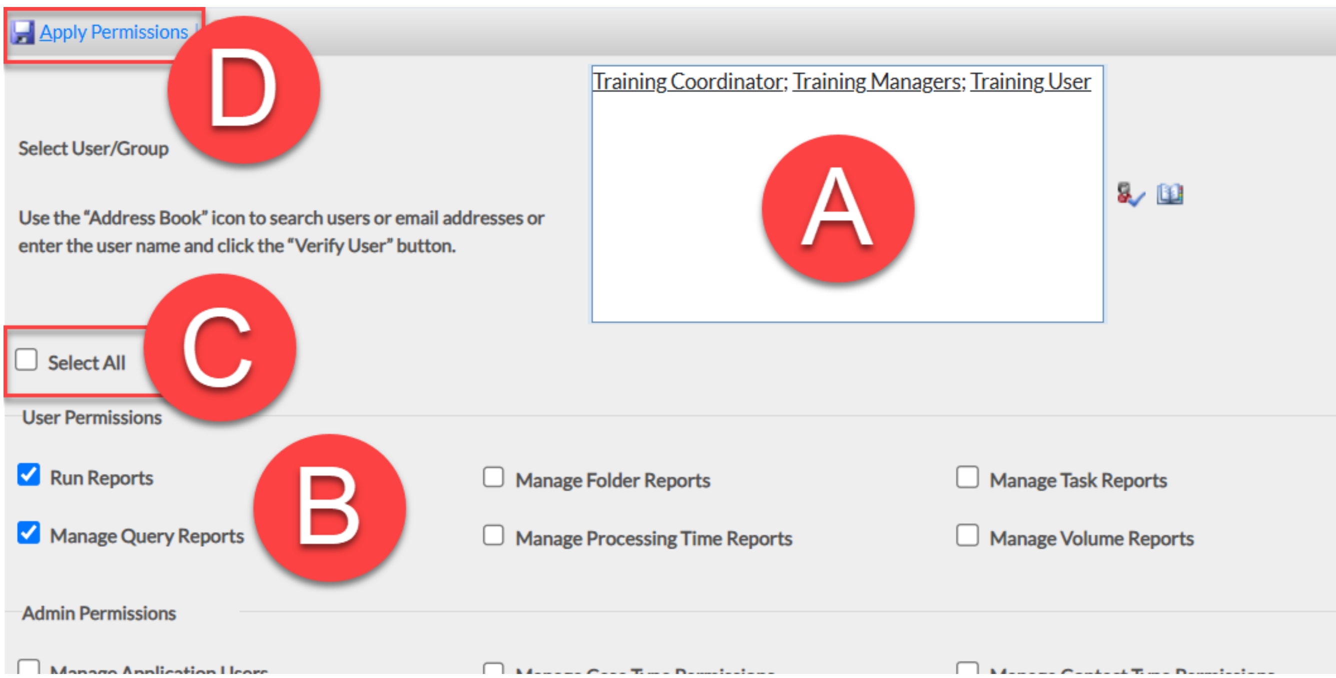
3. Click **Grant Permissions.**



4. The *Application Permissions* window opens. Click the Address Book icon .
5. Select the **(A)** checkbox next to the group(s) you'd like to add, then click **(B) Select.**



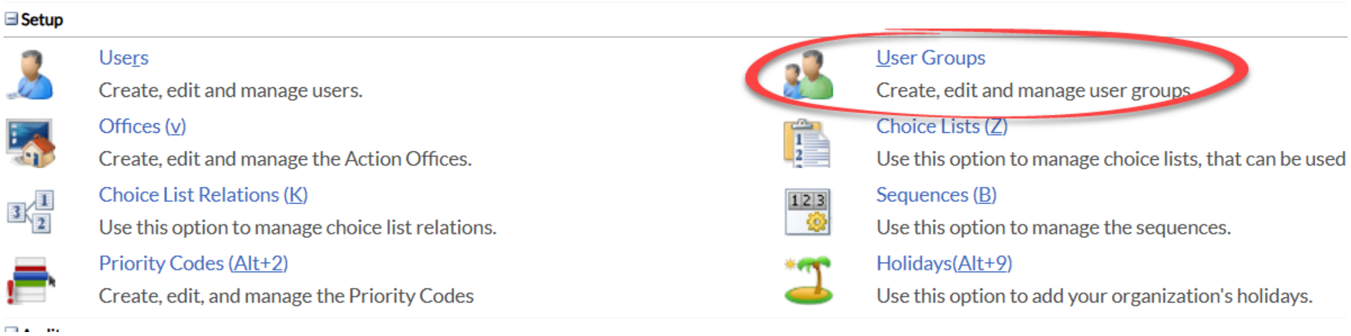
6. The selected group name(s) will appear in the **(A)** *User/Group* field. Select the **(B)** checkboxes for each permission you'd like (or click **(C)** Select All at the top). When you're finished, click **(D) Apply Permissions**.



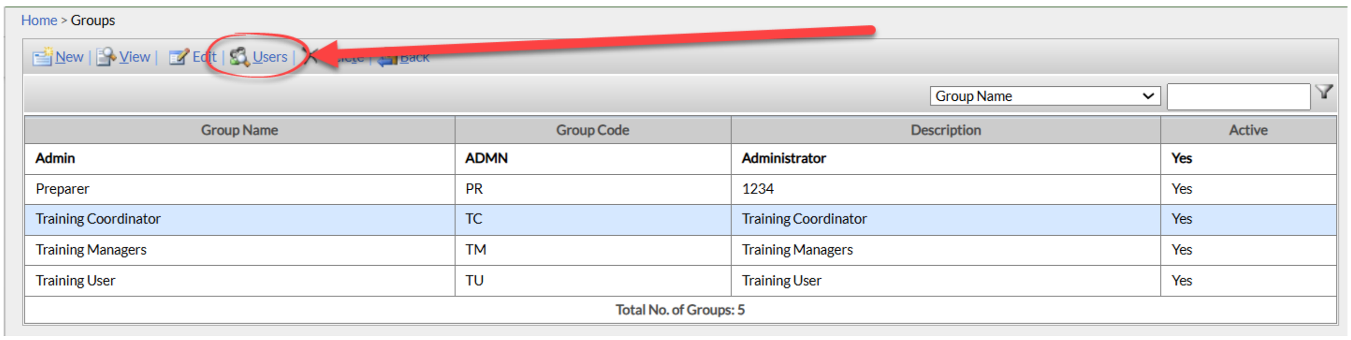
2.3 Assign Users to Training Groups

The next step is to assign each user to one of the groups you set in the previous section.

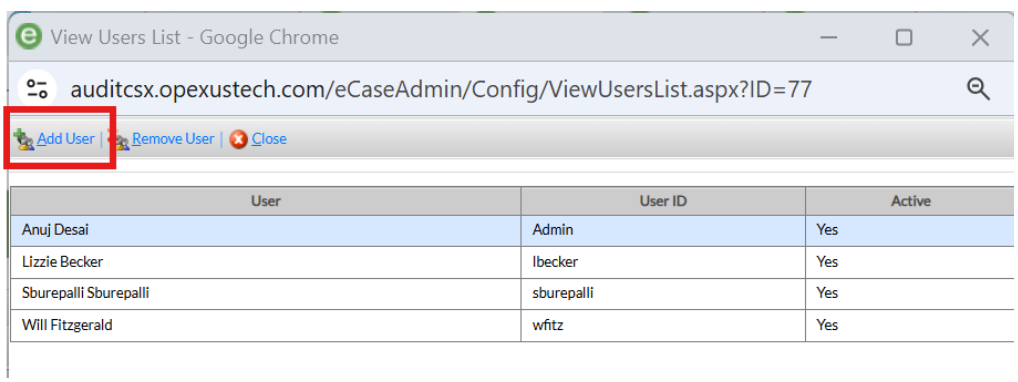
1. Navigate to **Settings > User Groups.**

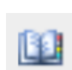


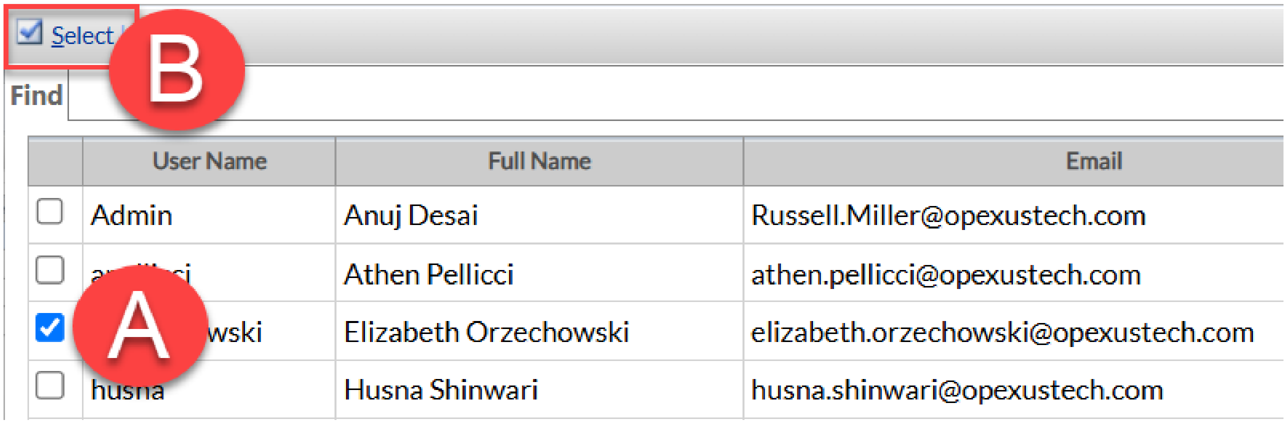
2. Select a group from the list, then click **Users.**



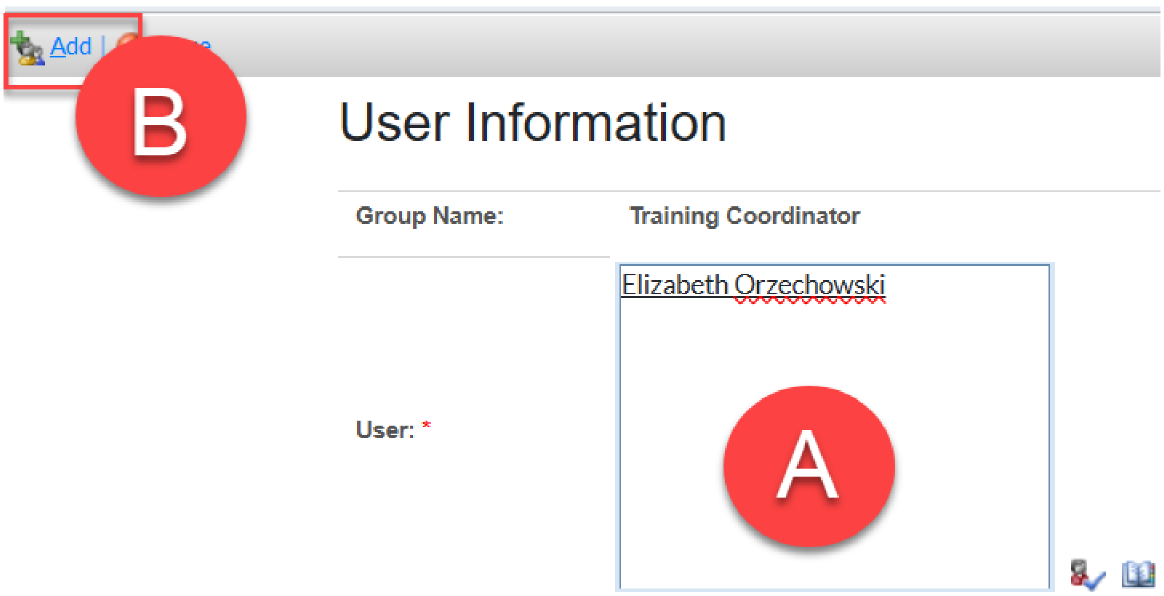
3. Click **Add User**.



4. Click the Address Book icon . Select the **(A)** checkbox next to the group(s) you'd like to add, then click **(B) Select.**



5. Confirm that the user has been added in the **(A)** *User* field and click **(B) Add.**



6. Repeat for each Training group.

2.4 Set Up Training Choice Lists

There are several customizable choice lists within the Training Module related to course creation, assignment, and submission. Determine how you would like to categorize your Training courses, then update choice lists via **Settings > Choice Lists**.

Field Name	Choice List	Location(s)	Purpose
Category	Training Category	Course Catalog; Course Assignment; Submit Course	First level course categorization
Sub Category	Training SubCategory	Course Catalog; Course Assignment; Submit Course	Second level course categorization
Provider	Training Provider	Course Catalog; Submit Course	Specify training provider (e.g., Internal, Vendor, etc.)
Year	Master Training Year	Course Catalog; Submit Course	Specify training year
Division (optional)	User Training Division	Course Assignment; Submit Course	First level employee categorization
Audit Groups (optional)	Audit Groups	Course Assignment; Submit Course	Second level employee categorization

Once you set up users, permissions, and choice lists, visit the following tabs via **Main Menu > View** to take various actions:

1. **Course Catalog**: View and manage current courses and add new courses. When you assign a course to a user, you'll choose from your Course Catalog.
2. **Course Assignment**: Assign a from your Course Catalog to one or more users at a time.
3. **Course Approval:** Approve or decline users' completed courses.
4. **My Training List**: View your own assigned and completed trainings.
5. **Bulk Operation**: Approve users' completed courses in bulk.

6. **Submit Course**: Submit an already completed course for an individual user.

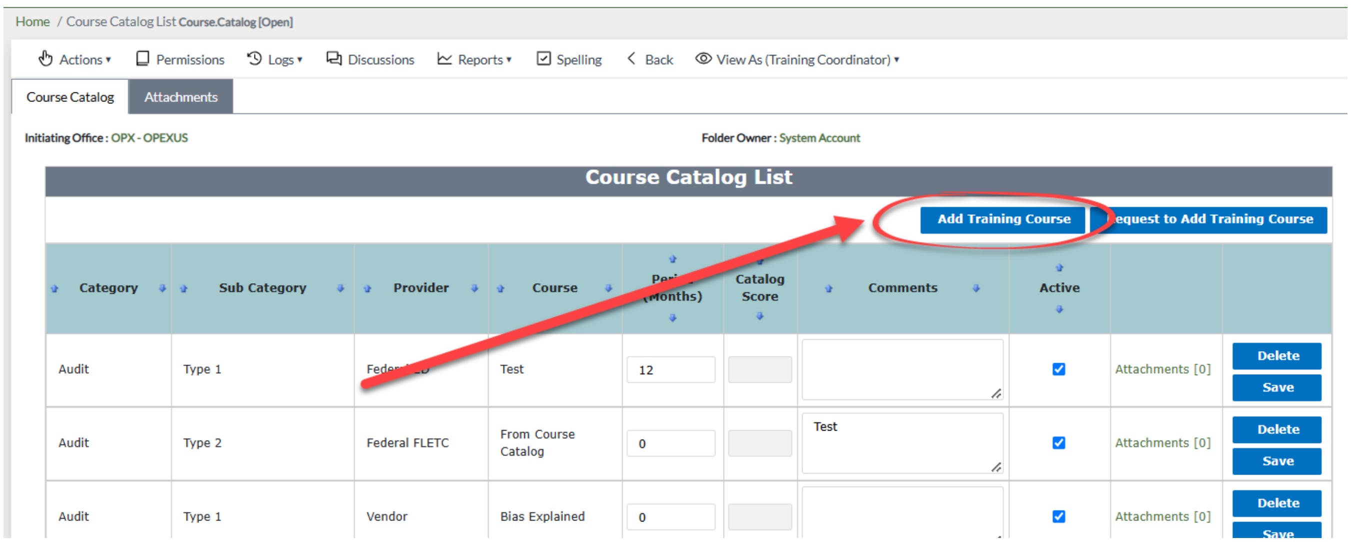
3 Using eCASE Audit Training

This section covers the lifecycle of a course, from creation through user completion and approval.

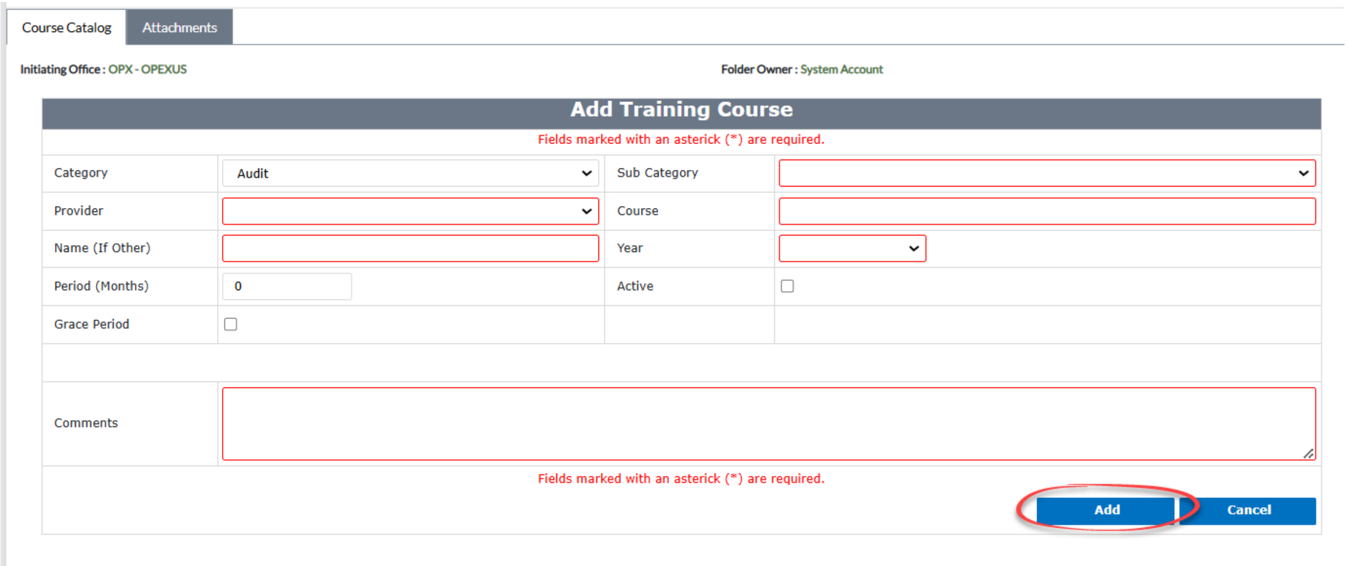
3.1 Create a Course

Users with the appropriate permission can add a new course to the Course Catalog. To create a Course:

1. From the Launch Pad, navigate to **Main Menu > View > Course Catalog.**
2. The *Course Catalog* screen appears. Click **Add Training Course**.



3. The *Add Training Course* screen appears. Complete all required fields and ensure that the **Active** checkbox is checked. Then, click **Add.**



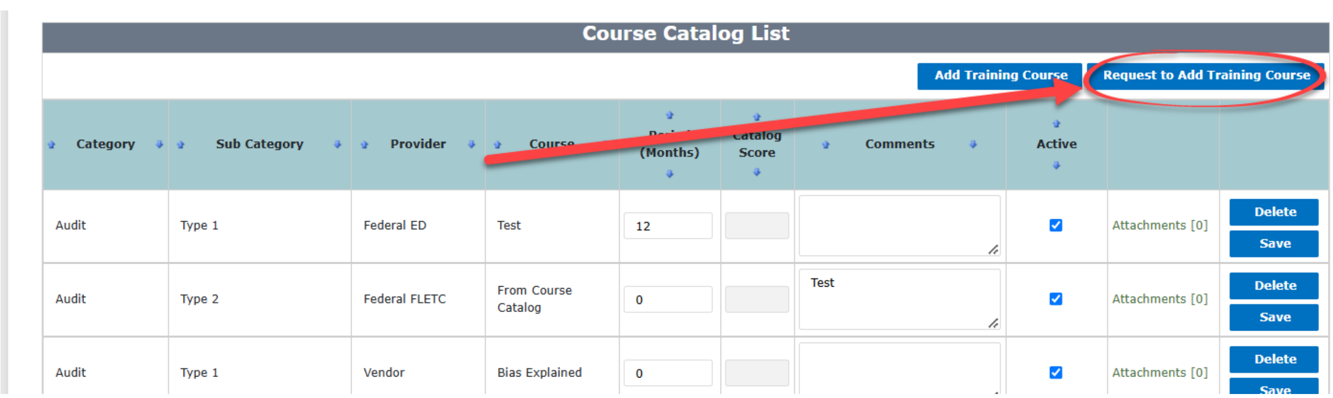
Note: The *Period (Months)* is the timeframe after which the course must be retaken by the user. Enter zero in this field if the course is only required to be taken once.

The course is now added to the Course Catalog and can be assigned to users.

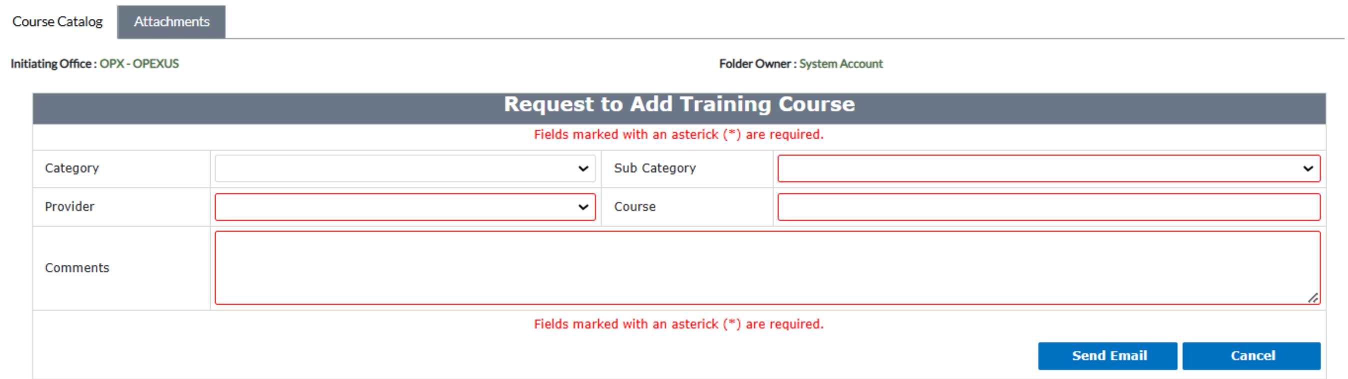
3.1.1 Request to Add a Training Course

Not all users can submit a course directly to the catalog. Instead, they can submit a request to add a course to the catalog. To submit a request to create a Training Course:

1. From the Launch Pad, navigate to **Main Menu > View > Course Catalog.**
2. The *Course Catalog* screen appears. Click **Request to Add Training Course**.



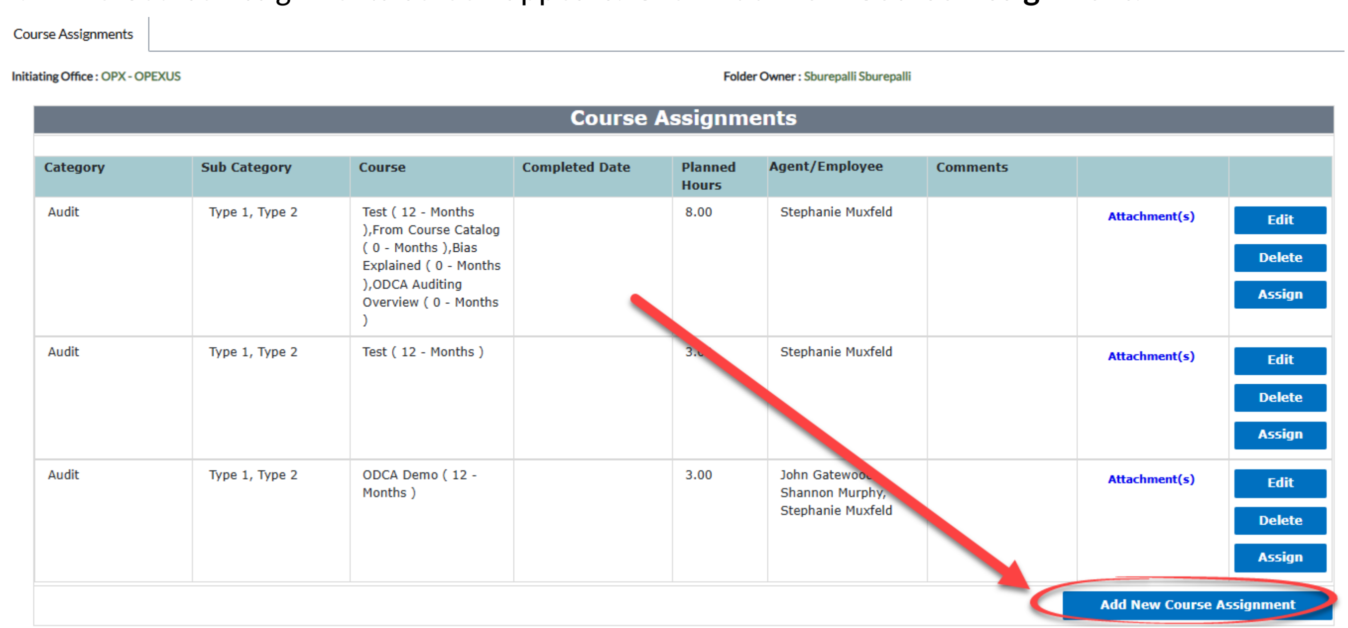
3. The *Request to Add Training Course* screen appears. Complete all required fields, then click **Send Email.** The request is sent to an authorized user, who reviews the content and creates the course, if acceptable.



3.2 Assign a Course

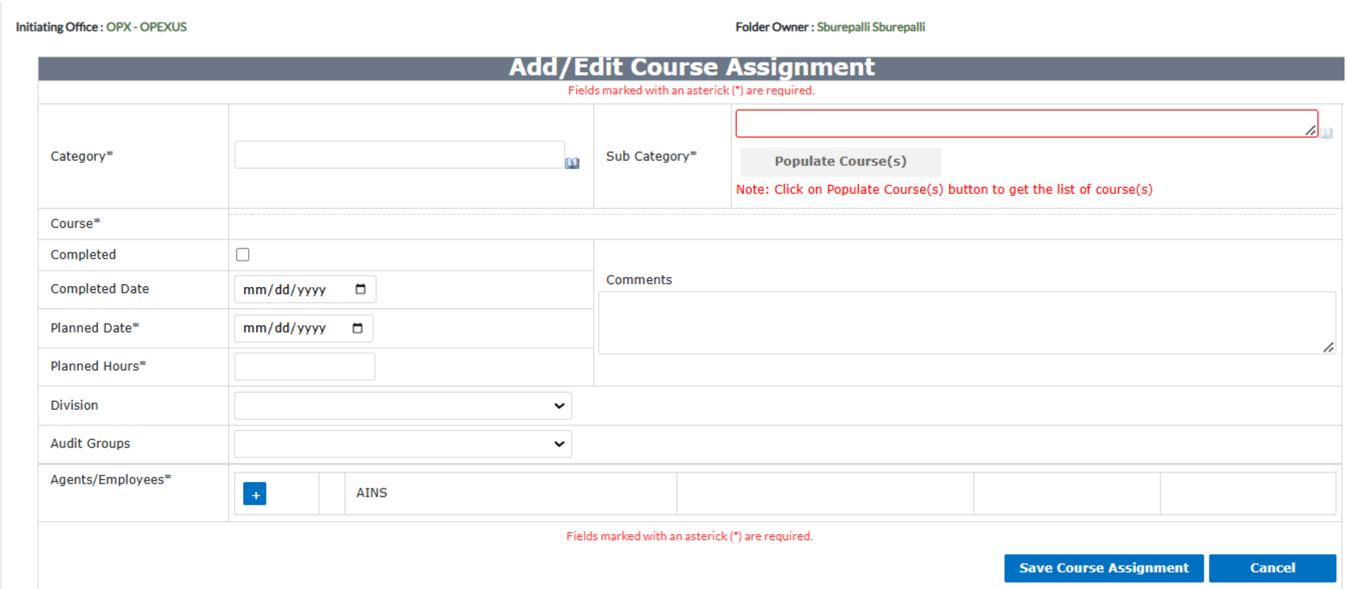
After a course has been created, it can be assigned to the user(s) who require it. To assign a course to a user:

1. From the Launch Pad, navigate to **Main Menu > View > Course Assignment.**
2. The *Course Assignments* screen appears. Click **Add New Course Assignment**.



Category	Sub Category	Course	Completed Date	Planned Hours	Agent/Employee	Comments		
Audit	Type 1, Type 2	Test (12 - Months),From Course Catalog (0 - Months),Bias Explained (0 - Months),ODCA Auditing Overview (0 - Months)		8.00	Stephanie Muxfeld		Attachment(s)	Edit Delete Assign
Audit	Type 1, Type 2	Test (12 - Months)		3.0	Stephanie Muxfeld		Attachment(s)	Edit Delete Assign
Audit	Type 1, Type 2	ODCA Demo (12 - Months)		3.00	John Gatewood, Shannon Murphy, Stephanie Muxfeld		Attachment(s)	Edit Delete Assign

3. The *Add/Edit Course Assignment* page displays. Complete all required & relevant fields, then click **Save Course Assignment.**

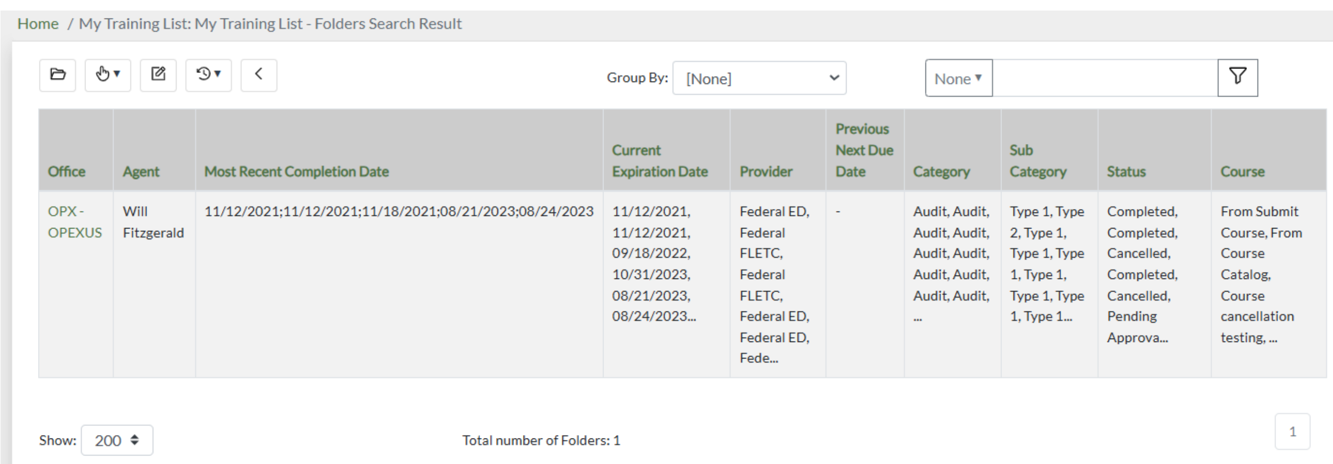


The screen refreshes and displays the updated course assignments list. The assigned user receives an email indicating that a course has been assigned to them.

3.3 Course Completion

Once you've completed a course assigned to you, complete the course by following these steps:

1. From the Launch Pad, navigate to **Main Menu > View > My Training List.** The *Folders List* screen appears.



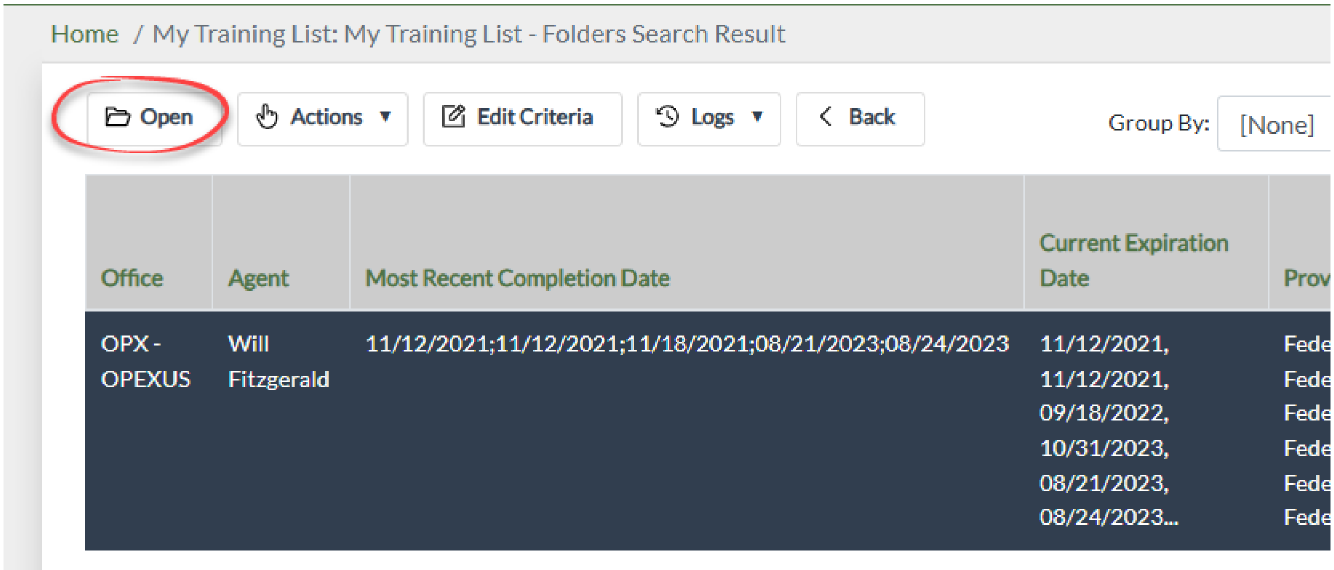
Home / My Training List: My Training List - Folders Search Result

Group By: [None] None

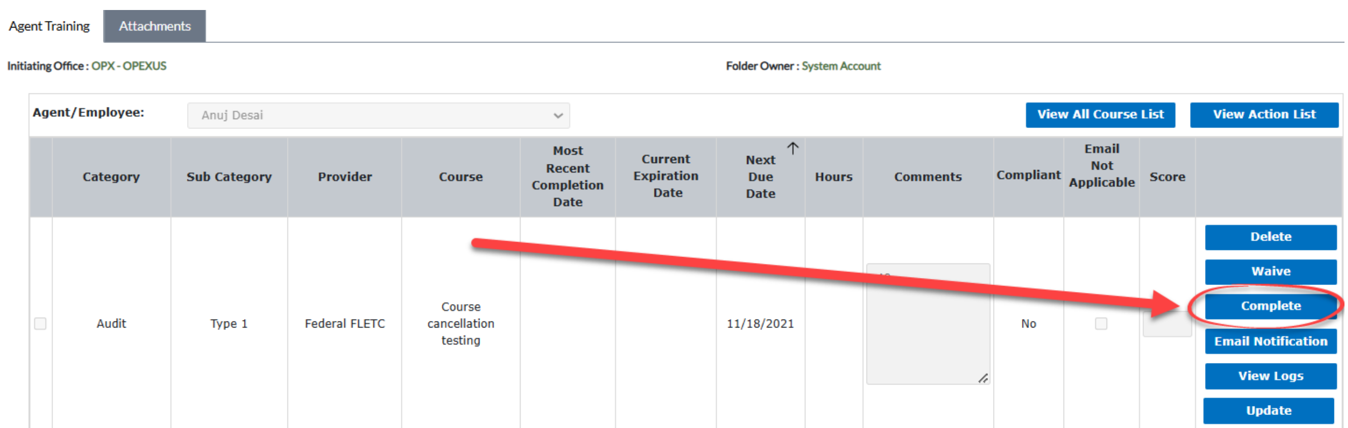
Office	Agent	Most Recent Completion Date	Current Expiration Date	Provider	Previous Next Due Date	Category	Sub Category	Status	Course
OPX - OPEXUS	Will Fitzgerald	11/12/2021;11/12/2021;11/18/2021;08/21/2023;08/24/2023	11/12/2021, 11/12/2021, 09/18/2022, 10/31/2023, 08/21/2023, 08/24/2023...	Federal ED, Federal FLETC, Federal FLETC, Federal ED, Federal ED, Fede...	-	Audit, Audit, Audit, Audit, Audit, Audit, Audit, Audit, Audit, Audit, ...	Type 1, Type 2, Type 1, Type 1, Type 1, Type 1, Type 1, Type 1, Type 1...	Completed, Completed, Cancelled, Completed, Cancelled, Pending Approva...	From Submit Course, From Course Catalog, Course cancellation testing, ...

Show: 200 Total number of Folders: 1 1

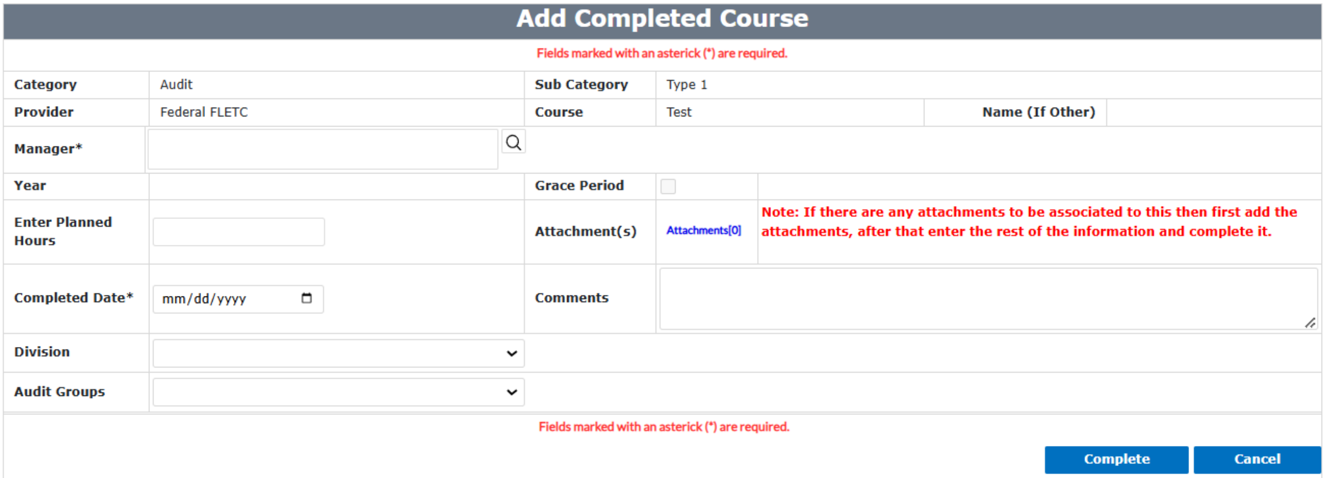
2. Select the course from the list of assignments, then click **Open**.



3. Locate the appropriate course entry within the list. Click the **Complete** button within the line item.



4. The *Add Completed Course* screen displays. Fill out the required and relevant fields, then click **Complete.**



Add Completed Course

Fields marked with an asterick (*) are required.

Category	Audit	Sub Category	Type 1		
Provider	Federal FLETC	Course	Test	Name (If Other)	
Manager*					
Year		Grace Period			
Enter Planned Hours		Attachment(s)	Attachments[0]	Note: If there are any attachments to be associated to this then first add the attachments, after that enter the rest of the information and complete it.	
Completed Date*	mm/dd/yyyy	Comments			
Division					
Audit Groups					

Fields marked with an asterick (*) are required.

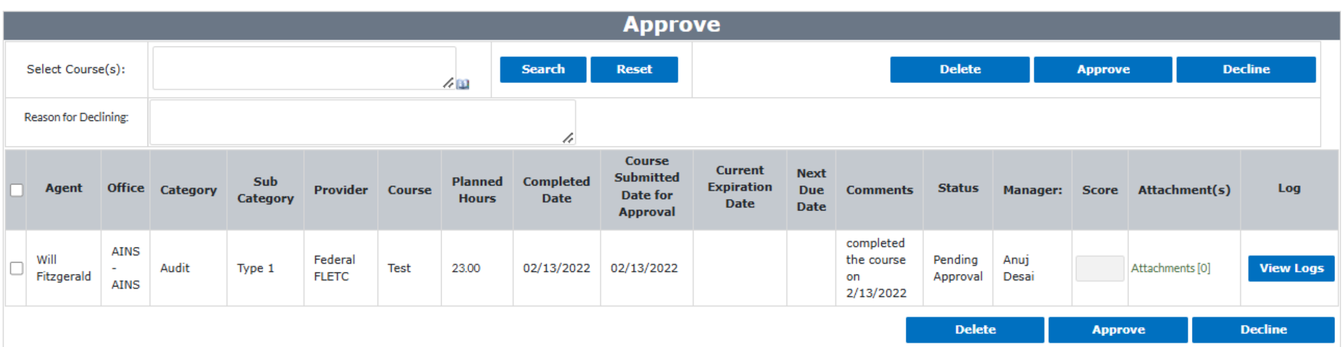
Complete | Cancel

The course completion is now submitted for approval.

3.4 Course Approval

After a course has been completed, it must be reviewed by an authorized user. To approve/decline a completed course:

1. From the Launch Pad, navigate to **Main Menu > View > Course Approval.** The *Approve* window displays a list of courses ready for approval.



Approve

Select Course(s): | Search | Reset | Delete | Approve | Decline

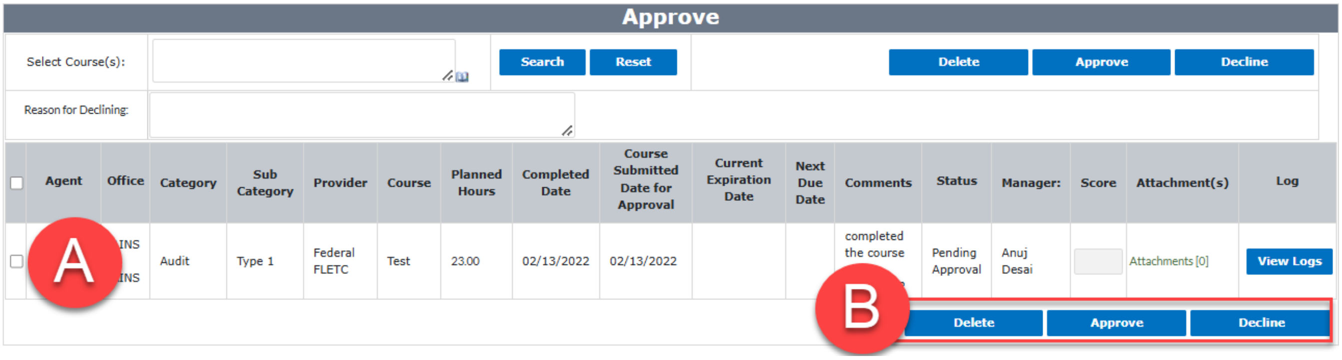
Reason for Declining:

	Agent	Office	Category	Sub Category	Provider	Course	Planned Hours	Completed Date	Course Submitted Date for Approval	Current Expiration Date	Next Due Date	Comments	Status	Manager:	Score	Attachment(s)	Log
	Will Fitzgerald	AINS - AINS	Audit	Type 1	Federal FLETC	Test	23.00	02/13/2022	02/13/2022			completed the course on 2/13/2022	Pending Approval	Anuj Desai		Attachments [0]	View Logs

Delete | Approve | Decline

Note: You can click View Logs to see metadata regarding the course completion.

2. Select the **(A)** checkbox next to the course you'd like to review. Then, click the appropriate button to **(B) delete** the course assignment**, approve,** or **decline** the course completion.


Approve
Select Course(s):
Search
Reset
Delete
Approve
Decline
Reason for Declining:
Agent
Office
Category
Sub Category
Provider
Course
Planned Hours
Completed Date
Course Submitted Date for Approval
Current Expiration Date
Next Due Date
Comments
Status
Manager:
Score
Attachment(s)
Log
A
INS
INS
Audit
Type 1
Federal FLETC
Test
23.00
02/13/2022
02/13/2022
completed the course
Pending Approval
Anuj Desai
Attachments [0]
View Logs
B
Delete
Approve
Decline