

FEDERAL ACQUISITION INSTITUTE



FAITAS

FEDERAL ACQUISITION INSTITUTE
TRAINING APPLICATION SYSTEM

DASHBOARD FEATURES OVERVIEW

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PREPARING TODAY'S WORKFORCE FOR TOMORROW'S CHALLENGES

FAITAS DASHBOARD FEATURES

INTRODUCTION – The Federal Acquisition Institute Training Application System (FAITAS) is the avenue for all federal civilian agency employees to electronically manage their career development. The Dashboard, as the homepage, contains a number of navigational elements.

- 1 The **FAI.gov** links to the Federal Acquisition Institute website.
- 2 The horizontal navigation bar contains various tabs. From here, edit your account or profile, request training, manage requests, access User Documentation, or view FAQs.
- 3 Available widgets include: **My Notifications**, **My IDP Status**, **My Continuous Learning Status**, **FAITAS Help Resources**, **FAITAS Announcements**, and **My Training**. Clicking a widget or a link brings up additional details.

The screenshot shows the FAITAS dashboard interface. At the top, the header includes the FAITAS logo and the text 'FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM'. A horizontal navigation bar contains tabs for 'My Dashboard', 'My Status', 'Manage Career', 'Manage Employees', 'Manage Workforce', 'Manage System', 'Help', and 'Logout'. A 'Logout' button and 'WELCOME, FAITAS User!' are also visible. The dashboard is divided into several widgets:

- My Notifications**: A table with columns 'Message' and 'Area'. It lists: '28 Certification Requests Pending Agency Review' (Cert.), '1 Development Plans Pending Review' (IDP), and '1 Training Request Pending Your Review' (T).
- My IDP Status**: Shows 'Progress: 0 %' (0 of 13 courses complete), 'Status: Approved', 'Last Submitted: Oct 21 2014', and 'Last Processed By Supervisor: Oct 21 2014'. A 'My Development Plan' button is at the bottom.
- My Continuous Learning Status**: Shows 'No Certifications' and buttons for 'My Certifications' and 'My Continuous Learning'.
- FAITAS Help Resources**: Includes links for 'User Guides & Presentations', 'Agency Resources Page', 'FAQs', and 'Release Notes'. A 'Need Help? Submit a Ticket' button is also present, with 'General' and 'AWF' options below it.
- FAITAS Announcements**: Lists 'Accessing an Online Course' (Sep 11 2013) and 'Help Desk Assistance' (Aug 26 2013).
- My Current Training**: A table with columns 'Course', 'Status', and 'Start Date'.

Course	Status	Start Date
FAC 006 (FED)	In Progress	Dec 8 2014
FAC 007 (FED)	In Progress	Dec 9 2014
FAC 018 (FED)	In Progress	Dec 9 2014
FAC 006 (FED)	Enrolled	
FCL-A-0400	In Progress	Sep 11 2015
FAC 046 (FED)	Complete	Feb 12 2015
BCF 302	Registrar Pending	Feb 23 2016

At the bottom, there are buttons for 'Search for Training', 'My Training Requests', 'My Pending Surveys', and 'My Completion Certificates'.

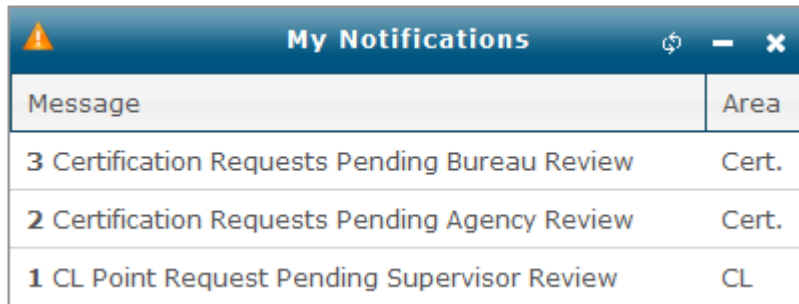
NOTE: If a user's password expires while the user accessed an externally accessible page from within FAITAS, a **red** text system notification will display in the Name widget.

Your password has expired - click to update

The user will need to click the **red** text to be taken to the Account screen to update his/her password.



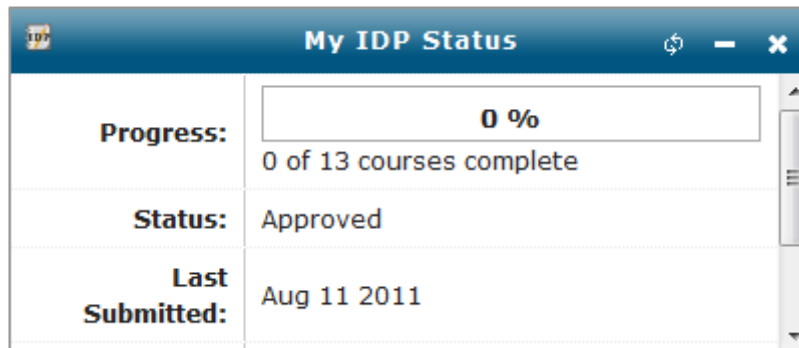
FAITAS WIDGETS: NOTIFICATIONS & IDP



Message	Area
3 Certification Requests Pending Bureau Review	Cert.
2 Certification Requests Pending Agency Review	Cert.
1 CL Point Request Pending Supervisor Review	CL

My Notifications contains notifications regarding tasks that are pending action.

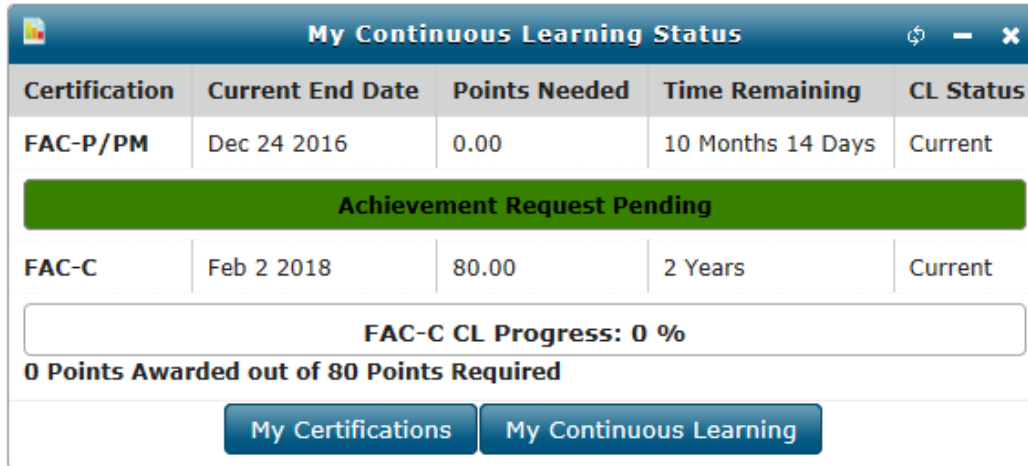
Click on a notification to display additional details of pending actions.



Progress:	0 % 0 of 13 courses complete
Status:	Approved
Last Submitted:	Aug 11 2011

My Individual Development Plan (IDP) Status displays information regarding your IDP.s

FAITAS WIDGETS: CL & AGENCY RESOURCES



The screenshot shows a window titled "My Continuous Learning Status" with a table of certifications. Below the table, there is a green bar indicating "Achievement Request Pending" for the FAC-C certification. A progress bar for FAC-C shows 0% completion, with 0 points awarded out of 80 required. At the bottom, there are two buttons: "My Certifications" and "My Continuous Learning".

Certification	Current End Date	Points Needed	Time Remaining	CL Status
FAC-P/PM	Dec 24 2016	0.00	10 Months 14 Days	Current
Achievement Request Pending				
FAC-C	Feb 2 2018	80.00	2 Years	Current

FAC-C CL Progress: 0 %
0 Points Awarded out of 80 Points Required

My Certifications My Continuous Learning

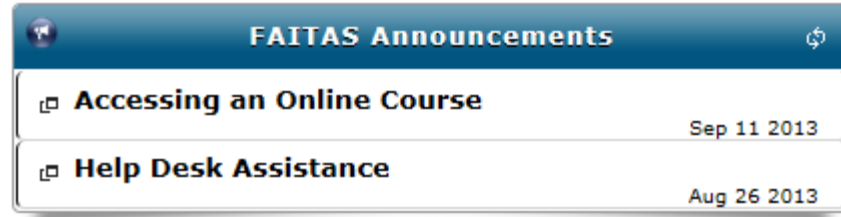
My Continuous Learning Status displays information regarding the Continuous Learning status of maintained certifications. Red, Amber, and Green progress bars alert the User to their progress. Additionally, once the User has earned the accepted number of CLPs, the progress bar changes to an Achievement Request bar that can be clicked to submit an Achievement Request.



FAITAS Help Resources displays several "short-cut" buttons for User Guides, Agency Resources, FAQs, Release Notes, Help Desk Tickets, and General information.



FAITAS WIDGETS: ANNOUNCEMENTS & TRAINING



FAITAS Announcements

displays system-wide FAI announcements.

Click on an announcement title to read the full announcement.

Course	Status	Start Date
FAC 006 (FED)	In Progress	Dec 8 2014
FAC 007 (FED)	In Progress	Dec 9 2014
FAC 018 (FED)	In Progress	Dec 9 2014
FAC 006 (FED)	Enrolled	
FCL-A-0400	In Progress	Sep 11 2015
FAC 046 (FED)	Complete	Feb 12 2015
BCF 302	Registrar Pending	Feb 23 2016

Below the table are four buttons: "Search for Training", "My Training Requests", "My Pending Surveys", and "My Completion Certificates".

My Current Training displays any current training requests as well as course status with class start dates.

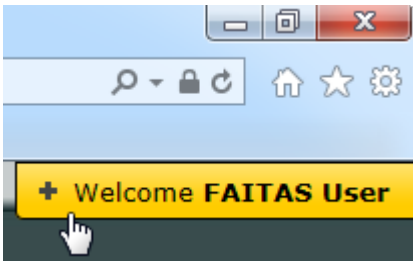
Click on the column headers to sort the information in this widget.

Four “short-cut” buttons display for Search for Training, My Training Requests, My Pending Surveys, and My Completion Certificates.



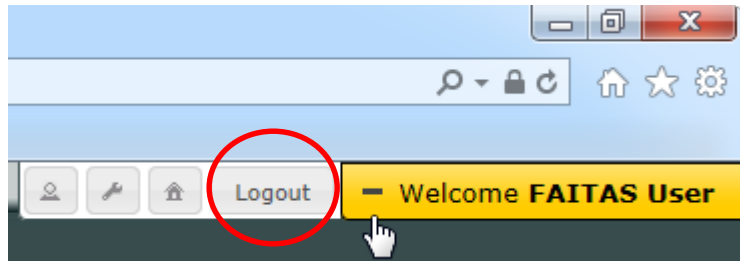
FAITAS WIDGETS: NAME

1



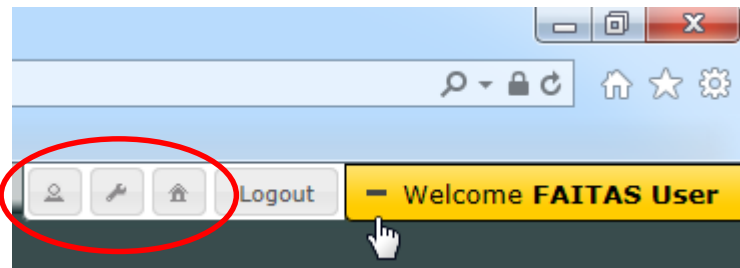
Click the plus “+” sign to expand the name widget.


2





The Logout button

3



 **My Profile**

 **My Account**

 **My Dashboard**

Use these **Name Widget** icons, available in the top right corner of every page in FAITAS, for quick access to frequently used pages.

MANAGING WIDGETS

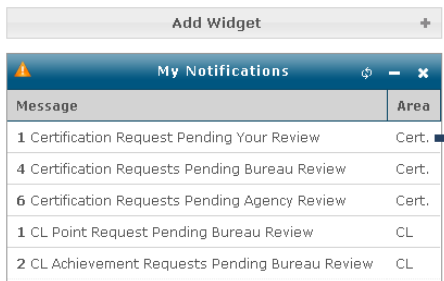
- 1 In the Dashboard, click the **Add Widget** plus (+) icon to display the **Add Widget** pop-up window.



- 2 From the **Add Widget** pop-up window, click the **Add +** button to display one of the available widgets. The **My Notifications** and **FAITAS Announcement** widgets must always display.

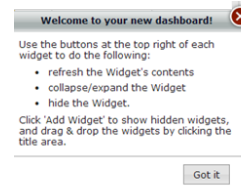


- 3 Depending on your selection, the widget may include links or buttons to other screens. In this example, we selected **My Notifications**. Click the line of any notification to view the relevant FAITAS section. For example, selecting **Certification Request(s) Pending Your Review** displays the **Manage Certification Requests** screen.



NOTICE

The first time you see the Dashboard, a pop-up message displays. Read the message and click the **Got It** button to return to your Dashboard.



The layout of your Dashboard may be changed by moving the widgets around. Hover over the blue widget title bar until the mouse cursor changes from a single arrow pointer (↔) to a four-way arrow cross (⊕). Click and drag the title bar to the desired location on the screen and then release the mouse to drop the widget. The widget is relocated at the column spot nearest the area you designated.



All widgets have a **blue** title bar.

- Click the circular icon to refresh notifications.
- Click the hyphen icon to collapse notifications.
- Click the close icon to remove notifications.

Some icons display messages. Hover over any question mark icon to view text messages/warnings.

