



WELCOME TO TMS LIGHT



Introduction

Hi there, and thank you for signing up to our free training management service, TMS Light.

This document aims to give you a more detailed introduction to TMS Light. We want to get you acquainted with the basics quickly, to highlight the platform's important features and to delve into those benefits we talked about previously, that got you interested in the first place.

We also hope to answer some common questions, and if your question isn't listed here we'd be more than happy to try and answer it. At the bottom of this document we have some information on how you can get in touch with us.

While you read through our introduction to TMS Light, our onboarding specialists will be in the process of getting in touch with you to help you set up TMS Light to suit your specific needs. You can expect to hear from us soon. In the meantime please carry on reading.

What is TMS Light?

TMS Light is a training management service (TMS) that helps you manage your training and compliance. By using your required training matrix and current certification status, we will proactively manage all aspects of the training of your employees.

What do we need from you to get started?

We only need your current training matrix in a Microsoft Excel file and some generic information for the employees you want to sign up for TMS Light.

How does TMS Light work?

Once we receive your information our dedicated support staff will set up the service and prepare the system for you. As an administrator, you will get access to our "Portal for employer" where you at any time can see the status for each of your employees. See below "How does the portal for employer work" for more information.

Your employees will get access to our "Portal for employees" where they can see things like the status of their certificates, upcoming bookings and dialogue regarding training events. See below "How does the portal for employees work" for more information.

The moment the service is set up, our staff will look for current and upcoming gaps (three months in advance) in certification and will start booking according to our standard booking process:

- Create the request, which will trigger an automatic email to the delegate requesting availability.
- Delegate will fill in availability via the TMS Light portal.
- The training will be booked and joining instructions sent to the delegate.
- After successful completion of the course, the certificate will be attached to the delegate's profile.

At all times, the status of the booking can be found on the TMS Light portal and the employer portal. One consolidated invoice with the service cost as well as the cost of the training that has taken place that month will be automatically sent.

What are the key benefits of TMS Light?

TMS Light gives you peace of mind as it will manage your compliance.

The key benefits are:

- Cheaper training as you will get access to our deals on training.
- Estimation of training budget.
- Overview over the training and compliance for your employees.
- Automated reminders and booking of training for your employees

How does employer portal work?

Our employer dashboard lets you see the status and progress of each of your employees at all times and allows for running the automated reports adhoc.

Key features:

- View employees' compliance to your training requirements at any time.
- Check outstanding booking requests.
- Request training for employees yourself.
- Predict training budget based on upcoming expiring certifications.
- Analyse training expenditures.
- Download (PDF) copies of certifications.

How does the employee portal work?

Each of your employees will get access to their own dedicated TMS Light dashboard that will show the compliance against their requirements. Using one simple overview, your employee can find the status of any of the required certifications or bookings, communicate with our TMS team and have access to our extensive library of e-learning courses.

Key features:

- View compliance against your job requirements.
- Access your training bookings and communicate with our staff for availability.
- Access our e-learning library to develop your skills.

What if I have over 25 employees?

Don't worry, we have different packages depending on your needs as a company. Please contact us for more information.

Contact

You can contact the TMS Light team via tmslight@relyonnutec.com.