

U.S. Department of Energy - Oak Ridge Office
Human Capital Assessment Group
Training Course Bulletin

Course Name: STRIPES REVIEWER/APPROVER

Course Number: 001779

Session Number: 0001 - September 11, 2008, 8:30-11:30
0005 - September 11, 2008, 12:30-3:30
0002 - September 18, 2008, 8:30-11:30
0006 - September 18, 2008, 12:30-3:30
0003 - September 25, 2008, 8:30-11:30
0007 - September 25, 2008, 12:30-3:30
0004 - October 2, 2008, 8:30-11:30
0008 - October 2, 2008, 12:30-3:30

Description: In this course you will learn what your role is in STRIPES and how to search for documents you need to approve, how to read the status and route history of a STRIPES document, how to view and open attachments and supporting documents, how to add accounting information to the STRIPES document, and how to approve, disapprove, and add comments to a routed STRIPES document. It is highly recommended you complete the DOE Online Learning Center's <https://olc2.energy.gov> "STRIPES Navigation" and "STRIPES Review and Approver" courses before attending this course.

Prerequisite: Completion of the following I-Manage Data Warehouse simulations <http://crinfo.doe.gov/officedocs/cf40/home/STRIPESsimulations.htm> (Print and provide certificates of completion to Beth Holt, with a copy to Sharon Moore, AD-42):

- Getting Started in STRIPES
- Viewing Data in STRIPES
- Understanding Advance Procurement Plans in STRIPES
- Creating and Checking Notifications in STRIPES
- Creating and Routing Supporting Documents in STRIPES
- Creating Milestone Plans in STRIPES

Audience: All ORO Program Office Reviewers/Approvers

Instructors: Beth Holt and Sharon Moore

Date/Time(s): September 11, 2008, 8:30-11:30 and 12:30-3:30
September 18, 2008, 8:30-11:30 and 12:30-3:30
September 25, 2008, 8:30-11:30 and 12:30-3:30
October 2, 2008, 8:30-11:30 and 12:30-3:30

Location: Federal Office Building, Room B045

Slots: 12
Cost: No cost

Federal employees should access the HCAG homepage and forward a completed electronic Training Request Form <http://www.ornl.gov/tdd/tddreq.htm>.

For additional information, call (865) 576-1082.

(Bulletin No. 0820- 825)

