

# FEDERAL ACQUISITION INSTITUTE



**FAITAS**

**FEDERAL ACQUISITION INSTITUTE  
TRAINING APPLICATION SYSTEM**

# DASHBOARD FEATURES OVERVIEW

Version 14.2

Donna M. Jenkins, *Director*  
[www.fai.gov](http://www.fai.gov)



# 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**, **My Agency Resources**, **FAITAS Announcements**, **Name**, and **My Training**. Clicking on a widget or a link displays additional details in a pop-up window.

The screenshot shows the FAITAS dashboard interface. At the top, the header includes the Federal Acquisition Institute logo, the text 'FAITAS FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM', and the URL 'www.fai.gov'. A navigation bar below the header contains tabs: 'My Dashboard', 'My Status', 'Manage Career', 'Manage Employees', 'Manage Workforce', 'Manage System', 'Help', and 'Logout'. The main content area is divided into several widgets, each with a numbered callout:

- 1** Points to the 'www.fai.gov' link in the top right header.
- 2** Points to the horizontal navigation bar tabs.
- 3** Points to various widgets: 'My Notifications' (showing 3 pending requests), 'My IDP Status' (0% progress), 'My Continuous Learning Status' (FAC-COTR and FAC-C progress bars), 'My Agency Resources' (General, AWF, Documents, Links), 'FAITAS Announcements' (System Maintenance, Help Desk Assistance), and 'My Training' (ACQ 201B, FPM 115).

At the bottom of the dashboard, there is a footer with a 'Privacy Statement' link, a disclaimer about data reuse, and a logo for 'powered by ATRRS'. The browser's status bar at the very bottom shows 'Done', 'Trusted sites | Protected Mode: Off', and '100%' zoom.



# 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.



<b>Progress:</b>	0 % 0 of 13 courses complete
<b>Status:</b>	Approved
<b>Last Submitted:</b>	Aug 11 2011

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

# FAITAS WIDGETS: CL & Agency Resources

The screenshot shows a window titled "My Continuous Learning Status". It contains two certification entries:

Certification	Status	Expiration	Points	Duration
FAC-COTR	✓	Jul 24 2015	24.00	1.9 Years
FAC-COTR CL Progress: 40 % 16 Points Awarded out of 40 Points Required				
FAC-C	⚠	Sep 17 2013	64.00	21 Days
FAC-C CL Progress: 20 % 16 Points Awarded out of 80 Points Required				

At the bottom, there are two buttons: "My Certifications" and "My Continuous Learning".

**My Continuous Learning Status** displays information regarding Continuous Learning status of maintained certifications.

The screenshot shows a window titled "My Agency Resources". It features a lightbulb icon in the top left corner and a navigation bar with the following buttons:

- General
- AWF
- Documents
- Links

Below the navigation bar is a prominent blue button labeled "Agency Resources".

**My Agency Resources** displays information regarding agency-specific resources.

# FAITAS WIDGETS: Announcements & Training



FAITAS Announcements	
System Maintenance - weekend of 17 Aug 2013	Aug 5 2013
Help Desk Assistance	Aug 26 2013

## FAITAS Announcements

displays system-wide FAI announcements.

Click on an announcement title to read the full announcement.



Course	Status	Start Date
ACQ 201B - INTERMEDIATE SYSTEMS ACQUISITION	Registrar Hold	Dec 9 2013
FPM 115 - GOVERNMENT SPECIFIC I	Registrar Pending	Sep 9 2013

My Training Requests

**My Training** displays any current Training Request as well as Reservations and Waits with class end dates prior to the current date.

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



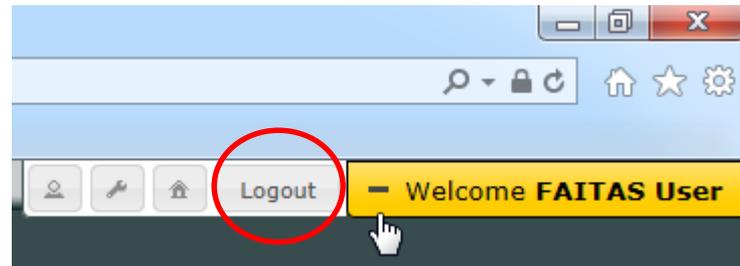
# FAITAS WIDGETS: Name

1



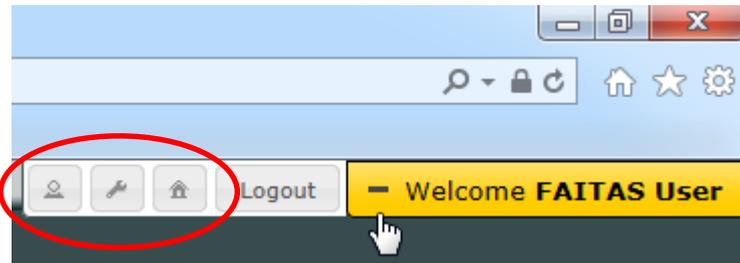
Click the plus sign to expand the name widget.

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.



- 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.

