

## Retain Skills

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### Overview

Retain Skills is a powerful tool that captures and manages the skills within your organisation. Retain Skills can also integrate with Retain Resource Planning and is designed to allow more detailed skills recording and skills selection.

Retain Skills consists of two modules, the Management module and the Selection module. The Management module is where a matrix of skills can be set up and maintained. The Selection module is the tool used for finding resources, or staff that matches skills requirements. This module can be used in conjunction with Retain automatically updating the list of resources displayed in wallcharts or reports, or as a standalone module displaying the matching resources within the Skills Selection dialog.

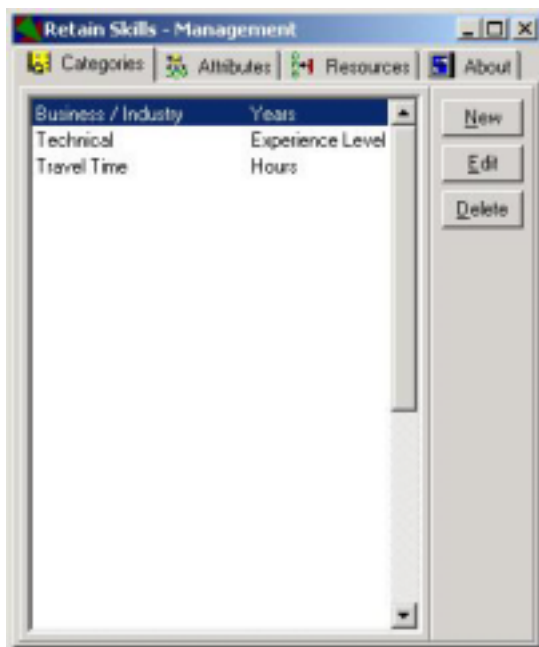
### Features

#### Retain Skills Manager

##### Categories

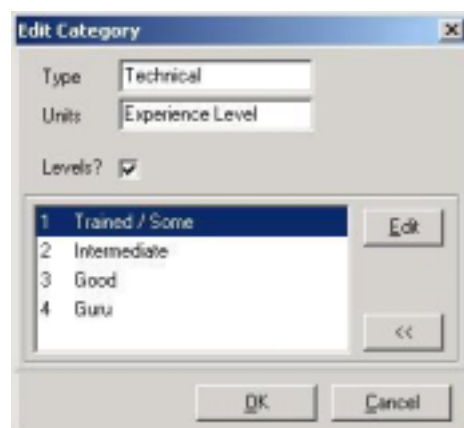
You can set up as many categories as you wish. For example:-

- Business Experience – measured in years
- Technical Skills – measured in user defined levels, e.g. Trained/Some, Intermediate, Good, Guru
- General Business Skills – measured in user defined levels, e.g. Poor, Fair, Good
- Travel Time to Key Locations– measured in hours



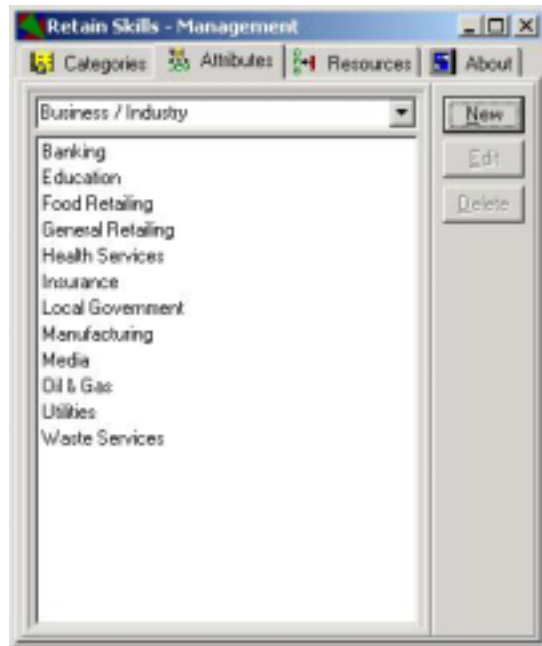
The dialog here shows 3 of the above categories set up.

Each category can either have numeric units, e.g. Years or Hours, or levels defined as the measure, e.g. Experience Levels for Technical Skills below.



## Attributes

Within each category you then store a list of the attributes, or skills, that you wish to track or record against each resource, e.g. under Business/Industry Experience you might have some of the following: Education, Health Services, Food Retailing, General Retailing, Utilities, Media, Oil & Gas.



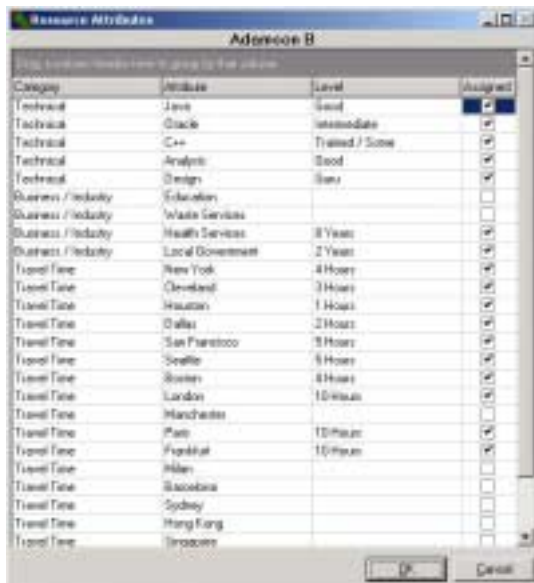
## Resource Details

Resource details are maintained via the resource list found on the "Resources" tab.

Selecting a resource and then clicking "Maintain" takes you into a dialog to maintain the details.

The "Resource Attributes" maintenance dialog can be configured to organize the resource attributes in a number of ways: a flat list sorted by any column, or grouped by any column, e.g. Category.

The display of the "Resource Attributes" screen is maintained by clicking and dragging around the column title bars in a similar way to other Windows applications.



## Retain Skills - Selection

Standalone

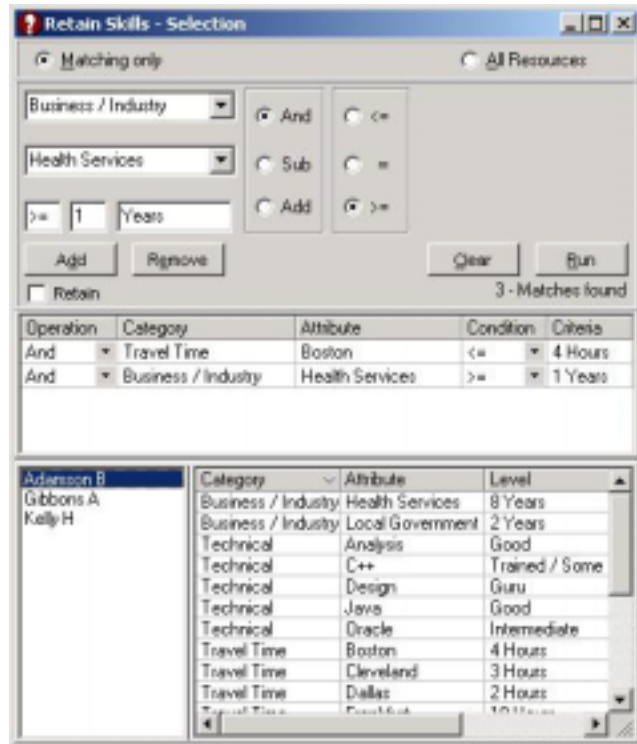
Retain Skills can be used without Retain running to search for resources, or staff, with the required skills and attributes.

For example, in the selection shown here, we are searching for someone within 4 hours travel time of Boston and 1 or more years of Health Service business experience.

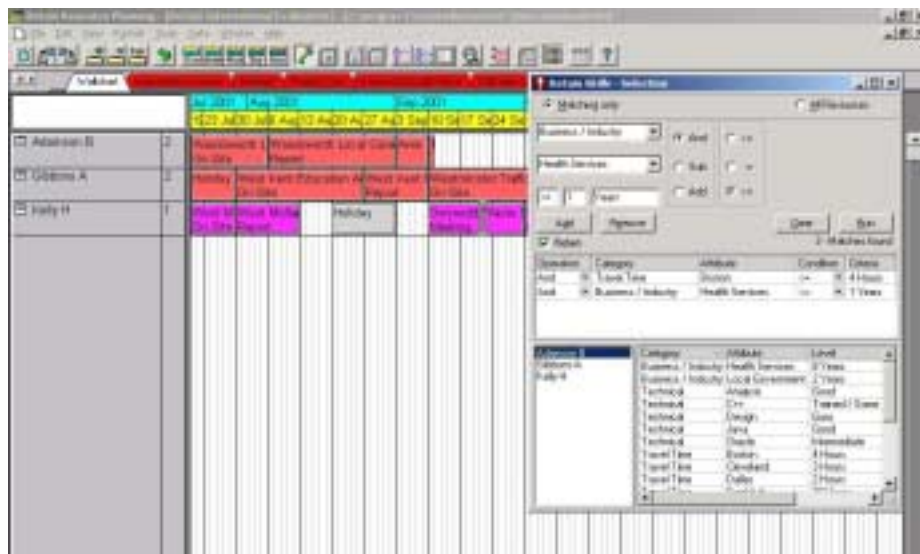
We find that we have 3 resources that match these criteria: Adamson B, Gibbons A, and Kelly H.

Clicking on a resource name in the bottom left pane of the dialog displays the list of the skill, or attribute, information recorded against them.

The “Retain Skills – Selection” dialog can be maximised to fill the whole screen enabling you to see more details without having to scroll through the list of resources or skills.



When used in conjunction with Retain Resource Planning, Retain Skills becomes an even more powerful tool. The list of resources in Skills can be updated in Resource Planning to reflect any changes. The below screenshot shows the Retain Skills criteria above graphically presented in Retain.



### ***Technical Details***

- Pentium 133MHz or better
- Microsoft Windows 95, 98, 2000 or Windows NT 4 or higher
- At least 32Mb of RAM
- VGA or higher monitor
- Mouse or other Windows pointing device

### ***Further Information***

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