



TrainingRegister® Tutorial

Attaching Files to a Class Record

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Abstract: This Tutorial will help the user attach files to a ClassCatalog Record and later retrieve one or more of these files for use. Any file type can be attached making it possible to save content material with a Class record. These files could be documents, slide presentations, audio visual files, etc.

It will be assumed the user has worked through the Overview Tutorial, knows how to open TrainingRegister®, switch to the sample database if needed and login.

It will also be assumed the user is already logged into TrainingRegister®.

Note: Files are attached to records in the ClassCatalog Table. The attaching task can be performed from either the ClassCatalog form or the ClassSchedule form for any scheduled instance.

Attach a File to a Class in the ClassCatalog Table

Open the ClassCatalog or ClassSchedule Table:

Click the [Tables] Menu, then select [ClassCatalog] or [ClassSchedule]

Click the [Find] button and use the search tools provided to retrieve the record for the Class that is to have files attached.

On the [Tasks] Tab of either form, click [Attach File to this Class Record].

Use the Windows tools to locate the file to be attached.

The file will be renamed with a prefix of the ClassID and will be available to any scheduled instance of the training.

The source folder is remembered making it easy to select additional files from the same location.

Retrieve and Use and Attached File

Locate the training in either the ClassCatalog or ClassSchedule table.

On the [Reports] tab select [Retrieve Copy of Attached File]

Use Windows provided tools to select the appropriate file and then designate a destination and file name for the copy.

Replace or Update an Attached File.

Attaching a new file with the same name will replace the existing file.

The file and also be edited or deleted in the designated ClassFiles folder.

Attached files are not saved in the database. They are saved in a shared LAN/WAN folder and are found with a prefix that matches the ClassID.