



TrainingRegister® Tutorial

Prerequisites

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Abstract: This Tutorial will help the user apply training prerequisites and understand how they work.

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: Prerequisites are applied to a class in the ClassCatalog Table and affect or limit enrollments. Prerequisites do not affect the direct recording of historical training.

Add Prerequisites to a Class in the ClassCatalog Table

Open the ClassCatalog Table:

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

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

The class displayed is known as the “Current Class”.

On the [Tasks] Tab of the ClassCatalog Form, click [Link to Prerequisite Classes].

Click [New] to add a new prerequisite and follow the on screen instructions to select another class in the ClassCatalog Table as a prerequisite class for the Current Class.

Click [Save] to save the entry.

Repeat if additional prerequisites for the same class are needed.

Reports:

On the [Reports] Tab for the Current Class click the [Linked Prerequisites] button.

This report will list the prerequisites for the Current Class.

Prerequisite Functionality:

Prerequisites affect or limit the enrollment process.

The Web Module will prevent enrollments unless all prerequisites have been met.

The Administration Module will by default prevent enrollments unless all prerequisites have been met.

The Administration Module will permit overriding Prerequisites for both group and individual enrollments.