



TrainingRegister® Tutorial

Waitlist Details

Revised: 04/14/2005

Abstract: This Tutorial will help the user print and understand the Waitlist.

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®.

Print Complete Waitlist:

Click the [Reports] Menu and then select [ClassCatalog Related Reports], [Waitlist for All Classes]

If anyone is waiting for any class they will be displayed on this report.

Examine and close the report.

A waitlist for a single class can be printed from the [Tasks] Tab on the ClassCatalog Form.

In addition, the same report for a single class has been replicated on the [Tasks] Tab on the ClassSchedule Form for each scheduled instance of the class. The waitlist records are not linked or associated with the ClassSchedule record.

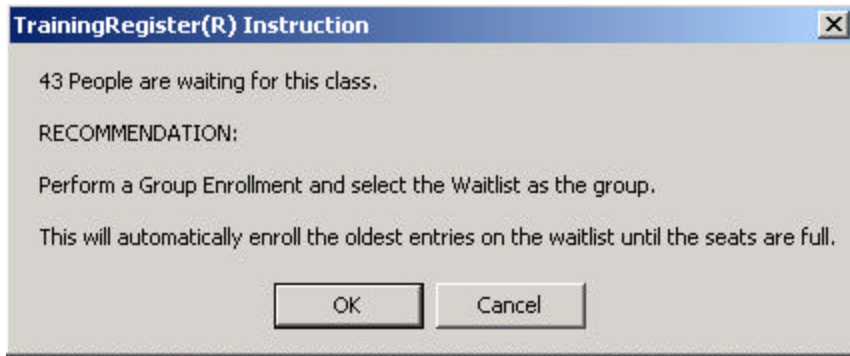
Waitlist Function:

People are automatically placed on a waitlist if an enrollment fails because the class is full.

People are automatically removed from the waitlist if they are successfully enrolled in any scheduled instance of the class for which they are waiting.

The waitlist can be selected for the Group Enrollment process. The oldest entries will be automatically enrolled first until the class is full. If the number of seats (StudentMax) is raised or seats open, the waitlist can again be selected for a Group Enrollment.

An instructional/reminder message similar to the following is displayed immediately after saving a new ClassSchedule record if people are waiting for the class.



The Group Enrollment process is explained in another tutorial.