



# TrainingRegister® Tutorial

## Schedule a Class

*Revised: 04/14/2005*

**Abstract:** This Tutorial will help the user use the ClassSchedule Table to schedule a class from the ClassCatalog Table.

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®.

### Select a Class to Be Scheduled

**Open the ClassCatalog Table:**

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

**IMPORTANT NOTE:** A learning experience should be entered only once in the ClassCatalog table. It can be scheduled hundreds of times using the process described in this tutorial. Scheduling is performed with the ClassSchedule Form, not the ClassCatalog Form.

Scheduling is optional. Training can be recorded without using the schedule and enroll process.

**Locate the Class to be scheduled:**

Click the [Find] button and use the search tools provided to retrieve the record for the Class that is to be scheduled.

The record displayed on the ClassCatalog Form is known as the “Current Class”.

Do not close the ClassCatalog Form.

## Use ClassSchedule Form to Schedule the selected Class

**This process assumes a “Current Class” is displayed on the ClassCatalog Form.**

### **Open the ClassSchedule Table:**

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

### **Schedule the “Current Class”:**

Click the [New] button.

Several data are copied from the “Current Class” displayed on the ClassCatalog Form to the new ClassSchedule record.

Use the drop-down list box to select a different provider as needed.

Use the date picker tools provided to select a ClassBegin date and time.

Use the date picker tools provided to adjust the ClassEnd date and/or time as needed.

(TrainingRegister® makes guesses the ending date and time based on the class duration and the information entered for the ClassBegin.)

StudentMin is descriptive only and does not control any function.

StudentMax controls how many students can be enrolled. If zero, none can enroll.

CancelDate is descriptive only. It displays on confirmation letters with a note requesting that students drop out or notify they can't attend on or before this date.

No other data are needed to schedule the class.

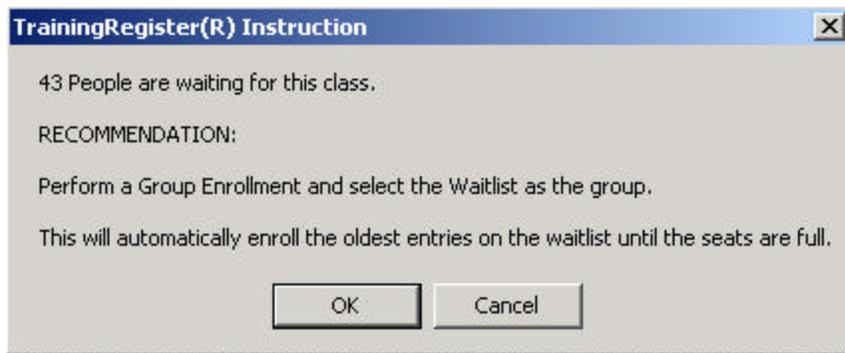
Click [Save]

The scheduled class will now appear on reports that list scheduled training such as a calendar, list of scheduled classes and on the Web Module.

The next Tutorial will help schedule an Instructor, Room or Resource with the scheduled class.

**If People are waiting for the class:**

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 waitlist function is explained in another tutorial

The Group Enrollment process is explained in another tutorial.