



# TrainingRegister® Tutorial

Revised: 04/18/2005

## Scheduled Class Calendar

**Abstract:** This Tutorial will help the user prepare list of scheduled classes in calendar format.

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®.

### **Prepare a Calendar of Scheduled Classes for a specific Month:**

Click the [Reports] Menu and then select [ClassSchedule Related Reports], [Training Calendar]

**Demo Users:** A message box will display recommending a date range to be used with the sample database. Follow or an empty calendar will display.

Enter the first day of the desired month using the date picker tools provided.

Select Date Range

Start Date: Saturday 04/01/2006

End Date: April 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Remember Dates

Today: 4/18/2005

***Date Range Selection Note:*** When you select a Start Date, the End Date defaults to approximately 30 days after the Begin Date. The End Date can, of course be edited. If the selected Start Date is the first day of a month then the End Date will default to the last day of the month making it easy to select a calendar month. Any date range can be selected using the Select Date Range form.

Click [OK] to accept the date range entered.

Click [OK] or press ENTER as needed to accept the default choices.

The resulting report will be a 5-day calendar for the date range selected.

Report the report and experiment with the various choices such as a 6 or 7-day calendar and more or less data on the report.