



# TrainingRegister® Tutorial

## Scheduled Class List

*Revised: 04/18/2005*

**Abstract:** This Tutorial will help the user print two versions of a summary list of scheduled classes. The first report will be used to see if any classes need posting. The second report will be used to determine if any classes should be combined or replicated to meet student needs.

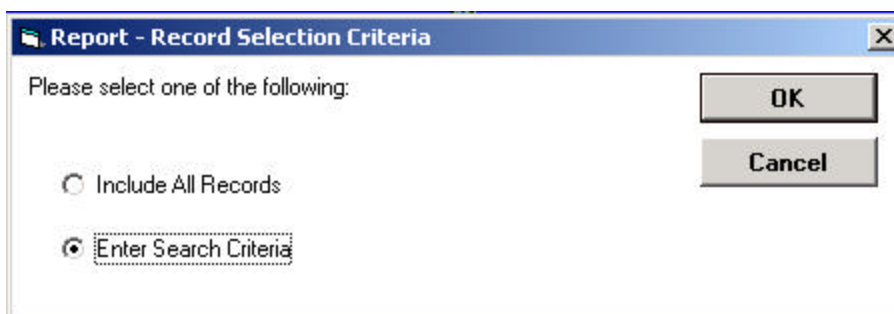
It will be assumed the user has worked through the Overview Tutorial, knows how to open TrainingRegister®, switch to the sample database if needed and login.

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

### **Print of Scheduled Classes:**

Click the [Reports] Menu and then select [ClassSchedule Related Reports], [Scheduled Classes - List]

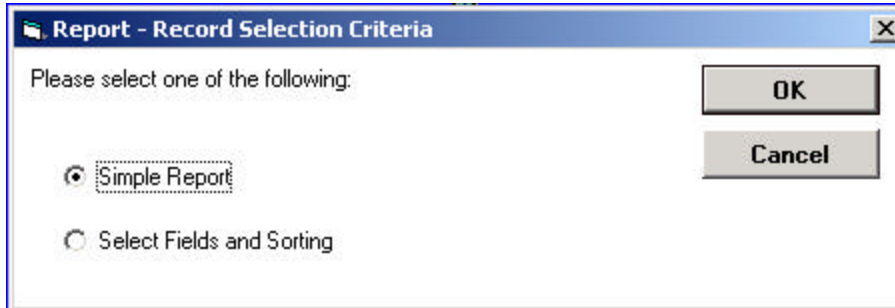
**Choose –“Enter Search Criteria” for the first selection.**



Our first report will be used to list all non-posted classes in date order so we can see which classes need posted. We need the option to select non-posted classes for all dates.

If actual posting were our goal, we would use the search tools on the ClassSchedule Form to retrieve only records that need posting, and then post them. The “Reminders” message at the start of TrainingRegister® will notify the user if any scheduled classes need posting.

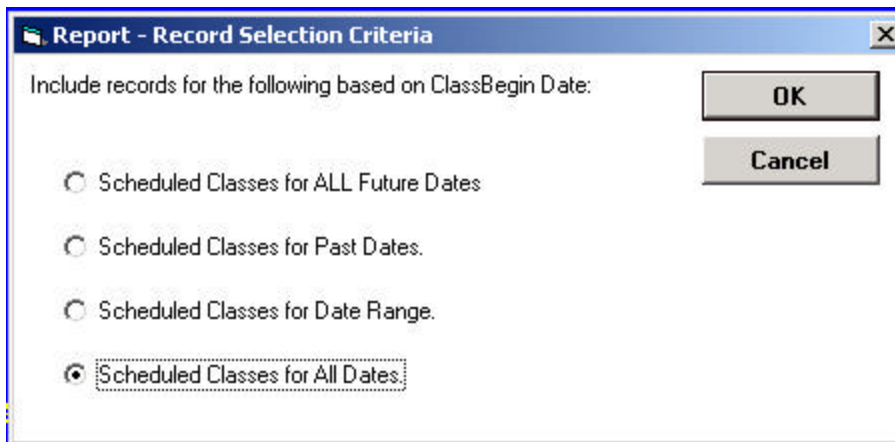
**Take the default on the second selection – “Simple Report”.**



The default columns or fields and sorting will work fine for this example.

Classes could be schedule far in advance. We could enter a date range to limit the number of records displayed and speed up the report.

**Choose “Scheduled Classes For All Dates” so we don’t miss any old class that might need posting.**



**Take the defaults selections for the remaining choices.**

The resulting report displays all non-posted scheduled classes with the oldest at the top.

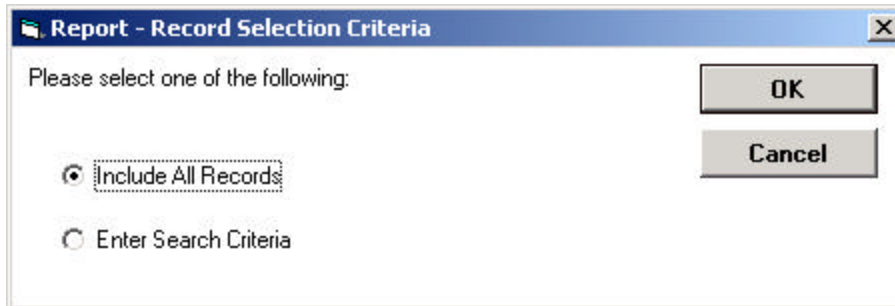
Are there any older classes that have not been posted? If so, please post these classes so enrollment records will be converted to completed training records for the participants. If the training is required, then participants will not have met their requirement until their enrollment records are converted to permanent training records.

Examine and close the report.

**Determine if any of the classes need combined or replicated to meet student needs.**

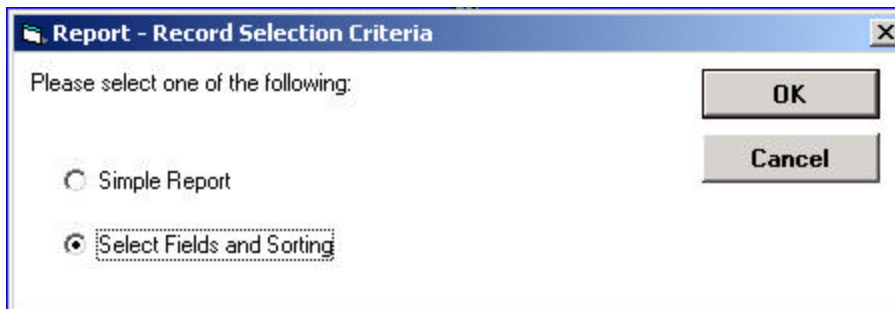
Click the [Reports] Menu and then select [ClassSchedule Related Reports], [Scheduled Classes - List]

**Choose “Include All Records” on the first selection.**



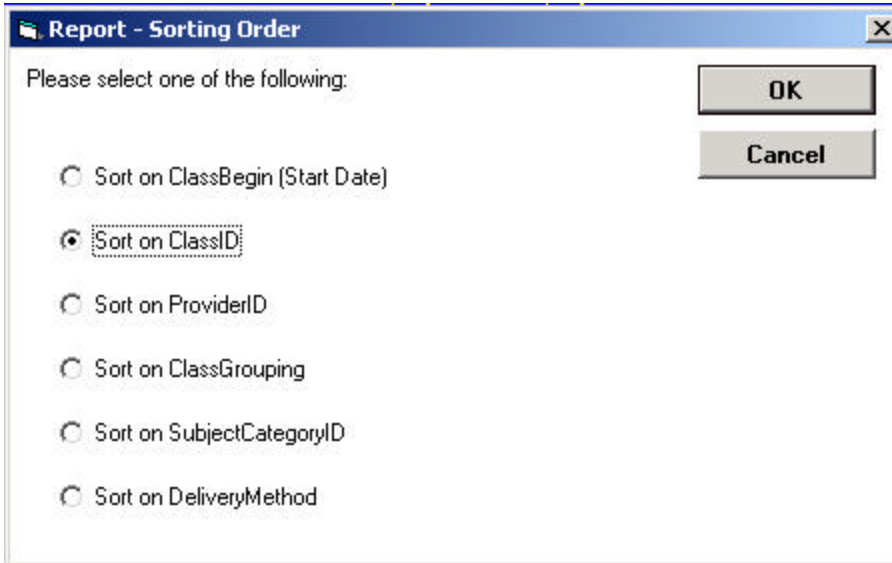
We won't need to select the date range because the default selection is Choose "Scheduled Classes for Future Dates". For this report we don't care about older scheduled classes.

**Choose “Select Fields and Sorting” on the second selection.**



**Choose the default selections until presented with the opportunity to select the sorting order.**

Choose “Sort on ClassID” when prompted.



Classes with the same ClassID are actually the same training scheduled at different times. The ClassID relates to a record in the ClassCatalog table. Sorting on ClassID will insure that scheduled instances of the same class will be grouped together.

Press ENTER or click [OK] until the report displays or begins to generate.

#### Class Schedule - List of Scheduled Training

Prepared: April 18, 2005

Class	ClassBegin	Min	Max	Enrolled	W	Clas
Overtime Hours Workshop (100)	04/05/2006 08:00 AM	6	12	4	0	ATL
Overtime Hours Workshop (100)	04/13/2006 08:00 AM	6	12	5	0	NOI
Overtime Hours Workshop (100)	04/11/2006 08:00 AM	6	12	5	0	ATL
Overtime Hours Workshop (100)	04/29/2006 08:00 AM	6	12	4	0	ATL
Managing Vdt Ergonomics (103)	04/19/2006 08:00 AM	30	50	24	3	ATL
Managing Vdt Ergonomics (103)	04/01/2006 08:00 AM	30	50	8	3	NOI
Managing Vdt Ergonomics (103)	04/08/2006 08:00 AM	30	50	14	3	NOI

Examine like classes. Compare the student limit (“MAX”) with the actual number enrolled to determine if additional classes should be scheduled or if classes should be combined.