



# TrainingRegister® Tutorial

## Companies Table

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**Abstract:** This Tutorial will help the user open the Companies Table and add a new record.

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®.

### **Opening the Companies Table:**

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

The most common use for Companies entered in the Companies Table is to use them to classify records in the ClassCatalog Table with a Training Provider. Companies can also be used to classify people in the People Table. If a person is classified with a Company, the company classification will be copied to any new training record created for that person. Many reports permit selecting either people or training records for a specific company.

### **Add a New Record to the Companies Table:**

**Note:** Sometimes users are confused with the function of the [New] and [Edit] buttons. Occasionally, someone will click [Edit] to add a new record and then simply overwrite good data with their own new data. When in doubt, hold the mouse pointer over each button to expose a tool tip that explains the purpose of the button.

Click the [New] button to add a new company to the Companies Table.

Enter a unique ID that can be used to identify the new company. This can be any alphanumeric value up to 15 characters in length.

**Note:** TrainingRegister will search the Companies Table to determine if the CompanyID entered has already been used. If it is unique, it will be accepted. If it has been used, a message will be displayed.

Enter a name for the company and check one or more boxes to classify the company.

Enter any other data desired.

Click the [Save] button to save the data to the database.