TrainingRegister®
Tutorial

People Table

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Abstract: This Tutorial will help the user open the People 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 People Table:
Click the [Tables] Menu, then select [People]

The People Table is used to save data for students, employees, supervisors, training administrators, clients, instructors, etc. It is the only table in TrainingRegister® used to save name and other demographic information about individuals. Individuals can be classified and used in many ways.

Add a New Record to the People 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 buttons purpose.

Click the [New] button to add a new person to the People Table.

Enter a unique ID that can be used to identify the new person. Typically, this will be an Employee Number but can be any alphanumeric value up to 15 characters in length.

Note: If the person will be logging into TrainingRegister with a password, they will need to enter this ID along with their password. If TrainingRegister is configured to recognize the user's network login then passwords are not needed and the user will be automatically logged in.

Note: If the TrainingRegister® Built-in Import Utility will be used to update the People table with employee data, this ID must exactly match the unique value used in the HR or payroll source data.

Note: TrainingRegister will search the People table to determine if the ID entered has already been used. If it is unique, it will be accepted. If it has been used, a message will be displayed.

Enter the person's First name and Last name. These two fields are required in order to save the record.

Enter any other data desired on the first 5 tabs.

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