



# TrainingRegister® Tutorial

## Programs Table

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**Abstract:** This Tutorial will help the user open the Programs Table and add a new record. Training Programs are entered in the Programs Table and are needed to track required or mandated training.

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®.

### **Prerequisite :**

It will be assumed the user has reviewed the **Required Training Overview Tutorial** that explained what Training Programs are for and how required training is tracked.

### **Opening the Programs Table:**

Click the [Tables] Menu, then select [List Box Tables], [Required Training Related List Boxes], [Programs]

Training Programs are used to group classes and people who need specific training.

### **List Existing Programs:**

Before adding a new program, click the [List All Programs] button to confirm the new program does not already exist and see if a theme has been used to name training programs or Program IDs. It is recommended that the training program names be indicative of the training program's purpose and that the ProgramIDs be an understandable abbreviation of the program name. Some reports might have the option of printing the shorter ProgramID to save space.

### **Add a New Record to the Programs 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 Training Program to the Programs Table.

**ProgramID:**

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

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

**Program:**

Enter a name for the new training program.

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

The new training program will now display in various drop-down list boxes used to link or associate the training program with classes and people. It will also be used for selection criteria in some reports and will display on most of the reports that display required or needed training.