



# TrainingRegister® Tutorial

## Training History Reports

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**Abstract:** This Tutorial will help the user prepare a few of the basic reports detailing completed training records for a class or for a person.

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®.

### Historical Records for a Class

**Opening the ClassCatalog Table:**

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

**Select a ClassCatalog Record:**

Click the [Find] button and retrieve an existing class to the ClassCatalog Form.

Select the [Reports] Tab on the ClassCatalog Form

Click the [Completed Training / Historical Roster] button

Press ENTER or click [OK] to accept the default choices

This report lists all people who have completed the “Current Class” displayed on the ClassCatalog Form. Because the report scope was not limited, this report displays all people who have completed the class.

Examine and close the report.

**Many versions of this same report are possible:**

Run the report again and don't accept the first two default choices. Examine the possibilities and experiment.

It is possible to limit the report scope so much that no matching records can be found. Example: If a department is used to limit the scope and none of the students were classified with the selected department at the time their training records were created, then the training records won't be classified with a department.

The concept used is that the training records should be classified with the correct department at the time the training was completed. This way any costs or training hours credited to the department will remain correct even if the employee changes departments. This concept does not fit all applications so TrainingRegister® does have a function that will update the training records with new department classifications.

**Additional ClassCatalog Related Reports:**

Review the [Reports] Tab on the ClassCatalog Form and the [Reports] Menu at the top.

## Historical Records for a Person

**Opening the People Table:**

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

**Select a People Record:**

Click the [Find] button and retrieve an existing person to the People Form.

Select the [Reports] Tab on the People Form

Click the [Training Records] button

Press ENTER or click [OK] to accept the default choices

Because the report scope was not limited, this report lists all training records for the selected individual. Only records that have a Phase = "Completed" will represent completed training. Other records might be classified as "Waiting", "Enrolled" or "Dropped".

Examine and close the report.

**Many versions of this same report are possible:**

Run the report again and don't accept the first two default choices. Examine the possibilities and experiment.

It is very possible to limit the report scope so much that no matching records can be found. This could occur if no training records exist for a user entered date range.

**Additional People Related Reports:**

Review the [Reports] Tab on the People Form and the [Reports] Menu at the top.