



TrainingRegister® Tutorial

Posting Enrollment Records

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Abstract: This Tutorial will help the user batch post enrollment records after the training has been completed. This process converts enrollment records to “Completed” historical training records.

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®.

Note: Posting is delayed to give the training administrator a chance to record grades and scores if needed, and drop those individuals not in attendance.

After those tasks have been performed or skipped, a button is used to convert the remaining enrollment records to completed training records. The process is referred to in TrainingRegister as “Posting to History”, “Posting Enrollment Records” or just “Posting”. The term “Posting” is not used for any other task.

Select an existing ClassSchedule record:

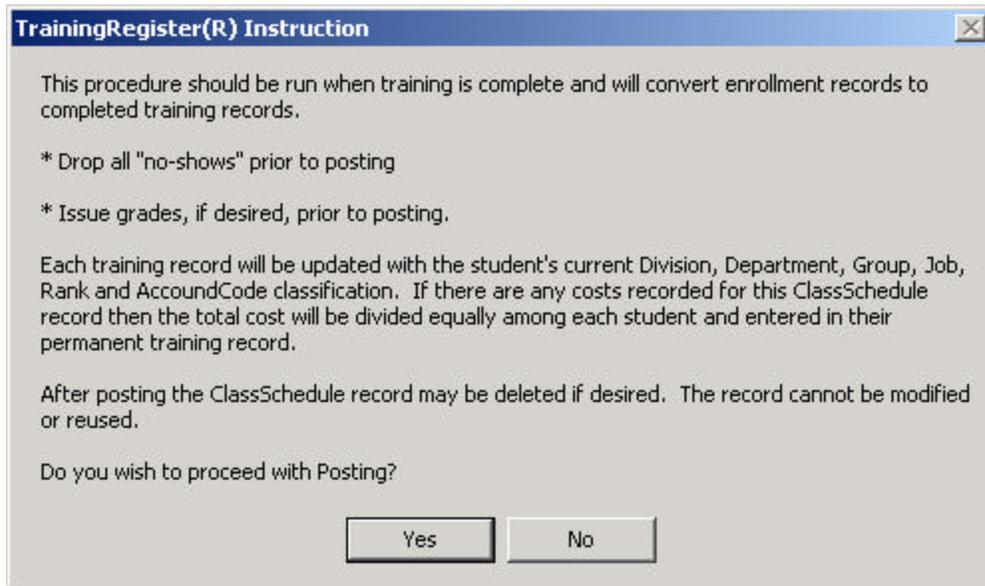
Click the [Tables] Menu, then select [ClassSchedule]

Click [Find] and use the search tools provided to select an existing scheduled class.

On the [Tasks] Tab, click the [Post Enrollment Records to History] Button.

A message will alert the user if the class has not yet ended.

Another message will recommend grading, scoring and dropping prior to posting.



Press ENTER or click [Yes] to continue with the posting process.

A progress bar will come and go to let the user know the process is running. The posting process can sometimes be slow. In addition to converting and updating each training record, the program requirements for each student is updated and cleaned to reflect the newly completed training.

A message will display when the posting process is complete.

Reports & General Information about Training Records:

Each training record links or associates a person in the People Table with a class in the ClassCatalog Table on a date and will contain many other data use to limit the scope of many reports and/or sort the data. Each training record is classified with a “Phase” which can be “Waiting”, “Enrolled”, “Dropped” or “Completed”.

Posting is necessary to produce accurate reports that are based on completed or historical training. The most basic reports are the Training Records for an individual and the Completed Training / Historial Roster for a class in the ClassCatalog Table.

In addition, training requirements will not be satisfied until the training has been recorded as completed. Credit is not given for simply enrolling.

If a report is based on a class, the training records are queried on the ClassID. If the report is based on an individual, the training records are queried on the person’s ID. The

training records contain many classifications for both the class and the person that can be used to limit the scope of many training records based reports. The classifications saved in the training record are those used to classify the class and the person at the time the training record was created.

If training costs are tracked, the cost for training each individual is saved with each of their training records. If the student is classified with a department, their training record will also be classified with a department. The training records table can then be queried by department for a date range, to determine training costs for that department.

Classifications that are saved with training records are those on the ClassCatalog and People Forms that have "*" as a suffix. The same mark is used on the tables menu for the various list box tables used in the classifications.