TrainingRegister®
Tutorial

Schedule an Instructor

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Abstract: This Tutorial will help the user use the ClassSchedule Form to schedule an Instructor with a scheduled class.

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: Scheduling an Instructor is an optional task. The advantages are the instructor will display on various reports and will be saved with the training record of each participant. If the actual instructor is unknown, an instructor can be added after the training has completed and before the records are posted to history.

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 [Schedule Instructor] Button.

Select an Instructor from the drop-down list box.

If needed, see the troubleshooting note below.

Reports:

On the [Reports] Tab of the ClassSchedule Form click the [Scheduled Class Details] button to confirm the instructor(s) that have been scheduled.

On the [Reports] Tab for the Instructor's People record, click the [Training Schedule] button to see the class listed on the Instructor's training schedule.

Troubleshooting:

Only "Qualified Instructors" will be listed in the drop-down list box. If the instructor you want to schedule is not listed in the drop-down list box, perform the following tasks.

1) Locate the Instructor's record in the People table and make sure the Instructor checkbox is checked.

2) Locate the ClassCatalog record for the selected training and use the [Designate Qualified Instructors] button on the [Tasks] Tab to identify the instructor as qualified to teach the class.

3) Return to the ClassSchedule record and repeat the process outlined above to schedule the instructor with the class.