TrainingRegister®
Tutorial

Schedule a Resource

Revised: 04/14/2005

Abstract: This Tutorial will help the user use the ClassSchedule Form to schedule one or more Resources 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 a Resource is an optional task. The advantage is the resource will not be available for another class at the same time.

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 Resource] Button.

Select a Resource 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 Resources that have been scheduled.

Troubleshooting:

Only Resources that have been entered into the Resources Table will be listed in the drop-down list box.

To add a Resource to the Resources Table:

Click the [Tables] Menu and select [List box Tables], [ClassSchedule Related List boxes], [Resources].

Click the [List All Resources] button to confirm the resource does not already exist.

Use this Form to add a new Resource.

ResourceID is used by the database to uniquely identify each record.

ResourceName displays in the drop-down list box.

Description is optional.

CompanyID is optional and can be used to link the Resource to a Resource Provider in the Companies table.

Once a Resource has been added to the Resources Table it can be schedule with any schedule class.