TrainingRegister® Tutorial

Schedule a Room

Revised: 04/14/2005

Abstract: This Tutorial will help the user use the ClassSchedule Form to schedule a Room 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 Room is an optional task. The advantages are the room will not be available for another class at the same time, and the room location and directions can be made available to the enrollees.

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 Room] Button.

Select a Room 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 Room that has been scheduled.

Confirmation letters will display the room information.

The class details section of the Web Module will display the room information.

An individual's Training Schedule will display the Room information if "Schedule with Detail" is selected as a report option.

Troubleshooting:

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

To add a Room to the Rooms Table:

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

Click the [List All Rooms] button to confirm the room does not already exist.

Use this Form to add a new Room.

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

RoomName displays in the drop-down list box.

Directions will display on class details reports and on confirmation letters.

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

Description is optional.

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