TrainingRegister® Tutorial

Record Historical Training For Individuals

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Abstract: This Tutorial will help the user add/create historical training records for one or more people selected individually. This method can be used to avoid using the Schedule and Enroll Method for training that has already been completed. Use this method for any training that needs recorded but does not need to be scheduled. This method is ideal for adding historical sign-in sheets to TrainingRegister®.

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®.

Opening the ClassCatalog Table:
Click the [Tables] Menu, then select [ClassCatalog]

Locate the Class/Training that will be recorded:
Click [Find] and then use one of the search methods to locate and display the correct "Current Class" on the ClassCatalog Form.

Discussion of Using [Tasks] Tab on People Form:
This method will be best if adding individually selected people to a class. One class is used and then individually selected people are added to the class on the same completion date. Use this method to add historical training recorded on old sign-in sheets. TrainingRegister® is designed to remember the completion date after the first entry.

Do not close the ClassCatalog Form. A "Current Class" must be displayed on this Form.

Opening the People Table:
Click the [Tables] Menu, then select [People]

Locate a Student in the People Table:
Click [Find] and then use one of the search methods to locate and display the correct "Current Person" on the People Form.

Add the Current Person to the Current Class:
On the People Form select [Tasks], [Add Current Class Directly…]

Click the [>] button to pick a completion date from the calendar.

Press ENTER or click [OK] to save the record.

Repeat Process for Next Student:
Use the [Find] button to locate the next student in the People table and again use the large button on the [Tasks] tab to add the new student to the Current Class. This time, TrainingRegister® will remember the completion date so just press ENTER to save the new training record.

Don't Forget to Change the "Current Class" and the Completion Date:
TrainingRegister® will remember the completion date entered until it is changed or TrainingRegister® is closed. If changing to a new roster, be certain to change the "Current Class" displayed on the ClassCatalog Form. If the completion date is different, be sure to change it on the first entry for the new class.

If records are entered by mistake, they can be fixed or deleted. It is much faster to do them correctly.

Speed the Process with Shortcut Keys:
The entire process, except for using the calendar to select a completion date, can be performed with keystrokes. This is much faster than using the mouse.

Use Speed / Shortcut Keys to Find "Cindy Adams" in the People Table:
The exact same task just performed can be performed without the mouse. Notice the "F" in the [Find] button is underlined. This means the [Find] button can be pressed by holding the ALT key while touching the F key. Buttons that are darkened or have the focus can be selected by pressing the ENTER key. A few of the more common tasks in TrainingRegister have designated shortcut keys. Lets try locating the record for Cindy Adams without using the mouse.

Using the keyboard only type or press the following:

ALT-F - this activates the [Find] key

ENTER – this activates the [OK] button to accept the default search method

Adams – this enters Cindy's last name in the text box

ENTER – this activates the [OK] button to accept the last name entry and perform the initial search

DOWN ARROW – use the little finger on the right hand to press the down arrow and select Cindy Adams from the drop-down list box.

ENTER - this activates the [OK] button to accept Cindy Adams as our selection.

Visually confirm that Cindy Adams' record is displayed on the Form.

Use Speed / Shortcut Keys to Add Current Class to Current Person:
While displaying the correct "Current Person" on the People Form:

ALT-T - this activates the [Tasks] Tab key

ALT-A - this activates the [Add Current Class Directly…] Button on the Tasks Tab

(Try holding the ALT key with the right thumb while pressing first the T and then the A with the correct fingers.)

Assuming TrainingRegister® is remembering the completion date:
Press **ENTER** – this saves the training record.

Locate the Next Student and Repeat the Process:
ALT-F - this activates the [Find] key to locate the next student.