

4.29 Training Schedule



The Denali Training module is a simple application designed to disseminate training information throughout the organization, and to facilitate student registration for offered courses.

Let's start by looking at the Training Menu below. Users can access this menu by clicking **Training** from the Denali homepage.

Return		Training Menu	
View / Register		Administration	
31	Training Calendar	Enter New Training	
	Training Catalog	Edit / Delete Training	
	My Registrations	View Registrations	

The typical starting point for a training coordinator (at least a 3 security level) would be to enter one of more training courses onto the training calendar by clicking **Enter New Training**. A training calendar like the one below allows the coordinator to click a date on which to add the specifics for one or more training courses. Any existing courses would already be shown on the calendar.

Return		Training Calendar		Enter New Training		Training Catalog	
October 2007							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
30	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15 <i>Basic Training</i>	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	

December 2004							January 2005							February 2005						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	1	2	3	4	26	27	28	29	30	31	1	30	31	1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31	1	23	24	25	26	27	28	29	27	28	1	2	3	4	5
2	3	4	5	6	7	8	30	31	1	2	3	4	5	6	7	8	9	10	11	12

Clicking any date on the calendar will bring up the course entry form shown below. The coordinator would complete the form with specifics about the training being offered, and then click **Submit** to enter the course information into the training database. This record can be edited or deleted later, if necessary, by clicking the course name on the entry calendar.

New Course Entry Form: 2/16/2005 **Submit**

Course Title: *

Description: *

Location: *

Start Time: 6:00 AM End Time: 6:00 AM

Class Size Limit: * Cost: *

Contact Name: * Contact Email: *

Attachment:

Repeating Courses:

- None
- Daily
- Weekly Weekly on: Monday
- Monthly On Day: 1
- Monthly On the: 1st | Monday

End Date: 01/01/2006

Reserve this Resource: -Make Selection-

Email Notifications?:

Event Notes: (500 char)

Submit

Users seeking to register for training would typically click **View Training Calendar** from the Main Training Menu. Doing so will bring up the calendar view shown below. (Users can also click **View Training Catalog** for a list view).

Training Calendar

October 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 <small>Basic Training</small>	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

December 2004

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

January 2005

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

February 2005

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

While similar to the entry calendar – this calendar will display a registration ticket like the one below when a user clicks on a course name.

Training Registration Form			
Course Name	Basic Training		
Course Date	10/15/2007	Cost	78
Start Time	8:30 AM	End Time	10:30 AM
Your Name	<input type="text" value="Jim H Smith"/>	Email	<input type="text" value="support@domain.com"/>
Contact Name	Carlo Aiello	Cont. Email	cfa@dcasoft.com
Description	Some very basic training 🙌		
Attachment	./docs/Postpics/002_170.jpg		
Location	Main Conference Room		
Charge Number <small>(optional)</small>	<input type="text"/>		
<input type="button" value="Register for Course"/>			

The registration ticket is mostly completed using information about the user and the specific course name selected. At this point a potential registrant can enter a charge number (optional in Denali) and then click the **Register for Course** button to complete the registration. If the course is already “full”, the user will receive this message and be advised to select another session if available. The user can also check to see the names of those already registered for the course with the **Who’s Registered** button. Finally, the user can decide not to register by using the Browser’s back button or moving to another page.

Training coordinators can monitor session signups by clicking the **View Current Registrations** on the main Training Menu. The registration report gives the status of all current training sessions – numbers of signups and class size limits.

Course Registration Summary			
Course Name	Course Date	Number Registered	Class Max
Safety 101 r1 📌	10/19/2005	1	5
Advanced MS Word	11/15/2005	2	10
Advanced MS Word	11/15/2005	2	10

Clicking any Course Name on this report gives a registration detail report for that session giving the names and email addresses of all registrants.

Course Registration Details					<input type="button" value="Email the Class"/>
Course Name	Date	Name	Email	Charge	Delete
Advanced MS Word	11/15/2005	Bob H Tuna	tuna@bob.com	23456	
Advanced MS Word	11/15/2005	Jim H Smith	cfa@brightsuite.com	sdgs	
< >					

Registrant cancellations can also be handled using this report.

Member Security Settings:

For new Members, the Training Schedule module has 4 overall levels of Access Permissions as shown below:

Training Schedule	?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Register/Add Course	<input type="radio"/> Delete
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These 4 choices can be further defined in terms of the starting named security profiles, and their allowable actions as shown in the chart below:

29) Training Sch. Module					
Access Permissions	No Access	Browse	Register / Add Training	Delete Training & Registration	Delete Training & Registration
Profile Name	0	Guest, Assoc	Bas. & Adv.	Admin	
View Training Catalog		✓	✓	✓	✓
View Training Calendar		✓	✓	✓	✓
View My Registrations		✓	✓	✓	✓
View Course Overview		✓	✓	✓	✓
Signup for Course			1	✓	✓
View Registrations			✓	✓	✓
Add a new Course			✓	✓	✓
Edit a Course				2	✓
Delete a Course				✓	✓
Delete a Registration				✓	✓
View Master Registration List				✓	3