

Training Provider Instructions for Semester or In-House Repeating Classes

Description	Testing Steps
How to add a Semester, In-House Repeating Class Training Event, or Webinars	<ol style="list-style-type: none"> 1. Click on “Training” at the top of the page. 2. In the table at the bottom of the page click “Add Event”, and enter the following using the “tab” key: <ol style="list-style-type: none"> a. Name: b. Location: c. Start Date: January 1, 2012 d. End Date: December 31, 2012 e. Active: check the box f. Comments: All Spring, Summer and Fall Semester Classes for 2011 OR In-house training for XYZ facility 3. Click “Add”
How to add a Training Class <i>*Please use the end date of the semester class for the date field.</i>	<ol style="list-style-type: none"> 1. Click on the Training Event name you just created “ 2. Once in the “Training Within Event” page click “Add Training” 3. Enter in the following using the “tab” key: <ol style="list-style-type: none"> a. Title: b. Sponsor: (usually already completed) c. Instructor: d. Area(s): check all that apply e. Total Course Hours: f. Comment: Spring Semester January – May OR In-House for Fall 2012, etc g. <i>*Date: Please use the end date of the semester class for the date field or the last day of the year for in-house training.</i> h. Course Hours for this date: i. Room: j. Start Time: k. End time: 4. Click “Save” 5. Enter the remaining classes, I f any, the same as above.
Add participants to a Training Event.	<ol style="list-style-type: none"> 1. Go to the top of the page and hover over “Training” a drop down should appear. 2. Click on “Add Participants”. 3. Under “Event Participants” go to the bottom of the table and click on “Add Participant” 4. In the box, type in a participant’s name. Pause for a moment and a drop down list with all that name and all other that are similar should appear. Select one of those participants. If their name does NOT appear, they have already been entered OR they are not in the database. 5. Click “Add”. 6. Add the rest of the participants in this manner.
Enter training for each	<ol style="list-style-type: none"> 1. Start on the Training Event page (if you left the page click on Training at the top of the page then select the event you’ve just created..

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participant.	<ol style="list-style-type: none"> 2. Go to the top of the page and hover over “Training” a drop down menu should appear. 3. Click on “Enter Operator Training”. 4. Enter the following: <ol style="list-style-type: none"> a. On the Operator ID select the drop down box and select a participant you assigned to the training event. b. On the Class ID select the drop down box and select the class. c. Select an area: 1 or w for water; d or 2 for distribution; ww or 3 for waste water; or 4 or c for collection. 5. Click “Save” 6. Make sure the information you have added is correct. Use the “Edit” button to correct errors. 7. Continue in this manner for each participant
Upload the data to the database	<ol style="list-style-type: none"> 1. Go to the top of the page and click on “Training”. 2. Once on the Training Events main page you should see your training event. On the far right hand side of the table click on the “Upload” button. 3. A summary screen will appear telling you the number of records ready to upload for this course. 4. Select the “Upload” button. NOTE: Once the upload has been selected, the data cannot be recalled. Make sure everything is correct!