

6.8 Training



The FoxSuite 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 FoxSuite 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 or 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 | | | | | | |
|---------------------------------|--------|---------|-----------|----------|--------|----------|
| February 2003 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 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 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

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).

Click on a Course Name to Register

| Home | | January 2002 | | | | | Training Calendar |
|--------|--|----------------------|--------------------------------|----------------------|--------|----------|-------------------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
| | | 1 Basic First Aid | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 13 | 14 Electrical Safety Time Management | 15 Excel Basic | 16 | 17 Excel Advanced | 18 | 19 | |
| 20 | 21 | 22 | 23 Outlook Word Advanced | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | 31 | | | |

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 Excel | | |
| Course Date | 8/16/2004 | Cost | 300 |
| Start Time | 9:00 AM | End Time | 3:00 PM |
| Your Name | <input type="text" value="Jim H Smith"/> | Email | <input type="text" value="cfa@dcasoft.com"/> |
| Description | etwetwe wet wet wet wet | | |
| Attachment | | | |
| Location | Training Room 104 | | |
| Charge Number <small>(optional)</small> | <input type="text"/> | | |
| 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 FoxSuite) 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.

| Return 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.

| Return Course Registration Details 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 |
|--------------------------|---|--|------------------------------|---|------------------------------|

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:

| | No Access | Browse | Register / Add Training | Delete Training & Registration | Delete Training & Registration |
|-------------------------------|-----------|--------------|-------------------------|--------------------------------|--------------------------------|
| Advanced Security | | | | | |
| Security Rating | 0 | Guest | Basic & Adv. | Admin | |
| View Training Catalog | | ✓ | ✓ | ✓ | ✓ |
| View Training Calendar | | ✓ | ✓ | ✓ | ✓ |
| View My Registrations | | ✓ | ✓ | ✓ | ✓ |
| View Course Overview | | ✓ | ✓ | ✓ | ✓ |
| Signup for Course | | | ✓ | ✓ | ✓ |
| View Registrations | | | ✓ | ✓ | ✓ |
| Add a new Course | | | | ✓ | ✓ |
| Edit a Course | | | | ✓ | ✓ |
| Delete a Course | | | | ✓ | ✓ |
| Delete a Registration | | | | ✓ | ✓ |
| View Master Registration List | | | | ✓ | ✓ |