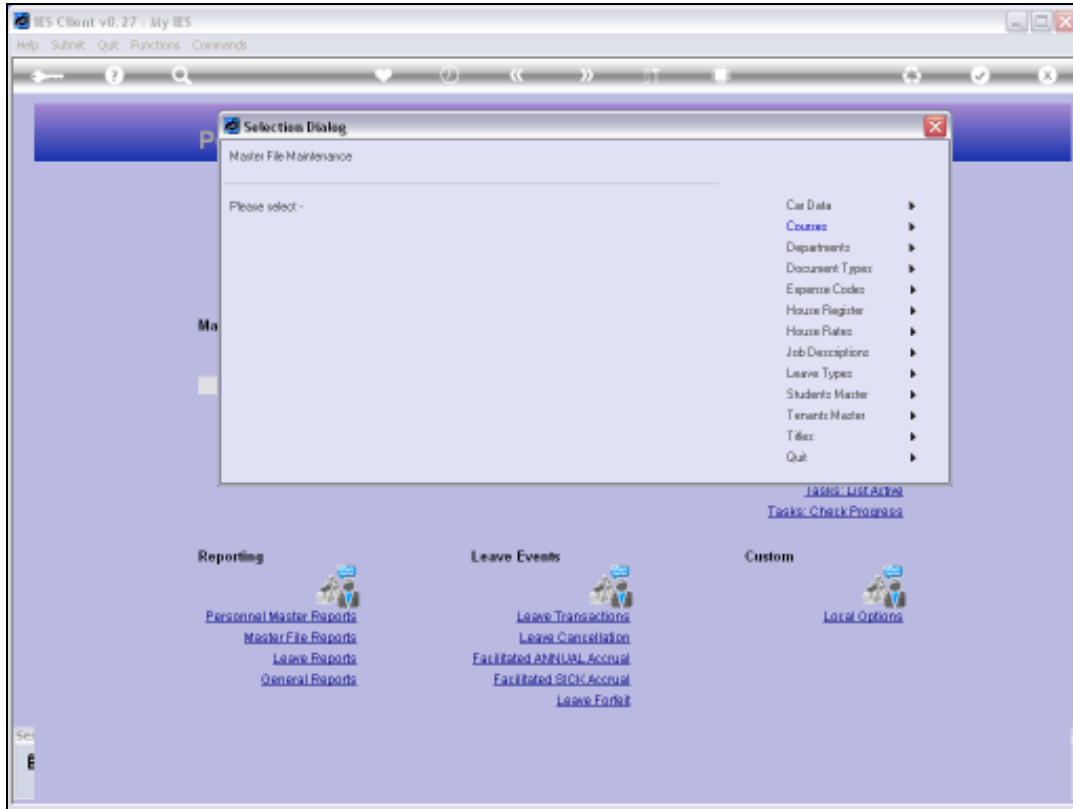


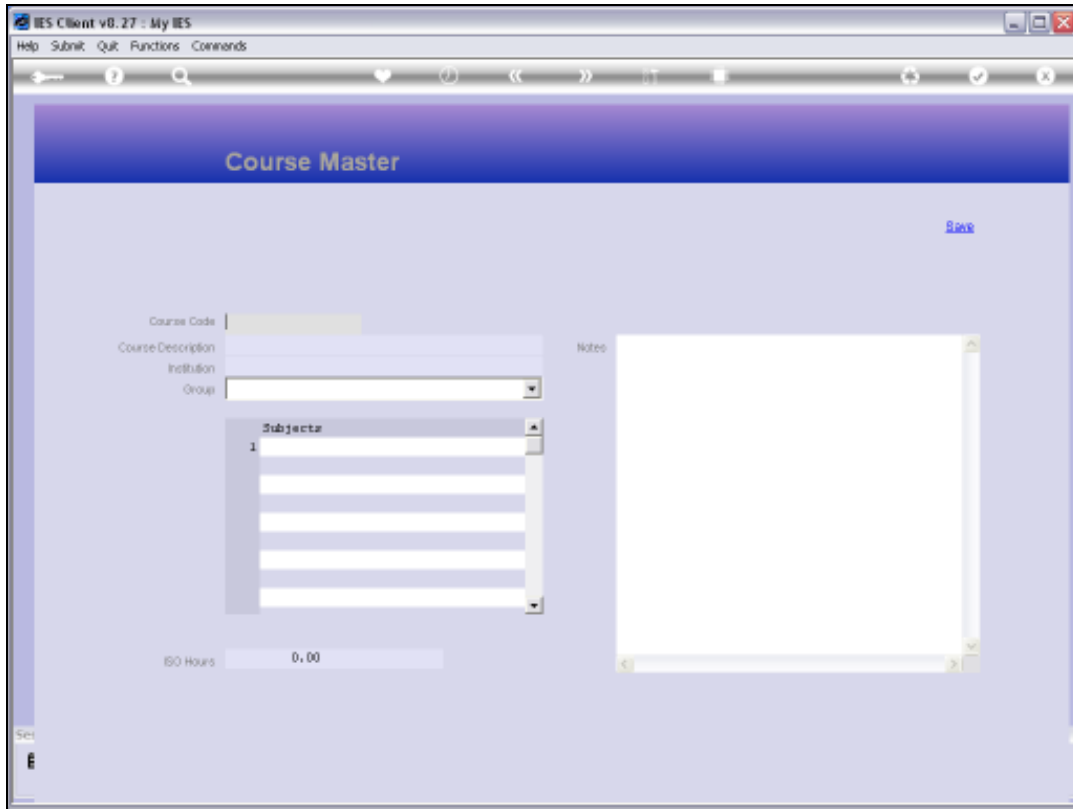
Slide 1

Slide notes: From the File Maintenance Menu, we have an option to maintain the Courses Master.



Slide 2

Slide notes: The Course Master will include all Courses for which we record attendance by our Employees.



Slide 3

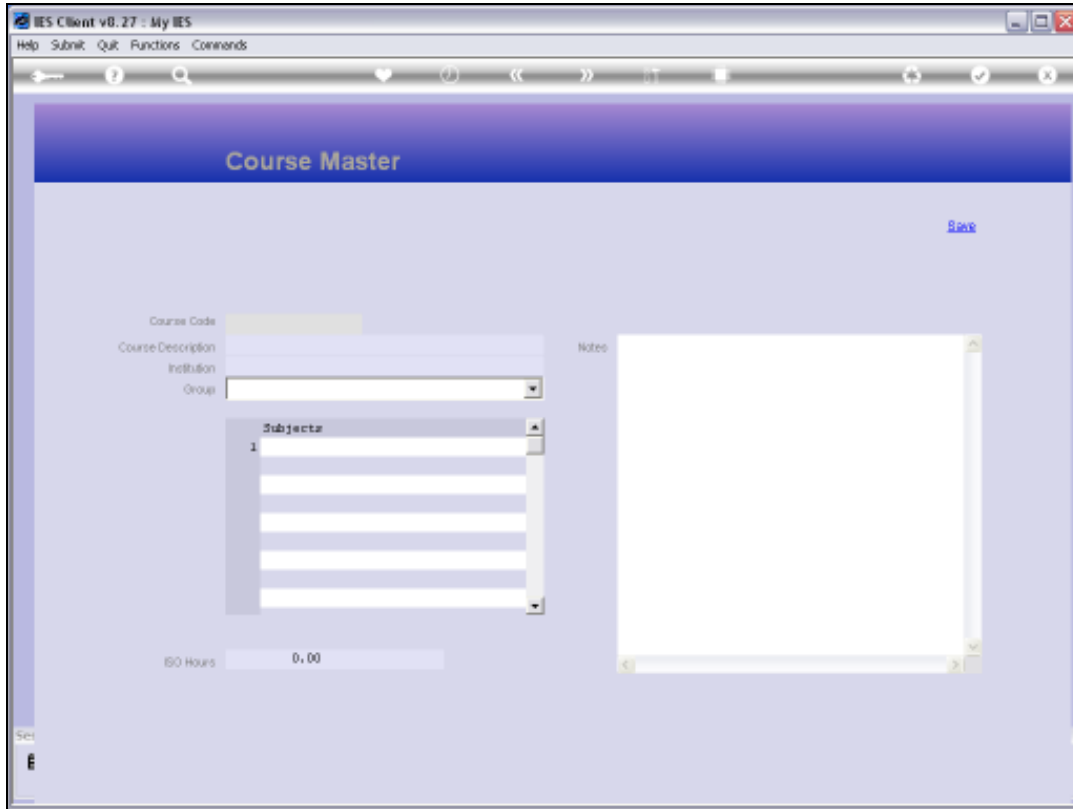
Slide notes: The Course Code can be designed according to our own needs, and a 4-digit number is a good method to use.

The screenshot shows a web browser window titled "IES Client v8.27 : My IES". The browser's address bar is empty, and the page title is "Course Master". The form contains the following fields and controls:

- Course Code:** A text input field.
- Course Description:** A text input field.
- Institution:** A dropdown menu.
- Group:** A dropdown menu.
- Subjects:** A table with a header "Subjects" and one row containing the number "1". Below the header, there are four empty rows for additional subjects.
- ISO Hours:** A text input field containing the value "0.00".
- Notes:** A large text area for entering notes.
- Save:** A blue button located in the top right corner of the form area.

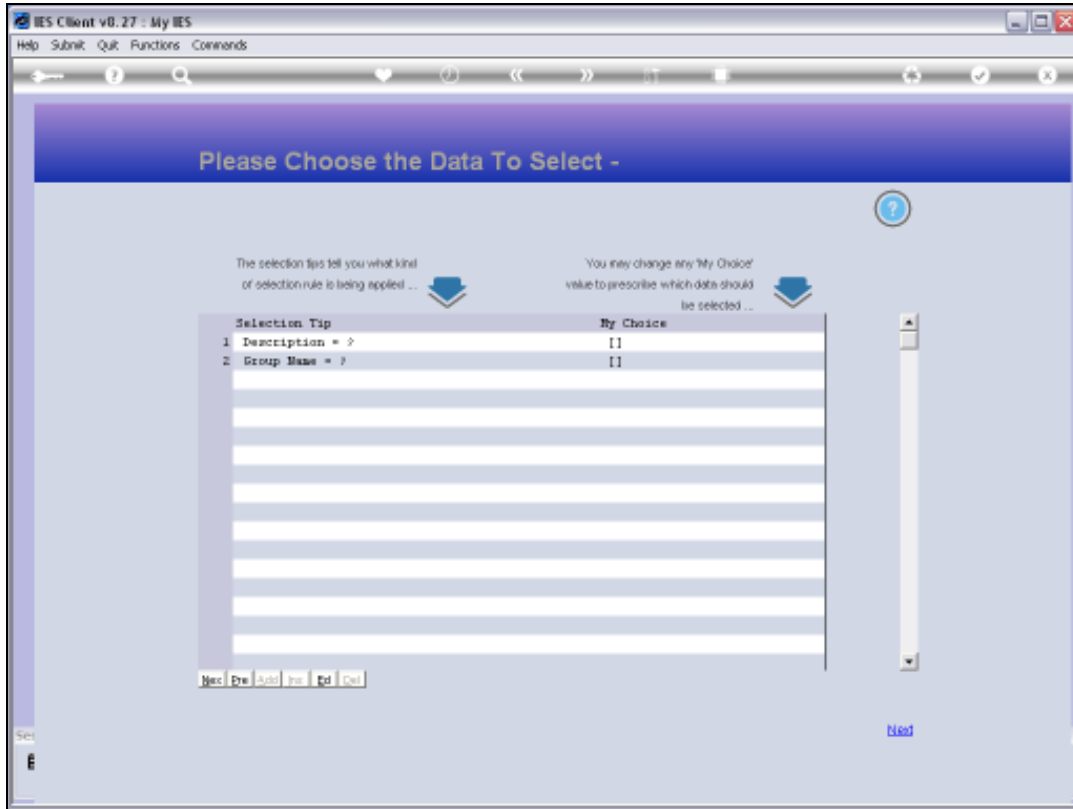
Slide 4

Slide notes: The same screen is used for entering new Courses and maintaining existing records. To enter a new Course, we just use a Key that we do not have on file yet.

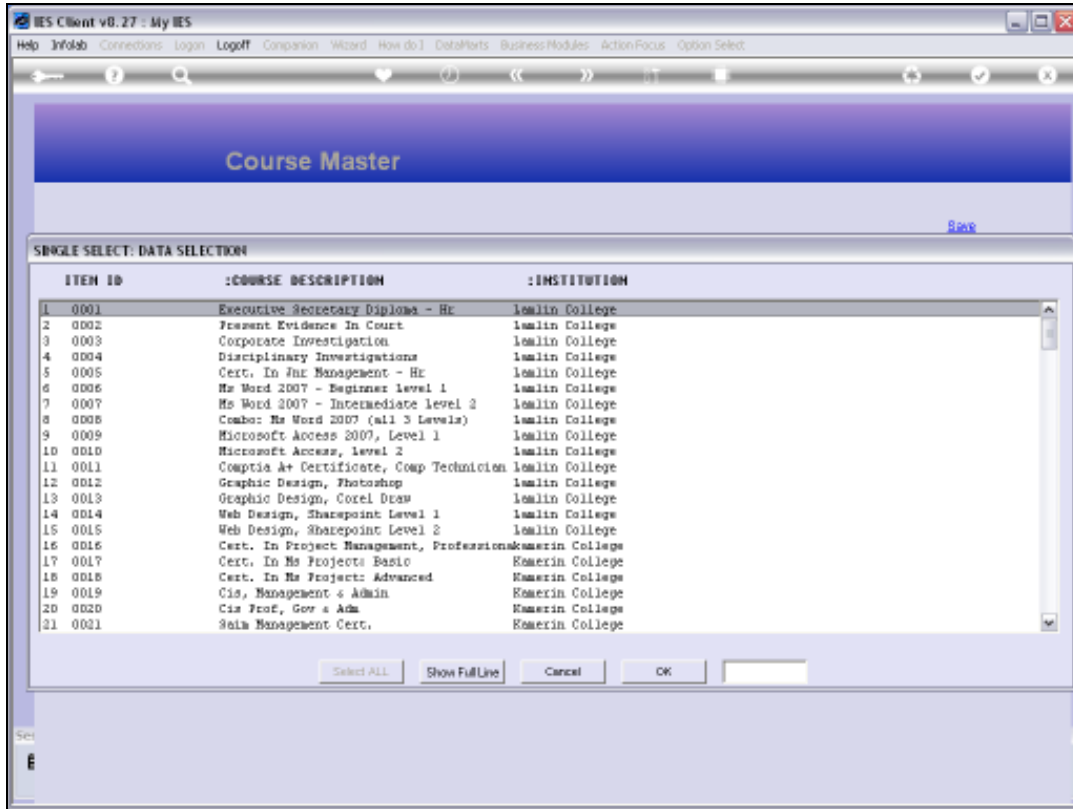


Slide 5

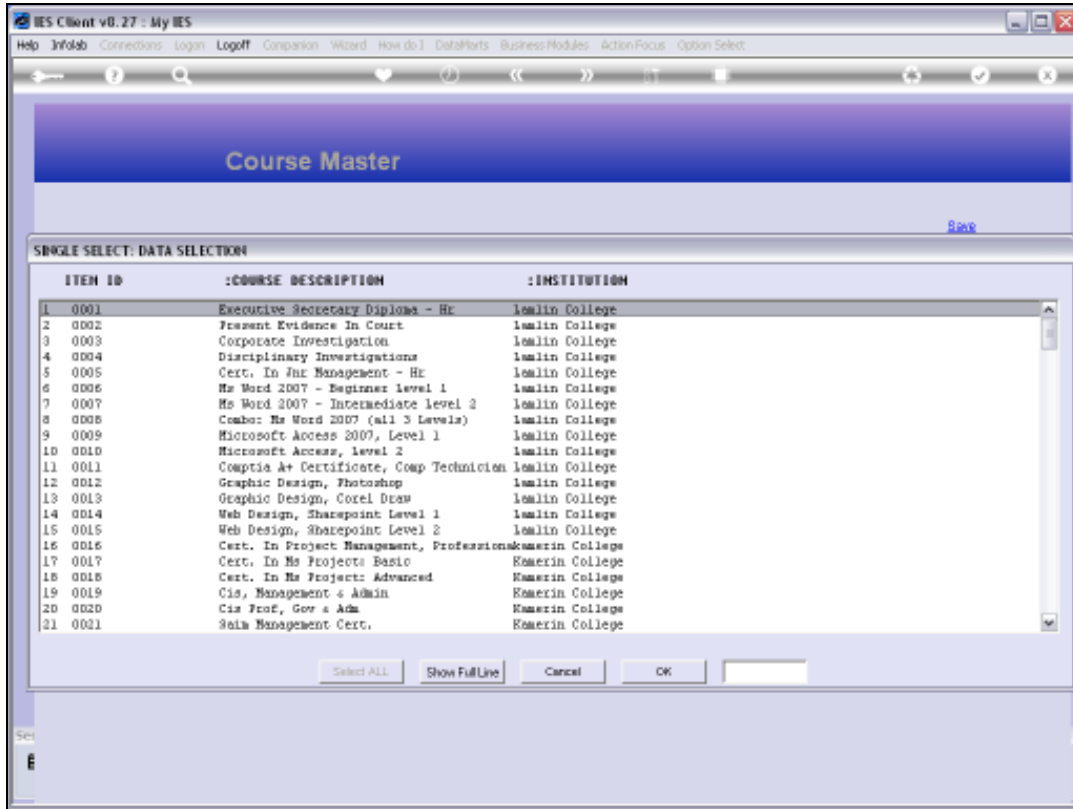
Slide notes:



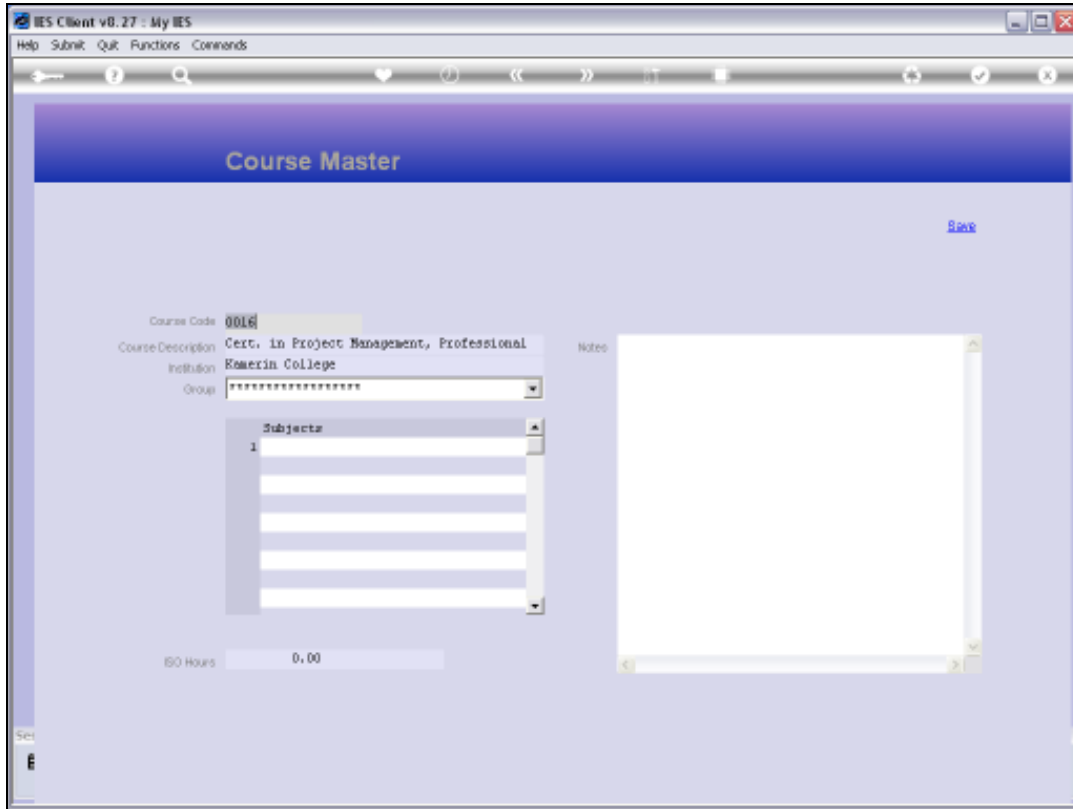
Slide 6
Slide notes:



Slide 7
Slide notes:

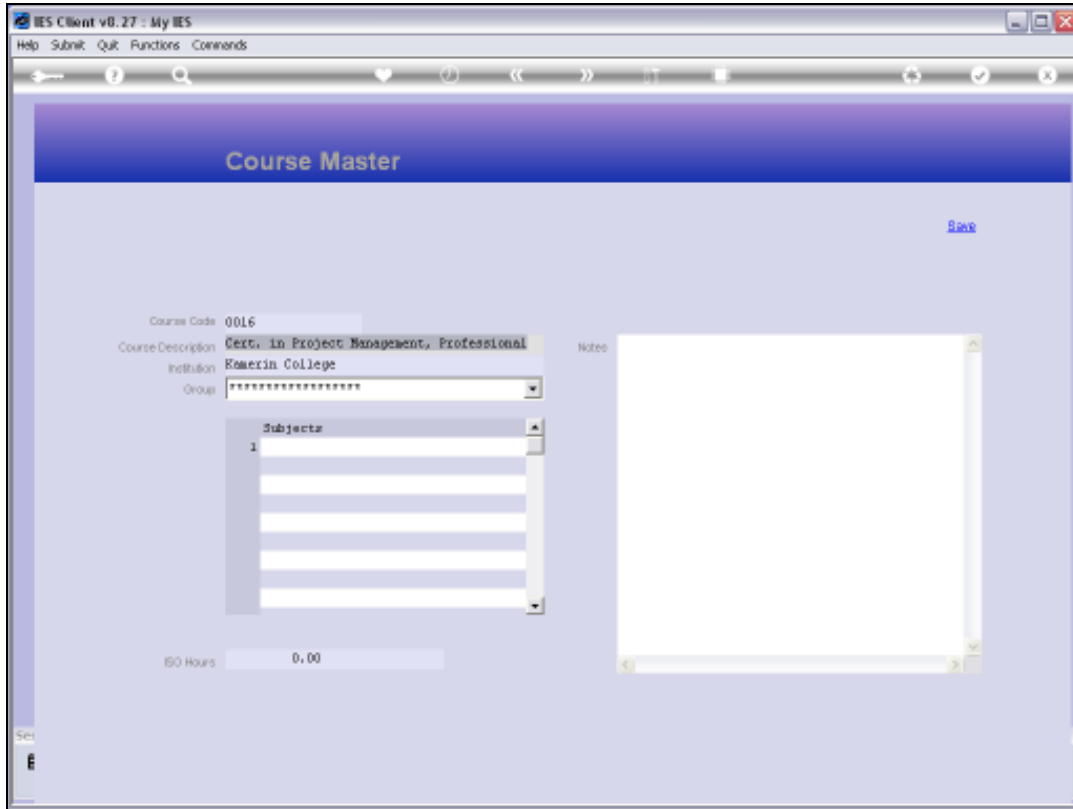


Slide 8
Slide notes:



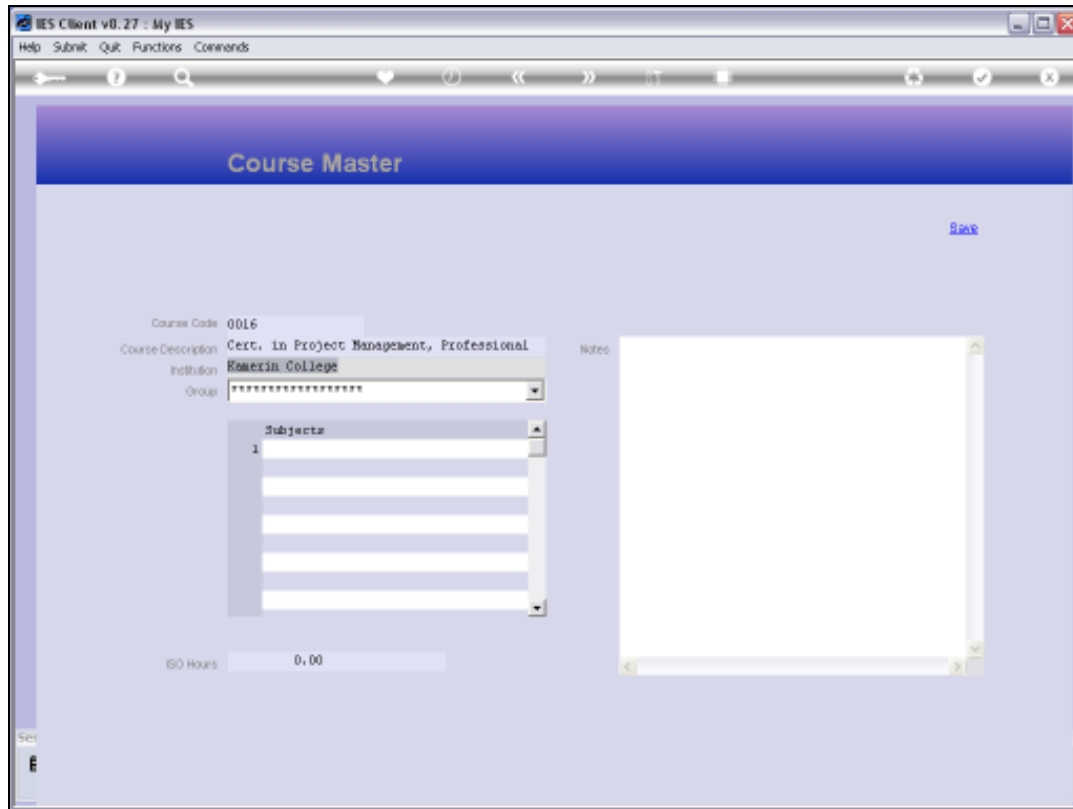
Slide 9

Slide notes: In this case, looking at an existing entry, we note that each Course must have a Course Description.



Slide 10

Slide notes: It is also useful to indicate the Institution that offers this particular course.



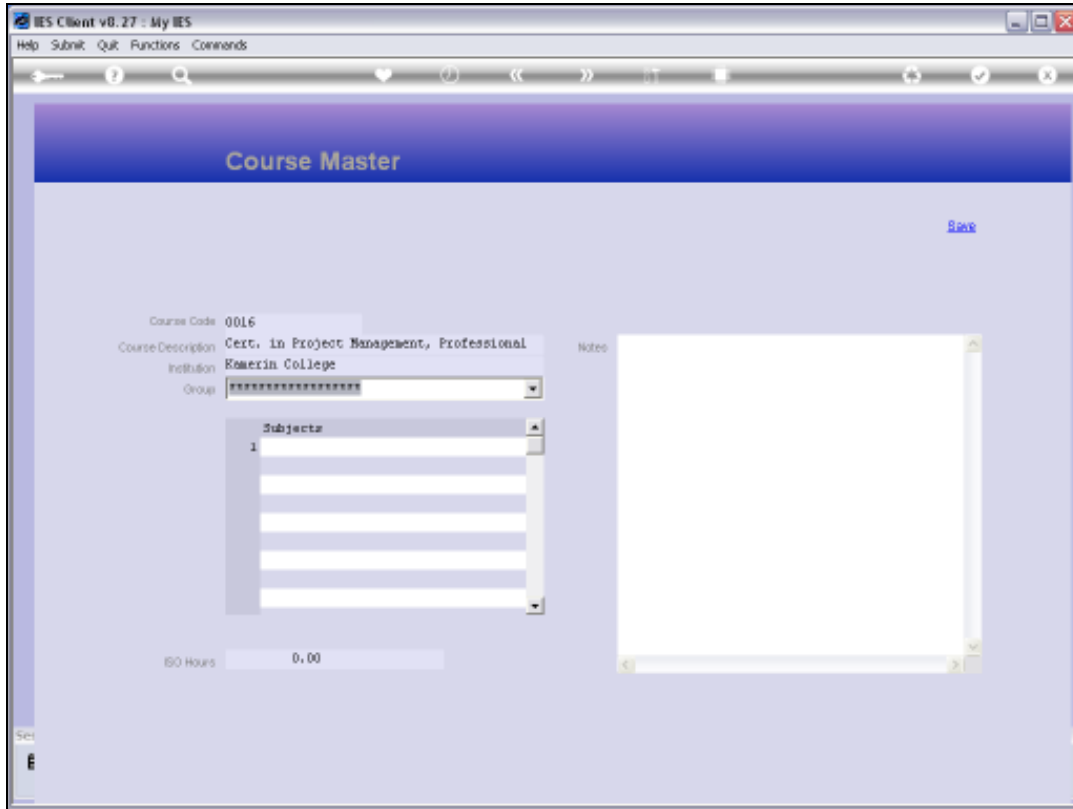
The screenshot displays the IES Client v8.27 interface for the Course Master form. The window title is "IES Client v8.27 : My IES". The menu bar includes "Help", "Submit", "Quit", "Functions", and "Comments". The browser address bar is empty. The main content area has a blue header with the text "Course Master" and a "Save" button in the top right corner. The form fields are as follows:

- Course Code: 0016
- Course Description: Cert. in Project Management, Professional
- Institution: Rameris College
- Group: (empty dropdown menu)
- Subjects: (table with 1 row and 1 column)
- ISO Hours: 0.00
- Notes: (empty text area)

Subjects
1

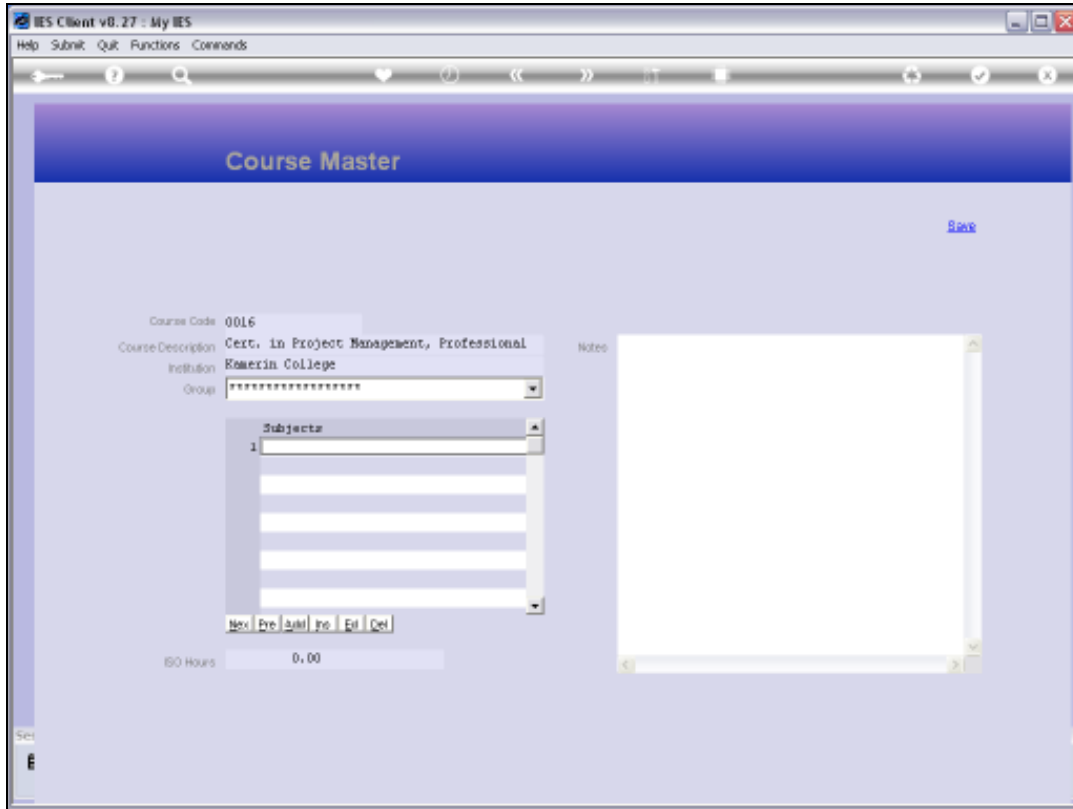
Slide 11

Slide notes: Although it is not forced to indicate a Group for this Course, it is nonetheless useful to start using Groups when we have many courses on file.



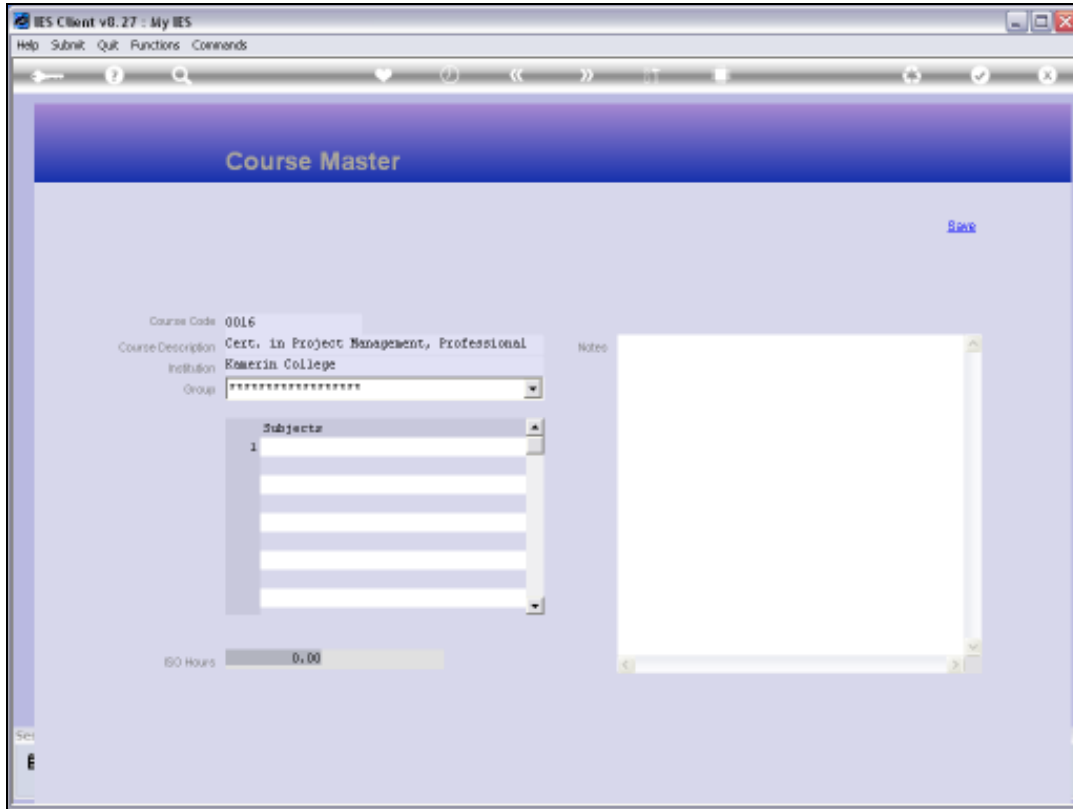
Slide 12

Slide notes: It is optional to indicate the Subjects that are included in the course.



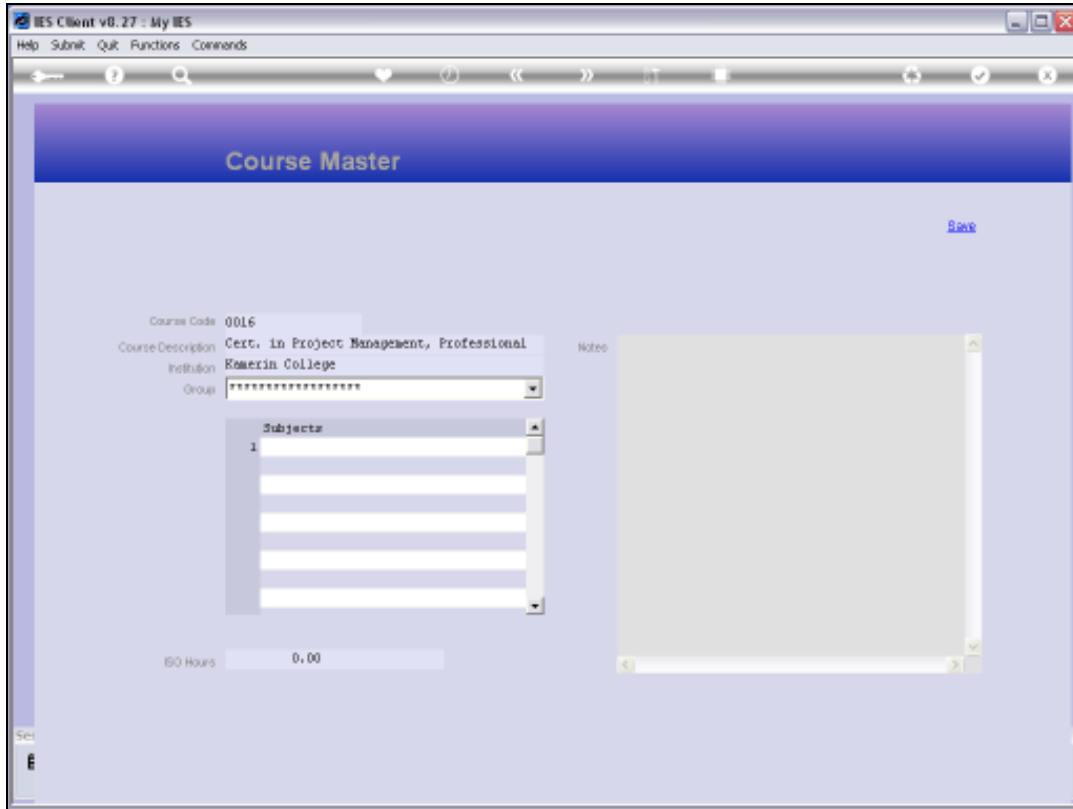
Slide 13

Slide notes: If the course qualifies for ISO Training Hours, then we may indicate the number of Hours credit that are earned by attending this course.



Slide 14

Slide notes: Notes are provided for, and are optional.



Slide 15

Slide notes: