Slide 1

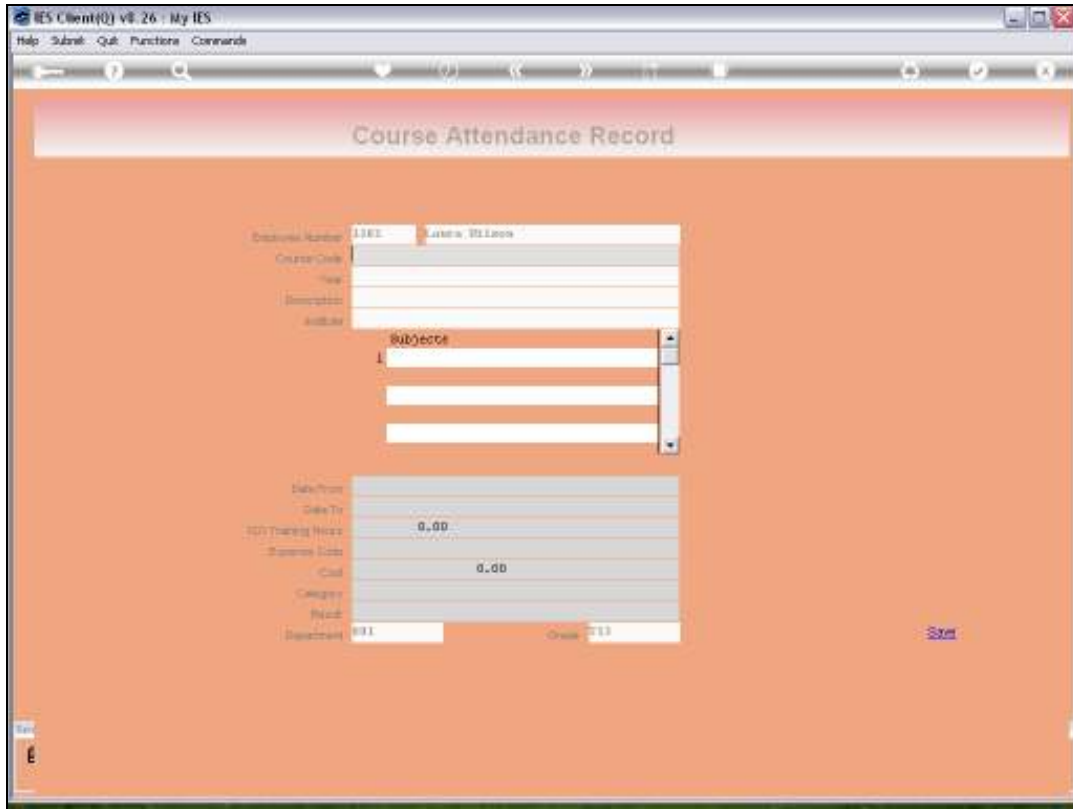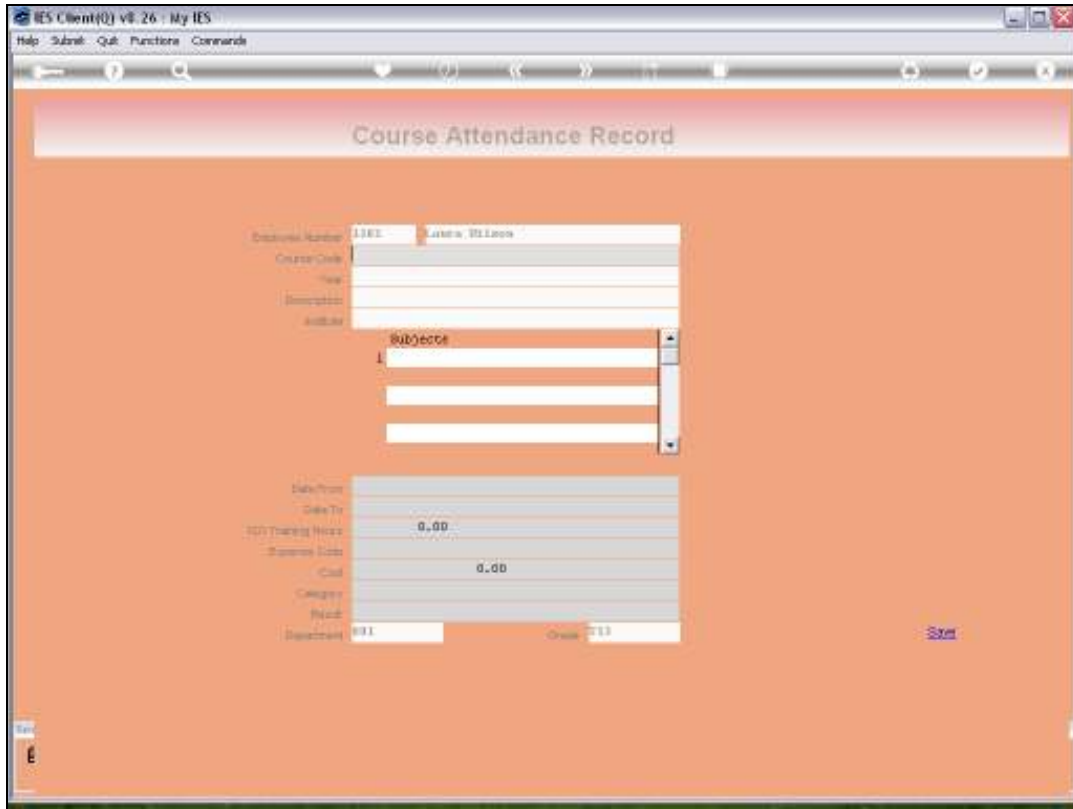Slide notes: From the Personnel Master, we have a function for 'Courses and Training' for this Employee.
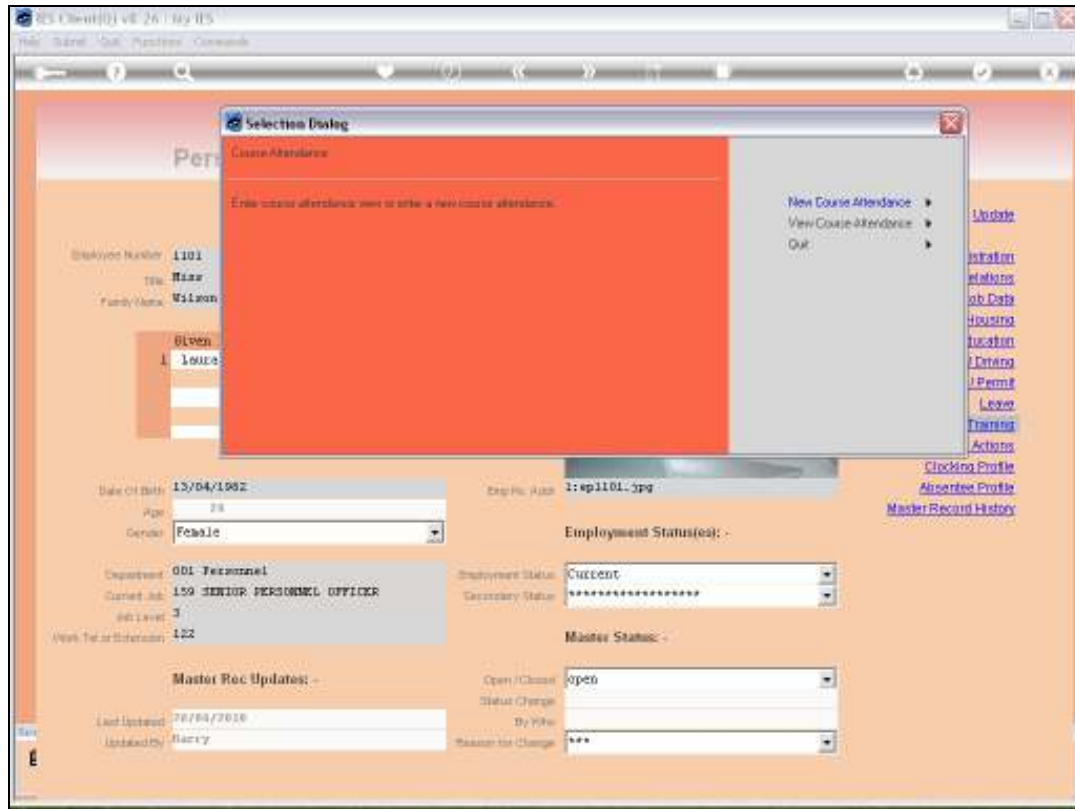
Slide 2

Slide notes: Employee Course attendance can also be captured by the Group Method, but from the Personnel Master screen, as in this case, we are working only with the current Employee record.

Slide 3

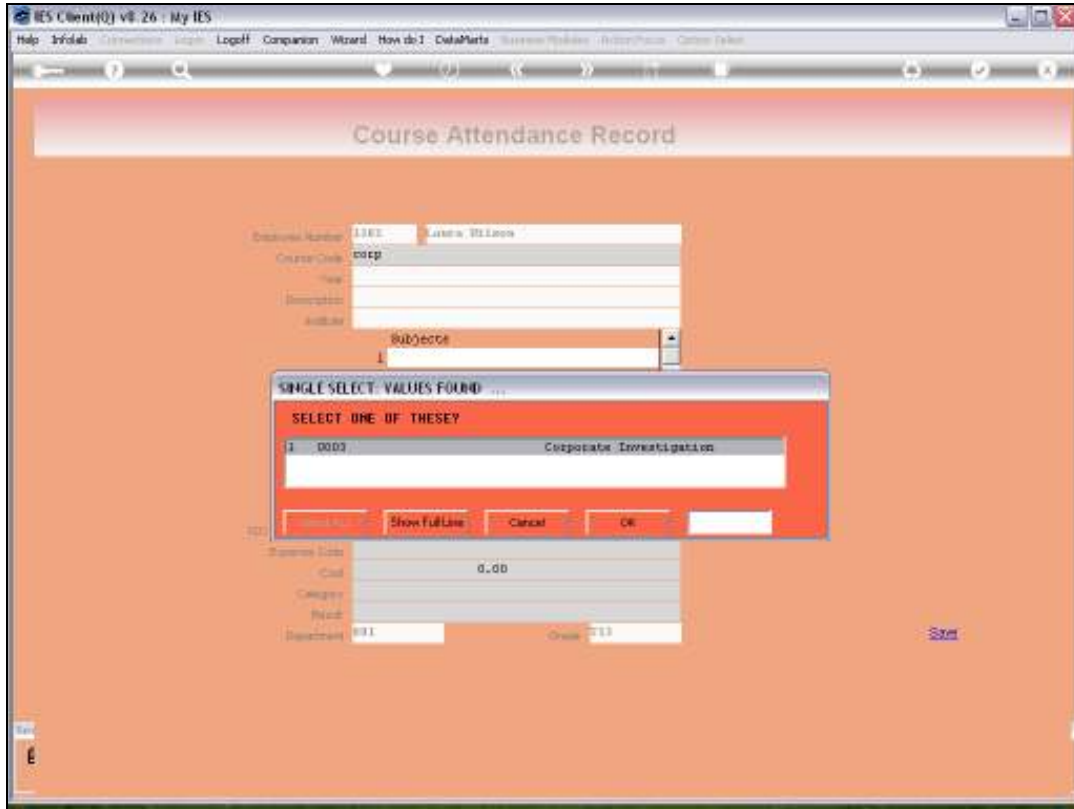Slide notes: Nevertheless, we can still capture a new Course Attendance record.

Slide 4

Slide notes:

Slide 5
Slide notes:

Slide 6
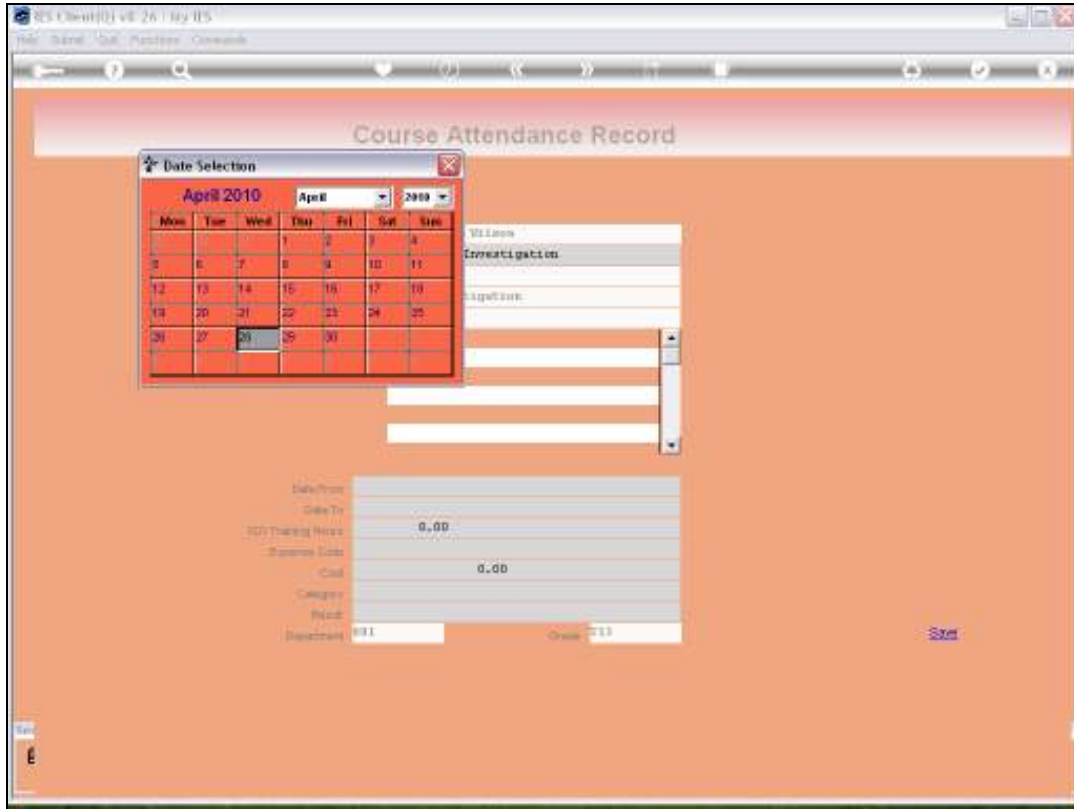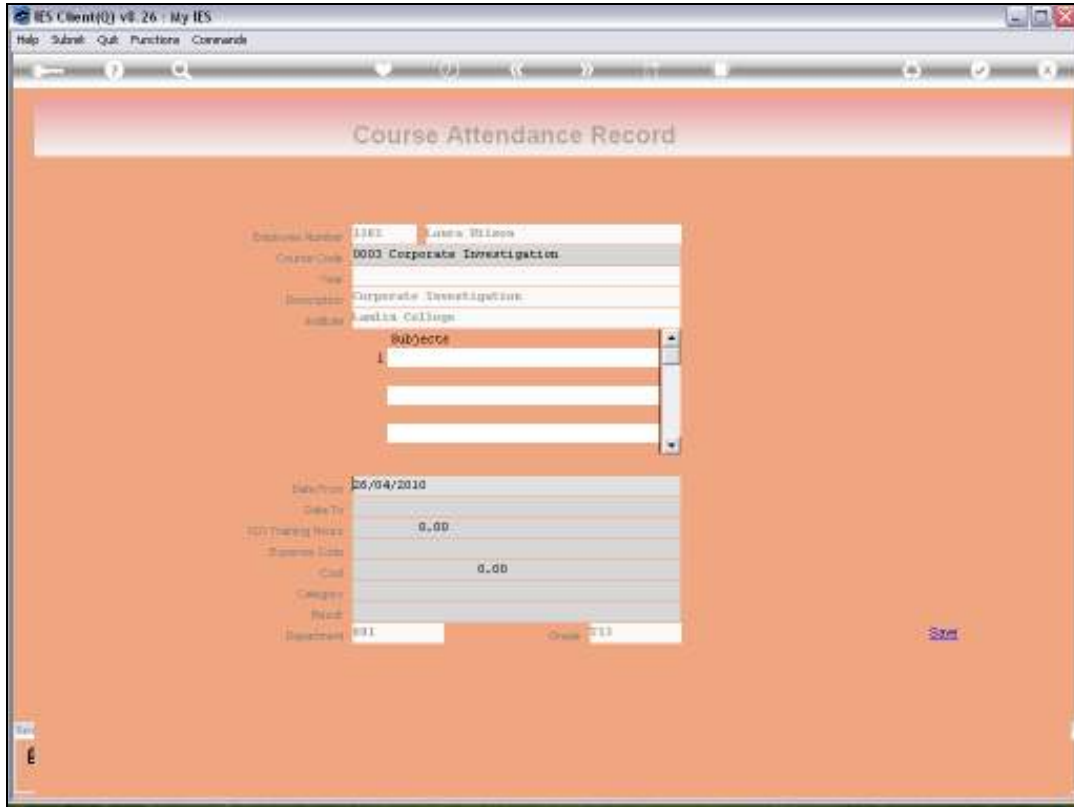Slide notes:
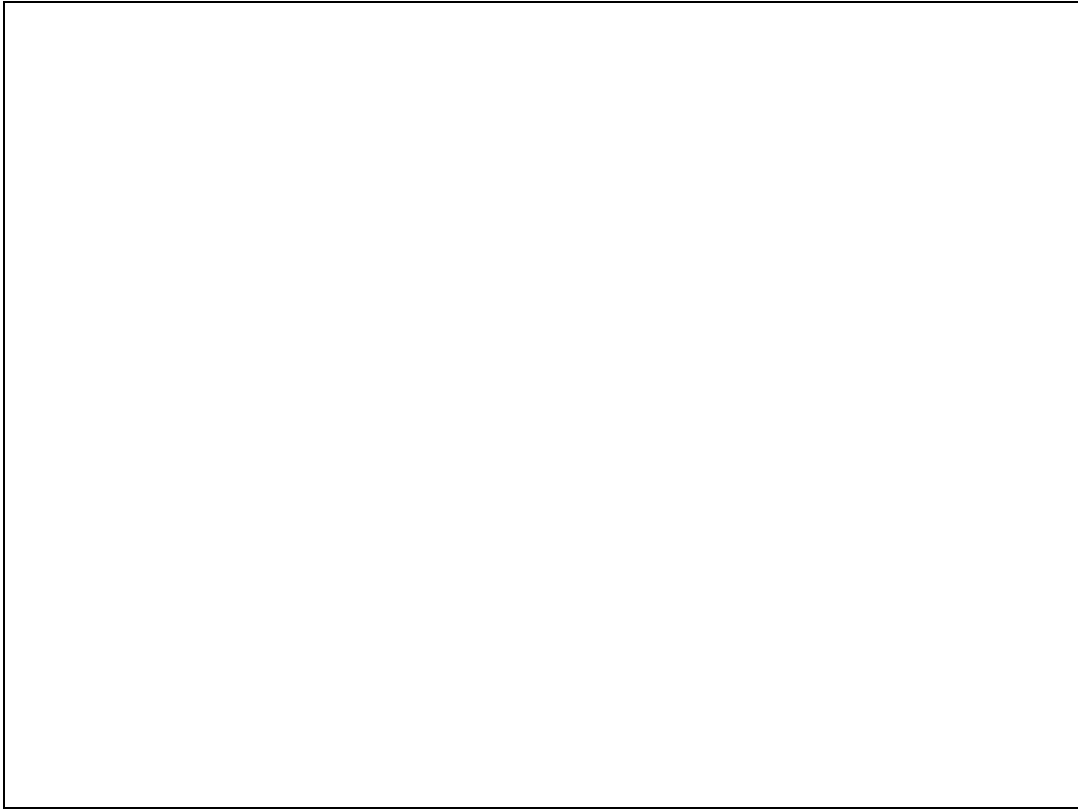
Slide 7
Slide notes:

Slide 8

Slide notes: After selecting the Course, which must already be present on the Course Master, we then select the Course Dates From and To.
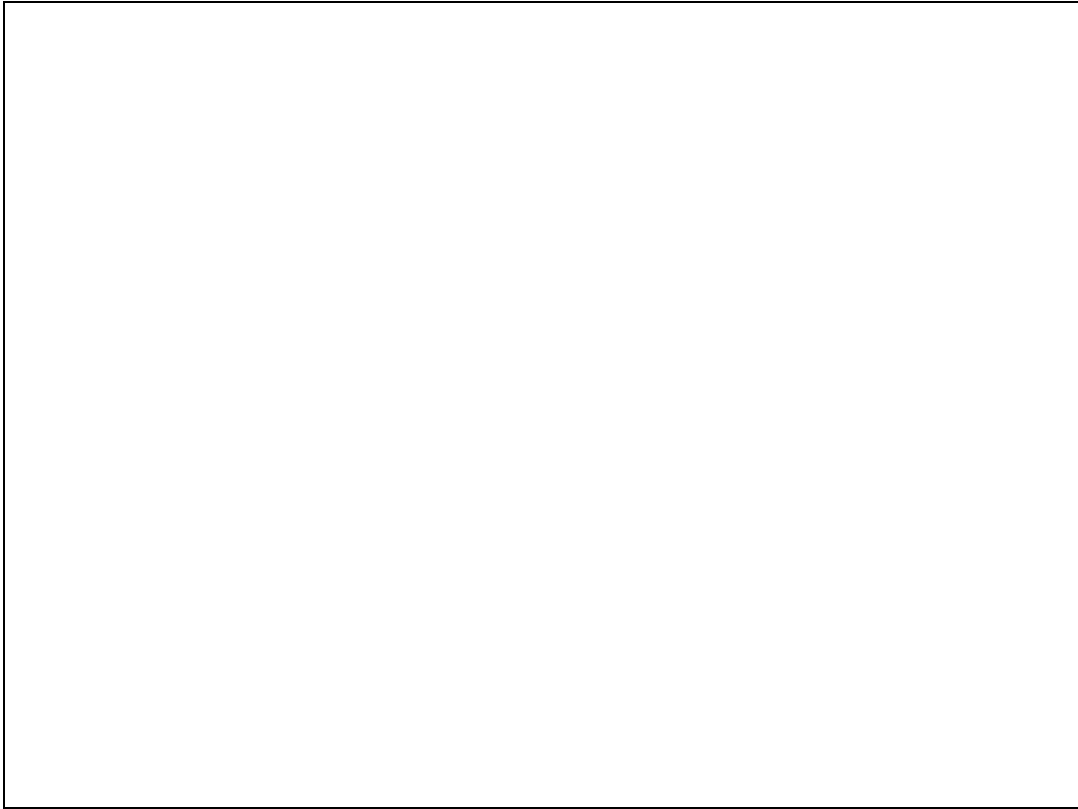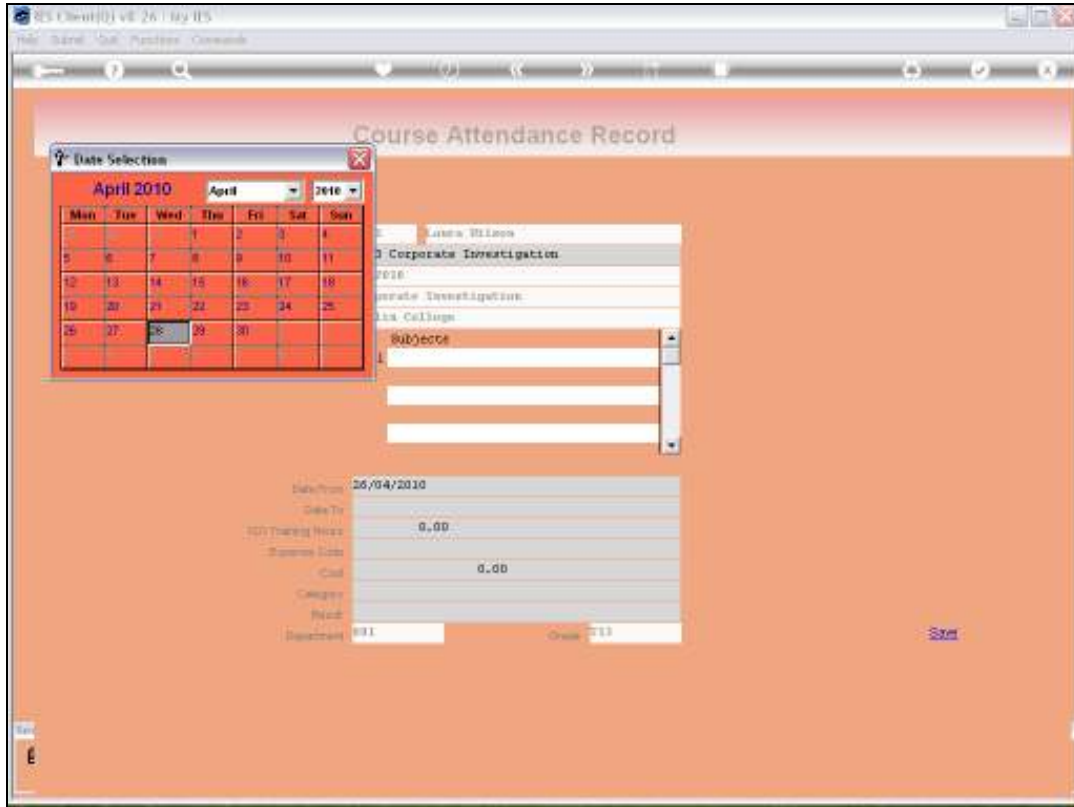
Slide 9
Slide notes:

Slide 10
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Slide 11
Slide notes:

Slide 12
Slide notes:

Slide 13

Slide notes: It is optional to capture ISO Training Hours, and we only do that if the Course qualifies for ISO hours.

Slide 14

Slide notes: The remaining fields are all optional.

Slide 15
Slide notes:

Slide 16
Slide notes:
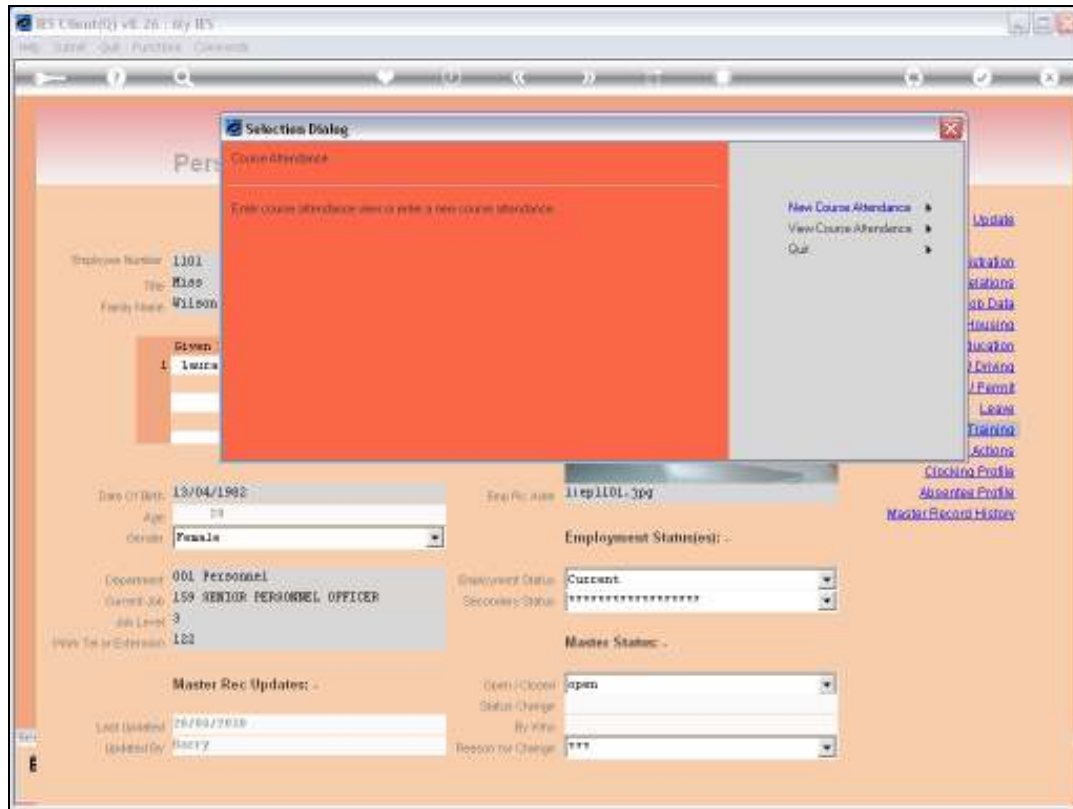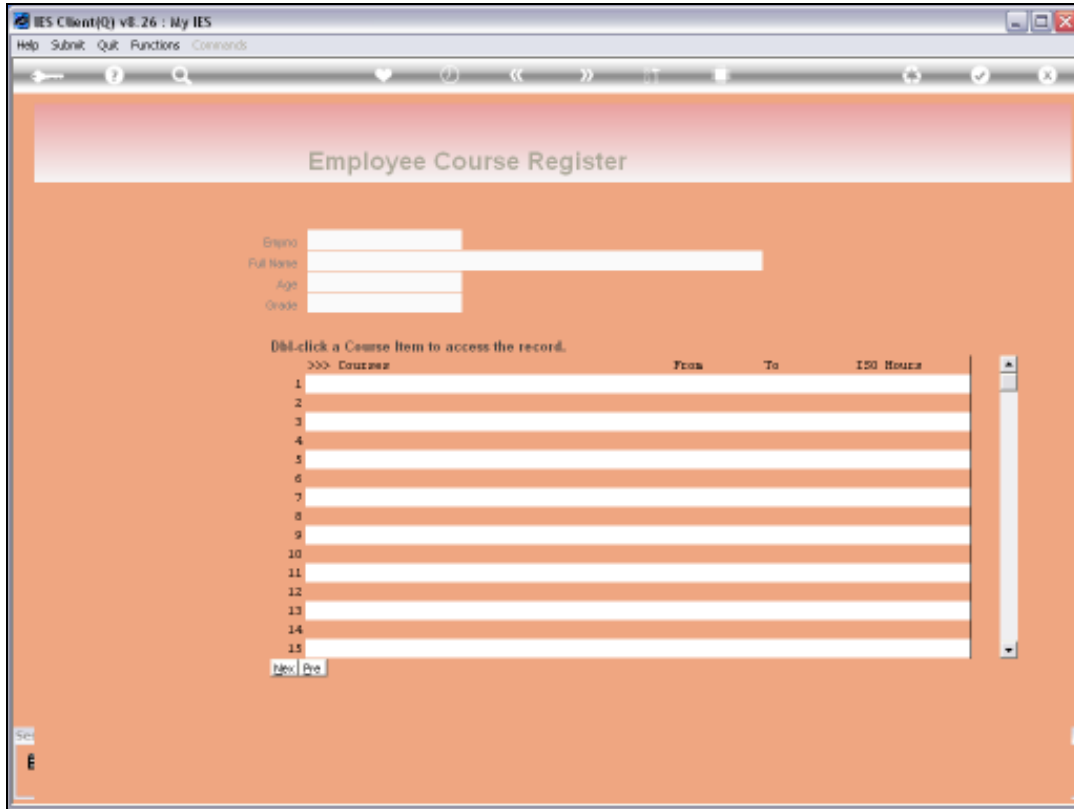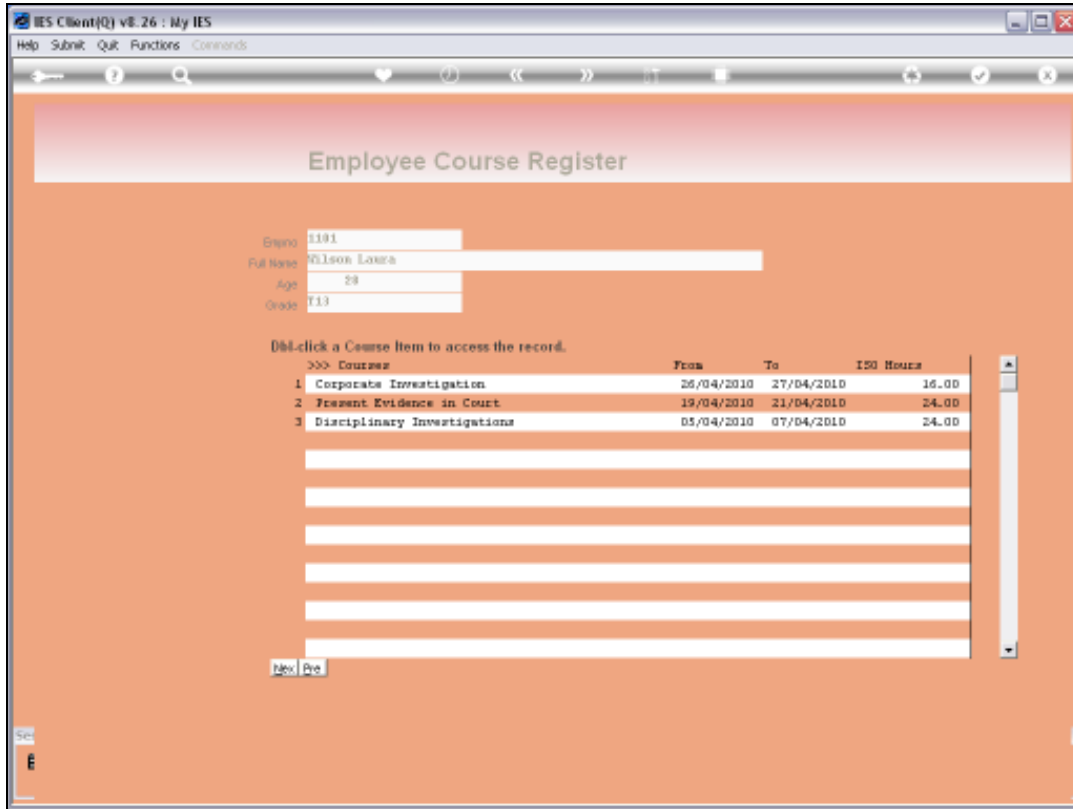
Slide 17
Slide notes:

Slide 18
Slide notes:

Slide 19

Slide notes: When we select the 'view' option, we can see all prior Course Attendance for the Employee.
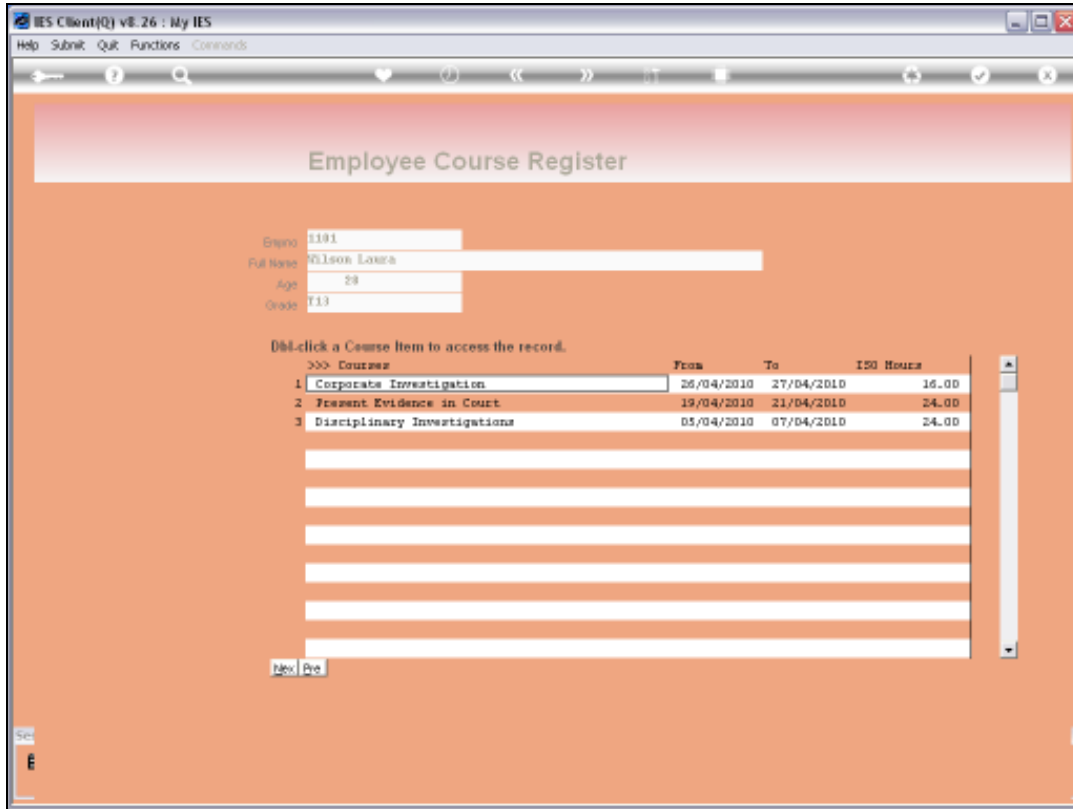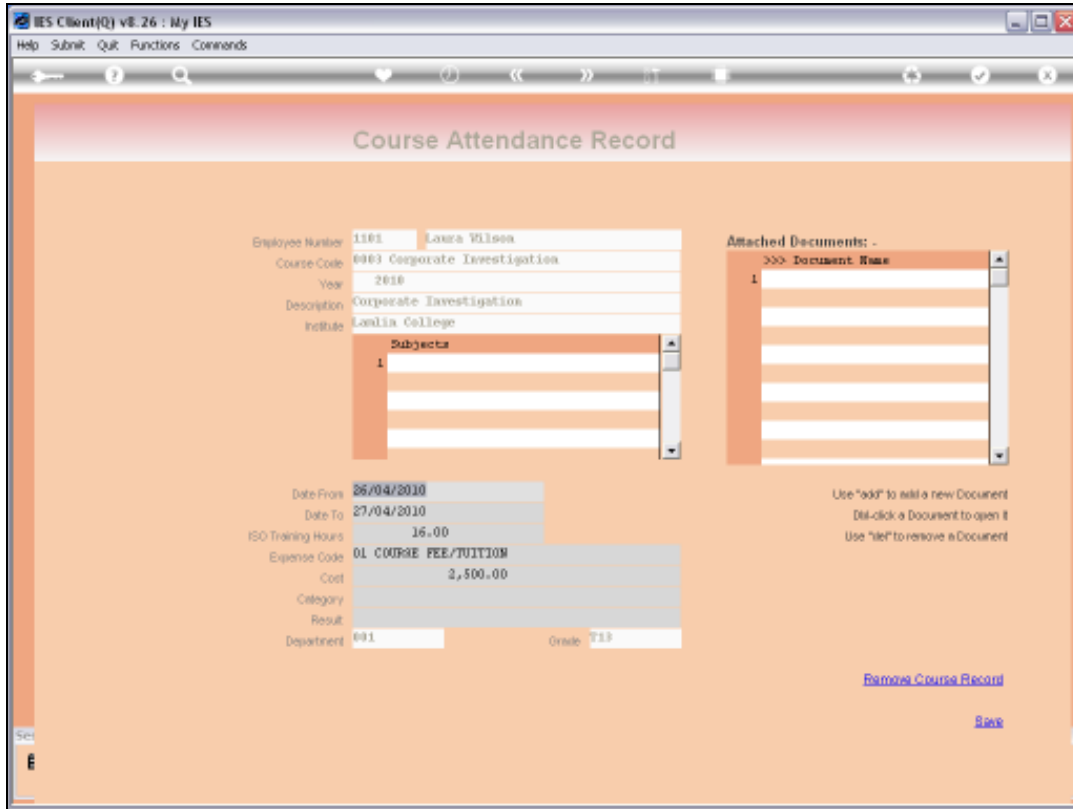
Slide 20
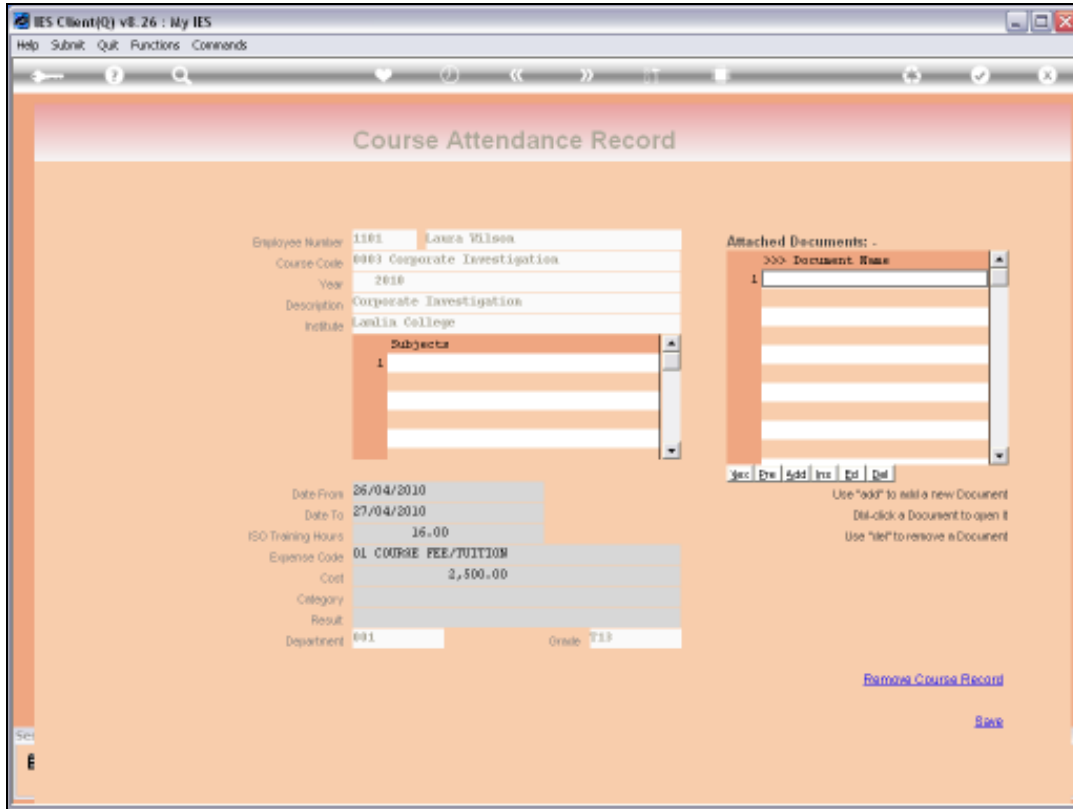Slide notes:

Slide 21
Slide notes:

Slide 22

Slide notes: We can drill into any of the listed Course Attendance records by dbl-clicking on it.
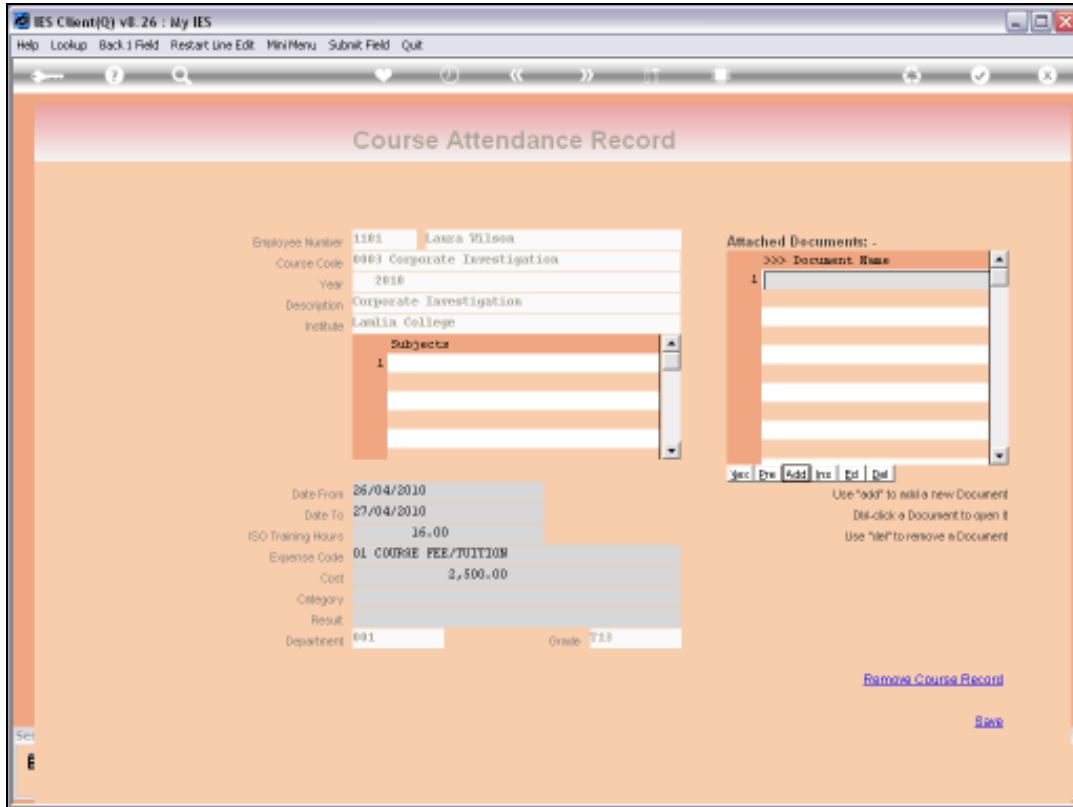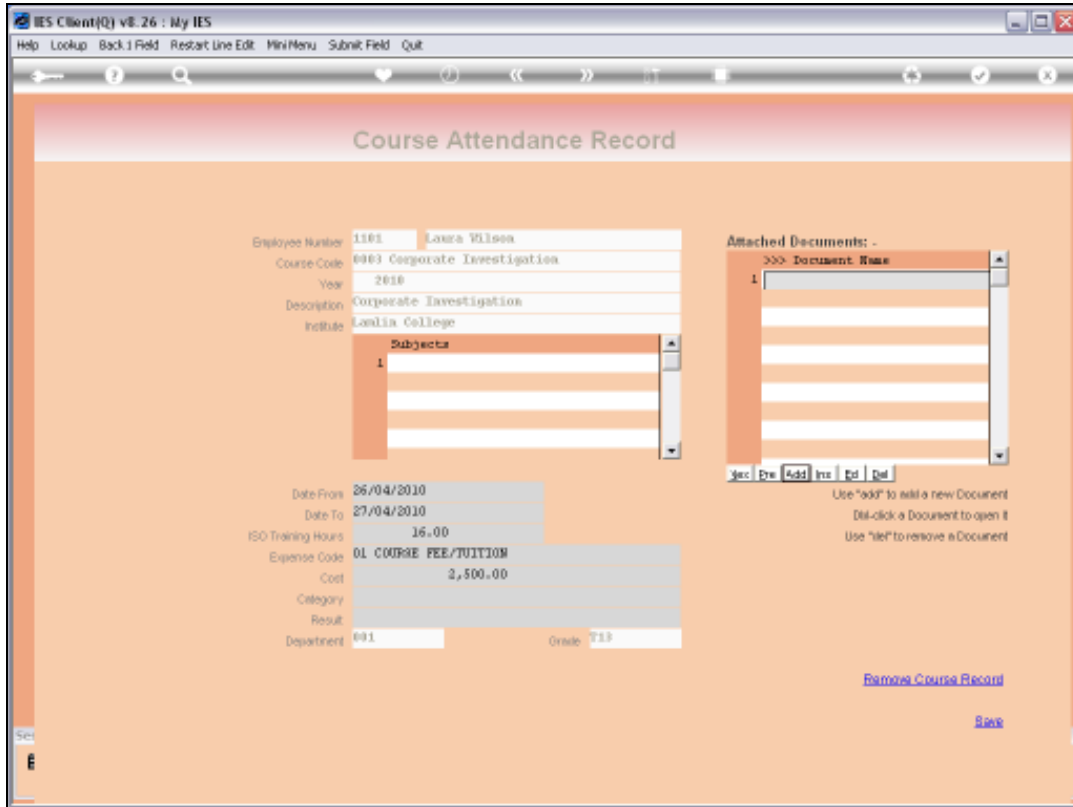
Slide 23

Slide notes: Where necessary, we can attach 1 or multiple external Documents to the Course record.
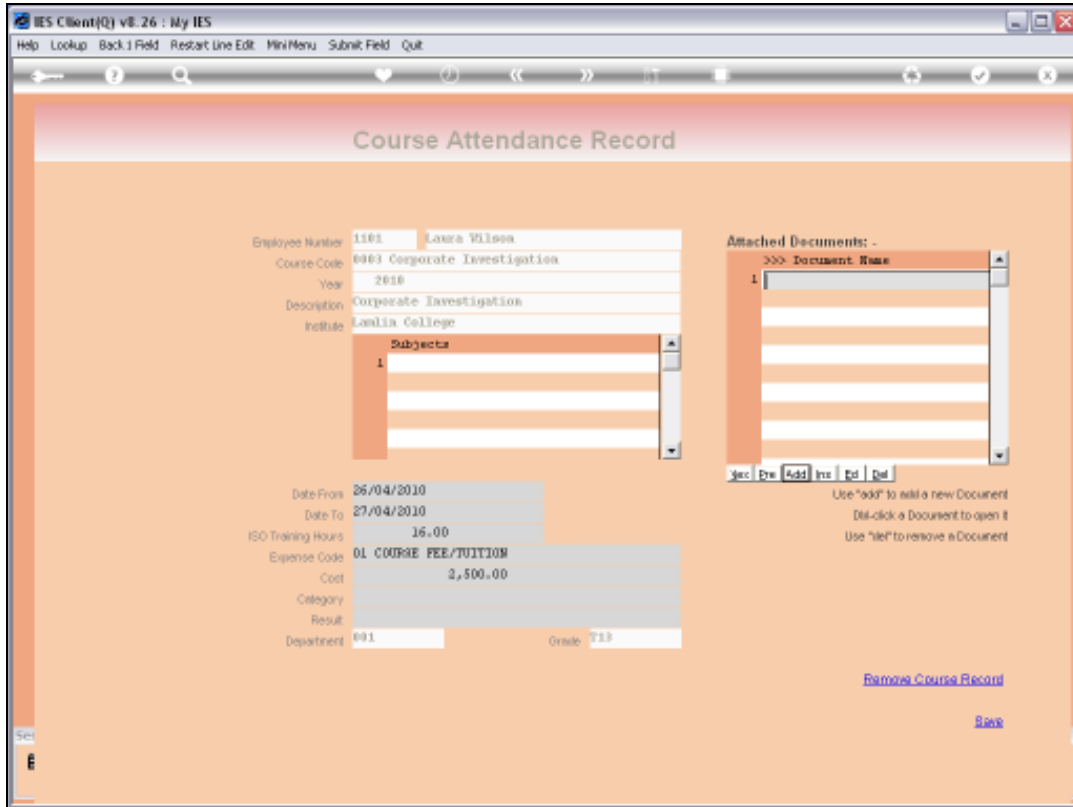
Slide 24
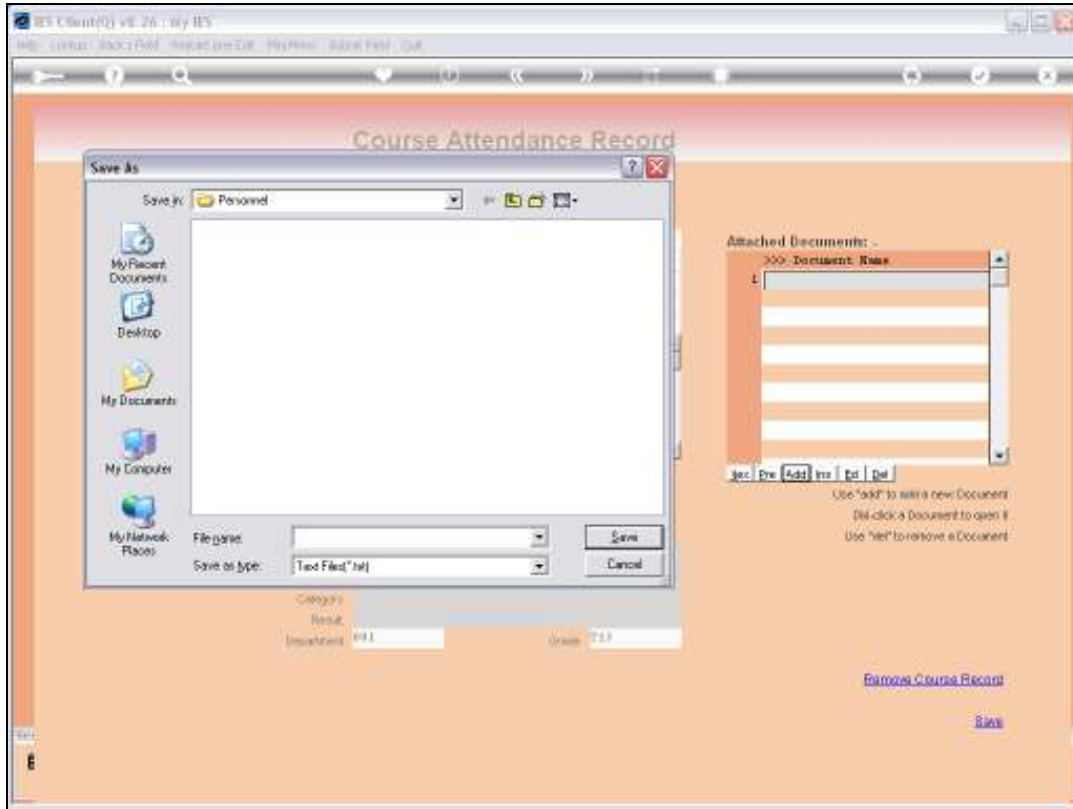Slide notes:

Slide 25
Slide notes:

Slide 26

Slide notes: When we indicate a name for the new Document, then we are prompted to select a Document from a folder of our choice.
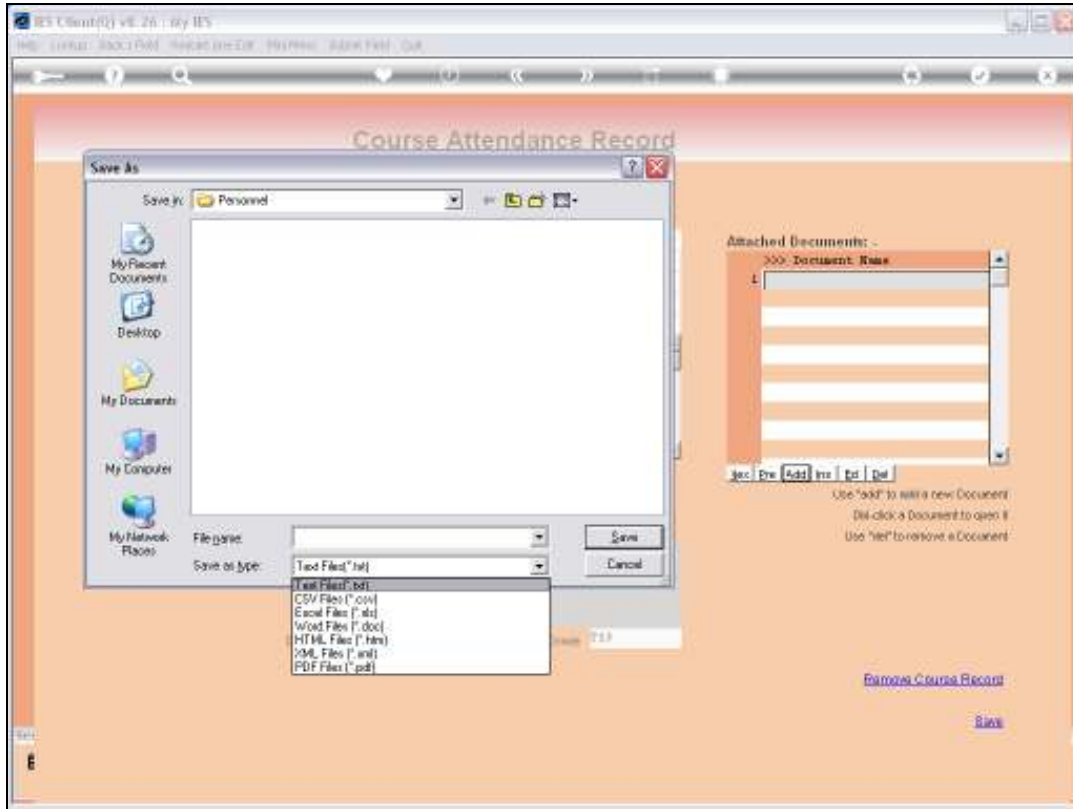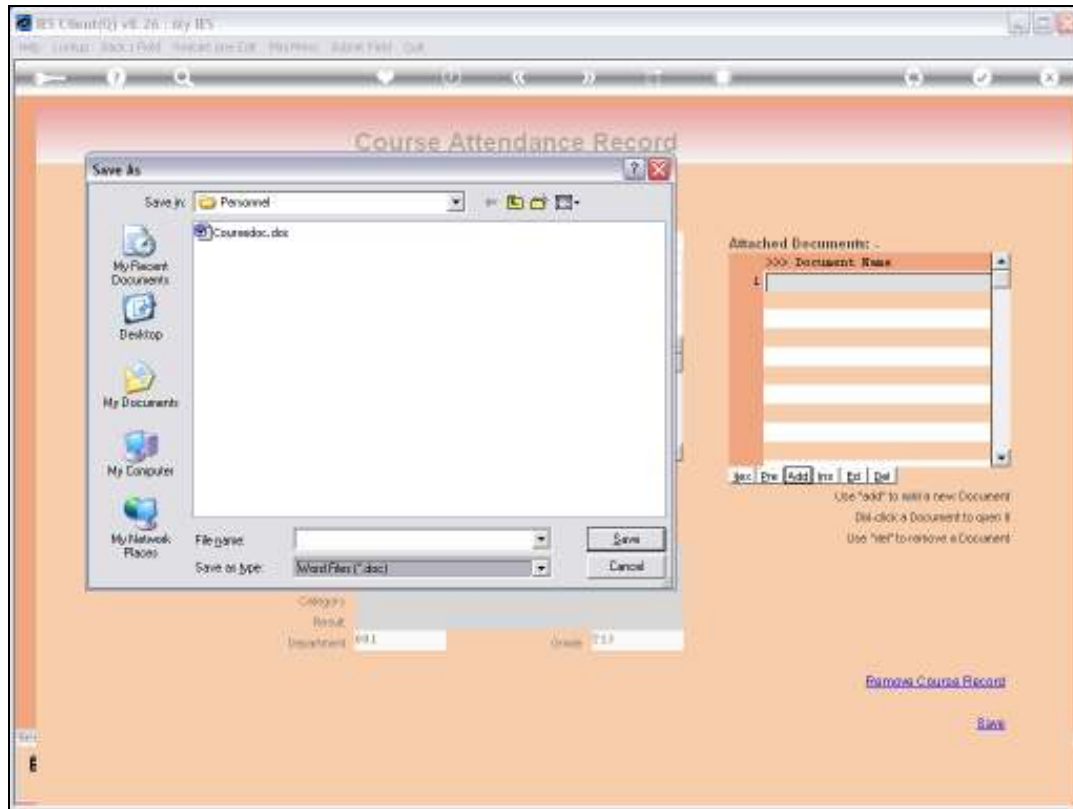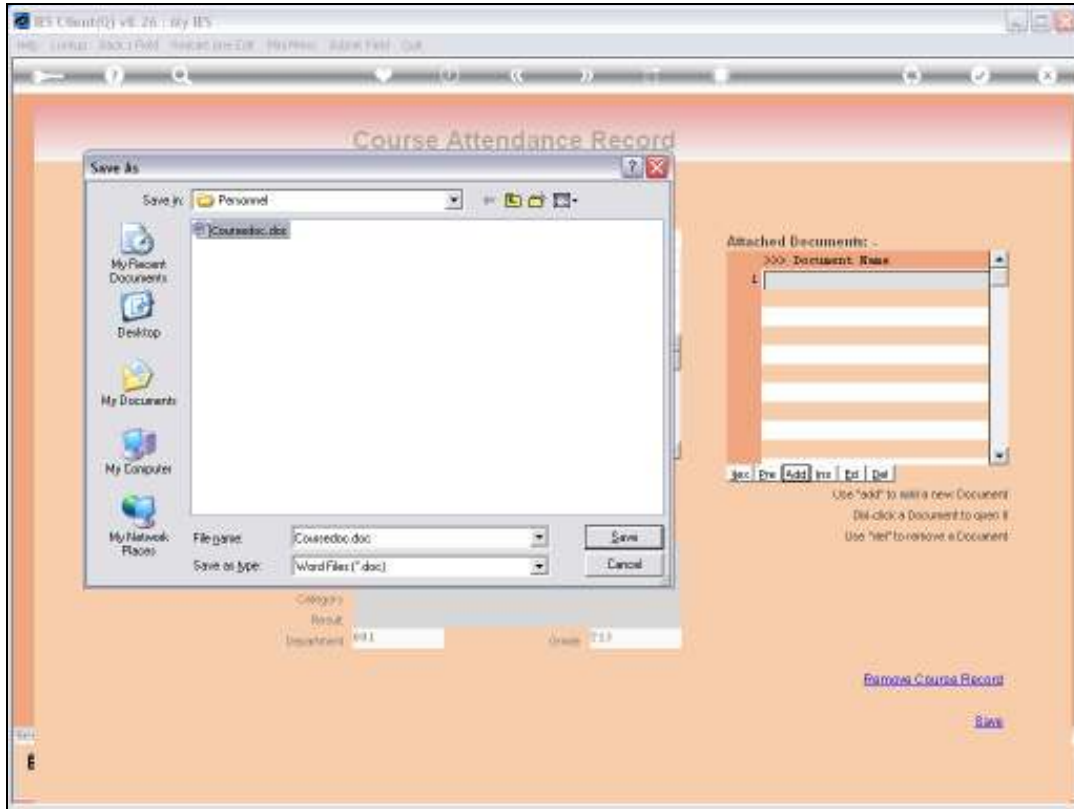
Slide 27
Slide notes:

Slide 28
Slide notes:

Slide 29
Slide notes:

Slide 30

Slide notes: It is recommended to have a defined folder where all Personnel external Documents are stored.
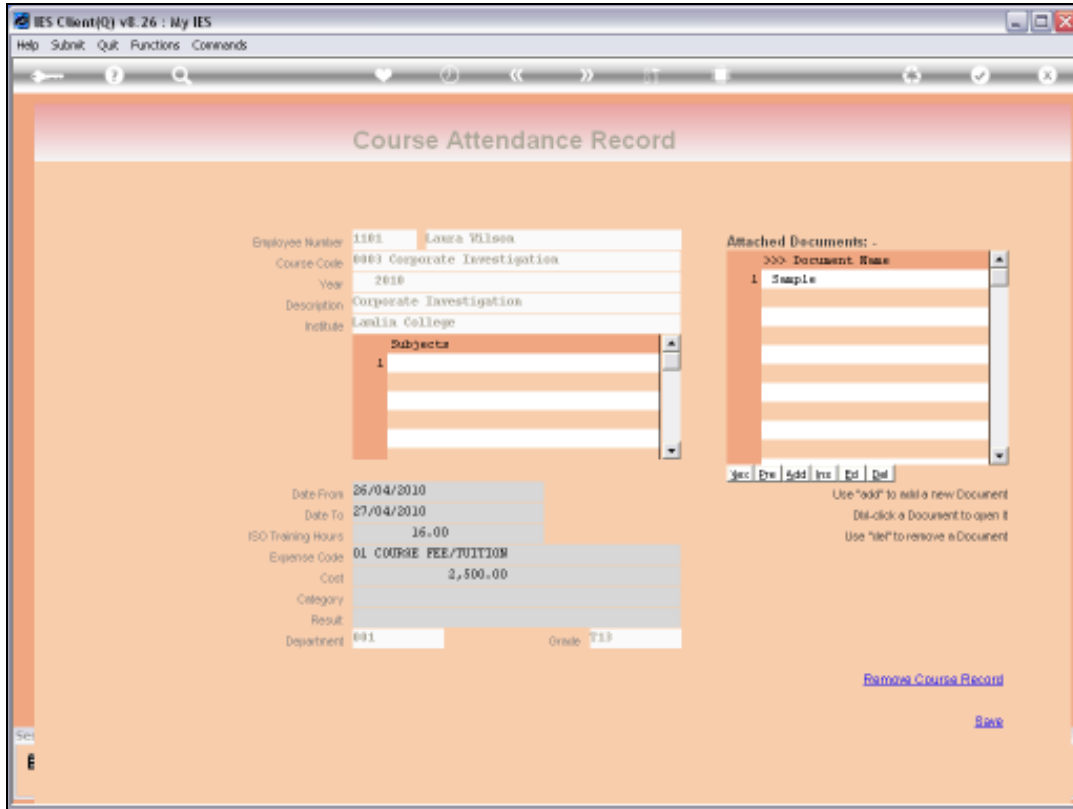
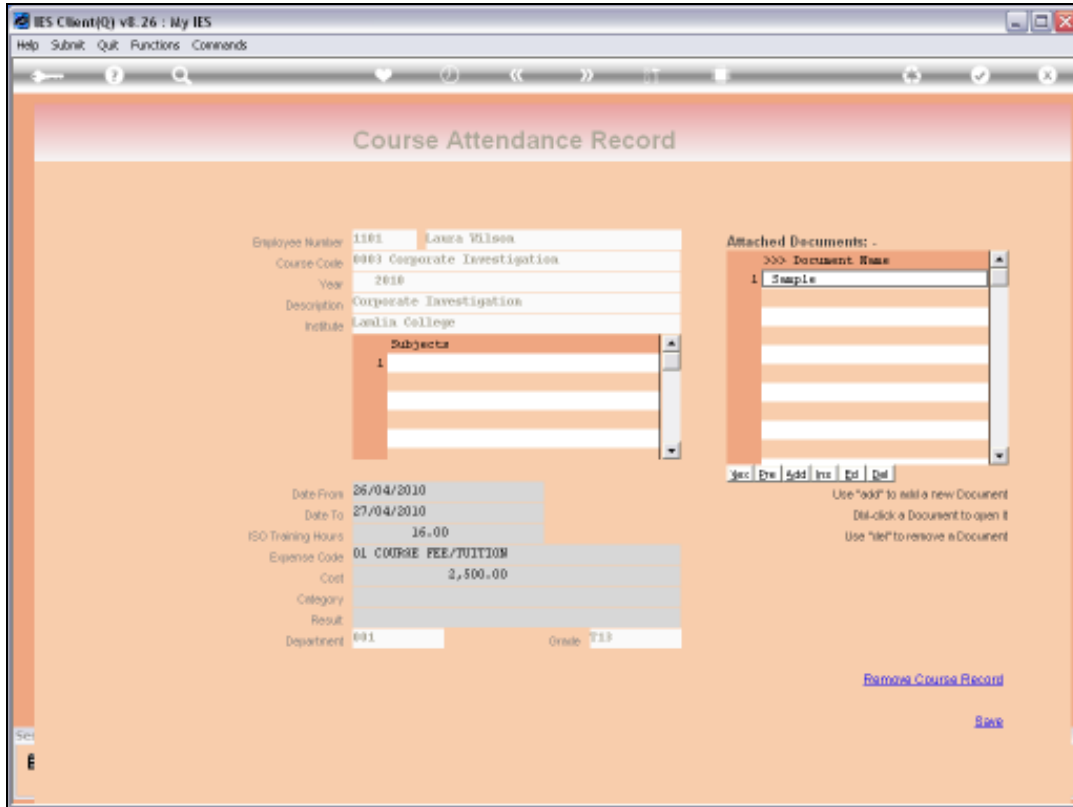Slide 31
Slide notes:

Slide 32
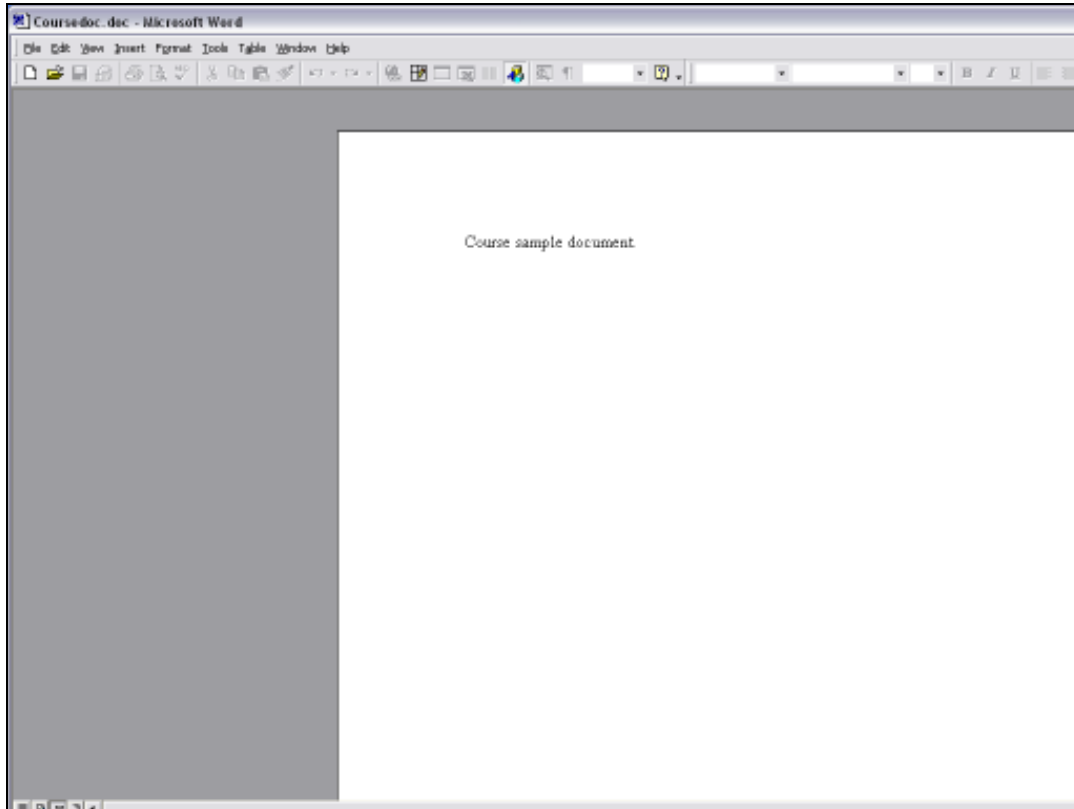Slide notes:

Slide 33
Slide notes:

Slide 34

Slide notes: Once any Documents are present, we can open any such Document by dbl-clicking on it.
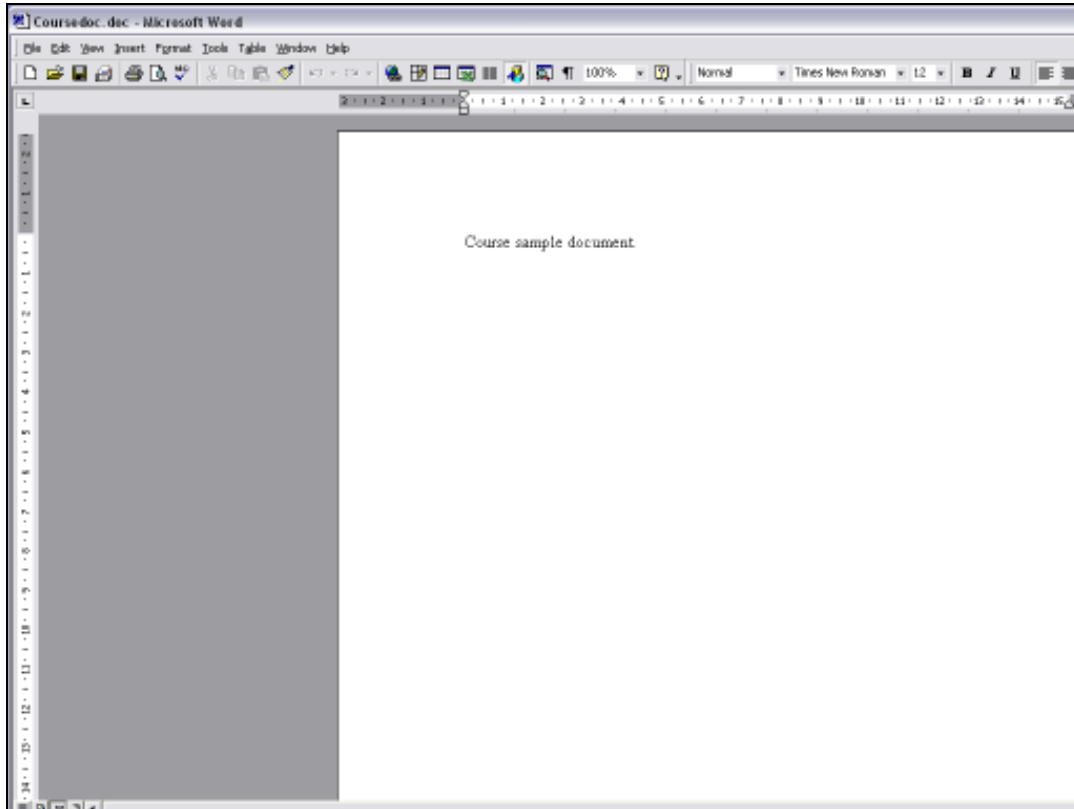
Slide 35
Slide notes:

Slide 36
Slide notes:

Slide 37
Slide notes:

Slide 38
Slide notes:

Slide 39
Slide notes:
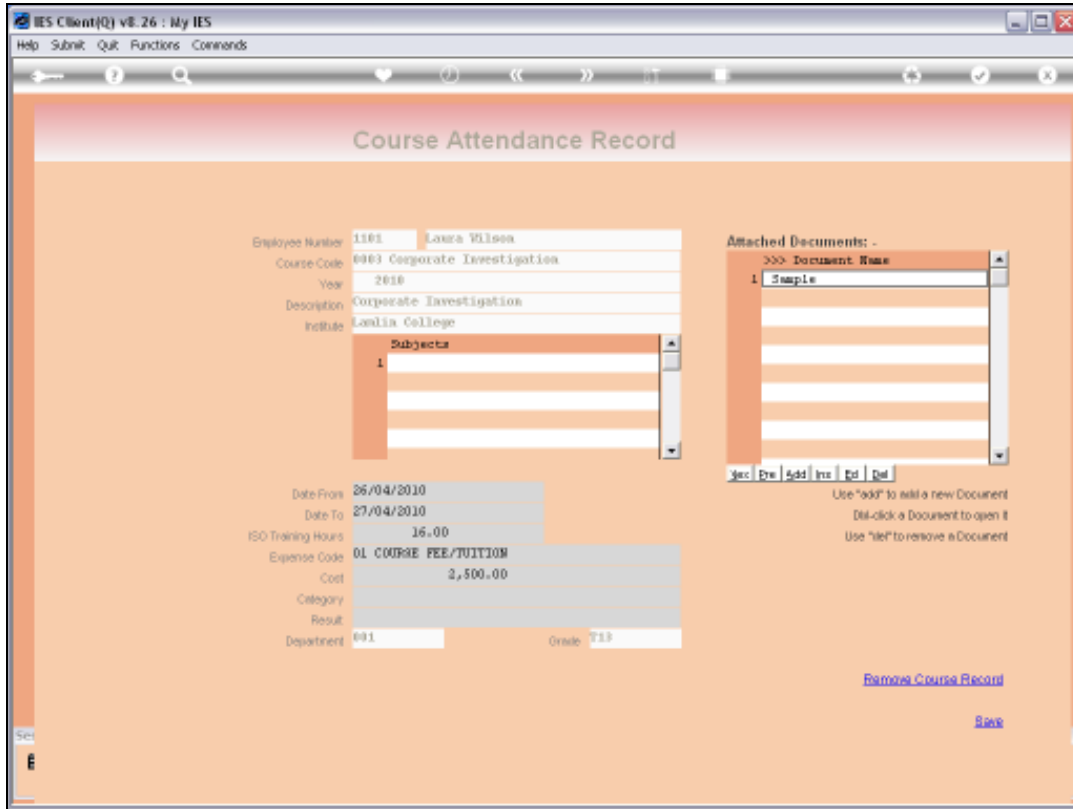
Slide 40

Slide notes: A Course attendance record can also be removed, provided that the User has access to modify the Personnel Master record.
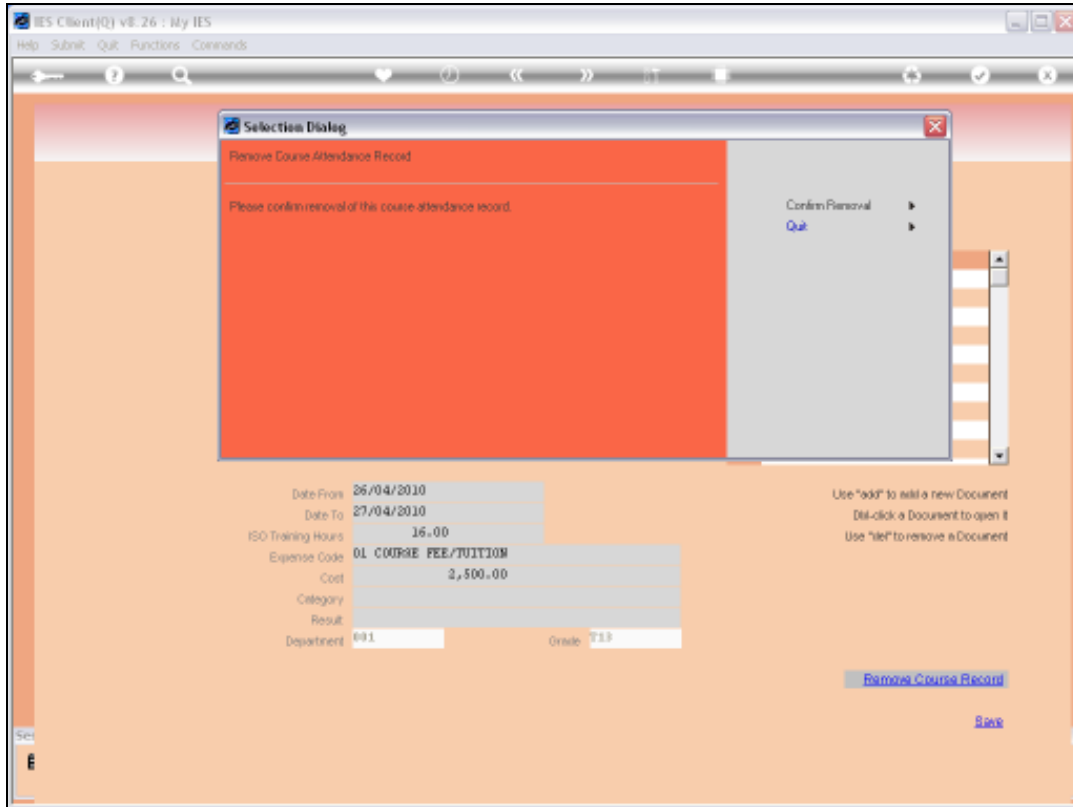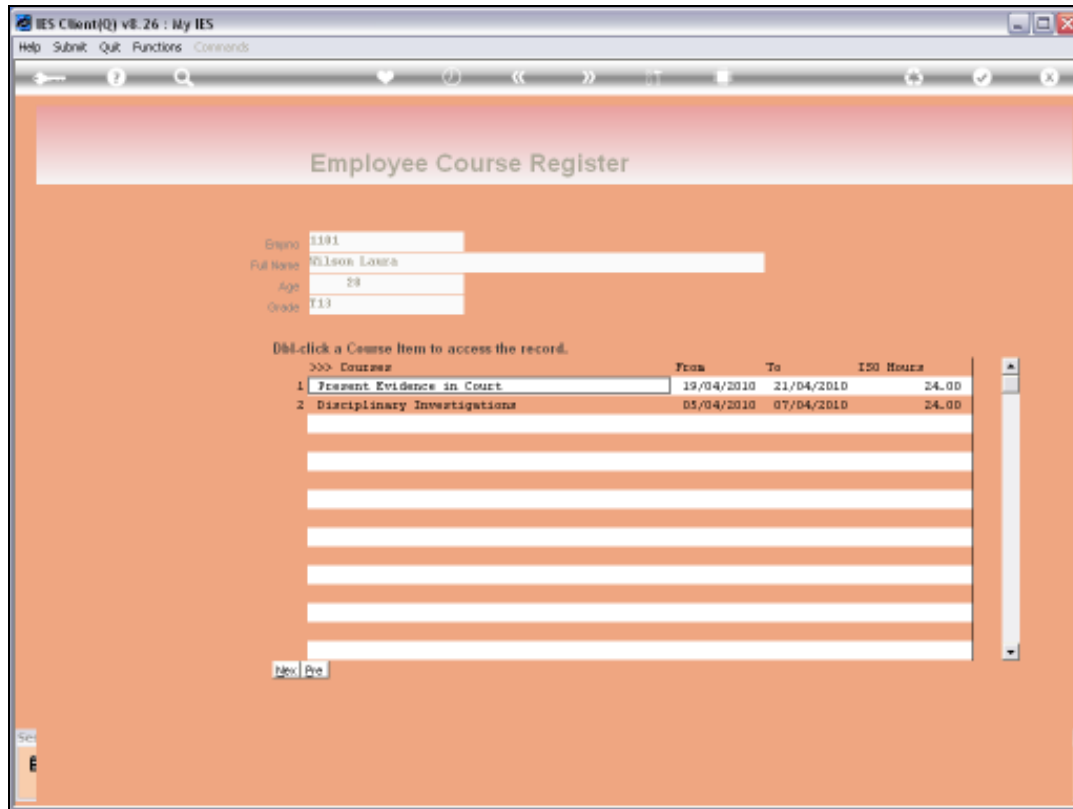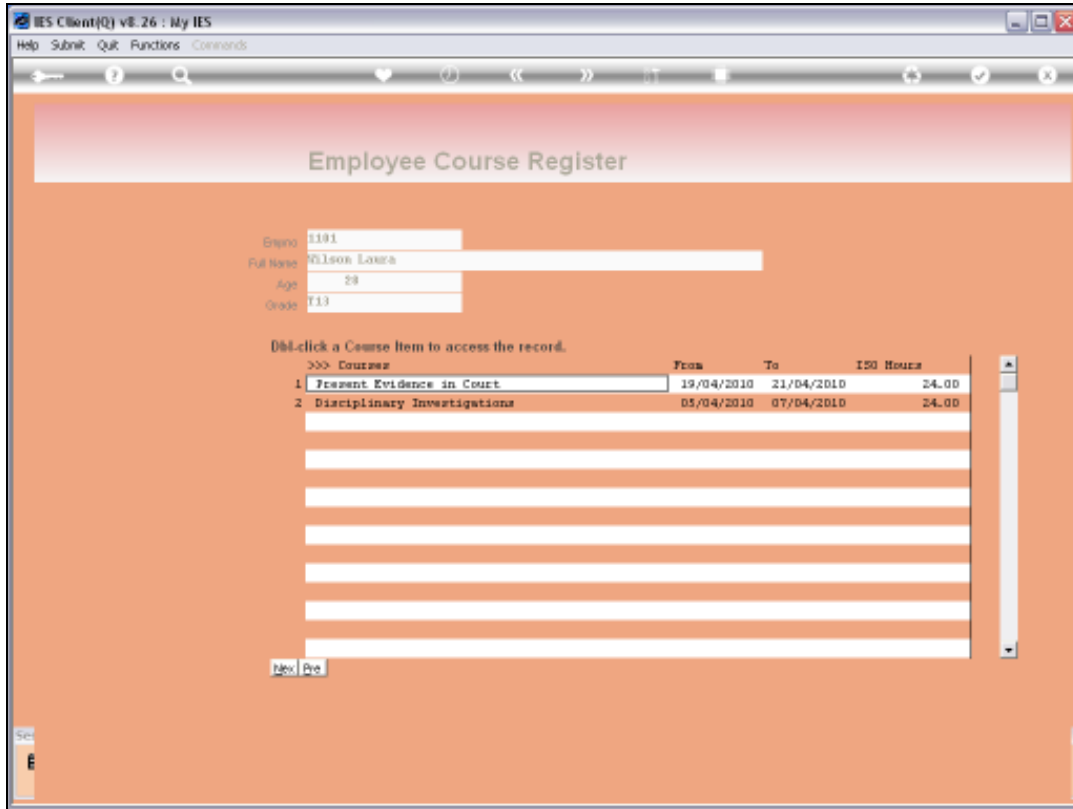
Slide 41
Slide notes:

Slide 42

Slide notes: And as we can see, that Course Attendance record has been removed and no longer appears on the list.

Slide 43

Slide notes:

Slide 44
Slide notes:

Slide 45
Slide notes: