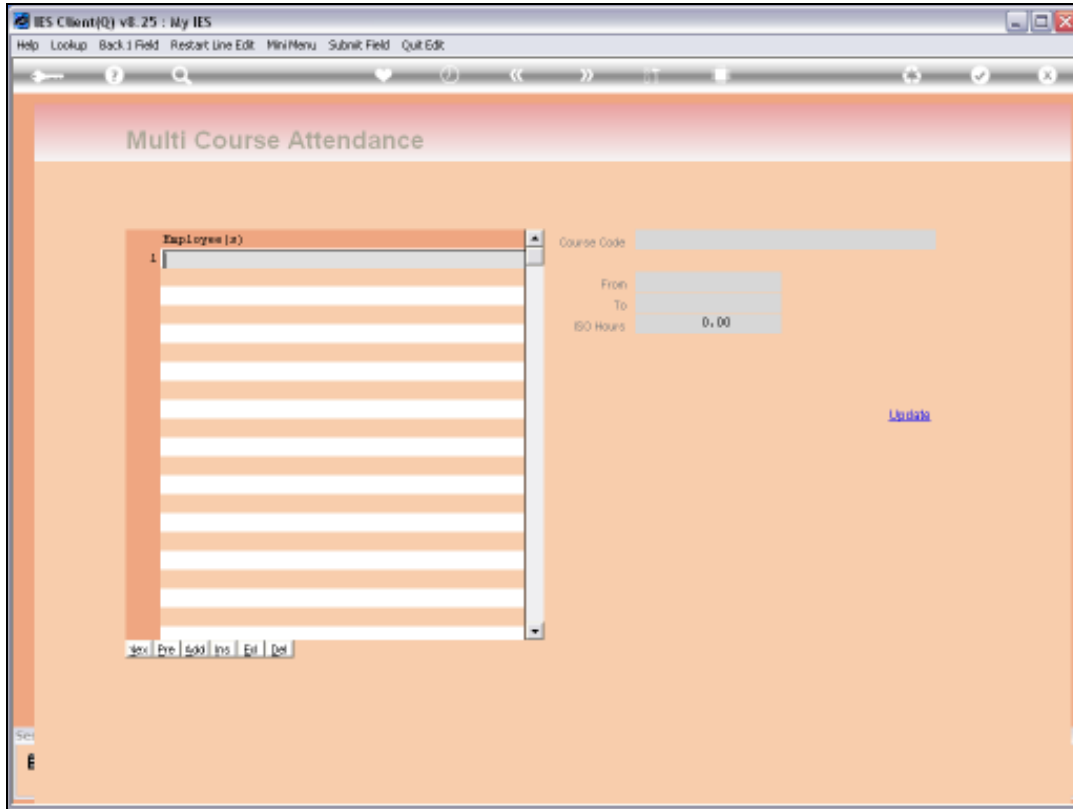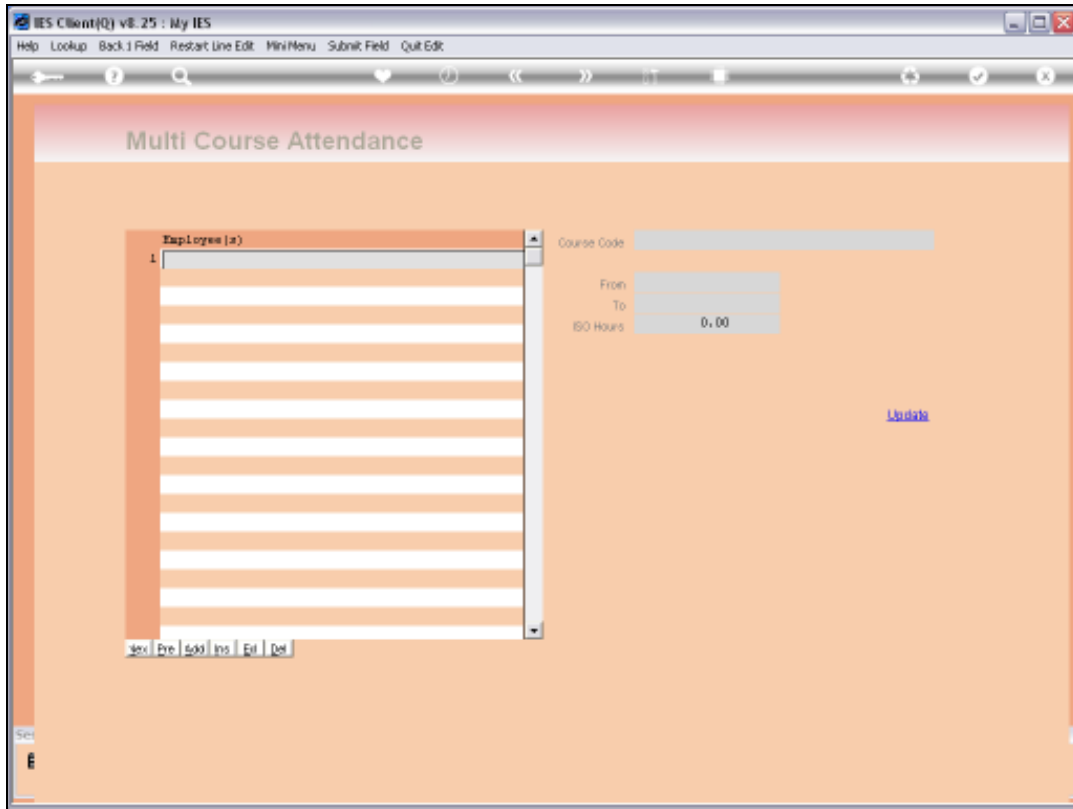Slide 1

Slide notes: When Personnel attend Courses, the details can be updated to their individual Master records, or a group of Employees attending the same course can be updated as a Group. In this tutorial, we see how to perform a Group update.
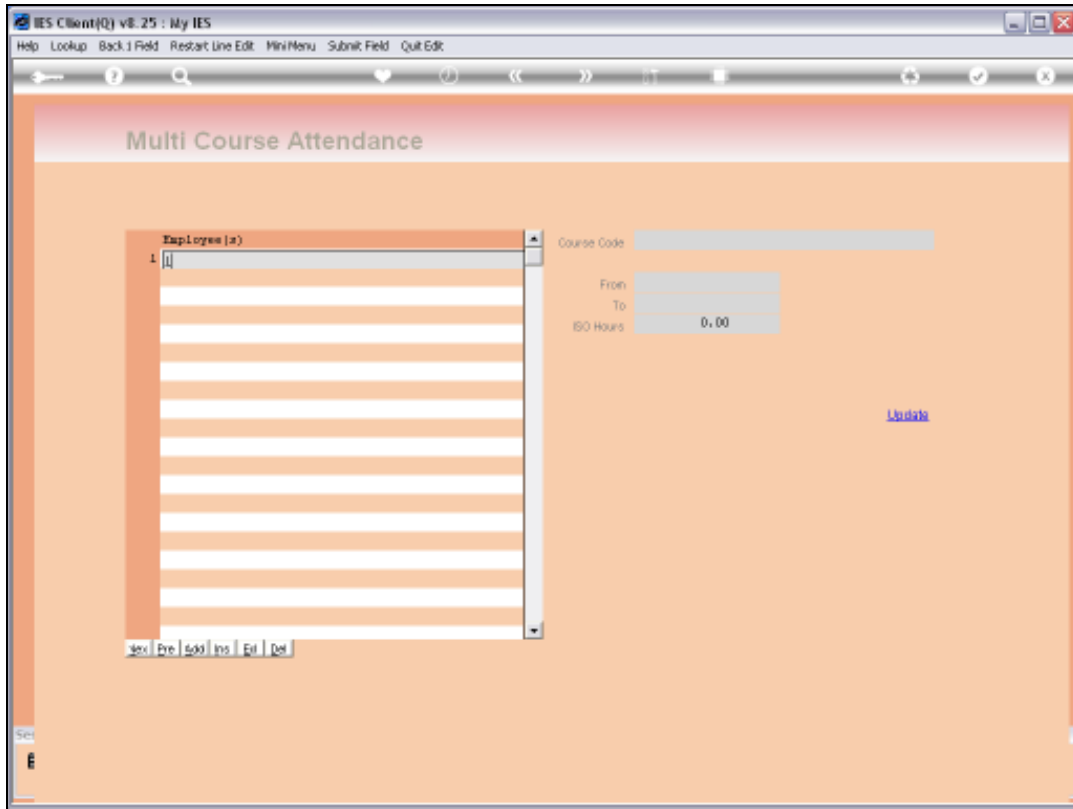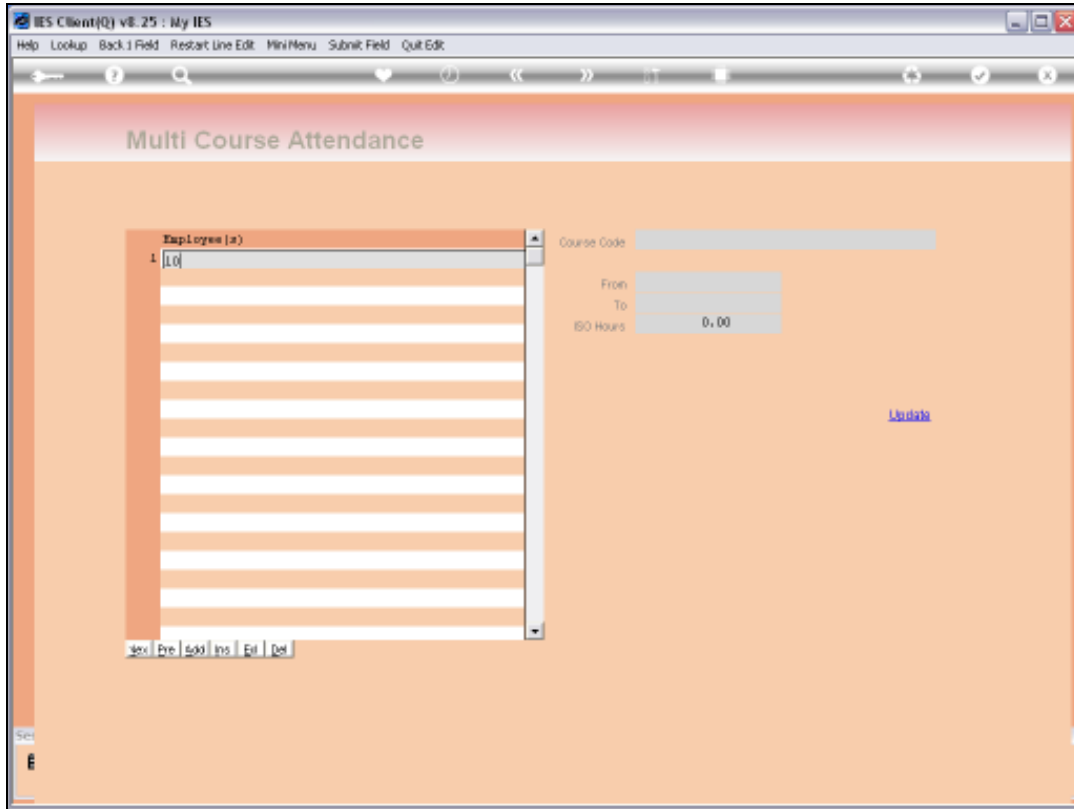
Slide 2

Slide notes: First, we capture all the Employees who have attended the Course.
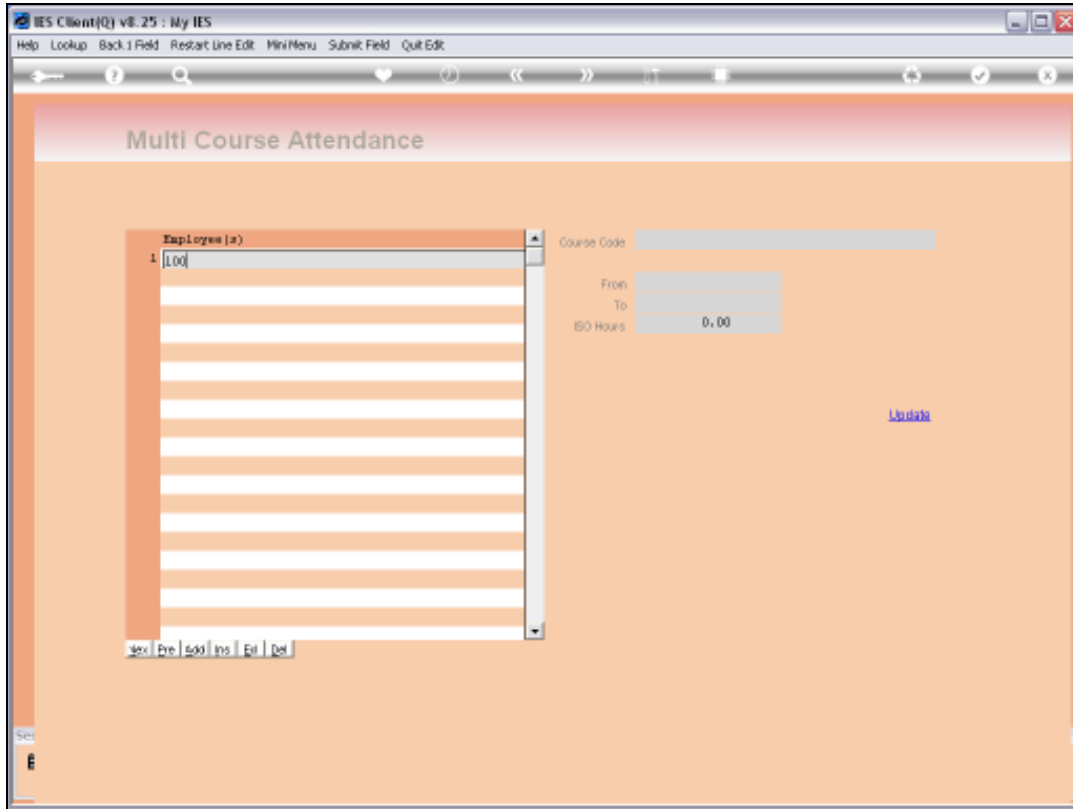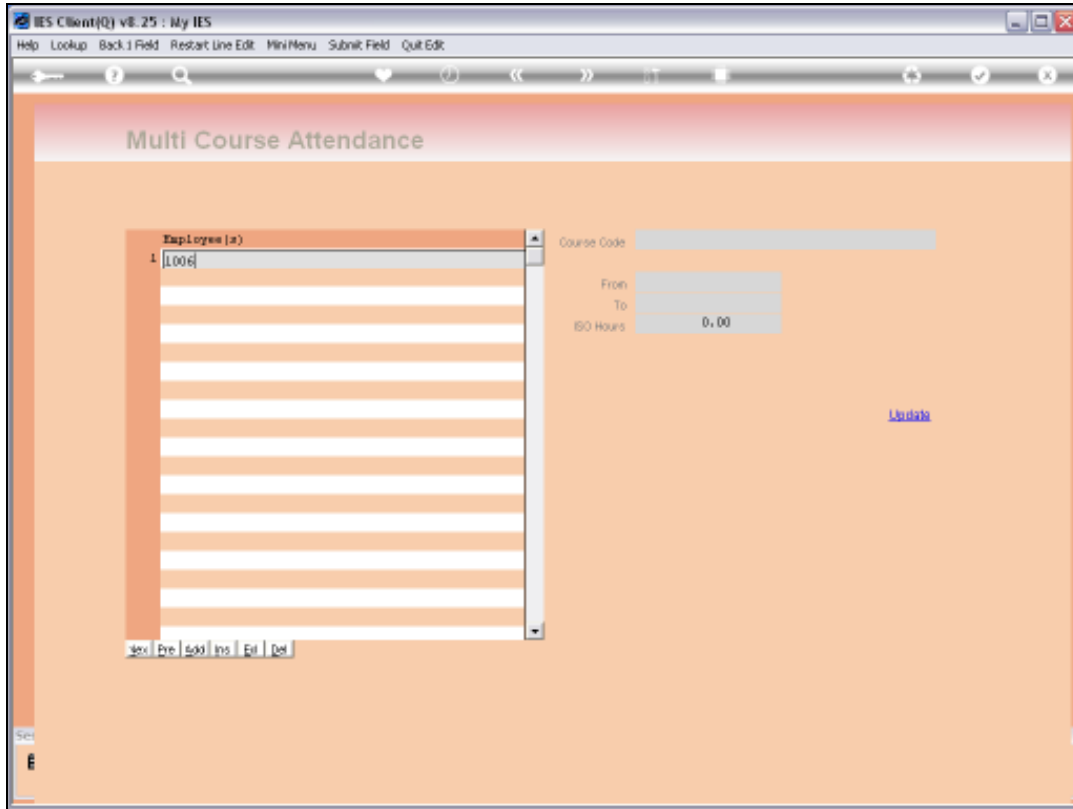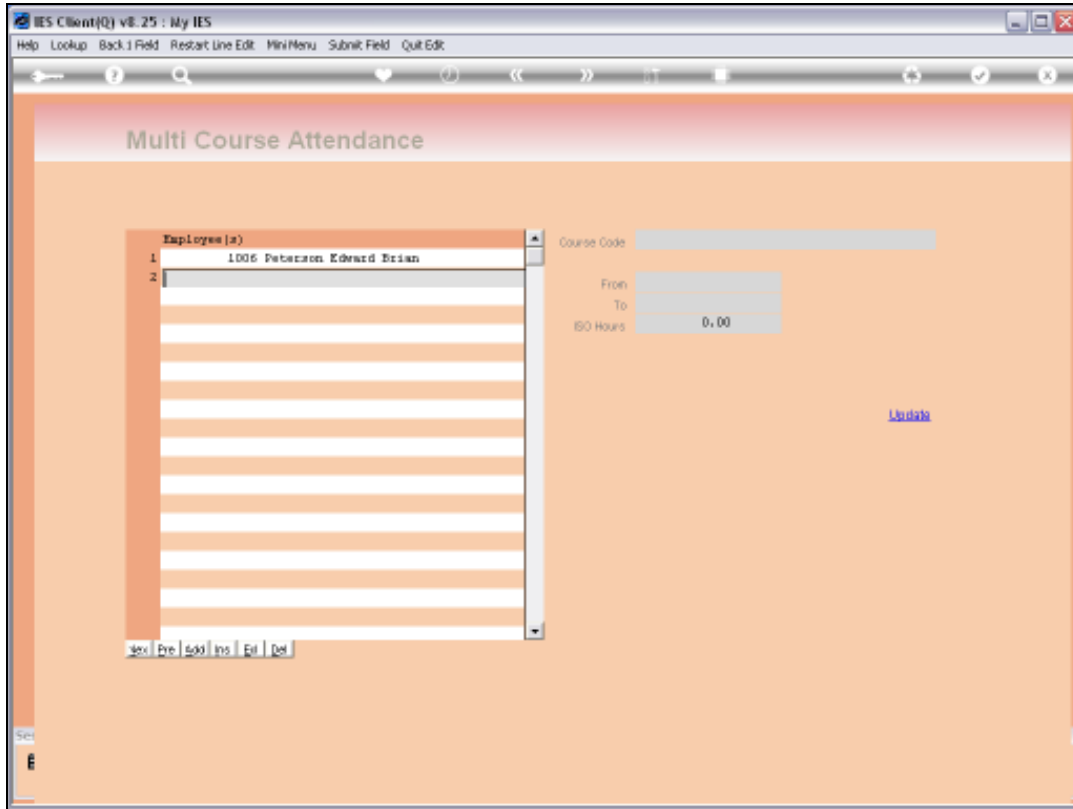
Slide 3
Slide notes:

Slide 4
Slide notes:

Slide 5
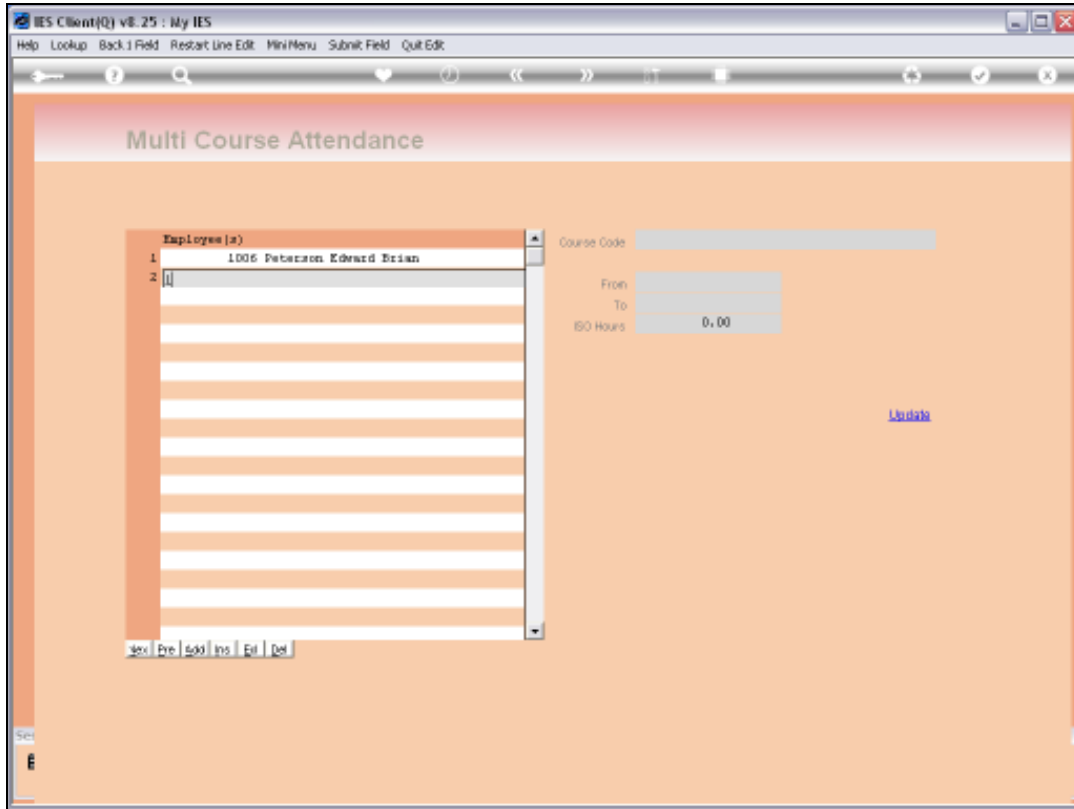Slide notes:

Slide 6

Slide notes:
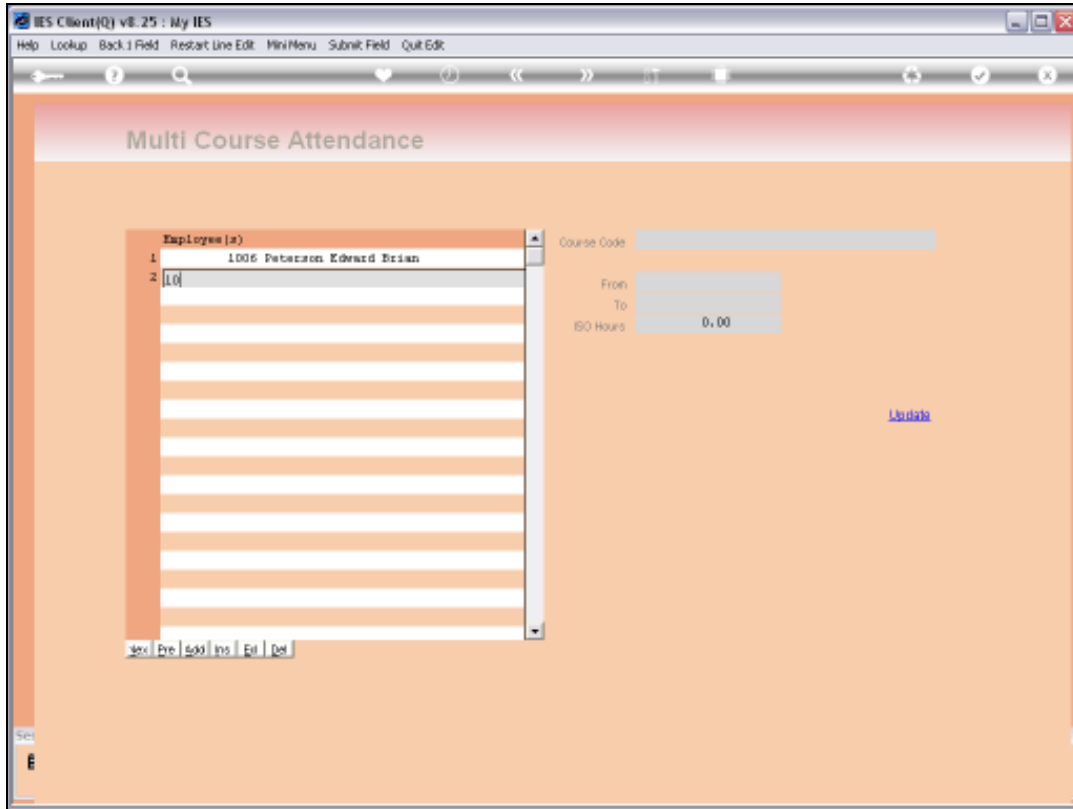
Slide 7
Slide notes:

Slide 8

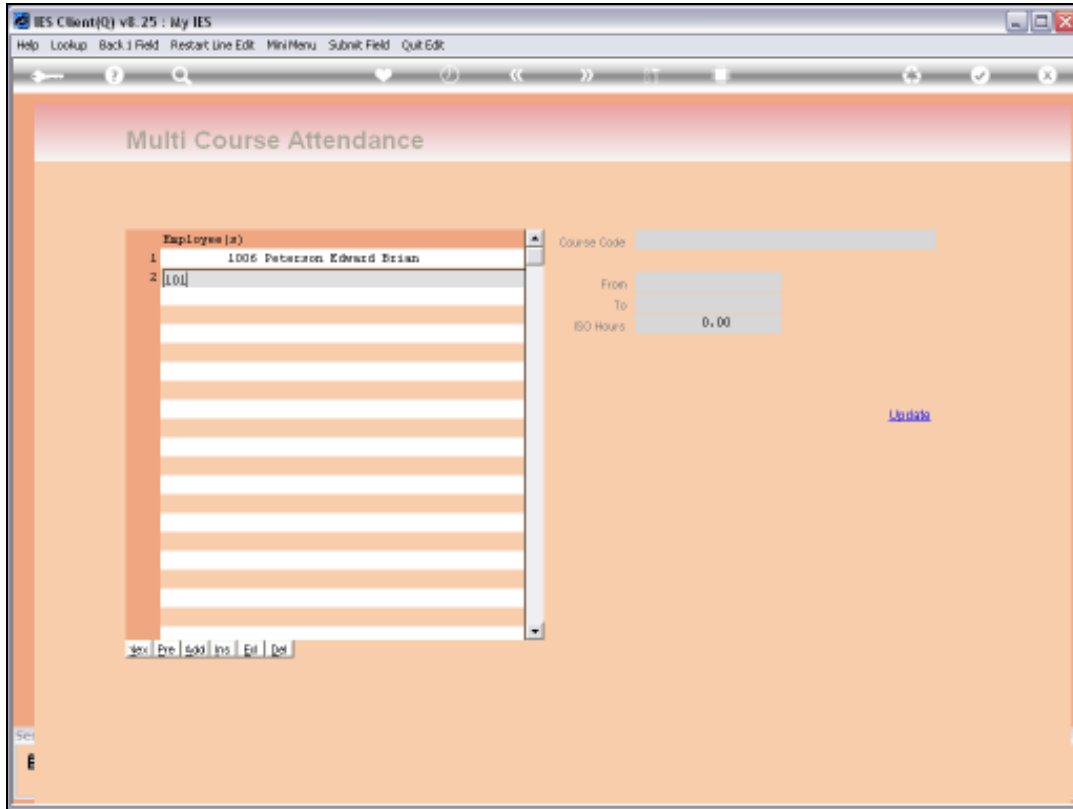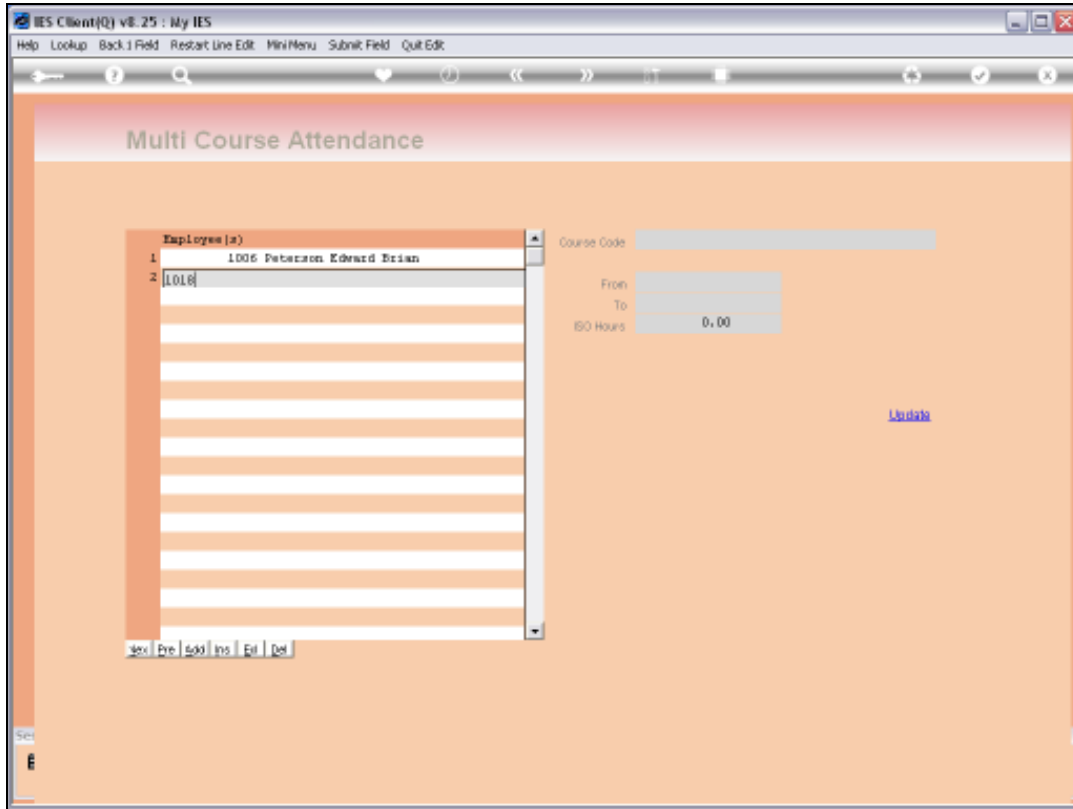Slide notes: We can capture by Employee Number or we can use the lookup.
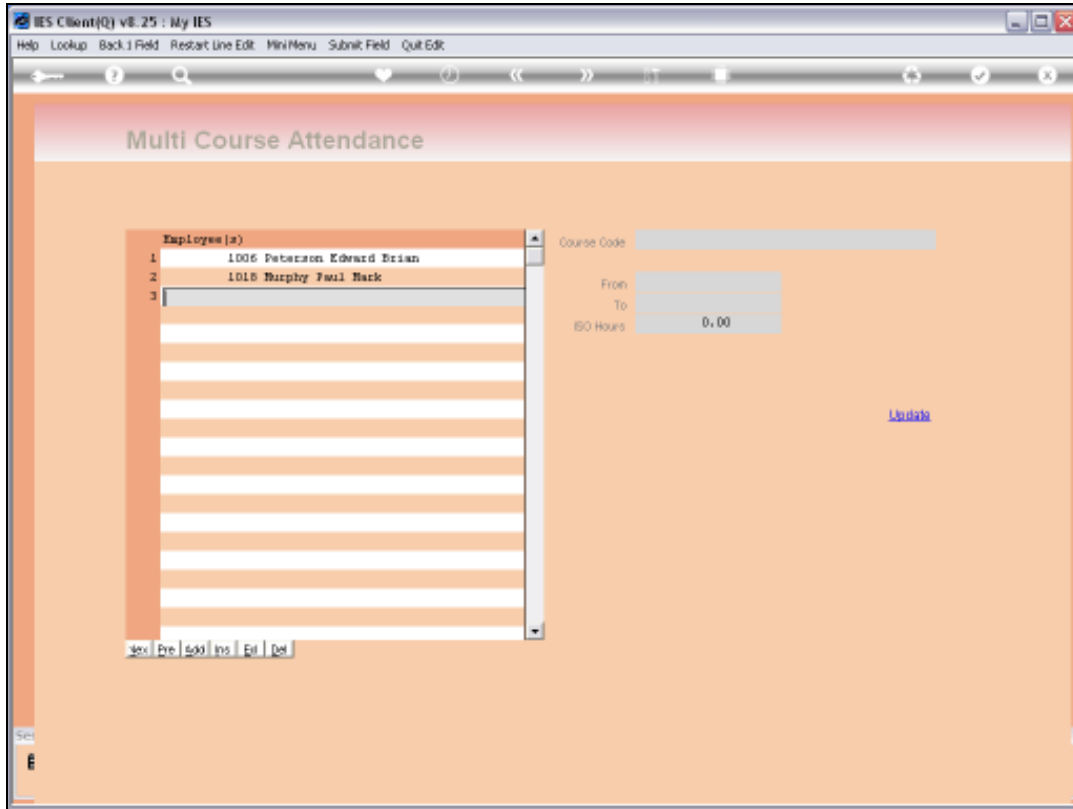
Slide 9

Slide notes:

Slide 10
Slide notes:

Slide 11
Slide notes:

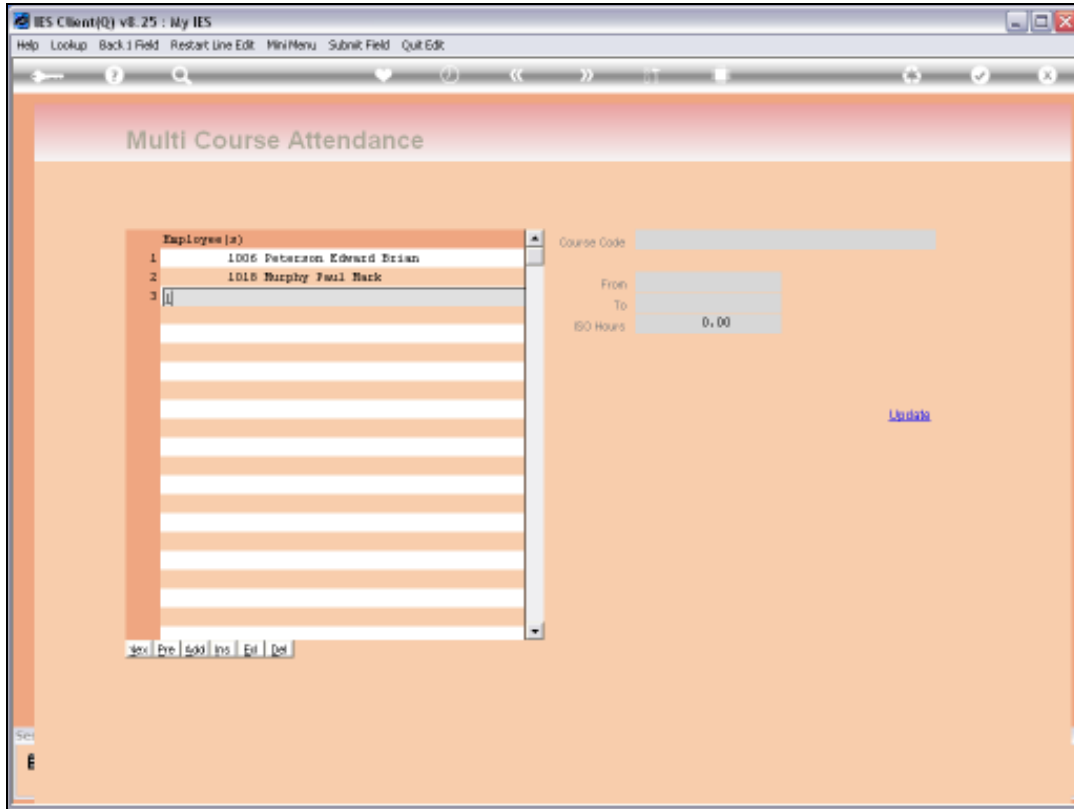Slide 12
Slide notes:

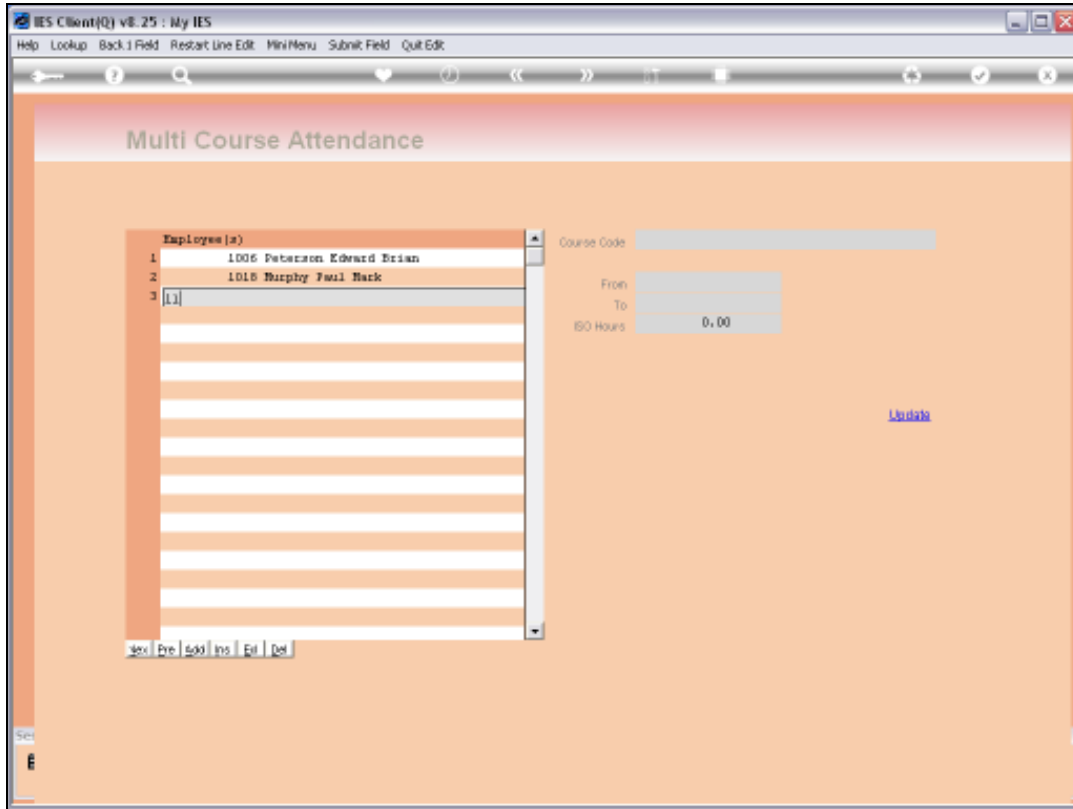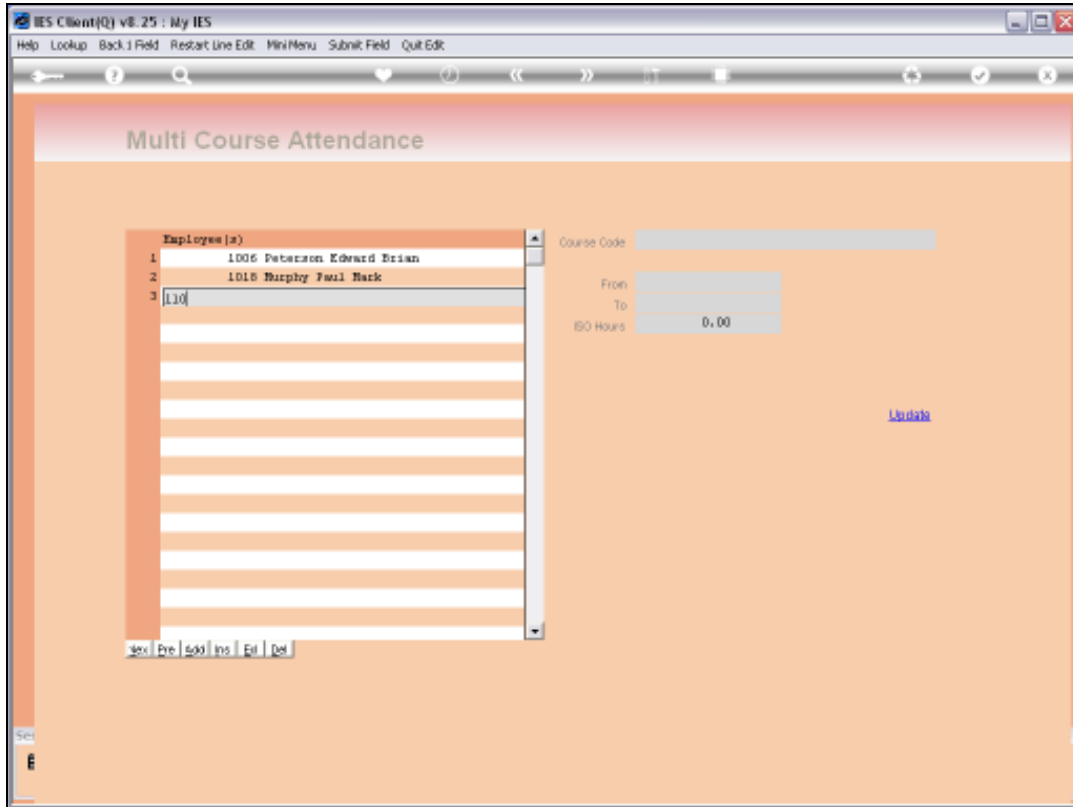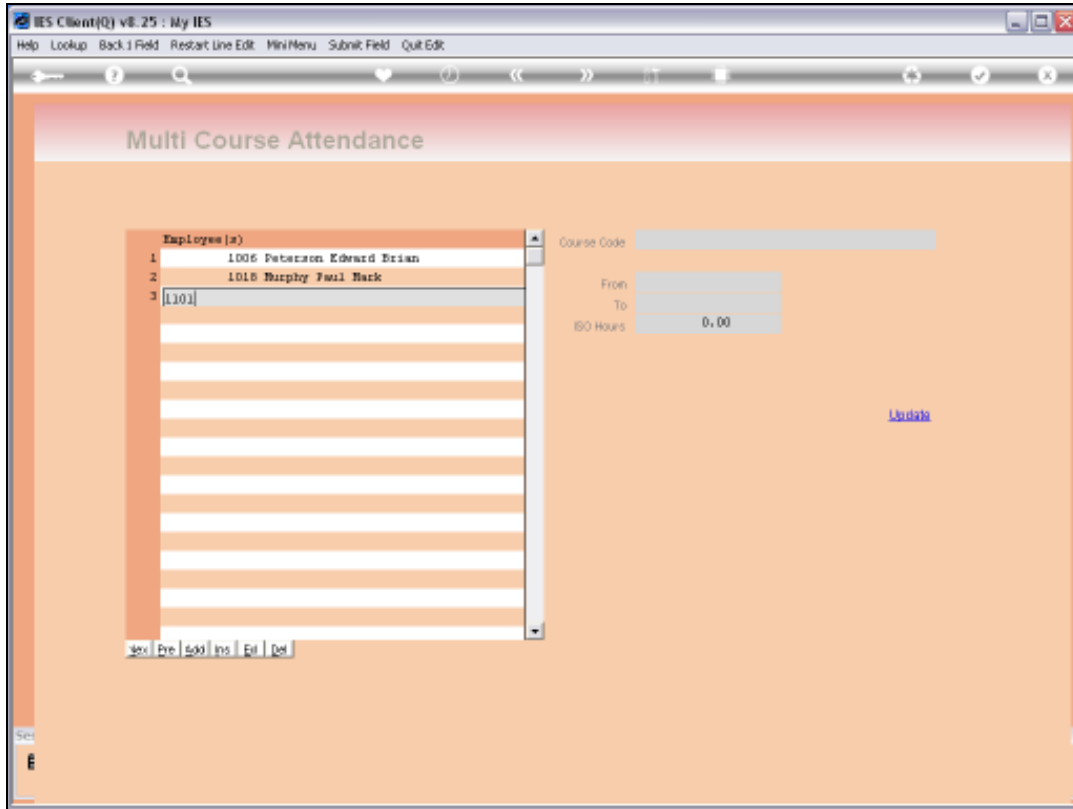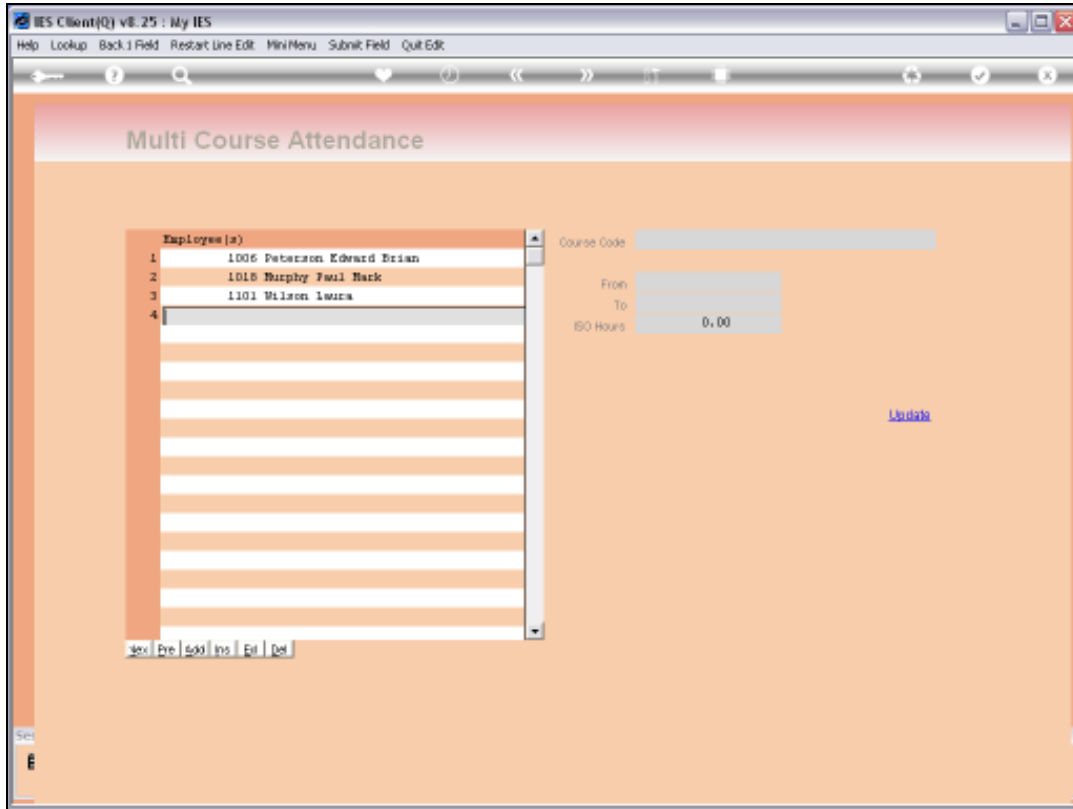Slide 13
Slide notes:

Slide 14
Slide notes:
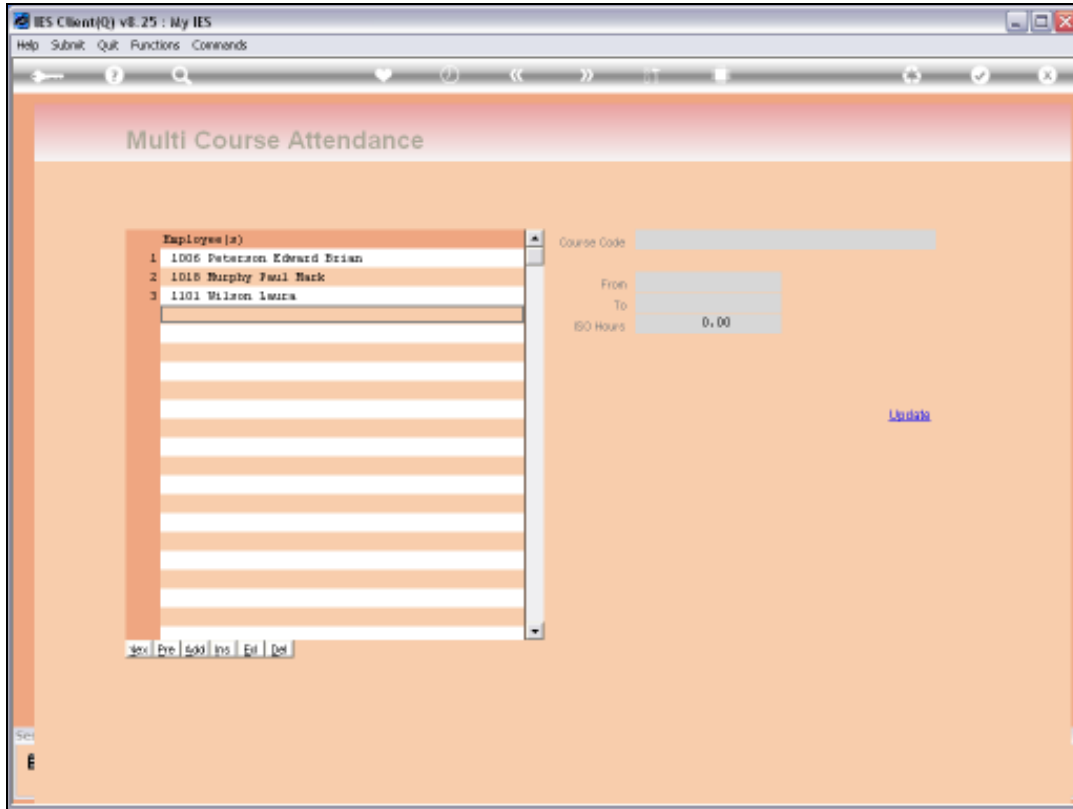
Slide 15
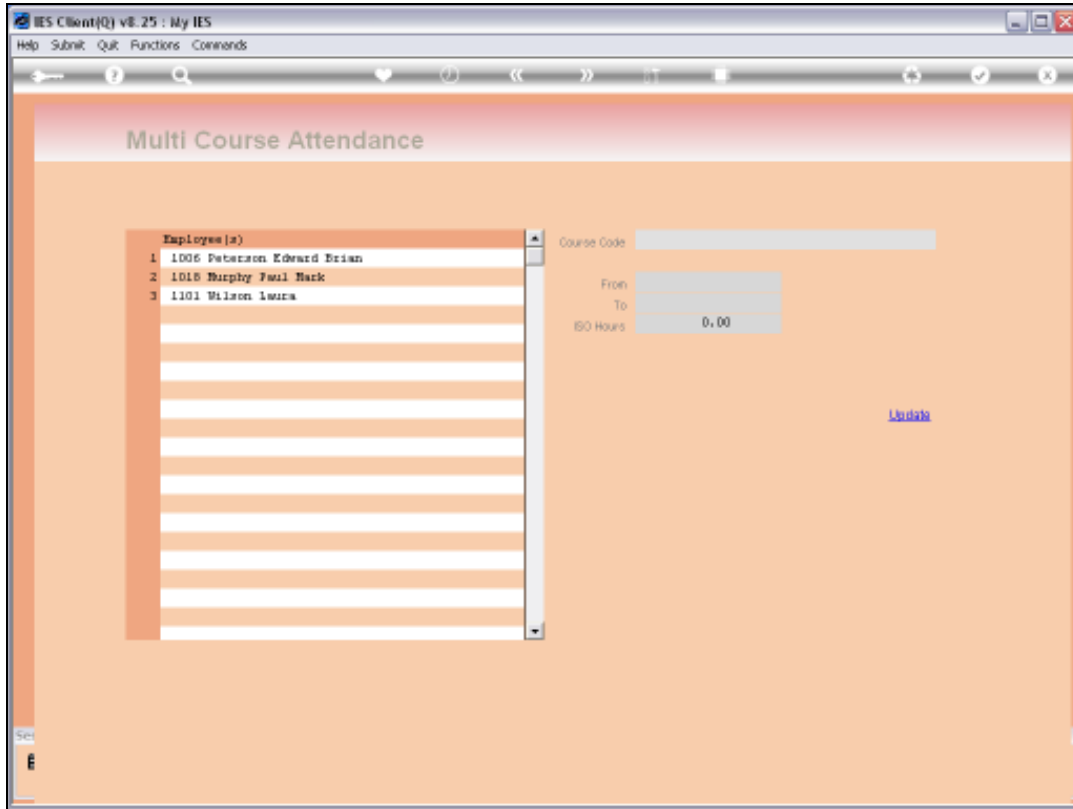Slide notes:

Slide 16
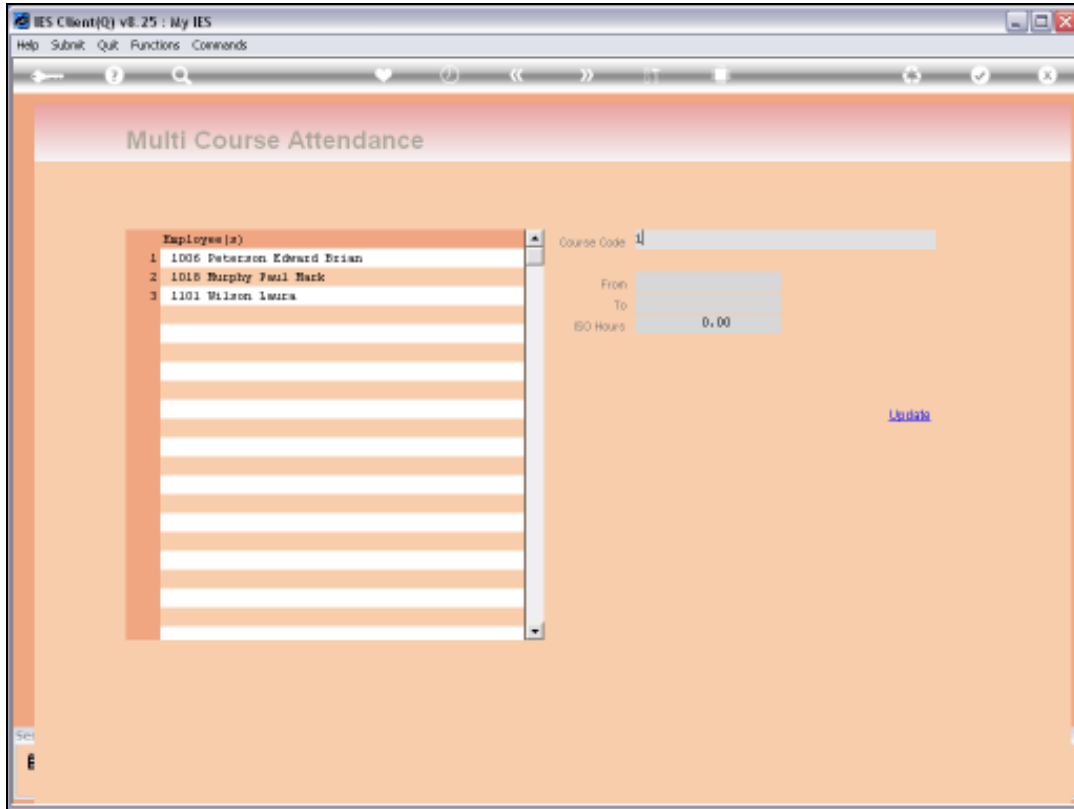Slide notes:

Slide 17
Slide notes:

Slide 18
Slide notes:

Slide 19

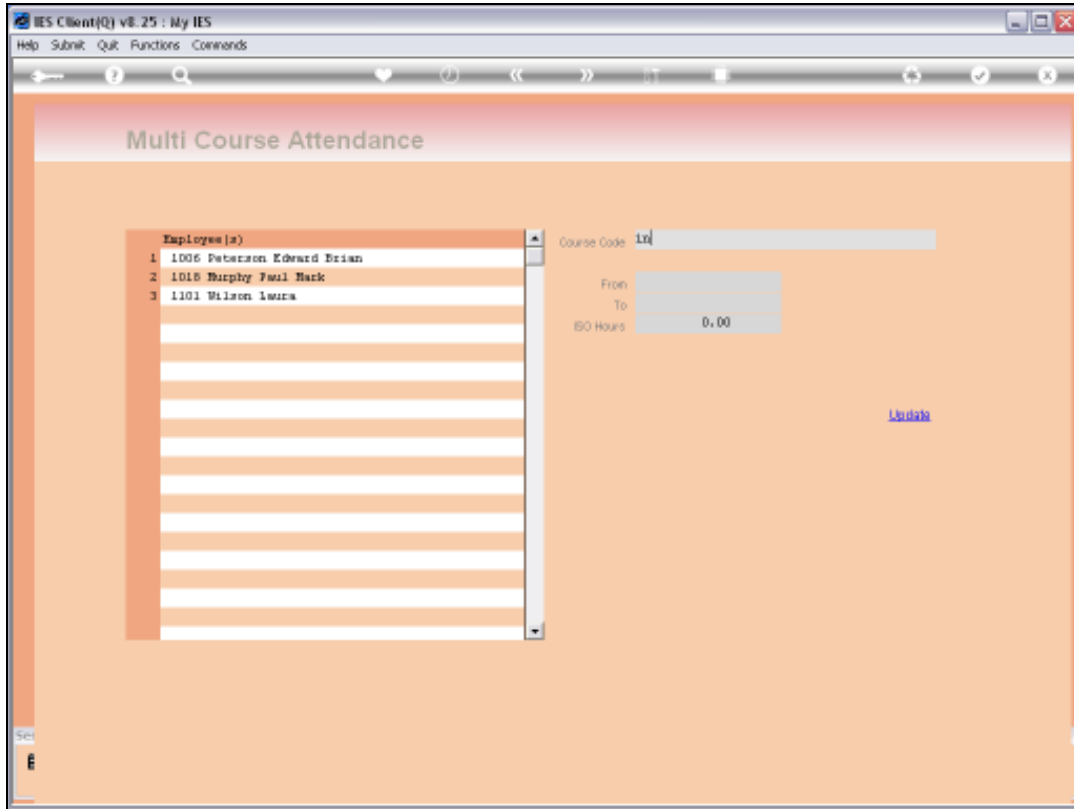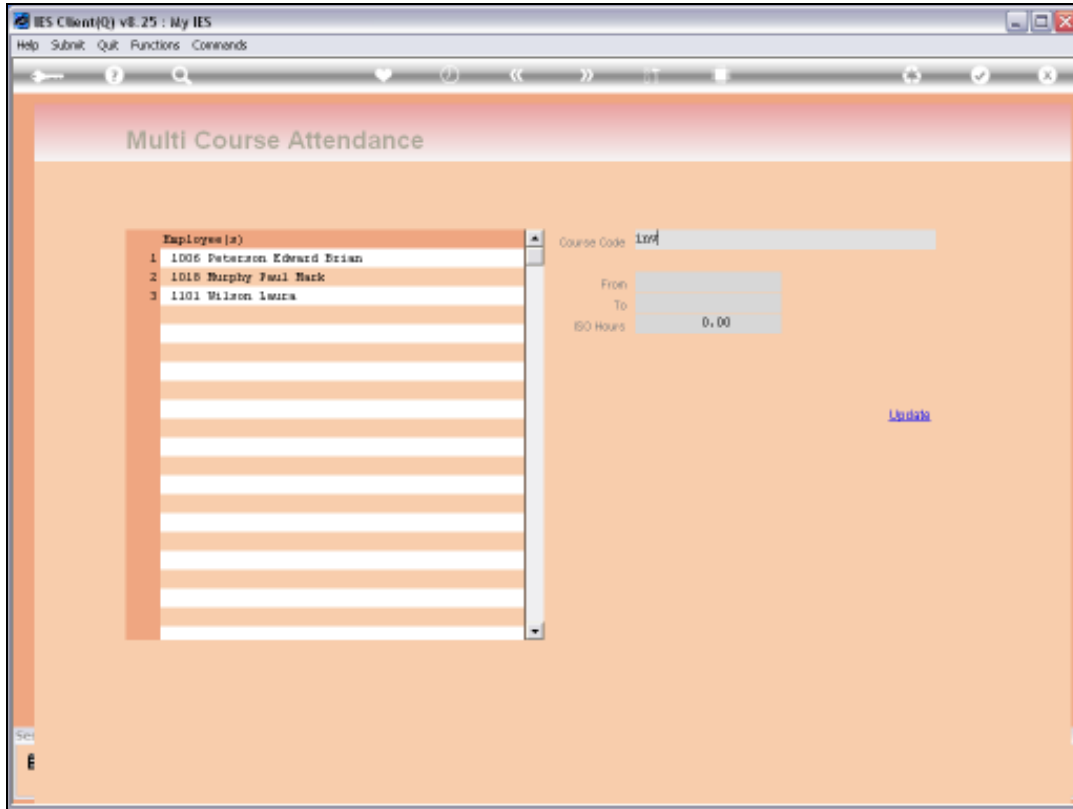Slide notes: Then we capture the Course that was attended.
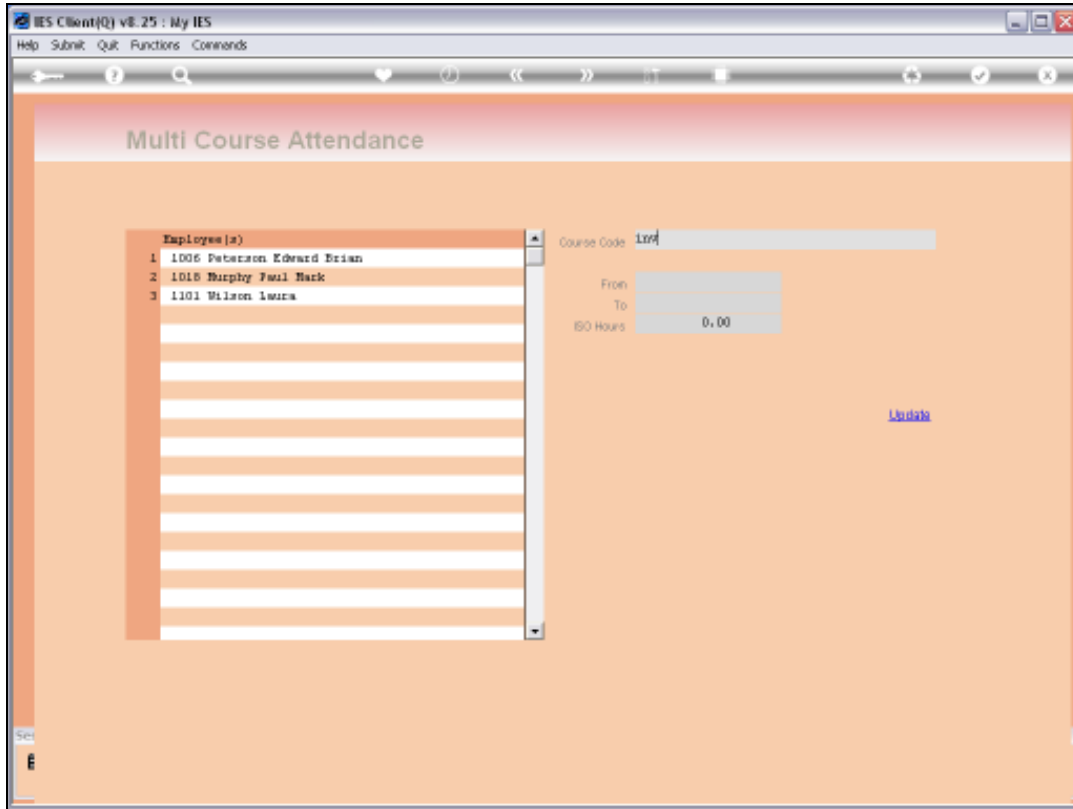
Slide 20
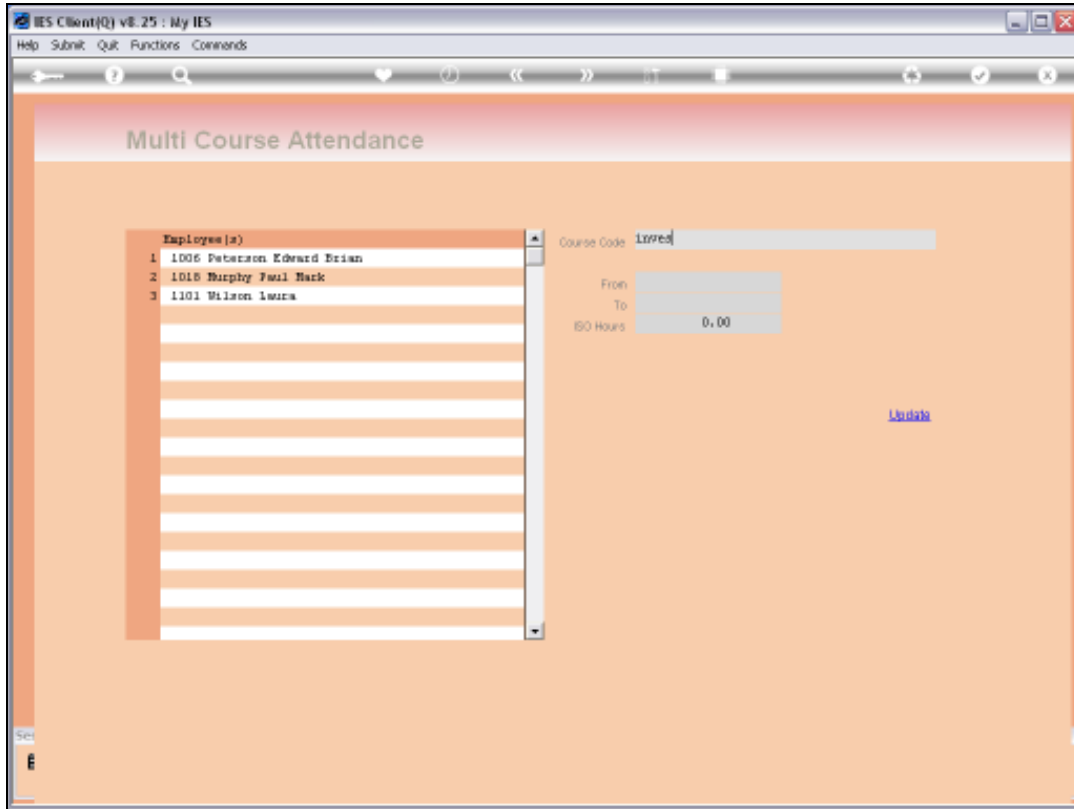
Slide notes:

Slide 21
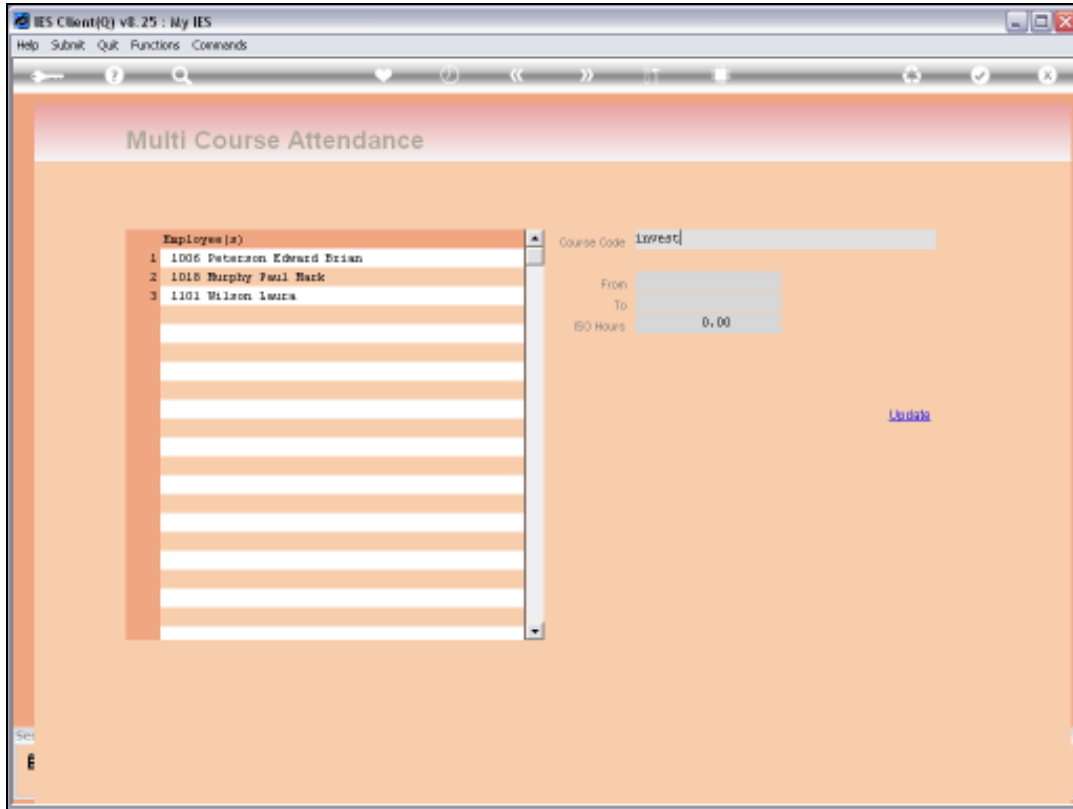Slide notes:

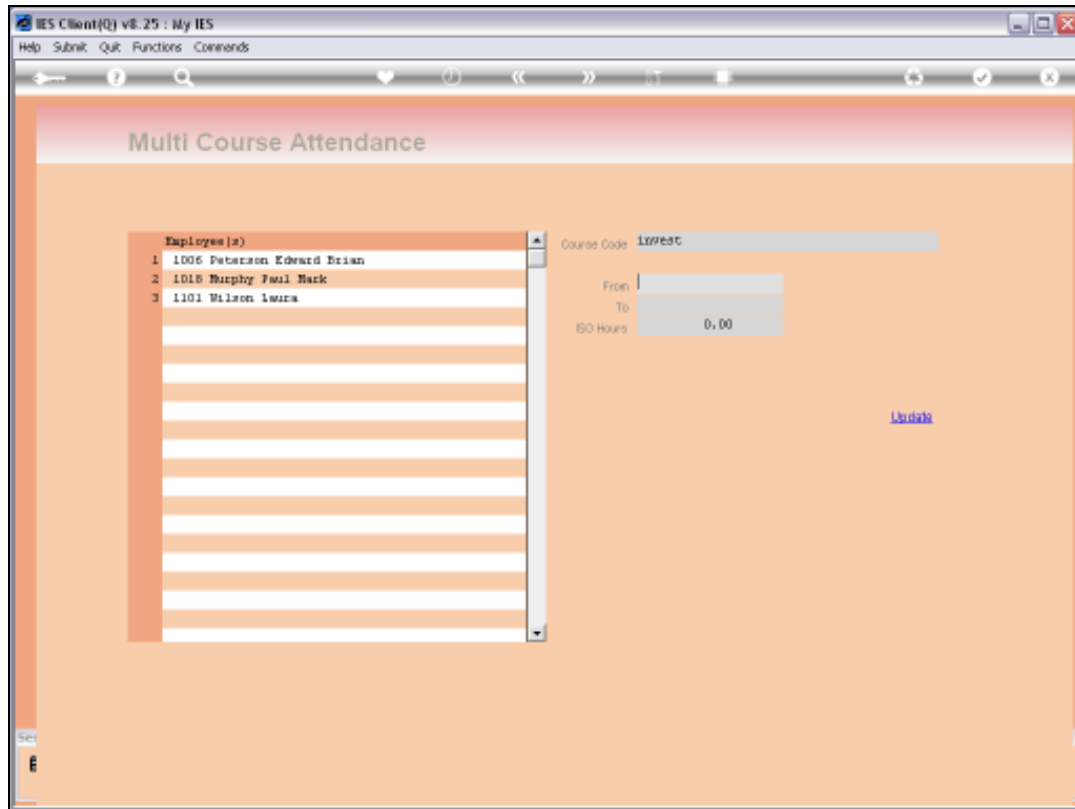Slide 22
Slide notes:

Slide 23
Slide notes:

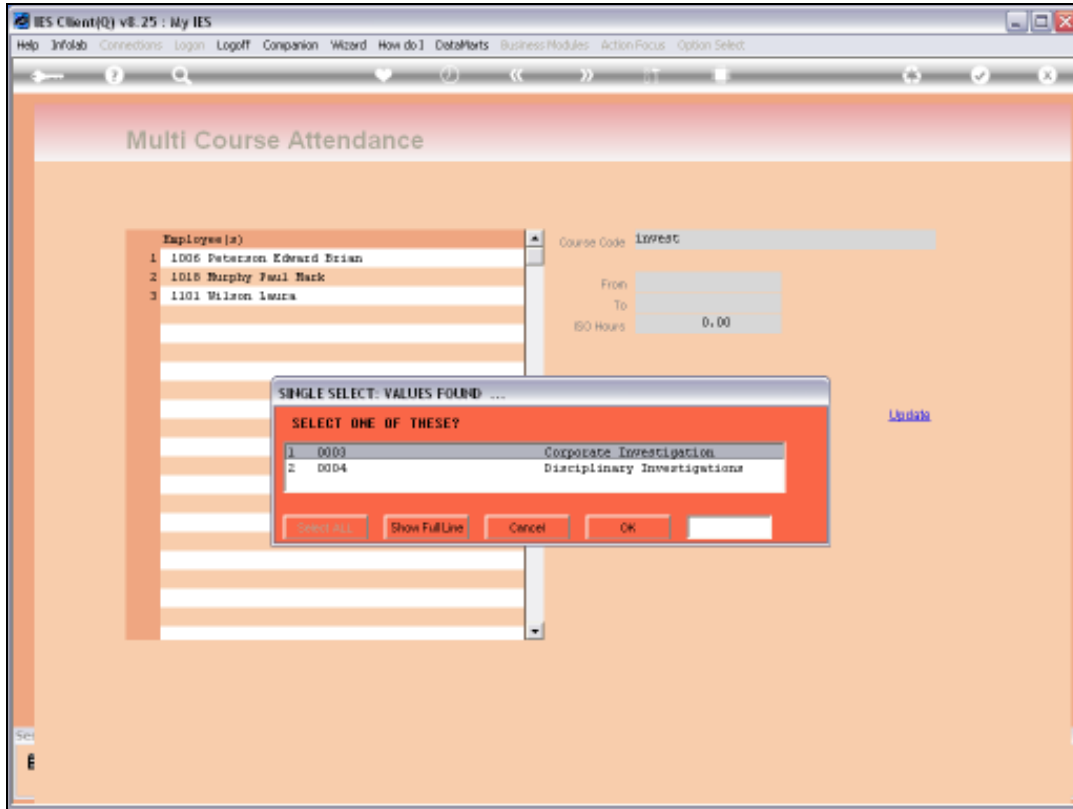Slide 24
Slide notes:

Slide 25
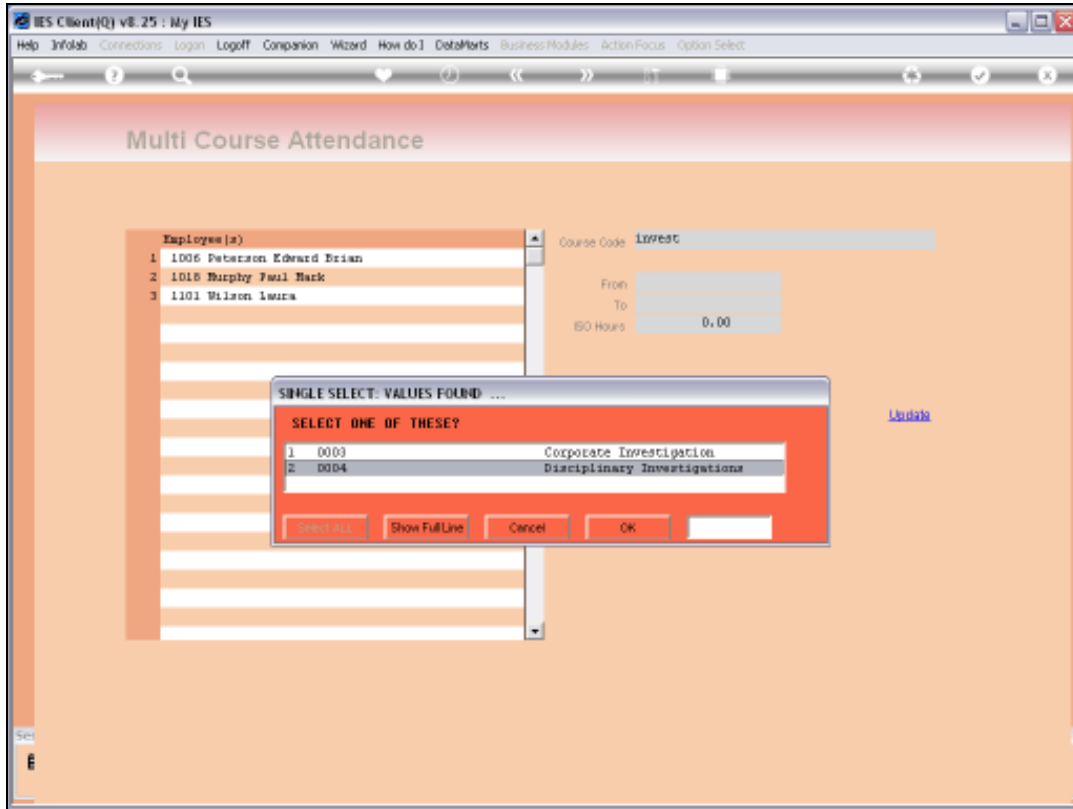Slide notes:

Slide 26
Slide notes:

Slide 27

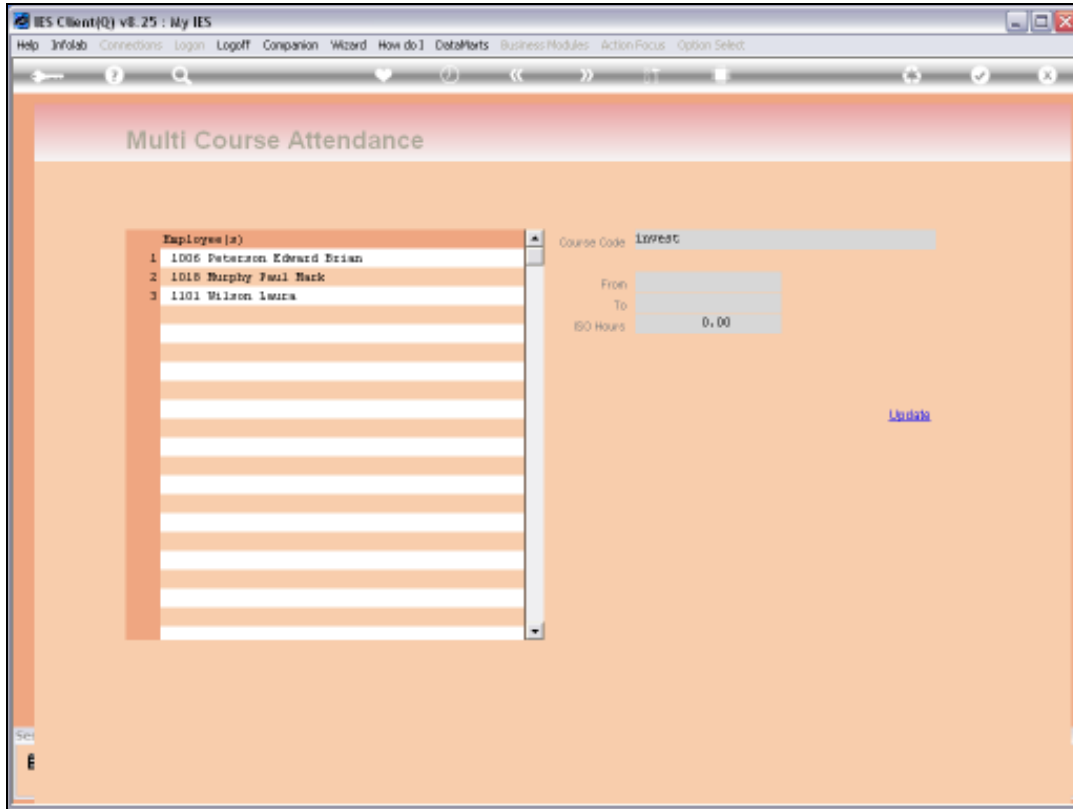Slide notes: The Course must be listed on the Courses Master.
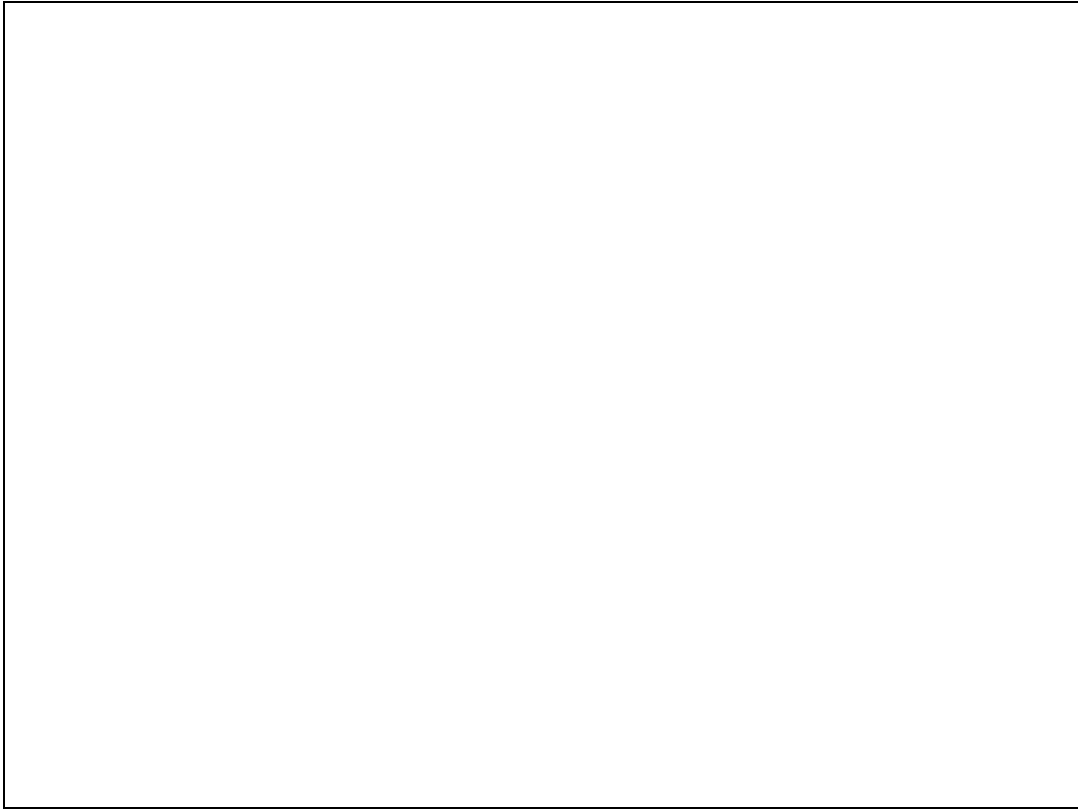
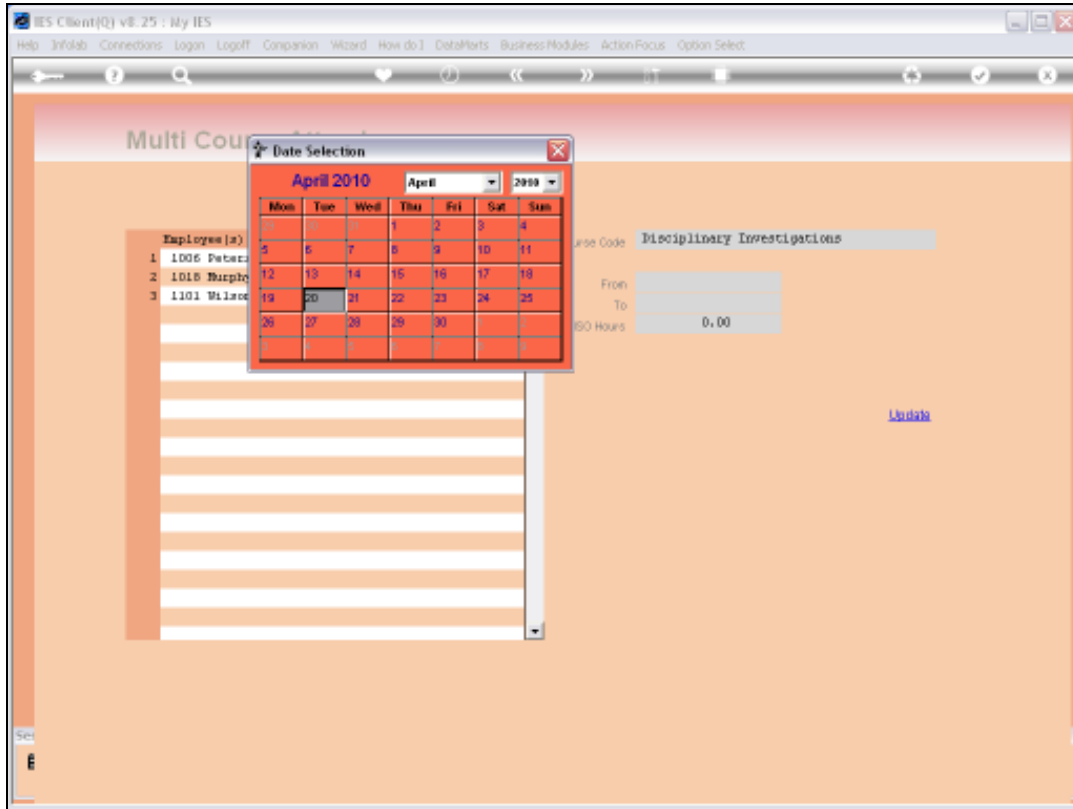Slide 28
Slide notes:

Slide 29
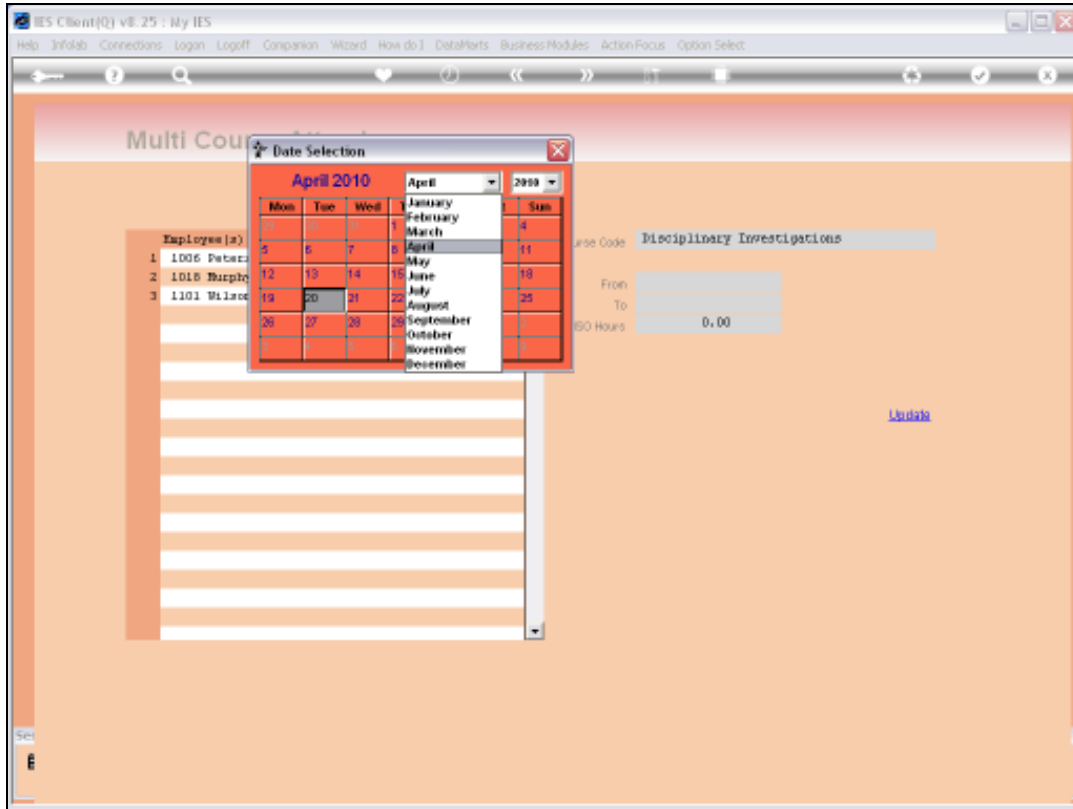Slide notes:

Slide 30
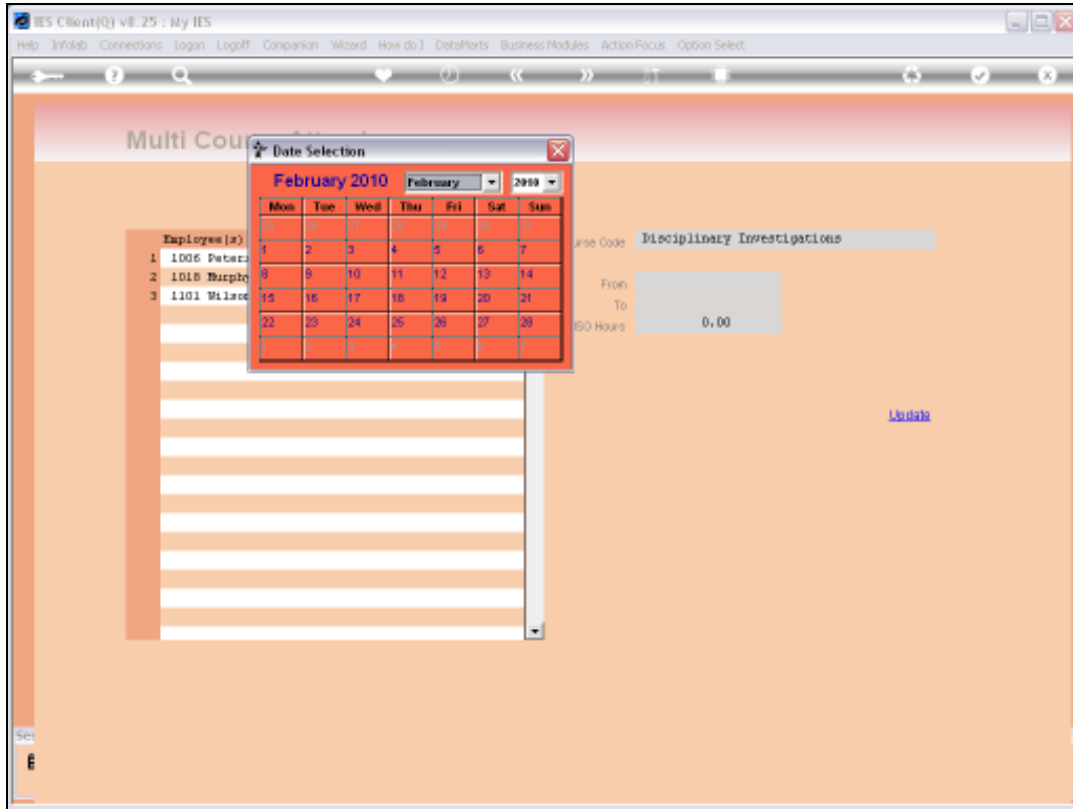Slide notes:

Slide 31

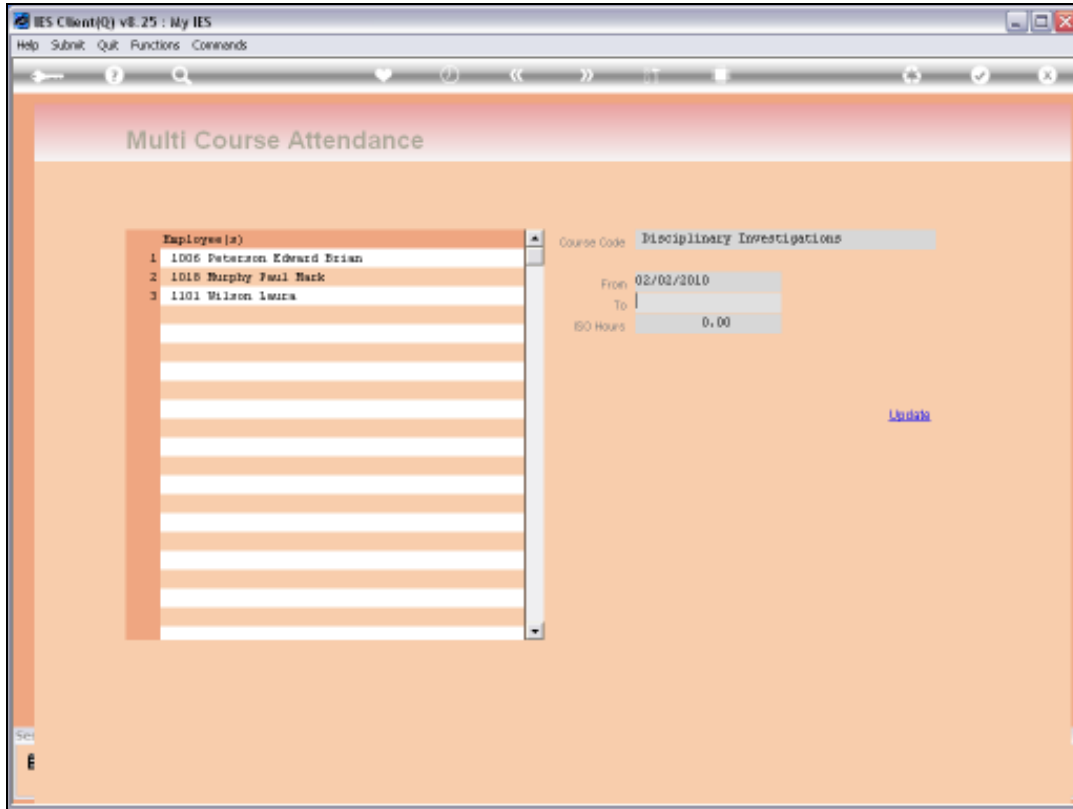Slide notes: Next we select the Course Dates.
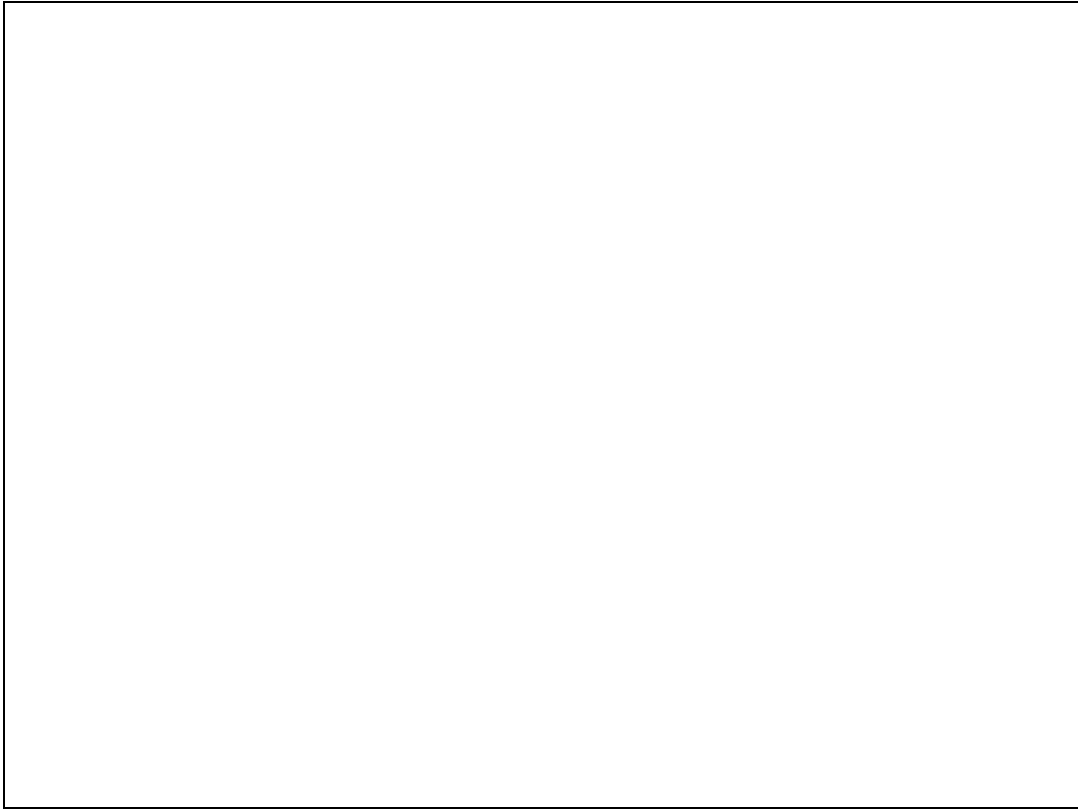
Slide 32
Slide notes:

Slide 33
Slide notes:

Slide 34
Slide notes:

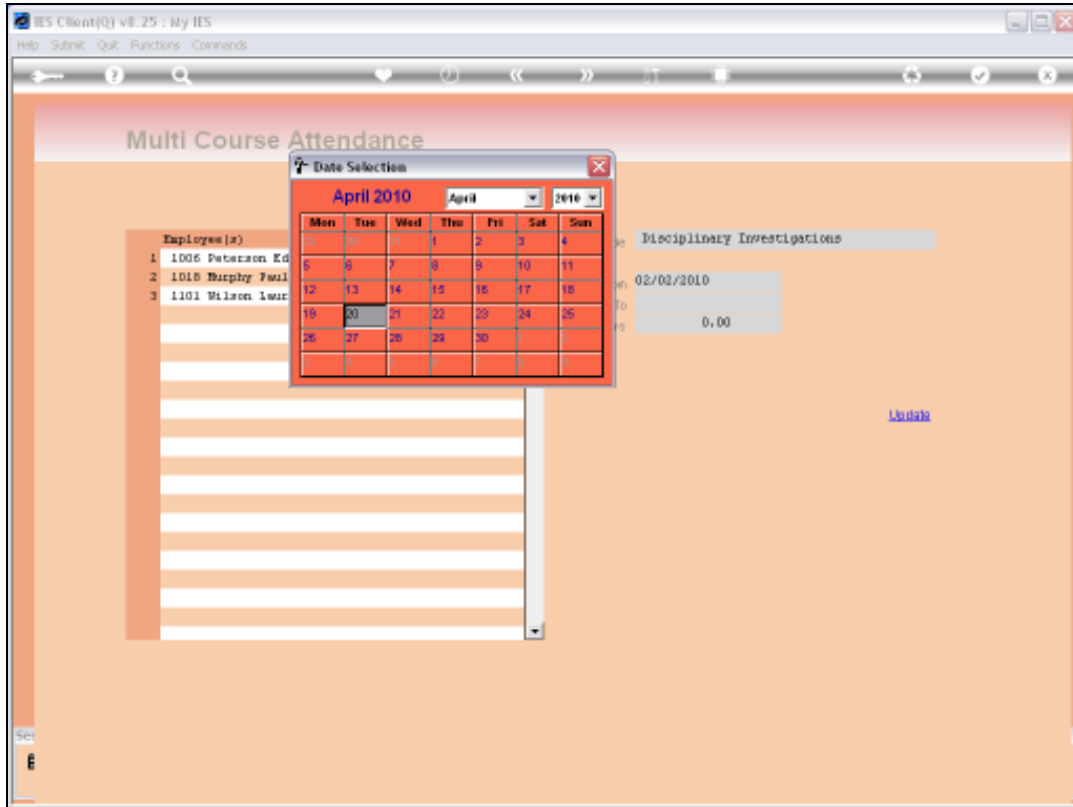Slide 35
Slide notes:

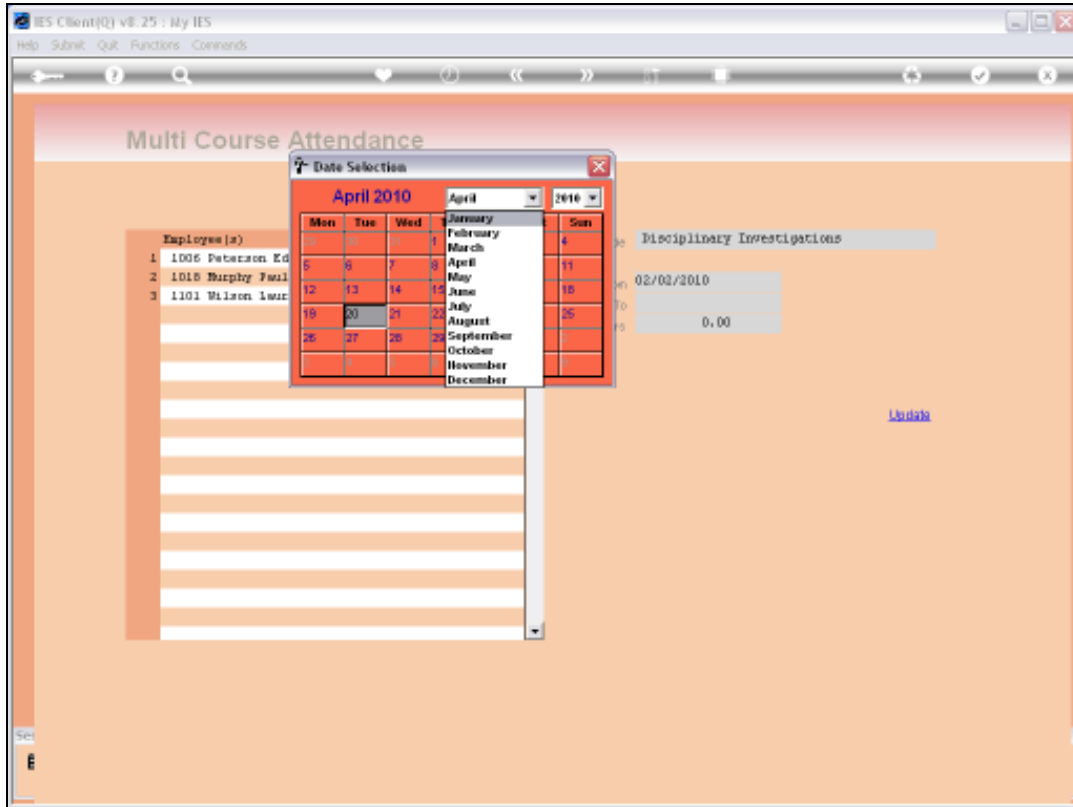Slide 36
Slide notes:

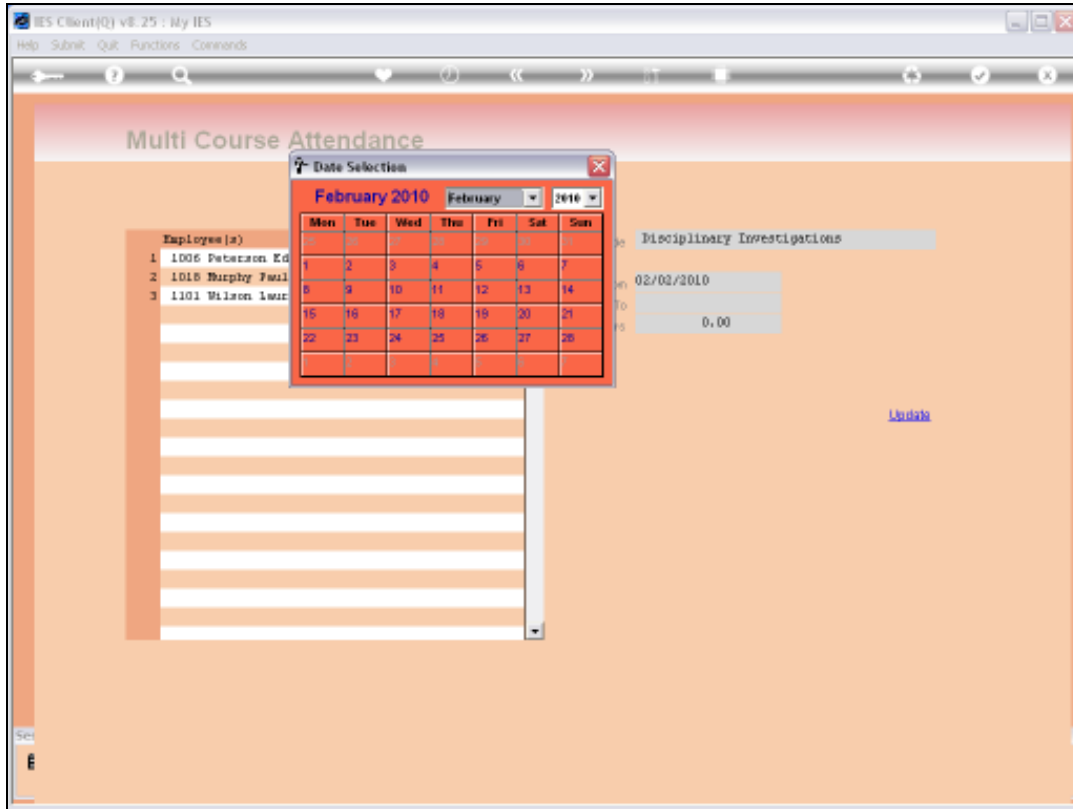Slide 37
Slide notes:

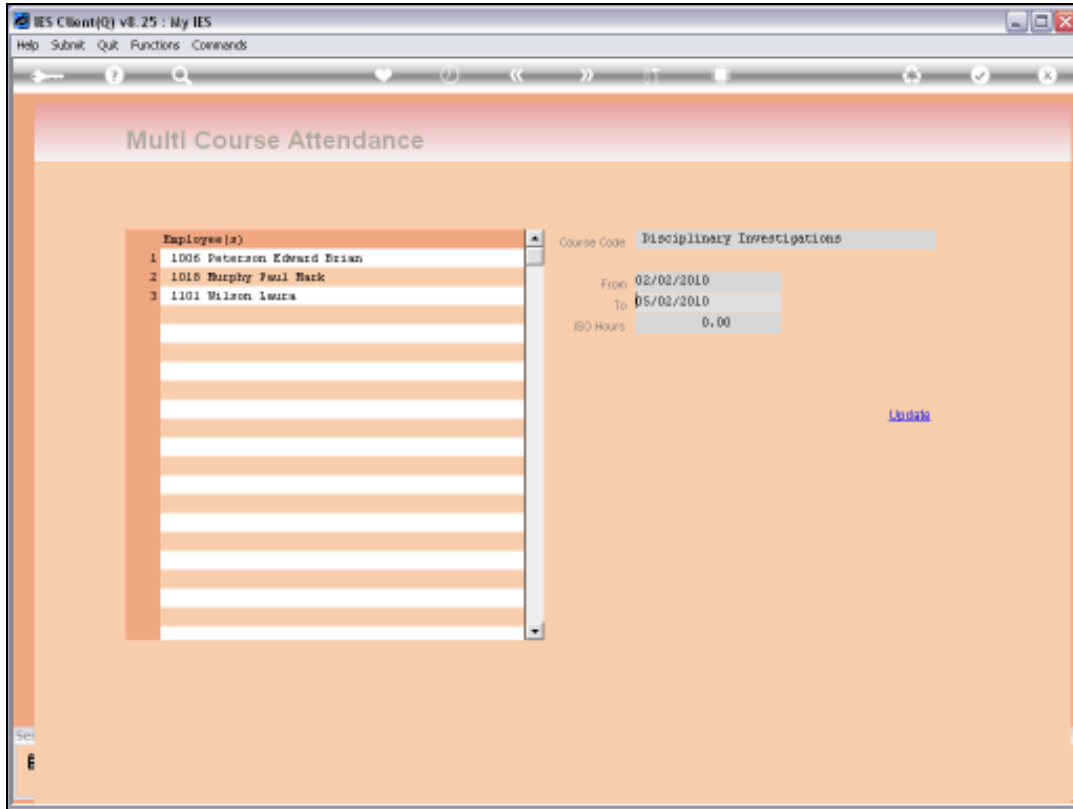Slide 38
Slide notes:

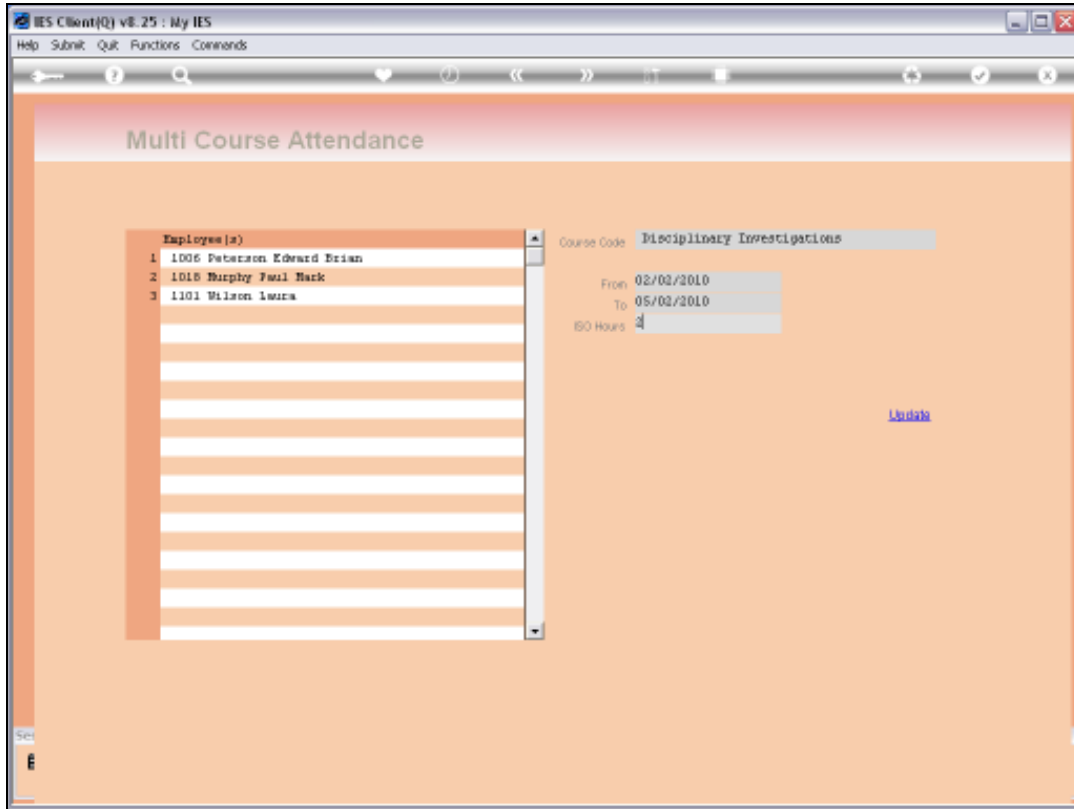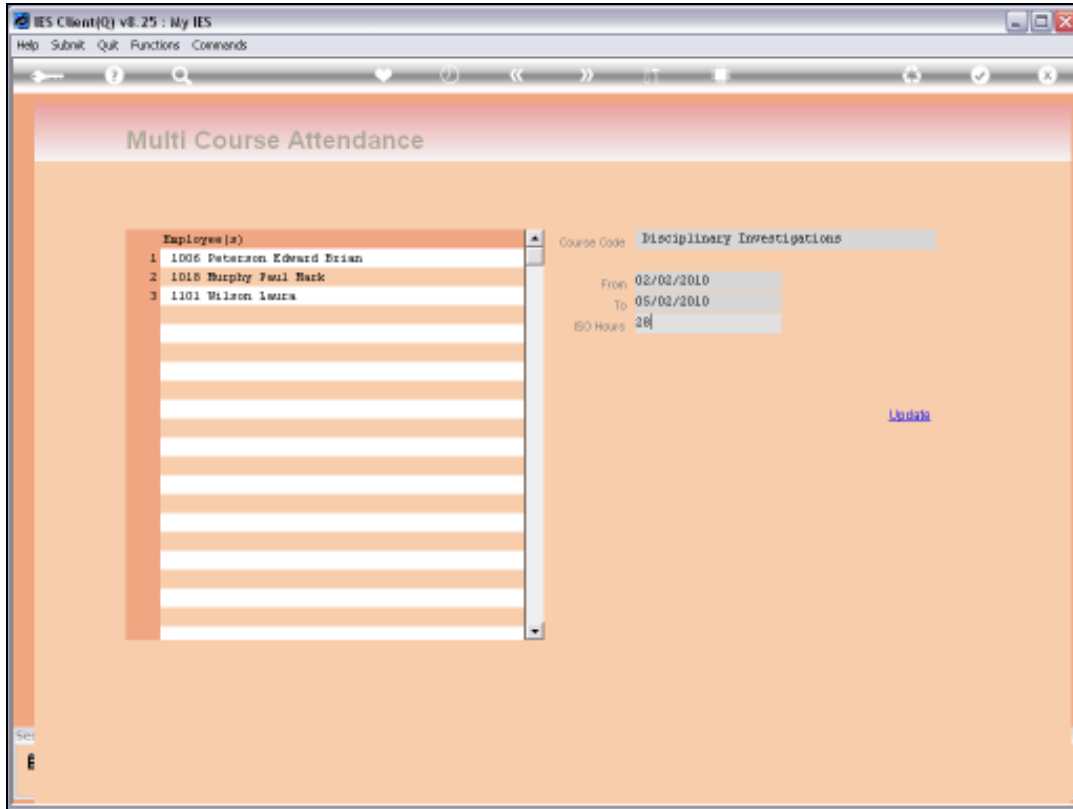Slide 39
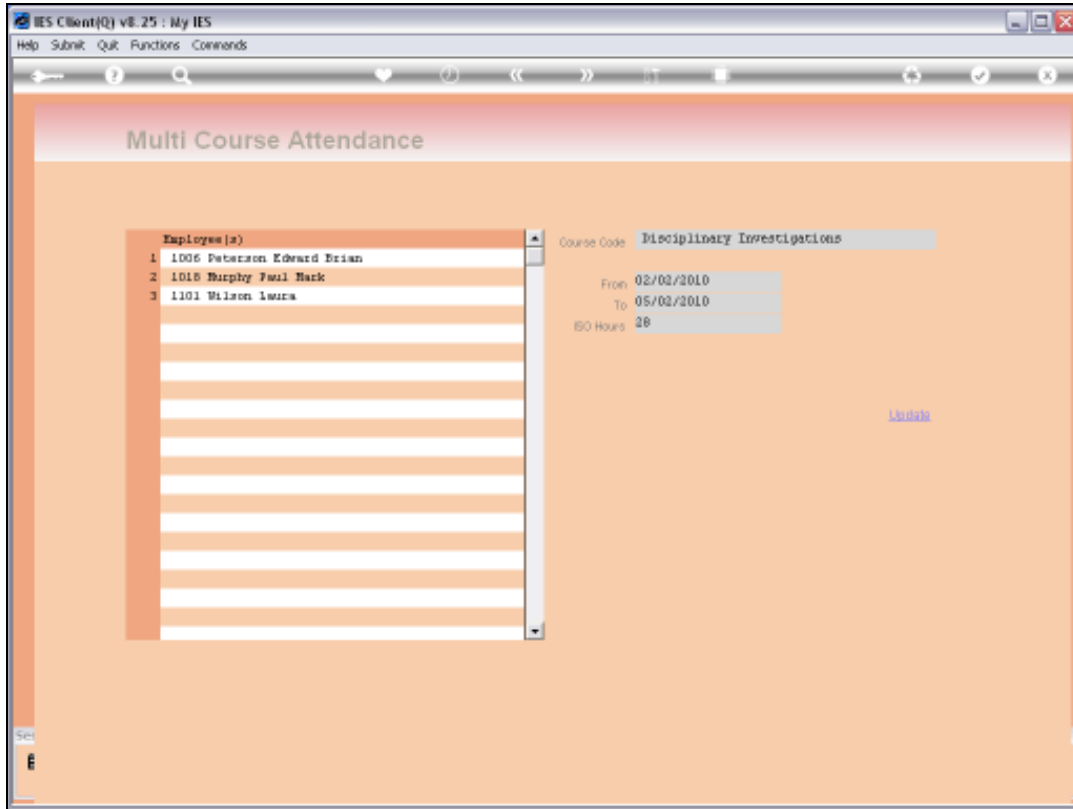
Slide notes:

Slide 40
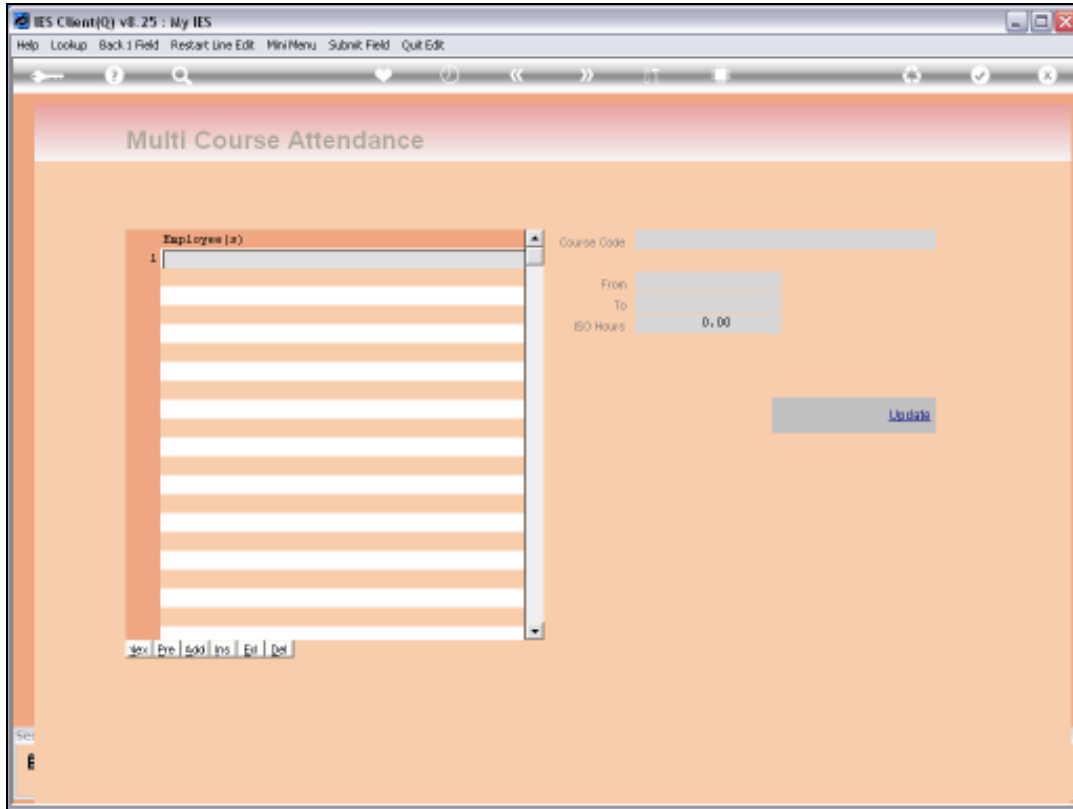Slide notes:

Slide 41
Slide notes:

Slide 42

Slide notes: If the Course qualifies for ISO Hours, then we will capture that also.

Slide 43

Slide notes: And when we choose 'update', then all listed Employees will be updated with the Course attendance.

Slide 44

Slide notes: