



How To Add and Edit Trainees

computer  directions

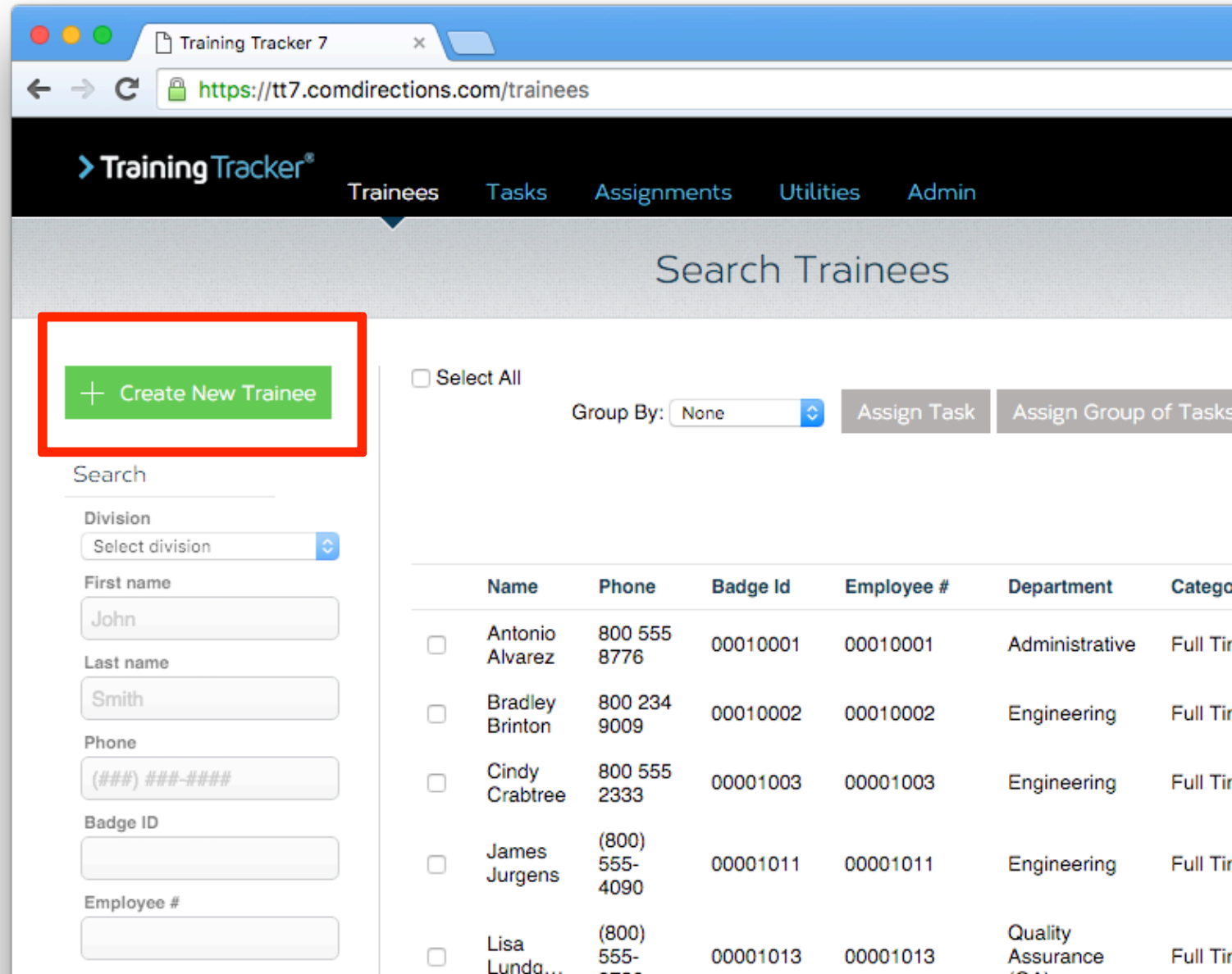
To add a trainee, click on the “trainees” tab in the top menu

The screenshot shows the Training Tracker 7 web application interface. The top navigation bar includes the 'Trainees' tab, which is highlighted with a red arrow. The page title is 'Search Trainees'. On the left side, there is a 'Create New Trainee' button and a search form with fields for Division, First name, Last name, Phone, Badge ID, Employee #, Department, and Job Titles. The main content area displays a table of trainees with columns for Name, Phone, Badge Id, Employee #, Department, Category, and Job Title. Each row has a checkbox and two icons (a checkmark and an 'x').

	Name	Phone	Badge Id	Employee #	Department	Category	Job Title		
<input type="checkbox"/>	Antonio Alvarez	800 555 8776	00010001	00010001	Administrative	Full Time	Administ... Assistant II	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bradley Brinton	800 234 9009	00010002	00010002	Engineering	Full Time	Electrical Tech I	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cindy Crabtree	800 555 2333	00001003	00001003	Engineering	Full Time	Mechani... Tech III	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	James Jurgens	(800) 555-4090	00001011	00001011	Engineering	Full Time	Operations Supervisor II	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lisa Lundg...	(800) 555-9780	00001013	00001013	Quality Assurance (QA)	Full Time	Operations Supervisor II	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Steph... Sesso...	(800) 555-7870	00001005	00001005	Engineering	Full Time	Mechani... Tech III	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click the “Create New Trainee” Button

Training Tracker will automatically take you to a new page to enter the Trainee's information.



The screenshot shows the Training Tracker web application interface. The browser address bar displays the URL <https://tt7.comdirections.com/trainees>. The navigation menu includes "Trainees", "Tasks", "Assignments", "Utilities", and "Admin". The main heading is "Search Trainees". A green button labeled "+ Create New Trainee" is highlighted with a red rectangular box. Below the button is a search form with fields for "Division", "First name" (containing "John"), "Last name" (containing "Smith"), "Phone" (with a placeholder "(###) ###-####"), "Badge ID", and "Employee #". To the right of the search form is a table of trainees with columns for Name, Phone, Badge Id, Employee #, Department, and Category. The table contains five rows of data, each with a checkbox in the first column.

	Name	Phone	Badge Id	Employee #	Department	Category
<input type="checkbox"/>	Antonio Alvarez	800 555 8776	00010001	00010001	Administrative	Full Time
<input type="checkbox"/>	Bradley Brinton	800 234 9009	00010002	00010002	Engineering	Full Time
<input type="checkbox"/>	Cindy Crabtree	800 555 2333	00001003	00001003	Engineering	Full Time
<input type="checkbox"/>	James Jurgens	(800) 555-4090	00001011	00001011	Engineering	Full Time
<input type="checkbox"/>	Lisa Lundg...	(800) 555-...	00001013	00001013	Quality Assurance	Full Time

Fill in the fields on the “create new trainee” page and then click “Save Trainee”.

First name, last name, employee number, and division are required fields.

Training Tracker Trainees Tasks Assignments Utilities Admin Welcome, HARRY Sign Out

Create New Trainee

First name

Last name

Email

Phone

Home phone

Notes

Avatar
No Photo Selected
 No file chosen

Editing and Deleting a Trainee

Newly entered People will appear in the list on the **Trainees** tab. The list can be **searched** using the fields on the left side of the window.

The screenshot displays the 'Training Tracker 7' web application interface. The browser address bar shows the URL 'https://tt7.comdirections.com/trainees'. The application header includes the 'Training Tracker' logo and navigation tabs for 'Trainees', 'Tasks', 'Assignments', 'Utilities', and 'Admin'. A user greeting 'Welcome, Victor' and a 'Sign Out' link are visible in the top right.

The main content area is titled 'Search Trainees'. On the left, there is a search sidebar with the following fields:

- Create New Trainee** (green button)
- Select All** (checkbox)
- Group By:** (dropdown menu set to 'None')
- Assign Task** (button)
- Assign Group of Tasks** (button)
- Delete Selected** (button)
- Print** (button)
- Print Barcodes** (green button)

The search sidebar contains the following input fields:

- Search** (text input)
- Division** (dropdown menu)
- First name** (text input: John)
- Last name** (text input: Smith)
- Phone** (text input: (###) ###-####)
- Badge ID** (text input: mm/dd/yyyy)
- Trainee tags** (dropdown menu)
- Search** (green button)
- Clear All** (button)

The main table displays a list of trainees with the following columns: Name, Phone, Badge Id, Employee #, Department, Category, and Job Title. Each row includes a checkbox for selection and two icons (edit and delete) for each trainee.

	Name	Phone	Badge Id	Employee #	Department	Category	Job Title		
<input type="checkbox"/>	Antonio Alvarez	800 555 8776	00010001	00010001	Administrative	Full Time	Administr... Assistant II		
<input type="checkbox"/>	Bradley Brinton	800 234 9009	00010002	00010002	Engineering	Full Time	Electrical Tech I		
<input type="checkbox"/>	Cindy Crabtree	800 555 2333	00001003	00001003	Engineering	Full Time	Mechani... Tech III		

You can **edit** a trainee by clicking on the **green** button right next to the delete button at the end of that row.

You can **delete** a trainee by clicking the red button with the X. (It turns red when you hover over it with the mouse pointer.)

The screenshot shows the Training Tracker 7 web application interface. The browser address bar displays <https://tt7.comdirections.com/trainees>. The application header includes the logo, navigation tabs (Trainees, Tasks, Assignments, Utilities, Admin), and user information (Welcome, Victor, Sign Out). The main content area is titled "Search Trainees" and features a search form on the left and a list of trainees on the right. The search form includes fields for Division, First name, Last name, Phone, Badge ID, Employee #, Department, and Job Titles. The trainee list table has columns for Name, Phone, Badge Id, Employee #, Department, Category, and Job Title. Each row in the table includes a checkbox for selection and two buttons: a green checkmark button for editing and a red 'X' button for deleting. A red arrow points to the bottom-right corner of the table, highlighting the edit and delete buttons for the last row.

	Name	Phone	Badge Id	Employee #	Department	Category	Job Title		
<input type="checkbox"/>	Antonio Alvarez	800 555 8776	00010001	00010001	Administrative	Full Time	Administ... Assistant II		
<input type="checkbox"/>	Bradley Brinton	800 234 9009	00010002	00010002	Engineering	Full Time	Electrical Tech I		
<input type="checkbox"/>	Cindy Crabtree	800 555 2333	00001003	00001003	Engineering	Full Time	Mechani... Tech III		
<input type="checkbox"/>	James Jurgens	(800) 555-4090	00001011	00001011	Engineering	Full Time	Operations Supervisor II		
<input type="checkbox"/>	Lisa Lundg...	(800) 555-9780	00001013	00001013	Quality Assurance (QA)	Full Time	Operations Supervisor II		
<input type="checkbox"/>	Steph... Sesso...	(800) 555-7870	00001005	00001005	Engineering	Full Time	Mechani... Tech III		



Deleting Multiple

Multiple **Trainees** can be deleted by clicking the **checkbox** in front of the names and then click the “delete selected button.”

Select All

Group By:

[Assign Task](#) [Assign Group of Tasks](#) [Delete Selected](#) [Print](#)

[Print Barcodes](#)

	Name	Phone	Badge Id	Employee #	Department	Category	Job Title		
<input checked="" type="checkbox"/>	John Adams			2					
<input type="checkbox"/>	Ben Franklin			3					
<input type="checkbox"/>	Frank Sinatra			4					
<input type="checkbox"/>	Andrew Smith	555-555-5555		1					