



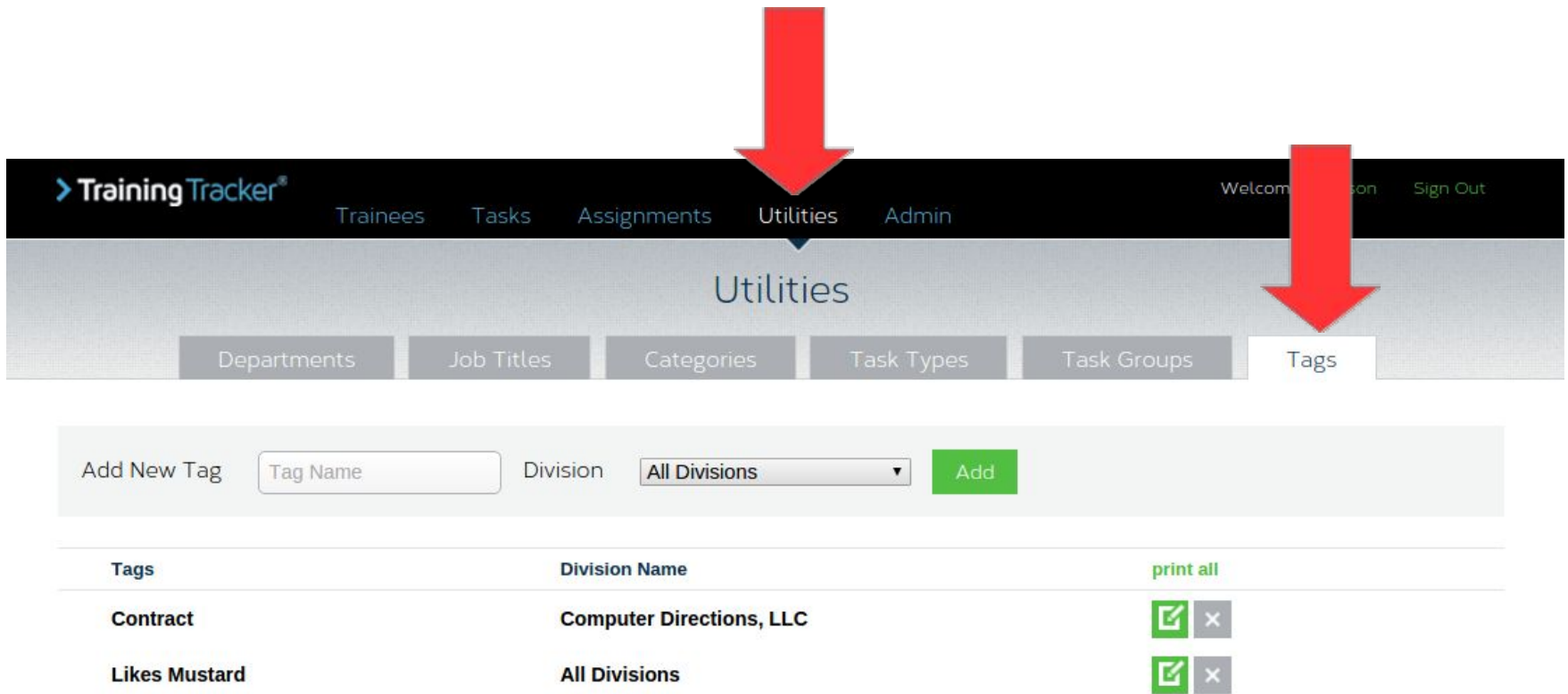
How-to Create and Use tags in Training Tracker 7 Web Version

computer  directions





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A Tag can be created for a specific project and assigned to Trainees involved in the project. The Tags can then be used to simplify searching.

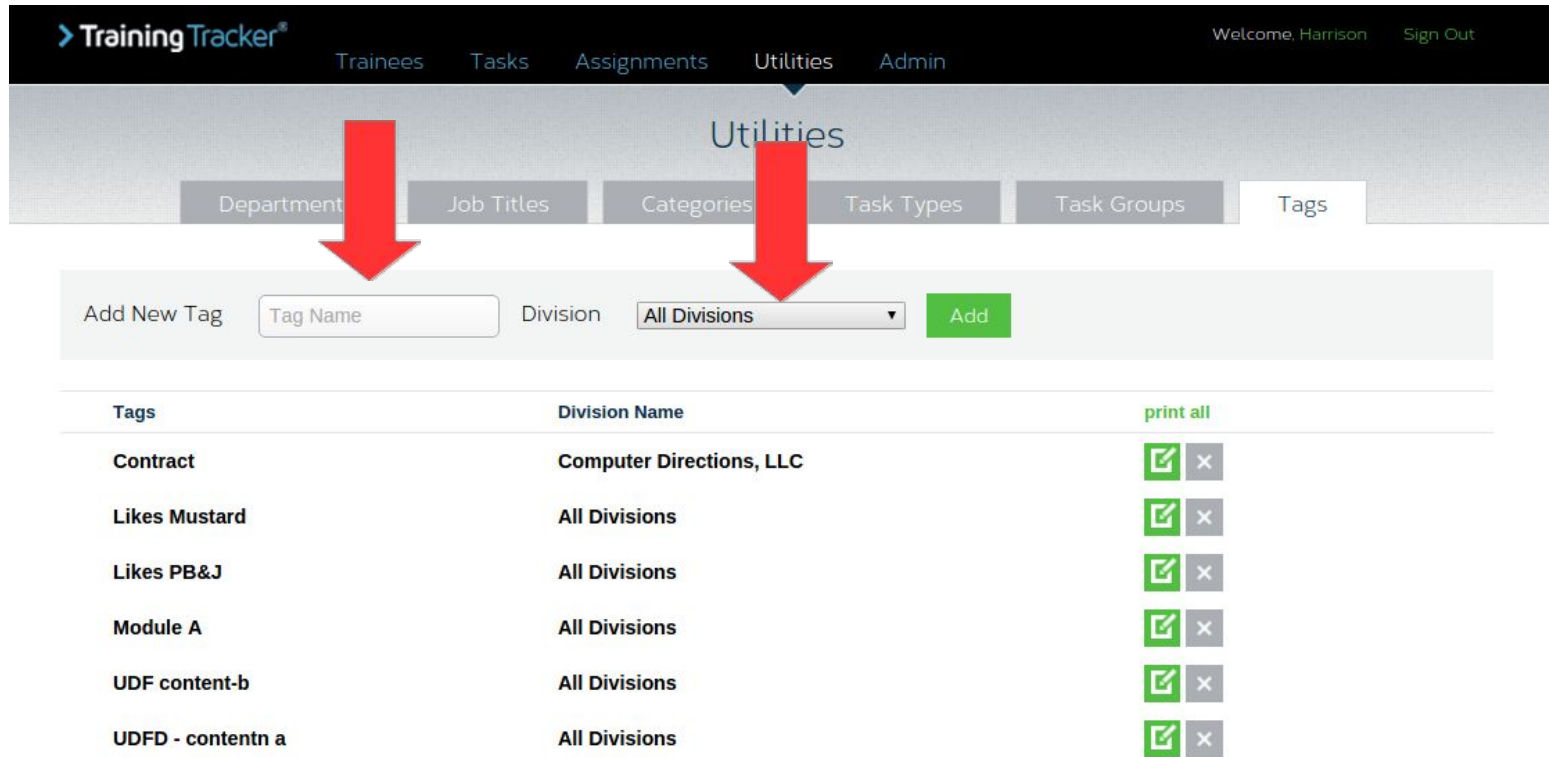
On the Utilities page select the “Tags” tab



The screenshot shows the Training Tracker interface. At the top, a navigation bar includes the logo and menu items: Trainees, Tasks, Assignments, Utilities, and Admin. A red arrow points to the Utilities menu item. Below this, a sub-menu titled 'Utilities' contains several tabs: Departments, Job Titles, Categories, Task Types, Task Groups, and Tags. A second red arrow points to the Tags tab. Below the tabs is a form to 'Add New Tag' with a 'Tag Name' input field, a 'Division' dropdown menu set to 'All Divisions', and an 'Add' button. Below the form is a table of existing tags.

Tags	Division Name	print all
Contract	Computer Directions, LLC	 
Likes Mustard	All Divisions	 

To create a Tag, enter the name in the text box and select the desired division.



The screenshot shows the 'Utilities' section of the Training Tracker application. The 'Add New Tag' form is visible, with a red arrow pointing to the 'Tag Name' text box and another red arrow pointing to the 'Division' dropdown menu. The dropdown menu is currently set to 'All Divisions'. Below the form is a table listing existing tags and their associated divisions.

Tags	Division Name	print all
Contract	Computer Directions, LLC	<input checked="" type="checkbox"/> <input type="checkbox"/>
Likes Mustard	All Divisions	<input checked="" type="checkbox"/> <input type="checkbox"/>
Likes PB&J	All Divisions	<input checked="" type="checkbox"/> <input type="checkbox"/>
Module A	All Divisions	<input checked="" type="checkbox"/> <input type="checkbox"/>
UDF content-b	All Divisions	<input checked="" type="checkbox"/> <input type="checkbox"/>
UDFD - contentn a	All Divisions	<input checked="" type="checkbox"/> <input type="checkbox"/>


Tags can be edited by clicking on the green write button and deleted by clicking the grey “X” button.

Utilities

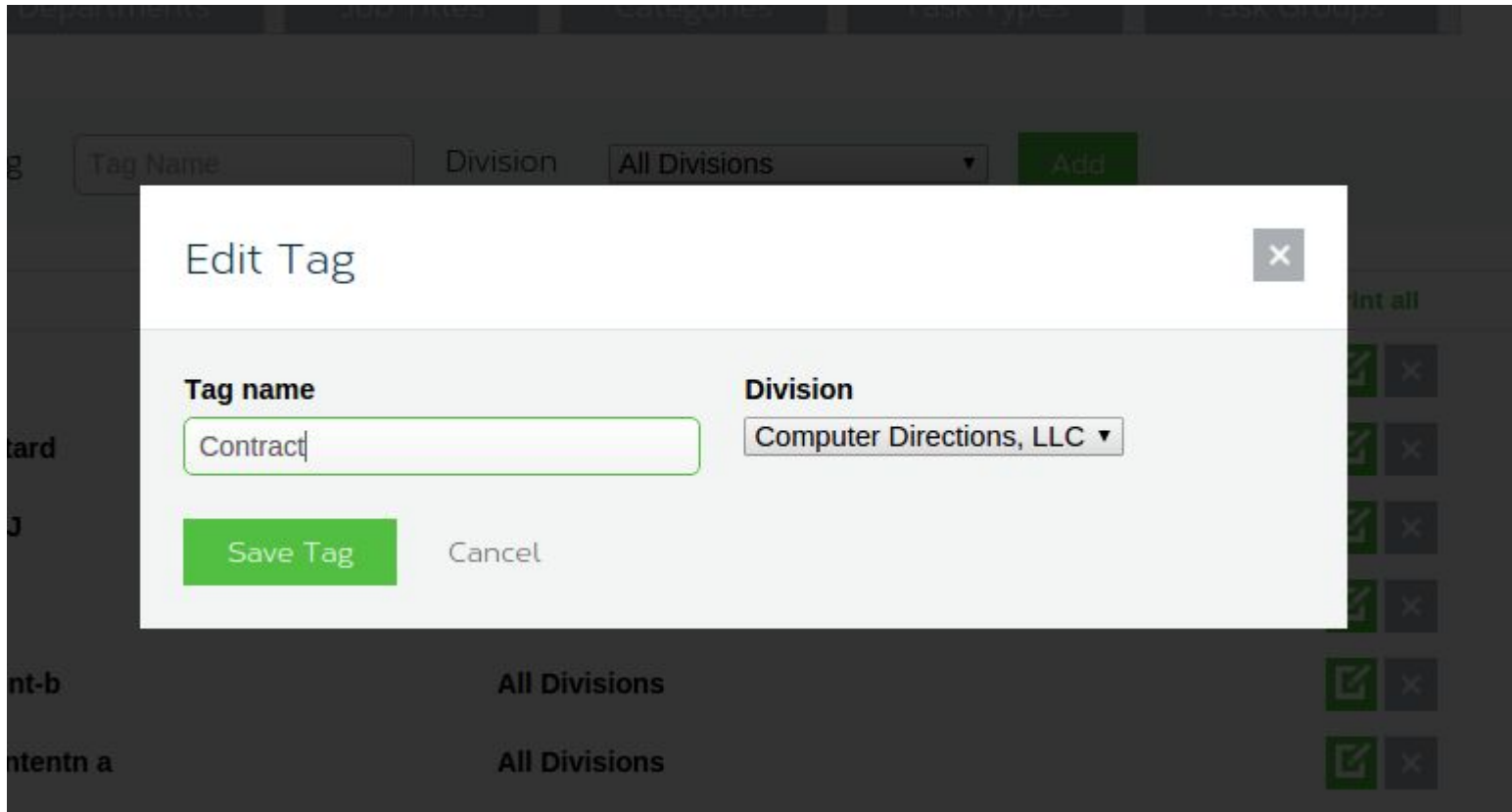
Departments Job Titles Categories Task Types Task Groups Tags

Add New Tag Division

Tags	Division Name	
		principal
Contract	Computer Directions, LLC	<input type="checkbox"/> <input type="button" value="X"/>
Likes Mustard	All Divisions	<input type="checkbox"/> <input type="button" value="X"/>
Likes PB&J	All Divisions	<input type="checkbox"/> <input type="button" value="X"/>
Module A	All Divisions	<input type="checkbox"/> <input type="button" value="X"/>



After clicking the edit button a prompt will appear in which the Tag name and division can be changed



When searching trainees, a Tag can be selected to filter the search.

The screenshot shows the TrainingTracker interface. At the top, there is a navigation bar with 'TrainingTracker' and 'Welcome, Harrison Sign Out'. Below this is a menu with 'Trainees', 'Tasks', 'Assignments', 'Utilities', and 'Admin'. The main heading is 'Search Trainees'. On the left, there is a sidebar with a '+ Create New Trainee' button and search filters for 'Division', 'First name', 'Last name', and 'Date To'. The 'Trainee tags' dropdown is highlighted with a red box. The main content area shows a 'Select All' checkbox, a 'Group By' dropdown set to 'None', and buttons for 'Assign Task', 'Assign Group of Tasks', 'Delete Selected', 'Print', and 'Print Barcodes'. Below these is a table of trainees with columns for Name, Phone, Badge Id, Employee #, Department, Category, and Job Title. Two trainees are listed: Antonio Alvarez and Bradley Brinton. A blue line connects the 'Trainee tags' dropdown to the 'Print Barcodes' button.

Trainee tags
Select Tag

Search **Clear All**

	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"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bradley Brinton	800 234 9009	00010002	00010002	Engineering	Full Time	Electrical Tech I	<input type="checkbox"/>	<input type="checkbox"/>