

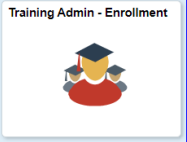
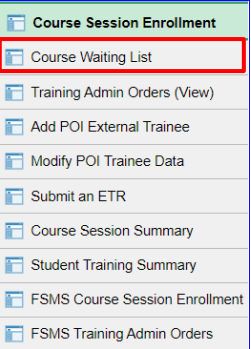
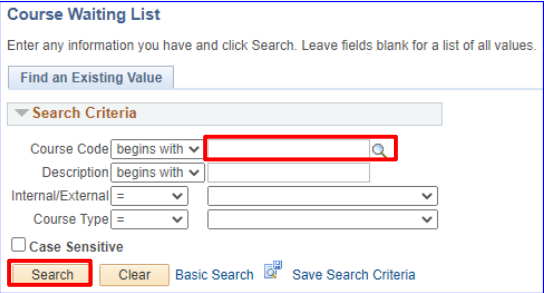
# Viewing the Training Course Waiting List

**Introduction** This guide provides the procedures for how to view the Training Course Waiting List in Direct Access (DA).

**User Roles** The user **MUST** have one of the User Roles listed below to view a Training Course Waiting List:

- CGASGN
- CGASGNPLN
- CGASGNVW
- CGRSVISC
- CGRSVORD
- CGTASMGR
- CGTRNASC
- CGTRNTQC

**Procedures** See below.

Step	Action
1	<p>Click the <b>Training Admin – Enrollment</b> Tile.</p> 
1.5	<p>Select the <b>Course Waiting</b> option.</p> 
2	<p>Enter a partial/full <b>Course Code</b> (if known) or use the lookup, then click the <b>Search</b> button.</p> 

*Continued on next page*

## Viewing the Training Course Waiting List, Continued

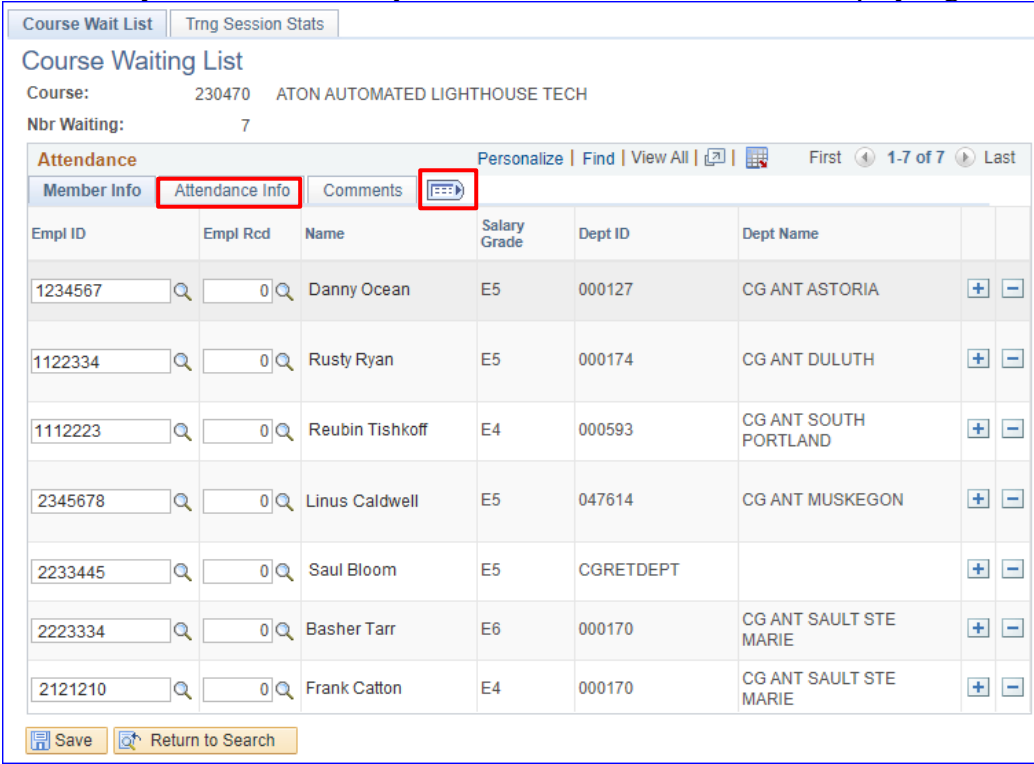
Procedures,  
continued

Step	Action																																																																																																				
3	<p>The Search Results will display. Click on the appropriate <b>Course Code</b> to view the Waiting List.</p> <div data-bbox="325 566 1369 1839" style="border: 1px solid black; padding: 5px;"> <p><b>Course Waiting List</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p><b>Search Criteria</b></p> <p>Course Code <input type="text" value="begins with"/> <input type="text" value="230"/> <input type="button" value="🔍"/></p> <p>Description <input type="text" value="begins with"/> <input type="text"/></p> <p>Internal/External <input type="text" value="="/> <input type="text"/></p> <p>Course Type <input type="text" value="="/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="📄"/> <a href="#">Save Search Criteria</a></p> <p><b>Search Results</b></p> <p>View All <span style="float: right;">First <input type="button" value="⏪"/> 1-19 of 19 <input type="button" value="⏩"/> Last</span></p> <table border="1" data-bbox="336 1155 1358 1823"> <thead> <tr> <th>Course Code</th> <th>Description</th> <th>Internal/External</th> <th>Course Type</th> <th>Creation Date</th> </tr> </thead> <tbody> <tr><td>230015</td><td>ATON BUOY DECK SUPERVISOR</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230025</td><td>ATON CONSTRUCTION TENDER - MK</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230140</td><td>INSTRUCTOR DEVELOPMENT COURSE</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230250</td><td>RECRUITER SCHOOL</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230277</td><td>BOAT FORCES COMMAND CADRE</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230280</td><td>Firearms Instructor FAI Course</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230300</td><td>STEEL WELDING</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230330</td><td>NMLBS HEAVY WX COXSWAIN COURSE</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230442</td><td>CPO ACADEMY</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230460</td><td>ATON ADMIN AND POSITIONING</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr style="border: 2px solid red;"><td>230470</td><td>ATON AUTOMATED LIGHTHOUSE TECH</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230610</td><td>ATON CONSTRUCTION TENDER</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230670</td><td>HYDRAULIC SYS AND EQUIP (MK-06)</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230810</td><td>MARK 27 GYROCOMPASS SYSTEM</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230830</td><td>REFRIGERATION/AC (MK-22)</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230880</td><td>BASIC AIR NAVIGATOR</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230935</td><td>AN/URN-25 MAINTENANCE</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> <tr><td>230941</td><td>270' WMEC Machinery Plant/Moni</td><td>Internal</td><td>C School</td><td>03/25/2014</td></tr> <tr><td>230990</td><td>ENGINEERING ADMINISTRATION ASH</td><td>Internal</td><td>C School</td><td>01/01/1901</td></tr> </tbody> </table> </div>	Course Code	Description	Internal/External	Course Type	Creation Date	230015	ATON BUOY DECK SUPERVISOR	Internal	C School	01/01/1901	230025	ATON CONSTRUCTION TENDER - MK	Internal	C School	01/01/1901	230140	INSTRUCTOR DEVELOPMENT COURSE	Internal	C School	01/01/1901	230250	RECRUITER SCHOOL	Internal	C School	01/01/1901	230277	BOAT FORCES COMMAND CADRE	Internal	C School	01/01/1901	230280	Firearms Instructor FAI Course	Internal	C School	01/01/1901	230300	STEEL WELDING	Internal	C School	01/01/1901	230330	NMLBS HEAVY WX COXSWAIN COURSE	Internal	C School	01/01/1901	230442	CPO ACADEMY	Internal	C School	01/01/1901	230460	ATON ADMIN AND POSITIONING	Internal	C School	01/01/1901	230470	ATON AUTOMATED LIGHTHOUSE TECH	Internal	C School	01/01/1901	230610	ATON CONSTRUCTION TENDER	Internal	C School	01/01/1901	230670	HYDRAULIC SYS AND EQUIP (MK-06)	Internal	C School	01/01/1901	230810	MARK 27 GYROCOMPASS SYSTEM	Internal	C School	01/01/1901	230830	REFRIGERATION/AC (MK-22)	Internal	C School	01/01/1901	230880	BASIC AIR NAVIGATOR	Internal	C School	01/01/1901	230935	AN/URN-25 MAINTENANCE	Internal	C School	01/01/1901	230941	270' WMEC Machinery Plant/Moni	Internal	C School	03/25/2014	230990	ENGINEERING ADMINISTRATION ASH	Internal	C School	01/01/1901
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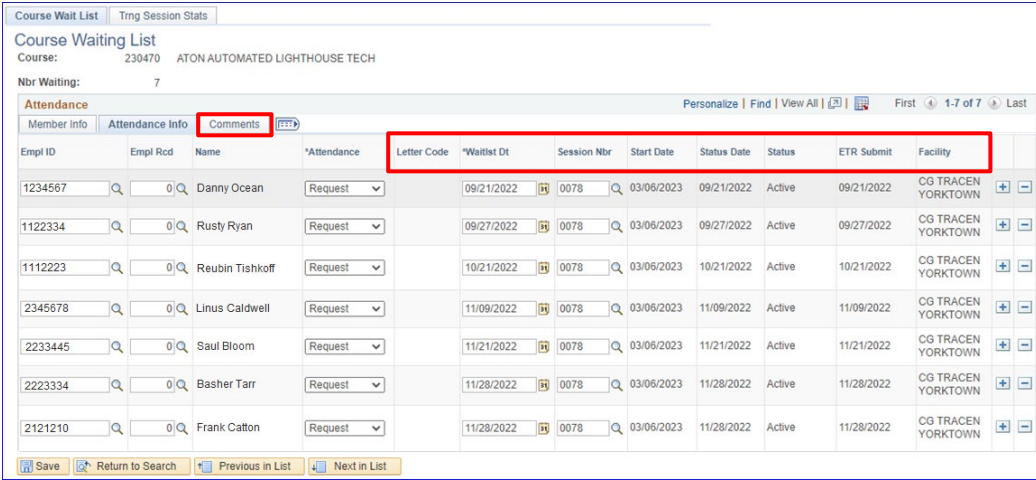
Procedures,  
continued

Step	Action																																																																
4	<p>The Course Waiting List will display on the Member Info tab. Select the <b>Attendance Info</b> tab.</p> <p><b>NOTE:</b> If you click on the <b>Expand All</b> icon, all three tabs will display together.</p>  <p>Course Wait List   Trng Session Stats</p> <p><b>Course Waiting List</b>          Course: 230470 ATON AUTOMATED LIGHTHOUSE TECH          Nbr Waiting: 7</p> <p>Attendance   Personalize   Find   View All   First 1-7 of 7 Last</p> <p>Member Info   <b>Attendance Info</b>   Comments   <b>Expand All</b></p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Salary Grade</th> <th>Dept ID</th> <th>Dept Name</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>Danny Ocean</td> <td>E5</td> <td>000127</td> <td>CG ANT ASTORIA</td> <td>+</td> <td>-</td> </tr> <tr> <td>1122334</td> <td>0</td> <td>Rusty Ryan</td> <td>E5</td> <td>000174</td> <td>CG ANT DULUTH</td> <td>+</td> <td>-</td> </tr> <tr> <td>1112223</td> <td>0</td> <td>Reubin Tishkoff</td> <td>E4</td> <td>000593</td> <td>CG ANT SOUTH PORTLAND</td> <td>+</td> <td>-</td> </tr> <tr> <td>2345678</td> <td>0</td> <td>Linus Caldwell</td> <td>E5</td> <td>047614</td> <td>CG ANT MUSKEGON</td> <td>+</td> <td>-</td> </tr> <tr> <td>2233445</td> <td>0</td> <td>Saul Bloom</td> <td>E5</td> <td>CGRETDEPT</td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td>2223334</td> <td>0</td> <td>Basher Tarr</td> <td>E6</td> <td>000170</td> <td>CG ANT SAULT STE MARIE</td> <td>+</td> <td>-</td> </tr> <tr> <td>2121210</td> <td>0</td> <td>Frank Catton</td> <td>E4</td> <td>000170</td> <td>CG ANT SAULT STE MARIE</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p>Save   Return to Search</p>	Empl ID	Empl Rcd	Name	Salary Grade	Dept ID	Dept Name			1234567	0	Danny Ocean	E5	000127	CG ANT ASTORIA	+	-	1122334	0	Rusty Ryan	E5	000174	CG ANT DULUTH	+	-	1112223	0	Reubin Tishkoff	E4	000593	CG ANT SOUTH PORTLAND	+	-	2345678	0	Linus Caldwell	E5	047614	CG ANT MUSKEGON	+	-	2233445	0	Saul Bloom	E5	CGRETDEPT		+	-	2223334	0	Basher Tarr	E6	000170	CG ANT SAULT STE MARIE	+	-	2121210	0	Frank Catton	E4	000170	CG ANT SAULT STE MARIE	+	-
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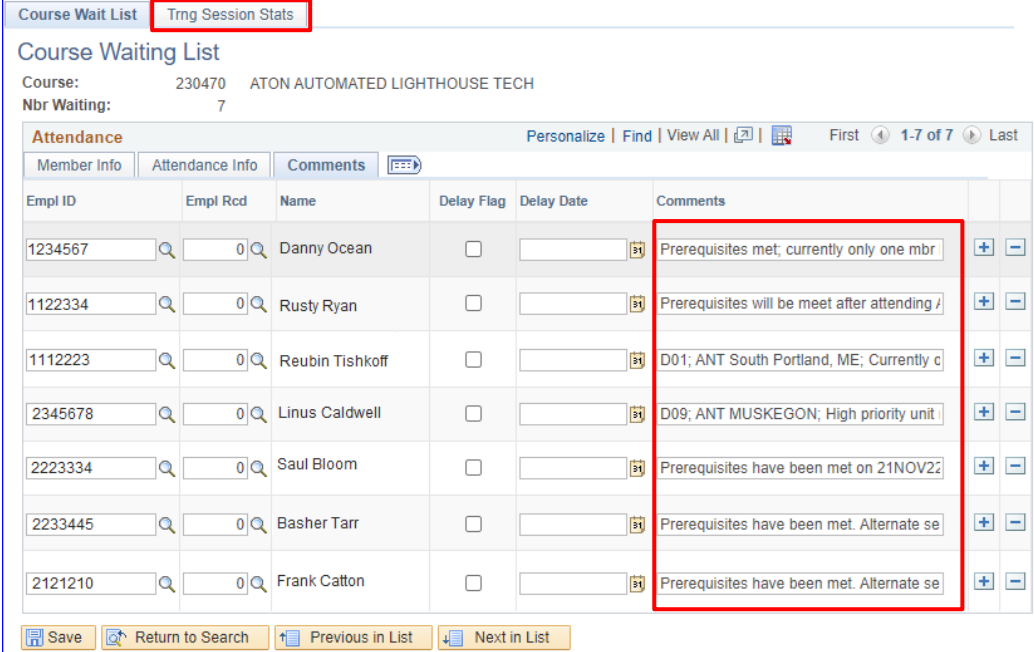
Procedures,  
continued

Step	Action
5	<p>The Attendance Info page will display.</p> <ul style="list-style-type: none"> <li>• <b>Letter Code</b> –</li> <li>• <b>Waitlist Dt</b> – The date the member was placed on the list.</li> <li>• <b>Session Number</b> – The session the member is currently scheduled to attend.</li> <li>• <b>Start Date</b> – The date the course is scheduled to begin.</li> <li>• <b>Status Date</b> –</li> <li>• <b>Status</b> –</li> <li>• <b>ETR Submit</b> – The date the Electronic Training Request was submitted.</li> <li>• <b>Faculty</b> – Where the course is to be held.</li> </ul> <p>Select the <b>Comments</b> tab.</p>  <p>The screenshot shows a web interface for a 'Course Waiting List'. At the top, it displays 'Course: 230470 ATON AUTOMATED LIGHTHOUSE TECH' and 'Nbr Waiting: 7'. Below this are tabs for 'Attendance', 'Attendance Info', 'Comments', and 'ETR'. The 'Comments' tab is selected and highlighted with a red box. Below the tabs is a table with columns: 'Empl ID', 'Empl Rcd', 'Name', '*Attendance', 'Letter Code', '*Waitlist Dt', 'Session Nbr', 'Start Date', 'Status Date', 'Status', 'ETR Submit', and 'Faculty'. The 'Letter Code', '*Waitlist Dt', 'Session Nbr', 'Start Date', 'Status Date', 'Status', 'ETR Submit', and 'Faculty' columns are highlighted with a red box. The table contains seven rows of data for different members, including Danny Ocean, Rusty Ryan, Reubin Tishkoff, Linus Caldwell, Saul Bloom, Basher Tarr, and Frank Catton. At the bottom of the interface are buttons for 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.</p>

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## Viewing the Training Course Waiting List, Continued

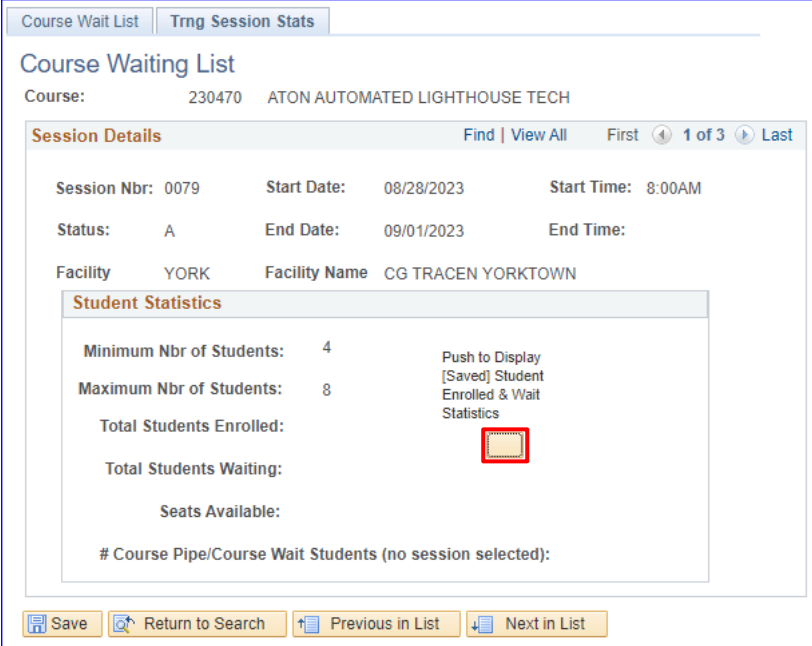
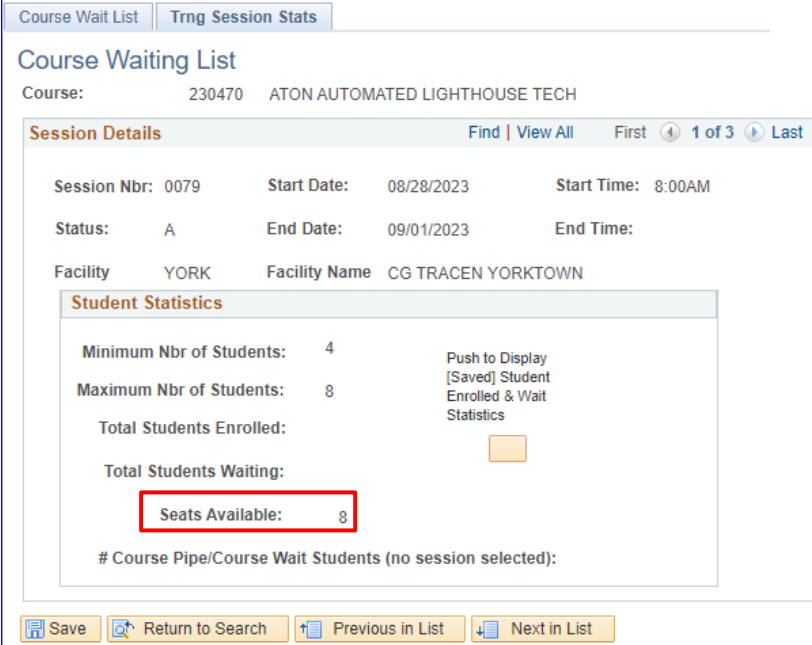
Procedures,  
continued

Step	Action																																																
6	<p>This displays any <b>Comments</b> regarding the member attending the training. Select the <b>Trng Session Stats</b> tab.</p>  <p><b>Course Waiting List</b></p> <p>Course: 230470 ATON AUTOMATED LIGHTHOUSE TECH Nbr Waiting: 7</p> <p><b>Attendance</b>   Personalize   Find   View All   First 1-7 of 7 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Delay Flag</th> <th>Delay Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>Danny Ocean</td> <td><input type="checkbox"/></td> <td></td> <td>Prerequisites met; currently only one mbr</td> </tr> <tr> <td>1122334</td> <td>0</td> <td>Rusty Ryan</td> <td><input type="checkbox"/></td> <td></td> <td>Prerequisites will be meet after attending /</td> </tr> <tr> <td>1112223</td> <td>0</td> <td>Reubin Tishkoff</td> <td><input type="checkbox"/></td> <td></td> <td>D01; ANT South Portland, ME; Currently c</td> </tr> <tr> <td>2345678</td> <td>0</td> <td>Linus Caldwell</td> <td><input type="checkbox"/></td> <td></td> <td>D09; ANT MUSKEGON; High priority unit</td> </tr> <tr> <td>2223334</td> <td>0</td> <td>Saul Bloom</td> <td><input type="checkbox"/></td> <td></td> <td>Prerequisites have been met on 21NOV22</td> </tr> <tr> <td>2233445</td> <td>0</td> <td>Basher Tarr</td> <td><input type="checkbox"/></td> <td></td> <td>Prerequisites have been met. Alternate se</td> </tr> <tr> <td>2121210</td> <td>0</td> <td>Frank Catton</td> <td><input type="checkbox"/></td> <td></td> <td>Prerequisites have been met. Alternate se</td> </tr> </tbody> </table> <p>Save   Return to Search   Previous in List   Next in List</p>	Empl ID	Empl Rcd	Name	Delay Flag	Delay Date	Comments	1234567	0	Danny Ocean	<input type="checkbox"/>		Prerequisites met; currently only one mbr	1122334	0	Rusty Ryan	<input type="checkbox"/>		Prerequisites will be meet after attending /	1112223	0	Reubin Tishkoff	<input type="checkbox"/>		D01; ANT South Portland, ME; Currently c	2345678	0	Linus Caldwell	<input type="checkbox"/>		D09; ANT MUSKEGON; High priority unit	2223334	0	Saul Bloom	<input type="checkbox"/>		Prerequisites have been met on 21NOV22	2233445	0	Basher Tarr	<input type="checkbox"/>		Prerequisites have been met. Alternate se	2121210	0	Frank Catton	<input type="checkbox"/>		Prerequisites have been met. Alternate se
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## Viewing the Training Course Waiting List, Continued

Procedures,  
continued

Step	Action
7	<p>To display any saved Student Enrolled and Wait Statistics, click the <b>yellow square</b>.</p>  <p>The screenshot shows the 'Course Waiting List' for course 230470. The 'Session Details' section includes: Session Nbr: 0079, Start Date: 08/28/2023, Start Time: 8:00AM, Status: A, End Date: 09/01/2023, End Time: (blank), Facility: YORK, Facility Name: CG TRACEN YORKTOWN. The 'Student Statistics' section lists: Minimum Nbr of Students: 4, Maximum Nbr of Students: 8, Total Students Enrolled: (blank), Total Students Waiting: (blank), Seats Available: (blank), and # Course Pipe/Course Wait Students (no session selected): (blank). A yellow square is highlighted next to the 'Total Students Enrolled' field.</p>
8	<p>Only <b>Seats Available</b> was noted in this example.</p>  <p>The screenshot shows the same 'Course Waiting List' interface. In this example, the 'Seats Available' field in the 'Student Statistics' section is highlighted with a red box and contains the value '8'.</p>