Introduction	This guide provides the procedures for how to access and update 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 • CGTRNTOC
	• CGTRNTQC

Procedures

See below.

Step	Action
1	Click the Training Admin – Enrollment Tile.
	Training Admin - Enrollment
1.5	Select the Course Waiting List option.
	Course Session Enrollment
	Course Waiting List
	Training Admin Orders (View)
	Add POI External Trainee
	Modify POI Trainee Data
	Submit an ETR
	Course Session Summary
	T Student Training Summary
	FSMS Course Session Enrollment
	E FSMS Training Admin Orders
2	Enter a partial/full Course Code (if known) or use the lookup, then click the
-	Search hutton
	Course Waiting List
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	Search Criteria
	Course Code begins with 🗸
	Description begins with
	Course Type = V
	Search Clear Basic Search 🖾 Save Search Criteria

Procedures,

continued

	Action								
The Searce	ch Results will display. Click on the	appropriate C	Course Co	ode to view					
the Waiti	ng List.								
Course Waiting List									
Enter any information you have and click Search Leave fields blank for a list of all values									
Enter any information you have and click Search. Leave lields blank for a list of all values.									
Find an	Existing Value								
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Course Co 230015 230025	de Description ATON BUOY DECK SUPERVISOR ATON CONSTRUCTION TENDER - MK	Internal/External Internal Internal	Course Type C School C School	Creation Dat 01/01/1901 01/01/1901					
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Procedures,

continued

Step					Action				
4	The Course Waiting List will display on the Member Info tab. Use the Plus button to add additional students to the list. Use the Minus button to remove students from the list. Click on the Attendance Info tab. NOTE: If you click on the Expand All icon, all three tabs will display together.								
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	Member Info	Atten	dance Info	Comments 📼	1 GISGHUIZC				
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	1122334		0 🔍	Rusty Ryan	E5	000174	CG ANT DULUTH	+ -	
	1112223	Q	0 🔍	Reubin Tishkoff	E4	000593	CG ANT SOUTH PORTLAND	•	
	2345678	Q	0 🔍	Linus Caldwell	E5	047614	CG ANT MUSKEGON	+ -	
	2233445	Q	0 🔍	Saul Bloom	E5	CGRETDEPT		+ -	
	2223334	٩	0 🔍	Basher Tarr	E6	000170	CG ANT SAULT STE MARIE	• -	
	2121210	٩	0 🔍	Frank Catton	E4	000170	CG ANT SAULT STE MARIE	+ -	
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Procedures,

continued

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Procedures,

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6	The Delay Flag and Delay Date fields are only used for "A" School courses.						
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	1234567	Q 0	Danny Ocean			Prerequisites met; currently only one mbr	+ -
	1122334	Q 0	Rusty Ryan			Prerequisites will be meet after attending <i>I</i>	• -
	1112223	Q 0	Reubin Tishkoff			D01; ANT South Portland, ME; Currently c	• -
	2345678	Q 0	Linus Caldwell		Ħ	D09; ANT MUSKEGON; High priority unit	• -
	2223334	Q 0	Saul Bloom		iii iii	Prerequisites have been met on 21NOV22	• -
	2233445	Q 0	3 Basher Tarr			Prerequisites have been met. Alternate se	• -
	2121210	Q 0	Catton			Prerequisites have been met. Alternate se	+ -
	🔚 Save 🔯 I	Return to Search	↑ Previous in List	↓ Next i	n List		

Procedures,

continued

Step	Action
7	The most recent Session Details will display. Click View All or click Arrows to
	see all the available Session Nbrs, Start Dates and End Dates.
	Course Wait List Trng Session Stats
	Course Waiting List
	Course: 230470 ATON AUTOMATED LIGHTHOUSE TECH
	Session Details Find View All First (1 of 3 () Last
	Session Nbr: 0079 Start Date: 08/28/2023 Start Time: 8:00AM
	Status: A End Date: 09/01/2023 End Time:
	Facility YORK Facility Name CG TRACEN YORKTOWN
	Student Statistics
	Minimum Nbr of Students: 4 Push to Display [Saved] Student [Saved] Student Maximum Nbr of Students: 8 Enrolled & Wait Total Students Enrolled: Statistics Total Students Waiting: Image: Constraint of the statistics
	Seats Available: # Course Pipe/Course Wait Students (no session selected): Save Charlen to Search the Previous in List Next in List

Continued on next page

Procedures,

continued

Step	Action
8	Click the yellow button (must click each box on each page to see the results for
	that session) to update the Student Statistics section. This will update the Total
	Students Enrolled, Total Students Waiting and Seats Available (only one
	noted here) on each page. Click Save to save any changes to the Waiting List.
	Course Wait List Trng Session Stats
	Course Waiting List
	Course: 230470 ATON AUTOMATED LIGHTHOUSE TECH
	Session Details Find View All First ④ 1 of 3 ④ Last
	Session Nbr: 0079 Start Date: 08/28/2023 Start Time: 8:00AM
	Status: A End Date: 09/01/2023 End Time:
	Facility YORK Facility Name CG TRACEN YORKTOWN
	Student Statistics
	Minimum Nbr of Students: 4 Push to Display Maximum Nbr of Students: 8 [Saved] Student Maximum Nbr of Students: 8 Enrolled & Wait Total Students Enrolled: Statistics Total Students Waiting: 6 Seats Available: 8 # Course Pipe/Course Wait Students (no session selected):
	Save 💽 Return to Search 🛉 Previous in List 🖣 Next in List