

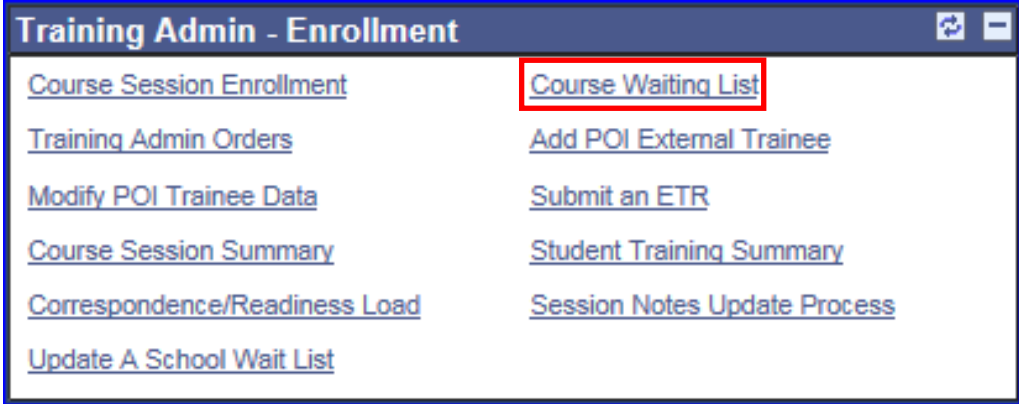
View Training Course Waiting List

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

Important Information 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>Select the Course Waiting List link from the Training Admin – Enrollment pagelet.</p>  <p>The screenshot shows a window titled "Training Admin - Enrollment" with a blue header. Below the header is a grid of links. The link "Course Waiting List" is highlighted with a red rectangular box. Other visible links include "Course Session Enrollment", "Training Admin Orders", "Modify POI Trainee Data", "Course Session Summary", "Correspondence/Readiness Load", "Update A School Wait List", "Add POI External Trainee", "Submit an ETR", "Student Training Summary", and "Session Notes Update Process".</p>

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View Training Course Waiting List, Continued

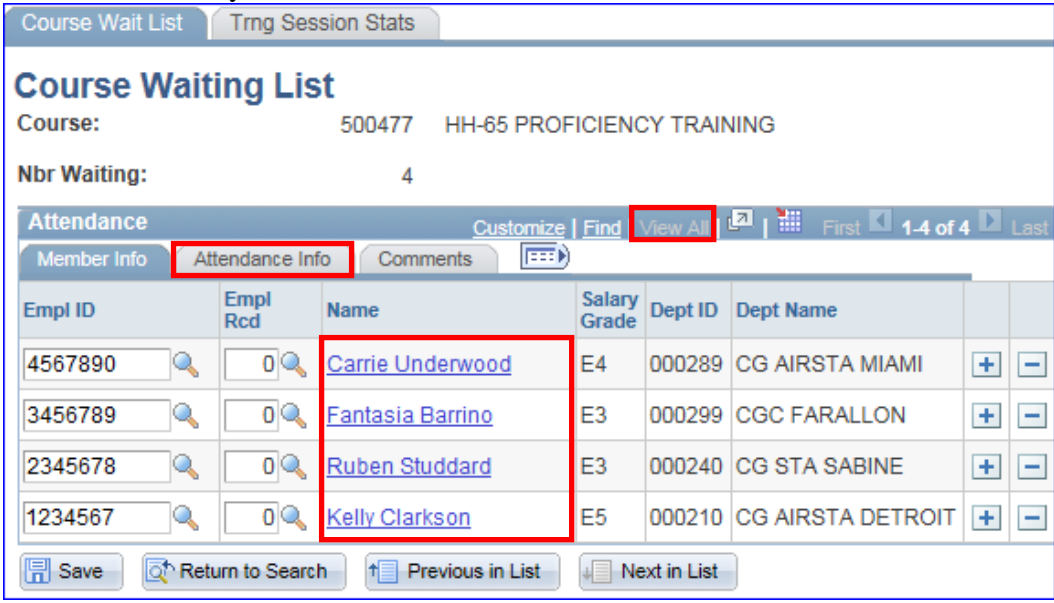
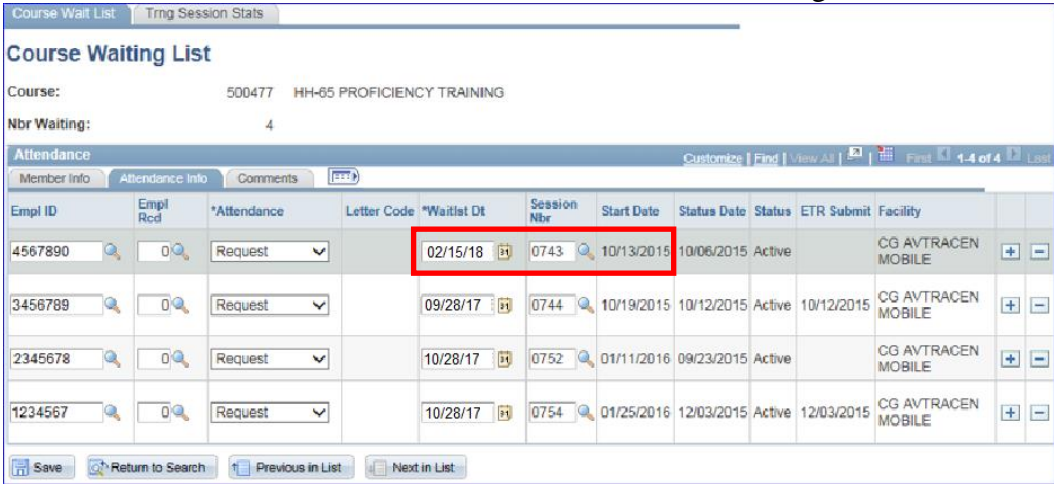
Procedures,
continued

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2	<p>Enter a partial/full Course Code (if known) or use the lookup, then click the Search button.</p> <div data-bbox="331 562 1294 1055" style="border: 1px solid blue; padding: 5px;"> <p>Course Waiting List</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Course Code: <input type="text" value="begins with"/> <input type="text" value=""/> <input type="button" value="🔍"/></p> <p>Description: <input type="text" value="begins with"/> <input type="text" value=""/></p> <p>Internal/External: <input type="text" value="="/> <input type="text" value=""/></p> <p>Course Type: <input type="text" value="="/> <input type="text" value=""/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="🔍"/> Save Search Criteria</p> </div>																				
3	<p>The search results will display. Click on the Course Code to view the Waiting List.</p> <div data-bbox="331 1167 1361 1805" style="border: 1px solid blue; padding: 5px;"> <p>Course Waiting List</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Course Code: <input type="text" value="begins with"/> <input type="text" value="50047"/> <input type="button" value="🔍"/></p> <p>Description: <input type="text" value="begins with"/> <input type="text" value=""/></p> <p>Internal/External: <input type="text" value="="/> <input type="text" value=""/></p> <p>Course Type: <input type="text" value="="/> <input type="text" value=""/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="🔍"/> Save Search Criteria</p> <p>Search Results</p> <p>View All First <input type="button" value="◀"/> 1-3 of 3 <input type="button" value="▶"/> Last</p> <table border="1" data-bbox="331 1682 1361 1805"> <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>500472</td> <td>HVAC ANALYSIS</td> <td>Internal</td> <td>C School</td> <td>01/01/1901</td> </tr> <tr> <td>500475</td> <td>STUDENT ENGINEERS PDM/ENGINE</td> <td>Internal</td> <td>C School</td> <td>01/01/1901</td> </tr> <tr> <td>500477</td> <td>HH-65 PROFICIENCY TRAINING</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	500472	HVAC ANALYSIS	Internal	C School	01/01/1901	500475	STUDENT ENGINEERS PDM/ENGINE	Internal	C School	01/01/1901	500477	HH-65 PROFICIENCY TRAINING	Internal	C School	01/01/1901
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View Training Course Waiting List, Continued

Procedures,
continued

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<p>4</p>	<p>The Course Waiting List will display. Click the View All link to list all the members currently enrolled in the course. Now click the Attendance Info tab.</p>  <p>Course Wait List Trng Session Stats</p> <h3>Course Waiting List</h3> <p>Course: 500477 HH-65 PROFICIENCY TRAINING</p> <p>Nbr Waiting: 4</p> <p>Attendance Customize Find View All First 1-4 of 4 Last</p> <p>Member Info Attendance Info Comments</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> </tr> </thead> <tbody> <tr> <td>4567890</td> <td>0</td> <td>Carrie Underwood</td> <td>E4</td> <td>000289</td> <td>CG AIRSTA MIAMI</td> </tr> <tr> <td>3456789</td> <td>0</td> <td>Fantasia Barrino</td> <td>E3</td> <td>000299</td> <td>CGC FARALLON</td> </tr> <tr> <td>2345678</td> <td>0</td> <td>Ruben Studdard</td> <td>E3</td> <td>000240</td> <td>CG STA SABINE</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>Kelly Clarkson</td> <td>E5</td> <td>000210</td> <td>CG AIRSTA DETROIT</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List</p>	Empl ID	Empl Rcd	Name	Salary Grade	Dept ID	Dept Name	4567890	0	Carrie Underwood	E4	000289	CG AIRSTA MIAMI	3456789	0	Fantasia Barrino	E3	000299	CGC FARALLON	2345678	0	Ruben Studdard	E3	000240	CG STA SABINE	1234567	0	Kelly Clarkson	E5	000210	CG AIRSTA DETROIT																									
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<p>5</p>	<p>The Attendance Info page will display.</p> <ul style="list-style-type: none"> • The Waiting List Date, is the date the member was placed on the list. • The Session Number is the session the member is currently scheduled to attend. • The Start Date is the date the course is scheduled to begin.  <p>Course Wait List Trng Session Stats</p> <h3>Course Waiting List</h3> <p>Course: 500477 HH-65 PROFICIENCY TRAINING</p> <p>Nbr Waiting: 4</p> <p>Attendance Customize Find View All First 1-4 of 4 Last</p> <p>Member Info Attendance Info Comments</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>*Attendance</th> <th>Letter Code</th> <th>*Waitlist Dt</th> <th>Session Nbr</th> <th>Start Date</th> <th>Status Date</th> <th>Status</th> <th>ETR Submit</th> <th>Facility</th> </tr> </thead> <tbody> <tr> <td>4567890</td> <td>0</td> <td>Request</td> <td></td> <td>02/15/18</td> <td>0743</td> <td>10/13/2015</td> <td>10/06/2015</td> <td>Active</td> <td></td> <td>CG AVTRACEN MOBILE</td> </tr> <tr> <td>3456789</td> <td>0</td> <td>Request</td> <td></td> <td>09/28/17</td> <td>0744</td> <td>10/19/2015</td> <td>10/12/2015</td> <td>Active</td> <td>10/12/2015</td> <td>CG AVTRACEN MOBILE</td> </tr> <tr> <td>2345678</td> <td>0</td> <td>Request</td> <td></td> <td>10/28/17</td> <td>0752</td> <td>01/11/2016</td> <td>09/23/2015</td> <td>Active</td> <td></td> <td>CG AVTRACEN MOBILE</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>Request</td> <td></td> <td>10/28/17</td> <td>0754</td> <td>01/25/2016</td> <td>12/03/2015</td> <td>Active</td> <td>12/03/2015</td> <td>CG AVTRACEN MOBILE</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List</p>	Empl ID	Empl Rcd	*Attendance	Letter Code	*Waitlist Dt	Session Nbr	Start Date	Status Date	Status	ETR Submit	Facility	4567890	0	Request		02/15/18	0743	10/13/2015	10/06/2015	Active		CG AVTRACEN MOBILE	3456789	0	Request		09/28/17	0744	10/19/2015	10/12/2015	Active	10/12/2015	CG AVTRACEN MOBILE	2345678	0	Request		10/28/17	0752	01/11/2016	09/23/2015	Active		CG AVTRACEN MOBILE	1234567	0	Request		10/28/17	0754	01/25/2016	12/03/2015	Active	12/03/2015	CG AVTRACEN MOBILE
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