

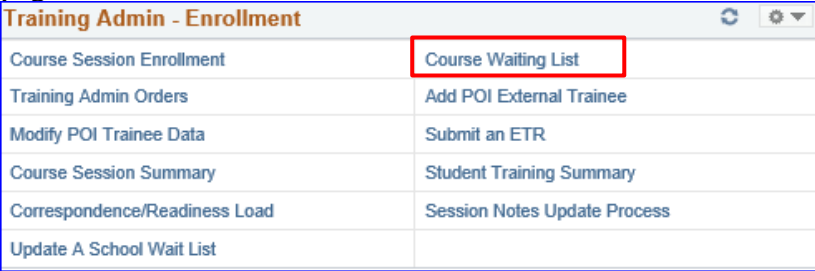
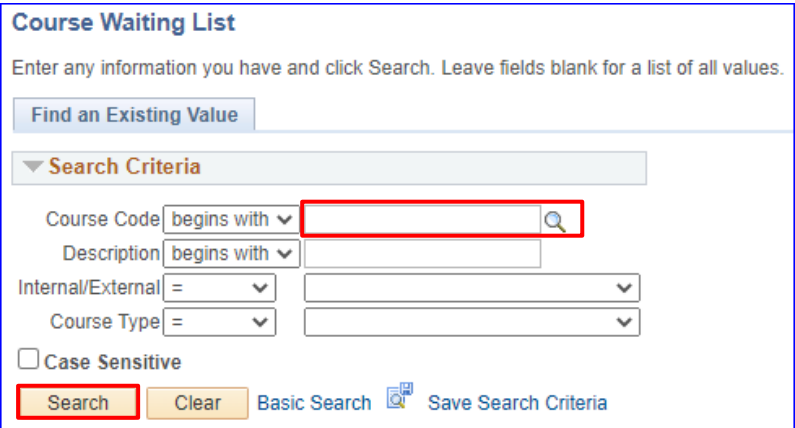
# Viewing the Training Course waiting List

**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>Select the <b>Course Waiting List</b> link from the Training Admin – Enrollment pagelet.</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> 

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## 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 1367 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><input type="button" value="Find an Existing Value"/></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="Q"/></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"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> <p><b>Search Results</b></p> <p>View All <span style="float: right;">First 1-19 of 19 Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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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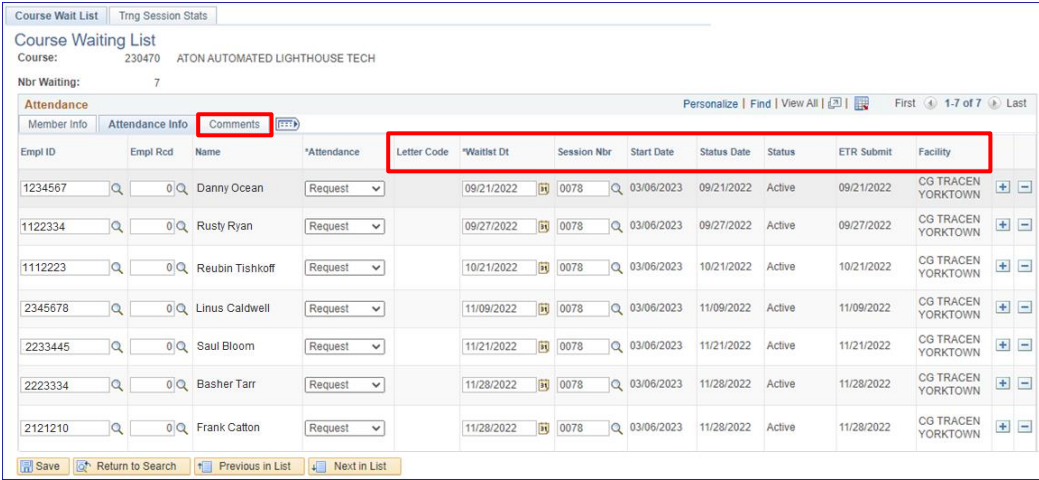
Procedures,  
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Step	Action																																																																
<p data-bbox="248 499 272 533"><b>4</b></p>	<p data-bbox="328 499 1262 566">The Course Waiting List will display on the Member Info tab. Select the <b>Attendance Info</b> tab.</p> <p data-bbox="328 607 1362 640"><b>NOTE:</b> If you click on the <b>Expand All</b> icon, all three tabs will display together.</p> <div data-bbox="328 640 1362 1400" style="border: 1px solid black; padding: 5px;"> <p data-bbox="344 651 663 674">Course Wait List   Trng Session Stats</p> <p data-bbox="344 685 571 714"><b>Course Waiting List</b></p> <p data-bbox="344 719 916 741">Course: 230470 ATON AUTOMATED LIGHTHOUSE TECH</p> <p data-bbox="344 752 576 775">Nbr Waiting: 7</p> <p data-bbox="360 786 1350 808"><b>Attendance</b>   Personalize   Find   View All   [2]   [ ]   First 1-7 of 7 Last</p> <p data-bbox="360 819 799 842">Member Info   <b>Attendance Info</b>   Comments   [Expand All]</p> <table border="1" data-bbox="352 853 1362 1346"> <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 data-bbox="352 1357 624 1379">[Save] [Return to Search]</p> </div>	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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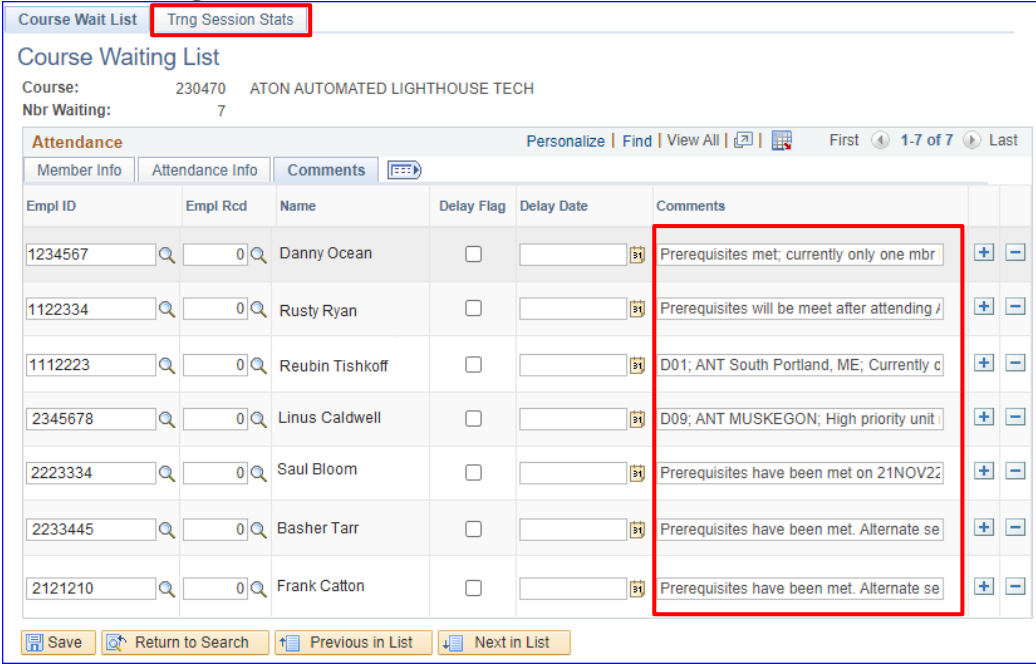
Procedures,  
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Step	Action																																																																																																
5	<p>The Attendance Info page will display.</p> <ul style="list-style-type: none"> <li>• <b>Letter Code</b> –</li> <li>• <b>Waitlist 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>  <table border="1" data-bbox="327 913 1369 1391"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</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>Faculty</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>Danny Ocean</td> <td>Request</td> <td></td> <td>09/21/2022</td> <td>0078</td> <td>03/06/2023</td> <td>09/21/2022</td> <td>Active</td> <td>09/21/2022</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td>1122334</td> <td>0</td> <td>Rusty Ryan</td> <td>Request</td> <td></td> <td>09/27/2022</td> <td>0078</td> <td>03/06/2023</td> <td>09/27/2022</td> <td>Active</td> <td>09/27/2022</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td>1112223</td> <td>0</td> <td>Reubin Tishkoff</td> <td>Request</td> <td></td> <td>10/21/2022</td> <td>0078</td> <td>03/06/2023</td> <td>10/21/2022</td> <td>Active</td> <td>10/21/2022</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td>2345678</td> <td>0</td> <td>Linus Caldwell</td> <td>Request</td> <td></td> <td>11/09/2022</td> <td>0078</td> <td>03/06/2023</td> <td>11/09/2022</td> <td>Active</td> <td>11/09/2022</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td>2233445</td> <td>0</td> <td>Saul Bloom</td> <td>Request</td> <td></td> <td>11/21/2022</td> <td>0078</td> <td>03/06/2023</td> <td>11/21/2022</td> <td>Active</td> <td>11/21/2022</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td>2223334</td> <td>0</td> <td>Basher Tarr</td> <td>Request</td> <td></td> <td>11/28/2022</td> <td>0078</td> <td>03/06/2023</td> <td>11/28/2022</td> <td>Active</td> <td>11/28/2022</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td>2121210</td> <td>0</td> <td>Frank Catton</td> <td>Request</td> <td></td> <td>11/28/2022</td> <td>0078</td> <td>03/06/2023</td> <td>11/28/2022</td> <td>Active</td> <td>11/28/2022</td> <td>CG TRACEN YORKTOWN</td> </tr> </tbody> </table>	Empl ID	Empl Rcd	Name	*Attendance	Letter Code	*Waitlist Dt	Session Nbr	Start Date	Status Date	Status	ETR Submit	Faculty	1234567	0	Danny Ocean	Request		09/21/2022	0078	03/06/2023	09/21/2022	Active	09/21/2022	CG TRACEN YORKTOWN	1122334	0	Rusty Ryan	Request		09/27/2022	0078	03/06/2023	09/27/2022	Active	09/27/2022	CG TRACEN YORKTOWN	1112223	0	Reubin Tishkoff	Request		10/21/2022	0078	03/06/2023	10/21/2022	Active	10/21/2022	CG TRACEN YORKTOWN	2345678	0	Linus Caldwell	Request		11/09/2022	0078	03/06/2023	11/09/2022	Active	11/09/2022	CG TRACEN YORKTOWN	2233445	0	Saul Bloom	Request		11/21/2022	0078	03/06/2023	11/21/2022	Active	11/21/2022	CG TRACEN YORKTOWN	2223334	0	Basher Tarr	Request		11/28/2022	0078	03/06/2023	11/28/2022	Active	11/28/2022	CG TRACEN YORKTOWN	2121210	0	Frank Catton	Request		11/28/2022	0078	03/06/2023	11/28/2022	Active	11/28/2022	CG TRACEN YORKTOWN
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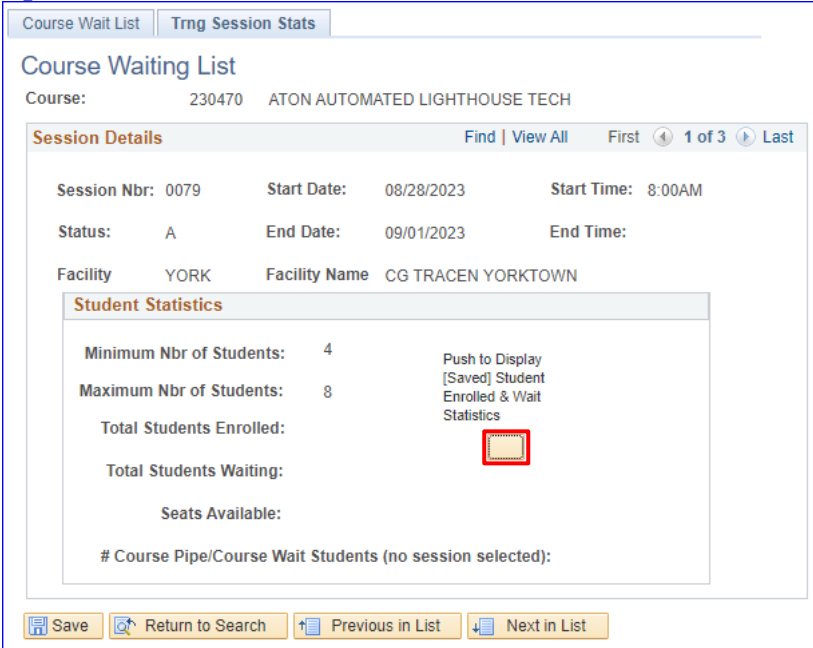
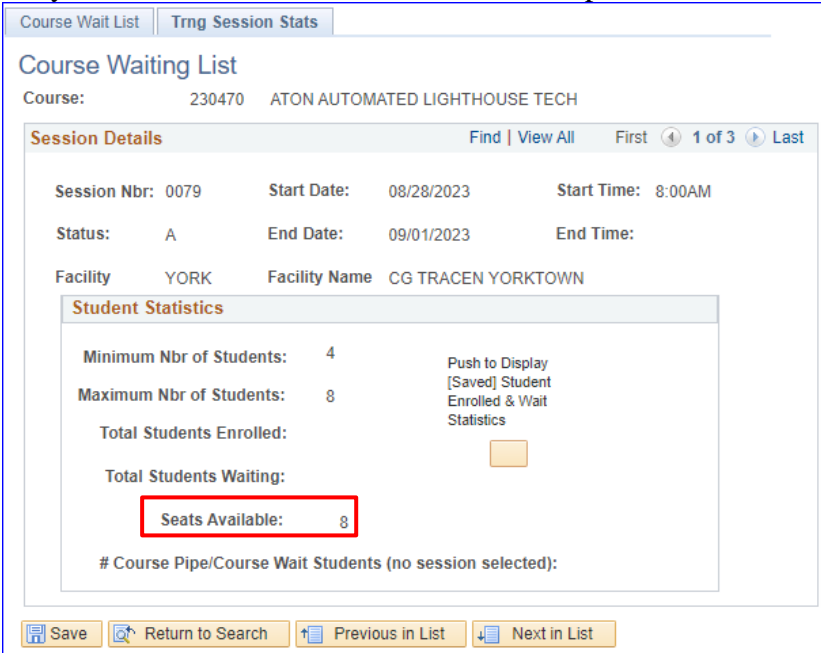
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6	<p>This displays any <b>Comments</b> regarding the member attending the training. Select the <b>Trng Session Stats</b> tab.</p>  <p><b>Course Waiting List</b> Course: 230470 ATON AUTOMATED LIGHTHOUSE TECH Nbr Waiting: 7</p> <p><b>Attendance</b>   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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*Continued on next page*

# 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 'Student Statistics' section includes the following data:</p> <ul style="list-style-type: none"> <li>Minimum Nbr of Students: 4</li> <li>Maximum Nbr of Students: 8</li> <li>Total Students Enrolled: [Yellow square]</li> <li>Total Students Waiting: [Yellow square]</li> <li>Seats Available: [Yellow square]</li> <li># Course Pipe/Course Wait Students (no session selected): [Yellow square]</li> </ul> <p>A red box highlights the yellow square next to 'Total Students Enrolled'.</p>
8	<p>Only <b>Seats Available</b> was noted in this example.</p>  <p>The screenshot shows the 'Course Waiting List' for course 230470. The 'Student Statistics' section includes the following data:</p> <ul style="list-style-type: none"> <li>Minimum Nbr of Students: 4</li> <li>Maximum Nbr of Students: 8</li> <li>Total Students Enrolled: [Yellow square]</li> <li>Total Students Waiting: [Yellow square]</li> <li>Seats Available: 8 (highlighted with a red box)</li> <li># Course Pipe/Course Wait Students (no session selected): [Yellow square]</li> </ul> <p>A red box highlights the 'Seats Available: 8' field.</p>