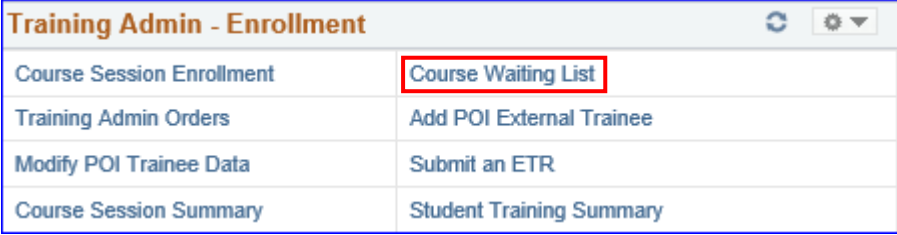
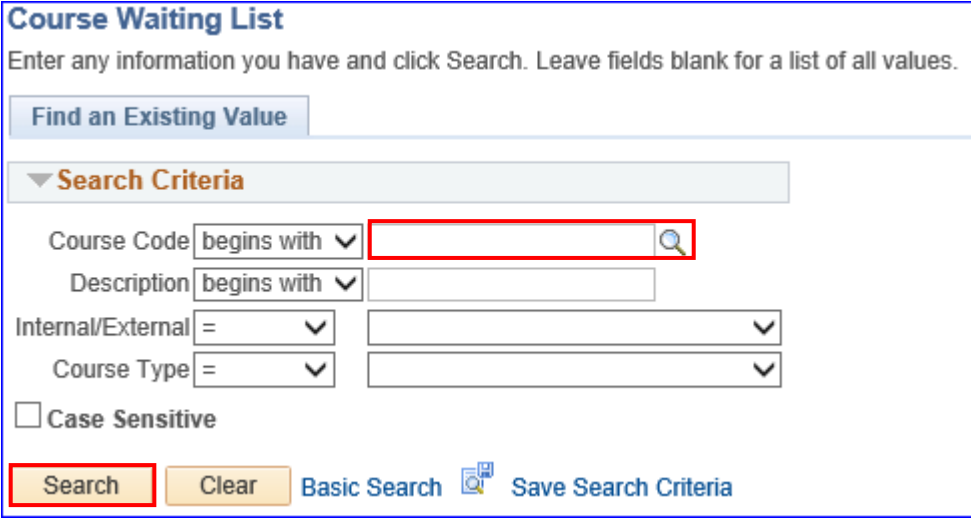


Accessing/Updating the Course Waiting List

Introduction This guide provides the procedures for Accessing and Updating the Course Waiting List in Direct Access.

Procedures See below.

Step	Action								
1	<p>Select Course Waiting List from the Training Admin – Enrollment pagelet.</p>  <p>The screenshot shows a table with the following items:</p> <table border="1"> <tr> <td>Course Session Enrollment</td> <td>Course Waiting List</td> </tr> <tr> <td>Training Admin Orders</td> <td>Add POI External Trainee</td> </tr> <tr> <td>Modify POI Trainee Data</td> <td>Submit an ETR</td> </tr> <tr> <td>Course Session Summary</td> <td>Student Training Summary</td> </tr> </table>	Course Session Enrollment	Course Waiting List	Training Admin Orders	Add POI External Trainee	Modify POI Trainee Data	Submit an ETR	Course Session Summary	Student Training Summary
Course Session Enrollment	Course Waiting List								
Training Admin Orders	Add POI External Trainee								
Modify POI Trainee Data	Submit an ETR								
Course Session Summary	Student Training Summary								
2	<p>Enter a partial or full Course Code (if known) or use the Lookup icon and click Search.</p>  <p>The screenshot shows the search interface with the following elements:</p> <ul style="list-style-type: none"> Buttons: Find an Existing Value, Search (highlighted in red), Clear, Basic Search, Save Search Criteria Search Criteria section: <ul style="list-style-type: none"> Course Code: begins with [dropdown] [input field with red border] [lookup icon] Description: begins with [dropdown] [input field] Internal/External: [=] [dropdown] [input field] Course Type: [=] [dropdown] [input field] <input type="checkbox"/> Case Sensitive 								

Continued on next page

Accessing/Updating the Course Waiting List, Continued

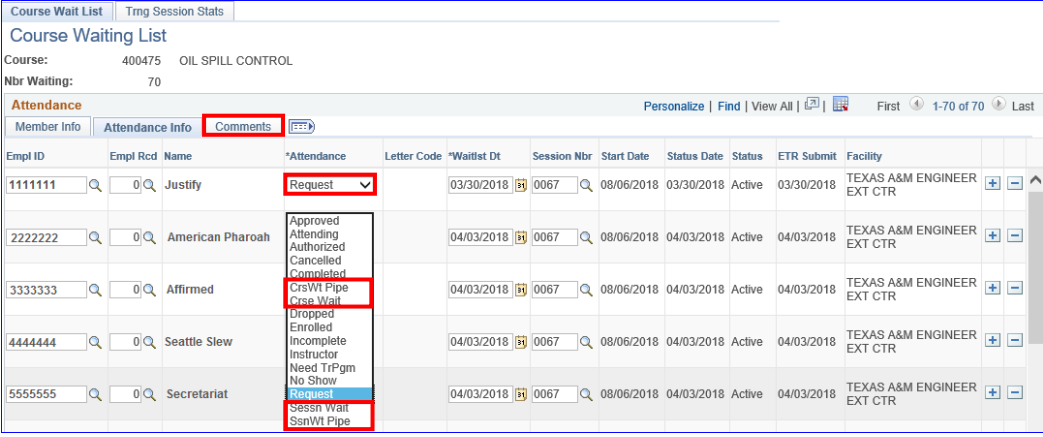
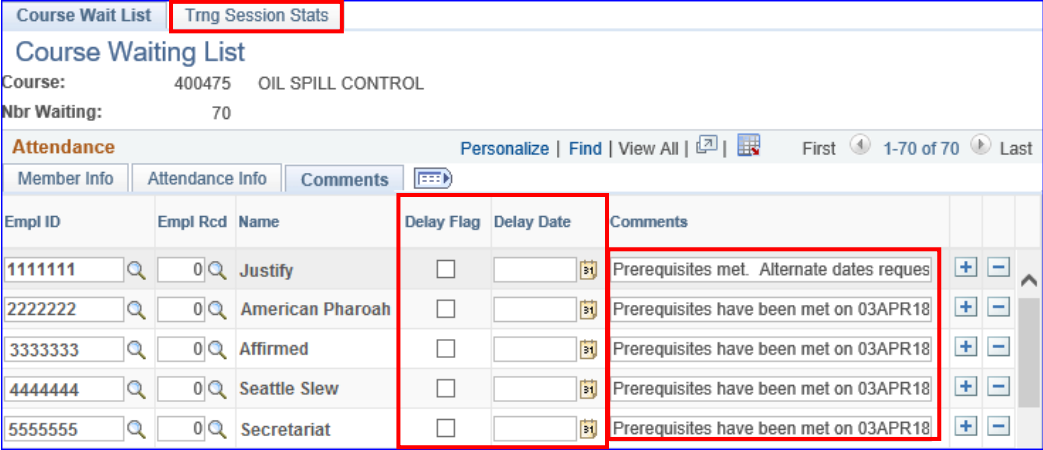
Procedures,
continued

Step	Action																																																
<p>3</p>	<p>Search Results will display. Click the Course Code to view the Waiting List.</p> <div data-bbox="327 526 1324 1254"> <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>Search Criteria</p> <p>Course Code: begins with <input type="text" value="4004"/> <input type="button" value="x"/> <input type="button" value="Q"/></p> <p>Description: begins with <input type="text"/></p> <p>Internal/External: [=] <input type="text"/></p> <p>Course Type: [=] <input type="text"/></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="Q"/> Save Search Criteria</p> <p>Search Results</p> <p>View All First <input type="button" value="◀"/> 1-4 of 4 <input type="button" value="▶"/> Last</p> <table border="1"> <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>400425</td> <td>COALITION OPERATIONAL LAW</td> <td>Internal</td> <td>C School</td> <td>01/01/1901</td> </tr> <tr> <td>400473</td> <td>MK38 MOD 1/25MM MACHINE GUN</td> <td>Internal</td> <td>C School</td> <td>01/01/1901</td> </tr> <tr style="border: 2px solid red;"> <td>400475</td> <td>OIL SPILL CONTROL</td> <td>Internal</td> <td>C School</td> <td>01/01/1901</td> </tr> <tr> <td>400479</td> <td>T-BOAT STRUCTURAL PLAN REVIEW/</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	400425	COALITION OPERATIONAL LAW	Internal	C School	01/01/1901	400473	MK38 MOD 1/25MM MACHINE GUN	Internal	C School	01/01/1901	400475	OIL SPILL CONTROL	Internal	C School	01/01/1901	400479	T-BOAT STRUCTURAL PLAN REVIEW/	Internal	C School	01/01/1901																							
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<p>4</p>	<p>The Course Waiting List will display. 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.</p> <div data-bbox="327 1400 1372 1881"> <p>Course Wait List Trng Session Stats</p> <p>Course Waiting List</p> <p>Course: 400475 OIL SPILL CONTROL</p> <p>Nbr Waiting: 70</p> <p>Attendance Personalize Find View All <input type="button" value="Q"/> <input type="button" value="Q"/> First <input type="button" value="◀"/> 1-70 of 70 <input type="button" value="▶"/> Last</p> <p>Member Info Attendance Info Comments <input type="button" value="Q"/></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><input type="text" value="1111111"/> <input type="button" value="x"/> <input type="button" value="Q"/></td> <td><input type="text" value="0"/> <input type="button" value="Q"/></td> <td>Justify</td> <td>E4</td> <td>006271</td> <td>MSU HOUMA</td> <td style="border: 2px solid red; text-align: center;">+</td> <td style="border: 2px solid red; text-align: center;">-</td> </tr> <tr> <td><input type="text" value="2222222"/> <input type="button" value="Q"/></td> <td><input type="text" value="0"/> <input type="button" value="Q"/></td> <td>American Pharoah</td> <td>E7</td> <td>038480</td> <td>GST LOGISTICS DEPT</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> <tr> <td><input type="text" value="3333333"/> <input type="button" value="Q"/></td> <td><input type="text" value="0"/> <input type="button" value="Q"/></td> <td>Affirmed</td> <td>E6</td> <td>038481</td> <td>GST ENGINEERING DIV</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> <tr> <td><input type="text" value="4444444"/> <input type="button" value="Q"/></td> <td><input type="text" value="0"/> <input type="button" value="Q"/></td> <td>Seattle Slew</td> <td>E5</td> <td>038483</td> <td>GST DECK DIV</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> <tr> <td><input type="text" value="5555555"/> <input type="button" value="Q"/></td> <td><input type="text" value="0"/> <input type="button" value="Q"/></td> <td>Secretariat</td> <td>E5</td> <td>007369</td> <td>SEC MOBILE INSPECTIONS DIV</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> </div>	Empl ID	Empl Rcd	Name	Salary Grade	Dept ID	Dept Name			<input type="text" value="1111111"/> <input type="button" value="x"/> <input type="button" value="Q"/>	<input type="text" value="0"/> <input type="button" value="Q"/>	Justify	E4	006271	MSU HOUMA	+	-	<input type="text" value="2222222"/> <input type="button" value="Q"/>	<input type="text" value="0"/> <input type="button" value="Q"/>	American Pharoah	E7	038480	GST LOGISTICS DEPT	+	-	<input type="text" value="3333333"/> <input type="button" value="Q"/>	<input type="text" value="0"/> <input type="button" value="Q"/>	Affirmed	E6	038481	GST ENGINEERING DIV	+	-	<input type="text" value="4444444"/> <input type="button" value="Q"/>	<input type="text" value="0"/> <input type="button" value="Q"/>	Seattle Slew	E5	038483	GST DECK DIV	+	-	<input type="text" value="5555555"/> <input type="button" value="Q"/>	<input type="text" value="0"/> <input type="button" value="Q"/>	Secretariat	E5	007369	SEC MOBILE INSPECTIONS DIV	+	-
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Accessing/Updating the Course Waiting List, Continued

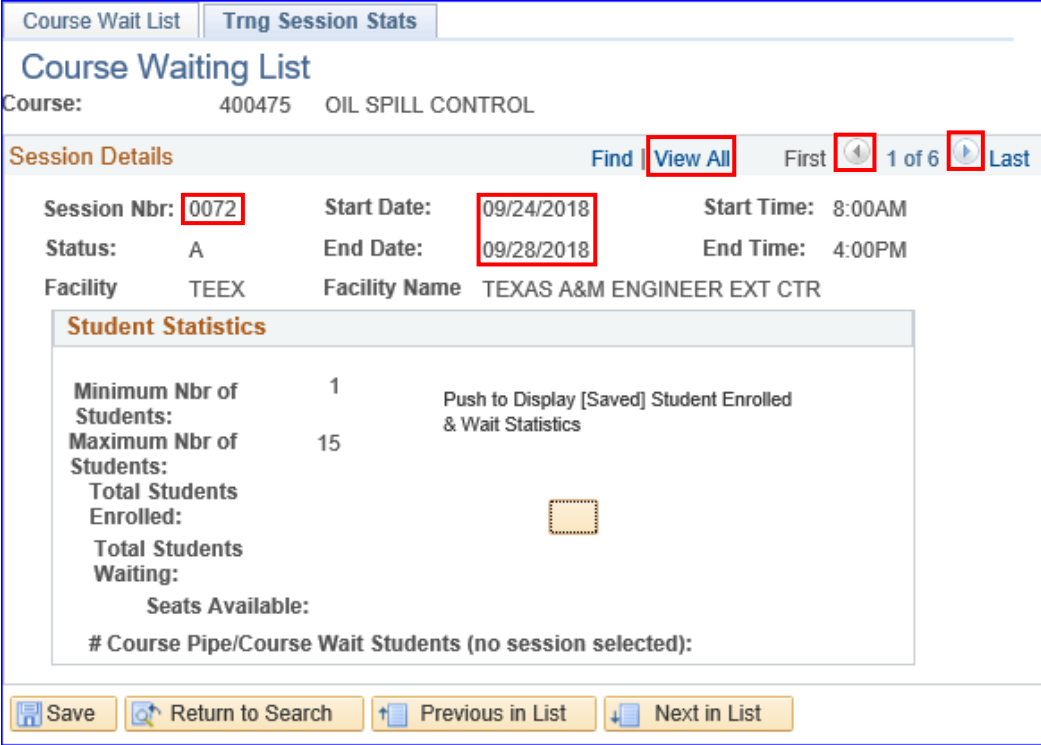
Procedures,
continued

Step	Action
<p>5</p>	<p>The Attendance field defaults to Request, but can be changed to:</p> <ul style="list-style-type: none"> • Crse Wait (Course Wait) • CrseWt Pipe (Course Wait Pipe) • Sessn Wait (Session Wait) (session number is required) • SsnWt Pipe (Session Wait Pipe) (session number is required) <p>Students with Attendance status of Request, Session Wait, or Session Wait Pipe are visible in the Course Session Enrollment component (found in the Training Admin – Enrollment pagelet). Click the Comments tab.</p> 
<p>6</p>	<p>The Delay Flag and Delay Date fields are only used for “A” School courses. Note the Comments. Click the Trng Session Stats tab.</p> 

Continued on next page

Accessing/Updating the Course Waiting List, Continued

Procedures,
continued

Step	Action
7	<p>The most recent Session Details will appear. Click View All or click Arrows to see all the available Session Nbrs, Start Dates and End Dates.</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> Course: 400475 OIL SPILL CONTROL Session Details: <ul style="list-style-type: none"> Session Nbr: 0072 Status: A Facility: TEEX Start Date: 09/24/2018 End Date: 09/28/2018 Start Time: 8:00AM End Time: 4:00PM Facility Name: TEXAS A&M ENGINEER EXT CTR Student Statistics: <ul style="list-style-type: none"> Minimum Nbr of Students: 1 Maximum Nbr of Students: 15 Total Students Enrolled: [Empty box] Total Students Waiting: [Empty box] Seats Available: [Empty box] # Course Pipe/Course Wait Students (no session selected): [Empty box]

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Accessing/Updating the Course Waiting List, Continued

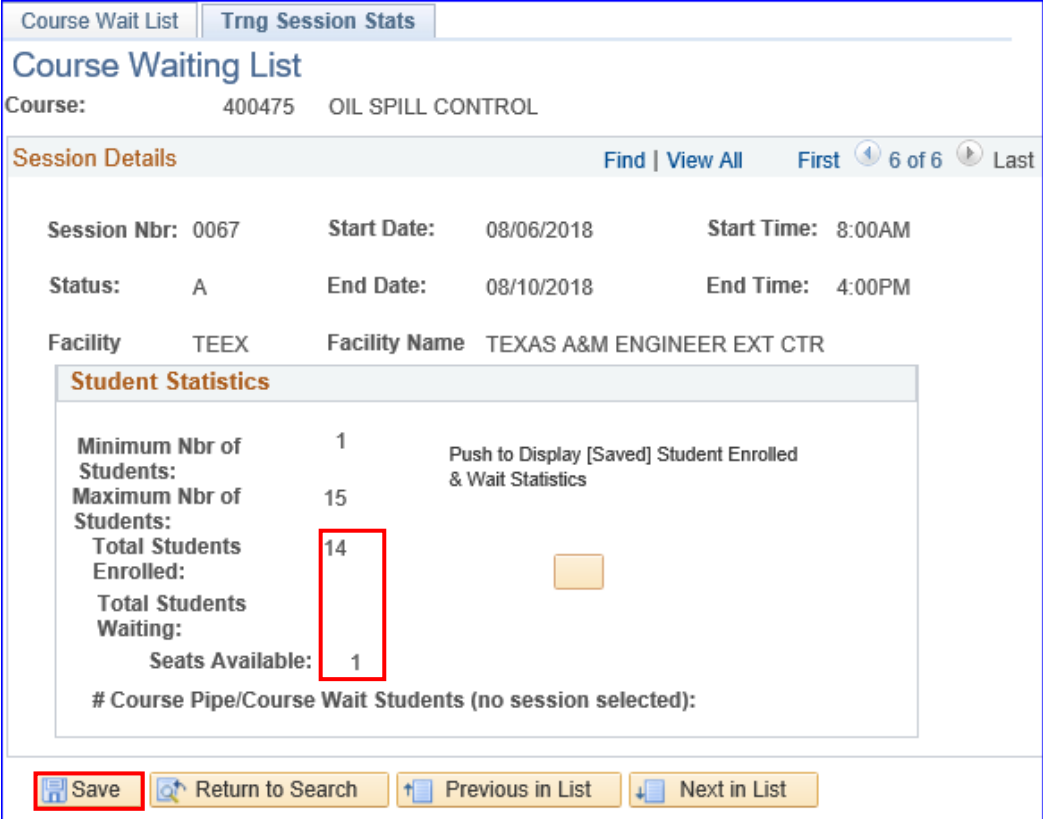
Procedures,
continued

Step	Action																							
8	<p>Click the yellow button (must click each box on each page to see the results for that session) to update the Student Statistics section.</p> <div data-bbox="327 562 1374 1205" style="border: 1px solid #ccc; padding: 5px;"> <p>Session Details Find View All First 2 of 6 Last</p> <table border="0" style="width: 100%;"> <tr> <td>Session Nbr: 0071</td> <td>Start Date: 09/17/2018</td> <td>Start Time: 8:00AM</td> </tr> <tr> <td>Status: A</td> <td>End Date: 09/21/2018</td> <td>End Time: 4:00PM</td> </tr> <tr> <td>Facility: TEEX</td> <td colspan="2">Facility Name: TEXAS A&M ENGINEER EXT CTR</td> </tr> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Student Statistics</p> <table border="0" style="width: 100%;"> <tr> <td>Minimum Nbr of Students:</td> <td style="text-align: center;">1</td> <td rowspan="2" style="vertical-align: middle;">Push to Display [Saved] Student Enrolled & Wait Statistics</td> </tr> <tr> <td>Maximum Nbr of Students:</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Total Students Enrolled:</td> <td style="text-align: center;"><input type="button" value=""/></td> <td></td> </tr> <tr> <td>Total Students Waiting:</td> <td></td> <td></td> </tr> <tr> <td>Seats Available:</td> <td></td> <td></td> </tr> </table> <p># Course Pipe/Course Wait Students (no session selected):</p> </div> </div>	Session Nbr: 0071	Start Date: 09/17/2018	Start Time: 8:00AM	Status: A	End Date: 09/21/2018	End Time: 4:00PM	Facility: TEEX	Facility Name: TEXAS A&M ENGINEER EXT CTR		Minimum Nbr of Students:	1	Push to Display [Saved] Student Enrolled & Wait Statistics	Maximum Nbr of Students:	15	Total Students Enrolled:	<input type="button" value=""/>		Total Students Waiting:			Seats Available:		
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Continued on next page

Accessing/Updating the Course Waiting List, Continued

Procedures,
continued

Step	Action
9	<p>This updates the Total Students Enrolled, Total Students Waiting and Seats Available on each page. Click Save to save any changes to the Waiting List.</p>  <p>The screenshot displays the 'Course Waiting List' for course 400475 OIL SPILL CONTROL. It includes session details for session 0067, starting on 08/06/2018 at 8:00AM and ending on 08/10/2018 at 4:00PM. The student statistics section shows 14 total students enrolled and 1 seat available. A 'Save' button is highlighted with a red box.</p>