

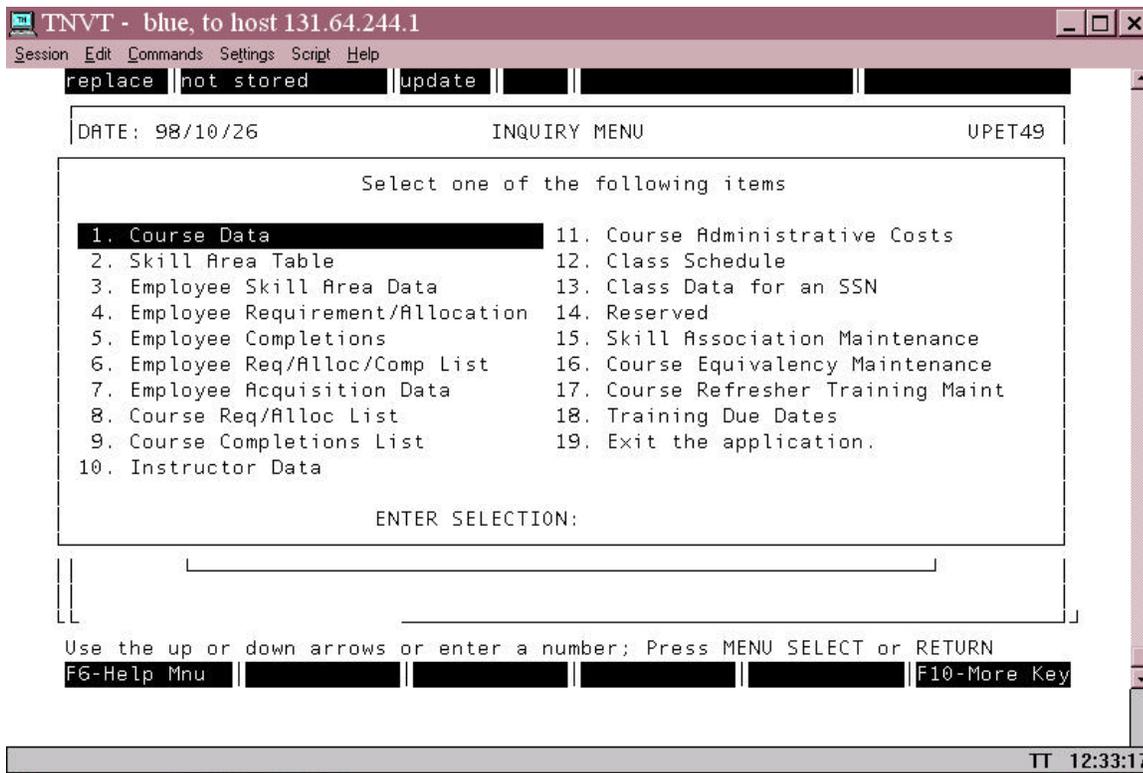
INQUIRIES

The following INQUIRY MENU contains a list of options that provide the users with the ability to perform detailed inquiries related to training functions performed on the system. This is only an inquiry capability. Although the system will reflect that it is in update mode upon completing a find, any data entered on the screen will not cause an add, change or delete action to take place.

A search is performed by entering the selection criteria in the desired field(s). To identify the fields open for search, press the ENTER/RETURN key while in find mode. The cursor will land in every field that is available for search.

To access the Inquiry Menu, select the INQUIRY MENU option from the TRAINING OFFICE MENU.

INQUIRY MENU (UPET49)



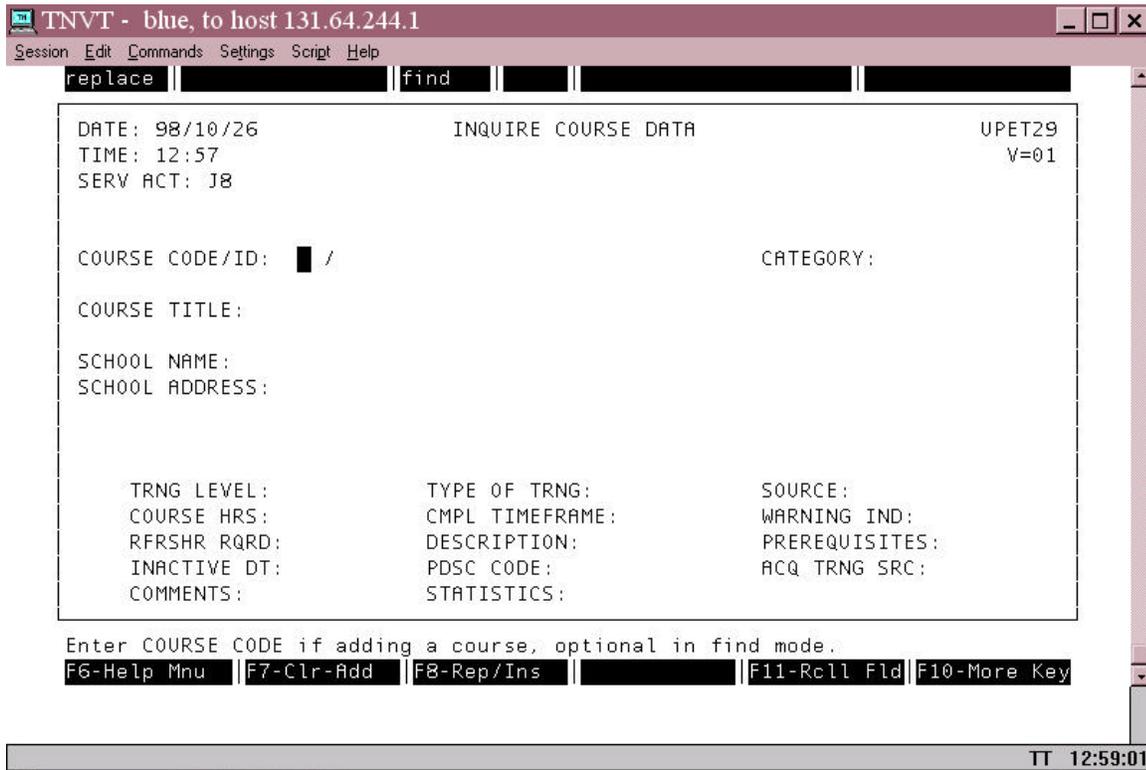
An option from this sub-menu can be selected by using one of the following two methods:

- a. Place the cursor on an option by using the positional arrow keys and press the ENTER/RETURN key or NXT FORM (F2) function key.
- b. Enter an option number into the ENTER SELECTION field and press the ENTER/RETURN key.

NOTE: THE SEARCH TIME ON A NUMBER OF THESE INQUIRIES MAY BE LENGTHY. THEREFORE, IT IS SUGGESTED THAT YOU INPUT DATA INTO AS MANY FIELDS AS POSSIBLE BEFORE YOU DEPRESS THE FIND FUNCTION KEY. THIS WILL LIMIT THE TIME THE SYSTEM TAKES TO PERFORM A SEARCH.

COURSE DATA (UPET29)

This screen will allow you to search the course table to view Local and Standard Course data existing in the system.



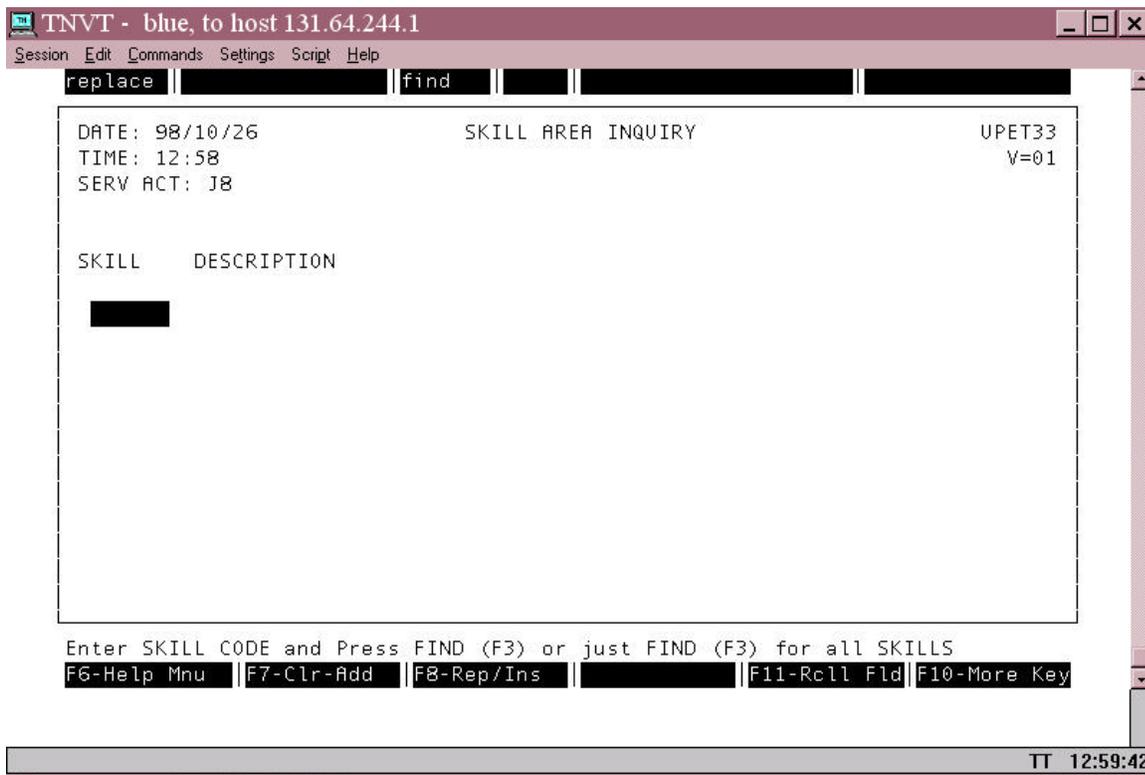
This screen can be accessed by selecting the option COURSE DATA from the INQUIRY MENU.

- a. Enter any desired search criteria. To view all Courses in the system, leave all fields blank.
- b. Press the FIND (F3) function key.
- c. If the Course(s) are in the system, the data will be displayed in the update mode, but you cannot change any fields.
- d. If there is more than one record, use the PRV REC/NXT REC function keys or positional arrow keys to page through the records.
- e. If the Course is not in the system, the message NO RECORDS FOUND will be displayed at the top right corner of the screen.
- f. To start another inquiry, press the CLR-FIND (F13) function key and return to step a. above.
- g. To return to the INQUIRY MENU, press the PRV FORM (F1) function key.

NOTE: Reference the Course Data chapter or the Data Elements section for further information regarding each of the fields that appear on this screen.

SKILL AREA TABLE (UPET33)

This screen will allow you to search the Skill Area Code Table for existing skill area codes and skill descriptions. Upon finding, you will be able to view the courses associated with the selected skill area code(s).



This screen can be accessed by selecting the option Skill Area Table from the INQUIRY MENU.

- a. The SKILL and DESCRIPTION may be used as search criteria. To view all Skills in the system, leave all fields blank.
- b. Press the FIND (F3) function key.
- c. If the Skill is in the system, the data will be displayed in the update mode, but you cannot change any fields.
- d. If the Skill is not in the system, the message NO RECORDS FOUND will be displayed at the top right corner of the screen.
- e. To view the courses associated with the Skill, position the cursor on the desired Skill and press the NXT FORM (F2) function key.
- f. To start another inquiry, press the CLR-FIND (F13) function key and return to step a. above.
- g. To return to the INQUIRY MENU, press the PRV FORM (F1) function key.

EMPLOYEE SKILL AREA DATA (UPET13)

This screen will allow you to search the employee skill table to view all the skills associated with one individual or all the individuals associated with a particular skill.

DATE: 98/10/26 SKILL AREA DATA INQUIRY UPET13
 TIME: 12:59 DATA MAY BE SUBJECT TO THE PRIVACY ACT V=01
 SERV ACT: J8

SKILL AREA CODE:

SSN:

SSN	NAME	ACT/ORG	SKILL CODE	CERT CODE	CERT DATE
/	/	/	/	/	/
/	/	/	/	/	/
/	/	/	/	/	/
/	/	/	/	/	/
/	/	/	/	/	/
/	/	/	/	/	/
/	/	/	/	/	/

Enter the skill code for the inquiry (optional). ZOOM to the Skill Area Table
 F6-Help Mnu F7-Clr-Add F8-Rep/Ins F11-Rcll Fld F10-More Key

TT 13:00:22

This screen can be accessed by selecting the option Employee Skill Area Data from the INQUIRY MENU.

- a. Enter the desired search criteria.
 - (1) To view a list of employees assigned to a specific skill input the Skill Area Code and press the FIND (F3) function key. You may access the Skill Area Table for a list of available Skill Codes and Skill Descriptions by pressing the ZOOM (F20) function key from the Skill Area Code field.
 - (2) To view a list of skill area codes assigned to a specific employee, input the SSN and press the FIND (F3) function key. If the SSN is unknown, you may access the Employee Inquiry screen by pressing the ZOOM function key from the SSN field.

- b. Depress the FIND function key.
 - (1) If the input Skill Area Code or SSN is in the system, the data will be displayed in the update mode but you cannot change any fields. If multiple records are found, you may use the PRV REC/NEXT RCD function keys or positional arrow keys to page through the records.
 - (2) If the input Skill Area Code or SSN is not in the system, the message NO RECORDS FOUND will be displayed at the top right corner of the screen.
- c. To start another inquiry, depress the CLR-FIND function key and return to step a. above.
- d. To return to the INQUIRY MENU, depress the PRV FORM function key.

EMPLOYEE REQUIREMENT/ALLOCATION (UPETR3)

This screen will allow you to search the training requirements table to view the full requirements and/or allocation record(s) currently in the system for an individual employee or group of employees.

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TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace find zoom

DATE: 98/10/26      EMPLOYEE REQUIREMENT/ALLOCATION      UPETR3
TIME: 12:59      DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974      V=01

SSN: ████████      NAME:      ACT:      ORG:
PP/SER/GRD: - -      SPVSR/NONSPVSR IND:
CAREER PROGRAM:      SPECIAL PRGM IND:

COURSE CODE/ID: /      SKILL AREA CD:
COURSE TITLE:
SCHOOL NAME:

PURPOSE:      TYPE OF TRNG:      SOURCE:      SPEC INTEREST:
PRIORITY:      TRAINING LEVEL:      METHOD:
START DATE:      END DATE:
ON-DUTY HRS:      NON-DUTY HRS:
MAND/REQ:      TRNG STATUS:      DATE REQ EST:

TUITION COST:      BOOKS/OTHER:      TRAVEL COST:      PER DIEM:
COMMENTS

Enter EMPLOYEE SSN of requirements you wish to find
F6-Help Mnu  F7-Clr-Add  F8-Rep/Ins  F11-Rc11 F1d  F10-More Key

TT 13:01:07

```

This screen can be accessed by selecting the option **EMPLOYEE REQUIREMENT/ALLOCATION** from the **INQUIRY MENU**.

- a. Enter the desired search criteria.
 - (1) If you wish to search by SSN but it is unknown, you may access the Employee Inquiry screen by pressing the **ZOOM (F20)** function key from the SSN field.
 - (2) If you wish to search by Course Code/ID but it is unknown, you may access the Inquire Course Data screen by pressing the **ZOOM** function key from the Course Code or ID field.
- b. Press the **FIND (F3)** function key.
- c. If there is more than one record, use the **PRV REC/NXT REC** function keys or positional arrow keys to page through the records.
- d. To start another inquiry, press the **CLR-FIND (F13)** function key and return to step a. above.

- e. To return to the INQUIRY MENU, press the PRV FORM (F1) function key.

EMPLOYEE COMPLETIONS (UPET07)

This screen will allow you to search the training completions data to view the full completion record(s) for an individual employee or group of employees.

replace | find | zoom

DATE: 98/10/26 EMPLOYEE COMPLETIONS UPET07
 TIME: 13:02 DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974

COURSE CODE/ID: / CATEGORY:
 COURSE TITLE:
 SCHOOL NAME:
 SOURCE: TRNG LEVEL: PDSC CD: DEL SCH CD:

SSN: ACT CD: ORG CD:
 PP/SER/GRD: - - SPEC PGM ID: CAR PGM: SUPV/NONSUP ID:

COMPLETION DT: CRS GRADE: PURPOSE: TYPE OF TRNG:
 SPEC INTEREST: PRIORITY: METHOD: ON-DUTY HRS:
 NON-DUTY HRS: MAND/REQ: TUITION: BOOKS:
 TRAVEL: PER-DIEM: LOC/OTH TRNG OFF: TRNG STATUS: C

ACTL CRS CD/ID: / ENVRN ID:
 ACQ TRNG METHOD: ACQ SCHOOL CD:

COMMENTS:

Enter COURSE CODE of completions you wish to find

F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F11-Rcll Fld | F10-More Key

TT 13:03:59

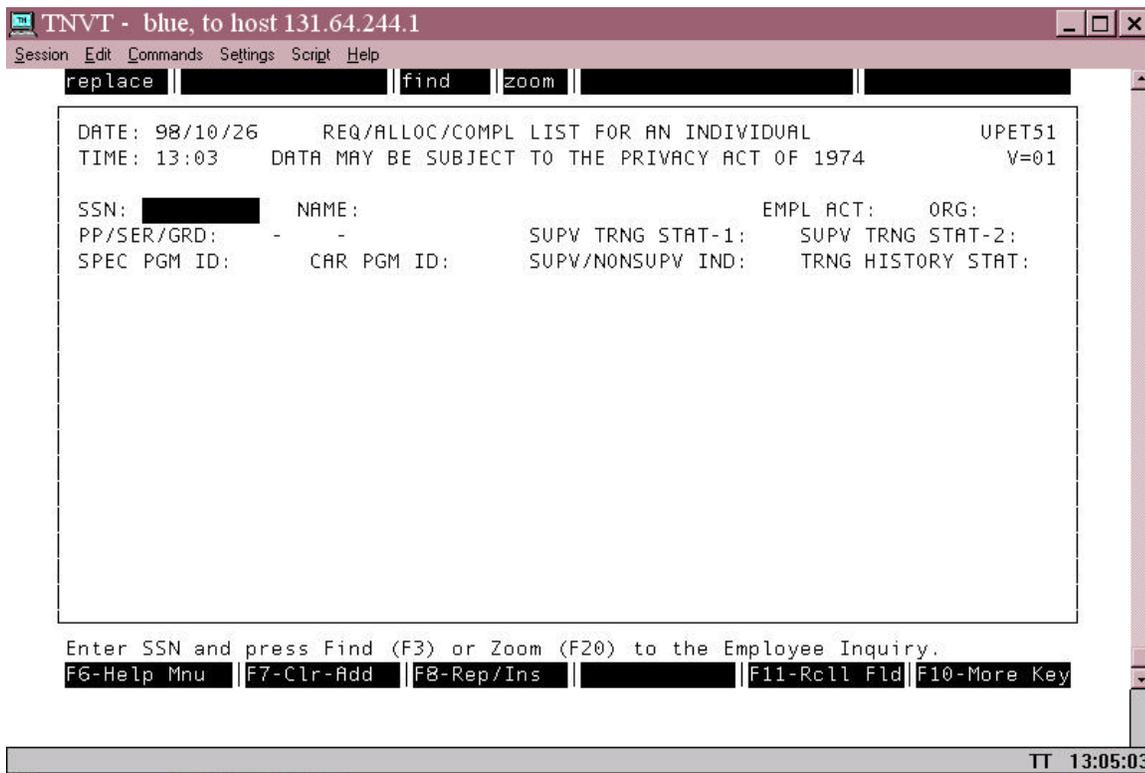
This screen can be accessed by selecting the option EMPLOYEE COMPLETIONS from the INQUIRY MENU.

- a. Enter the desired search criteria.
- (1) If you wish to search by SSN but it is unknown, you may access the Employee Inquiry screen by depressing the ZOOM function key from the SSN field.
 - (2) If you wish to search by Course Code/ID but it is unknown, you may access the Inquire Course Data screen by depressing the ZOOM function key from the Course Code or ID field.

- b. Depress the F3 FIND function key. A screen will display with three search options. This screen will allow you to choose the amount of completion information you need. You can view completions for employees that you service regardless of the activity and organization they completed the training under, as well as inactive employees that completed training while under your activity and organization. Input either 1, 2, or 3 and depress enter to continue the search. If an employing activity and/or organization is not specified, the system will default to the employing activity and organization that is specified in your Security Profile.
- c. If there is more than one record, use the PRV REC/NXT REC function keys or positional arrow keys to page through the records.
- d. To start another inquiry, depress the CLR-FIND function key and return to step a. above.
- e. To return to the INQUIRY MENU, depress the PRV FORM function key.

EMPLOYEE REQ/ALLOC/COMPL LIST (UPET51)

This screen will allow you to view an individual's training history record (a list of all the requirement, allocation and completion records). Although the search can be performed not only for a specific individual but also for a group (e.g. all of the individuals within a particular organization and grade level), the list displayed will be on an individual basis.



This screen can be accessed by selecting the option EMPLOYEE REQ/ALLOC/COMP LIST from the INQUIRY MENU.

NOTE: This screen is a two part screen. The top part of the screen contains personnel data related to the individual. SEARCH CRITERIA CAN ONLY BE INPUT IN THE TOP PART OF THE SCREEN. The bottom part of the screen contains the training history data related to the individual displayed in the top part of the screen. See instructions below for functions allowed within each part of the screen.

IF CURSOR IS RESTING IN THE TOP PART OF THE SCREEN:

- a. Enter the search criteria.
- b. If the SSN is to be used, as search criteria but it is unknown, you may access the Employee Inquiry screen by depressing the ZOOM function key from the SSN field.
- c. Depress the FIND function key. Upon find, the system will automatically move the cursor to the bottom part of the screen and display the training history list for the input SSN or for the first individual within the selected group.

- d. If multiple individual (personnel) records are found, use the PRV REC/NXT REC function keys or the positional arrow keys to page through the records. To view the training history list for the individual displayed on the screen, depress the NXT FORM function key.
- e. To start another inquiry, depress the CLR-FIND function key and return to step a. above.
- f. To return to the INQUIRY MENU, depress the PRV FORM function key.

IF CURSOR IS RESTING IN THE BOTTOM PART OF THE SCREEN.

- a. If multiple training records are found/displayed, use the PRV REC/NXT REC function keys or the positional arrow keys to page through the records.
- b. To view the full detailed training record, depress the NXT FORM function key from the Course Code field. A user is able to view the detailed screen for Requirements, Allocations and Completions for all employees that they service, regardless of what activity and organization they completed the training under. To return to the list screen, depress the PRV FORM function key.
- c. To return to the top part of the screen, use the PRV FORM function key.
- d. To start another inquiry or return to the INQUIRY MENU, you must return to the top part of the screen.

EMPLOYEE ACQUISITION DATA (UPETK1)

This screen will allow you to search for a particular employee or employees that are part of the acquisition workforce. Upon find, you have the option to view the list of mandatory acquisition courses that the individual is required/scheduled to take or has completed.

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TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace find

DATE: 98/10/26      ACQUISITION PERSONNEL DATA INQUIRY      upetk1
TIME: 13:04        DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974
SERV ACT: J8

SSN:                ██████████      NAME:
PP/SER/GRD:        / /              ACT/ORG: /              COMPONENT:

ACQ PROGRAM INDICATOR:      CONTRACTOR JOB SITE:

      ACQ CAREER      - FIELD
                          LEVEL

      ACQ CAREER SPEC - PRIMARY
                          SECONDARY

      CONTRACTING OFCR - PRMY WARRANT TYPE
                          OBLIGATING LIMIT

      SPEC ACQ ASSIGN -
      CAREER CORPS MEMBERSHIP CODE -

Enter SSN and Press Find (F3) or Press Enter to bypass this optional field
F6-Help Mnu  F7-Clr-Add  F8-Rep/Ins  F11-Rcll Fld  F10-More Key
TT 13:05:57

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This screen can be accessed by selecting the option EMPLOYEE ACQUISITION DATA from the INQUIRY MENU.

- a. Enter the desired search criteria.
- b. Depress the FIND function key.
- c. If there is more than one record, use the PRV REC/NXT REC function keys or positional arrow keys to page through the records.
- d. Depress the NXT FORM function key from the SSN field, to see a list of the mandatory acquisition courses that this employee is required/allocated to take or has completed. Depress PRV FORM function key to return to the ACQUISITION PERSONNEL DATA INQUIRY screen.
- e. To start another inquiry, depress the CLR-FIND function key and return to step a. above.
- f. To return to the INQUIRY MENU, depress the PRV FORM function key.

COURSE REQ/ALLOC LIST (UPET53)

This screen will allow you to search the training requirements table to view a list of existing requirements and/or allocations.

replace | find

DATE: 98/10/26 TRAINING COURSE REQUIREMENTS LIST UPET53
 TIME: 13:05 DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974 V=01

EMPL ACTY: COURSE CD: COURSE ID: CATEGORY:

COURSE TITLE:

SSN	NAME	ORG	START DATE	PRI TY	TRNG STAT	REQ EST	DIR COST	IND COST	ACQ IND
-----	------	-----	------------	--------	-----------	---------	----------	----------	---------

LL

Enter EMPLOYING ACTIVITY (optional)

F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F11-Rcll Fld | F10-More Key

TT 13:06:51

This screen can be accessed by selecting the option COURSE REQ/ALLOC LIST from the INQUIRY MENU.

- a. Enter the desired search criteria.
 - (1) If you wish to search by Course Code/ID but it is unknown, you may access the Inquire Course Data screen by depressing the ZOOM function key from the Course Code or ID field.
 - (2) If you wish to search by SSN but it is unknown, you may access the Employee Inquiry screen by depressing the ZOOM function key from the SSN field.
- b. Depress the FIND function key.

- c. If there is more than one record, use the PRV REC/NXT REC function keys or positional arrow keys to page through the records.

NOTE: The information displayed on the top 2 lines above the SSN header field refer to the record where the cursor rests under the SSN field.

- d. Depress the NXT FORM function key from the SSN field to view the detailed information for that requirement or allocation record. Depress the PRV FORM function key to return to the list of records.
- e. To start another inquiry, depress the CLR-FIND function key and return to step a. above.
- f. To return to the INQUIRY MENU, depress the PRV FORM function key.

TRAINING COURSE COMPLETION LIST (UPET52)

This screen will allow you to search the training completions table to view a list of existing completions for a particular individual or group.

replace | find

DATE: 98/10/26 TRAINING COURSE COMPLETION LIST UPET52
 TIME: 13:06 DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974 V=01
 SERV ACT: J8

EMPL ACTIVITY:
 COURSE CODE/ID: / CRS CATEGORY:
 COURSE TITLE:

COMPLETED	NAME	ORG	LOC	DIR COST	IND COST	GRADE
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Enter EMPLOYEE ACTIVITY (optional) (F5 HELP).
 F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F11-Rcll Fld | F10-More Key

TT 13:07:31

This screen can be accessed by selecting the option COURSE COMPLETIONS LIST from the INQUIRY MENU.

- a. Enter the desired search criteria.
 - (1) If you wish to search by Course Code/ID but it is unknown, you may access the Inquire Course Data screen by depressing the ZOOM function key from the Course Code or ID field.
 - (2) If you wish to search by Category but it is unknown, you may access the Category Table by depressing the ZOOM function key from the Category field.
- b. Depress the F3 FIND function key. A screen will display with three search options. This screen will allow you to choose the amount of completion information you need. You can view completions for employees that you service regardless of the activity and organization they completed the training under, as well as inactive employees that completed training while under your activity and organization. Input either 1, 2 or 3 and depress enter to continue the search. If an employing activity and/or organization is not specified, the system will default to the employing activity and organization that is specified in your Security Profile.

TRAINING COURSE COMPLETION LIST (UPET52)

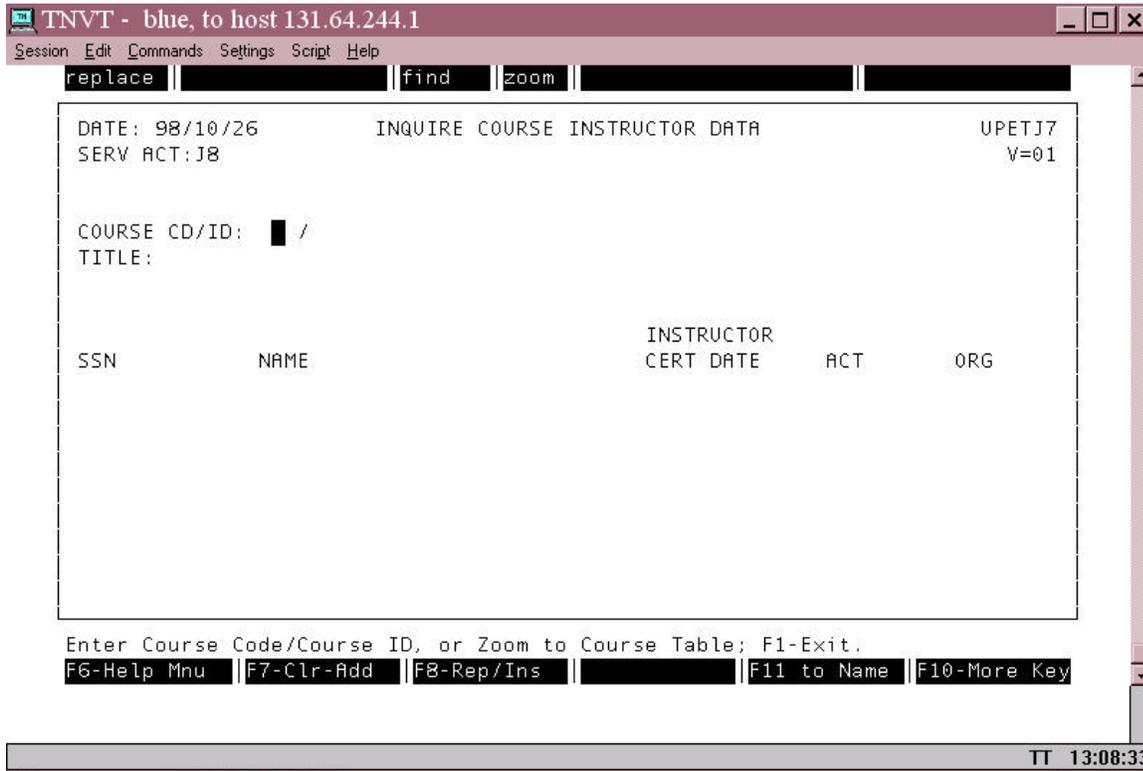
- c. If there is more than one record, use the PRV REC/NXT REC function keys or positional arrow keys to page through the records.

NOTE: The information displayed on the top 3 lines above the Completion header field refer to the record where the cursor rests under the Completion field.

- d. Depress the NXT FORM function key from the Completed field to view the detailed information for the selected record. Depress the PRV FORM function key to return to the list of records.
- e. To start another inquiry, depress the CLR-FIND function key and return to step a. above.
- f. To return to the INQUIRY MENU, depress the PRV FORM function key.

COURSE INSTRUCTOR DATA (UPETJ7)

This screen will allow you to search the instructor table to view a list of instructors for a particular course or courses.



This screen can be accessed by selecting the option INSTRUCTOR DATA, from the INQUIRY MENU.

- a. Enter the desired search criteria.
 - (1) If you wish to search by Course Code/ID but it is unknown, you may access the Inquire Course Data screen by depressing the ZOOM function key from the Course Code or ID field.
 - (2) If you wish to search by SSN but it is unknown, you may access the Employee Inquiry screen by depressing the ZOOM function key from the SSN field.
 - (3) If you wish to search by Name (Non-employee only), you may access the Non-Employee screen either by depressing the FIND function key from the SSN field or the ZOOM function key from the Name field. You may use the F11 'To Name' function key from any field on the screen to get to the Name field.

- b. Depress the FIND function key.
- c. If there is more than one record, use the PRV REC/NXT REC function keys or positional arrow keys to page through the records.

NOTE: The information displayed on the top 2 lines above the SSN header field refer to the instructor record where the cursor is resting under the SSN field.

- d. To start another inquiry, depress the CLR-FIND function key and return to step a. above.
- e. To return to the INQUIRY MENU, depress the PRV FORM function key.

COURSE ADMINISTRATIVE COSTS (UPET61)

This screen will allow you to search for a specific course and get the total administrative cost (amount of money spent or expected to be spent in the administration of classes for that course within the specified year) for past, current and next fiscal year.

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TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | find | zoom |
DATE: 98/10/26          TOTAL ADMINISTRATIVE COSTS BY COURSE          UPET61
TIME: 13:10              V=01
SER ACT: J8

COURSE CODE/ID:  /
COURSE TITLE:

TOTAL COSTS          TOTAL COSTS          TOTAL COSTS
  PAST FY            CURRENT FY            NEXT FY

Enter Course Code or ZOOM (F20) to Course Inquiry
F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F11-Rcll Fld | F10-More Key
TT 13:11:44

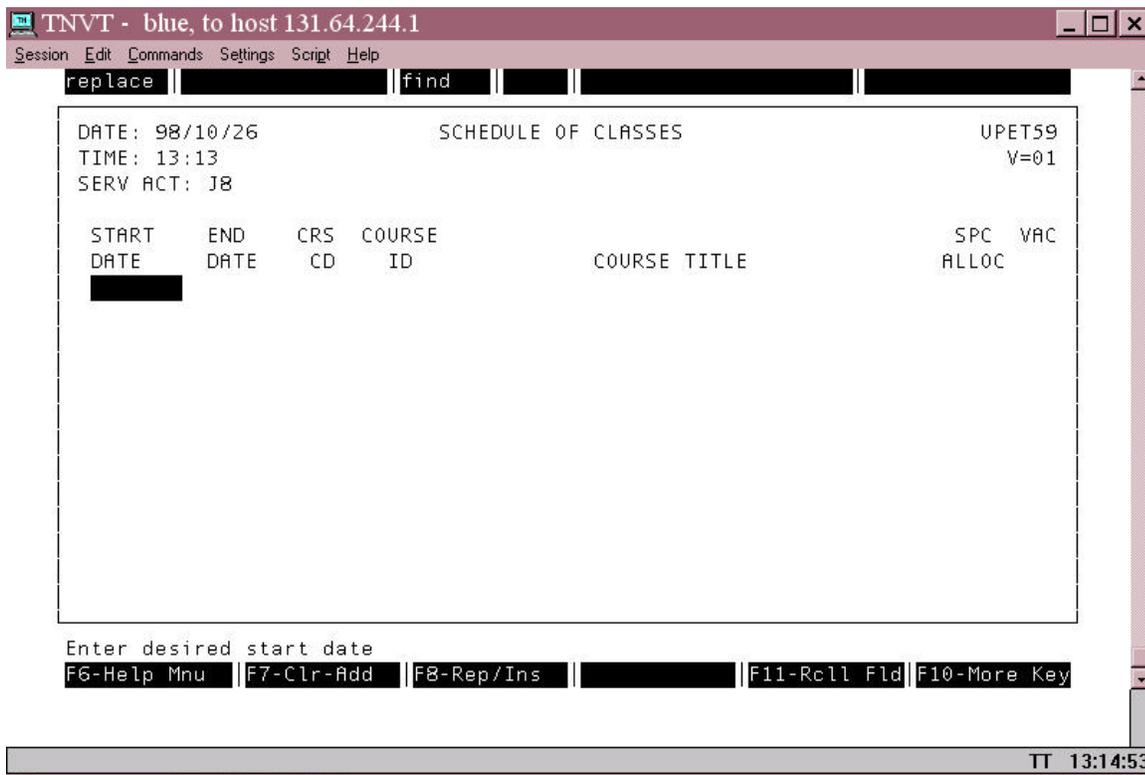
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This screen can be accessed by selecting the option COURSE ADMINISTRATIVE COSTS from the INQUIRY MENU.

- a. Enter COURSE CODE and COURSE ID, as selection criteria. If COURSE CODE/ID are unknown, you may access the Inquire Course Data screen by depressing the ZOOM function key from the Course Code field.
- b. Depress the FIND function key.
- c. If there is more than one record, use the PRV REC/NXT REC function keys or positional arrow keys to page through the records.
- d. To start another inquiry, depress the CLR-FIND function key and return to step a. above.
- e. To return to the INQUIRY MENU, depress the PRV FORM function key.

CLASS SCHEDULE (UPET59)

This screen will allow you to search for the classes currently established in the system.



This screen can be accessed by selecting the option CLASS SCHEDULE, from the INQUIRY MENU.

- a. Enter the desired search criteria.
 - (1) If you wish to search by Course Code/ID but it is unknown, you may access the Inquire Course Data screen by depressing the ZOOM function key from the Course Code field.
 - (2) If you wish to search by Start Date and/or End Date, all classes with start and end dates in the range entered will be displayed. If no start and/or end dates are entered, all classes that meet the input criteria regardless of dates will be displayed.
- b. Depress the FIND function key.
- c. If there is more than one record, use the PRV REC/NXT REC function keys or positional arrow keys to page through the records.
- d. To start another inquiry, depress the CLR-FIND function key and return to step a. above.

- e. To return to the INQUIRY MENU, depress the PRV FORM function key.

CLASS DATA FOR A SSN (UPET60)

This screen will allow you to search the class roster table to view the class(es) that an employee is scheduled to attend or has attended.

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TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace | | find | zoom | |
DATE: 98/10/26          CLASS DATA FOR SSN          UPET60
TIME: 13:11          DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974          V=01
SER ACT: J8

      SSN: [REDACTED]  COURSE CODE/ID:  /

NAME:

COURSE TITLE:

SCHOOL NAME:

SCHOOL ADDRESS:

START DATE:          END DATE:          METHOD:          TOTAL HOURS:

Enter SSN and Press FIND (F3) or ZOOM (F20) to Employee Listing
F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | | F11-Roll Fld | F10-More Key
TT 13:12:43

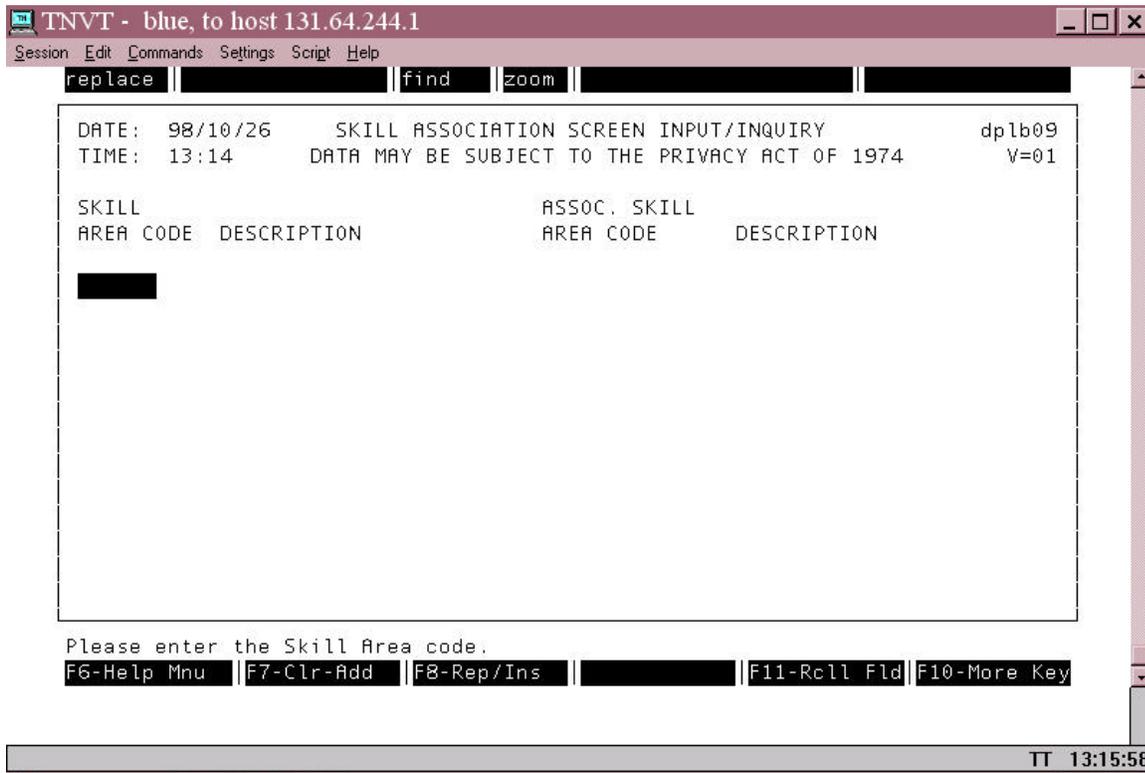
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This screen can be accessed by selecting the option CLASS DATA FOR AN SSN from the INQUIRY MENU.

- a. Enter the selection criteria.
 - (1) If you wish to search by Course Code/ID but it is unknown, you may access the Inquire Course Data screen by pressing the ZOOM (F20) function key from the Course Code field.
 - (2) If you wish to search by SSN but it is unknown, you may access the Employee Inquiry screen by pressing the ZOOM function key from the SSN field.
- b. Press the FIND (F3) function key. All classes that meet the selection criteria entered will be displayed, one at a time.
- c. If there is more than one record, use the PRV REC/NXT REC function keys or positional arrow keys to page through the records.
- d. To start another inquiry, press the CLR-FIND (F13) function key and return to step a. above.
- e. To return to the INQUIRY MENU, press the PRV FORM (F1) function key.

SKILL ASSOCIATION INQUIRY SCREEN (DPLB09)

This screen shows associations between two Skill Area Codes (e.g. E30 and E30I are associated). This screen is strictly for inquiry/viewing purposes only. The Skill Association Maintenance screen is available from the Training Office menu. New Skill Associations may be added through the Maintenance screen. Supervisors and Training Coordinators may only view this data. When a Skill Association exists on this screen, and the initial skill is assigned to an employee, the system will display the message, Skill ***** is associated with this Skill, should it be added?



This screen may be accessed by choosing the option SKILL ASSOCIATION from the Inquiry menu. You may inquire different ways:

- a. enter the Initial Skill Area Code you want to search for and press F3, or ZOOM (F20) to the Skill Table and F1 a Skill back. The system will find that skill and any Associated Skills that are tied to it. If there are no Associated Skills, only the Initial Skill will display; or,
- b. input the Description, or a portion of the description with (*), and press F3 (FIND). The system will find the Skill or all Skills with that Description and any Associated Skill Codes; or,
- c. press the enter/return key until the cursor is resting on the Associated Skill Area Code field and input a Skill and press F3 (FIND), or ZOOM (F20) to the Skill Table and F1 a Skill back. The system will search for this skill as an Associated Skill and will either display the Initial Skill that it is tied to, or will show No Records Found; or,
- d. from the Initial Skill Area Code, press F3 without inputting any search criteria. All Skill Codes will display whether they have an Associated Skill or not; or,

- b. Input the Initial Course Code/Id and press Find (F3) to view only the particular course that was input; or,
- c. Use the enter/return key to go to the Refresher Course Code/Id field and input a Course Code/Id (or ZOOM, F20, to the Course screen). Press Find (F3) to view only the particular course that was input.

TRAINING DUE DATES

This date reflects the date that training is due for mandatory training requirements. This date is based on either a Skill Established Date (if the requirement is tied to a Skill), a Requirement Established Date (if the requirement is not tied to a Skill), or a Completion Date (if there is no requirement or the course is a refresher course). The Completion Timeframe (from the Course Data screen) is used to calculate the Training Due Date.

In order for a Due Date to be calculated, the course must have a Y' or an I' in the Refresher Required field on the Course Data screen. If an R' Course Code (Environmental) is not tied to an a training due date record will not be calculated. If a Completion Timeframe is changed, the Training Due Date will be automatically recalculated. If a Requirement Established Date changes, the Training Due Date will only be adjusted to an earlier date, not a later date.

