

ADDING COURSES TO THE COURSE REFRESHER TRAINING MAINTENANCE SCREEN

- a. When first accessed, the screen will be in the FIND mode.
- b. To find all of the current courses on this screen, depress F3 (FIND function key). To find a particular course, input the Course Code/ID in either the Initial Course Code/ID field or the Refresher Course Code/ID field and depress F3.
- c. Depress F7 (CLR-ADD function key). Input the Course Code/ID in the Initial Course CD/ID field and depress ENTER.
- d. Input the Course Code/ID in the Refresher Course CD/ID field and depress ENTER. Depress F9 (ADD/UPD function key) to save the record on this screen. If the record was successfully added, the message ADDED will appear at the top right corner of the screen.
- e. To add a record if the Course Code/ID is not known, ZOOM (F20) to the MAINTAIN COURSE DATA screen. F1 to bring a course back. The message 'IS THIS A REFRESHER CRS? (YES OR NO)' will be displayed. Answer 'NO' and the Course will be placed in the Initial Course Field.
- f. Input a Course Code/ID in the Refresher Course CD/ID field or ZOOM (F20) to the MAINTAIN COURSE DATA screen and F1 to bring a course back. The message 'IS THIS A REFRESHER CRS? (YES OR NO)' will be displayed. Answer 'YES' and the Course will be placed in the Refresher Course Field.
- g. Depress F9 (ADD/UPD function key) to save the record. If the record was successfully added, the message ADDED will appear at the top right corner of the screen.

NOTE: Training Office users may only input LOCAL COURSES as the Initial Course on the MAINTAIN COURSE REFRESHER TRAINING screen. Only active courses that are part of the Course Table may be input on this screen.

DELETING COURSES FROM THE COURSE REFRESHER TRAINING MAINTENANCE SCREEN

- a. Input the Course Code/ID of the specific course desired and depress F3 (or depress F3 to see all of the current courses on this screen).
- b. Place the cursor on the course to be deleted and depress F18 (DEL REC function key). The message 'ENTER YES TO CONFIRM DELETE' will appear at the bottom of the screen.

- c. Confirm the delete by entering YES and depress ENTER. If the delete was successful, the message DELETED will appear at the top right corner of the screen.
- d. If you enter NO and depress ENTER, the delete will not take place.
- e. Depress F1 (PRV FORM function key) to return to the TRAINING OFFICE MENU.

NOTE: Training Office users may only delete LOCAL COURSES on the MAINTAIN COURSE REFRESHER TRAINING screen.