

ADDING INSTRUCTOR DATA

- a. When first accessed, the screen will be in the find mode.
- b. Input the Course code/ID. While in this field you are able to zoom/(F20) to Course Data Inquiry and bring back a course (F1).
- c. Depress the FIND/(F3) function key (you may use the F11 'To Name' function key from any field on the screen to get to the Name field for Non-employee data).
 - (1) If there are no Instructors for the input Course Code/ID, the message NO RECORDS FOUND will appear at the top right corner of the screen. The cursor will be resting on an open SSN field and the screen will be in the update mode.
 - (2) If there are Instructors for the input Course Code/ID, the message RECORDS FOUND will appear at the top right corner of the screen. The cursor will be resting on the INSTRUCTOR CERT DATE field. Depress the CLR-ADD/(F7) function key.
- d. Input the SSN or Name of the Instructor you wish to add. You may also input the Instructor Certification Date at this time. If you do not know the SSN, ZOOM/(F20) to the Employee Inquiry screen, find the employee and then bring the employee back using the PREVIOUS FROM/(F1) key.
 - (1) If the instructor is someone outside your servicing activity you must leave the SSN blank and enter his/her name in the NAME field. If the name is not found the system will automatically move to the Non-Employee Instructor screen. To add, depress the F7 CLR ADD key and enter related information followed by F9. To return to the Instructor screen depress F1. Notice that a bogus SSN (beginning with a '9') was assigned to the individual. You must depress the F9 ADD/UPD key to add the individual to your Instructor list for the specified course.
- e. Depress the ADD/UPD/(F9) function key. If the record was successfully added, the message ADDED will appear at the top right corner of the screen.
- f. To add another Instructor for the input Course, depress the CLR-ADD/(F9) function key and return to step d. above.
- g. To add an Instructor to a different Course, depress the CLR-FIND/(F13) function key and return to step b. above.

- h. To return to the TRAINING OFFICE MENU, depress the PRV FORM function key.

CHANGING INSTRUCTOR DATA

- a. If the screen is not in the find mode, depress the CLR- FIND/(F13) function key.
- b. Input the Course Code/ID. While in this field you are able to zoom/(F20) to Course Data Inquiry and bring back a course (F1).
- c. Depress the FIND/(F3) function key. If there are Instructors established for the input course code/ID, the data will be displayed in the update mode. At this point you may change an Instructor record.
- d. Place the cursor on the record to be changed using the NXT REC/(F3) and PRV REC/F4) function keys or the positional arrow keys.
- e. Input or change the Instructor Cert Date if desired. No other changes can be made to a current record.
- f. Depress the ADD/UPD/(F9) function key. If the record was successfully updated, the message UPDATED will appear at the top right corner of the screen.
- g. To make additional changes to Instructor records for the input Course, return to step d. above.
- h. To change an Instructor record for a different Course, return to step a. above.
- i. To return to the TRAINING OFFICE MENU, depress the PRV FORM/(F1) function key.

DELETING INSTRUCTOR DATA

- a. If the screen is not in the find mode, depress the CLR- FIND/(F13) function key.
- b. Input the Course Code/ID. While in this field you are able to zoom/(F20) to Course Data Inquiry and bring back a course (F1).
- c. Depress the FIND/(F3) function key. If there are Instructors established for the input Course Code/ ID, the data will be displayed in the update mode. At this point you may delete an Instructor record.

- d. Place the cursor on the record to be deleted using the NXT REC/(F3) and PRV REC(F4) function keys or the positional arrow keys.
- e. Depress the DEL REC/(F18) function key. The message ENTER YES TO CONFIRM DELETE will appear at the bottom of the screen.
- f. Confirm the delete by entering YES and depress the ENTER/RETURN key, If the delete was successful, the message DELETED will appear at the top right corner of the screen.
- g. If you enter anything other than YES and depress the ENTER/RETURN key, the delete will not take place.
- h. To delete additional Instructors from the input Course, return to step d. above.
- i. To delete an Instructor from a different Course, return to step a. above.
- j. To return to the TRAINING OFFICE MENU, depress the PRV FORM/(F1) function key.