

FP2 - TIP 'O THE WEEK #27

MEETINGS & TRAINING

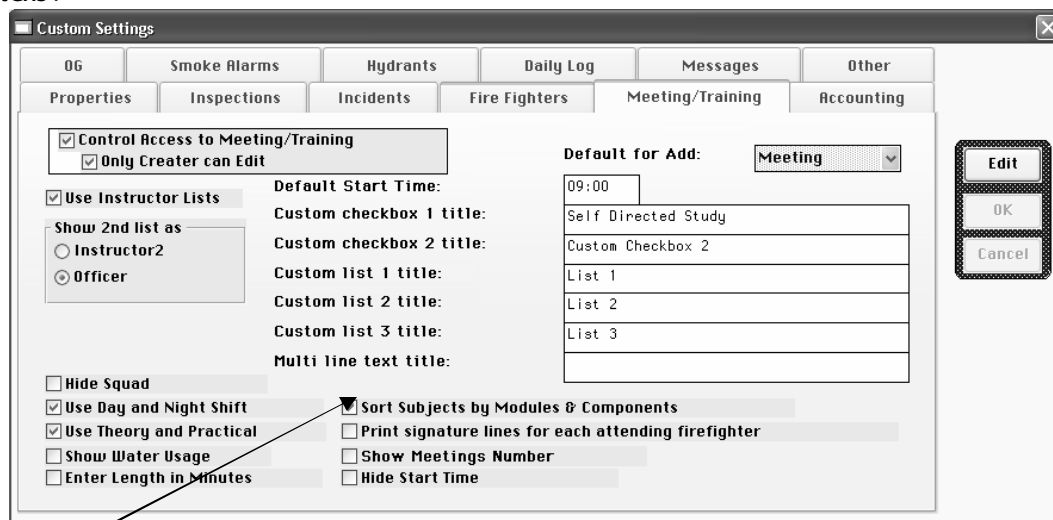
DISPLAYING SUBJECTS BY MODULE & COMPONENT

Displaying Subjects by Modules and Components

The default display for Training subjects is a complete list by subject. However, if you have many training subjects and can organize them into modules and components, you may find it useful to display them this way. This should make it easier to find the course you are looking for.

To make this change, go to:

Set up menu → System Information → Custom Settings → Meeting/Training tab.



The screenshot shows the 'Custom Settings' dialog box with the 'Meeting/Training' tab selected. The 'Sort Subjects by Modules & Components' checkbox is checked and highlighted with a red arrow. Other settings include 'Control Access to Meeting/Training' (checked), 'Use Instructor Lists' (checked), 'Default Start Time' (09:00), and 'Default for Add' (Meeting). The 'Multi line text title' field contains 'List 1', 'List 2', and 'List 3'. The 'Edit', 'OK', and 'Cancel' buttons are visible on the right side.

Click the check box "Sort Subjects by Modules & Components" to change the default so that subjects are displayed by Modules and Components.

To create or edit the list of Subjects, Modules or Components go to Maintenance Menu → Edit Pop-up Lists → Training lists → Subjects/Modules/Components

Quote of the week:

"We don't like their sound, and guitar music is on the way out."
Decca Recording Co. rejecting the Beatles, 1962.