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18. Training

18.1 Schedule Training

Training is an important part of the WIC Program. Instead of assigning a vendor to training, one at a time, this dialog allows the user to schedule one or more vendors for Vendor Training. The user may invoke the dialog by selecting the Schedule Training menu item from the Training menu on the Vendor List window.

The dialog box is titled "Schedule Training" and features a search section with the following controls:

- Vendor ID: Text input field
- Store Type: Dropdown menu with options: Chain with Pharmacy, Chain without Pharmacy, Commissary
- Peer Group: Dropdown menu
- Status: Dropdown menu

The Vendor Address section includes:

- County: Dropdown menu
- City: Dropdown menu
- ZIP: Text input field
- Search: Button

Additional controls include:

- Type of Training: Dropdown menu
- Training Date: Text input field (format: __/__/__)

The main area of the dialog is a table with the following structure:

Vendor Name	Physical Address
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At the bottom of the dialog are "OK" and "Cancel" buttons.

Figure 1 – Schedule Training Dialog

18.1.1 Controls

This section describes the behavior of the controls on the Schedule Training dialog.

18.1.1.1 Vendor ID Masked Edit Box

This control allows the user to enter a Vendor ID as part of the search criteria. The text box will be enabled when the Schedule Training dialog is active. The character type and length from the masked edit box may vary according to your state. Special characters are not permitted in this field.

18.1.1.2 Store Type(s) List Box

This control allows the user select the Store Type(s) as part of the search criteria. The list box will be enabled when the Schedule Training dialog is active. It is filled with a list of store types from the StoreType Table. The drop down list will be read only. It is displayed in alphabetical order. This list allows multiple selections.

18.1.1.3 Status Dropdown

This control allows the user select a vendor Status as part of the search criteria. The dropdown will be enabled when the Schedule Training dialog is active. It is filled with a list of the status types from the Reference Dictionary Table of the lookup database, which is displayed in alphabetical order. The drop down list will display in alphabetical order and is read only.

18.1.1.4 County Dropdown (County)

This control allows the user select the county as part of the search criteria. The dropdown will be enabled when the Schedule Training dialog is active. It is filled with a list of the counties within the state as defined in the Reference Dictionary Table of the lookup database. The drop down list will display in alphabetical order and is read only.

Selection within this control enables the city dropdown with a list of the cities that are located in the county selected.

18.1.1.5 City Dropdown (City)

This control allows the user to select the city as part of the search criteria. The drop down list will be enabled when the Schedule Training dialog is active and a value has been selected from the County drop down list. If a selection is not made in the County drop down, the City dropdown will remain disabled. It is filled with a list of cities that are located within the county selected from the County drop down list. The list of cities is obtained from the Reference Dictionary Table of the lookup database. The list will display in alphabetical order and is read only.

18.1.1.6 Zip Masked Edit Box

This control allows the user to enter the Zip code as part of the search criteria. The masked edit box will be enabled when the Schedule Training dialog is active. It will only allow entry of numeric digits. The mask for the box will be “99999-9999” to allow entry of the five-digit zip code and a four-digit ZIP extension, if known. Special characters are not accepted in this field.

18.1.1.7 Search Button

This control allows the user to initiate a search for vendors that match the search criteria provided. The Search button will be enabled when the Schedule Training dialog is active. It will have a mnemonic of “S”.

18.1.1.8 Type of Training Dropdown

This control allows the user to select the type of training to schedule for the selected vendors. The dropdown will be enabled when the Schedule Training dialog is active. It is filled with a list of Training Types available from the Reference Dictionary Table of the lookup database. The list will display in alphabetical order and is read only.

18.1.1.9 Training Date Masked Edit Box

This control allows the user enter the date the scheduled training date. The date mask edit box will be enabled when the Schedule Training dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. This field defaults to the current system date.

18.1.1.10 Schedule Training Display Grid

This control allows the user to view and select vendors for training on the date entered in the Training Date text box. The vendors that are listed in the grid will be from the results of the search criteria indicated by the user. The grid will be enabled when the Schedule Training dialog is enabled. The grid will allow multiple selections by pressing the Ctrl key and pointing and clicking the mouse on the vendors to be assigned the type of training and training date indicated. The grid will consist of two columns:

- Vendor Name
- Physical Address

Each vendor listed in the grid will have an icon preceding the vendor name indicating the current status of the vendor. The display grid will be filled with the results of the search after selecting the Search button. By default the list is sorted in alphabetical order by Vendor Name. The user may deselect a vendor by pressing the Ctrl key and pointing and clicking the mouse on the vendor(s) to be removed from the list therefore, excluding them from the assigned training type and date.

18.1.1.11 OK Button

This control allows the user to instruct the system to save the training information for the selected vendors and dismiss the Schedule Training dialog. The OK button will be enabled when the Schedule Training dialog is active. Characteristics for the OK button are defined in *Consistencies*.

18.1.1.12 Cancel Button

This control allows the user to exit the Schedule Training dialog without saving the training information. The Cancel button will be enabled when the Schedule Training dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

18.1.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Schedule Training dialog.

18.1.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “Schedule Training”
- The Training Date control will default to the current system date.
- All other fields and controls on this dialog default to blank.
- The cursor focus will default to the Vendor ID masked edit box.

18.1.2.2 Edits (Search)

Upon selection of the Search button:

- If there has been no data entered for any of the controls on the Schedule Training dialog, a search cannot be performed. The system will invoke a standard error message with the text “You must enter information to perform a search.”
- If data exists in the Vendor ID entry field, it will be evaluated to ensure that a complete entry has been made before doing the search. If this control contains incomplete data, the system will invoke a standard error message with the text, “You must enter a complete Vendor ID in order to perform a search.”
- If data exists in the Vendor ZIP masked edit box control, it will be evaluated to ensure that a complete entry has been made before doing the search. If this control contains incomplete data, the system will invoke a standard error message with the text “You must enter a complete ZIP code in order to perform a search.”

18.1.2.3 Search for Vendors

Upon successful completion of the above listed edits:

- The results of the search will be displayed in the display grid on the Schedule Training dialog.

- If there is no vendor information found that matches the search criteria, the system will invoke a standard error message box with the text “No Vendor information was found to match the search criteria.” When the OK button is selected to dismiss the error message, the system will redisplay the Schedule Training dialog.

18.1.2.4 Edits (OK)

Upon selection of the OK button:

- If no selection has been made for the Type of Training, the system will invoke a standard error message with the text “A selection is required in the Type of Training.”
- If no Training Date has been entered, the system will invoke a standard error message with the text “An entry is required for the Training Date.”
- If a Vendor is not selected within the Schedule Training Display grid, the system will invoke a standard error message with the text “You must select at least one Vendor before training can be scheduled.”
- If the date entered in the Training Date is invalid, the system will invoke a standard error message with the text “Invalid date entered.”
- If the training date entered is not equal to or greater than the current system date, the system will invoke a standard error message with the text “The date entered must be equal to or greater than today’s date.”

18.1.2.5 Saving the Data

The system will assign the elected training class and date to the selected vendors. It will add the appropriate training event to the Event Tree on the Event Log tab of the Vendor Folder for the selected Vendors.

The system will print the training roster.

The system will invoke the Send Letter dialog depending on the selection in the type of training dropdown.

If the user selects the Type of Training of “Special Training” the Special Training Scheduled Dialog will be invoked. The Special Training Scheduled Dialog is discussed in more detail in this document.

18.1.2.6 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Schedule Training dialog without saving any information entered and will return the user to the main Vendor Dialog.

18.1.2.7 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Type of Training	TrainingScheduled	TraningType	
Training Date	TrainingScheduled	DateScheduled	
Vendor Name (VendorID)	Stores a record for each selected vendor by the VendorID in the following tables: TrainingScheduled/ Event or FollowUpActivity	VendorID	

18.2 Training Attended

Because training is an important aspect for the WIC Program, the state monitors the vendors as to whether they have attended their training session or not. This dialog allows the user to record one or more vendors as attending training. The dialog also allows the user to record a violation for those vendors who did not attend training. The user may invoke the dialog by selecting the Training Attended menu item from the Training menu on the Vendor List window.

Vendor Name	Physical Address
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Figure 2 – Training Attended Dialog

18.2.1 Controls

This section describes the behavior of the controls on the Training Attended dialog.

18.2.1.1 Type of Training Dropdown List

This control allows the user to select the type of training as part of the search criteria. The dropdown will be enabled when the Training Attended dialog is active. It is filled with a list of Training Types available from the Reference Dictionary Table of the lookup database. The list will display in alphabetical order and is read only.

18.2.1.2 Training Date Masked Edit Box

This control allows the user to enter the date the training was set up as part of the search criteria. The date mask edit box will be enabled when the Training Attended dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year.

18.2.1.3 Violation if Training not Attended Dropdown

This control allows the user to enter a violation for the vendor(s) that did not attend the scheduled training. The dropdown will be enabled when the Training Attended dialog is active. It is filled with a list of Violations from the VIOLATIONTYPE Table of the lookup database. The list will display in alphabetical order and is read only. When a selection is made in this field, a Follow-up Activity is added to the Vendor(s) in the display grid that are not highlighted.

18.2.1.4 Search Button

This control allows the user to Search for vendors on the fields, Type of Training and Training Date. The Search button will be enabled when the Training Attended dialog is active. It will have a mnemonic of “S”.

18.2.1.5 Training Attended Display Grid

This control allows the user to view and select vendors that attended training as a result of the search on the Training Date and the Type of Training indicated. The grid will be enabled when the Training Attended dialog is enabled. The grid will allow multiple selections by pressing the Ctrl key and pointing and clicking the mouse on the vendors that attended the training for the type and date of training indicated during the search. Each of the vendors selected within the list (display grid) will have the Training Attended Follow-up Activity added to the Event Tree of the Event Log tab in the Vendor’s Folder. The grid will consist of two columns:

- Vendor Name
- Physical Address

Each vendor listed in the grid will have an icon preceding the vendor name indicating the current status of the vendor. The display grid will be filled with the results of the search after selecting the Search button. By default the list is sorted in alphabetical order by Vendor Name. The user may deselect a vendor by pressing the Ctrl key and pointing and clicking the mouse on the vendor(s) to be removed from the list therefore, excluding them from within the vendors listed as attending the training. Note: the vendors selected will indicate they attended the training. The vendors not selected may receive a violation if a violation is selected, otherwise the vendor will remain in the system without a training status.

18.2.1.6 OK Button

This control allows the user to instruct the system to save the training information for the selected vendors who attended the training and dismiss the Training Attended dialog. The OK button will be enabled when the Training Attended dialog is active. Characteristics for the OK button are defined in *Consistencies*.

18.2.1.7 Cancel Button

This control allows the user to exit the Training Attended dialog without saving the training information. The Cancel button will be enabled when the Training Attended dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

18.2.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Training Attended dialog.

18.2.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “Training Attended”
- The Training Date control will default to the current system date.
- All other fields and controls on this dialog default to blank.

18.2.2.2 Edits (Search)

Upon selection of the Search button:

- If an entry has not been made in the following control
 - Training Datethe system will invoke a standard error message with the text “An entry is required for the <control label>.”
- If a selection has not been made in the following control
 - Training Typethe system will invoke a standard error message with the text “A selection is required in the <control label>.”
- If there is no information found that matches the search criteria for the Training Type, the system will invoke a standard error message box with the text “No Training information was found for the selected Training Type.” When the OK button is selected to dismiss the error message, the system will redisplay the Training Attended dialog.

- If there is no information found that matches the search criteria for the Training Date, the system will invoke a standard error message box with the text “No Training information was found for the selected Training Date.” When the OK button is selected to dismiss the error message, the system will redisplay the Training Attended dialog.

18.2.2.3 Search

Upon successful completion of all above listed search edits, the results of the search will be displayed in the display grid on the Training Attended dialog.

18.2.2.4 Edits (OK)

Upon selection of the OK button:

- If no selection has been made for the Type of Training the system will invoke a standard error message with the text “A selection is required in the <control label>”
- If no Training Date has been entered, the system will invoke a standard error message with the text “An entry is required for the <control label>.”
- If a vendor (s) is not selected (or not highlighted) and a violation is selected, the system will assign a Follow-up Activity for the type of violation indicated. The dialog will be dismissed and focus will return to the calling dialog.
- If a vendor(s) is not selected (or not highlighted) and a violation is not selected the system will dismiss those vendors without assigning a training Follow-up Activity. Therefore, there will be no indication that the vendor(s) attended or violated the scheduled training. The dialog will be dismissed and focus will return to the calling dialog.

18.2.2.5 Saving the Data

Upon successful completion of the above listed edits:

- The system will save the Training information for all vendors selected in the Training Attended grid. The system will save the Training Attended follow-up activity to the Training Scheduled event or activity with the same date and training type selected.
- The system will record a violation for the vendor for the violation selected in the Violation in Training Not Attended dropdown making it a follow-up activity to the Training Scheduled Event or Follow-up Activity.
- If a letter is generated, the system will save the Letter Sent follow-up Activity as defined in [Chapter 20 – Vendor Form Letters](#).

18.2.2.6 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Training Attended dialog without saving any information
- The system will return the user to the main Vendor dialog.

18.2.2.7 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Type of Training	TrainingAttended	TraningType	
Training Date	TrainingAttended	DateScheduled	
Violation if Training Not Attended	Violation	Type	
Vendor Name (VendorID)	Stores a record for each selected vendor by the VendorID in the following tables: TrainingAttended/ Violation/ Event or FollowUpActivity	VendorID	

18.3 Training Scheduled (Manual Entry)

Training can be scheduled for one or more vendors from the Schedule Training dialog described in this document or manually from the Event Log within the Vendor's folder. The Training Scheduled dialog is invoked in response to one of the following actions:

- Selection of the Annual Training Scheduled event on the Events dialog as described in [Chapter 04 - Vendor Folder](#)
- Selection of the Interactive Training Scheduled event on the Events dialog as described in [Chapter 04 - Vendor Folder](#)
- Selection of the New Vendor Training Scheduled event on the Events dialog as described in [Chapter 04 - Vendor Folder](#)
- Selection of the Detail button on the Event Log tab when an Annual Training Scheduled event is selected as described in [Chapter 04 - Vendor Folder](#)
- Selection of the Detail button on the Event Log tab when an Interactive Training Scheduled event is selected as described in [Chapter 04 - Vendor Folder](#)
- Selection of the Detail button on the Event Log tab when a New Vendor Training Scheduled event is selected as described in [Chapter 04 - Vendor Folder](#)

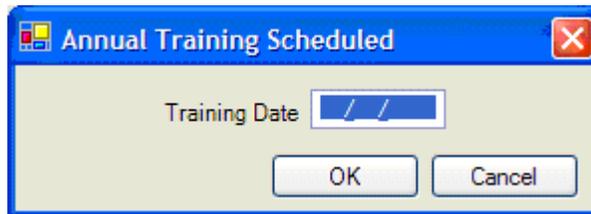


Figure 3– Annual Training Scheduled (Add mode)

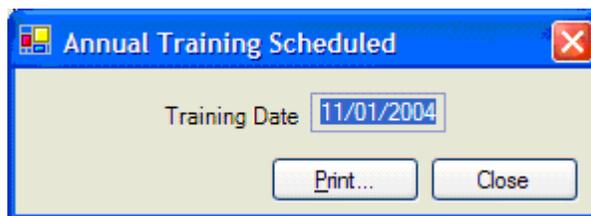


Figure 4– Annual Training Scheduled (View mode)

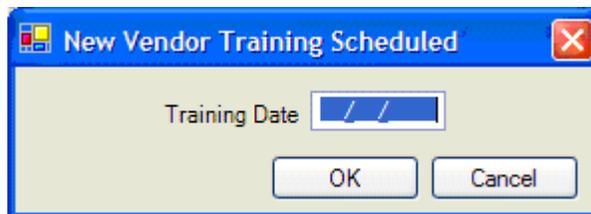


Figure 5– New Vendor Training Scheduled (Add mode)

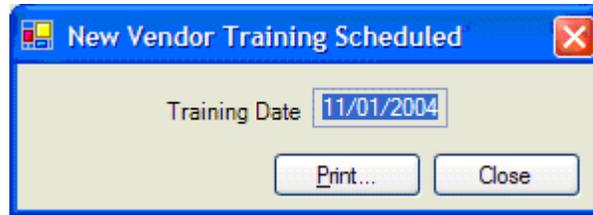


Figure 6– New Vendor Training Scheduled (View mode)

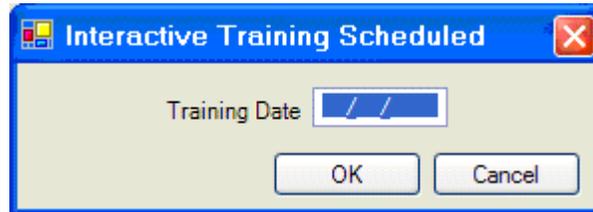


Figure 7– Interactive Training Scheduled (Add mode)

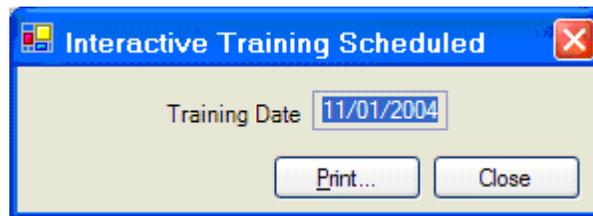


Figure 8– Interactive Training Scheduled (View mode)

18.3.1 Controls

This section describes the behavior of the controls on the Training Scheduled dialog.

18.3.1.1 Training Date Mask Edit Box

This control allows the user to input a date for training. The masked edit box will be enabled when the Annual, Interactive, or New Vendor Training Scheduled dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be "99/99/9999" to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in "add" mode, the entry field will initially be blank. When working in "view" mode, the control is populated with the previously saved entry and is read only.

18.3.1.2 OK Button

This control allows the user to set the training date for the selected vendor and then exit the dialog. The OK button will be enabled when the Training Scheduled (Annual, Interactive, or New Vendor) dialog is active in "add" mode. Characteristics for the OK button are defined in *Consistencies*.

18.3.1.3 Cancel Button

This control allows the user to exit the Training Scheduled dialog without saving the information. The Cancel button will be enabled when the Training Scheduled (Annual, Interactive, or New Vendor) dialog is active in “add” mode. Characteristics for the Cancel button are defined in *Consistencies*.

18.3.1.4 Print Button

This control allows the user to initiate the printing of the training letter and then exit the dialog. The Print button will be visible and enabled when the Training Scheduled dialog is active in “view” mode. It has a mnemonic of ‘P’.

18.3.1.5 Close Button

This control allows the user to exit the Training Scheduled dialog. The Close button will be visible and enabled when the Training Scheduled dialog is active in “view” mode. Characteristics for the Close button are defined in *Consistencies*.

18.3.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Training Scheduled dialog.

18.3.2.1 Initializing the Interface

Upon the initial display of the dialog:

- Depending of the type of Training Event that is selected the title bar will be set as follows:
 - Annual Training Scheduled
 - Interactive Training Scheduled
 - New Vendor Training Scheduled
- The Training Date control will default to blank.
- The OK and Cancel buttons will be visible in add mode.
- The Print and Close buttons will be visible in view mode.

18.3.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in the following control
 - Training Datethe system will invoke a standard error message with the text “An entry is required for the <control label>.”
- If the date entered in the Training Date is not valid, the system will invoke a standard error message with the text “Invalid date entered.”

- The training date entered must be equal to or greater than the current system date; if not a message will be displayed with the text “The date entered must be equal to or greater than today’s date.”

18.3.2.3 Saving the Data

Upon successful completion of the above listed edits:

- The system will add a Vendor Training Event to the Event Tree on the Event Log tab of the Vendor Folder. The type of training event that is added depends on which of the following training events is selected:
 - Annual Training
 - Interactive Training
 - New Vendor Training
- The system will invoke the Send Training Letter dialog

18.3.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Training Scheduled dialog without saving any information entered and will return the user to the Event Log tab in the Vendor Folder.

18.3.2.5 Print

Upon selection of the Print button:

- The system will invoke the Send Training Scheduled Letter dialog.

18.3.2.6 Close

Upon selection of the Close button:

- The system will dismiss the Training Scheduled dialog and return the user to the Event Log tab in the Vendor Folder.

18.3.2.7 Data Map

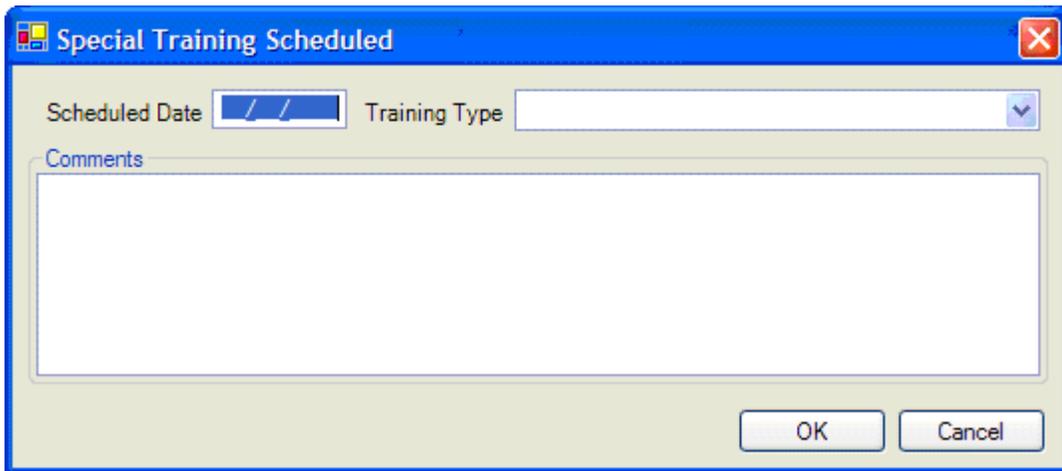
Control Label	Entity	Attribute	Business Rule Applicable
Type of Training	TrainingScheduled	TraningType	
Training Date	TrainingScheduled	DateScheduled	
Vendor Name (VendorID)	Stores a record the selected vendor by	VendorID	

	VendorID in the following tables: TrainingScheduled/ Event		
--	--	--	--

18.4 Special Training Scheduled

The State can require that the Vendor attend special training. The Special Training Scheduled dialog allows the user to record when the special training is scheduled and the type of special training. The Special Training Scheduled dialog is invoked in response to the following user actions:

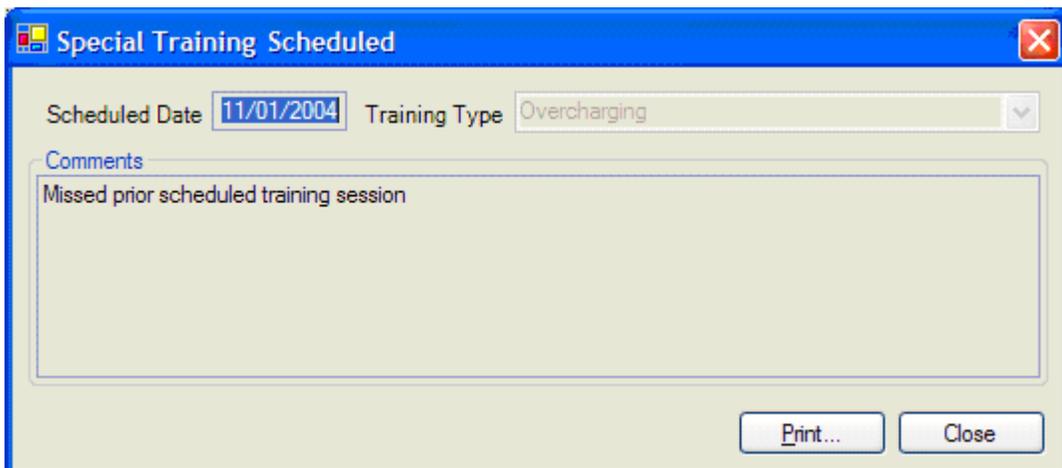
- Selection of Special Training Scheduled on the Events or Follow-up Activities dialog as described in [Chapter 04 - Vendor Folder](#). The dialog will display in “add” mode.
- Selection of a Special Training Scheduled activity in the Events Tree View on the Event Log of the Vendor Folder and then selecting the Details button as described in [Chapter 04 - Vendor Folder](#). The dialog will display in “view” mode.
- Selection of Special Training from the Type of Training drop down list on the Schedule Training dialog described in this document.



The screenshot shows a dialog box titled "Special Training Scheduled" with a blue title bar and a close button (X) in the top right corner. The dialog contains the following elements:

- A "Scheduled Date" field with a date picker showing slashes (//).
- A "Training Type" dropdown menu.
- A large text area labeled "Comments" which is currently empty.
- At the bottom right, there are two buttons: "OK" and "Cancel".

Figure 9- Special Training Scheduled Dialog (Add mode)



The screenshot shows the same "Special Training Scheduled" dialog box, but in "view" mode. The elements are:

- The "Scheduled Date" field is populated with the date "11/01/2004".
- The "Training Type" dropdown menu is set to "Overcharging".
- The "Comments" text area contains the text "Missed prior scheduled training session".
- At the bottom right, the buttons are "Print..." and "Close".

Figure 10- Special Training Scheduled Dialog (View mode)

18.4.1 Controls

This section describes the behavior of the controls on the Special Training Scheduled Dialog.

18.4.1.1 Scheduled Date Masked Edit Box

This control allows the user to enter or view the date that the Vendor is scheduled to attend special training. The masked edit box will be enabled when the Special Training Scheduled dialog is active. The masked edit box will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year.

18.4.1.2 Training Type Dropdown

This control allows the user to select or view the type of special training the Vendor will attend. The dropdown will be enabled when the Special Training Scheduled dialog is active. It will be a read only drop down list. It is filled from a list of special training types from the Reference Dictionary Table, which are displayed in alphabetical order within the list.

18.4.1.3 Comments Text Box

This control allows the user to enter or view any comments regarding the special training. The text box will be enabled when the Special Training Scheduled dialog is active. The control will only accept entry of alphanumeric characters. Alphabetic characters may be entered in upper or lower case. Special characters are allowed. The maximum size of the control will be four thousand (4,000) characters. As text is entered in this control, the information will word wrap to accommodate multiple lines of text.

18.4.1.4 OK Button

This control allows the user to instruct the system to close the Special Training Scheduled dialog and to save the special training information. The OK button will be visible and enabled when the Special Training Scheduled dialog is in “add” mode. Characteristics for the OK button are defined in *Consistencies*.

18.4.1.5 Cancel Button

This control allows the user to exit the Special Training Scheduled dialog without saving the special training information. The Cancel button will be visible and enabled when the Special Training Scheduled dialog is in “add” mode. Characteristics for the Cancel button are defined in *Consistencies*.

18.4.1.6 Print Button

This control allows the user to generate the Termination letter. The Print button will be visible and enabled when the Termination dialog is “view” mode. It has a mnemonic of ‘P’.

18.4.1.7 Close Button

This control allows the user to exit the Special Training Scheduled dialog. The Close button will be visible and enabled when the Special Training Scheduled dialog is in “view” mode. Characteristics for the Close button are defined in *Consistencies*.

18.4.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Special Training Scheduled dialog.

18.4.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “Special Training”
- In Add mode the Scheduled Date will default to the current system date. All other fields and controls on this dialog default to blank.
- In View mode all fields display previously saved values as defined in the Data Map for this dialog
- In Add mode the OK and Cancel buttons are visible. The Close and Print buttons are not visible.
- In View mode the Close and Print buttons are visible. The OK and Cancel buttons are not visible

18.4.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in one of the following controls
 - Scheduled Date Masked Edit Boxthe system will invoke a standard error message with the text “An entry is required for the <control label>.”
- If a selection has not been made in the following control
 - Training Type (Type)the system will invoke the standard error message with the text “A selection is required in the <control label>.”
- If an invalid date has been entered in the following control
 - Schedule Date Masked Edit Boxthe system will invoke the standard error message with the text “Invalid date entered.”

18.4.2.3 Saving the Data

The system will save the special training information. A Special Training follow-up activity will be added to the Event Log of the Vendor, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be updated with the new follow-up activity.

The system will invoke the Send Letter dialog as described in [Chapter 20 – Vendor Form Letters](#) to generate the Special Training – Individualized letter.

18.4.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Special Training Scheduled dialog without saving any of the information entered. If the Special Training Scheduled dialog was invoked from the Schedule Training dialog, the system will then return the user to the Vendor List dialog. If the Special Training Scheduled dialog was invoked from Event or Follow-up Activity dialog, the system will then return the user to the Event Log tab of the Vendor Folder.

18.4.2.5 Close

Upon selection of the Close button:

- The system will dismiss the Special Training Scheduled dialog. The system will then return the user to the Event Log tab of the Vendor Folder dialog.

18.4.2.6 Print

Upon selection of the Print button:

- The system will invoke the Send Letter dialog as described in [Chapter 20 – Vendor Form Letters](#).

18.4.2.7 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Type of Training	TrainingScheduled	TraningType	
Training Date	TrainingScheduled	DateScheduled	
Vendor Name (VendorID)	Stores a record for each selected vendor by the VendorID in	VendorID	

	the following tables: TrainingScheduled/ Event or FollowUpActivity		
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18.5 Training Attended (Manual Entry)

Training can be indicated as being attended for a one or more by using the Training Attended dialog described in this document or it can also be entered manually for an individual vendor by using the Training Attended dialog on the Follow-up Activities dialog. Depending on the way the dialog is invoked, the controls may differ in “add” mode vs. “view” mode. The Training Attended dialog is invoked in response to one of the following actions:

- Selection of the Annual Training Attended event on the Follow-up Activities dialog as described in [Chapter 04 - Vendor Folder](#)
- Selection of the Interactive Training Attended event on the Follow-up Activities dialog as described in [Chapter 04 - Vendor Folder](#)
- Selection of the New Vendor Training Attended event on the Follow-up Activities dialog as described in [Chapter 04 - Vendor Folder](#)
- Selection of the Special Training Attended event on the Follow-up Activities dialog as described in [Chapter 04 - Vendor Folder](#)
- Selection of the Detail button on the Event Log tab when an Annual Training Attended event is selected as described in [Chapter 04 - Vendor Folder](#)
- Selection of the Detail button on the Event Log tab when an Interactive Training Attended event is selected as described in [Chapter 04 - Vendor Folder](#)
- Selection of the Detail button on the Event Log tab when an Interactive Training Attended event is selected as described in [Chapter 04 - Vendor Folder](#)
- Selection of the Detail button on the Event Log tab when a Special Training Attended event is selected as described in [Chapter 04 - Vendor Folder](#)



Figure 11–Annual Training Attended (Add mode)



Figure 12–Annual Training Attended (View mode)

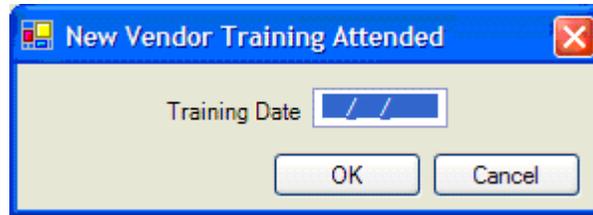


Figure 13–New Vendor Training Attended (Add mode)



Figure 14–New Vendor Training Attended (View mode)

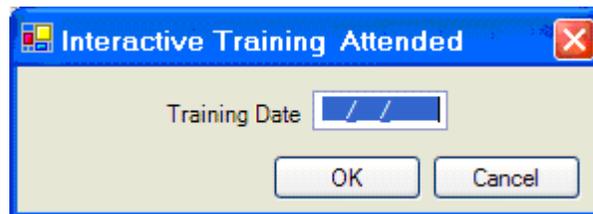


Figure 15– Interactive Training Attended (Add mode)



Figure 16– Interactive Training Attended (View mode)

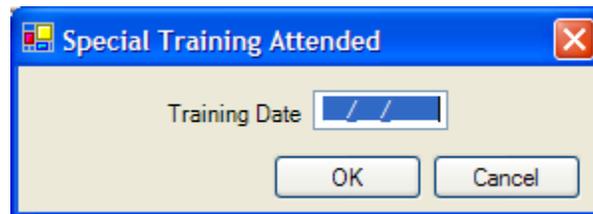


Figure 17– Special Training Attended (Add mode)



Figure 18– Special Training Attended (View mode)

18.5.1 Controls

This section describes the behavior of the controls on the Training Attended (Annual, Interactive, New Vendor or Special) dialog.

18.5.1.1 Training Date Masked Edit Box

This control allows the user to enter a date for when the training was attended (Annual, Interactive, New Vendor or Special). The masked edit box will be enabled when the Training Attended (Annual, Interactive, New Vendor, or Special) dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will initially be blank. When working in “view” mode, the control is populated with the previously saved entry and is read only.

18.5.1.2 OK Button

This control allows the user to set the training attended date for the selected vendor and then exit the dialog. The OK button will be enabled when the Training Attended (Annual, Interactive, New Vendor, or Special) dialog is active in “add” mode. Characteristics for the OK button are defined in *Consistencies*.

18.5.1.3 Cancel Button

This control allows the user to exit the Training Attended dialog without saving the information. The Cancel button will be enabled when the Training Attended (Annual, Interactive, New Vendor or Special) dialog is active in “add” mode. Characteristics for the Cancel button are defined in *Consistencies*.

18.5.1.4 Close Button

This control allows the user to exit the Training Attended dialog. The Close button will be visible and enabled when the Training Attended (Annual, Interactive, New Vendor or Special) dialog is active in “view” mode. Characteristics for the Close button are defined in *Consistencies*.

18.5.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Training Attended dialog.

18.5.2.1 Initializing the Interface

Upon the initial display of the dialog:

- Depending of the type of Training that is selected the title bar will be set as follows:

- Annual Training Attended
- Interactive Training Attended
- New Vendor Training Attended
- Special Training Attended
- The Training Date control will default to blank.
- The OK and Cancel buttons will be visible in add mode.
- The Close button will be visible in view mode.

18.5.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in the following control
 - Training Datethe system will invoke a standard error message with the text “An entry is required for the <control label>.”
- If the date entered in the Training Date is not valid, the system will invoke a standard error message with the text “Invalid date entered.”
- The training date entered must be equal to or less than the current system date; if not a message will be displayed with the text “The date entered must be equal to or less than today’s date.”
- If the user selects a training activity from the Follow-up Activities dialog that has not been scheduled, the system will invoke a standard message box with the text “No Training scheduled for the selected Training Type.” Upon dismissal of the error message box, the system will return the user to the Event Log tab of the Vendor Folder.

18.5.2.3 Saving the Data

Upon successful completion of the above listed edits:

- The system will add a Vendor Training Attended follow-up activity to the Event Tree on the Event Log tab of the Vendor Folder depending on the users selection as follows:
 - Annual Training
 - Interactive Training
 - New Vendor Training
 - Special Training
- The system will return to the Event Log tab of the Vendor Folder.

18.5.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Training Attended dialog without saving any information entered and will return the user to the Event Log tab of the Vendor Folder.

18.5.2.5 Close

Upon selection of the Close button:

- The system will dismiss the Training Attended dialog. The system will then return the user to the Event Log tab of the Vendor Folder dialog.

18.5.2.6 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Type of Training	TrainingAttended	TraningType	
Training Date	TrainingAttended	DateScheduled	
Violation if Training Not Attended	Violation	Type	
Vendor Name (VendorID)	Stores a record the selected vendor by VendorID in the following tables: TrainingAttended/ Violation/ FollowUpActivity	VendorID	