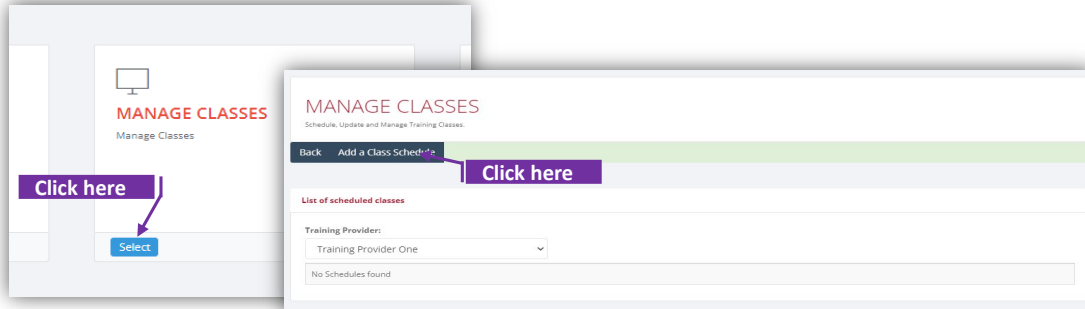


## Schedule Classes/Training courses

### Set-1: Steps

- Click 'Select' button in 'MANAGE CLASSES' tile from the dashboard.
  - Authorized users of an organization will only have access to this tile.
- User will be navigated to a page where classes/courses can be viewed or scheduled. Click 'Add a Class Schedule' from the tab



### SCHEDULE A CLASS

Fill the details then save the form.

Back

<b>Training Provider*</b> Training Provider One	<b>Instructor</b> Select an instructor	<b>Course*</b> Select a course
<b>Location*</b> Select a location	<b>Start Date*</b> Start Date	<b>End Date*</b> End Date
<b>Language</b> English	<b>Registration Limit</b> 0	<b>Minimum Registrations</b> 0
<b>Course Price(\$)</b> 0.00	<b>Class Description</b> Class Description	

Add Class Cancel

### Set-2: Steps

- Select the training provider name.
  - If the User is authorized to manage multiple organizations/service providers/training providers, then all of them will be listed in the dropdown to select.
- Select the instructor name.
  - Instructor dropdown will show only their list of employees added to the training provider/ organization. Refer 'Manage Employee' section.
- Select the Location.
  - Location dropdown will show only their list of locations added to the training provider/ organization. Refer 'Manage Locations' section.

The image shows a close-up of the 'Training Provider\*' dropdown menu with 'Training Provider One' selected, and the 'Instructor' dropdown menu with 'Select an instructor' selected. Below them, the 'Location\*' dropdown menu is partially visible with 'Select a location' selected, and the 'Start Date\*' field is also visible.

### Set-3: Steps

- A pop-up will be displayed to confirm. Click 'Yes, add it'.

**Are you sure?**


This class will be added for selected Training Provider!

- Authorized User will be navigated back to list of classes
  - Scheduled class will be displayed in the grid.

**List of scheduled classes**


Training Provider:

Search:

	Course Name	Instructor	Location	Start Date	End Date	Price	Registrations
	Visual Inspector (VI) - Initial	Trainee1 Trainee1Lnm	41 Hand Drive, Elkridge, Maryland - 21045	10/12/2021 12:00 PM	10/12/2021 04:30 PM		0

Showing 1 to 1 of 1 entries

### Set-4: Steps

- Icon  - when clicked will let the User update class information
  - Update the class information or
  - Cancel the class.

<b>Training Provider*</b> <input type="text" value="Training Provider One"/>	<b>Instructor</b> <input type="text" value="Trainee1 Trainee1Lnm"/>	<b>Course*</b> <input type="text" value="Visual Inspector (VI) - Initial"/>
<b>Location*</b> <input type="text" value="41 Hand Drive, Elkridge, Maryland - 21045"/>	<b>Start Date*</b> <input type="text" value="10/12/2021 12:00 PM"/>	<b>End Date*</b> <input type="text" value="10/12/2021 04:30 PM"/>
<b>Language</b> <input type="text" value="English"/>	<b>Registration Limit</b> <input type="text" value="0"/>	<b>Minimum Registrations</b> <input type="text" value="0"/>
<b>Course Price(\$)</b> <input type="text" value="0.00"/>	<b>Class Description</b> <input type="text" value="Class Description"/>	