TCA Dealer Training Class
Web Site User Manual
October 1, 2013
Version 1.1

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System Overview

The TCA Dealer Training Class is used to allow Terex Dealers to register for various training classes offered by the Terex Construction America training group as well as allow the Terex Construction America training group to define various elements used in support of the registration process. The Terex Dealer will access the registration area from the Terex Construction portal by pressing the Training link found in the Terex Construction portal menu.

In addition to the Terex Dealers being able to register for training classes the web site has an area for training class maintenance that is used by Terex employees to define training classes that are to be offered in the future for Terex Dealers. This part of the web site is not visible to Terex Dealers but only Terex employees.

Login section

TCA Dealer Training Class - Login

The TCA Dealer Training Class - Login screen allows the user to login to the Terex Construction and Roadbuilding Portal.

Username
The Username text box is used to enter the user name as assigned in the Construction portal admin area.

Password
The Password text box is used to enter the user password as last stored in the Construction portal admin area.

Available Buttons

Login
The Login button will submit the login request for validation and access into the Terex Construction and Roadbuilding Portal.

Future Class List section

Future Class List

The Future Class List screen is where the user can view registrants or register for a listed classes. There are links associated to the class id and register label that take the user to the necessary screen.

Screen Links

Help
The Help link takes the user to screens that allow the user to look at the user manual or design documentation in work or pdf format.

Result List
The Result List contains the list of currently available classes that a dealer may register for.

Class ID
The Class ID column will contain the system generated id used to link the class being offered to dealer registrants and comes from training_class.id. *A link is provided for this field that allows a user to see what dealers have currently registered for an offered class.*

User Action
The User Action column has a link that users can use to go to the Class Registration Form to register for a class. The information entered on this form will be used to generate a confirmation email to the dealer and a registration email to the Terex Contact for the applicable class.

Course Number
The Course Number column will contain the class course number associated with the class id.

Course Title
The Course Title column will contain the class title associated with the class id.

Models Covered

The Models Covered column will contain the class machine models to be instructed on for the associated class id.

Cost Per Seat

The Cost Per Seat column will contain the cost per registrant for class associated with the class id.

Course Description

The Course Description column will contain a link to a popup box that will display details about the class being offered that will not fit in the class listing area.

Print Description

The Print Description column will contain a link to the class description information screen that will display printable information for the user to be able to print out if they desire.

From Date

The From Date column will contain the from date associated with the class id.

To Date

The To Date column will contain the to date associated with the class id.

Training Location

The Training Location column will contain the training location associated with the class id.

Class Help section
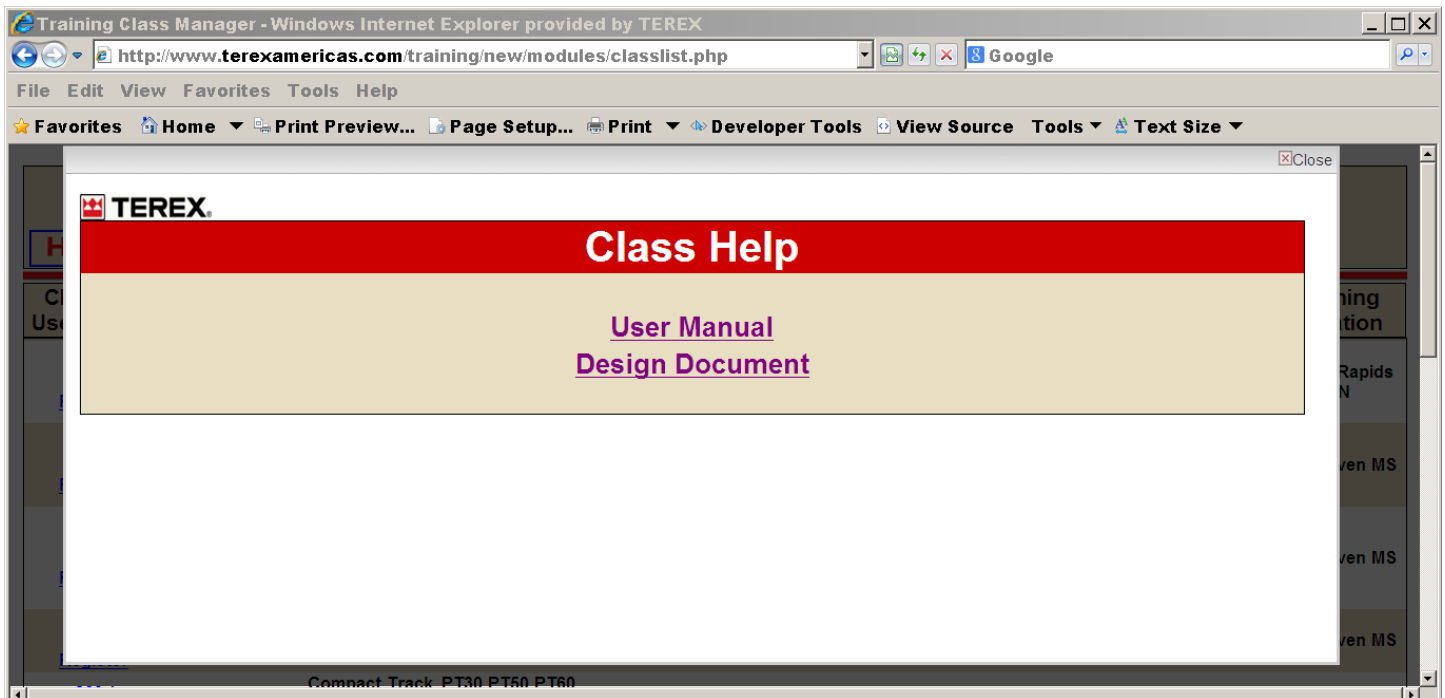
Class Help

The Class Help screen is where the user can access the link to the user manual documents or the design documents, these documents are in word or pdf format.

> ## Screen Links
>
> ### User Manual
> The User Manual link takes the user to screen where the user manual document in word or pdf format can be viewed.
>
> ### Design Document
> The Design Document link takes the user to screen where the design document in word or pdf format can be viewed.

User Manual section
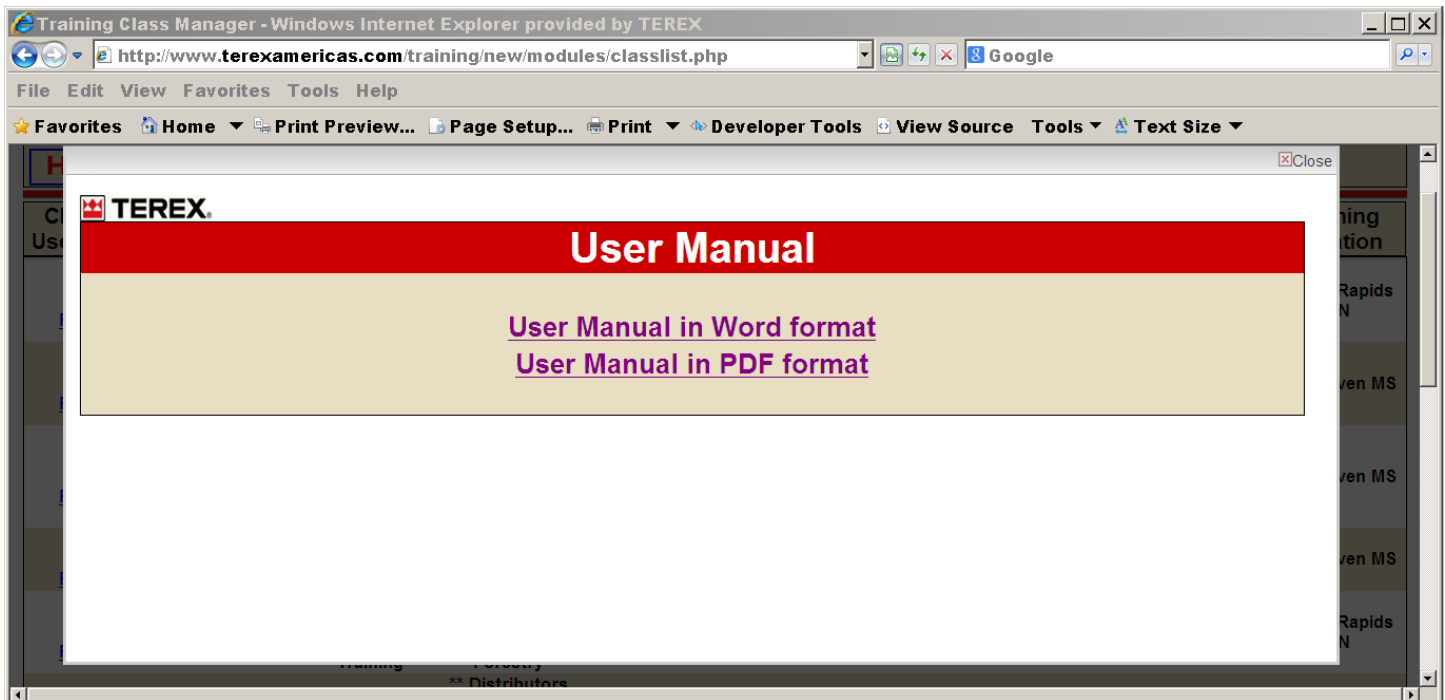
User Manual

The User Manual screen is where the user can access the links to the user manual document in word or pdf format.

> **Screen Links**
>
> > **User Manual in Word Format**
> > The User Manual in Word Format link will open up the user manual in Microsoft Word.
> >
> > **User Manual in PDF Format**
> > The User Manual in PDF Format link will open up the user manual in Adobe Acrobat.

Design Document section
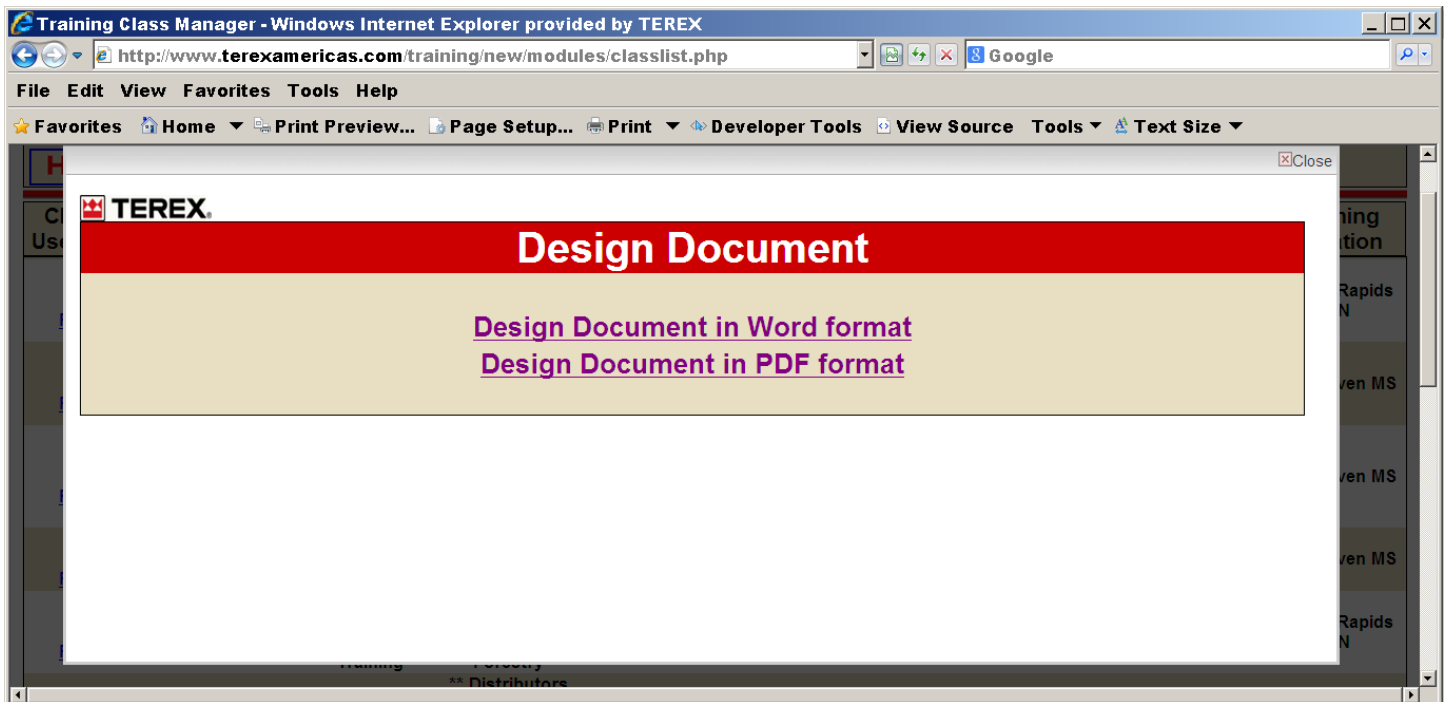
Design Document

The Design Document screen is where the user can access the links to the design document in word or pdf format.

Screen Links

Design Document in Word Format
The Design Document in Word Format link will open up the design document in Microsoft Word.

Design Document in PDF Format
The Design Document in PDF Format link will open up the design document in Adobe Acrobat.

View Registrants section

http://www.terexamericas.com/training/new/modules/classlist.php   Google

File   Edit   View   Favorites   Tools   Help

Favorites   Home   Print Preview...   Page Setup...   Print   Developer Tools   View Source   Tools   Text Size

Close

View Registrants
Class: 283
Number of enrollments: 158

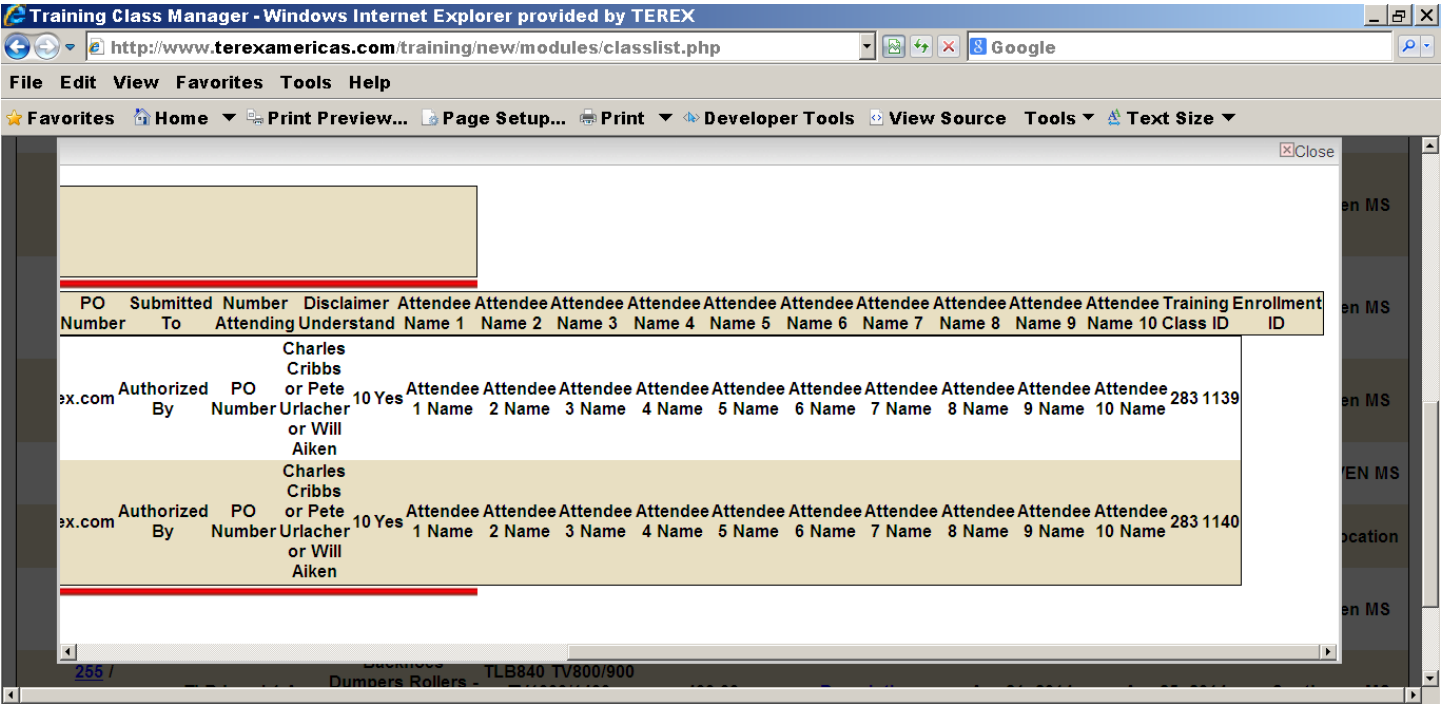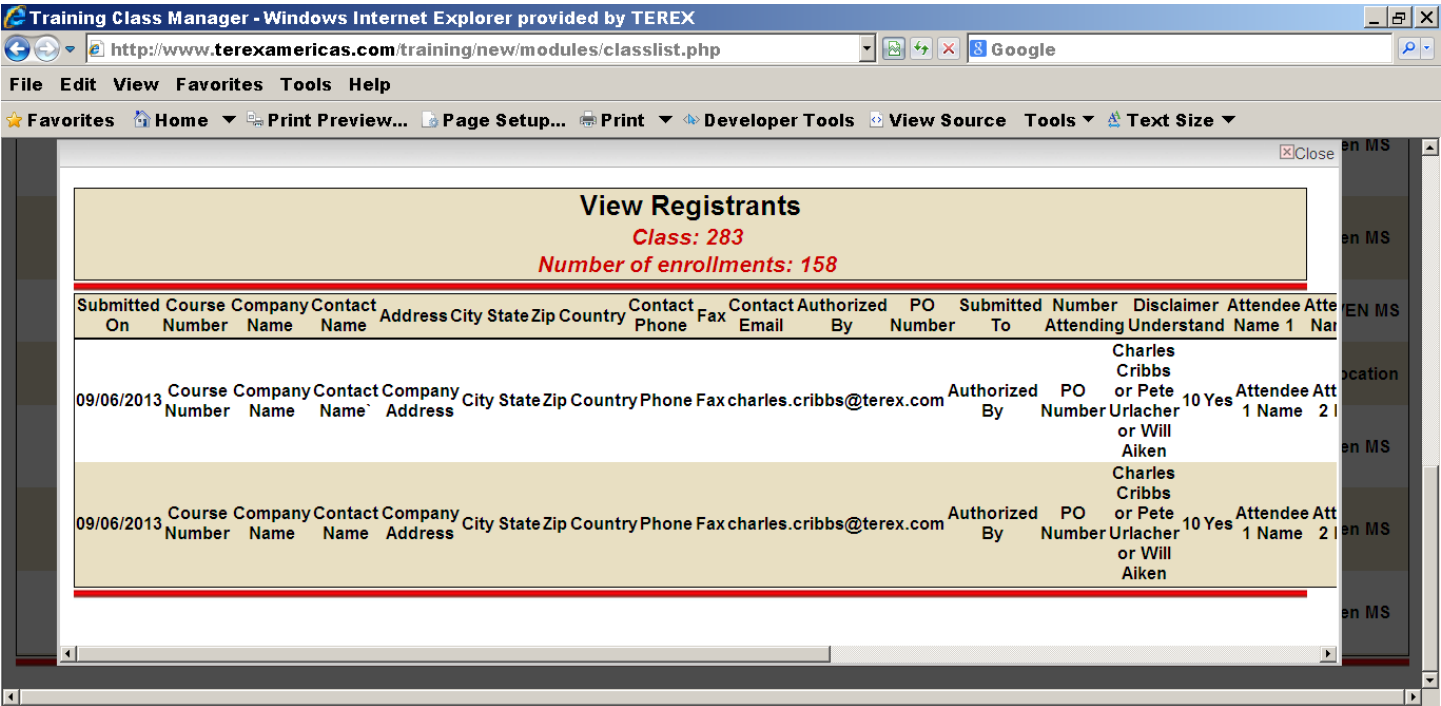| Submitted On	Course Number	Company Name	Contact Name	Address	City	State	Zip	Country	Contact Phone	Fax	Contact Email	Authorized By	PO Number	Submitted To	Number Attending	Disclaimer Understand	Attendee Name 1	Atte Nar
09/06/2013	Course Number	Company Name	Contact Name`	Company Address	City	State	Zip	Country	Phone	Fax	charles.cribbs@terex.com	Authorized By	PO Number	Charles Cribbs or Pete Urlacher or Will Aiken	10	Yes	Attendee 1 Name	Att 2 I
09/06/2013	Course Number	Company Name	Contact Name	Company Address	City	State	Zip	Country	Phone	Fax	charles.cribbs@terex.com	Authorized By	PO Number	Charles Cribbs or Pete Urlacher or Will Aiken	10	Yes	Attendee 1 Name	Att 2 I

http://www.terexamericas.com/training/new/modules/classlist.php   Google

File   Edit   View   Favorites   Tools   Help

Favorites   Home   Print Preview...   Page Setup...   Print   Developer Tools   View Source   Tools   Text Size

Close

PO Number	Submitted To	Number Attending	Disclaimer Understand	Attendee Name 1	Attendee Name 2	Attendee Name 3	Attendee Name 4	Attendee Name 5	Attendee Name 6	Attendee Name 7	Attendee Name 8	Attendee Name 9	Attendee Name 10	Training Class ID	Enrollment ID
Authorized By	PO Number	Charles Cribbs or Pete Urlacher or Will Aiken	10	Yes	Attendee 1 Name	Attendee 2 Name	Attendee 3 Name	Attendee 4 Name	Attendee 5 Name	Attendee 6 Name	Attendee 7 Name	Attendee 8 Name	Attendee 9 Name	Attendee 10 Name	283	1139
Authorized By	PO Number	Charles Cribbs or Pete Urlacher or Will Aiken	10	Yes	Attendee 1 Name	Attendee 2 Name	Attendee 3 Name	Attendee 4 Name	Attendee 5 Name	Attendee 6 Name	Attendee 7 Name	Attendee 8 Name	Attendee 9 Name	Attendee 10 Name	283	1140

View Registrants

The View Registrants screen is where the user can view registrants that have signed up for a training class.

Class
The Class line displays the training class id for the displayed registrants and is passed into the screen from the previous screen.

Number of enrollments
The Number of enrollments line displays the number of registrants as found for the class.

Result List
The Result List contains the list of current list of registrants for the selected class.

Submitted On
The Submitted On column will contain the system generated date the registration was submitted.

Course Number
The Course Number column will contain the class course number associated with the training class.

Company Name
The Company Name column will contain the company name entered during registration.

Contact Name
The Contact Name column will contain the company contact name entered during registration.

Address
The Address column will contain the company address entered during registration.

City
The City column will contain the company city entered during registration.

State
The State column will contain the company state entered during registration.

Zip
The Zip column will contain the company zip code entered during registration.

Country
The Country column will contain the company country entered during registration.

Contact Phone
The Contact Phone column will contain the company contact phone entered during registration.

Fax
The Fax column will contain the company fax entered during registration.

Contact Email
The Contact Email column will contain the company contact email entered during registration.

Authorized By
The Authorized By column will contain the authorized by entered during registration.

PO Number
The PO Number column will contain the po number entered during registration.

Submitted To
The Submitted To column will contain the terex contact name(s). *This information is derived from the contact names as listed in the training_class table.*

Number Attending
The Number Attending column will contain the number attending entered during registration.

Disclaimer Understand
The Disclaimer Understand column will contain the Yes/No checkbox value entered during registration.

Attendee Name 1
The Attendee Name 1 column will contain the attendee name 1 entered during registration.

Attendee Name 2
The Attendee Name 2 column will contain the attendee name 2 entered during registration.

Attendee Name 3
The Attendee Name 3 column will contain the attendee name 3 entered during registration.

Attendee Name 4
The Attendee Name 4 column will contain the attendee name 4 entered during registration.

Attendee Name 5
The Attendee Name 5 column will contain the attendee name 5 entered during registration.

Attendee Name 6
The Attendee Name 6 column will contain the attendee name 6 entered during registration.

Attendee Name 7
The Attendee Name 7 column will contain the attendee name 7 entered during registration.

Attendee Name 8
The Attendee Name 8 column will contain the attendee name 8 entered during registration.

Attendee Name 9
The Attendee Name 9 column will contain the attendee name 9 entered during registration.

Attendee Name 10
The Attendee Name 10 column will contain the attendee name 10 entered during registration.

Training Class ID
The Training Class ID column will contain the training class id used to link registrants and available training classes. *This information is derived from the id as listed in the training_class table.*

Enrollment ID
The Enrollment ID column will contain the enrollment id for each registrant.

Class Registration Form section

http://www.terexamericas.com/training/new/modules/classlist.php   Google

File   Edit   View   Favorites   Tools   Help

⭐ Favorites   🏠 Home ▾   🖨 Print Preview...   📄 Page Setup...   🖨 Print ▾   Developer Tools   ◁ View Source   Tools ▾   🅰 Text Size ▾

☒Close

Class Registration Form

for: Course Number on Dec 31, 2013 to Dec 31, 2013
Class ID: 283

Number of Open seats available: 167
(*) Denotes Required Field

Prerequisites: Course Prerequisite

Your Company Name:* [   ]

Company Contact Name:* [   ]

Company Address:* [   ]

City/State/Zip/Country:* [   ] [   ] [USA]

Company Contact Phone:* [   ]

Company Fax: [   ]

Company Contact Email:* [   ]

Authorized By: [   ]

Terex reserves the right to cancel classes up to 21 days prior to the class start date if less than 3 people have registered.

Please Note: Terex does not assume any liability for arranged travel or hotel accommodations made in advance of 21 days prior to class date.

☑

Distributor cancelations are due 21 days prior to class start date. Any cancelations after 21 days may be charged the full fee for the class. If you have any questions, please contact our training department at (662) 393-1349.

PO Number: [   ]

Number Attending:* [   ] $ 600.00 ea

Attendee Name 1:* [   ]
Attendee Name 2: [   ]
Attendee Name 3: [   ]
Attendee Name 4: [   ]
Attendee Name 5: [   ]
Attendee Name 6: [   ]
Attendee Name 7: [   ]
Attendee Name 8: [   ]
Attendee Name 9: [   ]
Attendee Name 10: [   ]

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Class Registration Form

The Class Registration Form screen is where the user can register for the selected class.

for Course Number on From Date to To Date
The for Course Number on From Date to To Date line displays the training class course number, from date and to date.

Class ID
The Class ID line displays the training class id for the displayed class.

Number of Open seats available
The Number of Open seats available line displays the number of open seats found for the class.

Prerequisites
The Prerequisites line displays the prerequisites found for the class.

Your Company Name
The Your Company Name field allows the user to enter the company name.

Company Contact Name
The Company Contact Name field allows the user to enter the company contact name.

Company Address
The Company Address field allows the user to enter the company address.

City
The City field allows the user to enter the company city.

State
The State field allows the user to enter the company state.
Zip
The Zip field allows the user to enter the company zip code.

Country
The Country field allows the user to enter the company country.

Company Contact Phone
The Company Contact Phone field allows the user to enter the company contact phone.

Company Fax
The Fax field allows the user to enter the company fax.

Company Contact Email
The Company Contact Email field allows the user to enter the company contact email.

Authorized By
The Authorized By field allows the user to enter the authorized by.

Disclaimer Understand
The Disclaimer Understand check box allows the user to check or uncheck the disclaimer field.

PO Number
The PO Number field allows the user to enter the po number.

Number Attending
The Number Attending field allows the user to enter the number attending.

Cost
The Cost field displays to the user the price per individual attendee for the listed class.

Attendee Names
The Attendee Names is where all the names of the people attending the class should have their name entered.

> **Attendee Name 1**
> The Attendee Name 1 field allows the user to enter the attendee name 1.
>
> **Attendee Name 2**
> The Attendee Name 2 field allows the user to enter the attendee name 2.
>
> **Attendee Name 3**
> The Attendee Name 3 field allows the user to enter the attendee name 3.
>
> **Attendee Name 4**
> The Attendee Name 4 field allows the user to enter the attendee name 4.
>
> **Attendee Name 5**
> The Attendee Name 5 field allows the user to enter the attendee name 5.
>
> **Attendee Name 6**
> The Attendee Name 6 field allows the user to enter the attendee name 6.
>
> **Attendee Name 7**
> The Attendee Name 7 field allows the user to enter the attendee name 7.

Attendee Name 8
The Attendee Name 8 field allows the user to enter the attendee name 8.

Attendee Name 9
The Attendee Name 9 field allows the user to enter the attendee name 9.

Attendee Name 10
The Attendee Name 10 field allows the user to enter the attendee name 10.

Payment Remittance Lines
The Payment Remittance Lines will be printed on the registration form so that the registrant will know where to submit class payments to.

Remittance Line 1
The Remittance Line 1 field displays the terex remittance line 1 associated to the class listing.

Remittance Line 2
The Remittance Line 2 field displays the terex remittance line 2 associated to the class listing.

Remittance Line 3
The Remittance Line 3 field displays the terex remittance line 3 associated to the class listing.

Remittance Line 4
The Remittance Line 1 field displays the terex remittance line 4 associated to the class listing.

Terex Contact Name(s)
The Terex Contact Name(s) field displays the terex contact names associated to the class listing.

Terex Contact Email(s)
The Terex Contact Email(s) field displays the terex contact email addresses associated to the class listing.

Available Buttons

Close
The Close button allows the user to close the registration screen and return to the class listing screen.

Send Request
The Send Request button allows the user to submit the registration information and return to the class listing screen. During the registration process the data will be written to the table training_form, an email will be generated and send to the registrant and an email will be generated and sent to each terex contact email found in the training_class.email.

Additionally, a confirmation screen will be displayed that notifies the user that a confirmation email has been sent to the email address they specified in the Company Contact Email field as well as a confirmation email to the terex contact name(s) list.

Cancel
The Cancel button allows the user to cancel the registration process and return to the class listing screen.

Terex Contact Email section

```
[company_name = Company Name]

[employee_name = Contact Name]

[address = Company Address]

[city = City]

[state = State]

[zip = Zip]

[country = Country]

[course = Course Number]

[submitted_on = 09/06/2013]

[submit_to = Charles Cribbs or Pete Urlacher or Will Aiken ]

[phone = Phone]

[fax = Fax]

[email = charles.cribbs@terex.com]

[auth_by = Authorized By]

[understand = Yes]

[po_num = PO Number]

[Registered Qty = 10]
```

```
[ename1 = Attendee 1 Name]

[ename2 = Attendee 2 Name]

[ename3 = Attendee 3 Name]

[ename4 = Attendee 4 Name]

[ename5 = Attendee 5 Name]

[ename6 = Attendee 6 Name]

[ename7 = Attendee 7 Name]

[ename8 = Attendee 8 Name]

[ename9 = Attendee 9 Name]

[ename10 = Attendee 10 Name]
```

Terex Contact Email

The Terex Contact Email is generated by the system once the class registration form is completed. This email contains information used by the terex employee(s) for internal tracking of training class registrations. A copy of this email will be sent to each terex employee found in terex_class.contact_email.

From
The From field will contain a default value of prod05.terex.com which is stored in the php.ini file.

To
The To field will contain the terex contact email name(s). *If more than one name is contained in training_class.contact_email a separate email will be generated for each contact email address.*

Subject
The Subject field will contain a default message of "New Class Registration" and the course number for the class.

company_name
The company_name field will contain the company name entered during registration.

employee_name
The employee_name field will contain the company contact name entered during registration.

address
The address field will contain the company address entered during registration.

city
The city field will contain the company city entered during registration.

state
The state field will contain the company state entered during registration.

zip
The zip field will contain the company zip code entered during registration.

country
The country field will contain the company country entered during registration.

course
The course field will contain the class course number associated with the training class.

submitted_on
The submitted_on field will contain the system generated date the registration was submitted.

submitted_to
The submitted_to field will contain the terex contact name(s).

phone
The phone field will contain the company contact phone entered during registration.

fax
The fax field will contain the company fax entered during registration.

email
The email field will contain the company contact email entered during registration.

auth_by
The auth_by field will contain the authorized by entered during registration.

understand
The understand field will contain the Yes/No checkbox value entered during registration.

po_num
The po_num field will contain the po number entered during registration.

Registered Qty
The Registered Qty field will contain the number attending entered during registration.

enane1
The ename1 field will contain the attendee name 1 entered during registration.

enane2
The ename2 field will contain the attendee name 2 entered during registration.

enane3
The ename3 field will contain the attendee name 3 entered during registration.

enane4
The ename4 field will contain the attendee name 4 entered during registration.

enane5
The ename5 field will contain the attendee name 5 entered during registration.

enane6
The ename6 field will contain the attendee name 6 entered during registration.

enane7
The ename7 field will contain the attendee name 7 entered during registration.

enane8
The ename8 field will contain the attendee name 8 entered during registration.

enane9
The ename9 field will contain the attendee name 9 entered during registration.

enane10
The ename10 field will contain the attendee name 10 entered during registration.

Registrant Confirmation Email section

Congratulations! You Have Successfully Registered For Class: **Course Number** on 09/11/2013.

Total Registered: (10).
Registered Attendees:
Attendee Name 1
Attendee Name 2
Attendee Name 3
Attendee Name 4
Attendee Name 5
Attendee Name 6
Attendee Name 7
Attendee Name 8
Attendee Name 9
Attendee Name 10
Total Amount Due: $(6000).

Remit Payment To:
Remittance Line 1
Remittance Line 2
Remittance Line 3
Remittance Line 4

Terex reserves the right to cancel classes up
to 21 days prior to the class start date if less
than 3 people have registered.

Please Note: Terex does not assume any liability
for arranged travel or hotel accommodations made in
advance of 21 days prior to class date.

Distributor cancelations are due 21 days prior to class
start date. Any cancelations after 21 days may
be charged the full fee, $(6000), for the class. If you
have any questions, please contact our training
department at (662) 393-1349.

```
ID : 283
COURSE NUMBER: Course Number
TITLE : Course Title
MODEL COVERED: Model Covered
TIMES : Times
PREREQUISTE : Course Prerequisite
HANDS ON : Hands On
COST : $(600.00) ea
DESCRIPTION : Course Description
LOCATION : Course Location
```

Registrant Confirmation Email

The Registrant Confirmation Email is generated by the system once the class registration form is completed. This email contains information relevant to the registration process to help the registrant confirm the information entered during registration.

From
The From field will contain the email address that the registrant entered in the company contact email field.

To
The To field will contain the email address that the registrant entered in the company contact email field.

Subject
The Subject field will contain a default message of "New Class Registration" and the course number for the class.

Attachment
The Attached document will contain information relevant to all on-site training classes such as airport information, yahoo map information, directions, hotel information and rental car information. The specific document related to training class is based on the pdf file name found in the training_class.email_attach.

Valid values are:
- TrainingConfirmationLetter.pdf
- GPZTraining_Confirmation.pdf
- GrandRapidsHotelsandDirections.pdf

Congratulations Line
The Congratulations Line contains wording that indicates the registrant has successfully registered for the training class as well as the course number and registration date.

Total Registered Line
The Total Registered Line will contain the wording total registered and the number the registrant entered in the number attending field.

Attendee Name(s)
The Attendee Name(s) will be listed based on what the registrant entered in attendee name 1 – 10.

Total Amount Due Line
The Total Amount Due Line will contain the wording total amount and the calculation of the training class cost * number of attendees entered by the registrant.

Remittance Line 1
The Remittance Line 1 field will contain the payment remittance line 1 information found for the training class. *This field is typically will contain the wording Terex Parts Distribution.*

Remittance Line 2
The Remittance Line 2 field will contain the payment remittance line 2 information found for the training class. *This field is typically will contain the wording 8800 Rostin Road.*

Remittance Line 3
The Remittance Line 3 field will contain the payment remittance line 3 information found for the training class. *This field is typically will contain the wording Southaven, MS 38671-1022.*

Remittance Line 4
The Remittance Line 4 field will contain the payment remittance line 4 information found for the training class. *This field is typically will contain the wording ATTN: Cindy Johnson or ATTN: Louise Harrison.*

Disclaimer Understand Line
The Disclaimer Understand Line will contain informational wording to the registrant that even though the registrant may register for a class terex reserves the right to cancel a class if too few people have registered for the class.

Course Description Information
The Course Description Information lists a series of fields that describe details concerning the training class registered for.

ID
The ID field will contain the training class id for the class registration.

COURSE NUMBER
The COURSE NUMBER field will contain the training class course number for the class registration.

TITLE
The TITLE field will contain the training class title for the class registration.

MODEL COVERED
The MODEL COVERED field will contain the training class model(s) covered for the class registration.

TIMES
The TIMES field will contain the training class training times for the class registration.

PREREQUISITE
The PREREQUISITE field will contain the training class prerequisites for the class registration. *Normally each attendee needs to meet the prerequisite requirements.*

HANDS ON
The HANDS ON field will contain the training class hands on activities for the class registration.

COST
The COST field will contain the training class cost per attendee for the class registration.

DESCRIPTION
The DESCRIPTION field will contain the training class description for the class registration.
This field gives a detailed explanation of the course objectives.

LOCATION
The LOCATION field will contain the training class training location for the class registration.

Course Description Balloon Tip section

Course Description Balloon Tip

The Course Description Balloon Tip is a balloon tip that displays when the user hovers over the description column for the selected training class. This balloon tip will flesh out some of the details for a training class because not all elements can be displayed on the training class row of information.

Course Description Information
The Course Description Information lists a series of fields that describe details concerning the training class being displayed.

ID
The ID field will contain the training class id for the class registration.

COURSE NUMBER
The COURSE NUMBER field will contain the training class course number for the class registration.

TITLE
The TITLE field will contain the training class title for the class registration.

MODEL COVERED
The MODEL COVERED field will contain the training class model(s) covered for the class registration.

TIMES
The TIMES field will contain the training class training times for the class registration.

PREREQUISITE
The PREREQUISITE field will contain the training class prerequisites for the class registration. *Normally each attendee needs to meet the prerequisite requirements.*

HANDS ON
The HANDS ON field will contain the training class hands on activities for the class registration.

COST
The COST field will contain the training class cost per attendee for the class registration.
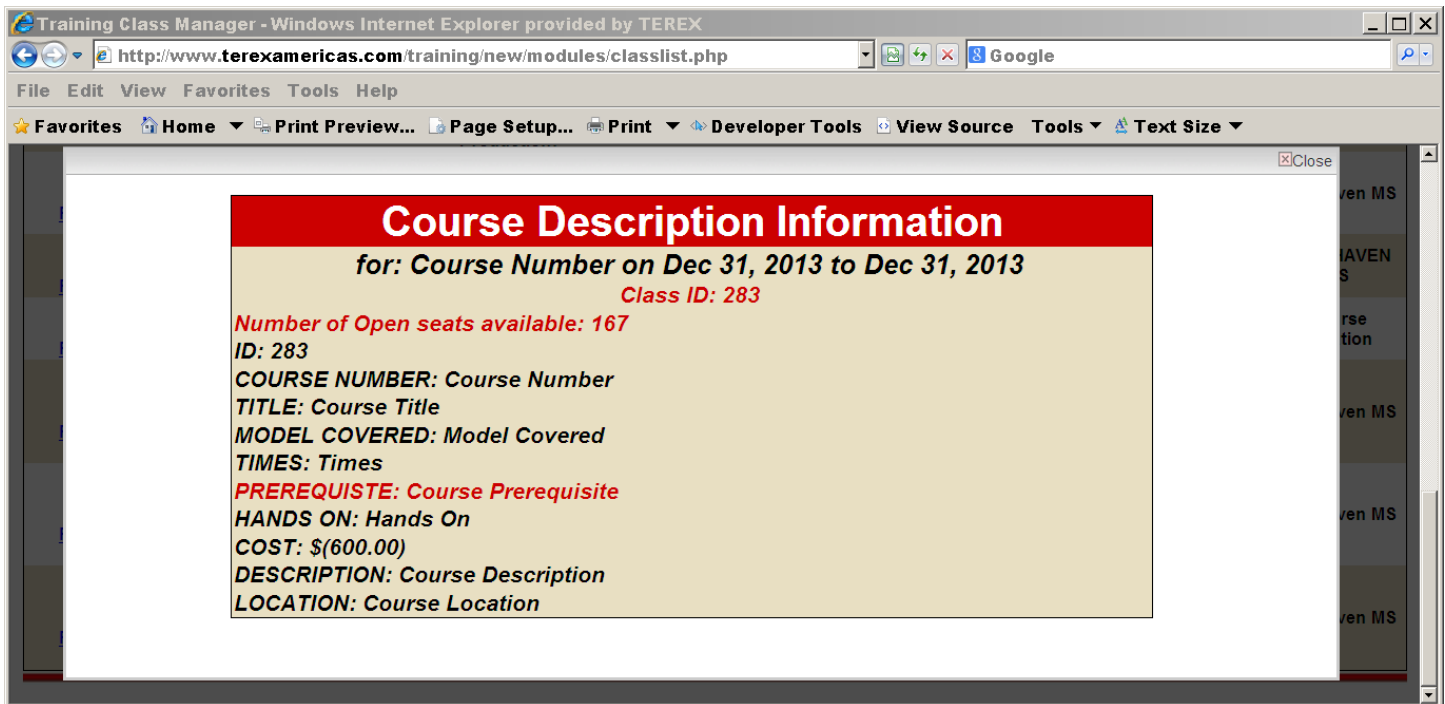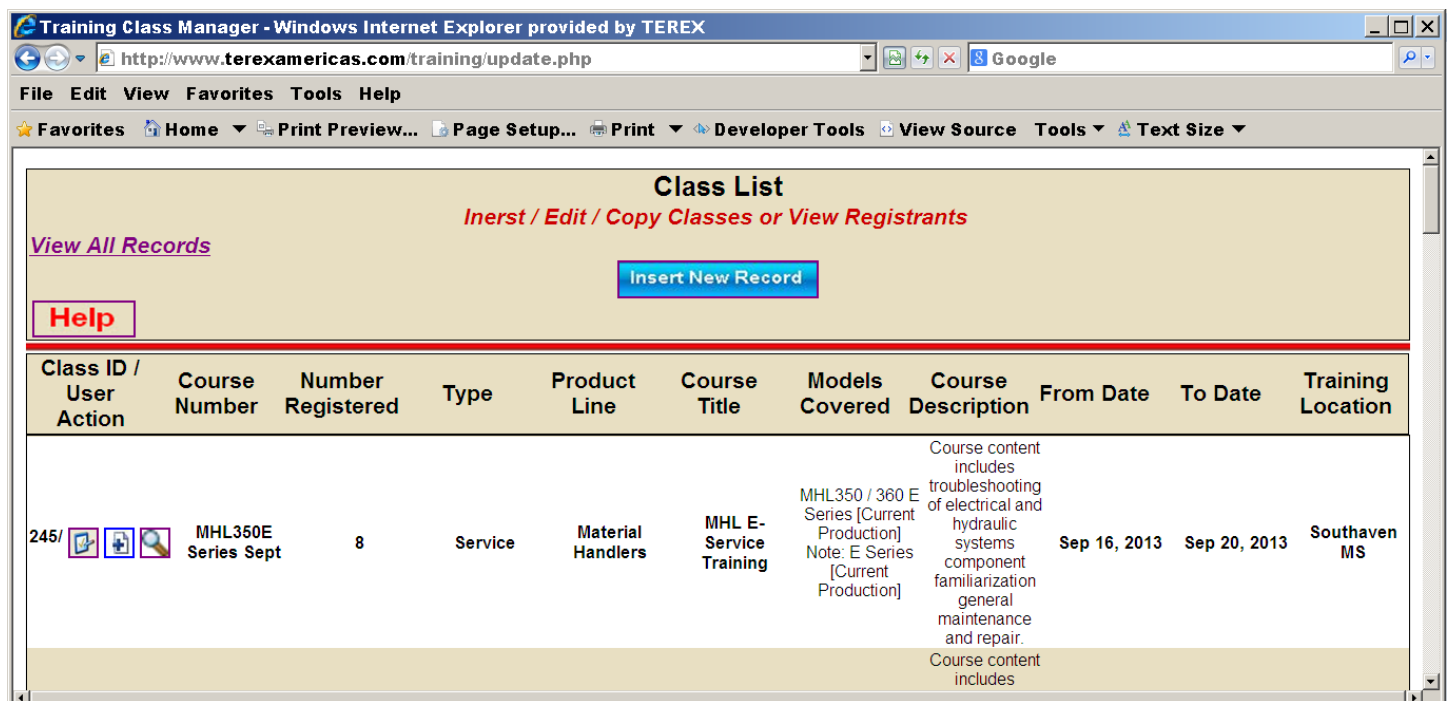
DESCRIPTION
The DESCRIPTION field will contain the training class description for the class registration. *This field gives a detailed explanation of the course objectives.*

LOCATION
The LOCATION field will contain the training class training location for the class registration.

Print Description section

Print Description

The Print Description screen is where the user can go to get more detail information concerning a class as well as print out the information.

> **for Course Number on From Date to To Date**
> The for Course Number on From Date to To Date line displays the training class course number, from date and to date and comes from training_class.course_num, training_class.from_date and training_class.to_date.
>
> **Class ID**
> The Class ID line displays the training class id for the displayed class.
>
> **Number of Open seats available**
> The Number of Open seats available line displays the number of open seats found for the class.
>
> **Course Description Information**
> The Course Description Information lists a series of fields that describe details concerning the training class being displayed.
>
> > **ID**
> > The ID field will contain the training class id for the class registration.
> >
> > **COURSE NUMBER**
> > The COURSE NUMBER field will contain the training class course number for the class registration.
> >
> > **TITLE**
> > The TITLE field will contain the training class title for the class registration.

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MODEL COVERED
The MODEL COVERED field will contain the training class model(s) covered for the class registration.

TIMES
The TIMES field will contain the training class training times for the class registration.

PREREQUISITE
The PREREQUISITE field will contain the training class prerequisites for the class registration. *Normally each attendee needs to meet the prerequisite requirements.*

HANDS ON
The HANDS ON field will contain the training class hands on activities for the class registration.

COST
The COST field will contain the training class cost per attendee for the class registration.

DESCRIPTION
The DESCRIPTION field will contain the training class description for the class registration. *This field gives a detailed explanation of the course objectives.*

LOCATION
The LOCATION field will contain the training class training location for the class registration.

Class List section

Class List

The Class List screen is where the user can insert new class entries, edit class entries, copy class entries and view registrant entries for the selected training class.

Screen Links

View All Records / Reset
The View All Records / Reset link allows the user to vary the contents of the listed classes from listing only class that have yet to expire and all classes that have ever been available. *What determines if a class has expired is the classes to date and the current system date. If it is found that the system date is later than the class to date the class will not be returned to the screen when the View All Records link is present. When the Reset link is present the screen will return to its default setting and only unexpired classes will be displayed.*

Insert New Record
The Insert New Record link takes the user to the Inset record screen where the user can create a new class listing entry.

Help
The Help link takes the user to screens that allow the user to look at the user manual or design documentation in work or pdf format.

Result List
The Result List contains the list of currently available classes that a dealer may register for.

Class ID
The Class ID column will contain the system generated id used to link the class being offered to dealer registrants.

29

User Action

The User Action column has links to the following options: edit class, copy class and view registrants.

The **Edit Class** link takes the user to the Edit record screen which allows the user to modify the values within the several text boxes. *This screen should not be used when creating a new class, the copy record screen should be used. If the user where to use this screen to create a new class previously registered dealers will be associated with this class as well as any new registrants for this class.*

The **Copy Class** link takes the uses to the Copy record screen where the user can modify the values within the several text boxes to be used for a like class similar to the class that is being copied. *This is the screen that should be used to create new classes based off the already existing class information. Generally only the from_date and to_date information are the only fields that need modifying on this screen. No previous registrants will get associated with this new class.*

The **View Registrants** link will take the user to the View Registrants screen where the user can look at the various dealer registrant information.

Course Number

The Course Number column will contain the class course number for the class id.

Number Registered

The Number Registered column will contain the class number registered for the class id.

Type

The Type column will contain the class type for the class id. *Typical values for this column are service, sales, and warranty.*

Product Line

The Product Line column will contain the class product line for the class id.

Course Title

The Course Title column will contain the class title for the class id.

Models Covered

The Models Covered column will contain the class machine models for the class id.

Course Description

The Course Description column will contain the class course description for the class id.

From Date

The From Date column will contain the from date for the class id.

To Date

The To Date column will contain the two date for the class id.

Training Location

The Training Location column will contain the training location for the class id.

Edit record Form section

edit Class Schedule - Windows Internet Explorer provided by TEREX

http://terexamericas.dev.training/training/edit_classes.php?req=edit&id=283 | Google

File   Edit   View   Favorites   Tools   Help

Favorites   Home   Print Preview...   Page Setup...   Print   Developer Tools   View Source   Tools   Text Size

TEREX

Update Class Information
Edit record..
Please Be Sure that each Field is Correct before Submitting Entry

If wanting to create a class for a new year the copy function should be used.
Using the Edit function will associate previous class participants to the new class.

id	283
type	Product Type
productline	Product Line
title	Course Title
from_date	Dec 31 2013 9:00AM Format: Jan 1 1900 8:00AM
to_date	Dec 31 2013 11:00AM Format: Jan 1 1900 8:00AM
model_covered	Model Covered
description	Course Description
prerequisite	Course Prerequisite
location	Course Location
date	Date
times	Times
course_num	Course Number
class_size	Class Size
dealers_only	Dealers Only
hands_on	Hands On
cost	600.00
contact	Charles Cribbs or Pete Urlacher or Will Aiken
contact_email	charles.cribbs@terex.com | pete.urlacher@terex.com | Will.Aiken@Terex.com **Please add '|' between multiple email addresses.**
number_available	400
number_registered	233
visible	1
deleted	0
email_attach	TrainingConfirmationLetter.pdf
remit_1	Remittance Line 1
remit_2	Remittance Line 2
remit_3	Remittance Line 3
remit_4	Remittance Line 4

Update Record   Cancel

Done   Internet   125%

Edit record Form

The Edit record Form screen is where the user can update a class previously created.

id
The id field displays the training class id for the displayed class.

type
The type field allows the user to enter the training class type.

productline
The productline field allows the user to enter the training class productline.

title
The title field allows the user to enter the training class title.

from_date
The from_date field allows the user to enter the training class from date. *The training class from date is the start date of the training class and needs to be in the format of Jan 1 1900 8:00AM.*

to_date
The to_date field allows the user to enter the training class to date. *The training class to date is the end date of the training class and needs to be in the format of Jan 1 1900 8:00AM.*

model_covered
The model_covered field allows the user to enter the training class model(s) that will be covered during the class.

description
The description field allows the user to enter the training class description giving the registrant a more detailed explanation of what the class is about.

prerequisite
The prerequisite field allows the user to enter the training class prerequisite(s) giving the registrant a detailed explanation of what advanced knowledge is required before taking the class.

location
The location field allows the user to enter the training class training site location.

date
The date field allows the user to enter the training class training date summary.

times
The times field allows the user to enter the training class training times summary.

course_num
The course_num field allows the user to enter the training class course number.

class_size
The class_size field allows the user to enter the training class size summary.

dealers_only
The dealers_only field allows the user to enter the training class dealers only Yes/No field.

hands_on
The hands_on field allows the user to enter the training class hands on summary that can go into detail about what hands on items are to be covered in the class.

cost
The cost field allows the user to enter the training class cost information.

contact
The contact field allows the user to enter the training class contact name(s).

contact_email
The contact_email field allows the user to enter the training class contact email address(es). *When entering multiple email addresses in this field a separator character of "|" should be used so that the system can parse the email address properly when sending the terex employee registration emails.*

number_available
The number_available field allows the user to enter the training class seats available.

number_registered
The number_registered field allows the user to enter the training class number of registrants. *This field should initially start at 0 as the system will recalculate the value and update it based on each new registration. This field should be updated manually when a dealer registrant needs to cancel their registration so that the next registrant will get an accurate count of the number of people registered for a class.*

visible
The visible field allows the user to enter the training class visible or show class value. *This field controls the visibility of the class in the class registration listing. When setting up the class listing the value should be set to 1, indicating visible or show class listing. If for some reason the class has yet to expire and the user no longer wants to display the class listing the value should be set to 0, indicating not visible or don't show class.*

Valid values:
- 0 – indicating not visible
- 1 – indicating visible

deleted
The deleted field allows the user to enter the training class deleted or don't show class value. *This field controls the visibility of the class in the class registration listing. When setting up the class listing the value should be set to 0, indicating visible or show class listing. If for some reason the class has yet to expire and the user wants to not display the class listing the value should be set to 1, indicating not visible or don't show class.*

Valid values are:
- 0 – indicating visible
- 1 – indicating not visible

email_attach

The email_attach field allows the user to enter the file name for the training class email attachment. The email file attachment name is used by the system to know which pdf file is to be sent in the confirmation email sent to the registrant during the registration process.

Valid values are:
- TrainingConfirmationLetter.pdf
- GPZTraining_Confirmation.pdf
- GrandRapidsHotelsandDirections.pdf

Payment Remittance Lines

The Payment Remittance Lines are used on the class registration form and in the confirmation email sent to the registrant.

remit_1

The remit_1 field allows the user to enter the training class payment remittance line 1 information.

remit_2

The remit_2 field allows the user to enter the training class payment remittance line 2 information.

remit_3

The remit_3 field allows the user to enter the training class payment remittance line 3 information.

remit_4

The remit_4 field allows the user to enter the training class payment remittance line 4 information.

Available Buttons

Update Record

The Update Record button allows the user to submit the updated class information to the database for storage to the training_class table.

Cancel

The Cancel button allows the user to cancel the record update process and return to the class listing screen.

Copy record Form section

Copy record Form

The Copy record Form screen is where the user can create a new class based on information in the selected class record. The copy process takes all the information from the selected class record and will copy that into a new record with whatever changes the user may specify in the form fields.

id
The id field displays the training class id for the displayed class.

type
The type field allows the user to enter the training class type.

productline
The productline field allows the user to enter the training class productline.

title
The title field allows the user to enter the training class title.

from_date
The from_date field allows the user to enter the training class from date. *The training class from date is the start date of the training class and needs to be in the format of Jan 1 1900 8:00AM.*

to_date
The to_date field allows the user to enter the training class to date. *The training class to date is the end date of the training class and needs to be in the format of Jan 1 1900 8:00AM.*

model_covered
The model_covered field allows the user to enter the training class model(s) that will be covered during the class.

description
The description field allows the user to enter the training class description giving the registrant a more detailed explanation of what the class is about and is stored in training_class.description.

prerequisite
The prerequisite field allows the user to enter the training class prerequisite(s) giving the registrant a detailed explanation of what advanced knowledge is required before taking the class.

location
The location field allows the user to enter the training class training site location.

date
The date field allows the user to enter the training class training date summary.

times
The times field allows the user to enter the training class training times summary.

course_num
The course_num field allows the user to enter the training class course number.

class_size
The class_size field allows the user to enter the training class size summary.

dealers_only
The dealers_only field allows the user to enter the training class dealers only Yes/No field.

hands_on

The hands_on field allows the user to enter the training class hands on summary that can go into detail about what hands on items are to be covered in the class.

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The cost field allows the user to enter the training class cost information.

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remit_3

The remit_3 field allows the user to enter the training class payment remittance line 3 information.

remit_4

The remit_4 field allows the user to enter the training class payment remittance line 4 information.

Available Buttons

Insert Record

The Insert Record button allows the user to submit the new class information to the database for storage to the training_class table.

Cancel

The Cancel button allows the user to cancel the record insert process and return to the class listing screen.

Insert record Form section

Insert record Form

The Insert record Form screen is where the user can create a new class with no copying of a previous classes information.

type
The type field allows the user to enter the training class type.

productline
The productline field allows the user to enter the training class productline.

title
The title field allows the user to enter the training class title.

from_date
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The remit_3 field allows the user to enter the training class payment remittance line 3 information.

remit_4

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Available Buttons

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Cancel

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