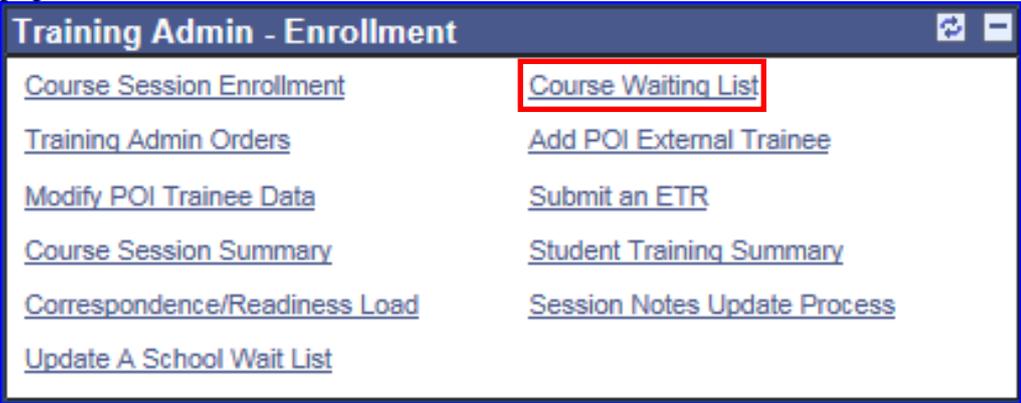
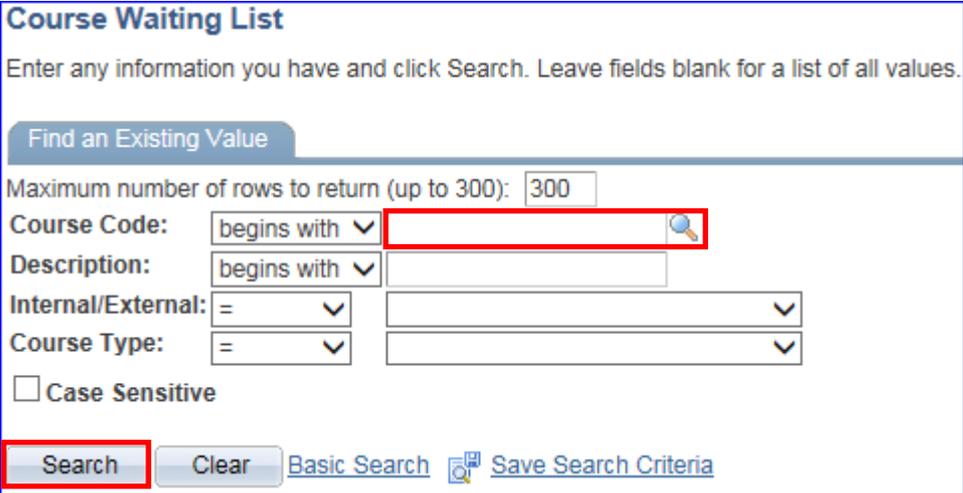


# Accessing the Course Waiting List

**Introduction** This guide provides the procedures for Accessing the Course Waiting List in Direct Access.

**Procedures** See below.

Step	Action
1	<p>Select the <b>Course Waiting List</b> link from the Training Admin – Enrollment pagelet.</p>  <p>The screenshot shows a window titled "Training Admin - Enrollment" with a grid of links. The link "Course Waiting List" is highlighted with a red rectangular box. Other visible links include "Course Session Enrollment", "Training Admin Orders", "Modify POI Trainee Data", "Course Session Summary", "Correspondence/Readiness Load", "Update A School Wait List", "Add POI External Trainee", "Submit an ETR", "Student Training Summary", and "Session Notes Update Process".</p>
2	<p>Enter a partial/full <b>Course Code</b> (if known) or use the lookup and click the <b>Search</b> button.</p>  <p>The screenshot shows the "Course Waiting List" search interface. It includes a "Find an Existing Value" button, a text input for "Maximum number of rows to return (up to 300):" with the value "300", and search criteria for "Course Code:", "Description:", "Internal/External:", and "Course Type:". The "Course Code:" field has a dropdown menu set to "begins with" and a search icon. The "Search" button at the bottom left is highlighted with a red rectangular box. Other buttons include "Clear", "Basic Search", and "Save Search Criteria".</p>

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## Accessing the Course Waiting List, Continued

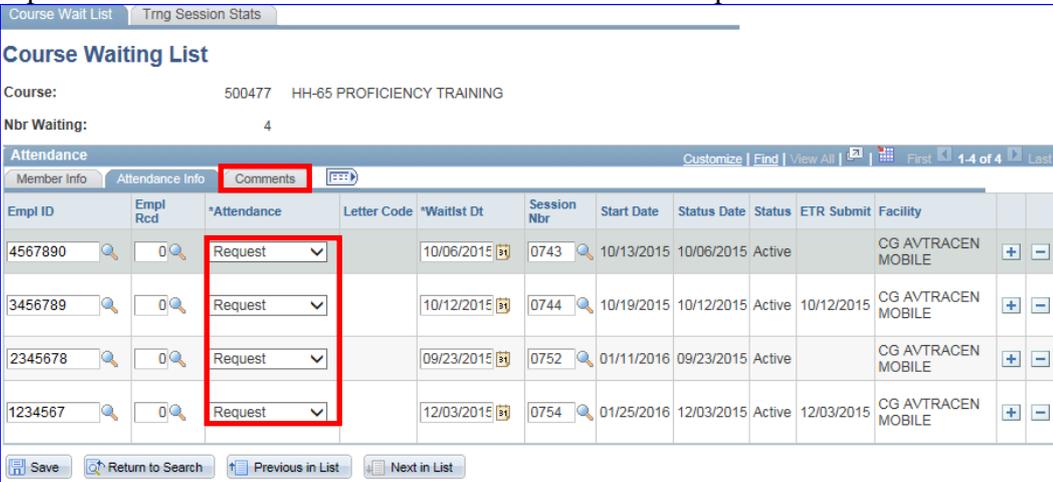
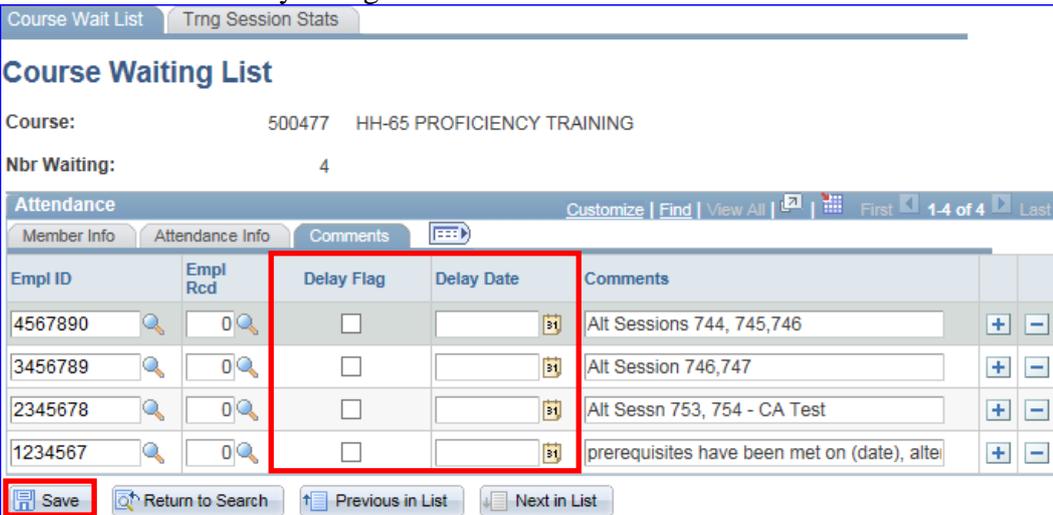
Procedures,  
continued

Step	Action																																								
3	<p>Search Results will display. Click on the <b>Course Code</b> to view the Waiting List.</p> <div data-bbox="316 517 1347 1160"> <p><b>Course Waiting List</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Course Code: <input type="text" value="begins with"/> <input type="text" value="50047"/></p> <p>Description: <input type="text" value="begins with"/></p> <p>Internal/External: <input type="text" value="="/> <input type="text"/></p> <p>Course Type: <input type="text" value="="/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> <p><b>Search Results</b></p> <p>View All <span style="float:right">First <input type="button" value="◀"/> 1-3 of 3 <input type="button" value="▶"/> Last</span></p> <table border="1"> <thead> <tr> <th>Course Code</th> <th>Description</th> <th>Internal/External</th> <th>Course Type</th> <th>Creation Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">500472</a></td> <td>HVAC ANALYSIS</td> <td>Internal</td> <td>C School</td> <td>01/01/1901</td> </tr> <tr> <td><a href="#">500475</a></td> <td>STUDENT ENGINEERS PDM/ENGINE</td> <td>Internal</td> <td>C School</td> <td>01/01/1901</td> </tr> <tr> <td><a href="#">500477</a></td> <td>HH-65 PROFICIENCY TRAINING</td> <td>Internal</td> <td>C School</td> <td>01/01/1901</td> </tr> </tbody> </table> </div>	Course Code	Description	Internal/External	Course Type	Creation Date	<a href="#">500472</a>	HVAC ANALYSIS	Internal	C School	01/01/1901	<a href="#">500475</a>	STUDENT ENGINEERS PDM/ENGINE	Internal	C School	01/01/1901	<a href="#">500477</a>	HH-65 PROFICIENCY TRAINING	Internal	C School	01/01/1901																				
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4	<p>The Course Waiting List will display. Use the <b>Plus</b> button to add additional students to the waiting list. Use the <b>Minus</b> button to remove students from the Course Waiting List. Now click the <b>Attendance Info</b> tab.</p> <div data-bbox="316 1301 1369 1895"> <p>Course Wait List <span style="float:right">Trng Session Stats</span></p> <p><b>Course Waiting List</b></p> <p>Course: 500477 HH-65 PROFICIENCY TRAINING</p> <p>Nbr Waiting: 4</p> <p>Attendance <span style="float:right">Customize   Find   View All   <input type="button" value="Print"/> First <input type="button" value="◀"/> 1-4 of 4 <input type="button" value="▶"/> Last</span></p> <p><input type="button" value="Member Info"/> <input type="button" value="Attendance Info"/> <input type="button" value="Comments"/> <input type="button" value="Feedback"/></p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd</th> <th>Name</th> <th>Salary Grade</th> <th>Dept ID</th> <th>Dept Name</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text" value="4567890"/></td> <td><input type="text" value="0"/></td> <td><a href="#">Carrie Underwood</a></td> <td>E4</td> <td>000289</td> <td>CG AIRSTA MIAMI</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td><input type="text" value="3456789"/></td> <td><input type="text" value="0"/></td> <td><a href="#">Fantasia Barrino</a></td> <td>E3</td> <td>000299</td> <td>CGC FARALLON</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td><input type="text" value="2345678"/></td> <td><input type="text" value="0"/></td> <td><a href="#">Ruben Studdard</a></td> <td>E3</td> <td>000240</td> <td>CG STA SABINE</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td><input type="text" value="1234567"/></td> <td><input type="text" value="0"/></td> <td><a href="#">Kelly Clarkson</a></td> <td>E5</td> <td>000210</td> <td>CG AIRSTA DETROIT</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/></p> </div>	Empl ID	Empl Rcd	Name	Salary Grade	Dept ID	Dept Name			<input type="text" value="4567890"/>	<input type="text" value="0"/>	<a href="#">Carrie Underwood</a>	E4	000289	CG AIRSTA MIAMI	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text" value="3456789"/>	<input type="text" value="0"/>	<a href="#">Fantasia Barrino</a>	E3	000299	CGC FARALLON	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text" value="2345678"/>	<input type="text" value="0"/>	<a href="#">Ruben Studdard</a>	E3	000240	CG STA SABINE	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text" value="1234567"/>	<input type="text" value="0"/>	<a href="#">Kelly Clarkson</a>	E5	000210	CG AIRSTA DETROIT	<input type="button" value="+"/>	<input type="button" value="-"/>
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# Accessing the Course Waiting List, Continued

Procedures,  
continued

Step	Action
<p><b>5</b></p>	<p>The <b>Attendance</b> field defaults to “Request”, but can be changed to:</p> <ul style="list-style-type: none"> <li>• Course Wait</li> <li>• Course Wait Pipe</li> <li>• Session Wait (session number is required)</li> <li>• Session Wait Pipe (session number is required)</li> </ul> <p>Students with Attendance status of “Request”, “Session Wait” or “Session Wait Pipe” are visible in the Course Session Enrollment component.</p>  <p>The screenshot shows the 'Course Waiting List' for course 500477 HH-65 PROFICIENCY TRAINING. The 'Attendance' tab is selected, and a table lists four students with their 'Attendance' status set to 'Request'. A red box highlights the 'Request' dropdown menu for each student.</p> <p>Click the <b>Comments</b> tab.</p>
<p><b>6</b></p>	<p>The <b>Delay Flag</b> and <b>Delay Date</b> fields are only used for “A” School courses. Click <b>Save</b> to save any changes to the Waitlist.</p>  <p>The screenshot shows the 'Course Waiting List' for course 500477 HH-65 PROFICIENCY TRAINING. The 'Comments' tab is selected, and a table lists four students with their 'Delay Flag' and 'Delay Date' fields. A red box highlights these two columns. The 'Save' button is also highlighted with a red box.</p>

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## Accessing the Course Waiting List, Continued

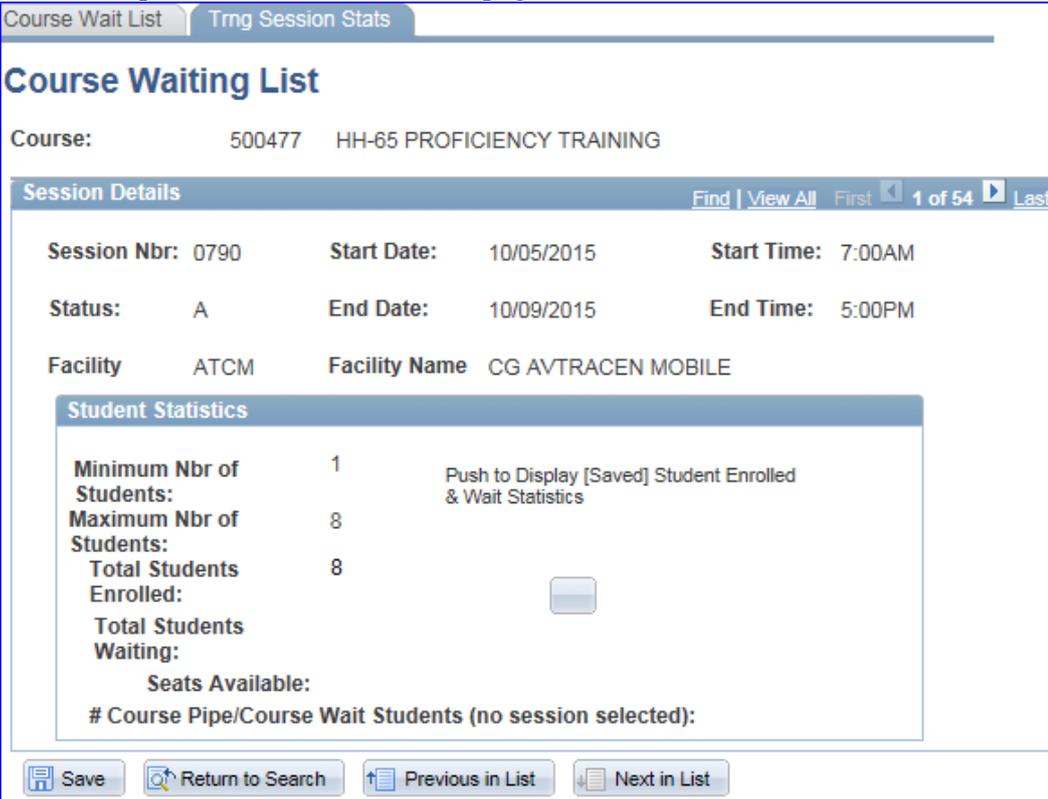
Procedures,  
continued

Step	Action																																			
7	<p data-bbox="312 497 1305 562">Click the <b>Trng Session Stats</b> tab. Select the button to display Saved Student Enrolled &amp; Wait Statistics.</p> <div data-bbox="312 562 1369 1361"><p data-bbox="319 568 710 595">Course Wait List   <b>Trng Session Stats</b></p><h3 data-bbox="319 622 639 663">Course Waiting List</h3><p data-bbox="319 685 976 712">Course: 500477 HH-65 PROFICIENCY TRAINING</p><p data-bbox="319 736 1369 768">Session Details <span style="float: right;">Find   View All   First 1 of 54 Last</span></p><table data-bbox="319 792 1369 943"><tr><td>Session Nbr:</td><td>0790</td><td>Start Date:</td><td>10/05/2015</td><td>Start Time:</td><td>7:00AM</td></tr><tr><td>Status:</td><td>A</td><td>End Date:</td><td>10/09/2015</td><td>End Time:</td><td>5:00PM</td></tr><tr><td>Facility</td><td>ATCM</td><td>Facility Name</td><td colspan="3">CG AVTRACEN MOBILE</td></tr></table><div data-bbox="375 954 1236 1294"><h4 data-bbox="375 954 566 981">Student Statistics</h4><table data-bbox="375 1010 1236 1294"><tr><td>Minimum Nbr of Students:</td><td>1</td><td rowspan="2">Push to Display [Saved] Student Enrolled &amp; Wait Statistics</td></tr><tr><td>Maximum Nbr of Students:</td><td>8</td></tr><tr><td>Total Students Enrolled:</td><td><input type="text"/></td><td></td></tr><tr><td>Total Students Waiting:</td><td></td><td></td></tr><tr><td>Seats Available:</td><td></td><td></td></tr><tr><td># Course Pipe/Course Wait Students (no session selected):</td><td></td><td></td></tr></table></div><p data-bbox="343 1317 1045 1348">Save   Return to Search   Previous in List   Next in List</p></div>	Session Nbr:	0790	Start Date:	10/05/2015	Start Time:	7:00AM	Status:	A	End Date:	10/09/2015	End Time:	5:00PM	Facility	ATCM	Facility Name	CG AVTRACEN MOBILE			Minimum Nbr of Students:	1	Push to Display [Saved] Student Enrolled & Wait Statistics	Maximum Nbr of Students:	8	Total Students Enrolled:	<input type="text"/>		Total Students Waiting:			Seats Available:			# Course Pipe/Course Wait Students (no session selected):		
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## Accessing the Course Waiting List, Continued

Procedures,  
continued

Step	Action
8	<p>This will update the Statistics on this page.</p>  <p>The screenshot displays the 'Course Waiting List' interface. At the top, there are tabs for 'Course Wait List' and 'Trng Session Stats'. Below the title, the course information is shown: 'Course: 500477 HH-65 PROFICIENCY TRAINING'. A 'Session Details' section includes fields for 'Session Nbr: 0790', 'Start Date: 10/05/2015', 'Start Time: 7:00AM', 'Status: A', 'End Date: 10/09/2015', 'End Time: 5:00PM', and 'Facility: ATCM Facility Name: CG AVTRACEN MOBILE'. A 'Student Statistics' section shows 'Minimum Nbr of Students: 1', 'Maximum Nbr of Students: 8', and 'Total Students Enrolled: 8'. There is a button labeled 'Push to Display [Saved] Student Enrolled &amp; Wait Statistics'. At the bottom of the screenshot, there are navigation buttons: 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.</p>