



Training Instructor

Forms and Reports

Form Name	Form#	Form or Report	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Session	LX04.1	Form	Yes	No	No	No		Define the individual sessions that make up a course.
Employee Training History	LX21.1	Form	Yes	No	No	No		Track the courses an employee completes. Also use this form to add courses to an employee's training history.
Session Completion	LX22.1	Form	Yes	No	No	No		Record employee participation and completion information after a session is finished.
Session Roster	LX220	Report	No	Yes	Yes	Yes		Print a report of the employees with enrolled, wait listed, absent, and canceled registration statuses for a course.
Course	TR01.1	Form	Yes	No	No	No		Define courses.
Employee Training Competency Maintenance	TR26.1	Form	Yes	No	No	No		View and update the competencies acquired from the completion of a course session.