# Classrooms

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## Main Screen

### Description

The *Classrooms* screen displays the general catalog of classrooms in the application available for trainings. The records on this screen are inputs for the *Training logbooks* screen.

*Interfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamente*

### Filtering

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Captura de pantalla de computadora

Descripción generada automáticamente con confianza mediaThe list of classrooms displayed on the maintenance page can be filtered using the fields available for this at the top of the window: classroom code, description, training center or by capacity range. Including one or more filters and clicking the *Search* button will list the classrooms that meet all the specified search criteria.

### Results

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Interfaz de usuario gráfica, Aplicación, Tabla

Descripción generada automáticamente

The number of records retrieved as well as the number of pages on which they are split will be displayed at the bottom of the results table, where you can also select the desired page to browse. You can also sort the results by each of the columns by clicking on their header to display them in both ascending and descending ways by repeating the click on the header. This operation will sort all records on all available pages and display the results according to your preference.

## Available operations

Interfaz de usuario gráfica, Aplicación, Word

Descripción generada automáticamente

In *Classroom* maintenance*,* you can add classrooms to the general catalog, edit or delete existing classrooms, and reactivate previously deleted classrooms.

### Remove

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To delete a record, select the desired record from the available classroom list and click on the delete button. Immediately the system will display a confirmation screen where you can proceed with the operation or cancel it.

Upon confirming the delete operation, the system will disable the record but will retain your information for the history of the data so that it will be possible to retrieve this record in the future.

### Add / Edit

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If you want to add a new classroom in the app you must click the Add button. Clicking will display a pop-up screen where you will be prompted for the data required for the operation. This pop-up screen is the same screen that will appear when you select a record from the list and click the Edit button to modify your data.

Interfaz de usuario gráfica, Aplicación

Descripción generada automáticamente

### Data requested

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The add/edit screen has the following fields:

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| --- | --- |
| **Field** | **Description** |
| Classroom code | Alphanumeric code of 10 characters as maximum length, which will represent the classroom in the system. |
| Description | Alphanumeric description of a maximum length of 500 characters, with the name of the classroom in the system. |
| Training center | Single selection list to associate the classroom with an existing and active training center in the system. |
| Capacity | A number greater than or equal to zero that represents the maximum classroom capacity for assigning participants. |
| Available facilities | Optional alphanumeric description of a maximum length of 1000 characters, describing the facilities present in the classroom such as projector availability, air conditioning, and others. |
| Enabled? | Indicates whether the classroom is active for use in the system. |

When adding or editing a classroom click the accept button to finish the operation or cancel as well as the close icon at the top right of the pop-up screen to cancel the operation.

### Duplicate records

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At the end of an add or edit operation, the system will validate that the information by both code and name is not repeated with any other classroom in the system. If any data is repeated the system will give you the warning and some options to proceed:

Interfaz de usuario gráfica, Texto, Aplicación

Descripción generada automáticamenteThis screen will appear when the entered record causes a conflict with another active record in the system. In this case there is no choice but to accept the warning and modify the data.

### Record disabled

Interfaz de usuario gráfica, Texto, Aplicación, Correo electrónico

Descripción generada automáticamente

This screen will appear when the entered record causes a conflict with an inactive record on the system. In this case the system has two options:

1. Activate the record found with its original data: With this option selected the system will not add a new record or modify the found record but will only activate the record found with its original data.
2. Activate record found by updating with the new data: With this option selected the system will not add a new record, but will modify the record found with the entered data and activate that record to be used with the new information and its entire history in the system.

If you are not sure which option is best in your scenario we recommend contacting the administrator and exposing the situation.