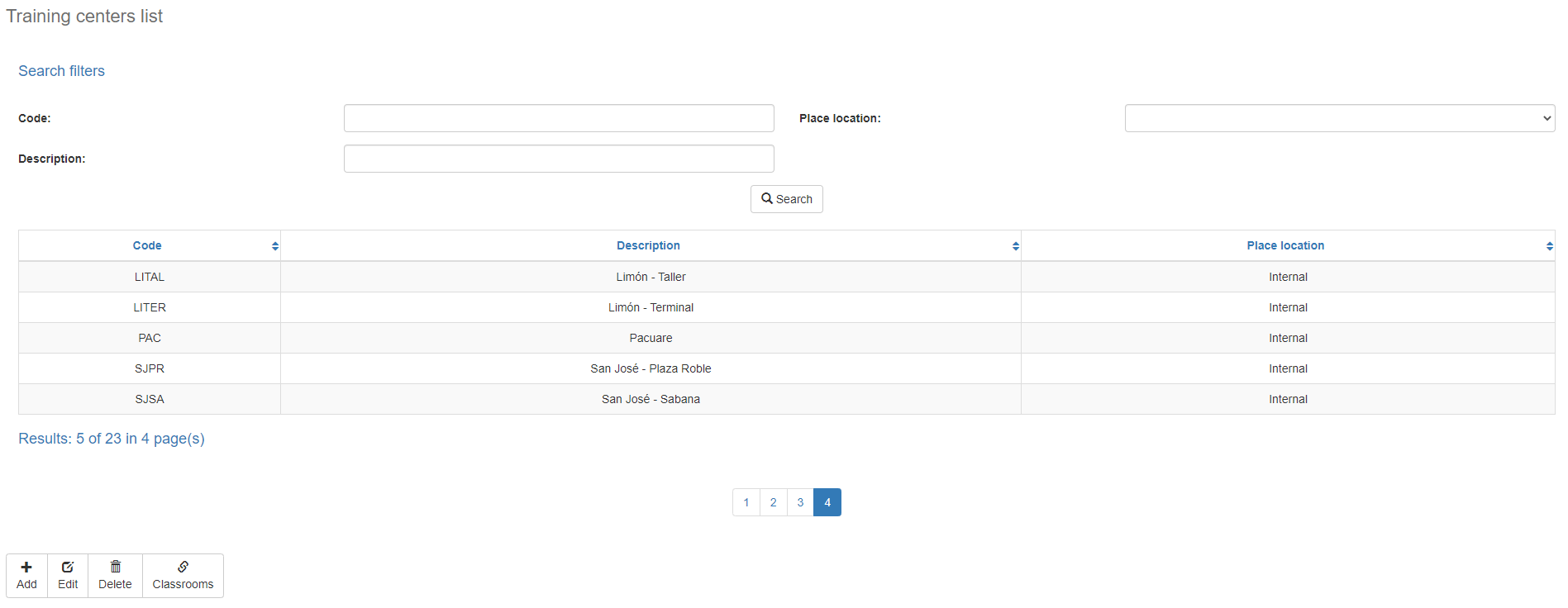
# Training centers

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## Main screen

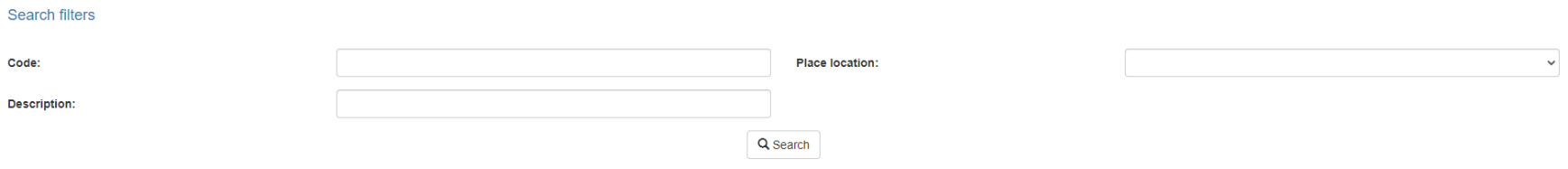
### Description

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

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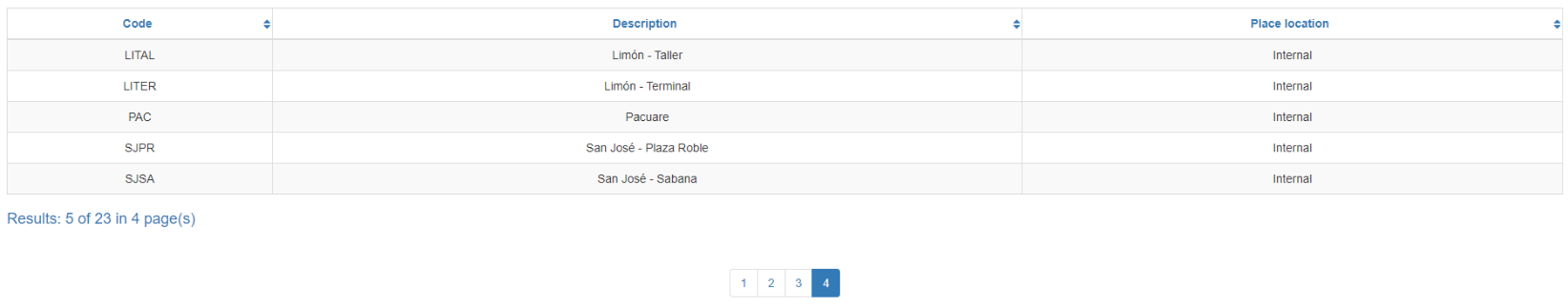
### Filtering

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The list of training centers displayed on the maintenance page can be filtered using the fields available for this purpose at the top of the window: training center code, description, or place location. Including one or more filters and clicking the *Search* button will list the training centers that meet all the specified search criteria.

### Results

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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

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In *Training centers* Maintenance, you can add training centers to the general catalog, edit or delete existing training centers, and reactivate previously deleted training centers as well as associate classrooms.

### Remove

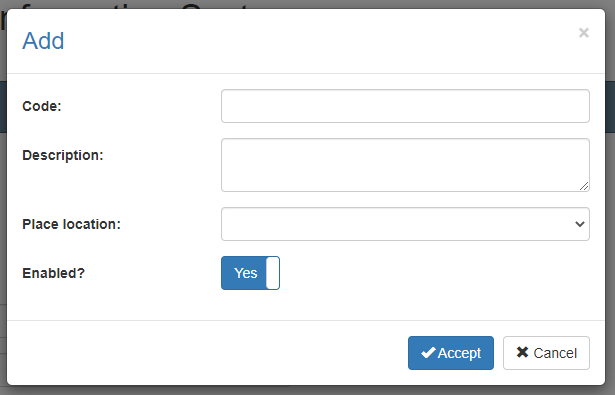
To delete a record, select the desired record from the list of available training centers and click on the delete button. Immediately the system will display a confirmation screen where you can proceed with the operation or cancel it.

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 training center 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.



### Data requested

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The add/edit screen has the following fields:

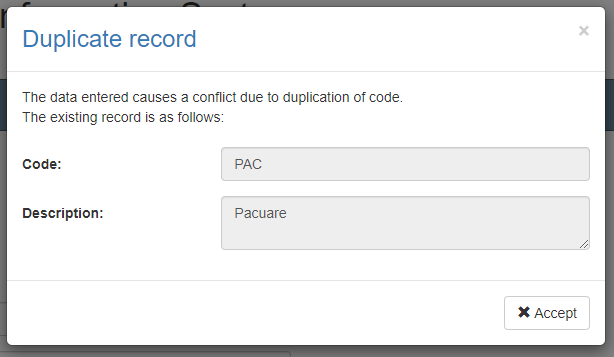
|  |  |
| --- | --- |
| **Field** | **Description** |
| Training center code | Alphanumeric code of 10 characters as maximum length, which will represent the training center in the system. |
| Description | Alphanumeric description of maximum length of 500 characters, with the training center name in the system. |
| Place location | Single selection list to associate the training center with an existing and activate place location in the system. |
| Enabled? | Indicates whether the training center is active for use in the system. |

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

### Duplicate records

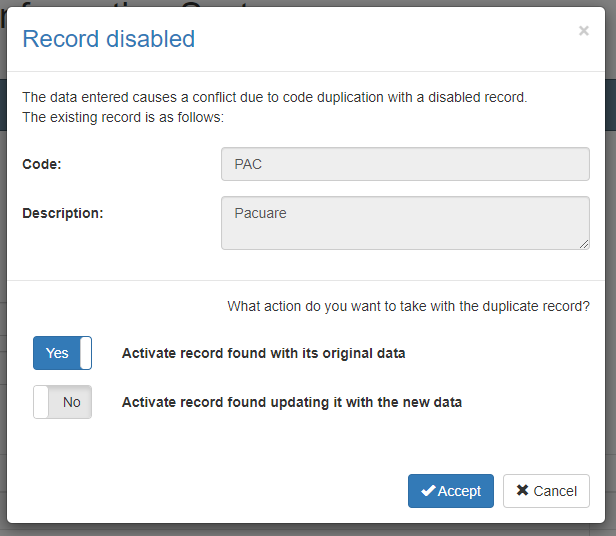
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At the end of an add or edit operation, the system will validate that the information by both code and name is not repeated with any other training center in the system. If any data is repeated the system will give you the warning and some options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



This 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

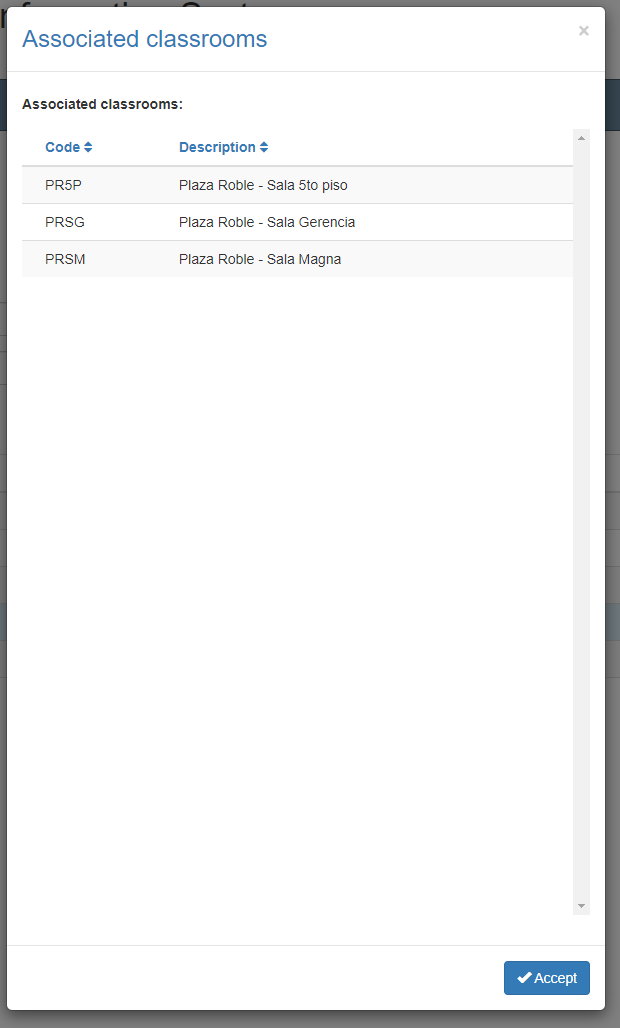
This screen will appear when the entered record causes a conflict with an inactive record on the system. In this case the system has two options:

1. Activate the record found with your 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.

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### Classrooms



Clicking the Classrooms button will open the pop-up window where you can view the classrooms associated with the selected training center.

To close this pop-up window select the *OK* button or the close icon in the upper right corner.