# Training Purpose

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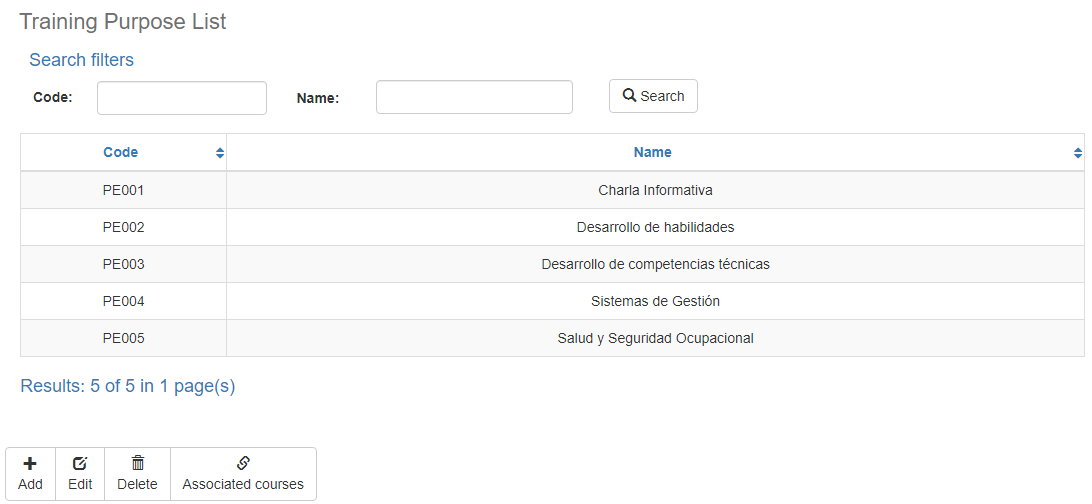
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## Main screen

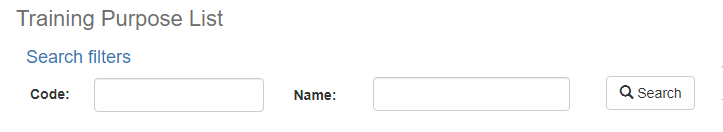
### Description

**

The *Training Purpose* screen displays the general catalog of Training Purpose in the application available for Training.

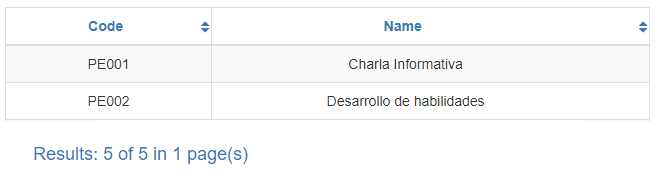
### Filtering

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The list of Training Purpose displayed on the maintenance page can be filtered using the fields available for this purpose at the top of the window: cause code, name or category. Including one or more filters and clicking the *Search* button will list the Training Purpose that meet all the specified search criteria.

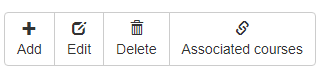
### Results

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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 Purpose* maintenance*,* you can add Training Purpose to the general catalog, edit or delete existing Training Purpose, reactivate previously deleted Training Purpose and export information by division in Excel File.

### Remove

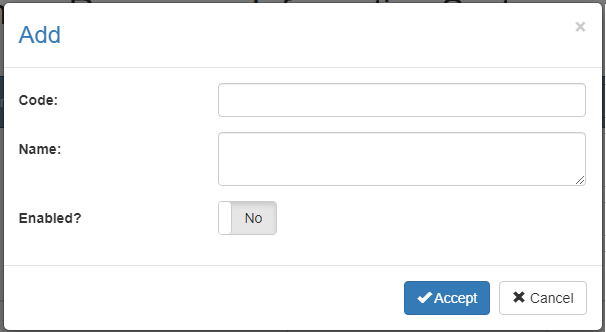
To delete a record, select the desired record from the available Training Purpose list and click on the delete button. Immediately the system will display a confirmation screen where you can proceed with the operation or cancel it.

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 Training Purpose 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:

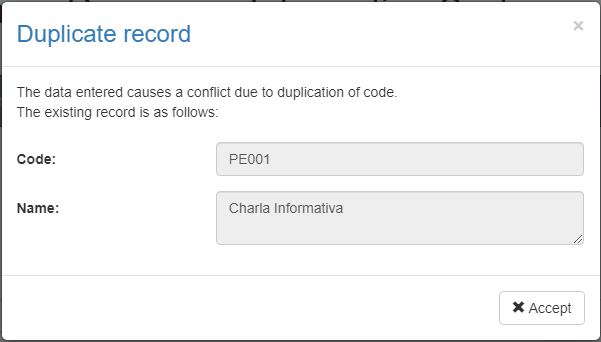
|  |  |
| --- | --- |
| **Field** | **Description** |
| Code | Alphanumeric description of maximum length of 10 characters, with the Training Purpose code in the system. |
| Name | Alphanumeric description of maximum length of 500 characters, with the Training Purpose name in the system. |
| Enabled? | Indicates whether the Training Purpose is active for use in the system. |

When adding or editing a Training Purpose 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 Training Purpose 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 Training Purpose 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.

### Associated courses

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To associate or disassociate courses from the Training Purpose, click the Associated Courses button. When clicking, a pop-up screen will be displayed where the assigned courses will be listed, the option to search for courses allows you to associate the courses with the Purpose. To mark the course as part of the Training Purpose, select the button with a plus icon (+) and to remove, select the button with a x (x) icon.

