# Type Training

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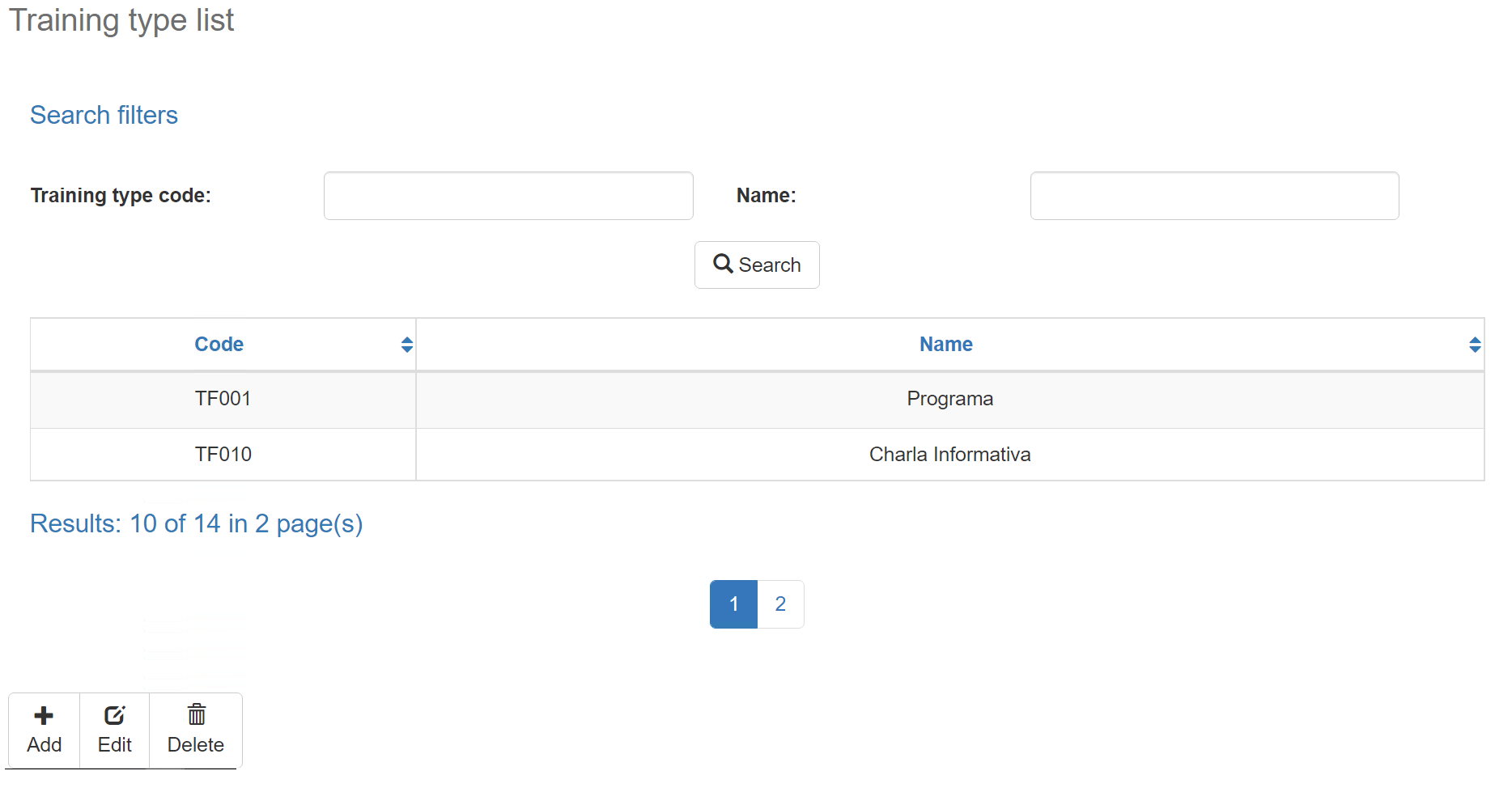
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## Main screen

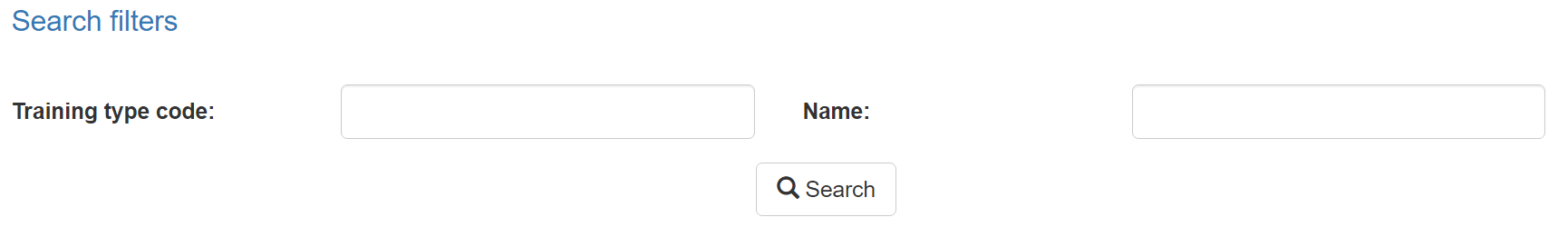
### Description

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

**

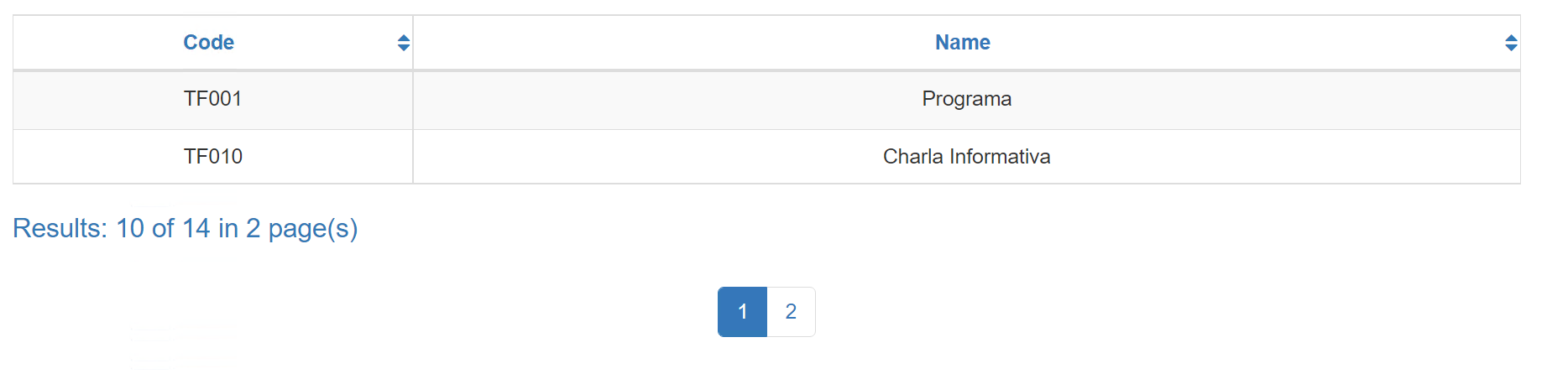
### Filtering

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The list of type training displayed on the maintenance page can be filtered using the fields available for this purpose at the top of the window: training type code, or name. Including one or more filters and clicking the *Search* button will list the type training 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 *Type Training* maintenance*,* you can add type training to the general catalog, edit or delete existing type training, and reactivate previously deleted type training.

### Remove

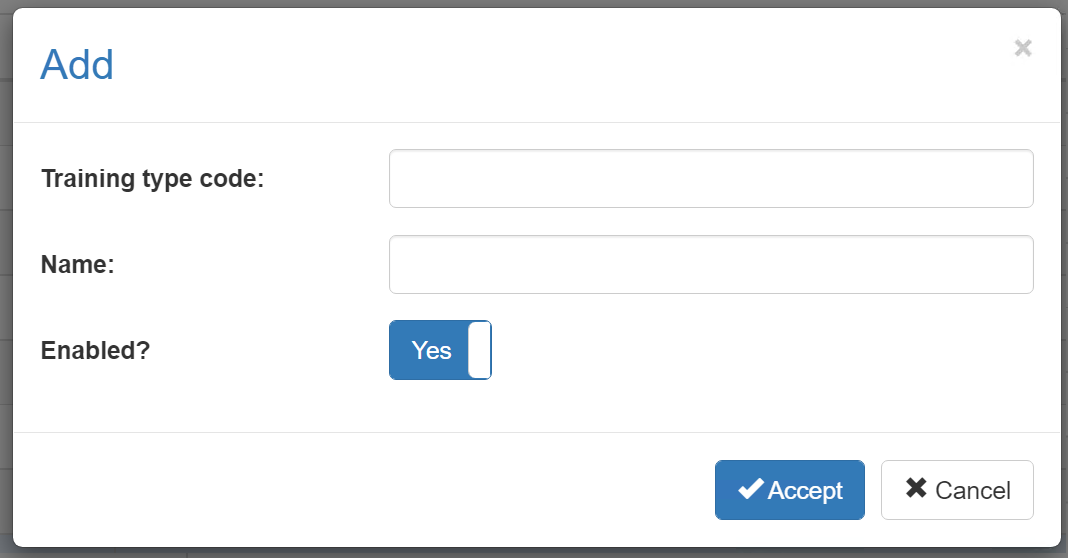
To delete a record, select the desired record from the available type training list and click on the delete button. Immediately the system will display a confirmation screen where you can proceed with the operation or cancel it.

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 type training 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:

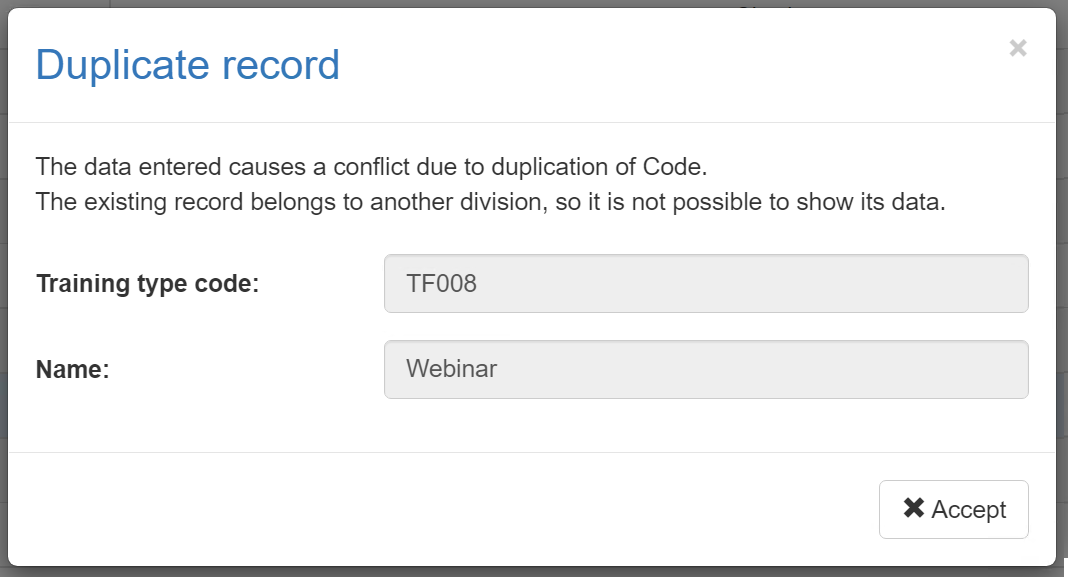
|  |  |
| --- | --- |
| **Field** | **Description** |
| Training Type code | Alphanumeric code of 10 characters as maximum length, which will represent the type training in the system. |
| Name | Alphanumeric description of maximum length of 500 characters, with the type training name in the system. |
| Enabled? | Indicates whether the type training is active for use in the system. |

When adding or editing a type training 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 type training 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.