

Add NTDP Core – Track Set Up form

Role:

The Track Set Up form allows the user to configure the fields to display in a Track. By setting the toggle to yes, that specific toggle will display specific fields in both the Class Scheduler and the Employee Assignment forms.

Part 1: Add container – Pre-Class Data

1. Add top container = White background with thin light grey border
 1. Add container header
 1. Light green w/thin light grey border
 2. Black bold text = **Set Pre-Class Data**
 2. Add toggle = **existing field** = Date Welcome Email Sent
 3. Add toggle = **existing field** = Attended Orientation Pre work
 4. Add toggle = **existing field** = Completed Pre-Assessment
 5. Add toggle = **existing field** = Completed Pre-Work – Part 1
 6. Add toggle = **NEW field** = Completed PPA - Self Paced
 7. Add toggle = **NEW field** = Completed Pre-Work – Part 2
 8. Add toggle = **NEW field** = Completed Pre-Work - Part 3
 9. Add toggle = **NEW field** = Completed Pre-Work - Part 4

Part 2: Add container – Track Set Up Notes

1. Add top container = White background with thin light grey border
 1. Add container header
 1. Light green w/thin light grey border
 2. Black bold text = **Track Set Up Notes**
 2. New field = 300 characters

What is required when?

The screenshot displays the 'NTDP Track Setup' form. The 'Pre-Class Data' section is active, showing a list of toggles for various fields. The toggles are as follows:

Toggle	Field	Status
<input checked="" type="checkbox"/>	Date Welcome Email Sent	Yes
<input checked="" type="checkbox"/>	Attended Orientation Pre work	Yes
<input checked="" type="checkbox"/>	Completed Pre-Assessment	Yes
<input checked="" type="checkbox"/>	Completed Pre-Work – Part 1	Yes
<input checked="" type="checkbox"/>	Completed PPA - Self Paced	No
<input checked="" type="checkbox"/>	Completed Pre-Work – Part 2	No
<input checked="" type="checkbox"/>	Completed Pre-Work - Part 3	No
<input checked="" type="checkbox"/>	Completed Pre-work - Part 4	No

Below the toggles, there are two sections: 'Track Set Up Notes' and 'Track Set Up Notes'.