Workshop Calendar

CITF Registration Enhancements

CARPENTERS INTERNATIONAL TRAINING FUND

9/2/20

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Document Conventions

- **CR**   Change Requirement (All change requirements are new)
- **BR**   Business Rule
- [NEW]   A new business rule or data field.
- [UPDATED]   Existing business rule or data field that has been updated.
- [EXISTING]   Existing business rule which still applies to the change.
- **DT**   Data Table
- **MU**   Screen or Report Mock-up

Data Types (shown in Data Tables)

- **String** – A series of characters that can be alpha, special, or numeric. This data type is used to categorize data when there is not a more specific type that applies. Examples of a string are: Good Standing, email123@email.com, and Level 1.
- **Integer** – A whole number (not a fractional number) that can be positive, negative, or zero. Examples of integers are: -5, 0, 3, 97, and 7,003.
- **Float** (short for a floating-point unit number) – A number with a fractional value that can be positive or negative. Examples of floating-point numbers are: -175.76, 1.25, and 789.45
- **Date/Time** – A date, time, or date and time value. Examples of date/time are: 01/01/2017, 12:00 AM, January 1, 2017 12:00 AM, and 1/1/2017 12:00 AM.
- **Boolean** – A data type which only has a true or false value.

Statement of Purpose

The Carpenters International Training Fund (CITF) offers hundreds of workshop sessions every year. Users can view a current schedule on the calendar posted within the CITF Registration website but have limited options to search for specific sessions.

In addition, the current calendar does not provide an option to identify training center closures, which is needed for scheduling. This information is currently tracked outside of the system.

Scope of Work

Workshop Calendar

The workshop calendar on the CITF Registration website currently excludes hidden workshop sessions and only provides the option to filter the sessions that are displayed on the calendar by the workshop group.

- Provide the option to display hidden workshop sessions on the calendar for users with Manager and Administrator access to the website.
- Add a universal search option to the calendar to search for workshop sessions by the workshop name, start date, or end date.
- Add an option to filter the workshop sessions displayed on the calendar based on the Technical Coordinator assigned to the workshop.
- Provide an option to print the workshop calendar in PDF format.

Training Center Closures

Update the CITF Registration website with functionality that allows users to identify dates when the Training Center is closed and display the closure dates on the workshop calendar.

- Only users with Manager and Administrator access to the website have the option to add, edit, or delete Training Center closures.
- Each Training Center closure requires a start date, end date, and reason.
- The workshop calendar displays each Training Center closure under the corresponding date(s) including the reason.
- Workshop sessions can still be scheduled on dates that the Training Center is closed.

Change Requirements

Workshop Calendar Universal Search

CR1   Add a universal search option to the workshop calendar.

BR1   [EXISTING] The Workshop Calendar can be viewed by user with and without a login.

BR2   [EXISTING] The Workshop Calendar displays workshop sessions scheduled within the Maximum Calendar Date saved under Administration >> Preferences >> Sessions.

BR3   [EXISTING] Canceled workshop sessions are displayed on the Workshop Calendar.

BR4   [EXISTING] Scheduled sessions of hidden workshops are excluded from the calendar by default.

BR5   [EXISTING] Each scheduled session has an option to view more information, which displays the workshop description.

BR6   [EXISTING] Users with a login can view options to register and generate a class roster for each scheduled session.

BR7   [NEW] The universal search option is available to all users with and without a login.

BR8   [NEW] The system searches for scheduled workshop sessions, which contain the characters entered in the universal search option.

BR9   [NEW] Matching workshop sessions are displayed in a list including the workshop name, session start date, session end date, and the workshop group.

BR10 [NEW] Upon selecting a workshop session from the universal search results, the system directs the user to the corresponding month/year and highlights the workshop on the calendar.

MU1: Workshop Calendar – Default View

Courses	Calendar	Policies	Log In

Search Calendar: 🔍 search

Filter Calendar ⌄

◄ **AUGUST 2020** Today ►

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Curriculum - Carpentry - Total Station Revision (8/3 - 8/7) (canceled)

Curriculum - Floor Laying - Standard Skills for Floor Layers Revision (8/3 - 8/7) I more info

Curriculum - General Skills - Human Performance (8/3 - 8/7) I more info

S	M	T	W	T	F	S
9	10	11	12	13	14	15

iPad Basics (8/14 - 8/15) I more info

S	M	T	W	T	F	S
16	17	18	19	20	21	22

Building Envelope Principles Train The Trainer (8/17 - 8/21) I more info

Acoustical Ceilings II Train the Trainer (8/19 - 8/21) I more info

S	M	T	W	T	F	S
23	24	25	26	27	28	29
30	31	1	2	3	4	5

iPad Basics (9/4 - 9/5) I more info

Acoustical Ceilings II Train the Trainer (9/2 - 9/4) I more info

MU2: Workshop Calendar – Universal Search

Courses	Calendar	Administration	Policies	Help	Log Out

Search Calendar: 🔍 acoustical

Acoustical Ceilings I Train the Trainer (6/8/2020 - 6/12/2020) (1 International Training Center Train-The-Trainer Workshops)
Acoustical Ceilings II Train the Trainer (8/19/2020 - 8/21/2020) (1 International Training Center Train-The-Trainer Workshops)
Armstrong Acoustic, Seismic & Structural Solutions Train The Trainer (2/24/2020 - 2/28/2020) (5 Western District Conference)
Curriculum - Interior Systems - Acoustical Ceilings (12/15/2020 - 12/16/2020) (2 CITF Development Committee Meetings)

Filter Calendar

◀

S	M	T				
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 Acoustical Ceilings II Train the Trainer (8/19 - 8/21) I more info	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Workshop Calendar Filter

CR2 Add a new Calendar Filter section, which allows users to filter the sessions displayed on the calendar.

BR11 [NEW] The Calendar Filter section is collapsed by default.

BR12 [NEW] All users with or without a login have the option filter the calendar based on selected criteria.

BR13 [NEW] Only workshop sessions that meet the selected criteria are displayed on the calendar.

BR14 [NEW] The option to show hidden workshops is only available to users who log into the website and have Administrator or Manager security access.

BR15 [NEW] When the option to show hidden workshops is selected, the Workshop(s) list shows hidden workshop and the Calendar displays hidden workshop sessions.

DT1: Workshop Calendar - Filters

Location: Calendar

Data Field	Description	Required	Data Type	Editable	Values	Format
Month/Year [EXISTING]	Calendar month and year.	Y	Date/Time	Y	Display month and year values.	[Month] MM/DD/YYYY
Group [EXISTING]	Workshop groups.	N	String	Y	Display a list of workshop groups from the Courses page. Only a single workshop group can be selected at a time.	N/A
Tech Coordinator [NEW]	Technical Coordinator of a workshop.	N	String	Y	Display a multiselect list of Technical Coordinator names for all workshops. Technical Coordinators are designated under the Workshop Details.	[First Name] [Last Name]
Workshop(s) [NEW]	Workshop names.	N	String	Y	Display a multiselect list of workshop names.	N/A
Show Hidden Workshops [NEW]	Option to display hidden workshop sessions.	N	Boolean	Y	Display hidden workshop sessions on the Workshop(s) list and the Calendar when this option is selected.	N/A

MU3: Workshop Calendar - Filter

Courses	Calendar	Administration	Policies	Help	Log Out

Search Calendar: 🔍 search

Filter Calendar ⌃

Month/Year: August 2020 📅   **Group:** Select Group ▾

Tech Coordinator:
Alfonso Bastidos ▲
Andy Carr
Chad McDonald
Jim Stafford
John O'Neal
Lyle Hamm
Royce Peters ▼

☐ **Show Hidden Workshops**

Workshop(s):
3M™ DI-NOC™ Architectural Finishes Train the Trainer ▲
3M™ Walls, Windows & Floors Graphics Installer Train the Trainer *New
Acoustical Ceilings II Train the Trainer
Acoustical Ceilings I Train the Trainer
Acoustical Ceilings TTT
ADCI Dive Supervisor Certification
Adhesive Anchor Installer Train The Trainer
Advanced Interior Systems Layout TTT
Advanced Metal Framing Specialty Ceilings Train The Trainer
Aerial Lift Operator Qualification Train The Trainer
AIA/CES: Advances in Building Envelope
AIA/ICRA: Best Practices in Health-Care Construction Presentation ▼

Filter | **Clear Filters** | **Download PDF**

◄   AUGUST 2020   **Today** ►

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 Acoustical Ceilings II Train the Trainer (8/19 - 8/21) I more info	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Workshop Calendar PDF

CR3   Provide an option to download a PDF report of the workshop calendar.

BR16   [NEW] An option to download a PDF of the workshop calendar is displayed within the Calendar Filter section of the page.

BR17   [NEW] The workshop calendar report can only be generated for a single month at a time.

BR18   [NEW] If the workshop calendar is filtered, the PDF report also reflects the filtered results.

DT2: Workshop Calendar PDF Data

Location: Calendar >> Filter Calendar (section) >> Download PDF

Filter: Apply the selected workshop calendar filters to the report

Data Field	Description	Required	Data Type	Editable	Values	Format
Month [NEW]	The calendar month.	Y	Date/Time	N	Display the calendar month.	[Month]
Year [NEW]	The calendar year.	Y	Integer	N	Display the calendar year.	YYYY
Workshop [NEW]	The workshop name.	N	String	N	Display the workshop name within the corresponding calendar days.	N/A
Session [NEW]	The workshop session dates.	N	Date/Time	N	Display the session start date and end date.	(MM/DD/YYYY – MM/DD/YYYY)
Canceled [NEW]	Indicates the workshop session was canceled.	N	String	N	Display "(canceled)" next to the workshop name if the session has been canceled.	(canceled)
Report Date/Time [NEW]	The date and time the report was generated.	Y	Date/Time	N	Display the date and time the user generated the report.	MM/DD/YYYY HH:MM:SS AM/PM

MU4: Workshop Calendar PDF

Location: Calendar >> Filter Calendar (section) >> Download PDF

January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
	Building Envelope Principles Train The Trainer (01/06/2020 - 01/10/2020) (canceled)					
12	13	14	15	16	17	18
				Green Building Awareness Train The Trainer (01/16/2020 - 01/17/2020)		
	WFED 270 - Introduction to Industrial Training (01/13/2020 - 01/15/2020)					
	WFED 105 - Integrated Curriculum Implementation (01/13/2020 - 01/15/2020)					
	Door Hardware - Commercial Train The Trainer (01/13/2020 - 01/17/2020)					
	WFED 197- Integrated Written Communication Skills (01/13/2020 - 01/15/2020) (canceled)					
	WFED 310 - Leadership Competencies for Supervisors (01/13/2020 - 01/15/2020)					
	WFED 207 - Assessment Techniques (01/13/2020 - 01/15/2020)					
	WFED 413 - Vocational Education for Special Needs Learners (01/13/2020 - 01/15/2020)					
19	20	21	22	23	24	25
26	27	28	29	30	31	1
	WFED 100 - Orientation to Teaching (01/27/2020 - 01/29/2020)					
	WFED 428 - Fiscal Accounting and Management for Workforce Development Professionals (01/27/2020 - 01/29/2020) (canceled)					
	Total Station Train The Trainer (01/27/2020 - 01/31/2020) (canceled)					
	WFED 106 - Program & Facilities Management (01/27/2020 - 01/29/2020)					
	WFED 410 - Leadership Competencies for Professionals (01/27/2020 - 01/29/2020)					
	WFED 445 - Vocational Guidance (01/27/2020 - 01/29/2020)					
	WFED 445 - Vocational Guidance (01/27/2020 - 01/29/2020) (canceled)					
	WFED 471 - Training in Business & Industry (01/27/2020 - 01/29/2020)					

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Workshop Calendar Report – Add Workshops Filter

CR4   Add an option to filter the Workshop Calendar Report by Workshop(s).

BR19   [UPDATED] The workshop calendar report can be generated from the Calendar by selecting the Download PDF option from the Calendar Filter section.

BR20   [EXISTING] The workshop calendar report can be generated by all users with a login from the Reports menu.

BR21   [NEW] Users can filter the calendar report by one or more workshops.

BR22   [NEW] Only users with Administrator or Manager access can filter the calendar report by hidden workshops.

BR23   [EXISTING] The calendar report only displays workshop sessions scheduled within the Maximum Calendar Date saved under Administration >> Preferences >> Sessions.

BR24   [EXISTING] Only users with Administrator or Manager access can generate a calendar report including workshop sessions scheduled beyond the Maximum Calendar Date saved under Administration >> Preferences >> Sessions.

DT3: Workshop Calendar Report – Filter Options

Location: Administration >> Reports >> Workshop Calendar

Data Field	Description	Required	Data Type	Editable	Values	Format
Workshop Group [EXISTING]	Workshop groups.	N	String	Y	Display a list of workshop groups.	N/A
Workshops [NEW]	Workshop names.	N	String	Y	Display a multiselect list of workshop names including hidden workshops if the user has Administrator or Manager access.	N/A
From Month [EXISTING]	The start month of the calendar.	Y	Date/Time	Y	Provide an option to select a starting Month and Year value.	[Month] YYYY
To Month [EXISTING]	The end month of the calendar.	Y	Date/Time	Y	Provide an option to select an ending Month and Year value.	[Month] YYYY
Technical Coordinators [EXISTING]	Technical Coordinator names.	N	String	Y	Display a multiselect list of Technical Coordinator names for all workshops. Technical Coordinators are designated under the Workshop Details.	[First Name] [Last Name]
Show Hidden Sessions [EXISTING]	Includes hidden workshop sessions on the report.	N	Boolean	Y	Display hidden workshop sessions on the report when selected. This option is only available to users with Administrator or Manager access.	N/A
Show Sessions Beyond MM/DD/YYYY [EXISTING]	Includes workshop sessions beyond the current year.	N	Boolean	Y	Display workshop sessions scheduled beyond the current year on the report when selected. This option is only available to users with Administrator or Manager access.	N/A

MU5: Workshop Calendar Report – Workshops Filter

Location: Administration >> Reports >> Workshop Calendar

Training Center Closures

CR5 Create a new page under the Preferences menu to view, add, edit, and delete training center closures.

BR25 [NEW] Only users with Administrator or Manager access can view, add, edit, and delete training center closures.

BR26 [NEW] The start date, end date, reason, created or updated date and time, and created or updated by username of each closure is displayed.

BR27 [NEW] Training center closures for the current year are displayed by default.

BR28 [NEW] Each training center closure is highlighted and displayed on the Workshop Calendar for users with Administrator or Manager access only.

BR29 [NEW] The closure reason can be viewed in a tooltip by hovering over the entry on the Workshop Calendar.

DT4: Training Closures Data

Location: Preferences >> Closures

Filter by: Year

Data Field	Description	Required	Data Type	Editable	Values	Format
Reason [NEW]	The closure reason.	Y	String	Y	Display the workshop name within the corresponding calendar days.	N/A
From [NEW]	The closure start date.	Y	Date/Time	Y	Allow the user to select a date value.	MM/DD/YYYY
To [NEW]	The closure end date.	Y	Date/Time	Y	Allow the user to select a date value.	MM/DD/YYYY
Created/Updated [NEW]	The date, time, and username of the user who added or updated the closure.	Y	String	N	Display the date, time, and username of the user who added or updated the closure.	MM/DD/YYYY HH:MM AM/PM (USERNAME)

MU6: Training Center Closures

Location: Preferences >> Closures

Notifications	Sessions	Closures

Training Center Closures

Reason for Closure: `Labor Day`   From: `01 / 01 / 2021` 📅   To: `01 / 01/ 2021` 📅   **Add**

Year: `2020 ▾`

Reason ⬍	From ⬍	To ⬍	Created/Updated ⬍	
Holiday	01/01/2020	01/01/2020	10/30/2019 3:57 PM (AUSER)	✏️ 🗑️
Staff Training	04/15/2020	04/30/2020	1/15/2020 11:15 AM (XUSER)	✏️ 🗑️
Holiday	09/07/2020	09/07/2020	10/30/2019 3:59 PM (AUSER)	✏️ 🗑️
Staff Training	10/10/2020	10/20/2020	8/15/2020 10:13 AM (XUSER)	✏️ 🗑️
Holiday	11/26/2020	11/27/2020	10/30/2019 4:00 PM (AUSER)	✏️ 🗑️
Holiday	12/25/2020	12/25/2020	10/30/2019 4:01 PM (AUSER)	✏️ 🗑️

MU7: Workshop Calendar - Training Center Closure

Location: Calendar

Courses	Calendar	Administration	Policies	Help	Log Out

Search Calendar: 🔍 search

Filter Calendar ⌄

◄ SEPTEMBER 2020 ►

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7 - CLOSED Holiday	8	9	10	11	12
13	14	15	16	17 Acoustical Ceilings II Train the Trainer (9/17 - 9/19) | more info	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Add Session - Training Center Closure Warning

CR6 Display a warning when a user attempts to schedule a workshop session during a training center closure.

BR30 [NEW] The following warning message is displayed when a user attempts to schedule a workshop session during a training center closure: The International Training Center is closed on the dates you scheduled this session. [OK] [Cancel]

BR31 [NEW] The system does not prevent a user from scheduling a workshop session during a Training Center closure.

MU8: Training Center Closure Warning

Location: Courses >> (Select Group) >> (Select Workshop) >> Add Session

Workshop Calendar Report – Training Center Closures

CR7   Update the Workshop Calendar Report to include Training Center closures.

BR32   [NEW] Training Center Closures are only included in the workshop calendar report if the user has Administrator or Manager access.

DT5: Workshop Calendar Report

Location 1: Administration >> Reports >> Workshop Calendar

Location 2: Calendar >> Filter Calendar (section) >> Download PDF

Data Field	Description	Required	Data Type	Editable	Values	Format
Month [EXISTING]	The calendar month.	Y	Date/Time	N	Display the calendar month.	[Month]
Year [EXISTING]	The calendar year.	Y	Integer	N	Display the calendar year.	YYYY
Workshop [EXISTING]	The workshop name.	N	String	N	Display the workshop name within the corresponding calendar days.	N/A
Session [EXISTING]	The workshop session dates.	N	Date/Time	N	Display the session start date and end date.	(MM/DD/YYYY – MM/DD/YYYY)
Canceled [EXISTING]	Indicates the workshop session was canceled.	N	String	N	Display "(canceled)" next to the workshop name if the session has been canceled.	(canceled)
Closed [NEW]	Indicates the Training Center is closed.	N	String	N	Display "CLOSED" within the corresponding calendar days of a Training Center Closure.	CLOSED [##]
Report Date/Time [EXISTING]	The date and time the report was generated.	Y	Date/Time	N	Display the date and time the user generated the report.	MM/DD/YYYY HH:MM:SS AM/PM

MU9: Workshop Calendar Report – Training Center Closures

Location 1: Administration >> Reports >> Workshop Calendar

Location 2: Calendar >> Filter Calendar (section) >> Download PDF

Workshop Calendar for September 2020 *Report Generated: 09/01/2020 12:50:55 pm*

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	**CLOSED** 7	8	9	10	11	12
			Kirby Morgan Hat Technician (09/09/2020 - 09/11/2020)			
13	14	15	16	17	18	19
	Curriculum - Millwrighting - Conveyor Revision (09/14/2020 - 09/18/2020)					
MIDWESTERN DISTRICT TRAINING CONFERENCE (09/13/2020 - 09/19/2020)						
	Curriculum - General Skills - ICRA: Best Practices in Healthcare Construction Revision (09/14/2020 - 09/18/2020)					
	Curriculum - Carpentry - Building Envelope Advanced Skills 2nd Edition (09/14/2020 - 09/18/2020)					
	Curriculum - General Skills - Rigging Revision (09/14/2020 - 09/18/2020)					
	Curriculum - General Skills - PITO / MEWP (09/14/2020 - 09/18/2020)					
	Curriculum - Carpentry - Insulated Metal Panel Systems Part I and Part II (09/14/2020 - 09/18/2020)					
20	21	22	23	24	25	26
		OSHA 510 Construction (09/22/2020 - 09/25/2020)				
	Curriculum - Floor Laying - Standard Skills for Floor Layers Revision (09/21/2020 - 09/25/2020)					
	Building Envelope Spray Foam Barrier Seminar & Written Test (Member Training) (09/21/2020 - 09/25/2020)					
	Building Information Modeling - Projects Train The Trainer (09/21/2020 - 09/25/2020)					
	Curriculum - General Skills - Heavy Highway (09/21/2020 - 09/25/2020)					
	Steam Turbine Qualification (09/21/2020 - 09/25/2020)					
	TRAIN Training (09/21/2020 - 09/23/2020)					
	Curriculum - General Skills - Human Performance (09/21/2020 - 09/25/2020)					
					Building Envelope Spray Foam Barrier Written Test (RETESTERS ONLY) (09/25/2020 - 09/25/2020)	
	Gas Turbine Qualification (09/21/2020 - 09/25/2020)					
	3-Day Instructor Candidate Program - Southern District (09/21/2020 - 09/23/2020)					
	Ergonomics Train the Trainer (09/21/2020 - 09/21/2020)					
	Computer - iPad Basics (09/21/2020 - 09/21/2020)					
	Total Station Train The Trainer (09/21/2020 - 09/25/2020)					
				Construction Fall Protection Train The Trainer (09/24/2020 - 09/25/2020)		
Rigger and Signaler Train The Trainer (09/20/2020 - 09/24/2020)						
	Confined Space Train the Trainer (09/21/2020 - 09/23/2020)					
	Solid Surface Installer Certification Train the Trainer (09/21/2020 - 09/24/2020)					

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Workshop Calendar for September 2020 *Report Generated: 09/01/2020 12:50:55 pm*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				CITF Practical Test Proctor (09/24/2020 - 09/24/2020)		
					Practical Test Proctor Training (CRS) (09/25/2020 - 09/25/2020)	
	Curriculum - Millwrighting - Shaft Alignment 1 2nd Edition (09/21/2020 - 09/25/2020)					
	Curriculum - Carpentry - Total Station Revision (09/21/2020 - 09/25/2020)					
	Underwater Welding Seminar (09/21/2020 - 09/25/2020)					
27	28	29	30	1	2	3
	Armstrong Acoustic, Seismic & Structural Solutions Train the Trainer (09/28/2020 - 10/02/2020)					
	Curriculum & Special Projects (09/28/2020 - 10/02/2020)					
	Gas Turbine Qualification (09/28/2020 - 10/02/2020)					
	Building Envelope Air & Moisture Barrier Seminar & Written Test (Member Training) (09/28/2020 - 10/02/2020)					
	Steam Turbine Qualification (09/28/2020 - 10/02/2020)					
	Electronic Print Reading Train The Trainer (09/28/2020 - 10/02/2020)					
	ICE Building Envelope Certification Panel Meeting (09/28/2020 - 10/01/2020)					
				AWS Certified Welding Inspector D1.1 Workshop & Exam (09/30/2020 - 10/10/2020)		
	CITF/NWFA Wood Flooring Installation Certification Train The Trainer (09/28/2020 - 10/02/2020)					
	OSHA 500 Construction (09/28/2020 - 10/01/2020)					
	ADCI Dive Supervisor Certification (09/28/2020 - 10/01/2020)					
	Training Foundations (09/28/2020 - 10/02/2020)					
	Stair Building 101 Train The Trainer (09/28/2020 - 10/02/2020)					

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Usage Report – Training Center Closures

CR8   Track the date, time, and action when users view, add, edit, or delete training center closures.

BR33   [NEW] The date, time, action taken, and username of the user is displayed in the Usage Report when a Training Center Closure is viewed, added, edited, or deleted.

DT6: Usage Report Data

Location: Administration >> Reports >> Usage Report

Data Field	Description	Required	Data Type	Editable	Values	Format
Date/Time [EXISTING]	The date and time the action occurred.	Y	Date/Time	N	Display the date and time the action occurred.	MM/DD/YYYY HH:MM:SS AM/PM
Action [EXISTING]	The type of action taken.	Y	String	N	Display Read, Update, Delete, Log In, or Log Out.	N/A
Details [EXISTING]	Detailed information of action taken.	Y	String	N	Display detailed information of the action taken by the user including screen name, field name, data changes from/to, data entries, etc.	N/A

MU10: Usage Report – Training Center Closures

Location: Administration >> Reports >> Usage Report

Usage Report for ralbrigo from 8/31/2020 to 9/1/2020

User:	Albrigo, Rocio (ralbrigo)
Organization:	UBC International Training Center
Report Generated:	9/1/2020 1:06:09 pm
Generated By:	Albrigo, Rocio (ralbrigo)

Date/Time	Action	Details
9/1/2020 12:50:55 pm	Read	Viewed Training Center Closures for Year: 2020
9/1/2020 1:04:41 pm	Update	Changed Training Center Closure [Holiday 09/06/2020 - 09/06/2020] to [Holiday 09/07/2020 - 09/07/2020]
9/1/2020 2:15:10 pm	Delete	Deleted Training Center Closure [Staff Training 12/02/2020 - 12/17/2020]

Usage Report for ralbrigo from 8/31/2020 to 9/1/2020   1

Revision History

Version #	Items Discussed	Meeting Date

1	The original document was discussed. The following changes were identified:
	Usage Report – Training Center Closures
	  ▪ **MU10** Corrected mock-up title.
	Workshop Calendar – Universal Search
	  ▪ **BR2** Added new existing business rule to show sessions are displayed through the maximum calendar date.
	Workshop Calendar Report – Add Workshops Filter
	  ▪ **CR4, BR19 - BR24, DT3, MU5** Added new change requirement to add a Workshops filter to the Workshop Calendar Report.
		9/2/2020