

TRAINING LOG

The Training Log is used to record information about leader training sessions, workshops, or seminars. This information is tabulated for the statistical reports. Access the Training Log by going **ES237/Training Log**.

| | Number Trained | Training Hours | Contact Hours |
|----------------------|----------------|----------------|---------------|
| Youth Volunteers | 1 | 2 | 2 |
| Adult Volunteers | 19 | 3 | 57 |
| Other Adults | 220 | 1 | 220 |
| Total Trained | 240 | 6.00 | 279.00 |

| Number by Gender | |
|------------------|-----|
| Male | 68 |
| Female | 172 |

Record the date, location, description and the number of people trained along with hours trained. The computer will automatically calculate the contact hours by multiplying *Number Trained* by *Training Hours*. The totals for number trained, training hours, and contact hours are automatically totaled. The number trained by gender is optional. Click on the **Save** button to save the information to the database. You can search for a training session by scrolling through the file with the **Page-Up** and **Page-Down** keys or use the **Find** button to find a specific record.

PRINT TRAINING LOG FILE

The screenshot shows a dialog box titled "Group Records Listing" with a close button (X) in the top right corner. The dialog is titled "Select Report Parameters" and contains the following options:

- Report Type:**
 - Youth Group Records
 - Volunteer Group Records
- Sort Order:**
 - Record Date
 - Project/Activity Code
 - Club Code
 - Delivery Mode
 - Contact Hours
 - Location
- Style:**
 - Complete Information
 - Summary

At the bottom, there is a checkbox labeled "One Per Page" which is currently unchecked. Below the checkbox are three buttons: "Preview" (with a magnifying glass icon), "Print" (with a printer icon), and "Cancel" (with an X icon).

This option will print complete information contained in the Training Log records for the date range indicated