Set Up Training Types

Before you can record any training information in Minute Menu HX, you must first set up training types. Training types allow you to easily track training you've completed for your providers. It appears on training records and training reports.

1. Click the **Tools** menu and select **Training Types**. The Training Type Codes window opens.
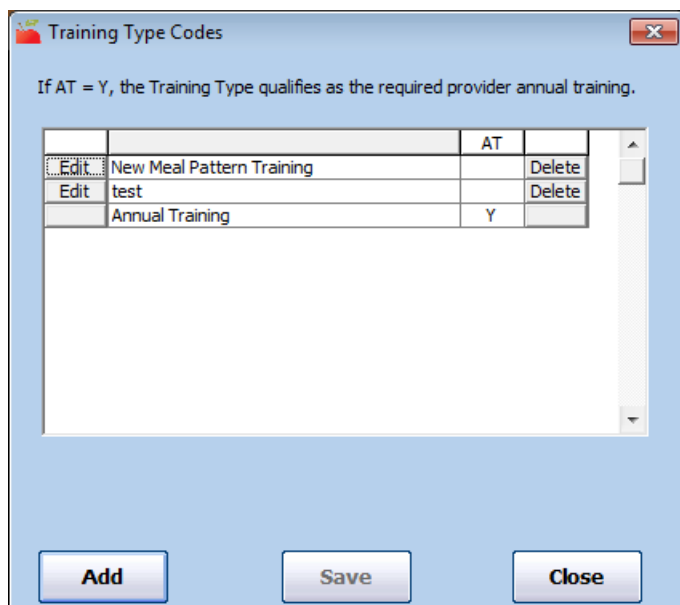
2. To add a training type:

   a. Click **Add**. The Add Training Type Code dialog box opens.

   b. Click the text box and enter the name of your training type code.
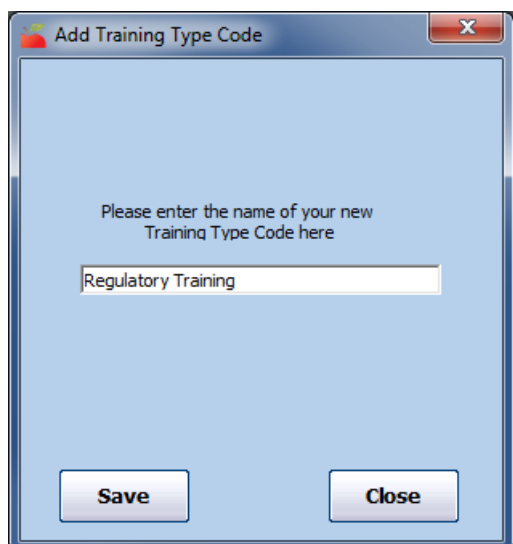
   c. Click **Save**.

   d. Click **OK** at the confirmation prompt.

3. To change a training type:

   a. Click **Edit** next to the training type to change.

   b. Click the **Edit the Code Text** box and enter the new code text.

   c. Check the **Annual Training Type** box to designate this code as annual training.

   d. Click **Save**.

   e. Click **OK** at the confirmation prompt.

4. To delete a training type:

   a. Click **Delete** next to the training type to delete.

   b. Click **Yes** at the Are You Sure prompt.

   c. Click **OK** at the confirmation prompt.

Note: The system creates an Annual Training type by default. You cannot edit or delete this training type.