Add a New Training Session

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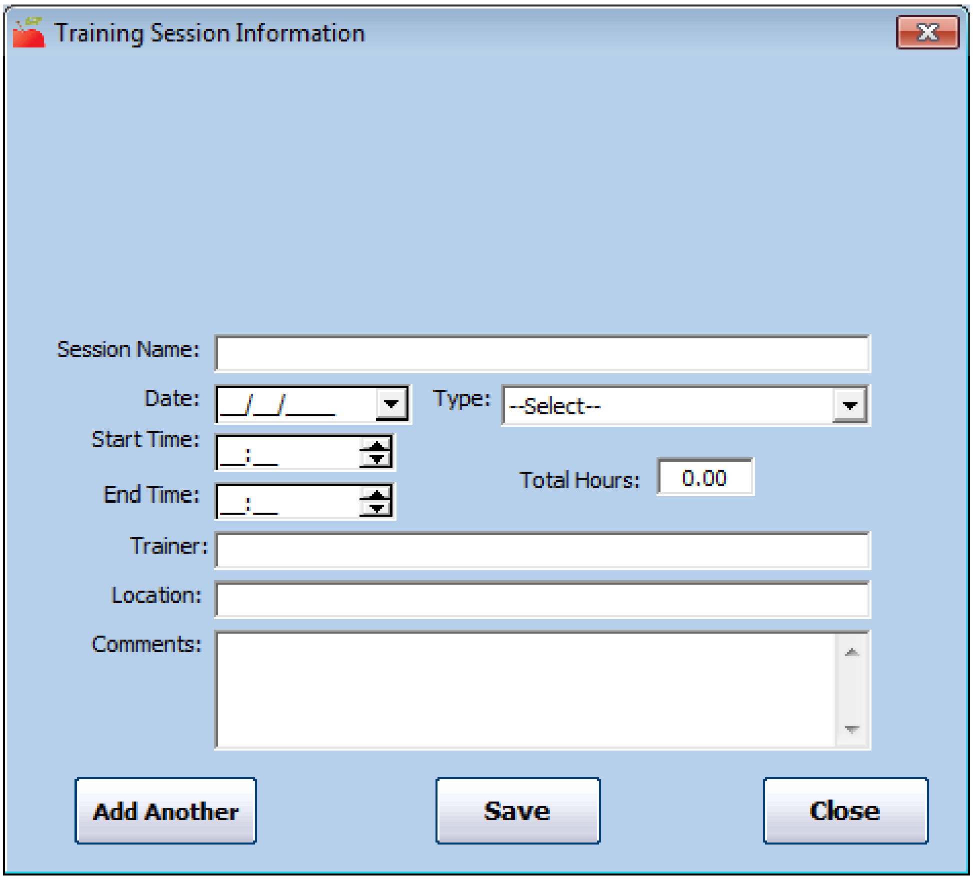
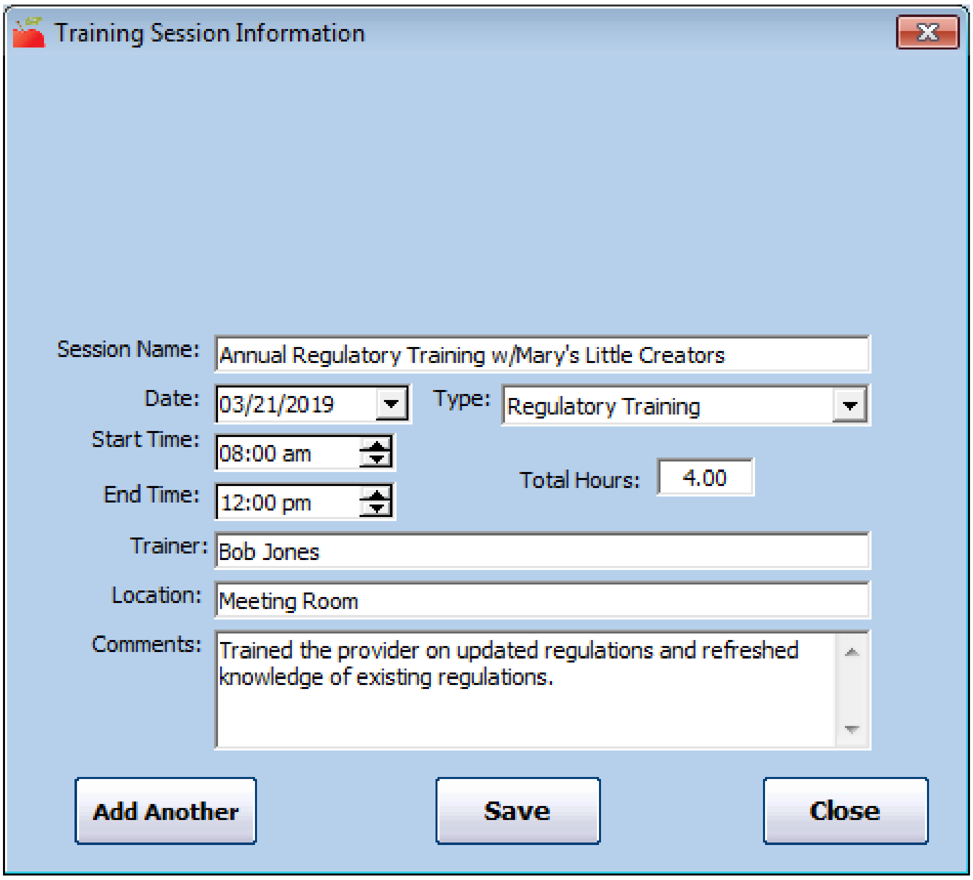
When you record training sessions that are not offered/conducted during a home review, you must typically set up the training session first. You can create training sessions independently, or you can create a training session as you record an individual provider's training sessions.

1. Click the **Tools** menu and select **Training Sessions**. The Training Sessions window opens.
2. Click **Add New Session**. The Training Session Information window opens.



3. Click the **Session Name** box and enter a name for this training session. You should give each training session a name so you can identify it later. It should indicate the general topic/theme of the training, and maybe a location.
4. Click the **Date** box and enter the date on which the training was performed.

5. Click the **Type** drop-down menu and select the training type. You must set up training types to populate this menu. For more information, see **Set Up Training Types** .
6. Click the **Start Time** and **End Time** boxes and enter the start and end times for this training. The **Total Hours** box automatically calculates the total training time.
7. Click the **Trainer** box and enter the name of the person who conducted the training.
8. Click the **Location** box and enter the location where the session was held.
9. Click the **Comments** box and record any general comments about the training.



10. Click **Save**.
11. Click **OK** at the confirmation prompt.
12. Click **Close** to close the Training Session Information dialog box. You can also click **Add Another** to immediately add another training

session.

Once you have created a training session, you can assign multiple providers to it. See **Assign Multiple Providers to a Training** for more information.