Assign Multiple Providers to a Training

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Several providers may attend training at the same time. When you collect the sign-in sheet from this training, you can assign multiple providers to it in Minute Menu HX. You must first set up the training session in question. For more information, see **Add a New Training Session** .

Once you have created the training session:

1. Click the **Tools** menu and select **Group Providers at Training**. The Group Providers at Training window opens.
2. Click the **Select a Training Session** drop-down menu and select the training session you just created. You can use the **Date Range** options and the **Training Type** drop-down menu to limit the options in the Select a Training Session drop-down menu.
3. In the **Providers Not in Training Session** box, check the box next to each provider that attended the training. You can also click **Select All** to select all providers.
4. Click ![>>] . The providers you selected move to the **Providers On Training Session** box.

5. Click **Save**.

Note: If you assigned a provider to this session in error, click **Delete** next to their name to remove them from the **Providers On Training Session** box. Click **Save** to save your changes.