

<h2 style="color: #a52a2a;">Before You Start:</h2>		<p>IMPORTANT:</p> <p>External training events that users attend can be recorded as part of the user's training history. If that training is external and NOT funded by ATF, the External Event recording wizard should be used. The External Event wizard should not be used to record any other type of training.</p>
<h3 style="color: #a52a2a;">1.</h3>	<p>Log in to the LMS and click on the User Management tab.</p>	
<h3 style="color: #a52a2a;">2.</h3>	<p>Click Learning Event Recorder from the left side and select External Event.</p>	
<h3 style="color: #a52a2a;">3.</h3>	<p>Click Next.</p>	
<h3 style="color: #a52a2a;">4.</h3>	<p>Enter a description and click Next.</p>	

<p>5.</p>	<p>Enter all pertinent information and any other information provided to you.</p> <p>Completion Date, Completion Time and Time Zone are required fields.</p> <p>Click Next.</p>	<p>Step 3: Enter Learning Event Information 5</p> <p>Previous Next</p> <p>Description: Leadership Conference</p> <p>Instructor ID: <input type="text"/></p> <p>Instructor Name: <input type="text"/></p> <p>Default Grade: <input type="text"/></p> <p>* Completion Date: <input type="text" value="02/10/2011"/> (MM/DD/YYYY)</p> <p>* Completion Time: <input type="text"/> (hh:mm AM/PM)</p> <p>* Time Zone: GMT (Greenwich Mean Time) <input type="text"/></p> <p>Default Price: <input type="text" value="0.00"/> (1000)</p> <p>Currency ID: US Dollar (USD) <input type="text"/></p> <p>Total Hours: <input type="text"/> (1000)</p> <p>Credit Hours: <input type="text"/> (1000)</p> <p>Contact Hours: <input type="text"/> (1000)</p> <p>CPE: <input type="text"/></p>
<p>6.</p>	<p>On the Add Users page, click the Add one or more from list link.</p>	<p>Previous Next</p> <p>* = Required Fields</p> <p>Add Users 6</p> <p>Enter User ID or add one or more from list</p> <p>* User ID: <input type="text"/> Add</p> <p>Edit Selected Users</p>
<p>7.</p>	<p>Enter the user's first and/or last name and click Search.</p>	<p>Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.</p> <p style="text-align: right;">7</p> <p>Search Reset</p> <p>Case sensitive search: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>User ID: Starts With <input type="text"/></p> <p>Last Name: Starts With <input type="text" value="davis"/></p> <p>First Name: Starts With <input type="text" value="brandon"/></p>

<p>8.</p>	<p>When you have located the user, check the Add radio button and then click the Add button.</p>	<p>8</p>
<p>9.</p>	<p>If you are done adding users, click Next. If not, you can use the Add one or more from list link to add additional users.</p>	<p>9</p>
<p>10.</p>	<p>Enter any comments and grade, if applicable. Click Next.</p>	<p>10</p>
<p>11.</p>	<p>Do not enter any information on the Event Financial Information page and click Next.</p>	<p>11</p>

<p>12.</p>	<p>The Record Event page displays, click Finish.</p>	<div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #e0e0e0; padding: 5px; display: flex; justify-content: space-between;"> Step 7: Record Event 12 </div> <div style="text-align: right; margin-top: 10px;"> Finish </div> <p>External Event: Leadership Conference</p> <p>Instructor:</p> <p>Completion Date: 2/10/2011 03:00 AM America/New York Total Hours:</p> <p>Contact Hours: CPE: Credit Hours:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0e0e0;"> <th>User</th> <th>Grade</th> <th>Comments</th> <th>Cost Centers</th> <th>Price</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td></td> <td>Cost Name</td> <td>Amount (1000)</td> <td></td> <td></td> </tr> <tr> <td>EXT26946 (Davis, Brandon D)</td> <td>B</td> <td>Free seminar provided by UMUC</td> <td></td> <td>0.00 US Dollar (USD)</td> </tr> </tbody> </table> </div>	User	Grade	Comments	Cost Centers	Price		Cost Name	Amount (1000)			EXT26946 (Davis, Brandon D)	B	Free seminar provided by UMUC		0.00 US Dollar (USD)
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