



# **TRAINING PROGRAMME CREATOR USER MANUAL**

**VERSION 1.2.5**



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# CONTENTS

<b>CHAPTER 1 - Set-up .....</b>	<b>1-1</b>
<b>CHAPTER 2 - Basic Operating .....</b>	<b>2-1</b>
PART 1 - Terminology .....	2-1
PART 2 - The Home Screen .....	2-6
PART 3 - Edit Programme Details.....	2-8
PART 4 - Displaying the Programme .....	2-12
<b>CHAPTER 3 - Additional Features .....</b>	<b>3-1</b>
PART 1 - Edit Programme Details Form .....	3-1
PART 2 - Other events.....	3-3
PART 3 - Training Statistics .....	3-7
<b>CHAPTER 4 - Utilities.....</b>	<b>4-1</b>
<b>CHAPTER 5 - Legends.....</b>	<b>5-1</b>
<b>CHAPTER 6 - Troubleshooting .....</b>	<b>6-1</b>

## LIST OF ILLUSTRATIONS

Figure 1-1 – File structure .....	1-1
Figure 1-2 – Read-only options .....	1-4
Figure 2-1 – Single record form.....	2-2
Figure 2-2 – List form – a single record is highlighted in red.....	2-2
Figure 2-3 – Control form .....	2-3
Figure 2-4 – Text box colour coding .....	2-4
Figure 2-5 – List of common button images .....	2-5
Figure 2-6 – The home screen .....	2-6
Figure 2-7 – Home screen buttons .....	2-7
Figure 2-8 – Edit programme screen.....	2-8
Figure 2-9 – Date select drop-down menu .....	2-9
Figure 2-10 – Record navigation .....	2-9
Figure 2-11 – Groups .....	2-10
Figure 2-12 – Subjects/activities .....	2-11
Figure 2-13 – Level, period, subject and lesson title.....	2-11
Figure 2-14 – Programme type form .....	2-12
Figure 3-1 – Instructors and locations .....	3-1
Figure 3-2 - Instructors.....	3-2
Figure 3-3 – Notes boxes.....	3-2
Figure 3-4 – Other events list.....	3-3
Figure 3-5 – Select activity calendar month form.....	3-6
Figure 3-6 – Deadlines reminder box .....	3-6
Figure 3-7 – Deadlines reminder box hidden.....	3-6
Figure 3-8 – Training statistics .....	3-7
Figure 4-1 – Subjects list form.....	4-2

Figure 4-2 – Subjects type list form .....	4-2
Figure 4-3 – Instructors for subject.....	4-3
Figure 4-4 – Instructors form.....	4-5
Figure 4-6 – Locations form .....	4-6
Figure 4-7 – Unit and parade night details form .....	4-8
Figure 4-5 – Training levels form.....	4-9
Figure 4-8 – Uniforms form .....	4-11
Figure 4-9 – File references form .....	4-12
Figure 6-1 – Checking data files form.....	6-1



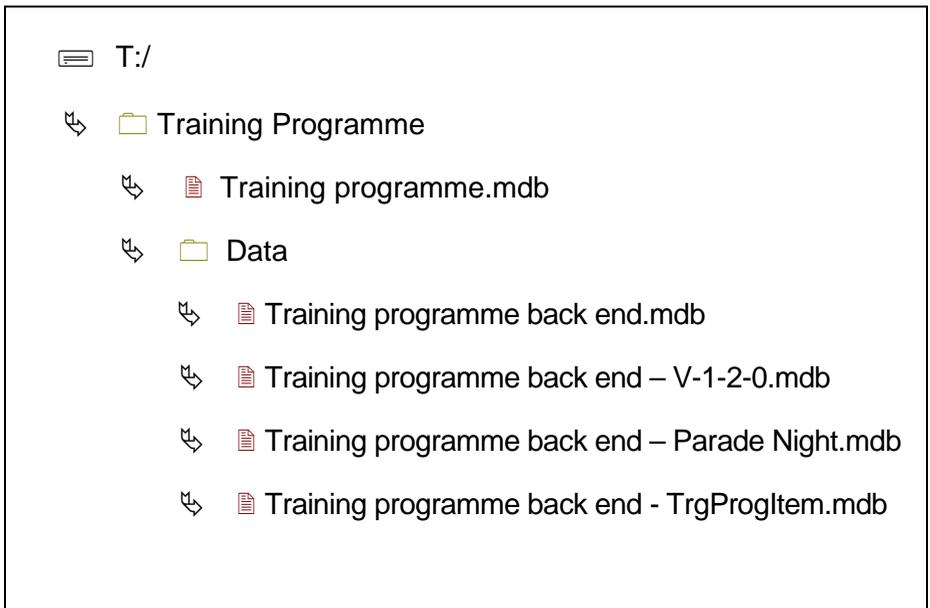
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## CHAPTER 1 - SET-UP

1101. Stage one is to check whether or not you have MS Access installed - the software will not run without it!

### Installing on One Computer

1102. The software is designed to run on the T:/ drive, as this is usually free on most computers. If you don't have the ability to map a new drive as T:/, then downloading Visual Subst will allow you to do this. Ensure that the training programme sits in a folder named Training Programme (with the data folder a sub-folder of Training Programme) and if you're using Visual Subst, check the box to apply virtual drives on start-up. The file structure needs to be as per Figure 1-1.



**Figure 1-1 – File structure**

1103. Once this has been done, the software should be ready to go! Open up the relevant file for your version of MS Access and it should automatically connect to the data source. You will most likely be prompted with some sort of security warning; you must allow the programme to run and allow all active content if applicable otherwise the software will not function properly.

1104. If for some reason you are unable to use the T:/ drive, then you will have to link the databases (training programme.mdb and the four training programme back end files manually.

### **Installing on a Network**

1105. Basically the process is similar as above, except that you will need to map the same drive (on the server or computer used as a server) as T:/ on all machines, and place the back end software on only that computer/server. As long as the same drive is mapped the same on all machines, then the file training programme.mdb can be placed anywhere on the other machines.

### **Installing via Cloud Storage**

1106. This section is written for Google Drive as that's what we're using - however the process should be broadly similar with MS OneDrive, DropBox, etc

1107. The second stage is to install Google Drive on your computer - if you're viewing this online or as a download then download Google Drive and follow the instructions to install it.

1108. The third stage is to map the Google Drive folder as the T:/ drive - if you don't have the software to do this, then downloading Visual Subst will allow you to do this. Ensure that you make the Google Drive root folder itself the mapped drive (not any of its subfolders) and check the box to apply virtual drives on startup.

1109. Remember that cloud storage will not allow people to simultaneously access the file at the same time from different machines - so you will need to ensure that people are not trying to use the software on two machines at once. If using both cloud

storage and a network, it's recommended that you map a single version of the cloud folder on one machine to use as a server for each network, as described above

### **Once it's Installed**

1110. Once this has been done, the software should be ready to go! Open up the relevant file for your version of MS Access and it should automatically connect to the data source. You will most likely be prompted with some sort of security warning; you must allow the programme to run and allow all active content if applicable otherwise the software will not function properly.

### **Running Outside of MS Access**

1111. The training programme creator can be run in MS Runtime - this prevents users from accessing Design view or the database window, making it much less likely that a user will break the software!

1112. To use MS Runtime, just use the shortcut Training Programme Runtime. Open the shortcut properties and ensure that the target is correct - it will be in the format "C:\Program Files\Microsoft Office\OFFICE11\MSACCESS.EXE" /runtime "T:\Training Programme\training programme.mdb". As long as the database has been installed as per the instructions above, the T:\Training Programme\training programme.mdb path will be correct, however you will need to ensure that the first part (C:\Program Files\Microsoft Office\OFFICE11\MSACCESS.EXE) actually points to where your copy of MS Access is installed. Then simply have users open the software using the runtime shortcut - for extra security you can password protect the database files (this will prevent anyone without the password opening the mdb files, but won't affect runtime.)

1113. **Locking the software.** As an alternative to using runtime, the database front-end (training programme.mdb) can be run as a read-only file – see Figure 1-2.

<b>Ser (a)</b>	<b>Front end (b)</b>	<b>Back end (c)</b>	<b>Result (d)</b>
01	Locked	Locked	Database can be opened to create reports (eg printing the training programme) but no data can be modified
02	Locked	Un-locked	All database functions are available, but the software cannot be modified (recommended)
03	Un-locked	Un-locked	All database functions are available and the software can be modified (recommended for advanced users only)
04	Un-locked	Locked	Database can be opened to create reports, but no data can be modified and the software can be modified (not recommended)

**Figure 1-2 – Read-only options**

## CHAPTER 2 - BASIC OPERATING

### PART 1 - TERMINOLOGY

2101. To understand the basics section of the manual you will need to understand the following terms:

- (1) *Record* A single, complete set of data – for example, for address data the record would contain the house number, street name, town etc for a single person.
- (2) *Field* A single piece of data from a record – for example just the house number from the example above
- (3) *Form* A medium to large-sized (often filling the whole screen) box, which comes in three types:
  - (a) *Single record* A form containing a single record (Figure 2-1)
  - (b) *List* A form containing many records (Figure 2-2)
  - (c) *Control* A form containing only buttons (Figure 2-3)
- (4) *Text box* An area on a form that holds a single piece of data – often a single *field*.
- (5) *Check box* Similar to a text box, but contains only a tick (therefore only holds yes/no data)



**Add New Event**

**2293 Sqn Training Programme Creator**

Event Name:  Start Date & Time:

Location:  End Date & Time:

Staff IC/PC:  Deadline Date:

Qualification:  Places:

Optional Question:  Cost:

(Add to on sign-up sheet)

Uniforms:  Staff:

Notes (admin):  Notes (public):

**Figure 2-1 – Single record form**

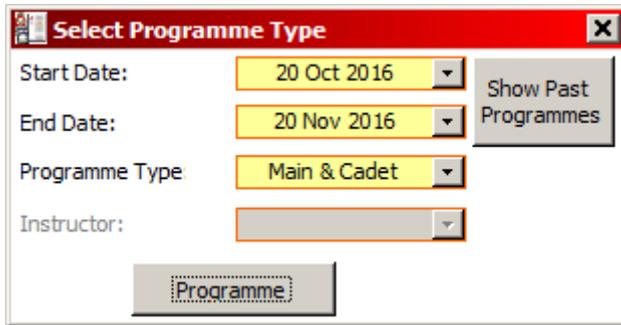


**Show and Edit Locations**

**2293 Sqn Training Programme Creator**

Code:	Location:	Off-Unit?
1010	1010 Squadron	<input checked="" type="checkbox"/>
1011	1011 Squadron	<input checked="" type="checkbox"/>
1244	1244 Squadron	<input checked="" type="checkbox"/>
2003	2003 Squadron	<input checked="" type="checkbox"/>
2397	2397 Squadron	<input checked="" type="checkbox"/>
2491	2491 Squadron	<input checked="" type="checkbox"/>
633	633 Squadron	<input checked="" type="checkbox"/>
878	878 Squadron	<input checked="" type="checkbox"/>
GRG	Garage	<input type="checkbox"/>
MCP	Marl Coll Pool	<input type="checkbox"/>
MGC	Marlborough GC	<input checked="" type="checkbox"/>
MHL	Main Hall	<input type="checkbox"/>

**Figure 2-2 – List form – a single record is highlighted in red**



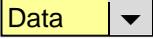
The screenshot shows a software window titled "Select Programme Type" with a red header bar and a close button (X) in the top right corner. The window contains the following elements:

- Start Date:** A dropdown menu showing "20 Oct 2016".
- End Date:** A dropdown menu showing "20 Nov 2016".
- Programme Type:** A dropdown menu showing "Main & Cadet".
- Instructor:** An empty dropdown menu.
- Show Past Programmes:** A grey button located to the right of the date dropdowns.
- Programme:** A grey button with a dotted border located at the bottom center of the window.

**Figure 2-3 – Control form**

## COLOURS

2102. All text boxes on the database are colour-coded, to show their function, as shown in Figure 2-4. The colours of the borders and text reflect the part of the database to which they belong.

Colour (a)	Example (b)	Description (c)
White with black writing, and a dark border		<b>Editable text.</b> The user may use this box to enter new text (if it's blank) or edit the existing contents of the box.
White with coloured writing, and a bright border	<p><i>Not Selected</i></p>  <p><i>Selected</i></p> 	<b>Locked text.</b> This is text that cannot be edited (although there will usually be a link nearby to open an editable version of the text box). In most circumstances, the text in these boxes can still be selected in order to allow it to be copied – if this is the case, the box will become light coloured if clicked on.
Yellow with black writing, and a dark border		<b>Lookup text.</b> These boxes can be used to move quickly to the desired record on a single record form – for example, to get to a specific date. Clicking the down arrow at the right of the box will display the data as a list, making it easier to find the record required.

**Figure 2-4 – Text box colour coding**

## Buttons

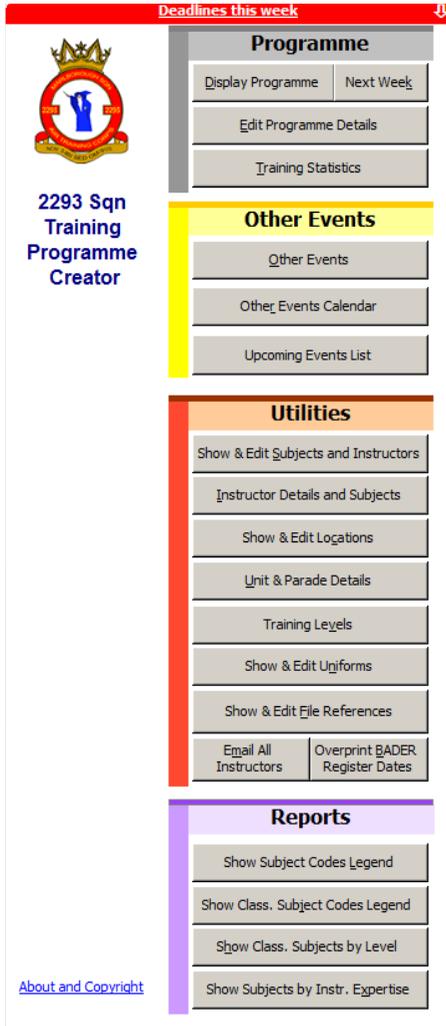
2103.A number of generic button images are utilised throughout the database, as shown in Figure 2-5.

Ser (a)	Button Image (b)	Name (c)	Description (d)
01		View/Edit	Opens a new form allowing you to view and edit records
02		New	Create a new record
03		Next	Go to the next record
04		Last	Go to the last record in a set of data
05		Previous	Go to the previous record
06		First	Go to the first record in a set of data
07		Help	Opens a box showing a brief piece of advice on a given feature
08		Email	Send an email to the address
09		Open	Open a file browser to view or select files

**Figure 2-5 – List of common button images**

## PART 2 - THE HOME SCREEN

2201. The home screen should appear when you first load the software – if it doesn't, take a look at paragraph 6101.



**Figure 2-6 – The home screen**

2202. The home screen is always running in the background, and has buttons which will perform the functions listed in Figure 2-7.

<b>Ser. (a)</b>	<b>Button (b)</b>	<b>Instructions (c)</b>
01	Display programme	Para 2401-2404
02	Edit programme details	Para 2301-2310
03	Training statistics	Para 3301-3302
04	Other events	Para 3201-3207
05	Other events calendar	Para 3206
06	Show and edit subjects and instructors	Para 4101-4103
07	Instructor details and subjects	Para 4104-4107
08	Show and edit locations	Para 4108
09	Unit and parade details	Para 4109-4112
10	Training levels	Para 4113
11	Show and edit uniforms	Para 4114-4116
12	Show and edit file references	Para 4117
13	Email all instructors	Para 4118
14	Show subject codes legend	Para 5101
15	Show class. subject codes legend	Para 5101
16	Show class. subjects by level	Para 5101

**Figure 2-7 – Home screen buttons**

## PART 3 - EDIT PROGRAMME DETAILS

2301. This is the main screen from which the training programme is actually created. On the screen is displayed a single session (ie a parade night), split into two periods. The screen itself is divided as follows:

- Grey.* Data about the whole session – such as notes and the uniform of the day.
- Blue.* 1st period details
- Green.* 2nd period details

**Figure 2-8 – Edit programme screen**

2302. **Selecting the session.** Navigating between sessions can be done in one of two ways:

- Using the drop-down menu in the top left corner – this will navigate you to any session you select (Figure 2-9)



**Figure 2-9 – Date select drop-down menu**

- b. Using the navigation buttons to move between sessions in turns (Figure 2-10).



**Figure 2-10 – Record navigation**

## Adding groups

2303. Before you can add any lessons/activities, you first need to add the groups. This is done via the top-right corner, where the group and their uniform are assigned. The groups and uniforms can be edited and added to using the buttons, which opens the forms described in paragraphs 0 and 0 respectively.

2304. When you add a group it will automatically be assigned the default uniform; other uniforms can be selected for that group if required.

Group:*		Uniform:	
▶	Range Det	No 2C	
	Lead/Sen	No 2C	
	1st Class	No 2C	
	Jun Cdt	Coveralls	
*		No 2C	

**Figure 2-11 – Groups**

## Programme details

2305. Once you have the right day and the groups have been added, the programme details can now be edited (figures Figure 2-12 and Figure 2-13)

2306. **Level – required.** The group who are doing the activity/lesson. If the required group isn't displaying in the drop-down box, check that they've been added as per paragraph 2-9.

2307. **Period – required.** The period in which this lesson will take place. The standard options are 1 and 2 (which are filled in by default) but there are additional options of 1a, 1b, 1c, 2a, 2b and 2c. These options exist because only one period can be assigned per group, but if the group is being split (or the period is being split) then the additional periods can be used. For example, if the first class cadets are split into two groups, one doing leadership and the other rifle shooting, then leadership can be entered as 1 and shooting as 1b – these will display stacked on top of each other on the training programme.

2308. **Subject – required.** The subject of the lesson or course; eg 'Principles of Flight' or 'Live Fire Marksmanship Training'. If the required subject cannot be found, then the list of subjects can be found by clicking the edit button at the top of the list.

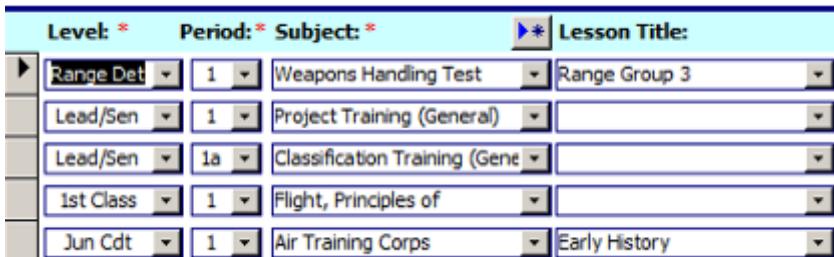
2309. **Lesson title – optional.** The specific title of the lesson – eg 'Bernoulli's Principle' for the subject 'Principles of Flight' – can be entered here. If the title is not entered here, then the subject will be displayed on the training programme.

2310. **Other options.** The instructor (and assistants) and location can all be entered for each lesson – these are covered in paragraphs 3101 and 3102 respectively.



Level	Period	Subject	Lesson Title	Instructor	Assistant 1	Assistant 2	Assistant 3	Location	Materials
Lead/Sen	1	Weapons Handling Test	Range Group 3	Early Perlett					
Lead/Sen	1	Project Training (General)		Nick Bowler				Classroom 1	
Lead/Sen	1a	Classification Training (General)		Nick Bowler					
1st Class	1	Flight, Principles of		Trent Ingham				Classroom 7	
Jun Cdt	1	Air Training Corps	Early History	Colin Rosewell				Classroom 5	
Jun Cdt	1a	Drill, Detail	Lesson 2	Colin Rosewell				Classroom 3	
	1								

**Figure 2-12 – Subjects/activities**

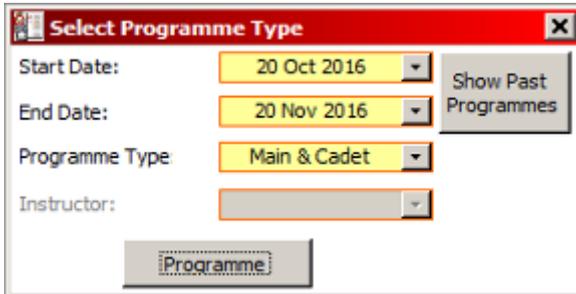


Level	Period	Subject	Lesson Title
Range Det	1	Weapons Handling Test	Range Group 3
Lead/Sen	1	Project Training (General)	
Lead/Sen	1a	Classification Training (General)	
1st Class	1	Flight, Principles of	
Jun Cdt	1	Air Training Corps	Early History

**Figure 2-13 – Level, period, subject and lesson title**

## PART 4 - DISPLAYING THE PROGRAMME

2401. To display the programme, begin by pressing the *display programme* button which will bring up the programme type selection form as shown in Figure 2-14.



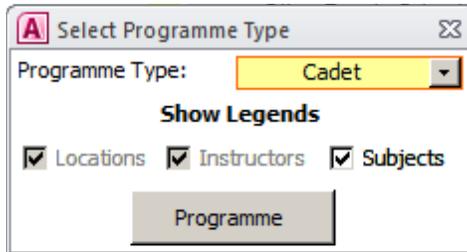
**Figure 2-14 – Programme type form**

2402. There are three primary options – the start and end dates of the programme (the document will display all of the sessions between those dates, inclusive of the dates selected) and the programme type. The difference between the main and cadet programmes is that the cadet programme omits some information – instructors, locations (if the location is not off-unit) and the admin notes. Because of the reduced amount of information displayed, the cadet programme is in portrait layout whereas the main programme is in landscape.

2403. If instructors are assigned to lessons (see paragraph 3101), then the instructor programmes can also be created – these display each instructor on their own page, with only the lessons that instructor is involved with displayed. If no instructor is selected in the fourth box on the select form, then programmes for all current instructors will be created.

2404. If required, programmes for previous nights can also be viewed – just toggle the show/hide past programmes button to allow you to select start and end dates in the past.

2405. To display the programme for the next week only, a button exists to the right of the *display programme* button.



**Figure 2-15 – Next week programme form**

2406. This option works in a similar fashion to that described above, except that instructor- or past-programmes can't be displayed, and the only dates available are those of the next week.



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# CHAPTER 3 - ADDITIONAL FEATURES

## PART 1 - EDIT PROGRAMME DETAILS FORM

3101. **Assigning instructors to lessons.** Instructors can be assigned to an individual lesson (see paragraph 4104 for details on how to add and edit instructors). When selecting an instructor for a lesson, available instructors are displayed in order of interest/expertise in the subject. If a subject requires a qualification (eg shooting) then instructors without the qualification are clearly marked. Assistants can be selected in exactly the same way.

3102. **Locations.** The location on/in which the activity is to take place can be assigned here (see paragraph 0) – the location is displayed on the main and instructor programmes, and on the cadet programme in the case of locations that are off of the unit.

Instructor:	Assistant 1:	Assistant 2:	Assistant 3:	Location:	Materials:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Range	<input type="button" value="Open"/>
<input type="text"/>	<input type="button" value="Open"/>				
<input type="text"/>	<input type="button" value="Open"/>				
<input type="text"/>	<input type="button" value="Open"/>				
<input type="text"/>	<input type="button" value="Open"/>				

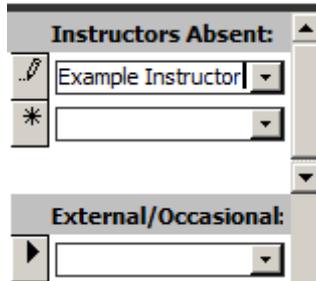
**Figure 3-1 – Instructors and locations**

3103. **Materials.** If training materials have been assigned to a subject (see paragraph 4101) then clicking the open button will display those materials.

3104. **Instructor availability.**

- a. *Absence.* Instructors who are usually available on a given night can be marked as absent – this will remove them from the list of instructors for a subject (see paragraph 3101) and will place a note on the main and instructors versions of the training programme.

b. *External/occasional.* Instructors who are usually not available on a given night can be marked as being available – this will add them to the list of instructors for a subject (see paragraph 3101).

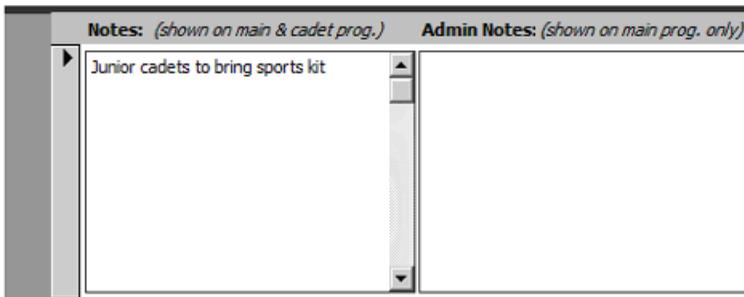


**Figure 3-2 - Instructors**

3105. **Notes.** There are two notes boxes for each night:

- a. *Notes.* These are shown on all copies of the programme
- b. *Admin notes.* These are not shown on the cadet copy of the programme (main and instructor versions only)

Notes boxes are provided for adding any information to the programme that doesn't fit anywhere else or needs additional explanation.

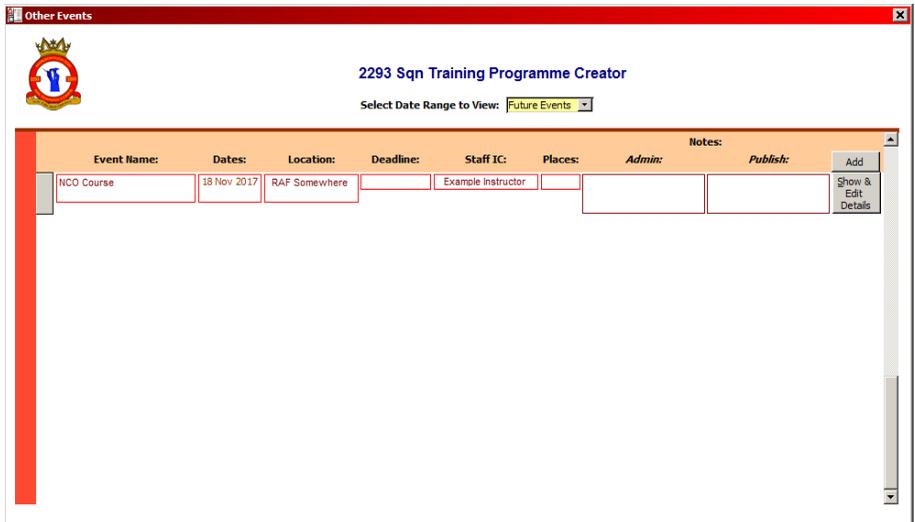


**Figure 3-3 – Notes boxes**

## PART 2 - OTHER EVENTS

3201. The other events form allows for the displaying of events that occur outside of the unit's normal training schedule, with durations from hours up to several weeks.

3202. **Other events list.** The other events list shows basic details of all other events (in the future – past events can be viewed using the yellow drop-down box). The notes for each event can be edited here, and *the show and edit details button* can be used to display and modify the event details.



Event Name:	Dates:	Location:	Deadline:	Staff IC:	Places:	Admin:	Notes:	Publish:	
NCO Course	18 Nov 2017	RAF Somewhere		Example Instructor					Add Show & Edit Details

**Figure 3-4 – Other events list**

3203. **Other events screen.** The following properties are available:

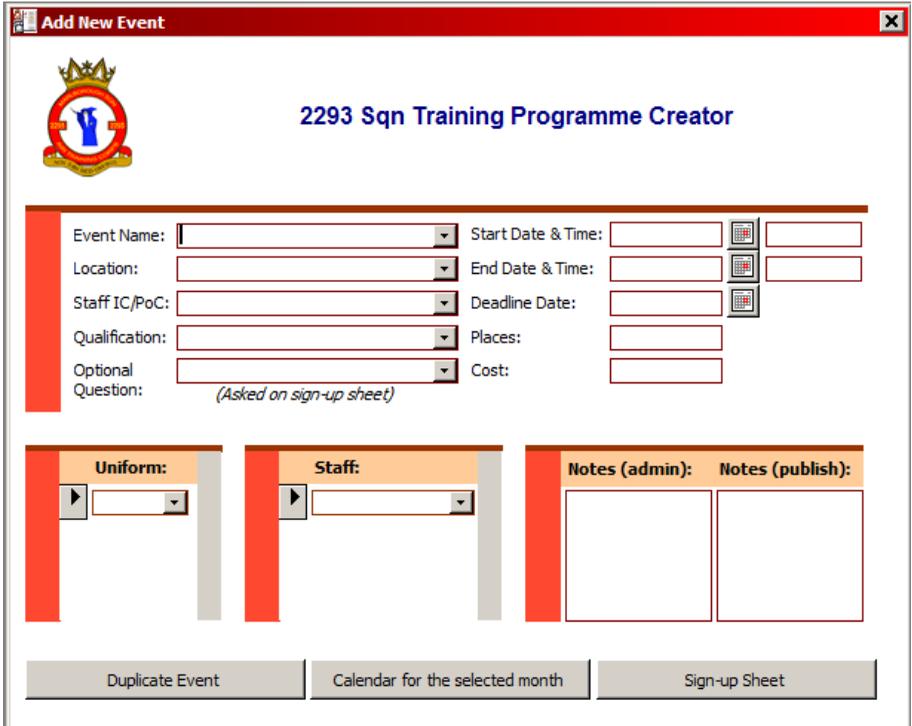
- a. *Event name.* A descriptive name for the event (eg L98A2 live firing).
- b. *Location.* The place in which the event will take place (please note that these aren't the same as the locations described in paragraph 4108, any value can be entered here).

- c. *Staff IC/PoC.* The point of contact – select from the list of current instructors (paragraph 4105).
- d. *Qualification.* A description of who is eligible to go – any value can be entered here.
- e. *Optional question.* An optional field to give an extra column on the sign up sheet.
- f. *Start/end date/time.* The beginning and end of the activity – note that if no end date is entered, then the event is assumed to be a single day event.
- g. *Deadline date.* The day on which returns are expected – a reminder will be displayed on the home screen as per paragraph 3205.
- h. *Places.* The number of places available – if set as 0 then no result will be shown on the sign-up sheet.
- i. *Cost.* The cost of the event in pounds.
- j. *Notes.* Two notes boxes are available:
  - (1) Admin notes. Shown only within the training programme creator software.
  - (2) Publish notes. Shown on the sign up sheet.
- k. *Staff.* Additional staff who are attending (other than the IC)
- l. *Uniform.* The uniforms required.

**3204. Creating a new event.** There are two ways to create a new event:

- a. Use the *add* button on the list form to open a blank event and fill in all of the details

- b. Open an existing, similar event and click the *Duplicate event* button to create a new event with the same details, save for start and end date.



**Add New Event**

 **2293 Sqn Training Programme Creator**

Event Name:  Start Date & Time:  

Location:  End Date & Time:  

Staff IC/PoC:  Deadline Date:  

Qualification:  Places:

Optional Question:  Cost:   
(Asked on sign-up sheet)

**Uniform:**

**Staff:**

**Notes (admin):**

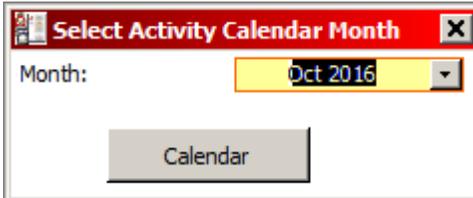
**Notes (publish):**

**3205. Sign-up sheet.** To open a sign-up sheet, click the *Sign-up sheet* button for the relevant event. This will open a report displaying all of the information in the event form, with the exception of admin notes and staff.

**3206. Other events calendar.** The other events calendar shows all of the events for the month, in a grid format (allowing for hand-written amendments at a later date). The calendar can be opened as follows:

- a. Clicking on the *Calendar for the selected month* button on the form for a specific event.

- b. Clicking on the *Other events calendar* button will open the select month form – use the drop-down box to select the required month, then click the *calendar button*.



**Figure 3-5 – Select activity calendar month form**

3207. **Deadlines reminders.** If a deadline is due within the week, then a reminder will be displayed at the top of the home screen (Figure 3-6). Clicking the red X in the top right will hide the reminder, clicking on the red bar will show the reminder again (Figure 3-7).



**Figure 3-6 – Deadlines reminder box**

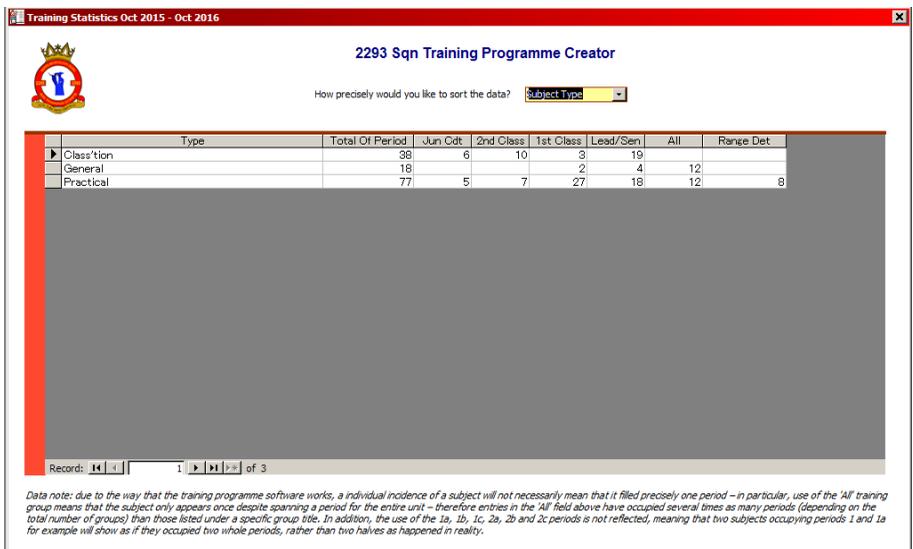


**Figure 3-7 – Deadlines reminder box hidden**

## PART 3 - TRAINING STATISTICS

3301. The training statistics form displays the training statistics for the last year, in varying levels of detail:

- a. Subject type
- b. Subject group
- c. Subject
- d. Lesson title



**Figure 3-8 – Training statistics**

3302. Note - due to the way that the training programme software works, a individual incidence of a subject will not necessarily mean that it filled precisely one period – in particular, use of the 'All' training group means that the subject only appears once despite spanning a period for the entire unit – therefore entries in the 'All' field above have occupied several times as many periods (depending on the total number of groups) than those listed under a



specific group title. In addition, the use of the 1a, 1b, 1c, 2a, 2b and 2c periods is not reflected, meaning that two subjects occupying periods 1 and 1a for example will show as if they occupied two whole periods, rather than two halves as happened in reality.

## CHAPTER 4 - UTILITIES

### Subjects

4101. Click the *Show and edit subjects* button on the home screen to open the subjects list form (Figure 4-1). This form allows you to edit all of the aspects of a form, including:

- a. *Subject group – required.*
- b. *Subject title – required.*
- c. *Code – required.* This is used where the subject needs to be abbreviated, and can be up to four characters long.
- d. *Classification – required.* The classification level for which this subject is required (select all if this is not applicable).
- e. *Requires qualification – required.* Whether the subject requires a qualification to teach/run – can be no (default), yes or for cadets (ie cadets require the qualification to teach/run this subject/activity, but adults do not).
- f. *Training materials – optional.* The location of training materials relating to the subject. Remember that this is an absolute path, so may be different if using the software across multiple machines.

4102. **View/edit subject groups.** This form allows you to edit both subject types and the subject groups (Figure 4-2).

4103. **Instructors for subject.** The *Instructors* button opens a list (Figure 4-3) of all of the instructors for a given subject, and allows you to edit their expertise/interest and qualifications. Note that if an instructor is not listed with an expertise/interest rating, then it will be viewed as 0.

**Show and Edit Subjects**

**2293 Sqn Training Programme Creator**

View/Edit Subject Groups

Subject Group:	Subject:	Code:	Class'n:	Requires Qualification:	Training Materials:	
Adventure Training	Navigation Exercise	NVEx	All	Yes	T:\2293 Pubs\2 - Training\120 - Navigation Exercises	Instructors
Aircraft Operation	Air Power	AP	Sen/Mas	No	T:\File Uploads\Training Resources\Utl\learn\Air Power	Instructors
Aircraft Operation	Aircraft Handling and Flying Techniques	AHFT	Sen/Mas	No	T:\File Uploads\Training Resources\Utl\learn\Aircraft H	Instructors
Aircraft Operation	Airmanship Knowledge	AK	Leading	No	T:\File Uploads\Training Resources\Utl\learn\Airmansh	Instructors
Aircraft Operation	Airmanship, Basic Principles of	BPA	1st Class	No	T:\File Uploads\Training Resources\Utl\learn\Airmansh	Instructors
Comms	Communicator Award	COMM	All	No		Instructors
Comms	Data Communications	DC	Sen/Mas	No	T:\File Uploads\Training Resources\Utl\learn\Data Com	Instructors
Comms	Radio and Radar, Advanced	ARR	Sen/Mas	No	T:\File Uploads\Training Resources\Utl\learn\Radio and	Instructors
Comms	Radio Communications, Basic	BRC	1st Class	No	T:\2293 Pubs\2 - Training\119 - First Class Training Ma	Instructors
Drill	Drill Command Training	DCOM	All	No	T:\2293 Pubs\2 - Training\101 - Leadership Manual	Instructors
Drill	Drill Training for Ceremonial Event	DENT	All	No	https://sharepoint.bader.mod.uk/QM/APs/Forms/AllIt	Instructors

**Figure 4-1 – Subjects list form**

**Subject Types**

**2293 Sqn Training Programme Creator**

Subject Type:

- Class'tion
- General
- Practical

Subject Group: Type: Code:

Adventure Training	Practical	AT
Aircraft Operation	Class'tion	AO
Comms	Class'tion	CM
Drill	Practical	DR
Duke of Edinburgh	Practical	DE
Exam	General	EX
Fieldcraft	Practical	FT
First Aid	Practical	FA
Flight	Class'tion	FL
General Service Trg	Class'tion	GS
Instructional duties	General	ID

**Figure 4-2 – Subjects type list form**



Instructor:	Expertise/Interest:	Holds Qualification:
Courtenay Smith	5	<input type="checkbox"/> !
Daniel Eyles	5	<input type="checkbox"/> !
Matt Bowyer	5	<input type="checkbox"/> !
Jonathan Cowie	3	<input type="checkbox"/> !
Jane Marren	2	<input type="checkbox"/> !
Tony Chandler	0	<input type="checkbox"/>
Andy Parfitt	0	<input type="checkbox"/>
Bill Mackenzie	0	<input type="checkbox"/>
Charles Baxter	0	<input type="checkbox"/>
Callum Remnant	0	<input type="checkbox"/>
John Slaughter	0	<input type="checkbox"/>
Mark Hutton	0	<input type="checkbox"/>

**Figure 4-3 – Instructors for subject**

### Instructor details

4104. Personal details and subject interest/expertise can be edited from this form (Figure 4-3).

4105. **Personal details.** The following details can be set:

- a. *Instructor code – required.* This is the code that will be displayed when the instructor's name is abbreviated (such as on the programme). This can be up to three characters, and would normally be the instructor's initials.
- b. *Name – required.* The instructor's full name.

- c. *Status – required.* The instructor's role, which will be one of the following:
- (1) *Staff.* A 'full time' staff member – ie one expected on a regular basis unless marked as absent (see paragraph 3104)
  - (2) *Cadet.*
  - (3) *External staff.* An external instructor – ie one from another unit, not expected in unless marked as available (see paragraph 3104)
  - (4) *Occasional.* A member of staff from the unit who either:
    - (a) Does not attend regularly, so is not available unless marked as such (see paragraph 3104)
    - (b) Attends fewer than all of the normal sessions in the week (see paragraph 4106)
  - (5) *Nil.* Is not a current member of staff or cadet – ie someone who has left the organisation or who has moved away.
- d. *Rank – optional.* The instructor's current rank.
- e. *Email – optional.* The instructor's email address (use the email button to send an email to the address).

4106. **Night.** For occasional instructors, a night (or nights) of attendance can be specified. For example, if a unit parades on Mondays and Thursdays, an instructor could be specified as available on Mondays; this would mean that their availability would be as for a 'full-time' instructor on Mondays (ie available unless marked as absent) and would be as for an external instructor on Thursdays (ie not available unless specified as such). If no night(s) are specified, then occasional instructors operate exactly the same as external instructors.

2293 Sqn Training Programme Creator

Select Instructor:

Instructor Code:

Name:

Status:

Rank:

Email:

Night:

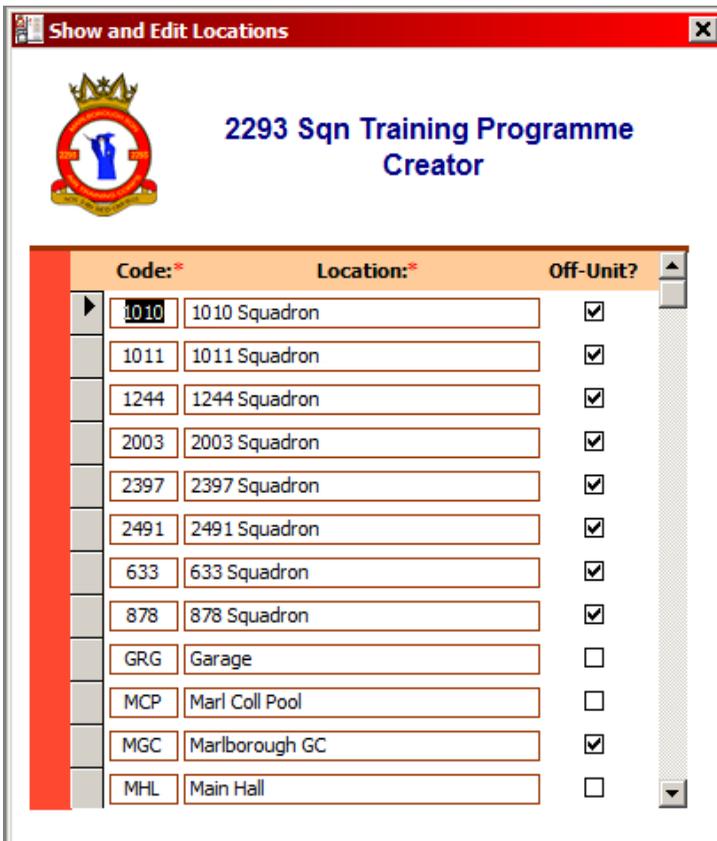
Subject	Code	Subject Group	Class'n	Requires Qualification	Expertise/Interest	Has Qualification
Aircraft Handling and Flying Techniques	AHFT	Aircraft Operation	Sen/Mas	No	5	<input type="checkbox"/>
Airmanship, Basic Principles of	BPA	Aircraft Operation	1st Class	No	5	<input type="checkbox"/>
Flight, Principles of	PoF	Flight	Leading	No	5	<input checked="" type="checkbox"/>
Outside Speaker	Ospk	Other	All	No	5	<input type="checkbox"/>
Padre's Session	PDRE	Other	All	No	5	<input type="checkbox"/>
Air Navigation, Basic	BAN	Navigation	Sen/Mas	No	4	<input type="checkbox"/>
Airmanship Knowledge	AK	Aircraft Operation	Leading	No	4	<input type="checkbox"/>
First Aid Exercise	FAEx	First Aid	All	Yes	4	<input checked="" type="checkbox"/>
First Aid, Basic	BFA	First Aid	All	Yes	4	<input checked="" type="checkbox"/>
Heartstart	HTST	First Aid	1st Class	Yes	4	<input type="checkbox"/> !
Target Shooting Competition .22LR	ShCp	Marksmanship	All	Yes	4	<input type="checkbox"/> !
Teamwork Exercise (General)	TWK	Leadership	All	No	4	<input type="checkbox"/>
Uniform, Wearing and Upkeep of	Unif	General Service Trg	All	No	4	<input type="checkbox"/>
Weapons Training Initial, Air Rifles	WTAR	Marksmanship	All	Yes	4	<input type="checkbox"/> !
Weapons Training, Further Shotgun	FWSG	Marksmanship	All	Yes	4	<input type="checkbox"/> !
Weapons Training, Further (General)	FWGn	Marksmanship	All	Yes	4	<input type="checkbox"/> !

**Figure 4-4 – Instructors form**

4107. **Subjects.** Instructors can be assigned an expertise/interest and qualification for any subject. The interest/expertise can be rated from 0 to 5, with 5 being the maximum interest/expertise. If the instructor has no record for a particular subject, then the interest/expertise is recorded as 0. Qualification is recorded as a check-box.

4108. **Locations.** Add and edit locations for training (Figure 4-6).

- a. *Code – required.* The abbreviated form of the location, up to 4 characters.
- b. *Location – required.* The full name of the location.
- c. *Off-unit – optional.* Tick to indicate that the location is not within the unit's footprint (ie other units or areas for outdoor training).



Code:*	Location:*	Off-Unit?
1010	1010 Squadron	<input checked="" type="checkbox"/>
1011	1011 Squadron	<input checked="" type="checkbox"/>
1244	1244 Squadron	<input checked="" type="checkbox"/>
2003	2003 Squadron	<input checked="" type="checkbox"/>
2397	2397 Squadron	<input checked="" type="checkbox"/>
2491	2491 Squadron	<input checked="" type="checkbox"/>
633	633 Squadron	<input checked="" type="checkbox"/>
878	878 Squadron	<input checked="" type="checkbox"/>
GRG	Garage	<input type="checkbox"/>
MCP	Marl Coll Pool	<input type="checkbox"/>
MGC	Marlborough GC	<input checked="" type="checkbox"/>
MHL	Main Hall	<input type="checkbox"/>

**Figure 4-5 – Locations form**

## Unit and parade details

4109. This form is split into three parts (Figure 4-7)

4110. **Period timings.** Use these times to set the period times as displayed on the programme.

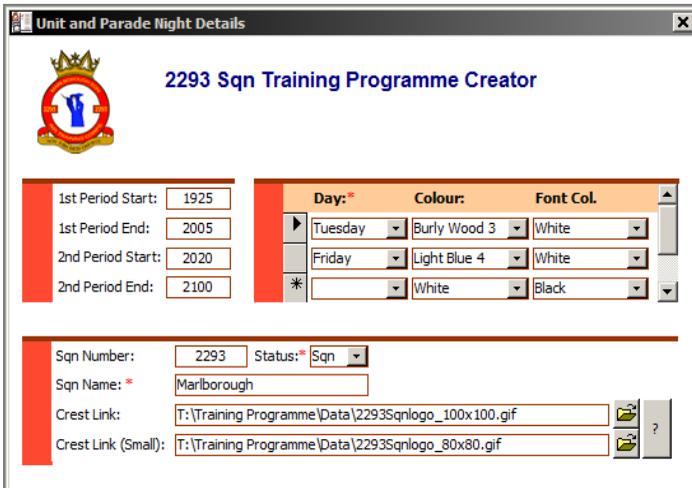
4111. **Parade days.**

- a. *Day – required.* The day of the week that the parade takes place
- b. *Colour – optional.* The colour for the day as displayed on the programme.
- c. *Font colour – optional.* The font colour for the day as displayed on the programme; note that this overlays the colour property, so pick a contrasting colour for this.

When selecting colours and font colours, a preview box will appear above the list to allow you to choose a suitable scheme.

4112. **Basic details.**

- a. *Unit number – optional.* The number of the unit, maximum of five characters (letters are allowed)
- b. *Unit status – required.* The status of the unit, eg squadron, flight, platoon, etc.
- c. *Unit name – required.* The descriptive name of the unit (eg the geographical location)
- d. *Crest link and crest link small – optional.* These file references can be used to display a unit crest on the forms and reports on the software; remember to ensure that the path will be the same on all machines if using the software on multiple computers.



**Unit and Parade Night Details**

**2293 Sqn Training Programme Creator**

1st Period Start: 1925  
 1st Period End: 2005  
 2nd Period Start: 2020  
 2nd Period End: 2100

Day:	Colour:	Font Col.
Tuesday	Burly Wood 3	White
Friday	Light Blue 4	White
*	White	Black

Sqn Number: 2293 Status: Sqn  
 Sqn Name: \* Mariborough  
 Crest Link: T:\Training Programme\Data\2293Sqnlogo\_100x100.gif  
 Crest Link (Small): T:\Training Programme\Data\2293Sqnlogo\_80x80.gif

**Figure 4-6 – Unit and parade night details form**

## Training levels

4113. This form (Figure 4-5) is split into two:

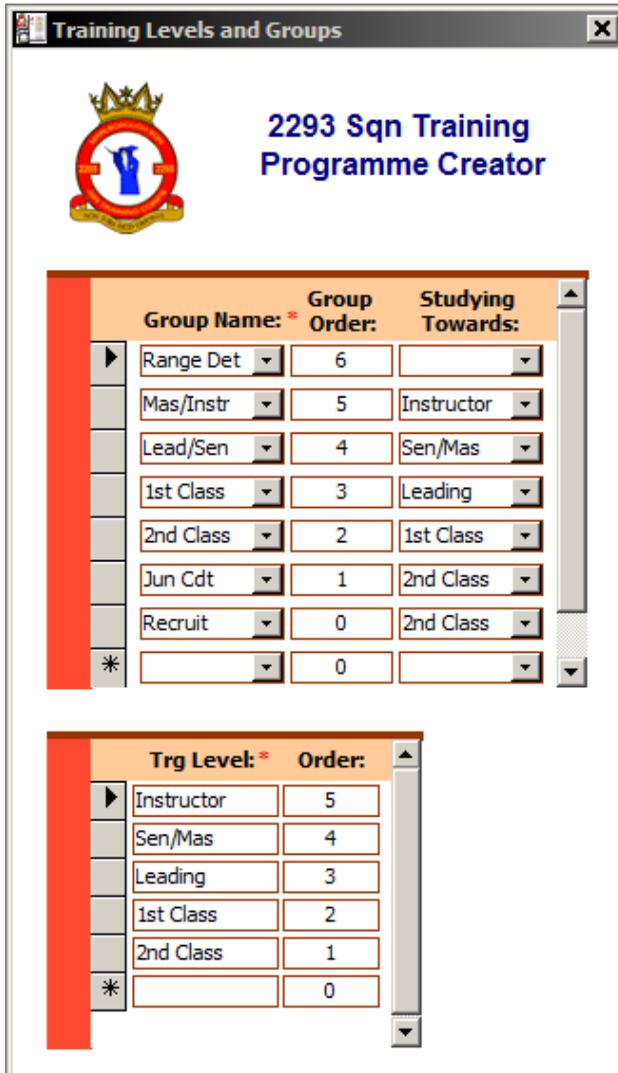
a. **Groups.** This list is the actual groups displayed on the training programme for a given night (note that groups are only displayed if selected as per paragraph 2303).

- (1) *Group name – required.* The name displayed on the programme
- (2) *Group order – optional.* This number orders the groups displayed on the programme to keep a logical order; the highest number will display at the top.
- (3) *Studying towards – optional.* The level that this group is studying towards.

b. **Training levels.**

- (1) *Trg level – required.*

(2) *Order – optional.* The way in which the training levels are ordered in drop-down boxes; highest number at the top.



**2293 Sqn Training Programme Creator**

Group Name: *	Group Order:	Studying Towards:
Range Det	6	
Mas/Instr	5	Instructor
Lead/Sen	4	Sen/Mas
1st Class	3	Leading
2nd Class	2	1st Class
Jun Cdt	1	2nd Class
Recruit	0	2nd Class
*	0	

Trg Level: *	Order:
Instructor	5
Sen/Mas	4
Leading	3
1st Class	2
2nd Class	1
*	0

**Figure 4-7 – Training levels form**

## Uniforms

4114. This form is split into two parts (Figure 4-8).

### 4115. **Uniforms list**

- a. **Code** – required. The uniform as displayed on forms and reports – maximum of 8 characters.
- b. **Colour** – *optional*. The background colour for the uniform as displayed on the programme.
- c. **Font colour** – *optional*. The font colour for the uniform as displayed on the programme; note that this overlays the colour property, so pick a contrasting colour for this.

When selecting colours and font colours, a preview box will appear above the list to allow you to choose a suitable scheme.

4116. **Default uniform.** Select one uniform from the list above to be the default when adding groups to the edit programme details form (see paragraph 2303).

**Show and Edit Uniforms**



**2293 Sqn Training Programme  
Creator**

Code: *	Colour:	Font Colour:
Civvies	Yellow 1	Black
Coveralls	Dark Green	White
Flt Suit	Dark Sea Green	White
Mess Kit	RAF Grey	Black
N/A	White	Black
No 1	RAF Grey	Azure 2
No 2	Wedgwood Blue	Black
No 2 (Sk)	Wedgwood Blue	White

**Default Uniform:**  
No 2C

**Figure 4-8 – Uniforms form**

4117. **File references.** The Training Programme Creator makes various documents based on the data stored, this form (Figure 4-9) allows you to assign those documents an appropriate file reference based on your unit's filing system.



File Ref: *	Report Name:	
MAR-2-100C1	Subject Key	Show
MAR-2-100C2	Subject Key by Class	Show
MAR-2-199A	Main Programme	Show
MAR-2-199B	Cadet Programme	Show
MAR-2-199C	Instructor Programme	Show
MAR-4-111	Other Event Signup Sheet	Show
MAR-4-117	Other Activities Calendar	Show

**Figure 4-9 – File references form**

4118. **Email all instructors.** The email all instructors button copies all of the current instructors (see paragraph 4105) to the clipboard. It will also prompt you to open a new email; if you click *yes* then your default email client will open and you can then paste the address list into the 'to' box. If you use webmail, click *no*, then open the email site manually – you can then paste the address list into the 'to' box as above.

## CHAPTER 5 - LEGENDS

5101. The legends buttons can be used to create reports listing all of the subject codes, ordered in various ways.

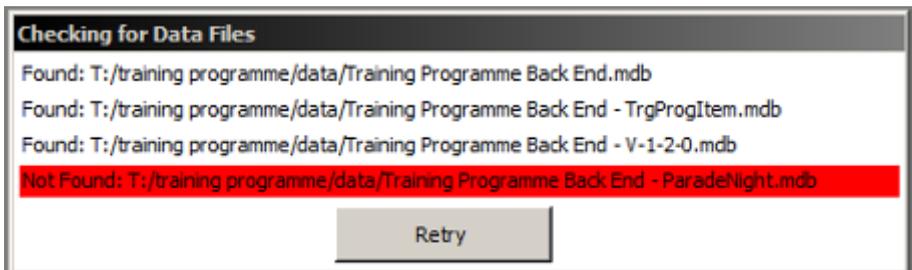


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## CHAPTER 6 - TROUBLESHOOTING

6101. **The home screen doesn't load.** If the home screen doesn't load, it is likely one of two issues:

- a. If you get a message saying that a file cannot be found, followed by this box:



**Figure 6-1 – Checking data files form**

Then you need to look through your computer's file system and check that the file(s) highlighted in red exist, and are named and located exactly as listed above.

- b. If you do not see the box above, check the security settings on your version of MS Access – some versions will require you to allow ActiveX controls every time you open the program; these are essential to allow the software to work.



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