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From: Forum for Human Resource trainers [AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU] on behalf of Wuensche, Kristi [wuensche@TAMU.EDU]
Sent: Tuesday, September 23, 2008 1:10 PM
To: AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU
Subject: [AMS-HRTRAINERS-L] TrainTraq Batch Uploads & Office 2007

Several training administrators and processors are beginning to use the Batch Upload feature in TrainTraq more often as you load completions for face-to-face training courses or as you assign courses such as HUB Purchasing, Payment Card Industry Data Security Standard, Open Records, etc. for groups of employees to take. Batching can save a lot of time over using the individual assignment and completion features in TrainTraq. Our previous documentation on batching was done using Office 2003 (Word or Excel). We have updated the video help to demonstrate how to use the TrainTraq Batch Upload with Office 2007. Also, the System Offices would like to offer a special thanks to Texas A&M University who updated the written instructions for these processes.

To access the written instructions, use the following link: http://sago-media.tamu.edu/traintraq/Batch_Uploads.pdf

To access the video help, use the following link: http://sago-media.tamu.edu/traintraq/batch_uploads/Batch_Uploads.html

If you have any questions about using batch uploads, please contact Pat Hsieh or me and we will be glad to assist.

Kris

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