







Assign a trainer to a course

Choose the course date you would like to assign a trainer to and click on the trainer symbol.

COURSE DATE INFORMATION

Information about the course date, open seats, course room, trainer, .

[Diesel Test \(L2012a\)](#)

2009-09-01 - 2009-09-01 (1 view(s))    

Beginning 2009-09-01 09:00
Ending 2009-09-01 18:00
Registration 2009-08-18
Course location [Berlin](#)
Course room - no course room defined -
Attendee-limit/Country quota 10 (10 Free) 
Trainer team - no trainer defined - 
Resources 
Online-Test Solution locked 
Online-Test Results free 
Comment
Target group/Course requirements - none -

[Register](#)

Then click on NEXT

COURSE DATE LECTURERS

Information about the lecturers of the coursedate.

Course: [Diesel Test \(L2012a\)](#)
Course date: [2009-09-01 \(09:00\) - 2009-09-01](#)

Assign New Lecturers

Search function

[Next](#)

[next](#)

Nothing found to display.

Search for the trainer by inserting the name or by showing "trainers only".

USER SELECTION

Search for users you want to select.

User Selection	
Last Name	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
e-mail	<input type="text"/>
Street	<input type="text"/>
Zip	<input type="text"/>
City	<input type="text"/>
Country	<input type="text" value="- all -"/>
Trainers only	<input checked="" type="checkbox"/>
Technician only	<input type="checkbox"/>
Manager only	<input type="checkbox"/>



Select the trainer and click on NEXT.

USER SELECTION

Select users from the list and click the "next" button to define them as lecturers. If you want to start a new search, please click the "lens-button".

New Search:

One entry found.

	User	Age	ISO	Address	Company
<input checked="" type="checkbox"/>		34	DE	51371 Leverkusen, Hitdorfer Strasse 73	Mazda Motors

☐ select all

Next

Then your screen should look like this:

COURSE DATE LECTURERS

Information about the lecturers of the coursedate.

1 user(s) successfully added as lecturer for the coursedate.

Course: Diesel Test (L2012a)

Course date: 2009-09-01 (09:00) - 2009-09-01

Assign New Lecturers

Search function

Next

lecturer list ☒ (1 lecturer(s))

	User	Company	ISO	Region	Actions
<input checked="" type="checkbox"/>		Mazda Motors	DE	Leverkusen	

Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#)

And the course date information should look like this:

COURSE DATE INFORMATION

Information about the course date, open seats, course room, trainer, ..

Diesel Test (L2012a)

2009-09-01 - 2009-09-01 (2 view(s))

Beginning 2009-09-01 09:00
Ending 2009-09-01 18:00
Registration 2009-08-18
Course location Berlin
Course room - no course room defined -
Attendee-limit/Country quota 10 (10 Free)
Trainer team Dr.
Resources locked
Online-Test Solution free
Online-Test Results free
Comment
Target group/Course requirements - none -

Register

Here is your selected trainer.

Of course it is possible to add more than one trainer to a course date.