



## *Training Tracker Tool User Guide*



**United States Department of Agriculture (USDA)**

**Food and Nutrition Services**

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## Contents

1.	Introduction.....	3
1.	Microsoft Access Installation.....	3
2.	Installation.....	6
4.	Training Tracker Tool Pages:.....	9
b.	Training Tracker Tool – Home Page.....	10
c.	Training Tracker Tool – Enter Training Information.....	11
d.	Training Tracker Tool – Delete Training Information.....	13
e.	Training Tracker Tool – Reports.....	14
f.	Training Tracker Tool – Exit Tab.....	16
g.	Exporting Reports.....	17
h.	Printing Reports.....	18
5.	Training Tracker How To – Entering Training Information.....	19
6.	Training Tracker How To – Deleting Training Information.....	24
7.	Training Tracker How To – Reports.....	25
i.	Detailed Report.....	26
ii.	Summary Report.....	27
iii.	Summary by Key Area Report.....	28
b.	Filters.....	29
8.	Training Tracker How To – Printing & Exporting Reports.....	31
9.	Training Tracker How General Information.....	40

## 1. Introduction

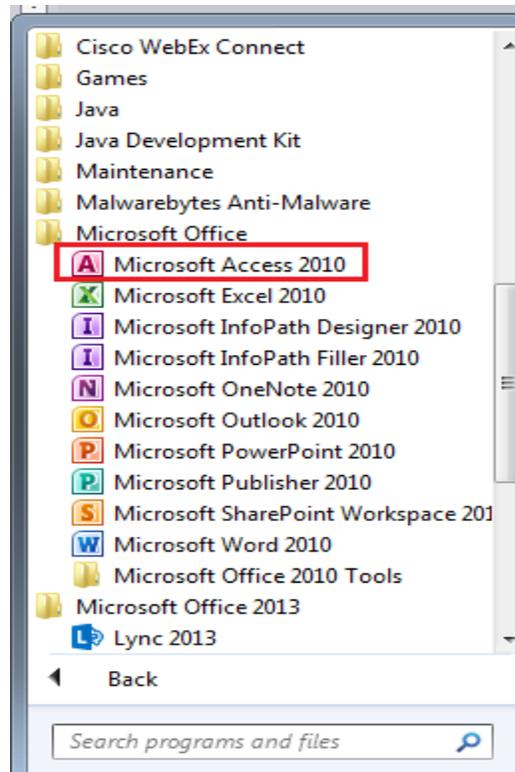
- a. Welcome to the Training Tracker Tool User Guide. This document will guide you through the basic use and maintenance of the Training Tracker Tool.

## 1. Microsoft Access Installation

- a. In order to use the Training Tracker Tool, users computers will need to have the Microsoft Access 2010 software installed. In order to ensure that this software is available on your computer, click on the Windows Icon on your computer's task bar:

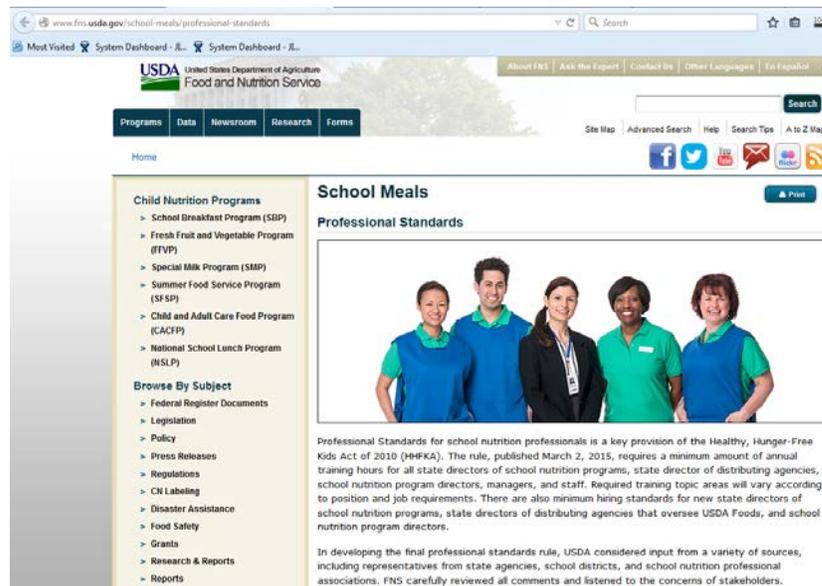


- b. In the Start Menu, open the All Programs section, and verify that Microsoft Access 2010 appears in the Microsoft Office 2010 folder.



- c. If Microsoft Access appears in your Start menu, please continue onto [Section: 2. Installation](#)
- d. If Microsoft Access does not appear on your Start menu, please locate the Microsoft Access 2010 Installer on the HHFKA web page:

<http://www.fns.usda.gov/school-meals/professional-standards>



www.fns.usda.gov/school-meals/professional-standards

Most Visited System Dashboard - FNS System Dashboard - FNS

USDA United States Department of Agriculture  
Food and Nutrition Service

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Home

Child Nutrition Programs

- › School Breakfast Program (SBP)
- › Fresh Fruit and Vegetable Program (FFVP)
- › Special Milk Program (SMP)
- › Summer Food Service Program (SFS)
- › Child and Adult Care Food Program (CACFP)
- › National School Lunch Program (NSLP)

Browse By Subject

- › Federal Register Documents
- › Legislation
- › Policy
- › Press Releases
- › Regulations
- › CN Labeling
- › Disaster Assistance
- › Food Safety
- › Grants
- › Research & Reports
- › Reports

School Meals

Professional Standards



Professional Standards for school nutrition professionals is a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The rule, published March 2, 2015, requires a minimum amount of annual training hours for all state directors of school nutrition programs, state director of distributing agencies, school nutrition program directors, managers, and staff. Required training topic areas will vary according to position and job requirements. There are also minimum hiring standards for new state directors of school nutrition programs, state directors of distributing agencies that oversee USDA Foods, and school nutrition program directors.

In developing the final professional standards rule, USDA considered input from a variety of sources, including representatives from state agencies, school districts, and school nutrition professional associations. FNS carefully reviewed all comments and listened to the concerns of stakeholders.

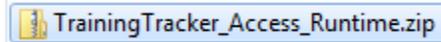
> eUpdates

The final rule eases hiring options for small school districts; adds hiring options that emphasize program experience; reduces the required annual training hours for all SFA personnel; phases in the training requirements in school year 2015-2016; and adds other practical flexibilities for the first year of implementation. The rule is effective beginning July 1, 2015.

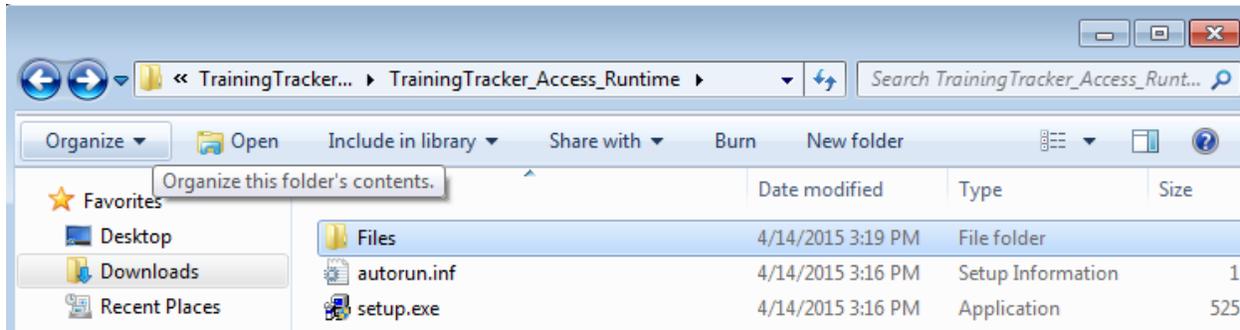
- Final Rule: Professional Standards for School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010
- Press Release: USDA Announces Grants to Support Updated Professional Standards in School Nutrition Programs
  - Request for Applications
  - Letter of Intent
  - Application Cover Sheet
- Learning Objectives
- Learning Topics
- Professional Standards for School Nutrition Professionals Web Site
- Job Description Template for CNP Director (NFSMI)
- Training Tracking Tool
  - Download tool (requires MS Access)
  - Download installer (for users without MS Access)
  - For Additional Help

Last Published: 04/14/2015

- e. Download the Microsoft Access Installer to your computer desktop.



- f. Open the Microsoft Access 2010 Installer folder, and open the Files folder.

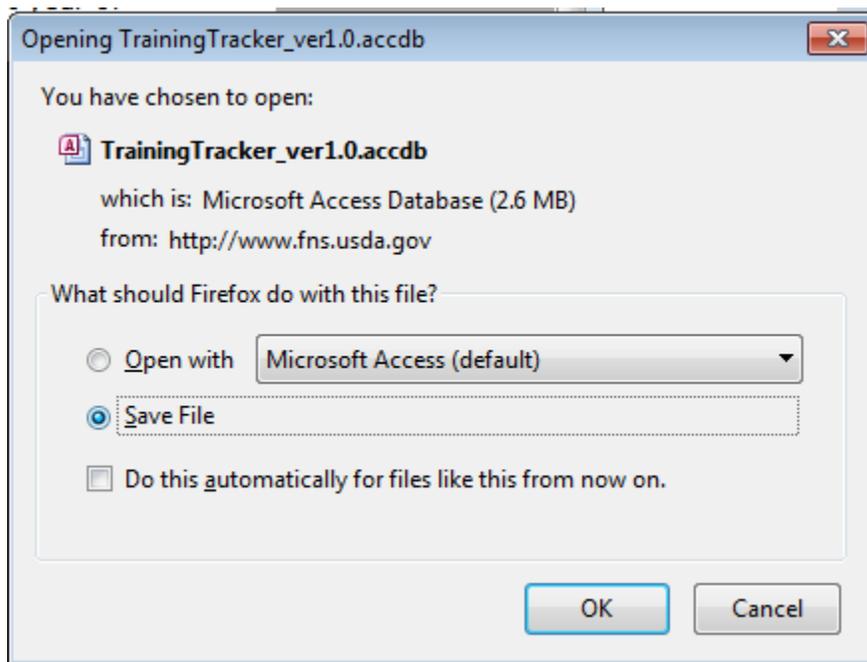


- g. Open the AccessRuntime.exe file and complete the installation of the Microsoft Access 2010 software.

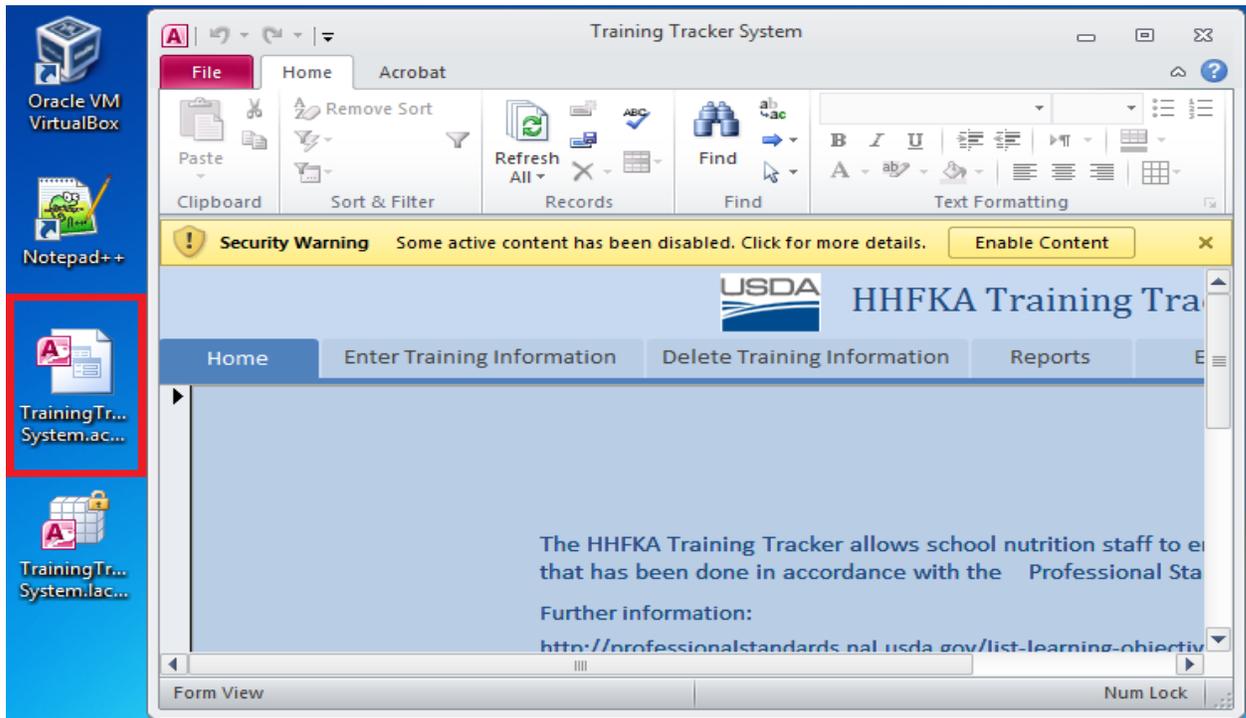
\*\*\*\*Please Note: you may need to have the System Administrator approve this installation on your machine. If you encounter any issues installing Microsoft Access 2010 on your computer, please contact your System Administrator to approve the installation. \*\*\*\*

## 2. Installation

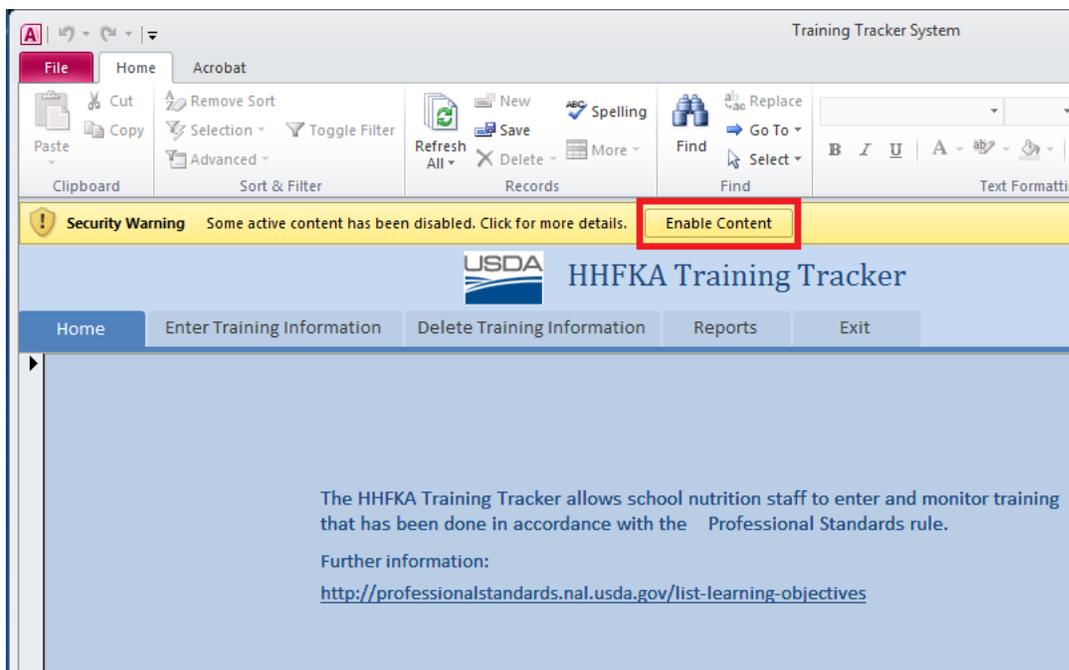
- a. From the Training Tracker Tool Website, click on the “Download tool” link.
- b. A pop-up window will appear from your Web Browser asking you to confirm that you wish to “Open” the file. Click the “Save” radio button, and click “OK”.



- c. Open the Training Tracker Tool from the file location it was saved to.



- d. Locate the yellow bar labeled “Security Warning”, which states: Some active content has been disabled. Click for more details. Click on the “Enable Content” button:



e. The Training Tracker is now active.



---

#### **4. Training Tracker Tool Pages:**

- a. The Training Tracker Tool is broken down into a number of pages and tabs to make entering the data easier, and to allow users a comprehensive view of that data whenever is necessary. Below you will find a basic breakdown of the tool, and some general information regarding each page and tab. More specific information can be found in Sections:
  - i. [5. Training Tracker How To – Entering Training Information](#)
  - ii. [6. Training Tracker How To – Deleting Training Information](#)
  - iii. [7. Training Tracker How To - Reports](#)
  - iv. [8. Training Tracker How To – Printing & Exporting Reports](#)



## b. Training Tracker Tool – Home Page

- i. The Training Tracker Tool home page contains some basic information about the Training Tracker as well as the USDA Professional Standards Rule’s home page. This page will provide further information regarding HHFKA Rule, and the trainings connected to it.

**USDA** Professional Standards Training Tracker

Home Enter Training Information Delete Training Information Reports Exit

This Tracking Tool will assist school nutrition staff with tracking and monitoring all of their training. For additional information on the United States Department of Agriculture’s Professional Standards for School nutrition employees, <http://professionalstandards.nal.usda.gov>

**Tips and Instructions for the Training Tracker**

- Information entered into the Training Tracker is only saved to the computer it is installed on.
- Training information must be saved before going to another tab.
- If you delete an entry from the Training Tracker that was entered as part of a multi-subject training, ALL of the subjects entered will be deleted.
- Training Dates can only be entered for dates in the past.
- Training information that is deleted from the Training Tracker Tool is deleted permanently and cannot be retrieved.
- Information in the Training Tracker Tool is not password protected, and can be accessed by anyone with access to the computer that the Tool is installed on.



**C. Training Tracker Tool – Enter Training Information**

- i. The Enter Training Information page of the Training Tracker Tool is where all Training information for a school or school district’s employees will be entered. For more information on the Enter Training Information Page, please see [Section 5. Training Tracker How To – Entering Training Information](#).

- ii. Fields marked with a red asterisk (\*) are required fields, and must be added for each Trainee being entered into the Training Tracker Tool.
- iii. Information that is entered on the Enter Training Information page must be “Saved”, (by pressing the “Save” button) before navigating to



a new page. If the information is not “Saved” it is LOST and will have to be re-entered.

d. **Training Tracker Tool – Delete Training Information**

- i. Information entered into the Training Tracker Tool can be deleted on the Delete Training Information page. For more information about the Delete Training Information page, see [Section 6. Training Tracker How To – Deleting Training Information](#).



ID	Trainee Name	Training Date	Training Objective	Learning Area	Subject	
208	Doe, John	3/1/2015	1000 Nutrition	1100 Menu Planning	1110 USDA Nutrition Requ	
209	Doe, Jane	3/1/2015	1000 Nutrition	1100 Menu Planning	1110 USDA Nutrition Requ	

- ii. Training information can be deleted by clicking on the “Delete” button to the right of each Training entry.



ID	Trainee Name	Training Date	Training Objective	Learning Area	Subject	
208	Doe, John	3/1/2015	1000 Nutrition	1100 Menu Planning	1110 USDA Nutrition Requ	
209	Doe, Jane	3/1/2015	1000 Nutrition	1100 Menu Planning	1110 USDA Nutrition Requ	

- iii. Information deleted from the Training Tracker Tool is deleted PERMENANTELY and cannot be retrieved.



**e. Training Tracker Tool – Reports**

- i. The Training Tracker Tool offers three types of reports, Detailed, Summary and Summary by Key Area. These three reports show the information entered into the Training Tracker tool in varying degrees of detail. For more information on the Reports see [Section 7. Training Tracker How To - Reports](#).

Trainee Name	Title	School Name	School Address	School District	Key Areas	Key Topics
Doe, Jane	Other Staff				1000 Nutrition	1100 Menu Plan
Doe, John	Other Staff		0		1000 Nutrition	1100 Menu Plan

- ii. Each report is filterable by Training Date, Trainee First Name, Trainee Last Name, and Trainee Title. These filters can be used in any combination. Please note: the Start Date and End Date filters must be used together.

- iii. Each report can also be sorted in Ascending or Descending order using the buttons available on the Report itself. Sorting by name is available for each report, however sorting by date is only available on the Detailed Report. For more information on this, please see [Section 7. Training Tracker How To – Reports](#).

Descending By Name

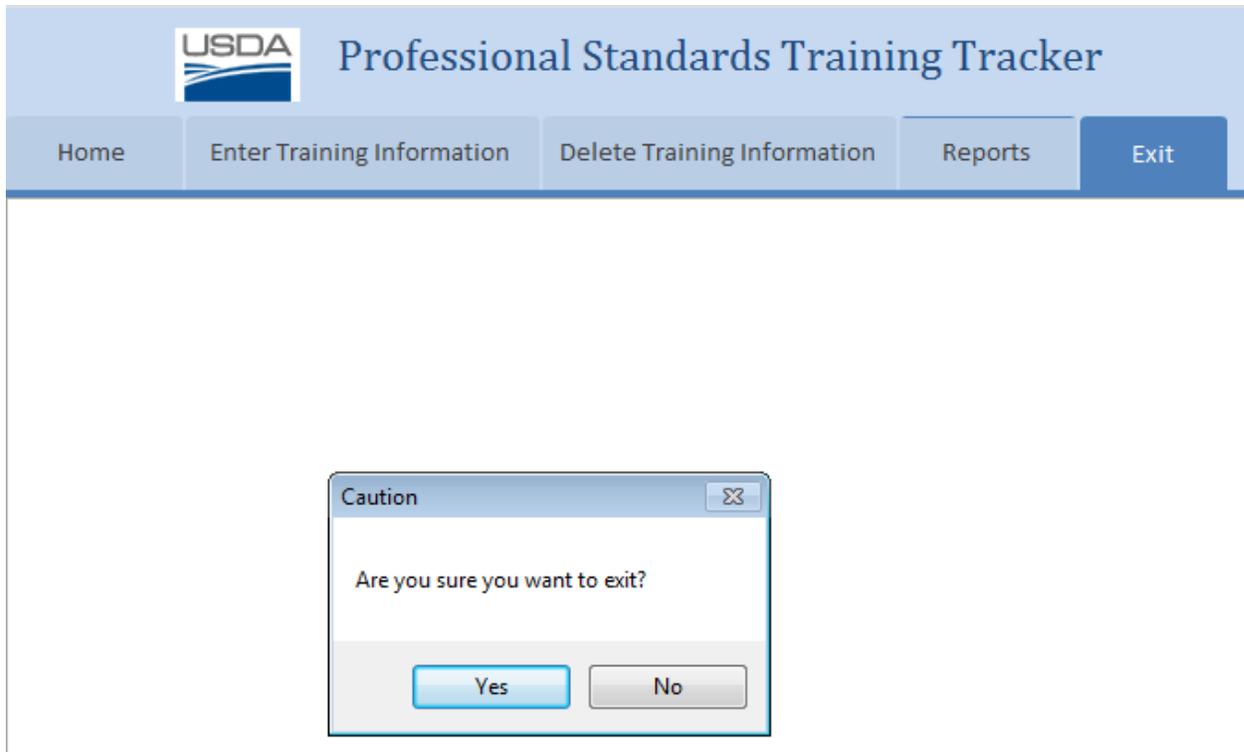
Ascending By Name

Descending By Date

Ascending By Date

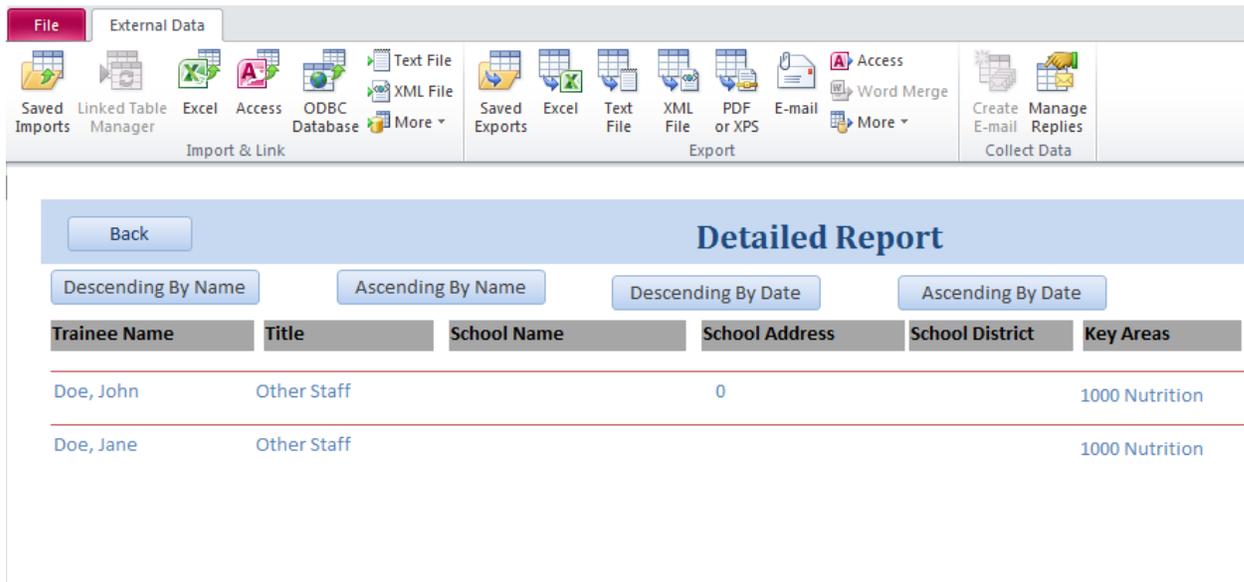
f. **Training Tracker Tool - Exit Tab**

- i. The Training Tracker Tool Exit Tab is used to close the Training Tracker Tool. Before exiting the Training Tracker Tool, the user will be prompted to confirm their choice.



**g. Exporting Reports**

- i. Users can Export the Training Tracker Tool reports into three formats, Excel, Text File, or PDF/XPS file. This feature can be accessed directly from the Sorted/Filtered Reports page. For information on how to access the Sorted/Filtered Report page, please see [Section 7. Training Tracker How To – Reports](#).

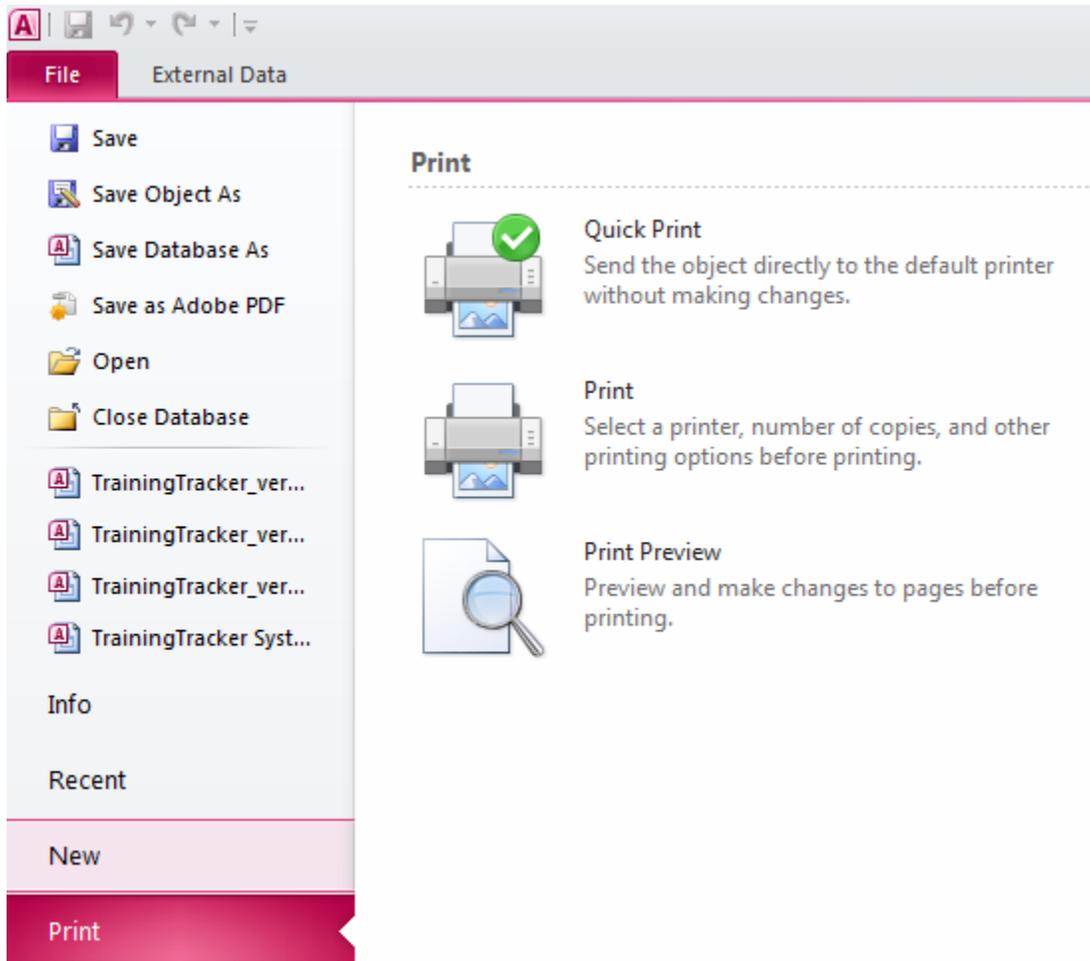


Trainee Name	Title	School Name	School Address	School District	Key Areas
Doe, John	Other Staff		0		1000 Nutrition
Doe, Jane	Other Staff				1000 Nutrition

- ii. This feature is standard within Microsoft Access, and interacts with Microsoft Office software installed on the user's computer. For further information about how to export a report from the Training Tracker Tool, please see [Section 7. Training Tracker Tool How To – Reports](#).

## h. Printing Reports

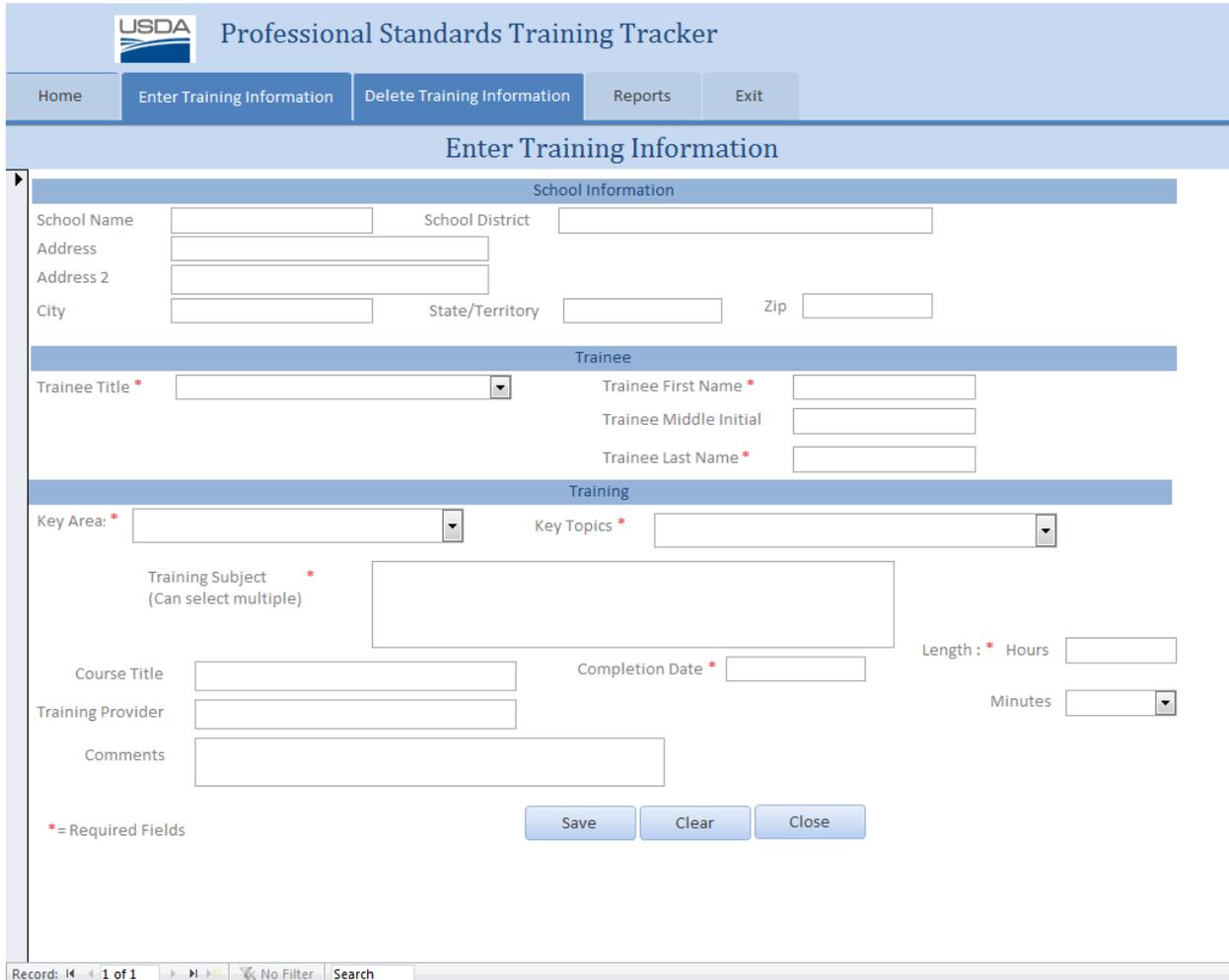
- i. Users can Print the Training Tracker Tool reports. This feature can be accessed directly from the Microsoft Access Menu Ribbon. For information on how to access the Microsoft Access Print feature, please see [Section 7. Training Tracker How To – Reports.](#)



- ii. This feature is standard within Microsoft Access, and interacts with user's computer. For further information about how to Print a report from the Training Tracker Tool, please see Section 7. Training Tracker How To – Reports.

## 5. Training Tracker How To – Entering Training Information

- a. In order to enter Training Information into the Training Tracker, the user will need to open the tool, and click on the Enter Training Information page.



USDA Professional Standards Training Tracker

Home Enter Training Information Delete Training Information Reports Exit

### Enter Training Information

**School Information**

School Name  School District

Address

Address 2

City  State/Territory  Zip

**Trainee**

Trainee Title \*  Trainee First Name \*

Trainee Middle Initial

Trainee Last Name \*

**Training**

Key Area: \*  Key Topics \*

Training Subject \*  
(Can select multiple)

Course Title  Completion Date \*  Length: \* Hours

Training Provider  Minutes

Comments

\* = Required Fields

Save Clear Close

Record: 1 of 1 No Filter Search

- i. The Enter Training Information page is broken down into three sections, School Information, Trainee Information, and Training. Only fields that are marked with a red asterisk (\*) are required fields, and must be entered to save a Training record.



## 1. School Information

- a. The School Information section can be entered at the user's choice, and should be determined by the overall supervisor responsible for the Training Tracker Records.

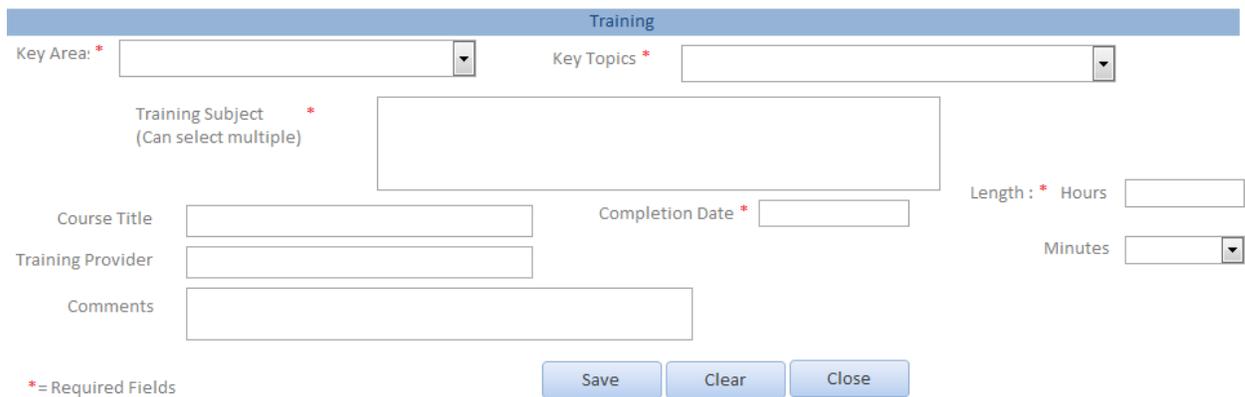
- i. School Name is a free-form entry field.
- ii. School District is a free-form entry field.
- iii. Address is a free-form entry field.
- iv. Address 2 is a free-form entry field.
- v. City is a free-form entry field.
- vi. State/Territory is a free-form entry field.
- vii. Zip is a free-form entry field that is restricted to numerical values.

## 2. Trainee Information

- a. The Trainee Information section is required for the Training being entered into the Training Tracker Tool.

- i. Trainee Title is a drop-down menu that the User will select the users Position Title from.

- ii. Trainee First Name is a free-form entry field.
  - iii. Trainee Middle Initial is a free-form entry field.
  - iv. Trainee Last Name is a free-form entry field.
3. Training
- a. The Training section is required for the Training being entered into the Training Tracker Tool.



Key Area: \*      Key Topics \*

Training Subject \*  
(Can select multiple)

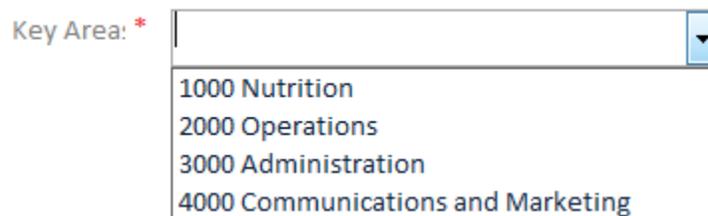
Course Title      Completion Date \*

Training Provider      Length: \* Hours

Comments      Minutes

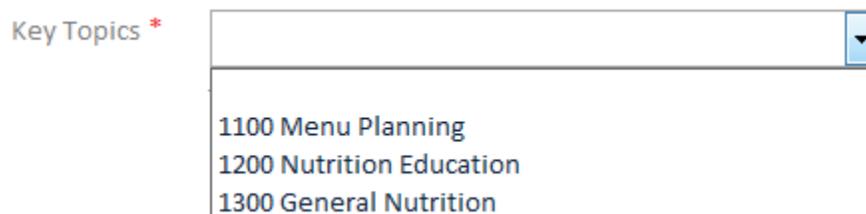
\* = Required Fields      Save      Clear      Close

- i. Key Area is a drop-down selection menu that the user will select the Key Area that the Training being entered falls under.



Key Area: \*      1000 Nutrition  
2000 Operations  
3000 Administration  
4000 Communications and Marketing

- ii. Key Topics is a drop-down selection menu that the user will select the Key Topic that the Training being entered falls under. This field will show different options based off of the selection made in the Key Area drop-down menu.



Key Topics \*      1100 Menu Planning  
1200 Nutrition Education  
1300 General Nutrition

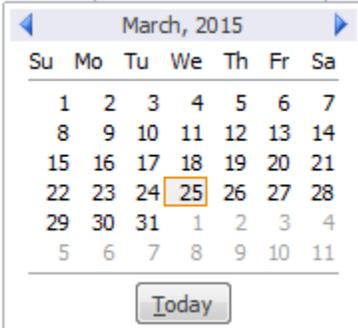
- iii. Training Subject is a multi-select field that the user will select the specific Training Subject(s) that the Training being entered falls under. This field will show different options based off of the selection made in the both the Key Area, and Key Topic drop-down menus.

Training Subject \*  
(Can select multiple)

1210 Nutrition Activities
1220 Classroom and Cafeteria Integration
1230 School Gardens

- iv. Course Title is a free-form entry field. This field will be used to specify the name of the training that took place.
- v. Completion Date is a free-form entry field with a Calendar tool attached. This field is restricted to the Date format MM/DD/YY.

Completion Date \*



March, 2015						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11						

Today

- 1. Trainings can ONLY be saved in the Training Tracker Tool if the completion date is the current date, or in the past. Trainings that take place in the future CANNOT be entered until the completion date of the training has passed.
- vi. Length is divided into two fields, Hours and Minutes.

Length : \* Hours

Minutes

- 1. Length is a free-form entry field that is limited to numeric values.

2. Minutes is a drop-down selection menu that the can select 1 of 4 options: 00, 15, 30, or 45.

Length : \* Hours

Minutes

- 00
- 15
- 30
- 45

- a. At least one item must be entered for the length of the Training.
  - vii. Training Provider is a free-form entry field.
  - viii. The Comments field is a free-form entry field that is limited to 250 characters.
- b. User Page Guidance
- i. Three buttons at the bottom of the page will allow the user to “Save” the record they have entered, “Clear” the information from the Enter Training Information page, or “Close” the training tracker.



## 6. Training Tracker How To – Deleting Training Information

- a. Information that has been entered into the Training Tracker Tool can be deleted from the Training Tracker using the Delete Training Information Page.

ID	Trainee Name	Training Date	Training Objective	Learning Area	Subject	
208	Doe, John	3/1/2015	1000 Nutrition	1100 Menu Planning	1110 USDA Nutrition Reql	
209	Doe, Jane	3/1/2015	1000 Nutrition	1100 Menu Planning	1110 USDA Nutrition Reql	

- i. To delete information from the Training Tracker, the user will click on the “Delete” button located to the right of the Training Information entry that they wish to delete.

ID	Trainee Name	Training Date	Training Objective	Learning Area	Subject	
208	Doe, John	3/1/2015	1000 Nutrition	1100 Menu Planning	1110 USDA Nutrition Reql	
209	Doe, Jane	3/1/2015	1000 Nutrition	1100 Menu Planning	1110 USDA Nutrition Reql	

- ii. This will remove the Training Information entry from the Training Tracker PERMANENTLY.



## 7. Training Tracker How To – Reports

- a. The Training Tracker Tool has three reports that users can use to access the Training Information entries that have been entered into the Training Tracker Tool: Detailed Report, Summary Report, Summary by Key Area Report.





**i. Detailed Report**

1. The Detailed Report shows all information that was entered for each Training Information entry in the Training Tracker Tool.

Detailed Report					
Back					
Descending By Name		Ascending By Name		Descending By Date	
Ascending By Date					
Trainee Name	Title	School Name	School Address	School District	Key Areas
Doe, Jane	Other Staff				1000 Nutrition
Doe, John	Other Staff		0		1000 Nutrition
Thursday, March 26, 2015					

Key Topics	Training Subjects	Course Title	Training Time	Completion Date	Comments
1100 Menu Plan	1110 USDA Nutrition		1	3/1/2015	
1100 Menu Plan	1110 USDA Nutrition		1	3/1/2015	

- a. The Detailed Report can be sorted by Ascending and Descending order by Trainee Name, and the Completion Date.

Detailed Report					
Back					
Descending By Name		Ascending By Name		Descending By Date	
Ascending By Date					
Trainee Name	Title	School Name	School Address	School District	Key Areas
Doe, Jane	Other Staff				1000 Nutrition
Doe, John	Other Staff		0		1000 Nutrition

## ii. Summary Report

1. The Summary Report shows the total training hours that each Trainee has accumulated.

Summary Report		
Back		
Descending By Name	Ascending By Name	
Trainee Name	Trainee Title	Training hours
Doe, John	Other Staff	1
Doe, Jane	Other Staff	1

Thursday, March 26, 2015

Page 1 of 1

- a. This report is first grouped by Trainee Name, then sub-grouped by Trainee Title. This means that if an individual's Title changes, they will receive a new entry in the Summary Report.
  - i. If a Trainee Name is entered incorrectly, it will receive its own entry in the Summary Report
- b. The Summary Report can be sorted by Ascending and Descending order by Trainee Name.



iii. **Summary by Key Area Report**

1. The Summary by Key Area Report shows the Total Training hours, broken down by Key Area that each Trainee has accumulated.

Summary Report By Key Area				
Descending By Name		Ascending By Name		
Trainee Name	Trainee Title	Key Areas	Hours	Total
Doe, Jane	Other Staff	1000 Nutrition	1	1
Doe, John	Other Staff	1000 Nutrition	1	1

Thursday, March 26, 2015 Page 1 of 1

- a. If a Trainee Name is entered incorrectly, it will receive its own entry in the Summary Report
2. The Summary Report can be sorted by Ascending and Descending order by Trainee Name.

## b. Filters

- i. The Detailed, Summary, and Summary by Key Area Reports can all be filtered by the Training Date, Trainee First Name, Trainee Last Name, and Trainee Title.

### Filter Detailed Report

Start Date <input type="text"/>	End Date <input type="text"/>
Trainee First Name <input type="text"/>	Trainee Last Name <input type="text"/>
Trainee Title <input type="text"/>	
<input type="button" value="Filter"/>	

1. The Start Date and End Date filter refer to the Completion Date of the Training Information Entries being filtered. These fields are free-form entry with a Calendar tool attached. These fields are restricted to the Date format, e.g. MM/DD/YY.

<p>Start Date <input type="text"/></p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"><p style="text-align: center;">March, 2015</p><table style="width: 100%; border-collapse: collapse;"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td style="border: 2px solid orange;">26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr></tbody></table><p style="text-align: center; margin-top: 5px;"><input type="button" value="Today"/></p></div>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	<p>End Date <input type="text"/></p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"><p style="text-align: center;">March, 2015</p><table style="width: 100%; border-collapse: collapse;"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td style="border: 2px solid orange;">26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr></tbody></table><p style="text-align: center; margin-top: 5px;"><input type="button" value="Today"/></p></div>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11
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22	23	24	25	26	27	28																																																																																													
29	30	31	1	2	3	4																																																																																													
5	6	7	8	9	10	11																																																																																													

2. The Trainee First Name and Trainee Last Name filters are drop-down menu selections that will populate with the Trainee First Name, and Trainee Last Name that are entered within the Training Tracker Tool.

<p>Trainee First Name <input type="text"/></p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;"><p>Jane</p><p>John</p></div>	<p>Trainee Last Name <input type="text"/></p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;"><p>Doe</p></div>
---	--

3. The Trainee Title filter is a drop-down menu selection that will populate with all of the Trainee Titles available in the Enter Training Information page of the Training Tracker Tool.



Trainee Title

- District Director
- Manager
- Other Staff
- State Agency - Child Nutrition Director
- State Agency - Child Nutrition Staff
- State Agency - CN & FD Director
- State Agency - CN & FD Staff
- State Agency - Food Distribution Director
- State Agency - Food Distribution Staff

- ii. The Training Tracker Tool Report Filters can be selected singly, or in combination as required for the users reporting needs.

## 8. Training Tracker How To – Printing & Exporting Reports

All three of the Training Tracker Tool reports can be Printed to hard copy records, or Exported into a new file format outside of Microsoft Access

### a. Printing Reports

- i. In order to print a Training Tracker Tool Report, first filter or sort the Report that you wish to print.

This action can be done by clicking one of the Sort buttons within the report:



Or by filtering the report using the Filters available:

### Filter Detailed Report

Start Date

Trainee First Name

Trainee Title

End Date

Trainee Last Name

- ii. From the Filtered/Sorted Report page

### Detailed Report

Start Date End Date

Trainee First Name Trainee Last Name Trainee Title

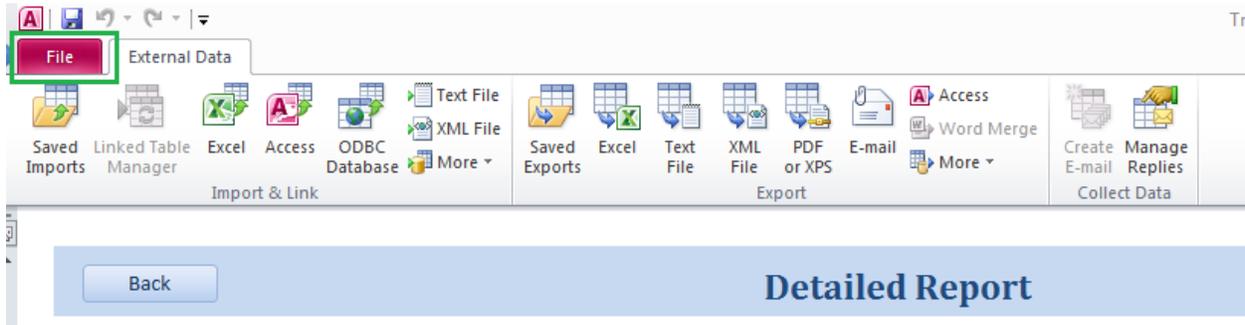
Trainee Name	Title	School Name	School Address	School District	Key Areas
Doe, Jane	Other Staff				1000 Nutrition
Doe, John	Other Staff		0		1000 Nutrition

Thursday, March 26, 2015

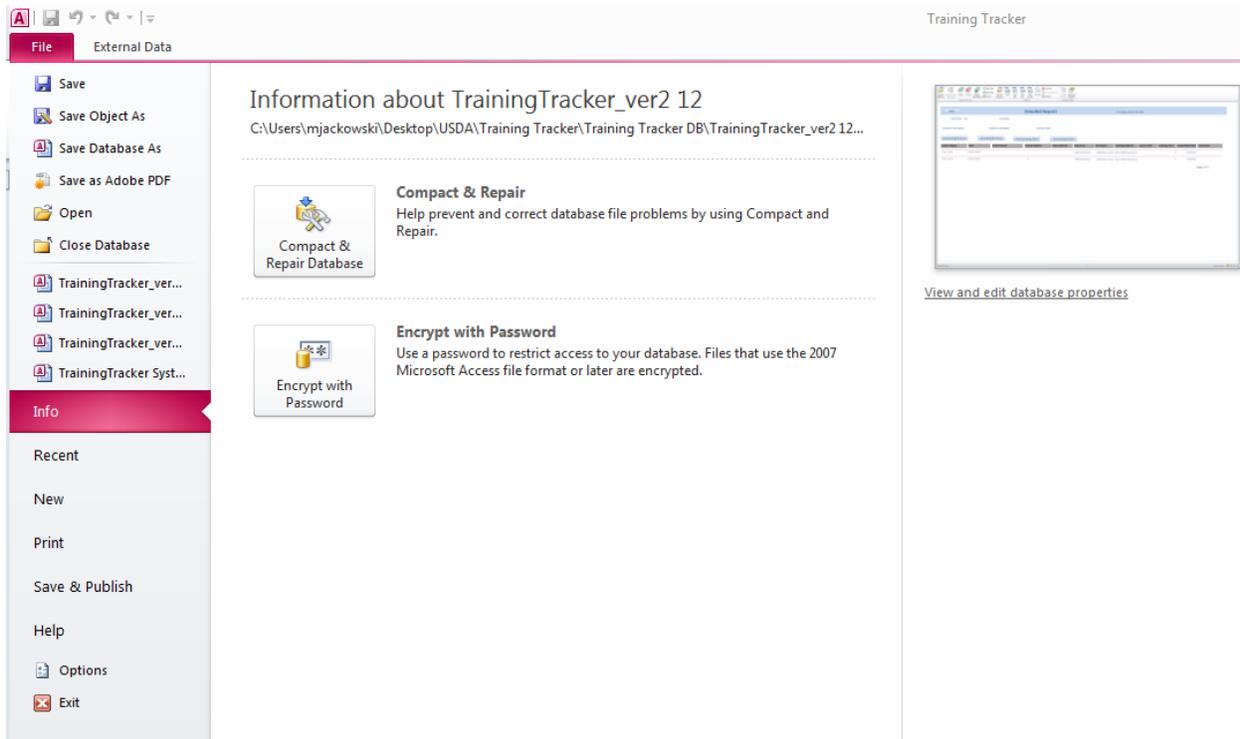
Key Topics	Training Subjects	Course Title	Training Time	Completion Date	comments
1100 Menu Plan	1110 USDA Nutrition		1	3/1/2015	
1100 Menu Plan	1110 USDA Nutrition		1	3/1/2015	

Page 1 of 1

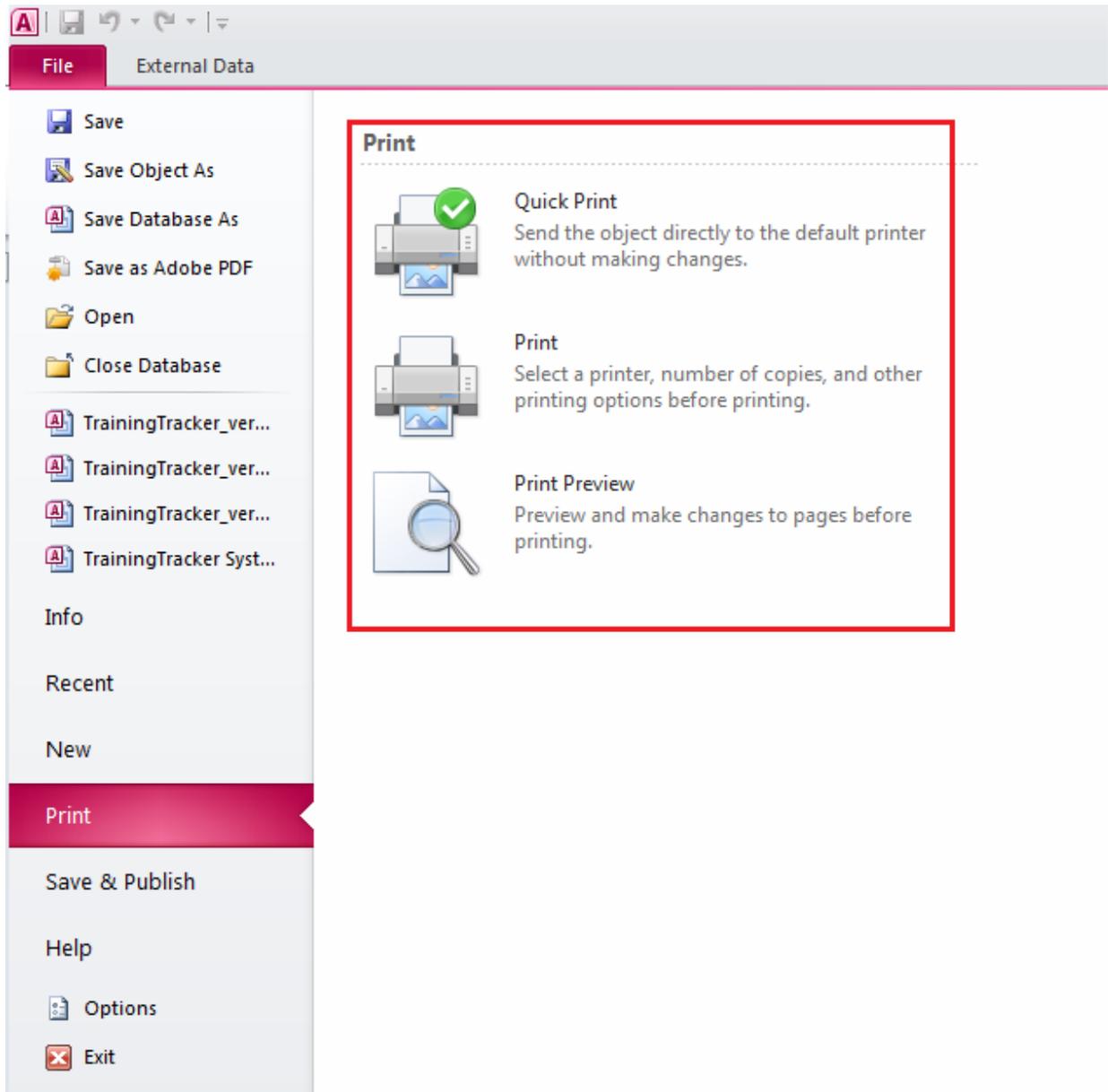
Click on the “File” tab of the Microsoft Access control ribbon:



iii. This will take the user to Microsoft Access file page



- iv. To print the report you have Filtered/Sorted, click on the Print button, and select the Print option needed.





b. Exporting Reports

- i. In order to Export a Training Tracker Tool Report, first filter or sort the Report that you wish to print.

This action can be done by clicking one of the Sort buttons within the report:

Descending By Name

Ascending By Name

Descending By Date

Ascending By Date

Or by filtering the report using the Filters available:

### Filter Detailed Report

Start Date

Trainee First Name

Trainee Title

End Date

Trainee Last Name

- ii. From the Filtered/Sorted Report page

## Detailed Report

Start Date

End Date

Trainee First Name

Trainee Last Name

Trainee Title

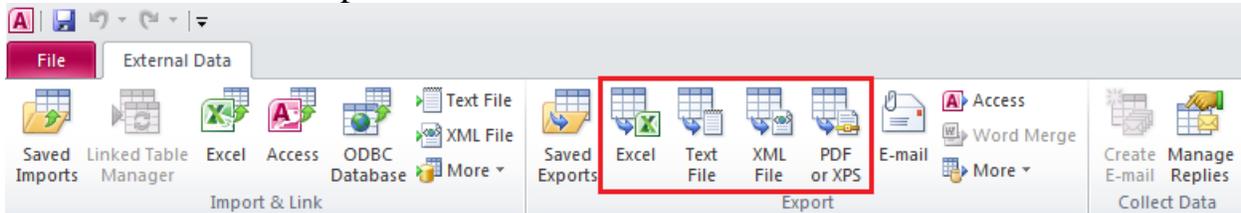
Trainee Name	Title	School Name	School Address	School District	Key Areas
Doe, Jane	Other Staff				1000 Nutrition
Doe, John	Other Staff		0		1000 Nutrition

Thursday, March 26, 2015

Key Topics	Training Subjects	Course Title	Training Time	Completion Date	comments
1100 Menu Plan	1110 USDA Nutrition		1	3/1/2015	
1100 Menu Plan	1110 USDA Nutrition		1	3/1/2015	

Page 1 of 1

Click on one of the Export buttons on the Microsoft Access control ribbon.



Back

## Summary Report

Descending By Name
Ascending By Name

Trainee Name	Trainee Title	Training hours
Doe, John	Other Staff	1
Doe, Jane	Other Staff	2

Thursday, March 26, 2015
Page 1 of 1

This will open a window asking the user to confirm the location they wish to save the file to.

Excel File:

Export - Excel Spreadsheet

Select the destination for the data you want to export

Specify the destination file name and format.

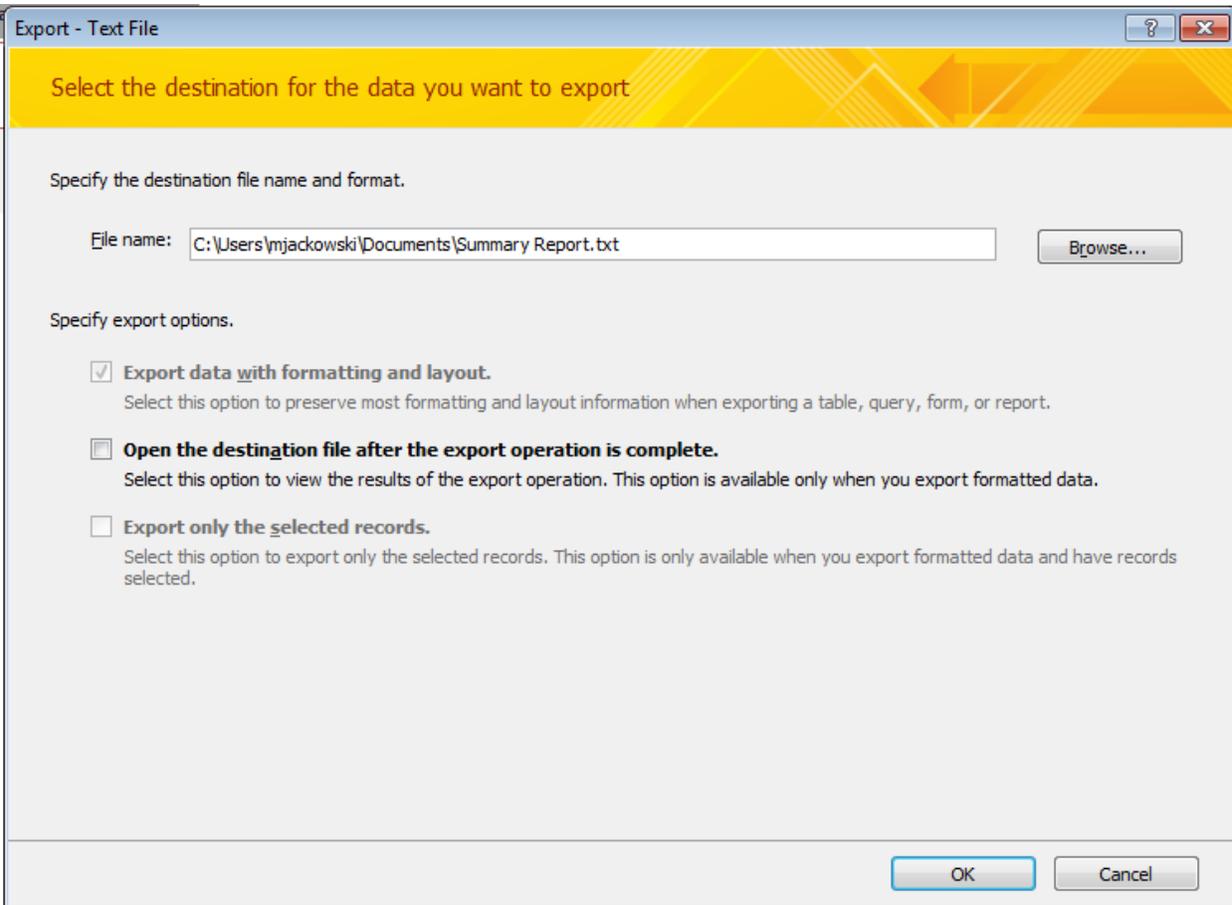
File name:

File format:  ▼

Specify export options.

- Export data with formatting and layout.**  
Select this option to preserve most formatting and layout information when exporting a table, query, form, or report.
- Open the destination file after the export operation is complete.**  
Select this option to view the results of the export operation. This option is available only when you export formatted data.
- Export only the selected records.**  
Select this option to export only the selected records. This option is only available when you export formatted data and have records selected.

## Text File:



Export - Text File

Select the destination for the data you want to export

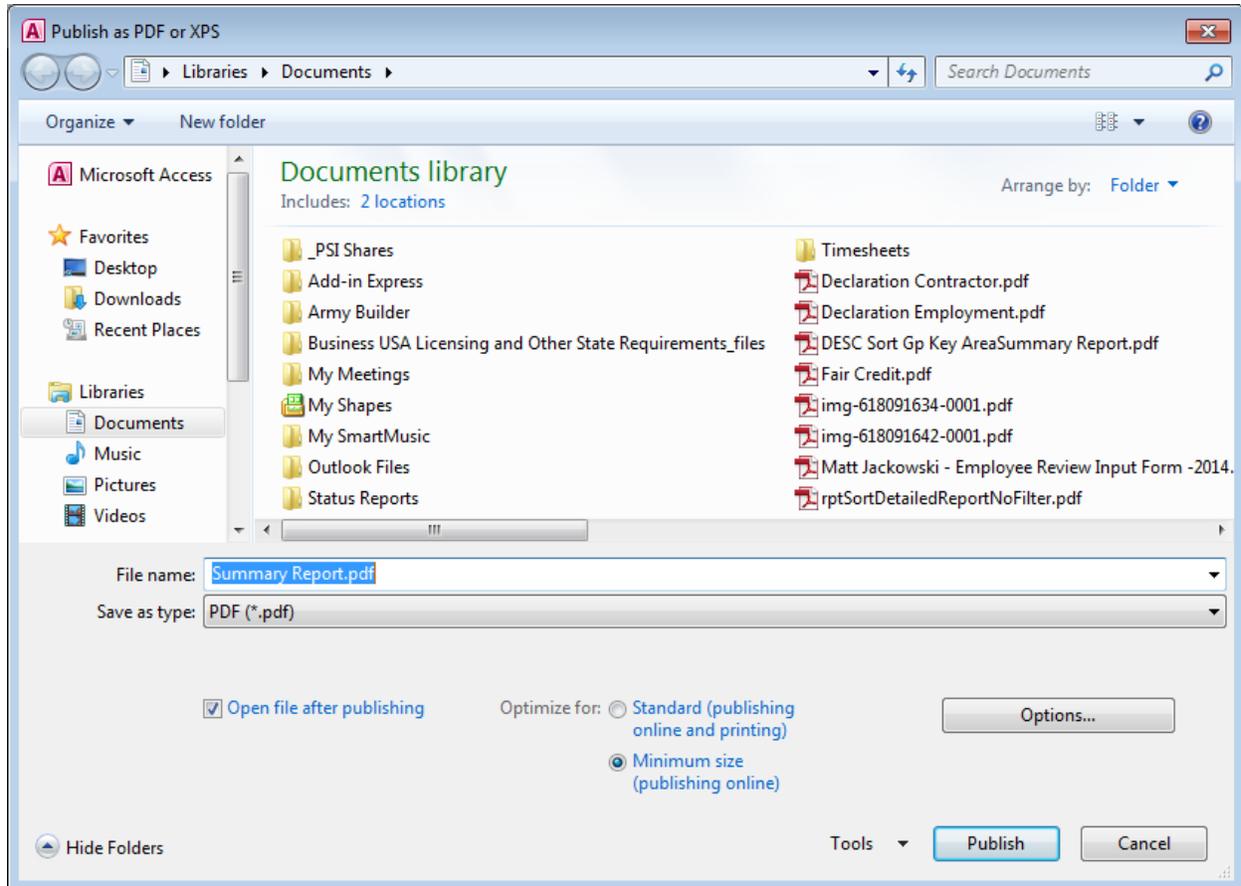
Specify the destination file name and format.

File name:

Specify export options.

- Export data with formatting and layout.**  
Select this option to preserve most formatting and layout information when exporting a table, query, form, or report.
- Open the destination file after the export operation is complete.**  
Select this option to view the results of the export operation. This option is available only when you export formatted data.
- Export only the selected records.**  
Select this option to export only the selected records. This option is only available when you export formatted data and have records selected.

## PDF File:



- v. Reports exported in this method can be saved or emailed as necessary.

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## **9. Training Tracker How General Information**

- The Training Tracker Tool is a stand-alone tool, and does not require internet access for use or updates.
- Information entered into the Training Tracker Tool can be viewed/deleted by anyone who has access to the Training Tracker Tool.
- Please check the HHFKA Rule website regularly for updates to the Training Tracker, and rules.
- The Training Tracker Tool can be hosted on a shared drive on an internal network. This method of use will allow for multiple users to access and update the Training Tracker Tool.
- Records Deleted From the Training Tracker Tool are deleted permanently.