

Lante Personal Trainer

Administration Guide

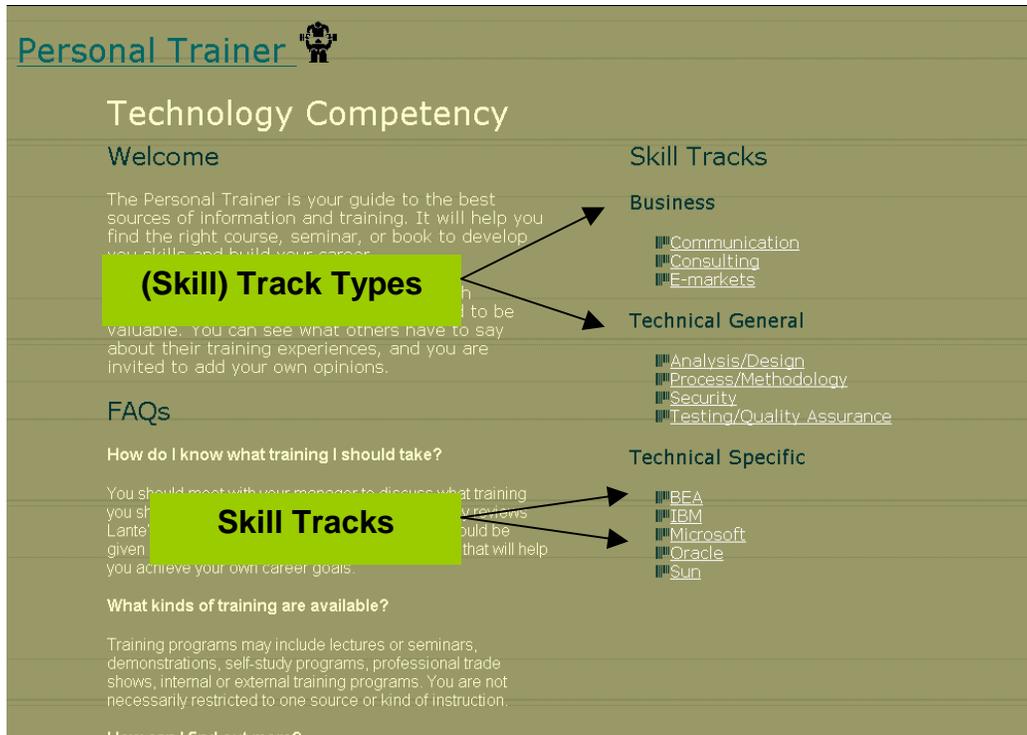
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The Personal Trainer Pages

The Personal Trainer Home Page

The Personal Trainer is dynamically generated as individuals add resources and feedback. At the home page level, the resources are organized into (Skill) Track Types and Skill Tracks.



Using the Personal Trainer Home Page

The Personal Trainer contains recommendations for training that are relevant to a single competency. The recommendations are organized into general skill categories called “track types” that contain links to “skill track” pages that provide specific recommendations for developing expertise in a particular skill or subject area. Clicking one of the skill track links opens the page for that skill.

A Personal Trainer Skill Track Page

The resources for each skill track are organized on a separate page under these four categories: Certification Tracks, Training References, Recommended Courses, and Recommended Reading.

Personal Trainer

Skill Tracks > Technical Specific > Microsoft

Links to Web sites

Certification Tracks

- Microsoft Certified Database Administrator
- Microsoft Certified Professional
- Microsoft Certified Professional Internet Building
- Microsoft Certified Solution Developer
- Microsoft Certified Systems Engineer
- Microsoft Certified Systems Engineer + Internet
- Microsoft Certified Trainer

Training References

- Esthrain
- San Francisco State University Extension
- SolutionCentral
- UC Berkeley Extension

Recommended Resources

Advanced	Type	Feedback
Analyzing and Tuning Microsoft Windows 2000 and Microsoft BackOffice Server	Course	0 reviews
Microsoft Windows NT Administration	Course	2 reviews
Supporting Microsoft Exchange Server 5.0 Core Tech	Onlinecourse	0 reviews

Recommended Reading

Advanced	Feedback
Microsoft(r) Windows(r) 2000 Server Resource Kit	2 reviews
Microsoft@ Excel 2000 Power Programming with VBA	1 reviews

Links to Feedback Page for a training resource or recommended reading

Using a Personal Trainer Skill Track page

Clicking the links in each section will provide the Personal Trainer visitor with the information described in the table below.

Category	Contents
Certification Tracks	If there is a formal certification track for the skill, links to more information about each level will appear here.
Training References	Links to general information about instruction opportunities appear here.

Recommended Resources	Links to information about specific learning opportunities are presented in this section. The recommendations are categorized as beginner, intermediate, or advanced. From this page, Personal Trainer visitors may also post a brief evaluation of the recommended resource as well as read the evaluations that others have written.
Recommended Reading	This section is organized like the Recommended Resources section but is devoted exclusively to books. Book recommendations are categorized as Beginner, Intermediate, or Advanced. From this page, Personal Trainer visitors may also post a brief evaluation of the recommended book as well as read the evaluations that others have written.

**A Personal
Trainer
Feedback Page**

Visitors to the Personal Trainer can read brief feedback reviews about the Recommended Resources and Readings. Those who post reviews also have the option of revising or deleting them. In addition, visitors can post a new review from this page.

The screenshot shows the 'Personal Trainer' interface. At the top, there is a navigation path: 'Skill Tracks > Technical Specific > Microsoft'. Below this, the resource is identified as 'Microsoft(r) Windows(r) 2000 Server Resource KIT'. A callout box with a green background points to a button labeled 'Write your own Review' with a plus icon, stating: 'Clicking this button allows a visitor to add a review about this resource.' Below the resource name is a table of reviews.

Date	Person	Comments	Rating	Edit
12/28/00	Mark Morris	One of the negatives of the Microsoft books is that they often don't give a realistic view of Microsoft products. They often present them as they should work rather than as they actually do. In a sense, this book is no different. Despite this, the book is technically solid and contains much information that is not available anywhere else. You'll definitely want to supplement your studying by picking up other non-Microsoft Windows 2000 texts, but if you don't get this one, then you're simply not serious about Windows 2000.	B	+
12/28/00	Andrew Administrator	This set of books goes into DEEP detail on how the OS works. Reading it reminds me of reading a Cisco operating manual. So many terms, and the fact that everything is done differently in W2K make this a very hard book to read. I'm the Sys admin for my company, I've been using this set more as a reference instead of reading the whole thing. It's a very difficult set to read, deffinatly not for a begginer	A-	+

**Using a
Personal
Trainer
Feedback Page**

If after reading the posted reviews a visitor wishes to post a new review, he or she should click the button next to "Write your own Review." This will open the Feedback Submission Page.

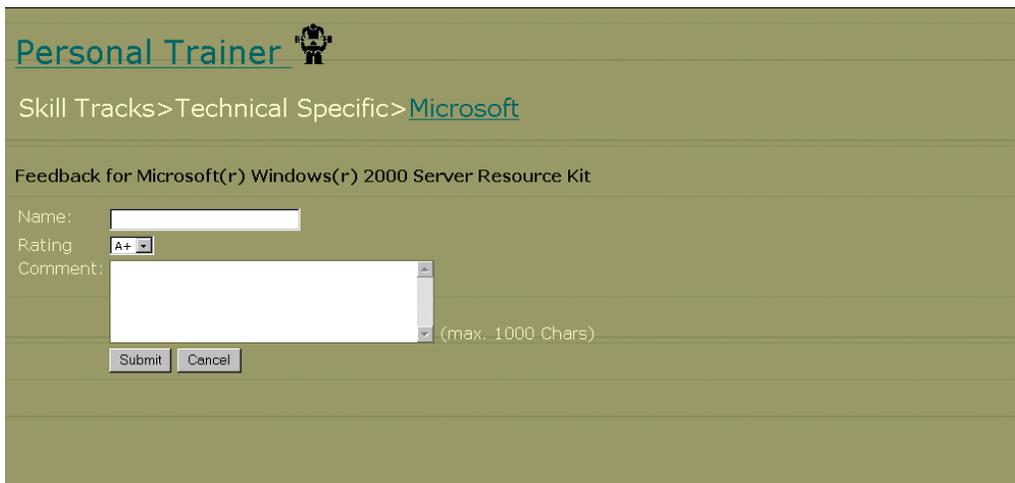
**A Personal
Trainer
Feedback
Submission
Page**

A visitor to the Personal Trainer can add a feedback review about a specific resource.

**To add a new
review**

Follow the steps below to add a new review.

Step	Action
	If you have not yet done so, click the “Write your own review” button on the Personal Trainer Feedback Page for the resource or book that you wish to review.
1.	Enter your name in the “Name” field.
2.	Choose a grade for this book or resource from the “Rating” drop-down menu below the name field.
3.	Enter your review in the “Comment” text box below the “Rating” drop-down menu. Note: Your review cannot be more than 1000 characters long.
4.	Click “Submit” button to submit your review. Note: You can also choose to delete your review at this point by clicking the “Cancel” button.



The screenshot shows the 'Personal Trainer' interface. At the top, there is a navigation breadcrumb: 'Skill Tracks > Technical Specific > Microsoft'. Below this, the page title is 'Feedback for Microsoft(r) Windows(r) 2000 Server Resource Kit'. The form contains the following fields: 'Name:' with a text input box; 'Rating:' with a dropdown menu currently set to 'A+'; and 'Comment:' with a large text area. Below the text area, there are 'Submit' and 'Cancel' buttons. A note '(max. 1000 Chars)' is visible to the right of the comment box.

**A Personal
Trainer
Feedback Edit
Page**

A visitor to the Personal Trainer can edit a previously submitted review.

To edit a submitted review

Follow the steps below to edit a submitted review.

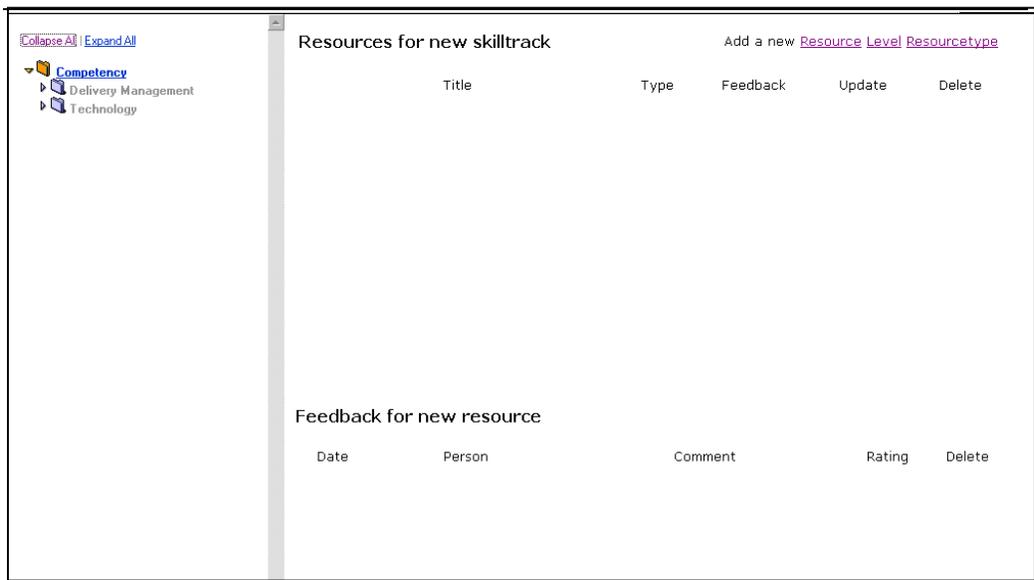
Step	Action
	If you have not yet done so, navigate to the Personal Trainer Feedback Page that has the review you wish to edit.
1.	Click the “Edit” button at the right of the review you wish to edit. This will take you to the Personal Trainer Feedback Edit Page.
2.	Click inside the text box and make any changes to the text that you wish to make.
3.	Click the “Update” button to submit your revised review. Note: You can also choose to cancel the changes to your review at this point by clicking the “Cancel” button.

The screenshot shows a web interface for editing a review. At the top, it says "Personal Trainer" with a small robot icon. Below that is a breadcrumb trail: "Skill Tracks > Technical Specific > Microsoft". The main heading is "Feedback for Microsoft(r) Windows(r) 2000 Server Resource Kit". There is a text input field containing "Mark Morris" with "(Name)" to its right. Below the name field is a dropdown menu showing "B". The main review text area contains the text: "One of the negatives of the Microsoft books is that they often don't give a realistic view of Microsoft products. They often present them as they should work rather than as they actually do. In a sense, this book is no different. Despite this, the book is technically solid and contains much information that". At the bottom of the text area are two buttons: "Update" and "Cancel".

The Personal Trainer Administrator Page

Using the Personal Trainer Administrator Page

The Personal Administrator Page allows an administrator to create a new customized Personal Trainer for a competency, to edit and update content in an established Personal Trainer, or to delete an entire Personal Trainer for a competency. The tree navigation in the left frame of the Administrator Page is a dynamically created JavaScript tree; as you delete or add content to a Personal Trainer from the right frame, the navigation tree automatically changes to reflect the changes that have been made.



Creating a New Personal Trainer for a Competency

Personal Trainer organization

The Personal Trainer is adaptable to the needs of individual competencies, but requires that the basic organization structure be established before content is added.

There are three steps in setting up a new Personal Trainer:

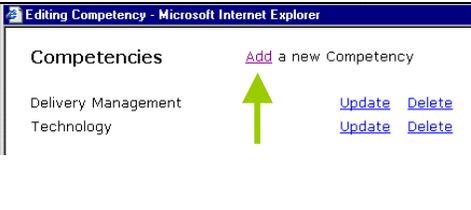
1. Establish a new Personal Trainer file for a competency.
2. Add skill track types to identify the general skill categories relevant to the competency.
3. Add relevant skill tracks to the established track types.

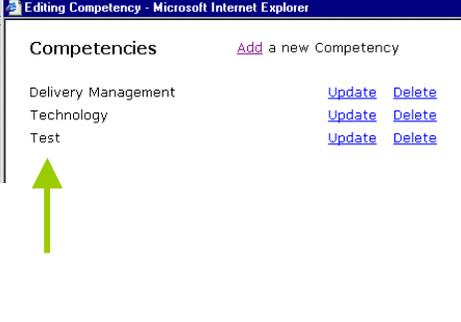
Once the basic organization structure is in place, the Personal Trainer can be populated with content.

Creating a new Personal Trainer file for a competency

The first step in creating a new Personal Trainer for a competency is to create a new Personal Trainer file.

To create a new Personal Trainer file:

Step	Action	Reference
1.	Navigate to the Personal Trainer Administrator Page located at http://lantesfweb01/tech/personaltrainer/admin.htm	
2.	Click the “Competency” node to open the “Edit Competency” window.	
3.	In the “Edit Competency” window, click “Add” in the line that reads, “Add a new Competency” to open the “Submit New Competency” window.	

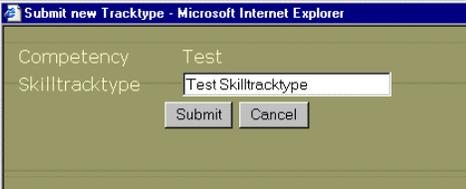
<p>4.</p>	<p>In the “Submit New Competency” window, click inside the “New Competency” text box and enter the name of the new competency. Click “Submit” button to return to the “Edit Competency” window.</p> <p>Note: Do not type the word “Competency” in the text box—just the name of the competency itself (i.e. “Technology” rather than “Technology Competency.”)</p> <p>Note: You may click the “Cancel” button to delete your work at this point.</p>	
<p>5.</p>	<p>The new competency name appears in the “Edit Competency” window and on the navigation tree.</p> <p>Note: If you wish to make a Personal Trainer file for another competency, repeat steps 1 through 4.</p>	

Adding a new skill track type to a Personal Trainer

A skill track type or “track type” is a general category for specific skills. For example, the category “Technical Specific” might include categories such as Microsoft, Oracle, or Sun. The category “Technical General” might include categories such as Security or Testing/Quality Assurance.

To add a new skill track type to a Personal Trainer.

Step	Action	Reference
1.	Navigate to the Personal Trainer Administrator Page located at http://lantesfweb01/tech/personaltrainer/admin.htm	

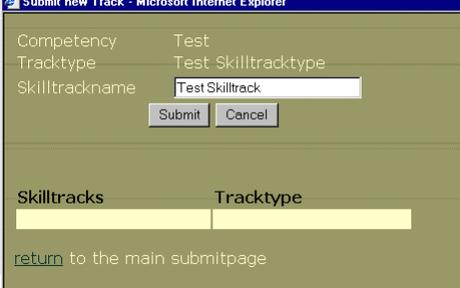
2.	Click the triangle next to the competency node that you wish to open.	<p>Collapse All Expand All</p> 
3.	Click the “Track Types” node to open the “Editing Track Types” window.	<p>Collapse All Expand All</p> 
4.	Click the word “Add” in the line that reads, “Add a new Track Type” to open the “Submit new TrackType” window.	
5.	Click inside the Skilltracktype text box and type the name of the new track type. Click “Submit” button to save the new track type. Note: You can also click the “Cancel” button if you wish to delete your work at this point.	
	New track type name appears in the “Editing Track Types” window and on the navigation tree. Note: To add another track type, repeat steps 2 through 5.	

Adding a new skill track to a track type

A skill track is a specific skill such as Java programming. A skill track creates a separate page that displays several kinds of learning resources about that particular skill.

To add a new skill track to a track type:

Step	Action	Reference
1.	Navigate to the Personal Trainer Administrator Page located at http://lantesfweb01/tech/personaltrainer/admin.htm	
2.	Click the triangle next to the competency node that you wish to open.	<p>Collapse All Expand All</p> 
3.	Click the triangle next to the Track Types node to open it.	<p>Collapse All Expand All</p> 
4.	Click the triangle next to the skill track type you wish to open.	<p>Collapse All Expand All</p> 

5.	Click the Skill Tracks node to open the “Edit Skill Tracks” window.	 <p>Collapse All Expand All</p> <ul style="list-style-type: none"> Competency <ul style="list-style-type: none"> Delivery Management Technology Test <ul style="list-style-type: none"> Track Types <ul style="list-style-type: none"> Test Skilltracktype <ul style="list-style-type: none"> Skill Tracks
6.	Click the word “Add” in the line that reads, “Add a new Skilltrack” to open the “Submit new Track” window.	 <p>Editing Skill Tracks - Microsoft Internet Explorer</p> <p>Skill Tracks Add a new Skilltrack</p>
7.	Click inside the “Skilltrackname” text box and enter the name of a skill track that is relevant to the track type for this section. Click the “Submit” button to save your new skill track. Note: You may click the “Cancel” button if you wish to delete your work at this point.	 <p>Submit new Track - Microsoft Internet Explorer</p> <p>Competency Test Tracktype Test Skilltracktype Skilltrackname <input type="text" value="Test Skilltrack"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> <p>Skilltracks Tracktype <input type="text"/></p> <p>return to the main submitpage</p>
8.	New skill track name appears in the “Editing Skill Tracks” window and on the navigation tree. Note: To add another skill track, repeat steps 2 through 7.	 <p>Editing Skill Tracks - Microsoft Internet Explorer</p> <p>Skill Tracks Add a new Skilltrack</p> <p>Test Skilltrack Update Delete</p> <p>↑</p>

Adding Resources to a Personal Trainer

Skill track page organization The resources for each skill track are organized on a separate page under these categories: Certification Tracks, Training References, Recommended Courses, and Recommended Reading.



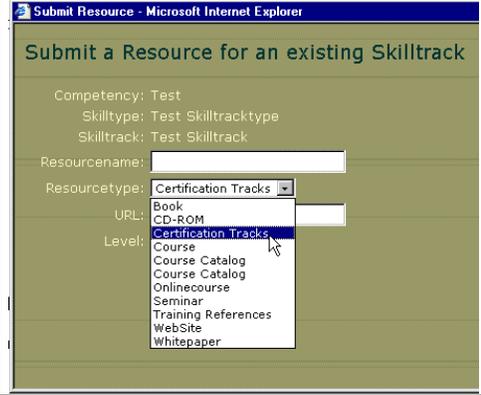
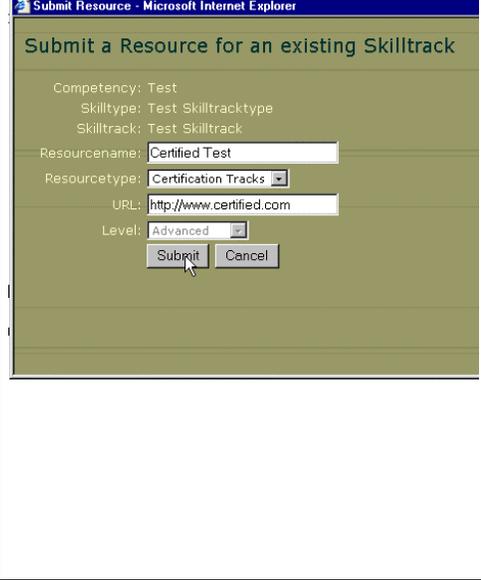
Adding certification tracks to a skill track page

“Certification Tracks” are links to information about certification courses for a particular skill.

To add a new link to the “Certification Tracks” section:

Step	Action	Reference
1.	Navigate to the Personal Trainer Administrator Page located at http://lantesfweb01/tech/personaltrainer/admin.htm	

2.	Click the triangle next to the competency node that you wish to open.	<p>Collapse All Expand All</p> 
3.	Click the triangle next to the “Track Types” node to open it.	<p>Collapse All Expand All</p> 
4.	Click the triangle next to the track type node you wish to open.	<p>Collapse All Expand All</p> 
5.	Click the skill track you wish to open.	<p>Collapse All Expand All</p> 
6.	Click the “Resource” option from the link list in the upper right-hand corner of the left-hand frame of the Personal Trainer Administrator Page. This opens the “Submit Resource” window.	

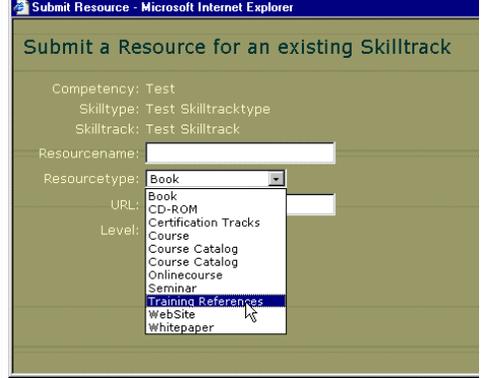
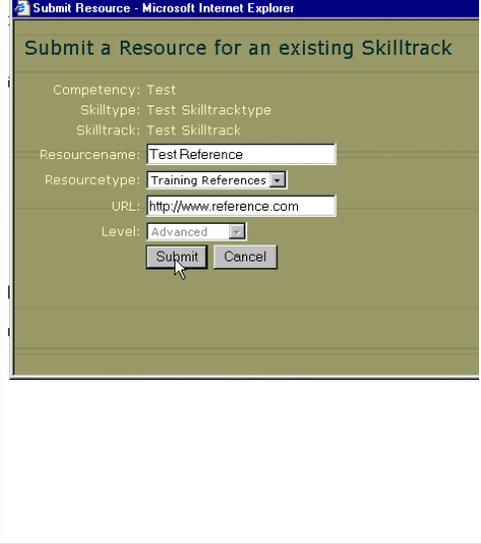
7.	Open the “Resourcetype” drop-down menu and click the “Certification Tracks” option to select it.	
8.	<p>Click inside the “Resourcename” text box and enter the name of the certification training. Click inside the “URL” text box and enter the address of the Web page that has information about this certification. Click “Submit” button to save the certification track link.</p> <p>Note: You can also click the “Cancel” button at this point if you wish to delete your work.</p>	
9.	<p>The name of the new certification track link appears in the right frame.</p> <p>Note: If you wish to add another certification track link to this skill track, repeat steps 6 through 8.</p>	

Adding training references to a skill track page

“Training References” are links to local college or university Web sites where relevant training may be obtained. This is also an appropriate location to place links to other appropriate directories of training providers.

To add a new link to the “Training References” section:

Step	Action	Reference
1.	Navigate to the Personal Trainer Administrator Page located at http://lantesfweb01/tech/personaltrainer/admin.htm	
2.	Click the triangle next to the competency node that you wish to open.	Collapse All Expand All 
3.	Click the triangle next to the "Track Types" node to open it.	Collapse All Expand All 
4.	Click the triangle next to the track type node you wish to open.	Collapse All Expand All 
5.	Click the skill track you wish to open.	Collapse All Expand All 

6.	<p>Click the “Resource” option from the link list in the upper right-hand corner of the left-hand frame of the Personal Trainer Administrator Page. This opens the “Submit Resource” window.</p>													
7.	<p>Open the “Resourcetype” drop-down menu and click the “Training References” option to select it.</p>													
8.	<p>Click inside the “Resourcenamename” text box and enter the name of the resource you wish to add. Click inside the “URL” text box and enter the address of the Web page for this resource. Click “Submit” button to save the training references link.</p> <p>Note: You can also click the “Cancel” button at this point if you wish to delete your work.</p>													
9.	<p>The name of the new training references link appears in the right frame.</p> <p>Note: If you wish to add another training references link to this skill track, repeat steps 6 through 8.</p>	 <table border="1"> <thead> <tr> <th>Certified Test</th> <th>Title</th> <th>Type</th> <th>Feedback</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td></td> <td>Test Reference</td> <td>Training References</td> <td></td> <td>+</td> <td>-</td> </tr> </tbody> </table>	Certified Test	Title	Type	Feedback	Update	Delete		Test Reference	Training References		+	-
Certified Test	Title	Type	Feedback	Update	Delete									
	Test Reference	Training References		+	-									

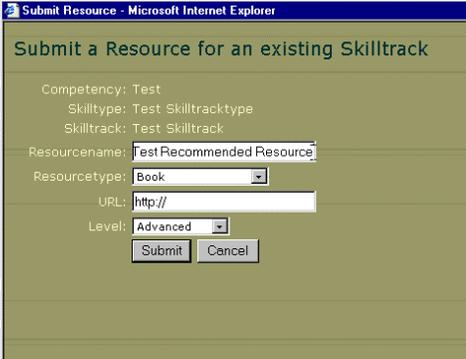
Adding recommended resources to a skill track page

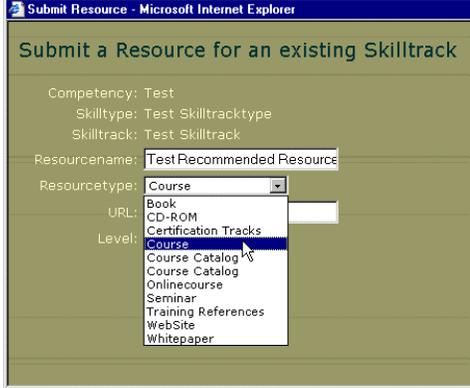
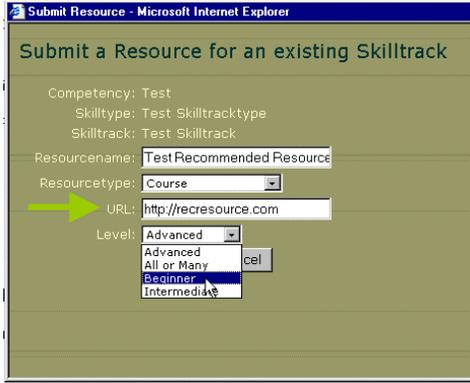
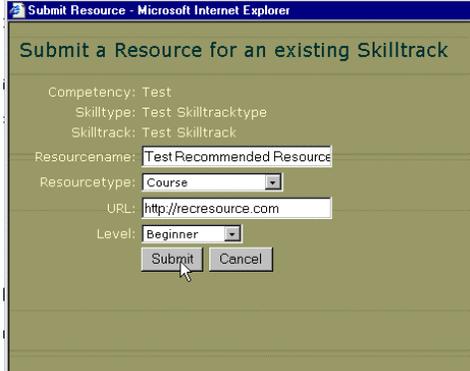
Recommended resources are specific courses or trainings that are recommended by a competency. In addition to courses, you can also recommend other types of training modes such as CD-ROM, an on-line course, a seminar, or a Web site. If the recommended training does not fit into one of these categories, you can also create a new category that is more appropriate. In this section, you can identify the level of the training as beginning, intermediate, or advanced. This section also provides for feedback from visitors to the site.

Note: If the recommended resource does not fit into one of the established categories or levels, you can also create a new category or level that is more appropriate. To create a new training category or skill level, see the Advanced Administration Procedures section below.

To add a new link to the “Recommended Resources” section:

Step	Action	Reference
1.	Navigate to the Personal Trainer Administrator Page located at http://lantesfweb01/tech/personaltrainer/admin.htm	
2.	Click the triangle next to the competency node that you wish to open.	<p>Collapse All Expand All</p> 
3.	Click the triangle next to the “Track Types” node to open it.	<p>Collapse All Expand All</p> 

4.	Click the triangle next to the track type node you wish to open.	<p>Collapse All Expand All</p>  <p>A tree view showing a hierarchy: Competency (expanded) -> Delivery Management -> Technology -> Test -> Track Types (expanded) -> Test Skilltracktype. A mouse cursor is pointing at the 'Test Skilltracktype' node.</p>
5.	Click the skill track you wish to open.	<p>Collapse All Expand All</p>  <p>A tree view showing a hierarchy: Competency (expanded) -> Delivery Management -> Technology -> Test -> Track Types (expanded) -> Test Skilltracktype -> Skill Tracks (expanded) -> Test Skilltrack. A mouse cursor is pointing at the 'Test Skilltrack' node.</p>
6.	Click the “Resource” option from the link list in the upper right-hand corner of the left-hand frame of the Personal Trainer Administrator Page. This opens the “Submit Resource” window.	 <p>A link list with the text: Add a new Resource Level Resource type. A mouse cursor is pointing at the link.</p>
7.	Click inside the “Resourcenam” text box and enter the name of the recommended resource.	 <p>A screenshot of a web browser window titled 'Submit Resource - Microsoft Internet Explorer'. The page content is: Submit a Resource for an existing Skilltrack Competency: Test Skilltype: Test Skilltracktype Skilltrack: Test Skilltrack Resourcenam: <input type="text" value="Test Recommended Resource"/> Resourcetype: <input type="text" value="Book"/> URL: <input type="text" value="http://"/> Level: <input type="text" value="Advanced"/> Submit Cancel </p>

<p>8.</p>	<p>Open the “Resourcetype” drop-down menu and click one of the following options: “CD-ROM,” “Course,” “Course Catalog,” “On-line Course,” “Seminar,” “Web Site.”</p>	
<p>9.</p>	<p>Click inside the “URL” text box and enter the address of the Web page that has information about this resource.</p> <p>Click the “Level” drop-down menu and select one of the following options: “Advanced,” “All or Many,” “Intermediate,” “Beginner.”</p>	
<p>10.</p>	<p>Click “Submit” button to save the recommended resources link.</p> <p>Note: You can also click the “Cancel” button at this point if you wish to delete your work.</p>	
<p>11.</p>	<p>The name of the new recommended resources link appears in the right frame.</p> <p>Note: If you wish to add another recommended resource link to this skill track, repeat steps 6 through 10.</p>	

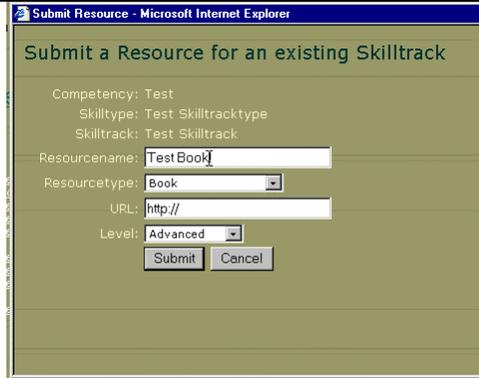
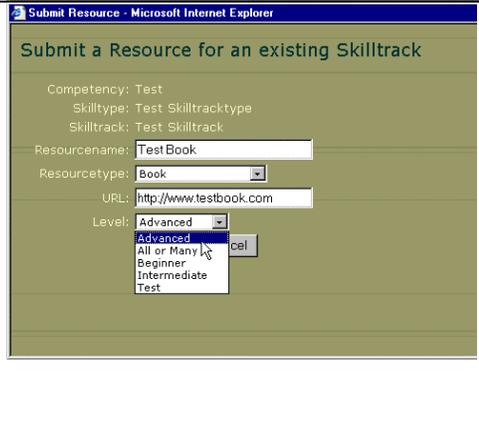
Adding recommended readings to a skill track page

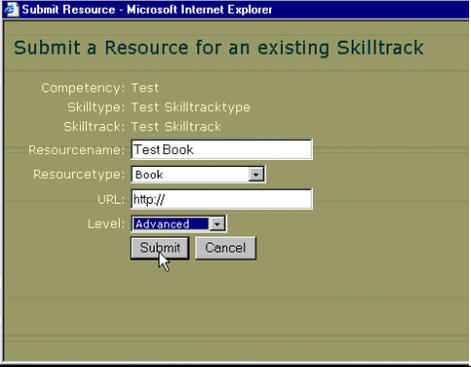
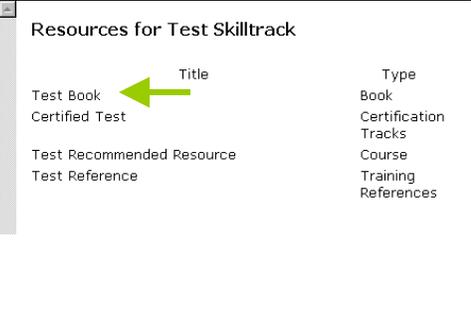
Recommended readings are specific texts that are recommended by a competency. In this section, you can identify the level of the text as beginning, intermediate, or advanced. This section also provides for feedback from visitors to the site.

Note: If the recommended reading does not fit into one of the established categories or levels, you can also create a new category or level that is more appropriate. To create a new training category or skill level, see the Advanced Administration Procedures section below.

To add a new link to the “Recommended Readings” section:

Step	Action	Reference
1.	Navigate to the Personal Trainer Administrator Page located at http://lantesfweb01/tech/personaltrainer/admin.htm	
2.	Click the triangle next to the competency node that you wish to open.	<p>Collapse All Expand All</p> 
3.	Click the triangle next to the “Track Types” node to open it.	<p>Collapse All Expand All</p> 
4.	Click the triangle next to the track type node you wish to open.	<p>Collapse All Expand All</p> 

5.	Click the skill track you wish to open.	<p>Collapse All Expand All</p> <ul style="list-style-type: none"> ▼ Competency <ul style="list-style-type: none"> ▶ Delivery Management ▶ Technology ▼ Test <ul style="list-style-type: none"> ▼ Track Types <ul style="list-style-type: none"> ▼ Test Skilltracktype <ul style="list-style-type: none"> ▼ Skill Tracks <ul style="list-style-type: none"> ▼ Test Skilltrack
6.	Click the “Resource” option from the link list in the upper right-hand corner of the left-hand frame of the Personal Trainer Administrator Page. This opens the “Submit Resource” window.	 <p>Add a new Resource Level Resourcetype</p>
7.	Click inside the “Resourcenam” text box and enter the name of the recommended reading.	 <p>Submit Resource - Microsoft Internet Explorer</p> <p>Submit a Resource for an existing Skilltrack</p> <p>Competency: Test Skilltype: Test Skilltracktype Skilltrack: Test Skilltrack</p> <p>Resourcenam: <input type="text" value="Test Book"/></p> <p>Resourcetype: <input type="text" value="Book"/></p> <p>URL: <input type="text" value="http://"/></p> <p>Level: <input type="text" value="Advanced"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>
8.	<p>Open the “Resourcetype” drop-down menu and select “Book” option.</p> <p>Click inside the “URL” text box and enter the address of the Web page that has information about this book.</p> <p>Click the “Level” drop-down menu to select a level for the book.</p>	 <p>Submit Resource - Microsoft Internet Explorer</p> <p>Submit a Resource for an existing Skilltrack</p> <p>Competency: Test Skilltype: Test Skilltracktype Skilltrack: Test Skilltrack</p> <p>Resourcenam: <input type="text" value="Test Book"/></p> <p>Resourcetype: <input type="text" value="Book"/></p> <p>URL: <input type="text" value="http://www.testbook.com"/></p> <p>Level: <input type="text" value="Advanced"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

<p>9.</p>	<p>Click “Submit” button to save the recommended readings link.</p> <p>Note: You can also click the “Cancel” button at this point if you wish to delete your work.</p>	
<p>10.</p>	<p>The name of the new recommended readings link appears in the right frame.</p> <p>Note: If you wish to add another recommended readings link to this skill track, repeat steps 6 through 9.</p>	

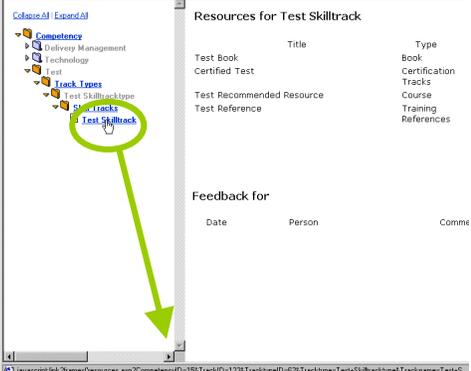
Advanced Administration Procedures

Finding the URL address for a newly created Personal Trainer

In order to provide a URL for a newly created Personal Trainer so that visitors can access the site, you need to find the ID number for the site.

To find the ID number for a newly created site.

Step	Action	Reference
1.	Navigate to the Personal Trainer Administrator Page located at http://lantesfweb01/tech/personaltrainer/admin.htm	
2.	Click the triangle next to the competency node that you wish to find the ID number for.	Collapse All Expand All 
3.	Click the triangle next to the "Track Types" node to open it.	Collapse All Expand All 
4.	Click the triangle next to a track type node to open it.	Collapse All Expand All 

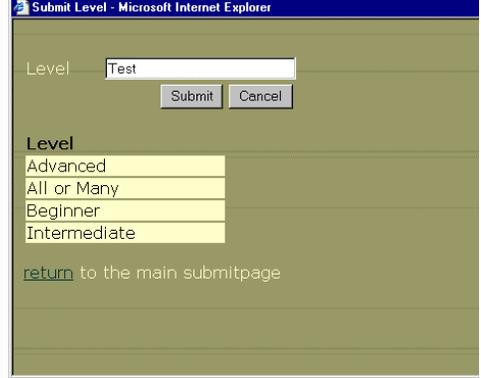
5.	Place the mouse pointer over a skill track name.	<p>Collapse All Expand All</p> <ul style="list-style-type: none"> ▼ Competency <ul style="list-style-type: none"> ▶ Delivery Management ▶ Technology ▼ Test <ul style="list-style-type: none"> ▼ Track Types <ul style="list-style-type: none"> ▼ Test Skilltracktype <ul style="list-style-type: none"> ▼ Skill Tracks <ul style="list-style-type: none"> ▼ Test Skilltrack 													
6.	With your mouse pointer over a skill track name, locate the link information that is displayed in the status bar at the bottom of the browser window. This link contains the ID for the Personal Trainer that contains this resource.	 <p>Resources for Test Skilltrack</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Test Book</td> <td>Book</td> </tr> <tr> <td>Certified Test</td> <td>Certification Tracks</td> </tr> <tr> <td>Test Recommended Resource</td> <td>Course</td> </tr> <tr> <td>Test Reference</td> <td>Training References</td> </tr> </tbody> </table> <p>Feedback for</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Person</th> <th>Comme</th> </tr> </thead> <tbody> </tbody> </table> <p>javascript:link2frames('resources.asp?CompetencyID=15&TrackID=123&TrackTypeID=628&TrackType=Test&SkilltrackID=123&TrackName=TestSkilltrack')</p>	Title	Type	Test Book	Book	Certified Test	Certification Tracks	Test Recommended Resource	Course	Test Reference	Training References	Date	Person	Comme
Title	Type														
Test Book	Book														
Certified Test	Certification Tracks														
Test Recommended Resource	Course														
Test Reference	Training References														
Date	Person	Comme													
7.	Find the ID number displayed for the Personal Trainer (i.e. CompetencyID=)	<p>javascript:link2frames('resources.asp?CompetencyID=15&TrackID=123&TrackTypeID=628&TrackType=Test&SkilltrackID=123&TrackName=TestSkilltrack')</p> <p style="text-align: center;">↑</p>													
8.	Insert this number at the end of the following URL to create an address to your newly created Personal Trainer: http://lantesfweb01/Tech/PersonalTrainer/index.asp?CompetencyID=	For example, if the competency ID was 15, your address would be: http://lantesfweb01/Tech/PersonalTrainer/index.asp?CompetencyID=15													

Adding a new skill level

If the established categories—beginner, intermediate, or advanced—do not adequately describe the level of the resource you are submitting, you can create a new skill level in the Personal Trainer Administrator Page.

To create a new skill level:

Step	Action	Reference
1.	Navigate to the Personal Trainer Administrator Page located at http://lantesfweb01/tech/personaltrainer/admin.htm	
2.	Click the triangle next to the competency node that you wish to open.	Collapse All Expand All 
3.	Click the triangle next to the “Track Types” node to open it.	Collapse All Expand All 
4.	Click the triangle next to a track type node you wish to open.	Collapse All Expand All 
5.	Click the skill track you wish to open.	Collapse All Expand All 

6.	Click the “Level” option from the link list in the upper right-hand corner of the left-hand frame of the Personal Trainer Administrator Page. This opens the “Submit Level” window.	
7.	Click inside the “Level” text box and enter the new level you want to add. Click the “Submit” button to save your level.	
8.	The new level is saved and displayed.	

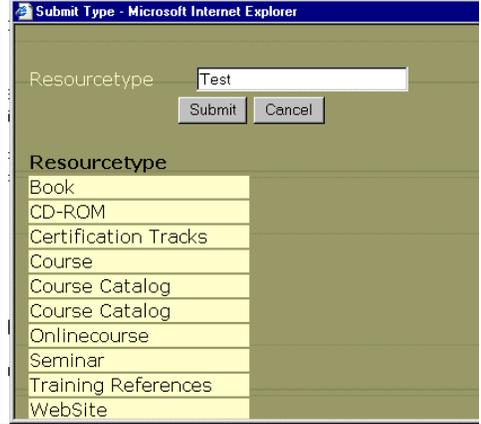
Adding a new resource type

If the established categories—CD-ROM, Course, Seminar, etc.—do not adequately describe the type of the resource you are submitting, you can create a new resource type in the Personal Trainer Administrator Page.

To create a new resource type:

Step	Action	Reference
1.	Navigate to the Personal Trainer Administrator Page located at http://lantesfweb01/tech/personaltrainer/admin.htm	

2.	Click the triangle next to the competency node that you wish to open.	<p>Collapse All Expand All</p> 
3.	Click the triangle next to the Track Types node to open it.	<p>Collapse All Expand All</p> 
4.	Click the triangle next to a track type node you wish to open.	<p>Collapse All Expand All</p> 
5.	Click the skill track you wish to open.	<p>Collapse All Expand All</p> 
6.	Click the “Resourcetype” option from the link list in the upper right-hand corner of the left-hand frame of the Personal Trainer Administrator Page. This opens the “Submit Type” window.	

7.	Click inside the “Resourcetype” text box and enter the new resource type you want to add. Click the “Submit” button to save your level.	
8.	The new resource type is saved and displayed.	

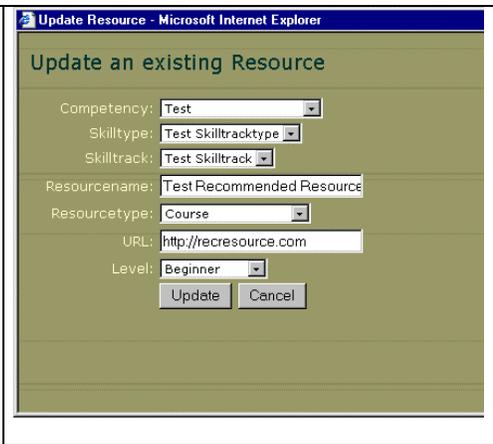
Updating Personal Trainer resources

You may need to edit Personal Trainer resources over time to keep the information current. The Personal Trainer Administrator Page allows you to update resources as necessary.

To update a resource:

Step	Action	Reference
1.	Navigate to the Personal Trainer Administrator Page located at http://lantesfweb01/tech/personaltrainer/admin.htm	
2.	Click the triangle next to the competency node that you wish to open.	

3.	Click the triangle next to the Track Types node to open it.	<p>Collapse All Expand All</p>  <p>A tree view with a root node 'Competency' (orange folder icon) which is expanded. It contains three sub-nodes: 'Delivery Management' (blue folder icon), 'Technology' (blue folder icon), and 'Test' (orange folder icon). The 'Test' node is expanded, showing a sub-node 'Track Types' (blue folder icon) which is also expanded. A mouse cursor is pointing at the right-pointing triangle next to 'Track Types'.</p>																									
4.	Click the triangle next to a track type node you wish to open.	<p>Collapse All Expand All</p>  <p>A tree view similar to the previous one, but the 'Track Types' node is collapsed. The 'Test' node is expanded, showing a sub-node 'Test Skilltracktype' (blue folder icon) which is expanded. A mouse cursor is pointing at the right-pointing triangle next to 'Test Skilltracktype'.</p>																									
5.	Click the skill track you wish to open.	<p>Collapse All Expand All</p>  <p>A tree view similar to the previous one, but the 'Test Skilltracktype' node is collapsed. The 'Test Skilltracktype' node is expanded, showing a sub-node 'Skill Tracks' (blue folder icon) which is expanded. The 'Skill Tracks' node is expanded, showing a sub-node 'Test Skilltrack' (blue folder icon) which is expanded. A mouse cursor is pointing at the right-pointing triangle next to 'Test Skilltrack'.</p>																									
6.	In the right-hand frame, click the button in the “Update” column next to the resource you want to update. This opens the “Update Resource” window.	<p>Resources for Test Skilltrack</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Feedback</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Test Book</td> <td>Book</td> <td>0 reviews</td> <td></td> <td></td> </tr> <tr> <td>Certified Test</td> <td>Certification Tracks</td> <td>0 reviews</td> <td></td> <td></td> </tr> <tr> <td>Test Recommended Resource</td> <td>Course</td> <td>0 reviews</td> <td></td> <td></td> </tr> <tr> <td>Test Reference</td> <td>Training References</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>At the top right of the table, there is a link: Add a new Resource Cancel Resource type. The 'Update' column headers and the update buttons in the first two rows are circled in green.</p>	Title	Type	Feedback	Update	Delete	Test Book	Book	0 reviews			Certified Test	Certification Tracks	0 reviews			Test Recommended Resource	Course	0 reviews			Test Reference	Training References			
Title	Type	Feedback	Update	Delete																							
Test Book	Book	0 reviews																									
Certified Test	Certification Tracks	0 reviews																									
Test Recommended Resource	Course	0 reviews																									
Test Reference	Training References																										

7.	<p>Make any changes by choosing different options from the drop-down menus or overwriting the input in any of the text-boxes. Click the “Update” button to save your changes.</p> <p>Note: You may also choose to click the “Cancel” button at this point to restore the previous values.</p>	
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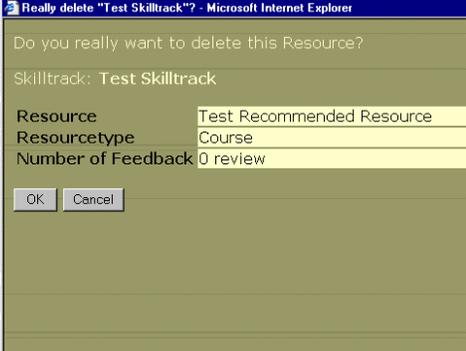
Deleting Personal Trainer resources

You may need to delete Personal Trainer resources over time to keep the information current. The Personal Trainer Administrator Page allows you to delete resources as necessary.

WARNING: Be very certain that you are deleting what you intend. There is no way to recover something that has been deleted. To restore a resource requires reconstructing it from scratch.

To delete a resource:

Step	Action	Reference
1.	Navigate to the Personal Trainer Administrator Page located at http://lantesfweb01/tech/personaltrainer/admin.htm	
2.	Click the triangle next to the competency node that you wish to open.	

3.	Click the triangle next to the Track Types node to open it.	<p>Collapse All Expand All</p>  <p>A tree view with 'Competency' expanded. Under 'Competency' are 'Delivery Management', 'Technology', 'Test', and 'Track Types'. A mouse cursor is pointing at the triangle next to 'Track Types'.</p>																									
4.	Click the triangle next to a track type node you wish to open.	<p>Collapse All Expand All</p>  <p>A tree view with 'Competency' expanded. Under 'Competency' are 'Delivery Management', 'Technology', 'Test', and 'Track Types'. Under 'Track Types' is 'Test Skilltracktype'. A mouse cursor is pointing at the triangle next to 'Test Skilltracktype'.</p>																									
5.	Click the skill track you wish to open.	<p>Collapse All Expand All</p>  <p>A tree view with 'Competency' expanded. Under 'Competency' are 'Delivery Management', 'Technology', 'Test', and 'Track Types'. Under 'Track Types' are 'Test Skilltracktype' and 'Skill Tracks'. Under 'Skill Tracks' is 'Test Skilltrack'. A mouse cursor is pointing at 'Test Skilltrack'.</p>																									
6.	In the right-hand frame, click the button in the “Delete” column next to the resource you want to delete. This opens the “Really delete?” warning window.	<p>Resources for Test Skilltrack</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Feedback</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Test Book</td> <td>Book</td> <td>0 reviews</td> <td></td> <td></td> </tr> <tr> <td>Certified Test</td> <td>Certification Tracks</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Test Recommended Resource</td> <td>Course</td> <td>0 reviews</td> <td></td> <td></td> </tr> <tr> <td>Test Reference</td> <td>Training References</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add a new Resource Level ResourceType</p>  <p>The 'Delete' column in the table above is circled in green.</p>	Title	Type	Feedback	Update	Delete	Test Book	Book	0 reviews			Certified Test	Certification Tracks				Test Recommended Resource	Course	0 reviews			Test Reference	Training References			
Title	Type	Feedback	Update	Delete																							
Test Book	Book	0 reviews																									
Certified Test	Certification Tracks																										
Test Recommended Resource	Course	0 reviews																									
Test Reference	Training References																										
7.	<p>If you are sure that you really wish to delete this resource, click the “OK” button.</p> <p>Note: You may also choose to click the “Cancel” button at this point to keep the resource.</p>	 <p>A dialog box titled 'Really delete "Test Skilltrack"? - Microsoft Internet Explorer'. It asks 'Do you really want to delete this Resource?'. Below the question, it shows 'Skilltrack: Test Skilltrack' and a table with details: 'Resource: Test Recommended Resource', 'ResourceType: Course', and 'Number of Feedback: 0 review'. At the bottom are 'OK' and 'Cancel' buttons.</p>																									

<p>8.</p>	<p>To delete one or more skill tracks, click the “Skill Tracks” node in the left-hand frame. A window will open giving you a choice to delete selected skill tracks.</p>	 <p>A screenshot of a software interface showing a tree view. At the top, there are links for 'Collapse All' and 'Expand All'. The tree structure is as follows: 'Competency' (expanded), 'Delivery Management', 'Technology', 'Test' (expanded), 'Track Types' (expanded), 'Test Skilltracktype' (expanded), 'Skill Tracks' (expanded), and 'Test Skilltrack' (selected with a mouse cursor).</p>
<p>9.</p>	<p>To delete one or more track types, click the “Track Types” node in the left-hand frame. A window will open giving you a choice to delete one or more track types (and their related skill tracks).</p>	 <p>A screenshot of a software interface showing a tree view. At the top, there are links for 'Collapse All' and 'Expand All'. The tree structure is as follows: 'Competency' (expanded), 'Delivery Management', 'Technology', 'Test' (expanded), 'Track Types' (selected with a mouse cursor), 'Test Skilltracktype' (expanded), 'Skill Tracks', and 'Test Skilltrack'.</p>
<p>10.</p>	<p>To delete an entire Personal Trainer, click the “Competency” node in the left-hand frame. A window will open giving you a choice to delete one or more Personal Trainers (and their related resources).</p>	 <p>A screenshot of a software interface showing a tree view. At the top, there are links for 'Collapse All' and 'Expand All'. The tree structure is as follows: 'Competency' (selected with a mouse cursor), 'Delivery Management', 'Technology', 'Test' (expanded), 'Track Types' (expanded), 'Test Skilltracktype' (expanded), 'Skill Tracks', and 'Test Skilltrack'.</p>