

## View Training Center (TC)/Training Site (TS) Information

### Training Center Coordinator (TCC) or Training Site Coordinator (TSC): View TC/TS Information in Atlas

A TCC can view information in Atlas regarding their Training Center and aligned Training Sites. The information stored is managed by AHA. The TCC has the ability to edit the Enrollment Cutoff Date, the Withdrawal Cutoff Date, and upload an image for the TC or TS.

A TSC can view information in Atlas regarding their Training Site. The TSC has the ability to edit the Enrollment Cutoff Date, the Withdrawal Cutoff Date, and upload an image for the TS.

#### To View your TC/TS Information:

1. Once logged in, click the Training Center tab (Figure 1).

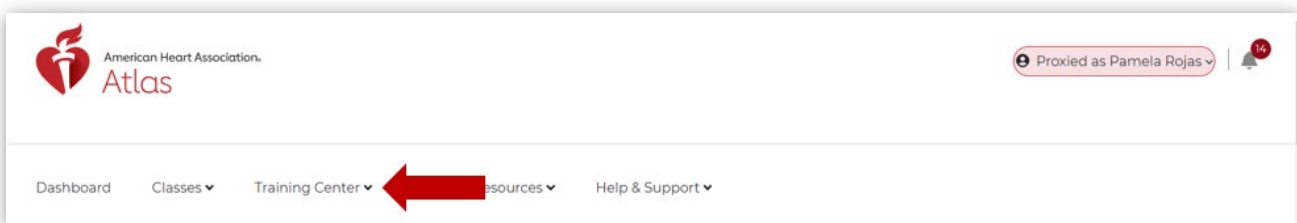


Figure 1

2. To view the Training Center, click Training Center (Figure 2). To view the Training Site, click Training Site.

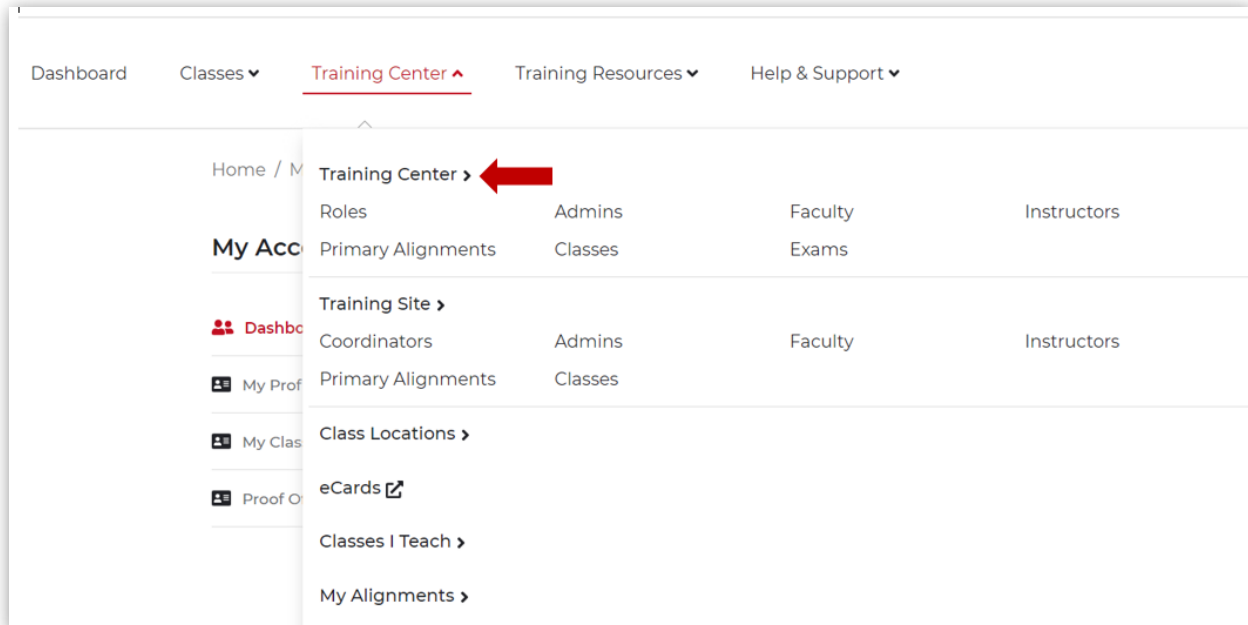


Figure 2

3. If the user has more than one organization in Atlas (a TC, TS or multiple TSs) a color banner will appear with a data selection dropdown box (Figure 3).

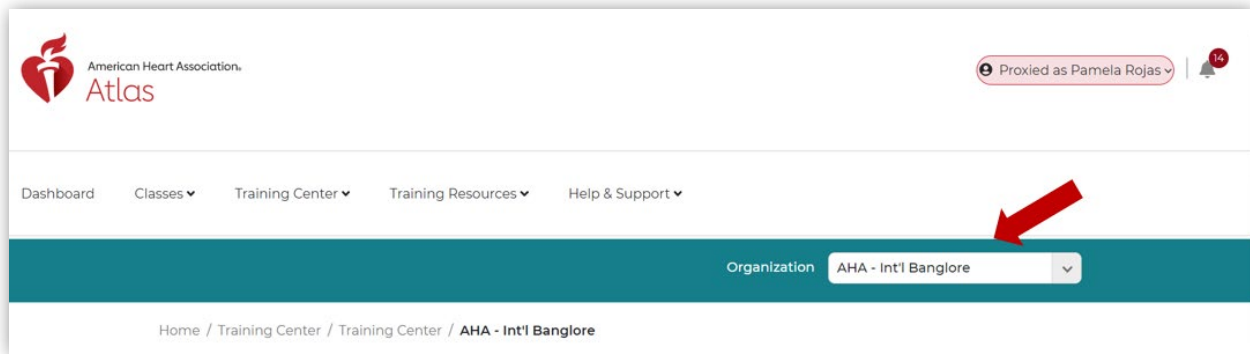


Figure 3

- a. Select the organization, the TC, or an aligned TS, to view from the dropdown menu.
- b. Scroll down the page to view the details.

## To Edit your TC/TS Information:

1. To edit the details, select Edit to the left of the organization name (Figure 4)

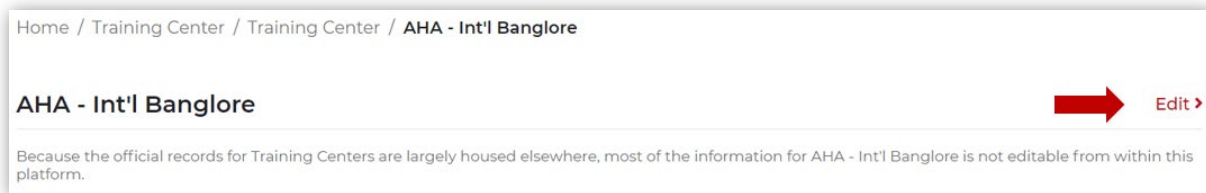


Figure 4

2. Scroll down the details page to edit (Figure 5a & 5b).
  - a. Enrollment Cutoff Date (the number of days before the class date that students will not be able to enroll in a class, this will be the default for all classes)
  - b. Withdrawal Cutoff Date (the number of days before the class date that enrolled students will not be able to withdraw, this will be the default for all classes)
  - c. eCard Inventory Comes From\* (allows the TCC to select where eCard inventory draws from when a class roster is finalized in the Class Management Tool; **DEFAULT setting will be Individual**)
  - d. Upload Image (an image displayed for the TC or TS being viewed)

Enrollment Cutoff Date  Days Before

Withdrawal Cutoff Date  Days Before

eCard Inventory Comes From \*

Training Center  Individual

Figure 5a

Upload Image

Maximum file upload size is 1 MB, Format in .jpg, .png

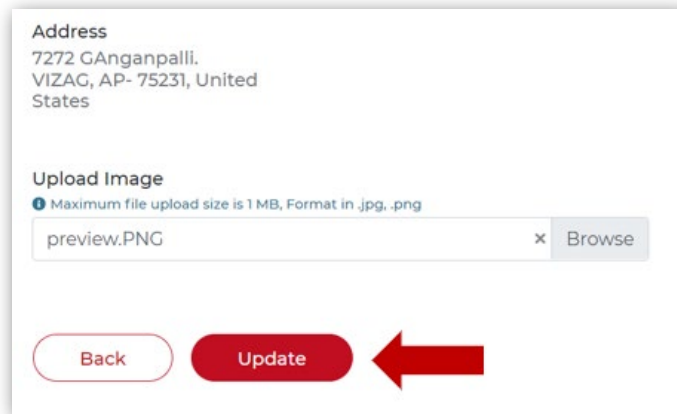
preview.PNG

Figure 5b

## Job Aid: TCC/TSC – View and Edit TC/TS Information in Atlas

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- When all edits are complete, click the Update button at the bottom of the page (Figure 6).



Address  
7272 GAnjanpalli.  
VIZAG, AP- 75231, United States

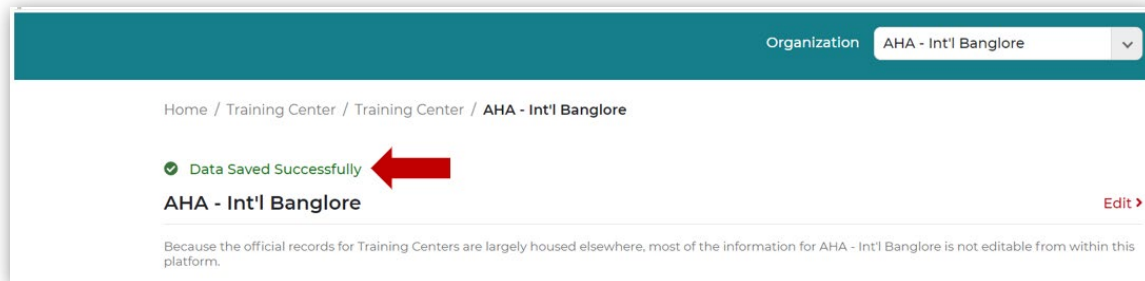
Upload Image  
Maximum file upload size is 1 MB, Format in .jpg, .png

preview.PNG x Browse

Back Update

Figure 6

- A success message will appear at the top of the page above the TC/TS name (Figure 7).



Organization AHA - Int'l Bangalore

Home / Training Center / Training Center / AHA - Int'l Bangalore

✔ Data Saved Successfully

AHA - Int'l Bangalore Edit

Because the official records for Training Centers are largely housed elsewhere, most of the information for AHA - Int'l Bangalore is not editable from within this platform.

Figure 7