

Use this form to set up [training program categories](#). These categories will be loaded into the drop-down lookup list in the data entry form for establishing training programs.

Click this button to open the [Categories](#) setup form.

No	Category Name	Disable	Delete
1	Equipmnt Operator	<input type="checkbox"/>	<input type="checkbox"/>
2	General Awareness	<input type="checkbox"/>	<input type="checkbox"/>
3	Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>
4	Process Operator	<input type="checkbox"/>	<input type="checkbox"/>
5	Work Operation	<input type="checkbox"/>	<input type="checkbox"/>
*		<input type="checkbox"/>	<input type="checkbox"/>

This form is based on the [standard 'Categories' form](#). The use of this type of form is explained in tutorial [Navigation and Common Features - Category Setups](#).

**Setups**

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PRD-005 - Buffing and Polishing Operator

This form is used to set up the list of company [departments](#). In a small company where there are no formal departments, use functional areas, such as office, warehouse, etc.

[Departments](#) will be loaded into drop-down lookup lists in the data entry forms for establishing competency certification programs and creating personnel training records.

Click this button to open the [Departments](#) setup form.

No	Department Name	Disable	Delete
1	Accounting	<input type="checkbox"/>	<input type="checkbox"/>
2	In-And-Out Servicing Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Human Resources	<input type="checkbox"/>	<input type="checkbox"/>
4	Production	<input type="checkbox"/>	<input type="checkbox"/>
5	Shipping	<input type="checkbox"/>	<input type="checkbox"/>
6	Servicing	<input type="checkbox"/>	<input type="checkbox"/>

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