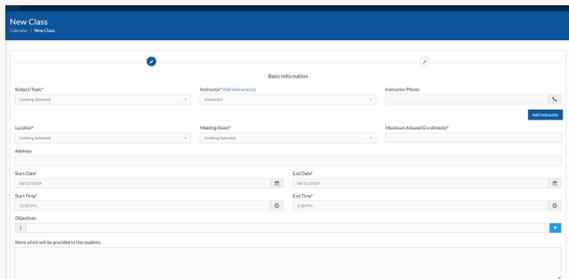


# MedTrainer User guide

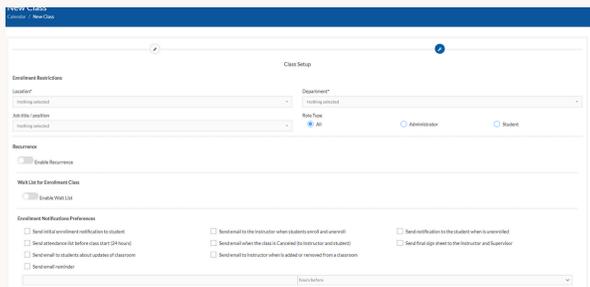
## HOW TO CREATE LIVE TRAININGS



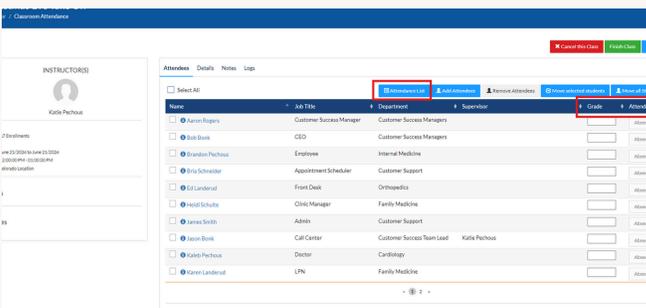
Use the Live Training Calendar that is available under MT Learning in the MedTrainer Software. You can use the buttons in the upper right corner to create or select a room where the training will occur as well as select/add the course that will be taken in-person. To schedule a class, select the date.



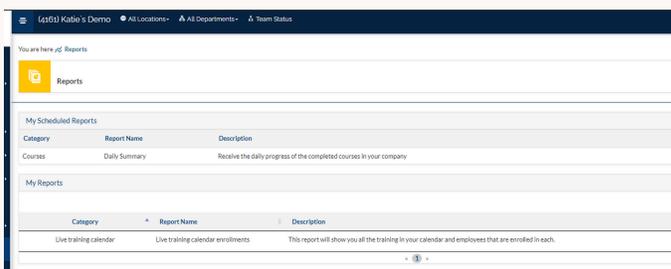
Once the information is filled out within the above, click "Next".



Then complete the information on this screen. Once you click "Create", you will be redirected to the calendar screen, but now you will see the class you created on the given date.



If you click on the class, click the button to view the class detail. This is where you can "add attendees" and select those that attended as shown below. Selecting "attendee list" will allow you to download a PDF of those that attended.



If needed, you can also pull a report using the "Reports" module and use the keyword search "live". Then click "Run Report".