

## Equipment Checklist – TRN034

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### DESCRIPTION:

Equipment Checklist - The Equipment Checklist report lists the equipment required for a course session. For each item, the report shows the quantity required, the number available in the training room and facility, and the total number that has been booked at the facility for that period.

Included are:

1. Course;
2. Session;
3. Date;
4. Max Students;
5. # Enrolled;
6. Facility;
7. Room;
8. Date;
9. Equipment Code;
10. Description;
11. Quantity Required;
12. # Available in Room;
13. # Available in Facility;
14. # Booked at Facility.

### PARAMETERS TO SET:

- Course Code
- Course Session Nbr

### SORT SEQUENCE:

- Department ID
- Employee ID

### WHERE FOUND:

Enterprise Learning> Training Reports> Equipment Checklist