

# Assign Multiple Providers to a Training

Last Modified on 03/21/2019 3:20 pm CDT

Several providers may attend training at the same time. When you collect the sign-in sheet from this training, you can assign multiple providers to it in Minute Menu HX. You must first set up the training session in question. For more information, see [Add a New Training Session](#) .

Once you have created the training session:

1. Click the **Tools** menu and select **Group Providers at Training**. The Group Providers at Training window opens.
2. Click the **Select a Training Session** drop-down menu and select the training session you just created. You can use the **Date Range** options and the **Training Type** drop-down menu to limit the options in the Select a Training Session drop-down menu.
3. In the **Providers Not in Training Session** box, check the box next to each provider that attended the training. You can also click **Select All** to select all providers.
4. Click  . The providers you selected move to the **Providers On Training Session** box.

Group Providers At Training

Date Range:
   
 Last 12 Months
   
 Current Fiscal Year
   
 All Years

Training Type:

Select a Training Session:

Session Name:

Date:  Start Time:  Hours:

Type:  End Time:

Location:

Trainer:

**Providers Not On Training Session**

A #

Select	#	Provider Name
<input type="checkbox"/>	998877	Test Test, Test Test 1
<input type="checkbox"/>	005216	Test, Jdt
<input type="checkbox"/>	321657	Test, Mod
<input type="checkbox"/>	998881	Test, Zoho
<input type="checkbox"/>	995599	Test1, Jlr K
<input type="checkbox"/>	654987	Test1, Mod
<input type="checkbox"/>	013544	Test2, Jennifer
<input type="checkbox"/>	547963	Test2, Jlr
<input type="checkbox"/>	315976	Test3, Jlr
<input type="checkbox"/>	654324	Test3, Mod
<input type="checkbox"/>	321654	Test4, Joseph
<input type="checkbox"/>	168763	Test4, Mod
<input type="checkbox"/>	005411	Testing, Jennifer
<input type="checkbox"/>	998878	Testing, Test
<input type="checkbox"/>	998880	Testtransfer1, Produc
<input type="checkbox"/>	002234	Ubacchus, Amelia
<input type="checkbox"/>	000124	Update, Hx Bakoba
<input type="checkbox"/>	998890	Vietha, Nguyen

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**Providers On Training Session**

	#	Provider Name	New
Delete	001239	Cordova, Anna	<input checked="" type="checkbox"/>
Delete	237893	Flower, Blue	<input checked="" type="checkbox"/>
Delete	998894	Shelly, Mary	<input checked="" type="checkbox"/>

Provider Count: 45
   
 Providers Selected: 0

5. Click **Save**.

Note: If you assigned a provider to this session in error, click **Delete** next to their name to remove them from the **Providers On Training Session** box. Click **Save** to save your changes.