CRM - Create Program Offerings on the Inquiry Form

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MONTGOMERY
COUNTY COMMUNITY COLLEGE

2018

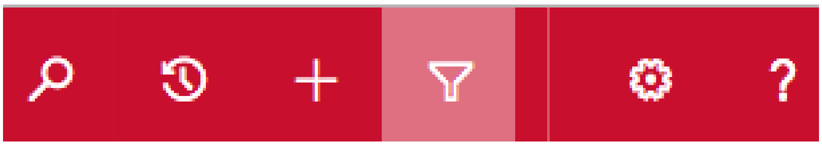
CRM - Create Program Offerings on the Inquiry Form

Create Program Offerings On the Inquiry Form

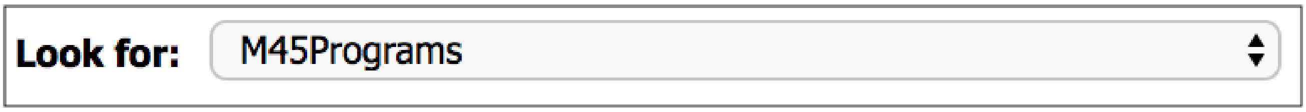
Login to the workforce CRM.

https://recruiter.mc3.edu/coned

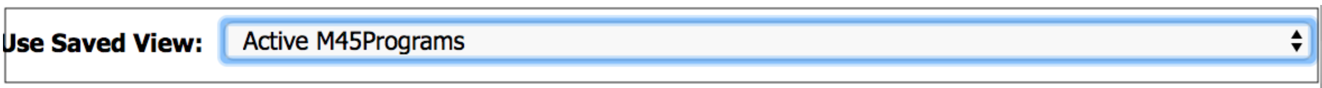
1. Open an advanced find by clicking on the Filter button.



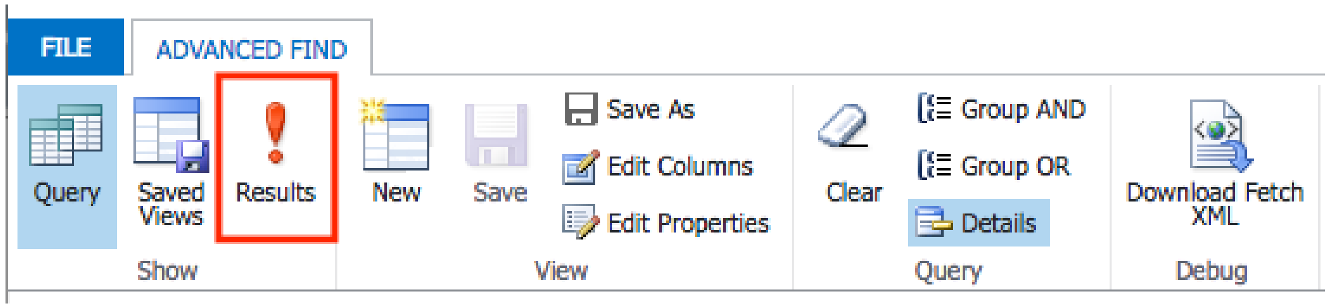
2. Change the **Look For** to **M45Programs.**



3. Change the **Use Saved View** to **Active M45Programs**.



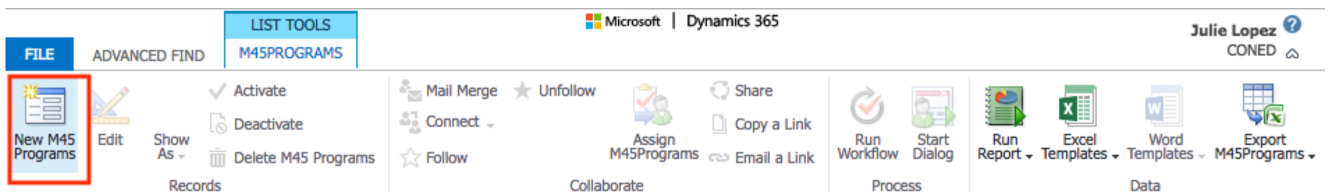
4. Select **Results**.



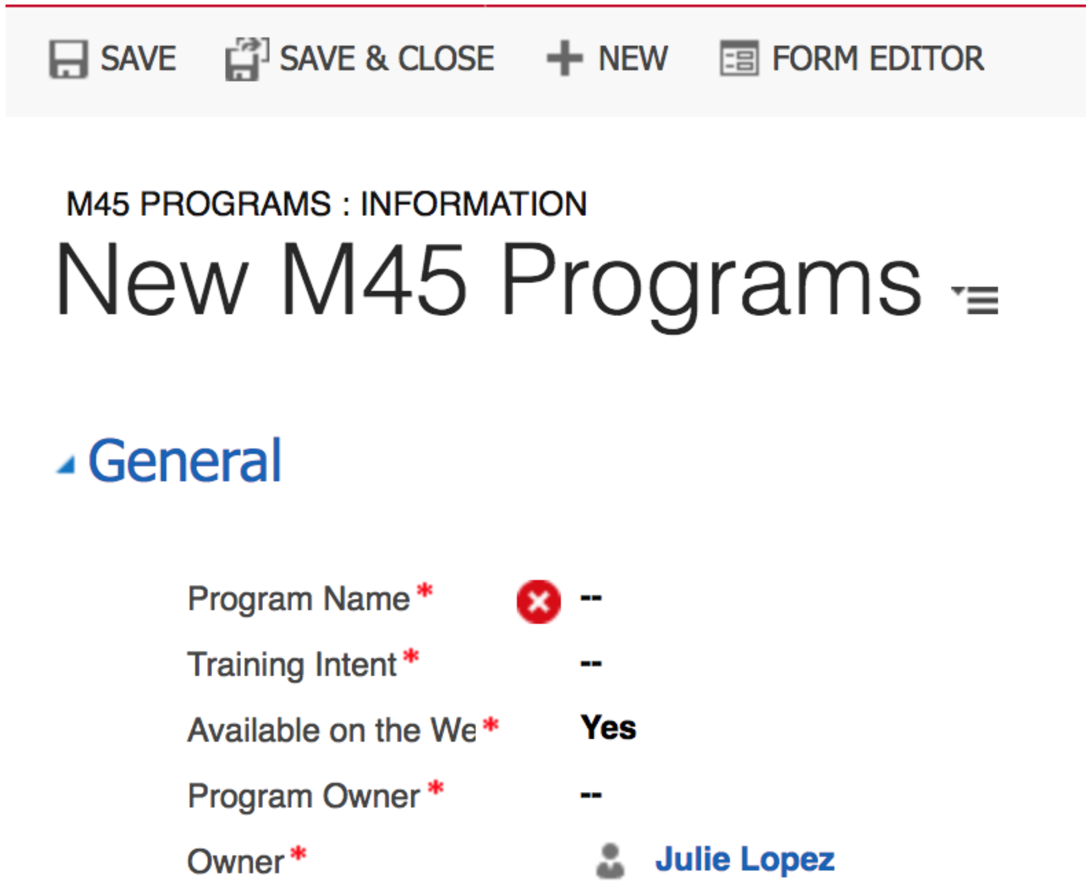
5. Notice there are duplicate options because there are two different training intents Company and Individual.

Advanced Diagnostic Imaging Modality Education	Individual	Yes	Bernadette Debi...	10/18/2018 3:03 PM
Certified Nursing Assistance	Individual	Yes	Lori Spiezio	10/17/2018 2:39 PM
Computer/IT Training	Individual	Yes	Anil Datta	8/3/2017 4:26 PM
Computer/IT Training	Company	Yes	Anil Datta	8/3/2017 4:30 PM
Culinary Boot Camp	Individual	Yes	Can Uslu	10/18/2018 12:52 PM
Culinary ServSafe	Individual	Yes	Can Uslu	10/18/2018 12:54 PM
Drivers Training	Individual	Yes	Gary Hines	8/3/2017 4:27 PM
English as a Second Language (ESL)	Individual	Yes	Marjorie Labe	8/3/2017 4:36 PM
Healthcare Training	Individual	Yes	Bernadette Debi...	8/3/2017 4:26 PM
Lean/Process Training	Company	Yes	Gary Hines	8/3/2017 4:30 PM
Manufacturing and Industrial Training	Individual	Yes	Gary Hines	8/3/2017 4:25 PM
Manufacturing and Industrial Training	Company	Yes	Gary Hines	8/3/2017 4:29 PM

6. To create a new program offering click on **New M45 Programs** on the ribbon.



5. Enter all the fields required as denoted by the *.



- **Program Name** is what shows to users when filling out the inquiry form.
- **Training Intent** is where the program will be shown on the inquiry form (Company or Individual).

Note: I*f you want to program to show on both options you will need to create two programs and select each training intent.*

- **Available on the Web** allows you to have a training type available for staff to use but not shown on the inquiry form.
- **Program Owner** is the staff member who is the subject matter expert on the program. The emails and phone calls will be assigned to this user.
- **Owner** can be left alone.

6. Select **Save and Close** when you are finished setting up the program.