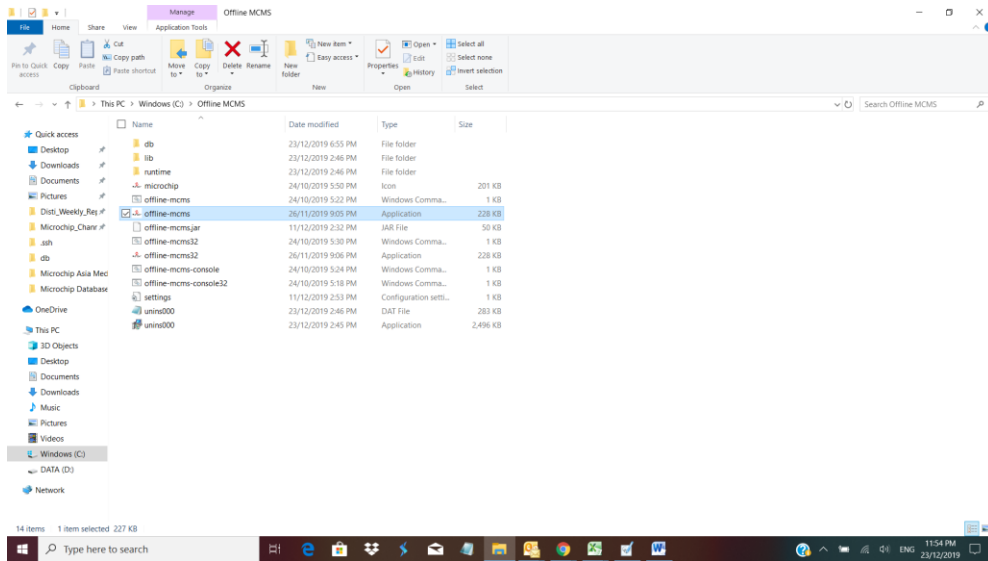


How to Use Offline Software to Create Training Attendee Records

Creating New Attendee Record

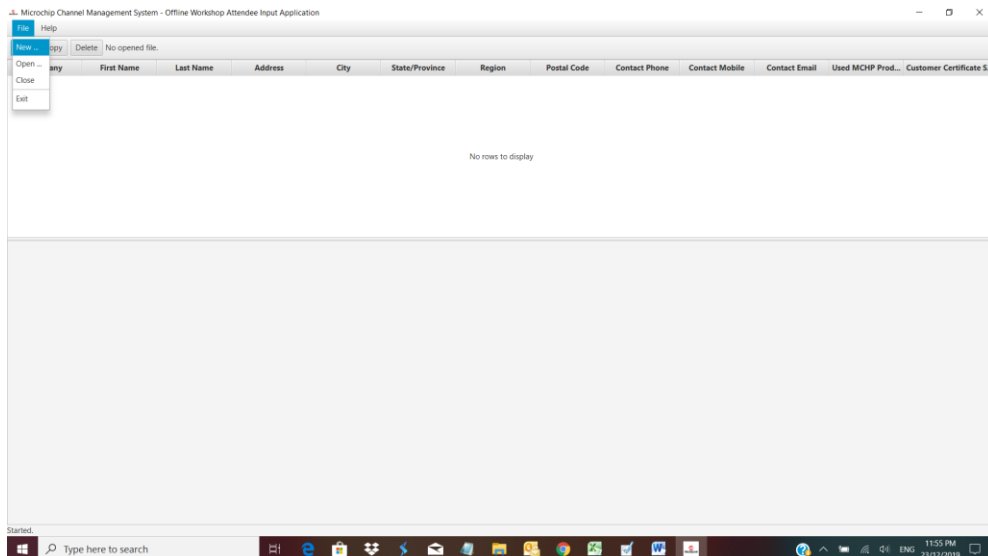
Step 1

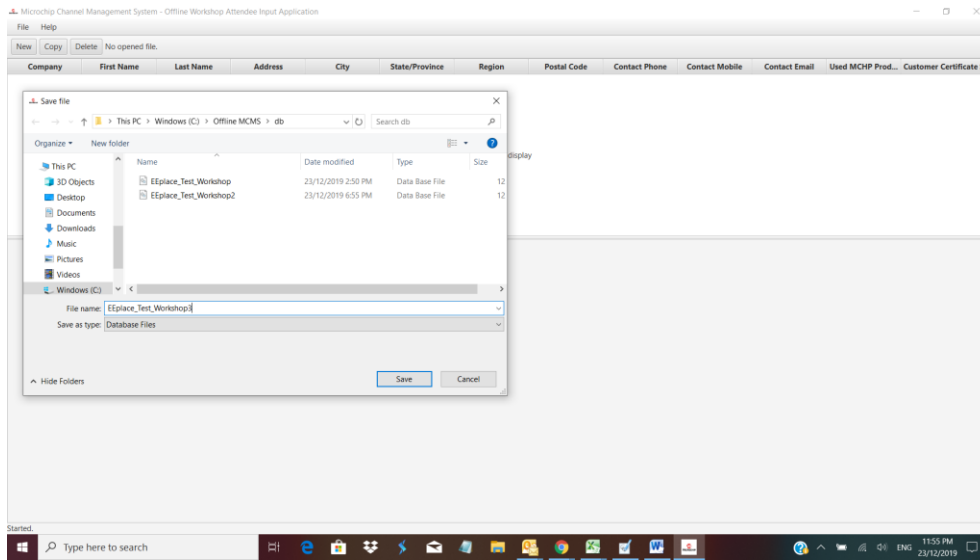
- Launch the program by clicking the application “offline-mcms” under "C:\Offline MCMS" or clicked your desktop icon.
- The screen will be divided into upper and lower section. Upper section will show all the attendee records entered and lower section is for data entry.



Step 2

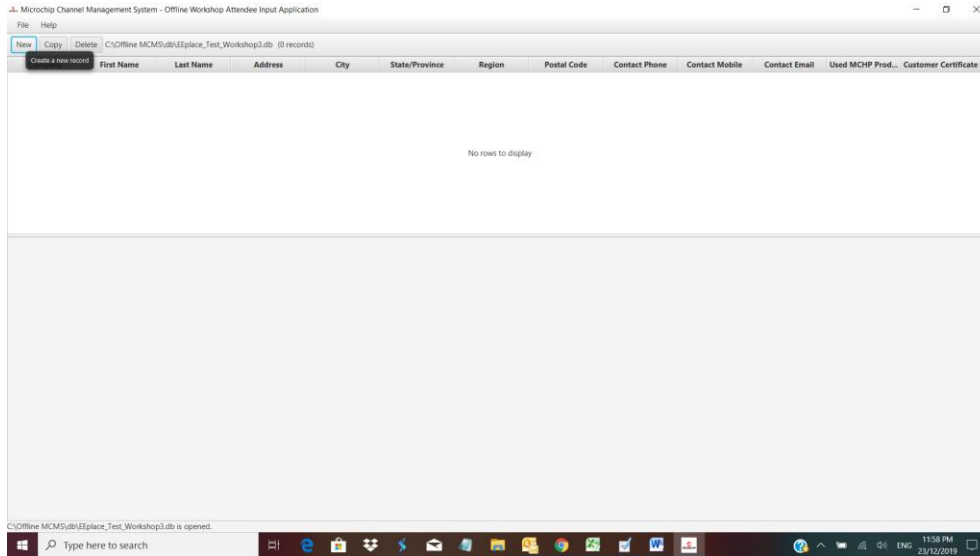
Create a new workshop .db file by clicking “File-New” and enter your file name and saves the file to "C:\Offline MCMS\db"

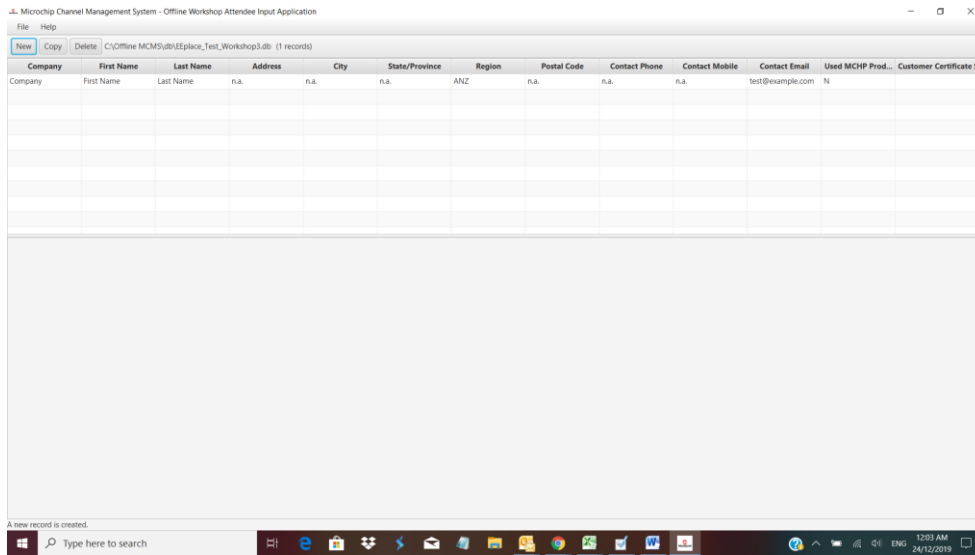




Step 3

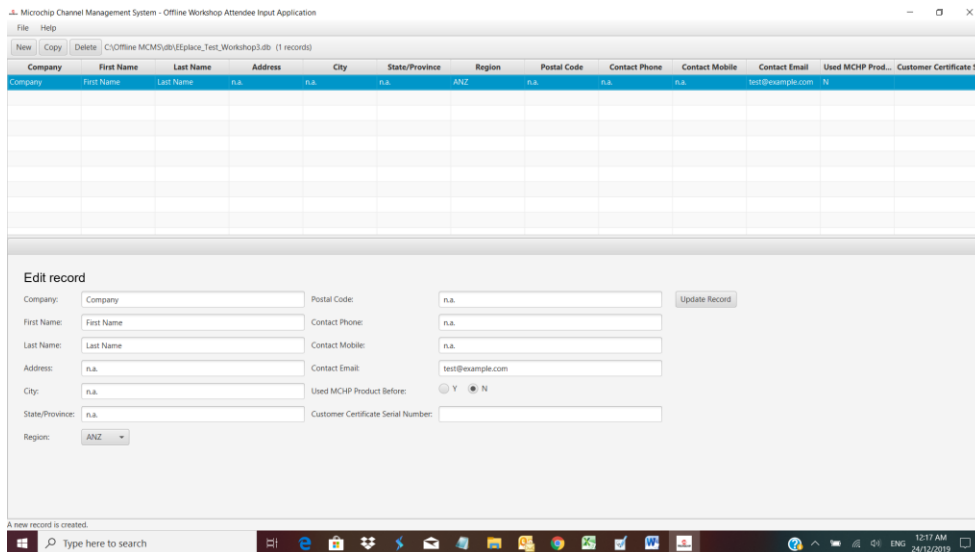
Start entering each attendee record by clicking the “New” button at the top left. Once clicked the “New” button, a template record will be created.





Step 4

Highlight the template record and the data entry form will be displayed in the lower section for you to input actual data to replace the template data.



Step 5

Enter all the actual data in the form, click the "Update Record" button and the particular attendee record will be saved and shown in the upper section.

Microchip Channel Management System - Offline Workshop Attendee Input Application

File Help

New Copy Delete C:\Offline MCM\Sub\I\place_Test_Workshop\lib (1 records)

Company	First Name	Last Name	Address	City	State/Province	Region	Postal Code	Contact Phone	Contact Mobile	Contact Email	Used MCHP Prod...	Customer Certificate S...
ABC公司	大军	陈	武漢洪山路	武漢市	湖北省	NChina	123456	86-27-76533278	13389123567	billy_chen@abc.com	Y	

Edit record

Company: ABC公司 Postal Code: 123456 [Update Record](#)

First Name: 大军 Contact Phone: 86-27-76533278

Last Name: 陈 Contact Mobile: 13389123567

Address: 武漢洪山路 Contact Email: billy_chen@abc.com

City: 武漢市 Used MCHP Product Before: Y N

State/Province: 湖北省 Customer Certificate Serial Number:

Region: NChina

Record is updated.

Type here to search

12:24 AM 24/12/2019

Step 6

Proceed to create another attendee record by clicking the “New” button and repeat the process as described in Step 4 and Step 5.

Microchip Channel Management System - Offline Workshop Attendee Input Application

File Help

New Copy Delete C:\Offline MCM\Sub\I\place_Test_Workshop\lib (2 records)

Company	First Name	Last Name	Address	City	State/Province	Region	Postal Code	Contact Phone	Contact Mobile	Contact Email	Used MCHP Prod...	Customer Certificate S...
ABC公司	大军	陈	武漢洪山路	武漢市	湖北省	NChina	123456	86-27-76533278	13389123567	billy_chen@abc.com	Y	
Company	First Name	Last Name	n.a.	n.a.	n.a.	ANZ	n.a.	n.a.	n.a.	test@example.com	N	

Edit record

Company: Company Postal Code: n.a. [Update Record](#)

First Name: First Name Contact Phone: n.a.

Last Name: Last Name Contact Mobile: n.a.

Address: n.a. Contact Email: test@example.com

City: n.a. Used MCHP Product Before: Y N

State/Province: n.a. Customer Certificate Serial Number:

Region: ANZ

A new record is created.

Type here to search

12:30 AM 24/12/2019

Copy data from an existing attendee record for creating another new record

If there are a number of attendees coming from the same company, you can copy the common information like company name from the first attendee record you created and no need to re-enter the same information again.

Step 1

Highlight the existing record you want to copy

The screenshot shows the 'Microchip Channel Management System - Offline Workshop Attendee Input Application' window. At the top, there is a menu bar with 'File' and 'Help'. Below it is a toolbar with 'New', 'Copy', and 'Delete' buttons. The main area contains a table with the following columns: Company, First Name, Last Name, Address, City, State/Province, Region, Postal Code, Contact Phone, Contact Mobile, Contact Email, Used MCHP Prod..., and Customer Certificate S... The table has two rows of data. The first row is highlighted in blue. Below the table is an 'Edit record' form with fields for Company, First Name, Last Name, Address, City, State/Province, Region, Contact Phone, Contact Mobile, Contact Email, Used MCHP Product Before (radio buttons for Y/N), and Customer Certificate Serial Number. A status bar at the bottom indicates 'Record is updated.' and the system time is 12:44 AM on 24/12/2019.

Company	First Name	Last Name	Address	City	State/Province	Region	Postal Code	Contact Phone	Contact Mobile	Contact Email	Used MCHP Prod...	Customer Certificate S...
ABC公司	大笨	陈	武漢洪山路	武漢市	湖北省	NChina	123456	86-27-76533278	13389123567	billy_chen@abc.com	Y	
天天科技	Anna	Wang	广州流花	广州市	广东省	SChina	254356	86-21-35678923	13964570923	anna.wang@163.c...	N	mchp123456

Step 2

Click the "Copy" button at the top left. A new record will be created in the upper section with the same information as the selected existing record.

This screenshot is similar to the first one, but the 'Copy' button in the toolbar is highlighted with a red box. The table now has three rows, with the first row (the one copied) appearing at the top. The 'Edit record' form below the table is identical to the previous screenshot. The status bar at the bottom indicates 'The selected record is copied.' and the system time is 12:59 AM on 24/12/2019.

Company	First Name	Last Name	Address	City	State/Province	Region	Postal Code	Contact Phone	Contact Mobile	Contact Email	Used MCHP Prod...	Customer Certificate S...
ABC公司	大笨	陈	武漢洪山路	武漢市	湖北省	NChina	123456	86-27-76533278	13389123567	billy_chen@abc.com	Y	
天天科技	Anna	Wang	广州流花	广州市	广东省	SChina	254356	86-21-35678923	13964570923	anna.wang@163.c...	N	mchp123456
ABC公司	大笨	陈	武漢洪山路	武漢市	湖北省	NChina	123456	86-27-76533278	13389123567	billy_chen@abc.com	Y	

Step 3

Highlight the new record and edit the form in the lower section for entering the new attendee information like first/last name but no need to enter company name/address again.

Microchip Channel Management System - Offline Workshop Attendee Input Application

Company	First Name	Last Name	Address	City	State/Province	Region	Postal Code	Contact Phone	Contact Mobile	Contact Email	Used MCHP Prod...	Customer Certificate S...
ABC公司	大军	陈	武漢洪山路	武漢市	湖北省	NChina	123456	86-27-76533278	13389123567	billy_chen@abc.com	Y	
天天科技	Anna	Wang	广州流花	广州市	广东省	SChina	254356	86-21-35678923	13964570923	anna.wang@163.c...	N	mchp123456
ABC公司	大军	陈	武漢洪山路	武漢市	湖北省	NChina	123456	86-27-76533278	13389123567	billy_chen@abc.com	Y	

The selected record is copied.

Edit record

Company: ABC公司 Postal Code: 123456 Update Record

First Name: 大军 Contact Phone: 86-27-76533278

Last Name: 陈 Contact Mobile: 13389123567

Address: 武漢洪山路 Contact Email: billy_chen@abc.com

City: 武漢市 Used MCHP Product Before: Y N

State/Province: 湖北省 Customer Certificate Serial Number:

Region: NChina

Step 4

Enter all the new information, then, click the "Update Record" button.

Microchip Channel Management System - Offline Workshop Attendee Input Application

Company	First Name	Last Name	Address	City	State/Province	Region	Postal Code	Contact Phone	Contact Mobile	Contact Email	Used MCHP Prod...	Customer Certificate S...
ABC公司	大军	陈	武漢洪山路	武漢市	湖北省	NChina	123456	86-27-76533278	13389123567	billy_chen@abc.com	Y	
天天科技	Anna	Wang	广州流花	广州市	广东省	SChina	254356	86-21-35678923	13964570923	anna.wang@163.c...	N	mchp123456
ABC公司	承龙	李	武漢洪山路	武漢市	湖北省	NChina	123456	86-27-76533278	18964578239	mark_li@abc.com	N	mchp876345

Record is updated.

Edit record

Company: ABC公司 Postal Code: 123456 Update Record

First Name: 承龙 Contact Phone: 86-27-76533278

Last Name: 李 Contact Mobile: 18964578239

Address: 武漢洪山路 Contact Email: mark_li@abc.com

City: 武漢市 Used MCHP Product Before: Y N

State/Province: 湖北省 Customer Certificate Serial Number: mchp876345

Region: NChina