

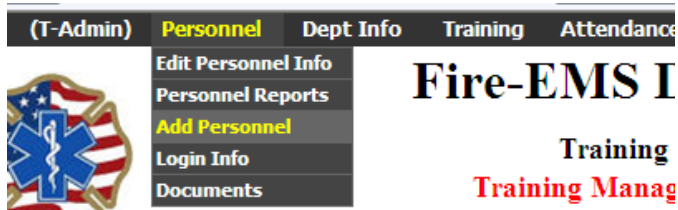
FireTrex

Training Software User Guide Training Administrator

Add / Edit Personnel
v1.0 (August 2010)

Add Personnel

1. To add a new employee to the Training Database, hover over **Personnel**. Click on **Add Personnel**.



2. This will take you to the **Add New Personnel** page.
3. Complete the fields below.

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Smith"/>
Division	<input type="text" value="Suppression"/>
Position	<input type="text" value="FF"/>
Location	<input type="text" value="Station 4"/>
Schedule	<input type="text" value="B-Shift"/>


4. Click on the **Add New Personnel** button.
5. The following confirmation message will be displayed.

John Smith has been added to the database!

[Click Here](#) to edit this new employee

[Click Here](#) to Add another new employee

6. Click to edit the new employee.
7. This will take you to the **Personnel Settings** page.


8. Complete the fields above for the new employee. NOTE: Don't forget to add an **Access Level** for the new employee so they can log into the database.
9. Click on the **Save Changes** button.
10. To add another new employee, click on the blue plus sign  in the upper right corner.

Edit Personnel Info

1. If you need to edit personnel info for an employee who already exists in the database, hover over **Personnel**, **Edit Personnel Info**. Click on **Personnel Settings**.



2. Use the drop down menu to select the **Personnel**.

NOTE: you can add a new employee from this screen by clicking on the blue plus sign  in the upper right corner.

3. Complete or change the necessary field(s).
4. Click on the **Save Changes** button.

The screenshot shows the 'Personnel Settings' window for 'Joni Grover'. The form is organized into several sections:

- Status:** Active Personnel (dropdown)
- Personnel:** Grover, Joni (dropdown)
- Save Changes:** Button
- Active:** Yes (checkbox)
- Dept ID #:** 04148 (307)
- First Name:** Joni (text), M.I. J (text)
- Last Name:** Grover (text), Sfx (checkbox)
- Address:** (text)
- City:** Kenmore (text)
- State:** Washington (dropdown)
- Zipcode:** 98028 (text)
- Status:** Current Employee (dropdown)
- Exit Date:** (text)
- Phone #:** (text)
- Cell Phone:** (text)
- Home eMail:** test@here.com (text)
- Work eMail:** dave.monahan@firetimesoftware.com (text)
- eMail Reminders:** Type: Work Email (dropdown)
- Date of Hire:** 10/13/2003 (text)
- EMS ID:** 53113 (text)
- WA EMT Registry #:** (text)
- Drivers License #:** (text)
- Division:** Suppression (dropdown)
- Schedule:** C-Shift (dropdown)
- Position:** FF (dropdown)
- Location:** Station 5 (dropdown)
- User Name:** jgrover (text)
- New Password:** (text), Save New Password (button)
- Reset:** (button)
- Send:** (button)
- Access Level:** Firefighter (dropdown)