

FireTrex

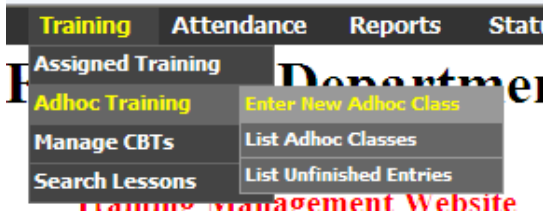
Training Software User Guide Training Administrator

4.1 Enter New Adhoc Class v1.0 (2011)

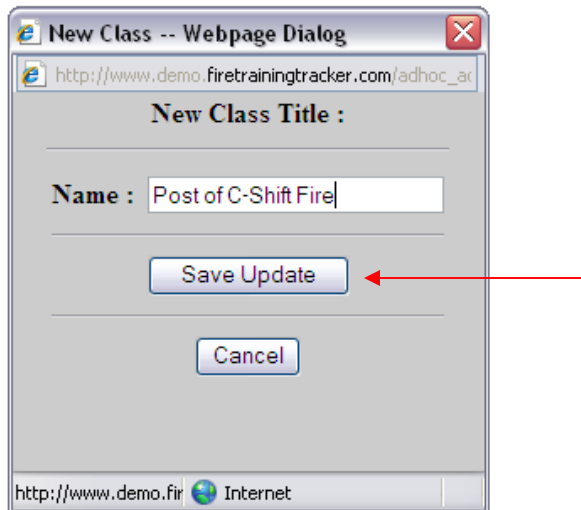
Enter New Adhoc Class

Adhoc classes are used to document training that is not pre-assigned in the database.

1. To enter a new adhoc class, hover over **Training, Adhoc Training, Enter New Adhoc Class**.




2. A pop up window will appear asking for the class title.
3. Type the name of the class. Click on the **Save Update** button.



4. This will take you to the **Adhoc Class Entry** page. You must complete all the red fields before continuing on.

Adhoc Class Entry	
Class Title	Post of C-Shift Fire
Class Date	<input type="text"/>
Description	<input type="text" value="Please enter a description for this class!"/>
Instructor	<input type="text"/>
Location	<input type="text"/>

You MUST enter a date, description, and select an instructor and location before continuing!

5. To enter a date click on the calendar icon  and select the date the training occurred.
6. Enter a **Description** for the class.
7. Use the drop down menu to select an **Instructor** and **Location**.

- Once you have completed all the red fields, a new screen will appear where you must enter a training lesson and the personnel who attended the class.

NOTE: You can still change any of the fields previously entered by clicking on the text or by using the drop down menus.

Adhoc Class Entry

Class Title: Post of C-Shift Fire Class Date: 1/3/2011

Description: PIA of 126 Main Street fire

Instructor: Georges, Ron Location: Station 4

You MUST add at least one lesson and one employee before saving the class!

Training Lessons Pick a lesson **Add Personnel**

Pick a Category or Search

Aaron, Aaron
Adams, Randy
Adler, Mark
Allen, Laurie
Andam, Audrey
Anderson, Rickie

Add Personnel

- The next step is to select a **Training Lesson**. There are two ways to do this.
- First, you can click on the **Pick a lesson** button. A pop up window will appear with an alphabetical list of all the training lessons in the database. Highlight the appropriate lesson and click the **Save Update** button.

Post of C-Shift Fire

Platform Operator - Road Course
Platform Operator - Drive Time
Platform Operator - Road Course
Point of No Return
Portable Extinguishers
Portable Fire Extinguishers
Post Incident Analysis
PowerPoint for Company Officers
PPE for fire suppression
Preventing Sleep Debt

New : 1.1 Booster tank, pre-connect

Save Update

Cancel

11. The other option is to choose a **Category**, **Topic** and **Lesson**. This allows you to narrow down your selection so you can find the appropriate training lesson.

Adhoc Class Entry

Class Title: Post of C-Shift Fire Class Date: 1/3/2011

Description: PIA of 126 Main Street fire

Instructor: Georges, Ron Location: Station 4

You MUST add at least one lesson and one employee before saving the class!

Training Lessons Pick a lesson

Firefighter Suppression or Search

Fire Operations

Post Incident Analysis **Add**

Add Personnel

Aaron, Aaron
Adams, Randy
Adler, Mark
Allen, Laurie
Andam, Audrey
Anderson, Rickie

Add Personnel

12. Click the **Add** button.
- NOTE: You can add more than one lesson to a class.
13. To change the hours of the class, hover over the default hours until the hand appears. Click on the hours.

You MUST add at least one lesson and one employee before saving the class!

Training Lessons Pick a lesson

Post Incident Analysis 0.5 hrs Lecture [X]

Pick a Category or Search

Add Personnel

Anderson, Roger
Arteago, Shannon
Barge, Jim
Behrens, Francis
Benavides, Gary
Bendzak, Matt

Add Personnel

14. A pop up window will appear. Enter the actual number of hours of the class. Click on the **Save Update** button.

Update Lesson Hrs for :
Post of C-Shift Fire
Post Incident Analysis


Current 0.5

New : 2

Save Update


Cancel

NOTE: You can change the lesson type as well by clicking on **Lecture** and using the drop down menu to change the lesson type.

15. To delete a lesson, click on the red .

You MUST add at least one lesson and one employee before saving the class!

Training Lessons Pick a lesson

Post Incident Analysis 0.5 hrs Lecture 

Pick a Category or Search

Add Personnel


Anderson, Roger
Arteago, Shannon
Barge, Jim
Behrens, Francis
Benavides, Gary
Bendzak, Matt

Add Personnel

16. If you are unsure if a particular lesson exists in the database or you are having trouble finding a lesson, click on the **Search** button.

You MUST add at least one lesson and one employee before saving the class!

Training Lessons Pick a lesson

Post Incident Analysis 0.5 hrs Lecture 

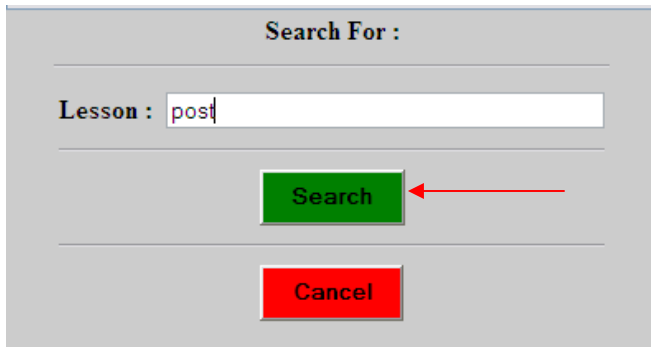
Pick a Category or Search

Add Personnel

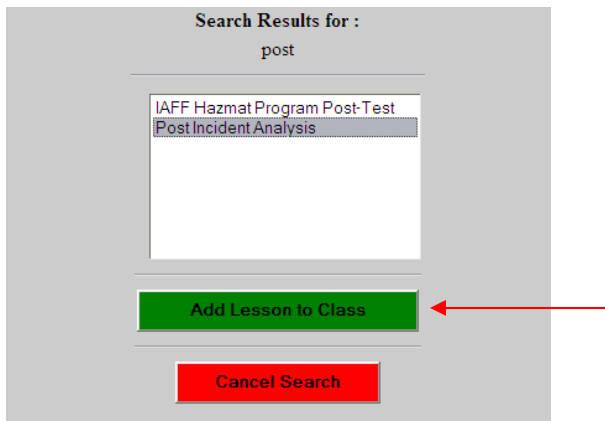
Anderson, Roger
Arteago, Shannon
Barge, Jim
Behrens, Francis
Benavides, Gary
Bendzak, Matt

Add Personnel

17. A pop up window will appear. Enter a keyword to search for. Click on the **Search** button.



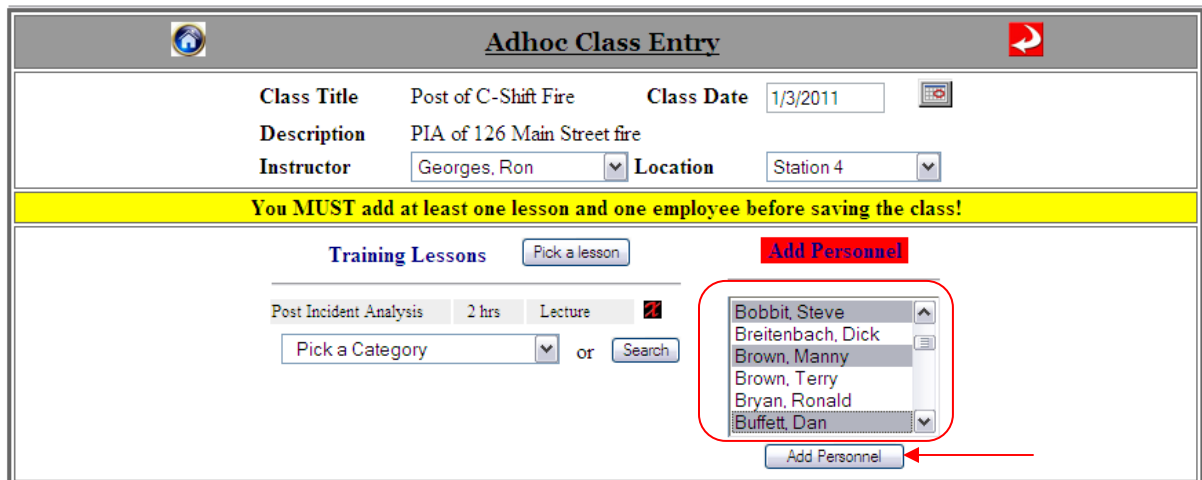
18. A new window will appear with the search results. Highlight the appropriate lesson. Click on the **Add Lesson to Class** button.



19. Once you have entered the appropriate lesson(s), the next step is to add personnel to the class. You must add at least one employee to the class.

20. Select the employees you would like to add.

NOTE: You can select more than one individual by holding down the Ctrl key.



21. Click on the **Add Personnel** button.
22. The personnel in the class are now located in a new box.
23. If you would like to delete an individual, highlight their name and click on the **Delete Personnel** button.

Adhoc Class Entry

Class Title: Post of C-Shift Fire Class Date: 1/3/2011

Description: PIA of 126 Main Street fire

Instructor: Georges, Ron Location: Station 4

Don't forget to save this class! Auto-Confirm

Training Lessons **Personnel in Class** **Add Personnel**


Post Incident Analysis 2 hrs Lecture

or

Bobbit, Steve
Brown, Manny
Buffett, Dan

Aaron, Aaron
Adams, Randy
Adler, Mark
Allen, Laurie
Andam, Audrey
Anderson, Rickie

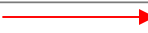
24. The final step is to save the class. After all the class information looks correct, click on the **Save Class** button.
25. Check the **Auto-Confirm** box if it is unnecessary for the employee(s) to confirm their attendance in the class. For example, if the employee signed a hard copy roster that will be kept on file, they do not need to confirm their attendance in the database.
26. After you have saved the class, you will get a class summary that can be printed.


Adhoc Class Review 

You have entered the information for the following Adhoc Class. Use the Print icon for a hard-copy.

Post of C-Shift Fire on 1/3/2011
PIA of 126 Main Street fire
Instructor : Georges, Ron for 2 hrs
Entered by : Garlini, Rachel

<u>Training Lessons</u>	<u>Personnel</u>
Post Incident Analysis 2	Brown, Manny Buffett, Dan Bobbit, Steve

 [Click here to enter another Adhoc Class](#)

27. To print a hard-copy for your records, click on the printer icon .
28. To enter another adhoc class, click on the link at the bottom of the page.