

# **FireTrex**

## Training Software User Guide

### Training Administrator

## Adhoc Classes Pending Validation

v1.0 (August 2010)

## Adhoc Classes Pending Validation

When a Company Officer enters an adhoc class, it remains pending until the Training Administrator approves or validates the class. This allows the Training Administrator to make last minute changes to the adhoc class and to ensure consistency.

1. There are two ways to access the list of un-validated classes. Hover over **Training, Adhoc Training, List Adhoc Classes**. Click on **List Un-Validated Classes**.



-Or- On the main page, click on the blue question mark next to the red note that states 'There are X adhoc classes pending validation'.

11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28 29 30 31

There are 16 classes with pending paperwork ?  
There are 32 adhoc classes pending validation ?  
There are 15 personnel needing login reminders ?  
There are 2 attendance denials ?

2. This will take you to the Unvalidated Adhoc Classes page. All the classes waiting for validation are listed here.
3. To select a class, click on the **Validate** check box . This will allow you to review the class details.
4. Here, you have three options: Validate Class, Edit Class, or Delete Class.

5. If everything looks correct and no changes need to be made to the entry, click the **Validate Class** button. The class will drop off the **Adhoc Classes – Unvalidated** list.
6. To edit a class, click on the **Edit Class** button.
7. Here you have the option of changing any of the existing entries.

**Adhoc Class Updates**

**Class Title** Hose Drill      **Class Date** 6/17/2010

**Description** test

**Instructor** Andam, Audrey      **Location** Station 5

**Entered By** Monahan, Dave      **Entered On** 6/17/2010 5:37:17 PM

**Training Lessons** **Add**

1.1 Booster tank, pre-connect 3 hrs Manipulative

**Personnel in Class**

Monahan, Dave

**Add Personnel**

Adams, Randy  
Adler, Mark  
Allen, Laurie  
Andam, Audrey  
Arteago, Shannon  
Barge, Jim

Add Personnel

8. You can also change the Training Lesson or add additional lessons to the class.
9. To change the Training Lesson, hover over the existing lesson. Click to change the assigned lesson.
10. A pop up window will appear. Click on the drop down arrow. Highlight the correct lesson from the list. Click **Save Update**.
11. To add an additional lesson, click on the drop down arrow. Chose a new Category, Topic, and lesson. Click **Add**.

**Training Lessons** **Add**

1.13 Monitor Forward 3 hrs Manipulative

**Personnel in Class**

Monahan, Dave

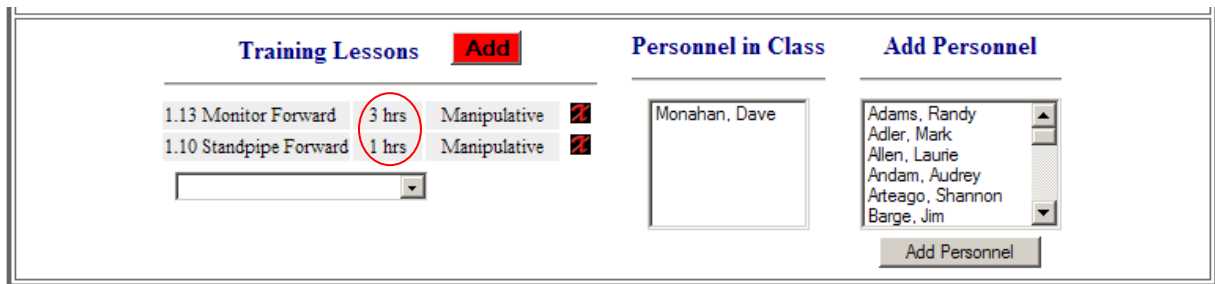
**Add Personnel**


Adams, Randy  
Adler, Mark  
Allen, Laurie  
Andam, Audrey  
Arteago, Shannon  
Barge, Jim

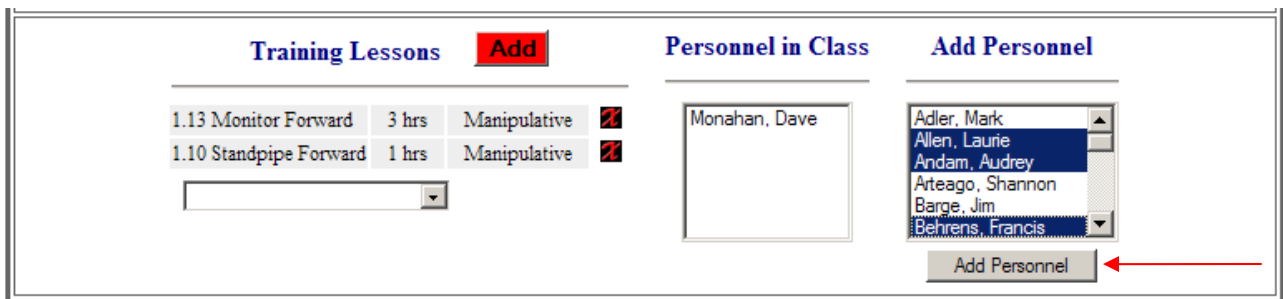
Add Personnel

Disaster Preparedness  
Driver / Operator  
Emergency Medical Systems  
Firefighter Suppression  
Health & Wellness  
Incident Command Training  
Marine / Aircraft Operations  
Paramedic Training

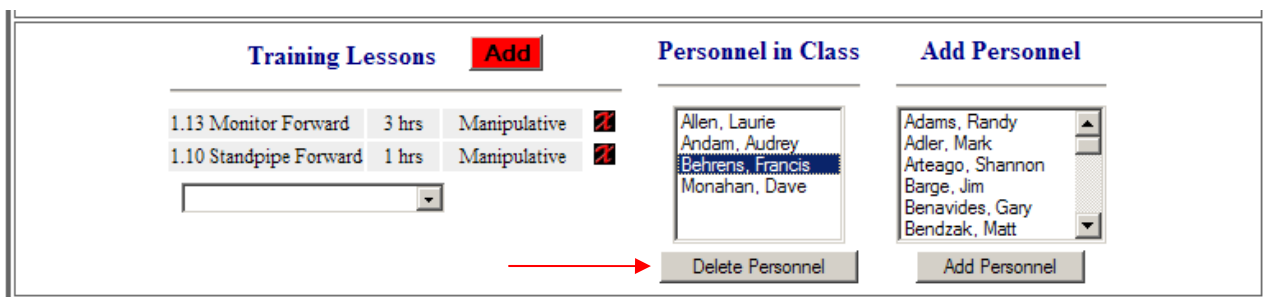
12. The new lesson will appear below the existing lesson.




13. At this point, you can delete a lesson if needed by clicking on the  button. NOTE: an adhoc class has to have at least one lesson.
14. If you need to change the total hours of a lesson, hover over the number. Click to change the number of hours. Enter the updated hours in the box and click **Save Update**.
15. To add additional personnel to a class, click to highlight the individuals that you would like to add. NOTE: hold down the **Ctrl** key and click to select multiple people.



16. Click **Add Personnel**. The personnel will be listed under **Personnel in Class**.
17. If you need to delete someone from the class, click on the individual's name to highlight it.  
NOTE: an adhoc class has to have at least one person assigned to the class.
18. Click **Delete Personnel**.



19. Once the class information is correct, click the red back arrow .
20. Review the class details and click **Validate Class**.