

FireTrex

Training Software User Guide

Training Administrator

2.2 Add / Edit Personnel Certifications

v1.0 (2011)

Add a New Certifications

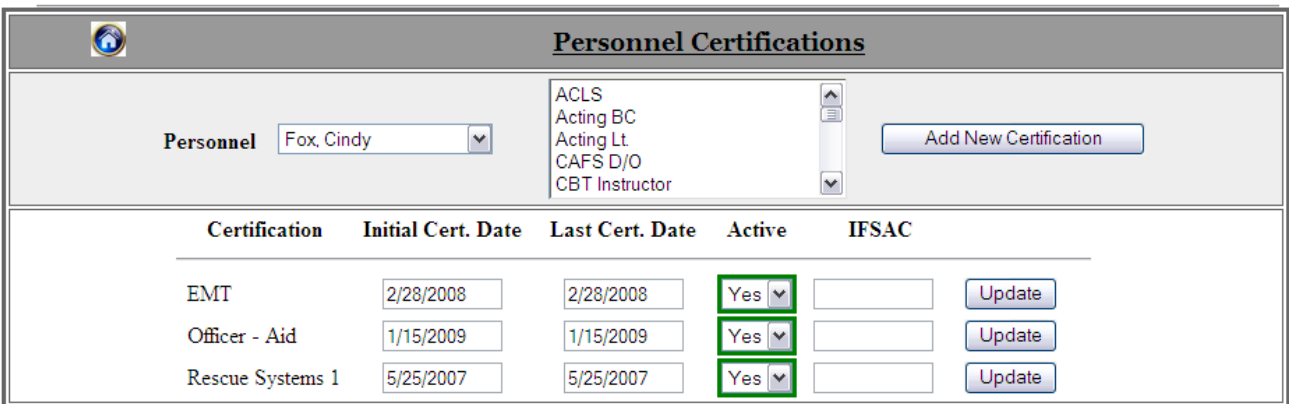
1. To add a new certification to an employee's record, hover over **Personnel**, **Edit Personnel Info**, **Certifications**. Click on **Edit by Personnel**.



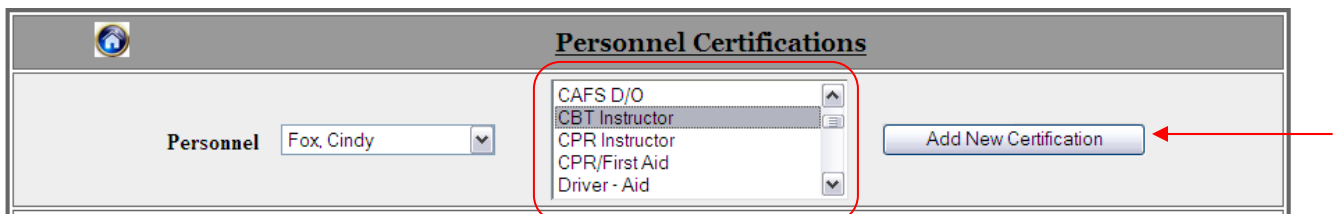
2. This will take you to the **Personnel Certifications** page.
3. Use the drop down menu to select personnel.



4. The following screen will be displayed. Here you can add a new certification to an employee's record.



5. To add a new certification, highlight the certification that you would like to add.
6. Click on the **Add New Certification** button.



- You will now see the new certification added to the employee's list of certifications.

Personnel Certifications

Personnel: Fox, Cindy

ACLS
 Acting BC
 Acting Lt.
 CAFS D/O
 CPR Instructor

Add New Certification

Certification	Initial Cert. Date	Last Cert. Date	Active	IFSAC
CBT Instructor			Yes	
EMT	2/28/2008	2/28/2008	Yes	
Officer - Aid	1/15/2009	1/15/2009	Yes	
Rescue Systems 1	5/25/2007	5/25/2007	Yes	

- To add an **Initial Certification Date**, click in the blank box and enter the date the certification was received. Click on the **Update** button.

Edit Personnel Certifications

- From the following screen, you can edit an employee's certification information.

Personnel Certifications

Personnel: Fox, Cindy

ACLS
 Acting BC
 Acting Lt.
 CAFS D/O
 CPR Instructor

Add New Certification

Certification	Initial Cert. Date	Last Cert. Date	Active	IFSAC
CBT Instructor	11/17/2010		Yes	
EMT	2/28/2008	2/28/2008	Yes	
Officer - Aid	1/15/2009	1/15/2009	Yes	
Rescue Systems 1	5/25/2007	5/25/2007	Yes	

- To change a date of an Initial or Last Certification, highlight the existing date and type in the new date. Click on the **Update** button.

- You can deactivate the certification by using the **Active** drop down menu. Select **No** to deactivate the certification.

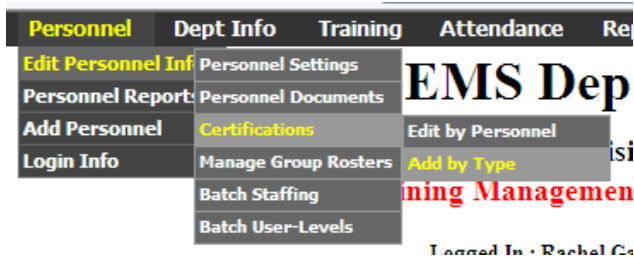
Certification	Initial Cert. Date	Last Cert. Date	Active	IFSAC	
CBT Instructor	<input type="text" value="11/17/2010"/>	<input type="text" value="11/17/2010"/>	<input type="button" value="No"/>	<input type="text"/>	<input type="button" value="Update"/>
EMT	<input type="text" value="2/28/2008"/>	<input type="text" value="2/28/2008"/>	<input type="button" value="Yes"/>	<input type="text"/>	<input type="button" value="Update"/>
Officer - Aid	<input type="text" value="1/15/2009"/>	<input type="text" value="1/15/2009"/>	<input type="button" value="Yes"/>	<input type="text"/>	<input type="button" value="Update"/>
Rescue Systems 1	<input type="text" value="5/25/2007"/>	<input type="text" value="5/25/2007"/>	<input type="button" value="Yes"/>	<input type="text"/>	<input type="button" value="Update"/>

- To delete a certification from the employee's records entirely. First, change the **Active** status to **No**. Next, click on the delete button . The certification will no longer be displayed.

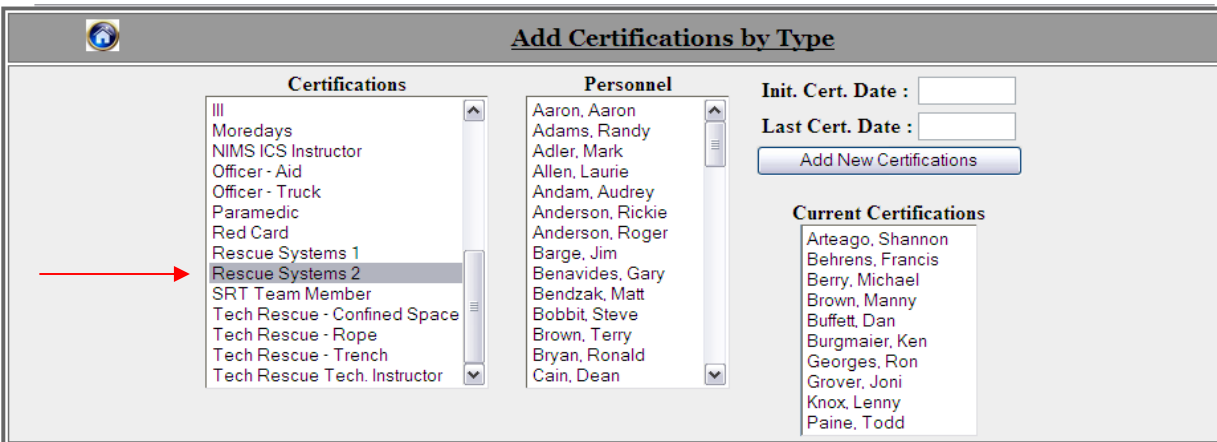
Add Certifications by Type

If multiple employees received the same certification at the same time, you can add the certification to a group of employees by using the **Add by Type** option.

- Hover over **Personnel**, **Edit Personnel Info**, **Certifications**. Click on **Add by Type**.



- This will take you to the **Add Certification by Type** page.
- Click on the **Certification** that you would like to add.



- The individuals who already obtained the certification will be displayed under the **Current Certifications** list.

- Select the personnel who received the certification. NOTE: you can select more than one individual by holding down the Ctrl key.
- Enter the **Initial Certification Date** and the **Last Certification Date**.
- Click on the **Add New Certification** button.
- The **Current Certifications** list is now updated and the individual's certification page will now show the new certification.

Certification	Initial Cert. Date	Last Cert. Date	Active	IFSAC
EMT	2/28/2008	2/28/2008	Yes	
Officer - Aid			Yes	
Officer - Truck			Yes	
Rescue Systems 2	5/25/2010	5/25/2010	Yes	