

# **FireTrex**

## Training Software User Guide Training Administrator

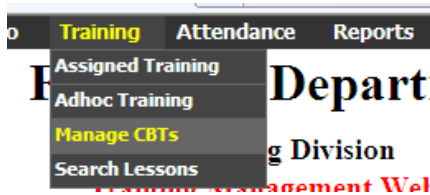
### 5.1 Manage CBT Classes v1.0 (2011)

## Manage CBT Classes

The EMT Re-Certification Status report allows personnel to view their EMS requirements for a 3-year recertification period. The Training Administrator has the ability to manage the classes that appear on this report.

EMT Re-Certification Status Report			
Personnel : <input type="text" value="Dahl, Dan"/>			
Completed Class	Pending confirmation/paperwork	Incomplete Class	Class not assigned
Certification Date : 2/28/2009		Pending Re-Certification Date : 2/28/2012	
2009		2010	
CBT 434 Cardiovascular Emergencies	1-30-2009	CBT 165 Sick / Not Sick	Unassigned
CBT 442 Stroke	11-14-2008	CBT 165 Sick / Not Sick	Unassigned
CBT 450 Diabetic Emergencies	4-12-2009	CBT 242 Glucometry	Incomplete
CBT 536 Pediatric Trauma	Unassigned	CBT 442 Stroke	Unassigned
CBT 931 Death & Dying	Incomplete		
CBT 937 Street Medicine	Incomplete		

1. Hover over **Training**. Click on **Manage CBTs**.



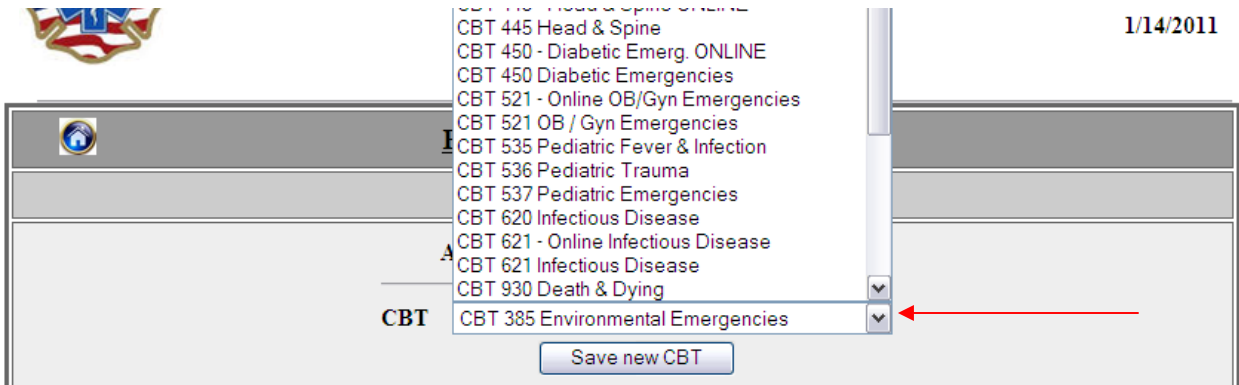
2. This will take you to the EMT Recertification CBT's page. Here you can add new classes to the EMT Re-Certification Status Report.


EMT Recertification CBT's	
Year	<input type="text" value="2011"/>
Add new CBT	<input type="text" value="List only CBT's"/>
CBT	<input type="text"/>
<input type="button" value="Save new CBT"/>	

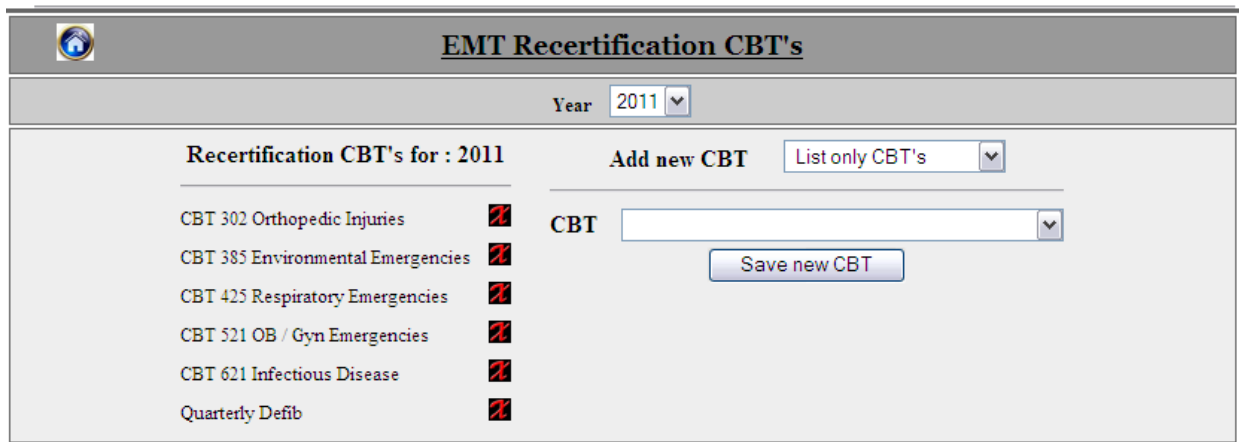
3. You have the option of viewing only the CBT lessons in the database or viewing all the EMS lessons.



4. Use the drop down menu to select the CBT class you would like to add to the report.



5. Select the CBT class and click on the **Save new CBT** button.
6. All the classes you add will appear on the left side of the screen. If you need to delete a class, click on the delete button .



- Once you are satisfied with the class list, view the EMT Re-Certification Status Report to see the changes.

EMT Re-Certification Status Report					
Personnel : <input type="text" value="Dahl, Dan"/>					
Completed Class		Pending confirmation/paperwork		Incomplete Class	
Class not assigned					
Certification Date : 2/28/2009 Pending Re-Certification Date : 2/28/2012					
2009		2010		2011	
CBT 434 Cardiovascular Emergencies	1/30/2009	CBT 165 Sick / Not Sick	Unassigned	CBT 302 Orthopedic Injuries	Unassigned
CBT 442 Stroke	11/14/2008	CBT 165 Sick / Not Sick	Unassigned	CBT 385 Environmental Emergencies	Unassigned
CBT 450 Diabetic Emergencies	4/12/2009	CBT 242 Glucometry	Incomplete	CBT 425 Respiratory Emergencies	Unassigned
CBT 536 Pediatric Trauma	Unassigned	CBT 442 Stroke	Unassigned	CBT 521 OB / Gyn Emergencies	Unassigned
CBT 931 Death & Dying	Incomplete			CBT 621 Infectious Disease	Unassigned
CBT 937 Street Medicine	Incomplete			Quarterly Defib	Unassigned