

# **FireTrex**

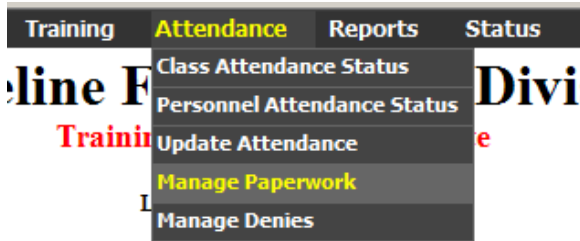
## Training Software User Guide Training Administrator

Manage Paperwork  
v1.0 (July 2010)

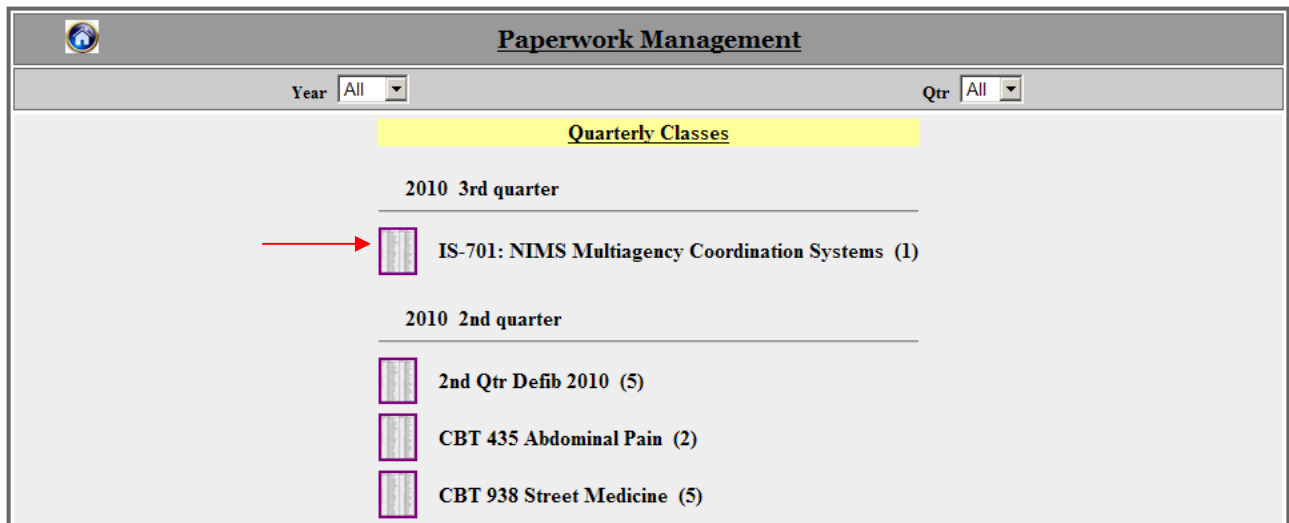
## Manage Paperwork

Some classes require paperwork to be submitted to the Training Division. If this is the case, the class is considered pending until the paperwork is received. The Training Administrator can manage the paperwork submittal process in the training database.







1. Hover over **Attendance**. Click on **Manage Paperwork**.





2. This will take you to the **Paperwork Management** page. All the classes waiting for paperwork are listed here. To select a class, click on the roster icon.



- This will take you to the **Paperwork Verification** page. The class title is listed at the top. All the employees who completed the class are listed in the first column. You can also view the date the class occurred, the instructor and the class hours.

<b>Paperwork Verifications</b>						
2nd Qtr Defib 2010						
Employee	Date	Instructor	# Hrs	Clear	Received	Delete
Macomber, Scott	5/17/2010	Nankervis, John	2.0		<input checked="" type="checkbox"/>	
Miller, Heath	5/17/2010	Nankervis, John	2.0		<input checked="" type="checkbox"/>	
Taylor, Steve	5/17/2010	Nankervis, John	2.0		<input checked="" type="checkbox"/>	

- At this point you can change the date or instructor if needed. To do this, hover over the date/instructor until the hand symbol is visible. Click to change the entry.
- Use the **Clear** button  if the employee did not actually attend the class or if the paperwork was never received. The class will still be assigned to the employee, but it will be considered **incomplete** rather than pending.
- Use the **Delete** button  to unassign the class to the employee.
- Click on the **Received** button  when you receive the required paperwork from the employee. The employee's name will drop off the list. NOTE: The class will remain pending until the employee confirms their attendance.