

# **FireTrex**

## Training Software User Guide

### Training Administrator

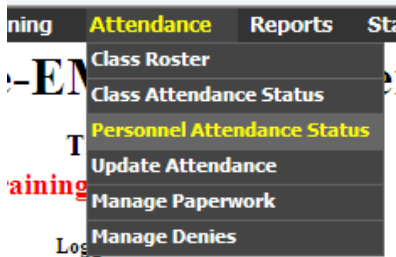
## 6.3 Personnel Attendance Status

v1.0 (2011)

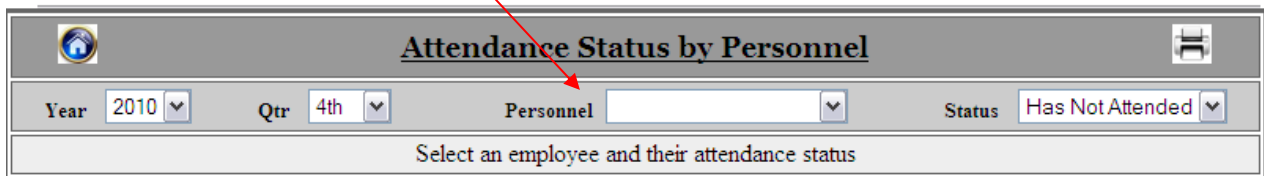
## Personnel Attendance Status

The Personnel Attendance Status page gives the Training Administrator the ability to view the status of assigned classes for a particular individual for any chosen time period.

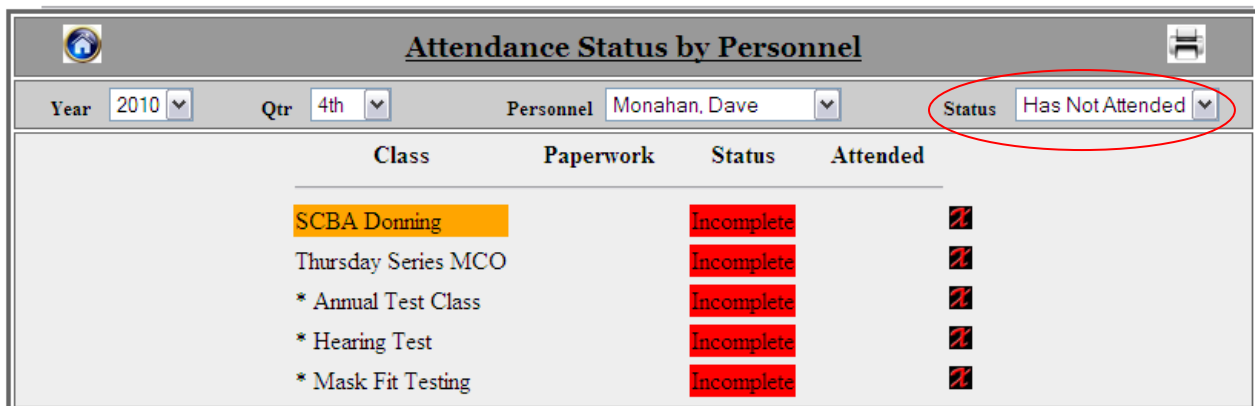
1. Hover over **Attendance**. Click on **Personnel Attendance Status**.



2. This will take you to the **Attendance Status by Personnel** page.
3. Use the drop down menu to select the appropriate **Personnel**. You can also change the **Year** and **Qtr** if desired.

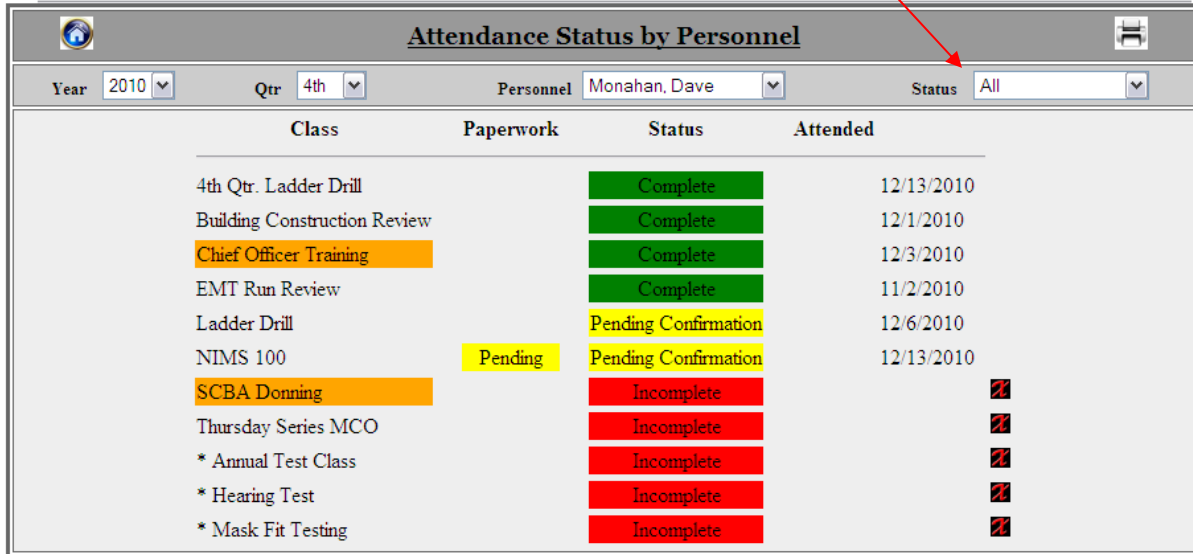
A screenshot of the 'Attendance Status by Personnel' page header. It features a title bar with a home icon on the left and a print icon on the right. Below the title bar are four filter controls: 'Year' set to '2010', 'Qtr' set to '4th', 'Personnel' (a dropdown menu), and 'Status' set to 'Has Not Attended'. Below these filters is a text prompt: 'Select an employee and their attendance status'. A red arrow points from the 'Personnel' dropdown menu to the screenshot below.

4. This will display the individual's attendance status for the time period selected.
5. Classes highlighted orange are mandatory classes. Classes with an asterisk are annual classes.
6. The current status is set to **Has Not Attended**. Therefore, the report lists all incomplete classes.

A screenshot of the 'Attendance Status by Personnel' page showing a table of attendance records. The filter controls at the top are: 'Year' set to '2010', 'Qtr' set to '4th', 'Personnel' set to 'Monahan, Dave', and 'Status' set to 'Has Not Attended' (circled in red). The table has four columns: 'Class', 'Paperwork', 'Status', and 'Attended'. The 'Class' column lists five items: 'SCBA Donning' (highlighted in orange), 'Thursday Series MCO', '\* Annual Test Class', '\* Hearing Test', and '\* Mask Fit Testing'. The 'Status' column for all items is 'Incomplete' (highlighted in red). The 'Attended' column for all items contains a red delete button icon (a square with a diagonal slash).






7. To delete the class, click the red delete button . The class will no longer be assigned to the individual.

- Use the drop down menu to change the status to **All**. This allows you to view complete, pending, and incomplete classes.

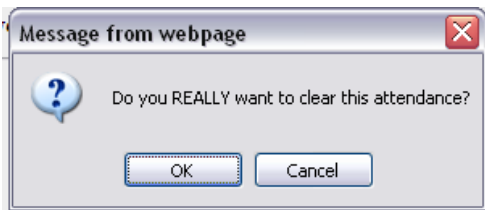



Year	Qtr	Personnel	Status
2010	4th	Monahan, Dave	All

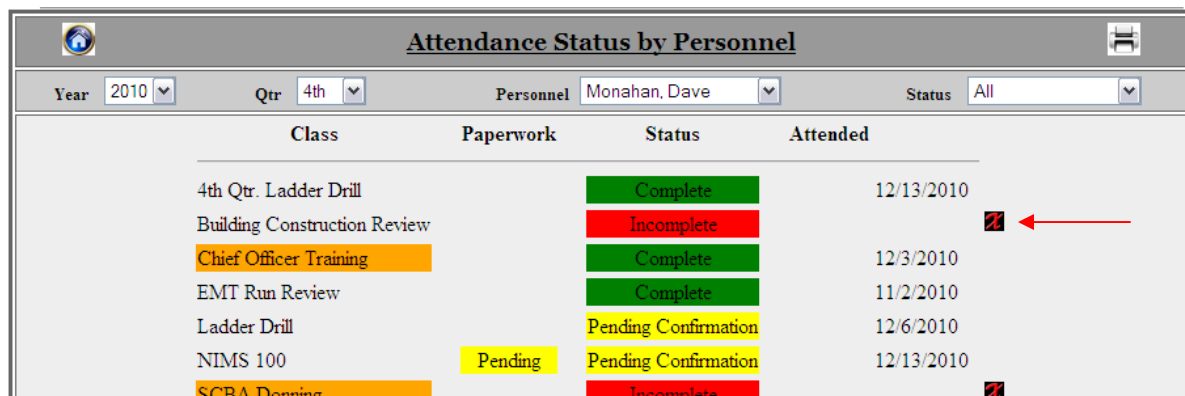
  

Class	Paperwork	Status	Attended
4th Qtr. Ladder Drill		Complete	12/13/2010
Building Construction Review		Complete	12/1/2010
Chief Officer Training		Complete	12/3/2010
EMT Run Review		Complete	11/2/2010
Ladder Drill		Pending Confirmation	12/6/2010
NIMS 100	Pending	Pending Confirmation	12/13/2010
SCBA Donning		Incomplete	
Thursday Series MCO		Incomplete	
* Annual Test Class		Incomplete	
* Hearing Test		Incomplete	
* Mask Fit Testing		Incomplete	

- If you would like to clear attendance for the individual, hover over the attended date until the hand symbol appears. Click on the date.
- A message will appear asking if you 'really want to clear this attendance'. Click **OK**.  
NOTE: This will also clear the paperwork if the class requires paperwork.





- The class is still assigned to the individual, but is now incomplete. If you want to un-assign the class to the employee, click on the red delete button .

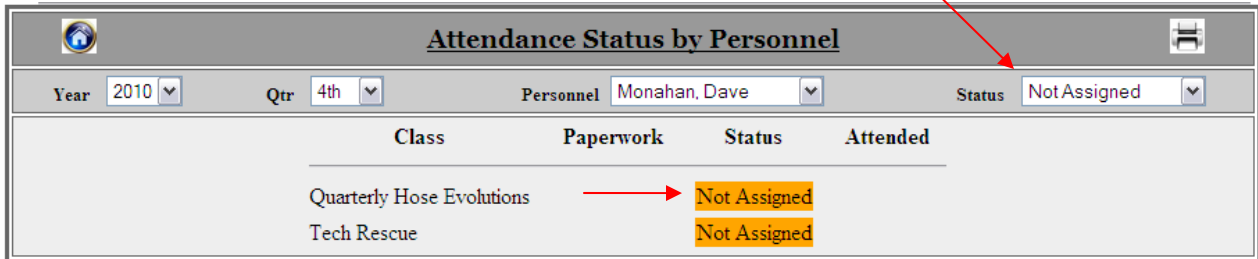


Year	Qtr	Personnel	Status
2010	4th	Monahan, Dave	All

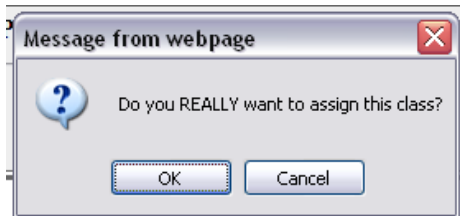
  


Class	Paperwork	Status	Attended
4th Qtr. Ladder Drill		Complete	12/13/2010
Building Construction Review		Incomplete	
Chief Officer Training		Complete	12/3/2010
EMT Run Review		Complete	11/2/2010
Ladder Drill		Pending Confirmation	12/6/2010
NIMS 100	Pending	Pending Confirmation	12/13/2010
SCBA Donning		Incomplete	

12. To view the classes that were not assigned to the employee, select **Not Assigned**.
13. Here, you have the ability to assign the class to the individual.



14. Hover over the words **Not Assigned** until the hand symbol appears. Click to select.
15. A message will appear asking if you 'really want to assign the class'. Click **OK**.



16. The class no longer appears on the **Not Assigned** list and moves to the **Has Not Attended** list.
17. If you would like to print the personnel attendance status at any time, click on the print button  in the upper right corner.