

FireTrex

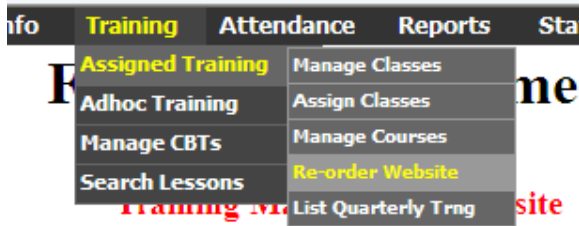
Training Software User Guide Training Administrator

3.3 Re-order Website v1.0 (2011)

Re-order Website

After managing the assigned training, you can change the order that the classes are displayed on your Training Website.

1. Hover over **Training, Assigned Training**. Click on **Re-order Website**.



2. This will take you to the **Training Website Quarterly Training** list. This list shows the current order of quarterly training on the Training Website.

Training Website Quarterly Training				
Year	2010	Quarter	4th quarter	
Current Order of Quarterly Training		Alphabetize	List by Date	
3rd Qtr. Ladder Drill			Move Down	Last
Building Construction Review	First	Move Up	Move Down	Last
Chief Officer Training	First	Move Up	Move Down	Last
EMT Run Review	First	Move Up	Move Down	Last
Ladder Drill	First	Move Up	Move Down	Last
NIMS 100	First	Move Up	Move Down	Last
Quarterly Hose Evolutions	First	Move Up	Move Down	Last
SCBA Donning	First	Move Up	Move Down	Last
tactics review	First	Move Up	Move Down	Last
Tech Rescue	First	Move Up	Move Down	Last
Thursday Series MCO	First	Move Up	Move Down	Last
A test Class	First	Move Up		

3. Use the drop down menu to change the **Year** and/or **Quarter**.
4. To alphabetize the list, click on the **Alphabetize** button.
5. To list the classes by date assigned, click on the **List by Date** button.
6. Click on **First** to move a class to the top of the list. Click on **Last** to move a class to the end of the list.
7. If you would like to move a class up or down one position, click on **Move Up** or **Move Down**.

8. Once you have all the classes displayed in the preferred order, go to your Training Website. Click on Quarterly Training and view the new order of the list.

All Classes ▼

Assigned Training for Fourth Quarter '10

EMT Run Review ↑
 Capt, LT, FF
Description: Paramedics will provide run review to on-duty EMTs

Shift	Date
A-Shift	12/14/2010
B-Shift	12/16/2010
C-Shift	12/18/2010

NIMS 100 ↑
Description:

- Complete the online class and no whining
- review this [800](#) powerpoint
- [2005II](#)

Thursday Series MCO ↑
Description:

Shift	Date	Time	Units
B-Shift	11/4/2010	1930	E1-2
B-Shift	11/11/2010	0000	E1-2

Class Links

EMT Run Review
 NIMS 100
 Thursday Series MCO
 3rd Qtr. Ladder Drill
 Ladder Drill
 Quarterly Hose Evolutions
 Building Construction Review
 Chief Officer Training
 SCBA Donning
 Tech Rescue
