

## Completing Training Attendance Records

The Firehouse training record for your class will have been previously entered by the Deputy Chief of Training. The record will have all staff members for your shift will have been entered as scheduled for the training. The following steps will document how to show your shift personnel that attended the class and how to enter additional personnel that may have attended the class.

Fri Jun 8, 2012		
Start	End	Description
06/08/2012 08:00	06/08/2012 08:30	Station CF1,Shift C : Training - D/O Vehicle Records
06/08/2012 08:00	06/08/2012 09:00	Station CF1,Shift C : INVENTORY CHECK - Daily, Truck - Fire Engine
06/08/2012 08:00	06/08/2012 09:00	Station CF1,Shift C : INVENTORY CHECK - Daily, Truck - Ladder Truck
06/08/2012 08:00:00	06/09/2012 08:00:00	Station CF1,Shift C : Activity - DAILY - Pass-Down Information
06/08/2012 08:00:00	06/09/2012 08:00:00	Station CF1,Shift C : Activity - PAYROLL - On Duty, Shift
06/08/2012 08:00	06/08/2012 09:00	Station CF2,Shift C : INVENTORY CHECK - Daily, Truck - Fire Engine
06/08/2012 08:00	06/08/2012 08:30	Station CF2,Shift C : INVENTORY CHECK - Daily, Truck - Fire Engine
06/08/2012 08:00	06/08/2012 09:00	Station CF1,Shift C : INVENTORY CHECK - Daily, Truck - Tender
06/08/2012 08:00	06/08/2012 08:15	Station CF1,Shift C : INVENTORY CHECK - Daily, Truck - Fire Engine
06/08/2012 08:10	06/08/2012 08:30	Station CF1,Shift C : INVENTORY CHECK - Daily, Truck - Heavy Rescue
06/08/2012 08:35	06/08/2012 08:50	Station CF1,Shift C : INVENTORY CHECK - Daily, Truck - Brush Truck
06/08/2012 10:39:23	06/08/2012 10:58:42	#12-0001877: EMS call, excluding vehicle accident with injury - I 84 WB MP 26 [UserLocked]
06/08/2012 11:47:34	06/08/2012 12:06:48	#12-0001878: EMS call, excluding vehicle accident with injury - 2814 S INDIANA AVE [UserLocked]
06/08/2012 11:56:48	06/08/2012 12:02:38	#12-0001879: - 14173 CAROLINA ST [UserLocked]
06/08/2012 12:36:07	06/08/2012 12:42:44	#12-0001880: Public service - EMS - 15579 ORCHARD AVE [UserLocked]
06/08/2012 12:46:39	06/08/2012 13:01:05	#12-0001881: EMS call, excluding vehicle accident with injury - 200 W BEECH ST [UserLocked]
06/08/2012 13:27:12	06/08/2012 13:40:30	#12-0001882: Motor vehicle accident with injuries - E HOMEDALE RD & HAWK AVE [UserLocked]
06/08/2012 13:30	06/08/2012 13:30	Station CF1,Shift C : Training - HM-OMS Technical Decon, Incident Managem
06/08/2012 14:43:50	06/08/2012 15:01:49	#12-0001883: EMS call, excluding vehicle accident with injury - 2325 FAIRVIEW AVE [UserLocked]
06/08/2012 15:51:05	06/08/2012 16:07:39	#12-0001884: EMS call, excluding vehicle accident with injury - 11333 WILDERNESS DR [UserLocked]

On the day the class is scheduled, locate the class in the Journal and open the record.



If the training records are not showing in the Journal make sure the Class button is depressed.

**Training Class - HM-OMS Technical Decon, Incident Managem**

Start Date: 06/08/2012 | Category: 472.64041 | Start Time: 13:30 | End Date: 06/08/2012 | End Time: ...

Class Description: HM-OMS Technical Decon, Incident Manag | Location: CFD-2 | Agency: ... | Dept Course Number: ...

**Default Values:** Station: CF1, Shift: C, Unit: ...

**Training Type:**  Fire,  Rescue,  Medical,  Other

**Payroll Calculation:** Hours Paid: 0.00, Pay Scale: ...

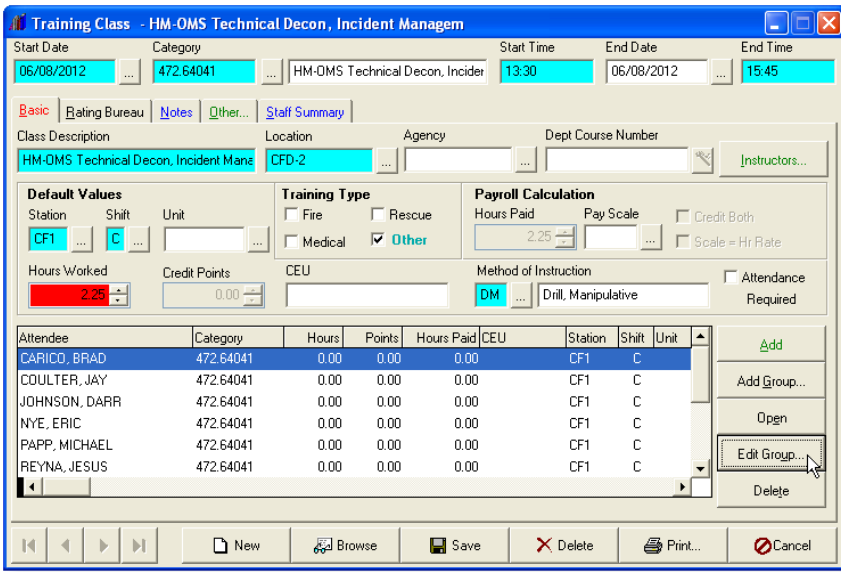
**Attendee List:**

Attendee	Category	Hours	Points	Hours Paid	CEU	Station	Shift	Unit
CARICO, BRAD	472.64041	0.00	0.00	0.00	0.00	CF1	C	
COULTER, JAY	472.64041	0.00	0.00	0.00	0.00	CF1	C	
JOHNSON, DARR	472.64041	0.00	0.00	0.00	0.00	CF1	C	
NYE, ERIC	472.64041	0.00	0.00	0.00	0.00	CF1	C	
PAPP, MICHAEL	472.64041	0.00	0.00	0.00	0.00	CF1	C	
REYNA, JESUS	472.64041	0.00	0.00	0.00	0.00	CF1	C	

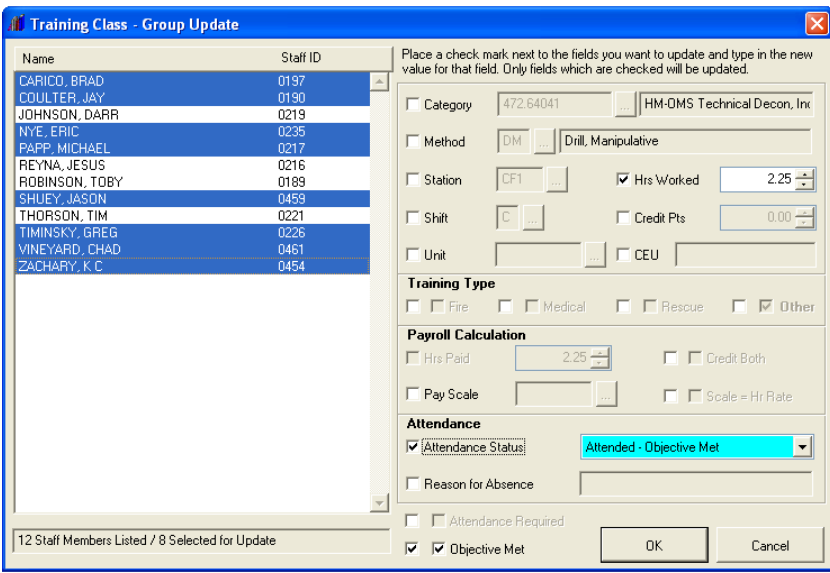
Buttons: Add, Add Group..., Open, Edit Group..., Delete

Footer: New, Browse, Save, Delete, Print..., Close

After the training record has been opened you will need to enter the end time the class ended.



Next select the **Edit Group** button to edit the records for the personnel who attended the class.



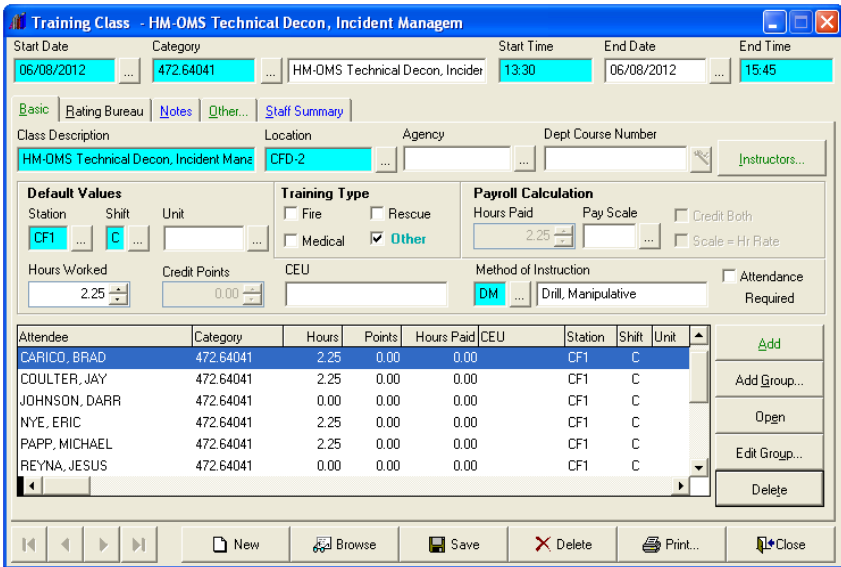
Once the **Group Update** screen opens use the following steps to edit the staff records.

Holding down the **Ctrl** key deselect the staff members that were not at the training (see staff member's field on left).

Next check the **Hrs Worked**, **Hrs Paid**, and the **Attendance Status** boxes. The fields for staff hours will update automatically when you check them.

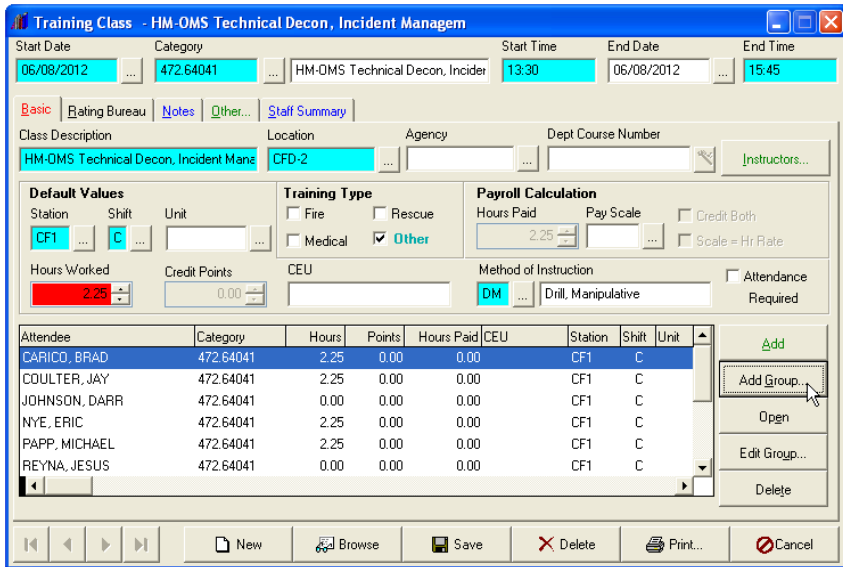
The attendance status option that you want to change needs to be **Attended – Objective Met** selection.

Once all the steps above have been completed you can then select the **OK** button to close the screen.

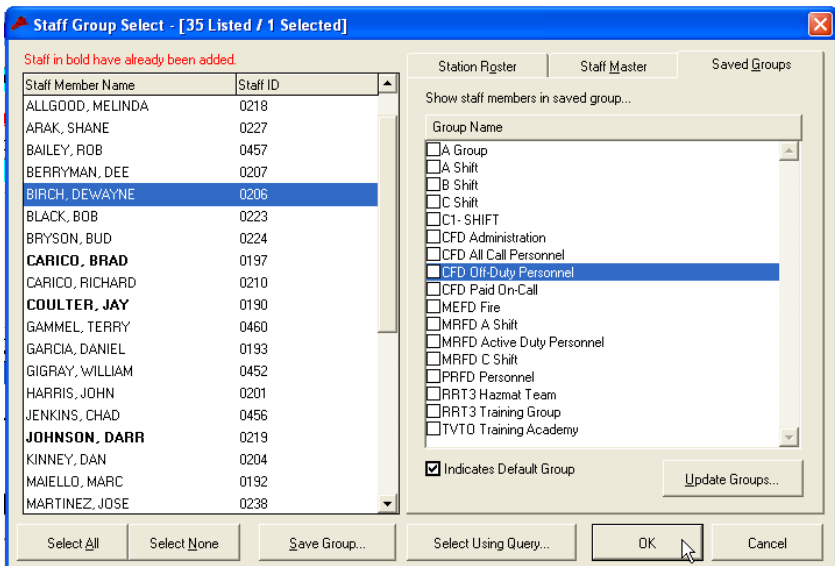


If no additional staff records need to be added you can select the **Save** and **OK** buttons to close the record.

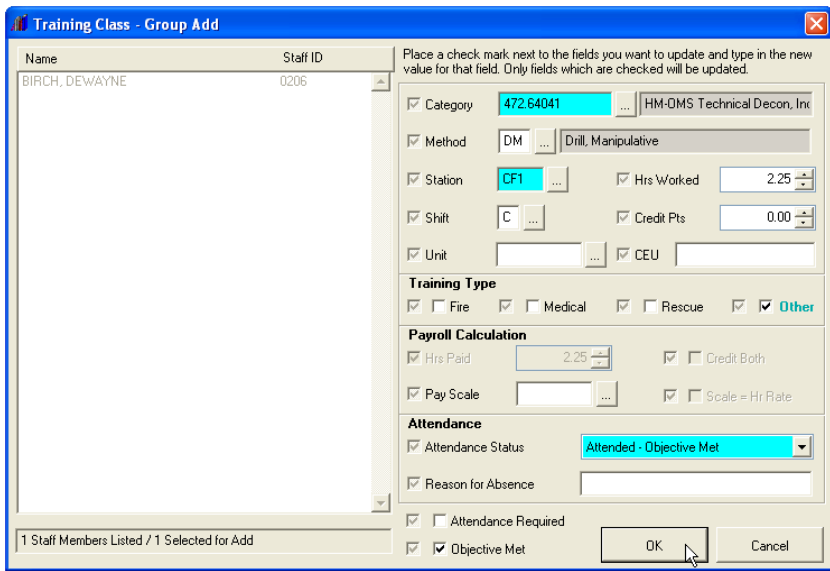
**Adding Additional Staff Records to the Training Record**



If you have additional staff members to add to the record use the **Add Group** button and then select the **Staff Group Select** option.



In the **Group Name** column find the **CFD All Call Personnel** group. Then holding down the **Ctrl** key and select all the additional staff members that were at the class. Then use the **OK** button to move to the next screen.



Once the **Group Add** screen opens all the necessary fields will be correct and you can then use the **OK** button to close the screen.

The screenshot shows a software window titled "Training Class - HM-OMS Technical Decon, Incident Managem". The window contains several sections:

- Header:** Start Date (06/08/2012), Category (472.64041), Start Time (13:30), End Date (06/08/2012), End Time (15:45).
- Navigation:** Basic (selected), Rating Bureau, Notes, Other..., Staff Summary.
- Form Fields:** Class Description (HM-OMS Technical Decon, Incident Managem), Location (CFD-2), Agency, Dept Course Number, Instructors... (button).
- Default Values:** Station (CF1), Shift (C), Unit (empty).
- Training Type:** Fire, Rescue, Medical, Other (checked).
- Payroll Calculation:** Hours Paid (2.25), Pay Scale (empty), Credit Both (unchecked), Scale = Hr Rate (unchecked).
- Hours Worked:** 2.25, Credit Points: 0.00, CEU (empty).
- Method of Instruction:** DM (selected), Drill, Manipulative, Attendance Required (unchecked).
- Attendee Table:**

Attendee	Category	Hours	Points	Hours Paid	CEU	Station	Shift	Unit
BIRCH, DEWAYNE	472.64041	2.25	0.00	2.25		CF1	C	
CARICO, BRAD	472.64041	2.25	0.00	0.00		CF1	C	
COULTER, JAY	472.64041	2.25	0.00	0.00		CF1	C	
JOHNSON, DARR	472.64041	0.00	0.00	0.00		CF1	C	
NYE, ERIC	472.64041	2.25	0.00	0.00		CF1	C	
PAPP, MICHAEL	472.64041	2.25	0.00	0.00		CF1	C	
- Buttons:** Add, Add Group..., Open, Edit Group..., Delete.
- Footer:** Navigation arrows, New, Browse, Save (highlighted with a mouse cursor), Delete, Print..., Close.

You can now use the **Save** and **Close** buttons to complete the training record.