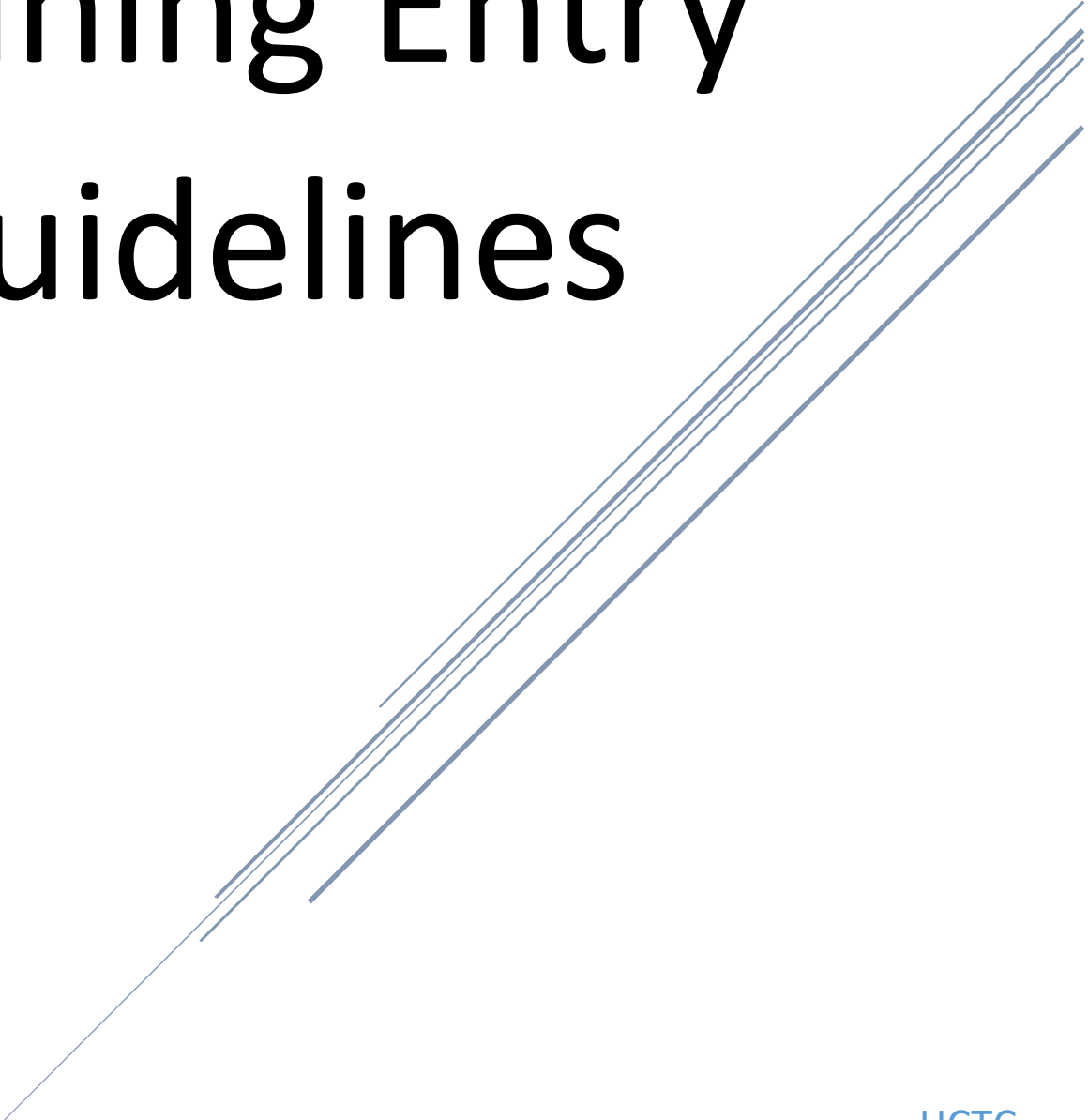


# Emergency Reporting Training Entry Guidelines



HCTC  
2018

## Table of Contents

Permissions	2
Entering Classes into Emergency Reporting	3
Information Tab	4
Narrative Tab	11
Files Tab	12
People Tab	13
Authorization Tab (Completing a Class)	15
Authorization Tab (Reviewing a Class)	17
Running Reports	19
JPR & CE Reports	20
Instructor Hour Reports	26

## Emergency Reporting Training Entry Guidelines

### Permissions:

#### Firefighters, Driver Operators, Officers, BC's

- ) Add a class
- ) Add a class template
- ) Run reports for JPR's and CE's (1756)
- ) Run reports for Instructor hours (1661)

#### Acting Officers, Officers, BC's

- ) Ability to "Complete" Class under "Authorize" Tab.

**\*\*NOTE: ER allows Firefighters and Driver Operators the ability to "Complete" a class under the "Authorize" Tab if they are listed as the Lead Instructor.**

**HOWEVER, only Acting Officers, Officers, and BC's should be "Completing" any class. \*\***

#### Acting BC's, BC's, and Training Personnel

- ) Ability to do the final "Review" under the "Authorize" Tab for classes that DO NOT contain JPR's or CE's.

**\*\*NOTE: Acting BC's should only "Review" classes when they are in the Acting BC capacity. \*\***

#### Training Personnel

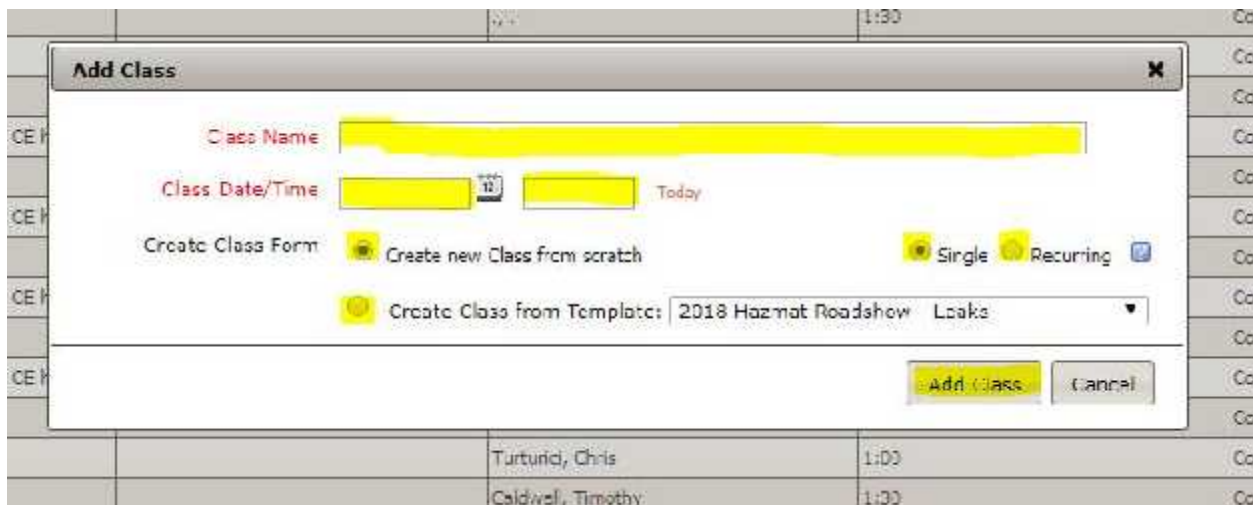
- ) The **ONLY** personnel that will have the permission to do a final "Review" of classes containing JPR's or CE's. **NO EXCEPTIONS!!!**

## Entering Classes in Emergency Reporting:

1. Go to the “Training” tab and select “Add Class”.




2. A Pop-up window will appear.



3. Enter the Class Name in the space provided. Be descriptive in your Title.  
Ex. FO-I JPR Training.
4. Enter the Date and Time the training took place.
5. Select “Create new Class from scratch” **OR** “Create Class from Template”.
  - a. “Create new Class from scratch” means a new class.
  - b. “Create Class from Template” means you are using an already created template for the class and that template must be selected from the drop-down menu.
6. Select “Single” **OR** “Recurring”.
  - a. “Single” refers to a single time class.
  - b. “Recurring” refers to a class that will be instructed on more than one date (same class each date).
7. Select “Add Class”.

## Information Tab:

1. After Selecting “Add Class”, you will see the following screen.

**Edit Class *Some Class Name***  Sign Up Request

**Info** | **Materials** | **Files** | **People** | **Activities**

---

**Class Details** Make Template

Class Name:  Class Date/Time:

Class Category:  Class Length:  (Value will be calculated based on training code hours)

Status:  Evaluation Method(s):  None  Written  Subjective  Manipulative

**Instructors**

Name	Test/Exam Type	Notes
------	----------------	-------

**Prerequisites**

Name	Description
------	-------------

**Training Codes**

Category	Code	Description	Type	Hours (HH:MM)
----------	------	-------------	------	---------------

**Keywords**

Name	Description
------	-------------

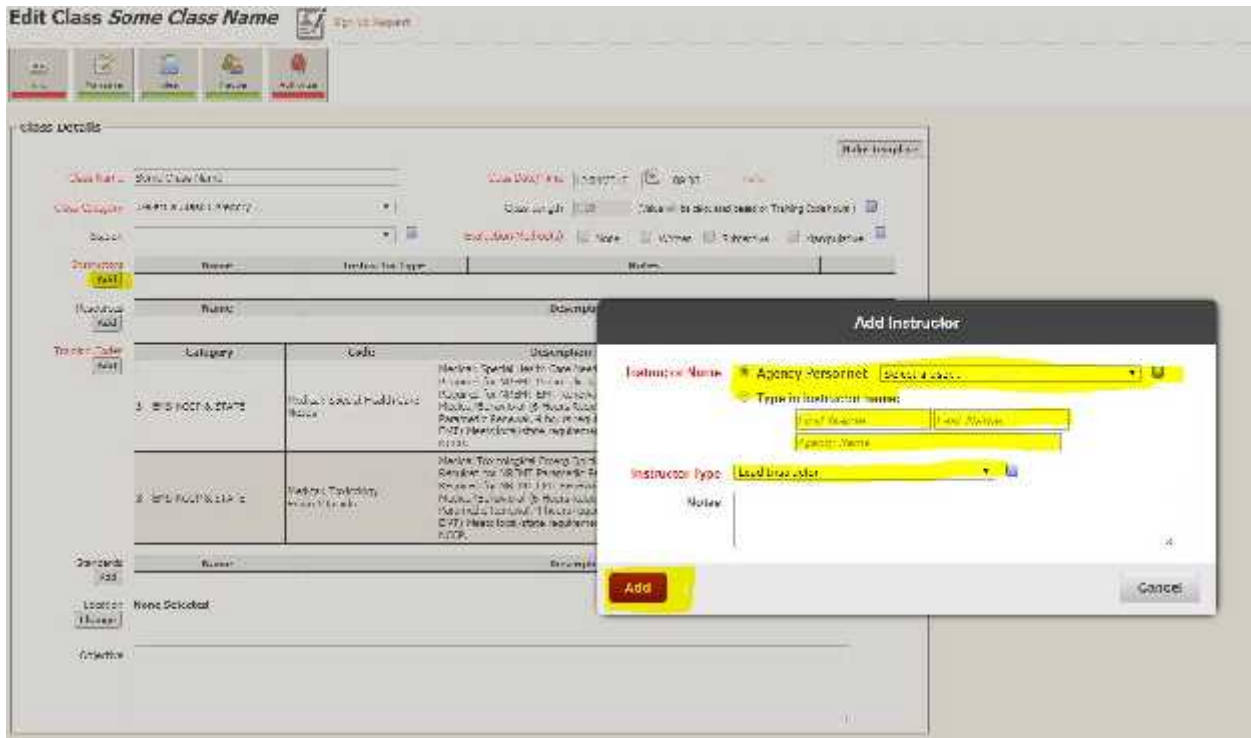
Location:

2. At the top of the “Info” Tab, fill out the following areas.
  - a. **Class Name:** Should already contain the “Class Name” you gave the class.
  - b. **Class Date/Time:** Should already contain the “Date/Time” previously entered.
  - c. **Class Category:** Select the “Class Category” that best describes the training from the drop down menu.
  - d. **Station:** Choose the station that is completing the training from the drop down menu.
    - i. Only 1 station can be chosen, so choose the station that you are affiliated with.

- e. **Evaluation Method(s):** Check the evaluation method used for the class.
  - i. Choose all that apply.
  - ii. **Unless subjects are being tested, “None” should be checked.**
- f. **Class Length:** This will be auto-populated by training code hours.

**4. Adding Instructors:**

- a. Click on the “Add” button.
- b. A Pop-Up window will appear.
- c. Check “Agency Personnel” and choose a person from the drop-down menu OR check “Type in instructor name” and type the instructors name and agency in the area provided.
- d. Choose an “Instructor Type” from the drop-down menu. **\*\*Note:** There can only be 1 “Lead Instructor”. All other instructors will have to be labeled as an “Assistant Instructor” or “Evaluator”.
- e. Click the “Add” button.



## 5. Adding Resources:

- Click on the “Add” Button.
- A Pop-Up window will appear.
- Check all of the Resources that were used in the class from the list.
- Click the “Add” button.

The screenshot shows a software interface for editing a class. The main window is titled "Edit Class *Some Class Name*". It has a navigation bar with icons for Home, Reports, Plan, People, and Assignments. The "Class Details" section includes fields for Class Name, Class Category, Station, Instructor (John Doe), Resources, Training Codes, Standards, Location (None Selected), and Objective.

An "Add Resource(s)" pop-up window is open, displaying a table of resources. The window title is "Add Resource(s)" and it contains the instruction: "Select the Resources you wish to add, and click the Add button. Only the resources not already selected for this class are shown in this window." The table has columns for Name and Description. The resources listed are:

Name	Description
<input type="checkbox"/> Bullex Burn Pan	Bullex Burn Pan at HCTC
<input type="checkbox"/> Bullex Horizontal Pressure Vessel Prop	Bullex Horizontal Pressure Vessel Prop at HCTC
<input type="checkbox"/> Burn Building	Burn Building at HCTC
<input type="checkbox"/> Classroom	Classroom at HCTC
<input type="checkbox"/> Confined Space Rescue Pit	Confined Space Rescue Pit at HCTC
<input type="checkbox"/> Drafting / Pump Test Pit	Drafting / Pump Test Pit at HCTC
<input type="checkbox"/> Extinction Pad	Extinction Pad at HCTC
<input type="checkbox"/> Forcible Entry Prop (Blue Door)	Forcible Entry Prop (Blue Door) at HCTC
<input type="checkbox"/> HCTC Driver Operator Core Course	DD Core Course at HCTC
<input type="checkbox"/> PRT Course / Equipment	Physical Ability Testing Course and associated equipment at HCTC
<input type="checkbox"/> Rescue Randy Training Dummy - Large	Rescue Randy Training Dummy - Large
<input type="checkbox"/> Rescue Randy Training Dummy - Medium	Medium Size Rescue Randy Training Dummy
<input type="checkbox"/> Roof Prop	Roof Prop at HCTC
<input type="checkbox"/> SOBA City Corex	SOBA City Confidence Course Corex at HCTC
<input type="checkbox"/> SCBA Fill Station	SCBA Fill Station at HCTC
<input type="checkbox"/> SOP/SOG Book	Red, White & Blue Fire Protection District SOP/SOG book
<input type="checkbox"/> Training Grounds	Training Grounds at HCTC
<input type="checkbox"/> Trench Rescue Prop	Trench Rescue Prop at HCTC
<input type="checkbox"/> [Truncated]	[Truncated]

At the bottom of the pop-up window, there is a yellow "Add" button and a grey "Cancel" button.

## 6. Adding Training Codes:

- Click the “Add” button.
- A Pop-Up window will appear.
- Select All of the “Training Codes” that apply to the class.
- Click the “Add” button on the bottom of the Pop-Up window.

Select the Training Codes you wish to add, and click the Add button. Only the codes not already attached for this course appear in this window.

Category ID	Code	Description	Type
3 - EMS-NOCP & STATE	EMT	Search/Rescue/Preparatory for Paramedic (1.5 Hours Required for State EMT/Paramedic Renewal, 1.5 Hours Required for State EMT/Paramedic Renewal, 1.5 Hours Required for NREMT/Paramedic Renewal)	Agency
3 - EMS-NOCP & STATE	EMT	Search/Rescue/Preparatory for Paramedic (1.5 Hours Required for State EMT/Paramedic Renewal, 1.5 Hours Required for State EMT/Paramedic Renewal, 1.5 Hours Required for NREMT/Paramedic Renewal)	Agency
3 - EMS-NOCP & STATE	EMT	Search/Rescue/Preparatory for Paramedic (1.5 Hours Required for State EMT/Paramedic Renewal, 1.5 Hours Required for State EMT/Paramedic Renewal, 1.5 Hours Required for NREMT/Paramedic Renewal)	Agency
3 - EMS-NOCP & STATE	EMT	Search/Rescue/Preparatory for Paramedic (1.5 Hours Required for State EMT/Paramedic Renewal, 1.5 Hours Required for State EMT/Paramedic Renewal, 1.5 Hours Required for NREMT/Paramedic Renewal)	Agency
3 - EMS-NOCP & STATE	EMT	Search/Rescue/Preparatory for Paramedic (1.5 Hours Required for State EMT/Paramedic Renewal, 1.5 Hours Required for State EMT/Paramedic Renewal, 1.5 Hours Required for NREMT/Paramedic Renewal)	Agency

3 - EMS-NOCP & STATE	Medical: Toxicology Emergencies/Quilids	Medical: Toxicology Emergencies (1.5 Hours Required for NREMT/Paramedic Renewal, 1.5 Hours Required for State EMT/Paramedic Renewal, 1.5 Hours Required for State EMT/Paramedic Renewal) Medical/Behavioral (8 Hours Required for State Paramedic Renewal, 4 hours required for State EMT) Meets local/state requirement for NREMT/Paramedic Renewal	Agency
3 - EMS-NOCP & STATE	Operational: EMS Research	Operational: Research (1 Hour Required for NREMT/Paramedic Renewal, 1.5 Hours Required for NREMT/Paramedic Renewal) Operational Tasks (2 Hours Required for State Paramedic renewal)	Agency


**Add** **Cancel**








## Adding Training Codes (Continued):

### 7. Adding Training Code Hours:

- a. On the Info Tab, the selected “Training Codes” will be listed.
- b. Enter the amount of time spent on each training code in HHH:MM format. **Note: 30 minutes should be entered as 000:30, not 000:50.**
- c. Once the time has been entered, the total time for the class will auto-calculate in the “Class Length” section at the top of the page.

**Edit Class** *Some Class Name*  Sign Up Request

---

**Class Details** Make Template

Class Name: 
 Class Start Time:

Class Category: 
 Class Length:  (Value will be calculated based on Training Code hours)

Sponsor: 
 Evaluation Method(s):  None  Written  Subjective  Manipulative



**Instructors**

Name	Instructor Type	Notes
Add		

**Resources**

Name	Description
Add	

**Training Codes**

Category	Code	Description	Type	Hours (HHH:MM)
2 - EMS-NCCP & STATE	Medical/Special Health Care Needs	Medical/Special Health Care Needs (4 Hours Required for NREMT Paramedic Renewal, 1.5 Hours Required for NREMT EMT Renewal)	Agency	000:30 
3 - EMS-NCCP & STATE	Medical Toxicology Emerg/Opoids	Medical Toxicology Emerg Opoids (5 Hours Required for NREMT Paramedic Renewal, 1.5 Hours Required for NREMT EMT Renewal)	Agency	000:30 

**Standards**

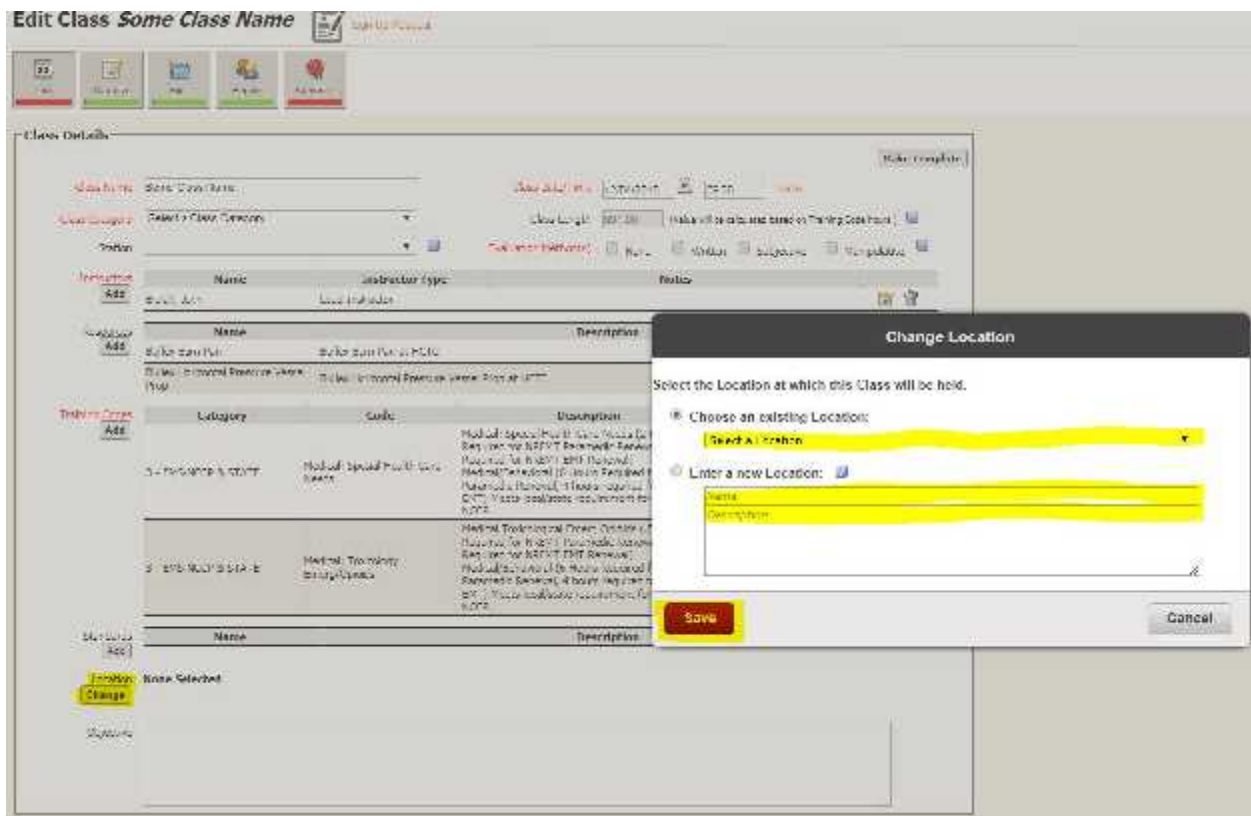
Name	Description
Add	

Location: **None Selected**

Objective:


## 8. Adding Location:

- Click the “Change” button.
- A Pop-Up window will appear.
- Click on “Choose an existing location” and pick a location that the training was completed from the drop-down menu OR Click on “Enter a new location” and type in the name and description of the location that the training was completed.
- Click the “Save” button at the bottom of the Pop-Up window.



9. Entering an Objective:

- Type in an Objective for the class in the box provided.
- An Objective is what you were planning to accomplish during the class. Example: To complete tasks associated with FO-1 JPR 3, 4, and 6.
- Once the "Objective" is finished, the "Info" tab should be Green, and the page should look similar to the picture below. **NOTE: We will not use the "Standards" section of the "Info" tab.**

**Edit Class** *Some Class Name*  Sign Up Review

**Class Details**

Class Name: 
 Class Day/Time:

Class Category: 
 Class Length:  (Value will be calculated based on Training Code hours)

Station: 
 Evaluation Method(s):  Yes  No  Written  Subjective  Nonobjective

**Instructors**

Name	Instructor Type	Notes
Carwell, Imedie	Assistant Instructor	
Reilly, Tom	Lead Instructor	

**Resources**

Name	Description
Buller Pump Fan	Buller Pump Fan at HCTC
Buller Horizontal Pressure Vessel Hood	Buller Horizontal Pressure Vessel Hood at HCTC

**Training Codes**

Category	Code	Description	Type	Hours (HH:MM)
3 - EMS-NCCO & STATE	Medical Special Health Care Needs	Medical Special Health Care Needs (2 Hours Required for NREMT Paramedic Renewal, 2.5 Hours Required for NREMT EMT Renewal); Maximally Advanced (6 Hours Required for State Paramedic Renewal, 4 Hours required for State EMT) Needs local/state requirement for NREMT-NCCO.	Agency	<input type="text" value="000:00"/>
3 - EMS-NCCO & STATE	Medical Toxicology Emerg/Opoids	Medical Toxicology Emerg Opoids (2 Hours Required for NREMT Paramedic Renewal, 2.5 Hours Required for NREMT EMT Renewal); Medical Behavioral (6 Hours Required for State Paramedic Renewal, 4 Hours required for State EMT) Needs local/state requirement for NREMT-NCCO.	Agency	<input type="text" value="000:00"/>

**Standards**

Name	Description
------	-------------

Location:

Objective:

## Narrative Tab:

1. Click on the “Narrative” tab at the top of the page. NOTE: The “Narrative” tab will already be Green, but you will still need to fill it out.
  - a. Write a descriptive narrative for the class in the area provided.
  - b. **A proper narrative will tell Who, What, Where, When, Why, and How. If the narrative does not contain this information for JPR or Medical CE entries, your training will be marked as incomplete by the Training Division.**

### Edit Class *Some Class Name*



Class Narrative Last saved: 12/01/2018 09:16:15

\*\*\* write a descriptive narrative here \*\*\*

## Files Tab:

1. Click on the “File” tab at the top of the page.
  - a. This tab is not required, but is a great resource to back up any training, or to allow for future reference material.
2. Select “Add File(s)”, Add URL(s)”, or “Add Task Sheet(s)”.
3. A Pop-Up window will appear that will allow you to select the File, URL, or Task Sheet to be added.

### Edit Class *Some Class Name*

The screenshot shows the 'Edit Class' interface for a class named 'Some Class Name'. At the top, there is a navigation bar with five tabs: 'File', 'Materials', 'Files', 'People', and 'Activities'. The 'Files' tab is currently selected and highlighted in yellow. Below the navigation bar, the 'Class Files' section is visible. It contains three buttons: 'Add File(s)', 'Add URL(s)', and 'Add Task Sheet(s)'. Below these buttons is a table with two columns: 'Name' and 'Type'. The table is currently empty. To the right of the table is a 'File Preview' section. It has a '- Previous file' button on the left and a 'Next file >' button on the right. The main area of the preview is a light gray box with the text: 'Select the file you wish to preview from the list on the left.'

## People Tab:

1. Click on the “People” tab at the top of the page.
2. Click on the “Add Agency Personnel” button if adding personnel from your department, And/Or click the “Add Non-Agency Personnel” button if adding personnel from outside of your department. A Pop-Up window will appear.
3. Check all of the personnel that attended the class.
  - a. Remember to include those people who instructed the class.
4. Click the “Add” button at the bottom of the Pop-Up window



## People Tab (continued):

5. All selected personnel will appear on the page of the “People” tab.
6. Under the “Hours” column, click the “Fill” button. The class time will then appear in the “Hour” column for each attendee.

### Edit Class *Some Class Name*



The screenshot displays the 'Edit Class' interface. At the top, there are five navigation buttons: 'Info', 'Variables', 'Class', 'People', and 'Authorize'. The 'People' button is highlighted in yellow. Below the navigation bar is the 'Class People' section, which includes two buttons: 'Add Agency Personnel' and 'Add Non-Agency Personnel'. The main area contains a table with the following columns: Name, Passed (with sub-columns 'Passed' and 'Fail'), Grade, Hours, and Pay Grade. The 'Hours' column has a yellow 'Fill' button. The table lists three attendees: Austin, Matthew; Bonediz, Matthew; and Bergbauer, Daniel (Matthew). Each row shows a checked 'Passed' status, an empty 'Grade' field, a yellow 'Fill' button in the 'Hours' column, and a 'Pay Grade' dropdown menu set to 'DEFAULT'.

Name	Passed		Grade	Hours	Pay Grade	
	Passed	Fail				
Austin, Matthew	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="Fill"/>	DEFAULT - 1.00	
Bonediz, Matthew	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="Fill"/>	DEFAULT - 1.00	
Bergbauer, Daniel (Matthew)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="Fill"/>	DEFAULT - 1.00	

## Authorize Tab (Completing the Class):

1. Click on the “Authorize” tab.
  - a. **This section should ONLY be completed by the Company Officer, the Acting Officer for the crew, the Battalion Chief, or Training Center Personnel.**
2. Once EVERY TAB of the class has been approved by the Company Officer, The Company Officer will enter his/her password in the area provided and click the “Complete Class” button at the bottom of the page.
  - a. Please check the top of the page to make sure there aren’t any “Validation Warnings” listed.
3. The “Authorize” tab will turn Yellow and will show the date and time that the class was marked complete, and who “Completed” the class.

### **Edit Class *Some Class Name***



**Complete Class**

There are 1 or more validation warnings:

- Mismatch between class hours and student hours claimed.

Provide your password to complete this class.

Password

Notes

Review  Set this class as Complete and Reviewed.



## Authorize Tab (Completing the Class continued):

- On the Main Training page, the class should be listed by date, and show “Complete” under the “Status” column.

Training - Classes [Add Class](#) [Add Class Template](#) [Add Journal](#) [View Class Search](#) [Add Overviews](#)

	Date	Name	Category	Location	Lead Instructor	Length	Status	Station	
	12/19/2016 08:30:00	Smart Mail Merge	CRM Training	MCU	John, Debbie	1200	Complete	14 - Station 4 (PAW)	 
	12/19/2016 08:30:00	CRM Training	CRM Training		John, Debbie	1200	Complete		 
	12/20/2016 08:30:00	Animal Review: SIVAS, HCC, SDC, BDF and CDF Parole	EMS CE Hours	Station 4	Barclay, Bill	1200	Not Started	14 - Station 4 (PAW)	 
	12/20/2016 11:30:00	Car Wash Out	Daily Maintenance		Theiler, Jason	1200	Complete	16 - Station 3 (PAW)	 

## Authorize Tab (Reviewing the Class):

1. Once the class has been marked “Complete”, Battalion Chiefs, Acting-Battalion Chiefs, and/or Training Division personnel can do the final “Review” of the class under the “Authorize” Tab.
2. Each tab should be reviewed for accuracy prior to giving the final “Review”.
3. Once the class has been Reviewed, BC’s, Acting BC’s, and/or Training Division personnel will enter their passwords in the space provided and click the “Review Class” button.

**NOTE: ONLY TRAINING DIVISION STAFF WILL REVIEW JPR OR MEDICAL CE CLASSES!**

### Edit Class *Some Class Name*

The screenshot displays the 'Edit Class' interface for a class named 'Some Class Name'. At the top, there are five tabs: 'Info', 'Narrative', 'Files', 'People', and 'Authorize'. The 'Authorize' tab is highlighted in yellow. Below the tabs, the 'Complete Class' section shows a message: 'This class was Completed by Rial, David on 12/04/2018 10:11:45'. Below this message is a 'Notes' field containing the text '2018-12-04 10:11:45: Class marked as Complete by Rial, David.' and a button labeled 'Mark this Class as Incomplete'. The 'Review Class' section prompts the user to 'Provide your password to review this class.' It features a 'Password' input field (highlighted in yellow) and a 'Notes' text area. At the bottom of the 'Review Class' section is a button labeled 'Review Class' (also highlighted in yellow).

## Authorize Tab (Reviewing the Class continued):

4. The “Authorize” Tab should turn green.
5. Under “Review Class”, the time, date, and person reviewing the class should be listed.

### Edit Class *Some Class Name*



The screenshot shows the 'Edit Class' interface for a class named 'Some Class Name'. At the top, there are five tabs: 'Info', 'Narrative', 'Files', 'People', and 'Authorize'. The 'Authorize' tab is highlighted in green. Below the tabs, there are two main sections:

- Complete Class:** This section contains the text: "This class was Completed by Rial, David on 12/04/2018 10:11:45". Below this, there is a note: "Notes: 2018-12-04 10:11:45: Class marked as Complete by Rial, David."
- Review Class:** This section contains the text: "This class was Reviewed by Rial, David on 12/04/2018 10:15:27". Below this, there is a note: "Notes: 2018-12-04 10:15:27: Class marked as Reviewed by Rial, David." At the bottom of this section, there is a button labeled "Mark this Class as Incomplete".

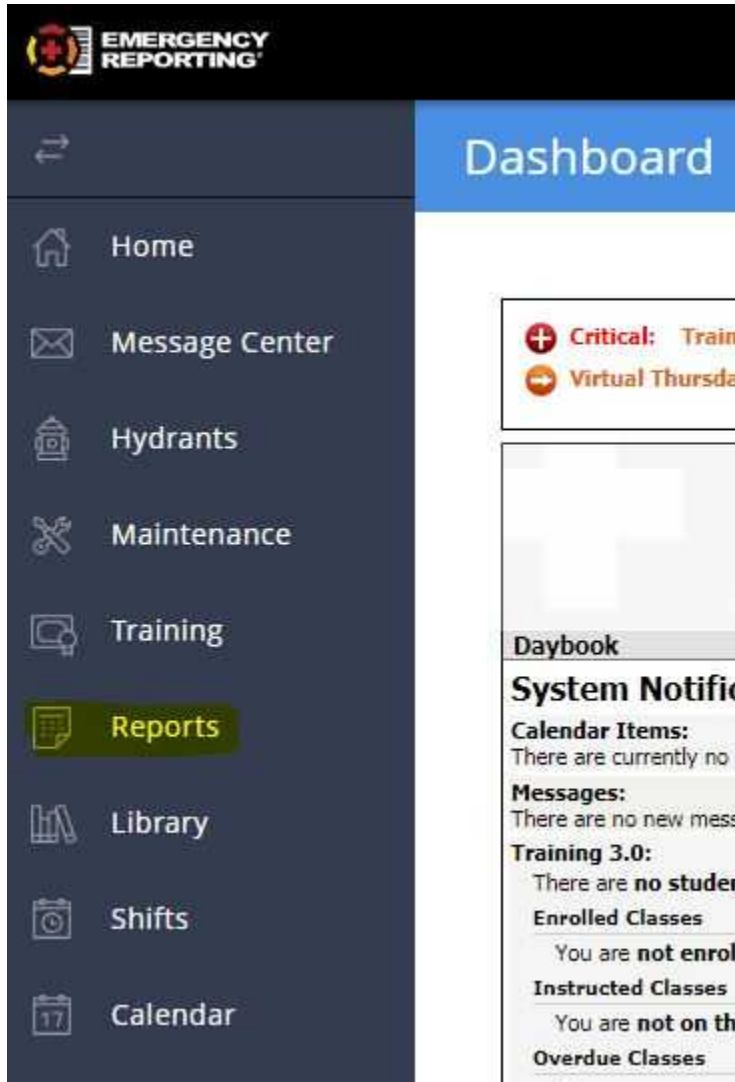
6. On the Main Training page, the Class should be shown as “Reviewed” under the “Status” column.

Training - Classes     

ID	Date	Name	Category	Location	Lead Instructor	Length	Status	Station
12/04/2018 10:00:00		Some Class Name	CP Training	OTC	David, John	1:00	Reviewed	OT - Station 7 (NEW)
12/04/2018 10:00:00		CP Training	CP Training		Wolton, Beth	1:00	Complete	
12/04/2018 10:00:00		Full Job Review (2018/12/04/2018) (NEW)	EMS CE Hours	Station 1	Rowan, Bill	1:00	Reviewed	OT - Station 4 (NEW)

## Running Reports

Select “Reports” from either the top of the Training Module, or from the Sidebar of the Dashboard.



## Running a report for JPR's or Medical CE's:

1. Select Report “1756 – Training Code and Training Code Category Hours for Standard for Personnel for Date Range” from the Training-Reports List.

Home Training Pending Requests JPR Certifications Settings Reports

### Training - Reports

General > General

1717 - Certifications by Personnel	1007 - Certifications Regardless of Status by Personnel for Personnel for Date Range
1762 - Class Verification by Personnel for Date Range	1538 - Classes Completed by Personnel
1684 - Classes Not Completed by Personnel for Class Category for Date Range	1534 - Code Hours per Training Code per Personnel
1623 - Code Hours Summary per Training Code for Date Range	1678 - Count of Classes not Complete by Class Category with Class Hours and Max Hours for Date Range
1504 - Count of Classes by Personnel by Class Category	1100 - Count of Classes Instructed by Personnel by Instructor Type
1639 - Current Certifications by Personnel for Personnel for Certification Type for Certification Name for Expiration Date Range	1635 - Current Certifications Regardless of Status by Personnel for Personnel for Certification Type for Certification Name for Date Range
1661 - Instructor Hours by Instructor Type Hours by Category for Personnel for Status	1686 - JPR Template Completion Status for Template for JPR for Personnel for Date Range
1406 - Master List of Training Codes	1617 - Percentage of Classes Passed or Failed by Personnel
1619 - Percentage of Classes Passed or Failed by Personnel by Class Category	1020 - Personnel Summary of Percentage per Incident and Training and Events for Date Range for Personnel for Shift
1621 - Sign-In Sheet with Active Personnel	1750 - State of Kentucky Training Instructor Report
1757 - State of Kentucky Training Report	1670 - Summary (150) Training Hours for Personnel per Class Category for Date Range
1214 - Summary (150) Training Hours for Personnel per Training Code Category per Location for Date Range	1216 - Total Training Hours per Personnel by Date Range
<b>1756 - Training Code and Training Code Category Hours for Standard for Personnel for Date Range</b>	1610 - Training Code Hours for Standard for Personnel for Date Range
1681 - Training Code Hours for Standard for Personnel for Date Range (Payroll Related)	1002 - Training Codes Completed by Personnel
1687 - Training Codes Completed for Personnel by State Training ID for Date Range	1659 - Training Codes not Completed by Code for Code for Date Range
1626 - Training Codes not Completed by Personnel for Code for Date Range	1000 - Training Codes Taught by Instructor
1634 - Training Hours at a Point per Personnel for Date Range	1676 - Training Hours for Personnel for Date Range

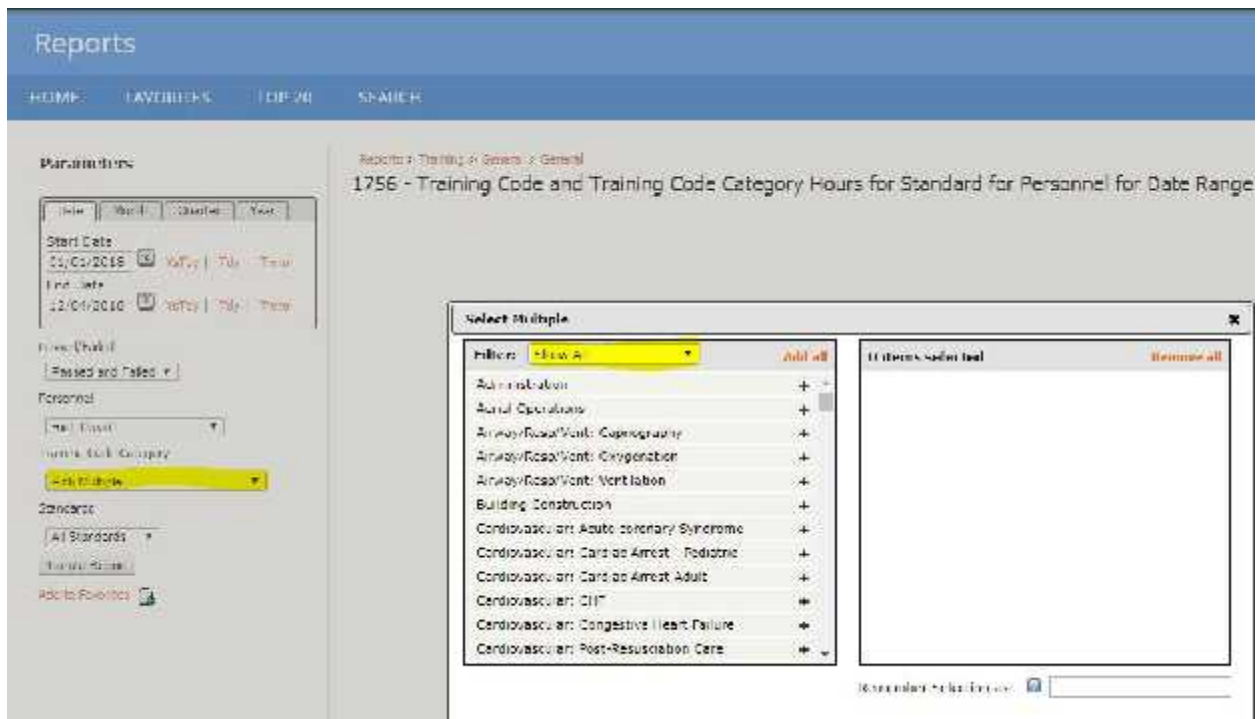
2. Enter the following fields from the 1756 Report Screen.
  - a. **Start Date:** The beginning date of your certification cycle.
  - b. **End Date:** The end date of your certification cycle.
  - c. **Passed/Failed:** Leave as defaulted
  - d. **Personnel:** Choose a person from the drop-down menu.
  - e. **Training Code Category:** Choose “Pick Multiple” from the drop-down menu.
  - f. **Standards:** Leave as defaulted

The screenshot shows a web interface for generating reports. At the top, there is a blue header with the word 'Reports' and navigation links for 'HOME', 'FAVORITES', 'TOP 20', and 'SEARCH'. Below the header, the page title is 'Reports > Training > General > General'. The main content area is titled '1756 - Training Code and Training Code Category Hours for Standard for Personnel for Date Range'. On the left side, there is a 'Parameters' section with the following fields:

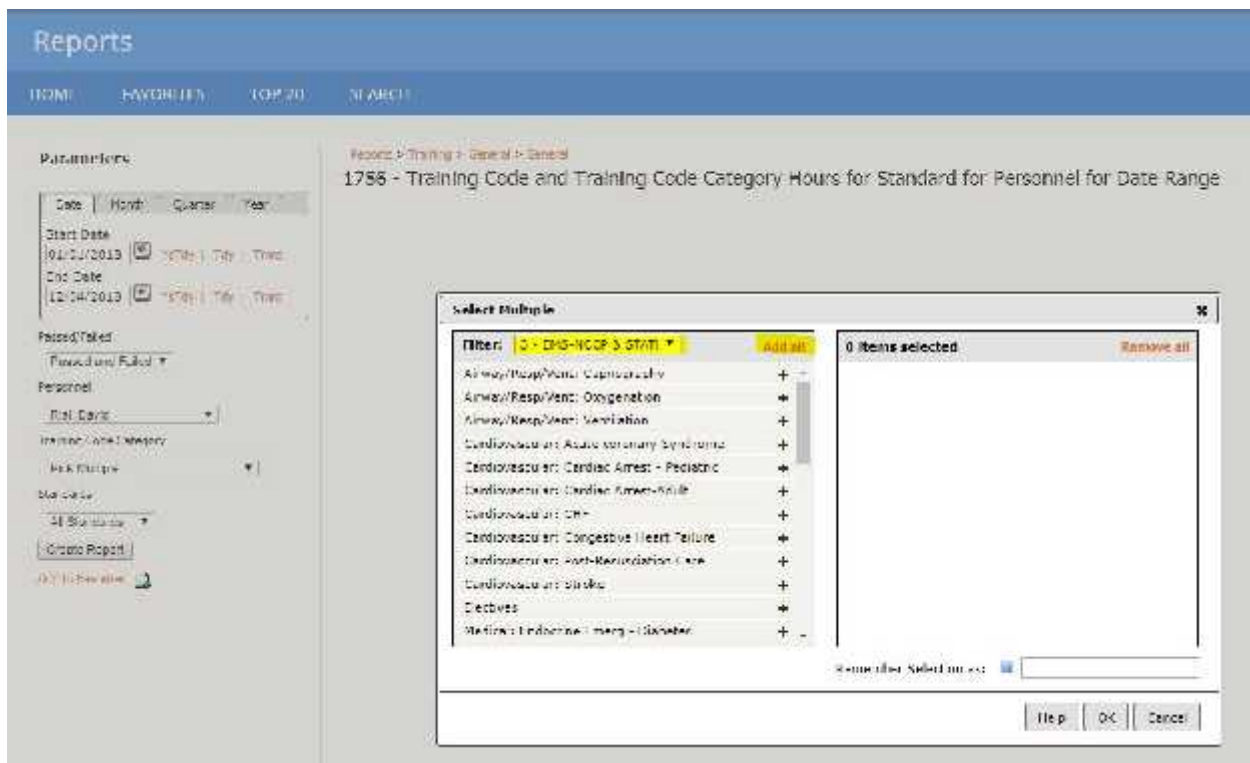
- Date:** A range selector with 'Start' and 'End' buttons.
- Start Date:** A date input field with a calendar icon, showing 'y2017 | July | 17th'.
- End Date:** A date input field with a calendar icon, showing 'y2017 | July | 17th'.
- Passed/Failed:** A dropdown menu with 'Passed and Failed' selected.
- Personnel:** A dropdown menu with 'All Personnel' selected.
- Training Code Category:** A dropdown menu with 'All Training Codes' selected.
- Standards:** A dropdown menu with 'All Standards' selected.

At the bottom of the parameters section, there is a 'Create Report' button and an 'Add to Favorites' link with a star icon.

- A Pop-Up box will appear after choosing “Pick Multiple” from the Training Code Category drop-down menu.

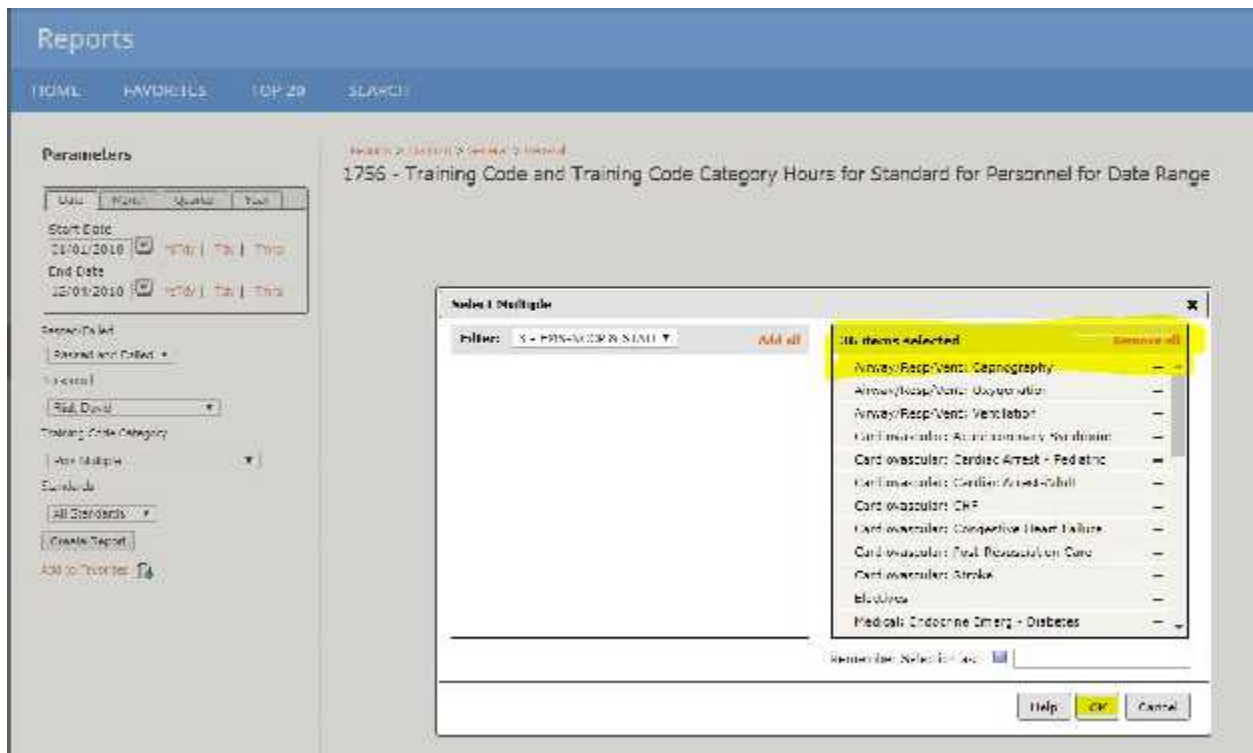


4. From the drop-down Filter menu, choose either “3 – EMS-NCCP & State” for CE hours OR one of the State JPR’s (ex. DO-P JPR).
  - a. A list of the JPR’s or CE’s categories will be listed.
5. Click on the “Add All” button to the right of the Filter drop-down menu.





6. All of the categories for the JPR's or CE's that were selected will now move to the box on the right side.
7. Select "OK"



8. Click “Create Report”



9. Your report will be shown and you will have the option to save or print the report when you hover your mouse over the report.



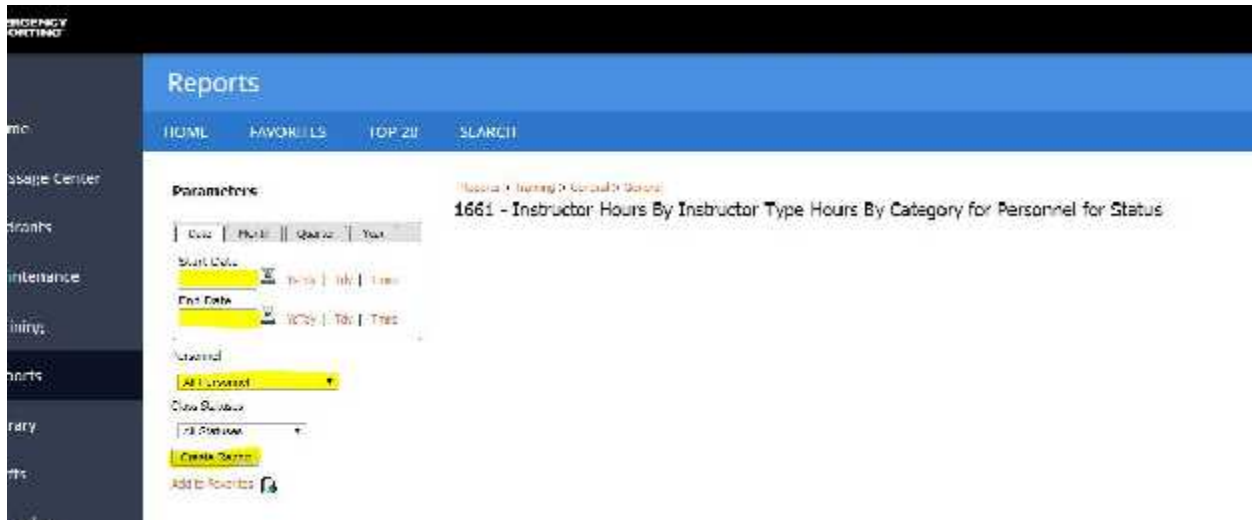
# Running a report for Instructor Hours:

1. Select 1661 – “Instructor Hours By Instructor Type Hours By Category for Personnel for Status” from the Training-Reports menu.

The screenshot shows the 'Training - Reports' menu with the following report options:

- 1717 - Certification by Personnel
- 1718 - Class Verification by Personnel for Date Range
- 1684 - Classes Not Completed by Personnel for Class Category for Date Range
- 1523 - Code Hours Summary per Training Code for Date Range
- 1504 - Count of Classes by Personnel by Class Category
- 1630 - Current Certifications by Personnel for Personnel for Certification Type for Certification Name for Personnel for Date Range
- 1661 - Instructor Hours By Instructor Type Hours By Category for Personnel for Status**
- 1605 - Master List of Training Codes
- 1610 - Percentage of Classes Passed or Failed by Personnel by Class Category
- 1620 - Sign In Sheet with Admin Trained
- 1257 - State of Kentucky Training Report
- 1714 - Summary (ISU) Training Hours for Personnel per Training Code Category per Location for Date Range
- 1756 - Training Code and Training Code Category Hours for Standard for Personnel for Date Range
- 1680 - Training Code Hours for Standard for Personnel for Date Range (Payroll Related)
- 1687 - Training Codes Completed for Personnel by State Training ID for Date Range
- 1676 - Training Codes not Completed by Personnel for Code for Date Range
- 1634 - Training Hours and Payroll per Personnel for Date Range
- 1657 - Certifications Regardless of Status by Personnel for Personnel for Date Range
- 1611 - Classes Completed by Personnel
- 1504 - Code Hours per Training Code per Personnel
- 1628 - Count of Classes not Completed by Class Category with Class Hours and Max Hours for Item Usage
- 1506 - Count of Classes Instructed by Personnel by Instructor Type
- 1638 - Current Certifications Regardless of Status by Personnel for Personnel for Certification Type for Certification Name for Date Range
- 1668 - JPR Template Completion Status on Templates for JPR for Personnel for Date Range
- 1607 - Percentage of Classes Passed or Failed by Personnel
- 1620 - Personnel Summary of Percentage per Incident and Training and Events for Date Range for Personnel for Skill
- 1780 - State of Kentucky Training Instructor Report
- 1679 - Summary (ISU) Training Hours for Personnel per Class Category for Date Range
- 1716 - Total Training Hours per Personnel for Date Range
- 1610 - Training Code Hours for Standard for Personnel for Date Range
- 1500 - Training Codes Completed by Personnel
- 1680 - Training Codes not Completed by Code for Code for Item Usage
- 1640 - Training Codes Taught by Instructor
- 1676 - Training Hours for Personnel for Date Range

2. Enter the following fields from the 1661 Report Screen.
  - a. **Start Date:** The beginning date of your certification cycle.
  - b. **End Date:** The end date of your certification cycle.
  - c. **Personnel:** Choose a person from the drop-down menu.
  - d. **Class Statuses:** Choose "All Statuses".
  - e. Click on "Create Report".



3. Hover over the report to open the print or save options.

