

CHAPTER 17

MEETINGS AND TRAINING

- 17.A** Introduction to Meetings and Training
- 17.B** Meetings, Training & Work Party Entry window
- 17.C** Meetings & Training Fields
- 17.D** Meetings and Training Window Buttons
- 17.E** Meetings and Training Action Menu
- 17.G** Other Meetings and Training Windows
 - 17.G.10** Notes & Sign Off
- 17.R** Meeting & Training Reports

Introduction to Meetings and Training

FirePro allows you to access information and notes on a firefighter's attendance at in house meetings, work parties and training sessions. If you want to enter training at other institutions, see the Firefighters window (special training) see **16.D.20**

Meetings, Training & Work Party Entry window

To open the Meetings & Training window, go to FirePro 2 → Meetings & Training

FirePro 2 Reports	
Properties	Ctrl+1
Fire Fighters	Ctrl+2
Standby Assignments	Ctrl+3
Meetings & Training	Ctrl+4

Other, Practice & Maintenance Entry

Station Session: **Stn 50 ~ Nordegg** **50** Date: **JUL 17 07** Length: **240** Minutes Hours Earned: **0**

Station: **Stn 50 ~ Nordegg**

Instructor: **Leta Getrdone** Officer: **DFC Hadley David John**

Subjects Taught: *** FH GEN - General Meeting**

Training Resources: **Relevant OGs**

FF in Attendance

Fire Fighters in Attendance	Count
DFC David John Hadley	1
DDC Dana Beier	1
CAPT Lorry Sutton	1
FF Carol Church	1

S=Signed Off

4 FF's in Attendance

This window has three distinct components:

1. The list of all firefighters at this department sorted by station (left).
2. The session information section (upper right).
3. The Fire Fighters in Attendance section (lower right).

Note:

There are a few ways to add the sessions. You will need to determine which one works best for your department.

If you are entering a training session with only one subject:

Add your training session information (one subject only). Click "OK". Next, add all of the Fire Fighters that attended. You will now see a 1 beside each attending FireFighters name to show that they have been enrolled in 1 subject.

If you are entering a training session with multiple subjects:**Method 1**

Add your training session as usual but do not add the subjects right away. First, add all of the Fire Fighters that attended, and then add the subjects. For each subject you enter you will be asked if you want to assign the subject to all Fire Fighters that attended. Click "Yes" if all Fire Fighters should be enrolled in that subject.

For subjects that not all attending Fire Fighters are enrolled in, click "No" and you can assign those subjects individually to the FireFighters later by either double clicking on an individual Fire Fighter or clicking the "Subjects Taken +" button (**17.D.55**)

To assign subjects to an individual Fire Fighter, double click on the Fire Fighter's name in the Fire Fighters in Attendance list (or select their name and click on the "FF Details" button **17.D.50**). Select the subject(s) you want to enroll the FireFighter in and click on the "Enroll in Subject" button. The top right list will show all subjects taken by this FireFighter and the percentage (of this session assigned) for each subject (these percentages will be automatically calculated for you but you can change them -- they must add up to 99.99% or 100%).

To assign a subject to multiple Fire Fighters, click on the "Subjects Taken +" button (**17.D.55**). Choose the subject you want to work with from the drop down list of "Subjects Offered at this Session" at the top of the window. The list on the left hand side of the window displays all Fire Fighters at this session. The list on the right is a list of all Fire Fighters that are currently enrolled in the selected subject at the top of the window.

Select all of the Fire Fighters you want to enroll in the selected subject and click on the "Add to List-->" button. To remove Fire Fighters from a subject select the FireFighters you want to remove from the Enrolled in Subject list and click on the "Remove from List" button. Change subjects at the top of the window and choose the firefighters for that course.

When you close this window you will see the number of subjects that each FireFighter is enrolled in beside their names.

Method 2

Alternately, enter the session with the subjects and click "OK". Add the Fire Fighters from the list. Click the "Subjects Taken +" button (**17.D.55**) to bring up the Course Enrollment window (**17.G.20**). Select the Fire Fighters that attended each of the sessions by double clicking on their name or selecting multiple Fire Fighters and clicking the "Add to List" button. Close the window. You will now see a number beside each attending FireFighters name to show how many subjects they have been enrolled in.

Meetings & Training Fields

STATION SESSION

This list is used to identify the station where the training took place. It is used when searching for sessions by station on all reports.

STATION

If necessary, click on the station name and select the appropriate station from a pop-up list. The list below shows the names of all firefighters from that station.

The list of fire fighters from each station is created automatically from the information entered on the records of individual fire fighters, (see **Chapter 16**). To change any information on this list, go to the appropriate Fire Fighter record.

NUMBER

Using a numbering system will enable you to Find by Number through the Action Menu (**17.E**).

The Number field will be visible only if the Show Meetings Number field is checked from the set-up menu. See



20.C.50 Show Meetings Number

DATE

The date of the session.

LENGTH

The duration of the session. This information will show up in reports, but is not used in payroll calculations. By default this field is used to record the total number of session hours. If however, the Theory and Practical fields are activated, this amount will be the total of Theory and Practical times entered.

To change the length field so that it records length in minutes, see



20.C.50 Enter Length in Minutes

THEORY/PRACTICAL

Once they are activated they are used to record a session's time assigned to theory and practical training. Their total will automatically be entered into the Length field.

To add the Theory/Practical fields to your Meetings and Training window, see



20.C.50 Use Theory and Practical

POINTS ASSIGNED

Points or hours used in payroll calculation may be shown in this optional field. This is a custom set up at the time of installation, and is used for your payroll.

START TIME

The start time for this meeting or training.

**A default start time can be set-up. The start time field can also be hidden.
See:**



20.C.50 Default Start Time and Hide Start Time

DAY/NIGHT

Indicate if the training is taking place during the day or night.

To add the Day/Night fields to your Meetings and Training window, see



20.C.50 Use Day and Night Shift

SQUAD

Use this field to specify a particular squad that this session is being run for.

LOCATION

The location for the training. This field will only be visible if the list is populated.

To set-up a training locations list, go to:



20.20.60

INSTRUCTOR

The Instructor or facilitator's name.

The drop-down instructor names list can be created or edited by going to:



20.20.40

To turn off the Instructor's list, see:



20.C.50 Use Instructor Lists

OFFICER/INSTRUCTOR 2

You may use this field for either Officer or Instructor 2.

If the Instructor 2 option is chosen, you may record the name of a second instructor.

If the Officer option is chosen, the field records the name of an officer-in-charge for meetings and training. The Officer list is created using those firefighters that have been identified as Officers in the Firefighters window (see **16.C**)

The Instructor 2 list uses the same list as Instructor.

To change the name of this field to Officer or Instructor 2, see:



20.C.50 SHOW 2ND LIST AS

Note:

The **INSTRUCTOR** and **OFFICER/INSTRUCTOR 2** fields are initially set by default as a combo list where you can choose from a drop down list or type a new entry directly into the field. These fields are also available as free-form fields (i.e. without a list) to accommodate departments who use the services of numerous instructors without any particular regularity.

Note:

It is also possible to flag an attendee as the Instructor for a course. Use this option if you want the courses that a Firefighter has instructed to appear on their Education History in the Firefighters Module.

CUSTOM LIST 1 AND 2

These custom Officer List fields will be visible on the Meetings and Training window only if they are named. These fields can also be used when selecting records for reports.

To give one or both of these fields a name, see



20.C.50 Custom List 1, 2 Title

To add officers to the list(s) go to:



20.20.50

CUSTOM LIST 3

This custom drop-down list will be visible on the Meetings and Training window only if it has been named.

To give this custom list a name, see



20.C.50 Custom List 3 Title

To add items to the list, see



20.20.50

MEETING, TRAINING, WORK PARTY

These titles, which are defined at the time of installation, may be different on your system. Choose the type of session.

To choose whether Meeting or Training will be the default type when adding a new session, see



20.C.50 Default for Add

WATER USAGE

Record amount of water used in a training session.

To record Water Usage, see:



20.C.50 Water usage

UNPAID

Signifies whether or not this session will be included in payroll calculations.

PENDING/CLOSED

The name above this field is the person who created this report. To mark as closed click on this field.

If the option “Control Access to Meetings/Training” is selected this field will show the current status of this Meeting/Training report. To activate this field, see:



20.C.50 Control Access to Meeting/Training

CUSTOM CHECK-BOX 1 / CUSTOM CHECK-BOX 2

These check boxes will only be present on the Meetings and Training window if they have been given a title.

To add these customizable check boxes to your Meetings and Trainings window, see



20.C.50 Custom Checkbox 1 & 2 Titles

CUSTOM NUMBER

This numerical field will only be present on the Meetings and Training window if it has been named.

To name the Custom Number field, see



20.C.50 Custom Number Title

LESSON PLAN

Building a Lesson Plan allows you to package several subjects together so that you can quickly add them to a session. To add all the subjects in a Lesson Plan to the subject list, select the Lesson Plan title from the Drop-down list.

To set up Lesson Plans, go to:



20.20.35

SUBJECTS TAUGHT

The list of subjects covered in this session. Since Subject is a searchable field, it should be completed for all meetings, trainings and work parties.

An Asterisk by a subject indicates that it is the main subject for the session.

You can add more than one subject to each training session. To add subjects, click on the "Add Subjects" button and this opens a window showing all the subjects in your system. You can select multiple subjects by holding down the "Ctrl" key and clicking on each subject that you want. Click "OK" when you are done.

By default, the subject list is sorted by subject code. Optionally, it can be sorted by modules and components.

To sort by modules and components, see



20.C.50 Sort Subjects by Modules and Components

To create or edit the list of Subjects, go to:



20.20.30

TRAINING RESOURCES

Enter any training resources used at this session. A default list of training resources used can be pre-entered for each subject. If a default list is set-up, it will automatically be added, and can be edited as necessary. If training resources are already entered, you will be asked if you wish to replace or add to them.

To enter default training resources for a subject, see "Training Resources":



20.20.30

MULTI LINE TEXT TITLE

The title for this tab is customizable. The field may be used for entering any other information you wish regarding this session.

To change the title of the Multi Line text tab, see



20.C.50 Multi Line Text Title

FIRE FIGHTERS IN ATTENDANCE

To enter the name of a fire fighter attending this session, double-click on the name of a fire fighter from the Station list. To enter a number of fire fighters, press the "Ctrl" key while choosing fire fighters' names, and then click the "Add to list" button.

INSTRUCTOR

To designate a Firefighter as the Instructor, select the Firefighter and press "Ctrl + I". An "I" will appear to the right of the Firefighter.

To learn how to turn on the "Identify Attendee as Instructor" option, go to:



20.C.50

SIGNED OFF

An "S" behind the firefighters' name indicated that they have been signed off for this session.

To "sign off" one fire fighter for a particular subject, double-click on his or her name in the Fire Fighters in Attendance field. This will bring up the Notes & Sign Off window (**17.G.10**). To sign off many firefighters at one time, use the sign off + button (**17.D.70**)

NUMBER OF COURSES TAKEN

The number of subjects that each FireFighter is enrolled in is beside their names. To view the details, double click on a firefighters name or select the fire fighter and click the "FF Details" button (See **17.G.10**).

Name	SCBA	Num	Driving
Joe Blow	Worn	1	
Skip Cooper	Worn	1	PUMPER 3
Dave Johnson	Not Worn	1	
Suzie Johnson	Not Worn	1	
Jerry Jones	Not Worn	1	

Edit

SCBA

Indicate the usage of SCBA at this training session by a particular fire fighter.

NUM

Indicate the number of SCBA bottles used by this firefighter at this training session.

DRIVING

Indicate the driving of a truck or other vehicle by this firefighter at this training session.

To set your system up for tracking of SCBA and Driving for training, see



20.C.40

FF'S IN ATTENDANCE

Shows the number of Fire Fighters scheduled for the session.

17.D

Meetings and Training Window Buttons

17.D.10

Find on Date

Searches for a session by date. If no record is found for that date, the next session (in date order) will be shown. Clicking Next and Previous will also display session records in date order.

17.D.20

Find on Subject

Click to find the most recent session on a particular subject (the search is on the primary subject only – the one marked with an asterisk on the meeting and training window). Previous will display the preceding session for that same subject.

17.D.30

Next

Previous

The Next and Previous buttons will move through Training sessions sequentially. On the first or last record, the buttons will move you to the other end of the list.

Desc. & Narrative

Click to view the description of the subject(s) or to enter notes on the session. The top field is a drop down list that will display the list of all subjects at this session.

DESCRIPTION OF ...

The Description field is the description of the subject chosen above and is entered on the subject entry window. The "Copy to Clipboard" button will copy what is in this field so that you can paste it into the "Notes For" or Notes on this Meeting" fields and make changes if you wish (you must have clicked the "Edit" button first). You can also paste the information into any other program as needed.

NOTES FOR ...

The middle field is for notes that are specific to the subject chosen above (entered by the instructor or session leader).

NOTES ON THIS MEETING

The bottom field is for notes pertaining to this entire meeting / training session.



17.D.50

FF Details

Click on a fire fighter's name in the Fire Fighters in Attendance field and then click "FF Details" button to create or view notes and sign-off information on that fire fighter (see **17.G.10**). (Double-clicking on the firefighter's name will produce the same result). If there are notes to view, an * will appear next to the fire fighter's name.

17.D.55

Subjects Taken +

Click the "Subjects Taken +" button to assign subjects to a group of firefighters. (see **17.G.20**)

17.D.60

Notes +

To assign the same notes to a number of attendees, select the desired names (you can select numerous names by holding down your Ctrl key and using your mouse to make your selections) and click the Notes + button.

Notes for multiple firefighters can also be added through the Action Menu command (see **17.E**).

17.D.70

Sign-off +

If you want to sign off more than one Firefighter on the same subject(s), select the Firefighters you want and click on the "Sign-Off +" button. See **17.G.10** for more information.

If the fire fighter you wish to sign off is not attending this session, you can create a new record just for the sign-off. Click Add, create the new record, check the Unpaid field (so that the new record will not be entered in payroll), and proceed as above.

Also, you can sign a firefighter off on a subject that is not being taught by selecting it on the sign off window (ie: if the firefighter had received this training at another time but it was not recorded).

17.D.80

A rectangular button with a light gray background and a thin black border. The word "Delete" is centered on the button in a bold, black, sans-serif font.

Delete

Clicking the Delete button will remove the selected fire fighter's name from the Fire Fighters in Attendance list. To remove multiple firefighters from the list, hold down the Ctrl key while selecting their names with your mouse, and then click the Delete button.

17.D.90

Elect-ID

Add a FireFighter to a training session using ID cards and a card reader rather than the "Add to List" button etc. Each firefighter needs an ID card with a magnetic strip.

Click the "Elect ID" button to open a window with a text field. Every time you scan a card you will see a bunch of "*" characters appear. If a FireFighter was found that matches the ID from the card, that FireFighter will be added to the session. Then the "*" characters will be cleared so you can add another FireFighter. You can scan as many cards as you want at one time. When you are done, click on the "Finish Elect-ID" button. These records will be marked internally that they were scanned in.

Note:

To initially set up the fire fighter's cards in the system, see **16.E.5**

Meetings and Training Action Menu

Action	
Add Session	Ctrl+A
Edit Session	Ctrl+E
Duplicate Session	Ctrl+L
Find Session by Date	
Find by Number	Ctrl+F
Find Session by Subject	
Next Session	
Previous Session	Ctrl+N
Delete Session	
Description	
Print	Ctrl+P
Add FF to Session	
Edit Attendance	Ctrl+S
FF Notes	
Add Notes to multiple FFs	
Delete FF from Session	
Training Subjects	

Many of the items accessed through the Action menu are the same as those accessed through the buttons on the Meeting and Training window and will not be discussed below.

17.E.10

Action → Duplicate

Creates an exact duplicate of the current session in the Meeting and Training window to enable you to easily create a new session based on the current data.

17.E.20

Action → Training Subjects

Use this action to create or edit subjects in the system.

For more information, see:



20.20.30

Note:

When FirePro 2 is installed, it is loaded with a large selection of training subjects. It is strongly recommended that you delete all courses that you will not be using.

Other Meetings and Training Windows

17.G.10

Notes & Sign Off

NOTES

Enter any notes pertinent to this firefighter at this session. To enter notes for more than one firefighter at one, use the "Notes +" button (**17.D.60**) on the meeting and training window.

APPEND TO / OVERWRITE

When entering notes, you have the option to "Append to" (adding the new notes to the end of any existing notes) or "Overwrite" (overwriting any existing notes with the new notes).

To add Stock Wording to the notes, see:



20.20.80 Stock Wording

To add more category titles to sort your stock wording, see:



20.20.70 Stock Wording Titles

SUBJECTS OFFERED

Shows all the subjects offered in the session. Select a subject and click "**Enroll in Subject**" to add it to this firefighter or click "**Signoff Subject**" to signoff this subject for this firefighter.

SUBJECTS TAKEN

Shows all the subjects taken by this firefighter in this session and the percentage for each subject (these percentages will be automatically calculated for you but you can change them -- they must add up to 99.99% or 100%). Click "**Remove from Subject**" if the subject was assigned to this firefighter in error.

GRADES

Enter a grade here if desired.

To show grades, see:



20.C.50

SIGNED OFF SUBJECTS

If the firefighter is to be signed off for a subject, select the appropriate subject/module in this field and click the "Sign off Subject" button, or double click the subjects to be signed off.

If a course was signed off in error, you can remove it by selecting it in the "Signed Off Subjects" field and click the "Remove from List" button, or double click on the item in the right list to remove it.

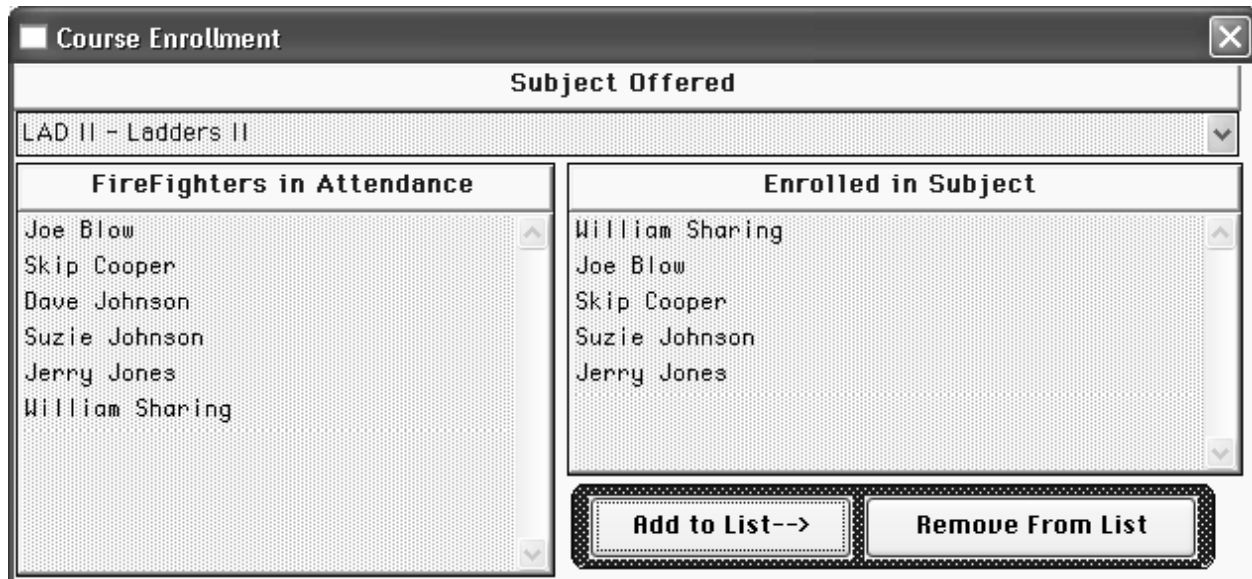
To choose a course that was not taught at this session, click the "Add Other Course" button to bring up a list of all the subjects in the system. Double click on the subject(s) you wish to add.

To show or hide many of these fields, see



20.C.50

Course Enrollment



Choose the subject you want to work with from the drop down list of "Subjects Offered" at the top of the window. The list on the left hand side of the window displays all Fire Fighters at this session. The list on the right is a list of all Fire Fighters that are currently enrolled in the selected subject at the top of the window.

To assign the same subject to a number of attendees, select the desired names (you can select numerous names by holding down your Ctrl key and using your mouse to make your sections) and click the **"Add to List"** button.

To remove Fire Fighters from a subject select the FireFighters you want to remove from the Enrolled in Subject list and click on the **"Remove from List"** button.

Meeting & Training Reports

Report on Current Session

Print

A report on the session displayed can be accessed directly from the Meetings, Training and Work Party Entry window, using the Print button.

For Demonstration Only			
Fire Chief: Fire Chief 1234 Main St., Your Town LOS 1M0			
Subject:	FORCIBLE ENTRY BUILDING CONSTRUCTION II		
Date:	FEB 28 06	Day	Start: 10:00
Instructor:	Katrina Schloss	Type:	Training
Custom List 1:		Custom List 2:	
Length:	1.00	Theory: 0.50	Practical: 0.50
Confirmed			
Course Description:	FORCIBLE ENTRY Identify materials and construction features of doors, windows, and walls and the dangers associated with forcing entry through each. Force entry through at least 3 different types each of doors, windows, and walls. Identify materials and construction features of door and window locking devices. Identify the method and demonstrate procedures of through-the-lock entry for doors and windows. Identify methods and procedures for cleaning, maintaining, and inspecting hand tools used for forcible entry.		

List of All Subjects

To produce a list of all Training Subjects in the system, go to:

Action → Training Subjects (see  **20.20.30**)

Print List

then click the Print List button.

For Demonstration Only	
Fire Chief: Fire Chief	
1234 Main St., Your Town LOS 1M0	
APR 6 06	Subject Report
BC I	Building Construction
BC II	Building Construction II
BOAT	Canadian Boat Pro Course
EMC I	Emergency Medical Care
FAC I	Fire Alarm and Communication
FAC II	Fire Alarm and Comm. II
FB I	Fire Behavior
FB II	Fire Behavior II
FC I	Fire Control
FC II	Fire Control II
FDO I	Fire Department Organization
FDO II	Fire Dept Organization II

Reports → Management Report Menu → Training

There are a variety of reports available through the Report menu.



Special Training Attendees		Training Reports
Stand-by Dates		Training Calendar
Inventory Report		Totals by Type - 3 Year Comparative
Management Report Menu ▶	Properties ▶	Attendance by Station/Squad
Graphs ▶	By-Law Infractions ▶	Full Attendance Report
Custom Report	Inspections	Attendance Report by %
Export Data ▶	Inspection Checklists	Number of Sessions
Search Fire Code	Smoke Alarms ▶	Water Usage
	Incident Reports ▶	Sign-Off dates for Subject
	Public Education ▶	Fire Fighters not Signed Off for Subject
	Building Permits ▶	Sign-Off Roster
	Fire Permits ▶	Certification By Subjects
	Fire Fighters ▶	All Sessions Offered
	Training ▶	Date Last Offered
		Special Training Courses Offered

Management Report Menu → Training → Training Reports

Produces a report detailing all sessions in the period and for the stations(s) specified.


Training Report Parameters Window



Meeting & Training Printing Parameters

JAN 1 06  to APR 6 06 

Include Sessions

All Sessions
 Training Sessions Only
 Meeting Sessions Only
 Work Party Sessions Only
 One Subject Only

Both Confirmed and Not Confirmed 


That Self Directed Training Is Checked 
 That Custom Checkbox 2 Is Checked 

Any Instructor
 One Instructor only


Include:

Subject Description
 Training Notes
 Individual Fire Fighters
 Individual Fire Fighter Notes
 One session per page

Station

All Stations 

Custom List 3

<Any Custom List 3> 

Report Title:

INCLUDE SESSIONS

The types of sessions specified may be different than those illustrated. Choose what type(s) you would like to include in your report.

The two checkboxes are only visible if they have been named.

To name the checkboxes, see



20.C.50 Custom Check Box 1 & 2 Titles

If one of these check boxes is selected, the drop-down list of “Is Checked” and “Is Not Checked” will appear. Select “Is Checked” to include only sessions that had this checkbox checked, and “Is not checked” to include only ones that did not have this checkbox checked.

INCLUDE

Choose what details to include in your report.

STATION

Choose either an individual station or “All Stations” to include in the report.

CUSTOM LIST 3

Select from the drop down list the item you want included.

To activate this custom Meetings and Training window list see



20.C.50 Custom List 3 Title

To add items to the list, go to:



20.20.50

Meeting & Training Report
From JAN 1 97 To APR 6 06

LADDERS II

Identify the materials used in ladder construction.

Identify the load capacities established by NFPA 1931, Standard on Design of and Design Verification Tests for Fire Department Ground Ladders, and NFPA 1904, Standard for Aerial Ladder and Elevating Platform Fire Apparatus, for ground and aerial ladders.

Demonstrate the procedures for cleaning ladders.

Demonstrate inspection and maintenance procedures for different types of ground and aerial ladders.

Describe the annual service test for ground ladders.

JAN 11 02	John Brown	0.03	Theory: 0.00	Practical: 0.00
	Day			
	Joe Blow			

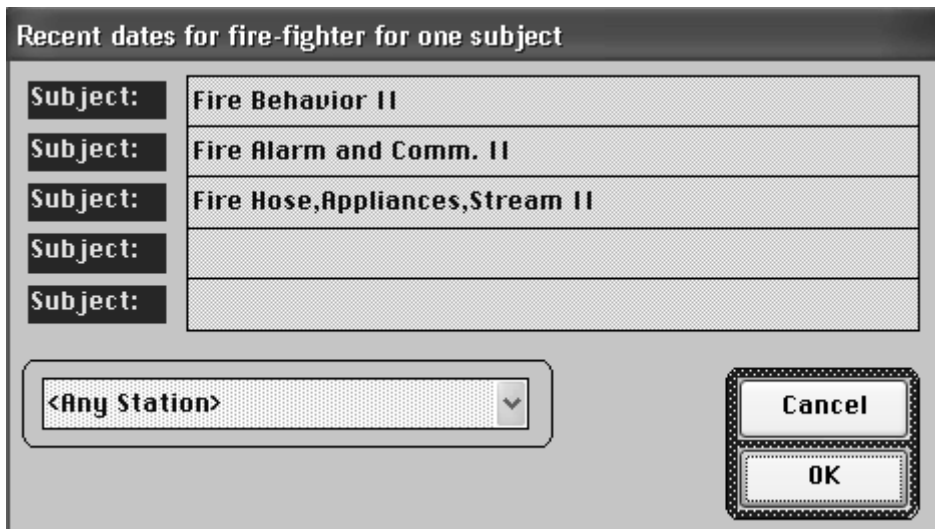
 **17.R.35****Management Report Menu → Training → Training Calendar**

Produces a report listing the dates and training sessions within a range of dates.

 **17.R.40****Management Report Menu → Training → Recent Training Dates for Subject**

Produces a report showing the most recent completion date (for the specified course(s) from one or all stations.

Up to five subjects can be viewed simultaneously on this report. Select the first subject choice from the training subjects list. To add additional subject, click in the next subject field and this will bring up the subjects list for you to choose from again.



Subject:	
Subject:	Fire Behavior II
Subject:	Fire Alarm and Comm. II
Subject:	Fire Hose,Appliances,Stream II
Subject:	
Subject:	

<Any Station>

Cancel

OK

Complete the selection process for up to five subjects. To delete a choice, hold down the Ctrl key on the keyboard while clicking on the name of the subject to be cleared.

The full subject names and their associated codes will appear at the top of the report and the subject code will appear at the top of each column of the report.

 **17.R.50****Management Report Menu → Training → Totals by Type – 3 Year Comparative**

Produces a 3-year comparative report showing the number of sessions and man hours for each type (meeting, training, work party). To include these numbers for each subject, click in the "Include Subjects" check-box. Man hours is calculated from number of sessions, number of attendees, and total length of the sessions.

 **17.R.60****Management Report Menu → Training → Attendance by Station/Squad**

This report will show the number and length of sessions for each Firefighter, with subtotals for Station and Squad.

 **17.R.70****Management Report Menu → Training → Full Attendance Report**

Produces a report of all sessions for a date period. It lists all firefighters from the station and their participation level in Meetings, Trainings, and Work Parties. "Did not Attend" indicates absence from the event, while a blank beside a name indicates attendance. This also lists any other notes for that participant.

 **17.R.80****Management Report Menu → Training → Number of Sessions**

Prints a report showing the number of sessions for the specified period.

 **17.R.85****Management Report Menu → Training → Water Usage**



Prints a report showing the water usage for the specified period.

Management Report Menu → Training → Attendance Report by %

Produces a report showing the percentage of sessions attended by each fire fighter (from one or all stations) within the date range specified.

Use the Calculate button in the Base 100% on section to have FirePro automatically determine the number of courses to base the 100% calculation on, using the selected types of sessions, date range and station. In the example below, there were 4 training sessions.

Meeting & Training Printing Parameters

JAN 1 06  to APR 11 06 

Include Sessions

- All Sessions
- Training Sessions Only
- Meeting Sessions Only
- Work Party Sessions Only
- One Subject Only

That Self Directed Training

That Custom Checkbox 2

Any Instructor

One Instructor only

Base 100% on

4 sessions

Station

<All Stations>

Custom List 3

<Any Custom List 3>

Report Title: Percentage of Training Session Attended

Cancel OK

Load Save New Update Delete

Fire Chief: Fire Chief
1234 Main St., Your Town LOS 1M0

Percentage of Training Session Attended

Name	Sessions	% of all	Based on 4 sessions
Joe Blow	3	75.00	
Anabelle Boyton	0	0.00	
Skip Cooper	4	100.00	
Larry Green	0	0.00	
Greg Howard	0	0.00	
Dave Johnson	3	75.00	
Suzie Johnson	3	75.00	
Jerry Jones	4	100.00	
William Sharing	2	50.00	
Tom Thumb	0	0.00	



17.R.100

Management Report Menu → Training → Sign-Off dates for subject

Produces a report showing fire fighters' sign-off dates for a specified subject or module.



17.R.105

Management Report Menu → Training → Firefighters not Signed off for Subject

This report is the same as Sign-Off Dates for Subject (**17.R.100**), only it shows which Fire Fighters have not been signed off, or have never taken the Subject.



17.R.110

Management Report Menu → Training → Sign-Off Roster

This report shows the most recent year that each of your fire fighters signed off on each of the Training Subjects in the system. On one axis, this report shows all courses from the Subjects List, (except those marked as "Do not include on Roster"). On the other, the report lists the initials (or personnel number) of all fire fighters in your department.

Note:

Deleting courses that you are not using, or checking the "Do not include on Roster" box could significantly reduce the size of this report.



17.R.120

Management Report Menu → Training → All Sessions Offered

Produces a report listing all sessions offered during the period specified.



17.R.125

Management Report Menu → Training → Date Last Offered

This report contains every training course subject entered in FirePro, and the most recent date that it was offered.



17.R.130

Management Report Menu → Training → Special Training Courses Offered

This report will create a list of all Special Training courses offered over a specific time period.



Reports → Export Data → Meetings and Training

Reports	Maintenance	Set-up
Inspections due to be done		
Re-inspections		
Inspection Report Information	▶	
Inspection Checklists	▶	
Properties with a specific HAZMAT		
Fire Permits	▶	
Incident Report Information	▶	
Special Training Attendees		
Stand-by Dates		
MNR Reports		
Inventory Report		
Management Report Menu	▶	
Graphs	▶	
Custom Report		
Export Data	▶	Properties
Search Fire Code		Inspections
		Incidents
		FireFighters at Incident
		FireFighters
		Meetings Training
		FireFighters at Training
		Special Training
		Account Transactions

Choose which sessions, and then which fields to import. For instructions on exporting data to a spreadsheet application, see **3.220**.