

FP2 - TIP 'O THE WEEK #110

ADDING TRAINING SESSIONS



Adding Training Sessions

FirePro allows you to access information and notes on a firefighter's attendance at in house training, meetings, and work parties sessions. Adding a Training Session in FirePro 2 is a fairly simple process – but there are a few ways to add the sessions. You will need to determine which one works best for your department and for each session.

Often you may offer multiple subjects at a training session where each firefighter attending the session may or may not be attending all subjects. Or you may have one subject session that all firefighters attend.

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

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).

Firefighter	Attendance
Johnson Dave	1
Johnson Suzie	1
Jones Jerry	1

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

Add your training session information (one subject only in 2). Click "OK". Next, add all of the Fire Fighters that attended by selecting their name (1) and double clicking on it, or by clicking the "Add to list" button (3). You will now see a 1 beside each attending FireFighters name to show that they have been enrolled in 1 subject (3).

If you are entering a training session with multiple subjects:

Meeting, Training & Work Party Entry

Number: 1 Date: OCT 16 07 Length: 0 0 0 Points Assigned: 0

Station: Station 1

Instructor: Bruce Holstein
Instructor2: Davey Crocket
List 1:
List 2:
List 3:

Subjects Taught: * FAC I - Fire Alarm and Communication
FAC II - Fire Alarm and Comm. II

Fire Fighters in Attendance

Johnson Suzie	2
Jones Jerry	1
Sharing William	2

S=Signed Off

3 FF's in Attendance

Method 1

This method is best for sessions with multiple topics that most or all firefighters are attending.

Add your training session information (2) **but do not add the subjects** right away. First, add all of the Fire Fighters that are attending any of the sessions (1), and then add the subjects (2). For each subject you enter you will be asked if you want to assign the subject to all attendees.

Do you want to assign the subject "Fire Behavior" to all attendees?

Yes No

Click "Yes" if all Fire Fighters should be enrolled in that subject. Continue to add subjects and if all FireFighters are attending all subjects, that's all there is to it!

However, if you have some FireFighters not attending some of the subjects, you can also click "Yes" if all but a few FireFighters should be enrolled in the subject, and then use the "FF Details" or "Subjects taken +" button to remove individual FireFighters from the subject – the only thing about doing it this way, is that you need to be sure to remember to make the changes!

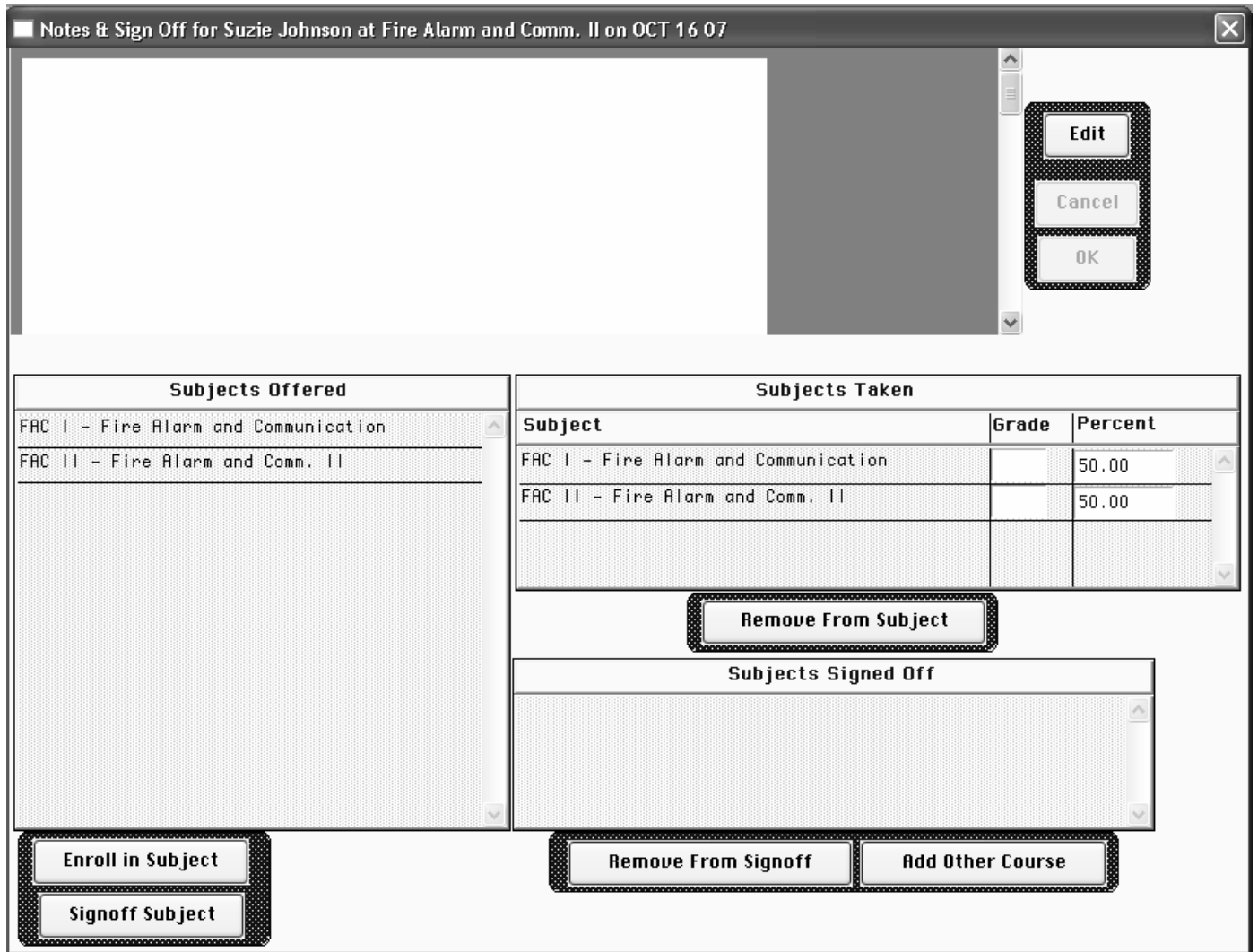
Alternately, click "No" and you can assign those subjects individually to the FireFighters later by using the "FF Details" or "Subjects Taken +" button (see method 2 below).

Method 2

This method is best for sessions with multiple topics that have different attendees for each topic.

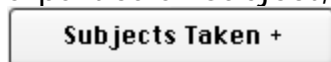
Add your training session information, including the subjects, and click "OK".

To assign subjects to an individual Fire Fighter, double click on the Fire Fighter's name in the Fire Fighters in Attendance list (3) or select their name and click on the "FF Details" button to open the following window.

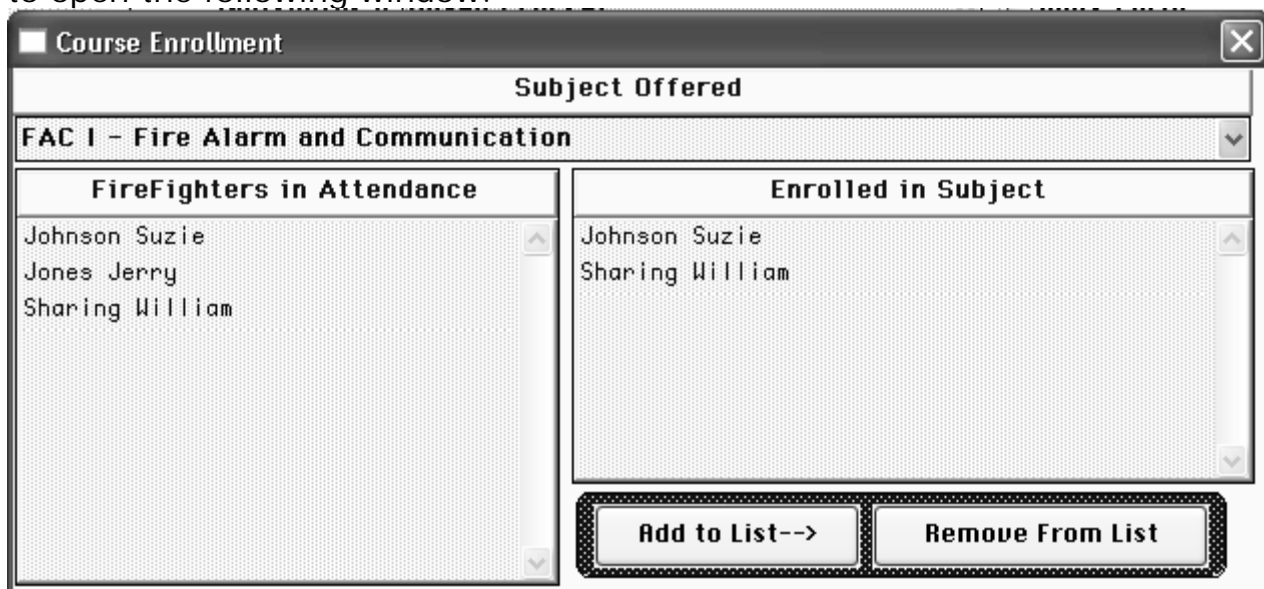


Select the subject(s) you want to enroll the FireFighter in and click on the "Enroll in Subject" button. The top right list will show all subjects taken by this FireFighter and the percentage (of this session assigned) for each subject (these percentages will be automatically calculated for you but you can change them -- they must add up to 99.99% or 100%).

To assign a subject to multiple Fire Fighters, or to remove multiple FireFighters from a particular subject, click on the "Subjects Taken +" button



to open the following window.



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.



Quote of the week:

"Never lend your car to anyone to whom you have given birth."

Erma Bombeck.