

FP2 - TIP 'O THE WEEK #60

ADDING NOTES TO TRAINING



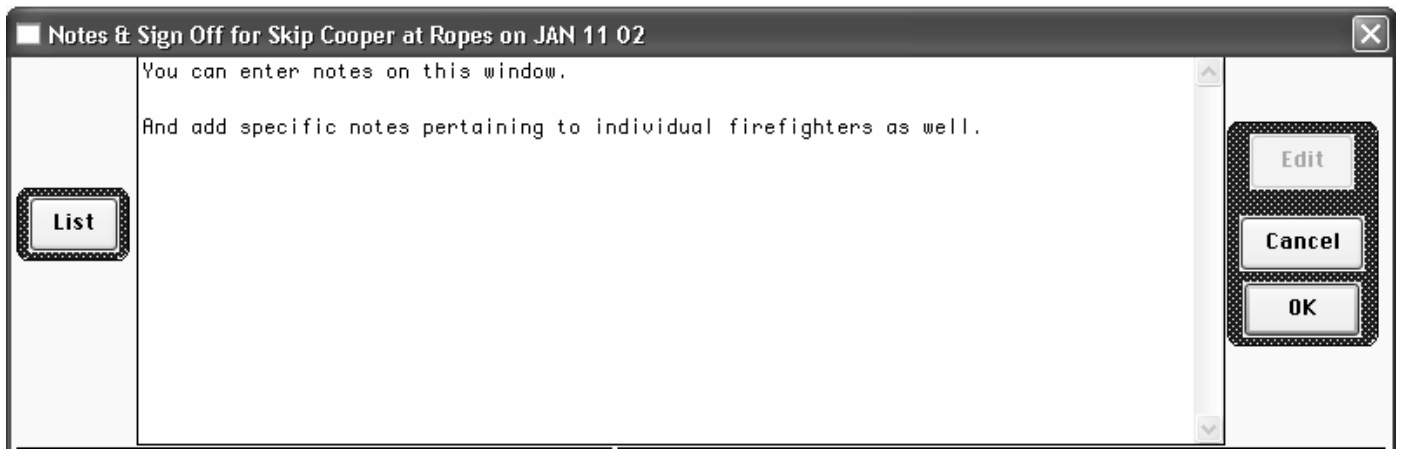
Adding Notes to Training Sessions

When you are entering a training session, you can also enter notes for one or a number of the firefighters.

To enter notes for an individual firefighter, double click on their name in the FF in Attendance section of the Meeting, Training & Work Party Entry window.

To enter notes for multiple firefighters, select the names in the FF in Attendance section of the Meeting, Training & Work Party Entry window (you can select multiple firefighters by holding down the "Ctrl" key and clicking on each name). Then, click the "Notes +" button.

If you need to add the same note to many firefighters, and also individual notes to one or more firefighters, you can do that as well. When you double click on the individual firefighter, you can enter more notes below the notes you entered for multiple firefighters.



Note: At this time, if you use the "Notes +" after you have already added notes to an individual or group of firefighters, it will overwrite your other notes. We will be changing this soon so you can have the choice of adding new notes to the bottom or overwrite the existing notes.

Notes for multiple firefighters can also be added through the Action Menu command.

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



Quote of the week:

“Despite the cost of living, it's still popular.”