

FP2 - TIP 'O THE WEEK #46 TRAINING VERIFICATION



Training Verification

After the death of two fire fighters last year, the Workers' Compensation Board (WCB) investigated the fire department, conducting a review on the training they had received, which had been tracked in an RMS system. The WCB rejected the tracked information because there was not an individual "signature" present to verify the fire fighters' training.

This situation would be much the same in FirePro 2. The training may be recorded in the system, but it is not verifiable.

One way to get around this would be to use our feature of getting signatures on the training summary report and storing those in paper form.

Go to:

Set Up → Custom Settings → Meetings and Training Tab

The screenshot shows the 'Custom Settings' dialog box with the 'Meeting/Training' tab selected. The dialog is organized into several sections:

- Control Access to Meeting/Training:** Includes checkboxes for 'Control Access to Meeting/Training' and 'Only Creator can Edit'. The 'Default for Add:' dropdown is set to 'Meeting'.
- Use Instructor Lists:** Includes a checkbox for 'Use Instructor Lists' and a radio button selection for 'Show 2nd list as' (Instructor2 is selected, Officer is unselected).
- Display Options:** Includes checkboxes for 'Show "Not Confirmed"', 'Hide Squad', 'Use Day and Night Shift', 'Use Theory and Practical', 'Show Water Usage', and 'Enter Length in Minutes'.
- Customization Fields:** Fields for 'Default Start Time', 'Custom Number Title', 'Custom checkbox 1 title', 'Custom checkbox 2 title', 'Custom list 1 title', 'Custom list 2 title', 'Custom list 3 title', and 'Multi line text title'.
- Additional Options:** Includes checkboxes for 'Sort Subjects by Modules & Components', 'Print signature lines for each attending firefighter', 'Show Meetings Number', and 'Hide Start Time'.

On the right side of the dialog, there are three buttons: 'Edit', 'OK', and 'Cancel'.

If "Print Signature Lines for each attending firefighter" is checked, the system will add a signature line for each attending firefighter to the printed report of a training session. Each firefighter can sign the report and the report can then be filed.

