

# Instruction Manual for WCFA TEQMET Training Database

The Training, Experience, Qualifications for Members, Employers and Trainers is a way to manage the training records for your employees, print out cards, schedule and sign-up for classes.

Individuals must enter themselves into the database to sign up for WCFA training classes.

## Employees

To log in, use your username and password.

If you have forgotten your password or username, use the Forgot Your User Name or Password link.

### Adding Yourself to the Database

If you or your employer has not entered you in the TEQMET database, create an account by choosing Register New User. **Please do not enter yourself into the database if you have already been entered as it creates problems with duplicate accounts!** Enter your personnel information, contact numbers and load your picture. Note: Pictures are best if they are cropped to a square before loading from your computer and should be in a .jpg format.

If you do not have a unique identification number for yourself you will need to make up one as a unique number needs to be entered. If you enter a number and get a message that "ID number must be unique" the number you entered has already been used and you need to try a different one. Once new information has been added, choose Update Personal Information to save it.

The access you will have once you log-in will be based on your permissions as an employee, employer or instructor. Everyone in the system will have at least the access as an employee.

Once logged in you will have access to the Personal Info, User Forms and Training Calendar.

The Personal Info link will take you to the Main link to allow you to enter your personnel information, contact numbers and load your picture. If you do not have a unique identification number you will need to make up one as a unique number needs to be entered. If you enter a number and get a message that "ID number must be unique" the number you entered has already been used and you need to try a different one. Across the



top are other links to view your completed training, qualifications, experience, fitness tests and employer associations.

Once new information has been added, choose Update Personal Information to save it.

The System Information section will show your member level as employee. It will also allow you to change your password. Choose Change Password after entering the new password twice.

### **Employer Association**

An employer must associate you with their company in order for them to enter training records, qualifications, experience and fitness test information. Once the records have been entered, you can view the information when you are logged in.

### **Signing Up for Classes**

The training calendar will display classes that are available. Click on the class for more information. Once that is done, you can click on the button to sign up for the class. Your name will then appear on the roster as pending. It will change to accepted once the instructor accepts you into the class.

Payment for the class can be made using the payment link. It can be found on in the information about the class or at our web site at [www.wcfafirefighters.org](http://www.wcfafirefighters.org).

The User Forms link is not used for the employee level. The employer can print out the forms for records inspections.

## **Employers**

As an employer you will be able to access everything an employee can plus additional items for management of your employees and company.

When you log in, in addition to the links an employee will see, you will also be able to view the Card Management, Employer Admin and User Admin links.

The e-mail address(es) you enter for yourself will be used for the e-mailings to our members once you have filled in an e-mail address and listed yourself as an owner of your company.

### **Card Management**

Use the Card Management link to print ID cards for yourself and your employees. After choosing Card Management, click on Create New Cards To Submit at the top of the page. Choose the employees you want to create cards for and the options for each employee's card including equipment or hand crew, the color of the colored dot and up to two qualifications for the front and back of the card. Note: These qualifications must have previously been entered in the Qualification section under the User Admin. The training must also have been entered as well as the Work Capacity Fitness Test information.

At this time, the government is not issuing ID numbers for employees so disregard the box to Request an ID Number.

When the information has been entered for the employee, click Create Cards at the bottom of the page.

When the card is created it will show up under the Unverified Cards section and is ready to be signed off when the records for that employee are inspected. Once the card has been signed by government (or records inspection contractor) it will show up under the Verified Cards section. You will still need to create the packet for records inspections. See below under User Forms.

You can view and print both verified and unverified cards by selecting Mark for Print/Viewing. Then choose Print/View Selected Cards

The employer's signature will automatically show on the card if you have entered a signature as instructed in the Employer Admin section. If not, the cards can be signed manually by the employer.

It is recommended to print out a set of sample cards on regular paper to ensure that the cards will align properly with the card stock. Cards were designed for standard 2" x 3 1/2" business card stock, 8 cards per page such as Avery 8371. When printing, print out a sheet of cards, place that same sheet back in the printer to print the opposite side, then print on the back of the sheet. This will give you two cards for each employee, printed on the front and back.

### **Adding Company/Company Info**

The Employer Admin link will allow you to create a company and enter information for it. To create a new company choose Add A New Company and enter the appropriate information. When complete click on Add New Company to finish. Once the company is created, choose the company from the Current Companies list and choose the owner(s) from the employee list. You can then choose one of the owners as the primary contact person. Note: All owners with valid e-mail addresses will receive our member e-mailings.

### **Adding Employees**

To add an employee to your company, click on Add Employees under the Employer Admin section. Search for the employee in the database by searching for their first name, last name or username if known. **DO NOT SEARCH FOR BOTH THE FIRST AND LAST NAME.** If the employee is found, click on Add User as Employee.

If the employee is not in the database, create the employee by choosing Create User. Enter the employee's personnel information, contact numbers and load their picture. Note: Pictures are best if they are cropped to a square before loading from your computer and should be in a .jpg format.

If you do not have a unique identification number for the employee you will need to make up one as a unique number needs to be entered. If you enter a number and get a message that "ID number must be unique" the number you entered has already been used and you need to try a different one. Once new information has been added, choose Update Personal Information to save it.

Return to the Employer Admin section and that employee will then be listed as an employee. Other member company associations will be listed with that employee and those companies will receive an e-mail that you have added that employee to your company. Add the employee's hire date by using the Edit button by their name.

You can now click on the employee's name to access their personal information, training, qualification, experience and fitness records. They can also be accessed with the User Admin link.

## **Signing up Employees for Classes**

You can sign up employees for classes from the WCFA web site or from the TEQMET database. Choose the Training Calendar link in the database or the Training/Events calendar on the web site. Find the class you want and follow the links to sign up for the class. If you are not logged in to the database, you will need to log in when you see the log-in page for TEQMET. You will then be taken to the sign-up page for the class.

At the bottom of the page choose Add Members to Class and choose your employees. Payment will be marked as being paid by your company unless you change it to self, meaning the employee will be paying for their own training. Note: The member rate for classes is only available if the WCFA member company is marked as paying for the class. That company is then responsible for payment.

Click on Add Student to Roster and then add additional students as needed. Your companies students will be listed at the bottom of the roster. By adding a student to the roster you are agreeing to all WCFA rules and policies for training classes.

## **Instructors**

Information will be coming later for instructors