# Instruction Manual for WCFA TEQMET Training Database
Members & Non-Members

INTRODUCTION

WCFA Members (Employers)

The Training, Experience, Qualifications for Members, Employers and Trainers (TEQMET) Database is a way to manage the training records for your employees, print out cards, schedule and sign-up for classes. Members and Non-Members alike are listed as a "Member" in the database. Members of our Association, however, are also listed as "Employers".
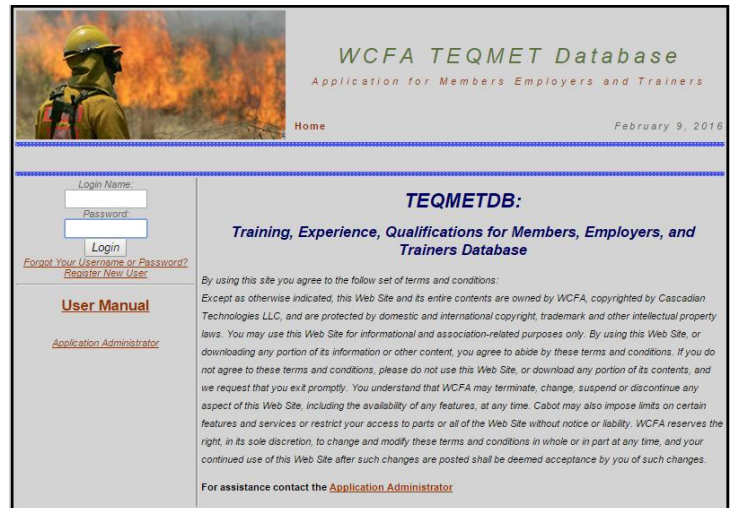
Non-Members can enter themselves individually into the database to sign up for WCFA training classes. If you are signing up more than one student you must create a login and password for each one separately.

LOGIN

WCFA Members (Employers)/Non-Members - <u>Already in the Database</u>

To Login use your Login Name and Password. If you have forgotten your password or login name, use the "Forgot Your Username or Password" link just below the log-in area. If that doesn't work you can email a request to dsimswcfa@yahoo.com.

WCFA Members (Employers) - <u>Register New User</u>

If your employer has not entered you in the TEQMET database contact them first. They should enter you into the database and sign you up with their company. If you need to enter yourself follow the instruction on the next page for Non-Member – Register New User.

Register New User

Non-Member - Register New User

Create an account by choosing "Register New User" from the home screen. Enter your name then choose "Next". To prevent duplicate entries a check will be done to assure that you are not already entered in the database. A list will come up of the closest matches to users that are already entered, if one of these is you, choose: "Select User", if none match, choose: "None Of These Match". If a second list comes up with more options and there not you then choose: "None of These Match". On the next screen enter your personnel information, contact numbers and load your picture.

Non-Member - Register New User - Continued…

Note: Pictures are best if they are cropped to a square before uploading them from your computer and should be in a .jpg format. Once new information has been added, choose "Update Personal Information" to save it.

Do not enter yourself into the database if you have already been entered as it creates problems with duplicate accounts!

Everyone in the system is called "Member" and will have access as a Non-Member if they have their login and password. WCFA Member (Employers) have access as Employers and can access all their employee's records from one login. Once logged in as a Non-Member you will have access to view "Personal Info" and "Training Calendar", as a WCFA Member (Employer) you will have access to more screens to manage your employee's and company.

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. Across the top are other links to view your "Training", "Qualifications", "Experience", "Fitness Tests" and "Employer Associations".   If you change any information choose "Update Personal Information" to save it. You can also change your password. To change your password, enter it twice then choose "Change Password".

Signing Up & Paying for Classes

**Non-Member - Signing Up & Paying for Classes**

The training calendar will display classes that are available. Find the class you want by choosing the month and clicking "Display Calendar". Choose the class by clicking on it. At the bottom of the roster you will see a box that says, "Sign Me Up For This Class". Your name will appear on the roster as "Pending" and it will change to "Enrolled" once the Training Coordinator accepts you into the class.

Payment for the class can be made using the "Payment Page" link at the bottom of the roster. It can also be found in the information about the class or at our website at www.wcfafirefighters.org by clicking there on the "Class Calendar". **WCFA Members (Employers)** must be logged in to the www.wcfafirefighters.org website to use the "Members Payment Page" in the "Members" section for member's rates.

WCFA <u>Member (Employer) Only</u> Instruction Manual
for WCFA TEQMET Training Database

INTRODUCTION

As an "Employer" you will be able to access everything for the management of your employees and your company. When you login, you will able to view "Personal Info", "Training Verification", "Training Calendar", "Card Management", "Employer Admin" and "User Admin". The "User Forms" link is used to print out the forms for records inspections. The e-mail address you enter for yourself, in the "Primary Email" will be used for email you will get from us. You will need to print the "Signature Template" and follow the instructions to sign and then scan and email to our secretary so she can add it to the database. The form is on our website under "Member Resources".
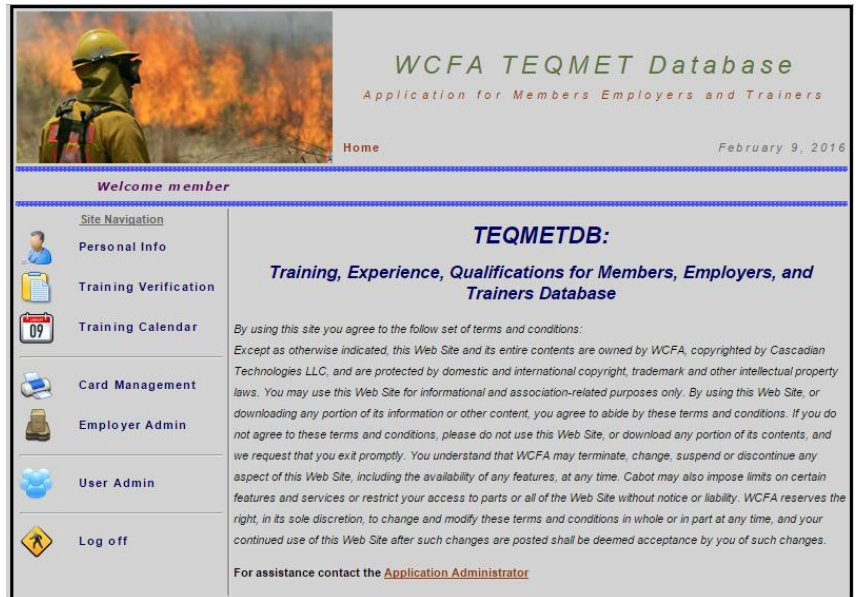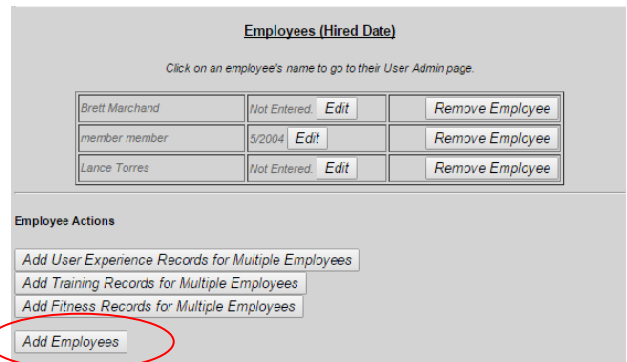
USING THE DATABASE

Employer Admin

The "Employer Admin" link will allow you to add employees to your company. To add an employee to your company, click on "Add Employees" near the bottom of this page. On the next screen you will see a search box at the top of the screen with an hour glass next to it. Search for the employee in the database by searching for their last name, first name or login name if known. **DO NOT SEARCH FOR BOTH THE FIRST AND LAST NAME**. If the employee is found, click on "Add User as Employee". When an employee is added to your company, both the employee and any current member employers will receive an e-mail stating that the person has been added to your company as an employee. That employee will not be added to your company until you have spoken to the other employers and they click to release that employee.

Adding New Employees to the Database

If the employee is not found in the database, add them as a user by clicking "Add User". (See information on page 2 listed under "**Non-Member - Register New User**".) Once the person has been entered into the database, you will need to add them as an employee using the "Add Employees" link under "Employer Admin". (See information above listed under **"Employer Admin".**) 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

The quickest way to sign up employees for classes is from the TEQMET database. Choose the "Training Calendar" link in the database. 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 one at a time, clicking "Add Student to Roster" each time. ("Payment By" will list your company name by default unless you change it to "Self". "Self" payments are payable at the Non-Member rate. Your company or "Self" is then responsible for payment). Your company's students will be listed at the bottom of the roster. When adding a student to the roster you have to click "I Agree" on the Training Policy page and are agreeing to all WCFA rules and policies for training classes.

Adding Records for an Employee

Employee records are locked in the database after (7) days. If you need to edit/update your employee's records please contact our secretary at dsimswcfa@yahoo.com to unlock the records for another (7) days. To open the records for an employee, click on their name from your "Employer Admin" list or search for them under "User Admin". You can then view the various records for that employee.

Training Records

These are the training classes that have been entered for this individual. WCFA classes beginning in 2008 are automatically entered and are not editable. They will have a "Print" "Email" button. Other classes may be added by clicking "Add/Edit User Training Records". New training can be added using the "New Record" section at the bottom of the page. Enter the course code from the drop-down list, the date the class was completed, a class description if desired and the instructor name from the drop-down list. If the instructor is not on the list, use the "Instructor Override" field to enter their name and the "Instructor Override Description" field to note what organization the instructor is with, i.e. "NWSA Instructor". Course hours and host of class can also be entered, but is not necessary.

BE SURE THAT THE PASS/FAIL BOX SAYS "PASS" OR THE RECORD WILL NOT SHOW UP DURING THE RECORDS INSPECTION.

Training Records Continued...

When information is entered, click on Add Record to save the training information. Editable records can be modified by making the changes for the class then clicking "Save Update" to save the changes. Only make changes to one record at a time then save the update before making changes to another record. When you're done adding training records, click on "Return to Main User Page" to return to the employees main page.

Qualifications

This section if for the qualifications an employee has that will be available to list on the ID card when it is created. Use the "Add/Edit User Qualifications Records" button to add or edit the qualifications. Enter the certifier of the position from the list or add them in the "Certifier Override" field and their position (ENGB, Owner, etc.), the qualification, any comments desired, certified date and expiration date (if applicable). When complete choose "Add Record" to save the information. Records may be edited if needed. Make changes to only one qualification at a time and click "Save Update" after each.

Incident Experience

The "Add/Edit User Experience Records" button can be used to add or edit fire experience records. Use the new record section at the bottom to add experience records. Enter the incident number and/or name, the location and/or agency of the fire, fire size, the position that was held at the fire, experience type such as "JOB" for fully qualified or "TRN" for trainee, total number of shifts worked, number of hot line shifts worked, management level, fuel type, risk (wildfire), resource (Type 6 Eng, etc), quality (IA, mopup, etc.) and date assigned. The evaluation field can also be used. All the fields do not need to be filled, but the experience form that is submitted for records review asks for Position, Position Type, Incident Kind, Incident #/Name, Location/Agency, Total Shifts and Date Assigned. When information is entered, click "Add Record" to save. Use the "Add New Records for Multiply Employees" button to enter information for more than one employee at a time. Enter the fire information, choose which employees were on that fire, and then adjust individual records as needed for each employee. Click "Add Record" to save records for all employees. Records can be edited from the experience record as needed. Edit only one record at a time then click "Save Update" to save the changes.

Task Books

The "Add/Edit User Taskbook Records" to enter or edit information on task books that have been completed. This information is needed for the "Employee Training Verification" form that is submitted for records review. Enter the issue date, task book position, description, issuer from the drop-down list or add them in the issuer override field, certifier from the dropdown list or add them in the certifier override field, certifier location and phone number, initiated and certified dates. When information is entered, click "Add Record" to save.

Records can be edited from the task book record as needed. Edit only one record at a time then choose "Save Update" to save the changes.

Fitness Records

Records for the Work Capacity Fitness Test (WCFT) can be entered using the "Add/Edit Fitness Records" button. Enter the fitness level (Ardous, Walk, Light, etc.) and test administrator from the dropdown list or add them in the "Administrator Override" field, administrator position (owner, etc.), time to complete test, test date and location and any comments you wish to add. The time and date are required here in order to show on the cover sheet for the training and experience records that are submitted for records review. When information is entered, click "Add Record" to save. Records can be edited from the fitness records as needed. Edit only one record at a time then choose "Save Update" to save the changes.

Submitting Records for Verification

The "Training Verification" button will allow you to submit you employee's records for review. On the next screen choose the employee you wish to submit for review. The next screen you choose what position they are being inspected for and then the required items for the qualification you have chosen will show up below. The items with the green check marks are entered in the database. Those with the red X are not entered in the database. **THIS DOES NOT INDICATE THAT THE RECORDS ARE APPROVED; IT ONLY SHOWS IF THEY ARE ENTERED IN THEIR TRAINING DATABASE**. By choosing to PRINT/VIEW form, you can view the training and experience verification forms (and cover page) that you chose above. You can jump to that person's records at any time by choosing the "JUMP TO USER" button, when the record is ready, click on the "SUBMIT RECORDS FOR VERIFICATION" button to submit your record for verification. Once the record has been submitted, the records inspector will verify the record and the card. Be sure to make your payment for the records you've submitting so the inspections will be complete. You pay for inspections on the "Member Payments" page on our website.

Card Management

Use the "Card Management" link to prepare ID cards for inspection and later print for yourself and your employees. After clinking "Card Management", click on "Create New Cards To Submit" at the top of the page. Put a check in the box to the left of 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 in the employee's training record. The training must also have been entered as well as the Work Capacity Fitness Test (WCFT) 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 the records inspector it will show up under the "Verified Cards" section. 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 Introduction above on page 3. 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, and then print on the back of the sheet. This will provide two cards for each employee, printed on the front and back.