



AD HOC TRAINING ENTRY

1 To enter Ad Hoc training, go to **CREW TRAINING -> ADHOC TRAINING -> ENTER ADHOC TRAINING**. This is what the screen will look like. You can choose from the list to the left if you are entering training for a PFF or if you are doing crew based training, simply click **Enter New Class**.

When you choose from the items on the left:

Adhoc Library Classes

Onboarding Day 1 - Probationary Firefighter

PFF Section 1: Cross-Lot Supply

PFF Section 1: Drill #1

PFF Section 1: Drill #2

PFF Section 1: Drill #3

PFF Section 1: Drill #4

PFF Section 1: Drill #5

PFF Section 1: EMS Drill #1

PFF Section 1: EMS Drill #2

PFF Section 1: EMS Drill #3

Click on a class on the left to review description

If you do not find an appropriate class in the library, click on the New Class button below

Enter New Class

2 You will get this is the screen that shows a short description. Choose what is appropriate and follow along.

Adhoc Training Entry

Please enter a title for your training **Continue**

Adhoc Library Classes

Onboarding Day 1 - Probationary Firefighter

PFF Section 1: Cross-Lot Supply

PFF Section 1: Drill #1

PFF Section 1: Drill #2

PFF Section 1: Drill #3

PFF Section 1: Drill #4

PFF Section 1: Drill #5

PFF Section 1: EMS Drill #1

PFF Section 1: EMS Drill #2

PFF Section 1: EMS Drill #3

PFF Section 1: Drill #1

Description
Drill #1-Skill; Hose Deployment

Choose this class

If you do not find an appropriate class in the library, click on the New Class button below

Create New Class

1

Should you want to enter your own AD HOC training, instead of clicking on the list to the left, click **Enter New Class** . Here you will add a title. Please keep it brief and as exact as possible.



Please enter a title for your training

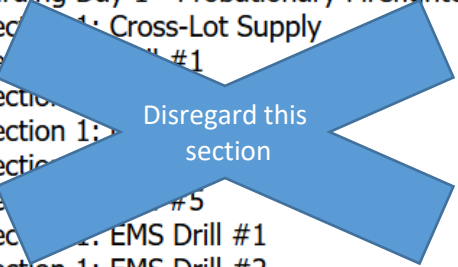
Hose

Continue

Cancel This Class Entry

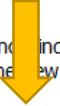
Adhoc Library Classes

- Onboarding Day 1 - Probationary Firefighter
- PFF Section 1: Cross-Lot Supply
- PFF Section 1: EMS Drill #1
- PFF Section 1: EMS Drill #2
- PFF Section 1: EMS Drill #3
- PFF Section 1: EMS Drill #4
- PFF Section 1: EMS Drill #5
- PFF Section 1: EMS Drill #6
- PFF Section 1: EMS Drill #7
- PFF Section 1: EMS Drill #8
- PFF Section 1: EMS Drill #9
- PFF Section 1: EMS Drill #10



Click on a class on the left to review description

If you do not find an appropriate class in the library, click on the **Enter New Class** button below



Enter New Class

2

Once you click **Continue** you come to this screen.

Be sure to enter accurate hours, add the appropriate lesson(s) and don't forget to add the personnel who attended the training. Then click **Submit Adhoc Training**

Adhoc Training Entry

Hose

Date of Training: [Yellow] Today Yesterday [Calendar icon]

Total Hours: 1.00 ↑ ↑ ↓ ↓ Reset Hrs

Location: [Yellow] Station 51

Instructor: [Yellow] Me

Objectives/Lessons: **Add** You MUST add at least one objective/lesson for this training

Notes / Desc. [Text area]

Training Roster Clear All

Select personnel from list -->

Add Me

Select Personnel for this training

Ford, Brian
Hochsten, Matthew
Lewis, Nick
Petro, Jayden
Pana, Eugene
Stephens, Joel

My Crew
A-Shift
B-Shift
C-Shift
D-Shift
All Crews
Non-Shift
by Group

Double-click on any name to add it to the roster

Add Selected Add All

Submit Adhoc Training Cancel this Entry 6/18/2020 3:40:02 PM

Ad Hoc Made Easy

I have added Ad Hoc lessons to the library. Under Objectives/Lessons, click **ADD**

The screenshot shows the 'Adhoc Training Entry' form. It is divided into three main sections: 'Hose', 'Training Roster', and 'Select Personnel for this training'.
- **Hose Section:** Includes fields for 'Date of Training' (Today, Yesterday), 'Total Hours' (1.00), 'Location' (Station 51), 'Instructor' (Me), and 'Objectives/Lessons'. A red message says 'Add You MUST add at least one objective/lesson for this training'.
- **Training Roster Section:** Contains a 'Clear All' button and a 'Select personnel from list -->' prompt with an 'Add Me' button.
- **Select Personnel for this training Section:** Lists names (Ford, Brian; Hochsten, Matthew; Lewis, Nick; Petro, Jayden; Pana, Eugene; Stephens, Joel) with shift options (A-Shift, B-Shift, C-Shift, D-Shift) and buttons for 'My Crew', 'All Crews', 'Non-Shift', and 'by Group'. A note says 'Double-click on any name to add it to the roster'.
At the bottom, there are buttons for 'Submit Adhoc Training' and 'Cancel this Entry', along with a timestamp '6/18/2020 3:40:02 PM'.

You will get this screen:

This is a search screen with a white background and a black border. At the top, there are three buttons: 'Search' (green), 'List' (grey), and 'Done' (grey). Below these is a horizontal line. The main text reads 'Lesson / Objective : or Training Code' followed by a yellow input field. Below the input field is the text '(enter all to review a list of all lessons in the database)'. At the bottom center, there is a 'Cancel' button.

Chose **List**

Then you will get this screen:

This is a screen for selecting categories and topics. It has a white background and a black border. At the top, there are three buttons: 'Search' (grey), 'List' (green), and 'Done' (grey). Below these is a horizontal line. The main text reads 'Category :', 'Topic :', and 'Lessons :'. The 'Category :' label is followed by a yellow dropdown menu.

For Category, scroll until you see Ad Hoc General

For Topic, choose Ad Hoc

Then you will see the general Ad Hoc Lessons:

Category	Ad Hoc General	Topic	Ad Hoc
Lesson			
Ad Hoc - Area Familiarization and Maps			
Ad Hoc - Command			
Ad Hoc - Driver Operator			
Ad Hoc - EMS			
Ad Hoc - Extrication			
Ad Hoc - FF Survival and Mayday			
Ad Hoc - Forcible Entry			
Ad Hoc - HazMat			
Ad Hoc - Hose			
Ad Hoc - Ladders			
Ad Hoc - Leadership and Command			
Ad Hoc - Policies and Procedures			
Ad Hoc - PT and Nutrition			
Ad Hoc - RIC			
Ad Hoc - SCBA			
Ad Hoc - Search and Rescue			
Ad Hoc - Strategy and Tactics			
Ad Hoc - Tools and Equipment			
Ad Hoc - TRT General			
Ad Hoc - Ventilation			

You can add whatever notes you'd like to give more detailed information. Don't forget the other pertinent information.

I hope this helps!

Any questions or suggestions, please contact Danielle at dmagistrale@nkctc.org.

