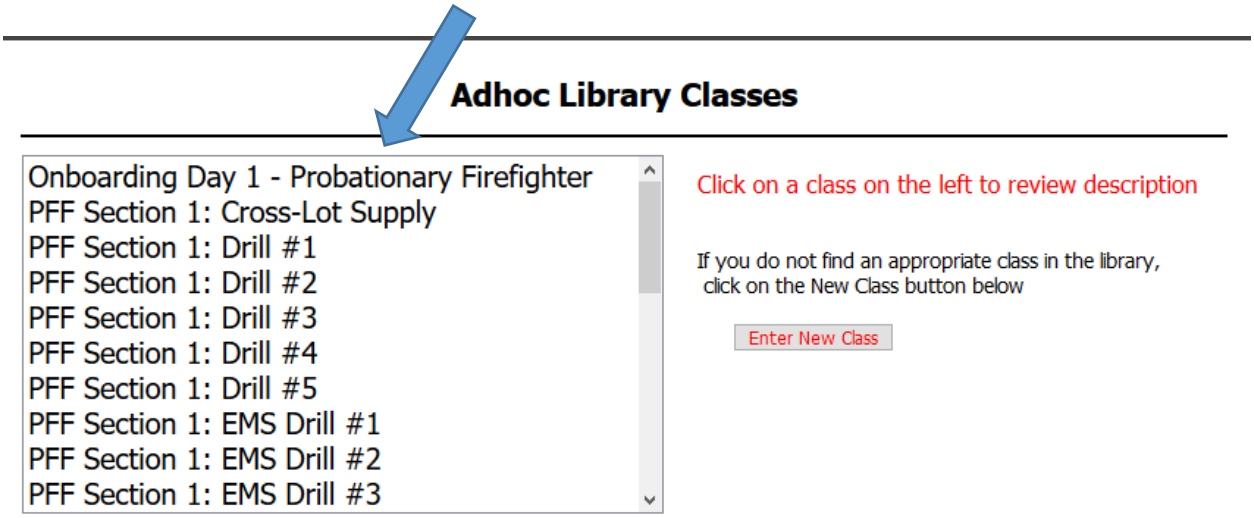
North King County Training Consortium

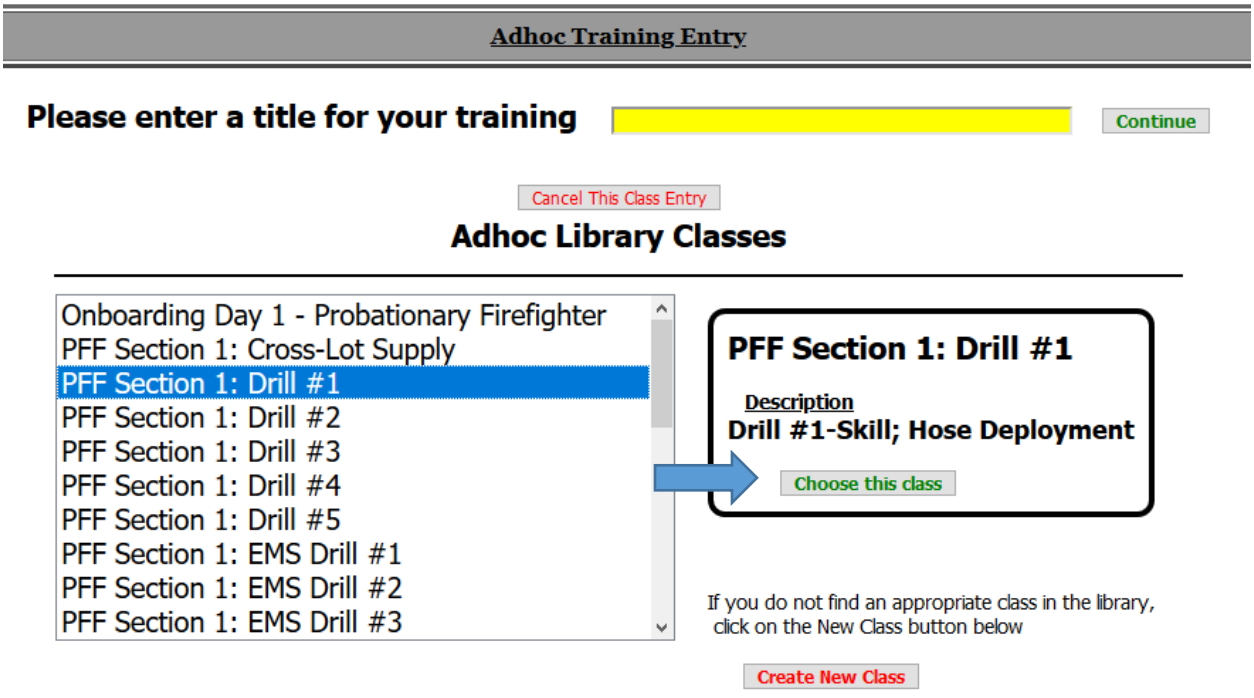
AD HOC TRAINING ENTRY

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 .

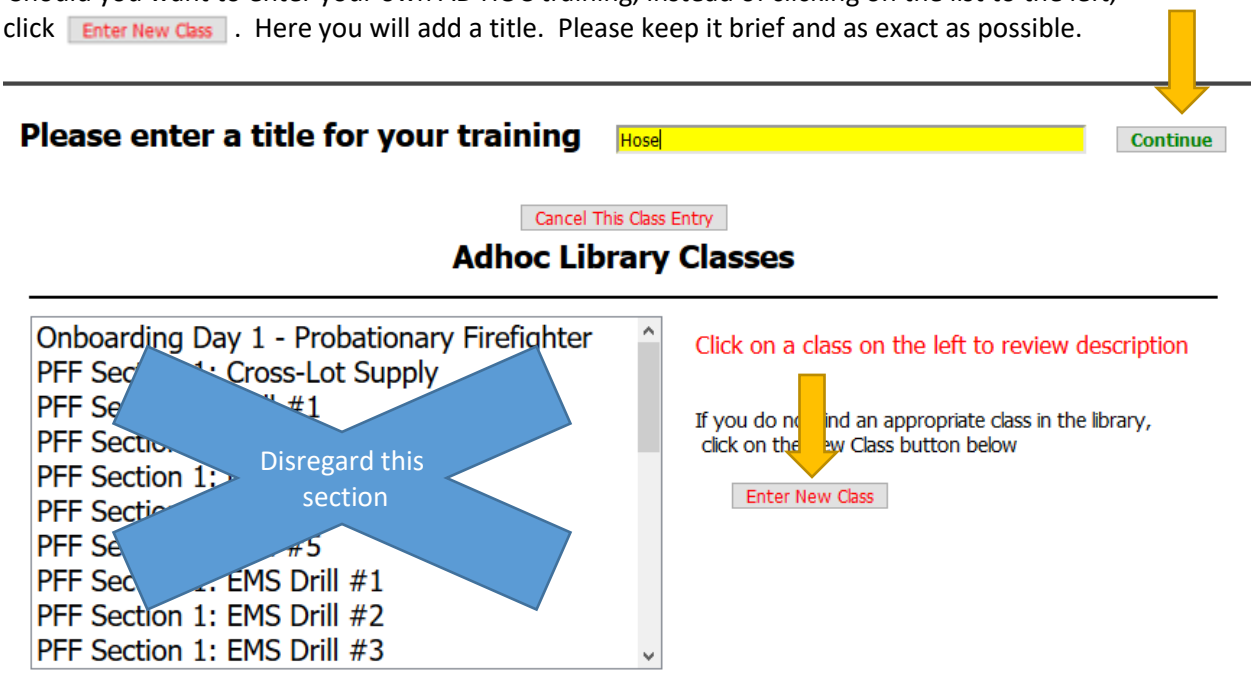
When you choose from the items on the left:



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

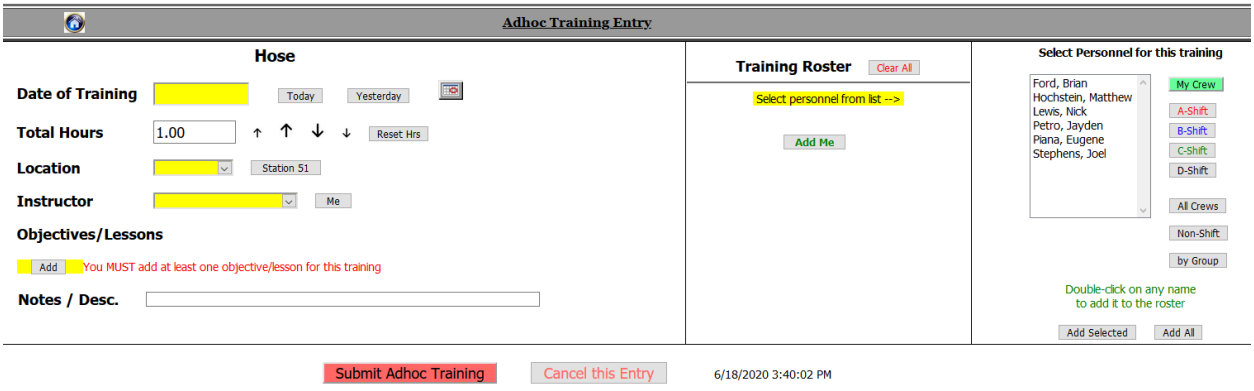


1 Should you want to enter your own AD HOC training, instead of clicking on the list to the left, click Enter New Class . Here you will add a title. Please keep it brief and as exact as possible.



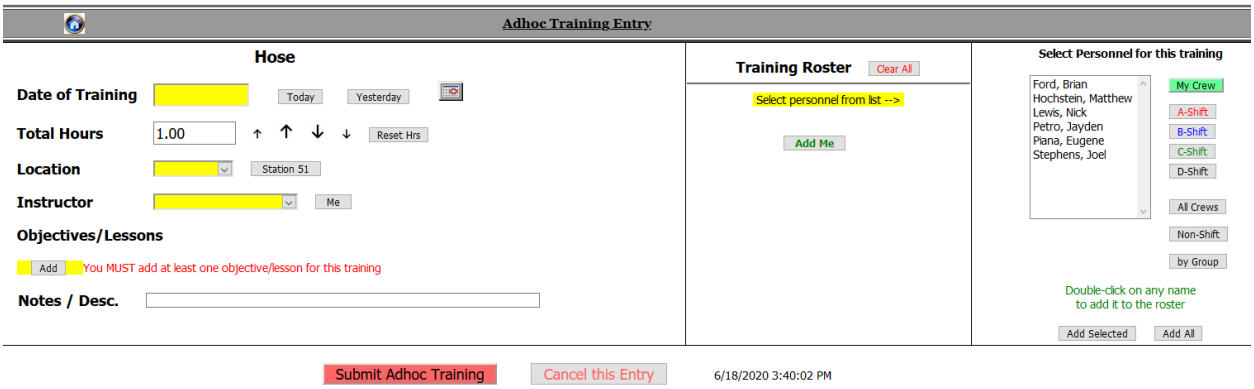
2 Once you click Continue you come to this screen.

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



Ad Hoc Made Easy

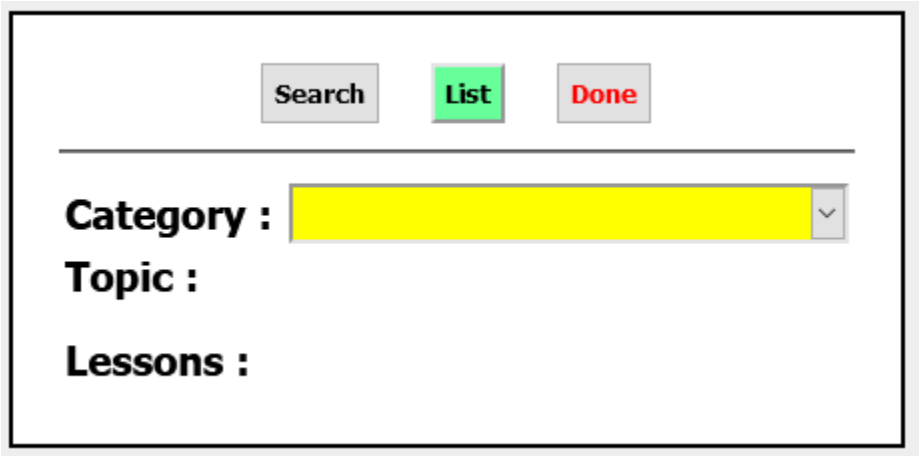
I have added Ad Hoc lessons to the library. Under Objectives/Lessons, click ADD



You will get this screen:

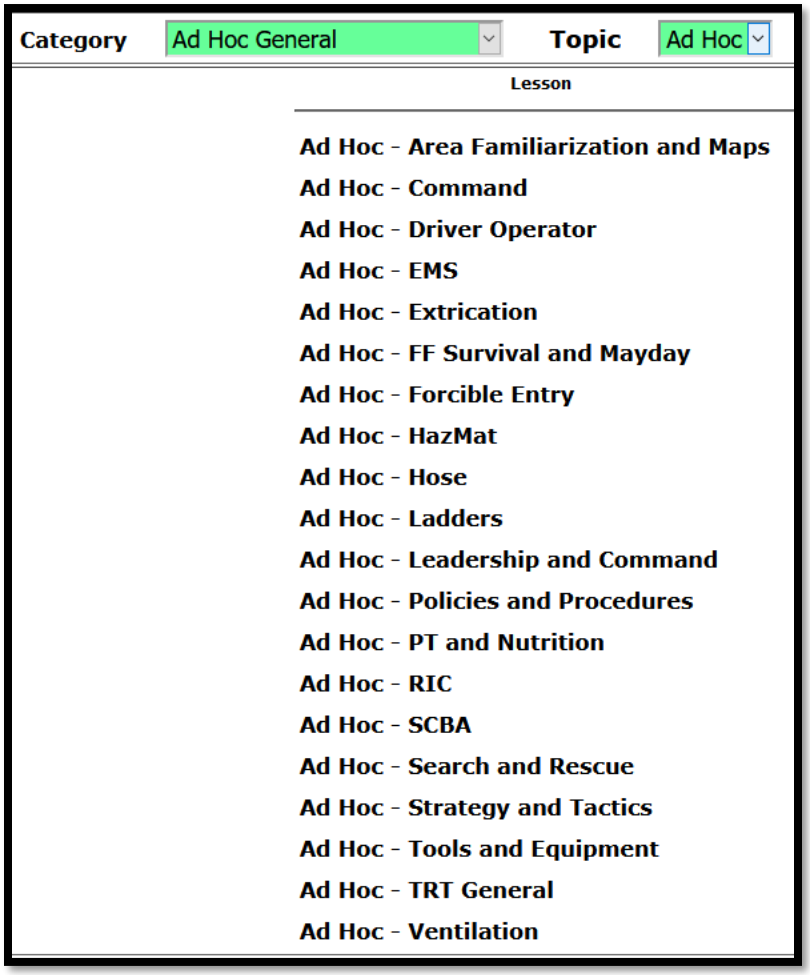
Chose List

Then you will get this screen:



For Category, scroll until you see Ad Hoc General

For Topic, choose Ad Hoc
Then you will see the general Ad Hoc Lessons:



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.