

SYSTEM ADMINISTRATOR

OVERVIEW: As a System Administrator, you will have all the functions of an Employee (see Employee Help Files).

The System Administrator Role is to manage the Employee Training Management System. There are twenty-one tasks that the System Administrator performs. By placing the mouse on the [Admin](#) link, the tasks will appear on a drop down menu. The drop down menu will look similar to this:

Admin
Catalog <i>Action Needed!</i>
Education Management
Email
Employee
Initialization List
Instructors
Manage P.O.S.T.
News Flash
Program(s)-Classification
Program(s)-Employee
Program(s)-Job Title
Recertification
Record Correction
Reports
Required Training
Roster-Group
Roster-Ind
Schedule
Training Attendance Roster
Training Groups
User Management

- I. **CATALOG:** By clicking the [Catalog](#) link within the drop down menu, the Catalog Management screen will appear. The page will look similar to this:

Admin: TRAINING CATALOG

Search by keyword:

[Training Program Management \(15\)](#)
 [Add New Program to Training Catalog](#)
 [View In-Active Program\(s\)](#)
 [Category Management](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

To select a program, click the [A-Z](#) link or search by keyword. The page will look similar to this:

Admin: TRAINING CATALOG

Search by keyword:

[Training Program Management \(15\)](#)
 [Add New Program to Training Catalog](#)
 [View In-Active Program\(s\)](#)
 [Category Management](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Program Title	Category
Advanced Carpentry Skills	Maintenance
Basic Carpentry Skills	Maintenance
Intermediate Carpentry Skills	Maintenance

- A. **Program Title:** To view and edit the program details, click the [Program Title](#) link. The screen will look similar to this:

Training Catalog
 In-Service ▾

Active
 True ▾

Program Title
 Advanced Carpentry Skills ▾

Category
 Maintenance ▾

Program Length
 36 ▾ hours

Repeat Interval
 None ▾ Months

P.O.S.T
 False ▾

P.O.S.T Subject
 N/A ▾

Topics
 Instruction in building and safety regulations
Project planning and sketching
Material estimating
Complex roof framing
Stair building
Finish carpentry
Shop woodworking

Department Participants
 Job-required training for Skilled Laborers and Park Maintenance Workers II who have completed the Carpentry Skills Program.
Job-related training for Skilled Laborers, Park Maintenance Supervisors, Restoration Work Specialists and Park Maintenance

Program Prerequisite
 "Intermediate Carpentry Skills"

Job Required Participants
 Skilled Laborers
Park Maintenance Workers II ▾

Job Required Participants Conditions
 ▾

Job Related Participants
 Skilled Laborers
Park Maintenance Supervisors
Restoration Work Specialists
Park Maintenance Workers I ▾

Job Related Participants Conditions
 ▾

Non Department Participants
 Skilled maintenance personnel ▾

Description
 Advanced Carpentry Skills provides continuing instruction in carpentry topics for experienced park maintenance personnel. Program content includes instruction in building and safety regulations, project planning and sketching, material estimating, complex roof framing, stair building, finish carpentry and shop woodworking. ▾

1. To edit a program, add or modified the data fields and click **submit**.

B. **Training Program Management:** To view new programs that have been requested by an Employee, click the [Training Program Management \(#\)](#) link. The screen will look similar to this:

Program Approval

[\[Add New Program to Database \]](#)
[\[View Active Programs \]](#)
[\[View InActive Programs \]](#)
[\[Pending Programs \]](#)

Submit Date	Name	Program Title	Category	Program Length (Hours)	Repeat Interval (Months)	Post	Post Subject	Topics	Description	Approval Action	Admin Comment
7/6/2006	WAGY, STEVEN	ETMS Version 2 Orientation	Information Technology - Software ▾	4 ▾	None ▾	False ▾	N/A ▾	Introduction to ETMS version 2 ▾	This program will update ERP ▾	Pending ▾	

1. Review and edit the information and take approval action. A comment should be included if a program is not approved or if the program already exists. If the program exists, let the Employee know the title that it is listed in the catalog.

- C. **Add New Program to Training Catalog:** To add a program to the Catalog, click the [Add New Program to Training Catalog](#) link. Complete all required fields and **submit**. The page will look similar to this:

ADMIN: ADD NEW PROGRAM TO DATABASE

<p>Type <input type="text" value="Out-Service"/></p> <p>Program Title <input type="text"/></p> <p>Category <input type="text" value="Select"/></p> <p>Program Length <input type="text" value="Select"/> hours</p> <p>Repeat Interval <input type="text" value="Select"/> Months</p> <p>P.O.S.T <input type="text" value="Select"/></p> <p>P.O.S.T Subject <input type="text" value="Select"/></p> <p>Topics <input type="text"/></p> <p>Department Participants <input type="text"/></p>	<p>Program Prerequisite <input type="text"/></p> <p>Job Required Participants <input type="text"/></p> <p>Job Required Participants Conditions <input type="text"/></p> <p>Job Related Participants <input type="text"/></p> <p>Job Related Participants Conditions <input type="text"/></p> <p>Non Department Participants <input type="text"/></p> <p>Description <input type="text"/></p>
---	--

- D. **View In-Active Program(s):** To view In-Active Programs, click the [View In-Active Program\(s\)](#) link. To select a program, click the [A-Z](#) link or search by keyword.

NOTE: To change the status of the Program in the Catalog (Active/In-Active), click the Program Title and from the drop down menu under Active choose **True** or **False**.

- E. **Category Management:** To add or deactivate a Category, click the [Category Management](#) link. To add a new Category, complete the require field and **Add**. To deactivate a Category, click the [Category Title](#) link and under the Active column choose False. The screen will look similar to this:

Admin : TRAINING CATALOG (CATEGORY)

Active	Category
	<input type="text"/> <input type="button" value="Add"/>
True	Administration
True	Aquatic Safety
False	Certification/License
True	Guide Training
True	Information Technology - Hardware
True	Information Technology - Software
False	Instructor
True	Instructor Training
True	Interpretation
True	Introductory Level Programs
False	Law Enforcement
False	Lifeguard Training
True	Maintenance
True	Management/Supervision
False	Personnel
True	Public Safety
True	Resource Management
False	Safety/Wellness
False	Seasonal Training

- II. EDUCATION MANAGEMENT:** To add a new Education/License/Certification, click the [Education Management](#) link. Complete all required fields and **Add**.
- A. **Delete:** To delete an Education/License/Certification, click the title and delete it.
- III. EMAIL:** To send an email to all ETMS Users, click the [Email](#) link. The screen will look similar to this:

Admin: Email Notification System

do not submit this form for testing it will send out emails to all users

[View List of Recipients](#) [Admin Email Mgt.](#)

Email Subject:

Message :

- A. **ETMS Users:** To view the list of ETMS Users, click the [View List of Recipients](#) link. The list will look similar to this:

Name	Email
AARSTAD, BYRON	baarstad@parks.ca.gov
AASEN, JOANNE	jaasen@hearstcastle.com
ABLES, RICHARD	RABLES@parks.ca.gov
ABMA, ERIC	EABMA@parks.ca.gov
ABSHER, ELLEN	eabsher@parks.ca.gov
ACEITUNO, CHRISTINA	cacituno@parks.ca.gov
ACKERMANN, NICOLE	nackermann@parks.ca.gov
ACKHOFF, PETER	pbak@parks.ca.gov
ADAMA, DALE	dennis@go906.com
ADAMACHE, DERRICK	derrick@hearstcastle.com
ADAMS, KAREN	kadam@parks.ca.gov
ADAMS, KELLY	ginger@parks.ca.gov
ADAMS, RICHARD	radams@parks.ca.gov
ADAMS, WESLEY	wrice@parks.ca.gov
ADAMSON, KIM	runah@hearstcastle.com
ADDISON, BIER, HEIDI	hadidcom@parks.ca.gov
ADRIAN, ANNE	andrian@parks.ca.gov
AMESCHLEMAN, NATHAN	naeschleman@parks.ca.gov
AGUIRRE, JUAN	aguire@parks.ca.gov
AGUIRRE, SANTIAGO	sanagt@parks.ca.gov
AGUNDEZ, JOANN	joann@parks.ca.gov
AGUON, LAURA	laguon@parks.ca.gov
AHLBERG, ANDREW	aahlberg@parks.ca.gov
AITCHISON, GARRATT	gaitchison@parks.ca.gov
AITON, JOHN	jaiton@parks.ca.gov
AKERS JR, JOSEPH	jakers@parks.ca.gov
AKIN, JEANNE	jakin@parks.ca.gov
ALBA, ANGEL	aalba@parks.ca.gov
ALBERT, CHARLES	calbert@parks.ca.gov
ALCALA, SUSAN	salcals@parks.ca.gov
ALEJO, ISRAEL	stsmaintenance@juno.com
ALEMAN, MONICA	malem@parks.ca.gov
ALEXANDER, DENISE	dennis@mcu.org

- B. **System Administrator Email Management:** Click the [Admin Email Mgt.](#) link to manage the email address that is used for the following links:

- Forgotten User Name/Password
- New Employee Registration
- Contact Administrator

- Email Schedule Request

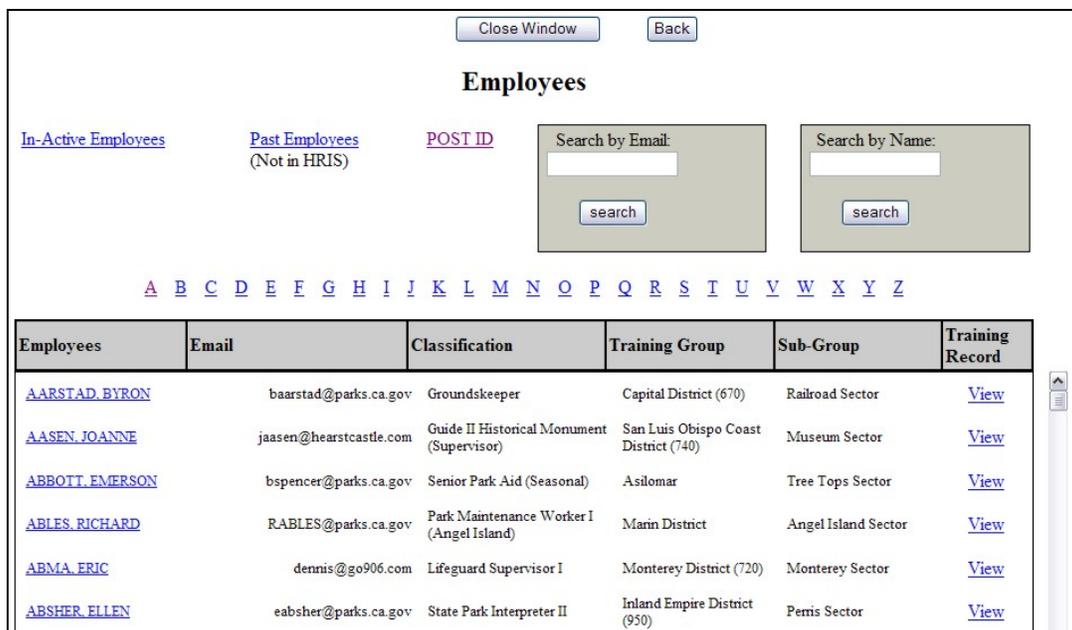
1. To change the email address, delete the existing name and email address and add another name from the drop down menu.

IV. EMPLOYEE: By clicking the [Employee](#) link within the drop down menu, a page will appear that will do the following:

- Locate Active Employees by an A-Z listing, search by email or search by name.
- Locate In-Active Employees by an A-Z listing or by name.
- Locate Pass Employees who are no longer in HRIS by Email or User Name.
- View Employees who have listed their POST ID numbers on their Home Page.



A. Active Employees: The User can search for an Employee based on several search functions. The screen will look similar to this:



- VI. INSTRUCTOR TYPE:** To add or remove an Instructor Type, click the [Instructor Type](#) link. Complete the require field and **submit**. To remove an Instructor Type, click the [Remove](#) link. The screen will look similar to this:

Instructor Type	
ATV	Remove
Beach Driving	Remove
CAMP Equipment Property Management	Remove
CAMP Executive	Remove
CAMP Facilities	Remove
CAMP Interpretation	Remove
CAMP Statewide Property Inventory	Remove
Carpentry Skills	Remove
Chemical Agents	Remove
Cultural Resources	Remove
Defensive Tactics	Remove
Defensive Tactics Staff	Remove
DPR01-Orientation	Remove
DPR02-Resources	Remove
DPR03-Interpretation	Remove
DPR04-Park Operations	Remove
DPR05-Park Codes, Laws and Regulations	Remove
Driver Awareness	Remove
Driver Training	Remove
Electrical Skills	Remove
EMR	Remove

- VII. MANAGE P.O.S.T.:** To access the P.O.S.T. Compliance Report, click the [Manage P.O.S.T.](#) link. A Compliance Report will appear for all State Park Peace Officers and the status of their P.O.S.T. training. The screen will look similar to this:

Name	Classification	In Compliance
POTTER, HARRY	Lifeguard Supervisor I	NO
BLACK, SIRIUS	State Park Ranger	NO
WEASLEY, RON	State Park Ranger	NO
GRAINGER, HERMOINE	Lifeguard	YES
DOE, JOHN	State Park Ranger	NO
HITCHCOCK, ALFRED	State Park Ranger	NO
WAYNE, JOHN	Lifeguard	YES
DICK, MOBY	State Park Ranger	NO
LADD, ALAN	State Park Ranger	NO
ROGERS, GINGER	Supervising State Park Ranger	NO
ASTAIRE, FRED	State Park Ranger	NO
CABLE, CLARK	Lifeguard	NO

- A. **Compliance Report:** To see the specific details of an Employee's Compliance Report, click the Employee's name and you will be linked to their P.O.S.T. Management screen. The screen will look similar to this:

POTTER, HARRY					
<input type="button" value="Close Window"/>					
Requirement 1 : Advanced Officer Training (10 hours every 24 months)					
Program Title	Completed Hrs	Completion Date	Due Date		
PSP Driver Training	2	9/27/2006	9/27/2008		
PSP Arrest and Control Training	12	2/23/2006	2/23/2008		
Total Hours	14	In Compliance			
Requirement 2 : Perishable Skills (Every 24 months)					
Program Title	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	6	10/29/2003	10/29/2005	NO
PSP Driver Training	4	6	9/27/2006	9/27/2008	YES
PSP Arrest and Control Training	4	16	2/23/2006	2/23/2008	YES
PSP Tactical Communications	2	2	12/20/2003	12/20/2005	NO

- B. **Manage P.O.S.T.:** To manage the P.O.S.T. requirements, click the [Manage P.O.S.T. Requirement](#) link. The screen will look similar to this:

<input type="button" value="Close Window"/> <input type="button" value="Back"/>					
CURRENT P.O.S.T Requirement					
Classification	AOT	Firearms	Driver Train.	Arrest/Control	Tactical Comm
State Park Superintendent V	24				
State Park Superintendent IV	24				
State Park Superintendent III	24				
State Park Superintendent I	24	0	0	0	0
State Park Superintendent II	24				
Supervising State Park Ranger	10	4	4	4	2
State Park Ranger	10	4	4	4	2
Lifeguard Supervisor II	24	0	0	0	0
Lifeguard Supervisor I	10	4	4	4	2
Lifeguard	10	4	4	4	2
Lifeguard Supervisor III	24				
State Park Ranger Cadet	0	0	0	0	0
State Park Cadet (Lifeguard)	0	0	0	0	0
Career Executive Assignment	24				

1. Click the [Classification Title](#) link to change the required hours.

VIII. NEWS FLASH: To add or delete a message from the Mott Training Center, click the [News Flash](#) link. Click the [Add New](#) link to add, click the [Subject](#) title link to edit or the [Delete](#) link to remove. The screen will look similar to this:

Close Window Back

EDIT NEWS FLASH

[Add New](#)

	Display	Written Date	Subject	News
Delete	True	5/19/2006	ETMS Version 2	The new updated Version 2
Delete	True	6/13/2006	Instructors	If you are no longer serv

IX. PROGRAM(S)-CLASSIFICATION: To add a program to the training requirement of any classification, click the [Program\(s\)-Classification](#) link. To add a Program to a Classification that does not already exist on the list, choose the required Classification and Program from the drop down menus and **submit**. This information is provided to all Employees under the Resource Center, [Classification](#) link. The screen will look similar to this:

Close Window Back

Assign Program(s) to Classification

Classification	Programs Required	
[A PART GRANT ADMIN ▼]	[11550 Drug Recognition Course ▼]	submit
Accountant I (Supervisor)		View
Accounting Administrator I (Specialist)		View
Accounting Administrator I (Supervisor)		View
Accounting Administrator III		View
Accounting Officer (Specialist)		View
Accounting Officer (Supervisor)		View
Administrative Assistant I		View
Administrative Officer I		View
Administrative Officer II		View
Administrative Officer III		View
Architectural Designer		View
Associate Administrative Analyst - Accounting Systems		View
Associate Architect		View
Associate Budget Analyst		View
Associate Editor of Publications		View
Associate Estimator Of Building Construction		View
Associate Governmental Program Analyst		View
Associate Information Systems Analyst (Specialist)		View
Associate Information Systems Analyst (Supervisor)		View
Associate Landscape Architect (Specialist)		View
Associate Management Analyst		View
Associate Management Auditor		View
Associate Park and Recreation Specialist		View

- A. **EDIT:** To add or delete an existing required training program, click the [View](#) link. The screen will look similar to this:

Assign Program(s) to Classification (Accountant I (Supervisor))	
Program	
NIMS ICS 200	add
Supervisory Practices	delete
Ethics Orientation for State Officials	delete
Sexual Harassment Prevention	delete
EEO With All Due Respect	delete
Appraisal and Development Plan (DPR 911)	delete

- To add a required training program, select the program from the drop down menu and click **add**. To remove a required training program, click **delete**.

- X. **PROGRAM(S)-EMPLOYEE:** To add a program to the training requirement for any Employee, click the [Program\(s\)-Employee](#) link. The screen will look similar to this:

Assign Program(s) to Employee

[Assign To ALL](#) Search by name:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

- A. **Employee:** Locate the employee by the [A-Z](#) listing or search by name. The screen will look similar to this:

Assign Program(s) to Employee

[Assign To ALL](#) Search by name:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Employee	# of Programs Required
FOLTYN-SMITH, KYLE	0
GOLDSMITH, JARETT	0
KLINGENSMITH, AMBER	0
SMITH, ANDREW	0
SMITH, APRYL	0
SMITH, ARIANNE	0
SMITH, BARRY	1
SMITH, BRADLEY	0
SMITH, BRETT	0
SMITH, BRIAN	0
SMITH, BRUCE	2
SMITH, CAROL	0
SMITH, CAROLYN	0
SMITH, CHAD	0
SMITH, DANA	0
SMITH, DAPHNE	0
SMITH, DARREN	0
SMITH, DAVID	0

- B. **Home Page:** Click the Employee’s name to view the required programs assigned to them on their Home Page.
- C. **Manage:** To add a required program to an Employee, locate the Employee and click the <#> link in the **# of Programs Required** column. Select the program title from the drop down menu and click **add**. The program will be added to the Employee’s Home Page under Required Programs. To remove a required training program, click **delete**. The screen will look similar to this:

Assign Program(s) to Employee

(BARRY SMITH)

Program Title
<div style="border: 1px solid black; padding: 2px;"> Please Select ▼ <input type="button" value="add"/> </div> <div style="background-color: #ffffcc; padding: 2px;"> Defensive Tactics Instructor Delete </div>

- XI. **PROGRAM(S)-JOB TITLE:** To add a specific DPR Job Title and assign programs, click the [Program\(s\)-Job Title](#) link. The screen will look similar to this:

Add Job Title
 Job Title

Assign Program(s) to Job Title

Job Title	Program Required	
▼	11550 Drug Recognition Course	<input type="button" value="submit"/>

Delete	NO DATA
AED Certified Employee Delete	AED Refresher Delete AED Refresher Video Delete CPR/AED Refresher Delete
All DPR Employees Delete	EEO With All Due Respect Delete
All DPR Supervisors Delete	Sexual Harassment Prevention Delete
All new DPR Employees Delete	Introduction to California State Parks Delete
Background Investigator Delete	Background Investigator Delete Background Investigator Refresher Delete
CAL-Card Approving Official Delete	Cal-Card Refresher (Classroom) Delete Cal-Card Refresher (Video-30 Minutes) Delete Cal-Card Training Delete
CAL-Card Holder Delete	Cal-Card Refresher (Classroom) Delete Cal-Card Refresher (Video-30 Minutes) Delete Cal-Card Training Delete
Communications Operator Delete	CLETS/CORI Training Delete
Communications Operator - Trainer Delete	CLETS/NCIC Train the Trainers - DOJ Trainer Delete

A. **Add:** To add a new Job Title, complete the required field in the **Add Job Title** box and click **add**. To assign programs to a Job Title, select a Job Title from the drop down menu and then select the required program from the drop down menu and **submit**. This information is provided to all Employees under the Resource Center, [Job Title](#) link.

B. **Delete:** To delete a Job Title, delete the required programs first and then delete the Job Title.

XII. RECERTIFICATION: To assign a refresher program to an initial program, click the [Recertification](#) link. This allows the system to track compliance for initial and refresher programs. The screen will look similar to this:

Re-Certification Management

Certification Program	Re-Certification Program
Please Select ▼	Please Select ▼
<input type="button" value="add"/>	
Certification Program	Re-Certification Program
A.L.R.T. - Beach Driving	A.L.R.T. - Beach Driving Refresher ↻
A.L.R.T. - Personal Watercraft Operator for Inland Water Rescue	A.L.R.T. - Personal Watercraft Operator Refresher for Inland Water Rescue ↻
A.L.R.T. - Personal Watercraft Operator for Open Water Ocean Rescue	A.L.R.T. - Personal Watercraft Operator Refresher for Open Water Ocean Rescue ↻
Cal-Card Training	Cal-Card Refresher (Classroom) ↻ Cal-Card Refresher (Video-30 Minutes) ↻
Defensive Tactics Instructor	Defensive Tactics Instructor Refresher ↻
Emergency Medical Responder Instructor	Emergency Medical Responder (EMR) Instructor Refresher ↻ Emergency Medical Responder/EMT Instructor Refresher ↻
Emergency Medical Technician – I (National Registry EMT – Basic)	Emergency Medical Technician – I Refresher (National Registry EMT – Basic) ↻
Firearms Instructor	Firearms Instructor Refresher ↻
Purchasing (Classroom)	Purchasing (Video-30 Minutes) ↻
Supervisory Course	Supervisory Refresher ↻

A. **Recertification:** Select the initial Certification Program from the drop down menu and then select the Re-Certification Program that is required to maintain compliance and **add**.

B. **Delete:** To delete a Recertification, click the [\(X\)](#) link.

XIII. RECORD CORRECTION: To take action on a Record Correction, click the [Record Correction](#) link. The screen will look similar to this:

NOTE: Action Needed! will indicate a new Record Correction that needs action.

<input type="button" value="Close Window"/>		
Name	Program Title	Program Date
BLACK, SIRIUS	Introduction to California State Parks	4/2/2007-4/6/2007

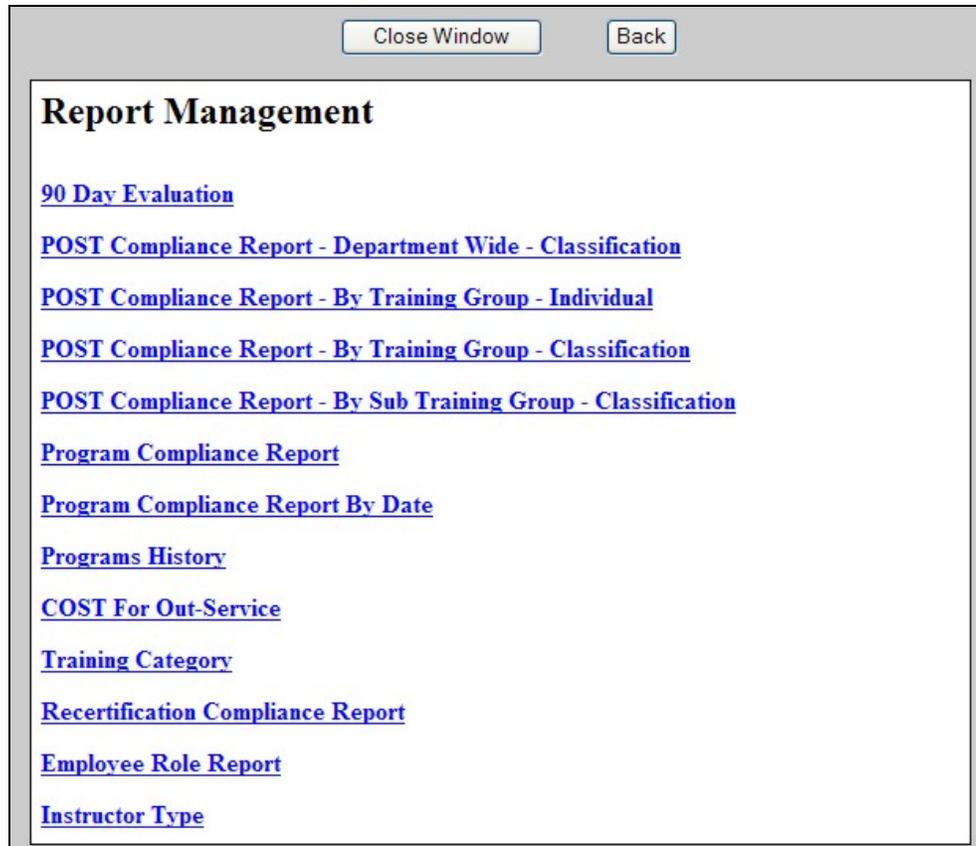
A. **Action:** To take action on the Record Correction, click the [Program Title](#) link. The screen will look similar to this:

NOTE: Comment should be included on all actions.

<input type="button" value="Close Window"/>		
	Current Record	Modified Record
Program Title:	Introduction to California State Parks	Introduction to California State Parks
Hours:	28	28
Grade:	Credit	Credit
Training Category:		
Program Location:	Mott Training Center	Mott Training Center
Program Provider:		
Training Provider:	none	Federal Agency
Start Date:	4/2/2007	4/2/2007
End Date:	4/6/2007	4/6/2007
Employee Comment:	I did not attend this program.	
Supervisor Comment:	He did not attend this program.	
Comment:	<input type="text"/>	
Approval:	<input type="button" value="Approve to Modify"/> <input type="button" value="Approve to Modify"/> <input type="button" value="Approve to Delete Record"/> <input type="button" value="Disapproved"/> <input type="button" value="Submit"/>	

1. **Approve to Modify:** Record will be modify with the new corrections.
2. **Approve to Delete Record:** Record will be removed from the Employee's Training Record.
3. **Disapproved:** Record will remain as is.

XIV. REPORTS: This will allow the System Administrator to run certain standard reports for all Employees. By clicking the [Reports](#) link within the System Administrator drop down menu, a screen will appear with several standard reports. The screen will look similar to this:



- A. **Review Reports:** Click the report you want to view and complete the required fields and submit.

- XV. CPT MANAGEMENT:** To create a Continual Professional Training (CPT) certification, click the [CPT Management](#) link. This link is to be used when required training certification can be satisfied by multiple programs listed in the Training Catalog. The screen will look similar to this:

Close Window Back

CPT MANAGEMENT

[Add](#)

Annual Lifeguard Refresher Training (ALRT) (16 Hours Every 12 Months) [Delete / Edit](#)
 A.L.R.T. - Advanced Watercraft Rescue Training (PWC), A.L.R.T. - Annual Aquatic Safety Video Conference, A.L.R.T. - Annual Lifeguard Program Update Meeting, A.L.R.T. - Aquatic Search, Rescue, and Recovery, A.L.R.T. - Beach Driving, A.L.R.T. - Beach Driving Refresher, A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation), A.L.R.T. - Emergency Vehicle Operations Course for Seasonal Lifeguards, A.L.R.T. - Inflatable Rescue Boat Operation Refresher, A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting, A.L.R.T. - Paddleboard Refresher, A.L.R.T. - Paddleboard Rescue, A.L.R.T. - Personal Watercraft Operator for Inland Water Rescue, A.L.R.T. - Personal Watercraft Operator for Open Water Ocean Rescue, A.L.R.T. - Personal Watercraft Operator Refresher for Inland Water Rescue, A.L.R.T. - Personal Watercraft Operator Refresher for Open Water Ocean Rescue, A.L.R.T. - Rock/Surf Rescue Training, A.L.R.T. - Surf Watch Deckhand, A.L.R.T. - Swift Water Rescue, A.L.R.T. - Water Rescue of the Suspected Spinal Injury Patient, SCUBA Dive Team Orientation, SCUBA Dive Team Refresher - 24 hour P.O.S.T. course, SCUBA Diving - Advanced Diver Course (NAUI), SCUBA Diving - Basic Course (NAUI), SCUBA Diving Instructor Course (NAUI), SCUBA Diving- Scientific Diver Course (NAUI), SCUBA Rescue Diver (NAUI), Swift Water Rescue Refresher, Swift Water Rescue Technician I, Swift Water Rescue Technician II, Swift Water Rescue: River and Flood Water Rescue,

Distribution Operators D1 (12 Hours Every 36 Months) [Delete / Edit](#)
 Distribution Operators D2 (16 Hours Every 36 Months) [Delete / Edit](#)
 Distribution Operators D3 (24 Hours Every 36 Months) [Delete / Edit](#)
 Distribution Operators D4 (36 Hours Every 36 Months) [Delete / Edit](#)
 Distribution Operators D5 (36 Hours Every 36 Months) [Delete / Edit](#)

EMR (24 Hours Every 12 Months) [Delete / Edit](#)
 PCA (40 Hours Every 24 Months) [Delete / Edit](#)
 QAC (20 Hours Every 24 Months) [Delete / Edit](#)
 Advanced Invasive Plant School, California Forest Pest Council, California Forest Pest Council Weed Tour, California Invasive Plant Council - Two-Day Wildland Weed Field Course, California Invasive Plant Council Symposium, Continuing Education for Pesticide Certificate, Pesticide Application License Exam Preparation, Pesticide Applicators Continuing Education, Pesticide Applicators Professional Association Seminar, Pesticide Safety Training,

- A. Certification:** To add a Required CPT Certification, click the [Add](#) link. Complete all required fields and **add**. To delete a Required CPT Certification, click the [Delete](#) link. The screen will look similar to this:

Close Window Back

CPT MANAGEMENT

[Add](#)

Required Certification	Repeat Interval	Required Hours
	1 <input type="button" value="v"/> Months	1 <input type="button" value="v"/> Hours

Annual Lifeguard Refresher Training (ALRT) (16 Hours Every 12 Months) [Delete / Edit](#)
 A.L.R.T. - Advanced Watercraft Rescue Training (PWC), A.L.R.T. - Annual Aquatic Safety Video Conference, A.L.R.T. - Annual Lifeguard Program Update Meeting, A.L.R.T. - Aquatic Search, Rescue, and Recovery, A.L.R.T. - Beach Driving, A.L.R.T. - Beach Driving Refresher, A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation), A.L.R.T. - Emergency Vehicle Operations Course for Seasonal Lifeguards, A.L.R.T. - Inflatable Rescue Boat Operation Refresher, A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting, A.L.R.T. - Paddleboard Refresher, A.L.R.T. - Paddleboard Rescue, A.L.R.T. - Personal Watercraft Operator for Inland Water Rescue, A.L.R.T. - Personal Watercraft Operator for Open Water Ocean Rescue, A.L.R.T. - Personal Watercraft Operator Refresher for Inland Water Rescue, A.L.R.T. - Personal Watercraft Operator Refresher for Open Water Ocean Rescue, A.L.R.T. - Rock/Surf Rescue Training, A.L.R.T. - Surf Watch Deckhand, A.L.R.T. - Swift Water Rescue, A.L.R.T. - Water Rescue of the Suspected Spinal Injury Patient, SCUBA Dive Team Orientation, SCUBA Dive Team Refresher - 24 hour P.O.S.T. course, SCUBA Diving - Advanced Diver Course (NAUI), SCUBA Diving - Basic Course (NAUI), SCUBA Diving Instructor Course (NAUI), SCUBA Diving- Scientific Diver Course (NAUI), SCUBA Rescue Diver (NAUI), Swift Water Rescue Refresher, Swift Water Rescue Technician I, Swift Water Rescue Technician II, Swift Water Rescue: River and Flood Water Rescue,

Distribution Operators D1 (12 Hours Every 36 Months) [Delete / Edit](#)
 Distribution Operators D2 (16 Hours Every 36 Months) [Delete / Edit](#)
 Distribution Operators D3 (24 Hours Every 36 Months) [Delete / Edit](#)
 Distribution Operators D4 (36 Hours Every 36 Months) [Delete / Edit](#)
 Distribution Operators D5 (36 Hours Every 36 Months) [Delete / Edit](#)

- B. **Edit:** Click the [Edit](#) link to add a program or multiple programs to the CPT and **submit**. To change the hours and monthly interval select the new hours and months from the drop down menu and click **edit**.

- C. **Delete:** Click the [Delete](#) link to remove a program. The screen will look similar to this:

The screenshot displays the 'CPT MANAGEMENT' interface. At the top, there are 'Close Window' and 'Back' buttons. Below the title, there is an 'Add' link. The main content area shows a search box containing 'Annual Lifeguard Refresher Training (ALRT)' with an 'edit' button next to it. Below the search box, it indicates '(16 Hours Every 12 Months)' with 'Delete / Edit' links. A 'Close' link is also present. There are two dropdown menus for 'Hours' (set to 16) and 'Months' (set to 12), with an 'edit' button next to them. A search box contains '11550 Drug Recognition Course' with a 'submit' button. Below these controls is a list of training programs, each with a 'Delete' link:

- A.L.R.T. - Advanced Watercraft Rescue Training (PWC) [Delete]
- A.L.R.T. - Annual Aquatic Safety Video Conference [Delete]
- A.L.R.T. - Annual Lifeguard Program Update Meeting [Delete]
- A.L.R.T. - Aquatic Search, Rescue, and Recovery [Delete]
- A.L.R.T. - Beach Driving [Delete]
- A.L.R.T. - Beach Driving Refresher [Delete]
- A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation) [Delete]
- A.L.R.T. - Emergency Vehicle Operations Course for Seasonal Lifeguards [Delete]
- A.L.R.T. - Inflatable Rescue Boat Operation Refresher [Delete]
- A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting [Delete]
- A.L.R.T. - Paddleboard Refresher [Delete]
- A.L.R.T. - Paddleboard Rescue [Delete]
- A.L.R.T. - Personal Watercraft Operator for Inland Water Rescue [Delete]
- A.L.R.T. - Personal Watercraft Operator for Open Water Ocean Rescue [Delete]
- A.L.R.T. - Personal Watercraft Operator Refresher for Inland Water Rescue [Delete]
- A.L.R.T. - Personal Watercraft Operator Refresher for Open Water Ocean Rescue [Delete]
- A.L.R.T. - Rock/Surf Rescue Training [Delete]
- A.L.R.T. - Surf Watch Deckhand [Delete]
- A.L.R.T. - Swift Water Rescue [Delete]
- A.L.R.T. - Water Rescue of the Suspected Spinal Injury Patient [Delete]
- SCUBA Dive Team Orientation [Delete]

XVI. ROSTER-GROUP: To manage a Group Training Attendance Roster for a program, click the [Roster-Group](#) link. The screen will look similar to this:

Completed Training Attendance Roster

New Group Training Attendance Roster Search by Program Title:

[Submit](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Out-Service Training			
Program Title	Start Date	End Date	# of Trainees on Roster
NO Data			

- A. **Completed Training Attendance Roster:** To access your Completed Training Attendance Roster, type in the keyword of the Program Title and click search or locate the program through the [A-Z](#) listing. The screen will look similar to this:

Completed Training Attendance Roster

New Group Training Attendance Roster Search by Program Title:

[Submit](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Out-Service Training					
Program Title	Start Date	End Date	#	Trainee	Roster
Emergency Medical Responder (EMR) Refresher	10/23/2002	10/23/2002	13	Add Remove	Duplicate
Emergency Medical Responder (EMR) Refresher	10/31/2002	10/31/2002	2	Add Remove	Duplicate
Emergency Medical Responder (EMR) Refresher	9/11/2003	9/11/2003	3	Add Remove	Duplicate
Emergency Medical Responder (EMR) Refresher	11/1/2000	11/1/2000	14	Add Remove	Duplicate
Emergency Medical Responder (EMR) Refresher	2/27/2002	2/27/2002	14	Add Remove	Duplicate
Emergency Medical Responder (EMR) Refresher	9/11/2003	9/11/2003	0	Add Remove	Delete Duplicate
Emergency Medical Responder (EMR) Refresher	10/23/2002	10/23/2002	0	Add Remove	Delete Duplicate

1. **Program Title:** Click the [Program Title](#) link to view description from the Training Catalog.
2. **Start/End Date:** Start/End date of the Program.
3. **# of Trainees on Roster:** Shows the number of Trainees who completed the program.
4. **Trainee:** By clicking the [Add/Remove](#) link, the Instructor can remove or add additional Trainees and Instructors to the Roster.
5. **Roster:**
 - a. **Delete:** The Instructor can delete a program roster by clicking the [Delete](#) link in the Roster column.
 - b. **Duplicate:** By clicking the [Duplicate](#) link in the Roster column, the Instructor can duplicate a program roster and modified all data fields. The screen will look similar to this:

Close Window Back

Training Attendance Roster Duplication Step 1 of 3

PROGRAM TITLE	ETMS Training		
Hours	1		
Program Location	Mott Training Center		
Training Provider	Federal Agency		
Program Provider	DPR		
Start Date	1/10/2007	MM/DD/YYYY	
End Date	1/10/2007	MM/DD/YYYY	
submit			

NAME	TRAINEE TYPE	GRADE	INSTRUCTOR
LEMLEY JR, FLOYD	Department	N/A	False
HOWARD, GARY	Department	N/A	False
CURRY, MICHAEL	Department	N/A	False
GRENNELL, CHARLES	Department	N/A	False
JACOBS, ROLAND	Department	N/A	False
LATTA, HAROLD	Department	N/A	False

- (1) Modify the required program fields and **submit**. The screen will look similar to this:

Close Window Back

Training Attendance Roster Duplication Step 2 of 3

PROGRAM TITLE	F O E. and Freight Terms
Hours	1
Program Location	Mott Training Center
Training Provider	State Agency
Program Provider	DGS
Start Date	1/11/2007
End Date	1/11/2007

Delete	Trainee Type	Name	Classification	Grade	Hour(s)	Training Category	Employer	Instructor
<input type="checkbox"/>	Department	LEMLEY JR, FLOYD	State Park Ranger	N/A	1	Job Related	DPR	False
<input type="checkbox"/>	Department	HOWARD, GARY	Supervising State Park Ranger	N/A	1	Job Related	DPR	False
<input type="checkbox"/>	Department	CURRY, MICHAEL	State Park Superintendent II	N/A	1	Job Related	DPR	False
<input type="checkbox"/>	Department	GRENNELL, CHARLES	State Park Ranger	N/A	1	Job Related	DPR	False
<input type="checkbox"/>	Department	JACOBS, ROLAND	Supervising State Park Ranger	N/A	1	Job Related	DPR	False
<input type="checkbox"/>	Department	LATTA, HAROLD	State Park Ranger	N/A	1	Job Related	DPR	False

submit

- (2) Modify the following columns as required to fit your new program: Delete, Grade, Hour(s), Training Category, and Instructor and **submit**. The screen will look similar to this:

Training Attendance Roster Duplication Step 3 of 3

PROGRAM TITLE	Hours	Program Location	Training Provider	Program Provider	Start Date	End Date
F.O.B. and Freight Terms	1	Mott Training Center	State Agency	DGS	1/11/2007	1/11/2007

Department Participant(s)

Name	Grade	Hour(s)	Training Category	Employer	Instructor	
ALHAMBRA, EDITH : Management Service T	N/A	1	Job Related	DPR	False	<input type="button" value="ADD to Roster"/>

Non-Department Participant(s)

Last Name	First Name	Classification	Grade	Hour(s)	Employer	Instructor	
			N/A	1		False	<input type="button" value="ADD to Roster"/>

Trainee Type	Name	Classification	Grade	Hour(s)	Training Category	Employer	Instructor	
Department	CURRY, MICHAEL	State Park Superintendent II	N/A	1	Job Related	DPR	False	[Delete]
Department	GRENNELL, CHARLES	State Park Ranger	N/A	1	Job Related	DPR	False	[Delete]
Department	HOWARD, GARY	Supervising State Park Ranger	N/A	1	Job Related	DPR	False	[Delete]
Department	JACOBS, ROLAND	Supervising State Park Ranger	N/A	1	Job Related	DPR	False	[Delete]
Department	LATTA, HAROLD	State Park Ranger	N/A	1	Job Related	DPR	False	[Delete]
Department	LEMLEY JR, FLOYD	State Park Ranger	N/A	1	Job Related	DPR	False	[Delete]

- (3) Add additional Department/Non-Department Participants/Instructors and click [ADD to Roster](#) link or if no modifications are required, close window.

NOTE: If you need to correct a program roster that you submitted in error, do the following: duplicate the roster with the correct information, click the [Add/Remove](#) link, and highlight all the Employees on the roster and click **Remove**. The program has now been removed from the Employee's Training Record. You can now delete the program roster.

- B. New Group Training Attendance Roster:** To submit a New Group Training Attendance Roster, click [Submit](#) link. Locate the program by the [A-Z](#) listing or the search function. The screen will look similar to this:

Request to Add Program
[SUBMIT](#)

Search by Program Title:

Completed Training
Attendance Rosters
[View](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Program Title	Program Category
A Climate of Change - 2006 Legislative Symposium	Administration
A.L.R.T. – Annual Aquatic Safety Video Conference	Aquatic Safety
A.L.R.T. – Annual Lifeguard Program Update Meeting	Aquatic Safety
A.L.R.T. - Aquatic Search, Rescue, and Recovery	Aquatic Safety
A.L.R.T. - Beach Driving	Aquatic Safety
A.L.R.T. - Beach Driving Refresher	Aquatic Safety
A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation)	Aquatic Safety
A.L.R.T. – Emergency Vehicle Operations Course for Seasonal Lifeguards	Aquatic Safety
A.L.R.T. – Inflatable Rescue Boat Operation Refresher	Aquatic Safety
A.L.R.T. - Inflatable Rescue Boat Operator Course	Aquatic Safety
A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting	Aquatic Safety
A.L.R.T. - Paddleboard Refresher	Aquatic Safety
A.L.R.T. – Paddleboard Rescue	Aquatic Safety
A.L.R.T. - Personal Watercraft Operator for Inland Water Rescue	Aquatic Safety

1. If the program is not listed, you will need to submit a request to add the program to the Training Catalog.

2. **Training Attendance Roster:** Click the [Program Title](#) link to complete the details of the Training Attendance Roster. The screen will look similar to this:

Training Attendance Roster

Program Title: A Climate of Change - 2006 Legislative Symposium

Hours: 7

Program Location: _____

Training Provider: State Agency

Program Provider: _____

Start Date: _____ MM/DD/YYYY

End Date: _____ MM/DD/YYYY

submit

- a. Complete all required fields and **submit**. The screen will look similar to this:

STEP 1 OF 3 Go To Next Step

Completed Training Attendance Rosters [View](#)

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

Non-Department Trainee(s)			
Last Name	First Name	Classification	Employer

ADD to Roster

[All] [My Training Group]

Hold down 'Ctrl' to select multiple Employees

- ADAMS, KELLY : William Penn Mott Jr
- ALHAMBRA, EDITH : William Penn Mott Jr
- BREAKFIELD, CONNIE : William Penn Mott Jr
- BURKE, JAMES : William Penn Mott Jr
- BURKE, ROBERT : William Penn Mott Jr
- BURNER, ROY : William Penn Mott Jr
- COMBS, CHARLES : William Penn Mott Jr
- CURRY, MICHAEL : William Penn Mott Jr
- DANIELSON, JOANNE : William Penn Mott Jr
- GALANTI, DAVID : N/A
- GARDNER, MICHELLE : William Penn Mott Jr
- GREEN, MICHAEL : William Penn Mott Jr
- GRENNEILL, CHARLES : William Penn Mott Jr
- HENRY, GINGERLOU : William Penn Mott Jr
- HOWARD, GARY : William Penn Mott Jr
- JACOBS, ROLAND : William Penn Mott Jr
- JONES, KENNETH : William Penn Mott Jr
- KINCAID, SUMMER : William Penn Mott Jr
- LATTA, HAROLD : William Penn Mott Jr
- LEMLEY JR, FLOYD : William Penn Mott Jr

NO DATA

ADD to Roster

REMOVE

NOTE: The listing will default to the Employees in your Training Group. To view all Department Employees click the [All](#) link.

3. Completion of the Training Attendance Roster:

- a. **Step 1 – Employees:** Select the Employees that attended the program and click **ADD to Roster**. To add non-Department Employees, complete all required fields and click **ADD to Roster**. To remove an Employee, highlight their name and click **Remove**. The screen will look similar to this:

NOTE: Use the control key to select more than one employee at a time.

Close Window STEP 1 OF 3 [Go To Next Step](#) Completed Training Attendance Rosters [View](#)

Training Attendance Roster (ETMS Training: 4/2/2007 - 4/2/2007)

Non-Department Trainee(s)			
Last Name	First Name	Classification	Employer

[All] [[My Training Group](#)]

Hold down 'Ctrl' to select multiple Employees

- ADAMS, KELLY : William Penn Mott Jr
- ALHAMBRA, EDITH : William Penn Mott Jr
- BREAKFIELD, CONNIE : William Penn Mott Jr
- BURKE, JAMES : William Penn Mott Jr
- BURKE, ROBERT : William Penn Mott Jr
- BURNER, ROY : William Penn Mott Jr
- COMBS, CHARLES : William Penn Mott Jr
- CURRY, MICHAEL : William Penn Mott Jr
- DANIELSON, JOANNE : William Penn Mott Jr
- GALANTI, DAVID : N/A
- GARDNER, MICHELLE : William Penn Mott Jr
- GREEN, MICHAEL : William Penn Mott Jr
- GRENNELL, CHARLES : William Penn Mott Jr
- HENRY, GINGERLOU : William Penn Mott Jr
- HOWARD, GARY : William Penn Mott Jr
- JACOBS, ROLAND : William Penn Mott Jr
- JONES, KENNETH : William Penn Mott Jr
- KINCAID, SUMMER : William Penn Mott Jr
- LATTA, HAROLD : William Penn Mott Jr
- LEMLEY JR, FLOYD : William Penn Mott Jr

----->>>>>

<<<<<<<-----

Hold down 'Ctrl' to select multiple Employees

- WAGY, STEVEN : State Park Superinte
- BOST, PATRICIA : Staff Service Analys
- YAEGER, PAMELA : Staff Service Analys

- (1) Once all of the Employees who have attended the training are added, click the [Go to Next Step](#) link to complete grade, hours and training category. The screen will look similar to this:

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

Select the appropriate GRADE, HOURS and TRAINING CATEGORY for each Employee.

Step 2 of 3

#	Name	Classification	Grade	Hours	Training Category
1	WAGY, STEVEN	State Park Superintendent III	N/A ▼	1 ▼	Job Related ▼ Delete
2	BOST, PATRICIA	Staff Service Analyst (General)	N/A ▼	1 ▼	Job Related ▼ Delete
3	YAEGER, PAMELA	Staff Service Analyst (General)	N/A ▼	1 ▼	Job Related ▼ Delete

- b. **Step 2 – Grade, Hours and Training Category:** From the drop down menus select the appropriate Grade, Hours and Training Category and **submit**. The screen will look similar to this:

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

Select the appropriate GRADE, HOURS and TRAINING CATEGORY for each Employee.

Step 2 of 3 [[Go To Next Step](#)]

#	Name	Classification	Grade	Hours	Training Category
1	WAGY, STEVEN	State Park Superintendent III	N/A	1	Job Related Delete
2	BOST, PATRICIA	Staff Service Analyst (General)	N/A	1	Job Related Delete
3	YAEGER, PAMELA	Staff Service Analyst (General)	N/A	1	Job Related Delete

NOTE: Depending on your Internet browser you may need to repeat this step until all of the drop downs (Grades, Hours and Training Category) are gone.

- (1) Click the [\[Go to Next Step\]](#) link to select the Instructors and hours taught. The screen will look similar to this:

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

Enter Instructor(s) Step 3 of 3 [Click Here to Finalize the Attendance Roster](#)

Department Instructors		
Name	Instructor Type	Hours
Please Select	Pending	

NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			ATV	1	
					<input type="submit" value="submit"/>

NOTE: To finalize the roster without adding instructors, click the link [Click Here to Finalize the Attendance Roster](#).

- c. **Step 3 - Department Instructors:** (1) Select a Department Instructor from the drop down menu, (2) wait for Instructor Type to appear in the drop down menu, (3) select Instructor Type and Hours, and (4) **submit**. Repeat the process to add additional Department Instructors. The screen will look similar to this:

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)

Enter Instructor(s) Step 3 of 3 [Click Here to Finalize the Attendance Roster](#)

Department Instructors		
Name	Instructor Type	Hours
Please Select	Pending	

NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			ATV	1	
					<input type="submit" value="submit"/>

Department Instructors					
Name	Classification	Hours	Instructor Type	Employer	
HENRY, GINGERLOU	Administrative Officer II	1	ETMS	DPR	Delete

- (1) To add Non-Department Instructors, complete all required fields and **submit**. Repeat this process to add additional Non-Department Instructors. The screen will look similar to this:

Training Attendance Roster (ETMS Training: 4/8/2007 - 4/8/2007)
 Enter Instructor(s) Step 3 of 3 [Click Here to Finalize the Attendance Roster](#)

Department Instructors		
Name	Instructor Type	Hours
Please Select	Pending	

NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			ATV	1	
<input type="button" value="submit"/>					

Department Instructors					
Name	Classification	Hours	Instructor Type	Employer	
HENRY, GINGERLOU	Administrative Officer II	1	ETMS	DPR	Delete

NON-Department Instructors					
Name	Classification	Hours	Instructor Type	Employer	
SMITH, JOHN	Consultant	1	ETMS	906 LLC	Delete

- d. **Step 4 – Finalize Roster:** Click the link [Click Here to Finalize the Attendance Roster](#) to view the finalized roster. The screen will look similar to this:

Training Attendance Roster (Group)
 (ETMS Training: 4/8/2007 - 4/8/2007)

Completed Training Attendance Rosters [View](#)
 Email List [View](#)

Permanent Trainee(s)				
Name	Classification	Hours	Grade	Training Category
BOST, PATRICIA	Staff Service Analyst (General)	1	N/A	Job Related
WAGY, STEVEN	State Park Superintendent III	1	N/A	Job Related
YAEGER, PAMELA	Staff Service Analyst (General)	1	N/A	Job Related

Training Program Instructor(s)				
Name	Instructor Type	Classification	Hours	Employer
HENRY, GINGERLOU	ETMS	Administrative Officer II	1	DPR
SMITH, JOHN	ETMS	Consultant	1	906 LLC

- (1) **Email List:** Click the [View](#) link to review the Email Address of all the Employees who completed the program. By clicking **send**, the Employee and their Supervisor will be notified that the program has been added to their training record. If additional Employees are added to the roster, the email will be

sent only to those Employees. The screen will look similar to this:

[Close Window](#)

Email List

(ETMS Training: 4/8/2007 - 4/8/2007)

Name	Email	Email Sent
BOST, PATRICIA	pat@parks.ca.gov	False
WAGY, STEVEN	steve@parks.ca.gov	False
YAEGER, PAMELA	pam@parks.ca.gov	False

[send](#)

- (2) **Completed Training Attendance Rosters:** Click the [View](#) link to return to your listing of Completed Training Attendance Rosters.

XVII. ROSTER-IND: To submit a new Training Attendance Roster for an Employee, click the [Roster-Ind](#) link. The screen will look similar to this:

[Close Window](#) [Back](#)

Training Attendance Roster

Request to Add Program [SUBMIT](#)

Search by Program Title: [search](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

- A. **Program:** Locate the program on the [A-Z](#) listing or search by Program Title. Select the program and click the [Submit](#) link. The screen will look similar to this:

Training Attendance Roster

Request to Add Program [SUBMIT](#) Search by Program Title:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Roster	Program Title	Program Category
Submit	Advanced Civilian Supervisory	Public Safety
Submit	Advanced Criminal Investigations	Public Safety
Submit	Advanced Dispatcher Training	Public Safety
Submit	Advanced Dispatcher Update	Public Safety
Submit	Advanced DOS Computer Training	Information Technology - Software
Submit	Advanced First Aid	Public Safety
Submit	Advanced Invasive Plant School	Resource Management
Submit	Advanced K-9 Officer Training	Public Safety
Submit	Advanced K-9 Tracking and DPO	Public Safety
Submit	Advanced Officer Course	Public Safety
Submit	Advanced Street Enforcement	Public Safety
Submit	Advanced Tactical Radio System Operation	Public Safety
Submit	Advanced Tour Guide	Guide Training
Submit	Advanced Welding	Maintenance

1. Complete all required fields and **submit**. The screen will look similar to this:

Training Catalog

Program Title: A.L.R.T. - Advanced Watercraft Rescue Training (PWC)

Hours:

Name:

Grade:

Click for definition
 * Training Category:

Program Location:

Training Provider:

Program Provider:

Start Date:

End Date:

XVIII. SCHEDULE MANAGEMENT: To manage the Training Schedule, click the [Schedule](#) link. The screen will look similar to this:

Admin: TRAINING SCHEDULE

SEARCH BY DATE
 Start Date: (MM/DD/YYYY)
 End Date: (MM/DD/YYYY)

[Add New Program to Train. Catalog](#)
 [Add New Program to Train. Schedule](#)
 [View Old Schedule](#)
[Pending Programs by DPR Training Groups \(0\)](#)
 [Programs Provided by DPR Training Groups](#)

Program Title	Send Email	Pre-Selected	Group	Program Date	Training Request Due Date	Training Specialist	Email/Phone	Location
21st Century Terrorism	send	False		Add Dates 7/31/2007 - 8/31/2007	6/15/2007	HENRY, GINGERLOU	ginger@parks.ca.gov (831) 649-2954	Mt Toro
Basic Visitor Services Training (View Syllabus)	send	True	30	Add Dates 1/1/2007 - 6/29/2007	8/15/2006	DANIELSON, JOANNE	JDANIELSON@parks.ca.gov (831) 649-2954	Mott Training Center
P.O.S.T. Academy Instructor Certificate Course	send	False	6	Add Dates 6/17/2007 - 6/22/2007	11/15/2006	HENRY, GINGERLOU	ginger@parks.ca.gov (831) 649-2954	Mott Training Center

- A. **Add New Program to Training Catalog:** See IC above.
- B. **Add New Program to Training Schedule:** To add a new program to the Training Schedule, click the [Add New Program to Train. Schedule](#) link. Complete all required fields and **submit**. The screen will look similar to this:

Admin: ADD TRAINING SCHEDULE

Program Title:

Syllabus Link:

Pre-Selected:

90-day Evaluation Requirement:

Group Number:

Start Date: (MM/DD/YYYY)

End Date: (MM/DD/YYYY)

Training Request Due Date: (MM/DD/YYYY)

Training Specialist:

Location:

NOTE: When adding a program that has multiple dates, add the last session dates during the initial setup. Once the program is listed on the Schedule, to add additional dates, click the [Add Dates](#) link in Program Date column.

- C. **View Old Schedule:** To view a list of old Programs, click the [View Old Schedule](#) link.
- D. **Pending Programs Provided by DPR Training Groups:** To take approval action for programs provided by DPR Training Groups, click the [Pending Programs Provided by DPR Training Groups \(#\)](#) link. The screen will look similar to this:

NOTE: Action Needed! will indicate a new Program provided by a DPR Training Group that needs action.

Training Schedule Request											
Submitted Date	Program Title	Start Date	End Date	Training Request Due Date	Training Group	Location	Comment	Training Contact	Email Phone	Approval	Admin Comment
10/3/2007	11550 Drug Recognition Course	10/12/2007	10/16/2007	10/1/2007	Mott District	Asilomar	Testing one two three	WAGY, STEVEN	stevev@parks.ca.gov (831) 277-7114	Pending	

1. Review and edit the information, take approval action and **submit**. The screen will look similar to this:

Admin: ADD TRAINING SCHEDULE

Program Title: On the Beach

Start Date:

End Date:

Training Request Due Date :

Training Specialist:

Location:

- a. Make sure the Employee has been assigned the Training Specialist role before clicking **submit**.

- E. **Programs Provided by DPR Training Groups:** To view programs provided by DPR Training Groups, click the [Programs Provided by DPR Training Groups](#) link.
- F. **Managing the Existing Schedule:** The existing schedule is listed on a table with the following headings:
1. **Program Title:** To edit or remove a program from the Training Schedule, click the [Program Title](#) link. Complete all required fields and **submit**. The screen will look similar to this:

Admin: EDIT TRAINING SCHEDULE

Active	<input type="text" value="True"/> ▼
90-day Evaluation Requirement:	<input type="text" value="Yes"/> ▼
Program Title	<input type="text" value="Basic Carpentry Skills"/> ▼
Syllabus Link	<input type="text" value=""/>
Pre-Selected:	<input type="text" value="No"/> ▼
Group Number	<input type="text" value="18"/>
Start Date:	<input type="text" value="12/17/2006"/> <input type="button" value="📅"/> ▼ MM/DD/YYYY
End Date:	<input type="text" value="12/22/2006"/> <input type="button" value="📅"/> ▼ MM/DD/YYYY
Training Request Due Date:	<input type="text" value="8/15/2006"/> <input type="button" value="📅"/> ▼ MM/DD/YYYY
Training Specialist:	<input type="text" value="COMBS, CHARLES"/> ▼
Location:	<input type="text" value="Mott Training Center - Ar"/>
Admin Comment:	<input style="height: 40px;" type="text"/>

2. **Send Email:** To communicate with the affected Employees of changes or modifications, click the [send](#) link in the Send Email Column. Complete Comment field and **submit**. The screen will look similar to this:

Close Window

Program Title : **P.O.S.T. Academy Instructor Certificate Course (Group 6)**
 Dates : **6/17/2007 - 6/22/2007**

Name	Email	Supervisor	Email
BOST, PATRICIA	pat@parks.ca.gov	HENRY, GINGERLOU	ginger@parks.ca.gov
BREAKFIELD, CONNIE	CBREAKFIELD@parks.ca.gov	DANIELSON, JOANNE	JDANIELSON@parks.ca.gov
BUCHANAN, JOHN	JBUCHANAN@parks.ca.gov	DALL, WILLIAM	bdall@parks.ca.gov
CARDINET, MATTHEW	mcardinet@parks.ca.gov	SALATA, WILLIAM	wsalata@parks.ca.gov
DE WALL, JASON	jdewa@parks.ca.gov	LYNN, BRUCE	blynn@parks.ca.gov
FORRESTER, KEVIN	kforrester@parks.ca.gov	SEDERQUIST, RANDOLPH	rsede@parks.ca.gov
GAEBERT, ROLAND	rgaebert@parks.ca.gov	GAEBERT, ROLAND	rgaebert@parks.ca.gov
GUARACHA, EDUARDO	eguaracha@parks.ca.gov	WATTS, WILLIAM	gwatts@parks.ca.gov
ITAYA, ADRIAN	aitay@parks.ca.gov	SEDERQUIST, RANDOLPH	rsede@parks.ca.gov
KELLY, THERESA	tkelly@parks.ca.gov	WELLER, DANIEL	dwell@parks.ca.gov
MARTIN, GREGORY	gmart@parks.ca.gov	SERENO, VINCENT	vsere@parks.ca.gov
MARTINO, MICHAEL	mmart@parks.ca.gov	PHILLIPS, CLAYTON	cphillip@parks.ca.gov
NAKAJI, SCOTT	snakaji@parks.ca.gov	EVERS, JOAN	jever@parks.ca.gov
ORTIZ III, JUVENTINO	jortiz@hearstcastle.com	FRANCO, NICHOLAS	nfranco@hearstcastle.com
SANGUINO, CRISTINA	CKSANGUINO@parks.ca.gov	DALL, WILLIAM	bdall@parks.ca.gov
SMITH, JASON	jsmith@parks.ca.gov	STINSON, JEREMY	jstinson@parks.ca.gov
WASSMUND, JAMES	swass@parks.ca.gov	WASSMUND, JAMES	swass@parks.ca.gov
ZILKE, TERESE	tzilke@hearstcastle.com	REDIG, EDWARD	eredig@hearst-castle.org

Comment :

Back
submit

3. **Pre-Selected:** If a program is pre-selected, True will be listed in the column.
4. **Group:** The group number of the program.
5. **Program Date:** To add multiple dates for a program, click the [Add Dates](#) link in the Program Date column.

NOTE: When adding a program that has multiple dates, add the last session dates during the initial setup.

6. **Training Request Due Dates**

- 7. **Training Specialist**
- 8. **Email/Phone**
- 9. **Location**

XIX. TRAINING ATTENDANCE ROSTER: To manage all completed rosters in the Employee Training Management database, click the [Training Attendance Roster](#) link. Locate the program by the Program Title, Start and End Date, Name of person who completed the roster or [A-Z](#) listing. The screen will look similar to this:

NOTE: This function works similar to Roster Group above.

Training Attendance Roster - ADMINISTRATOR

Search by Program Title:

Start Date:

MM/DD/YYYY

End Date:

MM/DD/YYYY

Search by Name:

Please Select

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Out-Service Training						
Program Title	Start Date	End Date	Reported By	#	Trainee	Roster
NO Data						

In-Service Training						
Program Title	Start Date	End Date	Reported By	#	Trainee	Roster

XX. TRAINING GROUPS: To manage all Training and Sub-Training Groups, click the [Training Group](#) link. The screen will look similar to this:

Training Group

[In-Active Training Group List](#)

Training Group	Category	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/> <input type="button" value="add"/>	
Training Group	Sub-Group	Number
Accessibility (869) ▼	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/> <input type="button" value="add"/>

Active	Training Group	Sub-Group	Category	
True	Accessibility (869)		Section	Edit
True	Acquisition & Development Division (861)	Northern Service Center 863 [Deactivate] Southern Service Center 864 [Deactivate]	Division	Edit
True	Acquisition Planning		SubSection	Edit
True	Administrative Services Division (061)		Division	Edit
True	Angeles District (915)	Los Angeles Sector 918 [Deactivate] Malibu Sector 917 [Deactivate] Topanga Sector 916 [Deactivate]	District	Edit
True	Archaeology, History & Museums Division (840)	Cultural Heritage Section 843 [Deactivate] Museum Services Section 845 [Deactivate]	Division	Edit
True	Audits Office (027)		Office	Edit
True	Baldwin Hills Conservancy (300)		Conservancy	Edit
True	Budgets Section (077)		Section	Edit
True	Business & Fiscal Services (070)		Section	Edit
True	Capital District (670)	State Capitol Sector 671 [Deactivate] Historic Sites Sector 672 [Deactivate] Railroad Sector 677 [Deactivate] Leland Stanford Mansion 673 [Deactivate]	District	Edit

- A. **Training Group:** To add a new Training Group, enter the name of the Training Group and Category and click **add**.
- B. **Sub-Group:** To add a Sub-Group to Training Group select the Training Group from the drop down menu and enter the Sub-Group name with Unit number and click **add**.
- C. **Edit:** Click the [Edit](#) link to edit Training Group and Category and **submit**.
- D. **Deactivate:** To deactivate a Sub-Group, click the [Deactivate](#) link and **confirm**.

- E. **In-Active Training Group:** To view the In-Active Training Groups click the [In-Active Training Group List](#) link. The screen will look similar to this:

Active	Training Group	Sub-Group	Category	
False	Accessibility Section		Section	Activate
False	Accessibility Section		Office	Activate
False	Accessibility Section (869)		Section	Activate
False	Accounting Services		Section	Activate
False	Acquisition and Real Property Services		Section	Activate
False	Administration		Branch	Activate
False	Archeological Collections Lab		SubSection	Activate
False	Architectural Review		Section	Activate
False	Boundary Surveys & Ownership		SubSection	Activate
False	Business & Procurement Services		Section	Activate
False	Business Services		SubSection	Activate
False	Capital Outlay		SubSection	Activate
False	Central Communication Center (Cencom)		SubSection	Activate
False	Central Division		Division	Activate
False	Central Service Center		Section	Activate

- F. **Activate:** To activate a Training Group, click the [Activate](#) link. The Training Group will be added to the active Training Groups.

XXI. USER MANAGEMENT: To manage all Users on the system, click the [User Management](#) link. The System Login Management/History screen has the following: View Login History, Assign Roles, view both In-Active and Active Employees, view Supervisor List and manage Login Attempts. The screen will look similar to this:

SYSTEM LOGIN MANAGEMENT / HISTORY

Search by name:

[Login History](#) [Assign Role](#) [In-Active](#) [Supervisor List](#) Current Login Attempts is **10** before Lock-Out

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

A. **Login History:** To view the Login History, click the [Login History](#) link. The screen will look similar to this:

Log-In History

START DATE :

END DATE :

Log In Date	User Name	Password	Successful
7/17/2006 10:19:00 AM	MGREEN3	2f3a4fccca6406e35bcf33e92dd93135	True
7/17/2006 10:16:00 AM	MFUZIE	1f5364c58947e14f9afa445bdf1ba4d9	True
7/17/2006 10:16:00 AM	THIGGINSON	c55f0a1be78933a146d044c4fbfefde7	True
7/17/2006 10:15:00 AM	LYANG	024614bc961a362db0c1f4f982a7c53c	True
7/17/2006 10:13:00 AM	DRODRIGUEZLINSE	94d2415c95f50b644e13f08d03a15db5	True
7/17/2006 10:11:00 AM	MCRISTAL	ff464e8f88f01c7eaae564897bacd1b0	True
7/17/2006 10:10:00 AM	MCRISTAL	44844b617e5de508d41a487b6d03baec	True
7/17/2006 10:09:00 AM	GINGER	6d0f648a06e7dbbc09ef6dc9e740b700	True
7/17/2006 10:07:00 AM	RGREENSLATE	89da802ca2813e9ef72756ccb07e2355	True
7/17/2006 10:01:00 AM	ACEBALLOS	89da802ca2813e9ef72756ccb07e2355	False
7/17/2006 10:01:00 AM	ACEBALLOS	1756f4c5a90f79a54147766783a37848	True
7/17/2006 9:59:00 AM	GJOHNSON3	388339b4b31fac3d4bd67da233fc95b8	True
7/17/2006 9:59:00 AM	ACEBALLOS	1756f4c5a90f79a54147766783a37848	True
7/17/2006 9:58:00 AM	MGROSS	1d777a0e567d9e137c75a77e64287310	True

1. **Search:** To search for a specific time, select the start and end date and submit.

NOTE: To view all Users that have login on a single date, select the start date and the end date should be the next day.

- B. **Assign Role:** To view the **MANAGE USER Role** screen, click the [Assign Role](#) link. The screen will look similar to this:



1. **Manage:** To manage an individual role, click on User Role link.
 - a. **Sub-Group Manager:** To manage Employees who are assigned the Sub-Group Manager Role, click the [Sub-Group Manager](#) link. To assign the role to an Employee, click on the drop down menu under the Name column and locate the Employee. Then click on the drop down menu in the Training Group column to locate the Training Group and Sub-Group and **submit**. To remove an Employee click the [Remove](#) link and confirm Yes/No.

NOTE: The Employee assigned as a Sub-Group Manager must have that Training Sub-Group selected in their profile.

Active	Proxy	Name	Training Group	Sub-Group	Remove
True	False	AMANN, KATHLEEN	Acquisition & Development Division (861)	N/A	Remove
True	False	MINER, KAREN	Acquisition & Development Division (861)	Southern Service Center	Remove
True	False	WESTRUP JR, WARREN	Acquisition & Development Division (861)	Unassigned	Remove
True	True	PETTIT, ANTOINETTE	Acquisition & Development Division (861)	N/A	Remove
True	False	HERNANDEZ, LYNETTE	Angeles District (915)	Topanga Sector	Remove
True	False	SAP, CRAIG	Angeles District (915)	Los Angeles Sector	Remove

- b. **Manager:** To manage Employees who are assigned the Manager Role, click the [Manager](#) link. To assign the role to an Employee, click on the drop down menu under the Name column and locate the Employee. Then click on the drop down menu in the Training Group column to locate the Training Group and **submit**. To remove an Employee click the [Remove](#) link and confirm Yes/No.

MANAGE USER Role - **Manager**

[Sub-Group](#) [Manager](#) [Instructor](#) [Training Coord](#) [Training Spec](#) [Admin](#) [Information](#)

[\(download training record\)](#)

Proxy :

Name :

Training Group :

Active	Proxy	Name	Training Group	
True	False	ACEITUNO, CHRISTINA	Accessibility (869)	Remove
True	False	LEHMAN, STEPHEN	Acquisition & Development Division (861)	Remove
True	True	PETTIT, ANTOINETTE	Acquisition & Development Division (861)	Remove
True	False	DEMETRAK, KEITH	Administrative Services Division (061)	Remove
True	False	SCHAFER, RONALD	Angeles District (915)	Remove
True	False	GRAY III, WALTER	Archaeology, History & Museums Division (840)	Remove

- c. **Instructor:** To manage Employees who are assigned the Instructor Role, click the [Instructor](#) link. Select the new Instructor from the drop down menu and **submit**. The screen will look similar to this:

MANAGE USER Role - **Instructor**

[Sub-Group Manager](#)
 [Manager](#)
 [Instructor](#)
 [Training Coord](#)
 [Training Spec](#)
 [Admin](#)
 [Information](#)


[\(download training record\)](#)

Name :

Active	Name	Instructor Type	
True	ABMA, ERIC	Driver Awareness Defensive Tactics	Remove
True	ACKERMANN, NICOLE	Firearms	Remove
True	ACKHOFF, PETER	EMR	Remove
True	ADAMA, DALE	EMR EMT Defensive Tactics EMR Staff	Remove
True	ADAMACHE, DERRICK	EMR Firefighter/Security Officer	Remove
True	ADDISON-BIER, HEIDI	Defensive Tactics	Remove
True	AESCHLEMAN, NATHAN	Firearms	Remove

- (1) Then click on the new Instructor name link. The screen will look similar to this:

[Back to the List](#)

Instructor Type Management

ADD Instructor Type

- ATV
- Beach Driving
- CAMP Equipment Property Management
- CAMP Executive
- CAMP Facilities
- CAMP Interpretation
- CAMP Statewide Property Inventory
- Carpentry Skills
- Chemical Agents
- Cultural Resources
- Defensive Tactics
- Defensive Tactics Staff
- DPR01-Orientation
- DPR02-Resources
- DPR03-Interpretation
- DPR04-Park Operations
- DPR05-Park Codes, Laws and Regulations
- Driver Awareness
- Driver Training
- Electrical Skills
- EMR
- EMR Staff
- EMT
- ETMS
- Fire Management
- Firearms

- (2) Select the Instructor Type and **submit**.

- (3) To add additional Instructor Type to an existing Instructor click the name link, select type from drop down menu and **submit**.
- (4) To remove an Instructor, click the Instructor's name and [Delete](#) all the Instructor Types. The screen will look similar to this:

Go to the [Back to the List](#) link and [Remove](#) the Instructor.

- d. **Training Coordinator:** To manage Employees who are assigned the Training Coordinator Role, click the [Training Coord](#) link. To assign the role to an Employee, click on the drop down menu under the Name column and locate the Employee. Then click on the drop down menu in the Training Group column to locate the Training Group and **submit**. To remove an Employee. click the [Remove](#) link and confirm Yes/No. The screen will look similar to this:

Active	Proxy	Name	Training Group	Remove
True	False	ALLEN, SANDRA	Accessibility (869)	Remove
True	False	PETIT, ANTOINETTE	Acquisition & Development Division (861)	Remove
True	False	BLACK, LYNN	Administrative Services Division (061)	Remove
True	False	HOLM, DEBONNE	Angeles District (915)	Remove
True	False	SAP, CRAIG	Angeles District (915)	Remove
True	False	GILLESPIE, DEBRA	Archaeology, History & Museums Division (840)	Remove
True	False	JACOBS, MELINDA	Audits Office (027)	Remove

- e. **Training Specialist:** To manage Employees who are assigned the Training Specialist Role, click the [Training Spec](#) link. To assign the role to an Employee, click on the drop down menu under the Name column and locate the Employee. Then click on the drop down menu in the Training Group column to locate the Training Group and **submit**. To remove an Employee, click the [Remove](#) link and confirm Yes/No. The screen will look similar to this:

MANAGE USER Role - **Training Specialist**

[Sub-Group](#) [Manager](#) [Instructor](#) [Training Coord](#) [Training Spec](#) [Admin](#) [Information](#)

 [\(download training record\)](#)

Name :

Training Group :

Active	Name	Training Group	
True	BREAKFIELD, CONNIE	Mott District	Remove
True	HENRY, GINGERLOU	Monterey District (720)	Remove
True	SKINNER, SARA	Mott District	Remove
True	WAGY, STEVEN	Inactive	Remove

- f. **System Administrator:** To manage Employees who are assigned the System Administrator Role, click the [Admin](#) link. To assign the role to an Employee, click on the drop down menu under the Name column and locate the Employee. Then click on the drop down menu in the Training Group column to locate the Training Group and **submit**. To remove an Employee, click the [Remove](#) link and confirm Yes/No. The screen will look similar to this:

MANAGE USER Role - **Administrator**

[Sub-Group](#) [Manager](#) [Instructor](#) [Training Coord](#) [Training Spec](#) [Admin](#) [Information](#)

 [\(download training record\)](#)

Name :

Training Group :

Active	Name	Training Group	
True	BOST, PATRICIA	Asilomar	Remove
True	GREEN, MICHAEL	Asilomar	Remove
True	HENRY, GINGERLOU	Mott District	Remove
True	KINCAID, SUMMER	Eastwoods District	Remove
True	WAGY, STEVEN	Mott District	Remove

- g. **Information:** To manage Employees who are assigned the Information Role, click the [Information](#) link. To assign the role to an Employee, click on the drop down menu under the Name column and locate the Employee. Then click on the drop down menu in the Training Group column to locate the Training Group and **submit**. To remove an Employee, click the [Remove](#) link and confirm Yes/No. The screen will look similar to this:

MANAGE USER Role - **Information**

[Sub-Group](#) [Manager](#) [Instructor](#) [Training](#) [Training](#) [Admin](#) [Information](#)
[Manager](#) [Coord](#) [Spec](#)

 [\(download training record\)](#)

Name :

Training Group :

Active	Name	Training Group	
True	ALHAMBRA, EDITH	Mott District	Remove
True	BOST, PATRICIA	Mott District	Remove
True	BREAKFIELD, CONNIE	Mott District	Remove
True	GREEN, MICHAEL	Mott District	Remove
True	SKINNER, SARA	Mott District	Remove
True	SPENCER, WILLIAM	Mott District	Remove
True	WAGY, STEVEN	Mott District	Remove
True	YAEGER, PAMELA	Mott District	Remove

- C. **In-Active Employees:** To view In-Active Employees, click the [In-Active](#) link. Locate Employees by [A-Z](#) listing or search by name.
- D. **Supervisor List:** To view the list of Employees in supervisory classifications, click the [Supervisor List](#) link. The screen will look similar to this:

SUPERVISOR LIST

Search by keyword:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

NO DATA

1. Locate an Employee the [A-Z](#) listing or keyword search. The screen will look similar to this:

SUPERVISOR LIST <input type="text"/> Search by keyword: <input type="text"/> <input type="button" value="search"/>		
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z		
NAME	Classification	Training Group
BROCK, SUSAN	Administrative Officer I	Angeles District (915)
CHASE, SUSAN	Supervising State Park Ranger	Sierra District (683)
DOWER, SUSAN	Administrative Officer III	Sierra District (683)
GROVE, SUSAN	State Park Superintendent III	Sierra District (683)
KOSEK-KELLY, SUSAN	Park Maintenance Chief I	Channel Coast District (910)
MENDOZA-SANCHEZ, CORRINE	Museum Curator I	Monterey District (720)
MOWRY, SUSAN	Guide II Historical Monument (Supervisor)	San Luis Obispo Coast District (740)
OSANNA, DANIEL	State Historian III	Acquisition & Development Division (861)
PLOUTZ, SANDRA	Regional Administrative Technician	Inactive
SANFORD, KEN	Park Maintenance Chief I	Inactive
SANGUINO, CRISTINA	Supervising State Park Ranger	Santa Cruz District (715)
SCHWARTZ, SUSAN	Park Maintenance Supervisor	Diablo Vista District (660)
STRATTON, SUSAN	Senior State Archeologist	Office of Historic Preservation (084)
VON HERRMANN, SANDRA	Administrative Officer II	Central Valley District (730)

- E. **Login Attempts:** To change the attempts an Employee can unsuccessfully login to their ETMS Home Page, click the <#> link. Choose the number from the drop down menu and **submit**. The screen will look similar to this:

Close Window <input type="button" value="Back"/>	
SYSTEM LOGIN MANAGEMENT / HISTORY	
Search by name: <input type="text"/>	<input type="button" value="search"/>
Login History Assign Role In-Active Supervisor List	Current Login Attempts is <input type="text" value="10"/> <input type="button" value="submit"/> <input type="button" value="Back"/>
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	

- F. **Employee:** All Employees listed on ETMS are available on an [A-Z](#) listing or search by name. The screen will look similar to this

SYSTEM LOGIN MANAGEMENT / HISTORY

Search by name:

[Login History](#)
 [Assign Role](#)
 [In-Active](#)
 [Supervisor List](#)
 Current Login Attempts is **10** before Lock-Out

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Name	Classification	Training Group	Sub-Group	User Name	Password	LastLogin	Status
ANTHENIEN, CODY	Senior Park Aid (Seasonal)	Unassigned	Unassigned	cantnenien	****	1/1/1900	Active
ARROYO, HENRY	Associate Park and Recreation Specialist	Inland Empire District (950)	N/A	earroyo	****	9/20/2006	Active
BACHMAN, STEPHEN	Associate Park and Recreation Specialist	Diablo Vista District (660)	N/A	sbachman	****	9/22/2006	Active
BAKKEN, STEPHEN	Forester II (Supervisory)	Natural Resources Division (820)	N/A	sbakken	****	11/29/2006	Active
BARBER, STEPHEN	State Park Ranger	Unassigned	Unassigned	barb	****	1/1/1900	Active
BAUMANN, STEPHEN	Lifeguard I (Seasonal)	Unassigned	Unassigned	baum	****	1/1/1900	Active
BECK, STEPHEN	Park Interpretive Specialist -Seasonal-	Unassigned	Unassigned	sbeck	****	1/1/1900	Active

1. **Edit Login:** To view the Edit Login screen click on the Employee name link. The screen will look similar to this:

EDIT LOG IN

Last name	First name	User Name	Password	LastLogIn
SMITH	BARRY	<input type="text" value="bsmith1"/>	<input type="text"/>	6/1/2006
Email		Phone		Active
<input type="text" value="bsmith@parks.ca.gov"/>		<input type="text" value="(916) 988-0205"/> <input type="text" value="X"/> <input type="text" value="262"/>		<input type="button" value="True"/> <input type="button" value="False"/>
P.O.S.T Exemption		Classification Exempt		Reset Locked Account
<input type="button" value="False"/>		<input type="button" value="False"/>		<input type="text" value="0"/> <input type="button" value="1"/>

The screen has the following data fields:

- a. **Last Name/First Name:** These data fields are provided by the HRIS system and cannot be modified.

- b. **User Name:** To edit an Employee's User Name, type in the new name and **submit**.

NOTE: For the system to work properly no two Employees can have the same User Name.

- c. **Password:** To assign a new Password, type in the new Password and **submit**. You must assign a password every time you submit.

- d. **LastLogin:** This is the last date they login to the system.

- e. **Email/Phone/X:** To edit an Employee's Email, Phone and Extension, type in the new information and **submit**.

NOTE: You cannot submit any changes to an **EMPLOYEE LOGIN** without the phone number field filled in.

- f. **Active:** To change an Employee's active status click on the Active drop down menu and select True/False and **submit**. By selecting False from the drop down menu, the Employee's name is moved to the In-Active database. To view In-active Employees, click the [In-Active](#) link on the System Login Management/History page.

- g. **P.O.S.T. Exemption:** To remove the P.O.S.T. requirements for an Employee, click on the drop down menu and select **True** and **submit**. To reinstate, select **False** and **submit**.

- h. **Classification Exemption:** To remove the Classification requirement for an Employee, click on the drop down menu and select **True** and **submit**. To reinstate, select **False** and **submit**.

- i. **Reset:** To reset an Employee's Account that has been locked, click on the Reset Locked Account list, select Reset and **submit**.