Step 1 - Click on the Training function.

Logged in as Officer Friendly with the security level of an Agency Administrator with A.B.A.C. POLICE DEPARTMENT

You are currently logged on with a temporary password.

Change your password now to avoid user profile lock out.

Change Password

Your profile has not been verified in over 90 days.

Verify your profile and update if necessary.

Access Profile

The current time is 4:53 am. Your session will expire after 20 minutes of inactivity.

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Work with Training Class

Step 2 - Click on Add a Training Class.

The class status can be checked for any open classes, created classes, completed classes, and classes awaiting POST Approval. Choose the menu item and click on "refresh view."

Found 0 classes

<table>
<thead>
<tr>
<th>Action</th>
<th>Course Code</th>
<th>Training Location Type</th>
<th>Training Coordinating Agency</th>
<th>Begin Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No matching classes found</td>
</tr>
</tbody>
</table>

Logout | Profile

The current time is 4:55 am. Your session will expire after 20 minutes of inactivity.

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Add Training Class

Step 3 - Select the category of the type of training class from the pull down menu. If you know course codes from the old software, it will be the first letter in the course code that has been used in the past.

Your choices here are:
Computer Based Training
Inservice
Recognized Seminars/Conferences
Out of State Training
Non Certified Training
Roll Call
Teleconferencing
Recertification Courses
Video

The current time is 4:58 am. Your session will expire after 20 minutes of inactivity.

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Step 4 - Select the topic of the training class from the pull down menu. If you know course codes from the old software, it will be the second letter in the course code that has been used in the past.

Your choices here are determined by your selection in Step 3. (For example, Inservice was chosen in Step 3, and is indicated above "topic".)
Add Training Class

Return to All Classes

INSERVICE FIREARMS

Sub Topic

Search

Step 5 - Select the sub topic of training class from the pull down menu. If you know course codes from the old software, it will be the third letter in the course code that has been used in the past.

Your choices here are determined by your choices in step 3 & step 4.

In this example, the category chosen was INSERVICE, and the topic chosen was FIREARMS.

The current time is 5:14 am. Your session will expire after 20 minutes of inactivity.
### Found 3 courses for IFR INSERVICE FIREARMS FIREARMS REQUALIFICATION.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFR01F REMEDIAL FIREARMS TRAINING</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>IFR03F MAKEUP USE OF DEADFORCE/FIREARMS REQ</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>IFR02F FIREARMS REQUAL&amp; USE OF DEADLY FORCE</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Step 6 - After the first three choices are made (first three letters of old course codes if you know them), you will see a list of course descriptions listed for your selection. Choose the appropriate one clicking on the select button. In this case the letters IFR were chosen as it relates to INSERVICE FIREARMS REQUALIFICATIONS course descriptions.
Add Training Class

<table>
<thead>
<tr>
<th>Training Course Code</th>
<th>IFR02F FIREARMS REQUAL &amp; USE OF DEADLY FORCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Course Hours*</td>
<td>0</td>
</tr>
<tr>
<td>Training Course Location Type</td>
<td>Agency</td>
</tr>
<tr>
<td>Training Coordinating Agency</td>
<td>A.B.A.C. POLICE DEPARTMENT</td>
</tr>
<tr>
<td>Training Course Location</td>
<td></td>
</tr>
<tr>
<td>Training Course Sub Topic</td>
<td></td>
</tr>
<tr>
<td>Beginning Date*</td>
<td>/ / (mm/dd/yyyy)</td>
</tr>
<tr>
<td>Ending Date</td>
<td>/ / (mm/dd/yyyy)</td>
</tr>
<tr>
<td>Beginning Time</td>
<td>(hh:mm)</td>
</tr>
<tr>
<td>Ending Time</td>
<td>(hh:mm)</td>
</tr>
</tbody>
</table>

Step 7 - Enter # of actual training hours *(required)*. Note: Some courses such as this one have a minimum requirement that must be taught. This one requires a minimum of two hours.

Step 8 - Enter Training Course location.

Step 9 - Enter Sub Topic if desired.

Step 10 - Enter beginning date. *(required)*

Step 11 - Enter ending date for classes taught over a period of more than one day. *(as required)*

Beginning time and ending time should match the actual hours of the course. *(recommended, but not required)*

Step 12 - Click confirm addition.
New training class for IFR02F FIREARMS REQUAL & USE OF DEADLY FORCE added.

Identifying Information  Identifying information for this training class.

This class requires an instructor certified to teach Firearms to be completed.

Training Course  IFR02F  FIREARMS REQUAL & USE OF DEADLY FORCE

Training Hours 2

Training Course Location Type  Agency

Training Coordinating Agency  A.B.A.C. POLICE DEPARTMENT

Training Course Location

Training Course Sub Topic

Beginning Date  September 1, 2011

Ending Date

Beginning Time

Ending Time

Class Status  Open

Instructors should scan a sign-in sheet with each class. It should have a minimum of the officer's printed name, Officer Key#, and signature. A suggestion is to use old C12 forms without bubbling in info or social security numbers.

Instructors can also scan and upload agendas & syllabi, but there is a limited upload file size. DO NOT ATTEMPT TO UPLOAD LESSON PLANS OR POWERPOINTS PLEASE!

Click on browse to find the scanned file on your computer.

Enter description such as "sign in sheet" or "agenda" here. Then click Upload New Documentation.

Primary Instructor  None

Roster Status  Created

Key Name Added to Roster Employing Agency Score

Class Change History

Changed by User  Officer Friendly

Change Date  September 1, 2011

Change Time  5:32 am
Edit Training Class

Identifying Information  Identifying information for this training class.

Modify Class  This class requires an instructor certified to teach Firearms to be completed.

Training Course  IFR02F  FIREARMS REQUAL & USE OF DEADLY FORCE

Training Hours 2

Training Course Location Type  Agency

Training Coordinating Agency  A.B.A.C. POLICE DEPARTMENT

Training Course Location

Training Course Sub Topic

Beginning Date  September 1, 2011

Ending Date

Beginning Time

Ending Time

Class Status  Open

File is valid, and was successfully uploaded.

Uploaded Documentation

<table>
<thead>
<tr>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda</td>
<td></td>
</tr>
</tbody>
</table>

You will see your uploaded documents below. You can view or remove these documents here. Upload up to two or three documents as necessary.

Click on Modify Instructors to choose a primary instructor, and you can choose a secondary instructor if desired. Either instructor chosen are the only individuals that can complete this class in this software.
Edit Training Class

Return to All Training Classes

Training Course  IFR02F  FIREARMS REQUAL & USE OF DEADLY FORCE

Return to Class  Find Instructor

None on file at this time

Click on Find Instructor to select an instructor.

The current time is 5:44 am. Your session will expire after 20 minutes of inactivity.
Edit Training Class

Training Course IFR02F  FIREARMS REQUAL & USE OF DEADLY FORCE

Certified Instructors Firearms

Last Name
First Name
Match Type
Instructor Key

To choose an instructor, you can enter last name only, first name only, or the instructor key only. Common names may require entry of both first and last names. You can also choose Exact or Similar for match type.

Logout | Profile

The current time is 5:47 am. Your session will expire after 20 minutes of inactivity.

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Edit Training Class

Return to All Training Classes

Training Course: IFR02F FIREARMS REQUAL & USE OF DEADLY FORCE

Certified Instructors: Firearms

Found 1 instructor with first name beginning with "Mitchell" and last name beginning with "Jones" certified to teach Firearms.

Return to Class | New Search

Instructor Key Name

Select as Primary | Select as Secondary

JONES, MITCHELL

Logout | Profile

The current time is 5:49 am. Your session will expire after 20 minutes of inactivity.

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Edit Training Class

Return to All Training Classes

Training Course IFR02F FIREARMS REQUAL & USE OF DEADLY FORCE

Primary Instructor MITCHELL F. JONES

Logout | Profile

Once you have selected your instructor, you will have the choices to return to the class, find another instructor, or remove the instructor from the class.

The current time is 5:52 am. Your session will expire after 20 minutes of inactivity.
Primary Instructor MITCHELL F. JONES

Roster Status Created

Key Name Added to Roster Employing Agency Score

Class Change History

<table>
<thead>
<tr>
<th>Changed by User</th>
<th>Change Date</th>
<th>Change Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer Friendly</td>
<td>September 1, 2011</td>
<td>5:32 am</td>
</tr>
</tbody>
</table>

Logout | Profile

The current time is 6:04 am. Your session will expire after 20 minutes of inactivity.

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To add students to a roster, click on Modify Students.
There are three options for adding students to a roster for a class.

When you click on Search Student, you will be able to type a name or Okey to find an officer.

When you click on Select Student, you will be able to select a student from your agency roster or any agency's roster.

You can save a file of "scanned" Okeys from cards, or any file created & saved as a .txt file with a list of Okeys. Just browse your computer files & select import. Remember it must be in .txt format.

Training Course IFR02F  FIREARMS REQUAL & USE OF DEADLY FORCE

None on file at this time

The current time is 6:07 am. Your session will expire after 20 minutes of inactivity.

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Edit Training Class

Training Course: IFR02F  FIREARMS REQUAL & USE OF DEADLY FORCE

<table>
<thead>
<tr>
<th>Return to Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Type</td>
</tr>
<tr>
<td>Officer</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Match Type</td>
</tr>
<tr>
<td>Officer/Instructor Key</td>
</tr>
</tbody>
</table>

When you click select student, you can enter the officer's last name, first name, choose match types of exact or similar, and/or the officer/key or instructor key to find a student. Click on search to find student.

Logout | Profile

The current time is 6:11 am. Your session will expire after 20 minutes of inactivity.

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Edit Training Class

Training Course IFR02F FIREARMS REQUAL & USE OF DEADLY FORCE

Found 2 officers with first name beginning with "Mitchell" and last name beginning with "Jones":

- JONES, MITCHELL
- JONES, MITCHELL F

In this example, Jones was entered as the last name, Mitchell was entered as the first name, and similar was chosen as match type. First names should be used for common last names. Click on Select as Student to add the desired student to the roster. The option to remove the officer from the class will appear on the next screen.
Edit Training Class

Training Course: IFR02F  FIREARMS REQUAL & USE OF DEADLY FORCE

Currently 15 Actively Employed Officers with A.B.A.C. POLICE DEPARTMENT

O Key  Name  
1  O137684 JUSTIN C CRUCE  
2  O031964 BRYAN A GOLDEN  
3  O154398 MATTHEW R HENRY  
4  O069429 JOSEPH F JOHNSON JR  
5  O161234 JEFFREY J KELLY  
6  O161365 AUSTIN M MCGINN  
7  O160231 MITCHELL R PEAVY  
8  O032879 BILLY D PURCELL  
9  O124207 DEBORAH M PYLES  
10  O047832 KIMBERLY D SCARBOROUGH  
11  O164847 RYAN A SIMMONS  
12  O084105 JOHN C STEPHENS  
13  O013833 JOHNNY F SUMNER  
14  O148374 MICKIE THOMPKINS  
15  O155578 MARVIN J WATTS

When you choose Select Student, Instructors, agency users, and agency instructors will see their agency's roster first. To change to another agency's roster, select from the pull down menu and click on refresh roster.

To select officers, just click on the select button. If you click on an officer incorrectly, you can click Remove to remove them from the roster on this screen.

Once you have selected all your students from rosters, click on return to class. You will see all of students selected as completing the class.
Edit Training Class

Training Course  IFR02F  FIREARMS REQUAL & USE OF DEADLY FORCE

Choose Browse, when a roster of Okeys ONLY is desired to be imported. These rosters would be created by using a barcode scanner or in software such as Notepad or Excel. Click on import roster to add individuals to the roster.

None on file at this time

The current time is 6:54 am. Your session will expire after 20 minutes of inactivity.

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Edit Training Class

Training Course IFR02F  FIREARMS REQUAL & USE OF DEADLY FORCE

Key Name
1  0014776 MITCHELL F JONES

Pass Remove from Class

The default for students added to the class is "Pass". To change a student to "Fail", just click on the Pass button and explain the failure. To change from a failure back to Pass, just click on the failure. The student's name will be in RED LETTERS if failure is chosen. You can also select remove from the class at this screen.

Click on Return to Class when you have completed your roster.

The current time is 7:05 am. Your session will expire after 20 minutes of inactivity.
Edit Training Class

Identifying Information  Identifying information for this training class.

Training Course  IFR02F  FIREARMS REQUAL& USE OF DEADLY FORCE

Training Hours 2

Training Coordinating Agency  A.B.A.C. POLICE DEPARTMENT

Training Course Location

Training Course Sub Topic

Beginning Date  September 1, 2011

Ending Date

Beginning Time

Ending Time

Class Status Open

Uploaded Documentation

<table>
<thead>
<tr>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda</td>
<td>View</td>
</tr>
<tr>
<td>Sign In Sheet</td>
<td>View</td>
</tr>
</tbody>
</table>

Once the roster and the class has been completed, the primary or secondary instructor can complete the class. When you click on Complete Class, another screen will appear and ask to confirm completion. Once completion is confirmed, the training will be added to the officer's training history.

NOTE: Instructors should enter the training promptly to assist officers in keeping up-to-date training records. Instructors have 30 days to get the course entered after date of completion without explanation. Audits will be done on instructor entries. Instructors should not attempt to complete classes that they are not qualified to teach.