



C3 Training Database (C3 TD)

User Manual

Contractor





1.2 Contractor

Contractor(s) or General Contractor(s) have the ability to add employees, manage employee information, and assign employees to jobs. Once the Contractor has been entered into the C3 TD by a C3 Administrator, the Contractor(s) have the ability to perform their activities and tasks.

The C3 Contractor is responsible for maintaining a list of their C3 employees and job information.

1.2.1 Employee Management

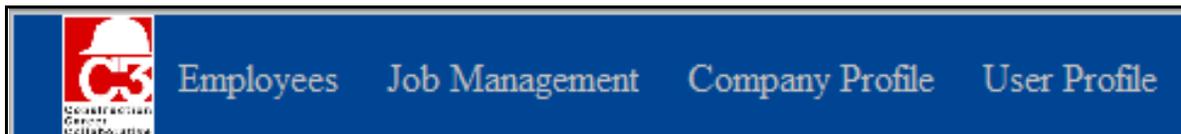
The Employees tab is where a Contractor maintains their list of employees.

- 1) Login to the C3 TD.

A screenshot of the 'C3 Training Database' login interface. The title 'C3 Training Database' is centered at the top. Below the title, there are two input fields: 'Email Address:' followed by a text box, and 'Password:' followed by a text box. Below the password field is a 'Login' button.

- 2) Select “**Employees**” from the top navigation bar.

NOTE: When a Contractor first logs into the C3 TD, the Employees page will already be displayed.



- 3) The Registered Contractor/Subcontractor Employees table displays a list of all employees that the Contractor has added to their account: the type of employee, the employee’s status, current C3-5 and OSHA training status. To add a new employee, click **“Add.”**



Registered Contractor/Specialty Contractor Employees								Add
First Name	Last Name	Type	C3 ID	Status	Meets Requirements			
					C3-5	OSHA 10	OSHA 30	
Michael	Test	Supervisor/Foreman	C377213	Active	✓	NA	✓	
Sallie	Test	Supervisor/Foreman	C3278242	Active	✓	NA	✓	

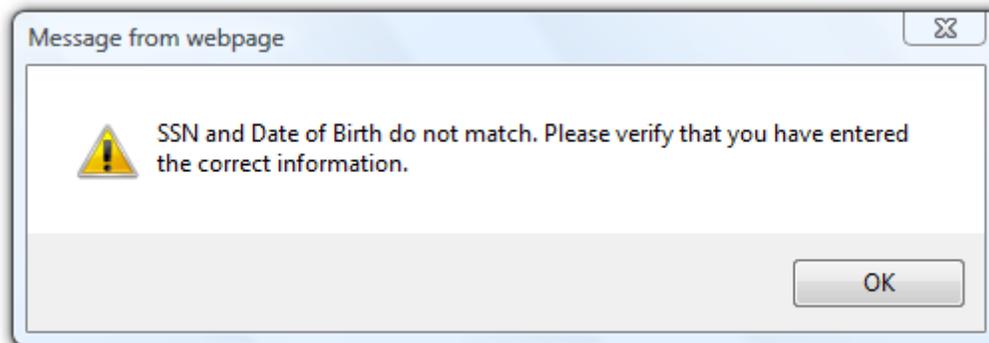
- 4) This presents the Contractor a window with two fields: SSN (Social Security Number) and Date of Birth. These fields are used to uniquely identify an individual within the system. Enter the employee’s SSN and Date of Birth and then click **“Add.”**

Register Contractor/Specialty Contractor Employee

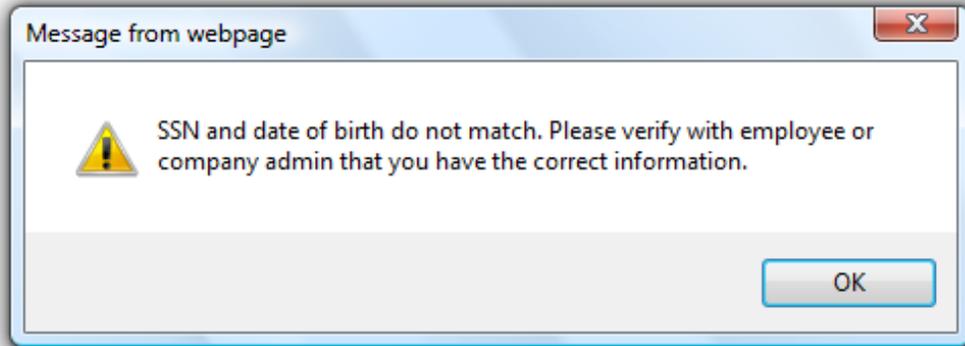
SSN: Date of Birth:

- 5) If the person exists in the database, the SSN and the Date of Birth must match correctly or an error will be displayed. The User will be given two attempts to enter in a matching SSN and Date of Birth.

First Attempt:



Second Attempt:



- 6) If the person does not already exist in the database, the window will expand to allow entry of the rest of the employee's information.

Register Contractor/Specialty Contractor Employee

Employee Name:

SSN:

Date of Birth:

Type: ▼

OSHA 10: **Date** **Certificate Number**

OSHA 30: **Date** **Certificate Number**

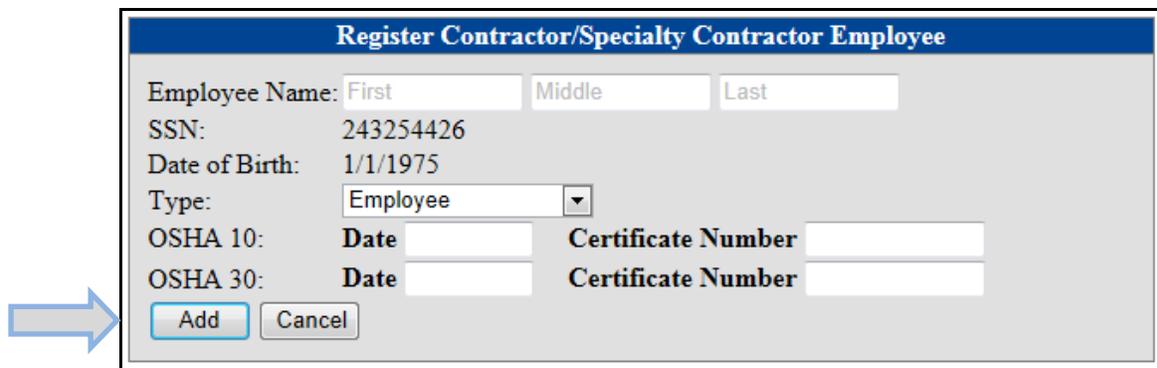
Employee Data-Entry Fields

Field Name	Description
Employee Name	The name of the employee. Only first and last name are required. Note that if data was found matching the SSN & DOB entered previously, this will be pre-populated and will not be editable.
Type	The type selected for an employee will affect the training requirements for the employee: Employee: C3-5 and OSHA 10 are required Supervisor/Foreman: C3-5 and OSHA 30 are required High School Student: C3-5 is required
OSHA 10	These fields allow the contractor to enter the completion date and certificate number if the employee has completed OSHA 10. If the employee has not completed OSHA 10, these fields should be left blank. Note that a certificate

	number is NOT required, but it also cannot be entered unless a completion date is provided as well.
OSHA 30	These fields allow the Contractor to enter the completion date and certificate number if the employee has completed OSHA 30. If the employee has not completed OSHA 30, these fields should be left blank. Note that a certificate number is NOT required, but it also cannot be entered unless a completion date is provided as well.

- 7) Select the correct type of employee. Once all the information has been entered, the contractor clicks “**Add.**”

NOTE: If High School Students are part of your workforce development program, contact C3 about the “Future Force” initiative.



Register Contractor/Specialty Contractor Employee

Employee Name: First Middle Last

SSN: 243254426

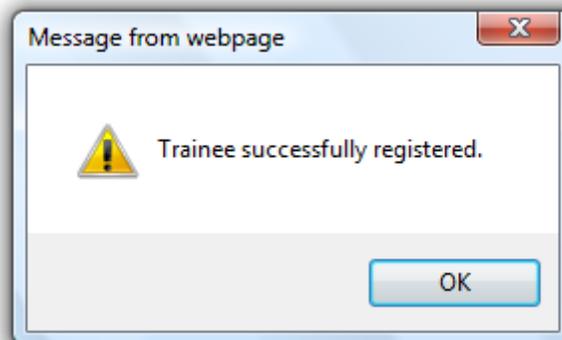
Date of Birth: 1/1/1975

Type: Employee

OSHA 10: **Date** **Certificate Number**

OSHA 30: **Date** **Certificate Number**

- 8) A confirmation dialogue box will be displayed. Click “**OK.**”





- 9) The Contractor is returned to the employee summary list which now includes the new employee. Clicking on the **C3 ID** of the employee in the employee summary list allows the Contractor to change the status or type of the employee, update the OSHA 10 and OSHA 30 training information, as well as schedule for C3 training.

Registered Contractor/Specialty Contractor Employees								Add
First Name	Last Name	Type	C3 ID	Status	Meets Requirements			
					C3-5	OSHA 10	OSHA 30	
Michael	Test	Supervisor/Foreman	C377213	Active	✓	NA	✓	
Sallie	Test	Supervisor/Foreman	C3278242	Active	✓	NA	✓	



- 10) Below is the Edit Contractor Employee window, allowing the contractor to update the employee’s type, status and OSHA training information.

The Contractor is responsible for manually setting **Status** to Active or Inactive to reflect current employee activity.

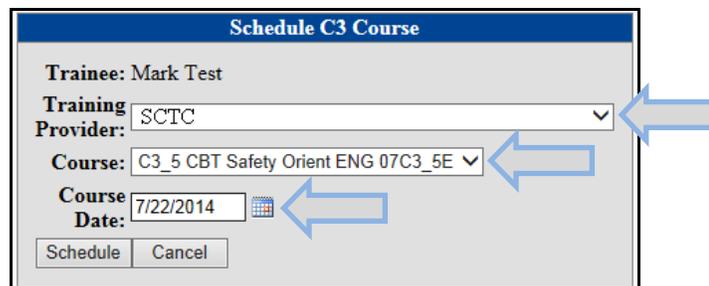
Edit Contractor/Specialty Contractor Employee							
Employee Name: Mark Test SSN: 240240240 Date of Birth: 1/1/1980 Type: Employee Status: Active					Employee Job Assignments <input type="checkbox"/> Test Job A <input type="checkbox"/> Test Job B		
OSHA 10: Date Completed		Certificate Number					
OSHA 30: Date Completed 8/15/2012		Certificate Number 12345					
Course Status							
Course Name	Course Code	Last Taken	Expires	Scheduled	Provider	Action	
						Schedule	
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>							

- 11) From the Edit Contractor Employee window, the Contractor is also able to schedule training for C3 courses by clicking the “**Schedule**” button.



Edit Contractor/Specialty Contractor Employee						
Employee Name: Mark Test				Employee Job Assignments		
SSN: 240240240				<input type="checkbox"/>	Test Job A	
Date of Birth: 1/1/1980				<input type="checkbox"/>	Test Job B	
Type: Employee						
Status: Active						
OSHA 10: Date Completed		Certificate Number				
OSHA 30: Date Completed 8/15/2012		Certificate Number 12345				
Course Status						
Course Name	Course Code	Last Taken	Expires	Scheduled	Provider	Action
						Schedule

- 12) The Contractor will select the **Training Provider** by clicking on the **drop down arrow**. Choose a Training Provider, then select the Course and enter the **date** that the employee will take the course. You can also click on the **calendar button** to select a date. Click “**Schedule**” to schedule the course.



Schedule C3 Course	
Trainee: Mark Test	
Training Provider:	SCTC
Course:	C3_5 CBT Safety Orient ENG 07C3_5E
Course Date:	7/22/2014
<input type="button" value="Schedule"/> <input type="button" value="Cancel"/>	

- 13) If the employee needs to cancel the course and reschedule, the Contractor can click on the “**Cancel**” button and the course registration will be canceled. Then follow the steps to reschedule.



Edit Contractor/Specialty Contractor Employee						
Employee Name: Mark Test				Employee Job Assignments		
SSN: 240240240				<input type="checkbox"/>	Test Job A	
Date of Birth: 1/1/1980				<input type="checkbox"/>	Test Job B	
Type: Employee						
Status: Active						
OSHA 10: Date Completed		Certificate Number				
OSHA 30: Date Completed 8/15/2012		Certificate Number 12345				
Course Status						
Course Name	Course Code	Last Taken	Expires	Scheduled	Provider	Action
C3_5 CBT Safety Orient ENG	07C3_5E	Never		07/23/2014	SCTC	Cancel



14) Displayed on the right hand side of the employee edit window is a list of all active Jobs accepted by the Contractor. The Contractor can simply check off boxes for the Jobs that this employee will be assigned to, and then click the "Save" button at the bottom of the page.

Edit Contractor/Specialty Contractor Employee

Employee Name: Mark Test
 SSN: 240240240
Date of Birth: 1/1/1980
Type: Employee ▼
Status: Active ▼
OSHA 10: Date Completed **Certificate Number**
OSHA 30: Date Completed 8/15/2012 **Certificate Number** 12345

Employee Job Assignments

<input type="checkbox"/>	Test Job A
<input type="checkbox"/>	Test Job B

- 15) General Contractors can add their own employees to a Job.
- a. When viewing the details of an employee, the General Contractor will have a checkmark box for every Job that the General Contractor has created.
 - b. The General Contractor will click the checkmark box to assign their own employees to the Job, so that those employees will then be in the employee list for the Job.

16) The Contractor is able to remove an employee from their list by clicking the "Delete" button.

Edit Contractor/Specialty Contractor Employee

Employee Name: Mark Test
 SSN: 240240240
Date of Birth: 1/1/1980
Type: Employee ▼
Status: Active ▼
OSHA 10: Date Completed **Certificate Number**
OSHA 30: Date Completed 8/15/2012 **Certificate Number** 12345

Employee Job Assignments

<input type="checkbox"/>	Test Job A
<input type="checkbox"/>	Test Job B

Course Status

Course Name	Course Code	Last Taken	Expires	Scheduled	Provider	Action
						Schedule

↓

1.2.2 Job Management

NOTE: The C3 Contractor is responsible for maintaining a list of their C3 employees and job information. This tab is available only to Contractors that the C3 Committee has approved and entered in the C3 TD. This tab allows the Contractor to add Jobs, assign Specialty Contractors to those jobs, and view the employees assigned to work on the Jobs. The Specialty Contractors or Subcontractors will not be able to access Job Management.

- 1) Select "**Job Management**" from the top navigation bar.

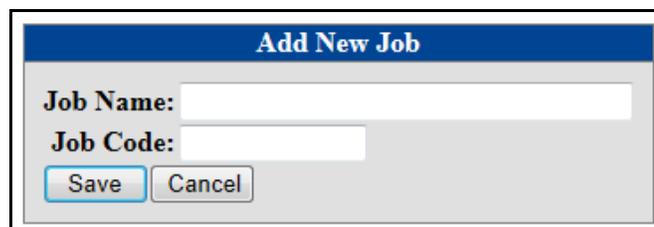


- 2) When first accessing Job Management, the Contractor is presented with a list of all the Jobs they have created so far. The Contractor can click on "**Add**" in the upper right corner of the table to add a new Job.



Jobs			Add
Job Name	Job Code	Status	
Job1	Job1	In Progress	
Job3	Job3	In Progress	
Job4	Job4	In Progress	

- 3) The only fields required to add a new Job are the Job Name and Job Code. A Job Code field is provided for the Contractor's reference. It is recommended that a code be used, but it is not required. Enter the information and click "**Save.**"



- 4) The Contractor will be returned to the **Jobs** summary table with the newly added job now listed as "Not Started." Click on the **name** of the job to view additional information.

Jobs			Add
Job Name	Job Code	Status	
Job1	Job1	In Progress	
Job3	Job3	In Progress	
Job4	Job4	In Progress	
Job5	Job5	Not Started	

- 5) The Contractor can edit job information and add Contractors to the Job. A list of the Contractors already added to the Job can also be viewed here. The Contractor can change the name of the Job, Job Code, and Job Status to "Not Started," "In Progress," or "Completed." Click on the **company name** to view additional information.

Manage Job - Job1

Job Name:

Job Code:

Status: ▼

Specialty Contractors			Add
Specialty Contractor	ID	Status	
Contractor 2	5872	Pending	
Contractor 4	5967	In Progress	
Contractor 5	5968	In Progress	
Spec Contractor 6	5971	In Progress	
Spec Contractor 7	5972	In Progress	

- 6) After clicking the **company name**, the General Contractor is able to view a list of that company's employees assigned to the Job. Click on **"Save"** to return to the previous window.

Edit Specialty Contractor

Job: Job1 - Job1
Specialty Contractor: Contractor 4
Status: In Progress

Primary Specialty Contractor

Notes:

Specialty Contractor Employees						
First Name	Last Name	Type	ID	Meets Requirements		
				C3-5	OSHA 10	OSHA 30
Sallie	Test	Supervisor/Foreman	C3278242	✗	NA	✓

C3-5: ✗ - Course not current, ✓ - Course expires next 30 days, ✓ - Course Current
OSHA: ✗ - Requirement not met, ✓ - Requirement met but not verified, ✓ - Requirement met and verified

Save
Cancel

- 7) The Contractor can add Specialty Contractors to the Job from this window. Click **"Add"** to begin the process of adding a Specialty Contractor to the job.

Manage Job - Job1

Job Name: Job1
Job Code: Job1
Status: In Progress

Specialty Contractors			Add
Specialty Contractor	ID	Status	
Contractor 2	5872	Pending	
Contractor 4	5967	In Progress	
Contractor 5	5968	In Progress	
Spec Contractor 6	5971	In Progress	
Spec Contractor 7	5972	In Progress	

Save
Cancel
Delete

- 8) The Contractor can search by Tax ID, Company Name or the internal C3 Contractor ID.

Add Specialty Contractor to Job

Job: Job1 - Job1

Tax ID
 Name
 Contractor ID

This is a primary Specialty Contractor (SC)

Notes:

- 9) Once the Contractor identifies the Specialty Contractor they wish to add, click on the **Company Name**.

Add Specialty Contractor to Job

Job: Job1 - Job1

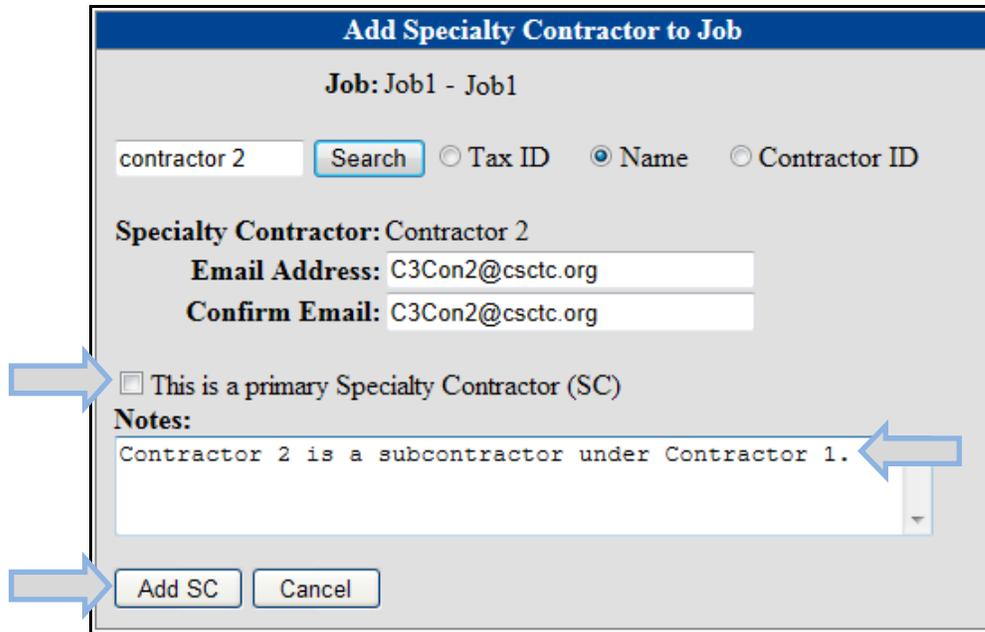
Tax ID
 Name
 Contractor ID

Company Name	Contractor ID
Contractor 2	5872
Specialty Contractor 2	5875

This is a primary Specialty Contractor (SC)

Notes:

- 10) C3 requires the Specialty Contractor to provide approval before a Contractor can add them to a Job. An email will be sent to the Primary Contact of the Specialty Contractor when a Contractor requests to add them to a Job. The Contractor can type in a new email address for the Specialty Contractor if needed. Click **“Add SC”** to add the Contractor to the job.



Add Specialty Contractor to Job

Job: Job1 - Job1

contractor 2 Search Tax ID Name Contractor ID

Specialty Contractor: Contractor 2

Email Address: C3Con2@csctc.org

Confirm Email: C3Con2@csctc.org

This is a primary Specialty Contractor (SC)

Notes:
Contractor 2 is a subcontractor under Contractor 1.

Add SC Cancel

- The Contractor has the ability to check the box for **“primary specialty contractor”** to differentiate between a primary Specialty Contractor and other Specialty Contractors working for the primary Specialty Contractor.
- The Contractor can enter a note into the **Notes** text box and provide a brief description about the Specialty Contractor who is being added. The **Notes** text box is limited to 250 characters.
- For example, if the Contractor is subcontracting under a primary Specialty Contractor, the note will be included in the email sent to the Specialty Contractor.



- 11) Once a Specialty Contractor has been added, an email is sent to the Primary Contact for that company asking their permission to add them to the Job.



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SCTC
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O: (409) 948-9009 F: (409) 943-4604

<http://www.constructioncareercollaborative.org> <http://www.csctc.org>

Dear Client,

Your company has been requested to participate at a jobsite being managed by {ClientName}. The name of this jobsite is: {JobName}.

[Please click here to approve your company being added to the jobsite.](#)

Note: Once you have been approved and added to the jobsite in the C3 Training Database, you will be able to assign your employees to the jobsite.

Please reply back to this email should you have any questions.

See below for job note:

{JobNote}

We value your business and look forward to your partnership this year.

C3 Administration

- The Specialty Contractor simply clicks on the **link** within the email to approve the request. Once approved, the Specialty Contractor can log into the C3 Training Database to begin assigning their employees to the job.

Specialty Contractor add request was successfully approved. Please login now to add workers to the job from the Employees tab.
[Enter C3 Training Database](#)

NOTE: The Specialty Contractor must click the approval link in the job request email before they can assign employees to the job.

- 12) This process prevents Contractors from adding Specialty Contractors to a Job without the Specialty Contractor’s permission. Until the Specialty Contractor has approved the request, the status will be listed as “**Pending**” and the Contractor will not be able to view any employee information for that Specialty Contractor.

Manage Job - Job4

Job Name:

Job Code:

Status:

Specialty Contractors Add		
Specialty Contractor	ID	Status
Contractor 2	5872	Pending
Contractor 4	5967	In Progress

To cancel the approval request, the Contractor can click on the **Specialty Contractor’s name**, and then click the cancellation **link** next to Status.

NOTE: If the Specialty Contractor does not receive the job request email, the General Contractor can cancel the job request, and then re-add the Specialty Contractor to the Job in order to send a new job request email.

Edit Specialty Contractor

Job: Job1 - Job1

Specialty Contractor: Contractor 2

Status: [A request to add this specialty contractor to this job is pending. Click here to cancel the request.](#)

Primary Specialty Contractor

Notes:

- 13) Once the Specialty Contractor has approved the request to add them to the Job and assigned some of their employees to the Job, the Contractor will be able to click on the **Specialty Contractor's name** to view those employees and their C3 training status.

Manage Job - Job1

Job Name:

Job Code:

Status:

Specialty Contractors			Add
Specialty Contractor	ID	Status	
Contractor 2	5872	Pending	
Contractor 4	5967	In Progress	
Contractor 5	5968	In Progress	
Spec Contractor 6	5971	In Progress	
Spec Contractor 7	5972	In Progress	

- 14) The General Contractor will be able to see the employees of each Specialty Contractor on the Job. The Specialty Contractors can only see their own employees.

Edit Specialty Contractor

Job: Job1 - Job1

Specialty Contractor: Spec Contractor 6

Status:

Primary Specialty Contractor

Notes:

Spec Contractor 6 is a specialty contractor, and a subcontractor to Contractor 5.

Specialty Contractor Employees						
First Name	Last Name	Type	ID	Meets Requirements		
				C3-5	OSHA 10	OSHA 30
Charles	Test	Supervisor/Foreman	C391318	✓	NA	✓
Larry	Test	Employee	C3278245	✓	✓	NA

C3-5: ✗ - Course not current, ✓ - Course expires next 30 days, ✓ - Course Current
 OSHA: ✗ - Requirement not met, ✓ - Requirement met but not verified, ✓ - Requirement met and verified

- 15) The Contractor can click the **drop down arrow** to designate the status of each Specialty Contractor on the Job, and then click **“Save.”**
- Not Started
 - In Progress
 - Completed

Edit Specialty Contractor

Job: Job1 - Job1

Specialty Contractor: Spec Contractor 6

Status: In Progress 

Primary Specialty Contractor

Notes:
Spec Contractor 6 is a specialty contractor, and a subcontractor to Contractor 5.

Specialty Contractor Employees				Meets Requirements		
First Name	Last Name	Type	ID	C3-5	OSHA 10	OSHA 30
Charles	Test	Supervisor/Foreman	C391318	✓	NA	✓
Larry	Test	Employee	C3278245	✓	✓	NA

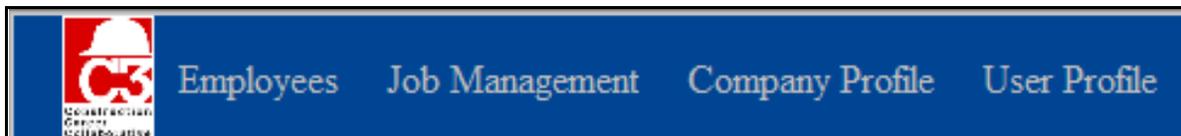
C3-5: ✗ - Course not current, ✓ - Course expires next 30 days, ✓ - Course Current
OSHA: ✗ - Requirement not met, ✓ - Requirement met but not verified, ✓ - Requirement met and verified

 Save Cancel

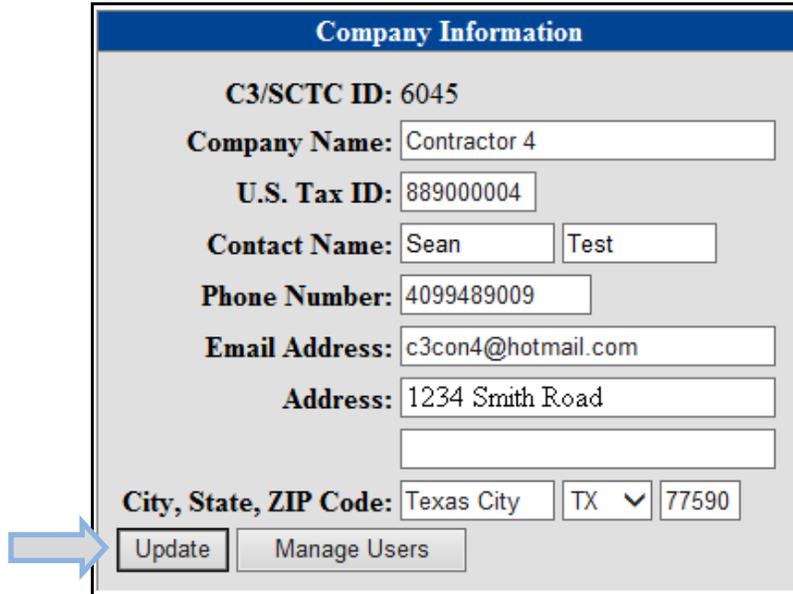
1.2.3 Company Profile

The Contractor has the ability to view their Account Profile information.

- 1) Select **“Company Profile”** from the top navigation bar.



- 2) The Contractor is able to update their account information with any necessary changes. Once changes are ready to be saved, click **“Update”**.



Company Information

C3/SCTC ID: 6045

Company Name: Contractor 4

U.S. Tax ID: 889000004

Contact Name: Sean Test

Phone Number: 4099489009

Email Address: c3con4@hotmail.com

Address: 1234 Smith Road

City, State, ZIP Code: Texas City TX 77590

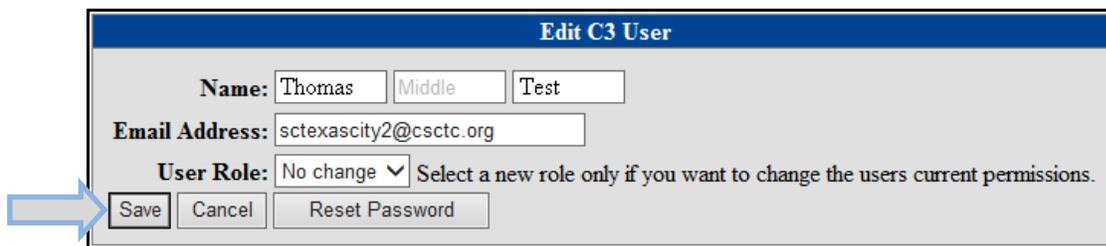
Update Manage Users

- 3) The Users of the account are also managed in the Company Profile. Click the **“Manage Users”** button to view the users who have access to the account.

C3 Users Add Close		
First Name	Last Name	Email Address
Sean	Test	test7@csctc.org
Jared	Test	sctexascity1@csctc.org
Thomas	Test	sctexascity2@csctc.org

- The Contractor Admin has the ability to add new Users or edit a User’s information.

- 4) By clicking on the User’s **name**, the User’s information can be edited. Click **“Save”** to update the User’s information.



Edit C3 User

Name: Thomas Middle Test

Email Address: sctexascity2@csctc.org

User Role: No change Select a new role only if you want to change the users current permissions.

Save Cancel Reset Password

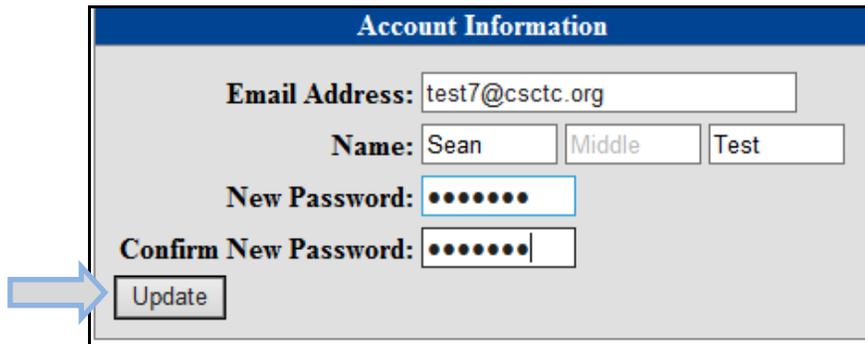
1.2.4 User Profile

The Contractor is able to manage their login information to the C3 Training Database.

- 1) Select “**User Profile**” from the top navigation bar.



- 2) Update the user profile with the necessary changes and then click “**Update**” to save the new information.



A screenshot of a form titled 'Account Information'. The form contains the following fields:

- Email Address:** test7@csctc.org
- Name:** Sean Middle Test
- New Password:** [masked with dots]
- Confirm New Password:** [masked with dots]

At the bottom left of the form is an 'Update' button. A blue arrow points from the left towards this button.