

Printing Monthly Training Class Rosters

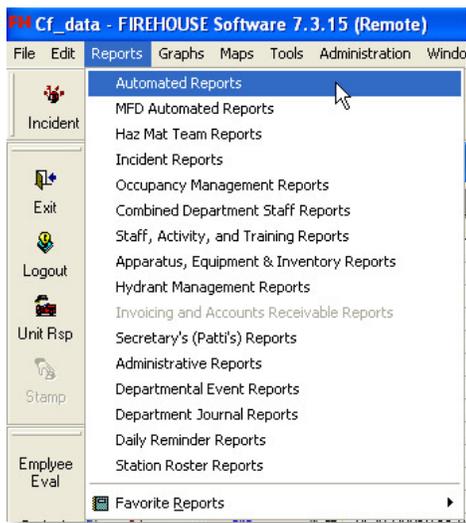
This manual details the method how to print the class rosters for next month's pre-scheduled Firehouse training classes.

Finding & Printing the Report

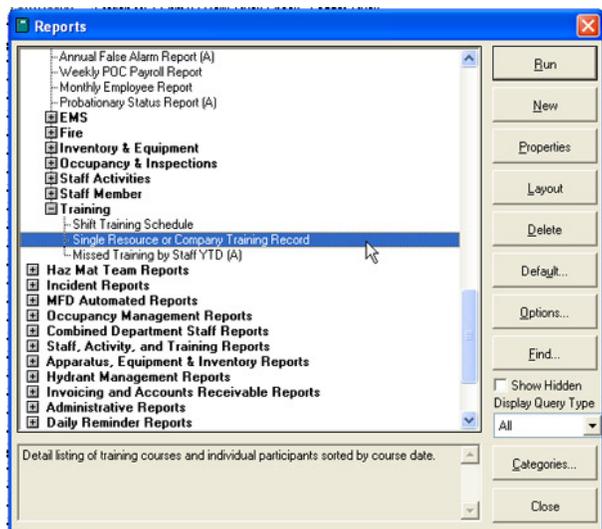


To print the class rosters, you can access the report in one of two ways.

Use the **Class Roster** button on the left task bar, or



Select **Reports** from the main Firehouse task bar, then select **Automated Reports** group

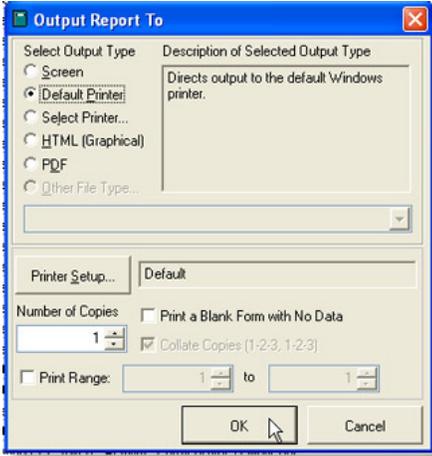


Once the **Automated Reports** group opens, scroll down until you find the **Training** group,

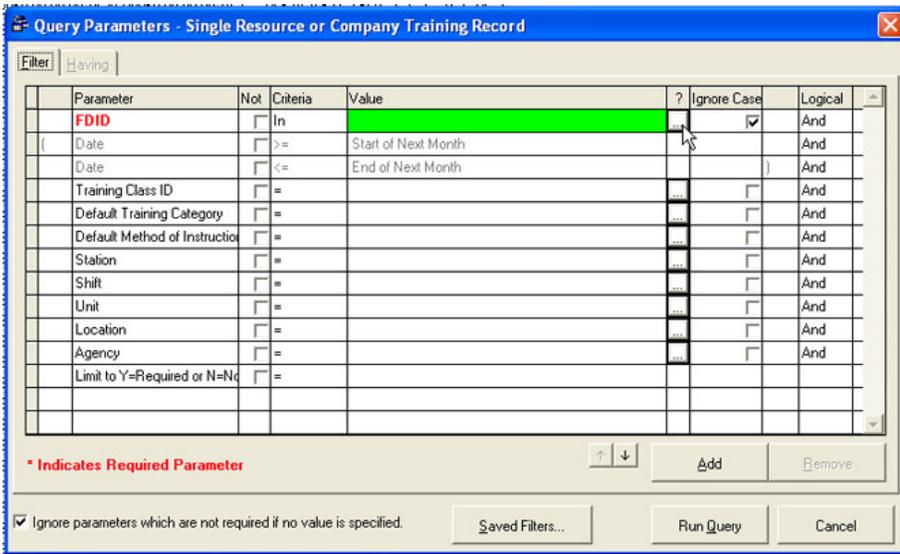
then open the **Training** group and select the **Single Resource or Company Training Record** report.

Now select the **Run** button to run the report.

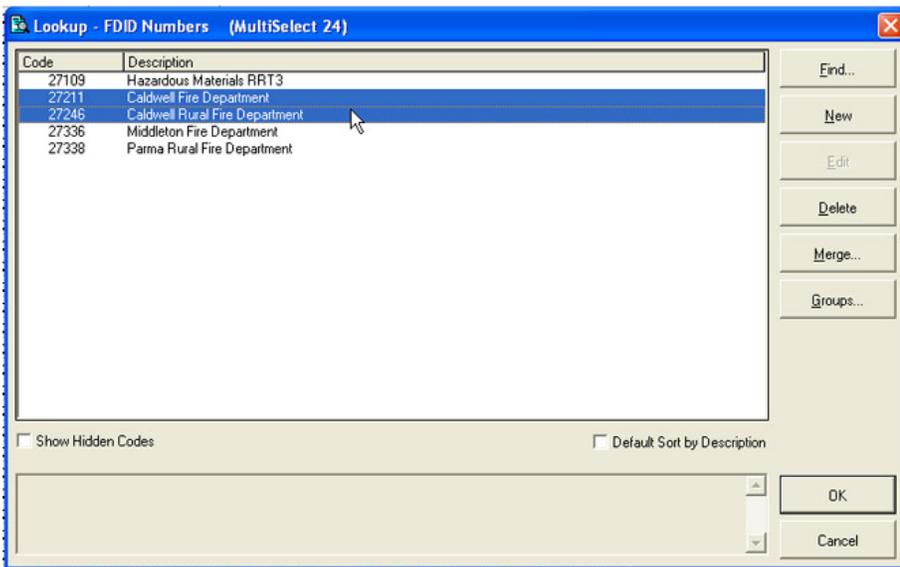
FIREHOUSE USER MANUAL



When the **Output Report To** screen opens up do the following,
Make sure **Default Printer** is checked,
Select the number of copies you want to print, and
Then click the **OK** button



Required filter data for this report is the FDID for the fire department the report is being ran for,
Using the ellipse box (3-dot box) open the look-up table for the fire department FDID's.



Once the FDID look-up table opens, using the **Ctrl** key and the mouse cursor select the FDID's.
*** For Caldwell Fire be sure to select both the City and Rural FDID's, otherwise classes will be missed**

Once the FDID's have been selected use the **OK** button to return to the report query.

Parameter	Not	Criteria	Value	Ignore Case	Logical
FDID	<input type="checkbox"/>	In	"27211","27246"	<input checked="" type="checkbox"/>	And
Date	<input type="checkbox"/>	>=	Start of Next Month	<input type="checkbox"/>	And
Date	<input type="checkbox"/>	<=	End of Next Month	<input type="checkbox"/>	And
Training Class ID	<input type="checkbox"/>	=	...	<input type="checkbox"/>	And
Default Training Category	<input type="checkbox"/>	=	...	<input type="checkbox"/>	And
Default Method of Instruction	<input type="checkbox"/>	=	...	<input type="checkbox"/>	And
Station	<input type="checkbox"/>	=	...	<input type="checkbox"/>	And
Shift	<input type="checkbox"/>	=	...	<input type="checkbox"/>	And
Unit	<input type="checkbox"/>	=	...	<input type="checkbox"/>	And
Location	<input type="checkbox"/>	=	...	<input type="checkbox"/>	And
Agency	<input type="checkbox"/>	=	...	<input type="checkbox"/>	And
Limit to Y=Required or N=No	<input type="checkbox"/>	=	...	<input type="checkbox"/>	And

* Indicates Required Parameter

Ignore parameters which are not required if no value is specified.

Buttons: Saved Filters..., Run Query, Cancel

Once you return to the report query select the **Run Query** button to run the report.

The report will now print on the printer specified in the **Output** screen.

If there have been no classes scheduled in Firehouse for the next month you will get this error message.



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