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.

Outlook Export

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

Class Roster



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

Reports		
Annual False Alarm Report (A) Weekly POC Payroll Report	^	<u>R</u> un
- Monthly Employee Report - Probationary Status Report (A)		New
Fire Fire Fineerory & Equipment Fineerory & Equipment Fineerory & Inspections		Properties
Staff Member		Layout
Fraining Shift Training Schedule Sinde Resource or Company Training Record		Delete
-Missed Training by Staff YTD (A)		Default
MFD Automated Reports Occupancy Management Reports		Options
Combined Department Staff Reports Staff, Activity, and Training Reports Apparatus, Equipment & Inventory Reports	Ш	Eind
Hydrant Management Reports Invoicing and Accounts Receivable Reports		Show Hidden
Administrative Reports Daily Reminder Reports	~	All
Detail listing of training courses and individual participants sorted by course date.	*	Categories
	v	Close

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.

🗖 Output Report To 🛛 🔀				
Select Output Type Screen Default Printer Select Printer HTML (Graphical) PDF	Description of Selected Dutput Type Directs output to the default Windows printer.			
Printer Setup	efault			
Number of Copies	Print a Blank Form with No Data Collate Copies (1-2-3, 1-2-3)			
Print Range:	1 - to 1 -			

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

	Parameter	N	ot	Criteria	Value	?	Ignore Case	Logical
	FDID	Т	Г	In				And
	Date	Τ	Г	>=	Start of Next Month	2	13	And
	Date	Τ	Г	<=	End of Next Month)	And
	Training Class ID		Г	=				And
	Default Training Category	Т	Г	=				And
	Default Method of Instruction		Г	-			Г	And
	Station	Т	Г	-			Г	And
	Shift		Г	-				And
	Unit		Г	=			Г	And
	Location		Г	=			Г	And
	Agency		Г	=				And
_	Limit to Y=Required or N=N		Г	=				
-		t						
d	licates Required Paramet	er			<u>↑</u> ↓	1	Add	<u>R</u> emove

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.

🗟 Lookup	- FDID Numbers (MultiSelect 24)	
Code 27109	Description Hazardous Materials RRT3	<u> </u>
27211 27246 27336	Caldwell Fire Department Caldwell Rural Fire Department Middleton Fire Department	New
27338	Parma Rural Fire Department	Edit
		Delete
		Merge
		<u>G</u> roups
Show Hid	Iden Codes 🗖 Default Sort by Description	on
	2	ОК
		Cancel

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.

Γ	Parameter	Not	Criteria	Value	?	Ignore Case	Logical	-
	FDID	Г	In	"27211","27246"	10		And	
(Date	Г	>=	Start of Next Month			And	
	Date	Г	<=	End of Next Month]	And	
	Training Class ID	Г	=				And	
	Default Training Category	E	-				And	-
	Default Method of Instructio	(E	-			Г	And	
	Station	Γ	-			Г	And	
	Shift		=				And	
	Unit	Г	=			Г	And	-
	Location		=			Г	And	
	Agency	E	=			Г	And	-
	Limit to Y=Required or N=No	Г	-		-			
								-
* Indicates Required Parameter Add Bernove								

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.

FIREHOU	JSE Software 🛛 🔀
(į)	There are no records in the main query for this report.
	ок

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