



# Florida Safe Families Network

## Worker Training Management How Do I Guide

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The Florida Safe Families Network (FSFN) How Do I Guide helps you understand the steps to complete your work in the FSFN system. It is a desk reference and companion document to other supporting resources such as, User Guides and Online Help. Visit the DCF FSFN Website (<http://fsfn.dcf.state.fl.us>) for additional resources.

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Access the Training Course Search page		
How Do I...?	Selections	Tips & Guidelines
Access the Training Course Search page	<ul style="list-style-type: none"> <li>From Desktop, click <b>Create &gt; Worker Training &gt; Create/Maintain/View Training Course</b>.</li> <li>Training Course Search page displays.</li> </ul>	<p><i>The Worker Training option allows a user with the appropriate security to access the Training Course Search page, the Create Training Course page, and the Maintain Training Course page.</i></p>

Search for a training course		
How Do I...?	Selections	Tips & Guidelines
Search for a training course	<ul style="list-style-type: none"> <li>On <b>Training Course Search</b> page, enter search criteria.</li> <li><b>Course Title</b> field is required; wildcard searches are allowed.</li> <li>Click <b>Search</b>.</li> <li>Training courses meeting the search criteria display in <b>Courses Returned</b> group box.</li> <li>Click <b>Select</b> hyperlink.</li> <li><b>Training Course</b> page displays.</li> <li>Click <b>Close</b>.</li> </ul>	<p><i>All workers in FSFN are able to search for training courses.</i></p> <p><i>This window allows the user to search for, and browse through training courses.</i></p> <p><i>The Additional Search Criteria group box provides more criteria to use in your search.</i></p> <p><i>The Course Title field is required. Wildcard searches are allowed.</i></p> <p><i>Training Administrators and Trainers have a Create and Close button available after a search.</i></p> <p><i>Workers and Supervisors have only the Close button available after a search.</i></p>



Create a training course		
How Do I...?	Selections	Tips & Guidelines
Create a training course	<ul style="list-style-type: none"> <li>• Search for a Training Course.</li> <li>• If training course does not meet search criteria, click <b>Create</b>.</li> <li>• <b>Create Training Course</b> page displays.</li> <li>• Complete required fields:               <ul style="list-style-type: none"> <li>– Enter <b>Course Title</b>.</li> <li>– Enter <b>Course Description</b>.</li> <li>– Enter <b>Training Year</b>.</li> <li>– From <b>Training Type</b> drop down, select <b>Training Type</b>.</li> <li>– Select <b>Yes</b> if training is mandatory; select <b>No</b> if it is not mandatory (optional).</li> <li>– Enter <b>Agency</b> providing the training.</li> </ul> </li> <li>• Complete any optional fields.</li> <li>• Click <b>Save</b>.</li> <li>• Click <b>Close</b>.</li> </ul>	<p><i>Users with the security of Training Administrator or Trainer are able to create training courses.</i></p> <p><i>Mandatory radio buttons indicate if the user must take the training course. The input values are "Yes" or "No".</i></p> <p><i>Upon Save, the Course ID, Created By, and Created On fields are system generated.</i></p>



Maintain an existing training course		
How Do I...?	Selections	Tips & Guidelines
Maintain an existing training course	<ul style="list-style-type: none"> <li>• Search for and retrieve a training course.</li> <li>• Click <b>Continue</b>.</li> <li>• Complete required fields:               <ul style="list-style-type: none"> <li>– Enter <b>Course Title</b>.</li> <li>– Enter <b>Course Description</b>.</li> <li>– Enter <b>Training Year</b>.</li> <li>– From <b>Training Type</b> drop down, select <b>Training Type</b>.</li> <li>– Select <b>Yes</b> if training is mandatory; select <b>No</b> if it is not mandatory (optional).</li> <li>– Enter <b>Agency</b> providing the training.</li> </ul> </li> <li>• Edit any optional fields.</li> <li>• Click <b>Save</b>.</li> <li>• Click <b>Close</b>.</li> </ul>	<p><i>Users with the security of Training Administrator and Trainer are able to maintain training courses.</i></p> <p><i>The Maintain Training Course page displays when a training course is selected on the Training Course Search page and the user selects the Continue button.</i></p> <p><i>The Course ID, Course Title, Created By, and Created On fields are display only.</i></p> <p><i>All other fields are editable.</i></p>

Deactivate/Reactivate a training course		
How Do I...?	Selections	Tips & Guidelines
Deactivate/Reactivate a training course	<ul style="list-style-type: none"> <li>• Search for and retrieve a training course.</li> <li>• Click <b>Continue</b>.</li> <li>• Select <b>Deactivate</b> or <b>Reactivate</b> check box.</li> <li>• <b>Reason</b> field is required.</li> <li>• Click <b>Save</b>.</li> <li>• Click <b>Close</b>.</li> </ul>	<p><i>Users with the security of Training Administrator and Trainer are able to deactivate or reactivate training courses.</i></p> <p><i>If the training course selected on the Training Course Search page has a status of "Active", only the Deactivate check box is available.</i></p> <p><i>If the Training Course selected on the Training Course Search page has a status of "Inactive", only the Reactivate check box is available.</i></p> <p><i>The Reason field is required with either action.</i></p>



Copy a training course		
How Do I...?	Selections	Tips & Guidelines
Copy a training course	<ul style="list-style-type: none"> <li>• Search for and retrieve a training course.</li> <li>• Click <b>Continue</b>.</li> <li>• Click <b>Copy</b>.</li> <li>• Complete required fields:               <ul style="list-style-type: none"> <li>– Enter <b>Course Title</b>.</li> <li>– Enter <b>Course Description</b>.</li> <li>– Enter <b>Training Year</b>.</li> <li>– From <b>Training Type</b> drop down, select <b>Training Type</b>.</li> <li>– Select <b>Yes</b> if training is mandatory; select <b>No</b> if it is not mandatory (optional).</li> <li>– Enter <b>Agency</b> providing the training.</li> </ul> </li> <li>• Complete any optional fields.</li> <li>• Click <b>Save</b>.</li> <li>• Click <b>Close</b>.</li> </ul>	<p><i>Users with the security of Training Administrator and Trainer are able to copy training courses.</i></p> <p><i>The rules for copying a training course are similar to creating a training course.</i></p> <p><i>Upon Save, the Course ID, Created By, and Created On fields are system generated.</i></p>

Access the Trainee Management page		
How Do I...?	Selections	Tips & Guidelines
Access Trainee Management page	<ul style="list-style-type: none"> <li>• From Desktop, click <b>Create &gt; Worker Training &gt; Trainee Management</b>.</li> <li>• <b>Trainee Management</b> page displays.</li> </ul>	<p><i>All workers assigned to the supervisor display in the Select Worker(s) group box.</i></p> <p><i>Training Administrators must search for a Supervisor to access their Unit and Workers.</i></p>



## Assign training using the Trainee Management page

How Do I...?	Selections	Tips & Guidelines
Assign training as a Supervisor	<ul style="list-style-type: none"> <li>On <b>Trainee Management</b> page, perform a course search from <b>Training Activity</b> group box.</li> <li>In <b>Select Worker(s)</b> group box, select at least one worker name.</li> <li>To select every worker for that supervisor, select <b>All</b>.</li> <li>Click <b>Save</b>.</li> <li>Click <b>Close</b>.</li> </ul>	<p><i>Users with the security role of Supervisor and Training Administrators are able to assign training courses to workers.</i></p> <p><i>On the Training Course Search page within the Training Activity group box, the supervisor clicks the Search button to search for an existing FSFN training course.</i></p>
Assign training as a Training Administrator	<ul style="list-style-type: none"> <li>On <b>Trainee Management</b> page, perform a Supervisor search from <b>Supervisor Information</b> group box.</li> <li>Access <b>Supervisor Select</b> page</li> <li>On <b>Trainee Management</b> page, perform a course search from <b>Training Activity</b> group box.</li> <li>In <b>Select Worker(s)</b> group box, select at least one worker name.</li> <li>To select every worker for that supervisor, select <b>All</b>.</li> <li>Click <b>Save</b>.</li> <li>Click <b>Close</b>.</li> </ul>	<p><i>The Select Supervisor page launches from the Trainee Management page when accessed by a Training Administrator.</i></p> <p><i>The Select Supervisor page allows the Training Administrator to select a Supervisor and the Supervisor's Unit, and return to the Trainee Management page with the Unit and Worker information.</i></p> <p><i>The supervisor's name may display more than once if the supervisor is associated with more than one Unit.</i></p>

## Access the Individual Worker Training Plan tab

How Do I...?	Selections	Tips & Guidelines
Access Individual Worker Training Plan page	<ul style="list-style-type: none"> <li>From Desktop, click <b>Create &gt; Worker Training &gt; Individual Worker Training</b>.</li> <li><b>Individual Worker Training</b> page displays and defaults to Individual Training Plan tab.</li> </ul>	<p><i>The information in the Training Activity group box pre-fills the worker's Individual Training Plan tab on the Individual Worker Training page.</i></p>



Self-assign and view self-assigned courses		
How Do I...?	Selections	Tips & Guidelines
Self-assign a training course	<ul style="list-style-type: none"> <li>Navigate to <b>Individual Worker Training</b> page and click on <b>Individual Training Plan</b> tab.</li> <li>In <b>Self-Assigned Training in Progress</b> group box, click <b>Insert</b> to add a row.</li> <li>Complete required fields.</li> <li>Complete any optional fields.</li> <li><b>Training Course Status</b> field defaults to Not Started.</li> <li>Training course automatically moves to <b>Individual Training History</b> tab when <b>Completed</b> or <b>Cancelled</b> is selected.</li> <li>Click <b>Save</b>.</li> <li>Click <b>Close</b>.</li> </ul>	<p><i>The user can self-assign training courses not known to FSFN in the Self-Assigned Training in Progress group box by selecting the Insert button.</i></p> <p><i>The training course Status defaults to "Not Started".</i></p> <p><i>When the training course is completed or cancelled, the user selects the Status and saves the page.</i></p> <p><i>The Completion Date is required if the user enters "Completed" in the Status field.</i></p> <p><i>The training course moves to the Individual Training History tab.</i></p> <p><i>The Export Training List option in the Options drop down allows the user to export a worker training list to a file in csv (Excel) format.</i></p>

Access Individual Training History tab		
How Do I...?	Selections	Tips & Guidelines
Access Individual Training History tab	<ul style="list-style-type: none"> <li>From Desktop, click <b>Create &gt; Worker Training &gt; Individual Worker Training</b>.</li> <li><b>Individual Worker Training</b> page displays and defaults to <b>Individual Training Plan</b> tab.</li> <li>Click <b>Individual Training History</b> tab to view individual's training history.</li> </ul>	<p><i>The Individual Training History tab is view only and is derived from the training course information on the Individual Training Plan tab. Users with the security role of Training Administrator, Trainer, and Supervisor can view an Individual Training History tab.</i></p>



## Export training list(s) to Excel

How Do I...?	Selections	Tips & Guidelines
Export training list(s) to Excel	<ul style="list-style-type: none"><li>• Access <b>Trainee Management</b> page, <b>Individual Worker Training</b> tab, or <b>Individual Training History</b> tab.</li><li>• From <b>Options</b> drop down, select <b>Export Training List</b>.</li><li>• Click <b>Go</b>.</li><li>• Enter a file name in <b>Webpage</b> dialog box.</li><li>• Click <b>Continue</b>.</li></ul>	<p><i>The Export Training List in the Options dropdown allows the user to export a training list to a file in csv (Excel) format.</i></p> <p><i>The Save To Excel Dialog box allows users to name the Excel spreadsheet.</i></p> <p><i>The Excel spreadsheet is found on the user's C: /FSFN/Export folder.</i></p>

