

# NWSA Company Tutorial for Database System

Version 2 5/6/2025

The NWSA Database Storage System is an internet-based database that can be accessed from anywhere you have service. The system is designed to store training, event, and fitness records for wildland firefighters. It can also be used to store non-NWSA Documents. If you are a paid member company or instructor, you should have been sent an email with instructions on how to finish your account set up, including choosing your password.

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## Additional Resources/Links

NWSA Home Page [www.nwsa.us](http://www.nwsa.us)

NWSA Training Site [www.nwsastraining.com](http://www.nwsastraining.com)

NWSA MOU's – Training Manual [www.nwsa.us/training-documents](http://www.nwsa.us/training-documents)

Wildland Fire Qualification Guide <https://www.nwcg.gov/publications/310-1>

R6 Class Notification for USFS <https://www.fs.usda.gov/detail/r6/workingtogether/contracting/?cid=stelprdb5446749>

## Database Fees

| Type                      | Cost for Member Company Employees | Cost for Non Members       |
|---------------------------|-----------------------------------|----------------------------|
| <b>Carded Classes</b>     | \$12.00 each student entry        | \$30.00 each student entry |
| <b>Non-Carded Classes</b> | \$5.00 each student entry         | \$5.00 each student entry  |

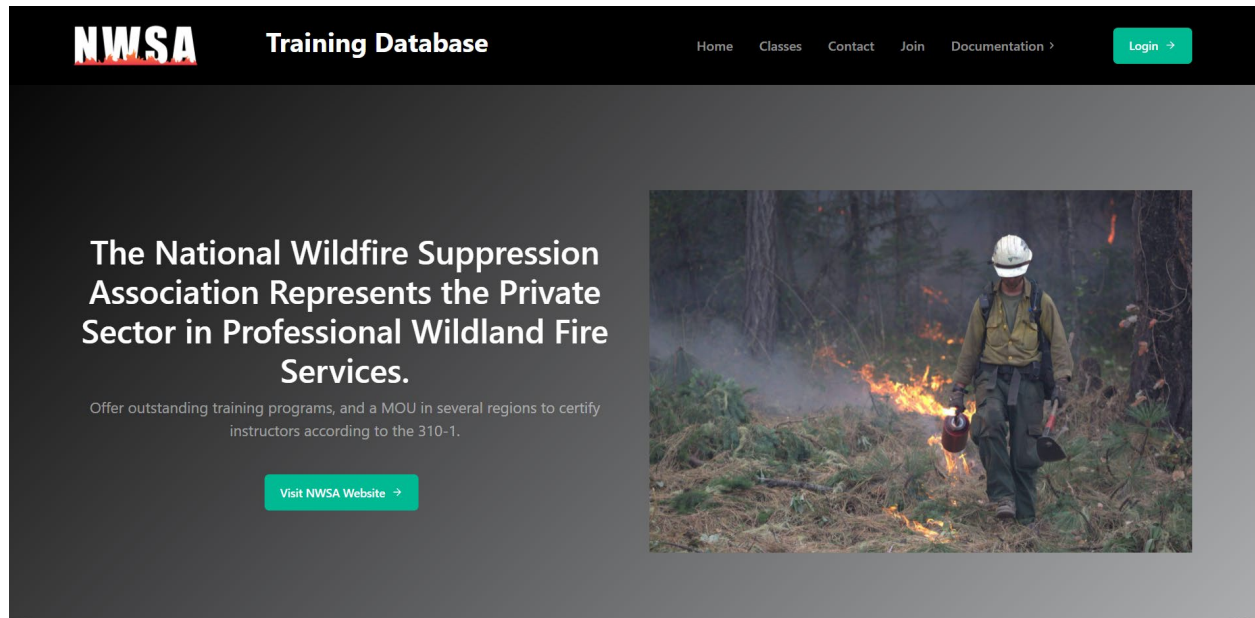
### Carded Classes:

- Basic Firefighter (S190, S130, I 100, L180)
- Critical Ops (Region 5 Course)
- I-248
- I-348
- I-400
- L-180
- L-380
- Records Review (Instructor checks training done by Non NWSA Instructor and enters)
- RT 130

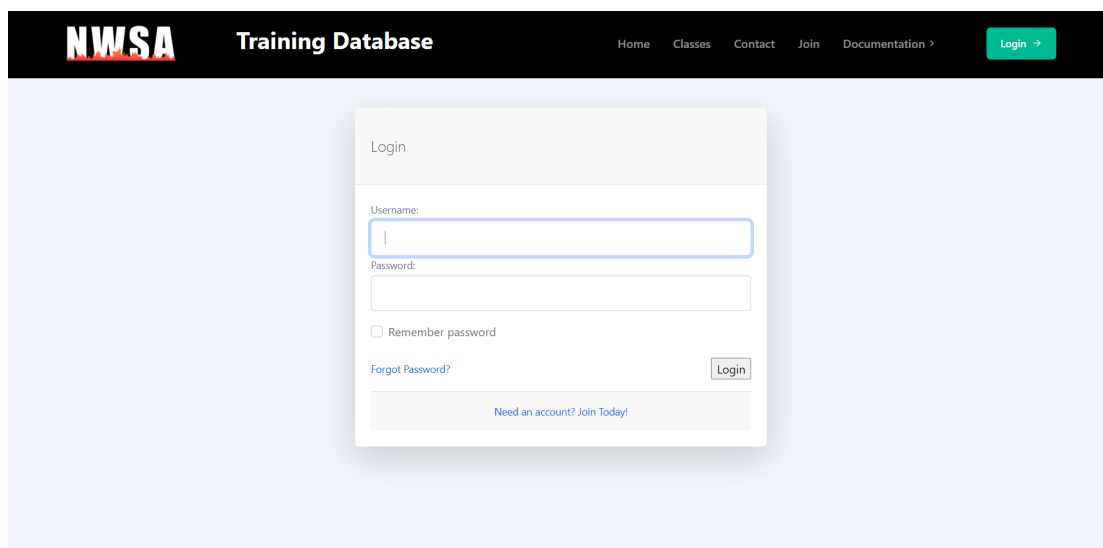
- S-130
- S-190
- S-200
- S-215
- S-230
- S-236
- S-290
- S-330
- S-341
- S-420

# Navigating the NWSA Homepage

Only NWSA Companies, Instructors and Inspectors have access to the NWSA System. All other users have limited access including the state, local and federal agency personnel. To locate the database go to: [www.nwsastraining.com](http://www.nwsastraining.com)



On the website's main page, you will see a green “Login” button in the upper right-hand corner. Once you click on “Login,” you will be brought to this page. If you lose or forget your password, you can reset it on the login screen by clicking “Forgot Password?” and following the prompts.



# Dashboard

Once you log in you will be taken to the Dashboard page. This page contains a condensed collection of pertinent information about your account

Video Tutorial:

<https://www.loom.com/share/00418b7fbff444009053439072a5ff21?sid=59c44f70-dd9b-4e7a-8422-a0ddc2aecca5>

## Company Report:

- **Missing their RT 130** (these are now tracked on a rolling 12-month cycle)
  - o You can click on the link in blue and it will up a list of all profiles missing this information.
- **Expired Fitness Test** – (tracked on rolling 12 months)
  - o You can click on the link in Blue to see all those missing this information.
- **First Aid Date is Expired** –
  - o For those that require a current First Aid this will provide you a list of those missing the data.

## Work Capacity Fitness Test:

- This is a list of all your employees and you can sort them by expiration date to you can track when they will need to have a new one.

The screenshot shows the NWSA Training Database dashboard. The header includes the NWSA logo, a search bar, and a user profile for 'Debbie'. The left sidebar contains navigation links for Dashboard, My Information, Employees, Company, Training, and Logout. The main content area is divided into three sections: a welcome message, a company report, and a work capacity fitness test table.

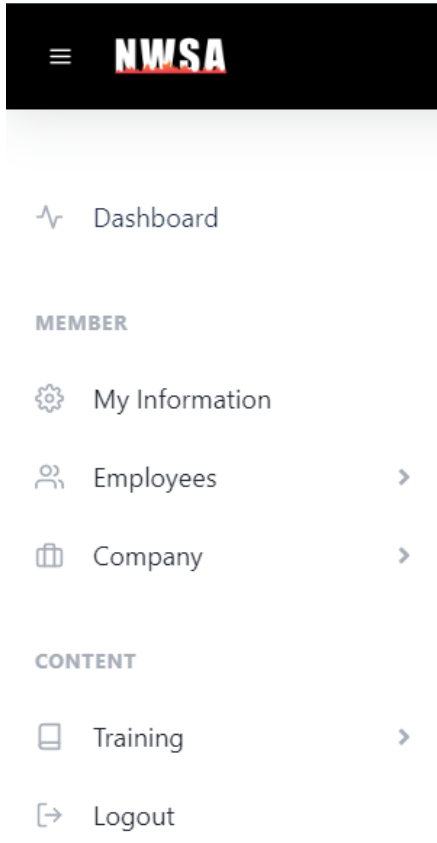
**Welcome to NWSA Training Database!**  
The National Wildfire Suppression Association represents private wildland fire services contractors who provide services and resources for wildland fire and other emergency incidents.

**Company Report**

|  |   |
|--|---|
| Total Employees                            | 9 |
| <a href="#">Missing RT130/Fitness Test</a> | 9 |
| <a href="#">First Aid Date is Expired</a>  | 1 |

**Work Capacity Fitness Test**

| ID      | Name                | Date       |
|---------|---------------------|------------|
| 0047966 | Daniel Hidalgo      |            |
| 0048515 | Jacob Estes         |            |
| 0048516 | Jacob Estes         |            |
| 0048517 | James Knight        |            |
| 0048518 | James Knight        |            |
| 0048677 | Javier Dominguez    |            |
| 0048783 | Craig Price         |            |
| 0048797 | Mueen Saffi-Mohamed | 2022-05-23 |



## Navigation on Your Account

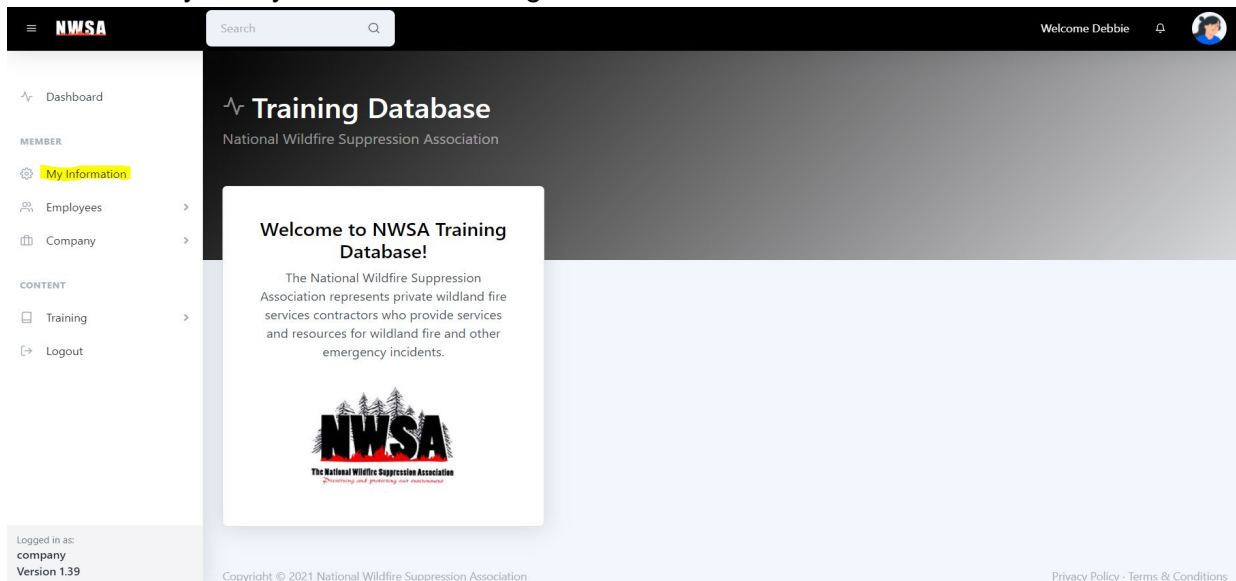
Video Tutorial:

From anywhere on the site, you can access the side menu on the left side of the screen. The menu is toggled on by default, but it can be hidden by clicking on the three lines in the top left corner.

Whenever the menu is referenced in the instructions, we will be referring to this navigational menu.

# My Information

When you first log in to your account, click on “My information” on the left side of the screen. This will take you to your Account Settings.

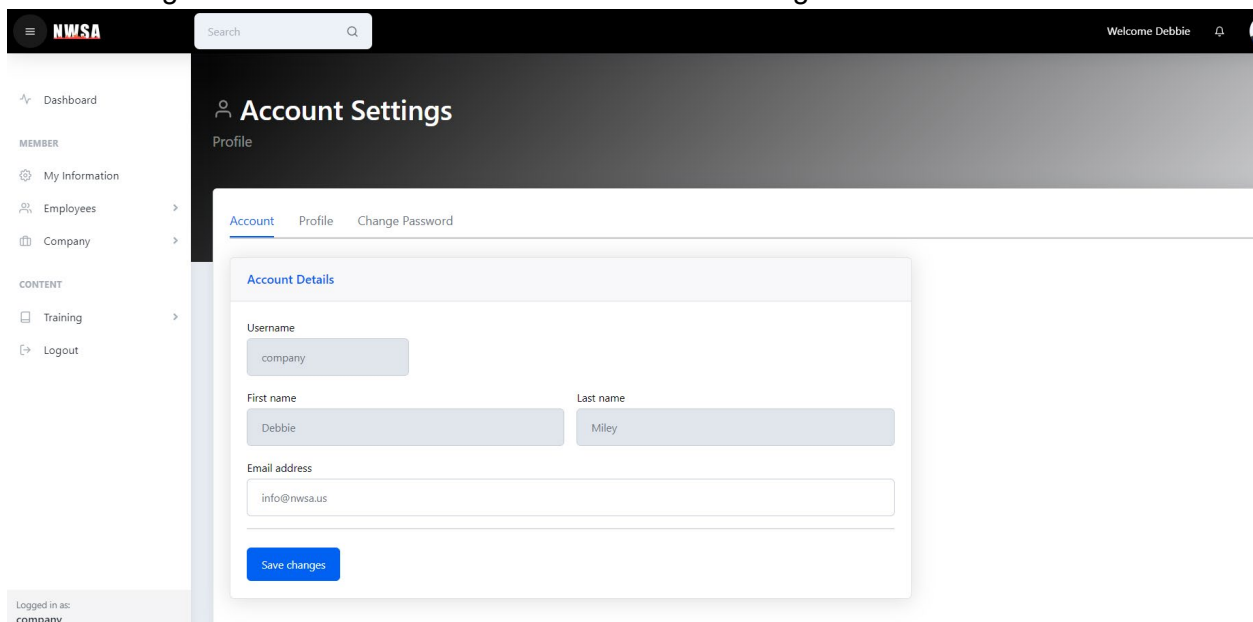


## Account

Video Tutorial:

<https://www.loom.com/share/2426994f15464b9e96e5336a846bb630?sid=234b3903-7b64-4108-80dd-804a9652bbc0>

Now that you have your account settings, please verify your email under the “account” tab. You will not be able to edit any gray fields; however, any of the white fields can be updated. Click “Save Changes” at the bottom of the screen before continuing.



# Profile

Please verify all the info under the “profile” tab as well. Make any changes or additions as needed. Click “Save Changes” at the bottom of the screen before continuing.

The screenshot shows the NWSA Account Settings interface. The top navigation bar includes the NWSA logo, a search bar, and a user profile section with the text "Welcome Debbie" and a user icon. The left sidebar contains a menu with "Dashboard", "MEMBER", "My Information", "Employees", "Company", "CONTENT", "Training", and "Logout". The main content area is titled "Account Settings" with a sub-tab "Profile". Below this, there are three tabs: "Account", "Profile" (selected), and "Change Password". The "Profile" tab contains a "Company Details" section with the following fields: "Company Name" (Test Company), "Association" (5), "Membership" (Small Business (2-24 Employees)), and "Address" (1234 Example St). At the bottom, there are input fields for "City", "State", and "Zip". The bottom status bar indicates "Logged in as: company".

**NWSA** Search Welcome Debbie

Dashboard  
MEMBER  
My Information  
Employees  
Company  
CONTENT  
Training  
Logout

**Account Settings**  
Profile

Account **Profile** Change Password

**Company Details**

Company Name  
Test Company

Association  
5

Membership  
Small Business (2-24 Employees)

Address  
1234 Example St

City State Zip

Logged in as: company

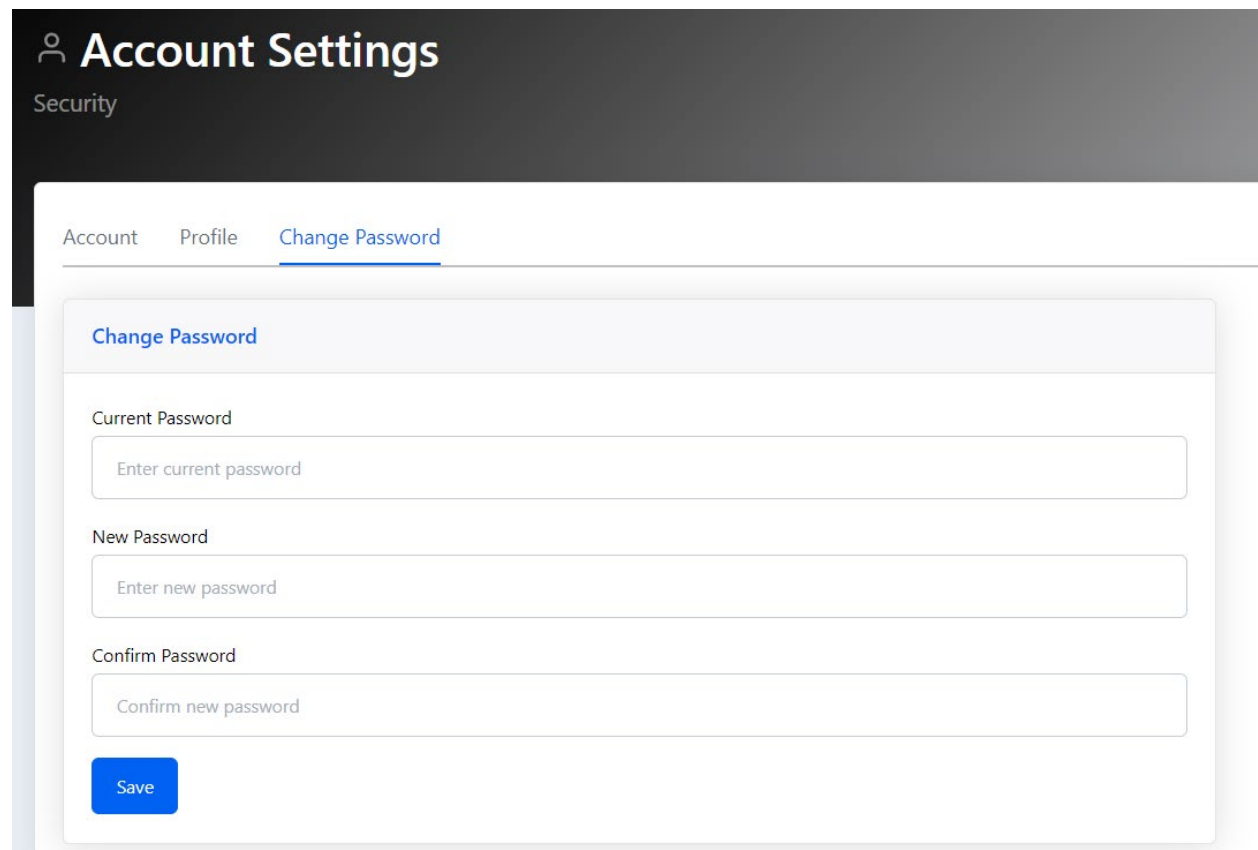


# Change Password


If you ever need to change your password, you can do so on the last tab. You should never share your password with anyone else; if you do so, you are responsible for their actions on your account.

General requirements for passwords include: The new password must be at least 8 characters long, not similar to the username, and not a common password. It must also have at least one digit, one lowercase letter, one uppercase letter, and one special character.

Additional Note: If you forget your password and are unable to access your account, you can reset it on the NWSA Training login screen by clicking “Forgot Password?” and following the prompts.



The screenshot shows a web interface for "Account Settings" with a "Security" sub-header. There are three tabs: "Account", "Profile", and "Change Password", with the last one being active. The "Change Password" form contains three input fields: "Current Password" (placeholder: "Enter current password"), "New Password" (placeholder: "Enter new password"), and "Confirm Password" (placeholder: "Confirm new password"). A blue "Save" button is located at the bottom left of the form.

 **Account Settings**  
Security

Account   Profile   Change Password

**Change Password**

Current Password

New Password

Confirm Password

Save

# Employees

## All Employees (Employee Records)

Video Tutorial: <https://www.loom.com/share/24fd62d568a94a609a97f804c1cc0889>

You can find your Employee's detailed profile by following a link from the Employee's ID number found under "Employees" > "All Employees" or "Employees Training Report". You can search for students by name, ID number or the last four digits of their SSN.

The screenshot shows the 'Employees' page with a sidebar on the left containing navigation links: Dashboard, My Information, Employees (selected), Company, Training, and Logout. The main content area is titled 'Employees' and 'List of all Employees'. It features a 'New' button, an 'Export' button, and a search bar. Below these is a table with columns: ID, First Name, Last Name, Company, Fitness, and First Aid. The table lists several employees, with the first one highlighted in yellow.

| ID      | First Name | Last Name     | Company      | Fitness    | First Aid  |
|---------|------------|---------------|--------------|------------|------------|
| 0048797 | Mueen      | Saffi-Mohamed | Test Company | 05/22/2022 | 12/31/2018 |
| 0048882 | Jeremy     | Dice          | Test Company | 12/31/2021 | 05/26/2022 |
| 0048677 | Javier     | Dominquez     | Test Company | 12/31/1969 | 12/31/1969 |
| 0048518 | James      | Knight        | Test Company | 12/31/1969 | 12/31/1969 |
| 0048517 | James      | Knight        | Test Company | 12/31/1969 | 12/31/1969 |
| 0048516 | Jacob      | Estes         | Test Company | 12/31/1969 | 12/31/1969 |
| 0048515 | Jacob      | Estes         | Test Company | 12/31/1969 | 12/31/1969 |

Once you click on their ID number it will take you to that Employee's profile.

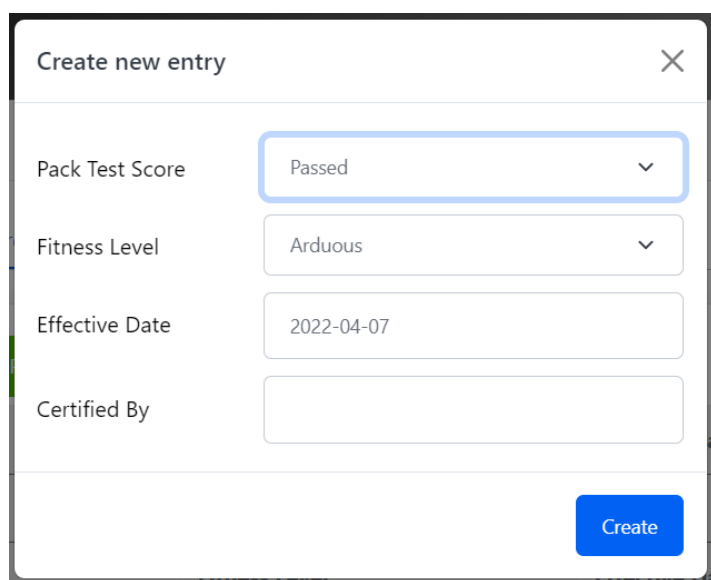
The screenshot shows the 'Employee' profile page for Jeremy Dice. The page has a sidebar on the left with navigation links: Dashboard, My Information, Employees (selected), Company, Training, and Logout. The main content area is titled 'Employee' and 'Edit'. It features a 'Jeremy Dice' header and a 'Employee Details' section. The 'Employee Details' section includes fields for EmployeeID (48882), SSN (000-00-0000), First Name (Jeremy), Middle Initial (L), Last Name (Dice), and Region (6). There is also an 'Employee Picture' section with a photo of Jeremy Dice and a 'Change' button.

| EmployeeID | SSN         | First Name | Middle Initial | Last Name | Region |
|------------|-------------|------------|----------------|-----------|--------|
| 48882      | 000-00-0000 | Jeremy     | L              | Dice      | 6      |

## Employee Details

Under Employee details each student will need to have a headshot uploaded that can be later printed onto their student card. The system will auto resize images but will not accept any images that are larger than **<insert limit>**. If your image exceeds this limit please use a photo editing system to resize your image. This page also contains a basic overview of the employee's training and personal details.

On this page you are able to print Student Cards as well as request an Inspection. You can also change which qualifications are shown on the student's card if the default order doesn't include the qualifications that need to be prioritized.



The screenshot shows a 'Create new entry' modal window with a close button (X) in the top right corner. The form contains four fields: 'Pack Test Score' with a dropdown menu showing 'Passed', 'Fitness Level' with a dropdown menu showing 'Arduous', 'Effective Date' with a text input showing '2022-04-07', and 'Certified By' with an empty text input. A blue 'Create' button is located at the bottom right of the form.

## Fitness Record

On this page you have the ability to add, edit, download or print the employee's fitness record. To add a new record, click on "New" and fill out all required fields in the pop up. Once all fields are filled go ahead and click "create" to add

## PTB Record

On this page you have the ability to add, edit, download or print the employee's PTB records. These records should update as the student completes courses.

New CSV PDF Print

Search: 

| Qualification | Initiated | Certified | Certifier | Approved | Document |
|---------------|-----------|-----------|-----------|----------|----------|
|               | 04/6/2022 | 04/6/2022 |           | false    | N/A      |
| Qualification | Initiated | Certified | Certifier | Approved | Document |

Showing 1 to 1 of 1 entries

Previous 1 Next

## Training History

On this page you have the ability to download or print the employee's Training history. You can also access and print their Certificate and Certification Letter. To view and/or print the Certificate and Certification letter click on the blue box, this will pull up the document to view, from here you can choose to print or close the document.

CSV PDF Print

Search: 

| Date      | Class Name | Course Name | Lead Instructor | Unit Instructor | Location        | Letter                               | Certification               | Document  |
|-----------|------------|-------------|-----------------|-----------------|-----------------|--------------------------------------|-----------------------------|---|
| 04/4/2022 | ICS 700    | ICS 700     | HarryHarry      |                 | Common Name, AL | <a href="#">Certification Letter</a> | <a href="#">Certificate</a> |  |
| Date      | Class Name | Course Name | Lead Instructor | Unit Instructor | Location        | Letter                               | Certification               | Document  |

## Event History

On this page you can download or print the employee's Event History.

## Checklist

On this page, either the Company or the Instructor can upload a document detailing the Master plan for the student working on acquiring skills/class credits to reach an end goal.

### Student Document Upload

Title

title

Upload

Choose File

No file chosen

Cancel

Submit

## Employees' Training Report

Located under "Employees" > "Employees' Training Report"

On this page you can view and print your employees' training reports.

## Printing Cards

There are two options to print cards as follows:

Video Tutorial:

<https://www.loom.com/share/a766983684f5483d8352bb466fbcae8a?sid=f52a7887-c6b2-44af-9a67-6a9a2200ef57>

**NWSA** Search Welcome Debbie

**Employees**  
List of all Employees

Print Cards Export Options

Show 10 entries

| ID      | First Name | Last Name    | Fitness Expiration Date | RT-130     | First Aid  |
|---------|------------|--------------|-------------------------|------------|------------|
| 0050509 | Miley      | Bridger@4    | 04/10/2025              | 05/03/2025 |            |
| 0026785 | Debbie     | Fire         | 02/13/2025              | 04/24/2025 |            |
| 0026790 | Forest     | Fire         | 01/24/2025              | 04/21/2025 |            |
| 0050440 | Brandnew   | Firefighters | 01/23/2025              | 02/06/2025 |            |
| 0050461 | Deborah    | Forrest      | 01/23/2025              | 01/24/2025 |            |
| 0026786 | Naname     | Joe          | 02/15/2016              | 05/03/2025 |            |
| 0050460 | Nellie     | Kay          | 01/23/2025              | 01/24/2025 |            |
| 0026791 | Fire       | Lady         | 04/22/2021              | 04/22/2021 |            |
| 0030055 | Naname     | Miley        | 02/25/2025              | 04/07/2025 |            |
| 0026787 | Bridger    | Miley        | 04/07/2025              | 05/03/2025 | 02/29/2021 |

Showing 1 to 10 of 18 entries

Previous 1 Next

To print a single person's card you can do that from the Student Profile. Simply click on their ID number and bring up the profile, then scroll down to Print Card Button.

Base: None

Weight: 160 # of Seasons: 5

Sawyer: 1 Experience: None

Sawyer Expiration: 03/18/2025 First Aid Expiration: mm/dd/yyyy

LSA: LSA-E

| Inspector                  | Position | Passed | Verified | Date |
|----------------------------|----------|--------|----------|------|
| No data available in table |          |        |          |      |

Previous Next

**Inspect Card** **Print Card**

| Qualification | Initiated  | Certified  | Certifier    | Approved | Document |
|---------------|------------|------------|--------------|----------|----------|
| DZOP          | 2025-04-01 | 2025-05-06 | Debbie Miley | Yes      | N/A      |
| FFT2          | 2025-05-03 | 2025-05-03 | miley        | Yes      | N/A      |
| FFT2          | 2025-03-25 | 2025-03-25 | miley        | Yes      | N/A      |

Previous 1 2 Next

Additional Skills Notes

To print multiple cards at one time, go to: You can show All and sort by Last name, then hold down the CTRL button and click on each employee you want to highlight.

**Print Cards** **Export** **Options**

Show 10 entries

| ID      | First Name | Last Name    | Fitness Expiration Date | RT-130     | First Aid  |
|---------|------------|--------------|-------------------------|------------|------------|
| 0050509 | Miley      | Bridger@4    | 04/10/2025              | 05/03/2025 |            |
| 0026785 | Debbie     | Fire         | 02/13/2025              | 04/24/2025 |            |
| 0026790 | Forest     | Fire         | 01/24/2025              | 04/21/2025 |            |
| 0050440 | Brandnew   | Firefighters | 01/23/2025              | 02/06/2025 |            |
| 0050461 | Deborah    | Forrest      | 01/23/2025              | 01/24/2025 |            |
| 0026786 | Noname     | Joe          | 02/15/2016              | 05/03/2025 |            |
| 0050460 | Nellie     | Kay          | 01/23/2025              | 01/24/2025 |            |
| 0026791 | Fire       | Lady         | 04/22/2021              | 04/22/2021 |            |
| 0030055 | Noname     | Miley        | 02/25/2025              | 04/07/2025 |            |
| 0036787 | Bridger    | Miley        | 04/07/2025              | 05/03/2025 | 02/29/2021 |

Showing 1 to 10 of 10 entries 3 rows selected

Hold Control to select multiple individual rows. Hold Shift to select a block of rows.

Previous 1 2 Next

Hit Print Cards and it will give you a PDF Version to Print. Set your printer to print double sided and they will print front to back. Your electronic signature will print on the back of the card as the company representative.

If your cards will not print, check for the following:

- Sent for Inspection but not yet completed
- Need Photo, Current WCFT and Training in Training History by your designated instructor.

\*Note: Company owners cannot enter training that must be completed by a recognized NWSA Certified Instructor must complete before your cards will print.

## Transfer Employee

Video Tutorial:

<https://www.loom.com/share/563a4a039e1c43fe962b4a0038804127?sid=2b633df9-a4bf-4b14-82cf-e9fc00a79408>

Located under “Employees” > “Transfer Employee” If you have an employee that you need to transfer to your company you are able to fill out the form and pay the transfer fee in this section.

You will need the Employee’s First Name, Last Name and the unique database id or last four digits of their social security number to make the request.

Also remember FFT1, ICT5 and SRB have a 48 hold before the transfer is completed. All others are transferred immediately. This process only works for those employees housed in our database.

The screenshot shows the NWSA web application interface. On the left is a sidebar with a menu containing 'Dashboard', 'MEMBER' (with sub-items 'My Information', 'Employees', 'All Employees', 'Employees' Training Report', and 'Transfer Employee'), 'Company', 'CONTENT' (with sub-items 'Training' and 'Logout'), and a login status 'Logged in as: company Version 1.5.2'. The main content area is titled 'Transfer Employee' and contains a form with the following fields: '(Required Field) \*', 'First Name', 'Last Name', 'Employee ID', and 'Employee Last 4 SSN'. Each field has a corresponding input box with placeholder text. A blue 'Submit' button is located at the bottom of the form.

After clicking submit you will be taken to a paypal page to pay the transfer fee. Your request will not be processed as complete until the fee has been paid.

Once your payment has gone through you will be taken to a confirmation page.

The screenshot shows the NWSA web application interface after a successful transfer request. The sidebar is identical to the previous screenshot. The main content area is titled 'Transfer Request' and displays a confirmation message: 'Transfer Requested', 'We have received your request and are processing it!', and 'You will receive an email with more information once we have processed your request.' Below the message are two buttons: a blue 'Transfer Another Student' button and a red 'Close' button.



# Record Inspection Request

Video Tutorial:

<https://www.loom.com/share/93a3aee3e3e74e35a7120b025b11a8e2?sid=5dc921f5-2448-4889-bba3-9656595542d9>

This section describes how that process will work for those required in Region 6 for Engines, EMT, and Fallers. Please remember that you will still need to provide the inspector with a Checklist and a WCFT Roster for each inspection. Also, if you are doing an upgrade in position or someone who is higher than an FFT2 that has never been inspected, you will still need to submit the following on top of what is stored in the database:

- CTR's showing the required number of shifts and fires in the appropriate positions.

You will click on Inspections on this screen:

The screenshot shows the NWSA Training Database dashboard. The left sidebar contains navigation links: My Account, Employees (with sub-links for All Employees, Transfer Employee, and Inspections), Event Management, Logout, and Help. The main content area is titled "Training Database" and "National Wildfire Suppression Association". It features a welcome message, a company report, and a work capacity fitness test table.

**Welcome to NWSA Training Database!**  
The National Wildfire Suppression Association represents private wildland fire services contractors who provide services and resources for wildland fire and other emergency incidents.

**Company Report**

| Category                  | Count |
|---------------------------|-------|
| Total Employees           | 20    |
| Missing RT130             | 3     |
| Expired Fitness Test      | 4     |
| First Aid Date is Expired | 1     |

**Work Capacity Fitness Test**

| ID      | First Name | Last Name     | Date       |
|---------|------------|---------------|------------|
| 0026785 | Debbie     | Fire          | 2026-02-13 |
| 0026786 | Noname     | Joe           | 2017-02-15 |
| 0026787 | Bridger    | Miley         | 2026-04-07 |
| 0026789 | NWSA       | Webinar       | 2019-01-08 |
| 0026790 | Forest     | Fire          | 2026-01-24 |
| 0026791 | Fire       | Lady          | 2022-04-22 |
| 0026792 | Debbie     | NWSAFire      | 2023-10-24 |
| 0026793 | Caroline   | Rihan Burdick |            |
| 0030055 | Noname     | Miley         | 2026-02-   |

On the next screen you will see all pending and approved inspections you have previously submitted.

**Inspections**  
View all requested inspections

Buttons: New, Export

Search:

Show 10 entries

| ID      | Name            | Inspection Position | Date Initiated | Status   |
|---------|-----------------|---------------------|----------------|----------|
| 0026785 | Debbie Fire     | FFT2                | 03/18/2025     | Pending  |
| 0026787 | Bridger Miley   | AD Dr               | 03/06/2025     | Approved |
| 0026787 | Bridger Miley   | FFT2                | 03/15/2025     | Approved |
| 0026787 | Bridger Miley   | FFT2                | 03/25/2025     | Pending  |
| 0026790 | Forest Fire     | AD Dr               | 03/06/2025     | Approved |
| 0026791 | Fire Lady       | FFT2                | 03/06/2025     | Approved |
| 0026791 | Fire Lady       | FFT1                | 03/14/2025     | Approved |
| 0050461 | Deborah Forrest | FFT2                | 04/21/2025     | Pending  |

Showing 1 to 8 of 8 entries

Buttons: Previous, 1, Next

Logged in as: nwsa 1.3.5

To start **New** Inspection Request click on **New** button. Then on this screen you will use the >< arrows to add those people who are ready to be inspected.

**Assign Employee**

**Employees**

Search:

| ID      | First Name | Last Name     |
|---------|------------|---------------|
| 0026785 | Debbie     | Fire          |
| 0026786 | Noname     | Joe           |
| 0026787 | Bridger    | Miley         |
| 0026789 | NWSA       | Webinar       |
| 0026790 | Forest     | Fire          |
| 0026791 | Fire       | Lady          |
| 0026792 | Debbie     | NWSAFire      |
| 0026793 | Caroline   | Rihan Burdick |
| 0030055 | Noname     | Miley         |
| 0050440 | Brandnew   | Firefighters  |

Buttons: Previous, 1, 2, Next

**Employees to Inspect**

Search:

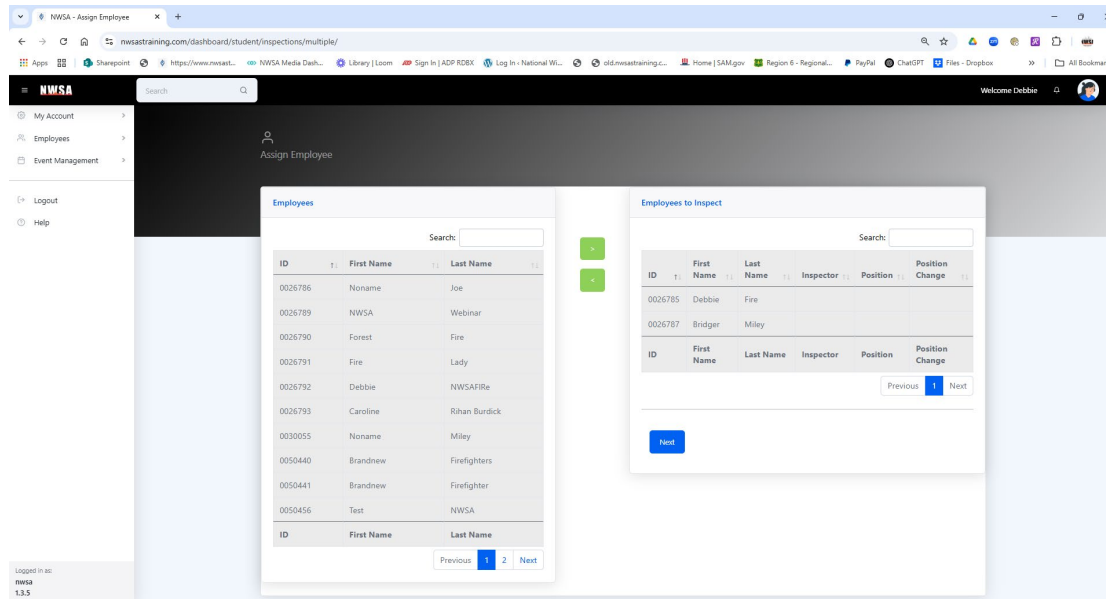
| ID                         | First Name | Last Name | Inspector | Position | Position Change |
|----------------------------|------------|-----------|-----------|----------|-----------------|
| No data available in table |            |           |           |          |                 |

Buttons: Previous, Next

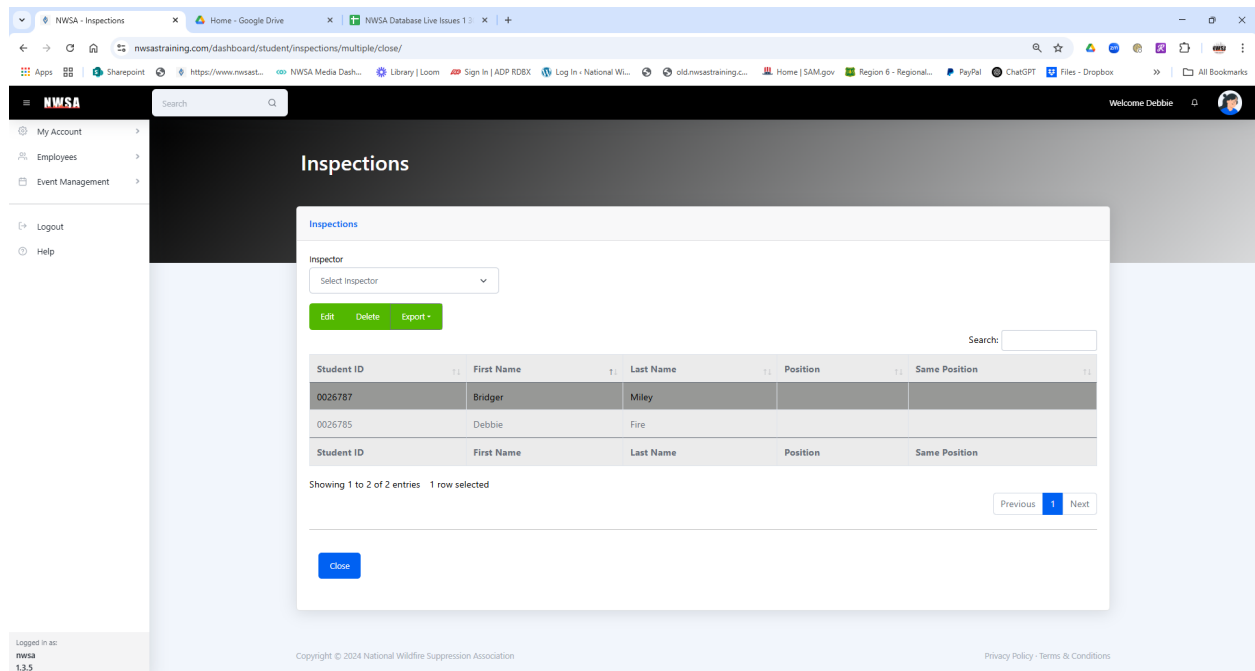
Next

Logged in as: nwsa 1.3.5

Once you move them over to the Employees to inspect then click on Next



On the next screen you will select your inspector. Then you will also from Drop down under Position and Inspection Type.



Hit Close: You will be prompted to make payment. Once you have completed it, your inspector will be notified that the records are in their file to inspect. Once they have completed them, their signature will show up on the card when you print them.

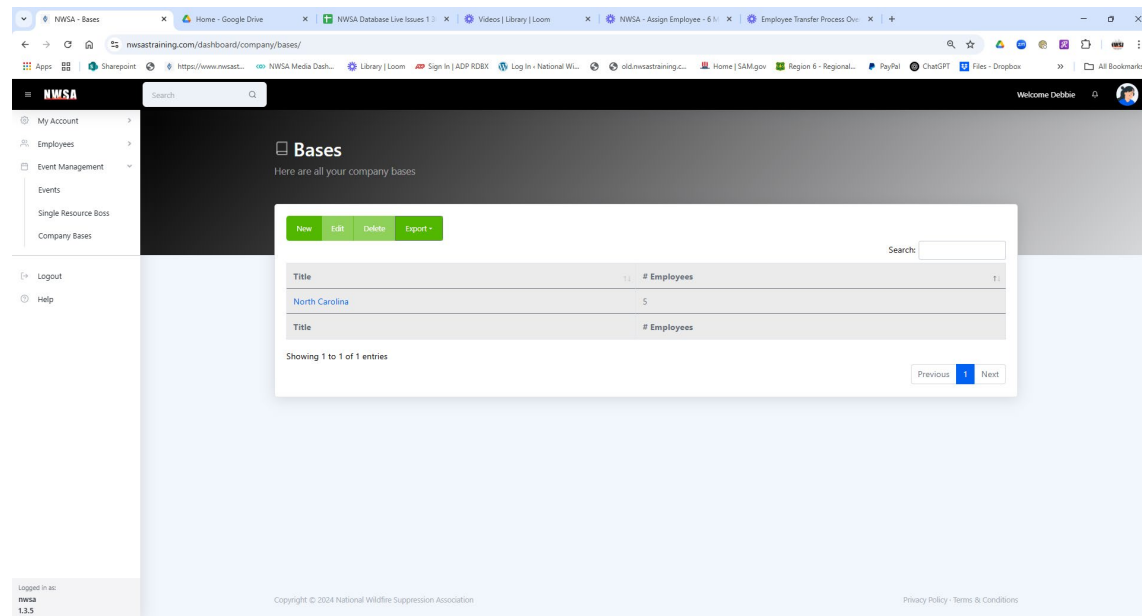
# Company Bases

We have created a place for some of you who run resources out of multiple bases to add employees to specific bases that run out of. In this section, we will discuss that.

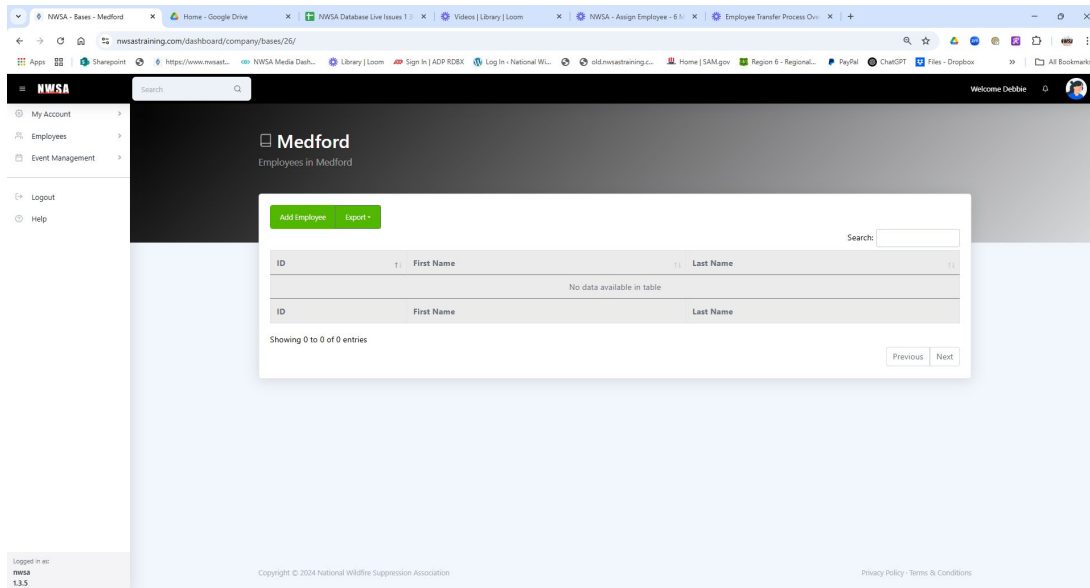
Video Tutorial:

<https://www.loom.com/share/f3a7ffa13e3f4e5d899fbb0f02561001?sid=b7eb5b56-056f-4dec-8c22-bd458a27c1cb>

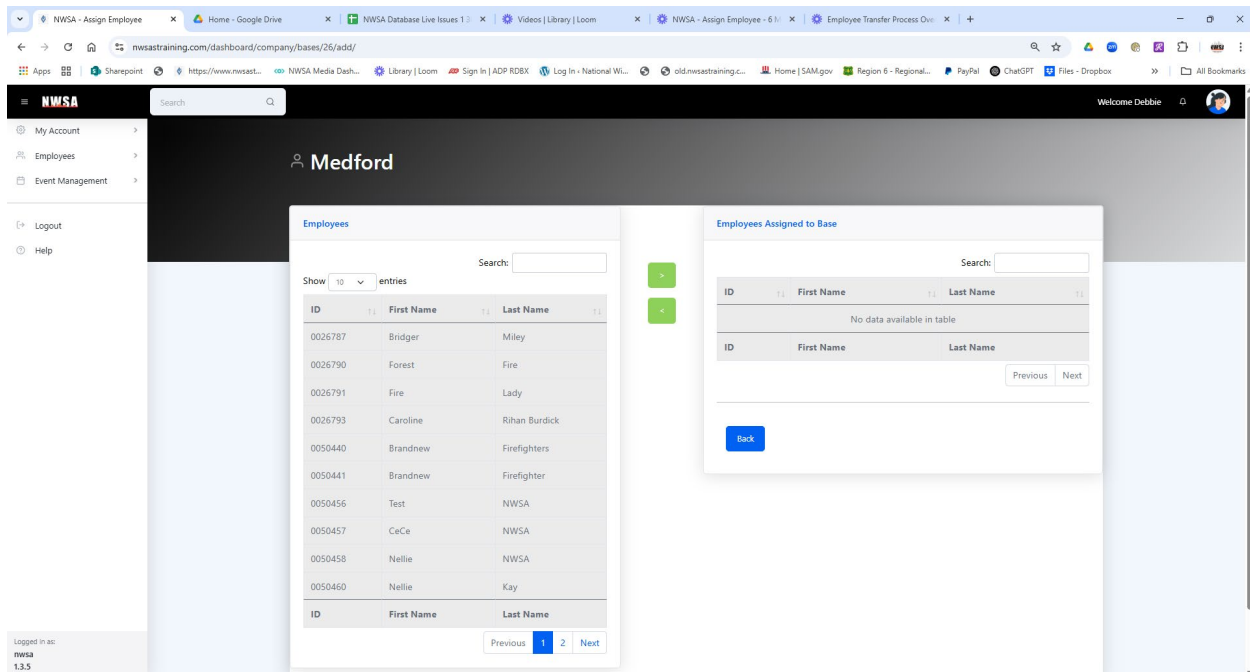
Go to Event Management in Menu, then click on company bases.



To set up a base click on New. You will be prompted to type in Title name of the base. You will then see the base listed under Bases. Click on the base you want to manage. Click on Add Employee.



You will be prompted to assign your employees to that base with the<> arrows.

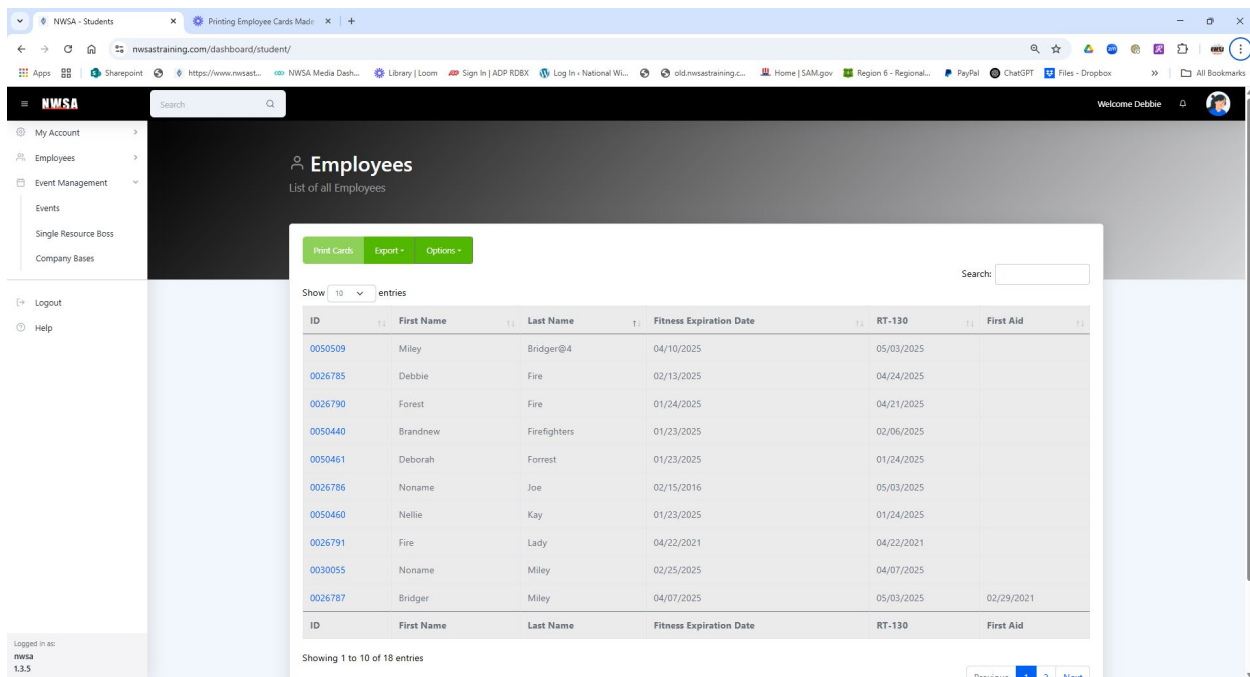


# Event Management

Video Tutorial:

<https://www.loom.com/share/bf8e8bbc651d448bbdaaca83480a6c15?sid=368df53e-1098-454c-bb63-4f960ab652c6>

In the Event Management section we will walk through setting up events. You will click on Event Management, then go to Events



The screenshot shows the NWSA Students dashboard. The left sidebar contains navigation links: My Account, Employees, Event Management, Events, Single Resource Boss, and Company Bases. The main content area is titled 'Employees' and shows a list of all employees. The table has columns for ID, First Name, Last Name, Fitness Expiration Date, RT-130, and First Aid. The table displays 10 entries, with a search bar and pagination controls at the bottom.

| ID      | First Name | Last Name    | Fitness Expiration Date | RT-130     | First Aid  |
|---------|------------|--------------|-------------------------|------------|------------|
| 0050509 | Miley      | Bridger@4    | 04/10/2025              | 05/03/2025 |            |
| 0026785 | Debbie     | Fire         | 02/13/2025              | 04/24/2025 |            |
| 0026790 | Forest     | Fire         | 01/24/2025              | 04/21/2025 |            |
| 0050440 | Brandnew   | Firefighters | 01/23/2025              | 02/06/2025 |            |
| 0050461 | Deborah    | Forrest      | 01/23/2025              | 01/24/2025 |            |
| 0026786 | Noname     | Joe          | 02/15/2016              | 05/03/2025 |            |
| 0050460 | Nellie     | Kay          | 01/23/2025              | 01/24/2025 |            |
| 0026791 | Fire       | Lady         | 04/22/2021              | 04/22/2021 |            |
| 0030055 | Noname     | Miley        | 02/25/2025              | 04/07/2025 |            |
| 0026787 | Bridger    | Miley        | 04/07/2025              | 05/03/2025 | 02/29/2021 |

In this screen you will be able to see all the Events that you have set up. To set up a new event click on New. The items that are marked with a red \* are required.

Company \*  
NWSA Training

Base  
.....

Event Type \*  
.....

Agency  
.....

Event Name \*  
.....

Location \*  
.....

Event Description  
.....

Start Date \*  
mm/dd/yyyy

End Date  
mm/dd/yyyy

Departure Location  
.....

Time  
.....

Arrival Location  
.....

Time  
.....

Delayed  
.....

Report To  
.....

Project No  
.....

On this screen, you will also be able to set the base from which they were dispatched if you have set up any bases. You will also be able to have a drop-down screen that allows you to select the Single Resource boss assigned to this event. (That function is being worked on and will be available by May 15th.)

You can also select your drivers and vehicle information as well. Then hit CREATE. Once you create the event, you can go to the Events page, open up the event. On this screen you can assign employees by clicking on the Assign Employee Button.

Driver Name  
.....

Vehicle Make  
.....

Year  
.....

Vehicle License  
.....

Vehicle Number  
.....

Report To  
.....

Project No  
.....

**Employees**

Hidden  
☐

Assign Employees

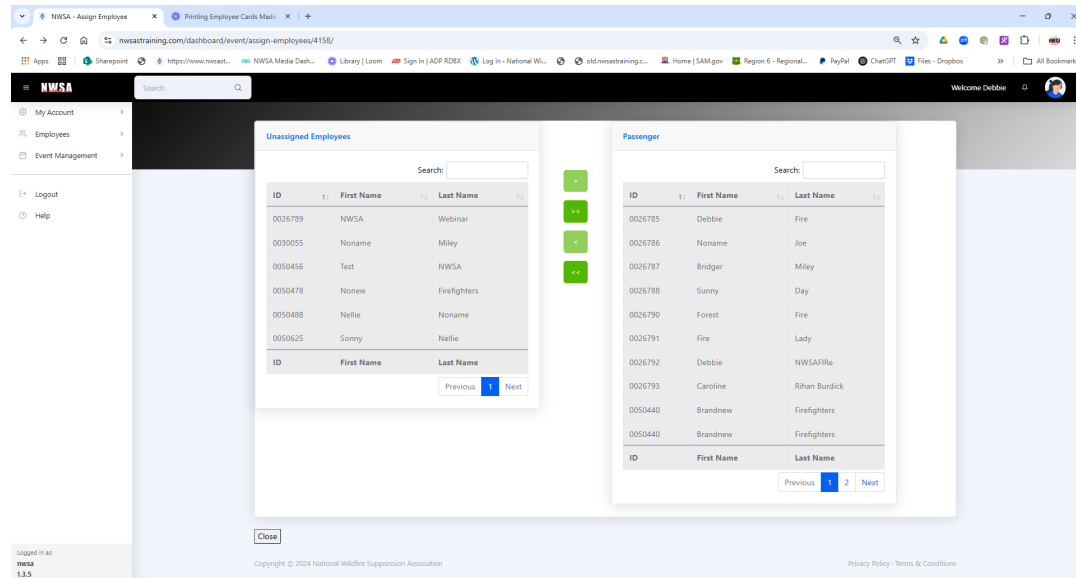
SF-245  
2  
2 IA

(Appraisals) Replace Appraisals

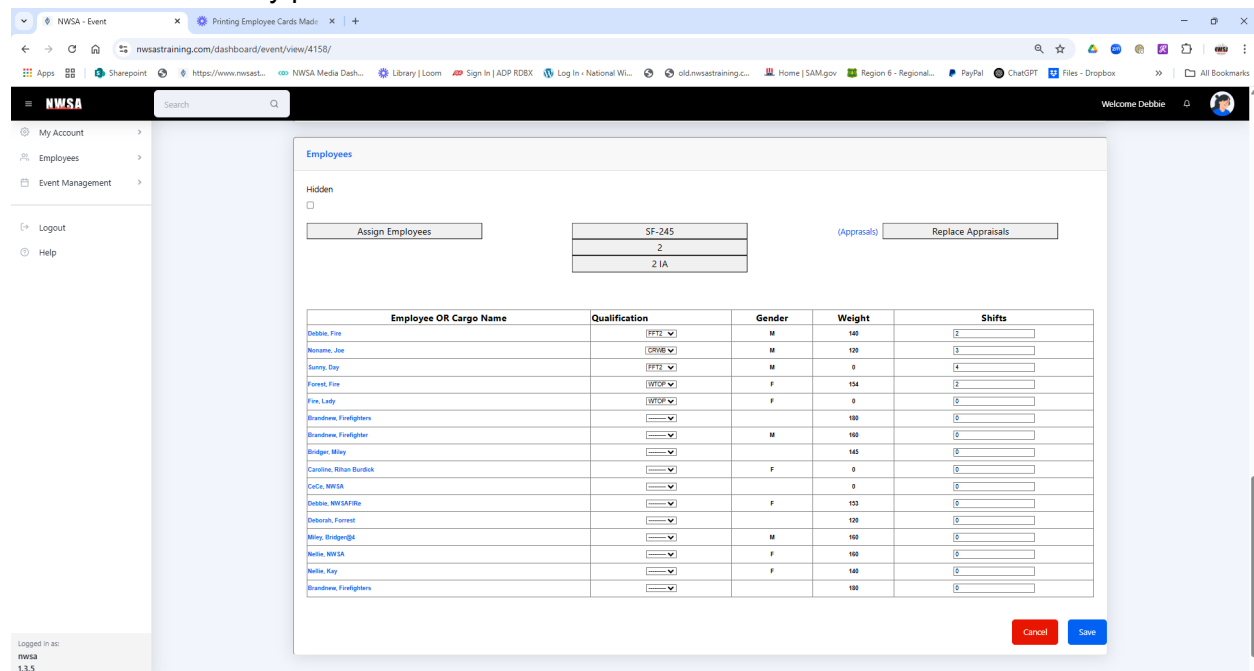
| Employee OR Cargo Name | Qualification | Gender | Weight | Shifts |
|------------------------|---------------|--------|--------|--------|
| Debbie, Fire           | PFTI ✓        | M      | 140    | 2      |
| Monroe, Joe            | CRME ✓        | M      | 120    | 3      |
| Stumpy, Day            | PFTI ✓        | M      | 8      | 4      |
| Parrot, Fire           | WTOP ✓        | F      | 104    | 2      |
| Pink, Lady             | WTOP ✓        | F      | 8      | 0      |

Cancel Save

Here you will use the >< arrows to assign the employees. You can CTRL and click on multiple people at a time to add them to the event. Once done hit close.



You can then reopen the event and at the bottom of this page, you have a dropdown to assign their positions (quals) for the Event as well as when they return from the event you can enter the number of shifts they performed.



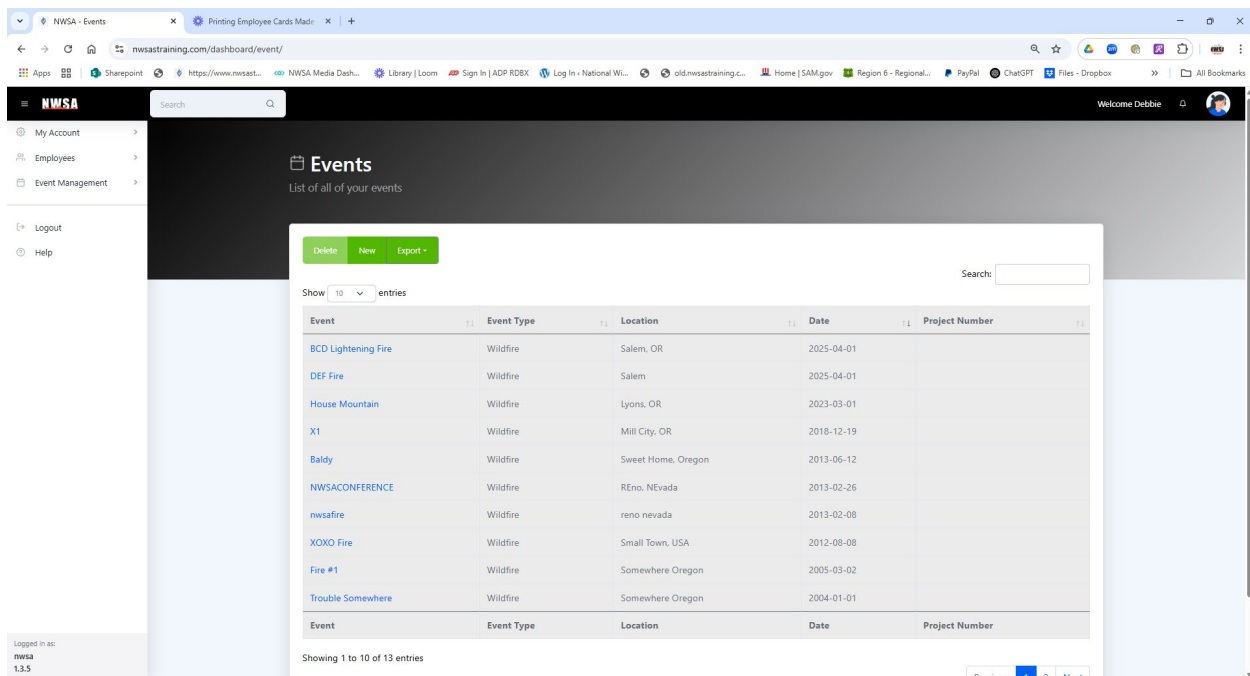
If you wish to and all the appropriate information in the event and the employees profile you can select the appropriate Manifest and it will auto populate for you. Select the bottom for VIPR Agreements besides crews is SF245.



The Selection for 2 is for Type 2 Crew Agreement and the T2IA for the National Type 2 IA Crew Contract.

## Event History Printout –

25



## FAQs

### What if I lost my password and can no longer access my account?

If you lose or forget your password you can reset the password on the login screen by clicking “Forgot Password?” and following the prompts after that.

### How do I print Certificate or Certification Letters?

You can locate these files on the student’s profile page under the training history tab. To navigate to a student’s page follow the instructions found [here](#). The student’s training history tab is discussed [here](#).

### How do I print Student Cards?

Under Student details there is a blue box titled “Print Card” this downloads the student’s card as a PDF and allows you to print.