



The National Wildfire Suppression Association
preserving and protecting our environment

Database Update for Checklist

FYI for Company Owners

We have updated the database for a new place to upload completed Checklists in the Student Page under Checklist Tab. **We are NO LONGER going to upload them under Additional Documents** as the space there was limited to only 6 documents and some students screen are full there. We will internally as time allows be moving the older Checklist from the Additional Documents to the Checklist screen. This only applies going forward to any you upload from now on. We have created a tab at the top of the student page that says **Checklist (see yellow arrow below)** and you will be uploading them there. If you have some upgrades in position and signed checklist from someone other than one of our NWSA Inspectors, email them to the info@nwsa.us and we will upload the certificate and put the new PTB in per checklist.

PLEASE NOTE that the Additional Documents at bottom of the Student Screen is for things like First Aid Card ect, not Training Certificates. Those should be entered by an NWSA Instructor under a Records Review Class or like the IS700 should be entered by instructor when teaching the FFT2 Class, so it shows up in that class. (Example below)

You will now for all future checklist click on the Checklist Tab in the student screen to view the uploaded checklist.

Edit Students
6668999 - Miley, Bridger
Edit Student - Fitness Records - PTB Records - Training History - Event History - Checklist

Student Photograph

SSN: 666-88-8999 Region: 6
Student #: 6668999 StateID: _____

First Name: Bridger M.I.: Miley Last Name: Miley
D.O.B.: 2016-03-22 Gender: M

Company: NWSA Training
Instructor Of Record: Miley, Deborah
Unit Instructor Of Record: Choose:
Weight: # of Seasons: 0
Sawyer: None Experience: None
Sawyer Exp. Date: 0000-00-00 First Aid Exp. Date: 0000-00-00
LSA: _____

Inspector	Passed?	Verified?	Date
Umley	No	Yes	2020-01-30
ODF2010	Yes	No	2018-01-04

Pack Test Score: Passed Effective Date: 2020-04-22

Qualification	Date Initiated	Date Certified
HwyE (JOB)	2016-07-18	2016-07-18

Inactive:

Additional Documents:
2016 Checklist Edit Delete
No records uploaded.
Add:
2020 FFT2 Checklist Edit Delete
No records uploaded.

Click on the Checklist Tab to see the checklist that have been uploaded.

Add/Edit Student Checklist Items

6668999 - Miley, Bridger

Edit Student - Fitness Records - PTB Records - Training History - Event History - Checklist

Add Checklist Item:
Add

Current Checklist Items:
2020 FFT2 Checklist Edit Delete

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You can then click on the checklist to open it up, and if you want to print it right click and hit print.

AdditionalChecklist0_48075.pdf

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Open in Acrobat

2020 Checklist

Name: Bridger Miley
Position FFT2

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The instructor who teaches the Basic FFT2 should be uploading any online courses such as the L180, IS700 into that class, you can then view them under the students training tab.

Click on Training Tab in students Screen if any online certs have been added you will see them as shown below by the yellow arrow. You can then click on them to open to view and right click on the cert and hit print if you want them printed out.

Training History

6668999 - Miley, Bridger

[Edit Student](#) - [Fitness Records](#) - [PTB Records](#) - [Training History](#) - [Event History](#) - [Checklist](#)

Date	Class #	Course #	Lead Instructor	Unit Instructor	Location			
2020-04-16	DKM-20-04	Basic FFT2/Blen	Miley, Deborah K		Mill City, OR	Certification Letters	Certificates	
2020-04-16	DKM-20-05	Basic FFT2/Non	Miley, Deborah K		Mill City, OR	Certification Letters	Certificates	No records uploaded.
2020-04-16	DKM-20-06	ICS 200 Online	Miley, Deborah K		Mill City, OR	Certification Letters	Certificates	
2020-04-16	DKM-20-07	L-180 Online	Miley, Deborah K		Lyons, OR	Certification Letters	Certificates	
2020-04-16	DKM-20-08	S-130 Blended08	Miley, Deborah K		Lyons, OR	Certification Letters	Certificates	
2020-04-16	DKM-20-09	S-190 Online 08	Miley, Deborah K		Lyons, OR	Certification Letters	Certificates	
2020-04-16	DKM-20-10	S-230 (Blended)	Miley, Deborah K		Lyons, OR	Certification Letters	Certificates	
2020-04-16	DKM-20-11	S-290 Online 10	Miley, Deborah K		Lyons, OR	Certification Letters	Certificates	
2020-04-16	DKM-20-12	S-231 Blended	Miley, Deborah K		Lyons, OR	Certification Letters	Certificates	
2020-04-16	DKM-20-13	S-290 Online 10	Miley, Deborah K		Lyons, OR	Certification Letters	Certificates	
2020-01-09	DKM-20-01	Basic FFT2	Miley, Deborah K		Mill City, OR	Certification Letters	Certificates	
2018-06-13	DKM-18-07	S-212 (2012)	Miley, Deborah K		Mill City, OR	Certification Letters	Certificates	
2018-01-08	DKM-18-02	RT-130	Miley, Deborah K		Mill City, OR	Certification Letters	Certificates	
2018-01-04	DKM-18-01	RT-130	Miley, Deborah K		Lyons, Or	Certification Letters	Certificates	
2017-11-02	DKM-17-25	Basic FFT2/Non	Miley, Deborah K		,	Certification Letters	Certificates	License
2017-04-15	DKM-17-05	RT-130	Miley, Deborah K		Mill City, OR	Certification Letters	Certificates	
2016-02-25	DKM-16-02	Records Review	Miley, Deborah K		,	Certification Letters	Certificates	No records uploaded.



You as a company owner also have the capability of uploading Task Books under the students PTB Records for the corresponding position. Click on upload next to the position, and in the next screen it will give the option to upload documents (PDF are best) and name it and hit save changes.

PTB Records

6668999 - Miley, Bridger
Edit Student - Fitness Records - PTB Records - Training History - Event History - Delete Student - Return to List - Checklist

New PTB Record

Qualification	Date Initiated	Date Certified	Certifier Name	Task Book	Hidden	Deleted	Edit
HvyE	2016-07-18	2016-07-18	dmiley	Upload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FFT2	2016-03-22	2016-03-22	Dmiley	Upload	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Upload Student PTB

File: Choose File (No file chosen)
Title:
Description:
Save Changes

PTB Records

Task Book	Hidden	Deleted	Edit
Upload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upload	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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