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Training Specialist Login

NOTE: Only non-privileged user accounts with a Training Specialist role can access the Training Specialist area. The user must first select an Incident/Incident Group/Site Group before selecting the Training Specialist button.

NOTE: For application login information, see the e-ISuite website at http://famit.nwcg.gov/applications/eISuite. This website also includes general information about the application, User Guides, Getting Started information, Quick Reference Cards, and Online Tutorials.

Follow the steps in this section to add an assignment to a Trainee:

1. On the Login screen in the Site system, select a database from the Select Database drop-down list and enter a valid User Name and Password.

2. Click the Login button.

1. On the Login screen in the Enterprise system, enter a valid User Name and Password.

2. Click the Login button.
3. On the Home page, click the Incidents button.

4. On the Incidents screen, select an Incident or an Incident Group the Site Group and click the Training button.
<table>
<thead>
<tr>
<th>Incident Name</th>
<th>Incident #</th>
<th>Event Type</th>
<th>Start Date</th>
<th>Jurisdiction</th>
<th>Default</th>
<th>IAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLUE LAKE</td>
<td>US-WA-ABDN-3892383</td>
<td>FIRE - WILDFIRE</td>
<td>02/01/2020</td>
<td>USFS</td>
<td>3452</td>
<td></td>
</tr>
<tr>
<td>COWBELL</td>
<td>US-FL-BCP-017033</td>
<td>FIRE - WILDFIRE</td>
<td>01/30/2017</td>
<td>USFS</td>
<td>389283</td>
<td></td>
</tr>
<tr>
<td>FLAMINGO ROW</td>
<td>US-WA-ABDN-3196833</td>
<td>FIRE - WILDFIRE</td>
<td>02/01/2020</td>
<td>USFS</td>
<td>2345</td>
<td></td>
</tr>
<tr>
<td>GREEN LAKE</td>
<td>US-WA-ABDN-2389832</td>
<td>FIRE - WILDFIRE</td>
<td>02/01/2020</td>
<td>USFS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOPE VALLEY</td>
<td>US-WA-ABDN-8978888</td>
<td>FIRE - WILDFIRE</td>
<td>02/01/2020</td>
<td>USFS</td>
<td>1199</td>
<td></td>
</tr>
<tr>
<td>HOT VALLEY</td>
<td>US-WA-ABDN-3892898</td>
<td>FIRE - WILDFIRE</td>
<td>11/01/2019</td>
<td>USFS</td>
<td>2389</td>
<td></td>
</tr>
<tr>
<td>LAKE WOEBEGONE</td>
<td>US-WA-ABDN-2389893</td>
<td>FIRE - WILDFIRE</td>
<td>02/01/2020</td>
<td>USFS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Training Specialist Settings

1. From the Training drop-down menu, select the **Training Settings** option.

2. Select the **Incident Settings** tab.

3. When an Incident Group is selected, check the **Apply to All Incidents in Group** checkbox to apply the settings to all incidents in the group. To apply the settings to a single incident in the Incident Group, uncheck the **Apply to All Incidents in Group** checkbox and select the appropriate incident from the **Select Incident** drop-down list.

   **NOTE:** The **Apply to All Incidents in Group** checkbox only displays on the Incident Settings tab when an Incident Group is selected.

4. Select a **Complexity** from the drop-down list. The following options are available:

   - Type A - Area Command
   - Type 1 - Type 1 team assigned
   - Type 2 - Type 2 team assigned
   - Type 3 - Extended attack with multiple resources
   - Type 4 - Initial Attack
   - Type 5 - Initial Attack with very few resources
   - Type 1 (Prescribed Fire) - High
   - Type 2 (Prescribed Fire) - Moderate
   - Type 3 (Prescribed Fire) - Low

5. Enter the **Number of Acres**.
6. Check the checkbox next to any of the following **Fuel Types** to indicate the fuel type applies to the incident:

- B - Brush Group
- G - Grass Group
- S - Slash Group
- T - Timber Group

7. Click **Save** to save the Incident Settings.

![Training Specialist Settings](image)

**NOTE:** All forms and reports will only show the B, G, S or T for the Fuel Type and not the full description.

8. Select the **Training Specialist Contact Information** tab.

9. Select a resource from the upper grid.

10. The **Active** checkbox is automatically checked, which indicates that the resource is an Active Training Specialist. This will enable their Training Specialist data to display on forms and reports. To indicate that the Training Specialist is no longer active, uncheck the **Active** checkbox.

11. Enter the training specialist's **Address**, **City**, **State**, **Zip Code**, **Phone** and **Email**.

12. Click the **Save** button.

13. Selected Training Specialists will display in the lower grid.
14. Select the Trainee Priority Programs tab.

15. Enter a Priority Program in the Priority Program field and click Save. The Priority Programs defined in this area will display in the Priority Programs drop-down list on the Trainee Data tab. Program titles can be edited, as needed.

16. To remove a Priority Program from the Priority Programs drop-down list on the Trainee Data tab, select a Priority Program and click the Delete button.

17. When the confirmation message displays, select Yes.

NOTE: Once a Priority Program has been selected for a resource, it cannot be deleted from the list.
### Training Specialist Settings

<table>
<thead>
<tr>
<th>Incident Settings</th>
<th>Training Specialist Contact Information</th>
<th>Trainee Priority Program</th>
</tr>
</thead>
</table>

Priority Programs:
- NORTHWEST PLANNING AND LOGISTICS PROGRAM
- NORTHWEST PRIORITY PROGRAM
- SOUTHEAST OPERATIONS PROGRAM

- Save
- Cancel
- Clear
- Delete
- Close
Add a Trainee Assignment

1. Select a Trainee from the resources grid.

2. The Trainee Assignment field defaults to the item code for the resource’s current assignment. To change the Trainee Assignment, select a different item code from the drop-down list. The Functional Area is populated with the Section Code for the selected Item Code.

   NOTE: The Trainee Total and Priority Total both display at the top, right of the screen. To view qualifications for the selected resource, click the View Quals button. Qualifications must be entered through the check-in process.

3. On the Trainee Data tab, enter the following information:
   
   a. If applicable, select the Initial Assignment checkbox.
   
   b. Enter the Assignment Start Date.

   NOTE: When the assignment is complete, enter an Assignment End Date.

   c. If applicable, select the Trainee possess valid Red Card or Agency Certification Card checkbox.

   d. If the training assignment is a Priority Program, check the Priority Program checkbox and select the Priority Program from the drop-down list.

   e. Identify the Taskbook the trainee is using by selecting one of the following options:

      • Trainee has CURRENT home unit initiated Position Taskbook?
      
      • Trainee has incident issued Taskbook with concurrence of home unit?

      Enter up to three Objectives.

4. Click the Save button to save the trainee assignment.

5. To add Home Unit Contact information for the Trainee:

   a. Select a Trainee Assignment in the Trainee Assignment grid.

   b. Select the Trainee Data tab.
c. Enter the following data into the fields under the **Home Unit Contact** area on the **Trainee Data** tab:

- Name
- Unit ID
- Address
- City
- State
- Zip Code
- Phone
- Email

d. Click the **Save** button under the **Home Unit Contact** area on the **Trainee Data** tab.

6. Click the **Evaluator Data** tab.

**NOTE:** A Trainee Assignment must first be selected in the Trainee Assignment grid before attaching an Evaluator to it.
a. Follow these steps to add an Evaluator to the Trainee Assignment from the incident:

i. Click the **Add Evaluator** button.

ii. Filter the list of resources in the grid, and then select the resource that will be the evaluator. The **Name**, **Unit ID**, **Unit Description**, **Item Code**, and **Item Description** fields are automatically populated with data from the selected resource and the fields are disabled.

iii. Enter the **Address**, **City**, **State**, **Zip Code**, **Phone** and **Email** for the evaluator.

iv. Click the **Save** button to add the resource as an evaluator.
b. Follow these steps to add a non-incident evaluator to the Trainee Assignment:

i. Click the Add Evaluator button.

ii. Enter the evaluator's Name, Unit ID, Item Code, Address, City, State, Zip Code, Phone and Email.

iii. Click the Save button.
c. To edit the data for an evaluator:
   
   i. Select the evaluator in the Evaluator Data grid and click the Edit button.

   ii. When the Edit Evaulator window opens, make changes to the data.

   iii. Click the Save button to save the changes to the data.

d. To delete an evaluator:

   i. Select the evaluator in the Evaluator Data grid and click the Delete button.

   ii. When the confirmation message displays, click the Yes button.
Training Specialist

Assignment Closeout

1. Click the **Assignment Closeout** button to close out the trainee's assignment.

2. The **Assignment Start Date** is populated with the date defined on the Trainee Data tab. Change this date, as needed.

3. The **Assignment End Date** is populated with the date defined on the Trainee Data tab. Change this date, as needed.

4. The system automatically calculates the **Length of Trainee Assignment** based on the Assignment Start Date and the Assignment End Date.

5. Enter the appropriate **PTB Progress**.

6. Select one of the following **Recommendations** from the drop-down list. The recommendation list includes four options:

   - 1- The trainee has successfully performed all tasks in the PTB for the position. The final evaluator has completed the final evaluator's verification section and recommended the trainee be considered for agency certification.

   - 2- The tasks have been performed in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
3- The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.

4- The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

7. The Complexity field defaults to the Complexity defined on the Training Specialist Incident Settings tab. If needed, change the Complexity by selecting one of the following options from the drop-down list.

- Type A - Area Command
- Type 1 - Type 1 team assigned
- Type 2 - Type 2 team assigned
- Type 3 - Extended attack with multiple resources
- Type 4 - Initial Attack
- Type 5 - Initial Attack with very few resources
- Type 1 (Prescribed Fire) - High
- Type 2 (Prescribed Fire) - Moderate
- Type 3 (Prescribed Fire) - Low

8. The Acres field defaults to the Acres entered in the Training Specialist Settings tab. If needed, change the value in this field. To update the value in the Acres field on the Training Specialist Settings tab to match the value in this field, click the Update Default Acres button.

9. The Fuel Types that are checked default to the Fuel Types checked on the Training Specialist Settings tab. If needed, change the selected Fuel Types by checking or unchecking the following fuel types:

- B – Brush Group
- G – Grass Group
- S – Slash Group
10. Enter any remarks in the **Remarks** box.

**NOTE:** These Remarks will appear on the Evaluation Record form and the Home Unit Letter form. Remarks must not exceed 200 characters.

11. Click **Save** to save the assignment closeout information.

**NOTE:** Data saved in the **Assignment Closeout** will not be affected by subsequent **Settings** updates.
Training Specialist Reports, Forms, Labels

There are two ways to print the Data Form, Evaluator Record, Performance Evaluation, Home Unit Letter and Exit Interview:

1. Select a resource and Trainee Assignment for the resource from the grid. Click one of the report buttons at the top of the screen. This will print the report with data for the selected resource's trainee assignment.

NOTE: If printing a form with the buttons on the Training Specialist Screen and there are multiple Training Specialists or Evaluators, select the correct name to print on the form.
## INCIDENT TRAINEE DATA FORM

<table>
<thead>
<tr>
<th>TRAINEE DATA</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee Name</td>
<td>PUTMAN, RUTUNA</td>
<td></td>
</tr>
<tr>
<td>Trainee Request</td>
<td>0-18.51</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item Code Description</th>
<th>Section</th>
<th>Initial Assignment</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEB2</td>
<td>HELibase Manager 1 to 5 Helicopters</td>
<td>OPERATIONS</td>
<td>Y</td>
<td>USFS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit ID</th>
<th>Unit ID Description</th>
<th>Assignment Start</th>
<th>Assignment End</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR-DEF</td>
<td>DESCUTES/NATIONAL FOREST</td>
<td>03/01/2016</td>
<td></td>
</tr>
</tbody>
</table>

1. Trainee possesses valid Red Card or agency certification card? Y
2. Trainee has CURRENT home unit initiated Position Task Book? NO
3. Trainee has Incident-initiated Task Book with concurrence of home unit? NO

### HOME UNIT CONTACT

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit ID</th>
<th>Unit ID Description</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIM KERRY</td>
<td>OR-5205</td>
<td>ASTORIA DISTRICT</td>
<td>ASTORIA</td>
<td>OR</td>
<td>97877</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>(333) 666-7777</td>
<td><a href="mailto:KIM@GMAIL.COM">KIM@GMAIL.COM</a></td>
</tr>
</tbody>
</table>

### TRAINEE GOALS

1. START THE PTB
2. GET THE "O" TASKS DONE
3. 

### TRAINER/EVALUATOR DATA

<table>
<thead>
<tr>
<th>Name</th>
<th>Item Code</th>
<th>Item Code Description</th>
<th>Unit ID</th>
<th>Unit ID Description</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>GARDNER, GEORGE</td>
<td>HEB1</td>
<td>HELibase Manager 6 or More</td>
<td>OR-5645</td>
<td>THE DALLES UNIT</td>
<td>333 TRAD</td>
<td>THE DALLES</td>
<td>OR</td>
<td>94445</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>(666) 555-8888</td>
<td><a href="mailto:GEORGE@GMAIL.COM">GEORGE@GMAIL.COM</a></td>
</tr>
</tbody>
</table>

### INCIDENT DATA

(For Training Specialist Use Only)

<table>
<thead>
<tr>
<th>Incident Name</th>
<th>Incident Number</th>
<th>Incident Type</th>
<th>Complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUCKSKIN</td>
<td>OR/RSF-000312</td>
<td>WT</td>
<td>TYPE 2</td>
</tr>
</tbody>
</table>

### TRAINING SPECIALIST

(For Training Specialist Use Only)

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit ID</th>
<th>Unit ID Description</th>
<th>Agency</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLE, AMILIA</td>
<td>OR/RSF</td>
<td>ROGUE RIVER-SISKIYOU</td>
<td>USFS</td>
<td><a href="mailto:AMILIA@GMAIL.COM">AMILIA@GMAIL.COM</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(123) 123-4533</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>TIME</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>

(If any to each Name Unit and Final Incident Package)
### EVALUATION RECORD

**Trainee Information**
- Printed Name: PUTMAN, PETUNIA
- Trainee Position on Incident/Event: HEC - HELibase Manager, 1 to 5 Helicopters
- Home Unit/Agency: OR-DEF USFS
- Home Unit/Agency Address/Phone: 315 TOWN AVE, ASTORIA, OR 97777, (503) 666-7777

**Evaluator Information**
- Printed Name: O-16.15 GARDNER, GEORGE
- Evaluator Position on Incident/Event: HEB1 HELibase Manager, 6 or More Helicopters
- Home Unit/Agency: OR-9545
- Home Unit/Agency Address/Phone: 313 TRAD THE DALLIES, OR 9444, (666) 666-8888

**Incident/Event Information**
- Incident Name: BUCKSKILL
- Incident Number: OR-RSF-000302
- Duration: Incident Type: WF
- Fuel Type: G, T
- Complexity Type: TYPE 2

**Evaluator's Recommendation**

1. The tasks initiated and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's verification section and recommend the trainee be considered for agency certification.

2. The tasks initiated and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

3. The trainee did not complete all tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.

4. The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

**Comments:**

Evaluator's Signature: ___________________________ Date: ____________
Evaluator's Relevant Qualification (or agency certification): ___________________________
**Performance Evaluation**

**INCENTIVE PERSONNEL PERFORMANCE RATING**

**INSTRUCTIONS:** The immediate job supervisor will prepare the form for each subordinate. It will be forwarded to the planning section before the date value of the fire. Rating will be reviewed with employee who is sign at the bottom.

1. Name: PUTMAN, PETUNIA
2. Fire Name and Number: BUCKSKIN / OR-RSF-000382
3. Home Unit (address): 15 TOWN AVE, ASTORIA, OR 97777
4. Location of Fire (address):
5. Fire Position: HEB2, HELIBASE MANAGER, 1
6. Date of Assignment: From 09/01/2016
7. Acres Burned: 570
8. Fuel Type(s): 0.5T
9. Evaluation:
Enter X under appropriate rating number and under proper heading for each category tested. Definition for each rating number follows:

- 0: Excellent. Does not meet minimum requirements of the individual statement. Definition for each rating number follows.
- 1: Needs improvement. Meets some, but not all, of the requirements of the individual element.
- 2: Satisfactory. Employee meets all requirements of the individual element.
- 3: Superior. Employee consistently exceeds the performance requirements.

**Rating Factors**

<table>
<thead>
<tr>
<th>Rating Factors</th>
<th>Hot Line</th>
<th>Mop-Up</th>
<th>Camp</th>
<th>Other (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of the job</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Ability to obtain performance</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Attention to detail</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Decisions under stress</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Initiative</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Consideration for personnel welfare</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Obtain necessary equipment and supplies</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Physical ability for the job</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Safety</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

10. Remarks

11. Employee (signature): This rating has been discussed with me

12. Date: NFES 001576

13. Rate By (signature)

14. Home Unit (address): OR-0545

15. Position of Fire: HEB2

16. Date:
# HOME UNIT LETTER

**To:** KIM KERRY OR-5205  
**Date:** 03/05/2016

**Trainee Name:** PUTMAN, PETUNIA  
**Trainee Position:** HERO - HELIBASE MANAGER, 1 TO 5 HELICOPTERS

**Incident Name:** BUCKSKIN  
**Incident Number:** OR-RSF-000312  
**Incident Type:** WF  
**Fuel Type:** GT  

**Accident:** 020  
**Complexity:** TYPE 2

---

The enclosed training forms are the records of the training assignment. The recommendations given are those of the Training Specialist that was assigned to the incident, with input from the trainee and the coach/evaluator of the position. It is the responsibility of the home unit to ensure the assignment is properly credited and the individual’s Qualification Record is updated, per agency certification standards.

The recommendation for this trainee is:

1. The trainee has successfully performed all tasks in the PTB for the position. The Final Evaluator has completed the Final Evaluator’s Verification section and recommended the trainee be considered for agency certification. **[X]**

2. The tasks have been performed in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

3. The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.

4. The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

---

If additional training or trainee experience is indicated, efforts should be made by the home unit to provide additional training assignments.

---

**Training Specialist:** APPLE, AMILLIA  
**Agency:** USFS  
**Unit ID:** OR-RSF  
**Email:** amillia@gmail.com  
**Phone:** (123) 123-4533

---

TNIS-5
2. To print blank forms and labels, select the **Reports** button from the main toolbar. Then click the **Training Specialist Reports** button.

The following reports are available on the Training Specialist Reports page:
- Training Assignments List
- Incident Training Summary

The following blank forms are available on the Training Specialist Reports page:
- Data Form
- Evaluator Form
- Performance Evaluation
The following labels are available on the Training Specialist Reports page:

- Home Unit Contact Labels

Printing the Incident Training Assignments List

1. Click the **Training Assignments List** button.
2. Select the applicable sorts from the **Available** list and shuttle them to the **Selected** list.
3. Click the **Preview/Print** button to preview or print the report.
4. Click the **Export to Excel** button to open the report in Excel.
Training Specialist

Printing the Incident Training Summary

1. Click the **Incident Training Summary** button.

2. Enter the **Start Date** to include in the report.

3. Enter the **End Date** to include in the report.

4. Click the **Preview/Print** button to preview or print the report. The report will be in .PDF format.

**NOTE:** The report will print all active Training Specialists in the header. To print only current Training specialists, return to Settings, Training Specialist Contact Information tab and uncheck any inactive Training Specialists.
Printing Home Unit Contact Labels

1. Click the Home Unit Contact Labels.

2. To select all Home Unit Contacts, click the Select All button. To select multiple Home Unit Contacts, use the Shift or Ctrl keys.

3. Click the Preview/Print button to preview and then print the labels on Avery 5160 label sheets.
4. Click the **Export to Excel** button to export the labels to Excel.

**NOTE:** Extremely long Unit Descriptions may be truncated on the label.
## Index

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<thead>
<tr>
<th>A</th>
<th>T</th>
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<tbody>
<tr>
<td>Assignment, 15</td>
<td>Training Specialist Settings, 6</td>
</tr>
<tr>
<td></td>
<td>Training Task</td>
</tr>
<tr>
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