# Training Specialist

- Access the e-ISuite website at: **http://famit.nwcg.gov/applications/eISuite**
- Contact the Helpdesk at: **(866) 224-7677**

## Training Specialist Settings

Users with the Training Specialist role can access the Training Specialist area.

*NOTE: See the Account Manager (Site and Account Manager - Enterprise) portions of the User Guide for information on logging into e-ISuite.*

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

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

3. Select a **Complexity** from the drop-down list.

4. Enter the **Number of Acres**.

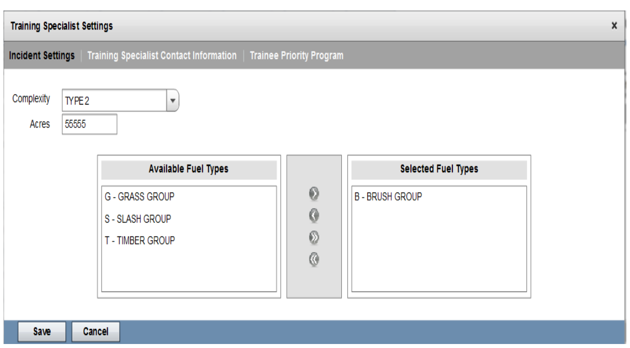
5. Select from the **Available Fuel Types** list by moving the fuel type to the **Selected Fuel Types** list.

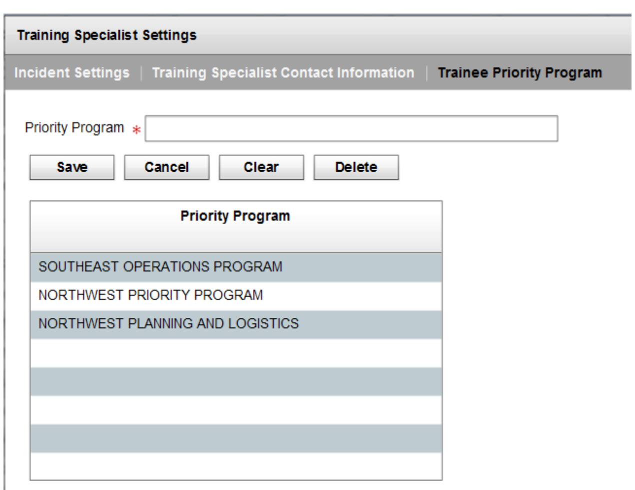
6. Click **Save** to save the Incident Settings.

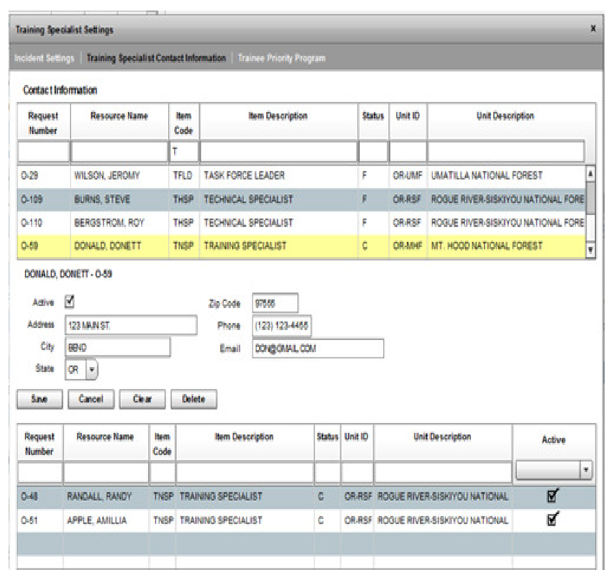
7. Select the **Training Specialist Contact Information** tab, select a resource from the grid and enter the appropriate informaiton.

*NOTE: Checking the Active checkbox will identify incident personnel as active in the Training Specialist role for reports and forms purposes.*

8. Select the **Trainee Priority Programs** tab and enter the appropriate information.



# Training Specialist

## Add a Training Assignment

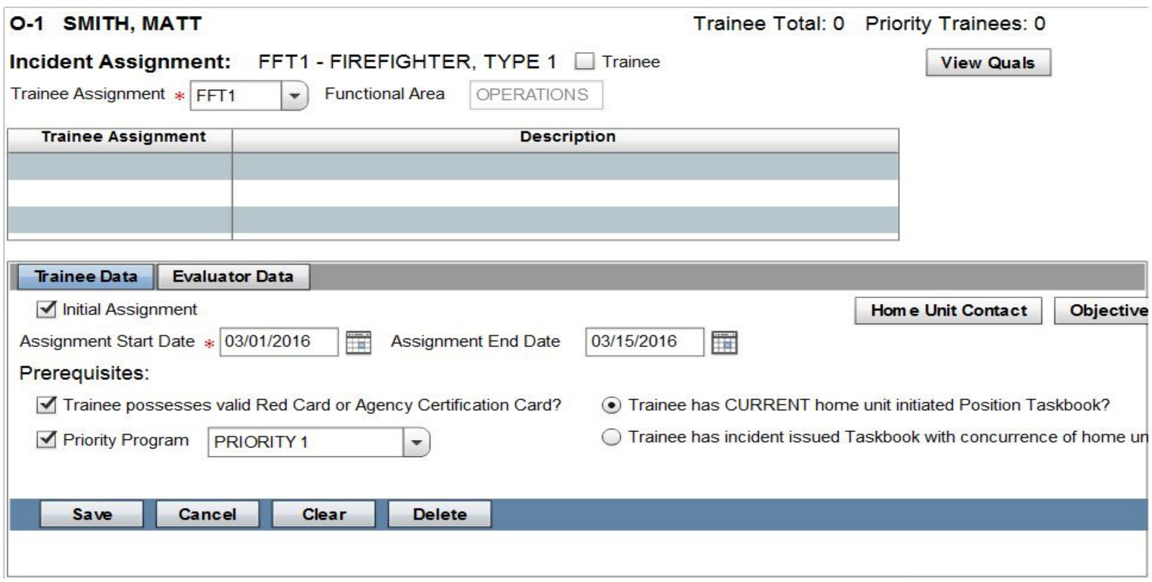
1. Select a Trainee from the Resources grid.

2. The Trainee Assignment field defaults to the item code for the 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 user can view the qualifications for the selected resource by clicking the View Quals button.*

*NOTE: All remaining steps pertain to a new Trainee Assignment selected from the drop-down list or an active or previous Trainee Assignment selected from the Trainee Assignment grid.*

3. On the Trainee Data tab, enter the applicable information.




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

5. To enter the Home Unit Contact information for the Trainee, click the **Home Unit** button and enter the Home Unit **Contact's Name**, **Unit ID**, **Address**, **City**, **State**, **Zip Code**, **Phone** and **Email**. Click the **Save** button to save the Home Unit information.

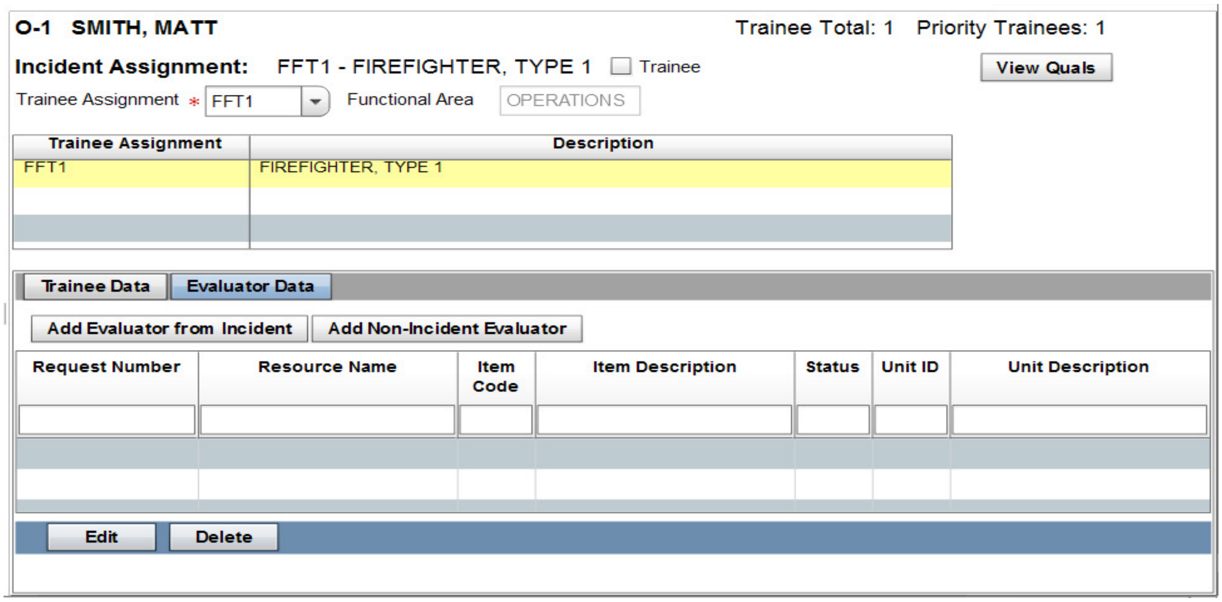
6. Click the **Objectives** button to add objectives to the selected Trainee assignment position. Enter up to three different objectives. Click the **Save** button to save the objectives.

## Add a Training Task

7. Click the **Evaluator Data** tab. If the Evaluator is assigned to the incident, click the **Add Evaluator from Incident** button. Select the evaluator from the grid. Complete the additional mailing and contact information for the evaluator.

   If the Evaluator is not part of the incident, click the **Add Non-Incident Evaluator** button. Complete the non-incident Evaluator information displayed in the pop-up box.

   The Evaluator(s) assigned to the selected Trainee Assignment will display in the grid.




8. To add a new Trainee Assignment, return to the Trainee Data tab. Click the **Clear** button, to clear the Trainee Assignment and Trainee Data fields.

## Assignment Closeout

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

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

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

4. Enter the appropriate **PTB Progress**.

5. Select a **Recommendation** from the drop-down list. The recommendation list includes four options.

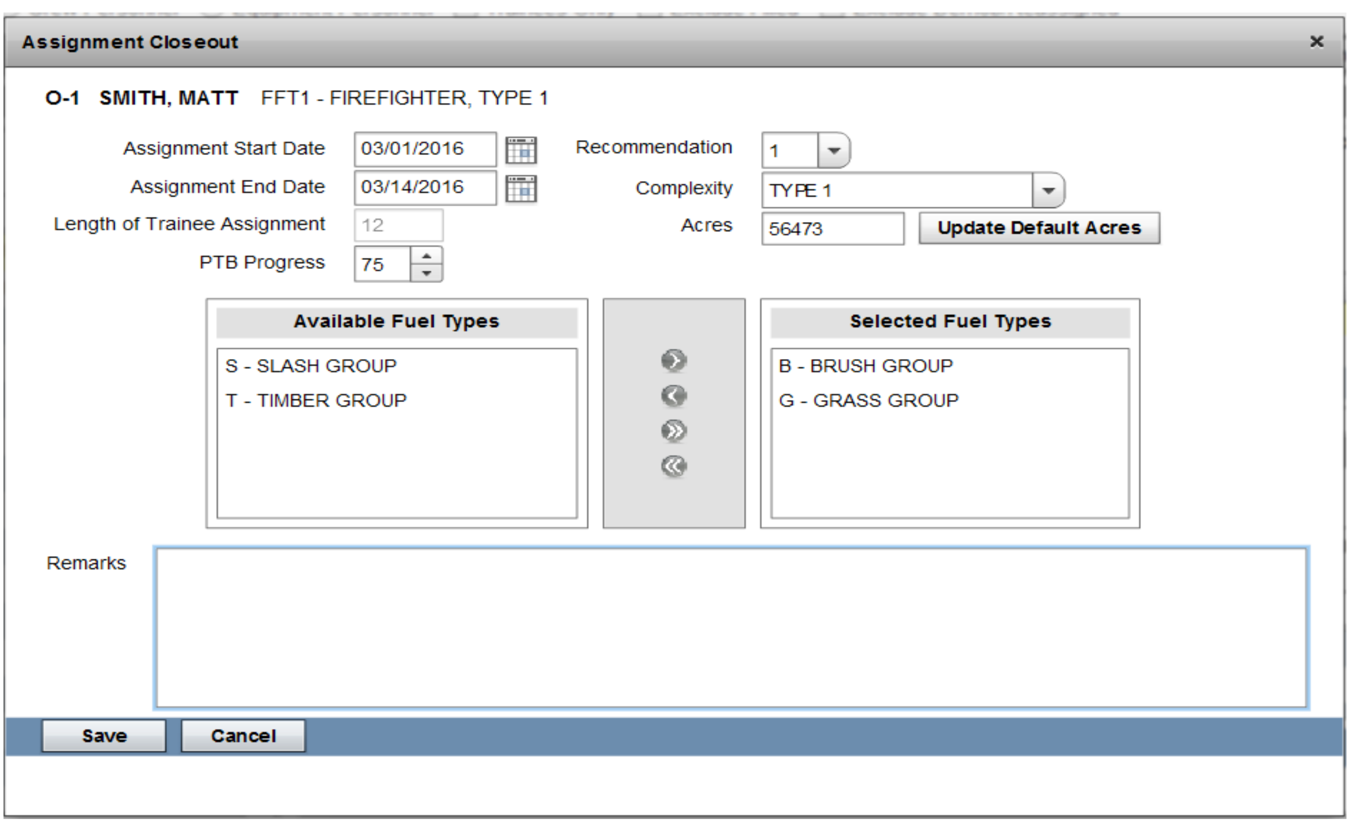
6. The **Complexity** field defaults to the Complexity defined on the Training Specialist Incident Settings. If needed, change the Complexity by selecting from the drop-down list.

7. The **Acres** field defaults to the Acres from the Training Specialist Incident Settings. If a new value is entered into this field, update the value in the **Acres** field on the Incident Settings page to the new value by clicking the **Update Default Acres** button.

8. The **Selected Fuel Types** default to the Fuel Types selected on the Training Specialist Incident Settings window. If needed, change the selected Fuel Types.

9. Enter any remarks in the **Remarks** box.

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



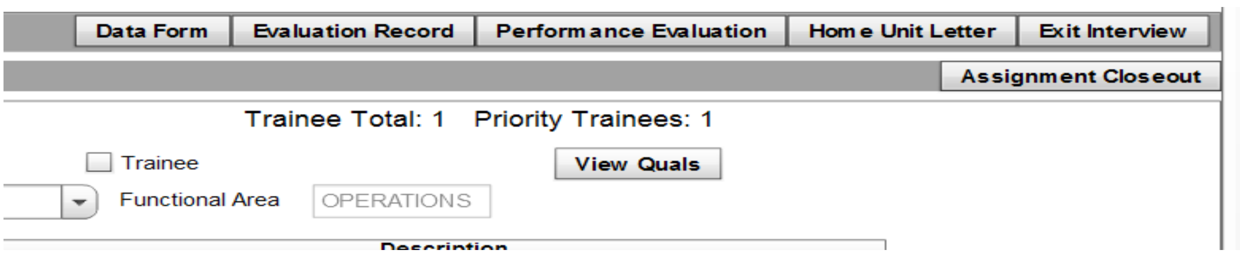
# Training Specialist

## Training Specialist Reports

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

1. To print a report that includes data for a specific resource, select a resource from the main Training Specialist screen and click one of the report buttons at the top of the screen. This will print the report with data for the selected resource.

*NOTE: If there is more than one trainee assignment for the resource, select the appropriate trainee assignment before clicking on the form buttons.*




2. To print training reports, blank forms, and mailing labels, select the **Reports** button from the main toolbar. Then click the **Training Specialist Reports** button. The following reports, blank forms, and mailing labels are available:

* Training Assignments List
* Incident Training Summary
* Data Form
* Evaluator Form
* Performance Evaluation
* Home Unit Letter
* Exit Interview
* Home Unit Contact Labels

3. Select the appropriate print criteria and then click the Preview/Print button.