



REGIONAL DISTRICT of Fraser-Fort George

FDM RMS User Guide

Personnel Module



Revised: July 24, 2014

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Administrator Contacts

Please direct all questions and requests to fire@rdffg.bc.ca. Emails are monitored by all FDM administrators. Refer to **Basic Navigation & Use** for additional contact information.

Introduction

This document describes how to perform tasks specific to the Personnel Module (PRS). The tabs and fields available in this module may change over time, so contact your FDM administrator if you require clarification about what they mean. For help on how to perform general functions such as adding new records and entering data, refer to **Basic Navigation & Use**.
















Overview

The Personnel Module allows you to keep track of your department's members. You must add your members to this module before you can start recording them as incident or training attendees.




The screenshot shows a web form for entering personnel information. The form is divided into several sections:

- Personal Information:** Surname (Spondiff), First Name (Amanda), Middle Initial, Employee #, and Old Employee #.
- Address:** Unit (0), Street #, Street/City/Province (dropdowns for [None selected]), and Postal Code. A checkbox for "Lives Within 13 km Firehall" is present.
- Mailing Address:** (If different then above), City, Province (dropdown), and Postal Code.
- Navigation Tabs:** 1 Personal Info | 2 Dept. Info | 3 Contact Info | 4 Employer | 5 Next of Kin | 6 Hats | 7 Certifications | 8 Driver's License | 9 Medical | 10 Notes | 11 WCB | 12 VFIS | 13 Service Awards
- Additional Fields:** Birth Date (dropdown), Sex (dropdown), Health Card Number, Emergency Contact, Emergency Telephone, Emergency Cell, and Email Address.
- Equipment:** Radio Serial Number, Pager Serial Number, Pager Group 1, and Pager Group 2 (dropdowns).
- Important Note !!**
Attendees, Injuries and Lesson Credits data should only be entered through the Incident and Training Modules. This data is for viewing purposes only in the Personnel Module.

Record details section:

Component	Purpose	Centre Icon Bar
General Info Section	Basic member information.	n/a
Personal Info Tab	Additional basic member information.	n/a
Dept. Info Tab	Status in department, rank, career information.	
Contact Info Tab	Contact phone numbers.	
Employer Tab	Employer details.	
Next of Kin Tab	Next of kin details.	
Hats Tab	Assign FDM RMS user roles.	
Certifications Tab	Record certifications achieved.	
Driver's License Tab	General license info, classes (sub-table), endorsements & restrictions (sub-table).	  
Medical Tab	Exams and general medical information.	  
Notes Tab	Additional notes.	
WCB Tab	WCB claims info, injury description (sub-table) – not related to INC Injuries.	 
VFIS Tab	Insurance coverage dates.	n/a
Service Awards Tab	Service award application and receipt dates.	n/a

Accessible from Centre Icon Bar only:

Sub-Table Name	Purpose	Centre Icon Bar
INC Attendees	Incidents member has attended. Do not add records.	
INC Injuries	Injuries sustained by member or civilian during incident – not related to WCB Nature of Injury. Do not add records.	
TRN Lesson Credits	Training credits earned by member. Do not add records.	

1 Remove a Member from Active Employees

If a member leaves the department for any reason, do not delete them. Instead, deactivate them to remove them from the ACTIVE EMPLOYEES view.

1. Click on the Personnel menu.
2. Click on ACTIVE EMPLOYEES.
3. Locate the member's name.
4. Click the 2 Department Info tab.
5. Change Employee Status to the appropriate value.

6. Check the No Longer a Member checkbox. This will remove the member's name from pick lists in other modules and filter them from the ACTIVE EMPLOYEES view. They will still appear in the ALL EMPLOYEES view.

To reinstate a member:

1. Open the ALL EMPLOYEES view.
2. Locate the member's name.
3. Click the 2 Department Info tab.
4. Change Employee Status to the appropriate value.
5. Uncheck the No Longer a Member checkbox. The member will appear in the ACTIVE EMPLOYEES view once again.

The screenshot shows a web form for a member's profile. At the top, there are tabs for different sections: 1 Personal Info, 2 Dept. Info, 3 Contact Info, 4 Employer, 5 Next of Kin, 6 Hats, 7 Certifications, 8 Driver's License, and 9 Medic. The '2 Dept. Info' tab is active. The form contains several fields: Department (Beverly Fire/Rescue, BEA), Telephone ((250) 964-2989), Station ([None selected], [None selected], NA), Department Status (Volunteer), Employee Status (Resigned), Rank (Firefighter), Company Name ([None selected]), LAFC Number, and Criminal Record Expiry (//). A red box highlights the 'Employee Status' dropdown and the 'No Longer a Member' checkbox, which is checked. To the right of the checkbox is the text '(Name will be removed from pick lists)'. Below the checkbox is a 'Cadet waiver signed and received' checkbox, which is unchecked.

2 Hats

A "hat" is a way of assigning a role to a member in FDM RMS. The name of a member with a specific hat will show up in pick lists linked to that particular hat. E.g. for a member's name to show in the Instructor pick list in the Training Module, that member must be assigned the Instructor hat.

There are 3 important hats that have FDM RMS functionality associated with them:

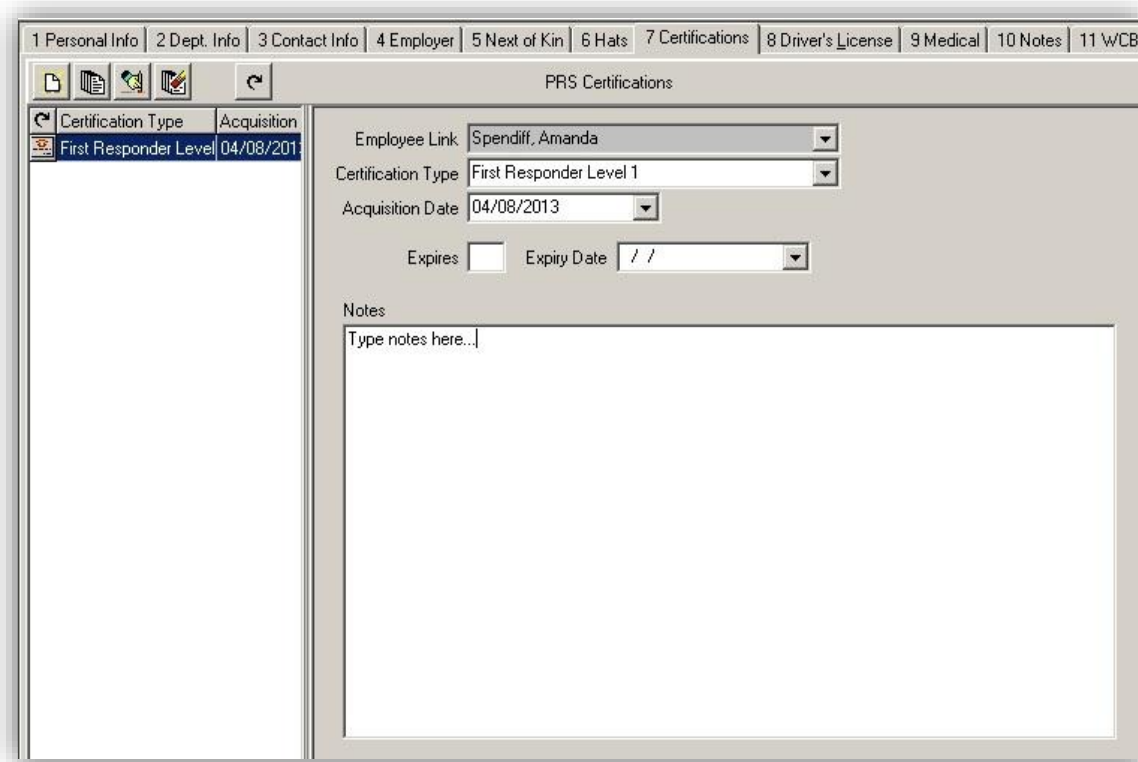
- **Instructor:** member's name will be selectable as an instructor in the Training Module
- **Inspector:** member's name will be selectable as an inspector in the Inspections Module
- **Investigator:** member's name will be selectable as a fire investigator in the Incidents Module

The remaining hats have no function in FDM RMS and are solely used for your own record-keeping.

3 Certifications

Record certifications your members have obtained. The PRS Certification Type Pick List view will provide a current list of the certifications available. This list is shared between all users in FDM RMS. If you need a certification added, please contact your [FDM administrator](#).

In order to capture all the different certifications available, the certifications listed in the pick list are generalized into “categories”. For example, the “LAFC” certification in FDM RMS is intended to cover all or a portion of any courses and workshops relating to LAFC regardless of the specific name or course provider. Additional details about the certification can be recorded in the Notes field. If you have a certification that does not fit under any of the current certification categories, please contact your [FDM administrator](#).



Certification Type	Acquisition
First Responder Level	04/08/2013

Employee Link: Spendiff, Amanda

Certification Type: First Responder Level 1

Acquisition Date: 04/08/2013

Expires: Expiry Date: //

Notes: Type notes here...

3.1 Certificate Wizard

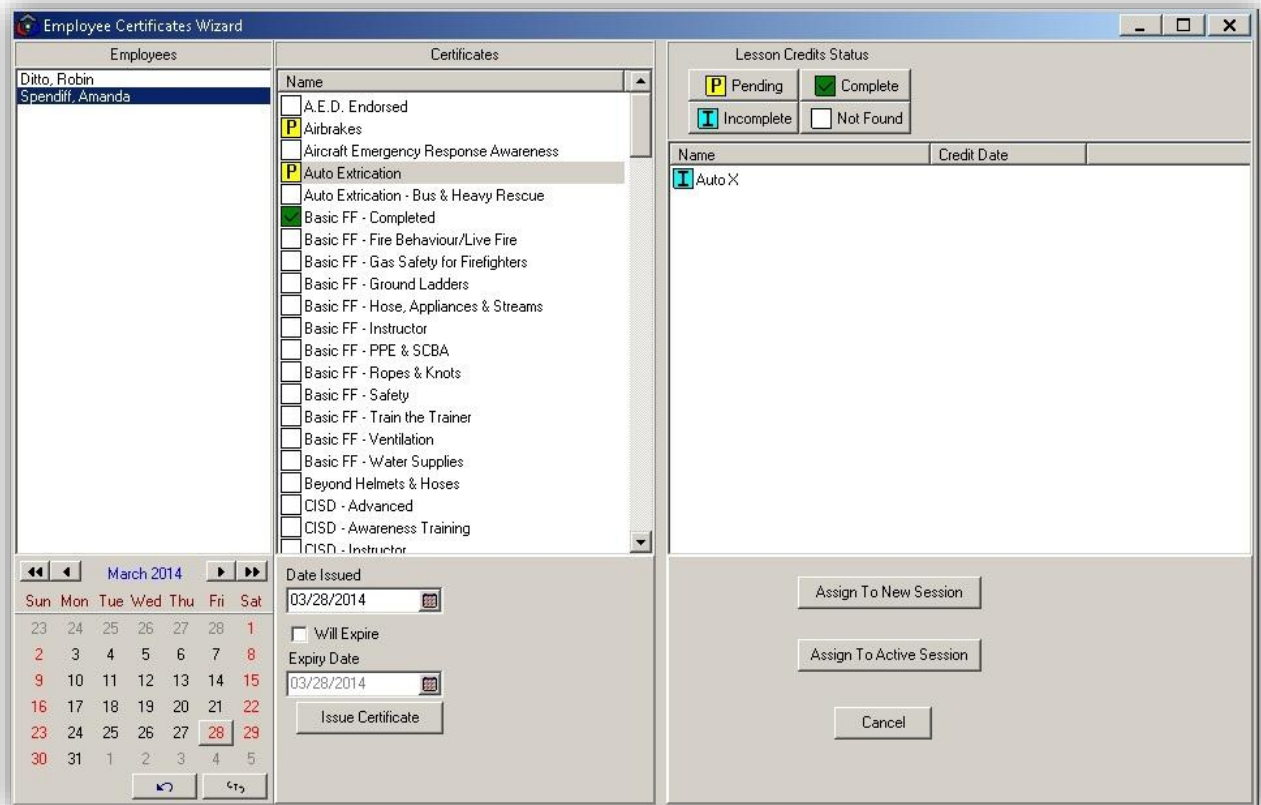
The Curriculum Certificate wizard is an alternative way to issue certificates in conjunction with the Training Module. From here you can assign members to training sessions, create new training sessions and manage certifications.

NOTE: Certifications in the Personnel Module and training lessons in the Training Module will not exactly correspond.

In order to use this feature you must link certificates to your training lessons in the TRN Subjects Pick List. Refer to the *Training Module* for more information on setting up your TRN Subjects Pick List.

To open the Certificate Wizard:

1. Click on the Database menu.
2. Click on Curriculum Certificates.



3.1.1 Employees Column

The Employees column lists all active members (i.e. members where the No Longer a Member checkbox has *not* been checked off). Clicking on a name in the list will display the related certificate and training information in the remaining two columns.

3.1.2 Certificates Column

The Certificates column lists all the certificates in the PRS Certifications Pick List. For a selected member, the box beside each certificate name will indicate one of the following:

- **Pending** – the member has completed a training session linked to this certificate but the certificate has not been issued yet
- **Complete** – the member has been issued the certificate

- **Incomplete** – the member was assigned to a training session covering a lesson that is linked to the certificate, and the training was *not* completed successfully
- **Not Found** – the certificate has not been linked to any training session the member has been assigned to

3.1.3 Lesson Credits Status Column

The Lesson Credits Status column lists the training lessons that are linked to the certificate selected in the Certificates column.

Assign member to a new training session:

1. Click Assign to a New Session. The wizard for creating a new training session in the **Training Module** will appear.
2. Enter the required information. The title is automatically filled in with the lesson name but you may change it.
3. Click Ok. The training session has been created in the **Training Module** and the member has been added as a trainee.

Assign member to an existing training session:

If a training session linked to a certificate has already been created, you may assign members to that session using the Certificate Wizard.

1. Select a member from the Employees column.
2. Select the certificate linked to the training session from the Certificates column.
3. Select the lesson from the Lesson Credits Status column.
4. Click Assign to Active Session.
5. Choose the appropriate session from the list and click Ok. The member has been added as a trainee.

Issue a Certificate:

Once all required training sessions have been completed, you can issue the linked certificate.

1. Select a member from the Employees column.
2. Select the certificate linked to the training session from the Certificates column. It should be marked as Pending.
3. Change the Date Issued and Expiry Date if necessary.
4. Click the Issue Certificate button. The certificate status will change to Complete.

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