EM Training™

SOFTWARE USER GUIDE

Simplistic Emergency Management Records Software

Version 2.0

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Table of Contents

INTRODUCTION

What is *EM Training™*?

EM Training™ is a Windows™ based tool designed for managing EM records within your organization?

- Training conducted and, importantly, that which needs to be conducted by individuals and/or those with current or future ICS positions (Incident Commander, Planning Section Chief, etc.). Training types and EM positions are also fully customizable to meet the specific needs and titles of your organization. In addition, Critical Incident Management (CIM) and Major Emergency Management (MEM) positions can be easily added.

- In larger organizations, there are frequently multiple teams (A, B, C, etc.), which once defined can be easily assigned to individuals for easy management of team events and exercises.

- EM Exercises (drills, simulations, etc.) that have been, or are to be conducted, inclusive of maintaining scenario records for future use can be easily setup.

- Exercise reports can then be prepared and printed to include the dates, times, places, coordinators, participants, objectives, scenario, assessment, observations, areas for improvement, and an image of record (photograph).

- As exercises are conducted, *EM Training™* also maintains the participation history (who has attended and who needs to attend future exercises), so you can quickly see who must to be included in the future.

- Action items (what needs to be addressed post exercise) are then entered into *EM Training™*, so they can be tracked over time to determine progress. Again, multiple reports can be produced for printing or exporting to Excel.

- A statistical overview of progress within your organization can also be produced to show what percentage of training has been completed v. that not completed.

- With *EM Training™* you can do all that and much more. Whether you manage a small team with 2 or 3 members or multiple-complex teams of 1,000s, *EM Training™* is for you.

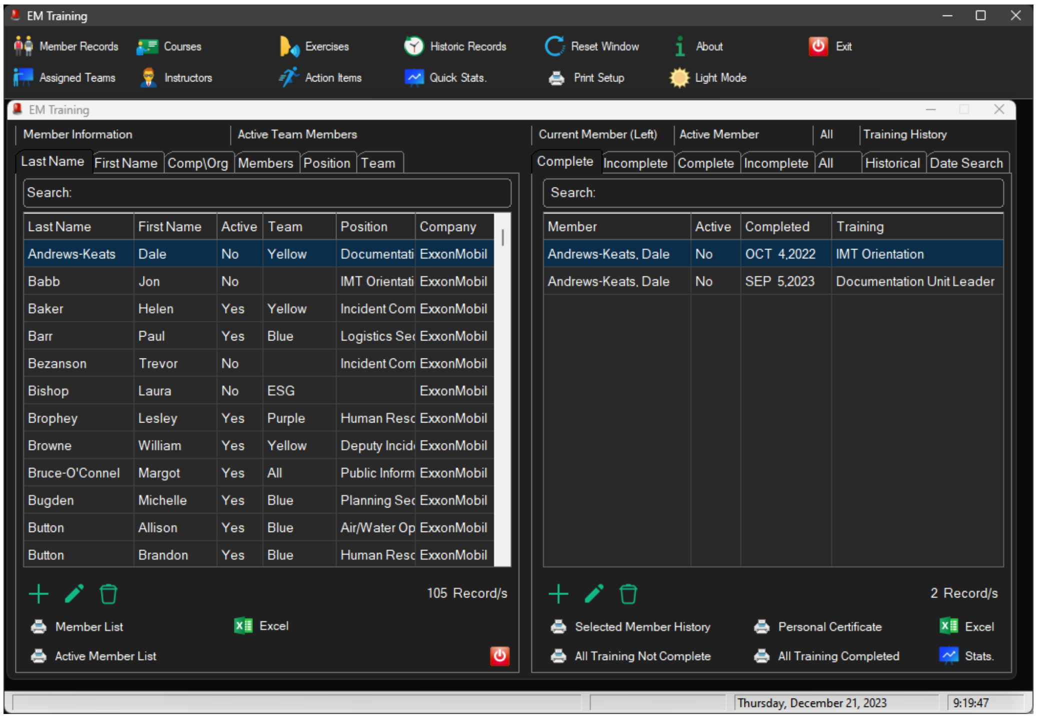
Ease of use

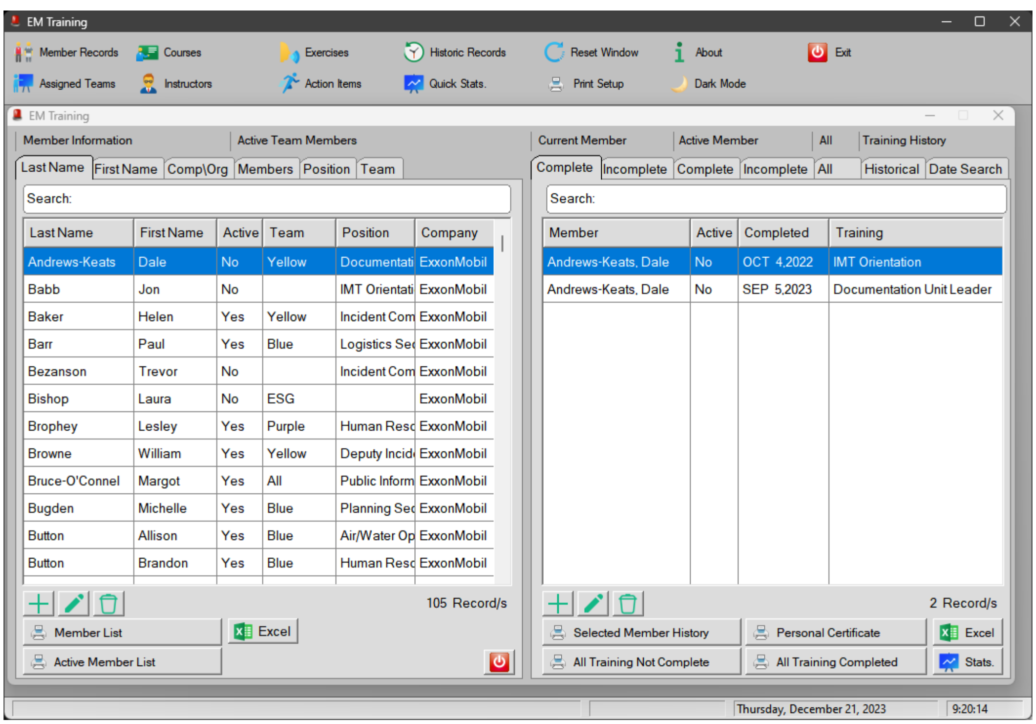
EM Training™ is:

- Easy to set up (comes complete with Dark and Light modes).
- Requires no formal training (online or in class).
- Provides EM Managers with the ability to use their time more effectively.
- Runs as standalone (1 PC) or through shared usage over an internal server, subject to licensing.

System Requirements

- Windows™ 7, 8, 10, or 11 (32 or 64 bit)
- Processor (CPU) 1 GHz or faster CPU
- Memory (RAM) 1 GB RAM
- Hard drive space < 6 MB





CHAPTER 1 - QUICK INSTALLATION GUIDE

Run Setup.exe and install the software. The default location for installation is C:\EM Training, but that is customizable during install.

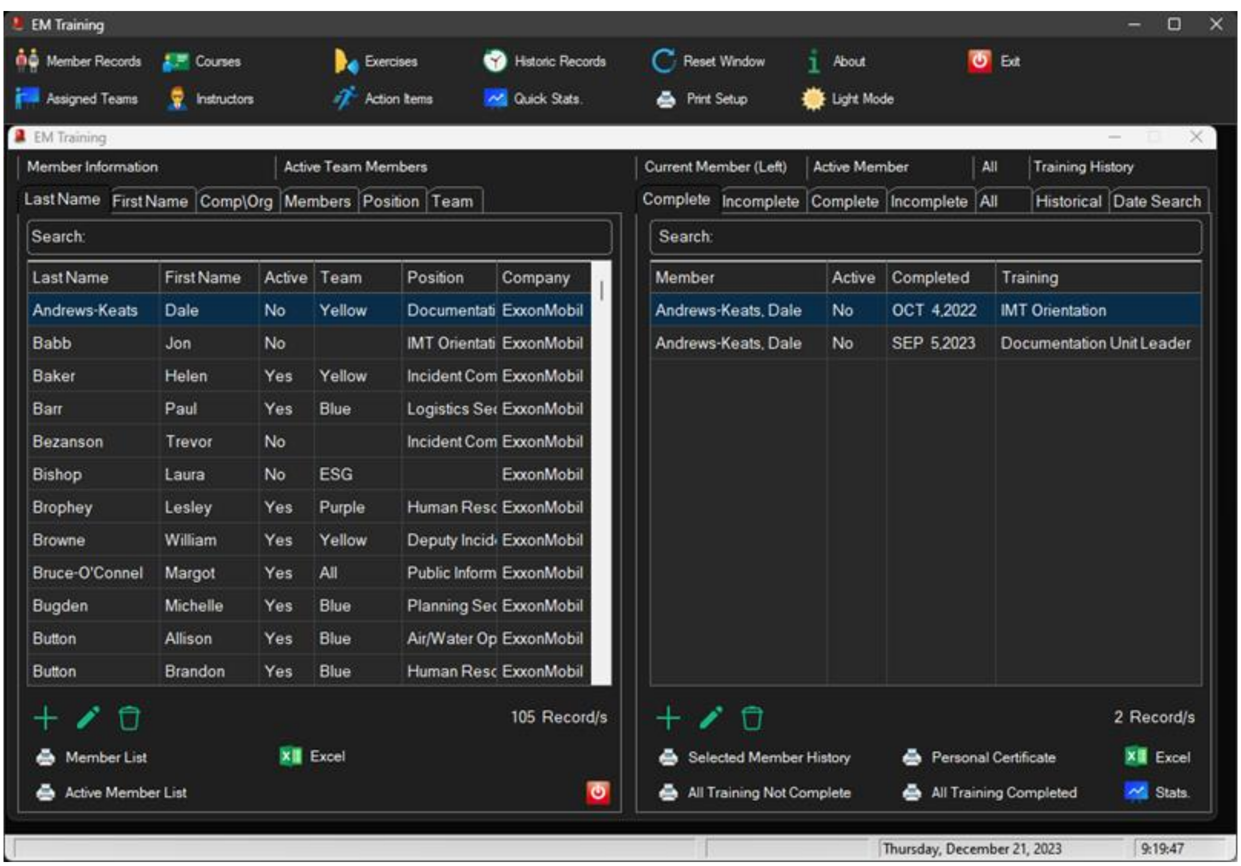
After installation, you will see two new icons on your desktop:

EM Training

EM Training Manual

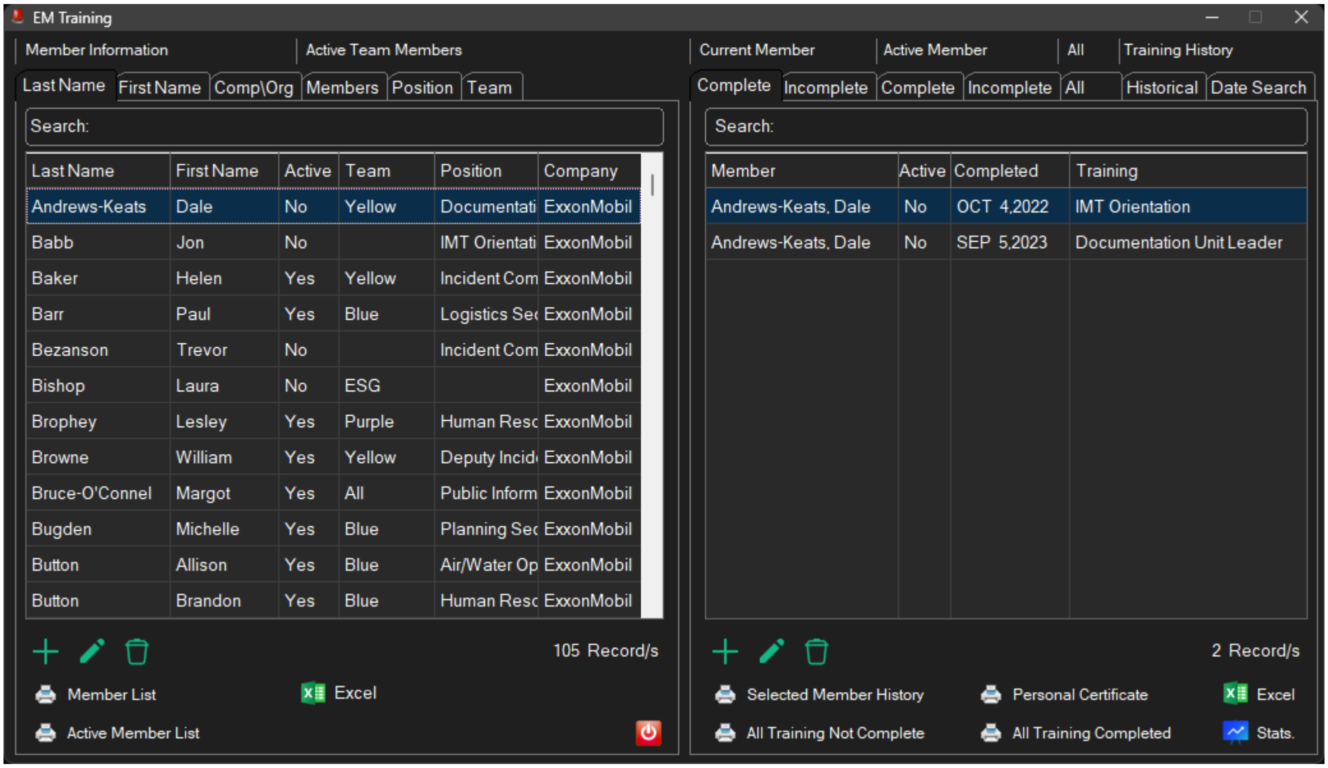
Alternatively, if installing on a server, you can create a desktop shortcut directly from the executable file. Then, click on *EM Training*™ to open the software or the *EM Training*™ Manual. To switch to Dark or Light mode, click the "Dark" or "Light" Mode button (open windows will close during the change).

It is important to note that with *EM Training*™ you are able to customize the layout of each individual screen. Once a window is open, simply drag it to the desired position and the next time *EM Training*™ opens the window will pop-up right where you left it. If you move the window out of view, simply press the "Reset Window" button on the main screen.



CHAPTER 2 - ADDING TEAM MEMBERS

Entering Member Records



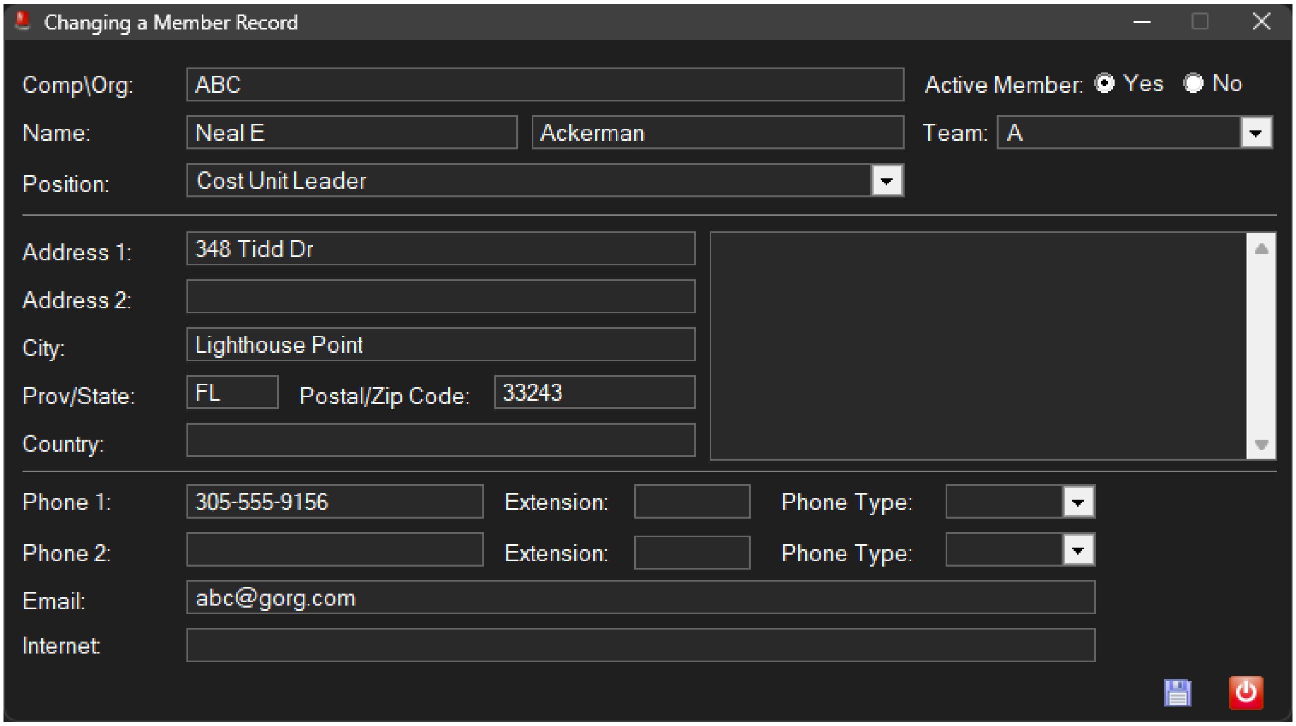
On the main screen select "Members" and you will see the above screen, from which there are two ways to enter a new record:

Ensure the left window is selected (bar is blue with outline) and press the insert key; or press the plus sign, doing either will bring up a new screen to allow you enter a new record. You can then add as much or as little information as you want. At a minimum, records should include:

- Company
- First Name
- Last Name
- EM Position (use the drop down list)
- If the member is an active team member (yes or no)

If the you are adding an active team member, select the drop down button next to team and insert the required team. Teams can be previously setup from the main window by selecting "Teams" and adding those relevant to your organization (i.e.: 1, 2, 3, or Yellow, Purple, Green, A, B, C, etc.).

As more records are added you can select the tabs under "Member Information" to quickly sort records by name or company. You can also select the tabs under "Active Team Members" to see a list of team members by name, position, or the team they are assigned to.



Complete all other entry fields, as required, and then press the save button.

You will now see a message that says "This record has now been added to the file". It will also ask if you want to add another record. Select "Yes" or "No".

Entering Member Training Record

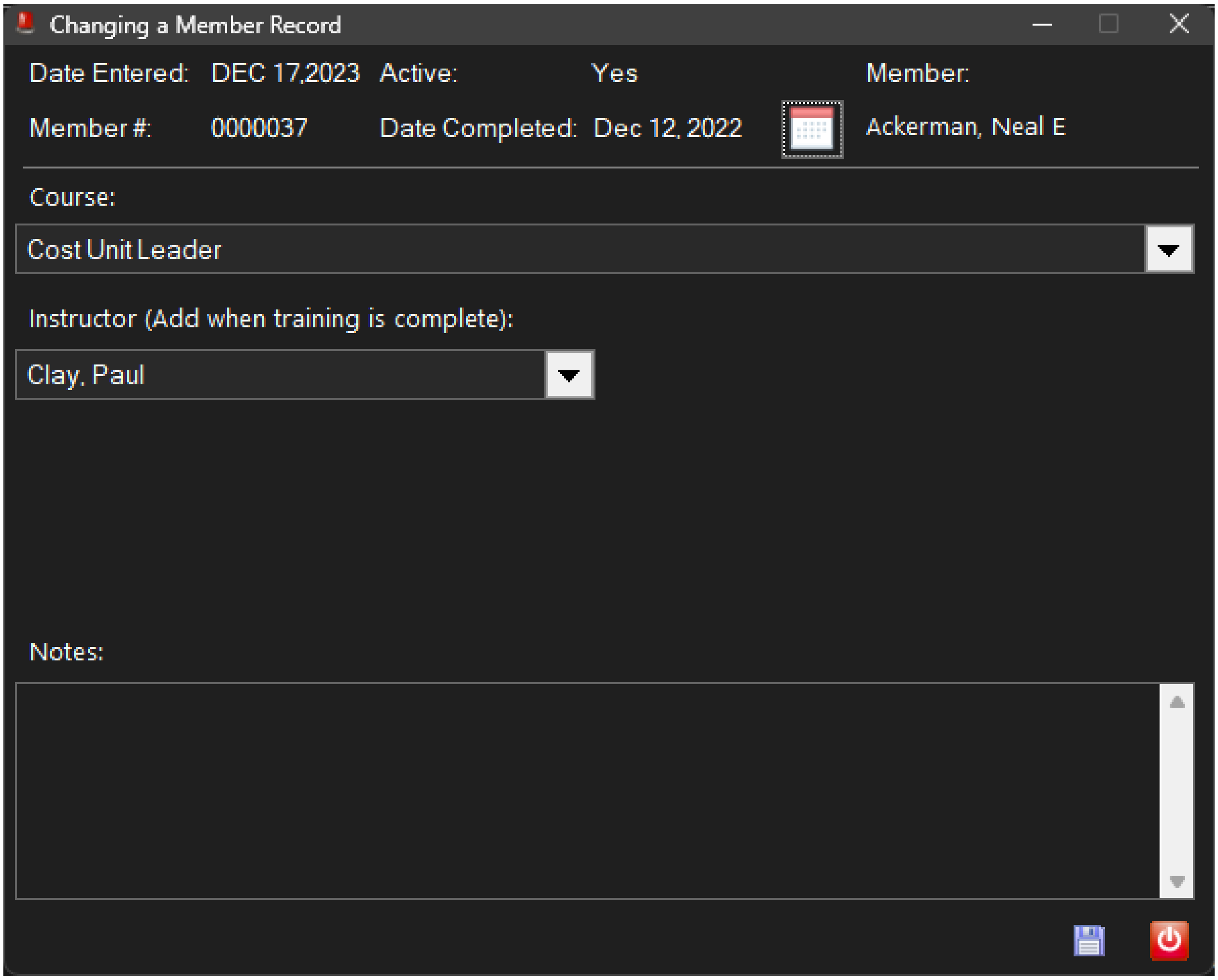
Ensure the right window is selected (bar is blue with outline) and press the insert key, press the plus sign, or right click in the window and select insert, doing either will bring up a new screen to allow you enter a new record.

The member's name will appear in the window automatically, as will the date entered. If training has not yet been completed, do not select the calendar icon to enter the completion date or the instructor's name. These are added, once training is completed.

You can then add as much or as little information as you want. At a minimum, records should include:

- The course completed or required (use the drop down menu).

Courses can be entered to match those of your organization, which can be customized from the main window by selecting "Courses". Instructor's names can also be added from the main window by selecting "Instructors".



Now:

Press the "Save" button and you will be returned to the main screen where you will now see the training history of the currently selected member (both incomplete and completed training).

As more records are added you can select the tabs under "All Members" to quickly see the records of completed and incomplete training for all members. You can also select the tabs under "Training" to see a historical list of training by date, or training conducted on a specific date (use the calendar button).

All records are then printable throughout *EM Training*™ and can also be exported to Excel. Individualized training certificates can also be printed.

Certificate of Completion

Generated From EM Training - Copyright (C) 2014
Paul R. Clay & Emergency Management Advisors, Inc.

EMA
www.emadvisors.ca

Course Instructo Clay, Paul

Presented to:

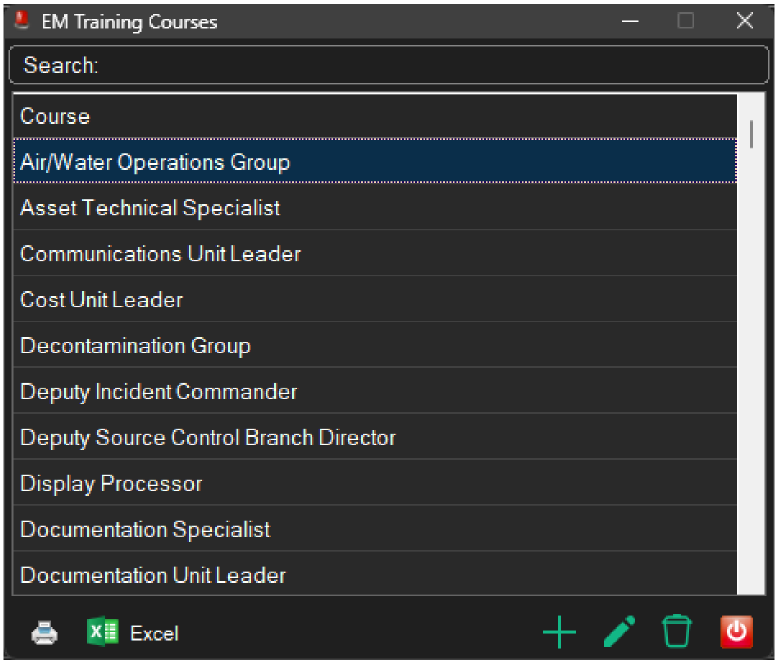
Ackerman, Neal E

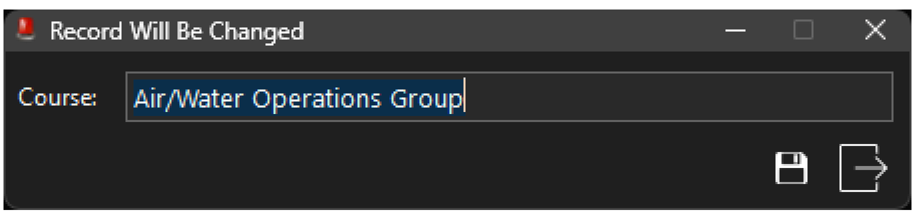
Training Completed	Qualification Date
Cost Unit Leader	DEC 12,2022

Date: 2023-12-21 Time: 09:28 Page 1

CHAPTER 3 - ADDING COURSE RECORDS

From the main window select the "Courses" button. This will allow you to see all the courses currently in *EM Training*™. As in previous windows use the + button to add records, edit to change a record, or delete to remove the record. You can also print or export the list to Excel.

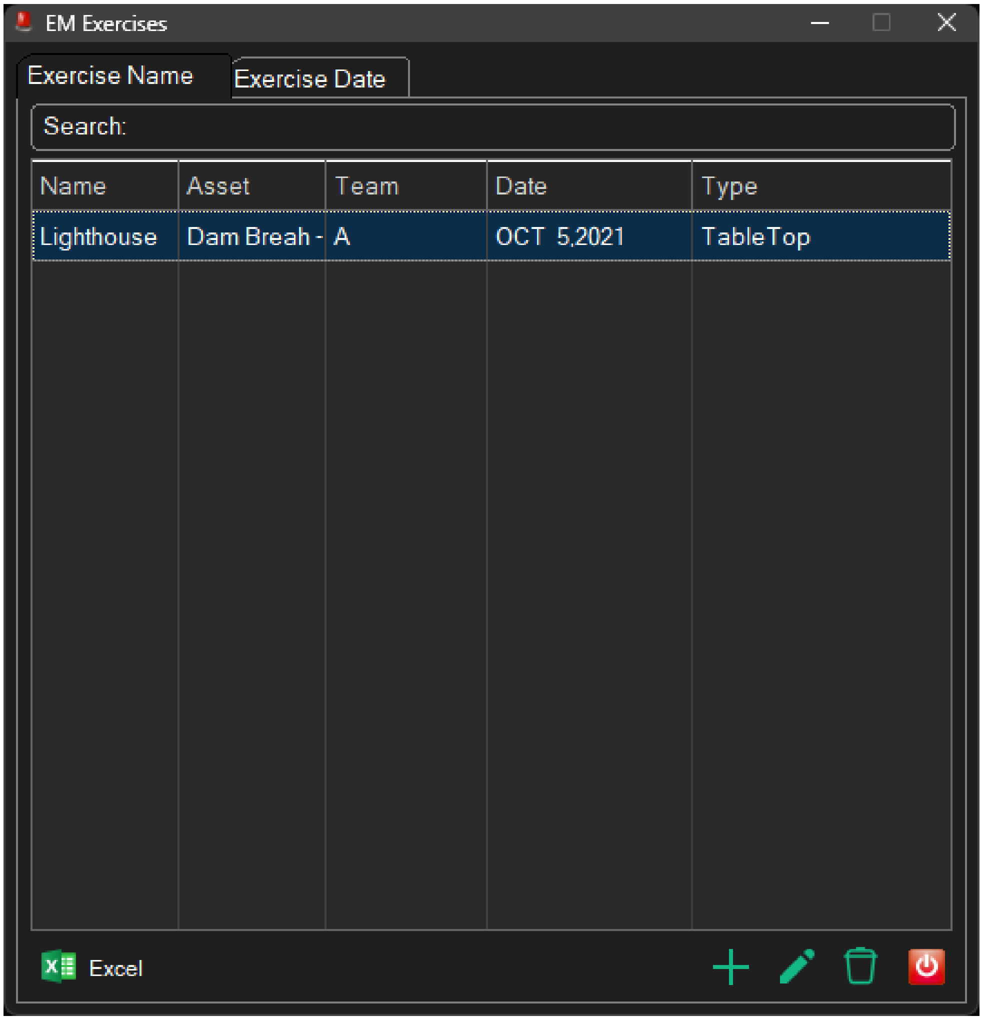




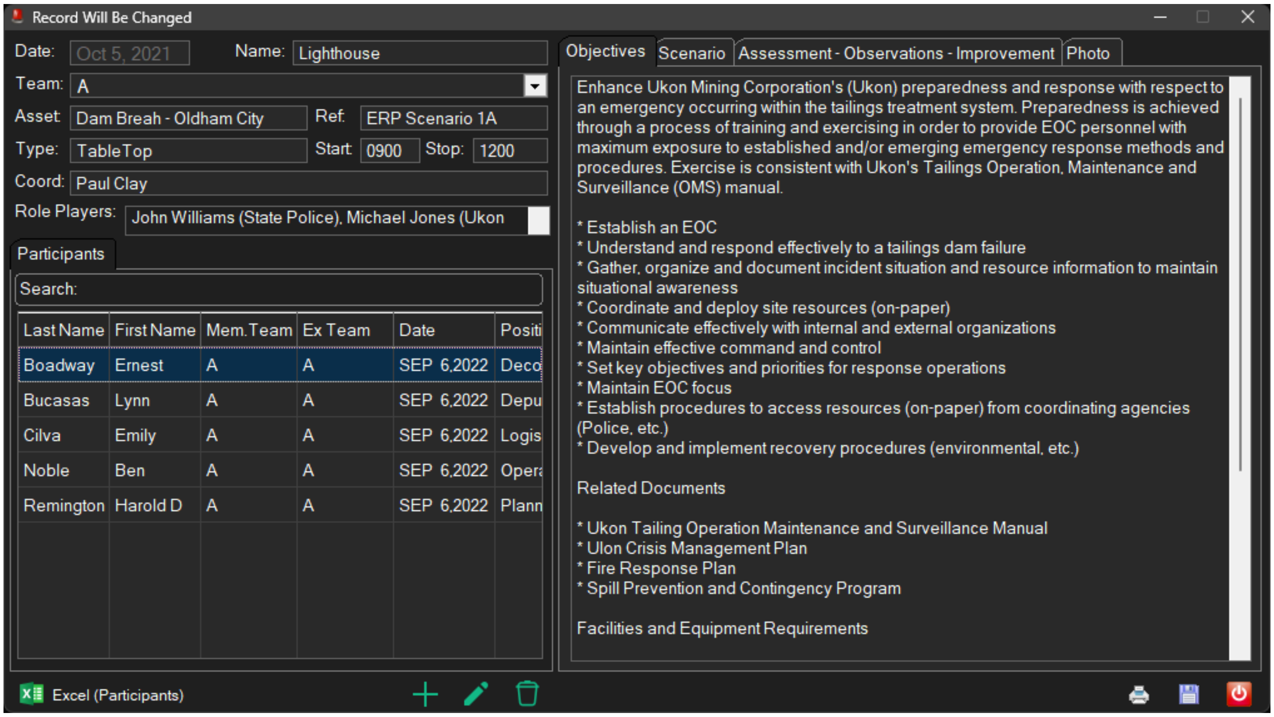
The same process can be followed for the instructor's window.

CHAPTER 4 - ADDING EXERCISE RECORDS

From the main window select the “Exercise” button. This will allow you to see all exercises previously completed. You will also see the exercise scenario for quick review purposes.



Press the insert key; or press the plus sign, doing either will bring up a new screen to allow you enter a new exercise record or use edit to view an existing exercise record.



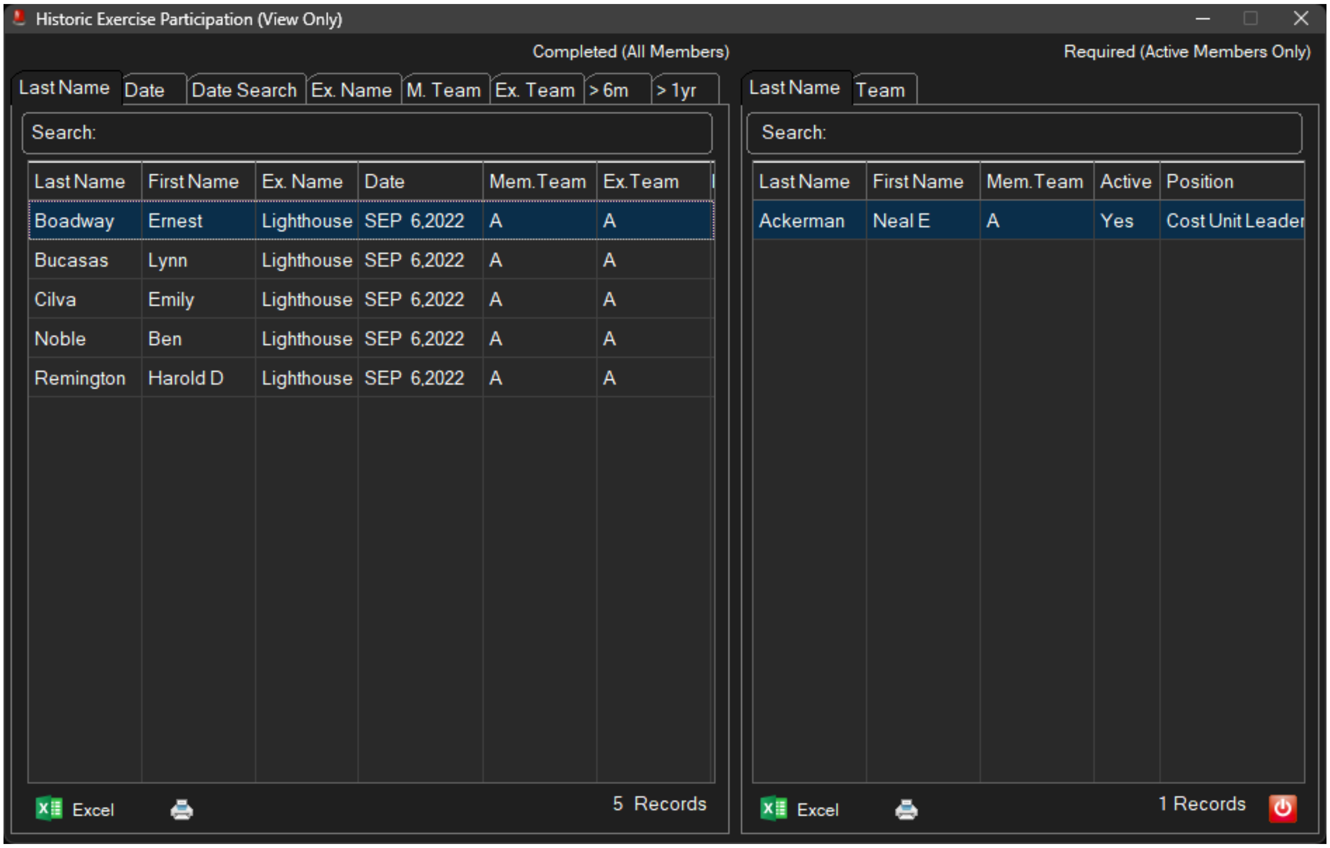
On the left of the screen you must enter, at a minimum, the exercise date, type of exercise (who it was for – the team), and the exercise name. You can then add the exercise scenario and later the assessment, observations, and an image, etc.

Below you can now add the exercise participants:

On the right you can add exercise objectives, a scenario; and the assessment, observations, and an image of record.

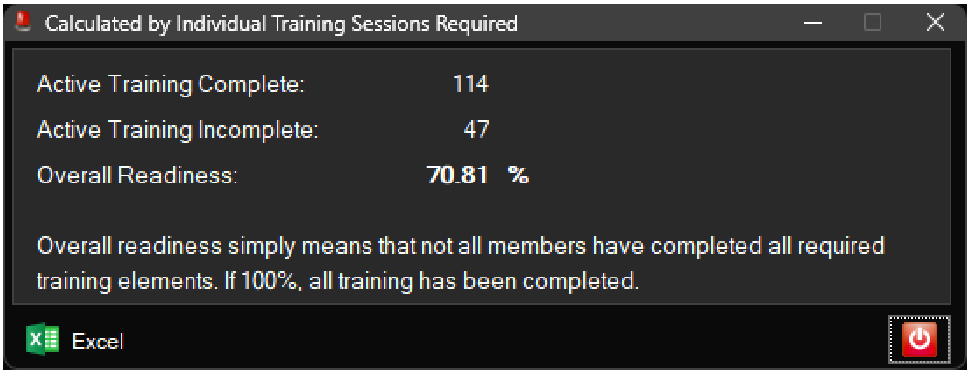
CHAPTER 5 - VIEWING HISTORIC RECORDS

If you then select "Historic" from the main screen, you will be able to see who has "completed" exercises, while the list on the right shows those that need to participate. Please note that this is a read only list. Both can be printed or exported to Excel.



CHAPTER 6 - VIEWING QUICK STATISTICS RECORDS

Quick statistics allows you to see your overall progress as a percentage of training sessions completed v. those not completed. This measures you overall progress.



Simply press the “Quick Stats,” button.

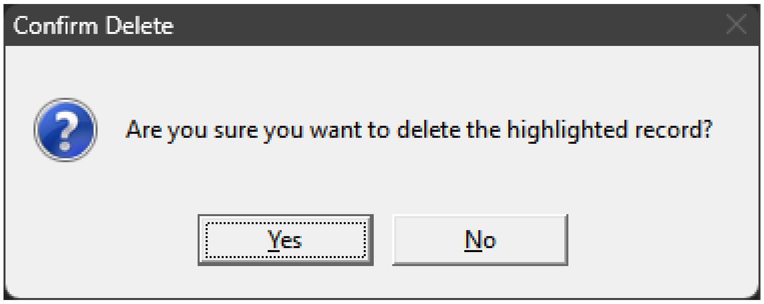
CHAPTER 7 - RESET POSITION

On occasion you may find that you move a windows outside the application, thus not having the ability to access or close it. This can happen when another user changes the layout to suit their monitor resolution. If that is the case, simply press the "Reset Position" button to reestablish the window position defaults for all windows.

CHAPTER 8 - DELETING OLD RECORDS

To remove an old file, you must first, delete the individual's training history.

From here press the exit button and return to the "Member" screen, select the member and press the delete key or icon to remove the member from *EM Training*™. You will be asked if you are sure you want to delete the highlighted record.



Pease note that if you attempt to remove a record without deleting the training history, you will receive an error message.

As records are easily sorted by "Active and "Non-Active", it is recommended that older records not be deleted. This will ensure a complete historical record in maintained, in addition you can reinstate members, as required.