

## Step-by-Step Instructions for the Retrieving Continuing Education Information

**Note:** These instructions describe how to access and download two recommended reports (“All Classes for User” and “Firefighter Cert Status”) from the EMS Course Tracking system (other reports can be pulled using these general instructions). The first two sections describe how to pull the reports and the 3<sup>rd</sup> section provides tips on how to save or print the reports in their .pdf format. Please refer to this Ohio Division of EMS website for information about the CE Tracking System: <http://www.ems.ohio.gov/education-ce-tracking-director.aspx>

### Report: All Classes for User

- From the EMS Course Tracker main screen select “Reports” on left side menu, then for Report Type, select “All Classes for User”. Enter a Start Date that is far enough back to capture all the records you want to capture, then enter the End Date (usually the current date). Select the “Run Report” button.

The screenshot shows the Ohio Department of Public Safety EMS web interface. The header includes the department logo and the name of the Executive Director, Melvin House. Below the header, there is a navigation menu with 'View Reports' selected. A sidebar menu on the left contains 'School List', 'Log Out', 'Change Account Info', 'Reports', and 'Student Alerts', with 'Reports' highlighted by an arrow. The main content area has a 'Report Type' dropdown menu with 'All Classes for User' selected. To the right, there are input fields for 'Start Date' (01/01/2014) and 'End Date' (07/07/2016). A 'Run Report' button is located at the bottom of the form.

- The “All Classes for User” report will be generated and displayed in .pdf format. See sample below:

Atwater Fire Dept							
Atwater Fire Dept							
Firefighter	INSTRUCTOR	Hours:	Total	GERI	PEDI	CARD	TRAU
<b>Fire Prevention and Public Education</b>							
		2/21/2014	4.00	0.00	0.00	0.00	0.00
		2/2/2014	3.00	0.00	0.00	0.00	0.00
		8/10/2015	2.00	0.00	0.00	0.00	0.00
		9/28/2015	1.00	0.00	0.00	0.00	0.00
<b>Hazardous Materials</b>							
		4/8/2014	2.00	0.00	0.00	0.00	0.00
		2/3/2014	8.00	0.00	0.00	0.00	0.00
		2/15/2014	12.00	0.00	0.00	0.00	0.00

## Report: Firefighter Cert Status

- From the EMS Course Tracker main screen select “Reports” on left side menu, then for Report Type, select “Firefighter Cert Status”. Select the location for which you want to run a status report (usually only one location). You can optionally check the box labeled: “Include those with no current certifications” for a complete list – or run one report with the box checked and another report without it. Select the “Run Report” button.

View Reports

- School List
- Log Out
- Change Account Info
- Reports
- Student Apps

Report Type:

- All Classes for User
- Students for Class
- Firefighter Cert Status**
- Department Cont Ed
- Students Pass/Fail
- Students Awaiting Approval
- Export Data

Parameters:

Location

- Atwater Fire Dept**
- Columbiana Emergency Medic
- Columbiana Fire Department
- Columbus Division of Fire

Include those with no current certifications

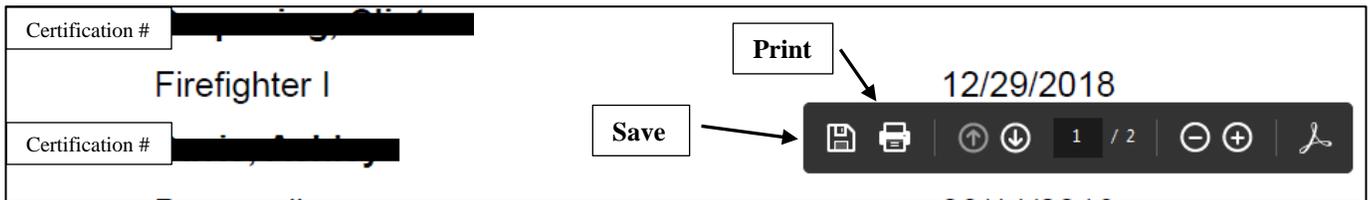
Run Report

- A report will be generated and displayed in .pdf format. See sample below:

Certification Status of Individuals Associated With Atwater Fire Dept		
Certification #	[REDACTED]	
	Advanced Emergency Medical Technician	09/02/2016
	Firefighter II	09/02/2016
	Fire Safety Inspector	09/02/2016
	Fire Instructor	09/02/2016
Certification #	[REDACTED]	
	Advanced Emergency Medical Technician	06/02/2018
	CE Instructor	06/02/2018
	Firefighter I	06/02/2018

## Tips for Handling Reports .pdf File

1. Place your mouse pointer near the bottom of the report page and a mini-menu will pop up as seen below. Selecting "Print" icon will send this report to your printer. To save a copy of this report, select the "Save" icon.



2. Once the "Save" icon is selected a window will be displayed (see below) that allows you to name the file within the "File name" box (bottom arrow). Once the file is named you can save it to your Desktop (top left arrow) or save it within the Documents (or other) folder (lower left arrow). Once a file location is chosen select the "Save" button to save a copy of the report for your records. This file will be in a standard .pdf (Adobe) format and will now be available for future reference.

