

South Bay Fire Department Thurston County Fire District #8



Target Solutions Supervisors

Cheat Sheet: How to Access Training Progress Reports

1. Log in to your Target Solutions (TS) account. In the upper right hand corner of your TS dashboard, AKA homepage, click on the single person. If the person is yellow, there are new reports for your review. If the member's name is in white, you have reviewed the latest reports. New reports are generated once a week.

The screenshot shows the Target Solutions dashboard for Travis Osborne. The browser address bar displays the URL <http://app.targetolutions.com/tsapp/dashboarc>. The dashboard header includes the Thurston County Training Cooperative logo and navigation links: Home, Administration, Community Resources, Account, and Help. The user profile in the top right shows a notification icon with the number '0' and the name 'Travis Osborne'. A blue arrow points to this profile icon.

The main content area is divided into three sections:

- Schedule:** A table listing assignments with columns for NAME and DUE DATE.
- Bulletin Board:** A section containing a welcome message, resources, and training calendars.

NAME	DUE DATE
NFFPA 1500 Advanced HAZWOPER Awareness (MOD #1) Assignment	Jun 03, 2016
NFFPA 1500 Advanced HAZWOPER Awareness (MOD #4) Assignment	Jun 03, 2016
NFFPA 1500 Advanced HAZWOPER Awareness (MOD #3) Assignment	Jun 03, 2016
NFFPA 1500 Advanced HAZWOPER Awareness (MOD #2) Assignment	Jun 03, 2016

Bulletin Board:

Welcome to Target Solutions and the Thurston County Fire Cooperative. Agencies using this platform include East Olympia FD6, West Thurston Regional Fire Authority, SE Thurston Fire Authority, South Bay FD8, and Tenino FD12.

Resources:

- [Medic-One EMS Online OTEP](#)
- [Firefighter Near Miss](#)
- [Thurston County Fire Chiefs](#), (Training announcements and registrations)
- [National Wildland Fire Training](#)

Participating Fire Department Web Sites

- [West Thurston Regional Fire Authority](#)
- [South Bay Fire Department](#)
- [East Olympia Fire](#)
- [Thurston County Fire District #12](#)
- [South East Thurston Regional Fire Authority](#)

Department Training Calendars (temporary until Calendar Wiz is populated)

- [West Thurston Regional Fire Authority](#)
- [2016 OTEP Calendar](#)
- [Thurston County Training Calendar](#)

Need help? Please view our [Administrator Support](#) and our [User Support](#) pages.

If you have any questions or concerns, please call us at 1-800-840-8048 or email us at support@targetolutions.com.

- Generally, there will be 4 reports available for review each week. Each report reviews training progress for a group of individuals with different training levels (ex: FF, FF/EMT, EMT, etc.). Click on the report you would like to review.

The screenshot shows a web browser window displaying the TargetSolutions dashboard for the Thurston County Training Cooperative. The user is Travis Osborne. The dashboard has a navigation bar with links for Home, Administration, Community Resources, Account, and Help. A 'NOTIFICATIONS' section is visible, with tabs for Inbox, Administrator Inbox, and Trash. A dropdown menu titled 'My Notifications' is open, showing a list of notifications. A blue arrow points from the dropdown to the first notification item in the main list.

NOTIFICATIONS

Inbox Administrator Inbox Trash

- 7 users have been alerted regarding their **SBFD 3rd Quarter 2016 Training Requirements EMT Only** credential.
- 2 users have been alerted regarding their **SBFD 3rd Quarter 2016 Training Requirements OSP** credential.
- 19 users have been alerted regarding their **SBFD 3rd Quarter 2016 Training Requirements Fire Only** credential.
- 33 users have been alerted regarding their **SBFD 3rd Quarter 2016 Training Requirements FF/EMT** credential.
- TargetSolutions has released enhancements to the platform. [More information here.](#)
- TargetSolutions has released some changes to make running reports easier! [Click here](#) for more information. 07/06/16
- 23 users have been alerted regarding their **SBFD 2nd Quarter 2016 Training Requirements FF/EMT** credential. 07/03/16
- 8 users have been alerted regarding their **SBFD 2nd Quarter 2016 Training Requirements EMT Only** credential. 07/03/16
- 6 users have been alerted regarding their **SBFD 2nd Quarter 2016 Training Requirements Fire Only** credential. 07/03/16
- 3 users have been alerted regarding their **SBFD 2nd Quarter 2016 Training Requirements OSP** credential. 07/03/16

Show More

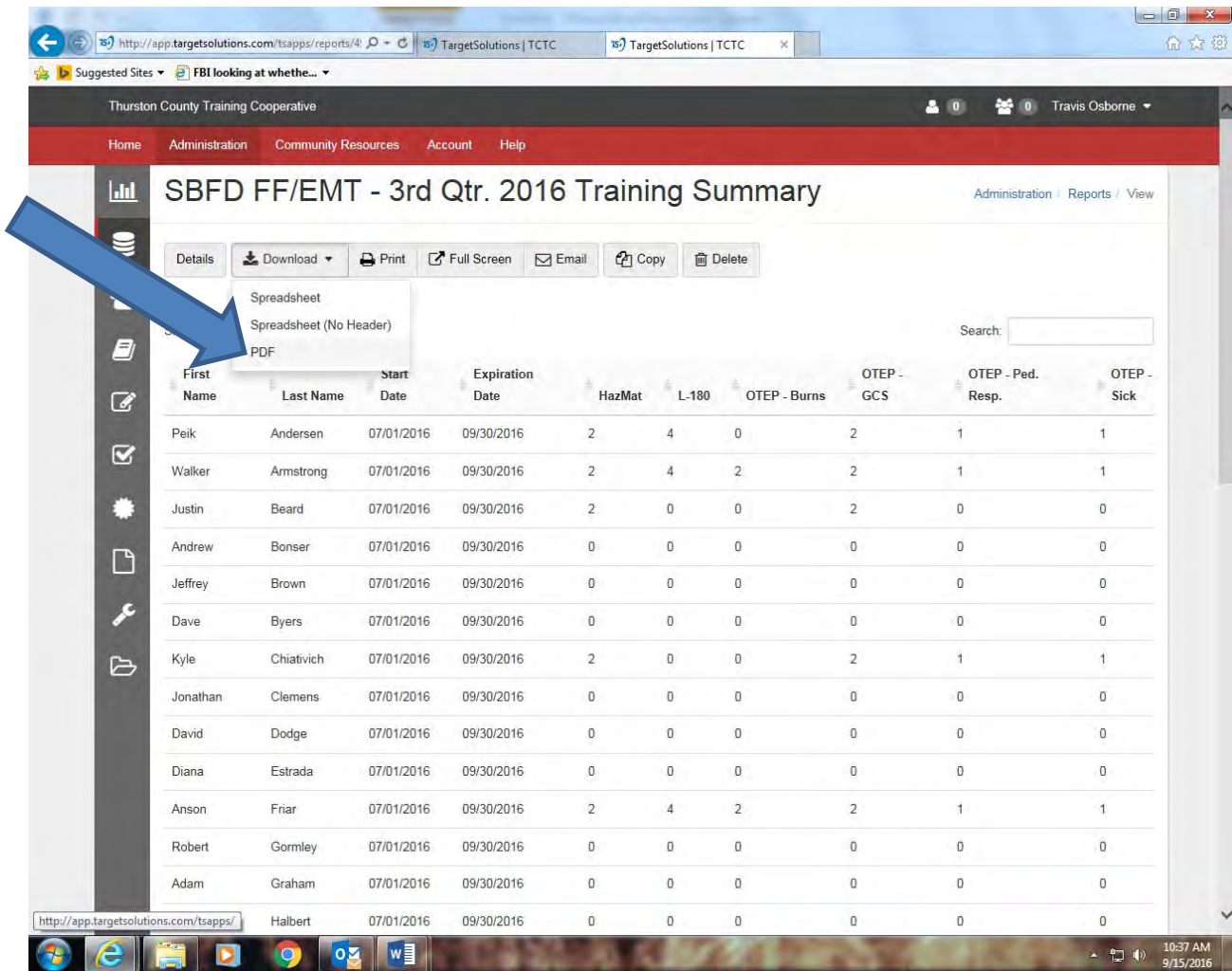
My Notifications

- SBFD 3rd Quarter 2016 Training Requirements FF/EMT: Reminder - Quarterly training requirements are due in 15 days. Please complete your assignments soon.
- SBFD FF/EMT - 3rd Qtr. 2016 Training Summary Report has been processed and is now available to view
- SBFD Fire Only- 3rd Qtr. 2016 Training Summary Report has been processed and is now available to view
- SBFD OSP - 3rd Qtr 2016 Training Summary Report has been processed and is now available to view
- SBFD EMT - 3rd Qtr. 2016 Training Summary Report has been processed and is now available to view

See My Notifications

10:32 AM 9/15/2016

3. You can then review the report as presented, or download the report as a PDF file. We recommend you download the report as a PDF file. This will allow you to see all of the training topics on one page rather than needing to scroll side to side.



Thurston County Training Cooperative

SBFD FF/EMT - 3rd Qtr. 2016 Training Summary

Administration | Reports | View

Details Download Print Full Screen Email Copy Delete

Spreadsheet
Spreadsheet (No Header)
PDF

Search:

First Name	Last Name	Start Date	Expiration Date	HazMat	L-180	OTEP - Burns	OTEP - GCS	OTEP - Ped. Resp.	OTEP - Sick
Peik	Andersen	07/01/2016	09/30/2016	2	4	0	2	1	1
Walker	Armstrong	07/01/2016	09/30/2016	2	4	2	2	1	1
Justin	Beard	07/01/2016	09/30/2016	2	0	0	2	0	0
Andrew	Bonser	07/01/2016	09/30/2016	0	0	0	0	0	0
Jeffrey	Brown	07/01/2016	09/30/2016	0	0	0	0	0	0
Dave	Byers	07/01/2016	09/30/2016	0	0	0	0	0	0
Kyle	Chiatvich	07/01/2016	09/30/2016	2	0	0	2	1	1
Jonathan	Clemens	07/01/2016	09/30/2016	0	0	0	0	0	0
David	Dodge	07/01/2016	09/30/2016	0	0	0	0	0	0
Diana	Estrada	07/01/2016	09/30/2016	0	0	0	0	0	0
Anson	Friar	07/01/2016	09/30/2016	2	4	2	2	1	1
Robert	Gormley	07/01/2016	09/30/2016	0	0	0	0	0	0
Adam	Graham	07/01/2016	09/30/2016	0	0	0	0	0	0
Halbert		07/01/2016	09/30/2016	0	0	0	0	0	0

10:37 AM 9/15/2016

- Here is what one of the PDF reports looks like. Repeat Steps 1 through 3 for any other reports you wish to review.

SBFD FF/EMT - 3rd Qtr. 2016 Training Summary

Type: Credentials - User Progress Summary
 Run Date: Sep 12, 2016 2:26 AM
 Shared with:
 Filings: Credentials
 User Status: Active/Offline
 Groups: 1 Selected

First Name	Last Name	Start Date	Expiration Date	HazMat	L-180	OTEP - Burns	OTEP - QCS	OTEP - Ped. Resp.	OTEP - Shock/Not Shock	QIRY CAR - PEDIATRIC	SCBA Qty	Wildland Std. Evt.	Total Required	Total Applied	Total Needed	% Completed
Peck	Andersen	07/01/2016	09/30/2016	2	4	0	2	1	1	0	.25	0	13.5	10.25	3.25	75%
Walker	Armstrong	07/01/2016	09/30/2016	2	4	2	2	1	1	.25	.25	1	13.5	13.5	0	100%
Justin	Beard	07/01/2016	09/30/2016	2	0	0	2	0	0	0	.25	0	13.5	4.25	9.25	31%
Andrew	Bonser	07/01/2016	09/30/2016	0	0	0	0	0	0	0	0	0	13.5	0	13.5	0%
Jeffrey	Brown	07/01/2016	09/30/2016	0	0	0	0	0	0	0	.25	1	13.5	1.25	12.25	9%
Dave	Byers	07/01/2016	09/30/2016	0	0	0	0	0	0	0	.25	1	13.5	1.25	12.25	9%
Kyle	Chalovich	07/01/2016	09/30/2016	2	0	0	2	1	1	0	.25	1	13.5	7.25	6.25	53%
Jonathan	Clemens	07/01/2016	09/30/2016	0	0	0	0	0	0	0	.25	1	13.5	1.25	12.25	9%
David	Dodge	07/01/2016	09/30/2016	0	0	0	0	0	0	0	0	0	13.5	0	13.5	0%
Diana	Estrodo	07/01/2016	09/30/2016	0	0	0	0	0	0	0	.25	1	13.5	1.25	12.25	9%
Anson	Frjar	07/01/2016	09/30/2016	2	4	2	2	1	1	.25	.25	1	13.5	13.5	0	100%
Robert	Gormley	07/01/2016	09/30/2016	0	0	0	0	0	0	0	.25	1	13.5	1.5	12	11%
Adam	Graham	07/01/2016	09/30/2016	0	0	0	0	0	0	0	.25	1	13.5	1.25	12.25	9%
Bill	Halsert	07/01/2016	09/30/2016	0	0	0	0	0	0	0	0	0	13.5	0	13.5	0%
Derek	Hall	07/01/2016	09/30/2016	0	0	0	0	0	0	.25	.25	0	13.5	.5	13	3%
Matthew	Hankins	07/01/2016	09/30/2016	2	4	2	2	1	1	.25	.25	1	13.5	13.5	0	100%
Dale	Hayes	07/01/2016	09/30/2016	0	4	0	2	0	0	0	.25	1	13.5	7.25	6.25	53%
Max	Hollander	07/01/2016	09/30/2016	0	4	2	2	1	1	.25	0	0	13.5	10.25	3.25	75%
Greg	Kessel	07/01/2016	09/30/2016	0	0	0	0	0	0	0	0	0	13.5	0	13.5	0%
Doug	Klipatrick	07/01/2016	09/30/2016	0	4	0	2	0	0	0	.25	1	13.5	7.25	6.25	53%
Christopher	LaDue	07/01/2016	09/30/2016	0	0	0	0	0	0	0	0	1	13.5	1	12.5	7%
Ashlie	Lehmann	07/01/2016	09/30/2016	0	0	0	0	0	0	0	.25	1	13.5	1.25	12.25	9%
Brandon	Letay	07/01/2016	09/30/2016	0	0	2	2	1	0	0	0	1	13.5	6	7.5	44%
Damian	Longmire	07/01/2016	09/30/2016	2	0	0	0	1	1	.25	0	0	13.5	4.25	9.25	31%
Ryan	Luensman	07/01/2016	09/30/2016	0	0	0	0	0	0	0	0	1	13.5	1	12.5	7%
Brent	McBride	07/01/2016	09/30/2016	0	0	0	0	0	0	0	0	1	13.5	1	12.5	7%
Joanne	Mulder	07/01/2016	09/30/2016	0	0	0	0	0	0	0	0	0	13.5	0	13.5	0%
Brian	Olson	07/01/2016	09/30/2016	2	0	0	0	0	0	0	0	0	13.5	2	11.5	14%
Travis	Osborne	07/01/2016	09/30/2016	2	4	2	2	1	1	0	.25	1	13.5	13.25	.25	98%
Brian	Pameli	07/01/2016	09/30/2016	2	0	2	2	1	0	.25	.25	1	13.5	8.5	5	62%
Christopher	Pawowski	07/01/2016	09/30/2016	2	4	2	2	1	1	.25	.25	1	13.5	13.5	0	100%
Les	Rochette	07/01/2016	09/30/2016	2	0	0	2	1	1	.25	.25	1	13.5	7.5	6	55%
Zachary	Stoma	07/01/2016	09/30/2016	2	0	0	0	0	0	0	.25	1	13.5	3.25	10.25	24%
Brian	VanCamp	07/01/2016	09/30/2016	0	4	2						1	13.5	10.25	3.25	75%
Tony	Warfield	07/01/2016	09/30/2016	0	0	0						1	13.5	1.25	12.25	9%