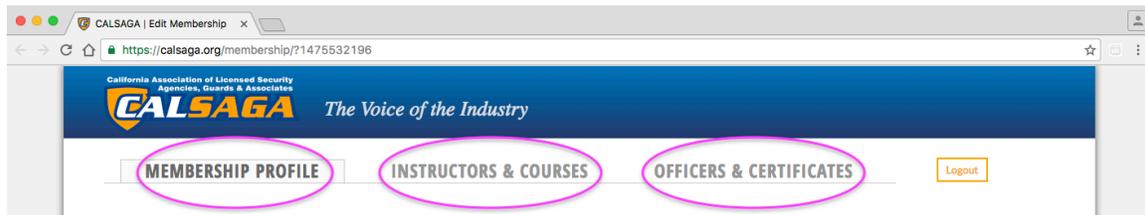




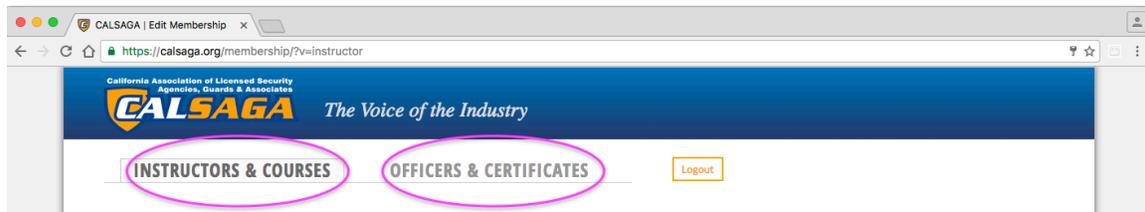
## SECURITY OFFICER TRAINING DATABASE TUTORIAL

Log in at [calsaga.org/login](https://calsaga.org/login).

Primary and secondary member contacts have access to all three tabs: Profile, Instructors, Officers



Instructors will only have access to two tabs: Instructors, Officers



Members can edit Instructors: Name, Email, Password

### List Instructors

Adolfo Carrera  
Adrian Gutierrez  
Aguillard  
Alfonso Soriano  
Alfred Hernandez  
Alonzo Wade  
Amber Diaz  
Angel L. Santiago  
Aviva Truesdell  
Barney Simpson  
Bill Frazer  
Bob Murphy  
Brad Vincent

View

Edit

Instructors cannot edit other Instructors:

### List Instructors

Adolfo Carrera  
Adrian Gutierrez  
Aguillard  
Alfonso Soriano  
Alfred Hernandez  
Alonzo Wade  
Amber Diaz  
Angel L. Santiago  
Aviva Truesdell  
Barney Simpson  
Bill Frazer  
Bob Murphy  
Brad Vincent

View

When viewing Instructors, type in email and password to enable unique logins:

INSTRUCTOR ID	INSTRUCTOR NAME	EMAIL/LOGIN	PASSWORD
<input type="checkbox"/> 801	Alfonso Soriano		
<input type="checkbox"/> 1502	Amber Diaz		
<input type="checkbox"/> 5203	Aviva Truesdell		
<input type="checkbox"/> 6387	Alfred Hernandez	user22@alliedbarton.com	4c2e45

Records from the previous database might have duplicates, you can merge them together. But be careful as there is no undo.

INSTRUCTOR ID	INSTRUCTOR NAME	EMAIL/LOGIN	PASSWORD
<input checked="" type="checkbox"/> 5239	Joshua Billings		
<input checked="" type="checkbox"/> 9039	Joshua Billings		
<input checked="" type="checkbox"/> 9040	Joshua illings		
<input checked="" type="checkbox"/> 9239	Josh Billings		

When viewing courses and officers, clicking the double square will download the certificate as PDF. Clicking the certificate number will allow editing of the certificate.

CERTIFICATE	COURSE NAME	OFFICER NAME	GUARD CARD	HOURS	MEDIA
<input checked="" type="checkbox"/> 2b78ef4521 <a href="#">DOWNLOAD PDF</a>	Annual Training 2011	Melvin Stephens	G1381734	8	Self Study
<input type="checkbox"/> 08bfa28938	Annual Training 2012	Grady Rax		8	Self Study
<input checked="" type="checkbox"/> b4f5b15742 <a href="#">EDIT CERTIFICATE</a>	Annual Training 2012	William Updegraff		8	Self Study
<input type="checkbox"/> 58c729e510	Annual Training 2012	Elaine McClain		8	Self Study

Instructors and Officers now have ID numbers to remain consistent across multiple certificates.

Certificate ID: 1291424f0f

Officer ID:

Course Name:

Hours:

Certificate Date:

Guard Card:

Instructor:

OFFICER ID	OFFICER NAME
97628	Aaron Coleman
97628	Aaron Coleman
100812	Abdel Rahman Sagier
112333	Aaron Hu

ID	INSTRUCTOR NAME
7752	Bob Murphy
7821	Bill Frazer
11145	Brad Vincent

The best way to create a new, single certificate for an Officer: Select the name, click “Create Certificate”

### List Officers

- Aaron Herrera
- Abdel Rahman Sagier
- Abdel Rahman Sagier
- Aaron Hu
- Aaron Hu**
- Abayomi Ikutiminu
- Aaron Anderson
- Aaron Coleman
- Aaron G Graham
- Aaron Gordon
- Aaron Graham
- Aaron J Anselm
- Abdi-Khaliq S. Ali

[View](#) [Edit](#) [Create Certificate](#)

Create multiple certificates for an officer: Click “Create Multiple”  
Please note that you will need to know both the Instructor ID and Officer ID.

### New Certificate

[Create Single](#) [Create Multiple](#)

Search for Officers at your company only:

### Search Officers ALLIEDBARTON SECURITY SERVICES

First Name & Last Name

Search

Search for Officers throughout CALSAGA. This will bring the officer to over to your company, complete with previous training. Last name and date of birth required.

**Search Officers** ALL CALSAGA

Last Name	DOB
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Search