



SECURITY OFFICER TRAINING DATABASE TUTORIAL

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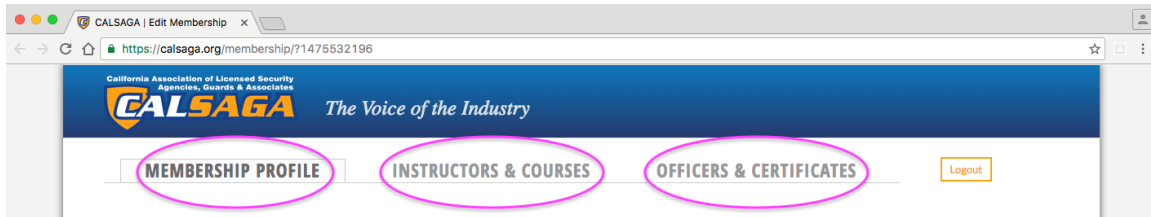
Database Questions or Comments?

[Submit a Database Assistance Request Form](#)

Views & Authorizations

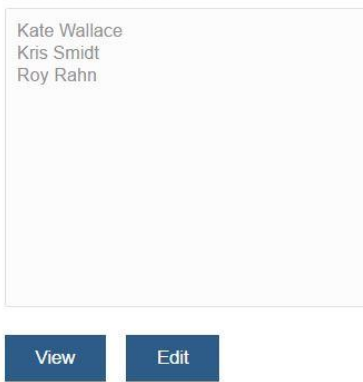
Members

Each company can designate two individuals as members. In the database members have access to all three tabs: Membership Profile, Instructors & Courses, Officers & Certificates



Members can edit Instructors: Name, Email, Password

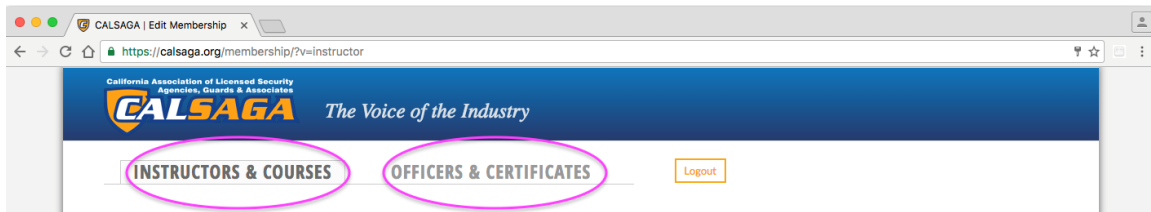
List Instructors



Instructors

Companies can set up Instructor access for trainers or those who create training certificates. Instructors have access to only the Instructors & Courses, Officers & Certificates tabs

*Please note that some names may appear in your list of Instructors that do not work for your company. This means that that trainer is listed on a certificate for training that one of your officers received prior to that officer working for your company. You can [submit a Database Assistance Request Form](#) with a list of instructors to be deleted from your list.



Instructors do not have the ability to edit other Instructor profiles.

List Instructors

Kate Wallace
Kris Smidt
Roy Rahn

[View](#)

Merging Duplicate Trainer Profiles

Instructor records may have duplicates from the previous database; profiles can be merged.

- Click the Officers & Certificates tab.
- Enter a full or partial name in the Search Officers box. Click Search
- Check the profiles that you would like to merge.
- Click Merge Checked. Click Save
- *Please note there is no undo option for merged profiles.

Need assistance with merging profiles? [Submit a Database Assistance Request Form](#)

INSTRUCTOR ID	INSTRUCTOR NAME	EMAIL/LOGIN	PASSWORD
<input checked="" type="checkbox"/> 11217	Kate Wallace	abc123@gmail.com	abc123
<input checked="" type="checkbox"/> 11736	Katherine Wallace		
<input checked="" type="checkbox"/> 11737	Kat Wallace		
<input checked="" type="checkbox"/> 11738	K Wallace		
<input checked="" type="checkbox"/> 11739	K. Walalce		

[Merge Checked](#) [Delete Checked](#)

[Save](#)

Giving an Officer Access to his Certificates

The CALSAGA Security Officer Training Database provides an optional feature that will allow officers to log in to save or print certificates. Officers do not have the ability to edit certificates or profile information. Upon log in, officers will see only a list of training records.

-Click the Officers & Certificates tab.

-Select the officer from the list of officers on the left side and click Edit.

-Complete the Email/Login and Password fields. Click Save. A green Success message will appear in the bottom left corner.

Creating an Officer Profile

-Click the Officers & Certificates tab.

-In the New Officer Box enter the officer's first and last name. Click Create.

-Enter the officer's date of birth and guard card (optional). Click Save. A green Success message will appear in the bottom left corner.

Entering Training & Creating Certificates

Create a Single Certificate for one Officer

-Click the Officers & Certificates tab.

-Select the officer from the list of officers on the left side and click Create Certificate.

*Please note that if your company has more than 1,000 officer profiles, it is more efficient to enter the officer's name in the Search Officer field and click Search. To create a certificate click the blue Create Certificate icon on the far right.

-Fill in all fields and click Save. A green Success message will appear in the bottom left corner. Either close the window or click the Officers & Certificates tab to return to that screen; do not click the back button.

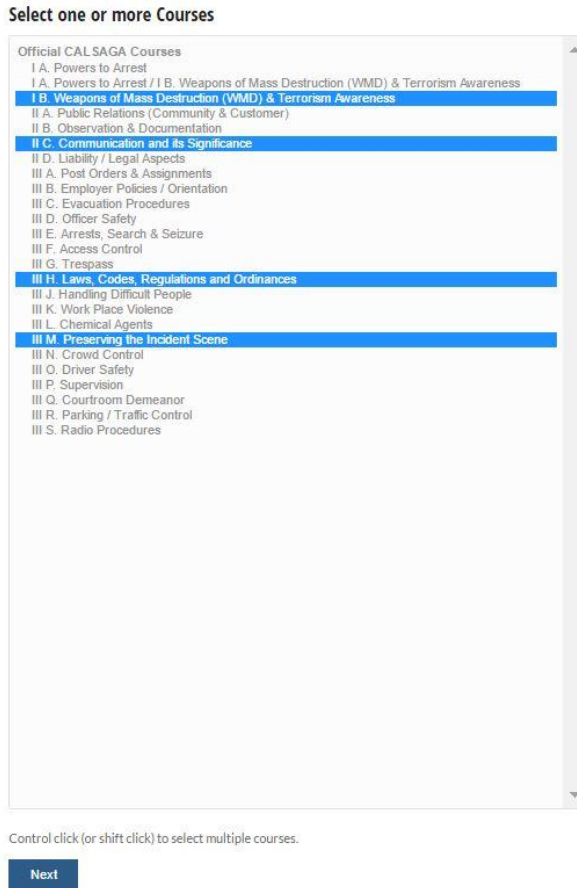
Create Multiple Certificates for One Officer or Multiple Officers

*Please note that prior to starting this process, you will need both the Officer's ID and Instructor's ID. See below for information on obtaining those ID numbers.

-Click the Officers & Certificates tab.

-Under New Certificate click Create Multiple.

-Holding down the Control key on your keyboard, select all courses that you are entering. Click Next.



-Fill in all fields and click Save.

-Enter the officer's ID and guard card (optional). Click Add.

-If you are creating certificates for multiple officers, continue adding each officer's ID and clicking add.

-Review the certificate information under Preview Certificates. Click Create Certificates.

Locating an Officer ID

- Click the Officers & Certificates tab.
- Enter the officer's name in the Search Officer field and click Search.
- The Officer ID appears to the far left.

OFFICER ID	GUARD CARD	PREFIX	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	BIRTH DATE	EMAIL/LOGIN
158870			Amy		Morris		1969-12-31	

Locating an Instructor ID

- Click the Instructors & Courses tab.
- Enter the instructor's name in the Search Instructor field and click Search.
- The Instructor ID appears to the far left.

INSTRUCTOR ID	INSTRUCTOR NAME	EMAIL/LOGIN	PASSWORD
11729	Roy Rahn		

Editing & Printing Certificates

-Click the Officers & Certificates tab.

-Select the officer from the list of officers on the left side and click View.

*Please note that if your company has more than 1,000 officer profiles, it is more efficient to enter the officer's name in the Search Certificate field and click Search.

-To edit a certificate, click the serial number under the Certificate column. To save or print a certificate click the double square to the left of the serial number.

CERTIFICATE	OFFICER ID	OFFICER NAME	COURSE NAME
<input type="checkbox"/> 060473de0	158870	Amy Morris	TEST COMPANY
<input type="checkbox"/> 03612bc6 ✓	158870	Amy Morris	I.B. Weapons of Mass Destruction (WMD) & Terrorism Awareness TEST COMPANY
<input type="checkbox"/> bf92ed5cd4 ✓	158870	Amy Morris	II C. Communication and its Significance TEST COMPANY
<input type="checkbox"/> 06fb8c9b6 ✓	158870	Amy Morris	III G. Trespass TEST COMPANY
<input type="checkbox"/> 450447c61d ✓	158870	Amy Morris	III M. Preserving the Incident Scene TEST COMPANY

Deleting Certificates

To protect training records, Instructors nor members have the ability to delete records. If a certificate has been created in error, [Submit a Database Assistance Request Form](#) to have it deleted.

Transferring Officers

The CALSAGA Security Officer Training Database allows members to transfer officer profiles so that no officer training records are lost. In order to transfer an officer's profile, trainers must have the officer's full name and date of birth.

- Click the Officers & Certificates tab.
- Under Search Officers: ALL CALSAGA enter the officer's last name and date of birth. Click Search.
- Check the box to the left of the officer's ID number and click Move to [Company Name].

1 Result for "jones" 1989-08-06

OFFICER ID	GUARD CARD	PREFIX	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	BIRTH DATE	EMAIL/LOGIN	PASSWORD
<input checked="" type="checkbox"/> 159509			Elizabeth		Jones		1989-08-06		

Database Questions or Comments?
[Submit a Database Assistance Request Form](#)