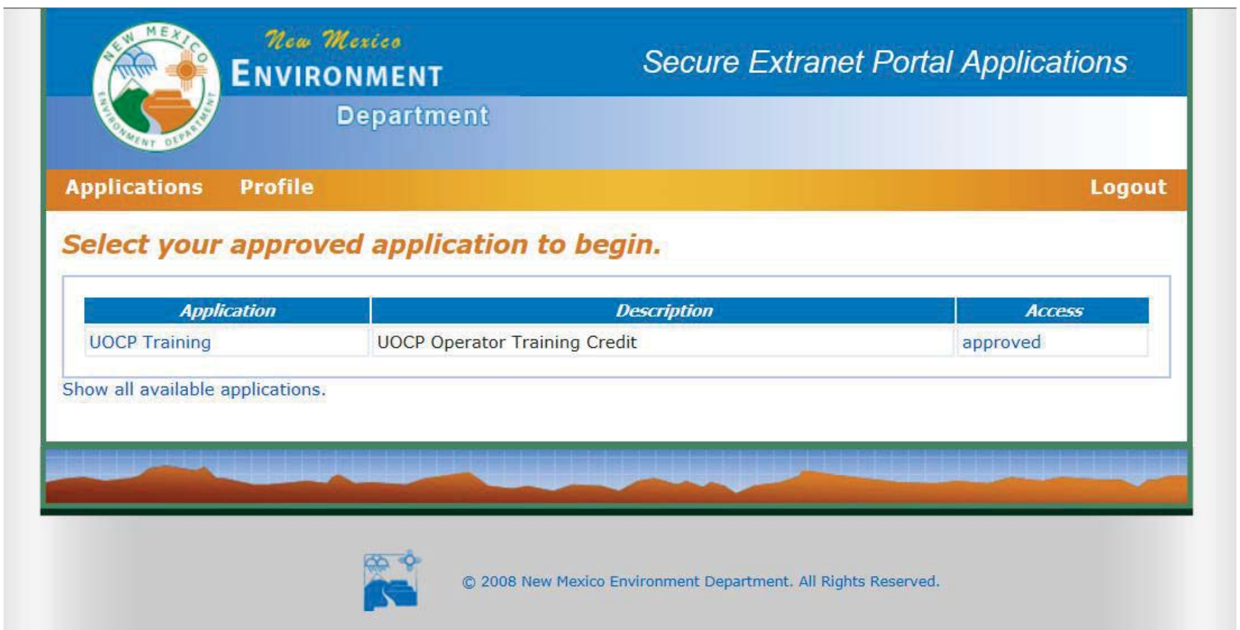
UOCP Training module Overview

The Utility Operator Certification Program (UOCP) Training module is an application developed for training providers to submit operator training credit to the NM UOCP toward operator requirement for continued certification.

Getting Started

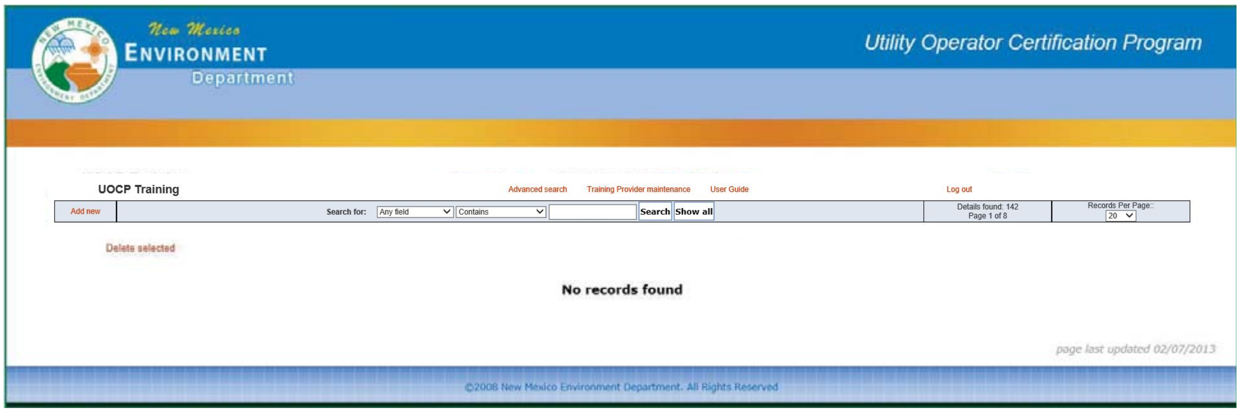
Training providers will have registered with the NMED Secure Extranet Portal or SEP and been granted access to the application. After logging into SEP, training providers will see something like the menu pictured below:



Clicking on the UOCP Training link will open the application for the training provider to begin using.

The UOCP Training module

The main page of the application is pictured below.



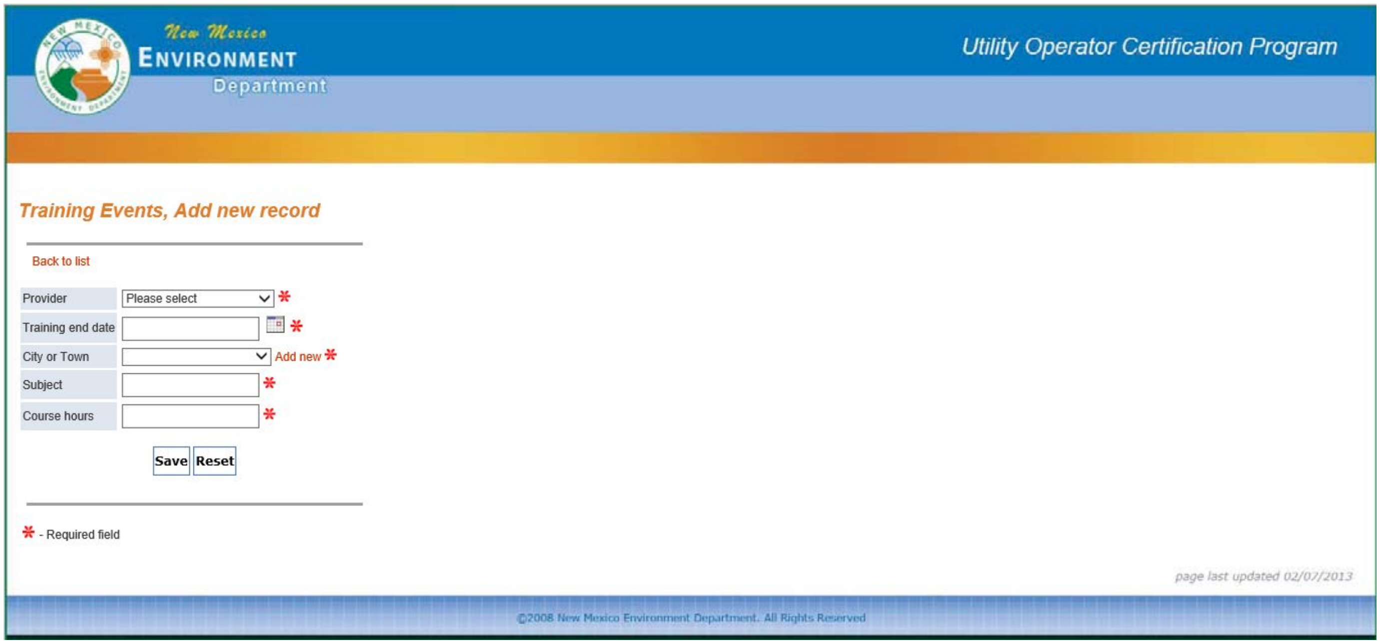
When the application is opened, a search is performed to find all training events for the training provider. If no training events are found, '**No records found**' is displayed. The application will only display training events entered by the training provider.

On this page there are several operational links in red and a search bar. The function of these items are described as follows:

- Advanced search opens an advanced search page described in more detail later in this document.
- Training Provider maintenance allows the APPROVED Training Provider to update the contact NAME, phone number and email address of the person uploading of Training Events and participants.
- Log out exits the application and returns the user to the SEP application menu.
- Add new opens an add page for data entry of a new training event.
- Delete selected removes selected training events.
- Search for: allows the user to search for specific training events by provider, training end date, city, or subject. In most cases, searching (Advanced or otherwise) will not be necessary as the application will retrieve all of the provider's training events. This feature is mostly intended for UOCP staff to review training events prior to uploading an event into the UOCP database.

Adding a Training Event

To enter a training event, locate the Add new link and click on it. The Training Event add page will display.



The Provider field is filled automatically as the application recognizes the user from the SEP login ID. The provider will need to complete the rest of the form before the record can be saved. Required fields are indicated by red asterisks.

There is a date picker for the Training end date, but dates can be entered manually using MM/DD/YYYY as the format.

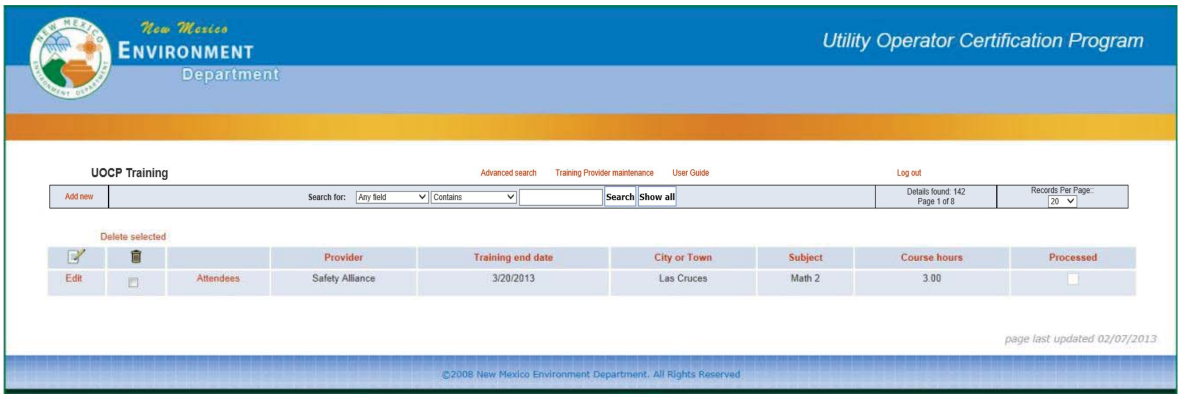
City or Town is selected from the droplist. If the location is not found in the droplist, providers can click the Add new link at the end of the field to add a location that can then be selected from the droplist. Please check that the location doesn't already exist before entering a new one.

Subject and Course hours are entered manually. Credit hours can be entered as whole or decimal numbers. Training Credit hours can only be accepted in 0.5 increments. Credit hours for Training are ONLY Rounded-Down when less than 0.5 hours.

When finished completing the form, the user clicks the Save button to save the record. The form will clear and display a message **<<< Record was added >>>** at the top of the page indicating the record was saved successfully. The user can enter another record, or click Back to list to return to the Training Event list page.

Reviewing a Training Event

After adding a training event and returning to the list page, please review the entry to assure everything is correct. Users will notice a couple of new links at the head of the new entry.



The Edit link allows the user to correct any errors made adding the record. Clicking Edit opens an edit page that looks very similar to the add page with the data of the record displayed for editing.

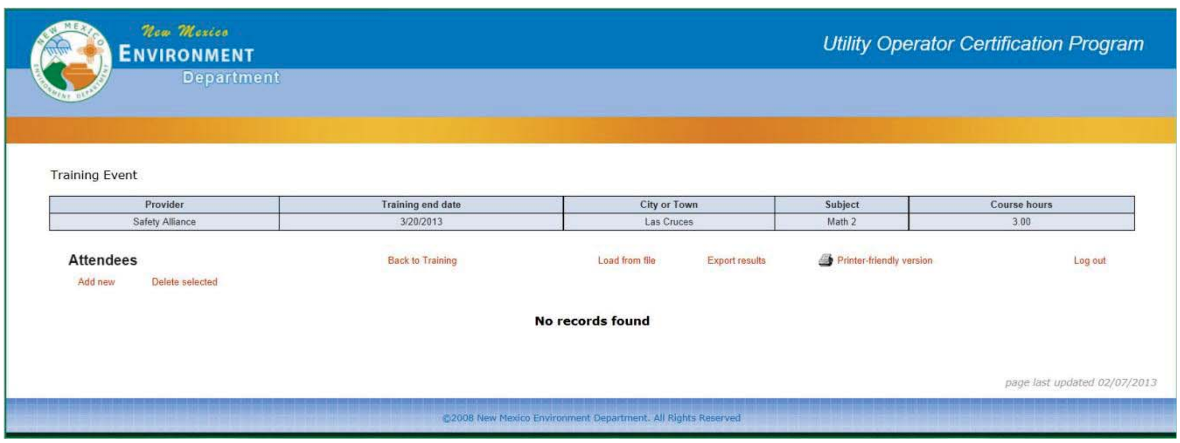
If the user decides that the training event record is unnecessary or entered in error, the record can be deleted by checking the checkbox under the trashcan icon for that record and clicking Delete selected. The user will be prompted if they really want to delete. One or more records can be deleted at a time with this method.

The Attendees link displays the Attendees list page with attendees entered for that training event.

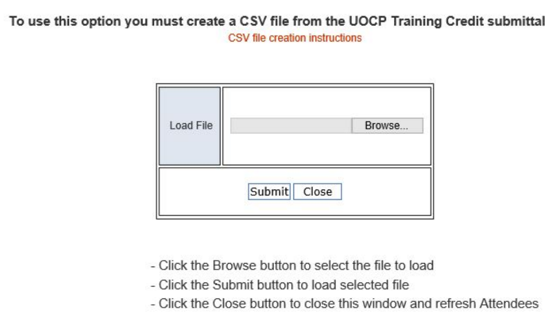
Attendees list page

After adding a training event and returning to the list page, click the Attendees link for that training event. The Attendees list page displays with the training event information as a header. Because no attenees have been entered yet, the '**No records found**' message is displayed.

Users will notice some new functional links on the Attendees list page:



- Back to Training navigates back to the Training Event list page.
- Load from file opens a browser window where the provider can select a CSV file to load attendees for large training events. Instructions for creating the CSV file from the UOCP Training Credit Submittal form providers have been using are included in the browser window, (example shown below).



- Export results allows for export of attendee information to an excel spreadsheet or word document.
- Printer-friendly version creates an html printout of attendees.
- Log out exits the application and returns the user to the SEP application menu.

Adding Attendees

To enter attendees, locate the Add new link and click on it. The Attendee add page will display.

Select the UOCP Operator from the droplist.

Enter Credit hours earned by the operator. Credit hours can be entered as whole or decimal portions of an hour. Remember Training Credits can only be accepted in 0.5 increments.

If the operator was the instructor of the training, check the Instructor checkbox.

Click the Save button. The form will clear and display a message **<<< Record was added >>>** at the top of the page indicating the record was saved successfully. The user can enter another record, or click Back to list to return to the Attendees list page.

Reviewing Attendees

After entering attendees and reurning to the list page, review your entries to assure they are complete and correct.

There is an Edit link for each attendee that allows the user to correct any errors made adding the record. Clicking Edit opens an edit page that looks very similar to the add page with the data of the record displayed for editing.

If a record was entered in error, the record can be deleted by checking the checkbox under the trashcan icon for that record and clicking Delete selected. The user will be prompted if they really want to delete. One or more records can be deleted at a time with this method.

Advanced search – just an FYI

As mentioned at the beginning of the document, the Advanced search option is generally only used by the UOCP staff. Clicking the Advanced search link brings up the advanced search page.

The Search for: radio button indicates that either All conditions for query need to be met for the return results or Any condition may be met.

The NOT column reverses logic for the search on the selected fields.

The search condition droplist is used to set the condition (Equals, Contains, Less than …, etc.) for the field.

The leftmost column is for the field value to search for.