



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:

Application	Description	Access
UOCP Training	UOCP Operator Training Credit	approved

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.

Training Events, Add new record

[Back to list](#)

Provider *

Training end date *

City or Town [Add new](#) *

Subject *

Course hours *

* - Required field

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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 screenshot shows the 'UOCP Training' interface. At the top, there is a header with the New Mexico Environment Department logo and the text 'New Mexico ENVIRONMENT Department' and 'Utility Operator Certification Program'. Below the header, there are navigation links: 'Advanced search', 'Training Provider maintenance', 'User Guide', and 'Log out'. A search bar is present with a dropdown menu for 'Any field' and 'Contains', and a 'Search Show all' button. To the right of the search bar, it says 'Details found: 142 Page 1 of 8' and 'Records Per Page: 20'. Below the search bar, there is a 'Delete selected' link and a trashcan icon. The main content is a table with the following columns: 'Edit', 'Attendees', 'Provider', 'Training end date', 'City or Town', 'Subject', 'Course hours', and 'Processed'. The table contains one row of data: 'Safety Alliance', '3/20/2013', 'Las Cruces', 'Math 2', '3 00', and an unchecked checkbox. At the bottom right of the table, it says 'page last updated 02/07/2013'. At the bottom of the page, there is a copyright notice: '©2008 New Mexico Environment Department. All Rights Reserved'.

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

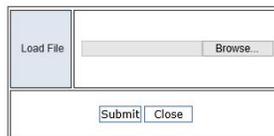
After adding a training event and returning to the list page, click the **Attendees** link for that training event. The Attendees list page displays with the training event information as a header. Because no attendees have been entered yet, the **'No records found'** message is displayed.

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).

To use this option you must create a CSV file from the UOCP Training Credit submittal form.
[CSV file creation instructions](#)



- Click the Browse button to select the file to load
- Click the Submit button to load selected file
- Click the Close button to close this window and refresh Attendees

- **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 returning to the list page, review your entries to assure they are complete and correct.

The screenshot displays the 'Attendees' management interface. At the top, there is a header with the New Mexico Environment Department logo and the text 'New Mexico ENVIRONMENT Department' and 'Utility Operator Certification Program'. Below the header, there is a 'Training Event' table with columns for Provider, Training end date, City or Town, Subject, and Course hours. The table contains one entry: Safety Alliance, 3/20/2013, Las Cruces, Math 2, 3.00. Below the training event table, there are several action links: 'Add new', 'Delete selected', 'Back to Training', 'Load from file', 'Export results', 'Printer-friendly version', and 'Log out'. The main part of the interface is a table of attendees with columns for 'Operator ID', 'Operator Name', 'Credit hours', and 'Instructor'. Each row has an 'Edit' link and a trashcan icon with a checkbox. The attendees listed are: Darrell D Stanton (5879, 1.50), Daniel C Lee (8754, 1.50), Chris Romero (8613, 3.00), Patrick Edward Abelta (6928, 1.50), and Francisco A Guaderrama (9017, 1.50). The 'Instructor' column has checkboxes, with the one for Chris Romero checked. At the bottom right, it says 'page last updated 02/07/2013' and at the bottom center, '©2008 New Mexico Environment Department. All Rights Reserved'.

Provider	Training end date	City or Town	Subject	Course hours
Safety Alliance	3/20/2013	Las Cruces	Math 2	3.00

Operator ID	Operator Name	Credit hours	Instructor
5879	Darrell D Stanton	1.50	<input type="checkbox"/>
8754	Daniel C Lee	1.50	<input type="checkbox"/>
8613	Chris Romero	3.00	<input checked="" type="checkbox"/>
6928	Patrick Edward Abelta	1.50	<input type="checkbox"/>
9017	Francisco A Guaderrama	1.50	<input type="checkbox"/>

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 screenshot shows the 'Advanced search' interface for 'Training Events'. At the top, there are radio buttons for 'All conditions' (selected) and 'Any condition'. Below this is a table with columns for 'NOT', field names, search conditions, and values. The fields include 'Provider', 'Training end date', 'City or Town', and 'Subject'. At the bottom, there are 'Search', 'Reset', and 'Back to list' buttons.

	NOT			
Provider	<input type="checkbox"/>	Equals	Safety Alliance	
Training end date	<input type="checkbox"/>	Equals		
City or Town	<input type="checkbox"/>	Equals	Please select	
Subject	<input type="checkbox"/>	Contains		

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.