

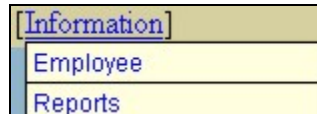
## INFORMATION

**NOTE:** The System Administrator assigns the Information role on the ETMS.

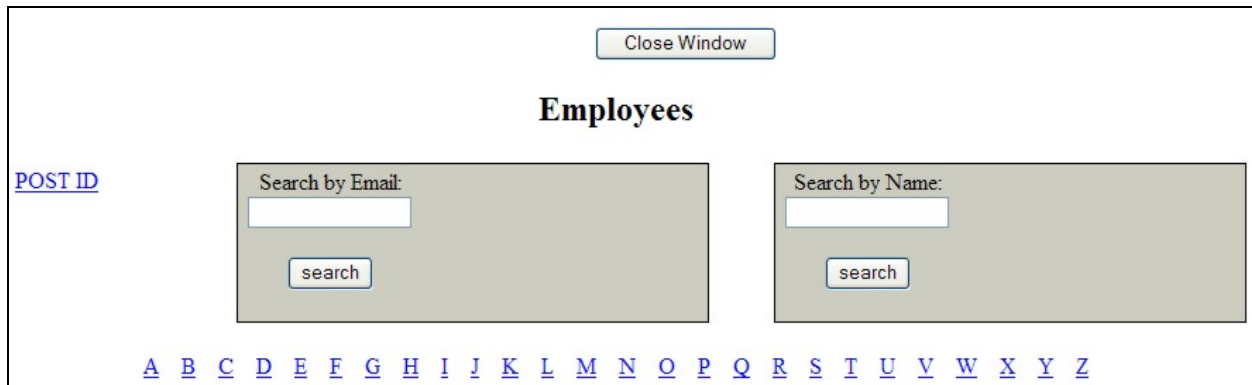
**OVERVIEW:** Information will have all the functions of an Employee (see Employee Help Files).

Information Role will allow you to view all Department Employees' information and generate reports. They have one additional task on their Home Page, the Information drop down menu.

- I. **INFORMATION DROP DOWN MENU:** By placing the mouse on the [\[Information\]](#) link two tasks will appear on a drop down menu, Employee and Reports.



- A. **EMPLOYEE:** By clicking the [Employee](#) link the following page will appear.

A screenshot of the 'Employees' page in the ETMS. At the top right is a 'Close Window' button. The title 'Employees' is centered. On the left is a link for 'POST ID'. There are two search boxes: 'Search by Email:' and 'Search by Name:'. Each search box has a text input field and a 'search' button. At the bottom, there is an alphabetical listing of letters from A to Z, each underlined and in blue.

1. **Employee Listing:** To locate an Employee, click the [A-Z](#) listing based on the last name. To search by name, type in the first or last name of the Employee and click **search**. You can also search for an Employee by their email address. The screen will look similar to this:

Close Window

### Employees

[POST ID](#)

Search by Email:

search

Search by Name:

search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Employees	Email	Classification	Training Group	Sub-Group	Training Record
<a href="#">ANDRADE, STEVE</a>	sandr@parks.ca.gov	State Park Equipment Operator	Central Valley District (730)	N/A	<a href="#">View</a>
<a href="#">ARTEAGA, STEVEN</a>	fyoung@hearthcastle.com	Senior Maintenance Aide (Seasonal) Museum Custodian	San Luis Obispo Coast District (740)	Museum Sector	<a href="#">View</a>
<a href="#">BECHTOLD, STEVEN</a>	sbechtold@parks.ca.gov	State Park Interpreter I	Central Valley District (730)	N/A	<a href="#">View</a>
<a href="#">BIER, STEVEN</a>	preisman@parks.ca.gov	State Park Ranger	Colorado Desert District (940)	Anza-Borrego Sector	<a href="#">View</a>
<a href="#">BLANKINSHIP, STEVEN</a>		Park Aid - Seasonal-	Unassigned	Unassigned	<a href="#">View</a>

- Home Page:** By clicking the Employee's name, you will be able to view the Employee's Home Page and Required Program Compliance. The screen will look similar to this:

Close Window    Back

### HOME PAGE

**Name**  
POTTER, HARRY

**Classification**  
#0983: State Park Ranger

**Instructor Type:**  
Defensive Tactics

**Education/License**  
N/A

**Training Group**  
Monterey District (720)

**Sub Training Group**  
Monterey Sector

**Email**  
hpotter@parks.ca.gov

**Work Phone**  
(999) 999-9999 X

**Primary Supervisor**  
BLACK, SIRIUS

**Alternate Supervisor**  
BLACK, SIRIUS

**Training Coordinator**  
WEASLEY, RON

**Manager**  
GRAINER, HERMOINE

P.O.S.T. ( C.P.T. ) Management

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date	In Compliance
Field Training Officer	40	6/10/2005	6/10/2007	NO
<b>Total Hours</b>	<b>0</b>	<b>Out of Compliance</b> <i>You Need 10 more hour(s)</i>		

Requirement 2 : Perishable Skills (Every 24 months)

Post Subject	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	1/25/2006	1/25/2008	YES
PSP Driver Training	4	6	3/23/2006	3/23/2008	YES
PSP Arrest and Control Training	4	4	3/22/2006	3/22/2008	YES
PSP Tactical Communications	2	2	2/8/2006	2/8/2008	YES

Required Programs

Program Title	Required By	Completion Date	Repeat Interval	Due Date	Compliant
EEO With All Due Respect	Supervisor	Pending	24	N/A	NO
Racial Profiling	Classification	11/5/2003	60	11/5/2008	YES
P.O.S.T. Basic Certificate	Classification	Pending			NO
Appraisal and Development Plan (DPR 911)	Supervisor	Pending	12	N/A	NO
Defensive Tactics Instructor Refresher	Supervisor	5/21/2004	48	5/21/2008	YES
Defensive Driver Training Program	Supervisor	11/29/2005	48	11/29/2009	YES
ETMS Version 3 Orientation	Supervisor	Pending			NO

3. **Employee Training Record:** By clicking the [View](#) link in the Training Record column, you will be able to view the Employee's Training Records. The screen will look similar to this:

**NOTE:** Training records prior to year 2000 are stored in hard copy at the Mott Training Center.

Training Programs Completed								
Correction	Program Title	Repeat Interval (months)	Training Provider / Program Provider	Location	Completion Date	Length (hr)	Grade	Training Category
<a href="#">Submit</a>	<a href="#">Intermediate Carpentry Skills</a>	N/A	State Agency DPR	Monterey	6/21/2007	36	Credit	
<a href="#">Submit</a>	<a href="#">Basic Interpretation for Guides and Interpreters</a>	N/A	State Agency DPR	Hilo, Hawaii	6/21/2007	36	N/A	
<a href="#">Submit</a>	<a href="#">Intellectual Property Rights</a>	N/A	State Agency DPR	Gorda Mountain	6/21/2007	20	N/A	
<a href="#">Submit</a>	<a href="#">Intellectual Property Rights</a>	N/A	State Agency DPR	Gorda Mountain	6/21/2007	20	N/A	
<a href="#">Submit</a>	<a href="#">Firearms Shotgun Training and Qualification</a>	6	State Agency DPR	Big Sur	6/20/2007	1	Credit	
<a href="#">Submit</a>	<a href="#">Continuing Advanced Officer</a>	24	State Agency DPR	Waikiki	6/20/2007	24	Credit	
<a href="#">Submit</a>	<a href="#">A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting</a>	N/A	Private Vendor mpc	monterey	6/19/2007	8	N/A	Job Related
<a href="#">Submit</a>	<a href="#">iPods in Education</a>	N/A	State Agency DPR Steve Jobs	The Milky Way	5/21/2007	28	N/A	
<a href="#">Submit</a>	<a href="#">Maintenance Leadership Conference</a>	N/A	State Agency DPR	Sacramento	10/27/2006	32	Credit	
<a href="#">Submit</a>	<a href="#">Appraisal and Development Plan (DPR 911)</a>	12	DPR	MTC	10/11/2006	0	N/A	Job Related
<a href="#">Submit</a>	<a href="#">Appraisal and Development Plan (DPR 911)</a>	12	DPR	MTC	10/4/2006	0	N/A	Job Required
<a href="#">Submit</a>	<a href="#">CAMP - Equipment Property Management</a>	N/A	DPR Valerie Laam	Sacramento HQ	4/25/2006	16	N/A	Job Related
<a href="#">Submit</a>	<a href="#">Purchasing (Video 30 Minutes)</a>	24	DPR	MTC	2/22/2006	1	N/A	Job Required

- a. **Program Title:** If the program title has a hyperlink, then you can click this link to view details of the approved Training Request and the Certificate of Completion for the program. This screen can be printed by you to be included with their Travel Expense Claim. The screen will look similar to this:

Close Window

Print this Page

**Approved**

Name:	POTTER, HARRY
Classification:	State Park Interpreter I
Training Group:	Training Office (068)
Sub Group:	William Penn Mott Jr. Training Center
Training Provider:	DPR
DPR:	DPR
Location:	Marconi
Program Title:	Skills for Interpreting to Children
Training Request Is:	Job Required
Justification:	
Date:	1/8/2007 - 1/12/2007

**Pre-Selected**

<b>Supervisor:</b>	N/A
Date Approved:	12/20/2006
Supervisor Comment:	No Data
<b>Sub-Group Manager:</b>	N/A
Date Approved:	N/A
Sub-Group Manager Comment:	No Data
<b>Manager:</b>	N/A
Date Approved:	12/20/2006
Manager Comment:	No Data
<b>Training Specialist:</b>	GRAINGER, HERMOINE
Date Approved:	12/20/2006
Training Specialist Comment:	No Data
Accommodation:	
Explanation:	



Certificate of Completion

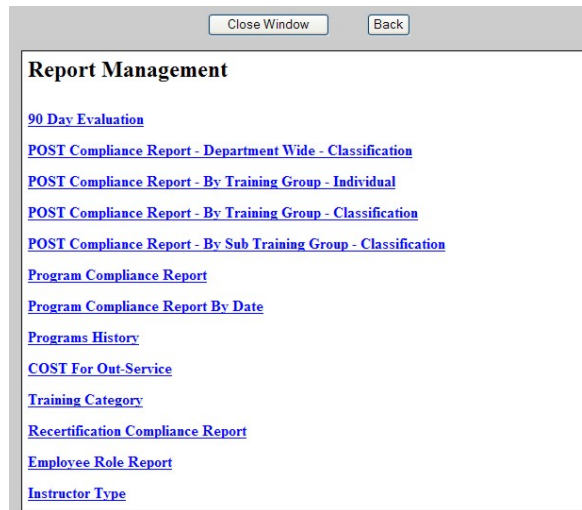
Certified By : GRAINGER, HERMOINE

Certified Date : 5/16/2007 7:43:07 AM

4. **POST ID:** By clicking the [POST ID](#) link, a report will appear with all State Park Peace Officers who have listed their POST ID number in their profile. The screen will look similar to this:

EMPLOYEES WITH POST ID				
Name	Classification	Training Group	Sub Group	POST ID
AASEN, JOANNE	Guide II Historical Monument (Supervisor)	San Luis Obispo Coast District (740)	Museum Sector	test-1235
ABBOTT, EMERSON	Senior Park Aid (Seasonal)	Asilomar	Tree Tops Sector	test-1236
ABLES, RICHARD	Park Maintenance Worker I (Angel Island)	Marin District	Angel Island Sector	test-1237
ABMA, ERIC	Lifeguard Supervisor I	Monterey District (720)	Monterey Sector	test-1238
ABSHER, ELLEN	State Park Interpreter II	Inland Empire District (950)	Perris Sector	test-1239
ACKERMANN, NICOLE	State Park Ranger	Oceano Dunes District (554)	N/A	test-1240
ACKHOFF, PETER	Lifeguard II (Seasonal)	San Diego Coast District (935)	San Diego North Sector	test-12341
ADAMA, DALE	Lifeguard Supervisor I	Orange Coast District (925)	Orange Coast North Sector	test-12342
AGUON, LAURA	Associate Governmental Program Analyst	Personnel Services (066)	N/A	test-12351
AKIN, JEANNE	Museum Curator II	San Diego Coast District (935)	N/A	test-12352
ALBA, ANGEL	Park Maintenance Worker II	Angeles District (915)	Malibu Sector	test-12353
ALLEN, LISA	Office Assistant (Typing)	Orange Coast District (925)	Orange Coast South Sector	test-12354
ALLEN, TODD	Supervising State Park Ranger	Santa Cruz District (715)	Pajaro Coast Sector	test-12357

- B. **Reports:** By clicking the [Reports](#) link within the Information drop down menu, a screen will appear with several standard reports. The screen will look similar to this:



1. **Review Reports:** Click the report you want to view and complete the required fields and submit.