

15-1

# Technician:

## Review Class Registration

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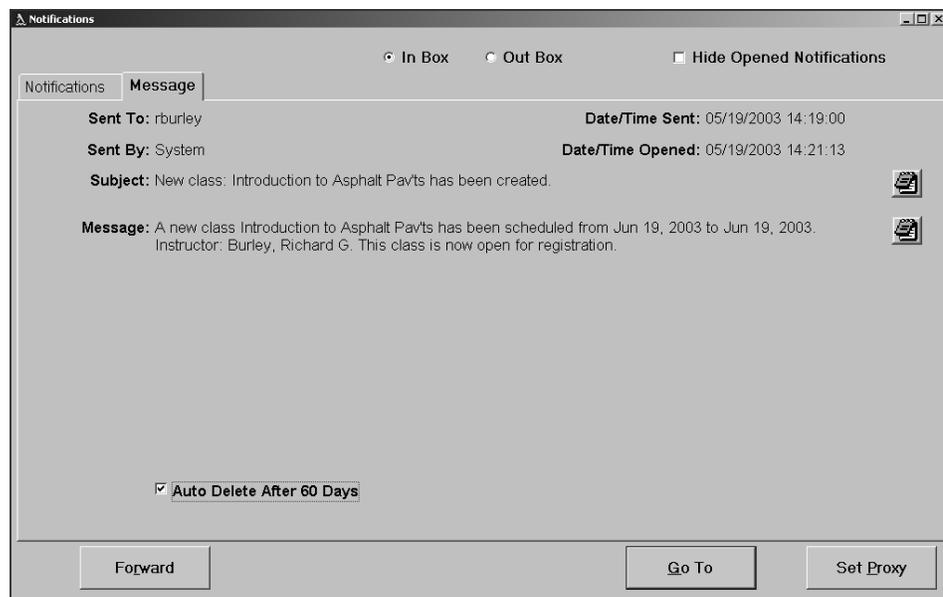
# Review Class Registration

The **Review Class Registration** module is the second step in the technician certification process. Once the Notification has been received that a new class has been scheduled, those interested in attending may register for the class. All HiCAMS/Vendor users are capable of registering for a class.

## Register Students via HiCAMS Notification

**Step 1:** If you are responsible for registering students for classes on a regular basis, you may receive notifications each time a new class is scheduled. If you receive these notifications, follow these steps to register students via the **Notifications** window:

**Step 2:** Open **Notifications** window and review for new class availability:



**Step 3:** Click the **GoTo** button to navigate to the registration window. The **Review Class Registration** window will display.

**Step 4:** The **Registration** tab will list all “**active**” staff members in the **Office Location** displayed. The application will default to your office location. If staff member has been “**expired**”, they will not be included in this list. The office location can be changed to register students located in other offices, if necessary:

The screenshot shows the 'Review Class Registration' window. At the top, it displays course information: Course: Introduction to Asphalt Pavts, Start: 06/19/2003, End: 06/19/2003, Certificate: Introduction to Asphalt Pavements, Seats: 40, Available: 40, Status: OPEN, Fee Amount: \$100, Instructor: Burley, Richard G, Location: [unspecified], and Valid through: 6/13/2004. Below this is a 'Filter' section with 'Office Location' set to 'Central Construction Unit', 'Technicians Only' unchecked, and 'Certificate Expiration From' and 'To' both set to '00/00/0000'. A table lists staff members with columns for Name, Job Title, Register (checkbox), and Priority. The 'Register' column contains checkboxes for each staff member.

Name	Job Title	Register	Priority
Bishop, Eddie V	Construction Claims Engineer	<input checked="" type="checkbox"/>	
Burley, Richard G	Technical Trainer	<input type="checkbox"/>	
Butler, Marvin	OJT Coordinator	<input type="checkbox"/>	
Cole, Phyllis P	Word Processing Technician	<input type="checkbox"/>	
DeWitt, Steven D	State Construction Engineer	<input type="checkbox"/>	
Evans, Cheryl L	Incident Management Engineer	<input type="checkbox"/>	
Gill, III, Hubert S	Construction Claims Engineer	<input type="checkbox"/>	
Hancock, Ronald A	State Bridge Construction Engineer	<input type="checkbox"/>	
House, Elizabeth F	Word Processing Technician	<input type="checkbox"/>	
Hutchinson, Kelly E	Incident Management Engineer	<input type="checkbox"/>	
Johnson, Terri L	Production Support Specialist	<input type="checkbox"/>	
Keel, Samuel (Greg) G	Construction Claims Engineer	<input type="checkbox"/>	
Lancaster, Robert W	Training & Development Engineer	<input type="checkbox"/>	

**Step 5:** The top portion of the window displays the *Course Name*, the *Certification* that the class is working toward upon successful conclusion of the class and testing, the *Start* and *End* dates, Number of *Seats* in the class, and the number of seats *available* (based on any students already registered). The *Instructor* name is also displayed for contact purposes, if necessary.

**Note:** *If the class status has changed (since the Notification was received) to “Closed” (all seats have been taken) or “Cancelled”, the Registration tab will be disabled to prevent student registration.*

**Step 6:** To select another class, use the **Select** button.

**Step 7:** Select those technicians who should be registered for the newly scheduled class by clicking the checkbox next to the appropriate name in the **Register** column.

**Note:** *You may register all staff in the list by right clicking within the Register column and selecting “Select All”.*

**Step 8:** To list only those staff members who hold the certification displayed in the header portion of the window, click the **Technicians Only** checkbox. Once checked, the **Certificate Expiration** date range will be enabled. These filters allow you to further limit the list to only those technicians whose certification will expire within the specified date range:

The screenshot shows the 'Review Class Registration' window for the class 'Introduction to Asphalt Pav'ts'. The window includes the following information:

- Course:** Introduction to Asphalt Pav'ts
- Start:** 08/26/2003
- End:** 08/26/2003
- Certificate:** Introduction to Asphalt Pavements
- Seats:** 40
- Available:** 40
- Status:** OPEN
- Fee Amount:** \$100
- Instructor:** Burley, Richard G
- Location:** Third Floor
- Valid through:** 08/26/2004

The 'Registration' tab is active, showing a 'Filter' section with the following settings:

- Office Location:** Resident Engineer - Sanford
- Technicians Only:**
- Certificate Expiration From:** 02/27/2003
- To:** 11/26/2005

The 'Registered Students' tab is also visible, showing a table of technicians:

Name	Job Title	Register	Priority
Phillips, Jonathan L	Construction Technician	<input type="checkbox"/>	
Wooten, Christian H	Construction Technician	<input type="checkbox"/>	

Buttons for 'Select', 'Retrieve', 'Reset', and 'Detail' are also present in the interface.

**Note:** *If the technician to be registered for the class does not have a HiCAMS login id or is Non-DOT personnel, they can still be registered for a class. However, if the staff being entered is "expired", they will need to be reactivated in HiCAMS before they can be registered.*

**Step 9:** If the staff member you are attempting to register cannot be located using the **Office Location** filter, you may enter staff members using criteria other than office location. To do this, you click the **Insert** icon on the toolbar (as shown above). The **Technician Selection** window will display:

Technician ID	Name	SSN	Company Name	Certification Type	Certification Status	Start
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Using the various available filters, you can search for staff members to ensure they are NOT in HiCAMS before adding a new staff member.

### Add a New Staff Member

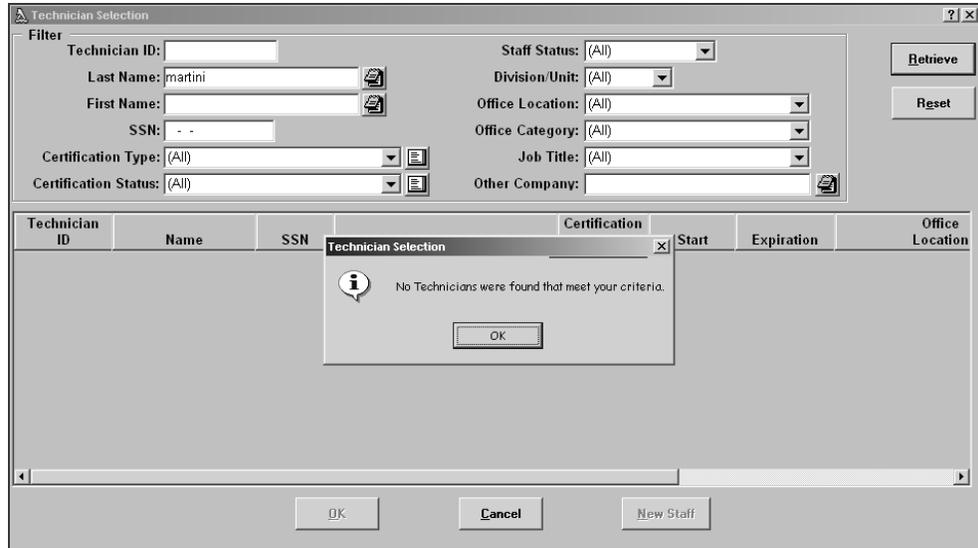
If you are unable to locate a technician or staff member after searching the staff list (discussed in previous section), you can add the new staff member to HiCAMS as a user.

**Note:** To add a new staff to HiCAMS, you must have proper security. The Division Security Officers have this authority.

Adding a staff member is a **two step** process. First, you must request that the staff member be activated on HiCAMS (using the **Change Request Form** on the HiCAMS web page – [www.ncdot.org/it/projects/hicams/default.htm](http://www.ncdot.org/it/projects/hicams/default.htm)). While this request is being processed, you may add the new staff member to HiCAMS by following these steps:

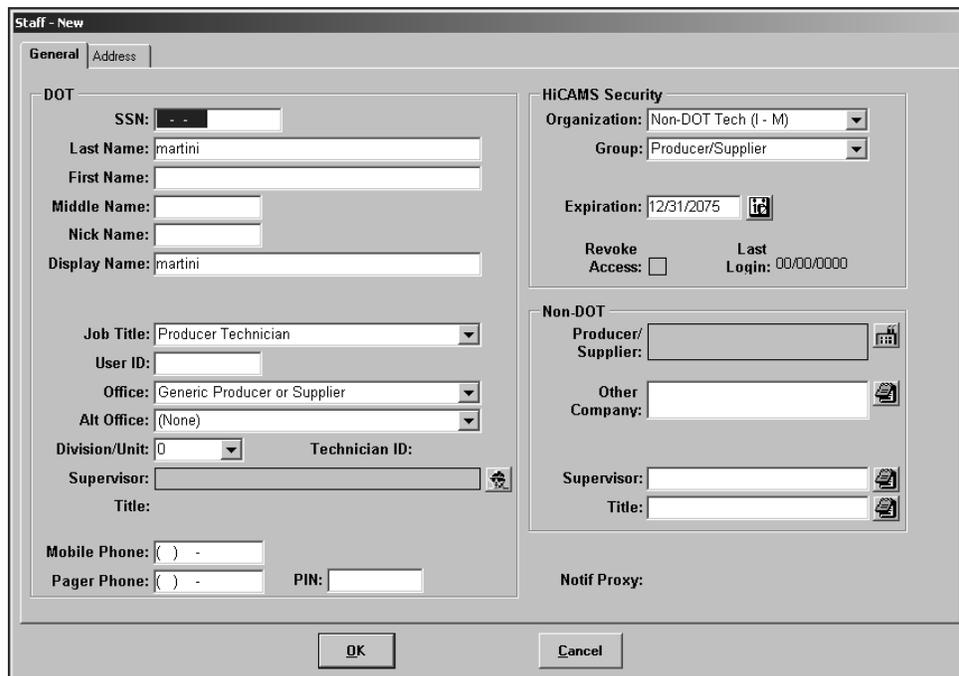
**Step 1:** From the Registration tab, click the **Insert** icon on the toolbar. The **Technician Selection** window will display, allowing you to search for the technician name.

**Step 2:** Enter the name and click Retrieve. If the staff name is not found, a message will display:



**Step 3:** Click OK. The New Staff button will now be enabled.

**Step 4:** Click the New Staff button (only users with adequate security). The Staff - New window will display:



**Step 5:** Complete the appropriate fields. HiCAMS will perform another staff search from this window at the point that the *SSN*, *Last Name* and *First Name* fields are entered. If similar staff records are found, a list will display for your review:

**List of similar staff records**

The following record(s) are similar to the record currently being entered.  
 If the user being entered is listed below and needs to be updated, contact the HiCAMS Help Desk.  
 If the user is within your security organization, make the updates as necessary.  
 To continue saving the new record for a new user, click Cancel.

Name	Office Location	Job Title	User ID	Display Name	Nick Name	SSN
Walker, Daniel P	Generic Producer or Supplier	Producer Technician	51949notasgn	Daniel P. Walker		000-00-0000
Walker, David	Generic Producer or Supplier	Producer Technician	51382notasgn	David Walker		000-00-0000
Walker, Eddie R	Generic Producer or Supplier	Producer Technician	10459notasgn	Eddie R. Walker		000-00-0000
Walker, Jeffrey R	Generic Producer or Supplier	Producer Technician	53030notasgn	Jeffrey R. Walker		000-00-0000
Walker, Jimmy	Generic Producer or Supplier	Producer Technician	51708notasgn	Jimmy Walker		000-00-0000
Walker, Jr, James M	Resident Engineer - Graham	Construction Technician	jwalker	James M. Walker, Jr		000-00-0000
Walker, Jr., Perry M	Generic Producer or Supplier	Producer Technician	54616notasgn	Perry M. Walker, Jr.		000-00-0000
Walker, Linda	Resident Engineer - Shelby	Resident Engineer Clerk	lwalker	Linda Walker		000-00-0000
Walker, Mary J	Resident Engineer - Jacksonville	Construction Technician	mjwalker	Mary J. Walker		000-00-0000
Walker, Patricia	Generic Producer or Supplier	Producer Technician	53090notasgn	Patricia Walker		000-00-0000
Walker, Patricia A	HMA/QMS QA Lab - Div B	QA Technician	pwalker	Patricia A. Walker		000-00-0000
Walker, Patrick	Generic Producer or Supplier	Producer Technician	52916notasgn	Patrick Walker		000-00-0000

1 of 20 Rows

OK Cancel

**Step 6:** Review the list, and select the appropriate staff member name from the list. If not found on this list, click the Cancel button to continue entering the new staff.

**Step 7:** If DOT employee, complete the DOT section of the General tab along with the HiCAMS Security section (will default certain information).

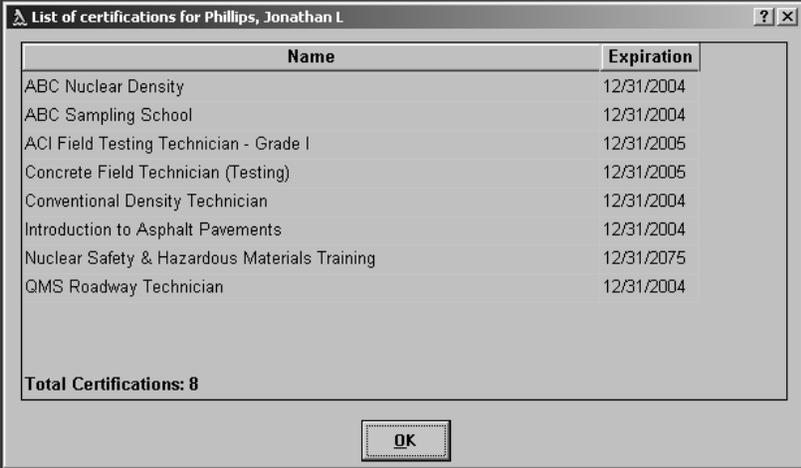
**Step 8:** Click the **Address** tab. Complete the Staff Home Address and Staff Mailing Address sections. Office addresses are populated by HiCAMS based on the Office selected in the General tab.

**Step 9:** Use the Priority column to designate which technicians should be given priority over others within the office. This field is required once the Register checkbox has been activated.

**Note:** If a number is entered in the Priority field, the Register checkbox will automatically be completed.

**Step 10:** Those technicians with certificates expiring within a short period of time should be given priority. The Instructor may use this priority information to enroll technicians from each office (in the priority provided) for each class in the event that available seating is limited.

**Step 11:** To view specific certification information on each technician from this window, select the technician to be viewed and click the **Detail** button:



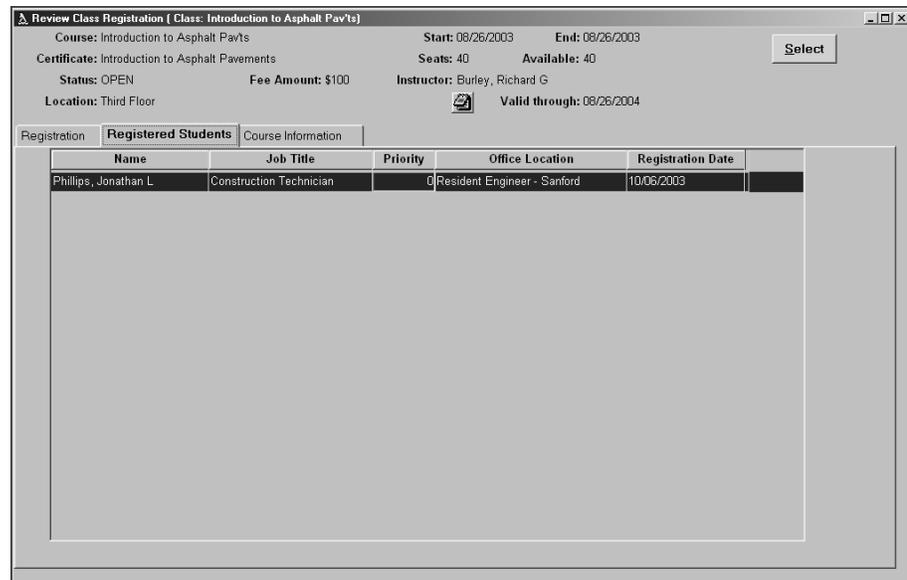
Name	Expiration
ABC Nuclear Density	12/31/2004
ABC Sampling School	12/31/2004
ACI Field Testing Technician - Grade I	12/31/2005
Concrete Field Technician (Testing)	12/31/2005
Conventional Density Technician	12/31/2004
Introduction to Asphalt Pavements	12/31/2004
Nuclear Safety & Hazardous Materials Training	12/31/2075
QMS Roadway Technician	12/31/2004

Total Certifications: 8

OK

**Note:** Those certifications listed with an Expiration date of 12/31/2075 indicate a certification that never expires.

**Step 12:** Once all technicians have been indicated as registered, click the **Save** icon on the toolbar. The registered technicians will be removed from the **Registration** tab, and will be listed in the **Registered Students** tab:

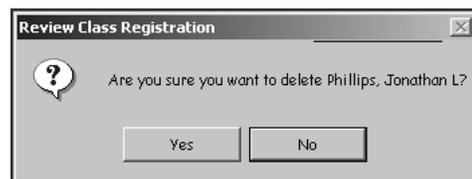


**Step 13:** To view the list of registered students, click the **Registered Students** tab.

**Note:** Authorized users (instructors, etc) can update the Priority field to allow flexibility in assigning seats.

**Step 14:** However, it is possible to remove students from the class, if necessary:

- 1 From the **Registered Students** tab, select the student to be removed.
- 2 Click the **Eraser** icon on the toolbar. A message will display:



- 3 Click **Yes**, and the student will be removed from the class.

**Note:** Once a student has been enrolled, (performed by the Class Instructor), they cannot be deleted from the Registered Students list. You must contact the Class Instructor to have them removed.

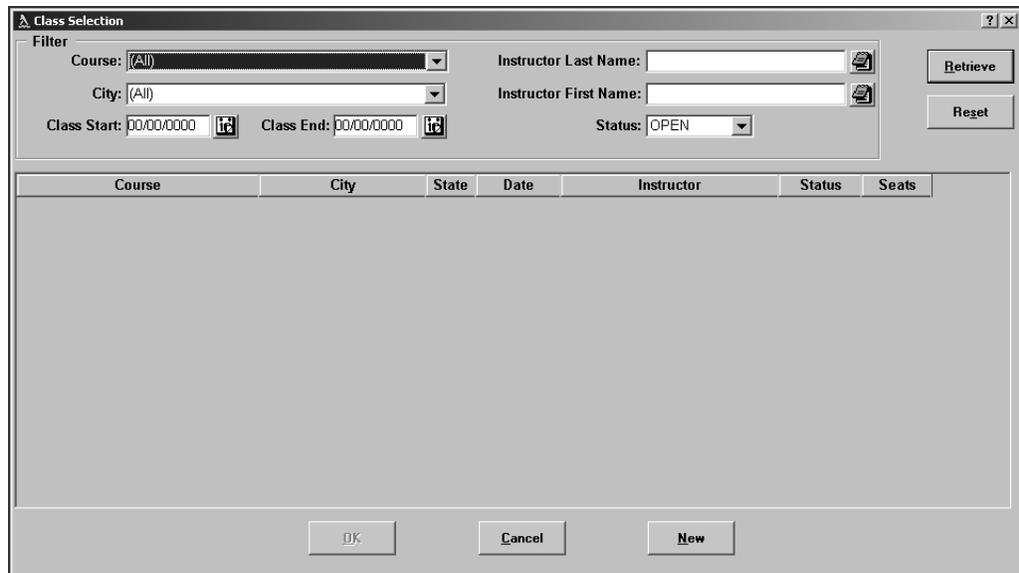
**Step 15:** Select the **Class Information** tab. This information is view only, and contains details provided when the class

was set up, including prerequisites, materials needed and miscellaneous comments such as directions.

## Locating and Registering Students via the Functions Menu

An alternative to registering students via the Notification functionality is to manually review classes and register students via the **Functions** menu.

**Step 1:** Click **Functions** → **Technician** → **Review Class Registration**. The **Class Selection** window displays:



The screenshot shows the 'Class Selection' window with the following fields and controls:

- Filter** section:
  - Course: (All) [dropdown]
  - City: (All) [dropdown]
  - Class Start: 00/00/0000 [calendar icon]
  - Class End: 00/00/0000 [calendar icon]
  - Instructor Last Name: [text input]
  - Instructor First Name: [text input]
  - Status: OPEN [dropdown]
- Buttons: Retrieve, Reset, OK, Cancel, New
- Table header:

Course	City	State	Date	Instructor	Status	Seats
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**Step 2:** Using the available filters, search for a specific class, instructor name, location (city) or dates range. Click the **Retrieve** button. The classes fitting the filter criteria selected will display in the bottom section of the window:

Course	City	State	Date	Instructor	Status	Seats
Introduction to Asphalt Pav'ts	Waynesville	NC	08/26/2003	Grady, Jr., J. E	OPEN	30
Introduction to Asphalt Pav'ts	Asheville	NC	09/09/2003	Grady, Jr., J. E	OPEN	50
Introduction to Asphalt Pav'ts	Southern Pines	NC	09/23/2003	Grady, Jr., J. E	OPEN	50

**Step 3:** Select the appropriate class and click the **OK** button.

**Step 4:** The **Registration** tab of the **Review Class Registration** window will display, and will be populated with a list of staff members in your office location:

Name	Job Title	Register	Priority
Daniel, Abby H	M&T Administrative	<input checked="" type="checkbox"/>	
Dean, Leigh Ann	Lab Office Personnel	<input type="checkbox"/>	
Denton, Melissa B	Field Section Inspector	<input type="checkbox"/>	
Fragnito, Jason	Field Section Inspector	<input type="checkbox"/>	
Fredenck, Samuel J	Lead Project Inspector	<input type="checkbox"/>	
Garbee II, William C	Quality Assurance Engineer	<input type="checkbox"/>	
Jensen, Amy L	Word Processing Technician	<input type="checkbox"/>	
Main, Robert W	Computer Systems Administrator	<input type="checkbox"/>	
Pace, Randy K	Materials Operations Engineer	<input type="checkbox"/>	
Schmidt, Sonia I	Word Processing Technician	<input type="checkbox"/>	
Whittington, Todd W	Field Operations Engineer	<input type="checkbox"/>	
Willis, Watasha V	Field Section Inspector	<input type="checkbox"/>	

**Note:** You may filter this list by clicking the **Technician's Only** checkbox.

Revised 12/7/2012 - renumbered because of addition of Project Closeout module.  
MBNovello