SMOKE How-To Series Information

(System Maintenance of Knowledge and Education)

Welcome to the SMOKE How-To Series your guide for navigating and using SMOKE. Initially were creating How-To's for the complex processes in SMOKE and eventually we will have How-To's for the simpler processes. We ask for your patience as we too are becoming familiar with SMOKE and may not be able to answer all questions or resolve all issues immediately. SMOKE is user friendly so we know you will have no problem exploring and using most of the functions without How-To's.

Explore and get to know the system and don't be afraid to try something. We can always help you out.

Course Offerings & Registration; Registration History and Unregister

Audience: All Users

Description: Covers how to view and register for course offerings available for registration. View registration history and unregister from courses. Users with certain roles can register and unregister others including viewing other users registration history.

Document: <link to document file>

Schedule Training, Request Funding, and Approval Process

Audience: Those with the following roles should review this document: Instructor/Course Manager, Region Training Center Contact, Probationary Instructor, Associate Instructor, Training Coordinator, Region Coordinator, and System Administrator

Description: Covers how to create a schedule training and tracking number, add courses to a schedule training including requesting funding, and the approval process for training. Also, how to easily return to a schedule training in progress and review/approve schedule training requests.

Document: <link to document file>

Internal Notifications

Audience: All Users

Description: Covers the features of the Internal Notifications feature and how to use Go To Action to quickly access information that triggered the notification.

Document: <link to document file>

Course Finalization & Invoicing BFS 250 Form

Audience: Instructor/Course Manager, Region Training Center Contact, Probationary Instructor, Associate Instructor, Training Coordinator, Region Coordinator, and System Administrator

Description: We're working hard to have this How-To completed ASAP so you can start submitting those BFS 250's. We anticipate we will have this published during the day on Wednesday, August 18th.

Roster & Grading

Audience: Instructor/Course Manager, Region Training Center Contact, Probationary Instructor, Associate Instructor, Training Coordinator, Region Coordinator, and System Administrator

Description: Pardon our construction. Our development team is working hard on placing the finishing touches on this as we had some last minute change requests to improve this functionality. As soon as we can we will get a How-To published once construction is completed.

Training Coordinator Invoicing

Audience: Training Coordinator, Region Coordinator, and System Administrator

Description: Pardon our construction. Our development team is working hard on placing the finishing touches on this as we had some last minute change requests to improve this functionality. As soon as we can we will get a How-To published once construction is completed.

Other Upcoming How-To's

A few others to come especially for Fire Chiefs, Department Secretaries, Training Officer Seniors, and Regional Training Center Contacts focusing on viewing and managing users in your departments such as: View Users, Add Existing User, Add New User, Adding or ending a role for a user in your department.

My Profile How-To for all users including viewing training records and printing certificates.