



# C3 Training Database How-To Guide

## Entering Your Workforce 12/06/2017

Welcome to the C3 Training Database, brought to you by the Construction Career Collaborative!

The training database will help you keep track of your employees' training and safety credentials, project participation and assignments, license documents, and more.

### **In this guide, you will learn:**

- How to add Craft Workers to your company.
- How to update existing Craft Worker information.

### **Prerequisites:**

- Your company should be a C3 accredited employer, project participant, or Certified Staffing Agency.
- You should have a user account in the training database, and know how to log in to the application.
- Your company's employees and OSHA information should be entered into the training database.

If you need help with any of the steps in this guide, please contact your C3 representative, or send an email to [database@constructioncareercollaborative.org](mailto:database@constructioncareercollaborative.org).



# Entering Your Workforce

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# Entering Your Workforce

## 1. Adding Craft Workers

If you would like to add employees, you may do so now. You have the ability to add employees both singly and by bulk import. Please be sure that you have the correct information for all the employees that you will be entering into the database. You will need the following information to create a new employee:

- Full name
  - First name
  - Middle initial
  - Last name
- Date of birth
  - For confidentiality, this info is only used when creating a new Craft Worker. It is then erased and replaced by a C3 ID.
- Type of employee
  - Craft Worker - Requires OSHA-10 credentials
  - Employee
  - Field Supervisor - Required OSHA-30 credentials
- OSHA information
  - Completion date
  - Certification number
  - Comments
  - Documents
    - OSHA card
    - OSHA certification
    - Affidavit
    - Other
- Training credential documents
  - Craft training
  - Safety
  - Other
- Project assignments

Contractors that do not have Craft Workers or that do not self-perform any work are recommended to list their job site staff such as project managers and superintendents that are on a C3 project.

When adding new workers to your company, you have the option to add a single worker or multiple workers.



# Entering Your Workforce

## 1. Adding Craft Workers (cont'd)

### Adding a single Craft Worker

To add a single employee, start by **clicking the “My Company” menu item** on the top of the screen. This will open the company page.

From the company page, **click the green new button in the Craft Workers panel.**

| Name               | Type         | OSHA 10             | OSHA 30          | Actions                                     |
|--------------------|--------------|---------------------|------------------|---|
| Abelardo Lumbreras | Craft Worker | OSHA-10: Missing    | OSHA-30: Missing | <a href="#">Edit</a> <a href="#">Delete</a> |
| Abraham Bell       | Craft Worker | OSHA-10: Incomplete | OSHA-30: Missing | <a href="#">Edit</a> <a href="#">Delete</a> |

This opens the “New Employee” form.

### New Craft Worker

First Name\*  MI

Last Name\*

Date of Birth\*

Type

OSHA-10

Completion date

Card no.

Comments

Documents [+ Add](#)

Description\*

Document  no file selected

OSHA-30

Completion date

Card no.

Comments

Documents [+ Add](#)

Description\*

Document  no file selected

Training Credentials [+ Add](#)

Please add any Safety or Training certifications achieved beyond OSHA-10/30

Description\*

Document  no file selected

Project Assignments

Texas Children's Hospital Pediatric Tower E Expansion

Ronald McDonald House

[Back](#) [Submit](#)



# Entering Your Workforce

## 1. Adding Craft Workers (cont'd)

| Field                | Description   |
|----------------------|---|
| Type                 | Can either be 'Craft Worker', 'Employee' or 'Field Supervisor'.   |
| OSHA 10              | Craft workers with the type 'Craft Worker' need a valid OSHA 10 card to participate on C3 projects.     |
| OSHA 30              | Craft workers with the type 'Field Supervisor' need a valid OSHA 30 card to participate on C3 projects. |
| Training Credentials | Craft training and safety credentials that a Craft Worker may have.                                     |
| Project Assignments  | Any project that a Craft Worker is currently working on.  |

When you are finished entering the worker's information, **click the green "Submit" button** to create the employee.

If there are any errors with the provided information, you will be redirected back to the form, and a warning message will be displayed at the top of the form explaining the error. If there are no errors, you will be redirected to the company profile page, where you will be able to see the newly added Craft Worker in the Craft Workers table.

| Name           | Type             | OSHA 10             | OSHA 30                   | Actions         |
|----------------|------------------|---------------------|---------------------------|-----------------|
| Deon Frank     | Craft Worker     | OSHA-10: Complete   | OSHA-30: Missing          | [Edit] [Delete] |
| Derrick Mackey | Craft Worker     | OSHA-10: Incomplete | OSHA-30: Missing          | [Edit] [Delete] |
| Dimas Gonzalez | Field Supervisor | OSHA-10: Missing    | OSHA-30: Verified by SCTC | [Edit] [Delete] |
| Dominic Valdez | Craft Worker     | OSHA-10: Incomplete | OSHA-30: Missing          | [Edit] [Delete] |
| Dwayne Hunt    | Craft Worker     | OSHA-10: Missing    | OSHA-30: Missing          | [Edit] [Delete] |
| Edgar Solano   | Craft Worker     | OSHA-10: Incomplete | OSHA-30: Missing          | [Edit] [Delete] |

If a Craft Worker's OSHA information is complete, meaning both training date and certification number are present, a green "OSHA-10/30 Complete" will appear in the appropriate column.

If a Craft Worker's OSHA information has been previously verified by SCTC, a green "OSHA 10/30 Verified by SCTC" will appear in the appropriate column.

If a Craft Worker's OSHA information is partially complete, meaning either the training date or certification are missing, an orange "OSHA-10/30 Incomplete" will appear in the appropriate column.



# Entering Your Workforce

## 1. Adding Craft Workers (cont'd)

If a Craft Worker's OSHA information is missing, meaning both the training date and certification are missing, a grey "OSHA-10/30 Missing" will appear in the appropriate column.

### Adding multiple Craft Workers

To add multiple employees at once, you will need to do a CSV import.

To begin, **click the "Export to CSV" button** in the Craft Workers panel. This will automatically download a blank Excel spreadsheet with the required columns already labeled.



Once you have opened the Excel spreadsheet, you will be able to add your Craft Workers. Here is an example of what a valid Craft Worker row would look like.

| c3_id    | first_name | middle_initial | last_name | dob     | role         | OSHA-10 document on file? | OSHA-10 date | OSHA-10 card no. | OSHA-30 document on file? | OSHA-30 date | OSHA-30 card no. |
|----------|------------|----------------|-----------|---------|--------------|---------------------------|--------------|------------------|---------------------------|--------------|------------------|
| C3302194 | William    | M              | Smith     | 4/27/99 | craft_worker | YES                       | 4/1/12       | 15000123456      | YES                       | 10/31/15     | 2600078945       |

Please note that the following columns are **required** and the import will not be successful if there are any blank required fields.

1. First name
2. Middle initial
3. Last name
4. Date of birth
  - a. For confidentiality, this info is only used when creating a new Craft Worker. It is then erased and replaced by a C3 ID.
5. Role
  - a. craft\_worker
  - b. employee
  - c. field\_supervisor

# Entering Your Workforce

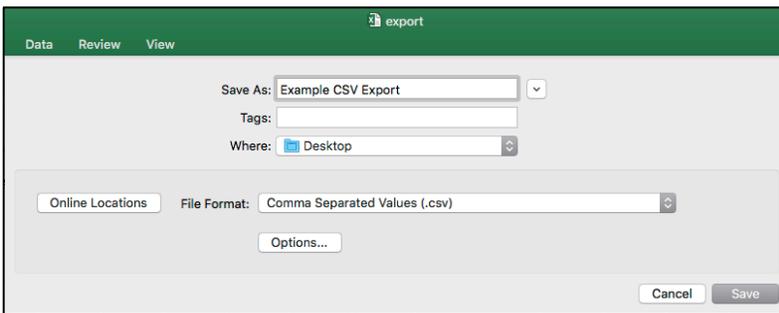
## 2. Adding Craft Workers (cont'd)

If you have the following Craft Worker information, you may add it now, however it is not required to create a new Craft Worker. You may also add this information at a later time when you acquire it.

OSHA 10 & 30 information

- Completion date
- Certification number
- Certification document on file

Once you have correctly inputted your Craft Workers, save the spreadsheet as a CSV file. To do so, **click "Save As,"** and then choose CSV as the file format and **click "Save."**



After you have saved the spreadsheet, return to your "My Company" page. You are now ready to import your Craft Workers.

To import your Craft Workers, **click the "Import CSV" button** in the Craft Workers table.



| Name           | Type             | OSHA 10             | OSHA 30                   | Actions         |
|----------------|------------------|---------------------|---------------------------|-----------------|
| Deon Frank     | Craft Worker     | OSHA-10: Complete   | OSHA-30: Missing          | [Edit] [Delete] |
| Derrick Mackey | Craft Worker     | OSHA-10: Incomplete | OSHA-30: Missing          | [Edit] [Delete] |
| Dimas Gonzalez | Field Supervisor | OSHA-10: Missing    | OSHA-30: Verified by SCTC | [Edit] [Delete] |

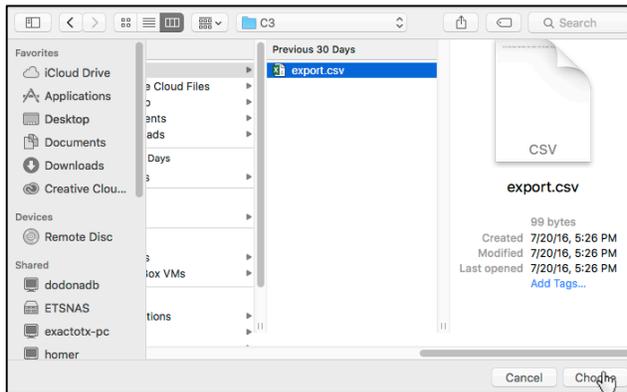
This will open the "Import Craft worker CSV" pop-up.

# Entering Your Workforce

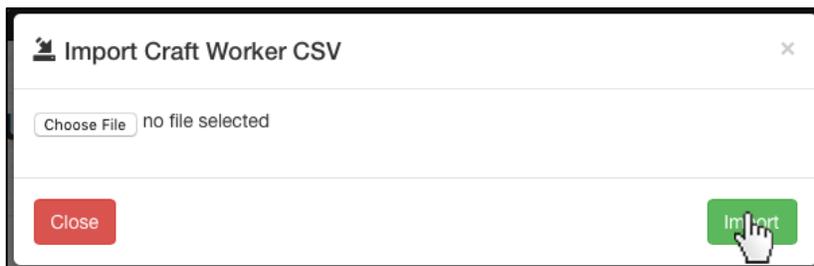
## 1. Adding Craft Workers (cont'd)



Click the **“Choose File”** button. This will open a file select pop-up. Select the CSV file that you would like to import and then **click “Choose” or “Open.”**



Once you have selected the file you wish to import, **click the green “Import”** button to import the CSV.



If there are errors associated with your import, the errors will be displayed on the page.

If you need help importing your employees, contact C3 administration at [database@constructioncareercollaborative.com](mailto:database@constructioncareercollaborative.com). Please provide a thorough explanation of the issue you are having so that the C3 administration can effectively help you.



# Entering Your Workforce

## 2. Updating existing Craft Workers

### Updating a Craft Worker

Just like adding new Craft Workers, you also have the option to update existing Craft Workers, both single and multiple.

### Updating a single Craft Worker

To edit a single Craft Worker's information, **click the blue edit button** in the actions column of the Craft Workers table.

| Name           | Type             | OSHA 10             | OSHA 30                   | Actions   |
|----------------|------------------|---------------------|---------------------------|---|
| Deon Frank     | Craft Worker     | OSHA-10: Complete   | OSHA-30: Missing          |   |
| Derrick Mackey | Craft Worker     | OSHA-10: Incomplete | OSHA-30: Missing          |   |
| Dimas Gonzalez | Field Supervisor | OSHA-10: Missing    | OSHA-30: Verified by SCTC |   |

You will then be presented with the same form as above but with the worker data already filled out.

Once you have made changes to your worker, **click the green "Submit" button**.

### Adding documents to a Craft Worker

In addition to updating a Craft Worker's information, you can also add documents to the worker, such as a copy of their OSHA card(s) and any other additional document. This is useful for training credentials and avoiding lost cards.

To add a document to a worker, **click the worker's name** in the Craft Worker's table. You will then be taken to the Craft Worker's page.

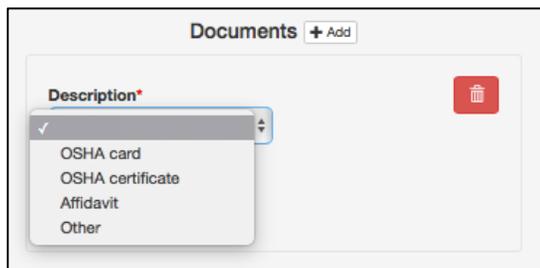
|   |   |                             |
|---|---|-----------------------------|
| <b>Deon Frank</b>   | Project Assignments  |                             |
| C3 ID: C3345417   | <b>In Progress</b> Texas Children's Hospital Pediatric Tower E Expansion                                |                             |
| Company: W.S. Bellows Construction Corporation  | OSHA Information  |                             |
| Position: Craft Worker  | OSHA-10   | OSHA-30                     |
| Date of Birth: 1989-01-05   | Card Number: 7327_1309982   | Completion Date: 2016-09-22 |
|   | Deon Frank does not have OSHA-30.   |                             |
|   | Documents   |                             |
|   | <a href="#">Osha 10 Cert</a>  |                             |
|   | <a href="#">Frank osha 10</a>   |                             |
|   | Training Credentials  |                             |
|   | No training credentials have been added for Deon Frank.   |                             |

# Entering Your Workforce

## 2. Updating existing Craft Workers (cont'd)

Click the blue **“Edit”** button in the **Craft Worker** information table. This will open the Craft Worker edit form.

If you have already entered in your craft worker’s OSHA information, such as the certification number and training date, that information will already be present. To add the document, locate the certification type that you would like to add a document to (OSHA 10/30 or Training Credential). From the **“Description”** dropdown, select what kind of document you will be uploading.



Once you have selected from the dropdown, **click the “Choose File”** button. This will open a file select pop-up. Select the document you will be uploading and then **click “Choose”** or **“Open.”**

You also have the ability to upload more than one type of document. If you’d like to upload another document, **click the “add”** button next to **“Documents.”** This will open another document upload box.

If you’d like to remove a document that has been uploaded, **click the red “Delete”** button in the appropriate document’s upload box.

### Updating multiple Craft Workers

When updating multiple workers at once, it is recommended that you export Craft Workers to CSV and then modify that file use in the importer.

To export all Craft Workers in your database, **click the “Export to CSV”** button on the Craft Workers table. This will generate a CSV file containing all Craft Workers in the table as well as their information.



# Entering Your Workforce

## 2. Updating existing Craft Workers (cont'd)

| Name           | Type             | OSHA 10             | OSHA 30                   | Actions |
|----------------|------------------|---------------------|---------------------------|---------|
| Deon Frank     | Craft Worker     | OSHA-10: Complete   | OSHA-30: Missing          |         |
| Derrick Mackey | Craft Worker     | OSHA-10: Incomplete | OSHA-30: Missing          |         |
| Dimas Gonzalez | Field Supervisor | OSHA-10: Missing    | OSHA-30: Verified by SCTC |         |

Once you have opened the CSV spreadsheet, you will see your Craft Workers' information in the table and will be able to edit your desired fields. You may also add new Craft Workers at this time.

Note: A new Craft Worker will not have a C3 ID.

Once you have saved the spreadsheet, please return your "My Company" page.

To import your updated CSV file, **click the "Import CSV" button.**

| Name           | Type             | OSHA 10             | OSHA 30                   | Actions |
|----------------|------------------|---------------------|---------------------------|---------|
| Deon Frank     | Craft Worker     | OSHA-10: Complete   | OSHA-30: Missing          |         |
| Derrick Mackey | Craft Worker     | OSHA-10: Incomplete | OSHA-30: Missing          |         |
| Dimas Gonzalez | Field Supervisor | OSHA-10: Missing    | OSHA-30: Verified by SCTC |         |

This will open the "Import Craft worker CSV" pop-up.

Import Craft Worker CSV

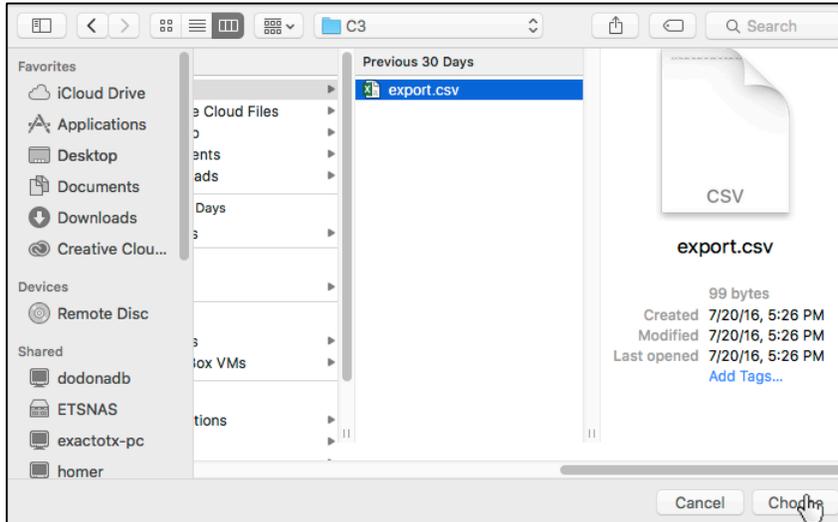
Choose File no file selected

Close Import

**Click the "Choose File" button.** This will open a file select pop-up. Select the CSV file that you just updated to import and then **click "Choose" or "Open."**

# Entering Your Workforce

## 2. Updating existing Craft Workers (cont'd)



Once you have selected the updated file, **click the green "Import" button** to import the CSV.



This will attempt to update any Craft Worker whose information was changed as well as add any new Craft Workers. If there are errors associated with your import, the errors will be displayed on the page.

If you need help importing your Craft Workers, contact C3 administration at [database@constructioncareercollaborative.com](mailto:database@constructioncareercollaborative.com). Please provide a thorough explanation of the issue you are having so that the C3 administration can effectively help you.