

## Access to Gateway Training functions

Instructors, Academy Users, Academy Administrators, Agency Users, and Agency Administrators have access to the Gateway Training functions. Under the Training tab, these users will be able to work with training classes, view Low THC Oil Registry training materials, view course code and course description lists, view required courses for advanced certifications, and process training classes using a C12 form file.

## Working with Training Rosters in the Gateway

1. Log into the Gateway and click Training.

[Start](#) | [Admin](#) | [Report](#) | [Training](#) | [Officers](#) | [Applications](#) | [Help](#) | [Logout](#)

2. Click Training Class.

### Training Administration Tasks Menu

Action	Description
<a href="#">Training Class</a>	Work with Training Classes

3. Click Add A Training Class.

### Work with Training Class

Add A Training Class

4. Select the Training Class Category from the dropdown menu. The Category determines the first letter of the Course Code. In the example below, we have selected the Inservice category. This makes "I" the first letter of the Course Code. After selecting the correct Category for your training, click Search.

### Add Training Class

Return to All Classes

Category I INSERVICE

Search

5. Select the Topic from the dropdown menu. The Topic determines the second letter of the Course Code. In the example below, we have selected Investigations for our Topic. This makes "B" the second letter of the Course Code. After selecting the correct Topic for your training, click Search.

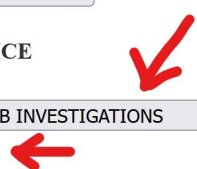
### Add Training Class

[Return to All Classes](#)

INSERVICE

Topic **B INVESTIGATIONS** ▼

[Search](#)



6. Select the Sub Topic from the dropdown menu. The Sub Topic determines the third letter of the Course Code. In the example below, we have selected Auto Theft for our Sub Topic. This makes "E" the third letter of the Course Code. After selecting the correct Sub Topic for your training, click Search.

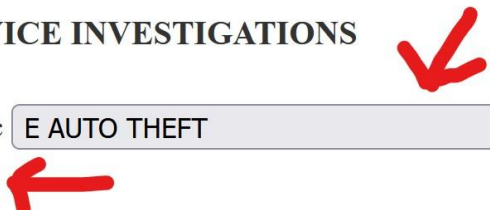
### Add Training Class

[Return to All Classes](#)

INSERVICE INVESTIGATIONS

Sub Topic **E AUTO THEFT** ▼

[Search](#)



7. The system will display a list of courses with the Category, Topic, and Sub Topic previously selected. Click the Select button next to the course description that best matches your training.

### Add Training Class

[Return to All Classes](#)

Found 4 courses for IBE INSERVICE INVESTIGATIONS AUTO THEFT.

[New Search](#)

	Course	Description	Minimum Hours	Required Hours
<a href="#">Select</a>	IBE00G	AUTO THEFT	0	
<a href="#">Select</a>	IBE01G	LOJACK AUTO THEFT RECOVERY	0	
<a href="#">Select</a>	IBE02G	A.T.V. THEFT INVESTIGATION	0	
<a href="#">Select</a>	IBE03G	BAIT CAR	0	



## How Do I Work with Training in the POST Data Gateway?

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- Fill out the Training Class information, paying close attention to the required fields. Click Confirm Addition.

### Add Training Class

[Return to All Classes](#)

Training Course Code IBE00G AUTO THEFT

Training Course Hours\* 2

Training Course Location Type Agency

Training Coordinating Agency SAMPLE POLICE DEPARTMENT

Training Course Location

Training Course Sub Topic

Beginning Date\*  /  /  (mm/dd/yyyy)

Ending Date  /  /  (mm/dd/yyyy)

Beginning Time  :  (hh:mm)

Ending Time  :  (hh:mm)

[Confirm Addition](#)

Required fields are highlighted and marked with \*

- You will receive a confirmation message that the class was added. Review all information and click Modify Class if you need to correct anything.

### Add Training Class

New training class for IBE00G AUTO THEFT added.

[Return to All Training Classes](#)

**Identifying Information** Identifying information for this training class.

[Modify Class](#) This class requires one of the assigned instructors or an academy user to be completed.

Training Course IBE00G AUTO THEFT

Training Hours 2

Training Course Location Type Agency

- To upload your sign-in roster and other documents, such as the agenda or syllabus, scroll down and click the Browse button located under the Class Status field. Select the correct document from your computer and type a description in the box. Then click Upload New Document. Do NOT attempt to upload the course materials, such as the lesson plan or PowerPoint.

Ending Time 11:00 am

Class Status Open

[Browse...](#) No file selected.

Description

[Upload New Documentation](#)

11. The system will give you a success message and display the Uploaded Documents. You can upload more documents, View the documents, or Remove the documents.

Class Status Open

File is valid, and was successfully uploaded.

No file selected.

Uploaded Documentation	
Description	Action
Sign In Roster	<input type="button" value="View"/> <input type="button" value="Remove"/>

12. To add instructors, click Modify Instructors. You will be able to select a Primary Instructor and a Secondary Instructor. The selected instructors are the only individuals that can Complete the class in the Gateway.



**Primary Instructor** None

**Roster Status** Created

13. Click Find Instructor.

## Edit Training Class

**Training Course** IBE00G AUTO THEFT



14. Enter the Certified Instructor's identifying information and click Search. You can search by Last Name, First Name, Instructor Key, or any combination that narrows your search. Make sure to search by their Instructor Key and not their Officer Key. Additionally, you can search for an Exact Match or a Similar Match. Click Search to get your results. The

system will display Instructors with the proper certification to teach the Training Class.

## Edit Training Class

[Return to All Training Classes](#)

**Training Course** IBE00G AUTO THEFT

**Certified Instructors General**

[Return to Class](#)

Last Name

First Name

Match Type [Similar](#) ▼

Instructor Key

[Search](#)



15. Locate the correct instructor and click Select as Primary.

[Edit Training Class](#)

[Return to All Training Classes](#)

**Training Course** IBE00G AUTO THEFT

**Certified Instructors General**

Found 1 instructor with first name beginning with " " and last name beginning with " " certified to teach General.

[Return to Class](#) [New Search](#)



Instructor Key Name

[Select as Primary](#) [Select as Secondary](#)

16. Your Primary Instructor will now be displayed. If this is not the correct instructor, click Remove from Class. Then Click Find Instructor and repeat steps 14 and 15 to designate the correct Primary Instructor. Additionally, you can complete the same steps to designate a Secondary Instructor. Once you have selected your instructors, click Return to Class.

## Edit Training Class

[Return to All Training Classes](#)

**Training Course** IBE00G AUTO THEFT

[Return to Class](#)

[Find Instructor](#)

**Primary Instructor**



[Remove from Class](#)

17. To add students to the class roster, scroll down and click Modify Students.

**Modify Instructors**

## Primary Instructor

## Roster Status Created

**Modify Students**



18. You have three methods for adding students to the roster - Search Student, Select Student, and Import Roster. Additionally, you will be able to modify each student's Pass/Fail status.

### Edit Training Class

[Return to All Training Classes](#)

Training Course IBE00G AUTO THEFT

[Return to Class](#) [Search Student](#) [Select Student](#) [Browse...](#) No file selected. [Import Roster](#)

None on file at this time

- Search Student allows you to search any individual officer with their identifying information. You can search by Last Name, First Name, Officer/Instructor Key, or any combination that narrows your search. Enter their information and click Search. The system will provide a list of matches. You will click the Select as Student button located next to the correct student.

## Edit Training Class

[Return to All Training Classes](#)

Training Course IBE00G AUTO THEFT

[Return to Class](#)

Student Type

Officer



Student is an \_\_\_\_\_?

Last Name

First Name

Match Type

Similar



Officer/Instructor Key

**Search**



- Select Student allows you to select a student from your agency roster or any agency's roster. Select the correct agency from the Select Agency dropdown menu, then click Refresh Roster. The system will display a list of actively employed officers for that agency. Click the Select button next to the correct

student(s).

[Edit Training Class](#)

[Return to All Training Classes](#)

Training Course IBE00G AUTO THEFT

[Return to Class](#)

Select Agency SAMPLE POLICE DEPARTMENT [Refresh Roster](#)

Currently 2 Actively Employed Officers with SAMPLE POLICE DEPARTMENT

	O Key	Name	
1	C007578	JOHN DOE OFFICER	<a href="#">Select</a>
2	O216502	SAMPLE EXAMPLE OFFICER	<a href="#">Select</a>

- Import Roster allows you to upload students in bulk. You must have the Officers' Okeys listed in a .txt file. Be sure you list one Okey per line, as shown here:

O00123

O00124

O00125

Click Browse, locate the file on your computer, and click Import Roster.

[Edit Training Class](#)

[Return to All Training Classes](#)

Added O216502 SAMPLE EXAMPLE OFFICER to the class.

Added 1 students to the class.

Training Course IBE00G AUTO THEFT

[Return to Class](#) [Search Student](#) [Select Student](#) [Browse...](#) No file selected. [Import Roster](#)

- All successful student selections will show the students below the selection buttons. If an officer is wrongly selected, click Remove from Class. Each student's status is Pass by default. Click Pass if the student failed.

[Return to Class](#) [Search Student](#) [Select Student](#) [Browse...](#) No file selected. [Import Roster](#)

	Key	Name	
1	O216502	SAMPLE EXAMPLE OFFICER	<a href="#">Pass</a> <a href="#">Remove from Class</a>

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- Enter the reason for the student's failure and click Confirm Student Failure. After all student Pass/Fail statuses have been updated, you will click Return to Class.

### Edit Training Class

[Return to All Training Classes](#)

**Training Course** IBE00G AUTO THEFT

**Student** O216502 SAMPLE EXAMPLE OFFICER

[Return to Class](#)

A reason must be given for failing a student.



**Reason for Failure**

[Confirm Student Failure](#)



19. Only the Primary and Secondary Instructors will have access to the Complete Class button. The instructor will confirm the roster is correct and will then click Complete Class.

### Edit Training Class

[Return to All Training Classes](#)

**Identifying Information** Identifying information for this training class.

[Modify Class](#)

[Complete Class](#)

[Cancel Class](#)

**Training Course** IBE00G AUTO THEFT

**Training Hours** 2

**Training Course Location Type** Agency

**Training Coordinating Agency** SAMPLE POLICE DEPARTMENT

20. The instructor will click Confirm Completion to lock the class from further edits and record the class to each student's Training History.

### Edit Training Class

[Return to All Training Classes](#)

**Complete This Class** Completing the class will lock the class from edits and write training history for each passing student.

[Cancel](#) [Confirm Completion](#)

**Training Course** IBE00G INSERVICE INVESTIGATIONS AUTO THEFT

**Training Course Location Type** Agency

**Training Coordinating Agency** SAMPLE POLICE DEPARTMENT



21. To ensure the course was completed correctly, you can check the Training History of your students' Demographic pages.

**Training History** [New Record](#) [Apply for Training Waiver](#)

Date Completed Course		Class	Hours	Location	Certification
<a href="#">Edit</a>	<a href="#">Drop</a>	03/06/23 IBE00G AUTO THEFT Auto Theft Evidence Collection	<a href="#">View</a>	2	SAMPLE POLICE DEPARTMENT



## Process Training Classes Using a C12 Form File

Using a C12 Form file is a quicker, easier way of uploading classes. You will enter the information in a spreadsheet or a text file and then upload it to the Gateway. The necessary information must be separated by a comma for the system to correctly read the data. Some fields can be left blank, but you must still leave a comma after the blank.

The first seven fields are for the course information and must remain in the following order:

- **CLASSDATE:** The date of the class in mmddyy format (required),
- **ACADEMY:** A valid Academy Code (will default to the GA POST Council if left blank),
- **AGENCY:** A valid Agency Code (required),
- **TRAINING HOURS:** (required - 1 hour minimum and must be whole numbers),
- **INSTRUCTOR:** The Instructor or Officer Key of a qualified instructor (required, however I05043 - Seminar Training can be used as a default),
- **COURSECODE:** A valid six character POST Training Course Code (required - codes can be found using the guides in the Gateway Training menu),
- **SUBTOPIC:** An optional description of the course, limited to 100 characters.

The next eight to 107 fields are for entering the attending students' Okeys. You cannot exceed 107 columns.

In this example, the information has been saved in an Excel spreadsheet and then saved as a .csv (Comma Separated Value) file.

	A	B	C	D	E	F	G	H	I	J	K
1	CLASSDATE	ACADEMY	AGENCY	TRAININGHOURS	INSTRUCTOR	COURSECODE	SUBTOPIC	OFFICER1	OFFICER2	OFFICER3	
2	32723	29	1680	40	I05043	IBM12G	This is where you enter the topic of your course.	O000123	O000124	O000125	
3											

In this example, the information has been saved as a .txt file.

1	CLASSDATE,ACADEMY,AGENCY,TRAININGHOURS,INSTRUCTOR,COURSECODE,SUBTOPIC,OFFICER1,OFFICER2,OFFICER3
2	032723,29,1680,40,I05043,IBM12G,This is where you enter the topic of your course. ,O000123,O000124,O000125
3	

Once you have saved your data in a comma separated format, use the following instructions to upload it.

1. Log into the Gateway and click Training.

[Start](#) | [Admin](#) | [Report](#) | [Training](#) | [Officers](#) | [Applications](#) | [Help](#) | [Logout](#)



2. Scroll down and click C12 Processing.

<a href="#">Officer Certification Guide</a>	View the Required Courses for Advanced Certifications
<a href="#">Training Roster Help</a>	<a href="#">View the instructions on how to create a training roster</a>
<a href="#">C12 Processing</a>	Import and process training classes using C12 form files. Do you or an employee spend hours adding a class, searching for and adding an instructor then searching for and adding all the students? You really need to consider C12 uploads.

3. For a reminder of the C12 File requirements, click C12 File Definition.

## C12 Processing - Uploaded Training Classes

[Click for C12 File Definition](#) 

### Select C12 File to Upload

No file chosen

4. Ensure your file follows the listed requirements:

#### C12 File Definition

The C12 File is intended to be a comma delimited text file of no more than 107 columns. MAX\_FILE\_SIZE=2000000 bytes. Courses, Instructors and Officers will be verified as cleared for training before being accepted. File extension is irrelevant.

Those columns are expected in order: CLASSDATE, AGENCY, TRAININGHOURS, INSTRUCTOR, COURSECODE, SUBTOPIC, OFFICER1, OFFICER2, OFFICER3, OFFICER4, OFFICERS\_..., OFFICER99  
CLASSDATE - Six numbers in mmddyy (month, day, year) format  
ACADEMY - Valid Georgia POST Council Data Gateway Academy Code - 29 is GA POST COUNCIL. This will be the default if the uploaded file has null or blank for this item.  
AGENCY - Valid Georgia POST Council Data Gateway Agency Code - 1680 is GEORGIA POST COUNCIL POLICE.  
TRAININGHOURS - Whole numeric numbers, minimum 1  
INSTRUCTOR - Instructor Key or Instructor's Officer Key from Georgia POST Council Data Gateway qualified to instruct course - B5943, SEMINAR TRAINING, can be used as default. Blank will not be a valid value.  
COURSECODE - Valid six character Georgia POST Council Training Course Code.  
SUBTOPIC - Optional course descriptive information limited to 100 characters to be displayed in the training history for this class.  
OFFICER1-OFFICER99 - Officer Key from Georgia POST Council Data Gateway cleared for training or the officer's full social.  
\* No place holders required after the last officer key

5. Click Choose File, browse to the file location on your computer, and click Open.

## C12 Processing - Uploaded Training Classes

[Click for C12 File Definition](#)

### Select C12 File to Upload

 No file chosen

6. Click Import Training.

## C12 Processing - Uploaded Training Classes

[Click for C12 File Definition](#)

### Select C12 File to Upload

testcourseupload.csv



7. If the CLASSDATE comes up as an invalid date, you can disregard. This will have no effect on your course. Click Process.

#### C12 Processing - Uploaded Training Classes

Record 1 invalid: "CLASSDATE" is not a valid date.   
Record 2 imported as a valid training class.

#### Added 1 class record.

Action	Date	Course	Course Topic
1 <input type="button" value="Process"/> <input type="button" value="Delete"/>	March 27, 2023	IBM12G IDENTITY THEFT	This is where you enter the topic of your course.

8. Review your class and student information. Make any necessary modifications using the Modify Class or Modify Students buttons. Click Submit Class when all information is

correct.

### C12 Processing - Uploaded Training Classes

All Classes

Modify Class

Submit Class

**Class Date** March 27, 2023

**Academy** GA POST COUNCIL

**Agency** GEORGIA POST COUNCIL POLICE

**Instructor** I05043 SEMINAR TRAINING

**Course** IBM12G IDENTITY THEFT

**Course Topic** This is where you enter the topic of your course.

**Hours** 40

Modify Students

Delete Officer 01 O000123

Delete Officer 02 O000124

Delete Officer 03 O000125

## 9. You will receive the following success message:

### C12 Processing - Uploaded Training Classes

All Classes

**Class Date** March 27, 2023

**Academy** GA POST COUNCIL

**Agency** GEORGIA POST COUNCIL POLICE

**Instructor** I05043 SEMINAR TRAINING

**Course** IBM12G IDENTITY THEFT

**Course Topic** This is where you enter the topic of your course.

**Hours** 40

**Class successfully imported.**