



## **C3 Training Database**

### **Contractor User Manual 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, and more.

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

- How access the C3 database.
- How to manage your employees and their OSHA information.
- How to work with projects.
- How to manage your company's account and users.

#### **Prerequisites:**

- Your company should be a C3 accredited employer or project participant.
- You should have a user account in the training database, and know how to log in to the application.

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).



# Contractor User Manual

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## 1. Registration

Before you can begin setting up your C3 account, you must first obtain a C3 Training Database account. If you have not already done so, please contact Construction Career Collaborative and request access. Once access has been granted, a user confirmation email will be sent to the email address that you provide.

**From:** "no-reply@constructioncareercollaborative.org" <no-reply@constructioncareercollaborative.org>  
**Reply-To:** "no-reply@constructioncareercollaborative.org" <no-reply@constructioncareercollaborative.org>  
**Date:** Friday, July 8, 2016 at 1:25 PM  
**To:** Jay Calvin <jcalvin@contoso.com>  
**Subject:** Confirmation instructions

Welcome to C3 [jcalvin@contoso.com](mailto:jcalvin@contoso.com)!

You can confirm your account through the link below:

[Confirm my account](#)

We value your leadership and look forward to your partnership this year.

- C3 Administration

*Sample confirmation email*

To confirm your account, **click the "Confirm my account" link**. This will open the "Confirm Your Account" screen.

### Confirm Your Account

**Company** Contoso Constructors, Inc.

**Email** jcalvin@contoso.com

You may change your email after logging in to the application.

**Name**

**Password**

**Confirm**

[Back to login](#)



# Contractor User Manual

## 1. Registration (cont'd)

On the "Confirm Your Account" screen, fill in your full name and your desired password, and then **click "Confirm."** This will save your account information and redirect you to the login screen.

Log in with your email address and your chosen password. You will then see the C3 welcome screen.

The screenshot shows the C3 Training Database website. At the top, there is a navigation bar with links for Employees, Contractors, Projects, Reports, and Safety Training. A green notification bar at the top left says "Signed in successfully." The main heading is "C3 Training Database" with the URL [www.constructioncareercollaborative.org](http://www.constructioncareercollaborative.org). Below this is a welcome message: "Welcome to C3's new training database. We contracted with ETSZONE to write a program for us to help track credentials for the craft workers in our membership. We are very excited to bring back the database and more importantly excited for the opportunity to hear from you, the end users. We hope that you will take the time to provide us with honest feedback and comments so we make this tool a successful one for all our members. Please send your comments and questions to Diane Aguilar or Julian Delgadillo of C3." Two bullet points list contact information: "Diane Aguilar: [diane@constructioncareercollaborative.org](mailto:diane@constructioncareercollaborative.org)" and "Julian Delgadillo: [julian@constructioncareercollaborative.org](mailto:julian@constructioncareercollaborative.org)". Below this, it says "To report a bug, error or incorrect application behavior, please use the 'Report a Bug' tab to the right." and "We appreciate your help in this matter and we look forward to making this a very successful tool for your organization." At the bottom, it says "C3 Training Database 1.8.0-rc4 brought to you by the Construction Career Collaborative. Confidentiality statement."



# Contractor User Manual

## 2. Accessing the database

### Logging In

To log in to the database, go to the URL <https://c3td.etszone.net>. You will then be presented with the login page.

The screenshot shows a login form with the following elements: a title "Sign in", an "Email" label above a text input field containing "user@example.com", a "Password" label above a password input field with masked characters "\*\*\*\*\*", a "Forgot password?" link in blue text, a "Remember me" checkbox, and a blue "Sign in" button.

Enter your username and password to access the database. If you are on a trusted computer, you may also check the “Remember me” checkbox to skip this step in the future.

### Resetting your password

If you have forgotten your password, you can reset it using the "Forgot password?" link on the login screen. Enter your email address on the following screen to be sent an email with a password reset link. This link will take you to a page where you can set a new password for your account.

The screenshot shows a password reset form with the following elements: a title "Change your password", a "New password" label above a text input field with a strength indicator "1~", a "Confirm new password" label above a second text input field, and a blue "Change my Password" button.

After changing your password, you will be able to log in to the site.

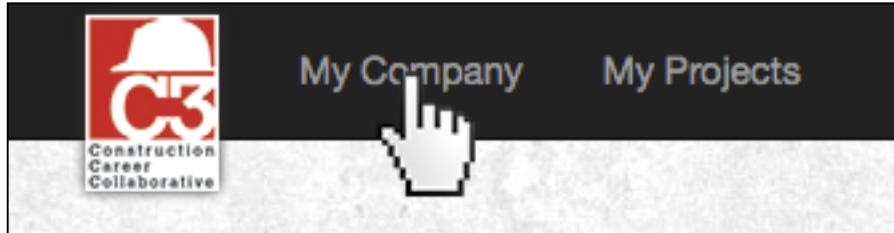


# Contractor User Manual

## 3. Managing your company

### Editing company information

Once you have confirmed your user account and you are logged in, **click the "My Company" menu item** on the top of the screen.



This opens the company page where you can see your company information as well as your contacts, documents, projects, and more.

**Test Contractor**

[Edit](#) [Manage Users](#)

Basic Information | [Membership](#) | [Employee Information](#) | [Projects](#) | [CSI Divisions](#)

<b>Name</b>	Test Contractor
<b>Tax ID</b>	
<b>Role</b>	Accredited Employer
<b>Address</b>	
<b>Website</b>	

**Contacts**

John Builder Primary  
john@testcontractor.com  
2815557654

**Documents**

C3 Application

Quick search  **Craft Workers** + [Import CSV](#) [Export to CSV](#)

Name	Type	OSHA 10	OSHA 30	Actions
<a href="#">Abelardo Lumbreras</a>	Craft Worker	OSHA-10: Missing	OSHA-30: Missing	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Abraham Bell</a>	Craft Worker	OSHA-10: Incomplete	OSHA-30: Missing	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Alexandra Flores</a>	Field Supervisor	OSHA-10: Missing	OSHA-30: Missing	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Alton Richard</a>	Craft Worker	OSHA-10: Incomplete	OSHA-30: Missing	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 10 of 286 entries

Previous [1](#) [2](#) [3](#) [4](#) [5](#) ... [29](#) Next

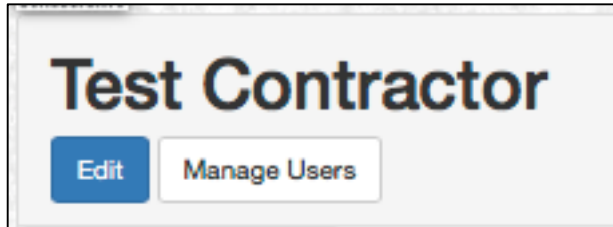
10 per page



# Contractor User Manual

## 3. Managing your company (cont'd)

The first thing to do is to review the basic company information to make sure that it is accurate. Click the **blue edit button** underneath your company name.



This opens the "Edit Company" form.

**Edit Contractor**

**Name\***

**Tax ID**

**Website**

---

**Location**  
Please enter the company location

**Address**

**City**

**State**

**Zip**

Make sure your company information is accurate and edit where necessary. Click the **green "Submit" button** to save your company's information and return to your company page.



# Contractor User Manual

## 3. Managing your company (cont'd)

### Updating contact information

To edit the contact information for your company, **click the blue edit button** on the contacts table on the company profile page.



This will take you to the edit contacts form. Here you can specify a primary contact, a secondary contact and a training contact.

If one of the contact fields is not needed, check the 'Same as Primary' box.

**Click “Submit”** to save the updated contact information.

Field	Description
Primary Contact	Primary contacts will receive all correspondence from C3. If this is a bottleneck choose another contact.
Secondary Contact	Backup contact for all C3 correspondence
Training Contact	Someone in charge of your companies training be it either specific or safety training.

### Adding a new user

If you would like to add more users for your company, aside from the secondary contacts, you may do so now. From your company page, **click the “Manage Users” button**.







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## 3. Managing your company (cont'd)

This will take you to the company users management screen.

Name	Email	Confirmed?	Administrator?	Action
Joe Worker	joe@testcontractor.com	Yes	Yes	
Jane Builder	jane@testcontractor.com	Yes	Yes	

Click the green new button next to “Users.” This will open the “Create User” Screen.

**Create User**

Name

Email\*

**Company Administrator**

\*Allows user to edit the company account, as well as create, edit and remove other user accounts for this company

In the form fields, provide the name and email of the user. If you would like to make the user an administrator, you may do so now.

Your company must have at least one administrator. An administrator has enhanced privileges and can administer all aspects of his or her company. This includes actions such as editing the company account as well as creating, editing, and removing other users on the company account.

Once you have completed the "Create User" form, **click the green "Create User" button** to save the user and return to the User Management screen.



# Contractor User Manual

## 3. Managing your company (cont'd)

A confirmation email will be sent to the new user. The new user must confirm their account before they can sign in to C3. If you would like to add another user to your company, repeat the steps above.

### Deleting a user

To delete a company user, **click the red trash button** on the appropriate row on the company user list. **Note that you cannot delete your own user account.**



# Contractor User Manual

## 4. Managing your employees

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.

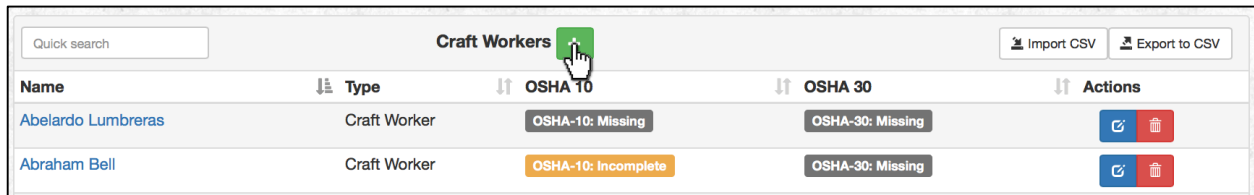
# Contractor User Manual





## 4. Managing your employees (cont'd)

### Adding a single Craft Worker

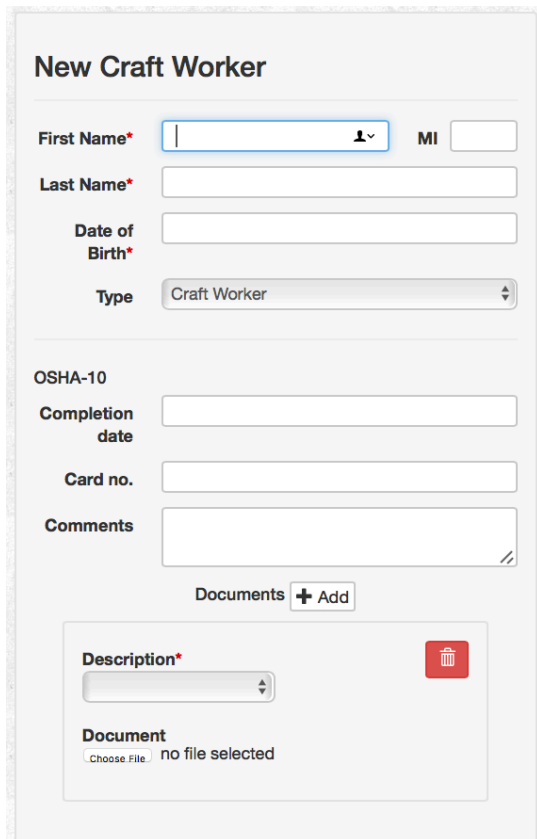
To add a single employee, start by **clicking the “My Company” menu item** on the top of the screen. This will open the company page.

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	 
Abraham Bell	Craft Worker	OSHA-10: Incomplete	OSHA-30: Missing	 

This opens the “New Employee” form.



### New Craft Worker

First Name\*  MI

Last Name\*

Date of Birth\*

Type


OSHA-10

Completion date

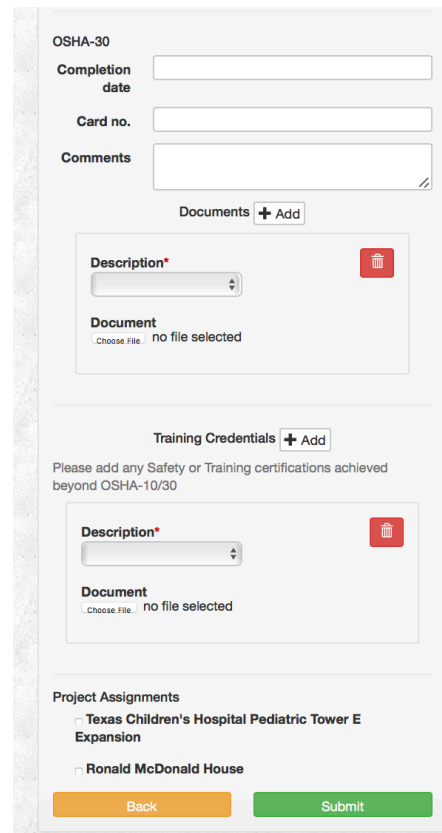
Card no.

Comments

Documents

Description\*  

Document  no file selected




OSHA-30

Completion date

Card no.

Comments


Documents

Description\*  

Document  no file selected

Training Credentials

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



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## 4. Managing your employees (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.



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## 4. Managing your employees (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

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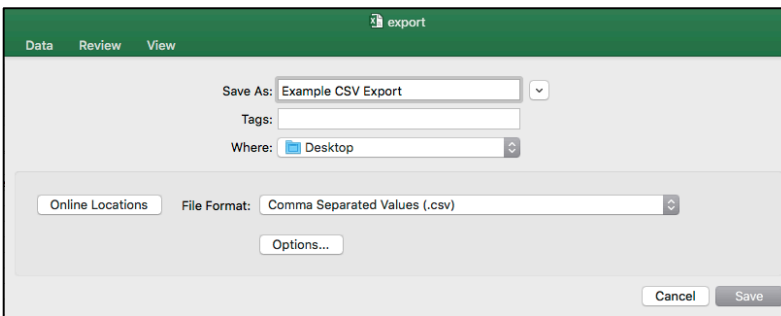
## 4. Managing your employees (cont'd)

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.

Quick search		Craft Workers +		Import CSV	Export to CSV
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		

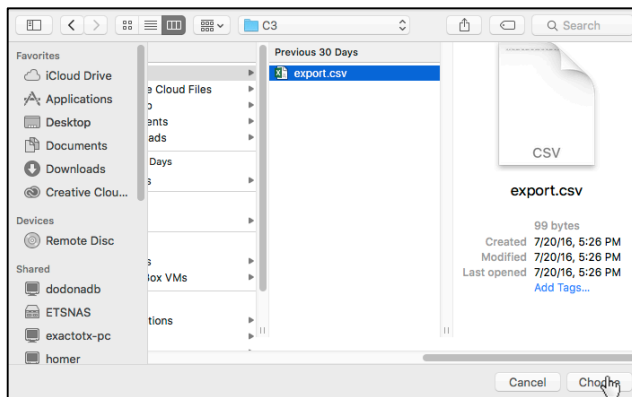
This will open the "Import Craft worker CSV" pop-up.

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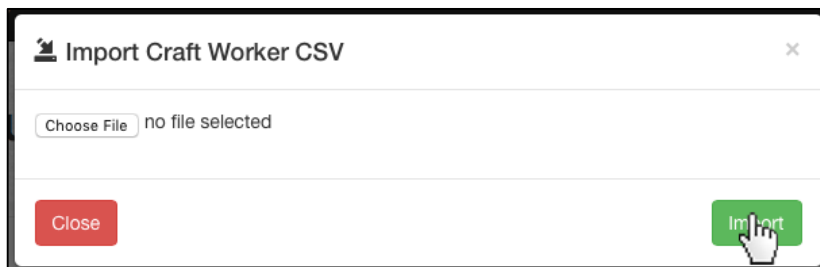
## 4. Managing your employees (cont'd)



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.





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## 4. Managing your employees (cont'd)

### 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 SOTC	 




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.

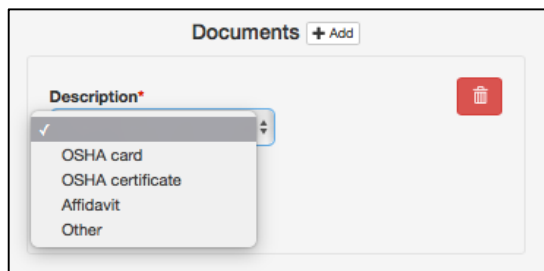
<b>Deon Frank</b>	Project Assignments 
C3 ID: C3345417	<b>In Progress</b> Texas Children's Hospital Pediatric Tower E Expansion
Company: W.S. Bellows Construction Corporation	OSHA Information
Position: Craft Worker	<b>OSHA-10</b> <b>OSHA-30</b>
Date of Birth: 1989-01-05	Card Number      Completion Date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

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## 4. Managing your employees (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.

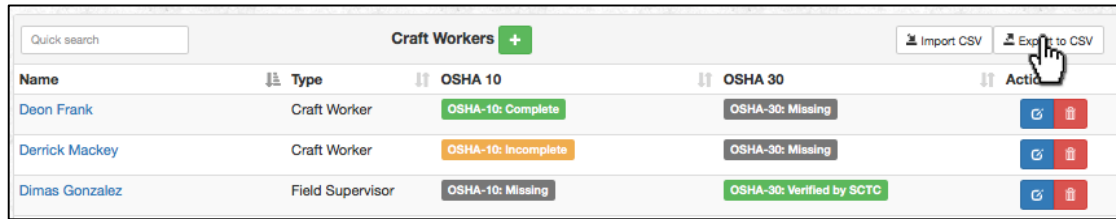
### Updating multiple Craft Workers

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.

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## 4. Managing your employees (cont'd)



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]

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	[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.



**Import Craft Worker CSV** [Close]

Choose File no file selected

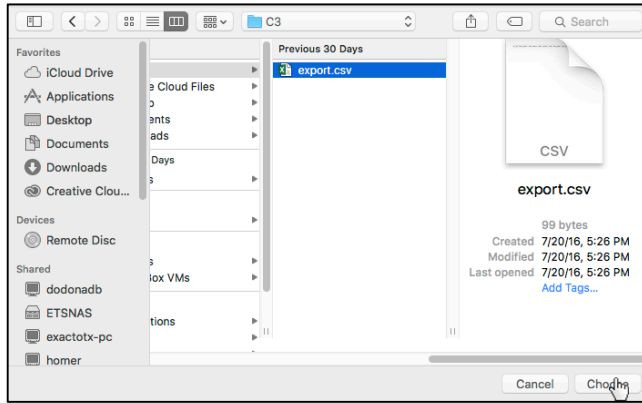
[Close] [Import]

**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."**

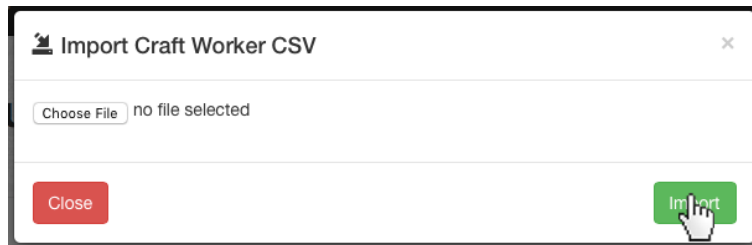


# Contractor User Manual

## 4. Managing your employees (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.



# Contractor User Manual

## 5. Working with projects

### Confirming participation on a project

When a Contractor is invited to a C3 project, an invitation email will be sent to the Contractor's primary contact. This email will include a confirmation link that the primary Contractor must click in order to confirm the invitation.

**From:** no-reply@constructioncareercollaborative.org [mailto:no-reply@constructioncareercollaborative.org]  
**Sent:** Monday, November 27, 2017 1:12 PM  
**To:** joebuilder@testcontractor.com  
**Subject:** C3 Project Notification

Dear Contractor,

Ronald McDonald House has been established in the C3 Database.

Please go to this link to confirm being added to this project:  
[http://c3td.etszone.net/jobs/confirm/SpDQ5FvtELy-9\\_t\\_aCm5iw](http://c3td.etszone.net/jobs/confirm/SpDQ5FvtELy-9_t_aCm5iw)

After confirmation, please go to the link below to add all the Specialty Contractors who will be participating on this project:  
<http://c3td.etszone.net/projects/23>

An email invitation will automatically be generated inviting each Specialty Contractor to enroll their craft workers and field supervisors, as well as to ensure that the OSHA safety credentials of each person working on the project are accurate.

If a specific Specialty Contractor(s) is not listed on the drop-down menu, that particular Specialty Contractor has yet to submit a C3 Accredited Employer or C3 Project Participant application.

Please remind those Specialty Contractors of the need to do so.

If you have any questions or concerns, please contact C3 staff members Julian Delgadillo or Diane Aguilar, whose contact information is at the bottom of this email.

C3 values your leadership and looks forward to its partnership with you throughout the duration of this project.

Sincerely,

Construction Career Collaborative (C3)

Julian Delgadillo: [julian@constructioncareercollaborative.org](mailto:julian@constructioncareercollaborative.org)  
Diane Aguilar: [diane@constructioncareercollaborative.org](mailto:diane@constructioncareercollaborative.org)

### *Sample confirmation email*

Once the invitation has been accepted, this will confirm that your company is participating on the project. This will also change your company's status on the project from *Pending* to *In Progress*. Once you are confirmed on a project, you can assign Craft Workers as well as invite other Specialty Contractors to the project (please see Pages 22 and 25).

You may be directed to the log in screen to complete the confirmation process. Please log in with your username and password. If you're having an issue confirming the project or if you have not received the confirmation email, please contact C3 at [database@constructioncareercollaborative.org](mailto:database@constructioncareercollaborative.org).



# Contractor User Manual

## 5. Working with projects (cont'd)

### Assigning Craft Workers to a project

If you have already added Craft Workers to the system and you would like to assign the Craft Workers to a project, you may do so now. If you do not have any Craft Workers in your workforce, please see Page 11, “Managing Your Employees,” of this guide.

### Assigning a single Craft Worker to a project

If you have a single Craft worker that needs to be assigned to a project, you can do so by editing the Craft Worker.

From your company page, navigate to the Craft Workers table at the bottom of the page. Locate the Craft Worker that you would like to assign to a project by using the “quick search” feature on the table. Once you have located the Craft Worker, **click the blue edit button** in the “Actions” column. This will take you to the Edit Craft Worker form.

Quick search	Craft Workers +		Import CSV	Export to CSV
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	 

At the bottom of the form, you will see all the projects you are currently on. To assign the Craft Worker, check the box next to the project that you would like to assign them to and then **click “Submit.”**

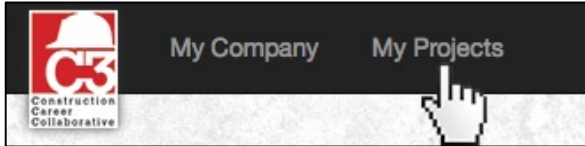
To confirm that your Craft Worker was assigned to the project, navigate to the project page through the “My Projects” tab in the navigation bar. Using the “quick search” feature on the Craft Workers table on the project page, enter the name of the Craft Worker. If the Craft Worker was successfully assigned to the project, their name will appear in the list.

### Assigning multiple Craft Workers to a project

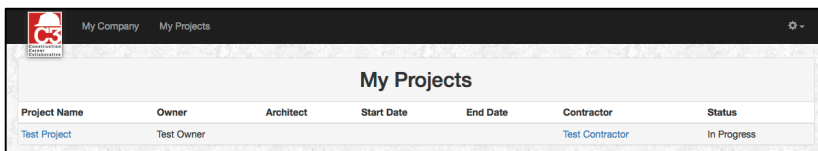
To begin assigning multiple Craft Workers to a project, **click the "My Projects" menu item** on the top of the screen.

# Contractor User Manual

## 5. Working with projects (cont'd)

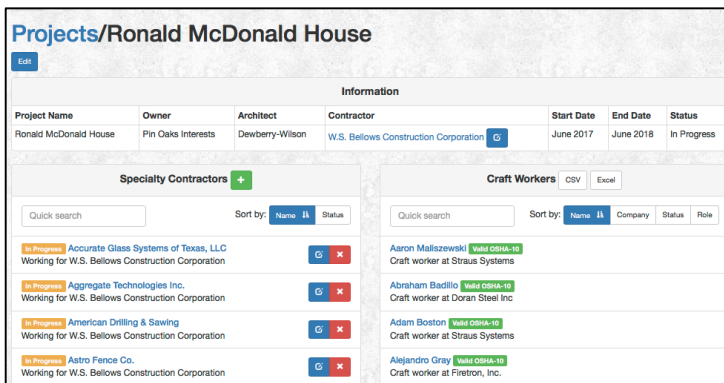


This opens the project list. The project list includes all projects your company is currently participating on (that is, all projects which you have both *received an invitation*, and *confirmed the invitation*.)



Project Name	Owner	Architect	Start Date	End Date	Contractor	Status
Test Project	Test Owner				Test Contractor	In Progress

Click on the name of a project in the list. This opens the project page. On the project page, you can see general project information, such as the owner and architect, other Specialty Contractors you are working with, and Craft Workers assigned to the project.



**Projects/Ronald McDonald House**

Information

Project Name	Owner	Architect	Contractor	Start Date	End Date	Status
Ronald McDonald House	Pin Oaks Interests	Dewberry-Wilson	W.S. Bellows Construction Corporation <a href="#">G</a>	June 2017	June 2018	In Progress

Specialty Contractors

- Accurate Glass Systems of Texas, LLC Working for W.S. Bellows Construction Corporation [G](#) [X](#)
- Aggregate Technologies Inc. Working for W.S. Bellows Construction Corporation [G](#) [X](#)
- American Drilling & Sawing Working for W.S. Bellows Construction Corporation [G](#) [X](#)
- Astro Fence Co. Working for W.S. Bellows Construction Corporation [G](#) [X](#)

Craft Workers

- Aaron Maliszewski Valid OSHA-10 Craft worker at Straus Systems
- Abraham Badillo Valid OSHA-10 Craft worker at Doran Steel Inc
- Adam Boston Valid OSHA-10 Craft worker at Straus Systems
- Alejandro Gray Valid OSHA-10 Craft worker at Firetron, Inc.

In the Information box, you will see your company's name in the "Contractor" column. To the right of your company's name, **click the blue edit button** to open the job edit and worker assignment screen.



**Projects/Ronald McDonald House**

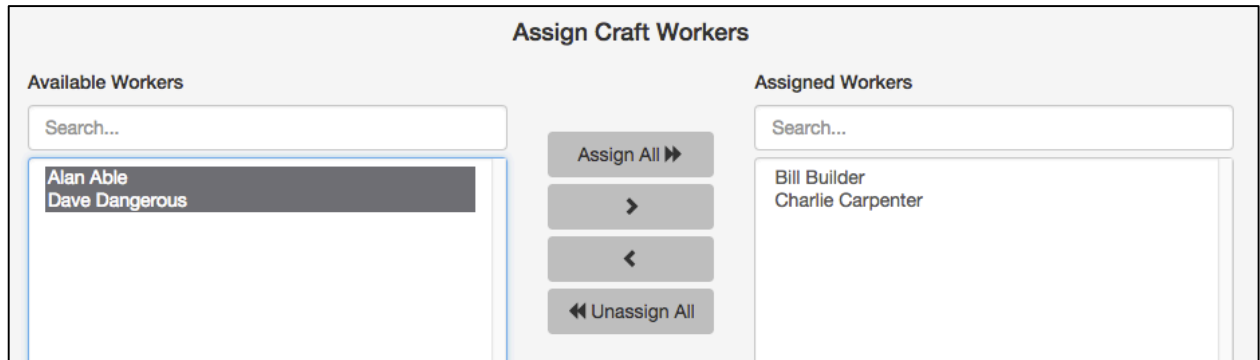
Information

Project Name	Owner	Architect	Contractor	Start Date	End Date	Status
Ronald McDonald House	Pin Oaks Interests	Dewberry-Wilson	W.S. Bellows Construction Corporation <a href="#">G</a>	June 2017	June 2018	In Progress

# Contractor User Manual

## 5. Working with projects (cont'd)

On the worker assignment screen, you will be able to **add** or **remove** workers to the project. The left column lists available workers to add to the project, and the right column lists already assigned workers that can be removed from the project.



### To add an individual worker to the project:

- Click the worker's name in the left column.
- Click the right arrow ">" button to move the worker from Available to Assigned.

### To remove an individual worker from the project:

- Click the worker's name in the right column.
- Click the left arrow "<" button to move the worker from Assigned to Available.

### To add multiple workers to the project:

- Click and drag in the left column to select multiple workers.
- You can also use Ctrl+Click to select multiple individual workers.
- You can also use Shift+Click to select a range of workers.
- Click the right arrow ">" button to move the workers from Available to Assigned.

### To remove multiple workers from the project:

- Click and drag in the right column to select multiple workers.
- You can also use Ctrl+Click to select multiple individual workers.
- You can also use Shift+Click to select a range of workers.
- Click the left arrow "<" button to move the workers from Assigned to Available.

**To add all workers to the project**, click the "Assign All" button.

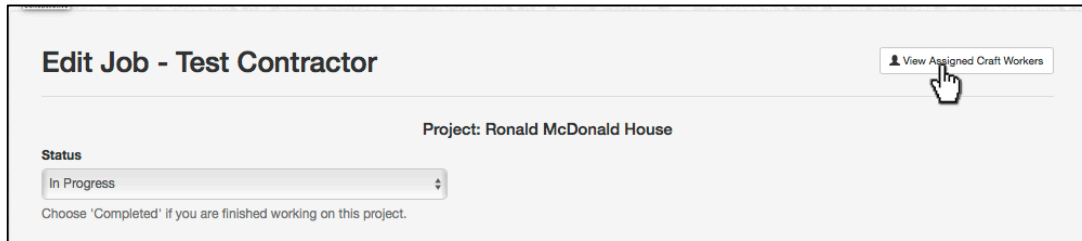
**To remove all workers from the project**, click the "Unassign All" button.

To view all assigned Craft Workers, **click the "View Assigned Craft Workers" button** in the top right corner of the form. Additionally, you can export of the workers into an Excel spreadsheet, and edit a Craft Worker by **clicking the blue edit button**.



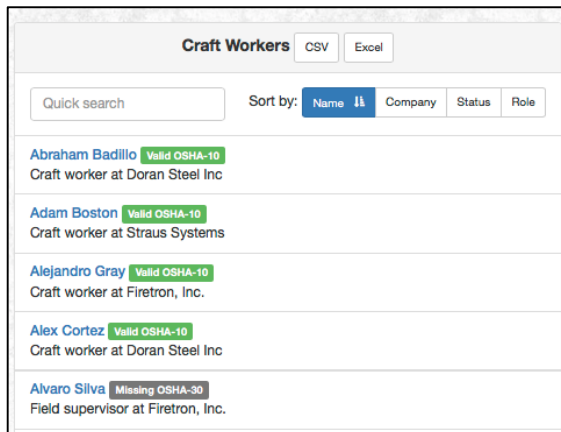
# Contractor User Manual

## 5. Working with projects (cont'd)



When you are satisfied with your changes, **click the green “Update” button** to save your worker assignments and return to the project page.

To confirm that your Craft Worker(s) have been added to the project, locate the employee(s) in question in the Craft Workers list. You can search for the Craft Worker(s) in quick search or you can sort the list by **clicking “Company”** and locating your company name. If the employee(s) are present in the list, they have been successfully assigned to the project.



### Exporting a list of Craft Workers on a project

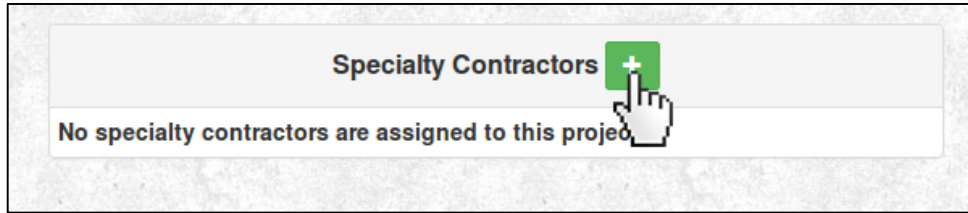
To export a list of all Craft Workers on a project to a CSV or Excel file, click the corresponding button on the Craft Workers table on the project page. You will be prompted to download the file after clicking.

### Inviting Specialty Contractors to a project

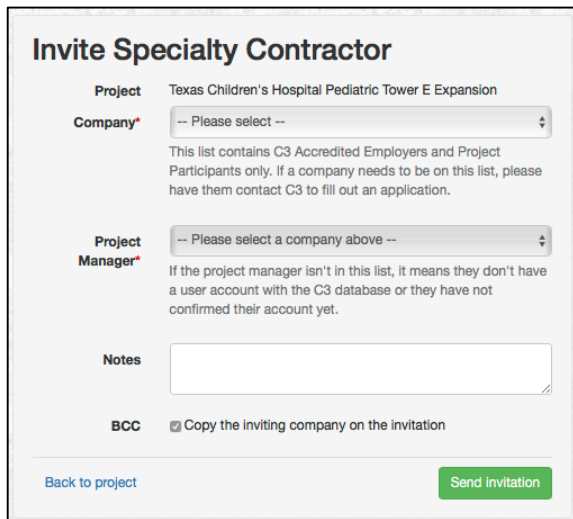
If you would like to invite additional Specialty Contractors to a project, you may do so at any time. From the project page, **click the green new button** in the Specialty Contractors panel.

# Contractor User Manual

## 5. Working with projects (cont'd)



This will take you to the Specialty Contractor invitation form. This form will let you invite additional Specialty Contractors to the project. You will need the company name, and the name of your point of contact at the company.



A screenshot of the 'Invite Specialty Contractor' form. The form has the following fields and options:

- Project:** Texas Children's Hospital Pediatric Tower E Expansion
- Company\***: A drop-down menu with the text '-- Please select --'. Below it, a note reads: 'This list contains C3 Accredited Employers and Project Participants only. If a company needs to be on this list, please have them contact C3 to fill out an application.'
- Project Manager\***: A drop-down menu with the text '-- Please select a company above --'. Below it, a note reads: 'If the project manager isn't in this list, it means they don't have a user account with the C3 database or they have not confirmed their account yet.'
- Notes:** A text area for additional information.
- BCC:** A checkbox labeled 'Copy the inviting company on the invitation' which is checked.
- At the bottom, there are two buttons: 'Back to project' (blue) and 'Send invitation' (green).

Select the name of the Specialty Contractor from the “Company” drop-down list. If you do not see the name of the company you wish to invite, please contact C3 for assistance.

Once you have selected a company, the “Project Manager” drop-down list will fill with available points of contact for this project. Choose a point of contact for this project from the list of available names and email addresses. If the person you wish to notify is not in the list, they may not have a user account in the database. Contact C3 for assistance.

You may also provide additional information to include in the email invitation through the “Notes” field as well as send a Blind Carbon Copy of the invitation to yourself.

Once you are satisfied with your choices, click the green “Send invitation” button. The database will send an email to the person you chose above, and you will be returned to the project page.

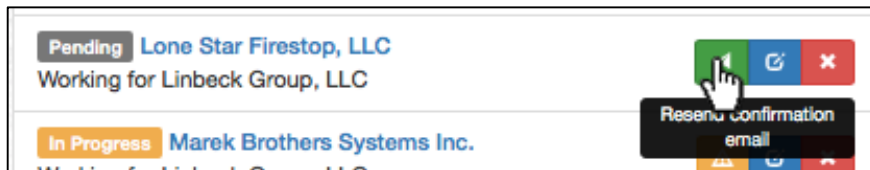
# Contractor User Manual

## 5. Working with projects (cont'd)

### Resending a Specialty Contractor project invitation

In the case of a Specialty Contractor not immediately accepting a project invitation, you have the ability to resend the invitation.

Locate the Specialty Contractor in the Specialty Contractor table on the project page. If the invitation has not been accepted, the Specialty Contractor's status will appear as "Pending" and a green button will be next to the edit and delete buttons.

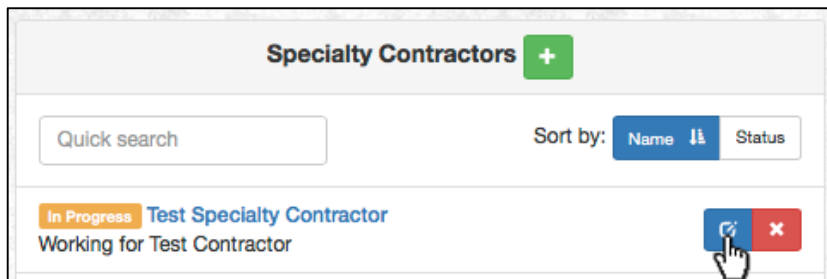


To resend the invitation, **click the green resend confirmation button**. This will automatically resend the project invitation to the Specialty Contractor.

### Viewing an invited Specialty Contractor's Craft Workers

To view all Craft Workers assigned to the project, locate the Craft Worker table on the project page. From here, you can sort and filter Craft Workers by name, company, status, and role. You also have the ability to search for individual Craft Workers using the quick search feature.

To view a Specialty Contractor's assigned Craft Workers, navigate to the Specialty Contractor table and **click the blue edit button** next to the name of the Specialty Contractor you would like to review.

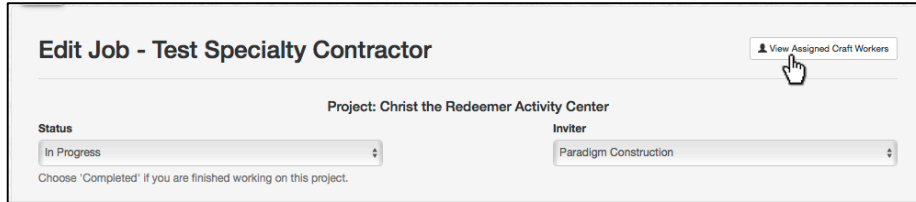


You will then be directed to the Specialty Contractor edit page.

# Contractor User Manual

## 5. Working with projects (cont'd)

On the top right corner of the form, **click the “View Assigned Craft Workers” button.**



**Edit Job - Test Specialty Contractor**

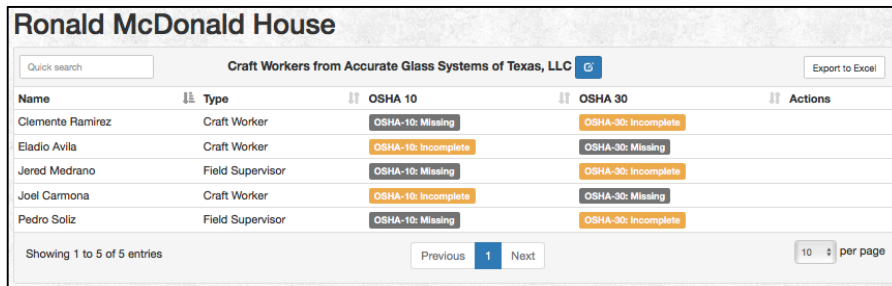
Project: Christ the Redeemer Activity Center

Status: In Progress

Inviter: Paradigm Construction

Choose 'Completed' if you are finished working on this project.

This will open a table listing all the Craft Workers the Specialty Contractor has assigned to the project, the type of workers the Craft Workers are and their OSHA statuses.



Name	Type	OSHA 10	OSHA 30	Actions
Clemente Ramirez	Craft Worker	OSHA-10: Missing	OSHA-30: Incomplete	
Eladio Avila	Craft Worker	OSHA-10: Incomplete	OSHA-30: Missing	
Jered Medrano	Field Supervisor	OSHA-10: Missing	OSHA-30: Incomplete	
Joel Carmona	Craft Worker	OSHA-10: Incomplete	OSHA-30: Missing	
Pedro Soliz	Field Supervisor	OSHA-10: Missing	OSHA-30: Incomplete	

Showing 1 to 5 of 5 entries

Previous 1 Next

10 per page

Additionally, you can download the list into an Excel spreadsheet by **clicking the “Export to Excel” button** on the top left corner of the Craft Worker table.

### Reporting a company has being “Non-Compliant”

In the case of a Specialty Contractor not having the appropriate Craft Worker OSHA credentials in the database, you have the ability to send the Specialty Contractor an email notification of non-compliance. To see all non-compliant companies assigned to a project, locate the Specialty Contractor table on the project page.

All non-compliant companies will have an orange “Warning” button to the right of their name. To send the email notification of non-compliance, **click the orange warning button.** This will automatically send an email to the primary contact alerting them that one of more of their Craft Workers are missing OSHA information.



In Progress **McRay Crane and Rigging, Inc.**  
Working for Graves Mechanical, Inc.

In Progress **NAH Sports Flooring LLC**  
Working for Paradigm Construction

Send notification of missing/incomplete OSHA information for craft workers

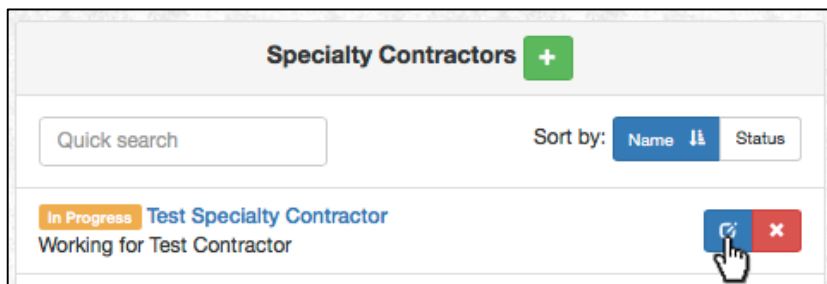
# Contractor User Manual

## 5. Working with projects (cont'd)

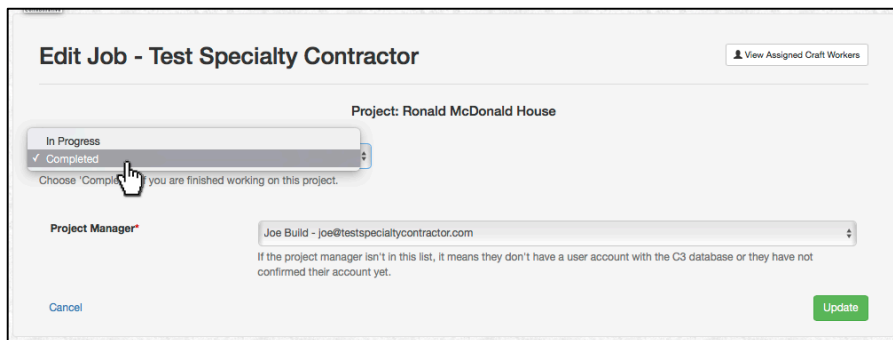
### Marking a Specialty Contractor as complete on a project

Once a Specialty Contractor that you have invited has completed their job on a project, you must mark their participation as “Complete.”

In the Specialty Contractor table on the project page, locate the Specialty Contractor that you would like to update. You can use the quick search feature to quickly locate them. Once you have located them, **click the blue edit button** to the right of their name.



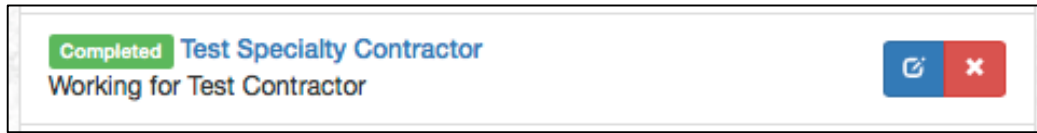
This will open the Edit Job – Specialty Contractor page. Under “Status,” **click the dropdown option**. From the dropdown list, select “Completed.” To save, **click the green “Update” button** on the bottom of the form.



To confirm that the Specialty Contractor has been marked as complete, return to the project page and locate the Specialty Contractor in the Specialty Contractor list. If the Specialty Contractor’s participate was successfully updated, a green “Completed” status will appear next to the Specialty Contractor’s name.

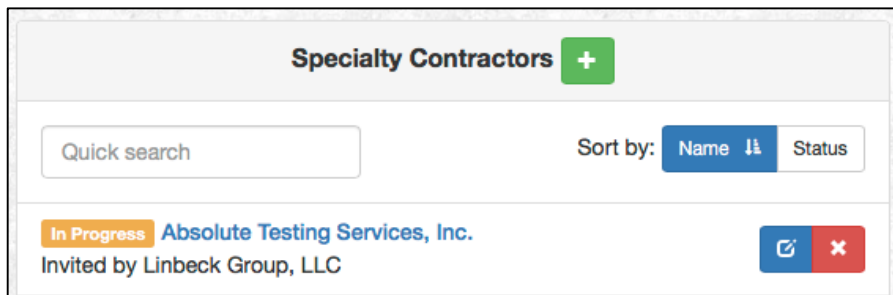
# Contractor User Manual

## 5. Working with projects (cont'd)



### Removing a Specialty Contractor from a project

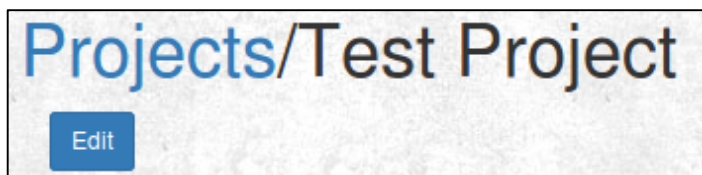
In rare circumstances, you may need to remove an invited Specialty Contractor from a project. To do so, navigate to the project page and **click the red delete button** next to their name in the Specialty Contractors table.



Note that once a Specialty Contractor has been invited, you should not need to edit or remove them from the project – in most circumstances, the Specialty Contractor will manage their own participation. **Please notify C3 BEFORE removing a specialty contractor from a project.**

### Editing a project

As a Contractor user, you have the ability to edit a project you are on. To do so, **click the blue edit button** under the project name at the top of the project page.

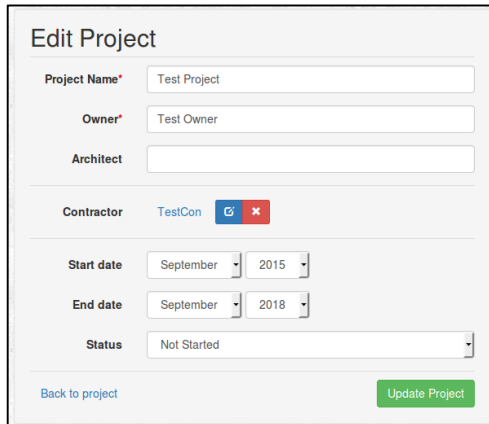


This will take you to the project form. Here you can change the status, name, owner, architect and start and end dates of the project.

This may be necessary from time to time to help keep all the information accurate.

# Contractor User Manual

## 5. Working with projects (cont'd)



From here you may edit your company's status on the project or view your employees assigned to the project by **clicking the blue edit button** next to the Contractor's name.

### Marking a project as complete

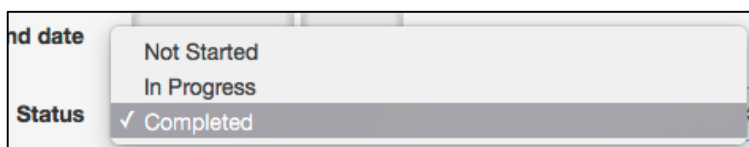
When your company has completed its obligations on a C3 project, you will need to mark your participation as "Completed" in the training database. This will indicate to C3 that the project has been completed.

**Note that marking a project as complete will mark all Specialty Contractors assigned to the project marked as complete as well.**

From the project page, **click the blue edit button** to open the job edit and worker assignment screen.



On the job edit screen, there will be a drop-down box for you to select your participation status. **Choose "Completed" from this box.**





# Contractor User Manual

## 5. Working with projects (cont'd)

Once you have selected the “Completed” option, **click the green “Update” button** to save your change(s) and return to the project page.

To confirm that the project has been marked as complete, locate the “Status” column in the Information table. If the update was successful, the “Status” column will read “Completed.”





# Contractor User Manual

## 6. Glossary

Field	Description
Craft Worker	A type of Worker that requires OSHA 10 credentials.
Field Supervisor	A type of Worker that requires OSHA 30 credentials.
SCTC Verified	If a Craft Worker's OSHA information was previously verified by SCTC
C3 ID	A unique ID number assigned to newly entered personnel in the database. Consists of "C3" followed by six number, e.g. C3432567
Company Administrator	A user with enhanced privileges that is able to administer all aspects of his or her company. This includes actions such as changing address or company name, and managing other company users.
CSV file	An acronym for Comma-Separated Values, CSV files are a common method of transferring data between computer programs. The C3 Training Database is able to export your employees in a CSV file for use in external programs, as well as import employees from a CSV file as well. CSV files can be generated from Excel spreadsheets, or produced by HR software.
Contractor	The lead Contractor on a particular project(s) responsible for inviting and overseeing Specialty Contractors.
Specialty Contractor	A subcontracted company with a specific area of responsibility on a project. Able to invite additional Specialty Contractors.