



C3 Training Database How-To Guide

Participating on a Project Contractor 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 guide, you will learn:

- How to accept an invitation to participate on a C3 project.
- How to assign Craft Workers and Supervisors to the project.
- How to invite other C3-approved companies to work on the project.
- How to verify OSHA information for workers on the project.
- How to close out a project once work is complete.

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.



Participating on a Project

Table of Contents

| | |
|---|----|
| Accepting your invitation to a project | 3 |
| Assigning Craft Workers to a project | 4 |
| Assigning a single Craft Worker to project | 4 |
| Assigning multiple Craft Workers to project | 4 |
| Exporting a list of Craft Workers on a project | 7 |
| Inviting Specialty Contractors to a project | 8 |
| Resending a Specialty Contractor project invitation | 9 |
| Reporting a company has being “Non-Compliant” | 9 |
| Marking a Specialty Contractor as complete on a project | 10 |
| Removing a Specialty Contractor from a project | 11 |
| Verifying OSHA information for Craft Workers | 12 |
| Viewing an invited Specialty Contractor’s Craft Workers | 12 |
| Completing a project | 14 |



Participating on a Project

1. Accepting your invitation to 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

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
Diane Aguilar: 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 4 and 8).

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.



Participating on a Project

2. Assigning Craft Workers to a project

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.”**

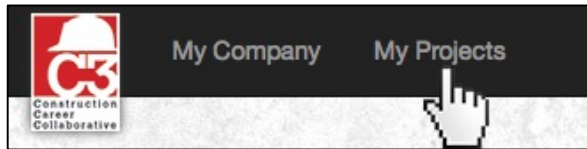
To confirm that your Craft Worker was assigned to the project, navigate to the project page through the “My Projects” tab in the navigation bar. Using the “quick search” feature on the Craft Workers table on the project page, enter the name of the Craft Worker. If the Craft Worker was successfully assigned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

Assigning multiple Craft Workers to a project

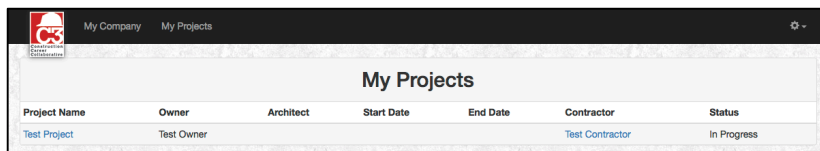
To begin assigning multiple Craft Workers to a project, **click the "My Projects" menu item** on the top of the screen.

Participating on a Project

2. Assigning Craft Workers to a project (cont'd)

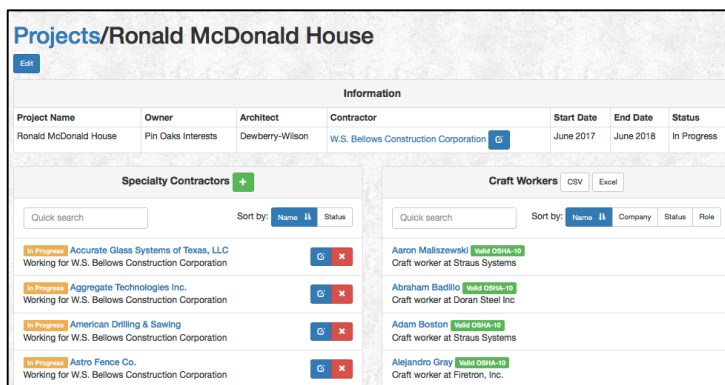


This opens the project list. The project list includes all projects your company is currently participating on (that is, all projects which you have both *received an invitation*, and *confirmed the invitation*.)



| 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 G | 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

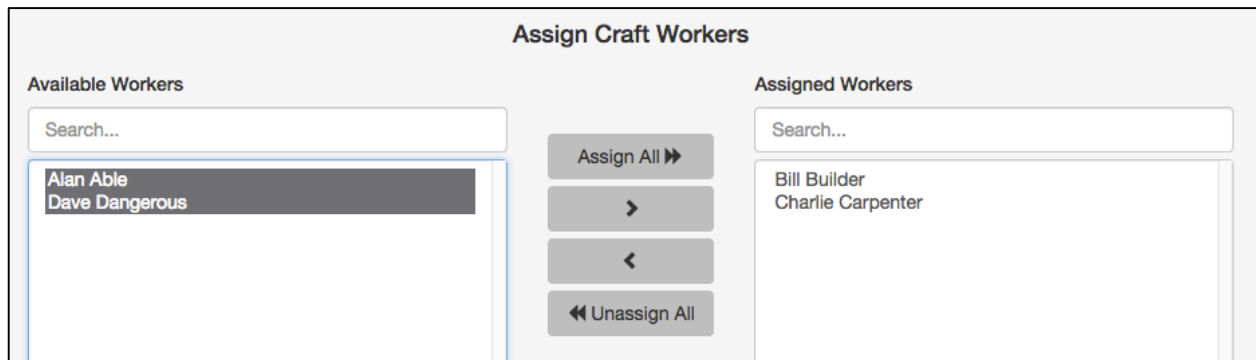
Information

| Project Name | Owner | Architect | Contractor | Start Date | End Date | Status |
|-----------------------|--------------------|-----------------|---|------------|-----------|-------------|
| Ronald McDonald House | Pin Oaks Interests | Dewberry-Wilson | W.S. Bellows Construction Corporation G | June 2017 | June 2018 | In Progress |

Participating on a Project

2. Assigning Craft Workers to a project (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.

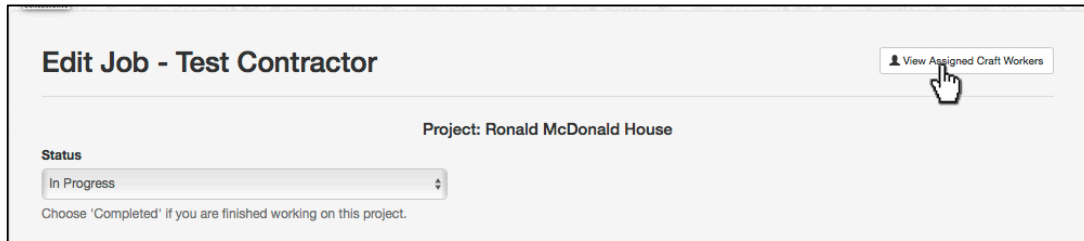
To add all workers to the project, click the "Assign All" button.

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**.

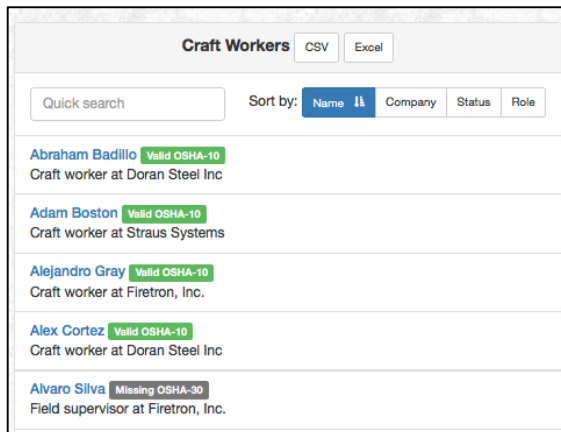
Participating on a Project

2. Assigning Craft Workers to a project (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.



| Craft Workers | | CSV | Excel | | |
|-----------------|-----------------|------------------------------------|---------|--------|------|
| Quick search | Sort by: | Name | Company | Status | Role |
| 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. | | | |
| Alex Cortez | Valid OSHA-10 | Craft worker at Doran Steel Inc | | | |
| Alvaro Silva | Missing OSHA-30 | Field supervisor at Firetron, Inc. | | | |

Exporting a list of Craft Workers on a project

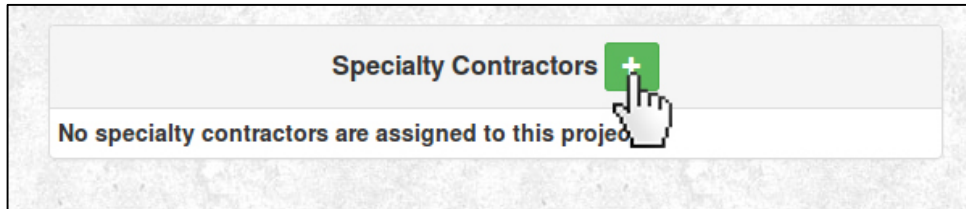
To export a list of all Craft Workers on a project to a CSV or Excel file, click the corresponding button on the Craft Workers table on the project page. You will be prompted to download the file after clicking.



Participating on a Project

3. 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.



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.

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.



Participating on a Project

3. Inviting Specialty Contractors to a project (cont'd)

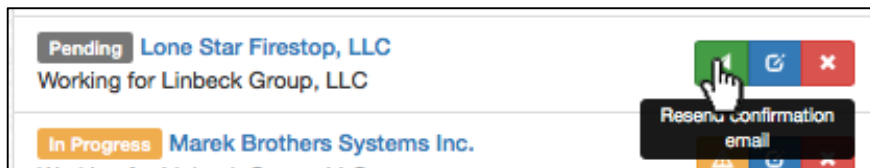
You may also provide additional information to include in the email invitation through the “Notes” field as well as send a Blind Carbon Copy of the invitation to yourself.

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.

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.

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.



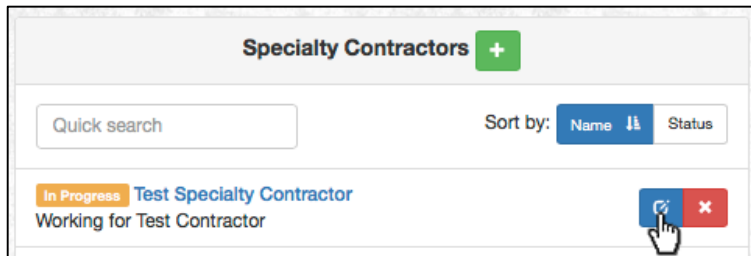
Participating on a Project

3. Inviting Specialty Contractors to a project (cont'd)

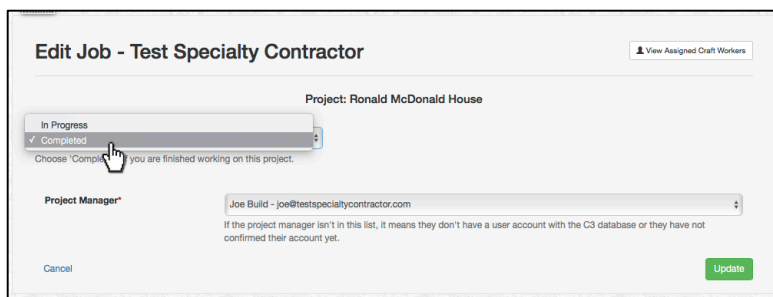
Marking a Specialty Contractor as complete on a project

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

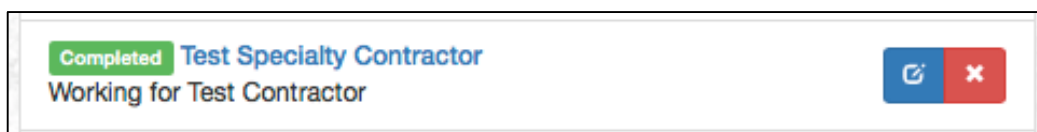
In the Specialty Contractor table on the project page, locate the Specialty Contractor that you would like to update. You can use the quick search feature to quickly locate them. Once you have located them, **click the blue edit button** to the right of their name.



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.



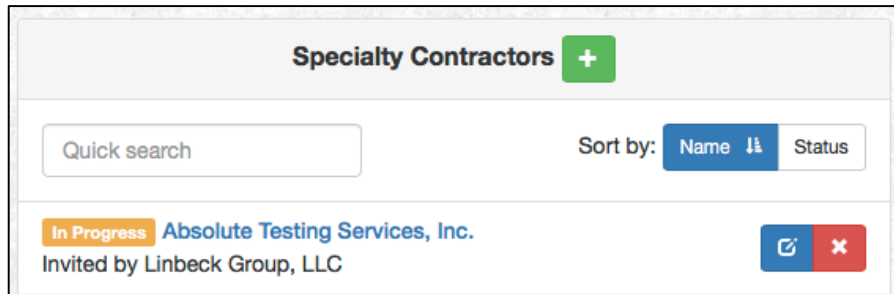


Participating on a Project

3. Inviting Specialty Contractors to a project (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.**

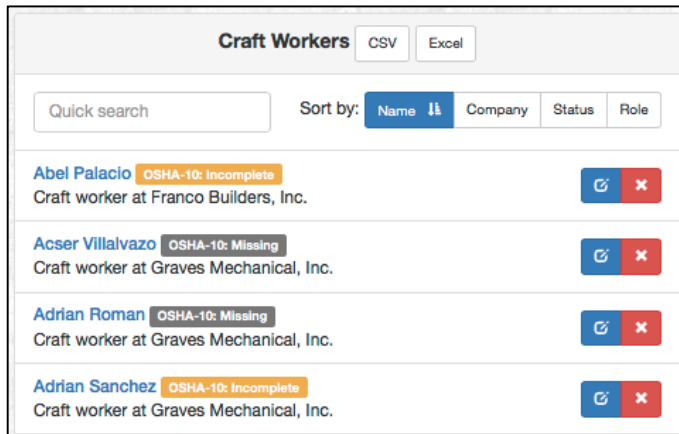


Participating on a Project

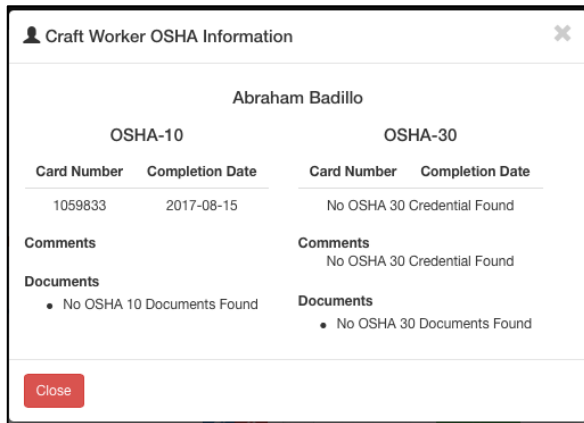
4. Verifying OSHA information for Craft Workers

As a Contractor on a C3 project, it is your responsibility to verify the OSHA information of Craft Workers on a project. This includes your own Craft Workers, as well as Craft Workers from any Specialty Contractors you have invited to the project. C3 will audit your project to confirm OSHA information that you have provided.

To see all Craft Workers working underneath you on a project, please navigate to the project page and then to the Craft Worker panel.



To verify OSHA information for Craft Workers on this list, click on the person's name. This will open a pop up which shows the Craft Worker's OSHA certification worker and any attached OSHA documents.



Viewing an invited Specialty Contractor's Craft Workers

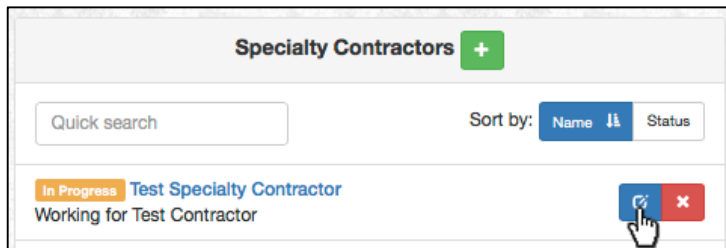
You also have the ability to view a single Specialty Contractor's assigned Craft Workers,



Participating on a Project

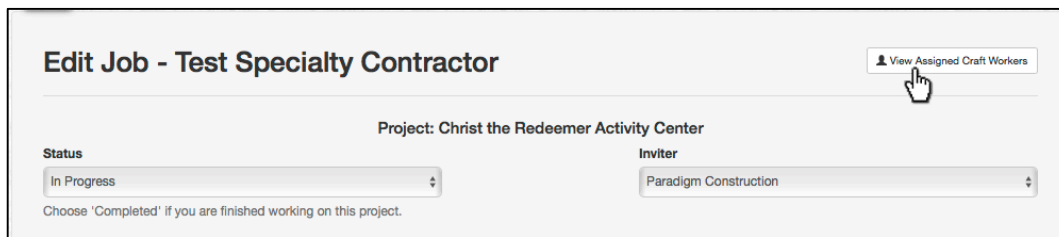
4. Verifying OSHA information for Craft Workers (cont'd)

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.

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



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 | |
| Jared 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 | |

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.



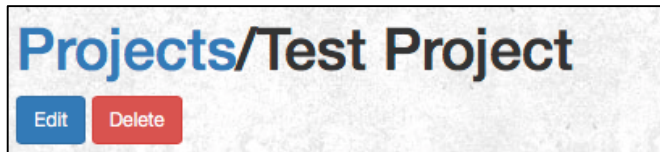
Participating on a Project

6. Completing a project

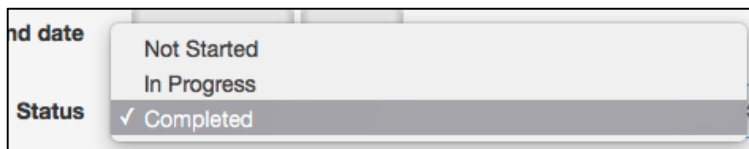
When your company has completed its obligations on a C3 project, you will need to mark your participation as “Completed” in the training database. This will indicate to C3 that the project has been completed.

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.**



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.”