



C3 Training Database How-To Guide

Participating on a Project 2/13/2017

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

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

In this guide, you will learn:

- How to 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 or project participant.
- 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

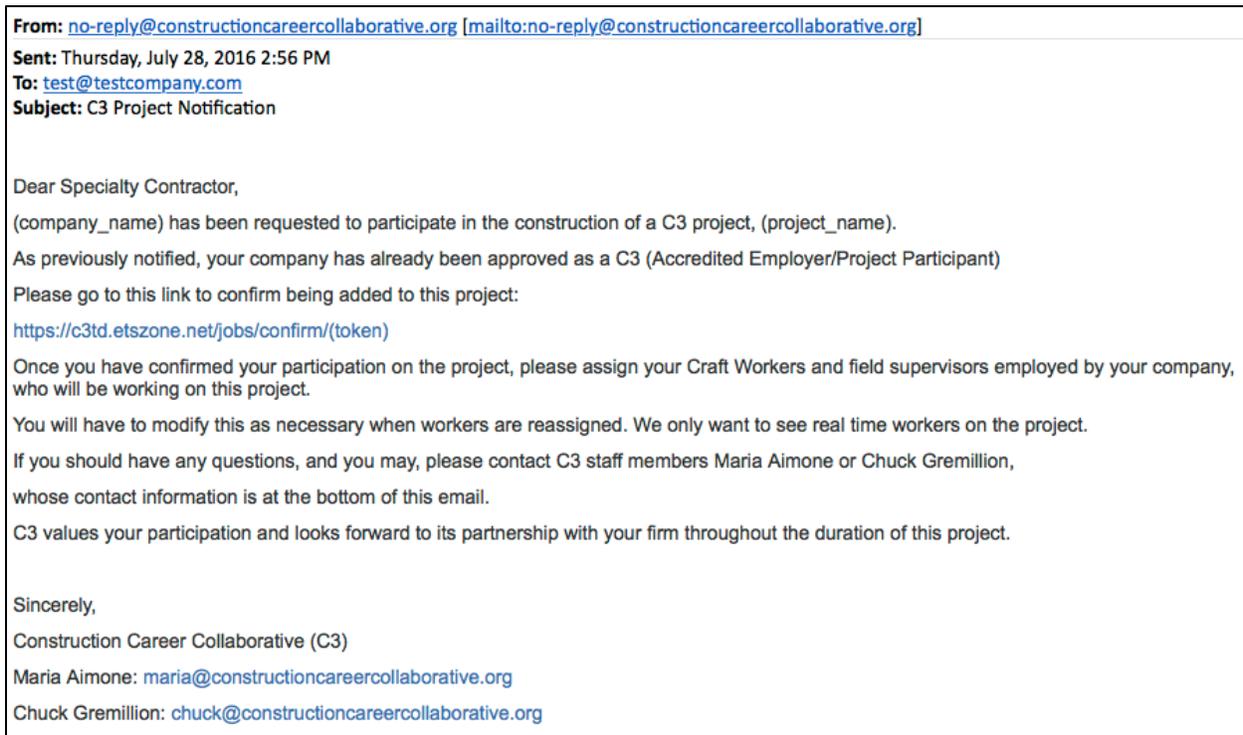
Accepting your invitation to a project	3
Assigning Craft Workers to a project	4
Confirming Craft Worker project assignments	6
Inviting Specialty Contractors to a project	7
Verifying OSHA information for Craft Workers	9
Completing a project	10



Participating on a Project

1. Accepting your invitation to a project

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



Sample confirmation email

Once you receive the invitation email, click the included confirmation link. This will accept the invitation and 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 to the project, as well as invite other Specialty Contractors to the project.

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.

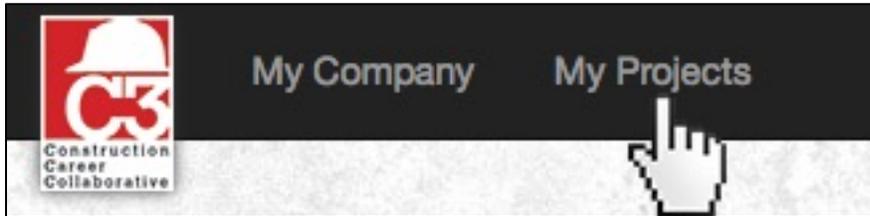


Participating on a Project

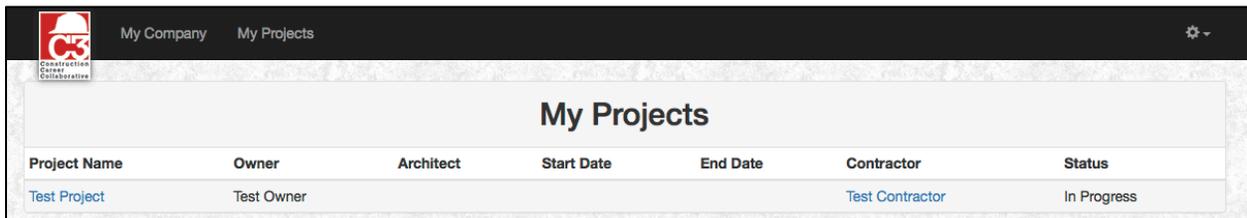
2. Assigning Craft Workers to a project

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 the "Entering Your Workforce" guide.

First, click the "My Projects" menu item on the top of the screen.

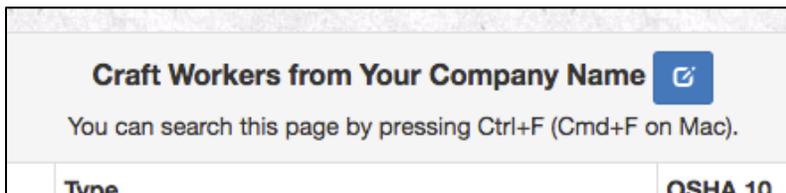


This opens the project list. The project list includes all projects your company is currently participating on (that is, all projects which you have both *received an invitation*, and *confirmed the invitation*.)



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.

In the Craft Workers section of the page, click the blue edit button to open the job edit and worker assignment screen.





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.

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



Participating on a Project

3. Confirming Craft Worker project assignments

To confirm that your Craft Worker has been added to the project, navigate to a project page through the project list (accessible via the “My Projects” menu item).

On the project page, there will be a list titled “Craft Workers” – this is the list of all your craft workers on the project. Locate the employee(s) in question in the list. If the employee(s) are present in the list, they have been successfully assigned to the project.

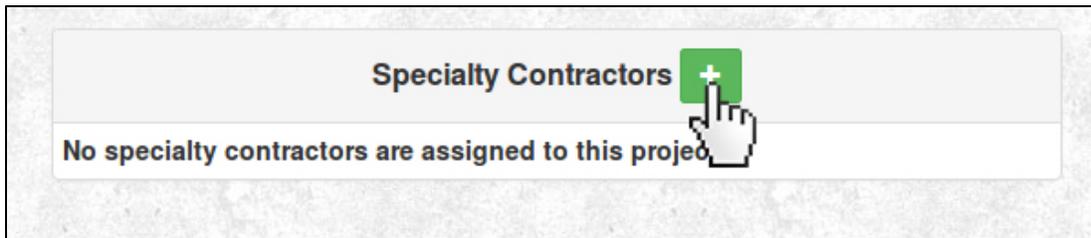
Craft Workers from Your Company Name 			
You can search this page by pressing Ctrl+F (Cmd+F on Mac).			
Name	Type	OSHA 10	OSHA 30
Alan Able	Craft Worker	✓	✓
Bill Builder	Craft Worker	✓	✓
Charlie Carpenter	Craft Worker	✓	✓
Dave Dangerous	Employee	✗	✗



Participating on a Project

4. 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.

Invite Specialty Contractor

Project Test Project

Company*

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.

Notify*

If the person you want to notify 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.

Working For

Notes

[Back to project](#)



Participating on a Project

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

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 “Notify” 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.

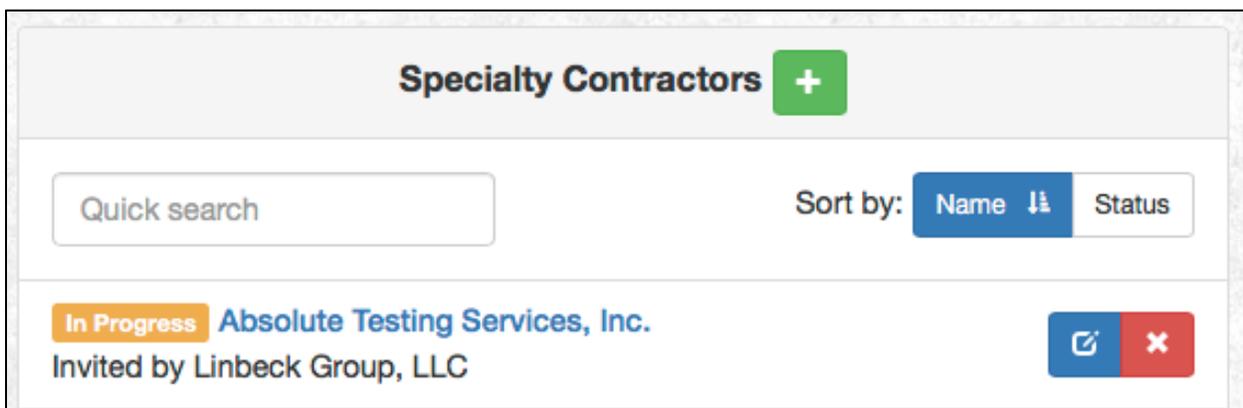
You may also provide additional information to include in the email invitation through the “Notes” field.

If you wish to copy yourself (or your company’s project manager, if applicable) on the invitation email, select the “BCC” check box.

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.

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 “X” 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 when removing a specialty contractor from a project.**



Participating on a Project

5. Verifying OSHA information for Craft Workers

As a Specialty 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.

Craft Workers CSV Excel

Quick search Sort by: Name Company Status Role

John Smith Provisional OSHA-10		
Employee at Test Specialty Contractor		
John Watt Provisional OSHA-30		
Field supervisor at Test Specialty Contractor		

1

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.

Craft Worker OSHA Information

Name	OSHA 10 Date	OSHA 10 Card No.	OSHA 30 Date	OSHA 30 Card No.
John Smith		Affidavit on file with C3		

OSHA Cards

- OSHA 10 card

Close



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 and other companies on the project that your portion of the project is finished.

Note that Specialty Contractors you have invited will also need to mark their participation as “Completed,” if applicable.

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.