



C3 Training Database How-To Guide

Participating on a Project Specialty Contractor 09/22/2017

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

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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 the primary contractor must click in order to confirm the invitation.

From: database@constructioncareercollaborative.org [mailto:database@constructioncareercollaborative.org]
Sent: Wednesday, August 16, 2017 6:20 AM
To: john@testspecialtycontractor.com
Subject: C3 Project Notification

Dear Specialty Contractor,

[COMPANY NAME] has been requested to participate in the construction of a C3 project, Ronald McDonald House.

As previously notified, your company has already been approved as a C3 Accredited Employer

Please go to this link to confirm being added to this project:

<http://c3td.etszone.net/jobs/confirm/EYpyZ9aliUIQy3QmqeUkhg>

Once you have confirmed your participation on the project, please assign your craft workers and field supervisors employed by your company, who will be working on this project.

If you should have any questions, and you may, please contact C3 staff members Maria Aimone or Chuck Gremillion, whose contact information is at the bottom of this email.

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

Sincerely,

Construction Career Collaborative (C3)

Maria Aimone: maria@constructioncareercollaborative.org

Chuck Gremillion: chuck@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

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 7, “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.

Craft Workers +						Import CSV	Export to CSV
Name	Type	Status	OSHA 10	OSHA 30	Actions		
Joe Worker	Craft Worker	Active	Valid OSHA-10	Missing OSHA-30			
Tom Handy	Craft Worker	Active	Missing OSHA-10	Missing OSHA-30			
John Builder	Craft Worker	Inactive	Missing OSHA-10	Missing OSHA-30			
Chris Hammer	Field Supervisor	Active	Valid OSHA-10	Valid OSHA-30			

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.

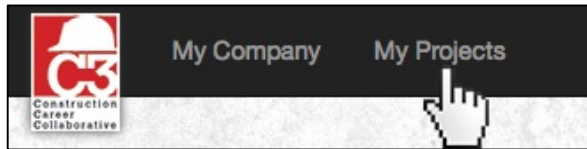
Assigning multiple Craft Workers to a project

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

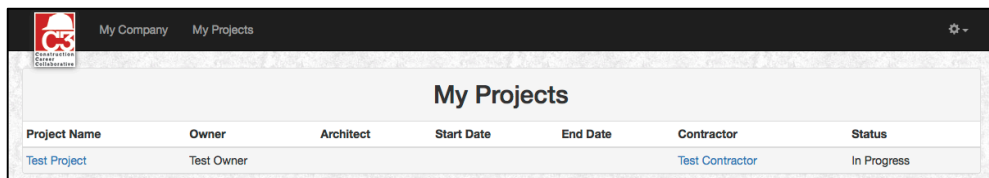


Participating on a Project

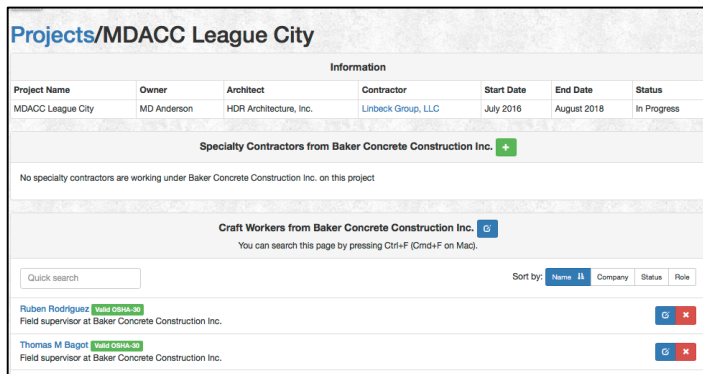
2. Assigning Craft Workers to a project (cont'd)



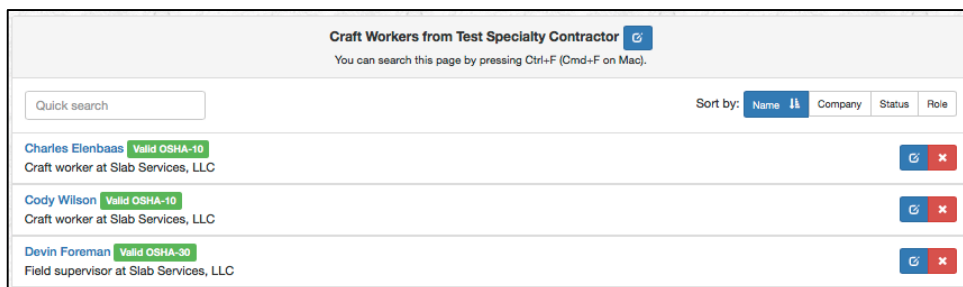
This opens the project list. The project list includes all projects your company is currently participating on (that is, all projects which you have both *received an invitation*, and *confirmed the invitation*.)



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.



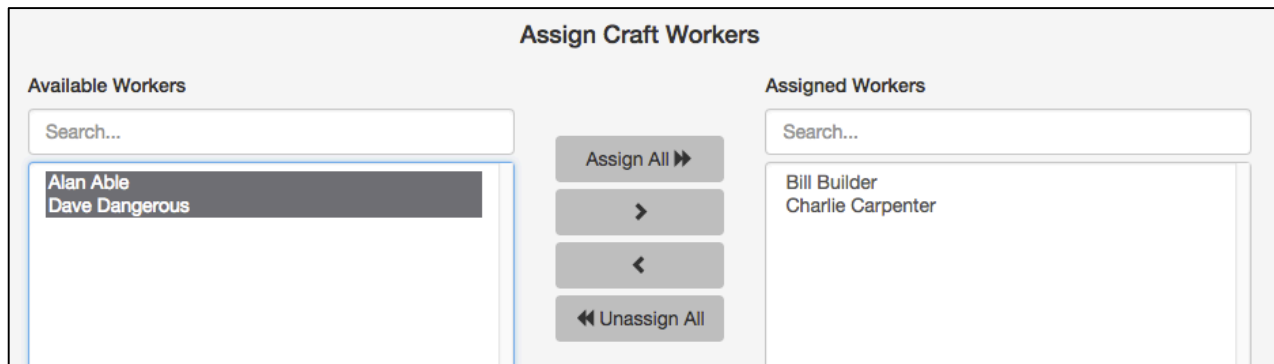
In the Craft Workers section of the page, **click the blue edit button** to open the job edit and worker assignment screen.



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.

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)

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.

[View Assigned Craft Workers](#)

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. If the employee(s) are present in the list, they have been successfully assigned to the project.

Craft Workers from Test Specialty Contractor

You can search this page by pressing Ctrl+F (Cmd+F on Mac).

Quick search

Sort by: Name Company Status Role

Charles Elenbaas Valid OSHA-10		
Craft worker at Slab Services, LLC		
Cody Wilson Valid OSHA-10		
Craft worker at Slab Services, LLC		
Devin Foreman Valid OSHA-30		
Field supervisor at Slab Services, LLC		

Exporting a list of Craft Workers on a project

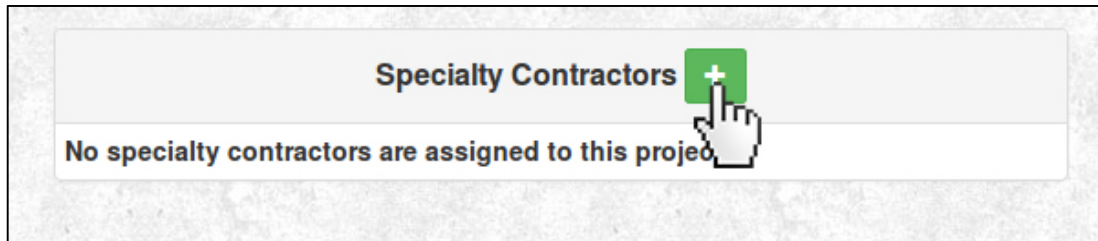
To export a list of all Craft Workers on a project to a CSV or Excel file, click the corresponding button on the Craft Workers table on the project page. You will be prompted to download the file after clicking.



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.

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 '-- 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 '-- 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 entering notes.
- BCC:** A checkbox labeled 'Copy the inviting company on the invitation' which is checked.

At the bottom, there is a blue link 'Back to project' and a green button 'Send Invitation'.

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.



Participating on a Project

3. Inviting Specialty Contractors to a project

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.

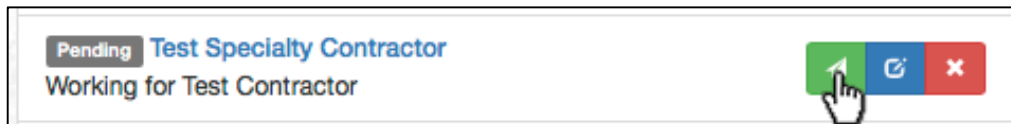
You may also provide additional information to include in the email invitation through the “Notes” field as well as send a Blind Carbon Copy of the invitation to yourself.

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.

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.

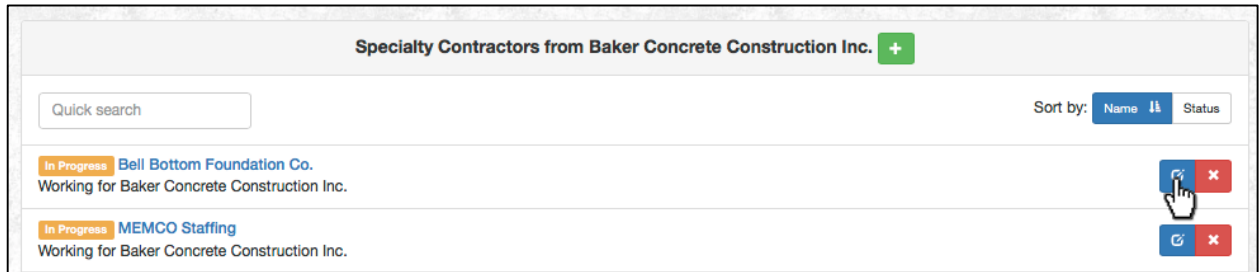
Marking a Specialty Contractor as complete on a project

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.





Participating on a Project

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

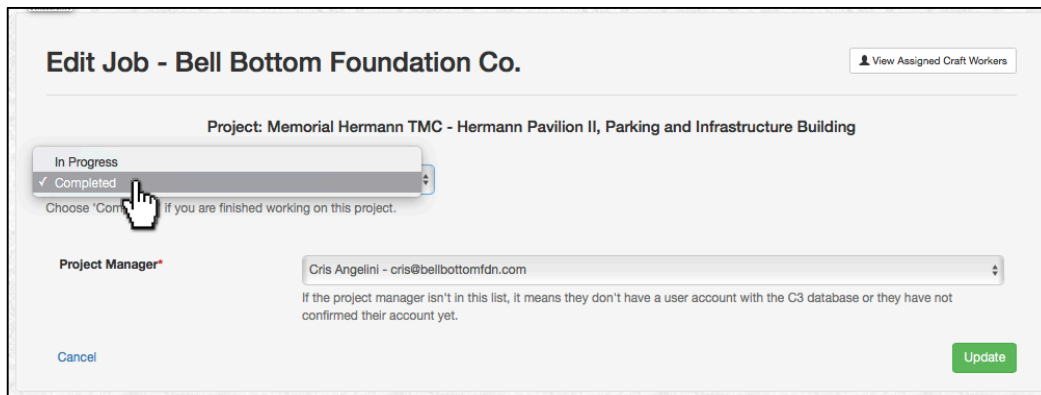


Specialty Contractors from Baker Concrete Construction Inc. +

Quick search Sort by: Name | Status

In Progress	Bell Bottom Foundation Co.	Working for Baker Concrete Construction Inc.	 
In Progress	MEMCO Staffing	Working for Baker Concrete Construction Inc.	 

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.



Edit Job - Bell Bottom Foundation Co. View Assigned Craft Workers

Project: Memorial Hermann TMC - Hermann Pavilion II, Parking and Infrastructure Building

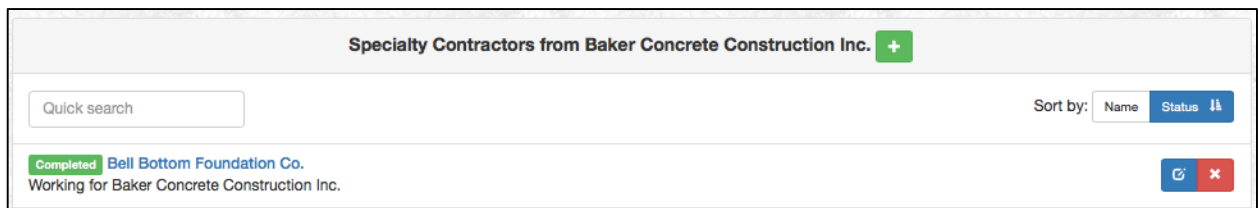
In Progress
 Completed
Choose 'Completed' if you are finished working on this project.

Project Manager*

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.



[Cancel](#) [Update](#)

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.



Specialty Contractors from Baker Concrete Construction Inc. +

Quick search Sort by: Name | Status

Completed	Bell Bottom Foundation Co.	Working for Baker Concrete Construction Inc.	 
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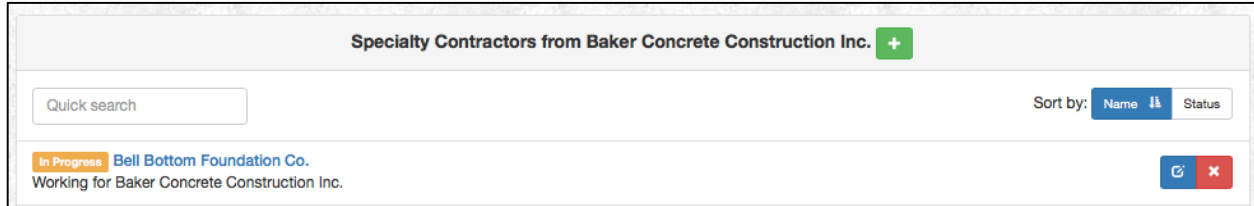
Removing a Specialty Contractor from a project

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.



Participating on a Project

3. Inviting Specialty Contractors to a project



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

4. 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 other 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.

Projects/MDACC League City

Information						
Project Name	Owner	Architect	Contractor	Start Date	End Date	Status
MDACC League City	MD Anderson	HDR Architecture, Inc.	Linbeck Group, LLC	July 2016	August 2018	In Progress

Specialty Contractors from Baker Concrete Construction Inc. +

No specialty contractors are working under Baker Concrete Construction Inc. on this project

Craft Workers from Baker Concrete Construction Inc. @

You can search this page by pressing Ctrl+F (Cmd+F on Mac).

Quick search Sort by: Name Company Status Role

- Ruben Rodriguez** Valid OSHA-30
Field supervisor at Baker Concrete Construction Inc. [edit] [delete]
- Thomas M Bagot** Valid OSHA-30
Field supervisor at Baker Concrete Construction Inc. [edit] [delete]

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 [close]

Abraham Badillo

OSHA-10		OSHA-30	
Card Number	Completion Date	Card Number	Completion Date
1059833	2017-08-15	No OSHA 30 Credential Found	

Comments
No OSHA 30 Credential Found

Documents
• No OSHA 10 Documents Found

Documents
• No OSHA 30 Documents Found

[Close]



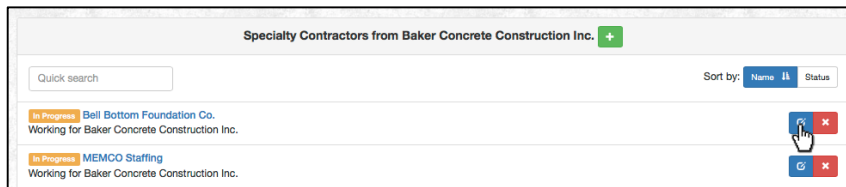
Participating on a Project

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

Viewing an invited Specialty Contractor's Craft Workers

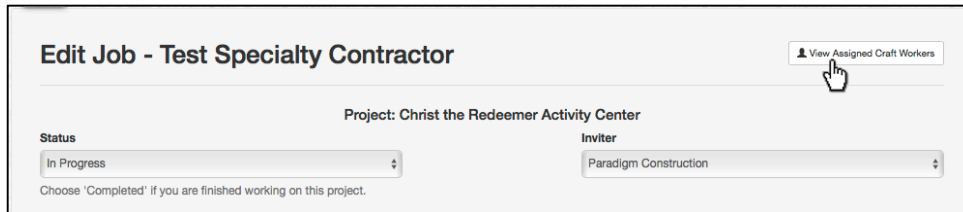
If you have invited an additional Specialty Contractor to a project, you have the ability to view the Craft Workers they have assigned to the project.

To view a Specialty Contractor's assigned Craft Workers, navigate to the project page, 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.

Test Specialty Contractor's Craft Workers assigned to Memorial Hermann TMC - Hermann Pavilion II, Parking and Infrastructure Building

Export to Excel

Name	Type	Status	OSHA 10	OSHA 30	Action
Albert Carnevale	Craft Worker	Active	✓	✗	
Andrew Rodriguez	Craft Worker	Active	✓	✗	
Blaze Allen	Craft Worker	Active	✓	✗	
David Barajas	Craft Worker	Active	✓	✗	
Dylan Smith	Craft Worker	Active	✓	✗	
Gabriel Gil	Craft Worker	Active	✓	✗	
Heber Choto	Craft Worker	Active	✓	✗	
Joe Keyworth	Field Supervisor	Active	✓	✓	
Ruben Leija	Craft Worker	Active	✓	✗	

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.



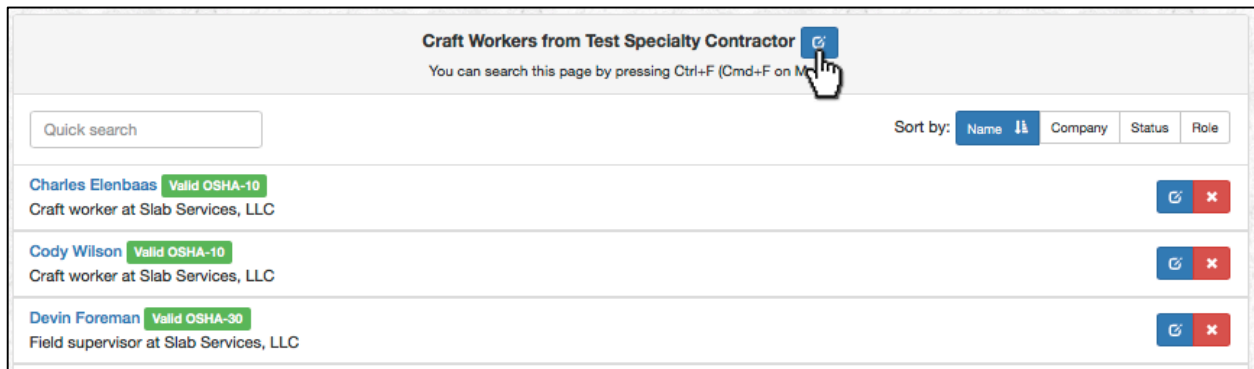
Participating on a Project

5. Completing a project

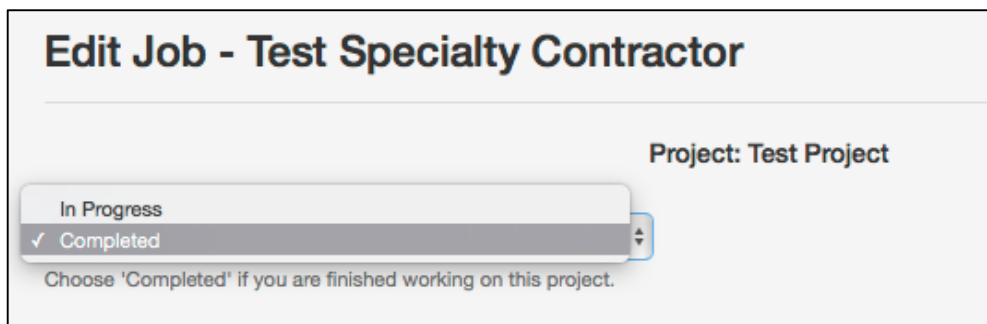
When your company has completed its obligations on a C3 project, you will need to mark your participation as “Completed” in the training database. This will indicate to C3 and the company that invited you to the project that your portion of the project is finished.

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.