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 access the database.
- How to manage your employees.
- 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.
- 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.
1. Registration

Before you can begin setting up for 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.

Sample confirmation email

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

Enter your username and password to access the database. 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.
2. Accessing the database (cont’d)

After changing your password, you will be able to log in to the site.
3. 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 in order to create a new employee:

- Full name
  - First name
  - Last name
- Date of birth
- Employment status
  - Active
  - Inactive
- Type of employee
  - Craft Worker - Requires OSHA-10 credentials
  - Employee
  - Field Supervisor - Required OSHA-30 credentials
- OSHA information
  - Training date
  - Certification number

You will also be able to add documents such as the following once you have created your new worker.

- Affidavit
- Image of the certificate/card
- Other

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.

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.
3. Managing your employees (cont’d)

From the company page, **click the green “New” button** in the Craft Workers panel.

This opens the “New Employee” form.
3. Managing your employees (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Can either be 'Craft Worker', 'Employee' or 'Field Supervisor'.</td>
</tr>
<tr>
<td>Status - Active</td>
<td>Employee is currently working for the company.</td>
</tr>
<tr>
<td>Status - Inactive</td>
<td>Employee is not currently working for the company.</td>
</tr>
<tr>
<td>OSHA 10</td>
<td>Craft workers with the type 'Craft Worker' need a valid OSHA 10 card to participate on C3 projects.</td>
</tr>
<tr>
<td>OSHA 30</td>
<td>Craft workers with the type 'Field Supervisor' need a valid OSHA 30 card to participate on C3 projects.</td>
</tr>
</tbody>
</table>

**Note:** Required fields are indicated by a red asterisk on the form.

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.

The Green check means that the Craft Worker has both an OSHA card number as well as a date.

The yellow check means that the Craft Worker either has an OSHA card number or a date.

The Red X means that the Craft Worker has neither an OSHA card number or a date.
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.

One 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.

<table>
<thead>
<tr>
<th>c3_id</th>
<th>first_name</th>
<th>last_name</th>
<th>dob</th>
<th>active</th>
<th>role</th>
<th>ten_date</th>
<th>ten_certificate</th>
<th>thirty_date</th>
<th>thirty_certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>C3234765</td>
<td>Test</td>
<td>Example</td>
<td>1980-05-20</td>
<td>true</td>
<td>craft_worker</td>
<td>2012-01-27</td>
<td>00-000000000</td>
<td>2012-05-27</td>
<td>00-000000000</td>
</tr>
</tbody>
</table>

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. Last name
3. Date of birth
4. Role
   a. craft_worker
   b. employee
   c. field_supervisor
   d. If you have the following Craft Worker information, you may add it now, however it is not required. You may also add this information at a later time.

1. OSHA 10 & 30 information
   a. Completion date
   b. Certification number
2. Worker documents
   a. Affidavit
   b. Image of the certificate/card
   c. Other
3. Managing your employees (cont’d)

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.**

This will open the “Import Craft worker CSV” pop-up.
3. 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.”

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 info@constructioncareercollaborative.com. Please provide a thorough explanation of the issue you are having so that the C3 administration can effectively help you.
3. Managing your employees (cont’d)

Just like adding new craft workers, you also have the option to update existing craft workers, both single and multiple.

**Updating a Single Worker**

To edit a single Craft Worker’s information, **click the blue edit button** in the action column of the Craft Workers table.

![Edit Button](image)

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**.

In addition to updating a Craft Worker’s information, you can also add documents to the worker. This is useful for training credentials and avoids 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.
3. Managing your employees (cont’d)

Click the green “New” button on the documents panel on the Craft Worker profile. You will be taken to a page where you can select a file to upload and add a description. You may upload either images or PDF documents.

![Upload]

Once you have selected the document and added a description, click the “Submit” button to add the file to the Craft Worker. If the document was successfully uploaded, you will be redirected back to the Craft Worker’s profile, where you will see the document added to the documents table.

Updating Multiple 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.

![Craft Workers]

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.
3. Managing your employees (cont’d)

Once you have saved the spreadsheet, please return your “My Company” page.

To import your updated CSV file, **click the “Import CSV” button.**

![Import Craft Worker CSV dialog](image)

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

**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.”**

![File select dialog](image)
3. 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 info@constructioncareercollaborative.com. Please provide a thorough explanation of the issue you are having so that the C3 administration can effectively help you.
4. Working with projects

Confirming participation on 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 info@constructioncareercollaborative.org.
4. Working with projects (cont’d)

Assigning 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.
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.
4. Working with projects (cont’d)

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.

**Inviting other 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.
4. Working with projects (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.
4. Working with projects (cont’d)

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.**

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.
5. 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.
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" screen.
5. Managing your company (cont’d)

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.

Updating contact information

To edit the contact information for your company, click the 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.
5. Managing your company (cont’d)

Click “Submit” to save the updated contact information.

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

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.
5. Managing your company (cont’d)

This will take you to the company users management screen.

Click the green “New” button next to “Users.” This will open the “Create User” Screen.
5. Managing your company (cont’d)

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.

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.

Adding a document

If you would like to upload documents, such as your C3 application, to your company page, you may do so now. These documents are only viewable to your company and to C3. Click the green “New” button on the documents panel on the company profile screen.
5. Managing your company (cont’d)

You will be taken to a page where you can select a file to upload and add a description. You may upload either images or PDF documents.

Click the "Submit" button to save your documents and return to your company page. On your company page, you will see that the document has been added to the documents table.
## 6. Glossary

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craft Worker</td>
<td>A type of Worker that requires OSHA 10 credentials.</td>
</tr>
<tr>
<td>Field Supervisor</td>
<td>A type of Worker that requires OSHA 30 credentials.</td>
</tr>
<tr>
<td>Active</td>
<td>Is currently working at this company</td>
</tr>
<tr>
<td>Inactive</td>
<td>Is not currently working at this company</td>
</tr>
<tr>
<td>C3 ID</td>
<td>A unique ID number assigned to newly entered personnel in the database. Consists of &quot;C3&quot; followed by six number, e.g. C3432567</td>
</tr>
<tr>
<td>Company Administrator</td>
<td>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.</td>
</tr>
<tr>
<td>CSV file</td>
<td>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.</td>
</tr>
<tr>
<td>Contractor</td>
<td>The lead Contractor on a particular project(s) responsible for inviting and overseeing Specialty Contractors.</td>
</tr>
<tr>
<td>Specialty Contractor</td>
<td>A subcontracted company with a specific area of responsibility on a project. Able to invite additional Specialty Contractors.</td>
</tr>
</tbody>
</table>