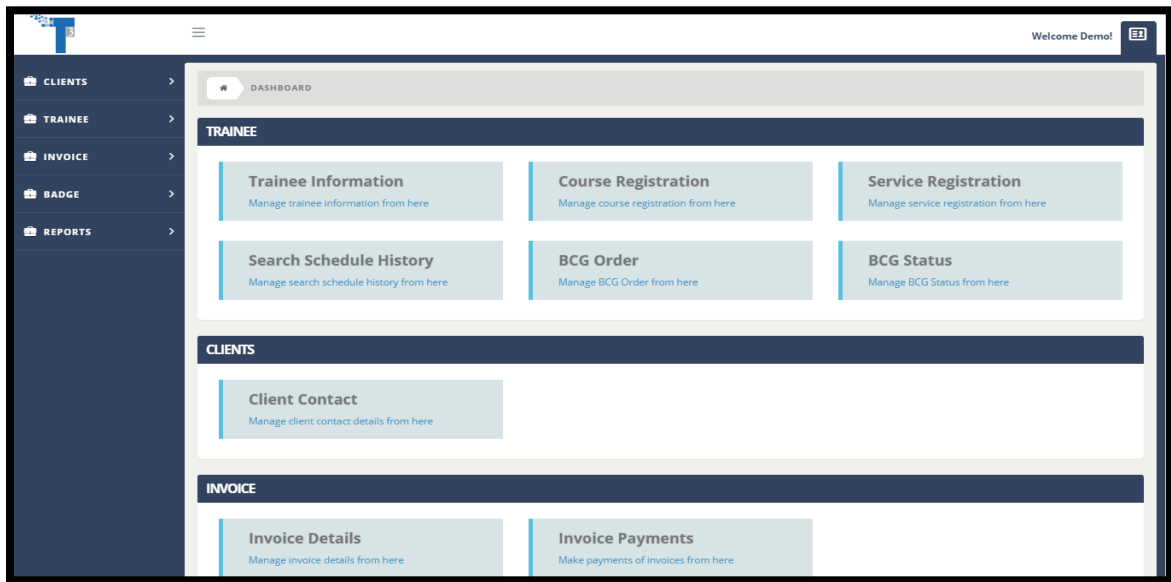
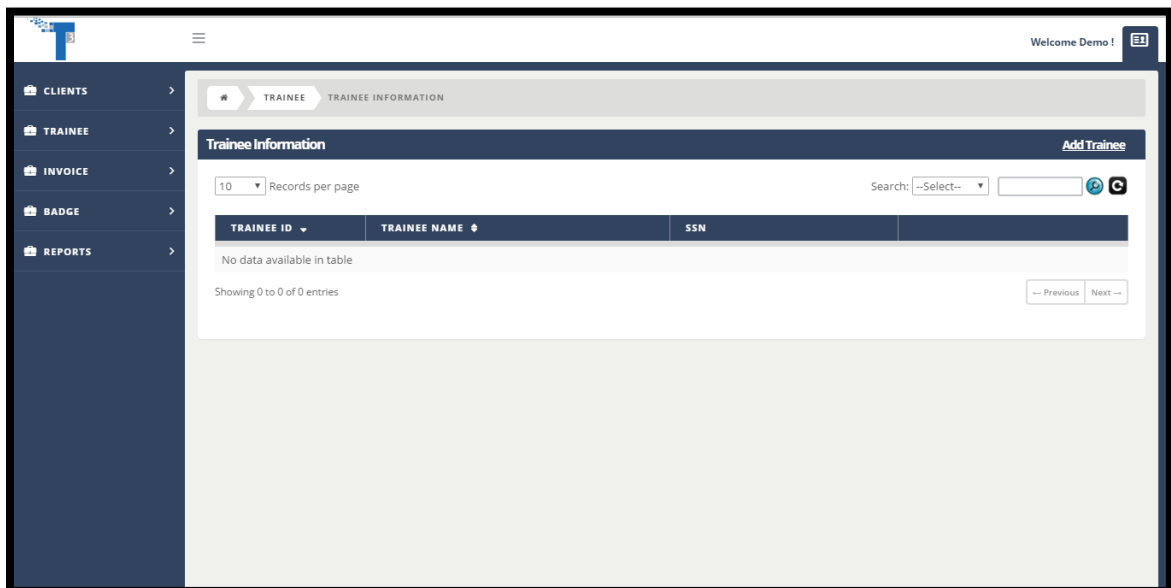


How to Add Trainee Information

1. Click on the **Trainee Information** box located on your dashboard underneath the **Trainee** section.



2. You will be directed to the **Trainee Information** page, click the **Add Trainee** button located on the right side, at the top of the page.



3. You will be transferred to the **Add Trainee** page. The first section is **Personal Information**. Fill in all required fields for your trainee.

The screenshot shows the 'Add Trainee' form with a sidebar on the left containing navigation options: TRAINEE, TRAINEE INFORMATION, COURSE REGISTRATION, SERVICE REGISTRATION, BCG ORDER, BCG STATUS, and INVOICE. The main form area is titled 'Add Trainee' and features a placeholder for a profile picture. Below the picture is the 'Personal Information' section, which includes the following fields: First Name (required), Middle Name, Last Name (required), Suffix, Gender (required, dropdown), Date of Birth (required, MM/DD/YYYY), SSN Number (required), Notification (checkbox), Phone Number (required), and Cell Number. Below this is the 'Address Details' section with Street Line 1 (required) and Street Line 2.

4. Once you have completed all required fields for **Personal Information**, scroll down to **Address Details**. After completing all required fields in the **Address Details** section, scroll down to **Additional Details** and fill in the fields.

Note: Additional Details is mandatory for check-in only and the client does not need to fill this out; make sure to verify if he/she has a Driver's license or passport before arriving for check-in.

This screenshot shows the lower portion of the 'Add Trainee' form. The 'Address Details' section is filled with: Street Line 1 (444 Demo Lane), Street Line 2, City (Demo), County, State (Louisiana), Zip Code (70079), and Country (United States). The 'Additional Details' section contains a note: 'Note: One of these two fields are required for check-in.' Below the note are two checkboxes: 'Has Driver's License or ID' and 'Has Passport'. There is also a 'Comment' text area and an 'Is Active' checkbox which is checked. At the bottom right, there are 'Cancel' and 'Save' buttons. The footer of the page reads 'Gulf Coast Data © 2016'.

5. After completing all sections on the **Add Trainee** page, click the green **Save** button on your right bottom hand corner.
6. At this time your trainee will be added to the **Trainee Information** page. Repeat the process to add as many trainees as needed. You can view your trainee by clicking the blue **View** button.

