

LaDIS Data Entry Readiness and Response Checklist

This checklist is intended to provide some guidance around the steps that need to be completed to successfully enter data in LaDIS. The checklist contains links to the relevant Quick Reference Guides (QRG's) that might need to be referenced with each step – depending on the user's familiarity with LaDIS.

1. Training Event

- ☐ **Schedule the 'Training Event'**
 - Curriculum > Schedules > Stage Schedules > Check that the Training Event is not already scheduled, if not > "Add New Stage Schedule"
 - Schedule for the dates of the Training Event – for more information follow the ['Add a New Stage Schedule QRG'](#)
- ☐ **Enrol the attendees in the 'Training Event'**
 - Training Records > Add Course Enrolment > Pick Schedules > **Stage** > Filter to find the Scheduled Training Event
 - For more detail follow the ['Enrol in an Existing Stage Schedule QRG'](#)
- ☐ **Result Attendance**
 - Training Records > Result Manager > Schedules > Filter to find the Scheduled Training Event
 - For more detail follow the ['Manage Assessments QRG'](#)

2. Endorsement

- ☐ **Enrol the Attendees in the Endorsement Stage**
 - **Note:** The LaDIS Support Team sets up annual Endorsement Stage Schedules for capabilities – if the Schedule has not been created raise a [Jira Support ticket](#) to request for an annual schedule to be set up. Alternatively, schedule the Endorsement stage to match the dates of the Training Event following the ['Add a New Stage Schedule QRG'](#)
 - Training Records > Add Course Enrolment > Pick Schedules > **Stage** > Filter to find the Endorsement Schedule
 - For more detail follow the ['Enrol in an Existing Stage Schedule QRG'](#)
- ☐ **Result Assessment**
 - An Endorsement Stage is made up of one 'Course', this is the Validation **Course**. This needs to be resulted in order for the Capability to save to the persons Training Profile.
 - Training Records > Result Manager > Schedules > Filter to find the Validation Course.
 - For more detail follow the ['Manage Assessments QRG'](#)

3. Re-endorsement

- ☐ **Enrol the Attendees in the Re-endorsement Stage**
 - **Note:** The LaDIS Support Team sets up annual Re-endorsement Stage schedules for capabilities – if the Schedule has not been created raise a [Jira Support ticket](#) to request for an annual schedule to be set up. Alternatively, schedule the Re-endorsement stage to match the dates of the Training Event following the ['Add a New Stage Schedule QRG'](#)
 - Training Records > Add Course Enrolment > Pick Schedules > **Stage** > Filter to find the Re-endorsement Schedule
 - For more detail follow the ['Enrol in an Existing Stage Schedule QRG'](#)
- ☐ **Result Assessment**
 - A Re-endorsement Stage is made up of one 'Course', this is the Re-endorsement Validation **Courses**. This needs to be resulted in order for the Capability to save to the persons Training Profile.
 - Training Records > Result Manager > Schedules > Filter to find the Re-endorsement Validation
 - For more detail follow the ['Manage Assessments QRG'](#)

LaDIS Data Entry Departmental Fire Accreditation Workflow

