

# Readiness and Response Role Data Entry

## Checklist

This checklist provides guidance on the steps that need to be completed to successfully enter Readiness and Response Role data in LaDIS. The checklist contains links to the relevant Quick Reference Guides (QRG's) that might need to be referenced with each step.

### 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 '[Creating a new Training Event Stage Schedule](#)'

#### ☐ Enrol the attendees in the 'Training Event'

- Training Records > Add Course Enrolment > Pick Schedules > Stage > Filter to find your 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 your Scheduled Training Event
- After Marking results make sure you click 'Save All Changes' at the top of the page
- For more detail follow the '[Managing 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.
- 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', the Validation Course. This needs to be resulted 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 '[Managing 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.
- 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', the Validation Course. This needs to be resulted 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 **'Managing Assessments QRG'**