



HELP DOCUMENT

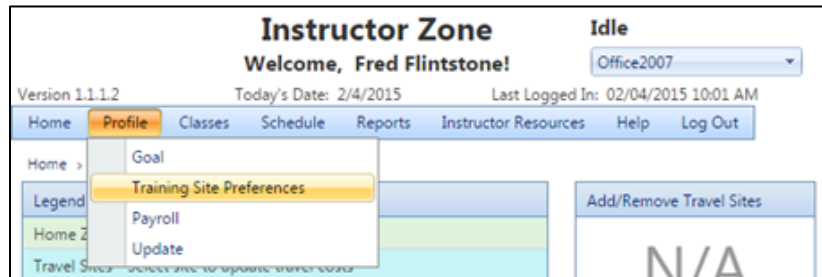
Revised: 6 March 2015

INSTRUCTOR TRAINING SITE PREFERENCES (Adding or Removing Travel Sites)

Instructors can choose specific sites to which they are willing to travel. For selected sites instructors can also choose to waive miles, meals or lodging to reduce their overall cost and increase their chances of getting a travel assignment.

1) To access Training Site Preferences:

- a. From your Instructor Zone dashboard, click on *Profile* then *Training Site Preferences*.



- b. You will see two lists:

- Training Site Preferences: Home Zone and any site to which you are willing to travel.
- Available Training Sites: Sites to which you are unwilling to travel.

| Training Site Preferences | | | | | | | Available Training Sites | | |
|---------------------------|----------|-----------|-------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|---------|-------|
| # | Site | Home Zone | Miles | Waive Miles | Waive Meals | Waive Lodging | # | Site | Miles |
| 1 | ROSEBURG | ROSEBURG | 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | EUGENE | 67 |
| 2 | COOS | COOS BAY | 89 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | GRNTPAS | 74 |
| 3 | CORVAL | | 116 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3 | ALBANY | 109 |
| 4 | HDPAR | PORTLAND | 171 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4 | CANBY | 160 |
| 5 | HDSAL | SALEM | 135 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 | HDBEND | 178 |
| 6 | MCMINN | MCMINNVL | 160 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6 | KFALLS | 178 |
| 7 | MED-ART | MEDFORD | 102 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 7 | BEND | 181 |
| | | | | | | | 8 | HISPEED | 183 |

- c. You are only considered for sites in your Training Site Preferences.

- d. Selecting a travel site does not guarantee you will teach at that location, but doing so allows you to be considered.

- e. To remove a site from your Training Site Preferences:
- Click on a row to highlight the site on your Training Site Preference list.
 - Click the Add/Remove arrow at the upper-right (see below).
 - This will move the site to the Available Training Sites list.
 - Note: You cannot edit your Home Zone sites. If there are sites in your zone (example: Portland) that you do not wish to teach at, contact Sara to remove them.

The screenshot shows the 'Instructor Zone' web application interface. At the top, it says 'Welcome, Fred Flintstone!' and 'Idle'. Below that, there's a navigation menu with 'Home', 'Profile', 'Classes', 'Schedule', 'Reports', 'Instructor Resources', 'Help', and 'Log Out'. The main content area is titled 'Training Site Preferences'. It includes a legend with instructions on how to add or remove sites. Below the legend are two tables: 'Training Site Preferences' and 'Available Training Sites'.

| # | Site | Home Zone | Miles | Waive Miles | Waive Meals | Waive Lodging |
|---|----------|-----------|-------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1 | ROSEBURG | ROSEBURG | 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | COOS | COOS BAY | 89 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | CORVAL | | 116 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4 | HDPAR | PORTLAND | 171 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | HDSAL | SALEM | 135 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | MCMINN | MCMINNVL | 160 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | MED-ART | MEDFORD | 102 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

| # | Site | Miles |
|---|---------|-------|
| 1 | EUGENE | 67 |
| 2 | GRNTPAS | 74 |
| 3 | ALBANY | 109 |
| 4 | CANBY | 160 |
| 5 | HDBEND | 178 |
| 6 | KFALLS | 178 |
| 7 | BEND | 181 |
| 8 | HISPEED | 183 |

- f. To add a site to your Training Site Preferences:
- Click on a row to highlight the site on the Available Training Sites list.
 - Click the Add/Remove arrow at the upper-right (see above).
 - This will move the site to your Training Site Preferences list.

- g. To waive reimbursement for a travel site:
- Click on the site hyperlink in your Training Site Preferences list.
 - This will bring up a dialog box with the list of travel reimbursements.
 - Check any reimbursement you would like to waive for that site, then click **Update**.

The screenshot shows the 'Update Travel Cost Factors - CORVAL' dialog box overlaid on the 'Training Site Preferences' table. The dialog box has three checkboxes: 'Waive Miles' (unchecked), 'Waive Meals' (checked), and 'Waive Lodging' (unchecked). There is also a 'Comment:' text area and 'Update' and 'Cancel' buttons.