

PROCEDURE FOR CORRECTLY TAGGING COURSES

1. Go to the Administration tab and select Course Library
2. Utilizing the two lists provided select all the Courses tagged Misc. Training approximately 96 courses.
3. Scroll down to Course Settings box and to far right select the Edit tag gear, then from the Click to select tags drop down select Misc. Training and then Save. **(Note: if new tag needed see steps below before continuing.)**
4. Scroll up and select Clear All in lower right-hand corner.
5. Repeat steps 2-4 for each of the tags according to the Course Lists provided.
6. Depending on your state you will either have EMS courses or CAPCE courses which should all be tagged as EMS.

*Refer to chart below for a general reference

Course Tag	Number of Courses (approx.)
Company	71
Officer	44
Hazardous Materials	38
Driver Operator	21
EMS	228
CAPCE	217
MISC Training	96
Admin	322

Steps for Adding a new tag

1. With Courses selected to be tagged with a new tag, click the [clear all visible](#) in Tag box.
2. Click the Manage Available Tags box
3. In the Create New box type Misc. Training and click Create
4. Click the Save Changes
5. Click Close
6. Click Save (proceed back to Step 4 of tagging instructions above)