

Submitting Irish Water Safety Certificates via the www.iws.ie web site.

This document outlines the standard procedures involved in adding certificates to the Irish Water Safety database via the existing website.

In order to successfully add certificates using the website you must meet the following criteria;

Be a registered certificate secretary with the Irish water safety.

Be issued a unique username and password in order to access the members section of the website.

Detailed below are the steps involved in submitting the various certificates to the Irish Water Safety.

Using either Internet Explorer 4.0 or Netscape Navigator 4.0 or greater, log onto the Irish Water Safety home page at www.iws.ie

At the bottom of the page there are two text fields, entitled username, and password. Enter the **username** and **password** issued to you by the Irish Water Safety into the appropriate text field.



Figure 1 www.iws.ie

Username Text field

Password Text field

Click on the **go** button. The site will then verify that the username/password combination that you entered is correct. If you have entered the correct information you will then be presented with the page below.

Successful Login Page

When you arrive at this page you will see two drop-down menu lists, which enable you to choose what you would like to do.

From the first menu list you select which type of information you wish to enter. At present you are permitted to enter either general certificates, class secretaries and advanced certificates.

From the second menu list you select how many records you would like to add at a time. This value is set at 15 by default, but can be changed to 25, and 50 records at a time.

When you have selected what you would like to do, and how many records you would like to add click on the GO button. (NOTE. The number of records to add at a time just creates a form with the corresponding number of records available. You do not need to use up all these available records, just as many as is needed).

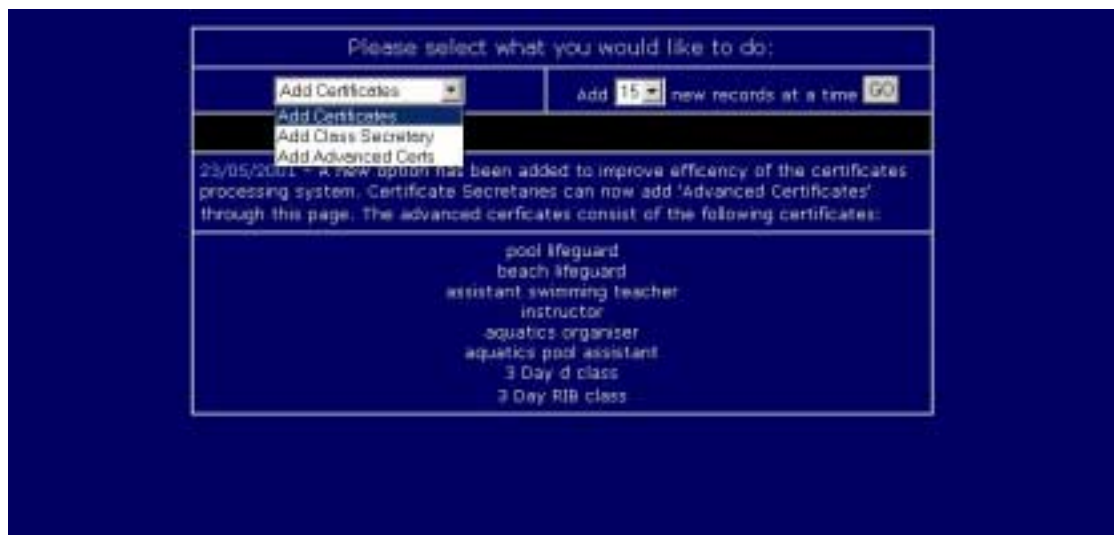


Figure 2 Successful login page

Add Class Secretary option:

In order to add certificates or advanced certificates you must have a class secretary set up on the database. Therefore, unless one has already been set up for you, the first thing you must do is choose the add class secretary option. When you click go, the following form shall be loaded into your browser.



Enter the details below for the class secretary you wish to add to the database:

Name	Address(Street,Line2)	County	Telephone	mobile	email	Sex	DOB (dd/mm/yy)

Submit

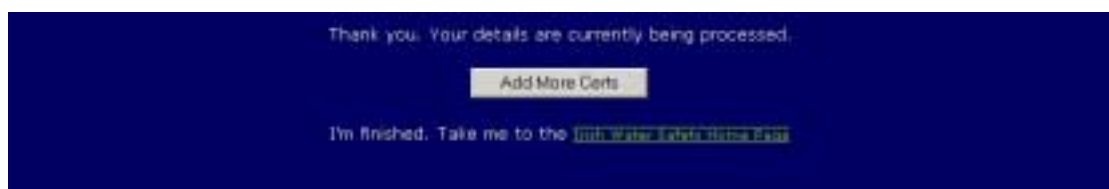
Figure 3 Add Class Secretaries Form

You are presented with a number of fields, each of which you are obliged to enter the relevant information. Saying that, the most important fields to enter are the Name, Address, County, and telephone fields. These ensure that the person being added to the database shall be easily identified. (A forename and surname are not enough these days.)

When you have satisfactorily added all the details of the class secretaries into the form, click on the submit button. These details are then sent to the Irish Water Safety for verification.

Because a member of staff at the Irish Water Safety must authorize the class secretary, there will be a delay of approximately one working day before your class secretary is added to the system.

Once you have successfully added a class secretary to the system, you are then ready to add certificates to the database.



Thank you. Your details are currently being processed.

Add More Certs

I'm finished. Take me to the [link](#)

Figure 4 Certs Processed Form

Add Certificates option:

Water Safety Examination Return						Certificate Secretary Patricia O'Neil								
Course held at:		Term:	Date:	County:	Cerlow	Swim				Resus				
Name	Address (New Line)	County	E-mail	DOB	M/F	1	2	3	4	5	1	2	3	4
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														

Instructor: _____ Class Secretary:
E-mail:

Figure 5: Add Certificates Form

When you select the add certificates option from the menu list, you will be presented with the form above. There are a number of fields on this form, which tries to closely mimic the paper equivalent.

All the candidates on any one form must have completed the same certificate type, with the exception of resus. (i.e. All candidates sat swim exams, or all sat safety exams.)

The first row of fields on the form pertains to the location and date of the exam itself.

Course held at: This field should contain either the name of the school, and/or the name of the swimming pool at which the exam has been held.

Town: The town of the exam.

Date: The date the exam took place

County menu: The county in which the exam took place.

Cert menu: This menu (initially swim) contains the type of examination that took place, with the exception of Resus exams.

When the examination details have been completed, we can move on to the actual candidates who passed the examinations.

Name: The name of the candidate

Address: The address of the candidate

County: The county of the candidate

email: email address, which may be used in future for marketing and safety awareness issues

m/f: sex of the candidate

DOB: Date of birth

PLEASE NOTE: In order to identify repeat candidates in years to come, it is essential that as much information as possible be entered into the database.

Having completed the personal information of the candidate, you should then tick the boxes for the level of certificate for the candidate. If the candidate also took Resus exams, tick the appropriate level in the Resus column.

When you are finished entering candidate information, complete the name of the instructor of the course (if known), and select the relevant class secretary and examiner.

Click on the **submit** button. It shall then be sent for processing to the Irish Water Safety.

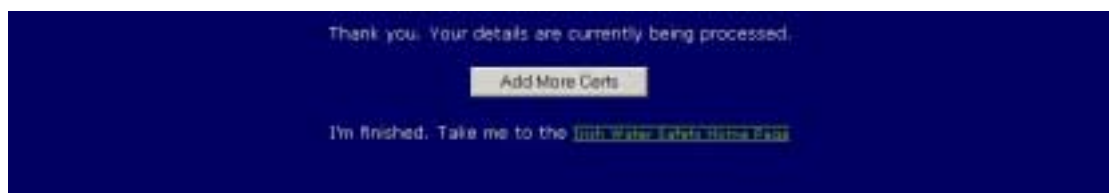


Figure 6 Certs Processed Form

Add Advanced Certificates option:

Name	Address (line 1, line 2)	County	E-mail	M/F	BOB (admin/ry)	Certificate
1						Pool Lifeguard
2						Pool Lifeguard
3						Pool Lifeguard
4						Pool Lifeguard
5						Pool Lifeguard
6						Pool Lifeguard
7						Pool Lifeguard
8						Pool Lifeguard
9						Pool Lifeguard
10						Pool Lifeguard
11						Pool Lifeguard
12						Pool Lifeguard
13						Pool Lifeguard
14						Pool Lifeguard
15						Pool Lifeguard

Figure 7 Add Advanced Certificates Form

This form is for submitting certificates that do not fall into the usual categories, such as pool lifeguard, one day RIB course, etc. and would clutter up the normal certificates form if we were to try to incorporate them into it. The layout and information needed on the form are pretty much the same as those included on the add certificates form, with the difference that the certificate selection is performed on a person by person basis, using a dropdown menu list at the end of the candidate information rows.

When you have completed entering information click on the submit button.

Irish Water Safety Home Page'."/>

Thank you. Your details are currently being processed.

[Add More Certs](#)

I'm finished. Take me to the [Irish Water Safety Home Page](#)

Figure 8 Certs Processed Form

When entering information using any of the three forms provided, clicking on submit will send the information for verification and processing to the Irish Water Safety. When the form details have successfully been sent to the Irish Water Safety, the page above will be loaded onto the browser. Clicking on the **Add More Certs** button will bring you back to the initial choices page.

The certificates shall then be processed by the certificate management system at the Irish Water Safety, and certificates shall be printed and issued to the relevant class secretaries for distribution to the candidates.