How to add Training and Recertification Courses to your agencies TIMS system.

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The following slides provide detailed instructions on how to add training courses and re-certifications on your agency's TIMS system.

Steps to Set Up a Training Course.

1. Set up Course Categories by which you can track classes (such as State Mandated courses, Federally Mandated courses, etc.) This process is described in this guide).

2. (Optional) In the Admin Panel, set up the Score Definitions so that when the training is logged, the format in which to enter the score will appear on the page where the training received is being entered. Examples of Score Definitions might be Pass/Fail, %, letter grade, etc.

3. Set up the Training Course by following this guide.

Follow these steps to create a new Training Course Category by which you can track classes.

1. Click the link to open your TIMS Admin Panel page from the black "button bar. Then scroll down and click the link titled "Training Course Categories"

2. Then click the top link titled "Add New Training Course Category"

3. Final step as shown at the bottom of this page is enter the name of the organization requiring the training and then highlight the Groups that will and/or may require this class then click submit and your done!

You can now select this course category from your "Add Training Course Page".

Before you begin to enter classes into TIMS you'll want to first create a list of certifying agencies who may require the classes you're entering. Examples would be your state POST, federal agencies such as FBI for NCIC access, FEMA for disaster response, your city for local specific training, etc.

Add, Edit, or Delete Training Course Categories

If you would like to create categories for your training courses (as examples: State Mandated Course, POST Mandated Course), click on the link below.

Training Course Categories

Add New Training Course Category

Edit (View)	Delete	Training Course Category Name	Groups
Edit	Delete	Agency Mandated	Commissioned Officers, K9, Civilian Staff
Edit	Delete	FEMA Mandated	Meth Lab HazMat Team
Edit	Delete	POST Mandated	Commissioned Officers, Patrol, Investigations, Motor Officers, K9, Trainers
Edit	Delete	State Mandated	Commissioned Officers, Patrol, Motor Officers, K9, SRO, Trainers

Please complete the form below to add a Training Course Category to be used when creating Training Courses.
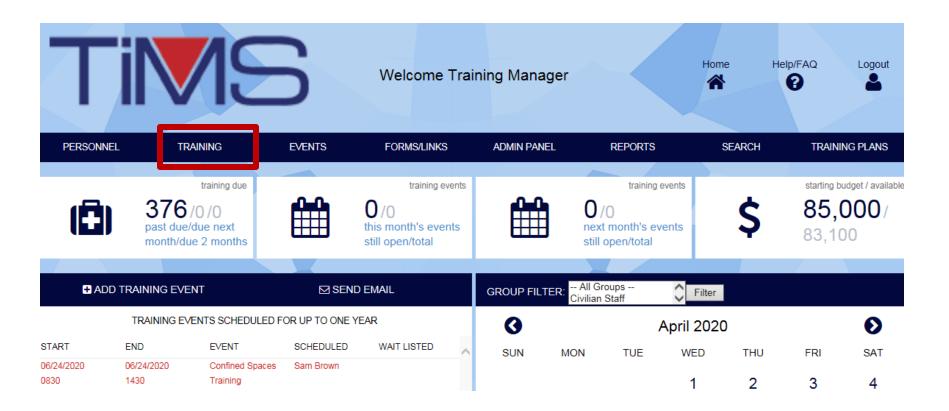
Enter Training Course Category Name

Training Course Category Name: FBI Mandated

Groups:
- Accred Team
- Civilian Staff
- Commissioned Officers
- CSO
- Dive Team 2

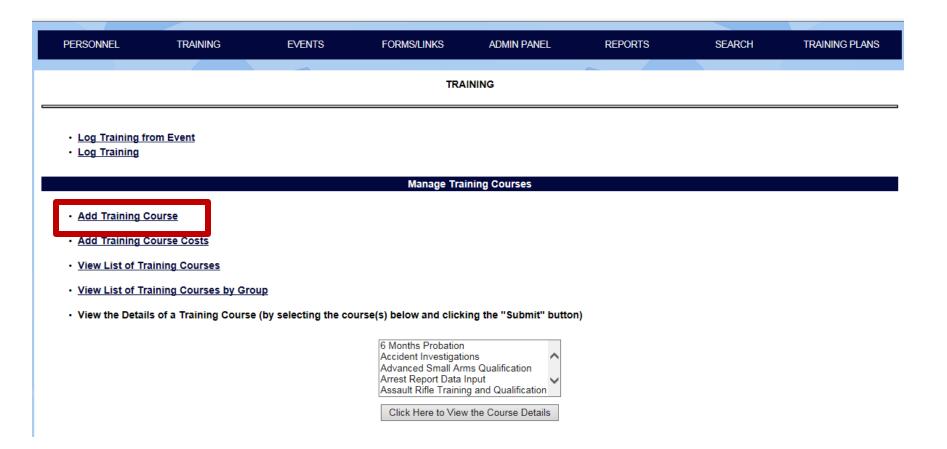**To submit this information, click on the "Submit" button below**

Submit

How to Add New Training Courses & Certifications in TIMS

Before you begin to enter classes into TIMS first be sure to complete the steps in the previous slide to establish the "pick list" you want to select from for a list of certifying agencies each class is or may be requiring your personnel to have. Failure to do this first may require more work later having to go back to each class and tag it later.

To enter a class(s) into TIMS first click on the Training link outlined below in red.

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Next click on the "Add Training Course" link outlined below in **red**.

PERSONNEL	TRAINING	EVENTS	FORMS/LINKS	ADMIN PANEL	REPORTS	SEARCH	TRAINING PLANS

TRAINING

- **Log Training from Event**
- **Log Training**

Manage Training Courses

- **Add Training Course**
- **Add Training Course Costs**
- **View List of Training Courses**
- **View List of Training Courses by Group**
- View the Details of a Training Course (by selecting the course(s) below and clicking the "Submit" button)

```
6 Months Probation
Accident Investigations
Advanced Small Arms Qualification
Arrest Report Data Input
Assault Rifle Training and Qualification
```

Click Here to View the Course Details

How to Add New Training Courses & Certifications in TIMS

Before you begin to enter classes into TIMS you'll want to first create a list of certifying agencies who may require the classes you're entering. Examples would be your state POST, federal agencies such as FBI for NCIC access, FEMA for disaster response, your city for local specific training, etc.

Complete this form to add a Training Course or a Certification requirement.

Course or Certification Description

Step 1: Required   Course or Certification Title: `FBI NCIC Access`

Step 2: Required   Course or Certification Description: `Class is required for all law enforcement personnel who may access FBI's NCIC sys.`

Course Category (optional):
(To select more than one category, use the CONTROL key)

Step 3: Optional

- Agency Mandated
- FBI Required
- FEMA Mandated
- POST Mandated
- State Mandated

Number of Course Hours and Frequency

Step 4: Required   This Course or Certification is how many hours? `8`

How often does this Course or Certification need to be taken (or re-certified)? Every [ ] Days

Step 5: Required. Enter either a number to one of the three date range options OR check "one time" box.

or Every [ ] Months

or Every `3` Years

OR, if this Course or Certification is a one-time requirement, click here. ☐

Is this Course or Certification optional? If so, click here. ☐   **Step 6: Optional, check or not.**

If the Course or Certification is not optional, New Members should receive this Training or Certification within how many days after their hire date: `90`   **Step 7: Required if class is.**

How to Add New Training Courses & Certifications in TIMS

In step 8 and 9 you will select the group(s) and potentially individuals who are required to have this class or certification OR may optionally take this class. Example of optional may be an officer on your agencies Dive Team for underwater recovery who wishes to become a Master Diver. While not required for the position, your agency would like to know if they have that certification.

Optional individuals would be selected if they are not part of the group(s) required to have the training. An example may be a civilian staff member of your motor pool who performs routine maintenance on your patrol vehicles. If that individual(s) also transports vehicles to other service centers and may have to handle firearms left in the patrol car to remove them before transport, you may highlight their name as well for a mandatory "Firearms Safety" class required for all sworn personnel.

Who should receive this Training Course or Certification

Select the Group(s) whose members are required or permitted to receive this Course or Certification:

| Accred Team |
| Civilian Staff |
| Commissioned Officers |
| CSO |
| Dive Team 2 |

Step 8: Required

Select any Individuals who are not in the selected Group(s) above who required or permitted to receive this course or certification:

| Adams, Samuel |
| Bayside, Carol B |
| Bell, Clara |
| Brown, Sam A |
| Canine, Lassie A |
| Clark, Steve |
| Clyde, Bobbie N. |

Step 9: Optional

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Can only Administrators log these training hours?

If only Admins are to log training hours for this course, Click Here. ☑   **Step 10: Optional**

Will the Personnel's Test Scores or Performance Scores be Entered when the Training is Logged?

If Scores will be entered when the training is logged for this course, check which score formats will be allowed.

Step 11: Optional

☐ Shooting Range (text - Fail, Pass)
☑ Percentage (percentage)
☐ Grade (grade)
☐ Score out of Total (score / total)
☐ General (text - Complete, Not Complete)

If this class / certification requires a test or scoring such as firearms range qualifications then check the box matching the method you will score it. (You can set up these options from the Admin Panel)

Will This Training or Certification be a Potential Requirement for Event Participants?

Step 12: Optional

To include this training or certification in the selection box as a requirement to sign up for an Event, Click Here. ☑

If this class is a prerequisite for another future class, then check this box.

Are There Courses That Can Be Substituted for This One?

Step 13: Optional

To allow substitution courses, Click Here. ☐

Select the courses:

6 Months Probation
Accident Investigations
Advanced Small Arms Qualification
Arrest Report Data Input
Assault Rifle Training and Qualification
Basic Site Visit Prep
Boating Safety

Some classes may contain learning material that makes up an entire stand alone class and as such taking that class listed in the scroll box will substitute for this class you're entering. If that is the case, check the box and highlight the class(es) that contains that material.

To enter this Course information, click on the "Submit" button below

LAST STEP: Please be sure to click "Submit" otherwise all the data you entered will be lost!

Submit

How to Add New Training Courses & Certifications in TIMS

Good Job, You're Done!

Thank you for taking the time to learn how to use TIMS. Please send any helpful feedback or product thoughts to **info@publicsafetysg.com** , we read them all!

If you need help adding this feature, please do not hesitate to contact us, typically email is the fastest way to receive a response.

Please provide us your name, agency, the feature your having issues with and as many details as possible so we can more quickly assist you. If there is an error message showing, a screen shot of that would be extra helpful or a description of what the error message states.

Please forward any help request to: **art@publicsafetysg.com** and we'll respond promptly, usually in the same day. You may also call us at our California office, PST, at 951-279-6893, M – F, 8:00am to 5:00pm.

Thank you for choosing TIMS !

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