

How to add Training Provider Companies, Outside Agencies, etc. to your agency's TIMS system.



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The following slides provide detailed instructions on how to add Training Providers, aka, companies, organizations or other agencies that provide training to your agency, to your TIMS system.

NOTE: This step is required first to add training cost to TIMS.

Steps to Set Up a Training Provider.

1. Set up your Training Courses. (See How To Add Training Courses guide).
2. In the Admin Panel, set up your Training Course Types (such as Online Course, Outside Agency, In House Training, etc.).
3. (Optional) In the Admin Panel, set up any Provider Milestones you'd like to keep track of such as proof of Liability Insurance form, Submission of Course Catalog, etc. This is optional.
4. (Optional) In the Admin Panel, set up any Provider Questions you'd like to add to the Provider's profile page.
5. (Optional) In the Admin Panel, set up any Course Cost Add Ons that you'd like to appear in a drop down box to select from when approving the training received by an individual (such as Per Diem rate, Mileage Charge, etc.). Once approved, the selected costs will automatically be deducted from the budget amount you've set up.
6. Next, fill in the Provider Profile page by following the steps listed below.
7. You can set up the Course Costs and any Course Cost Add On charges that would apply to each course you selected on the drop down list if you checked the box to Set Up Budgetary Costs near the bottom of the Provider Profile page. (see the last instruction page of this guide.)
8. You can enter any Web Addresses for online courses if you checked the box near the bottom of the Provider Profile page. (see the last instruction page of this guide.)

TIMS, Training Integrated Management System, www.mytims.us

IMPORTANT NOTE: Before you begin entering Training Providers into TIMS first be sure to read this step and complete it as needed or continue with the basic options.

TIMS list a “standard” set of “Types of Training” you can select for each course or recertification. By default your TIMS system list the following four types of training to assign to each Training Provider you enter:

In House Training; Online Course; Outside Agency or Private Training Company.

TIMS allows you to edit these titles to best meet your specific agency needs and/or add new “Types” of training. If you wish to add or edit these options please do so now so they will be available to you from the scroll box when you reach this step in adding a new course provider.

To add to or edit this list follow the instructions on the next page.

Type(s) of Training

Type of Training this Provider offers:

Please note the scroll box only displays the first three types and you'll scroll down to see the fourth type, Private Training Company and/or any additional types you may chose to add.

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To add to or edit this list, go to your TIMS Admin Panel, scroll down to the below option, click the blue link and follow the simple instructions shown in the screen shots below this.

View, Add, Edit Training Course Types

If you would like to view, add, or edit the training course types such as Online Course, Self Study Course, Outside Course, etc., that can be used to categorize training courses, click on the link below.

[View, Add and Edit Training Course Types](#)

Step Two:
Click the link labeled
“Add New Training Course Type”

View Training Course Types

[Add New Training Course Type](#)

Edit/Delete (View) Training Course Types	Training Course Type Name	Training Course Type Groups
Edit	In House Training	<ul style="list-style-type: none">Civilian StaffCommissioned OfficersCSODive Team 2Investigations

Step Three:
Type in the name of the
new Training Type option.

Add Training Course Type

[View Training Course Types](#)

Training Course Type:

Groups(s):
(Press Ctrl to select multiple)

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

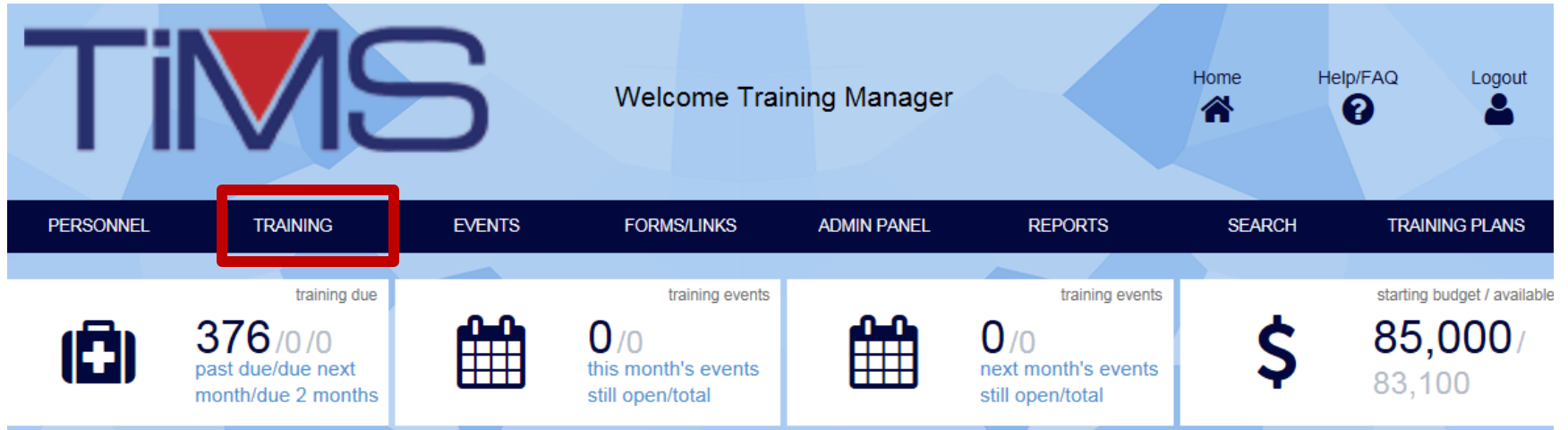
Save As New

Step Four:
Highlight the Group(s) names whose members may take this type of course. Please be sure to click the “Save As New” button and you’re all done, good job!

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To enter a new Training Course Provider into TIMS first click on the Training link outlined below in red from your TIMS main administrators panel.



WELCOME TRAINING MANAGER

Home Help/FAQ Logout

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

 training due 376 / 0 / 0 past due / due next month / due 2 months	 training events 0 / 0 this month's events still open / total	 training events 0 / 0 next month's events still open / total	 starting budget / available 85,000 / 83,100
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Next click the link titled “Add Training Providers” outlined below in red.

Manage Providers

- [Add Training Providers](#)
- [View Training Providers](#)

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The first section of the “Add Training Providers” page is the basic contact information for them. You can fill in as much or as little as you’d like but you of course do need to enter at least the “Providers Name” in the very first box. Providers Number is listed should you have a vendor number for them and the third box for Sub Site or Location ID can be used if perhaps they have multiple locations or for outside training centers where the specific training your agency receives is held like “EVOC Track” or “SWAT Training Building”, etc.

Name and Contact Information

Provider's Name:	<input type="text"/>
Provider's Number:	<input type="text"/>
Sub Site or Location ID:	<input type="text"/>
Federal or Tax ID:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Primary Contact Name:	<input type="text"/>
Primary Contact Title:	<input type="text"/>
Primary Contact Email Address:	<input type="text"/>
Primary Contact Phone:	<input type="text"/>
Alternate Contact Name:	<input type="text"/>
Alternate Contact Title:	<input type="text"/>
Alternate Contact Email Address:	<input type="text"/>
Alternate Contact Phone:	<input type="text"/>

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The next section is used to enter the training providers Billing Information IF you wish to enter it. Again, this step is optional and can be added later if you wish to or at all.

Provider's Billing Information

Provider's Accounts Receivable Number:	<input type="text"/>
Provider's Billing Office Name:	<input type="text"/>
Provider's Billing Office Address:	<input type="text"/>
Provider's Billing Office City:	<input type="text"/>
Provider's Billing Office State/Province:	<input type="text"/>
Provider's Billing Office Zip/Postal Code:	<input type="text"/>
Provider's Billing Office Contact Name:	<input type="text"/>
Provider's Billing Office Contact Email Address:	<input type="text"/>
Provider's Billing Office Contact Phone:	<input type="text"/>

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In this step you will select the Type of Training this class is, In House, Online Course, Outside Agency or Private Training Company. If you'd like to edit the any of the four option titles please refer to the first step in this guide. If you'd like to add a new Type of Training, likewise please refer to the first step for detailed instructions on how to do that. **PLEASE DO NOT DELETE** any of the listed options.

Type(s) of Training

Type of Training this Provider offers:

In House Training	▲
Online Course	▼
Outside Agency	▼

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Next Step is OPTIONAL if you wish to enter the names of the instructors for classes taught by this training provider. Just enter their first and last name and any notes you would like to enter as seen in the below example for slot "Trainer 1:"

Trainer Information (Optional)

Trainer 1: First Name: Last Name: Comments (optional):

Primary instructor for ASP and Baton training, preferred by our Officers.

Trainer 2: First Name: Last Name: Comments (optional):

Trainer 3: First Name: Last Name: Comments (optional):

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This section is also OPTIONAL however it can be very helpful to store documents regarding your Training Providers such as insurance forms, list of classes, etc. To add a milestone, go to your TIMS Admin Panel page and then scroll down to the link titled “User Defined Provider Milestones”, click that to open the page and then follow the simple instructions to create a new “Milestone” tracking type for your training providers.

Milestones and Forms Upload

1. Submit Liability Insurance Form: Completed: Yes No -- Month -- -- Day -- -- Year -- Renewal: -- Month -- -- Day -- -- Year --

Upload Form: Current Yes No Form title:
Version: No

2. List of Classes: Completed: Yes No -- Month -- -- Day -- -- Year -- Renewal: -- Month -- -- Day -- -- Year --

Upload Form: Current Yes No Form title:
Version: No

Add, Edit, or Delete Provider Milestones

If you would like to track milestones indicating the status of the provider's application, click on the link below to specify the milestones to track. When a provider completes a part of the application process, his record can be edited to show that he has completed that step and the date it was completed.

→ [User Defined Provider Milestones](#)

To add a new Milestone, click the blue link shown on your TIMS Admin Panel page.

When the above link page opens, click the link at the top of that page titled: “Add Self Defined Provider Milestone” and follow the simple instructions to add a new one and then click the button “Save As New” to complete the process.

→ [Add Self Defined Provider Milestone](#)

Edit (View)	Delete	Order Nbr	Milestone
Edit	Delete	1	Submit Liability Insurance Form
Edit	Delete	2	List of Classes

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This step is MANDATORY. First check the box to the left of the group name(s) who are authorized to take classes offered by this Provider. To select all the groups click the box at the bottom of the scroll box. Next you will do the same to add the list of courses / training / re-certifications this training provider offers your agency. Once again, you may select all the courses by checking the bottom box.

Enter Group Information

* Group(s) that will be eligible to receive training at this Provider.

- Accredited Team
- Civilian Staff
- Commissioned Officers
- CSO
- Dive Team 2

Or Click Here to Select All the Groups for which you are an Admin:

This Provider's Courses

Course(s) available from this Provider.

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

Or Click Here to Select All the Courses for which you are an Admin:

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You're almost done, these are the final steps to enter.

1. Check this box if you'd like to add this Provider's course costs. The costs will be deducted from your budget once an admin logs and approves the training that was taken.

2. For the online courses, the URL people need to access the site can be entered after checking this box.

3. You can set create your own questions (go to Admin Panel and click on Provider Questions) and they will appear here. You may also add any notes about this Provider in the Notes box.

4. Highlight which "Status" option best describes this Training Provider.

5. **FINAL STEP**, click the Submit button and your done!

Set Up Budgetary Costs

Click Here to Set Up the Budgetary Information on the Courses Selected:

1

Set Up Web Addresses

Click Here to Set Up Web Addresses for Courses (such as Online Courses) that Require Personnel to Register Before Taking the Course:

2

Other

Is parking included in the class cost?: Yes No

3

Notes:

Status

4

Status:

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

5

Submit

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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@publicsafety.sg.ca.gov , 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@publicsafety.sg.ca.gov 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 !