

How to add Annual Training Budgets and Training Costs to your agency's TIMS system.



6/22/2020

The following slides provide detailed instructions on how to add your agency's annual / fiscal year training budget and individual class costs along with training class add on's such travel cost, etc., into your TIMS system.

There are three separate steps required to fully utilize the TIMS Annual Budget Tracking module which once set up, will track your current training budget amount available in real time.

Step One is to first set up your Annual or Fiscal Year budget time period as shown on pages: 4 – 7

Step Two you'll enter the amount of your annual training budget shown on page: 8

Step Three is optional, if you wish to enter any “budget add on’s” such as the cost of travel, lodging, meals, per diem, etc., to the total cost of your training budget as shown on Pages 9 – 14.

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

Before you begin to enter classes into TIMS be sure to first complete the steps in the previous slide. This will establish the “pick list” you can select from when creating the class to indicate which certifying agencies is, or may be requiring your personnel to take the class. Failure to do this first may require more work later in having to go back to each class and tag it later.

To set up your annual training budget in TIMS, first click on the Admin Panel link outlined below in red.

The screenshot displays the TIMS Training Manager interface. At the top, the logo 'TIMS' is on the left, and 'Welcome Training Manager' is in the center. On the right, there are links for 'Home', 'Help/FAQ', and 'Logout'. Below this is a navigation bar with several menu items: 'PERSONNEL', 'TRAINING', 'EVENTS', 'FORMS/LINKS', 'ADMIN PANEL' (highlighted with a red box), 'REPORTS', 'SEARCH', and 'TRAINING PLANS'. The main content area features four summary cards: 'training due' (376/0/0), 'training events' (0/0), 'training events' (0/0), and 'starting budget / available' (\$85,000 / 83,100). Below these cards are buttons for 'ADD TRAINING EVENT' and 'SEND EMAIL', and a 'GROUP FILTER' dropdown set to '-- All Groups -- Civilian Staff'. At the bottom, there is a table of training events and a calendar for April 2020.

START	END	EVENT	SCHEDULED	WAIT LISTED
06/24/2020 0830	06/24/2020 1430	Confined Spaces Training	Sam Brown	

Calendar for April 2020:

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4

How to Add Annual Budgets and Training Cost in TIMS

Next click on the “View, Add and Edit Budget Time Period” link outlined below in **red**.

View, Add, Edit Budget Amounts

If you would like to view, add, or edit the budget time period to apply the training costs to, click on the link below.

[View, Add and Edit Budget Time Period](#)

View, Add, Edit Budget Time Period

If you would like to view, add, or edit the budget, click on the link below.

[View, Add and Edit a Budget Amount](#)

View, Add, Edit Course Cost Add Ons

If you would like to view, add, or edit the cost add ons for courses such as Per Diem Rate, Transportation Cost, etc., that can be used to track the costs for courses, click on the link below.

[View, Add and Edit Course Cost Add Ons](#)

Next click on the “Click Here to Add a Budget Time Period” link outlined below in **red**.

List of Budget Time Periods

[Click Here to Add a Budget Time Period](#)

Edit/ Delete	Budget Time Period Title	Period Start Date	Period End Date
Edit	FY 2019	01/01/2019	12/31/2019
Edit	FY 2020	01/01/2020	12/31/2020

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

Next enter a name to identify the Budget Period and the Start and End Dates for the budget time period.

Please complete the form below to add a Budget Period to be Used When Applying Course Costs.

Enter Budget Period Name

Budget Period Name

Enter a Start Date for This Budget Time Period



Enter a End Date for This Budget Time Period



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

Submit

Once completed this is what your page should look like, then click the "Submit" button at the bottom to add this new Budget Time Period name and date range into TIMS and your done!

Please complete the form below to add a Budget Period to be Used When Applying Course Costs.

Enter Budget Period Name

Budget Period Name:

Enter a Start Date for This Budget Time Period



Enter a End Date for This Budget Time Period



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

Submit

How to Add Annual Budgets and Training Cost in TIMS

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Next, to add a dollar amount to your new annual budget period, click on the link titled “View, Add and Edit a Budget Amount” in your Admin Panel. When that page comes up, click “Edit” to the left of the Budget Time Period you want to add a dollar amount for. Then on the next page enter the budget amount for the time period you’ve previously entered, click submit and you’re all done, your training budget is now added!

1

View, Add, Edit Budget Amounts

If you would like to view, add, or edit the budget, click on the link below.

[View, Add and Edit a Budget Amount](#)

2

[Click Here to Add a Budget Amount](#)

Edit/ Delete	Budget Amount	Budget Time Period Title	Period Start Date	Period End Date
Edit	\$126,445.48	FY 2019	01/01/2019	12/31/2019
Edit	\$85,000.00	FY 2020	01/01/2020	12/31/2020

Please complete the form below to add a Budget Amount to a Budget Period.

Enter Budget Amount

3

Budget Amount:



Select the Budget Time Period

FY 2021 - 2022
FY 2020
FY 2019

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

Submit



How to Add Annual Budgets and Training Cost in TIMS

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

TIMS provides you the option of adding any additional costs associated to your training classes, re-certifications, etc. Examples include travel cost, hotel room, food, per diem, parking, etc. Once these items are entered into the system then they will appear as an option to add under the training course cost page but first we'll enter the options.

On your TIMS Admin Panel you'll first scroll down to the below option and click the link titled "View, Add and Edit Course Cost Add Ons".

View, Add, Edit Course Cost Add Ons

If you would like to view, add, or edit the cost add ons for courses such as Per Diem Rate, Transportation Cost, etc., that can be used to track the costs for courses, click on the link below.



[View, Add and Edit Course Cost Add Ons](#)


How to Add Annual Budgets and Training Cost in TIMS

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When that page opens you'll see a list of all your current Cost Add-Ons. Click the link titled **"Add New Cost Add-On"** to enter new add-on, or you can edit or delete existing Add-Ons.

View Cost Add Ons

[Add New Cost Add-On](#)



Edit (View)	Delete	Cost Add-On Name	Amount	Unit of Measure	Groups	Data to Be Collected from Personnel
Edit	Delete	Air Fare to Chicago	750.000		Civilian Staff, Commissioned Officers, CSO, Dive Team 2, Dive Team Group 7, Investigations, K9, Motor Officers, Patrol, Plant Operators, SRO, Trainers	No
Edit	Delete	Hotel	75.000		Civilian Staff, Commissioned Officers, CSO, Dive Team 2, Dive Team Group 7, Investigations, K9, Motor Officers, Patrol, Plant Operators, SRO, Trainers	No
Edit	Delete	Mileage	5.000		Accred Team, Civilian Staff, Commissioned Officers, CSO, Dive Team 2, Investigations, K9, Motor Officers, Patrol, SRO, Trainers	Yes
Edit	Delete	Per Diem	50.000		Civilian Staff, Commissioned Officers, CSO, Dive Team 2, Dive Team Group 7, Investigations, K9,	No

How to Add Annual Budgets and Training Cost in TIMS

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When this page comes up you'll simply enter the information requested along with the name of the groups that it will and/or could apply to. For example, if there is a cost add-on for ammunition, chances are this cost add-on would not apply to classes taken by personnel in the CSO group and thus you don't need to highlight the name of that group.

In the below example we'll be entering the Cost Add-On information for Rental Car fees. Simply enter the name of the Cost Add-On, then the DAILY Add-On amount allowed, then highlight the groups it applies to. IF this is an item such as personal mileage cost then you'll enter a minimum Add-On amount such as the cost per mile, then check the last box under groups to select the option to update this amount with the actual mileage amount when you log the training for the class utilizing these Cost Add-On's.

Last step as with all TIMS entries is to check the "Submit" button and you're done!

Please complete the form below to add a Cost Add-On Charge to be used when creating invoices.

Enter Cost Add-On Name

Cost Add-On Name:

Add-On Amount:

Groups:

- Accred Team
- animal shelter
- Civilian Staff
- Commissioned Officers**
- CSO

Check this box if Information for this Add-On Needs to be Collected from Personnel Who Took the Training: Check if cost item such as personal mileage will be added later.

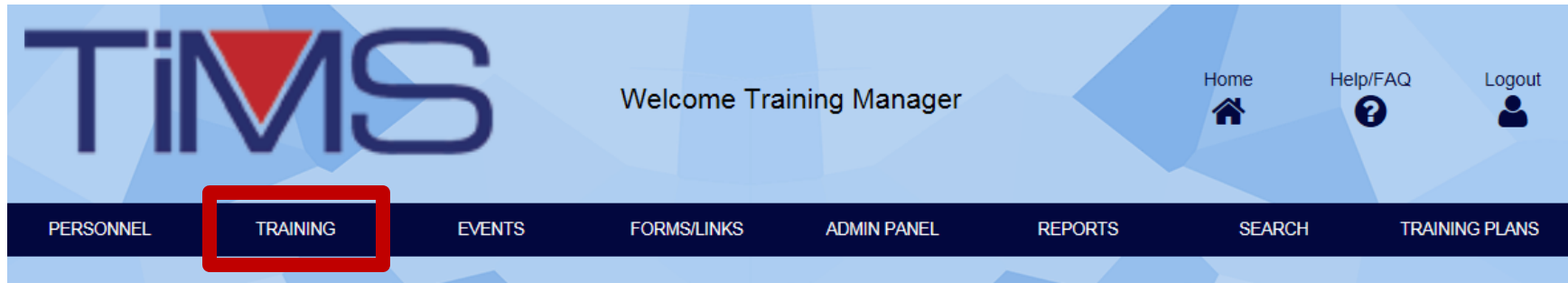
To submit this information, click on the "Submit" button below

Submit

How to Add Annual Budgets and Training Cost in TIMS

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To add the cost of individual training / re-certification courses, first click the “Training” link on your main TIMS administrators home page.



Next click on the “Add Training Course Costs” link outlined below in red.

- [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)

How to Add Annual Budgets and Training Cost in TIMS

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When this page appears you will select the “Training Provider” from whom the course(s) are offered. We chose this method of entering the course cost versus on the page containing the course information as some courses may be offered by multiple training providers with various course costs. This allows you to enter a different amount for each provider who may offer this class, if need be.

In this example from our TIMS demonstration system we’ll select the “Belmont Training Center” to enter the cost of the “Advanced First Aid” course.

PERSONNEL

TRAINING

EVENTS

FORMS/LINKS

ADMIN PANEL

REPORTS

SEARCH

TRAINING PLANS

Select a Provider:

- A New Training Company
- Belmont Training Center
- Central Valley College
- City Firing Range
- Coast College
- College of the Oaks
- Courses On Line
- Criminal Justice institute
- Eastvale Training Center
- Goodwin Training Center
- In House - Downtown Building
- Loyola University

[Click Here to View the Report](#)

How to Add Annual Budgets and Training Cost in TIMS

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When this page appears you will see in the top example the training course shown but with not cost or other data entered. In the Bottom example is the completed entry with the Private Training Company box checked (if that is the case), the amount of \$450.00 entered, the Per Diem amount of \$50.00 selected, if that was an option available and required. Finally the Budget Period of FY 2020 highlighted. Once you have your course cost and options selected then click the "Submit" button and your done, good job!

Complete this form to add Training Course Costs for Belmont Training Center

COURSE	TYPE	ADD or UPDATE	COST	ADD ONS	BUDGET PERIOD
Advanced First Aid	Online Course	<input type="checkbox"/>		<input type="checkbox"/> Air Fare to Chicago - \$750.00 <input type="checkbox"/> Hotel - \$75.00 <input type="checkbox"/> Mileage - \$5.00	FY 2021 - 2022 FY 2020 FY 2019
	Private Training Company	<input type="checkbox"/>		<input type="checkbox"/> Air Fare to Chicago - \$750.00 <input type="checkbox"/> Hotel - \$75.00 <input type="checkbox"/> Mileage - \$5.00	FY 2021 - 2022 FY 2020 FY 2019



Complete this form to add Training Course Costs for Belmont Training Center

COURSE	TYPE	ADD or UPDATE	COST	ADD ONS	BUDGET PERIOD
Advanced First Aid	Online Course	<input type="checkbox"/>		<input type="checkbox"/> Hotel - \$75.00 <input type="checkbox"/> Mileage - \$5.00 <input type="checkbox"/> Per Diem - \$50.00	FY 2021 - 2022 FY 2020 FY 2019
	Private Training Company	<input checked="" type="checkbox"/>	450.00	<input type="checkbox"/> Hotel - \$75.00 <input type="checkbox"/> Mileage - \$5.00 <input checked="" type="checkbox"/> Per Diem - \$50.00	FY 2021 - 2022 FY 2020 FY 2019



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

Submit

How to Add Annual Budgets and Training Cost in TIMS

Good Job, You're All 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 using 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: help@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 !