

How to schedule training courses on your agency's TIMS system.



2/06//2020

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

BEFORE YOU BEGIN SCHEDULING CLASS OPTIONS TO CONSIDER

Before you begin to schedule classes into TIMS there are several optional steps you may want to first do to access these features as you schedule your training events.

The **First option** is to create a list of certifying agencies who may require the classes you're entering. Examples would be your state POST, CALEA, federal agencies such as FBI for NCIC access, FEMA for disaster response, your city for local specific training, etc. along with organizations that may have provided direct funding or grants for specific agency training. This will allow you to quickly look up those training classes should you be audited by them. **The next page shows you how to do this first option.**

Second option is to create a list of your various training providers such as state, county or federal training academies, local colleges, for profit companies, etc. This will also allow you to run a report to see what classes your agency has taken from them if you wish to. You may set this option up via your Training tab on your TIMS main admin page.

Third option is to create a list of potential supervisors your individual staff members report to. Doing this will allow you to select the option to: **“Check this box to require Supervisor approval for those who have signed up to attend a training event notification.”** You may access and set up this feature via your TIMS Admin Panel tab on the top of your TIMS main admin page.

Fourth Option is to add “Resources” you can reserve such as training dummies, etc. You may access and set up this feature via your TIMS Admin Panel tab on the top of your TIMS main admin page.

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

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 on your TIMS admin page. 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 show 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 required 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 schedule classes into TIMS you may 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:

Groups:
Accred Team
Civilian Staff
CSO
Dive Team 2

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

How to Schedule Training Classes and Events in TIMS

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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 schedule a class(s) into TIMS click the “Add Training Event” link below in red.

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

+ ADD TRAINING EVENT

SEND EMAIL

GROUP FILTER: -- All Groups -- Civilian Staff Filter

TRAINING EVENTS SCHEDULED FOR UP TO ONE YEAR

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

April 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4

How to Schedule Training Classes and Events in TIMS

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When this page appears you will first enter the name of the training class / event by either selecting the name from **Option B** for classes already in the TIMS OR **Option C** for entering the name of a class that is not already in TIMS that you are scheduling now. **Option D** allows you to select the "Type" of class from any options you have entered into TIMS such as an "In House, Outside Agency, Online or Private". You do Not have to use this option. Next step, Option E allows you to select the name of the Training Provider if you've already entered them into TIMS as well. Next is **step F** which is Mandatory to enter the start and end date of the training class. **ONLY enter the first day of the class if this is a multi-day class.**

To use a Template for this Event, select the Template from the list below and click "Use This Template".

Event Template: **Optional**

- Assault Rifle Training and Qualification
- Bloodborne Pathogens
- Boating Safety
- Emergency Medical Training
- Firearms Recertification

A

If the event you are creating is one that will come up again and you would like to save it for reuse at a later date, when you reach the end of this page you'll simply click the button "**Submit and Save at Template**" after which the name will appear in this box so you simply click the title and below button "**Use This Template**" to use again.

Use This Template

Enter the Event details below. This information can also be saved as a Template to use for future Events.

Enter the Event Title by Selecting one of the Course Names:

- 6 Months Probation
- Accident Investigations
- Advanced First Aid
- Advanced Small Arms Qualification
- Arrest Report Data Input

B

- OR - Enter an Event Title Here:

C

Training Course Type (if applicable):

D

Training Provider (if applicable):

E

Start: at

End: at

F

One OR the Other, NOT Both

How to Schedule Training Classes and Events in TIMS

If this class is for one day only then there is no need to check the “Repeat; Series or Multi-Day Event” boxes and you can go to the next slide. If the class is for multiple days or dates here are your options.

WHEN USING ANY OF THE BELOW OPTIONS, THE PAGE TO FINALIZE THE SELECTED OPTION WILL APPEAR AFTER YOU CLICK “SUBMIT” to schedule the training class / event.

Repeat Event: If this class will be “repeated” on additional days in the future, then check the “Repeat Event” box and another page will open after you click “Submit” for you to select the repeated dates.

Series Event: If this class will be repeated but you do Not want individuals signing up for more than one day then check the “Series Event” box. Example of this would be a recertification class / event where individuals may try to sign up for multiple days and later decide which one to attend thus taking away spots from other people who need the class as well. It basically only allows them to select one class date.

Multi-Day Event: If this class will be held over multiple days then check the “Multi-Day Event” box. Example would be the class is on Monday, Tuesday and Wednesday of the same week. Please be sure to ONLY enter the first date of the class when scheduling it, you’ll enter the remaining dates afterwards once you click Submit and another screen will appear to select those dates from.

- Repeat Event:** *(You can set the event repeat properties only after you submit the original event)*
- Series Event:** *(You can create a series of events where an individual can sign up for only one event in the series after you submit the original event)*
- Multi-Day Event:** *(You can create a multi-day training event after you submit the original event)*

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Next you will enter the number of openings you have open for this class. Once the class reaches that number individuals can still “Wait List” themselves should someone be removed or remove themselves.

WHEN USING ANY OF THE BELOW OPTIONS, THE PAGE TO FINALIZE THE SELECTED OPTION WILL APPEAR AFTER YOU CLICK “SUBMIT” to schedule the training class / event.

Assign Need(s) Option: This option is used if you want to list in advance what personnel needs you have. An example would be in realistic training where you have role playing involved and would like your staff attending to select in advance which “role” they want to play during the training.

Assign Certifications or Training Required Option: This option will allow you to list any prerequisite prior certifications or training that are required to attend. A pick list will appear after you click “Submit” listing all the options to select from that have been entered into your list of Training Classes.

Assign Resources Option: This option will allow you to pick from a list of “Resources” you have entered via your Admin Control Panel in advance, IF ANY, that you want to “reserve” for this class. As an example, your training dept may have a set of training dummies for use that you want to reserve for this class.

Number of Training Slots



You Must enter a number in this box.

- Assign needs?** *(You can assign needs only after you submit the original event.)*
- Assign certifications or training required?** *(You can assign certifications or training required only after you submit the original event.)*
- Assign Resource (such as equipment):** *(You can assign resources only after you submit the original event.)*

How to Schedule Training Classes and Events in TIMS

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Your next **REQUIRED** step is to select the group, groups or all groups you want to make this training event available to sign up for by checking those groups in the box titled “Group”. You do NOT have to select each individual in a group, just the group. However you may also select specific individuals you want to notify who are not in group(s) you selected by checking their name in the center box titled “Individuals”. The far right box titled “Read Only Individuals” is just that, for individuals you want to notify about the event but are not able to sign up for it, just “read only”. This could be in house course instructors as an FYI to them.

The next **option** is to type in any information you wish to add regarding this class / event. There is no limit to the amount of text you can add and the information you enter will show up in the training event notification email should you choose to send one along with the event information page on TIMS.

Select the Groups and/or the Individuals who are eligible to sign up for this event.

Group*:

- animal shelter
- Civilian Staff
- Commissioned Officers
- CSO
- Dive Team 2

Individuals*:

- Adams, Samuel
- Bayside, Carol B
- Bell, Belinda
- Bell, Clara
- Bright, Maxwell

Read-Only Individuals*:

- Adams, Samuel
- Bayside, Carol B
- Bell, Belinda
- Bell, Clara
- Bright, Maxwell

**To select more than one Group or more than one Individual, check the box next to the Group or Individual's name. To deselect a Group or Individual, uncheck the box next to the Group or Individual's name.*

Event Text:

Lunch is on your own, daily one meal per diem rate applies.

Optional information regarding this training event / class can be entered here.



How to Schedule Training Classes and Events in TIMS

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IF YOU ARE ASSIGNING AN INDIVIDUAL(S) TO ATTEND A CLASS, AKA, SIGNING THEM UP VERSUS ANNOUNCING THE CLASS FOR INDIVIDUALS TO SIGN UP, FOLLOW THESE STEPS:

After you create the class and select the group(s) the individual(s) are in who you will be signing up and you've completed the rest of the steps, click the submit button then IMMEDIATELY go to your calendar and open the class you just created by clicking the link to it. Then as shown below in Step A, click the check box to the left of the names of the individuals you want to assign to the class and then click the button below the scroll box titled "Add Personnel to Training Event".

Once you've done that then as shown in example B the list of individuals you've selected will immediately appear as confirmed. They will also automatically receive an email notification from TIMS informing them they have been signed up as well as the class appearing in Green on the TIMS user account calendar.

PERSONNEL CONFIRMED FOR THIS TRAINING EVENT:

Example B

Remove Selected Personnel from This Training Event

Change this Event to a Notification

A

- Adams, Samuel
- Bayside, Carol
- Bell, Clara
- Brown, Sam
- Canine, Lassie

Add Personnel to Training Event

B

PERSONNEL CONFIRMED FOR THIS TRAINING EVENT:

- Samuel Adams (Signed Up: 2020-07-21 14:55:23)
- Carol Bayside (Signed Up: 2020-07-21 14:55:23)
- Sam Brown (Signed Up: 2020-07-21 14:55:24)
- Lassie Canine (Signed Up: 2020-07-21 14:55:24)

Remove Selected Personnel from This Training Event

Change this Event to a Notification

How to Schedule Training Classes and Events in TIMS

Receive External Email Message: When this box is checked, you will receive an email sent to the email address you have in your TIMS admin account notifying you each time an individual signs up for this training event. This option can be very helpful when you need to know when an event is filled.

Check this box to send a message to your group(s) announcing this event or event notification: TIMS does NOT automatically send an email / text message when training events are created as not all may require a notification beyond being on users TIMS calendars. If you'd like to have an email automatically sent to all the addresses in the user(s) account then check this box.

Check this box to send an email to the Supervisor(s) of those who have signed up for a first-come, first-serve event or is selected to work an event notification. If you've already set up the Notify Supervisors preference you may check this box to automatically send an email to the individuals supervisor once they sign up or are signed up for this particular training event. **NOTE: To set up this feature, please use the "How to Notify Individuals Supervisors Upon Training Event Sign Up" feature guide.**

Receive External Email Message *(Check this box if you want to receive an external email message when an individual signs up for this event.)*

Check this box to send a message to your group announcing this event or event notification.

Check this box to send an email to the Supervisor(s) of those who have signed up for a first-come, first-serve event or is selected to work an event notification.

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- A: Create an Event Notification:** Click this box **IF** you do **NOT** want to use the “First Come, First Serve” option and instead wish individuals to request to attend the class after which you will chose who attends once the close date has been reached. At that time you will open the event and select who will attend.
- B: Require Individual’s Supervisor Approval: Optional,** check this box if you would like the Supervisor (s) of the individual(s) who will be attending to approve their attendance.
- C: Assign an Open Date:** If you would like to post this training event on the TIMS calendar but **NOT** allow individuals to begin signing up for it until a future date then select the date and time for which they can.
- D: Assign a Closing Date:** If you would like to bypass the default number of days you’ve set in the Admin Control Panel for which an individual can remove themselves from the class, select the date and time here.

To Create an Event Notification:

Check this box.

A

Check this box to require Supervisor approval for those who have signed up to attend a training event notification.

B

To assign an Open Date for this Event or Event Notification:

Enter an Opening Date here to prohibit any sign ups for this event or notification before this date and time at

C

To assign a Closing Date for this Event or Event Notification:

Enter a Closing Date here to prohibit any sign ups for this event or notification after this date and time at

D

Click Submit to add the event to folks calendars and send an email if you selected that option as well.



Submit

Submit and Save as Template



Click to add the event to TIMS calendars and add to the Event Template Box for future use.

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Repeat Event Feature: If you checked the “Repeat Event, Series Event or Multi-Day Event” box on the event scheduling page, this page will appear next when you clicked Submit.

STEP A: Select the date range you wish to repeat the event for by first selecting one of the below options.

Daily would be for the specified number of consecutive days. An example might be you have the same training available Tuesday thru Wednesday for one week that you want to post available.

Weekly would be for the day(s) of the week for the specified number of weeks. An example of this might be you have a training class available one day a week for eight weeks that you want to post.

Monthly would be for the day(s) of the month for specified number of months. An example for this would be if you want to schedule range qualifications for the calendar year on the first Tuesday of every month.

Yearly would be for a day(s) of a month(s) in the current and future years. An example may be if certain reports are due to a state agency by a certain date each year that you want to put on the TIMS calendar.

STEP B: Check either “select dates using calendars” if you are selecting random dates for which a calendar will appear on the next page OR check “customize this setting” to select day of the week.

Repeat 'Advanced First Aid'

A

- daily
- weekly
- monthly
- yearly

B

- select dates using calendars
- customize this setting

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STEP C: Select the option “after X time(s)” for repeating X number of days in a row **OR** on a specific date by selecting that date on the calendar as show below. In this case we’re selecting the next three Fridays with an end date of Friday, January 28, 2022.

OPTIONAL STEP D: IF the event will be a “Series” of events where individuals can only sign up for one date then check the box labeled “Group These Events in a Series”.

OPTIONAL STEP E: If this event is a multi day training class that runs for more than one day and the individual must attend all days to complete, then check the box in Step E for it to appear as such.

Repeat 'Advanced First Aid'

- daily
- weekly
- monthly
- yearly
- select dates using calendars
- customize this setting

End 'Advanced First Aid'

C

- after 1 time(s)
- on date January 28, 2022

Group These Events in a Series

D

- If these Events are to be grouped together into a series where an individual can sign up for only one event in the series, check this box.

Group These Events in a Multi-Day Training Event

E

- If these Events are to be grouped together into a multi-day training event, check this box.

Cancel Continue

Click continue to the next step.

How to Schedule Training Classes and Events in TIMS

STEP F: Select the days of the week you want this event to repeat on as show below in the red underlined section of Step F then click Continue.

STEP E: Your almost done, now simply review the information on the last page that appears and if everything is as you expect it to be, click “Submit” for the repeated event to appear on your TIMS calendar!

Custom Repeat 'Advanced First Aid'

This event is to recur every week(s) on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Ending:

after time(s)

on date ,

F

Back

Continue

Confirm Repeat 'Advanced First Aid'

Repeat **Advanced First Aid** every **1 week(s)**

on *Friday*, ending on **January 28, 2022**

E

These Events will NOT be grouped together in a series.

These Events will NOT be grouped together into a multi-day training event.

Cancel

Edit

Submit

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In the example we're using, once the repeat feature steps are completed, you will see the new created event on your calendar as shown below with Advanced First Aid listed for the three Fridays that were selected as seen below outlined in the black box.

Congratulations, you have now completed and learned all the steps and options available to you to create new training events, etc. in your TIMS system. Thank you for taking the time to do this.

+ ADD EVENT + ADD POLICY ✉ SEND EMAIL

GROUP FILTER: -- All Groups -- Academy Recruits

TRAINING EVENTS SCHEDULED FOR UP TO ONE YEAR

START	END	EVENT	SCHEDULED	WAIT LISTED
01/14/2022 0900	01/14/2022 1600	Advanced First Aid		
01/14/2022 1145	01/14/2022 1845	New State Mandate		
01/17/2022 1430	01/17/2022 1830	Test of yearly repeat		
01/21/2022 0900	01/21/2022 1600	Advanced First Aid		
01/28/2022 0900	01/28/2022 1600	Advanced First Aid		

January 2022

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

■ You are Scheduled ■ Personnel Needed ■ Event Filled
■ Scheduled & Personnel Needed ■ Notification

How to Schedule Training Classes and Events 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 !