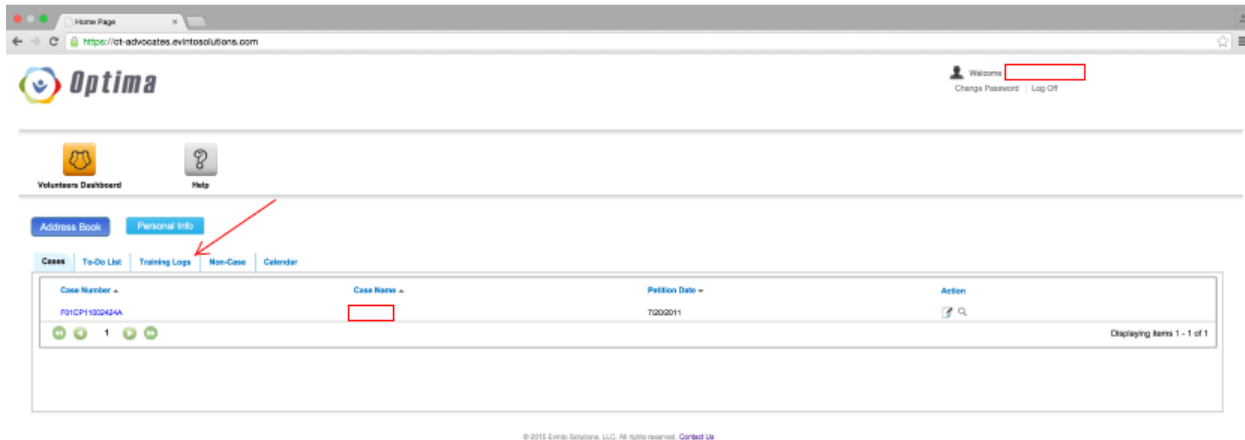


CHILD ADVOCATES OF CT OPTIMA CASE MANAGEMENT SOFTWARE

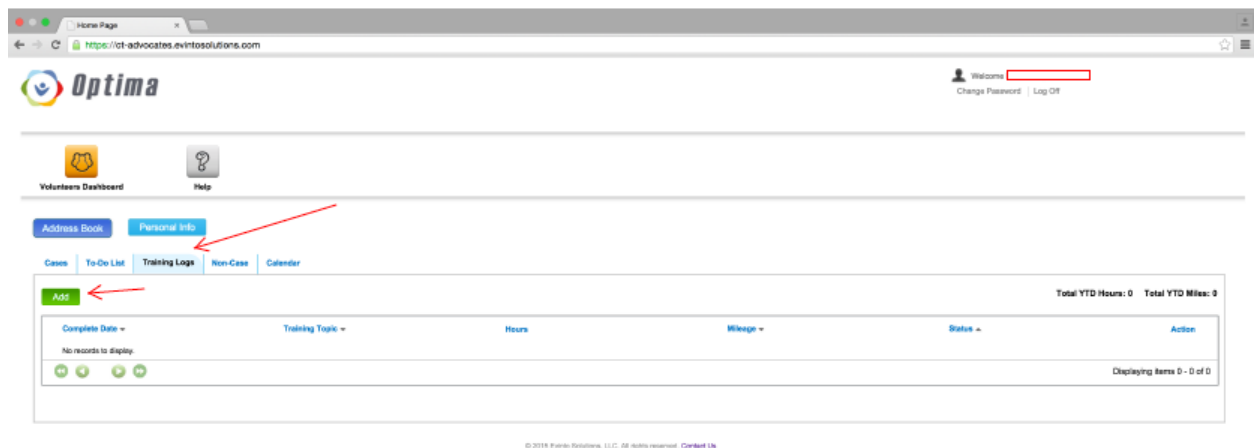
TRAINING LOGS (IN-SERVICE AND CONTINUING EDUCATION HOURS)

ENTERING A TRAINING LOG

- After you sign in to Optima, you will be at your "Volunteer Dashboard" which will show a box highlighted in orange near the top left of your screen.
- On the tool bar, you will see the third tab says "Training Logs." Click on the "Training Logs" tab.



- Then, click on the green box that says "Add"



- Enter the in-service information
 - Date (if started and completed on same date then enter the same date for both “Schedule Date” and “Complete Date”)
 - Choose a “Training Topic” from the dropdown menu
 - Chose a “Training Format” from the dropdown menu
 - If applicable, enter the name of the trainer. If not applicable, or if the name does not appear in the list, leave as blank
 - Enter the number of hours. Please round your time up to the closest hour.
 - You do not have to enter your mileage unless you want to record this information for your own tax purposes (we can provide a report of your mileage for you at tax time if desired).
 - Enter any applicable notes
 - Click the green "Create" button at the bottom.

This screenshot shows the 'ADD' form for creating a new training session. The 'In-Service Training' section is active. The 'Schedule Date' and 'Complete Date' fields are both set to 10/23/2015. The 'Training Topic' dropdown menu is open, displaying a list of topics including 'CAC Inservice 10/23/15 Optima Training (all CAC)', 'CAC Inservice 11/08/15 Workshop by Allison Payton', and 'CAC Inservice 2/6/15 "Psych Eval Part 1"'. The 'Training Format' dropdown menu is also open, showing options like 'Article(s)', 'Book', 'CAC Committee Meeting', and 'CAC Event - Foster Office'. Red arrows point to the date fields and the dropdown menus. The 'Cancel' and 'Create' buttons are at the bottom left.

This screenshot shows the same 'ADD' form, but with the 'Training Topic' dropdown menu closed and the 'Training Format' dropdown menu open. The 'Training Format' dropdown menu is displaying a list of formats including 'Article(s)', 'Book', 'CAC Committee Meeting', and 'CAC Event - Foster Office'. Red arrows point to the 'Training Topic' field and the 'Training Format' dropdown menu. The 'Cancel' and 'Create' buttons are at the bottom left.

Optima

Welcome [redacted]
Change Password | Log Off

Volunteers Dashboard Help

ADD

In-Service Training

Schedule Date: 10/23/2015
Complete Date: 10/23/2015
Training Topic: << Select a Value >>
Training Format: << Select a Value >>
Trainer: << Select a Value >>
Hours:
Mileage:
Notes:
(0 out of 2000)

Cancel Create

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- After you complete these steps, you will see the Training Log listed on your Training Logs tab. The status will be “Pending.” CAC staff will get a notification that you have submitted training hours and will approve your hours.
- Please note that you are able to edit a training log while it is in the “Pending” stage, until staff approves it. Once it is approved please contact Becky or another CAC staff member if something needs to be changed on the training log.

Optima

Welcome [redacted]
Change Password | Log Off

Volunteers Dashboard Help

Address Book Personal Info

Cases To-Do List Training Logs Non-Case Calendar

ADD

Total YTD Hours: 0 Total YTD Miles: 0

Complete Date	Training Topic	Hours	Mileage	Status	Action
10/23/2015	CAC Inservice 10/23/15 Optima Training (at CAC)	3		Pending	

Displaying Items 1 - 1 of 1

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- Once a CAC staff member has approved your training log, the status will be “Approved.”
- On the Training Logs tab Optima will also total and display your Year-to-Date (all CAC volunteers are required to complete 12 hours of in-service/continuing education each calendar year).

Optima

Welcome [redacted]
Change Password | Log Off

Volunteers Dashboard Help

Address Book Personal Info

Cases To-Do List Training Logs Non-Case Calendar

ADD

Total YTD Hours: 3.00 Total YTD Miles: 0

Complete Date	Training Topic	Hours	Mileage	Status	Action
10/23/2015	CAC Inservice 10/23/15 Optima Training (at CAC)	3		Approved	

Displaying Items 1 - 1 of 1

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