# 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.
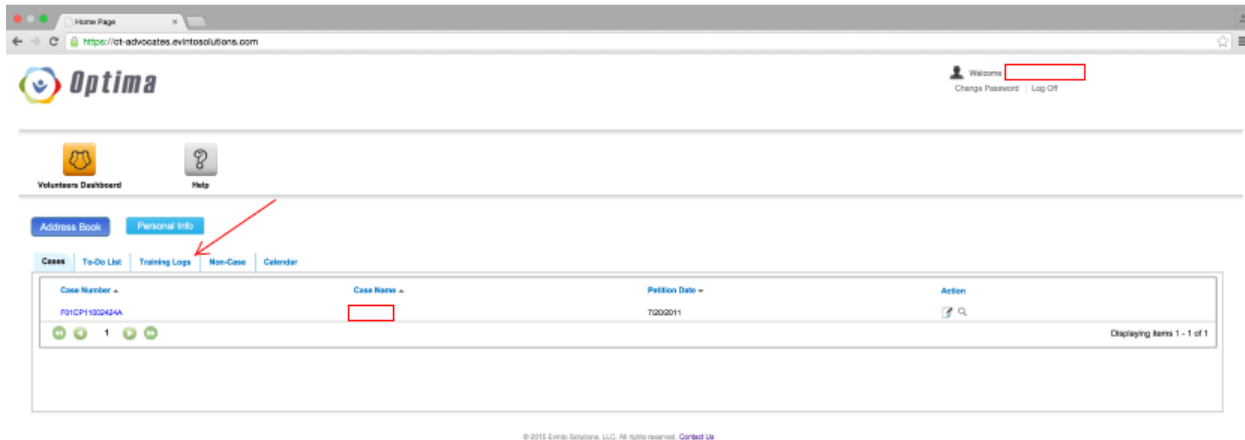
- Then, click on the green box that says "Add"
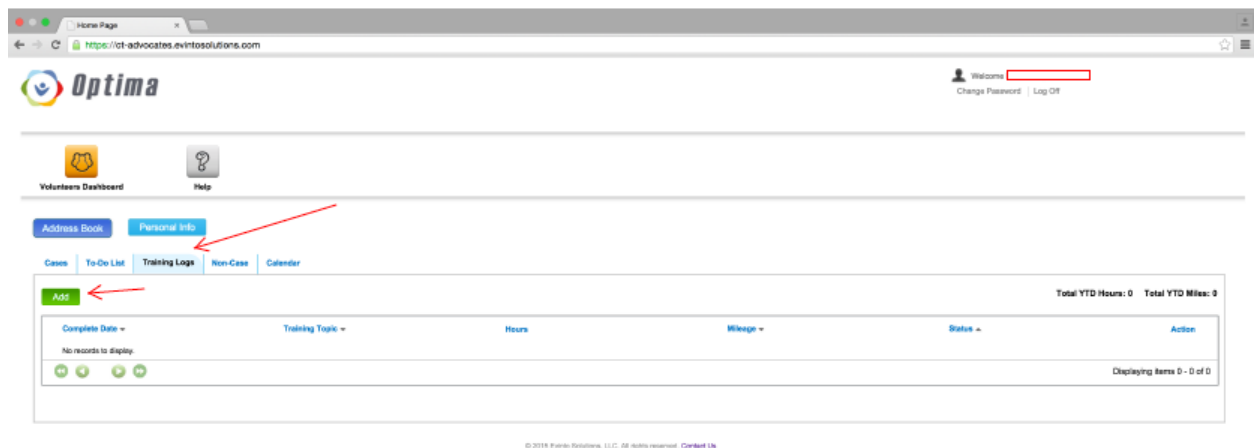
- Enter the in-service information
  - Date (if started and completed on same date then enter the same date for both "Schedule Date" and "Complete Date")
  - Choose a "Training Topic" from the dropdown menu
  - Chose a "Training Format" from the dropdown menu
  - If applicable, enter the name of the 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.

- 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 notication 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.

- 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 hours (all CAC volunteers are required to complete 12 hours of in-service/continuing education each calendar year).