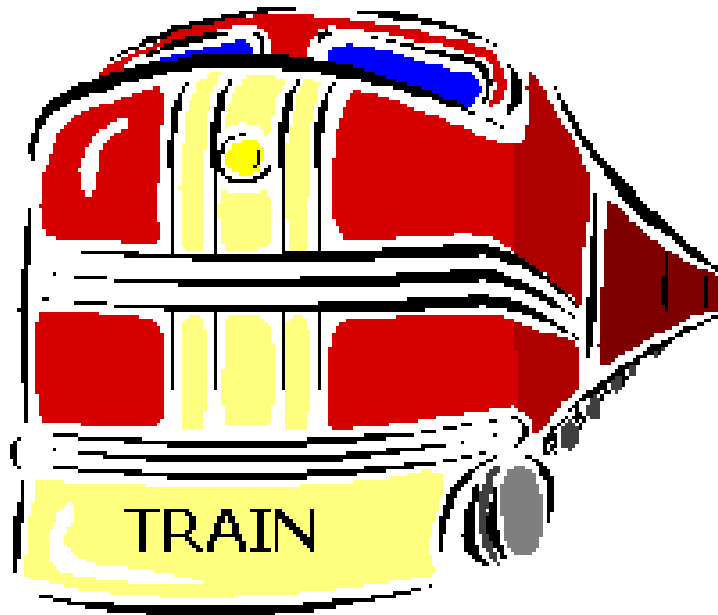




# **WISCONSIN TIME SYSTEM**

## **Training Materials**

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## **Training Resources Available on the Internet**

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(2022 TRAINintro)  
Reviewed: 12/14/2021



## **What is TRAIN?**

**TRAIN - Training Resources Available Internet** is the Department of Justice initiative that makes TIME System training available online. TRAIN was developed to help agencies meet the federally mandated training for TIME System access. TRAIN allows agency staff to obtain initial TIME certification via the Internet and allows personnel to re-certify at any location with Internet access. TRAIN also makes individual training records available online for each agency to access as needed. We encourage agencies to utilize the various functions of TRAIN that meet their needs to the fullest extent.

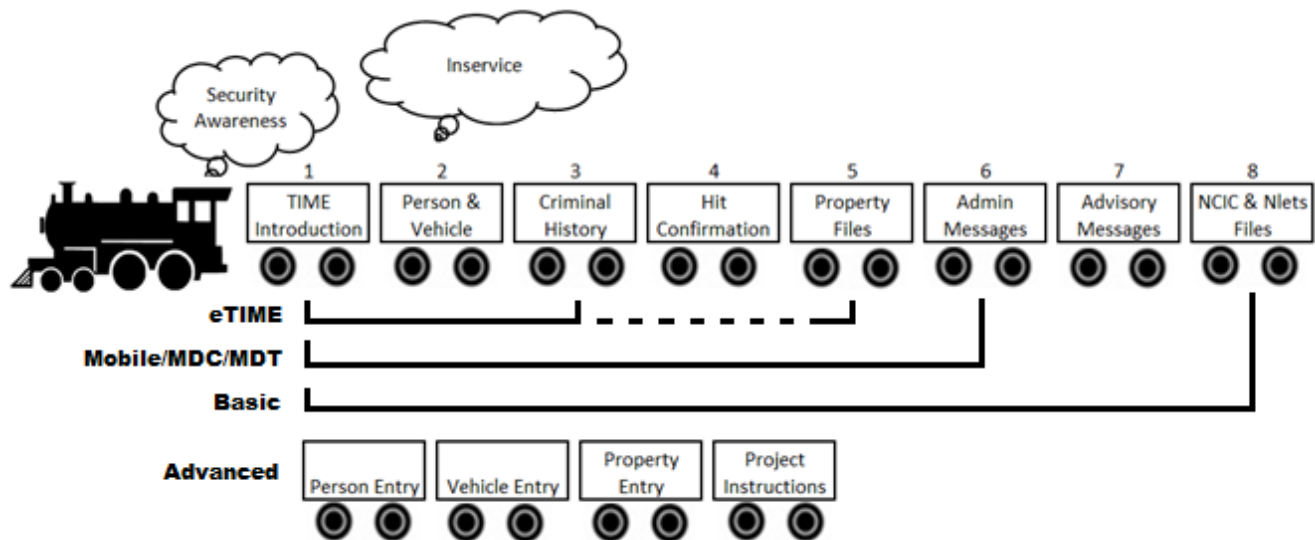
All persons holding any TIME System certification are in the TRAIN database and identified as a user, also referred to as a learner. *Agency personnel not in the TRAIN database will need to be added prior to online registration.* This can be accomplished by sending an e-mail to [cibtrain@doj.state.wi.us](mailto:cibtrain@doj.state.wi.us) and must include the following: the person's complete last name, first name, middle initial, agency, and job/certification level. Also include any alias, maiden or former names the person has used, and include the agency names of any other Wisconsin criminal justice agency that the user is working/has worked at. Each agency that wishes to become involved with TRAIN must assign at least one TRAIN administrator. These local agency administrators will have authorization to register for training, generate reports and assign training. Your agency's TIME Agency Coordinator (TAC) can assign a TRAIN administrator by sending a request to [cibtrain@doj.state.wi.us](mailto:cibtrain@doj.state.wi.us).

## New Terms for Existing Concepts

The TRAIN software uses some new terms for some established TIME System training concepts. Each person is referred to as a *learner*. Learners must achieve a level of TIME System certification which reflects their use of the system: eTIME, MDT/MDC, Basic, Advanced, etc.

Certifications are obtained in one of two ways. Learners may either attend a class or they may complete an online module. In either case, a learner must demonstrate their knowledge by passing an exam. If they successfully do so, the knowledge they have demonstrated is documented in this database as a certification they have acquired. Online certifications acquired mirror the topics covered in TIME System training. Certifications acquired expire biennially, two years from the date they were acquired. TIME System Validation and TIME Agency Coordinator (TAC) certifications are non-expiring. Agency Assigned Instructor certification expires when the individual's Basic or Advanced certification expires.

Initial MDC and Basic Training is available via TRAIN. Basic and MDC certification training has been broken down into individual modules. Each module covers a specific topic in detail, and includes test questions about the material covered. Once the user successfully completes a module they acquire the associated certification. eTIME Certification requires the completion of Modules 1, 2, 3, and 5. Users may certify in only the modules applicable to their job duties. Additional modules will be required for eTIME as additional transactions are added. To successfully achieve MDC certification using TRAIN, personnel must complete modules 1-6. Basic certification is achieved by successfully completing modules 1-8.



Advanced Time System Training is also available via TRAIN and consists of three instructional modules and one project module. These modules are for personnel who have successfully attained Basic TIME System certification and will perform entry, modify, supplement and cancel transactions.

Offering TIME System certification via TRAIN provides agencies with another way to comply with federal regulations and policy. TRAIN also allows agency personnel to take recertification exams online for the eTIME, MDC, Basic or Advanced level certifications.

In summary, an employee accessing the TIME System requires specific certifications to be acquired. The certifications are obtained when the employee completes the required courses. The courses are broken down into individual classes or modules.

## Accessing TRAIN

TRAIN is accessed via [www.wilenet.widj.gov](http://www.wilenet.widj.gov). Click on the Crime Information Bureau link under Resources. On the CIB page, click on the first option "TIME System Training Materials-Manuals-Forms" and scroll down until you see the blue "TRAIN website>>" button. Click on it. This will take you to a page titled "TRAIN – Training Resources Available Internet". You do **not** need to log onto WILEnet to access TRAIN.

Scroll to the bottom of the page and click on the hyperlink in the sentence "To access the TRAIN logon click [here](#)"



The screenshot shows the WILENET website header with the Illinois Department of Justice seal and the text "WILENET". Below the header is a navigation bar with links: "Training and Standards", "MFCU", "Employment", "Resources", and "Register". The "Resources" link is highlighted with a blue box. A dropdown menu is open under "Resources", showing links: "Law Enforcement Bulletin", "Crime Information Bureau", "Division of Forensic Sciences", and "Tribal Law Enforcement Agencies". Below the navigation bar is a breadcrumb trail: "Home > Crime Information Bureau". A list of links is displayed on the left, with "TIME System Training Materials-Manuals-Forms" highlighted by a red arrow. To the right of this list is the heading "Crime Information Bureau". Below the heading is a paragraph describing the Crime Information Bureau (CIB) and its mission. At the bottom of the page is a blue button with the text "TRAIN Website>>".

**WILENET**

Training and Standards ▾ MFCU ▾ Employment ▾ **Resources ▾** Register

- Law Enforcement Bulletin
- Crime Information Bureau
- Division of Forensic Sciences
- Tribal Law Enforcement Agencies

Home > Crime Information Bureau

- TIME System Training Materials-Manuals-Forms
- TIME System Audits
- Newsletters
- eTIME Browser
- TIME System Worksheets
- TIME System Rates
- Contact List

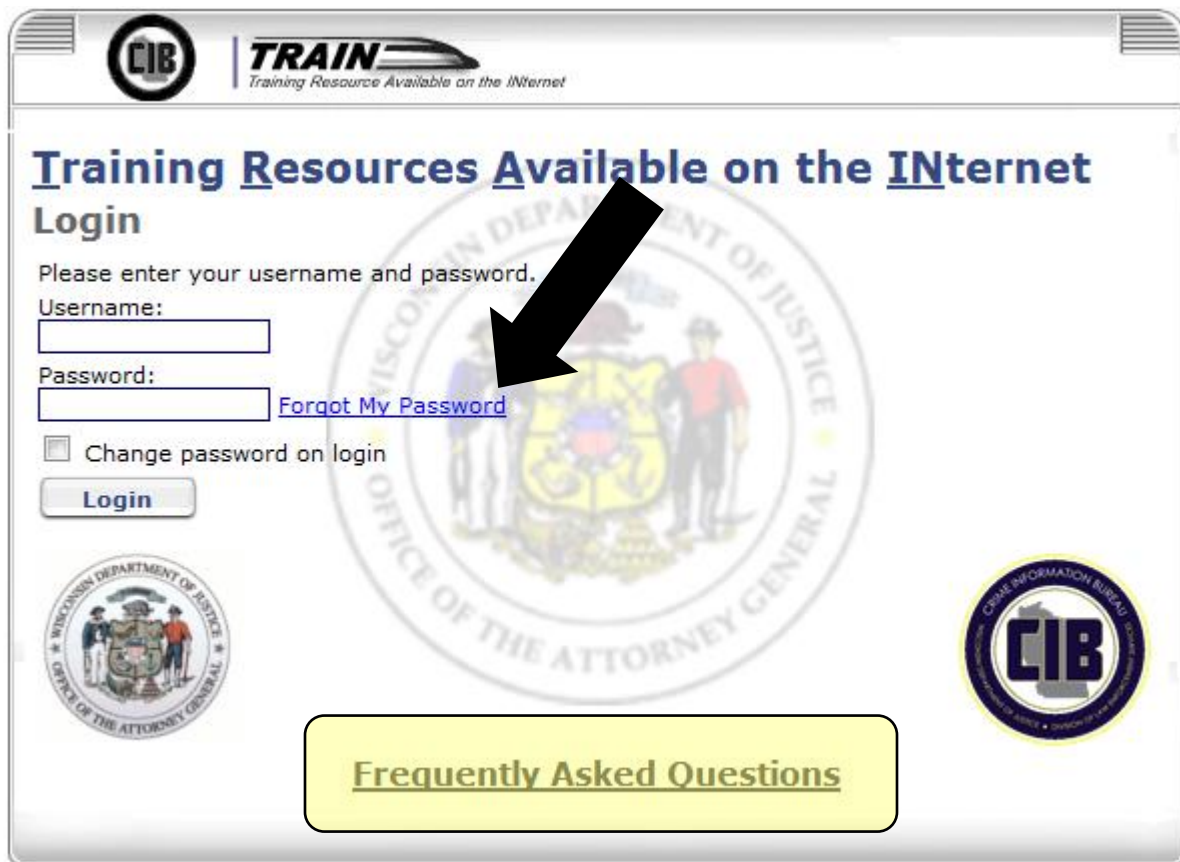
### Crime Information Bureau

**The Crime Information Bureau (CIB)** is responsible for four primary statewide programs: Transaction Information for the Management of Enforcement (TIME) System, Handgun Hotline, Carry Concealed Weapons, and the statewide criminal history repository. CIB's mission is to provide access to these programs and data to our users in a timely and accurate manner. CIB consists of four separate work units plus the Director and Deputy Director. The work units include: TIME & Technical, TIME System Control Center (TSCC), Criminal History, and Firearms.

**TRAIN Website>>**

You will then be presented with the TRAIN logon screen. You must enter your unique user name. If you do not know your user name, contact your agency TRAIN administrator to obtain it. First time users should enter the password provided by their agency TRAIN administrator or TIME Agency Coordinator in the password field and click on 'Log On'. You will then be prompted to assign your own password.

If you have forgotten your password, you must click on the “**Forgot My Password**” link shown below and correctly answer your challenge question



The screenshot shows the TRAIN login interface. At the top, there is a header with the CIB logo and the text "TRAIN Training Resource Available on the Internet". Below this, the main heading is "Training Resources Available on the Internet". The section is titled "Login". A prompt says "Please enter your username and password." followed by "Username:" and a text input field. Below that is "Password:" and another text input field. To the right of the password field is a blue link that says "Forgot My Password". Below the password field is a checkbox labeled "Change password on login" and a "Login" button. A large black arrow points from the top right towards the "Forgot My Password" link. At the bottom center, there is a yellow rounded rectangle containing the text "Frequently Asked Questions". On the left and right sides of the page, there are circular logos for the Wisconsin Department of Justice and the Crime Information Bureau (CIB).

If you answer your challenge question correctly, you will be allowed to change your password.

There is also a link on the logon screen (shown above) for “Frequently Asked Questions” which may provide help if you are having problems accessing the TRAIN System.

TRAIN may be accessed directly at <https://ealogin.justice.wisconsin.gov>.

**NOTE:** Your user name and password for TRAIN are the same as those assigned for access to the Portal 100 software and the eTIME browser. They may **not** be the same as those assigned for access to WILEnet.

## **TRAIN and the Internet**

To ensure TRAIN functions correctly, ensure you are using the correct internet browser. Before registering users for their classes or modules you should review your Internet browser's Compatibility Settings. The Compatibility Settings should be reviewed before users launch the certification modules to ensure that the module launches properly and records the score received. Below are the Compatibility settings for ensuring TRAIN functions correctly:

1. TRAIN supports the use of Windows operating systems up to/including Windows 10. TRAIN is compatible with Internet Explorer 7, 8, 9, 10 and 11.
2. If using a newer computer with **Windows 10**, the default browser **EDGE is not compatible** with TRAIN.
3. **If using IE10 or IE11, first set your browser to Compatibility Mode.**
  - a. **In IE10** click the broken page icon in the address bar to the top right. If the broken page icon is not in your address bar, click on "Tools" then select "Compatibility View."
  - b. **In IE11** click on the "Tools" menu, then select "Compatibility View Settings". A popup box will open. In the space labeled "Add This Website" type wisconsin.gov and click "Add", then also type state.wi.us and click "Add", then click "Close". If this doesn't solve the issue, continue with the instructions that follow:
4. **Check to see if a pop-up blocker is in place** on your computer. If a pop-up blocker is in place anywhere on the system, certain TRAIN functions will be prevented from displaying. Pop-up blockers can be installed at many places in your network - **check your internet browser software** (In Internet Explorer, check the click on 'Internet Options' on the 'Tools' menu and check the 'Privacy' tab), **your internet service provider, your server, firewall, your network**, etc. TRAIN users have found pop-up blocking software in place in all of these locations. **If an agency is using any additional tools/toolbars to surf the web (such as AOL, Google toolbar, Yahoo toolbar, etc.) there may be a pop-up blocker associated with that service/toolbar that will also need to be disabled.** To check to see if a popup blocker is installed on your PC, go to <http://www.popuptest.com/popuptest1.html>. This site attempts to open ten popup windows. If you do not see them, you likely have a popup blocker turned on and will need to turn it off.
5. **Enable cookies.** In Internet Explorer, check the click on 'Internet Options' on the 'Tools' menu and check the 'Privacy' tab. The slider here should be set to 'Medium'. In earlier versions of Internet Explorer, check the 'Security' tab, 'Custom Level' to make sure 'Allow Cookies' is checked.
6. **Enable Active X controls.** In Internet Explorer, click on 'Internet Options' on the 'Tools' menu and check the 'Security' tab. Click on 'Custom Level', scroll down to the ActiveX section, and make sure 'Run ActiveX Controls and Plug-Ins' is marked as enabled.
7. If the above steps do not work, please contact the **TSCC at 608-266-7633 and the TSCC operator may be able to provide you with advanced technical support.**



## Home Page/News

Upon successfully logging in the learner's home page will be displayed. This home/news page allows CIB to provide users with current information and updates without waiting for the next training class or newsletter. This page may also list reminders regarding upcoming classes, current training classes, or certification expiration dates. These reminders only appear as the significant date nears. Current registrations listed here would be courses an employee has been registered for and has not yet completed.

The screenshot shows the TRAIN system's home page. At the top, there's a navigation bar with 'Assess' and 'Learn' tabs, a search bar, and a user profile 'Stan Dardman - log off'. The main content area is titled 'Training Resources Available on the Internet' and includes a 'TRAIN has been updated' announcement. A left-hand sidebar contains sections for 'Search', 'Quick Links', 'Favorites', and 'Current Registration'. A callout box points to a small arrow icon in the 'Favorites' section, stating 'Click this arrow to expand or shrink section'.

The left-hand side of the screen lists a variety of options, including Search, Quick Links, Favorites and Current Registration. Which choices are displayed here may vary if the learner has changed their display preferences as described later. Quick Links provides shortcut links to many common tasks in TRAIN. The Favorites feature allows learners to designate various TRAIN pages or courses as favorites and provides a shortcut to the favorite page. Current Registration lists what courses you currently have in progress and/or upcoming. Each of these lists may be expanded to display more information or shrunk, as the learner desires, by clicking on the arrow icon in the corner. When you are finished with the TRAIN system click on 'Log Off' in the upper right hand corner.

# Training

TRAIN users may use the system to locate information on TIME System training offered by CIB, presented either online or in a classroom format. Simply go to the section below the news message. Here you will find an area listing the various categories of TIME System training available. Some of the categories are further broken down to better describe offerings as either classroom or online courses.

The screenshot shows the TRAIN web application interface. At the top, there is a header with the CIB logo, the text 'TRAIN Training Resource Available via Internet', a 'Learner' button, and a user profile 'Stan Dardman - log off'. Below the header is a navigation bar with 'Assess' and 'Learn' tabs, a search bar, and links for 'Search', 'Profile', and 'Help'. The main content area is titled 'Training Resources Available on the Internet'. It features a search bar on the left, a 'Quick Links' section with links like 'Getting started', 'Edit Preferences', 'Manage Training', 'Training Transcript', 'Training Schedule', and 'Training Analysis', and a 'Favorites' section. The main text area contains a yellow 'UPDATED!' badge and a message stating 'TRAIN has been updated - The TRAIN software has been recently updated, resulting in some important changes for TRAIN administrators and users. CIB is working to produce a new TRAIN handout and frequently asked questions document.' Below this, it lists compatible browsers: Internet Explorer 6, 7, 8, & 9; Firefox 3.6.10, 8.0.1 & 9 and Safari 4. It also mentions compatibility with Windows 7. A 'Catalog' section is displayed, listing various training offerings: 'Advanced Classroom Online', 'eTIME MDC', 'Recertification Classroom Online', 'Basic Classroom Online', and 'TAC, Validation & Other Classroom Online'. The left sidebar also includes a 'Current Registration' section with links for 'Basic Recertification...' and 'eTIME Operator Onli...'.

If you wish to view offerings for a specific class, click on the type of course (classroom or online) you prefer to see the offerings. For Basic classroom course offerings, click on "Classroom" under the Basic heading.

This screenshot shows the same TRAIN web application interface, but with the 'Catalog' section expanded. The 'Catalog' section is a table with three columns: 'Advanced', 'eTIME', and 'Recertification/Inservice'. Under 'Advanced', there are links for 'Classroom' and 'Online'. Under 'eTIME', there are links for 'MDC' and 'MDC'. Under 'Recertification/Inservice', there are links for 'Classroom' and 'Online'. The left sidebar remains the same, showing search, quick links, favorites, and current registration sections.

A page appears that lists the Basic Certification course offerings. For further information and class locations, click on the arrow to the left of the title and a list of class dates and locations will appear.

[Assess](#)
[Learn](#)
[Learner](#)

[Search](#)
[Profile](#)
[Help](#)

Home > Catalog > Basic > Classroom

Search:

[Go](#)

☒ Search this category and sub-categories only
 [Advanced Search](#)
[Search Tips](#)

Filter by:

Classroom

Basic > Classroom

Activity Name	Activity Type	End Date	Start Date	Code
Basic	ILT Course			

(1-1) of 1 records

**Basic**

Description: Classroom instruction consist of a two-day (8:30 a.m. - 4 p.m.) session is available or the training may be accomplished online through the Internet via the Wisconsin Department of Justice's TRAIN (T...

Categories: Basic > Classroom

Training Organization: Global

Status: Not Registered

Cost Information: [View Details](#)

[View Details](#)
[Other Actions](#)

[Learner](#)
[Report Manager](#)

[Search](#)
[Profile](#)
[Help](#)

Search:

[Go](#)

☒ Search this category and sub-categories only
 [Advanced Search](#)
[Search Tips](#)

Filter by:

Classroom

**Basic- May 15-16, 2018, Brown County Sheriff's Office**

Description: Classroom instruction consist of a two-day (8:30 a.m. - 4 p.m.) session is available or the training may be accomplished online through the Internet via the Wisconsin Department of Justice's TRAIN (T...

Locations: Brown County Sheriff's Department (Brown County Sheriff's Department)

Instructor: Susan E Whitstone

Start Date: Tuesday, May 15, 2018 8:30:00 AM CDT

End Date: Wednesday, May 16, 2018 4:00:00 PM CDT

[Show schedule in my time zone](#)

Training Organization: Global

Status: Not Registered

Cost Information: [View Details](#)

[View Details](#)
[Other Actions](#)

[Learner](#)
[Manager](#)
[Report Manager](#)

[Search](#)
[Profile](#)
[Help](#)

Search:

[Go](#)

☒ Search this category and sub-categories only
 [Advanced Search](#)
[Search Tips](#)

Filter by:

Categories (7)

Activity Type (3)

Facility city (6)

**AAI (Agency Assigned Instructor-MDT/MDC)**

Description: Instruction is provided in a classroom atmosphere and is a one half-day in length. This class is taught by Crime Information Bureau (CIB) Instructors. Inst...

Training Organization: Global

Status: Not Registered

Cost Information: [View Details](#)

[Register](#)
[View Details](#)
[Other Actions](#)
[Register Others](#)
[View Activity Details](#)
[Add To Favorites](#)

When registering yourself, choose the class in which you wish to enroll and then click Register. The next page will confirm the course for which you registered. Click submit. A new screen will appear with “Activity Details and show the course and status. If the status says “Registered,” the process was successful. You can begin your course from this page by clicking on the green start arrow.

### Activity Details

Module 1 TIME System Intro (rev 16)

		Start →		Name	Status
Start →				CBT Course: <a href="#">Module 1 TIME System Intro (rev 16)</a>	Registered

Done

# Viewing Your TIME System Certifications

The TRAIN System stores information regarding the TIME System classes you have taken and the TIME System certifications you have attained. You can log on to the TRAIN System at any time to review these records and see what certifications have been attained, and more importantly, when they expire.

Once logged on to the TRAIN System, certification information may be found by clicking on the 'Assess' menu in the upper left and choosing 'Training Analysis'.


The screenshot shows the TRAIN System interface. At the top, there's a navigation bar with 'Assess' and 'Learn' menus. The 'Assess' menu is open, and 'Training Analysis' is highlighted. Below the navigation bar, there's a search bar and a 'Go' button. To the left, there's a 'Quick Links' section with links like 'Getting started', 'Edit Preferences', 'Manage Training', 'Training Transcript', 'Training Schedule', and 'Training Analysis'. Below that, there's a 'Favorites' section and a 'Current Registration' section. The main content area is titled 'Training Resources Available on the Internet' and contains a 'Catalog' section with links to 'Advanced Classroom Online', 'eTIME MDC', 'Recertification Classroom Online', and 'TAC, Validation & Other Classroom Online'. There's also a 'Training Analysis' section with a 'Search' bar and a 'Go' button. A yellow 'UPDATED!' badge is visible next to the 'Training Analysis' section.

Choose 'Certifications History' in the drop-down 'Views' menu.

The screenshot shows the TRAIN System 'Training Analysis' page. At the top, there's a navigation bar with 'Assess' and 'Learn' menus. The 'Assess' menu is open, and 'Training Analysis' is highlighted. Below the navigation bar, there's a search bar and a 'Go' button. To the left, there's a 'Quick Links' section with links like 'Getting started', 'Edit Preferences', 'Manage Training', 'Training Transcript', 'Training Schedule', and 'Training Analysis'. Below that, there's a 'Favorites' section and a 'Current Registration' section. The main content area is titled 'Training Analysis' and contains a table of training activities. The table has columns for 'Name', 'Code', 'Priority', 'Assigned Date', 'Due Date', 'Last Completed Date', 'Expires', and 'Status'. The first row shows 'Certification:AAI Certification' with a status of 'Required'. The second row shows 'Certification:Additional NCIC & NLETS Files Certification' with a status of 'Expired'. The third row shows 'Certification:Administrative Messages Certification' with a status of 'Expired'. The fourth row shows 'Certification:Advisory Messages Certification' with a status of 'Expired'. The fifth row shows 'Certification:Criminal History Query Certification' with a status of 'Expired'. A 'Views' menu is open, and 'Certifications History' is selected. The 'Filter by' dropdown is set to 'Required and recommended'.


Name	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expires	Status
Certification:AAI Certification	8		9/23/2009				Required
Certification:Additional NCIC & NLETS Files Certification	27		9/1/2009		11/9/2009	11/9/2011	Expired
Certification:Administrative Messages Certification	21		9/1/2009		9/19/2010	9/18/2012	Expired
Certification:Advisory Messages Certification	25		9/1/2009		11/9/2009	11/9/2011	Expired
Certification:Criminal History Query Certification	18		9/1/2009		9/19/2010	9/18/2012	Expired

The system will now display a list of your certifications, which may be sorted by Name, Acquired Date, Expiration Date, etc. Remember, this is a certifications *history*, so the list will include *all* certifications, old or new, expired or not. If you have attained a certification multiple times, it will be listed multiple times here. This information may be exported to an Excel spreadsheet and saved by clicking on the 'Export to Excel' icon.



Assess

Learn


Learner

Search

Profile

Help

Stan Dardman - log off

Powered by SumTotal

Home > Assess - Training Analysis

Training Analysis

This is a list of your acquired certifications.

Search:

Help











Go

View:

Certifications history

1 2 3 4 5 6 NEXT >

Records: 53


Name ^	Code	Acquired Date	Expiration Date	Certification Status
 <a href="#">Certification:Additional NCIC &amp; NLETS Files Certification</a>	27	1/15/2008	1/14/2010	Expired
 <a href="#">Certification:Additional NCIC &amp; NLETS Files Certification</a>	27	11/9/2009	11/9/2011	Expired
 <a href="#">Certification:Additional NCIC &amp; NLETS Files Certification</a>	27	11/9/2009	11/9/2011	Expired
 <a href="#">Certification:Additional NCIC &amp; NLETS Files Certification</a>	27	11/9/2009	11/9/2011	Expired
 <a href="#">Certification:Administrative Messages Certification</a>	21	1/15/2008	1/14/2010	Expired
 <a href="#">Certification:Administrative Messages Certification</a>	21	9/19/2010	9/18/2012	Expired
 <a href="#">Certification:Administrative Messages Certification</a>	21	11/9/2009	11/9/2011	Expired
 <a href="#">Certification:Administrative Messages Certification</a>	21	11/9/2009	11/9/2011	Expired
 <a href="#">Certification:Administrative Messages Certification</a>	21	11/9/2009	11/9/2011	Expired
 <a href="#">Certification:Advisory Messages Certification</a>	25	1/15/2008	1/14/2010	Expired

1 2 3 4 5 6 NEXT >

Records: 53

[Delivery Method Legend](#)

Export to Excel icon



12

## Taking the Online Course

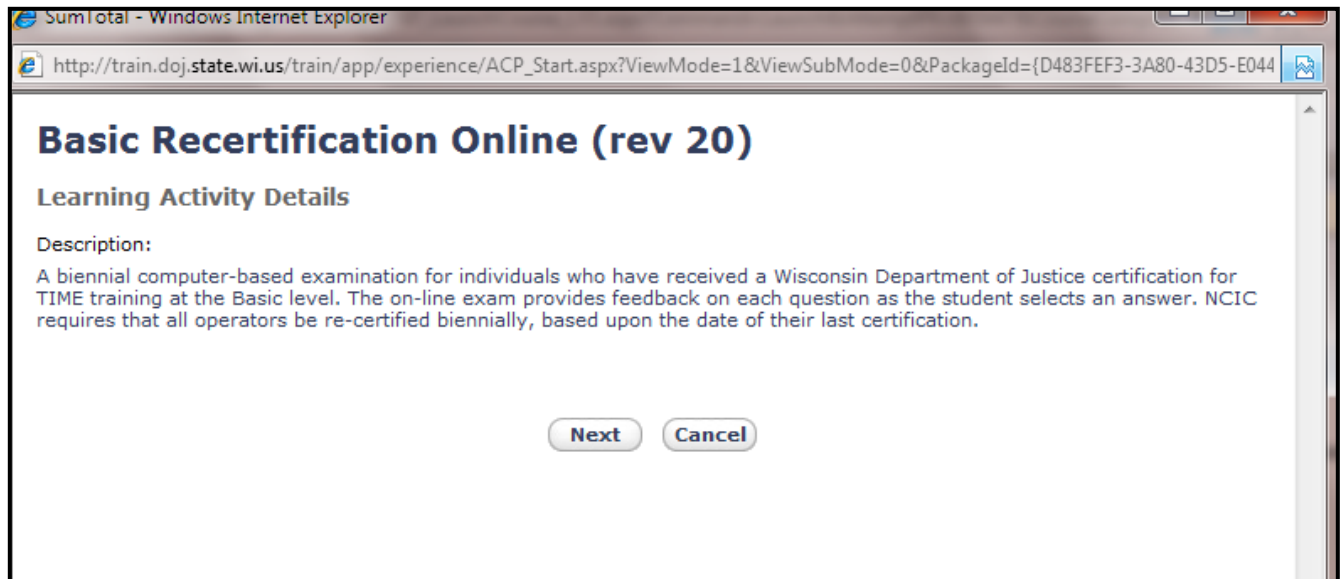
Once you have registered for an online class, the class information appears on your Home/News page as Current Registration. Before beginning your online class, ensure your Compatibility Settings are set properly following the guidelines on page 6. To begin taking the course, click on the class title.

The screenshot shows the TRAIN Learning Management System interface. In the top right, the user is logged in as Stan Dardman. The main navigation bar includes 'Assess' and 'Learn' tabs. On the left sidebar, under 'Current Registration', there are links for 'Basic Recertification Online' and 'eTIME Operator Online'. A callout box labeled 'Class title' points to 'Basic Recertification Online'. The main content area features a section titled 'Training Resources Available on the Internet' with a yellow 'UPDATED!' badge. Below this, there is a catalog of courses: 'Advanced Classroom Online', 'eTIME MDC', 'Basic Classroom Online', 'Recertification Classroom Online', and 'TAC, Validation & Other Classroom Online'.

An Activity Details screen appears for the class. To begin, click on the green arrow/start button.

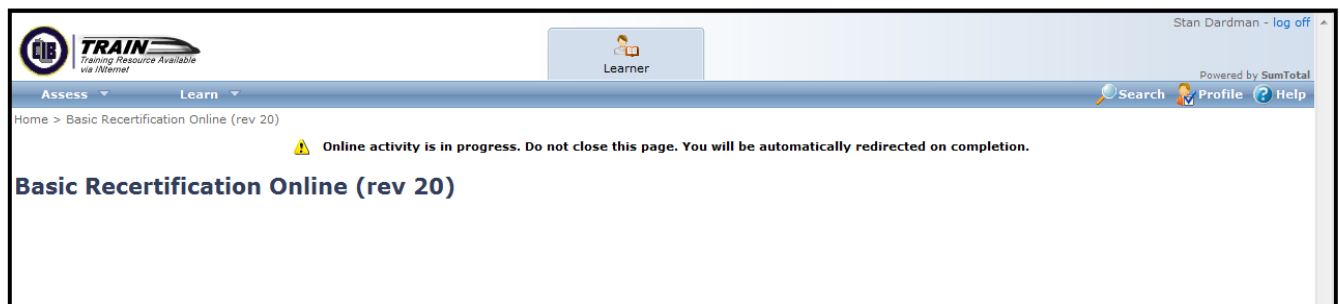
The screenshot shows the 'Activity Details' screen for the 'Basic Recertification Online (rev 20)' course. At the top, there is a 'Start' button with a green arrow, which is highlighted by a callout box labeled 'Start button'. Below the button, there is a table with the following columns: Name, Status, Scheduled Date and Time, More Information, and Actions. The table contains one row for the course 'CBT Course: Basic Recertification Online (rev 20)' with a status of 'Registered' and a 'Summary' link.

Several windows will begin to appear, and a course confirmation screen recaps what class you will be taking. If it is the correct class, click on next.



The online course will launch in a separate window.

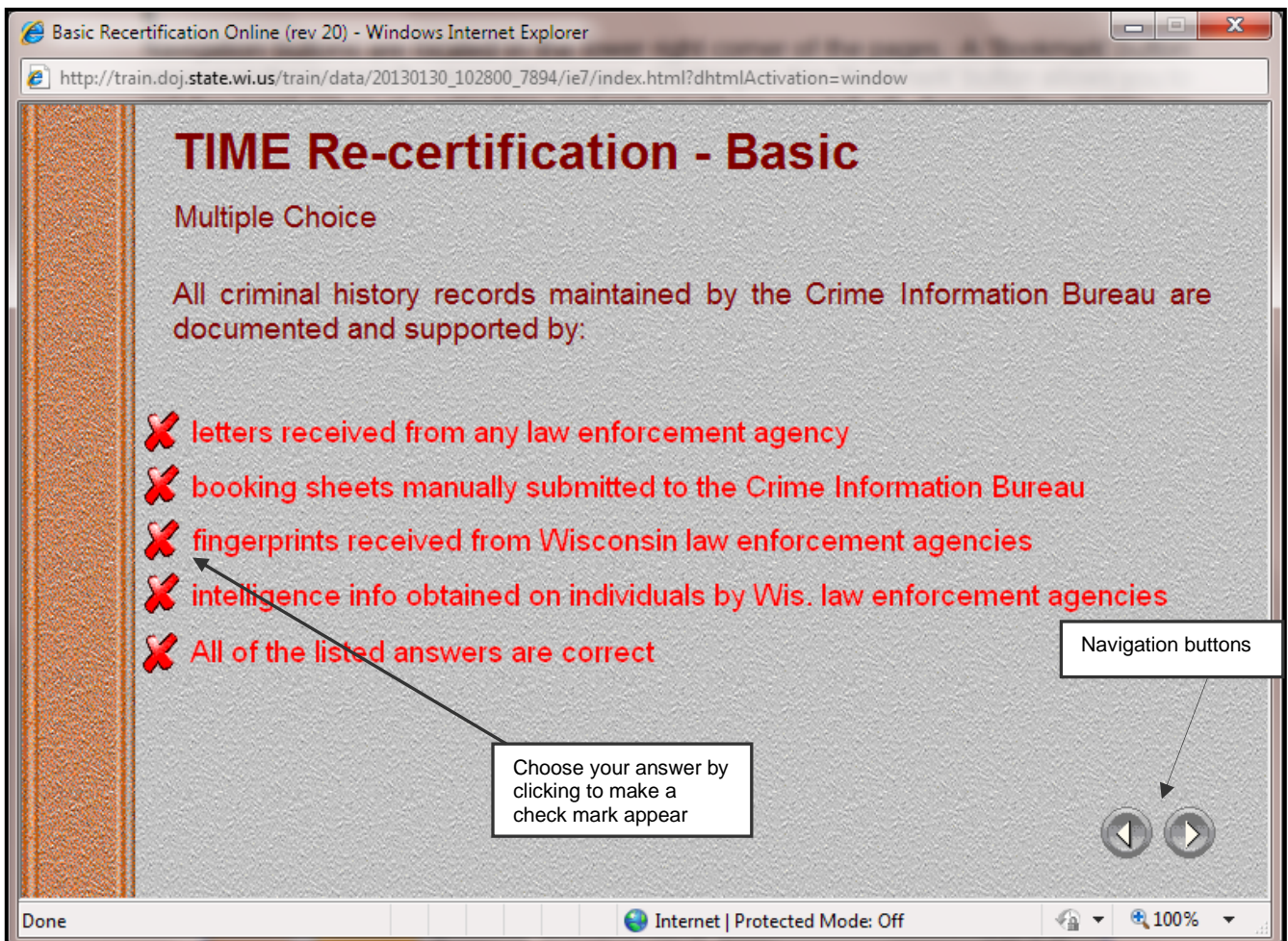
One of the windows that appear will contain the text "Online course in progress. Please do not close this page. You will be automatically redirected on completion." ***It is very important that upon completion of the online course you follow the instruction and do not close this window.*** Closing the window, rather than waiting as directed, may result in the loss of your class information from the TRAIN system. Be patient - it may take a minute for the window to finish processing and display further information.





Navigation buttons are located in the lower right corner of the pages. A 'Bookmark' button may appear in the lower left corner of the pages. Clicking on this 'Bookmark' button allows you to exit the event, return at a later time, and pick up where you left off. If you exit by clicking on the X in the upper right hand corner, when you return you may have to start over from the beginning of the course.

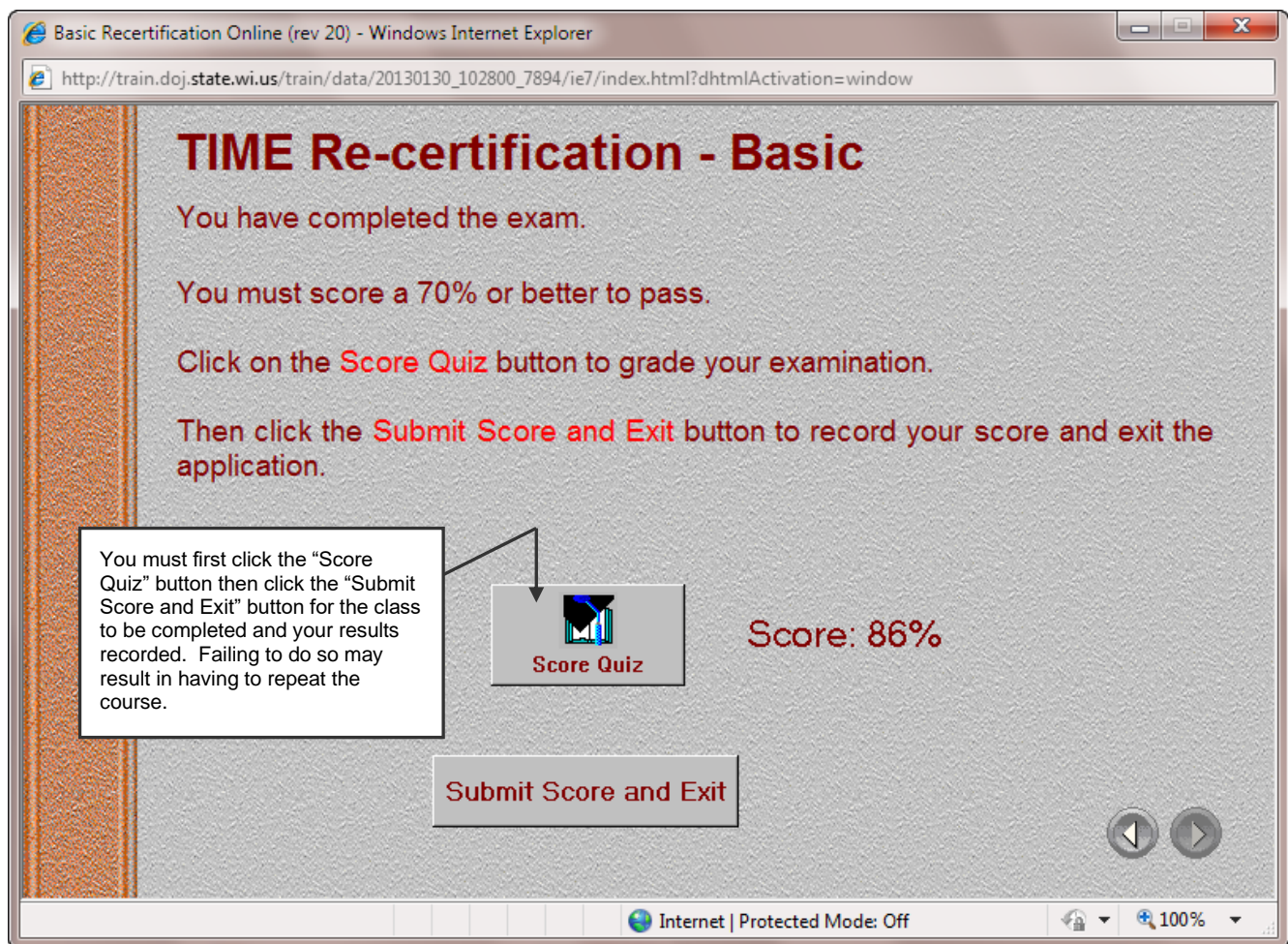
Courses may contain test content, requiring the employee to answer true/false or multiple choice questions. Choose your answer for true/false and multiple choice questions by clicking on the desired answer using your mouse button. The X will change to a checkmark. All questions will provide immediate feedback indicating whether the answer you chose was correct or incorrect.



The last page of the course will require you to complete the event. First click on the 'Score Quiz' button to calculate your score, which will appear to the right of this button. The calculation process may take a few moments, please wait for the score to appear.

Once your score has been displayed, you must click on the 'Submit Score and Exit' button to complete the event. TRAIN will record your score and test details in the training database. **You must click on both the “Score Quiz” and the “Submit Score and Exit” to complete the course.**

If a failing score is received (less than 70%), you must have your TRAIN Administrator register you again for the event and retake the course. Once you have completed the course and submitted your score, you will return to the main TRAIN pages.





Complete test results are now included in your training record. In fact, after completion of the course you are presented with a 'Class Progress Detail Page' which includes class status information, elapsed time, score, etc. You may even view the details of what questions you answered correctly and incorrectly by clicking on the icon in the center of the page that looks like a magnifying glass.

The screenshot shows the 'Learning Activity Progress Detail' page. At the top, there's a header with the TRAIN logo and navigation links like 'Assess' and 'Learn'. The main title is 'Learning Activity Progress Detail' followed by 'Basic Recertification Online (rev 20)'. Below this, a paragraph explains the exam. A 'General' section lists details: Content type (SCORM 1.2), Total score (86%), Completion date (Tuesday, July 02, 2013 9:30:25 AM CDT), Percent complete (100%), First launch date (Tuesday, July 02, 2013 9:13:29 AM CDT), Grade (pass 86), and Elapsed time (Minutes: 14, Seconds: 50). At the bottom, a table shows the activity status.

Name	Topic Status	Score %	Time in Topic
Basic Recertification Online (rev 20)	Completed	86%	Minutes: 14, Seconds: 50

An icon resembling a magnifying glass is circled in the center of the table row.

The class you completed is now listed as previous training. You may access all types of training information by clicking on the 'Learn' menu option at the top of the page, then clicking on training schedule. Remember that you may have to switch the view, depending on what type of information you wish to access.

The screenshot shows the 'Training Schedule' page. It has a search bar and a 'Go' button. A table lists various training activities. Annotations with arrows point to specific elements: 'Click on 'Learn' to access menu including the 'Training Schedule.'', 'You may need to switch views to see the desired information' (pointing to a dropdown menu), and 'Clicking on this icon provides detailed class information' (pointing to a magnifying glass icon in the table).

**View:**

- Completed registrations
- Current registrations
- Completed registrations (selected)
- Current activities
- Upcoming activities
- Completed activities
- Canceled activities
- Online activities with fixed duration
- Calendar view
- Waiting list or pending approval
- Express interest

Name	Code	Region	Start Date	Completed Date	Score	Attended	Passed
Certification: Additional NCIC & NLETS Files Certification	27		1/15/2008	1/15/2008			
Certification: eMessages Certification	21		1/15/2008	1/15/2008			
Certification: eMessages Certification	25		1/15/2008	1/15/2008		Attended	Passed
CBT Course: Basic Recertification Online (rev 20)	statsbrecert		7/2/2013	7/2/2013	86	pass 86	Attended Passed
Certification: Criminal History Query Certification	18		1/15/2008	1/15/2008		Attended	Passed
Certification: eTIME Operator Certification	14		4/10/2007	4/10/2007		Attended	Passed
CBT Course: eTIME Operator Online Agreement (rev 12)			12/8/2009	12/8/2009	99.00	pass 99	Attended Passed
CBT Course: eTIME Operator Online Agreement (rev 15)	statseooa		4/8/2013	7/2/2013	0	fail 0	Attended Failed
Certification: Hit Confirmation Certification	19		1/15/2008	1/15/2008		Attended	Passed
Certification: NCIC Property Files Certification	20		1/15/2008	1/15/2008		Attended	Passed

## Personalize Your Home/News Page

Each learner may personalize the appearance of this page to suit their personal preferences. To do so, simply click on the 'Edit Preferences' link in the Quick Links section on the left, or click the 'Profile' link in the upper right hand corner.

TRAIN has been updated. The TRAIN administrators and users. CIB is working to produce a new TRAIN release and frequently asked questions document.

TRAIN is now compatible with the following browsers: Internet Explorer 6, 7, 8, & 9; Firefox 3.6.10, 8.0.1 & 9 and Safari 4. The program is now also compatible with the Windows 7 operating system.

Users and administrators may also notice some cosmetic changes, however basic functionality remains the same. Administrators wishing to register others for classes will need to locate the desired class and then click on the 'Other Actions' button in the lower right of the screen to access the 'Register Others' function. Reporting is now easier to use, as it is compatible with more browser versions and the Microsoft Office Web Components software is no longer required. Both current and expired certifications are now available in one report.

Either link will allow access to user preferences

Quick Links

- Getting started
- [Edit Preferences](#)
- Learn more...
- Manage Training
  - [Training Transcript](#)
  - [Training Schedule](#)
  - [Training Analysis](#)
- Favorites
- Current Registration
  - [Basic Recertification...](#)
  - [eTIME Operator Onli...](#)
  - [\(More...\)](#)

Catalog

- Advanced Classroom Online
- eTIME MDC
- Recertification Classroom Online
- Basic Classroom Online
- TAC, Validation & Other Classroom Online

The learner is then presented with a screen that allows them to choose what items appear on their home page, and how many items are displayed. Add or remove check marks to indicate what options you wish to display on your Home/News page.

Home > Profile

### Profile

**Preferences**

Set your preferences, including your selected regional setting, time zone and shortcut boxes to display on your Home page.

Regional settings:  
English (United States)  
Time zone:  
America/Chicago

**Learner Mode Home Page Shortcuts**

Options:

	Name	Description	Number of Links
<input checked="" type="checkbox"/>	Quick Links	Link to common task for user to get you started.	
<input checked="" type="checkbox"/>	Favorites	Items users added as favorites, including categories, activities, and more.	5
<input checked="" type="checkbox"/>	Catalog Search	Search box for user to search for items in the catalog.	
<input checked="" type="checkbox"/>	Current Registration	Learning activity structures the user is registered.	5

OK Cancel

## Registration (Administrators/Managers Only)

TRAIN allows only agency administrators to register for events.

To locate information on TIME System training offered by the CIB, presented either online or in a classroom format, simply go to the section below the news message. Here you will find an area listing the various categories of TIME System training available. Some of the categories are further broken down to better describe offerings as either classroom or online courses. The categories provide a shortcut to specific training topics.

The screenshot displays the TRAIN web application. At the top, the logo reads "TRAIN Training Resource Available via Internet". The user "Stan Dardman" is logged in. The main heading is "Training Resources Available on the Internet". A yellow "UPDATED!" badge is next to a news item: "TRAIN has been updated - The TRAIN software has been recently updated, resulting in some important changes for TRAIN administrators and users. CIB is working to produce a new TRAIN handout and frequently asked questions document." Below this, it states: "TRAIN is now compatible with the following browsers: Internet Explorer 6, 7, 8, & 9; Firefox 3.6.10, 8.0.1 & 9 and Safari 4. The program is now also compatible with the Windows 7 operating system." A paragraph follows: "Users and administrators may also notice some cosmetic changes, however basic functionality remains the same. Administrators wishing to register others for classes will need to locate the desired class and then click on the 'Other Actions' button in the lower right of the screen to access the 'Register Others' function. Reporting is now easier to use, as it is compatible with more browser versions and the Microsoft Office Web Components software is no longer required. Both current and expired certifications are now available in one report." The "Catalog" section lists: "Advanced" (Classroom, Online), "Basic" (Classroom, Online), "eTIME" (MDC), and "Recertification" (Classroom, Online). A link for "TAC, Validation & Other" (Classroom, Online) is also present. The left sidebar has a search bar, "Quick Links" (Getting started, Edit Preferences, Manage Training, Training Transcript, Training Schedule, Training Analysis), "Favorites", and "Current Registration" (Basic Recertificati..., eTIME Operator Onli..., More...).

Click on the title of the information you wish to access. If you want to locate a classroom recertification to attend, click on 'Classroom' under 'Recertification'. TRAIN will then take you to a page providing basic information about the training. As always, users may have to scroll down to view all available information.

A page appears that lists the types of classroom recertification courses that are available: Advanced and Basic. For further information and class locations, click on the arrow to the left of the title of the type you are interested in and a list of class dates and locations will appear.

TRAIN  
Training Resource Available via Internet

Assess Learn

Home > Catalog > Recertification > Classroom

Search:  Go

☒ Search this category and sub-categories only

Advanced Search Search Tips

Filter by: Classroom

Recertification > Classroom

Activity Name	Activity Type	End Date	Start Date
Advanced Recertification	ILT Course		
Basic Recertification	ILT Course		

(1-2) of 2 records

**1+1 Advanced Recertification**

Description: A one-day class with the annual Inservice from 8:30 a.m. - 12 p.m. and the biennial written examination from 1:00 p.m. - 4:00 p.m. For individuals who have received a Wisconsin Department of Justice ...

Categories: Recertification > Classroom

Training Organization: Global

Status: Registered

Cost Information: View Details

View Details Other Actions

TRAIN  
Training Resource Available via Internet

Assess Learn

Home > Catalog > Recertification > Classroom

Search:  Go

☒ Search this category and sub-categories only

Advanced Search Search Tips

Filter by: Classroom

Recertification > Classroom

Activity Name	Activity Type	End Date	Start Date
Advanced Recertification	ILT Course		
Advanced Recertification - July 18, 2013, Altoona PD	ILT Class	7/18/2013	7/18/2013
Advanced Recertification - September 19, 2013, Green Bay...	ILT Class	9/19/2013	9/19/2013
Advanced Recertification - October 3, 2013, Oneida CO SO	ILT Class	10/3/2013	10/3/2013
Basic Recertification	ILT Course		

(1-2) of 2 records

**1+1 Advanced Recertification**

Description: A one-day class with the annual Inservice from 8:30 a.m. - 12 p.m. and the biennial written examination from 1:00 p.m. - 4:00 p.m. For individuals who have received a Wisconsin Department of Justice ...

Categories: Recertification > Classroom

Training Organization: Global

Status: Not Registered

Cost Information: View Details

Register View Details Other Actions

To register yourself for the class, click on the 'Register' button. To register other department members for the class, click on the 'Other Actions' button and select 'Register Others' from the menu that appears.

**Recertification > Classroom**

Activity Name	Activity Type	End Date	Start Date
Advanced Recertification	ILT Course		
Advanced Recertification - July 18, 2013, Altoona PD	ILT Class	7/18/2013	7/18/2013
Advanced Recertification - September 12, 2013, Green Bay...	ILT Class	9/19/2013	9/19/2013
Advanced Recertification - October 3, 2013, Oneida CO SO	ILT Class	10/3/2013	10/3/2013
Basic Recertification	ILT Course		

**Advanced Recertification**

Description: A one-day class with the annual Inservice from 8:30 a.m. - 12 p.m. and the biennial written examination from 1:00 p.m. - 4:00 p.m. for individuals who have received a Wisconsin Department of Justice ...

Categories: Recertification > Classroom

Training Organization: Global

Status: Not Registered

Cost Information: [View Details](#)

Buttons: [Register](#), [View Details](#), [Other Actions](#) (dropdown menu with options: [Register Others](#), [View Activity Details](#), [Add To Favorites](#))

A registration screen will appear. Choose the class location and date you wish to register users for. Select the class by clicking on the radio button to the left of the class name, then click on the 'Continue' button located further down on the screen. You may have to use your scroll bar to make this button visible.

**Batch Registration**

You can select multiple users and register them all simultaneously for an activity. First, select the activity or activity structure and click Continue. Then add users to your available list. From this list, select users to send to the roster or the waiting list. When you are done, click Submit to process the batch of users or if payment is required, click Purchase.

**Advanced Recertification**

**Select Activities**

Activity Name	Available Capacity	Locations, Facilities
ILT Course : Advanced Recertification	Unlimited	
Required: At least 1		
<input type="radio"/> ILT Class : Advanced Recertification - July 18, 2013, Altoona PD Thursday, July 18, 2013 8:30:00 AM CDT - 4:00:00 PM CDT	Available Capacity: 18	Altoona PD Training Room, Altoona PD Altoona, WI
<input checked="" type="radio"/> ILT Class : Advanced Recertification - September 19, 2013, Green Bay PD Thursday, September 19, 2013 8:30:00 AM CDT - 4:00:00 PM CDT	Available Capacity: 13	Green Bay PD Training Room, Green Bay PD Green Bay, WI
<input type="radio"/> ILT Class : Advanced Recertification - October 3, 2013, Oneida CO SO Thursday, October 03, 2013 8:30:00 AM CDT - 4:00:00 PM CDT	Available Capacity: 23	Oneida CO SO Community Room, Oneida County SO Rhineland, WI

Available Capacity: 13

[Continue](#)

The registration screen now expands. Once again, you may need to scroll to see the lower portion of the screen. Now you need to construct a list of users. To add users to this list click on the 'Add' button in the 'Available Users' box.

Another screen appears asking what method you would like to use to select users. 'Select Viewable Users' will present a list of all users you are authorized to view, so click on 'Next'. A list of users appears. Select those you wish to add to your list by clicking and adding a check in the box to the left of their name, and click on 'OK'.

	Name ^	Manager	Primary Domain	Primary Job	Primary Organization	Status
<input type="checkbox"/>	Test B Certification		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Test A Certification		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Stan Dardman		Global	MDT operator	TRAIN Police Depart...	
<input type="checkbox"/>	Joe Dispatch		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Challenge Q Response		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Admin Test		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Admin Train		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Administrator Train		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Administrator Trainone		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Test A User		Global		TRAIN Police Depart...	



Your list of employees reappears and now contains the names of those you added. You may continue to add employees as needed. To continue with the registration process, select those you wish to register by clicking to place a check mark in the box to the left of their name. The entire list of employees may be selected by placing a check mark in the box to the left of the 'Name' column label. If the box is not checked, they will not be registered.

Continue

Select Users

☐ Skip registering users to activities that have not contributed to the overall completion of the activity structure

Available Users Selected users: 2  
Available users: 10

Add Select All Clear All

<input type="checkbox"/>	Name ^	Status
<input type="checkbox"/>	Test A Certification	No issues
<input type="checkbox"/>	Test B Certification	No issues
<input checked="" type="checkbox"/>	Stan Dardman	No issues
<input checked="" type="checkbox"/>	Joe Dispatch	No issues
<input type="checkbox"/>	Challenge Q Response	No issues
<input type="checkbox"/>	Admin Test	No issues
<input type="checkbox"/>	Admin Train	No issues
<input type="checkbox"/>	Administrator Train	No issues
<input type="checkbox"/>	Administrator Trainone	No issues
<input type="checkbox"/>	Test A User	No issues

Registration Records: 0  
Available seats: 13  
Users pending approval: 0

Remove All

Name ^

Waiting List Records: 0

Remove All

Name ^

Reset Submit Cancel

Click on the arrow (>) button in the center of the screen. TRAIN will check to see, if the class selected is full, if the registration deadline has passed, etc. If no problems are found, the names will be moved to the Registration list on the right.

Continue

Select Users

☐ Skip registering users to activities that have not contributed to the overall completion of the activity structure

Available Users Selected users: 0  
Available users: 8

Add Select All Clear All

<input type="checkbox"/>	Name ^	Status
<input type="checkbox"/>	Test A Certification	No issues
<input type="checkbox"/>	Test B Certification	No issues
<input type="checkbox"/>	Challenge Q Response	No issues
<input type="checkbox"/>	Admin Test	No issues
<input type="checkbox"/>	Admin Train	No issues
<input type="checkbox"/>	Administrator Train	No issues
<input type="checkbox"/>	Administrator Trainone	No issues
<input type="checkbox"/>	Test A User	No issues

Registration Records: 2  
Available seats: 11  
Users pending approval: 0

Remove All

Name ^

Stan Dardman

Joe Dispatch

Waiting List Records: 0

Remove All

Name ^

Reset Submit Cancel

When you are certain the list in the Registration section contains those you wish to register, click on the submit button down below. TRAIN will process the registrations and if registration is successful, TRAIN will return you to a class listing screen. TRAIN has built in measures that prohibit a TRAIN administrator from registering a learner for the same class or module more than once. If the learner does not appear as a choice in the list of, it is likely because they are already registered for that particular class.

## Is My Employee Registered? (Administrators/Managers Only)

Agency administrators can also check to see if their employee is registered for a particular class. While in the manager mode, locate the user whose training you wish to review. You may search for a user by either clicking on the 'Select Another User' link in the Quick Links area on the left, or, in the upper right hand corner, click on 'Change View' link.

The screenshot displays the TRAIN system interface in Manager mode. At the top, there are tabs for 'Learner', 'Manager', and 'Report Manager'. A callout box points to the 'Manager' tab with the text: 'Remember to click here to switch to manager mode'. The main content area shows 'Training Resources Available on the Internet' with an 'UPDATED!' badge. A 'Quick Links' section on the left contains a link: 'Select another user or your workgroup'. A callout box points to this link with the text: 'Click here or here'. In the upper right corner, there is a 'Change view' link. Below the main content, there is an 'Exception Report' section. Overlaid on the bottom of the screenshot is a 'SumTotal -- Webpage Dialog' window titled 'Select User'. The dialog contains a search box with a 'Go' button circled in red. Below the search box is a radio button labeled 'Workgroup of all viewable users'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. A text box within the dialog provides instructions: 'To find a user account, enter a first or last name in the Search box and click GO. Depending upon the user identifier column configured, you may be able to also search by user number or e-mail address. For more information about searching, click the Help link located near the Search box.'

No matter which option you choose a 'Select User' screen appears, allowing you to search for the user you wish to view. If you wish to view a listing of all users you are allowed to view, ensure the button to the left of 'Workgroup of all viewable users' is marked and click the 'Go' button. Once the listing appears, select the user you wish to view and click 'OK'.

A summary screen appears, listing basic information about the user. To view training details, click on the 'Learn' menu in the upper left and select 'Training Schedule'.

**TRAIN**  
Training Resource Available via Internet

Admin Train - log off  
Stan Dardman - Change view

Powered by SumTotal

Assess Learn Search Profile Help

Home > Catalog  
Training Schedule  
Learning Activity Evaluations  
Learning Activity Reports

**Profile**

Position: Manager: User number: dardms949  
NT account: dardms949  
Primary job: MDT operator Start date: 5/18/2004 URL:  
Primary organization: TRAIN Police Department Address: E-mail:  
Code: Internal user: Yes Phone 1: Notes:  
Status: Phone 2: Fax:  
Time zone: America/Chicago Language: English (United States) Company code:

**Organization**

Organization Name	Hierarchy Name	Primary
TRAIN Police Department	State of Wisconsin DOJ	Yes

**Job**

Job Name	Primary
MDT operator	Yes

**Catalog**

Advanced	eTIME	Recertification
Classroom		Classroom
Online	MDC	Online

Training information is listed on the screen that appears. Details of current, upcoming, completed and cancelled training are available depending on what view you are in. To change the view click on the downward facing arrow for the view field, as shown above.

**TRAIN**  
Training Resource Available via Internet

Admin Train - log off  
Stan Dardman - Change view

Powered by SumTotal

Assess Learn Search Profile Help

Home > Learn - Training Schedule

**Training Schedule**

This is a list of learning activity structures for which you are registered. To view individual learning activities, go to the current activities view.

Search: Help Go

Task: Cancel registration Go

View: Current registrations  
Current registrations  
Completed registrations  
Current activities  
Upcoming activities  
Completed activities  
Canceled activities  
Online activities with fixed duration  
Calendar view  
Waiting list or pending approval  
Express interest

Name	Code	Region	Start Date
ILT Course: Advanced Recertification			
ILT Class: Advanced Recertification - September 19, 2013, Green Bay PD			9/19/2013

[Delivery Method Legend](#)

## Canceling Registration (Administrators/Managers Only)

With access to TRAIN's online registration functions, agency administrators have the ability to cancel a registration for department personnel. This may be necessary due to scheduling changes, employee illness, etc. From the screen, on the previous page listing the employee's training, select the class by placing a check mark in the box to the left of the class title. Then click on the 'Go' button located to the right of the 'Task' box.

Admin Train - log off  
Stan Dardman - Change view

Powered by SumTotal

Search Profile Help

Home > Learn - Training Schedule

### Training Schedule

This is a list of learning activity structures for which you are registered. To view individual learning activities, go to the current activities view.

Search:  [Help](#)

View:

Task:

	Name	Code	Region	Start Date	End Date	Status
<input type="checkbox"/>	ILT Course: <a href="#">Advanced Recertification</a>					Registered
<input checked="" type="checkbox"/>	ILT Class: <a href="#">Advanced Recertification - September 19, 2013, Green Bay PD</a>			9/19/2013	9/19/2013	Registered

Records: 1

[Delivery Method Legend](#)

The 'Cancellation Confirmation' screen gives an option to cancel the marked class. Click on the 'Cancel Marked' button and the registration will be removed.

Admin Train - log off  
Stan Dardman - Change view

Powered by SumTotal

Search Profile Help

Home > Cancellation Confirmation

### Cancellation Confirmation

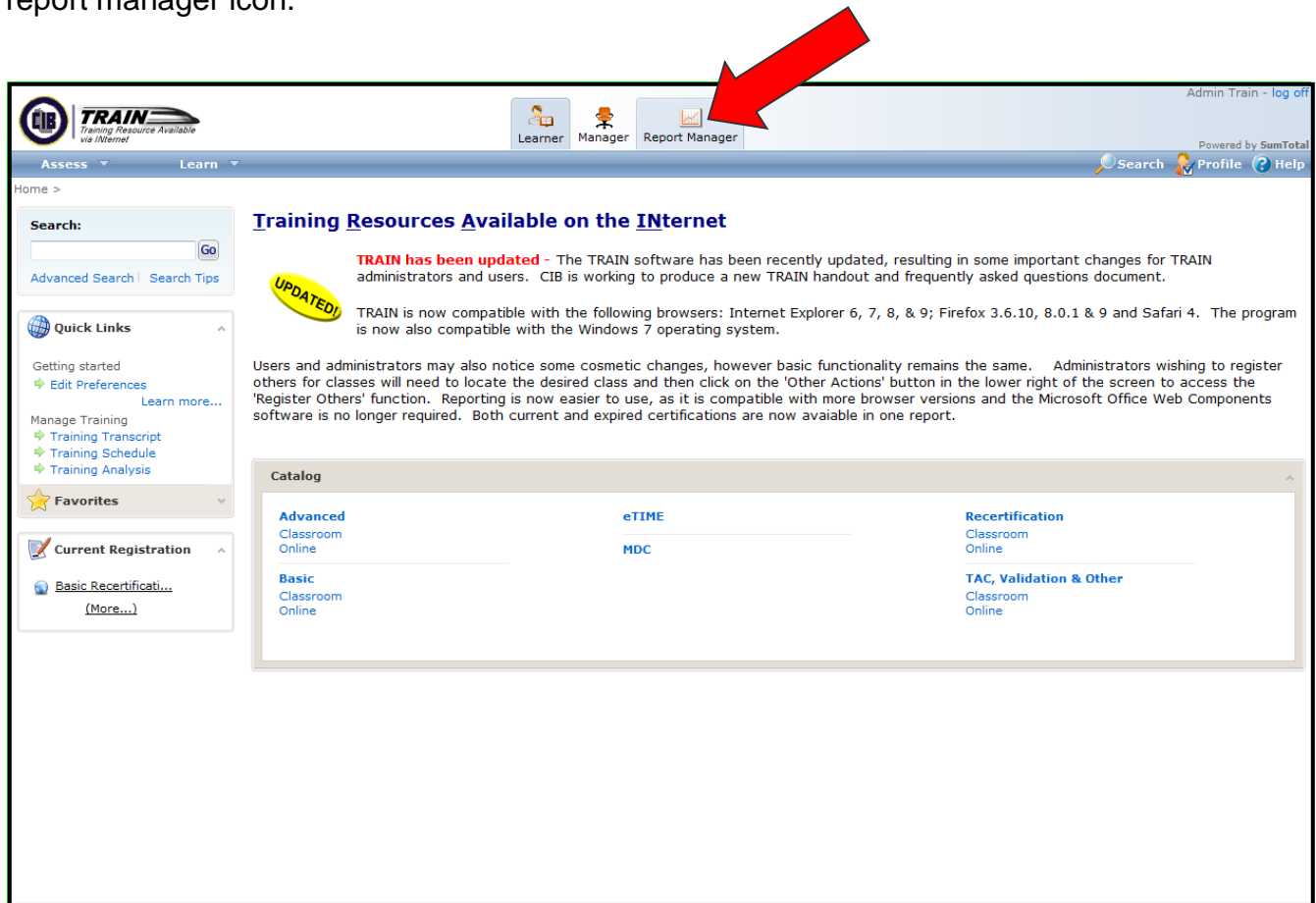
Please review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirements. You can choose to cancel your registration for only the marked activities or for all the activities on the page. Note: If you have paid a fixed price for the group of activities and do not cancel from all of them, you will still pay the fixed price. If you cancel from all the activities, you will only pay the applicable fees.

Total cancellation cost of the activities below: 0  
Total value of refunds: 0

Name	Code	Activity Date	Current Status	Actual Price	Cancellation Fee	Refund	Notes
✗ ILT Course: <a href="#">Advanced Recertification</a>			Registered	0.00 USD	0.00 USD	0.00 USD	Cancellation fee
✗ ILT Class: <a href="#">Advanced Recertification - September 19, 2013, Green Bay PD</a>		Thursday, September 19, 2013 8:30:00 AM CDT - 4:00:00 PM CDT	Registered				

## Reports (Administrators/Managers Only)

The TRAIN system allows local agency administrators the ability to access reports that provide information on the agency's TIME System trained personnel. Only agency administrators may access these reporting functions. To access these functions, administrators must click on the report manager icon.



The screenshot shows the TRAIN system interface. At the top, there is a navigation bar with icons for 'Learner', 'Manager', and 'Report Manager'. A large red arrow points to the 'Report Manager' icon. The 'Report Manager' icon is a small document with a bar chart. Below the navigation bar, the main content area is titled 'Training Resources Available on the Internet'. It contains a search bar, a 'Quick Links' section with links like 'Getting started', 'Edit Preferences', 'Learn more...', 'Manage Training', 'Training Transcript', 'Training Schedule', and 'Training Analysis'. There is also a 'Favorites' section and a 'Current Registration' section with a link to 'Basic Recertification... (More...)'. The main content area also features a 'Catalog' section with a table of training resources. A yellow 'UPDATED!' banner is visible next to the 'TRAIN has been updated' announcement.

**TRAIN has been updated** - The TRAIN software has been recently updated, resulting in some important changes for TRAIN administrators and users. CIB is working to produce a new TRAIN handout and frequently asked questions document.

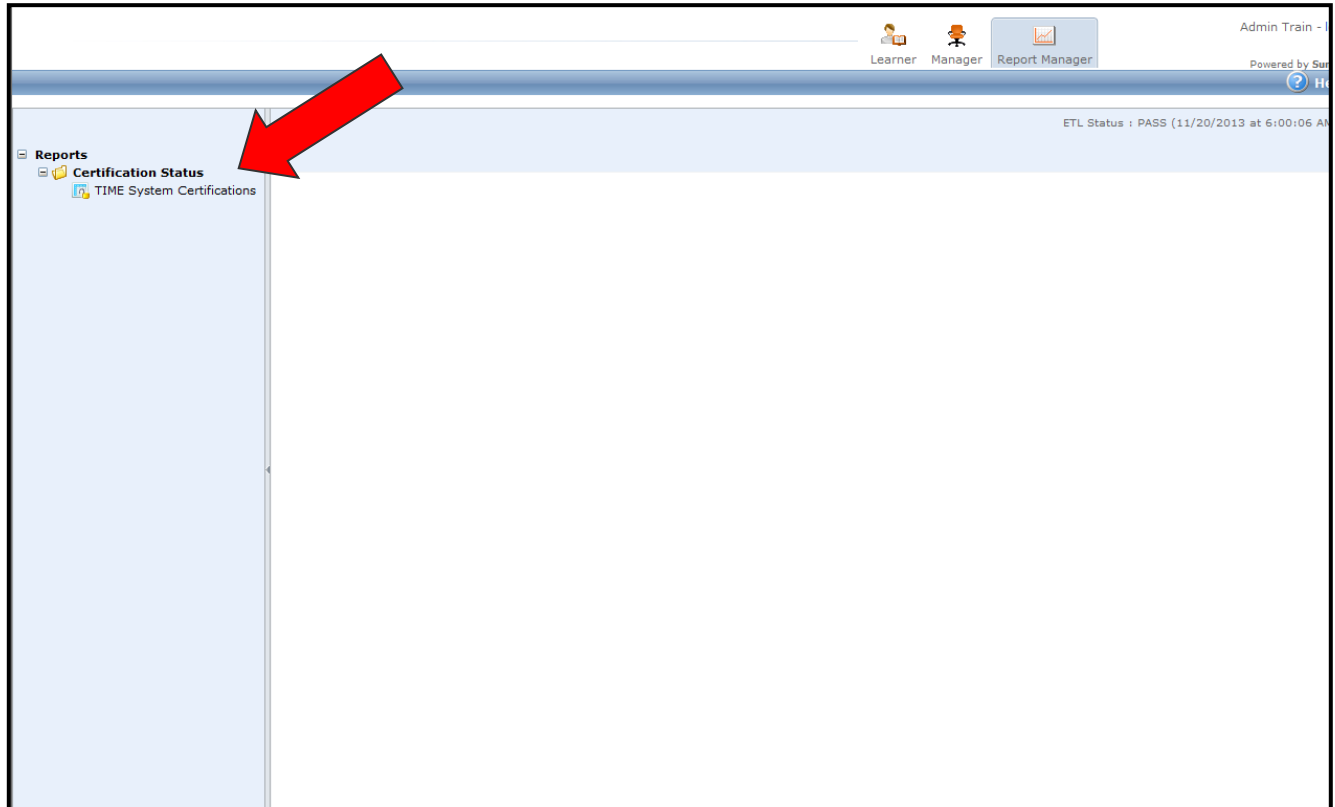
**UPDATED!** TRAIN is now compatible with the following browsers: Internet Explorer 6, 7, 8, & 9; Firefox 3.6.10, 8.0.1 & 9 and Safari 4. The program is now also compatible with the Windows 7 operating system.

Users and administrators may also notice some cosmetic changes, however basic functionality remains the same. Administrators wishing to register others for classes will need to locate the desired class and then click on the 'Other Actions' button in the lower right of the screen to access the 'Register Others' function. Reporting is now easier to use, as it is compatible with more browser versions and the Microsoft Office Web Components software is no longer required. Both current and expired certifications are now available in one report.

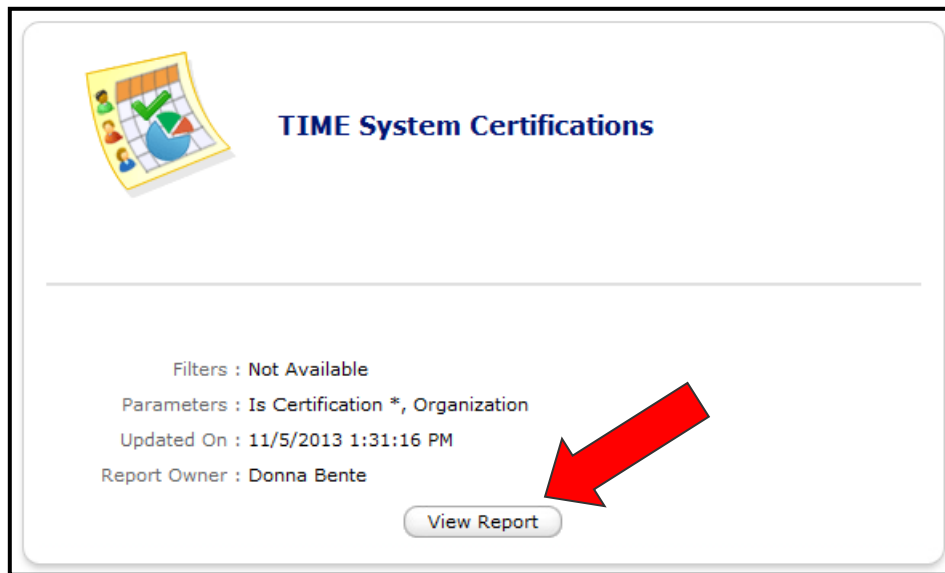
Catalog		
<b>Advanced</b> Classroom Online	<b>eTIME</b> MDC	<b>Recertification</b> Classroom Online
<b>Basic</b> Classroom Online		<b>TAC, Validation &amp; Other</b> Classroom Online

One of the more common requests received from agencies is a request for an agency roster. TRAIN allows agency administrators to access a listing of all department employees with TIME System certification, including information on certification level and expiration dates. The **current and expired** certifications will appear on the same report; be sure to be observant of the expiration dates.

The panel on the left of the report manager screen lists the report available to users. The report is listed in a topical folder – the Certifications Status folder. Click on the ‘+’ sign to the left of the folder to open the folder and view the “TIME System certification report.” Click on the report to open it.

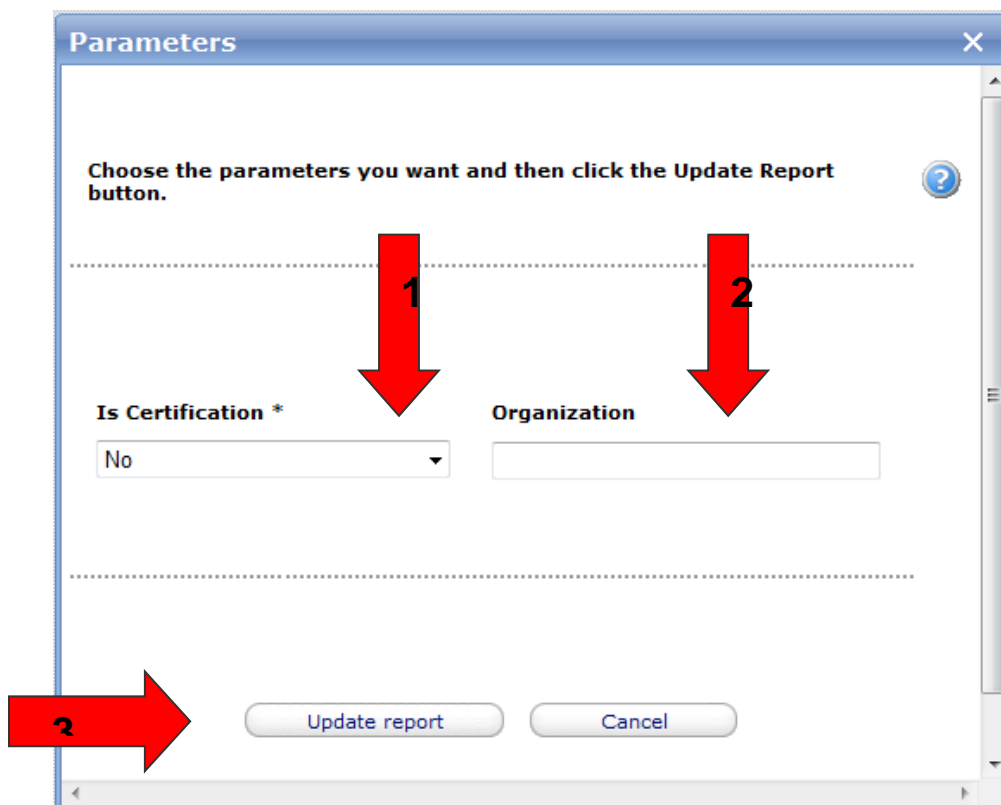


Information on the report will appear in the window on the right side of the screen. Click the “view report” icon.



A window will pop up, requesting the operator to specify two parameters for the report. The parameter for “Is Certification” should be changed to “Yes”. The agency name, such as “Madison Police,” should be entered in the “Organization” field.

Finally, click on the “Update Report” button. The report will only run if “Update Report” is clicked, simply pressing the enter key will not work.



A message indicating “Loading content please wait” should appear in the window on the right side of the screen. The number of employees in your organization may affect processing time. When processing is complete, the report will appear on the right hand half of the report manager screen.

ETL Status : PASS (11/20/2013 at 6:00:06 AM UTC)

Parameters   
 Export   
 Refresh   
 Print

### CIB ONLY TIME Certifications

Distinct Full Name	User Number	User Primary Organization	User Secondary Org1	Distinct Activity Name	MAX(Activity Expiration Date)
Certification, Test A	cert123				
		TRAIN Police Department		eTIME Operator Certification	
Dardman, Stan	dardms949				
		TRAIN Police Department		Additional NCIC & NLETS Files Certification	8/1/2013 12:00:00 AM
		TRAIN Police Department		Administrative Messages Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Advisory Messages Certification	8/1/2013 12:00:00 AM
		TRAIN Police Department		Criminal History Query Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Hit Confirmation Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		NCIC Property Files Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Other Property Entry Certification	11/9/2011 12:00:00 AM
		TRAIN Police Department		Person and Vehicle Query Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Person Entry Certification	11/9/2011 12:00:00 AM
		TRAIN Police Department		TIME Intro Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Vehicle Entry Certification	11/9/2011 12:00:00 AM
Dispatch, Joe					

Page: 1 of 1

The report may be reviewed on the screen, or may be exported to an Excel spreadsheet or Adobe PDF and saved. To export the report information to an Excel spreadsheet, click on the Export icon on the task bar found above and to the right of the report.

Once you have completed all desired reporting activities, you will be forced to log out of TRAIN and will need to log back in before you will be able to use the learner or manager icons.