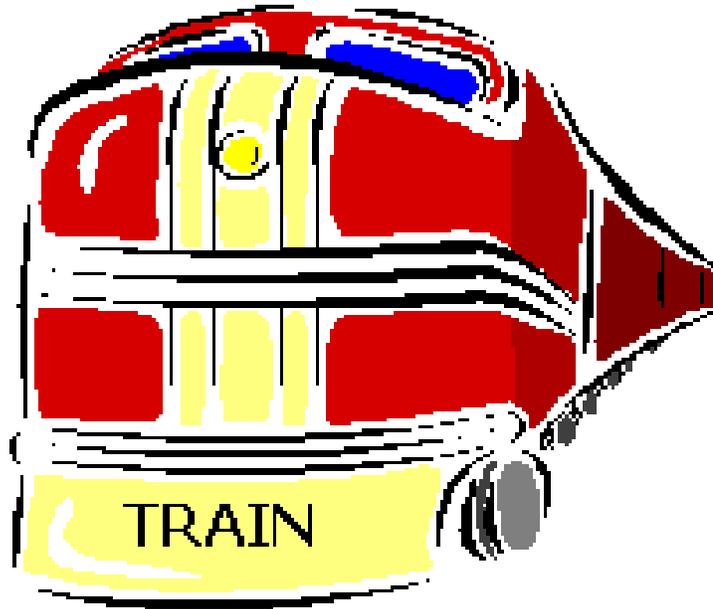




WISCONSIN TIME SYSTEM

Training Materials



Training Resources Available on the Internet

(2022 TRAINintro)
Reviewed: 12/14/2021

What is TRAIN?

TRAIN - Trainning 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.

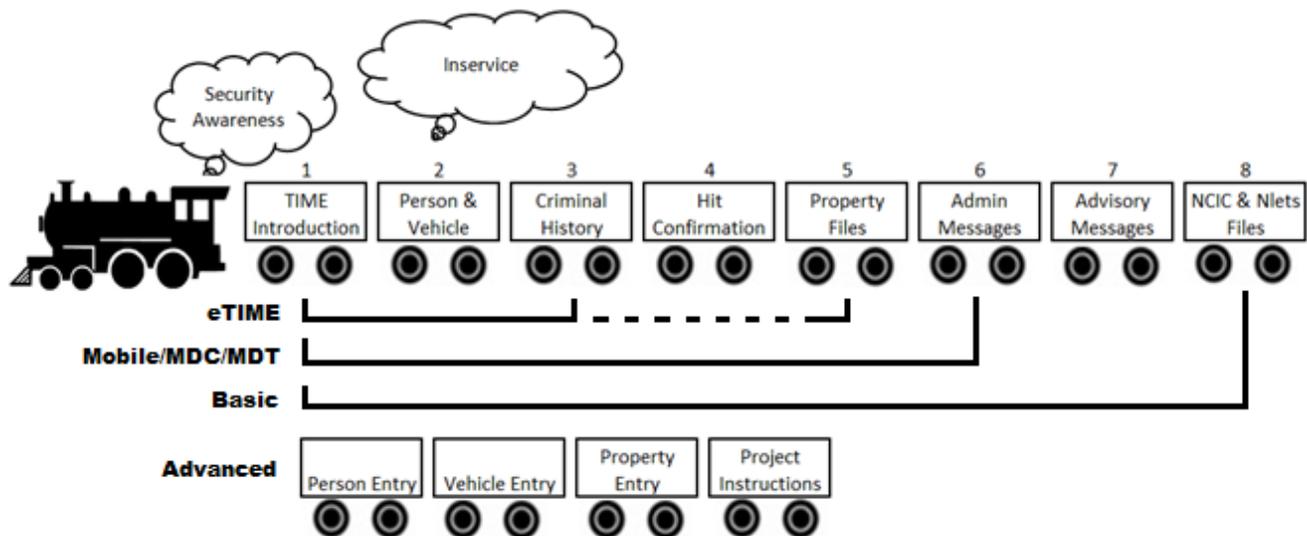
All persons holding any TIME System certification are in the TRAIN database and identified as a user, also referred to as a learner. *Agency personnel not in the TRAIN database will need to be added prior to online registration.* This can be accomplished by sending an e-mail to cibtrain@doj.state.wi.us 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.

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.

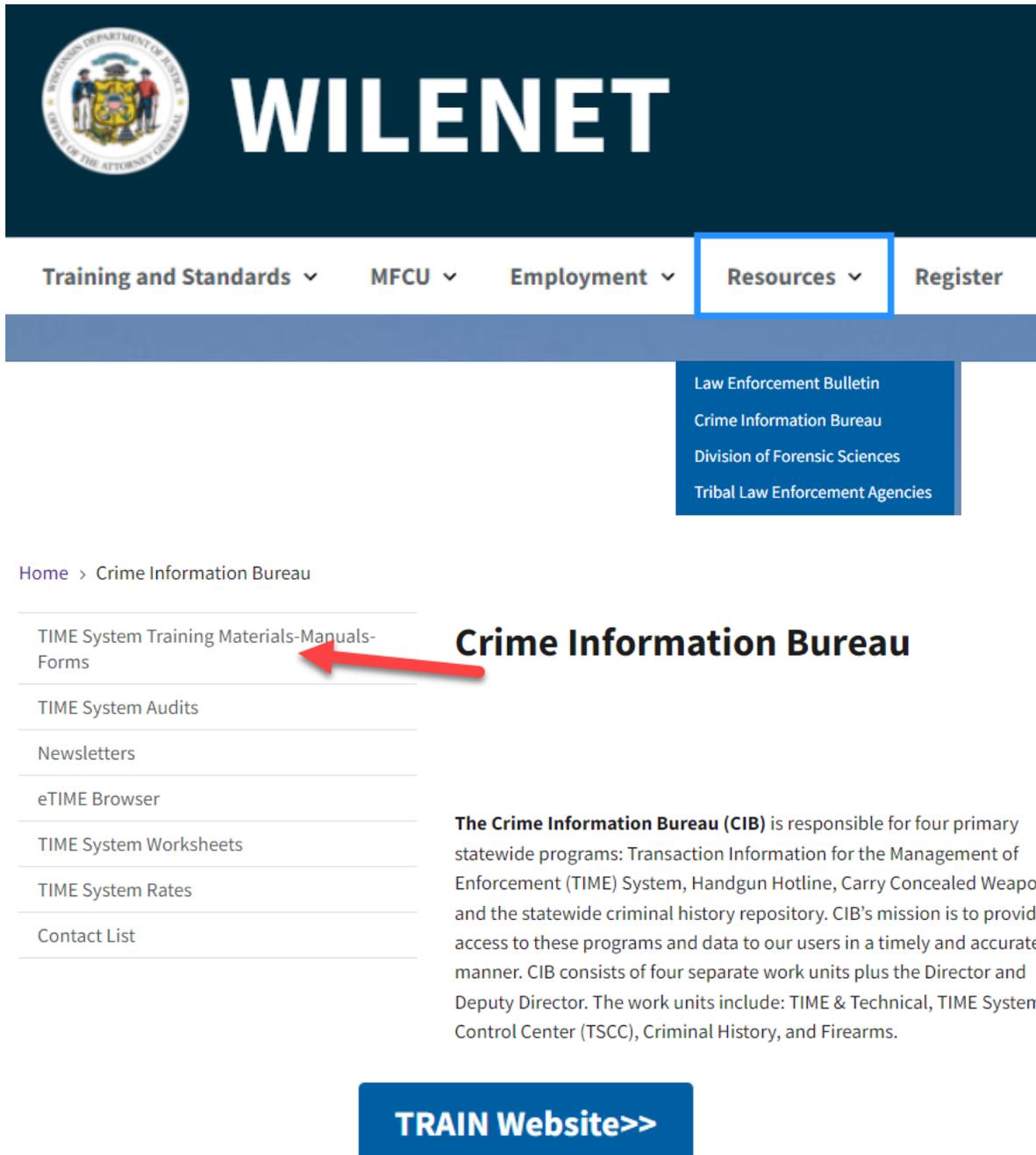
Offering TIME System certification via TRAIN provides agencies with another way to comply with federal regulations and policy. TRAIN also allows agency personnel to take recertification exams online for the eTIME, MDC, Basic or Advanced level certifications.

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. 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 Michigan Department of Justice logo and the text "WILENET". The navigation menu includes "Training and Standards", "MFCU", "Employment", "Resources", and "Register". The "Resources" menu is expanded, showing "Law Enforcement Bulletin", "Crime Information Bureau", "Division of Forensic Sciences", and "Tribal Law Enforcement Agencies". Below the navigation is a breadcrumb trail: "Home > Crime Information Bureau". A list of links is displayed on the left, with a red arrow pointing to "TIME System Training Materials-Manuals-Forms". To the right of this list is the heading "Crime Information Bureau" and a paragraph of text describing the bureau's mission and programs. At the bottom of the page is a blue button labeled "TRAIN Website>>".

Home > Crime Information Bureau

TIME System Training Materials-Manuals-Forms

TIME System Audits

Newsletters

eTIME Browser

TIME System Worksheets

TIME System Rates

Contact List

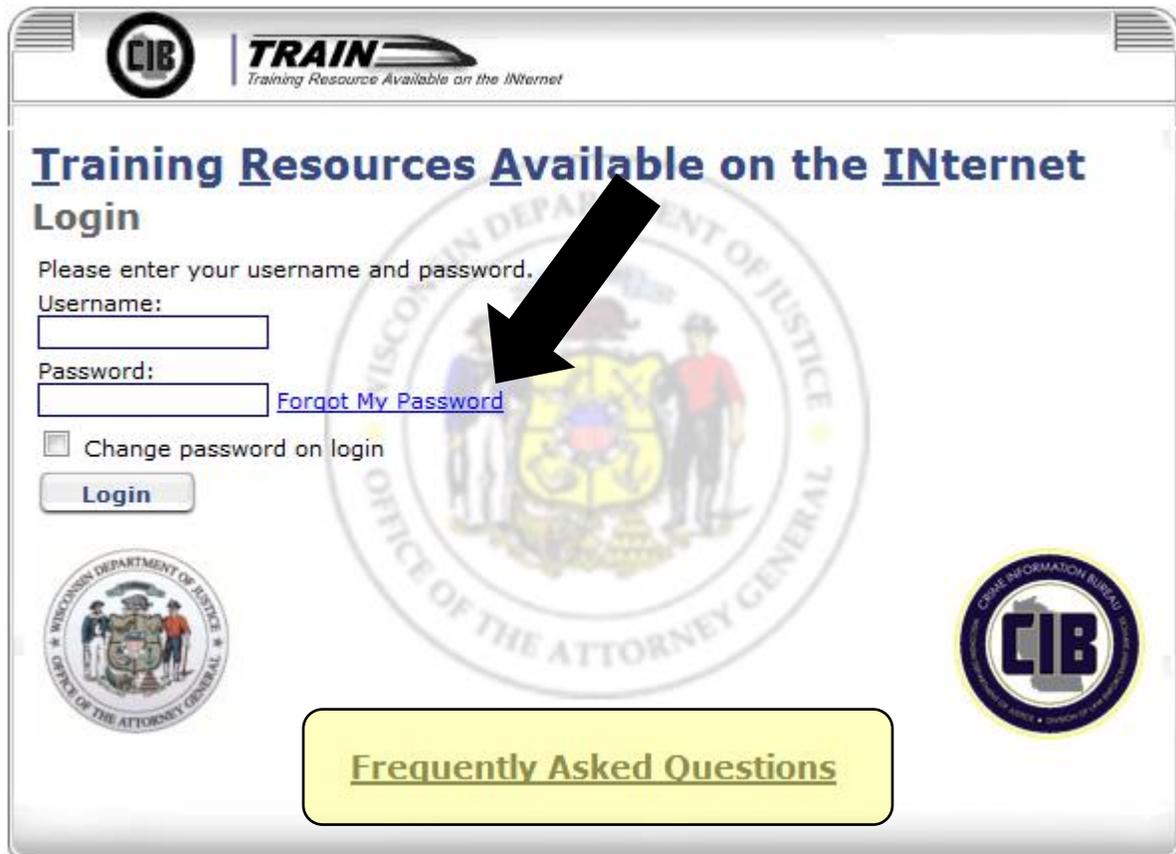
Crime Information Bureau

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



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 learner home page. At the top right, the user name 'Stan Dardman - log off' is visible. Below the header, there are navigation tabs for 'Assess' and 'Learn', and a search bar. The main content area features a search box, a 'Quick Links' sidebar, and a 'Favorites' section. A central announcement titled 'Training Resources Available on the Internet' states that TRAIN has been updated and is now compatible with Internet Explorer 6, 7, 8, & 9; Firefox 3.6.10, 8.0.1 & 9; and Safari 4. Below this is a 'Catalog' section with links for 'Advanced Classroom Online', 'eTIME MDC', 'Basic Classroom Online', 'Recertification Classroom Online', and 'TAC, Validation & Other Classroom Online'. A black arrow points to the 'log off' link in the top right corner. A white box with a black border and an arrow points to the expand/collapse icon in the 'Favorites' section, with the text '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 system interface. At the top, there is a header with the CIB TRAIN logo, a user profile for Stan Dardman, and navigation links for Assess and Learn. A search bar and links for Profile and Help are also present. The main content area is titled "Training Resources Available on the Internet". A yellow "UPDATED!" badge is visible. A red text box states: "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, a paragraph explains browser compatibility: "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." Another paragraph notes cosmetic changes and functionality updates. A "Catalog" section lists course categories: Advanced (Classroom, Online), eTIME (MDC), Recertification (Classroom, Online), Basic (Classroom, Online), and TAC, Validation & Other (Classroom, Online). A sidebar on the left contains Quick Links, Favorites, and Current Registration sections.

If you wish to view offerings for a specific class course, 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 TRAIN system interface with the catalog expanded. The "Catalog" section is highlighted, showing the following categories and options: "Advanced" (Classroom, Online), "eTIME" (MDC), "Recertification/Inservice" (Classroom, Online), "Basic" (Classroom, Online), and "TAC, Validation & Other" (Classroom, Online). The sidebar on the left remains the same as in the previous screenshot.

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.

Home > Catalog > Basic > Classroom

Search:

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](#)

Home > Catalog > Basic > Classroom

Search:

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			
▶ Basic- May 15-16, 2018, Brown County Sheriff's Office	ILT Class	5/16/2018	5/15/2018	
▶ Basic- July 17- 18, 2018, Eau Claire Police Department	ILT Class	7/18/2018	7/17/2018	
▶ Basic- October 9-10, 2018, Oak Creek Police Department	ILT Class	10/10/2018	10/9/2018	

(1-1) of 1 records

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](#)

Home > Search

Search:

[Advanced Search](#) [Search Tips](#)

Learning activities (19)

Filter by:
 ▶ Categories (7)
 ▶ Activity Type (3)
 ▶ Facility city (6)

19 search results found

Expand an activity structure to view child activities that match your search criteria.

View:

Activity Name	Activity Type	End Date	Start Date	Code
▶ Advanced- August 14-15, 2018, Wausau Police Department	ILT Class	8/15/2018	8/14/2018	
▶ Advanced- June 26-27, 2018, Sauk County Sheriff's Department	ILT Class	6/27/2018	6/26/2018	
▶ Advanced- March 20-21, 2018, Iowa County Sheriff's Department	ILT Class	3/21/2018	3/20/2018	
▶ Advanced- October 23-24, 2018, Brown County Sheriff's Office	ILT Class	10/24/2018	10/23/2018	
▶ Basic	ILT Course			
▶ Basic- May 15-16, 2018, Brown County Sheriff's Office	ILT Class	5/16/2018	5/15/2018	
▶ Basic- July 17- 18, 2018, Eau Claire Police Department	ILT Class	7/18/2018	7/17/2018	
▶ Basic- October 9-10, 2018, Oak Creek Police Department	ILT Class	10/10/2018	10/9/2018	

[View entire activity structure](#)

▶ Basic Recertification (1-10) of 19 records

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... overview of the access...
 Training Organization: Global
 Status: Not Registered
 Cost Information: [View Details](#)

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)

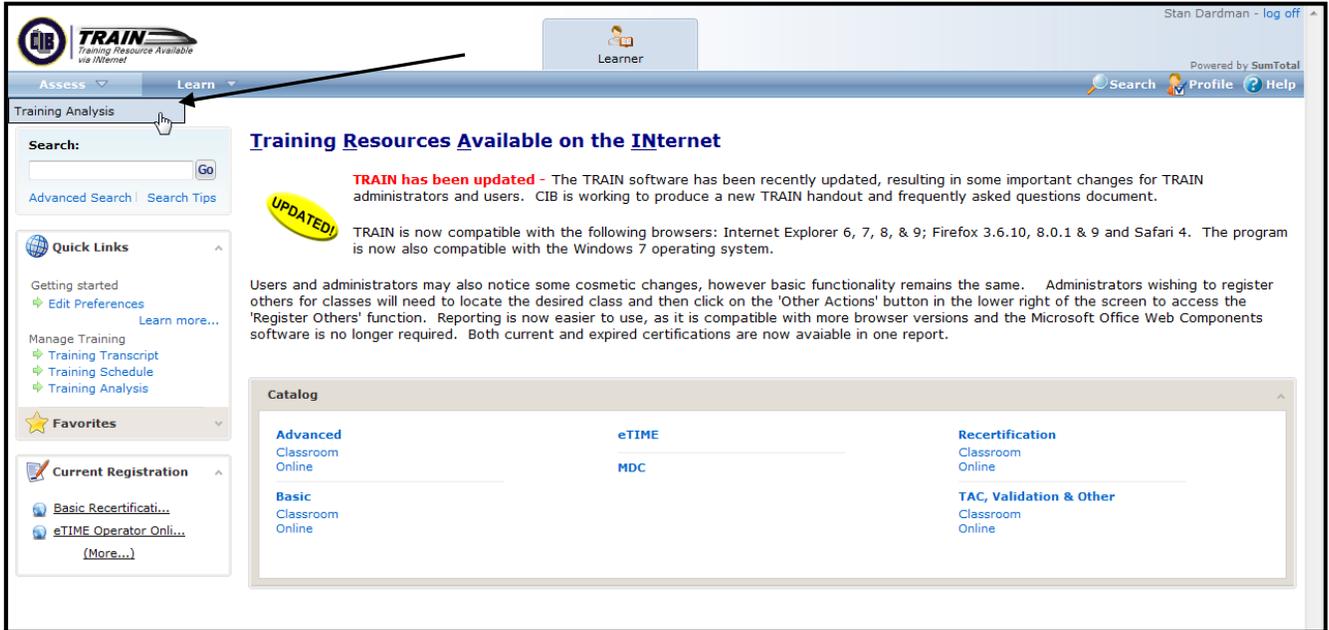
		Start →		Name	Status
Start →		CBT Course: Module 1 TIME System Intro (rev 16)		Registered	

Done

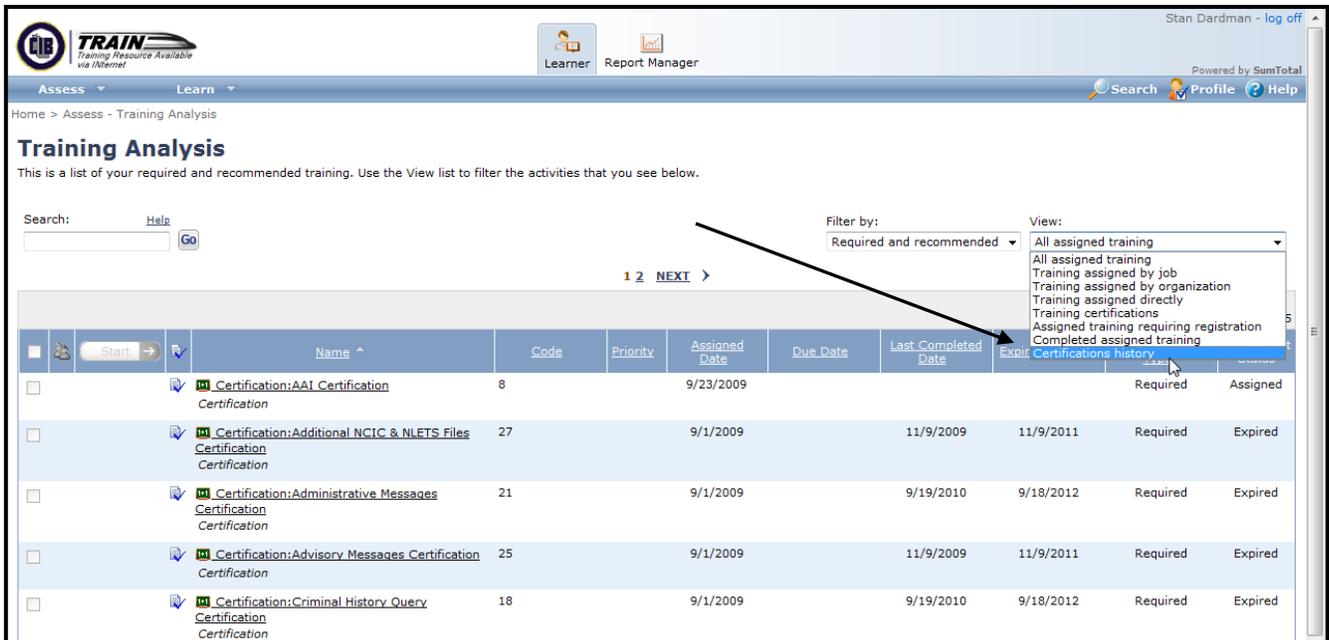
Viewing Your TIME System Certifications

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'.



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



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.

The screenshot shows the TRAIN Training Analysis interface. At the top, there is a navigation bar with 'Assess' and 'Learn' menus, a search bar, and user information for 'Stan Dardman - log off'. The main heading is 'Training Analysis' with the subtext 'This is a list of your acquired certifications.' Below this is a search field and a 'Go' button. A 'View:' dropdown menu is set to 'Certifications history'. A callout box with an arrow points to an 'Export to Excel icon' in the top right corner of the table area. The table displays a list of certifications with columns for Name, Code, Acquired Date, Expiration Date, and Certification Status. The table shows 10 rows of data, all with a status of 'Expired'. Navigation links '1 2 3 4 5 6 NEXT >' are visible above and below the table. A 'Records: 53' indicator is present in the bottom right corner of the table area.

Name ^	Code	Acquired Date	Expiration Date	Certification Status
Certification:Additional NCIC & NLETS Files Certification	27	1/15/2008	1/14/2010	Expired
Certification:Additional NCIC & NLETS Files Certification	27	11/9/2009	11/9/2011	Expired
Certification:Additional NCIC & NLETS Files Certification	27	11/9/2009	11/9/2011	Expired
Certification:Additional NCIC & NLETS Files Certification	27	11/9/2009	11/9/2011	Expired
Certification:Administrative Messages Certification	21	1/15/2008	1/14/2010	Expired
Certification:Administrative Messages Certification	21	9/19/2010	9/18/2012	Expired
Certification:Administrative Messages Certification	21	11/9/2009	11/9/2011	Expired
Certification:Administrative Messages Certification	21	11/9/2009	11/9/2011	Expired
Certification:Administrative Messages Certification	21	11/9/2009	11/9/2011	Expired
Certification:Advisory Messages Certification	25	1/15/2008	1/14/2010	Expired

Taking the Online Course

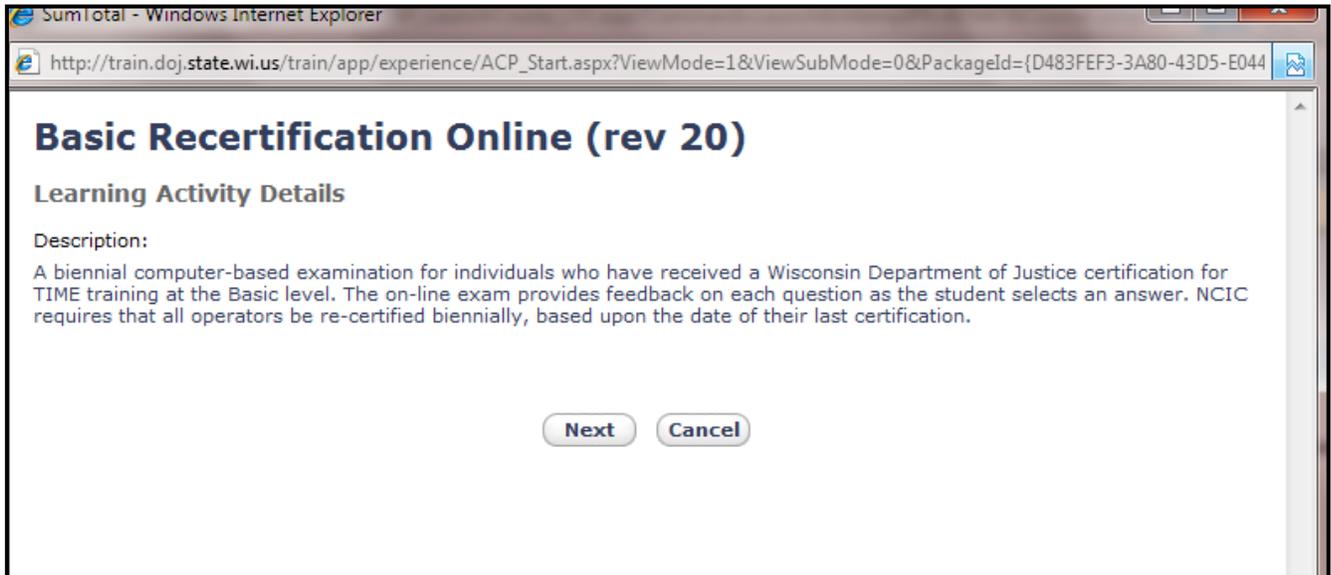
Once you have registered for an online class, the class information appears on your Home/News page as Current Registration. Before beginning your online class, ensure your Compatibility Settings are set properly following the guidelines on page 6. To begin taking the course, click on the class title.

The screenshot shows the TRAIN software interface. At the top, there is a navigation bar with 'Assess' and 'Learn' tabs. Below this, there is a search bar and a 'Learner' button. The main content area is titled 'Training Resources Available on the Internet'. It features a search bar, a 'Go' button, and links for 'Advanced Search' and 'Search Tips'. A yellow 'UPDATED!' badge is present. The main text area contains a notice about software updates and compatibility with various browsers and Windows 7. Below this is a 'Catalog' section with several class listings. In the 'Current Registration' section on the left, a callout box points to the 'Basic Recertification Online' link, labeling it as the 'Class title'.

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

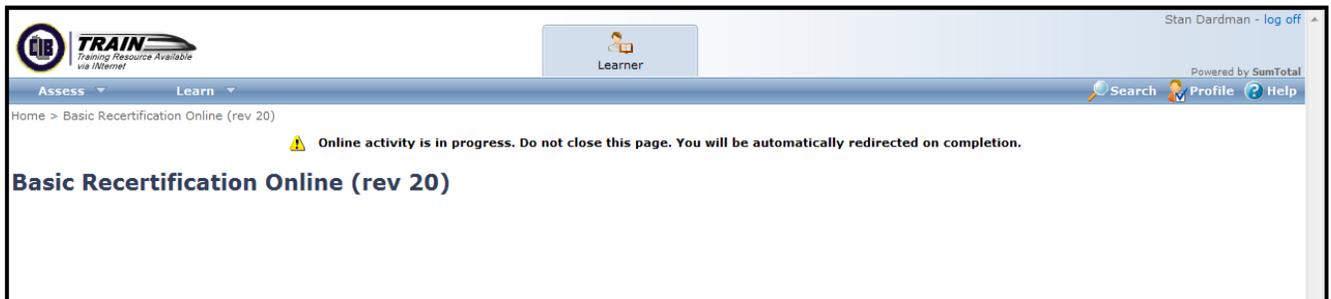
The screenshot shows the 'Activity Details' screen for the class 'Basic Recertification Online (rev 20)'. The page title is 'Activity Details'. Below the title, there is a table with columns for 'Name', 'Status', 'Scheduled Date and Time', 'More Information', and 'Actions'. The first row of the table shows the class name 'CBT Course: Basic Recertification Online (rev 20)', the status 'Registered', and a 'Summary' link. A callout box points to the green 'Start' button in the 'Actions' column, labeling it as the 'Start button'.

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.



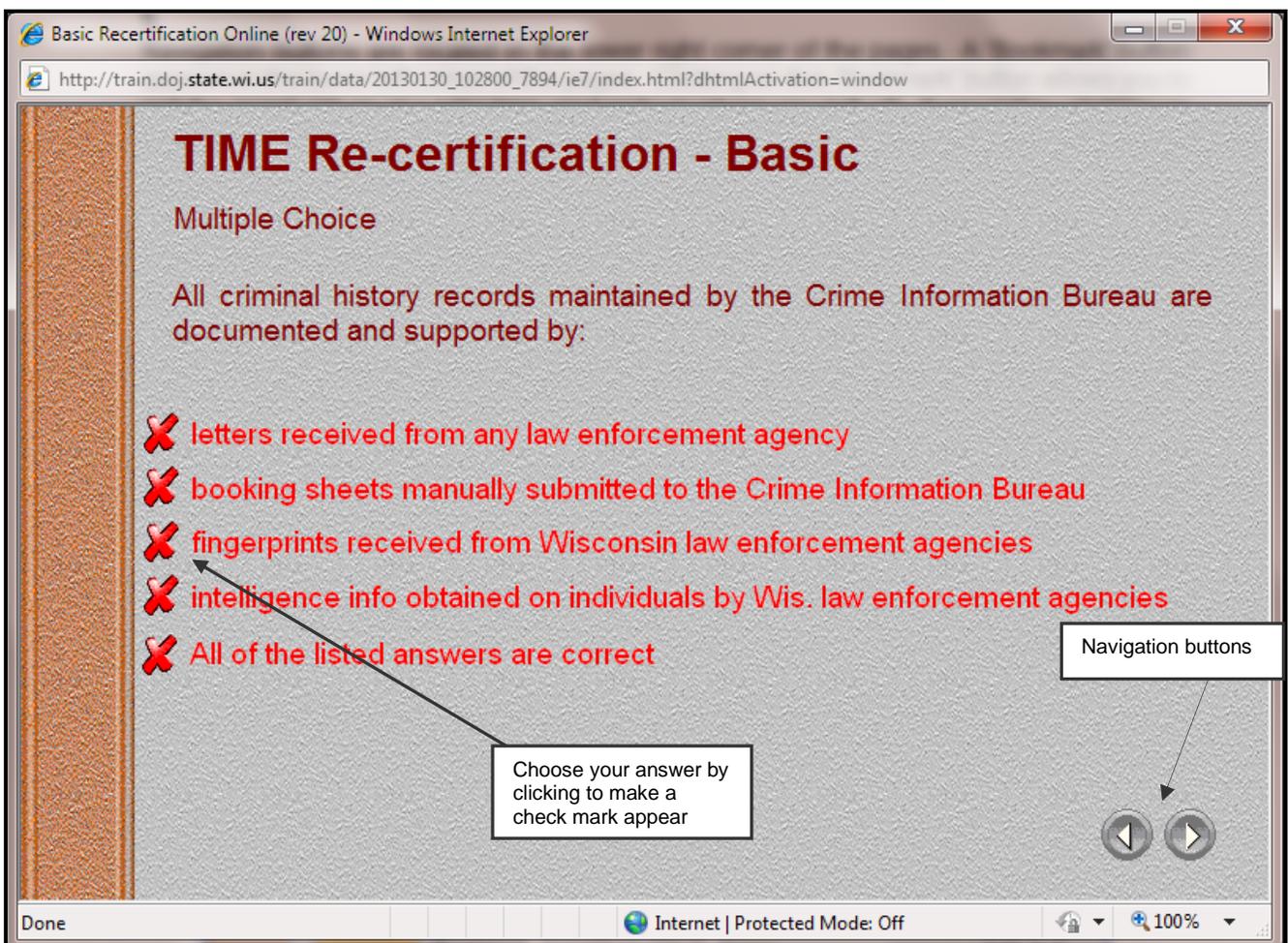
The online course will launch in a separate window.

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.

The screenshot shows a web browser window titled "Basic Recertification Online (rev 20) - Windows Internet Explorer". The address bar displays the URL: http://train.doj.state.wi.us/train/data/20130130_102800_7894/ie7/index.html?dhtmlActivation=window. The main content area has a grey background and a vertical orange bar on the left. The title "TIME Re-certification - Basic" is in large red font. Below it, instructions are written in red: "You have completed the exam.", "You must score a 70% or better to pass.", "Click on the Score Quiz button to grade your examination.", and "Then click the Submit Score and Exit button to record your score and exit the application." Two buttons are visible: "Score Quiz" with a book icon and "Submit Score and Exit". To the right of the "Score Quiz" button, the text "Score: 86%" is displayed in red. A callout box on the left contains the text: "You must first click the 'Score Quiz' button then click the 'Submit Score and Exit' button for the class to be completed and your results recorded. Failing to do so may result in having to repeat the course." The browser's status bar at the bottom shows "Internet | Protected Mode: Off" and a zoom level of "100%".

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.

Learning Activity Progress Detail

Basic Recertification Online (rev 20)

A biennial computer-based examination for individuals who have received a Wisconsin Department of Justice certification for TIME training at the Basic level. The on-line exam provides feedback on each question as the student selects an answer. NCIC requires that all operators be re-certified biennially, based upon the date of their last certification.

General

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
 Elapsed time: Minutes: 14, Seconds: 50

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

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.

Training Schedule

This is a list of learning activity structures that you have completed. To view individual learning activities, go to the completed activities view.

Search:

1 2 NEXT >

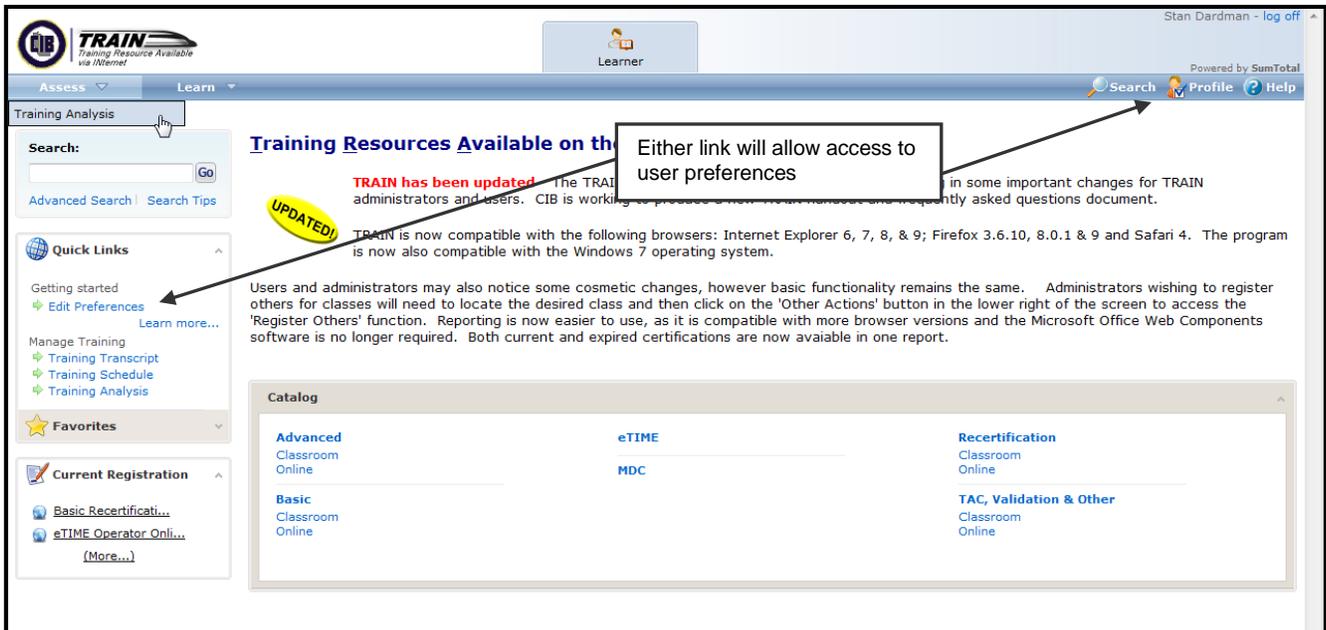
Name	Code	Region	Start Date	Completed Date	Score		
Certification: Additional NCIC & NLETS Files Certification	27		1/15/2008	1/15/2008			
Certification: eMessages Certification	21		1/15/2008	1/15/2008			
Certification: eMessages Certification	25		1/15/2008	1/15/2008		Attended	Passed
CBT Course: Basic Recertification Online (rev 20)	statsbrecret		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

View:
 Completed 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

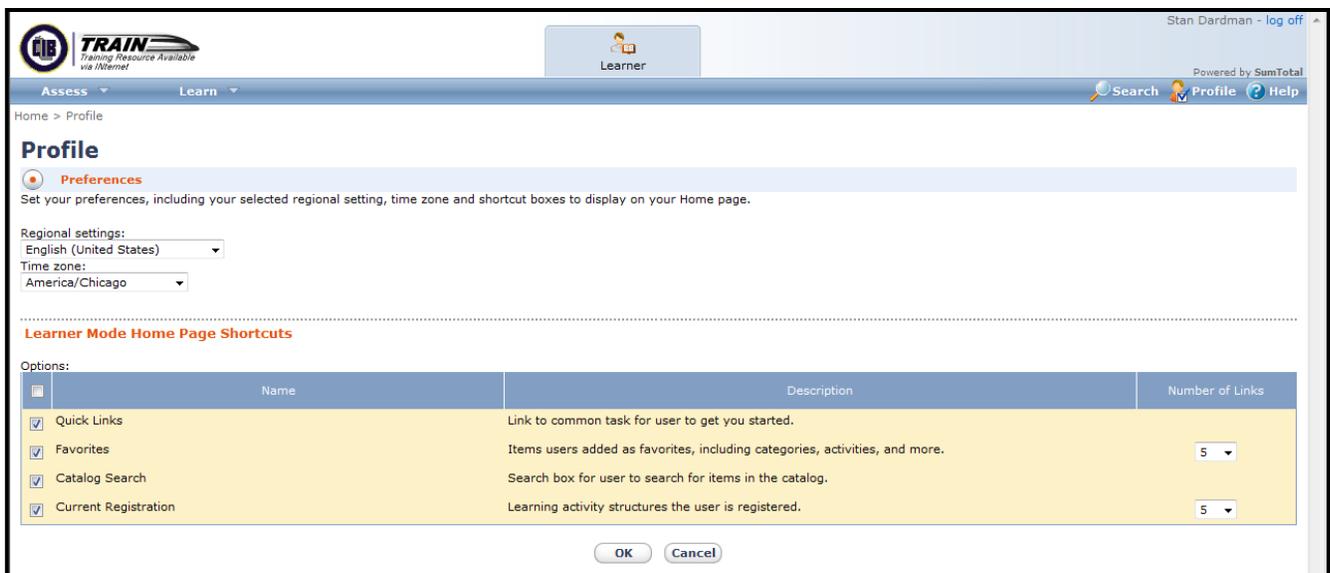
Records: 15

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.



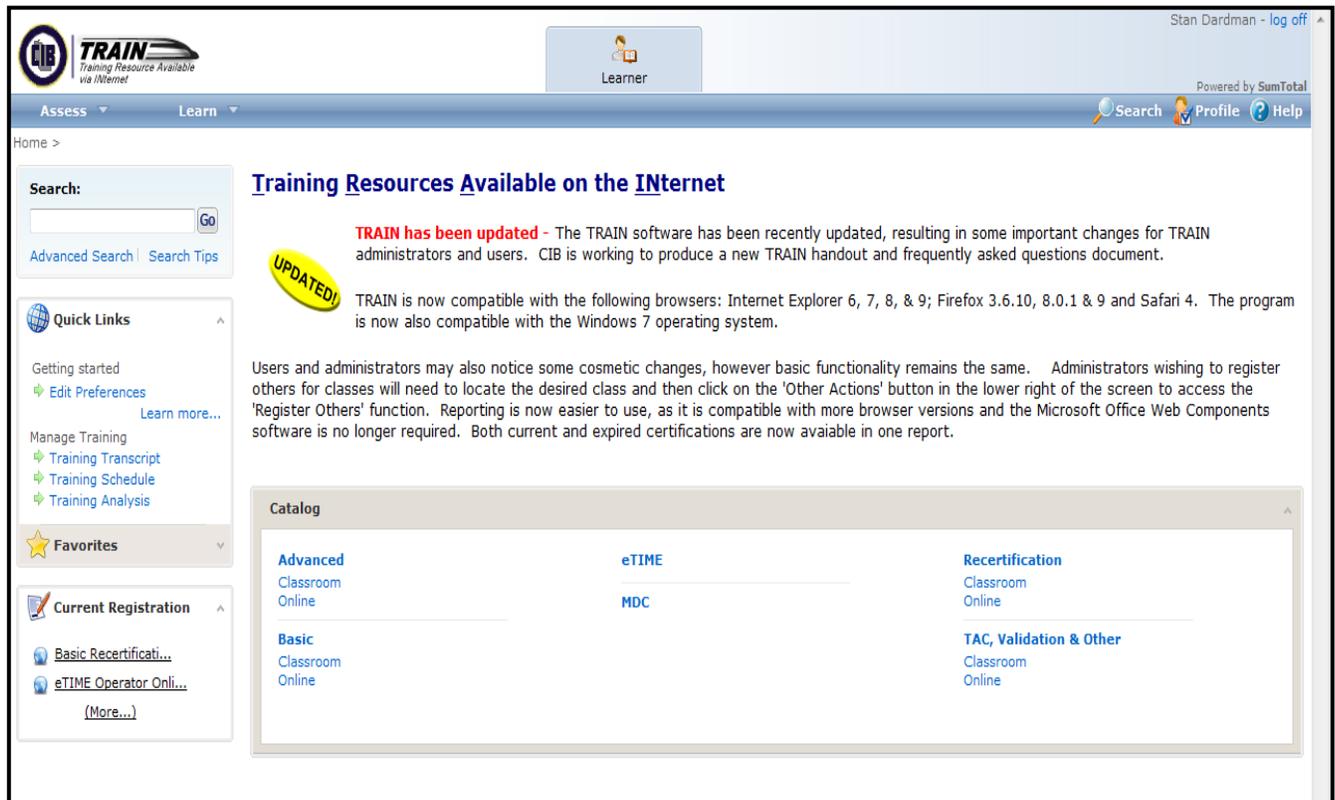
The learner is then presented with a screen that allows them to choose what items appear on their home page, and how many items are displayed. Add or remove check marks to indicate what options you wish to display on your Home/News page.



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 interface. At the top, there is a header with the TRAIN logo (CIB Training Resource Available via Internet), a 'Learner' button, and user information 'Stan Dardman - log off'. Navigation tabs for 'Assess' and 'Learn' are visible, along with search, profile, and help icons. The main content area is titled 'Training Resources Available on the Internet'. A prominent yellow 'UPDATED!' badge is placed over a red 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.' Below this, a paragraph 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.' Another paragraph notes: '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.' On the left sidebar, there are sections for 'Search', 'Quick Links' (including 'Getting started', 'Edit Preferences', 'Manage Training', 'Training Transcript', 'Training Schedule', 'Training Analysis'), 'Favorites', and 'Current Registration' (listing 'Basic Recertificati...' and 'eTIME Operator Onli...'). The main content area features a 'Catalog' section with a table of training categories:

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

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.

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

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](#)

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

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](#)

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.

Admin Train - log off

Assess Learn

Home > Catalog > Recertification > Classroom

Search: [] Go

Search this category and sub-categories only

Advanced Search Search Tips

Filter by: 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		

Click on desired button to register yourself or others

Register View Details Other Actions

Register Others View Activity Details Add To Favorites

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

(1-2) of 2 records

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.

Admin Train - log off

Assess Learn

Home > Registration Process

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

ILT Course : [Advanced Recertification](#) Available Capacity: Unlimited

Required: At least 1

ILT Class : [Advanced Recertification - July 18, 2013, Altoona PD](#) Available Capacity: 18
Locations, Facilities: Altoona PD Training Room, Altoona PD, Altoona, WI

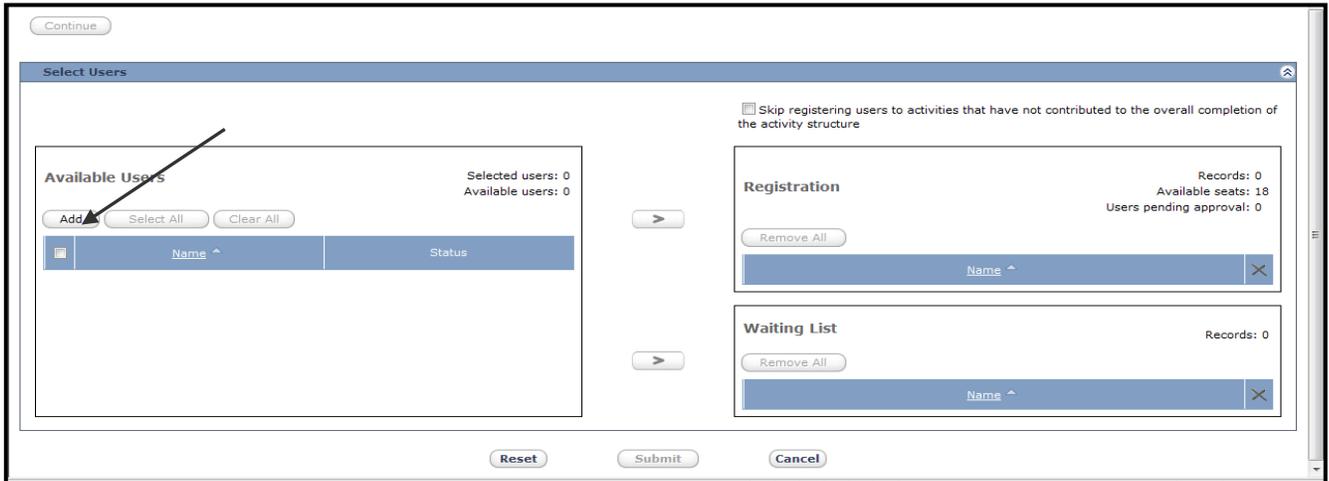
ILT Class : [Advanced Recertification - September 19, 2013, Green Bay PD](#) Available Capacity: 13
Locations, Facilities: Green Bay PD Training Room, Green Bay PD, Green Bay, WI

ILT Class : [Advanced Recertification - October 3, 2013, Oneida CO SO](#) Available Capacity: 23
Locations, Facilities: Oneida CO SO Community Room, Oneida County SO, Rhinelander, WI

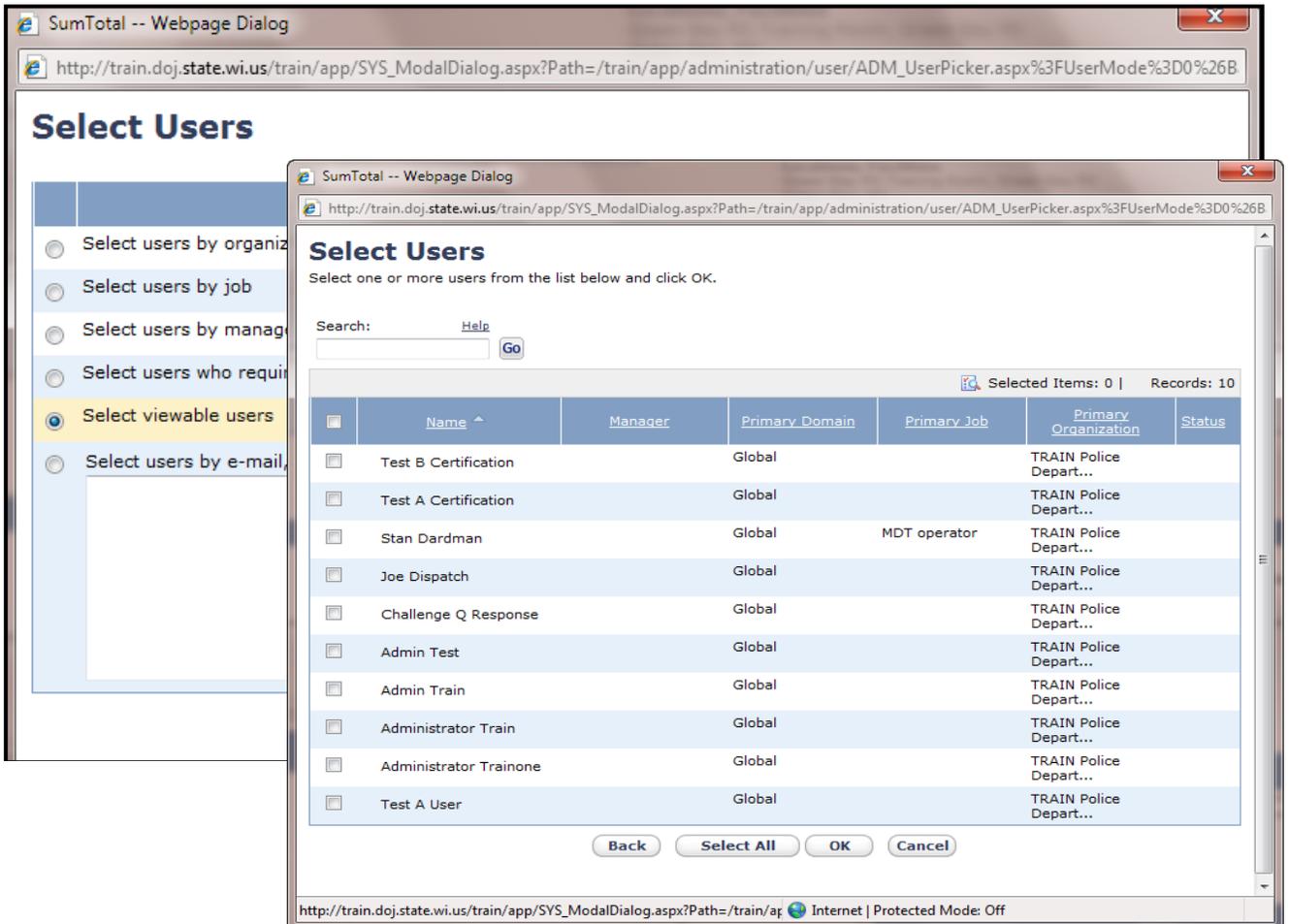
Available Capacity: 13

Continue

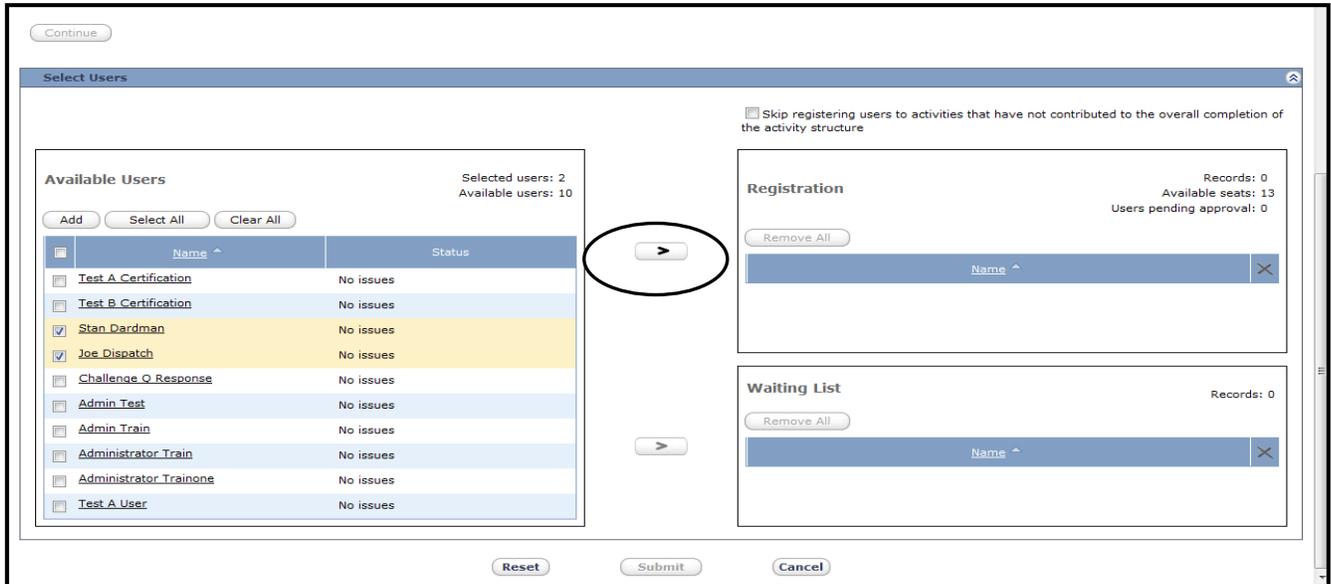
The registration screen now expands. Once again, you may need to scroll to see the lower portion of the screen. Now you need to construct a list of users. To add users to this list click on the 'Add' button in the 'Available Users' box.



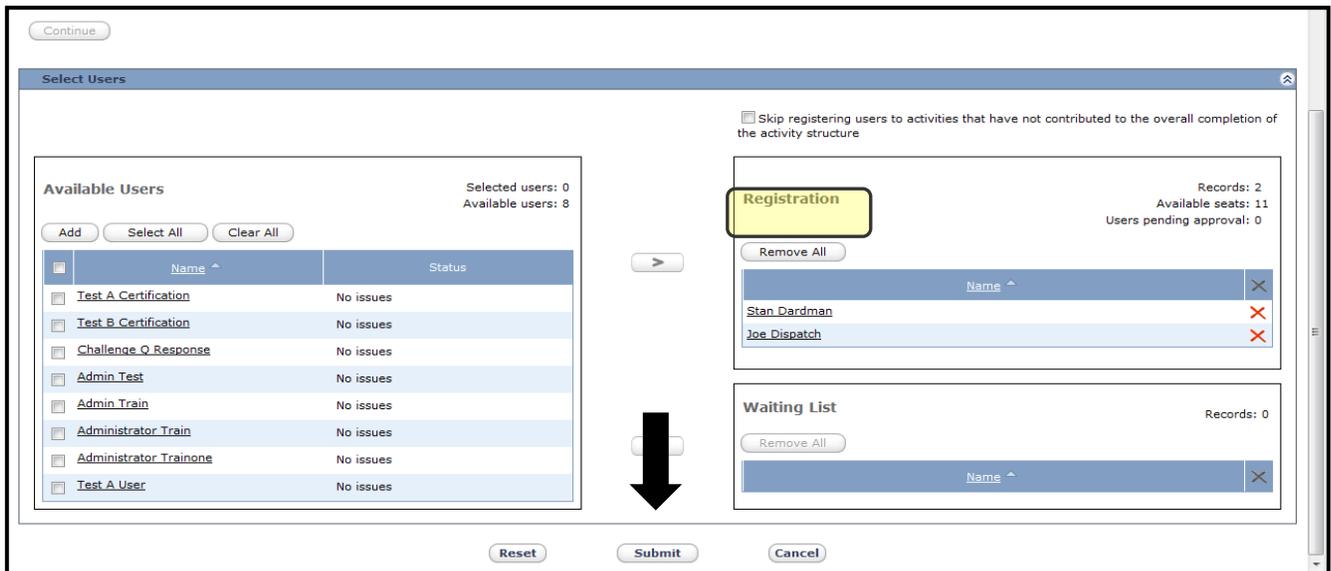
Another screen appears asking what method you would like to use to select users. 'Select Viewable Users' will present a list of all users you are authorized to view, so click on 'Next'. A list of users appears. Select those you wish to add to your list by clicking and adding a check in the box to the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



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.



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.



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 image shows a screenshot of the TRAIN system interface. At the top, there are navigation 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". Below the navigation, there is a search bar and a 'Change view' link. A callout box points to the 'Change view' link with the text: "Click here or here". The main content area displays "Training Resources Available on the Internet" with a "TRAIN has been updated" notice. A callout box points to the "Select another user or your workgroup" link in the Quick Links area with the text: "Click here or here". Below the main content, there is a "Team Summary" section. A modal dialog titled "Select User" is overlaid on the bottom half of the screen. The dialog has a search bar with a "Go" button circled in red. Below the search bar, there is a radio button selected for "Workgroup of all viewable users". The dialog also contains instructions on how to search for a user and buttons for "OK" and "Cancel".

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'.

The screenshot shows the TRAIN user profile page. The 'Learn' menu is open, and 'Training Schedule' is selected. The profile information is as follows:

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

Job Name	Primary
MDT operator	Yes

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.

The screenshot shows the TRAIN Training Schedule page. The 'View' dropdown menu is open, and 'Current registrations' is selected. The page includes a search field, a task dropdown, and a table of training activities.

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

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.

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: Advanced Recertification					Registered
<input checked="" type="checkbox"/>	ILT Class: Advanced Recertification - September 19, 2013, Green Bay PD			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.

Home > Cancellation Confirmation

Cancellation Confirmation

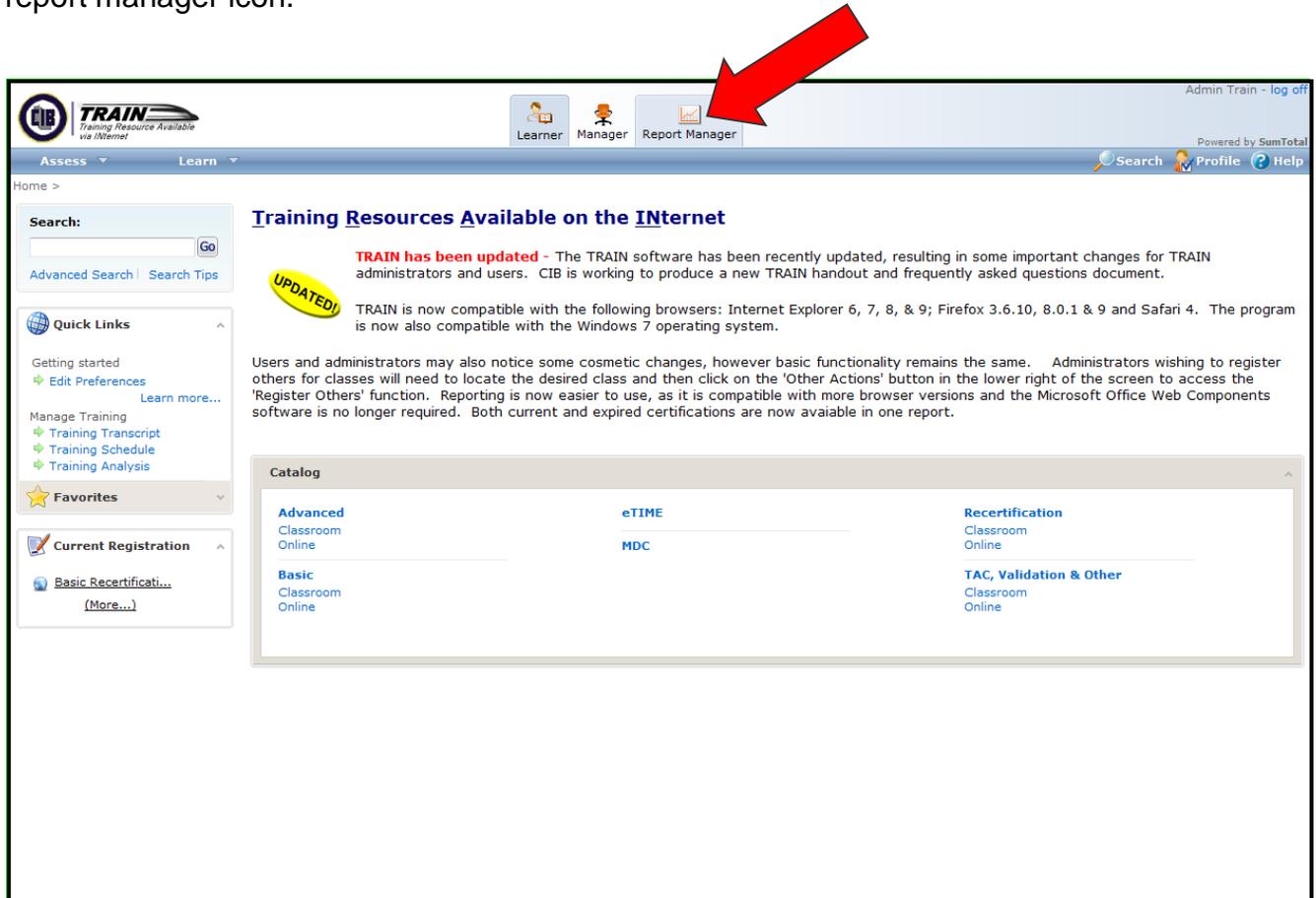
Please review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirements. You can choose to cancel your registration for only the marked activities or for all the activities on the page. Note: If you have paid a fixed price 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
<input checked="" type="checkbox"/> ILT Course: Advanced Recertification			Registered	0.00 USD	0.00 USD	0.00 USD	Cancellation fee
<input checked="" type="checkbox"/> ILT Class: Advanced Recertification - September 19, 2013, Green Bay PD		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.

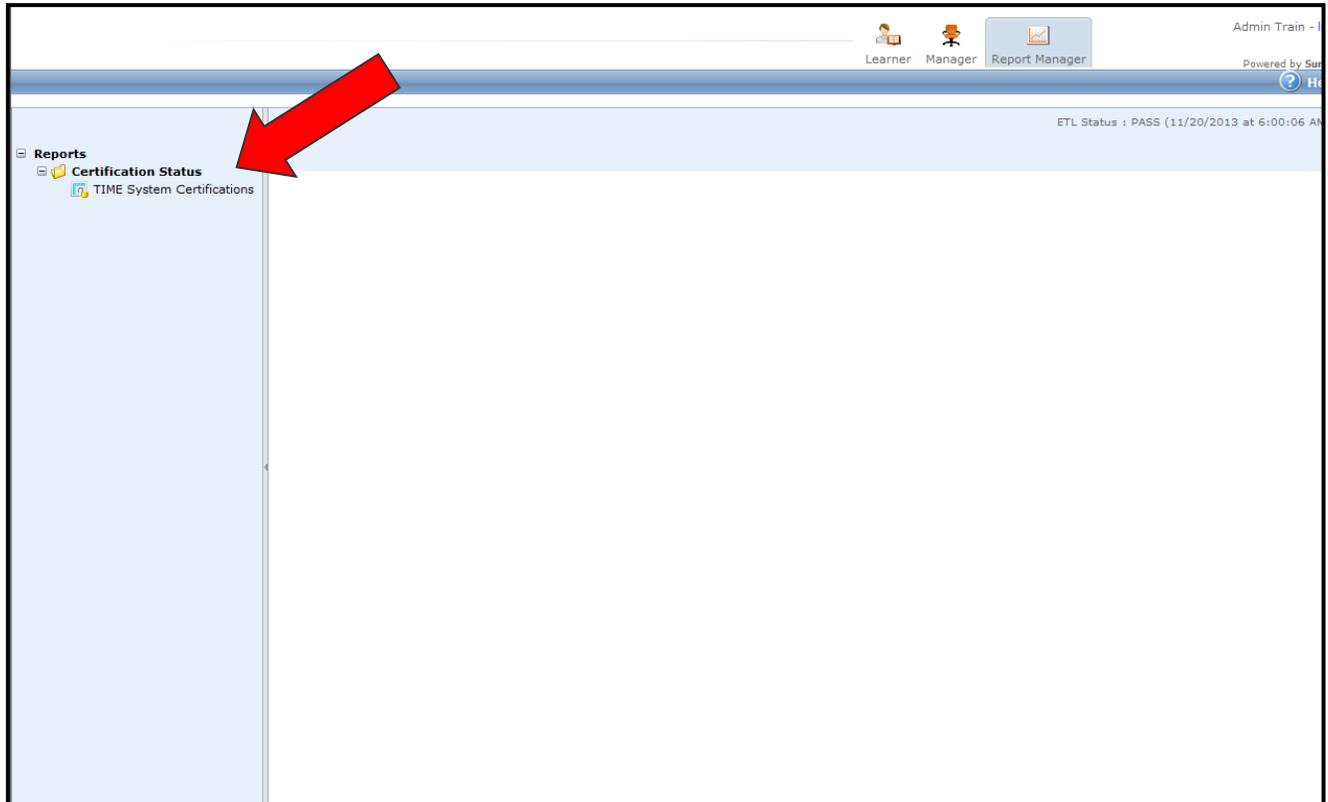


The screenshot displays the TRAIN system interface. At the top, there is a navigation bar with three icons: 'Learner', 'Manager', and 'Report Manager'. A large red arrow points to the 'Report Manager' icon. The interface includes a search bar, a 'Home' link, and a 'Training Resources Available on the Internet' section. A yellow 'UPDATED!' badge is present next to a notice about software updates. Below the notice is a 'Catalog' section with a table of training options.

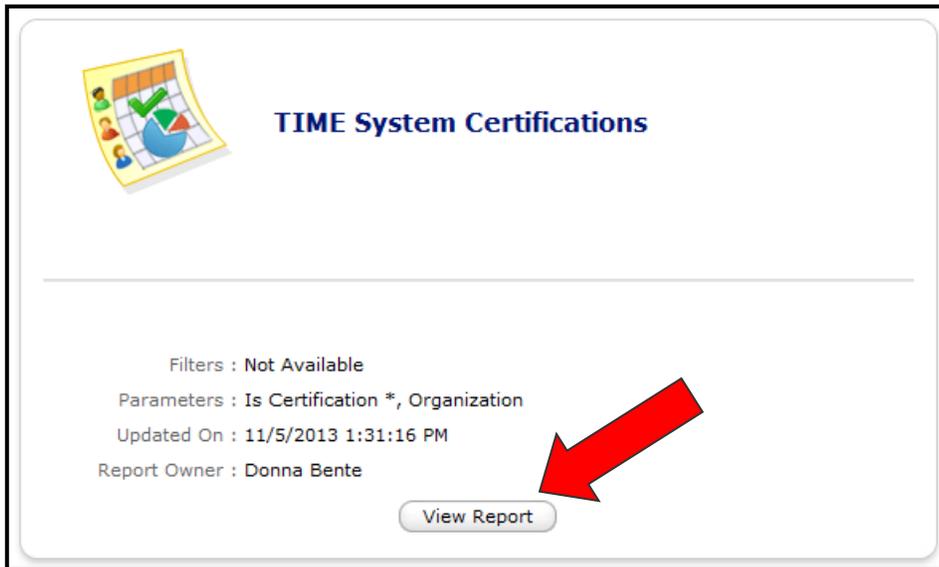
Category	Mode	Option
Advanced	eTIME	Classroom
	MDC	Online
Basic		Classroom
		Online
Recertification		Classroom
		Online
TAC, Validation & Other		Classroom
		Online

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.

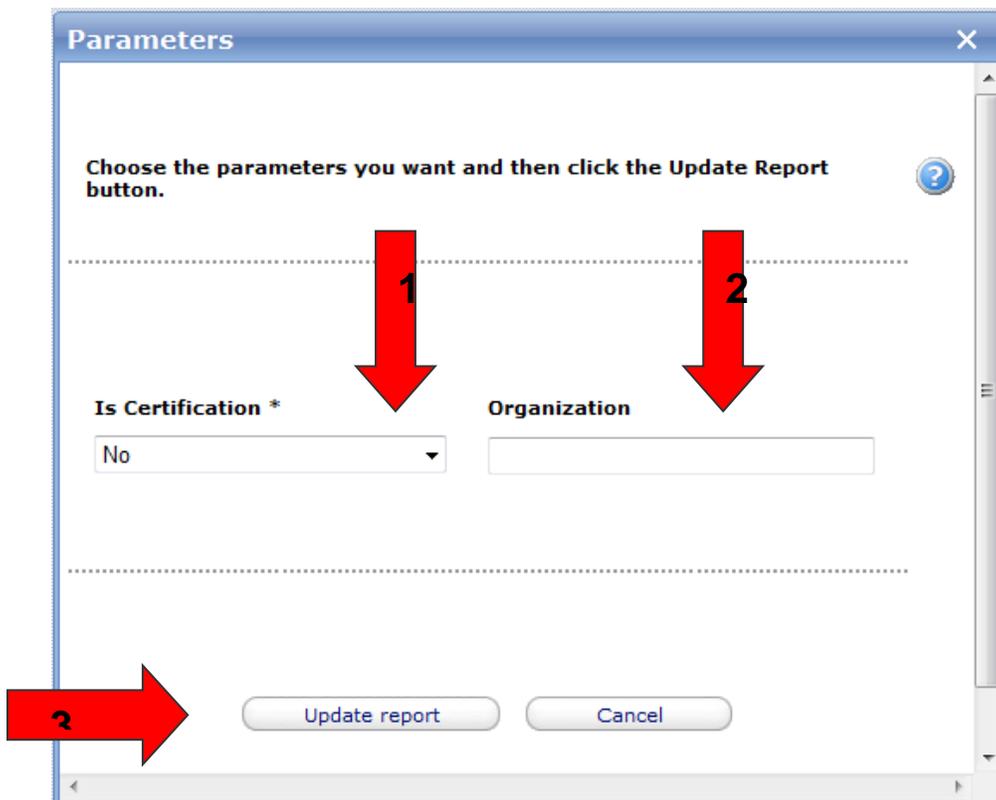


Information on the report will appear in the window on the right side of the screen. Click the “view report” icon.



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.