

How to add VOLUNTEER TRAINING HOURS to Optima:

1. Log in to Optima
2. Click on "Training Logs"
3. Click on "Add"

The screenshot shows a web browser window with the URL <https://in-allen.evintosolutions.com>. The Optima logo is at the top left. Below the logo, there are two main navigation buttons: "Volunteers Dashboard" (with a group of people icon) and "Help" (with a question mark icon). Underneath these are two more buttons: "Address Book" and "Personnel". A large blue arrow points from the "Personnel" button area towards the "Training Logs" tab. Below the navigation buttons, there are several tabs: "Cases", "Training Logs" (circled in red), "Non-Case", "Calendar", and "New Docs". A second large blue arrow points from the "Training Logs" tab down to the "Add" button. The "Add" button is a green button with white text, also circled in red. Below the "Add" button, there is a table header with columns: "Complete Date", "Training Topic", and "Hours". The table content shows "No records to display." and navigation arrows at the bottom.

4. Fill out form

- a. The “Schedule Date” and “Complete Date” are the date of the training, and will likely be the same unless the training was multi-day
- b. “Training Topic” – select the best description
- c. “Training Format” – select the best description
- d. “Trainer” –leave this blank if the trainer is not on the list and add their name to “Notes”
- e. “Hours” – be sure to add training hours in the correct format: 15 minutes = .25, 30 minutes = .5, 45 minutes = .75, 60 minutes = 1.0. Don’t enter an amount less than .25
- f. “Mileage” is for your tax records only – it is fine to leave this blank
- g. “Notes” – please add the training topic/title

The screenshot shows a web browser window with the address bar displaying <https://in-allen.evintosolutions.com/VolunteerTraining/Create/NDI>. The page features the Optima logo at the top. Below the logo is a navigation bar with two icons: a group of people labeled "Volunteers Dashboard" and a question mark labeled "Help". The main content area is titled "ADD" and contains a form for "In-Service Training". The form fields are as follows:

- Schedule Date: with a calendar icon
- Complete Date: with a calendar icon
- Training Topic:
- Training Format:
- Trainer:
- Hours:
- Mileage:
- Notes:

At the bottom of the form, there are two buttons: "Cancel" (blue) and "Create" (green). Below the Notes field, it says "(0 out of 2000)".