

# The Museum System (TMS) Basic

May 15-18, 2017

Training Syllabus



## McClellan Training Center



# Memorandum

**Date:** April 17, 2017  
**To:** Supervisor  
**From:** Debbie Fredricks, Chief  
Training Section  
California State Parks  
**Subject:** Employee Attendance at Formal Training

An employee from your office will soon be attending the formal training program described in the attachment. Please ensure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

### Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Specialist.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

### Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace.
3. Support the employee's use of the training at the work place.

### Three Months Following Training

1. Supervisor evaluates the effectiveness of the training on the employee's job performance and meets with employee to discuss the evaluation.

Thank you for your assistance in seeing that the full benefit of training is realized.



Debbie L. Fredricks  
Training Section Chief

Attachment

cc: Participant

## TABLE OF CONTENTS

Formal Training Guidelines .....	1
Program Attendance Checklist .....	5
Pre-Training Assignments.....	6
Post Training Assignment .....	7
Program Purpose and Objectives .....	8
Agenda .....	9
Program Outline.....	12
Maps.....	13

***Mission Statement  
Training Section***

***The mission of the Training Section is to provide knowledge, empowerment, and inspiration through collaboration, consulting, and the delivery of exceptional training programs.***

## TRAINING SECTION STAFF

Debbie L. Fredricks .....	Training Section Chief
Ann D. Slaughter .....	Mott Training Center Manager
Jack Futoran .....	EMS and LFG Training Coordinator
Jeff Beach .....	Training Specialist
Dave Galanti .....	Training Specialist
Karyn Lombard.....	Training Specialist
Sara M. Skinner .....	Training Specialist
Jason Smith .....	Academy Coordinator
Jeremy Alling.....	Cadet Training Officer
Matt Cardinet.....	Cadet Training Officer
Raymund Nanadiego .....	Cadet Training Officer
Lisa Anthony .....	Program Coordinator
Edith Alhambra.....	Assistant Program Coordinator
Alex Franck .....	Assistant Program Coordinator
Jessica Kohl.....	Assistant Program Coordinator
Pamela Yaeger .....	Assistant Program Coordinator

## THE MISSION

*of California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.*



## FORMAL TRAINING GUIDELINES

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Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center and other locations including the Marconi Conference Center and the McClellan Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). Print a copy of the syllabus to bring with you to class. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources.
3. **TRAVEL:** Arrange your travel to and from the training through your District or Office. (No reimbursement for travel expense - including per diem costs - will be approved for travel not specifically authorized in advance by the District Superintendent or Office Manager). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

The cost of your travel (airfare, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of the training.

4. HOUSING: Hotel reservations are the responsibility of the participant and are eligible for reimbursement pursuant to the “allowable state rate” for Sacramento County on the Park Intranet website at [http://isearch/?page\\_id=1295](http://isearch/?page_id=1295) or [http://isearch.parks.ca.gov/default.asp?page\\_id=1216](http://isearch.parks.ca.gov/default.asp?page_id=1216)
5. ENROLLMENT CANCELLATION POLICY: To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Consultant assigned to the course requesting to remove the participant.
6. CLOTHING: Field uniforms as found in “Description of Required Field Uniforms”, DOM Chapter 2300, Uniform Handbooks, not including optional items, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the Program Attendance Checklist**. Non-uniformed employees shall wear apparel normally worn on the job. Appropriate attire includes apparel suitable for professional office dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.  
The participant.
7. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
8. ADDRESS AND PARKING: McClellan Training Center/SMCC, 4940 Lang Avenue, McClellan, CA 95652 (also listed as Sacramento or North Highlands). The entry to the classroom is the last left door on the front side of the building. Park in front of or along the north side of the building, additional parking is available across the bridge adjacent to the service yard. Maps are included on page 13-17 of this syllabus.
9. MEALS: Restaurant map on last page of this syllabus.
10. TRAVEL CLAIMS: Instructions on how to file a travel expense claims will be given prior to the last day of training. Training will reimburse those participants that meet the lodging and meal reimbursement requirements from lunch on the first day of training through lunch on the last day of training. Reimbursement rates and requirements can be found at the link:  
[http://isearch.parks.ca.gov/default.asp?page\\_id=1216](http://isearch.parks.ca.gov/default.asp?page_id=1216)

11. REFRESHMENTS: The only onsite food and beverages are from a vending machine. You are welcome to bring your own lunch and refreshments. There is a refrigerator, microwave and break room onsite that you may use.
12. TRAINING MATERIALS: May be made available to you at both your unit and the Mott Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens and pencils.
13. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important to the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Consultant may modify this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Consultant.
14. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during the program.
15. CONTACT: Your on-site coordinator is Linda Walton, Office Phone (916) 653-3578; Cell Phone (530) 220-4032.
16. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.
17. ADDRESS: McClellan Training Center/SMCC, 4940 Lang Avenue, McClellan, CA 95652 (also listed as Sacramento or North Highlands).
  - Proceed to Exit 91 on I 80, Raley Boulevard, exit north (south is Marysville Road, Del Paso Heights).
  - Proceed to 2<sup>nd</sup> major intersection Main Avenue (traffic light).
  - Right on Main Avenue, ¼ mile, Main terminates on Lang Avenue.
  - Left on Lang Avenue along building row. Last bay by the flagpole is Parks lobby.
  - Park in front of or along the north side of the building, additional parking is available across the bridge adjacent to the service yard.

**Note:** Many people enter McClellan at Peacekeeper (east side of base, the training event takes place on the other side, separated by the air strip) and are lost. Use above bulleted directions to accurately locate the McClellan Training Center.

## ADDITIONAL TRAVEL INFORMATION

### Road Conditions

Caltrans Quick Map – Road conditions: <http://quickmap.dot.ca.gov/> or (800) 427-7623

CHP – Traffic incident information: <http://cad.chp.ca.gov/>

Maps with traffic speeds and accident reports: <http://www.sigalert.com/Map.asp>

Traffic, mass transit, and travel information: Dial 511

### Weather Conditions

National weather service: <http://www.weather.gov/>

Weather.com: <http://www.weather.com/>

### Traveling Preparedness

Winter driving tips and safety kit:

<http://www.dot.ca.gov/dist3/departments/mtce/drvgtip.htm>

Car safety and emergency safety kit: <http://www.ready.gov/car>

Roadside Emergency Kit: <http://www.ots.ca.gov/roadsideemergencykit.asp>

Transportation Security Administration (TSA) Guidelines: <http://www.tsa.gov/traveler-information>

## PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the McClellan Training Center, the following list is provided:

- \_\_\_\_\_ 1. Read and understand The Museum System (TMS) Basic program syllabus prior to your arrival at the Training Center.
- \_\_\_\_\_ 2. Arrange your travel through your District Unit/Office.
- \_\_\_\_\_ 3. Complete Pre-Training Assignments on page 6 of syllabus.
- \_\_\_\_\_ 4. Bring the following with you to training:
  - Program syllabus
  - Professional business attire (**uniforms are not required for this program**)
  - Pens and pencils



## **PRE-TRAINING ASSIGNMENTS**

Due to the limited timeframe and to ensure we address your needs there are two pre-training assignments.

1. Read through the TMS Archaeological Standard Data Entry Procedures.
  - a. Investing time in studying these procedures will help you get the most out of this training. The Procedures will be emailed to you no later than May 5, 2017.
  - b. Familiarity with the procedures will facilitate the class exercises.
2. Send Linda topics that would help you do your job.
  - a. What do you want to learn how to do in TMS, that is NOT already covered on the agenda?
  - b. Return your response to [Linda.Walton@parks.ca.gov](mailto:Linda.Walton@parks.ca.gov) no later than May 1, 2017.

Come to class prepared, it will help you gain a better understanding of the material presented and the many functions that TMS has to offer.

## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should discuss the impact and assess the effectiveness this program has had on the employee.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the employee, supervisor, and Training Section in providing a return on the training investment to the Department.

## **THE MUSEUM SYSTEM (TMS) BASIC GROUP 5**

### **COURSE PURPOSE AND OBJECTIVES**

**Purpose:** Provide DPR Archaeological Staff training in using The Museum System (TMS) our Department's statewide museum collections database used to manage archaeological collections data/info, including following Department practices and procedures, processing and entering data correctly, performing query and advanced query searches, utilizing reports, understanding the relationship of TMS modules, and developing a better understanding of Museum Collections Management within TMS.

**Program Objectives:** By the end of the session, participants will

1. Understand the organizational structure of TMS based on TMS modules and the relationships built between those modules.
2. Use TMS data fields correctly following our Standard Data Entry Procedures.
3. Understand the hierarchical relationship between Accessions and Objects.
4. Strengthen the use of Media within Accession and Object records and including Archaeological Project Photos.
5. Strengthen Query and Advanced Query searching skills to improve user efficiency within TMS.
6. Broaden the use of TMS Reports so that search results can be captured in a format rendering the data useful for particular needs.
7. Resolve any TMS or Collections Management issues related to a Park Unit, Sector or District in class.
8. Know whom to contact for questions related to Collections Management.

**THE MUSEUM SYSTEM (TMS) BASIC GROUP 5 AGENDA**  
**May 15-18, 2017**

**Monday**

**May 15**

1300-1400	<b>Introduction</b> CRD Staff and New Gallery Systems Trainer Introductions Participant Introductions TMS Preview: Understanding our Number System for Accessions and Cataloged Objects	Walton
1400-1500	<b>Becoming Familiar with TMS</b> General TMS Overview, Types of Fields	Galland
1500-1600	<b>TMS Archaeological Training Plan</b> Problem 1: Find All Accession Records for a Park Unit	Galland
1630-1700	<b>TMS Archaeological Training Plan</b> Problem 2: Find All Object Records for an Accession Viewing the Results of Queries in Light Box, Label Copy, List View	Galland

**Tuesday**

**May 16**

0800-0900	<b>TMS Archaeological Training Plan</b> Problem 3: Find CRM Photographic Records Archaeological Project Photos	Galland
0900-1000	<b>TMS Standard Data Entry Procedures</b> How to Create Accession Records in TMS	Galland
0900-1100	<b>TMS Standard Data Entry Procedures</b> How to Create Object Records in TMS Locations and Movement Screen	Galland
1100-1130	<b>TMS Standard Data Entry Procedures</b> <b>Relating Object Records to Accession Records in TMS</b> The Parent/Child Relationship	Galland
1100-1200	<b>TMS Standard Data Entry Procedures</b> <b>Package Explorer</b> How to Use and Create Folders How to Use and Create Packages Standard Naming Conventions for Folders and Packages	Galland

**THE MUSEUM SYSTEM (TMS) BASIC GROUP 5 AGENDA**  
**May 15-18, 2017**

**Tuesday**

**May 16**

1200-1300	Lunch	
1300-1400	<b>Building Query Assistant Searches</b>	Galland
1400-1500	<b>Building Advanced Query Searches</b> Putting Together an Advanced Query Search	Galland
1500-1600	<b>Reports</b> Archaeological Reports Available in TMS	Galland
1600-1700	Question and Answer	All

**Wednesday**

**May 17**

0800-1200	<b>Hands On Data Entry Exercise</b> Use of Hands on Artifacts Create a 'Skeleton' Record Duplicate the 'Skeleton' Record for the First Lot Complete Records for the First Lot	Galland
1200-1300	Lunch	
1300-1400	<b>McClellan Tour</b>	Peterson/Case
1400-1700	<b>Pre-Training Assignment:</b> What do you want to Learn How to Do in TMS?	Galland

**Thursday**

**May 18**

0800-0900	<b>Constituents Module</b> Searching for Constituents Adding a Constituent Standard Data Entry Procedures for Adding a Constituent	Galland
0900-1000	<b>Media</b> Drag and Drop	Galland

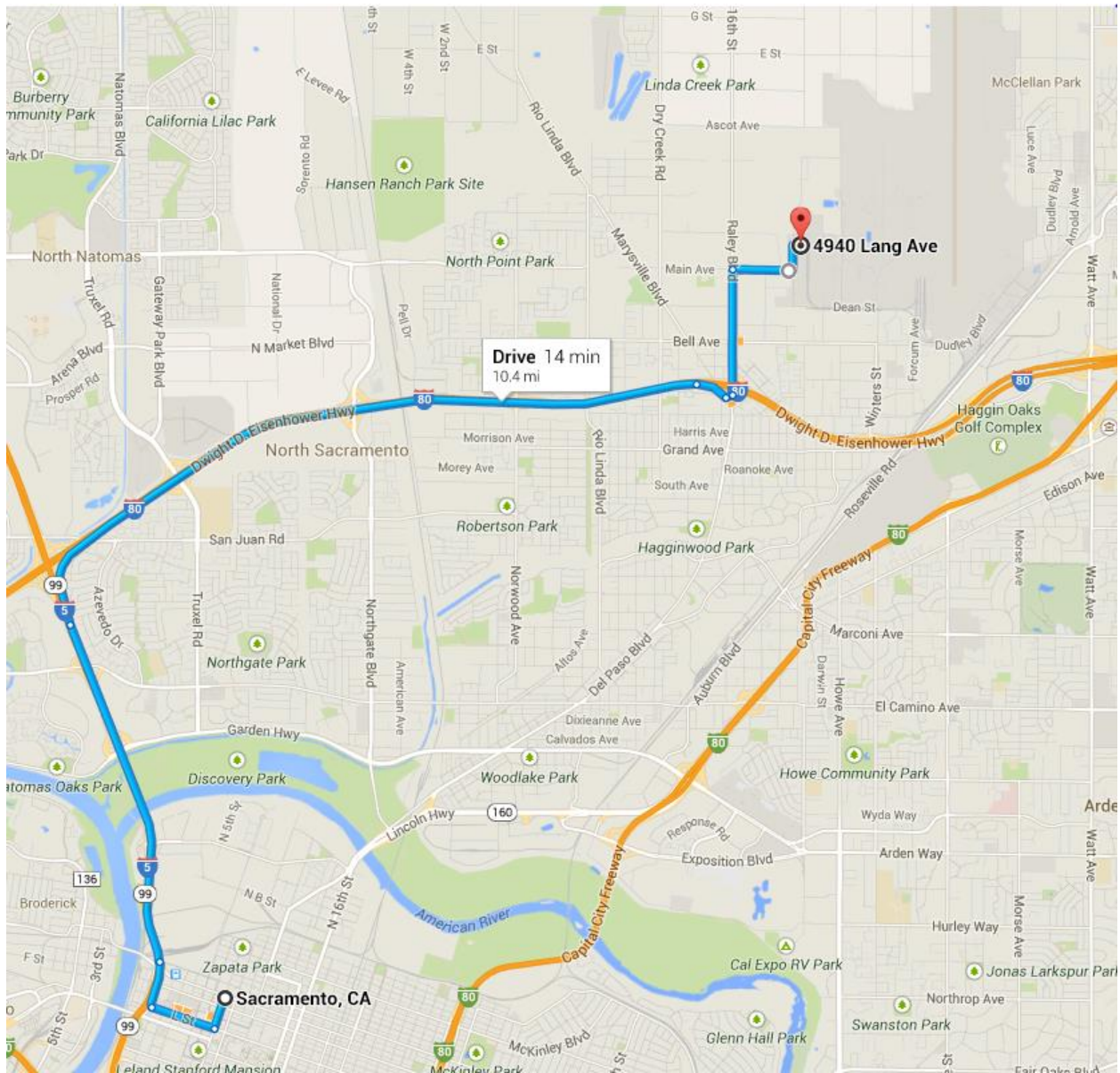
**THE MUSEUM SYSTEM (TMS) BASIC GROUP 5 AGENDA**  
**May 15-18, 2017**

1000-1100	<b>Review</b>	Gallant
1100-1200	<b>eMuseum</b> Preview of New eMuseum Site Planning for the Future	Walton Krantz
1200	Conclusion and Departure	

**THE MUSEUM SYSTEM (TMS) BASIC GROUP 5**

<b><u>PROGRAM OUTLINE</u></b>	<b><u>HOURS</u></b>
Training Introduction and Orientation, Participant Introductions.....	2.0
Pre-Training Assignments .....	4.0
The Museum System (TMS) Intermediate Training.....	24.0
Standard Data Entry	
Constituents Module	
Loans Module	
Shipping Module	
Media Module	
Package Explorer	
Query and Advanced Searches	
Reports	
Helpful Tips	
<b>TOTAL HOURS.....</b>	<b>30.0</b>

# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652

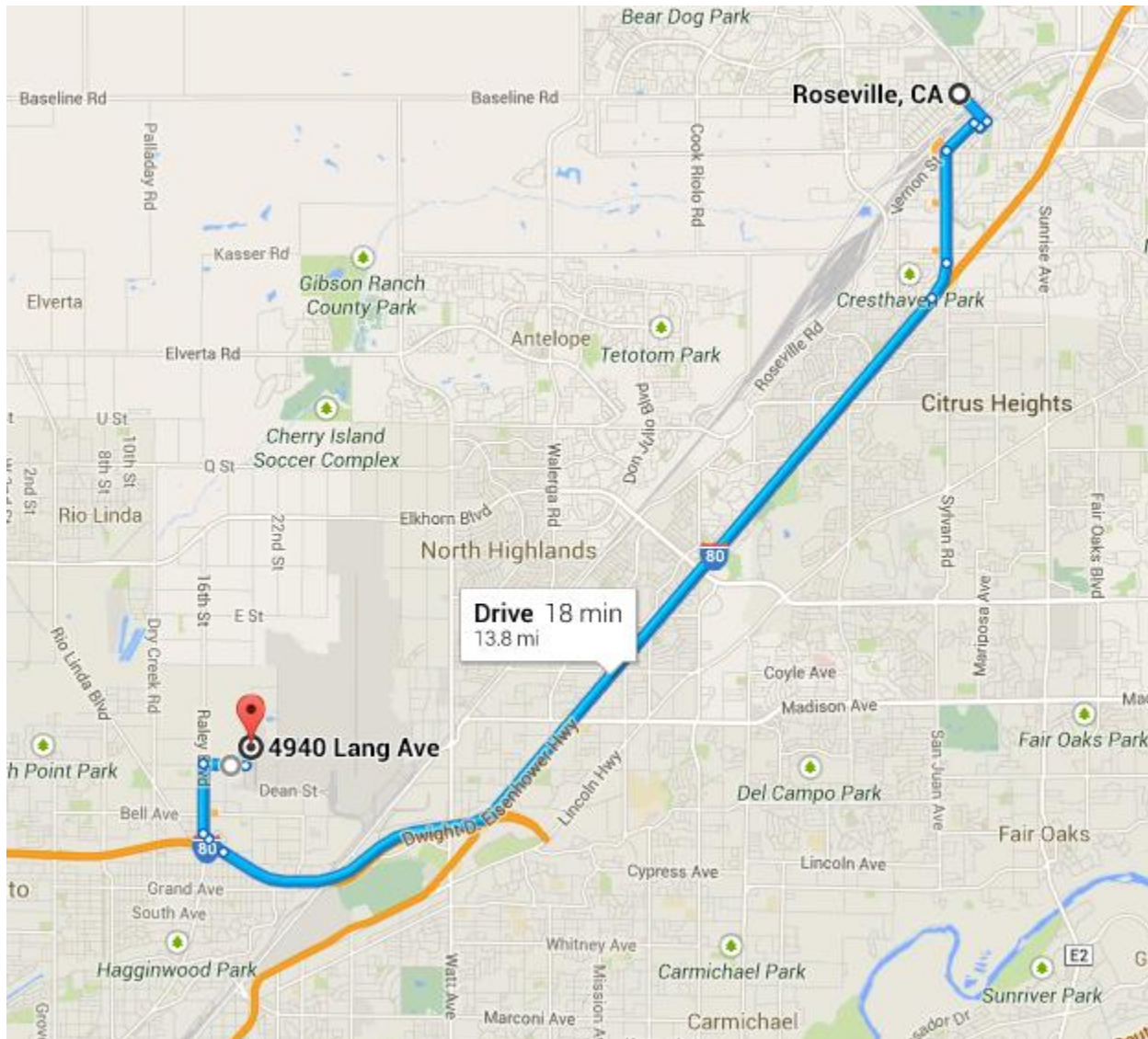


## From Sacramento, CA

- Take I-5 N for ~2.5 miles
- Take I-80 E towards Reno for ~5 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Make a left and head north onto Raley Blvd for 3 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.



## Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652

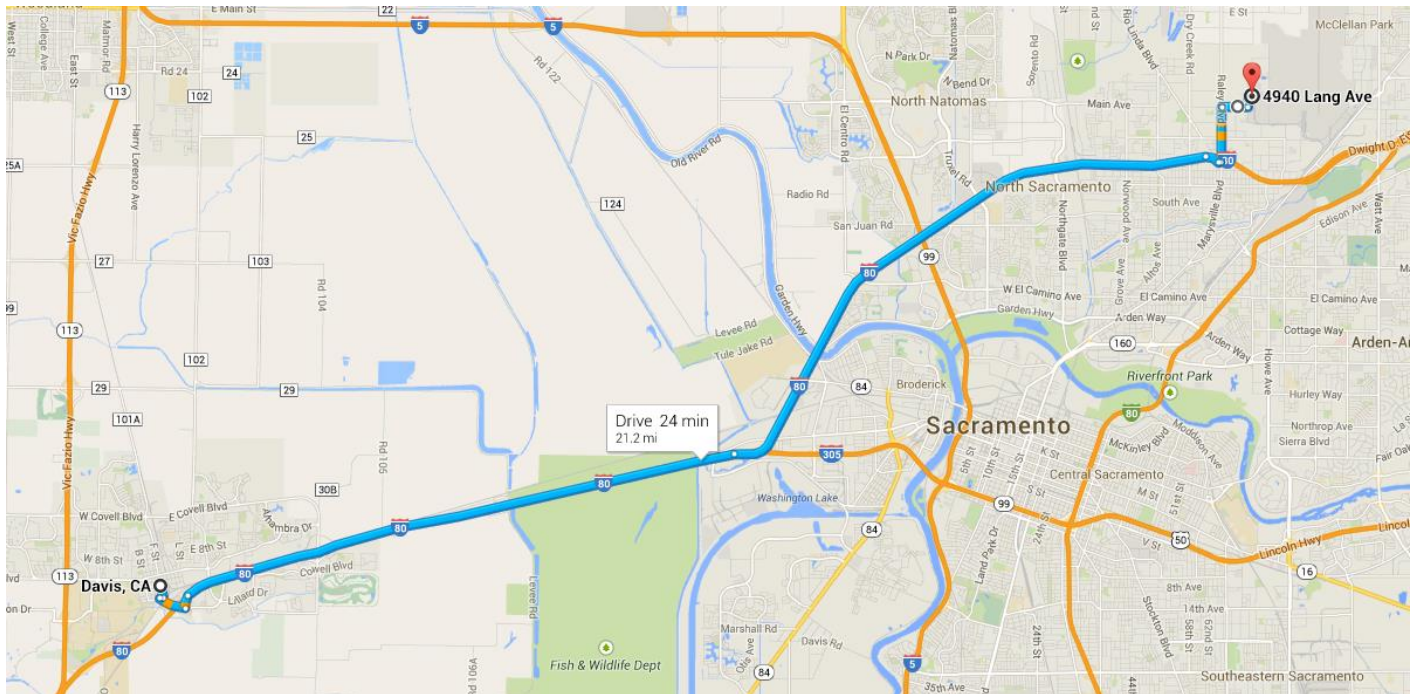


### From Roseville, CA

- Take I-80 W towards Sacramento for ~10 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Merge right and head north onto Raley Blvd for 2 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652

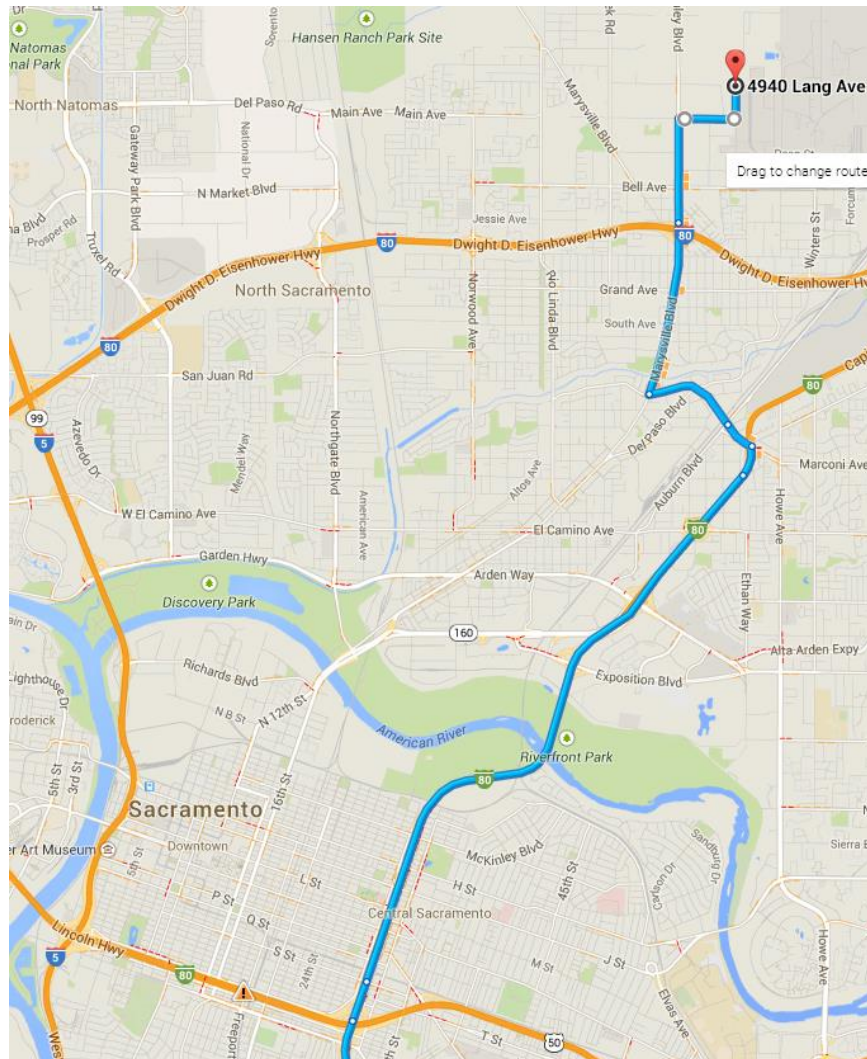
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## From Davis, CA

- Take I-80 E towards Reno for ~19 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Make a left and head north onto Raley Blvd for 3 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

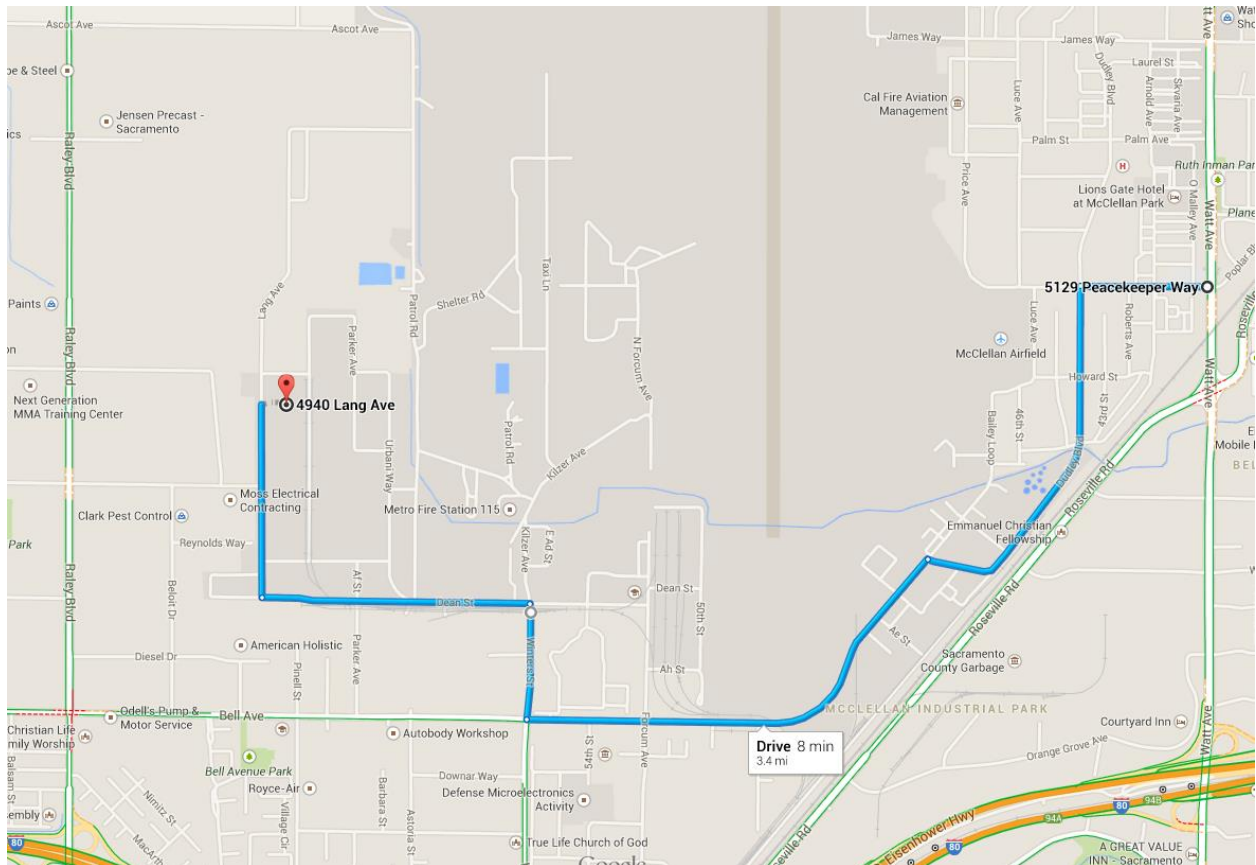
# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



## From CA-99 N, south of Sacramento

- CA-99 N becomes I-80 E Business Route just southeast of downtown Sacramento
- Continue on I-80 E Business Route towards Reno for approx. 5 miles
- Take the Marconi Ave exit, stay in the left lane, turn left onto Marconi over an overpass
- Stay in left/forward lane (not the left turn lane), this lane becomes Arcade Blvd
- Take Arcade Blvd for 0.2 miles, through what looks like a residential area
- Turn right onto Marysville Blvd for 1.3 miles, through a mixed-use area
- Marysville Blvd becomes Raley Blvd when it passes over I-80, continue on for 0.8 miles
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a tall, white water tower.

# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652

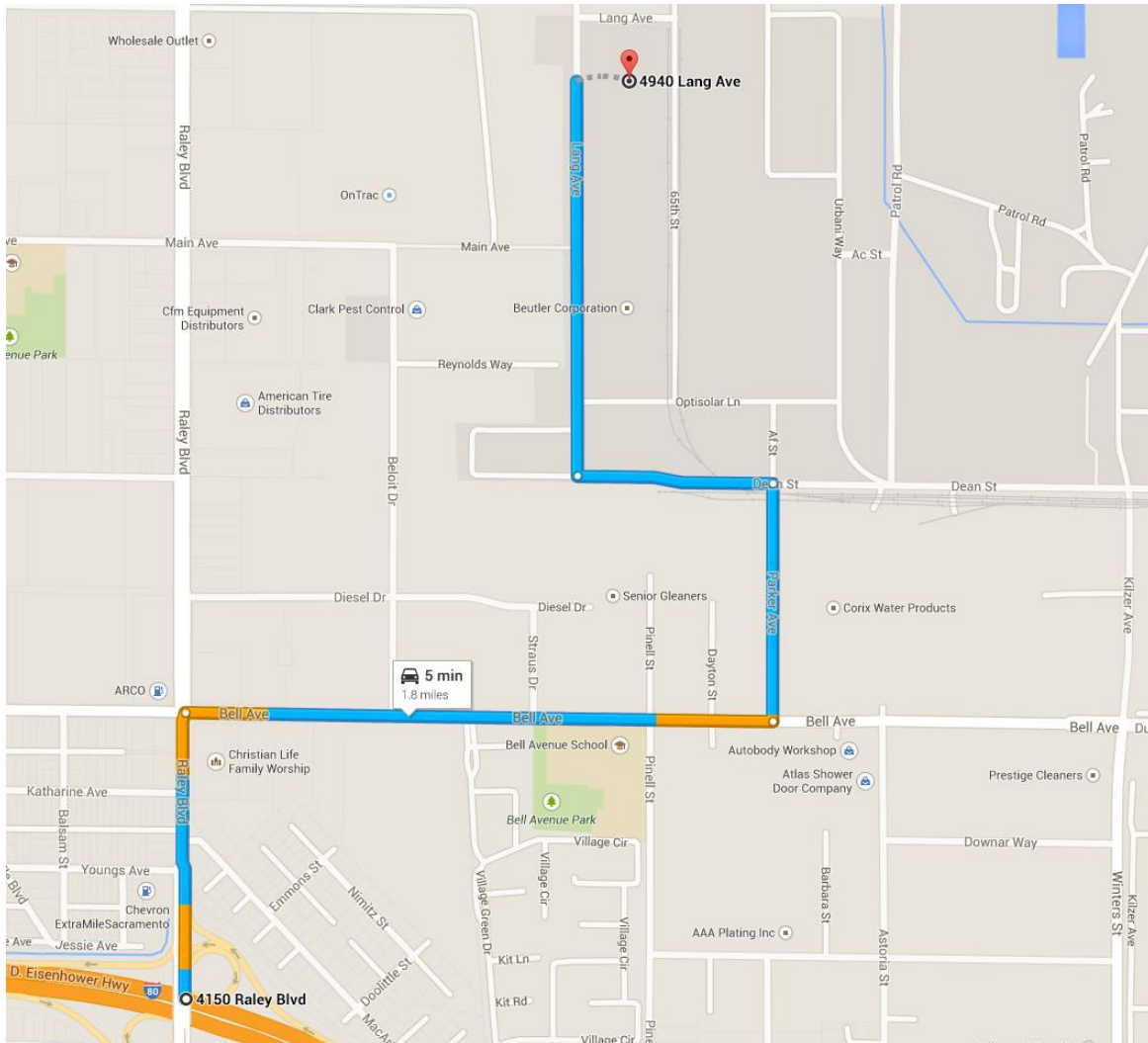


## **From Watt Ave / East side of McClellan Business Park**

- From Watt Ave, head west on (Peacekeeper Way, Palm Ave, James Way, or Freedom Park Drive – all of these cross Dudley Blvd)
- Turn left onto Dudley Blvd, heading south
- At intersection of Dudley Blvd and Dudley Way, turn left to stay on Dudley Blvd
- Turn right onto Winters Street at light
- After crossing railroad tracks, turn left onto Dean Street
- Dean Street turns right and becomes Lang Ave
- Follow Lang Ave to north end of warehouse row. We are located on the right, at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652

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## **AFTER HOURS (6PM-6AM) ACCESS TO SMCC**

### **DIRECTIONS FROM I-80 - EXIT 91 RALEY BLVD**

- 1. HEAD NORTH ON RALEY BLVD** (0.3 MI)

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  - 2. TURN RIGHT AT THE FIRST INTERSECTION ONTO BELL AVE** (0.6 MI)

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  - 3. TURN LEFT ONTO PARKER AVE** (0.3 MI)

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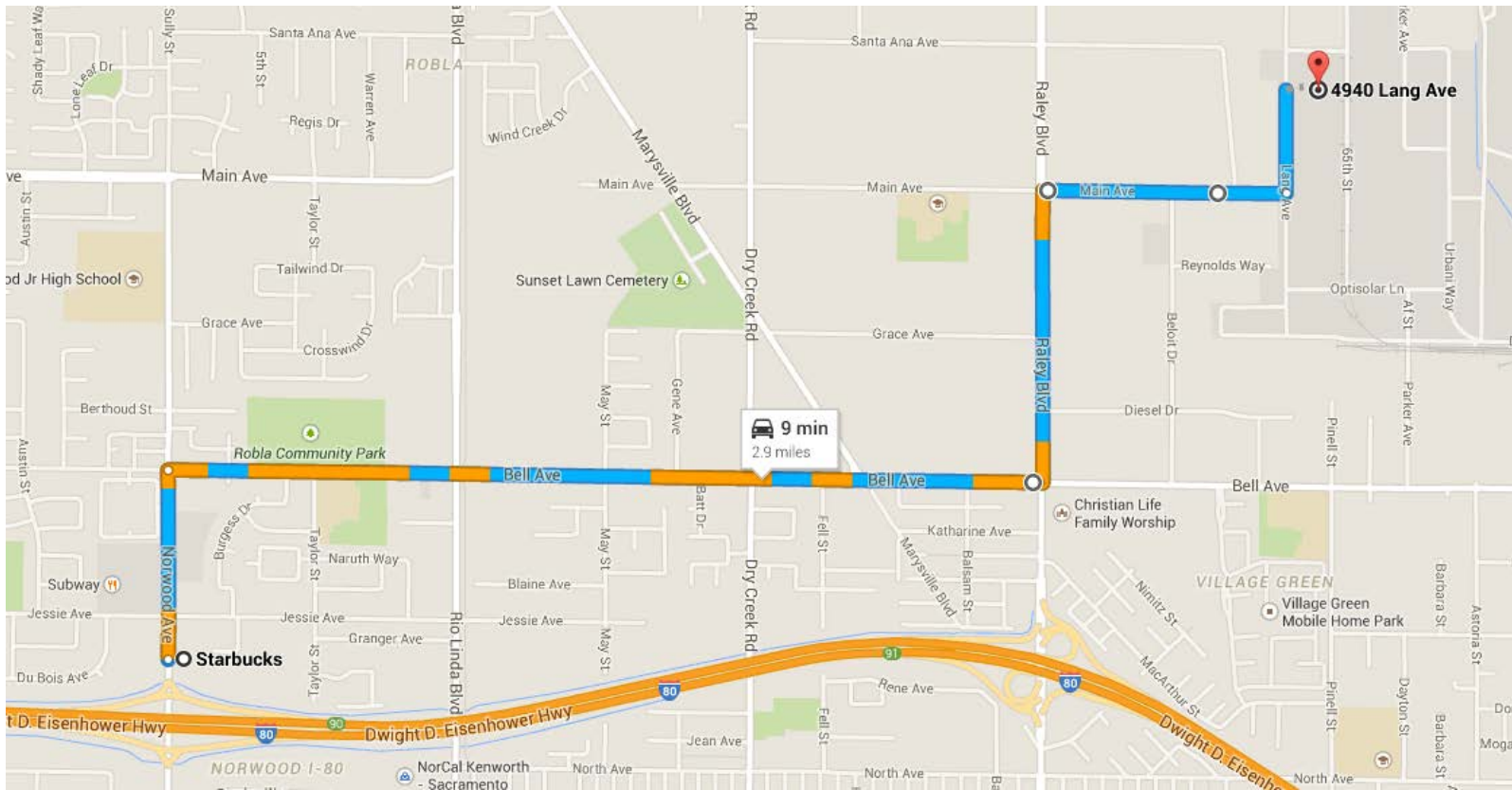
  - 4. TAKE THE 1<sup>ST</sup> LEFT ONTO DEAN ST** (0.2 MI)

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  - 5. TAKE THE 1<sup>ST</sup> RIGHT ONTO LANG AVE** (0.4 MI)

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  - 6. FOLLOW LANG AVE TO END OF WAREHOUSE ROW. FACILITY LOCATED AT 4940 LANG AVE.**
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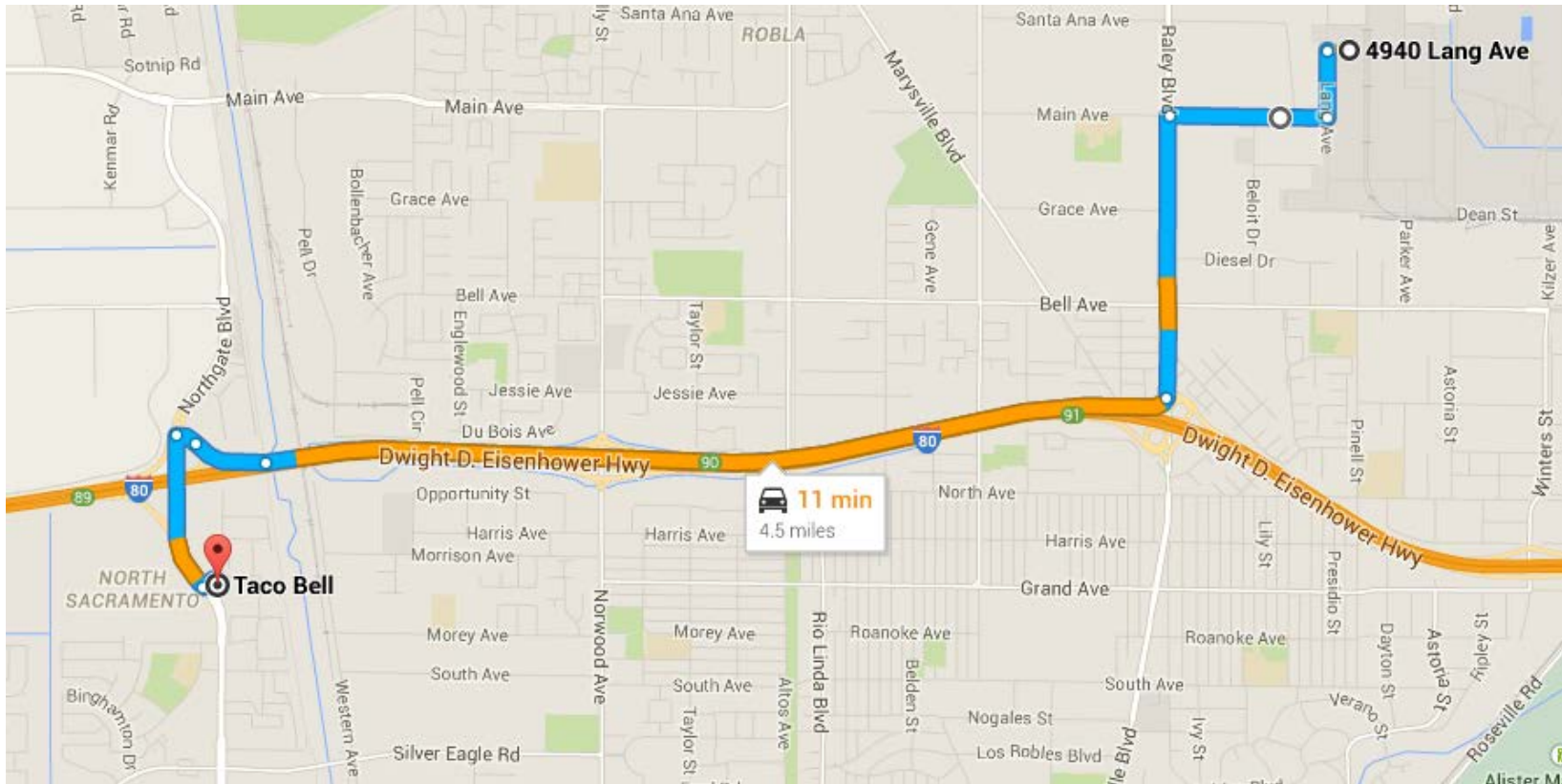


Lunch options available off of Norwood Ave:

Starbucks	4110 Norwood Ave
Jack in the Box	4128 Norwood Ave
Subway	4211 Norwood Ave
Round Table Pizza	4215 Norwood Ave, Suite 2

Directions from SMCC:

- Left out of parking lot onto Lang Ave
- Right onto Main Ave
- Left onto Raley Blvd
- To take side streets: Right onto Bell Ave for 1.5 miles, then left onto Norwood Ave
- To take freeway: Right onto I-80 W for 1.5 miles, then right onto Norwood Ave



Lunch options available off of Northgate Blvd:

North of I-80:

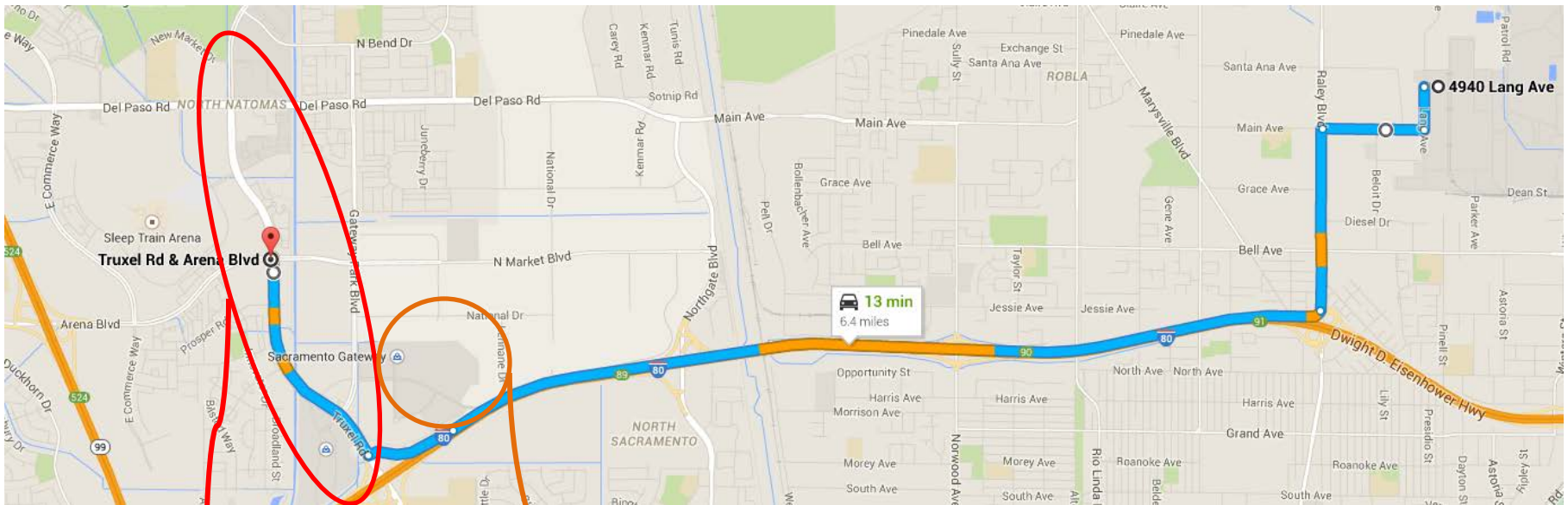
- Wendy's                    4180 Northgate Blvd
- L&L Hawaiian BBQ    4160 Northgate Blvd

South of I-80:

- KFC                        3580 Northgate Blvd
- Subway                    3645 Northgate Blvd
- McDonald's              3773 Northgate Blvd
- Taco Bell                 3820 Northgate Blvd

Directions from SMCC:

- Left out of parking lot onto Lang Ave
- Right onto Main Ave
- Left onto Raley Blvd
- Right onto I-80 W for 2.5 miles, exit onto Northgate Blvd
- For North of I-80 restaurants, stay in right lane and turn right onto Northgate Blvd
- For South of I-80 restaurants, turn left over freeway onto Northgate Blvd



**Lunch options available off of Truxel Road:**

Rubio's Fresh Mexican Grill	3551 Truxel Road
Wayside Noodles (Viet.)	3551 Truxel Road
Mongolian BBQ	3551 Truxel Road
I Love Teriyaki	3571 Truxel Road
Firehouse Subs	3830 Truxel Road
Chipotle	3830 Truxel Road
Thai Spoon	3890 Truxel Road
Pork Belly Grub Shack	4261 Truxel Road
Freebirds World Burrito	2281 Del Paso Blvd
<u>Truxel becomes Natomas after crossing Del Paso</u>	
Curry Corner	4680 Natomas Blvd
Jack's Urban Eats	4730 Natomas Blvd
El Burrito Taqueria	4740 Natomas Blvd

**Directions from SMCC:**

- Left out of parking lot onto Lang Ave
- Right onto Main Ave
- Left onto Raley Blvd
- Right onto I-80 W for 3.5 miles, exit onto Truxel Road
- There are various restaurants available on both the left and right sides of Truxel.
- There are more options available off of N. Freeway Blvd (When exiting on Truxel, stay to right, turn right onto Gateway Park Blvd, then right again on N. Fwy. Blvd.)

**Lunch options available off of N. Freeway Blvd:**

*(When exiting on Truxel, stay to right, turn right onto Gateway Park Blvd, then right again on N. Freeway Blvd.)*

Beach Hut Deli	3654 N. Fwy Blvd
007 Fish & Chips	3654 N. Fwy Blvd
Panera Bread	3571 N. Fwy Blvd
Buffalo Wild Wings	3600 N. Fwy Blvd