

# The Museum System (TMS) Advanced Group 3

December 8-10, 2015

Training Syllabus



## McClellan Training Center



## **TABLE OF CONTENTS**

Formal Training Guidelines .....	1
Course Description .....	3
Pre-Training Assignment.....	5
Agenda.....	6
Maps .....	7

***Mission Statement  
Training Section***

***The mission of the Training Section is to improve  
organizational and individual performance through consulting,  
collaboration, training and development.***

## **TRAINING SECTION STAFF**

Ann D. Slaughter ..... Acting Department Training Officer  
Jack Futoran ..... EMS and LFG Training Coordinator  
Dave Galanti ..... Training Specialist  
Kenney Glaspie ..... Training Specialist  
Karyn Lombard ..... Training Specialist  
Sara M. Skinner ..... Training Specialist  
Jason Smith ..... Academy Coordinator  
Matt Cardinet ..... Cadet Training Officer  
Jeremy Alling ..... Cadet Training Officer  
Lisa Anthony ..... Program Coordinator  
Edith Alhambra ..... 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

---

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

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.

1. **SYLLABUS:** Print your copies, read, and bring the syllabus to the training. Lap Top computers will be provided for you at the training class.
2. **TRAVEL:** Arrange your travel to and from the training site 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). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6. Participant travel (air fare, mileage, rental car, etc.) is paid by the District or Office **to** and **from** the location of training.
3. **HOUSING:** Hotel reservations are the responsibility of the participant and are eligible for reimbursement pursuant to the “allowable state rate” for Sacramento on the Park Intranet website at [http://isearch/? page\\_id=1295](http://isearch/? page_id=1295).
4. **ENROLLMENT CANCELLATION POLICY:** To cancel participation in this course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist, Lisa Anthony, assigned to the course requesting to remove the participant.
5. **PARKING:** There is free parking at the McClellan location and there are many places to park. Usually the north side of the building is the most available. Handicap parking is also available near the front entrance.

6. MEALS: You will receive information on the first day of class about restaurants in the area. Instructions on how to file the required training office Travel Expense Claims will be given prior to the last day of training. Reimbursement rate: [http://isearch.parks.ca.gov/default.asp?page\\_id=1216](http://isearch.parks.ca.gov/default.asp?page_id=1216)
7. REFRESHMENTS: Onsite snack and beverage machines are available in the lunch room. There is no regular coffee service in the lunch room. Therefore, you are encouraged to bring your own refreshments.
8. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
9. Your on-site coordinator is Linda Walton, cell phone (530) 220-4032. The Training Coordinator is Dave Galanti, office (916) 657-0413.
10. TRAVEL INFORMATION: Road Conditions
  - Caltrans Quick Map – Road conditions: [Caltrans](#) or (800) 427-7623
  - CHP – Traffic incident information: [CHP](#)
  - Maps with traffic speeds and accident reports: [Sigalert](#)
  - Traffic, mass transit, and travel information: Dial 511 Weather Conditions
  - National weather service: [NWS](#)
  - Weather.com: [Weather](#) Traveling Preparedness
  - Winter driving tips and safety kit: [Caltrans](#)
  - Car safety and emergency safety kit: [Ready.gov](#)
  - Roadside Emergency Kit: [Office of Traffic Safety](#)
  - Transportation Security Administration (TSA) Guidelines: [TSA Guidelines](#)

## **THE MUSEUM SYSTEM (TMS) ADVANCED GROUP 3**

### **Course Description**

This training is focused on Advanced TMS Users who have a solid understanding of how to use TMS and use it routinely to perform their management of their museum collections within the TMS database.

This course will prepare the Advanced TMS users for the upcoming TMS 2014 upgrade. Therefore, the instruction will cover all that will be new in the latest version of TMS. Of important interest will be the changes in the functionality of the Thesaurus database.

### **General Course Topics**

- **Thesaurus** - The Thesaurus Manager has been completely revised as a browser-based application. New features added to manage term levels, security, and to support poly-hierarchical terms.
- **Media** – New functionality in Media for enterprise digital asset management:
  - All media file metadata now extracted and fully indexed when media added to TMS.
  - TMS can now automatically insert metadata into an image file when it's added to TMS. Metadata insert is controlled by a user template that's fully configurable.
  - When a text-based media file is added to TMS (pdf, Word, etc.) TMS now reads and indexes the contents of the file. Add text-based media and then search for any word or phrase contained in that document.
  - Drag and Drop media folders are now controlled by configurable templates.
  - Media can now be linked to object components, locations and other areas.

## **THE MUSEUM SYSTEM (TMS) ADVANCED GROUP 3**

### **Course Description (Continued)**

- **Events Module** - has been extensively improved to handle recursive events, sub-events, batch adding of constituents with specific roles and other new functions.
- **Search and Replace (for Null Feature)**- batch update your object records
- **SQL Reporting Services** – A new kind of reporting has been added to TMS, in addition to Crystal Reports, you can now run reports created using SQL Reporting Services, a browser-based reporting tool distributed by Microsoft along with SQL server.
- **The Location Explorer** - Improved with a new interface as well as Flexfields, Media, and other new features.
- **Flexfields** - Improved with field data typing (text, numeric, date) as well as new Flexfield and Flexfield Group security.

## **THE MUSEUM SYSTEM (TMS) ADVANCED GROUP 3**

### **Pre-Training Assignment**

In order to make sure that all of our TMS Users are following our established Standard Data Entry Procedures, as was developed by the TMS Team, this is a great opportunity for the Advanced TMS Users to refresh their familiarity with the “how and why” of those procedures and to make sure we all on the same page.

- **Standard Data Entry Procedures** - As prepared for the course instruction for the TMS Basic class. Participants of the Advanced TMS Training class will be required to review, ask questions and make comments on the Standard Date Entry Procedures. The goals of this exercise:
  - To make sure we are all on the same page in our understanding and use of TMS.
  - To become fluent in the fields that we have adopted for our Parks use in TMS. In particular, what fields to use and how to use them.
  - To become more consistent with our data entry procedures, resulting in better search results, thus, more accurate data reporting.

**Your pre-training assignment: Please review the attached training materials, and:**

- Come to the training with prepared questions and/or comments concerning our Standard Data Entry Procedures.

**THE MUSEUM SYSTEM (TMS) ADVANCED GROUP 3 – A G E N D A**  
**December 8-10, 2015**

Training materials that have not been previously sent to the participants will be provided on the first day of instruction at the training site.

**Tuesday**  
**December 8**

9:00-12:00	Class Begins, Brief Introductions, and TMS Instruction	Moxley
12:00-1:30	Lunch	
4:00-5:00	Questions and Answers	All

**Wednesday**  
**December 9**

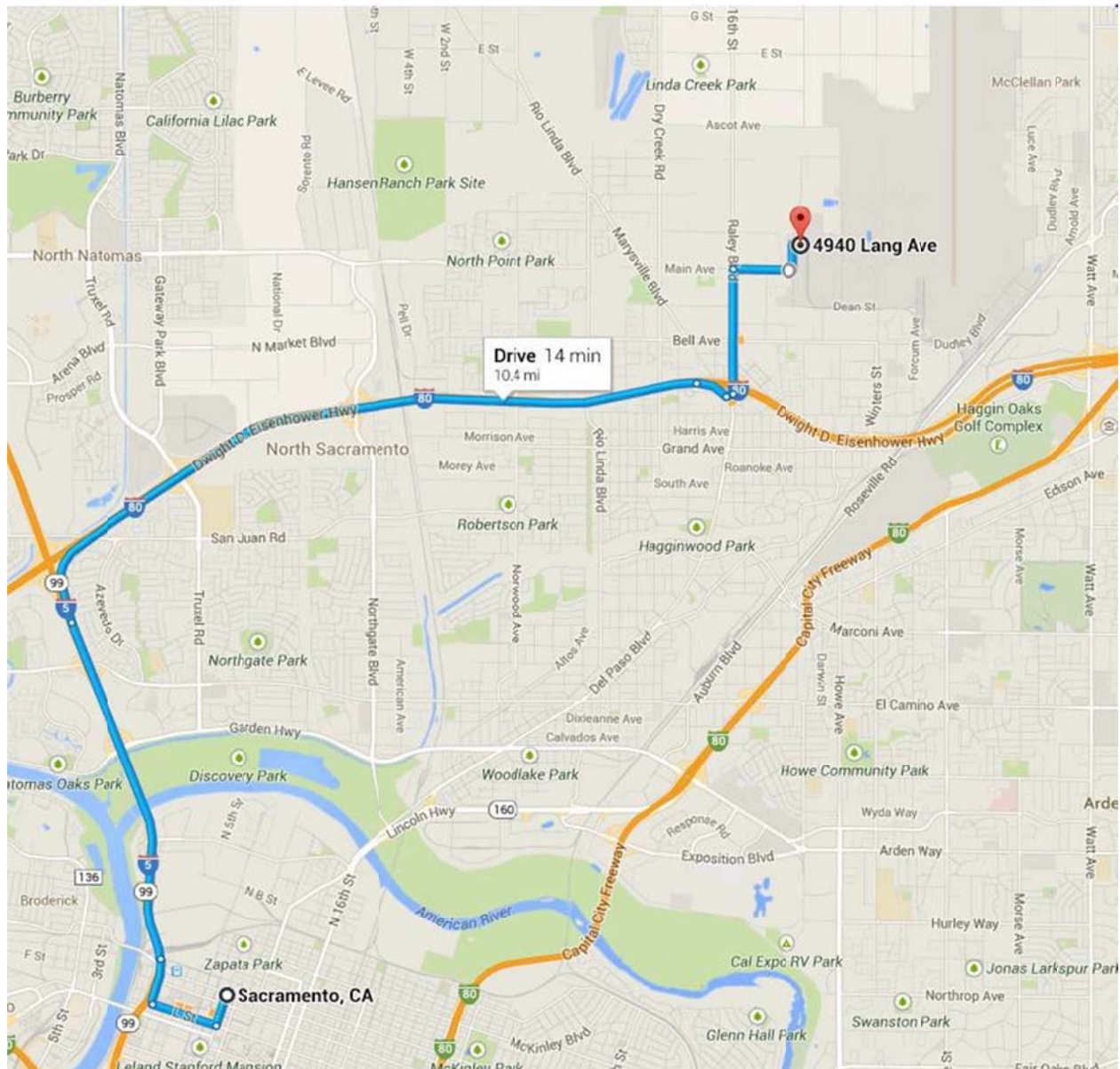
9:00-12:00	TMS Instruction	Moxley
12:00-1:30	Lunch	
4:00-5:00	Questions and Answers	All

**Thursday**  
**December 10**

9:00-12:00	TMS Instruction	Moxley
12:00-1:30	Lunch	
4:00-5:00	Questions and Answers – Class Ends	All



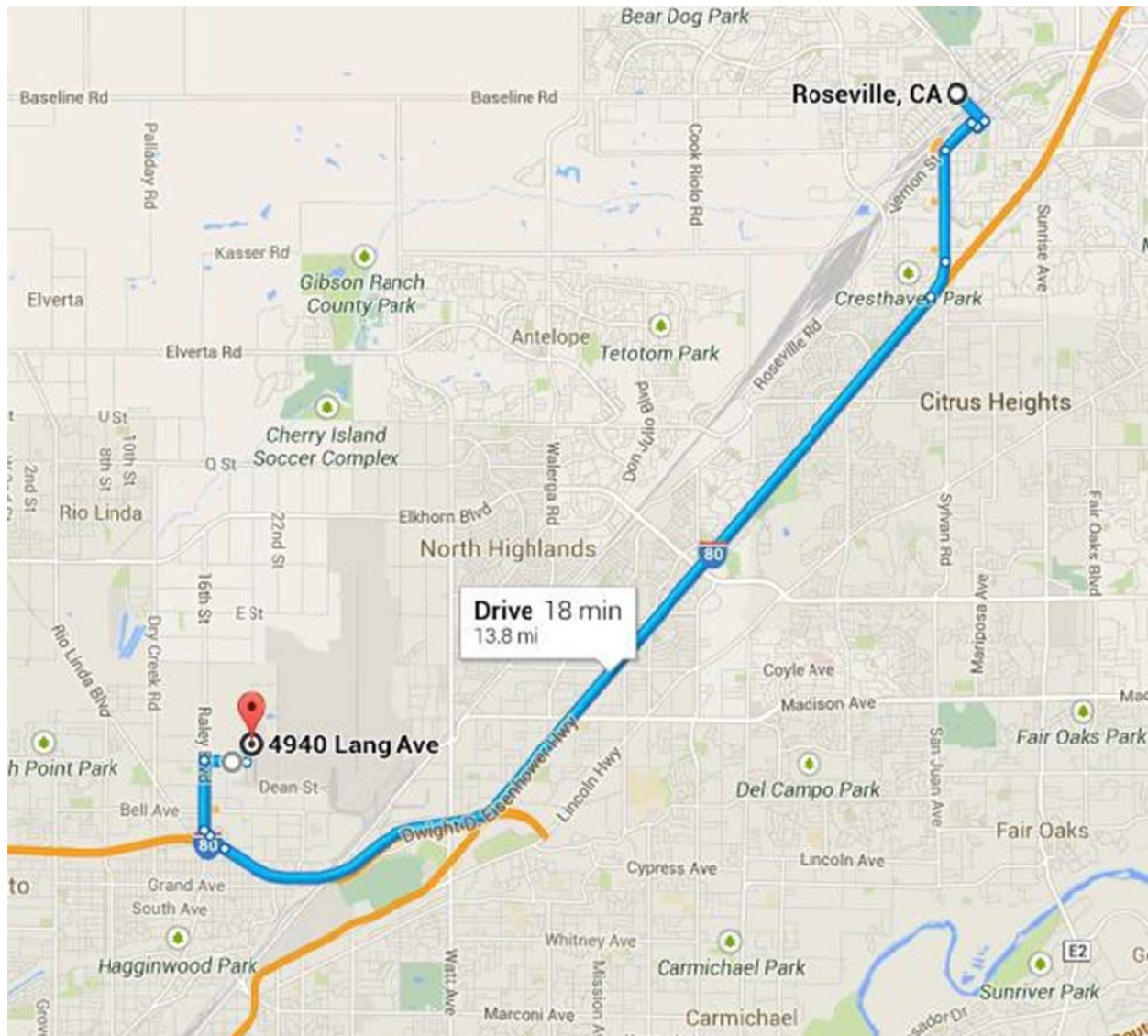
# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



## 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

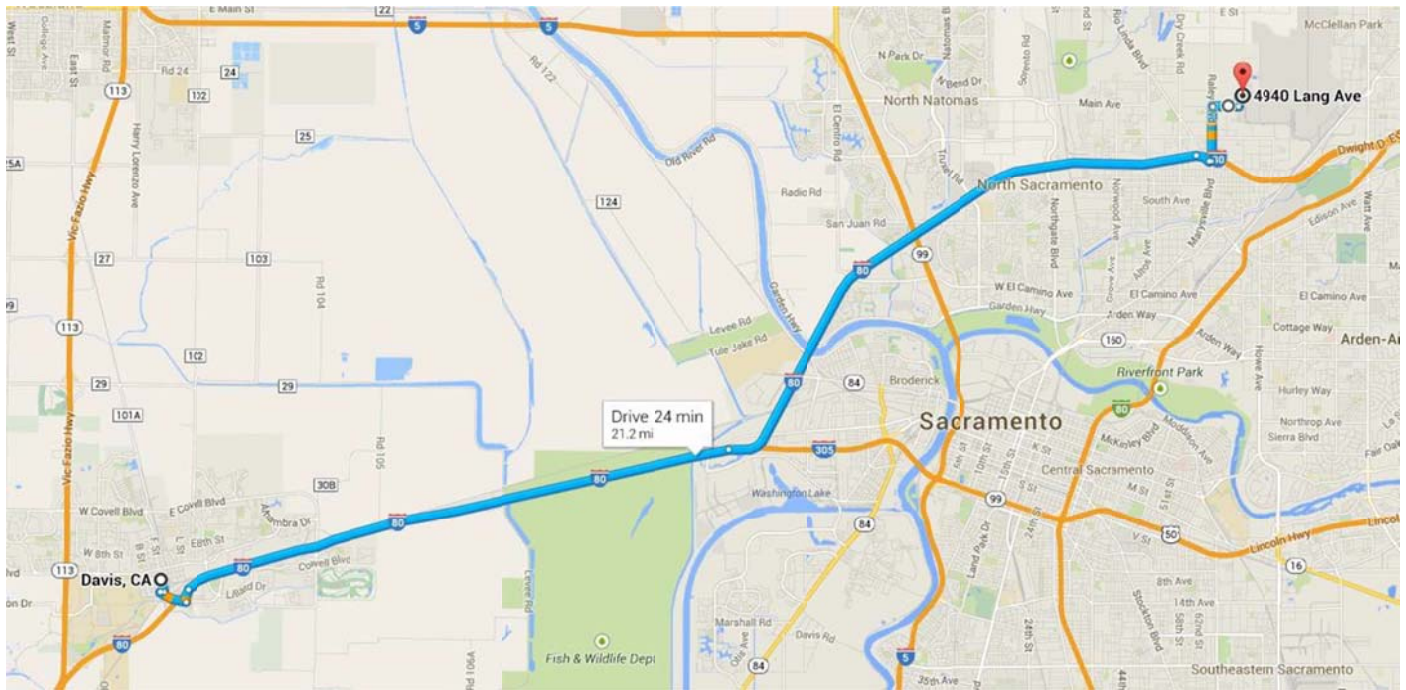


### From Roseville, CA

- 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

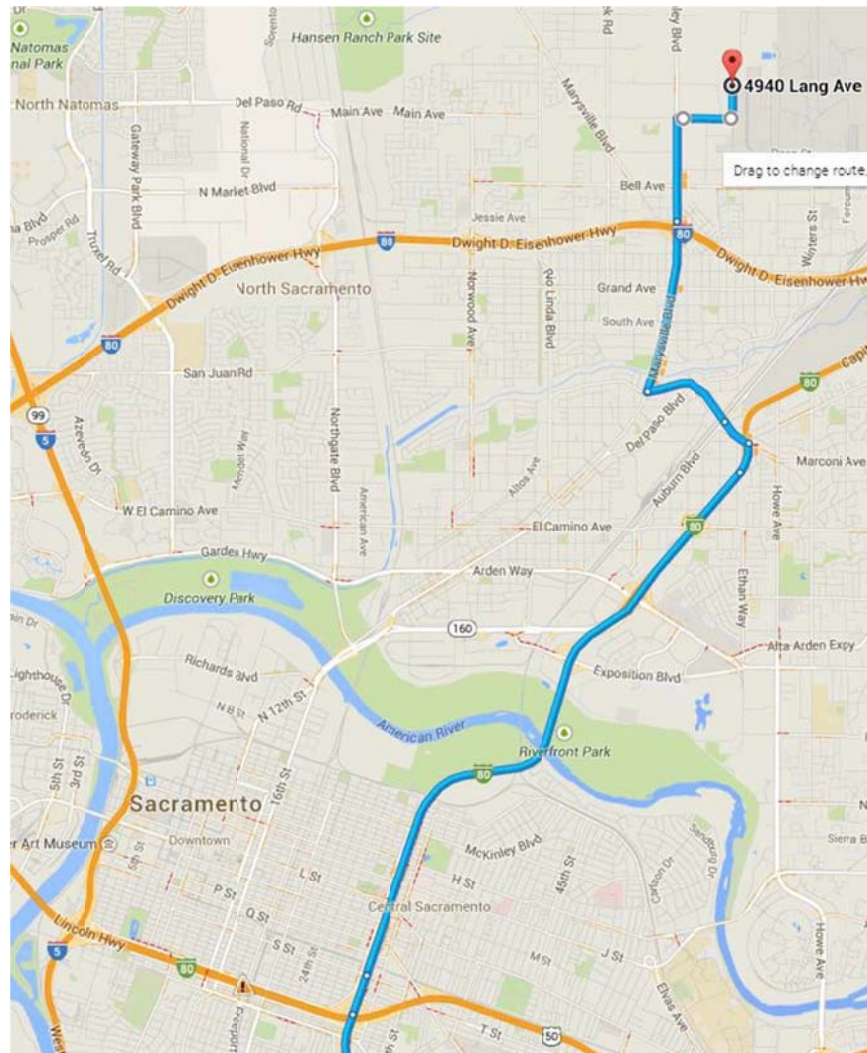
---



## 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.

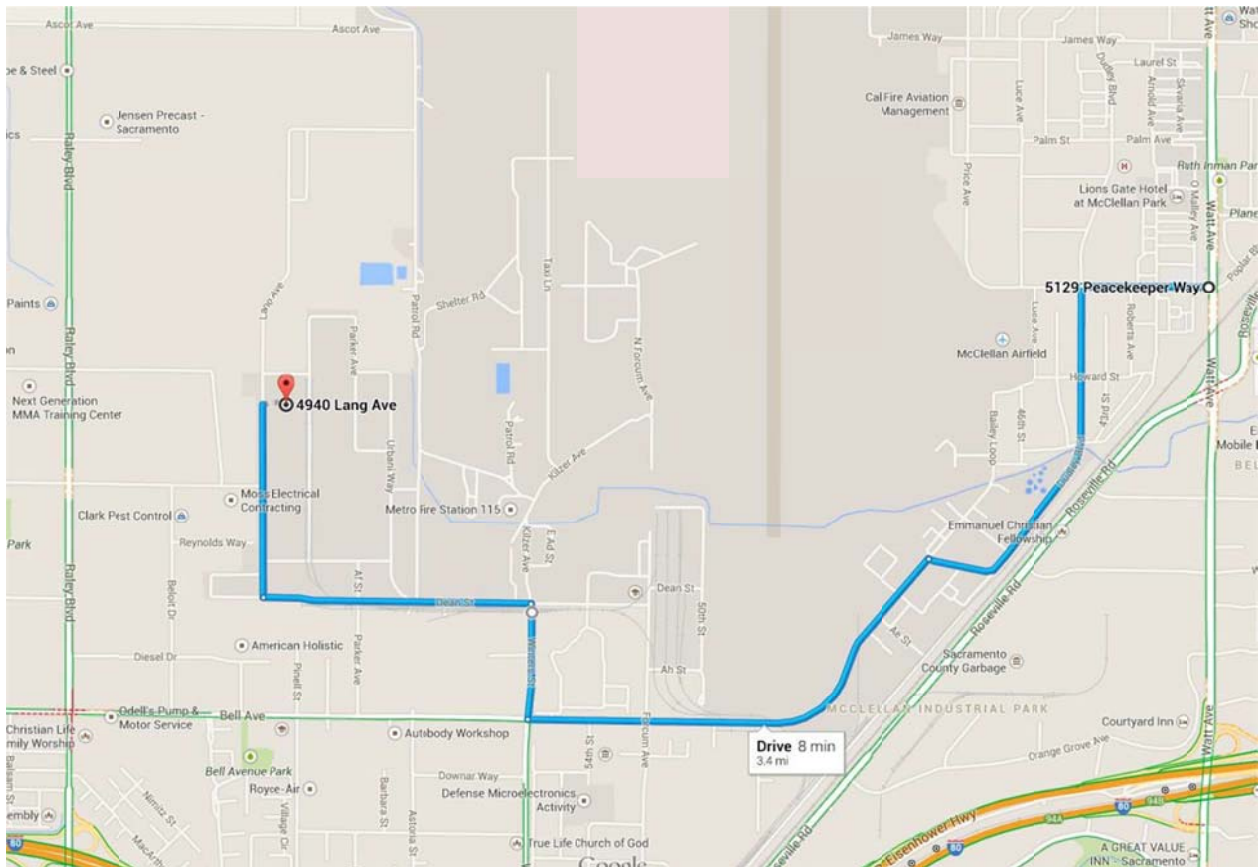
# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



## **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 St 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

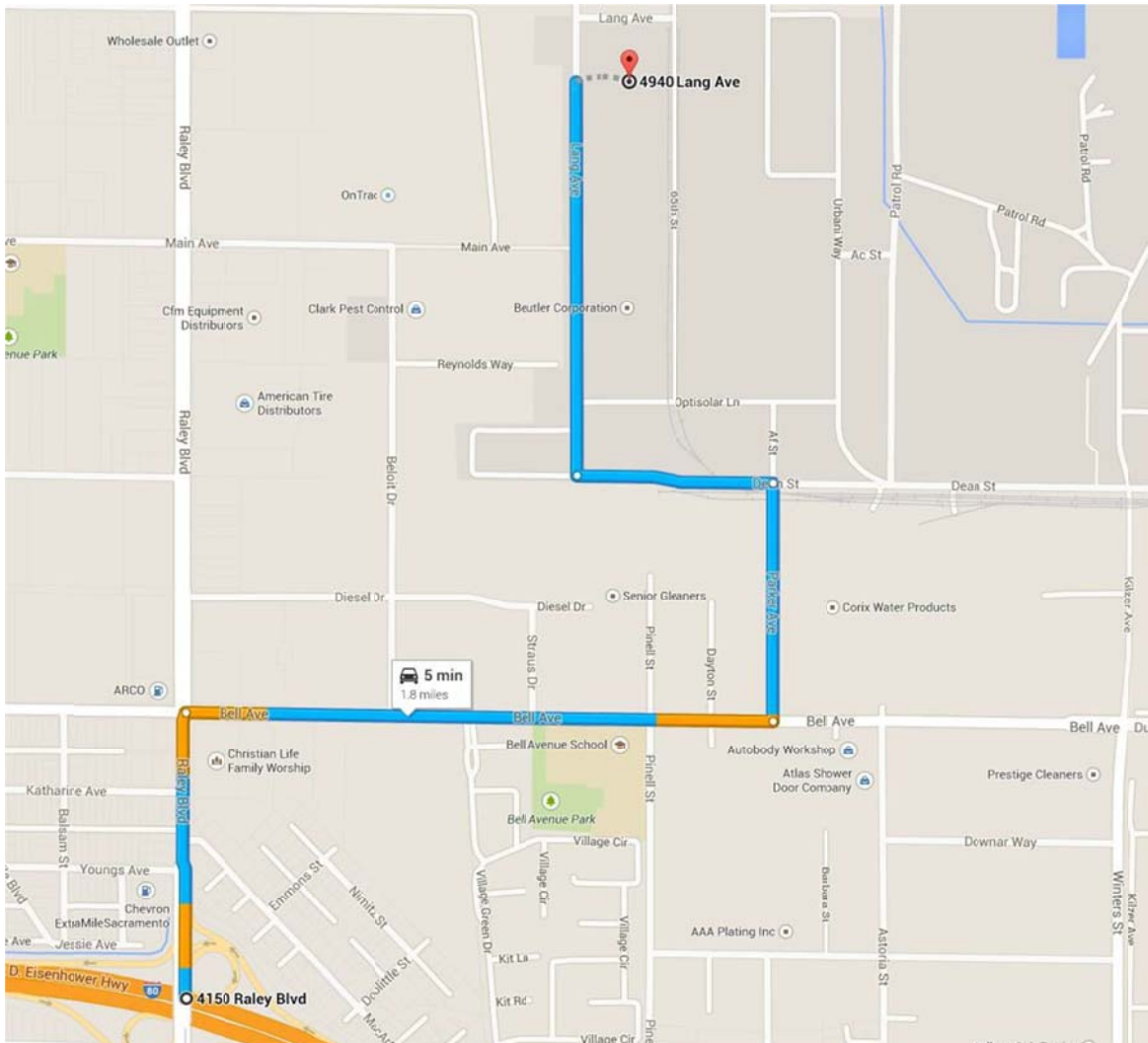


## **From Watt Ave / East side of McClellan Business Park**

- 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

---



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

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

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

---

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

---

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

---

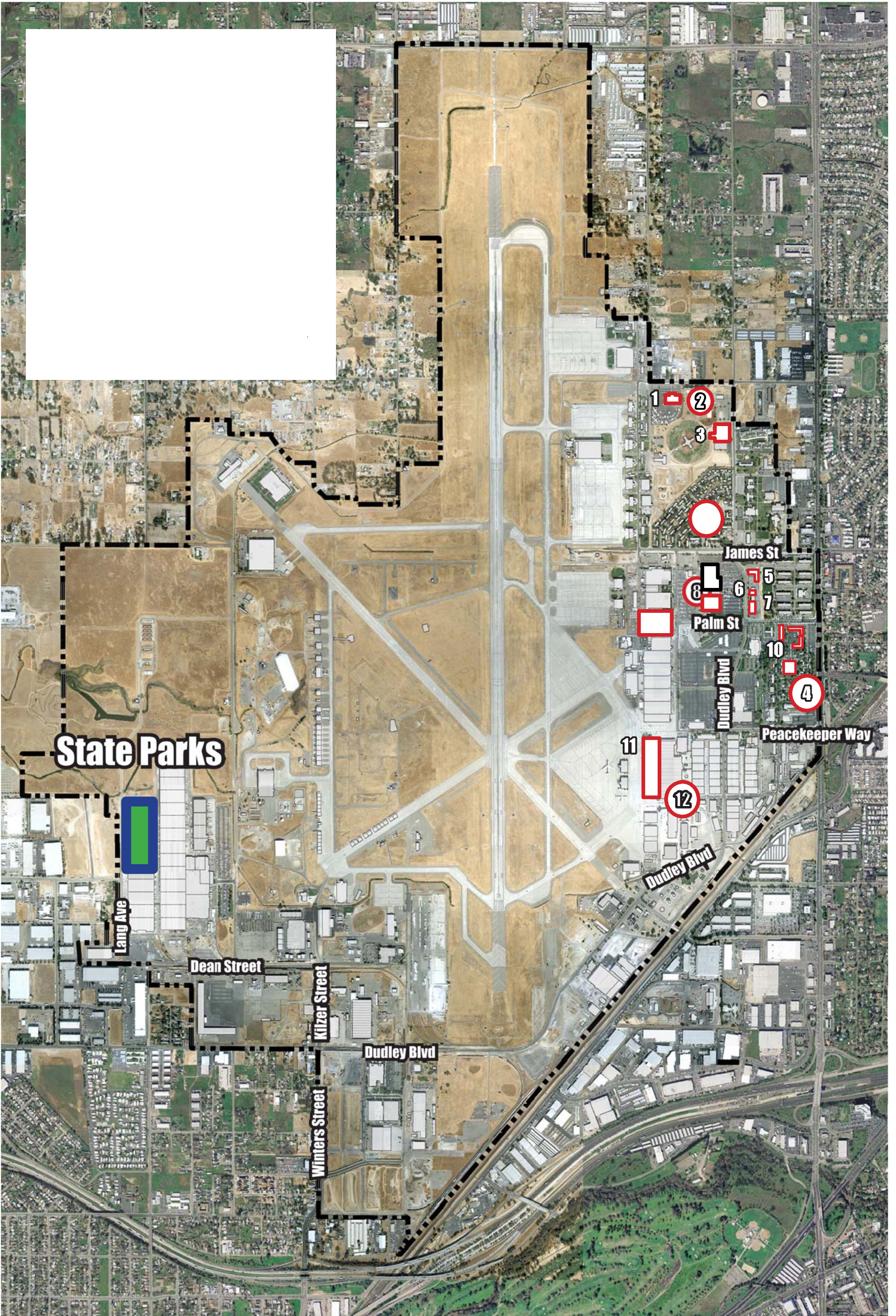
  4. TAKE THE 1<sup>ST</sup> **LEFT** ONTO **DEAN ST** (0.2 MI)

---

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

---

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



**State Parks**

**Lang Ave**

**Dean Street**

**Kizer Street**

**Winters Street**

**Dudley Blvd**

**James St**

**Palm St**

**Dudley Blvd**

**Peacekeeper Way**

**Dudley Blvd**