**Sherry Smith's replies to TMS issues:**

**Obligation process** -- When the person who obligates your funds clicks on "certify funds," the cycle on the training form is complete. If it has "training order" as a payment type, then the money will be obligated in FFS that evening. If the payment type is something else like "No Charge, Credit Card or Convenience Check," then the money does NOT obligated in FFS.

**No Charge Training** - If the payment type is "No Charge" because there's no money involved, when the approver gets the form and clicks on "Approval" a message will come up asking them if they are the final approver. If no one else needs to see the form, they should click on "yes" and that will complete the form. If someone else needs to see the form, they should click on "cancel" and the form will go on to whoever's name they have entered in the "Next Approver/Obligator" box.

**Approval Routing** - The form can be routed to whoever you want or as many people as you want. In order to forward the form on for approval or certifying funds, you must click on the "Next Approver/Obligator" button and pick a name to be entered on the form. If you don't put in a name, the system has a default that comes back and asks you to put a name in. The hangup in approving and forwarding the form seems to be that approvers don't know who the form is supposed to go on to. So offices need to help their supervisors and managers figure out where the form should go. After a few tries supervisors and managers will get the idea.

**NTC** - As far as NTC goes, if you sign up for the class through "Courses" in the system, it will tell you if there are any spaces left. If you don't want to do it this way, just give Gloria Armstrong in Denver a call and ask her if there's room. NTC wants employees to use TMS to sign up for classes.

**Who can initiate the process**- Each employee can use TMS to request training or if an office wants, one person in the office can do forms for everyone. It's up to the office how they want to proceed. As far as letting the Admin personnel know what's going on, just route the form through them if you want. If you route the form through them, they can look in the system and see the status.

**Mandatory fields** - all of the fields on the form are mandatory except that marked "optional."

**Tracking progress of Forms**. The progress of the form can be tracked by looking at the "History" at the bottom of each training form. Unfortunately, the "History" shows where it's been, not where it is at present. We may be able to fix that -- I'm not sure. I'll have to work with the contractor. You can always call me and I can look in the system and see where a form is. If I'm not here, Don Gilbert in my office can also help you. He's on (703) 648-7320.