



Optima Cheat Sheet

ENTERING IN-SERVICE HOURS

1. Log in to Optima. Select “Training Logs” tab.
2. Click green “Add” button.
3. Enter a “Schedule Date” and a “Complete Date”. These will be the same unless the training took place over the course of several days. If that is the case, the first day of training is the “Schedule Date” and the final day of training will be the “Complete Date”.
4. Select training topic- best fit from the drop-down list.
5. Select training format- b best fit from the drop-down list.
6. Trainer is left blank.
7. Enter the number of hours to the nearest ¼ hour.
8. Enter mileage travelled to and from the training, if applicable. (OPTIONAL)
9. Enter specific training title in notes section. This is REQUIRED if the training is not a program offered directly by the GAL Program.
10. You may also enter additional information in the notes section, not to exceed a total of 2000 characters.

Did you Know?

You can now see your in-service total! On the “Training Logs” tab, your Year-to-Date (YTD) hours and mileage appear on the right side of the screen. Optima calculates these totals on the calendar year.

Optima website: <https://fl-20th.evintosolutions.com>

User name: First.Last

Password: MM/DD/YYYY (default)