



EDUCATION SERVICE

# Adding Documents to TIMS

## Lesson Plan & Script

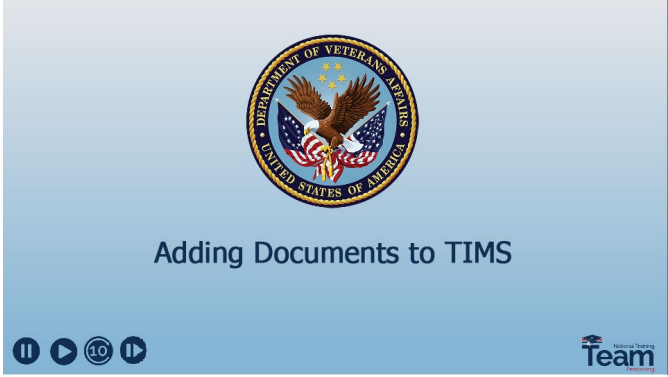
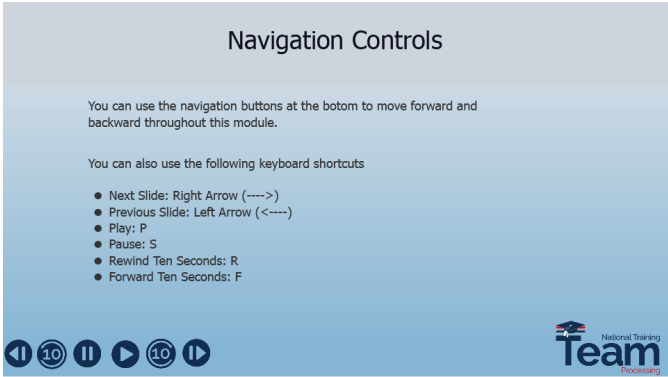

April 2022

Version 1.0

***Adding Documents to TIMS  
Lesson Plan***

<b>Lesson Overview</b>	
<b>Topic</b>	<b>Description</b>
Time Estimate:	30 minutes
Purpose of the Lesson:	The purpose of this lesson is to discuss and demonstrate how to add documents to The Image Management System (TIMS) using the drag and drop functionality.
Prerequisite Training Requirements:	None
Target Audience:	This lesson is designed for the following audiences: <ul style="list-style-type: none"> <li>• TIMS Users</li> </ul>
Lesson References:	<ul style="list-style-type: none"> <li>• System Advisory: System Updates – The Image Management System (TIMS) Release 5.1.0 and Printer 5.0.0.2 Deployment Information</li> </ul>
Lesson Objectives:	Upon completion of this lesson, you will know how to add a document to a TIMS Folder using the Drag & Drop functionality
What You Need:	Adding Documents to TIMS Presentation
Post Training Requirements:	<p>Upon completion of the classroom portion of the lesson, participants are required to complete an online lesson assessment and survey in Talent Management System (TMS).</p> <p>To demonstrate successful completion of the lesson participants must pass the assessment with a score of at least 80%.</p> <p>Participants must also complete the online survey to earn credit for completion of the lesson.</p>

## Adding Documents to TIMS Lesson Plan

PowerPoint Slides	Instructor Activities
 <p>The slide features the Department of Veterans Affairs seal at the top center. Below the seal, the title "Adding Documents to TIMS" is displayed in a dark blue font. At the bottom left, there are navigation icons: a left arrow, a right arrow, a 10-second rewind icon, and a 10-second fast forward icon. The "National Training Team" logo is in the bottom right corner.</p>	<p><b>DISPLAY</b> slide 1. "Adding Documents to TIMS"</p> <p>Hello and welcome to this training on how to add a document to TIMS using the Drag and Drop functionality. Just a couple of notes before we begin.</p> <p>First, for the best viewing results, ensure that you are viewing this presentation using the Microsoft Edge Web Browser. Second, the example being used in this presentation does not contain any PII.</p> <p>Please click the right arrow found at the bottom of the screen to proceed.</p>
 <p>The slide is titled "Navigation Controls". The text explains that navigation buttons at the bottom can be used to move forward and backward. It also lists keyboard shortcuts: Right Arrow for Next Slide, Left Arrow for Previous Slide, P for Play, S for Pause, R for Rewind Ten Seconds, and F for Forward Ten Seconds. Navigation icons and the "National Training Team" logo are at the bottom.</p>	<p><b>DISPLAY</b> slide 2. "Navigation Controls"</p> <p>To move forward or backwards throughout this presentation, use either the navigation buttons at the bottom of the screen or the keyboard shortcuts shown on this screen.</p>
 <p>The slide is titled "Lesson Objectives". The text states that upon completion of the lesson, users will know how to add a document to TIMS using drag and drop functionality. An image of a laptop, glasses, and a coffee cup is on the right side. Navigation icons and the "National Training Team" logo are at the bottom.</p>	<p><b>DISPLAY</b> slide 3. "Lesson Objectives"</p> <p>After completing today's training, you will know how to print a document to TIMS using the drag and drop functionality.</p>

## Adding Documents to TIMS Lesson Plan

### PowerPoint Slides

#### Things to Know:

- You need to have the TIMSWEB Printer driver on your computer in order to Drag and Drop Documents into TIMS.
- Only PDFs can be uploaded to TIMS using the Drag and Drop functionality.
- Documents are converted to a PDF using the TIMSWEB Printer
- The Drag and Drop Functionality only applies to Claims Processing and Folder Processing Modules.



### Instructor Activities

#### **DISPLAY** slide 4. "Things to Know"

Here are some things to know before we continue with the presentation.

Make sure you have the TIMSWEB driver on your computer.

Only PDFs can be printed to TIMS using the Drag and Drop Functionality

The TIMSWEB printer converts documents to a PDF so that they can be added to a TIMS file.

Only those working in the Claims Processing and Folder Processing Modules are able to use the Drag and Drop functionality

#### Let's Drag & Drop

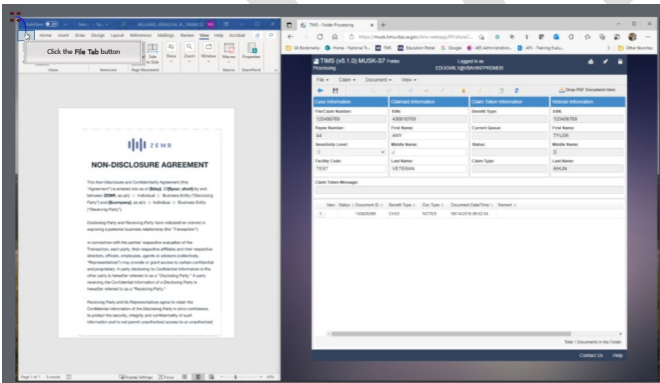


#### **DISPLAY** slide 5 "Let's Drag and Drop"

Okay, it's now time to show you how print a document to TIMS using the Drag and Drop functionality.

These instructions apply to any type of document you want to convert to a PDF and add to a TIMS file. Some examples include an email, a word document, or DGI screen.

Just a reminder, no PII was used in this example

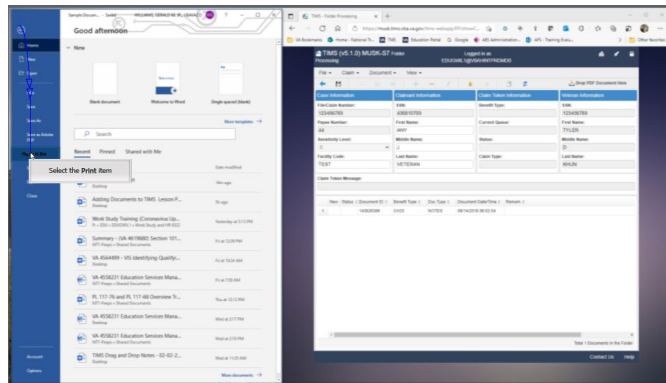


#### **Display** slide 6

First, open the document you PLAN TO print to the TIMS file and then click on the File Tab button

# Adding Documents to TIMS Lesson Plan

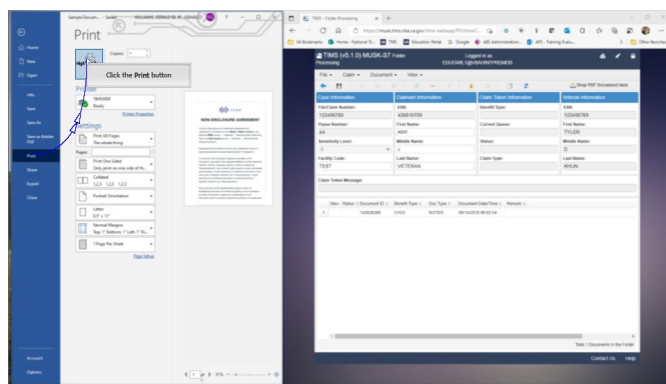
## PowerPoint Slides



## Instructor Activities

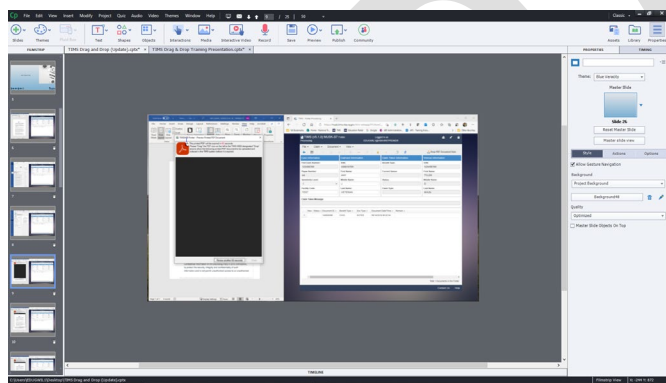
### Display Slide 7

Next, after having clicked on the File Tab button, go and select the Print item



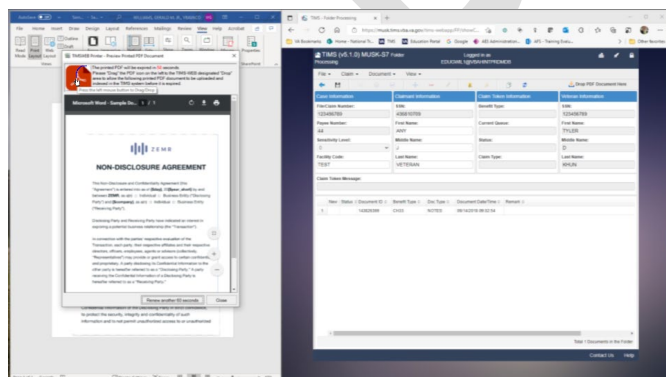
### Display Slide 8

After having clicked on the Print item, move your mouse and click on the Print button. Remember, the Printer you are using should be showing as TIMSWEB



### Display Slide 9

Now that you have clicked on the Print button, a PDF Preview of the document you plan to print to TIMS will open.

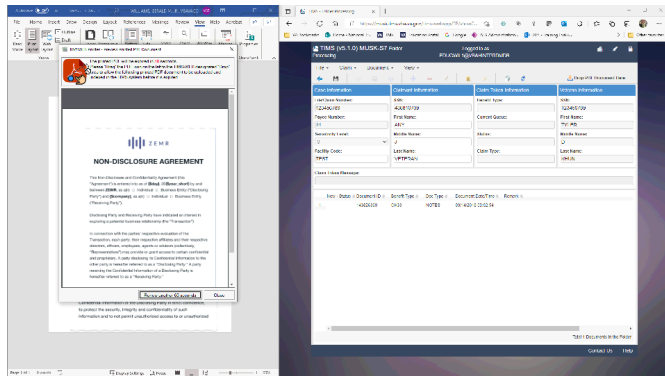


### Display Slide 10

On the preview screen, go to the upper left hand corner and click on the PDF Icon. From here, while holding your mouse down, begin dragging the icon

# Adding Documents to TIMS Lesson Plan

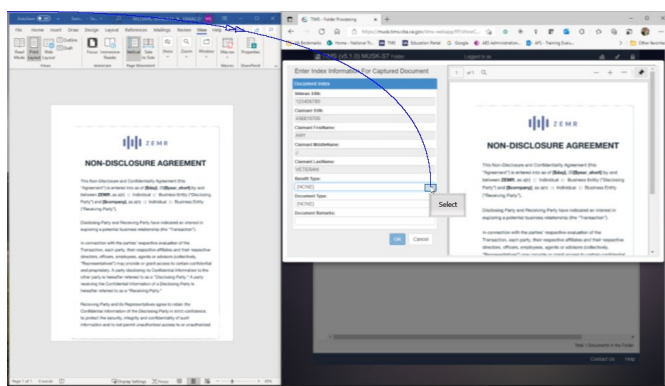
## PowerPoint Slides



## Instructor Activities

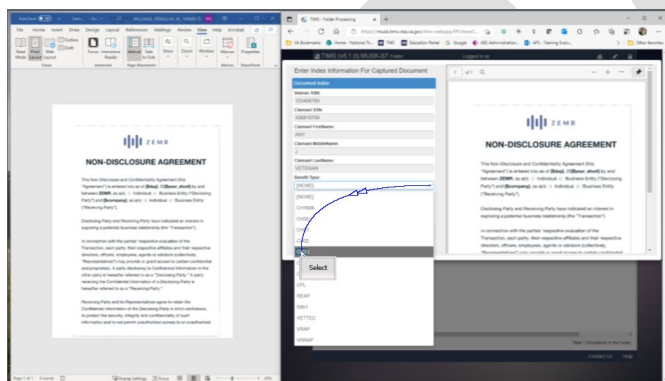
### Display Slide 11

To the section in the upper right hand corner of the TIMS file labeled "Drop PDF Document Here". Once here, you can release your mouse and the document will be added



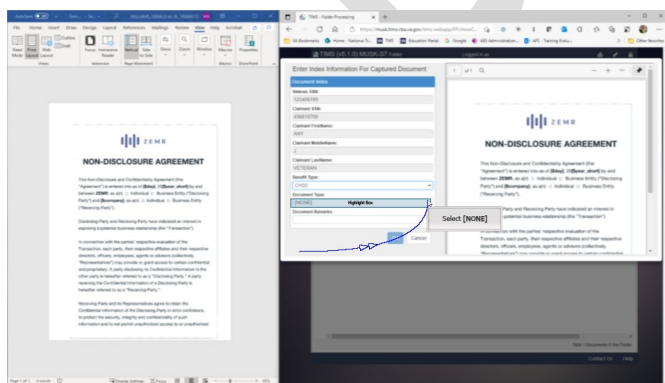
### Display Slide 12

After the document has been added, the Index window will open up. From here you will need to select the "Benefit Type"



### Display Slide 13

After clicking on the "Benefit Type" the next step will be to select the applicable benefit.



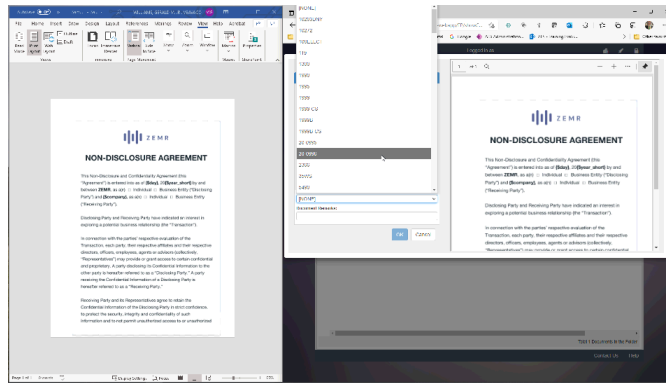
### Display Slide 14

Ok, next, we will need to select the appropriate document type. Move your mouse and click on the box under Document Type

# Adding Documents to TIMS Lesson Plan

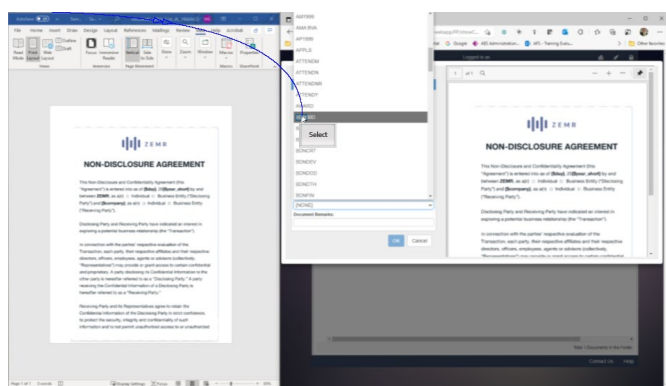
## PowerPoint Slides

## Instructor Activities



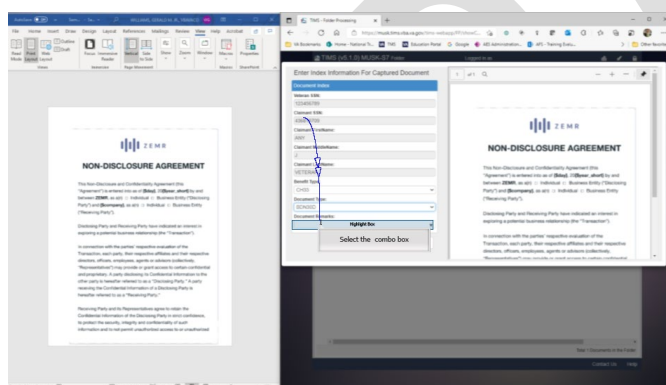
### Display Slide 15

From here, scroll down the list to find the applicable document type



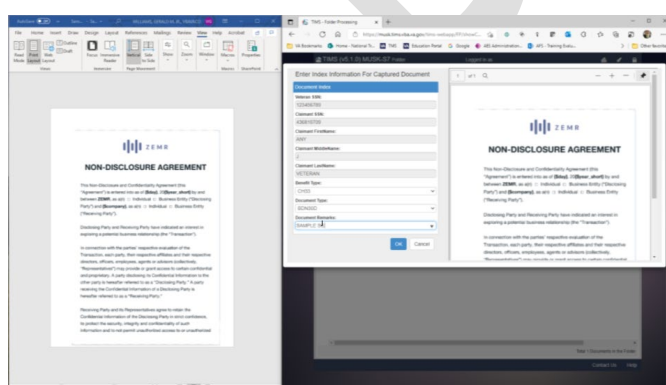
### Display Slide 16

Once you have found the applicable document type you want to use, select it.



### Display Slide 17

The next step is to add a document remark

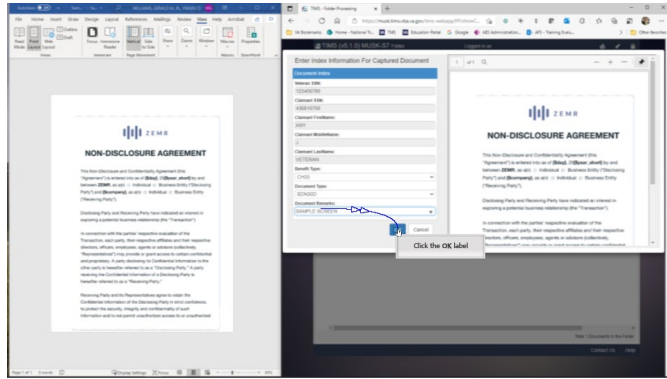


### Display Slide 18

When adding the remark, you can either type in your own or select from the drop down menu of sample remarks.

# Adding Documents to TIMS Lesson Plan

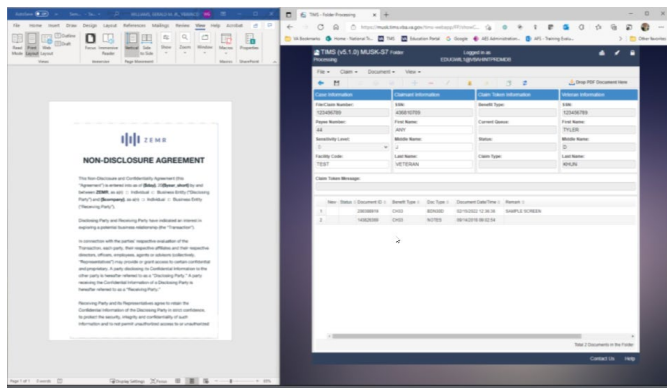
## PowerPoint Slides



## Instructor Activities

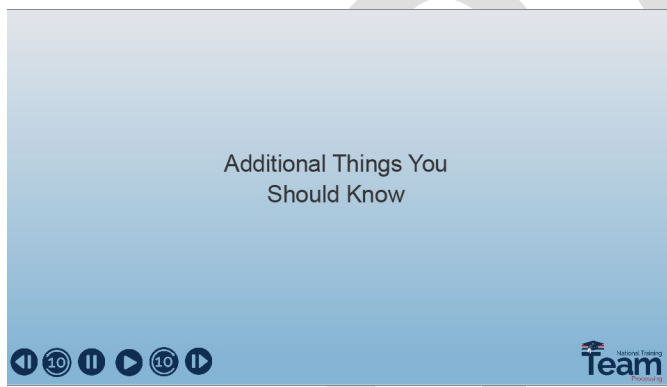
### Display Slide 19

After adding the remark, click on the OK button to add the document



### Display Slide 20

Congratulations, the document has now been added to the TIMS file.

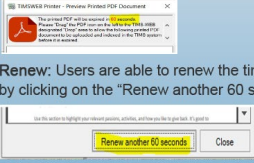
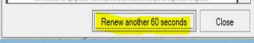





### DISPLAY slide 21 "Additional Things You Should Know"

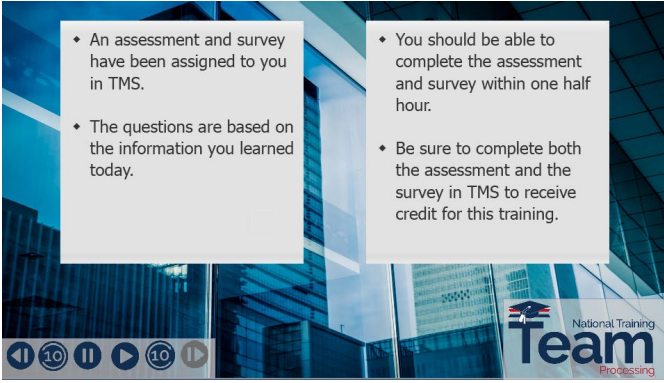




Now that you have seen a demonstration on how to print a document to TIMS, here are some additional things you should know.



## Adding Documents to TIMS Lesson Plan

PowerPoint Slides	Instructor Activities
<p style="text-align: center;"><b>Additional Things You Should Know</b></p> <p>Timer: A timer is displayed next to the PDF icon on the Preview Document along with some instructions</p>  <p>Renew: Users are able to renew the timer if needed by clicking on the "Renew another 60 seconds"</p>  	<p><b>DISPLAY slide 22 "Additional Things You Should Know"</b></p> <p>Whenever you print a document to TIMS, you will have 60 seconds to drop the PDF in the TIMS file. If the document is not dropped within the initial 60 seconds, just repeat the steps for printing a document to TIMS.</p> <p>Note: you can add additional time to the timer if for some reason you aren't able to print the document to TIMS within the initial 60 seconds.</p>
<p style="text-align: center;"><b>Additional Things You Should Know</b></p> <ul style="list-style-type: none"> <li>PDF documents can be drag and dropped to a TIMS file directly from your desktop without going through the process outlined earlier in this presentation.</li> </ul> <p><i>Note: If the PDF is considered "Secured" you will need to follow the steps shown earlier for adding a document to TIMS.</i></p> <ul style="list-style-type: none"> <li>If the PDF is dropped in any place other than the designated "Drop PDF Document Here" capture area, the document will not be uploaded to TIMS.</li> </ul> 	<p><b>DISPLAY Slide 23 "Additional Things You Should Know"</b></p> <p>Here are some other things you should know, PDF documents can be dragged directly from your desktop to TIMS without going through the steps shown in this presentation.</p> <p>If the PDF is secured, meaning it requires a password to open or contains a signature, you will need to follow the steps for printing a document to TIMS.</p> <p>If you drop the document anywhere other than the designated area in TIMS, it will not be uploaded to TIMS</p>
<p style="text-align: center;"><b>Training Recap</b></p> <p>Now that you have completed this module, you should:</p> <ul style="list-style-type: none"> <li>Be able to capture documents to TIMS using the Drag &amp; Drop feature</li> <li>Know that this feature is only available for those working in Claims Processing and the Folder Processing Module</li> <li><a href="#">System Advisory: System Updates - The Image Management System (TIMS) Release 5.1.0 and Printer 5.0.0.2 Deployment Information (April 29, 2021)</a></li> </ul> 	<p><b>Display Slide 24 "Training Recap"</b></p> <p>Now that you have completed this training, you should: be able to print documents to TIMS using the Drag and Drop feature</p> <p>Know that this feature is only available when working in Claims or Folder Processing in TIMS.</p> <p>On this slide, we have included a link to the System Advisory.</p>

## Adding Documents to TIMS Lesson Plan

PowerPoint Slides	Instructor Activities
 <p>• An assessment and survey have been assigned to you in TMS.</p> <p>• The questions are based on the information you learned today.</p> <p>• You should be able to complete the assessment and survey within one half hour.</p> <p>• Be sure to complete both the assessment and the survey in TMS to receive credit for this training.</p> <p></p>	<p><b>DISPLAY Slide 25 "Assessment"</b></p> <p>An assessment and survey have been assigned to you in TMS. The questions on the assessment are based on the information you learned today. You should be able to complete the assessment and survey within a half hour. Be sure to complete both the assessment and survey to receive credit for this training.</p>
 <p>Thank You!</p> <p></p> <p></p>	<p><b>DISPLAY Slide 26 "Thank you"</b></p> <p>To exit the training, click on the x found at the bottom of the presentation next to the cc button. Thank you and have a good day.</p>