



# Benchmark Analytics

Summary Highlights

FEATURE UPDATE

## What's New

### Important Changes to Training Roles

The ability to create, edit, and publish training content is now a standalone User Role, called **Training Publisher**. The distinction here is that the **Training Publisher** role separates the tasks of course editing from roster editing, offering greater flexibility in managing training content.

**No immediate action is required on your part** as all existing Training Administrators and Training Coordinators have been granted **Training Publisher** role to maintain continuity. For any new users, you'll need to determine if they should have the ability to publish courses. For assistance in assigning training roles to these new users, please refer to the instructions and the printable Quick Guide provided on the following pages.

### Reports List: Status Filter

Benchmark is investing in a number of enhancements to provide you more flexibility to quickly find the reports you are looking for. The first in this series is a relocated status filter: you can now filter to see all reports of a Closed, Draft, Take Action, and/or In Review status, without first filtering by type of report. We are actively working on several more updates to be released throughout the summer.



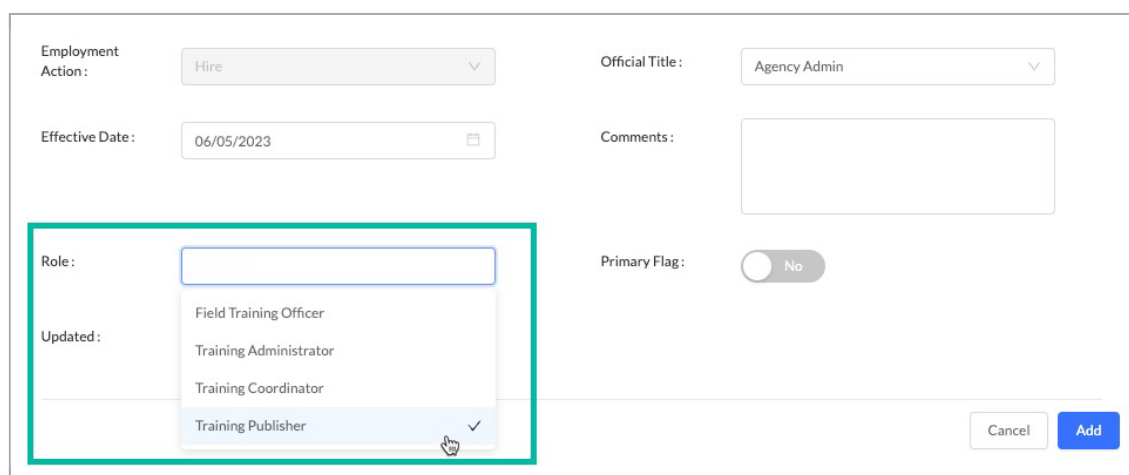
Release Date: June 8, 2022

# TRAINING PUBLISHER USER ROLE

Access to managing training course content is now a standalone user role – **Training Publisher**. This user role provides access to manage training course content, offering administrators the flexibility to distribute different training tasks, aligning with the division of responsibilities within your agency.

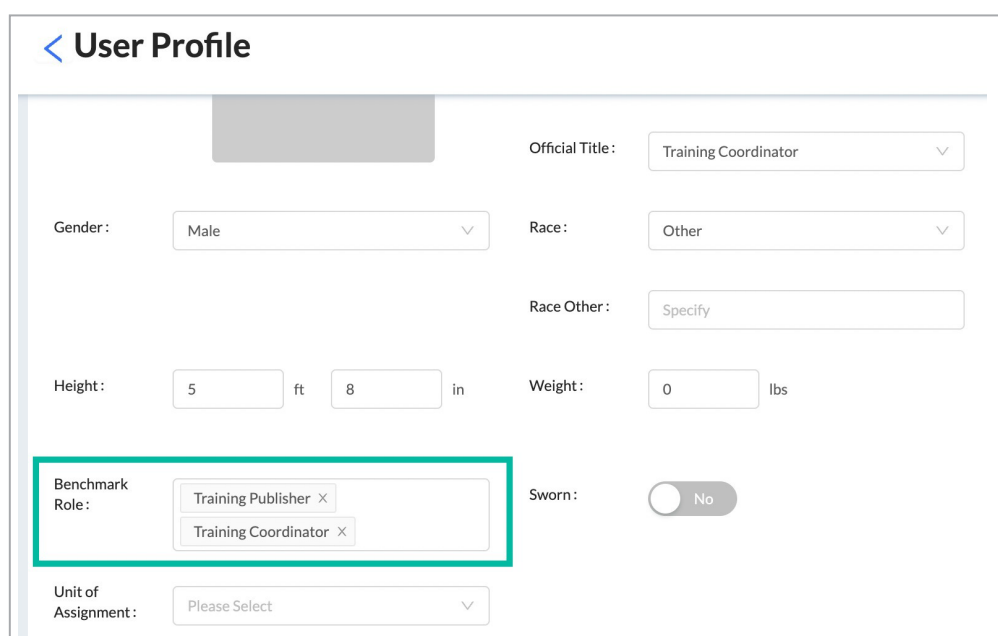
For example, a supervisor can now enroll their team in upcoming courses without the potential risk of altering the course content. Conversely, you can allow an employee to modify course content without granting them the authority to change rosters and transcripts.

If your agency utilizes the Employment History module, the **Training Publisher** role will be visible for selection during the updating of employment records.



The screenshot shows a form for updating employment records. The 'Employment Action' is set to 'Hire'. The 'Effective Date' is '06/05/2023'. The 'Official Title' is 'Agency Admin'. The 'Comments' field is empty. The 'Primary Flag' is set to 'No'. The 'Role' dropdown menu is open, showing the following options: Field Training Officer, Training Administrator, Training Coordinator, and Training Publisher. The 'Training Publisher' option is highlighted with a checkmark. The 'Updated' field is empty. The 'Cancel' and 'Add' buttons are at the bottom right.

If your Agency does not use the Employment History module, you can add the role directly to the User Profile:



The screenshot shows the 'User Profile' form. The 'Official Title' is 'Training Coordinator'. The 'Gender' is 'Male'. The 'Race' is 'Other'. The 'Race Other' field is 'Specify'. The 'Height' is '5' ft '8' in. The 'Weight' is '0' lbs. The 'Benchmark Role' list contains 'Training Publisher' and 'Training Coordinator'. The 'Sworn' flag is set to 'No'. The 'Unit of Assignment' is 'Please Select'. The 'Training Publisher' role is highlighted with a checkmark.

# QUICK GUIDE

## Training Management User Roles:

Training Management Roles	
Training Coordinator	Manage registrations and reports
Training Administrator	Manage registrations, reports, announcements, resources
Training Publisher	Manage course content and publication
Training History Manager	<i>Limits</i> admin access to only Training History courses

### Tips:



If your organization has multiple Organization Units (OU), a user can only be assigned **Training Publisher** for a single OU. They will be able to manage content in any child OUs nested beneath that OU.



**Training Publisher** only grants the user the ability to add, modify, and publish course content. To manage registrations and rosters, the user will also need the Training Coordinator or Training Administrator role.

## Examples:

Agency Job Title	Role Assignment	In Practice
Training Director	<ul style="list-style-type: none"><li>Training Administrator</li><li><i>and</i></li><li>Training Publisher</li></ul>	Total administrative control over everything within the Training Management System
K-9 Team Sergeant	<ul style="list-style-type: none"><li>Training Coordinator</li></ul>	Able to independently adjust their team members' upcoming trainings, to adjust to changing schedules
Training Specialist	<ul style="list-style-type: none"><li>Training Publisher</li></ul>	Can only create and manage course content, but cannot change individuals' registrations or transcripts

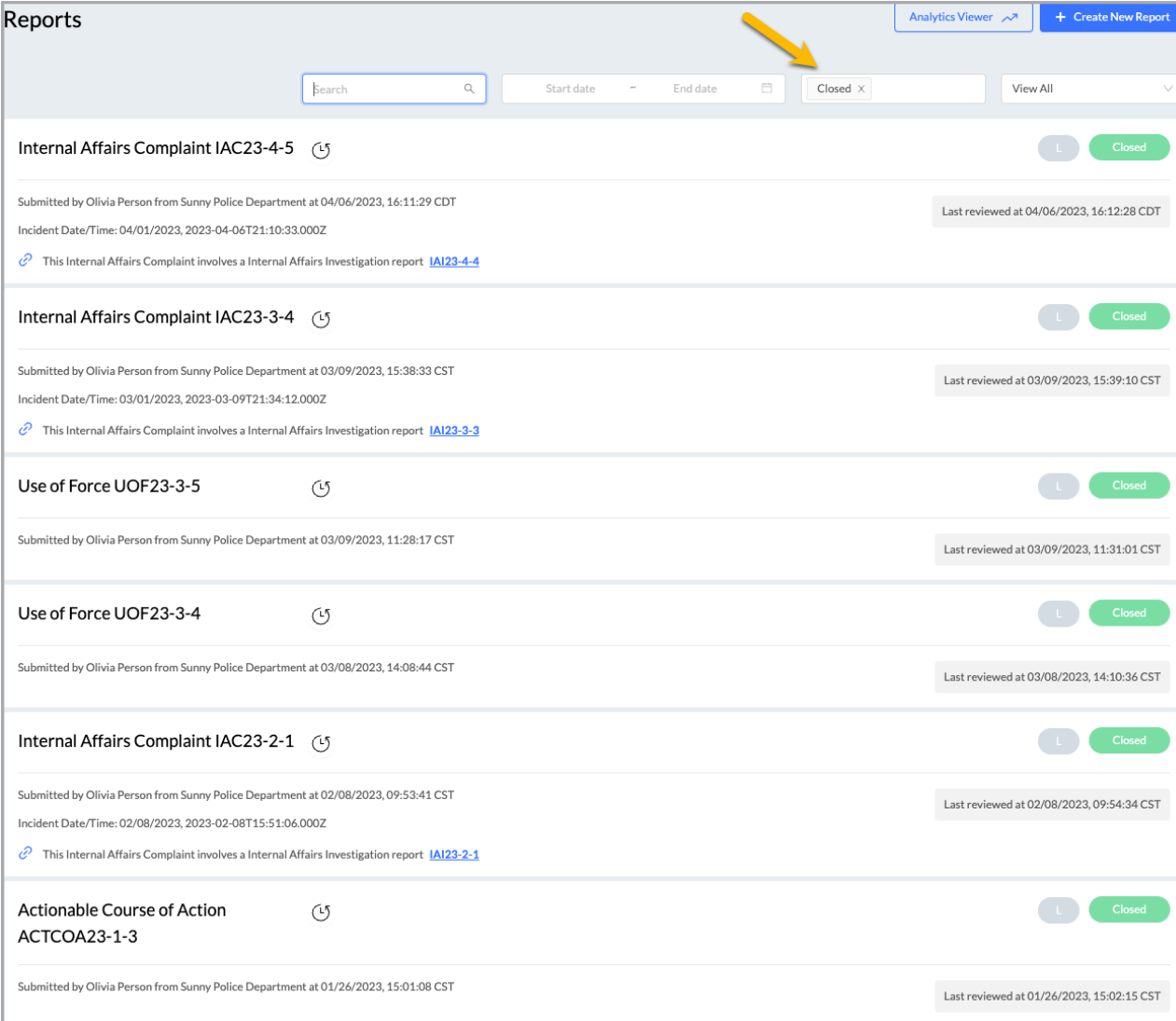
# REPORTS LIST

## Status Filter

On the reports list page, users can now filter by the report status without selecting a report type.

For example, if you'd like to see all closed reports, you can simply select the "closed" status. Previously, you had to select the report type before you could select the status option.

All report status options (Draft, In Review, Take Action, and Closed) are available and can be used in conjunction with the other report filters available on the page.



The screenshot displays the 'Reports' page interface. At the top, there's a header with 'Reports' on the left, 'Analytics Viewer' with a line graph icon in the middle, and a '+ Create New Report' button on the right. Below the header is a filter bar containing a search input, 'Start date' and 'End date' date pickers, a status filter dropdown currently set to 'Closed' (indicated by a yellow arrow), and a 'View All' dropdown. The main content area lists six reports, each with a title, a refresh icon, a status button (labeled 'L' and 'Closed'), submission details, incident date/time, and a link to the investigation report.

Report Title	Status	Submitted by	Incident Date/Time	Last reviewed at
Internal Affairs Complaint IAC23-4-5	Closed	Submitted by Olivia Person from Sunny Police Department at 04/06/2023, 16:11:29 CDT	04/01/2023, 2023-04-06T21:10:33.000Z	04/06/2023, 16:12:28 CDT
Internal Affairs Complaint IAC23-3-4	Closed	Submitted by Olivia Person from Sunny Police Department at 03/09/2023, 15:38:33 CST	03/01/2023, 2023-03-09T21:34:12.000Z	03/09/2023, 15:39:10 CST
Use of Force UOF23-3-5	Closed	Submitted by Olivia Person from Sunny Police Department at 03/09/2023, 11:28:17 CST		03/09/2023, 11:31:01 CST
Use of Force UOF23-3-4	Closed	Submitted by Olivia Person from Sunny Police Department at 03/08/2023, 14:08:44 CST		03/08/2023, 14:10:36 CST
Internal Affairs Complaint IAC23-2-1	Closed	Submitted by Olivia Person from Sunny Police Department at 02/08/2023, 09:53:41 CST	02/08/2023, 2023-02-08T15:51:06.000Z	02/08/2023, 09:54:34 CST
Actionable Course of Action ACTCOA23-1-3	Closed	Submitted by Olivia Person from Sunny Police Department at 01/26/2023, 15:01:08 CST		01/26/2023, 15:02:15 CST