



Benchmark Analytics

Training Transcript Enhancements,
New Reports Filtering and
Attachment File Size Limit Increases

FEATURE UPDATE

What's New

Attachment File Size Limit Increased to 16 GB

You can now attach large files, including videos, to reports. The maximum file size has changed from 250 MB to 16 GB per file – a 64x increase!

Advanced Filtering on the Reports List Page

New reports list views make it faster to find the report you need by loading your active workload as a default. We are continuing to expand filtering capabilities, which will be located under a new "Advanced Filters" section.

View Training History Records in User Profiles

Training Transcripts are now available in User Profiles for Training Management System customers. Previously, viewing someone's training required permissioned users to navigate to training transcripts deep within the training system.

Each User Profile will display a user's complete training history, as well as upcoming courses.

Certification Types are now Training Categories

To simplify managing Training configuration, Certification Types will now be listed with other course tags under Training Categories. If your agency was already using Certification Types, they've been updated automatically.



Release Date: July 14, 2023

FILE SIZE LIMIT INCREASE

You can now attach files that are up to 16 GB to reports, which will allow you to include videos and large support documents in a report.

Please note that while our system supports large files, larger files will take longer to upload and download. To reduce wait times, we encourage you to compress files before attaching them.

Import File

Important: Do not navigate away from the page, or close the tab or window; otherwise, the upload will be interrupted.
You may experience longer upload times when importing larger files. To reduce load time, you may want to consider compressing or zipping large files.

Evidence.mp4

87%

✕

⬇️ Upload

🕒 File Size Limit is **16 GB**

REPORTS LIST VIEWS

My Workload

Reports List Views automatically filter your reports list based on your level of participation with the report. When you first open the Reports List page, by default most users will be presented with the "My Workload" list view. This view loads all the reports that you created, submitted, or are reviewing/have reviewed.

Reports

+ Create New Report

My Workload Search

+ Advanced Filters

Internal Affairs Investigation IAI23-6-14 L CPT Take Action

Submitted by Damon Willis from Old Workflow UAT at 06/05/2023, 15:49:18 CDT
Incident Date/Time: 06/04/2023, 2023-06-06T01:51:00.000Z
Last reviewed at 06/05/2023, 15:49:18 CDT

Internal Affairs Complaint IAC23-5-10 SGT L CPT L Closed

Submitted by Thomas Haynes from Old Workflow UAT at 05/18/2023, 16:46:48 CDT
Incident Date/Time: 05/18/2023, 2023-05-18T21:43:54.000Z
Last reviewed at 05/18/2023, 16:53:37 CDT
[This Internal Affairs Complaint involves a Internal Affairs Investigation report IAI23-5-13](#)

Use of Force UOF23-5-24 PO SGT PO L CPT Closed

Submitted by Tonya Abbott from Old Workflow UAT at 05/18/2023, 16:30:39 CDT
Last reviewed at 05/18/2023, 16:41:41 CDT

Internal Affairs Complaint IAC23-5-9 SGT L CPT L Closed

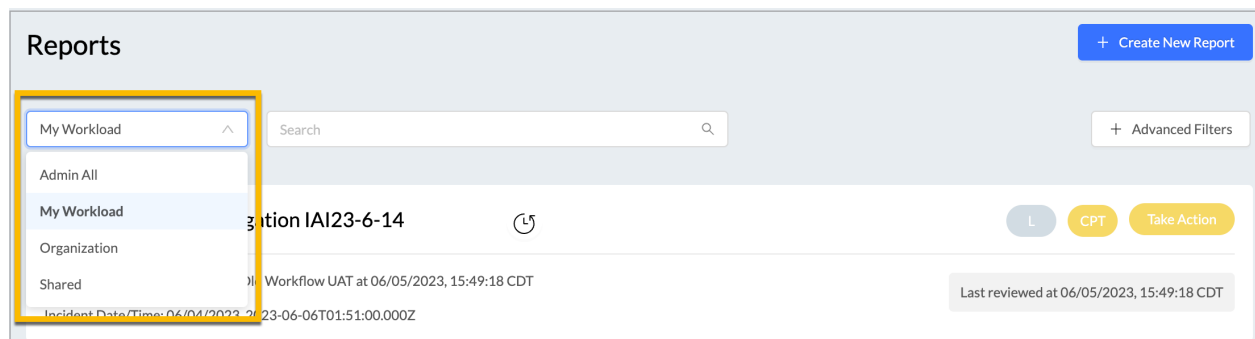
Submitted by Thomas Haynes from Old Workflow UAT at 05/04/2023, 16:49:15 CDT
Incident Date/Time: 05/04/2023, 2023-05-04T21:47:52.000Z
Last reviewed at 05/04/2023, 17:00:06 CDT
[This Internal Affairs Complaint involves a Internal Affairs Investigation report IAI23-5-12](#)

cs.com/reports/39251 Help

REPORTS LIST VIEWS

Shared

In addition to the "My Workload" list view, most users will also have access to the "Shared" list view. This view shows you all the reports that have been shared with you. However, you will not be able to access the reports that you directly participate in (reports you have created, submitted, or reviewed) as those are accessible via the "My Workload" view.



Admin All

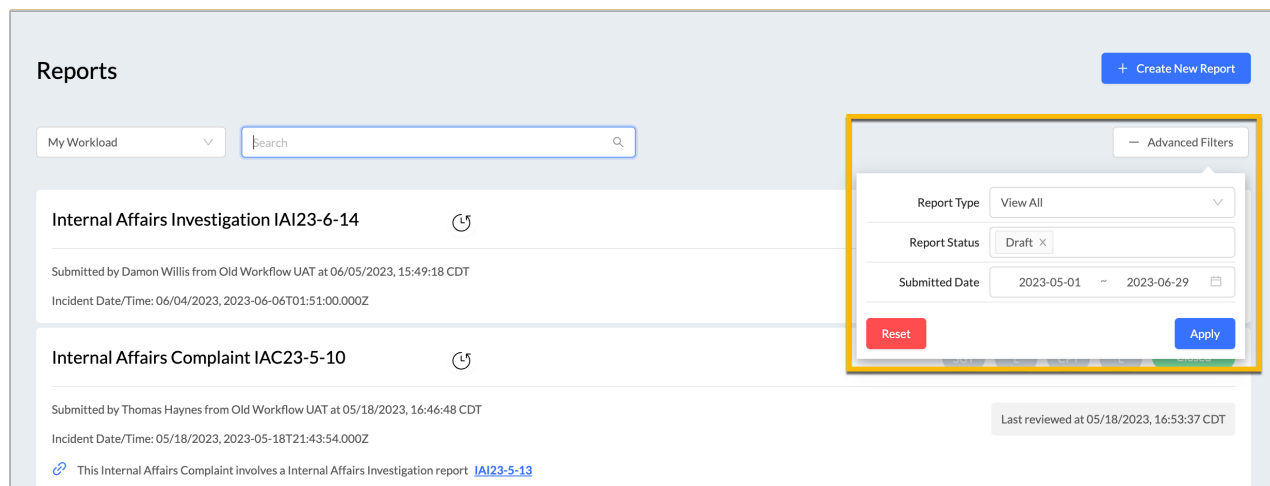
Agency Admin and other users that have access to all reports within the agency will be able to see all those reports in the "Admin All" list view. Here you will see all the reports created within the agency, including those you participate in and those shared with you. If your agency has a multi-OU structure, you will be able to see reports across all the OUs you have access to.

Organization

The "Organization" list view is similar to the "Admin All" view, except it limits the reports to those created within your Organization Unit (OU). Users within a multi-OU agency who have access to view all reports within their OU (and below) will be able to see those reports.

ADVANCED FILTERS

In the coming months, we will be adding more filters to the reports list page. These filters include searching by case number, event (or incident) date, and officers mentioned in the report. To accommodate the upcoming and existing filters, we have moved the report filters to an Advanced Filters menu. Currently, the Advanced Filters menu contains the Report Type, Report Status, and Submitted Date filters.

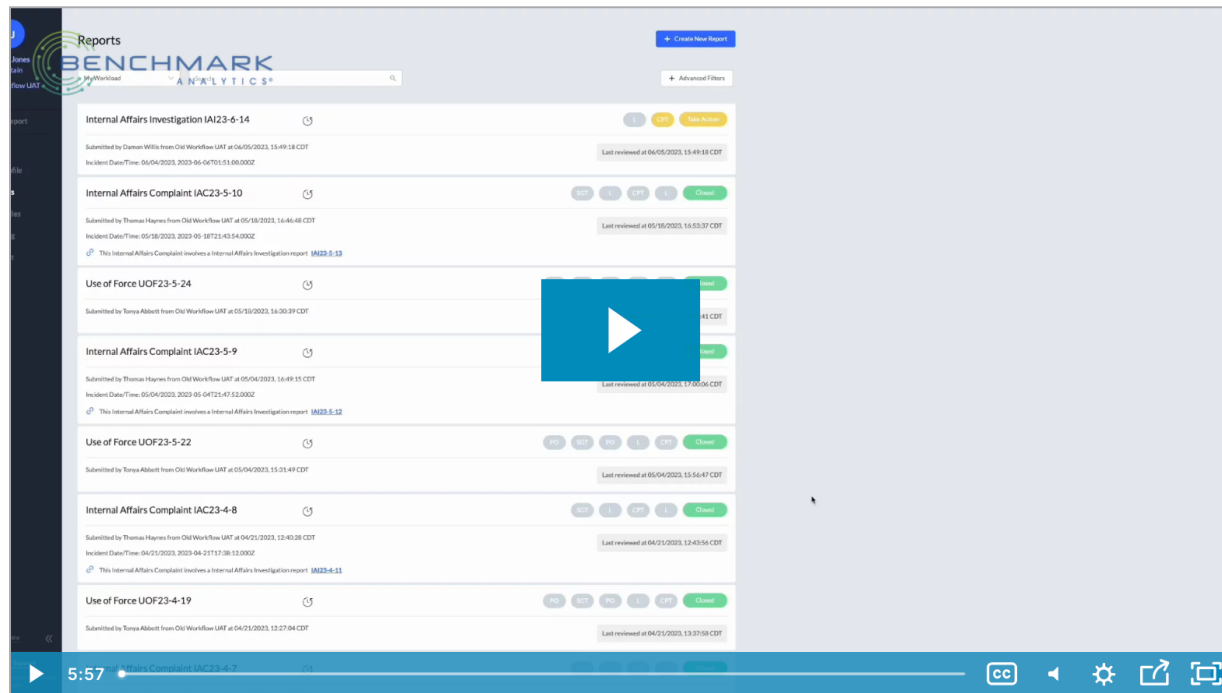


The screenshot shows the 'Reports' section of a software interface. At the top right is a '+ Create New Report' button. Below it is a 'My Workload' dropdown and a search bar. The main area lists two reports: 'Internal Affairs Investigation IAI23-6-14' and 'Internal Affairs Complaint IAC23-5-10'. Each report entry includes submission details and incident dates. An 'Advanced Filters' menu is open on the right, showing filters for 'Report Type' (set to 'View All'), 'Report Status' (set to 'Draft'), and 'Submitted Date' (range from 2023-05-01 to 2023-06-29). The menu also has 'Reset' and 'Apply' buttons. A note at the bottom of the report list states: 'This Internal Affairs Complaint involves a Internal Affairs Investigation report [IAI23-5-13](#)'. A 'Last reviewed' timestamp is also visible.

For more information on how to use Reports List Views and Advanced Filters, please watch the video tutorial on the next page.

ADVANCED FILTERS

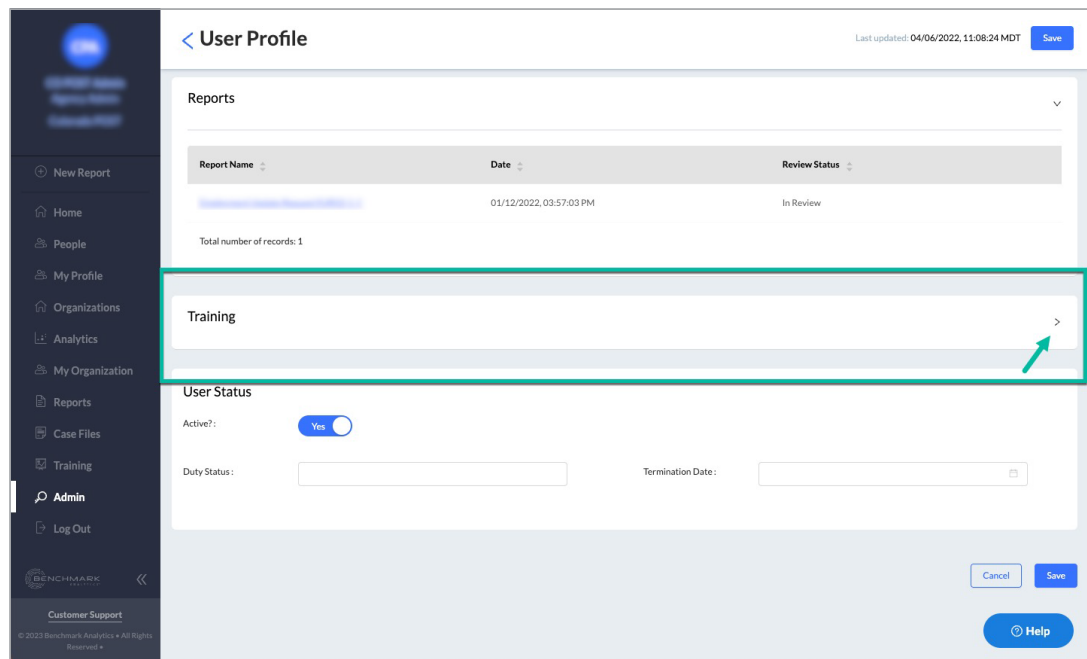
Report List View & Advanced Filters Tutorial



VIEW TRAINING HISTORY IN USER PROFILES

Getting Started

In the User Profile, scroll to Training and click the arrow to expand:



Once the Training data loads, you can use the filters, sorting, and page numbers to explore the data:

The screenshot shows the 'Training' data table. The table has columns: Course Title, Category, Registration ID, Status, Date Completed, and Hours. The table is filtered to show only 'Completed' status. The first row is 'Automated External Defibrillator (AED)' with Registration ID 1346495, completed on 04/28/2023. The last row is 'Email Scams - 2022' with Registration ID 1344971, completed on 10/11/2022. The table is highlighted with a green box. Below the table is a pagination bar with a green box around the page numbers 1, 2, 3, 4, 5, and a '>' button.

Course Title	Category	Registration ID	Status	Date Completed	Hours
Automated External Defibrillator (AED)		1346495	Completed	04/28/2023	
Bibliography		1345951	Completed	04/18/2023	
Games Criminals Play: The Set-up Step By Step		1345957	Completed	04/18/2023	1
SWAT I - Operator & Team Tactics		1345907	Completed	03/27/2023	
Job Burnout: Learning Objectives & Additional Resources		1345698	Completed	03/10/2023	
Learning Objectives & Additional Resources		1345680	Completed	03/10/2023	
Teaching Assets - The Valorization of Corrections		1345691	Completed	03/10/2023	
Training Academy Rules and Regulations - Feedback Survey		1345714	Completed	03/10/2023	0.2
Games Criminals Play: Introduction and Basic Terms		1345709	Completed	03/10/2023	
Email Scams - 2022		1344971	Completed	10/11/2022	1

Tip: The Status filter is a great way to orient yourself with the training by seeing everything that has been completed, pending evaluations, and more.

UPDATE: CERTIFICATION TYPES

Certification Types are now Training Categories

Training Categories and Certification Types allow administrators to classify different courses and make it easier for registrants to search for training courses that apply to them.

To simplify managing these various classifications, Certification Types are now rolling into the Training Categories list rather than being isolated to a separate configuration.

The screenshot shows the Admin interface with the 'Training Categories' section highlighted in a red box. Below it, the 'Edit Certification' form for 'Benchmark 101' is shown, with the 'Training Categories' tab highlighted in a red box. An arrow points from the 'Training Categories' tab to the 'Manage Training Categories' button.

Admin / Training

Add training
+ SCORM
External link
Uploaded document
More...

Find & edit MY existing & expired Training
Find/edit courses, and modify their visibility and content.

Find & edit ALL available Training
Find/edit courses, and modify their visibility and content.

Session Locations
Edit session locations.

Certification Types
Edit certification types.

Training Categories
Edit training categories.

Question Bank
Questions
Question Categories

Edit Certification (Fields marked below are required)

Title: Benchmark 101 ID: 1000067083

Content

Description

Common Information

Thumbnail

Training Categories

Assessment & Evaluation

Show Advanced Options

Training Categories

Manage Training Categories

Training Category	Hours
Special Victims Advocate Certification	0

Tip: When adding a Training Category to a course, you can set a value for Hours. Hours display in transcripts and reports, making it easier to track progress toward "total credit hours." If you do not use Hours, just set it to zero:

The screenshot shows the 'Add Training Category' modal form. The 'Category' dropdown is set to 'Special Victims Advocate Certification' and the 'Hours' field is set to 0. The 'Add Training Category' button is highlighted.

Add Training Category

Category: Special Victims Advocate Certification

Hours: 0

Cancel Apply

Benchmark 101

10h

Training Categories

Training Category

Special Victims Advocate Ce

Hours

0

Add Training Category