# 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.

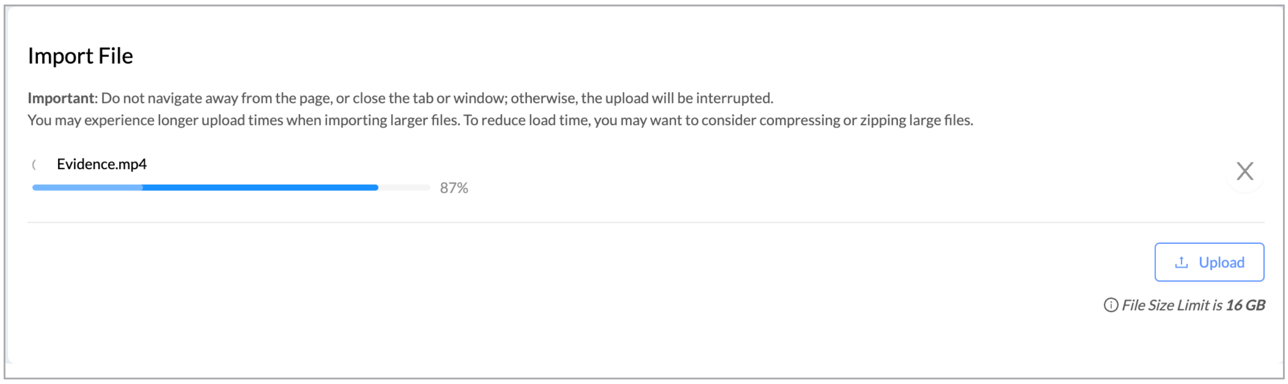
BENCHMARK ANALYTICS

Release Date: July 14, 2023

# FILE SIZE LIMIT INCREASE

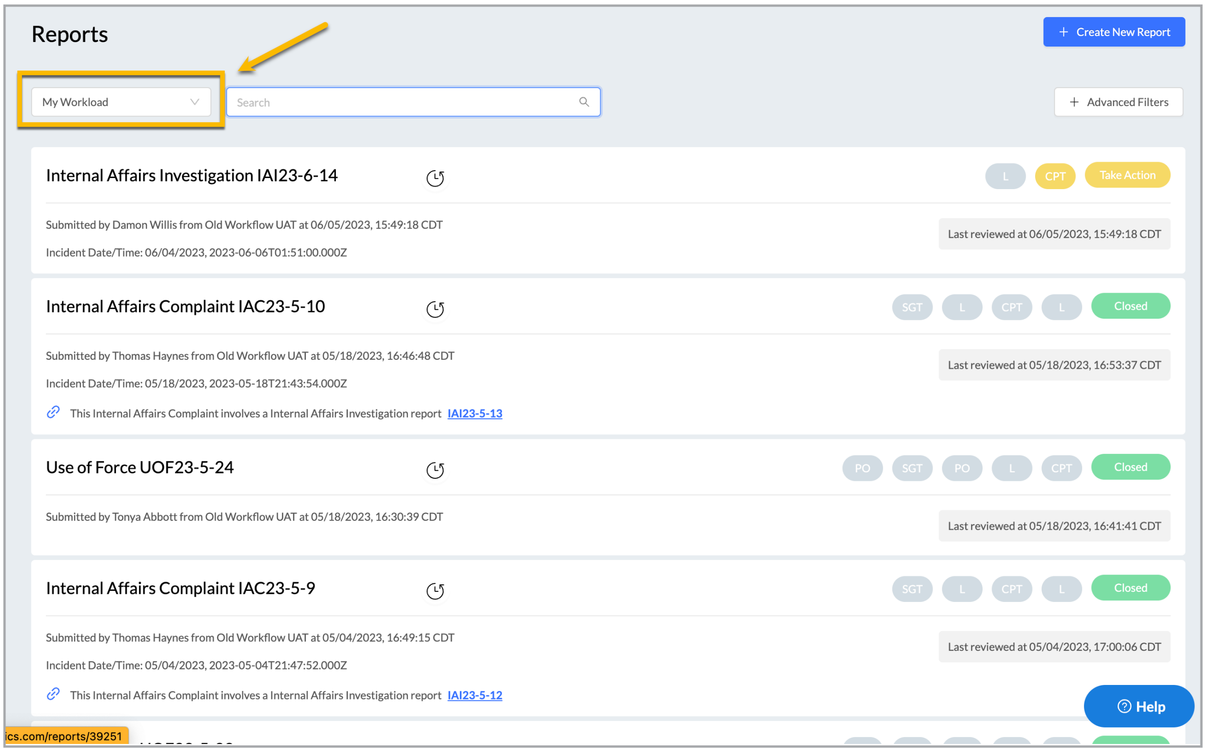
You can now attach files that are up to 16 GB to reports, which will allow you to include videos and large support documents in a report.

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.



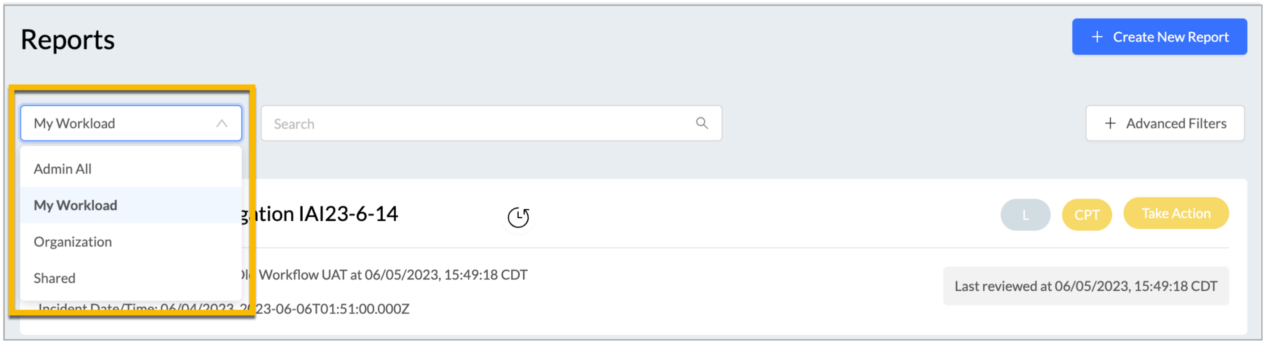
## My Workload

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.



## 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

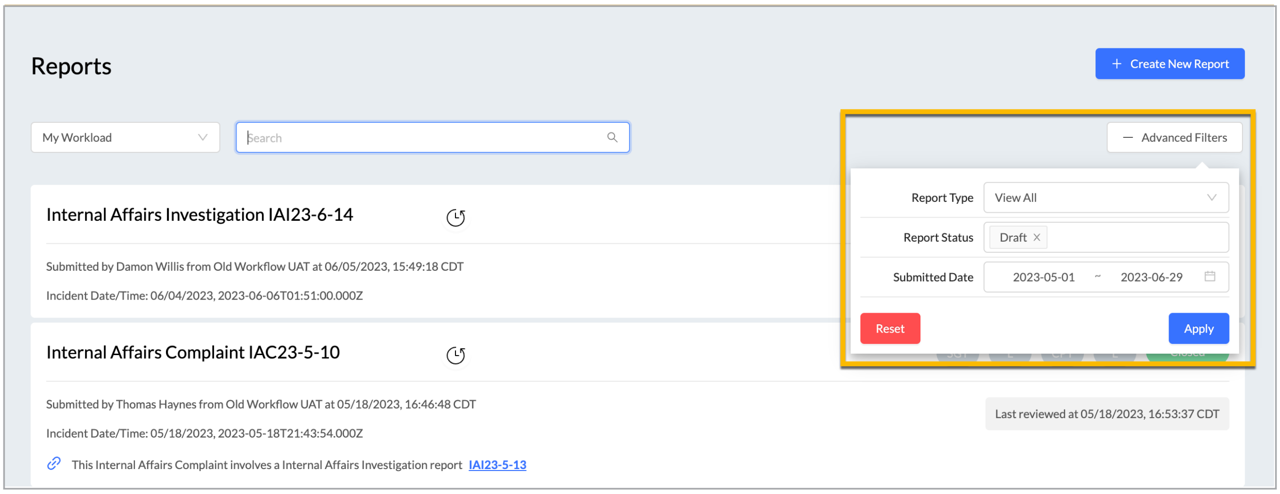
Agency Admin and other users that have access to all reports within the agency will be able to see all those reports in the "Admin All" list view. Here you will see all the reports created within the agency, including those you participate in and those shared with you. If your agency has a multi-OU structure,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

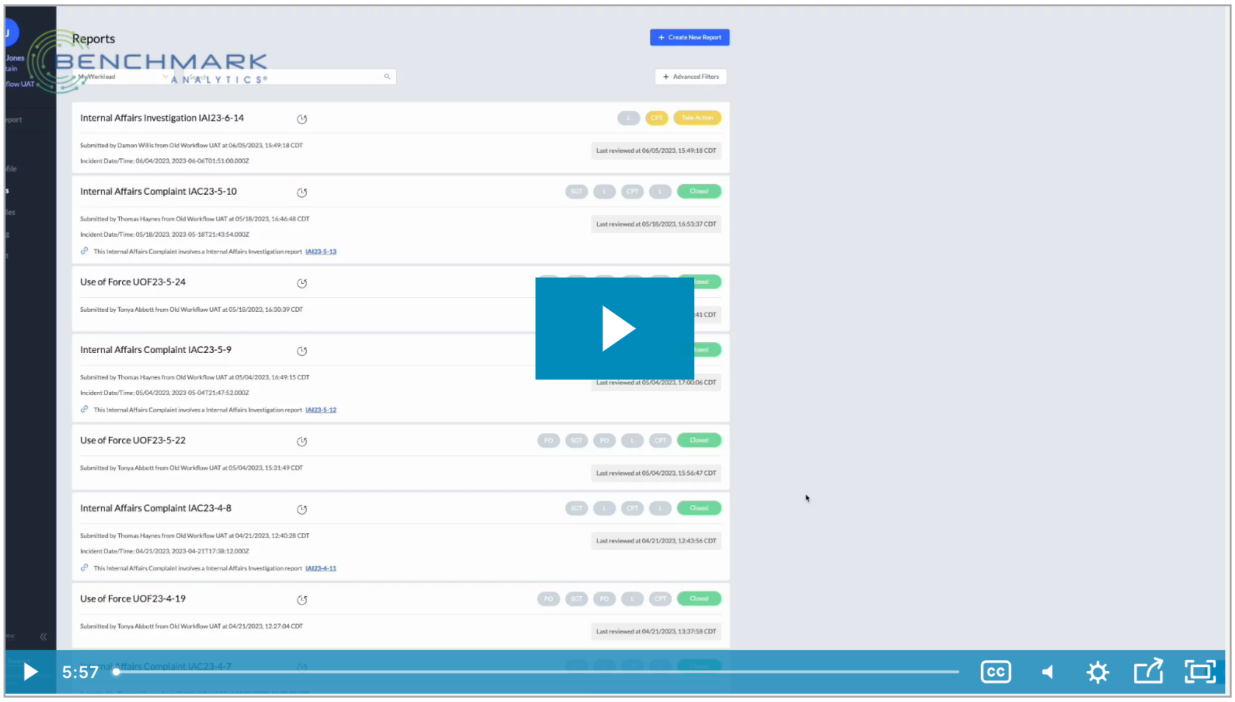
# ADVANCED FILTERS

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.



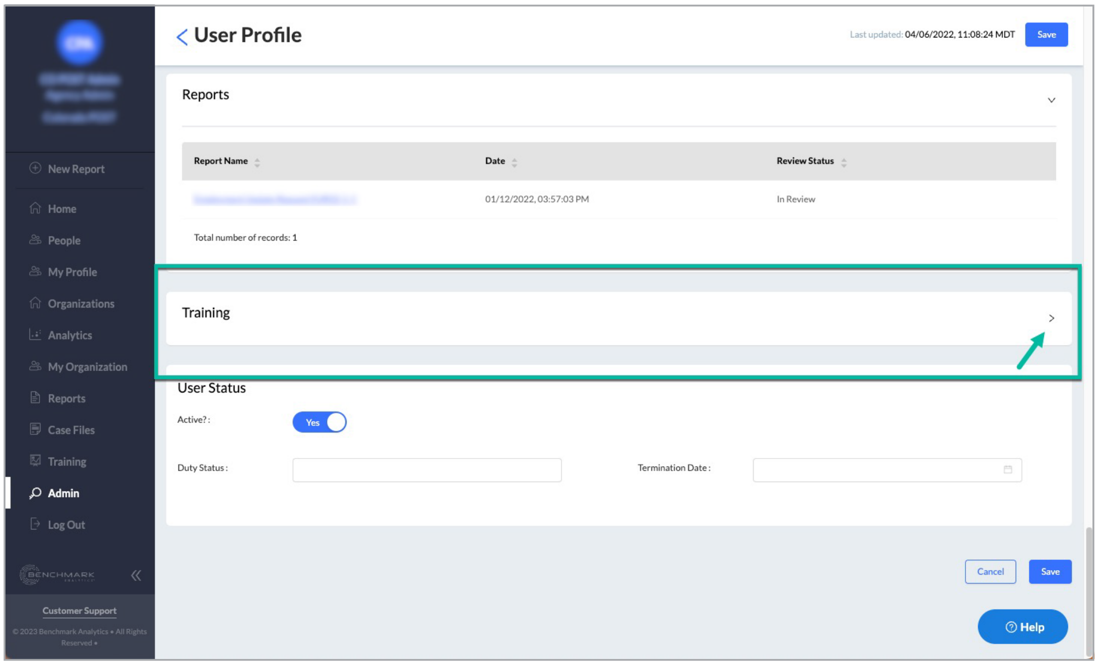

For more information on how to use Reports List Views and Advanced Filters, please watch the video tutorial on the next page.

## Report List View & Advanced Filters Tutorial

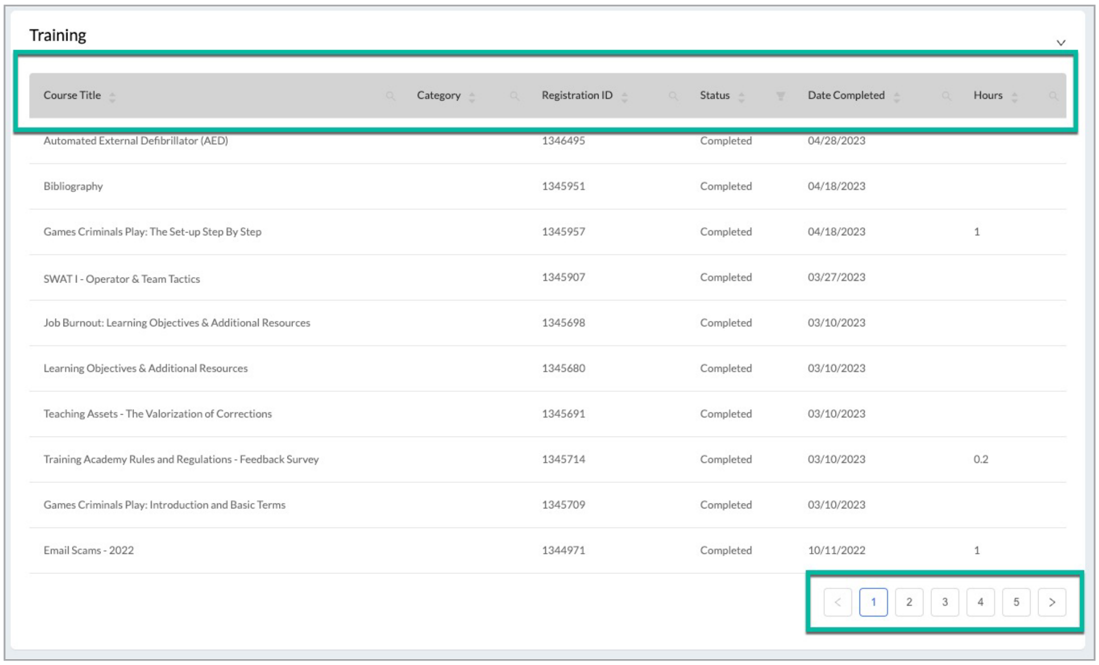


## Getting Started

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:


Training

| 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 |

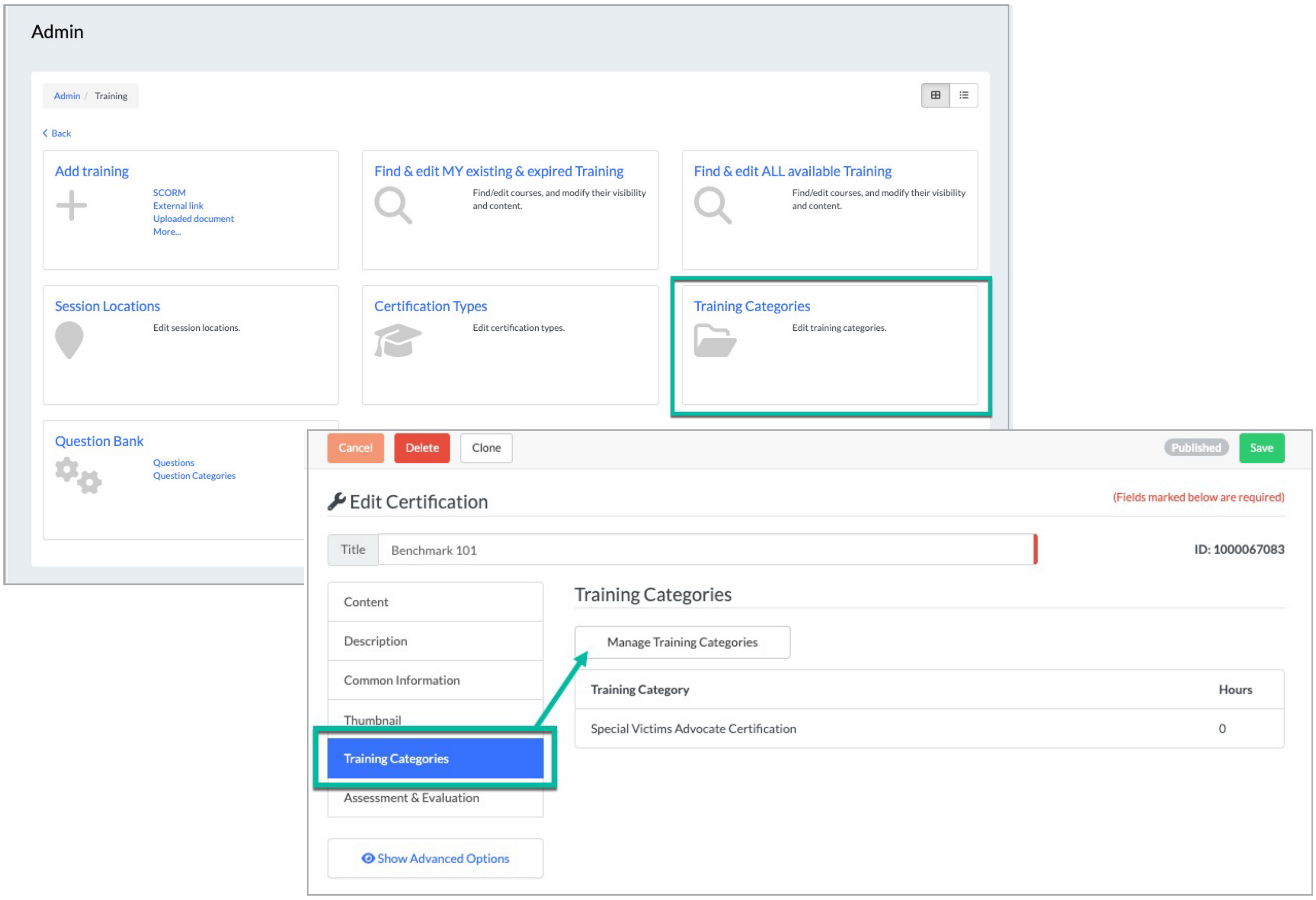
1 2 3 4 5

**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.

## 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.




**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: