

Managing Your Officers'
Training, Mandates and Expenses







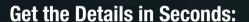












- Manage Your Officer Roster
- Set Up Training Courses and Schedule Events
- Invite Officers to Events Via Email Alerts
- Add Details to Your Scheduling Software
- Track Expenses and Manage Budgets
- Run Reports on Expenses,
 Mandates, Schedules





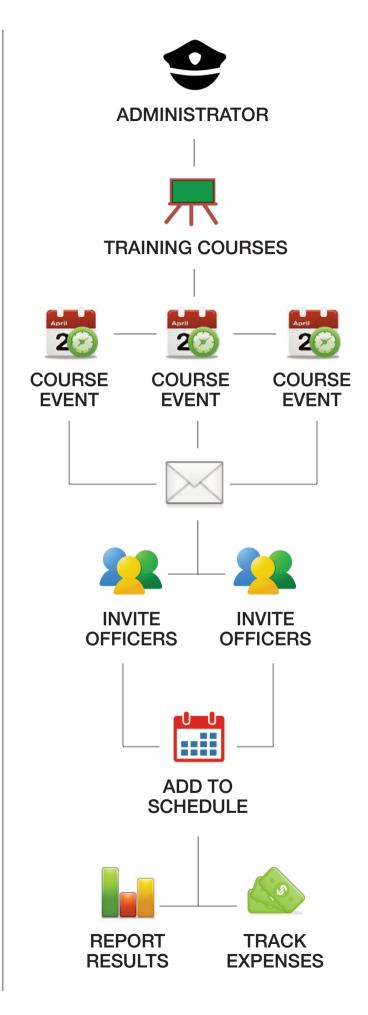
HOW IT WORKS

- **1.** Administrators create a main Training Course Level to help categorize Events, Expenses, and Scheduling
- **2.** Unique Course Events are created including all the details of the event including date, time, and location
- **3.** Invite Officers to Events which automatically sends an email notice with details of the training course the officer is signed up for
- **4.** Schedule and Report on course event details of each invited Officer with the ability to import into your scheduling software
- **5.** Track officer events and completed mandates.
- **6.** Run reports on expenses / reimbursements, mandate requirements, and scheduled events.



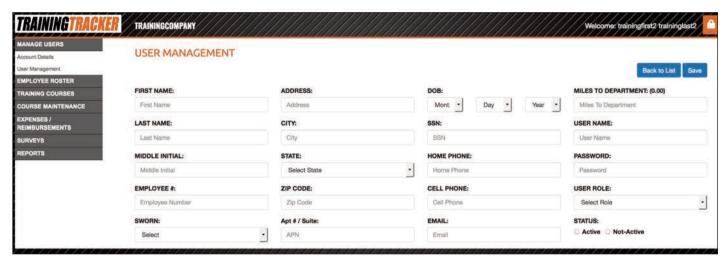
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Easily Manage Your Roster with a Simple User Interface



Add officers to your roster with easy-to-use window.



View complete roster information with single glance.

Create and View Roster Line-up All in One Place

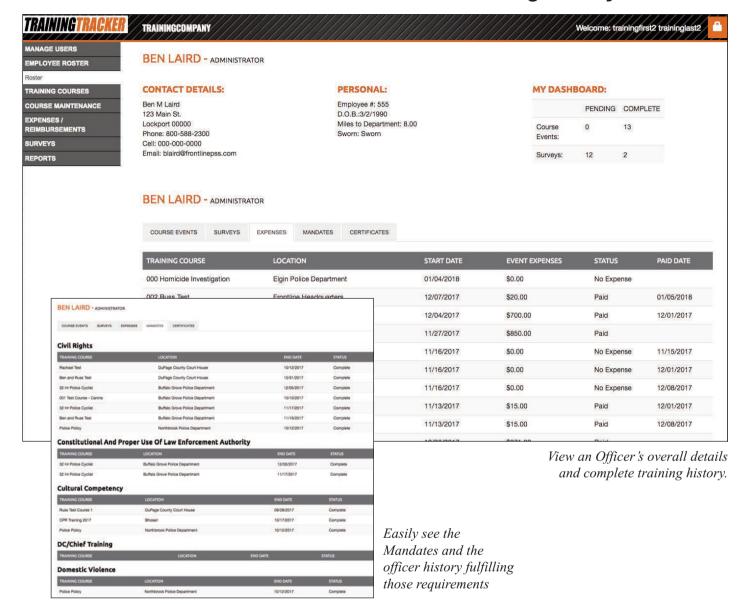
- Easy to Add/Edit/Delete users to the system
- Enter individual employee and personal information for quick data storage
- Stored contact information to be used for inviting officers to training course events
- Add miles from department to be used for mileage expense calculations
- View Roster data in single-line listing format
- Search by keywords

Benefits

Administrators can easily create, manage, and review roster detail with a click of a button!



Aerial View of Each Officer and Their Entire Training History



Review Each Officer's Training History and Status

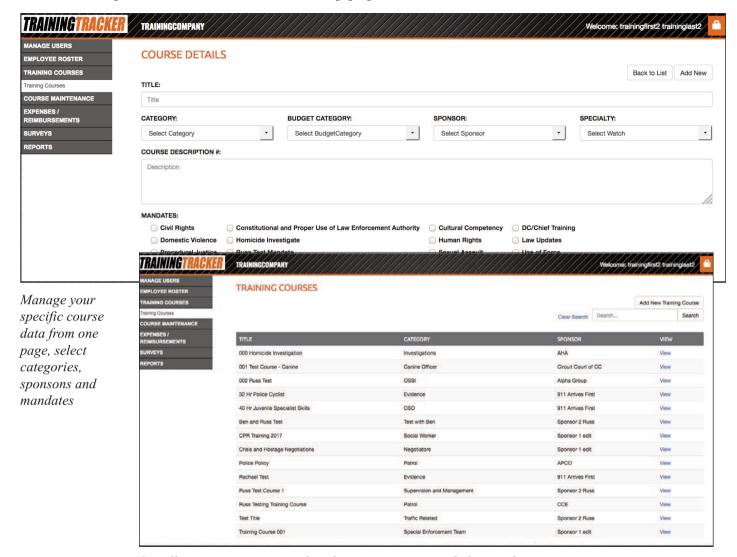
- Dashboard view an officer's Details and overall Training Course Events with the status of each event
- Single-line listing of Officers Events including Event Name, Location, Start Date, End Date, and Status
- View all the details of an individual Officer including: Training Events attended, Mandates covered, Expenses occurred, Surveys taken, and Certificates achieved

Benefits

Quick aerial view of each individual officer allows administrators to identify the accomplishments as well as the needs of a particular officer.



Create Top Level Courses and Apply Your Events in One Section



See all your training courses listed on one screen, one click away from creating a course event

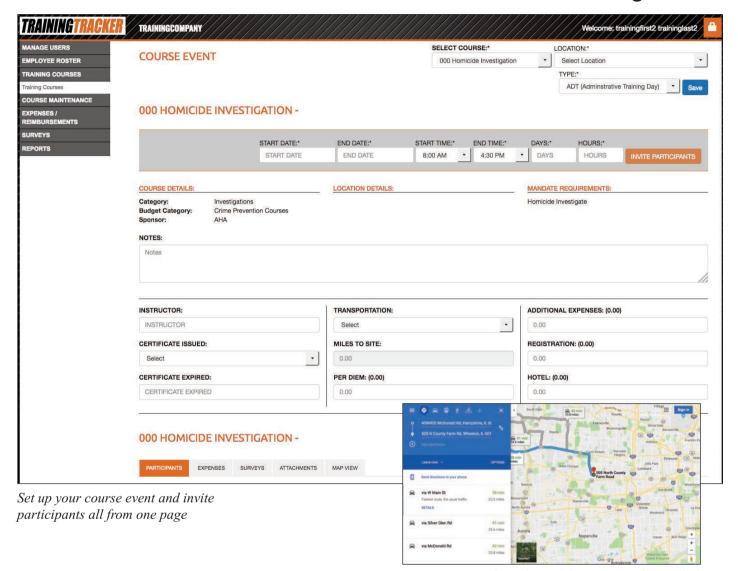
Manage All Training Courses from One Screen

- Create Top Level Training Course Titles to help categorize training events
- Designate Course Category, Budget Category, Sponsors and Specialties
- Reduce Training Course duplicates by searching for course titles before you create new ones

Benefits

Administrators can easily review Top Level Course assignments and view the activities associated to each one.

Create Your Course Events and Invite Officers All from One Page



Create Your Course Events and Invite Officers All from One Page

- Create a Course Event and assign it to a Training Course
- Assign a Location to the Course Event
- Designate Start Date, End Date, Start Time, and End Time
- Review Course Details, Location Details and Mandate Requirements
- Name the Instructor and Record Certifications and Expiration Dates
- Choose Transportation method and Mileage to the Event
- Invite Participants to the Event

See map and get driving directions with one click

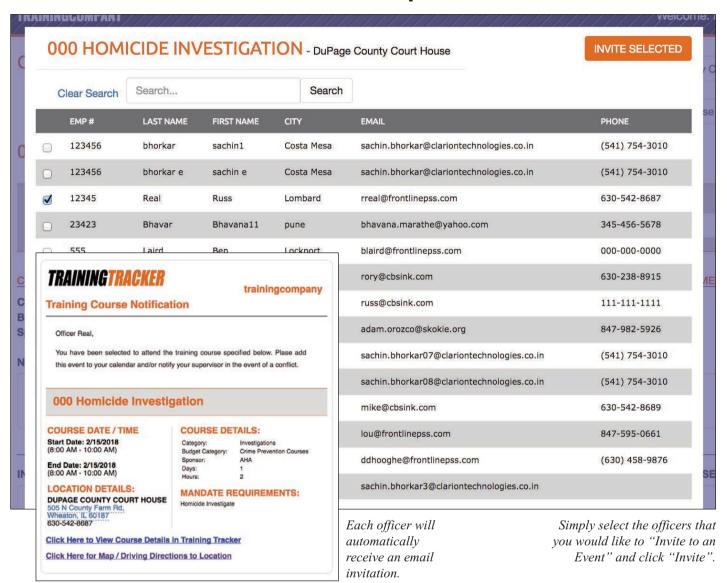
Benefits

Administrators can quickly create a Course Event with detailed information and invite individual participant all from one window!



INVITE OFFICERS TO COURSE EVENTS

Invite Officers to an Event with One Simple Click



Let the System Work for You

- Select the participants that you would like to invite to an event
- Click "Invite" and all participants will automatically be sent a formatted email invitation
- Invitations will include all details of the event including Name, Location, Times, and a link to a Map with Driving Directions
- A Reminder Alert email will automatically be sent the day before the event

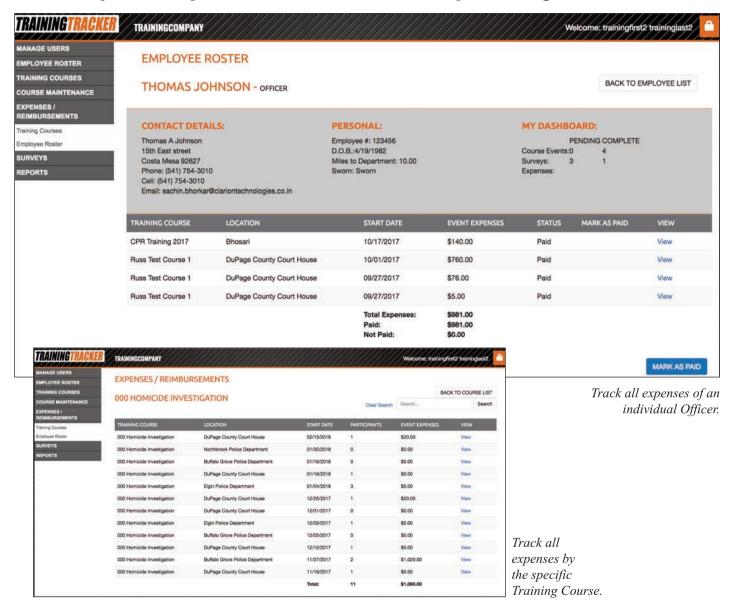
Benefits

Administrators can invite all participants to an event at one time. No need to manually create emails, or make phone calls. The system will handle the notifications for you!



MANAGE EXPENSES & REIMBURSEMENTS

Track Expenses by an Individual Officer or by Training Course



Keep Track of Expenses & Reimbursements with Ease

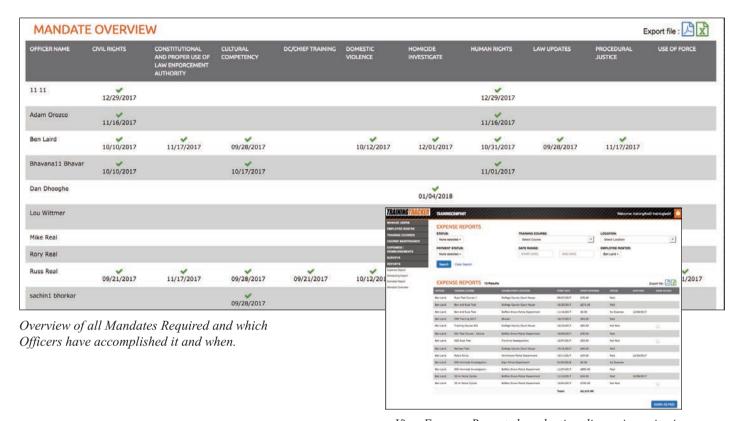
- Keep track of individual Officers expenses including Training Courses Attended, Location, Start Dates, Event Expenses, and Status of Payment
- Keep track of each Training Course expenses including: Course Name, Location, Start Date, Number of Participants, Total Expenses, Reimbursement Status, View all Details
- Ability to export to an Excel File or PDF format

Benefits

Easily keep track of Expenses and Reimbursements by individual Officer or Training Course. Know exactly what had been paid and what is outstanding!



Export for budget meetings, village manager requests, or audit!



View Expense Reports by selecting discerning criteria

Keep Track of Mandates, Expenses and Schedules

- Many reports available to keep you organized for Mandates budgets, scheduling, and Mandate requirements
- Review overview of all Mandates required
- See at a glance where each Officer stands accomplishing their Mandates
- Single-line format by Officer showing Mandate Names and Date accomplished

Expense Reports: Filter your criteria by date, officer and training course

- Select date range to narrow results if needed
- View the results and export to XLS or PDF formats

Scheduling Reports: Select your dates, select officers and get fast results

- Exportable file allows you to upload into your scheduling software to avoid double entry
- File consists of officer information, training course attending, location, dates, times and much more

Mandate Reports: It's easy to identify which officers have fulfilled the mandate requirements

- Run report of your officer list and what mandates have been completed
- Course attended dates will appear if course has been completed
- Easily identify which officers are in need of Mandate requirements



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