



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 across different agencies, making it quicker than ever to verify training mandates like Rule 28.

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 video 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%

X

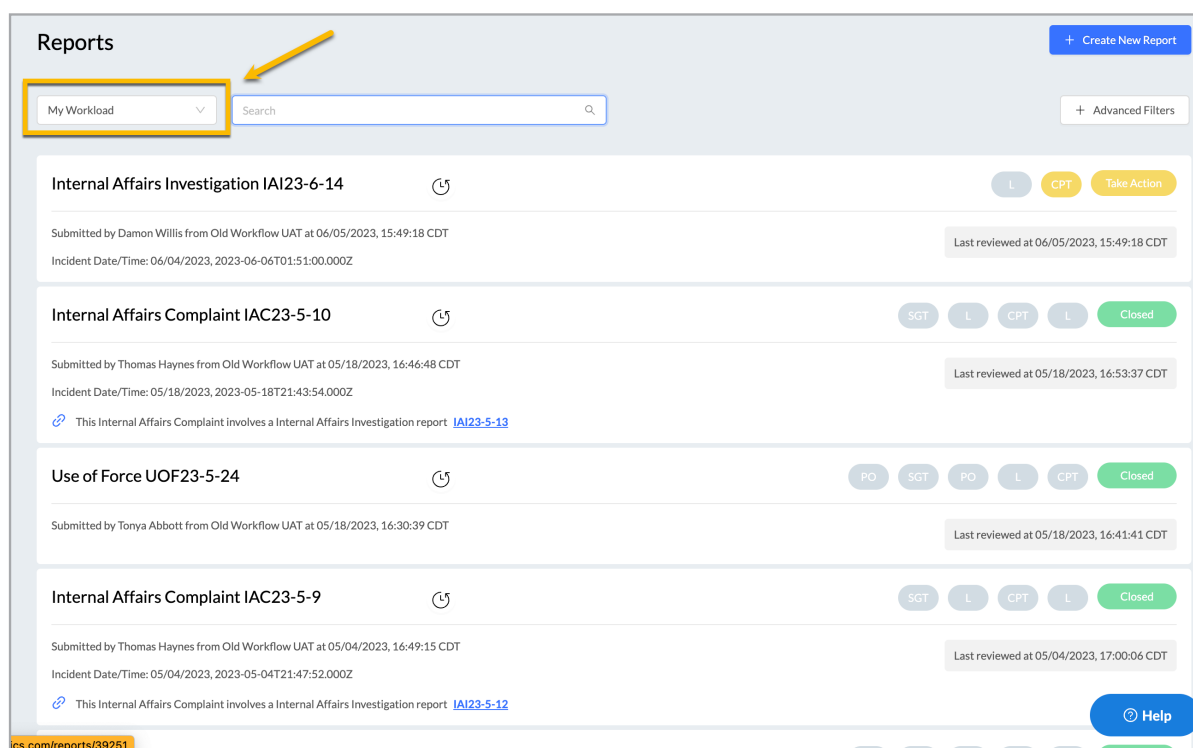
⬇ Upload

🕒 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. The view loads all the reports that you created, submitted, or are reviewing/have reviewed.



The screenshot displays the 'Reports' section of a software interface. At the top, there's a header with the title 'Reports' and a '+ Create New Report' button. Below the header, a dropdown menu is set to 'My Workload', and a search bar is visible. A yellow arrow points to the dropdown menu. To the right of the search bar is a '+ Advanced Filters' button. The main content area lists four reports:

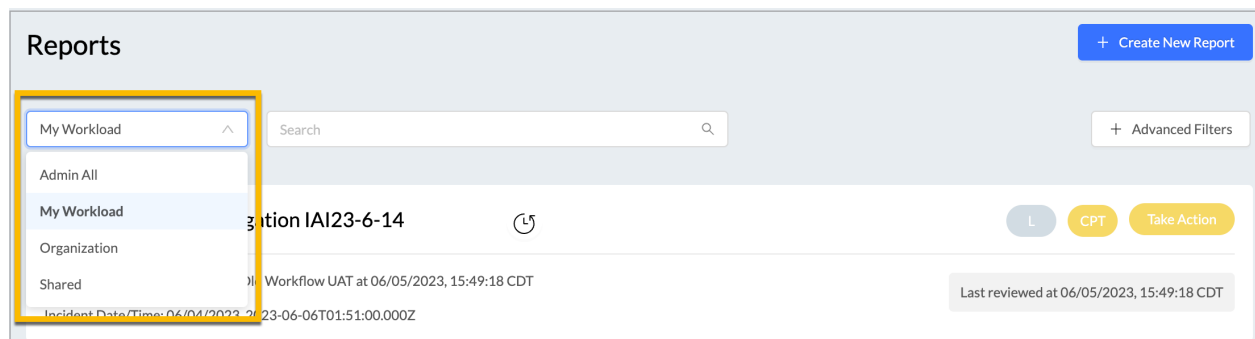
- Internal Affairs Investigation IAI23-6-14**: Submitted by Damon Willis from Old Workflow UAT at 06/05/2023, 15:49:18 CDT. Incident Date/Time: 06/04/2023, 2023-06-06T01:51:00.000Z. Last reviewed at 06/05/2023, 15:49:18 CDT. Status: L, CPT, Take Action.
- Internal Affairs Complaint IAC23-5-10**: Submitted 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. Status: SGT, L, CPT, L, Closed. Link: This Internal Affairs Complaint involves a Internal Affairs Investigation report [IAI23-5-13](#).
- Use of Force UOF23-5-24**: 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. Status: PO, SGT, PO, L, CPT, Closed.
- Internal Affairs Complaint IAC23-5-9**: 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. Status: SGT, L, CPT, L, Closed. Link: This Internal Affairs Complaint involves a Internal Affairs Investigation report [IAI23-5-12](#).

At the bottom right, there is a 'Help' button. The URL bar at the bottom left shows 'cs.com/reports/39251'.

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, in this view, 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

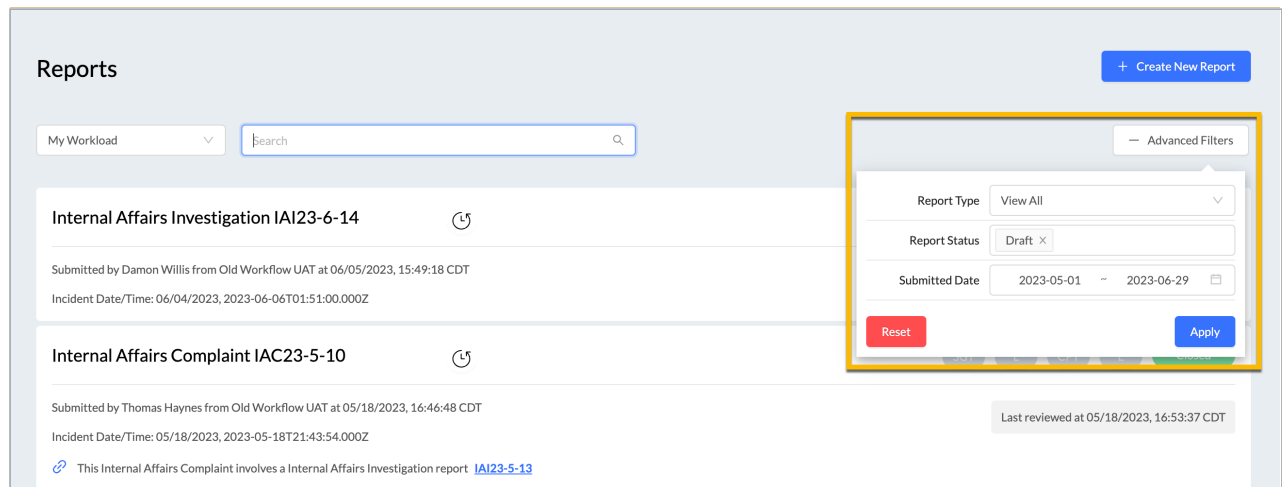
Agency Admin and other users that have access to all reports within the agency will be able to see all those reports in the "Admin All" list view. Here you will see all the reports created within the agency, including those you participate in and those shared with you. If your agency has a multi-OU structure,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

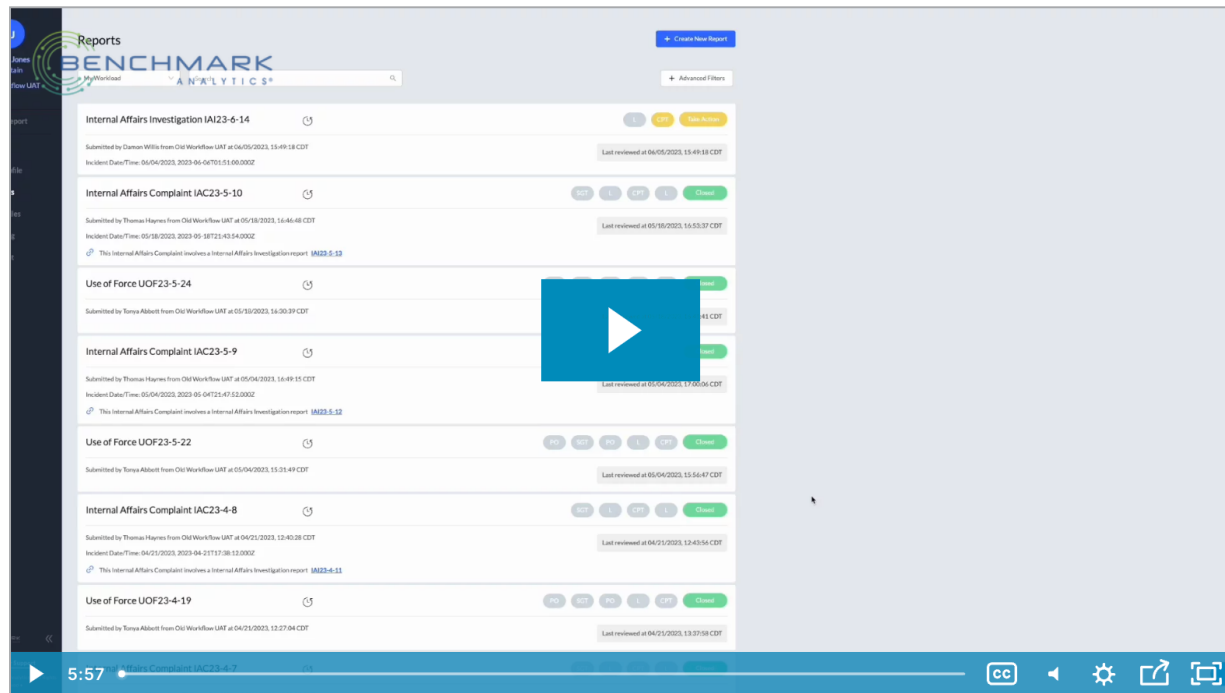


The screenshot shows the 'Reports' section of a software interface. At the top right is a '+ Create New Report' button. Below the header, there's a 'My Workload' dropdown and a search bar. The main area lists two reports: 'Internal Affairs Investigation IAI23-6-14' and 'Internal Affairs Complaint IAC23-5-10'. Each report entry includes submission details and incident dates. An 'Advanced Filters' menu is overlaid on the right, containing '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 timestamp 'Last reviewed at 05/18/2023, 16:53:37 CDT' is visible in the bottom right corner of the report list area.

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

ADVANCED FILTERS

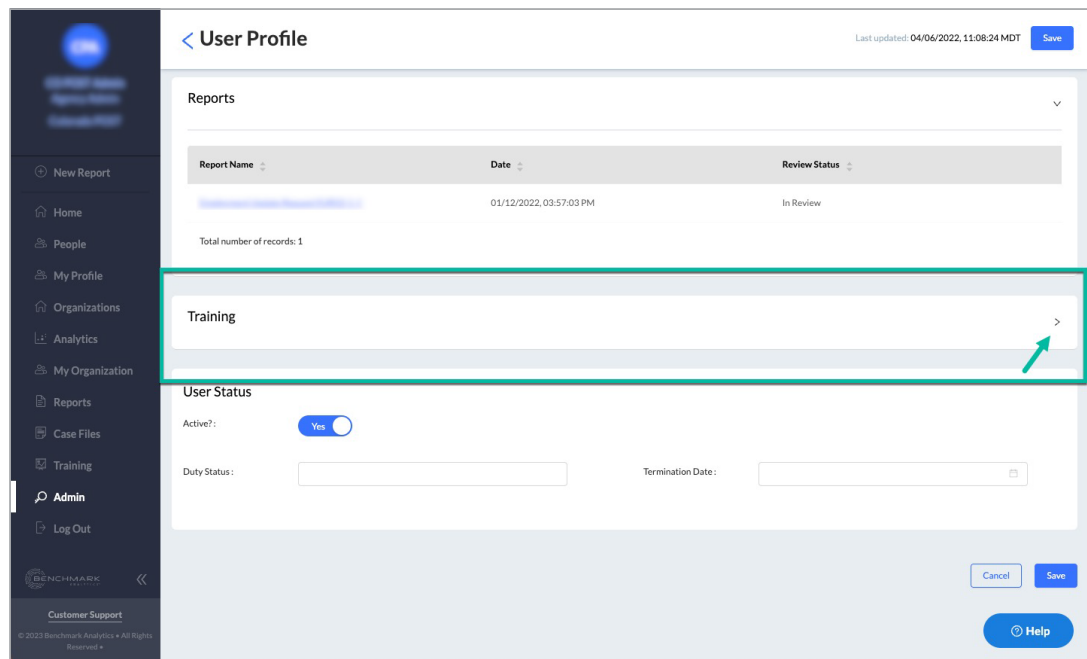
Report List View & Advanced Filters Tutorial



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 first row is highlighted. Below the table is a pagination control showing page 1 of 5.

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.

EASILY CHECK FOR MANDATED TRAINING

View Training by Compliance Categories, regardless of original location

Verifying an officer's progress towards mandated policies, such as Colorado Rule 28 compliance, can be a challenge—especially if they are associated with multiple agencies.

Now, you can open any User Profile to see their complete training record, even if it was completed under a different agency. This makes it easier for officers to review their own status, and it enables direct supervisors to keep an eye on their team members' progress.

To isolate the compliance-related trainings, simply filter by the Category and Date:

Training						
Agency	Course Title	Category	Registration ID	Status	Date Completed	Hours
CO POST	Mandatory Rifle Training	03-Perishable Skills-Firearms	645275	Completed	09/11/2020	2.5
CO POST	Firearms	03-Perishable Skills-Firearms	639394	Completed	06/24/2020	1.5
CO POST	Agency Firearms 2 Hour	03-Perishable Skills-Firearms	625064	Completed	06/10/2020	2
CO POST	Agency Arrest Control 4 hours	01-Perishable Skills-Arrest Control	620728	Completed	01/15/2020	4
CO POST	Agency Driving 2 Hour	02-Perishable Skills-Driving	622497	Completed	01/15/2020	2
CO POST	Officer Safety	Patrol Procedures	646331	Completed	01/14/2020	1
CO POST	Team Tactics	Patrol Procedures	652651	Completed	09/25/2019	2
CO Broomfield Police Department	Peer Support	Peer Support	646913	Completed	09/25/2019	2
CO Broomfield Police Department	Agency SFST Individual Renewal 2 Hours	SFST	628142	Completed	09/25/2019	2
CO Broomfield Police Department	Agency Driving 4 Hour	02-Perishable Skills-Driving	622923	Completed	09/06/2019	4

To enable the merged training list, just ensure the officers' Post ID is accurate in your agency:

< User Profile

Last updated: 03/01/2022, 07:50:38 MST Save

User Information

Agency: CO Broomfield Police Department

Employee ID:

Badge Number:

Last Name:

Date of Birth:

Benchmark ID:

Post ID:

First Name:

Official Title: Officer

Gender: N/A

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 displays the Admin Training interface. The 'Training Categories' section is highlighted in a red box. Below it, the 'Edit Certification' form for 'Benchmark 101' is shown. The 'Training Categories' tab is highlighted in a red box, and an arrow points from it to the 'Manage Training Categories' button. The 'Training Categories' table shows 'Special Victims Advocate Certification' with 0 hours.

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 visible.