

# POST Portal Annual Reporting

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## Introduction

A component of the POST Portal is for agencies to report summary hours for officers and dispatchers. These summary hours are used to fulfill the statutory requirement of obtaining required annual training. To learn more about what the portal is and how to gain access refer to the “POST Portal Access Instructions” document found on the POST website.

At any time if you have questions or need technical assistance you can email [support@utahpost.org](mailto:support@utahpost.org)

## Known Issues

- The system will time out if you select a large number of persons, consider breaking the entries up into smaller groupings to avoid the site timing out on you.
- It is recommended you use Internet Explorer version 7 or better. There are known issues with using Firefox or Google Chrome.

## What Should Be Reported As Summary Hours?

Summary hours reported to POST are hours that your agency has on file for a specific officer or dispatcher as completing that fit within the following guidelines:

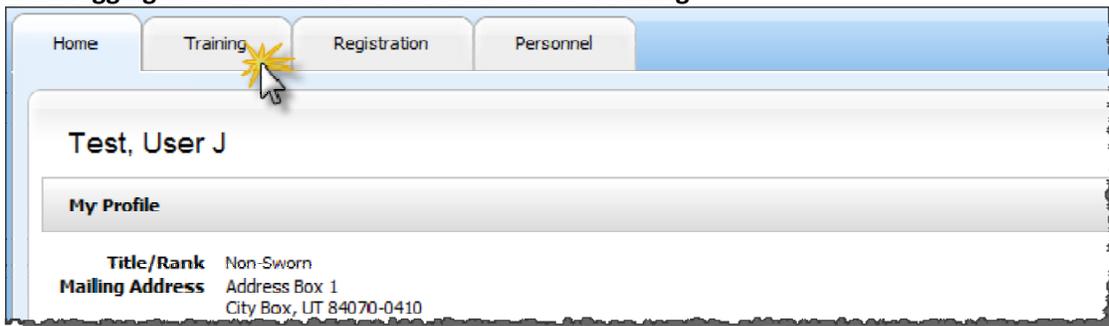
- Completed in the fiscal year being reported (July 1 – June 30)
- Meets POST policy guidelines for acceptable hours (see guidelines document found on POST website)
- POST sponsored courses should *\*Not\** be included (these hours are already on the system)

## How Do I Get Agency Level Access?

Access to the agency portions of the site are limited to those authorized by their respective chief administrative officer as having authority to report on the agency’s behalf. To gain this access the “Agency Portal Access Authorization Form” needs to be submitted to POST. This form can be found on the POST Website. Once this form is received your account will be upgraded with the new level of access.

## How Do I Report Summary Hours?

After logging into the POST Acadis Portal select "Training"



Then select "Add a training event"

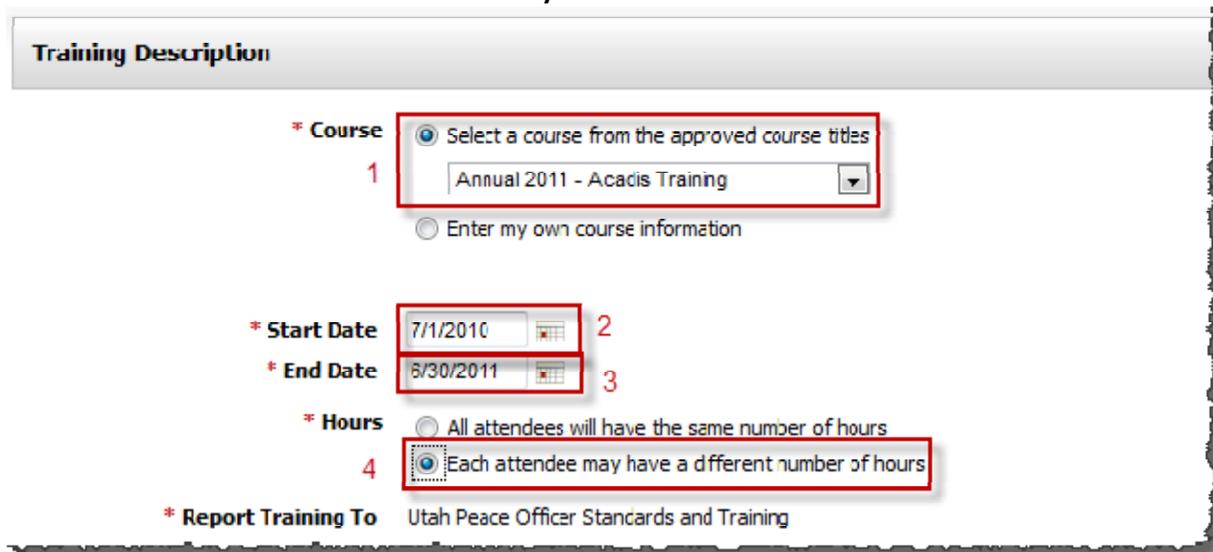


1-Select the radio button "Select a course from the approved course titles" this will select the title "Annual 2011 – [Your Agency Name Here] *Note: This title will change every year to reflect which fiscal year is being reported.*

2-Enter the start date as the first date in the fiscal year. (ie for FY2011 enter 7/1/2010)

3-Enter the end date as the last date in the fiscal year. (ie for FY2011 enter 6/30/2011)

4-Select the radio button "Each attendee may have a different number of hours"



Enter your full agency name as "Official Provider/Certified Instructor"  
Leave "Instructor Contact" blank

The screenshot shows a registration form with two main sections: "Provider Type" and "Instructor Contact". In the "Provider Type" section, there is a "Type" dropdown menu with "Official Provider/Certified Instructor" selected and highlighted by a red box. Below it is an "Other" radio button. In the "Instructor Contact" section, there are fields for "Instructor Name", "Email", and "Phone". The "Instructor Name" field is highlighted with a red 'X' mark, indicating it should be left blank.

Enter any comments if needed in the "Comments Box"

The screenshot shows the "Event Comments" section of the form. It features a header "Event Comments" and a text area labeled "Comments" for entering any additional information.

Select "Add Attendees" in the lower right portion of the page

The screenshot shows the bottom navigation area of the form. It contains three buttons: "Cancel", "Save As Draft", and "Add Attendees". A yellow starburst icon is placed over the "Add Attendees" button, and a mouse cursor is pointing at it.

Select the radio button "Add attendee(s) by selecting from a list"

The screenshot shows the "Attendees" section of the form. It has a header "Attendees" and two radio button options under the heading "I want to". The first option is "Add attendee(s) by entering name, POST ID, or SSN" with the subtext "Used for a small number of attendees or attendees from multiple organizations." The second option is "Add attendee(s) by selecting from a list" with the subtext "Used when most or all employees from your organization attend a training event." This second option is highlighted with a red box.

- 1-Check the names for which you wish to report at this time.
- 2-Check this box to view past employees that you wish to report hours for them
- 3-When done click "Continue"

**\*\*Important: The system will time out if you select a large number of persons, consider breaking the entries up into smaller groupings to avoid the site timing out on you.**

Select attendees from Acadis Training:

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| <input type="checkbox"/>   | Name              | POST ID   | SSN         | Title/Rank | Employment Status |
|----------------------------|-------------------|-----------|-------------|------------|-------------------|
| <input type="checkbox"/> 1 | Test, Envisage    | 8151-2260 |             | Non-Sworn  | Active            |
| <input type="checkbox"/>   | Test, New Test JR | 9203-8371 | xxx-xx-1112 | Non-Sworn  | Active            |
| <input type="checkbox"/>   | Test, Person      | 8618-2247 | xxx-xx-6454 | Non-Sworn  | Active            |
| <input type="checkbox"/>   | Test, Test Test   | 9295-2900 | xxx-xx-0000 | Non-Sworn  | Active            |
| <input type="checkbox"/>   | Test, Training 1  | 8795-0472 | xxx-xx-0001 | Non-Sworn  | Active            |
| <input type="checkbox"/>   | Test, User J      | 7502-8624 | xxx-xx-1234 | Non-Sworn  | Active            |

I want to see people with inactive records  2

Enter the number of summary hours for each person listed. Any those that you do not include a number will be given a value of zero. When done click "continue".

Annual 2011 - Acadis Training

Hour Entry

| Name             | Academy ID | Hours                | SSN         | Title/Rank | Employment Type | Employment Status |
|------------------|------------|----------------------|-------------|------------|-----------------|-------------------|
| Test, Envisage   | 8151-2260  | <input type="text"/> |             | Non-Sworn  | Training        | Active            |
| Test, New Test   | 9203-8371  | <input type="text"/> | xxx-xx-1112 | Non-Sworn  | Training        | Active            |
| Test, Person     | 8618-2247  | <input type="text"/> | xxx-xx-6454 | Non-Sworn  | Training        | Active            |
| Test, Test Test  | 9295-2900  | <input type="text"/> | xxx-xx-0000 | Non-Sworn  | Training        | Active            |
| Test, Training 1 | 8795-0472  | <input type="text"/> | xxx-xx-0001 | Non-Sworn  | Training        | Active            |
| Test, User J     | 7502-8624  | <input type="text"/> | xxx-xx-1234 | Non-Sworn  | Training        | Active            |

This final screen is your confirmation page. Review the information for accuracy  
 1-You have the option to delete the record or edit the information 2-You have the option to edit the attendees and hours 3-When ready select "Submit for approval"

**Training Event Record**
1 [Delete](#) | [Edit](#)

**Annual 2011 - Acadis Training**  
Draft

**Description**

**Training Date(s)** 7/1/2010 - 6/30/2011  
**Hours** Each attendee may have a different number of hours

**Instruction Provider** My Agency Name Here

**Draft** 06/29/2011 by Test, User J  
**Draft** 06/29/2011 by Test, User J

**Attendees (6)**
2 [Edit](#)

| Name              | POST ID   | Attendee Comments | Hours  |
|-------------------|-----------|-------------------|--------|
| Test, Envisage    | 8151-2260 | None Specified    | 45.00  |
| Test, New Test JK | 9203-83/1 | None Specified    | 85.00  |
| Test, Person      | 8618-2247 | None Specified    | 40.00  |
| Test, Test Test   | 9295-2900 | None Specified    | 125.00 |
| Test, Training 1  | 8795-0472 | None Specified    | 66.00  |
| Test, User J      | 7502-8624 | None Specified    | 83.00  |

**Event Comments**

No event comment specified

Back
3 [Submit for approval](#)

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.

After you select "Submit for approval" you will be taken back to the "Training Events Monitor" page. After POST accepts the hours the record will move to the "Approved" section.

## Training Events Monitor

[Add a training event](#)

| Status  | Events                         | Attendees             |
|---|--------------------------------|-----------------------|
| <input type="checkbox"/> <b>Draft</b>         | 1                              | 0                     |
| <input type="checkbox"/> <b>Submitted</b>     | 1                              | 6                     |
| <i>Course Title</i>                           | <i>Course No.</i>              | <i>Starting</i>       |
| <i>Ending</i>                                 | <i>People Pending Approval</i> | <i>Tot. Attendees</i> |
| <a href="#">Annual 2011 - Acadis Training</a> | 07/01/2010                     | 06/30/2011            |
|   | 0                              | 6                     |
| <input type="checkbox"/> <b>Approved</b>      | 15                             | 44                    |

## **Is there a limit to how many times I can report hours?**

There is no limit to how many times you can perform the above task. You can choose to break up the entries into logical groups to avoid having to enter a large number of transactions in one sitting. You can also report additional hours for a person you have may already reported hours for. Just be sure to report the second time any additional hours. The system will automatically add them together.

## **I have entered hours, how do I know if I have anyone deficient?**

The system does not currently have a way for you to run this report. However, if you send an email to [support@utahpost.org](mailto:support@utahpost.org) you can request one of the following reports:

- Agency Roster (lists those in your agency with POST ID & Name)
- Deficiency Report (lists those in your agency who are below the required minimum)
- Training Summary Report (lists all in your agency and summary of hours)

*Note: All reports are provided in Microsoft Excel Format*

## **I have an employee who needs to be granted an exception**

Per POST Policy exception to the minimum training requirement is granted for three types of circumstances: Military Activation, Medical, and Partial Year Employment. All three of these exceptions require the agency to request a variance based on one of the above circumstances. In each circumstance, the hours will be pro-rated 3.5 hours per month for the time identified. To be granted an exception the “Waiver of Training Requirement” form will need to be completed and sent to post no later than July 31<sup>st</sup>.

## **I have an employee to just completed the academy or waiver/reactivation process what hours do they need?**

Per POST Policy completion of a basic training course, or successful completion of the waiver or reactivation process administratively waives the training requirement for that fiscal year.

## **I have a question that was not answered in this document. How can I get additional assistance?**

You can email POST at [support@utahpost.org](mailto:support@utahpost.org) and we will be happy to answer any other questions.