AUTOMATED TRAINING MANAGEMENT SYSTEM - (ATMS)

User Manual

Maintained and Distributed By:

FDLE Criminal Justice Standards and Training Commission

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Table of Contents

1.0. Login Page – Accessing ATMS

The login page is the opening page of the application. From this page, a user can login to ATMS.

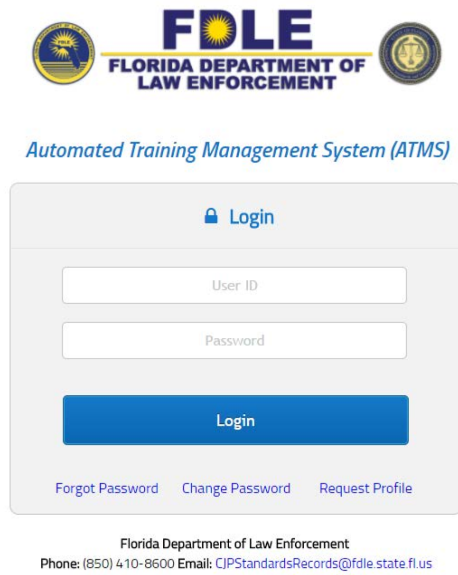


Figure 1.1

1.1. Logging In

External Users – Agencies, Training Centers, etc.
An external user will be provided a temporary password from a FDLE Administrator the first time they access ATMS. After entering the User ID and temporary password, the user will be prompted to change their password. The password must consist of at least one capital letter, one number, and must be at least eight characters long. Since ATMS keeps track of who enters, modifies, and deletes information, **it is imperative that <u>passwords are not shared</u>.**

1.2. Forgot Password

If the user forgot their password, they can click on the Forgot Password link. This link will open the "Password Reset via Email" page, where the user will need to follow the instructions:

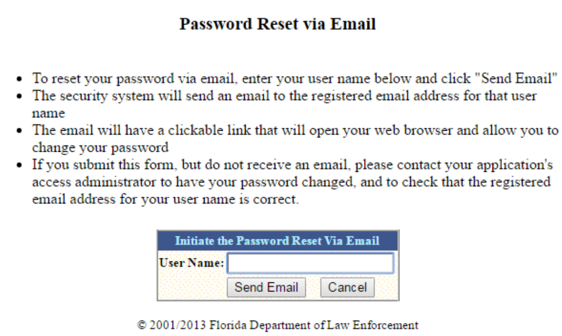


Figure 1.2

- To reset password via email, enter the User Name and click "Send Email".
- The security system will send an email to the registered email address.
- The email will have a clickable link that will open a web browser and allow the password to be changed.
- If the email is not received, the user should contact the application's administrator to have the password changed, and to verify the registered email address is correct.

1.3. Change Password

To change password, click on the Change Password link. The “Change Your Password” page will open. Enter Username, Old Password, and then the New Password twice. **This is not necessary for internal users who change their Windows Authentication password.**

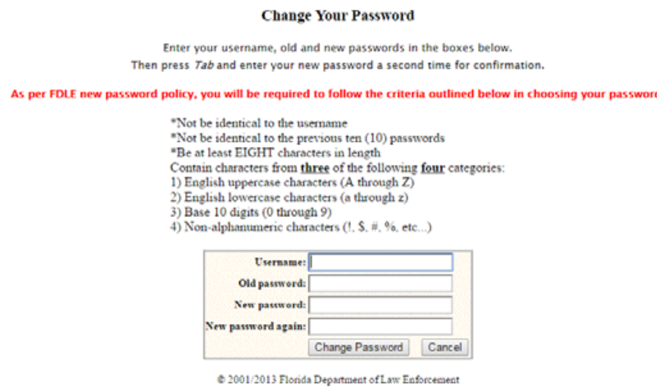


Figure 1.3

The criterion for the new password is as follows:

- Not be identical to the username
- Not be identical to the previous ten (10) passwords
- Be at least **eight** characters in length
- Contain characters from **three** of the following **four** categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphanumeric characters (!, $, #, %, etc…)

1.4. Request Profile

To request a new profile, click on the Request Profile link. The “Request Profile” page will open, and then fill in the requested information for the specific profile needed. If the provided information matches ATMS current system records, the profile will be sent to the email address that the user provided. The requested information to create a new profile includes:

- SSN
- First Name
- Last Name
- Date of Birth
- Email Address

Figure 1.4

2.0 Dashboard – Home Screen

The Dashboard is the first screen displayed after logging in. The dashboard has five main sections, the **Message Board**, **Notifications**, **Certificate Applications**, **Menu**, and **Icons**. Based on the user's User Role Type, the information shown in each section, and throughout ATMS, will vary. User Role Types also control what actions can be performed, and what the user can edit throughout ATMS. For example, an ATP instructor user can see only notifications relating to ATP, but a Command Staff user can see all notifications except those relating to ATP.

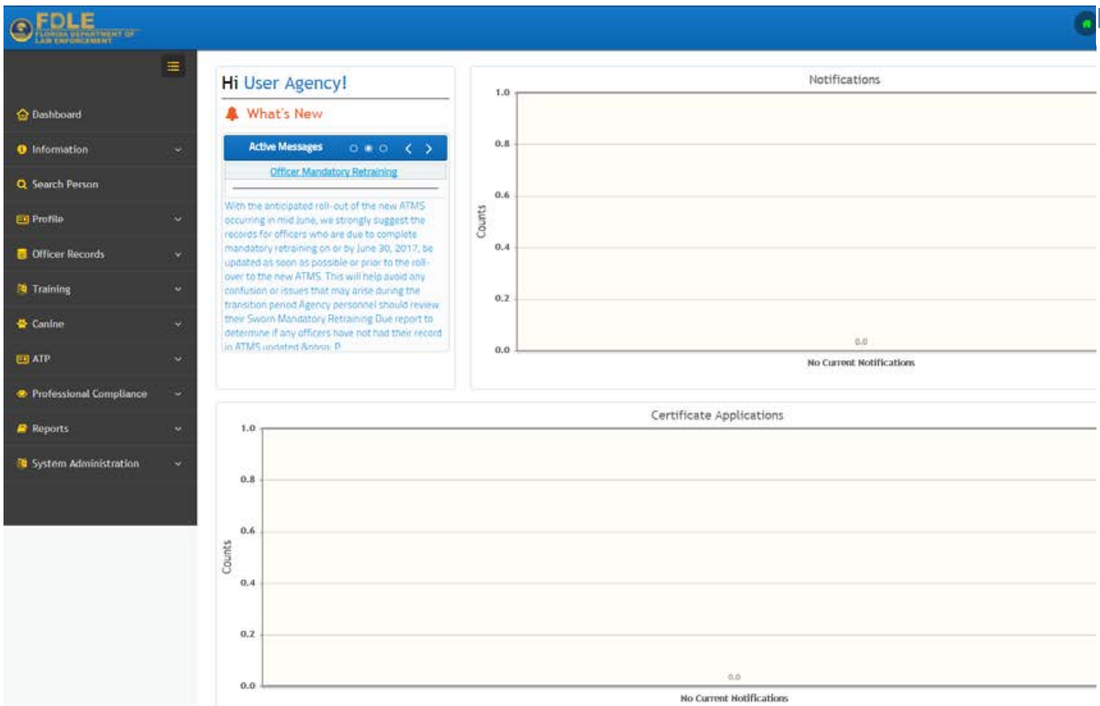


Figure 2.0

2.1. Message Board

The Message Board is at the top left of the dashboard, directly underneath the greeting that displays the user's name. The Message Board provides users with notifications of events that have occurred, and provides information on upcoming items of interest. For example, a reminder will appear when mandatory retraining for officers is approaching and officers have not yet completed their Sworn Mandatory Retraining. If the message is too long for the message board display, as seen in the picture, or more information is needed, click on the message and the page containing the Contact Person, Contact Phone number, Activation Date, Deactivation Date, Title, and full message will open.

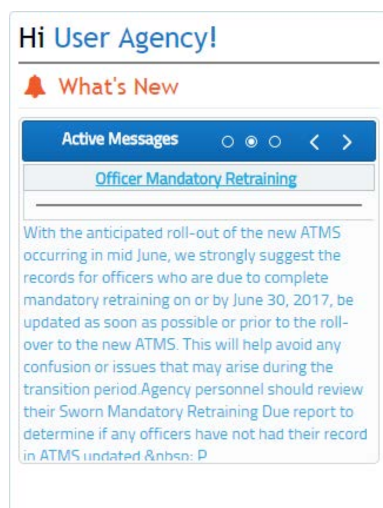
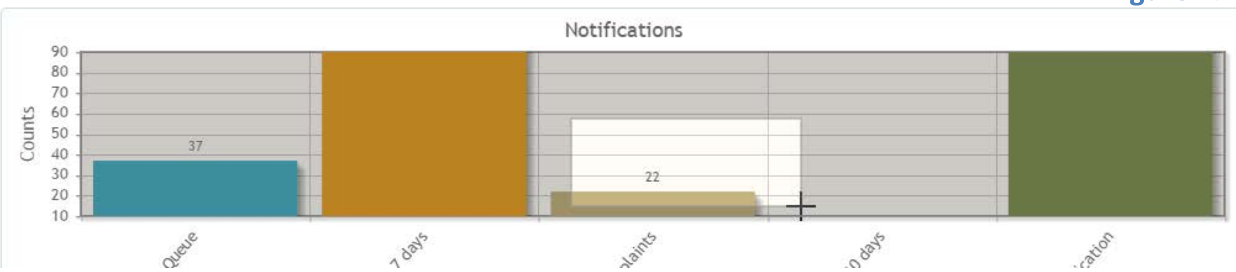


Figure 2.1

2.2. Notifications

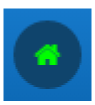
Based on the User Role Type and Permissions, the Notification graphs display role specific information. To view more information and navigate directly to the Notification Page, simply click on the bar in the bar graph. If the bar in the bar graph is too small, click, drag, and release in the bar graph to zoom in; repeat until the bar can be clicked on (see below).

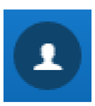
Figure 2.2

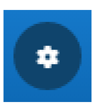


2.3. Icons

The icons appear in the top right of the screen in ATMS:

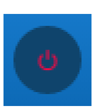

Return to the Dashboard


View User ID and Last Login, and Change Password


Depending on the role, they will see different options here:

All Roles	View Your Profile, Contact
Agency Admin & Signature Designee	My Signature, Signature Designees
Notary	My Signature, My Notary


About, User Guide, and Training Video


Logout

2.4. Navigating Menu

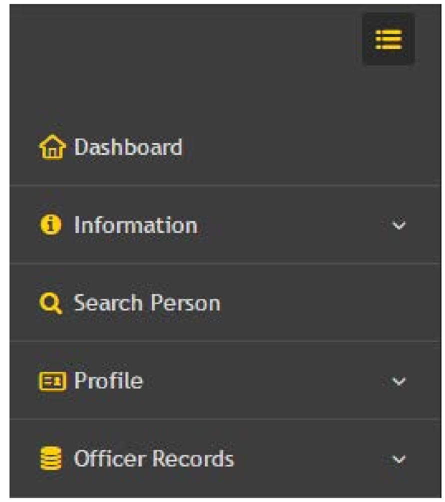


Figure 2.4

The menu is located on the left side of the screen and will be the main way to navigate throughout ATMS. The menu will hide and display certain tabs depending on the user's User Role Type. Click on a menu tab with a down arrow to the right to display a drop down list containing the sub-menu tabs. Clicking on another menu option containing a drop down list will automatically close the currently open drop down list. Clicking on the menu list button located at the top right of the menu will close the full menu, displaying only the menu icons.

2.5. Display

ATMS can be viewed in three different display types. The three types are the following:

Desktop – In the Desktop view, the full menu is displayed on the left; the Message Board, Notifications, and Certificate Applications are displayed in the middle main screen; and the icons are displayed in the top right corner.

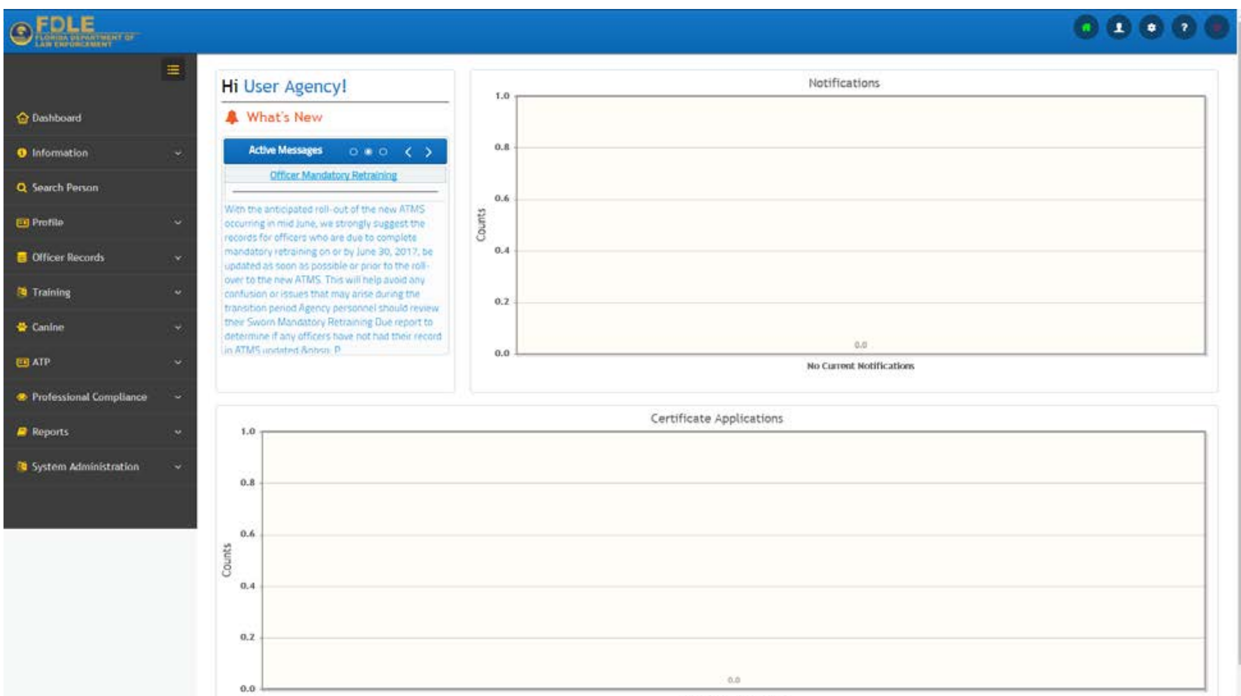
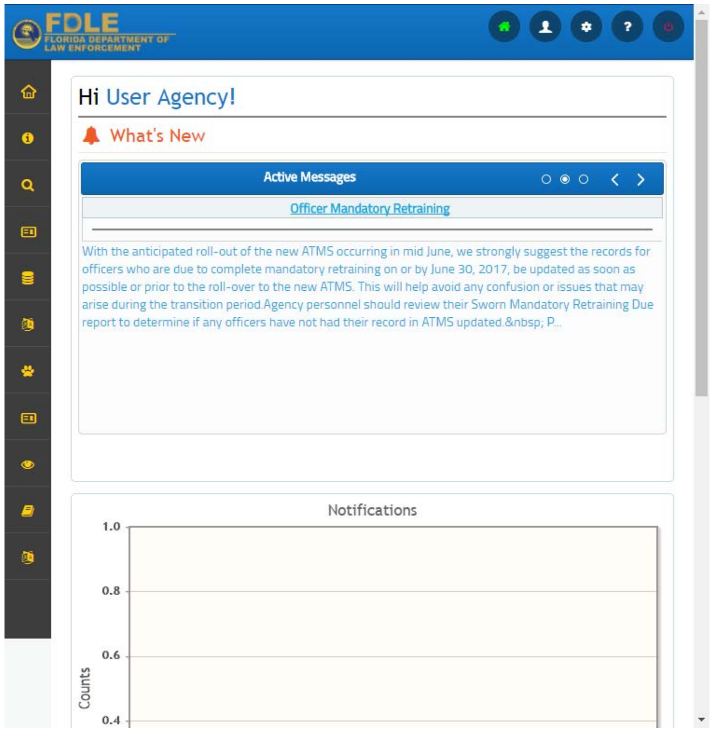


Figure 2.5.1

Tablet – In the Tablet view, the compressed menu icons are displayed on the left; the Message Board, Notifications, and Certificate Applications are displayed on a scrolling main middle screen in the listed order; and the icons are displayed in the top right corner.

Figure 2.5.2



Phone – In the Phone view, only the menu list button is displayed on the right; the Message Board, Notifications, and Certificate Applications are displayed on the single scrolling page in the listed order; and in order to see the icons, the user will need to click on the icon list button in the top right corner.

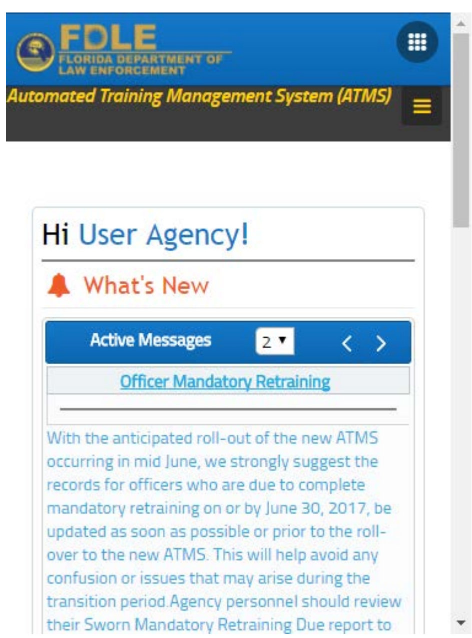


Figure 2.5.3

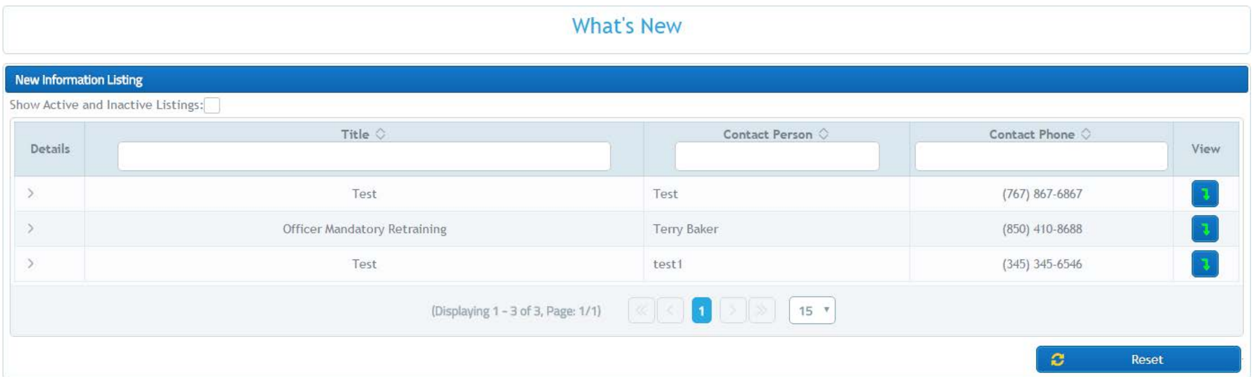
3.0 Information

The Information tab is located on the menu bar directly underneath the Dashboard tab. The contents for the Information tab can be accessed by clicking on the menu tab, then clicking on any one of the following sub tabs:

3.1. What's New

What's New can be accessed by clicking on "What's New" under the Information tab. This page contains all of the messages that are displayed on the Message Board on the Dashboard. On this page, the user can search for specific information, view active information, show all active and inactive information, view information details, add new information, and reset the page.

Figure 3.1.1



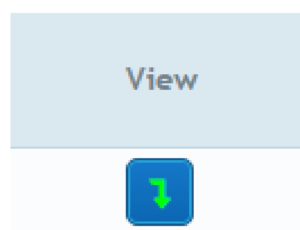
Search for Information

To search for specific information, begin typing in any of the boxes located at the top of the grid. This will create a filter function that will only display information that contains the words or letters typed in the boxes. Clicking on the up and down arrows located next to the column names will change the order of the information results.

Figure 3.1.2

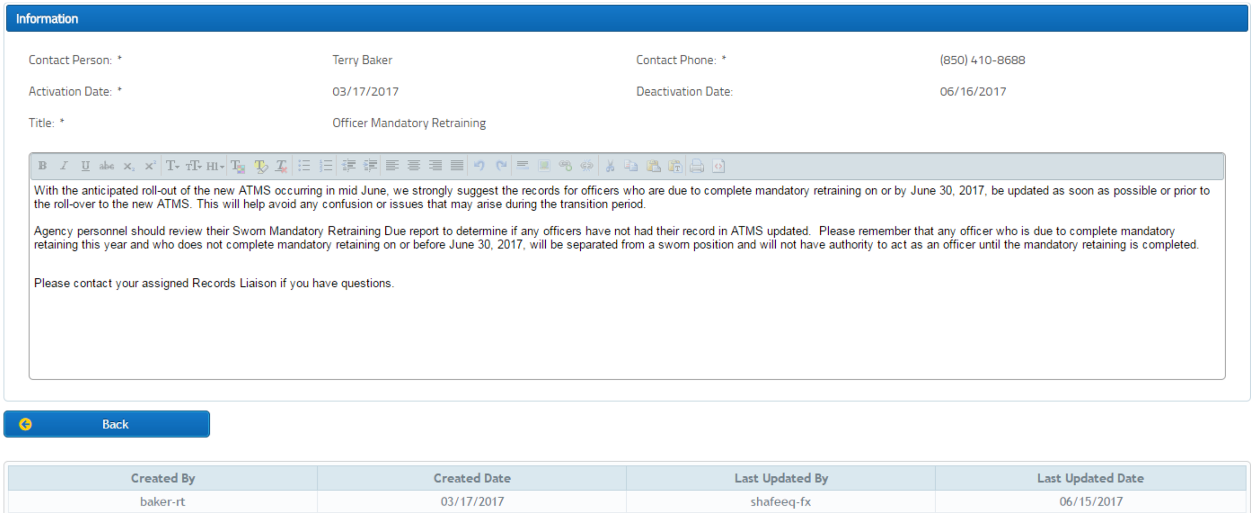
View Active Information

Figure 3.1.3



To view already existing information, click on the  view button in the far right column. Clicking this button will open a page to view the Contact Person, Contact Phone, Activation Date, Deactivation Date, Title, full information message, and the information details. If the user has the access rights, this page is also where the user can update or delete the information. The user's user ID and current date will be displayed on the bottom right of this screen under **Last Updated By** and **Last Updated Date** when a change is made. To return to the main "What's New" page, click the Back button.

Figure 3.1.4



Show All New Information

The "Show Active and Inactive Listings" check box is located under the "New Information Listing" title bar and above the grid on the left side. Checking this check box will show all information, including information that has been deactivated.

Figure 3.1.5

Information Details

Click on the ">" arrow in the Details column for the corresponding information result to view the information details. This will display a drop down box that contains all of the information's details, including the full message, who created the information, creation date, last updated by, and last updated date. To close the details box, simply click on the arrow, now facing down.

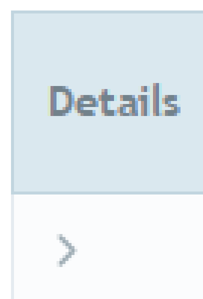


Figure 3.1.6

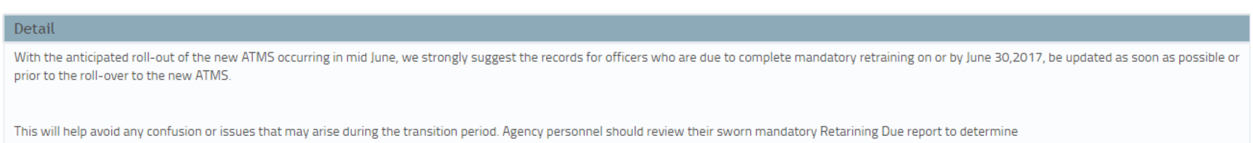


Figure 3.1.7

Reset the Page

The Reset button is located at the bottom right of the page, next to the Add New Information button. This button is used to reset the page after doing any of the above actions, like searching for a title or viewing information details, and wanting the original "What's New" page to display.

Figure 3.1.8

3.2. CJSTC Forms

Agencies are required to retain a number of forms in the officer's file for verification regarding pre- and post-employment requirements. The forms can be located under the Information tab in the menu on the left side of the screen. Click on the sub-tab titled "CJSTC Forms". The system will present a page containing a list of the forms available for printing.

Figure 3.2

Employment, Registration and Separation Training Forms

CJSTC-16 Specialized Training Documentation, Effective 5/29/14	PDF	DOC
CJSTC-16A Specialized Training Documentation Supplemental	PDF	DOC
CJSTC-18 E-Learning Course Minimum Standards	PDF	DOC
CJSTC-21 Firearms Handling Performance Evaluation, Effective 7/29/15	PDF	DOC
CJSTC-24 Request for Program Approval - Local Dollar Expenditure	PDF	DOC
CJSTC-29 Criminal Justice Training School Certification and Re-certification Application	PDF	DOC
CJSTC-58 Authority for Release of Information (Background Investigation Waiver)	PDF	DOC
CJSTC-59 Officer Certification Application	PDF	DOC
CJSTC-60 Registration for Employment Affidavit of Compliance	PDF	DOC
CJSTC-61 Affidavit of Separation, Effective 9/4/16	PDF	DOC
CJSTC-61A Affidavit of Separation Supplement	PDF	DOC
CJSTC-62 Fingerprint Notification	PDF	DOC
CJSTC-63 Higher Education For Salary Incentive Report	PDF	DOC
CJSTC-65 Temporary Employment Authorization Statement, Effective 9/4/16	PDF	DOC
CJSTC-67 Training Report, Effective 9/4/16	PDF	DOC
CJSTC-67A Academy Physical Fitness Standards Report	PDF	DOC

There are two versions in which the user can print the desired form. Click on PDF and print the blank form as-is or click on DOC and download a word document of the form, where the form can be printed blank or filled out. To print the form in PDF version, move the cursor towards the top of the web page and click on the print icon in the top right corner, or press Ctrl+P. To print the form in DOC version, print it like a normal word document by clicking on "File" then "Print", or press Ctrl+P.

Note: All CJSTC forms must be printed, signed and notarized (if applicable) and maintained on file at the employing agency. It is not necessary to mail the forms to the FDLE Records Section if entered in ATMS, with the exception of the Name Change Form CJSTC-79.

3.3. CJSTC Rules

The CJSTC Rules can be found by clicking on the sub-tab under Information in the menu on the left side of the screen. Clicking on CJSTC Rules will open a page listing the Florida Administrative Code Rules pertaining specifically to the CJSTC. This page contains links to the full text for each of the rules. The full text can be accessed by clicking on the link, then clicking on the word document with the label "VIEW RULE" beneath it. Clicking on the word document will download the full text which can then be opened, read, and printed if desired. The page containing the full text for the rule also contains the history of the rule in either word documents, which will open in Microsoft Word, or HTML files, which will open in the current web browser.

Chapter 11B-20 Certification of Criminal Justice Training Instructors

- 11B-20.001 Definitions and Minimum Requirements for General Certification of Instructors
- 11B-20.0012 Denial and Discipline of Instructor Certification
- 11B-20.0013 Commission Instructor Certification Categories
- 11B-20.0014 Minimum Requirements for High-Liability and Specialized Topics Instructor Certification
- 11B-20.0016 Inspection of Instructor Certification Applications
- 11B-20.0017 Maintenance and Duration of Instructor Certifications

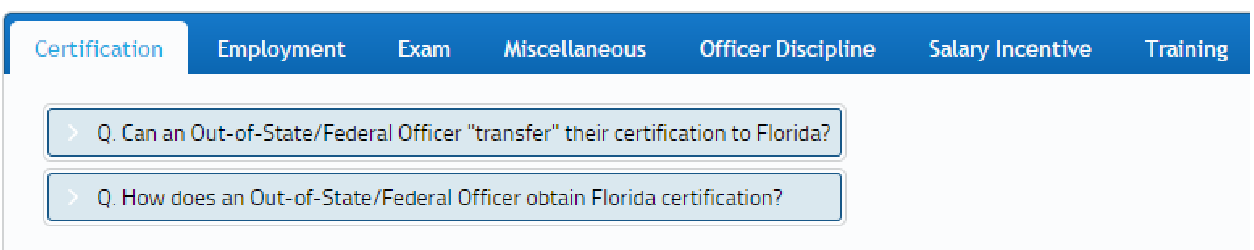
Figure 3.3.1

Figure 3.3.2

3.4. FAQ's

The FAQ's can be accessed by clicking on the Information tab in the menu on the left side of the screen and then clicking on the FAQ's sub-tab. This page contains tabs containing Frequently Asked Questions for different sections in ATMS. There are seven tabs (Certification, Employment, Exam, Miscellaneous, Officer Discipline, Salary Incentive, and Training) which contain various questions pertaining to their specific topic. To view the answer to the question, click on the question and a drop down box containing the answer will display. To close the box, simply click on the question again.

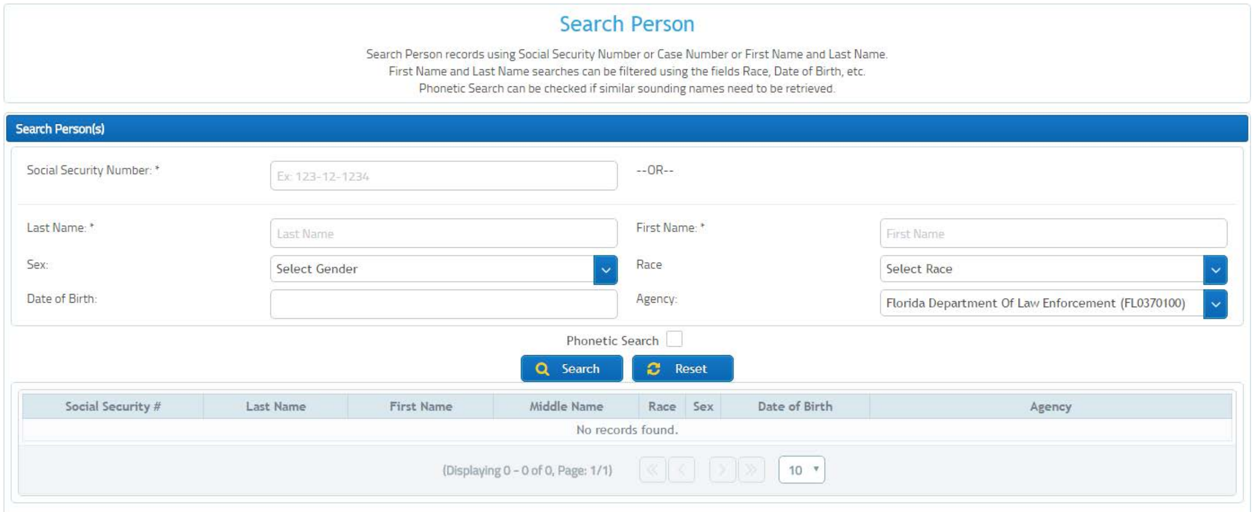
Figure 3.4



4.0 Search Person

To find information on an individual in the system, a name search can be performed by clicking on the Search Person tab in the menu on the left side of the screen. Use the person's Social Security Number OR First and Last Name to search for their records. Both groups of criteria are not mandatory, only one is necessary.

Figure 4.0



4.1. Search Fields

First Name and Last Name search can be fine-tuned using auxiliary fields like Race, Date of Birth, Sex, and Agency. The more information entered, the better the chance there is of locating the person's record. To enter an Agency, Race, or Sex, click the field and a drop down box will appear containing the desired information. The system is capable of performing a Phonetic, or "sounds like", search. For example, if the name being entered is Bill Smith, results will come up for Bill and Billy Smith. This will also help if the name being searched is misspelled. To use Phonetic search, click on the "Phonetic Search" check box located directly above the "Search" and "Reset" buttons.

ATMS is also capable of performing partial name searches. For example, if the only information known about an officer is his/her last name and first initial (i.e. Smith, J.), enter the complete last name, and in the first name field enter the first initial and search. There is no need to use a wildcard to search for a person using only their first name initial.

4.2. Search Results

To perform the search, enter the person's information in the fields mentioned above and click the Search button. If there is only one name meeting the search criteria entered, the system will present the Manage Person page displaying the Person Info, Person Type, and Contact Information. If there is more than one name meeting the search criteria, a table containing the matches found will be presented. The table will display the person's SSN, Full Name, Race, Sex, Date of Birth, and Agency. If one of the entries is the person being sought, click on the button in the View column and the Manage Person page will be presented. Click on the button in the Docs column to view the person's documents. Other pages, such as

Employment under the Officer Records tab in the menu, will be populated with the person's information after viewing the Manage Person page.

If there are no names meeting the search criteria, a message stating "No Person has matched with provided search criteria" will display at the top of the page and the table will say "No records found."

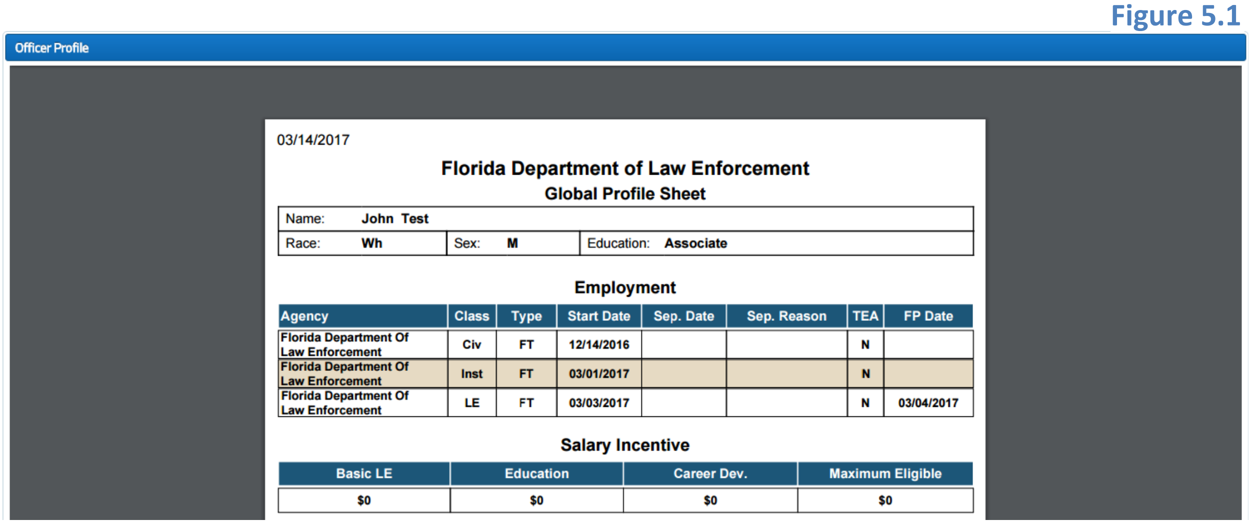
5.0 Profile

The Profile tab is located on the menu bar directly underneath the Search Person tab. The contents of the Profile tab can be accessed by clicking on the menu tab, then clicking on any one of the following sub tabs:

5.1. Global Profile

Global Profile is located under the Profile tab in the menu on the left side of the screen. Information contained in ATMS for an individual may be accessed by anyone with a valid user code and password. Information on the Global Profile page is for view only. Modification of any information contained on the Global Profile must be done through other parts of ATMS.

Figure 5.1



Officer Profile

03/14/2017

Florida Department of Law Enforcement

Global Profile Sheet

Name:	John Test				
Race:	Wh	Sex:	M	Education:	Associate

Employment

Agency	Class	Type	Start Date	Sep. Date	Sep. Reason	TEA	FP Date
Florida Department Of Law Enforcement	Civ	FT	12/14/2016			N	
Florida Department Of Law Enforcement	Inst	FT	03/01/2017			N	
Florida Department Of Law Enforcement	LE	FT	03/03/2017			N	03/04/2017

Salary Incentive

Basic LE	Education	Career Dev.	Maximum Eligible
$0	$0	$0	$0

Reviewing Profile Information

To access an individual's profile information, enter his/her SSN in the SSN field at the top middle of the screen. If ATMS is able to locate information related to the SSN entered, it will return a PDF containing the following information about the person:

- Employment
- Salary Incentive
- Mandatory Firearms Qualification
- Certification
- Topics
- Exams
- Equivalency

- Training
- WMD/ICS Training for Certified Law Enforcement Officers

The Global Profile page was primarily created for convenience, but has a variety of uses. Mainly, background investigators are able to review and verify previous employment information and can maintain the information on file for future reference. Agency users will also be able to provide this information to other agency personnel that may not have access to ATMS; (i.e., training, payroll, etc.). The user is able to rotate, download, and print the page by putting the mouse towards the top of the PDF and clicking the corresponding buttons at the right of the header that appears.

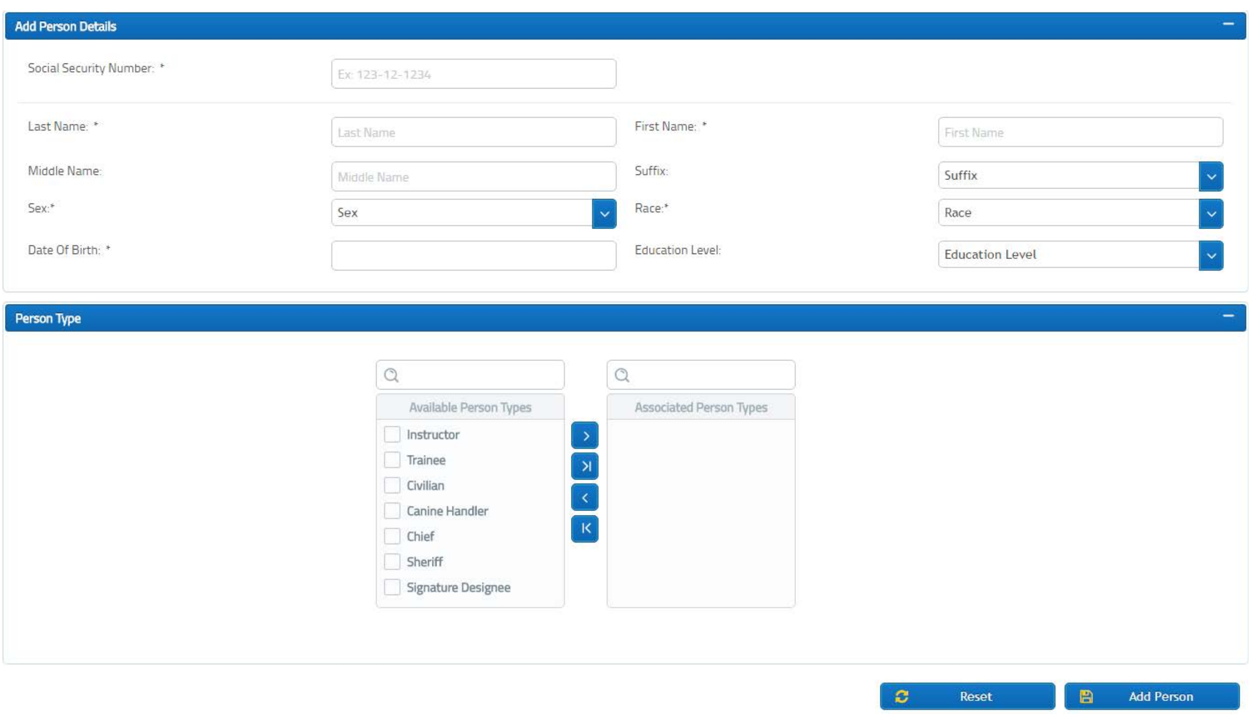
6.0 Officer Records

The Officer Records tab is located on the menu bar directly underneath the Profile tab. The contents of the Officer Records tab can be accessed by clicking on the menu tab, then clicking on any one of the following sub tabs:

6.1. Add Person

Add Person can be found under the Officer Records tab in the menu on the left side of the screen. A new person can be added to ATMS by anyone with modify access. There are six mandatory fields that must be filled to save a new person. Those fields are Social Security Number, First Name, Last Name, Sex, Race, and Date of Birth.

Figure 6.1

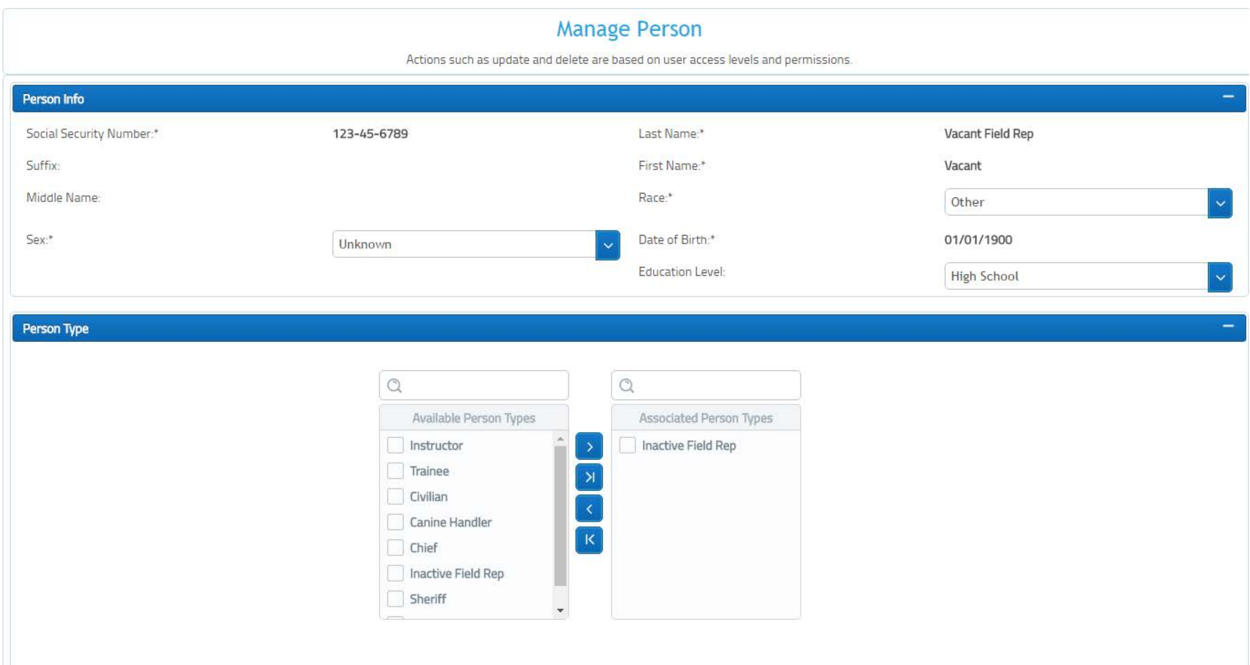


Person Details
There are special fields that will only accept certain results, such as SSN, which will only accept numbers with no need of entering "-". Suffix, Sex, Race, and Education Level can only be populated with choices from their drop down menu, which is accessed by clicking on the field. To quickly search a drop down menu, begin typing the word and click enter when the desired choice is highlighted.

Person Type
To choose a Person Type, click on the type, and then click on the ">" arrow button to add it to Associated Person Types. Clicking on the Person Type name will clear all other types that are currently checked and check only that type. Click inside the box to the left of the type name, and then click the ">" arrow button to select multiple Person Types. Click the check box and click the "<" arrow button to remove an Associated Person Type.

6.2. Manage Person
The Manage Person page is located under the Officer Records tab in the menu on the left side of the screen. The Manage Person page is the same as the **Add Person** page (see 5.1. Add Person above). This page will be populated with data after adding or searching for a person.

Figure 6.2



Person Info
There are two mandatory fields that must be filled to update a person; those fields are Sex and Race. Sex, Race, and Education Level can only be populated with choices from their drop down menu, which is accessed by clicking on the field. To quickly search a drop down menu, begin typing the word and click enter when the desired choice is highlighted.

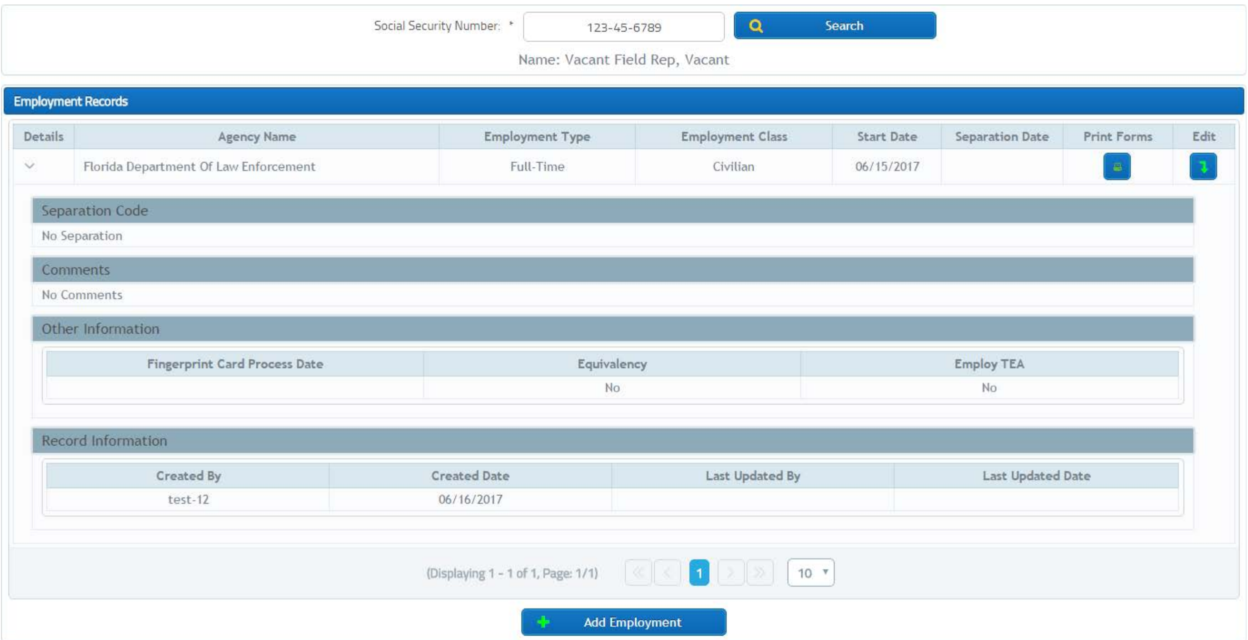
Person Type

To change a Person Type, click on the type, and then click on the “>” arrow button to add it to Associated Person Types. Clicking on the Person Type name will clear all other types that are currently checked and check only that type. Click inside the box to the left of the type name, and then click the “>” arrow button to select multiple Person Types. Click the check box and click the “<” arrow button to remove an Associated Person Type.

6.3. Employment

Employment can be found under the Officer Records tab in the menu on the left side of the screen. The Employment page contains all employment records for a specific individual.

Figure 6.3



Search for Employment

If the person’s SSN is known, enter the SSN in the required Social Security Number field at the top middle of the screen. If the person’s SSN is not known, click on the Search Person tab in the menu on the left side of the screen and do a search for the person. After finding the person, click on the view details button in the View column, and then click on the Employment tab under Officer Records again and the SSN will be populated.

Adding Employment

To add an employment record, click the Add Employment button at the bottom middle of the screen. On the Add Employment page, there are four required fields; those are Agency, Employ Type, Start Date, and Employ Class. Agency, Employ Type, Separation Code, and Employ Class are all drop down boxes; click the field to see the options, and then click the desired choice. Employ TEA and Equivalency are both radio button fields, only one option can be selected, not both. Separation Date, Start Date, and Fingerprints Processed Date are date fields. To select a date, type either the date, or click in the field and choose a date from the displayed calendar.

Adding an Officer

Adding an officer is done on the same page as adding a person, on the Add Person page. To add a person as an officer, check the Officer check box in the Person Types field and add it to the Associated Person Types field by clicking the “>” arrow button.

Common problems cited for rejection are:

- An officer is being registered, not on a TEA status, and a record showing the successful completion of his/her basic academy training is not in ATMS
- An officer is being registered, not on a TEA status, and ATMS does not have a passing grade for the State Officer Certification Examination (SOCE)
- An officer is being registered, the equivalency box is not checked yes, and there is a review course that pertains to his/her discipline in the system
- An officer is being registered, the equivalence box is checked yes, and there is no review course that pertains to his/her discipline
- An officer is being registered, the equivalency box is checked yes, and the system does not have a passing grade for the SOCE

Temporary Employment Authorization (TEA)

If the user is registering an officer on a non-TEA status, the following information must have already been entered in to ATMS:

- A basic academy training record matching the employment class showing they passed the academy training. This would be entered by the training academy
- Exam scores showing the individual passed the SOCE

If the user is registering an officer on a TEA status:

- From the date the officer is employed on a TEA, the officer has 180 days to begin a basic academy, for the discipline the officer was hired. If the officer does not start a basic academy, within the 180-day limit, his/her employment will be separated by the system.
- Following completion of a basic academy, an officer on a TEA status has 180 days to take and pass the SOCE for his/her discipline. If they do not meet this requirement, ATMS will separate his/her employment
- ATMS will not permit the same person to have a second TEA in the same discipline of employment, unless it has been over 4 years from the date they were employed under a TEA.

Equivalency of Training

If the user is registering an officer on an equivalency status, the following information must have already been entered into ATMS:

- Completed equivalency information with expiration date located on the Global Profile Sheet. (This information is entered by a selection center or an agency.)
- The proficiency course pertaining to the officer’s discipline.

- Information showing the officer passed the SOCE

It is the agency's responsibility to retain the Equivalency Form CJSTC-76, showing the officer has training equivalent to a basic academy course from another state.

View/Manage Employment Record

To view the Employment Record, click on the ">" arrow in the details column and a drop down box containing the record will appear. To edit a person's employment, click on the button in the Edit column, which will open the Edit Employment page.

Print Forms

To print any CJSTC Employment Forms or CJSTC Instructor Forms associated with the person, click the button in the Print Forms column. This will open the Print Forms page where links to all CJSTC Employment Forms and CJSTC Instructor Forms will be displayed. Some form links will open a Printed Forms Preprocessing page where all required fields, marked with an asterisk (*), must be filled to access the form; other links will open directly to the form. To print the form, move the cursor towards the top of the PDF and a header will appear, and then click the print icon at the right side.

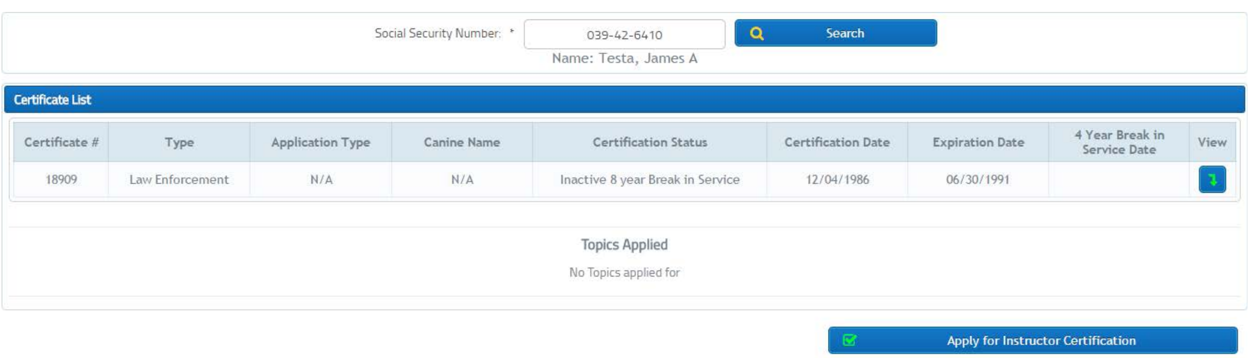
Separating a Person

To separate a person in ATMS, enter the person's SSN and search, and then click the edit button in the Edit column to navigate to the Edit Employment page. Click on the Separation Code drop down box to select the reason for separation, and then enter the Separation Date by typing a date or clicking on the field and selecting the date in the displayed calendar. After selecting a Separation Code and a Separation Date, click on the Update button and a message will appear at the top of the screen saying "Employment record has been successfully updated".

6.4. Certification

Certification can be found under the Officer Records tab in the left side of the menu. This page maintains all certifications for a person.

Figure 6.4



Adding a Certification

To add a certification, click the button at the bottom of the page. If the person does not have any certification applications already existing, there will be a button that says "Add Affiliation" displayed at the bottom left of the screen. If the person has one or more certification applications already existing, there will be a button that says “Apply for Additional Topics” displayed at the bottom right of the screen.

Add Affiliation/Additional Topics

After clicking the Add Affiliation/Apply for Additional Topics button, a page will open specific to the application. The Add Affiliation button will open the Add Affiliation page where the Agency and Start Date will need to be filled. Click the Submit button on the Add Affiliation page to continue to the Apply for Additional Topics page. The Apply for Additional Topics button will open straight to the page to apply for additional instructor certifications. Click on the “>” arrow to the left of the certification to see a drop down box containing items that must be completed. Click on the down arrow, where the “>” arrow was, to hide the drop down box containing the items that must be completed.

Either one or multiple certifications can be selected by clicking in the check box to the left of the certification name. Once the certifications have been selected, click on submit and a summary page will be displayed where the user can either print a form or go back to the Certification page.

View Certificate Information

Click the button in the view column in the Certificate List grid to view the Certificate Information page. The Certificate Information page displays the Certificate Number, Type, Mandatory Retraining Due Date, Mandatory Retraining Completion Date, Status, and Certification Date. The page also displays past training completion dates, trainings that need to be completed, and a message if the officer has not yet met the mandatory retraining date.

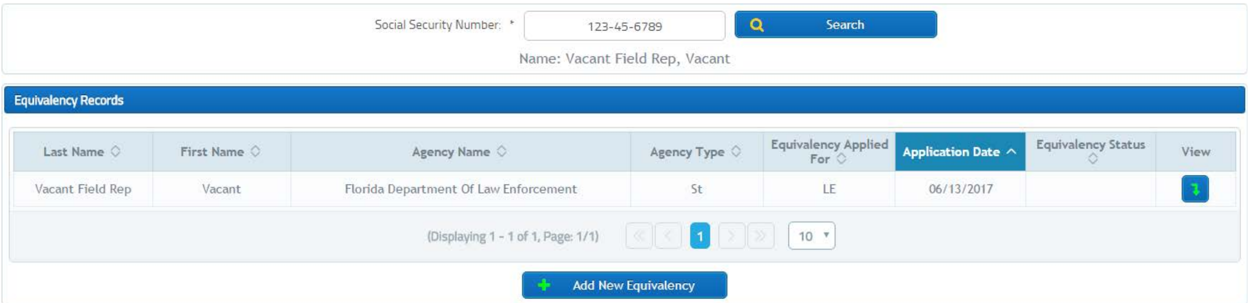
6.5. Salary Incentive

Salary Incentive can be found under the Officer Records tab in the menu on the left side of the screen. This page is view only. The Salary Incentive page displays the amount of money an officer has gained through advanced training in Basic Law Enforcement, Career Development, and Education, and then the Maximum Eligible amount. Only Full Time Law Enforcement Officers are eligible for Basic Salary Incentive. Officers are eligible to receive $20 for each 80 hour cumulative block of advanced training courses completed (two 40-hour classes). An advanced training course can only be used once for salary incentive credit. If a course has been used to fulfill an officer’s mandatory training requirement, it may not be used for Salary Incentive.

6.6. Equivalency

Equivalency can be found under the Officer Records tab in the menu on the left side of the screen. The Equivalency page contains all equivalencies and documents affiliated with each equivalency for an officer.

Figure 6.6



Equivalency of Training

If the user is registering an officer on an equivalency status, the following information must have already been entered into ATMS:

- Completed equivalency information with expiration date located on the Global Profile Sheet. (This information is entered by a selection center or an agency.)
- The proficiency course pertaining to the officer's discipline.
- Information showing the officer passed the SOCE

Adding an Equivalency

To add an equivalency, click on the "Add New Equivalency" button at the middle bottom of the page. This will open the Add New Equivalency page, which has four required fields. Agency or Assessment Center, Discipline Equivalency Applied For, and Officer Status are drop down box fields, click on the field and choose the desired option from the list. Date of Application is a date field where the date can be entered manually, or by clicking on the field and selecting the date from the pop up calendar. After filling in the required fields, click on the "Add" button at the bottom right of the screen.

View/Manage Equivalency

To View and/or manage an officer's equivalency, click on the button in the View column. This will open the Manage Equivalency page where the equivalency is managed and Law Enforcement Comparable Training is added. SSN, Person Name, Discipline Equivalency Applied For, and Date of Application are fields that cannot be edited on this page. Agency or Assessment Center, Officer Status, and Application Status are drop down box fields, click on the field and choose out of the options in the drop down list. Separation Date from Most Recent Employment, Decision Date, and Date Applicant Advised are date fields where the date can be manually entered or chosen from the pop up calendar that appears when the field is clicked. Under the Law Enforcement Comparable Training section, choose one or multiple topic areas by clicking the check box to the left of the topic name.

Once finished updating the officer’s equivalency, click update to save all changes made. The Override button, which allows admins to make changes other users cannot, is located to the right of the back button and will be seen only by users with an admin user type.

6.7. Exam Results

Exam Results is located under the Officer Records tab in the menu on the left side of the screen. All users of ATMS have the ability to view exam information for all exams taken by an individual. No users have the ability to add, modify, or delete exam data. All maintenance of this information is handled by the FDLE Exam Section.

Figure 6.7

Basic Abilities and Basic Exam Results

Exam Date	Exam Type	Amended Date	Overall
12/16/2007	Basic Abilities Law Enforcement		Fail
05/04/2010	Basic Abilities Law Enforcement		Fail
02/14/2014	Basic Abilities Correctional Probation		Fail

(Displaying 1 - 3 of 3, Page: 1/1) 1 10

Basic Abilities Test (BAT)

Each student enrolled in a corrections or law enforcement basic recruit academy is required to pass the Basic Abilities Test prior to entrance into the academy. The test is administered at testing centers in accordance with contract requirements in a computer-based or paper and pencil, multiple-choice format.

Based on the type of test being administered, testing centers send all scores via email or mail to the respective test providers. The test providers send all scores to FDLE’s secured server within 15 days of the test date. FDLE uploads all scores into ATMS. This typically creates an applicant’s first record in ATMS.

State Officer Certification Exam

To search exam information on an individual, enter his/her SSN in the top frame on the main screen. ATMS will provide a list of all exam information. ATMS will show the overall results of the test. This information includes the following:

- Exam Type
- Exam Date
- Overall Grade
- Amended Date: If there was a successful challenge to an exam question, which resulted in the individual’s grade being changed, this field will contain the date the exam was re-graded.

Note: Individuals enrolled in a basic recruit academy prior to July 1, 1993, were not required to take the State Officer Certification Exam. Therefore, all individuals who fall into this category will have an exam date of June 30, 1993, for their respective discipline.

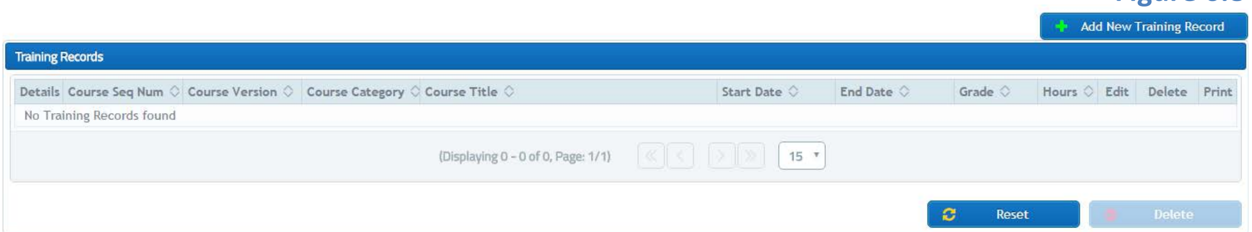
How Exam Information is Entered Into ATMS

FDLE exchanges data several times with its exam administration vendor. The beginning of the exchange occurs after candidates' final grades are entered into ATMS. A nightly process transfers any eligible candidates' basic demographic information along with an exam authorization to the vendor. This information transfer enables candidates to register with the vendor and schedule their exams. A daily process transfers exam results from all test sites back to the FDLE. The exam records are automatically imported and are available to ATMS users the day following the exam administration.

6.8. Manage Training Records

Manage Training Records is located under the Training tab in the menu on the left side of the screen. Training centers are responsible for entering all basic, advanced and specialized training records. ATMS system will retain a complete history of all CJSTC basic academies and CJSTC approved advanced training coursework taken. This information is viewable by all ATMS users, but can only be entered or modified by ATMS users employed by a certified training center.

Figure 6.8



Viewing Training Records

To view a person's training record, enter the person's SSN in the SSN field at the top middle of the page. The Training Records grid shows the data associated with the person's training records, including the name of the training center where the class was taken. Click the ">" arrow in the Details column to view the training record details. This will display the Agency Information and Record information for the training record. Click the arrow in the Details column again to close the training record details.

Editing Training Records

To manage the training record, click the icon in the Edit column of the Training Records grid. This will make the row containing the record editable, allowing the user to edit the End Date and Grade fields. To save the edited fields, click the check mark that is now displayed in the Edit column; click the "X" to cancel the changes. To print the training record, click the icon in the Print column. To delete the record, click the circle in the Delete column, then click the Delete button at the bottom right of the page.

Add New Training Record

Only ATMS users who are employed at one of the certified training centers are able to enter new training data. Click the Add New Training Record button at the top right of the page to add a new training record. This will open the Add Training Record page, which has five required fields, marked with an asterisk (*), that must be filled to submit.

Note: Only advanced courses used for salary incentive and specialized instructor courses should be entered into ATMS. If an advanced course is being used for mandatory retraining, the training center should not enter the course into ATMS.

6.9. Elder Abuse

Elder abuse is located under the Officer Records tab in the menu on the left side of the screen. Law enforcement officers are required to complete training in Elder Abuse Investigations prior to June 30, 2011. Officers who fail to complete their Elder Abuse Investigations training requirements by June 30, 2011 will have their law enforcement certificate(s) become inactive until such a time as the agency provides documentation to Commission staff that the training requirements have been met. To enter an Elder Abuse Training Date, manually enter the date or click on the date field and choose a date from the displayed calendar. Once finished entering the Elder Abuse Training Date, click the Save button to submit the report.

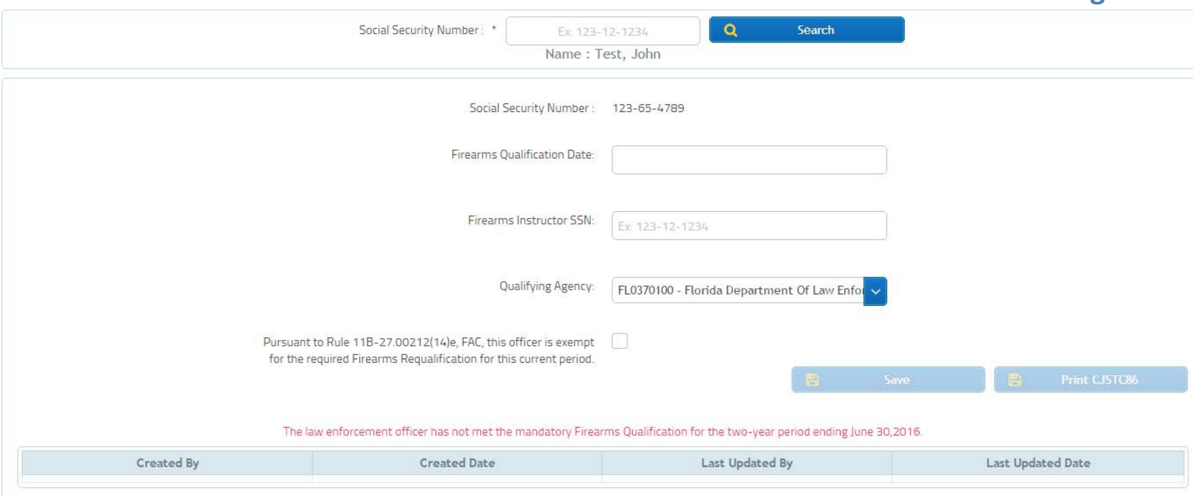
Figure 6.9

6.10. Firearms Qualification

Firearms Qualification is located under the Officer Records tab in the menu on the left side of the screen. Firearms Qualification is required for officers employed as law enforcement or concurrent officers who hold a law enforcement or auxiliary law enforcement certification.

Once an officer has completed his/her firearms qualification, the information must be entered into ATMS to ensure his/her certification remains active. Only the employing agency should enter the firearms qualification information.

Figure 6.10



Adding Firearms Qualification

To enter a Firearms Qualification record, enter the Firearms Qualification Date, Firearms Instructor SSN, and Qualifying Agency. Click the check box under Qualifying Agency if the officer is exempt for the required Firearms Requalification for the current period. Once finished filling the fields, click the Save button to submit the report.

Printing CJSTC86 Form

To print the Mandatory Firearms Training Report, click the Print CJSTC86 button. This will open the Printed Forms Preprocessing page for the CJSTC86 form. The fields on the preprocessing page are to be supplied by the Agency. Once the preprocessing page is complete, click the Print CJSTC86 button at the bottom right of the page. The form will open with the data supplied on the preprocessing page where it can be printed by moving the cursor towards the top of the PDF and clicking the print button at the right of the header that appears.

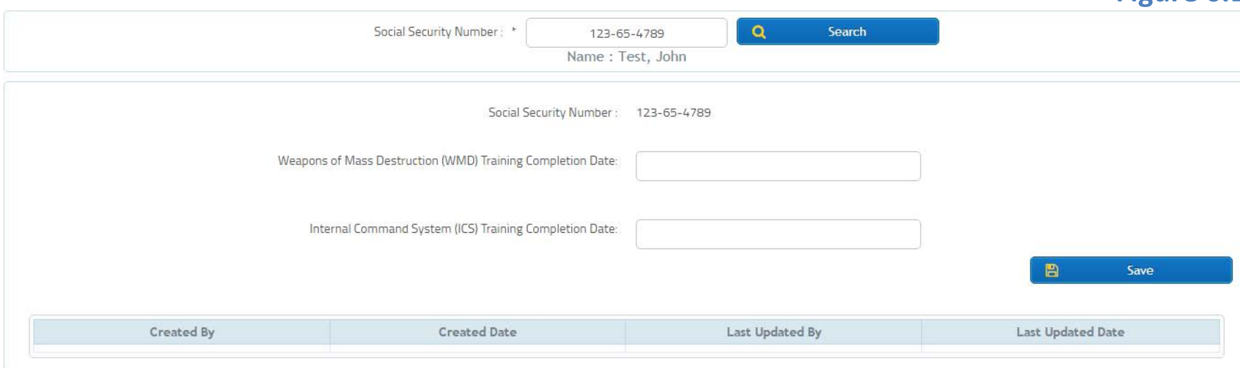
Manage Documents

The user can manage/upload documents by clicking the Manage Documents button at the bottom right of the page. The documents will appear in the Uploaded Documents grid at the bottom of the page where they can be viewed, edited, or deleted.

6.11. WMD/ICS

WMD/ICS is located under the Officer Records tab in the menu on the left side of the screen. Only users with Records and System Admin roles with the employing agency can update the officer's WMD/ICS dates. When there is no employing agency, any agency user with a Records or System Admin role can enter the dates. Field Rep users have the permission to enter WMD/ICS dates for the first time only when the date fields are blank. To enter the dates, manually type the dates or click on the field and choose the date from the displayed calendar. Once finished filling the Training Completion Date fields, click the Save button to submit the report.

Figure 6.11



7.0 Training

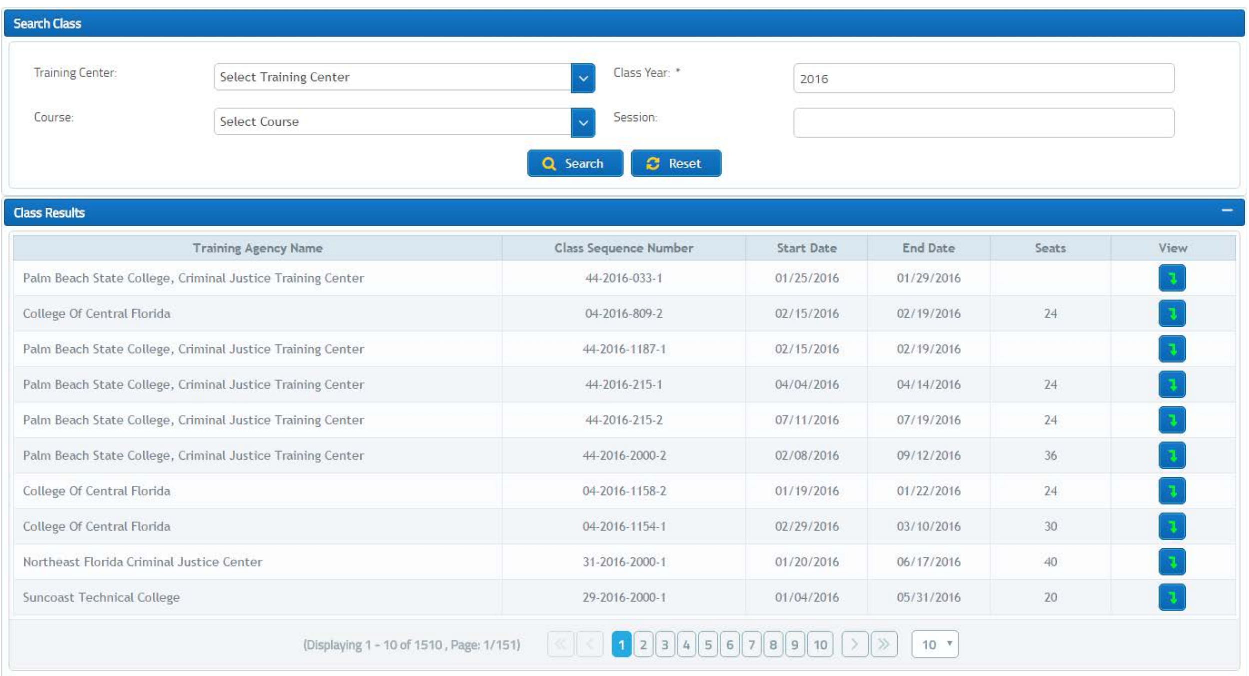
The Training tab is located on the menu bar directly underneath the Officer Records tab. The contents of the Training tab can be accessed by clicking on the menu tab, then clicking on any one of the following sub tabs:

7.1. Class

Search/Manage Class

Search/Manage class is located under the Training tab, then the Class tab in the menu on the left side of the screen. Class Year is the only required field to search for a class. Though Class Year is the only required field, it is more likely to find the class being searched for by selecting a Training Center, Course, and Session to narrow the search results. Training Center and Course are drop down box fields, click on the field and make a choice from the drop down list that is displayed.

Figure 7.1



Training Agency Name	Class Sequence Number	Start Date	End Date	Seats	View
Palm Beach State College, Criminal Justice Training Center	44-2016-033-1	01/25/2016	01/29/2016		
College Of Central Florida	04-2016-809-2	02/15/2016	02/19/2016	24	
Palm Beach State College, Criminal Justice Training Center	44-2016-1187-1	02/15/2016	02/19/2016		
Palm Beach State College, Criminal Justice Training Center	44-2016-215-1	04/04/2016	04/14/2016	24	
Palm Beach State College, Criminal Justice Training Center	44-2016-215-2	07/11/2016	07/19/2016	24	
Palm Beach State College, Criminal Justice Training Center	44-2016-2000-2	02/08/2016	09/12/2016	36	
College Of Central Florida	04-2016-1158-2	01/19/2016	01/22/2016	24	
College Of Central Florida	04-2016-1154-1	02/29/2016	03/10/2016	30	
Northeast Florida Criminal Justice Center	31-2016-2000-1	01/20/2016	06/17/2016	40	
Suncoast Technical College	29-2016-2000-1	01/04/2016	05/31/2016	20	

Viewing Class Details

To view the class details, click on the button in the Details column in the Class Results grid. This will open the Manage Class page to view the class and, if the user has the access rights, edit the class and class roster. The Class Basic Information section has three required fields, which are Course Start Date, Hours Taught, and Course End Date. Course Start Date, Registration Start Date, Registration Cancel Date, Course End Date, and Registration End Date are date fields where the date can be either manually entered or chosen from the pop up calendar that displays when the field is clicked. To add a student to the class, click on the Add Student button at the bottom left of the screen and fill in the SSN, Class Grade, and End Date fields. To delete a student, click on the check box in the first column of the Class Roster grid and click the Delete Student button.

Add Class

To add a class, click on the Add Class tab located under the Officer Records tab, then the Class tab in the menu on the left side of the screen. There are six required fields, which are Training Center, Session, Start Date, Course, End Date, and Hours Taught. After filling in the fields, click on Submit and it will open the Manage Class page mentioned above under ***Viewing Class Details***. This page allows the user to add more details to their class as well as add students to the class.

7.2. Curriculum

Curriculum is located under the Training tab in the menu on the left side of the screen. ATMS administrators, instructors, and staff of criminal justice agencies and training centers can view/download courses at the site provided on the Curriculum page. If instructors or staff requires the login information, it may be provided. The Username will not change. The password changes on the first business day of each calendar year. **Do not post this information for public access**.

8.0 Canine

The Canine tab is located on the menu bar directly underneath the Training tab. The contents of the Canine tab can be accessed by clicking on the menu tab, then clicking on any one of the following sub tabs:

8.1. Search/Manage Canine

Search/Manage Canine is located under the Canine tab in the menu on the left side of the screen. The Search Canine page contains a list of all canines in ATMS. To look for a specific canine, use any of the filters at the top of the Search Canine grid to narrow down the results.

Figure 8.1

Search Canine

Agency	Agency Canine ID	Canine Name	Canine Breed	Status	Edit
Coral Gables Police Department	12345	sharpee	Belgian Malinois	Active	
Coral Gables Police Department	007	RockyCoral	Belgian Malinois	Active	
Florida Department Of Law Enforcement	007	RockyFdle	Belgian Malinois	Active	
Coral Gables Police Department	test	test123	Belgian Tervuren	Inactive	
Orlando Police Department	59452	Cody	German Shepherd	Retired	
Orlando Police Department	WE1539	Maverick	German Shepherd	Retired	

Manage Canine

To edit a canine record, click on the button in the Edit column in the Search Canine grid. The Agency and Agency Canine ID fields are not editable after the initial creation of the canine. On this page the Breed, Canine Name, and Status can be edited. There are two required fields, marked with an asterisk (*), that must be filled to update the canine record. If the user has access, they can delete a canine record by clicking the delete button located next to the update button at the bottom right of the page.

Add Canine
To add a new canine record, click on the Add Canine button at the bottom right of the Search Canine page. This will open the same page mentioned above in the **Manage Canine** section. All five fields are required and must be filled to create a new canine record. Once all required fields are filled, click the submit button at the bottom right of the screen.

Exporting Canine List
There are three ways to export the Canine list in ATMS. The list can be exported to PDF, Excel, and CSV. This is done by clicking the corresponding button next to the page numbers at the bottom of the Search Canine grid on the Search Canine page. Clicking on the button will download the Canine list, allowing the user to save and open the file.

Reset Grid
To clear any filters used to narrow the grid results, click the Reset button at the bottom left of the page. This will clear any changes made to the results grid, change the page back to the first page, and display the Search Canine page in its original form.

8.2. Search/Manage Team
Search/Manage Team is located under the Canine tab in the menu on the left side of the screen. The Search Canine Team page contains a list of all canines and their handler's information. To search for a specific canine team, use the filters at the top of the Search Canine Team grid to narrow down the results.

Figure 8.2

Agency: Florida Department Of Law Enforcement

Search Canine Team

Handler SSN	Handler	Agency Canine ID	Canine Name	Team Status	Cert Status	Cert Approved Date	Cert Expired Date	Edit
	Arnold, Robert D	test70	caninename70	Available				
	Arnold, Robert D	test71	caninename71	Available				
	Arnold, Robert D	test72	caninename72	Available				
	Arnold, Robert D	test73	caninename73	Available				
	Arnold, Robert D	test75	caninename75	Available				

Manage Canine Team
To edit a canine team, click on the button in the edit column of the Search Canine Team grid. The fields Agency, Handler SSN, Agency Canine ID, Certificate Approved Date, and Mandatory Retraining Due Date are not editable on the Manage Canine Team page. There are three required fields, marked with an asterisk (*), that must be filled to update a canine team record. If the user has access, they can delete a canine team record by clicking the delete button located next to the update button at the bottom right of the page. Under the Canine Team Course or Equivalent Course section, different messages will be displayed depending on the status of the Canine Team:

If the Canine Team's Mandatory Retraining Due Date is within one year:

- If the team has not applied for Renewal yet, the message "Have not applied for Renewal yet." followed by a "Submit Renewal Application" link will be displayed.

- If the team has applied for Renewal, but has not been approved, the message "Waiting for Field Rep approval of Renewal Application" will be displayed.
- After a Field Rep has reviewed the application, a message saying whether the application was Approved/Denied/Recommended for Denial/Withdrawn/Deficient, followed by the Field Reps name and review date, will be displayed. Following the message will be a "Reapply for Canine Renewal Application" link if the application was Denied or Withdrawn.

Under the "Canine Team Training Course 1198" header:

- The message "Team not registered for a training class yet. Must be registered for class by a Training Center." will be displayed if the team has not registered yet.
- If a team has registered for a training class, the message "Team is currently registered for "<u>Class Name</u>" at "<u>Training Center Name</u>", starting on <u>Start Date</u> and ending on <u>End Date</u>. No grade has been entered yet." will be displayed.
- Once the team has completed the training class, the message "Team completed training class at "<u>Training Center Name</u>" on <u>Completion Date</u> with grade <u>Grade.</u>" will be displayed.

Under the "Certificate Application (after course 1198 is completed)" header:

- If the Certificate Application has not been submitted, the message "Canine Team Certificate Application not submitted yet." followed by an "Apply for Canine Team Certification" link will be displayed.
- After submitting the application, the message "Submitted Canine Team Certificate Application. Waiting for the Field Rep to approve Certificate Application. " will be displayed.
- After a Field Rep has reviewed the application, a message saying whether the application was Approved/Denied/Recommended for Denial/Withdrawn/Deficient, followed by the Field Reps name and review date, will be displayed. Following the message will be a "Reapply for Canine Team Certification Application" link if the application was Denied or Withdrawn.

Under the "FDLE Canine Access Database Record" header:

- The messages "Record originally imported from FDLE Canine Access database" or "N/A" will be displayed.

Under the "Equivalency Certificate Application" header:

- If the team has not applied for Equivalency, the message "No Equivalency Certification applied for yet." followed by an "Apply for Canine Team Certification using an Equivalent Course" link will be displayed.
- After the team has applied for Equivalency, the message "Applied for Equivalency Certification on <u>Date</u>. Waiting for Field Rep <u>Field Rep Name</u> to approve Equivalency Certificate Application." will be displayed.
- After a Field Rep has reviewed the application, a message saying whether the application was Approved/Denied/Recommended for Denial/Withdrawn/Deficient, followed by the Field Reps

name and review date, will be displayed. Following the message will be a “Reapply for Canine Equivalency” link if the application was Denied or Withdrawn.

Add Canine Team

To add a new canine team, click the Add Canine Team button at the bottom right of the Search Canine Team page. This will open the same page mentioned above in the **Manage Canine Team** section. The only required field is the Agency field. When the Agency being assigned to the canine team is chosen, the other fields will populate with data specific to that agency. The Hander Name and Canine Name are chosen by selecting the desired names in the drop down boxes. The Handler SSN and Canine ID fields are not editable on the Add Canine Team page. Once the fields have been filled with the desired Canine Team, click the submit button to save.

Submitting a Team Application

There are two ways to submit a Canine Team Application. To Submit a Team Application through course completion, the first step is to open the Search/Manage Class page under the Officer Records tab, then the Class tab, and search for the Canine Team Training Course. If the team has not yet been added to a class, add the team to the Class Roster by clicking the Add Team button at the bottom middle of the page. Once the team has passed the training course, click on the Dashboard Tab, and then click on the Canine Teams Passed bar in the Notifications grid (see **2.2. Notifications & Certificate Applications**). This will open the Canine Team Applications page where all Canine Teams that have pending applications, including Equivalency Applications, will be listed. Click on the button in the Edit column, review the information, and then click the Submit button to submit the application (also see **Manage Canine Team** above for a second way to add an application to a Canine Team through a Course).

To Submit a Team Application through Equivalency, search for the Canine Team and click on the button in the Edit column of the Search Canine Team grid. This will open the Manage Canine Team page where, under the Equivalency Certificate Application header at the bottom of the page, the message “No Equivalency Certification applied for yet.” followed by an “Apply for Canine Team Certification using an Equivalent Course” link will be displayed. Click on the link to open the application page, review the information, and click the Submit button at the bottom right of the page to submit the application.

Exporting Canine Team List

There are three ways to export the Canine Team list in ATMS. The list can be exported to PDF, Excel, and CSV. This is done by clicking the corresponding button next to the page numbers at the bottom of the Search Canine Team grid on the Search Canine Team page. Clicking on the button will download the Canine Team list, allowing the user to save and open the file.

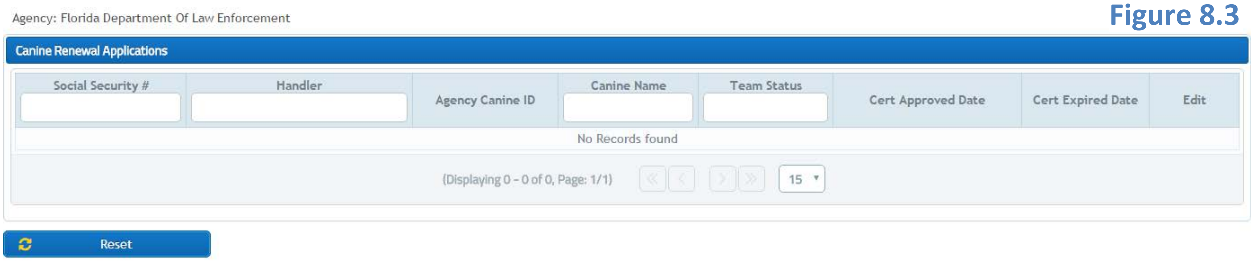
Reset Grid

To clear any filters used to narrow the grid results, click the Reset button at the bottom left of the page. This will clear any changes made to the results grid, change the page back to the first page, and display the Search Canine Team page in its original form.

8.3. Team Renewal

Team Renewal is located under the Canine tab in the menu on the left side of the screen. When a Canine Team has completed the mandatory retraining requirements and has a certificate with the same canine team, the system displays the canine team applications in the Team Renewal section. This is where an agency user will add evaluator information and submit the Renewal Canine Certificate Application.

Figure 8.3



When an agency user logs in, the Team Renewal page will display a list of canine teams associated to the user's Agency ORI. When the canine team certificate status is inactive and the canine team status is active, the team will be displayed in the Renewal section. If the canine team does not have an approved certificate already existing, it will not be displayed in the Team Renewal section.

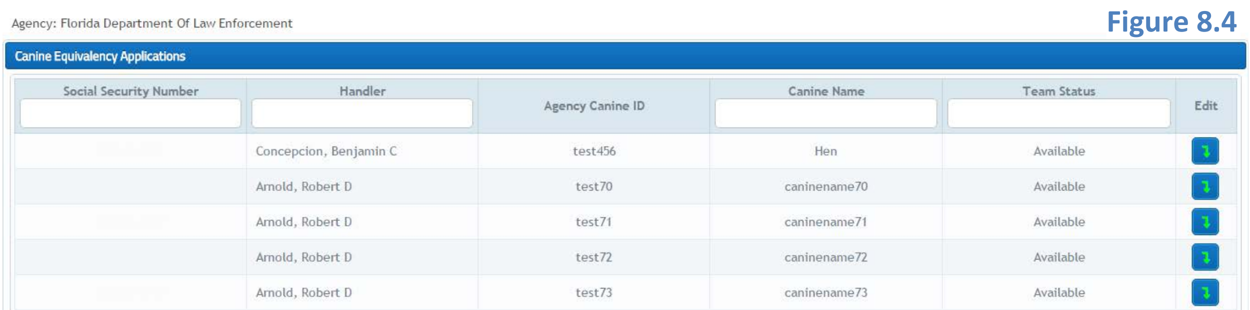
Submitting Canine Renewal Application

To search for a specific canine team, use the filters at the top of the Canine Renewal Applications grid to narrow down the grid results. To access the Canine Renewal Application, click on the button in the Edit column in the Canine Renewal Application grid. There are two required fields, marked with an asterisk (*), on this page that must be filled to submit the Canine Renewal Application. All fields on the Canine Renewal Application page, except the two required fields, are non-editable fields.

8.4. Team Equivalency

Team Equivalency is located under the Canine tab in the menu on the left side of the screen. When an agency user logs in, the Team Equivalency page will display canine teams associated to the user's Agency ORI who do not have an existing certificate. This is where the user will be able to add evaluator information and submit the Equivalency Canine Certificate Application.

Figure 8.4



Canine Equivalency Application

To search for a specific canine team, use the filters at the top of the Canine Equivalency Applications grid to narrow down the grid results. To access the Canine Equivalency Application, click on the button in the

Edit column in the Canine Equivalency Applications grid. There are four required fields, marked with an asterisk (*), that must be filled to submit the Canine Equivalency Application. All fields on the Canine Equivalency page, except the four required fields, are non-editable fields. The canine teams whose certificate has not been approved will remain in the Team Equivalency section. Canine teams with training records associated with 1198 will not be displayed in the Team Equivalency section.

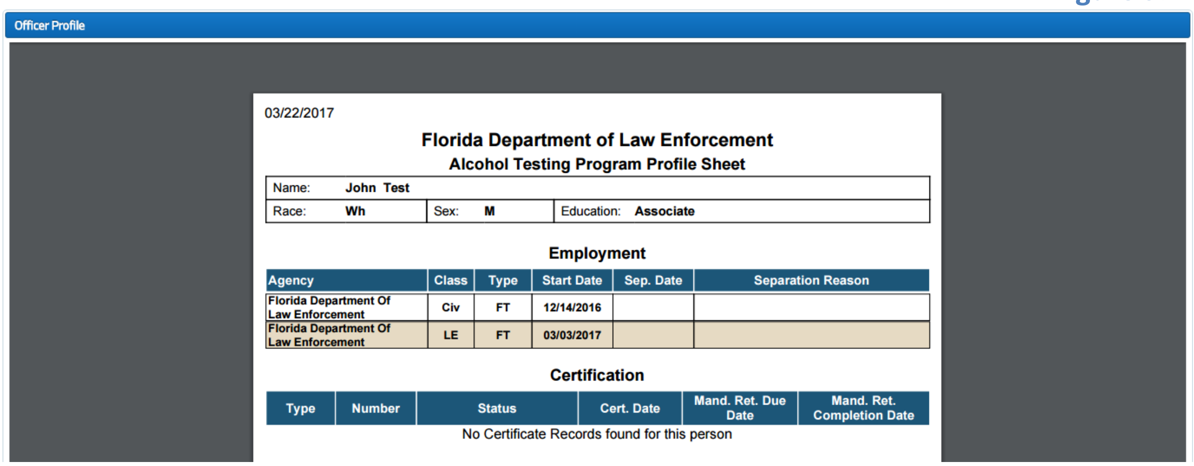
9.0 ATP

The ATP tab is located on the menu bar directly underneath the Canine tab. The contents of the ATP tab can be accessed by clicking on the menu tab, then clicking on any one of the following sub tabs:

9.1. ATP Permit Report

ATP Permit Report is located under the ATP tab in the menu on the left side of the screen. Information on the ATP Permit Report page is for view only. Modification of any information contained on the ATP Permit Report must be done through other parts of ATMS.

Figure 9.1



Officer Profile

03/22/2017

Florida Department of Law Enforcement

Alcohol Testing Program Profile Sheet

Name:	John Test				
Race:	Wh	Sex:	M	Education:	Associate

Employment

Agency	Class	Type	Start Date	Sep. Date	Separation Reason
Florida Department Of Law Enforcement	Civ	FT	12/14/2016		
Florida Department Of Law Enforcement	LE	FT	03/03/2017		

Certification

Type	Number	Status	Cert. Date	Mand. Ret. Due Date	Mand. Ret. Completion Date

No Certificate Records found for this person

Reviewing ATP Profile Information

To access an individual's ATP profile information, enter his/her SSN in the SSN field at the top middle of the screen. If ATMS is able to locate information related to the SSN entered, it will return a PDF containing the following information about the person:

- Employment
- Certification
- Topics
- Training

The ATP Permit Report page was primarily created for convenience, but has a variety of uses. Mainly, background investigators are able to review and verify previous ATP information and can maintain the information on file for future reference. The user is able to rotate, download, and print the page by putting the mouse towards the top of the PDF and clicking the corresponding buttons at the right of the header that appears.

9.2. Reports

The ATP Based Reports page is located under the ATP tab in the menu on the left side of the screen. There are six ATP Based Reports, five that, when clicked on, open a parameters page where the user must enter search criteria, and one that will open directly to the report.

Figure 9.2

ATP Mandatory Retraining Due Dates

The user will need to choose an Agency, or All Agencies, End Date and how the SSN will be displayed in the report before previewing the report. The report can be downloaded in PDF and Excel formats. The user can print the report by moving the cursor towards the top of the PDF and clicking the print button at the right of the header that appears.

ATP Inactive Expired Permits

There are no required fields for the ATP Inactive Expired Permits report. The user can choose a Start Expired Date, End Expired Date, and how the SSN will be displayed in the report. The report can be downloaded in PDF and Excel formats. The user can print the report by moving the cursor towards the top of the PDF and clicking the print button at the right of the header that appears.

10.0 Professional Compliance

The Professional Compliance tab is located on the menu bar directly underneath the ATP tab. The contents of the Professional Compliance tab can be accessed by clicking on the menu tab, then clicking on any one of the following sub tabs:

10.1. Hearing Schedule

Search/Manage Hearing Schedule

The Search/Manage Hearing Schedule page is located under the Professional Compliance tab, then the Hearing Schedule tab in the menu on the left side of the screen. To narrow down the Hearing Schedule List, use the filters at the top of the grid. To view details of the Hearing Schedule, and edit if the user has the access rights, click the button in the Edit column of the Hearing Schedule List. This will open the Manage Hearing Schedule page where there are required fields, marked with an asterisk (*), that must be filled to update. To Add or take away a Hearing Type or Panel Member, select the Types or Members and click the corresponding button to add or take away the item to/from the list.

Exporting Hearing Schedule List

There are two ways to export the Hearing Schedule List in ATMS. The list can be exported to PDF and Excel. This is done by clicking the corresponding button next to the page numbers at the bottom of the Hearing Schedule List grid on the Hearing Schedule page. Clicking on the button will download the Hearing Schedule list, allowing the user to save and open the file.

10.2. Hearing Locations

Search/Manage Hearing Locations

The Search/Manage Hearing Locations page is located under the Professional Compliance tab, then the Hearing Locations tab in the menu on the left side of the screen. Click the “>” arrow in the Details column to view the Hearing Location Comments.

Exporting Hearing Locations List

There are three ways to export the Hearing Locations list in ATMS. The list can be exported to PDF, Excel, and CSV. This is done by clicking the corresponding button next to the page numbers at the bottom of the Hearing Locations grid on the Hearing Locations page. Clicking on the button will download the Hearing Locations list, allowing the user to save and open the file.

11.0 Reports

The Reports tab is located on the menu bar directly underneath the Professional Compliance tab. The contents of the Reports tab can be accessed by clicking on the menu tab, then clicking on any one of the following sub tabs:

11.1. Agency Based Reports

The Agency Based Reports page is located under the Reports tab in the menu on the left side of the screen. All ATMS users have access to a number of online reports. These reports allow agency users to review or summarize information entered into the system pertaining to the officers registered with the agency. Due to security restrictions, agency users are only allowed to view the reports generated for their own agency. To select an Agency, use the drop down box at the top of the screen. Clicking on a link will open a page containing the desired report; some links will take the user to another page requiring more information. Reports can be downloaded in PDF and Excel formats. To print a report, move the cursor towards the top of the PDF and a title bar will appear with a print button at the right side.

Figure 11.1

11.2. Training Center Based Reports

The Training Center Based Reports page is located under the Reports tab in the menu on the left side of the screen. To select an Agency, use the drop down box at the top of the screen. Clicking on a link will open a page containing the desired report; some links will take the user to another page requiring more information. Reports can be downloaded in PDF and Excel formats. To print a report, move the cursor towards the top of the PDF and a title bar will appear with a print button at the right side.

Figure 11.2

11.3. Annual Salary Incentive Compensation Reports

The Annual Salary Incentive Compensation Reports page is located under the Reports tab in the menu on the left side of the screen. The Annual Salary Incentive Compensation Report is a list of salary incentive, training, and employment records reflected in ATMS files for criminal justice officers. Each employing agency must review the Annual Salary Incentive Compensation Report, make corrections and return the updated report with supporting documentation to the FDLE records staff. Click the Annual Salary Incentive Compensation Report link to view, download, and print the report. The report can be downloaded in PDF and Excel formats, and can be printed by moving the cursor towards the top of the PDF and clicking the print button at the right of the title bar that appears. The Signature Page must also be printed, which is done the same way as the Annual Salary Incentive Compensation Report. The last link is the Cover Page and Instructions, which can be downloaded in PDF or Excel formats and printed.

Figure 11.3

12.0 System Administration

The System Administration tab is located on the menu bar directly underneath the Reports tab. The contents of the System Administration tab can be accessed by clicking on the menu tab, then clicking on any one of the following sub tabs:

12.1. Course

Course is located under the System Administration tab in the menu on the left side of the screen. To search for a specific course, use the filters at the top of the grid to narrow down the grid results. To see all of the courses, even the deactivated courses, click the Show All Courses check box at the top left of the Course Search Results grid.

Figure 12.1

Course Search Results – Active Courses

Show All Courses:

Course Code	Title	Activation Date	Category	View
1170	Adult Sex Crimes Investigations	Jan 26, 2017	Advanced	
1166	Advanced Investigative Techniques Of Human Trafficking Offenses	Feb 01, 2007	Advanced	
087	Advanced Traffic Homicide Investigations	Jan 01, 1986	Advanced	
068	Advance Report Writing And Review	Oct 01, 1982	Advanced	
850	Agency Inspector Course	Nov 01, 2001	Specialized	
950	Agency Inspector Renewal Course	Oct 31, 2002	Specialized	

View/Manage Course

To view/manage the course, click on the button in the View column in the results grid. This page allows the user to view the course. All of the fields on the Manage Course page are view only and cannot be edited.

Exporting Courses

There are three ways to export the course list in ATMS. The list can be exported to PDF, Excel, and CSV. This is done by clicking the corresponding button next to the page numbers at the bottom of the Course Search Results grid on the Course page. Clicking on the button will download the course list, allowing the user to save and open the file.

12.2. Agency

Search/Manage Agency

Search/Manage Agency is located under the System Administration tab, then the Agency tab in the menu on the left side of the screen. The Agency page contains a list of all agencies in ATMS and their details. To search for a specific agency, use the filters at the top of the Agency Search Results grid to narrow down the grid results.

Figure 12.2

Agency Search Results

Agency ORI	Agency Name	Status	Type	View
		Select Status	Select Type	
FLAF00300	482 Security Forces Squad/homestead Air Reserve Base	ACTIVE	Federal Agency	
FLSEL0001	Alachua County C. J. Selection Center	ACTIVE	Selection Center for Florida	
FL001023C	Alachua County Department Of Court Services	ACTIVE	County Correctional Facility	
FL0011000	Alachua County Schools Public Safety And Security Unit	INACTIVE	Schools (local and state) and Ports (sea and air)	
FL0010000	Alachua County Sheriff's Office	ACTIVE	Sheriff	
FL0010800	Alachua Police Department	ACTIVE	Police	

Viewing Agency Details

To view the agency details, click on the button in the View column of the Agency Search Results grid. Clicking this button will open the Manage Agency page where the user can view Agency details. To expand a section header, Address for example, click on the plus button on the right side of the header label; click the minus button to collapse the section.

View Signature Designees

Click on the Signature Designees button at the top right of the Manage Agency Page to view an Agency's Signature Designee. If the agency has a signature designee, their information will be displayed in the Manage Signature Designees grid at the top of the screen. This grid allows the user to see the designee information. If an agency does not have a designee, the grid will not be displayed, and a message saying "There are no signature designees for this agency" will be displayed.

Exporting Agency List

There are three ways to export the Agency Search Results list in ATMS. The list can be exported to PDF, Excel, and CSV. This is done by clicking the corresponding button next to the page numbers at the bottom of the Agency Search Results grid on the Search/Manage Agency page. Clicking on the button will download the Agency Search Results list, allowing the user to save and open the file.