User Management in PowerFTO

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A Few Things to Note:

- This session is being recorded.

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After this session, you will be able to:

- Configure groups, shifts, and locations in PowerFTO.

- Recall the steps to create users in PowerFTO.

- Assign users to groups, shifts, and locations in PowerFTO.

Tip: Before you add users to a program….

✓ Configure your groups, shifts, and locations first!

✓ Configure your program setup the way you would like.

Why?

✓ Save your work of having to make edits to your users later.

What are groups used for in PowerFTO?

✓ Workflows (i.e., group command staff to take part in review process for End of Program)

✓ Reports (i.e., group each trainee class so you can complete reporting comparisons or include/exclude from overall reporting as needed)

✓ Dashboard Visibility (i.e., set certain groups to appear on dashboard results)
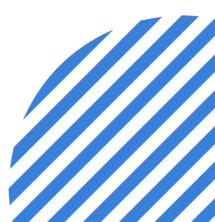
What are shifts used for in PowerFTO?

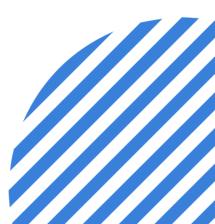✓ To provide the time that an employee works.

✓ Provides assignment for users.

What are locations used for in PowerFTO?

✓ To place each users in a place, substation, or district or specific area. (i.e., If you have several districts or precincts, break it down to include all stations)

✓ Provides assignment for users.

You should now be able to:

- Configure groups, shifts, and locations in PowerFTO.

- Recall the steps to create users in PowerFTO.

- Assign users to groups, shifts, and locations in PowerFTO.