

by **NEOGOV** Improving Compliance in PowerFTO

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A Few Things to Note:

- This session is being recorded.
- The recording will be automatically Emailed to all registrants of this session, as soon as it becomes available.
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- You can type in your questions any time within the questions field of GoToWebinar.



After this session, you will be able to:

- Identify PowerFTO features that can improve compliance.
- Configure existing site list items in PowerFTO.
- Activate the PowerDMS File Picker in PowerFTO.
- Locate Reports in PowerFTO.
- Export Performance Categories, Skills, and/or Phases from your PowerFTO program to PDF.
- Download Reports in PowerFTO.





Configure Site Lists



Activity Types

Organize types of Activities by assigning a type Category.

IE. Adding a state mandated Activity to ensure compliance



Quizzes

Add Quizzes to verify competency in training.

 Use reporting to assess results of members or teams.



Skills

Configure skills to ensure items that are needed for compliance are available.

Use the file picker to link policies to PowerDMS (if applicable)

Pro Tipfor Compliance: Have skills show by default when documenting call activities

- \checkmark This is useful if you want it easier for grading specific skills on every activity.
- \checkmark Edit the skill and select Grade on every call activity to update the skill list.

Why?

- \checkmark Allows users to know this is graded every time.
- \checkmark Saves everyone clicks.. It will appear on every call activity.
- \checkmark Minimal room for error in forgetting to document an important skill.



Enabling PowerDMS File Picker

- From the PowerFTO homepage click Site • Settings>Add-Ons>File Picker>Active
- This feature can only be enabled by PowerFTO site admins that also have • Power Policy purchased. Once linked, coordinators can link policies to skills in their respective programs.

Onboarding Field Training V	< Add-On: File Picker
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File Picker ^{Internation} ^{Int}	Category: Policy Management
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Locating Reports

- From PowerFTO homepage, click Reports to review list of reports available.
- Reports available can vary according to program you are currently managing. IE Probationary programs do not include quiz reports since they are not used in the program.



Exporting Performance Categories

- From PowerFTO homepage, click Program
 Settings>performance
- Click the top right PDF icon

Doboarding Field Training V	Performance			Add Performance Category	Add Heading 🔒
🛎 Users	Performance Categories Ratings				
III Reports	Name	Description	Common Responses	Call Activity	
Resources	ATTITUDE				î
Schedule	Leadership		<		î
2, Search	Acceptance of Feedback	0	0		Î
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Skills Activities	RELATIONSHIPS				Î
	Monitor the total amount of time spent by trainers.	View all activities performe trainee throughout the train	ed by a View all activities cond for a specific date rang	ucted by a trainer e.	÷

Downloading Reports

- From PowerFTO homepage, click Reports to review list of reports available.
- Click on report of interest and click top right Export To and select PDF.

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?	Help & Support		
	Logout		Trainer Performance
			by performance category.
			Trainer
			Trainer Total Hours
	Version 8 19 2		Monitor the total amount o by trainers.



You should now be able to:

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Questions?

