

# Scheduling

*“At the time we installed the Acadis scheduling module, we were moving to a large training facility with many more classrooms and a highly complex curriculum design. By implementing Acadis’ easy-to-use curriculum model, we were able to avoid hiring two additional full time schedulers.”*

–Oregon Department of Public Safety Standards and Training

## Remove the Complexity from Your Scheduling Process

For a scheduler, keeping track of hundreds of individual calendars, facilities, resources and personnel required to coordinate training is a headache. Acadis Scheduling simplifies the process by eliminating cumbersome paper, whiteboards and Excel spreadsheets. Information is organized in a unified digital environment and optimizes existing resources to help your organization reduce training costs and achieve maximum throughput. Unlike standard appointment book or campus scheduling software, Acadis was specifically designed to automate the scheduling of long and complex blended training classes.

Features	Benefits
Automate Class Scheduling	Automatically schedule multiple classes including assignment of instructors, facilities and equipment via user-defined scheduling rules
Class Planning	Plan for upcoming classes to identify instructor and resource shortfalls
Instructor and Resource Optimization	Ensure authorized instructors are assigned to the right class at the right time
Individual Instructor, Resource and Facility Calendars	Manage availability and scheduling with linked instructor, resource and facility calendars
Conflict Resolution	Avoid or resolve scheduling conflicts with system-provided intelligent resolution options



*“Without this tool, we would not have been able to properly track the required training within our aggressive timeframe. We needed a way to keep track of who had or had not completed the 15 mandatory cross-training exams. Envisage's Acadis Readiness Suite helped us complete and deploy the technology in record time, and our training managers appreciated how easy it was to navigate.”*

–U.S. Immigration and Customs Enforcement Academy

## Maximize Class Fill Rates and Throughput

Anyone who has worked in a registrar's office knows the amount of paper and phone calls required to process enrollments. Acadis Registration helps eliminate faxes and phone calls through secure online registration processing. The system provides an overview of all of your programs, classes and waitlists and reduces the amount of manual work required to process registrations and class enrollments and monitor fill rates.

Features	Benefits
Prerequisites Management	Define and track required criteria, including training, certifications, skills and documents, before enrolling employees in classes
Enrollment Management	Secure registration lets registrars manage and confirm personnel at training and certification sessions
Waitlist Capabilities	Easily schedule employees who need to attend training and certification sessions when seats become available
User-defined Fields	Customize registration forms to capture additional information during the registration process



*“The Acadis housing module provided a level of efficiency and customization that allowed us to manage multiple, overlapping cohorts of police, corrections and other public safety officers at our new dormitory facilities.”*

–Oregon Department of Public Safety Standards and Training

## Address Your Organization’s Space Challenges

Planning for student housing can be difficult as enrollments may be processed only days before a class begins. Whether you are locating students within your dorms or barracks or planning to house them offsite, you need access to accurate housing information. Acadis Housing tracks reservations so you're armed with sophisticated capacity-planning tools. You can assign housing to an entire incoming class of students and automatically check them in and out when they arrive.

Features	Benefits
Building Management	Allows you to model your dormitory/barracks structure including floors, rooms, lavatories and individual beds
Capacity Planning	Identify current and future dormitory needs by tracking upcoming training and certification classes against reservations to maintain accurate day-to-day housing capacity
Room Assignment	Automated check-in and check-out feature takes the guesswork out of finding space for students
Maintenance Tickets	Track upcoming, ad-hoc or emergency facility maintenance and automate student relocation to ensure safety



*“Acadis drastically reduced the amount of time our staff spends on time-consuming tasks, eliminating paper-intensive processes and giving our management the tools critical for accomplishing our mission.”*

–Indiana Law Enforcement Academy

## Automate Training and Track Lifelong Learning

The Acadis Training Management System can track personnel from their initial enrollment in basic training through retirement. The training history includes certifications and qualifications, in-service training and professional development. Whether training is delivered in the classroom, on the range or on the Web, Acadis accurately aggregates a detailed training transcript and automates administrative paperwork to increase the accuracy and efficiency of your training process.

Features	Benefits
Comprehensive Training Records	Track law enforcement, public safety and military personnel training and certifications to maintain a safe and qualified workforce
Qualifications/ Certifications Management	Plan training to ensure employees' certifications are up to date
Employment History	Complement and integrate into your existing human resource system via XML interface for easy employee tracking inside and outside your organization
Curriculum Management	Build re-usable curriculum templates for the easy creation of standardized training and certification classes
Tests and Grades	Automate the testing and grading process for written and observed tests, including practical exercises as well as physical and firearms training
Lifelong Training Management	Provide detailed information about employees' training and certifications as they complete them throughout their careers

## Document Management

The optional Acadis Document Management module enables your training organization to upload, store and retrieve official documents, including certificates, counseling forms, lesson plans and teaching guides. Acadis maintains a historical record of documents and associates them with individuals and classes to meet federal and state compliance and accreditation requirements and improve litigation support.



*“We have experienced dedication, commitment and a breadth of experience with all Envisage personnel assigned to work on our project. They have the ability to think, formulate, create and deliver ‘outside-the-box’ solutions that facilitate business practices that make our training operation more efficient and effective.”*

–U.S. Marshals Service Training Academy

## Standardize Your Testing and Evaluation Process

Written tests are only part of how you evaluate your workforce. Assessing their skills and judgment requires a more sophisticated approach that incorporates practical exercises, firearms, tactics and observed test scores to make sure they are fully prepared to meet the challenges of their job. Light years ahead of traditional pen and paper and multiple choice assessment, Acadis Testing combines a view of students' test scores, shooting skills, physical fitness levels and adherence to proper procedure to identify their overall competence. Acadis Testing is fully integrated with the rest of the Readiness Suite, eliminating the need for standalone systems and costly dual-data entry.



### Features

### Benefits

Test Item Bank	Securely add and update test questions and answers for written and online tests, including graphics, multi-media and audio questions
Learning Objective Development	Develop learning objectives for effective testing practices
Exam Templates	Easy-to-modify standard templates for multiple assessment types
Exam Generation	Support traditional “bubble sheet” and online testing with the ability to randomize question order and create templates and question pools to automate the test-generation process
Automated Grading	Manage exams taken online, in printed form or in the field to keep a record of test results for each employee
Statistical Analysis	Generate statistics, including item analysis, KR20 and item performance on questions and exam scores by individuals, classes or questions
Physical Skills Assessment	Develop observed tests to evaluate firearms, practical exercises and physical skills

# Compliance Management

*"This technology will put ILEA on the 'cutting edge' of law enforcement training. By providing instant access to specific information regarding each officer, their strengths and weaknesses, our training staff will be empowered to provide the citizens of our state with the highest quality police officers possible."*

–Indiana Law Enforcement Academy

## Verify Your Workforce's Compliance

Juggling compliance requirements for a diverse workforce is not only time-consuming, it requires constant vigilance to make sure everyone is up to date with the necessary training, paperwork, certifications and qualifications. Unlike partial solutions that track only required training, Acadis Compliance manages a wide variety of user-defined job requirements including documents, security clearances and age, in addition to completed training and certifications. Acadis Compliance is ideally suited to simplify the management of complex job requirements.

Features	Benefits
Job Requirements	Establish job requirements by certification type or job with user-defined compliance policies
Automate Expiration Dates	Assign active periods to qualifications/certifications and easily manage expirations and renewals
Compliance Tracking	Track each individual's progress against defined compliance requirements



*"The functionality Acadis provides allowed us to choose one software solution to solve a multitude of challenges to public safety training in the state of Oregon."*

–Oregon Department of Public Safety Standards and Training

## **Distributed Data Collection for Improved Training Coordination**

Because learning does not occur just within a schoolhouse or academy, Envisage created the Acadis Portal. The portal enables secure remote access to manage ongoing distributed training, registration and scheduling without compromising the integrity of your records. Whether you are a police department, fire station, federal field office or army battalion, you can integrate your in-service training into the centralized database to create lifelong learning records for your personnel.

## **Portal Framework**

The Acadis Portal Framework is a secure Web-based application to collect information from highly distributed training environments. It can be used by an agency to collect information from field offices, a POST to distribute data collection to police agencies or a brigade to aggregate records from affiliated companies.

### **In-Service Portal**

Capture and compile training and recertification information from affiliate organizations. Submit training events, append personnel rosters and track attendance as part of each student's lifelong learning record.

### **Workforce Portal**

Allow authorized designees from agencies and organizations secure access to their employee data, including contact information, certification status, expirations and training events.

### **Online Registration**

Empower your designated training coordinators to view available training events and register personnel to attend them. The online registration tool integrates with the Acadis Registration module to provide a course catalog with prerequisites, calculate available seats and add students to waitlists.

### **Instructor Scheduling Portal**

Provide training staff access to their training schedules, post availability and immediately notify academy staff of scheduling conflicts.

### **Person Portal**

Allow personnel to review their own contact information, training history, qualifications and certifications and flag certifications that are out of status or about to expire.



*"Envisage worked with us during each phase of the transition to its training and personnel system. They carefully analyzed the business rules, processes and work flow to adapt the system to our environment. These requirements were based on a combination of existing business practices and anticipated class management system capabilities. Once the requirements were defined and approved, Envisage suggested a solution that would make the best use of available tools."*

–U.S. Immigration Officer Academy

## Customize Your Data With Dynamic Content

The Acadis Readiness Suite lets you easily add or modify your own data fields so you don't have to hire an expensive programmer to customize your system. And our reporting templates let you pull the specific data you need into an attractive format that is easy to analyze by anyone in your organization.

Features	Benefits
Dynamic List/Label Maintenance	Name data fields unique to your organization without back-end programming
Search Capabilities	Quickly find the information you need by performing searches based on organization, people, dates and other data fields
Ad-Hoc Reporting	Pull the data fields you to need to customize training, certification and people reports
Security Management	Sophisticated security settings meet government standards to ensure only qualified employees receive administrative privileges
XML Standard Adherence	Data format that allows your organization to communicate information with other entities during times of crisis

