



CROWN POINTE TECHNOLOGIES

**F.T.O. SYSTEM**

**FIELD TRAINING OFFICER**

The Crown Pointe Technologies FTO System provides State of The Art features and functions and is priced to allow any size department to save costs while improving your program. There are no per user costs. It provides instant access to FTO documents that improves reporting accuracy and efficiency. It delivers the central control your organization needs in an easy to use multi-user document management system that reduces the effort expended on managing the process so you can concentrate on training and evaluation. The system supplies all of the integrated tools you need to create, catalog, edit, spell-check, evaluate, print, report, graph secure, and archive your FTO Documents.

### Significant benefits for your FTO Program!

- **Affordable:** Priced to allow any size department to gain the benefits of a State of The Art FTO System that will save you costs and provide features and functions to improve your program. There are no per user costs.
- **Flexible/Customizable:** Standard FTO document templates are provided to get you up and running fast. Customize these templates to fit your needs and preferences, even create new user-defined documents to meet the ongoing needs of your FTO program.
- **Easy to Use:** A simple and intuitive interface presents users only with the functions they need to fulfill their role in your FTO program. Irrelevant menus, forms, and reports are suppressed. Little training is required for operation.
- **Secure:** Easily manage security through the software rather than setting constraints on network folders and individual documents. Software access requires a personal password. Access to features and documents within the software is determined by the user's role in your FTO program: Trainee; Field Training Officer; Supervisor; Commander. "Electronic Signatures" let you know precisely who has approved each document. Automatically locks documents to prevent further changes once a digital signature is added.
- **Centralized Database:** All documents are stored in a centralized database for complete security, backup protection, and control. No individual files to manage or keep track of. You have one comprehensive depository of all field training data for historical reference.
- **Intranet / Internet Access:** Available as a traditional networked application or as a client / server application using its own easy-to-manage server database engine and workstation client application over an IP network.
- **Web-enabled Option:** The System can also be Web-enabled for those departments that would like to have their FTO officers access the system from their patrol cars or remote locations.
- **Optional Modules:** Optional modules are available for **Online Testing** of officer training and a **Document / Resources Management Module** to allow you to link external resources like pictures, web links, video and external documents to a Person or to a DOR or CHECKLIST.

**We guarantee you will be impressed with what you see and hear during the Online Presentation of the most effective FTO system available anywhere.**

### Live Online Demonstration!

**Call Chuck Lowry at (480) 396-6289 or Paul Olson at (360) 258-0944 to schedule a LIVE FTO demonstration direct to your computer to see for yourself how much more effective your FTO program can become.**

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## F.T.O. SYSTEM

### FEATURES

#### Standard Types of FTO Documents

- Daily Observation Reports (D.O.R.)
- Dated Check Lists with drop down criteria selection
- Weekly Evaluations
- Remedial Training Worksheets
- Phase Evaluation Reports
- Final Evaluation Report
- End-of-Program Critique Forms
- PBL Problem Based Learning Forms

#### Custom Document Types Based On

- Objectives in Training Program
- Goals in Training Program
- General Fill-in-the-Blank Questions
- Rated Survey Questions

#### General Features

- Template-based Documents
- Customizable Rating Models
- Choose Rating Model based on Document Type
- Modifiable / Extensible Training Curriculum
- Manages Multiple Training Programs
- All Documents Stored in a Central Database
- Preview Reports before Printing
- View and Print Various Graphs
- Requires User Id and Password for System Access
- Restricts Access to Features **and** Documents by User Role **and** Document Type
- Primary User Roles Include: Trainee, Training Officer, Supervisor, Commander which may all be renamed to match your terminology
- Additional User Roles Include: Training Developer and System Administrator
- View Users Currently Working in System
- View Date & Time Users Last Accessed System

#### Optional Features

- Web-Enabled Option

#### Supervisor and Commander Features

- Review Documents
- Print Documents
- Digitally Sign / Approve Documents
- Manage Multiple FTO's / Evaluators

#### Training Officer Features

- Complete FTO Evaluation Documents
- Instant Progress Reports
- Manage Check Lists
- Digitally Sign Documents
- Forward Documents to Supervisor

#### Trainee Features

- View Documents
- Print Documents
- Digitally Sign Documents
- Answer Survey Forms or Self-Evaluations

#### Data Entry Features

- Browse Document Contents
- Edit Ratings Directly in Browse Window
- Attach Comments to Any Part of Document
- "Hot Key" Navigation
- Pop-up Tool Tips
- Industry Standard Built-In Spell Checking

#### Document Handling Features

- Forward Documents up Chain of Command
- Support "Electronic Signatures"
- Protect Document after Digital Signature Added
- Combine D.O.R.'s into Interactive Progress Report
- Print Progress Report

#### Optional Modules

- Online Testing
- Document / Resources Management Module

### CROWN POINTE TECHNOLOGIES, INC.

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