

ODISS Administrator's Home Page Quick View Guide

Home Help/FAQ Logout

Welcome Off Duty Coordinator

Link to our ODISS online Help documents

PERSONNEL CLIENTS EVENTS FORMS/LINKS ADMIN PANEL REPORTS SEARCH TRAINING

44 personnel

2/2 this month events

1/1 next month events

13 this year events

+ ADD AN EVENT OR NOTIFICATION

SEND EMAIL

GROUP FILTER: -- All Groups -- Filter

Clients Page is where an admin adds your agency clients who hire your officers for paid off duty assignments. Once a client's information is in ODISS, you can select their name from a drop down list when creating events to track the number of hours your officers work for them.

Send emails directly to all your ODISS users.

Forms / Links Page
Upload documents, forms, maps, policies, etc., here for quick access by your officers.

Admin Control Panel Page is where all the functionality and configuration of your ODISS site is done including adding new ODISS Admins (by those with Super Admin authority). Set up includes adding Client Rates, adding new groups, setting defaults such as Military or Civilian time and more.

Search Page allows the ODISS admin to search information on the officers' personnel page.

Reports & Invoicing Module Page is where the ODISS admin may review numerous reports on officers and clients hours, event history, and much more. This page is also the home of our Client Invoicing Module where invoices are viewed, generated, printed and exported.

Training Page is where the ODISS admin adds training classes that may be required to work certain details. Once classes are entered they may be selected as part of the event set up process to ensure officers requesting to work an event have the required training.

Personnel Page provides a quick view of all personnel registered in your ODISS system. Click Edit to the left of their name to view all the info they entered when they registered. Changes can be made, if needed, and headshot photos can be uploaded.