



Highly Affordable, ODISS starts as low as \$49.00 a month, Total, for 1 - 50 users.

Personnel Data:

View users primary contact data including head shot photos via our searchable database and archive users no longer on the system. Admins may also add and view "Personnel Notes" regarding users, if needed.

User Reports:

Track number of hours worked per individual for reporting and use by our job rules feature to limit hour or days worked based on agency work rules.

Smart Groups for Administrator Access:

The Smart Groups feature allows for the grouping of individuals, units, squads, stations, etc., with unlimited, free administrator accounts. Admins may be assigned to unique groups only, partial list of groups or all groups as needed.

Learn More at: www.myodiss.com



PICTURED ABOVE: The ODISS software program as it appears on various devices from a desktop PC, mobile tablet, iPhone or Android Smartphone. ODISS is a "mobile responsive" application that automatically adjusts to the screen size you're viewing it on. **There are no special "apps" to download,** simply connect to your ODISS site from any browser enabled device via a secure SSLconnection!

Job Notifications in Seconds: Easily notify all eligible personnel of an assignment with unlimited email or text messages in less than a minute at up to three separate email and/or text addresses per user.

Certifications and Training Module:

Fully integrated module allows you to enter any training and/or certifications required of your users to work specific events or venues. By tagging a certification when creating a job, ODISS will automatically check to see if the user is qualified and if not, deny them sign up for the job.

Client Information:

Conveniently keep all client information, such as key personnel, venue details, prior hours contracted in a single location along with uploading any client forms such as insurance coverage, agency agreements.

Forms Distribution:

Post documents, such as maps, off-duty work policies, client forms and web links for users to view in their own ODISS user account.

THE KEY TO ODISS IS THE Feature Rich, Highly Integrated Calendar and Scheduling Module:

Personnel can sign up via their own user account for first-come, first-serve basis or sign up to be on the list of personnel from which the administrator selects based on a number of options such as seniority, hours worked in the current month, last quarter or year to match your agency work policies. Admins may also directly assign users to jobs. Job work restrictions may also be set using our Job Eligibility Rules feature. Admins may save created jobs as a template for reuse and repeat events for any period of time with three mouse clicks. Multiple calendar views include our color-coded calendar, scrolling calendar up to one year in advance, full calendar monthly view, and text format. Users' supervisors may also be notified by email / text when their users sign up for a job to help ensure adherence with your agency's policies.

Billing and Invoicing: Integrated module allows you to create standard hourly billing rates and billing add-on rates for items such as Administrative Fees, Vehicle Fees, Vehicle Mileage Fees, etc. Once entered, job creators simply select the rates that apply to the event and client. All the billing information is automatically stored for admins to create an invoice, adjust the invoice, update the rates, etc., and easily export into an Excel spreadsheet. This module also allows personnel who worked the event(s), jobs, etc., to verify their hours, if you wish them to, thus adding an additional layer of verification for agency integrity and proper billing amounts.

Your Data is Safe, Secure and Available 24/7 from any browser enabled device: All our ODISS servers, support team and programming is U.S. based and data is backed up daily to a separate U.S. data center. ODISS accounts are protected by a unique, user-selected user name and password to safeguard your information in addition to using the latest SSL certificates to encrypt data between your site and our servers. Our Level III data center provides 99.9% uptime and is staffed 24/7 with a team of highly experienced network technicians to monitor our servers with secure physical access via biometric access control systems, and more for authorized personnel only.



ODISS, the Off Duty Integrated Scheduling System offers a wide variety of ways to customize your system to meet your needs. Upon request of your ODISS trial system we'll configure ODISS to best suit your agency requirements. Once in use, you may further optimize your system based on the below options and settings as you chose.

- Eligibility Rules:** Allows admins to customize any type of Job Rules related to maximum number of hours / days and individual can work in a given period of time and restrict them from event sign up's if exceeded.
- Client Rates - View, Add, Edit:** Enter your standard billing rates for clients such as fee for Officer, Sgt.'s, etc.
- Billing Add-Ons - View, Add, Edit:** Enter billing add on options such as Admin Fee's, Vehicles, mileage, etc.
- Groups - Add, Edit, Delete:** List any group names you'd like your personnel to be part of for event sign up's.
- Admins - Add, Edit, Delete:** Super Admins in ODISS can add, edit or delete other ODISS admins.
- Notify Supervisors Preference:** Option to notify user's supervisor when they sign up for a job, event or shift.
- Supervisors - Add, Edit:** Add your supervisors names and email address to be notified of a user sign up.
- Supervisor Unit Names:** Select what groups the supervisors are assigned to for notification.
- Restrict Personnel Edits:** Allows you to limit a user's ability to change data such as their hire date, rank, etc.
- Limit Days to Decline:** A global default for the number of days before an event that users can cancel.
- Select Optional Information to Collect from users when they register:** such as Rank, Badge Number, etc.
- User Defined Questions:** Add any type of question you'd like personnel to answer at registration for look up.
- Client Milestones:** List and track your clients' key documents such as agency agreements, COI's, etc.
- Client Referrals Options:** List selection options to track how your clients learned of your services.
- Client Questions:** Add any type of question you'd like to ask of your clients for later look up.
- Client Status Categories:** List selectable options such as Current, Pending, On Hold, Suspended, etc.
- Event Types:** Track the type of events worked such as city, for profit, non-profit, mandatory OT, etc.
- Needs - View, Add, Edit:** Add needs pick list for jobs such as ranks, job task, shift times, etc.
- Resources - View, Add, Edit:** Add resources to reserve for jobs and events such as vehicles, radios, etc.
- Templates - Edit, Delete:** Update event templates you saved to pick from in the future, saving time.
- Registration Page Username, Password:** View or edit the login settings to access your registration page.
- Update Your Record:** Edit your ODISS Admin account with new or updated info such as user name, etc.
- Specify Event Default:** Set event creation page to default of First Come, First Serve or Request to Work.
- Include Badge Number on Notification Selection:** Add badge numbers to list of users signed up for jobs.
- Specify Including Badge Number on Reports:** Add users badge numbers to reports with their names.
- Specify Time Format Preference:** Set default time preference to Military or Civilian time.
- Set Default Time for Open and Close Dates:** Sets time if you use the optional Open and Close date feature.
- Set Default Open Date for Repeat Events:** Open all Repeated events on same day or stagger dates.
- Set Default for Sending Event Email:** Automatically send job notification emails to users or not.
- Specify Hours Worked Entry Format:** Users can confirm hours worked by total hours or start and end times.
- Specify Sign Up Notes Preference:** Option allows users to send admins a note for job notifications request.
- Specify Wording for Sign Up and Hours Confirmation:** Allows admins to create a customized set of text to be displayed when users are signing up for jobs stating your agency's unique work policies.

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