Illinois Law Enforcement Training and Standards Board (ILETSB)
Law Enforcement Training Management (LETM)
User's Manual

May 2018

Office of
Information Technology

Table of Contents

INTRODUCTION

Welcome to the Law Enforcement Training Management (LETM) system. This system allows Mobile Team Units (MTUs) to electronically manage police training classes, student enrollments for those courses, and more.

LOGGING IN TO THE LETM SYSTEM

You can reach the LETM home page at http://letm.ptb.illinois.gov/.

Law **E**nforcement **T**raining **M**anagement

Only individuals authorized by the Illinois Law Enforcement Training and Standards Board are permitted access. Unauthorized individuals attempting access will be prosecuted to the full extent of the law.
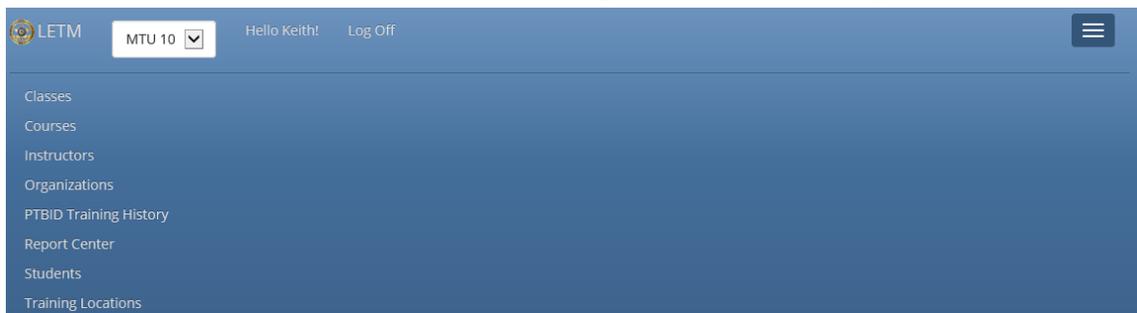
Username

Password

Log in

© 2015 - ILETSB

LETM Login Page

To log in, enter your username and password then click the "Log In" button.

THE LETM RIBBON AND MENU

The LETM Ribbon and Menu

At the top of the LETM is the Ribbon. The Ribbon offers several features. From left to right, these are:

o   Home Button: Located in the upper-left, clicking the "LETM" link takes you to the LETM Classes page.

o   Agency Selector: This drop-down menu allows the user to select which entity to view.

o   Manage Account: Clicking "Hello [Your Name]!" takes you to the account management page, where you can update your password.

o   Log Off: Clicking here logs you out from the LETM system.

o   Menu Button: In the upper-right of the LETM Ribbon, this button shows the menu in LETM (shown above, below the Ribbon). For basic users, the menu contains several links:

- Classes: View, add, and edit training classes
- Courses: View, add, and edit training courses
- Instructors: View and edit information and history about training instructors
- Organizations: View and edit information for hiring agencies
- PTBID Training History: View full LETM training history for a trainee
- Report Center: Generate reports from various LETM data (admin only)
- Students: View trainee information and history
- Training Locations: View and edit information and history for training entities

__Manage Account__
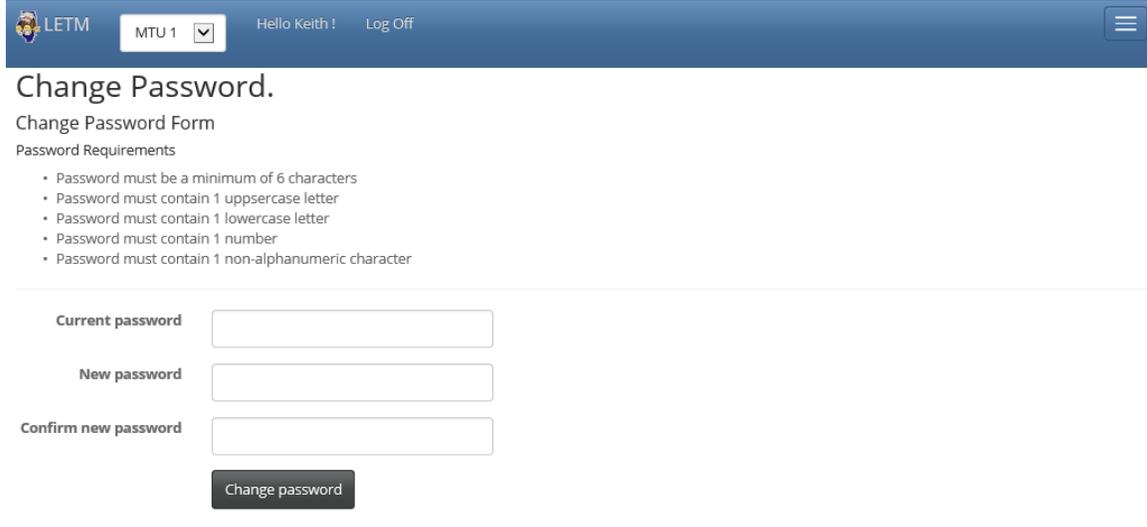
Change Password

To access this page, click your name on the Ribbon. Here, you are able to update your password. Click the "Change Password" button, then follow the on-screen instructions. Remember that a password must contain AT LEAST one of each of the following: an uppercase letter, a lowercase letter, a number, and a non-alphanumeric character ($, *, etc.). Passwords must also be at least six characters in length.

COURSES

Name		Course Catalog Number	Description	LHI Certified	Owning MTU	History	Delete
	▲			No	MTU 5	▤	✖
"know Your Money" Training Seminar				No	MTU 5	▤	✖
"mind Set"				No	MTU 5	▤	✖
"operation Kids" Child Passenger Safety Training				No	MTU 5	▤	✖
"warriors Within" - Motivational Leadership Seminar				No	MTU 5	▤	✖
13th Jud Fam Viol Prev: When Injuries Speak				No	MTU 5	▤	✖
1st Responder				No	MTU 5	▤	✖
360 Degree Leadership				No	MTU 5	▤	✖
911 Homicide Calls And Statement Analysis				Yes	MTU 5	▤	✖
A Child Is Missing.Org				No	MTU 5	▤	✖
A Psychological Classification Of Crime: Law Enforc Response				No	MTU 5	▤	✖
Acting Patrol Officer In Charge				No	MTU 5	▤	✖
Active Shooter Incident Preparation				No	MTU 5	▤	✖
Active Shooter Response For Dispatcher				No	MTU 5	▤	✖
Active Shooter Scenario Based Training				No	MTU 5	▤	✖

Showing 1 to 15 of 417 entries

Previous 1 2 3 4 5 … 28 Next

Courses

Courses are the parent of classes. Each class is a specific copy of the course by the same name. From the Courses page, you can view course listings (as shown above), view a course's history (its different class listings), or delete the course. To update course information, click its name, edit the necessary information, then click the "Save" button.

To view a course's history, click the button under the column "History" for the course to see its history of classes. You can filter the results by start and end dates, or by using the Search box. Additional features include printing the class listing (blue printer icon in the upper-right), entering Print View, saving the listings as either an Excel or PDF file, and copying the table to be pasted elsewhere (such as an Excel file) by using the buttons right of the Search box.

You can also delete a course from the Courses list. Click the button in the Delete column for the course you wish to remove. A pop-up will ask you to confirm the deletion, and clicking "Yes" finalizes the deletion.

Adding and Editing a Course

Click the blue "+" button in the upper-right of the page to add to your MTU's course listing. If you wish to update the information of a course, click its name from your MTU's courses page. The above image shows the Course Details page for making any additions or changes to your courses. Enter the course's information in the text boxes, and make sure to have your MTU selected as the Owning MTU from the drop-down list. You will not be able to delete a course mistakenly added to another MTU. Please contact the Board if this happens.

Course Approval (IMPORTANT!)
NOTE: Any additions to your course listing must have written approval from staff at the Illinois Law Enforcement Training and Standards Board. You should also consult with Board staff prior to including mandates on certificates.

CLASSES

Name	Training Location	Owning MTU	Start Date	End Date	Enrollment Count	Delete	Copy
First Line Supervision	East Moline	MTU 4	12/8/2015	12/10/2015	17	✖	📋
Tactical Field Interviewing	Galesburg	MTU 4	12/7/2015	12/8/2015	0	✖	📋
40-hour Mandatory Firearms Training	Galesburg	MTU 4	12/5/2015	12/13/2015	0	✖	📋
A.L.I.C.E. - Alert, Lockdown, Inform, Counter, Escape	Monmouth	MTU 4	12/3/2015	12/4/2015	33	✖	📋
A.L.I.C.E. - Alert, Lockdown, Inform, Counter, Escape	East Moline	MTU 4	12/1/2015	12/2/2015	32	✖	📋
Jail Prison Suicide: A Criminal Justic Response & The Games Cons Play	East Moline	MTU 4	11/19/2015	11/19/2015	10	✖	📋
High Tech Investigation Techniques - Advanced	East Moline	MTU 4	11/18/2015	11/18/2015	39	✖	📋
Low Light 2 Officer Building Search Tactics	Lincoln Il.	MTU 4	11/18/2015	11/18/2015	0	✖	📋
Medical Marijuana	Macomb	MTU 4	11/17/2015	11/17/2015	23	✖	📋
High Tech Investigation Techniques - Basic	East Moline	MTU 4	11/17/2015	11/17/2015	40	✖	📋
Heroes Path to Excellence in Law Enforcement	Galesburg	MTU 4	11/12/2015	11/12/2015	23	✖	📋
Human Trafficking A Threat To National Security	East Moline	MTU 4	11/12/2015	11/12/2015	11	✖	📋
Domestic Violence	Carthage	MTU 4	11/12/2015	11/12/2015	0	✖	📋
Below 100	Canton Il	MTU 4	11/10/2015	11/10/2015	20	✖	📋
Below 100	Canton Il	MTU 4	11/10/2015	11/10/2015	33	✖	📋

Showing 1 to 15 of 24 entries   Previous 1 2 Next

Classes

The Classes page serves as the LETM Home Page. Here, you can add (the "+" in the upper-right), delete (the button in the Delete column), and copy (the button in the Copy column) classes to your MTU's current class offerings.

Click the title of a class, if you wish to view information about that class. You can edit a class on the following page, by clicking one of the buttons at the top:

- Print the class details (printer button)
- Edit the course information (pencil button)
- Open/Close the course (folder button)
- **Mark students as attended (checkbox button)**
- Add a student to the roster (plus button)

You can use the buttons next to the search box to save the class roster as CSV, Excel, or PDF file, as well as copy or open a Print View of the roster.

<u>Adding and Deleting a Class</u>

Class Information

Start	02/27/2017
End	02/27/2017
Name	
Training Location	
Hours	0.00
Tuition	0.00
NM Tuition	0.00
Owning MTU	MTU 15 ⌄
Status	Open ⌄
Facility Gratis	0.00
Instructor Gratis	0.00
Instructors	

Expenses

Date   Description   Amount

Total Expenses :

[Add New Expense]

Add a Class Pop-Up

To add a class to your MTU's list, click the "+" button in the upper-right of the Classes page. The pop-up above appears for entering the class information. If necessary, add additional class expenses with the "Add New Expense" button. Press the "Save" button at the bottom to finalize the class. The page will refresh with the new class added to the list.

You can also click the "Copy" button to create a new class from the template of another. The above form will load with information of the class you wish to copy. You can then make any changes to the course information, as well as choose to copy the student roster by clicking the "Copy Students" checkbox near the top. Click the "Save" button to add the class.

Finally, to remove a class, click the button in the Delete column. You then add a reason for the deletion and click the "Yes" button to confirm the deletion. The page will automatically refresh with the updated class list.

Open and Closed Classes

Each class has a status—open or closed—indicating whether it is available for adding Students and more. Status determines the options available to the user. Actions available appear as buttons in the upper-right of the page for the class.

Available actions for OPEN Classes:
- Return to Course List (double-arrow button)
- Print Course Details (printer)
- Edit Course (pencil)
- Open Course (folder)
- **Update All Students as Attended (checkbox)**
- Add Student (plus)

Available actions for CLOSED Classes:
- Return to Course List (double-arrow button)
- Print Course Details (printer)
- Edit Course (pencil)
- Open Course (folder)
- Print All MTU Certificates (sun)
- Print All State Certificates (star)

Adding Students to a Class

Add students to a class to show attendance. First, click the title of the Class to which you wish to add students. The '+' Button will automatically be selected when on the Class page, as well as after adding a student to the class—allowing for quick entry using just the keyboard. The Student search box supports PTB ID lookup. Type the PTB ID or last name of the student, then select the student to add the student to the class roster. The "Search All MTU's" checkbox searches all training LETM entities, in the event the Student is not from the MTU hosting the Class. Use this when searching for ILETSB (PTB) records.

Whenever possible, use the PTB ID to add a student, to maximize the effectiveness of both the search and the Student records.

Bulk Import of Students (NEW!)

LETM also allows for the simultaneous addition of many students to a class. This "Bulk Loader" requires the students to be added via Excel (.xlsx) file, with student PTB IDs in the first column of the file. The two images above show the process of loading a group of students. The left image shows the upper-right of a LETM class. Clicking the "Bulk Import from Excel" checkbox allows the user to browse for an Excel file of students to being the process.

The right image shows the results after a bulk import, noting how many PTB IDs were found, how many PTB IDs matched LETM students, any attempts at duplicating addition to a class, how many students were successfully added, and a listing of any PTB IDs from the list not found among LETM students. Upon completion, the user can make any corrections (adding missed students or removal of incorrectly added ones) using normal class roster update methods.

STUDENTS

Students

The Students page lists individuals an MTU can add to a class. Students employed at multiple agencies will appear multiple times; this is expected and intentional. History includes buttons to view a student's training history. The first button in the above image shows training for a specific employment record. The second and third buttons are only available for students with a PTB ID attached. The second button allows for viewing of all training history for that student's PTB ID. The final button provides the PTB ID training history with a breakdown by mandate eligibility.

PTB ID

The PTB ID is a unique identifier for every student in the LETM. Students never share a PTB ID, and a student should never have multiple PTB IDs. All MTU User and Administrator accounts are able to enter a student's PTB ID for the user's own MTU. Click on a student's name from the Students page to make such a change. All LETM users are encouraged to add PTB IDs to their students who do not have one listed in the system.

Adding a Student

Adding a student is very similar to adding a Course. First click the "+" button in the upper-right. Then, fill in all needed information on the following page. Once the information is entered, click the "Save" button to finalize the addition. If a created student has records on both the LETM and PTB, you are encouraged to merge these two listings (explained later). This helps to keep records consistent and accurate across all systems.

PTB ID and Student PTB ID Training History

The LETM offers an additional way to view training history. Click on the Menu button, then select "PTBID Training History" link on the Menu. Enter the PTB ID of the student into the text box, and then click the "Submit Query" button. If a valid PTB ID is entered, all LETM training for the student will be displayed. Training history can be copied, printed, or saved (PDF or Excel file formats), using the buttons on the right side of the page.

REPORTS

Report Center

<u>Report Center</u>

Within the LETM Report Center, administrators are able to generate numerous reports. Among these are Annual Hour Reports, Quarterly Training Reports, and Gratis Reports. Reports are separated by either calendar or fiscal year. To generate a report, choose from the drop-down lists (above, labeled "Report," "Year," and "Year Type"), then click the "Generate Report" button.

You can export reports for use outside of the LETM using the buttons to the right of the search box. They can also be saved to an Excel, CSV, or PDF file by clicking the matching buttons. Additionally, you can copy the content to paste elsewhere or bring up a Print View with the "Copy" and "Print" buttons, respectively.

ADDITIONAL FEATURES

Organizations

Name	Address Line 1	Address Line 2	City	State	Zip	Type	Notes	Owning MTU	History	Delete
						Other/Unknown		MTU 12	▤	✖
16th Circuit Court Services						Other/Unknown		MTU 12	▤	✖
A Woman's Fund						Other/Unknown		MTU 12	▤	✖
A Woman's Place						Other/Unknown		MTU 12	▤	✖
Adams County Sd						County		MTU 12	▤	✖
Addison Pd						Municipal		MTU 12	▤	✖
Adv & Sas						Other/Unknown		MTU 12	▤	✖
Albion (mi) Pd						Municipal		MTU 12	▤	✖
Algonquin Pd						Municipal		MTU 12	▤	✖
Allegan County (mi) Sd						County		MTU 12	▤	✖
Alsip Pd						Municipal		MTU 12	▤	✖
Altamont Pd						Municipal		MTU 12	▤	✖
Alton Pd						Municipal		MTU 12	▤	✖
Alvin Police Department	P.O. Box 71		Alvin	IL	61865	Municipal			▤	
Amateur Radio Emergency Services						Other/Unknown		MTU 12	▤	✖

Showing 1 to 15 of 994 entries   Previous 1 2 3 4 5 ... 67 Next

© 2015 - ILETSB

Organizations

Organizations are the hiring agencies for students. The Organizations page is visually very similar to the Students one just covered. As with Students, you can view an Organization's history by clicking the in the History column. Select a desired date range and click "Generate Report" to view, copy, print, and download (as a CSV, Excel, or PDF file) an Organization's history.

Adding an Organization to the list functions as it does for Courses and Students. Click the "+" button in the upper-right, fill out the necessary details on the next page, then click the "Save" button to finalize the addition. As with Students, if you create an Organization with an entry on PTB, you are encouraged to merge the two listings for consistency (explained later).

Training Locations

Name ▲	Address Line 1	Address Line 2	City	State	Zip	Owning MTU	History	Delete
Altamont						MTU 13	▤	✖
Arcola						MTU 13	▤	✖
Batavia						MTU 13	▤	✖
Belleville						MTU 13	▤	✖
Bethany						MTU 13	▤	✖
Carbondale						MTU 13	▤	✖
Casey						MTU 13	▤	✖
Champaign						MTU 13	▤	✖
Charleston						MTU 13	▤	✖
Chicago						MTU 13	▤	✖
Clinton						MTU 13	▤	✖
Coles County						MTU 13	▤	✖
Collinsville						MTU 13	▤	✖
Cowden						MTU 13	▤	✖
Decatur						MTU 13	▤	✖

LETM   MTU 13   Hello Keith !   Log Off

Training Locations   Show 15 entries   Search:

Showing 1 to 15 of 65 entries   Previous 1 2 3 4 5 Next

Training Locations

Training Locations are where an MTU can to send students to attend classes. This page is very similar to the Organizations page, both visually and functionally. A "History" button for each Training Location allows you to view, copy, print, and save (Excel and PDF formats) a location's class listing. Deletion is a matter of clicking the "X" and confirming the action. Adding a Training Location requires clicking the "+" button in the upper-right, filling out the following page, then clicking the "Save" button to save that location to the list of those available.

Softmatch

As of August 2017, manual entry of Softmatch is no longer a part of the system. Wage data is entered into the LETM by Board staff using information taken from the Illinois Department of Employment Security (IDES) web site.

MTU ADMINISTRATORS ONLY

<u>Adding a New User</u>

MTU Administrators can add new users for their own MTUs. To add a user, make sure that your MTU is selected from LETM Ribbon (show as MTU 14 here), then click the "+" button in the upper-right of the page. You will then be brought to a page, as shown above. To help determine which Role to assign, these are the differences in each LETM Role:

- MTU Administrator: Full MTU capabilities, including Student Data Merge, adding users, updating MTU information, and adding/editing courses, classes, training locations, and organizations
- MTU User: Can add and edit information for the MTU; no adding of users or organization/student data merge
- MTU Viewer: Can only view information within LETM; no editing/adding ability

Fill out the rest of the information (remember the <u>password requirements</u>), then click the "Save" button to add the user to your MTU.

Organization Data Merge

If an Organization or Student has an entry from both PTB and the LETM system, MTU Administrators are encouraged to merge the records to keep both records updated and consistent. The Organization Data Merge starts in the Report Center. Select the "Non-matching Organization Data" report. Click the "Generate Report" button to search and return a list of Organizations without a PTB match on the left, with the right side of each entry being suggested matches (if applicable). If a match is found, select it from the list on the right. You will see a page with information comparisons for the entries. Below that, you will see a list of Students affected by the merge. To finish the merge, click the "Submit" button at the bottom.

Student Data Merge

Student Data Merge

The "Non-matching Student Data" report in the Report Center lists unmatched Student names and possible matches. The Student Data Merge starts from the Ribbon, using the "Student Data Merge" link (only for MTU Administrators). To merge records, type the names into each text box shown above. Click the "Preview" button to see the students' information and the course information affected by the merge. Click the "Submit" button to finish.

MTU Administration

The LETM also allows administrative users to update their MTU's location and certificate information. Location information includes street address, city, and ZIP code. Certificate information includes wording for your MTU's certificates, and a series of images—including your logo and signatures for the Chairmen and Directors for both your MTU and the ILETSB. Updating the MTU information requires typing in the new information into the appropriate text box(es). Updating signature images requires clicking the "Browse" button directly under the respective image, and selecting a new file location from your computer. Click the "Save" button at the bottom of the page to keep changes you make.

IMPORTANT REMINDERS

These topics have been covered throughout this manual, but please keep these in mind when using the LETM system:

1) LETM functionality varies by the role assigned by the creator of the account. MTU Viewers cannot make any additions or edits to data. Only MTU Administrators can do the Data Merge and create accounts.

2) Many actions (such as adding accounts and generating reports) require selecting your MTU from the drop-down list in the Ribbon. If another entity (or All MTUs) is selected, you will not be able to make changes on the LETM. If this occurs, simply change the active MTU in the upper-right to your MTU, and you will be able to make changes.

3) When possible, MTU Administrators are encouraged to use the Student and Organization Merge functions to keep all records updated and consistent.

4) The LETM is designed to support modern browsers (Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, Apple Safari, and Microsoft Edge) should handle the site without issue. If the site is having issues on your computer, try switching browsers before contacting us.

ILETSB CONTACT INFORMATION

- The Board's IT Staff can be reached most easily and quickly at ptb.edi@illinois.gov.
- The Board's website is at located at www.ptb.illinois.gov.