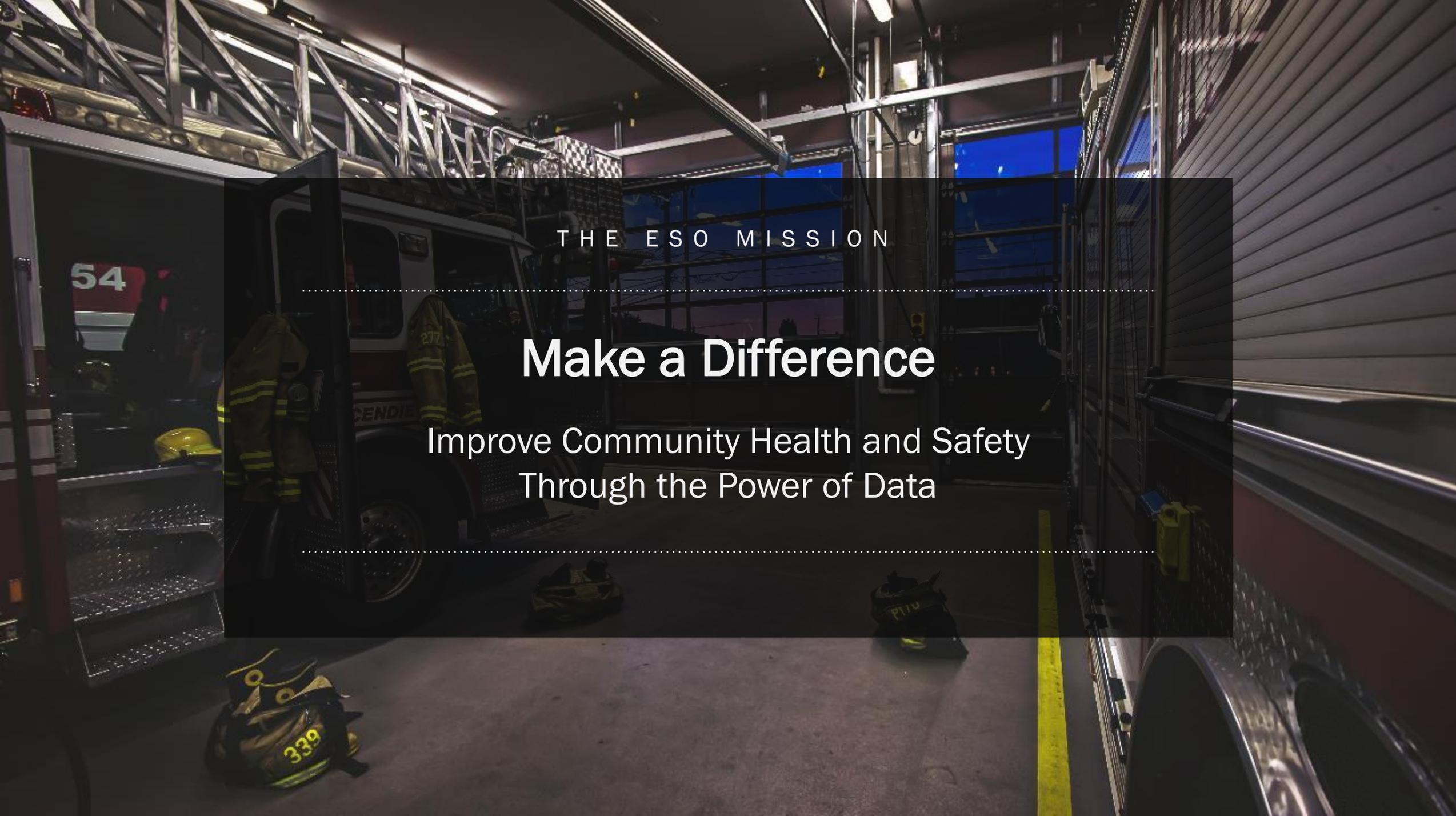


A PRESENTATION BY ESO

How to use Award Programs in Personnel Management (PM)

PM and PM Basic Customers

eso

The background image shows the interior of a fire station. On the left, a fire truck is parked with its door open, revealing firefighting gear like jackets and helmets. The number '54' is visible on the side of the truck. In the center, there are large windows looking out onto a dark sky. On the right, there are rows of fire trucks parked in a bay. The floor is concrete with a yellow line. The overall lighting is dim, with some overhead lights visible.

THE ESO MISSION

Make a Difference

Improve Community Health and Safety
Through the Power of Data

Award Programs

Award Programs can be used for

- LOSAP (Length of Service Award Program)
- Tax abatement programs
- Best practices – calculate the number of credit hours that you want your personnel to achieve in each category every year.
- And more!

Enter data as part of your regular process, and Award Programs automatically picks it up.

Users can look at and print their own award program results – no more running reports*

You set up criteria once, and then only add the participants for each time period.

Information that can be included in calculations now (data is only available for modules purchased)

- Fire and EHR Incidents
- Operational Tasks and Community Events from Activities
- Rank, Title, and Class Credits from Personnel Management

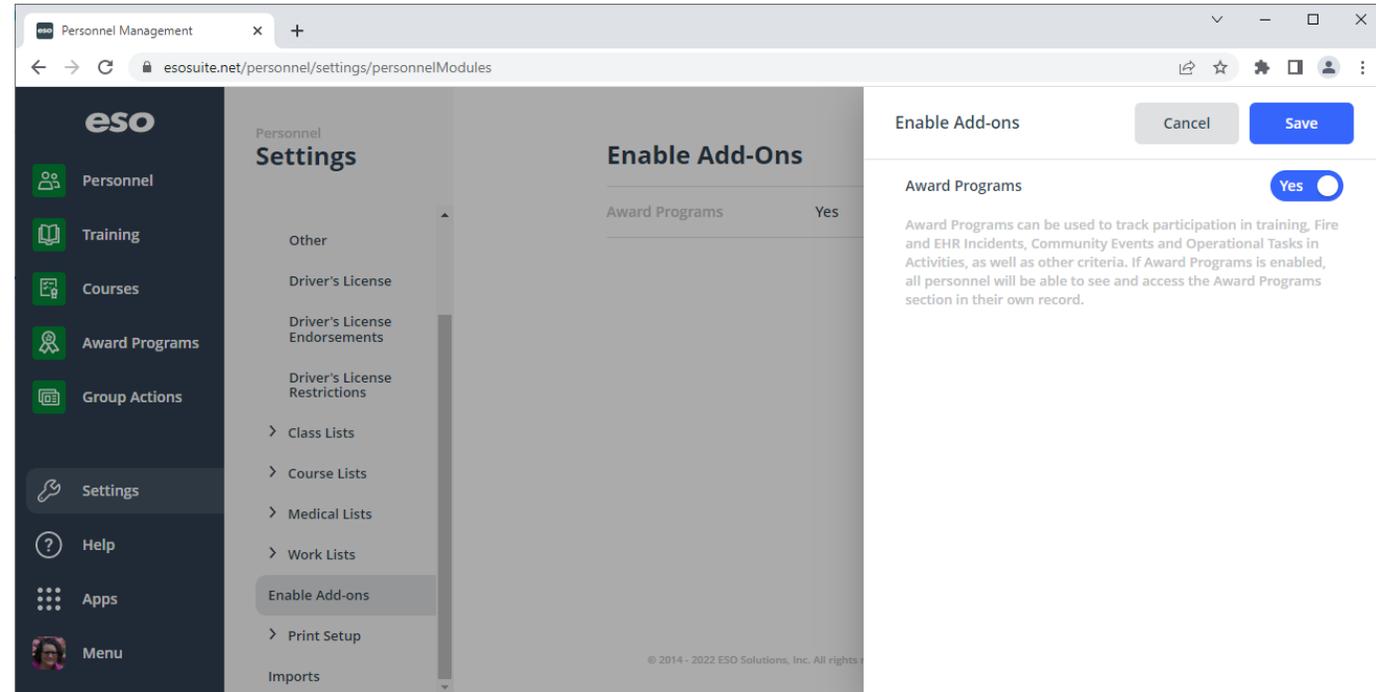
*available for PM customers now, coming for PM Basic customers

Enable Award Programs from Enable Add-ons

PM users must have the Personnel Admin security permission. That permission is part of the Personnel Management Admin security role.

PM Basic users will have access to Enable Add-ons with no additional security permissions.

- 1) Go to PM > Settings > Enable Add-ons.
- 2) Turn on Award Programs and click Save.
- 3) Refresh the browser window to make the Award Programs section appear.

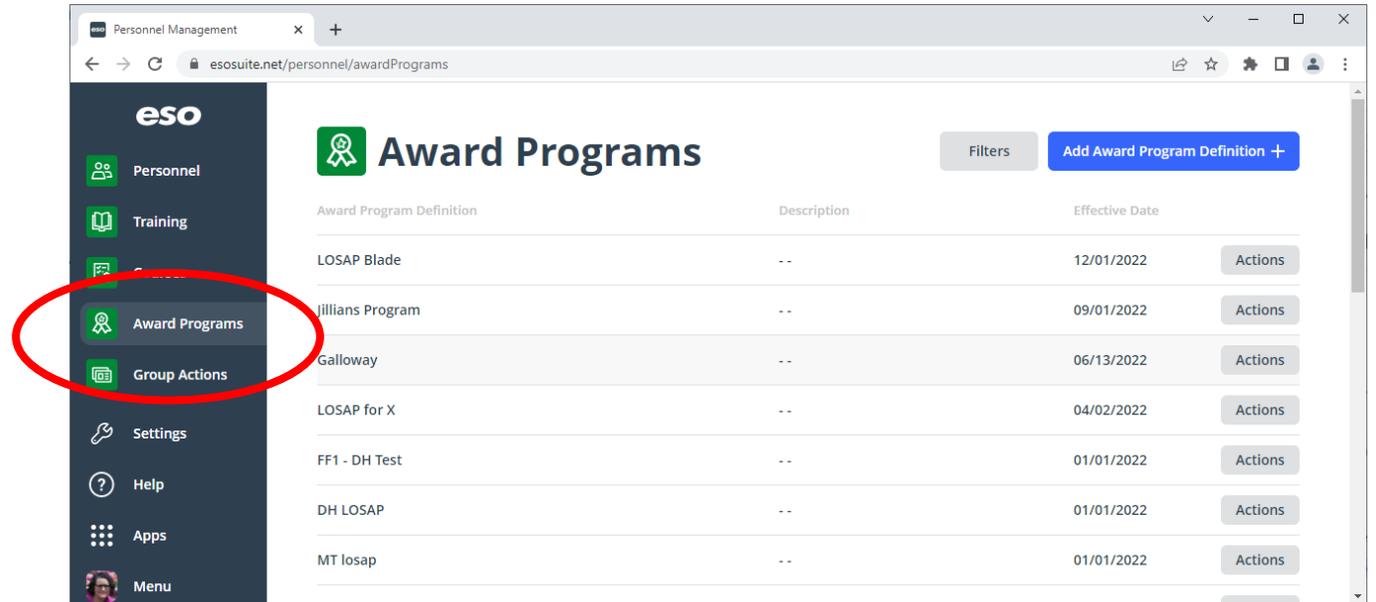


Once Award Programs is Enabled

PM Basic users will need no additional permissions to access Award Programs.

PM users who have the “Edit Award Programs” or “View Award Programs” security permission in one of their security roles are able to see the new Award Programs section.

- The Personnel Management Admin security role includes these permissions.
- You need to add it to any other security roles where the agency wants to grant permission to Award Programs.
- Users with Edit Award Programs can view and make changes.
- Users with View Award Programs can only view the Award Program information.
- A security role needs only one or the other permission.



To Create an Award Program

The Award Programs list is blank when you start.

1. Click the Add Award Program Definition button in the top right corner.
2. Add the Award Program name – this is the name you will see in the Award Programs definition list on the first page and is the only required field. The rest of the fields here are optional and can be filled in later in the Award Program Details section.
3. Click Save when you have added all the detail you want.

The Description field contains details about the award program. If populated, the description also appears on the list.

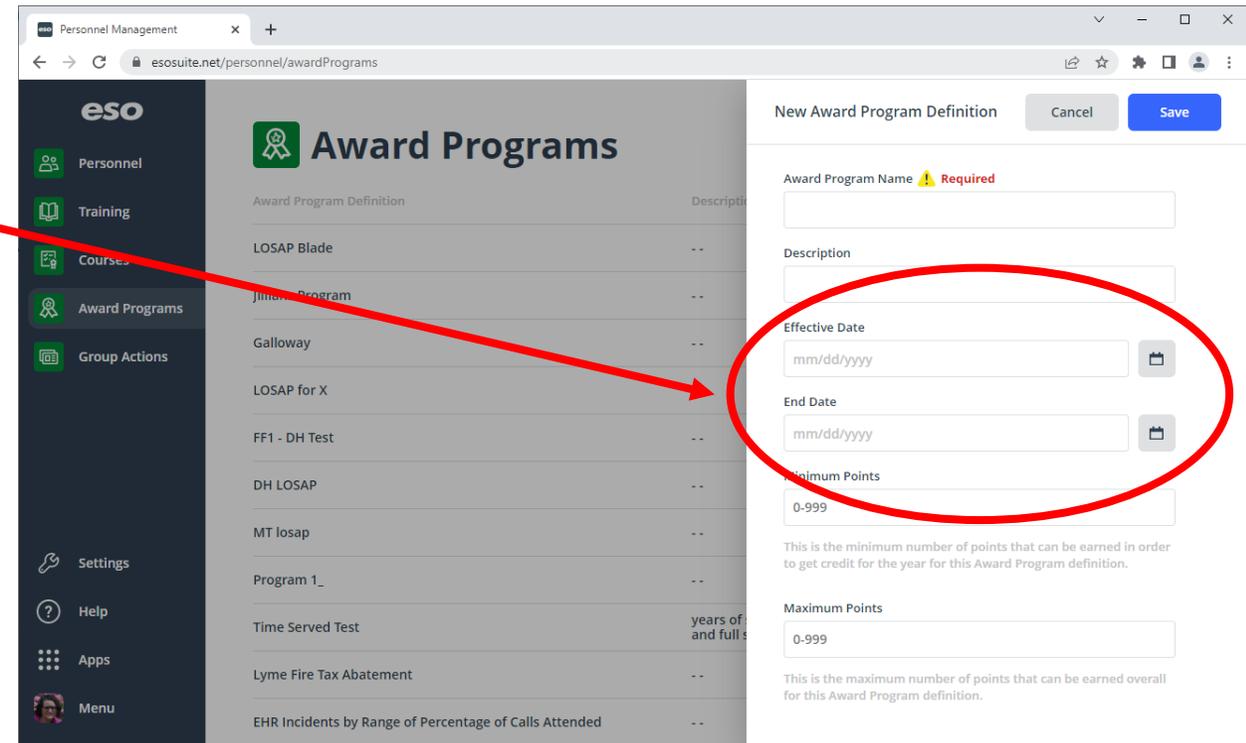
The image displays two screenshots of the ESO Personnel Management interface. The top screenshot shows the 'Award Programs' page with a red circle around the 'Add Award Program Definition +' button in the top right corner. A red arrow points from this button to the bottom screenshot. The bottom screenshot shows the 'New Award Program Definition' form. A red circle highlights the 'Award Program Name' field, which has a yellow warning icon and the text 'Required'. A red arrow points from the text in step 2 to this field. Other fields in the form include 'Description', 'Effective Date', 'End Date', 'Minimum Points', and 'Maximum Points'.

Award Program Effective Dates

The Effective Date indicates when the award program was adopted, such as when the legislation says the program started.

The End Date indicates that the award program is no longer in force.

If the award program criteria changed, add an end date for the current award program definition and add a new award program definition.



The screenshot shows a web browser window with the URL esosuite.net/personnel/awardPrograms. The page title is "Award Programs". On the left is a navigation menu with items: Personnel, Training, Courses, Award Programs, Group Actions, Settings, Help, Apps, and Menu. The main content area shows a table of "Award Program Definition" entries. On the right is a "New Award Program Definition" form with the following fields:

- Award Program Name (Required)
- Description
- Effective Date (mm/dd/yyyy) - circled in red
- End Date (mm/dd/yyyy) - circled in red
- Minimum Points (0-999)
- Maximum Points (0-999)

A red arrow points from the text "The Effective Date indicates when the award program was adopted..." to the "Effective Date" field in the form.

Award Program Minimum and Maximum

Minimum and Maximum are both optional fields.

If you enter a value for Minimum, then that is the lowest amount of points or hours that the person must earn to receive the benefit from the program.

- If this is populated, it will be used in the calculations to determine if the amount of points or hours earned is enough to get the benefit.

If you enter a value for Maximum, then that is the highest amount of points or hours that the person can earn from the award program.

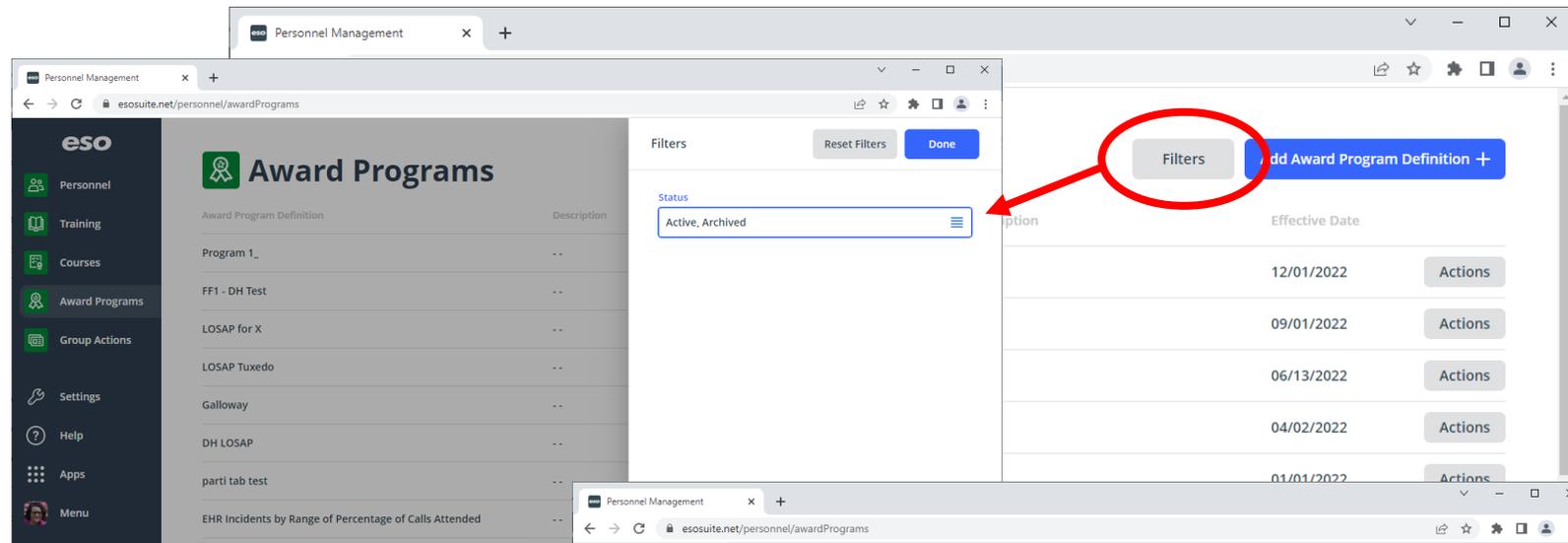
- If this populated, it will be used in the calculations to determine the total amount earned.

The screenshot shows the 'New Award Program Definition' form in the ESO Personnel Management system. The form includes the following fields:

- Award Program Name:** Basic LOSAP
- Description:** This award program has criteria for the three main areas
- Effective Date:** 01/01/2003
- End Date:** mm/dd/yyyy
- Minimum Points:** 50 (highlighted with a red circle and a red arrow pointing to it from the text on the left)
- Maximum Points:** 0-999

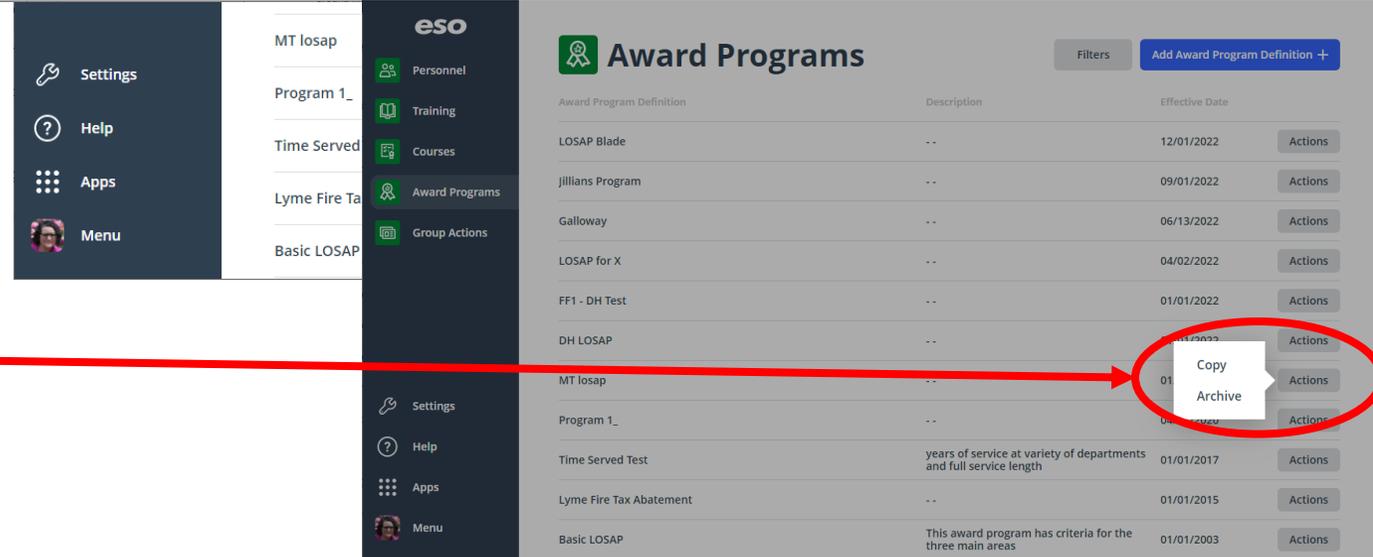
The form also includes a 'Cancel' button and a 'Save' button. The background shows a list of award programs, including 'LOSAP Blade', 'Jillians Program', 'Galloway', 'LOSAP 1-2-3', 'FF1 - DH Test', 'DH LOSAP', 'MT losap', 'Program 1_', 'Time Served Test', 'Lyme Fire Tax Abatement', and 'EHR Incidents by Range of Percentage of Calls Attended'.

Award Programs list



Once saved, the award program appears in the Award Program definition list. From here you can manage the award program in the following ways.

- Edit the program to add criteria and personnel as participants by clicking on the row.
- Copy the award program definition to use as a basis for other award programs.
- Archive an award program that has historical information but is no longer used.
- Change the list filter as needed by clicking on the Filters button. By default, the list filters for active award programs. You can also filter for archived programs, or for both.

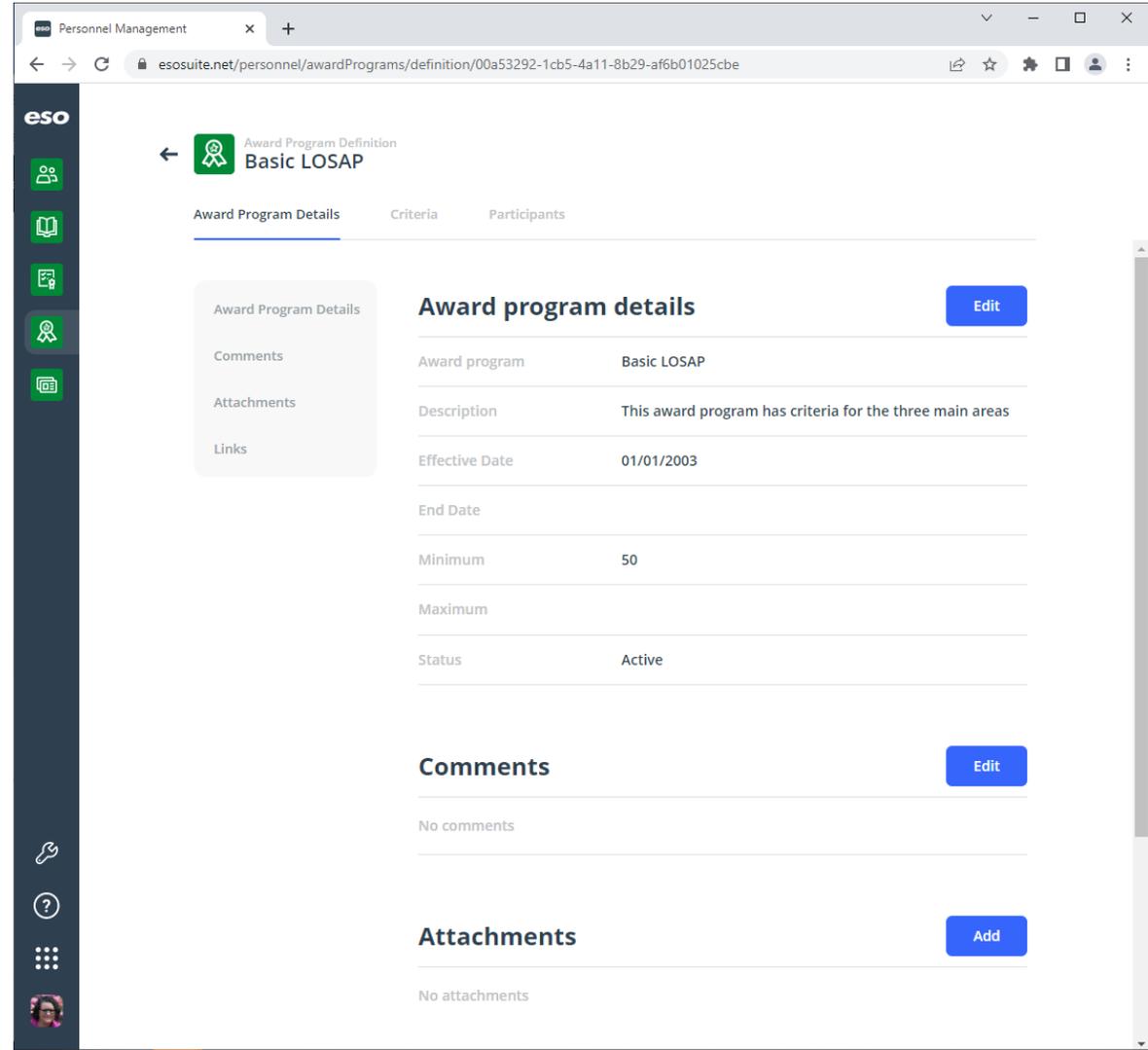


Award Program Details

The “Award program details” section contains information that could be added when creating the award program and the archive status setting.

Comments, Attachments, and Links

- These sections let you add additional documentation for the award program.
- The Comments section is a free-text notes field.
- The Attachments section lets you attach files such as a PDF of the requirements of the program.
- The Links section lets you include URLs for websites, such as a link to the legislation which established the award program.



The screenshot displays the 'Award Program Definition' page for 'Basic LOSAP' in the ESO Personnel Management system. The page is divided into three tabs: 'Award Program Details', 'Criteria', and 'Participants'. The 'Award Program Details' tab is active, showing a sidebar with 'Award Program Details', 'Comments', 'Attachments', and 'Links'. The main content area displays the following details:

Award program	Basic LOSAP
Description	This award program has criteria for the three main areas
Effective Date	01/01/2003
End Date	
Minimum	50
Maximum	
Status	Active

Below the details, there are sections for 'Comments' (No comments) and 'Attachments' (No attachments). Each section has an 'Edit' button, and the Attachments section has an 'Add' button.

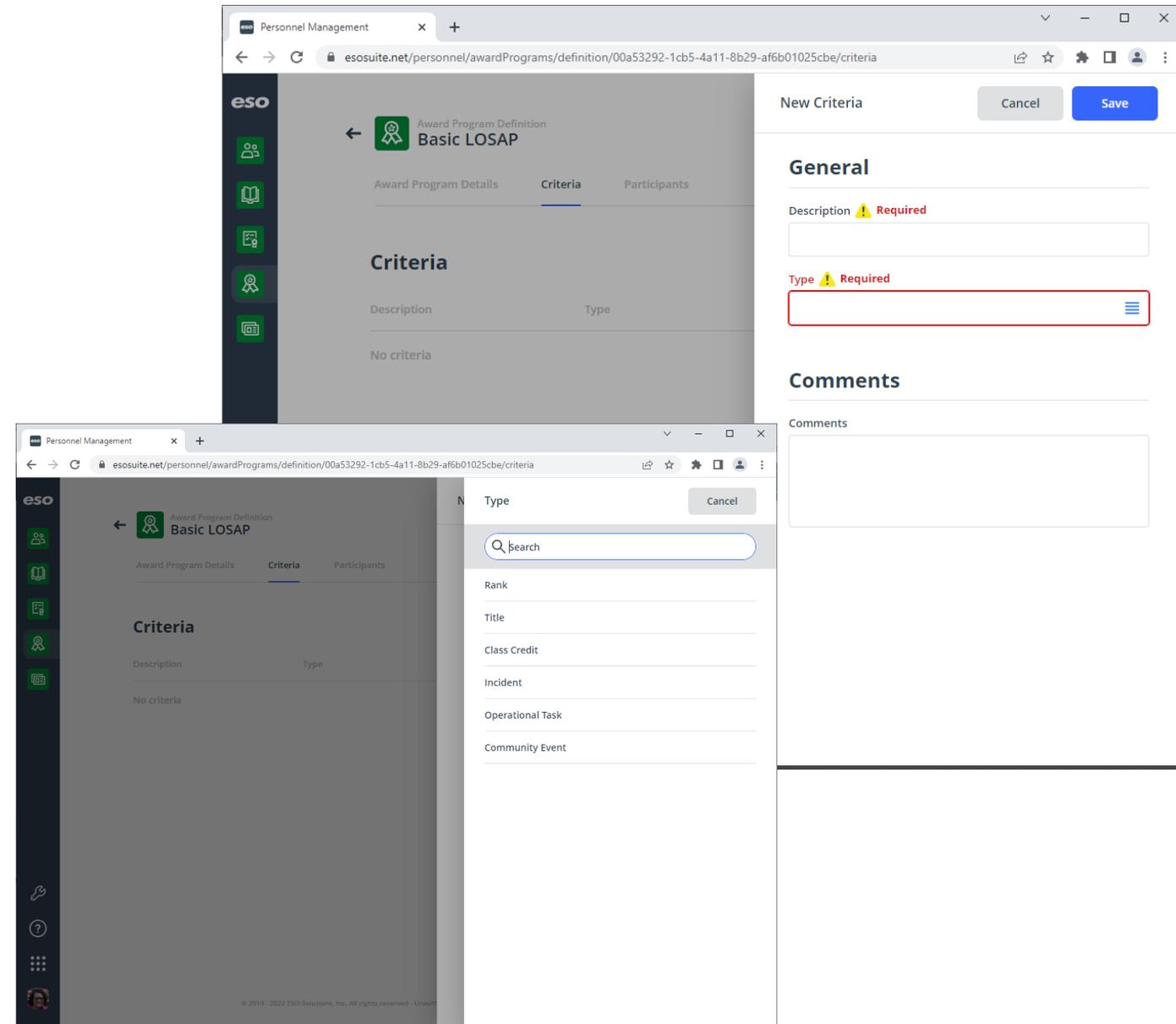
Criteria

Criteria are the core of the award program. Criteria are the things that need to be satisfied to earn the benefit of the award program.

This is where you set up what it is that you want to calculate.

All criteria types include the following parts:

- **Description** - Appears in the list of Criteria, in the Calculation Detail, and the print. This corresponds to a category in the award program, such as Meetings, Training, Incident Responses, EMS Responses, Fire Responses, Drills, Position, etc.
- **Type** - Determines where the award program is getting the information from for the calculation.
 - Rank, Title, Class Credit are from PM, and are only going to work for PM customers.
 - Operational Task and Community Event are from Activities.
 - Incident is from EHR and/or Fire Incidents, depending on if you choose Fire Incident Types, EHR Run Types, or both. Only the options for the modules enabled for the agency appear. If you don't have EHR, then the EHR Run Types does not appear. If you don't have either Fire Incidents or EHR, then the Incident option does not appear.
- **Comments** – A place to make brief notes about why you set up the criteria a certain way. Any lengthy explanations or documentation of the award program requirements in general should be added as comments, attachments, or links to the Award Program Details section.



Types of Criteria

What fields appear depend on the type of criteria you select. All types allow multi-select of record types, such as the Task Type in the example to the right.

- **Rank** – Assign a number of points to each rank in the PM > Settings > Work Lists > Rank. If a person holds that rank during the time frame of the participation period, then the award program uses those points in the calculation.
- **Title** – Assign a number of points to each title in the PM > Settings > Work Lists > Title. If a person holds that title during the time frame of the participation period, then the award program uses those points in the calculation.
- **Class Credit** – The Training Credit list is the same Credit list that you set up for Classes or Training in PM > Class Lists > Credits.
 - You can select a single credit or multiple credits that can count toward the calculation.
 - You can select Points or Hours for the calculation.
- **Operational Tasks** – The Operational Task list is the same one you set up for Task Types in Activities > Settings.
- **Community Events** – The Community Events list is the same one you set up for Event Types in Activities > Settings.
- **Incidents** - Incidents do not have points or hours directly entered in the Fire Incidents application. All points and hours are derived through calculations and how the criteria is set.

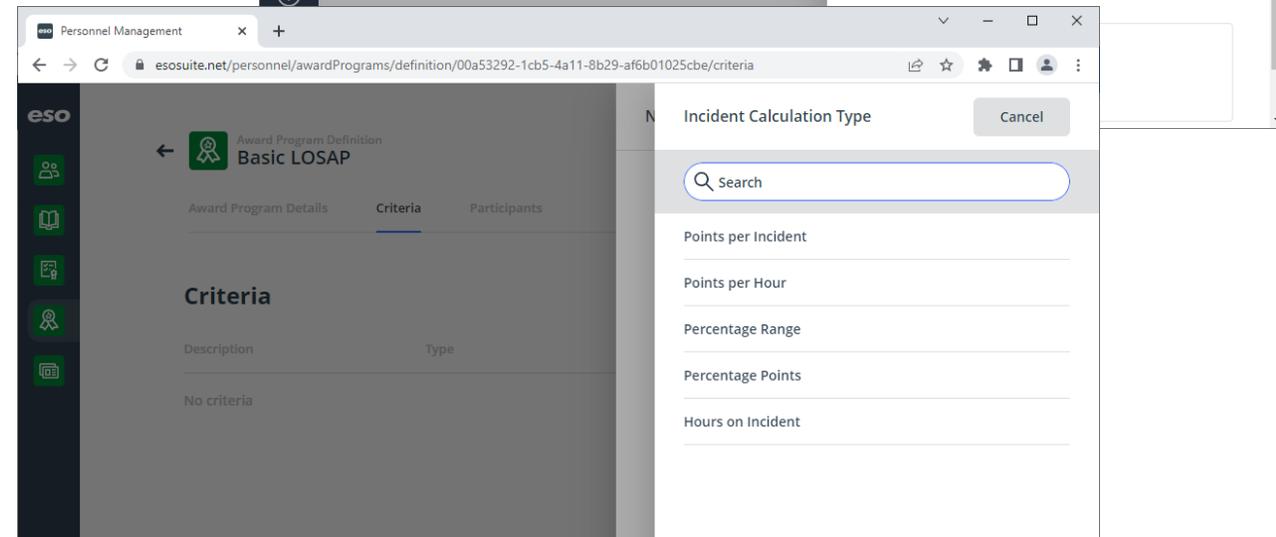
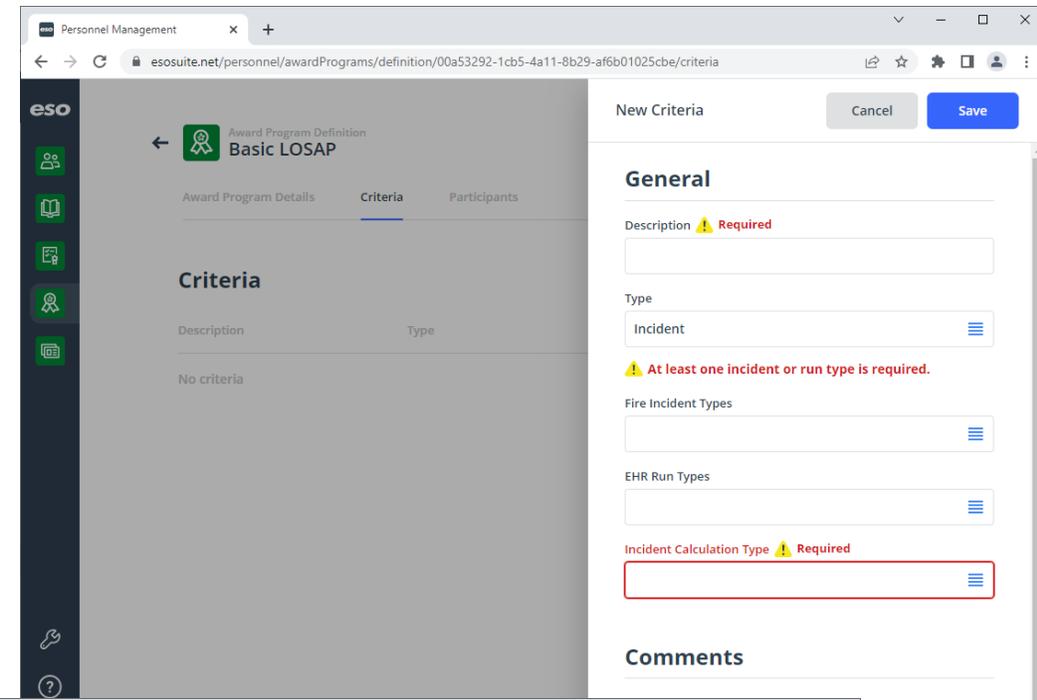
The screenshot shows a web browser window with the URL `esosuite.net/personnel/awardPrograms/definition/00a53292-1cb5-4a11-8b29-af6b01025cbe/criteria`. The page title is "New Criteria" and it features a "Cancel" button and a "Save" button. The main content area is titled "Basic LOSAP" and has three tabs: "Award Program Details", "Criteria", and "Participants". The "Criteria" tab is active, showing a table with columns "Description" and "Type". The table is currently empty, displaying "No criteria". To the right of the table is a form for adding new criteria. The form includes a "Description" field with a "Required" warning icon, a "Type" dropdown menu set to "Operational Task", a "Task Type" dropdown menu with a "Required" warning icon, and a "Count Points or Hours" section with "Points" and "Hours" radio buttons, where "Hours" is selected and has a "Required" warning icon. Below the form is a "Comments" section with a text area. The footer of the page contains the copyright notice: "© 2014 - 2022 ESO Solutions, Inc. All rights reserved - Unauth".

Incident Calculations

There are several types of incident calculations. Depending on how the locality making the rules wrote the award program requirements, one type will be more appropriate than others.

If you are a Fire customer, you may want to use only Fire Incident Types to differentiate between your Fire and EMS runs, if they need to be calculated separately.

- If you choose EHR Run Types, then double-counting may occur.
- In this scenario, you can add the 300 series Fire Incident Types for a Medical Incidents criteria, and all other Fire Incident Types for a Fire Incidents criteria.



Criteria Minimum and Maximum

Most criteria let you set a minimum number of hours or points required for that criteria.

If you want to see when a criteria is satisfied (green checkmark), you must set a minimum.

Most criteria let you set a maximum number of hours or points allowed for that criteria.

If you set a maximum and it is reached, the award program stops counting additional hours or points.

The screenshot shows the 'New Criteria' form in the ESO Personnel Management system. The form is for an 'Award Program Definition' named 'Basic LOSAP'. The 'Criteria' tab is active, showing a table with columns for 'Description' and 'Type'. Below the table, it says 'No criteria'. The 'New Criteria' form on the right has the following fields:

- Description** (Required): A text input field.
- Type**: A dropdown menu with 'Class Credit' selected.
- Training Credit** (Required): A text input field.
- Count Points or Hours**: A dropdown menu with 'Points' selected.
- Minimum Points**: A text input field, circled in red.
- Maximum Points**: A text input field, circled in red.
- Comments**: A text area for adding comments.

Red arrows point from the text on the left to the 'Minimum Points' and 'Maximum Points' fields. The 'Count Points or Hours' dropdown is also highlighted with a blue border.

Incident Calculations - Points per Incident

For each incident the person attended, the award program counts the number of points entered in the criteria in the total.

This is good if your agency has a straightforward point-per-incident calculation, or one where participants get a certain number of points for certain types of incidents, and a different number of points for other types of incidents.

- In this case, there would be one criteria for the incident types that are 2-points-per-incident, and another one for the incident types that are 1-point-per-incident.

The screenshot shows the 'New Criteria' form in the ESO Personnel Management system. The form is titled 'Basic LOSAP' and is currently in the 'Criteria' tab. The 'Incident Calculation Type' is set to 'Points per Incident'. The 'Number of Points per Incident' field is circled in red, and a red arrow points from the text on the left to this field. The form also includes fields for 'Minimum Points' and 'Maximum Points', and a 'Comments' section.

Incident Calculations - Points per Hour

For each hour or fraction of an hour the person attends an incident, the award program multiplies the number of points entered in the criteria by the hours and counts them in the total.

This is good for programs where there is a rule about a certain number of points granted per hour on an incident. You can also use it if you have a straight-forward payment system to calculate payment amounts.

The screenshot shows the 'New Criteria' form for 'Basic LOSAP' in the ESO Personnel Management system. The form includes fields for 'Incident', 'Fire Incident Types', 'EHR Run Types', 'Incident Calculation Type' (set to 'Points per Hour'), 'Minimum Points', 'Maximum Points', and 'Number of Points per Hour'. A red circle highlights the 'Number of Points per Hour' field, and a red arrow points from the text on the left to this field. A warning message states: 'At least one incident or run type is required.'

Incident Calculations – Percentage Range

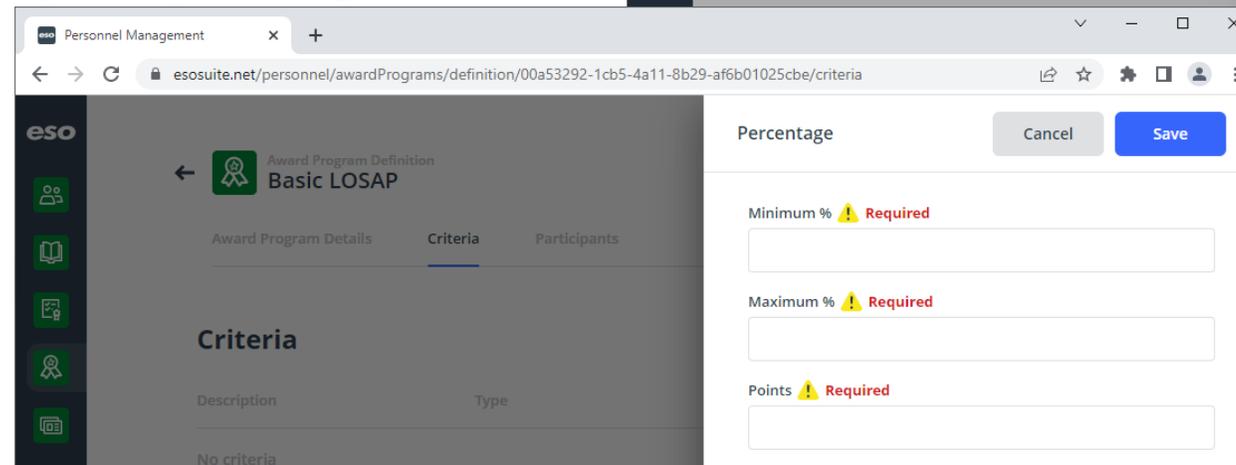
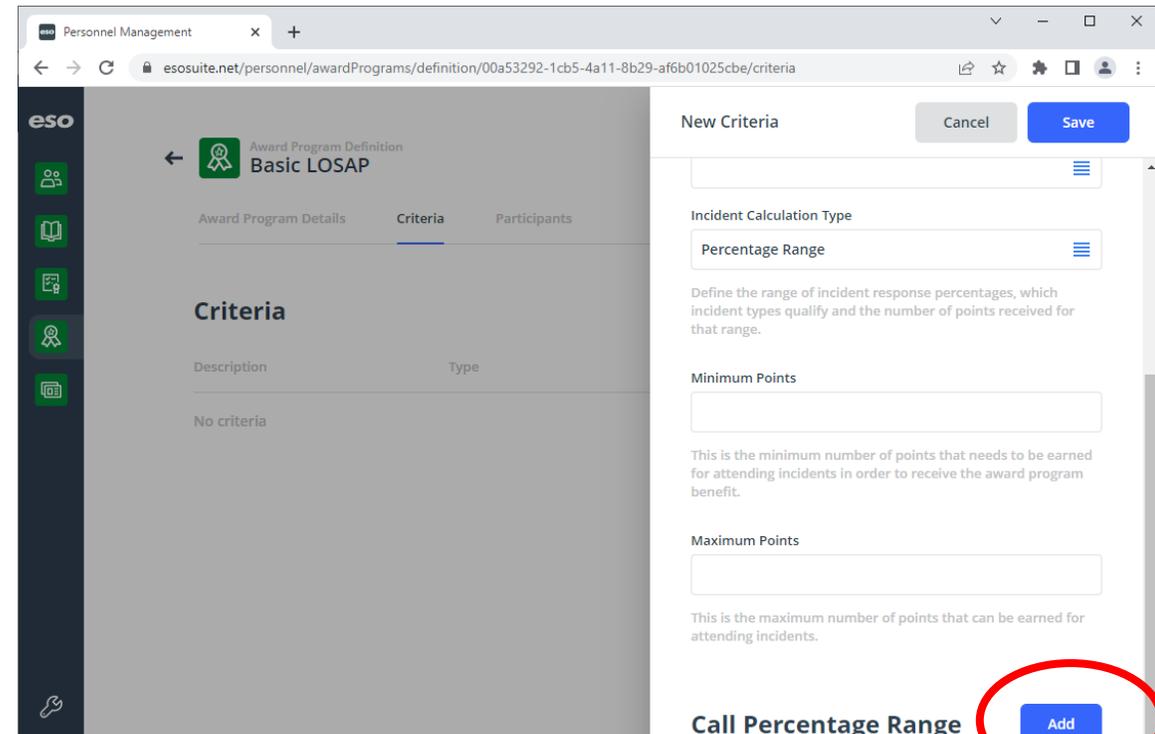
You can set up ranges of percent of incidents attended, with a number of points associated to that range.

The award program calculates the percentage attended and then counts the number of points associated with that range in the total for the award program.

The award program uses the total number of incidents for the denominator, based on the selected Incident Types or EHR Run Types.

The numerator is the number of incidents for that person, for the selected Incident Types or EHR Run Types.

You use this calculation to set up a program where there are different points assigned based on a range of percentages. It can also be used for a program where a certain number of points are assigned if the participant is over a specific percentage.



Incident Calculations – Percentage Points

You can set a specific number of points for a percentage.

You use this if the program requirement grants a certain number of points based on the percentage of incidents that the participant attended.

If you assign one point for a percentage, then this calculation can be used as a flat percentage calculation.

The screenshot shows the 'New Criteria' form in the ESO Personnel Management system. The form is for an 'Award Program Definition' named 'Basic LOSAP'. The 'Incident Calculation Type' is set to 'Percentage Points'. Below this, there is a text box explaining the calculation: 'For the percentage of incidents the person attended out of all incidents of the selected types, the specified number of points will be assigned. For example, if the person attended 52%, and the Number of Points per Percentage Point is 2, the person would receive 104 points.' There are input fields for 'Minimum Points' and 'Maximum Points', each with a descriptive text below it. The 'Number of Points per Percentage Point' field is circled in red, and a red arrow points to it from the text on the left. The 'Comments' section is at the bottom of the form.

Incident Calculations – Hours on Incident

The number of hours, or fraction of an hour, that the person attends an incident is counted toward the total.

Use this for award programs where the calculations are all based on hours, not points.

The screenshot displays the 'New Criteria' configuration page for an award program named 'Basic LOSAP'. The page is divided into a main content area and a right-hand sidebar. The main area shows a 'Criteria' table with columns for 'Description' and 'Type', which is currently empty. The sidebar contains several input fields: 'Type' (set to 'Incident'), a warning message 'At least one incident or run type is required.', 'Fire Incident Types', 'EHR Run Types', 'Incident Calculation Type' (set to 'Hours on Incident'), 'Minimum Hours', and 'Maximum Hours'. Each of these fields has a corresponding text input box. The interface includes a 'Cancel' button and a 'Save' button at the top right of the sidebar. The browser's address bar shows the URL: 'esosuite.net/personnel/awardPrograms/definition/00a53292-1cb5-4a11-8b29-af6b01025cbe/criteria'.

Adding Participants

You can add participants singly or in groups from the Add Participant button on the Participants tab.

You set the participation period when you add the person, but you can update it using the Edit functionality in the History window.

The image displays two screenshots of the ESO Personnel Management system interface. The top screenshot shows the 'Add Participants' modal for the 'Basic LOSAP' award program. It includes a 'Participation Period' section with 'Start Date' and 'End Date' fields, both marked as 'Required'. The bottom screenshot shows the 'Participants' search interface, where a search bar contains the text 'bob'. Below the search bar, a list of search results is displayed, including 'Anderson, Bob - 9999836011', 'BOB, BILLY B - 9876543', 'Firefighter, Bob B - BBF01', 'LOOK, BOB BY', and 'TRENT-HAM, BOB'. A red circle highlights the 'Edit' button in the bottom right corner of the top screenshot, with a red arrow pointing to the search bar in the bottom screenshot.

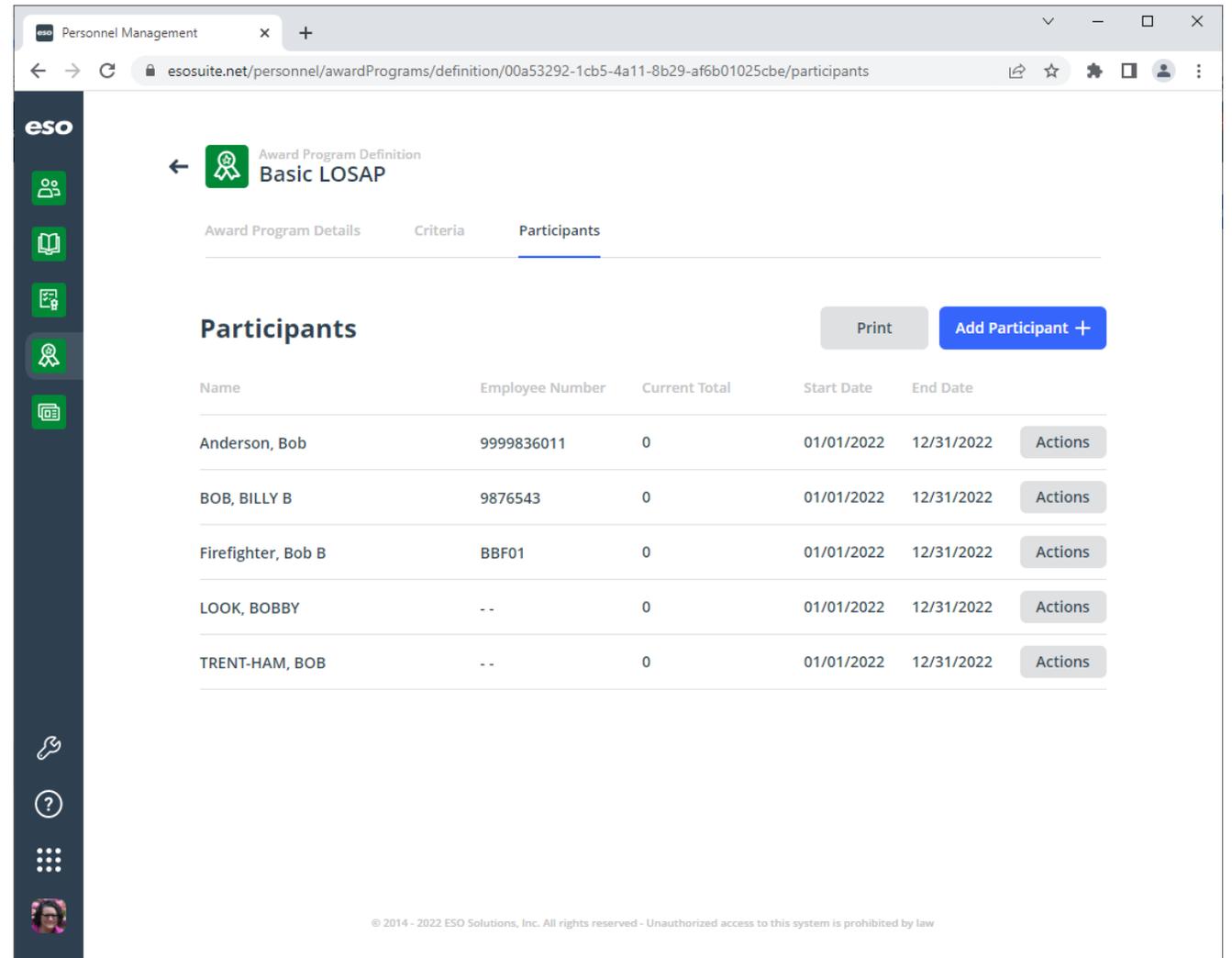
Participants List

This is an **unduplicated** list of every participant you have ever assigned to the award program.

The most recent award program information for that participant appears, including the current total for the criteria set.

The Print button lets you choose a time frame of participation periods and print the list of all personnel who are participants within that timeframe, with their award program level totals. (An option will be available in 2023 to also get the criteria totals for each person).

The Start Date and End Date define the participation period start and end dates.



Personnel Management

esosuite.net/personnel/awardPrograms/definition/00a53292-1cb5-4a11-8b29-af6b01025cbe/participants

eso

Award Program Definition
Basic LOSAP

Award Program Details Criteria **Participants**

Participants Print Add Participant +

Name	Employee Number	Current Total	Start Date	End Date	Actions
Anderson, Bob	9999836011	0	01/01/2022	12/31/2022	Actions
BOB, BILLY B	9876543	0	01/01/2022	12/31/2022	Actions
Firefighter, Bob B	BBF01	0	01/01/2022	12/31/2022	Actions
LOOK, BOBBY	--	0	01/01/2022	12/31/2022	Actions
TRENT-HAM, BOB	--	0	01/01/2022	12/31/2022	Actions

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Participants List

The following three options appear in the Actions menu.

- **Detail** - This is the Calculation Detail which displays the running totals and all the substantiating data.
- **History** - This window displays all the times that this participant has been enrolled in the award program and lets you navigate to any of them. You can delete a specific participation period from this window.
- **Delete** - This removes the person from the award program entirely, for all participation periods.

The screenshot shows a web browser window with the URL `esosuite.net/personnel/awardPrograms/definition/00a53292-1cb5-4a11-8b29-af6b01025cbe/participants`. The page title is "Award Program Definition Basic LOSAP". The main content area displays a table of participants under the "Participants" tab. The table has columns for Name, Employee Number, Current Total, and Start Date. An "Actions" menu is open over the first row, showing options for Detail, History, and Delete. The footer of the page contains the copyright notice: "© 2014 - 2022 ESO Solutions, Inc. All rights reserved - Unauthorized access to this system is prohibited by law".

Name	Employee Number	Current Total	Start Date	End Date	Actions
Anderson, Bob	9999836011	0	01/01/2022		Detail History Delete Actions
BOB, BILLY B	9876543	0	01/01/2022		Actions
Firefighter, Bob B	BBF01	0	01/01/2022	12/31/2022	Actions
LOOK, BOBBY	--	0	01/01/2022	12/31/2022	Actions
TRENT-HAM, BOB	--	0	01/01/2022	12/31/2022	Actions

Calculation Detail

You can access this window from:

- The Award Program section > Participants list > Action menu > Details option.
- The Action menu > History option > Participants list > History window > Details option.
- The Person record > Award Programs list > clicking the row.

The screenshot displays the 'Award Program Calculation Details' window for 'Basic LOSAP'. The interface includes a navigation sidebar on the left, a main content area with tabs for 'Award Program Details', 'Criteria', and 'Participants', and a right-hand panel with summary information and details.

Participants Table:

Name	Employee Number	Current
Anderson, Bob	9999836011	11
BOB, BILLY B	9876543	0
Firefighter, Bob B	BBF01	0
LOOK, BOBBY	--	1
TRENT-HAM, BOB	--	0

Award Program Summary:

- Award Program:** Basic LOSAP
- Total:** 11
- Start Date:** 01/01/2022 - **End Date:** 12/31/2022
- Minimum:** 50

Details:

- > Meetings - Max 25 - Minimum 10 - Total 0 points
- > Incident Response - Total 8 points
- > Training - Max 25 - Total 3 points
- > Positions - Max 25 - Total 0 points

Calculation Detail

The Calculation Detail shows information about the award program at the top, then has a list of all of the criteria for the program. It includes the totals, as well as a minimum and/or maximum if they were entered, for each criteria.

You can expand each criteria to display all of the supporting information the award program uses for the calculation, so that the person can see exactly what is counted in the calculation.

The criteria is collapsed by default on entering the window, so that if there is a lot of data, all of the criteria are still available.

The screenshot displays the 'Award Program Calculation Details' page for 'Basic LOSAP'. The page is divided into three main sections: Award Program Details, Criteria, and Participants. The 'Participants' section is currently active, showing a table of participants with their names, employee numbers, and current scores.

Name	Employee Number	Current
Anderson, Bob	9999836011	11
BOB, BILLY B	9876543	0
Firefighter, Bob B	BBF01	0
LOOK, BOBBY	--	1
TRENT-HAM, BOB	--	0

The right-hand side of the page shows the 'Award Program' summary and a list of 'Details' for each criterion. The 'Award Program' summary includes the program name, total score, start and end dates, and minimum score. The 'Details' section lists various criteria with their respective point values and supporting information.

Award Program Calculation Details [Done]

Award Program [Print]

Basic LOSAP
Total: 11
Start Date: 01/01/2022 - End Date: 12/31/2022
Minimum: 50

Details

- > Meetings - Max 25 - Minimum 10 - Total 0 points
- ∨ Incident Response - Total 8 points
 - 100-0 - Brush fire - 2 points
Incident Number: 220331-035314-ESO
Incident Date: 03/31/2022
Alarm Time: 11:00:00
 - 321 - EMS call, excluding vehicle accident with injury - 2 points
Incident Number: CADLongTexts2
Incident Date: 09/28/2022
Alarm Time: 12:53:01
 - 311 - Medical assist, assist EMS crew - 2 points
Incident Number: 221129-071402-ESO
Incident Date: 11/29/2022
Alarm Time: 08:12:00
 - 151 - Outside rubbish, trash or waste fire - 2 points
Incident Number: 221129-075141-ESO
Incident Date: 11/29/2022
Alarm Time: 09:00:30
- ∨ Training - Max 25 - Total 3 points
 - pmuser_test - 3 points
Class Name: acs3
Class Description: 5070
Session Name: Twist and move
Session Description: Blem
Session Date and Time: 03/01/2022 12:00

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Calculation Detail Print

You can print or save this report from the Calculation Detail window.

It prints all of the same information available on the Calculation Detail window.

You can create and configure the header in the Print Setup section of PM > Settings.

The screenshot shows a web browser window displaying a calculation detail print for a program named 'Black Panther'. The browser address bar shows the URL: `esosuite.net/personnel/api/awardPrograms/00a53292-1cb5-4a11-8b29-af6b01025cbe/print/calculationDetails/6998d4e0-bad3-428c-86c4-af6b01157794`. The page content includes a header for 'Black Panther' with 'line 1' and 'line 2' options. Below this is a section titled 'BASIC LOSAP FOR ANDERSON, BOB'. The 'Program Details' section includes a description: 'This award program has criteria for the three main areas'. A table shows the start and end dates (01/01/2022 to 12/31/2022), a minimum of 50, and a current total of 11. The 'Criteria Breakdown' section is a table with columns for Criteria, Type, and Points. It lists 'Meetings' (0 points), 'Incident Response' (8 points), and 'Training' (3 points). The 'Incident Response' section includes details for three incidents: 100-0 (Brush fire), 321 (EMS call), and 311 (Medical assist). The 'Training' section includes details for a class named 'acl33'.

Criteria	Type	Points
Meetings	Operational Task Points No entries	0
Incident Response	Incident Points 100-0 - Brush fire - 2 Incident Number: 220331-035314-ESO Incident Date: 03/31/2022 Alarm Time: 11:00:00 321 - EMS call, excluding vehicle accident with injury - 2 Incident Number: CADLongTexts2 Incident Date: 09/28/2022 Alarm Time: 12:53:01 311 - Medical assist, assist EMS crew - 2 Incident Number: 221129-071402-ESO Incident Date: 11/29/2022 Alarm Time: 08:12:00 151 - Outside rubbish, trash or waste fire - 2 Incident Number: 221129-075141-ESO Incident Date: 11/29/2022 Alarm Time: 09:00:30	8
Training	Class Credit Points pmuser_test - 3 Class Name: acl33 Class Description: 5070 Session Name: Twist and move Session Description: Blem Session Date and Time: 03/01/2022 12:00	3
Positions	Rank No entries	0

Agency Print

You can print or save this report from the Participant tab.

You must select the timeframe for the participation period.

It prints the list of all personnel who are participants within that timeframe, with their award program level totals.

An option will be available in 2023 to also display the criteria totals for each person.

You can create and configure the header in the Print Setup section of PM > Settings.

The screenshot shows a web browser displaying the 'awardProgramResults' page. The page title is 'awardProgramResults' and the URL is 'esosuite.net/personnel/api/awardPrograms/00a53292-1cb5-4a11-8b29-af6b01025cbe/print/awardProgramResults?st...'. The page content includes the ESO logo and address: '1 Main St, Austin, TX www.eso.com'. Below this is the 'BASIC LOSAP' header. The 'Program Details' section includes a description: 'This award program has criteria for the three main areas'. A table shows 'Start Date', 'End Date', and 'Minimum' values: '01/01/2022', '12/31/2022', and '50'. The 'Participant Records' section contains a table with columns: 'Participant Name', 'Employee Number', 'Total to Date', 'Start Date', and 'End Date'. The table lists participants: Anderson, Bob (Employee Number: 9999836011, Total to Date: 11); BOB, BILLY (Employee Number: 9876543, Total to Date: 0); Firefighter, Bob (Employee Number: BBF01, Total to Date: 0); LOOK, BOBBY (Employee Number: --, Total to Date: 1); and TRENT-HAM, BOB (Employee Number: --, Total to Date: 0).

The screenshot shows the 'Personnel Management' interface. The main content area displays the 'Award Program Definition' for 'Basic LOSAP' with tabs for 'Award Program Details', 'Criteria', and 'Participants'. The 'Participants' tab is active, showing a table with columns: 'Name', 'Employee Number', and a numerical value. The table lists participants: Anderson, Bob (Employee Number: 9999836011, Value: 11); BOB, BILLY B (Employee Number: 9876543, Value: 0); Firefighter, Bob B (Employee Number: BBF01, Value: 0); LOOK, BOBBY (Employee Number: --, Value: 1); and TRENT-HAM, BOB (Employee Number: --, Value: 0). A 'Print Award Program Results' dialog box is open, showing 'Start Date' (01/01/2022) and 'End Date' (12/31/2022) fields, both circled in red. The dialog also includes 'Cancel' and 'OK' buttons and a note: 'Set the date range for the participation period you are looking for. All participants with an award program with the participation start and end date within the range will be included in the print.'

Viewing Award Programs from within the Person record

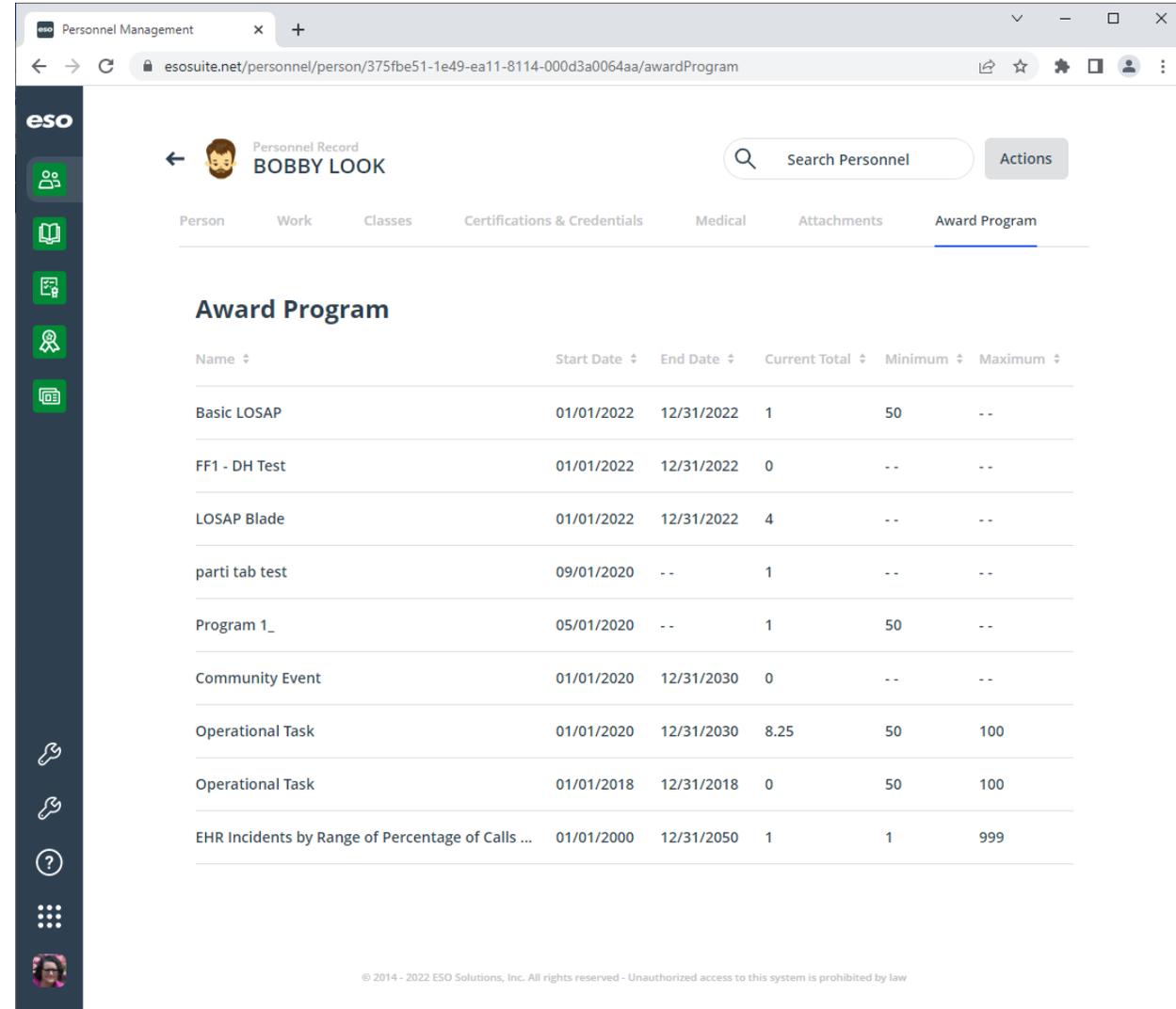
The person can see their own information for the award programs in which they have participated.

The Award Programs tab displays a list of all of the participation periods, for all award programs for that person, along with the current total and the program's minimum and maximum, if there is one.

Selecting the row opens the Calculation Detail.

This is currently available to all users of an agency that has purchased PM from the "View my Personnel Profile" link on the ESO Dashboard.

We will be adding a way for users in PM Basic agencies to access only their award program tab in 2023.



The screenshot shows a web browser window with the URL `esosuite.net/personnel/person/375fbe51-1e49-11-8114-000d3a0064aa/awardProgram`. The page title is "Personnel Record BOBBY LOOK". The "Award Program" tab is selected, displaying a table of award programs. The table has columns for Name, Start Date, End Date, Current Total, Minimum, and Maximum. The data rows are as follows:

Name	Start Date	End Date	Current Total	Minimum	Maximum
Basic LOSAP	01/01/2022	12/31/2022	1	50	--
FF1 - DH Test	01/01/2022	12/31/2022	0	--	--
LOSAP Blade	01/01/2022	12/31/2022	4	--	--
parti tab test	09/01/2020	--	1	--	--
Program 1_	05/01/2020	--	1	50	--
Community Event	01/01/2020	12/31/2030	0	--	--
Operational Task	01/01/2020	12/31/2030	8.25	50	100
Operational Task	01/01/2018	12/31/2018	0	50	100
EHR Incidents by Range of Percentage of Calls ...	01/01/2000	12/31/2050	1	1	999

At the bottom of the page, there is a copyright notice: "© 2014 - 2022 ESO Solutions, Inc. All rights reserved - Unauthorized access to this system is prohibited by law".

FAQ

Q Do I have to have my Award Program set up on January 1 to get the calculations for the year? **A** No, as long as you have the underlying data captured in ESO, you can set up the calculations any time.

Q I had Fire Incident data imported from another system. Can I use that for calculations? **A** No, imported Fire Incident data is only imported into the ESO reporting systems. The calculations in Award Programs rely on data in the live ESO system.

Q I want to give one person extra credit toward the award program for something that they have done. How do I do that?
A Right now, you could add an Operational Task in Activities for that person, with the appropriate number of hours or points. In 2023, we will be adding an Awards and Recognition section in PM that will also allow you to add points or hours. It will be added as a criteria type.

Q How do I separate my fire incidents by station or unit? **A** In early 2023, we will add a selection by Unit that you can use instead of Fire Incident Types for Fire Incident calculations. Separate stations should have their own award program set up, so that you can select the appropriate units for that station. Once you set up one station, you can copy the award program and modify it for the other stations.

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