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Welcome to the HIDTA Online Training Tracker (HOTT) System

The HIDTA Online Training Tracker (HOTT) system, hosted at the National HIDTA Assistance Center (NHAC) serves as the national repository for all training activities where HIDTA dollars and resources are committed and expended. The system provides a centralized database for the timely storage, retrieval, and dissemination of training information.

The primary objective of the HOTT system is to implement an easily accessible electronic solution for storing and disseminating data associated with training from schedules to student transcripts. The long-term objective is to provide a centralized storage, sharing, reporting capability and class evaluation tool for nationwide HIDTA users and back up data for performance management reporting.

HIDTA training data is sensitive information and only those with appropriate access may view the data. The purpose of this document is to provide prospective users with the steps necessary to input, access and use the HOTT system.

The Structure of the HOTT System

The organization of the HOTT system is tiered, with one level dependent on another. Students are associated with an Event, an Event is associated with a Course, and a Course is associated with a Provider. However, students may also be added independently to the HOTT system by expanding the Search menu, clicking on ‘Student’, then clicking on the Add new Student button or by opening an Event and clicking Add Students.

The following definitions are helpful when navigating the HOTT system:

- **Provider** - a group or individual that conducts training courses or events
- **Course** - a training program conducted by a provider includes duration, minimum and maximum number of students allowed and category
- **Event** - a course or meeting with a delivery date and location
Course Learning Outcomes

Upon completion of this course, participants will be able to:

- Describe how the HIDTA Online Training Tracker (HOTT) serves as a national repository, sharing and reporting capability for nationwide HIDTA users for all training activities.
- Log in to HOTT, identify and efficiently use key parts of its screen.
- Add an event when a provider and/or course are in the system and when they are not in the system.
- Enroll students using three methods: manual; bulk entry and online registration.
- Use the Public Calendar.
- Update, wait list and deny student.
- Describe event management functions.
- Review frequently asked questions (FAQs)
- Review the report function.
- Review Event Evaluations
- Review pushed PMP Statistics
Log into the HOTT System Via the HIDTA.net Portal

HIDTA.net portal: [https://portal.hidta.net](https://portal.hidta.net)

When you log in via the HIDTA portal, you will see the following screen:

If you do not have a user name and password, please contact the HIDTA.Net Portal administrators at the National HIDTA Assistance Center, Daniel Liang at 305-715-7741 or dyliang@nhac.org.
Click on HIDTA Online Training Tracking (HOTT) link.

When you log in via the HIDTA.net portal, you will be taken to the main HOTT log-in screen. Enter your login ID and password. If you do not currently have access, contact Gladys Sosa at the National HIDTA Assistance Center Training Unit (305-715-7757) who will then contact your HIDTA Director for access approval.
HOTT Screen Orientation

Landing page (Calendar)

*Links are available from every screen to access:
- Training Events
- Courses
- Students
- Providers
- Reports
- Email Builder
- Evaluation Feedback
- Public Calendar

User’s HIDTA ("My HIDTA") is the default. "All HIDTAs" can be selected from dropdown menu to view all HIDTA events for the month.

Highlighted Current Date

Drop down menus allow for selecting month and/or year.

“Add Event” link enables user to add a training event.
Once logged into the HOTT system, the default screen is the Calendar (landing page). *Note: Every HOTT function is accessible via this screen.*
When adding an event in the HOTT system, a provider and course are always required and may not be in the system. The following instructions will address each of these two scenarios:

**Scenario A:** Provider and course ARE in the system

**Scenario B:** Provider and/or course ARE NOT in the system

### Add an Event

**Scenario A: Adding an event when provider and course ARE in the system**

1. Click on “Add Event” on the start date. The following “Create New Event” screen will appear.
2. Complete all the fields and click the “Create Event” button located at the top and bottom of the screen. If provider or course does not appear in the dropdown list, click on the link to add. (See Scenario B.)

The following “Student Event Management” screen will appear.

Optional Step 3: If the student data is available, enter this information now. If it is not available, it can be entered later.

For now, we will not be entering student data, but need to verify that the event has been entered. There are two ways to verify:

- Click on “Course Name” link (See Back to Event Details screen for results.).
- Click on “Calendar.” (See Calendar screen for results.)

Hover to view event details
• After clicking on the “Course Name” link, the “Event Details” screen appears.
After clicking on the “calendar,” the calendar screen indicating event has been added.
Scenario B: Provider and/or course ARE NOT in the system

At times it will be necessary to create an event when the provider or the course are not found in the system and must be added. You can search using links at top of screen. The following steps outline the process for adding a new provider and/or a new course. *Note: A course is always associated with a provider.*

1. As previously explained in “Add a New Event,” click on the “Add Event” link on the start date of your course. The “Create New Event” screen appears.

2. Click on “Don’t See Your Provider?” link.
“Provider Details” screen appears.
3. Complete provider details and click on “Save” button.
After saving the provider details, the “Create New Event” screen will appear with the new provider added.

4. Add the new course by clicking on “Don’t see your course?” link.
The “Create Course” screen appears.

5. Complete course details and click the “Save” button. This action will take you to “Create New Event” screen.
Having added the new provider and new course, the “Create New Event” screen appears so that the actual event details can be added and the event will appear on the calendar. (See: Scenario A; Step 2.)
After completing and saving the “Event Details,” the following “Student Event Management” screen will appear. If the student data is available, enter this information now. If it is not available, it can be entered later. (See page 8: Scenario A; Optional Step 3.)

For now, we will not be entering student data, but need to verify that the event has been entered. There are two ways to verify:

- Click on “Back to Event Details” link (See Back to Event Details screen for results).
- Click on “Calendar.” (See Calendar screen for results)
- “Back to Event Details” screen
• Calendar screen indicating event has been added.
Enroll Students

There are three ways to enroll students into an event:

- Manual (Searching or Adding New Student)
- Bulk entry
- Online registration

**Manual (Searching)**

Manual entry is the most common method of student enrollment and can be done at any time before the event is marked as “Complete.” The following steps outline the process for manually enrolling students:

1. Click on the event. The “Event Details” screen will appear.

2. Click on “Add Students.”
The “Student Event Management” screen will appear.

Determine whether the individual to be enrolled in this event is already in the system. First, select “All HIDTAs” from the dropdown menu.

3. Enter name in the corresponding boxes and click on “Search.”
The following screen appears indicating that the student is in the HOTT system.

To enroll the student, click on “Enroll.”
Manual (Adding New Student)

1. To determine if a student is in the HOTT system, enter the first and last name on the Student Event Management page.

2. After determining that an individual is not in the system (See message: “No Student Found” at bottom of the screen), click on “Add New Student.”
3. The “Student Details” screen will appear. Complete the student details and click “Save and Enroll.” Note: First Name, Last Name, Email, and Office Phone are required fields. If those details are not entered, the system will not save or enroll the student and will indicate those fields in red.
4. The “Student Event Management” screen appears indicating the newly enrolled student.

To continue manually adding more students, follow the previously outlined steps.
After each student is enrolled, an email will be automatically generated from the HOTT system and sent to the student indicating that s/he has been enrolled. An optional letter providing more details about the training can be uploaded at the Training Coordinator’s discretion and can be included with this automatically generated notification. (To add this optional letter, see page 36: Step 3 in “Online Registration.”) See examples of email notification with and without attached letter below.

WebPMP Software & Process Guidelines
March 22-23, 2024

Dear Participant,

You have been confirmed for the WebPMP Software & PMP Process Guidelines training.

**Training: Wednesday-Thursday, March 22-23, 2024**
**Class Hours: 8:30 AM – 4:30 PM**

**Training Location:**
South Texas HIDTA-Training Room
4204 Woodcock Drive
San Antonio, TX 78228

**Dress Code:** Business Casual

Please, all liquids in the training room should be covered.

**Thank you,**

Gladys Sosa
Training Coordinator
National HIDTA Assistance Center
11200 NW 20 Street, Suite 100
Miami, Florida 33172
P 305-715-7757
gmsosa@nhac.org

That completes the manual enrollment process.
**Bulk Entry**

Bulk entry is used when large numbers of participants are entered not as individuals, but as a group attendance number. Bulk entry is recommended for large events when no student information is available or when the number of students is too large to enter manually. Keep the following ramifications in mind regarding bulk entry:

- Even though the individual student’s details are not entered, the statistical data for the event is still captured in HOTT.
- Surveys cannot be sent out for bulk entry event.
- Student transcripts will not reflect bulk entry events.

The following steps outline the process for using the bulk entry method for adding the number of attendees after the event has occurred:

1. Click on the event. The “**Event Details**” screen will appear.

2. Click on “Create Bulk Entry.”
1. The following “Attendees Bulk Entry” screen will appear. Once you have populated the numbers, click “Save Event.” Notice the “Save Event” message.
Notes about Bulk Entry:

- Bulk entry numbers can be changed and saved again.
- Bulk entry can be removed by clicking on “Remove Bulk Entry”

The following warning pop up will appear. Click “Ok.”
Online Registration

1. After creating the event, you must enable online registration. From the “Event Details” screen, check the box next to “Enable Online Registration.”
After checking “Enable Online Registration,” two things happen:

- A pop-up message appears indicating that the event is available for online registration and prompting the need to upload a Confirmation Notice.

- An optional “Approval Required” field appears which is at the discretion of the Training Coordinator because some events require a supervisor’s approval.

After clicking OK, you will be able to check “Approval Required” if needed and save the event. See “Saved Event” screen on next page.
“Event Saved” screen indicates “Online Registration” and “Approved Required” enabled.

2. Place “Confirmation Notice” letter on your computer where you can easily access it for uploading. Drag and drop to upload your letter.
3. Once you have uploaded the letter, click on “Save Event.”

Verify the letter has been uploaded to your computer by clicking on the link as shown here. (You will understand how this letter is auto-generated later in this registration process.)

Check box “On Public Calendar” and then click where it says “here” under the navigation tabs.
This link will take you to a web browser where you then navigate to your intended HIDTA. Click where the name of the HIDTA is underlined in blue.

<table>
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<tr>
<th>Los Angeles</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Recent Training Events</td>
<td></td>
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<tr>
<td>- Advanced Criminal Investigations  7/10/2023</td>
<td></td>
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<tr>
<td>- Advanced Search &amp; Seizure  7/18/2023</td>
<td></td>
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<tr>
<td>- The Patrol Search Warrant  7/17/2023</td>
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<th>Michigan</th>
<th>Contact</th>
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<tr>
<td>Recent Training Events</td>
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<tr>
<td>- Task Force Commanders Training  7/20/2023</td>
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<tr>
<td>- Fentanyl, Drug Corrals &amp; Current Drug Trends  7/16/2023</td>
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<tr>
<td>- Fentanyl &amp; Other Deadly Drug Investigations - &quot;Fighting the Pill or Powder that Kills&quot;  3/7/2023</td>
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<th>National HIDTA Assistance Center</th>
<th>Contact</th>
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<tr>
<td>Recent Training Events</td>
<td></td>
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<tr>
<td>- Financial Management of HIDTA Funds  7/19/2023</td>
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<tr>
<td>- Virtual PMS Net  7/15/2023</td>
<td>★★★★★</td>
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<tr>
<td>- Legalization of Marijuana What have we learned in 10 Years.  6/29/2023</td>
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<th>Nevada</th>
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<tr>
<td>Recent Training Events</td>
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<tr>
<td>- Analytical Tradecraft for Law Enforcement  8/3/2023</td>
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<tr>
<td>- Threat Finance Analysis  8/1/2023</td>
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<tr>
<td>- ProLink Rx Basic  7/13/2023</td>
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<th>New England</th>
<th>Contact</th>
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<tr>
<td>Recent Training Events</td>
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<tr>
<td>- Ju Jitsu for Law Enforcement  7/24/2023</td>
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<th>New Mexico</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Recent Training Events</td>
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<tr>
<td>- Open Source Intelligence Analysis Course  7/24/2023</td>
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On the following page, you will find an example of what you, as the Training Manager, must create prior to the class for online registration. This information must be sent for your participants to enroll.
Sample Alert for online registration.

National HIDTA Assistance Center

WebPMP v.2 Software & PMP Process Guidelines

DATE
Wednesday-Thursday, March 22-23, 2023
8:30 am-4:30 pm

LOCATION
South Texas HIDTA-Training Room
4504 Woodcock Drive
San Antonio, TX 78228

COURSE GOAL
Prepare HIDTA participants using WebPMP v.2 to record, review, report, and extract data via reports and tables, explain and discuss the guidelines of the performance management process (PMP). Training content has been updated to meet the most recent Program Policy and PMP User Guide.

COURSE CONTENT
The WebPMP v.2 program collects and reports HIDTA performance data at the initiative level. Knowing the data rules and process guidelines is critical to accurately recording the data required by the HIDTA program. This course teaches the program’s features and tools, including the latest software updates, and includes the data rules and process guidelines required by HIDTA policy.

Hands-on instruction includes the following objectives:
- Select data that defines the local HIDTA such as identifying counties, drugs that are a threat in the region, initiative names, and more.
- Create an initiative description and budget proposal by describing the initiative’s planned activities, participating agencies and positions, budget details, and the expected outcomes for the program year.
- Record the initiative’s actual outcomes such as the number of DTOs disrupted/dismantled, quantity of seizures, number of cases provided analytical support, hours of training provided, and more.
- Print reports and export data stored in the database.
- Study key terms used in PMP, so data is recorded accurately and consistently across HIDTAs.

PREREQUISITS
Working knowledge of the HIDTA program and drug law enforcement operations and support services. Basic computer skills: participant’s individual account for secured access to the WBSL or HIDTA.net and WebPMP v.2. General knowledge of the performance management process (PMP), identify planned role using the program (administrator or single-initiative user), type of initiative to which the user is assigned: enforcement, intelligence, management, or support.

WHO SHOULD ATTEND
All levels of staff currently or planning to gather, record submit or review PMP-related data.

REGISTRATION

Registration Instructions:
1. Open your web browser to https://www.nhac.org/hidta/trainingcalendar/events/8
2. Find WebPMP v.2 Software & PMP Process Guidelines, Select Register.
3. Fill in the HIDTA Training Registration and select Complete Registration

Once your application has been reviewed and approved you will receive an email with other pertinent info.

Questions? Contact Gladys at 305-715-7557 or via email gmossa@nhac.org

________________________________________________________
NATIONAL HIDTA ASSISTANCE CENTER ◆ 11200 NW 20th STREET ◆ STE 100 ◆ MIAMI, FL 33172

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A new screen will appear, showing you all upcoming events by the date they will occur. Click “Register” under the event you wish to sign up for.
From here, you will see a form where you will fill in all your information. When complete, click the “Complete Registration” box at the bottom of the screen. You are now registered for this training session.
Once you have sent out the class announcement and instructions on how to enroll online, you must check the calendar periodically to accept or deny enrollments. There are two ways you can access your online registration applicants for enrolling. See Scenario A & B below:

**Scenario A:** Click on the course link to open the “Event Registration” screen (see “Event Registration” screen below).
Scenario B: Go to the event date on the calendar and click on the number which represents number of applicants to be enrolled (see “Event Registration” screen below).

As applicants register, this number changes to indicate the number of participants accepted, denied, or waitlisted for enrollment.

1. Click on any of the numbers next to the course name which takes you to Event Registrations.
Click on the pencil under “**Edit**” you can make corrections and save applicant details (see screens below).

If the student is in the system, the options are under “**Actions**” dropdown menu. To enroll select “**HOTT**” or if not permitted select “**Deny.**” You also have the options to “**Delete**” and “**Wait List**” under the same menu.
The “Validate Registrations” screen will appear allowing you to validate student details. Click on any checkbox that may require updating when registration information differs from original student’s details (see check marks next to student details). At this time, you have additional options: “Update & Enroll Student” or “Update & Wait List Student.”
In both Scenario A and B, by clicking on “students name” you can make corrections and updates, then save applicant details (see screens below). If the student is in the system, the options are to enroll by clicking on the dropdown menus under “Status” and “Actions” to control their enrollment.

**NOTE:** The **EDIT** link is used to make changes on student certificates.

*Example:* Student is registered as Charles Benston but wants to be “Charlie B.” on the certificate.
Update & Enroll Student

After updating and enrolling the applicant, a “Confirmation Notice” will be sent via email notifying the participant that s/he has been enrolled with the attached detail letter (see below).
After enrolling the student, the following screen will appear indicating how many students have registered, have been enrolled and how many seats are available. These numbers change as you enroll students. Note: By clicking on the event name link, you will be taken back to the “Event Details” screen.
**Update & Wait List Student**

If you have decided to wait list a student, from the Event Registrations screen, click on the dropdown under “Status” then click on “Waitlist” to move the individual to that designation.

After clicking on the “Update & Waitlist Student” button, the “Event Registrations” screen indicates that the student is wait listed. The wait-listed student will receive an automatically generated email advising him/her of being wait listed. *(See below.)*
“Cancelled” Student

The Training Coordinator has the discretion to keep a student out of a class by using the “Cancelled” button for the following possible reasons:

- No prior approval to attend class
- Enrolled by error
- Repeated no-shows

To cancel a student, click on the “Cancelled” button as seen below:

After clicking the “Save” button, the screen will appear showing the student as cancelled. The canceled student will receive an automatically generated email advising him/her of cancellation.
Event Management Functions

After you have created the event and enrolled students, there are functions associated with the event. Some of these functions are done in preparation of the event (pre-event) and others take place after the event has occurred (post-event).

From the Calendar Page, select your event. The event screen opens showing the students enrolled and the event details. From this screen (see next page) you can perform the following functions:

- Enable Online Registration.
- Add, remove, change status of students enrolled in event detail screen.
- Determine whether or not to send confirmation notice for event (See highlighted check box).
- Postpone or Cancel Event.
- Print Tent Cards for students and instructor.
- Sort Sign in Sheet by Student, Agency or HIDTA.
- Print Sign in Sheet (Student Roster) or All Students report.
- Change the enrollment maximum to accommodate the overcapacity status.
- View Additional Event Information by clicking on the word More above Start Date box, click on Less if you want the description to collapse.
- Before marking event as complete, you can click on “no show”, incomplete, or cancel.
- After the Event has been completed, click on Mark Event as Complete (this will change the student status to Certificate).
- Issue certificates after event is marked as complete; you can email certificates or print individually.
- Recommend training.
- Add cost of training.
- View Event Summary.
- View Survey Results.
Frequently Asked Questions (FAQs)

- Can I manually enter students in a training event even if I have enabled online registration? Yes, just by clicking on the “ADD Student” button on the “Event Detail” screen.

- Can I add a student in HOTT without enrolling him/her in a training event? Yes, on the landing page (Calendar screen), there is a link that will take you to the “Student Search” screen where you can add a new student, search for a student by name, update student information and see a student transcript.

- Can I change a “Non-HIDTA” student to a “HIDTA” student? No, please contact NHAC Training Unit for any changes. Click on “Contact” at the top of every screen to email or call the NHAC.

- Can the number of students allowed be changed in a training event? Yes, by entering the number desired in the “Max Allowed” box in the “Event Details” screen and clicking on the “Save Event” button, the number will be changed.

- Can a Bulk Entry be deleted? Yes, you can click on the “Remove Bulk Entry” button on the “Event Details” screen and manually add students.

- How can I close the online registration in an event? At any time you can disable online registration by clicking on the check mark on the “Enable Online Registration” box and saving the event. You should always disable online registration when marking the event as complete.

- Why would a student be denied attendance to an event? A student could be denied if s/he does not have approval from a supervisor, is a constant no show, or does not have the prerequisite to attend training.

- What if I need assistance with the HOTT system? From the calendar page, click on the “Contact” link.

- What should I do to deactivate the default confirmation notice for an event? When you create your event, the box will already be checked. This is the default for this feature signifying that every student you enroll or waitlist will receive an email notification indicating their status.

  If you do not want notices to be sent automatically to the students, remove the checkmark, click on save event and no notices will be sent out automatically. You must click Save Event for the setting to take effect. (Note: HIDTAs that may be entering students for a past event and do not want any notifications sent should remove the check mark.)
• If I want to create a new event using an existing course, but need to edit a few details (duration, course description, etc.), do I need to create an entirely new course? No. Navigate to the course you’d like to copy and click the “Create Copy of this Event” button.

• You can also achieve this when you select a date and click “Create New Event” and then you can select the “Create Course Copy” button at the top.
Where can I search for Search, Reports, Email Builder, Evaluation Results, and PMP Push Stats in the HOTT system? On the landing screen you will see various links to search for information in each function. Note: Various reports are available to facilitate a Training Coordinator’s responsibilities. (See screens below.)

*Links are available from every screen to access:
- Search
- Reports
- Email Builder
- Evaluation Results
- PMP Push Stats
Reports

Various reports can be accessed from any screen. Click on the “Reports” link and reports can be generated under the following categories: PMP; Course Information; Student Information; Statistical; and Other.

As an example, the “Annual Training” report was selected from the list under the Statistical category.

Note: After completing the required fields and click on “Run Report,” the report is generated in an Excel spreadsheet (see below):
Event Evaluations

The Event Evaluations page acts as a central repository of the responses from evaluation surveys sent after an Event has been marked as complete. Event evaluations are sent when the ‘Send course evaluation and upon submission, send the course certificate when evaluation is submitted’ option is selected when an event is marked as complete.

You may use this page to review student ratings and responses. Survey responses can provide further feedback and insight into a training events’ quality and effectiveness. Click any past event to view it survey responses.
PMP Push Stats

The PMP Push Stats page stores and reports on student counts, training hours and 2-month follow-up survey results sent to PMP on a quarterly basis. You may select a ‘push date’ and view exactly what was sent to PMP on that date. You may also export the sent stats to Excel to PDF.