Guardian Tracking is much more than performance documentation software, it is a performance management system, a leadership tool. Guardian Tracking adds value to the life of your organization by bringing out the best performance in your employees.

You will find these features and benefits in Guardian Tracking:

- **Positive Recognition** - The software tracks both positive and negative behaviors. Employees rate recognition as the number one factor in gaining job satisfaction. Recognizing an employees' good performance could be one of the most powerful tools a supervisor can use.
- **Track Performance** on all levels within the organization, including sworn, non-sworn, non-supervisory, and supervisory.
- **Track goals and objectives, awards, progressive discipline, etc**.
- **Transparency** - Allows access by all levels within the organization. An employee's ability to see what is documented about them is a key component in effectively managing performance as it provides consistent feedback and reinforcement regarding organizational expectations.
- **Flexible Hierarchy** – Client decides who can view documentation. It does not have to follow a strict, or traditional chain of command. If an employee moves from one supervisor to the next, that employee's documentation travels with the employee regardless of changes in position and/or supervisors.
- **Flexible Categories** – Determine categories of documentation. They are not predefined.
- **Early Intervention Flags** – Set parameters based on organizational policy. Flags are triggered by entries (normal and/or confidential) and special fields. Weights Minimize false flags with by reviewing and updated Save careers – engage
- **Recognition Flags** – Create alerts on positive patterns of behavior. Celebrate success by showing employees that they add value to the organization.
- **Confidential Entries** – Allows the ability to create confidential entries and control access to them. As a rule, routine documentation should be transparent. However, total transparency is not reality and there is a need for confidentiality for a variety of reasons. These reasons could include certain personnel records, health issues, fitness for duty reports, internal investigations, etc.
- **Customized Fields** - Create "special fields" and assign them to a category. Allows client to define and standardize critical information, such as; report numbers, location, type of force, time of day, location, and more.
- **Review and Approval** - Set up a review and approval process for any type of entry with customizable document flow.
- **Agency defined titles**

- Ability for an employee to self-report; conference or seminars they attend, certification renewals or create peer recognition.
- Ability to **limit the types of entries made by various levels within the organization.**
- Ability to **save an entry as a draft** to be published or deleted later.
- Ability to **make entries on anyone** within the organization, regardless of hierarchy.
- Ability to **attach multiple files** to an entry at any time**.**
- Ability to **link related entries**. For example, when documenting a disciplinary action, you can link to the previous entries which brought about the discipline.
- **Unlimited narrative field** with the ability to **make unlimited comments**.
- **Audit trail** visible to all levels in the organization.
- **Edit capability** which allows user to change the category, date, or narrative of an existing entry. Allows for **consistency in agency documentation. Note** – All edits are reflected in an audit trail.
- To **ensure that everyone is notified**, all new or updated entries are displayed on the home screen of the affected employee and his chain of command.
- Ability to **assign follow-up tasks** for yourself or another employee, with email notification reminders.
- Agency defined **"audit user"** which allows an employee to see all entries under identified categories. Example - a training coordinator could be given permission to see all entries related to training.
- Ability to **quickly identify any employees left out of the hierarchy**.
- **Agency defined categories of documentation**, with options:
  - ✓ Grouping categories (awards, recognition, general, discipline, etc.)
  - ✓ Auto purging information when required by policy, state law, or collective bargaining agreement.
  - ✓ Category descriptions to aid in consistency.
  - ✓ Ability to make categories inactive so they are no longer available when creating new documentation. However, all past entries under the inactive category may be queried and viewed.
- **Administrative controls** to help identify and manage access, permissions, titles, etc.
  - ✓ Restrict printing capability within the system.
  - ✓ Provide employees with read only access.
  - ✓ Provide employees with the ability to comment on existing entries.
  - ✓ Provide full rights (ability to create new and/or comment on existing entries).
- **Email notification** to include:
  - ✓ User defined preferences.

- ✓ Notification to the employee or supervisor when a new entry is made.
- ✓ Notification when a follow up task is assigned.
- ✓ Notification when an assigned follow up task has been completed.
- ✓ Notification when a follow up task is due.
- ✓ Notification when an early intervention or employee recognition alert occurs for a direct or down line subordinate.
- **Query and print data** using multiple criteria with the ability to query:
  - ✓ by date range,
  - ✓ a specific employee, or multiple employees,
  - ✓ a specific category or multiple categories,
  - ✓ all entries made by a certain employee, or supervisor,
  - ✓ a specific word or number,
  - ✓ a specific title, or multiple titles,
  - ✓ for a specific employee and all employee down line from that employee,
  - ✓ to exclude certain categories
  - ✓ and export data (custom fields).
- **Query individual supervisors to see what they have documented**. Make sure they understand their role in giving proper feedback to employees to either reinforce positive behaviors or change negative behaviors. Every time you coach, counsel or mentor and employee you are evaluating performance. These need to be documented.
- Ability to provide a **view all permission** which allows certain individuals to view all data, including that of inactive personnel.
- Ability to **see when an employee last logged on**.
- Ability to make employees inactive and regenerate licenses for new employees, while maintaining entries on the inactive employees, at no additional cost to the client.

What's new in GT Next
- **Adaptive Design** – Allows the software to adapt to different screen sizes.
- **Groups** for managing permission and hierarchy – This feature makes it much easier to assign permissions and placement in the hierarchy, even when working with many employees. It also reduces errors in these assignments.
- **Multi-factor Authentication** – Requires strong passwords and two-step verification.
- Entries involving **multiple categories** and/or **multiple employees.**
- Editing – User may edit the narrative of an entry.
- Groups for permissions and hierarchy -

- **Special fields** may now be used as triggering events for EI and recognition flags. We have also added several types of special fields. These include a multi-line text box, a time field, and a date field.
- Ability to **Require Management Reveal** to an entry. The feature helps to ensure a discussion between the supervisor and employee and may be preset or selected when the entry is created.
- **Virtual Bulletin** – Celebrate success! This feature gives clients the ability to grant access to an entry to everyone in the organization by pinning the entry to a virtual bulletin board.
- **Daily Summary** email – Users now have the option of receiving a daily summary email instead of, or in addition to, immediate email notification.
- **Directed approvals** – In addition to preset approvals, user can direct an entry to a specific individual for ad hoc review and approval.
- **Tasks (added functionality)** – In addition to tasks linked to an entry, users may now assign free form tasks. Tasks may also be assigned to multiple users.
- **Converting confidential entries** – Clients now can convert normal entries to confidential and confidential entries to normal.
- **Confidential access** – This a new feature which exempts a user from the audit trail when viewing entries.
- Size limit for attachments – We have increased to limit for files from 4MB to 50MB.
- Assigning Non-Supervisory Access – This feature allows the organization to assign access to entries on personnel outside of an individual's regular hierarchy.