

Acadis Training Requests

Acadis® Training Approvals streamlines every step of the training request and approval process. From request to record, customize forms, route approvals through your chain of command, capture e-signatures, and prefill data already in Acadis to reduce manual data entry—then export it all in a click. Design and configure customized training approval WebForms to match agency forms and policies. Automate even the most complex multi-step routing with conditional logic. Create in-service training events directly from an approved request, capture related training expenses and hours in one place, and export submissions for reporting and reimbursement.

Key Benefits



Reduce Admin Time and Increase Accuracy

Leverage data already in Acadis (e.g. person details, employment information, positions) to improve accuracy and reduce data entry time; with everything in one place, there's no need to search email inboxes or chase down paper forms



Save Time with Full Cycle, Policy-Aligned Routing

Eliminate bottlenecks and automate multi-step approvals with options for supervisors to reject and return requests for additional information.



Easily Capture e-Signatures

Eliminate the need for physical 'wet' signatures with electronic e-signature approvals and detailed auditing included.



Customize Data fields to Align with Your Agency

Customize list values (e.g., Training Codes) to match agency terminology and policies.



Simplify Form Creation with Rinse-and-Repeat Templates and Previously Submitted Forms

Exclusive WebForm templates are designed to be reusable to simplify form creation and elevate the level of consistency for end users and administrators alike. Leverage previously submitted WebForms as the starting point for a new training request for additional shortcuts.



Insight into All Training Expenses and Hours in One Place

No need to track training details in spreadsheets and external systems; capture training fees, travel, funding source, and training hours in a single request, including supporting documentation as needed.



Identify Actions Needed in the Training Monitor

Use the Training Request Submission Monitor to quickly view the progress of all training requests, including status and any outstanding e-signatures.



Report in Seconds with Easy Exports

Create custom export templates that consolidate data across multiple submissions of one or more WebForms for external audits, reimbursement, and analytics.

Feature Comparison

Unlike generic systems, the Acadis Readiness Suite was built from the ground up to meet the unique needs of public safety and military agencies. Acadis delivers more comprehensive functionality to automate manual and time-consuming processes and eliminate fragmented, siloed systems.

Feature	Acadis®	Generic
Custom WebForms for training approvals	✓	Partial
Configurable Workflows with routing with built-in approval/denial decision points	✓	Partial
Prefill fields from Acadis data records (person, employment, supervisor, etc.)	✓	Limited
e-Signatures	✓	Partial
Permissioned users can edit submitted training requests for accuracy, completeness, and to add information to the request	✓	✗
Custom list values (e.g., Training Codes)	✓	Partial
Create In-Service Training records directly from approved requests	✓	✗
Capture Costs & Training Hours on a single form	✓	Partial
Export data across multiple WebForms and submissions	✓	Partial

What's Included

- WebForm designer for request fields (text, lists, dates, attachments)
- Workflow builder (steps, roles, reminders)
- e-Signature collection on approval steps
- Prefill logic using existing Acadis data
- Use previously submitted WebForms as the starting point for new training requests
- Customizable Training Codes and value lists
- Create In-service Training Event from approved requests
- Cost and hours capture
- Export tools for reporting and external analysis

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