



permuta  
APPS FOR EDU

*EdReady*<sup>TM</sup>

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## Permuta Apps for Education

### Why Permuta Apps?

Permuta Apps for Education provide an answer to the challenges from yesterday's methodologies:

- Siloed data gathered from disparate systems, then stored in archaic, static spreadsheets or legacy machines
- Clumsy processes to access, organize, and update your data
- Unfamiliar and difficult-to-navigate platforms

Permuta's "EdReady" solution meets the challenges around University Management by providing a whole picture of your operations to help you make decisions quickly and confidently. Enjoy capabilities such as:

- Track staff details, availability, as well as support personnel, contractors, and visitors.
- Track equipment, facilities, contracts, schedules, and processes in one place.
- Data visualization, dashboards, and reports provide a dynamic view of university trends.
- Apps are built on a modern platform and contain native integration with Microsoft O365 Application Suite and Power Platform
  - Export to Word, Excel, Outlook, Teams, PowerBi, etc.
- Access is governed by security roles which control who can interact with tools and data.
- Multiple industry standard authentication methods can be configured for single sign-on.
- Data is encrypted at rest and in transit, and audit history is available.
- Track the authorized/actual strength levels, location, and serviceability of any equipment asset.
- Configurable workflows and automated processes to save time and resources.
- Global search makes it easy to find the information you seek in the system.
- Customizable queries allow investigating anything with the desired criteria.
- Route approvals for any procedure.
- The system follows a human centered design approach and is easy to use.

This document outlines the most relevant apps from a selection of 185 capabilities. These selections are centered around the staff, the equipment, the facility and grounds, and training and education processes.

## **Assets**

Permuta Apps deliver comprehensive insight into a variety of organizational assets, with tools for creating and managing asset catalogs and property books, asset levels and serviceability, fleet vehicles and more.

### **Asset Authority**

This capability allows for comprehensive tracking of assets to an identified authority. This is typically the warehouse or issuing facility.

### **Assets**

This capability allows for tracking the details of where an asset is located, who it is assigned to, what organization owns it, and the serviceability of the item.

### **Asset Levels**

This capability allows for tracking the authorized and actual strength levels of each asset.

### **Asset Orders**

This capability allows for detailed tracking of ordered items including the order status, expected delivery dates, tracking numbers, and quantities. Orders accepted updates the warehouse stock quantity.

### **Catalog**

This capability allows for tracking a catalog or property book which maintains the master list of your line items and individual catalog items.

### **Catalog Line Items and Items**

This capability provides tracking of line items, tracking numbers, barcodes, descriptions, cost, and associated catalog.

Each catalog item contains the individual items that vary in size, quantity, stock number, lot number, costs, and more. These are associated to the line item, catalog, and asset.

### **Individual Issue and Turn-in**

This capability allows for tracking the equipment authorized for members of your workforce. Items can be issued either permanently or temporarily and authorizations can be tracked according to their billeted position.

## **Vehicle Fleets and Schedules**

This capability allows for tracking your fleet of vehicles. This can be anything from riding mowers to transport vehicles. Details on serviceability, inspections, emissions, scheduled/unscheduled maintenance are tracked. Check-in/out status and assigned member is displayed on an interactive calendar for schedule and availability management.

## ***Facility Management***

### **Facilities**

This capability allows for tracking of facilities and their location, manager, requirements, sub-facilities, maintenance, inspections, and incidents.

### **Inspections**

This capability allows for tracking inspection, inspection types, schedules and status related details for inspections that are performed on a facility.

### **Maintenance**

This capability allows for tracking the maintenance, maintenance type, and status related details that are performed on the facility. For buildings with renovations, alternate work facilities can be tracked.

### **Authorizations**

Facilities and authorizations menu allows users to maintain security information for facilities and users who are authorized for those facilities.

Full spectrum facility tracking, including facility requirements, storage and clearance levels, inspections, maintenance, and contracts.

### **Security Incidents**

Allows authorized users to track security incidents and their resolutions, including specific location, information system, damage assessment, status, and closeout date.

Gives leaders the ability to query and chart security incidents by a variety of pivots to include type and/or incidents over a given period.

## **Workforce Staffing**

### **Personnel Staffing**

This capability allows authorized users to manage the organization's entire workforce, including full time staff, part-time staff, temporary hires, professors, students, visitors, and contractor labor personnel. Built in process workflow streamlines activities for sourcing talent, onboarding, training, assigning workstations, evaluations, and managing shift schedules.

A unified dynamic calendar keeps work schedules in sync and allows for short- and long-term planning of resources.

### **Manning & Strength**

This capability supports an organization's need to manage its units and the billets or positions they comprise. A unit can define its organizational structure down to whatever resolution they choose, i.e., section and subsection.

An organization's billets can also be tracked for such attributes as: who is currently slotted in each billet, backfill, vacancy date, requirements of the billet, and whether it should be counted in official billet counts.

Billet tracking can be configured to have a variety of preferred or required qualifications. Utilizing this feature, an organization can compare billet qualifications with those of their general workforce, as well as generate a strength report based on assigned and authorized personnel.

### **Workforce Sourcing**

The Sourcing process in This capability allows organizations to track information for workforce Sourcing leads (talent) who are applying to their agency. Users have a streamlined process for screening applications, managing background checks, and conducting security investigations and interviews.

Administrators can enter the information manually; alternately, or a web-based application can be linked to This capability to automatically populate the prospects' data as they complete their applications online.

### **Gains**

This capability allows for the management of an individual's sourcing file from the beginning, when he/she is first contacted, to the end, when a hiring decision is made.

Reduces duplication of effort usually attributed to on-boarding new members (i.e. demographics, service history, education, etc.).

Information from the WF Sourcing File then works its way into the Gains File and subsequently will transition to the service member's active file when inbound personnel are arrived at an organization.

## **Education**

This capability provides a means of tracking acquired and scheduled civilian education and certifications. This includes locally conducted training activities.

## **Training Qualifications and Skills**

This capability provides a means of tracking acquired skill, training, and certifications. This also includes disciplines and individual qualification level (apprentice, journeyman, craftsman.)

## **Evaluations**

Users can track all aspects of the evaluation process, including the rating scheme and pending or currently working evaluations. Status/location of evaluations in progress gives leaders a precise view of exactly where an organization stands regarding any, or all, pending or working evaluations. This can be used to identify any bottlenecks that may exist.

## **Document Staffing**

This capability users can model a variety of document routing processes to support organizational mission needs. A best practice within This capability is to generate templates for repeatable processes that can then be adjusted/tailored as needed. Create the process once, and then use it multiple times. The document routing suite supports general processes and accounts for different roles per document, as well as the assignment of different teams or individual users. Export data to word, excel, and PDF forms as needed.

## **Boards**

This capability users can manage all aspects of a board. The Board capability allows the documentation of decisions/judgments of Board Members who are making decisions about Participants, the individuals who may have been nominated for awards, promotions, position interviews, etc. The decisions of board members can be a simple "yes" or "no," or can be represented by a numeric score, depending on the situation.

## **Checklist**

Checklist templates can be used to produce various checklists to assist in managing day-to-day operations.

Checklists can contain timeliness metrics for individual portions of the checklist and/or the entire checklist. Individual organizations can "own" portions of the same checklist and digitally signoff tasks when completed.

**Directory**

This capability provides organizations a way to track and manage their communication devices as well as a directory listing of all employee-issued communication devices.

## ***Training & Curriculum Management***

Permuta Apps Training suite offers an extensive set of capabilities to support an organization's wide variety of needs. These include fixing skill gaps, managing administrative records of completion dates for training, skills and qualification tracking, course, class management, and more. Special tools for instructors facilitate the development of curriculums and classes, while other tools allow individual users to access their own records and monitor progress on training assignments.

### **Training Files**

Training files are administrative records that track required training completion dates and suspense dates for compulsory training.

### **Training Plans**

This provides a template to assign specific courses to a member and tracks the progress of all assigned courses.

### **Courses**

This provides tracking of course details including qualified instructors, certifiable skills, lesson plans, points of contact and more.

### **Classes and events**

This allows creating a class that relates to a course, track registration, fills, vacancies, scores and more. The events in the class are also tracked individually to include labs, quizzes, qualification tasks, lectures, participants and more.

### **Classroom and Professor**

This provides tracking of spaces used as classrooms. Track responsible department, points of contact, and track availability schedule in a dynamic calendar. Professors qualified to teach the course will be placed in a list to track utilization for availability and reporting.

### **Lesson**

This provides lesson details and artifacts that are used to teach a class. Track reviews with versioning and approvals.

**Templates**

This provides a way to model all training class or class event requirements in a single template. Choosing this template quickly sets up all elements needed for a successful class.

**Class Calendar**

All classes can be viewed in a dynamic searchable calendar for review and planning.

**Learning Management- web delivery-based classes**

This provides tracking of web-based training tasks. This will launch courses (industry standard LMS courses, PDFs, videos, audio files) and track assignment and completion details.