

Advanced Administration Training Instructions

The BI Training Department offers a BI TotalAccess® advanced software training specifically for supervisors and administrators at your agency. This session is by request only and covers topics beyond the TotalAccess weekly training sessions.

Training is limited to administrative staff with an Agency Admin login and who already have a basic understanding of TotalAccess. Each session is specifically designed for your agency and will focus on equipment used by your agency.

Review the list of suggested topics below. Your training agenda will be based on the list of topics that you would like to have covered. Should there be other topics of interest to you, please share these with the Training Department when you call to schedule your training session.

Training Topics	
Client Transfer	Officer Administration
Inventory Management	My Profile
Unit Configuration	Group Zones
Notification Methods	Supervisory Level Reports

To request your Agency level software training, please email the BI Training Department at bitraindept@bi.com. Training Department hours are Monday-Friday 8:00 AM – 5:00 PM Eastern Time.

Once the Advanced Administration software training session is scheduled, the BI Training Department will forward the necessary login information for the training.

For Questions and Assistance after the Training

If you have any questions after completing training, please call the Monitoring Center to speak with a Monitoring Specialist. You will be required to provide your agency number and PIN during the call.