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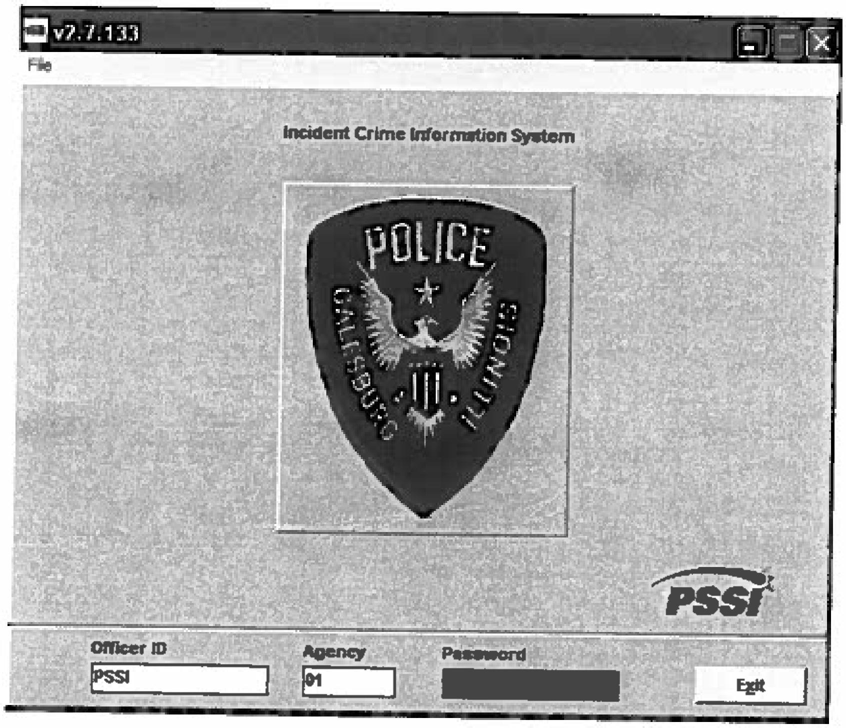
ICIS RECORDS MANAGEMENT

LOGGING ONTO THE SYSTEM

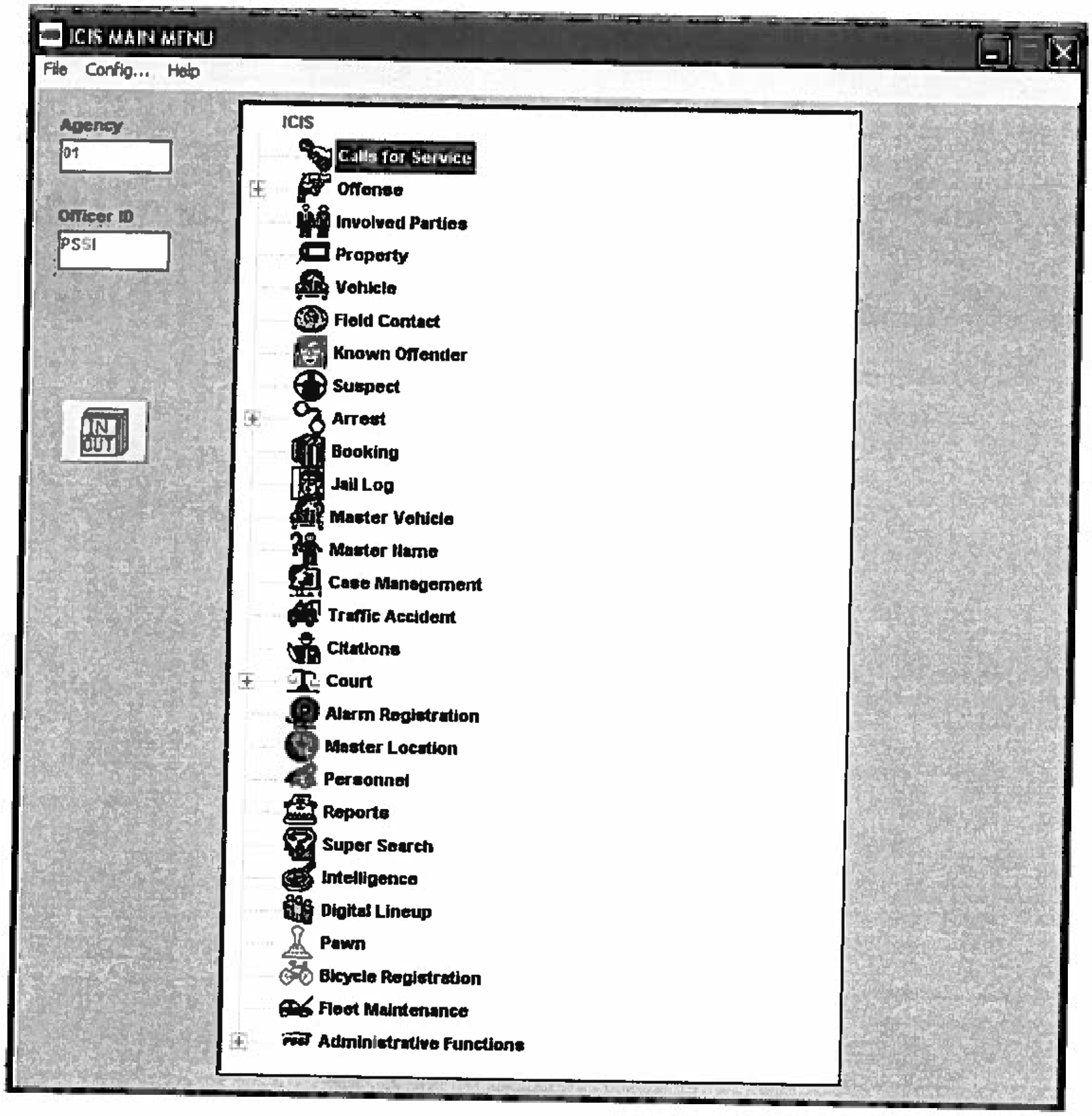
Use the mouse to click on the START menu button in the lower left of the screen. This will display a list of functions. Access PROGRAM FILES and a secondary list will be displayed. Move the mouse to PSSI and from there to ICIS. Click on ICIS and the program will begin. If your System Administrator created a shortcut, simply double-click the icon ICIS V2.3 listed on the screen. Either procedure will display the INCIDENT CRIME INFORMATION SYSTEM screen, as shown below. From this screen you will log onto the records system.



To log on, enter your Officer ID, Agency, and Password. All of these fields are required.

Officer ID:	This is your assigned user id.
Agency:	This is your agency's unique identifier.
Password:	This is your assigned password. As you type your password, each character is replaced with an asterisk. Your password is a means of protecting your User-Id and should remain confidential.

Complete all of the fields and press the Enter key. The display of the ICIS MAIN MENU, as shown below, indicates you have properly logged on. Should an invalid officer id or password combination be entered, the system will display an error message. After three consecutive unsuccessful attempts, ICIS will terminate.



The ICIS system utilizes basic windows features, including a title bar and drop-down menus, accessed by pointing and clicking with the mouse or using the keyboard. To use the keyboard, press the ALT key with the appropriate underlined 'hot key'. The up and down arrow key may also be used to highlight an option from the drop-down menu. Once highlighted, press the Enter key to perform the function.

The drop-down menu options include **File**, **Config**, and **Help**. The **File** drop-down menu option allows access to the **Print Screen** and **Exit** functions. The **Config** menu is used to change **Colors**, **Change Password/Authword**, and **Maximize Screen**.

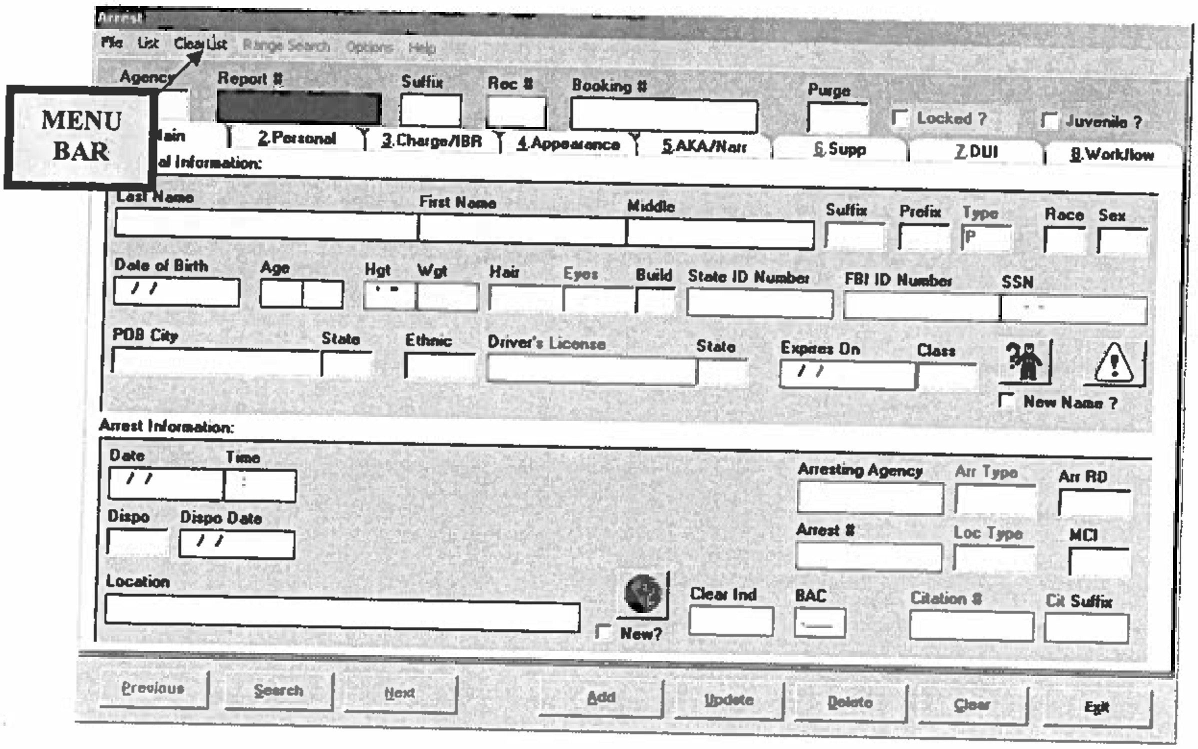
The **Help** menu displays useful information about the ICIS software. In addition to providing version number and database information.

Logging Off

Several options are available to log off the system. The quickest is to use the EXIT option from the Toolbar. A confirmation message is displayed to verify the exit function. If accepted, the ICIS program is terminated. The other methods involve using the Exit button from the lower right of any accessed module until you are returned to the Log-On screen. From here, select File from the drop-down menu and then select Exit. A confirmation message is displayed to verify the exit function. This method will log off the current user and return the Logon Screen. The last method is using the 'X' button in the far upper right corner of the ICIS window. This is Windows method of exiting and will terminate the ICIS program.

WORKING AT THE TERMINAL

While the data requirements vary from site-to-site and from one module to the next, the basic rules for data entry are the same throughout ICIS. Each ICIS module has a title bar stating the name of the module. Below the title bar is a menu bar containing a set of menu options. To display any of these menus, use either the mouse or the keyboard.



Drop-Down Menus

Drop-down menu options are located directly below the title bar in each ICIS module. The 'drop down' menus are accessed by using the mouse to point and click on the menu name or by using the keyboard and pressing the 'Alt' key and the underlined 'hot' key in combination.

The following is a list of drop down menu options currently available within the ICIS system:

File

The **File** option offers different abilities dependent upon which module you are accessing as well as where in the accessing level you currently are. The options will be discussed within each respective module.

List

The **List** option is used to redisplay the list of candidates. This menu option is activated and available only after a list of candidates has been returned via a search. In addition, the List of Candidates offers the user the ability to change the sorting of the existing data. By simply moving the reporting officer column to the beginning of the form, your List of Candidates can now be sorted by officer. To perform this process, point your mouse onto the desired column header and while holding down the mouse button, move the column to the desired location. Once you release the mouse button, the column should now be in its new position within the form.

A new configuration feature has been added that allows the user to define the List of Candidates columns for various modules throughout the ICIS system. When initially setting up ICIS, the Systems Administrator can now configure the List of Candidates for each module including the selecting of all fields or a subset of fields. This new feature is accessed from the List of Candidates Setup option under the Administrative Menu.

In addition, a new pin-mapping feature has been added that allows the user to map either all of the list of candidates or a selection from the list onto a map. This feature is beneficial in allowing the user to visually see where the majority of crimes occur within their agency. This feature is available to customers who have mapping and lat/longs within their Geobase.

Clear List

The **Clear List** option is used to clear the list of candidates. This menu option is activated and available only after a list of candidates has been returned via a search. Choosing this menu option will disable the **List** and **Clear List** menu options until another list of candidates is returned. Keep in mind that the list doesn't have to be clear before processing a new search. A new search will simply overwrite the existing list of candidates with the new list of candidates.

Range Search

The **Range Search** option is used to perform range searches, which generally include dates, times, and/or incident numbers. The **Range Search** option can also be used in conjunction with fields from the module to perform a more specific type of search.

Options

The **Options** menu offers different abilities dependent upon which module you are accessing as well as where in the accessing level you currently are. See each respective module for details on the options available.

Help

The **Help** menu displays useful information about ICIS, including the version number of the program and the database.

ICIS Organization

The use of tabs as an organizational tool is consistent throughout the ICIS Records Management System. Each module contains tabs designed to fit the needs of the specific module. The tabs are numbered and display a text description of the general contents of each folder. To move from one folder to the next use the mouse to point and click on the desired tab. The keyboard may also be used to access a specific tab by pressing and holding the 'Alt' key and then pressing the underlined 'hot' key. The tabs use the underlined numeric value as the 'hot' key.

Each tabbed section is its own form and these forms are made up of fields for data entry. Some fields are self-explanatory and then there are some that seem cryptic. If a field is unfamiliar, a data dictionary has been provided at the end of this document defining each field.

Function Buttons

At the bottom of the screen are function buttons used to perform various tasks. The following are brief descriptions of the function buttons available in each module.

Add Function Button

The **Add** button is used to create a new report once available data has been entered in the data fields. As we have seen, all modules have numerous tabbed sections. It is not necessary to use the **Add** button after each tab, but simply when the entire report has been completed. Once processed, the system will display a message stating the record has been added.

Update Function Button

The **Update** function allows the user to add, change, or delete information in an individual record. A record must be retrieved before it can be updated. Once processed, the system will display a message stating the record has been updated. If no changes were made, a warning message will be displayed.

Delete Function Button

The **Delete** function allows the user to delete a record from the system. This is based on the user's security clearance. A record must be retrieved before it can be deleted. Once processed, a message box is displayed confirming the deletion of the current record. Use the **Yes** button to delete the record. Use the **No** button to abort the deletion process. Upon confirmation of the deletion, the record is deleted and the system displays a message.

Clear Function Button

The **Clear** button is used to clear the data from all fields on all tabs. This feature can be used after a record has been retrieved and displayed, to remove search criteria or to remove all data from a partially completed report. This function will clear the screen, but *will not* add, delete or update a report.

Exit Function Button

The **Exit** button is used to exit the current level of operation and return to the Main Menu. If any data has been entered or the value of any field changed, a message will be displayed. Remember to process an Add or Update prior to exiting. Use the **Yes** button to exit from the module without saving. Use the **No** button to remain in the module and keep the screen intact.

x-Return Function Button

The **x-Return** button replaces the **Exit** button when accessing linked modules. Use the **x-Return** button to exit the current linked module and return to the original report (usually Offense, Case Management, Booking, Traffic Accident, or Municipal Court). If any data has been entered or the value of any field changed, a message will be displayed. Remember to process an Add or Update prior to exiting. Use the **Yes** button to exit from the linked module without saving. Use the **No** button to remain in the linked module and keep the screen intact.

Search Function Button

The **Search** button is used to retrieve one or more records from the database. Enter data in one or more fields, or leave the fields blank, and use the **Search** button. If one record is retrieved, it will be displayed on the screen. If more than one record matches the criteria, a list of candidates will be created from which the user may select which record(s) to view.

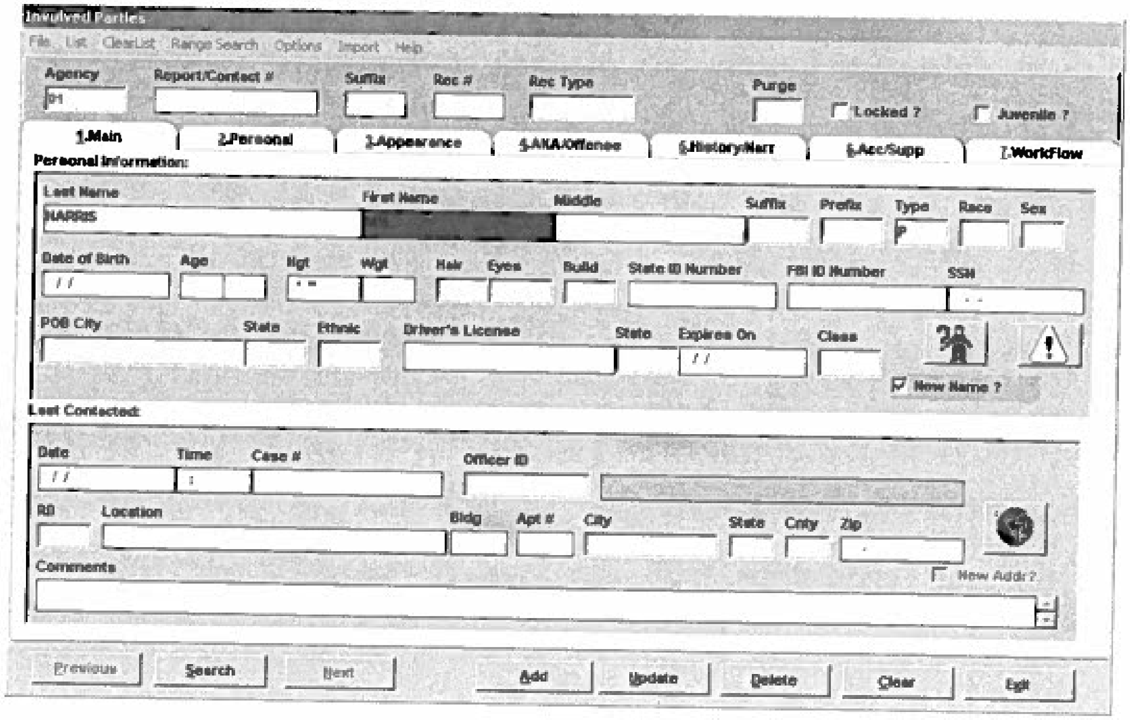
Searches can also be done with a wild card. Wild cards allow searching on portions of data instead of the entire word or groups of words. The 'wild card' search character used in the ICIS system is the percent sign (%). Entered before a text string, the search will retrieve all records ending with the selected string. Entered after a text string, the search will retrieve all records beginning with the selected string. Entered before and after a text string, the search will retrieve all records containing the selected string within the searched field.

Example:

%98 retrieves all records ending with "98", for example "126398"

98% retrieves all records beginning with "98", for example "984563"

%98% retrieves all records containing "98" (i.e. "126398", "984563" & "679852")



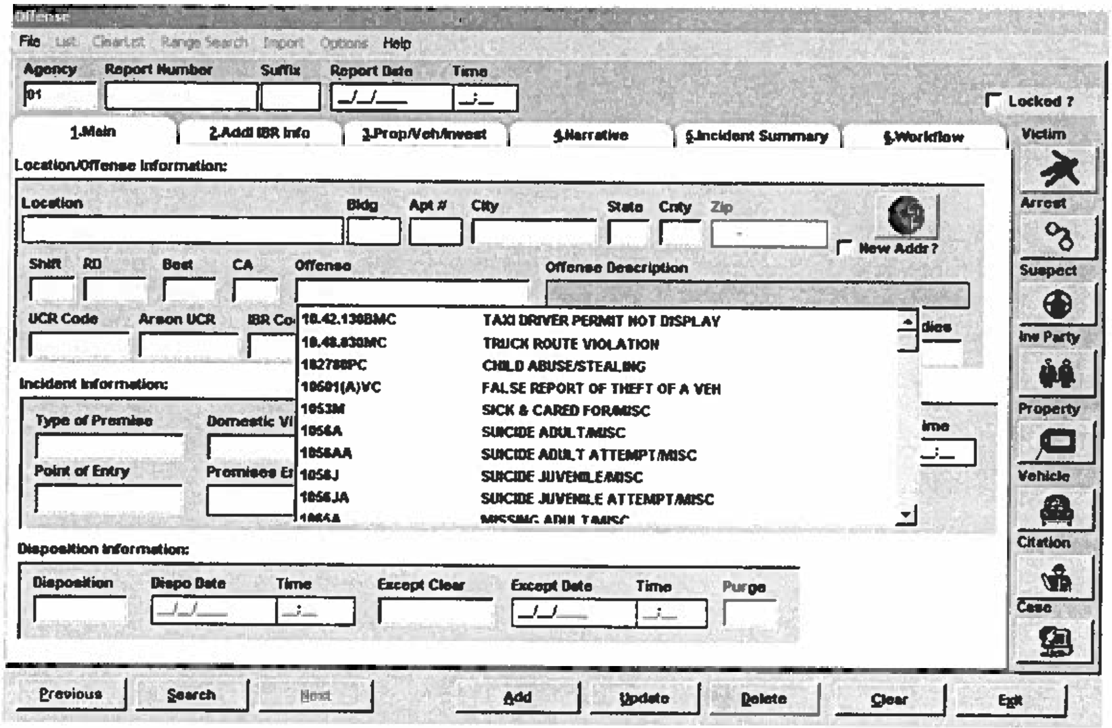
Special Data Fields

On-line Help

Throughout every module in ICIS, an on-line help feature can be accessed by pressing the **F1** function key when the cursor is within a field. This method will take the user directly to that portion of text where the user is requesting assistance.

Coded

The ICIS records management system utilizes coded fields that allow the user to define specific codes to aid in consistent, uniform data entry throughout the system. The coded fields are recognized throughout ICIS by the appearance of a light 3-D border along the lower and right margins of the text box. Data entered in these fields must match the information defined in the code tables. To view the defined codes for any coded data field, position the cursor to the field in question and double click the left mouse button or press the **F2** function key. This procedure will display the codes and their corresponding descriptions.



To choose a code from the list, highlight the selected code and double click the left mouse button or press the **ENTER** key. To go to a specific point in the list, enter the first one or two characters in the code before double clicking or pressing the **F2** function key. Once the list is displayed, entering a character will position the cursor at the first code beginning with that character. Entering the same character again will "walk" the user through the list of codes beginning with that character.

The operator can also determine how coded fields are sorted. In the example above, there are two columns within the coded field table. This example shows the information being sorted by the offense number in ascending order. To sort in descending order, simply right click with the mouse. To return to ascending order, simply right click with the mouse. To sort using the other column, first highlight an item in the right column and then right click with the mouse. To return to the first column, highlight an item within the desired column and right click.

Date

All date fields in ICIS are in MMDDYYYY format, where MM is the 2-digit month, DD is the 2-digit day of the month and YYYY is the 4-digit year. For standard dates, if a 2-digit year is entered, the system will place "19" in front of the year if the year is between 50 and 99 or "20" in front of the year if the year is between 00 and 49. For date-of-birth dates, the system will place "20" in front of the year if the year is between 00 and the current year, and "19" for all other years. Other shortcuts to date entry are performed by typing in the following characters in the date field:

T = Current Date

Y = Yesterday's Date
M = Tomorrow's Date

T+(number) = Displays designated number of days into the future
T-(number) = Displays designated number of days into the past
(4-digit numbers are the maximum allowable)

Time

All time fields in ICIS are in HHMM format, where HH is the 2-digit hour and MM is the 2-digit minute. Times are expressed in military format, with the hours between 00 and 23 and the minutes between 00 and 59. Other shortcuts to time entry are performed by typing in the following characters into the time field:

N = Current Time

Age

The age fields allows for entry as an exact number of years, if known. If the exact age of the individual is not known, the first box is the low end of the estimated age range and the second box contains the high end of the estimated age range. If the exact age of the individual is known, the second field is left blank.

ICIS Toolstation

The ICIS Toolstation allows quick access to all of the ICIS modules. The Toolstation is displayed once the user has accessed any module within the ICIS system.

To access a specific module, point and click on the icon associated with the module. Position the mouse pointer on an icon and the module name will be displayed in a 'pop up' text box. Use the mouse to single click on the desired icon to go to that module. **A warning message is displayed stating changes not saved, continue? Select no if you want to save changes.**

The Toolstation will not allow a user to go to modules to which they have not been granted access. The Security module, discussed later during training, determines access.

The EXIT function button of the ICIS Toolstation will completely exit the system and close the ICIS application. **All unsaved data in the current module will be lost.** To exit from ICIS, use the **EXIT** function button.

Entry Conventions

- The **TAB** key will move the cursor from field to field in a forward fashion. This forward TAB includes function buttons and short cuts.
- A **SHIFT/TAB** key sequence will move or 'back tab' the cursor to the previous field. This is helpful for correction during the data entry process.
- The mouse can be used to position the cursor within a data field. Point and click to the position within the field where the cursor is to be placed.
- The mouse can also be used to move from tab to tab when adding or updating a report. This provides easy access to data fields in all tabs and allows for quick review before the report is added or updated.
- **HOME** can be used to move the cursor to the beginning of the current field, or in the case of the Narrative field, to the beginning of the current line.
- **END** can be used to move the cursor to the end of the current line.
- Using the **SPACE BAR** over existing text deletes the text.
- Use **Add** (not Enter) when all the data has been keyed in. It is not necessary to move the cursor to the end of a screen before using the **Add**. It is not necessary to use **Add** at the end of each tab.
- Certain data fields are required and must be entered for the computer to accept the report. It is useful to become familiar with them to improve speed and efficiency.
- The system will 'beep' to indicate either a warning to the user or readiness for more data. For example, when a report is completed and **Add** is chosen, a 'beep' sounds if one or more field entries are incorrect or a required field is blank.
- Another indication of incorrectness is highlighting the field in error on the screen. This is used for required data elements, which must be entered or corrected before entry can progress further.
- Double clicking or pressing **F2** on a coded field will display the list of codes available for that field. If the field is filled in, the description associated with the current code will be displayed.
- Pressing **F3** after entering information in a Master Name block will perform a Master Name search.

- Pressing **F3** after entering information in a Master Vehicle block will perform a Master Vehicle search.

- Pressing **F4** after entering the report number will perform a name search of all names associated with the listed report number. This is beneficial in cases where multiple reports are needed in different modules for the same person(s).

- Pressing **F7** while in a narrative field will perform the spell check function.

- To toggle the value of a check box, place the mouse on the control and click the left mouse button. Once the control is highlighted, pressing the spacebar will toggle the value.

- Pressing **Ctrl/Z** is the same as “undo”.

CALLS FOR SERVICE

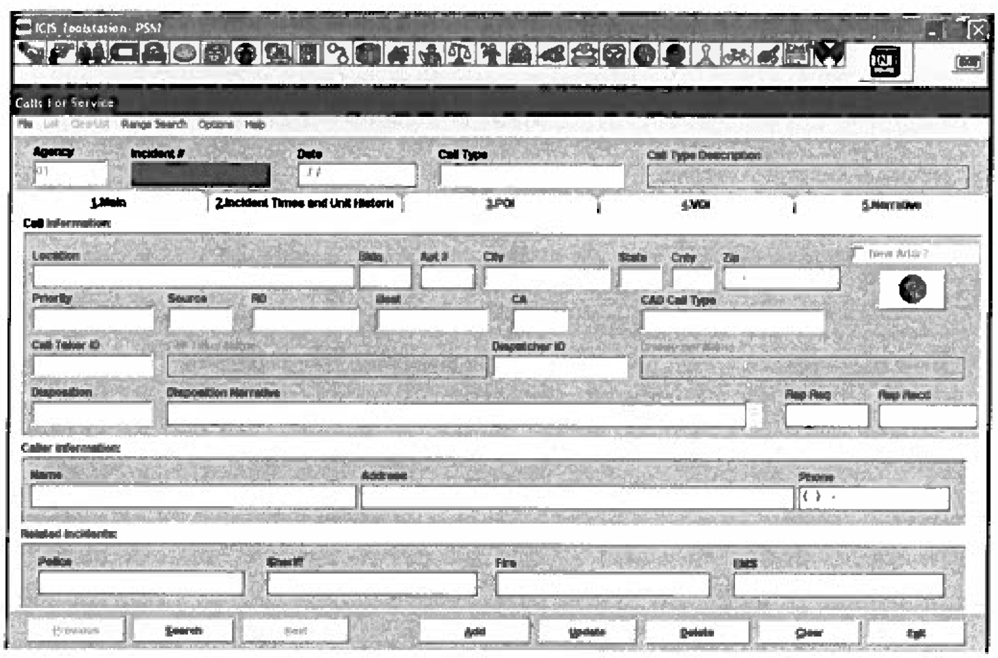
The Calls for Service module is where the CAD data is deposited for use within the ICIS Records System. From this module, the basic incident information is used and built-upon to complete an incident report.

The Calls for Service module contains five sections: Main; Incident Times and Unit Histories, POI, VOI and Narrative.

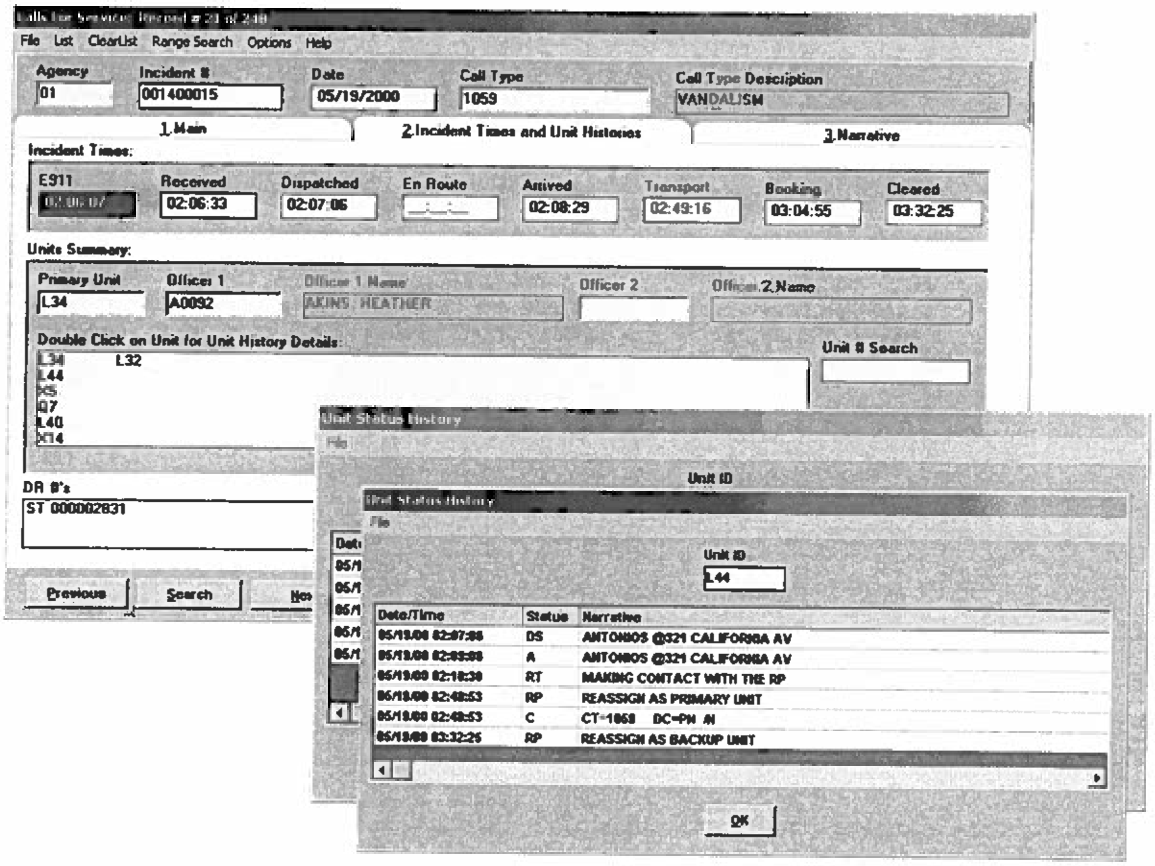
While the majority of this information is provided from the CAD system, some agencies manually enter incidents into the ICIS system. Reasons could range from no CAD system present, the CAD system was down or the incident was generated outside of the CAD system.

Adding a Calls for Service Record

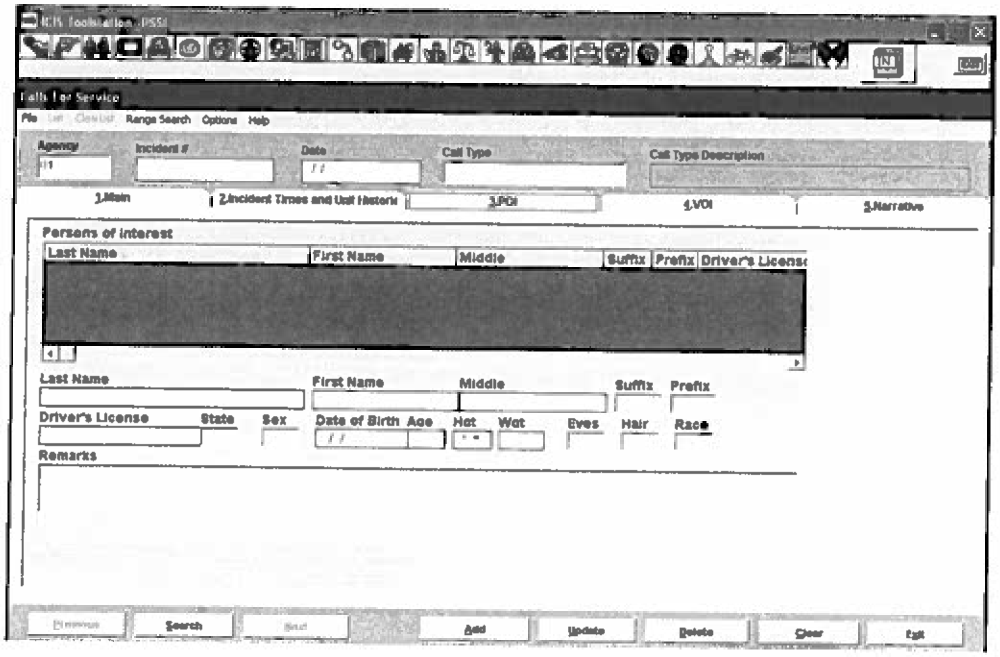
Upon accessing the Calls for Service module, the cursor is placed in the Incident# field. This is where data entry begins. Notice that the screen has two parts: the top contains the key fields regarding the incident's basic data; and below this are the tabbed sections. The key fields remain constant within the display while the tabbed sections change based on which section is being displayed.



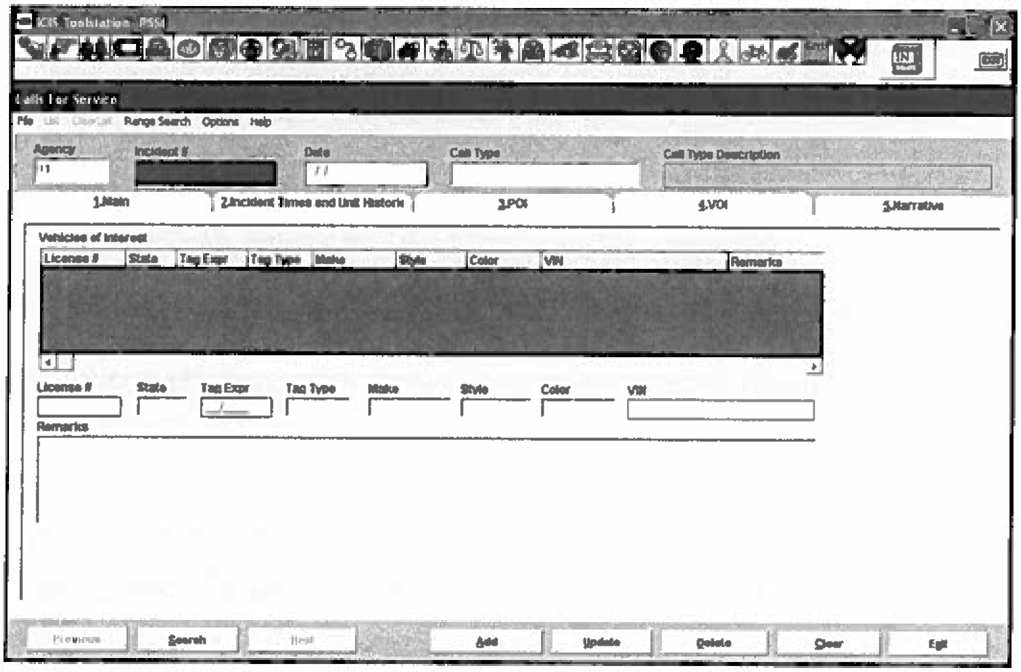
The Main tab contains data pertaining to the date and incident information relating to the "whats" and "wheres" about the incident, as well as who phoned it in. The Incident Times and Unit Histories tab contains the times associated with various incident statuses as well as units assigned and their associated histories. By double-clicking on a listed unit, that individuals unit's history, as associated with the incident, is displayed.



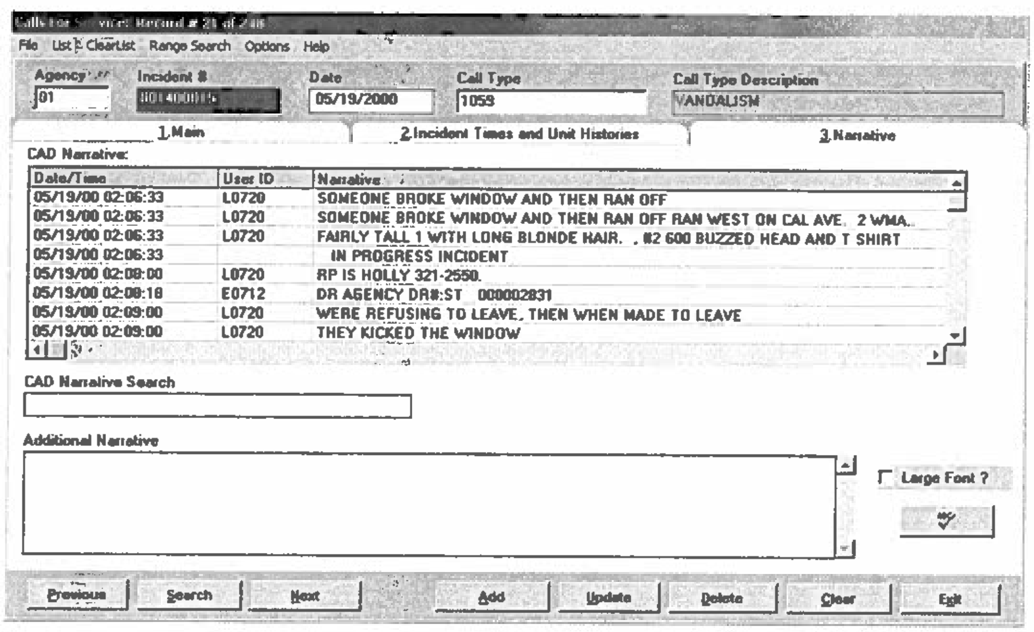
POI – Allows for "Person of Interest" entry.



Allows for "Vehicle of Interest" entry.



The Narrative tab contains any existing CAD narrative as well as offering the ability to add additional narrative as part of the incident report. The Narrative tab also offers spell-checking features.



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Required Fields

The Calls for Service module has required fields that must be completed before the **Add** process can be finalized. Adding Calls for Service records will only be done by those agencies not utilizing CAD data. These include:

AGENCY (*Alphanumeric, System-supplied*)
INCIDENT# (*Alphanumeric*)
DATE REPORTED (*MMDDYYYY*)
CALL TYPE (*Coded*)
RD (*Coded*)
RECEIVED TIME (*HHMMSS*)

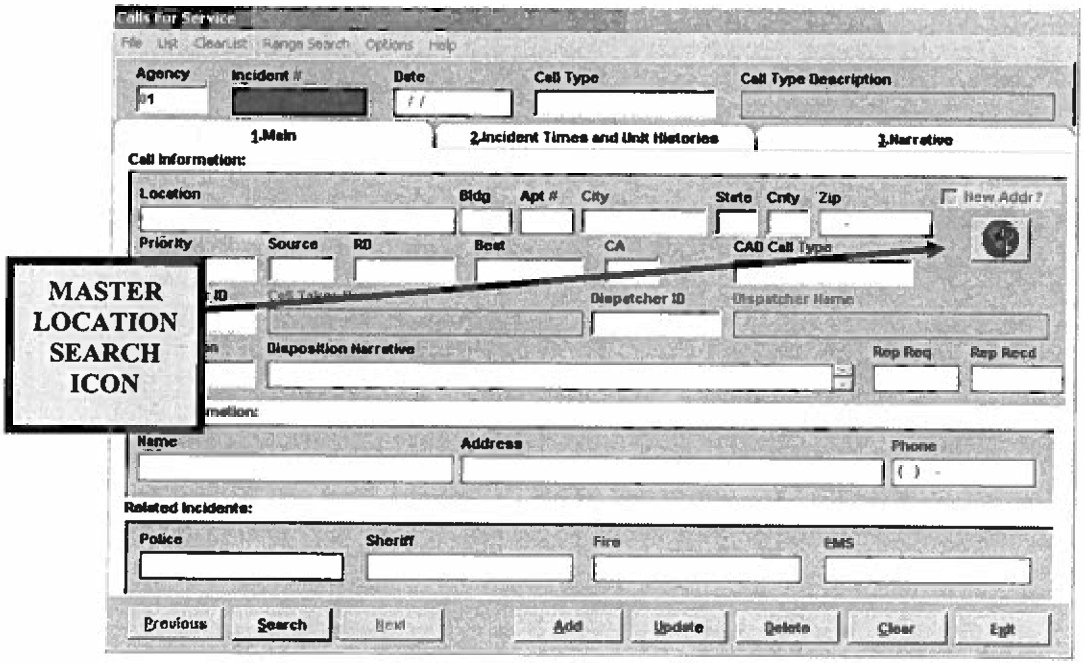
Don't worry if a required field is forgotten. The system will display a message at the top of the screen highlighted in red warning of the omission and will move your cursor to the field needing attention. As you perform daily entries, you will begin to recognize required fields immediately.

During data entry, moving from field to field is accessed by either the **TAB** key to go forward one field, the **SHIFT-TAB** combo to move back one field or the mouse to click on the desired field in any order. Also, don't forget about the coded fields (the ones that look 3-D). They contain codes your agency uses for consistent, uniform data entry throughout the system. They are accessed by the **F2** key or by double-clicking with the mouse. Refer back to Special Data Fields for more information.

When all the data has been entered into each respective tab, use the **Add** function button to add the report to the database. It is not necessary to use the **Add** function button from each tab, but it is a good idea. At the top of the screen, a green confirmation message is displayed to indicate the process was accepted. In addition, each user can have their security set-up to include the clearing of the screen upon adding and/or updating reports. By selecting the ALWAYS CLEAR feature, the screen is always clear for new entry after each add/update, thus eliminating the need to manually clear the screen. A benefit for not selecting the ALWAYS CLEAR function is during frequent adds/updates, the user is not required to re-enter the report number for retrieval. The information is left on the screen for further action. Then it is up to the user to clear the screen manually once they have finished with the one report. Each user should try both methods to determine which offers them the most benefits.

Master Location

All location information is stored in the Master Location table, regardless of the module it was entered in. When location information is entered, it can be checked against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. To access Master Location information, enter a location then press the Master Location Search icon.

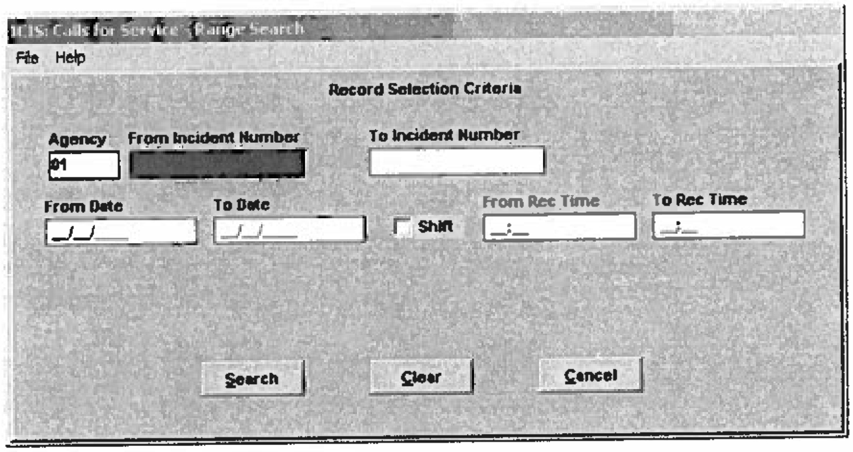


During the search process, an address validation is performed. If errors are found, alternatives are displayed, if any, and the user can make selections from a pick list. If the entered criteria matches one or more entries in the Master Location table, a list of matching record(s) will be displayed. The user can view details from the list and then make a selection to have location data be transferred back to their original entry form. Refer to the Master Location Module for further details.

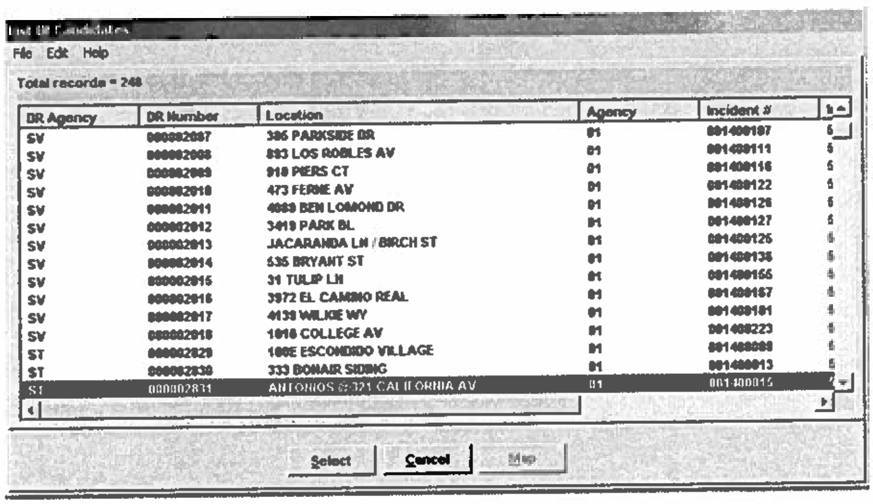
Retrieving a Calls for Service Record

The ICIS system offers three methods for retrieving records. One is to enter data into one or more fields on a blank Calls for Service screen and then use the **Search** function button.

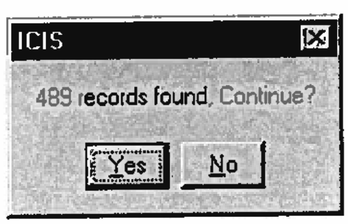
The second is to use the **Range Search** menu option. This displays the Range Search screen where criteria can be entered. When done, use the **Search** function button. If you accessed this screen by mistake, use the **Cancel** button to return to the Calls for Service screen. The **Clear** function button clears the fields for a new search.



The third is to use both the fields from the Calls for Service screen and the **Range Search** screen. Remember, in either case, the more information entered, the more restrictive the search will be. If the search results in the retrieval of more than one record, the List of Candidates' screen is displayed.



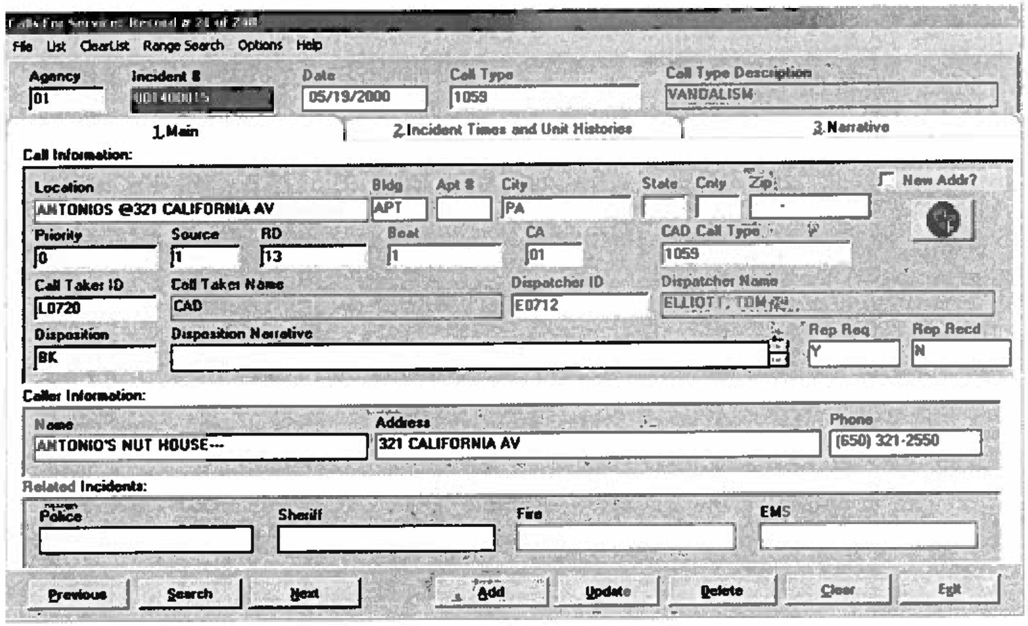
If the number of records selected exceeds the minimum threshold, a message is displayed. Pressing the **Yes** function button will bring up the list of candidates. Pressing the **No** function button will allow for entry of additional search criteria that may be used to reduce the number of records selected.



Should the selected records exceed the maximum thresholds, a message at the top of the screen highlighted in red will be displayed indicating the search criteria must be modified. Enter additional criteria and perform the search again. Your System Administrator determines thresholds.

The List of Candidates display offers the capability of sorting by simply clicking on the respective column header. The selected column will then sort the entries. Additionally, the List of Candidates can also be temporarily rearranged by dragging a column header. Simply point and hold the left mouse button while you drag the column to the desired order within the screen.

To access a record within the List of Candidates, highlight the desired incident and either double-click with the mouse or use the **Select** function button. The screen is then filled with the data of the selected record. Notice that the selected record will display within the title bar its location with the List of Candidates (Record # 21 of 248). This allows the user to use the **Previous** and **Next** function keys to scroll forward or back through the List of Candidates without having to redisplay the list itself.



The List of Candidates can be redisplayed by selecting **List** from the menu bar and access a different record as before. Should you want to perform a new search, clear the List of Candidates display by selecting **ClearList** from the menu bar. While clearing the screen is recommended, it is not required.

In addition to standard searches, the Calls for Service module offers three other searches. The first, Unit # Search allows users to search for incidents that contain certain Unit #s. This is helpful when you may not know any incident information, but you know it involved 1A12. The List of Candidates would display all calls 1A12 has been assigned to. The second is the DR # Search which allows users to search for certain DR numbers. DR numbers are used by agencies that want separate, sequential report numbers. The third is the CAD Narrative Search, which allows users to search for incidents that contain certain words or phrases. Again, helpful when you may not know any incident information, but you know it involved a red corvette. The List of Candidates would display all calls that contain "red corvette" text.

Options Menu

Once a record is retrieved, there are times you may want to view data associated with the record. Such data could be within the record history itself or through attached modules. These features are found in the **Options** menu.

View Audit Trail
The View Audit Trail option permits the operator to view a chronological list of record changes. The changes include who performed and last updated the record, along with the dates and times associated with update.

View Offense
The View Offense option permits the operator to view the related Offense information of the displayed calls for service record.

Updating a Calls for Service Record

Updating records requires special security clearance. Security will be discussed in a later section. If clearance has been granted, use the methods discussed previously to retrieve the record needing to be updated. A record cannot be updated until it is retrieved. Perform the necessary changes, additions, or removal of data within the report. Once complete, use the **Update** function button. The system will display a message stating the record has been updated.

Printing a Calls for Service Record

The Calls for Service module allows the user to print the displayed screen or the entire report. These features, shown below, are accessed from the **File** option of the menu bar.

Print Screen
The Print Screen option permits the operator to print the currently displayed screen.

Print Current Record
The Print Current Record option permits the operator to print the current record and not just the currently displayed screen.

Additionally, the List of Candidates from a search can be printed into a hard-copy list. From the List of Candidates display, select the **File** option from the menu bar and then select the desired print option.

Print Screen
The Print Screen option permits the operator to print the currently displayed list of candidates screen.

Print List
The Print List option permits the operator to print the entire list of candidates.

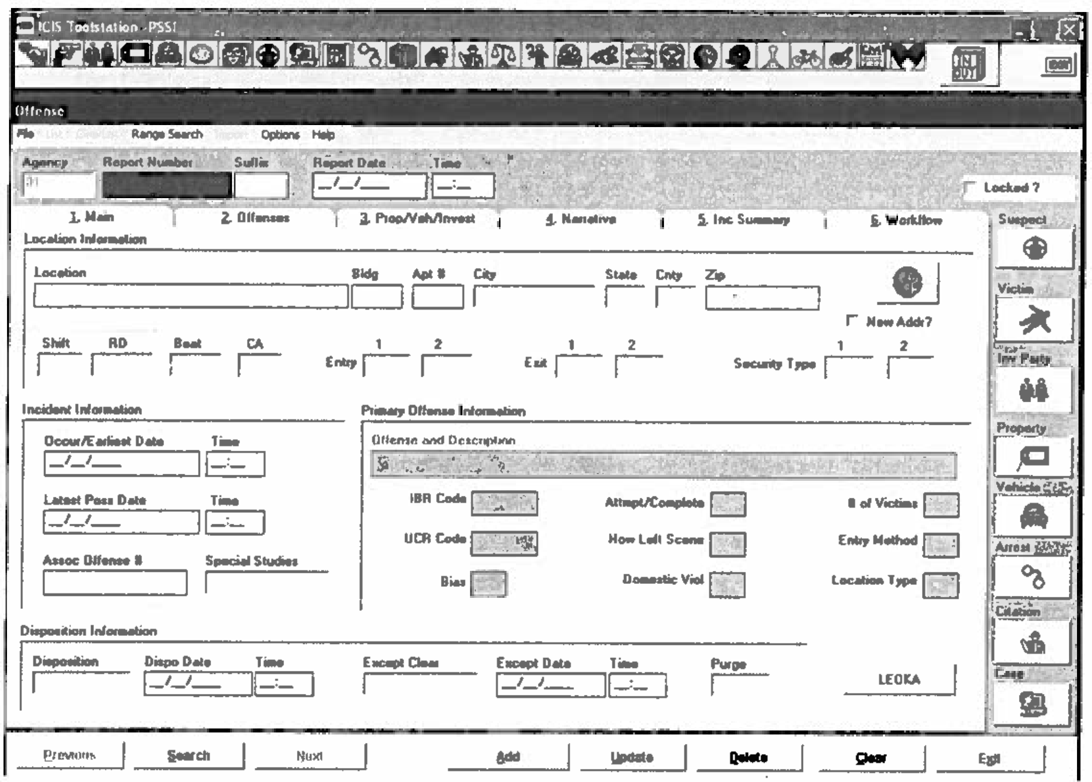
ENTRY OF AN OFFENSE REPORT

OFFENSE

The Offense module is the starting point of the records system. The Offense module gives an overview of the entire incident from CAD creation to Case Management. From this module, the offense information and the linked modules are used to create a complete report.

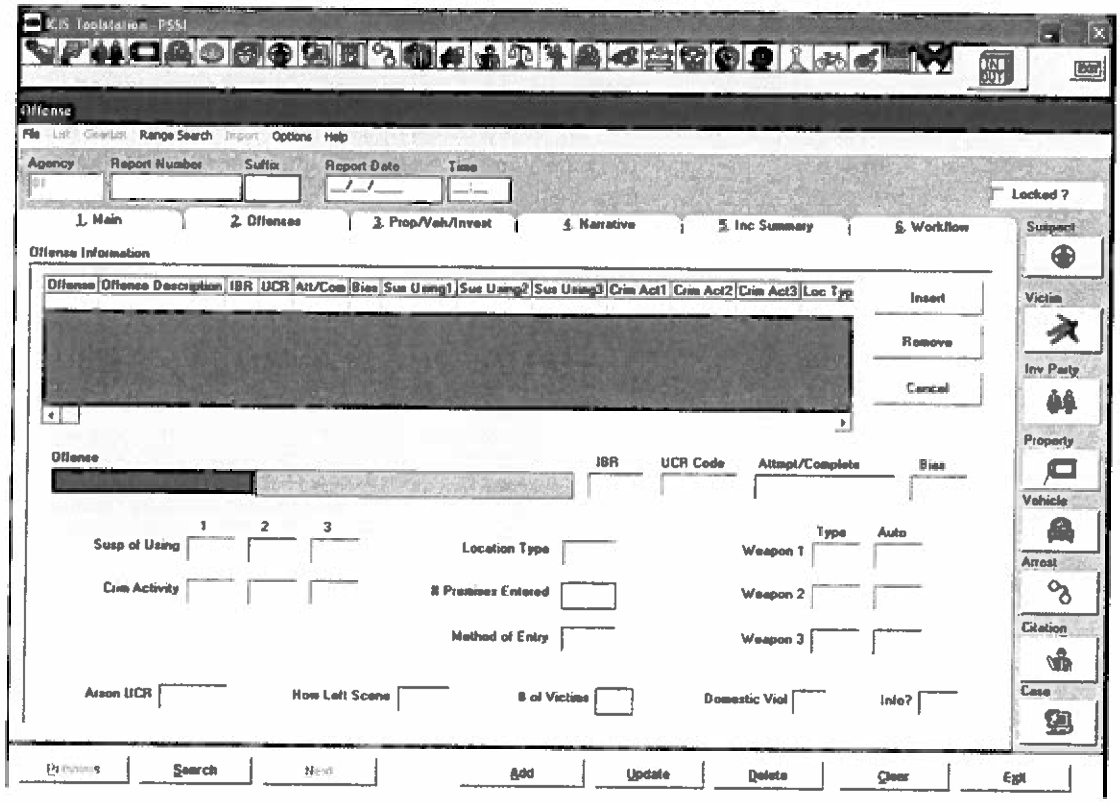
Adding an Offense Report

Upon accessing the Offense module, the cursor is placed in the Report Number field. This is where data entry begins. Notice that the screen has two parts: the top contains the key fields regarding the offense's basic data; and below this are the tabbed sections. The key fields remain constant within the display while the tabbed sections change based on which section is being displayed.



Before we begin data entry, let's familiarize ourselves with the Offense module. The Offense module contains six sections: Main; Offenses; Prop/Veh/Invest; Narrative; Incident Summary; and 77. These provide the basic details about the offense in a condensed form for easy viewing. The Main tab contains data pertaining to the offense location, incident information, as well as disposition.

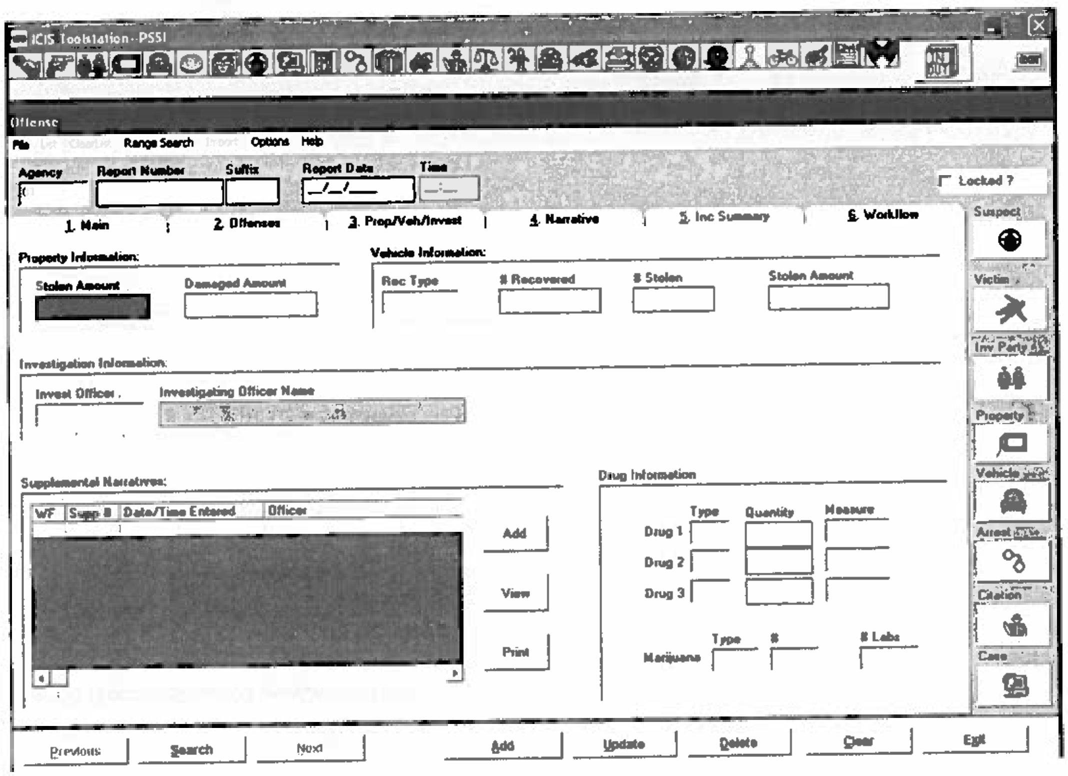
The Offenses tab contains an offense grid, which allows the user to enter one or multiple offenses. Also, when a value is entered into the OFFENSE field, the corresponding entries from the UCR cross-reference and the IBR cross-reference tables will be placed into the appropriate UCR CODE and IBR CODE fields just below. Provided there is a match found on the offense code entered. Once an offense code is entered into the grid, the main offense will automatically appear on the Main tab.



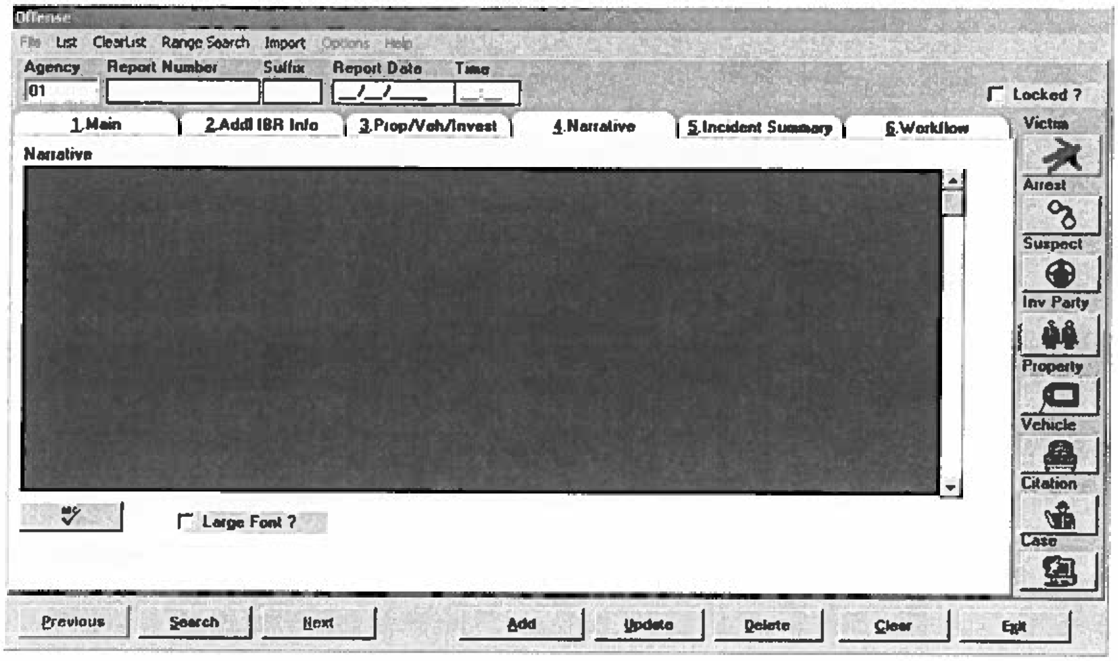
The Prop/Veh/Invest tab contains data pertaining to any property/vehicles involved in the offense, the investigative officer(s) assigned, as well as any supplemental narratives and drug information. The property/vehicle fields are related to other modules for UCR reporting and work in conjunction with the Incident Summary tabs when performing validations. As data is entered, it is matched up to data entered in the Property and/or Vehicle module(s).

Also, when dealing with UCR reporting, certain guidelines apply. In most cases, vehicles are not considered property. The exception to this is carjacking. As carjacking is considered a higher offense than a stolen vehicle, the vehicle now becomes property to eliminate any conflicts during the UCR reporting.

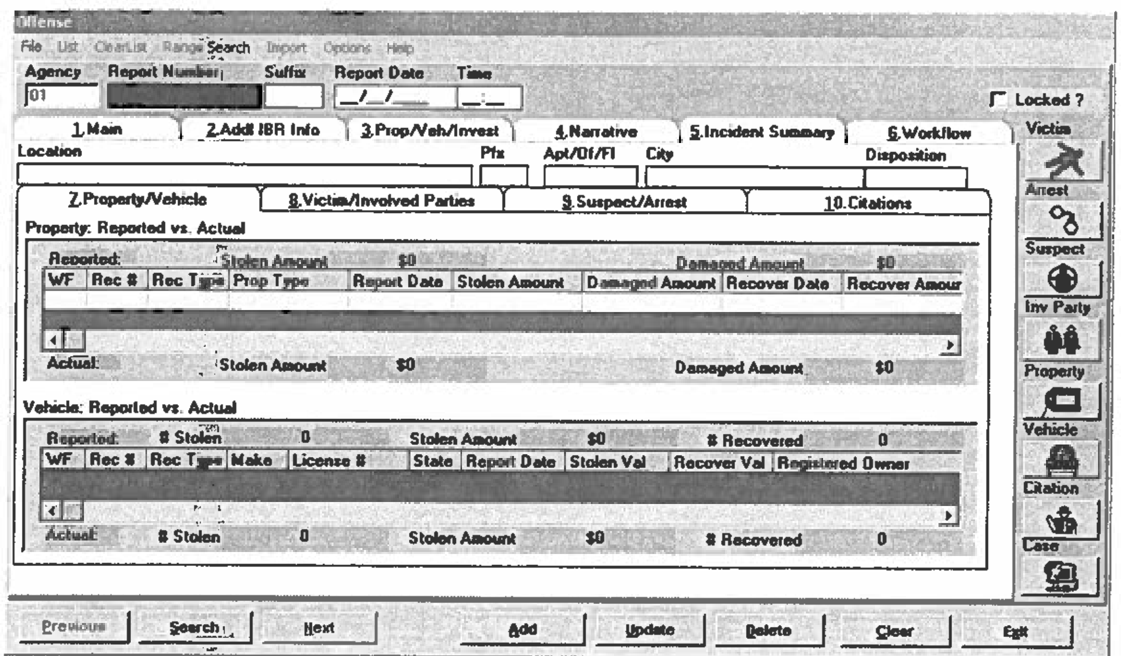
Now that you have seen how vehicles can become property, let's talk about how property can become vehicle-related. When reporting any property from a stolen vehicle, the user needs to determine if the property is vehicle-related or not. Some vehicle-related items include stereo components, while non-vehicle-related items include clothing, tools, etc. Once determined, the property is included in the appropriate fields, whether it be property or vehicle information fields.



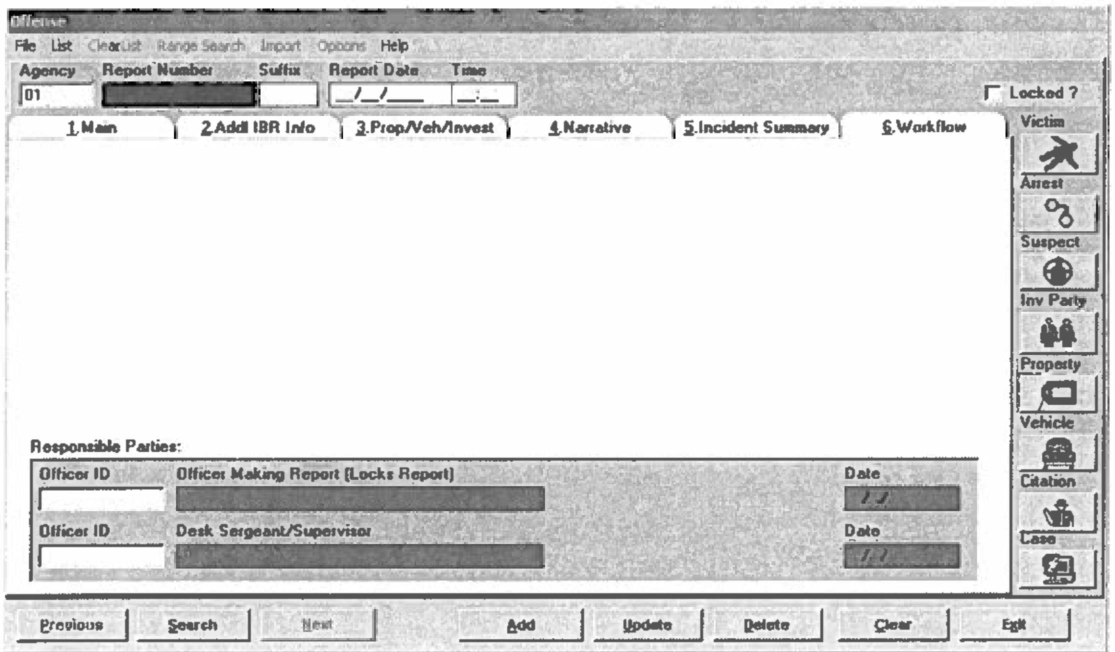
The Narrative tab allows for narrative to be entered as part of the offense report. The Narrative tab also offers spell-checking and large font features.



The Incident Summary tab displays associated information gathered from the linked modules. The Incident Summary tab also performs discrepancy checks to validate entries within a linked module are properly noted in the Offense module as well.



ICIS provides the ability to utilize a report approval system. This Workflow process is a flag setting that turns on the Workflow tab for the necessary modules (i.e. Offense, Arrest, Involved Parties, Property, Accident, Suspect, Citations, Vehicles, etc.) The Workflow process allows the reporting officer to submit reports to be electronically Signed.

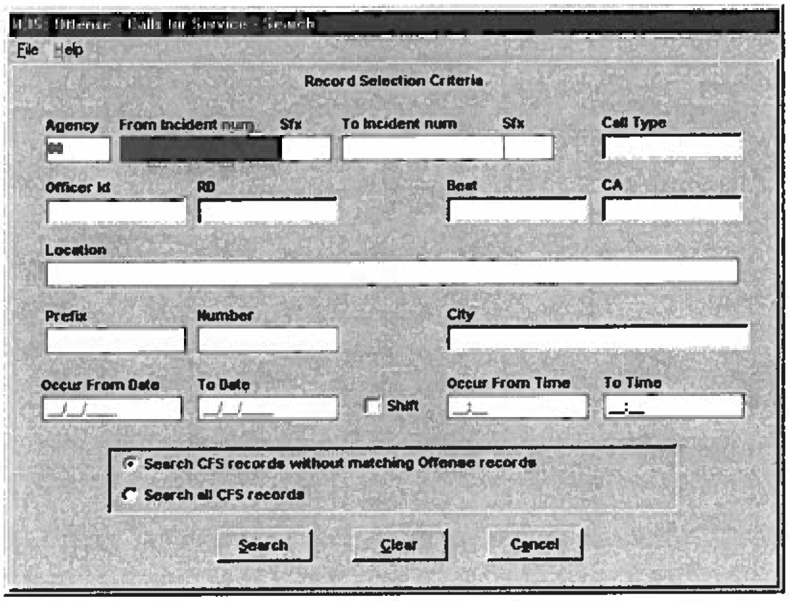


The Offense module offers links to Victim, Suspect, Involved Parties, Arrest, Property, Vehicle, Citation, and Case Management. These links, shown along the right-hand side of the window, allow the user to jump to associate modules for data entry without having to exit the Offense report, as well as using existing data to populate fields.

The agency, offense number and suffix must be entered prior to accessing the other modules. These fields will be passed to the chosen module, and if a record for that module exists, it will be displayed. If multiple records exist, a list of candidates will be displayed. This feature can be used during data entry to speed up the entry of related information or during retrieval and updating to view related information without having to leave the Offense screen.

Retrieve CFS

At the beginning of data entry, it is best to see if existing CAD data is available. By using CAD data, data entry can be reduced. Type in the report number (also known as the incident number) and access the **Retrieve CFS** option from the File menu. If data is available, it will be transferred to the appropriate fields within the Offense screen. If the report number is unknown, use the **Range Search** menu option.



When all desired search criteria has been entered, press the **Search** function button to initiate the search. The radio buttons at the bottom of the screen allow the user to limit the search to find Calls for Service records for which no Offense exists, which is a useful function to determine if any incident reports are missing. The date and time reported and all location information are transferred from the Calls for Service record to the corresponding fields in the Offense report.

Required Fields

The Offense module has required fields that must be completed before the **Add** process can be finalized. These include:

AGENCY (*Alphanumeric, System-supplied*)
REPORT NUMBER (*Alphanumeric*)
SUFFIX (*Numeric*)
REPORT DATE (*MMDDYYYY*)
TIME (*HHMMSS*)
SHIFT (*Coded*)
RD (*Coded*)
OFFENSE (*Coded*)
UCR CODE (*Coded*)
OCCUR/EARLIEST DATE (*MMDDYYYY*)
OCCUR TIME (*HHMMSS*)

Don't worry if a required field is forgotten. The system will display a message at the top of the screen highlighted in red warning of the omission and will move your cursor to the field needing attention. As you perform daily entries, you will begin to recognize required fields immediately.

Additionally, the LOCKED? field in the upper right corner allows the user to limit access to the report. If checked, only users authorized to view locked records will be able to view and/or access the report. This is primarily used when the offense being reported is of a sensitive nature or involves agency personnel.

During data entry, moving from field to field is accessed by either the TAB key to go forward one field, the SHIFT-TAB combo to move back one field or the mouse to click on the desired field in any order. Also, don't forget about the coded fields (the ones that look 3-D). They contain codes your agency uses for consistent, uniform data entry throughout the system. They are accessed by the F2 key or by double-clicking with the mouse. Refer back to Special Data Fields for more information.

When all the data has been entered into each respective tab, use the **Add** function button to add the report to the database. It is not necessary to use the **Add** function button from each tab, but it is a good idea. At the top of the screen, a green confirmation message is displayed to indicate the process was accepted. In addition, each user can have their security set-up to include the clearing of the screen upon adding and/or updating reports. By selecting the ALWAYS CLEAR feature, the screen is always clear for new entry after each add/update, thus eliminating the need to manually clear the screen. A benefit for not selecting the ALWAYS CLEAR function is during frequent adds/updates, the user is not required to re-enter the report number for retrieval. The information is left on the screen for further action. Then it is up to the user to clear the screen manually once they have finished with the one report. Each user should try both methods to determine which offers them the most benefits.

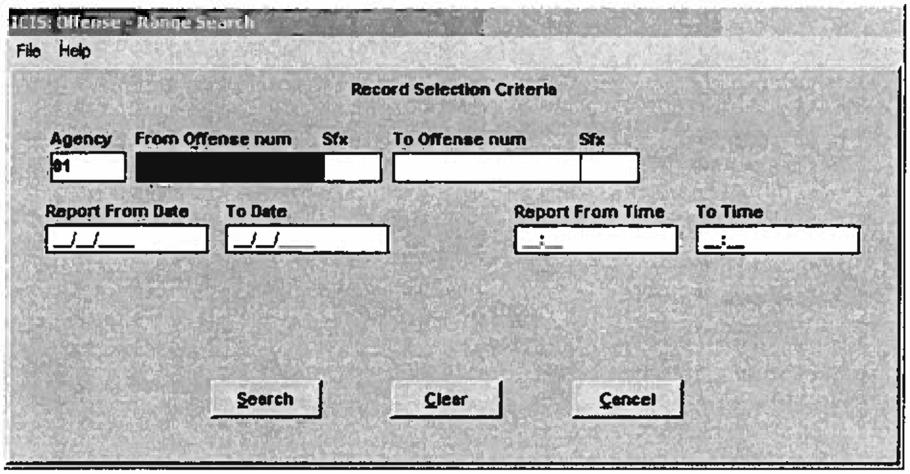
If this Offense report contains data related to any linked modules, you can either add now and then process the linked modules, or simply continue the entry process and add at the end. As a safeguard, it is always best to frequently use the ADD function to save entered data. For this example, our Offense report is going to contain data within all the linked modules. We will be following the order of the linked modules, starting with Victim.

In addition to adding records, the system offers other actions such as retrieving, updating and deleting records.

Retrieving Records

The ICIS system offers three methods for retrieving records. One is to enter data into one or more fields on a blank screen of the Offense module and then use the **Search** function button.

The second is to use the **Range Search** menu option. This displays the Range Search screen where criteria can be entered. When done, use the **Search** function button. If you accessed this screen by mistake, use the **Cancel** button to return to the module screen. The **Clear** function button clears the fields for a new search.



The third is to use both the fields from the Offense screen and the **Range Search** screen. Remember, in either case, the more information entered, the more restrictive the search will be. If the search results in the retrieval of more than one record, the List of Candidates' screen is displayed. The List of Candidates features are discussed in detail within the Calls for Service section.

Options Menu

Once a record is retrieved, there are times you may want to view data associated with the record. Such data could be within the record history itself or through attached modules. These features are found in the **Options** menu.

View Workflow Notes

Any notes attached to a Workflow process are viewable from this selection.

View Audit Trail

The View Audit Trail option permits the operator to view a chronological list of record changes. The changes include who performed and last updated the record, along with the dates and times associated with update.

View Record Information

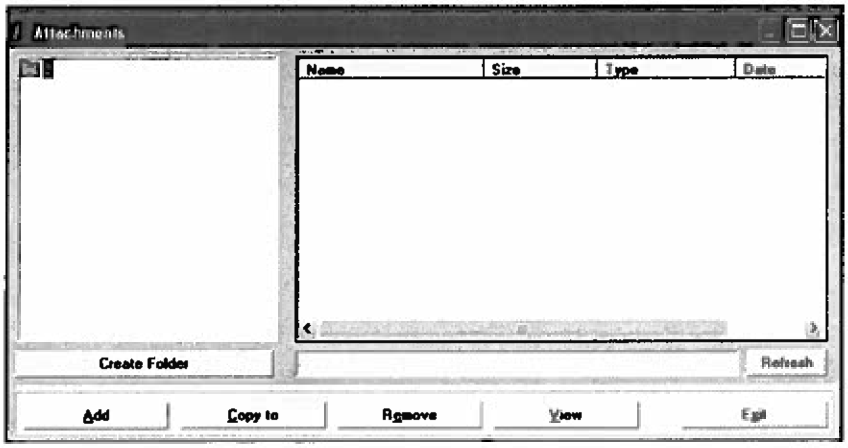
The View Record Information option permits the operator to view the original incident record entry. This differs from the View Audit Trail option in that any records that have not be updated are not available in the Audit Trail. Thus to view these unabridged incidents, the View Record Information is provided.

View Calls for Service

The View Calls for Service option permits the operator to view the Calls for Service record associated with the Offense record. This provides the operator with a glance of the incident the officers responded to as well as any radio text entered during the incident.

View Attachments

This option allows you to save documents to the Offense Report. These documents can be any file type, such as Word, PowerPoint, Excel documents, or photo images, such as jpg and bmp. This allows the user to scan in documents, such as witness written statements, signed Miranda forms, etc. To add an attachments to the Offense Module, select the View Attachments functions from the Options menu on the toolbar. This will present the end user with the following screen.



Selecting the **Add** button will take you to the Browse for file screen. Find file to be attached and click open. This will add the attachment.

To view an attachment, simply double click the file name, or single click to highlight file and select **View**.

The **Copy to** function allows you to copy a document to another location. To do this, highlight the file you wish to copy, select the **Copy to** button and select the desired location.

The **Remove** button allows you to remove a document by highlighting the document and selecting the remove button.

Set Default Values

The Set Default Values option toggles whether the values associated with the City, State, and/or Zip Code that were entered into the Admin Table for the Agency's personal information are entered as defaults. This eliminates having to enter these values for addresses that fall within the same geographical area as the agency's address.

Updating Records

Updating records requires special security clearance. If clearance has been granted, use the methods discussed previously to retrieve the record needing to be updated. A record cannot be updated until it is retrieved. Perform the necessary changes, additions, or removal of data within the record. Once complete, use the **Update** function button. The system will display a message stating the record has been updated.

Deleting Records

Deleting records requires special security clearance. If clearance has been granted, use the methods discussed previously to retrieve the record needing to be deleted. A record cannot be deleted until it is retrieved. Use the **Delete** function button and a confirmation message will be displayed to verify the deletion process. Selecting YES will delete the record; selecting NO will abort the deletion process.

Printing Records

The Offense module allows the user various print options. These features, shown below, are accessed from the **File** option of the menu bar.

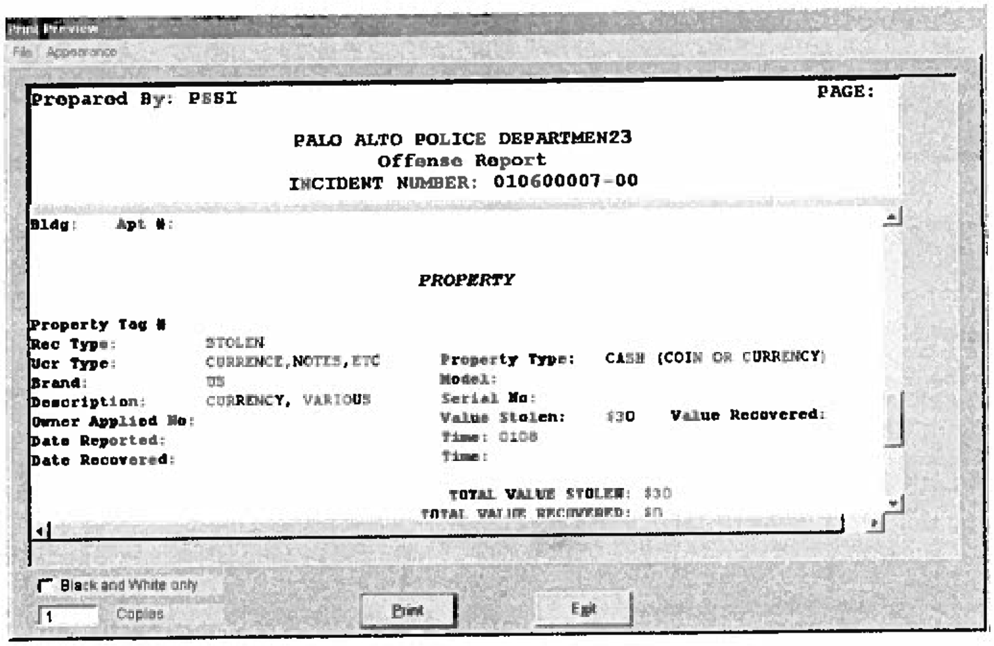
Print Screen

The Print Screen option permits the operator to print the currently displayed screen.

Print Incident Report - Current

The Print Incident Report - Current menu option permits the operator to print the entire incident report of the current displayed record or to select specific modules to be printed. A checkmark next to the module indicates that information will be included with the report.

After selecting the desired modules, pressing **OK** will generate the Print Preview feature allowing the user to view how the printed report will look like before actually beginning the print process.



In addition, options within the **Appearance** menu allow the user to change how the report looks. Colors of headers, sub-headers, field headers, and field detail are all user-selectable. These settings can also be set to be the default values for future prints.

Also, a Whiteout Character feature has been added to allow the user to select sensitive information and have this data electronically "whited-out" prior to being printed. This provides a quick and easy method for printing reports while at the same time removing any sensitive data not allowed to all personnel or public. Also, a checkbox in the lower left corner allows for indicating "black and white" prints only and field for entering the number of copies to be printed.

Once the output of the report is acceptable, the **Print** button executes the printing process. Should the report not be what the user was looking for, the **Exit** button returns the user to the Offense module. If this report needs to be saved, the **File** menu offers the ability to save the record, allowing the user to select the name and file location of the record.

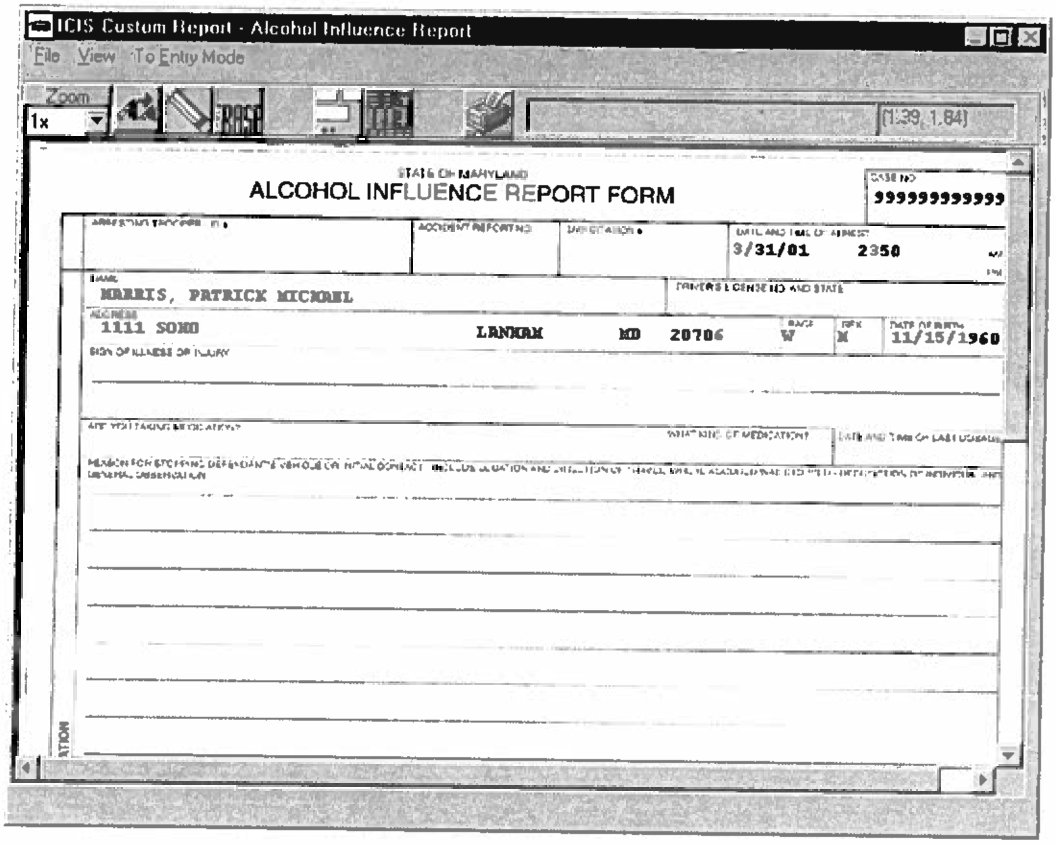
Print Incident Report - List

The Print Incident Report - List menu option permits the operator to print the entire incident report for each of the records returned in the current search list.

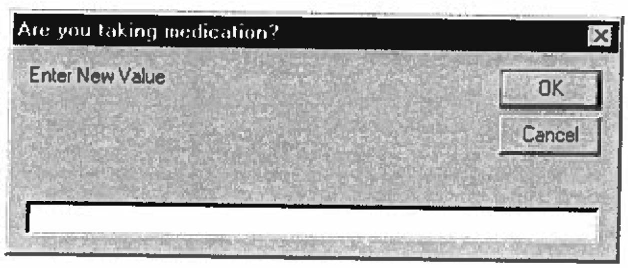
Custom Reports

Should the Offense report be complete, reports can be created from the available data. In addition to canned reports located in the Reports module, customers can purchase custom reports created by PSSI. These reports are located in the Offense module accessed from the **File** menu.

The Custom Reports menu option permits the operator to print custom reports using the current record's basic data. By clicking on Custom Reports, a list of available reports is displayed. Once the desired Custom Report is selected, an interactive form is displayed where the user can point-and-click on fields within the report display to input data.



A window, confirming the field selected, is displayed, requesting the user to "enter the new value". Once entered, press the OK button and the entered data is now displayed within the form. If this field was displayed by mistake, press the CANCEL button to return to the report display without updating.



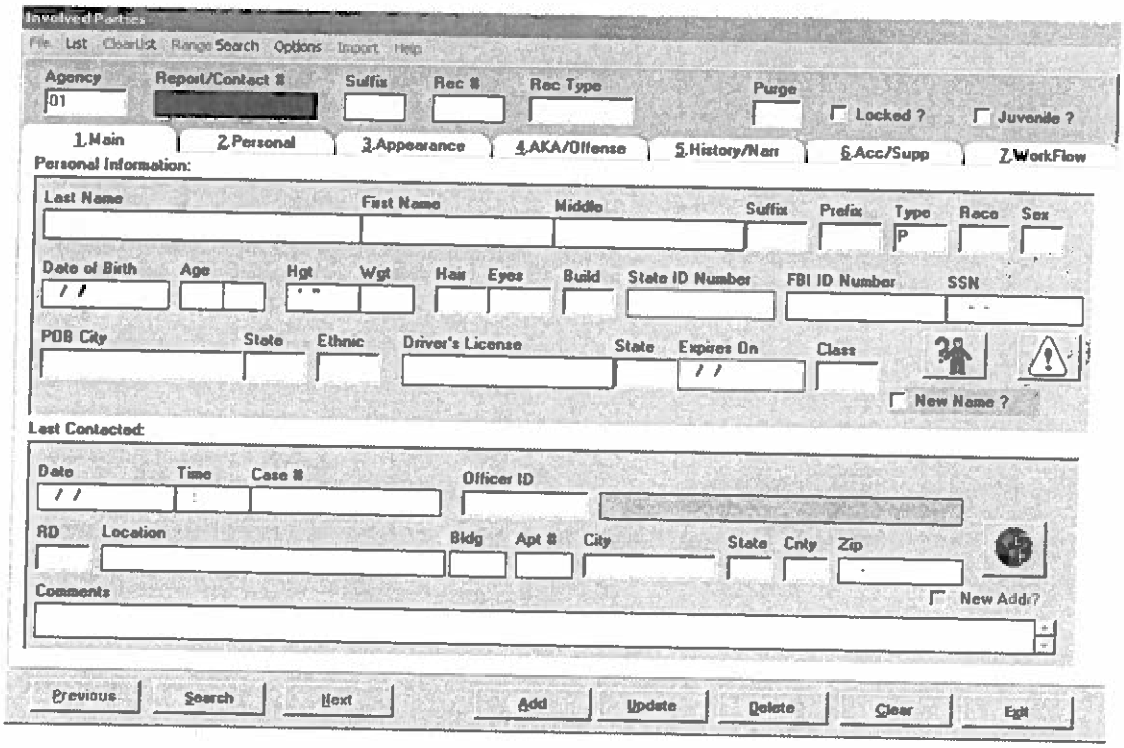
The ICIS Custom Report form offers various features, which can be accessed from either the drop-down menus or from the displayed icons. These features include zooming the screen, show/hide field boundaries, refresh data, and print. Other features include changing font size, including text fields, and erase.

INVOLVED PARTIES

This module captures and displays data about all people involved with an incident. Involved parties include victims, complainant, missing person, witnesses, passengers, etc.

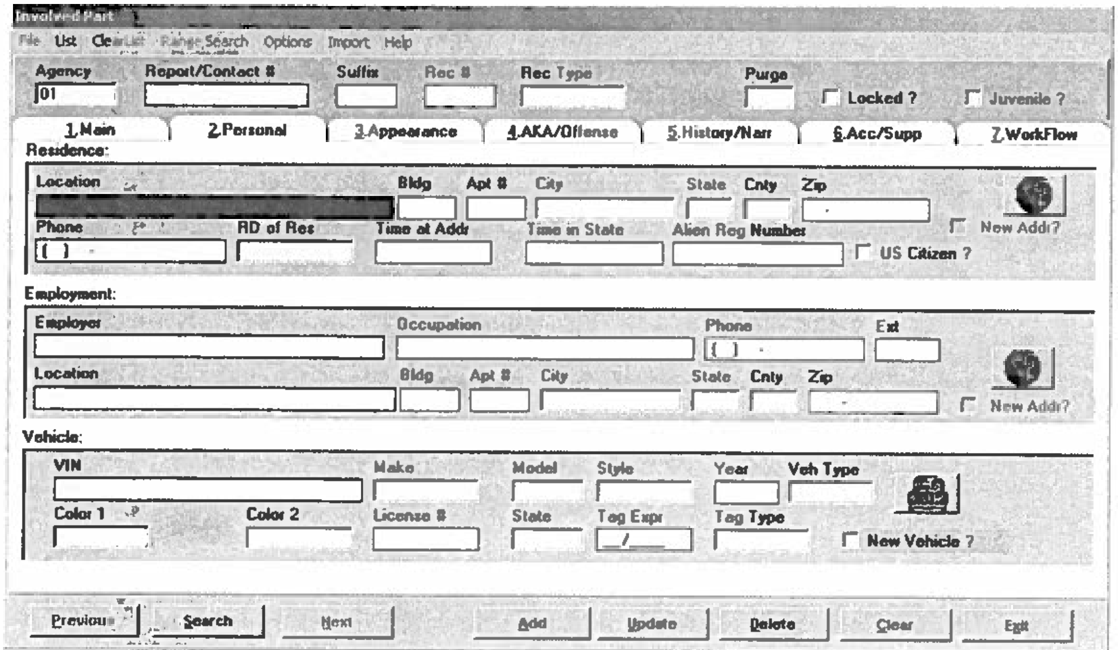
Adding an Involved Parties Report

Upon accessing the Involved Parties module, the cursor is placed in the Report/Contact # field. This is where entry begins. Notice that the screen has two parts: the top contains the key fields regarding the involved party; and below this are the tabbed sections. The key fields remain constant within the display while the tabbed sections change based on which section is being displayed.

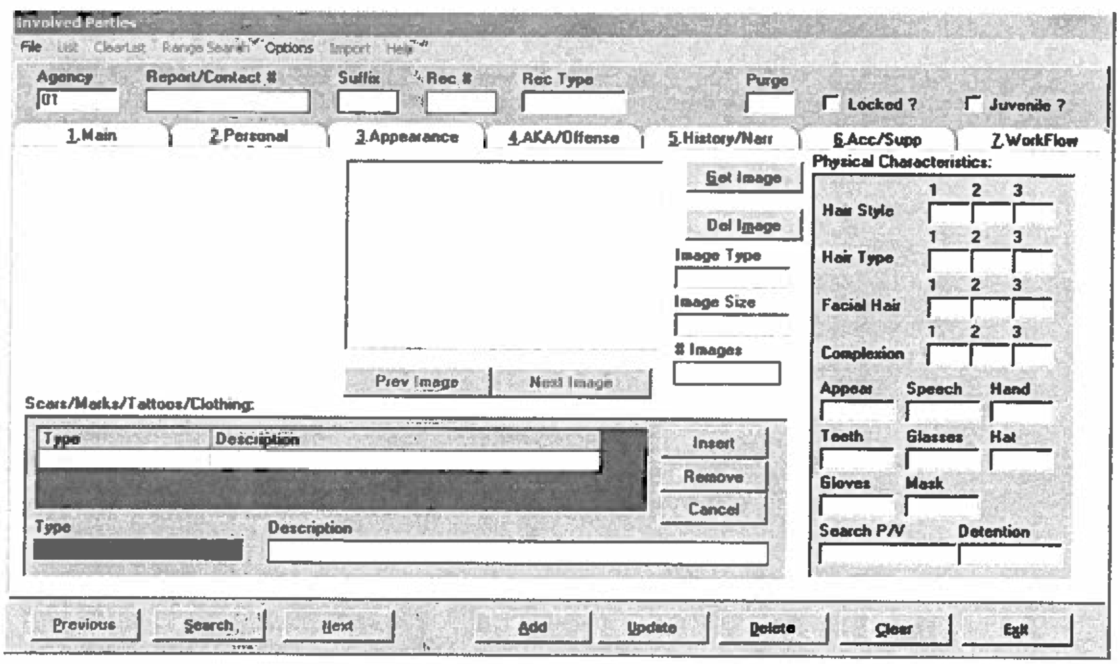


The Involved Parties module contains seven sections: Main; Personal; Appearance; AKA/ Offense; History/Narr; Acc/Supp; and Workflow. The Main tab, as shown above, contains the Master Name information for the person, as well as data pertaining to the date, time and circumstances of the involvement.

The Personal tab allows for the entry of data related to the address, employment and vehicle of the involved party.

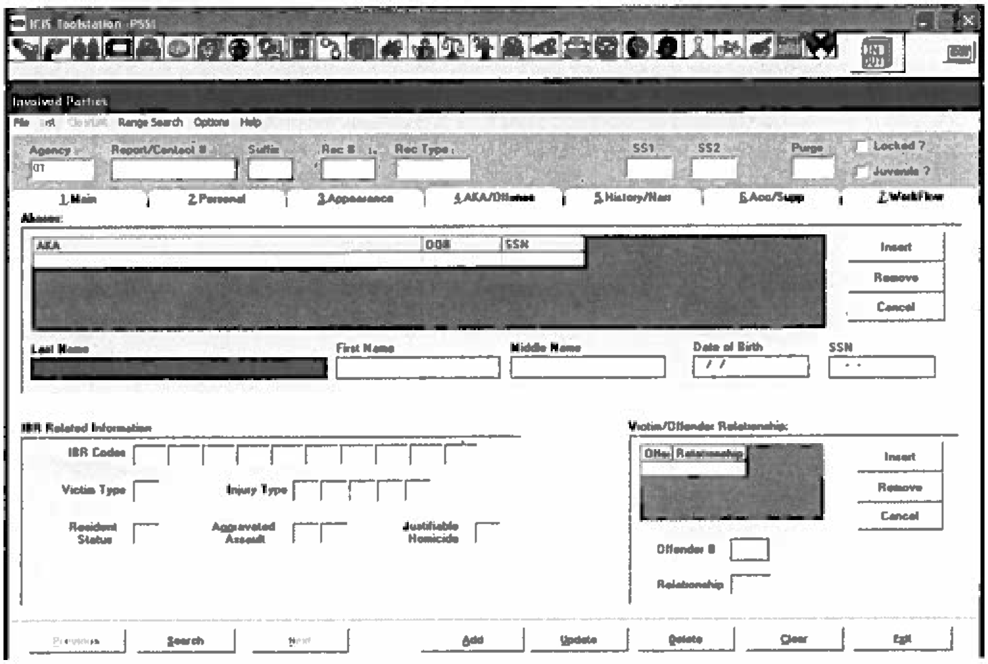


The Appearance tab contains information concerning the distinctive markings, physical characteristics and clothing of the involved party, as well as any associated images.

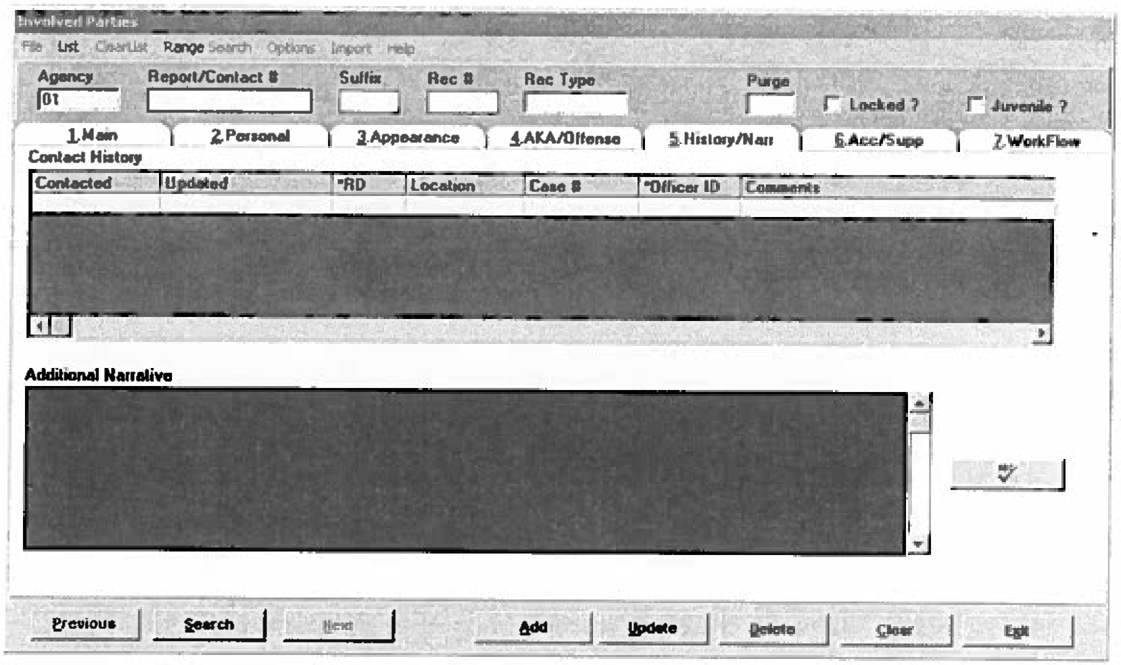


The AKA/Offense tab contains information on the aliases and gang references associated with the involved party. In the Offense Related Information section, the IBR CODES contain up to 10 offenses the individual was a victim to. By pressing the

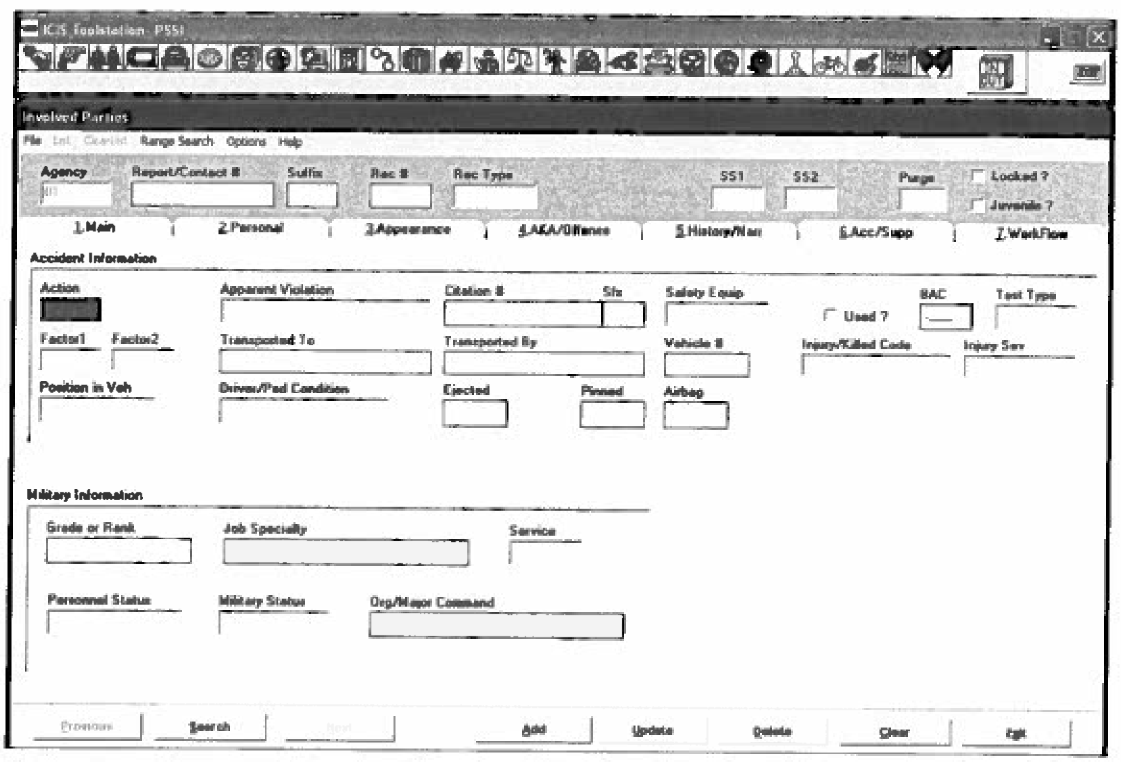
F4 function key while in any of the IBR CODES fields, all the IBR codes entered in the associated Offense report are pulled into these fields. And in the Victim/Offender Relationship section, pressing the **F4** function key while in the Offender # field will pull a list of entered suspects to be inserted into the grid.



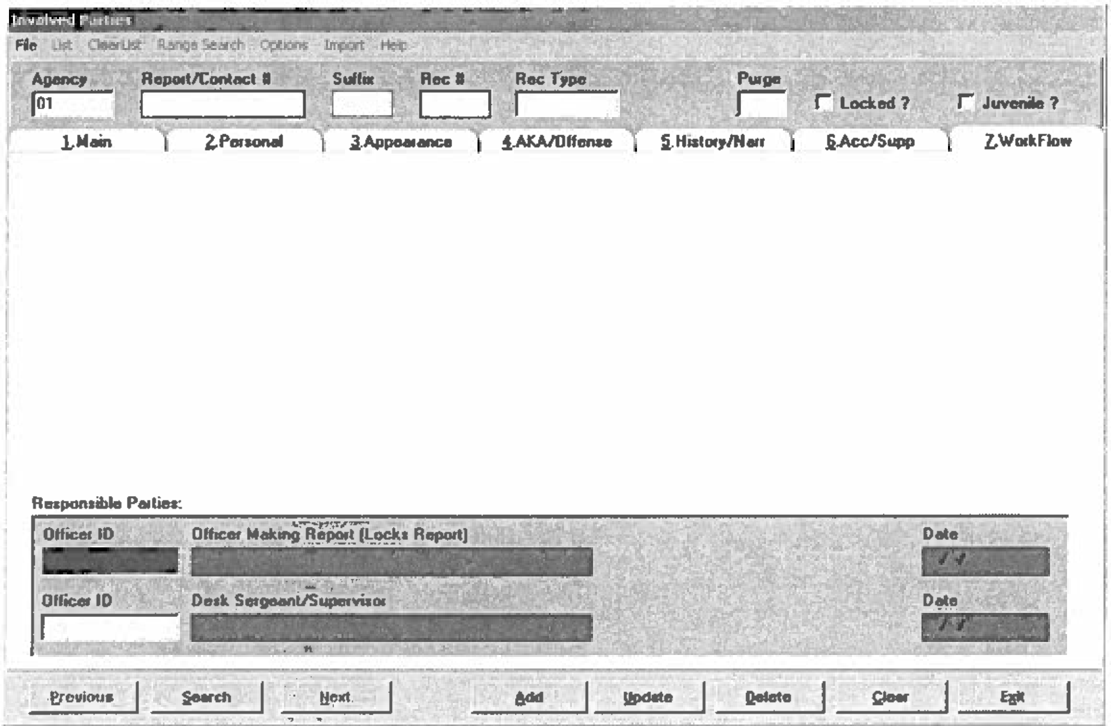
The History/Narr tab displays the contact history of the involved party as well as narrative associated with the Involved Party report. The narrative portion also offers a spell-checking feature.



The Acc/Supp tab contains accident information as well as supplemental military information. Just like in the Offense module, complete the necessary fields to add a report.

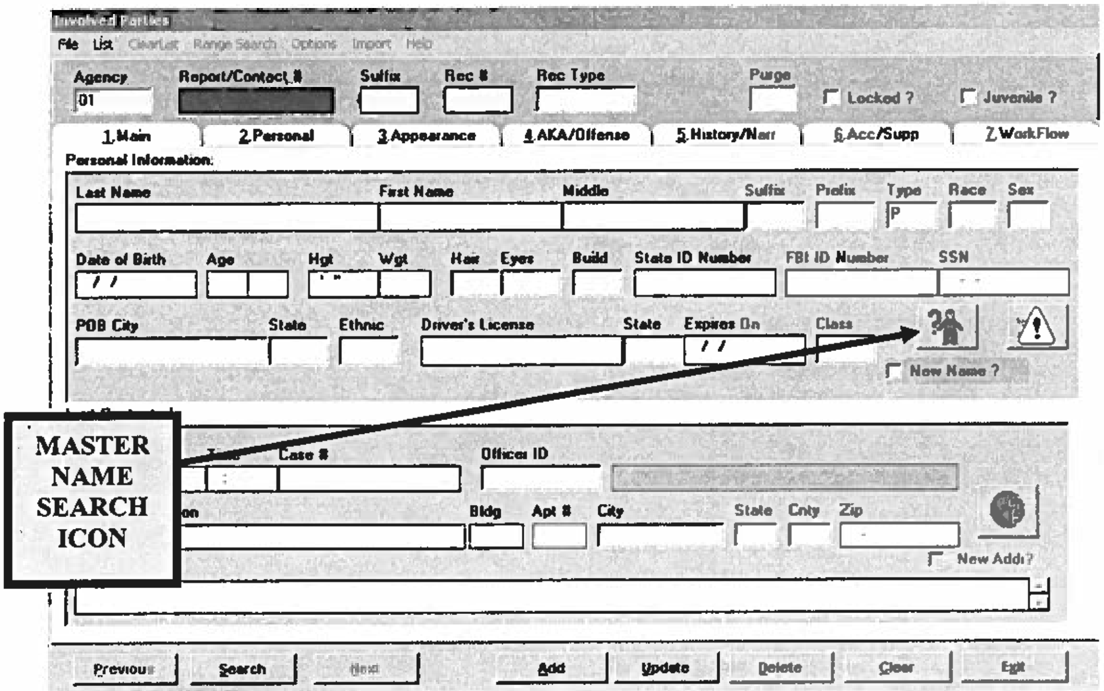


The Workflow tab offers the ability for the responsible parties to sign off on the report.



Master Name

All name information is stored in the Master Name table, regardless of the module it was entered in. When name information is entered, it can be checked against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. To access Master Name information, enter one or more fields that deal solely with an individual (name, DOB, height, etc.) then press the Master Name Search icon. If the entered criteria matches one or more entries in the Master Name table, a list of matching record(s) will be displayed. Search criteria include soundexing and range settings.



A soundex search is one where a code is produced from the individual's name (first, middle, and/or last names) and the system searches for any similar sounding names. The soundex mechanism utilizes a special coding scheme developed by the New York Identification and Intelligence System (NYSIIS). This coding scheme, in addition to handling the normal phonetic variations, effectively incorporates orthographic errors, which occur in the recording of Spanish and other Southern European names. In any case, a list of similar sounding names is presented for possible selection.

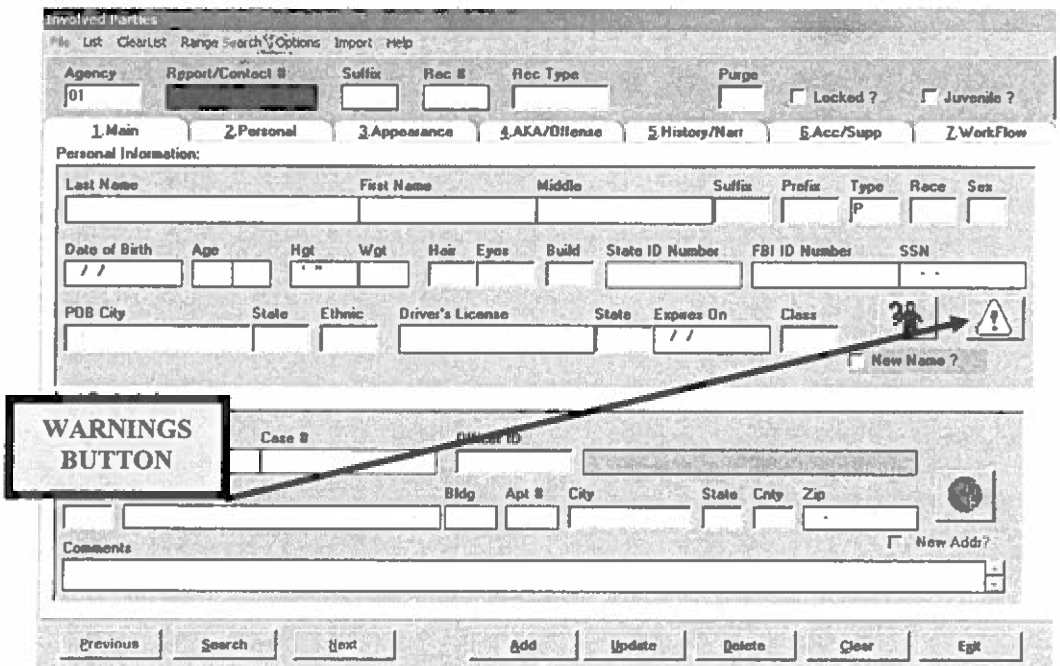
In addition to searching by names, physical characteristics can be included as search criteria. As physical characteristics offer many variables, ranges above and/or below the requested criteria can be set to provide thresholds when performing searches. The System Administrator sets these range parameters in the Admin Tables of the ICIS system. Please refer to the Master Name Range table for further information.

To view a record, double-click on the row or tab to the list then use the arrows to highlight the row and press the Enter key. Upon selection, an individual detail screen is displayed. If the information matches the current individual, use the **Select** button. This action will return all Master Name data from the selected record to be inputted into the record currently being processed. The **New Name?** box will be unchecked, as the individual already exists. Should the individual not exist, the **New Name?** box should be checked to create a new Master Name record.

If the selected record does not match, simply return to the list by accessing the **2. Results** tab to view another record. If none of the names match, use the **xReturn** button to return to the data entry screen where the Master Name search was performed.

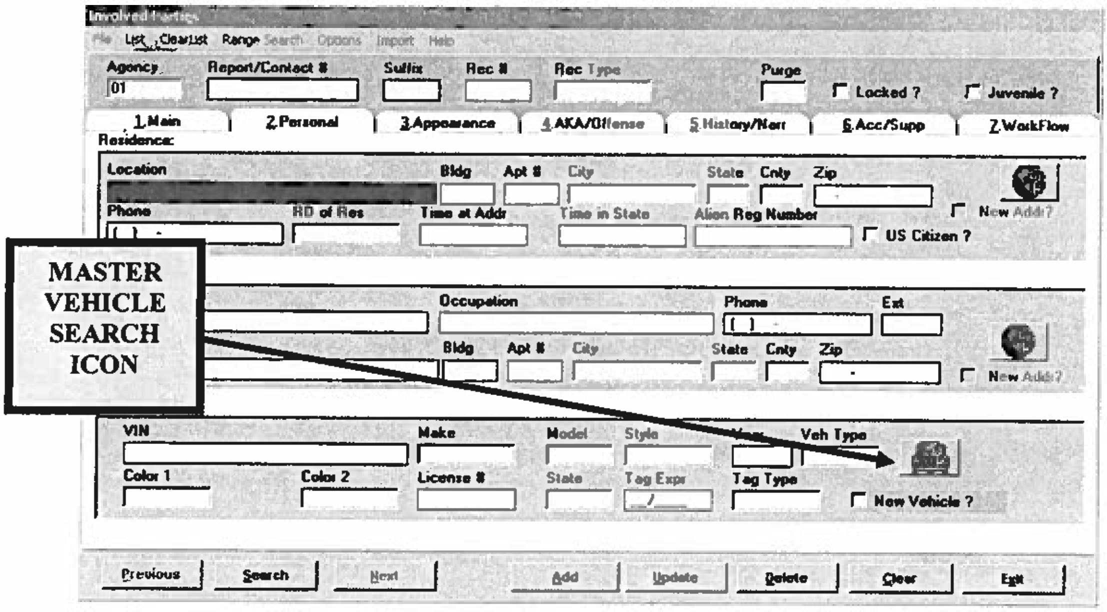
Warnings

Once an individual's name has been entered, if any existing data is found we have seen how it can populate fields to reduce keystrokes. In addition, should hazardous information be associated with the individual, the user is presented with this information as a warning. The Warnings button will flash as well as a yellow message banner at the top of the screen will be presented to the user to bring to their attention of hazardous information. This is helpful when just doing searches for officers in the field who need to be notified of potential dangerous situations. To add a Warnings alert, click on the **Warnings** button which displays an entry window. Type in the necessary fields and use the **Insert Into Grid** button and then the **Save and Exit** button.



Master Vehicle

All vehicle information is stored in the Master Vehicle table, regardless of the module it was entered in. When vehicle information is entered, it can be checked against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. To access Master Vehicle information, enter one or more fields that deal solely with a vehicle (make, color, license plate, etc.) then press the Master Vehicle Search icon. If the entered criteria match one or more entries in the Master Vehicle table, a list of matching record(s) will be displayed.



To view a record, double-click on the row or tab to the list then use the arrows to highlight the row and press the Enter key. Upon selection, an individual detail screen is displayed. If the information matches the current vehicle, use the **Select** button. This action will return all Master Vehicle data from the selected record to be inputted into the record currently being processed. The **New Vehicle?** box will be unchecked, as the vehicle already exists. Should the vehicle not exist, the **New Vehicle?** box should be checked to create a new Master Vehicle record.

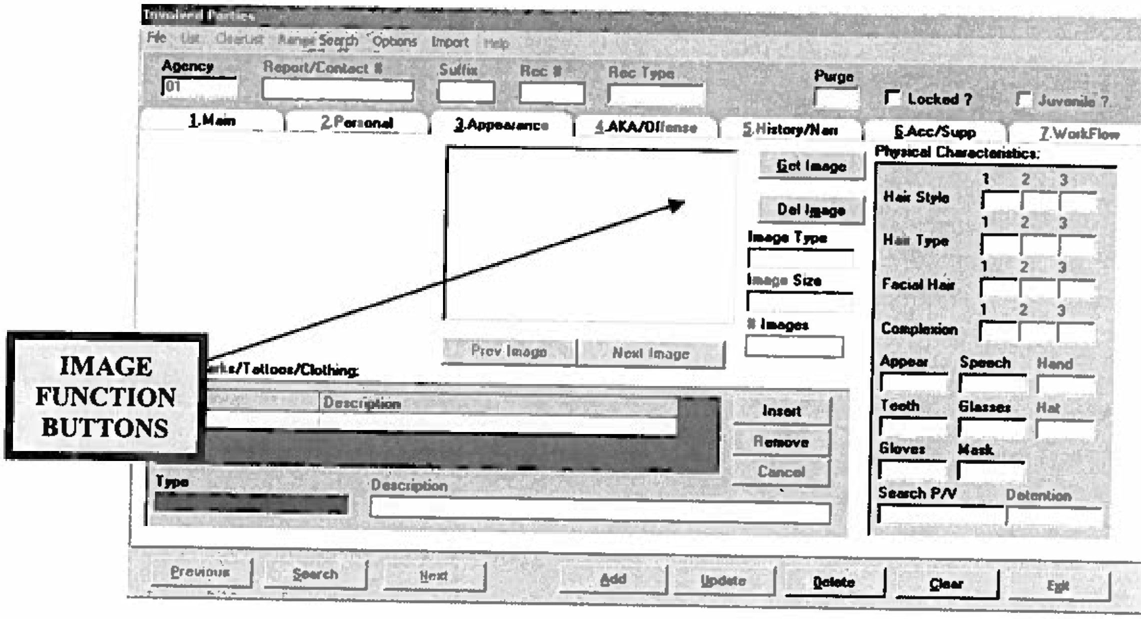
If the selected record does not match, simply return to the list by accessing the **2. Results** tab to view another record. If none of the names match, use the **xReturn** button to return to the data entry screen where the Master Vehicle search was performed.

Master Location

As discussed in Calls For Service, all location information is stored in the Master Location table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Calls For Service or the Master Location Module for more information.

Images and Mugshots

Various images can be stored within most modules. Mugshots can be associated to individuals, as well as any photos of unique physical characteristics. Function buttons allow the user to maintain such types of information.



Get Image. This function is used to select an image or mugshot from a directory tree. By using the **Get Image** button, a directory tree is displayed to access the necessary files. When the appropriate image file is located, click on the filename to temporarily place it in the picture box for viewing. After getting the image, the buttons will be re-titled to reflect the next process.

Add Image. When the **Get Image** button is accessed, it changes to **Add Image**. This function is used to add the displayed image to the existing record. The user must use the **Add Image** button to add the image to the record. When the image is added, the # image textbox value is increased by one.

Del Image. This function is used to delete the displayed image from the existing record. The user must use the **Del Image** button to delete the image from the record. When the image is deleted, the # image textbox value is decreased by 1. This button will not display during the add process. By using the **Done** button, the **Del Image** button will be redisplayed.

Done. This function is used to clear the directory tree from the screen. The user must use the **Done** button to remove the directory tree.

Image Type. This field describes the type of image being displayed. Options can include front, profile, etc.

Image Size. The size of the image of the subject. Options include Scanner, Landscape, and Portrait. In addition, the image box automatically adjusts according to the size of the image selected.

 # Images. This field displays the number of images associated to the existing record. This field will increase and decrease as the operator adds or deletes image records.

Grids

Throughout the Involved Parties module, various grids are utilized to capture data. The grids within Involved Parties are the Scars/Marks/Tattoos/Clothing, Aliases, and Victim/Offender Relationship sections. The input of data within a grid is accomplished by typing the data into the fields at the bottom of the grid area. After entry, press the **INSERT** button to have the data inserted into the grid. Should grid data need to be removed, first access the entered data by double-clicking on the line item within the grid display. Once accessed, the entry fields are filled in with the associated data. Now you can press the **REMOVE** button to remove the entry from the grid. The **CANCEL** button offers the capability of clearing any previously entered grid fields to begin a new entry.

Required Fields

The Involved Parties module has required fields that must be completed before the **Add** process can be finalized. These include:

AGENCY (*Alphanumeric, System-supplied*)
REPORT/CONTACT # (*Alphanumeric*)
SUFFIX (*Alphanumeric*)
REC # (*Numeric*)
REC TYPE (*Coded*)
LAST NAME (*Alphanumeric*)

Don't worry if a required field is forgotten. The system will display a message at the top of the screen highlighted in red warning of the omission and will move your cursor to the field needing attention. As you perform daily entries, you will begin to recognize required fields immediately.

Additionally, the LOCKED? and JUVENILE? fields in the upper right corner allow the user to limit access to the report. If checked, only users authorized to view locked and/or juvenile records will be able to view and/or access the report. The locked feature is primarily used when the offense being reported is of a sensitive nature or involves agency personnel. The juvenile feature keeps juvenile records private per federal mandates.

During data entry, moving from field to field is accessed by either the TAB key to go forward one field, the SHIFT-TAB combo to move back one field or the mouse to click on the desired field in any order. Also, don't forget about the coded fields (the ones that look 3-D). They contain codes your agency uses for consistent, uniform data entry throughout the system. They are accessed by the F2 key or by double-clicking with the mouse. Refer back to Special Data Fields for more information.

When all the data has been entered into each respective tab, use the **Add** function button to add the report to the database. It is not necessary to use the **Add** function button from each tab, but it is a good idea. At the top of the screen, a green confirmation message is displayed to indicate the process was accepted. Once complete, use the **xReturn** function button to return to the original Offense report. A summary of the victim and/or other involved party information should now be displayed under tab #7. Victim/Involved Parties. Now we can move onto the next linked module, Arrest.

Options Menu

The Involved Parties module offers various options for interacting with data. Such options include viewing associated data or clearing certain fields to facilitate entry of cloned records. These features are found in the **Options** menu.

View Workflow Notes
Any notes attached to the Workflow process are viewable from this selection.

View Audit Trail
The View Audit Trail option permits the operator to view a chronological list of record changes. The changes include who performed and last updated the record, along with the dates and times associated with update.

View Offense
The View Offense option permits the operator to view the related Offense information of the displayed record.

View Record Information
The View Record Information option permits the operator to view the original incident record entry. This differs from the View Audit Trail option in that any records that have not be updated are not available in the Audit Trail. Thus to view these unabridged incidents, the View Record Information is provided.

Clear Name Info
The Clear Name Info option clears all Master Name information from the current record, including address, military and employment information as well as any associated aliases or scars, marks or tattoos.

Clear Veh Info
This Clear Veh Info option clears all Master Vehicle information from the current record.

Set Default Values
The Set Default Values option toggles whether the values associated with the City, State, and/or Zip Code that were entered into the Admin Table for the Agency's personal information are entered as defaults. This eliminates having to enter these values for addresses that fall within the same geographical area as the agency's address.

Printing Records

The Involved Parties module allows the user to print the displayed screen or the entire report. These features, shown below, are accessed from the **File** option of the menu bar.

Print Screen
The Print Screen option permits the operator to print the currently displayed screen.

Print Involved Party Report
The Print Involved Party Report menu option permits the operator to print the entire involved party report of the currently displayed record.

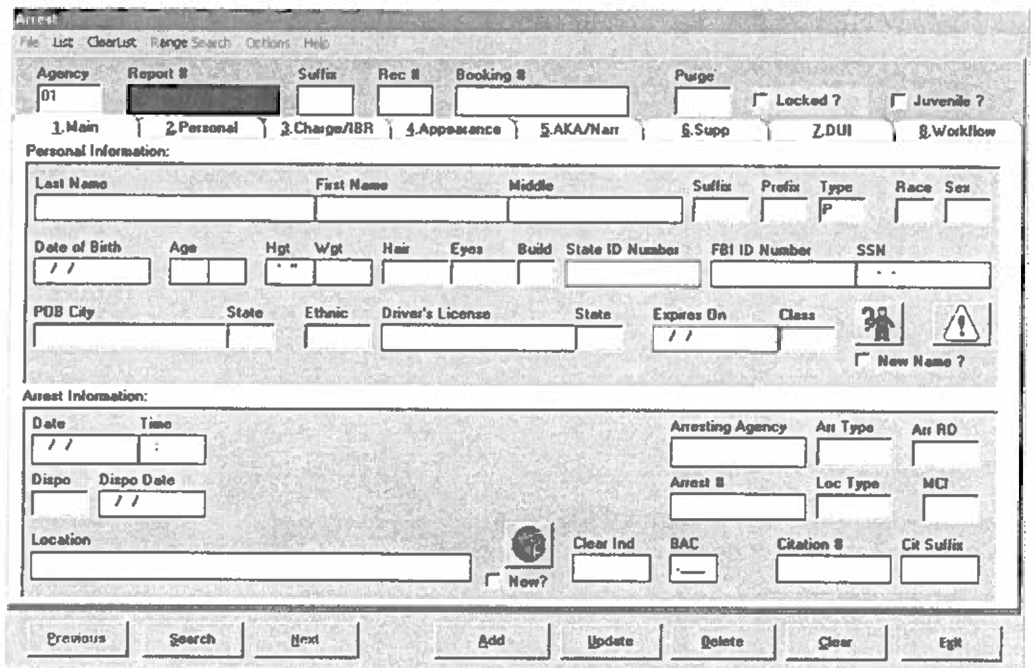
Print List of Candidates
The List of Candidates from a search can be printed into a hard-copy list. From the List of Candidates display, select the **File** option from the menu bar and then select the desired print option.

ARREST

The Arrest module captures and displays data about all people entered into the system who have been arrested.

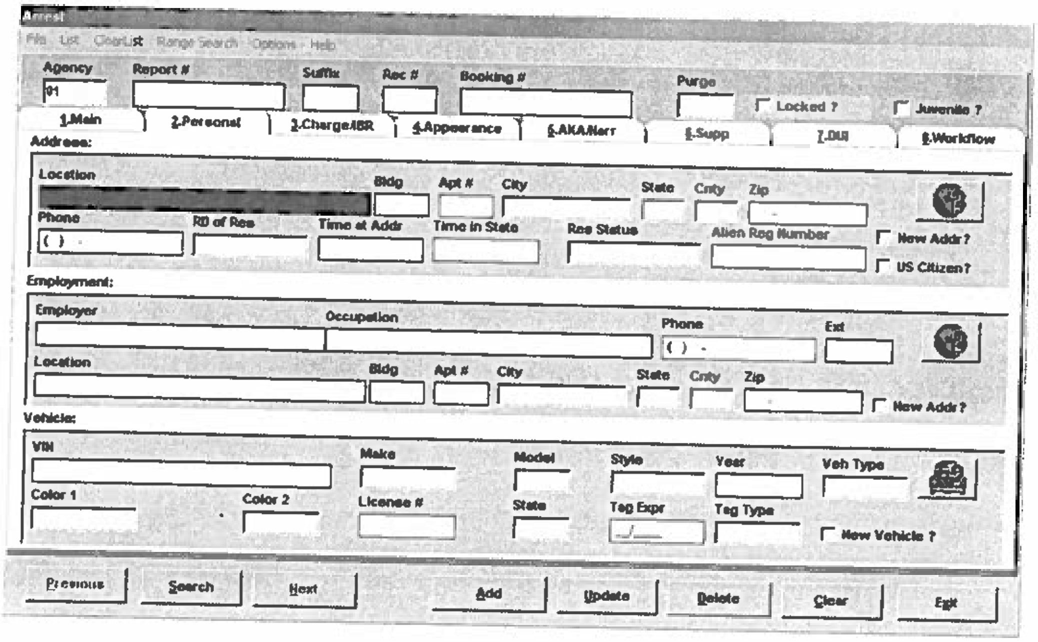
Adding an Arrest Report

Upon accessing the Arrest module, the cursor is placed in the Report # field. This is where entry begins. Notice that the screen has two parts: the top contains the key fields regarding the arrest's basic data; and below this are the tabbed sections. The key fields remain constant within the display while the tabbed sections change based on which section is being displayed.

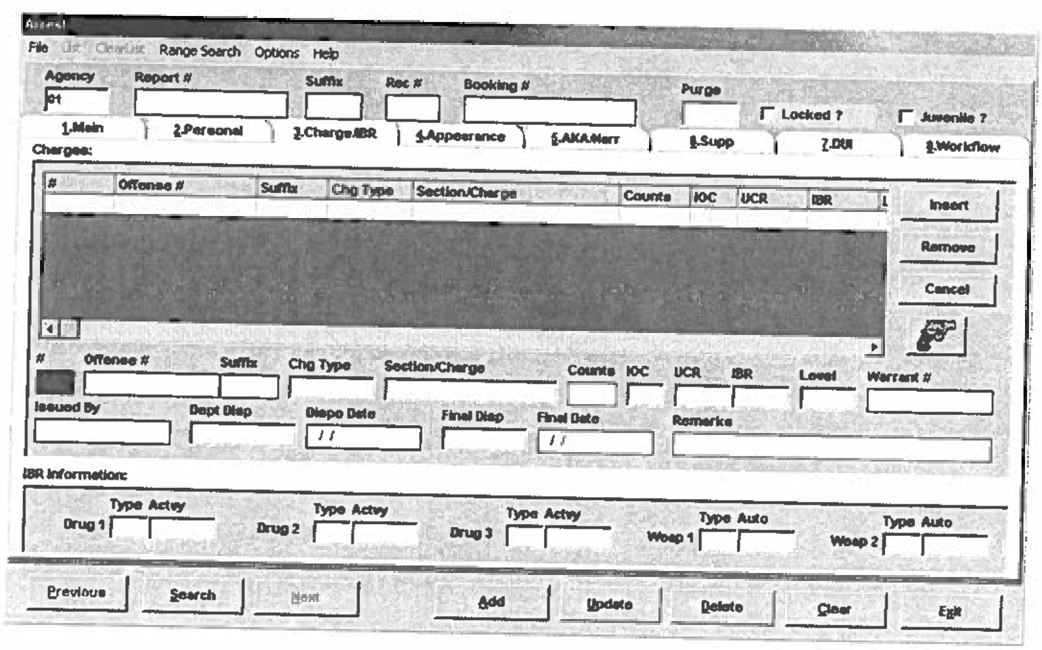


The Arrest module contains eight sections: Main; Personal; Charge/IBR; Appearance; AKA/ Narr; Supp; DUI; and Workflow. The Main tab, as shown above, contains the Master Name information for the person, as well as data pertaining to the date, time and circumstances of the arrest.

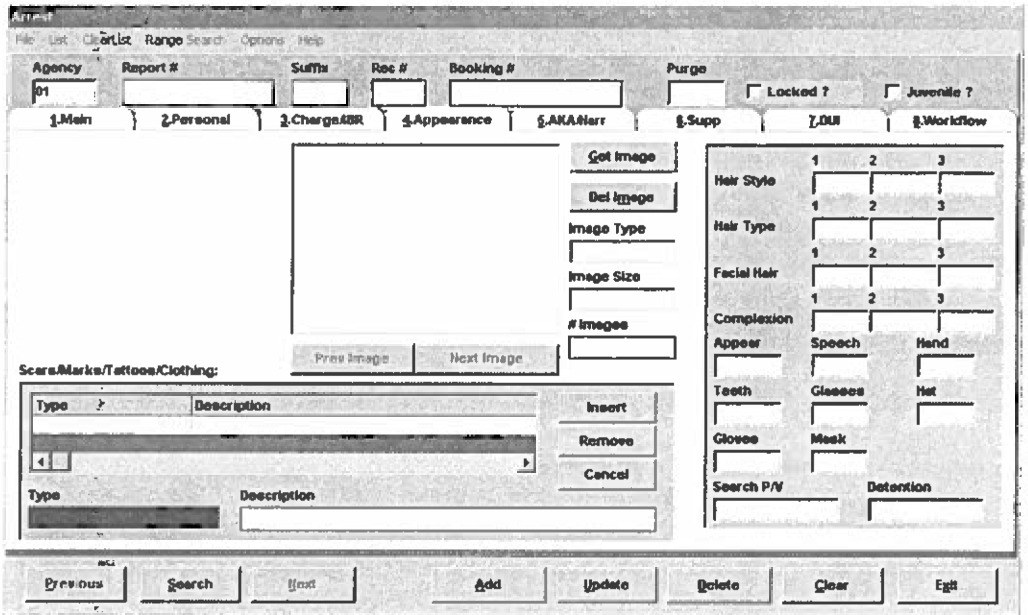
The Personal tab allows for the entry of data related to the address, employment and vehicle of the arrestee.



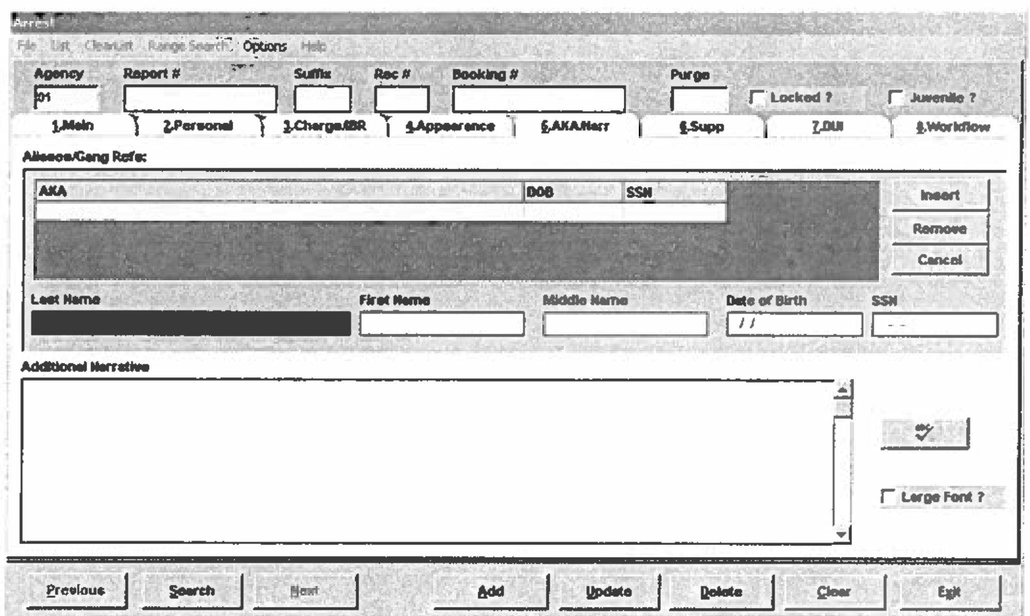
The Charge/IBR tab allows for the entry of incident-based reporting data. The charge number, offense number and suffix, charge type, section/charge, number of counts and IBR code are required for a charge to be inserted into the grid. Charge records with the same section/charge are not allowed. By pressing the **F4** function key while in Section/Charge field, all the offense codes entered in the associated Offense report are pulled into the appropriate fields.



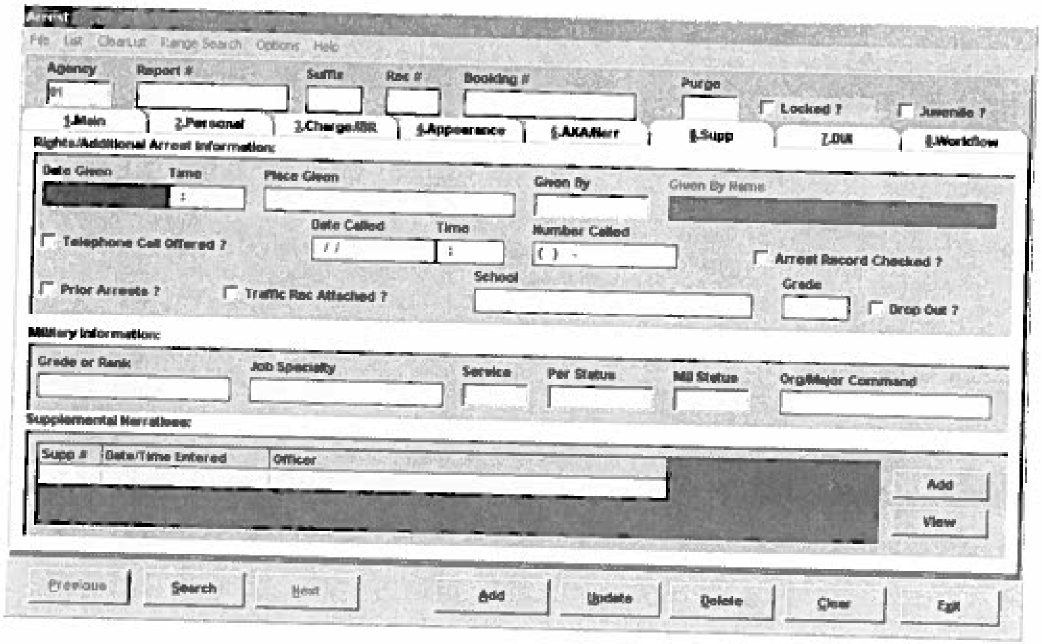
The Appearance tab contains information concerning the distinctive markings, physical characteristics and clothing of the arrestee, as well as any associated images.



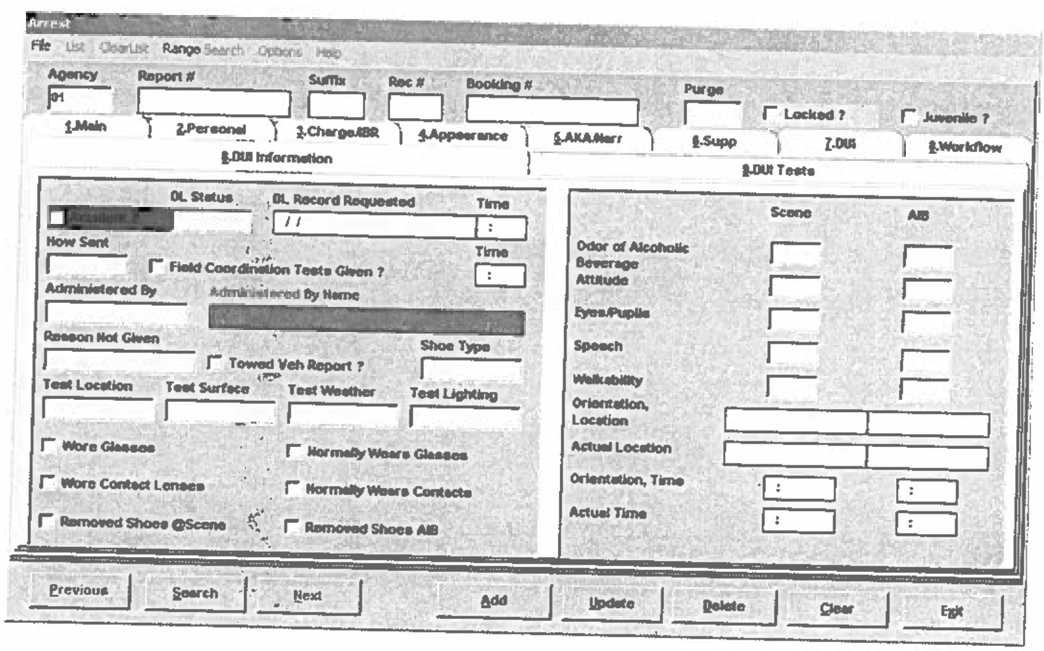
The AKA/Narr tab contains information on the aliases and gang references associated with the arrestee, as well as narrative associated with the Arrest report. The narrative portion also offers spell-checking and large font features.

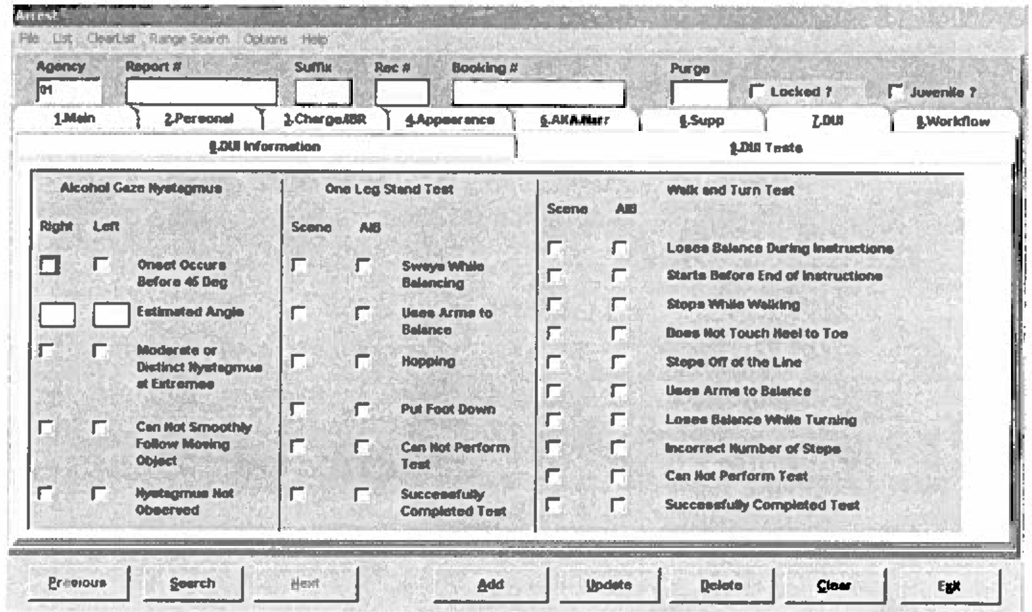


The Supp tab contains information including the circumstances surrounding the reading of rights, telephone calls and questions associated with the arrest, as well as military information associated with the Master Name tables.

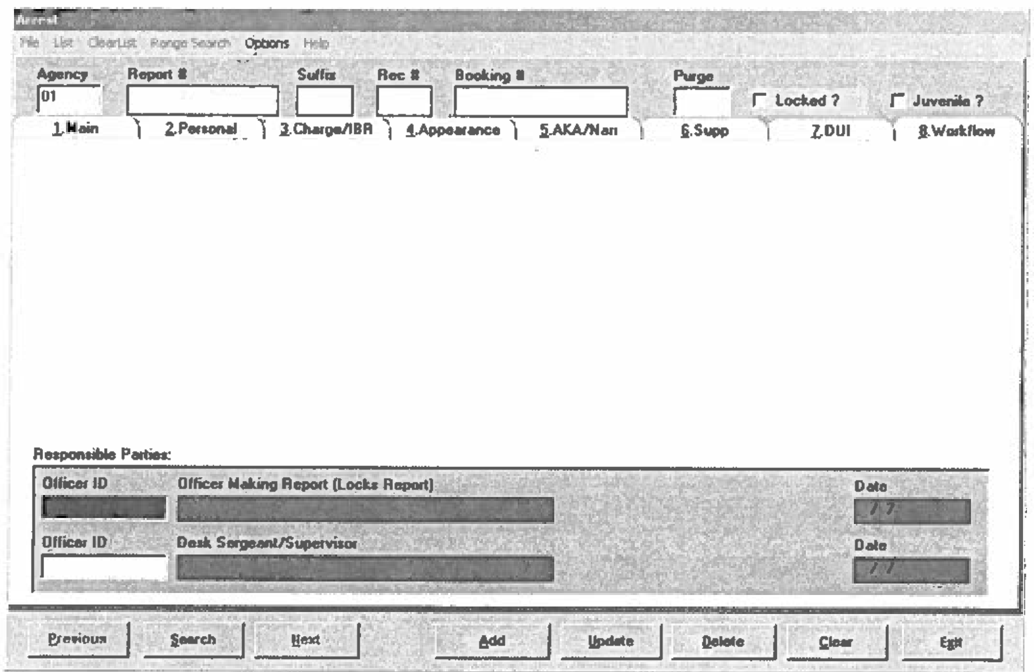


The DUI tab contains information on the specifics of the location and appearance of the individual during the DUI testing process. Just like in the Offense module, complete the necessary fields to add a report.





The Workflow tab offers the ability for the responsible parties to sign off on the report.



Retrieve Booking

With the use of the **Retrieve Booking** option from the File menu, utilizing information from the existing Booking report to begin the Arrest report can reduce data entry. To use the **Retrieve Booking** function, at least one of the following fields must be filled in: Booking Number, Name, Race, Sex and/or DOB. Wildcards may be used in the Arrest Number field, as well as in all Name fields. In addition, a soundex option is available for searches involving a Last Name. Once all of the search information has been entered, select the **Retrieve Booking** option from the File menu. If a matching Booking report is found, the Master Name, Master Vehicle, Body Marking, Alias and Booking information from the Booking report will be brought into the Arrest report. If more than one matching Booking report is found, a list of candidates will be displayed from which the operator may select the exact record to use for bringing the Booking data forward.

Retrieve Suspect

With the use of the **Retrieve Suspect** option from the File menu, utilizing information from the existing Suspect record to begin the Arrest record can reduce data entry. To use the **Retrieve Suspect** function, at least one of the following fields must be filled in: Incident Number, Name, Race, Sex and/or DOB. Wildcards may be used in the Arrest Number field, as well as in all Name fields. In addition, a soundex option is available for searches involving a Last Name. Once all of the search information has been entered, select the **Retrieve Suspect** option from the File menu. If a matching Suspect record is found, the Master Name, Master Vehicle, Body Marking, Alias and Suspect information from the Suspect record will be brought into the Arrest record. If more than one matching Suspect record is found, a list of candidates will be displayed from which the operator may select the exact record to use for bringing the Suspect data forward.

Retrieve Warrant

With the use of the **Retrieve Warrant** option from the File menu, data entry can be reduced by utilizing information from the existing Warrant record to begin the Arrest record. To use the **Retrieve Warrant** function, at least one of the following fields must be filled in: Warrant Number, Name, Race, Sex and/or DOB. Wildcards may be used in the Arrest Number field, as well as in all Name fields. In addition, a soundex option is available for searches involving a Last Name. Once all of the search information has been entered, select the **Retrieve Warrant** option from the File menu. If a matching Warrant record is found, the Master Name, Master Vehicle, Body Marking, Alias and Warrant information from the Warrant record will be brought into the Arrest record. If more than one matching Warrant record is found, a list of candidates will be displayed from which the operator may select the exact record to use for bringing the Warrant data forward.

Master Name

As discussed in Involved Parties, all name information is stored in the Master Name table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Involved Parties for more information.

Warnings

As discussed in Involved Parties, should hazardous information be associated with the individual, the user is presented with this information as a warning. Refer to Involved Parties for more information.

Master Vehicle

As discussed in Involved Parties, all vehicle information is stored in the Master Vehicle table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Involved Parties for more information.

Master Location

As discussed in Calls For Service, all location information is stored in the Master Location table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Calls For Service or the Master Location Module for more information.

Images and Mugshots

As discussed in Involved Parties, various images can be stored within the Arrest module. Refer to Involved Parties for more information.

Grids

Throughout the Arrest module, various grids are utilized to capture data. The grids within Arrest are the Charges, Scars/Marks/Tattoos/Clothing, and Aliases sections. Refer to Involved Parties for more information on entry and removal.

Required Fields

The Arrest module has required fields that must be completed before the **Add** process can be finalized. These include:

AGENCY (*Alphanumeric, System-supplied*)
REPORT # (*Alphanumeric*)
SUFFIX (*Alphanumeric*)
RECORD # (*Numeric*)
LAST NAME (*Alphanumeric*)
ARREST DATE (*MMDDYYYY*)
ARREST TIME (*Numeric*)

Don't worry if a required field is forgotten. The system will display a message at the top of the screen highlighted in red warning of the omission and will move your cursor to the field needing attention. As you perform daily entries, you will begin to recognize required fields immediately.

Additionally, the LOCKED? and JUVENILE? fields in the upper right corner allow the user to limit access to the report. If checked, only users authorized to view locked and/or juvenile records will be able to view and/or access the report. The locked feature is primarily used when the offense being reported is of a sensitive nature or involves agency personnel. The juvenile feature keeps juvenile records private per federal mandates.

During data entry, moving from field to field is accessed by either the TAB key to go forward one field, the SHIFT-TAB combo to move back one field or the mouse to click on the desired field in any order. Also, don't forget about the coded fields (the ones that look 3-D). They contain codes your agency uses for consistent, uniform data entry throughout the system. They are accessed by the **F2** key or by double-clicking with the mouse. Refer back to Special Data Fields for more information.

The Arrest module offers some shortcuts. On the Main tab, the person's age will be calculated automatically if a valid birth date is entered. On the Charge/IBR tab, the charge number, offense number / suffix, charge type, section / charge, number of counts and IBR code are required for a charge to be inserted into the grid. Charge records with the same section / charge are not allowed. Also, pressing **F4** while in the Section/Charge field will display a list of all offense codes entered in the Offense Module. When a value is entered in the Section/Charge field, the corresponding entries from the UCR cross-reference and the IBR cross-reference tables will be placed in the UCR and IBR fields, provided a match on the Section/Charge is found in the tables. In addition, pressing **F4** while in the *Drug Type* field will fill in the drug number entered from the original Property report.

When all the data has been entered into each respective tab, use the **Add** function button to add the record to the database. It is not necessary to use the **Add** function button from each tab, but it is a good idea. At the top of the screen, a green confirmation message is displayed to indicate the process was accepted. Once complete, use the **xReturn** function button to return to the original Offense report. A summary of the arrest information should now be displayed under tab #8. Suspect/Arrest. Now we can move onto the next linked module, Suspect.

Options Menu

The Arrest module offers various options for interacting with data. Such options include viewing associated data or clearing certain fields to facilitate entry of cloned records. These features are found in the **Options** menu.

View Reject Notes
Any notes attached to a rejection from the Workflow process are viewable from this selection.

View Audit Trail
The View Audit Trail option permits the operator to view a chronological list of record changes. The changes include who performed and last updated the record, along with the dates and times associated with update.

View Offense
The View Offense option permits the operator to view the related Offense information of the displayed record.

View Record Information
The View Record Information option permits the operator to view the original incident record entry. This differs from the View Audit Trail option in that any

records that have not be updated are not available in the Audit Trail. Thus to view these unabridged incidents, the View Record Information is provided.

Clear Name Info
The Clear Name Info option clears all Master Name information from the current record, including address, military and employment information as well as any associated aliases or scars, marks or tattoos.

Clear Veh Info
This Clear Veh Info option clears all Master Vehicle information from the current record.

Set Default Values
The Set Default Values option toggles whether the values associated with the City, State, and/or Zip Code that were entered into the Admin Table for the Agency's personal information are entered as defaults. This eliminates having to enter these values for addresses that fall within the same geographical area as the agency's address.

Printing Records

The Arrest module allows the user to print the displayed screen or the entire report. These features, shown below, are accessed from the **File** option of the menu bar.

Print Screen
The Print Screen option permits the operator to print the currently displayed screen.

Print Arrest Report
The Print Arrest Report menu option permits the operator to print the entire arrest report of the currently displayed record.

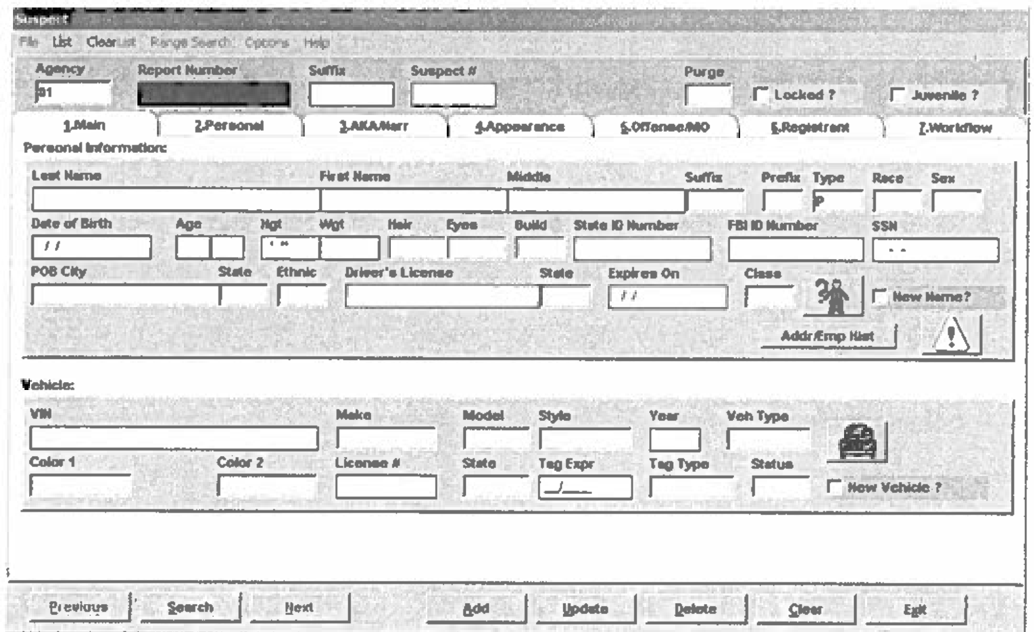
Print List of Candidates
The List of Candidates from a search can be printed into a hard-copy list. From the List of Candidates display, select the **File** option from the menu bar and then select the desired print option.

SUSPECT

The Suspect module captures and displays data about suspects entered into the system.

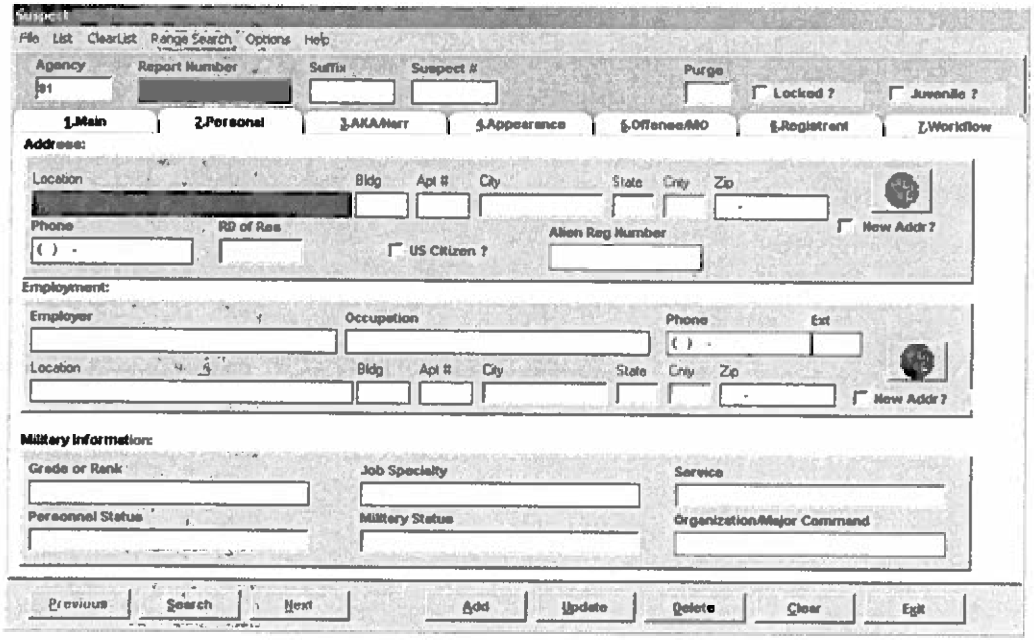
Adding a Suspect Report

Upon accessing the Suspect module, the cursor is placed in the Report Number field. This is where entry begins. Notice that the screen has two parts: the top contains the key fields regarding the suspect; and below this are the tabbed sections. The key fields remain constant within the display while the tabbed sections change based on which section is being displayed.

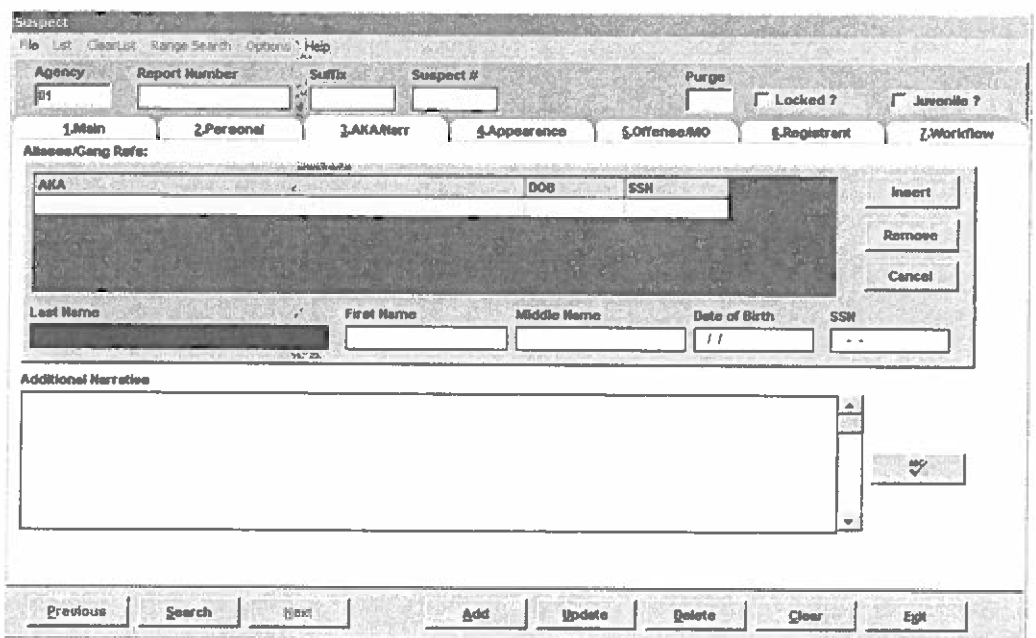


The Suspect module contains seven sections: Main; Personal; AKA/ Narr; Appearance; Offense/MO; Registrant; and Workflow. The Main tab, as shown above, contains the Master Name information for the suspect, as well as vehicle information.

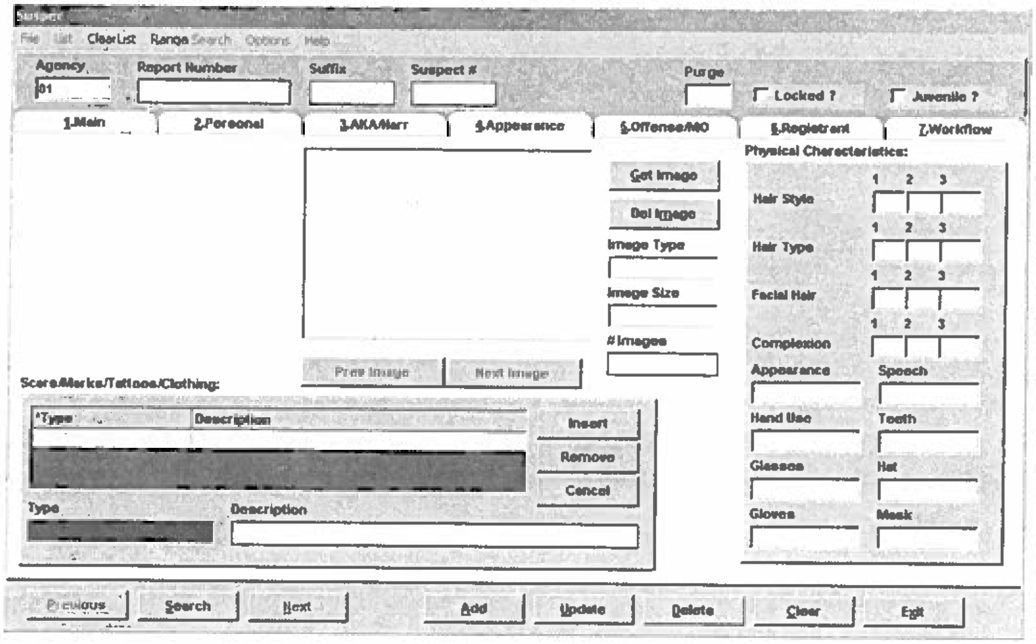
The Personal tab allows for the entry of data related to the address, employment and military status of the suspect.



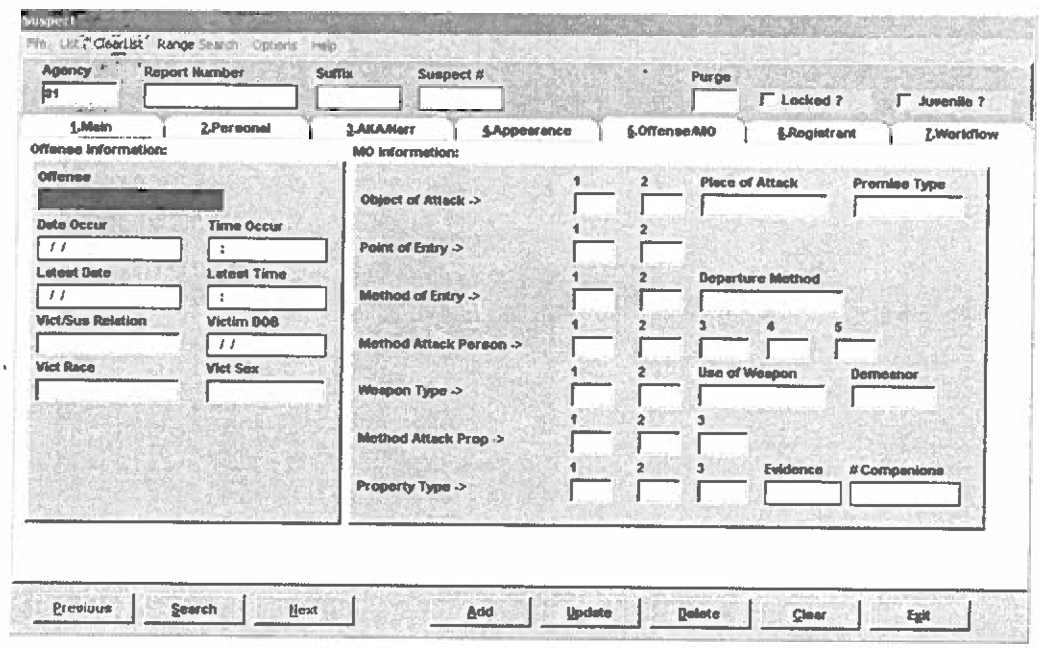
The AKA/Narr tab contains information on the aliases and gang references associated with the suspect as well as narrative associated with the Suspect record. The narrative portion also offers a spell-checking feature.



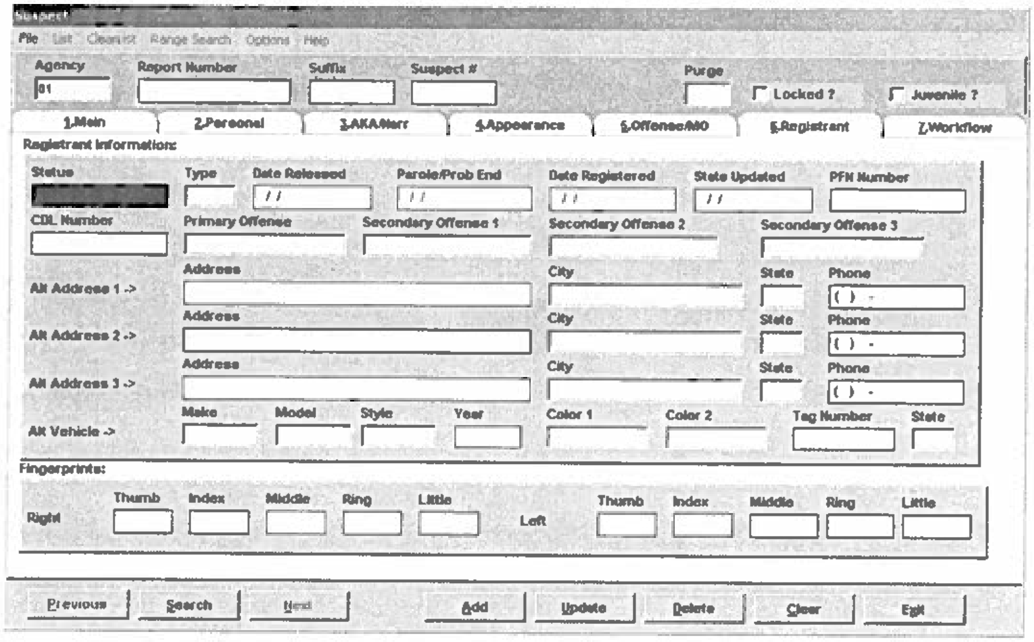
The Appearance tab contains information concerning the distinctive markings, physical characteristics and clothing of the suspect, as well as any associated images.



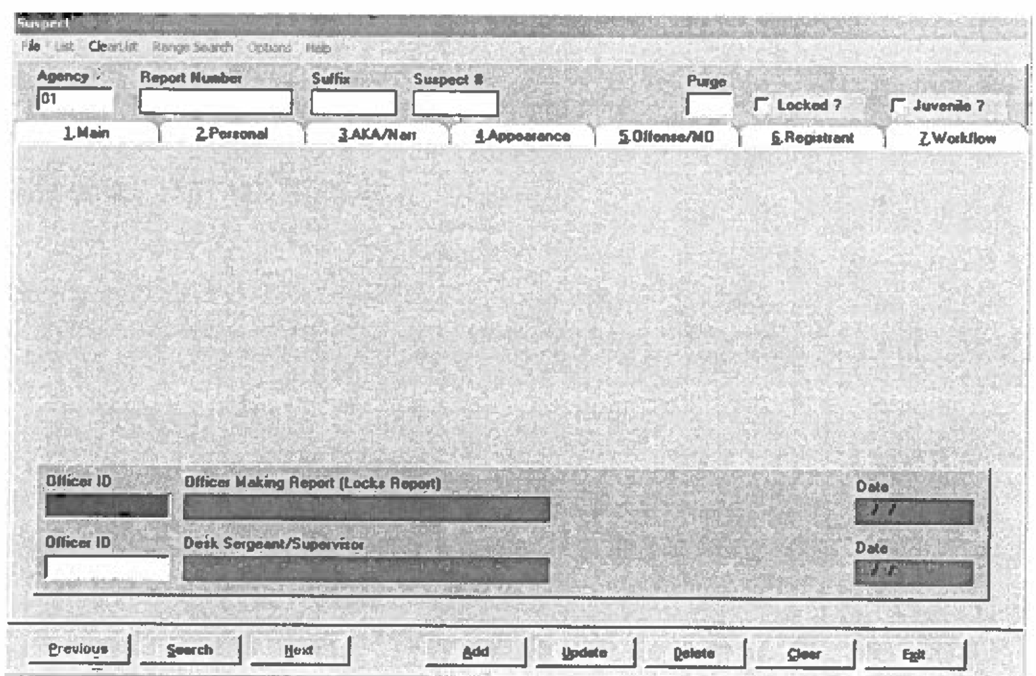
The Offense/MO tab contains offense and MO information associated with the crimes.



The Registrant tab contains information on the individual required to register with local agencies. Just like in the Offense module, complete the necessary fields to add a record.



The Workflow tab offers the ability for the responsible parties to sign off on the report.



Master Name

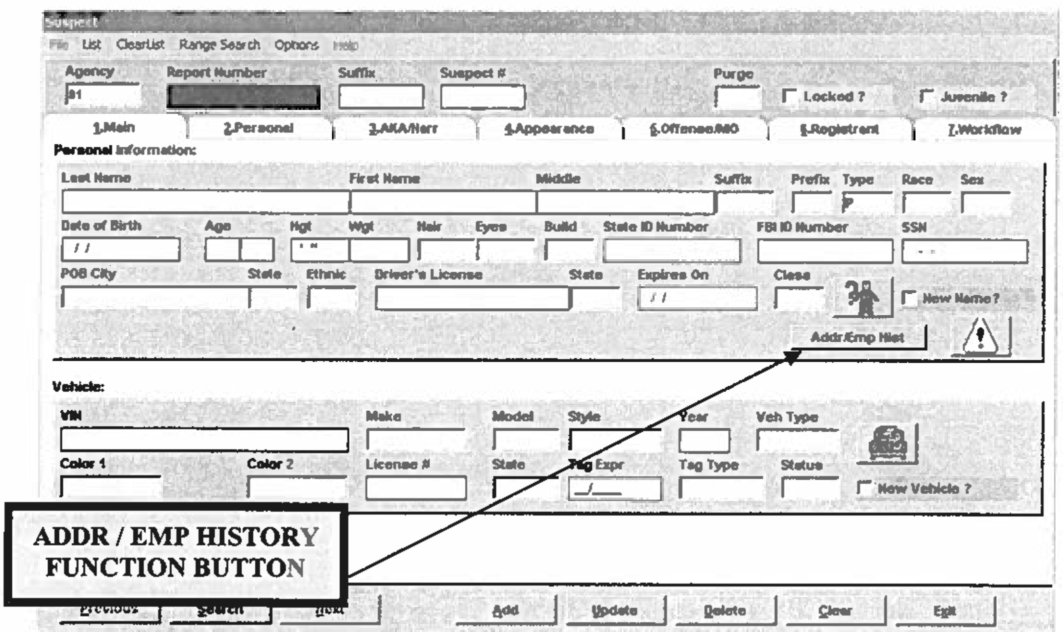
As discussed in Involved Parties, all name information is stored in the Master Name table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Involved Parties for more information.

Warnings

As discussed in Involved Parties, should hazardous information be associated with the individual, the user is presented with this information as a warning. Refer to Involved Parties for more information.

Addr/Emp History

Once an individual's name has been entered, if any existing data is found we have seen how it can populate fields to reduce keystrokes. In addition, previous addresses and employment history is also associated with the individual. The user can click on the Addr/Emp History button and be presented with a grid of each occurrence.



Master Vehicle

As discussed in Involved Parties, all vehicle information is stored in the Master Vehicle table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Involved Parties for more information.

Master Location

As discussed in Calls For Service, all location information is stored in the Master Location table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Calls For Service or Master Location Module for more information.

Grids

Throughout the Suspect module, various grids are utilized to capture data. The grids within Suspect are the Aliases and Scars/Marks/Tattoos/Clothing sections. Refer to Involved Parties for more information on entry and removal.

Images and Mugshots

As discussed in Involved Parties, various images can be stored within the Suspect module. Refer to Involved Parties for more information.

Required Fields

The Suspect module has required fields that must be completed before the **Add** process can be finalized. These include:

AGENCY (*Alphanumeric, System-supplied*)
REPORT NUMBER (*Alphanumeric*)
SUFFIX (*Numeric*)
SUSPECT # (*Numeric*)
LAST NAME (*Alphanumeric*)

Don't worry if a required field is forgotten. The system will display a message at the top of the screen highlighted in red warning of the omission and will move your cursor to the field needing attention. As you perform daily entries, you will begin to recognize required fields immediately.

Additionally, the LOCKED? and JUVENILE? fields in the upper right corner allow the user to limit access to the report. If checked, only users authorized to view locked and/or juvenile records will be able to view and/or access the report. The locked feature is primarily used when the offense being reported is of a sensitive nature or involves agency personnel. The juvenile feature keeps juvenile records private per federal mandates.

During data entry, moving from field to field is accessed by either the TAB key to go forward one field, the SHIFT-TAB combo to move back one field or the mouse to click on the desired field in any order. Also, don't forget about the coded fields (the ones that look 3-D). They contain codes your agency uses for consistent, uniform data entry throughout the system. They are accessed by the F2 key or by double-clicking with the mouse. Refer back to Special Data Fields for more information.

When all the data has been entered into each respective tab, use the **Add** function button to add the report to the database. It is not necessary to use the **Add** function button from each tab, but it is a good idea. At the top of the screen, a green confirmation message is displayed to indicate the process was accepted. Once complete, use the **xReturn** function button to return to the original Offense report. A summary of the suspect information should now be displayed under tab #8. Suspect/Arrest. Now we can move onto the next linked module, Property.

Options Menu

The Suspect module offers various options for interacting with data. Such options include viewing associated data or clearing certain fields to facilitate entry of cloned records. These features are found in the **Options** menu.

View Reject Notes
Any notes attached to a rejection from the Workflow process are viewable from this selection.

View Audit Trail
The View Audit Trail option permits the operator to view a chronological list of record changes. The changes include who performed and last updated the record, along with the dates and times associated with update.

View Offense
The View Offense option permits the operator to view the related Offense information of the displayed record.

View Record Information
The View Record Information option permits the operator to view the original incident record entry. This differs from the View Audit Trail option in that any records that have not be updated are not available in the Audit Trail. Thus to view these unabridged incidents, the View Record Information is provided.

Clear Name Info
The Clear Name Info option clears all Master Name information from the current record, including address, military and employment information as well as any associated aliases or scars, marks or tattoos.

Clear Veh Info
This Clear Veh Info option clears all Master Vehicle information from the current record.

Set Default Values
The Set Default Values option toggles whether the values associated with the City, State, and/or Zip Code that were entered into the Admin Table for the Agency's personal information are entered as defaults. This eliminates having to enter these values for addresses that fall within the same geographical area as the agency's address.

Printing Records

The Suspect module allows the user to print the displayed screen or the entire report. These features, shown below, are accessed from the **File** option of the menu bar.

Print Screen
The Print Screen option permits the operator to print the currently displayed screen.

Print Suspect Report
The Print Suspect Report menu option permits the operator to print the entire Suspect report of the currently displayed record.

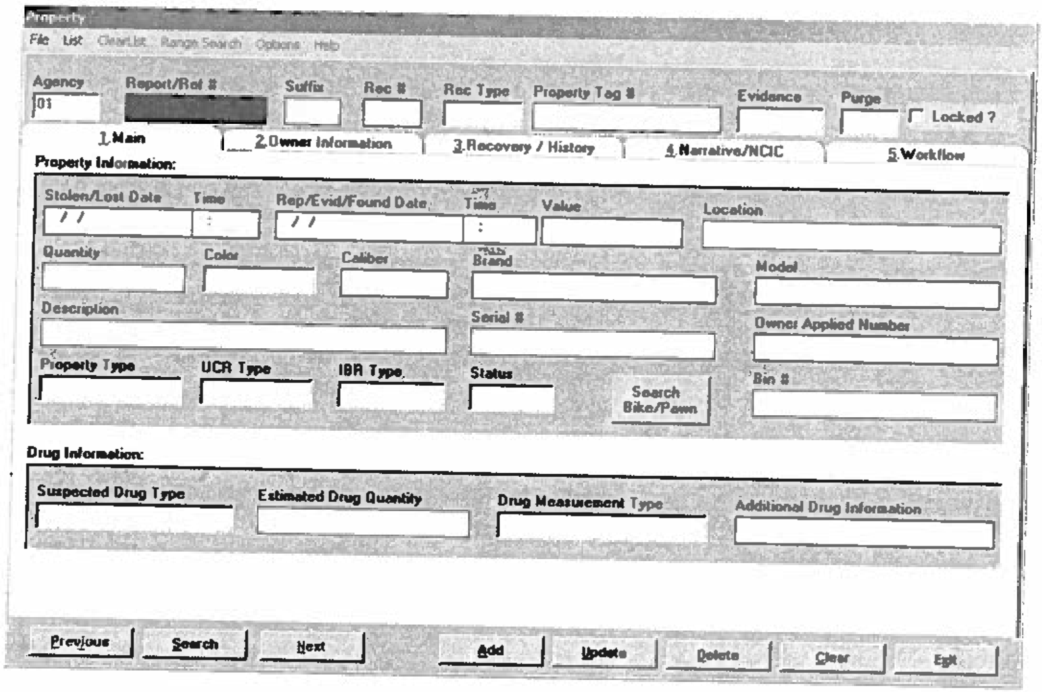
Print List of Candidates
The List of Candidates from a search can be printed into a hard-copy list. From the List of Candidates display, select the **File** option from the menu bar and then select the desired print option.

PROPERTY

The Property module captures and displays data about property entered into the system. Property can include stolen property, recovered property, evidence, etc. Property does not include vehicles. Vehicles is such a large grouping, ICIS offers Vehicles as its own module.

Adding a Property Report

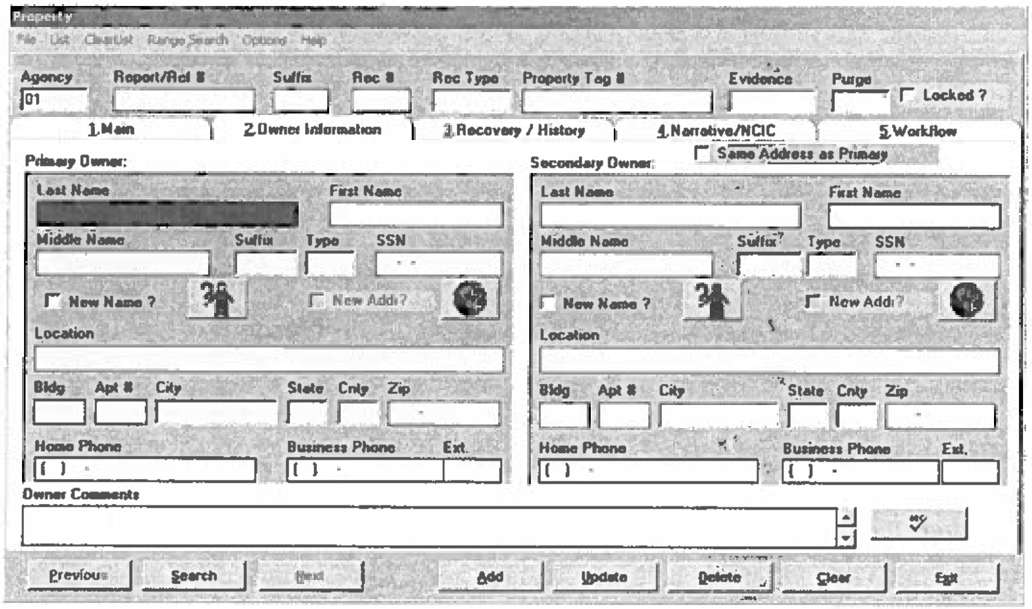
Upon accessing the Property module, the cursor is placed in the Report/Ref # field. This is where entry begins. Notice that the screen has two parts: the top contains the key fields regarding the property's location within the system; and below this are the tabbed sections. The key fields remain constant within the display while the tabbed sections change based on which section is being displayed.



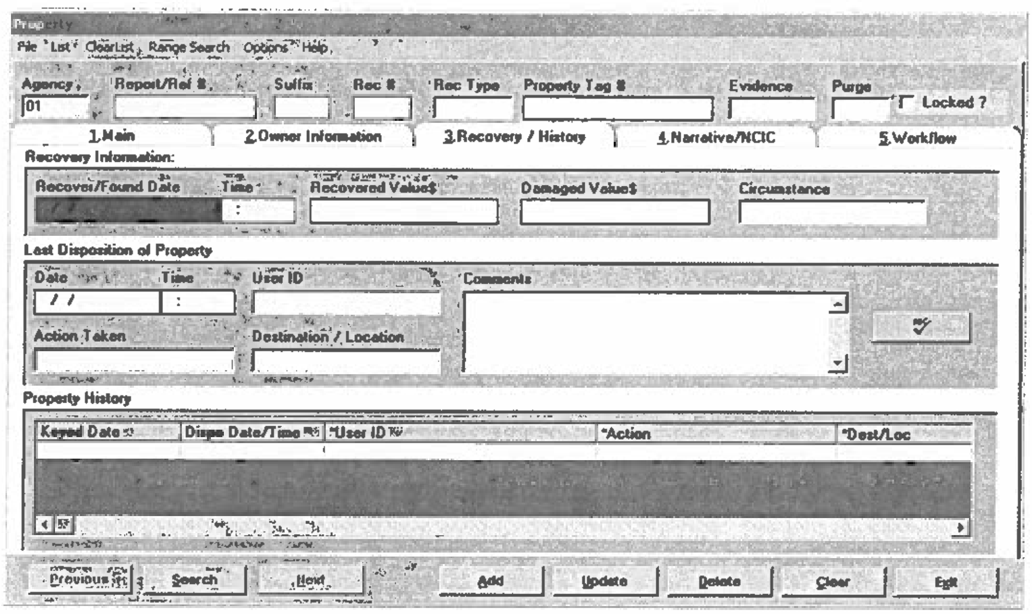
The Property module contains five sections: Main; Owner Information; Recovery/History; Narrative/NCIC; and Workflow. The Main tab, as shown above, contains the data pertaining to the date, time and value of the piece of property, theft information, offense and UCR information, other related property fields and drug information if the property is in fact a controlled substance.

On the main tab is a "Search Bike/Pawn" button, this allows you to cross check the property in the Pawn Module and the Bike Registration Module.

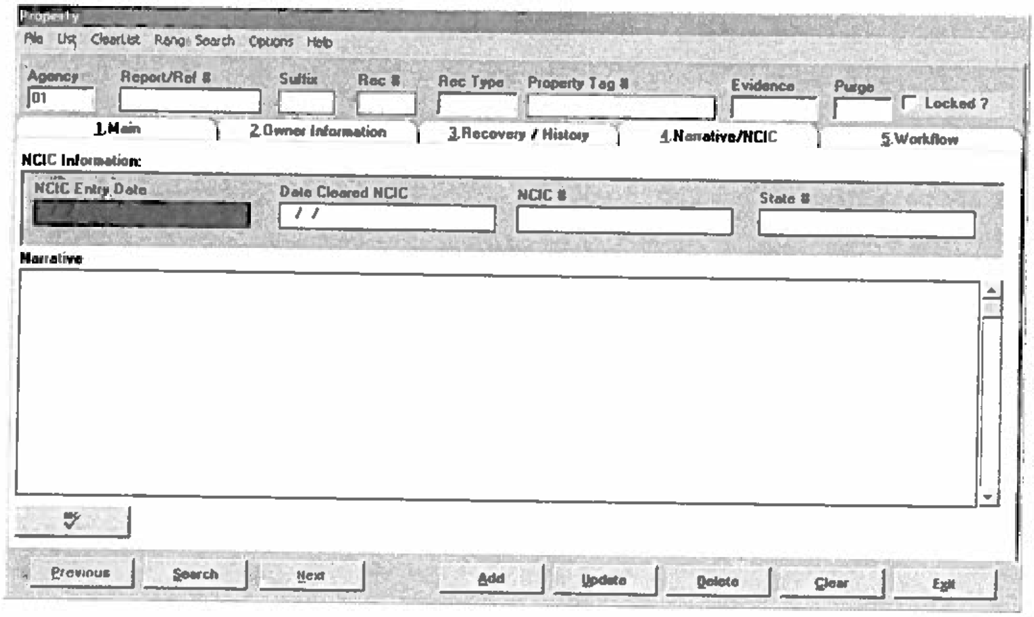
The Owner Information tab contains data about the owner(s) of the property. Pressing **F4** function key while in the *Last Name* field will display a list of all people entered throughout the system under the current report number. If a name is selected from this list, name, address and phone information from the selected individual will be placed in the corresponding owner fields.



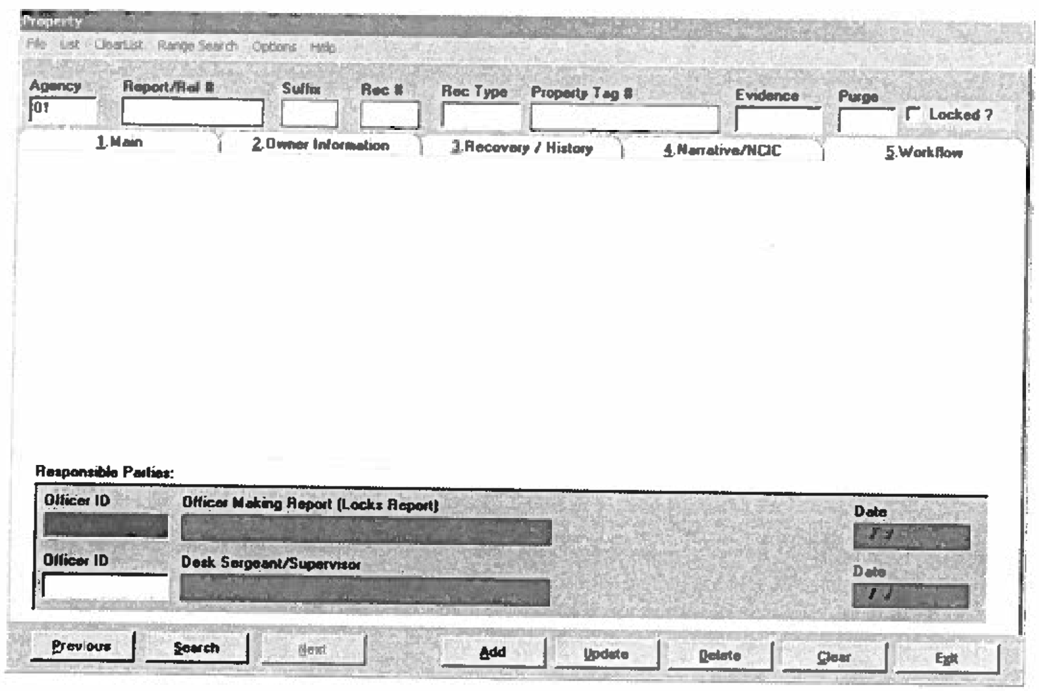
The Recovery/History tab contains data related to the recovery, damaged values and history of the property and uses a grid format, which provides a useful chain of custody chart.



The Narrative/NCIC tab contains information on the submission of the record to NCIC, as well as narrative associated with the Property record. The narrative portion also offers a spell-checking feature. Just like in the Offense module, complete the necessary fields to add a record.



The Workflow tab offers the ability for the responsible parties to sign off on the report.



Master Name

As discussed in Involved Parties, all name information is stored in the Master Name table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Involved Parties for more information.

Master Vehicle

As discussed in Involved Parties, all vehicle information is stored in the Master Vehicle table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Involved Parties for more information.

Master Location

As discussed in Calls For Service, all location information is stored in the Master Location table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Calls For Service or Master Location Module for more information.

Images and Mugshots

As discussed in Involved Parties, various images can be stored within the Property module. Refer to Involved Parties for more information.

Required Fields

The Property module has required fields that must be completed before the **Add** process can be finalized. These include:

AGENCY (*Alphanumeric, System-supplied*)
REPORT/REF # (*Alphanumeric*)
SUFFIX (*Numeric*)
REC # (*Numeric*)
REC TYPE (*Coded*)
PROPERTY TYPE (*Coded*)

Don't worry if a required field is forgotten. The system will display a message at the top of the screen highlighted in red warning of the omission and will move your cursor to the field needing attention. As you perform daily entries, you will begin to recognize required fields immediately.

Additionally, the LOCKED? and JUVENILE? fields in the upper right corner allow the user to limit access to the report. If checked, only users authorized to view locked and/or juvenile records will be able to view and/or access the report. The locked feature is primarily used when the offense being reported is of a sensitive nature or involves agency personnel. The juvenile feature keeps juvenile records private per federal mandates.

During data entry, moving from field to field is accessed by either the TAB key to go forward one field, the SHIFT-TAB combo to move back one field or the mouse to click on the desired field in any order. Also, don't forget about the coded fields (the ones that look 3-D). They contain codes your agency uses for consistent, uniform data entry throughout the system. They are accessed by the F2 key or by double-clicking with the mouse. Refer back to Special Data Fields for more information.

When all the data has been entered into each respective tab, use the **Add** function button to add the report to the database. It is not necessary to use the **Add** function button from each tab, but it is a good idea. At the top of the screen, a green confirmation message is displayed to indicate the process was accepted. Once complete, use the **xReturn** function button to return to the original Offense report. A summary of the property information should now be displayed under tab #6. Property/Vehicle. Now we can move onto the next linked module, Vehicle.

Options Menu

The Property module offers various options for interacting with data. Such options include viewing associated data. These features are found in the **Options** menu.

View Reject Notes
Any notes attached to a rejection from the Workflow process are viewable from this selection.

View Audit Trail
The View Audit Trail option permits the operator to view a chronological list of record changes. The changes include who performed and last updated the record, along with the dates and times associated with update.

View Offense
The View Offense option permits the operator to view the related Offense information of the displayed record.

View Record Information
The View Record Information option permits the operator to view the original incident record entry. This differs from the View Audit Trail option in that any records that have not be updated are not available in the Audit Trail. Thus to view these unabridged incidents, the View Record Information is provided.

Set Default Values
The Set Default Values option toggles whether the values associated with the City, State, and/or Zip Code that were entered into the Admin Table for the Agency's personal information are entered as defaults. This eliminates having to enter these values for addresses that fall within the same geographical area as the agency's address.

Printing Records

The Property module allows the user to print the displayed screen or the entire report. These features, shown below, are accessed from the **File** option of the menu bar.

Print Screen

The Print Screen option permits the operator to print the currently displayed screen.

Print Property Report

The Print Property Report menu option permits the operator to print the entire property report of the currently displayed record.

Print List of Candidates

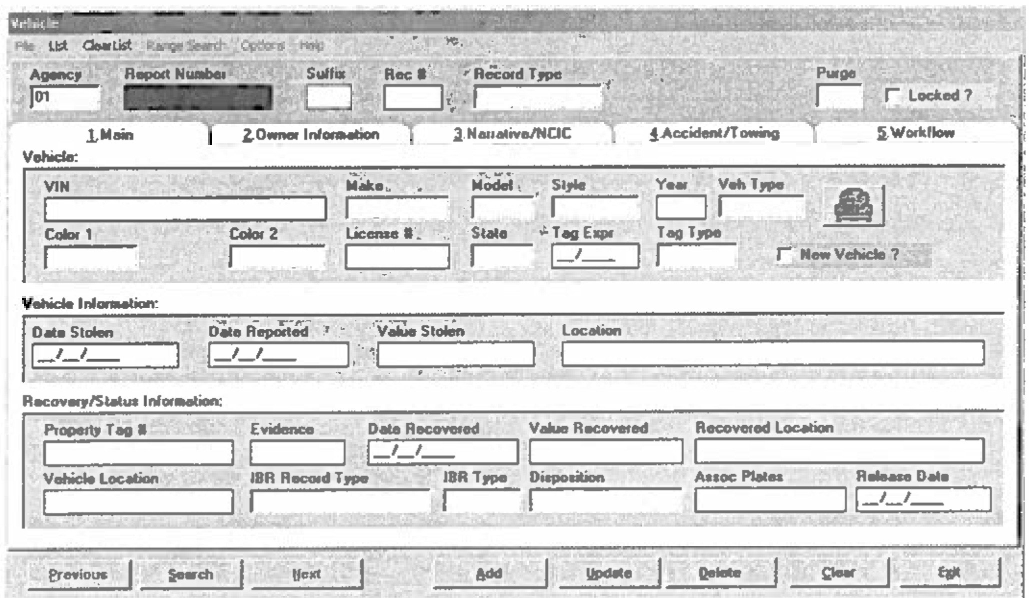
The List of Candidates from a search can be printed into a hard-copy list. From the List of Candidates display, select the **File** option from the menu bar and then select the desired print option.

VEHICLE

The Vehicle module captures and displays data about vehicles entered into the system. Vehicles can be associated with victims, suspects, witnesses, passengers, etc.

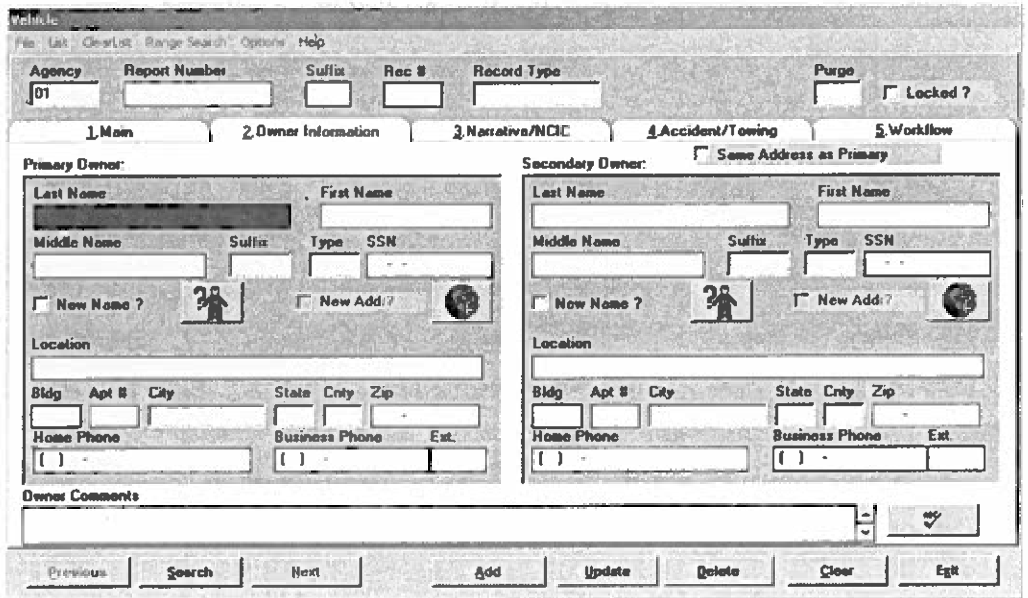
Adding a Vehicle Report

Upon accessing the Vehicle module, the cursor is placed in the Report Number field. This is where entry begins. Notice that the screen has two parts: the top contains the key fields regarding the vehicle's location within the system; and below this are the tabbed sections. The key fields remain constant within the display while the tabbed sections change based on which section is being displayed.

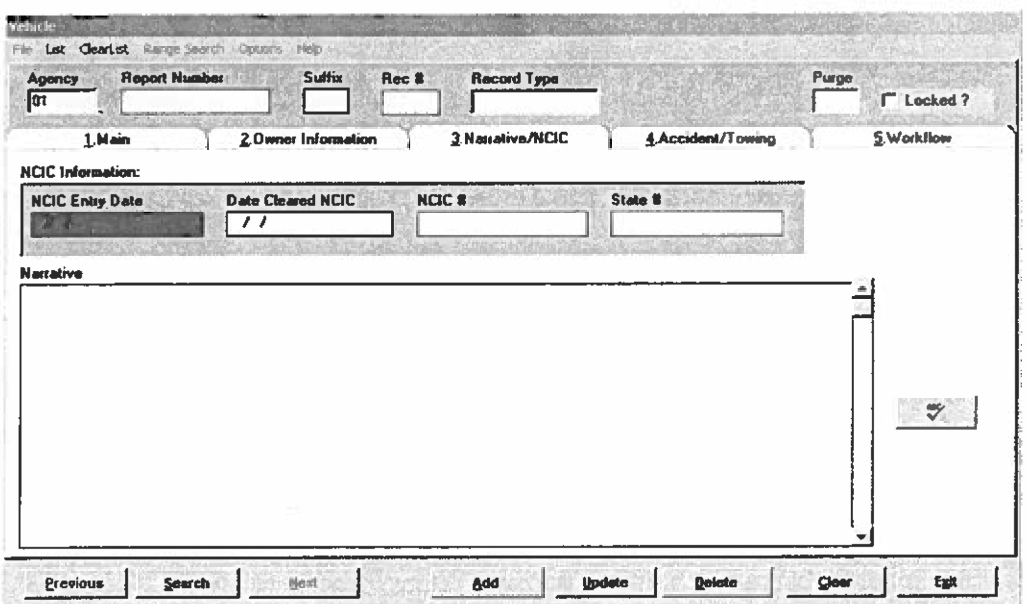


The Vehicle module contains five sections: Main; Owner Information; Narrative/NCIC; Accident/Towing; and Workflow. The Main tab, as shown above, contains the data pertaining to the date, time and value of the vehicle, theft information, offense and UCR information, other related vehicle fields.

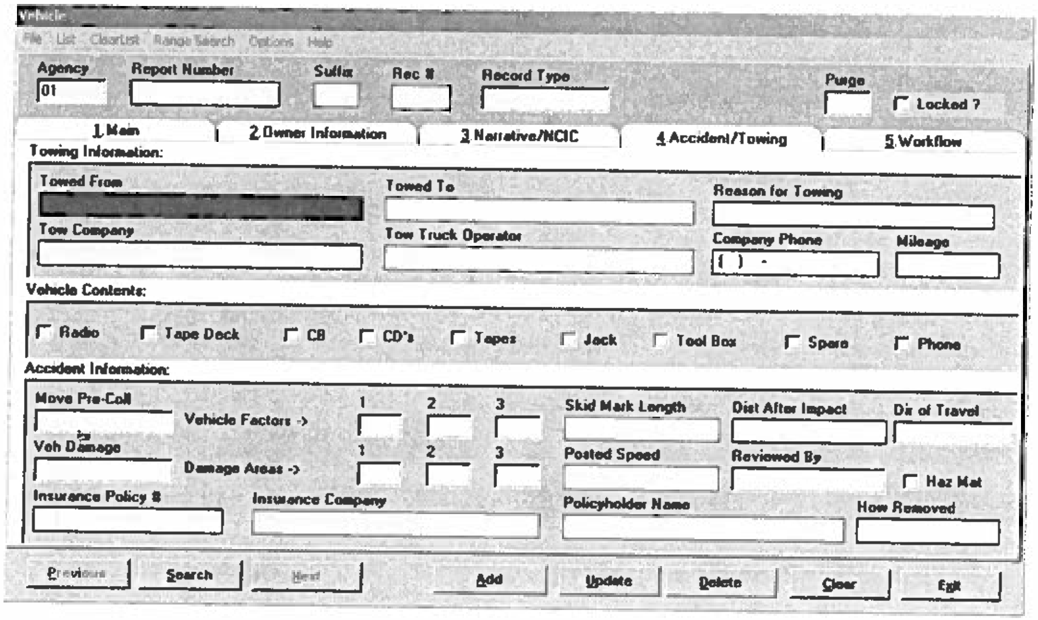
The Owner Information tab contains data about the owner(s) of the vehicle. Pressing **F4** function key while in the *Last Name* field will display a list of all people entered throughout the system under the current report number. If a name is selected from this list, name, address and phone information from the selected individual will be placed in the corresponding owner fields.



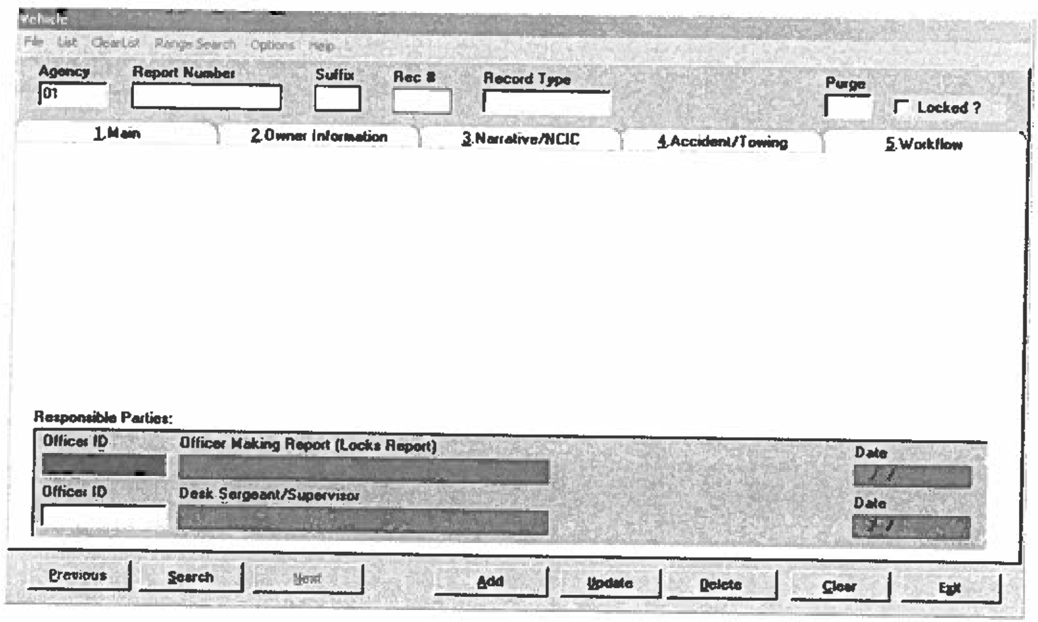
The Narrative/NCIC tab contains information on the submission of the record to NCIC, as well as narrative associated with the Vehicle record. The narrative portion also offers a spell-checking feature.



The Accident/Towing tab allows entry for towing and accident information, as well as vehicle contents. Pressing the **F3** function key while in the *Policyholder Name* field will place the name of the Primary Owner in this field. Just like in the Offense module, complete the necessary fields to add a record.



The Workflow tab offers the ability for the responsible parties to sign off on the report.



Master Name

As discussed in Involved Parties, all name information is stored in the Master Name table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Involved Parties for more information.

Master Vehicle

As discussed in Involved Parties, all vehicle information is stored in the Master Vehicle table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Involved Parties for more information.

Master Location

As discussed in Calls For Service, all location information is stored in the Master Location table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Calls For Service or Master Location Module for more information.

Images and Mugshots

As discussed in Involved Parties, various images can be stored within the Vehicle module. Refer to Involved Parties for more information.

Required Fields

The Vehicle module has required fields that must be completed before the **Add** process can be finalized. These include:

AGENCY (*Alphanumeric, System-supplied*)
REPORT NUMBER (*Alphanumeric*)
SUFFIX (*Numeric*)
REC # (*Numeric*)
RECORD TYPE (*Coded*)
VIN (*Alphanumeric*)
DATE REPORTED (*MMDDYYYY*)

Don't worry if a required field is forgotten. The system will display a message at the top of the screen highlighted in red warning of the omission and will move your cursor to the field needing attention. As you perform daily entries, you will begin to recognize required fields immediately.

Additionally, the LOCKED? and JUVENILE? fields in the upper right corner allow the user to limit access to the report. If checked, only users authorized to view locked and/or juvenile records will be able to view and/or access the report. The locked feature is primarily used when the offense being reported is of a sensitive nature or involves agency personnel. The juvenile feature keeps juvenile records private per federal mandates.

During data entry, moving from field to field is accessed by either the TAB key to go forward one field, the SHIFT-TAB combo to move back one field or the mouse to click on the desired field in any order. Also, don't forget about the coded fields (the ones that look 3-D). They contain codes your agency uses for consistent, uniform data entry throughout the system. They are accessed by the F2 key or by double-clicking with the mouse. Refer back to Special Data Fields for more information.

When all the data has been entered into each respective tab, use the **Add** function button to add the report to the database. It is not necessary to use the **Add** function button from each tab, but it is a good idea. At the top of the screen, a green confirmation message is displayed to indicate the process was accepted. Once complete, use the **xReturn** function button to return to the original Offense report. A summary of the vehicle information should now be displayed under tab #6. Property/Vehicle. Now we can move onto the next linked module, Citations.

Options Menu

The Vehicle module offers various options for interacting with data. Such options include viewing associated data or clearing certain fields to facilitate entry of cloned records. These features are found in the **Options** menu.

View Reject Notes
Any notes attached to a rejection from the Workflow process are viewable from this selection.

View Audit Trail
The View Audit Trail option permits the operator to view a chronological list of record changes. The changes include who performed and last updated the record, along with the dates and times associated with update.

View Offense
The View Offense option permits the operator to view the related Offense information of the displayed record.

View Record Information
The View Record Information option permits the operator to view the original incident record entry. This differs from the View Audit Trail option in that any records that have not be updated are not available in the Audit Trail. Thus to view these unabridged incidents, the View Record Information is provided.

Clear Veh Info
This Clear Veh Info option clears all Master Vehicle information from the current record.

Set Default Values
The Set Default Values option toggles whether the values associated with the City, State, and/or Zip Code that were entered into the Admin Table for the Agency's personal information are entered as defaults. This eliminates having to enter these values for addresses that fall within the same geographical area as the agency's address.

Printing Records

The Vehicle module allows the user to print the displayed screen or the entire report. These features, shown below, are accessed from the **File** option of the menu bar.

Print Screen
The Print Screen option permits the operator to print the currently displayed screen.

Print Vehicle Report
The Print Vehicle Report menu option permits the operator to print the entire vehicle report of the currently displayed record.

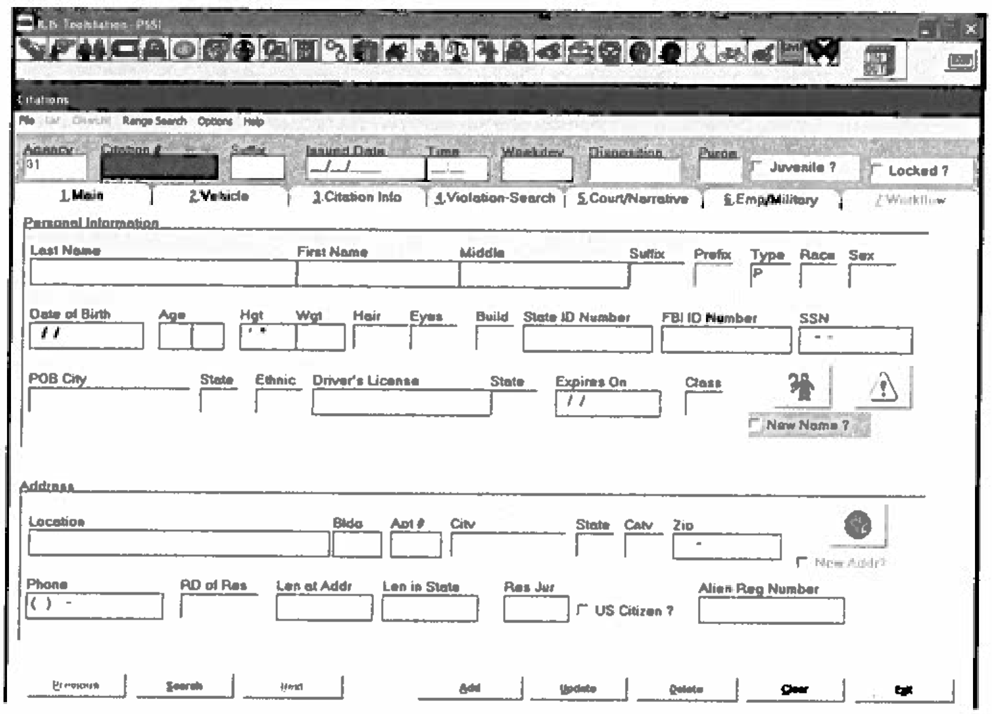
Print List of Candidates
The List of Candidates from a search can be printed into a hard-copy list. From the List of Candidates display, select the **File** option from the menu bar and then select the desired print option.

CITATIONS

The Citations module captures and displays data about citations issued by the agency. Citations can include traffic, civil, criminal etc.

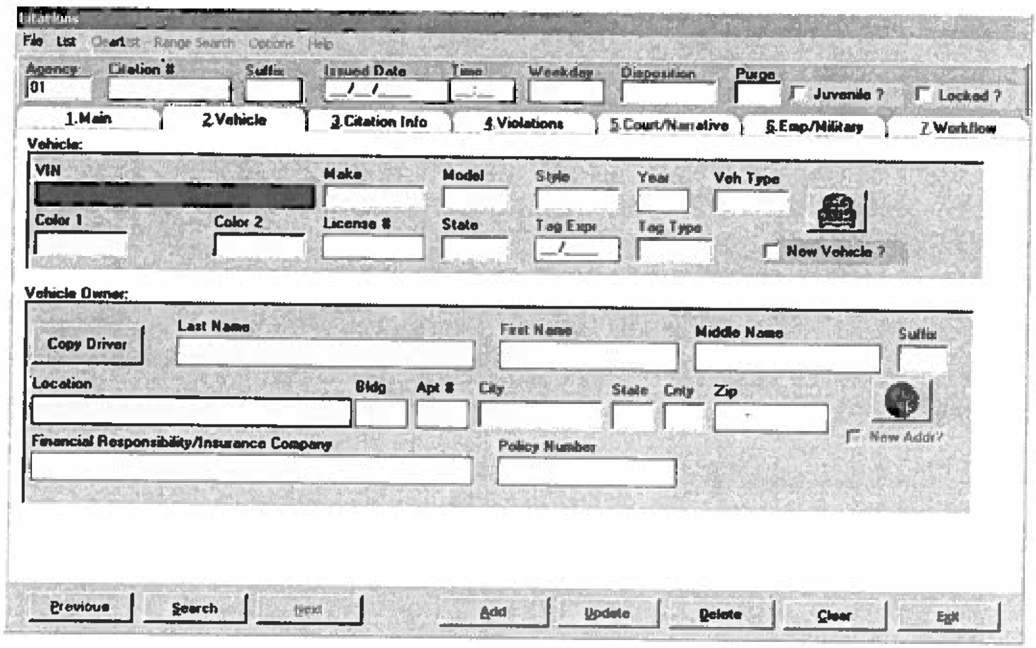
Adding a Citations Report

Upon accessing the Citations module, the cursor is placed in the Citation # field. This is where entry begins. Notice that the screen has two parts: the top contains the key fields regarding the citation's basic data; and below this are the tabbed sections. The key fields remain constant within the display while the tabbed sections change based on which section is being displayed.

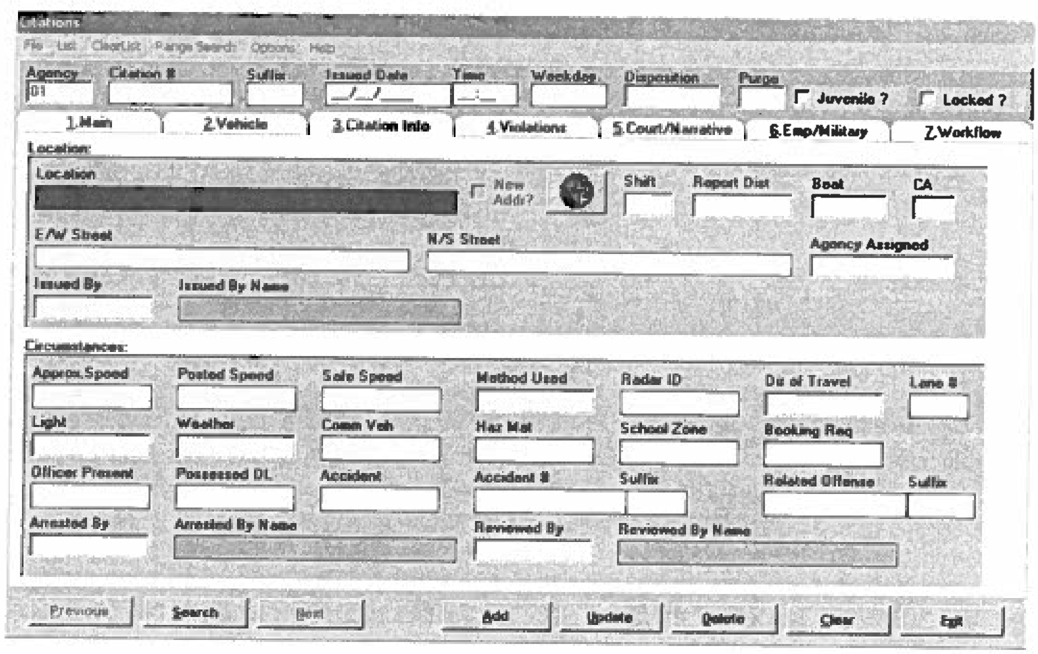


The Citations module contains seven sections: Main; Vehicle; Citation Info; Violations; Court/Narrative; Emp/Military; and Workflow. The Main tab, as shown above, contains the Master Name information for the cited individual, as well as address information.

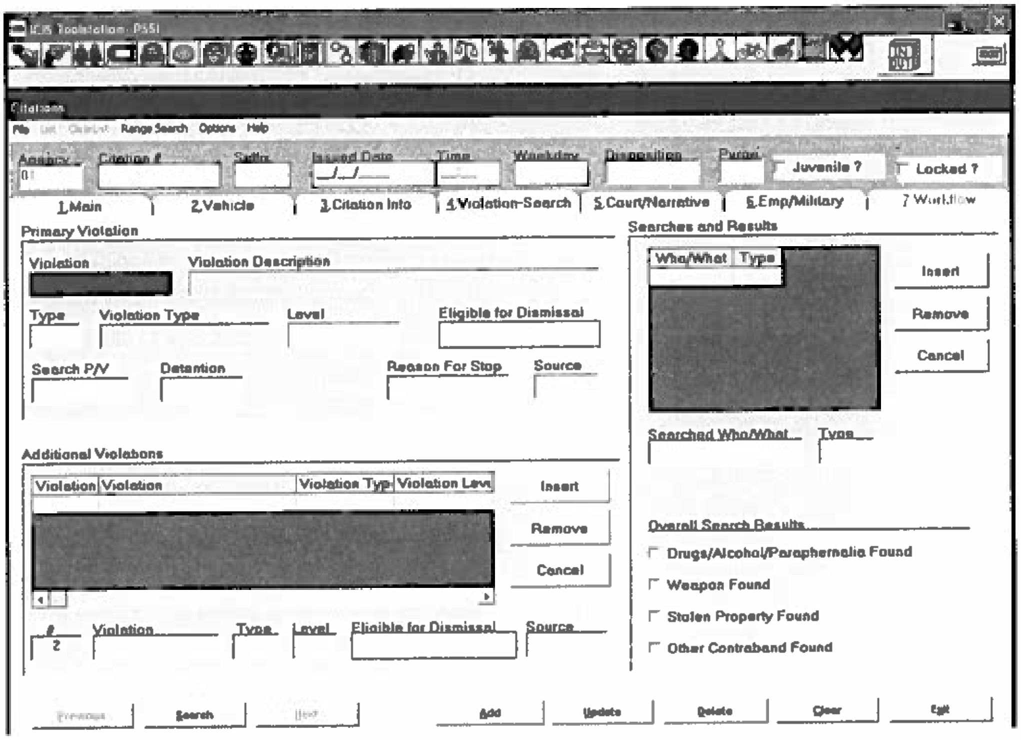
The Vehicle tab allows for the entry of vehicle data. The **COPY DRIVER** button in the Vehicle Owner section will populate the appropriate fields should the driver also be the vehicle owner and their data has been completed within Tab #1.



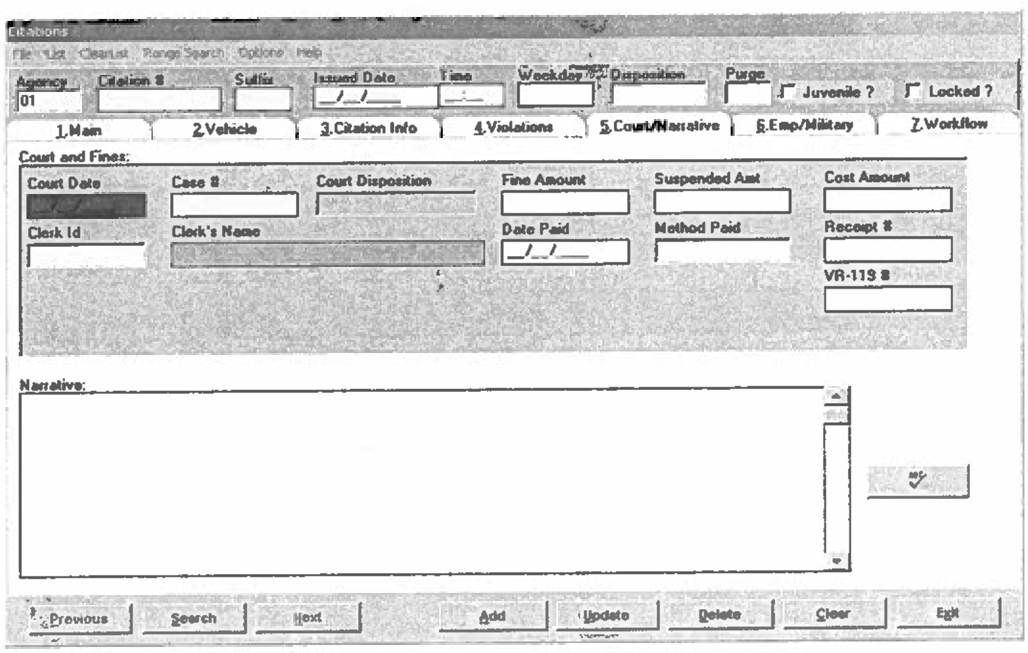
The Citation Info tab contains information on the location and circumstances related to the citation.



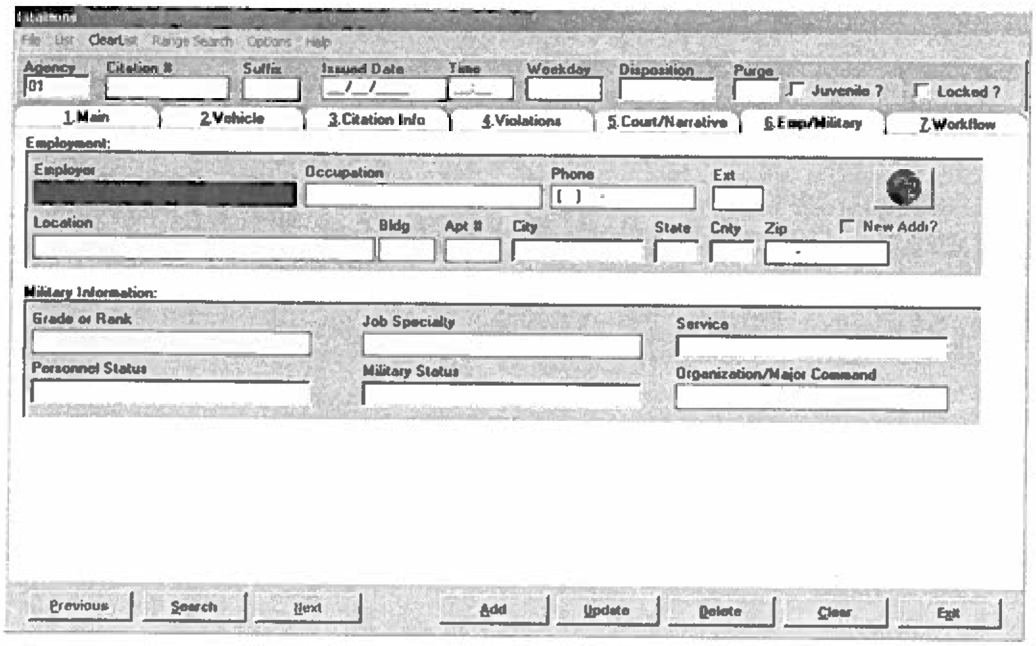
The Violations tab contains information on the violations cited, any additional violations and Search and Results information.



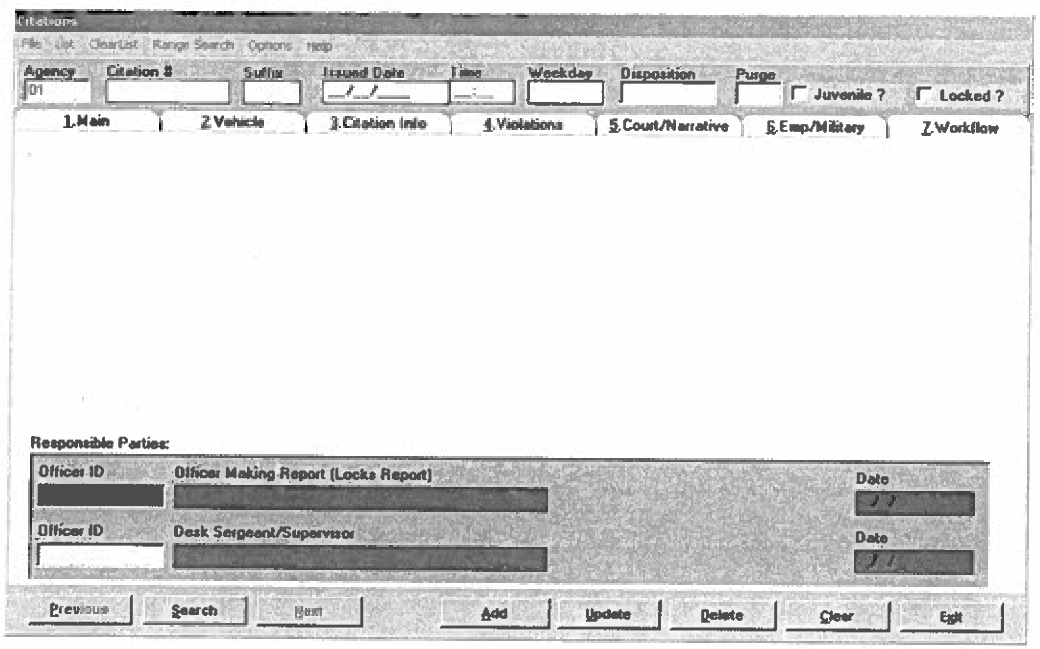
The Court/Narrative tab contains information concerning court appearance and as well as narrative associated with the Citation record. The narrative portion also offers a spell-checking feature.



The Emp/Military tab contains information about the individual's employment as well as military status. Just like in the Offense module, complete the necessary fields to add a record.



The Workflow tab offers the ability for the responsible parties to sign off on the report.



Retrieve Arrest

With the use of the **Retrieve Arrest** option from the **File** menu, data entry can be reduced by utilizing information from the existing Arrest record to begin the Citation record. To use the **Retrieve Arrest** function, at least one of the following fields must be filled in: Citation Number, Name, Race, Sex and/or DOB. Wildcards may be used in the Citation Number field, as well as in all Name fields. In addition, a soundex option is available for searches involving a Last Name. Once all of the search information has been entered, select the **Retrieve Arrest** option from the **File** menu. If a matching Arrest record is found, the Master Name, Master Vehicle, Body Marking, Alias, Charge and Arrest information from the Arrest record will be brought into the Citation record. If more than one matching Arrest record is found, a list of candidates will be displayed from which the operator may select the exact record to use for bringing the Arrest data forward.

Retrieve Inv Party

With the use of the **Retrieve Inv Party** option from the **File** menu, data entry can be reduced by utilizing information from the existing Involved Party record to begin the Citation record. To use the **Retrieve Inv Party** function, at least one of the following fields must be filled in: Citation Number, Name, Race, Sex and/or DOB. Wildcards may be used in the Citation Number field, as well as in all Name fields. In addition, a soundex option is available for searches involving a Last Name. Once all of the search information has been entered, select the **Retrieve Inv Party** option from the **File** menu. If a matching Involved Party record is found, the Master Name, Master Vehicle, Body Marking, and Alias information from the Involved Party record will be brought into the Citation record. If more than one matching Involved Party record is found, a list of candidates will be displayed from which the operator may select the exact record to use for bringing the Involved Party data forward.

Master Name

As discussed in Involved Parties, all name information is stored in the Master Name table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Involved Parties for more information.

Warnings

As discussed in Involved Parties, should hazardous information be associated with the individual, the user is presented with this information as a warning. Refer to Involved Parties for more information.

Master Vehicle

As discussed in Involved Parties, all vehicle information is stored in the Master Vehicle table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Involved Parties for more information.

Master Location

As discussed in Calls For Service, all location information is stored in the Master Location table, regardless of the module it was entered in. This provides a quick method for checking against existing records to eliminate duplicate files, populate fields with existing data to reduce keystrokes and check for warnings. Refer to Calls For Service or Master Location Module for more information.

Grids

Throughout the Citations module, the Primary Violations grid is utilized to capture data. Refer to Involved Parties for more information on entry and removal.

Images and Mugshots

As discussed in Involved Parties, various images can be stored within the Citations module. Refer to Involved Parties for more information.

Required Fields

The Citations module has required fields that must be completed before the **Add** process can be finalized. These include:

AGENCY (*Alphanumeric, System-supplied*)
CITATION # (*Numeric*)
SUFFIX (*Alphanumeric*)
ISSUED DATE (*MMDDYYYY*)
TIME (*HHMM*)
LAST NAME (*Alphanumeric*)
VIOLATION (*Coded*)
TYPE (*Coded*)

Don't worry if a required field is forgotten. The system will display a message at the top of the screen highlighted in red warning of the omission and will move your cursor to the field needing attention. As you perform daily entries, you will begin to recognize required fields immediately.

Additionally, the LOCKED? and JUVENILE? fields in the upper right corner allow the user to limit access to the report. If checked, only users authorized to view locked and/or juvenile records will be able to view and/or access the report. The locked feature is primarily used when the offense being reported is of a sensitive nature or involves agency personnel. The juvenile feature keeps juvenile records private per federal mandates.

During data entry, moving from field to field is accessed by either the TAB key to go forward one field, the SHIFT-TAB combo to move back one field or the mouse to click on the desired field in any order. Also, don't forget about the coded fields (the ones that look 3-D). They contain codes your agency uses for consistent, uniform data entry throughout the system. They are accessed by the F2 key or by double-clicking with the mouse. Refer back to Special Data Fields for more information.

When all the data has been entered into each respective tab, use the **Add** function button to add the report to the database. It is not necessary to use the **Add** function button from each tab, but it is a good idea. At the top of the screen, a green confirmation message is displayed to indicate the process was accepted. Once complete, use the **xReturn** function button to return to the original Offense report. A summary of the citation information should now be displayed under tab #9. Citations. Now we can move onto the next linked module, Case Management.

Options Menu

The Citations module offers various options for interacting with data. Such options include viewing associated data or clearing certain fields to facilitate entry of cloned records. These features are found in the **Options** menu.

View Reject Notes
Any notes attached to a rejection from the Workflow process are viewable from this selection.

View Audit Trail
The View Audit Trail option permits the operator to view a chronological list of record changes. The changes include who performed and last updated the record, along with the dates and times associated with update.

View Record Information
The View Record Information option permits the operator to view the original incident record entry. This differs from the View Audit Trail option in that any records that have not be updated are not available in the Audit Trail. Thus to view these unabridged incidents, the View Record Information is provided.

Clear Name Info
The Clear Name Info option clears all Master Name information from the current record, including address, military and employment information as well as any associated aliases or scars, marks or tattoos.

Clear Veh Info
This Clear Veh Info option clears all Master Vehicle information from the current record.

Set Default Values
The Set Default Values option toggles whether the values associated with the City, State, and/or Zip Code that were entered into the Admin Table for the Agency's personal information are entered as defaults. This eliminates having to enter these values for addresses that fall within the same geographical area as the agency's address.

Printing Records

The Citations module allows the user to print the displayed screen or the entire report. These features, shown below, are accessed from the **File** option of the menu bar.

Print Screen

The Print Screen option permits the operator to print the currently displayed screen.

Print Citation Report

The Print Citation Report menu option permits the operator to print the entire citation report of the currently displayed record.

Print List of Candidates

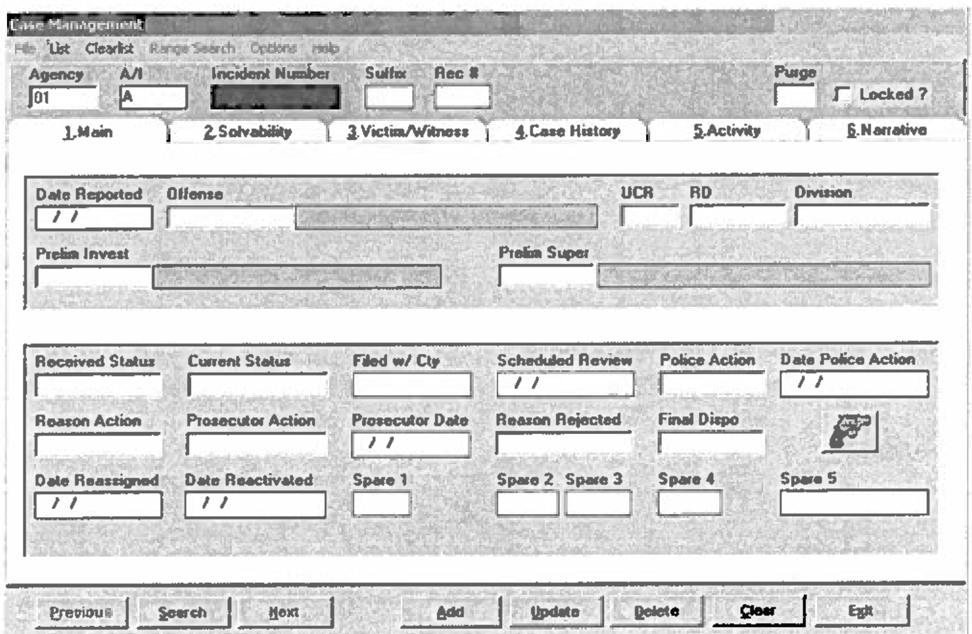
The List of Candidates from a search can be printed into a hard-copy list. From the List of Candidates display, select the **File** option from the menu bar and then select the desired print option.

CASE MANAGEMENT

The Case Management module captures and displays data about the assignments and progression of the case itself.

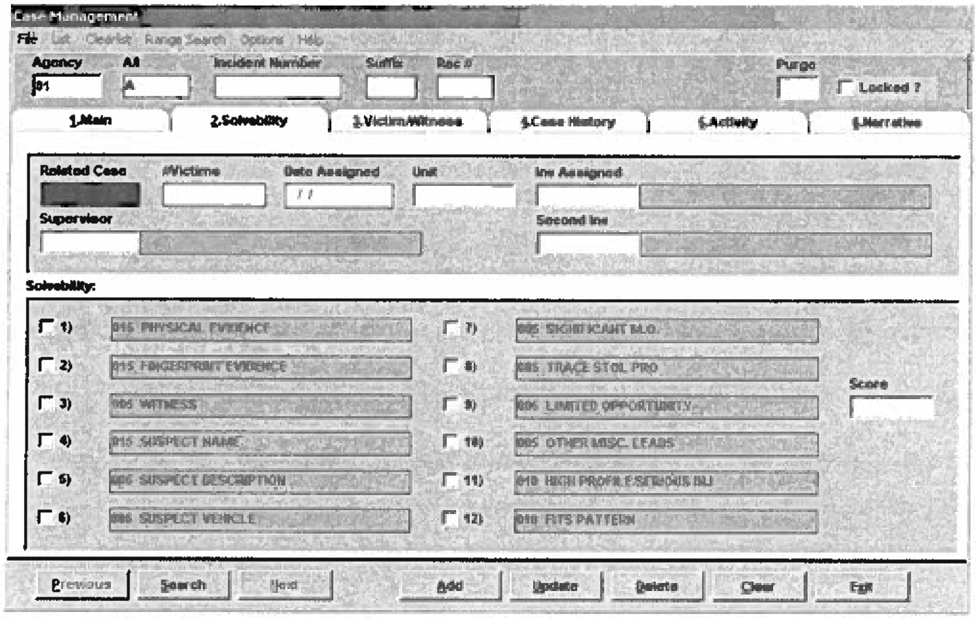
<u>Adding a Case Management Report</u>

Upon accessing the Case Management module, the cursor is placed in the Incident Number field. This is where entry begins. Notice that the screen has two parts: the top contains the key fields regarding the case's location in the system; and below this are the tabbed sections. The key fields remain constant within the display while the tabbed sections change based on which section is being displayed.



The Case Management module contains six sections: Main; Solvability; Victim/Witness; Case History; Activity and Narrative. The Main tab, as shown above, contains the overall information about the case. In addition, this tab offers a link to the Offense module to view the complete offense record associated with the case management record without having to exit the Case Management module.

The Solvability tab contains information about the Investigator assigned, Supervisor and the solvability factors based on gathered facts about the case. The solvability factors and scores are user generated through code table maintenance. While investigating a crime, the user will select the appropriate factors to receive a total score. This will assist in determining the probability of solving the case.



The Victim/Witness tab contains summary information about these individuals with a direct link to the Involved Parties module and their individual records. Simply double-click on the individual record and the record is displayed as though accessing it from the Involved Parties module.