

Operators Manual



Law Enforcement Software

CrimeSoft Advanced

2014-2015
Version M - R12

Copyrights

CrimeSoft Software and CrimeSoft Operators Manual
© Copyright, CSE, Inc.
All Rights Reserved

The product names mentioned in this manual are the trademarks or registered trademarks of their manufacturers.

License Agreement

You have the non-exclusive right to use this program. You may only use it on as many computer(s) as you have licenses for. You may make one copy of this program for backup purposes only. This copy must include the CSE, Inc. copyright notice.

CrimeSoft, its look, feel, and its related documentation are copyrighted. CrimeSoft related templates, their look and feel are also copyrighted. You may not distribute copies of the program or documentation to others. You may not modify or translate the program or documentation without the written consent of CSE, Inc... This license is non-transferable.

Limited Warranties

CSE, Inc. warrants the CrimeSoft CD/DVD free from physical defects. If you discover a physical defect, return the defective CD/DVD to CSE, Inc. and you will receive a replacement at no charge.

CSE, Inc. makes no warranty or representation, either expressed or implied with respect to this software, its quality, performance, merchantability, or fitness for a particular purpose. As a result, this software is sold "as is", and you, the purchaser are assuming the entire risk as to its quality and performance.

In no event shall CSE, Inc. be liable for direct or indirect, special, incidental, or consequential damages resulting from any defect in the software or its documentation. Such damages include, but are not limited to, loss of profit, loss of programs, and loss of data.

The warranty set forth above is exclusive and in lieu of all others, oral or written, express or implied.

Section 1.



Before You Begin

Welcome to CrimeSoft, the only complete criminal database for generating professional quality reports, supplements, Uniform Crime Reporting documents, property room inventory, and case tracking. CrimeSoft offers you these key features to help you look your very best:

- Powerful easy to use, one click, Navigation & Task Buttons
- Programmable Warnings, Alerts and Cautions
- 'Easy View' Narrative report writing
- Automatic file and record saving

Check Your CrimeSoft Package

Your electronic download or CD/DVD should contain the following items:

- CrimeSoft Program and Manual(s)
- Installation Instructions and Install Codes and other important documentation.
- Confidential Log-on Accounts and Password List

If your package does not include all of these items, call us at (816) 781-9305 between the hours of 9AM and 4PM Monday thru Friday.

What You Need

To use CrimeSoft you'll need to following minimum equipment and system software.

Minimum Hardware Requirements

- ▶ At least 2GB RAM for 32bit and 4GB for 64bit Operating Systems
- ▶ At least 10GB of disk space for complete installation
- ▶ One CD or DVD drive

System Software Requirements (workstations or single package)

- ▶ Windows Vista, Windows 7, or Windows 8/8.1

Networking Requirements (server/host)

Check with <http://www.filemaker.com> for the most up to date system requirements for using FileMaker Pro or FileMaker Server as your server/hosting software.

Technical Support & Software Upgrades

Annual Support & Maintenance Program - For one low annual fee you get unlimited free tech support calls. Also included is **Live On Screen Tech Support**, so sit back, relax and have a cup of coffee. Chat with us on the phone and watch as we address your CrimeSoft technical issue live, right on your computer screen.



All this with total security for your data using the industry's leading secure remote support software.

Call us for full details on how easy it is to setup your CrimeSoft computer in about 5 minutes. All you need is a high speed internet connection. You retain full administrative control as to who and when access is granted.

Plus....Never purchase Law Enforcement Software again. All new upgrades and releases are shipped on CD or DVD to your department **FREE**.

The CrimeSoft Advanced Annual Support and Maintenance Program provides upgrades, critical patches and add-ons you get all major releases or completely newly designed CrimeSoft programs free of charge to your department.

The CrimeSoft Advanced maintenance program provides your department with valuable updates that further enhance the program and ***timely critical patches***, ensuring that your CrimeSoft Advanced Software works up to its optimal potential. Receive and download new additional files that are created by our developers, keeping your program inundated with the latest and greatest CrimeSoft has to offer. Plus you will have the peace of mind in knowing that you will ***never have to purchase a newly released CrimeSoft program again as this maintenance package also covers future new CrimeSoft releases.***

Whether you're a single user department or server networked with several workstations, the CrimeSoft Advanced Annual Support & Maintenance program is designed to be a very affordable, cost effective program **with upgrade savings of approximately 75-90%**. Saving you the constant high cost of upgrading that is prevalent in the software industry today we hope to serve your long term needs. In short providing you with great software that is affordable year in and year out.

Section 2.



CrimeSoft Learning The Basics

The goal of this section is to present basic CrimeSoft concepts and to guide you through the techniques you will use on a day to day basis. After completing the basics section you can begin to use CrimeSoft immediately and to your best advantage.

Before you begin, we assume you've installed CrimeSoft. If you haven't, follow the directions included with your CD/DVD or electronic download.

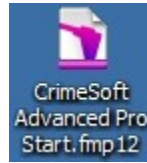
Before you plunge in...

We assume you know some computer basics, including how to:

- Find your way around the desktop and viewing files in explorer
- Click, double-click, press, and drag using the mouse
- Move about on the screen, including the use of scroll bars
- Choose from menus and dialog boxes
- Locate, move, open, copy, delete, close, print, and save documents

Ready... Set... Go !

To start CrimeSoft double-click the “CrimeSoft Advanced Pro.exe” icon located inside the "CrimeSoft Advanced" folder if your a single user - or - the “CrimeSoft Advanced Pro Start.fmp12” icon for network users which is normally located on your desktop.



- **Note** – Single Users get faster access by creating a 'shortcut' of the "CrimeSoft Advanced Pro.exe" icon on your desktop.

When you start CrimeSoft a dialog box appears asking you for an account name (which is NOT case sensitive) and password (they ARE case sensitive). If you don't know your account name or password you will need to obtain one from your administrator before you can continue.

- **Note** –You can set your account name to automatically be entered when logging in from a specific computer by putting it in the 'User Name' box located in the Edit>Preferences .. 'General tab'.

Type in this account name and password now and click the OK button.

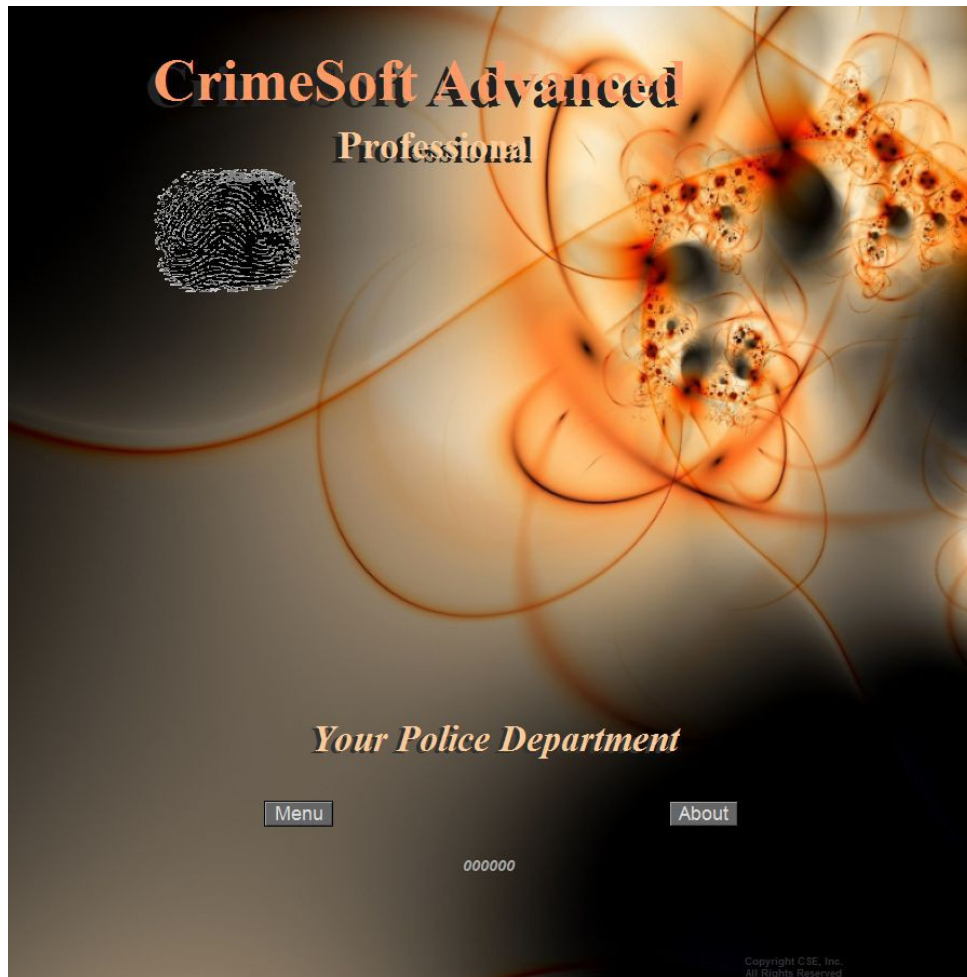


There is also an online video on how to automatically have your account name entered.

<http://crimesoft.com/tvideo/autoenter%20accoun%20tinfo/autoenter%20accoun%20tinfo.html>

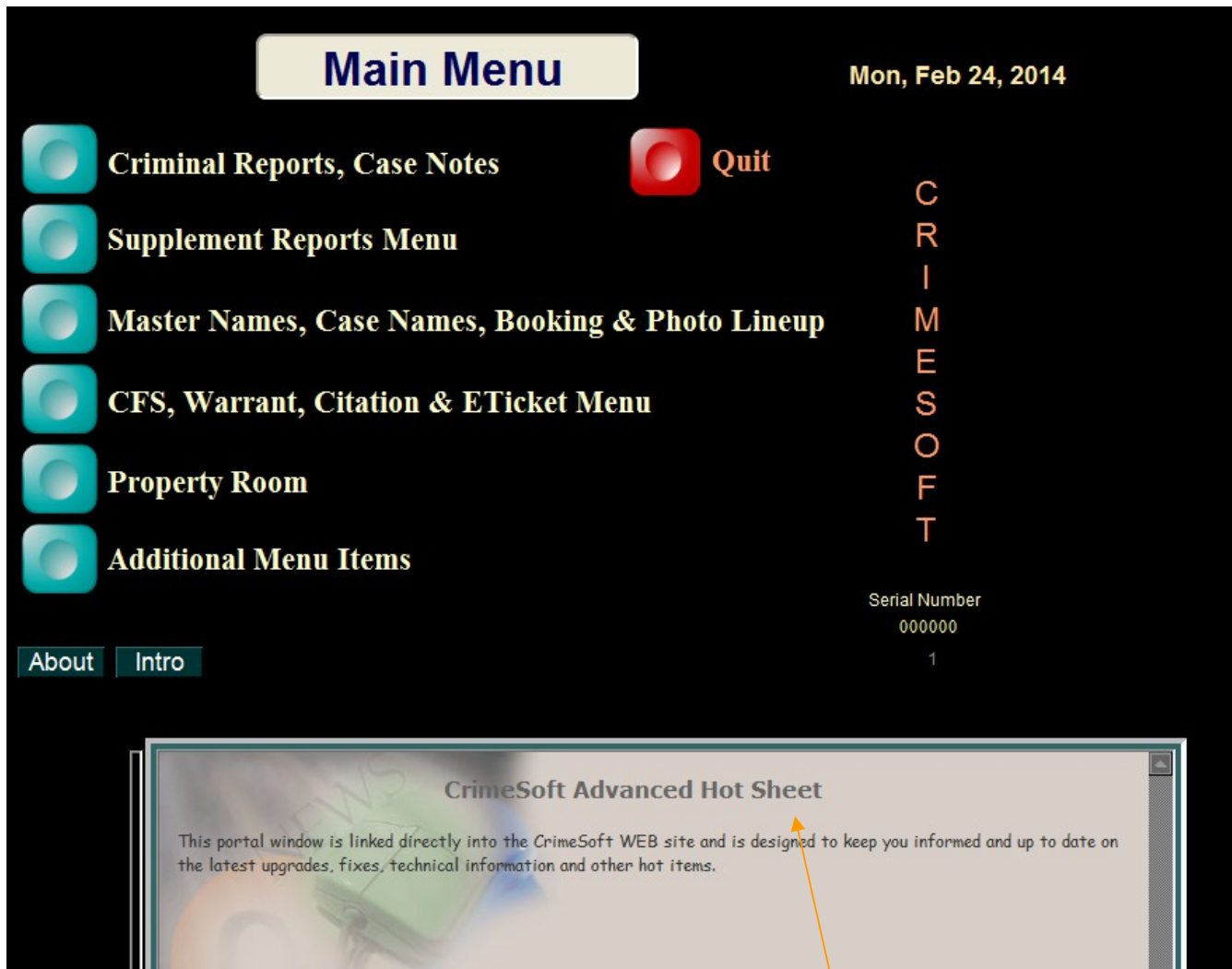
Once you enter your account and password the CrimeSoft program will begin opening and within a few seconds you will see the opening screen (below).

Notice in the bottom center is your 6 digit serial number; also at the left upper corner of the opening screen is the "fingerprint" **OPEN** button. Click this button or the lower 'Menu' button to go to the main menu.



Opening Intro Screen

Click on the Fingerprint or Menu button now.



Main Menu

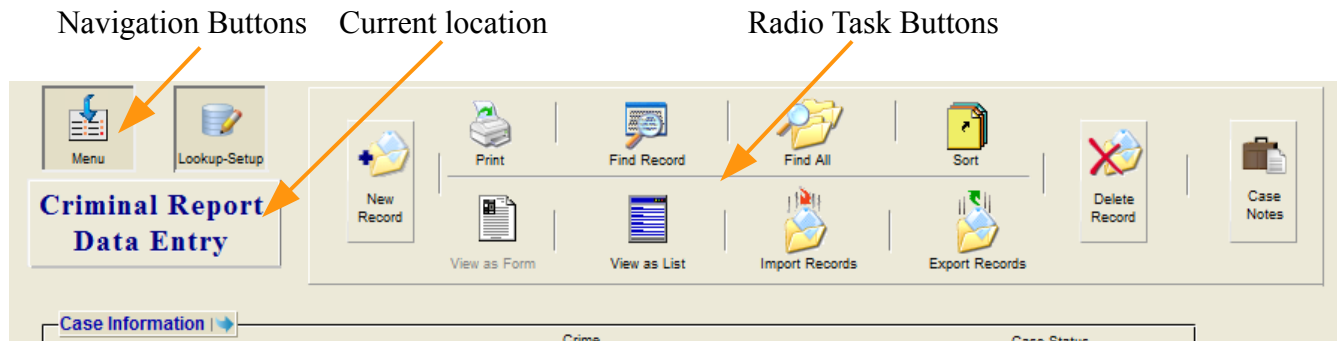
The **Main Menu** (1 of 9 menu screens) offers you 6 options from which to choose. To view a file or a sub-menu of files simply click on the respective navigation button.

Below the buttons is the 'CrimeSoft Advanced Hot Sheet', a Hot Link to the CrimeSoft Secure WEB providing at a glance important information pertaining to the latest CrimeSoft upgrades, critical patches, fixes and other technical information.

For the remainder of the "CrimeSoft – Learning The Basics" we will primarily be using the **CRIMINAL REPORT(S)** file; most of your day to day data entry will normally center around this file, the CFS files, or the Master Name files.

Click the CRIMINAL REPORT(S) button now..

Criminal Report Data Entry Screen



When you open the criminal report file you are automatically placed at the Data Entry screen. The upper portion of your screen should look similar to the one above. The rectangular block in the upper left portion indicates which screen you are currently viewing (in this case "Criminal Report Data Entry"). Above the block you will see 1 or more navigation buttons, and to the right of the block are numerous radio buttons.

Before we begin to enter a criminal report, let's get familiar with some of the data entry screens components, use the scroll bar on the right side of the screen to scroll slowly to the bottom. Notice the white colored boxes, these boxes are called "fields". A field is where you type in the data for the report. Some fields can only contain numerical data which are known as "numerical fields", while others can contain only dates, hence "date fields", fortunately most are "text fields" and can contain just about everything except graphics or a kitchen sink. When you get to the bottom of the screen click the "Home" button to return to the top of the screen. If this all looks confusing, don't worry we'll cover everything you need to know and have you up and running in no time.

Buttons

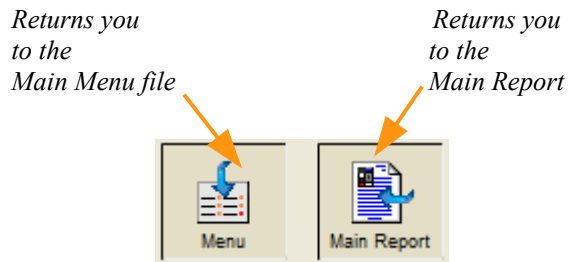
Almost all of the various data entry screens have the same button setup and locations, so once you understand the "Criminal Report Data Entry" screen (the most complex of all the screens) you should have no problem using the others. The use of buttons greatly reduces the amount of time you will spend learning various tasks, since the buttons practically do it all for you. They also greatly reduce the amount of time required in the normal day to day operation of this database. The buttons are broken down into three general categories:

- Navigation
- Task
- Special function

Navigation Buttons

To begin with "navigation" buttons sole function is to take you somewhere. This can be within the data entry screen you are presently on, such as the two buttons located in the center of the screen ("Sup" and "Nar"), which take you directly to either the narrative section or the supplement section located at the very bottom of the screen.

They can also take you to a specific file within the CrimeSoft database, for example, the "Criminal Report" button you pressed in the "Main Menu" file took you to the "Criminal Report Data Entry" screen located in the "Crime.fmp12" file.



Primary Task Buttons

Primary Task Buttons are radio looking buttons located in the upper right portion of the data entry screen. They perform a function *within* the file that you are currently working. (their use will be discussed later)

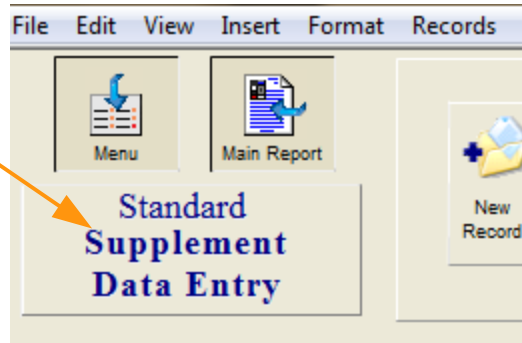


Radio Buttons

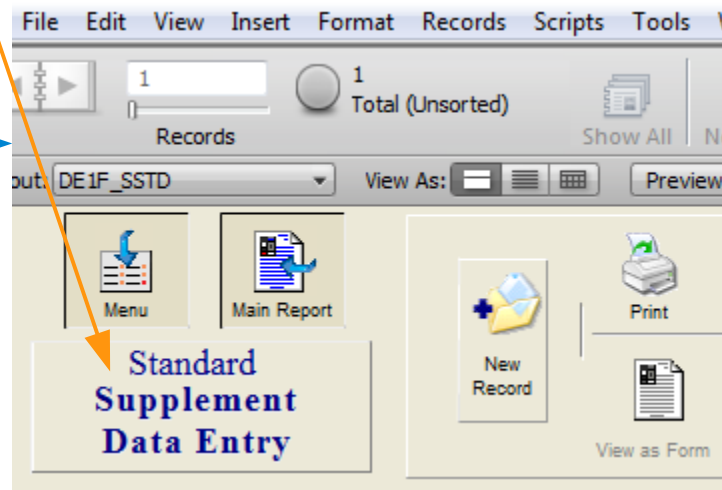
Another task button is the rectangular box containing your current location, clicking on

it will toggle on and off the upper Status Tool Bar (more about that later).

Clicking here will toggle status toolbar on and off



Status Toolbar



Special Buttons

Special buttons are located at various locations on all data entry screens. Their function is self explanatory. Below are the most common ones you will find.



Home button

The "Home" button scrolls the screen to the very top. This is much faster, and less aggravating than scrolling manually. Some of the longer data entry screens have more than one "Home" button placed at convenient locations.



Spell Check button

The "Spell Check" button checks the spelling of the narrative field that it is associated with. It uses a 100,000+ word dictionary and if you desire it can also use a user definable dictionary that can learn/store up to 32,000 proper names, street names, legal terms etc.

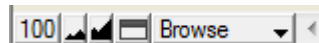


Add Item or check button

The "Add Item" Button is only used in those supplements that require a line item listing such as a stolen property list. Pressing this button gives you another blank line to enter data on. The "Check Item" Button allows you to easily select the response you desire.

Mode Indicator

The lower left corner of the screen border contains a database operating mode indicator. The mode indicator is simply a means of informing you what the database is attempting to do.

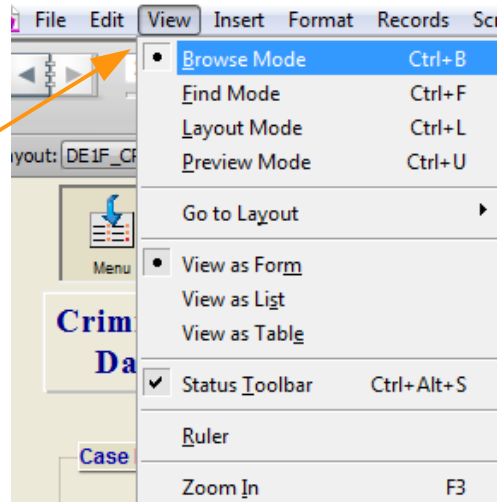
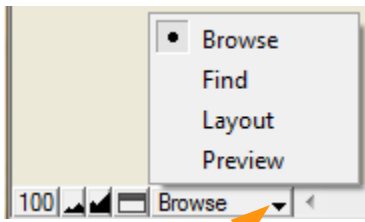


Mode Indicator

IMPORTANT ! When entering report data you must be in the "Browse" mode, or the data will not be saved. The "Browse" mode is the default or normal setting.

The other modes will be discussed later, they include "Find", and "Preview". "Find" will be indicated only when you have clicked the "Find Record" button. The "Find" screen looks exactly like the screen you get when you press the "New Record" button, so *make sure that "Browse" is indicated before entering a new report.* "Preview" is used only when a report is printed out and "Layout" is not accessible to you unless you are the IT programmer for your department.

To change to the "Browse" mode simply click on the mode indicator in the lower left portion of the screen, a pop-up menu will appear, select "Browse". Another way is to select Browse from the pull down "View" Menu at the top of the screen (see below).



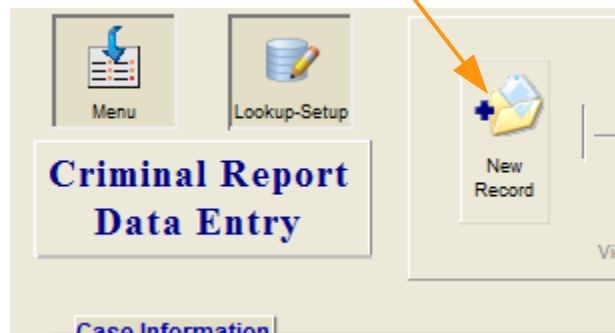
*Click here – or – here
and select "Browse"*

Entering Data

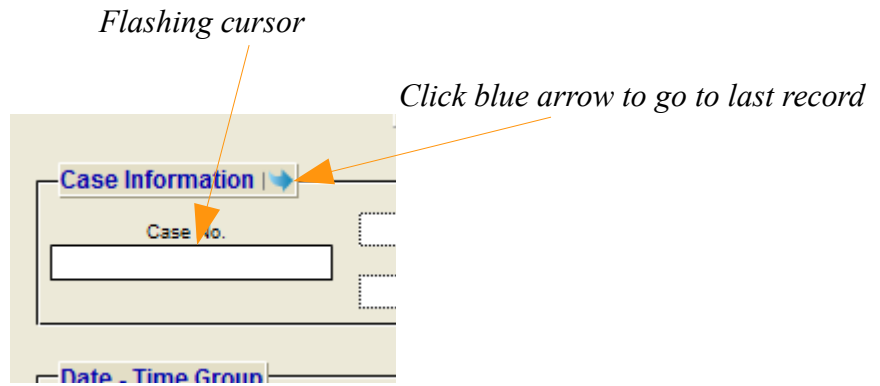
Now that you have a basic idea of the screen layout, types of buttons, and the mode indicator you are ready to enter a criminal report. You should automatically be in the "Browse" mode but it's a good idea to always check to make sure.

The first step in entering a new criminal report is to click the "New Record" button; this gives you a new blank report to enter your data on.

*Click to Add
a new report*



A flashing cursor is now located in the center of the "Case No." data field. The "Case No." field is a text field (it can contain numbers, letters or both).

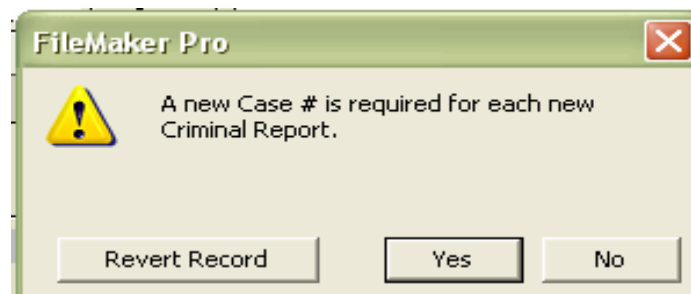


Enter your case number and when finished press the "Tab" key this will move the cursor to the next field of data entry the "Crime" field.

Important: Do not start a Case Number with 0 (zero). The Case Number should never contain mathematical operators such as dash (-), plus (+), slash (/), or star (*).

Note: As with other sections, if the data for a particular field is not available at the time you are typing this report, or if the field itself is not applicable, you can skip those fields. The only exception to this is the Case Number which must be filled in during the initial entry of the report.

If you fail to enter data into this field before you go to another record or if you press the enter key on the numeric pad before you enter a Case Number, you will get a warning box like the one below.

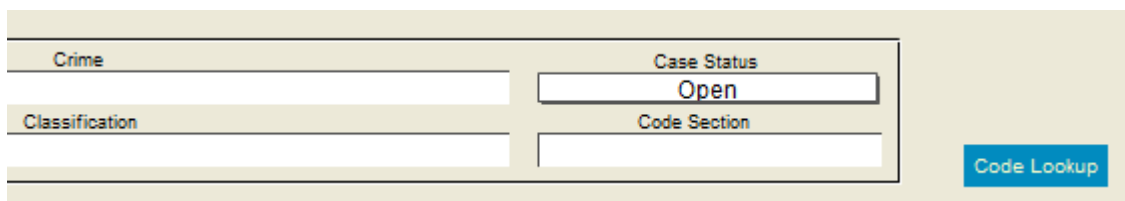


Note: If at this point if you click the 'Revert Record' it will revert to its last saved state, in other words it will delete it, this record can only be created and saved (committed) after you do one of two things.

1. Click 'Yes' and the record will be saved without a case number
2. Click 'No' and the cursor will flash in the case number field allowing you to enter the case number.

Note: If you miss a field, or want to enter data into a field in some other part of the screen, just click the mouse pointer into the field you want and the cursor will be positioned there.

Enter your data into the "Crime" field and press the "Tab" key. After entering data into the "Classification" field, don't press the "Tab" key because the next field ("Case Status") is a little bit different than the ones you just finished with.

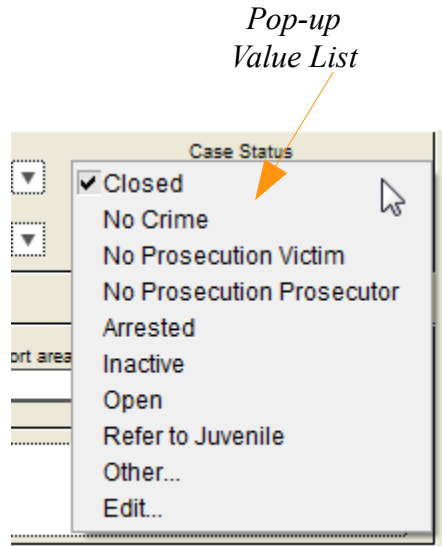


The image shows a screenshot of a data entry form. It features four input fields arranged in a 2x2 grid. The top-left field is labeled "Crime" and is empty. The top-right field is labeled "Case Status" and contains the text "Open". The bottom-left field is labeled "Classification" and is empty. The bottom-right field is labeled "Code Section" and is empty. To the right of the "Code Section" field is a blue button with the text "Code Lookup".

The 'Code Lookup' button will automatically enter the proper Crime, Classification, and Code for you with just a click of the button (it is explained in detail in the 'Beyond the Basics' section)

Notice that "Case Status" already has been filled in with "Open", this is an auto enter feature you will see on some other fields as well. Most cases when initially entered into the computer are classified as "Open", auto entering the data saves time. You can however change this entry at any time.

Press the "Tab" key now.



Another feature of the "Case Status" field and some other fields is the predefined value list. A value list maintains database uniformity by insuring that everyone who enters data uses the same terminology. To change the default entry use the up or down arrows on your keyboard to make your selection then press the "Enter" key. Pressing "Tab" again will take you to the next field. If no changes are made, press "Tab" twice to go to the next field.

Note: You can also use the mouse to make a selection.

Location & Codes

The next area you tab into is the "Location & Codes" section. Fill in the appropriate information if your department requires it, otherwise it is optional and can be left blank.

Date -Time Group

The "Date - Time Group" is broken into three sections. The two sections "Date Beginning" and "Date Ending" are to be completed when there is a time range that the crime occurred, for example...a residential burglary occurred over the weekend while the owners were away on vacation, since it is impossible to determine the exact time it occurred you would enter the date/time/day of week when the owners last left the property into the "Date Beginning" section and the date/time/day of week when the owners returned and discovered the crime into the "Date Ending" section. Always enter all dates in the MM/DD/YYYY format; they will however print as MM/DD/YY (see pop-up calendar below).

If an exact time that a crime occurred is known, enter that information into the "Date Beginning" section and leave the "Date Ending" section blank.

The last section is the "Date Reported" area which is self explanatory.

The image shows a form titled "Date - Time Group" with a light beige background. It is divided into three main columns. The first column contains "Date Beginning", "Time Beginning", and "Day of Week" fields. The second column contains "Date Ending", "Time Ending", and "Day of Week" fields. The third column contains "Date Reported" and "Time Reported" fields. Each field is represented by a rectangular input box.

Date - Time Group

This image shows the same "Date - Time Group" form as above, but with a pop-up calendar overlaid on the "Date Beginning" field. The calendar is for March 2014 and shows a grid of days from Sunday to Saturday. The date "4" (Tuesday) is highlighted with a blue border. Below the calendar grid, it says "Today: 03/04/14".

Pop-up Calendar

Most date fields feature a pop-up calendar to facilitate quick and accurate date entry. Whenever you click or tab into a date field a pop-up calendar is automatically displayed with the current date circled. Simply click on the date desired and it is placed instantly into the respective field for you, or you can directly type in the date if you want to.

Case Name Portals

Since not all criminal reports have witnesses, suspects, etc. it is much more efficient to keep a separate file to store this information. For example, all of the victims, witnesses, suspects, reporting parties etc. are located in the "Case Name" table of the "Mname" file *(a file can contain many separate record storage areas which are called tables. For example the Mname file has 4 different storage areas, the 'Case Name' contains all names that are put into the criminal report, there is also an 'Alias' table for storing alias names, an 'Assoc' table for storing known associates, and a 'Master' table for the storage of master names..more on master names later. Don't worry about knowing the file names or their location, we are only providing this information so that you can better understand the relational database concept).*

CrimeSoft is a multi-file relational database, meaning that data in one file and its tables (such as the “Case Name” table in the 'Mname' file) can be shared with and printed, viewed, sorted, added, or edited from another file (such as the Criminal Report “Crime” file), provided they are related in some way, like having the same "Case No.".

As mentioned above, data from a related file or table can be shared, edited or viewed. A "Portal" is like a window, showing the data contained in the related file. The data you see in a portal is the actual data of all the related records in the other file (the typeface is in red as a reminder that this data is in fact in a different file). Each horizontal section is a separate record within that file.

Although you are currently in the criminal report file you can easily see all the people in the Case Name file that are related (have the same "Case No") to that criminal report. It is much easier to enter the basic data* on these people here rather than to having to switch back and forth between various files. You can enter an unlimited number of people in the 'Additional Name(s)' or 'Suspect(s)' tabs by using the scroll bar associated with that portal window to scroll down. In addition to being able to view all related files, every time you put data into the last available record within a portal, a new additional blank record is then created just below your entry, thus allowing you to create virtually an unlimited number of entries within that those portals.

Note: The Primary Complainant/Victim is limited to one entry, if there is more than one victim you can enter them in the Additional Name(s) section.

** Basic Data – Portals only display the essential data of the 'Case Name Record' used to identify an individual. The actual record has over 90 data fields available including items such as vehicle identification, know associates, physical attributes, addresses, employment, and much more including photos. You can view, edit, enter additional data, and print any of this by clicking on the 'Go to File' button associated with every record in the portals.*

Primary Complainant/Victim & Additional Name(s) Tabs *Data entry - Basic*

There are 2 ways to enter data into a 'Case Name' Portal. The 1st way is to type data directly into the data fields. To do this click the mouse into the "Last Name" field on the first blank line of the window. Enter the Last Name then press "Tab" and enter the next field data. You are actually entering the data into a newly created record located in the 'Case Name' section of the Mname file.

Note: As soon as you type anything into any one of these fields, CrimeSoft automatically creates a new record in the 'Case Name' table with the data that you are typing in and links it to this Criminal Report by automatically copying the "Case No" from your criminal report, it also copies their status (IE: Victim, Witness, Suspect etc.) into this newly created Case Name record, thereby linking it to share and properly display its data within this criminal report.

Master Name ID Code Lookup

Paste Master Name ID code button

View This Case Name Record

Click to display the Help screen

of Records in each Portal

The ID code buttons (shown above) will be fully explained later :)

(It's the 2nd way to enter all of the data and create new 'Case Name' records in seconds with only a few mouse clicks!!)

Scroll bar

The record sections contain standard fields, some have pop-up value lists as described in the previous "Case Status" section, and are for the most part self explanatory. Since you almost always have a victim, the first section is classified as "Primary Complainant/Victim", and allows only one entry (the primary victim), if you have more than one Victim or a Witness, Reporting Party, etc., that information is placed into the "Additional Name(s) Portal" which allows unlimited entries. The "Additional Name(s) Portal" section has one additional field that being "Code". As the picture below shows, "Code" is a pop-up value list allowing you to quickly identify the individuals status associated with that case.

Code Pop-up

Customize current selection or change the value list

Note: Many of the pop-up fields have the "Other" and/or the "Edit" lines available. Using the "Other" selection brings up a dialog box that allows you to type in the text you want displayed on only the record you are presently working on.

Note (continued): Using the "Edit" selection causes another box to be displayed, showing the entire pop-up list and allows you to permanently change that pop-up list. The "Edit" selection allows you to customize CrimeSoft to fit your departments' specific requirements. Using "Edit" will not change the entries you made for previous reports. The "Edit" function is available only to those possessing a Master level password.

Suspect Information

The "Suspect(s) Portal" section contains the same text and date fields as the "Additional Name(s) Portal". "Suspect(s) Portal" records have no 'Code' field since it is not required since all entries are suspects. All portal records have the ability to display the 'Weapon Alert' and 'Juvenile' alerts as shown in the previous example.

This section allows you to enter basic information on a particular suspect. To enter additional information you need to go to the actual record located in the "Case Name" file (discussed in the next chapter).

Note: "Weapon Alert" is activated whenever you enter data into the "Weapon" field located in the "Case Name" record (explained next).

Note: When entering data into any date field either of the two formats listed below is acceptable. (This is done automatically when using the pop-up calendar)

DD/MM/YYYY -or- DD-MM-YYYY

Code: DD=day, MM=month, YYYY=year (*always use 4 digit years*)

Note: DOB fields do not have a pop-up calendar

Using the Master Name File

New users to CrimeSoft Advanced that have not upgraded from a previous version will not have any records in the database. This section will guide you through entering records for the first time as well as using the Master Name File once you have an established working records section.

The easiest way to start is to create an actual criminal/incident report. At the 'Main Menu' click on the 'Criminal Reports' button to take you to the data entry screen. Below is a portion of that screen showing the various portals used to enter individuals associated with a particular case. Begin by entering a case number (*remember not to start it with a zero and not to use mathematical operators like / - + = in the case number*). Continue filling out the data until you arrive at the 'Case Name File - Portals' shown below.

Primary Complainant/Victim		Additional Name(s) Portal		Suspect(s) Portal											
ID Code															
Last Name	Smith	First Name	James	MI	L	Address	1234 Easy Street	City	Your town	State	TX	ZIP	12345	Go to File	
SSN	555-55-5555	Phone	512-712-1234	Race	W	Sex	M	Age	40	DOB	1/1/74	Business Address		Business Phone	

As mentioned earlier, every time you enter a person into one of the portals listed above, a new record is created in the case name file linking that person to that specific case. If the same person is listed as a 'witness' in one report and a 'suspect' in another report then two records of that person will be in the 'Case Name' table.

Now enter the Complainants Last Name along with the rest of the data (leave the ID Code blank). When you have completed this, press the 'Enter' key on your keyboards numeric pad (this commits or saves the record). You have just created a new record in the Mname files 'Case Name' table, linking this person to this specific report as the complainant. For this demonstration we have created the complainant shown below.

Case Name File - Portals 0 0

Primary Complainant/Victim **Additional Name(s) Portal** **Suspect(s) Portal**

ID Code

Last Name:
 First Name:
 MI:
 Address:
 City:
 State:
 ZIP:

SSN:
 Phone:
 Race:
 Sex:
 Age:
 DOB:
 Business Address:
 Business Phone:

Let's take a look at that newly created record 'Case Name' record by clicking on the 'Go to File' button (shown above).

You should now be viewing a 'Case Name File' record (upper portion shown here) like the one below (except with your data).

Case Name File Data Entry

Name

Last Name: First Name: MI:

Case Information

Case No.: Crime:

Complainant/Victim

Photo ID No. Photo Date

Information - General

SSAN: FBI Number: Jacket #:

SID Number: SO Number:

DOB: Age Today: Other #: Arrested:

Information - Physical

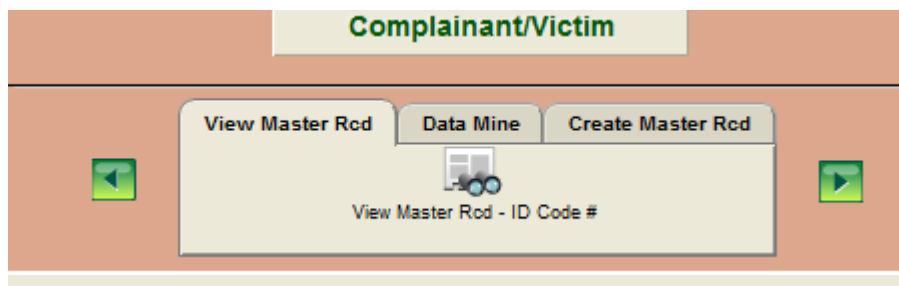
Age at time of Report: Race: Sex: Ht.: Wt.:

Eyes: Teeth: Speech:

Build: Complexion: Skin Tone:

Notice that the name, his status (complainant/victim), case number and the other fields that you filled out are already completed. You can at your option fill out the rest of the data or leave it as is. Since this is the first time you have entered this person it would be a good idea to include as much data on him as possible so that it would be included in the 'Master Record' that we are going to create next. If you would like to include/import a photo, click on the camera icon in the upper right photo area.

After completing the data entry on this 'Case Name Record' you can easily make an identical 'Master Record' from it with just a click of a button. This new Master Record can then quickly and easily reenter all of the data for you that is contained on this record (*except case number, crime and status which are automatically added to each newly created Case Record*) whenever you need to put him again into any of the 3 tabbed areas of a criminal report in the future. No more typing out all the data over and over. To create a Master Record go to the tabbed button area shown below.



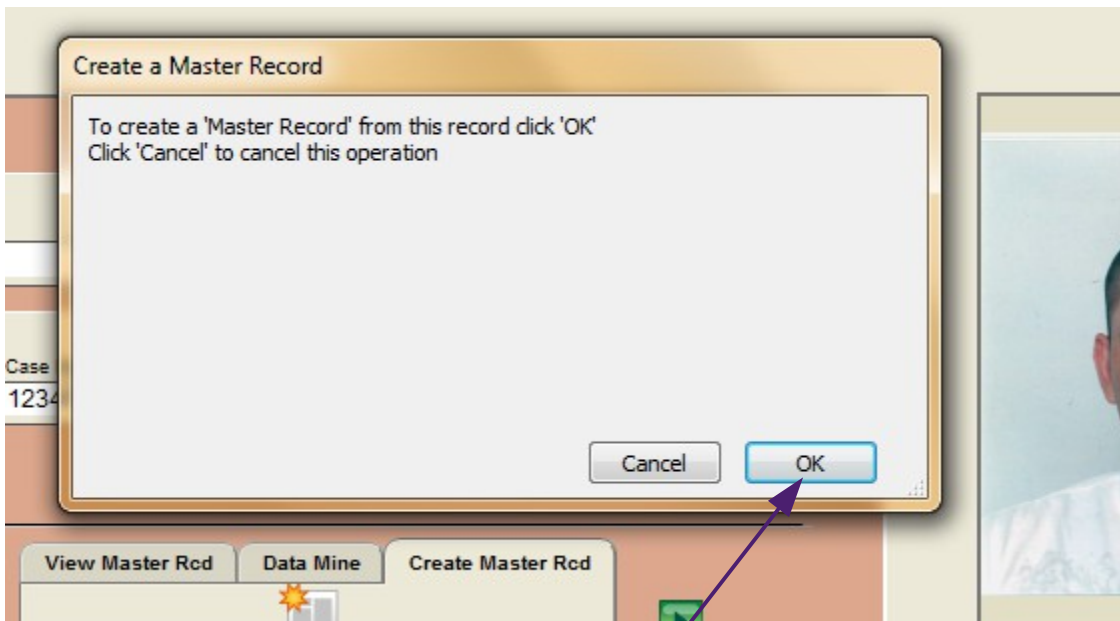
There are three tabs to choose from:

'View Master Rcd ' button (if this Case Name Record was created from a 'Master Record' template a number will also appear here, you can then click this button to review or edit the Master Record).

'Data Mine' displays a button that will allow you to data mine this record for other possible record matches in various fields (shown in the next chapter).

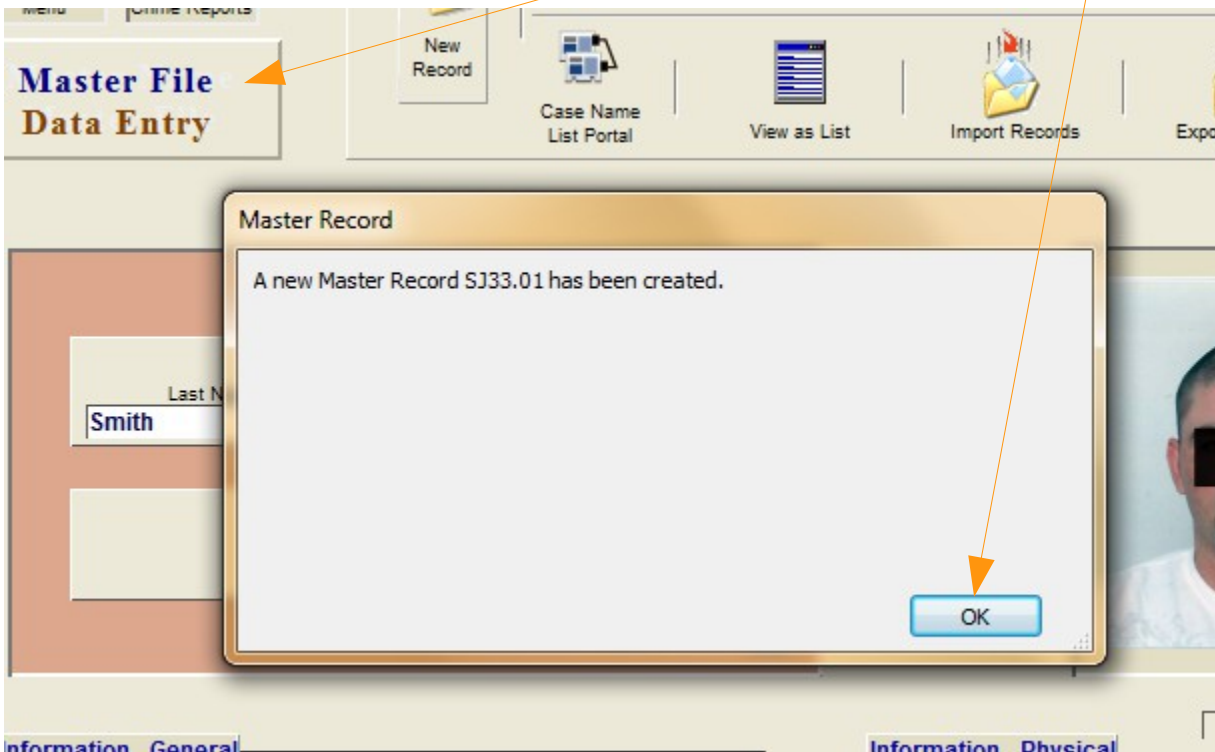
'Create Master Record' displays a button that will instantly create a "Master Record" template for future use. (Shown below) Click this tab then click this button now to create a new Master Record.





Click OK (above)

The program will temporarily pause on the newly created 'Master Record' until you Click the 2nd OK button (below)



You have just completed making a Master Name Record.

Case Name File Data Entry

Record View CFS View as List Import Records

Name

Last Name: Smith First Name: James MI: L

Case Information

Case No.: 123456 Crime: Burglary

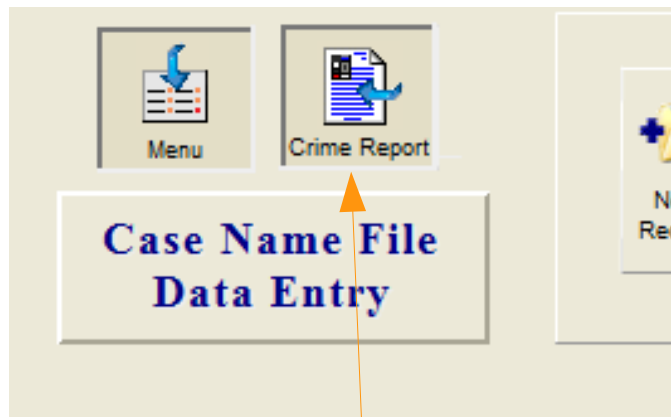
Complainant/Victim

View Master Rod Data Mine Create Master Rod

View Master Rod - ID Code # SJ33.01

'Master Name ID Code'

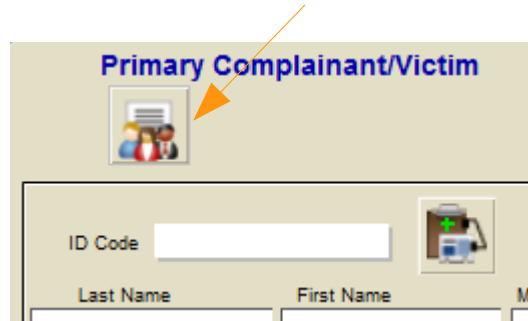
This 'Case Name Record' is now associated with a newly created 'Master Name Record' which has the unique 'Master Name ID Code' shown above.



Click to return to your report

Primary Complainant/Victim & Additional Name(s) Tabs *Data entry – The Easy Way*

Having 'Master' records makes data entry fast and easy. You start by clicking on the 'Master Name ID Code Lookup' button (shown below).



A special 'find' entry screen (shown below) will appear, complete with full instructions.

A screenshot of a software interface titled "Master File Search". The interface has a top navigation bar with buttons for "Find Requests", "New Request", "Delete Request", "Perform Find", and "Cancel Find". Below the navigation bar is a toolbar with icons for "Menu", "Crime Reports", "1. New Record Important Info", "2. Create New Record", "Print List", "Find All", "Delete Record", "View Master", "Cycle View", "Sort", "Import Records", and "Export Records". The main area contains a form with fields for "Last Name", "First Name", "Master Record ID Code", "Age", "DOB", "Race", "Sex", "Ht.", "Wt.", "SSN", "FBI Number", "SID Number", "SO Number", "Build", "Complexion", "Skin Tone", "Eyes", "Hair", and "Facial Hair". There is also a "Scars marks deformities tattoos" field. A "Continue" button is located in the top right corner. A text box at the bottom contains instructions for locating and using Master Records.

1. Locate a specific Master Record by entering data into any field or fields listed above.

2. Click the 'Continue' button (left or top right*) to search for matching record(s)
--OR--

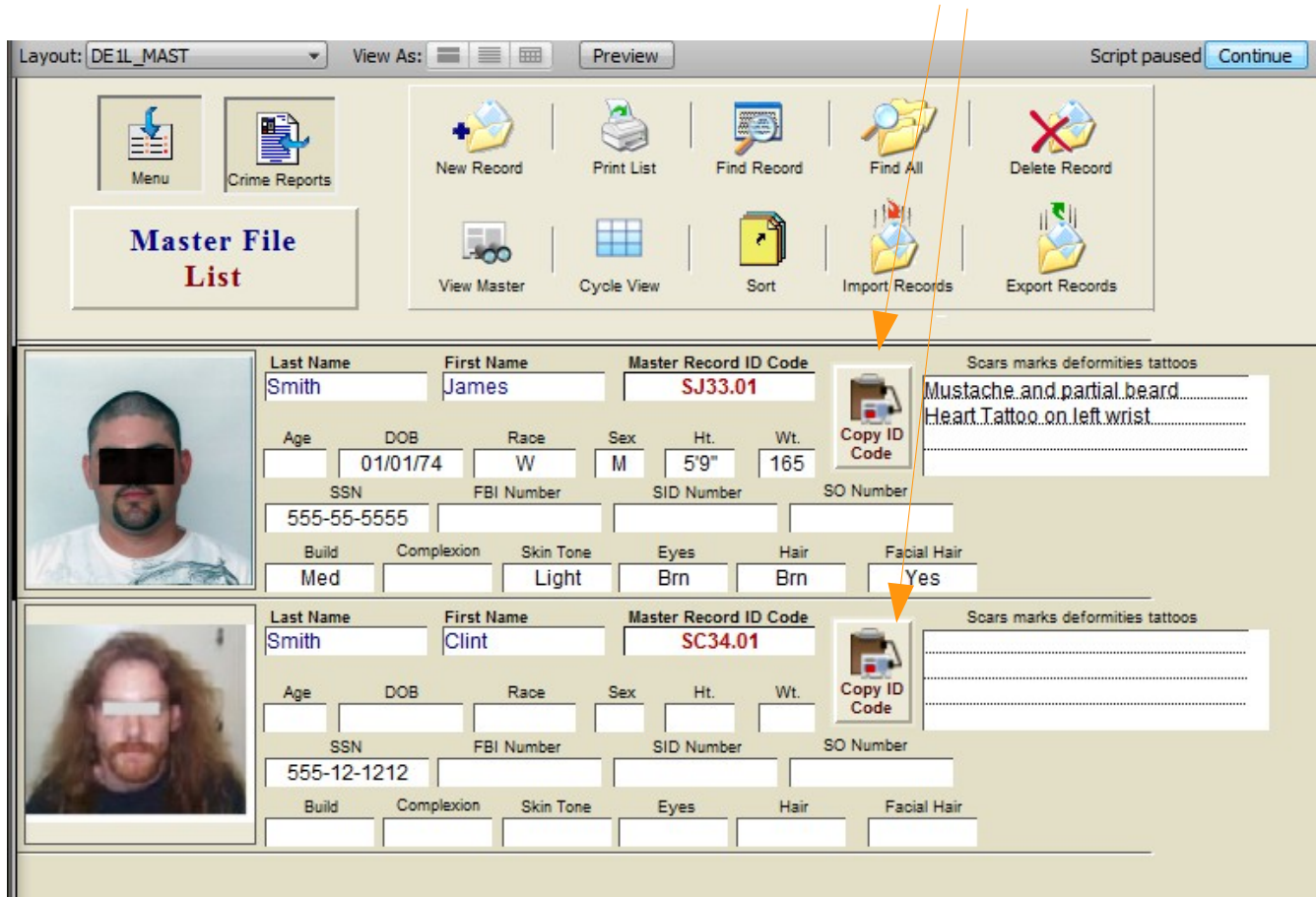
3. To view all Master Records, leave the above fields blank and Click the 'Continue' button (left or top right*).

After locating the record you were searching for do the following:

- 1. Click on the copy to clipboard icon that is associated with that record.**
- 2. Click 'OK' to return to the Crime report. You can then click the paste ID Code button that is associated with the appropriate Victim, or Suspect, etc.**

*The 'Continue' button location depends on the version of FileMaker Pro - Left side for versions prior to FMP 10

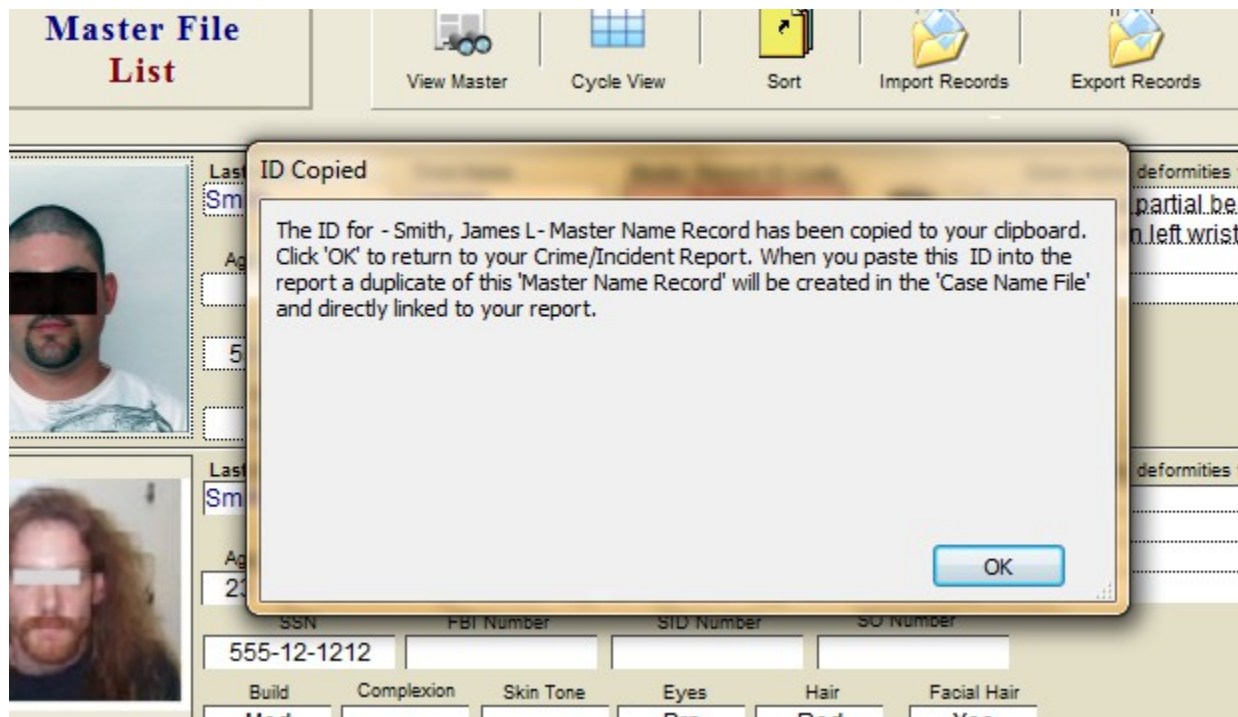
Next enter the name or other data of the person you are looking for (note: we typed in just the last name Smith), then click the 'Continue' button in the upper right part of the screen (or *you can also press the enter key on your numeric pad*). A list of all matching 'Master' records is displayed in an easy to view 'List' format including their photo (each with its own 'Copy ID Code' button very similar to the Paste ID code button).



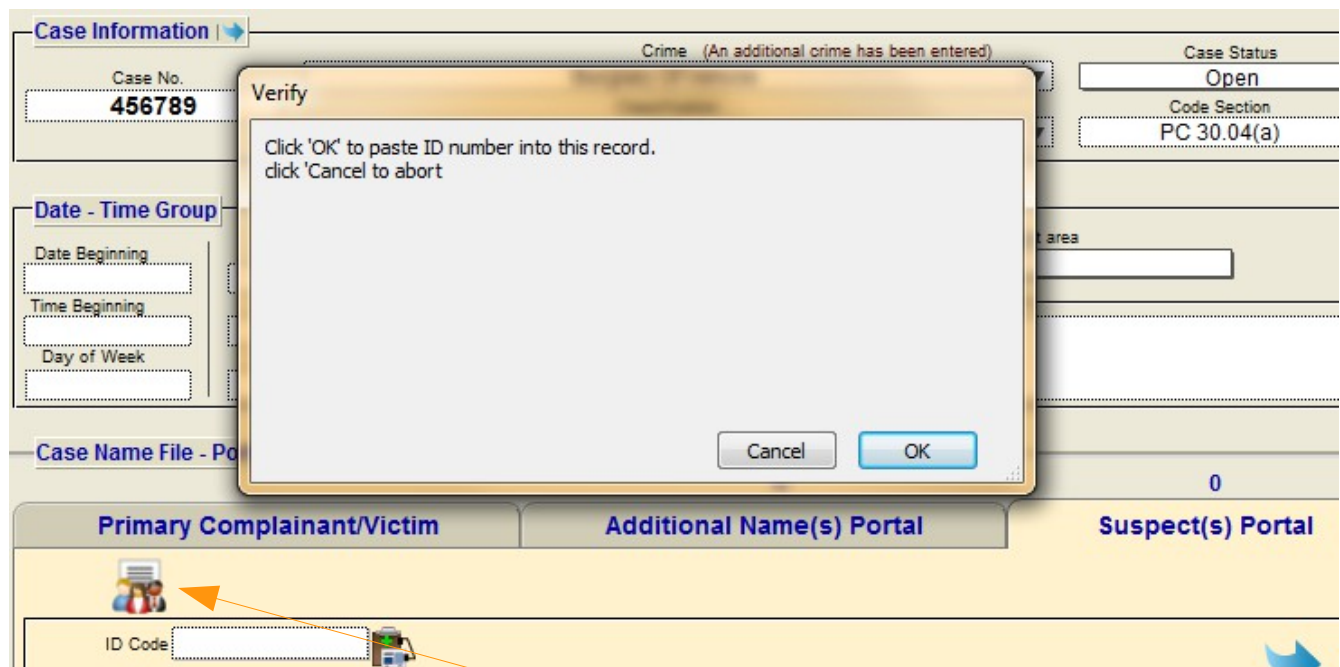
Now, just click on the 'Copy ID Code' button associated with the person you are looking for. A dialog box will appear (shown on the next page)stating:

"The ID for - " the persons name here"- Master Name Record has been copied to your clipboard. Click 'OK' to return to your Crime/Incident Report. When you paste this ID into the report a duplicate of this 'Master Name Record' will be created in the 'Case Name File' and directly linked to your report."

Now, just click the “OK” button (shown below) and you are once again back at your Criminal Report data entry screen.



Back at the Crime/Incident Report. Just click the ‘Paste ID Code’ button (in the example below he is a suspect in another report) and a verify dialog box appears (see Below).



'Paste ID Code' button

Everything about that person is filled out...Instantly (in other words, a new 'Case Name Record' was instantly created for you)!

Case Name File - Portals									
Primary Complainant/Victim			Additional Name(s) Portal			Suspect(s) Portal			
ID Code: SJ33.01									
Last Name	First Name	MI	Address			City	State	ZIP	
Smith	James	L	1234 Easy Street			Your town	TX	12345	
Go to File									
SSN	Phone	Race	Sex	Age	DOB	Business Address		Business Phone	
555-55-5555	512-712-1234	W	M	40	1/1/74				
1									
ID Code: []									
Last Name	First Name	MI	Address			City	State	ZIP	
[]	[]	[]	[]			[]	[]	[]	
Go to File									
SSN	Phone	Race	Sex	Age	DOB	Business Address		Business Phone	
[]	[]	[]	[]	[]	[]	[]		[]	

Entering a Master record into a report is as easy as clicking a few buttons.

Please invest a few more minutes by watching a short online video that explains in more detail what was just covered and some important additional information on Master Name file uses that you will want to know.

Click on the link below, or copy and paste it into your browser. The video requires you to have installed Quicktime - it's free at <https://www.apple.com/quicktime/>

<http://crimesoft.com/tvideo/case%20name%20file%20mov/case%20name%20file%20mov.html>

Type Ahead – Lookup feature

Another feature of CrimeSoft is the ability to type-ahead and enter the data for you before you have even finished typing the word. This feature is available for the following fields:

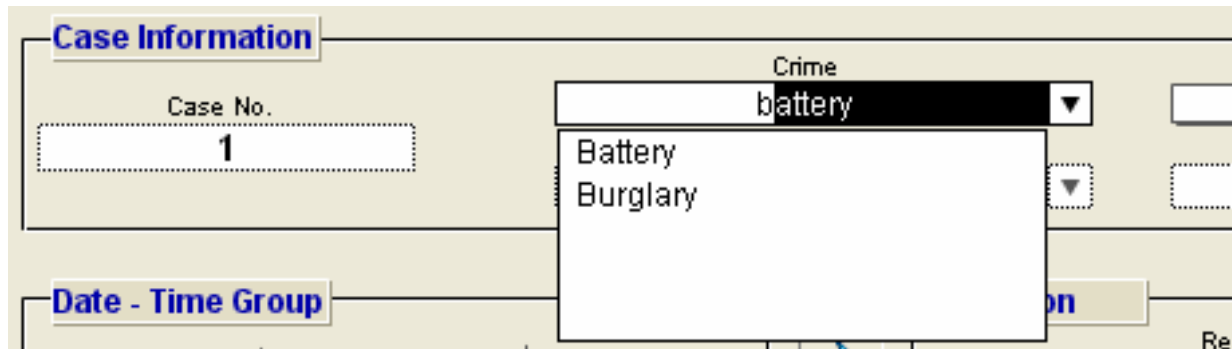
Crime

Classification

Code Section

Reporting Officer or Recording Officer

Once this feature is properly setup entering data into these fields is a snap. Below is an example of how it works.

A screenshot of the CrimeSoft software interface. The 'Case Information' section is visible, with a 'Case No.' field containing the number '1'. To the right, the 'Crime' field is active, showing a dropdown menu with 'battery' entered and a list of suggestions: 'Battery' and 'Burglary'. Below this, the 'Date - Time Group' section is partially visible.

In the above picture the letter b has been entered into the crime field, immediately an alphabetized list of all crimes that is stored in the lookup file appear. You now have the option of selecting one of these or continue typing as shown below.

A screenshot of the CrimeSoft software interface showing the 'Crime' field with 'Burglary' selected. Below it, the 'Classification' field is empty. The 'Location' field is visible below that.

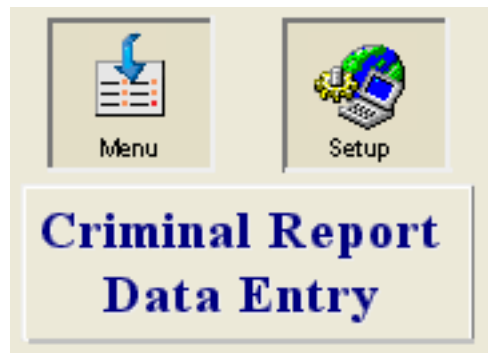
When the next letter is typed the list narrows to the only crime that starts with a 'bu'. Note: If you have more than 1 crime starting with 'bu' they would also be shown.

Crime
Burglary
Classification

In the above example all that was needed was the typing of two letters to completely fill out that field. It even capitalized the first letter for you since this was the way it was spelled in the lookup file. Also if you noticed on the previous page that an arrow appeared on the right side of the crime field when you began to enter data, clicking on this arrow will display all items that are associated to that specific field.

Setting it up





To setup the lookup file in advance, click on the ‘Setup’ button shown below.



In the picture below (next page) the yellow area represents records; one record per line. Initially there will not be any records listed as this is a new database. To create a record click on the ‘New Record’ button in the upper left corner. Enter the appropriate data that you wished to be displayed under the proper column. You can also convert and import this data if you already have a codified list - see the online video at <http://crimesoft.com/tvideo/Code%20Lookup/Code%20Lookup.html>

Important: Enter crime, classification and Code data on a single record (as shown below) IE.: do not enter a crime, classification, Code, and Officer on the same line record. Enter each officer’s name and log-on on a separate record line).

Note: You can sort any column by clicking on the column heading.

 New Record		Return to Crime Data Entry		 Delete Record		 Import Records		 Quick Help	
To sort a column click on its heading									
crime	classification	Code	Officer	Officer_logon					
38.151(b) (6,7)		F3 PC							
Abandon Endanger Child Criminal Negligence	FS	PC 22.041(c)							
Abandon Endanger Child Imminent Danger Bodily Inj	F2	PC 22.041(e)							
Abandon Endanger Child W/intent To Return	FS	PC 22.041(b)							

There is also a quick help page you can view by clicking on the 'Quick Help' button. When you have completed entering the data click on the 'Return to Crime Data Entry' button located in the upper portion of the screen.

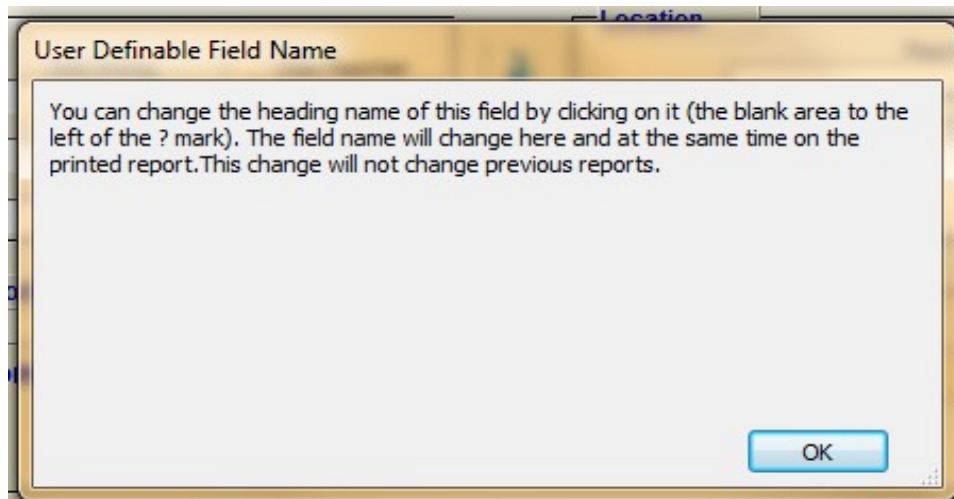
Recording Data

The "Recording Data" section is self explanatory. The fields "Date" and "Time" are auto enter fields and can be modified. CrimeSoft automatically enters the current date and time from the computers internal clock when you pressed the "New Record" button.

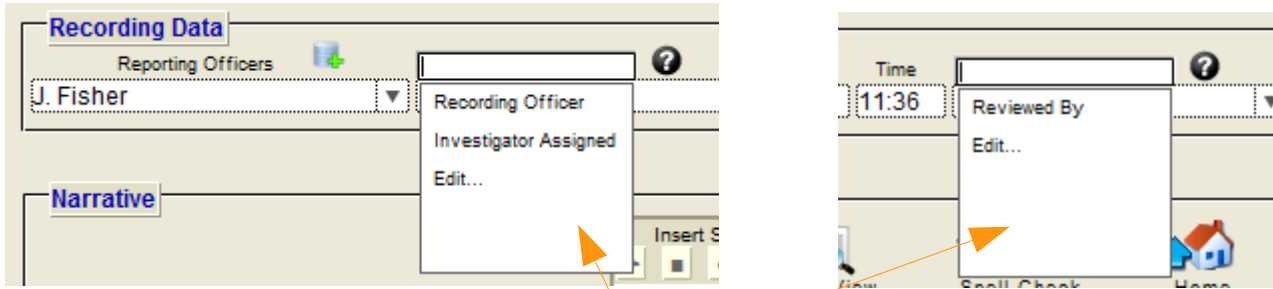
Recording Data					
Reporting Officers	<input type="text"/>	Typed By	Date	Time	Date
J. Fisher	<input type="text"/>		5/9/14	11:24	

User Definable Field Headings

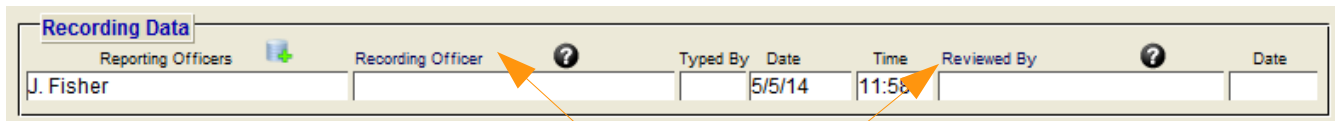
You notice that 2 of the fields do not have headings (above). When you click on the ? Mark to the right of them the dialog box below is shown.



Clicking into the headings area will show a drop-down list enabling you to select or change the respective field heading title. This drop-down list can be customized to fit you departments needs by selecting "Edit..."



Drop-down lists



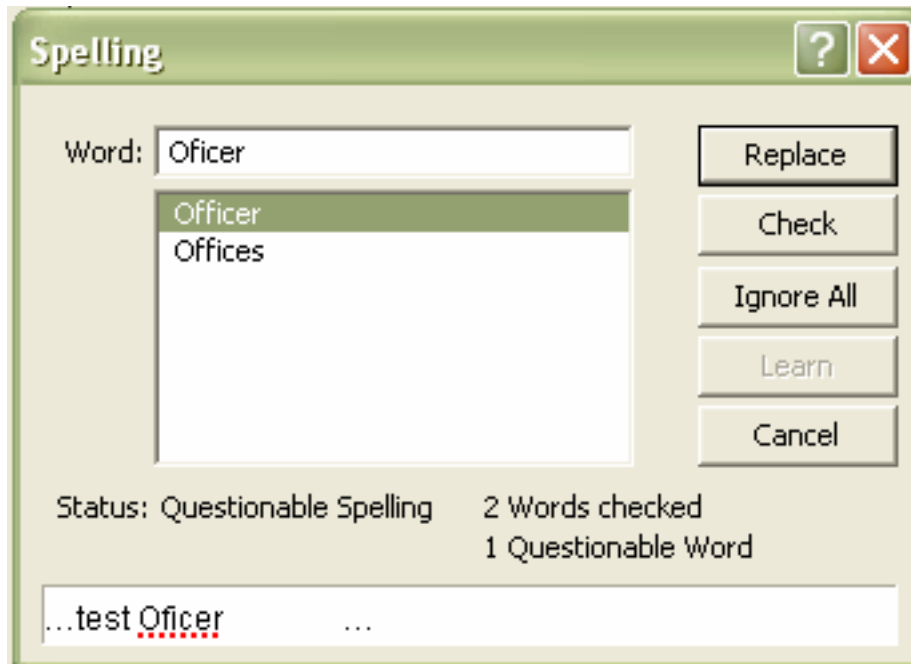
Field headings after list selection

Narrative

The "Narrative" section is one large text field. There is enough space within this field to type over a thirty page criminal report. When entering data into this field you will notice that once you reach the bottom the text will begin to scroll upward, this is because the "Narrative" is actually its own window complete with a scroll bar on the right hand side.



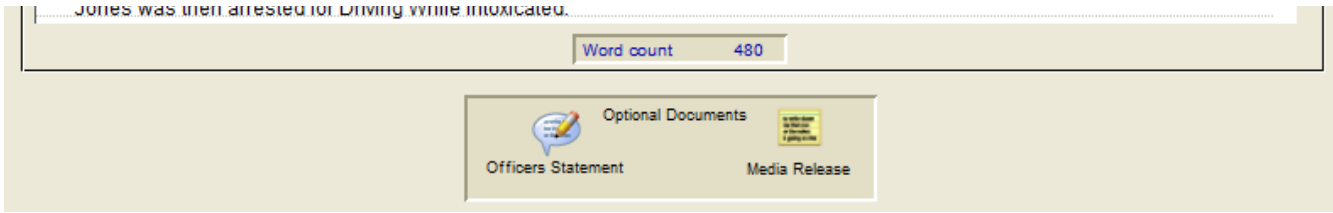
Once you have completed entering the narrative information, click on the "Spell check" button. The narrative will be checked against a 100,000+ word dictionary and your own user defined dictionary as well (setting up a user defined dictionary will be discussed later). A spelling dialog box, similar to the one below, will appear on screen during this process, allowing you to change incorrect words etc..



You can also insert symbols easily with a click of the mouse and when you click the 'Easy View' button it will expand the narrative section to a full page (full height and width) view including larger, easier to read type.

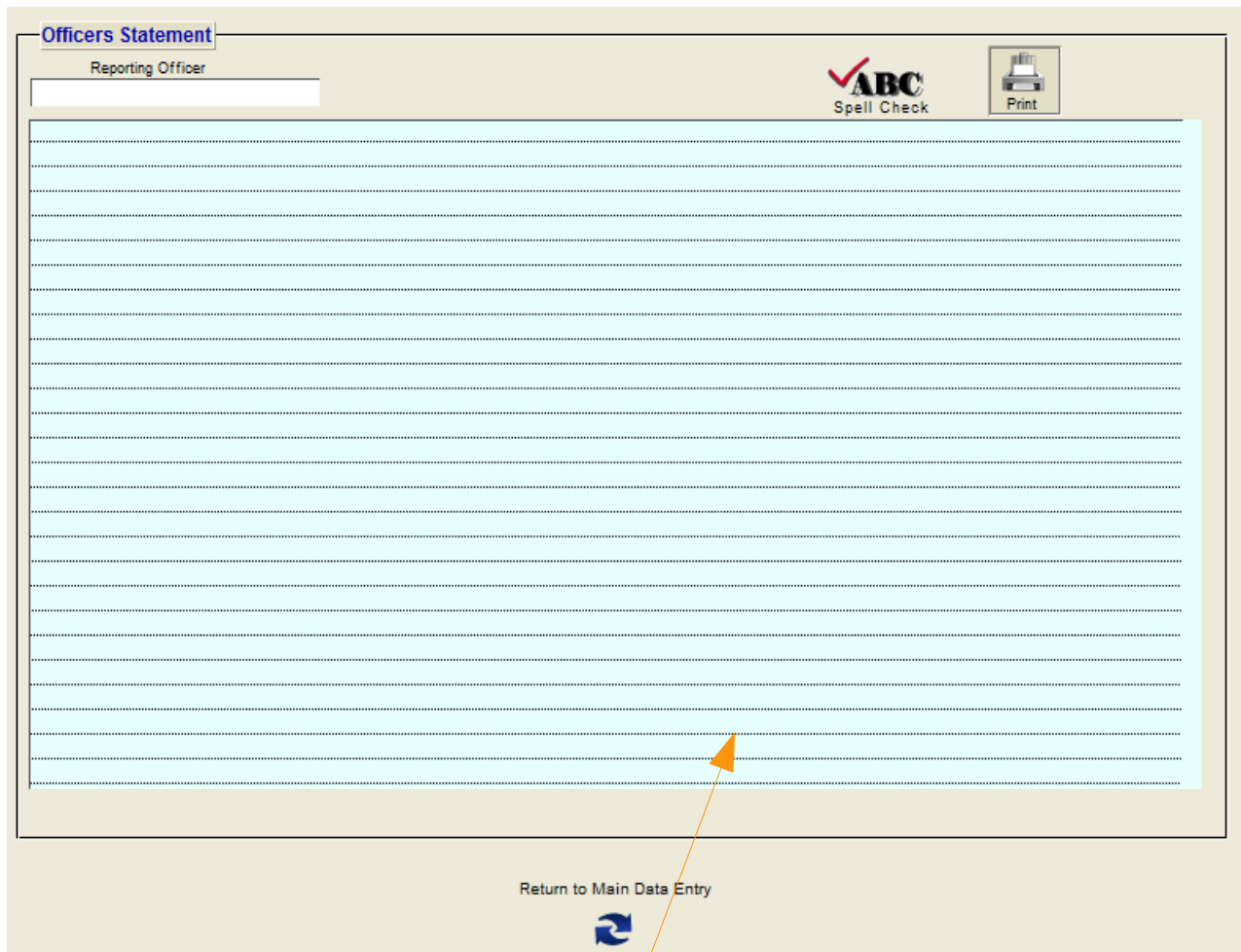


*Insert Symbols Easy View (Expand to full Page)
More on Easy View'-see pg 39*



The bottom portion of the narrative section displays a total word count that is updated when you exit the narrative field.

Below the narrative are two buttons that will switch the narrative view to either the 'Officers Statement' or the 'Media Release' (shown below). Both of them have their own separate printouts.



Officers Statement



A large yellow rectangular area containing horizontal dotted lines, serving as a template for text entry.

Return to Main Data Entry



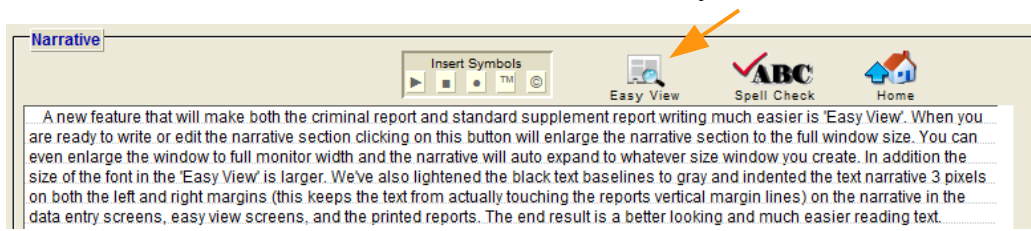
News Media Release

'Easy View' Narrative Report Writing

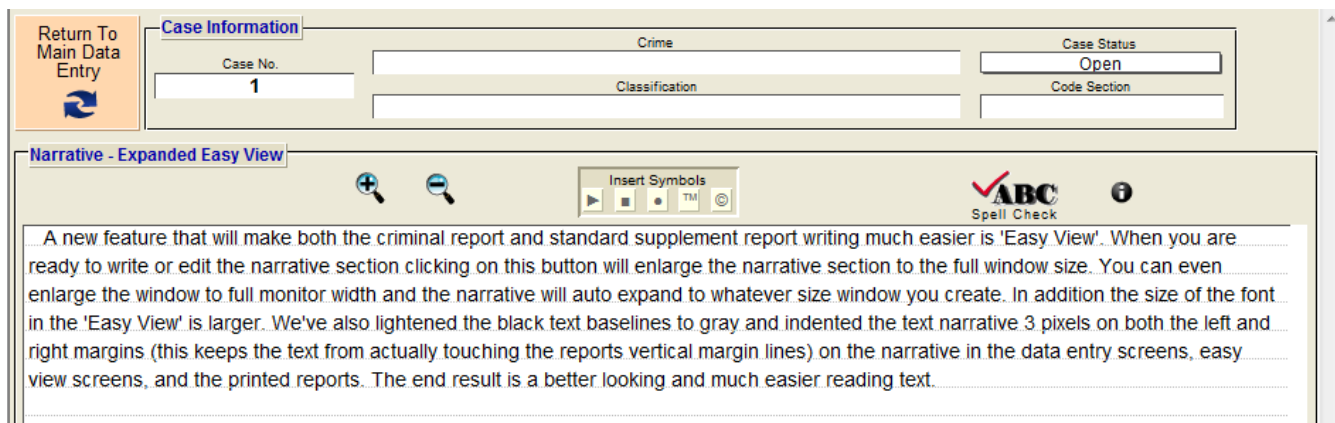
A feature that will make the criminal report and standard supplement report writing much easier is 'Easy View'. When writing or editing the narrative section, clicking on this button will enlarge the narrative section to the full window size. You can even (FMP 9 or later) enlarge the window to full monitor width and the narrative will auto expand to whatever size window you create. In addition the size of the font in the 'Easy View' is larger.

We've also lightened the black text baselines to gray and indented the text narrative 3 pixels on both the left and right margins keeping the text from actually touching the reports vertical margin lines on the narrative, in the data entry screens, easy view screens, and the printed reports. The end result is a better looking and much easier reading text and more professional looking printed reports.

Easy View Button



The normal data entry screen (above)



'Easy View' data entry screen (above – window width set to ½ wide screen monitor width)

Note: The above comparison are JPG screen shot captures that had to be reduced in size approximately 40% to fit. This reduction caused text to blur when converted to this PDF presentation.

In the CrimeSoft program, the text always remains clear and sharp at any size.

U.C.R. Offenses

One of CrimeSoft many unique capabilities is compiling in seconds (what before took hours or days) the data required for the monthly Department of Justice (FBI) Uniform Crime Report, Return A and Supplements to Return A.

Although the average officer may have never seen a U.C.R. report, filling out the U.C.R. data that is required for a particular criminal report at the time a report is entered into the database is fast, easy and best of all requires no understanding of how the report is prepared. Reading the screen and clicking a few buttons is all that is needed to complete the additional information required.

After completing the "Narrative" field, the next field is the "U.C.R. Offenses" field. If your report is not classified as one of the crimes listed, click the "No" button and "No" will be entered into the field for you. You are done with the U.C.R. section.

U.C.R. Offenses (required)

Is the above report classified as either a Criminal Homicide, Forceable Rape, Robbery, Assault, Burglary, Larceny, Motor Vehicle Theft, or Motor Vehicle Recovery?

Yes No

(Open U.C.R. Offense Supplement)

Is the above report unfounded?

Yes No

Has the above report been cleared by arrest or exceptional means?

Yes No

Has the above report been cleared by arrest or exceptional means, and involve only persons under 18?

Yes No

If your report is classified as one of the crimes listed, click the "Yes" button and "Yes" will be entered into the field for you and you will be taken to the screen shown on the next page.

**Uniform Crime Reporting
Data Entry Menu**

Homicide Information Motor Vehicle Theft Information

Rape Information Burglary Information

Robbery Information Larceny - Theft Information

Assault Information Return to Criminal Report

Selected Information

Clear

*Crime selection
buttons*

This window contains the buttons for crime selection, a button to return you to where you left off in the criminal report data entry screen, a "Clear" button that will clear all the information that is present in the "Information window", and the "Information window" itself that shows you the items that you selected.

Note: The "Information window" is for viewing the data only, you cannot tab or click into it. If you need to change the information, click the "Clear" Button and reenter the data.

Select the type of crime by clicking one of the seven "Crime selection" buttons. After selecting a crime, you will be taken to the last screen in the U.C.R. section.

Uniform Crime Reporting Data Entry

Homicide Information Select one



Murder And Nonnegligent Homicide



Manslaughter By Negligence

1a. Criminal Homicide

a. Murder & Nonnegligent Homicide



UCR Offense Menu



Return to
Criminal Report

The last screen in the U.C.R. section is a sub-menu that further defines the specific crime you just selected in the "Data Entry Menu". Depending on the crime you selected this screen may have more buttons than the one depicted above.

Simply click on the appropriate "Crime info" button, the information is entered for you and displayed in the information window (no typing required). Pay close attention to the "Selection criteria" because for some crimes there are two groups or categories of buttons from which to select, the "Selection criteria" will instruct you on how many need to be selected. When you are satisfied with your selections, click the "Return to Criminal Report" button. If changes need to be made, select the "U.C.R. Offense Menu" button and you will be returned to the previous screen.

U.C.R. Offenses (required)

Is the above report classified as either a Criminal Homicide, Forceable Rape, Robbery, Assault, Burglary, Larceny, Motor Vehicle Theft, or Motor Vehicle Recovery?

Yes No

(Open U.C.R. Offense Supplement)

Is the above report unfounded?

Yes No

Has the above report been cleared by arrest or exceptional means?

Yes No

Has the above report been cleared by arrest or exceptional means, and involve only persons under 18?

Yes No

Question 1 Question 2 Question 3

Clicking the "Return to Criminal Report" button returns you to the "U.C.R. Offenses" section of the criminal report data entry screen. Three final questions need to be answered.

The cursor will be located at "Question 1". Select your answer by clicking either the "Yes" or "No" button. The "Uniform Crime Reporting Handbook" published by the U.S. Department of Justice states the following:

"On occasion, an agency will receive a complaint which is determined through investigation to be false or baseless. If the investigation shows that no offense occurred nor was attempted, the reported offense can be unfounded for UCR purposes. Please remember that the recovery of stolen property, the small value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest does not unfound a legitimate offense. Also the findings of a coroner, court, jury, or prosecutor do not unfound offenses or attempts which law enforcement investigations establish to be legitimate."

The final two questions deal with reports cleared by arrest or exceptional means. The following excerpt from the "Uniform Crime Reporting Handbook" published by the U.S. Department of Justice explains the criteria:

"Clearances by Arrest

An offense is "cleared by arrest" or solved for crime reporting purposes when at least one person is:

- 1. arrested;*
- 2. charged with the commission of the offense; and*
- 3. turned over to the court for prosecution (whether following arrest, court summons, or police notice). Although no physical arrest is made, a clearance by arrest can be claimed when the offender is a person under 18 years of age and is cited to appear in juvenile court or before juvenile authorities."...*


"Several crimes may be cleared by the arrest of one person, or the arrest of many persons may clear only one crime. Further, if several persons are involved in the commission of a crime and only one is arrested and charged, the crime is listed..." "as cleared by arrest."

"Exceptional Clearances

In certain situations, law enforcement is not able to follow the three outlined steps under "clearance by arrest" to clear offenses known to them. Many times all leads have been exhausted and everything possible has been done in order to clear a case. If the following questions can be answered "yes", the offense can then be cleared "exceptionally" for crime reporting purposes:

- 1. Has the investigation definitely established the identity of the offender?*
- 2. Is there enough information to support an arrest, charge, and turning over to the court for prosecution?*
- 3. Is the exact location of the offender known so that the subject could be taken into custody now?*
- 4. Is there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender?"*

Case Disposition

Case Disposition	Date charges filed <input type="text"/>	Name of subject charged <input type="text"/>	Warrant Number <input type="text"/>	 Home
Case Disposition <input type="text"/>				

Below the UCR section is a section that contains data related to the disposition of the case.

---Continued on next page---

Supplement Portals

Scroll bars

Portal Windows

The diagram illustrates three types of supplement portals:

- Standard Narrative Supplement Portal:** A table with columns for Reporting Officer, Supplement Topic (optional), and Date. It includes a scroll bar on the right and a "Go to Selected Report" button.
- Property Supplement Portals:** Three separate portals for "Stolen Property", "Recovered Property", and "Evidence Seized". Each has columns for Reporting Officer and Date, a scroll bar, and a "Go to Selected Report" button.
- Container Portal:** A table with columns for Reporting Officer, Date, and # of Items. It includes a scroll bar on the right and a "Go to Selected Report" button. A sidebar on the left lists "Files", "Photos", "Videos", "Sound", and "Documents".

At the bottom, there is a copyright notice: "Copyright © CSE, Inc. All Rights Reserved" and a small house icon.

Navigation Buttons


The data entry of the basic criminal report is now complete. This section will describe how to enter data into a supplement report.

Although you are currently in the criminal report file you can easily see all the supplements in all the other files that are related (have the same "Case No") to that criminal report. If more than 5 supplements are in one file you will need to use the scroll bar associated with that portal window to scroll down.

Standard Narrative Supplement Portal

Reporting Officer	Supplement Topic (optional)	Date
J. Thompson	Witness Statement	5/14/14

Optional Topic Field


 Go to Selected Report

To enter data for a new supplement report, click the mouse into the "Reporting Officer" field on the first blank line of the appropriate portal window. Enter the officers' name then press "Tab" and enter that supplement date. You are actually entering the data into a new record located in the supplement file. CrimeSoft automatically copies the "Case No" from your criminal report into that supplement record thereby allowing that supplement record to share the appropriate data from the criminal report.

Note: The Standard Narrative Supplement has is an additional optional field that allows you to enter the topic of the supplements narrative (see above). This makes it much easier to locate a specific one when there are many written supplements on a case. It also has a UCR portal (its use will be explained in a moment).

Now click the "Go to Selected Report" button.

---Continued on next page---

Return to Criminal Report

Standard Narrative Supplement Data Entry (top portion)

Case No. link to Main Criminal Report

Data shared from main criminal report

Your Police Department 525 N. Main Street Your Town, TX 99999		INCIDENT AND CRIME REPORT Supplementary Report Witness Statement		Case Number 456789
				Page Number 1
				Report Area
Code Section PC 30.04(a)	Crime Burglary Of Vehicle	Classification MA		
1Victims Name-Last, First, Middle (Firm if Business) Smith, Clint		1Residence Address 1234 Easy St, Your Town, TX		1Report Phone (555) 555-5555

Upper Portion of printed Supplement Report (reduced view)

Since the supplement can share and view data from the original "Criminal report", the data entry screen (on the top) only requires you to enter the information that is not present in that "Criminal Report".

Sharing data increases report accuracy and saves time by requiring the user to only put the data in once, at one place.

The only other supplement item that requires some explaining is in the "Standard Narrative Supplement", which contains a portal window displaying the three U.C.R. questions in the criminal report. This portal window is present within the "Standard Narrative Supplement" solely for your convenience. Arrests that are made after the original criminal report is filed are generally entered on a "Standard Narrative Supplement" report. Thus, having the U.C.R. arrest information available on the supplement data entry screen is an easier way of changing the data in the main criminal report.

On Supplements that require a listing of items, such as, the "Stolen Property" supplement below, an "Add Item" button will be present. Click this button for each new item you wish to add to the list (or click the mouse button into the next line) the cursor will be positioned at the beginning of the next line. The reason for this is because that each line item is in reality a separate record stored in another file (this is required for generating the monthly UCR stats or in the case of the "Evidence Seized" supplement, generates the data for the "Property Room" file).

Add Item button

Item Description	Classification	Add Item	Value

Classification field is a Pop-up value list

Printing

After you have completed entering the data, printing a professional looking report is almost as easy as clicking on a button.



Print Button

Once you click the "Print" button your screen enters the preview mode and will change to a reduced view of 75%. Displaying either the first page of the supplement or other type of report, or the first narrative page of the printed criminal report (see below) and the 'Status Tool Bar' will be toggled on.

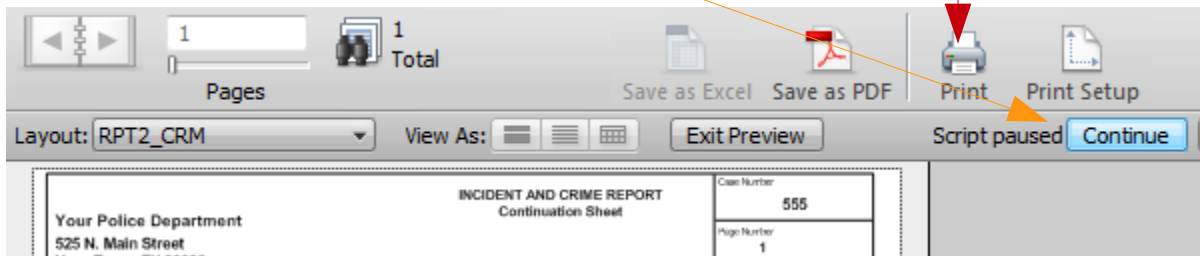
Your Police Department		INCIDENT AND CRIME REPORT Continuation Sheet		Case Number
525 N. Main Street				55
Your Town, TX 99999				Page Number
				1
				Report Area
Code Section	Crime	Classification		
PC 49.04	Driving While Intoxicated	MB		
Victims Name-Last, First, Middle (Firm if Business)		Residence Address	Res. Phone	
NARRATIVE				
On Wednesday, 5-7-14, at approximately 00:33 hours, while on duty, I observed a pickup truck going southbound in the 700 block of Barker Blvd...N.W. The vehicle was traveling approximately 30 miles per hour, the				

Page Arrows

Determine the number of pages in your report by clicking on the right page arrow (see above) this will display the next page of the report. Click again and the third page is displayed, and so on. Clicking the left page arrow will display the previous page. Once you have determined the number of pages in your report click the blue "Continue" button located on the upper right portion of your screen (shown on next page), or press the "Enter" key on your numeric keypad.

Click the 'Continue' Button

DO NOT click this 'Print' Button

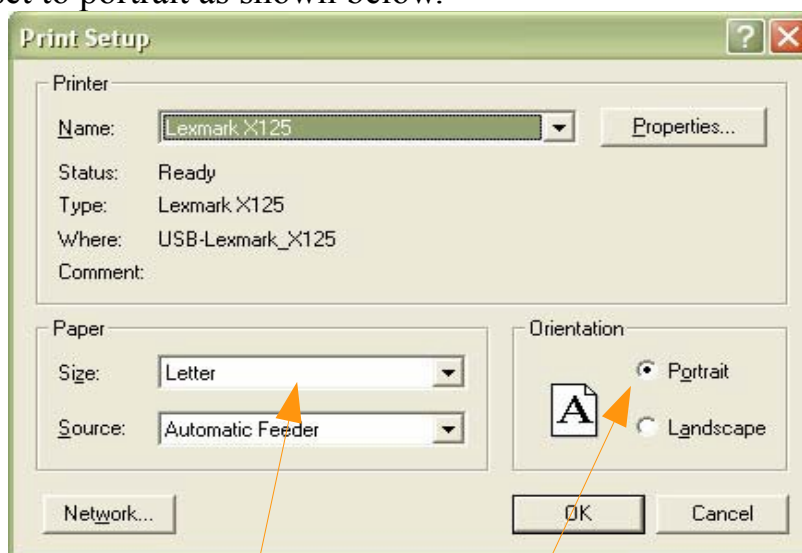


Note: The maximum number of narrative pages varies from printer to printer (due to printer margins, printer memory, etc.), generally it is in the range of 30 to 39 pages. Due to the wide degree of margin variations between printers, the report preview may depict a slightly different number of lines per page (or characters per line) than is actually printed.

For this reason it should be used only as a guide in determining the number of pages in your report. After using CrimeSoft with your specific printer for a short while, you should be able to more accurately compensate for this variation.

Note: When printing a Criminal Report, it will automatically print out the narrative pages first followed by the Cover Sheet (if there are multiple crimes and or a large number of persons in the Case Names it will print out additional 'Continuation Cover Sheets' as necessary).

The next screen is the standard computer dialog "Page Setup" box, similar to the one pictured below. Make sure that the "Paper" is US Letter or the equivalent, and the "Orientation" is set to portrait as shown below.

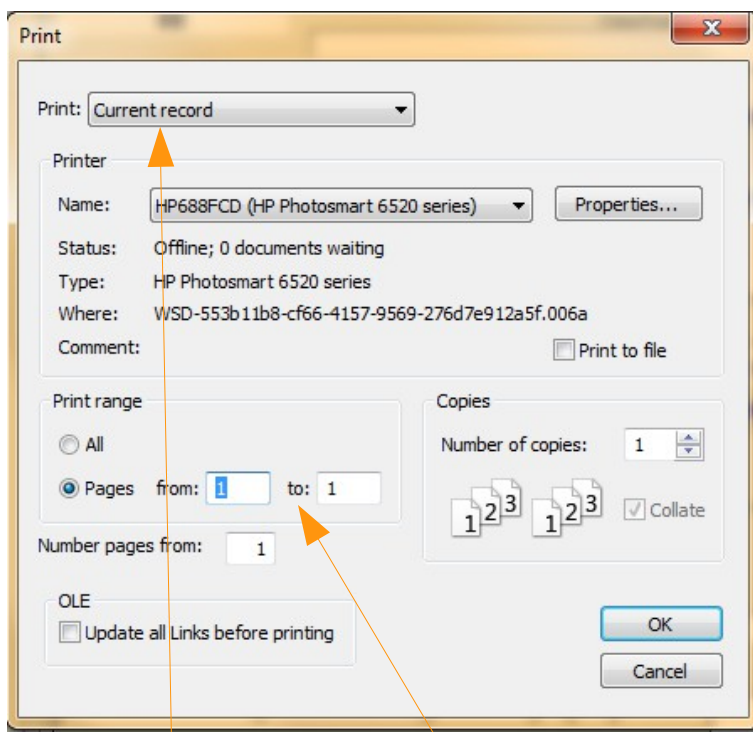


Letter Size

Portrait

Once you have determined the above settings are correct, click the "OK" button in the dialog box, or press the "Enter" key on your numeric keypad.

The last screen is the "Print" dialog box similar to the one shown below. First select the number of copies you would like then select the page range in the "From:" and "To:" blocks. Finally be sure that "Current Record" is the selection in the "Print" area.



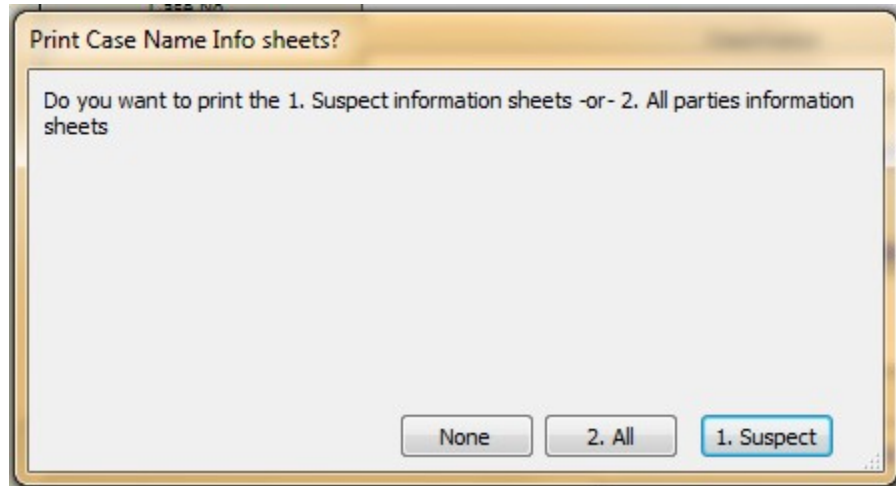
Print area

To-From block

Note: Enter the number of pages (for the main Criminal Report or Standard Narrative Supplement Report you only enter the number of narrative pages, the cover sheets will automatically be included). If for example you set the pages to print "From:1 To: 7" and after printing you discover the final page of the report was page 8, simply press the "Print" button (on the data entry screen) again and when you get to this dialog box enter "From: 8 To: 8" in the To: From: blocks.

Once you have determined the above settings are correct, click the "OK" button in the dialog box, or press the "Enter" key on your numeric keypad. Your report including the cover page(s) (if applicable) is now spooled to your hard drive for printing.

Finally (if you are printing the Criminal Report) a dialog box similar to the one below asks if you want to print out the "Suspect Information Sheets" or "All parties information sheets" or "None".



These are full page sheets containing all the information including the photos that is stored in the "Case Name" file on the suspect(s) or on "All parties" associated with this case. Simply make your selection by clicking on the appropriate button.

After making your selection you will be returned to the "Data Entry" screen while the reports are being printed.

Section 3.



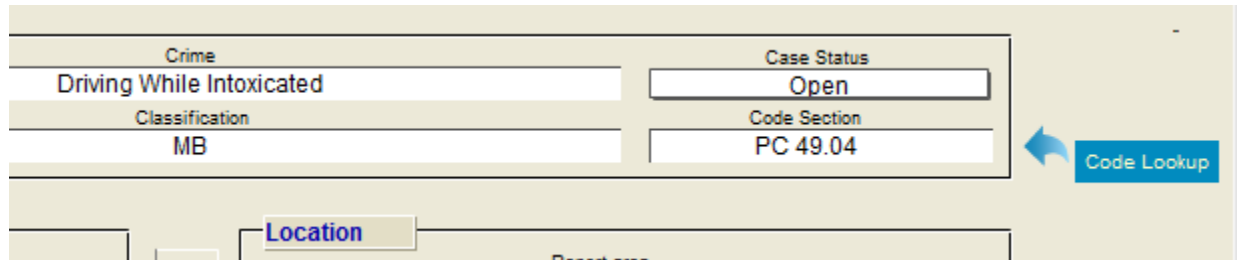
CrimeSoft Beyond The Basics

The goal of this section is to add to the basic CrimeSoft concepts and to guide you through the techniques you will use periodically. After completing this section you can put to further use CrimeSoft's powerful database capabilities.

Before you begin, we assume you are familiar with CrimeSoft basics covered in the previous chapter.

Using The Code Lookup

As briefly mentioned in the '*CrimeSoft Learning the Basics*', the 'Code Lookup' button (shown below) will automatically enter the proper Crime, Classification, and Code for you with just a click of the button. The Crime, Classification, and Code data resides in a separate table.



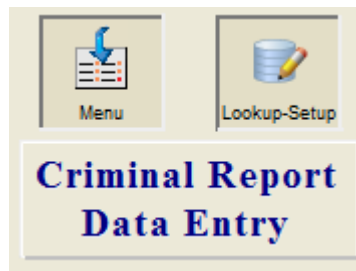
The screenshot shows a software interface with a form containing the following fields:

Crime	Case Status
Driving While Intoxicated	Open
Classification	Code Section
MB	PC 49.04

Below the form is a 'Location' field. To the right of the form is a blue button labeled 'Code Lookup' with a white arrow pointing left towards the form.

You can either setup this file with all or most of the data in advance or add your data to it on the fly, one crime, classification, and code at a time as needed.

To setup the lookup file in advance, click on the 'Setup' button shown below.



In the picture below (next page) the yellow area represents records; one record per line. Initially there will not be any records listed as this is a new database. To create a record click on the 'New Record' button in the upper left corner. Enter the appropriate data that you wished to be displayed under the proper column.

Note: See the 9 minute online video for more information on how to use this time saving feature, also how to easily convert and import this data if you already have a codification list in another format. See the online video at:

<http://crimesoft.com/tvideo/Code%20Lookup/Code%20Lookup.html>

Important: Enter crime, classification and Code data on a single record (as shown on next page) IE.: do not enter a crime, classification, Code, Officer, and Officer logon on the same line record. Enter each officer's name and logon on a separate record).

Note: You can sort any column by clicking on the column heading.

crime	classification	Code	Officer	Officer_logon
Abandon Endanger Child Criminal Negligence	FS	PC 22.041(c)		
Abandon Endanger Child Imminent Danger Bodily Inj	F2	PC 22.041(e)		
Abandon Endanger Child W/intent To Return	FS	PC 22.041(b)		
Abandon Endanger Child W/o Intent To Return	F3	PC 22.041(b)		
Abuse Of Corpse Without Legal Authority	MA	PC 42.08		

Help button displays a detailed diagram (below)

Crime Lookup Help

Close Help Screen

Each horizontal line (row) is 1 record

You cannot enter data into the white fields (below)

crime	classification	Code	Officer	Officer_logon	c_crimec
Homicide	1st Degree	111.1			Homicide1st
Homicide	2nd Degree				Homicide2nd
Homicide			Maj. Thomas 512	supv2	Homicide
			Lt. Bern Solic 789	de50	
			admin bern	admin	

Enter a crime, classification, and code in one record (if you don't have the code, etc. just leave it blank)

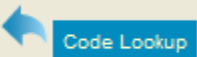
To add a new record click on the + sign or the 'New Record' button and a new blank record will appear.

Add each officers name (on separate records) as you would like them to be entered into the 'Reporting Officers' field along with their account logon

Add each officers name and account logon (into a separate new record – shown below). Now each time the officer logs on with that account and creates a new report his/her name will be automatically entered into the Reporting Officer field.







			Lt. B Diable	DE44
			J. Fisher	admin
			Sgt. B. Donneton	DE14

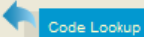
Crime	Case Status
Engage In Organized Criminal Activity	Open
Classification	Code Section





To the right of the 'Case Information' section is a 'Code Lookup' button. Whenever you enter information into the Crime, or the Classification or the Code Section and click on this button a drop down box appears displaying all matching data that is stored on the lookup file (see picture below where we have entered information into the Crime field and then clicked the Code Lookup button).

Case Information		Crime	Case Status
Case No.	Engage In Organized Criminal Activity	Open	
TPD989898		Code Section	







PC 71.02(a)	 Engage In Organized Criminal Activity	F1	E
PC 71.02(a)	 Engage In Organized Criminal Activity	F2	E
PC 71.02(a)	 Engage In Organized Criminal Activity	F3	E
PC 71.02	 Engage In Organized Criminal Activity	FS	E
PC 71.02(a)	 Engage In Organized Criminal Activity	MA	E
PC 71.02(a)	 Engage In Organized Criminal Activity	MB	E







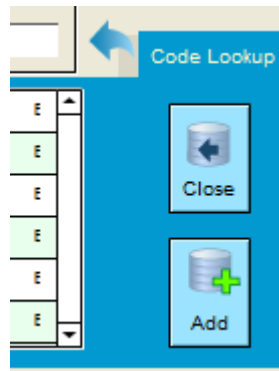
This drop down box displays the 'Code Section', 'Crime', and the 'Classification' fields as well as an instant enter button (see Below). The clicking on the instant enter button will fill out the Crime, Classification and Code Section information that is displayed on that line instantly and then close the drop down box automatically for you.

2(a)	 Engage In O
2(a)	 Engage In O
2(a)	 Engage In O
2	 Engage In O
2(a)	 Engage In O
2(a)	 Engage In O

Instant Enter buttons

Crime	Case Status	Code Lookup
Engage In Organized Criminal Activity	Open	
Classification	Code Section	
F3	PC 71.02(a)	

The above picture shows what was filled out after we clicked on the third line ‘Instant Enter’ button. All info was filled out and the drop down box was automatically closed.



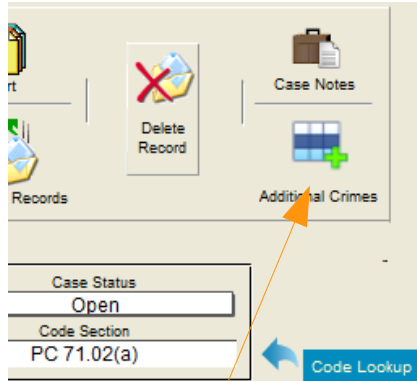
The two buttons on the right side of the Code Lookup drop down box (pictured above) are the ‘Close’ button which closes the box and the ‘Add’ button which will add information to the Lookup file.

An example of using the ‘Add’ button is as follows. Suppose you enter a crime, let’s say a Homicide and you click on the ‘Code Lookup’ button, however the items that are displayed in the drop-down box do not have the classification or the code that you are looking for, or there are no crimes displayed. All you need to do to have this information added to the lookup file so that the next time you need it, it will be there is to finish manually entering the data into the remaining ‘Classification’ and ‘Code Section’ fields on the Data Entry screen (not the drop down box) and then click the ‘Add’ button.

-----Continued on next page-----

Additional Crimes

You can easily add up to four additional Crimes to any Criminal Report with a click of a button (see below).



'Additional Crimes' button

Clicking on the 'Additional Crimes' button will display the data entry screen that allows the entry of up to 4 more crimes (below - reduced to fit). The upper portion displays the original crime and case number, the remainder allows for entry of up to 4 more crimes complete with a separate 'Code Lookup' function for each additional crime.

A screenshot of a data entry screen titled 'Criminal Report Additional Crimes'. At the top left are icons for 'Crime Report' and 'Lookup-Setup'. The main header area contains: 'Case No.' with the value '456789', 'Crime 1' with the value 'Burglary Of Vehicle', and 'Code Section 1' with the value 'PC 30.04(a)'. Below this is 'Classification 1' with the value 'MA'. The screen features five sections for 'Additional Crime Information', each with a 'Code Lookup' button. The first section, 'Crime #2', has 'Crime 2' as 'Fail Refusal Of Officer For Public Info', 'Classification 2' as 'M*', and 'Code Section 2' as 'GC 552.3529999999995'. The other sections ('Crime #3', 'Crime #4', 'Crime #5') have empty input fields for their respective crime names, classifications, and code sections. Each 'Code Lookup' button has a blue arrow pointing left towards the corresponding 'Code Section' field.

view as Form	view as List	Import Records	Export Records
Crime (An additional crime has been entered)		Case	
Burglary Of Vehicle		Code S	0
Classification		Code S	PC 30.
MA			

If an additional crime has been entered, the text above will appear on your main Criminal Report data entry screen.

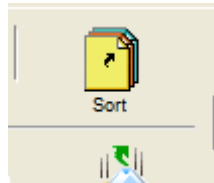
view as Form	view as List	Import Records	Export Records
Crime (Additional crimes have been entered)		Case	
Engage In Organized Criminal Activity		Code S	0
Classification		Code S	PC 71
F3			

If more than one additional crime has been entered, the text above will appear on your main Criminal Report data entry screen.

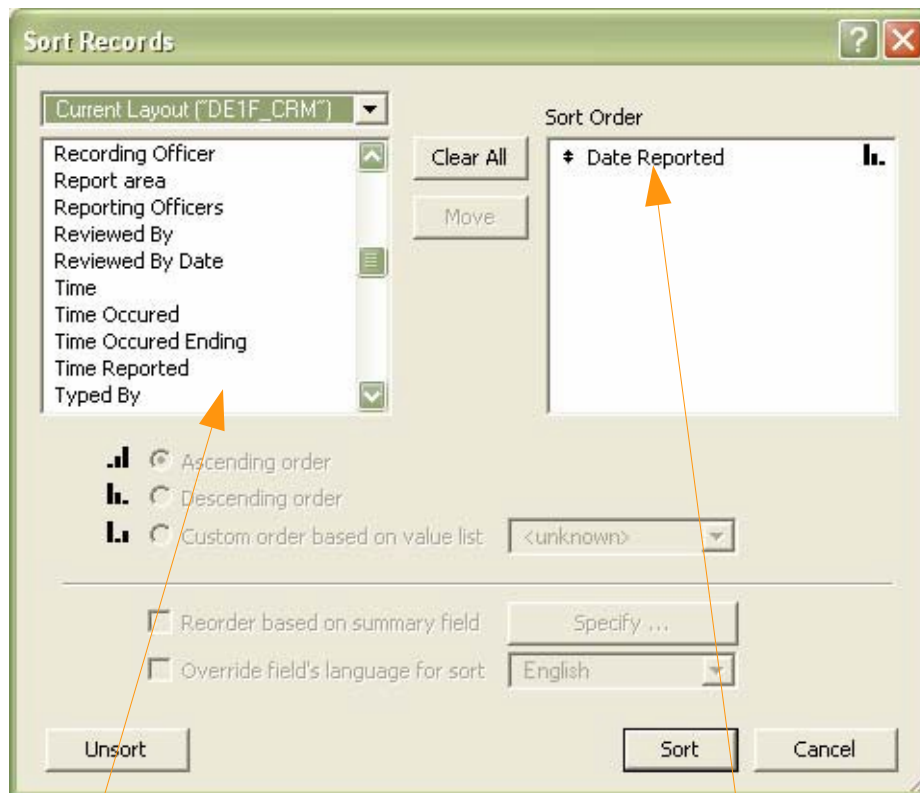
-----Continued on next page-----

Sorting Records

In addition to sorting records using the predefined buttons on the "List View" screen (shown later in this chapter), you can custom sort your records using any of the fields in CrimeSoft. To custom sort, click on the "Sort" radio button (shown below).



A dialog box similar to the one shown below will appear on the screen.



Available fields

Sort order of selected fields

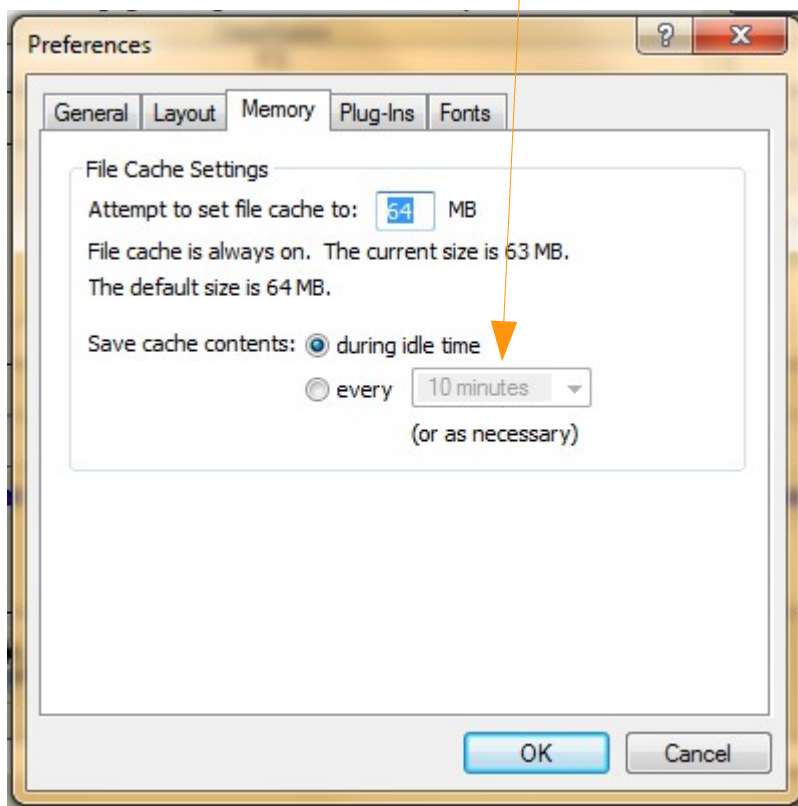
First select from the "Available Fields" window the field or fields you want to sort by, and then click the "move" button to place them into the "Sort Order" window. Click the "Sort" button and your records are then sorted based upon your selection. To return the records to the order they were when they were originally entered; click the "Unsort" button.

Saving Files

One of the nice features of CrimeSoft is not having to worry about saving the records you create. This is because your data is automatically saved to your hard drive or your servers hard drive whenever you exit a record and your computer is idle for a few moments.

When using a laptop computer powered by a battery, this constant writing to the hard drives can reduce your batteries power faster than normal. The solution is to change how often the data is written to your hard drive or your servers hard drive. You do this from the 'Main Menu'.

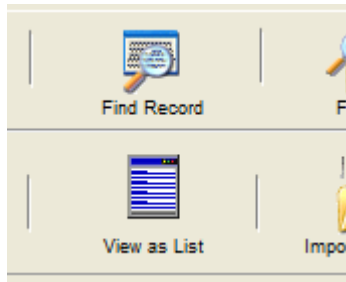
First click on the "Scripts" pull-down menu (at the top of the screen), then select "Menu_Pref file". A dialog box (shown below) will open. Select the "Memory" tab from the choices offered. Select "every 10 minutes or when necessary". This now changes the way the program writes to the hard drive.



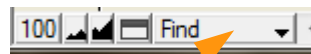
Important Note: A record will not be saved (committed) until you exit all fields. You can easily do this by either pressing the 'Enter' key on the numeric pad or clicking on a blank space outside any field. Do this before leaving the computer for an extended time.

Finding Records

To find specific records, begin by clicking the "Find" radio button (see below) located on the data entry screen.

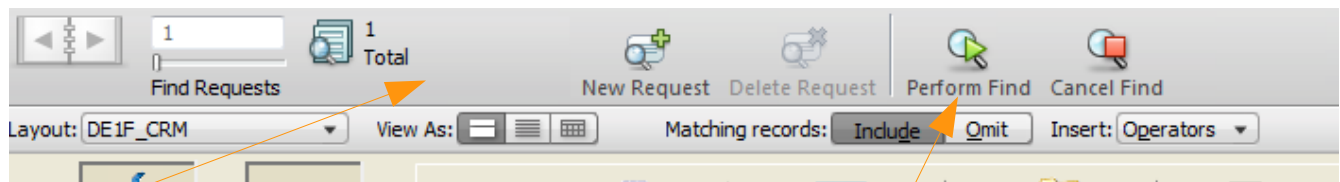


Notice that the mode (bottom left corner of the screen) changes from the "Browse" to the "Find" mode (see below). The data that was present within the data fields clears, giving you what now appears as a new record.



Mode Indicator

Next select the field that you want to use, by clicking the mouse and then type in the values you want to match (find). Press the "Enter" key on the numeric pad or click the "Perform Find" button located on the Status Toolbar (see below). Only the reports that match the value entered will be found, these records are known as the "found set".

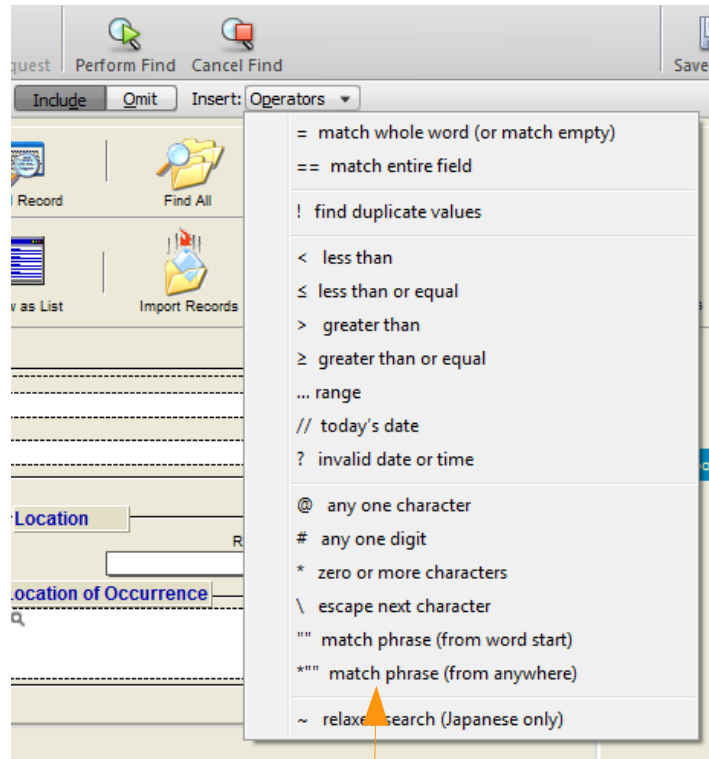


Status Toolbar

'Perform Find' button

-----Finding Records - -Continued on next page-----

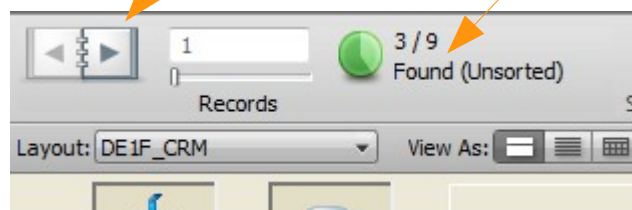
You can use values for more than one field to find records, for example to find all Burglaries that were reported between 7-1-2014 and 7-15-2014 you would type "Burglary" (without the quotation marks) into the "Crime" field and "7-1-2014...7-15- 2014" (again without the quotation marks) into the "Date Reported" field.



Operators

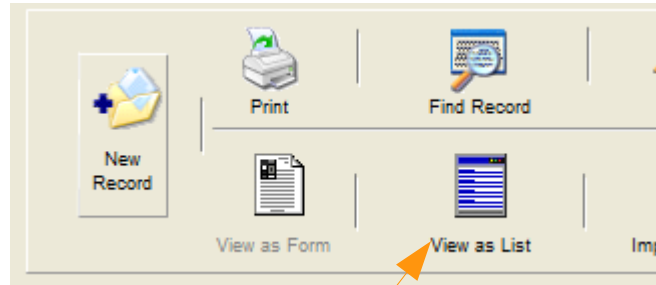
The "..." (3 periods) used in the "Date Reported" field in the above example are know as "operators" and are used to indicate a range of values. Other operators can be found by clicking the "Operators" button on the Status Toolbar when in the "Find" mode (see above). When needed you may either type these operators directly from the keyboard, or use the mouse to click on an operator from the symbol list shown above.

With the Status Toolbar on, you can easily see the number of matching records in the found set. Clicking on the arrows (below) will display the various records within that set on the data entry screen.



List View

You can also view as a list, the records in the "found set". To do this click the "View As List" radio button (see below) and the screen changes to the view shown at the bottom of page.



*Click to view records
as a list*

Upper portion of 'List View' screen

A screenshot of the upper portion of a software interface. At the top is a toolbar with icons for 'Menu', 'New Record', 'Print', 'Find Record', 'Find All', 'Sort', 'Import Records', 'Export Records', and 'Delete Record'. Below the toolbar is a table with columns: 'Case No.', 'Crime', 'Date', 'Reporting Officers', and 'Case Status'. The table contains three rows of data. Orange arrows point to the 'Case No.' and 'Crime' columns, the 'Sort' button, and the 'Open' buttons in the 'Case Status' column.

Case No.	Crime	Date	Reporting Officers	Case Status
TPDS 39898	Engage Organized Criminal Activity		J. Fisher	Open
55	Driving White Intoxicated		LT. B.Diable	Open
456789	Burglary Of Vehicle		Sgt. Mike Thomas	Open

"Go to" buttons

"Sort" buttons

*Individual criminal reports
are listed one per line*

The above "List View" is an easy way to view all the criminal reports that are in a found set. Clicking on the "Go to" button will take you directly to the associated reports data entry screen (Form View).

You can also sort the above found set of records by Case Number, Crime, Date, or Reporting Officer. To do this, click the sort button (shown above) for that category.

Data Mining – Case Name Records

It's easy to 'Data Mine' a persons data to locate any additional occurrence in other crimes or to locate other persons in the database that match 6 specific data fields of the person being data mined.

You do this by first going to a 'Case Name' record of the person you wish to data mine. 'Data Mine' will allow you to data mine this record for other possible record matches in various fields.

Once there select the 'Data Mine' tab and click the button (below).

The screenshot shows a software interface for 'Case Name File Data Entry'. At the top, there is a navigation bar with buttons for 'New Record', 'View CFS', 'View as List', and 'Import Records'. Below this is a form with three sections: 'Name' (Last Name: Smith, First Name: James, MI: L), 'Case Information' (Case No.: 456789, Crime: Burglary Of Vehicle), and 'Suspect'. At the bottom, there are three buttons: 'View Master Rcd', 'Data Mine', and 'Create Master Rcd'. The 'Data Mine' button is highlighted with a red arrow pointing to it.

Click this button

The next screen will allow you to select and view the other records in the database that match data in this records various fields.

-----Continued on next page-----

Upper portion of the 'Data Mine' Layout

The screenshot displays the upper portion of a 'Data Mine' application interface. At the top, there is a menu bar with icons for 'Menu', 'Main Report', 'New Record', 'Print', 'Find Record', 'Find All', 'Delete Record', 'Return to Case Files', 'View as List', 'Sort', 'Import Records', and 'Export Records'. Below the menu bar is a box labeled 'Case Name File Data Mine'. The main area contains a form with the following fields:

Name		
Last Name	First Name	MI
Smith	James	L

Information	
SSAN	Sus DOB
555-55-5555	1-1-1974
Address	
1234 Easy Street	

To the right of the form is a photo of a man with a goatee and a white t-shirt, with his eyes redacted by a black box. Below the form and photo is a box titled 'Matching Data Hits by Category' with a 'Record Number' field containing '25295'. At the bottom, there is a tabbed interface with tabs for 'Last Name', 'SSN', 'DOB', 'Address', 'Warrant', and 'Alias'. The 'Warrant' tab is selected, showing a record for 'Suspect-Clint Smith (WhiteM), 23 9999' with a 'Burglary' category and a 'View' button. A small photo of a man with long hair is also visible in this tab.

Return to Case Name Record

Person being mined

Tabbed Data Mine

----- Data Mining - Continued on next page -----

Lower portion of the 'Data Mine' Layout

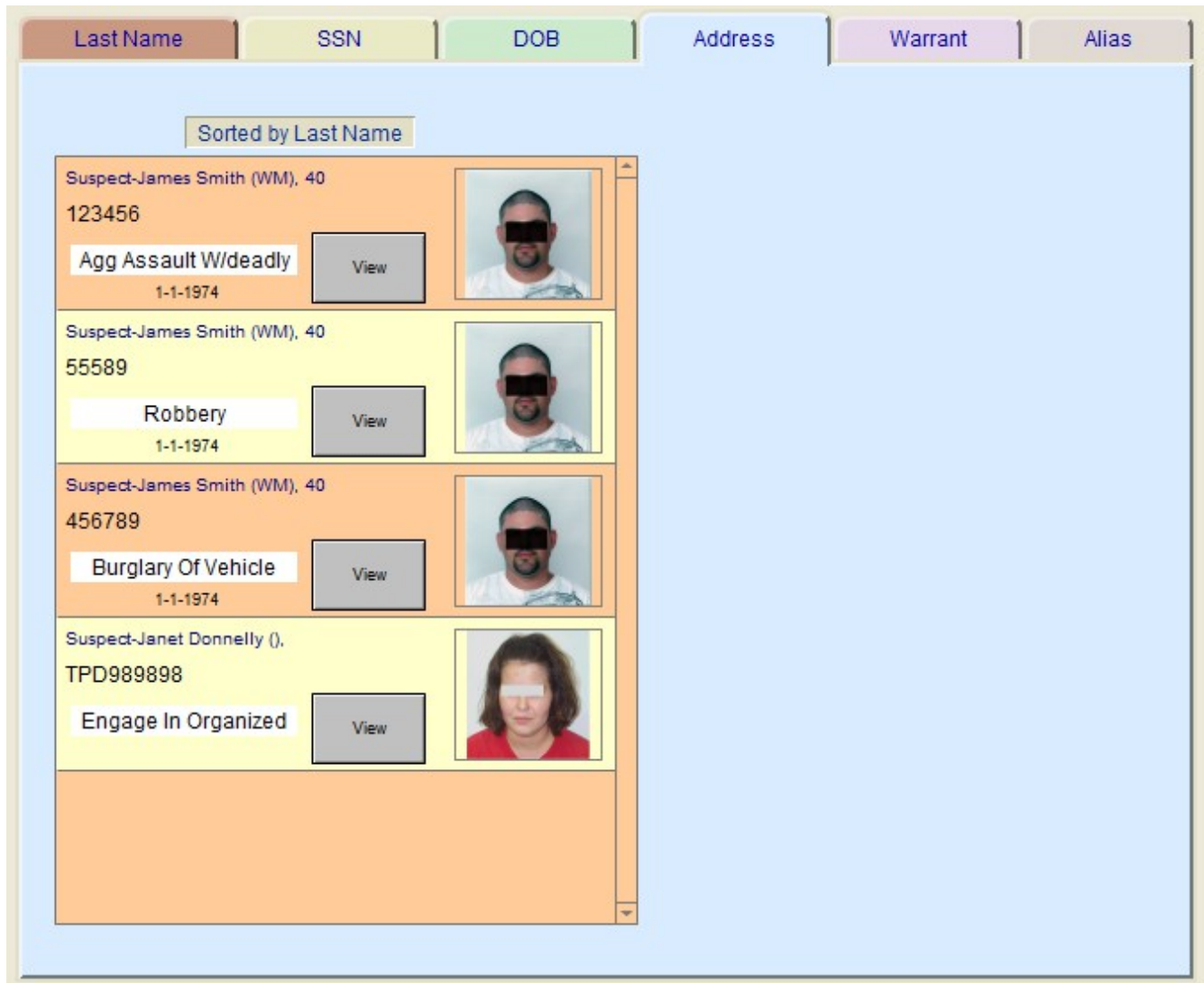
The screenshot displays a web interface with a horizontal tabbed menu at the top containing 'Last Name', 'SSN', 'DOB', 'Address', 'Warrant', and 'Alias'. The 'Last Name' tab is active, showing a list of five suspect records. Each record includes a name, age, a unique identifier, a crime type, a date, a 'View' button, and a mugshot. Red arrows from labels below point to the following elements:

- Case #**: Points to the unique identifier '55589' in the fifth record.
- Crime**: Points to the crime type 'Robbery' in the fifth record.
- View this record**: Points to the 'View' button in the fifth record.
- Scroll bar**: Points to the vertical scroll bar on the right side of the record list.
- Tabbed Searches**: Points to the 'DOB' tab in the top navigation bar.

Case #	Crime	DOB	View	Mugshot
9999	Burglary 2-15-1991	2-15-1991	View	[Mugshot]
TPD989898	Engage In Organized 2-15-1991	2-15-1991	View	[Mugshot]
456789	Burglary Of Vehicle 2-15-1991	2-15-1991	View	[Mugshot]
123456	Agg Assault W/deadly 1-1-1974	1-1-1974	View	[Mugshot]
55589	Robbery 1-1-1974	1-1-1974	View	[Mugshot]

The above screen shot depicts the 'Last Name' tab displaying all persons having the same last name, sorted by their first names.

----- Continued on next page -----



Another example of a tabbed area displaying persons having the same address (above).

The other tabbed areas (SSN, DOB, Warrant, and Alias) display matching data in a similar format as the above examples.

Accounts, Passwords, and Privilege Sets

Changing Your Account Password

A fast, easy way to change your account password is to use the built-in password setup utility. Navigate to this utility (shown below) from the 'Main Menu' by selecting 'Additional Menu Items' then the 'Utilities Menu' and finally the 'Log-on Password Setup'.

Enter the password to set or reset

Account
admin

Enter the password to be used for the account listed above.
Warning: Passwords ARE case sensitive.

Password

Set now Main Menu

Password Setup Utility

The Account name you logged in with is automatically entered for you (See above).

In the 'Password' field type the new password you want (remember that the password IS case sensitive), up to 32 characters in length. Click the 'Set now' button and the password will be instantly setup in all of the required files. Once completed you will be taken back to the 'Main Menu' and a dialog box will confirm that the operation was successful. You will need to use this new password the next time you log into CrimeSoft.

Very Important Note: *For this utility to operate properly you MUST initially log-on to CrimeSoft using the account that you wish to setup. DO NOT log on to CrimeSoft with a different account name and then change your log-on by using the pull down 'Script' menu and selecting 'Re-login'.*

Account Privilege Sets

There are over 110 pre-configured accounts in CrimeSoft and each account is connected to a privilege set. A privilege set is basically a set of instructions that tell the program what a specific account can and cannot do.

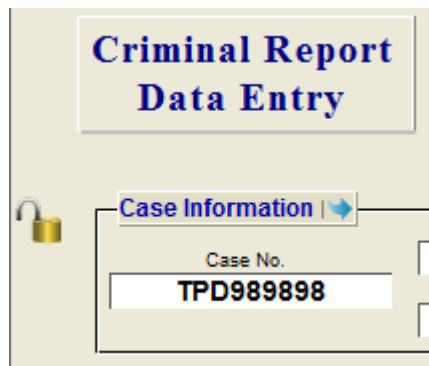
In this section we will discuss 2 of these privilege sets. They are the ones associated with data entry accounts and supervisor accounts.

The Data Entry Account (accounts beginning with the letter 'D')

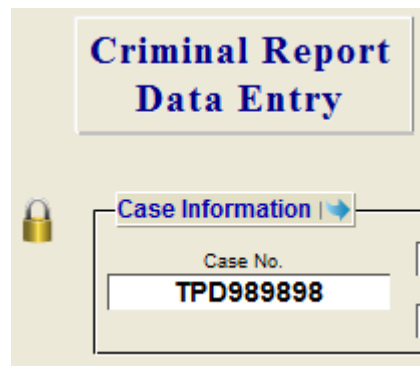
This type of account can create, edit*, and print Criminal Reports, Supplement Reports, Case and Master Name Records, CFS, Warrants, Citations, and Import Photos.

* It cannot edit a Criminal report created by another Data Entry's account. It can however add supplements to that report.

* Note: If the data entry screen on your report displays a 'Lock' icon as shown below, then the administrator of your program has enabled 'Record Locking'. Record locking prevents editing of a report once it has been printed (the lock is closed), however you can still add supplements. If you need to edit a record once it is locked contact your supervisor and he/she can log-on to the program and 'click' on the lock icon to once again permit editing until the next printing.



Editing Permitted



Editing NOT Permitted

The Supervisor Account (accounts beginning with the letter 'S')

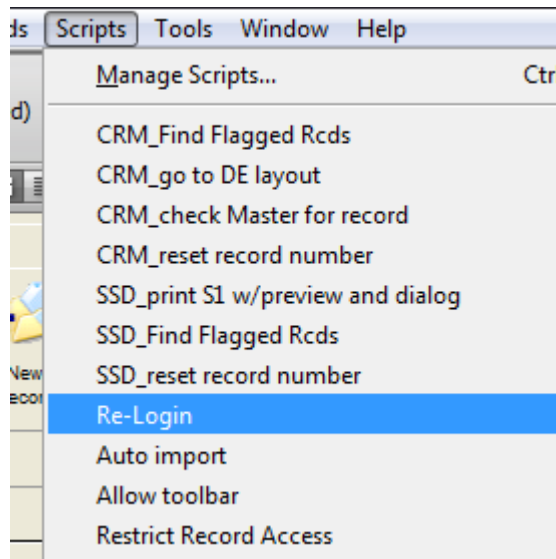
This type of account can do everything a Data Entry account can do plus, it can edit any record created by any account or reset a locked record (shown above). It can also setup and change drop-down and Pop-up Value field lists.

We recommend that supervisors also have their own Data Entry account to use for their own reports and only use the 'Supervisor' log-on when necessary to accomplish tasks that cannot be done otherwise.

If a supervisor account holder is not already logged into the program and is requested to perform some action by a data entry account user that is already logged into the program, there are 2 ways to accomplish this.

The 1st is to start the program normally and log-on with the supervisor account, this will give you supervisor privilege authority for all of the different files.

The 2nd way is to go to the data entry account users computer where he/she is already logged in and simple select the 'Re-Login' script from the 'Scripts' pull-down menu at the top of the page (see below). This will provide you with a log-on box (also below) to put in your account name and password, once this is done you will have supervisor privileges on that file only. When you have completed the supervisor task it is a good idea to select the 'Re-Login' script once again and have the data entry account holder Re-Login to that file.



CFS module (Calls for Service)

Overview

The CFS module is a powerful multi-file sub-program containing dispatching, warrant, and citation files. Like the other files in CrimeSoft, the CFS module is seamlessly integrated into CrimeSoft. In addition to its own internal and external relational file linking, the CFS module links its data and files with the CrimeSoft main "Case Name" and "Crime" files as well. The end result is a module that provides the operator with fast, accurate up to the minute data that is crucial in many real time dispatching scenarios.

You will find that the CFS module is familiar and easy to use, incorporating the same type of data entry screens and buttons found in other sections of CrimeSoft.

The CFS module contains the following files:

1. CFS - The primary Calls for Service file.
2. CFSName - A internal file used by CFS to allow the displaying of data from several related files into one portal window.
3. CFSWarr - The Warrant data file.
4. CFSCitat. - The Citation data file.
5. Counter. – A table occurrence that stores and calculates various record id"s and call numbers.

CFS Data Entry

Many of the items and/or functions of the CFS files are similar or identical to files that were discussed in other areas of the CrimeSoft manual. To prevent reader boredom only CFS specific items will be addressed here.

To begin with there are two types of data entry screens from which to choose to enter data into the "Calls for Service" file, the Full-View or the Multi-View. Briefly, the Full-View contains all the data fields, alerts and portals on a scrollable window. The Multi-View (primarily for older low resolution screens) breaks the data into three distinct separate smaller windows grouped by data type. The groups are General, Time Stamp, and Subject. The Multi-View has limited alerts.

We will explain the data entry and various alerts using the Full-View screen.

Upper Portion of the Full-View (reduced to fit)

Setup Button

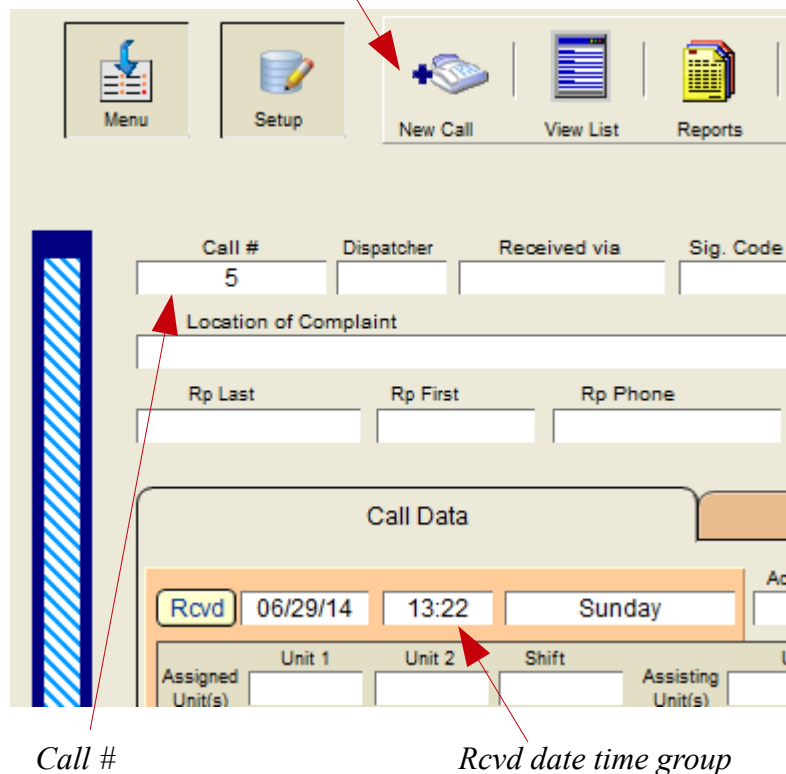
Time Stamp Buttons

Priority Call Button

Screen View Toggle Strip

The screenshot shows a software interface for call management. At the top is a toolbar with buttons for Menu, Setup, New Call, View List, Reports, Find Call, Find All Calls, Priority Call (highlighted with a red arrow), Directions, Alert Data Table, and Delete Call. A vertical blue and white striped bar is on the left side. Below the toolbar are form fields for Call #, Dispatcher, Received via, Sig. Code, Call Type, Nature of Complaint, Location of Complaint, City, State, Zip Code, Rp Last, Rp First, Rp Phone, Rp Street Address, and Report Area. On the right, there are 'Caution View/Edit' and 'Warning View/Edit' buttons. The main section is divided into 'Call Data', 'Map Complaint', and 'Map RP'. The 'Call Data' section includes a 'Rcvd' button, date/time (05/07/14 12:05), day (Wednesday), and 'Activity #' field. Below this are fields for Assigned Unit(s), Assisting Unit(s), and Assisting Agencies (Ambulance, Fire Department, Juvenile, Utility, Other 1, Other 2). The 'Map RP' section has 'Multi-View', 'Citations', and 'Warrants' buttons. A large table with 10 rows and 6 columns (Date, Time, Officer, Code, Notation, Cumulative) is present. The first row has buttons for 'Disp', 'Ariv', and '1-10', and the last row has a 'Clrd' button. To the right of the table are 'Additional Time Stamps' and 'Total Time' buttons. At the bottom, there are 'Call Disposition' and 'Dispatchers Narrative' fields with a text area and navigation buttons.

To create a new call, click the "New Call" button, the next available "Call #" and the "Rcvd" time, date and day of week are automatically entered into the call record for you.

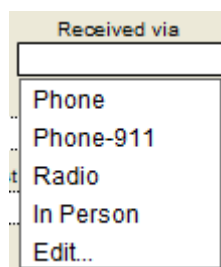


Call #

Rcvd date time group

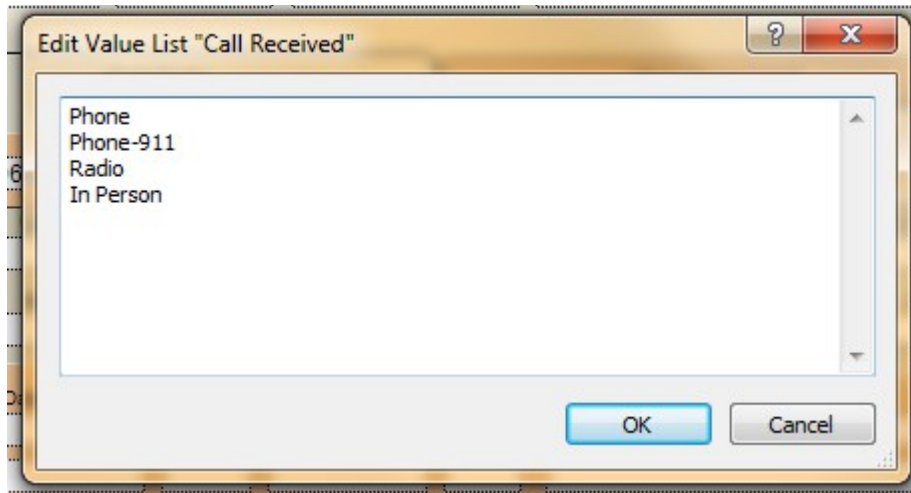
The remainder of the data entry fields on the "General" data entry screen are self explanatory standard text fields, logically grouped and/or separated by category i.e.: call info, assigned units etc..

Many of the fields contain value lists which can be customized to fit your departments' needs. An example of one such list is the "Received via" field below.



When you tab into the "Received via" field a list of choices is offered, simply double click your choice -or- use the up/down arrows on the keyboard until you highlight the one you want then press the numeric pad <Enter> key to select it.

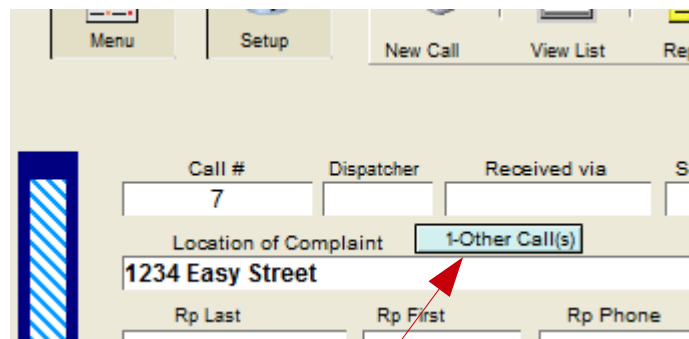
To customize this list or any other list select "Edit..." (the last item on the list), an editing window, similar to the one pictured below, will appear allowing you to edit/enter whatever data you wish to be displayed whenever a person tabs into that field.



Note: Changing a value list will not affect and/or change the data already entered in previous records. Many to edit many of the value lists require log-on accounts with a higher privilege set than the 'Data Entry' accounts.

Location Alerts

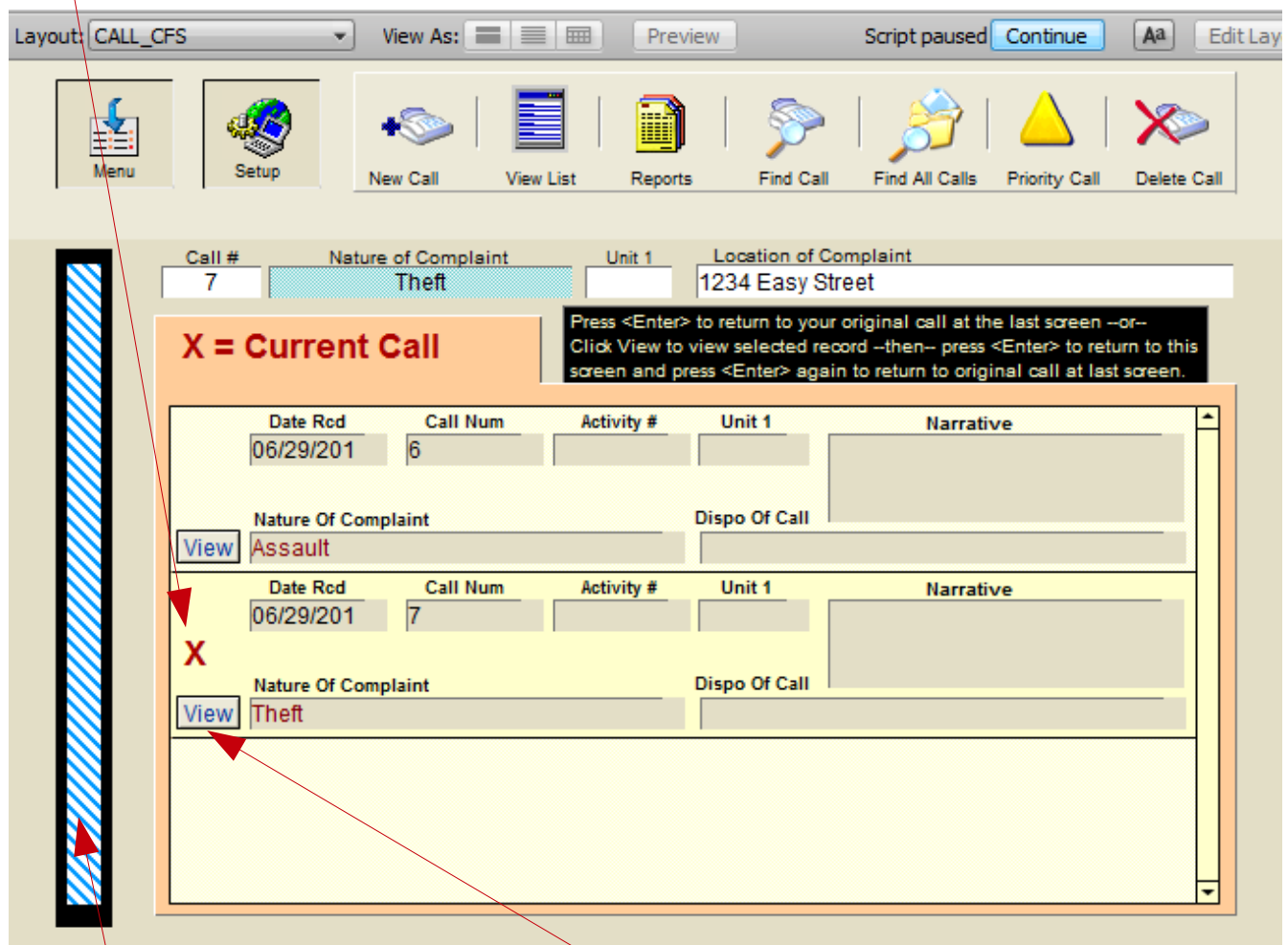
If the address of the call you are responding to matches an address exactly of another prior call, a button will be displayed showing the number of prior call matches. Clicking on that button will display the call match screen shown at the bottom of the page.



Call Match button

The screen below shows all calls with the same address. An "X" is displayed next to the call that was on your screen when you clicked the "Call Match" button. Clicking the "View" button will display the full data entry screen for a particular call.

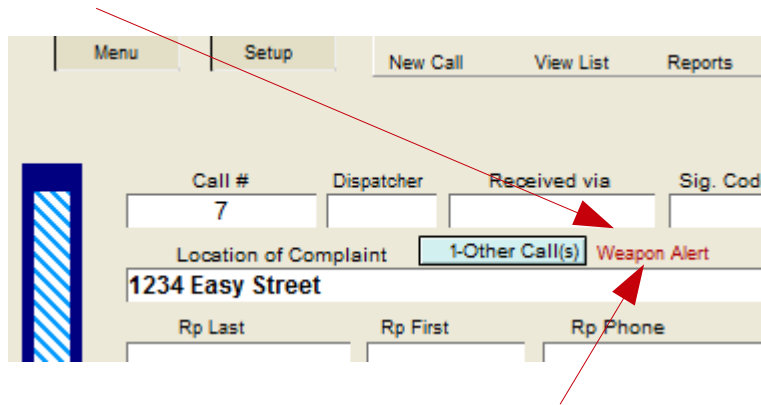
Current Call 'X'



Click to toggle on/off the upper 'Status Toolbar' View button

Important: To return to the previous active call screen or, to return to this screen after viewing a selected call be sure and press the <Enter> key on the numeric keypad.
Note: You can also click on the blue 'Continue' button located on the upper right side of the screen.

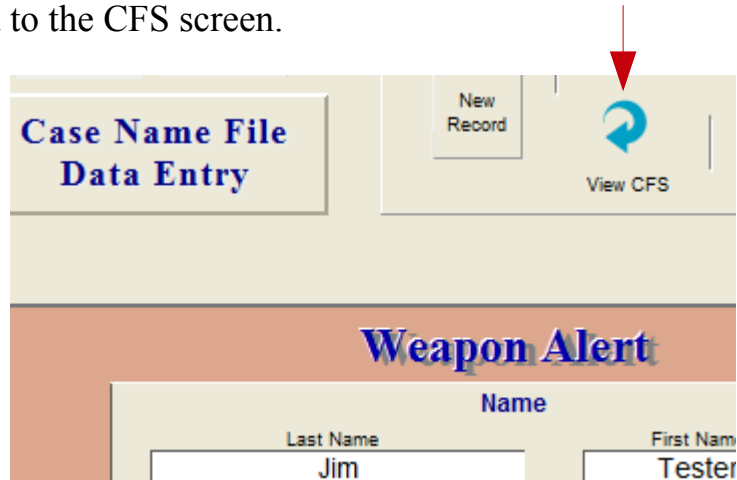
In addition to the "Call Match" there is an active link to the Weapons Alert located in the "Master/Case Name File". If the address entered into the "Location of Complaint" field has a match in the "Master/Case Name File" *and* that record has also activated the Weapons Alert, a Weapon Alert will appear in red above the address line.



Click here to go view the Name File record

You may view the full Master Name File record by clicking on the weapon alert text area.

Once in the Name File clicking on the button labeled "View CFS" (shown below) will instantly return you to the CFS screen.



----Continued on next page----

Call Time Stamps

When you are ready to dispatch an officer to the scene just click on the "Disp" (dispatch) button and the date and time will be automatically entered for you. The cursor will then move to the "Officer" field located to the right of the date and time stamps.

Dispatch button

	Date	Time	Officer	Code	Notation	Cumulative
Disp	06/29/14	15:17	459			0:02:19
Ariv	06/29/14	15:24	459			0:07:12
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
CIRD						

Call Cleared button

Previous / Next Call

Additional Time Stamps

The "Ariv" button is clicked when the Officer arrives on the scene and the "CIRD" button is used when the call is cleared. Buttons 1 thru 10 are for time stamping and noting other information at the operator's discretion (if you need more than 10 stamps, click the "Additional Time Stamps" button on the lower right of the screen).

Note: The "Officer" and "Code" fields are value list fields that should be customized by your department prior to using the CFS module (below).

- - -Continued on next page- - -

Subject Party Data Entry and Hits

The "Subject Information" at the bottom of the screen is similar to the one below (initially the bottom "Subject Information" data entry block is blank – 1st screen shot see below, it will become visible as soon as you enter data into the first one - 2nd screen shot below). On this screen you can enter virtually an unlimited number of subjects, addresses, and or vehicles to be checked against not only the warrant and citation files but the Master/Case Name file as well.

This screenshot shows the "Subject Information" data entry form. The form is divided into several sections: "Last Name", "First Name", "MI", "D.O.B.", "Address", "City", "SSN", "Veh Color", "Veh Year", "Veh Make", "Veh Body", and "Veh Lic". Each section has a corresponding input field. To the right of each input field is a set of three buttons labeled "M", "C", and "W". The "M" button is highlighted in red. A red arrow points to the "M" button, and another red arrow points to the "C" button. A red box with the text "!= >9" is located to the right of the "SSN" field.

1st Screen Shot - Blank area

This screenshot shows the "Subject Information" data entry form with data entered. The "Last Name" field contains "Tester", the "First Name" field contains "Jim", and the "City" field contains "Your Town". The "Address" field contains "1234 Easy Street". The "SSN" field contains "555-55-5555". The "Veh Lic" field contains "M C W". The "M" button is highlighted in red. A red box with the text "!= >9" is located to the right of the "SSN" field. Below the first form, a second identical form is visible, indicating that additional information blocks are available.

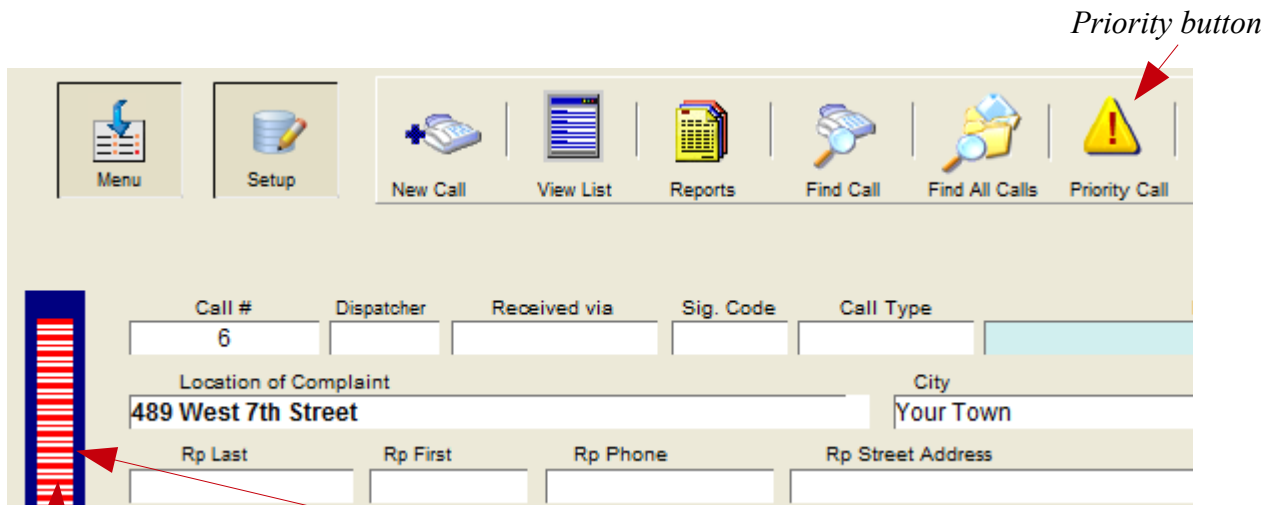
2nd Screen Shot – Additional Information block(s) available

The three button groups located to the right of Name, DOB, Address, SSN, and Veh Lic fields serve a dual purpose; first it displays the number of matches in another file (M=Master Name, C=Citation, and W=Warrant) and if you click on it, you will go directly to that files record(s). Lets say you entered a DOB of 7-24-49 if there were 2 matches in the Master name file a number 2 would be displayed in the "M" button to the right of the DOB field and if there is 1 match in the Warrant file the number 1 would be displayed in the "W" button. Clicking the respective button will display that files record(s) instantly.

Call Priority and List View

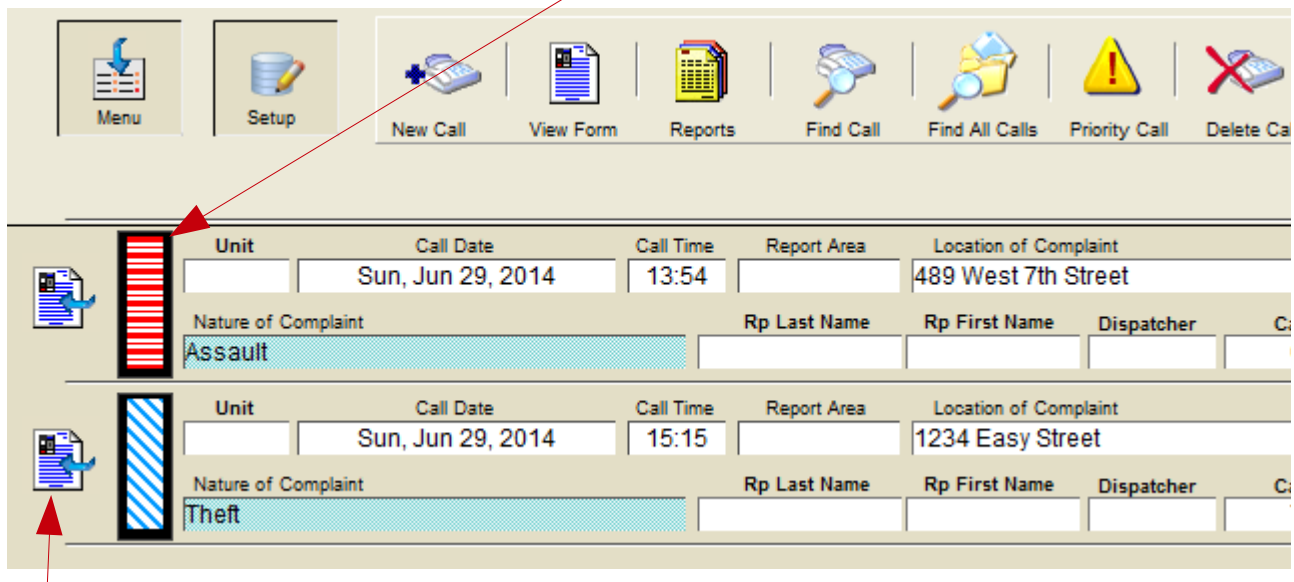
Designed as a quick visual aide the "Call Priority" bar allows an operator handling many calls simultaneously or supervisor overseeing multiple dispatchers the ability to detect and/or go directly to a call that an operator has designated as a priority.

Whenever you create a new call the priority bar displays blue and white diagonal stripes. To designate the call a high priority click on the priority button and the bar then changes to red and white horizontal stripes (a cleared call displays a black bar).



Call Status bar

A Priority call in red and white horizontal stripes



Click to view record

Locator

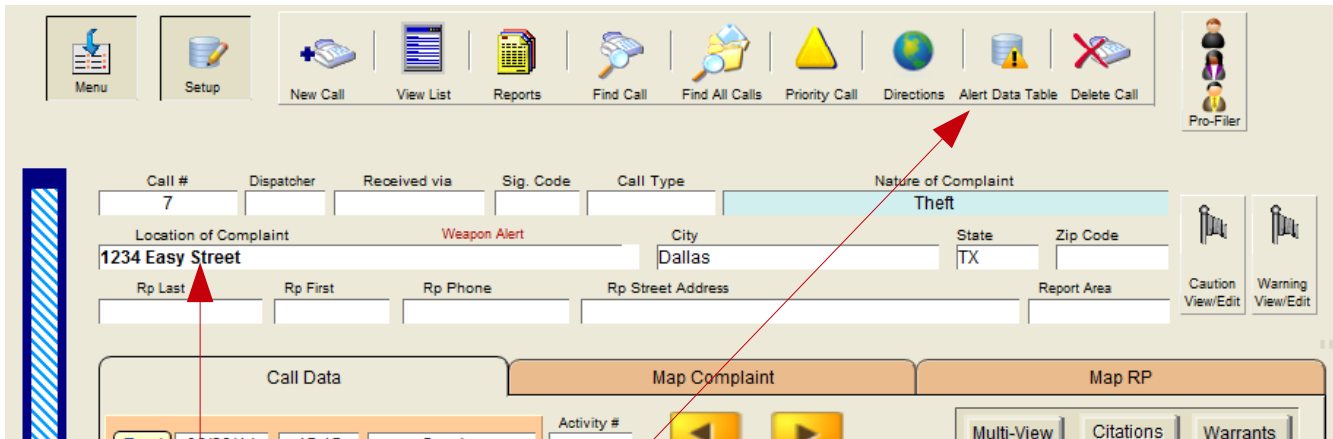
Satellite images, Map locators and directions for the Complainant and the Reporting Party are instantly available in the CFS module. *Note: There is also available in the Main Menu > Additional Menu Items, a Point A to Point B driving directions link.* Below is a screen shot of the 2 tabbed areas That automatically enter the address of the respective party and connect you to the internet map. *A high speed internet connect is require for this function to operate correctly.*

Map 'Complainant'

Map 'Reporting Party'

The screenshot displays a web application interface for a 'Locator' function. At the top, there is a form with the following fields: 'Location of Complaint' (containing '1234 Easy Street'), 'City' (containing 'Dallas'), 'State' (containing 'TX'), and 'Zip Code'. Below these are fields for 'Rp Last', 'Rp First', 'Rp Phone', 'Rp Street Address', and 'Report Area'. Two red arrows point from the text labels above to the 'Rp Street Address' and 'Report Area' fields respectively. Below the form are three tabs: 'Call Data', 'Map Complaint', and 'Map RP'. The 'Map Complaint' tab is active, showing a Google Maps interface. The map displays a satellite view of a residential area with a red pin at '1234 Easy St, Irving, TX 75060'. A search bar at the top of the map shows the address '1234 Easy Street, Dallas, TX,'. Below the search bar are buttons for 'Directions' and 'Save'. A 'Street View' image of a house is visible. The map also shows a blue area representing a lake or pond, and a blue line representing a creek labeled 'Delaware Creek'. The Google logo and 'Map data ©2014 Google' are visible at the bottom of the map interface.

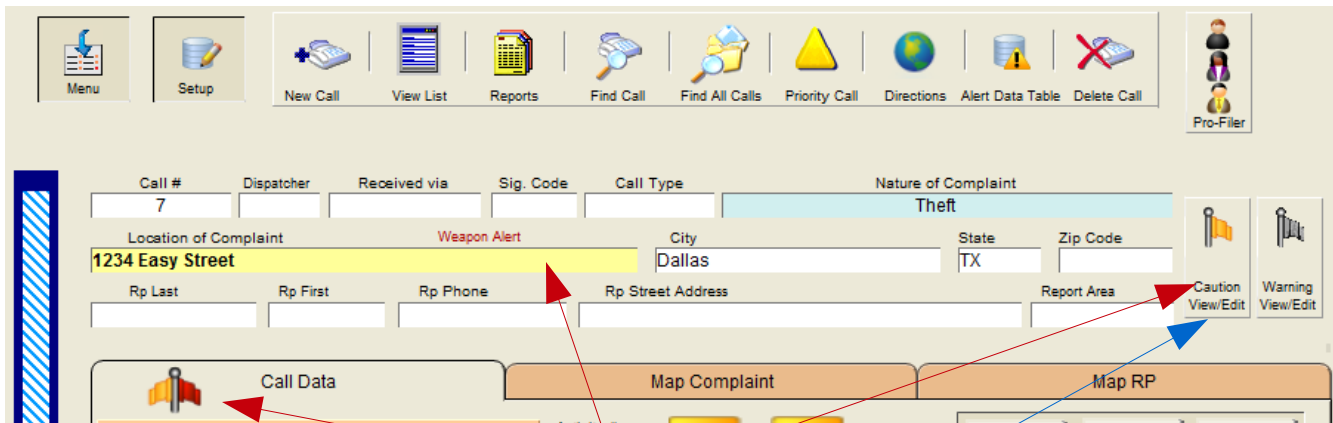
Alert Data Table



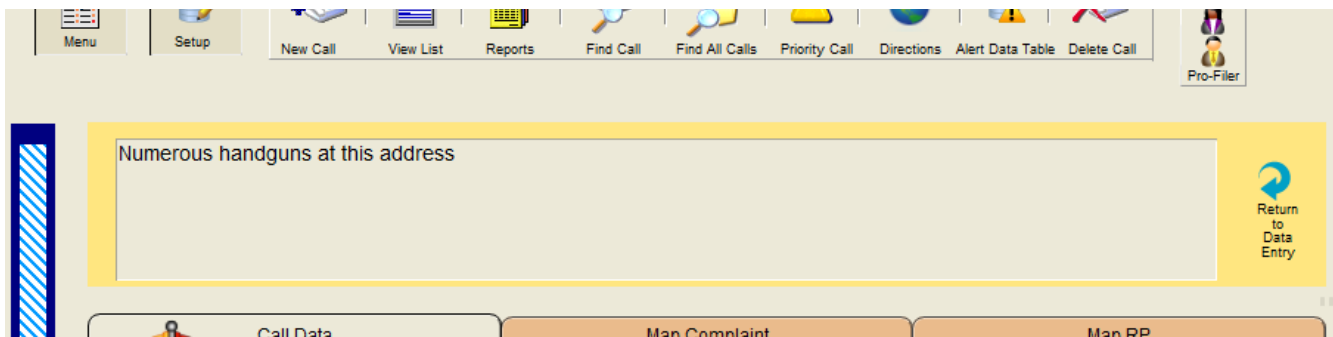
Location of Complaint

Click to view 'Alert Data Table'

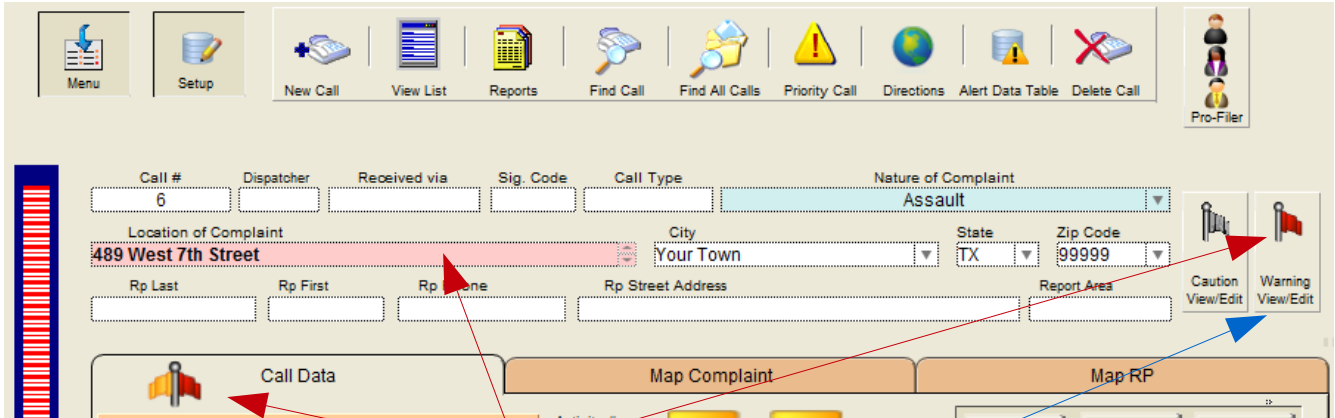
If there are 'Caution' and/or 'Warning' notes that are tied to the address in the “Location of Complaint” field, Colored Alert Flag(s) and a colored background in the Location of Complaint field will appear on your data entry screen (shown below).



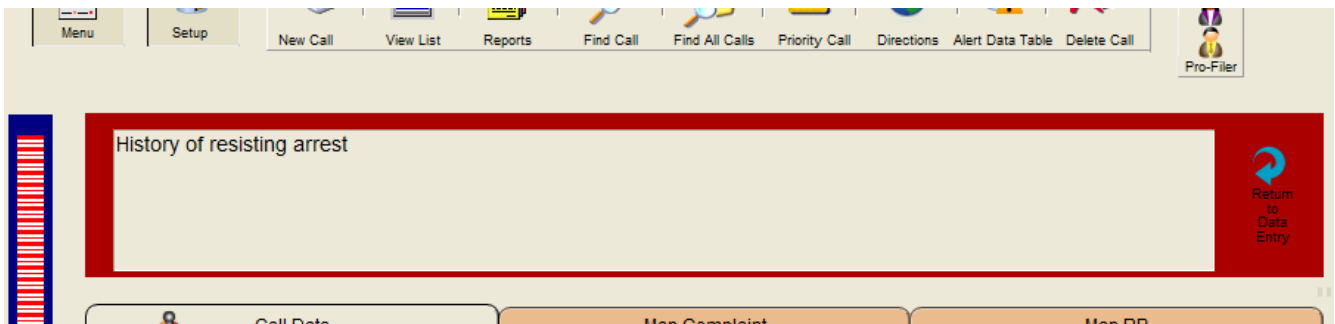
'Caution' Indicators' Click to enter/view the alert (see alert below)



Caution Description

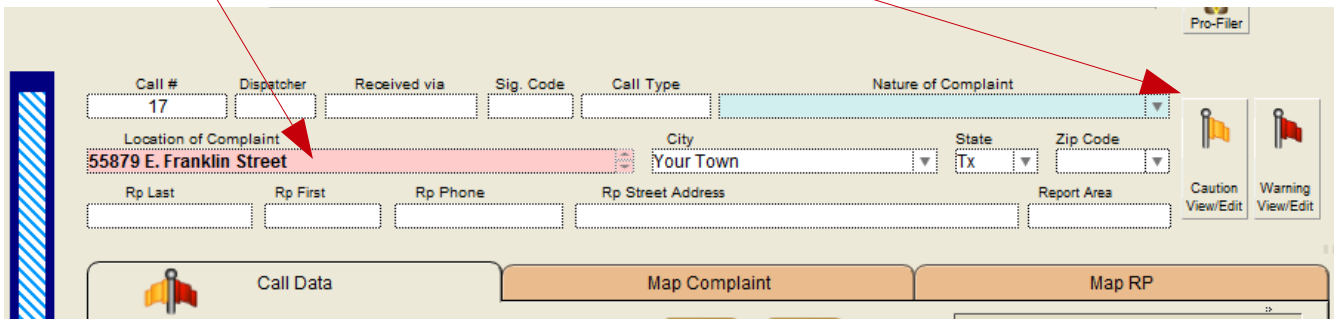


Warning' Indicators' Click to enter/view the alert (see alert below)



Warning Description

If there are both Caution and Warnings for an address the warning light red background in the address field will be displayed along with both flags illuminated (see below).

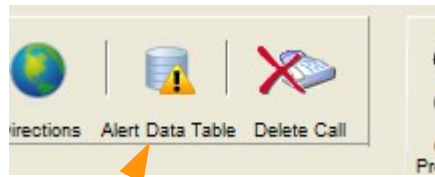


----How this works - Continued on next page-----

The 'Alert Data Table' resides in the CFS file as a separate table. Each record in the table contains 3 fields of data; the address, the caution text, and the warning text.

There are 2 ways to setup or enter an alert for a specific address.

The first is to go directly into the table and add the records in advance (see below).



Click to go to Alert Data Table (shown below)

Click to enter a new record

Selected Record (black bar)

Enter only one record per address. If a warning or caution is no longer needed for an address you can back out the text in the appropriate field or you can delete the entire record if there are no more alerts tied to that address.

Note: To delete a record, first select it by clicking the mouse (a black vertical bar to the left of the record indicates which record is selected).

The second way is to enter an alert for the call you are viewing and do this without leaving the CFS data entry screen.

Below is an onscreen call for an address that we want to add an alert.

The screenshot shows a software interface with a top menu bar containing icons for Menu, Setup, New Call, View List, Reports, Find Call, Find All Calls, Priority Call, Directions, Alert Data Table, and Delete Call. Below the menu is a form with the following fields: Call # (17), Dispatcher (459), Received via (Phone-911), Sig. Code, Call Type, Nature of Complaint, Location of Complaint (459 Elm Street), City (Any City), State (TX), Zip Code (99999), Rp Last, Rp First, Rp Phone, Rp Street Address, and Report Area. On the right side, there are two buttons: 'Caution View/Edit' and 'Warning View/Edit'. An orange arrow points from the 'Warning View/Edit' button to the text below.

In this case we want to enter a 'Warning' alert. Click on the Warning Flag. A new Record is automatically created in the Alert Data Table for this address and the Warning text box instantly appears on your screen (See below).

This screenshot shows the same software interface as the previous one, but the main content area is a large empty red-bordered box. In the bottom right corner of this box, there is a red button with a circular arrow icon and the text 'Return to Data Entry'.

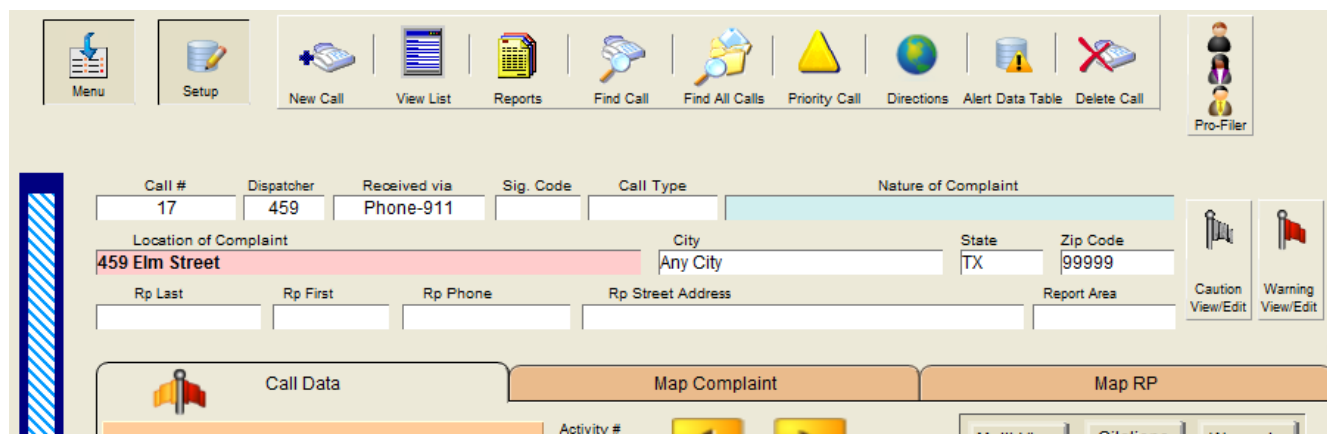
Next, enter the warning text into the warning text box. (below). Then click on the 'Return to Data Entry' button.

'Return to Data Entry' button

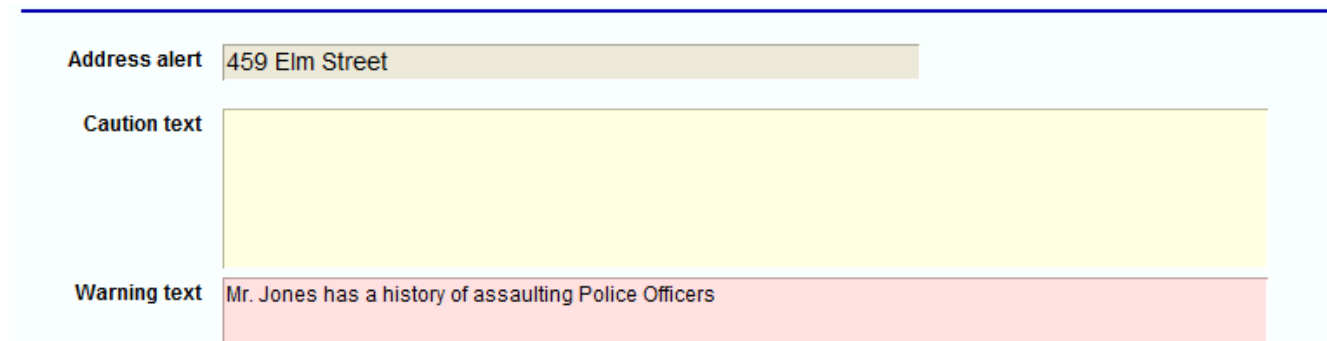
This screenshot shows the software interface with the warning text 'Mr. Jones has a history of assaulting Police Officers' entered into the text box. An orange arrow points from the text above to the 'Return to Data Entry' button in the bottom right corner of the text box.

----Continued on next page----

The Data Entry screen automatically updates and activates the warning (see below).



Below is a screen shot of the data placed into the new 'Alert Data' record we just created.



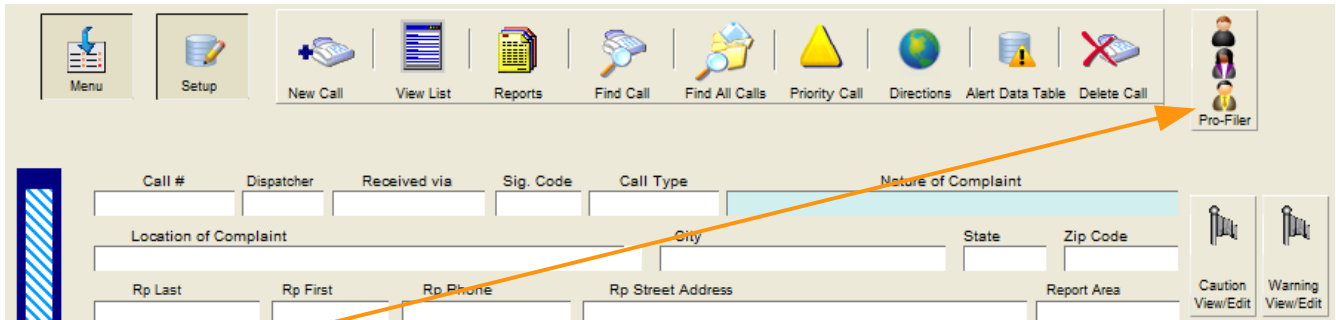
Note: The address in the “Location of Complaint' must match the address in the Alert Data Table exactly, otherwise the alert(s) will not activate.

*Example: 459 Elm Street
459 Elm St. are NOT a match.*

By default the 'Location of Complaint' has 'The 'Type Ahead' look-up feature activated (see page 32 – explaining 'Type Ahead'). This greatly assists by consistently entering an address the same way as prior entries, thus activating the Alerts.

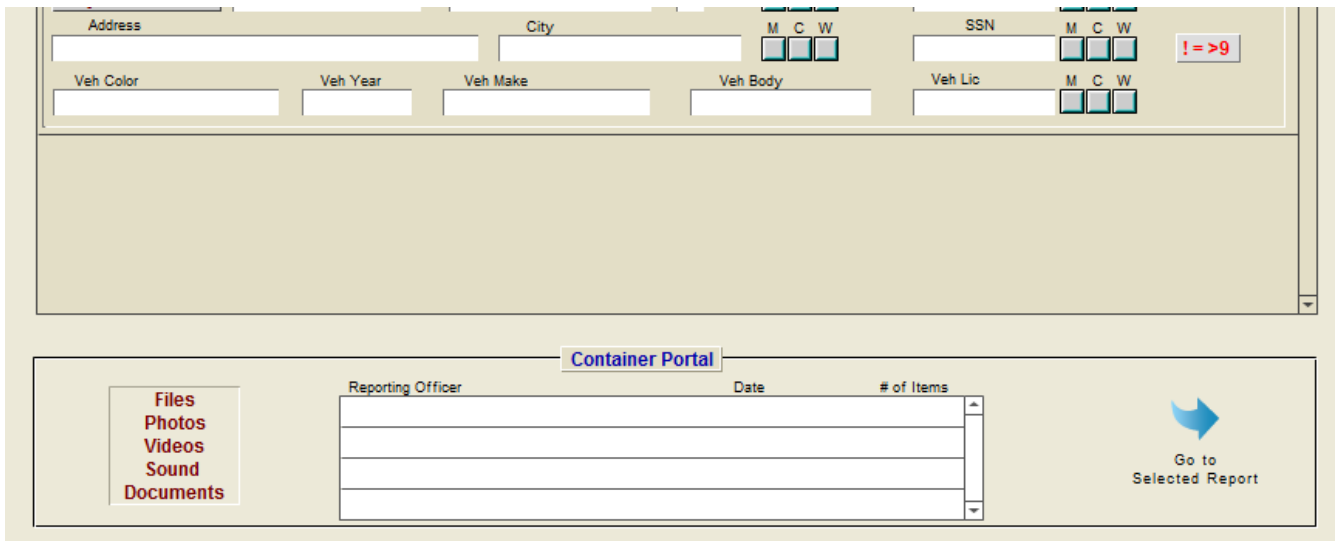
Note: *On slower computer systems, retrieving address indexing data from 20,000 or more records w/addresses can slow down the data entry process in the 'Location of Complaint'. If this happens and you would like to deactivate the type ahead feature on the 'Location of Complaint', contact your system administrator (for network versions of CrimeSoft) or for Single user versions, contact Crimesoft support directly.*

CFS Links



Profiler button opens a Profiler portal (shown on next page). This portal displays the data entry form from the 'Profiler' file and allows you to enter one or more (scrollable) records directly into the profiling file without having to leave the CFS screen.

Note: The 'Profiler' is a separate file that can also be accessed via the Main Menu>Supplements Menu. The reports it generates are detailed 2 page profiling breakdowns with percentages for any range of time. More information on these reports is found in the 'CrimeSoft Administrators Manual'.



A container file portal – the same as the one in the criminal reports file, allows for easy photo or document storage or printing, directly related to this CFS record.

CFS data entry screen with the profile portal activated

Menu Setup New Call View List Reports Find Call Find All Calls Priority Call Directions Alert Data Table Delete Call Pro-Filer

Call # Dispatcher Received via Sig. Code Call Type Nature of Complaint
Location of Complaint City State Zip Code
Rp Last Rp First Rp Phone Rp Street Address Report Area
Caution View/Edit Warning View/Edit

Profiler Data Entry Portal - Short Form Number of Portal Records

Type Stop
 1 1-Traffic
 2 2-Pedestrian

Sex
 1 1-Male
 2 2-Female

Date of Stop
[Text Input]

Search Conducted
Yes No

Race
 1 1-Caucasian
 2 2-African/Amer
 3 3-Native Amer/Alaskan
 4 4-Hispanic
 5 5-Asian/Pacific Islander
 6 6-Other
 7 7-Middle Eastern

Type of Search
 1 Consent
 2 Reasonable Suspicion
 3 Probable Cause
 4 Incidental to Arrest
 5 Custodial Arrest
 6 Drug Dog Alert
 7 Other

Stop Result
 1 1-Citation
 2 2-Warning
 3 3-Arrest
 4 4-1 & 3 above

Prior Knowledge
Knowledge of Race prior to stop?
Yes No

Return to CFS Data Entry

Clicking on the 'Pro-Filer' button displays a scrollable data entry form (user selectable via a dialog box, shown on the bottom of the page,—choose either the long form or the short form which is displayed here) for easy profiling data entry. Clicking on the 'Return to CFS Data Entry' button instantly returns the CFS data entry section.

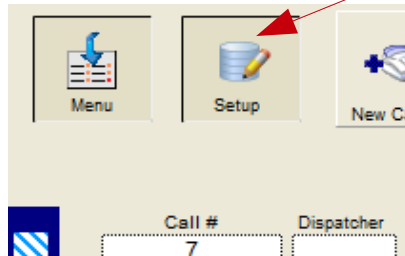
Pro-Filer Portal - Select a form

Which Pro-fler form would you like displayed?

Short form Long Form Cancel

CFS Setup

Operators of the CFS module can setup certain fields to automatically enter the data they desire on each and every new record. To do this click on the "Setup" button located at the top left portion of any data entry screen.



The setup screen (pictured below) will appear allowing you to make changes to 2 of the fields. Any changes you make here will not affect records already created, they only affect newly created records. Normally the only changes needed are the first two fields (Shift & Dispatcher), these two fields are global, meaning that each guest (workstation) can store its own separate information. To change the 'Reset Next Call Number To' field, you will need to enter a Supervisor code and another screen will appear (shown on next page).

CFS Setup Screen

*Normally the only fields that need to be reset are the Shift and Dispatcher fields
(they are global and only affect the station from which you are working)*

Shift

Dispatcher


*Occasionally you may need to reset the call numbers, check with the shift supervisor
as this field is not global and any changes affect all stations*

Reset Next Call Number To

*Do Not change the Global 24 Time, Global Color, or Global Self Join fields unless you are positive
that the changes are necessary. A Supervisor code is required.
These fields affect the function of the CFS module*

Enter Supervisor code

Then click button below

Supervisor Override 

Global 24 Time

No Import Global Color

Global Self Join

[Return to Data Entry](#)

The setup screen w/ supervisor override activated (pictured below) will appear. This allows you to make changes to data in all of the fields. As explained previously any changes you make here will not affect records already created, they only affect newly created records. Normally the only supervisor changes needed here are the 'Reset Next Call Number To' field. To change a field follow the instructions on the screen.

CFS Setup Screen

Normally the only fields that need to be reset are the Shift and Dispatcher fields (they are global and only affect the station from which you are working)

Shift

Dispatcher

Occasionally you may need to reset the call numbers, check with the shift supervisor as this field is not global and any changes affect all stations

Reset Next Call Number To Click after entering Next Call #

Do Not change the Global 24 Time, Global Color, or Global Self Join fields unless you are positive that the changes are necessary. A Supervisor code is required. These fields affect the function of the CFS module

Global 24 Time

Import Global Color

Global Self Join

Supervisor Override Authorized

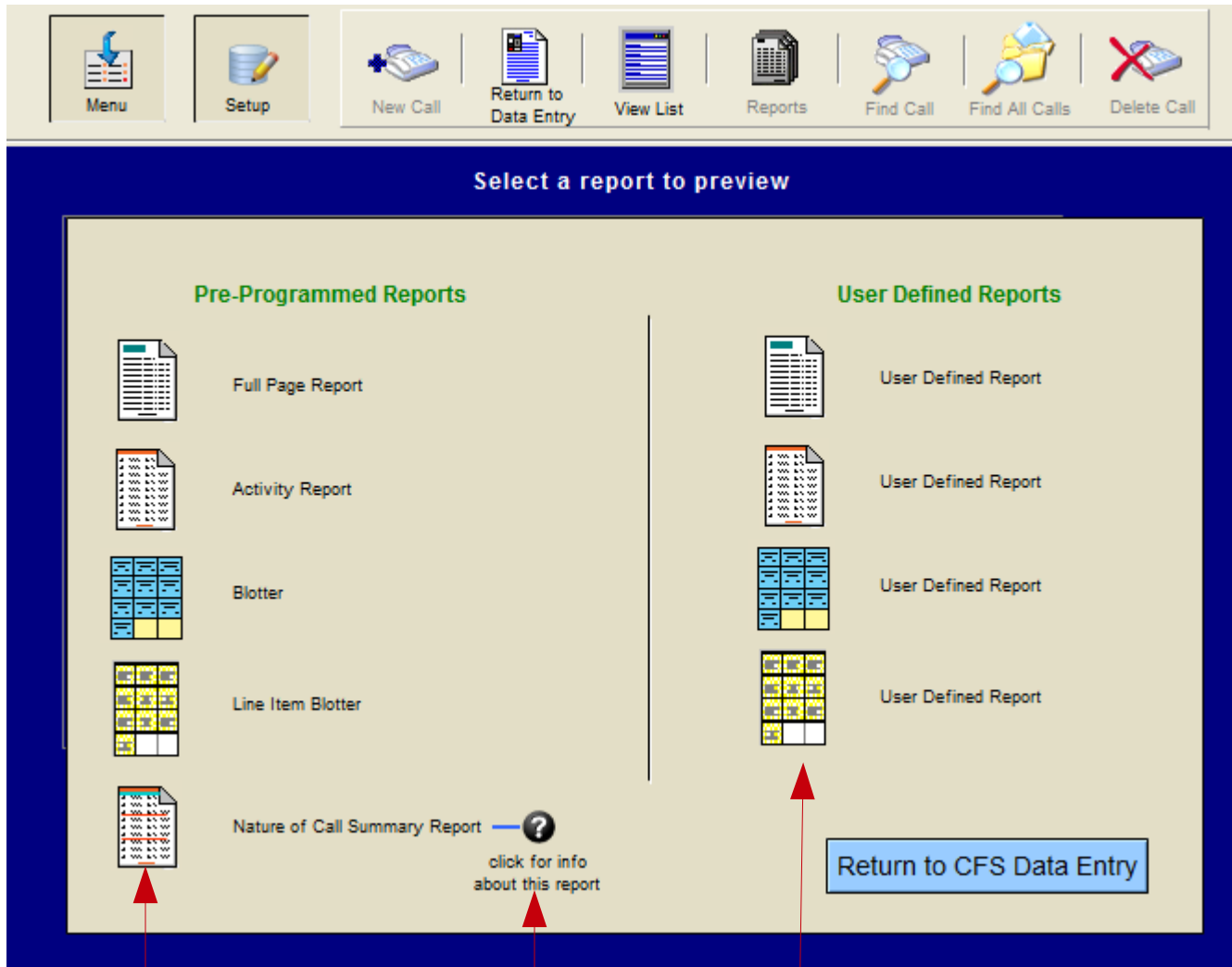
Return to Data Entry

The screenshot shows a 'Supervisor Override Authorized' overlay on the left side of the screen. Three red arrows point from the right side of the image to the 'Global 24 Time', 'Import Global Color', and 'Global Self Join' fields, indicating that these fields should not be changed unless instructed by a supervisor.

Important ! Never change the last 3 fields unless instructed to do so by a CrimeSoft tech rep.

CFS Reports

When you click on the reports button a report selection screen similar to the one below is displayed. Click on the type report you want (the blank reports are for your own custom designed reports). (Requires full version of FileMaker Pro).



Report selection buttons

Create you own reports and link them to these buttons

*Nature of Call Summary Report- Info button
(See the Information on this report on next page)*

Information about this Report

The Nature of Complaint report is a summary type of report.

The report automatically sorts all of the CFS records in the 'found' set by the 'Nature of Complaint' field. It then summarizes them for the total time of call.

(Example shown below)

If you do not want a report containing ALL of the records in the CFS file then first perform a 'find' to locate only those records you want to be included.

The example below shows the breakdown of a find performed to locate only those records that had 'Alarm' in the 'Nature of Complaint' and the date range was for '1-01-2012...1-31-2012'.

Page 1

Date	Nature of complaint	Address	Time total
Alarm business			
1/30/12	Alarm business	1234 Main St.	0:08:48
1/30/12	Alarm business	1234567 W. 4th St	0:08:56
1/30/12	Alarm business	1234567 W. 4th St	0:09:07
Total of: Alarm business			0:26:51
Alarm residential			
1/30/12	Alarm residential	54321 Main St.	0:26:51
1/30/12	Alarm residential	1234 Main St.	0:15:48
1/30/12	Alarm residential	1234 Main St.	0:46:15
1/30/12	Alarm residential	54321 Main St.	1:06:07
1/30/12	Alarm residential	54355 Main St.	2:04:07
1/30/12	Alarm residential	1234 Main St.	0:06:02
Total of: Alarm residential			4:45:10

[Return to CFS Data Entry](#)

[Return to Reports Menu](#)

Warrant File

Go to CFS button

Warrant Data Entry

Entered: January 5, 2014 Active: Yes Date Arrested: _____

Warrant Number: 598 Type Warrant: Felony

Date Of Warrant: 1-1-2014 Court/Judge: _____

Extradite? Yes Extradition Limits: _____

Last Name: Tester First Name: Jim MI: _____ Race: W Sex: M

DOB: _____ Age: _____ SSN: 555-55-5555 Drivers License: _____ DL State: _____ Veh Lic#: _____

Address: 1234 Easy Street City: Your Town State: TX ZIP: 99999

Remarks: _____

photo

The Warrant file features the same user friendly data entry screen. Both the Warrant file and the Citation file have a button located at the top left portion of the screen that returns you directly to the CFS file. Reports are obtained using the same type of menu (below) used in the CFS file.

Menu Go to CFS New Record View as Form View List Find Record Find All Duplicate Delete Record

Full Page Line-item Brief Blank Blank

Click on any of these buttons to preview the respective report

Two separate types of reports can be generated from the warrant file. As shown below the selection of reports to be included in a printout is done on the report itself instead of a separate screen.

Note: You can also design your own additional reports (requires FileMaker Pro).

To find the reports you want included simply click the "Find" button and a blank record will be displayed for you to enter the data you want to find. Pressing <Enter> or clicking the "Find" button on the Status Tool bar will instantly locate the records. Pressing the "Print Report" button will print out the report.

Note: The buttons shown on the report (below) do not print out on the actual report.

Find
Find All
Sort
Warrant Report
Print Report
Return to Data Entry

< Toggle Status Area

Entered 1-5-2014 Active Yes Date Arrested

Warrant Number 598 Type Warrant Felony

Date Of Warrant 1-1-2014 Court/Judge

Extradite ? Yes Extradition Limits

Last Name	First Name	MI	Race	Sex
<u>Tester</u>	<u>Jim</u>	<u>W</u>	<u>M</u>

DOB	Age	SSN	Drivers License	DL State
.....	<u>555-55-5555</u>

Address	City	State	ZIP
<u>1234 Easy Street</u>	<u>Your Town</u>	<u>TX</u>	<u>99999</u>

Remarks

.....

.....

.....

.....

.....

.....

DoneSort

Full Page Report (Shown above)
There is also a Line-Item Brief report (not shown)

Citation File

Menu Go to CFS New Record View List Reports Find Record Find All Duplicate Delete Record Pro-File

Citation Data Entry

Entered Insurance ? Yes No Drivers Lic Posted ? Yes No

Citation Number Citation Date Citation Time
Location

Court Division Court Date Court Time
Date Appeared Total Fine Resolved ? Yes
Disposition

Last Name	First Name	MI	Race	Sex	Height	Weight
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DOB	Age	SSN	Drivers License	DL State	Home Phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address			City	State	ZIP	
<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	

Employer

Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upper portion of Data Entry screen

Note: As with the CFS data entry you can also now open an on screen data entry portal into the Pro-filer file with a simple click of a button on the Citation Data Entry screen.

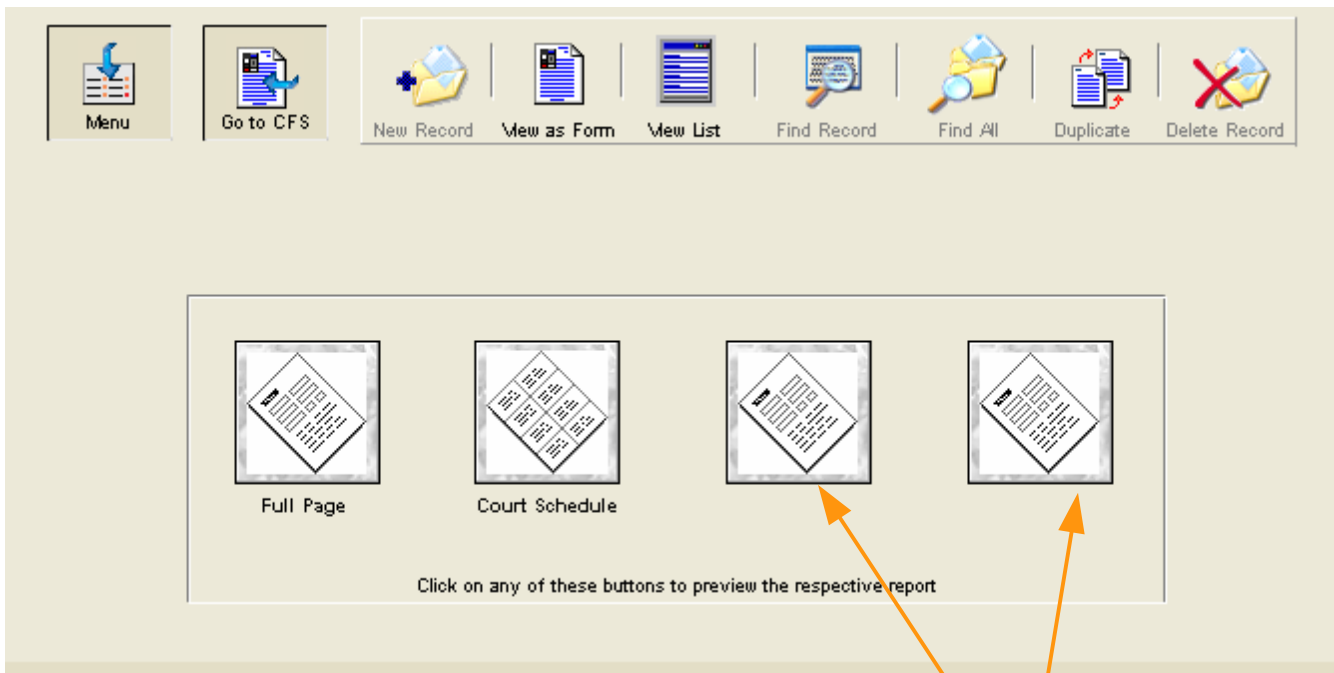
---- Continued on next page ----

Did Unlawfully								
<input type="checkbox"/> Operate <input type="checkbox"/> Park <input type="checkbox"/> A C.M.V. <input type="checkbox"/> With Haz Mat <input type="checkbox"/> Other...								
Veh Year	Veh Make	Veh Model	Veh Style	Veh Color	Veh Weight	Veh Lic#	Lic State	Lic Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Did Then And There Commit The Following Offense To Wit								
Discription Of Violation								
<input type="text"/>								
<input type="text"/>								
Amended Charges								
<input type="text"/>								
<input type="text"/>								
<input type="text"/>								
Driving		Speed Limit		Seat Belt Violation		Accident Info		
<input type="text"/> MPH	<input type="text"/> MPH	<input type="text"/>		<input type="checkbox"/> In Fatal Accident <input type="checkbox"/> In Accident <input type="checkbox"/> DWI / BAC <input type="checkbox"/> Other...				
Detection Method								
<input type="radio"/> Stationary Radar <input type="radio"/> Laser <input type="radio"/> Watch (Air) <input type="radio"/> Pace <input type="radio"/> Moving Radar <input type="radio"/> Watch (Ground) <input type="radio"/> Other...								
Weather				Direction Traveling				
<input type="text"/>				<input type="text"/>				
In Violation Of			Offense Code 1			Offense Code 2		
<input type="text"/>			<input type="text"/>			<input type="text"/>		
Officer			Officer Badge #			Trp Zone		
<input type="text"/>			<input type="text"/>			<input type="text"/>		

Lower portion of Data Entry screen

The Citation data entry screen although much larger than the Warrant data entry, features the same easy to use interface.

The report menu screen (next page) is similar to that of the Warrant file reports.



Citation Report Menu

User definable reports

Like the Warrant file, record selection for the reports is done on the actual report itself (the buttons do not print out on the actual report).

Citation Court Schedule

<u>Court Date</u>	<u>Court Time</u>	<u>Court Division</u>	<u>Officer</u>	<u>Ticket Number</u>	<u>Last Name</u>	<u>Offense Description</u>
8-12-2014	09:00	4	Smith	1223456	Richter	speeding
8-12-2014	09:00	4	Smith	1223457	Jones	Speeding

Sample Court Schedule

The Container File

The Container file can store multiple types of items (PDF's, pictures, videos, .doc files and more) that are connected to a Case file or a CFS record. It displays the first 4 items in a portal, and the screen features a scroll bar on the right side that allows for storage and viewing of virtually an unlimited number of items per record.


Menu


Main Report


New Record


Print


Find Record


Find All


Delete Record


Import multiple photos

(CFS)
Calls for Service Portal Generated

CFS Call Number

Click number to view

Video / Audio / Photos Documents / Files Container Entry

Officer
Lt. B. Smith

Case Number
2

Supplement Date
Mon, Jul 14, 2014

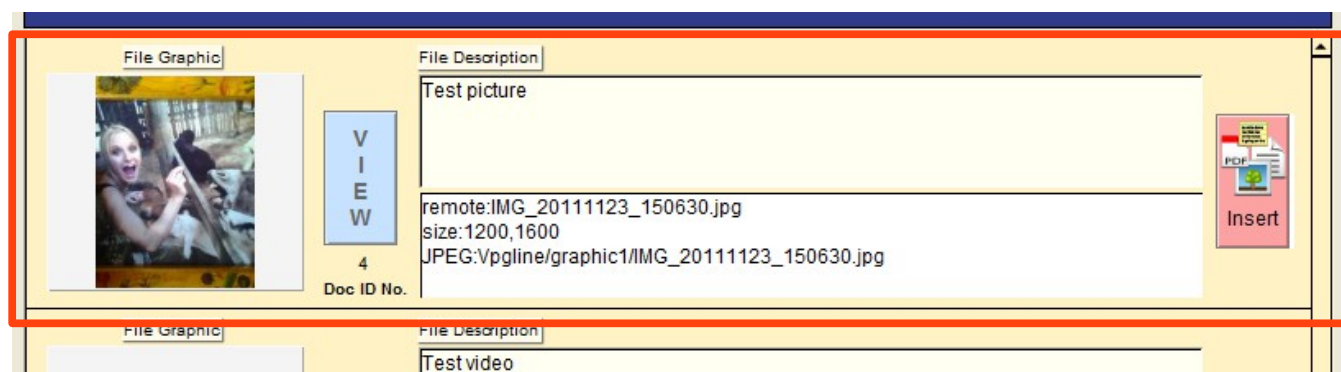
File Graphic		File Description	
	<div style="background-color: #003366; color: white; padding: 5px; font-weight: bold; writing-mode: vertical-rl; transform: rotate(180deg);">VIEW</div> <p>4</p> <p>Doc ID No.</p>	<p>Test picture</p> <hr/> <p>remote:IMG_20111123_150630.jpg size:1200,1600 JPEG:Vppline/graphic1/IMG_20111123_150630.jpg</p>	 Insert
File Graphic		File Description	
	<div style="background-color: #003366; color: white; padding: 5px; font-weight: bold; writing-mode: vertical-rl; transform: rotate(180deg);">VIEW</div> <p>5</p> <p>Doc ID No.</p>	<p>Test video</p> <hr/> <p>remote:100_0079.MOV MOV :Vppline/graphic1/100_0079.mov</p>	 Insert
File Graphic		File Description	
	<div style="background-color: #003366; color: white; padding: 5px; font-weight: bold; writing-mode: vertical-rl; transform: rotate(180deg);">VIEW</div> <p>6</p> <p>Doc ID No.</p>	<p>Test Picture 2</p> <hr/> <p>remote:IMG_20120929_185126.jpg size:2048,1536 JPEG:Vppline/graphic1/IMG_20120929_185126.jpg</p>	 Insert
File Graphic		File Description	
	<div style="background-color: #003366; color: white; padding: 5px; font-weight: bold; writing-mode: vertical-rl; transform: rotate(180deg);">VIEW</div> <p>7</p> <p>Doc ID No.</p>	<p>Test Picture 3</p> <hr/> <p>remote:IMG_1125.JPG size:2272,1704 DPI:180 JPEG:Vppline/graphic1/IMG_1125.jpg</p>	 Insert

Record # 2.003
4 Items

Overview - Container File

Overview: The container file consists of 2 tables (the supvpg and the vpgline). The first one (shown on the previous page) is the data entry screen with links to the criminal report and/or the CFS record plus it links to all of the items (records) that you put into the portal. Each of these portal records are actually stored in the second table as an individual record (individual record shown in a Red outline below).

*Note: (As mention earlier, a file can contain many separate record storage areas which are called tables. For example the Mname file has 4 different storage areas, the 'Case Name' contains all names that are put into the criminal report, there is also an 'Alias' table for storing alias names, an 'Assoc' table for storing known associates, and a 'Master' table for the storage of master names. **Don't worry about knowing the file names or their location, we are only providing this information so that you can better understand the relational database concept).***



---- Continued on next page ----

Using the Container File

Before we show you how easy it is to enter pictures, etc., a brief explanation on the linking of a container file to reports in 'Calls for Service' (CFS) and 'Criminal Reports'.

(CFS)
Calls for Service
Portal Generated
CFS Call Number
5
Click number to view

Case Number
1
Supplement Date
6/8/2010

If the container record was generated via the CFS container portal the call number will be displayed in the light blue rectangular field above. You can click on this field to instantly display the CFS associated record. (Note: The 'Case Number' 1 shown above would be blank or empty if this call is only associated with a CFS record...conversely, if this record was created by the 'Criminal Report' container portal only the 'Case Number' would be shown and the CFS Call Number would be blank...but you can have both!.....more on this below).

Menu Main Report
Video / Audio / Photos
Documents / Files
Container Entry

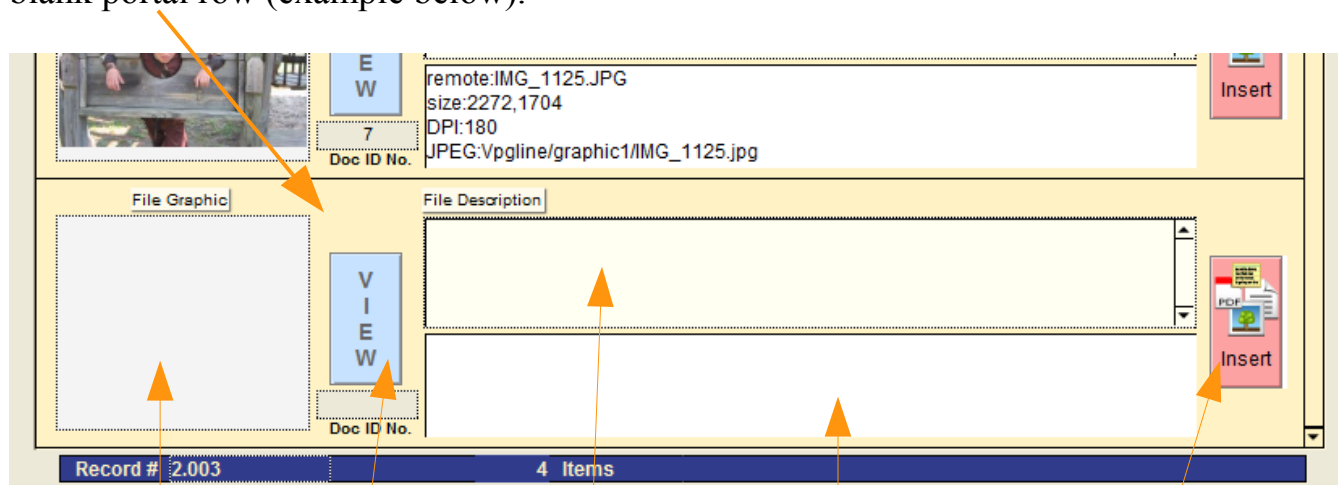
New Record Print Find Record Find All Delete Record
View as Form View as List Sort Import Records Export Records
Import multiple photos

(CFS)
Calls for Service
Portal Generated
CFS Call Number
5
Click number to view

Officer
test
Case Number
1
Supplement Date
6/8/2010

An example of having both would be a CFS call for a codes violation where the officer takes a number of pictures and created a record for these pictures in the container file via the CFS container portal. Then later a Crime/Incident report is required. The officer fills out the crime report and since the pictures are already entered into the database all that is left to do is type the case number into this container records 'Case Number' field (above). Now both the CFS and the Crime Data Entry portals will display this as a supplement (dual linking). Clicking on the 'Main Report' button above will display the associated Crime Report and clicking on the 'CFS Call Number' button will display the associated CFS record.

Entering photos, videos or documents is fast and easy. First create a new Container record and go to the first portal row, or to add items to an existing record go to the first blank portal row (example below).



File Graphic field *View item* *Item Description* *Auto fill* *Insert item*

Below are descriptions of the fields and buttons shown above:

File Graphic: Displays thumbnails of photos and icons representing other types of files.

View Item: Button - Takes you to the actual record (in the other table) and displays the item in an enlarged view along with 'Play/Pause' controls if item is a video. (for most types of files it will show the actual item and not the icon).

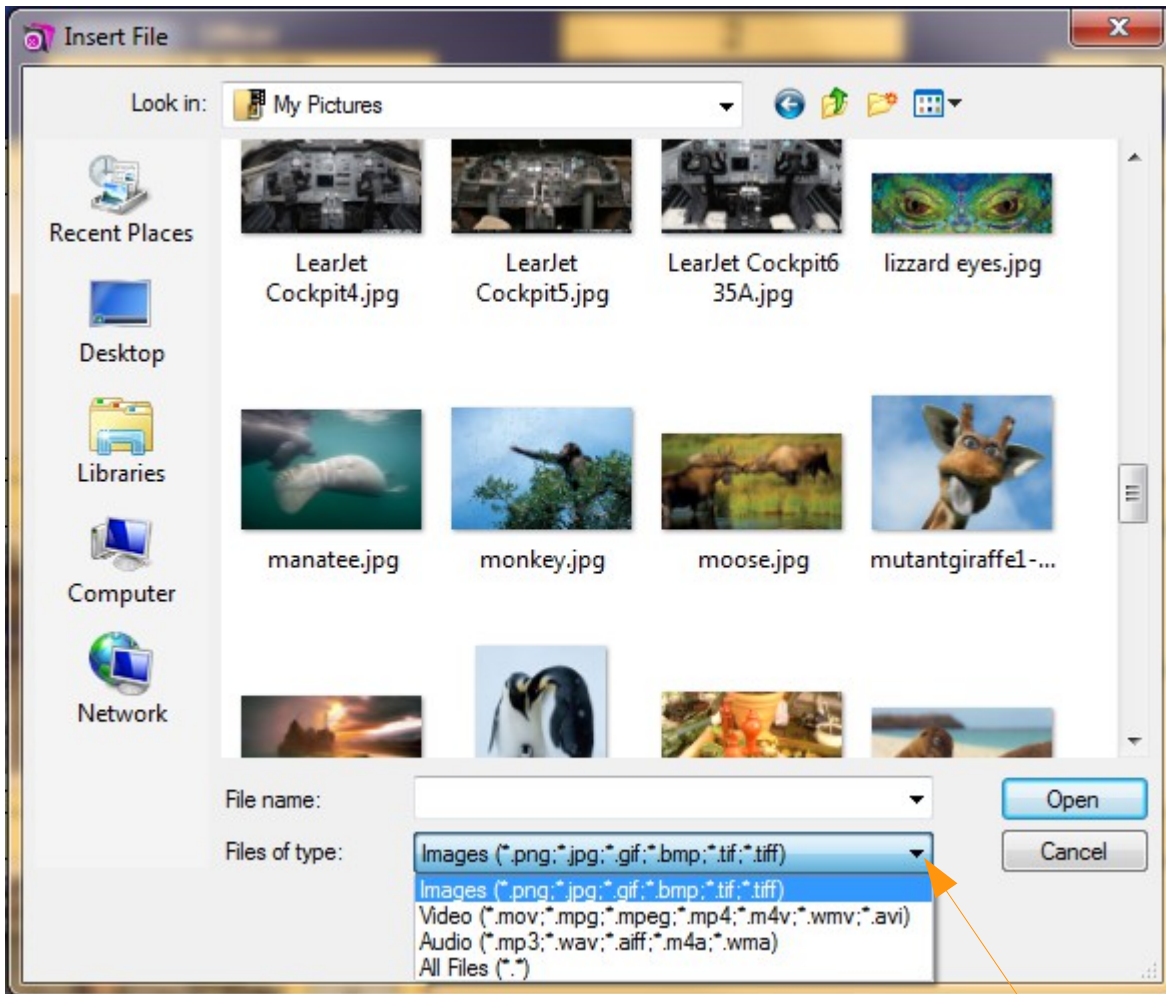
Item Description: Type in your description of the item.

Auto Fill: You cannot enter data into this field. It automatically enters technical information about the item, such as the file name, dimensions, resolution, and location.

Insert item: Button - Click to import an item into the record.

---- Continued on next page ----

To enter an item you just need to click on the 'Insert' button and an 'Insert File' dialog box will appear (below).



Click on arrow to select the type of file you want

Select the type of file you are looking by clicking on the arrow shown above and then navigate to where you have the file stored on your computer. Select the file or picture and then click the blue 'Open' button.

---- Continued on next page ----

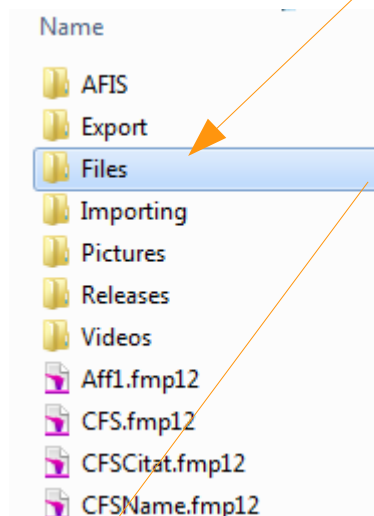
The item is automatically copied into an external folder titled 'Files' (which is normally located in the CrimeSoft folder), and then automatically displayed in the record below.

remote:IMG_1125.JPG
size:2272,1704
DPI:180
Doc ID No. 7
JPEG:Vppline/graphic1/IMG_1125.jpg

remote:mutantgiraffe1-wallpaper.jpg
size:1024,768
Doc ID No. 8
JPEG:Vppline/graphic1/mutantgiraffe1-wallpaper.jpg

Record # 2.003 5 Items

File path of photo or item stored in the 'Files' folder



Files > Supvpg > Vppline > graphic1

Help

in library ▾ Share with ▾ Slide show Burn New folder

100_0079.mov IMG_1125.jpg IMG_20111123_150630.jpg IMG_20120929_185126.jpg mutantgiraffe1-wallpaper.jpg

Note: The above information on file location and the file storage process is only to give you a better understanding of the entire process. Your administrator can also set these files to be encrypted for added security.

When you click on the 'View' button you will be taken to the corresponding record and shown a large view of the container item. **Note:** 'View as Form' button returns to previous screen

The screenshot shows a web application interface. At the top, there is a toolbar with several icons: Menu, Main Report, New Record, Print Item, Find Record, Find All, Big Screen, View as Form, Sort, Import Records, Export Records, and Delete Record. An orange arrow points to the 'View as Form' button. Below the toolbar, there is a navigation menu with 'Video / Audio / Photos', 'Documents / Files', and 'Container Item'. The main content area is split into two sections. On the left, there is a large photo of a group of people in costumes. On the right, there is a blue panel with the following information:

Case Number	2
Record Number	2.003
Document ID No.	6
Officer	Lt. B. Smith
Date Entered	7/12/2014
File Type	jpg

Below this panel, there is a section for file details:

File Contents	remote:IMG_20120929_185126.jpg size:2048,1536 JPEG-Vppline/graphic1/IMG_20120929_185126.jpg
File Description	Test Picture 2

At the bottom left of this section, there is a 'Movie Controls' button.

JPG photo above

View of a video is seen below

The screenshot displays a web application interface. At the top, there is a navigation bar with icons for Menu, Main Report, New Record, Print Item, Find Record, Find All, Big Screen, and Delete Record. Below this is a secondary bar with icons for View as Form, Sort, Import Records, and Export Records. The main content area is divided into two sections. On the left is a video player showing a scene from a theme park with people in costumes. The video is paused at 00:00. On the right is a metadata form with the following fields: Case Number (2), Record Number (2,003), Document ID No. (5), Officer (Lt. B. Smith), Date Entered (7/12/2014), and File Type (mov). Below the video player, there is a section for File Contents (remote:100_0079.MOV, MOV :Vppline/graphic1/100_0079.mov) and File Description (Test video). A Movie Controls button is located at the bottom left of this section. An orange arrow points from the play button in the video player to the Movie Controls button.

You can play the video with sound by clicking on the play arrow.

---- Continued on next page ----

The screenshot shows a web application interface with a top navigation bar containing icons for Menu, Main Report, New Record, Print Item, Find Record, Find All, Big Screen, and Delete Record. Below the navigation bar is a video player showing a scene from a movie. To the right of the video player is a metadata form with the following fields:

- Case Number: 2
- Record Number: 2,008
- Document ID No.: 5
- Officer: Lt. B. Smith
- Date Entered: 7/12/2014
- File Type: mov

Below the metadata form is a section for File Contents and File Description. The File Contents field contains the text: remote:100_0079.MOV and MOV :Vppline/graphic1/100_0079.mov. The File Description field contains the text: Test video. Below the File Description field is a button labeled Movie Controls.

You can also enlarge and view or play the item in Full Screen by clicking the “Big Screen’ button above. This will expand the view of just the item to however large you make the program screen.

Full Screen shot on next page (reduced to fit)



---- Continued on next page ----


Printing Container File Items

If you click on the "Print" button from the data entry screen your report will print out 6 items per page as shown below (reduced to fit)

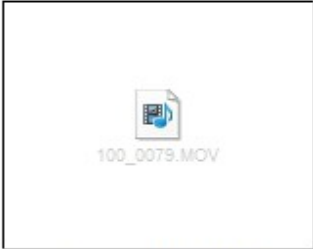
Your Police Department Container Supplement

Case Number
2


Date
7/14/2014




remote:IMG_20111123_150630.jpg
Test picture




remote:100_0079.MOV
Test video



remote:IMG_20120929_185126.jpg
Test Picture 2



remote:IMG_1125.JPG
Test Picture 3



remote:mutantgiraffe1-wallpaper.jpg

Backup CrimeSoft !!!!

Most crashes can be avoided by following the two suggestions listed below:

1. Installing a UPS unit (temporary battery power backup, cost around \$100) on your computers. These UPS units not only provide an excellent source of power to the computer in the event of a total power failure but also are excellent at providing clean power in the event of a power spike or brownout.
2. Keeping your Windows Operating System running at peak performance by: Shutting down the computer once a day. This procedure is critical as it allows the operating system to purge all temp files. It also allows Windows to reassign its limited resources.

Backup...Backup...Backup !

Backing up CrimeSoft is easy and only takes a few minutes. Should something happen to your computer or the data stored on it, you will be able to restore this critical information in minutes. The alternative is to spend countless hours, possibly 100's of man hours retyping the information back into your system.


The easiest way to backup all of your CrimeSoft files is to simply quit CrimeSoft and then copy the entire CrimeSoft folder to your backup tape or external/secondary hard-drive, a flash/thumb drive or to a DVD/R . That's it...DONE !

If all you have is your computer hard drive, you can create a separate folder called **Backup** and copy the CrimeSoft folder into it. Although this method won't protect you in the event of a hard drive crash it is better than nothing. Once copied, open the CrimeSoft backup copy folder and select all the files (not the folders), then under the File menu select **Properties**. Now check the **Read Only** box in the properties dialog box (see below) and click Apply. This will prevent you from accidentally using your backup copy as the primary CrimeSoft files.

On a network using FileMaker Server. Follow the instructions that came with FileMaker server for automated backups.

If you click the 'Print' button on the individual items layout a dialog box will first appear asking if you want to print out just the one item you are viewing of all of the items associated with the main record. The printouts of items are one item per page (below).

**Your Police Department
Container Supplement - Item**



Case # 2

Record # 2.003

Doc ID No. 7

Officer Lt. B. Smith

Entered 7/12/2014

File Type jpg

File Contents	remote:IMG_1125.JPG size:2272,1704 DPI:180 JPEG:Vppline/graphic1/IMG_1125.jpg
File Description	Test Picture 3

CrimeSoft