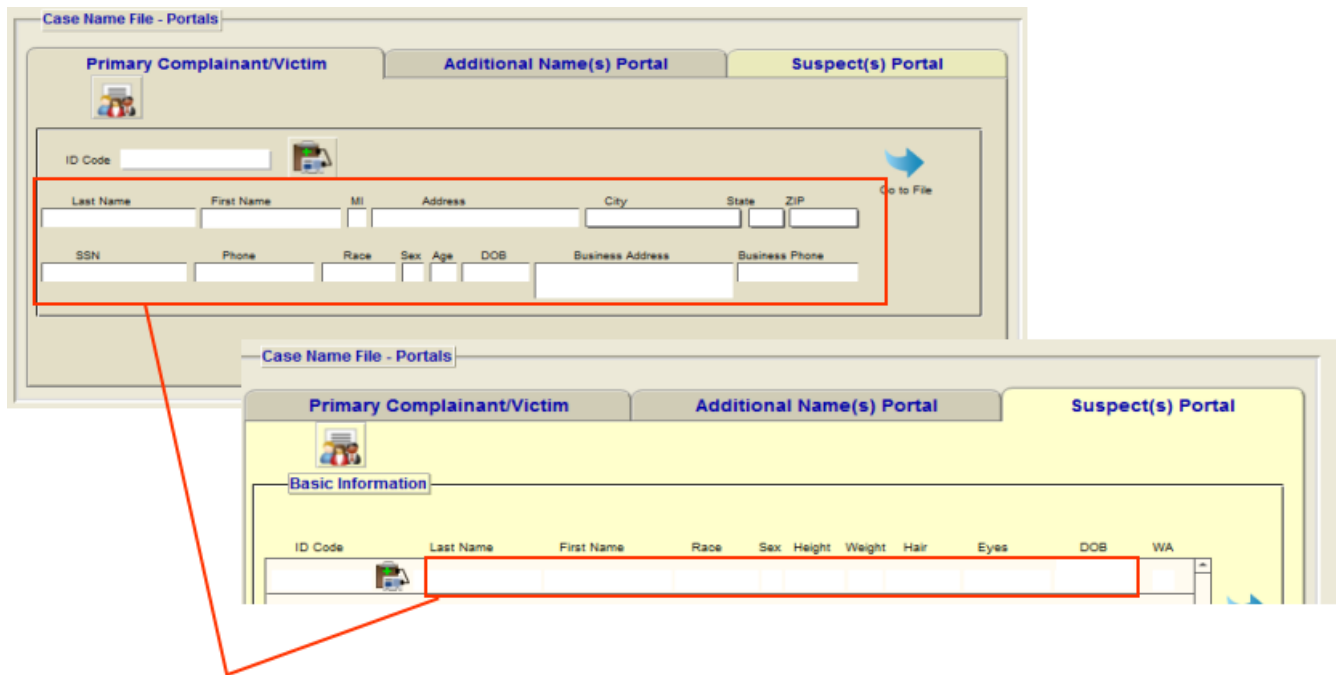


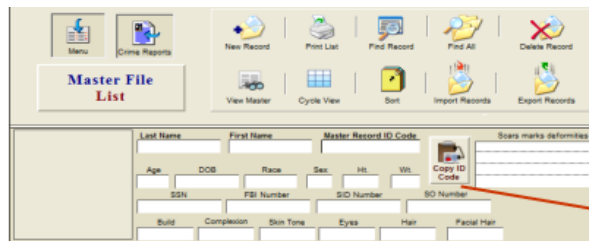
CrimeSoft Case Name & Master Name File Help



Everytime you enter a person into any of the 3 tabbed areas a new separate Case Name Record is automatically created in the "Case Name File" section of the program. This newly created record is linked directly to this case only (note: there can be one or many records of a person in this file since each time the person is entered into a report a new record is created). In addition to whatever information you entered, this record also contains the 'Case #', the 'Crime', and the 'persons case status' i.e.: Victim, RP, Suspect etc..



Click to locate a "Master Name File Record"



Copy ID Code
(AKA: Master Record #)

There are 2 ways to create this new "Case Name File Record" and have it properly attached to your criminal report.

1. If you have already created some "Master Name File Records" **, copy the data from the persons "Master Name File Record".

You do this by clicking on the button (shown above left) to begin the process of locating the persons record. Once it is located all you need to do is click on the 'Copy ID Code' icon (shown above right) that is associated with that record, you will be automatically taken back to your Criminal report data entry screen. Then just click on the appropriate 'Paste ID Code' button (shown below) and instantly a new "Case Name File Record" is created containing all of the data in the Master Name File plus the 'Case #', the 'Crime', and the 'persons case status' i.e.: Victim, RP, Suspect etc.. for linking it to your report.

Note: if you can't find the record you are looking for don't worry as you will then be given the option to either create a new Master Name Record or return to your Criminal Report data entry screen.



Paste ID Code buttons

**** IMPORTANT! Master Name File Records are in a separate file and are used primarily to quickly create Case Name Records.**

(Note: Each Master Name Record links to and lists all of the Case Name Records that were created from it, providing you with an easy way to view all cases that a person has been involved with, including the 'Case #', the 'Crime', and the 'persons case status' i.e.: Victim, RP, Suspect etc.). Master Name File Records contain all the data fields found on a 'Case Name File Record' with the exception that the 'Case #', the 'Crime', and the 'persons case status' i.e.: Victim, RP, Suspect etc. are omitted. However, unlike the Case Name File Records, there should only be 1 Master Name Record per person.

2. If you are just starting to use CrimeSoft or you know that the person you are about to enter does not have a 'Master Name File Record' it's as easy as 1-2-3 to create both a new "Master Name Record" and a "Case Name Record" linked to this report.

You do this by first entering the persons data directly into the data fields on 1 of the 3 tabbed areas(see note below). Then click the 'Go to File' blue button arrow (see Below) to view this newly created 'Case Name File Record'.

Note: whenever you click into the shadowboxed fields (City, State, and ZIP) a dropdown list box appears (see below). This allows you to select a predefined entry with a click of the mouse. You can add multiple items to each if you wish.

1. Dropdown box - choose 'edit'; 'Other' is for a one time entry

3. Now you can click on your data for easy entry

Below is the upper left portion of the newly created 'Case Name Record'. In addition to the information you previously entered, notice that the Case Number, Crime, and Status (Witness) are also entered (this record is linked to your report). Finish entering whatever additional information you have on the person (there are over 90 data fields). When you are finished entering your data you can create a new "Master Name File Record" (containing all the data you have entered) with just a click of a button and have this Case Name Record linked to it as well.

The 3 tabbed area (below the persons status) contain buttons that perform various tasks. Notice that the 'View Master Rcd #' button does not have a Master Record (ID Code) below it. This is because there is either no master record for this person or if there is a master record, this record was not created by it.

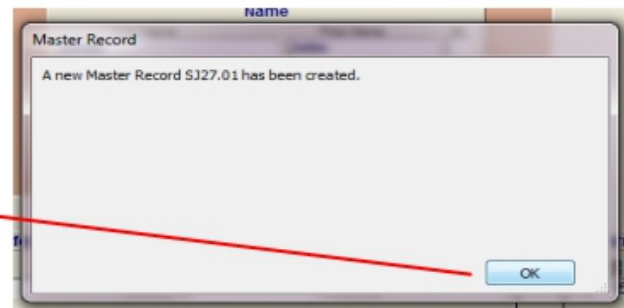


To create a new 'Master Record' just click on the 'Create Master Rcd' tab and then click the 'Create a Master Rcd from this Case Name Rcd' button.



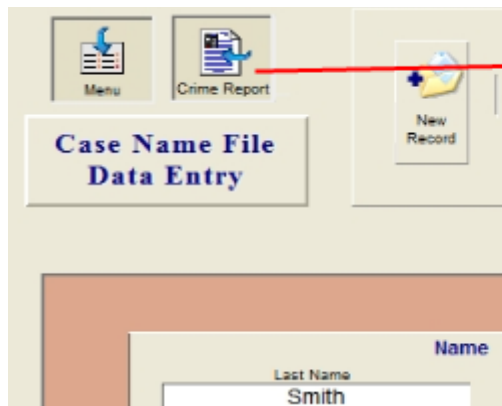
2. Click 'OK'

3. Click 'OK'. Done! Master Record created!



You are now back at your Case Name Record and a new Master Name Record created with links to this Case Name Record and any future records created by it.

(Note: The next time you enter this person into a report you only need to do the easy 1st way - 1. If you have already created some "Master Name File Records" **, copy the data from the persons "Master Name File Record!". - which is listed above)



To return to your Criminal Report data entry screen just click on the 'Crime Report' button