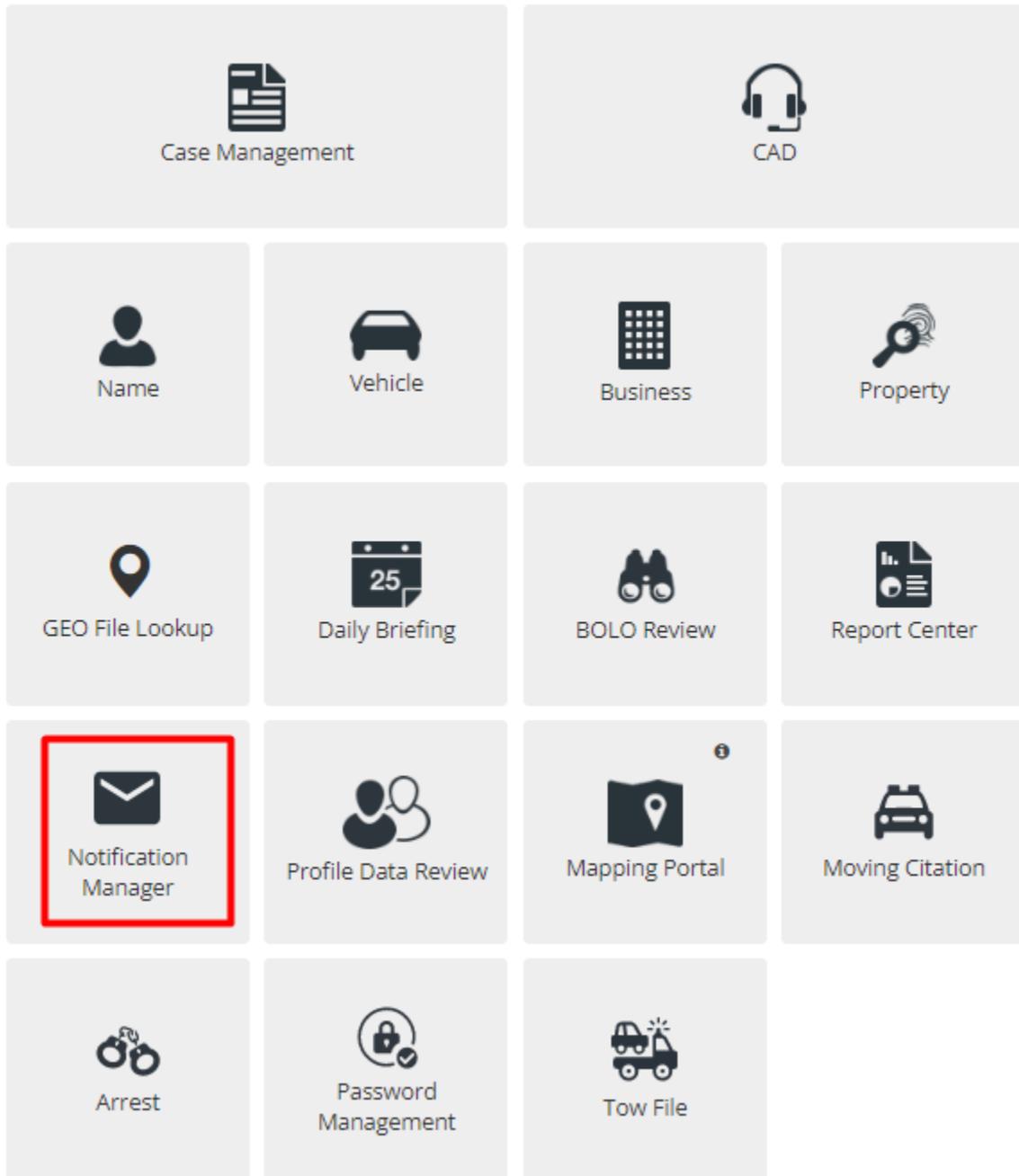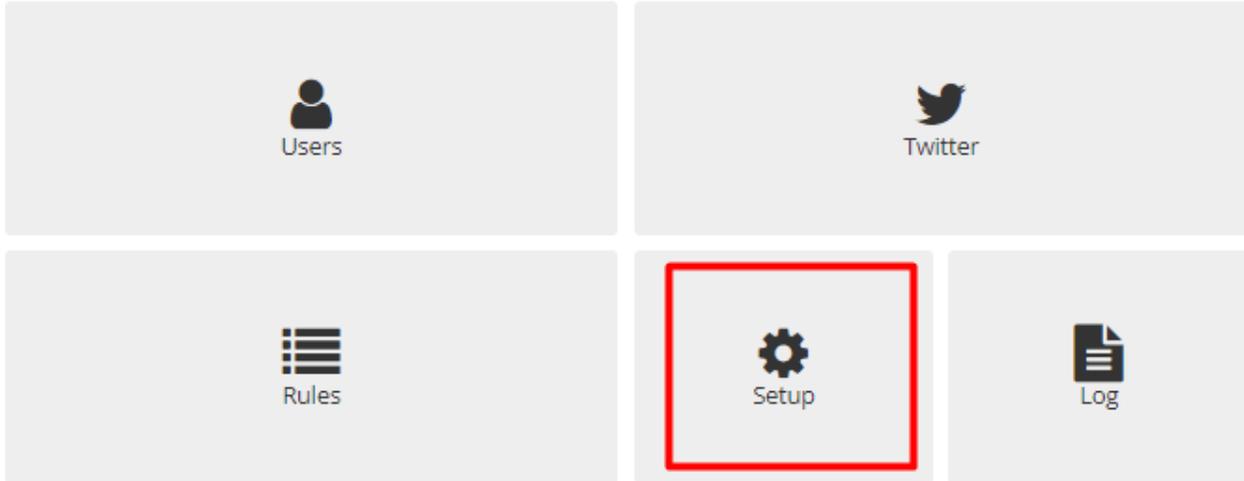# Notification Manager - Setup

Notification Manager is a way for a department to send out email notifications to both users within their ARMS system and anyone outside of their department that needs to receive notifications about certain events that occur at certain locations.

Go to the Notification Manager module on the ARMS home screen.

Case Management	CAD

Name	Vehicle	Business	Property
GEO File Lookup	Daily Briefing	BOLO Review	Report Center
Notification Manager	Profile Data Review	Mapping Portal	Moving Citation
Arrest	Password Management	Tow File	

Find the Setup button on the home screen of the Notification Manager module.

Mail Details

Set up your Mail Server information by Navigating to Notification Manager>Setup>Mail Server and choose the email address and name that you would like to send this information out. You can usually find this information from your department's Mail Server Admin/Team.

You can also limit the number of emails that send out at once and the interval (in minutes) that they send out.

Notification Emails

You can set whether you want certain emails to run/send out, what the email subject will be, the interval (in minutes) that they send out and if they expire when unable to send to a certain email.

Save and Close

Notification Settings

Mail Details

Twitter Details

CAD

Case Log

Case Approval Process

Department Activity Recap

Media Log

Radio Log

Summary

Property Review

Investigative Assignment

Name Activity

Data Purge

Back to top

☑ Run Notificator

Service Address
| https://jankishahlaptop/NotificationManagerService | ⊘ Test |

Database Command Timeout
| 30 | sec |

Mail Details

Sending Chunk Size
| 100 |

Sending Interval
| 5 | min |

Expiration Interval
| 8 | hour |

Twitter Details

Tweet Publication Chunk Size
| 100 |

Tweet Publication Interval
| 5 | min |

Expiration Interval
| 8 | hour |

CAD Notification

☑ Run   ◀ Run Now   🔧 Run Test

Mail Subject
| ARMS CAD Notification |

Notification Interval
| 5 | min |

Expiration Interval
| 8 | hour |

Case Log Notification

☐ Run   ◀ Run Now   🔧 Run Test

Mail Subject
| ARMS Case Log Notification |

Notification Interval
| 5 | min |

Expiration Interval
| 720 | hour |

Case Approval Process Notification

☐ Run

Case Approval Mail Subject
| ARMS Case Approval Process Notification |

Follow Up Approval Mail Subject
| ARMS Follow Up Approval Process Notification |

Supplement Approval Mail Subject
| ARMS Supplement Approval Process Notification |

Department Activity Recap Notification

☐ Run   ◀ Run Now   🔧 Run Test

You can also choose to "Run Now" to send out any emails in the queue for that notification, or "Run Test" to test the notifications.

For Department Activity Recap, Media Log, Radio Log, Summary, Property Review, and Investigative Assignment Review, and Investigative Assignment Purge you'll need to set the Notification Time for when they will send out every 24 hours.

Department Activity Recap Notification

☐ Run   ⚲ Run Now   🔧 Run Test

Mail Subject   Notification Time

ARMS Department Activity Recap Notification   16:15:00   🕐

Media Log Notification

☐ Run   ⚲ Run Now   🔧 Run Test

Mail Subject   Notification Time

ARMS Media Log Notification   10:30:00   🕐

Radio Log Notification

☐ Run   ⚲ Run Now   🔧 Run Test

Mail Subject   Notification Time

ARMS Radio Log Notification   16:00:00   🕐

Summary Notification

☐ Run   ⚲ Run Now   🔧 Run Test

Mail Subject   Notification Time

ARMS Summary Notification   13:00:00   🕐

Property Review

☐ Run   ⚲ Run Now   🔧 Run Test

Mail Subject   Notification Time

ARMS Property Review Notification   0:15:00   🕐

Investigative Assignment

☑ Run

Mail Subject

ARMS Investigative Assignment Notification

Case Approval Process Notification Emails

This cannot be assigned to users but will automatically apply to them as long as their Employee File in ARMS Setup has their email address attached. You can also change the subject lines for each.

Case Approval Process Notification

☐ Run

Case Approval Mail Subject

ARMS Case Approval Process Notification

Follow Up Approval Mail Subject

ARMS Follow Up Approval Process Notification

Supplement Approval Mail Subject

ARMS Supplement Approval Process Notification

Data Purge

This will purge any unsent emails from your mail queue for the parameters that you input.

Data Purge

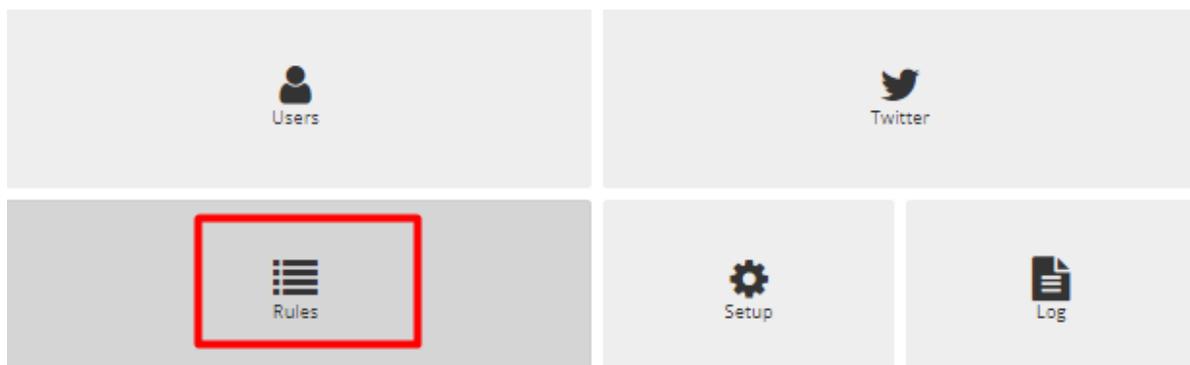☑ Run   🗑 Run Now

Purge Age   Purge Time

2   day   12:05:00   🕓

Notification Manager - Rules

Rules are used to create a subscription which generate an email, that a user can receive based on a specific crime code, specific location, all locations or all crime codes.

To set up Rules, go to Notification Manager > Rules > Add New

The first page shows General information about Rules, for this rule an Administrator can select from the types of Crime codes and location codes.

If the Administrator wants this rule for all crime codes, check all the checkboxes.

The Next Tab is Crime codes, here an admin can choose from crime codes for which the users need to be notified of this rule. Similarly, the admin can create Rules for Locations.

The administrator can set these rules and then assign them to users or subscribers. Subscribers can be searched and selected by using the search option in this.

Department users can set up Rules for a specific user by going to Notification Manager>Users> Select User and going to Rules Tab. On this tab, rules can be selected for that user.

Notification Manager - Users

Users can be anyone/department that has an email address. The only required fields are a First Name, Last Name, and Email Address. You can also use this with a departmental email or distribution list that sends out to multiple users.

Find the Users button on the home screen of the Notification Manager module.
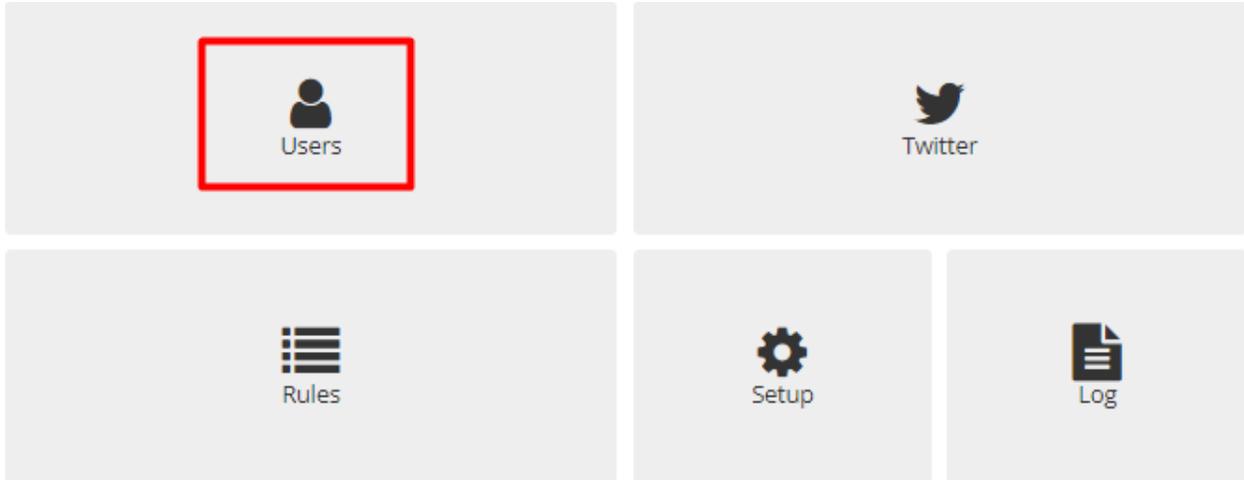
Select a current User or choose Add New to create a new one.

General Info

Here you'll need to input a First Name, Last Name, Middle Name and Email Address. You can then mark the user as Active/Inactive and mark whether they receive Public Information only or not.

Active/Inactive can only be unchecked if this is a User-created outside of the department. Active employees will automatically be active.

Public Information only will remove the narrative from any Case Log notifications and the notes/police notes from any CAD notifications.

WIRTH, JAYSON

General info

Rules

Last Name	First Name
WIRTH	JAYSON

Middle Name	Email
	jayson.wirth@arms.com

☑ Active ☐ Public information only

Rules

Here you can select the rules this user is subscribed to. You can search by Rule Name and choose to only show the subscribed rules or show all. You can check each rule separately or select the checkbox in the header to select all or select none.

Home / Users

WIRTH, JAYSON

General info

Rules

Name

☐ Show selected only   🔍 Search

Shown 1 to 10 records from 21 found « ‹ › »

Name	Active	CAD	Case Log	Confidential	Juvenile	Sex Offense	Sealed	
BANAHAN, LESLIE - Case Log Crimes	Yes	No	Yes	No	No	No	No	☐
BRYANT, MICHAEL - CAD & Case Log Crimes	Yes	Yes	Yes	No	No	No	No	☐
BRYANT, MICHAEL - CAD Crimes	Yes	Yes	No	No	No	No	No	☐
DOWNS, JOSHUA - CAD & Case Log Crimes	Yes	Yes	Yes	No	No	No	No	☐
Employee4, Test - A	No	No	No	No	No	No	No	☐
FOWLER, DEVIN - CAD & Case Log Crimes	Yes	Yes	Yes	No	No	No	No	☐
FOWLER, DEVIN - CAD Crimes	Yes	Yes	No	No	No	No	No	☐
FOWLER, DEVIN - Case Log Crimes	Yes	No	Yes	No	No	No	No	☐
JOLLY, AARON - CAD Crimes	Yes	Yes	No	No	No	No	No	☐
Kohliem, Jay - CAD & Case Log Crimes	Yes	Yes	Yes	No	No	No	No	☐

Individual Alerts

These alerts will send out automatically at the interval specified in the Notification Manager Setup. They will be put into the mail queue when a CAD event or Case Report is created.

Below is a description of each:

Case Log – Sends out information on the Case Report based on what the officer has filled out. Remember: The narrative will only show for users that do not have the Public Information Only box checked.

CAD – Sends out information on the CAD Event based on what the dispatcher has filled out.

Name Activity – Sends out information for any Case Report or CAD Event that a name record is added to that the users are subscribed to. This is only for Users with access to ARMS. They will need to choose the names they are subscribed to on their own by going to the Names module on the ARMS home screen and choosing the "Subscribe" button.

24 Hour Summaries

These alerts will send out automatically at the Notification Time specified in the Notification Manager Setup. They will be put into the mail queue when a CAD event or Case Report is created.

Below is a description of each:

Case Log – Sends out information on all Case Reports created within 24 hours based on what the officer has filled out. See Individual Alerts for an example.

CAD – Sends out information on all CAD Events created within 24 hours based on what the dispatcher has filled out. See Individual Alerts for an example.

Department Activity Recap – Sends out a summary of the types of calls and the amount of time for each type of call.

Media Log – Sends out information regarding any calls that are checked to appear in the "Media Log" in the Crime Code from ARMS Setup. This will show public information only.

Radio Log – Sends out a recap of the calls in the radio log and does contain Police Information/Notes from the call.

Daily Notifications

These alerts will send out automatically at the date specified on each module.

Daily notifications

☐ Property Review

☐ Investigative Assignment Review

☐ Investigative Assignment Purge

Below is a description of each:

Property Review – Sends out on the Review Date specified on the piece of property.

Investigative Assignment Review & Purge – Sends out based on the Review Date and Purge Date, respectively, specified on the "Assign for Investigation".

Case Approval Notifications

These alerts will send out automatically to the destination user or origin user when a Case Report is Submitted for Approval, Kicked Back, Approved, or Final Approved and they are set to run in the Notification Manager Setup. The employee must also have their email in their Employee File in the ARMS Setup.

Below is a description of each:

Submission – When an origin user submits a Case Report to the destination user.

Kicked Back – When a destination user kicks back a Case Report to the origin user.

Approved – When a destination user approves a Case Report from the origin user.

Final Approved – When a destination user final approves a Case Report from the origin user.