



ARMS Courtyard Workbook

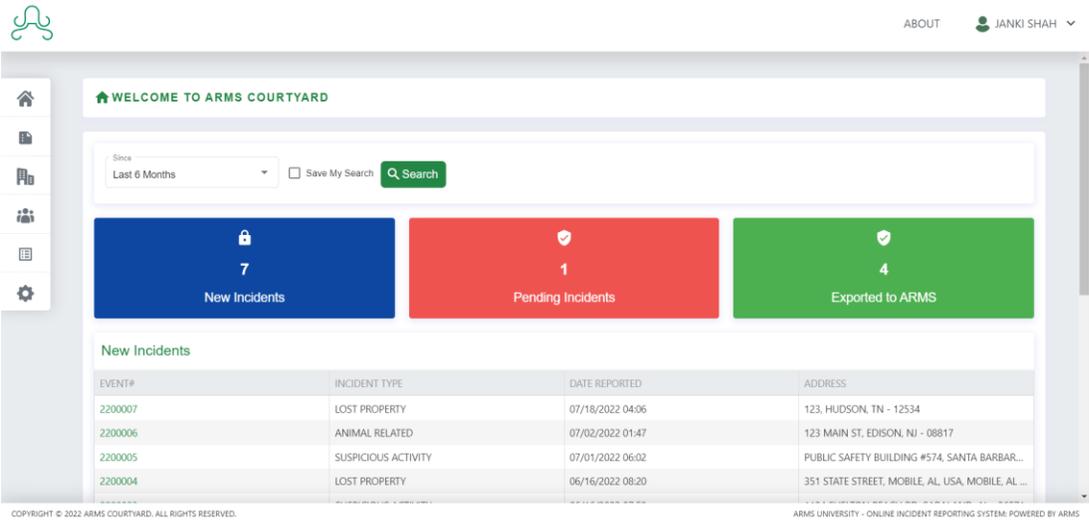
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Setup

ARMS Courtyard Overview

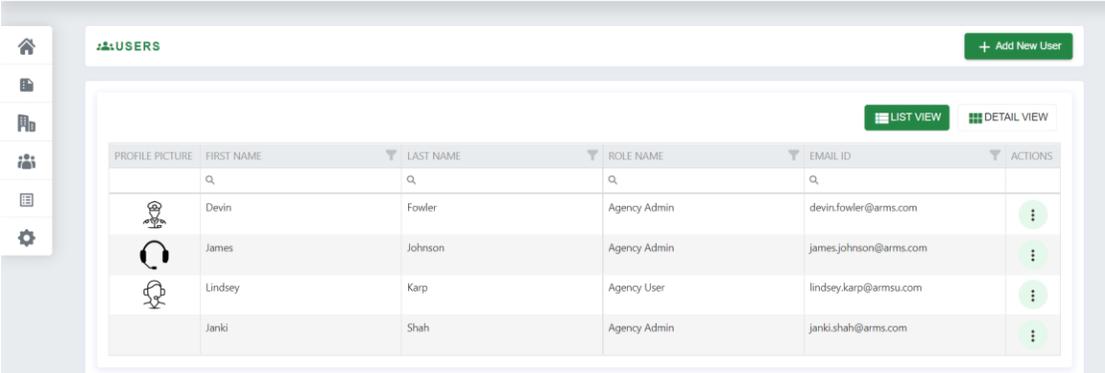
ARMS Courtyard is all about community reporting. It has been created to allow departments to have a website where students (or really anyone) can report a lower-tier crime, such as stolen property, a suspicious person, or a loose dog. Things that are not time sensitive or the reporting person may not want to call about it.



You can link the Courtyard site to your ARMS site so that you can generate a case report for the incidents you have in the Courtyard.

Add Users

You can add/edit/delete people in your department either as an Agency Admin or an Agency User in Courtyard, to do so go to users from the side menu and add users. You can set permissions for that user. User listing can be viewed in two ways LIST VIEW and DETAIL VIEW.



Incident Status

You can add/edit/delete the Incident Statuses. You can label the different Incidents from the Incident Statuses added, to do so you can go to Settings > Incident Status

INCIDENT STATUS			+ Add New Status
STATUS NAME	DESCRIPTION	ACTIONS	
Q	Q		
New	New Incident	⋮	
Pending	Under Review	⋮	
Closed	Incident Close	⋮	
False Report	Not a valid Incident	⋮	

Incident Type

You can add/edit/delete Incident Type. You can classify different types of incidents as per the type added, to do so you can go to Settings > Incident Type Settings. It contains different fields such as incident type name, whether it allows for property or not, requires the victim or not, and a description.

SELECT INCIDENT TYPES					Update Selected
INCIDENT TYPE NAME	HAS PROPERTY	REQUIRE VICTIM	DESCRIPTION	ACTIONS	
Q	(All)	(All)	Q		
<input checked="" type="checkbox"/> ANIMAL RELATED	No	Yes		⋮	
<input checked="" type="checkbox"/> HIT AND RUN	Yes	Yes		⋮	
<input checked="" type="checkbox"/> IDENTITY THEFT	No	Yes		⋮	
<input checked="" type="checkbox"/> LOST PROPERTY	Yes	Yes		⋮	
<input checked="" type="checkbox"/> SUSPICIOUS ACTIVITY	No	No		⋮	



Data Entry

User Reporting

The department can provide their ARMS Courtyard URL to your IT or any website from where they want students or users to report incidents. The URL can be found under Agency Details. This URL contains a simple form with multiple fields to be added by Students or any users.

ARMS University			
Time Zone	Central Standard Time	Primary Phone	1-800-776-6783
Secondary Phone	1-800-365-9962	Fax	
Email	support@arms.com	Website	https://www.arms.com
Address	250 St Joseph St, Mobile, AL-36601		
Api Key	gjrfDvH1A9alZBPgoHzedRUw6wWtzkO%2B9hmTHpsgVyg%3D		
Active From Date	03/18/2022	Renewal Date	09/18/2023
Incident Report URL	https://armstestcourtyard.arms.app/new-incident?agencyid=f115effb-9012-4b2a-bb00-d552990f92a7		

The incident form contains fields such as Incident Type, Incident Date/Time From, Incident Date/Time To, Street Name, and other location information, they can put a simple Narrative of what happened during that incident.

NEW INCIDENT

1 Incident Information 2 Personal Information 3 Victim Information 4 Property Information 5 Photos 6 Review Details

Incident Type *
HIT AND RUN

Incident Date/Time From *
08-Sep-2022 09:31 PM

Incident Date/Time To *
08-Sep-2022 09:31 PM

Street Name *
1122 FOSTER AVE

City *
NASHVILLE

State *
TN

Apartment #
330

ZIP code *
37210

Location Description *
Main Gate

Incident Narrative *
A hit-and-run at the main gate

9 / 256 30 / 256 **Next**



Personal information such as Person Involved Type whether reporting party is reporter or victim, then First Name, Last Name, Middle Name, Address Details, Email, Date of Birth, Identification Type, and Identification Number can all be entered. You can also include Incident Images if there are any.

The screenshot shows the 'Personal Information' tab (step 2) of the ARMS form. The 'Person Involved Type' is set to 'Reporter'. The form fields are filled with the following information: Last Name: JIMMY, First Name: JOHNS, Middle Name: (empty), Suffix: (empty), Street Name: 1112 Foster Avenue, Nashville, TN, USA, Apartment #: 330, City: NASHVILLE, State: TN, ZIP code: 37210, Primary Phone: 1111111111, Secondary Phone: (empty), Email: johns.james@arms.com, Date of Birth: 11-Sep-1991, Identification Type: Employee ID, Identification Number: BIS-00465. 'Back' and 'Next' buttons are visible at the bottom right.

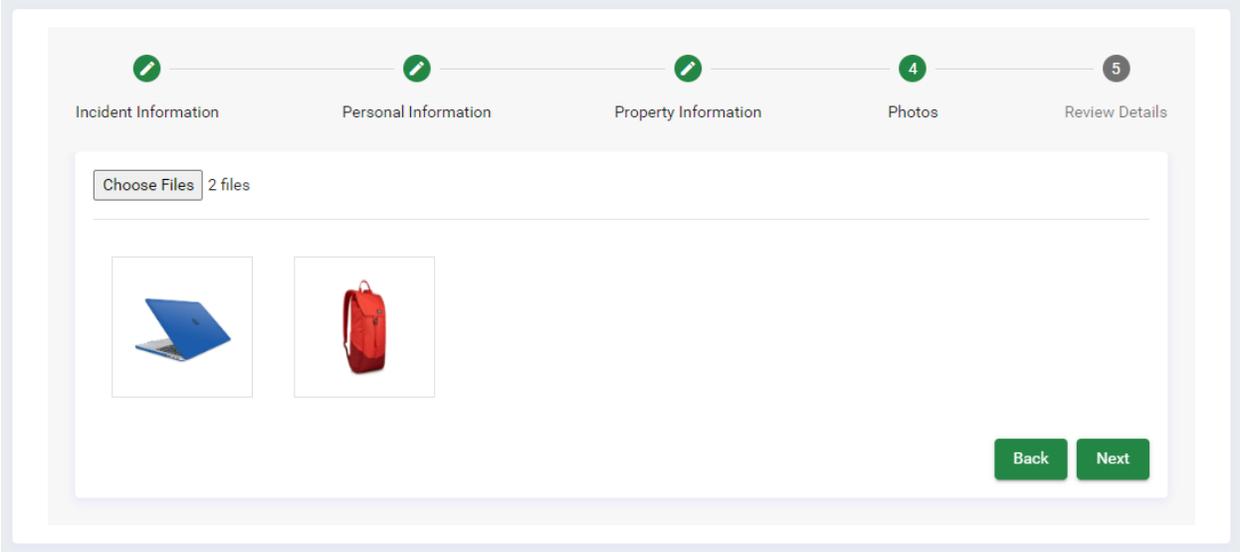
Once users enter their email id, the user and agency admin will receive an email showing details of the report submitted by them. The victim Information tab allows you to log all Victim details.

The screenshot shows the 'Victim Information' tab (step 3) of the ARMS form. The form fields are filled with the following information: Last Name: JOSHUA, First Name: JOHNSON, Middle Name: (empty), Suffix: (empty), Street Name: 1112 FOSTER AVE, Apartment #: 330, City: NASHVILLE, State: TN, ZIP code: 37210, Primary Phone: 2222222222, Secondary Phone: (empty), Email: josua.johnson@arms.com, Date of Birth: 11-Nov-1996, Identification Type: Student ID, Identification Number: STU-5889. 'Back' and 'Next' buttons are visible at the bottom right.

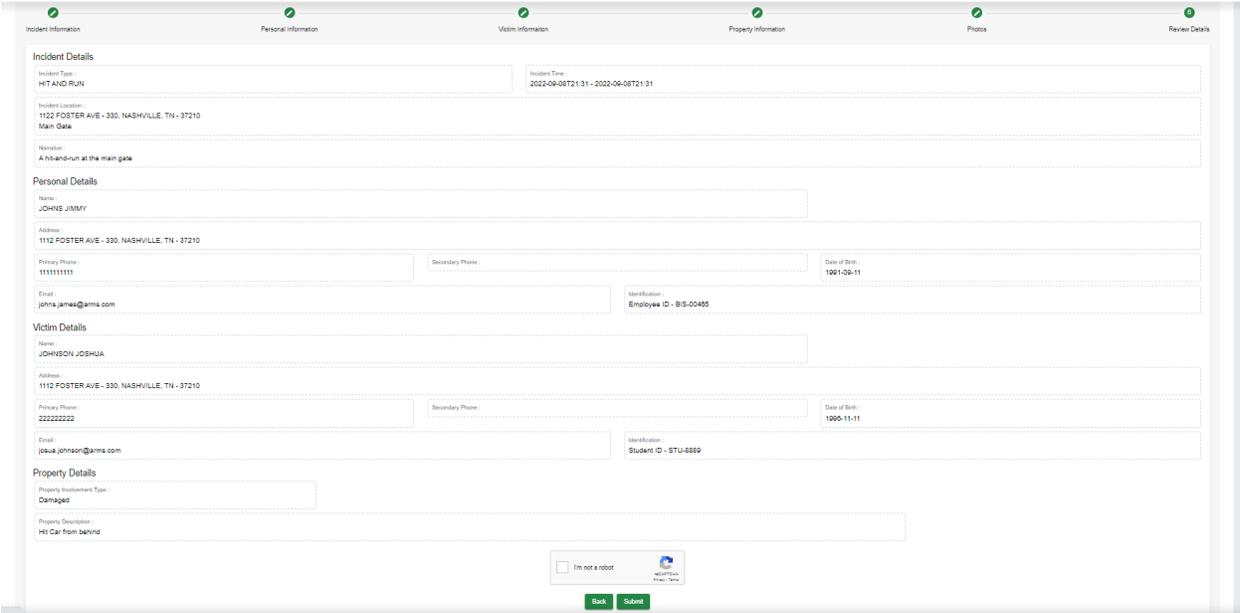
Other tabs such as the property tab only appear in an incident that has Property in it.

The screenshot shows the 'Property Information' tab (step 4) of the ARMS form. The form fields are filled with the following information: Property Involvement Type: Damaged, Property Description: Hit Car from behind. A character count '19 / 500' is visible at the bottom right of the description field. 'Back' and 'Next' buttons are visible at the bottom right.

The user can then add any photos that apply to their incident.



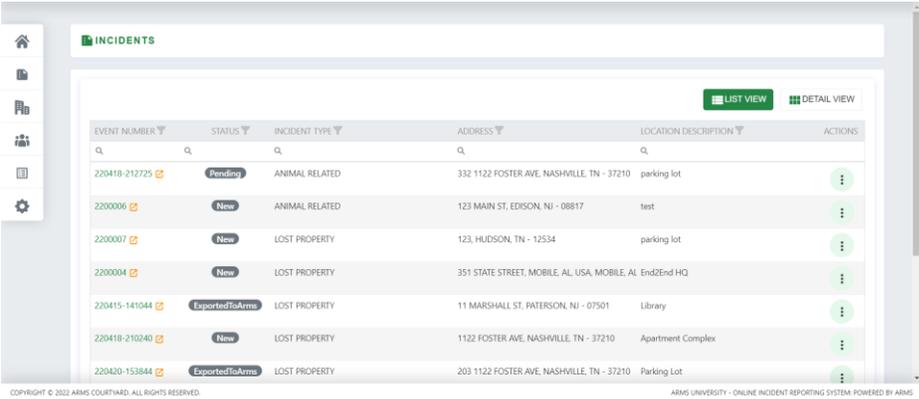
Before final submission, the Review Tab helps to verify all entered details.



Reporting

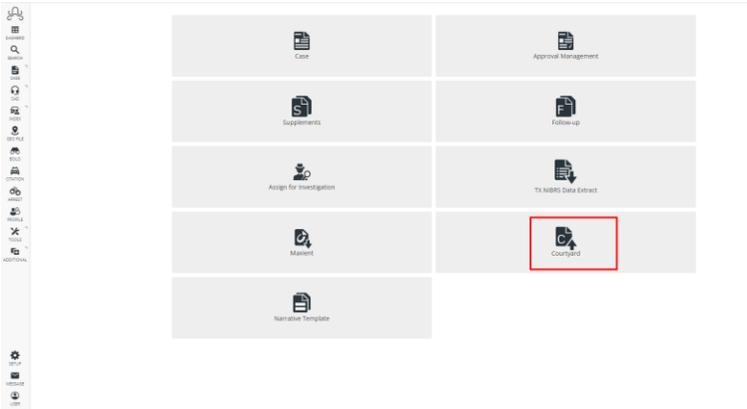
Courtyard into ARMS

All the incidents entered into the system can be viewed from the dashboard as well as from the Incident tab on the side menu. All incidents can be viewed in LIST VIEW and DETAIL VIEW. On clicking any incident all its details can be viewed.



EVENT NUMBER	STATUS	INCIDENT TYPE	ADDRESS	LOCATION DESCRIPTION	ACTIONS
220418-212725	Pending	ANIMAL RELATED	332 1122 FOSTER AVE, NASHVILLE, TN - 37210	parking lot	
2200006	New	ANIMAL RELATED	123 MAIN ST, EDISON, NJ - 08817	test	
2200007	New	LOST PROPERTY	123, HUDSON, TN - 12534	parking lot	
2200004	New	LOST PROPERTY	351 STATE STREET, MOBILE, AL, USA, MOBILE, AL	End2End HQ	
220415-141044	Exported to ARMS	LOST PROPERTY	11 MARSHALL ST, PATERSON, NJ - 07501	Library	
220418-210240	New	LOST PROPERTY	1122 FOSTER AVE, NASHVILLE, TN - 37210	Apartment Complex	
220420-153844	Exported to ARMS	LOST PROPERTY	203 1122 FOSTER AVE, NASHVILLE, TN - 37210	Parking Lot	

These incidents can be created as a case in ARMS. Once Courtyard is installed for your department you can go to your ARMS website and go to Case Management under which you will see the Courtyard option.





This option will show a list of all incidents added in your Courtyard. To create a case, select the incident you want to create as a case, open it, and in the bottom right of case details, there is an option to create a case.

Import Courtyard Incident

Incident Details
Incident Number: 2200006
Status: **New**
Incident Type: ANIMAL RELATED
Start Time: 07/01/2022 06:11
End Time: 07/02/2022 06:11
Address: 123 MAIN ST, EDISON, NJ-08817
Narrative: test
Location Description: test
Last Modified: 07/02/2022 08:47

Person Involved - Reporter
Name: JOHN, DOE BOB
Suffix: —
Primary Phone: 1235885852
Secondary Phone: —
Date of Birth: 12/12/2000
Email: brad.pollard@police.ucsb.edu
Identification: Driver's License - A1234567
Address: 1232 HAMMOND DR, DUNWOODY, GA-30346

Person Involved - Victim
Name: JOHNSON, BOB
Suffix: —

Close **Create Case**

The narrative shows all information added by the student, and any names added by the user will not automatically get added in Names as the user might have added some wrong information. To avoid such scenarios officers must verify each detail from the narrative and can add accordingly to a case report. If there are any photos of the incident, they will also be imported.

Home / Case Management / Cases

Case #2208-00036 Non-Criminal Report

Face Page Print in Narrative

Synopsis

Case Narrative

=====
Courtyard Import 08/18/2022 19:27
=====
Event Number: 2200006
Incident Type: ANIMAL RELATED
Narrative: test
Location Description: test
Address:
123 MAIN ST, EDISON, NJ-08817

Person Involved - Reporter
Name: JOHN, DOE BOB
Suffix: —
Date of Birth: 12/12/2000
Primary Phone: 1235885852
Secondary Phone: —
Email: brad.pollard@police.ucsb.edu
Identification Number: (Driver's License) A1234567
Address: —

DELETE CASE HISTORY PRINT APPROVAL RECORDS OF MODS APPROVE

SEARCH INCIDENTS NAMES BUSINESSES PROPERTIES VEHICLES NARRATIVE PHOTOS ASSIGN FOR INVESTIGATION FOLLOW-UPS SUPPLEMENTS COMPLAINTS UCR / CLERY NIBRS OTHER MEDIA CRIME ANALYSIS

ADD No Categories

SETTINGS MESSAGE USER