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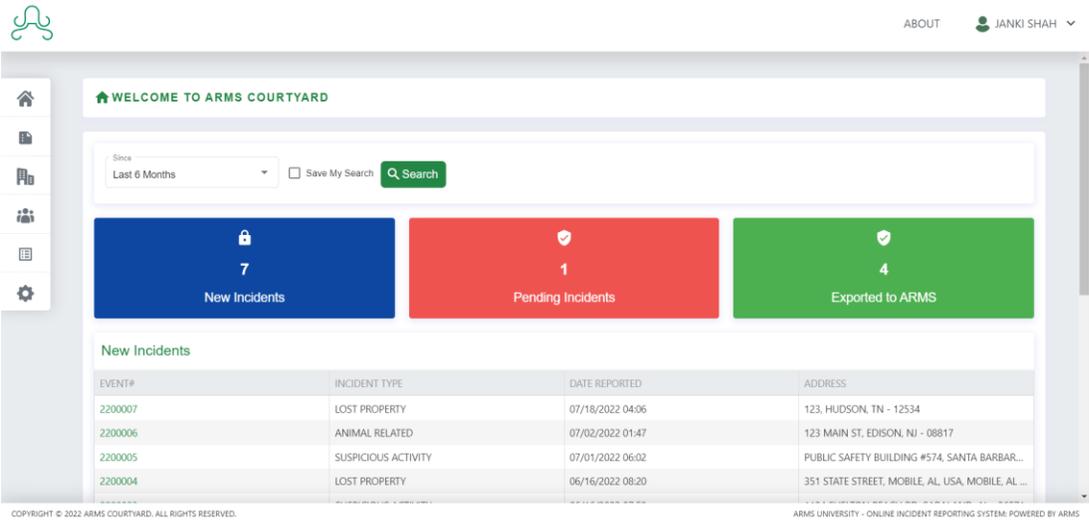
You can link the Courtyard site to your ARMS site so that you can generate a case report for the incidents you have in the Courtyard.

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.
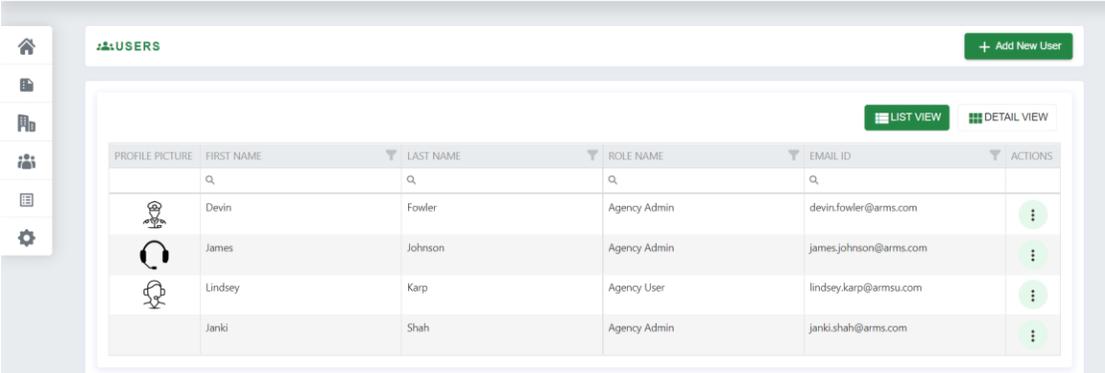
Incident Status

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

STATUS NAME	DESCRIPTION	ACTIONS
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.

	INCIDENT TYPE NAME	HAS PROPERTY	REQUIRE VICTIM	DESCRIPTION	ACTIONS
		(All)	(All)		
✓	ANIMAL RELATED	No	Yes		⋮
✓	HIT AND RUN	Yes	Yes		⋮
✓	IDENTITY THEFT	No	Yes		⋮
✓	LOST PROPERTY	Yes	Yes		⋮
✓	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.

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.

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.
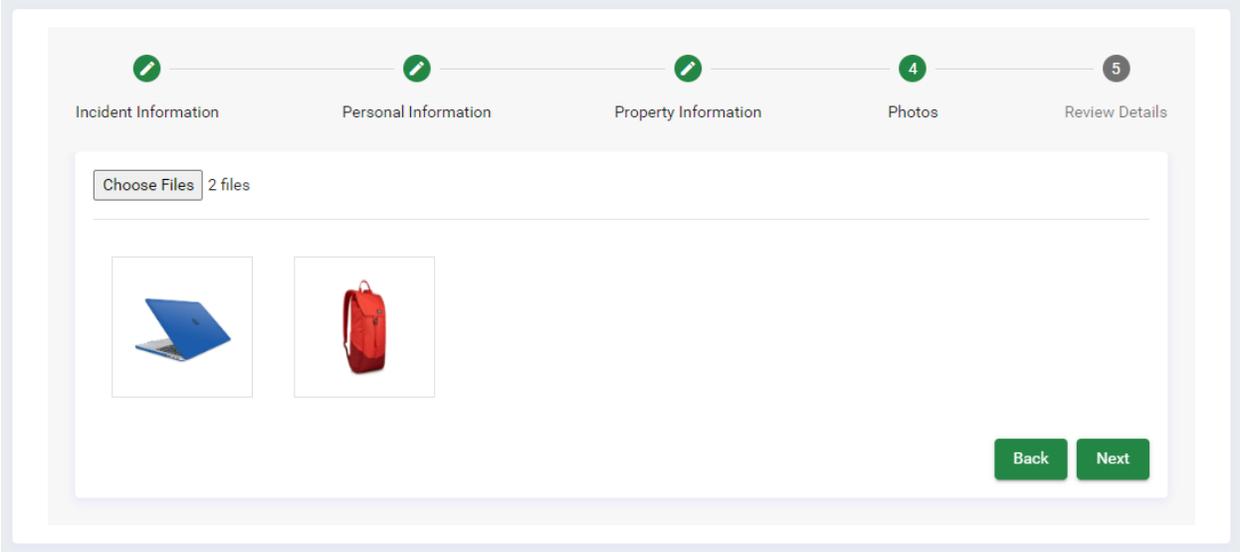

Once users enter their email id, the user and agency admin will receive an email showing details of the report submitted by them. The victim Information tab allows you to log all Victim details.

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

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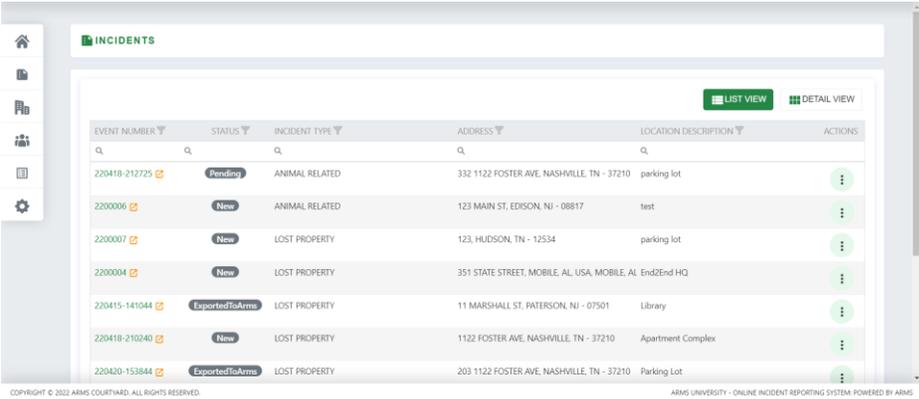

Before final submission, the Review Tab helps to verify all entered details.
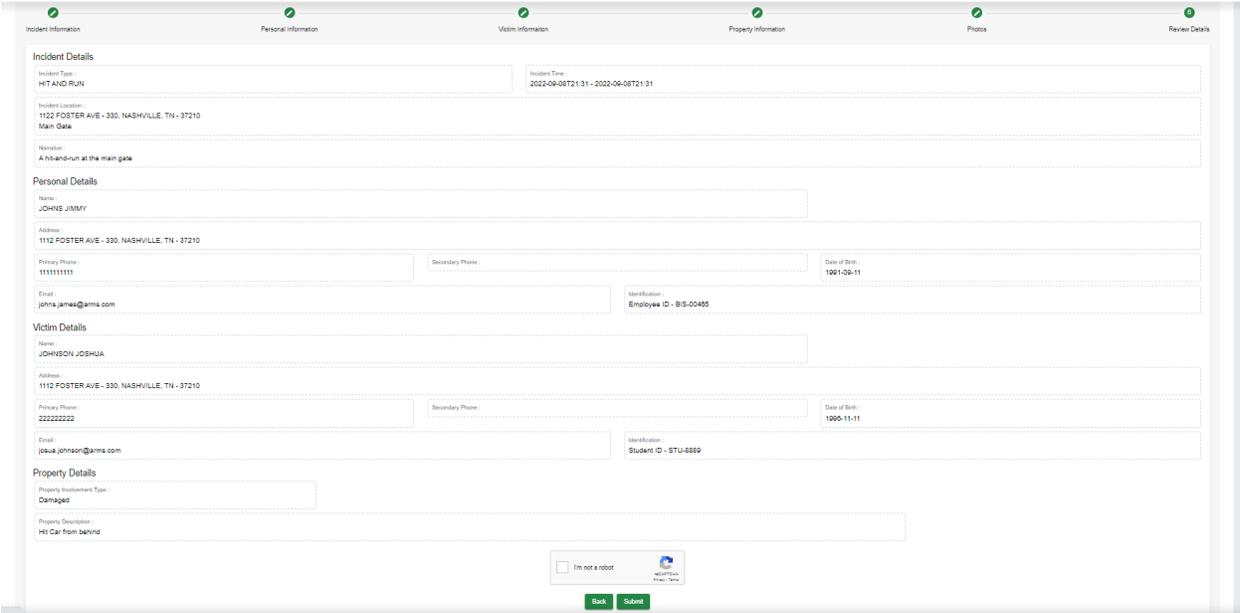
Reporting

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.

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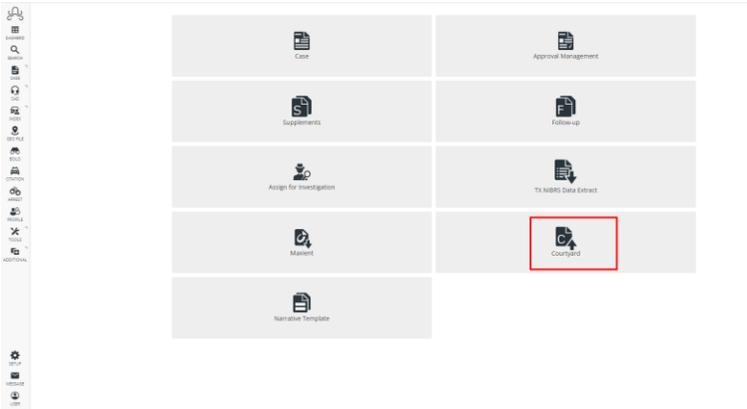
This option will show a list of all incidents added in your Courtyard. To create a case, select the incident you want to create as a case, open it, and in the bottom right of case details, there is an option to create a case.

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.