



ARMS Maxient Workbook

Contents

- Setup 2
 - ARMS Maxient Overview 2
 - Information Needed 3
 - ARMS Maxient Submission Settings 4
- Data Entry 5
 - Using ARMS Maxient..... 5
 - Workflow for the Front-Line Officer 7
 - Workflow for the Personnel 7
- Reporting..... 8
 - Submission Content 8
 - Submission History..... 9

Setup

ARMS Maxient Overview

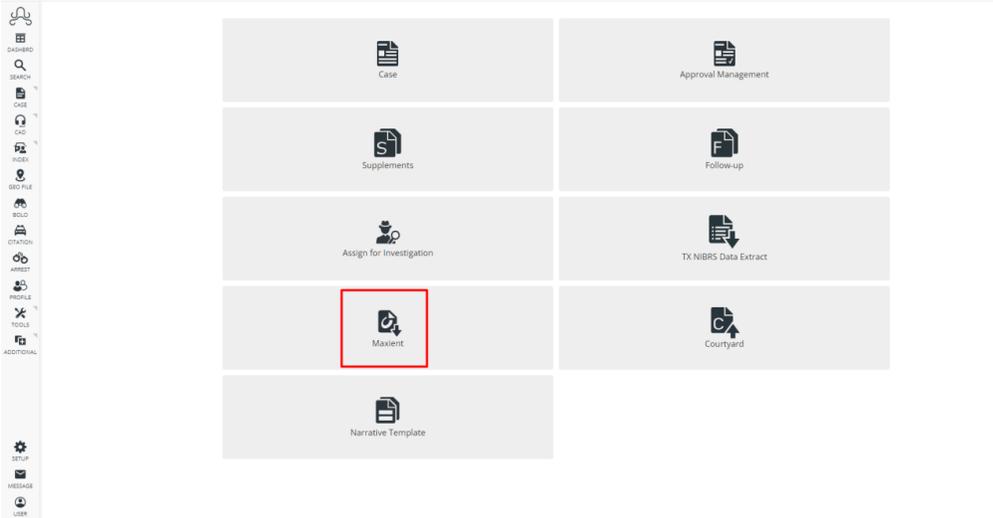
Maxient is an incident reporting system that Student Conduct offices of colleges and universities use to manage behavior records. The system is used for collecting data from a variety of origins on campus to supplement the judiciary processes in place.

Maxient establishes a web-based report form for each of its campus and university customers. This web page is usable by students, faculty, staff, and even by Police and Security officials for feeding report data into Maxient, which then becomes available to personnel in the Office of Student Affairs, or departments of similar nature. ARMS customers may choose to deploy the add-on module named the “Maxient”. This additional module enables the department to electronically add a new Incident Report into Maxient by selecting an ARMS case report to be electronically posted into Maxient.

This helps the department avoid redundant data entry (from having to type the case report into Maxient after already typing it into ARMS).

Maxient’s online Incident Report form is the basis of the electronic interface for systems, like ARMS, to use to electronically post data into Maxient. The ARMS “ARMS Maxient” writes to the Maxient Incident Report online form. After submitting an ARMS case report to Maxient, that case report will be ingested into the hands of the appropriate personnel on campus, and that informational routing is managed by Maxient

The Maxient option can be found under Case Management from the Home Screen. You must be licensed for Maxient for the module to appear here.



Information Needed

- The static IP address of your ARMS application server. ARMS Maxient will send the user's submission out of the ARMS server. Maxient allows up to two IP address rules through its firewall policies. The public-facing IP of the firewall behind which the UPD network results may also suffice to give to Maxient.
- You will need to submit the static IP address of your ARMS application server to your Maxient contact to get them to allow that IP address through their firewall policies.
- The Maxient Incident Report URL for new Incident Reports. The URL is used to manually enter a new Maxient Incident Report.
- The Maxient Institution Code. The "view source" of that specific URL will give us the Institution code that Maxient uses (in combination with the URL) to route the electronic insertion of new Incident Reports into the correct University's data.

If you are new to Maxient, you will need to get the Maxient Incident Report URL and the Maxient Institution Code from Maxient.

Below is a template for contacting Maxient:

Hello Maxient Support,

The Department of Public Safety for [YOUR CAMPUS] wishes to electronically submit incident reports into Maxient from its law enforcement records system, ARMS. The ARMS vendor has provided the electronic data submission capability to us and has made known to us, the need to share our primary IP address for the interfacing system with you, for your firewall access purposes.

The IP address is: [YOUR ARMS APPLICATION SERVER IP ADDRESS]

In addition, can you please confirm/provide the following for our agency, as these values will be shared with ARMS for use in the interface:

Incident Report URL: [YOUR INCIDENT REPORT URL IF YOU HAVE IT] Institution Code: [YOUR INSTITUTION CODE IF YOU HAVE IT]

Thank you for your assistance.



ARMS Maxient Submission Settings

Maxient Submission Settings allows you to configure settings related to Maxient such as Maxient Submission URL, Maxient Institution Code, and Nature of Incident. To open this dialog, go to Case Management > Maxient > Maxient Settings.

Home / Case Management

[Submission History](#) [Maxient Settings](#)

Maxient Submission

Date Filter: Last 7 Days | Reported From: From | Reported To: To | Involvement Type: | Site: | Clear | Search

Select Top 500 | Deselect All | No Records to Submit | No data to display

Case #	Incident Time	Officer	Crimes	Sent to Maxient	Select for Submissi...
--------	---------------	---------	--------	-----------------	------------------------

No data to display

Generally, the user must enter "Police" as the Nature of Incident, Title as "UPD" by default, and Submission Limit as 500.

Maxient Submission Settings

Maxient Submission Url	Maxient Institution Code
<input type="text" value="http://127.0.0.1:8080"/>	<input type="text"/>
Nature of Incident	Title
<input type="text" value="Police"/>	<input type="text" value="UPD"/>
Submission Limit	Encoding
<input type="text" value="500"/>	<input type="text" value="ISO-8859-1"/>

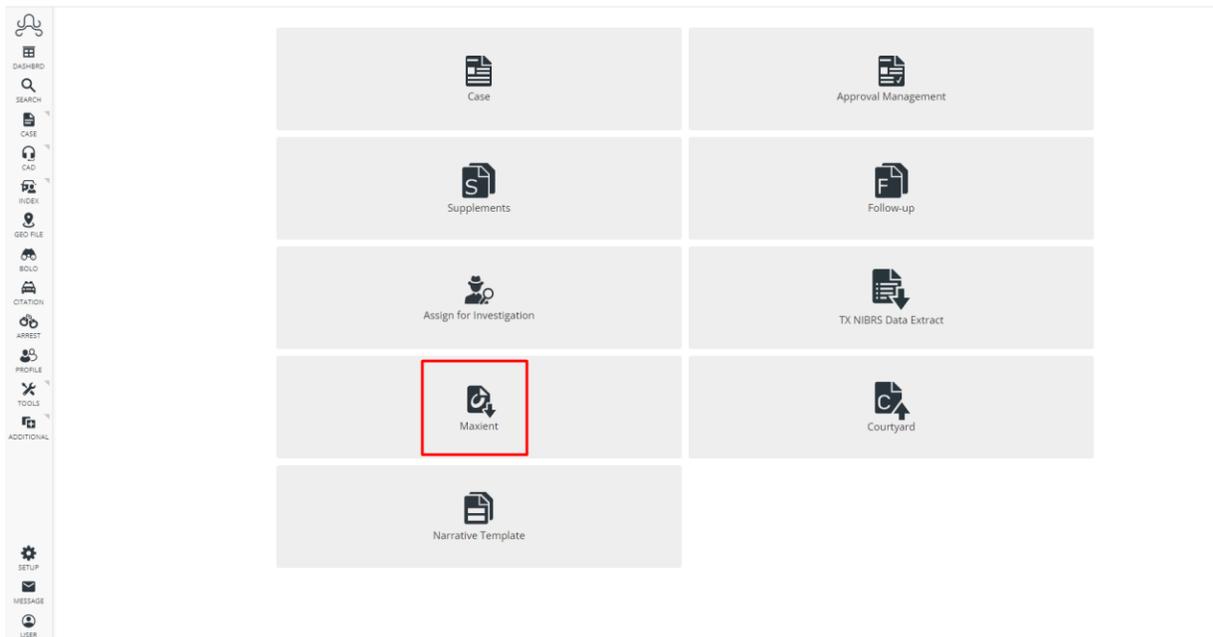
[Close](#) [Save](#)

Data Entry

When using the ARMS Maxient, the department will appoint 2-3 specific personnel to be responsible for completing the electronic submission of case data from ARMS to Maxient. This module allows the user to search ARMS > Case Management records by Date Reported, and then select one, or more, case records to electronically send to Maxient. **This action can be performed once per case report; it is not allowed to submit the same case report to Maxient more than once.** Therefore, any case report needing to be electronically sent to Maxient should not be electronically sent until all names and narratives (original, supplement, and/or follow-up) have been entered into ARMS.

Using ARMS Maxient

The Maxient option can be found under Case Management from the Home Screen. You must be licensed for Maxient for the module to appear here.



Cases can be selected from the last 7 days, the last 30 days, or a custom date range, and you can filter by involvement type and site. You can search by involvement type for any crimes which have a suspect/victim. A list of qualifying case records will be returned to the screen. The window will display the Case Number, Incident Time (Date/Time Reported), Officer Name, Crimes, and Sent to Maxient (a field used to display the date/time when a case report was already submitted to Maxient). When highlighting a row in the “Cases” list, any parties involved in that highlighted case report will be displayed in the lower section of the window under “Involved Parties”.

To submit a case report to Maxient, place a checkmark for a specific case report, or multiple case reports, under the far-right column labeled “Select for Submission”, and then click the button labeled “Submit # of 500 records limit”. As soon as each record is successfully received by Maxient, the column labeled “Sent to Maxient” will change from ‘N/A’ to the current date/time (which is the time when that selected case report was received by Maxient).

Home / Case Management

[Submission History](#) [Maxient Settings](#)

Maxient Submission

Date Filter: Custom | Reported From: 02/01/2021 | Reported To: 09/08/2022 | Involvement Type: | Site: | [Clear](#) [Search](#)

[Select Top 500](#) [Deselect All](#) [Submit 4 of 500 records limit](#) 1 - 10 of 51 items

Case #	Incident Time	Officer	Crimes	Sent to Maxient	Select for Submiss...
202206-00022	06/29/2022 12:44	FOWLER, DEVIN	Drugs - Narcotics Violations	N/A	<input checked="" type="checkbox"/>
202206-00021	06/29/2022 12:40	FOWLER, DEVIN	Larceny / Theft - From Motor Vehicle	N/A	<input checked="" type="checkbox"/>
202206-00020	06/29/2022 12:36	FOWLER, DEVIN	Simple Assault	N/A	<input checked="" type="checkbox"/>
202206-00019	06/29/2022 10:37	FOWLER, DEVIN	Agg. Assault - Firearm, Larceny - All ...	N/A	<input checked="" type="checkbox"/>
202206-00018	06/28/2022 12:17	FOWLER, DEVIN	Agg. Assault - Firearm	N/A	<input type="checkbox"/>
202206-00017	06/28/2022 12:14	FOWLER, DEVIN	Agg. Assault - Firearm	N/A	<input type="checkbox"/>
202206-00016	06/28/2022 11:10	FOWLER, DEVIN	Assault - Simple	N/A	<input type="checkbox"/>
202206-00015	06/28/2022 10:53	FOWLER, DEVIN	Assault - Simple	N/A	<input type="checkbox"/>
202206-00014	06/28/2022 10:39	FOWLER, DEVIN	Larceny/Theft	N/A	<input type="checkbox"/>
202206-00013	06/28/2022 10:20	FOWLER, DEVIN	Motorist Assist	N/A	<input type="checkbox"/>

Case Log details

Case # 202206-00021 | Description CASE REPORT

Status ACTIVE | Officer FOWLER, DEVIN

Disposition | Date Reported 06/29/2022 12:40 | Last Modified Time 06/29/2022 12:43

Crimes Larceny / Theft - From Motor Vehicle

Location Bobs Diner, 233 MOLLY, Candace, CO 38655, Markson | Site SATELLITE CAMPUS

Synopsis

Involved Parties

Name	DOB	Race	Sex	Involvement	Student Id
DONOVAN, MARY		UNKNOWN	FEMALE	COMPLAINANT/VICTIM	



Workflow for the Front-Line Officer

There are no changes to the workflow of the front-line Officer. The front-line Officer will continue to enter case data into ARMS per usual policy and procedure adopted by the department.

Workflow for the Personnel

It will become the responsibility of the appointed 2-3 persons to review case reports from the past couple of days or the previous week, and determine if any of those case reports should be electronically sent to Maxient using the ARMS Maxient module. Users can stay informed about specific incident types by using the ARMS Notification Manager to subscribe to the occurrence of certain incident types. This will enable the appointed persons to receive an email anytime a subscribed incident type occurs. Using the emails received, users can know which case reports will need to be electronically sent to Maxient upon report completion by Officers and/or Supervisors



Reporting

Submission Content

The following list of fields is part of the electronic submission of case report data to Maxient:

Maxient Incident Report	ARMS Case Report
Institution	Institution Code (System Settings)
Reporter's Full Name	Officer
Reporter's Phone Number	Department Phone Number
Reporter's Email Address	Department Email Address
Reporter's Physical Address	Department Physical Address
Nature	Police Report (Default Value)
Date of Incident	Date Reported
Hour of Incident	Time Reported
Minute of Incident	Time Reported
AM or PM of Incident	Time Reported
Location of Incident	Common Name
Specific Location	Common Name, Street Address
Person	Involved Parties >> Name
Gender	Involved Parties >> Sex
Role	Involved Parties >> Involvement Type
ID Number	Involved Parties >> Student ID
DOB	Involved Parties >> DOB
Phone	Involved Parties >> Phone Number (Linked)
Email	Involved Parties >> Email
Hall or Address	Involved Parties >> Address (Linked)
Incident Description	Narrative, Supplement Narrative, Follow-up Narrative

NOTE: Case report data is submitted to Maxient one time, at the time the user clicks "Send to Maxient". After that initial electronic transfer, there will be no further updates of case data sent to Maxient for that specific case report, as the nature of the Maxient Incident Report form posting would lead to duplicate incident reports being filed in Maxient.

Agencies wishing to transfer the original case narrative, plus any additional supplement and/or follow-up narratives, should delay electronic submission until all names and narratives have been entered into ARMS.

Submission History

To review the history of case submissions from ARMS to Maxient, click on the button labeled “Submission History”. The filters and fields are all the same as the screen before this. This page will display a list of cases already sent to Maxient. Select a case number to review the field content that was submitted to Maxient during that particular electronic submission.

-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-

Home / Case Management / Maxient

Maxient Submission History

Date Filter

Date From

Date To

Clear Search

To CSV Found 7 record(s) << < > >>

Case #	Incident Time	Officer	Crimes	Submission Date
202103-00029	03/19/2021 13:22	FOWLER, DEVIN		03/19/2021 13:23
202103-00028	03/19/2021 13:21	FOWLER, DEVIN		03/19/2021 13:21
202103-00027	03/19/2021 13:20	FOWLER, DEVIN		03/19/2021 13:20
202103-00026	03/19/2021 13:19	FOWLER, DEVIN		03/19/2021 13:19
202103-00025	03/19/2021 13:16	FOWLER, DEVIN	Simple Assault	03/19/2021 13:17
202103-00024	03/19/2021 13:10	FOWLER, DEVIN	Simple Assault	03/19/2021 13:13
202103-00023	03/19/2021 12:56	FOWLER, DEVIN	Simple Assault	03/19/2021 13:05

Submission details

Case #	Officer	Submission Date	Confirmation Code
202103-00024	FOWLER, DEVIN	03/19/2021 13:13	100

Crimes

Simple Assault

Submitted Text

Case Number 202103-00024
 This is the narrative
 numberOfAdditionalQuestions: 1
 aq[1][question]: Were police involved?
 aq[1][required]: required
 aq[1][format]: radio
 aq[1][options]: Yes; No; I don't know
 aq[1][answer]: Yes
 submit: Submit report