



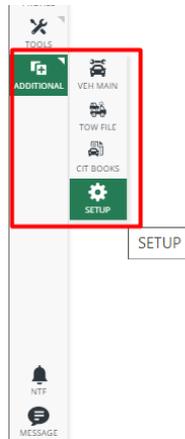
# ADMINISTRATOR WORKBOOK

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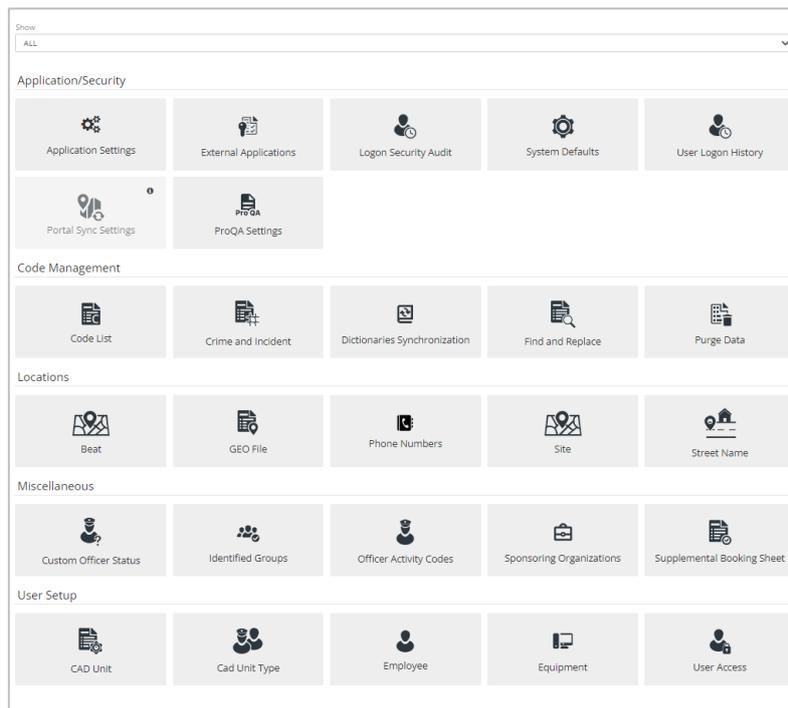
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# Setup: Setup Features

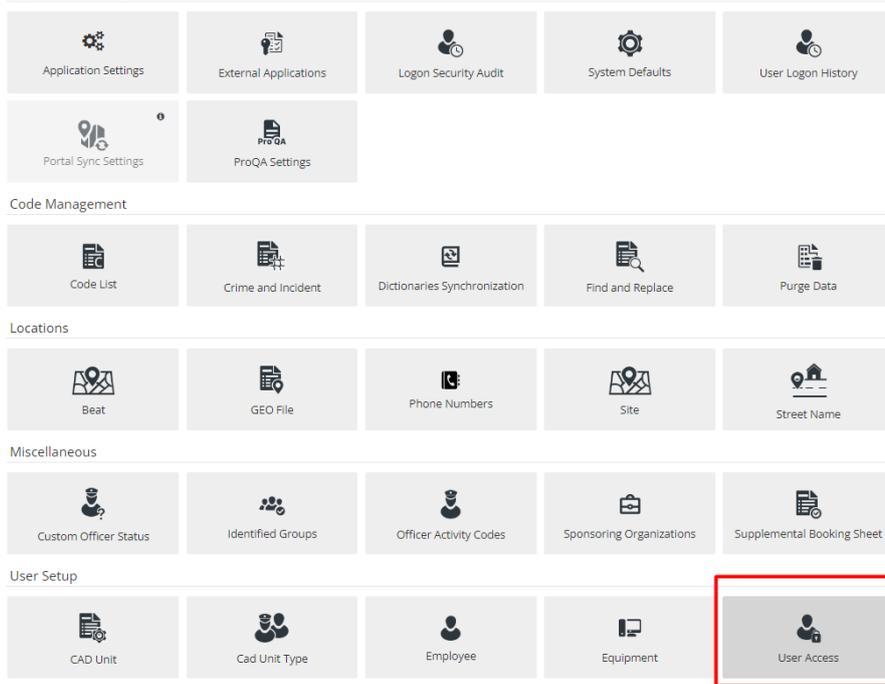
## Accessing Setup Menu



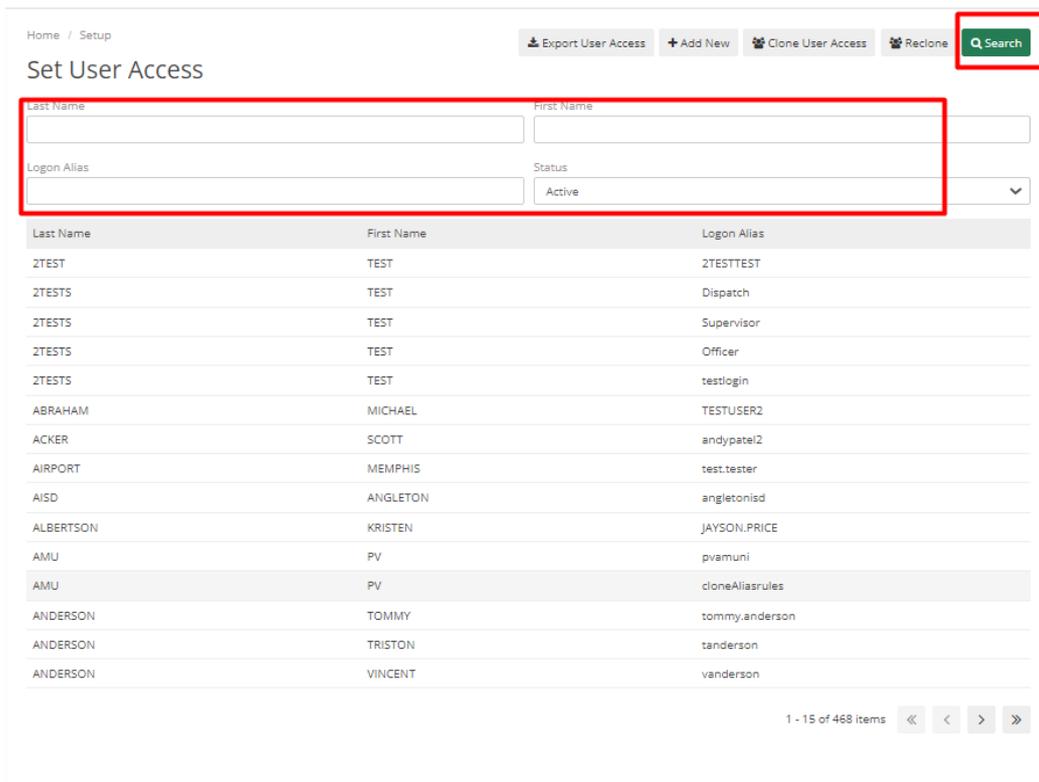
The "Setup" button takes the Administrator to the Mobile Setup menu. This menu is like the ARMS Desktop Client's Setup menu (Thick Client). The various tiles make it easier for the Administrator to adapt the ARMS System to the Department's specific needs. It is distinguished by category, and there is a dropdown menu at the top for navigation. The "Setup" button can be found under Side-Menu>"Additional."



The "Setup" button can be accessed by Roles which has its permissions. If any employee is new and requires Administrator access, then the Administrator who has that access must provide it. To grant access, the Administrator must Go to the Setup Menu, then the User Access Tab.



Then locate the User record for whom permissions need to be configured.



Select the Setup Menu checkbox on the Common Tab.

Currently Logged On

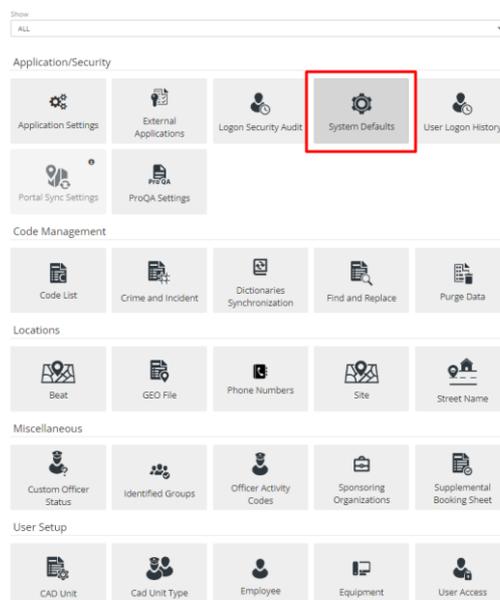
Common	Permission	Access
Arrests	Vehicle Maintenance	<input checked="" type="checkbox"/>
NCIC Queries	Training records	<input checked="" type="checkbox"/>
CAD	Lists Menu	<input checked="" type="checkbox"/>
Incident Set	Employee File from Lists	<input checked="" type="checkbox"/>
BOLO	Query Menu	<input checked="" type="checkbox"/>
Case Management	Setup Menu	<input checked="" type="checkbox"/>
Follow Up	Application Settings	<input checked="" type="checkbox"/>
Supplementary	Maintenance	<input checked="" type="checkbox"/>
Master Name	Modification History	<input checked="" type="checkbox"/>
Master Vehicle	Juvenile Records	<input checked="" type="checkbox"/>
Master Business	Sex Offense Records	<input checked="" type="checkbox"/>
Property/Evidence	Confidential Records	<input checked="" type="checkbox"/>
Moving Citations	Sealed Records	<input type="checkbox"/>
Report Center	Record Number and Date Fields (All Fields)	<input checked="" type="checkbox"/>
Profile Data	Data Browser	<input checked="" type="checkbox"/>
Photos	Portal	<input type="checkbox"/>
Media	Graphing	<input checked="" type="checkbox"/>
Maxient	Notification Manager	<input checked="" type="checkbox"/>
	Report Viewer	<input checked="" type="checkbox"/>
	Mapping	<input checked="" type="checkbox"/>
	Instant Messenger	<input checked="" type="checkbox"/>
	Instant Message Export	<input type="checkbox"/>
	Data Export	<input checked="" type="checkbox"/>
	Password Management	<input checked="" type="checkbox"/>

Permission	Access	Add	Modify	Delete
Investigative Assignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MO Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Once enabled, new employees can log into their accounts and access the setup menu.

## System Defaults

System Defaults is where Admin can set up information for ARMS, which will likely not require any change.



Go to Additional Tab > Setup > System Defaults on the side menu to configure ARMS' default settings. The First Tab that appears is Department Info, where the Administrator can

enter the Department's Name, Chief, Address, Phone number, ORI Number, Department Badge, and other pertinent information. Much of this information will pull out when Admin prints out Reports.

Home / Setup Print Cancel Save

### Department Info

General Department Info

License  
Case Setup  
CAD Setup  
Arrests  
Field Interview  
Property/Evidence  
Misc.  
Web Integration



Name: UNIVERSITY OF END2END Department: UPD Chief: Chief End2End

UCR Prepared By: Address: 207 REBEL DR City: Fairhope

State: GA — Georgia Zip: Phone: 800-776-6783

FAX: 662-513-0922 County: 0123 — LAFAYETTE ORI #: CA0ARMS21

Other Agency #: Dept. Abbreviation: UPD City Population: 13500

E-Mail: Web Page: WWW.ARMS.COM Google Maps API Url: https://maps.googleapis.com/

Google Maps API key: Alts5yA\_lpd5yHc0rnlMRW2VeZ Time Zone: (UTC+05:30) Chennai, Kolkata.  Federal/Tribal agency

#### Mailing Address

Address: 207 Rebel Dr City: University

State: MS — MISSISSIPPI Zip: 38677

#### Media Settings

Media Folder Path: C:\End2End\Media Maximum File Size (Mb): 5000

#### Remoting Server

Remoting Server: janki@NahLaptop V2 Server Port: 5555 V3 Server Port: 9000

#### NCIC Settings

Enable NCIC Queries

Admin may scroll down to see a variety of additional fields.

Mailing Address – Here, the Admin can put the mailing information of the Department.

Media Settings - In this section, Admin can modify the maximum file size that an Officer can attach to the case. The default setting for this is 500 MB.

Terms of Use Settings – If Department wants to display Terms of Use to all their employees on Login Page, then they can enable it by checking the “Enable Terms of Use on Login screen” checkbox. To make it mandatory for Employees to log in by accepting terms Admin can also check the “ Requires user to agree to Terms of use” checkbox. Text can be modified as per the requirement of the Department.

NCIC Settings

Enable NCIC Queries

NCIC Query Server: TITAN Agency ORI: MS8675309

NCIC Query Server Port: 1007 Device ORI: MX789

Test Connection Device Mnemonic: 27901

Dictionary Synchronization Settings

Enable Dictionaries Synchronization

Dictionary Server Address: https://sync.arms.com:3225/DataDictionaries.Web User Name: janki.shah Password: [ ]

Test Connection [Success]

**Terms Of Use Settings**

Enable Terms of Use on login screen  Require users to agree to Terms of Use

Terms of Use

I hereby understand that in accessing ARMS, I have been granted access to certain secure restricted information system as a tool in the performance of my job duties and responsibilities. I understand ARMS usage may be monitored, recorded and subject to audit. I understand my use of ARMS constitutes my consent to monitoring and recording of all ARMS activities. I understand that any unauthorized use or dissemination of the criminal justice information available to me, via ARMS, may result in immediate revocation of my ARMS access and subject me to criminal and/or civil penalties

Telemetry

Share error and usage data from the application

Case Setup Tab –This is where Admin can auto-assign the case numbers and modify the case number’s formatting as per the Department’s requirement.

Home / Setup

Department Info

General

License

**Case Setup**

CAD Setup

Arrests

Field Interview

Property/Evidence

Misc.

Web Integration

Number Settings

Current Case Number: 48 Starting Case Number: 49 Refresh Assign

Auto Assign Number  Print Synopsis in Narrative Default

Number Formatting

Example: 2210-00001

YY = Last two digits of Year  
 YYYY = Last four digits of Year  
 MM = Month, two digits  
 XXXXX = Case Number digits

YY0000X  
 YY-0000X  
 YYYY0000X  
 YYYY-0000X  
 YYMM0000X  
 YYMM-0000X  
 YYYYMM0000X  
 YYYYMM-0000X  
 YY-0000X  
 YY0000X

Starting number can be modified from here, if Admin wants to print a synopsis along with the Narrative, then they can set the value in the “Assign Starting Case Number” field.

CAD Setup tab – Similar to Case setup, Admin can change starting/next CAD number by adding a value in the “Starting CAD Number” field. Department users can set the default for Received via the drop-down.

### Department Info

General

#### Number Settings

License

Current CAD Number

Starting CAD Number

Assign Default Received Via

Case Setup

83

84

Refresh

Assign

PH - Phone

CAD Setup

#### Misc Settings

Arrests

Call Priority Sort

Location History

CAD Refresh

Field Interview

High to Low

60

5

Property/Evidence

Misc.

Web Integration

Similarly, in the Arrest and Property Evidence tab Admin can assign a start value, change the number formatting, and enable auto-assign.

Department Info

General

License

Case Setup

CAD Setup

Arrests

Field Interview

Property/Evidence

Misc.

Web Integration

#### Number Settings

Current Arrest Number: 8

Starting Arrest Number: 9

Refresh Assign

Auto Assign Number

#### Number Formatting

Example: 2210-00001

YY = Last two digits of Year  
 YYYY = Last four digits of Year  
 MM = Month, two digits  
 XXXXX = Case Number digits

YYXXXX  
 YY-XXXX  
 YYYYXXXX  
 YYYY-XXXX  
 YMMXXXX  
 YMM-XXXX  
 YYMM-XXXX  
 YYMMXXXX  
 YYMM-XXXX  
 YY-XXXX  
 YYXXXX

#### Live Scan

Live Scan Vendor: MA - IDEMIA

Live Scan Share Type: Remote folder

Remote folder path:

#### Other Settings

Default Booking Photos Directory:

Earliest Adult Age: 18

Department Info

General

License

Case Setup

CAD Setup

Arrests

Field Interview

Property/Evidence

Misc.

Web Integration

#### Number Settings

Current Property Number: 45

Starting Property Number: 46

Refresh Assign

Auto Assign Number

#### Number Formatting

Example: 22-0001

YY = Last two digits of Year  
 YYYY = Last four digits of Year  
 MM = Month, two digits  
 XXXXX = Case Number digits

YYXXXX  
 YY-XXXX  
 YYYYXXXX  
 YYYY-XXXX  
 YMMXXXX  
 YMM-XXXX  
 YYMM-XXXX  
 YYMMXXXX  
 YYMM-XXXX  
 YY-XXXX  
 YYXXXX

To quickly differentiate between the Case Number, CAD Number, Order Number, and Property Number. Simply. Set different number formatting for each.

Miscellaneous tab- Auto reset numbers for the new year.

Department Info

General

License

Case Setup

CAD Setup

Arrests

Field Interview

Property/Evidence

**Misc.**

Web Integration

Auto Reset Numbers

Case: Yearly

CAD: Yearly

Arrest: Yearly

Event Tracker: Yearly

Field Interview: Yearly

Access to Profile Data Window

CAD

Case Management

Citations

Interviews

Other

Default Report Viewer Directory

## User Logon History

Show: ALL

Application/Security

Application Settings

External Applications

Logon Security Audit

System Defaults

**User Logon History**

Portal Sync Settings

ProQA Settings

Code Management

Code List

Crime and Incident

Dictionaries Synchronization

Find and Replace

Purge Data

Locations

Beat

GEO File

Phone Numbers

Site

Street Name

Miscellaneous

Custom Officer Status

Identified Groups

Officer Activity Codes

Sponsoring Organizations

Supplemental Booking Sheet

User Setup

CAD Unit

Cad Unit Type

Employee

Equipment

User Access

User logon History is a quick way to see all the users and the most recent login in arms. Data can be viewed as per the selected date. It shows when the user was logged on and logged off.

## User Logon History

Date From: 09/14/2022 Date To: 10/14/2022 User: N/A Clear

User Name	Logon Date	Logoff Date
JANKI SHAH	10/14/2022 15:33	
JANKI SHAH	10/14/2022 10:35	10/14/2022 15:16
JANKI SHAH	10/13/2022 18:33	10/14/2022 10:35
JANKI SHAH	10/13/2022 09:17	10/13/2022 18:33
JANKI SHAH	10/12/2022 22:23	10/12/2022 22:44
JANKI SHAH	10/12/2022 20:18	10/12/2022 22:23
JANKI SHAH	10/11/2022 19:35	10/12/2022 20:18
JANKI SHAH	10/11/2022 08:14	10/11/2022 19:35
JANKI SHAH	10/10/2022 16:11	10/11/2022 08:14
JANKI SHAH	10/10/2022 08:52	10/10/2022 16:11
JANKI SHAH	10/07/2022 19:51	10/07/2022 19:54
JANKI SHAH	10/07/2022 19:37	10/07/2022 19:51
JANKI SHAH	10/07/2022 08:51	10/07/2022 13:05
JANKI SHAH	10/07/2022 08:49	10/07/2022 08:51
JANKI SHAH	10/06/2022 22:27	10/06/2022 22:43

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## Logon Security Audit

Show: ALL

Application/Security

- Application Settings
- External Applications
- Logon Security Audit**
- System Defaults
- User Logon History
- Portal Sync Settings
- ProQA Settings

Code Management

- Code List
- Crime and Incident
- Dictionaries Synchronization
- Find and Replace
- Purge Data

Locations

- Beat
- GEO File
- Phone Numbers
- Site
- Street Name

Miscellaneous

- Custom Officer Status
- Identified Groups
- Officer Activity Codes
- Sponsoring Organizations
- Supplemental Booking Sheet

User Setup

- CAD Unit
- Cad Unit Type
- Employee
- Equipment
- User Access

Logon Security Audit is a way to check different Logon Attempts. If someone gets locked up or if someone checked their logon security audit. It will list all the user's credentials and details of when someone tried to log in.

Home / Setup Print

### Logon Security Audit

Date From: 09/14/2022 16:55    Date To: 10/14/2022 16:55    Type Of Event: N/A    User Name:

Application Source: N/A    Outcome of Event: N/A    Network Source:

Clear    Search

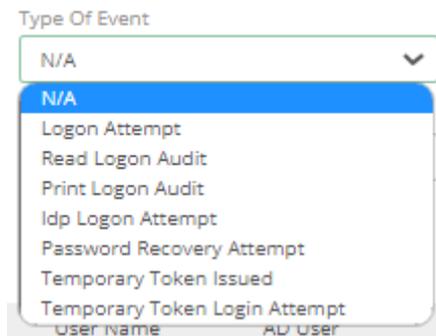
Date Time	Type Of Event	App Source	Network Source	User Name	AD User	Outcome of Event
09/15/2022 07:34	Logon Attempt	Web App	192.168.1.2	janki.shah		Successful Logon
09/15/2022 07:53	Logon Attempt	Desktop Client	192.168.1.2	janki.shah		Successful Logon
09/15/2022 11:06	Logon Attempt	Desktop Client	192.168.1.2	janki.shah		Successful Logon
09/15/2022 18:00	Logon Attempt	Desktop Client	192.168.1.2	janki.shah		Successful Logon
09/15/2022 20:54	Logon Attempt	Desktop Client	192.168.1.2	janki.shah		Successful Logon
09/16/2022 11:17	Logon Attempt	Desktop Client	192.168.1.2	janki.shah		Successful Logon
09/19/2022 09:09	Logon Attempt	Desktop Client	192.168.1.2	janki.shah		Failed Logon - Incorrect Credentials
09/19/2022 09:09	Logon Attempt	Desktop Client	192.168.1.2	janki.shah		Failed Logon - Incorrect Credentials
09/19/2022 09:09	Logon Attempt	Desktop Client	192.168.1.2	janki.shah		Failed Logon - Incorrect Credentials
09/19/2022 09:10	Logon Attempt	Desktop Client	192.168.1.2	janki.shah		Successful Logon
09/19/2022 18:39	Logon Attempt	Desktop Client	192.168.1.2	janki.shah		Successful Logon
09/19/2022 19:18	Logon Attempt	Web App	192.168.1.2	janki.shah		Successful Logon
09/19/2022 19:44	Logon Attempt	Desktop Client	192.168.1.2	janki.shah		Successful Logon
09/19/2022 19:46	Logon Attempt	Desktop Client	192.168.1.2	master user		Failed Logon - Incorrect Credentials
09/19/2022 19:46	Logon Attempt	Desktop Client	192.168.1.2	master user1		Successful Logon

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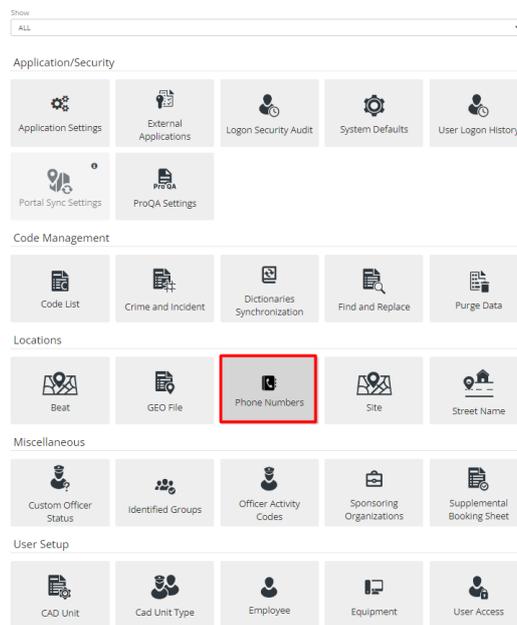
Administrators can also search by adding specific details in the fields like Username, Type of Event, Application Source, Network Source, Outcome of Event, Date from, and Date To.

If someone tries to print a logon audit, then it will also show in Logon Security Audit.

It displays data for different Types of Events.



# Phone Numbers



It is a place to view all phone numbers added to the system. Admin can also use the advance search option and can also add a new phone number from this option.

Home / Setup + Add New

### Phone Numbers

Filter all fields:

Phone:  Last Name:  First Name:

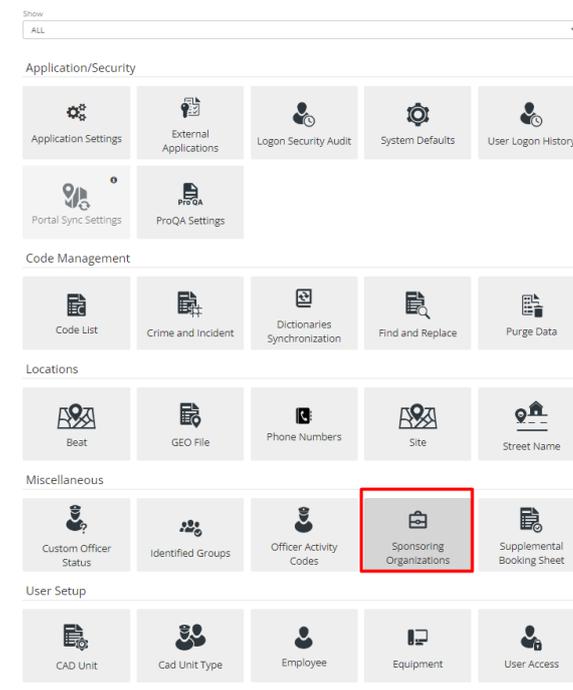
Business:  Building:  Room:

Address:  Status:

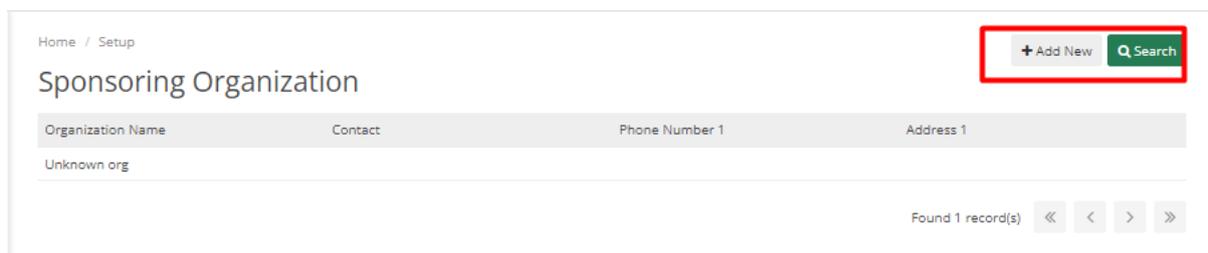
Phone	Last Name	First Name	Business	Building	Room	Address
1135	last	first	Customer Service			
123-456-7894	Ryan	Roberts	Cafeteria			784 Coliseum Dr./Poole Dr.
123-456-7894	Wirh	Jayson	Jayson Wirh Library Center			1234 REBEL DRIVE
123-456-7894	Smith	Jason	ALUMNI LOWER			
133546646			Circle Apartments General			
223-456-7890			ALUMNI LOWER			
231-231-2414	esdfasf	asfdasfd	ALUMNI LOWER			
235-659-9874	Johnson	Peter	ABC Apartment Complex	2	504B	234 Coliseum drive
251-456-7890						
251-456-7891						
457-894-5621	Smith	John	ACADEMIC AREA			Circle
535-535-3233	test					
555-1234	SMITH	DAVE	KINARD HALL	MARTINDALE	223	207 REBEL DRIVE
555-2345	BROWN	GEORGE	KINARD HALL			207 REBEL DRIVE

1 - 15 of 20 items

# Sponsoring Organization



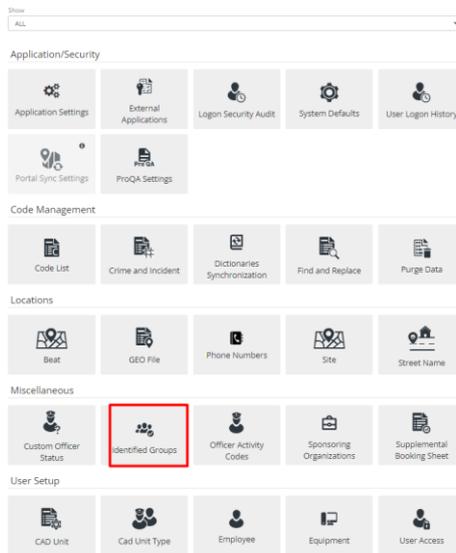
Sponsoring Organizations is where the Department can keep track of organizations that may sponsor the Department. There is a search and add new button, which helps search and add new organizations.



Multiple fields help the Department to add details about the Organizations like Organizations Name Contact, Phone Number, Email Address, City, Zip, State, Country, and whether it's an Active or De-active organization.

A screenshot of the 'Add Sponsoring Organization' form. The form has a title bar 'Add Sponsoring Organization' with a close button. The fields include: 'Organization Name' (text input), 'Contact' (text input), 'Phone Number 1' (text input), 'Email Address' (text input), 'Phone Number 2' (text input), 'Address1' (text input), 'Address2' (text input), 'City' (text input), 'Zip' (text input), 'State' (dropdown menu with 'INA' selected), 'Country' (text input), and 'Comments' (text area). At the bottom left, there is a checked checkbox labeled 'Active'. At the bottom right, there are 'Cancel' and 'Save' buttons.

# Identified Groups



Identified Groups is where the Department can keep track of Groups. Can Add New and Search Groups. Multiple fields are available to Add Identified Group such as Group Name, Group Type, City, Address, State, Street, ZIP, and Suit #4 Description, whether it's active or not.

Home / Setup

Cancel Save

## Add Identified Group

**General**

Group Name  Group Type

City  Address

State  Street

Zip  Suite Number

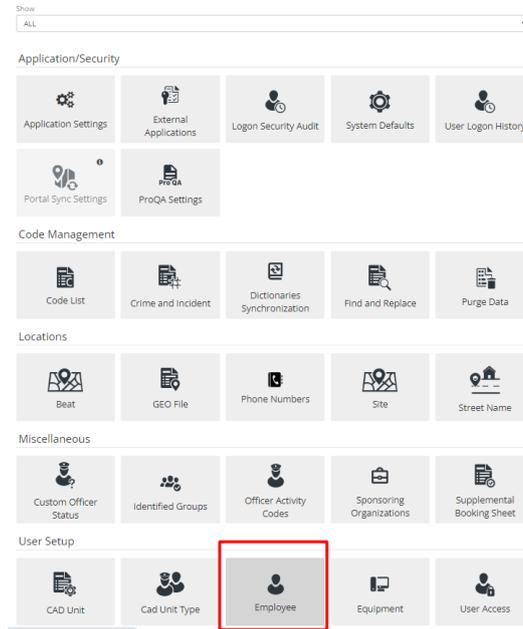
Phone

Description

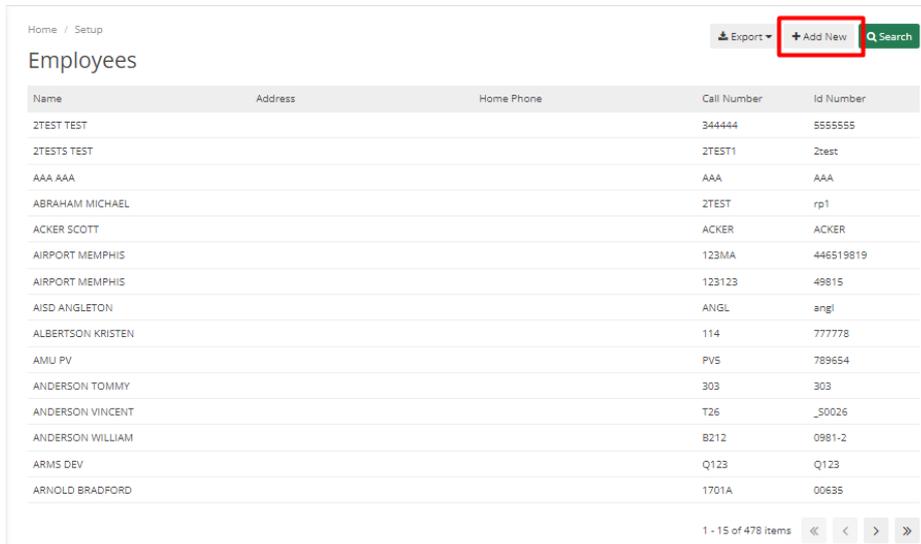
Active

# Setup: Employee and Unit Setup

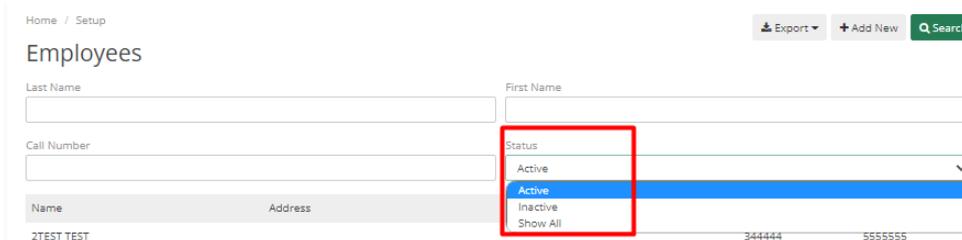
## Employee File



To Add Employees to the ARMS system, Go to Employee and create a new employee by clicking on Add New button.



Admin can also search, and filter data as required, there is an option in search to Show only active employees from the list.



Admin can add multiple data to employee files like personal details, emergency contacts, photos, etc.

The screenshot shows the 'Add Employee' form with the following fields and their highlighted status:

- Last Name:  (highlighted with a red box)
- First Name:  (highlighted with a red box)
- Employee ID Number:  (highlighted with a red box)
- Call Number:  (highlighted with a red box)
- Active checkbox:  (highlighted with a red box)

Other visible fields include: Middle Name, Address, City, State, ZIP, Home Phone, Cell Phone, Alt Phone, Pager Phone, Email, Peace Officer Status, Date of Birth, Blood Type, SSN, Driver License Number, Sex, Race, Ethnicity, Division, Department, Is Dispatchable, and a Clear button.

First Name, Last Name, and Employee ID number are required fields when adding an employee. The call number is a mandatory field for dispatchable staff, and the Is Dispatchable option needs to be selected. Once finished, add the Shift of an Employee and other data if available.

The Division and Skillset of an employee can be selected if there are any skills/division set up in the code list, which will assist the Dispatcher in finding Officer for any case who have a particular skill set or belongs to a specific division.

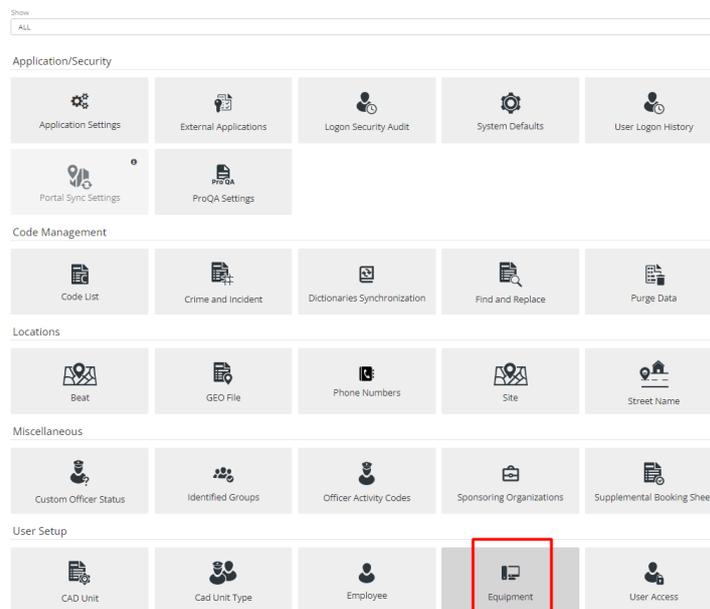
To Active Employees account, check the Active checkbox. Other fields to be added if available are Emergency contact details, Academy Details, Entry/Exit Dates, and Rank and Salary Details.

The screenshot shows the following sections of the form:

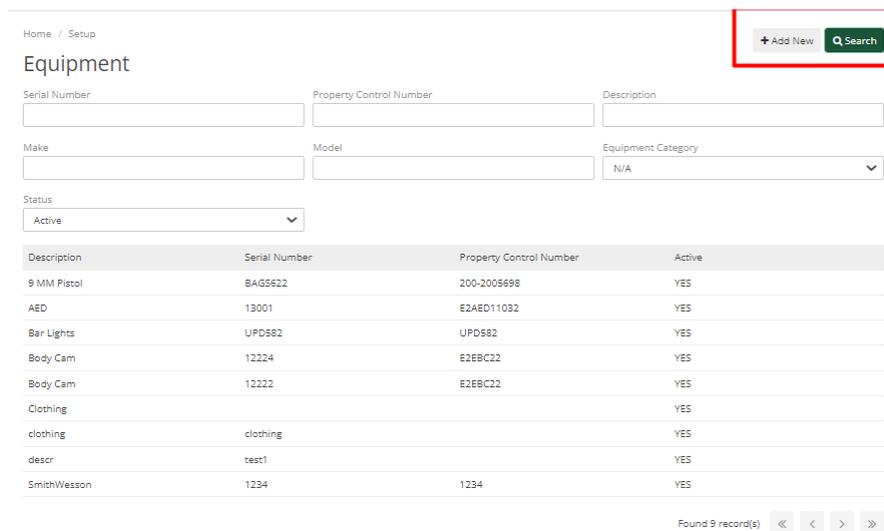
- Emergency Contact:** Includes fields for Name, Relationship, and Phone, and a Notes text area.
- Academy:** Includes fields for Academy, Hours, Start Date, and End Date.
- Entry/Exit Date:** Includes fields for Date Hired, Date Resigned, and Service for (with a dropdown for 'less than one month').
- Rank and Salary:** Includes fields for Rank, Date of Rank, and Salary.

Hit Save to add that Employee to the System.

# Equipment



The Equipment section is used to track any kind of equipment for the Department. It can be searched or can be added new by clicking on Add New button.



When Admins add new equipment, they can add data equipment details such as Serial number, Property Control Number, Description, Make, Model, Equipment Category, Condition of equipment, and whether that equipment is active or not.

Edit Equipment
✕

---

Serial Number

Property Control Number

Description

Make

Model

Equipment Category

Condition

Active

Delete
Cancel
Save

## User Access

Once the Employee file is set up, Admin needs to provide access and permissions to the user. To do so, navigate to the User Access tab in Setup.

Show ALL

---

Application/Security

  
 Application Settings

  
 External Applications

  
 Logon Security Audit

  
 System Defaults

  
 User Logon History

  
 Portal Sync Settings

  
 ProQA Settings

Code Management

  
 Code List

  
 Crime and Incident

  
 Dictionaries Synchronization

  
 Find and Replace

  
 Purge Data

Locations

  
 Beat

  
 GEO File

  
 Phone Numbers

  
 Site

  
 Street Name

Miscellaneous

  
 Custom Officer Status

  
 Identified Groups

  
 Officer Activity Codes

  
 Sponsoring Organizations

  
 Supplemental Booking Sheet

User Setup

  
 CAD Unit

  
 Cad Unit Type

  
 Employee

  
 Equipment

  
 User Access

Admin does not require to set user permissions for Employees who just need to dispatch calls. For employees which need to add a Case report or CAD event then for them, permissions are required.

To add a new user, Admin can click on Add New or can click on Clone User Access to clone user permissions.

Last Name	First Name	Logon Alias
ZTEST	TEST	ZTESTTEST
ZTESTS	TEST	Dispatch
ZTESTS	TEST	Supervisor
ZTESTS	TEST	Officer
ZTESTS	TEST	testlogin
ABRAHAM	MICHAEL	TESTUSER2
ACKER	SCOTT	andypatel2
AIRPORT	MEMPHIS	test.tester
AISD	ANGLETON	angletonisd
ALBERTSON	KRISTEN	JAYSON.PRICE
AMU	PV	pvamuni
AMU	PV	cloneAliasrules
ANDERSON	TOMMY	tommy.anderson
ANDERSON	TRISTON	tanderson
ANDERSON	VINCENT	vanderson

On click of clone user access, it will ask for Clone From. It has templates ARMS have added or Admin can also clone permissions from already created Employees.

Clone From	Clone From
N/A	N/A
Dispatcher Template	Dispatcher Template
Officer Template	Officer Template
Supervisor Template	Supervisor Template
Administrator Template	Administrator Template
TEST ZTEST	ZTESTTEST
TEST ZTESTS	Dispatch
TEST ZTESTS	Supervisor
TEST ZTESTS	Officer
TEST ZTESTS	testlogin

Clone To will show whom Admin wants to set permissions for. It will show a list of employees who do not have any access yet.

Clone User Access ×

---

Clone From  
 Supervisor Template ✕ Clear ▼

Clone To  
 N/A ✕ Clear ▲

🔍 Search ✕

AAA AAA	AAA
MEMPHIS AIRPORT	123MA
FASKJDF ASDFS	ASDJFA
JOHN DOE	JD101
FRED FLINTSTONE	A202
DEVIN FOWLER	0909
HOMES HOMES	
JOHNS JIMMY	11245
STUDENT JUDICIARY	JS101

By selecting any user, Admin can view all its details with multiple fields.

**Password** – This field allows Admin to modify an employee’s password.

**Change Password Every** – This will change the password every set number of days. For example, if the value added is 90 days, then Password will change every 90 days for that employee.

**Next Change Date** – This will show the next day of changing the password.

**Active Directory Domain and Active Directory User** – If the user uses Windows Login to log in to their workstation, then these fields can be set up. So that ARMS can recognize Windows users.

Home / Setup Delete Cancel Save

### Edit User Access

Currently Linked To Employee: TOMMY ANDERSON Last Logged On: 7/20/2016

Link To Employee: TOMMY ANDERSON Logon Alias: tommy.anderson

Active
  Is Account Blocked
  Enable Password Recovery
  Currently Logged On

Common	Permission	Access
Arrests	Vehicle Maintenance	<input checked="" type="checkbox"/>
NCIC Queries	Training records	<input checked="" type="checkbox"/>
CAD	Lists Menu	<input checked="" type="checkbox"/>
Incident Set	Employee File from Lists	<input checked="" type="checkbox"/>
BOLO	Query Menu	<input checked="" type="checkbox"/>
Case Management	Setup Menu	<input checked="" type="checkbox"/>
Follow Up	Application Settings	<input checked="" type="checkbox"/>
Supplementary	Maintenance	<input checked="" type="checkbox"/>
Master Name	Modification History	<input checked="" type="checkbox"/>
Master Vehicle	Juvenile Records	<input checked="" type="checkbox"/>
Master Business	Sex Offense Records	<input checked="" type="checkbox"/>
Property/Evidence	Confidential Records	<input checked="" type="checkbox"/>
Moving Citations	Sealed Records	<input type="checkbox"/>
Report Center	Record Number and Date Fields (All Fields)	<input checked="" type="checkbox"/>
Profile Data		
Photos		
Media		

**Active** – This checkbox will allow Admin to deactivate a user who is no longer an employee of the Department. So, they cannot access ARMS.

**Is Account Blocked** – This checkbox will block Employees from password recovery, and will not be allowed to update their password and log in.

**Enable Password Recovery** – This would enable security questions for password recovery, if an employee forgot their password, then these security questions will help them recover their password.

There are multiple tabs below fields that allow Admin to set permission for that Employee. The only important ones are described below:

**Common**- To give access to the setup menu to any employee, Admin needs to come to this tab and enable the setup Option here. If the person has access to the Setup menu, then they must be in the Admin Department or any employee with such kind of Role. It allows that employee to add new employees, modify permissions and code lists, etc.

Sex Offense Records, Juvenile Records, and Confidential Records, this checkbox is marked than the employee will be able to see Records of such Crimes otherwise it won't allow it.

Common	Permission	Access
Arrests	Vehicle Maintenance	<input checked="" type="checkbox"/>
NCIC Queries	Training records	<input checked="" type="checkbox"/>
CAD	Lists Menu	<input checked="" type="checkbox"/>
Incident Set	Employee File from Lists	<input checked="" type="checkbox"/>
BOLO	Query Menu	<input checked="" type="checkbox"/>
Case Management	Setup Menu	<input checked="" type="checkbox"/>
Follow Up	Application Settings	<input checked="" type="checkbox"/>
Supplementary	Maintenance	<input checked="" type="checkbox"/>
Master Name	Modification History	<input checked="" type="checkbox"/>
Master Vehicle	Juvenile Records	<input checked="" type="checkbox"/>
Master Business	Sex Offense Records	<input checked="" type="checkbox"/>
Property/Evidence	Confidential Records	<input checked="" type="checkbox"/>
Moving Citations	Sealed Records	<input type="checkbox"/>
Report Center	Record Number and Date Fields (All Fields)	<input checked="" type="checkbox"/>
Profile Data	Data Browser	<input checked="" type="checkbox"/>
Photos	Portal	<input type="checkbox"/>
Media		
Maxient		

Other permissions can be given access by allowing them to view, add, modify, or delete as required. A few of them are explained below:

- Common
- Arrests
- NCIC Queries
- CAD
- Incident Set
- BOLO
- Case Management
- Follow Up
- Supplementary
- Master Name
- Master Vehicle
- Master Business
- Property/Evidence
- Moving Citations
- Report Center
- Profile Data
- Photos
- Media
- 

CAD – This section is not just for Dispatchers; it will relate to Officers as well. It has the “Self-Call” and “Can Issue Report from Mobile CAD” option which is related to Officers as officers can have permission to self-initiate calls and can have access to Mobile CAD to

## generate Case Report.

Common	Permission	Access	Add	Modify	Delete
Arrests	CAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NCIC Queries	CAD Notes		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CAD</b>	Print Shift Report	<input checked="" type="checkbox"/>			
Incident Set	CAD Preference	<input checked="" type="checkbox"/>			
BOLO	Modify CAD Date/Time	<input checked="" type="checkbox"/>			
Case Management	Modify Logon/Logoff	<input checked="" type="checkbox"/>			
Follow Up	Self Call	<input checked="" type="checkbox"/>			
Supplementary	Can Issue Report from Mobile CAD	<input checked="" type="checkbox"/>			
Master Name					
Master Vehicle					
Master Business					
Property/Evidence					
Moving Citations					
Report Center					
Profile Data					
Photos					
Media					
Maxient					

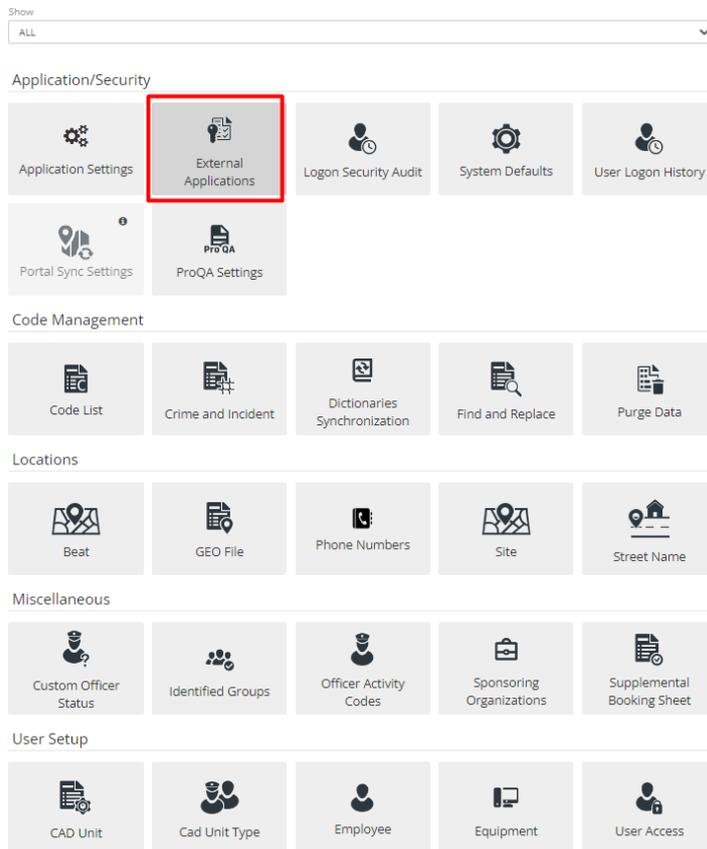
Case Management- This will help to set Approval Peers in ARMS. It has multiple options to set who can Approve or Kick Back Reports.

Common	Permission	Access	Add	Modify	Delete
Arrests	Case Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NCIC Queries	Involved Parties	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CAD	Add Property	<input checked="" type="checkbox"/>			
Incident Set	Add Vehicles	<input checked="" type="checkbox"/>			
BOLO	Add UCR Statistics	<input type="checkbox"/>			
<b>Case Management</b>	Add Unknown Suspects	<input checked="" type="checkbox"/>			
Follow Up	Add Assign to Investigation	<input checked="" type="checkbox"/>			
Supplementary	Print Case Full	<input checked="" type="checkbox"/>			
Master Name	Print Case Selective	<input checked="" type="checkbox"/>			
Master Vehicle	Can Submit for Approval	<input checked="" type="checkbox"/>			
Master Business	Can Approve and Kick Back	<input type="checkbox"/>			
Property/Evidence	Can Final Approve	<input type="checkbox"/>			
Moving Citations	Can Modify After Approval	<input type="checkbox"/>			
Report Center	Can Modify Other Cases	<input type="checkbox"/>			
Profile Data	Can Modify Status and Disposition	<input type="checkbox"/>			
Photos	Can Export Data To CSV	<input type="checkbox"/>			
Media	NIBRS Data Extract	<input type="checkbox"/>			
Maxient	NIBRS Service Integration	<input type="checkbox"/>			
	Courtyard Integration	<input type="checkbox"/>			
	Create Narrative Template	<input type="checkbox"/>			

Once all permissions are set, hit "Save" and the User or an Employee will have access to ARMS.

## External Applications

If Departments want to set up ARMS with external applications such as SAML or some type of login system, then it is required to open this section. It is more technical stuff so it may require the IT Department's involvement.



Set up Protocol or Application to which the Department wants to connect. Also add mandate fields like Module Path, IdP Entity ID, Metadata Location, and Service Certificate file.

Add Application ×

Protocol  
SAML ▼

Name  
Default

Module Path

IdP EntityID

Metadata Location

UserID Claim Type

Select Service Certificate File  
 Browse...

Certificate Password

Active

Do not forget to restart application pool of the Identity Service to apply updated settings

Cancel Save

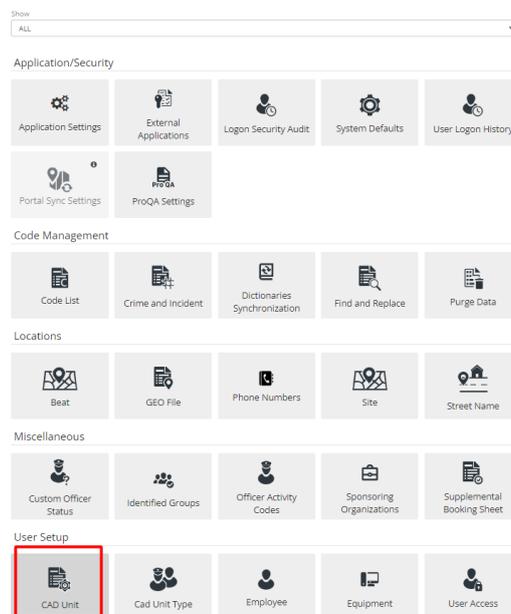
After adding an application, it can be selected for each user by going into the Setup menu> User Access menu. Select the user for which setup is required then click on the External Accounts button. This will ask to set an email address and will use this for the next logins instead of the ARMS default login setup.



The screenshot shows a dialog box titled "Edit Account". It has two input fields: "Application" with a dropdown menu currently showing "DEFAULT", and "Token" with the text "mgarbes@arms.com". At the bottom right, there are three buttons: "Delete", "Cancel", and "Save".

This can be used for two-way authentication etc. for extra security.

## CAD Unit



The final step for adding an employee to the ARMS system. Is to give CAD unit to an Employee. It's a way for the Dispatcher to Log on, log off and assign Officers/Employees to the Call. It will also help the Dispatcher to keep track of employees when they are on shift.

If an Officer should be able to put cases and if Admin wants to track them in dispatch, then adding a CAD unit to that Employee is required.

Depending on the role and requirements of the Employee, the Administrator can set up a simple Employee file, an Employee with User Access, an Employee with user access and a CAD unit, or an Employee with just a CAD unit.

Home / Setup

+ Add New
Search

### CAD Unit

Code:

CAD Unit Type:

Department:

Status:

CAD Unit	Description	Unit Type	Department
000007D	LAURA JEACOB		
100	TIMOTHY GRANT		
11015	ANIMAL WELFARE		
111111	DANIEL		
114	KRISTEN ALBERTSON		
122	CAKE, JAKE		
122X	JOHN JAMES	BIKE	Patrol
1234	HAAAAHA		
152	SMITH	ADMIN	ADMINISTRATIVE
171	WWUJ	ADMIN	
2201	JORDAN MAGGIE		
2201B	MCAVOY WILLIAM		
3	BANAHAN LESLIE		Security
42	SOUTH, DARRYL		
42-R	BRIN, DAVID	POLICE	Patrol

1 - 15 of 198 items

The search option helps search for an Employee from the list and Add New button will create a new CAD unit.

#### Edit CAD Unit

Code:

Description:

CAD Unit Type:

Department:

Active

Vehicles:  ✕ Clear

Employees:  ✕ Clear

Call Number: 4321 ✕

Officer: JOHN SMITH

Vehicle:

Delete
Cancel
Save

To add a Cad unit to an Employee, Admin needs to fill out details such as Employee Code Description, Cad Unit Type, Department, whether it's Active or not, if an Employee has a Permanent vehicle which they always use, then a vehicle can also be added.

Multiple Employees can be added to a single CAD unit, by selecting Employees from the Employee field.

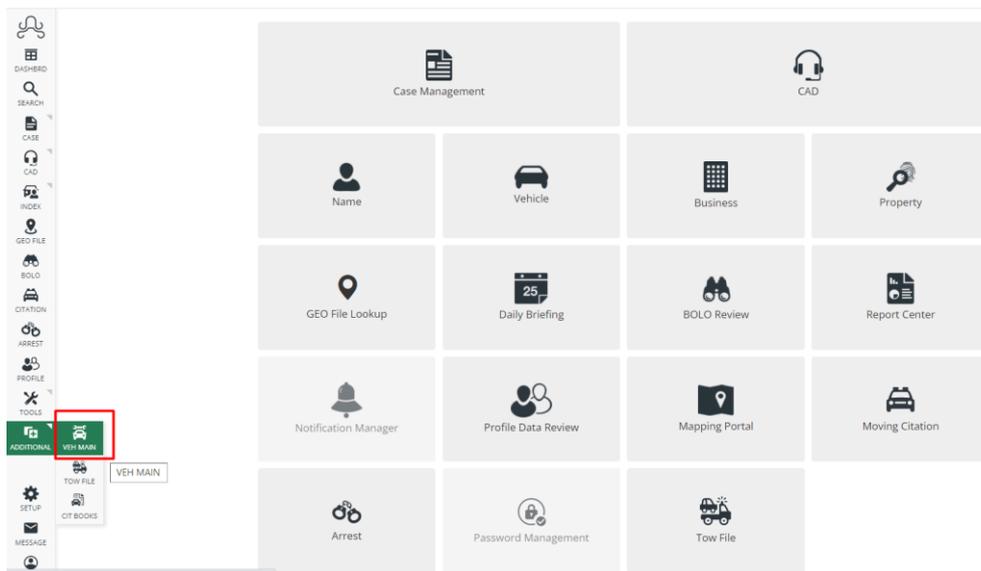


If the user wants to view only fire units or any specific units, then they can select it From the Unit display menu. It will show as per the selection in the Available Unit List and Open Calls List. Multiple unit types can be selected.

Unit Display		911 Positions
<input checked="" type="checkbox"/>	All Unit Types	Alt+0
<input type="checkbox"/>	A	Alt+1
<input type="checkbox"/>	B	Alt+2
<input type="checkbox"/>	F	Alt+3
<input type="checkbox"/>	P	Alt+4

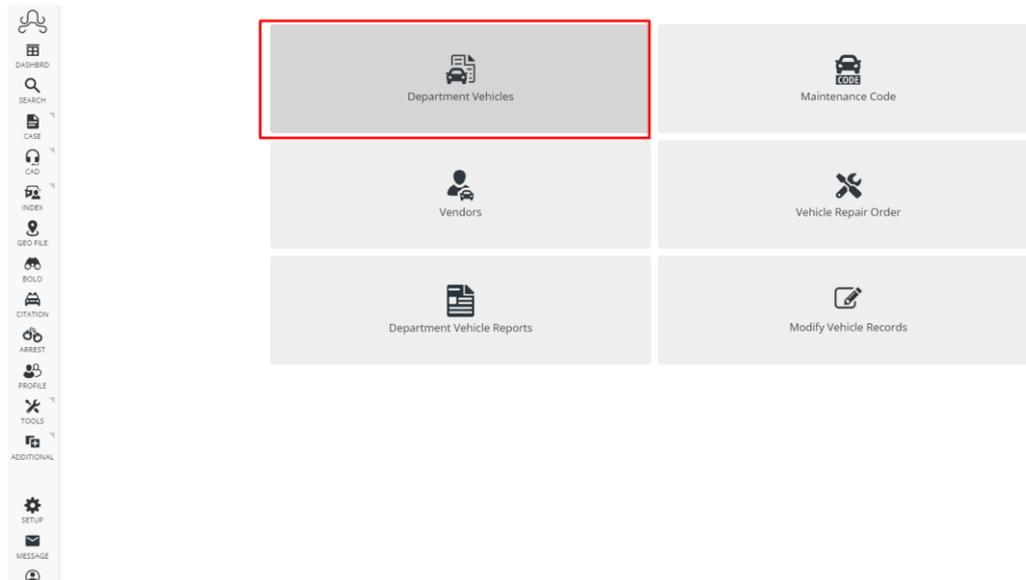
## Vehicle Maintenance

From the Side Menu, go to the Additional Tab and go into the Vehicle Maintenance module. Here one can track information for all Department vehicles such as their Fuel usage, mileage usage, their repairs, services, and repairing vendor list with details. This module will also allow to print or download a CSV spreadsheet.



## Department Vehicles

The first step in tracking vehicles of the Department is to set up all Department Vehicles.



Using the Vehicle Maintenance module, navigate to the Department Vehicles section and click on the Add button to add new Department Vehicles to the system Search can be used to search Vehicles.

A screenshot of the 'Department Vehicles' management page. At the top right, there is a red-bordered '+Add' button. Below it are input fields for 'Unit Number' and 'License Number', and a 'Status' dropdown menu set to 'Active'. A 'Clear' button and a 'Search' button are also present. Below the search area is a table with 10 columns: Unit Number, Year, Make, Model, Date Purchased, Active, and Service Duration. The table contains 10 rows of vehicle data.

Unit Number	Year	Make	Model	Date Purchased	Active	Service Duration
12	0				YES	0.0
127	1997	JEEP	TI		YES	0.0
366	2004	General Motors Corp	SIERRA	06/14/2004	YES	18.2
370	2005	FORD	VICTORIA	10/06/2004	YES	17.7
378	2005	DODGE	DAKOTA	05/24/2005	YES	16.10
391	2005	FORD	VICTORIA		YES	17.0
395	2005	YAMAHA		10/13/2005	YES	16.10
396	2005	YAMAHA		10/13/2005	YES	16.10
410	2006	FORD	VICTORIA	03/29/2006	YES	16.1

While adding Vehicles, the first section of information to be filled out is "General". This is to add general information about vehicles such as unit number, license number, vehicle year, make and model, date purchased, date in service, initial mileage, current mileage, and out of service

### Edit Department Vehicle ×

General
Equipments

Unit Number

License Number

Additional Number

Vehicle Year

Make

Model

Date Purchased

Date in Service

Initial Mileage

Miles As Of

Current Mileage

Out of Service  

 Active

History
Close Save

The Next step is adding Equipment to the vehicle. Vehicle Equipment can be added through the Equipment tab here alternatively Admin can navigate to Side Menu >Setup>User Setup > Equipment and Add Equipment.

The vehicle must be added before adding equipment to it. To fill out equipment details, issue date, return date, equipment description, Add Equipment to Equipment File, Property Control Number, Equipment Serial Number, and Reason Returned need to be entered.

### Create New Vehicle Equipment ×

Issue Date

Return Date

Equipment Description  

+ Add Equipment to Equipment File

Property Control Number

Equipment Serial Number

Reason Returned

Close Save

## Maintenance Code

This section helps in Setting up different types of codes for maintenance. It contains fields such as Repair code, Miles between services, and description

### Edit Maintenance Code ×

---

Repair Code	Miles Between Service
<input type="text" value="12"/>	<input type="text" value="0"/>
Description	
<input type="text" value="Electronics Repair"/>	
<input checked="" type="checkbox"/> Active	

---

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

## Vendors

This section allows for setting up vendors which are going to do repairs for the Department. It includes details like Vendor ID, Name, Address, City, State, Zip, Primary Contact Name and Number, Secondary Contact Name and Number, and Whether the Checkbox for the status of the Vendor is Active or not.

### Edit Vendor ×

---

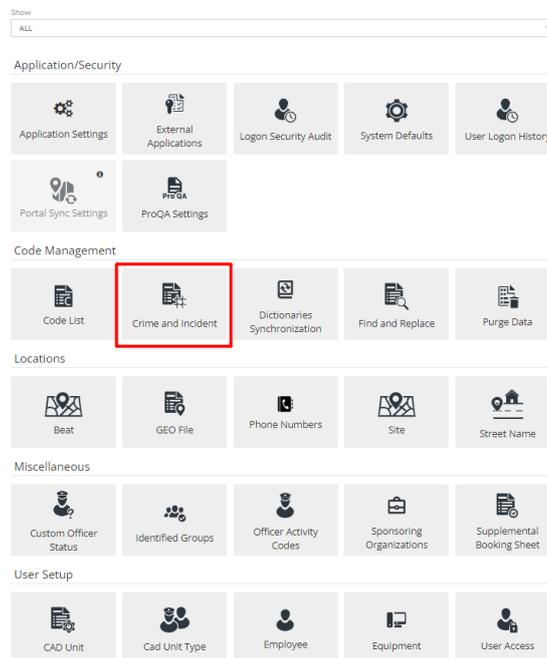
Vendor ID	Name
<input type="text" value="CC"/>	<input type="text" value="Canon Motor Company"/>
Address	City
<input type="text" value="1801 W. Jackson Ave"/>	<input type="text" value="Oxford"/>
State	ZIP
<input type="text" value="MS — MISSISSIPPI"/> <span>×</span>	<input type="text" value="38655"/>
Primary Contact	Phone
<input type="text"/>	<input type="text" value="662-234-2311"/>
Secondary Contact	Phone
<input type="text"/>	<input type="text" value="662-457-8949"/>
<input checked="" type="checkbox"/> Active	

---

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

# Setup: Crime Code Setup

## Crime and Incident Codes



It's an important part of ARMS, Admin will be checking and changing these codes as per reporting criteria. To get there click on the Crime and Incident Tab in the Setup menu.

The first screen displays the list of Crime codes added to the system, it can be filtered to filter as per requirement or else Admin can also Add a New Crime code. Admin can also Bulk Edit items in the list and can Export codes which will export all the Crime codes into a CSV file or Excel Spread Sheet.

Home / Setup

Export Bulk Edit + Add New Filter

### Crime Code

Offense Code:

Crime Code Module:

UCR Data:

NIBRS Offense:

Description:

Classification:

Clery Act Data:

Level of Offense:

Crime Types:

State Offense Code:

Status:

Offense Code	UCR Data	NIBRS Offense	Clery Data	State Offense Code	Description	Classification
0021	99				FP2	
03					Fire	PATROL
04	45	13B	Arson		Assault-Simple	ASSAULT
05	42	13A	Aggravated Assault		123456789012	ASSAULT
06					Administrative Duties	PATROL
07					Alarm - Check	SERVICE
08					Alarm - Response	SERVICE
10					Alarm - Code Blue Activation	SERVICE
11					Adopt-a-COP	SERVICE
12					Court Appearance	PATROL
13					Harrasing Email	COMPUTER CRIME
14					Cyberstalking	COMPUTER CRIME
15					Transport	SERVICE
17					Malicious Mischief	PATROL
18					Secured Door/Window	SERVICE

1 - 15 of 289 items << < > >>

Important fields to understand while adding Crime Codes are as below:

Home / Setup

Delete Cancel Save

### Edit Crime Code

Offense Code:

UCR Data:

Code Section:

Clery Act Data:

CAD Open Calls List: Unit Display:

NCIC Number:

NIBRS Offense:

Description:

Classification:

Portal Classification:

Level of Offense:

Call Timer:

Call Priority:

State Offense Code:

NIBRS Additional Code:

Standard Operating Procedure:

**Crime Types**

Include in Media Log

Call For Service

Crime Against Person

Crime Against Property

Crime Against Society

UCR Part 1

UCR Part 2

Drug Law

Include in "Right To Know"

"Hate" Crime

Weapon Possession

Criminal

Include in Briefing Report

Secure Check

Active Code

Liquor Law

**Display this crime code in**

Computer Aided Dispatch

Arrests

Moving Criminal Citations

Patrol Activity

Warrant

Racial Profiling

Criminal Complaint

Case Management

Event Tracker

Parking Citations

Interview

Restraining Order

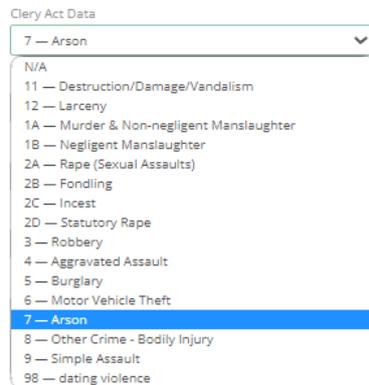
Trespass

**Offense code** – It is a code for Offenses that the Dispatcher can put in and can quickly type out.

**UCR Data** - It is for UCR Summary Reporting.

**Code Section** - It can be anything that can be specific to a state.

**Clery Act Data** - It is for Clery, Admin can select Clery Act Data from the list from the selected Offense Code.



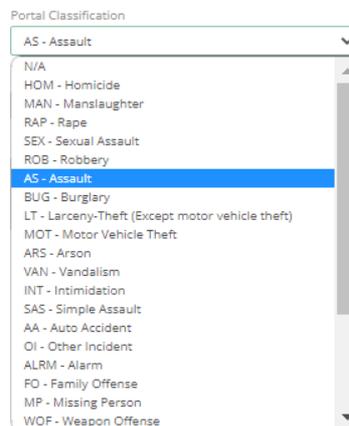
**NCIC Number** – If the selected offense code is some offense code that needs to be seen by NCIC then this option is required to fill.

**NIBRS Offense** – It is for NIBRS reporting, that’s going to be added if Admin/Officer is reporting for NIBRS.

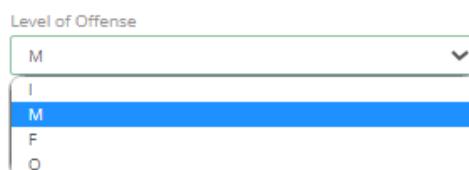
**Description** – It is a description of the Offense Code; it describes what type of code it is.

**Classification** – It is a general overview of the Offense code. For example, Aggravated assault, simple assault, etc. all come under assault. It makes it easier to see reporting as per classification.

**Portal Classification** – It relates to the mapping portal where it chooses a specific classification that matches the portal.



**Level of Offense** – It shows the level of Offense which can be Incident, Misdemeanors, Felonies, or Other.



**Call Timer** - Alert will pop up as per the time set here. If 60 min is set, then every 60 min an alert will pop up to a Dispatcher. It can be lowered or higher as per the requirement. Dispatchers can change if they have permission, every time

**Call Priority** – It goes from 1 to 5, the higher the priority the higher the Call in Open Call List. 1 would be on top and would be at the bottom.

**State Offense Code** – This is for NIBRS Reporting; it will be required while reporting for NIBRS.

**Standard Operating Procedure** – This shows up on the Dispatcher side, whenever a Dispatcher puts in a crime code it will pop up an alert for them to be able to view the Standard Operating Procedure.

**Crime Types** – This is more for Reporting of this Crime Code. It has multiple checkboxes as described below:

Include in Media Log and Include in “Right to know” is related to Clery.

Include in Media Log means when a user tries to Print Media Log it will show up with this Crime Code.

Call for Service – Any kind of Crime code that the department considers a Call for Service for the department

Crime Against Person – Crime which includes a Person as a Victim. For Example, Assault.

Crime Against Property - Crime which includes a Property as a Victim. For Example, Burglary.

Crime Against Society - Crime where no person is involved or there is no Victim. For Example, Involvement of Drugs/Narcotics/Weapons.

UCR Part 1 and Part 2 – It is for UCR Summary Reporting.

Drug Law, Liquor Law, “Hate” Crime and Weapon Possession - These all are related to Clery Reporting. Weapon Possession is to track that, that call has a Weapon Possession.

Criminal – It will label crime as Criminal.

Include in Briefing Report – It will add a Department Briefing Report in ARMS Home Screen.

Secure Check – If there is a building check and the Officer is allowed to self-initiate the call then they will see crime codes that have security checks allowed.

Active Code – If this checkbox is unchecked then it will not show any Officer or any Dispatcher. It will retain all information in past but will not allow anything in the future unless it's marked active again.

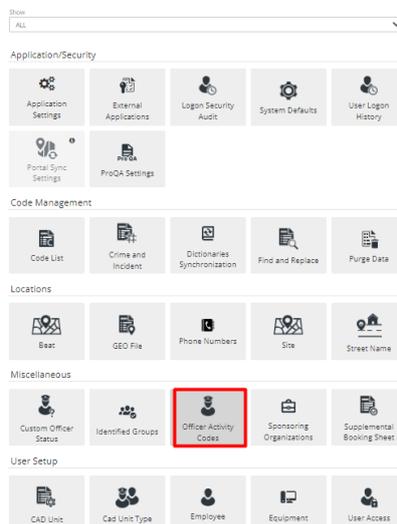
**Display this crime code in** - All checkboxes here help to customize the view for Dispatchers and Officers. It will display as per settings made here.

## Display this crime code in

<input checked="" type="checkbox"/> Computer Aided Dispatch	<input checked="" type="checkbox"/> Case Management
<input type="checkbox"/> Arrests	<input type="checkbox"/> Event Tracker
<input type="checkbox"/> Moving Criminal Citations	<input type="checkbox"/> Parking Citations
<input type="checkbox"/> Patrol Activity	<input type="checkbox"/> Interview
<input type="checkbox"/> Warrant	<input type="checkbox"/> Restraining Order
<input type="checkbox"/> Racial Profiling	<input type="checkbox"/> Trespass
<input type="checkbox"/> Criminal Complaint	

Select all

## Officer Activity Codes



Officer Activity Codes are used by Dispatchers to describe what kind of Activity that Officer is on. There is an Add New and Search option by which Admin can Add a New Officer Activity code or search for an old one.

Code – Code to denote Activity

Description – Describes Code

Active – Denotes the Status of Code whether it's Active or Not.

Stamp Times – If allowed for any Officer Activity Code then it will automatically add Dispatch, Enroute, and Arrive Time matching the time when the call was initiated. So, it saves lots of time for the Dispatcher.

### Officer Activity Codes

Code	Description	Active	Stamp Times
AC	ASSIGNED CALL	YES	NO
BK	Backup/Assist	YES	NO
EDW	End Of Watch	YES	YES
OI	OFFICER INITIATED	YES	YES
ONDUTY	On Duty Officer for Shift LogOn	YES	YES
REA	REASSIGN	YES	YES
SA	sa	YES	NO
TST	test	YES	NO
VEHST	VEHICLE STOP	YES	YES

Found 9 record(s) << < > >>

For Example, if Stamp Time is allowed in Officer Initiated Code, then as soon as Officer selects Activity it will automatically pull Dispatch, Arrive, and Enroute timing. It can be edited if required.

Date: 10/21/2022 10:51

Event Nbr:  Report Nbr:  Rec'd Via: PHONE

Initial Incident:  Call Timer: 10

Street:   Priority:

Common Name:

Location Detail:  Apt Nbr:

City:  State:  Zip: -  County:

RP First Name:  Last / Business Name:  Phone:

Address:

Unit #	Unit Name	Activity	Dispatch	Enroute	Arrived	Cleared
TL	TIM LAYMAN	OFFICER INITIATED	10:51	10:51	10:51	

### Custom Officer Status

Show: ALL

Application/Security

- 
- 
- 
- 
- 
- 
- 

Code Management

- 
- 
- 
- 
- 

Locations

- 
- 
- 
- 
- 

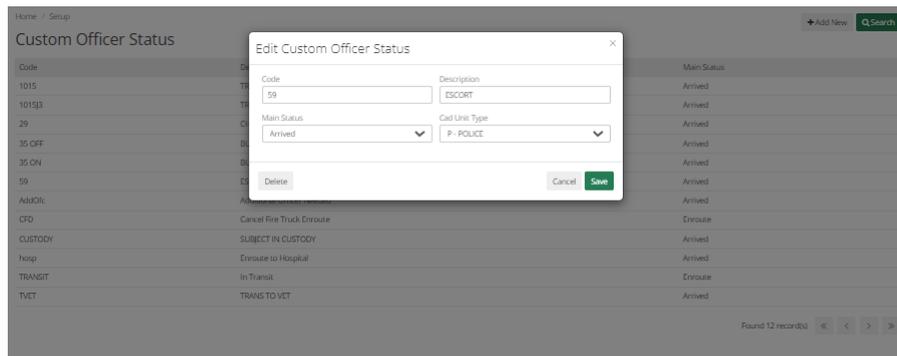
Miscellaneous

- 
- 
- 
- 
- 

User Setup

- 
- 
- 
- 
-

It is a way for Department to customize Officer Status as per the Department's needs.



It has multiple fields as described below:

Code – It defines Code.

Description – It describes the detail of the Code.

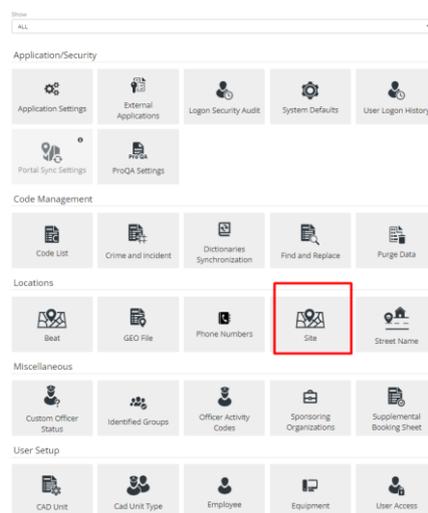
Main Status – It shows the Status to which it will be Related. If it is marked as arrived then to change Officer Status to Custom Officer Status, the Status of Officer must arrive.

CAD Unit Type – This denotes that Code will only apply to the selected CAD Unit Type.

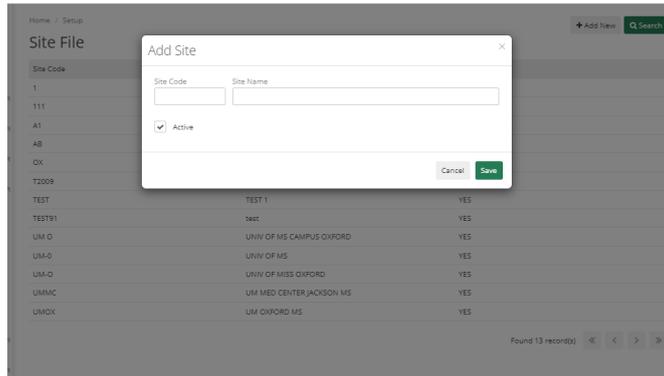
## Setup: Location Setup

### Site, Beats, and Streets

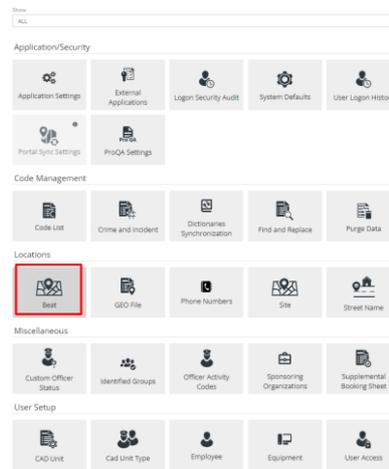
#### Site



The site is section-wise part of a big Location. For College, it could be Satellite Campus and for Police Department, it could be a separate area that is a part of the same thing. To set it up is easy, just go to Setup > Site Tab > click on Add New, and one can add Site Code, and Site Name and mark it as Active.



## Beat



It is a smaller section of the Site. Admin can track a particular zone where Officer is going to Patrol. New Beat can be added similarly to the Site.

Edit Beat
✕

---

Beat Code

Beat Name

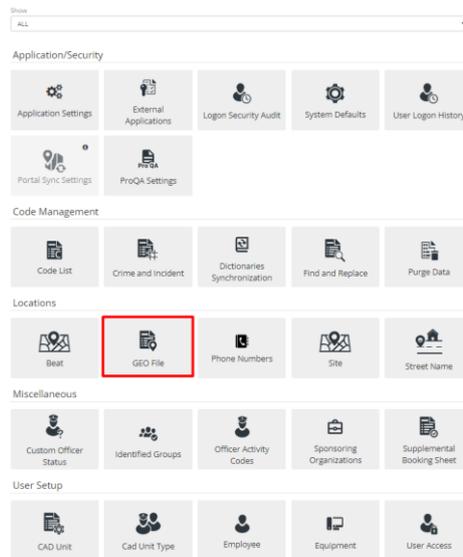
Active

---

Delete
Cancel
Save



# GEO Files



The GEO file is a section that encompasses the Site, Beat, and Street Name. It is more of Locations within the Department’s Jurisdiction. In this section, Admin can Search, Export, and Add New Geo Files.

Home / Setup Export Add New Search

### GEO File

Location Code	Common Name	Street Number	Street Name	Suite Number	Site Name
04	ALUMNI LOWER	1232	BALTIMORE AVE		UM MED CENTER JACKSON MS
09	BASEBALL FIELD	123	1 AIRPORT ROAD		
1 HR HD	1 HOUR HANDICAP				
10	REBEL DRIVE/MILLER/GUESS				
100	Cafe Du Monde	800			
13	CIRCLE				
14	COLISEUM CIRCLE				UM OXFORD MS
15 MIN	15 MINUTE FORD CENTER				
16	REBEL DRIVE FACULTY/STAFF				
30 MIN LT	30 MINUTE LOT	1234	CROSS STREET		UM OXFORD MS
33	FACULTY HOUSE 33	60		34	UM OXFORD MS
40BLKBALT	4000 Block of Baltimore Avenue	4000	BALTIMORE AVE		
40BLKBARG	4000 Block of BARING ST	4000	BARING ST		
40BLKCHANC	4000 Block of Chancellor St	4000	CHANCELLOR ST		
40BLKCHEST	4000 of Block Chestnut St	4000	CHESTNUT ST		

1 - 15 of 519 items << < > >>

There are multiple tabs to Add details in Geo File like General, Officer Safety, Security Matrix, Clery Data, Haz Materials, Contact Information, Photos, Other Media, and Alias.

Home / Setup

Delete Print Cancel Save

### Edit Location

<b>General</b>	Site: N/A	Block: N/A	Location Code: A00LADALT
Officer Safety	Common Name: 4000 Block of Baltimore Avenue	Location Type: N/A	NIBRS Address Type: N/A
Security Matrix	Street Number: 4000	Street Name: Outfall - BALTIMORE AVE	Suite Number:
Clery Data	Floor:	City:	State: N/A
Haz Materials	Zip:	Country:	Reporting District:
Contact Information	Email:	Web Address:	Display in: All Lists
Photos			
Other Media	Description:		
Alias	<input checked="" type="checkbox"/> Active <input type="checkbox"/> UCR Reportable		

In General Tab, there are multiple fields they are as below:

Site - Select Site from dropdown, Admin can generate Lots of Reports based on Sites track Cases as per Site, the Dispatcher can display their Unit type or Locations based on Site.

Location Code – It helps to quickly pull locations by the location code.

Common Name – It would be the Normal Name of a Location that is commonly used.

Location Type – More values can be added to this dropdown through Code List.

NIBRS Address Type – If the Department Reports NIBRS, then this field can be selected.

City, State, Zip, County, etc. basic Location-related Information. Other information like the Email Address and website of that location can be filled in.

Admin can also Map actual location in Map by adding Latitude and Longitude.

The description field helps to describe location details.

If details are being added for UCR Reporting, then UCR Reportable can be marked.

Officer Safety Tab - If there is any kind of Information regarding the location that the Officer/ Dispatcher needs to know, then that information can be added here. It will Pop-Up as an Alert.

Security Matrix Tab - This will allow Admin to add Information about the Location if that location has any security System. Details Like System, Company Name, Category Number, Phone Number, In Service For, System Located, Last Service Check, Next Service Check, Notes, and Security Matrix Icon can be added.

Clery Data – Here Admin can choose where the location would be for Clery Reporting. It Defaults to On Campus and can be changed if required.

Haz Materials – It will alert for any kind of dangerous materials at the Location.

Contact Information – Add location-related Contact Information.

Photos – Add location-related Photos. Generally, it would be used to add Blueprints.

Other Media – In case Blueprints or any related information is in pdf form then it can be uploaded in this section.

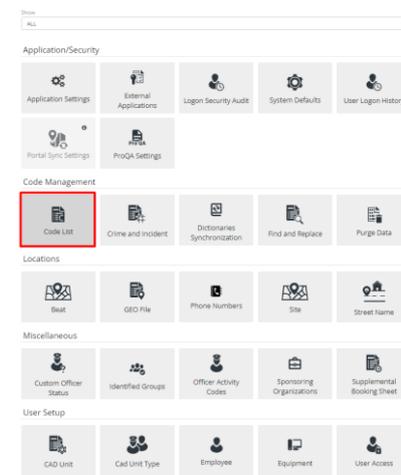
Alias – If the location is called by some other name for some people, then it can be mentioned here.

Once done, Hit Save. Anything added here will be displayed to Officer/Dispatcher when they select the Location.

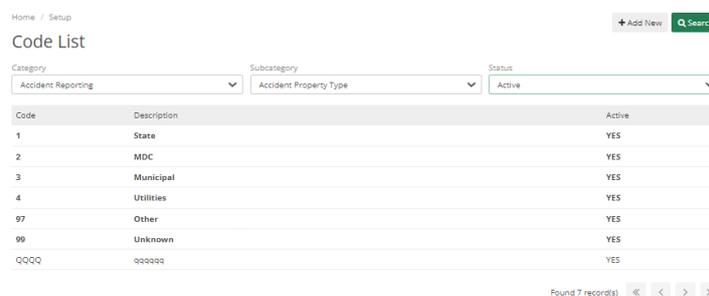
## Setup: Code Management

### Code List

For any code in the system that is an Employee file, Crime code or Geo File anything in the dropdowns can be found in this tab. If Admin wants to Add, Delete, or Modify any codes in ARMS then they can go to Code List in Setup.



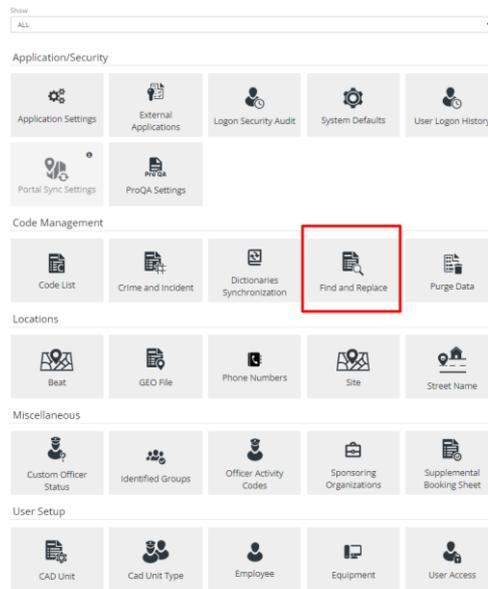
It is separated into two parts Category and Subcategory. Select Category lists all Main Module of ARMS and in Subcategory select the required field.



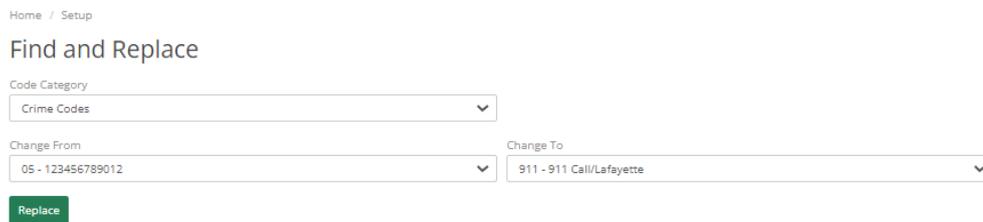
Status has multiple different options like Active-any code is active, Inactive- codes which can be seen by the Dispatcher but can't be included in CAD or Case, Show All – which will show all active and inactive codes, System Code – it's any bold code which can't be deleted, it is System code added by ARMS team, and Show Synced – It will show codes synched by Admin during Dictionary Synchronization.



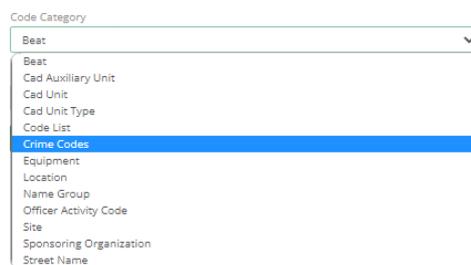
# Find and Replace



The find and Replace section will be helpful if the Department needs a code cleanup or wants to remove code or Mark code as Inactive but requires merging code with another.

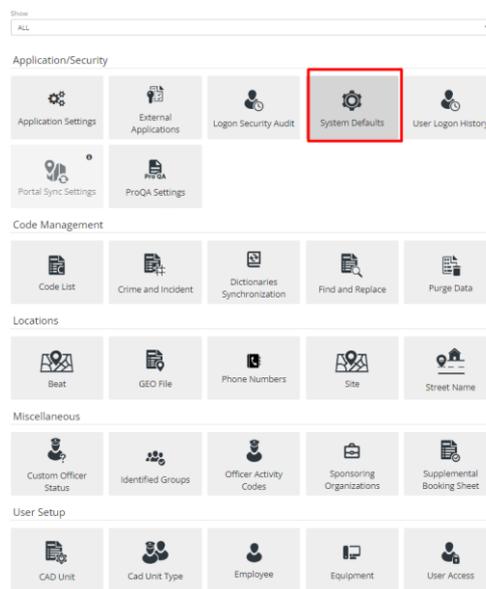


Code Category- It will show all lists of Categories in which the user can find data and can then replace it.

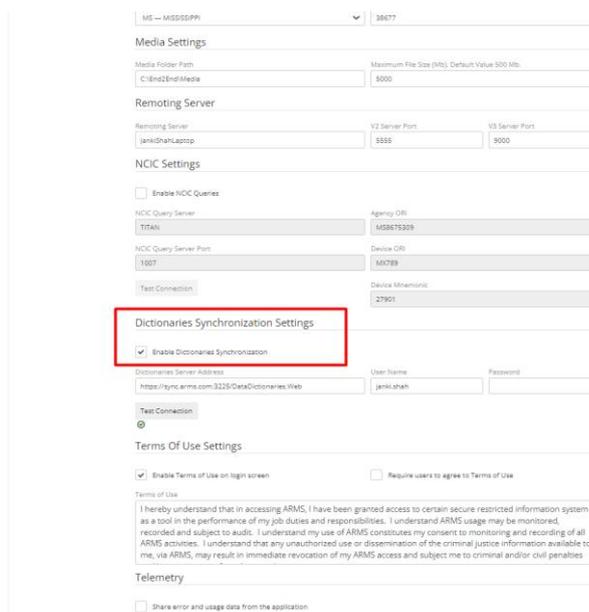


Change from and Change To – This will allow them to select from which Category the User wants to replace the existing category. Any Case with code in Change from will be replaced by code in Change To.

# Dictionaries Synchronization

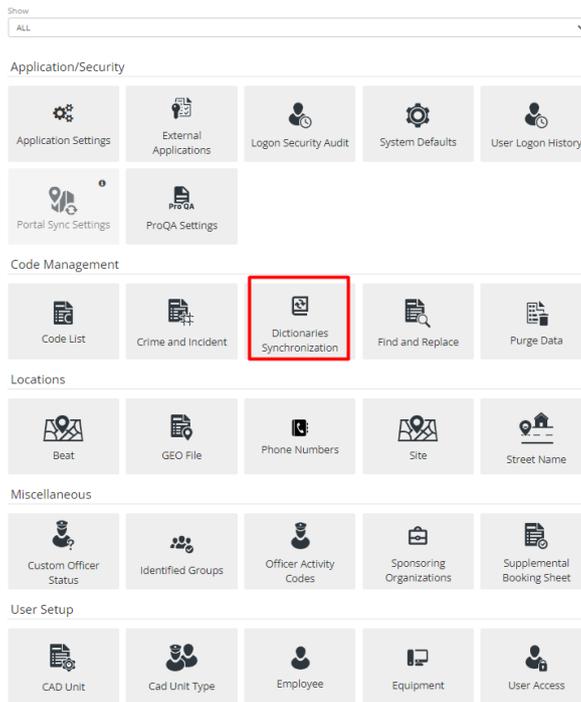


To enable Dictionary Synchronization, go to the System Default Tab in Setup Menu and scroll down to Dictionary Synchronization Settings and Enable it by selecting the checkbox.



After enabling Dictionary Synchronization Settings, the Department will require to get their Server Address, Username, and Password from the ARMS team.

Department will require to contact the ARMS support team, to get help in setting up and testing the connection. To connect with the server IT team of the Department must make sure that port 3224 is open to pull dictionary synchronization data from ARMS Server. It will pull standardized codes in the system.



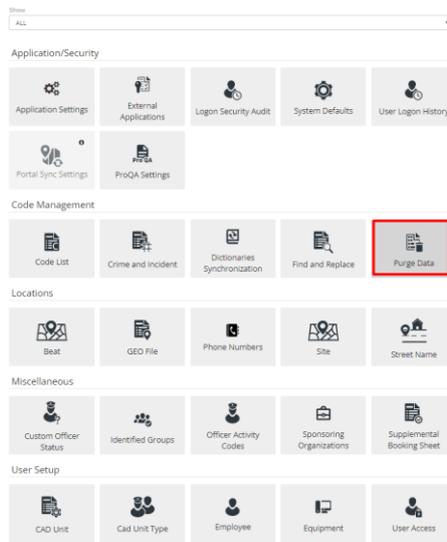
After checking the connection, Go to Dictionary Synchronization Tab in Setup Menu. This tab will show a list of Codes that requires or do not require an update. Click on Refresh to check if any Update is available and click on the Show Updates only button to display only the list of codes that requires an update. Hit Update to Update to Standardized code.

Home / Setup [Refresh](#) [Show Updates Only](#)

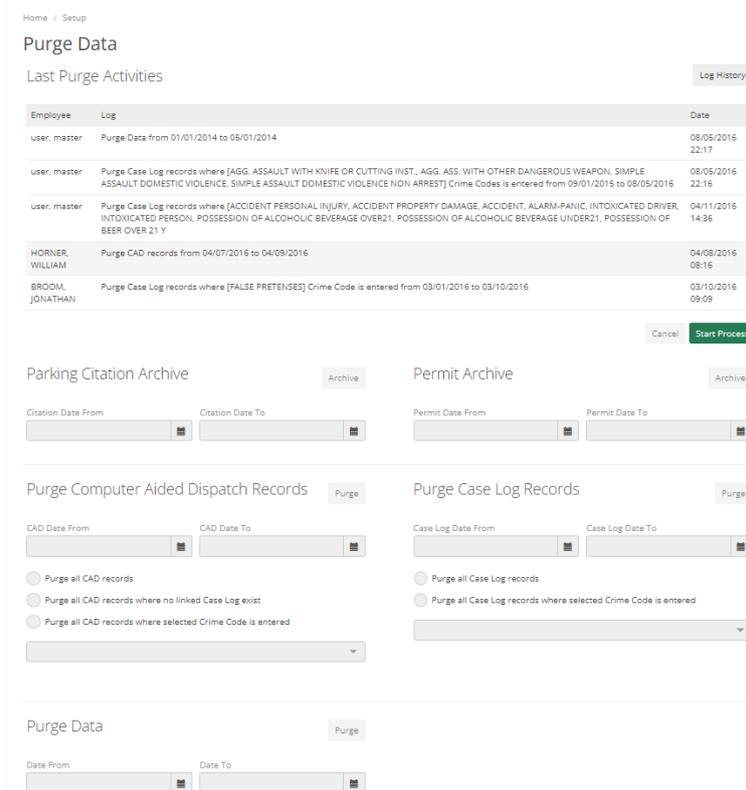
### Code List Synchronization

List	Update Status	
Vehicle Color	Updating is not required	<a href="#">Update</a>
Vehicle Make	Updating is not required	<a href="#">Update</a>
Vehicle Make Model	Updating is not required	<a href="#">Update</a>
Additional Justifiable Homicide Circumstance	Updating is not required	<a href="#">Update</a>
Aggravated Assault/Homicide Circumstances	Updating is not required	<a href="#">Update</a>
Bias Motivation	Updating is not required	<a href="#">Update</a>
Cleared Exceptionally	Updating is not required	<a href="#">Update</a>
Disposition of Arrestee Under	Updating is not required	<a href="#">Update</a>
LEOKA Activity Type	Updating is not required	<a href="#">Update</a>
LEOKA Assignment Type	Updating is not required	<a href="#">Update</a>
LEOKA Incident Type	Updating is not required	<a href="#">Update</a>
Location Type	Updating is not required	<a href="#">Update</a>
Multi-Arrest Segment Indicator	Updating is not required	<a href="#">Update</a>
Property Description	Updating is not required	<a href="#">Update</a>
Relationship to Victim	Updating is not required	<a href="#">Update</a>
Sexual Assault Injury	Updating is not required	<a href="#">Update</a>
Sexual Assault Location	Updating is not required	<a href="#">Update</a>
Sexual Assault Weapon	Updating is not required	<a href="#">Update</a>

# Purge Data



If Users want to remove data or erase old data that is no longer required from ARMS, then it can be done by going to the Purge Data section in Setup. This is a sensitive section, make sure before purging data.



**Log History** – It shows the history of Purging Data. It has different columns such as Employee: Details of Employee who purged data, Log: Details of which type of Data purged, and date range of deleted records. Date – Purging Date

**Parking Citation Archive** – If the Department is using Basic Parking Citations, then users with Access can Archive Parking Citation.

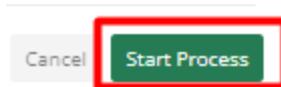
Permit Archive – If the Department is using Basic Parking Citation, then users with Access can Archive Permits.

Purge Computer-Aided Dispatch Records – Users can Purge CAD Records for a specific Date Range. They can Purge all CAD Records, Records where no linked Case Log exists, or Records where a selected Crime Code is entered.

Purge Case Log Records – Users can Purge Case Log Records for a specific Date Range. They can Purge all Case Log Records or Records where the selected Crime Code is entered.

Purge Data – It will remove Everything from specific data.

To start this process, click on the Start Process button in the top right corner of the screen.



Multiple Warning dialogs will appear to prevent accidental deletion of Records



## Merge Duplicates

Some Admin features are not in the Setup menu. One of those features is Merge Duplicates. It is included in Names, Vehicles, and Businesses where the Admin can merge any of these in case Officers have added any duplicates.

Here, for example, we will show Merge Duplicates of Names. To merge duplicates, click on Merge Duplicates on Top in the Name Section. Admin can search Names by Last Name, First Name, and Student ID.

Home / Names

### Merge Duplicate Names

Last Name  Last Name Chars Count  First Name  First Name Chars Count

Student Id  Student Id Chars Count

No names selected No data to display << < > >>

Student Id	Last Name	First Name	Mid Name	Suffix	DOB
No data to display					

If there are two or more duplicates they can be merged.

Home / Names

### Merge Duplicate Names

	<input type="radio"/> PRIMARY	<input checked="" type="radio"/> PRIMARY
	<input checked="" type="checkbox"/> DELETE	<input type="checkbox"/> DELETE
Student ID:	--	00013596
Last Name:	<input type="radio"/> SMITH	<input checked="" type="radio"/> SMITH
First Name:	<input type="radio"/> JOHN	<input checked="" type="radio"/> JOHN
Middle Name:	--	H.
Suffix:	--	--
Race:	<input type="radio"/> WHITE	<input checked="" type="radio"/> WHITE
Sex:	<input type="radio"/> MALE	<input checked="" type="radio"/> MALE
DOB:	--	11/01/1998
Ethnicity:	<input type="radio"/> NOT HISPANIC OR LATINO	<input checked="" type="radio"/> NOT HISPANIC OR LATINO
SSN:	--	--
Driver's License:	--	--
License State:	--	--
Classification:	--	--
State ID:	--	--
FBI ID:	--	--
Finger Print ID:	--	--
Alien ID:	--	--
Officer Safety:	--	--
Email:	JOHN.SMITH@ARMS.COM	--
CR #:	--	--

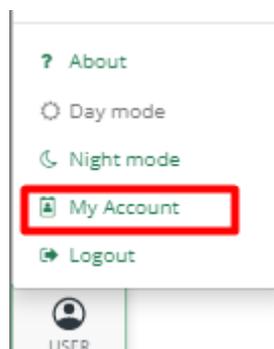
The Name required can be merged with another similar name by marking it as Primary. Once selected click on Merge and it will warn Admin with a dialog box that says that if a user merges these Names, then it cannot be reverted. The merged Name will get replaced with the old Name in each CAD event and Case where it was added before. So, if a user is sure only then they should merge the Names.

This process will be the same for Businesses and Vehicles.

## Password Management

Another section that Administrators may need outside Setup Menu is Passwords. There are a couple of different places where passwords can be checked for.

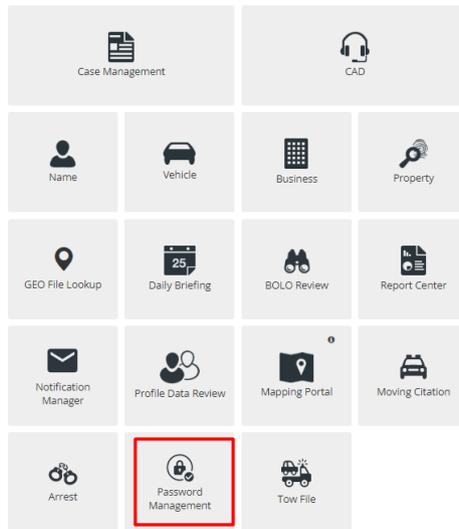
The first is in User > My Account. There are two options available in My Account Change Password and Manage Security Questions.



Change Password – It helps to change the current Password.

Manage Security Questions – It enables password recovery and set up security questions for an account. Anybody can set up security questions for their account.

Another way to Manage Passwords is through Password Management Tab on ARMS Home Screen.



If Admin wants to just manage passwords for their Department or Reactivate the Employee account and does not want to enable password recovery or anything like that, then Admin needs to go to Password Management.

Password Management

Alias  Last Name  First Name  Middle Name

EmpID#  EmpCall#  Active

[Clear](#) [Search](#)

1 - 10 of 544 items

Active	Alias	Last Name	First Name	Middle Name	EmpID#	EmpCall#	
Yes	ZTESTTEST	ZTEST	TEST		555555	344444	...
Yes	Dispatch	ZTESTS	TEST		ztest	2TEST	Reset Password
Yes	Supervisor	ZTESTS	TEST		ztest	2TEST	Set As Active
Yes	Officer	ZTESTS	TEST		ztest	2TEST1	
Yes	testlogin	ZTESTS	TEST		ztest	2TEST1	
Yes	TESTUSER2	ABRAHAM	MICHAEL		rp1	2TEST	
Yes	andypatel2	ACKER	SCOTT		ACKER	ACKER	
Yes	test.testster	AIRPORT	MEMPHIS		49815	123123	
Yes	angletonisd	AISD	ANGLETON		angl	ANGL	
Yes	JAYSON.PRICE	ALBERTSON	KRISTEN		777778	114	

Search the Employee for whom Admin wants to manage the password click on the three dots on the right side and select Reset Password or Set as Active as per the Requirement.

If Employee adds the wrong password multiple times, then their account gets deactivated, to re-activate their account select Set as Active from this menu if they remember their old password otherwise click on Reset Password.

To reset the password correctly follow the instruction in the reset password dialog.

Enter New Password for VELASCO, MICHELLE

Password must be at least 8 characters long and include the following: an uppercase letter, a lowercase letter, a number, and symbol

Close Save