



# Report Center Workbook

---

## Contents

Overview ..... 2

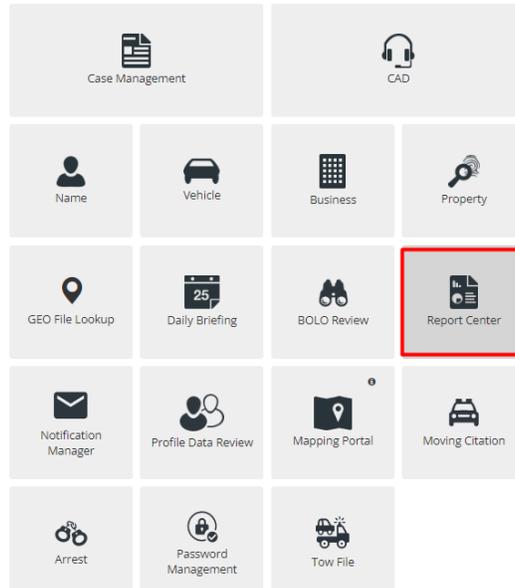
Canned Reports..... 5

Custom Reports ..... 7

Report Types ..... 13

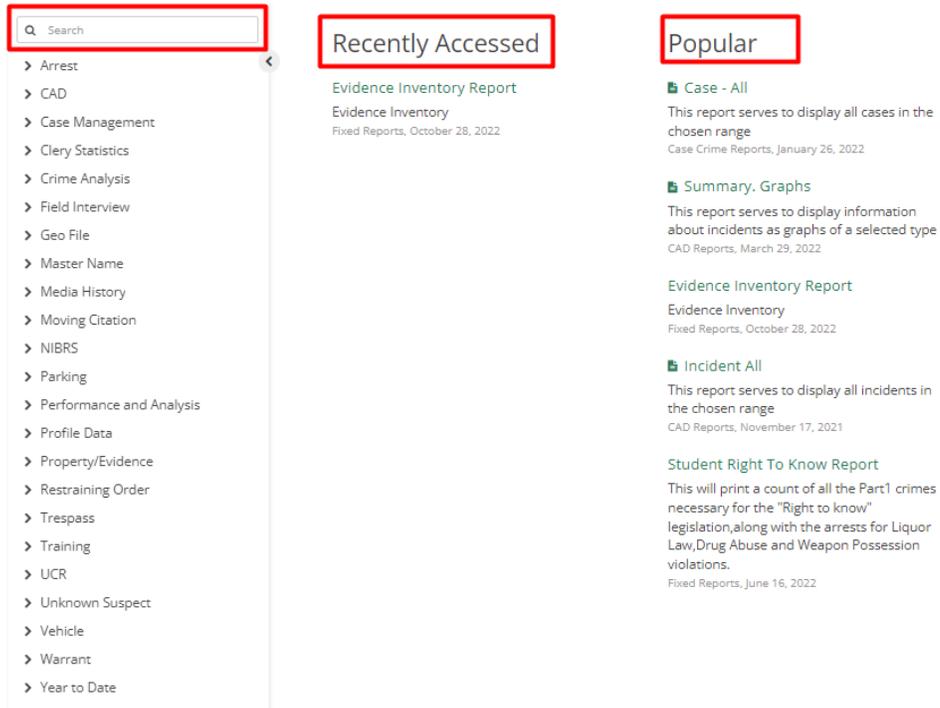
## Overview

The ARMS Report Center provides access to all reports that ARMS has developed or distributed to departments, also known as Canned Reports. Using various reports, charts, tables, or graphs that pull the information the department needs, the department can also generate custom reports; for this, go to the Report Center on the Dashboard.



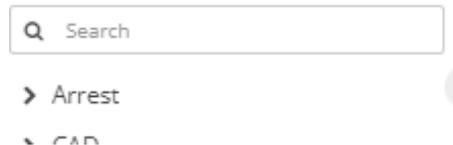
Once clicked, it will display all Recently accessed reports under the “Recently Accessed” label, and All of the reports that are commonly opened by all the department personnel are listed under the “Popular” tab.

Recently accessed is specific to the user and Popular has commonly accessed reports.



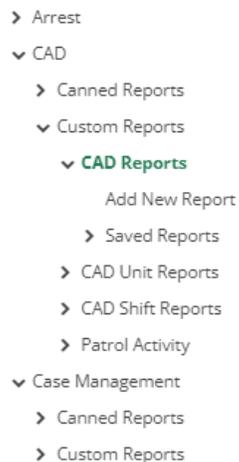
The screenshot displays the ARMS interface. On the left is a search bar and a list of report categories. In the center, the 'Recently Accessed' section shows the 'Evidence Inventory Report' with a date of October 28, 2022. On the right, the 'Popular' section lists several reports, including 'Case - All', 'Summary. Graphs', 'Evidence Inventory Report', 'Incident All', and 'Student Right To Know Report', each with a brief description and a date.

On the left, there is a menu that has multiple options for reports which are separated category-wise. It also has a search option that searches from the list of reports provided in ARMS.



This close-up shows the search bar with the text 'Search' and a magnifying glass icon. Below it, the 'CAD' category is expanded, showing a list of sub-items.

If we click any of them, it will divide into two parts Canned Reports and Custom Reports.



This detailed view shows the 'CAD' category expanded. It includes sub-sections for 'Canned Reports' and 'Custom Reports'. Under 'Custom Reports', there is a sub-section for 'CAD Reports' which includes options for 'Add New Report', 'Saved Reports', 'CAD Unit Reports', 'CAD Shift Reports', and 'Patrol Activity'. The 'Case Management' section also has sub-sections for 'Canned Reports' and 'Custom Reports'.



Canned Reports are created by ARMS and can be filtered as per one’s needs.

Custom Reports are one that departments can create for themselves.



If Officer wants a quick display of what is going on in the system or what are the open calls, then they can Go to Dispatch Display.

 Dispatch Display

Event #	PR	Unit #	Status	Incident	Beat	Location
000083	1	97	Arrived	04		CAFETERIA, 784 COLISEUM DR./POOLE DR.
000083	1	WB	Arrived	04		CAFETERIA, 784 COLISEUM DR./POOLE DR.
000079	3	BIS003	Stacked	FI	2	ALL AMERICAN DR., All American Drive
000078	5	BIS003	Stacked	70	2	ACADEMIC BUILDINGS
000077	5	BIS003	Stacked	VEHST	4	ACCELERATOR BUILDING, 631 ALL AMERICAN DRIVE
000072	5	WHOI	Arrived	08		2801 North Braeswood Boulevard, HOUSTON, TX, 77025
000071	5	HOLD	Received	08	2	V. B. HARRISON HEALTH CENTER, 400 REBEL DRIVE
000069	5	HOLD	Received	ROBS	4	LAMAR LAW CENTER, 615 GROVE LOOP
000063	5	TL	Reassigned	07		4000 BLOCK OF BALTIMORE AVENUE, 4000 BALTIMORE AVE
000082	5	HOLD	Received	ACCIDENT		4000 BLOCK OF CHANCELLOR ST, 4000 CHANCELLOR ST

Then the next option is Reports Management, here officer can search the report based on the report name or by selecting which user has created that report. If the Officer has the option to delete the reports, then they can delete reports that are created by other Officers by clicking the trash can icon.

## Reports Management

Clear Search

Delete Selected

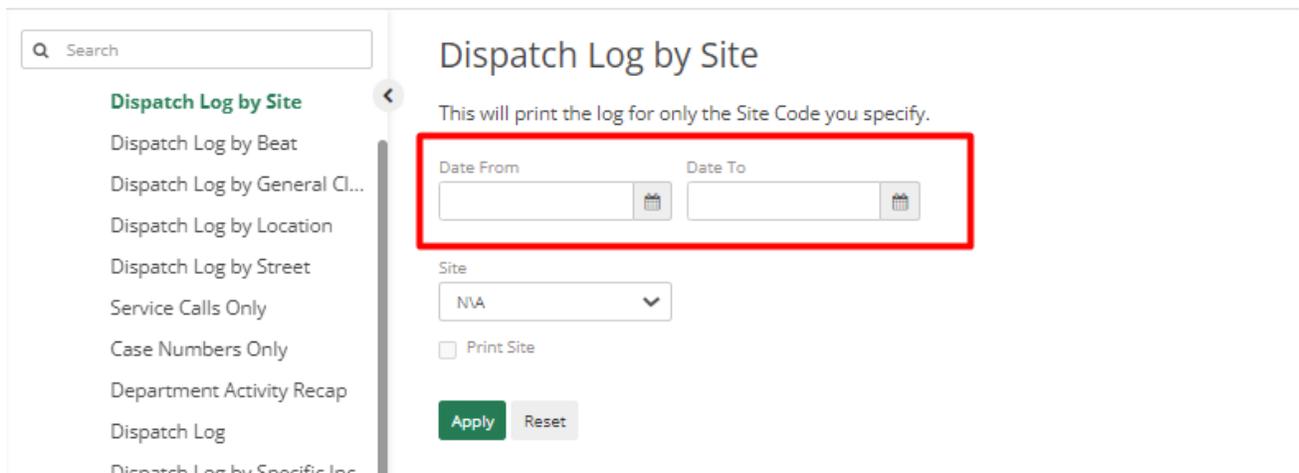
<input type="checkbox"/>	Name	Description	Group Name	Owner Name	<input type="checkbox"/>
<input type="checkbox"/>	a	a	Arrest Reports		<input type="checkbox"/>
<input type="checkbox"/>	A test Baylor	Dispatch Log by Specific Incident	CAD Unit Reports		<input type="checkbox"/>
<input type="checkbox"/>	Ad Hoc Query - "Arrest"	Ad Hoc Query - "Arrest"	Arrest Reports		<input type="checkbox"/>
<input type="checkbox"/>	aedfas	test	CAD Unit Reports		<input type="checkbox"/>
<input type="checkbox"/>	Analytic	test	Case Crime Reports		<input type="checkbox"/>
<input type="checkbox"/>	Arrest - All	This report serves to display all arrest in the chosen range	Arrest Charge Reports		<input type="checkbox"/>
<input type="checkbox"/>	Arrest Pivot Table	Arrest Pivot Table	Arrest Reports		<input type="checkbox"/>
<input type="checkbox"/>	Arrest Test	Arrest Test	Arrest Reports		<input type="checkbox"/>
<input type="checkbox"/>	Arrest Test 2	Arrest Test 2	Arrest Reports	HOLD	<input type="checkbox"/>
<input type="checkbox"/>	Arrests by Age	This report serves to display all arrests for a range of dates, subtotaled by Age	Arrest Charge Reports		<input type="checkbox"/>
<input type="checkbox"/>	Arrests by County	This report serves to display all arrests for a range of dates, subtotaled by County	Arrest Charge Reports		<input type="checkbox"/>
<input type="checkbox"/>	Arrests By County (2)	example	Arrest Charge Reports		<input type="checkbox"/>

## Canned Reports

Canned Reports are Reports that are already available to departments when they first access ARMS. To find any of the created Reports click any of the categories on left and then click on Canned Reports under that.

- ▼ Case Management
  - ▼ Canned Reports
    - Case Log By Date
    - Case Log By Date And Time
    - Case Log Media
    - Case Log - Individual Officer
    - Cases By Location Type Su...
    - Cases By Location Type
    - Approved Cases Report
    - Hate Crimes
    - Crime Summary - One Site
    - Supplement Log
    - State As Victim
    - Filter Case Log by Categories
    - Search by Location Detail

It will show a full list of Report options provided by ARMS. Click on any of the reports to see more about it. After clicking any report option, the officer can filter by selecting Date from and Date to. Apply button will apply the date range and display the report accordingly. It displays in a way that cannot be manipulated.



The screenshot shows the ARMS interface for the 'Dispatch Log by Site' report. On the left is a search bar and a list of report options, with 'Dispatch Log by Site' selected. The main content area is titled 'Dispatch Log by Site' and includes the instruction: 'This will print the log for only the Site Code you specify.' Below this, there are two date input fields labeled 'Date From' and 'Date To', each with a calendar icon. These two fields are enclosed in a red rectangular box. Below the date fields is a 'Site' dropdown menu currently showing 'N/A'. There is also a 'Print Site' checkbox and two buttons: 'Apply' (in green) and 'Reset' (in grey).

It can be Printed by clicking on the Print button, Exported to PDF by clicking on the Export to PDF button, Exported to Excel by clicking on the Export to Excel button, or Exported to RTF file by clicking on Export to RTF.

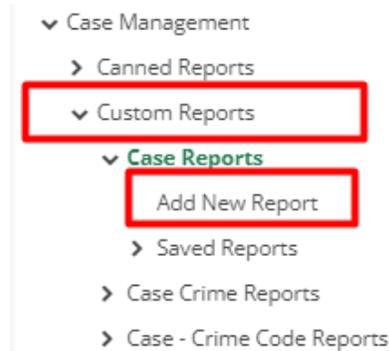


UNIVERSITY OF END2END UPD Dispatch Log by Site from 10/03/2022 to 10/28/2022		
<a href="#">End of Shift</a>	Oct 05, 2022 - 23:40:27	22-10-0
<p>RP: Common Name/Address:</p> <p>Notes:</p> <p>Public Information: Disposition: Received Via: Radio Unit #: BIS003 - Dispatch 23:40/EnRoute 23:40/Arrived 23:40/Clear 23:40</p>		
<a href="#">Beginning of Shift</a>	Oct 05, 2022 - 23:41:05	22-10-0
<p>RP: Common Name/Address:</p> <p>Notes:</p> <p>Public Information: Disposition: Received Via: Radio Unit #: BIS003 - Dispatch 23:41/EnRoute 23:41/Arrived 23:41/Clear 23:41</p>		
<a href="#">Vehicle Stop</a>	Oct 06, 2022 - 00:07:00	22-10-0
<p>RP: Common Name/Address: ACCELERATOR BUILDING, 631 ALL AMERICAN DRIVE, University, MS 386</p> <p>Notes: Case #2210-00043 has been issued by BIS003/JANKI SHAH Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam maximus leo ut dictum neque finibus. Nulla ultrices posuere bibendum. In hac habitasse plate est sapien, malesuada sed sodales vel, porta eu felis. Quisque et blandit liber tortor. Donec laoreet, enim elementum aliquet eleifend, turpis lectus pellentes tincidunt massa mauris nec nulla. Vestibulum non dapibus magna, ac bibendu commodo lorem nec dictum fringilla. Sed ipsum magna, tempor fermentum m consectetur tempus sem. Suspendisse at aliquam nisi, porttitor pretium augue natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. C facilisis, dapibus elit a, mattis massa. Vivamus scelerisque lorem sollicitudin e porttitor purus lobortis. Aliquam erat volutpat.</p> <p>Nam ligula tortor, pellentesque non libero vestibulum, ultricies ultricies tortor. ! aliquet ultricies porta. Morbi commodo tincidunt posuere. Suspendisse sagittis vulputate, leo ante tempor nulla, a tincidunt mi tortor et dolor. Nunc at nulla eg fermentum ullamcorper sit amet ac leo. Ut augue arcu, dictum ac nunc ut, ultr mauris. Nunc eu pulvinar felis. In varius nec libero et placerat. In et placerat n interdum eros. Mauris id lacus fringilla Vehicle BABABA AL has been associated to event Vehicle Stop: 10/06/2022 00:07 Location: , Description: YELLOW GRAY DOD</p>		

Each Canned Report has different options to be filled by the Officer as per the type of the Report. Some reports are in the form of tables which will look better if exported to Excel because they set in the form of tables.

### Custom Reports

Custom Reports are a way for the department to create a Brand-new Report based on whatever information they are looking for. If the Officer wants to create a Custom Report, then they need to go to the Custom Report option under the category they want to create a Custom Report for.



There are two options Add New Report and Saved Reports. Add New Report will create a new Report as per the information selected and Saved Reports will display all the reports saved by other Employees in the department.

After clicking Add New Report, it will display a few entries with default setup which can be changed by selecting fields as per the type of report. Three main things for customizing reports are Filters, Group By and Fields.

Filters are what Officer searches. Group By is if the officer wants to group them and it is not mandatory. Fields are headers or real data.

### New Report - "Case"

Case Number Equals 
 Date Occurred From Greater Than

Date Occurred To Less Than  
 Site Code In

1 - 100 (869 records)

Case Number	Date Reported	Report Title	Business	Crimes
13-0159	10/08/2013	Incident Report	JOHNNY WILLIAMS GENERATI...	Abandoned Vehicle/Property
13-0162	10/04/2013	(Empty)	CROSBY HALL	Aggravated Assault with a Fir...
13-0165	10/07/2013	(Empty)	FLAG POLE AT UNIV. CIRCLE	Simple Assault, Fear of bodily...
13-0167	10/13/2013	(Empty)	FASER HALL	Simple Assault, causing bodil...
13-0169	12/13/2013	(Empty)	(Empty)	(Empty)
14-0004	02/19/2014	CRIMINAL CASE REPORT	ANDERSON HALL	Robbery, Armed, Trespass les...
14-0006	02/19/2014	(Empty)	(Empty)	(Empty)
14-0007	02/19/2014	Information Report	(Empty)	Alarm-Panic
14-0008	03/04/2014	(Empty)	HEDLESTON DORMITORY	Disturbing the Peace, Aggrava...
14-0012	11/01/2013	(Empty)	ACCELERATOR BUILDING	123456789012, Stalking - VAWA
14-0030	04/24/2014	CRIMINAL CASE REPORT	TRIPLETT ALUMNI CENTER	Robbery, Armed
14-0031	05/07/2014	(Empty)	CARRIAGE HOUSE	Robbery, Armed
14-0032	05/07/2014	(Empty)	(Empty)	Administering Poison to Anim...
14-0033	05/09/2014	CRIMINAL CASE REPORT	HEALTH AND SAFETY DEPT.	Destroying Public Property, \$...
14-0034	05/14/2014	(Empty)	(Empty)	(Empty)
14-0035	05/20/2014	(Empty)	GUESS HALL	Special Detail
14-0036	06/02/2014	CRIMINAL CASE REPORT	(Empty)	(Empty)
14-0037	06/06/2014	CRIMINAL CASE REPORT	INTERCOLLEGIATE ATHLETICS	RUDE INDIVIDUAL THAT IS VE...
14-0038	06/06/2014	CRIMINAL CASE REPORT	MILLER HALL	RUDE INDIVIDUAL THAT IS VE...
14-0039	06/10/2014	(Empty)	GEORGE PEABODY HALL	RUDE INDIVIDUAL THAT IS VE...
14-0040	06/11/2014	CRIMINAL CASE REPORT	INTERCOLLEGIATE ATHLETICS	Boot a vehicle
14-0041	06/11/2014	CRIMINAL CASE REPORT	ACCELERATOR BUILDING	Boot a vehicle

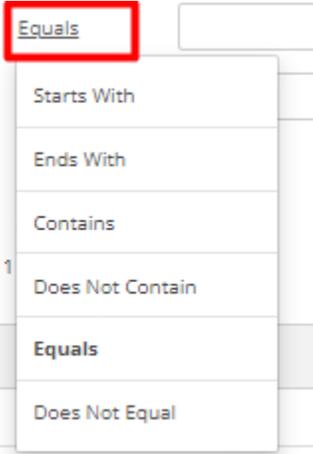
If someone wants to remove filter options, then they can click on the trash can icon. To add a new filter, they can click on Add Filter button and can choose from the list. So, after selecting the filter it can be searched by those selected options.

### New Report - "Case"

Case Number Equals 
  Date Occurred From Greater Than

Date Occurred To Less Than  
 Site Code In

By clicking on Equals, Officer can filter in multiple other ways using Starts with, Ends With, Contains, Does Not Contain, Equals, and Does Not Equal.



To use a more descriptive way of filters, click on Add Computed Filter button. For example, instead of the filter by dates, users can also filter by Week, Weekday, Month, Quarter, etc.

Group by has similar options like a filter i.e., Add Filter and Add Computed Field, but it can be grouped by unit, etc.

Group ×

Field Name	Displaying Name	Delete
<i>Use the button below to add grouping fields</i>		
<span>+ Add field</span> <span>+ Add computed field</span>		
<div style="border: 1px solid #ccc; padding: 5px;"><input type="text" value="Search"/> <span>✕</span></div> <ul style="list-style-type: none"><li>Apt Number</li><li>Beat Code</li><li>Beat Name</li><li>Business</li><li>Case #</li><li>✓ City</li><li>Clery Location Criteria</li></ul>		
<span>OK</span>		

OK

Applied Group By can be removed by clicking on the trash can icon.

Group ×

Field Name	Displaying Name	Delete
City	<input type="text" value="City"/>	

+ Add field + Add computed field

OK

Fields are the actual information that is shown in the table. The unnecessary fields can be removed by clicking on the trash can icon and required fields can be added by clicking on Add Field button. Computed fields can be added by clicking on Add Compute Field button.

Fields
×

	Field Name	Displaying Name	Delete
☰	Incident #	Incident #	
☰	Case #	Case #	
☰	Date Entered	Date Entered	
☰	Time Entered	Time Entered	
☰	Initial Incident Code	Initial Incident Code	
☰	Final Incident Code	Final Incident Code	
☰	Business	Business	
☰	Disposition	Disposition	
☰	Priority	Priority	
☰	Street Name	Street Name	
☰	Street #	Street #	
☰	Unit Name	Unit Name	

+ Add field
+ Add computed field

OK

When a user has finished adding all the fields or groupings, they may select "Run Report" to run the report or "Save As" to save the report. All agency employees can view the report if the



officer selects the "Save As Agency Report" checkbox. If not, only the Officer who created it can view it.

Save Report As ×

Report name

Report description

Save As Agency Report

OK Cancel

## Report Types

There are three types of Reports in ARMS. Table, Detailed, and Pivot.



Table Type - By default, Reports can be viewed in Table type, can be exported in CSV format, and can be manipulated further if required.

Run Report Save As

Table Detailed Pivot

1 - 100 (2419 records) Group By Fields Export to CSV Export to PDF

Incident #	Case #	Date Entere	Time Entere	Initial Incide	Final Incider	Business	Disposition	Priority	Street Name	Street #	Unit Name
13-10-22-...	(Empty)	10/22/2013	03:56	LOGOFF	LOGOFF	(Empty)	(Empty)	(Empty)	(Empty)	(Empty)	JAYSON ...
13-10-22-...	(Empty)	10/22/2013	03:56	LOGON	LOGON	ACADEMI...	(Empty)	(Empty)	CIRCLE	(Empty)	JAYSON ...
14-03-12-...	(Empty)	11/15/2013	11:27	BURDWA	BURDWA	(Empty)	Report To...	1	WEST RO...	202	DELTA 1
14-03-12-...	(Empty)	11/01/2013	07:00	05	05	BAXTER ...	Report To...	2	DORMIT...	37	DELTA 1
14-03-13-...	14-0012	11/01/2013	04:00	05	05	ACCELER...	Report To...	1	ALL AME...	631	JAYSON ...
14-03-13-...	(Empty)	11/01/2013	02:00	(Empty)	(Empty)	ALL AME...	Report To...	(Empty)	(Empty)	(Empty)	DELTA 1,...
14-05-02-...	(Empty)	05/02/2014	09:56	VEHST	VEHST	(Empty)	(Empty)	(Empty)	UNIVERSI...	1700	DOWNNSJ...
14-05-02-...	(Empty)	05/02/2014	10:01	VEHST	VEHST	(Empty)	(Empty)	5	MAIN ST	500	DOWNNSJ...
14-05-02-...	(Empty)	05/02/2014	10:15	VEHST	VEHST	(Empty)	Report To...	5	(Empty)	(Empty)	DOWNNSJ...



Detailed - Its format is more like Report, Log, or something like that. It can be exported as a PDF.

The screenshot shows the ARMS interface with the following elements:

- Buttons: Run Report, Save As, Table, Detailed (highlighted), Pivot, Group By, Fields, Sort, Export to PDF (highlighted).
- Navigation: 1 - 100 (2419 records)
- Filter: City : (Empty)
- Data Row 1:
  - Incident #: 13-10-22-000122
  - Case #: (Empty)
  - Date Entered: 10/22/2013
  - Time Entered: 03:37
  - Initial Incident Code: LOGON
  - Final Incident Code: LOGON
  - Business: (Empty)
  - Disposition: Cancelled Event
  - Priority: (Empty)
  - Street Name: (Empty)
  - Street #: (Empty)
  - Unit Name: BRYANT MICHAEL STUART, DOWNS JOSHUA, HOWARD, KAREN, CASSANDRA, JAYSON WIRTH
- Data Row 2:
  - Incident #: 13-10-22-000124
  - Case #: (Empty)
  - Date Entered: 10/22/2013
  - Time Entered: 03:56
  - Initial Incident Code: LOGOFF
  - Final Incident Code: LOGOFF
  - Business: (Empty)
  - Disposition: (Empty)
  - Priority: (Empty)
  - Street Name: (Empty)
  - Street #: (Empty)
  - Unit Name: JAYSON WIRTH

Pivot Type Report It is used to create graphs and many kinds of tables. Both an X and Y axis are present. As a result, fields can be Added or Dragged to the X-axis and Y-axis as needed.

Run Report Save As

Table Detailed Pivot

Fields Export to Excel

Table		Count	
Incident #	Final Incident Code	Final Incident Code	Totals
Time Entered		(Empty)	192
Case #		002	1
Initial Incident Code		0021	2
Date Entered		02	13
Business		03	14
Disposition		04	56
Priority		05	49
Street Name		06	12
Street #		07	48
Unit Name		08	13
		10	9
		11	4
		12	2
		13	3
		14	2
		15	6
		17	2
		18	4
		19	1
		20	6
		22	7
		23	1
		24	4
		25	2
		27	10

There are multiple options to view this type of Reports Table, Table Bar chart, Heat Map, Row Heatmap, Col Heatmap, Line Chart, Bar Chart, Stacked Bar Chart, Area Chart, and Pie Chart.

- Table
- Table Barchart
- Heatmap
- Row Heatmap
- Col Heatmap
- Line Chart
- Bar Chart
- Stacked Bar Chart
- Area Chart
- Pie Chart

Below is an example of a Pie chart.

