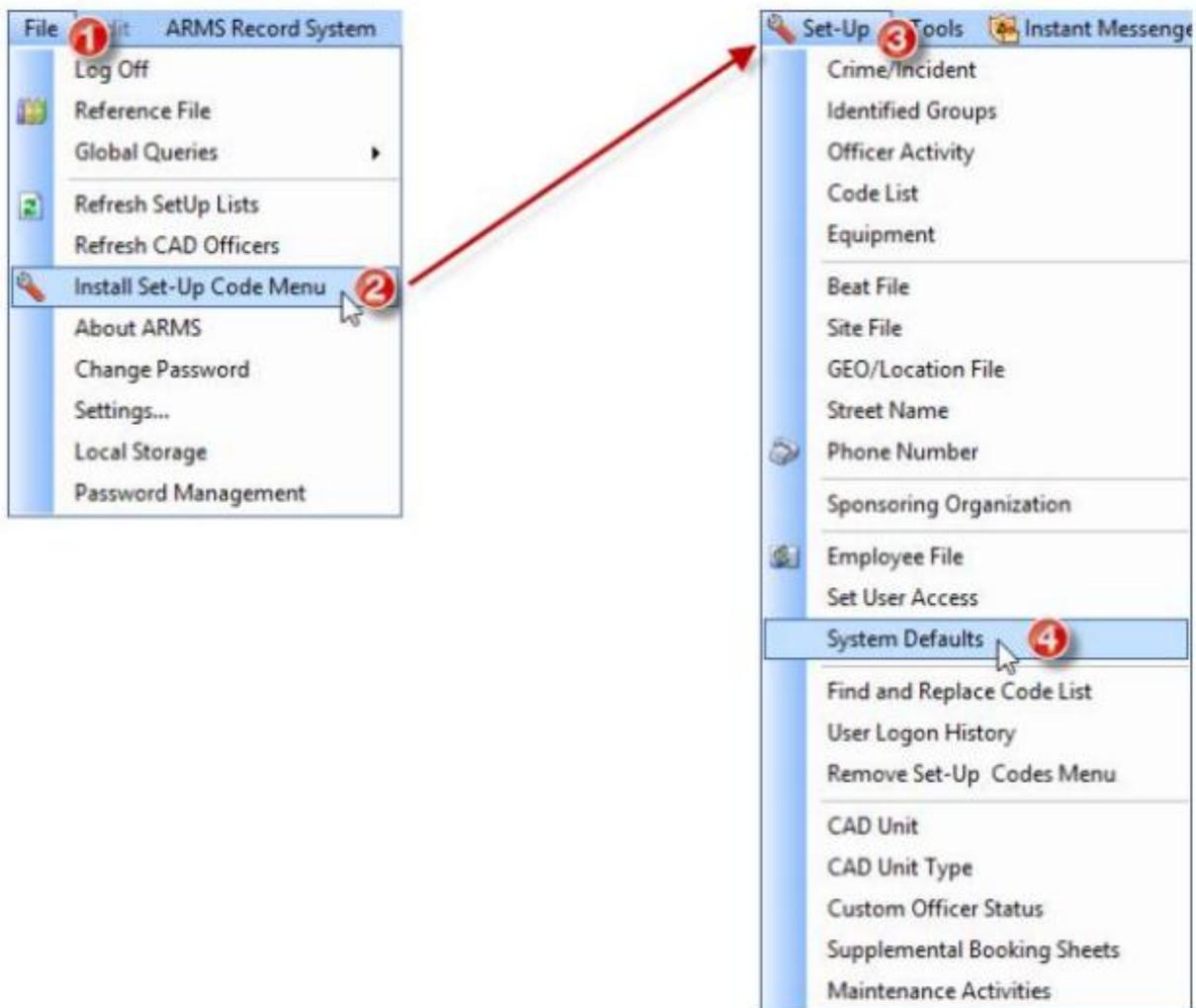


Resetting Numbers for the New Year

Utilizing the Auto Reset Numbers feature allows you to set your Case, CAD, Arrest, Event Tracker record numbers to roll over and start back at one either at the beginning of every month or the year.

To access these settings the ARMS Admin will navigate to File (1) > Install Set-Up Code Menu (2) > Set-Up (3) > System Defaults (4).





Once in the System Default window select Modify from the Navigational Tool bar and click the Right Arrow till the Misc. tab appears. Select Misc. to see the Auto Reset Numbers options.

The screenshot shows the 'Dept Information' window with the 'Misc.' tab selected. The 'Auto Reset Numbers' section contains the following data:

	Never	Monthly	Yearly
Case	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
CAD	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Arrest	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Event Tracker	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

There are three options (Never, Monthly, and Yearly) for resetting numbers in the four available modules. Set the radio button in each row to the desired reset option. This will cause the record numbers in each module to reset or not reset.

1. Never – The record number will continue to increment and will not roll over back to one.
2. Monthly – The record number will roll over back to one on the first of each month.
3. Yearly – The record number will roll over back to one on January 1st of each year.

The close-up shows the 'Auto Reset Numbers' section with three numbered callouts: 1 points to the 'Never' column, 2 points to the 'Monthly' column, and 3 points to the 'Yearly' column. The radio buttons for 'Case', 'CAD', 'Arrest', and 'Event Tracker' are all selected in the 'Yearly' column.