

# CAD CALL SCREEN ENTRY

## REMARKS

Access by clicking the tab, pressing **F1**, or **ALT R**

- DUAL REMARKS**
- Allows multiple users to enter and save data into the remarks section of the same call.

## DISPATCH

Access by clicking on the tab, pressing **F2**, or **ALT D**

- ADD UNITS TO A CALL:**
- Type unit number in the box **OR**
  - Double click on an available unit

## UNITS

Access by clicking the tab, pressing **F3**, or **ALT U**

- Modify Unit Times**
- Type modified time

- Update Unit status**
- Type unit status in box **OR**
  - Click on status button

- Select Unit to update**
- Click on Unit in the grid **OR**
  - Click Blue arrows to navigate between multiple units

- The unit in pink is the unit that will be updated

\* Denotes an optional feature

# CAD CALL SCREEN ENTRY

## HISTORY

Access by clicking on the tab, pressing **F4**, or **ALT H**

The screenshot shows the 'History' tab selected in the CAD interface. The top section contains call details: Call Date (05/03/2013), Time Received (13:58:34), Call Status (DSP), Method Rec (T), Disp 1 (R23), Disp 2 (R23), OIC (L10), and Call Number (13057664). Below this are fields for Caller Name, Address, Agency (ERIE), PD Zone (SAND), and Fire Call Type (ANIMAL COMPLAINT). A table below the form lists call history with columns for Date, Time, Suite, Building, Police Code, and Fire Code. The first entry is dated 02/04/2013 at 16:36:52, with Police Code THEFT. The second entry is dated 01/08/2013 at 15:24:54, with Police Code TELECOM HARASSMENT. A 'Go To Call' button is visible on the right side of the table.

Displays the CAD history at the service location

Navigate between history by clicking the blue arrows

Narrow results to exact building, suite, or apt # by checking this box

Click to view the CAD call history

## NAMES

Access by clicking on the tab, pressing **F5**, or **ALT N**

The screenshot shows the 'Names' tab selected in the CAD interface. The top section contains call details: Call Date (05/06/2013), Time Received (14:55:51), Call Status (UNA), Method Rec (T), Disp 1 (T), Disp 2 (T), OIC (T), and Call Number (1220738). Below this are fields for Caller Name, Address, Agency (HUMAN RESOURCE DEPARTMENT), PD Zone (BEACHWOOD), and Fire Call Type (THEFT/FREE TEXT). A 'Person' section contains fields for Title, First Name, Middle Name, Last Name, Suffix, DOB, Relation, and other personal information. An 'Add Caller' button is highlighted in the bottom right area of the form.

\*Run a LEADS transaction

\*Import/populate LEADS info into the call

Add the caller to the call.

Displays history on SSN & OLN entered under "Persons"

Click to perform a search by name, dob, or both

Navigate between names

Selecting **ARA** creates an arrest entry

**Add a name**

- Press ALT F5 OR
- Click "Add"

\* Denotes an optional feature

# CAD CALL SCREEN ENTRY

## VEHICLE

Access by clicking on the tab, pressing **F6**, or **ALT V**

- \*Run plate through LEADS
- \*Import LEADS vehicle info into the call

View cad vehicle history

- Enter a tow
- Vehicle info cross populates to tow form.

- Add a vehicle**
- Click "Add" OR
  - Press ALT F6

- View unpaid parking ticket
- View warrant entry associated with vehicle

Navigate between vehicle entries

## PROPERTY

Access by clicking on the tab, pressing **F7**, or **ALT P**

Add property to a call

Navigate between property entries

\* Denotes an optional feature

# CAD CALL SCREEN ENTRY

## REPORTS

Access by clicking on the tab or pressing **F8**

Click the box to assign a report number

Save and keep cad call screen open

Save and close cad call screen

Select a reporting officer

## WARRANT

Access by clicking on the tab, pressing **F9** or **ALT W**

Displays warrants entered into the cad warrant file that contain the same address as the cad call.

Displays vehicle listed in warrant entry

Narrow results to exact building, suite, or apt #

Navigate between warrant entries

\* Denotes an optional feature

# CAD CALL SCREEN ENTRY

## ALERTS

Access by clicking on the tab, pressing **F11**, or **ALT A**

Call Date: 05/03/2013, Time Received: 13:58:34, Call Status: DSP, Method Rec: T, Disp 1: R23, Disp 2: R23, OIC: L10, Call Number: 13057664

Caller First Name: TOM, Caller Last Name: JONES, Caller Phone: - - -

Street Number / Cross: 1332 SHELBY ST, City: SANDUSKY, Zip: 44870

Call Type: ANIMAL COMPLAINT, Fire Call Type: - - -

Person: 4265

Notes: This is a HUD owned property. A2Z Field Services is under contract to manage property. In case of emergency contact: 1-877-342-1067, option 4

Displays special attentions at cad call address

Create a new special attention at the cad call location

Displays person listed in special attention

Narrow results to exact building, suite, or apt #

Navigate between special attentions

## CALL INFO

Access by clicking on the tab, pressing **F12**, or **ALT C**

Call Date: 05/07/2013, Time Received: 13:25:03, Call Status: UNA, Method Rec: T, Disp 1: D, Disp 2: - - -, OIC: D, Call Number: 1330012

Caller First Name: - - -, Caller Last Name: - - -, Caller Phone: - - -

Street Number / Cross: 27100 CEDAR RD, City: BEACHWOOD, Zip: 44122

Call Type: BOMB THREAT, Fire Call Type: - - -

Directions To Call: - - -

Procedures: - - -

Mabas Box: - - -

Automatic Aid Request: - - -

Displays info entered in System Setup/ Streets

\*Populated by E911 interface after pressing "Get 911"

\* Denotes an optional feature



# CAD CALL SCREEN ENTRY

## OCCUPANT

Access by clicking on the tab or pressing ALT and the letter O

Call Date: 05/03/2013, Time Received: 13:58:34, Call Status: DSP, Method Rec: T, Disp 1: R23, Disp 2: R23, OIC: L10, Call Number: 13057664

Caller First Name: TOM, Caller Middle Name: JONES, Caller Last Name: JONES, Caller Phone: - -

Common Name: HAMPTON INN, Agency: ERIE, PD Zone: SAND, Fzone: [Red], Alarm: [Red], Disposition: [Red]

Street Number / Cross: 11600 US250, Building: [Red], Suite: [Red], City: MILAN, Zip: 44846

Call Type: ANIMAL COMPLAINT, Fire Call Type: [Red], Priority: 1, Response: 0101, POC: [Red]

Contacts List:

Name	Type	Updated
MARK ADAMS		12/12/2012

Displays occupancy info from the business matching the address of the cad call

Display a list of contact name and phone numbers

Narrow results to exact building, suite, or apt #

Navigate between businesses at the cad call location

## Notified

Accessed by clicking on the tab

Call Date: 05/03/2013, Time Received: 13:58:34, Call Status: DSP, Method Rec: T, Disp 1: R23, Disp 2: R23, OIC: L10, Call Number: 13057664

Caller First Name: TOM, Caller Middle Name: JONES, Caller Last Name: JONES, Caller Phone: - -

Common Name: HAMPTON INN, Agency: ERIE, PD Zone: SAND, Fzone: [Red], Alarm: [Red], Disposition: [Red]

Street Number / Cross: 11600 US250, Building: [Red], Suite: [Red], City: MILAN, Zip: 44846

Call Type: ANIMAL COMPLAINT, Fire Call Type: [Red], Priority: 1, Response: 0101, POC: [Red]

Notified List:

date	time	notified
05/03/2013	14:29:33	MARK ADAMS

Notified: MARK ADAMS, Date: 05/03/2013, Time: 14:29:33

After clicking "New" Enter name here

First: Click to enter a name

Navigate between notified persons

Delete a name

\* Denotes an optional feature

# CAD CALL SCREEN ENTRY

CAD Command Line  
Status Monitor:

The screenshot shows the CAD Status Monitor window. It is divided into two main sections: 'Available Units' on the left and 'Assigned Units' on the right. Below these is a detailed call information section, and at the bottom is a command line.

Available Units					Assigned Units								
Unit	Zone	Bdg	Type	Agen	Unit	Pr	Badge	Time	Stat	Unit Location	Call Code	Fire Code	Call Number
TOM1		ST	CP		5226	T	0119	21:47:57	INS				1330098
ENG11			EG	ALLI	5212	T	0109	21:47:57	INS	27040 CEDAR RD 215R	BAR CHECK		1330101
ENG4	ALLI		EG	ALLI	6200	T		21:47:57	INS	FIFTEENTH ST DENWOOD :			1330102
ENG5			EG	ALLI	4511	T		21:27:46	ENR	333 FACTORY ST			1330103
MED4		AR		ALLI	5215	T	0111	21:20:08	HOS	1186 W STATE ST			1330108
MET			EG	ALLI	6210	T		21:28:19	DSP				1330110
VN15	15		EG	ALLI	1234	T	0211	21:45:26	TRF		TRAFFIC STOP		1330112
6201				ALLI	5218	T	0201	20:40:15	TRF		TRAFFIC STOP		1330113
6202				ALLI	5218	T	0201	20:40:16	TRF		TRAFFIC STOP		1330114
6203				ALLI									
6204				ALLI									
6205				ALLI									
6206				ALLI									
6207				ALLI									
6208				ALLI									
6209				ALLI									
6211				ALLI									

  

Received	Pri	Num/Street	Primary Street	Suite	Building	Municipality	Zone	Fzone	Number	Call Code	Fire Code	No

Enter Command

Command line can be utilized to run queries, update units, dispatch units and access other functions.

Run an Ohio Plate

Command: RP 'plate number'

Run an Ohio Driver License by SSN

Command: DS 'ssn'

Run an Ohio Driver License by License Number

Command: DL 'Ohio license'

Access Business File

Command: B

Access Chat

Command: C

Access Master Name

Command: M

\* Denotes an optional feature

# CAD CALL SCREEN ENTRY

Enter New CAD Call

Command: N

Update Units Status

Command: S 'new status' unit numbers separated by space.

Search CAD

Command: 'SC'

Enter Traffic Stop

Command: T 'unit number'

Update Unit

Command: U 'unit number'.

\* Denotes an optional feature