TAC CAD- RMS VERSION 8

Form Control Bar

The menu bar is located at the bottom of most screens and will have the same common buttons in the same location.

Not all buttons will function or work on every screen. This is by design based on what this record does.

 Find button: F1 key: This button will bring up a search screen. Fill in the desired fields that you would like to locate by and press the find button. In many modules the search result will be displayed is a Grid. The user can scroll through the records and press enter to select the specific record. Once records are selected the user can utilize the Previous and Forward buttons to step through selected records. Note, you can only step through records that match your search parameters. **As example if you want to display all of the reports for a day search by the start and end date of today**. The current and total numbers of records selected are displayed on the lower right of the screen.

In text fields it is important to remember some search hints:

> %smith: will find any name with smith at the end.
>
>> Results could be; Smith, Goldsmith, or Bernsmith
>
> Smith%: would find any name starting with smith
>
>> Results could be; Smith, Smithman, or Smith-woosstein
>
> %smith%: would find any name with smith contained in the name
>
>> Results could be; Smith, Woodsmith, Everysmithman

Remember to 'Find" incident reports and accident reports. Do not work on reports by hitting the add button as this will create a new report that will be blank. It will not search and bring forward the record

Help Button displays a help document for this module.

Add button: F5: This button adds a new record.

Save button: F10: Saves all changes made to any and all tabs

Revert button: F4: **Reverts all changes** on all tabs and all fields since last save.

Print Button: F2: Will either bring up printing options screen or will print the current record. Most printing is control by Adobe PDF which allows the record to be previewed, printed, emailed or saved to a file.

Report Button: Allows users to run statistical reports. The standard system has over two hundred reports formats defined. Utilizing the imbedded SQL query thousands of variations of reports can be created. The user can select the search criteria from the screen and then select the Type of Report. Depressing the Printer button executed the report query. Most printing is control by Adobe PDF which allows the record to be previewed, printed, emailed or saved to a file. Custom user specific reports can also be created.

Forward Button: F6 Moves to next record, in selected set of records.

Previous Button: F7: Moves to previous record in selected set of records.

Audit Trail Button: If record set has audit trail this button will show all changes to the record.

 Delete Record Button: F8: Authorized user can depress this button to **permanently delete a record.**

Close and Exit Button: Button closes and exits record saves any changes made to any and all tabs

Search Wizard: This button will launch the search wizard. The screen will become "unlocked" . Typing in any combination of fields will cause these fields to be searched when the search wizard button is pushed for the second time to execute search. Keep in mind if you want to search for ranges of events or dates the Locate button should be utilized.

Standard Screen Format:

System Configuration:

When CAD Updates MDTs is checked on every dispatch change to a record is pushed to the MDTs. When CAD Updates MDTs is checked off only initial call and manually initiated updates are pushed to the MDTs.

Unit Checkup plays DING.WAV

PENDINGCALLS.WAV plays when a new pending call is entered.

PHASERS.WAV plays when an alerts from and MDT running a warrant or other LEADS hit.

GOTMAIL.WAV notifies user of a new chat message.

REMINDER.WAV Notifies user a chat message is still pending.

REMINDER.WAV Notifies user of NCIC response

The No CAD Sound disables:

   DING.WAV (Unit checkup)
   GOT MAIL.WAV (New Chat)
   PHASERS.WAV (NCIC Hits)
   REMINDER.WAV (NCIC Message)

The .WAV files can be modified or deleted as needed to meet users requirements.

System Configuration - No Sound control all users.

Under NCIC user

No Sound disables sound for only on workstation.

Agency	TAC1	IP Address:	192.168.252.15
Terminal No	TOM2	Port:	4000
ORI:	OH018019Y		

☐ No LEADS
☐ No Sound
☐ Broadcasts