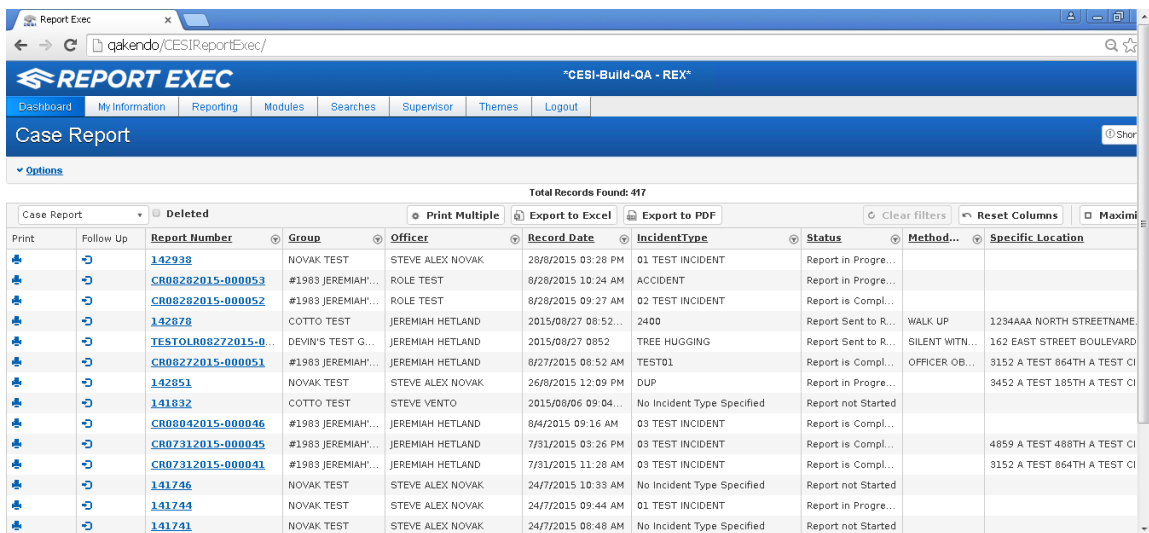


VERSION 12 SEARCH FUNCTIONALITY

SEARCHES

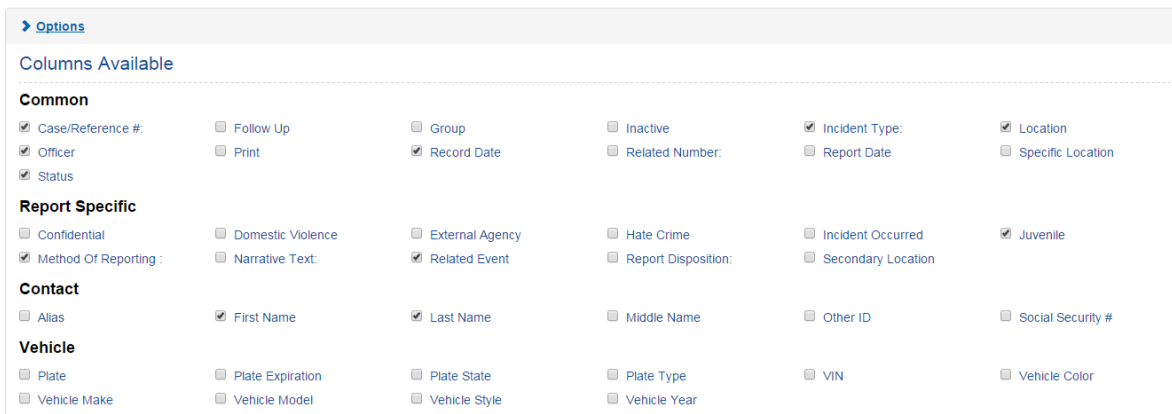
A new search function has been built into the Report Exec Software. The new search function removes the limit of top 500 returns and provides more control over the returned data. The new search feature will initially be available in the Report Searches, but will expand to the other search areas.

When opening a search, such as a Case Report Search, the user will immediately open a page with returned results.



Print	Follow Up	Report Number	Group	Officer	Record Date	Incident Type	Status	Method	Specific Location
		142938	NOVAK TEST	STEVE ALEX NOVAK	28/8/2015 03:28 PM	01 TEST INCIDENT	Report in Progre...		
		CR08282015-000053	#1983 JEREMIAH...	ROLE TEST	8/28/2015 10:24 AM	ACCIDENT	Report in Progre...		
		CR08282015-000052	#1983 JEREMIAH...	ROLE TEST	8/28/2015 09:27 AM	02 TEST INCIDENT	Report is Compl...		
		142878	COTTO TEST	JEREMIAH HETLAND	2015/08/27 08:52...	2400	Report Sent to R...	WALK UP	1234AAA NORTH STREETNAME
		TEST01R08272015-0...	DEVIN'S TEST G...	JEREMIAH HETLAND	2015/08/27 0852	TREE HUGGING	Report Sent to R...	SILENT WITHN...	162 EAST STREET BOULEVARD
		CR08272015-000051	#1983 JEREMIAH...	JEREMIAH HETLAND	8/27/2015 08:52 AM	TEST01	Report is Compl...	OFFICER OB...	3152 A TEST 864TH A TEST CI
		142851	NOVAK TEST	STEVE ALEX NOVAK	26/8/2015 12:09 PM	DUP	Report in Progre...		3452 A TEST 185TH A TEST CI
		141832	COTTO TEST	STEVE VENTO	2015/08/06 09:04...	No Incident Type Specified	Report not Started		
		CR08042015-000046	#1983 JEREMIAH...	JEREMIAH HETLAND	8/4/2015 09:16 AM	03 TEST INCIDENT	Report is Compl...		
		CR07312015-000045	#1983 JEREMIAH...	JEREMIAH HETLAND	7/31/2015 03:26 PM	03 TEST INCIDENT	Report is Compl...		4859 A TEST 488TH A TEST CI
		CR07312015-000041	#1983 JEREMIAH...	JEREMIAH HETLAND	7/31/2015 11:28 AM	03 TEST INCIDENT	Report is Compl...		3152 A TEST 864TH A TEST CI
		141746	NOVAK TEST	STEVE ALEX NOVAK	24/7/2015 10:33 AM	No Incident Type Specified	Report not Started		
		141744	NOVAK TEST	STEVE ALEX NOVAK	24/7/2015 09:44 AM	01 TEST INCIDENT	Report in Progre...		
		141741	NOVAK TEST	STEVE ALEX NOVAK	24/7/2015 08:48 AM	No Incident Type Specified	Report not Started		

To begin filtering the search results, click the arrow pointing down to the left of “Options” – this will open a series of check boxes (Note: Search filters through reports now include the ability to include Contact and Vehicle information in the search results).



Options

Columns Available

Common

- Case/Reference #
- Follow Up
- Group
- Inactive
- Incident Type:
- Location
- Officer
- Print
- Record Date
- Related Number:
- Report Date
- Specific Location
- Status

Report Specific

- Confidential
- Domestic Violence
- External Agency
- Hate Crime
- Incident Occurred
- Juvenile
- Method Of Reporting :
- Narrative Text:
- Related Event
- Report Disposition:
- Secondary Location

Contact

- Alias
- First Name
- Last Name
- Middle Name
- Other ID
- Social Security #

Vehicle

- Plate
- Plate Expiration
- Plate State
- Plate Type
- VIN
- Vehicle Color
- Vehicle Make
- Vehicle Model
- Vehicle Style
- Vehicle Year

Check the fields that are desired to show in the search results.

Options

Columns Available

<input checked="" type="checkbox"/> Deleted Report	<input type="checkbox"/> Disposition	<input type="checkbox"/> External Agency	<input type="checkbox"/> Follow Up	<input checked="" type="checkbox"/> Group	<input type="checkbox"/> Incident Occurred
<input checked="" type="checkbox"/> Incident Type	<input type="checkbox"/> Is Confidential	<input type="checkbox"/> Is Domestic Violence	<input type="checkbox"/> Is Hate Crime	<input type="checkbox"/> Is Juvenile	<input checked="" type="checkbox"/> Location
<input checked="" type="checkbox"/> Method Of Reporting	<input type="checkbox"/> Narrative Text	<input checked="" type="checkbox"/> Officer	<input type="checkbox"/> Print	<input checked="" type="checkbox"/> Record Date	<input type="checkbox"/> Related Event
<input type="checkbox"/> Related Number	<input type="checkbox"/> Report Date	<input checked="" type="checkbox"/> Report Number	<input type="checkbox"/> Secondary Location	<input checked="" type="checkbox"/> Specific Location	<input checked="" type="checkbox"/> Status

Filters Applied

No filters were applied to the grid.

Total Records Found: 417

Case Report Deleted Print Multiple Export to Excel Export to PDF Clear filters Reset Columns Maximize

Report Number	Group	Officer	Record Date	IncidentType	Location	Status	Metho...	Specific Location
142938	NOVAK TEST	STEVE ALEX NOVAK	28/8/2015 03:28...	01 TEST INCIDENT	No Location	Report in Progr...		
CR08282015-000053	#1983 JEREMIA...	ROLE TEST	8/28/2015 10:24...	ACCIDENT	No Location	Report in Progr...		
CR08282015-000052	#1983 JEREMIA...	ROLE TEST	8/28/2015 09:27...	02 TEST INCIDENT	SKY DECK	Report is Com...		

The options for the search results

Case Report Deleted Print Excel PDF Clear Reset

1 2 3 4 5 6 7 8

1. The user can select the type of report to extract search results from (Note: Included in this option are searches from the Permit Module)
2. If the search should include reports marked as deleted (or issued in error), check the box
3. Allows the ability to print multiple reports – to select reports click on the row of the report and use the CTRL key to select multiple
4. Clicking Export to Excel exports the reports returned in the results to and Excel spreadsheet – this Excel export no longer includes every field on the Main Info Page, it now exports the fields selected under Options
5. Clicking Export to PDF exports the search table to a PDF format in the same column/table format
6. Clears any selected filters
7. Resetting the columns displays all default columns
8. Clicking the “Maximize” button (two arrows pointing up) makes the search grid fill the entire window (when Maximize is clicked, the button changes to a “Restore” button with two arrows pointing down to restore back to normal size)

Search results can be greater filtered by clicking the down arrow on the column(s) to use for filtering and click the Filter button

Report Number	Group	Officer	Record Date	IncidentType	Status	Metho...	Specific Location
142938	NOVAK TEST	STEVE ALEX NOVAK	28/8/2015 03:28...	01 TEST INCIDENT	Report in Progr...		
CR08282015-000053	#1983 JEREMIA...	ROLE TEST	8/28/2015 10:24...	ACCIDENT	Report in Progr...	Clear Filter	
CR08282015-000052	#1983 JEREMIA...	ROLE TEST	8/28/2015 09:27...	02 TEST INCIDENT	Report is Com...	Type or select a status	
142878	COTTO TEST	JEREMIAH HETLAND	2015/08/27 08:5...	2400	Report Sent to ...	Report in Progress	EETNA...
TESTOLR08272015...	DEVIN'S TEST ...	JEREMIAH HETLAND	2015/08/27 0852	TREE HUGGING	Report Sent to ...	Report is Completed	MULEVA...
CR08272015-000051	#1983 JEREMIA...	JEREMIAH HETLAND	8/27/2015 08:52...	TEST01	Report is Com...	Report not Started	A TEST ...
142851	NOVAK TEST	STEVE ALEX NOVAK	26/8/2015 12:09...	DUP	Report in Progr...	Report Sent to Review	A TEST ...
141832	COTTO TEST	STEVE VENTO	2015/08/06 09:0...	No Incident Type Specified	Report not Star...		
CR08042015-000046	#1983 JEREMIA...	JEREMIAH HETLAND	8/4/2015 09:16 AM	03 TEST INCIDENT	Report is Com...		
CR07312015-000045	#1983 JEREMIA...	JEREMIAH HETLAND	7/31/2015 03:26...	03 TEST INCIDENT	Report is Com...		4859 A TEST 488TH A TEST ...

Report Number	Group	Officer	Record Date	IncidentType	Status	Metho...	Specific Location
142938	NOVAK TEST	STEVE ALEX NOVAK	28/8/2015 03:28...	01 TEST INCIDENT	Report in Progr...		
CR08282015-000053	#1983 JEREMIA...	ROLE TEST	8/28/2015 10:24...	ACCIDENT	Report in Progr...		
142851	NOVAK TEST	STEVE ALEX NOVAK	26/8/2015 12:09...	DUP	Report in Progr...		3452 A TEST 185TH A TEST ...
141744	NOVAK TEST	STEVE ALEX NOVAK	24/7/2015 09:44...	01 TEST INCIDENT	Report in Progr...		
CR07232015-000037	#1983 JEREMIA...	REPORT EXEC ENTERP...	7/23/2015 03:10...	No Incident Type Specified	Report in Progr...		
141740	NOVAK TEST	STEVE ALEX NOVAK	23/7/2015 02:37...	No Incident Type Specified	Report in Progr...		
CR07232015-000036	#1983 JEREMIA...	REPORT EXEC ENTERP...	7/23/2015 02:35...	No Incident Type Specified	Report in Progr...		
CR07232015-000033	#1983 JEREMIA...	REPORT EXEC ENTERP...	7/23/2015 01:56...	No Incident Type Specified	Report in Progr...		
CR07232015-000031	#1983 JEREMIA...	REPORT EXEC ENTERP...	7/23/2015 01:30...	No Incident Type Specified	Report in Progr...		

Only Reports in Progress are displaying

In the below example, an additional filter for Group has been selected

Report Number	Group	Officer	Record Date	IncidentType	Status	Metho...	Specific Location
CR08282015-000053	#1983 JEREMIA...	ROLE TEST	8/28/2015 10:24...	ACCIDENT	Report in Progr...		
CR07232015-000037	#1983 JEREMIA...		7/23/2015 03:10...	No Incident Type Specified	Report in Progr...		
CR07232015-000036	#1983 JEREMIA...		7/23/2015 02:35...	No Incident Type Specified	Report in Progr...		
CR07232015-000033	#1983 JEREMIA...		7/23/2015 01:56...	No Incident Type Specified	Report in Progr...		
CR07232015-000031	#1983 JEREMIA...		7/23/2015 01:30...	No Incident Type Specified	Report in Progr...		
CR08122014-003158	#1983 JEREMIA...	JEBEDIAH HUEBURT	8/12/2014 01:46...	TEST 02	Report in Progr...		
CR08112014-003056	#1983 JEREMIA...	STEVE ALEX NOVAK	8/11/2014 08:50...	No Incident Type Specified	Report in Progr...		2561

Additional filter selected

Applied filters display under the Filters Displayed area

Related Number
 Report Date
 Report Number
 Secondary Location
 Specific Location
 Status

Filters Applied

When reviewing search results users should be aware of the following:

- If the arrow to the left of a report is clicked, a detail section will open showing contacts and vehicles associated with that record

Case/Reference #:	Officer	Incident Type:	Record Date	Location	Status	Related Ev...	Met
111258	SHERYL STERING	BURGLARY : FORCED ENTRY	2/22/2016 0913	BUILDING A : FIR...	Report is Compl...		PHO
Contacts Vehicles							
Clear							
First Name	Middle Name	Last Name	Social Security #	Other ID			
JOHN	UNKNOWN	SMITH					
1							
111257	SHERYL STERING	HAZARDOUS MATERIALS	2/17/2016 1720	BUILDING A	Report is Compl...		PHO

- By default the screen will show 300 records per page – this can be updated to show up to 500 per page – note the screen reflects how many pages of results have returned