



POLICE INFORMATION MANAGEMENT SYSTEMS

USER MANUAL

Version 2.0

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**Illinois
Criminal Justice
Information Authority**

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Table of Contents

WELCOME TO PIMSNET	3
System Requirements	4
Explanation of Active Paper® Software	5
Using Active Paper	5
Active Paper Menu Options	5
How do I? Quick tips.	6
Enter Call for Service	6
Enter Case Report	6
Search for CFS or CR	6
Search for a person	6
GETTING STARTED	7
Logging In	7
The Lobby	9
Bulletins	10
CALLS FOR SERVICE	11
Entering a new Call for Service	11
Call For Service Field Descriptions	13
CASE FILE OVERVIEW	17
Introduction to Case File	18
Inside the Case File	19
CASE REPORTS	22
Administrative Tab	24
Offenders Tab	28
Victims Tab	33
Witnesses Tab	35
Others Tab	36
Property Tab	37
Case Report Submission	39
PIMSNET INQUIRIES & SEARCHES	41

Wild Card Search	43
Searching Calls for Services	45
Searching Case Files	45
Adding, Editing, Deleting Entities	49
Adding, Editing, Reviewing People Files	53
Adding, Editing, Deleting Property Files	60
Creating Relationships	67
APPENDIX	68
Quick Key Reference	68
Definitions / Acronyms	69
PIMSNET MANAGER SUPPLEMENT	70
CASE MANAGEMENT	70
Case management / Report Approval	70
Case Reports – Changing status of closed cases or reports	73
USER MANAGEMENT	75
Personnel Tab	76
Absences Tab	76
Training	77
Discipline History	77
Performance	77
Security	77

Welcome to PIMSNet

PIMSNet is a records management system distributed by the Illinois Criminal Justice Information Authority for use within law enforcement and public safety agencies. PIMSNet is a customized version of the CRISNet software developed by MEGG Associates Inc. PIMSNet includes all of the tools an agency needs to properly record, store, and retrieve record information. PIMSNet combines intelligent document management with a sound relational database structure.

PIMSNet provides a total Case Management solution through a unique and familiar system of organization based on the common file folder. Utilizing web-based technologies, navigation through the PIMSNet application is intuitive and simple.

New PIMSNet Features

- Complete Web-based technology
- User friendly interface and easy to use navigational tools
- Compatible with Windows® 98 SE, NT 4.0, XP, & 2000 professional operating system environments
- Utilizes robust SQL server technology
- Incorporates Active Paper® software for ease of data entry
- Ability to store, download, and retrieve graphics including photos, fingerprints, audio and video files
- Improved security and auditing tools

It is important to note that while the PIMSNet system is a replacement for the older PIMS system, it is in *no way* a simple upgrade or modification of the system. PIMSNet implements completely new hardware and software platforms to give records management departments state-of-the art technology and increased efficiency.

This manual is designed to give users an introduction to the PIMSNet system and explain in detail many of the functions and data input. Screenshots are included to assist the user in understanding the system. If more assistance is needed, PIMSNet users may contact the Illinois Criminal Justice Information System's computer help desk at (312) 793-8966. This is a 24-hour help desk number.

System Requirements

Minimum Standards Required:

HARDWARE

PC Requirements: Minimum Intel®-based configuration Pentium II® 500 MHz or higher with 32 MB RAM, small HD, Windows 98SE, Windows XP Professional, Windows 2000 Professional, or Windows NT Workstation v4.0.

File Server: Any system compatible with and running the Windows 2000 Server operating system. Recommended Intel®-based configuration is 900 MHz Pentium III®, 512 MB memory, and 40 GB of available hard-disk space. RAID is recommended for data storage. The server must be accessible by PIMSNet Technical staff via Internet or dial-up connection for installation, maintenance and troubleshooting.

Workstations: Any system compatible with Windows 98SE, Windows XP Professional, Windows 2000 Professional, or Windows NT Workstation v4.0. Minimum Intel®-based configuration is a Pentium III ® 600 MHz processor with 64MB of memory, 6 GB of available hard-disk space and (1024x768) display capability. Appropriate LAN/WAN connection to support TCP/IP. Laptops should have 2 GB of available hard-disk space, a V.90 modem if accessing via dial-up and appropriate LAN/WAN/Wireless connection support.

Printer: High quality laser printer is recommended and must have print drivers supporting all the server, desktop and laptop operating systems designated in the PIMSNet network.

SOFTWARE

- Microsoft Windows 2000 server or advanced server with client licenses
- Preferably Microsoft SQL Server 2000 with client licenses. Oracle 8i or 9i may be used with limitations
- Optional: Microsoft SQL Server Connector 2000, Microsoft Exchange Server 2000
- For desktop: Microsoft Windows 2000 Professional, Windows 98SE, or Windows XP
- Microsoft Internet Explorer v6.0 or higher
- Microsoft Word 97 or higher (highly recommended)

Explanation of Active Paper® Software

Active Paper is the proprietary software developed by MEGG Associates used with the PIMSNet system. Active Paper is comprehensive software that allows data entry, editing, formatting, and previewing capabilities. ALL of the data entered into PIMSNet will use Active Paper, so it is imperative the user understand the functionality of the software.

Note: Leaving one active paper document opened while working in PIMSNet allows multiple Active paper windows to be opened without security re-verification.








The Active Paper document is opened once a link is clicked which requires the user to enter data. When the first Active Paper document is opened, security verification needs to be entered. This is the same user ID and password used to log on to the PIMSNet system. Once the correct data is entered, the Active Paper document will open. The user will notice active paper downloading to their PC. Then the user will be able to enter, view and save data.

Using Active Paper

Before the using PIMSNet, the user must verify that the current version of Active Paper is installed on the PC. If the user does not have the current version of Active Paper installed, the user will be prompted to download the Active Paper software after logging on.



Once an active paper document is selected, a separate active paper window will open up.

Active Paper Menu Options



 Save and Close	Allows user to save changes to the active paper document and close the APD
 Print Preview	User can preview the APD before printing
 Print	Prints document
 Cut, Copy, Paste	Allow users to cut, copy and paste text within document
 Alignment prompt	Allows user to change alignment to center or left align
 Font Size	Allows user to change font size
 Spell Check	Checks spelling of the document

How do I? Quick tips.

Enter Call for Service

1. Select Calls for Service link under 'Operations' module in Lobby
2. Click on the  icon – **Add Call For Service Record**
3. Fill in appropriate fields under Call For Service, Complainant, & Notes tabs
4. Click on  - **Save and Close.**
 - a. A number or # sign in the case field creates a case file. (*Use this feature if this call requires entry of additional information, ie: arrestee data*)
 - b. The officers names must be entered for that officer to view the CFS

Enter Case Report

1. Select the Case Files link under 'Operations' or 'Records' modules
2. Locate the appropriate case file that you want to add a report to.
3. Click on the  Folder Icon.
4. Click on the **Add Case Report** in the Case Folder screen.
5. Enter all appropriate information under the tabs.
6. Click  - **Save and Close** once finished. (Will not save if the mandatory fields are not completed, however you may save a draft)
7. Click on the **!** – **Submit CR** to submit the case report for approval.

Search for CFS or CR

1. From the Lobby, click the CFS link to search for calls for service, or CR link to search for Case Reports
2. Click on the **? Search** link.
3. Enter search criteria. Click on finish.

Search for a person, entity, or property


1. From the Lobby, Click Find at the top gray menu
2. Select People Index Find (Entity or Property)
3. Enter information, Click Finish

Getting Started

Logging In

The web address for PIMSNet is <http://pims.icjia.org>. You can either access PIMSNet by typing this address into an Internet Explorer browser window or by accessing a PIMSNet shortcut that has been placed on your desktop by your network administrator.

You will be prompted for the login information. Your PIMS Manager should have provided a user name and password to you.



Enter Network Password

Please type your user name and password.

Site: pims.icjia.org

User Name: YourNameHere

Password: *****

Domain: pims

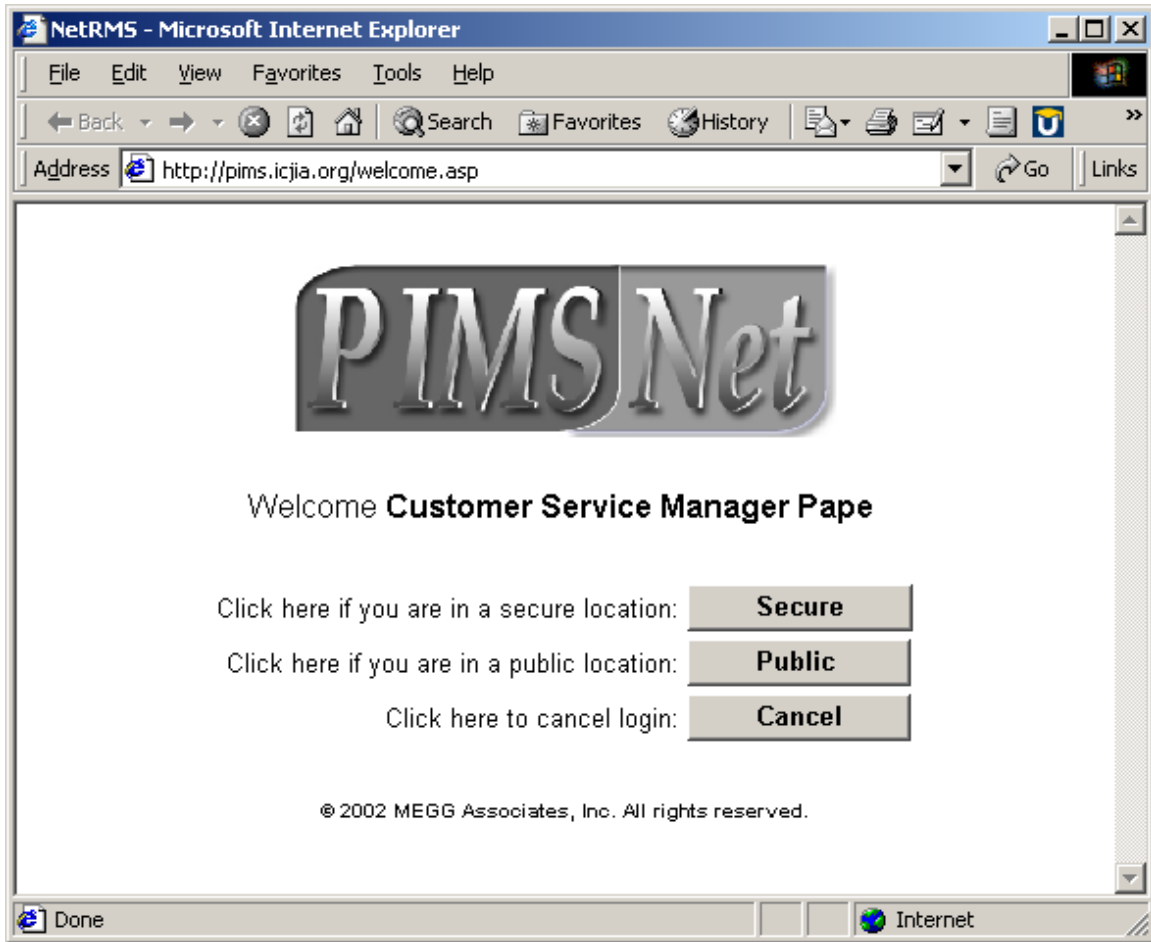
Save this password in your password list

OK Cancel

PIMSNet can be viewed in two modes, Secure or Public. It can be set up by your system administrator to block sensitive information when the system is being used in any environment in which the public could have access to the screens, i.e. library or public facility.

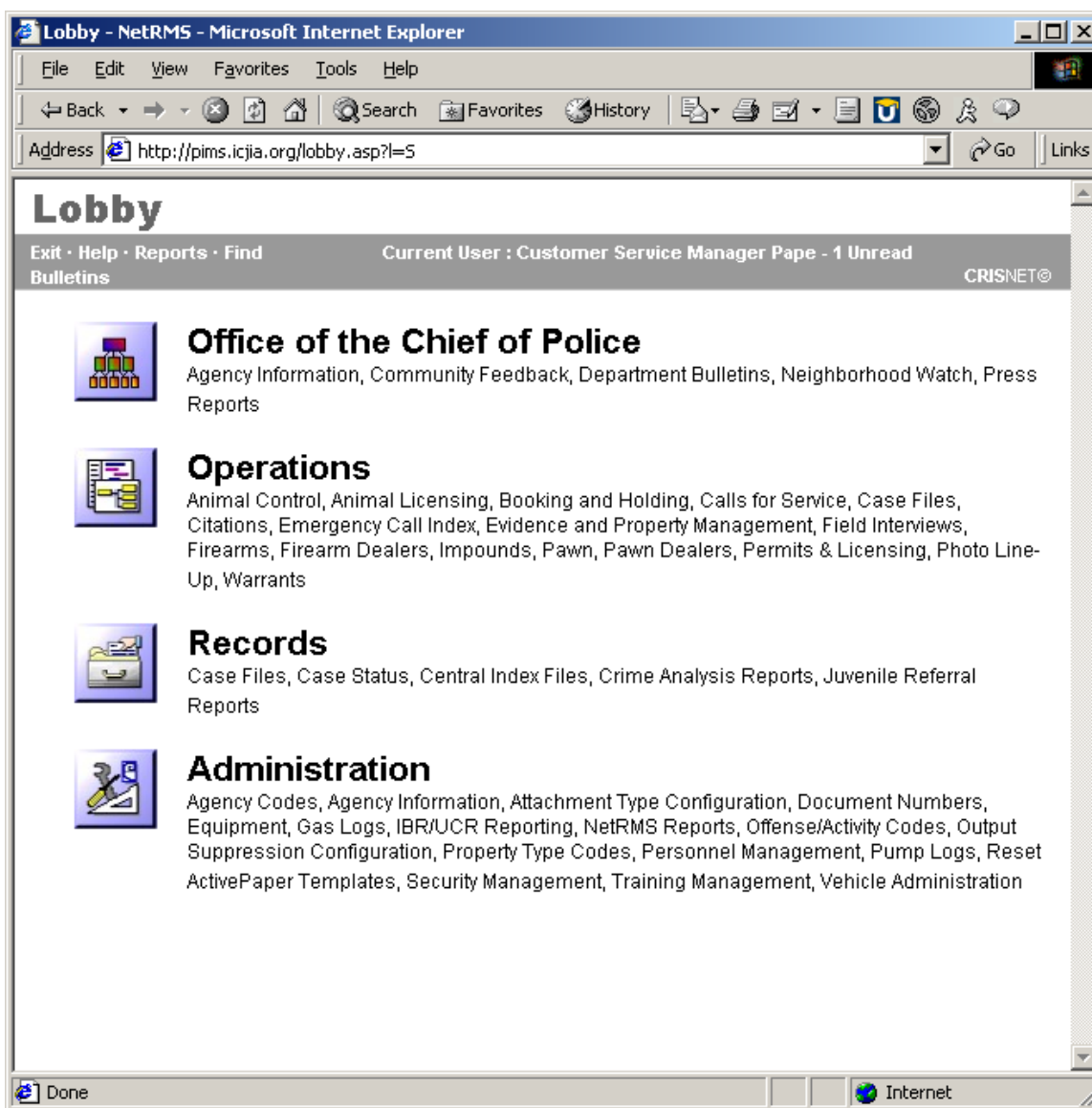
Once you have logged on successfully, the following screen will appear. Select which location to enter PIMSNet.

PIMSNet Welcome Screen



The Lobby

Once you log in you will enter the PIMSNet “Lobby.” The Lobby is the main menu of the application and contains links to the basic areas of PIMSNet. Depending on user rights, access may not be granted to all link or all four modules.

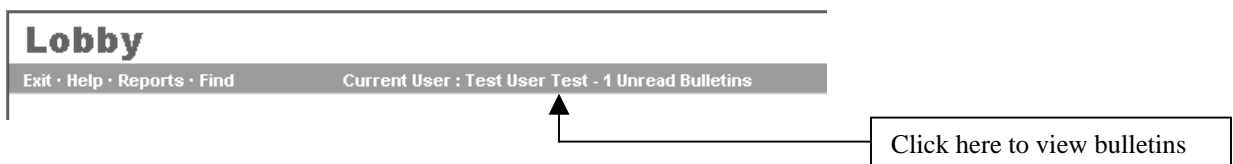


Bulletins

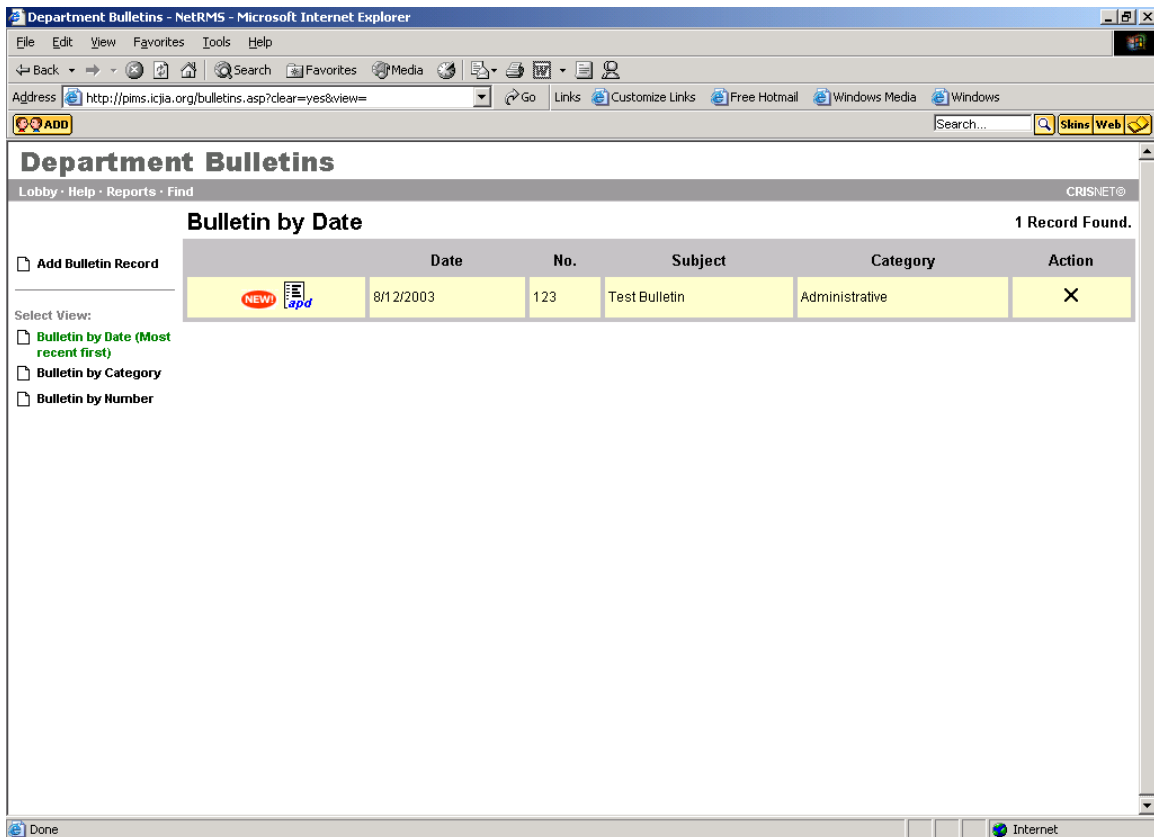
Once logged into PIMSNet, users have the ability to view new and existing bulletins on the system. *Bulletins* are announcements, messages, and important documents posted to the system to inform PIMSNet departments of important events or changes.

Retrieving Bulletins

Once logged in, the gray bar at the top of the page will indicate if there are any unread bulletins and how many. Users can click directly on the link to view the bulletin.



Once in, the bulletin overview page will display with all of the bulletins currently on the system. The user can then view, save, or print the bulletins.




Calls For Service

The Calls for Service module creates an “incident” record in the database. Calls for Service (CFS) records contain data for initial calls that your department receives. This information will be stored in PIMSNet for use in inquiries, searches and reports, as well as reporting your department’s Illinois Uniform Crime Reports (I-UCR) to the state.

Generally, Calls For Service are entered by dispatch or radio personnel, however departments with CAD systems may be able to automate this process. Once a call for service has been entered, it becomes searchable and may be modified or deleted. Creating and saving a CFS is also the first step in beginning the Case Report process. Below is a step-by-step summary of entering a new call for service.



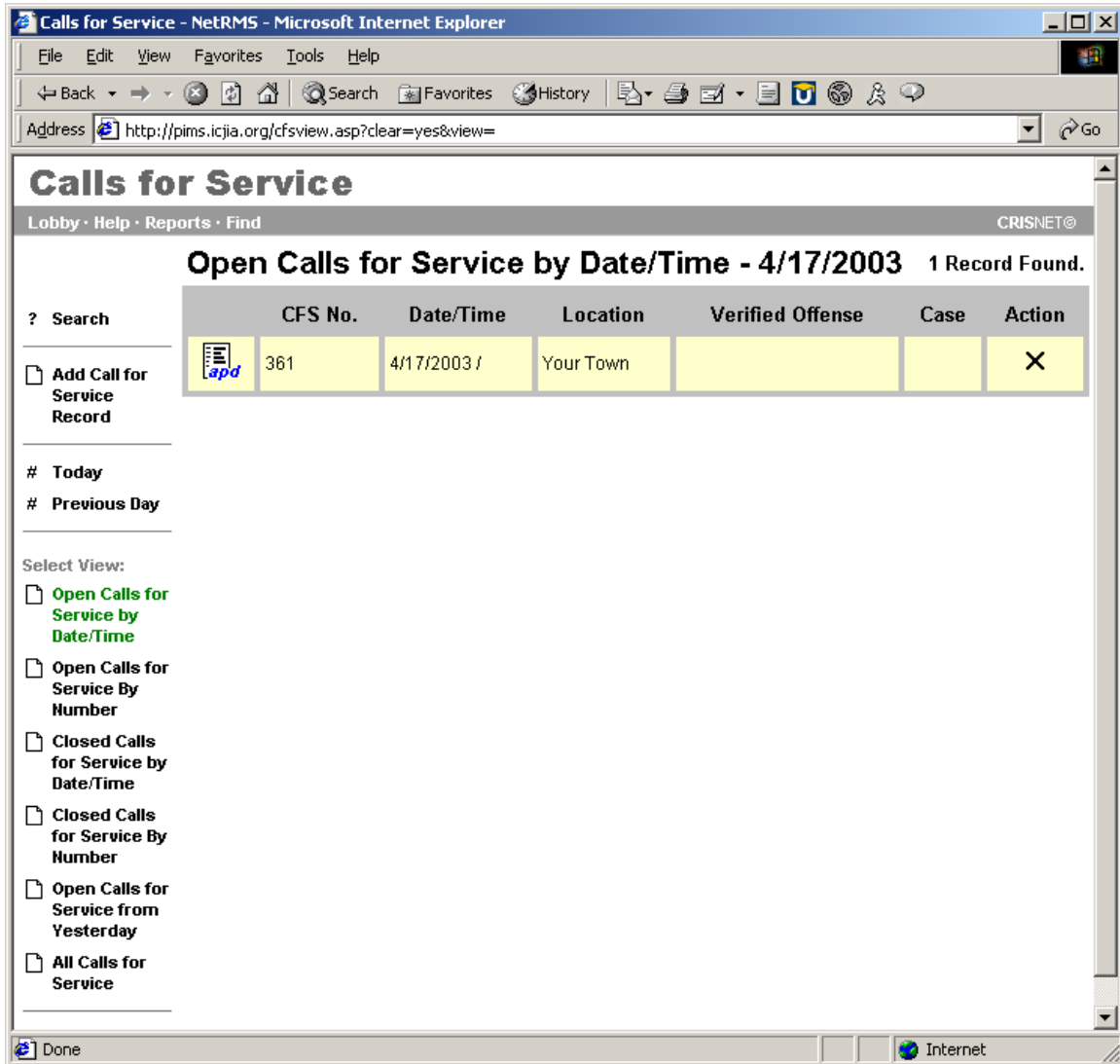
Entering a new Call for Service


1. From Lobby > Operations > Select Call For Service Link
2. Click on the  icon – **Add Call for Service Record**
3. Fill in appropriate fields
 - If this CFS will require a report assign a case number in the case field or use # for the next available case number
 - The officers name must be entered in the Officer field box if that officer needs to view the CFS
4. Enter any complainant information
5. Select Notes Tab if necessary
6. Click on the Save and Close

Entering a CFS Step-by-Step with screenshots

1) From the Lobby, select Call For Service Link

The Call for Service window opens.



2) Click on the  icon – Add Call for Service Record

The screenshot shows a software window titled "360 - ICJIA CFS". The menu bar includes "File", "Edit", "View", "Tools", and "Help". The toolbar contains icons for "Save and Close", "Print", "Copy", "Paste", "Undo", "Redo", "Zoom", and "ABC". Below the toolbar are three tabs: "Call for Service", "Complainant Information", and "Notes". The main area contains a form with the following fields:

- CFS Number*** 360
- Date*** 4/17/2003 **Received** _____ **Dispatched** _____ **Arrived** _____ **Cleared** _____
- Source*** _____ **Condition*** _____ **Response** _____ **Call Type** _____
- Dispatcher** _____
- UDC1** _____ **UDC2** _____ **UDC3** _____ **UDC4** _____
- Offense Service Code*** _____ **Verified Offense** _____ **Method Code** _____
- Status Code*** _____ **Location*** _____ **CSZ*** _____ **Place Code*** _____
- Beat*** _____ **Sub-Beat** _____ **Geo3** _____ **Geo4** _____ **Coordinate X** _____ **Coordinate Y** _____
- Officer** _____ **Unit*** _____ **Agency*** 07 - ICJIA **Case** _____

At the bottom right of the window, there are two buttons labeled "CAPS" and "NUM".

3) Fill in the appropriate fields

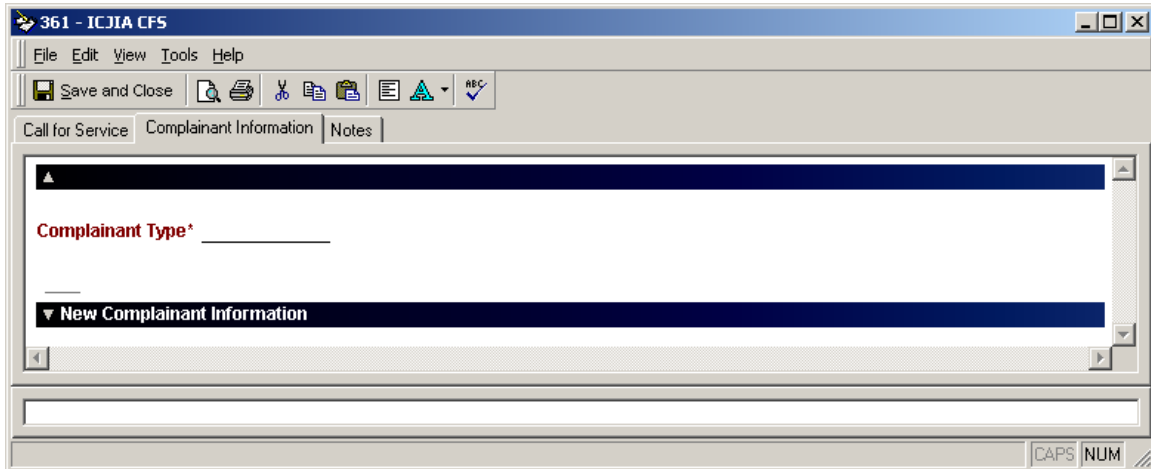
Call For Service Field Descriptions

Field	Description
CFS Number*	System-generated number or user may change
Date*	Current Date
Received	Time that the call for service is received
Dispatched	Time officer was dispatched to scene.
Arrived	Time officer arrived at scene.
Cleared	Time officer departed scene.
Source*	The source of the complaint.
Condition*	The condition, or status, of the Call for Service when the complaint was received.
Response	How complaint was handled.
Call Type	Type of call officer was dispatched to.
Dispatcher	Name of dispatcher who took the call.
UDC1	A code from your department's User-Defined Code Table.
UDC2	A code from your department's User-Defined Code Table
UDC3	A code from your department's User-Defined Code Table
UDC4	A code from your department's User-Defined Code Table
Offense/Service Code*	Initial offense code associated with either the most serious offense your department or reason call came into department

Verified Offense	Offense the officer confirmed at the scene. May or may not be the same as the Offense/Service Code.
Method Code	How the incident was committed.
Status Code*	The current status of the offense or service call.
Location*	Address or location where office was dispatched. Free-text field – Enter the address and name of street or physical location. System will change suffixes to abbreviations, i.e. <i>Street</i> will become <i>St</i> . Note: Do not enter the City, State, and Zip here.
CSZ*	Format: City, State Zip
Place Code*	The I-UCR code that describes the location of the call for service.
Beat*	Code that identifies the police beat where the incident took place.
Sub-Beat	Code that identifies the sub-beat where the incident took place.
Geo3	Geographic code identifying where the call for service occurred. This code often is used for a census block.
Geo4	Geographic code identifying where the call for service occurred. This code often is used for a census block.
Coordinate X	Not being used at the current time. Will come into play when GPS is integrated.
Coordinate Y	Not being used at the current time. Will come into play when GPS is integrated.
Officer	Primary officer in your department who responded to the complaint; If there is more than one officer involved in the call for service, the first officer entered will be the primary officer and the next officer(s) will be the assisting officer(s) in the Case Report. Note: The call for service will be placed in the appropriate Case Folder and the officer(s) will find this information on their case file screen.
Unit*	ID of the unit the assisting officer was assigned to.
Agency*	Name of agency that responded to call.
Case	Assign a case number to the call for service.

4) Enter any complainant information

To enter Complainants in the Call for Service, click on the Complainant Information tab. To add a new Complainant, click on the black bar labeled New Complainant Information.



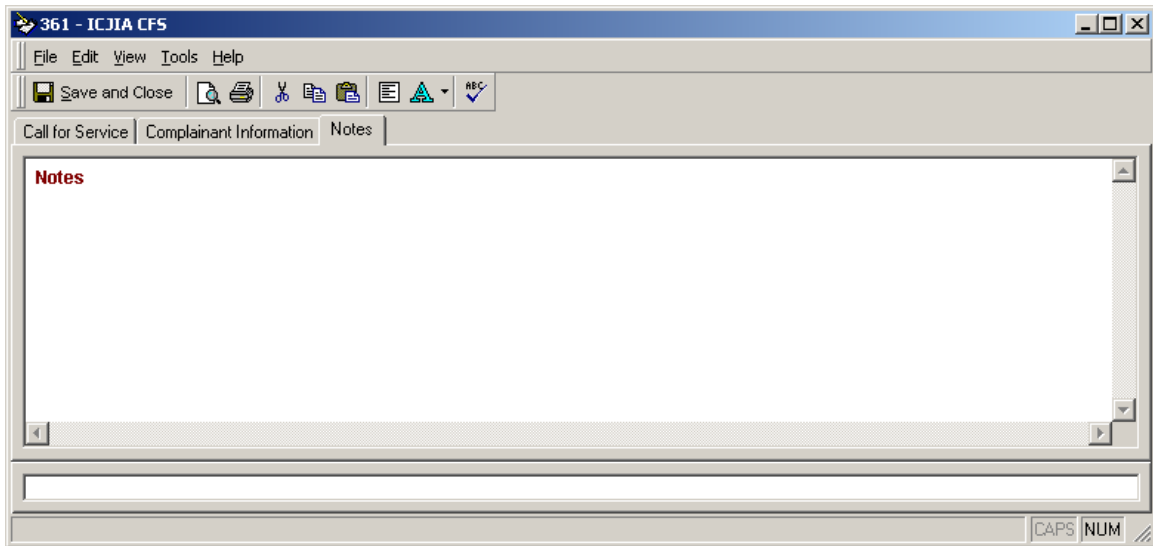
There are various types of complainants that may be entered. The complainant types are as follows:

- **Person**
- **Business**
- **Officer**
- **Refused**
- **Unknown**

Only fields with (*) asterisks are mandatory information that needs to be collected depending upon the complainant type.

5) Select Notes Tab if necessary

If additional notes on the Call for Service are needed, click on the Notes tab and enter any notes pertaining to the Call for Service.



6) Save and Close

Once all information has been entered into the Call for Service, click the Save and Close button. If a verified offense has been entered, the CFS will be closed. However, if no verified offense has been entered, the CFS will appear on the Open Calls for Service page.

Case File Overview

It is important to review the case file to understand the foundation of the PIMSNet system. The **Case File** is a virtual organizational tool used to hold all related aspects of a case. This is an electronic version of the traditional paper based manila folder. The case file is used to hold all documents, attachments, photos, etc. related to the case.

Case Files may hold:

- Multiple CFS
- Multiple Case Reports
- Photos, digital images
- Audio clips or recordings
- Video or Panoramic files
- Citations
- Associated Cases
- Case Summary Sheet

Useful document management

Because all related items can be held in one central location, officers and records personnel can easily locate these items. Time is saved since users won't need to search multiple locations to gather pictures, documents, or Case Reports. This enhancement allows for much of the case file to become essentially "paperless", lowering the chance important documents to be misplaced or forgotten.

Each case file also has case management options, which are discussed later in the manual. Supervisors or managers can use the following options to manage the case: case review dates, officer assignment, solvability factors, and routing assignments. All of these options are covered in the managers supplement of this manual.

Please note, based on the user's privileges assigned by the PIMSNet manager, some of the following capabilities may not be available. Users need to discuss adding privileges with the PIMSNet manager if unable to perform certain actions discussed in this chapter.

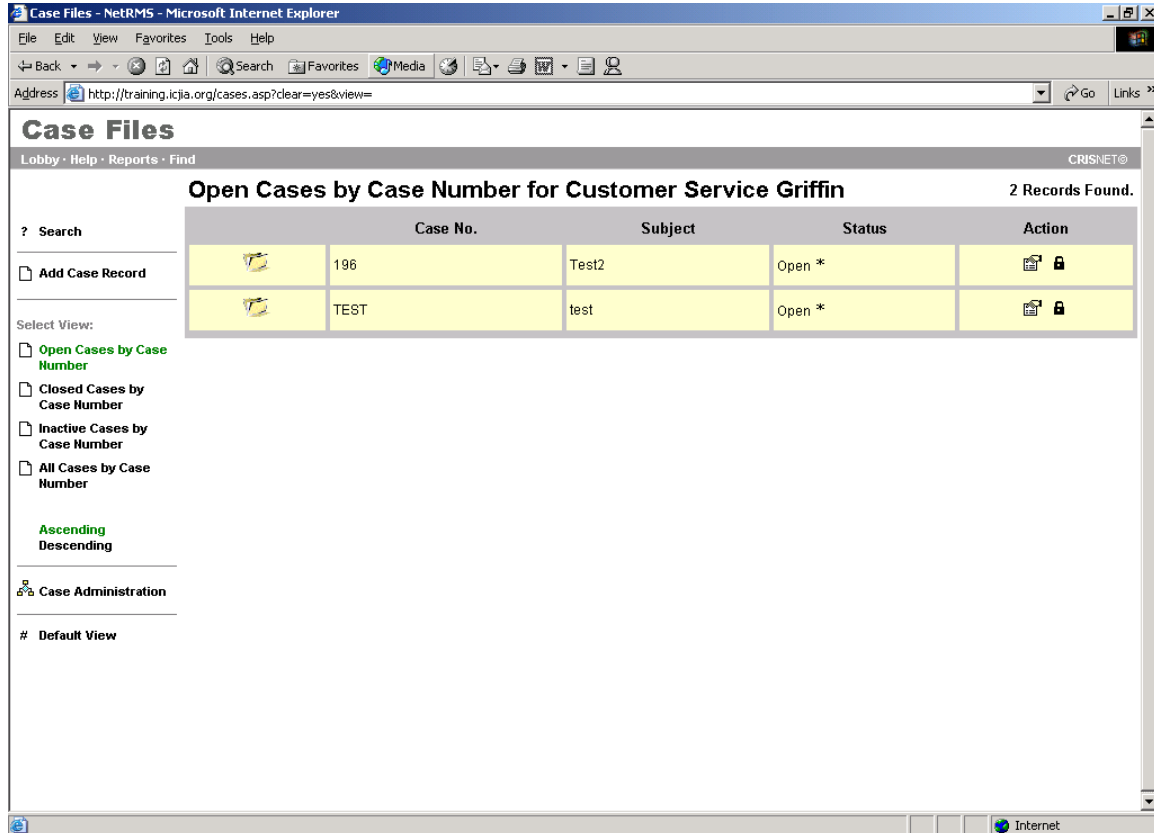
Introduction to Case File

This section will introduce you to the basics of the case file structure and will describe how Calls For Service, Case Reports, documents, pictures, etc, may be managed from one interface.







A Case File is created when users add a Case Report number to a call for service. The case file will have the Call For Service, the Case Report and the case summary.

Users can access the Case File module from the link in the Lobby under Operations or Records. (Either link will access the same module). After clicking this link, the **Open Cases** page will be displayed, and open cases currently assigned to the user will be displayed.

Only cases assigned to the user logged in will be displayed.



The screenshot shows a web browser window titled "Case Files - NetRMS - Microsoft Internet Explorer". The address bar shows the URL: <http://training.icjia.org/cases.asp?clear=yes&view=>. The page content includes a navigation menu with "Lobby", "Help", "Reports", and "Find". The main heading is "Case Files". Below this, there is a sub-heading "Open Cases by Case Number for Customer Service Griffin" and a status "2 Records Found.".

	Case No.	Subject	Status	Action
	196	Test2	Open *	 
	TEST	test	Open *	 


On the left side, there is a "Search" section with a "? Search" link and an "Add Case Record" button. Below that is a "Select View:" section with four radio button options: "Open Cases by Case Number" (selected), "Closed Cases by Case Number", "Inactive Cases by Case Number", and "All Cases by Case Number". There are also "Ascending" and "Descending" sorting options. At the bottom left, there is a "Case Administration" section with a "# Default View" link.

If the case the user wants to see is not on the Open Cases screen, that user has the option of searching for the case by clicking the **?Search** link in the upper left corner of the screen.

Users also have the ability to choose the view of Case Reports. Users may view cases by:

- Open Cases by Case Number
- Closed Cases by Case Number
- Inactive cases by Case Number
- All Cases by Case Number

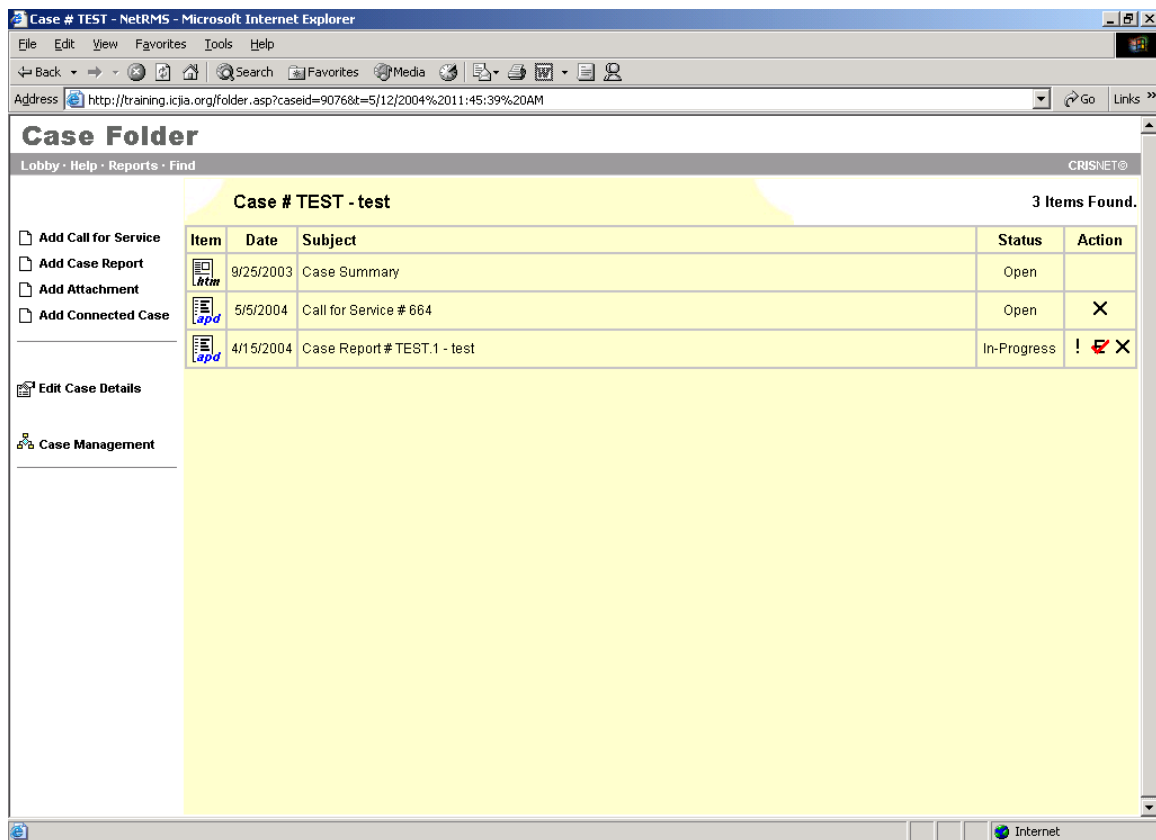
Each of these views may be adjusted by ascending or descending order.

 **Case administration** is also available from this page. *Only PIMSNet managers or those assigned case administration rights will be able to view and use this link.* Case administration is covered in detail in the PIMSNet manager supplement in the index.

Default view allows the user to return to the original view.




Inside the Case File

Once the user locates the desired case, clicking on the Case Folder opens the case. This “virtual Case Folder” is what holds all of the records, documents, and images associated with a case. All of the items are shown individually on a separate line within the folder. Each item may be opened by clicking directly on the APD or image associated with it.



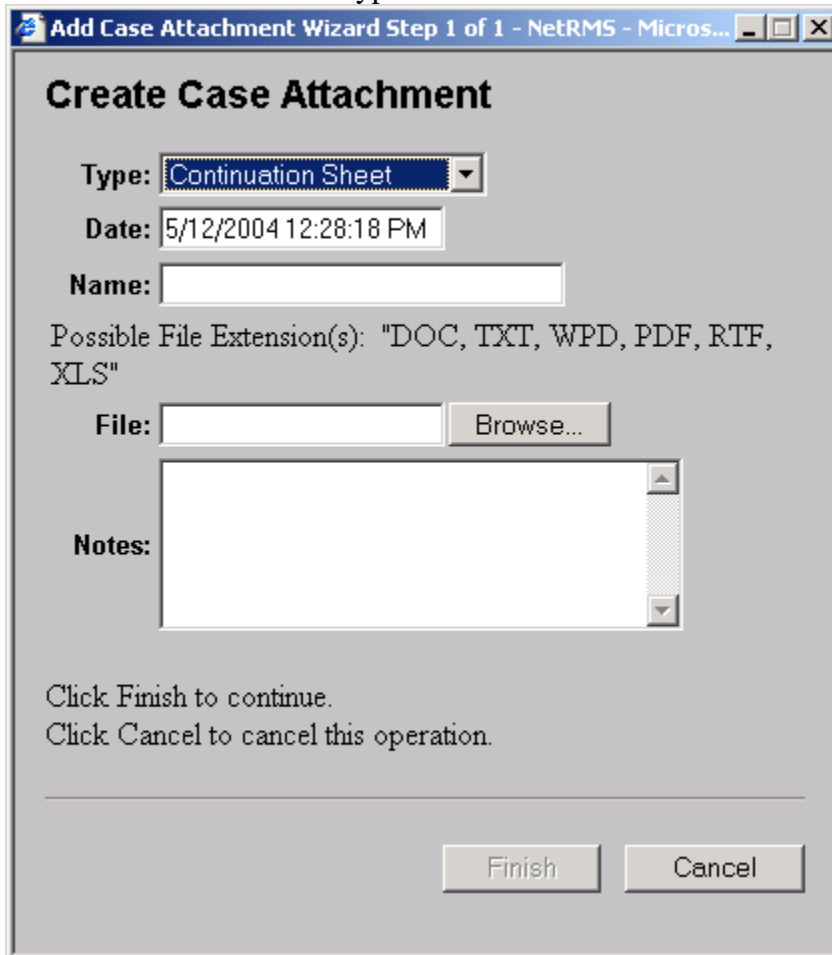
Case Folder
Lobby · Help · Reports · Find CRISNET®

Case # TEST - test 3 Items Found.

Item	Date	Subject	Status	Action
	9/25/2003	Case Summary	Open	
	5/5/2004	Call for Service # 664	Open	✕
	4/15/2004	Case Report # TEST.1 - test	In-Progress	! ✕

Tasks Column (left side of screen)

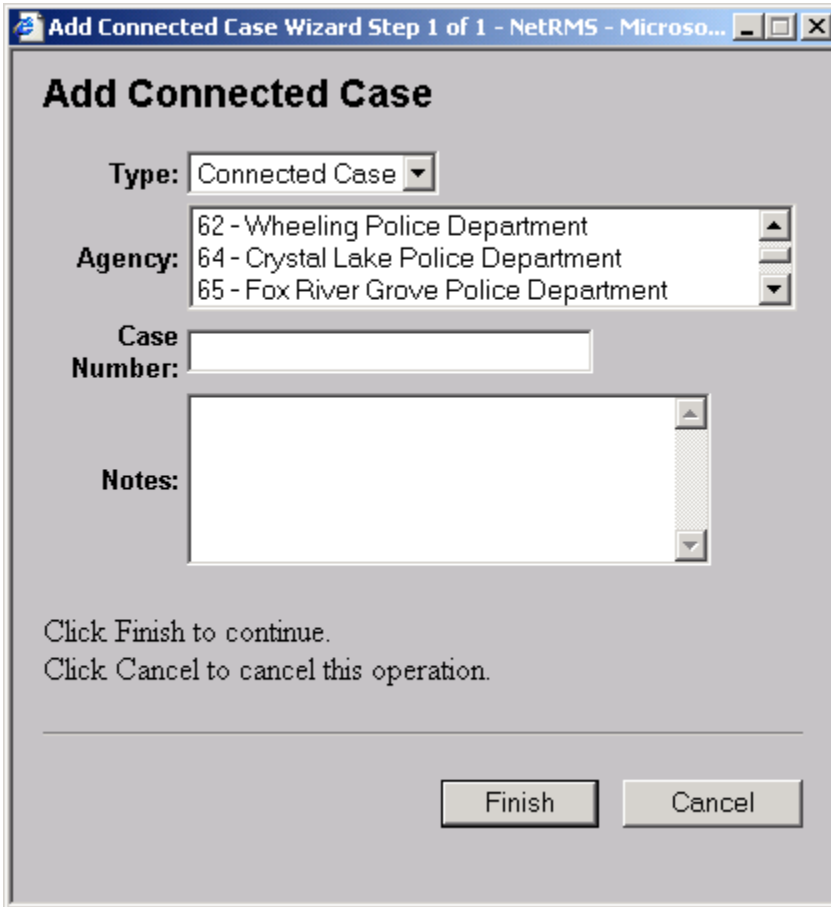
- **Add Call For Service** – Users can add another CFS to this case. This *does not* allow a user to add (or connect) a pre-existing CFS, only to create a new one.
- **Add Case Report** – Use this link to add Case Reports to the folder. More than one Case Report may exist for a file, such as follow up reports. Subsequent reports will have the same case number with sequential notation- example: **1234.1; 1234.2; 1234.3** and so on.
- **Add Attachment** – This link allows users to add attachments and files by browsing their network or local drive. The Add Attachment Wizard launches and allows users to choose the type of attachment and select the location.



After selecting the attachment, click Finish to continue. The Finish button will remain grayed if the type of attachment selected does not match the file extension.

- **Add Connected Case** – Use this link to connect this case file to another within PIMSNet. Connected cases are useful when working on a related case. The connected case can then be viewed but not modified. When connecting a case, the user needs to select which department the case is from and enter the case number.

The user has the option to add any notes pertaining to the cases (ie: why these cases are related).



Add Connected Case

Type:

Agency:

Case Number:

Notes:

Click Finish to continue.
Click Cancel to cancel this operation.

Edit Case Details

This link is available to users with administrative rights. Case Administration is covered in detail in the manager's supplement.

Case Administration

This link is available to users with case administrative rights. Case Administration is covered in detail in the manager's supplement.

Case Reports

Once a Call For Service has been entered into PIMSNet, it may become necessary to add a Case Report. Normally, if an arrest has occurred or a follow-up report needs to be documented, a Case Report is created. Case Reports provide the main details relating to a case. This allows for the addition of imperative information to the case file, such as arrestee, victim, offenses, narratives, property, etc. The Case Report is maintained in the Case Folder along with the Case Summary, Call For Service and other documents related to the case.

Once a Case Report has been created, it may be submitted for approval. Also, a draft of a Case Report may be saved for incomplete reports, which is indicated by a green bar in the case overview page. PIMSNet allows for the creation of several Case Reports in association with the case file. The system will assign sequential Case Report numbers for additional Case Reports within the same case file.


Creating a Case Report

Generally, a CR number will have already been generated using the Case field in the Call For Service.

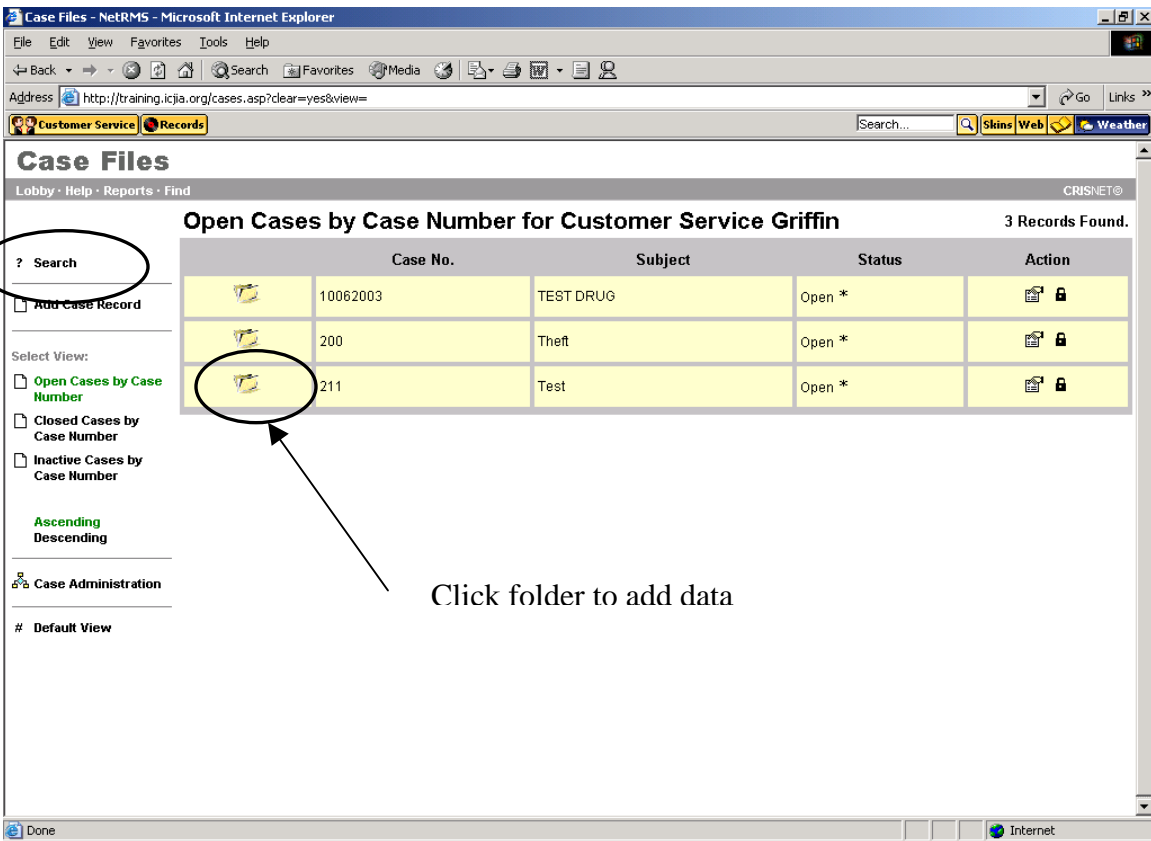
1. From the Lobby, select the **Case Files** link from either the Operations or Records module.
2. The default screen will show Open Cases by Case number. The cases listed here are cases that have been assigned to the officer.
*Note: if the officer does not see a particular Case Folder, the case hasn't been assigned to him/her. The officer will need to search for the Case Folder using the **? Search** link in the upper left corner.
3. Click on Case Folder to begin adding the information.
4. Click **Add Case Report**. APD will open to allow user to add data.
5. Once all of the information has been entered click **Save and Close** to save the data to the folder. If all of the mandatory information has not been entered, the user has the option to save the Case Report as a draft.

Second Method- Without existing CFS (Not Recommended)







1. From the Lobby, choose **Case Files** link under Operations or Records.

2. Open case files by number will be displayed. Click the link  **Add Case Record**.
3. Follow the wizard to create a Case Report, only the Case subject entry is mandatory.
4. Click finish. PIMSNet will create the Case Report and open the APD for data entry.

Search for CR #



The screenshot shows a web browser window titled "Case Files - NetRMS - Microsoft Internet Explorer". The address bar shows the URL: <http://training.icjia.org/cases.asp?clear=yes&view=>. The page content includes a search bar, a navigation menu with "Customer Service" and "Records", and a main section titled "Case Files". Below this, there is a sub-header "Open Cases by Case Number for Customer Service Griffin" and "3 Records Found.". A table with the following columns is displayed: Case No., Subject, Status, and Action. The table contains three rows of data. The first row has Case No. 10062003, Subject TEST DRUG, Status Open *, and Action icons. The second row has Case No. 200, Subject Theft, Status Open *, and Action icons. The third row has Case No. 211, Subject Test, Status Open *, and Action icons. On the left side of the page, there is a "Search" box and a list of view options: "Add Case Record", "Open Cases by Case Number" (which is selected), "Closed Cases by Case Number", and "Inactive Cases by Case Number". Below the view options are sorting options: "Ascending" and "Descending". At the bottom left, there is a "Case Administration" section with a "# Default View" option. An arrow points from the text "Search for CR #" to the search box. Another arrow points from the text "Click folder to add data" to the folder icon in the third row of the table.

Case No.	Subject	Status	Action
10062003	TEST DRUG	Open *	 
200	Theft	Open *	 
211	Test	Open *	 

Click folder to add data

Entering Case Report Data

When entering data into the Case Report you must follow the sequential order of the tabs from left to right. The data entry options are made available based on data entered from the previous tabs. The Case Report is divided into the following categories or tabs:

- **Administrative**
- **Offense**
- **Offenders**
- **Victims**
- **Witnesses**
- **Others**
- **Property**

Administrative Tab

Field	Description
*Case Report	A Case Report number is comprised of two identifiers, which are separated by a period. The numbers to the left of the period signifies the case file to which the Case Report belongs. The number to the right of the period signifies the sequence of a Case Report in a Case.
*Subject	The code associated with either the most serious offense your department identifies for the incident or with the service call performed.
*Disposition	The code that describes how the responding officer handled the incident.
Case Report Status	The code that describes the status of the incident when it was received.
*Entered On (Date and Time)	The date your department entered the incident into PIMSNet. Format: MM/DD/YY <space> 4-digit Time.
*Entered By	The name of the person entering the case can be found using the drop down menu. Or- Use the auto-complete feature: start typing the last name and the system will bring up names that match whatever you have typed. Once you find the correct name press the tab key.
*Reported On	The date of the incident.
*Reporting Officer	The badge number of the primary officer who responded to the incident. (Drop down menu)
Verified On	The system will automatically add the date and time when the case was verified.
Verified By	The system will automatically add the name of the supervisor who verifies the report.
Approved On	The system will automatically add the date and time when the case is approved.
Approved By	The system will automatically add the name of the supervisor who approves the report.
*Reporting Agency	The system will automatically default to your department number.
*Report Type	(Drop down menu) Select the code that identifies the type of report being added.
Assisted By	(Drop down menu) Select the assisting officer in the case
County	(Drop down menu) Select the appropriate county
*Occurred On (Date and Time)	Enter the date and time the incident occurred. The date your department received the incident. Format: MM/DD/YY <space>4-digit Time.
Or Between (Date and Time)	Enter the ending range of date that the crime could have occurred. Follow the same date and time entry scheme. Note: This section should only be used if the exact date the incident occurred is not known.
Location	Enter the location in which the incident occurred.
Beat	Enter the code that describes the location of the incident.
Sub-Beat	The code that identifies the sub-beat (a geographical area within the police beat entered in the Beat field) where the incident occurred.
Geo3	A geographic code identifying where the incident occurred.
Geo 4	A geographic code identifying where the incident occurred.

Census/Geo Code	A geographic code often used for census block identifying where the incident occurred.
Division	(Drop down menu) Select the name of the appropriate division preparing the report.
Call Source	(Drop down menu) Select the code that describes the source of the incident.
Related Cases	Enter the Case Number(s) of any related case.
Means	(Multi-value table) Select the appropriate mean(s) used in carrying out this crime.
Motives	(Multi-value table) Select the appropriate motive(s) for the crime.
Vehicle Activity	Enter any related suspect vehicle activity.
Direction Vehicle Traveling	Enter the direction the vehicle was traveling and the location.
Cross Street	Enter the closest intersecting streets where the incident occurred.
Notified	Enter the names of any people notified in connection with this case. Separate multiple entries with a slash(/).
Narrative	Free text field for summary notes related to the case.

211.1 - Case Report

File Edit View Tools Help

Save and Close Print Copy Paste Find Home Help

Administrative | Offenses | Offenders | Victims | Witnesses | Others | Property

Administrative

Case Report* 211.1 Subject* Test Disposition* _____

Case Report Status I - In Process _____

Entered On* _____ Entered By* _____

Reported On* 10/21/2003 Reporting Officer* _____

Verified On _____ Verified By _____

Approved On _____ Approved By _____

Reporting Agency* 07 - Illinois Criminal Justice Information Authority Report Type* _____ Assisted By _____

Occurred On (Date and Time)* _____

Or Between (Date and Time) _____

Location _____

Beat _____ Sub-Beat _____ Geo3 _____ Geo4 _____ Census/Geo Code _____

Division _____ Call Source _____ Related Cases _____

Means _____ Motives _____

Vehicle Activity _____ Direction Vehicle Traveling _____ Cross Street _____ Notified _____

Narrative

CAPS NUM

Offense Tab

Use this field to enter offenses related to the case. Once these offenses are entered, they can be entered as offenses associated with an arrestee in an arrest report.

*Important

An offense can only be entered once per offense type. Users cannot enter duplicate offenses or enter the same offense more than once. Reports will calculate the sum of offenses. If the user wants to enter the same charge more than once, a separate Case Report needs to be created.

Field	Description
*Offenses	Enter the offense/activity code, or enter a description to initiate an automatic search listing all the available options.
Code Section	This field is read-only. The system will display the code and section of any applicable state statute.
IBR Code	This field is read-only. The system will display the UCR code and description corresponding to the offense.
IBR Group	Read Only field which corresponds to IBR Code
Crime Against	Read Only field which corresponds to IBR Code
*Method Code	(Drop down menu) Select the appropriate user defined method.
*Location Type	(Drop down menu) Select the appropriate location type code.
*Completed	Indicate whether the offense was completed. Select Y or N .
*Hate/Bias	Select the hate/bias motivation of the offender(s).
*Domestic Violence	Enter Y or N if the offense involved domestic violence.
Using	Indicate whether the offender was suspected of consuming alcohol or drugs during the incident.
Force Level	(Drop down menu) Select the appropriate level of force used in the offense.

211.1 - Case Report

File Edit View Tools Help

Save and Close

Administrative Offenses Offenders Victims Witnesses Others Property

Offenses

▲

Offense* _____ Code Section _____ IBR Code _____

IBR Group ___ Crime Against ___

Method Code* _____

Location Type* _____ Completed* _____ Hate/Bias* _____ Domestic Violence* _____

Using _____

Force Level _____

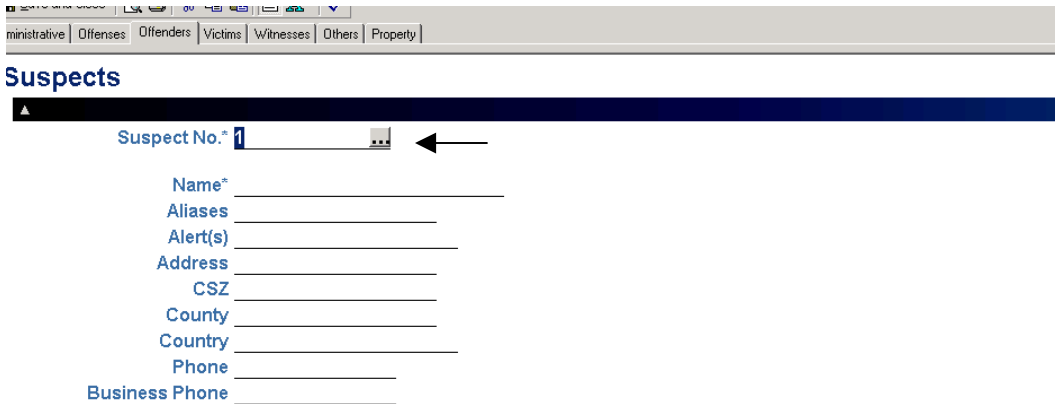
▼ New Offense

CAPS NUM

Using the Bring Forward and Search Central Index commands

When arrestees, suspects, or victims are being entered into PIMSNet, previously existing information can be brought forward to automatically populate the fields. This information is pulled from the central index file or from persons already in the case and may be modified once the information is brought forward.

To use the Bring Forward option when entering data simply click on the ellipses [...] next to the suspect, arrestee, or victim number.



ministrative | Offenses | Offenders | Victims | Witnesses | Others | Property

Suspects

Suspect No.* [1] [...]

Name* _____

Aliases _____

Alert(s) _____

Address _____

CSZ _____

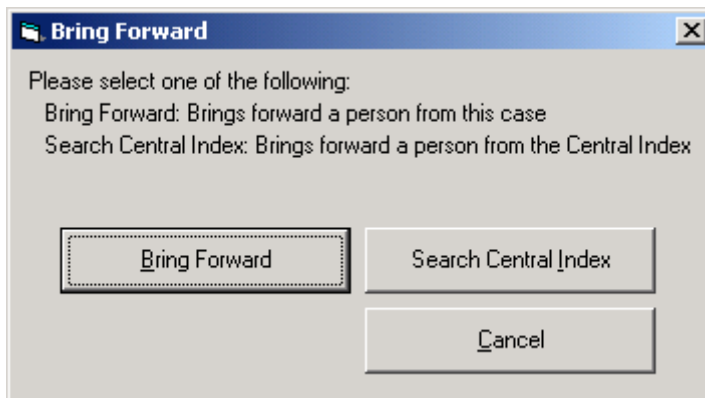
County _____

Country _____

Phone _____

Business Phone _____

A dialogue box will open up, giving the option to bring forward individuals currently existing within the case file or search the central index for entries.



Bring Forward

Please select one of the following:

Bring Forward: Brings forward a person from this case

Search Central Index: Brings forward a person from the Central Index

Bring Forward Search Central Index

Cancel

Click **B**ring Forward <Alt + B> to choose from existing persons within the case file. Click **S**earch Central **I**ndex <Alt + I> to search the central index file, for an individual known to have a previous record in the system. Click **C**ancel <Alt + C> to cancel the operation.

Offenders Tab

Users may enter both Sspect and Offender data under the offenders tab.

Field	Description
*Suspect No.	The system will assign the next available sequential number.
*Name	Enter the name of the suspect.

Aliases	Enter all known aliases for the suspect.
Alert(s)	Click the combo-box and Select the appropriate alert code(s).
Address	Enter the address of the suspect.
CSZ	Enter the city, state zip code
County	Enter the county for the suspect.
Country	Enter the country for the suspect.
Phone	Enter the phone number of the suspect.
Business Phone	Enter the work number of the suspect.
*Sex	Select a code for the gender of the suspect.
*Race	Select a code for the race of the suspect.
*Ethnicity	Select a code for the ethnicity of the suspect.
DOB	Enter the birth date of the suspect.
*Age	Enter the age of the suspect. If the date of birth was entered, the system will automatically enter the age based on date of incident. If age is unknown, enter a range or estimate (ex: 20-25)
Eye Color	(Drop down menu) Select appropriate color
Hair Color	(Drop down menu) Select appropriate color
Hair Style	(Drop down menu) Select appropriate style
Hair Length	(Drop down menu) Select appropriate length
Facial Hair	(Drop down menu) Select appropriate option
Complexion	(Drop down menu) Select appropriate option
Build	(Drop down menu) Select appropriate option
Teeth	(Drop down menu) Select appropriate option
Height	(Drop down menu) Select appropriate option
Weight	(Drop down menu) Select appropriate option
*Resident	Indicate if the suspect is a resident of the locality where the crime took place.
POB	Enter the suspect's place of birth.
DLN	Enter the drivers license number
DL State	(Drop down menu) Select appropriate state
DL Country	(Drop down menu) Select appropriate country
SSN	Enter the suspect's social security number
Scars/Marks/Tattoos	Enter a description of any identifying scars, marks or tattoos
Attire	Enter a description of the suspects clothing at time of incident
Employer/School	Enter the name of the suspects employer or school
Occupation/Grade	Enter suspects occupation or grade
MO (Modus Operandi)	(Drop down menu) Select the appropriate code for the suspects MO
Habitual Offender	(Drop down menu) Select the appropriate status
Notes	Free text space

211.1 - Case Report

File Edit View Tools Help

Save and Close

Administrative Offenses Offenders Victims Witnesses Others Property

Suspects

Suspect No.* 1

Name* _____

Aliases _____ Alert(s) _____

Address _____ CSZ _____ County _____ Country _____

Phone _____ Business Phone _____

Sex* _____ Race* _____ Ethnicity* _____ DOB _____

Alias DOB

Age* _____ Eye Color _____ Hair Color _____ Hair Style _____ Hair Length _____ Facial Hair _____ Complexion _____ Build _____

Teeth _____

Height _____ Weight _____ Resident* _____ POB _____ DLN _____ DL State _____ DL Country _____ SSN _____

Scars/Marks/Tattoos _____

Attire _____ Employer/School _____ Occupation/Grade _____

MO _____

Habitual Offender Status _____

Notes

New Suspect

CAPS NUM

Information Specifically for Arrestee

Field	Description
*Arrested For	(Multi-value table) Select the appropriate offense(s) <ul style="list-style-type: none"> ● Offenses – Select offense this arrestee has been charged with ● Method Code- auto-populated ● Arrest disposition ● Court case number – if this information is know ● Next Court date ● Court disposition date ● Court disposition ● Call For Service – enter CFS number
*Arrest No.	Enter the arrest number.
*Arrest Type	(Drop down menu) Select the appropriate arrest type
*Armed With	(Multi-value table) Select the appropriate weapon(s) removed from the arrestee
*Multi-Clearance	(Drop down menu) Select appropriate clearance if the arrest of this individual clears other cases within your agency.
FBI No.	(Free text field) Enter the FBI issued number
State No.	Enter the state crime bureau number
*Date/Time Arrested	Enter Date and Time of arrest; Format: mm/dd/yyyy <space> military time.
Booked Location	(Free text field) Enter the booked location
Date/Time Released	Enter Date & Time the arrestee was released from holding detention
Released Location	(Free text field) Enter any release information
Held For	(Free text field) Enter name of the agency the Arrestee is being held for
Fingerprints	(Drop down menu) Select Yes or No
Photos	(Drop down menu) Select Yes or No
Miranda Read	(Drop down menu) Select Yes or No
Miranda Waived	(Drop down menu) Select Yes or No
No. Warrants	(Free text field) Enter number of warrants
Notes	(Free text field) Enter additional information

Arrestees

Arrestee No.* 1 Previous Offender _____
 [empty] [empty]
 Name* _____
 Aliases _____ Alert(s) _____
 Address _____ CSZ _____ County _____ Country _____
 Phone _____ Business Phone _____
 Sex* _____ Race* _____ Ethnicity* _____ DOB _____
 Alias DOB _____
 Age* _____ Eye Color _____ Hair Color _____ Hair Style _____ Hair Length _____ Facial Hair _____ Complexion _____ Build _____
 Teeth _____
 Height _____ Weight _____ Resident* _____ POB _____ DLN _____ DL State _____ DL Country _____ SSN _____
 Scars/Marks/Tattoos _____
 Attire _____ Employer/School _____ Occupation/Grade _____
 MO _____
 Habitual Offender Status _____

Arrest Information

Arrested For:

Offenses	Method Code	Arrest Disposition	Court Case Number	Next Court Date	Court Disposition Date	Court Disposition	Call for service number

 Arrest No.* _____ Arrest Type* _____ Armed With* _____ MultiClearance* _____ FBI No. _____ State No. _____
 Identification

Identification Type Number

 Date/Time Arrested* _____ Arrest Location _____
 Date/Time Booked _____ Booked Location _____
 Date/Time Released _____ Released Location _____
 Held For _____ Fingerprints _____ Photos _____ Miranda Read _____ Miranda Waived _____ No. Warrants _____
 Notes

Victims Tab

Field	Description
*Victim No.	The system will assign the next available sequential number
*Victim Type	Select from drop down menu
*Victim of	Select from list generated by the offenses tab.
Alerts	Enter any alerts or use the menu for any appropriate alerts.
*Name	Enter the name
Aliases	Enter any known aliases
Address	Enter victims address
CSZ	Enter City, State, Zip
County	County
Country	Country
Phone	Home Phone number
Business Phone	Business Phone number
*Sex	Select from drop down menu
*Race	Select from drop down menu
*Ethnicity	Select from drop down menu
DOB	Date of Birth
*Age	Enter age. If age is unknown, enter a range or estimate (ex: 20-25)
Eye Color	Select from drop down menu
Hair Color	Select from drop down menu
Facial Hair	Select from drop down menu
Complexion	Select from drop down menu
Weight	Enter weight in pounds
Height	Enter feet space then inches, or just total inches
*Residence	Resident, non-resident or unknown
POB	Place of Birth
DLN	Drivers License Number
DL State	Drivers License State
DL Country	Drivers License Country
SSN	Social Security Number
Attire	Enter clothing worn at time of incident
Employer/School	Enter if this information is known
Occupation/Grade	Enter if this information is known
Testify	Yes or No
Notes	Notes

00-11101.4 - Case Report

File Edit View Tools Help

Save and Close

Administrative | Offenses | Offenders | **Victims** | Witnesses | Others | Property

Victims

Victim No.* **1** Victim Type* _____ Victim of* _____ Alert(s) _____

Name* _____ Aliases _____ Address _____ CSZ _____ County _____

Country _____

Phone _____ Business Phone _____

Sex* _____ Race* _____ Ethnicity* _____ DOB _____

Alias DOB

Age* _____ Eye Color _____ Hair Color _____ Facial Hair _____ Complexion _____

Height _____ Weight _____ Resident* _____ POB _____ DLN _____ DL State _____ DL Country _____ SSN _____

Attire _____

Employer/School _____ Occupation/Grade _____ Testify _____

Notes

▼ New Victim

CAPS NUM

Witnesses Tab

Field	Description
*Witness No.	Select the Bring forward option from the ellipses[....] box or leave default number
*Name	Enter the name
Aliases	Enter any known aliases
Alerts(s)	Select any pertinent alerts from multi-option box
Address	Enter the number and street name
CSZ	City , State, and Zip code. System will automatically format
County	Enter County
Country	Enter Country
Phone	Enter phone number
Business Phone	Enter business phone number
Sex	Male or Female
Race	Select race from drop down
Ethnicity	Select ethnicity from drop down menu
DOB	Enter Date of Birth
Age	Enter age. If age is unknown, enter a range or estimate (ex: 20-25)
Eye Color	Select Eye color from drop down menu
Hair Color	Select Hair color from drop down menu
Facial Hair	Select facial hair from drop down menu
Complexion	Select complexion from drop down menu
Height	Enter height
Weight	Enter weight
Resident	Indicate Resident, Non-resident, or unknown
POB	Enter place of Birth
DLN	Enter Drivers License number
DL State	Enter Drivers License state
DL Country	Enter Drivers License country
SSN	Enter social security number
Attire	Enter clothing the victim was wearing at time of incident
Employer/ School	If known enter this information
Occupation / Grade	If known enter this information
Testify	Select yes or no

Witnesses

Witness No. 1

Name* _____ Aliases _____ Alert(s) _____

Address _____ CSZ _____ County _____ Country _____

Phone _____ Business Phone _____

Sex _____ Race _____ Ethnicity _____ DOB _____ Age _____ Eye Color _____ Hair Color _____ Facial Hair _____

Complexion _____

Height _____ Weight _____ Resident _____ POB _____ DLN _____ DL State _____ DL Country _____ SSN _____

Attire _____

Employer/School _____ Occupation/Grade _____ Testify _____

Notes

Others Tab

Field	Description
*Entity Number	If known, enter the entity number.
*Entity Type	Select entity type from drop down menu. Note: This field is NIBRS compliant and only allows for select entries. To enter other relationships such as owner, brother, etc., modify the record in the Central Index File, under the relationships tab.
Name	Enter name
Aliases	Enter any known aliases
Alert(s)	Select applicable alerts from combo-box
Address, City, State, ZIP	Enter as much information known
County, Country, Phone	Enter as much information known
Sex, Race, Ethnicity	Select from drop down menu
DOB	Enter date of birth mm/dd/yyyy
Age	Age of person
Eye Color, Hair Color, Facial Hair, Complexion	Select from drop down menu
Height	Enter height in inches or feet and inches
Weight	Enter weight in pounds
Resident	Select 'R Resident', 'N Non-resident', or 'U Unknown' from drop down menu
POB	Place of Birth
DLN	Driver's License Number
DL State	Enter 2 letter state code
DL Country	Select from drop down menu
SSN	Social Security Number
Attire	Description of clothing worn by individual at time of incident
Employer/ School	Enter employer or school information
Occupation/Grade	Enter occupation or grade level
Notes	Enter any additional notes concerning this entity or other person

00-11101.4 - Case Report

File Edit View Tools Help

Save and Close Copy Paste Print Undo

Administrative | Offenses | Offenders | Victims | Witnesses | Others | Property

Other People and Entities

Entity No.' 1 Entity Type'

Name' Aliases Alert(s)

Address CSZ County Country

Phone Business Phone

Sex Race Ethnicity DOB Age Eye Color Hair Color Facial Hair

Complexion

Height Weight Resident POB DLN DL State DL Country SSN

Attire

Employer/School Occupation/Grade

Notes

Property Tab

Field	Description
*Item number	Enter item number or leave default
*Property	Select from a drop down the type of property
*IBR type	This entry will automatically generate once the property type is selected
*UCR type	Uniform Crime Reporting - This entry will automatically generate once the property type is selected
*Status	Select the condition or current status from drop down menu
*Count	Enter the quantity of the items recovered
Value	Enter estimated value
Manufacturer	Enter the item manufacturer
Model	Enter the model number
Serial No.	Enter the serial number or identifying mark of the item
License No.	Enter a license number if this property is describing a vehicle
Color	Enter code for color or select from drop down list
*Description	Enter a text description of the item
Vehicle Year	Enter year of vehicle
Body Style	Enter body style code or select from a drop down menu
State	Select the state code from a drop down menu
License Year	If vehicle or vehicle plate, enter the license plate year
Recovery Date	Enter the mm/dd/yyyy that is item of property was recovered
Owner	Select owner from drop down menu or enter people code
Disposition	Select from a drop down menu a description if this property was disposed of
Evidence tag	Enter the property tag number for evidence inventory
Officer Requesting Tow	If vehicle is towed, enter name of officer requesting tow
Date/ Time Towed	Enter date and time towed [mm/dd/yy <space> 4 digit time]
Alerts	Select any alerts from combo-box
Notes	Free form field entry for any pertinent notes
Drug type	If drug is entered for property, this field will be automatically populated
Drug Quantity	Estimate the quantity of drugs seized
Drug Measure	Indicate the unit of measurement

More on Case Reports

Approving Multiple Case Reports Since more than one Case Reports can be added to any case file, they must be approved in the order they were submitted. For instance, a report with a .2 cannot be approved before a .1.

Disposition of Case Reports Another consideration is the disposition Case Report. Once a report has been entered with a disposition of unfounded (refer to administrative tab of CR), no other reports may be added to the case file.



Extra black lines or bars When adding information to a case report, click on the small gray arrow allows the user to add information, for example multiple offenses or arrestees. Saving the case report with additional or unused black lines will create a problem for the user. To remove extra black lines, right click the black bar and select delete.



Case Report Submission


The Case Report submission and approval process depends on the role of the PIMSNet user. Only certain users within a department may have error checking, Case Report submission and/or approval privileges. Supervisors generally have the option to approve or unapprove any reports.

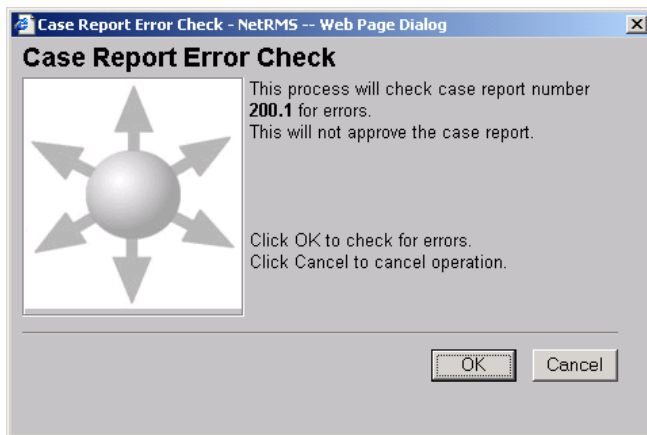
Once a Case Report has been entered into PIMSNet and all of the data entry completed, the report may be error checked accuracy and submitted to a supervisor for approval. From the case overview, the user can select the Case Report that is ready for submission. The table below indicates the options available:

Submit Case Report for approval	!
Check Case Report for errors	
Delete Case Report	

Steps for error checking and submission

1). **Check the Case Report for errors**


The first step in the submission and approval process is to check for any errors. Clicking on the  [Check CR for errors] in the Case Folder will begin the error check. The following dialogue box will be displayed:

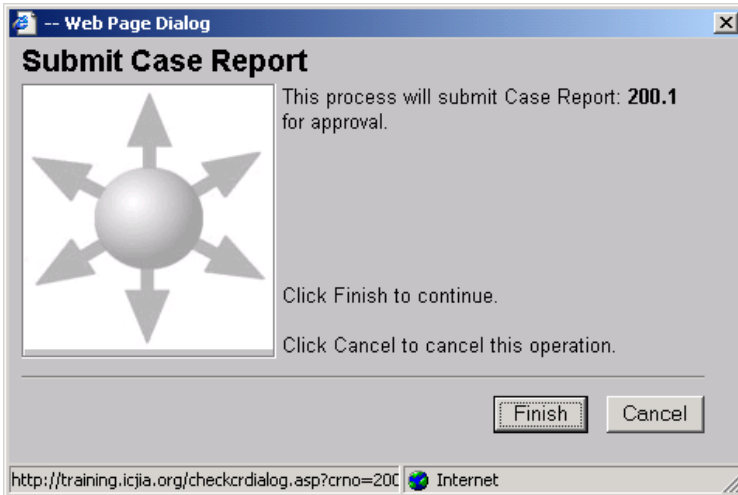


Click OK to continue with the error check or cancel to quit the operation. Clicking OK will begin error checking for the Case Report. Once the error check is complete, the status page will be return indicating any errors that have been found.


The user should correct any errors found. Then recheck the report for errors, again.


2.) **Submit the report for approval**

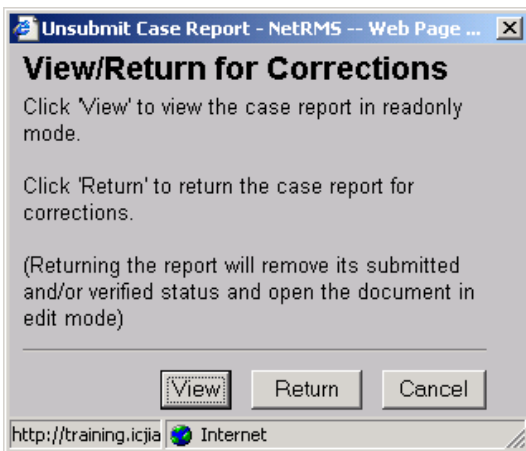
Once no errors are found, the report is ready to be submitted for approval. Close the error check status page to return to the case file overview. Select the  [Submit CR] symbol to submit the Case Report. The following dialogue box will be displayed:



This dialogue box indicates that the user is ready to submit the case for approval. Clicking the 'Finish' button will submit the case. Cancel will cancel the operation.

Once the Case Report has been submitted for approval the status of the Case Report will change from In-Progress to Submitted. On the case file overview page the Active Paper Document symbol for the Case Report will change to , which indicates that the Case Report has been submitted.

At this point, the user will only be able to view a read-only copy of this report. If changes need to be made to this Case Report, the user will need to remove the submitted status and make any changes. To view a read-only copy or remove the submitted status, click the  link and the following dialogue box will appear:



Click 'View' to view a read-only copy of the Case Report. Click 'Return' to change the status of the report and make any changes. Click 'Cancel' to cancel out of the operation.

PIMSNet Inquiries & Searches

One of the most commonly performed tasks within PIMSNet is searching (formerly inquiry old PIMS) on records that currently exist in the database. Searching within PIMSNet can be definitive or broad as the user wishes. PIMSNet allows for wildcard searches, as well as inquiring on multiple departments. This section will explain the various methods for initiating a search / inquiry, and narrowing data retrieved.

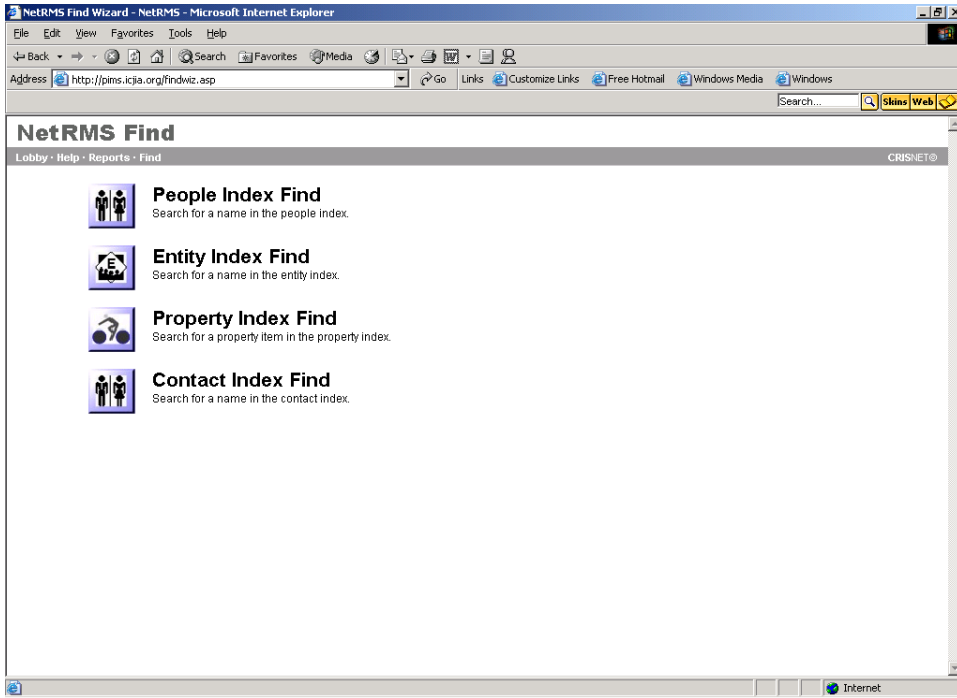
There are different ways to retrieve information in PIMSNet. It is important to note the main three ways to search:

1. **Using Find or Searching Central Index files**
2. **Searching Calls For Services**
3. **Searching Case Files**

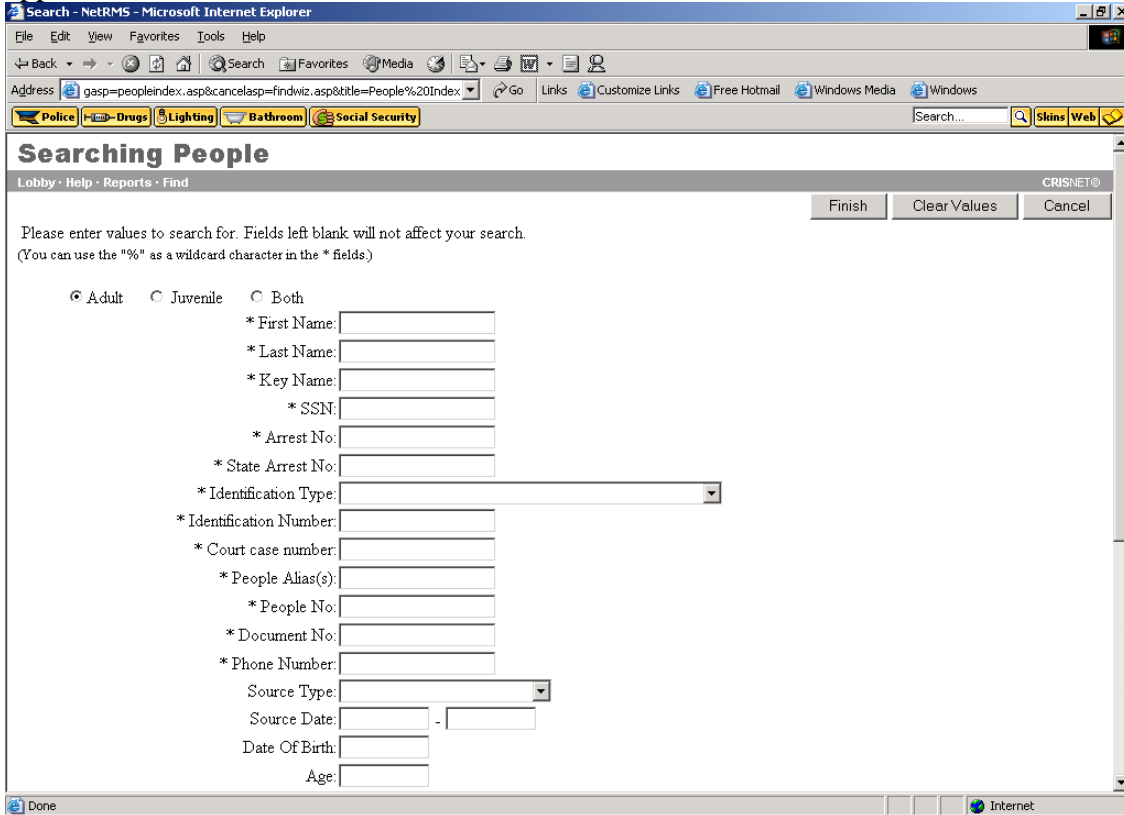
USING FIND TO SEARCH CENTRAL INDEX

Using this method will retrieve *all* records based on the search criteria, such as case files, CFS, etc. To search for incidents or case files only, search within that module, (discussed later in this section).

1. From any screen, select the **Find** option from the gray menu bar at the top. The following screen will appear:



2. Click the module in which you wish to conduct the search. A screen for entering search values will appear.



3. Enter as much or as little information known about the subject. ***The more information entered, the narrower the results will be.*** If the information to be entered is possibly incorrect, such as a misspelled name, alias, or inaccurate date of birth, a wild card search should be performed. Also, do not become overly concerned if all fields are not known. Fields left blank will not affect your search.

Narrowing By Department

PIMSNet allows you to select which department records to search. In most cases, the user only wants to find results from his/her department. In the Agency box, users can select their own department by highlighting that choice. If no department is selected, PIMSNet will search ALL departments records. This may retrieve too many records especially for common names such as Smith.

Select multiple departments by clicking on the department with the mouse and holding the Shift key at the same time.

Wild Card Search

Wild Card searches use a wildcard symbol (%) in place of characters where the user is unsure of the information or the information is unknown. The wildcard symbol may be used *anywhere* within the text, such as the beginning, middle or end of a name. Fields in which the wildcard (%) symbol may be used are denoted with an (*) asterisk symbol. Wildcard symbols do not need to be placed in fields where none of the information is known. These fields should be left blank. Here are three examples of wildcard searches:

Example 1

The user wants to find all related records for an individual in PIMSNet. She is sure the spelling of the last name is Smith, but thinks the first name may be Kristen or Kristin.

Method: Enter the First Name as Kris% and the Last Name Smith. This will retrieve all records that have Smith as the last name and Kris as the first 4 letters in the first name. The reverse is also true when the user may be unsure how the last name is spelled.

Example 2

The user is trying to find all Calls For Service for Bill Williams based on a printout with a name and social security number. The printout is blurry and the user cannot make out the first 2 digits of the SSN [__5-55-5555].

Method: Enter the first and last name as printed. For Identifier type, select Social security number. However for the social security number, enter %5-55-5555. Also, Source Type should be Calls For Service.

Example 3

Christina Smith has been entered into the old PIMS database numerous ways, as Christine Smith, Kristina Smyth, and Kristine Smythe. The user wants to retrieve all of these records and sort the results.

Method: Enter %ristin% for the first name and Sm% for the last name. This will return all names where the letters “ristin” appear in the first name and where the last name begins with “Sm”. Note that names such as Christine Smart will also be returned. If possible, narrow the results by department or other identifiers.

Searching Calls for Services

This search will retrieve only CFS records matching the search criteria.

1. From the Lobby, click the **Calls For Service** link (under Operations or Records modules)
2. Once page loads, click the **Search** link in the upper left corner.

? Search

Add Call for Service Record

Today
Previous Day
Next Day

Select View:

Open Calls for Service by Date/Time
 Open Calls for Service By Number
 Closed Calls for Service by Date/Time
 Closed Calls for Service By Number
 All Calls for Service

CFS No.	Date/Time	Location	Verified Offense
3970	3/4/2004		

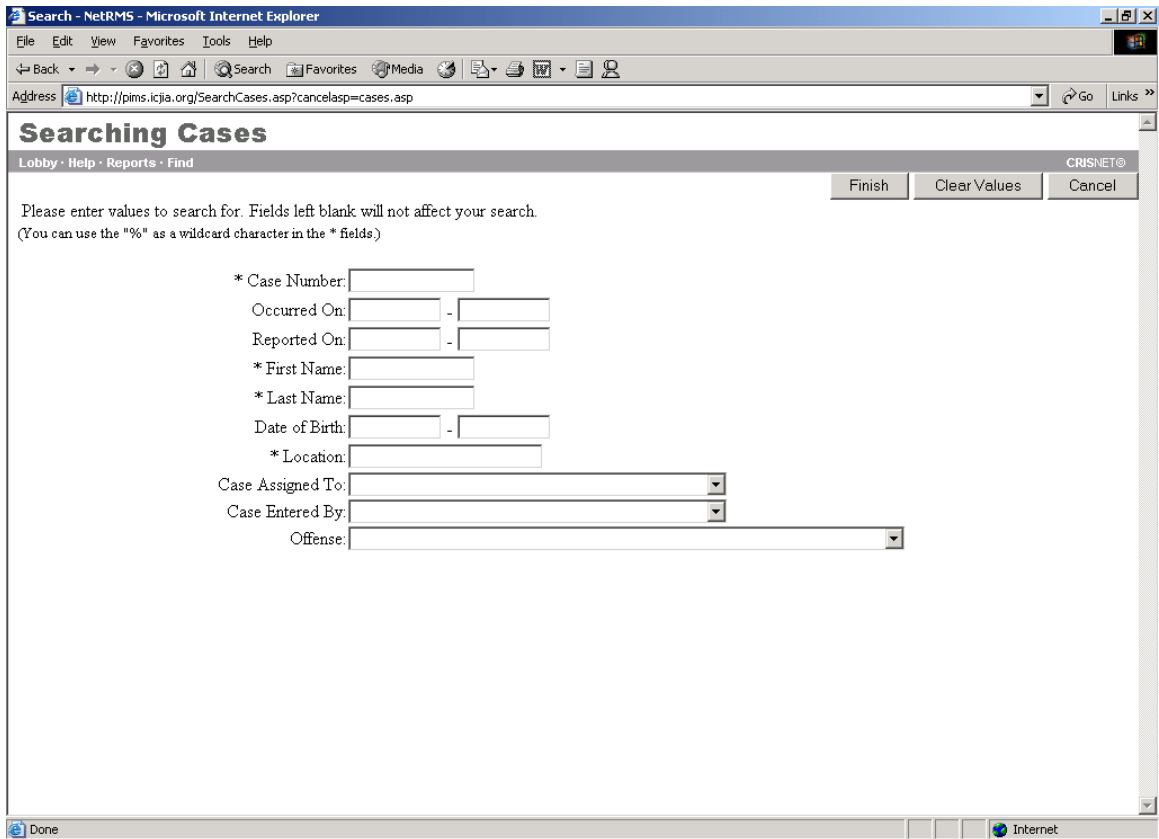
This will return a search page that will allow the user to search only within the Call for Service module. This search allows wildcard searches in certain fields and allows the user to search by initial and verified offenses.

Searching Case Files

This search will retrieve only cases that match the search criteria.

3. From the Lobby, click the **Case Files** link (under Operations or Records modules)
4. Once page loads, click the **Search** link in the upper left corner.

The fields to search are limited because this search will return case records only.



Central Index Files

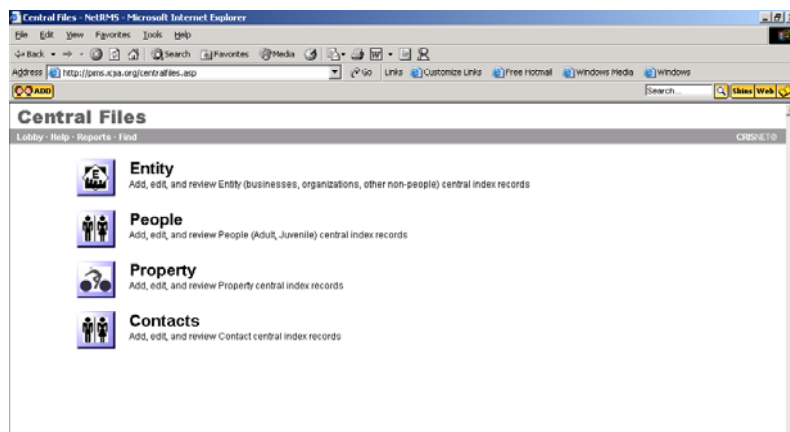
The central index file is a complete listing of *all* persons, entities, properties, and contacts entered into PimsNet. Users may search for existing records, which may save time, rather than re-entering that information. User can also enter information directly into the Central Index files or update existing files with more information such as court dispositions and gang affiliation. PimsNet users also have the capability to cross reference existing records in outside PimsNet agencies. Central index files are also useful when using the Bring Forward command in data entry in other PimsNet sections.

The index files help the user to:

- Add, edit, and review Entity (businesses, organizations, other non-people) central index records
- Add, edit, and review People (Adult, Juvenile) central index records
- Add, edit, and review Property central index records
- Add, edit, and review Contacts central index records

***Users with certain capabilities may be able to delete records in PimsNet.**

The central index files may be accessed via the Lobby using the Central Index Files link. Also using the Find command in the gray toolbar will access the central index files. Clicking the link will display the following page:



Entity	Any organization, business, or non-people entry
People	Any person entered into the database (victim, offender, witness, etc.)
Property	Any item or physical object entered into the database (such as confiscated or retrieved items)
Contacts	Department contacts



Adding, Editing, Deleting Entities

Users can add new entities, as well as edit and review existing entities in the database. Only users with deletion capabilities may delete entities.

Adding an Entity

To add an entity the user must first perform a search on an entity to make sure the entity is not already in the database. From the Central Files page, select the Entity link. The following page will appear.

Searching Entity

Lobby · Help · Reports · Find CRISNET®

Finish Clear Values Cancel

Please enter values to search for. Fields left blank will not affect your search.
(You can use the "%" as a wildcard character in the * fields)

* Entity No:

* Name:

* Address:

* City:

* State:

* ZIP:

Document Type:

Agency:

- 07 - ICJIA
- 42 - Mount Prospect Police Department
- All Agencies

Done Internet


Enter as much information as known, or use the wildcard (%) to search fields with an asterisk. None of the fields are mandatory. Use the finish button to execute the search.

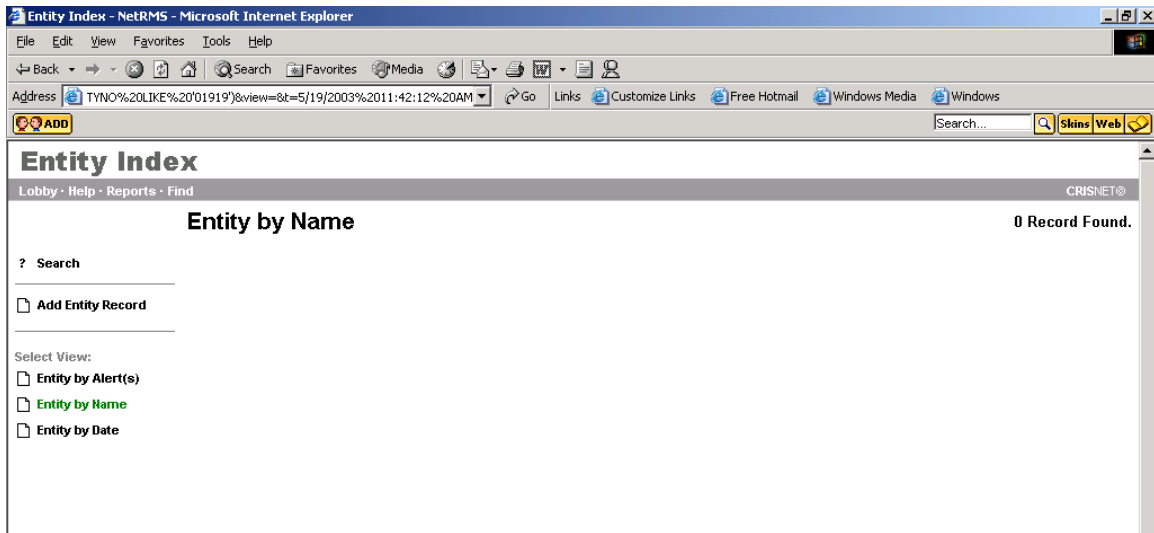
Entering as much data as possible will narrow your search.

The user also has the option to clear values and re-enter information or simply cancel the search to return to the central files page. The query will return any matching records

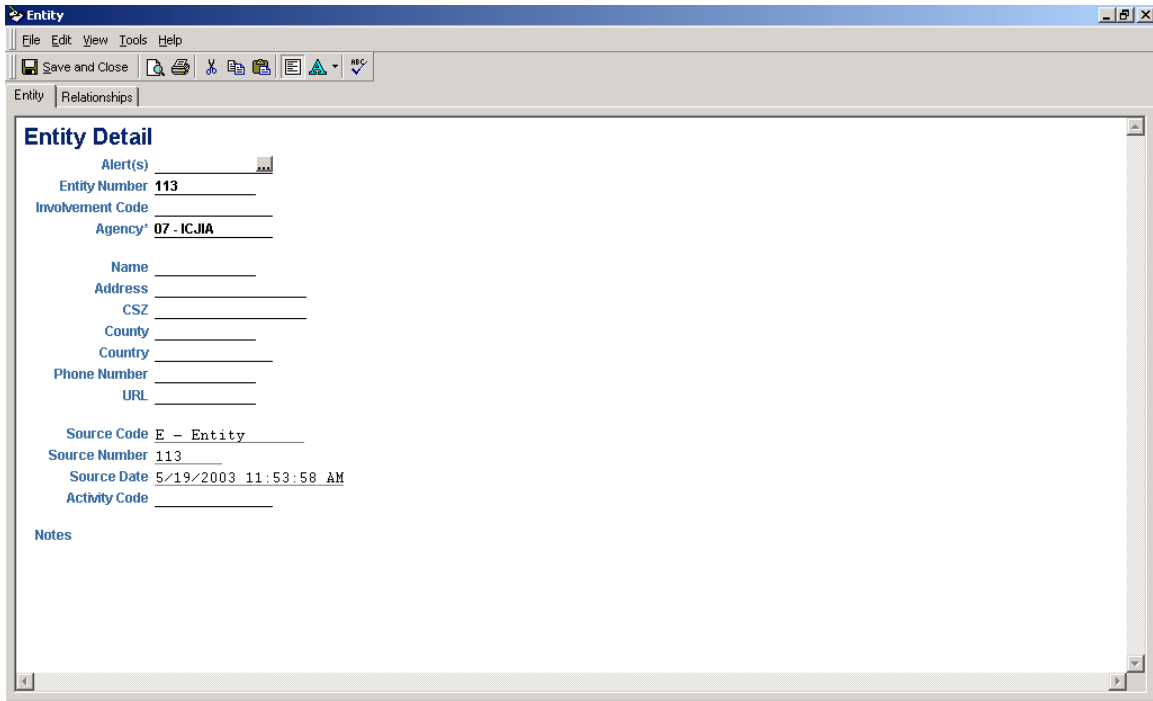
Field	Description
Entity Number	If known, enter the entity number. Use the wildcard (%) to search within a range of numbers
Name	Enter the name or use wildcard search

Address, City, State, ZIP	Enter as much information known
Document Type	Decide which type of document to search (Calls For Service, Warrants, etc)
Agency	Select which agencies' records to search

If the entity is not found after searching, the user can add the entity. Use the  Add Entity Record link on the left side of screen.



Clicking the link will open an active paper document for entering data for a new entity.




See the table below for a detailed description of the fields.

Field	Description
Alerts	Combo-box that allows user to add an alert or caution status
Entity Number	Unique number that identifies entity.
Involvement Code	Drop down list to choose how entity relates to the record
Source Code	Automatically generated
Source Number	Automatically generated
Activity Code	Drop down menu to select

Editing or Deleting Entity

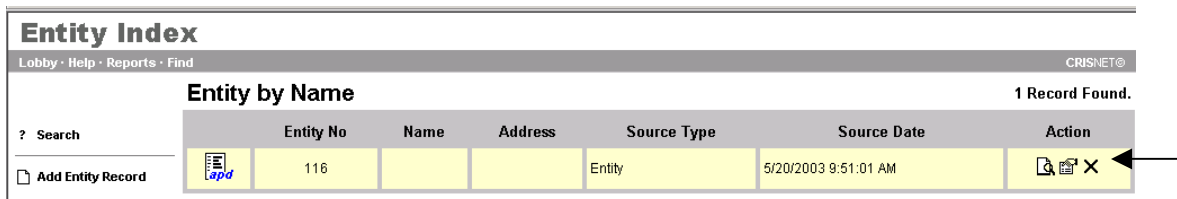
To edit or delete an entity, first perform a search for that entity.




Editing the entity

Once the item is found, click the  APD link to open the document. Make any necessary changes to the entity and click the Save and Close button.

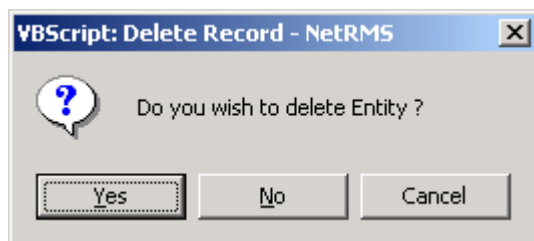
Deleting the entity

To delete the entity, first perform a search for that property. Once the record is found, click the “X” in the right hand box labeled Action.



Entity No	Name	Address	Source Type	Source Date	Action
116			Entity	5/20/2003 9:51:01 AM	  

You will receive a pop up window verifying this is the action that you want to take.



If you are certain you want to delete this entry, Select yes. If no, choose No or Cancel.



Adding, Editing, Reviewing People Files

The people section in the central index files contains all persons entered into the database. People files include such entries as adults, juveniles, suspects, victims, witness, and so forth. User can add, edit and delete persons from the central index. The people section is a useful tool to avoid duplicate entries as well as save time used for entering data.

Before adding a person, the user must perform a search to make sure the individual is not already within the database. To do this, select the People link from the central Files page. The following page will appear.

Search - NetRMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address x.asp&view=name&title=People%20Index&cancelasp=centralfiles.asp Go Links Customize Links Free Hotmail Windows Media Windows

Drugs Lighting Injury Sales Bedding Clothing Search... Skins Web

Searching People

Lobby · Help · Reports · Find

CRISNET®

Finish Clear Values Cancel

Please enter values to search for. Fields left blank will not affect your search.
(You can use the "%" as a wildcard character in the * fields)

Adult Juvenile Both

* First Name:

* Last Name:

* Key Name:

* SSN:

* Arrest No.:

* State Arrest No.:

* People Alias(s):

* People No.:

* Case Report No.:

* Phone Number:

Source Type:

Source Date: -

Date Of Birth:

Age:

Sex:

Race:

Hair:

Done Internet

Enter as much information about the person. Then use the Finish button to search for the individual. The results will be displayed on the following screen.

Narrowing your search

If you have searched on a common last name like 'Smith', your search will probably end up with hundreds of records. In this case, you can narrow your results by picking various combinations from the four searchable headings:


- Name
- SSN
- Key
- Arrest No.

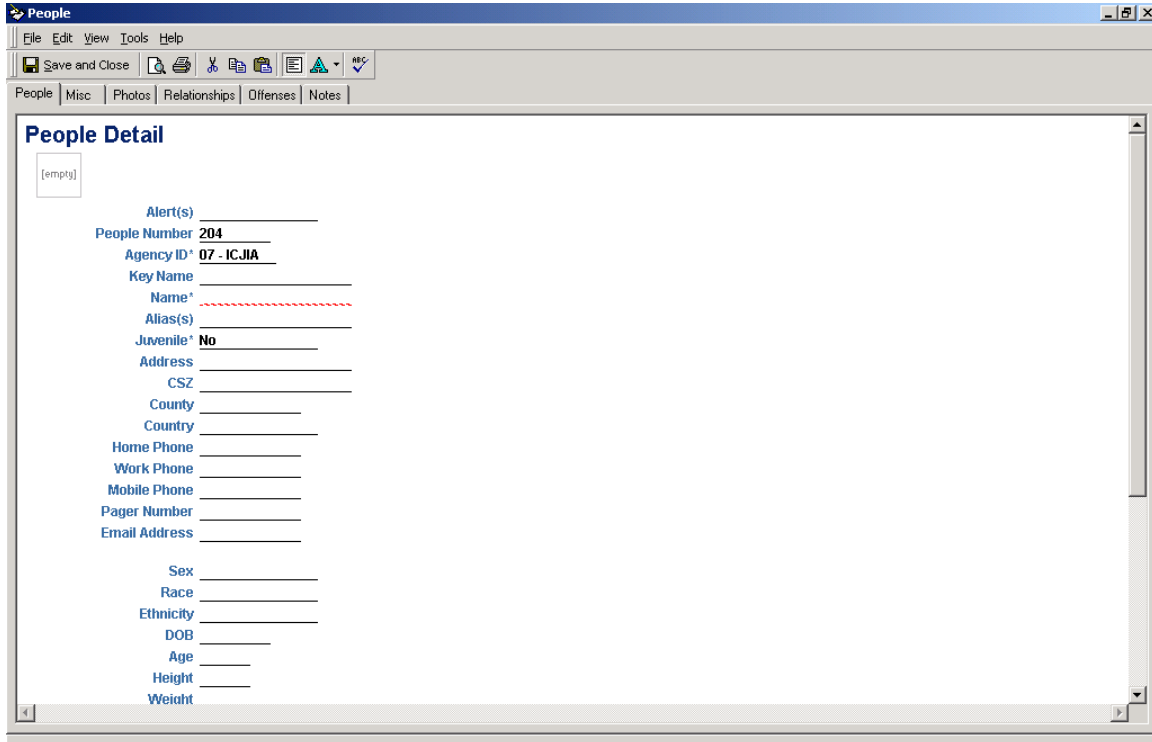
Steps for narrowing person search:

1. Locate the individual record that you are interested in
2. Narrow your search by placing check marks in any of the fields that match your parameters. Example: if you know the person social security number, leave a check mark by the SSN heading
3. Click on the binoculars icon attached to the person's record
4. Results will come back in the Person Detail Screen
5. Click the up arrow icon associated with each record to view the detail information

***Note** - Not selecting a department from the list of departments will search every department's records.

Adding a Person

Once the results are returned and no match is found, use the  Add Person Record in the left column.



The screenshot shows a window titled "People" with a menu bar (File, Edit, View, Tools, Help) and a toolbar. Below the toolbar are tabs for "People", "Misc", "Photos", "Relationships", "Offenses", and "Notes". The main content area is titled "People Detail" and contains a form with the following fields:

- Alert(s)
- People Number: 204
- Agency ID*: 07 - ICJIA
- Key Name
- Name* (indicated as mandatory with a red dashed line)
- Alias(s)
- Juvenile*: No
- Address
- CSZ
- Country
- Home Phone
- Work Phone
- Mobile Phone
- Pager Number
- Email Address
- Sex
- Race
- Ethnicity
- DOB
- Age
- Height
- Weight

The People detail page will return and basic information about the person can be added. The Name and Juvenile fields are mandatory.

There are also numerous tabs in which more information regarding the person may be entered.

- MISC. Tab– can be used to enter additional details about the person such as visible identifiers, arrest history, SID & FBI numbers, etc
- PHOTOS – add line up or other photos that you have available from your PC or network
- RELATIONSHIPS – create relationships between this person and existing people, entities or property
- OFFENSES – If the person has been charged, enter the offenses here
- NOTES- enter miscellaneous notes

See the following pages for detailed description of the entry fields for these additional tabs.

Miscellaneous Tab

Personal Detail

Glasses _____ Eye Color _____

Hair Color _____ Facial Hair _____ Hair Length _____ Hair Style _____

Build _____ Speech _____ Teeth _____ Scars/Marks/Tattoos _____

DLN _____ DLN State _____ Country _____ SSN _____ Resident _____ Entity Classification _____

Testify _____

Arrest No _____ Inmate No _____

Attire _____ Employer/School _____ Occupation/Grade _____

State Record No. _____ FBI Record Number _____

Finger Prints _____ Henry FP Classification 0 _____ NCIC FP Classification 0 _____

Gangs _____

Each field will give you a drop down menu to select the most appropriate entry. None of these fields are mandatory.

Field	Description
Scars/Marks/Tattoo	Describes any scar, mark, disfigurement, or tattoo on the person
DLN	Drivers License Number
SSN	Social Security Number
Arrest No.	Permanent number assigned to an arrestee and reused each time the individual is arrested by your department. Departments must use unique arrest number for each individual arrestee according to FBI/NIBRS standards
Inmate No.	Departments inmate number
Attire	Clothing the person was wearing at the time of the incident
Employer/ School	Person's school or employer name
Occupation/ Grade	Occupation (if employed) or grade level (if student)
State Record No.	The Bureau of Criminal Statistics number or your State's equivalent number
FBI Record No	If the arrested individual has a prior assigned FBI number
Henry FP Classification	Henry finger print classification (alphanumeric field)
NCIC FP Classification	National Crime Information Center finger print classification (alphanumeric field)
Gangs	Name and description of any known gang affiliation

Photos Tab

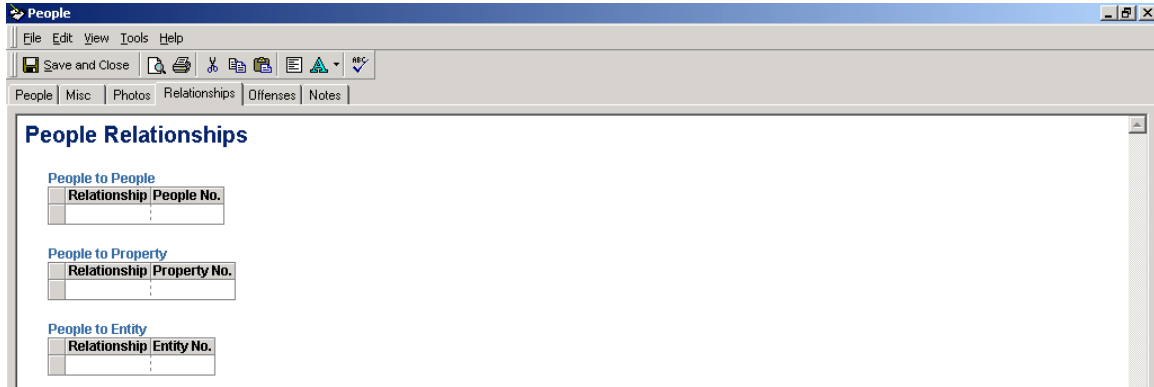
Photos Tab

Photo Type	Photo Date	Description
[empty]		

New Photo

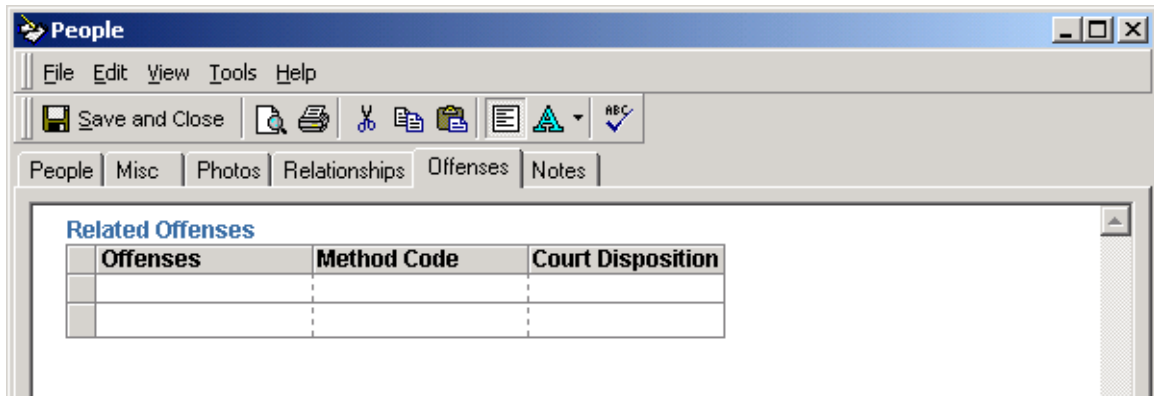
This tab allows users to insert a photograph of the person, fingerprints, or other persons associated with this entry. After entering a photo, the photo type (mandatory field), date and description should be entered.

Relationships Tab



This tab allows you to create relationships between this person and other people, properties, and entities.

Offenses Tab



Users can list any related offenses the person has been charged with under the offenses tab. The offense can be selected from a drop down menu list, along with the method and the court disposition.

Notes Tab

This is an area where any relevant and important notes regarding the person entry.


Important:
Once a person entry is made into the database, it cannot be deleted.

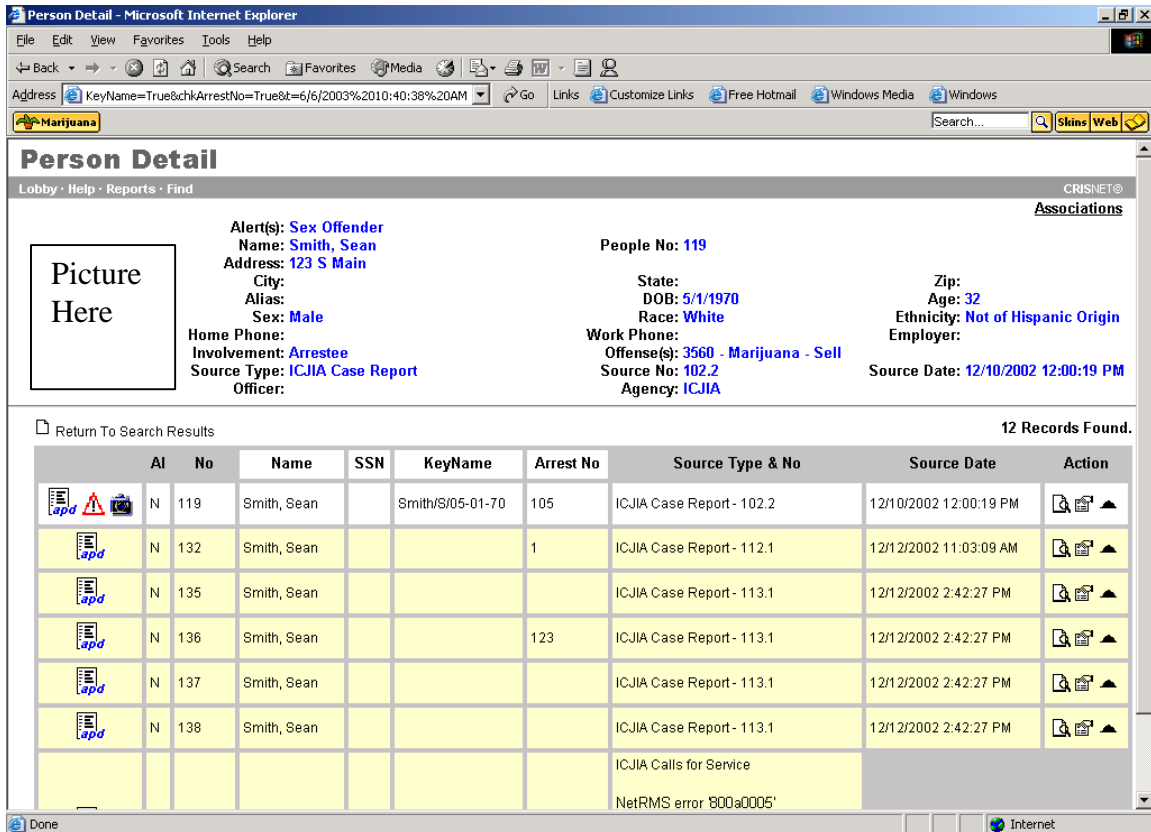
Editing People Files

To edit an individual person record, first search for that person's file, then make the necessary changes to the file. Changes may be completed on any field that is not read-only. Click the Save and Close button to save any changes.

Reviewing People Files

To review and print individual person records, perform a search for the individual. Once the file is found, use the icons in the right column to view.

 **Find Icon** – This will return all records for an individual selected from a search. The following page will display.



Person Detail
Lobby · Help · Reports · Find


Alert(s): Sex Offender
Name: **Smith, Sean**
Address: **123 S Main**
City:
Alias:
Sex: **Male**
Home Phone:
Involvement: **Arrestee**
Source Type: **ICJIA Case Report**
Officer:


People No: 119
State:
DOB: **5/1/1970**
Race: **White**
Work Phone:
Offense(s): **3560 - Marijuana - Sell**
Source No: **102.2**
Agency: **ICJIA**


Zip:
Age: **32**
Ethnicity: **Not of Hispanic Origin**
Employer:
Source Date: **12/10/2002 12:00:19 PM**

Return To Search Results 12 Records Found.

AI	No	Name	SSN	KeyName	Arrest No	Source Type & No	Source Date	Action
	N 119	Smith, Sean		Smith/S/05-01-70	105	ICJIA Case Report - 102.2	12/10/2002 12:00:19 PM	
	N 132	Smith, Sean			1	ICJIA Case Report - 112.1	12/12/2002 11:03:09 AM	
	N 135	Smith, Sean				ICJIA Case Report - 113.1	12/12/2002 2:42:27 PM	
	N 136	Smith, Sean			123	ICJIA Case Report - 113.1	12/12/2002 2:42:27 PM	
	N 137	Smith, Sean				ICJIA Case Report - 113.1	12/12/2002 2:42:27 PM	
	N 138	Smith, Sean				ICJIA Case Report - 113.1	12/12/2002 2:42:27 PM	
						ICJIA Calls for Service		
NetRMS error '800a0005'								

A detailed description of the selected record will display along with a photo of that person, if available. Below the description, any similar or matching records will also be displayed and the user will have the option to select one of the records to view separately. Use the  icon in the right corner to display the selected record at the top.

 **Preview Icon** – This icon can be used to view a printout of the department’s record associated with this individual in Microsoft Word format.

 **Read Only** – Use this to open a read only copy of the record



Adding, Editing, Deleting Property Files

Property is any item or physical object entered into the database. This includes stolen/recovered items, vehicles, evidence, etc. Property data fields include characteristics of each property item.

Searching Property Files

Before you will be able to add, edit, review, or delete a property files, you must perform a search for that property. Searching allows users to look for a property file that may already exist in the database. None of the fields are mandatory, however entering as much information as possible will help narrow your search.

Search - NetRMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address .asp&view=type&title=Property%20Index&cancelasp=centralfiles.asp Go Links Customize Links Free Hotmail Windows Media Windows

Crime Silver CRM Construction Nevada Drugs

Search... Skins Web

Searching Property

Lobby · Help · Reports · Find

CRISNET®

Finish Clear Values Cancel

Please enter values to search for. Fields left blank will not affect your search.
(You can use the "%" as a wildcard character in the * fields.)


IBR Code: [dropdown]
Status: [dropdown]
* Property Number: [text]
* Manufacturer: [text]
* Model: [text]
* Vehicle Plate: [text]
* Serial Number/ VIN: [text]
State: [dropdown]
Color: [dropdown]
* Description: [text]
Agency: [dropdown]
07 - ICJIA
42 - Mount Prospect Police Department
All Agencies

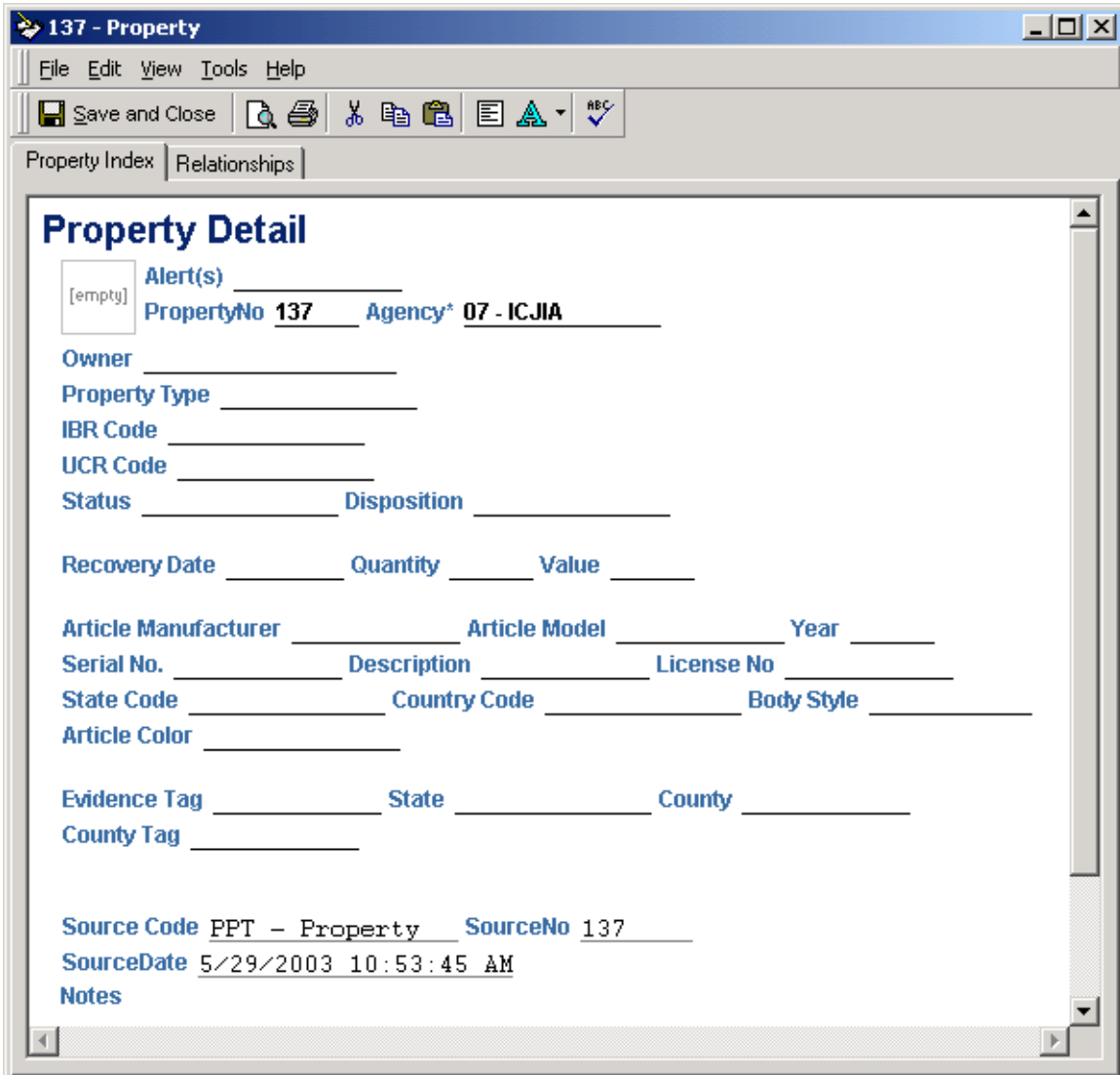
Done Internet

Field	Description
IBR code	The NIBRS property description code associated with a property type. Select from a drop down menu
Status	Enter the current status or condition of property

Property Number	If known, enter the property number
Manufacturer	Enter the property manufacturer
Model	Enter the model type or number for this item
Vehicle Plate	If vehicle, enter the license plate number
Serial Number / VIN	Enter the serial number, VIN or identifying mark for this item
State	Select state from a drop down menu
Color	If applicable, select color from drop down menu
Description	Enter a brief description of item
Agency	Select the agency or agencies whose records to search

Adding a new Property

If the property file is not found, the user may add the new property to the database. Use the  Add Property Link to open an active paper window to add a record. Enter as much information for the property as known. Photos of the property may also be included.



The screenshot shows a software window titled "137 - Property" with a menu bar (File, Edit, View, Tools, Help) and a toolbar. Below the toolbar are tabs for "Property Index" and "Relationships". The main area is titled "Property Detail" and contains a form with the following fields:

- Alert(s)** [empty]
- PropertyNo** 137
- Agency*** 07 - ICJIA
- Owner** _____
- Property Type** _____
- IBR Code** _____
- UCR Code** _____
- Status** _____ **Disposition** _____
- Recovery Date** _____ **Quantity** _____ **Value** _____
- Article Manufacturer** _____ **Article Model** _____ **Year** _____
- Serial No.** _____ **Description** _____ **License No** _____
- State Code** _____ **Country Code** _____ **Body Style** _____
- Article Color** _____
- Evidence Tag** _____ **State** _____ **County** _____
- County Tag** _____
- Source Code** PPT - Property
- SourceNo** 137
- SourceDate** 5/29/2003 10:53:45 AM
- Notes**

When a new property item is created, the next available number will be automatically assigned. Users may change this number, however duplicate property numbers are not allowed. The Agency field will automatically default to your agency. Source Code, Source number and Source date will also have automatically generated entries.

Field	Description
Alert	Select any applicable alert code from the alert list
Owner	Enter the <u>people code</u> of the individual who owns this item of property
Property type	Select from a drop down the type of property
IBR code	This entry will automatically generate once the property type is selected
UCR code	Uniform Crime Reporting - This entry will automatically generate once the property type is selected
Status	Select the condition or current status from drop down menu
Disposition	Select from a drop down menu a description if this property was disposed of
Recovery Date	Enter the mm/dd/yyyy that is item of property was recovered
Quantity	Enter a <u>numeric value only</u> to estimate the quantity of the item
Value	Estimate the cash value of the item
Article manufacturer	Enter the item manufacturer
Article model	Enter the model number
Year	If known, enter the year
Serial number	Enter the serial number or identifying mark of the item
Description	Enter a text description of the item
License plate	If vehicle or vehicle plate, enter the license plate number
State code	Select the state code from a drop down menu
Country code	Select the country from a drop down menu
Body style	If vehicle, select the body style from a drop down menu
Article color	Select the color from a drop down menu
Evidence tag	Enter the property tag number for evidence inventory
State	Select the state from a drop down menu
County	Select the county from a drop down menu
County Tag	Enter the county tag number for inventory
Notes	Free form field entry for any pertinent notes
Source code	Auto-generated code for input source
Source number	Auto-generated number to identify source
Source Date	Auto-generated date specifying when property was entered

Once you have entered all of the information needed, click the Save and close button to save this property item in the database.

One photo of the item may also be added from a file. Simply copy and paste the photo to the empty box at the top of the active paper document.


After the item is added, users may edit or delete this property item.



Relationships tab

Using the relationships tab, the user may create an association between this property and any other entity, person, or property.

Reviewing a Property Record

To review a property record, perform a search for the record. Once the record is found you may:

- Review the document in active paper by clicking the  active paper icon

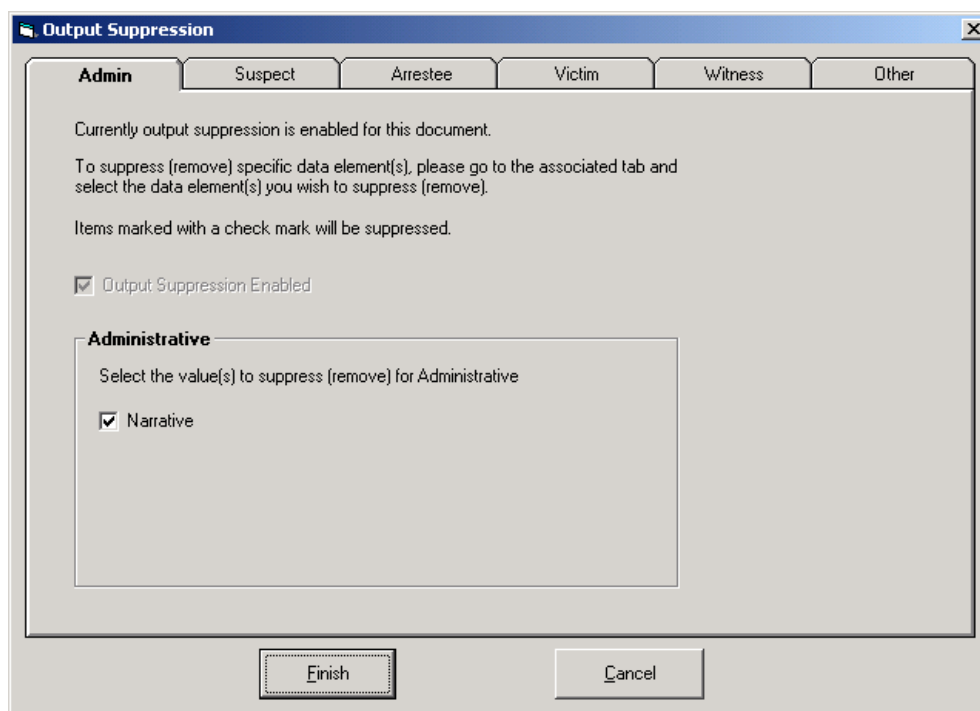
- View a Microsoft Word printout of the report by clicking the  preview icon
- View the record in a read-only format by clicking the  read-only icon

Output Suppression

Some agencies may have output suppression enabled for returning report data.

Only PimsNet Administrator can configure or enable Output suppression

The preview icon will open a formatted summary of the crime record. Output suppression, which controls the data displayed, may be enabled for your department. If this is enabled, the user will be allowed to choose which features of the crime report he would like to see. The Output suppression box will display and allow the user to navigate through various tabs and choose which data to display in the report.



Output Suppression

Admin Suspect Arrestee Victim Witness Other

Currently output suppression is enabled for this document.

To suppress (remove) specific data element(s), please go to the associated tab and select the data element(s) you wish to suppress (remove).

Items marked with a check mark will be suppressed.

Output Suppression Enabled

Administrative

Select the value(s) to suppress (remove) for Administrative

Narrative

Finish Cancel

After choosing the data to display, click Finish. The following is an example of a crime report generated that is related to a property record. The document is then displayed in a Microsoft Word printable format.

ICJIA Crime Report

Case No. 129
 Report No. 129.1
 Report Date: 3/25/2003

ICJIA
 120 S. Riverside Plaza Ste 1010
 Chicago, IL 60606-3897
 312 793-8550

1

Page 1 of 2

Select: **Marijuana Possession**

Case Report Status	1 - In Process	Date Entered	3/25/2003 2:03:41 PM	Reporting Officer	
Occurred On (and Between)	3/1/2003 12:00:00 PM	Entered By	07-110 - Pape, Angie	Reporting Officer	07-110 - Pape, Angie
Location		Date Verified		Verified By	
Case#/Geo		Date Approved		Approved By	
Grid		Collecting Cases		Assigned By	51 1 - BARMANTJE, ANDREA
Call Source		Disposition	Active		
Vehicle Activity		Clearance Reason			
Vehicle Traveling		Date of Clearance			
Cross Street		Reporting Agency	ICJIA		
		Division			
		Notified			
Motives	5 - Writes check on closed account 6 - Non Sufficient Fund Check case				
Other Motives					
Other Motives	2 - Money 6 - Done for personal gain (e.g., financial)				
Other Motives					

Report Narrative: **Suppressed**


Offense Detail: 3562 - Marijuana - Possession

Offense Description	3562 - Marijuana - Possession	Location	13 - Highway/Road/Alley
IBR Code	35A - Drug/narcotic Violations	Offense Completed?	Yes
IBR Group	A	No. Prem. Entered	

Editing or Deleting Property

To edit or delete a property, first perform a search for that property. [To review searching, please see page 12 of the Central Files section] .





Editing the property

Once the item is found, click the  APD link to open the document. Make any necessary changes to the property and click the Save and Close button.

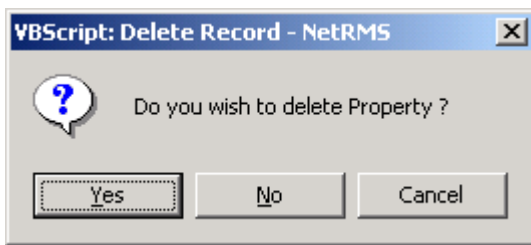
Deleting the property

To delete the property, first perform a search for that property. Once the record is found, click the “X” in the right hand box labeled Action.

Property by Type 1 Record Found.

Property No	Property Type	Description	Source Type	Source Date	Action
 120	10 - Drugs/Narcotics	green/leafy	Case Report	3/25/2003 2:03:41 PM	  

This action will prompt a dialogue box to open, verifying that this is the action you want to take.

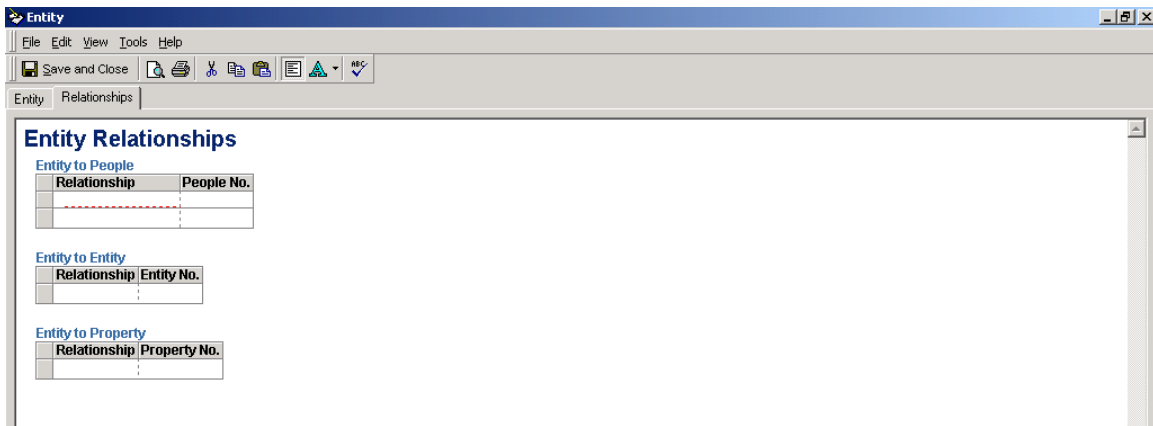


Click “Yes” if you are sure you want to delete this property record. If not, click “No” or “Cancel”.

*Note – Depending upon the user’s rights, not all users will have the right to delete files.

Creating Relationships

Adding an entity also allows you to connect this particular entity to 1 or more existing people, entity, or property records that already exist in the database. Using the Relationships tab allows you to create a relationship between the new entry and the identifying numbers of another person, entity, or property.



The user must have a valid number or the following message will return:

- **The Entity (Person, Property) number you have entered is invalid**

APPENDIX

Quick Key Reference

(+) indicates simultaneously

Tab/ Enter	Move to next entry field
End	Move cursor position to end of field
Shift + Tab	Move back one field
Ctrl + Tab	Move forward to next window tab
Ctrl +Shift +Tab	Move backward to the last window tab
Tab	Move through navigational options
Enter	Select an item or option
Up/Down Arrows ↑ ↓	Move between options in a drop down menu
Alt + ↓ (down arrow)	Opens drop down menu
Alt + ← (left arrow)	Previous page
Alt + → (right arrow)	Next page
Alt + F4 (function key)	Close/ cancel program without saving
Alt + S	Save and close a document
Ctrl + S	Save a document without closing
Ctrl + F	Save a draft
Ctrl + P	Open Word Viewer for printing
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Z	Undo
Esc	Close a sub-window
F5 (function key)	Refresh a screen
F7	Spell check
F11	Enlarge to full screen
#	Get next sequential number

Definitions / Acronyms

APD : Active Paper Document- proprietary Crisnet® software used to enter and format date throughout the PIMSNet system.

Case File: Virtual file that holds everything associated with a case report

CR: Case Report- Report that follows incident that collects administrative, offense, suspect, arrestee, and property data.

CFS: Call For Service – (formerly “incident” in PIMS). Initial record of call department has responded to; CFS link also available to module from Lobby

CSZ: Abbreviation for City, State, Zip

DLN: Abbreviation for Driver’s License Number

DOB: Date of Birth

Lobby: Page where users begins, or decides what module to enter. Links available in Lobby depend on user’s access rights

MO: Modus Operandi

POB: Place of Birth

PIMSNET Manager Supplement

This document is designed for users who will have the responsibility of PIMSNet case management.

CASE MANAGEMENT

Once an officer submits a Case Report or attachment for approval, the supervisor needs to review the Case Report and approve it. If the Case Report is unacceptable, the supervisor can also return it to the officer who submitted it. Below is a step-by-step process for Case Report approval. It is important to note that approving, un-approving, and returning cases is based on the user privileges set by the PIMSNet department manager and ICJIA. If the user is unable to perform any of these tasks, the user may not have the correct access permissions.

Case management / Report Approval

Supervisors with case approval capabilities will need to enter the case management module to approve reports or to return/ reject any unsatisfactory reports.

- 1.) To access the case management module, from the **Lobby** select **Case Files** under Operations or Records. Select the **Case Administration** Link from the Open Case files overview page.

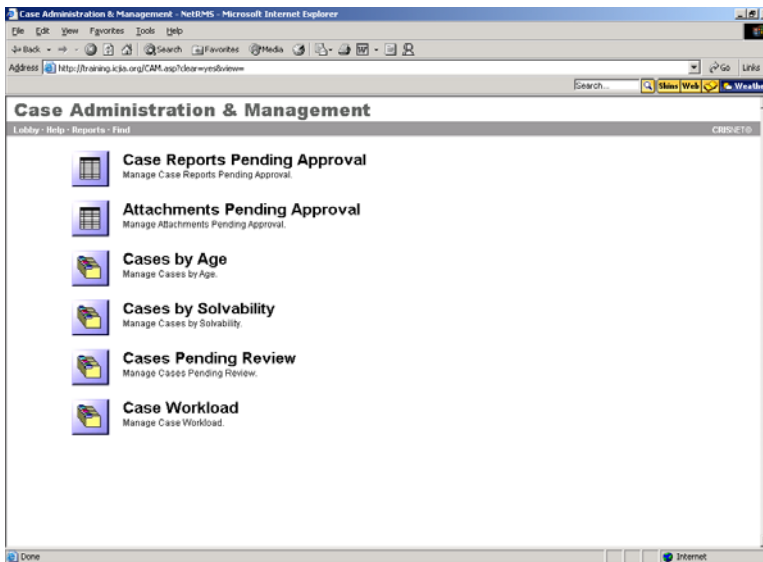
The screenshot shows a web browser window titled "Case Files - NetRMS - Microsoft Internet Explorer". The address bar shows "http://training.icjia.org/cases.asp?clear=yes&view=". The page content includes a search bar, a table of open cases, and a sidebar with navigation options. The table has the following data:

Case No.	Subject	Status	Action
10062003	TEST DRUG	Open *	[Icon]
200	Theft	Open *	[Icon]






The sidebar on the left contains the following items:


- ? Search
- Add Case Record
- Select View:
 - Open Cases by Case Number
 - Closed Cases by Case Number
 - Inactive Cases by Case Number
- Ascending
- Descending
- Case Administration** (circled)
- # Default View

2.) To view cases pending approval, select that link.





3.) After selecting the Case Reports pending approval the user will see a listing of all submitted reports. The information pertaining to the submitted case will include:

- Link to the item, generally the APD
- Date the report was generated
- Subject of the report
- Case Detail which includes the Case Report number, time/ date of submission, and who submitted the report
- Status: this may be Verified or Submitted depending if the report has also been verified for error checking
- Actions for this case:
 -  error check the CR
 -  verify CR for approval
 -  approve CR
 -  return CR for corrections
 -  open case management folder

4.) Using the APD link to the submitted report, review the report for any necessary changes or missing information. The user can also error check the CR using the error check icon. 

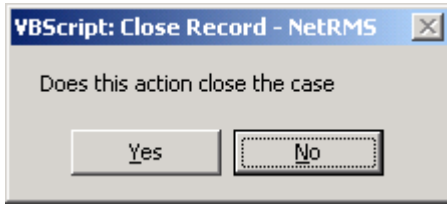
5.) Depending on the department's approval process, users may need to both verify and approve, the Case Report, or simply approve the report.

If verification is necessary, select the ✓ (check) icon to verify the CR for approval. Once verified, the status of the CR changes from 'submitted' to 'verified'. The APD will also change to 

If the Case Report is satisfactory, the supervisor can now approve the Case Report. Use the  (small padlock) icon to approve the report.

6.) Click 'Finish' to continue the approval process.


7.) Once the approval is finished, a dialogue box will appear asking if this action will close the case.

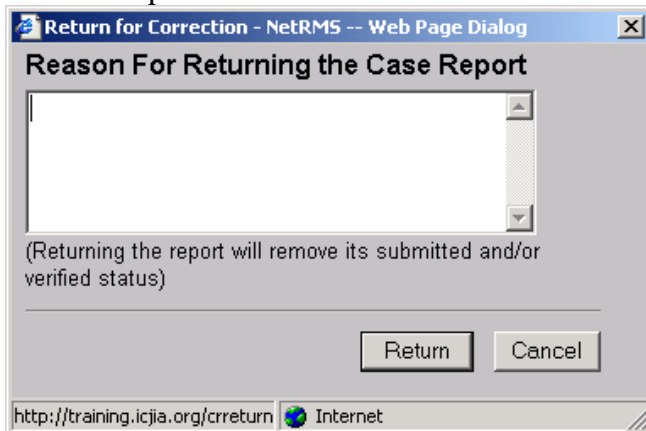


If no other reports, CFS, attachments or additions will be added to the case file, click yes. **This action will close the case. In order to edit anything within the Case Folder, the case file will need to be reopened.**

Otherwise, if other changes or additions will be made to this case, click no. The Case Report will be approved, however the case file will remain open.

For unsatisfactory reports:


After reviewing the report, the supervisor can return the CR for corrections using the  (return CR symbol). A dialogue box will appear allowing the supervisor to enter any notes explaining why the report was return. The CR will be returned to the officer along with the explanation.

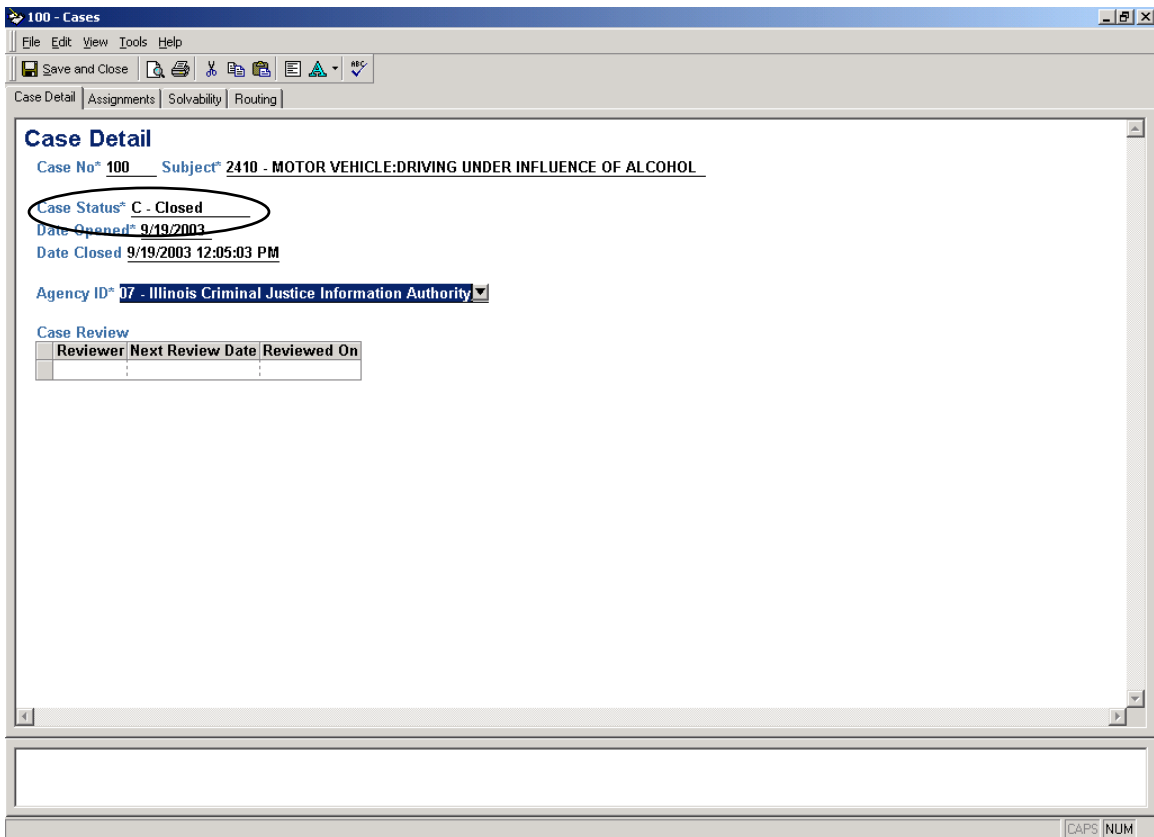


Case Reports – Changing status of closed cases or reports

At times there may be a need to re-open a case that has been closed and/or un-approve a Case Report that has already been approved through the case management process. *This function may be restricted based on access permissions.*

Re-opening a closed case.

1. Search for the Case Folder by number.
2. Choose  **Edit Case Details** Link
3. Once the Active Paper Document opens. The user can select the case Status from the Case Details tab. There are three available options for status: C – Closed, O – Open, and I – Inactive. Select open to re-open a closed case.
4. Click ‘Save and Close’ or Alt + S.



100 - Cases

File Edit View Tools Help

Save and Close Print Copy Paste Undo

Case Detail | Assignments | Solvability | Routing

Case Detail

Case No* 100 Subject* 2410 - MOTOR VEHICLE:DRIVING UNDER INFLUENCE OF ALCOHOL

Case Status* C - Closed

Date Opened* 9/19/2003

Date Closed 9/19/2003 12:05:03 PM



Agency ID* 07 - Illinois Criminal Justice Information Authority

Case Review

Reviewer	Next Review Date	Reviewed On
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CAPS NUM

Un-approving a Case Report

1. From the Lobby, choose the Case Files link.
2. Search for the Case Report by number. Once found, open the Case Report folder.
3. Choose the  Case Administration Link from inside the Case Folder. (If the case has been closed, this link will not appear. The user needs to follow the directions for re-opening a Case Folder)
4. Under the Case Management page, the Case Folder contents will be listed including any approved Case Reports.
5. In the action column, select the  Un-approve CR icon. This action will remove the approved status from the case and return the status to submitted.

USER MANAGEMENT


ADDING A USER

The PIMSNet manager is responsible for the user maintenance of the department. There are various levels of permissions available once a user is created. It is important that the manager assess which capabilities he/she wants the new user to have in the PIMSNet system. Once this is done, the manager will be able to assign the user to the appropriate group. Manager can also change the user's privileges to either add or remove capabilities as needed.

There are two general steps necessary to add a user to a PIMSNet department. Those are:

1. **Creating the users personnel record.**
2. **Assigning security settings.**

Creating the Personnel Record.

1. From the Lobby, Go to the Personnel Management link underneath the Administration module.
2. Once on the Personnel page, Click the  **Add Personnel Record**. This will prompt the following dialogue box to appear.



Enter the new users first and last name, then click finish. Active Paper will open (user may be prompted to re-enter network ID and password) and the manager can fill

information for the new user. There are several Tabs of information that the manager can enter. Only fields denoted with an asterisk (*) are mandatory.

Personnel Tab

*Personnel No.	Assign the user a personnel number. This must be a unique number.
*Name	Automatically filled in based on dialogue prompt. This information may be changed
*User ID	Follow the format – PIMSNET\ (USERID) . Where (USERID) the manager can decide. For example: PIMSNET\TCOLEMAN would be a valid user ID
Email address	Enter valid email address
Badge Number	Enter badge number
Call Number	Enter call number
Hire Date	Enter date user was hired
Termination Date	Enter date user was terminated. Note: Once a termination date has been entered into the system, the user is no longer available to access PIMSNet. However, this does not affect or delete any records that the user associated with.
Rank	Enter the users department rank
*Title	Enter the users title, for example: Officer, Records supervisor.
*Agency ID	Select the agency for the user. In general only your agency will be listed.
*Division Type	Select the appropriate division
Department	Enter any department description
Profile Date	Enter date this profile was created
Current Assignment	Enter an assignment
Date Assigned	Enter a valid assignment date
Assignment History	Gives details of current and past assignments
Notes	Free text field. Enter any notes for this user.

Additional Information Tab

Here the manager can enter any additional information for the user including, address, phone numbers, and emergency contacts. None of this information is mandatory.

Absences Tab

Keep track of employee absences using this tab. This tab allows the manager to enter dates of employee absences, reason for absence, time available, accrued, and used.

Training

This section can be used to keep track of certificates earned, courses taken, and degrees awarded to PIMSNet users. The manager can simply click on a row to begin adding information.

*Note: ICJIA administrators can modify the field to allow more types of course, certificates, etc to be recorded. Please contact ICJIA if additional entries are necessary for your department.

Discipline History

Keep track of any disciplinary action on this tab.

Performance

This tab allows the manager to keep a record of an officer's performance within PIMSNet. This information can be entered and records the number of arrest and citations for any given year.

Security

This tab is auto-populated based on the security settings for the user that are set in Security management. This is covered in the following section.

2. Adding Security Privileges

The second step in creating a user within PIMSNet is setting the user's security privileges. This includes adding users to the department's workspace and deciding what group and privileges the user will have. It is important that the manager know which capabilities he/she desires for the new users to have.

1. Perform a search for the user created in the previous step. You can search by the personnel number, name, or other parameters.
2. Once you find the users record, click on the active paper link to modify the security information. This will open to the user **Detail tab**, which reviews the user's information added from the personnel module.

Workspace Tab

Click the Workspace tab to add the user to your department's workspace. For departments that dispatch for more than one agency, users can be added to multiple workspaces.

Groups Tab

Next, Click the Groups tab to add the user to the appropriate group. The majority of the users privileges within the system (ie – create, edit, delete) will be determined based on the group selected. User may be added to more than one group.

Privileges Tab

Make small modifications to the user's group privileges via the Privileges tab. In most cases, it is not necessary to use this tab, as this tab is used to make modifications just to this user within the group. The setting here will override any capabilities from the group setting. * When adding/modifying privileges, the manager will need to set the information, location, role, and audit properties for each privilege.

**It is imperative that the manager has a thorough understanding of the modules and capabilities before creating or modifying the settings under the Group and Privileges tab. If the manager is uncertain how to create these, please contact the ICJIA computer helpdesk center at 312-793-8966.*

DELETING A USER

Generally, for database purposes, once a user has been created in a records management system, the user cannot be deleted. This is especially true if records have become associated with that user. However, the PIMSNet manager can remove a user from the system by adding a termination date to the user's file. This will cause the user's profile to become inactive, disallow the user from logging onto PIMSNet, and remove the user's name from drop-down menus throughout the system.

To Add a termination date to a user:

1. From Lobby, select Personnel Management
2. Perform a search for the user and open the user's APD.
3. Under Personnel Tab, enter a termination date
4. Save and close.

UPDATING A USER

To Update a user:

1. Locate the user's Personnel file or Security file.
2. Open the APD and make changes
3. Save and close.