

# CAD

{Computer aided dispatch system}

# User Manual

3
3
4
5
6
9
9
10
11
12
12
12
13
16
17
19
20
22

# CAD (Active CFS) Screen

#### **Creating a CFS**



- 1. Click the blue button labeled "New CFS", use the command (CMD) line code CNC, Click "Accept" from an E911 Interface box, or right click on the map at the desired location for the CFS.
  - Location of incident Enter Street Address & Community, landmark, or intersection/route & community. Important Note – Select correct community because several cities may have streets with the same name.
  - Caller information Caller name, phone numbers & caller location if different than incident location.
  - ▶ Initial statement Short narrative summarizing the CFS.
  - Call type Nature of CFS. (Option to have call guide box or Pro QA guide box. This allows the user to follow set questions/instructions).
  - ➤ In Progress Check the "in progress?" box if in progress.
  - Priority Determines the priority level based on call type or user.
  - Alarm Base Alarm Level.
  - How received Select appropriate drop down selection: 911, Officer Initiated, Phone, Radio, etc. (Lookup codes set by Administrator).
  - ▶ Unit assignment You can assign units as well as a Status for the CFS.
  - Function Boxes User can Cancel the call without burning CFS incident #, add Notes, add Vehicle (and Person) or Save the CFS.
  - Alert Boxes At the bottom of the CFS entry form, Alert Boxes will change color when there is information pertaining to that CFS. (Prior Calls, FMP, BOLO, APN, etc).



Pending & Active Calls



- 1. Pending CFS are placed in a Pending Calls box at the top of the CAD screen. Once the Pending CFS is assigned a unit and there are no more pending calls, the Pending Calls box will go away.
- 2. Overdue Timers Overdue calls that have not been dispatched (unit assigned) will alert the dispatcher when the call has been held too long.



3. Active CFS are placed in an Active Calls box at the top of the CAD Screen or underneath the Pending Calls box if there are Active Pending CFS.



**Adding Additional Information to CFS** 

🕔 CAD (Activ	e CFS)	
File Tools	; Admin Help	
	Active C	alls
New CFS	CFS # Location	Call T
Reports	Close CFS  Add Notes To CFS	
Address Search	Image: Second	
CAD Search	Add Vehicle   Person	
RMS Search	New CFS           Zoom To CFS	
Message	Refresh	
Center	Show CFS Details	
	🛕 Show CFS Report	
	Constant Suggest Units	
	Change CFS	•
	CFS Lookups	•
	Create From CFS	•
	Send CFS	•
	Other Options	•
	View Options	•
	2010-054638 1 OUT OF COUNTY STATE HOSPITAL OUT OF COUNT	Y

- 1. Right click on the CFS in the Active/Pending Calls and choose the following options:
  - Close CFS, Add Notes to CFS, Assign OCA, Edit Call, Add Location, Add Vehicle/Person, New CFS, Zoom to CFS (On Map), Refresh, Show CFS Details, Show CFS Report, and Suggest Units.
  - Extended Options Change CFS (Edit Call, Add Location, Edit Location, Change Call Type, Caller Info/Location, Primary Unit), CFS
     Lookups (Address Display, Prior CFS, Travel Card), Create From CFS (APN, FMP, Hot List, Security Check, Wrecker), Other options (Hazmat - CAD has the Canutec Ergo 2008 Guidebook), View options (User view limits, all tool tips, call tool tips, Save Column Info).



#### **Active Call Tabs**

Active Call tabs are located at the bottom of the CAD Active Screen. When a user clicks on an active call, you can see details of that call in these tabs and/or enter information.



1. Details – Shows all the details of the call selected, not including the notes. The information on this tab cannot be edited from the details screen. (See image above).

PURLOCK, BRITT       F       Windows control       Very Control       ACCORD       SIL       921493         Image: Second State       BOLO       Missing Person       Very Control       Wissing Person         View Options       Image: Second       Windker       State       State         2010-054749       Image: SPURLOCK, BRITTNEY Tag: 029LNX       Windker       Stolen Ucense Plate         Stolen VerticLe       Wanted Person       Stolen VerticLe	lame	Sex	Race [	DOB	Tag	Make		Model		Color	VIN	OLM	V	SSN
Create       BOLO       MISSING PERSON         View Options       Image: Sevench       QUESTIONING ONLY         2010-054749       Image: Wrecker       STOLEN LICENSE PLATE         Name: SPURLOOK, BRITTNEY Tag: 029LNX       STOLEN VEHICLE	PURLOCK, BRITT	F 🔒	Add	NT (40 (4000	0001107	LIONE	A	ACCORD		SIL		921	1493	
Create       BOLO       MISSING PERSON         View Options       III       Search       QUESTIONING ONLY         2010-054749       Wrecker       STOLEN LICENSE PLATE         Name: SPURLOCK, BRITTNEY Tag: 029LNX       STOLEN VEHICLE         Wanted Person       Wanted Person		2	Edit											
View Options     Ital     Search     QUESTIONING ONLY       2010-054749     Wrecker     STOLEN LICENSE PLATE       Name: SPURLOCK, BRITTNEY Tag: 029UNX     STOLEN VEHICLE			Create			•		BOLO	•	MISSING	PERSON			
2010-054749  Wrecker STOLEN LICENSE PLATE Name: SPURLOCK, BRITTNEY Tag: 029LNX STOLEN VEHICLE WANTED PERSON			View O	ptions		•		Search		QUESTIC	NING ONLY			
Name: SPURLOCK, BRITTNEY Tag: 029LNX STOLEN VEHICLE WANTED PERSON			2010-0	54749			#	Wrecker		STOLEN	LICENSE PLATE			
WANTED PERSON			Name:	SPURLOCK, BP	RITTNEY Tag: 029LM	4X				STOLEN	VEHICLE			
										WANTED	PERSON			

- 2. Vehicle/People Shows any information that has been added in the Vehicle or People Tab.
  - To add a Vehicle/Person, select the CFS from the Active/Pending Calls, click on the Vehicles/People tab, right click in the details text box and select Add or right click on the CFS and select Add Vehicle/Person. Enter all appropriate information in text boxes.
  - There are alert boxes (labeled Active & BOLO) below the Vehicle/Person tab which will change color if there is Alerts pertaining to what information entered in this CFS. Click the highlighted button to retrieve information.
  - Click Save or Cancel.
  - Under the Vehicle/People tab you can right click to Create Bolo/Search/Wrecker (Only if there is a Vehicle/People entry).



	1. Details 🛛 2. Vehicles  Peop	ole	3. Active Wreckers	4. 911 History	5. Cha	:				
	ID Call Number	Call Number Tag		Veh Desc		Location	Date	Time	Work Area	Wrecker
I		18	View Wrecker Ro	itation						
			View Options	×.	🖌 A	l ToolTips	1			
		_			<b>~</b> c	all ToolTips				
					S	ave Column Info				

3. Active Wrecker – Shows Active Wrecker information. This tab will only show Active Wreckers. You can right click in text box and View Wrecker Rotation.

1. Details 2. Vehicles People 3. Active Wreckers 4. 911 History	5. Chat									
When Address	Name	Phone	ID	Class	ESN	Law	Fire	EMS	Trε≜	
10/28/2010 19: 11167 CAMPBELL COMM BLDG		4708202846	02	RESD	112	WAS	WES	CEN		
10/28/2010 17: 19382 N SKYLIGHT MOUNTAIN	Create	CFS		RESD			MOR	CEN		
10/28/2010 16: 18052 MCCORD WC 40 WASHII 📄	Refresh	🊄 APN		RESD						
10/28/2010 16: 1155 W CLYDESDALE DR FAYE	Chave 011	_		CNTX						
10/28/2010 15: 15840 PEAR WC 2184, WASHIN	2004 311	195276868		RESD			WED	CEN		Show All
10/28/2010 15: 15840 PEAR WC 2184, WASHIN 🤣	Transfer Call	795276868		RESD			WED	CEN		I <b>X</b>
10/28/2010 13: 1198 E HENRI DE TONTI BLVD 🚕	Zoom To Call	93612108		BUSN		WAS	TON	SPRI		Total:
10/28/2010 13: 2160 DOWERS WC 2107, WASH	200m To Call	794428847		RESD	110		JOH	CEN		39
10/28/2010 10: 17681 HOLT WC78, WASHING	View Options	<ul> <li>185759783</li> </ul>		WPH2		VERI	VERI	VERI		
10/28/2010 10: 11504 TONY MOUNTAIN WC 20	VERIZON W	4797903536		WPH2						
10/28/2010 10: 11504 TONY MOUNTAIN WC 20	VERIZON W	4797903536		WPH2						
10/28/2010 08: 20596 TERRA LN C, WASHINGT	TAYLOR, BOB	4796433316		RESD	116			CEN		
10/28/2010 01 2200 DINGMORE TRAIL, SW. FA	AT&T MOBI	4700262072	03	MOBI	051	VED I	VED I	WED I	•	
									<u> </u>	

4. 911 History – Shows 911 call listview. You can right click on a 911 call to Create a CFS or APN, refresh your screen, Show 911, Transfer Call or Zoom to Call.

1. Details 2. Vehicles	(People ) 3, 4	Active Wreckers 4, 911 H	istory 5. Chat					
L Details 2. Vehicles     User     Dispatch     Everyone in M     SMCCUIN     GHOLCROFT	Position	Active Wreckers   4, 911 H	istory 5. Chat	Ser	nt Message(s):		*	
				Nev	w Messaga:	Important	Send (F12)	

5. Chat – Shows a list of current users that are logged into CAD. The user can select users or everyone to send messages to via CAD.



#### **Command Line**



1. Command Line – Is located below the active call tabs and allows the user to use commands to navigate through the CAD. You can hit F1, which will bring your cursor to the CMD line.

#### Stacked CFS



- 1. Stacked CFS CFS can be stacked to a unit who is currently on another CFS by right clicking on the unit and select Stack on CFS then select the holding call. The call will now show stacked on the right hand side of the CAD (Active CFS) screen.
  - When the unit clears the current CFS, CAD will bring up a Unit Stack box with the stacked CFS in which you can select Assign Unit to CFS.
  - ➢ When the unit is assigned to CFS, the Stacked CFS will leave the Stacked Column and appear in the Active Calls box.



# CAD (Units) Screen

## **On/Off Duty (House)**



1. Set Unit(s) On Duty by double clicking on the house icon at the top of the CAD (Units) screen.



2. Select or Type Unit – This can be done by using the Select or Type Unit drop down, or scrolling through the Selected Unit(s) and double clicking. The selected unit information will display in the blue box on the right side. Click Save.
> Note: CMD line code is OND.



User View Limits (Sunglasses)



- 1. User View Limits (Screen filter) Double click the sunglasses icon at the top of the CAD (Units) screen. This filters groups of units the user only wants to view.
  - View Name On the right side of the box, the user will double click the set of units they want to view; click Apply, or Cancel.
  - Departments are listed on left side of box, if additional filters are desired, click next to the name of the department.
  - ▶ View scope additional filter for specific calls and units.
  - View Call Disciplines Users can select EMS, Fire, Law or Other to view.
  - Once filter is applied, hitting F12 will switch back and forth from the filtered screen (green sunglasses) to the non-filtered screen (pink sunglasses).
  - To clear all User View Limits, double click the sunglasses and click Clear/Show All. Sunglasses will turn gray.



#### **Available Units**

-						
🕔 CAD (Unit:	5)					
			Available Ur	nits		
All Avail Lav	V Fire	EMS	Other			
Unit ID	Status	N	V Las	t Cont	act	Overdue
ESPD						120
A ECO		4	10.	41.22	10/20/2	
	ULEA	1	10:	41:52	10/29/2	
FPD						
A 500		00	10	44 40		
🖚 F20	AT S	PD	10:	41:43	10/29/2	
JPD						
🚓 J11	AT S	PD	10:	41:11	10/29/2	
📥 <u>15</u>	AT S	PD	09:	20:24	10/29/2	
🚓 <u>1</u> 8	CLEA	1	10:	32:05	10/29/2	
PGPD						
TOFE						
🐟 PG2	AT S	PD	09:	02:17	10/29/2	
TONIT						
TOTTI						
📥 133	ON D		10:	53:29	10/29/2	
weed						
WC30						
📥 108	AT S	S81	08:	11:07	10/29/2	
📥 115	CLEA	1	10:	37:26	10/29/2	
🚓 120	CLEAR	S81	10:	28:01	10/29/2	
📤 124	CLEAR	42	10:	41:36	10/29/2	
🐟 136	CLEA	1	10:	57:34	10/29/2	
🐟 145	ON D		10:	58:15	10/29/2	
🚓 149	CLEA	1	10:	44:57	10/29/2	
🚓 156	AT S	S81	10:	55:46	10/29/2	
<b>X</b> 772	CLEAR		10:	47:27	10/29/2	
•					Þ	
			Details			
			- Decoils			

- 1. Available Units Shows All Jurisdictions (All Available, Law, Fire, EMS, Other) as well as Unit ID, Status, Notes, Department, Station, Unit Name, District/Beat, Vehicle ID, Last Contact, Zone and Location.
- 2. View Options Users may change the view of this screen by right clicking on a unit, selecting View Options, then List View or Remove Groups.



#### Active Units



1. Active Units- Unit(s) assigned to a call

To change Active Unit(s) status, right click on the unit.

## Aux Units

	Aux Units	
Unit ID	Status	Notes 🔺
🚓 126	10-6 BUSY	S81
265	10-6 BUSY	COURTHC
<b>×</b> 460	10-6 BUSY	IMMIGRA <sup>®</sup>
<b>*</b> 610	10-6 BUSY	W/608
🕸 761	10-6 BUSY	S82
763	10-6 BUSY	S82
<b>*</b> 764	10-6 BUSY	S82 🚽
<b>■</b>		Þ
	Details	

- 1. Add Aux Status Aux Status is used for statuses that normally don't require a safety check on the unit.
  - When an Aux Status is selected for a unit, the unit will now be displayed in the Aux Unit section of the CAD (Units) Screen.

#### **Command Line**



1. Command line is located at the bottom of the CAD (Units) screen and allows the user to use commands to navigate through the CAD. You can hit F1, which will bring your cursor to the CMD line. The command line is available on both the CAD (Active CFS) and the CAD (Units) screen.



#### **Change Available Unit Status**



Important Note – To change a status of an Available Unit, the User may right click on the Unit and select available options from the list.

- 1. Add Aux Status See previous section.
- 2. Unit Note Add Note/Message or Remove Note/Message.
- 3. Other Calls Shows all Active Calls. Dispatched calls will show in black and Pending Calls will show in red.
- 4. Officer Initiated/Traffic Stop (See Assigning Unit to a CFS).
- 5. Set Off Duty Puts the Unit off Duty and back at the House.
  - Note: CMD line code OFD.
- 6. Security Check Allows the User to log a security check that is already entered into the CAD system.

Note: CMD line code is SEC

- 7. Log Is used to add notes, but also can add a landmark or address with the entry.
- 8. Change Existing Status Allows the User to Undo Last Status of the Unit.
- 9. Other Options Allows the User to view Unit information, Vehicle Assignments, Recent OCA's, Change Unit Suggestion/Vehicle Information, and Change Unit Location.
- View Options Allows the User to Setup screen views and tool tips, such as List View, Remove Group, All Tool Tips, Unit Tool Tips, and Open/Close Details Panel.



#### **Assigning Units to a CFS**

1. Assigning Unit(s) to a CFS – The User can right click on the Available Unit and choose Other Calls and then select the call, click and drag the Available Unit to an Active or Pending Call, or click and drag Available Unit to a CFS in the Active Units List.



2. Changing Active Units Status - After a Unit has been assigned to a CFS, the User can right click and show a Unit En Route, On Scene, Clear, etc.

Officer Initiated	/Traffic Stop G3				<u> </u>
File Tools V	iew				
		Location Informatio	1		
	$\checkmark$				
Num	Dir Street Name	Loc/Apt Community	Landmark		
	×	<u> </u>	•		•
Intersection	Rout	e District/Beat Law	Tract Fire Tract EMS Tra	et Grid	Area
Set Focus	1. Vehicle 2. Person 3. Local Info				
		Vehicle Ir	formation		
200m	Tag Number Tag State	e Tag Year Tag Type Purp	ose VIN	VIN State	
Local Vehicle	АК				
Query (F12)	Vehicle Year Make	Model	ende Style Color	Secondary Color	
	Vahisla Description				
	Venicle Description			shicle Searched?	
	Active BOLO				
		Unit/Call Type Informa	tion		
Unit	Call Type	Priority Status			
G3	S9 TRAFFIC STOP	<ul> <li>HIGH</li> <li>ON SCENE</li> </ul>			
Initial Statemer	nt		🛃 Save   Wrecker	Save CFS	Cancel

- 3. Creating an Officer Initiated Call Right click on the Available Unit and click on Officer Initiated/Traffic Stop or use the CMD line code CNT.
  - Important Note Traffic Stop is the default call type, but can be changed by choosing the appropriate call type on the drop down selection. Priority and Status also default, but can be changed the same way.
  - Enter all appropriate fields just like a New CFS.





- 4. Overdue Timers CAD will alert the User when there is Overdue Units by bringing an Overdue box next to the Available/Active/Aux Unit boxes.
  - To safety check the Unit, right click the Unit number in the Overdue box and click Acknowledge.

Close CFS	;							j
	2010	0-054926	14406 BUS	5H WC 44		N -		
Select Di	sposition							
ji 📃								-
Prim	Disposition		AO	FA	User	AF×	AE	
~	OPENED BY	MISTAKE	0	0	BCARTER	0		0
								-
								-
Loc		-	ESN	District	Grid	X/Y		
14406 BUS	5H WC 448, L	INCOLN	102		-	N		
			_					
🛕 Print F	Report	E Send Re	eport	🛛 🔛 Sav	e	( <u>)</u>	ancel	

- 5. Closing a CFS
  - Right click on the CFS in the Active Calls box and select Close Call or right click on the Unit in the Active Units screen and select Clear.
  - Click Close and the Close CFS box will pop up. Enter appropriate disposition(s).
  - Add any addition notes in the second of the larger boxes.
  - Click Print Report, Save or Cancel.
  - Note: CMD line code CLC or CL.



# Tools

BOLO (A feature that tracks persons or vehicles)

🔍 BC	DLO List -	30					
File	e View						
IDX		Name	Tag Number	Tag St	Туре	Create When	
30 31 32		ESTES, JEHHY ESTES, GARY ESTES, LARRY			QUESTIONING ONLY QUESTIONING ONLY QUESTIONING ONLY	02/07/2010 06:57:22 02/07/2010 06:59:05 02/07/2010 06:59:58	
33 35 36		FRAKES, RYAN SHELDON, KERRY morris. dana	608MKS 8780ZT		QUESTIONING ONLY QUESTIONING ONLY WANTED PERSON	04/27/2010 21:22:10 09/30/2010 02:52:39 10/19/2010 11:18:50	
н	• Reco	ord 1 of 6 🕨 🖮 省 🧾 🕯	K 🛕 🛡 🙆	Devee			View
	) )	Bolo Type Expires	InActive	LastName	FirstN	lame	м
30	J	QUESTIONING 7 02/07/2030 00	.00	ESTES	JERR	Y	
ΓM	ehicle —			Height We	aght Sex Ra	e HaırColor	Eye Color
F	ag Numb	oer Tag St Make ✓		OLN	OLN St	DOB SS	N
Μ	lodel	Color Se	conday Color	Paraga Daga	intion	/	
V	obiclo St	vie Vehicle Description		S38	npaon		
	enicie ot						
_ R	eason -						
53	8, WILL GI	VE ADDRESS OF 12930 OAK GROVE. HIS A	CTUAL ADDRESS IS 18	3064 FERRY WC :	3275.		<u> </u>
							<b>V</b>

- 1. Click the "Tools" button at top of CAD screen.
- 2. Choose "BOLO" from list.
- 3. When a name on a vehicle or a vehicle tag number is entered anywhere in CAD and if a BOLO was entered with that information, an alert box will appear with details of the BOLO.
- 4. From here you can choose to add, edit, or print BOLO's.
- 5. To add a BOLO, click the add button, select the BOLO Type, enter Expire date, and any other pertinent information in the text fields and reason text field.
  - The User may also right click on a vehicle/people entry in the Active Call tabs; click Create, then select BOLO.



Hot List (Used for lost/found entries, road closures, burn permits, etc)

🔍 Hot Li	st Setup						
File	Tools View						
IDX	Туре	Requested By	Location		Start Date	End Date	
144 4	Record 0 of 0 🔸	ж 🎦 🔊 📝 🛛	a X 🖪 🕲			Vie	W
Gener	al	. Unit		Zones	EMC	Tract	
	Request Type	- Orint	V		-	matt	-
Depar	tment		_	Fire Tract	Distri	ct/Beat	
			Y		*		Ŧ
Reaso	on	Requestee		Area	Grid		
Locatio	20			- Activo			Ľ
Landr	hark			Start Date	End Da	ate	
			~		-		-
St #	Dir Street I	Name		📕 InActive			
	<u> </u>		Y	Contact			
Loc/Ap	t Communi	Ŷ	Map It	Name	P	hone	
			Мар т		](	) -	
Comm	ents						Â
							*

- 1. Click the "Tools" button at top of CAD screen.
- 2. Choose "Hot List" from list.
- 3. From here you can choose to add, edit, or print the Hot List.
- 4. To add a Hot List, click the add button, select the Request Type, and any other pertinent information in the text fields and comments text field.
  - The User may also right click on a CFS; click Create from CFS, then select Hot List Entry.



### Phone List (In CAD rolodex)

🕔 Phone List						
File View						
<b>Q</b>						
Name	Department		Primary Phone	Extension	Cell Phone	
SOUTHERN SOFTWARE			8008428190			
₩ ◀ Record 1 of 1 → ₩ 🖺 🕷	9 🗹 🗟 🗙	🕰 😂				View
ID Name			Department			
7 SOUTHERN SOFTWAR	RE					~
Address		City		State	Zip	
150 PERRY DR		SOUTHERN PINES	-	NC	28387	
Phone Ext	Fax	Cellular Phone	Pager	E-Mail		
(800) 842-8190	() -	() -	() -			
Notes						
LORRI BRUCE (TRAINER) (910) 638-0815						<b>A</b>
						-

- 1. Click the "Tools" button at top of CAD screen.
- 2. Choose "Phone List" from list.
- 3. From here you can choose to add, edit, or print the Phone List.
- To add a Phone List entry, click the add button, and enter pertinent information in the text fields and comments text field.



**Reports & Searches** 



1. Reports- (can click blue button as well) hand coded reports which include: All, CFS, Unit, Department and Dispatcher.

😳 CFS History Search						
CFS History	-	Add Criteria	CFS History Basic	Preview	Grid View 👂 Search (F12)	🙆 Close
	Field Lis	t			Search Criteria	
Area         Dr           Call Dir         Dir           Call Type         Dir           Call Type (All)         Dir           Call Type (All)         Dir           Call Type Desc (All)         Dir           Call Type Desc (All)         Dir           Call Type Desc (All)         Dir           Caller Los         Dir           Caller Manne         Dir           Caller Pilonen         Caller Bibeatt           Caller Bibeatt         Ell           Caller Bibeatt         Ell           Caller Bibeatt         Ell           Content Gloren         Gar           Content Gloren         Gar	pName How pNOA Indid path Level (ENS) Indid path Level (Ene) Indid path Level (Ene) Indid path Level (Ene) Indid pather Indid pather Indid pather Indid pather Indid pather Indid SCall India IS Call India IS Tract Inter IS Call Level I Address Lav Ider Loan	Received         Name In IVA           Inf Date         OCA           Inf Date         Ocar Call           Inf Date         Primary Parts           Inf Date         Resource           Inf Date         Resource	Licle Unit S Unit S Vehici Veh	Id SearchMode	Not	L Or
	Li contro	Search F	tesults (5050) Record	ds Dollars	Processives.	1
CFSI When	Location	THE ALL ART D OF EASE TTOM	Call Type	Caller 744	Disposition	
2010-054862 10/28/201 2010-054869 10/28/201 2010-054879 10/28/201 2010-054879 10/28/201 2010-054877 10/28/201 2010-054876 10/28/201 2010-054876 10/28/201 2010-054877 10/28/201 2010-054872 10/28/201 2010-054870 10/28/201 2010-054870 10/28/201 2010-054870 10/28/201 2010-054870 10/28/201 2010-054870 10/28/201	0131200 11002N. 0125021 EHWY72 0125010 124614 1253M0 0124614 21517H 012419 21517H 012419 21517H 0124110 510 C4H 012410 510 C4H 012422 T0001 0112815 95 WLSG 0112825 95 WLSG 0112815 95 WLSG 0112815 95 WLSG 0112815 95 WLSG 0112815 95 WLSG 0112815 95 WLSG 0112815 92 WLSG 0112815 92 WLSG 0112815 92 WLSG 0112815 92 WLSG 0112815 92 WLSG 0110077 22810 HD	JACKSON HWY WE BBS LINCO I/ HUMMINGBIRD WC 302 [18 WC 302 [18] WC 303, BREINDALE SPEINDALE SPEINDS RD VC 881, FAYETT 1200 W HLBORN BT, ORCEN SOT BISTERS AWE APT B, SPRI 155 CLYDESDALE, DR, FAYETT 150 CLYDESDALE, DR, FAYETT 100H SOTM 2015 SPRINGS OB, FAYETT 100H SOTM	LN CRININAL 781 E S8 FOLLON S33 CHECH S9 SERVIL 89 FOLLON 519 SERVIL S19 SERVIL S19 SERVIL S19 SERVIL NO THEFT ANNOYAK NGDA S19 SERVIL LE ANIMAL S1	MISCHIEF         DICKERS           VID PINETT         145           VID PINETT         145           VID RIVETT         155           VID PINETT         121           VID PINETT         125           VID PINETT         125           VID PINETT         135           STOP         149           OL CHULPAP         119           NG CMULPAP         119           VID NG CMULPAP         130           STOP         38           NG CMULPAP         120           NG CMULPAP         120           NG CMULPAP         120	D4 REPORT TAKEN           D4 REPORT TAKEN           D7 OTHER (EXPLAN)           D7 OTHER (EXPLAN)           D7 OTHER (EXPLAN)           D7 OTHER (EXPLAN)           D7 WARNING OWN           D6 WARNING OWN           D7 OTHER (EXPLAN)           D6 WARNING OWN           D7 OTHER (EXPLAN)           D7 WARNING WARNING OWN           D7 WARNING WARNIN	

- 2. Search- (can click blue button as well) is used to search for any information entered into CAD.
  - Select from drop down list for categories.
  - To search, select the appropriate criteria in the field list. The selected criteria will be placed in the Search Criteria box to the right of the screen. Click search or hit F12. Results will plot in the Search Results box at the bottom of the screen.



### **Security Checks**



1. Security Checks- extra patrol entry. The user can enter a new entry here or can right click on an active call and start a new Security Check from the call.



#### Wrecker

🕲 Wrecker Calls					
Work Area	Request Typ				
	-	Ŧ			
		Wrecker List			
Wrecker Name	Address		Phone 1	Phone 2	
		Wrecker Details			
Phone Description	on	Comments			يصداعكم
III Reorder Rotation		<b>₩</b> ₩	/recker Refused 🌕 🎦 Nev	v Wrecker Call 🧣	3 Cancel

1. Wrecker- User can create a wrecker call from here or view wrecker company information and zones.

👎 CAD (Active CFS)					
File	Tools Admin Help				
New C	BOLO Debug (Off)				
Repo	Diversions Hot List Mercane Center				
Addre Seari	Phone List Pre-Planned Events				
CAD Search	Program Settings				
RM5 Searc	Search  Security Check				
Messa Centi	Wrecker Save Form Positions				

2. Save Form Positions- Users can set up their CAD screens and then click save form positions, which will retain those changes on future logins.



# **Program Settings**

APN (Address, Phone, Note History)

C Addr	ess Phone Not	e History Search								_ 🗆 ×
Address	Phone Note	-		dd Criteria	APN Search		Preview	Grid View	Search (F12)	) 🔞 Close
			Field List					Search Crit	eria	
Active	S	treet				Field	Search	Mode SearchVa	lue N	lot Or
Commu	nity Ty	/pe								
Create	sy When									
Delete B	3v									
Delete										
Directio	nal									
Expires	Date									
High St	eet#									
LastUp	date When									
Loc/Apt										
Low Str	eet#									
Machin	e Name									
Note ID										
Phone										
Position	ID									
Priority										
				Searc	h Results (7) Re	cords				
Note IE	Type	Phone	Location Address	Expi	res When En	itered By	Entered When	Notes	Priority A	ctive
18										
17	HAZARD		16477 16477 GREASY VALLEY			IOLCRO	04/29/2010 20	MIKE HOLCR		
10	HAZARD	4792482248	19956 19956 OPOTH WC 377			IOLORO	04/27/2010 19	OATE CODE 2		
14	HAZARD		22211 22211 HWY 412 SPRIN	. o JG	CH	IOLCRO	02/05/2010 15	AT THIS LOCA		
13	HAZARD		18210 18210 CLEAR WATER \			IOLCRO	02/05/2010 14	KRISTY RENE		
12			11369 11369 JIM HALL WC 60					AT THIS ADD		

- 1. Click the "Tools" button at top of CAD screen.
- 2. Choose "Program Settings" from list.
- 3. Under "Program Settings" choose "APN".
  - Right click in search results box to add, edit or print an entry.
- 4. To search, select the appropriate criteria in the field list. The selected criteria will be placed in the Search Criteria box to the right of the screen. Click search or hit F12. Results will plot in the Search Results box at the bottom of the screen.
- 5. To add an APN, right click in the Search Results box, click the add button, and add all pertinent information into the text fields.



#### FMP (Fire, Medical, Premise)

🕔 Fire M	ledical & Premise History Search							
FMP	<b>•</b>	Add Criteria	FMP Search	•	A Preview	Grid View	Search (F12)	🔀 Close
	Field List					Search Criteri	а	
Commu	nity Medical Plan			Field	SearchMo	de SearchValue	e No	t Or
Create B	y Premise Plan					· · · · · · · · · · · · · · · · · · ·		
Create V	/hen Street Name							
Create V	/hen							
Delete B	y h							
Deleted	nien							
Direction	al							
ESN								
Expires I	Date							
Fire Plan								
FMP ID								
Grid								
High Str	eet#							
InActive	Let D.							
Last Upo	late By							
LoclAnt	ale wilen							
Low Stre	et#							
		Searc	h Results (323) R	ecords				
FMP ID	Address	Grid ESN	Expires When	Create	By Crea	te When L	.ast Update By	Last Update W 📥
766	23600 23600 SALEM SPRINGS NORTH			MROB	ERTS 10/2	1/2010 02:53: N	4ROBERTS	10/21/2010 03
765	18038 T8038 SPICEWOOD PLACE WC 35			LMIDL	ETUN TUT	7/2010/20:27: L	MIDDLETON	10/17/2010 20
762	10167 10167 N LWAY 265 EAVETTEVILLE			COTEL	ENIO 100	2/2010/23.34 P	ROBENIO	00/22/2010 23
762	10049 10049 N CAMPBELL WC 65 GRE			MROB	ERTS 09/1	5/2010-04-12· N	AROBERTS	08/15/2010 04
761	210 210 KELTON DR. WINSLOW			BCART	'ER 09/0	5/2010 21:10: E	BCARTER	09/05/2010 21
760	23994 23994 HWY 303, SPRINGDALE							08/18/2010 13
759								08/27/2010 16
758					ERTS 08/1			08/27/2010 16
757	22040 22040 FERN RD WC 2056, ELKINS			hmiller	08/0	6/2010 21:12: h	miller	08/06/2010 21
756	6667 6667 HAHNDO LN WC 140, FAYETT.			HWHE	ELER 08/0	4/2010 00:03: H	IWHEELER	08/04/2010 00
755	18015 18015 WINN CREEK WC 228, WE			MHAVI	NS 07/1	8/2010/07:49: N	MHAVINS	07/18/2010/07
754	15552 15552 STAGE COACH WC 1409 D			BCART	ER 06/2	6/2010 22:31: E		10(22(2010.22
753	14806 14806 E BLACK OAK WC 57 FAYE			HWHE	ELER 06/1	3/2010-03:02: F	WHEELER	06/13/2010 01
751	101 101 CANARY DR FARMINGTON			MBOB	EBTS 06/1	0/2010 02:24 h	ROBERTS	06/10/2010 02
750	15069 15069 MCCLELLAND LOCKER W		05/23/2050	hmille	05/2	3/2010 00:30:h	miller	05/23/2010 00
749	2145 2145 MAIN DR, JOHNSON			smoqil	I 05/1	3/2010 11:59: s	mogill	05/13/2010 11
710	21852 21852 FEDN DD WO 2056, ELVINO			No. 1994	NIG 08/0	0/0010-00-00	200AWAME	

- 1. Click the "Tools" button at top of CAD screen.
- 2. Choose "Program Settings" from list.
- 3. Under "Program Settings" choose "FMP".
  - Right click in search results box to add, edit or print an entry.
- 4. To search, select the appropriate criteria in the field list. The selected criteria will be placed in the Search Criteria box to the right of the screen. Click search or hit F12. Results will plot in the Search Results box at the bottom of the screen.
- 5. To add an FMP, right click in the Search Results box, click the add button, and add all pertinent information into the text fields.
- 6. If a FMP is no longer needed, you may select the InActive box in the entry.



#### Landmarks

🕔 Landmark Setup - 112 DRIVE IN		
File View		
🔫 🕂 Record 1 of 567 🕨 🎦 🧐 🗹 🔙 🗶 🞑 🥝	Select Landmarks	•
General ID Land Name 421 112 DRIVE IN	🔳 Skip Looku	ip 📕 InActive
Jurisdiction Landmark Type	Omd Line Next Landmark	
Default 🗾 BUSINESS 🔄		~
Street # Dir Street Name 3352 N V HWY 112	Loc City FAYE	TTEVILLE
Contact Type	Primary Contact	Primary Phone
Contact Type	Contact 2	Phone 2
Y		
Contact Type	Contact 3	Phone 3
Y		
1. Contacts 2. Notes 3. Alias 4. Coordinates 5. Alan	m 6. Attachments	
H4 44 4 Record 1 of 1 → >> >> >> 🖄 🧐 🗙		
Contact Type Contact Name	Phone Alternate	Phone
•		

- 1. Click the "Tools" button at top of CAD screen.
- 2. Choose "Program Settings" from list.
- 3. Under "Program Settings" choose "Landmarks".
- 4. You can view Landmarks by using the drop down box, or type in the Landmark name in the drop down text box.
- 5. Landmarks can be created for businesses, schools, hospitals, and includes fields for Landmark Types, Command Line, Contact Information, Notes, Alias Names, Coordinates, Alarm Company Information, and Attachments.

