WEB-MCAP

Web - MCAP

Web-Based Manager of Community Alcohol/Drug Problems

USER MANUAL

VERSION 1.1

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KIT Solutions®, LLC
5700 Corporate Drive
Suite 530
Pittsburgh, PA 15237

Support@kitsolutions.net
1-888-600-4777

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TIPS FOR USING THE APPLICATION EFFECTIVELY

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 X 768 pixels or larger. If your screen resolution is smaller (i.e., 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, you will have to scroll more both up & down and left & right to access all the data fields.

To change your PC monitor settings, right click on the Desktop background and select Properties. Next, click on the Settings tab and move the Screen Resolution scroll bar to the right (towards "more") to select 1024 X 768 resolution. Click the OK button at the bottom of the window to make the change effective.

Web Browser

The web browser supported by WEB-MCAP is Microsoft Internet Explorer (IE). Mozilla Firefox, Netscape, Safari and other browsers may not be supported by WEB-MCAP. They may function but not to design specifications. We recommend users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blocker

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars, and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like WEB-MCAP require pop-ups to be able to function. If your pop-up blocker is enabled, there is a possibility that WEB-MCAP may not function or appear properly. You should either disable the pop-up blocker while using WEB-MCAP (while remembering to enable it, if desired, when not in WEB-MCAP) or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option "Tools" and then go to "Internet Options". After the "Internet Options" window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If your "Block Pop-Ups" checkbox is checked then click on the "Settings" button. You can now add the WEB-MCAP link to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from WEB-MCAP.

*Note: These are instructions for Internet Explorer 6.0 and may be different for other Internet Explorer version.

Application Navigating

Computer Keys

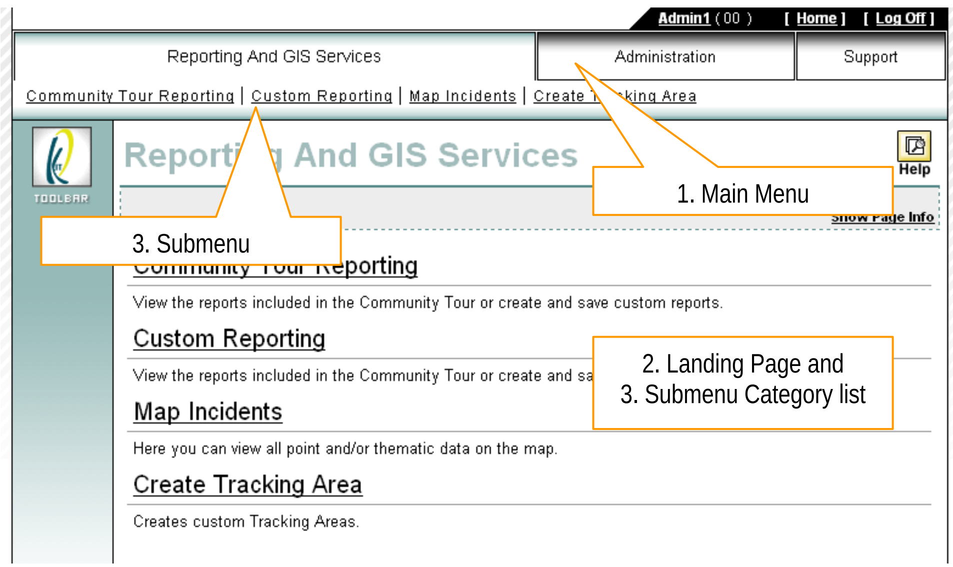
While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (Ctrl) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

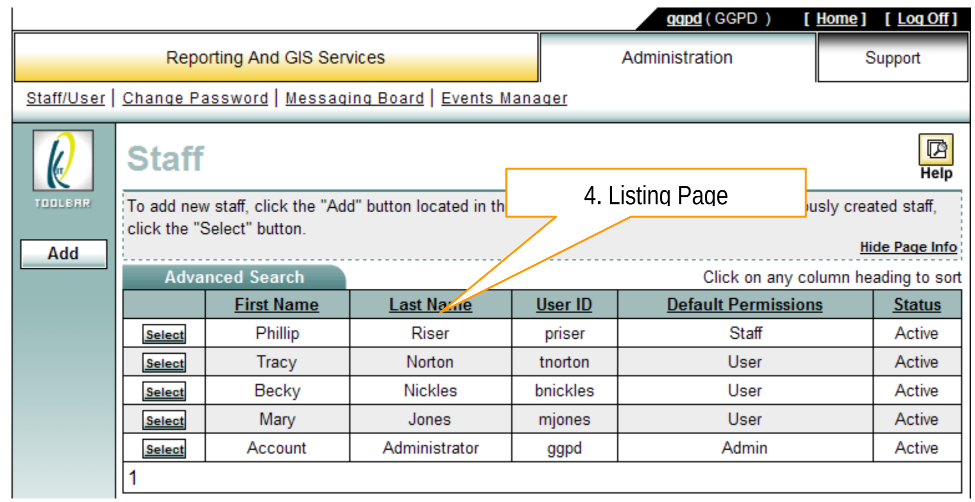
Menu Information

The Menu for the service is located across the top of the screen. Some Main Menu categories may be broken down into submenu categories to choose from. The Main Menu categories list the main modules that are within the application. When a Main Menu category is selected a list of submenu categories will be displayed on the Landing Page as links to access the modules. (For more information on Landing Pages, see the [Understanding the Landing Page] section.)

1. Main Menu	Constant (unchanging). Available at all times.
2. Landing Page	Varies depending on which Main Menu category is selected. Displays the Submenu Categories.
3. Submenu Category	Varies depending on which Main Menu category is selected.
4. Listing Page	Varies depending on which Submenu Category is selected.

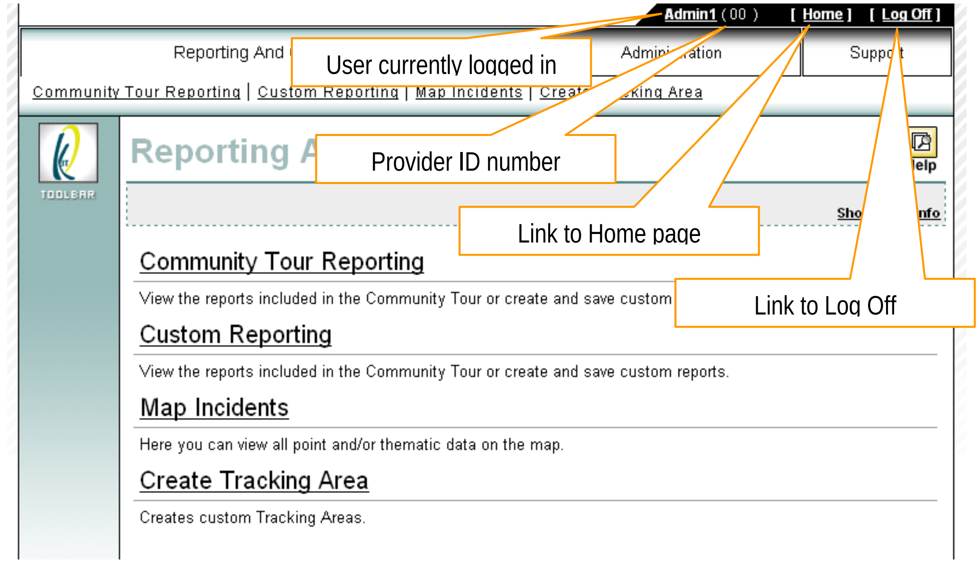


(This is a screenshot displaying the Main Menu (1), a Landing Page (2) and a Submenu Category list (3))



(This is a sample screenshot displaying a Listing Page (4))

The top of the menu provides links to the Home (Home) page and to [Log Off] (Log Off) of the Service. The Provider ID number is listed as well as the user currently logged into the KIT Prevention Service.

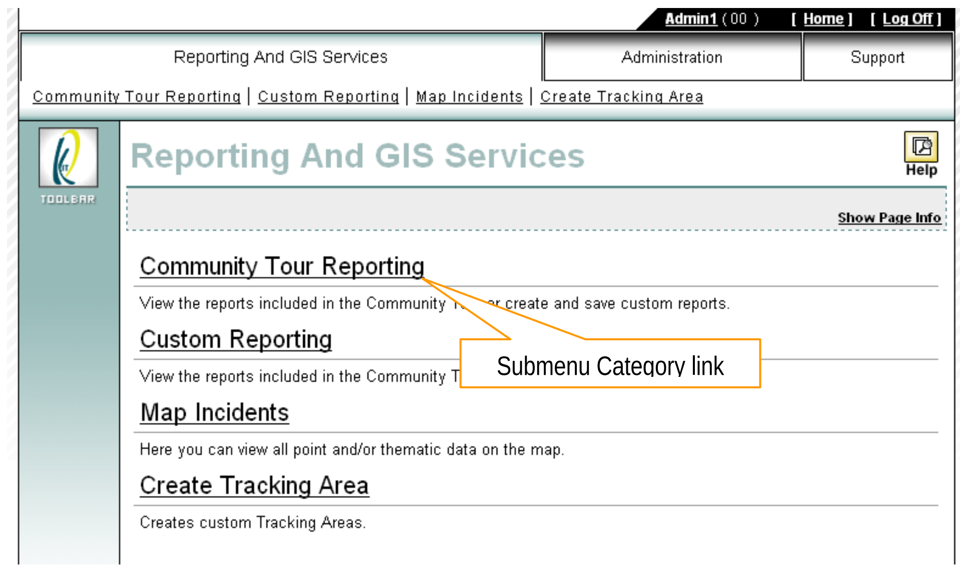


Landing Pages

When first entering a module you may see a list of the categories associated with that module. This is called a "Landing Page". The Landing Page of a module provides a description of what can be done in that module as well as listing each category as a link to the Listing Page and entry forms. (For more information on the Listing Pages, see the Using the Listing Page section.) No data is entered on the Landing Page.

To open a category:

- Click on the Landing Page Submenu Category link.



(This is a screenshot displaying a Landing Page.)

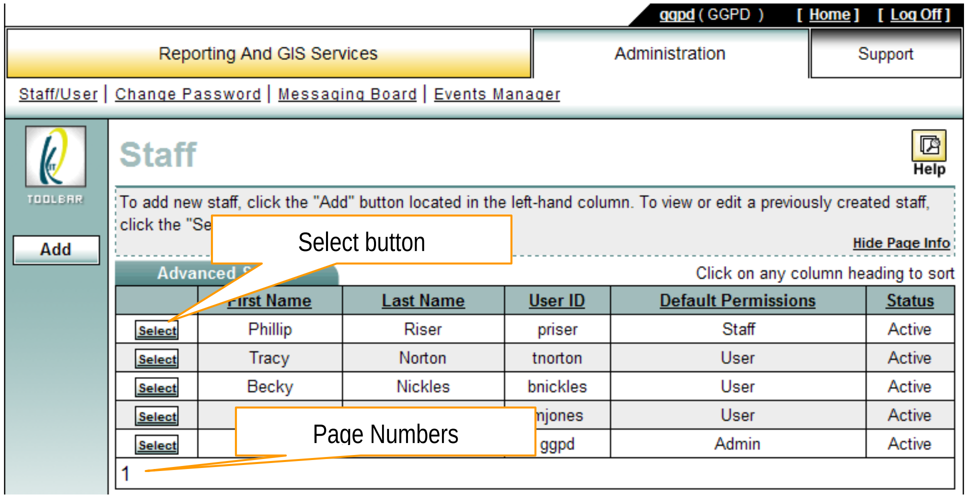
Listing Pages

After selecting a category from the Landing Page you will see the "Listing Page". When going into an area where a Listing Page is available, the service allows you to select previously entered data to edit or view its content. No data is entered on the Listing Page.

- When viewing a Listing Page, all of the data is available for Searching. (See the Advanced Search section for more details on searching.)

There are two (2) types of Listing Pages:

1. Grid View
2. Single Form View



(This is a sample screenshot displaying a "Grid View" Listing Page.)

Grid View:

The Grid View displays the data in tables. If entering data (versus viewing reports), specific pieces of data will be displayed within the Grid based on the fields within the entry/edit form.

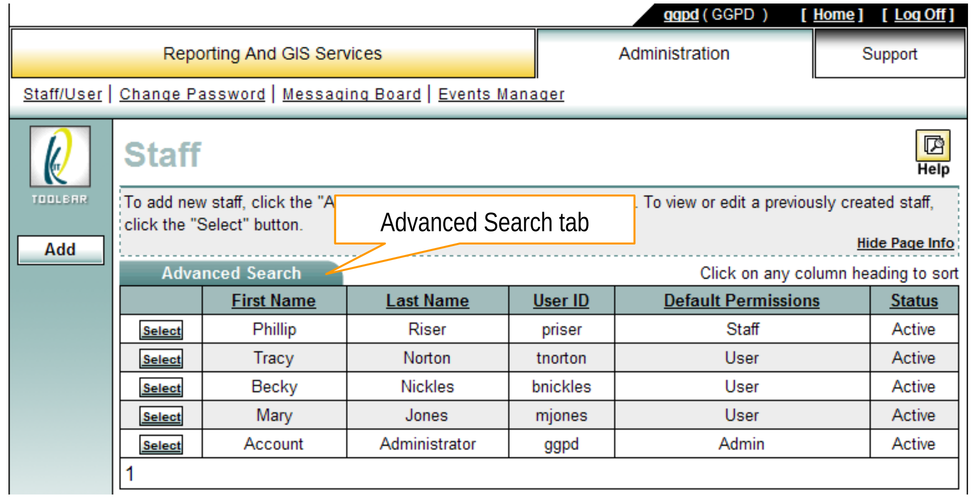
- When first viewing a Listing Page, all of the data is available for Searching. Click the Select (**Select**) button to the left of the data you would like to edit/view.
- You will be taken to the entry/edit screen. This page will be in edit mode (all data fields will be open for data entry). Make any changes needed to the form. Click the Save (**Save**) button to save the changes.

Advanced Search

Each Listing Page includes a search feature which allows you to find a particular record by clicking the Advanced Search (**Advanced Search**) tab and selecting several variables. In addition, records are able to be sorted in ascending or descending order by clicking on the column name (e.g., First Name) at the top of the table.

To begin using the Advanced Search feature:

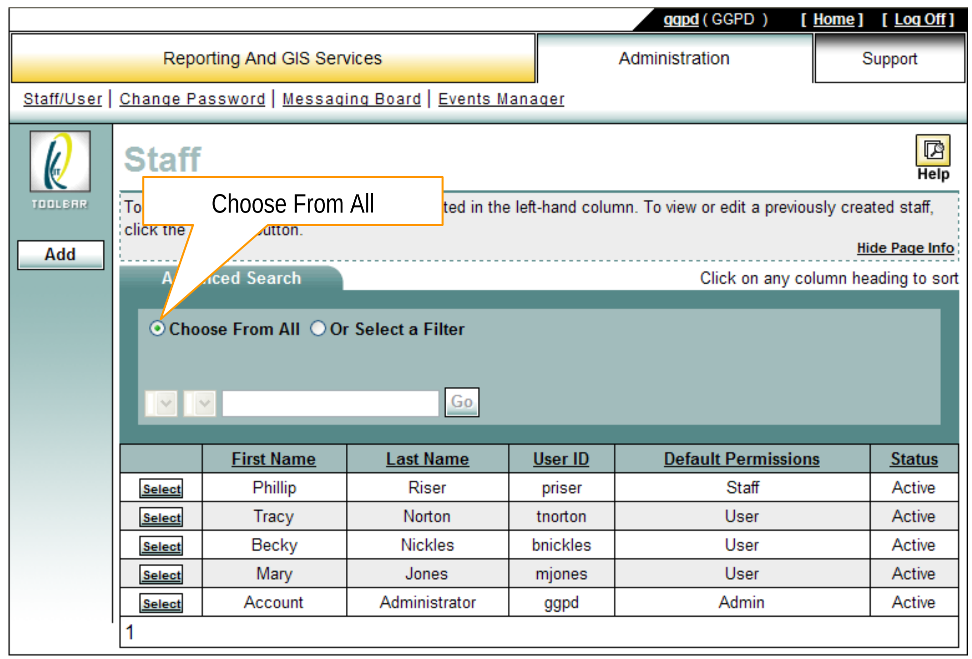
1. Click the Advanced Search (**Advanced Search**).



(This is a sample screenshot displaying a "Grid View" Listing Page.)

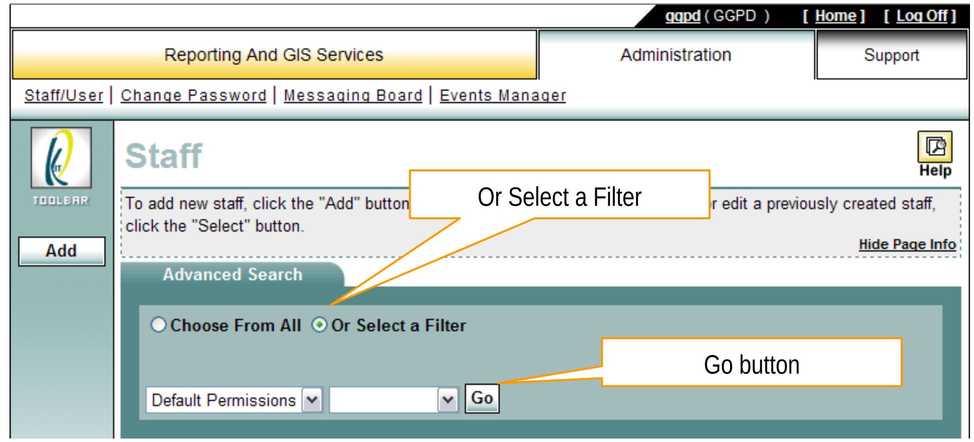
There are two ways to use the search feature: 1) **Choose From All** or 2) **Or Select a Filter**.

2. Select the Choose From All (**Choose From All**) radio button to see a list of all of the data saved.



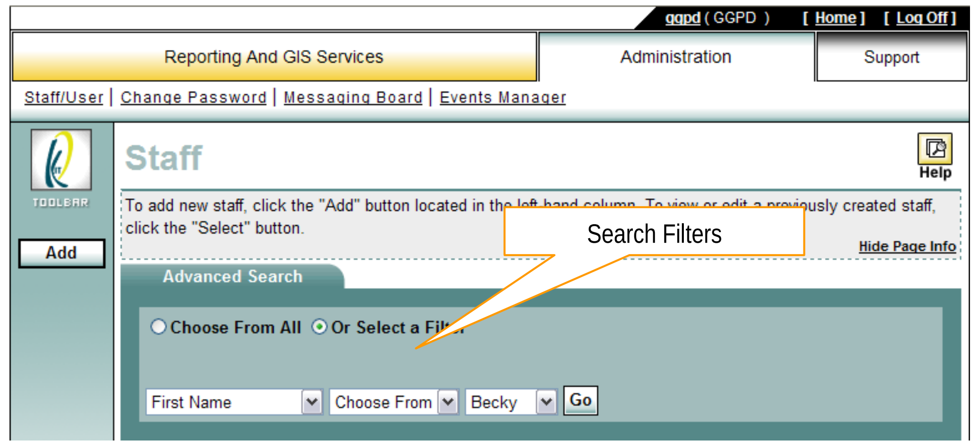
(This is a sample screenshot displaying the Advances Search fields with **Choose From All** selected.)

3. The Or Select a Filter (**Or Select a Filter**) radio button allows you to limit search results. To change the search filters, first click the Or Select a Filter (**Or Select a Filter**) button. Then, click on the black arrow at the right-hand side of the dropdown fields and select an option. Once the three filters have been selected, click the Go (Go) button to see the search results.



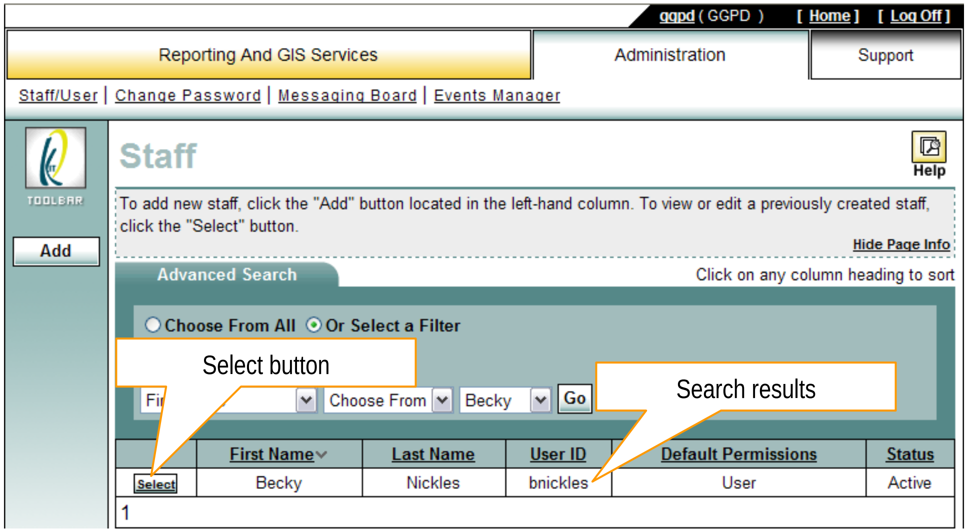
(This is a sample screenshot displaying the Advances Search fields with **Or Select a Filter** selected.)

4. The three search filters are used in the following method:
   a. The first search filter will display the search categories to select from.
   b. The second search filter allows you to select how you would like to filter the search results.
   c. The third search filter is the search criteria (i.e, 10/23/08 as a date of service).



(This is a sample screenshot displaying the **Or Select a Filter** search filters.)

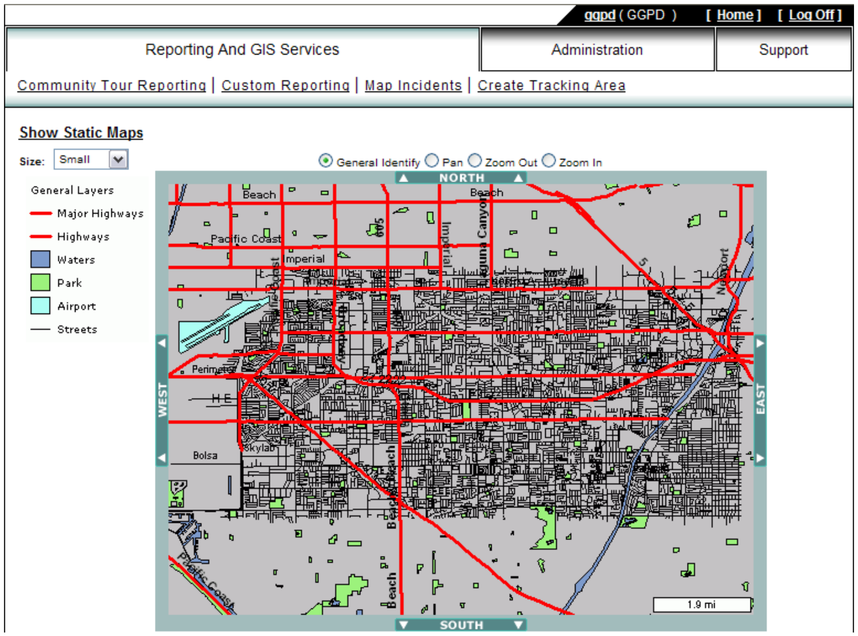
5. Once you have clicked the Choose From All (**Choose From All**) radio button or used the Or Select a Filter (**Or Select a Filter**) option, you will see a list of data. Click the Select (**Select**) button next to the line of data that represents the data to be viewed or edited.
6. After you click the Select (**Select**) button you will be taken to the Edit Form. (For additional information on the Edit form, see the Edit Form section.) This page will be in Edit mode. Make any changes needed to the form, if applicable. Click the Save (**Save**) button to save those changes.



(This is a sample screenshot displaying the **search results**.)

Single Form View:

The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form. (See the [3. Edit Form](#) section for details on the Edit Form.)

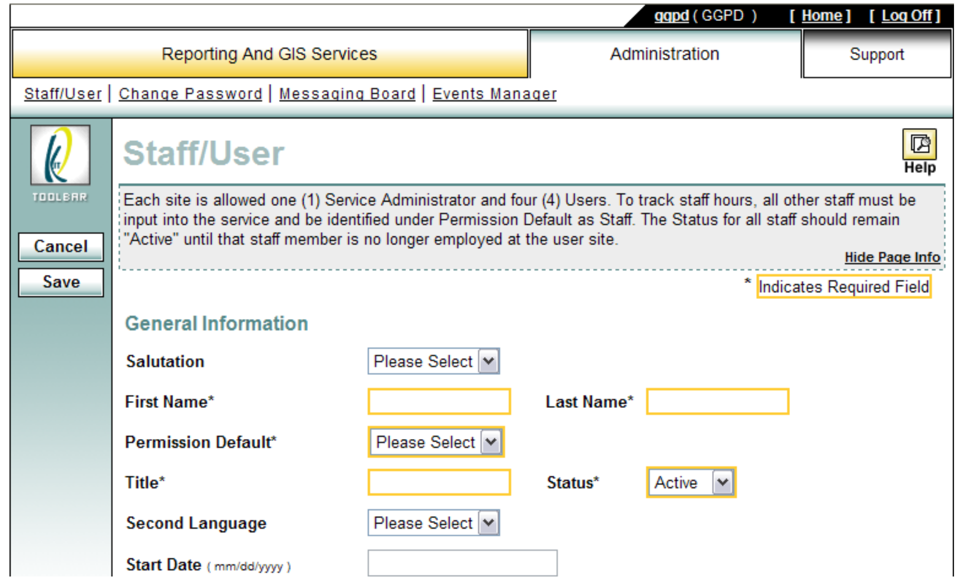


(This is a sample screenshot displaying a "Single Form View" Listing Page.)

Edit Forms

The Edit Form contains the fields for entering and editing data. The buttons for saving, cancelling, deleting, printing, and in some cases, adding and editing, are available at the top right of the page. (See the Data Fields & Buttons section for additional details on the function of these buttons.)

- If you clicked the Add (Add) button to enter new information into a form, the Edit Form data fields will be blank.
- When selecting the Select (Select) button to view existing data, the Edit form data fields will display the data entered/selected previously. These fields may be modified, if needed.



(This is a partial screenshot displaying a blank Edit Form.)

Data Fields & Buttons

In WEB-MCAP there are several fields, boxes, and buttons that are used to collect, store, print, organize and delete data. Here are some examples:

Type	Preview / Description
Text Field (aka 'Text Box)	(fill in the blank)
Drop Down Menu (aka Pull Down Menu)	(select one)
Buttons	Add Remove See the Edit Form Buttons section or the Additional Buttons section for additional buttons used within WEB-MCAP
Radio Button	selected not selected
Check Boxes	selected not selected
First Name*	A yellow field and an asterisk denotes a required field
	Denotes a Note with more information regarding the field.
	Calendar Icon (See the Calendar Icon section for additional details.)
!	Indicated that a required field was missed at the time of saving.

Entering data into WEB-MCAP can be made easier by using the "Tab" key on the keyboard. The "Tab" key advances the cursor to the next data field. You can go from the current field to the previous field by holding the "Shift" key and pressing "Tab" (Shift + Tab). You can also navigate through the fields by using the mouse.

If a required field does not have data entered into it and you try to save the form, you will receive a message that informs you of the field vacant of data and you will not be able to save that form until that field has data. Some or all of the fields may be required in order to save the form. Those fields that are required are bold and with an asterisk next to the field name.

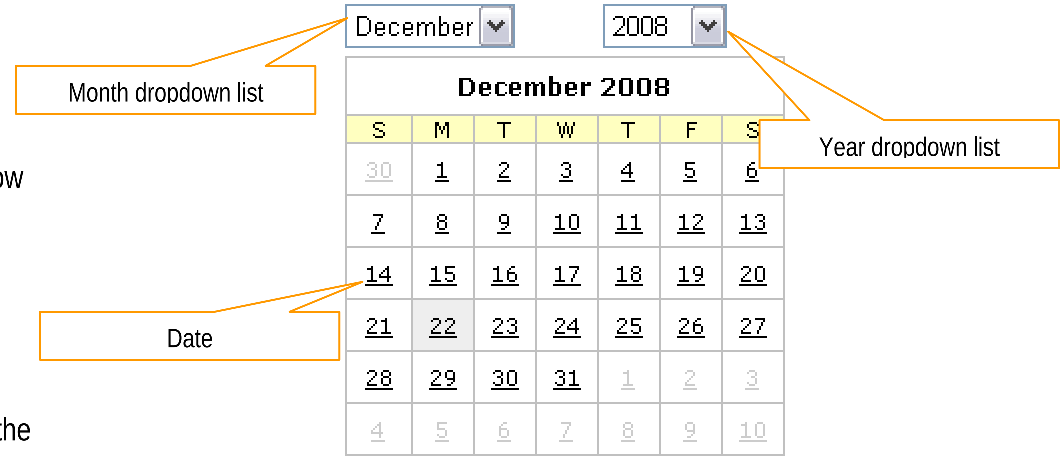
Tips

- All the fields with an asterisk (*) are required fields. These must have a value entered before the record can be saved.
- You can type an identifying letter of an item in a dropdown list and the first selection beginning with that letter will appear in the box.

Calendar Icon

The (**Calendar Icon**) is used to enter a date into Date fields.

1. Click on the (**Calendar Icon**) to open the Calendar feature. A new window will open.
2. Select the month from the first dropdown list.
3. Select the year from the second dropdown list.
4. Select the date by clicking on the appropriate number displayed within the calendar.
5. Once a day is selected, the window will close and the date will appear within the Date field.



(This is a screenshot of the Calendar.)

Edit Form Buttons

Information is entered and edited through the Edit Forms. The table below summarizes the buttons used to enter/edit information into an Edit Form.

Add	Must be pressed first to add new information to a form
Save	Adds the information on the form to Web-MCAP
Delete	Removes the information currently on the form from Web-MCAP
Cancel	Cancels the Add or Edit without saving any information entered.
Done	Returns you to the Listing Page

Additional Buttons

Each page within the WEB-MCAP offers additional help to the user. Click on one of the icons to receive the help needed.

Help	Provides user manual help specific to the submenu category. Includes step by step instructions for adding, editing and deleting.
Create Report	Generates a report or chart. Will open report/chart in a new window. May also be displayed as “Create Chart” or “Create Query”.
<< Back	If a form has multiple pages for data entry, this button allows you to return to the previous page of the form.
Next >>	If a form has multiple pages for data entry, this button allows you to move on to the upcoming/next page of the form.
Select	Opens the information in the enter/edit form for viewing or modifications

Format Buttons

PDF	Opens the selected report as an Adobe PDF document.
W	Opens the selected report as a Microsoft Word document.
X	Open the selected report as a Microsoft Excel spreadsheet.

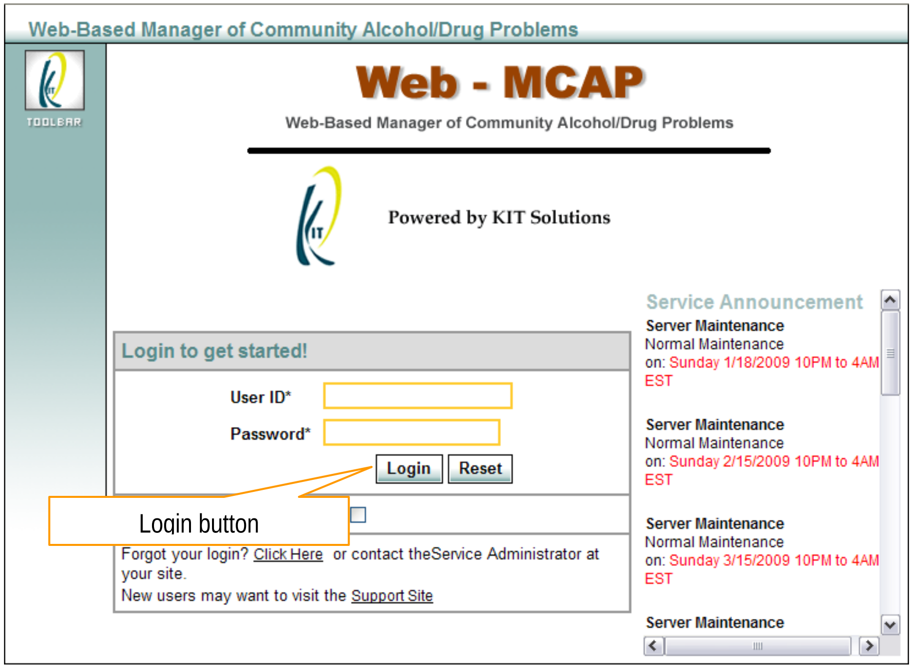
LOGIN PROCEDURE

Connect to the Internet using the Internet browser. In the Address (Location) box, type in the following address and press enter:

Live Data:	Training Data:
	http://demo.kithost.net/orangeco

1. Type the login name provided by your acting administrator in the **User ID*** field.
2. Type the password in the **Password*** field.
3. Click the Login (**Login**) button.

To log out of the application, click the [Log Off] (**LogOff**) link in the upper right hand corner.



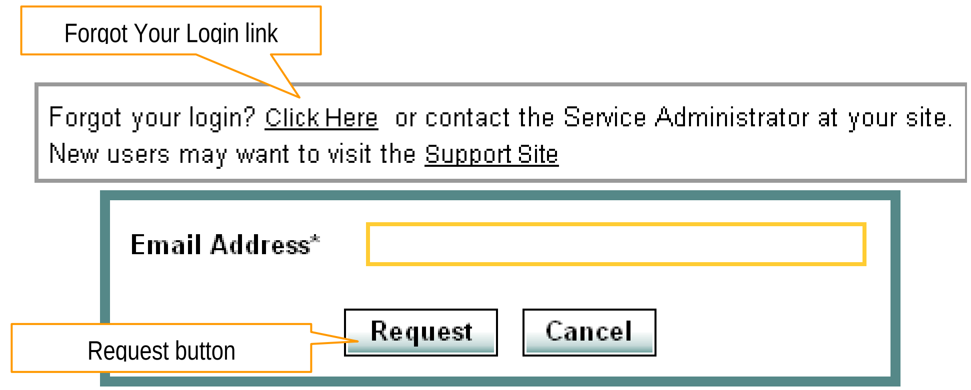
(This is a screenshot of the Login page.)

Tips

- The User ID IS NOT case sensitive.
- The Password IS case sensitive.
- If you make a mistake entering the login information, use the Reset (**Reset**) button to delete what was entered.

Forgot Your Login?

If you are unable to log into Web-MCAP due to forgetting your UserID or Password, you can retrieve this information by clicking the link next to Forgot your login?



Once you click the link, you will be asked to enter your email address.

Click the 

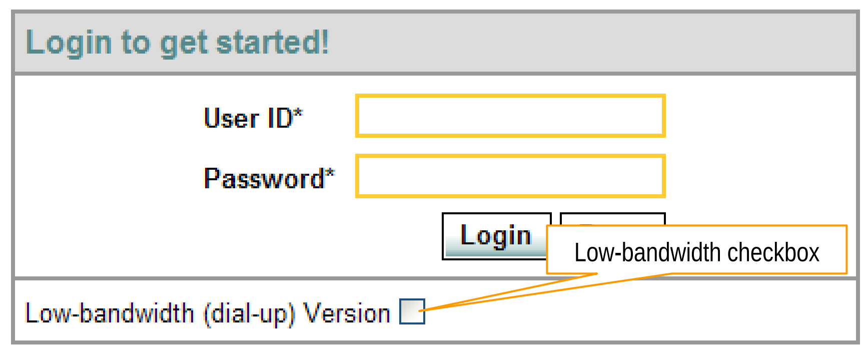
(Request) button. You will receive a reply with your login information as long as the e-mail address entered matches the email address provided in the Staff/User module.

Tips

- You will not be able to use the Forgot Your Login? feature if you are not registered within the system.

Low-bandwidth (dial-up) Version

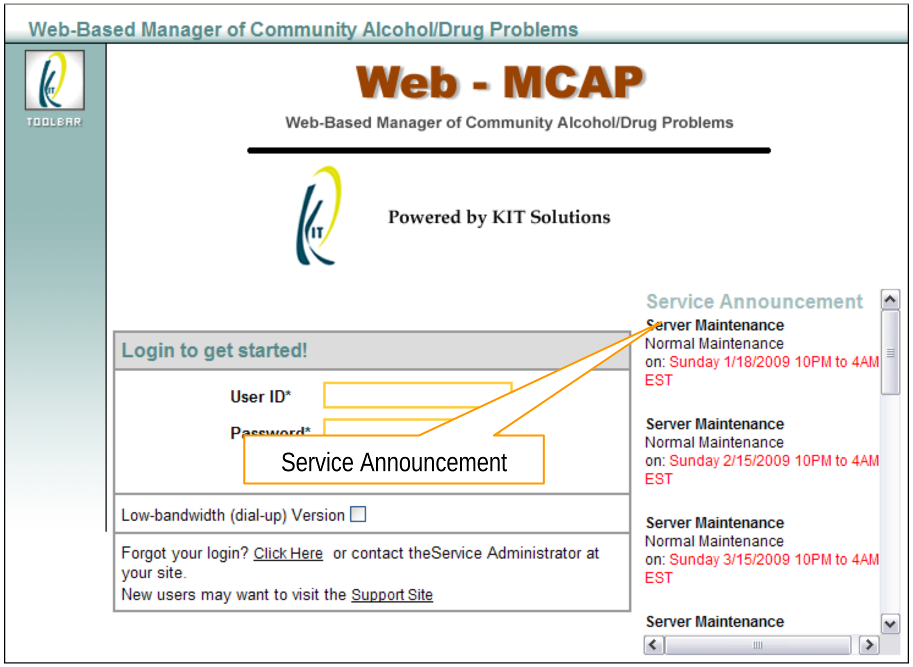
By clicking this box, Web-MCAP will remove all pictures, allowing the system to load more quickly.



Service Announcements

The Service Announcements that are located on the Login Page are there to notify users that the Service is receiving any necessary server updates. The Service may be down for a short period of time which means you will not be able to log into the Service at that time.

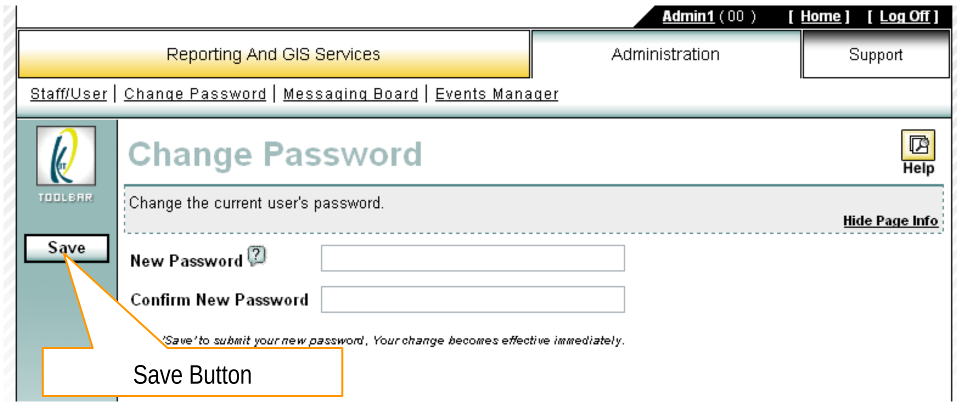
Server Maintenance typically occurs once a month.



SYSTEM SETUP – ADMINISTRATION FUNCTIONS

Change Password

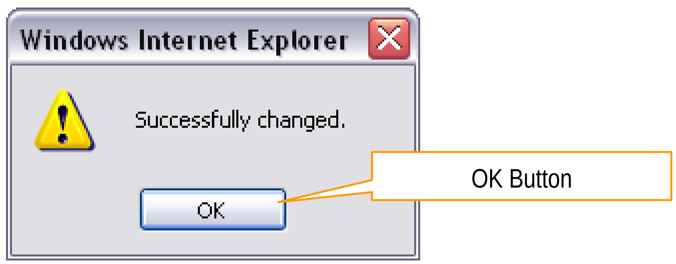
The Change Password module allows the user to change this default password which ensures secure access to county/provider information. The Change Password module also allows the user to change the password on the account they are currently logged into.



(This is a screenshot of the Change Password Edit Form.)

1. Click **Administration** from the Main Menu.
2. Click **Change Password** from the Administration Submenu.
3. Type in the **New Password**.
4. Re-type the password in the **Confirm New Password** field.
5. Click the (**Save**) button from the left toolbar.

   a. You will receive a confirmation message indicating that the password has been changed successfully. Click the (**OK**) button.



(This is a screenshot of the confirmation message.)

Tips

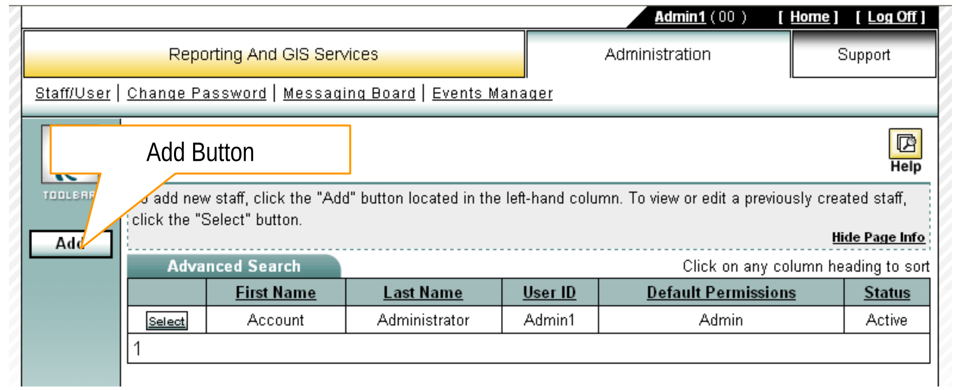
- It is important to remember that passwords are case sensitive.
- Passwords can be any combination of letters, numbers and/or characters.
- Passwords do not expire; however, it is a good idea to change your password every 3 months for security purposes.

Staff/User

Creating a staff/user account enables users to set up and view their own personal reports and mapping areas within the application.

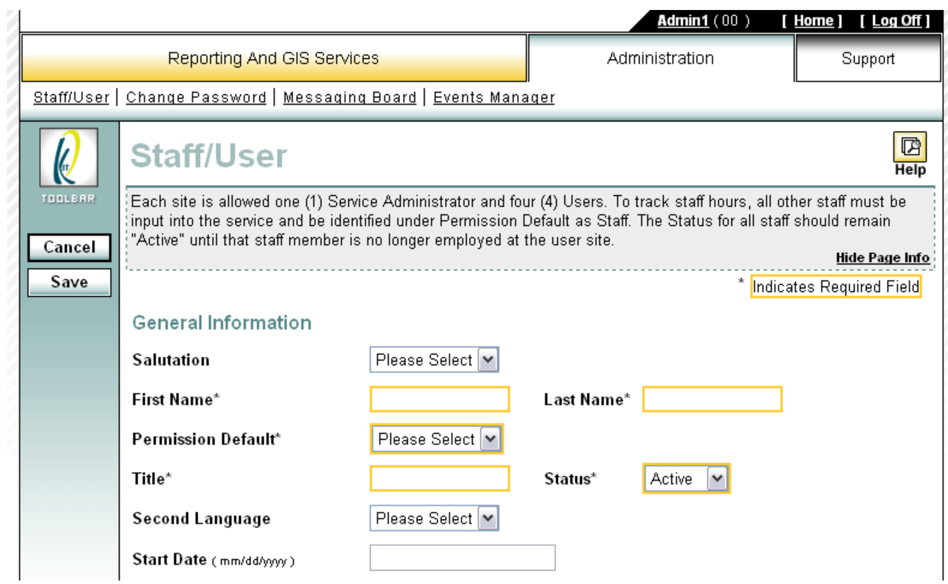
Creating a Staff/User Account

1. Click **Administration** from the Main Menu.
2. Click **Staff/User** from the Administration Submenu.
3. Click the Add (**Add**) button from the left toolbar.



(This is a sample screenshot of the Staff Listing Page.)

4. If desired, select a **Salutation** from the dropdown list.
5. Type in the staff member's first name in the **First Name*** field.
6. Type in the staff member's last name in the **Last Name*** field.
7. Select the level of permission for the staff member from the **Permission Default*** dropdown list.
    a. *Admin* permissions should be given to staff members that are acting as the primary contact for Web-MCAP.
    b. *User* permissions should be given to staff members that log onto Web-MCAP and enter data.
    c. *Staff* permissions should be given to staff members that provide prevention services but may not do data entry.
8. Type in the staff member's title in the **Title*** field.
9. The **Status*** will default to *Active*.
    a. *Active*: currently on the staff of the county/provider.
    b. *Inactive*: no longer on the staff of the county/provider.
10. The **Second Language** and **Start Date** fields are optional fields. If you are entering a **Start Date**, use the following format: mm/dd/yyyy.



(This is a partial screenshot of the Staff Edit Form.)

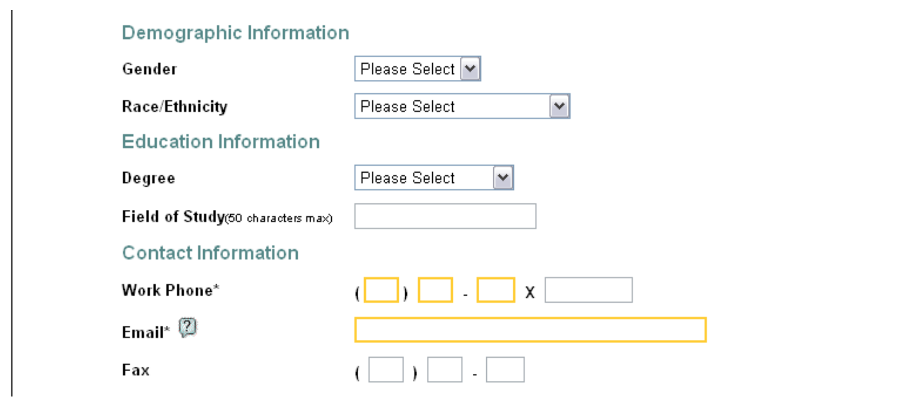
9. Enter the staff member's Login Information.
    a. The **User ID*** will be the login name used by the staff member. <u>This is automatically created</u> after saving. The **User ID** is always the first letter of the user's first name and the full last name with no spaces in between.
    b. The **Password*** field is where a temporary password is created for the staff member and can be any combination of alpha or numeric characters. This password will be used along with the User ID to log into Web-MCAP. Once a user logs in, they can use the [Change Password](#) area to change the password to one of their liking.

(This is a partial screenshot of the Staff Edit Form.)

Tips

- Passwords can be any combination of letters, numbers and/or characters.
- Passwords are case sensitive.
- If the staff/user has a hyphen or a space in the last name, the User ID will include the hyphenation or space. For example: Tiffany Williams-Pitt would have the User ID of twilliams-pitt. Georgia Von Helsing would have the User ID of gvon helsing.

10. If desired, enter in the Demographic and Education Information.
11. Enter in the staff member's work telephone number in the **Work Phone*** field.
12. Enter in the staff member's email address in the **Email*** field.
13. Once all information has been entered, click the Save (**Save**) button from the left toolbar. If you do not want to save any changes, click the Cancel (**Cancel**) button.



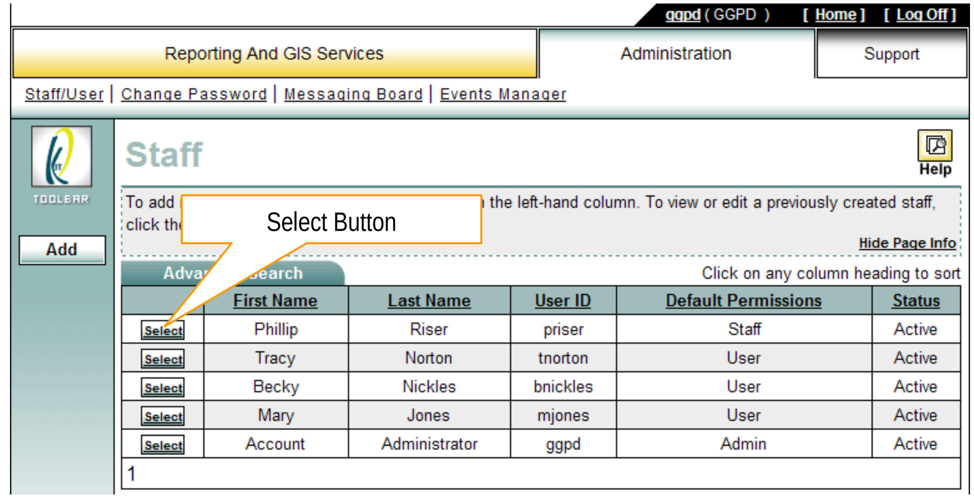
(This is a partial screenshot of the Staff Edit Form.)

Tips

- If there is no Email for the staff member, type "none" or "n/a" in the blank field. However, without an email address, the user will not be able to use the automated "Forgot your login?" procedure located on the login page. The user will have to contact their administrator directly.

Editing Staff Accounts

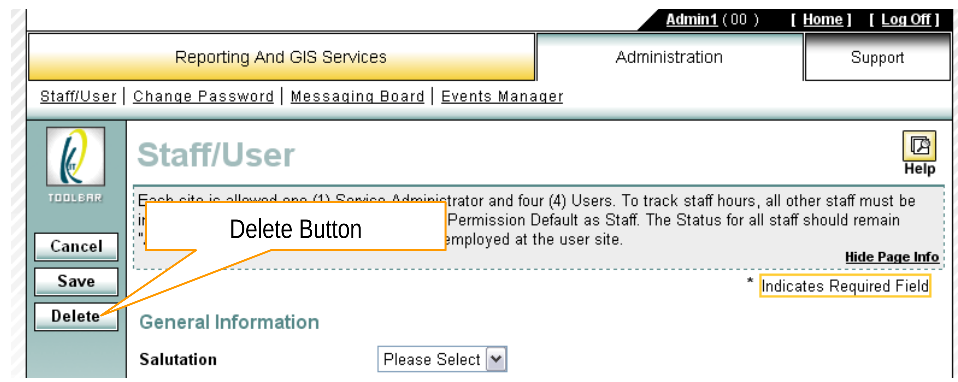
1. Click **Administration** from the Main Menu.
2. Click **Staff/User** from the Administration Submenu.
3. From the Listing Page, select the staff member that you wish to edit by clicking the (**Select**) button.
   *Note: If the staff member does not appear within the grid, use the [Advanced Search] feature to locate the member.
4. The staff member will appear in the edit mode.
5. Make any changes needed to the form.
6. Click the (**Save**) button from the left toolbar. If you do not want to save any changes, click the (**Cancel**) button.



(This is a sample screenshot of the Staff Listing Page.)

Deleting Staff Accounts

1. Click **Administration** from the Main Menu.
2. Click **Staff/User** from the Administration Submenu.
3. From the Listing Page, select the staff member that you wish to delete by clicking the (**Select**) button.
   *Note: If the staff member does not appear within the grid, use the [Advanced Search] feature to locate the member.
4. The staff member will appear in the edit mode.
5. Click (**Delete**) from the left toolbar.
   a. Click the (**OK**) button when asked "Are you sure…?". If you do not want to delete this staff member, click the (**Cancel**) button.



(This is a partial screenshot of the Staff Edit Form displaying the Delete button.)

REPORTING AND GIS SERVICES

The Reporting and GIS Services module provides GIS and Reporting Services. You can also create custom rectangular tracking areas.

Community Tour Reporting

Allows users to view the reports included in the Community Tour or create and save custom reports. There are two (2) categories under Community Tour Reporting: Dynamic ASIPS Reports and Static ASIPS Reports.

Tips

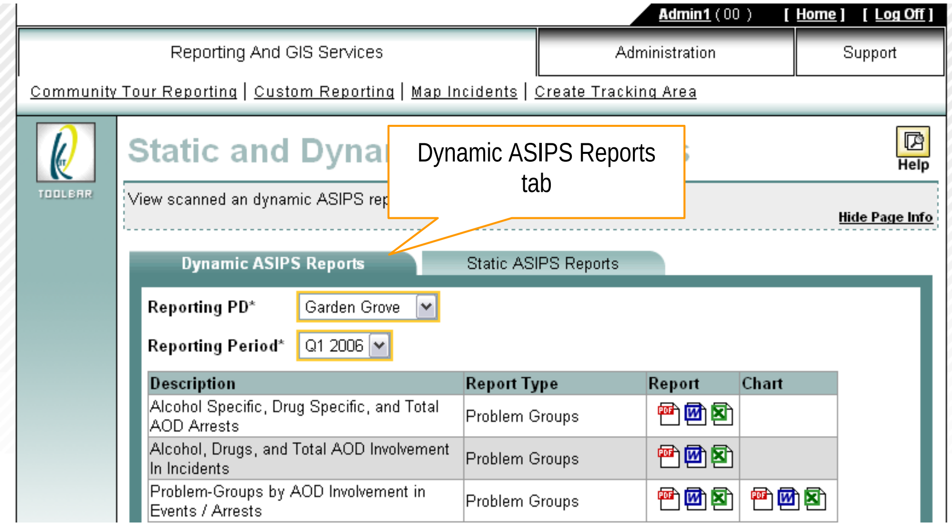
- If you have a pop-up blocker on your computer, hold the control (CTRL) key down on your keyboard while selecting any button used to view the report (e.g., Show Report, PDF button, etc.).
- For instructions on printing or saving a report or chart, see Reports.

Dynamic ASIPS Reports

The Dynamic ASIPS Reports tab will allow you to view the ASIPS reports and charts through specific parameters, such as a Reporting Period.

1. Click **Reporting And GIS Services** from the Main Menu.
2. Click **Community Tour Reporting** from the Reporting And GIS Services Submenu.
3. Select the tab entitled Dynamic ASIPS Reports.
4. Select the reporting police department from the **Reporting PD*** dropdown list.
5. Select the **Reporting Period*** from the dropdown list.
6. From the **Description** column, browse the report list for the report or chart you would like to view.
7. Select the report/chart you would like to view by clicking the format button to right of the report name.

   *Note: For further information on the format buttons, see Additional Buttons.
8. A new window will open displaying the report/chart you selected.
9. To close the open window, click the X in the upper right-hand corner.



(This is a partial screenshot of the Dynamic ASIPS Reports Listing Page.)

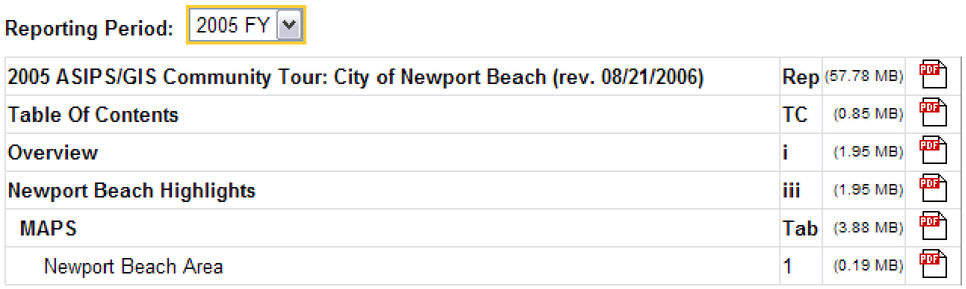
Tips

- If there are no format buttons available for a specific report or chart it means the report or chart currently does not exist.

Static ASIPS Reports

The Static ASIPS Reports tab shows all of the ASIPS reports scanned into the application. These reports are available in Adobe .PDF.

1. Click **Reporting And GIS Services** from the main menu.
2. Click **Community Tour Reporting** from the submenu.
3. Select the tab entitled Static ASIPS Reports (**Static ASIPS Reports**).
4. Select the **Reporting Period** from the dropdown list.
5. From the report column, browse the report list for the report you would like to view.
6. Select the report you would like to view by clicking the (**PDF format**) button to right of the report name.
7. A new window will open displaying the report you selected.
8. To close the open window, click the in the upper right-hand corner.



Reporting Period: 2005 FY

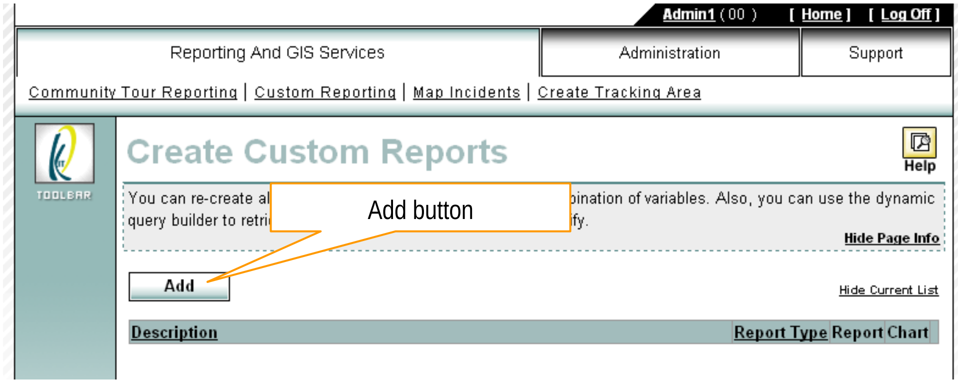
2005 ASIPS/GIS Community Tour: City of Newport Beach (rev. 08/21/2006)	Rep	(57.78 MB)	
Table Of Contents	TC	(0.85 MB)	
Overview	i	(1.95 MB)	
Newport Beach Highlights	iii	(1.95 MB)	
MAPS	Tab	(3.88 MB)	
Newport Beach Area	1	(0.19 MB)	

(This is a partial screenshot of the Static ASIPS Reports Listing Page.)

Custom Reporting

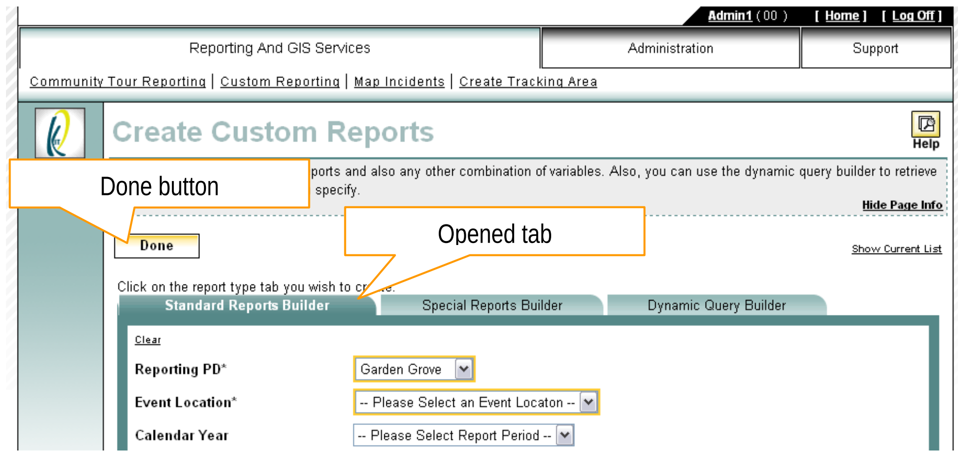
You can re-create all of the ASIPS reports or other combinations of variables through the Custom Reporting area. There are three (3) categories under Custom Reporting: Standard Reports Builder, Special Reports Builder, and Dynamic Query Builder.

1. Click **Reporting And GIS Services** from the main menu.
2. Click **Custom Reporting** from the submenu.
3. Click the Add (**Add**) button from the left toolbar.



(This is a screenshot of the Custom Reports Listing Page.)

4. Select the type of custom report you would like to create by clicking on one of the tabs: Standard Reports Builder (**Standard Reports Builder**), Special Reports Builder (**Special Reports Builder**), and Dynamic Query Builder (**Dynamic Query Builder**).
   (Instructions for each custom report will follow.)
5. Click the Done (**Done**) button at anytime to return to the Create Custom Reports Listing Page.



(This is a partial screenshot of the Custom Reports Page.)

Tips

- If you have a pop-up blocker on your computer, hold the control (CTRL) key down on your keyboard while selecting any button used to view the report (e.g., Show Report, PDF button, etc.).
- For instructions on printing or saving a report or chart, see [Reports](#)

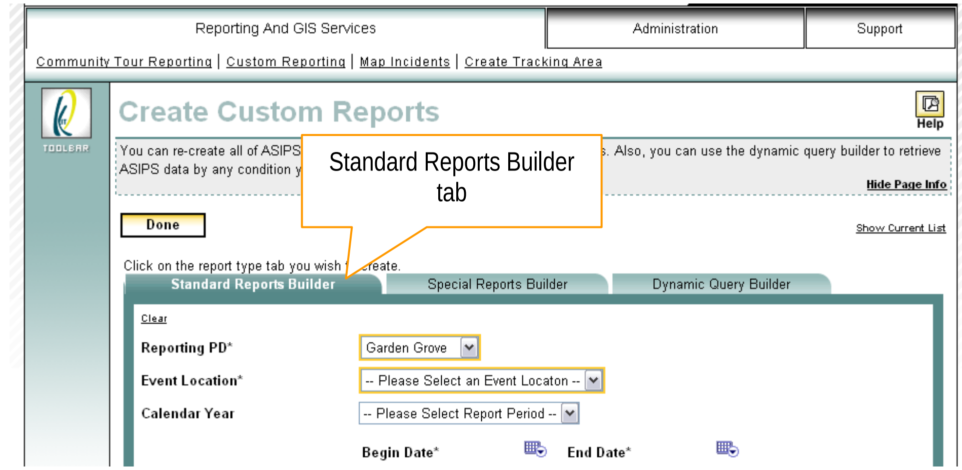
Standard Reports Builder

The Standard Reports Builder will allow you to recreate the ASIPS reports by specifying what criteria you would like to view.

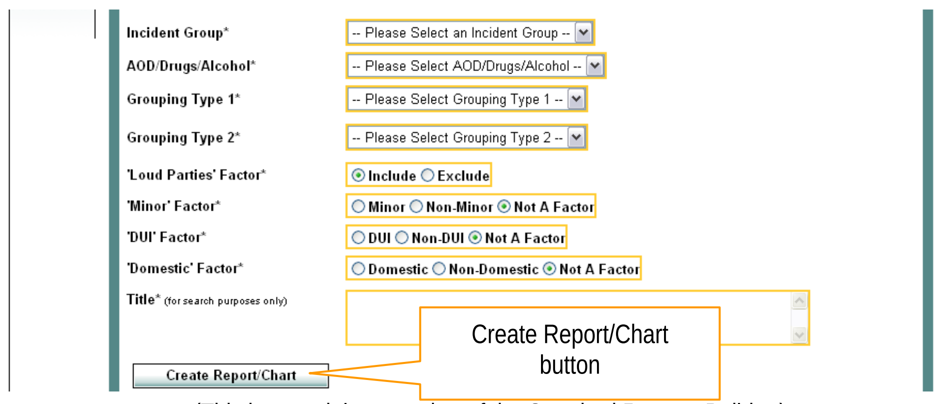
1. From the Create Custom Reports screen, select the tab entitled Standard Reports Builder (**Standard Reports Builder**).
2. Select the reporting police department from the **Reporting PD*** dropdown list.
3. Select the location the incident took place from the **Event Location*** dropdown list.
4. Select the time period you would like to view by selecting the **Calendar Year** from the dropdown list or selecting the **Beginning Date*** and **Ending Date*** from the (**Calendar Icon**).

   For instructions on using the , see [Calendar Icon](#) section.

5. Select the type of incident you would like to view from the **Incident Group*** dropdown list.
6. Select what you would like to view from the **AOD/Drugs/Alcohol*** dropdown list.
7. Select how you would like the incidents grouped from the **Grouping Type 1*** dropdown list.
8. If you would like to further group the incidents, select from the **Grouping Type 2*** dropdown list.
9. Select the '**Loud Parties' Factor*** by clicking the correct (**radio button**).
10. Select the '**Minor' Factor*** by clicking the correct (**radio button**).
11. Select the **'DUI' Factor*** by clicking the correct (**radio button**).
12. Select the **'Domestic' Factor*** by clicking the correct (**radio button**).
13. Enter a short description to identify this report in the **Title*** field.
14. Click the Create Report/Chart (**Create Report/Chart**) button to create the report.



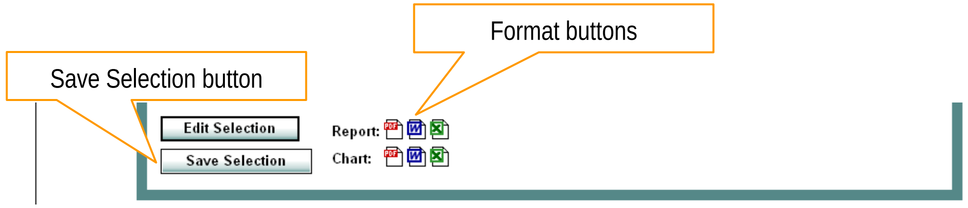
(This is a partial screenshot of the Standard Reports Builder.)



(T

(This is a partial screenshot of the Standard Reports Builder.)

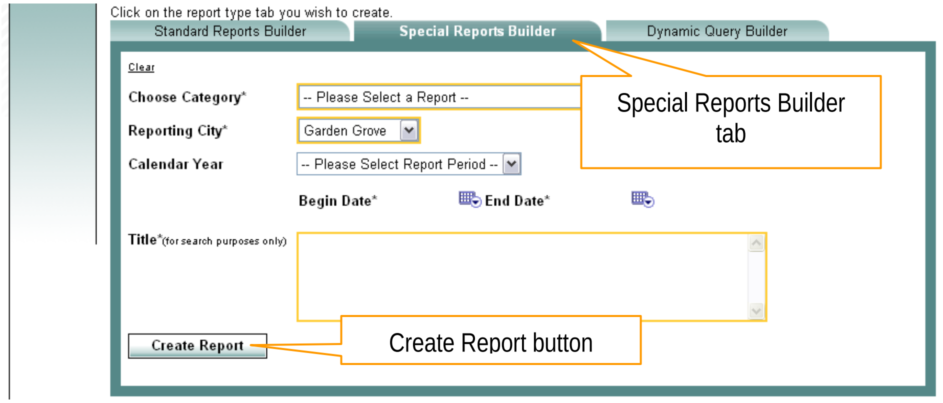
15. If you would like to view the report/chart, select one of the format buttons.
    *Note: For further information on the format buttons, see the Additional Buttons section.
16. If you would like to edit the report to modify the fields, click the Edit Selection (**Edit Selections**) button.
17. If you would like to save the report for later use, click the Save Selection (**Save Selections**) button.
18. Click the Done (**Done**) button at anytime to leave the Standard Reports Builder.



(This is a partial screenshot of the Standard Reports Builder.)

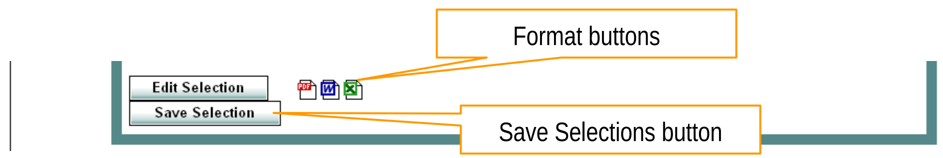
Special Reports Builder

1. From the Create Custom Reports screen, select the tab entitled Special Reports Builder (**Special Reports Builder**).
2. Select the report you would like to view from the **Choose Category*** dropdown list.
3. Select the location from the **Reporting City*** dropdown list.
4. Select the time period you would like to view by selecting the **Calendar Year** from the dropdown list or selecting the **Beginning Date*** and **Ending Date*** from the (**Calendar Icon**).
   For instructions on using the , see [Calendar Icon] section.
5. Select the type of incident you would like to view from the **Incident Group*** dropdown list.
   *Note: Not all reports require this field to be selected.
6. Enter a short description to identify this report in the **Title*** field.
7. Click the Create Report (**Create Report**) button to create the report.



(This is a partial screenshot of the Special Reports Builder.)

8. If you would like to view the report/chart, select one of the format buttons.
   For further information on the format buttons, see the [Additional Buttons] section.
9. If you would like to edit the report to modify the fields, click the Edit Selection (**Edit Selections**) button.
10. If you would like to save the report for later use, click the Save Selection (**Save Selections**) button.
11. Click the Done (**Done**) button at anytime to leave the Standard Reports Builder.

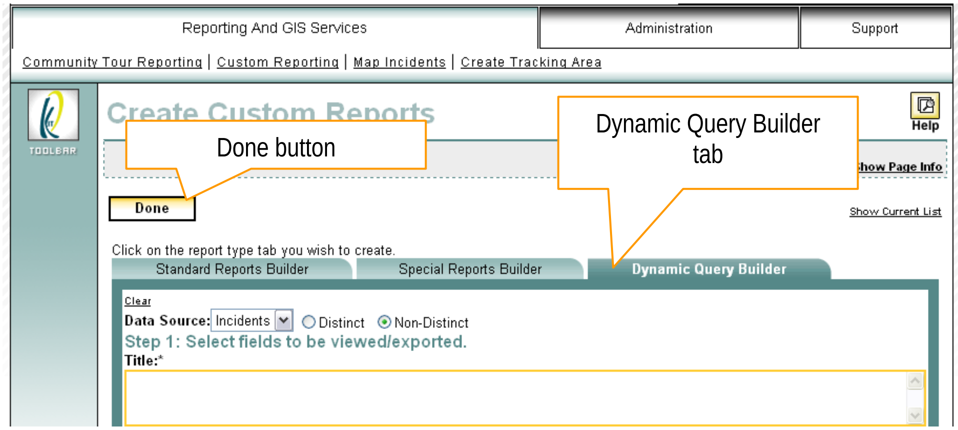


(This is a partial screenshot of the Special Reports Builder.)

Dynamic Query Builder

Here you are able to create and customize a report using any conditions you specify.

1. From the Create Custom Reports screen, select the tab entitled **Dynamic Query Builder** (**Dynamic Query Builder**).
2. Select a **Data Source** from the dropdown list.
   a. Select whether you want the **Data Source** to be *Distinct* or *Non-Distinct*.
3. Enter a short description of the report in the **Title*** field.

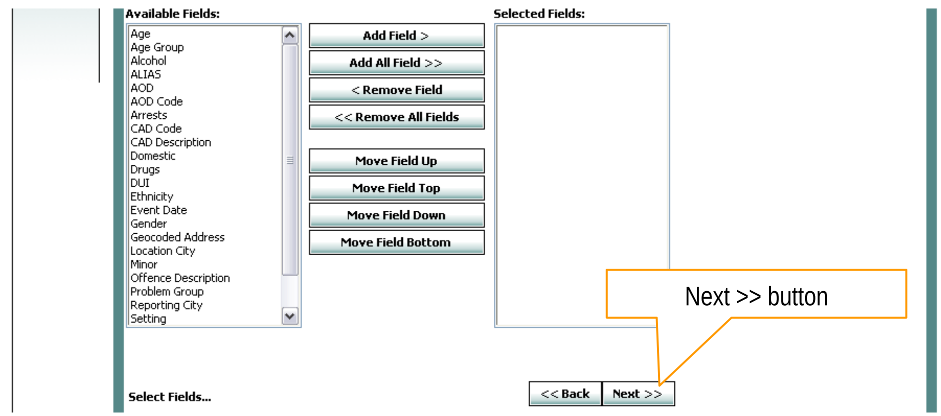


(This is a partial screenshot of the Dynamic Query Builder.)

4. Select the fields (columns) that you would like to add to your report from the **Available Fields** column by clicking on the field name and clicking the Add Field > (**Add Field >**) button to move it to the **Selected Fields** column.
   *Note: If you would like to include all fields within your report, select the Add All Field >> (**Add All Fields >>**) button.
   a. To remove a field from the Selected Fields column, select the field name and click the < Remove Field (**< Remove Field**) button.
      *Note: If you would like to include all fields within your report, select the << Remove All Fields (**<<Remove All Fields**) button.
5. Once all of your chosen columns are in the **Selected Fields** column, you can put them in order of how they will be viewed in the report. Click on the field name and then use the following buttons to put your fields in order:

Move Field Up	Moves the field up one level.
Move Field Top	Moves the field to the top of the list.
Move Field Down	Moves the field down one level.
Move Field Bottom	Moves the field down to the end of the list.

6. Click the Next >> (**Next >>**) button.

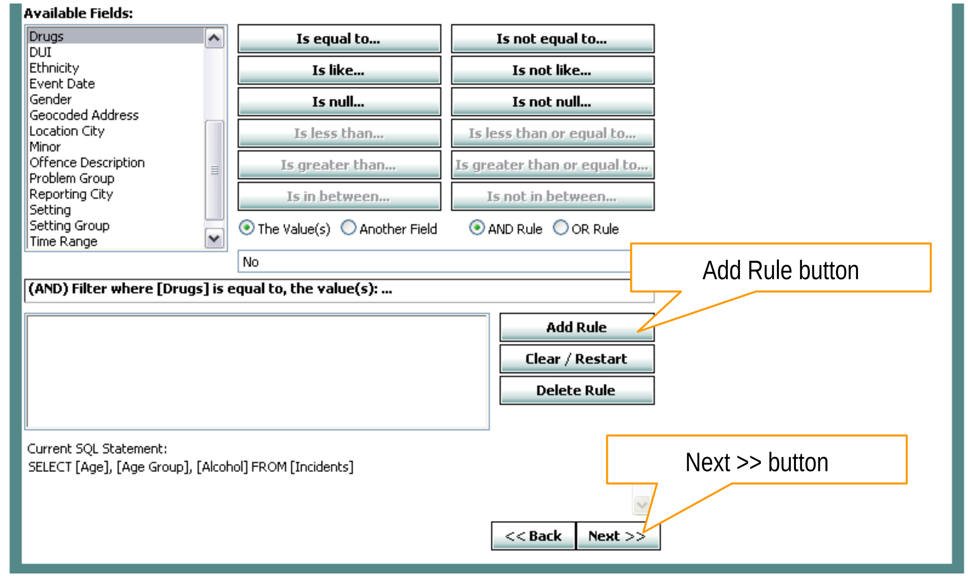


(This is a partial screenshot of the Dynamic Query Builder.)

7. Create your rule by selecting a field from the **Available Fields** column.
8. Select one of the buttons to create your rule.

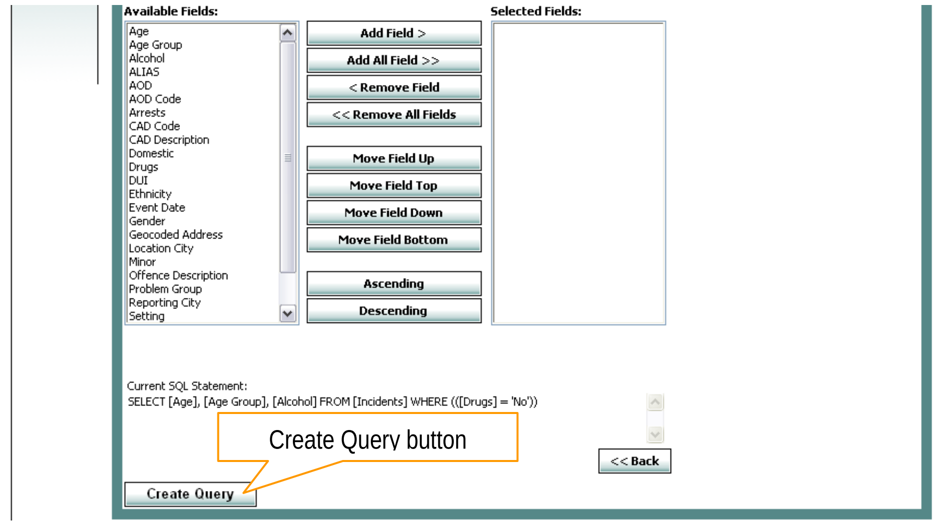
Is equal to...	Is the same as the information selected
Is not equal to...	Is not the same than the information selected
Is like...	Is similar to the information selected.
Is not like...	Is different than the information selected.
Is null...	View no information for this field.
Is not null...	View all information for this field.

9. Determine whether your filter will be using a *Value* or *Another Field* by selecting the appropriate ⦿ (**radio button**).
10. Determine whether your filter will be using the *AND Rule* or *OR Rule* by selecting the appropriate ⦿ (**radio button**).
11. A dropdown list or an blank text field will appear depending on what button you selected above. Select or fill in the appropriate information.
12. Click the Add Rule (**Add Rule**) button. Your rule will appear in the box.
    a. To reset your rule click the Clear / Restart (**Clear/Restart**) button.
    b. To delete your rule click the Delete Rule (**Delete Rule**) button.
13. Click the Next >> (**Next >>**) button.



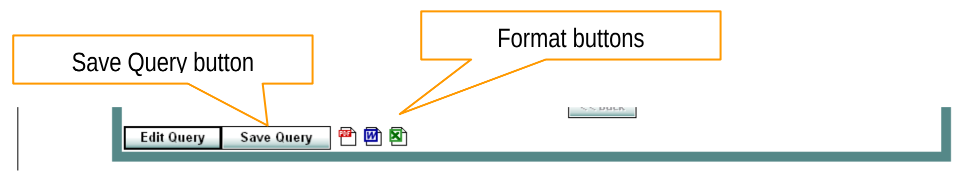
(This is a partial screenshot of the Dynamic Query Builder.)

14. If you would like to sort by rows select your fields from the **Available Fields** column, use the buttons to move them into the **Selected Fields** column and to place them in the correct order, and select the appropriate button to indicate whether you would like the field in *Ascending* or *Descending* order.
15. Click the [Create Query] (**Create Query**) button to create the report.
    *Note: If you wish to make any changes prior to creating the report, click the [<< Back] (**<< Back**) button.



(This is a partial screenshot of the Dynamic Query Builder.)

16. If you would like to view the report, select one of the format buttons.
    *Note: For further information on the format buttons, see Additional Buttons.
17. If you would like to edit the report to modify the fields, click the [Edit Query] (**Edit Query**) button.
18. If you would like to save the report for later use, click the [Save Query] (**Save Query**) button.
19. Click the [Done] (**Done**) button at anytime to leave the Dynamic Query Builder.

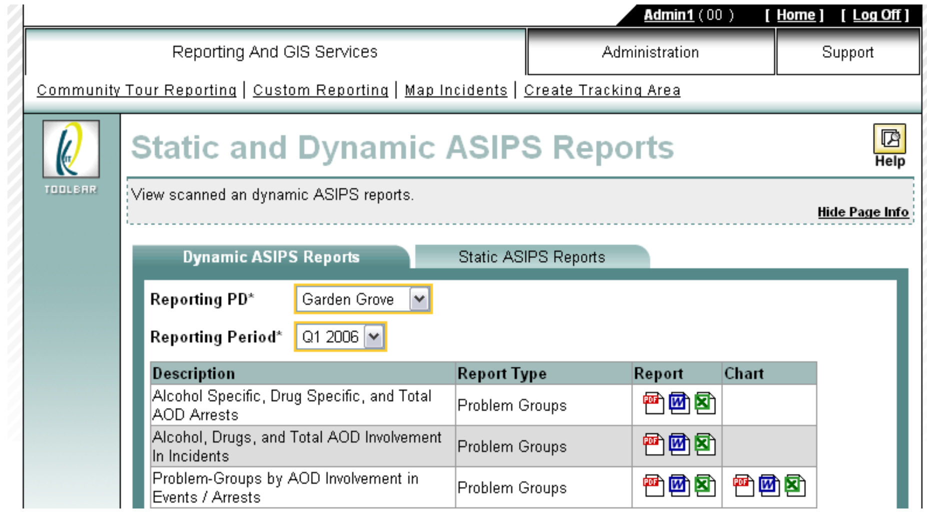


(This is a partial screenshot of the Dynamic Query Builder.)

Tips

- You will only be able to filter a small amount of fields at a time.
- If your report does not appear after selecting the [Create Query] (**Create Query**) button, hold the control (CTRL) key down on your keyboard while selecting the button. It may be due to a pop-up blocker.

Reports



(This is a partial screenshot of the Community Tour Reporting Listing Page.)

Opening a Report

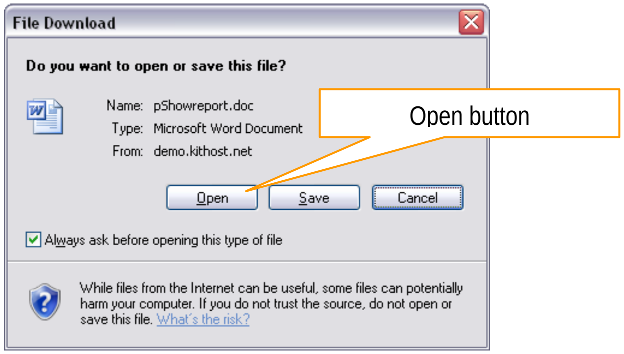
1. Select the type of report you wish to view/print from the list of reports.
   *Note: Reports are located under Community Tour Reporting and Custom Reporting
2. Click the appropriate format button to bring up a separate window with the report. The available formats are PDF, MS Word, or MS Excel.
   For additional information on the format buttons, see the Format Buttons section

Tips

- If you have a pop-up blocker on your computer, hold the control (CTRL) key down on your keyboard while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

Printing or Saving Reports

1. Once you have clicked one of the format buttons a message box may appear asking if you would like to open or save the report.
2. Click **Open** to open the report immediately. The report will open in a new window in the export format requested.
3. Click the print button or to print the report.
   *Note: You do not have to save the report to print.
4. Click the disk button or to save the report.



(This is a screenshot of the File Download window.)

Tips

- If you selected MS Word or MS Excel as your format, to Print or Save the report select the Save (**Save**) button when the File Download window appears.
- If you choose to open the report in MS Word and would like to Save or Print, place your mouse next to the box that reads Final Showing Markup (**Final Showing Markup**) and right click with your mouse. A list of toolbars will appear. Select Standard. The Standard toolbar appears allowing you to select the Save or Print buttons.
- If you have not installed a PDF reader a message will pop up asking if you would like to download the program. Be aware that the download will take a few minutes (or longer if you are connecting to the internet on a dial-up connection).

Map Incidents

The Map Incidents module displays static maps of where incidents took place. However, you are able to specify parameters to locate a specific area and its incident(s).

1. Click **Reporting And GIS Services** from the Main Menu.
2. Click **Map Incidents** from the Reporting And GIS Services Submenu.
3. To specify parameters, click the Show Static Maps link. New fields will display allowing you to set specific parameters.

   *Note: To hide the parameter selections, click the Hide Static Maps link.

   a. Select the city you would like to view from the **City** dropdown list. If you want to look at incidents in all cities leave the dropdown selections to *All*.

      *Note: Custom Tracking Areas will appear in the **City** dropdown list. To create Custom Tracking Areas, see the Create Tracking Areas section.

   b. Select the report period from the **Quarter** dropdown list.
      or
      Select the date range from the **Start Date** and **End Date** fields by clicking on the (**Calendar Icon**).

      For instructions on using the , see Calendar Icon section..

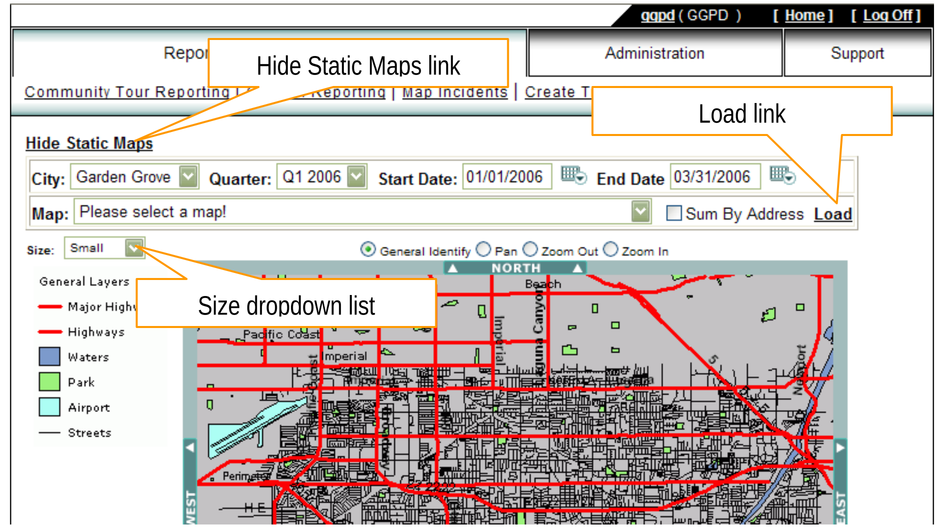
   c. Select the type of incident from the **Map** dropdown list.

   d. To display a count of incidents, check the **Sum By Address** field.

      *Note: Count details will not appear with all selections from the **Map** dropdown list. To adjust the look of the Sum by Address feature, see additional instructions in the Sum By Address section.

   e. Click the Load link to load the map with the specified parameters.

4. To increase the size of the map, select what size you prefer from the **Size** dropdown list.



(This is a partial screenshot of the Map Incidents Edit Form displaying the Show Static Maps fields.)

5. The map's details will appear below the map. Click the Show Data link to display the Full View Results (**Full View Results**) tab.

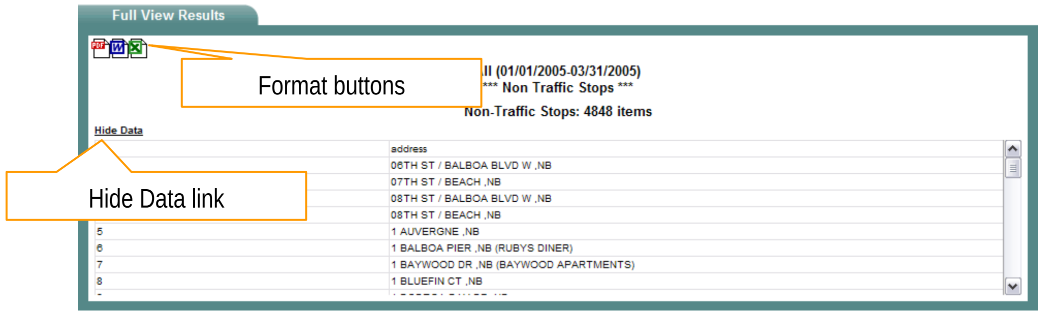
   *Note: Click Hide Data to hide the data.

   a. Click on one of the format buttons to print the map and details.

      For further information on the format buttons, see [Additional Buttons](#).

6. When a modification is done to the map (e.g., changing the size, zooming in, etc.), a new tab will appear entitled Last View Results (**Last View Results**) displaying the details.

   *Note: To view the original display, click the Full View Results (**Full View Results**) tab. You will only be able to view the original display and the last modification created. (i.e., If you modified the report 3 times, only the original and last modification will be available.)



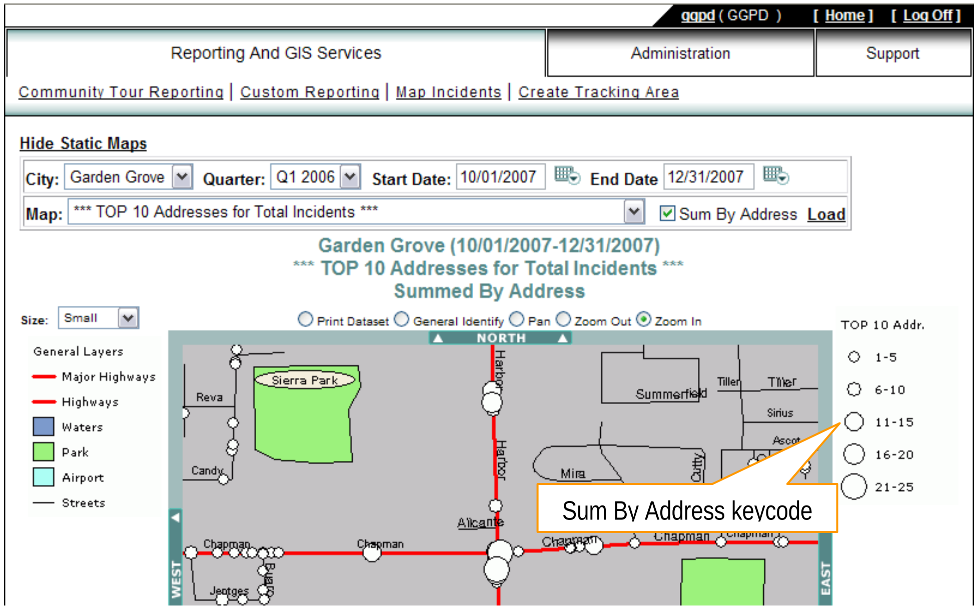
(This is a sample screenshot of the Map Incidents Edit Form displaying the Full View Results. This is a partial screenshot.)

Sum By Address

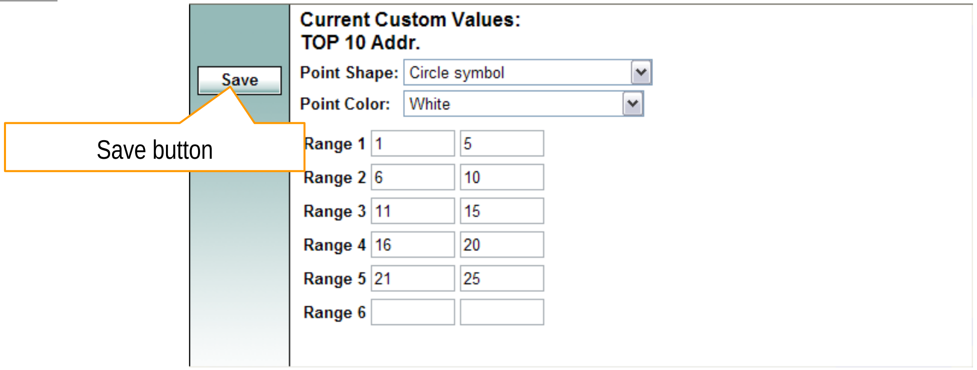
The Sum By Address feature displays the range of incidents that occurred in a particular area. The look of the display can be modified by double clicking the keycode. A new window will open displaying the Sum By Address values.

1. To change the shape, select the **Point Shape** from the dropdown list.
2. To change the color, select the **Point Color** from the dropdown list.
3. To change the ranges:
    a. Enter the minimum range in the first box.
    b. Enter the maximum range in the second box.
    c. Repeat up to six (6) ranges, if appropriate.
4. Click the Save (**Save**) button from the left toolbar.

> Once the Sum By Address values are modified, each time you view the Map Incidents for that particular City view those modified values will be displayed.



(This is a sample screenshot displaying a Map using the Sum By Address)



(This is a screenshot of the Sum by Address Edit Form.)

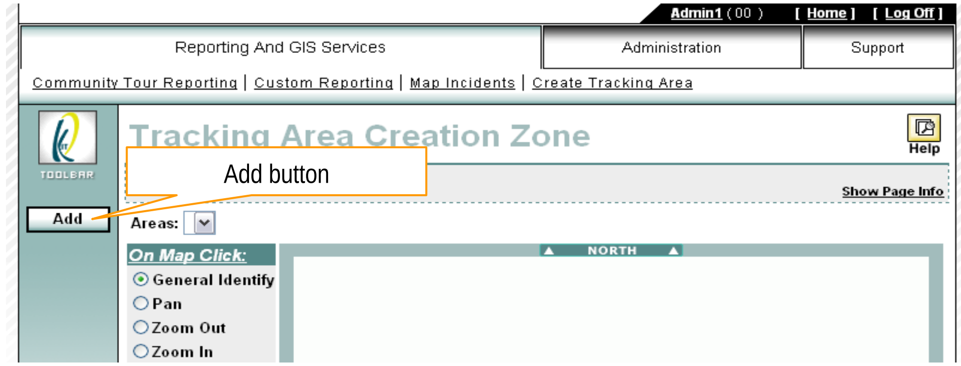
Tips

- You must have at least one (1) Range to display the Sum By Address.

Create Tracking Areas

The Create Tracking Areas module allows you to create specific tracking areas of where incidents took place.

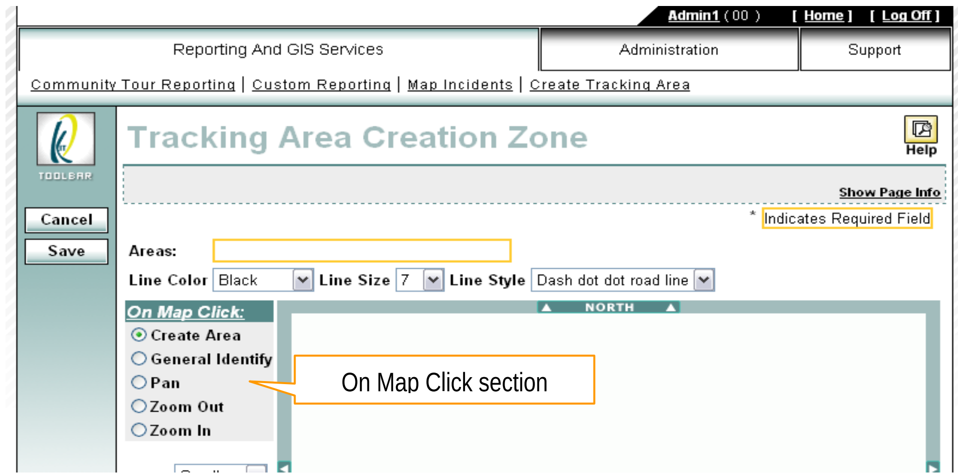
1. Click **Reporting And GIS Services** from the Main Menu.
2. Click **Create Tracking Areas** from the Reporting And GIS Services Submenu.
3. Click the Add (**Add**) button from the left toolbar.



(This is a partial screenshot of the Tracking Areas Edit Form.)

4. Enter a title for the new tracking area in the **Areas** field.
5. Select the outline color for the area from the **Line Color** dropdown list.
6. Select the size of the outline from the **Line Size** dropdown list.
7. Select the style of the outline from the **Line Style** dropdown list.
8. From the ***On Map Click*** section, you may center in on the particular area more closely.

   *Note: See Display Features for a definition of the options available.
9. Click the Save (**Save**) button from the left toolbar. If you do not want to save any changes, click the Cancel (**Cancel**) button.



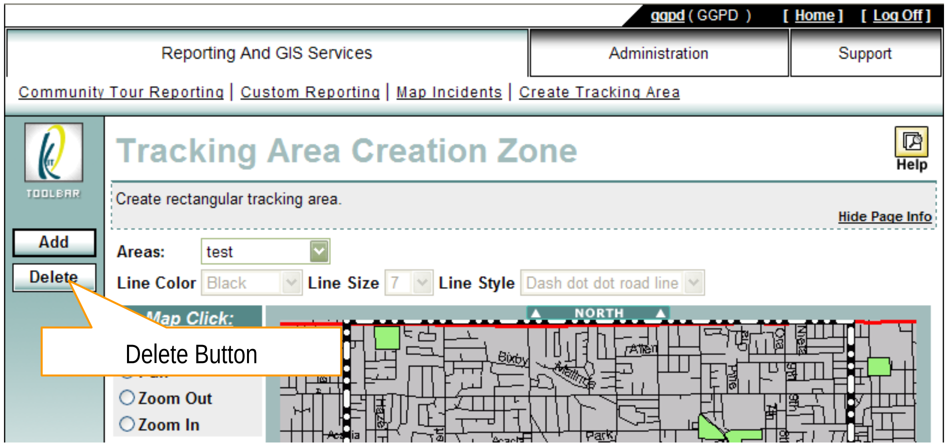
(This is a partial screenshot of the Tracking Areas Edit Form.)

Tips

- To view the incidents within the newly created area, see Map Incidents.

Deleting Tracking Areas

1. Click **Reporting And GIS Services** from the Main Menu.
2. Click **Create Tracking Areas** from the Reporting And GIS Services Submenu.
3. From the **Areas** dropdown list, select the area that you wish to delete.
4. Click Delete (**Delete**) from the left toolbar.
   a. Click the OK (**OK**) button when asked "Are you sure…?". If you do not want to delete this staff member, click the Cancel (**Cancel**) button.



(This is a partial screenshot of the Tracking Areas Edit Form displaying the Delete button.)

Display Features

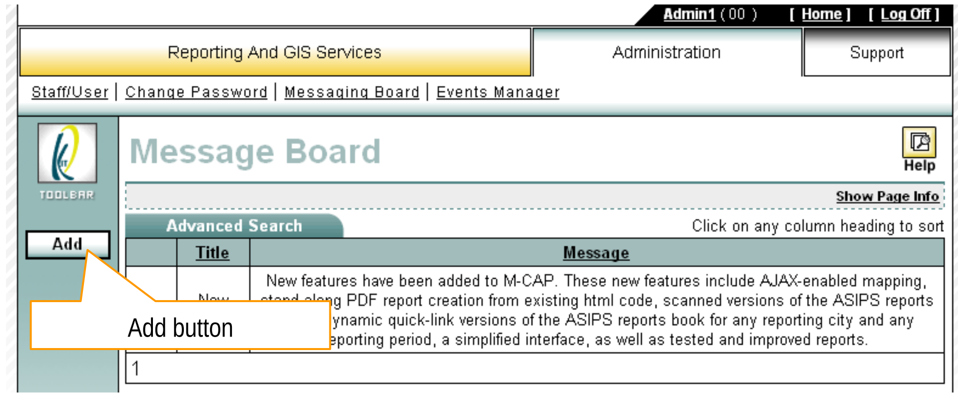
Term	Definition
Print Dataset	This feature gives you details regarding the item you select on the map. A "callout" San Miguel Dr will display.
General Identify	This feature displays the general features on the map (i.e., street name, zip code, or park name) of the indicator that you selected by showing a "callout" San Miguel Dr.
Pan	Select Pan to center in on the point of interest within the map.
Zoom Out	After you have zoomed in on any particular area of the map, you can Zoom Out to expand the area you are viewing to make it larger. You can only Zoom Out as many times as you chose to Zoom In or until you have the entire US map showing. You cannot Zoom Out when the map is showing the United States, you can only zoom in, drill down, or use the identify feature.
Zoom In	You can use the Zoom In option to make the area of the map you are viewing larger and more descriptive, by clicking anywhere you choose on the map. You can Zoom In as many times as you want to make the area you are viewing closer, bigger and with better quality.
Return to Full Extent	This feature returns the map to the original display.
Return to City View	If you selected the Return to Full Extent view after viewing a selected City from the dropdown list, clicking Return to City View will take you back to the selected City View.
Clear	This feature clears all results (i.e., General Identify, Pan, Print Dataset results, etc.) from the map.

ADMINISTRATION

Additional services under the Administration module include the Messaging Board, which allows users to post important messages to the Home page and the Events Manager, which allows users to post upcoming events.

Messaging Board

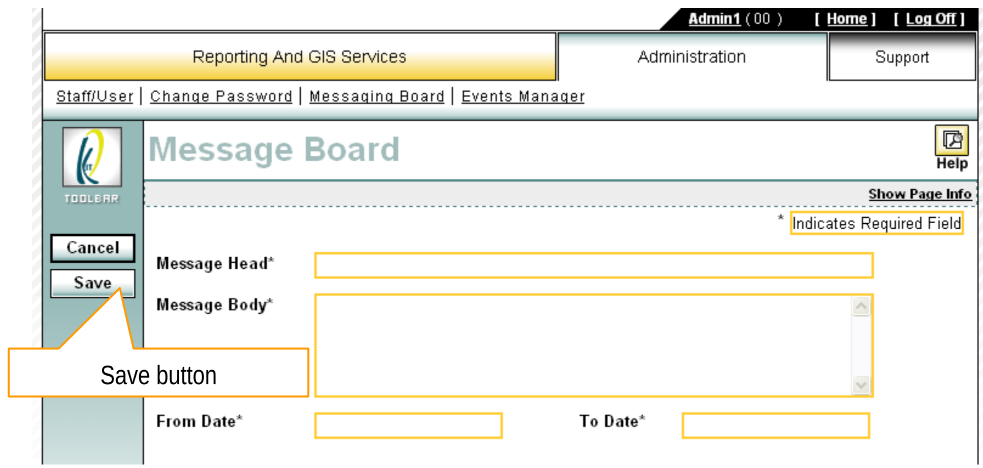
The Messaging Board is used to add important information messages to the Home page.



(This is a sample screenshot of the Message Board Listing Page.)

Creating a Message

1. Click **Administration** from the Main Menu.
2. Click **Messaging Board** from the Administration Submenu.
3. Click the Add (**Add**) button from the left toolbar.

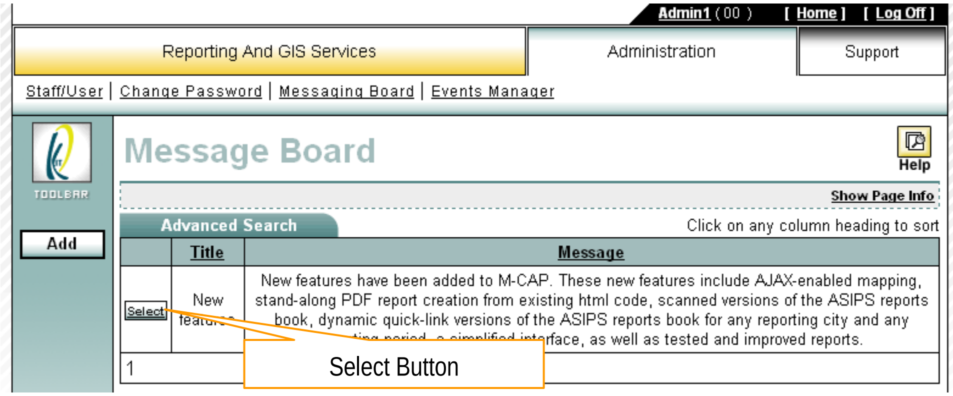


(This is a screenshot of the Message Board Edit Form.)

4. Enter the title to be displayed on the Home page in the **Message Head*** field.
5. Enter the description of the message in the **Message Body*** field.
6. Enter the dates for how long this message will be displayed on the Home page in the **From Date*** and **To Date*** fields.
7. Click the Save (**Save**) button from the left toolbar. If you do not want to save any changes, click the Cancel (**Cancel**) button.

Editing a Message

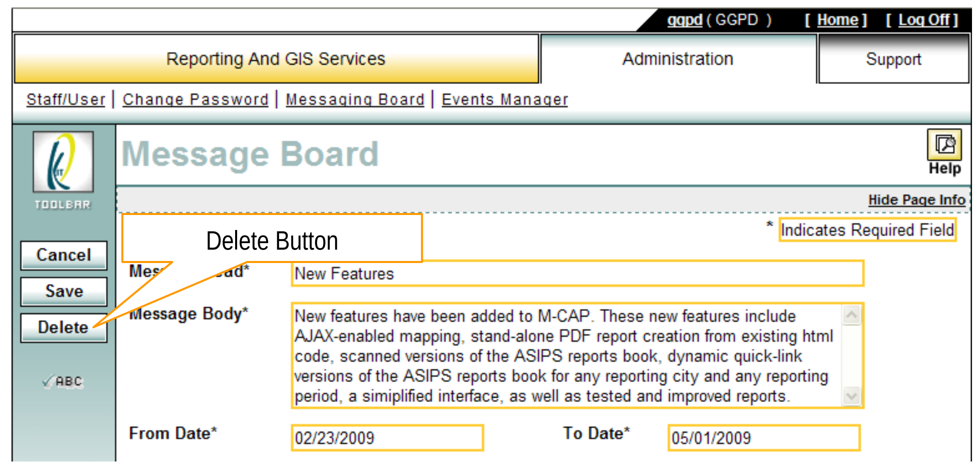
1. Click **Administration** from the Main Menu.
2. Click **Messaging Board** from the Administration Submenu.
3. From the Listing Page, select the message that you wish to edit by clicking the (**Select**) button.
   *Note: If the message does not appear within the grid, use the Advanced Search feature to locate the message.
4. The message will appear in the edit mode.
5. Make any changes needed to the form.
6. Click the (**Save**) button from the left toolbar. If you do not want to save any changes, click the (**Cancel**) button.



(This is a sample screenshot of the Message Board Listing Page.)

Deleting a Message

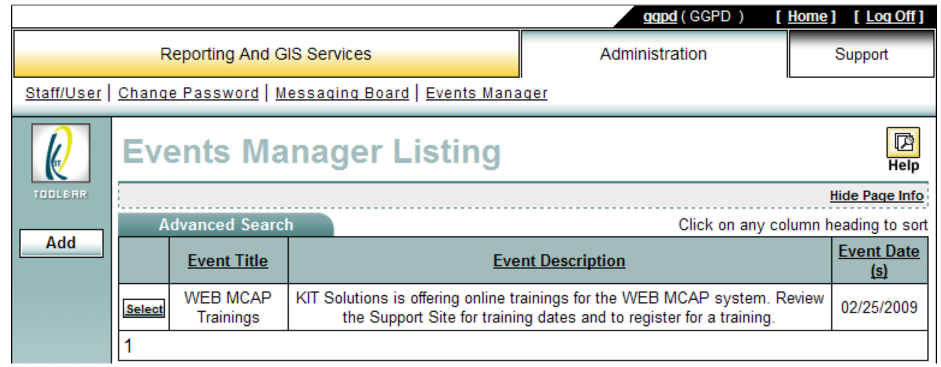
1. Click **Administration** from the Main Menu.
2. Click **Messaging Board** from the Administration Submenu.
3. From the Listing Page, select the message that you wish to delete by clicking the (**Select**) button.
   *Note: If the message does not appear within the grid, use the Advanced Search feature to locate the message.
4. The message will appear in the edit mode.
5. Click (**Delete**) from the left toolbar.
   a. Click the (**OK**) button when asked "Are you sure…?". If you do not want to delete this message, click the (**Cancel**) button.



(This is a partial screenshot of the Message Board Edit Form displaying the Delete button.)

Events Manager

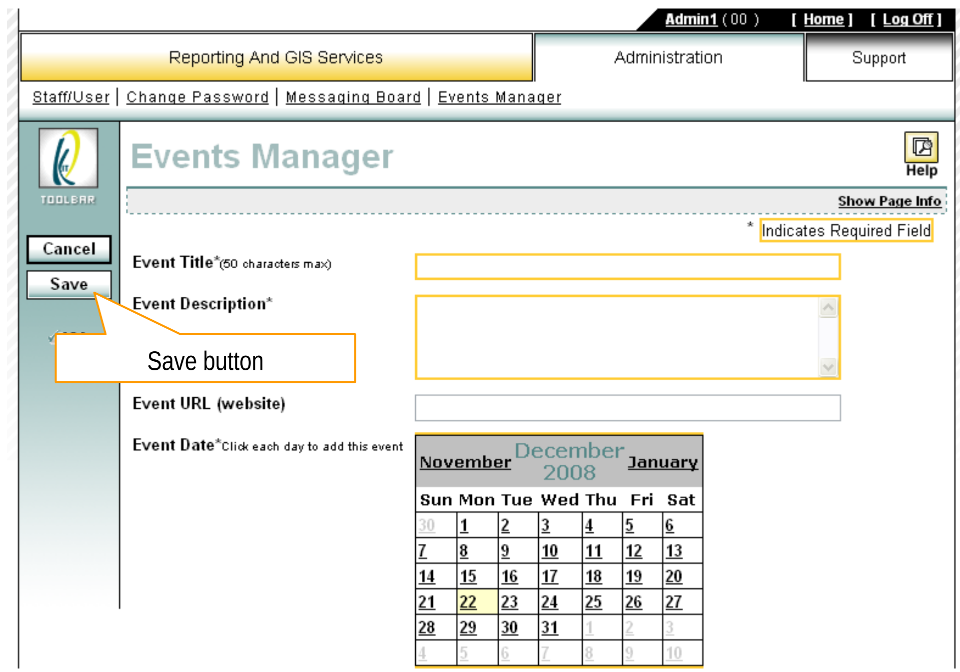
The Events Manager allows you to enter events into the Calendar to be viewed on the Home page. Only events related to M-CAP reports and services should be entered into the Calendar. Personal events should not be entered using the Events Manager.



(This is a screenshot of the Events Manager Listing Page.)

Creating an Event

1. Click **Administration** from the main menu.
2. Click **Events Manager** from the submenu.
3. Click the Add (**Add**) button from the left toolbar.

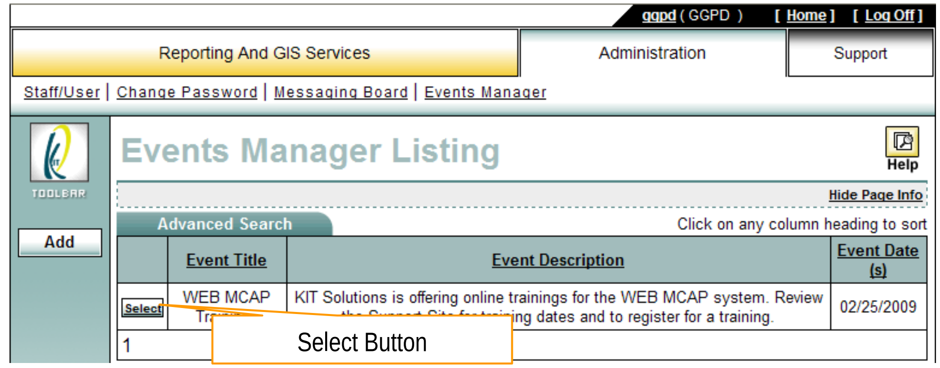


(This is a screenshot of the Events Manager Edit Form.)

4. Enter the title to be displayed on the Calendar in the **Event Title*** field.
5. Enter the description of the event in the **Event Description*** field.
6. If there is a website associated with the event, you may enter it in the **Event URL (website)** field.
7. Select the **Event Date** from the Calendar by clicking on the day(s) the event is to take place.
    a. If more than one day was selected for the event, each day selected will display.
    b. Click the link entitled <u>Remove</u> to remove one of the dates.
8. Click the Save (**Save**) button from the left toolbar. If you do not want to save any changes, click the Cancel (**Cancel**) button.

Editing an Event

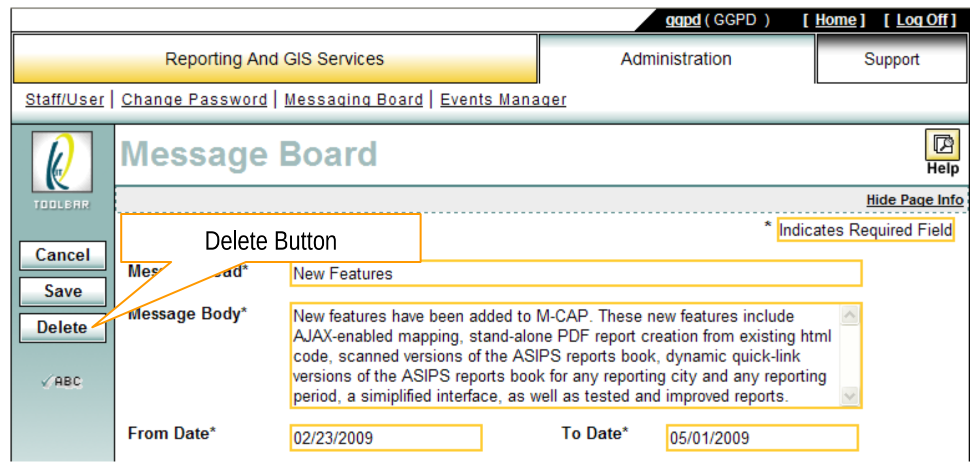
1. Click **Administration** from the Main Menu.
2. Click **Events Manager** from the Administration Submenu.
3. From the Listing Page, select the event that you wish to edit by clicking the Select (**Select**) button.
   *Note: If the event does not appear within the grid, use the Advanced Search feature to locate the event.
4. The event will appear in the edit mode.
5. Make any changes needed to the form.
6. Click the Save (**Save**) button from the left toolbar. If you do not want to save any changes, click the Cancel (**Cancel**) button.



(This is a sample screenshot of the Event Manager Listing Page.)

Deleting an Event

1. Click **Administration** from the Main Menu.
2. Click **Event Manager** from the Administration Submenu.
3. From the Listing Page, select the event that you wish to delete by clicking the Select (**Select**) button.
   *Note: If the event does not appear within the grid, use the Advanced Search feature to locate the event.
4. The event will appear in the edit mode.
5. Click Delete (**Delete**) from the left toolbar.
   b. Click the OK (**OK**) button when asked "Are you sure…?". If you do not want to delete this event, click the Cancel (**Cancel**) button.



(This is a partial screenshot of the Event Manager Edit Form displaying the Delete button.)