## **PROCEDURE MANUAL**



### MICHIGAN STATE POLICE

# eAICS Quick Reference Guide – Clipboard

**Purpose:** This manual provides instruction on the use of the clipboard within eAICS.

Effective Date: August 02, 2022

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eAICS Quick Reference Guide – Clipboard

Section 1: Clipboard

#### **Definitions:**

None

#### Section 1: Clipboard

a. Click on clipboard button or select the F6 key to open the clipboard screen.

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- b. Conduct your person search.
  - i. Be sure to update your date range when required. Date Range defaults to a year from current date. If this is not updated, it will only search incidents with a report date within the specified date range.
  - ii. Person search will search ORI and District within the incident.

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| Search  |   |                                      |
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| CLIPBOARD<br>*Search Range  | Details<br>County City/Texp witestitution w   | l , Î                                |
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| Person         Middle Name         Middle Name           DO8         /         /         Age         Sec           Prefix | Lat Name                                      |                                      |
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|   |   | Select Cancel                        |

- c. From the results select the person, then click the select button. This will create a new person within the incident form.
  - i. Validate and update person information.
  - ii. Be sure to select Person Type
  - iii. Person will show as (NEW) on the incident tree until the form is saved. Once the form is saved with all required fields completed, a person number will be issued.
  - iv. Important if original or original and all supplements are approved/submitted, you will need to create a new supplement prior to using the clipboard feature to add a person.

**Review Responsibility:** 

CJIC; Incident Section, e-Applications Unit

Accreditation Standards:

CALEA