

# 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

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## Definitions:

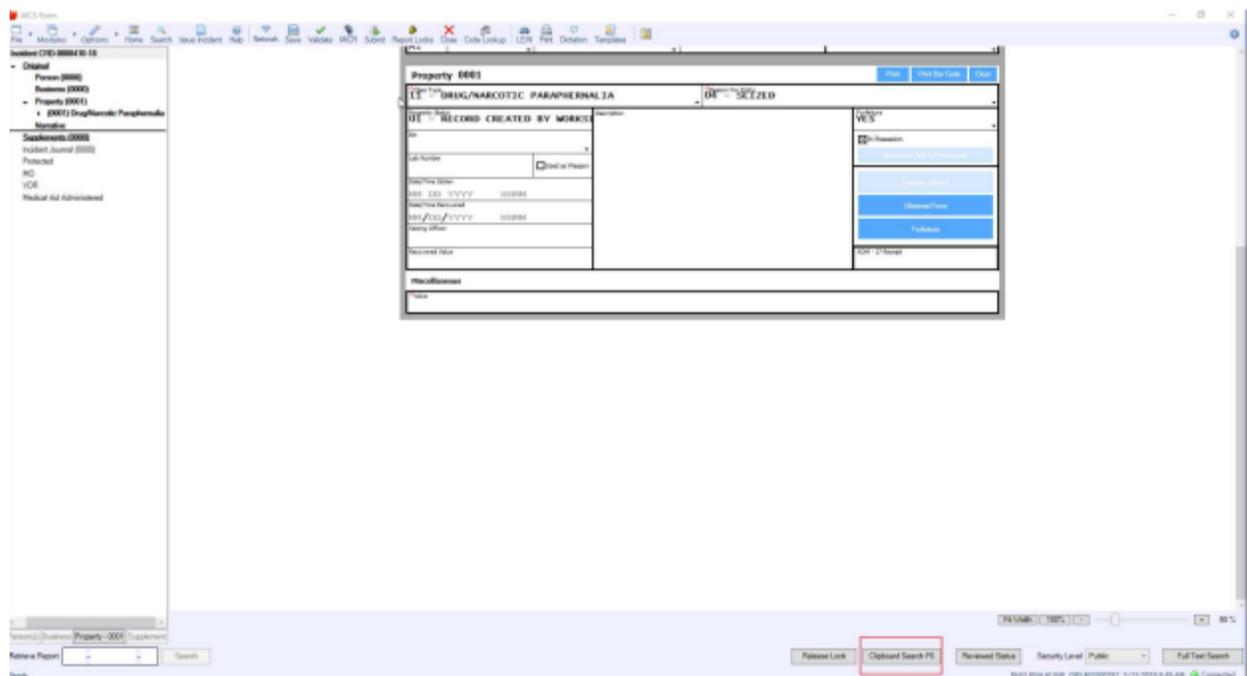
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None

## Section 1: Clipboard

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



- 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.

Clipboard

Details

Search Range

OR District

County City/Twp Institution

Date Range 03/12/2018 0000 to 03/12/2019 2359

Person

First Name Middle Name Last Name Suffix Birth Name

DOB / / Age Sex Race Person Type

Prefix Street Number Street Rd. Type

Suffix Apt/Lot County City/Twp

State Zip Code P.O. Box/Building

DLN SSN SID Phone ( ) -

Search Add new Page 1 of 0 Page size 100 Items 1 to 0 of 0 Clear Results Only

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.

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**Review Responsibility:**

CJIC; Incident Section, e-Applications Unit

**Accreditation Standards:**

CALEA