

PROCEDURE MANUAL



MICHIGAN STATE POLICE

eAICS Quick Reference Guide – Condensed Format

Purpose: This manual provides instruction on how to utilize the condensed format as an alternative viewing option within eAICS.

Effective Date: August 02, 2022

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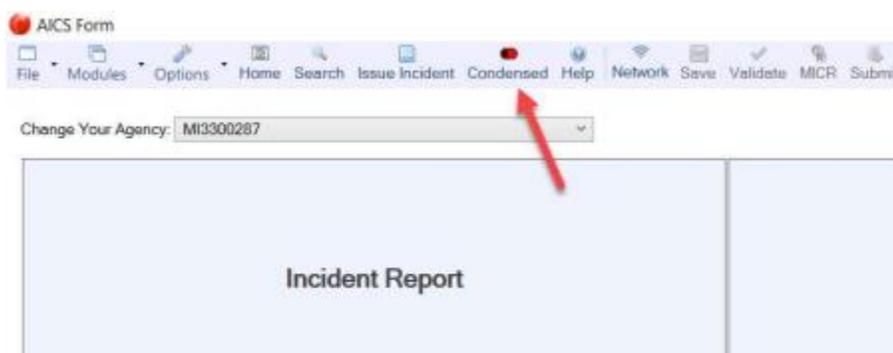
Definitions:

Condensed Format: Condensed Format allows an alternative view of incidents and reduces the load time for incidents containing large numbers of people, businesses, property, and/or supplements. When the user chooses to load an incident in Condensed Format, rather than the traditional Full Format, only one Person, Business or Property will be displayed at a time. The user can view other Persons, Businesses or Property by selecting an item from the Tree on the left side of the screen, or from the Person(s), Business, and Property tabs at the bottom of the Tree. Displaying only one item at a time significantly minimizes wait time while loading large incidents.

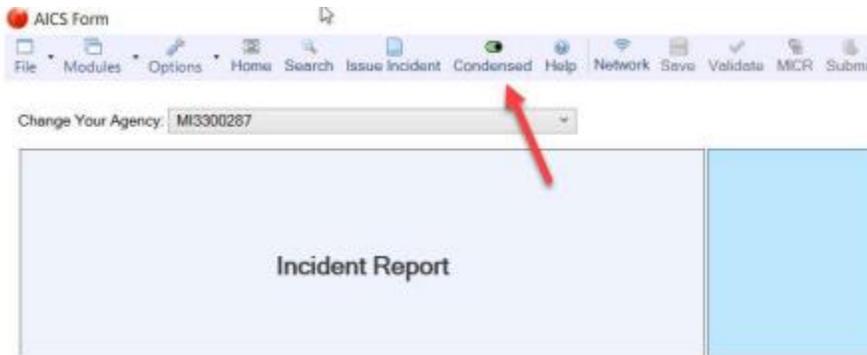
Section 1: Condensed Format

1.1 Using Condensed Format

- The feature can be turned on/off using the Condensed Format button located on the eAICS toolbar. Condensed Format cannot be turned On/Off while in an incident. The incident must be closed to switch between viewing formats.
- The default setting is “Off” for Condensed Format. When turned off, the button displays red.

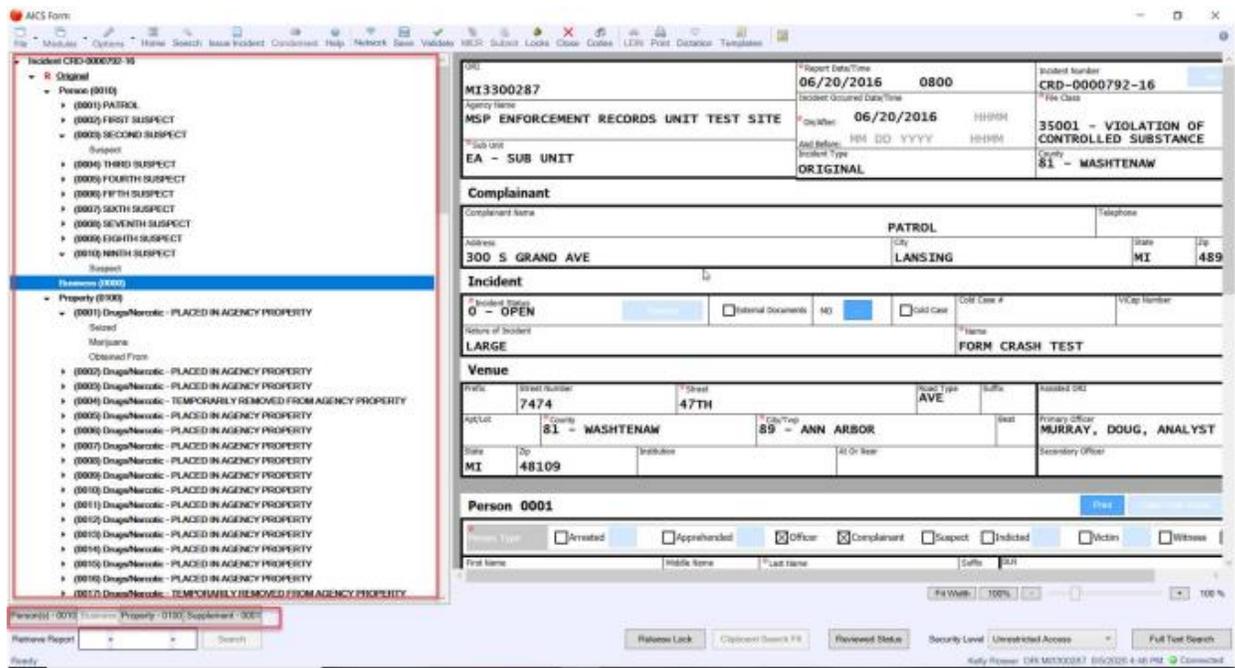


- To view an incident in Condensed Format, click the Condensed Format button prior to opening the incident. The button will display as green when Condensed Format is “On”.



1.2 Navigating Between Persons and Property Items in Condensed Format

- a. When an incident loads in Condensed Format, it will only display one Person, Business or Property at a time.
- b. To display a different Person, Business, or Property, the user can select an item from the Tree on the left side of the screen, or from the Person(s), Business, and Property tabs in the lower left corner of the screen.



- c. Additional information can be viewed for each Person, Business and Property on the Tree by clicking on the arrow to the left of the item. The information displayed has also been updated to display more useful information at a quick glance. Double click on the desired item to display the item in the report.



- d. Additional information can also be viewed for each Person, Business and Property using the tabs at the bottom of the screen. Clicking on an item within the tab will load the item in the report.

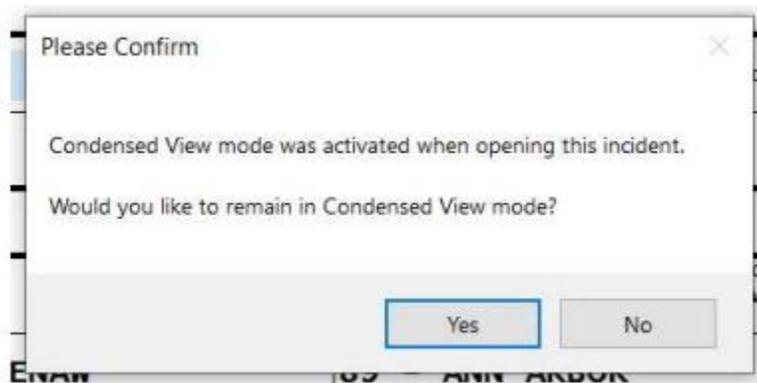


1.3 System Notifications for Condensed Format

- a. If the user attempts to open a large incident while Condensed Format is Off, a pop-up message will appear recommending the incident be viewed in Condensed Format.



- b. When the user closes an incident after viewing it in Condensed Format, a pop-up message will appear giving the user the option to remain in Condensed Format, or to turn it Off.



Review Responsibility: CJIC; Incidents Section, e-Applications Unit
Accreditation Standards: CALEA