# **PROCEDURE MANUAL**



# MICHIGAN STATE POLICE

# eAICS Administrative Handbook

**Purpose:** This manual provides guidance on the use of eAICS with an emphasis on administrative functions. eAICS will provide information to the Michigan Incident Crime Reporting Statistics (MICR), and ensure that all requirements are met by providing proper edits and requiring necessary information be input.

Effective Date: August 02, 2022

# **Table of Contents**

eAICS Administrative Handbook

1.1 Home	1
1.2 Case Management	2
1.3 Property Management Screen	3
1.4 Final Property Disposition Screen	4
1.5 Property Bin Management	5
1.6 Report Locks	6
1.7 Release Lock Button	8
1.8 Unlock Button	9
1.9 Incident Log	9
1.9 Reports and Analytics	10
1.10 System Notifications	10

# **Definitions:**

**Ellipsis Button:** The button used to open a screen to add or view additional information.

Ellipsis Screen: The screens are where additional information can be added to a field.

Assigned ORI: Users with access to multiple ORIs.

Home Post (Agency ORI): The user's primary work location.

Tree Node: The information found on the left side of the incident entry screen.

Assist ORI: The field used when assisting another agency in their investigation.

**Security Level:** Determines who can view an incident (Public–all eAICS users, Protected–only specific users assigned access).

**Drop Downs:** Fields that contain multiple options and can be selected by clicking the arrow on field or begin typing the information (except on the Home Screen).

Employee ID: User's HRMN number minus the H and any leading zeros.

Persona: User's role.

Claims: The permissions that are given to a user

#### 1.1 Home

The Home Screen is a central location which provides the ability to access different areas of eAICS. The home page view is dependent on the user's claims for the ORI selected. All troopers will have access to Incident Report, Case Management, Messages, Search, and Property Management. Some users will have access to multiple ORIs; this screen is where users will select the ORI they wish to work in.

Fire + Nationals - Defaust - Home Search Issue Prodect - Help Save Window Rat Salart Con Charge Your Agency (MI399998	e LEN Pre Dotein Teruldes	0
Incident Report	Case Management	Messages
Search	Property Management	Property Bin Management
Incident Log	Reports & Analytics	System Notifications
Ready		TestPerson TestPerson ORI MI3999998 5/15/2015 9:29 AM

- i. Incident Report: Creating, investigating, submitting, and tracking an incident within the ORI selected.
- Case Management: Searching and managing the user's assigned incidents. This view will provide the user the ability to see their incidents that are Waiting (to be reviewed), In Progress, Rejected, Follow-up, Detective Review, and Inactive status.
- iii. Messages: All incident related messages that are created from the Incident Journal, Rejected (incidents).
- iv. Search: Utilizes specific data elements to find incidents. Contains search screens for person, property, and venue.
- v. Property Management t- (Group Property): Provides the ability to temporarily remove property items and check them into temp locker in bulk using the property journal screen for entry.
- vi. Change Your Agency: Users who have access to multiple ORIs can use this dropdown to switch between ORIs. This field should default to the users assigned ORI (the ORI used at log in).

# 1.2 Case Management

The Case Management Screen is where supervisors review, reject, and approve incidents. Supervisors can check the status of an incident created by any officer within the ORI selected. Double click on an incident from the results listed to open it and view it or click to highlight the incident and choose View Selected. Once the incident has been reviewed, supervisors can approve and reject by clicking one of the buttons at the bottom of the page. If the incident needs to be un-reviewed, supervisors can highlight the incident and click the un-Review button from the Reviewed Queue.

	Die Modules	P 20 Coptions Home Search Issue Hodest Help Serve Veldeles Micr Submit Does LEIN First Dictation Templetes	0
	Case Manag	ement	÷
1	ORI	MI 3999998 0m Rauge 05/15/2014 0000 0 05/15/2015 2359	
	Sub Unit		
	Officer	SWINTON, STEPHEN, TROOPER - File Class - Incident Number	1
	Involved Person	First Name  Hiddle Name  Last Name  DL State - Driver License	
	Vehide	License Plate Registered St Type • Make • Model •	
	Prefix	Number Street Pool Type     Sufix	
5	Search Add as	i User and the second s	berna 1 to 1 of 1 Clease Hide Search
	Incident Number	Fiel Class Manue Of Incident Type Supp 5 States Report Date Supp Date Complainant First Name Complainant Last Name Investigated By Rejection Resson DRI International Association State S	
	Approve Reject	d Unforwer	Swites Swites ORI M2999998 5/15/2015 8:11 AM

- a. Waiting Items in queue for review.
- b. In Progress All incidents that have not been submitted for review.
- c. Rejected All incidents that have been rejected from the waiting queue and are awaiting resolution and resubmission for review.
- d. Follow Up All active incidents which have been reviewed.
- e. Reviewed All incidents that are approved and closed. 2-Unfounded, 3-Exceptional Clearance, 5-Close, 7-Tot other police dept.
- f. Detective Review All original incidents which have been reviewed and require Detective Review 01000-24003 excluding 23001-23007.
- g. Inactive Review All supplemental reports that have the status of inactive selected.

#### **1.3 Property Management Screen**

The Property Management Screen is where authorized users can dispose of property and complete the Final Disposition information. Once property has been checked, the Final Disposition option becomes available.

File Modules (	Options Home Search Issue Incident Help Save Valdate Micr S	ille d	Kee LEN Print Dictation	E Templates					
Property Manage	ement								
Property Status	Class Type		• Bin		•				
Date Range	01/01/2015 to 05/31/2015 Sub Unit			-					
Incident # Range	· · · 6 ·		-						
Scanned Property Nur	inbers								
Seath Add rev	Vex soluted Page 1 of 2 Page size 100				ec 1 2 aa		items 1 to 100 of 10	63 [	Clear Hide Set
I Incident Number	Property Sys # Status	Lab F	Gin #	Quantity	Type	Brand	Model Serial #	Mac #	Value
94-000001-15 998-0000002-15 998-000002-15 998-0000025-13 998-0000025-15 998-0000025-15 998-0000025-15 998-0000025-15 998-00000178-15 998-00000178-15 998-00000178-15	0041         84 - AUTH-RECE TO RELEASE           0041         84 - AUTH-RECE TO DELEASE           0042         11 - AUTH-RECE TO DESTRICY           0041         11 - AUTH-RECE TO DESTRICY           0042         11 - AUTH-RECE TO DESTRICY           0043         11 - AUTH-RECE TO DESTRICY           0044         11 - AUTH-RECE TO DESTRICY           0045         11 - AUTH-RECE TO DESTRICY           0046         11 - AUTH-RECE TO DESTRICY <t< th=""><th>12345</th><th>4 3 BRAD'S SHELF 7 - NARCDICS 4 1 - CHRIS' TEMP LOCKER 2 - CHRIS' TEMP LOCKER 1 - CHRIS' TEMP LOCKER 1 - CHRIS' TEMP LOCKER 1 - CHRIS' TEMP LOCKER 1 - CHRIS' TEMP LOCKER</th><th>1 15.000 1 1.000 1.000 1</th><th>27 - ALCHNG,     28 - SPECIAL DOCUMENTS: FODD STAMPS, AND TICKETS     19: DRUSS MARCOTIC     10: DRUSS MARCOTIC     10: DRUSS MARCOTIC     10: DRUSS MARCOTIC     10: ADROBAT     10: DRUSS MARCOTIC     10: ADROBAT     10: DRUSS MARCOTIC     10: ADROBAT     10: FIRELAM     10: FIRELAM     10: ADROBAT     10: ADROBAT</th><th>AEROBLM - ARCRAFT - BLIMP HUFFY - HUFFY MUET - MARRYAM MOTORS (RAMBLER PRIOR TO 1966) LINYTIS - CHRONET STOP</th><th>456</th><th>1 789 1234567</th><th>50.00 1000.00 1000000.00 5.00 5.00 1.00 2.00 2.00 2.00 2.00 2.00 2.00 2</th></t<>	12345	4 3 BRAD'S SHELF 7 - NARCDICS 4 1 - CHRIS' TEMP LOCKER 2 - CHRIS' TEMP LOCKER 1 - CHRIS' TEMP LOCKER 1 - CHRIS' TEMP LOCKER 1 - CHRIS' TEMP LOCKER 1 - CHRIS' TEMP LOCKER	1 15.000 1 1.000 1.000 1	27 - ALCHNG,     28 - SPECIAL DOCUMENTS: FODD STAMPS, AND TICKETS     19: DRUSS MARCOTIC     10: DRUSS MARCOTIC     10: DRUSS MARCOTIC     10: DRUSS MARCOTIC     10: ADROBAT     10: DRUSS MARCOTIC     10: ADROBAT     10: DRUSS MARCOTIC     10: ADROBAT     10: FIRELAM     10: FIRELAM     10: ADROBAT     10: ADROBAT	AEROBLM - ARCRAFT - BLIMP HUFFY - HUFFY MUET - MARRYAM MOTORS (RAMBLER PRIOR TO 1966) LINYTIS - CHRONET STOP	456	1 789 1234567	50.00 1000.00 1000000.00 5.00 5.00 1.00 2.00 2.00 2.00 2.00 2.00 2.00 2
2         4000011-3           2         4000011-3           2         4000011-3           2         4000011-3           2         4000011-3           2         4000011-3           2         4000011-3           2         4000011-3           2         4000014-3           2         4000014-3           2         4000014-3           2         4000014-3           2         4000014-3           2         4000014-3           2         4000014-3           2         4000014-3           2         4000014-3           2         4000014-3           2         4000014-3           2         4000014-3           2         4000014-3           2         4000014-3           2         4000014-3           2         4000013-3           2         4000013-3           2         4000013-3           2         4000013-3           2         4000013-3           2         4000013-3           2         4000013-3           2         40000013-3           3	000         01         RECORD CHARTED BY WORKSTE           001         01         RECORD CHARTED W WORKSTE           002         01         RECORD CHARTED W WORKSTE           003         01         RECORD CHARTED W WORKSTE           004         01         RECORD CHARTED W WORKSTE           005         01         RECORD CHARTED W WORKSTE		CHRISTEMPLOCEH     CHRISTEMPLOCEH     CHRISTEMPLOCEH     CHRISTEMPLOCENTIAL     CHRISTEMPLOCENTIAL     CHRISTEMPLOCEH     CHRISTEMPLOCH     CHRISTEMPLOCH	1 1 2 GRAMS 2 DOD 50 00 50 10 1	A REPART & CALLER INS.     ADMERAL CARRENT PARTITION DEQUIPMENT     DETICE     CONTROL AND DECUIPMENT     DETICE      D	GHCT - GHC SIERRA GHCT - GHC SIERRA LIRAZI - SPRINGERELD (MLITARY RIFLES) AAA - WES-CO BOATS DIVISION KIE - KNREER ACUR - ACURA KIE - KIRGER ACUR - ACURN EQUIPMENT CORP. SANDT - RANGER BOATS	1234 7 7 1224956 122495 122495 00000 12214	480123	100.00         100.00           100.00         100.00           100.00         100.00           1000.00         100.00           1000.00         100.00           1000.00         100.00           1000.00         100.00           1000.00         100.00           1000.00         100.00           1000.00         100.00           1000.00         100.00           1000.00         100.00           1000.00         100.00           1000.00         100.00           1000.00         100.00           1000.00         100.00
Enter Property Journal Peoly Prile Moduli Incident Hum 998-000 Propert 01 Corey A1	Al Peal Dispation (Pire Bar Cades) (Pire Signature Black	STE STE	Vaidate Mer Suter PHEN, ANAL KE & COLLEC	t Cose YST Quart	LEN Pirt Dictation Templates ORI [MI 3999998] Date 07/0 y Addisonal Info.	Brahen See	EAN ORI 14209998 7.84	1915 9 37	AM Connect

- a. 04 Placed in Agency Property Used when property has been assigned to a non-temporary bin.
- b. 07 Temporarily Removed from Agency Property Used when property has moved to another location.
- c. 16 Audit Used when property is being audited.
- d. 18 Long-Term Storage Used when property has been placed in long-term storage.
- e. 20 Returned to Temporary Locker Used when property has been returned and needs to be placed back in Agency Property

# 1.4 Final Property Disposition Screen

The Final Property Disposition Screen is where authorized users can authorize to release and dispose of property. Top fields prefill with information from the incident screen. Authorized users will select a Property Status, 08–Authorized To Release, 09–Authorized To Sale, 10–Authorized To Retain, or 11–Authorized To Destroy, then click Save or Save & Print Receipt. Once a property item has been authorized, users with the ability to dispose of property will go to this screen and select Property Status: 12–Released, 13–Sold, 14–Retained, or 15–Destroyed then click Save or Save & Print Receipt. Witness field will be complete when property disposition requires a witness.

File Modules	• Options Home Sear	ch Issue Incident I	😡 🔚 🖋 🛙 Help Save Validate Su	bmit Close LEIN Print Dictation	Templates	
Final Property	Disposition					
Incident #	Property Sys #	Quantity	Туре	Description		
L						
Disposition						
Property Status				<ul> <li>Date Dispos</li> </ul>	MM DD YYYY	
Authorized By	st Name		Last Name		Badge Number	
Disposed By Fin	st Name		Last Name		Badge Number	
Witnessed By	st Name		Last Name		Badge Number	
Received By						
Address						
Locale						
Prefix	Number		Street	Road	Type 🖉 Suffix	-
County			City/Twp	State		
At or Near						
Authentication						
DEBR	A SMITH					
Witness		Sign				
					Save & Print Receipt	Save Cancel

# 1.5 Property Bin Management

The Property Bin Management Screen is where authorized users who are authorized to create and maintain Property Bins will be able to Search, Add New, and Edit current Bins.

Click the Search button after opening the Property Management screen. All the current active Bins should appear. To see Inactive Bins, users should check Show Inactive Items. Once a Property Bin has been selected, the View Selected button allows users to edit that Property Bin. Make any changes and click the Save button. Clicking the Add New button will allow users to create a new Bin and select the Bin's status (Active and Temp Locker). Click Save.

Fiel Modules Options - None Sauch Isaue Modure Heb Save Weblan Nor Subst Care ILEN Piet Dealors Temples		0
Property Bin Search		
MI 3999998		
Search Addrew View selected Page 1 of 1 Page size 100	ee e 1 1 3 33	Items 1 to 10 of 10 Clear Hide Search
Ein # Decolpte Pathe Temp Locker 1 CLMIDS EMP LOCKEM Yes Yes 2 ESS 10 Yes No		
2 ICHRS #COPERTY SHELF I'ves No 3 BERADS SHELF I'ves No 4 LAB I'ves No		
5 STORAGEUNIT Tes No 6 TEMPLIC KER 2 Tes Yes 7 NARCOTS Yes No		
8 INGARONG Yes Yes 3 MCINEY Yes No		
See to the second se		Services Searces ORI M0999988 5/15/2015 10 20 AM
		-
Admini MI 3999998		
Bin # Description Active TempLocker		
	Add Delete	
	*	

# 1.6 Report Locks

When a user gets an incident number or accesses a report it will lock other users from editing that report. This lock is similar to the narrative lock.

f. Report-Is the report within the incident (i.e. Original, Supplement 0001, Supplement 0002, etc.)

Save Ca

- g. Each report within the incident is locked separately. This allows more than one user to work on the Incident at a time.
- h. When a report is locked other users will be able to access and view the report in read only. They will be able to type within the narrative when it is locked, however those changes will NOT be saved.
- i. Users will be able to add Supplements while the Original or other Supplements on the report are locked.

#### Page 6 of 11

- j. User will be able to access any report within the incident that is not locked and will be able to work on that report.
- k. When the user exits the entire incident the lock will automatically release allowing other users to access the report to make any necessary changes.
- I. All reports will be read only once they have been reviewed.

IMPORTANT - When approving an incident or using Property Management to add a property journal and/or complete final disposition while the report is locked the user will receive the notification "The report is locked by another user" and they will not be able to complete their transaction until the incident is closed or the lock is released by the user that holds the lock.

New icons on the Tree Node will provide a quick visual indicator to show which reports are locked. These icons will update in real-time, so as users get in and out of reports within an incident other users working on other reports within the incident will be able to see that a report has been locked or unlocked.

- Report is available to edit.
- Report is currently locked by another user.
- S Report has been unlocked by an Administrator. Any unsaved changes may be lost.
- Lock has been released and the report is Read Only for you.

When there is no icon shown next to the report that means that you own the lock.

There is also a Report Locks screen that will display more detailed information. This can be accessed from the top toolbar.

eport Locks		man mpsprrr	-
Local Report Locks			
Incident Number Supp #	Locked By	Lock Code	
Release Search for server locks - Incident Nu	mber	Search	
Incident Number Supp #	T.	Locked By	-
Lock Unlock Report is available to edit.			Close
Report is currently locked by a	nother user.		
Report has been unlocked by a second seco	an Administrator. A	Any unsaved changes may be lost.	

The top part of the screen will display the Local Report Locks. When a user gets a lock on a report, it stores a lock code on the computer that the incident was opened on. This is the Local Lock.

The middle portion of the screen shows the Server Locks. When a user receives a lock code this is also stored on the server. For a user to edit a locked report the lock code on their computer must match the one stored on the server. If not, the user will be locked from editing the report. For example, if a user begins working on a report in their car, then goes into the post to continue working on it without closing the incident or releasing the lock in the car, they will not be able to work on it because the lock code for that incident is still stored on the in-car computer.

Local Report Locks		
Incident Number Su	pp # Locked By	Lock Code
CRD-0000096-16 00	02 Murray, Doug, Analyst	d09bf9f1-9527-48f9-aec5-f3b0318b8f0a
CRD-0000096-16	Murray, Doug, Analyst	0b988774-edb9-4df5-9c4d-d299516e9a71
Release Search for server locks -	Incident Number CRD 000	0096 16 Search
Incident Number	Supp #	Locked By
CRD-0000096-16	Murray, Doug	, Analyst
CRD-0000096-16 00	01 User, Test, 99	9, Trooper
CRD-0000096-16 00	02 Murray, Doug	, Analyst
Lock Unloc	8	Clo
Lock Unloc	k	Clo
Lock Unloc	k to edit.	Cle
Lock Unloc Report is available Report is currently	k to edit. locked by another user.	Cic
Lock Unloc Report is available Report is currently Report has been up	to edit. locked by another user. nlocked by an Administrator.	Any unsaved changes may be lost.

On the bottom of the Report Locks screen there is also a legend which identifies the new icons that will be displayed on the Tree Node to quickly let the user know which reports are locked or not locked.

ď	Report is available to edit.
8	Report is currently locked by another user.
0	Report has been unlocked by an Administrator. Any unsaved changes may be lost.
m	Lock has been released and the report is Read Only for you.

# 1.7 Release Lock Button

A user manually releases a report lock through the Release Lock button located on the reports lock screen, or on the incident form itself. The Release Lock button would be used under the following conditions, and should be used only after the user is sure that all their information is saved to the server and not just saved locally.

- a. User would select Release Lock button on the incident screen to allow another user to access the report that they currently have the lock on.
- b. User would select the Release Lock button on the Report Locks screen when they have previous saved and closed out of the report but still are holding the local lock.

c. When the Release Lock button is used from within the incident the user must close out of the incident completely and access the incident report again to regain the lock that was just released.

AICS Form				0	-	
File Modules Options Home Search	Issue Incident Help Network	Save Validate MICR Submit F	Report Locks Close LEIN Print	Dictation Templates		0
<ul> <li>Incident CRD-0000691-16</li> </ul>		Record Parts (Time				·
Original		06 /06 /2016	1700	Incident Number		Get Incident
<ul> <li>Person (0002)</li> </ul>		06/06/2016	1700	CRD-000069	1-16	
<ul> <li>(0001) GEORGE L MIDDLET(</li> </ul>		Though Cocorres Date in		FIE CAR		
Victim	NOR UNIT TOOT	On/After: 06/06	6/2016 1400			
<ul> <li>(0002) PATROL</li> </ul>	DRDS UNIT TEST	SITE MM DD	ACCCC HHMM	09004 - 305	STIFIABLE	HOMICIDE
<ul> <li>Contact Info (1)</li> </ul>		Incident Type		County		
BU - BUSINESS		ORIGINAL				
Business (0000)						
<ul> <li>Property (0001)</li> </ul>					N	
<ul> <li>(0001) Firearm</li> </ul>				Teleph	one	
Gun			PATROL			
Obtained From			City		State 7	δp
Narrative (Y)			LANSING		MI	48901
Supplements (0006)						
<ul> <li>(0001) STORES, DAVID, 127, 1</li> </ul>						
<ul> <li>Person (0001)</li> <li>(0002) POLICE MANAGE</li> </ul>		ernal Documents NO	Cold Case #	v	iCap Number	
(0003) BHDCE WATNE				-		
- Property (0001)			Name			
= (0002) Biovrie			JENNISON			
Article						Close
Obtained From	Oracl		Boad Tune Suffer	Assisted CET		
Nerrative (Y)	4		10			
< II >	_		Fit Width	100%	-	- 100 %
Retrieve Report Sear	ch	Release Lock Code Look	Reviewed Status	Security Level Public	• •	Full Text Search
Ready			PHYLE	NA KLINE ORI MI3300	287 8/30/2016 3:3	0 PM Q Connected

# 1.8 Unlock Button

Unlock is only provided to specific users through securities. Most supervisors will have the ability to unlock a report. Unlocking a report may only be completed through the Report Locks screen, but NOT while the user is on the Incident screen. It is imperative that all supervisors know that using this feature will cause the loss of any data that is not saved to the server. This means if the user that owns the lock has any information saved to their computer locally that information or any information they are currently working on it will not be recoverable.

Exercise caution when using this feature.

# 1.9 Incident Log

The Incident Log Screen allows users who have authorization to this screen to see who did what actions within an incident.

Users must select an Agency Name/ORI from the dropdown, input the incident number, and then select Incident or Property from the Select Report section. Other options to narrow the search results become available based on which report is selected. Click the Search button.

File Hodules Options Home Search Isau	incident Help Save Valdate I	Nor Submit Close LEIN	Pirt Dictator	n Templatea		0
Agency Name/ORI MI2503500 . Incident N	unter 035 · 0004454	· 15				*
Date Range 05/15/2014 0000	10 05/15/2015 23	59				
Select Report						
Directed Property						
Enderin Endering						
Record Type	<ul> <li>Record Number</li> </ul>		Action	•		
User First Name	User Last Name					
Search Add new View selected Page 1	of 1 Pegenize 100			ee e 1 30 30	here 1 to 85 of 85	Clear Hide Search
Date Time Assess DRI Incident Number Los M	other Barred Tune Barred Munit	r Artice Harry News	I har I ant Nam	na Reservicion		
05/14/2015 07:50 MI2503500 035-0004454-15	Nerrative 0001	LCK Stephen	Swinton	Naralive Incident - Supplement 0001 Locked		
0514/2015 07 50 MI2503506 035-0004454-15	Incident 0001	CHG Stephen	Swinton	Incident - Supplement 0001 Changed Namedia Incident - Supplement 0001 Changed		
0514/2015 07 50 Mi2503500 035-0004454-15	Narrative D001	ULK Stephen	Swinton	Namative Incident - Supplement (MIT Unlocked		
0514/2015 11:10 M/2503500 035-0004454-15	Namative D001	LCK Debra	Smith	Namative incident - Supplement 0001 Looked		
0514/2015 11:10 M(2503500 035-0004454-15	Incident 0001	CHG Debre	Smith	Incident - Supplement (001) Changed		
05142015 1110 MC50350E 025-0004454-15	Navative 0001	ULK Debra	Smith	Namber Indem - Supplement 001 Unlessed		
05142015 11:25 Mi2503500 035-0004454-15	Navative 0002	LCK Meinda	Logan	Narative incident - Supplement 0002 Looked		
05142015 1126 MI2503500 035-0004454-15	Incident 0004	ADD Debra	Smith	Incident - Supplement 0004 Added		
0514/2015 11/26 M/2503500 035-0004454-15	File Class	ADD Debra	Smith	File Lass Record Added		
05/14/2015 11:26 MI2503500 035-0004454-15	Narrative 0002	ADD Melinda	Logan	Namative Incident - Supplement 0002 Added		
0514/2015 11:26 MI2503500 035-0004454-15	Narrative D002	LCK Meinda	Logan	Narrative Incident - Supplement 0002 Locked		
05142015 1126 M050300 035-00040415	Negative D002	CHO Melanda	Logan	Nextern Supperset: 002 Charges		
05142015 1126 MI2503500 035-0004454-15	Navative 0002	ULK Melinda	Logan	Narrative Incident - Supplement 0002 Unlocked		
05142015 16:07 MI2503500 035-0004454-15	Navrative 0003	LCK Debra	Smith	Narrative incident - Supplement 0003 Lacked		
0514/2015 16/07 MI2503500 035-0004454-15	Narrative D003	ADD Debra	Smith	Normine - Supported to Door - Langue		
0514/2015 16/07 M/2503500 035-0004454-15	Nevative 0003	ULK Debre	Smith	Narstine Incident - Supplement 0003 Unitocked		
0514/2015 16 10 MI2503500 005-0004/54-15	Narrative D003	LCK Stephen	Swinton	Narrative incident - Supplement 0001 Looked		
05142015 1611 M050300 035.000464-15	Nervative D003	CHG Stephen	Serior	Hacen's Supported U003 Charged		
0514/2015 1611 M(2503500 035-0004454-15	Nervative 0003	ULK Stephen	Swinton	Namative Incident - Supplement 0003 Unicolard		
05132015 10 15 M2503500 035-0004454-15	Incident	ADD Meinda	Logan	Incident Record Added		
0513/2015 10:20 MI2503500 035-0004454-15	Incident	CHG Melinda	Logan	Incident Record Changed		
0513/2015 10:25 MI2503500 035-0004454-15	Incident	CHG Melinda	Logan	Incident Record Changed		
05/13/2015 10/29 MI2503500 035-0004454-15	Incident	CHG Melinde	Logan	Incodent Record Changed		_
0513/2015 10.34 MI2503/0 025-0004454-15	File Class	CHG Meinda	Logan	Protect Proceed Unlenged		
0513/2015 10:34 MI2503500 035-0004454-15	File Class	ADD Melinda	Logan	File Class Record Added		
05/13/2015 10:41 M(2503500 035-0004454-15 05/12/2016 10:42 M(2503506 035-0004454-15	Incident	CHG Melinda	Logen	Incident Record Changed		
05132015 10 50 MI2503500 035-0004454-15	Incident	CHG Meinda	Logan	Incident Record Changed		
0513/2015 11:02 MI2503500 035-0004454-15	Incident	CHG Melinda	Logan	Incident Record Changed		
05/13/2015 11:07 MI2503500 035-0004454-15 RE112/011E 11:12 MI2503500 035-0004454-15	Incident	CHG Melinda	Logan	Incident Record Changed		
0513/2015 11:13 M0503500 035-0004454-15	Business 0001	ADD Melinda	Logen	Business Record 0001 Added		
0513/2015 1114 MI2503500 038-0004454-15	Incident	CHG Melinda	Logan	Incident Record Changed		
05/13/2015 11:14 MI2503500 035-0004454-15	Business 0001	CHG Melinda	Logan	Business Record 0001 Charged Incident Record Charged		
05132015 11 19 M(2503500 035-0004454-15	Business 0001	CHG Meinde	Logan	Business Record 0001 Charged		
0513/2015 13/29 M/2503500 035-0004454-15	Incident	CHG Melinda	Logan	Insident Record Changed		
0513/2015 12:33 Mi2503500 035-0004454-15	Incident	CHG Meinda	Logan	Incident Record Changed		
05/13/2015 12:40 MUSU300 035-0004/54-15 05/13/2015 13:50 MUS03508 035.0004/54-15	Incident .	CHG Melanda	Logan	Incident Record Linanged		
0513/2015 13:55 MI2503500 035-0004454-15	Incident	CHG Melinda	Logen	Incident Record Changed		
05132015 12.58 MI2503500 035-0004454-15	Incident	CHG Meinda	Logan	Weidert Record Changed		
(0013/2019) 14:01 (M2503500 (035-0004454-15 )	incident	ICHG Meanda	Logan	I madeni Hecoro Changed		*

# **1.9 Reports and Analytics**

The Reports & Analytics screen allows users with access to this screen to run reports from the eAICS database. Based on which report is selected, additional search criteria is available.

Select a Search Range and any Details you would like. User must also select and option from the Select Report section. Based on which report is selected, additional search options become available.

File Modules O	🎤 - 🗵 🔍 🤤	adent Help Sove	Valdate Mor Submit Oleve LEN Part Dictation Templates
Search Range		Deta	als.
SORI County	MSP Statewide Distric	ict 🗆 All Count	ty City/Twp w Institution w
		Date F	Range 05/15/2014 0000 to 05/15/2015 2359
		Agenc	oy DRI Incident Number
Select Report			
Arrest Detail	□Incident Journal □Pro	operty Audit	Property ORI AICS Stats
Arrest Summary	□Incident Property □Pro	operty Group Res	ceipt  Property Status
Generate Report			

# **1.10 System Notifications**

The System Notifications screen allows users with access to this screen to post messages on the Notification Screen. These messages will be seen by any user with access to the same ORI. Users creating messages from this screen can add other agencies as Recipients of the message, thereby posting it to the Notification screen for users in that ORI.

File - Margares - Options - Have South South South South States	Date LEW First Distaton Templetee		4
Agency M12503500 v Notication Type	-		
Search Add new View selected Page 1 of 1 Page size 100	10131 1 (200	itera 11: 2 of 2	Hide Searc
Added By Added Date Message Digency Start Date End Date Snith Debra 58/2015 Testing eVCS (Republic 56/2015 12/31/2050			

Select the Agency from the dropdown that the message is coming from and select Agency from the Notification Type dropdown. The Search button should bring up all messages that have been sent from the ORI selected. If a message is highlighted and the View Selected button is clicked, the message can be edited. Once editing is complete, click the Save button. To create a message, click the Add New button and type the Message in the Message Box. Input the Effective Dates (when you want the message to start and end). Next, select Agency from the Notification Type dropdown. If users want to have other ORIs to have the same notification, select the ORI from the Recipients Agency dropdown. If users want multiple ORIs notified, click the Add button and select an additional ORI (continue these steps until all the ORIs have been added). Click the Save button.

Review Responsibility:

CJIC; Incident Section, e-Applications Unit