



FRONTLINE

Mobile Tool-Kit

GETTING STARTED GUIDE

Table of Contents

Section 1 - Manage Your Account

Manage Administrative Contact Info	2
Create Users	3

Section 2 - Customize Modules

Overnight Parking	4
Vacation Watch	5
Directed Patrol	6
Condition Reports	7

Section 3 - Reports

Daily Activities Report	8
Pet Registration Report	9
Bike Registration Report	9

1. Manage Your Account

Manage My Account Settings

As the Administrator, you will have access to the Manage Account Portal. This is where you can manage the Users, Modules and generate Reports.

Manage Account

- Manage your contact information
- Add/Edit/Delete the Users of the Tool Kit

Reports

- This is where you can find the Reports section. Ability to view and download a PDF file to send or print.

Customize Modules

- These links are where the administrator can view the modules and apply the customization needed to vit your community

Need More Help?

- Email your questions to Tech Support, we will be happy to reply with answers to your questions
- Download full users guide and distribute to the users as a reference on how to use the Tool Kit

Manage Your Contact Info

- Keep your contact details up-to-date, this will allow Frontline PSS to keep in touch on Updates, New Features, Etc.

The screenshot shows the 'My Account - cbsink' page with a sidebar menu containing: MANAGE ACCOUNT, Manage Account, Manage Users, REPORTS (Daily Activities Report, Address Report, Pet Registration Report, Bike Registration Report), CUSTOMIZE TOOLKIT (Overnight Parking, Vacation Watch, Directed Patrol, Condition Report, Pet Registration, Bike Registration), and USER GUIDE (Email Tech Support, Download User Guid). The main content area includes two 'Administrator Contact Info' forms, 'Account Details' (187 DAYS REMAINING IN SUBSCRIPTION), and a 'RENEW FOR ONE YEAR' button.

1. Manage Your Account

Adding Users

Administrators have the ability to add additional users to the Tool Kit. There are three types of users: Search, Entry and Administrators. When creating new users, you have the option to select. Listed below are the definitions of each user type.

Manage Account | Reports | Chicago

September 16, 2016

Over Night Parking | Vacation Watch | Directed Patrol | Condition Report | Pet Registration | Bike Registration

Manage Account | Reports | Manage Users | Enter Search Text | SUBMIT | + ADD NEW

Entered	First Name	Last Name	Role	User Name	Password	Edit	Delete
08/07/2016	Rory	Real	Admin	rory	rory	[Edit]	[Delete]
08/06/2016	Russ	Real	Entry	rreal	pelle1	[Edit]	[Delete]
29/03/2016	User1	User Last	Search	admin	admin	[Edit]	[Delete]

Default User List View

- The default page view is a list of ALL the users added,
- you can quickly search for a particular user
- Click the Edit icon to open the user profile, or simple Delete a user from the system

Add New User

FIRST NAME: [] USERNAME: []

LAST NAME: [] PASSWORD: []

PHONE: [] ROLE: [-Select-]

EMAIL: []

[Submit]

Adding A User Is Simple!

- Simply click the "Add New" button at the top of the list view.
- You will see a popup window
 - Enter the user details
 - Provide a Username and Password
 - Select a "Role" for this user
 - Click "Submit", and your are DONE

Search Users

A "Search" Role User has the "View Only" ability with no access to Add Entries or Manage the Account.

- Ideal for users who just need to look at the data entered by others.

Entry Users

An "Entry" Role User has the ability to view data, as well as the functionality to "Add New" entries. Each module has the "Add New" button for the user to create their own entries

- Ideal for Officers and other staff members who need ability to submit entries

Administrator Users

An "Administrator" Role User has FULL ACCESS to all features. Create Users, Manage Modules, Reports, etc.

- Ideal for Captains, and other staff members that need full rights.

2. Customize Modules

Manage Overnight Parking

Select the number of days your community allows for a vehicle to be parked on the street.

The screenshot shows the 'Customize Overnight Parking' page in the Frontline Public Safety Solutions system. The page header includes the logo, date (September 02, 2016), and navigation icons for various modules. The sidebar on the left contains sections for 'MANAGE ACCOUNT', 'REPORTS', 'CUSTOMIZE TOOLKIT', and 'USER GUIDE'. The main content area is titled 'Customize Overnight Parking' and features a section for 'DAYS ALLOWED' with a description: 'Set the maximum length of time your city allows overnight parking'. Below this, a list of radio buttons allows selection of the number of days (1 to 9). The '7 day' option is selected. A 'SAVE CHANGES' button is located at the bottom of the configuration area.

Manage Days

Simply select the number of days that your community allows a vehicle to be parked on the street per month.

- Click "Save" and you are DONE.

Note: When creating an Overnight Parking entry, we will track the license plate #, and also count the days allowed per month. If the license plate is entered and suppressed the day allowance, you will get an alert message that this vehicle has exceed the allowed time.

2. Customize Modules

Manage Vacation Watch

The vacation watch module allows you to control if the home owner should receive and email notification from the Police Department. When the officer checks the property, they have the ability to send message to the home owner on file.

Send Email: Yes / No
It's easy, if you want an email notification going to the home owner, simply change the button to "Yes". This will enable the sending functionality.

Specify the Sender
If you wish to send out the email notification, you need to specify who the sender of the email is.

We recommend a general email address.

2. Customize Modules

Manage Directed Patrol

Create the “Subjects” that are used when entering a Directed Patrol. These entries will be added to the Dropdown menu options when users create a Directed Patrol Entry. Ideal for you to manage the subjects to keep within your community codes and lingo.

The screenshot displays the 'Customize Directed Patrol' interface. On the left is a sidebar with sections: 'MANAGE ACCOUNT' (Manage Account, Manage Users), 'REPORTS' (Daily Activities Report, Address Report, Pet Registration Report, Bike Registration Report), 'CUSTOMIZE TOOLKIT' (Overnight Parking, Vacation Watch, Directed Patrol, Condition Report, Pet Registration, Bike Registration), and 'USER GUIDE' (Email Tech Support, Download User Guide). The main area features a 'Manage Subject' header, a 'SUBJECT' text input field with an 'ADD' button, and a list of subjects. The list includes 'Subject', 'Miss Real Test', 'Stop Sign Violations', 'Lettering in Play Ground', and 'Speeding in School Zone'. Each subject has 'Edit' and 'Delete' buttons. Arrows point from the 'ADD' button to the 'Easy to Add' text and from the 'Edit' buttons to the 'Easy to Manage' text.

Easy to Add

Simply enter your “Subject” in the text field and click “Add”

Your new Subject will be added to the list. These subjects listed will appear in the dropdown menu on the front end of the website

Easy to Manage

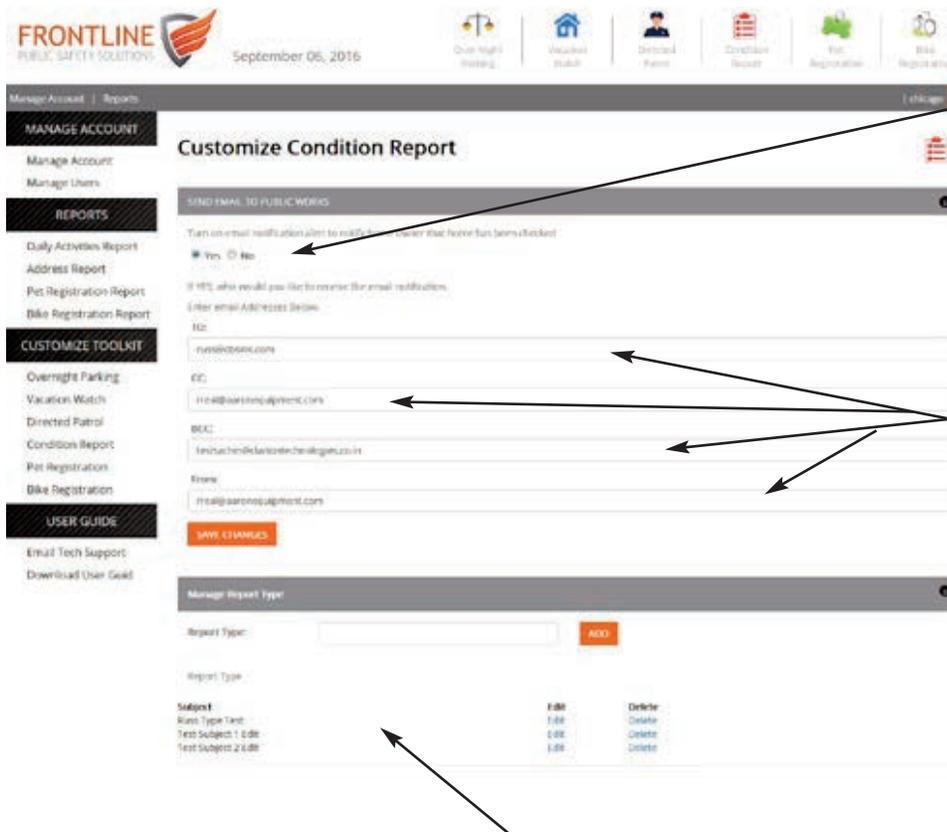
This list view will show exactly the options the officers will have when creating a Directed Patrol Entry.

Need to change the Subject name, simply click the edit and make the updates. Now, all historical entries as well as future will display the updated subject name

2. Customize Modules

Manage Condition Report

In the Condition Report Module, you have the ability to send email notification to Public Works, or other staff members who need to be notified of such entries. Street Light Out, Pot Holes, Traffic Light Out, etc.



Send Email: Yes / No

It's easy, if you want an email notification going out after a Condition Report is created, simply change the button to "Yes". This will enable the sending functionality.

Manage Send & Receive

If you wish to send out the email notification, you have the ability to determine who gets the email, as well as who is sending the email.

Determine the "TO", "CC" and "BCC" by adding the email addresses in these fields

Determine the "FROM" by adding who the email should come from

Easy to Add

Simply enter your Condition Report "Type" in the text field and click "Add"

Your new "Type" will be added to the list. These subjects listed will appear in the dropdown menu on the front end of the website

3. Reports

Daily Activities Report

Need to justify the actions and activities from the Tool Kit database. You have access to download a PDF or Print the activities from each module and from any date range specified.

FRONTLINE PUBLIC SAFETY SOLUTIONS
September 16, 2016

Over Night Parking Vacation Watch Directed Patrol Condition Report Pet Registration Bike Registration

Manage Account | Reports

MANAGE ACCOUNT
Manage Account
Manage Users

REPORTS
Daily Activities Report
Address Report
Pet Registration Report
Bike Registration Report

CUSTOMIZE TOOLKIT
Overnight Parking
Vacation Watch
Directed Patrol
Condition Report
Pet Registration
Bike Registration

USER GUIDE
Email Tech Support
Download User Guid

Daily Activities Report

Export File: [PDF Icon] START DATE: 09/01/2016 END DATE: 09/16/2016 SEARCH

FILTER BY: All

OVERNIGHT PARKING (6 Results)

PLATE #	STATE	MAKE	MODEL	LOCATION	START DATE	END DATE
nk3478	GMC	Acadia		123 Main St	09/02/2016	09/04/2016
nk3478	GMC	Acadia		123 Main St	09/02/2016	09/07/2016
nk3478	GMC	Acadia		123 Main St	09/09/2016	09/09/2016
nk3478	GMC	Acadia		123 Main St	09/09/2016	09/09/2016
nk3478	GMC	Acadia		123 Main St	09/09/2016	09/10/2016
1234567	AMC	A4		7400 augusta	09/09/2016	09/12/2016

VACATION WATCH (2 Results)

NAME	ADDRESS	CITY	STATE	ZIP CODE	PHONE NUMBER	START DATE	END DATE
Russ Real	576 S. Charlotte	Lombard		60148	530-542-8687	09/10/2016	09/12/2016
Russ Real	576 S. Charlotte	Lombard		60148	530-542-8687	09/02/2016	09/09/2016

Directed Patrol (2 Results)

SUBJECT	LOCATION	DESCRIPTION	WARNINGS	TICKETS	START DATE	END DATE
Stop Sign Violations	Lathrop and Greenfield	Resident Complaint of stop signs	5	4	09/01/2016	09/08/2016

hour Date	Tickets/Warnings	Officer	Count
09/07/2016	Ticket	Admin Clarion	1
09/07/2016	Warning	Admin Clarion	2
09/01/2016	Ticket	Admin Clarion	3
09/01/2016	Warning	Admin Clarion	3

SUBJECT	LOCATION	DESCRIPTION	WARNINGS	TICKETS	START DATE	END DATE
Littering in Play Ground	Wilson Elementary	kid speeding everyday after school	11	10	09/05/2016	09/09/2016

hour Date	Tickets/Warnings	Officer	Count
09/09/2016	Ticket	Admin Clarion	5
09/09/2016	Warning	Admin Clarion	3
09/02/2016	Warning	Admin Clarion	6
09/02/2016	Ticket	Admin Clarion	5
09/02/2016	Warning	Admin Clarion	2

Condition Report (2 Results)

CREATE DATE	TYPE	DESCRIPTION	LOCATION
09/02/2016	Test Subject 1 Edit	Street Light Out	123 Main
09/09/2016	Test Subject 2 Edit	Street light out westbound on Madison	Main and Madison

Pet Registration (5 Results)

CITY LICENSE #	RABBER'S TAG #	BREED	COLOR	PETS NAME	OWNER NAME	OWNER PHONE #	ADDRESS
----------------	----------------	-------	-------	-----------	------------	---------------	---------

Select Date Range

Pick a Start and End Date to narrow the results you are looking for.

You will also have the ability to "filter" by individual module.

Simply, select dates, filter if needed, and click "Search".

Your results will display below in seconds.

Download a File for Print or Email

Once you see your results posted, you can click the PDF Icon to download a file. From there, it is up to you to print or save file for future use or to email.

3. Reports

Pet and Bike Registration Report

Need a quick list of ALL registered Pets or Bikes in your community. Click on the Pet or Bike Registration Report link to gain access to all registered entries in the database.

Download Full List

Click the PDF Icon to download the full list for Print or Email purposes. This list will continue to grow with every new Pet or Bike added to the database

FRONTLINE PUBLIC SAFETY SOLUTIONS September 16, 2016

Over Night Parking Vacation Watch Directed Patrol Condition Report Pet Registration Bike Registration

Manage Account | Reports | chicago

MANAGE ACCOUNT

- Manage Account
- Manage Users

REPORTS

- Daily Activities Report
- Address Report
- Pet Registration Report
- Bike Registration Report

CUSTOMIZE TOOLKIT

- Overnight Parking
- Vacation Watch
- Directed Patrol
- Condition Report
- Pet Registration
- Bike Registration

USER GUIDE

- Email Tech Support
- Download User Guid

Pet Registration Report

7 Results

Export file:

CITY LICENSE #	RABBIES TAG #	BREED	COLOR	PETS NAME	OWNER NAME	OWNER PHONE #	ADDRESS
CT160913	RT160913	Rottweiler	GREY	MAX	sachin bhorkar	96515497854	96515497854
CT160912	RT160912	Rottweiler	Black	Goldy	sachin bhorkar	96515497854	96515497854
CT123456	RT654987	Rottweiler	Black	ROXY	sachin bhorkar	96515497854	96515497854
123456	123456	Laborador	Yellow	Jersey	Russ Real	530-542-8687	576 S. Charlotte
123	321	labidor	brown	Bailey	Ben Laird	708-555-1234	510 Keystone
12345	567554	Bulldog	brown	Spike	Russell Real	630-588-2300	135 Prospect
123123	456456	Poodle	White	jodie	Annette Callihan		202 E. Washington

First Previous 1 Next Last Page 1 of 1

Default View

The default view will show ALL Pets or Bikes that are registered in your Tool Kit database.