

Crossroads Software, Inc.

Guide to The Handheld Desktop Module Administrative Features

This convenient guide to the Handheld Desktop Module shows administrators how to use all of the Administrative Features available in the Module, including Reports, Citation Review, Table Configuration, and Printing for Court.

Before using this guide, you should already be familiar with syncing, or at least be using a desktop workstation that has access to existing citation data. The Handheld Desktop Module is for viewing, maintaining, and amending citations after they have been synced with the desktop workstation and have been off-loaded for records management.

We'll go through the Administrative Features one by one.

I. Entering Administrative Module with Password

The Main Menu of the Handheld Desktop Module gives you three options: Search, which takes you to the Search Module; Admin, which opens the Administration Module; and Exit, which takes you out of the Desktop Module altogether.

When you click on the Admin button, a password dialog box appears:

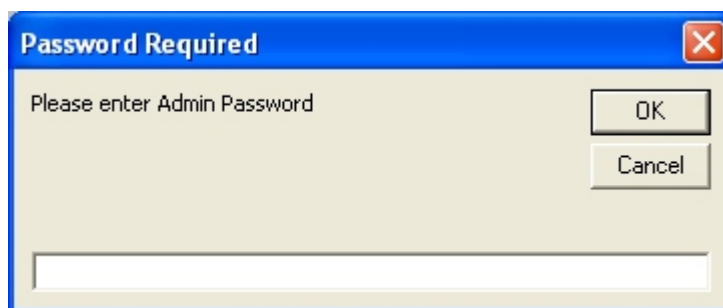


Fig. 1.1

Enter your administrative password and hit OK. The Administration Module Menu will open (Fig. 1.2 below).



Handheld Desktop Module



Fig. 1.2

Use the buttons in the menu to access each administrative feature. We'll take a look at each option.

II. Admin Reports

The Administrative Reports screen (Fig. 1.3 below) allows you to run reports on citations. You'll notice that the Reports screen has several main sections: Citation Dates, Citation Number, and Officer Information. These sections include search parameters that allow you to limit your search to get the types of results you want (which is handy, because if your database has hundreds or thousands of citations, sifting through them one by one -- without specific search parameters -- can take a long time).

There are several ways to conduct a search. Let's see how these work.

Citation Dates

All searches require, at minimum, a date range, and you can input one using the Start Date and End Date fields. The program will find all citations that fall within that range. When entering dates, you must use the standard, eight-digit format (MM/DD/YYYY); for, for example, if you want the Start Date to be January 5, 2006, you would enter 01, then 05, then 2006 (the program will input the slashes automatically).

The screenshot shows a web interface titled "REPORTS". It contains three main sections on the left for filtering search results:

- CITATION DATES:** Includes "Start Date:" with a text box containing "7/24/2005", "End Date:" with a text box containing "9/22/2005", and "QUICK DATE:" with a dropdown menu and a "Set Dates" button.
- CITATION NUMBER:** Includes "(*) CITATION #:" with a text box.
- OFFICER INFORMATION:** Includes "OFFICER ID:" with a dropdown menu.

On the right side of the interface, there are two buttons: "VOIDED CITE LIST" (highlighted in red) and "CLOSE" (highlighted in grey).

Fig. 1.3

When you have set the starting and ending dates, select the report to run from the option(s) on the right.

Quick Date

The Quick Date option sets a date range for you. When you open the drop-down list (by clicking on the small black arrow on the right side of the field) your options are: Last 7 Days, Last 30 Days, Last 365 Days, and Year to Date. Select the range you want by clicking on it with the mouse and then hit the **Set Dates** button to the right. The dates in the Start Date and End Date field will change to reflect the Quick Date option you selected.

Citation Number

Searching by citation number is another effective way of locating specific citations in the database. Because each citation has a number, and because the Citation Number field allows you to limit or expand your search in various ways, you can easily find the specific citation(s) you are looking for.

To run a report for a citation number, just enter the number in the Citation Number field and select the report button on the right side of the screen.

If you want to search for a range of citations, you can do so. This is what's known as a wildcard search. This search uses the asterisk (*) along with letters or numbers; where you place the wildcard and how many letters or numbers you use will determine the type of search results you get.

For example, if you enter C*, the Module will search for any and all citations with numbers that begin with C, and then return those in your report. If you enter C0*, the Module will find those citations with numbers that begin with C0. The more letters or numbers you enter, the narrower your search will be.

You can also use the wildcard character at the beginning of a search string. For example, if you enter *123, the Module will find any citations with numbers that end with 123.

Finally, you can search by letters or numbers that lie in the middle of a citation number. So, let's say you enter *044* in the Citation Number field. The program will find any citations with numbers that have 044 somewhere in the middle, between the first and last digits.

So, to sum up, you can use the Citation Number field the following ways:

- Full citation number (will return that exact citation)
- Beginning characters, using one or more (e.g., C*, C0*, C0711*, etc.)
- Ending characters, using one or more (e.g., *3, *23, *123, etc.)
- Middle characters, using one or more (e.g., *4*, *04*, *040*, etc.)

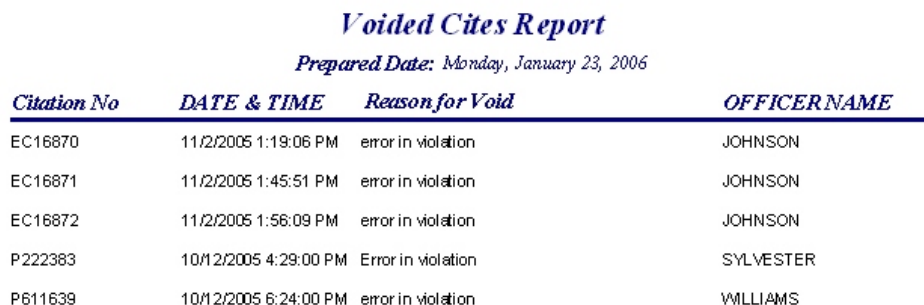
Officer ID

In addition to the citation number, another way to locate the citations you need is to use the Officer ID field. This drop-down list allows you to select a specific officer ID, so that when you run a report, the program will only return citations written by that officer (for the date range you specified).

Open the Officer ID list and select the ID number you need by clicking it with the mouse.

Running the Report

Once you have set all of the search parameters, use the button(s) at the right to produce the report(s) you need. For example, to produce a report for voided citations, select the Void Cite List button. The program will locate the citations based on your search criteria and then display the report.



Voided Cites Report
Prepared Date: Monday, January 23, 2006

<i>Citation No</i>	<i>DATE & TIME</i>	<i>Reason for Void</i>	<i>OFFICERNAME</i>
EC16870	11/2/2005 1:19:06 PM	error in violation	JOHNSON
EC16871	11/2/2005 1:45:51 PM	error in violation	JOHNSON
EC16872	11/2/2005 1:56:09 PM	error in violation	JOHNSON
P222383	10/12/2005 4:29:00 PM	Error in violation	SYLVESTER
P611639	10/12/2005 6:24:00 PM	error in violation	WILLIAMS

Fig. 1.4

The Void Cites Report displays all voided citations for the date range (or other parameters, such as Officer ID) that you entered. As you can see in Fig. 1.4, the report lists the citations in tows, showing the number, the date and time the citation was issued, the reason it was voided, and the name of the officer who issued the cite.

Printing a Report

To print the report, simply open the **File** menu at the top of the screen. While in the File menu, select **Print**. A print dialog box will open, showing the printer name and status. When ready, hit **OK** to print the report.

To close the report and return to the Admin Reports screen, open the File menu at the top and select **Close**.

III. Print for Court and Print Last Batch

Through the Handheld Desktop Module, users can print all synced citations and then send the hard copies of the citations to the courts. The Print for Court and Print Last Batch functions can both be used for printing synced citations that have not been sent to the courts yet. The difference between the two is this: **Print for Court** is used for the current batch of synced citations; **Print Last Batch** should only be used if you need to reprint the very last (most recent) batch of synced citations (you might do this in the event that the hard copies of the citations were misplaced or were never received by the court).

When you select either Print for Court or Print Last Batch, the Module will display all citations in print-preview mode, along with a court transmittal report.

<i>Citation No</i>	<i>DATE & TIME</i>	<i>LASTNAME</i>	<i>DOB</i>	<i>OFFICERNAME</i>
253809	11/2/2005 2:47:48 PM	GORKEM	9/10/1968	TOMATANI
253810	11/2/2005 2:57:47 PM	ELLIS	3/15/1982	TOMATANI
253811	11/2/2005 3:11:10 PM	JONES	9/25/1947	TOMATANI
267375	11/3/2005 8:38:22 AM	JONES	4/5/1955	LaGREEK
267376	11/3/2005 8:47:42 AM	FULLNER	12/15/1970	LaGREEK
267377	11/3/2005 8:59:31 AM	MANUS	3/15/1988	LaGREEK
476980	11/2/2005 2:16:27 PM	WILLIAMS	12/16/1973	GRAHM
476981	11/2/2005 2:25:16 PM	JOHNSON	8/30/1974	GRAHM
476982	11/2/2005 2:36:31 PM	KALBERG	1/18/1986	GRAHM
AJ119544	11/4/2005 1:09:51 PM	SYLVESTER	12/16/1974	SYLVESTER
EC16870	11/2/2005 1:19:06 PM	SMALL	11/8/1974	JOHNSON
EC16871	11/2/2005 1:45:51 PM	BACA	9/2/1946	JOHNSON

Fig. 1.5

First, print the Court Transmittal Report. Open the **File** menu at the top of the screen and select **Print**.

After it prints, click the **Close** button in the center of the toolbar at the top. This will close the transmittal report and display the citations.

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT		Type <input checked="" type="checkbox"/> Traffic <input type="checkbox"/> Non-Traffic	
NOTICE TO APPEAR		Cite Number R551448	
DATE OF VIOLATION 11/3/2005	Time 10:50 AM	DAY OF WEEK THURSDAY	STATION / AGENCY REDONDO BEACH
Name (First, Middle, Last) MICHELLE YU		<input type="checkbox"/> Owner's Responsibility (Veh. Code, sec. 40000)	
Address 200 MAIN STREET			
City EL SEGUNDO	State CA	Zip Code 90245	
Driver Lic. No. A5529088	State CA	Class A	Age 29
Birth Date 5/5/1976		Phone (Home & Cell) (619) 477-6251	
Sex F	Hair BLK	Eyes BRN	Height 501
Weight 108	Race W	Other Description	
Veh. Lic. No. or VIN F7JKE45		State CA	<input checked="" type="checkbox"/> COMMERCIAL VEHICLE (Veh. Code, sec. 40200)
Tr. of Veh. 2005	Make KIA	Model SPORTAGE	Body Style SEDAN 4DR
Color BLUE		<input checked="" type="checkbox"/> HAZARDOUS MATERIAL (Veh. Code, sec. 353)	
Evidence of Financial Responsibility 21ST CENTURY			
Registered Owner or Lessee MICHELLE YU		<input checked="" type="checkbox"/> Same as Driver	
Address 200 MAIN STREET		<input checked="" type="checkbox"/> Same as Driver	
City EL SEGUNDO	State CA	Zip Code 90245	
Correctable Violation (Veh. Code, sec. 40610)		<input type="checkbox"/> Booking Required	
Misdemeanor or Felony			

Fig. 1.6

To print the citations, go to the **File** menu and select **Print**. This will print all of the citations in the current batch; this way you won't have to select Print for every single citation.

After the citations have printed, click the Close button on the toolbar.

IV. Export

The Handheld Desktop Module can export citations for a specific time period to the Crossroads Software, Inc. Traffic Collision Database System or to another records management or database system. Citations are exported into a single file. The export process provides citation data for your Traffic Collision Database or records management system so that you do not have to re-input the citations by hand.

When you select **Export** from the Admin Main Menu, the Export Menu will open.

The image shows a screenshot of the 'Export Menu' interface. At the top, the title 'Export Menu' is centered. Below it, there are two input fields labeled 'Start Date' and 'End Date' separated by a 'TO' label. Under these fields is a button labeled 'Today Only'. Below that is a checkbox labeled 'Turn Off Prompt' which is checked. At the bottom, there are four large, rounded buttons: 'SEND CITES TO COLLISION DB' (green), 'EXPORT CITES TO STD TXT FILE' (purple), 'PRINT STD TXT FILE DATA DICT' (blue), and 'CLOSE WINDOW' (orange).

Fig. 1.7

Before you can export any citations, you first have to specify a date range. Using the standard eight digit format (MM/DD/YYYY), input a **Start Date** and an **End Date** (you don't need to write in the slashes).

If you want to export only today's citations, you can skip the Start Date and End Date fields and click on **Today Only**. This will input the current date.

With a date range set, select one of the export options. Let's look at each one briefly.

Send Cites to Collision Database

This option will export citations to a file that can then be imported to the Crossroads Traffic Collision Database System (and, once imported, those citations can be stored, viewed, and analyzed within the Collision Database System).

During the export process, you will see two messages. The first will read: **About to copy citations from [Start Date] to [End Date] into a temporary file for import into the Crossroads Collision Database. Would You Like to Continue?**

Select **Yes** to continue with the export.

You will then receive a message confirming that the citations have been exported to a temporary file.

The file is an “MDB” file (it will have the “.mdb” extension in its name), which means it’s a database file. To get the citations completely into the Collision Database System, you need to open the System, go to the Citations section, and then select Read/Write Citations. Follow the normal procedures for importing data from an MDB file.

Export Cites to Standard Text File

Citations can easily be exported to a basic text file, which can then be used to import the cites into a records-management system or another database. In addition, the standard text file can also be read by the Crossroads Traffic Collision Database System.

First, input a date range. Then hit the **Export Cites to Std Txt File** button. You will see a message that reads: **About to export [X] citation(s) between the dates of [Start Date] and [End Date]. Still want to go through with it?** (X refers to the number of citations to be exported).

Select **Yes** to continue with the export process.

Another message will appear, showing the text file’s name and the directory where the text file is located. You can then use that text file to import the citations to another database or records-management system.

Print Standard Text File Data Dictionary

If you exported citations to a standard text file, you can view and print a data dictionary that explains the data in that text file. Simply click the **Print Std Txt File Data Dict** button. The Module will open the data dictionary in print-preview mode, allowing you to navigate through the pages (it will typically take up a few pages) and to print what you see on screen.

Fig. 1.8 below shows one page of the data dictionary. Use the small navigation arrows at the bottom left of the screen to move from one page of the dictionary to another.

To print the data dictionary, open the **File** menu at the top of the screen and select **Print**. A Print dialog box will appear, showing the printer name and status. Hit **OK** to print the dictionary.

Position	Field Name	Max Length	Format	Notes
1	Citation Number	30	Text	Primary Key
2	Citation Type	25	Text	i.e. Traffic, Misdemeanor
3	Citation Date	8	Date/Time	MMDD/YYYY
4	Citation Time	8	Date/Time	HH:MM
5	Violation Date	8	Date/Time	MMDD/YYYY
6	Violation Time	8	Date/Time	HH:MM
7	Case Number	25	Text	
8	Officer Badge #	50	Text	
9	Officer Name	150	Text	
10	Arresting Officer Name	150	Text	
11	Arresting Officer Badge #	50	Text	
12	Court Name	150	Text	
13	Court Address	200	Text	
14	Court City State Zip	100	Text	
15	Court Phone #	15	Text	
16	Court Date And Time	150	Text	i.e. Monday, January 10, 2005
17	Weather Conditions	25	Text	
18	Traffic Conditions	25	Text	
19	Lighting Conditions	25	Text	
20	Road Conditions	50	Text	
21	Accident?	15	Text	No, Injury or Non-Injury

Page: 14 | 2 | 11 | 4

Fig. 1.8

The standard text file consists of rows of data, with each item separated by a comma, but with no labels for each item (because it's simply raw data that can be read by another records-management system). The data dictionary shows what each item of data is in the same order in which the data appears in the text file.

For example, one line in the text file might begin:

"P611638", "TRAF", "10/12/2005", "18:35", "10/12/2005", "18:30" ...

Using the data dictionary, you can see that these data items are:

Citation Number, Citation Type, Citation Date, Citation Time, Violation Date, and Violation Time . . .

After printing the data dictionary, go to the **File** menu at the top and select **Close** to exit the dictionary and return to the Export Menu.

If you want to exit the Export Menu, select **Close Window** to return to the Handheld Desktop Module Main Menu.

Let's now take a look at using the Handheld Desktop Module to configure the citation-writing software for your agency's handheld units.

V. Table Configuration

The Table Configuration feature provides a number of configuration and setup options for the Handheld Citation Program. These options include court names, addresses, and dates, officer names and identification numbers, vehicle codes, and ticketbooks. You can set these options in the Desktop Module and then transfer them to the Handheld Citation Program when you sync the handheld units. The configured settings will appear when you write citations on the handheld units; for example, the court names will appear in court drop-down lists, while any configured street conditions or vehicle makes will appear in the conditions and make drop-down lists in the handheld program.

When you select **Table Config** from the Main Menu, the Configuration screen opens.

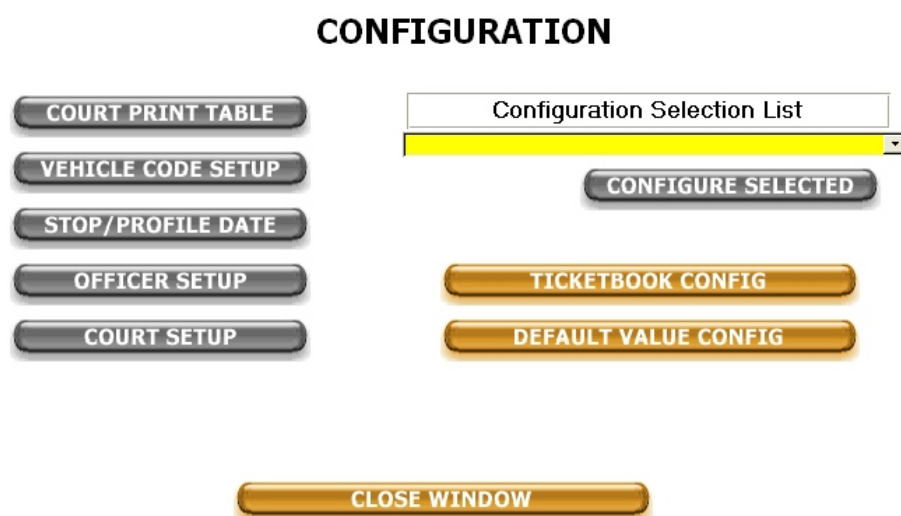


Fig. 1.9

On the left are individual buttons for configuration and setup options. On the right is a drop-down list containing various configurable tables (such as street conditions and vehicle makes) and two additional configuration options. Let's look at how these work.

Court Print Table

The Court Print Table isn't technically a configuration option that affects the handheld citation program directly. Instead, it is basically a convenient table that lets you know which citations have been printed for the courts. So, for example, let's say you've written 15 citations and have synced them with the Handheld Desktop Module. Then, after syncing, you reviewed the citations and printed out copies for the court. The Print Table will contain the citation numbers of all the citations that have been printed for the court, so that if you need to figure out which citations have or haven't been printed yet (among all the citations that exist in the Desktop Module), you can select Court Print Table.

When you select this option, the Module opens a readable table:

	Citeno	Date
►	M367994	1/25/2006
	H362602	1/25/2006
	267376	1/25/2006
	267377	1/25/2006
	267375	1/25/2006
	P377307	1/25/2006
	P377308	1/25/2006
	R551448	1/25/2006
	M367993	1/25/2006
	253809	1/25/2006
	M367992	1/25/2006
	P163117	1/25/2006
	P163118	1/25/2006
	P163116	1/25/2006
	R551449	1/25/2006
	R551450	1/25/2006

Fig. 1.10

The table displays the citation number and the citation date. When you are finished viewing the table, go to the **File** menu and select **Close** to return to the Configuration screen.

Vehicle Code Setup

In the Citation Program, users can select violations from a pre-configured list. The Vehicle Code Setup feature allows administrators to edit the violation list or add new violations.

When you select Vehicle Code Setup, a new screen will appear.

Report: VC Table		Edit Entry	Create New Entry	
Vehicle Code				
Vehicle Code	Sub	Violation Description	Handheld Category	Class
10.04.130	C	TRUCK ROUTE WEIGHT RESTRICTION		YLCC
10.40.020	C	TRUCK ROUTE WEIGHT RESTRICTION		BCC
12500	A	UNLICENSED DRIVER	Drivers License	CVC
12500	B	MOTORCYCLE LICENSE REQUIRED	Drivers License	CVC
12500	C	UNLICENSED DRIVER (PUBLIC PARKING LOT)	Drivers License	CVC
12500	D	IMPROPER CLASS LICENSE	Drivers License	CVC
12505	C	RESIDENCY FOR HIRE DRIVER	Drivers License	CVC
12509	C	VIOLATE PERMIT LICENSED DRIVER NOT IN VEHICLE	Drivers License	CVC
12509	D	MC PERMIT RESTRICTIONS	Drivers License	CVC
12804	C	NIP MEDICAL CERTIFICATE	Drivers License	CVC
12814	6B	PROVISIONAL LICENCE RESTRICTION	Drivers License	CVC
12815	A	DRIVERS LICENSE LOST; MUTILATED	Drivers License	CVC
12951	A	DRIVERS LIC NIP	Drivers License	CVC
12951	B	DRIVERS LIC; REFUSAL TO PRESENT TO OFFICER	Drivers License	CVC
13004	A	I.D.CARD; FALSE	Drivers License	CVC
13004	B	I.D.CARD; LENDING	Drivers License	CVC
13004	C	I.D.CARD; DISPLAYING ANOTHERS	Drivers License	CVC
13004	D	I.D.CARD; PERMITTING UNLAWFUL USE	Drivers License	CVC
13007		I.D.CARD; CHANGE ADDRESS	Drivers License	CVC

Fig. 1.11

The Vehicle Code screen displays all of the violations individually in rows and divides each into the code, the subsection, the description, the category, and the class. At the top, there are two main options for altering the list: **Edit Entry** and **Create New Entry**.

To edit an existing violation, locate it in the list, click it to select it, and then hit **Edit Entry**. The Edit Vehicle Code screen will open.

Vehicle Code Information

Delete Close

Vehicle Code: 12500

Subsection: A

Violation Description: UNLICENSED DRIVER

Hazard Category:

Handheld Citation Categories: Drivers License

Violation Degree: I

Violation Class: CVC

User Code:

Fig. 1.12

All of the vehicle code information is displayed in text boxes or in drop-down lists. To edit an entry in a text box (such as Vehicle Code, Subsection or User Code), just click in that field, remove the existing entry, and write in a new entry.

To edit an entry in a drop-down list, open the list, locate another entry, and then select it.

violation description	vehicle	vc subsection
UNLICENSED DRIVER	12500	A
MOTORCYCLE LICENSE REQUIRE	12500	B
UNLICENSED DRIVER (PUBLIC	12500	C
IMPROPER CLASS LICENSE	12500	D
RESIDENCY FOR HIRE DRIVER	12505	C
VIOLATE PERMIT LICENSED DF	12509	C
MC PERMIT RESTRICTIONS	12509	D

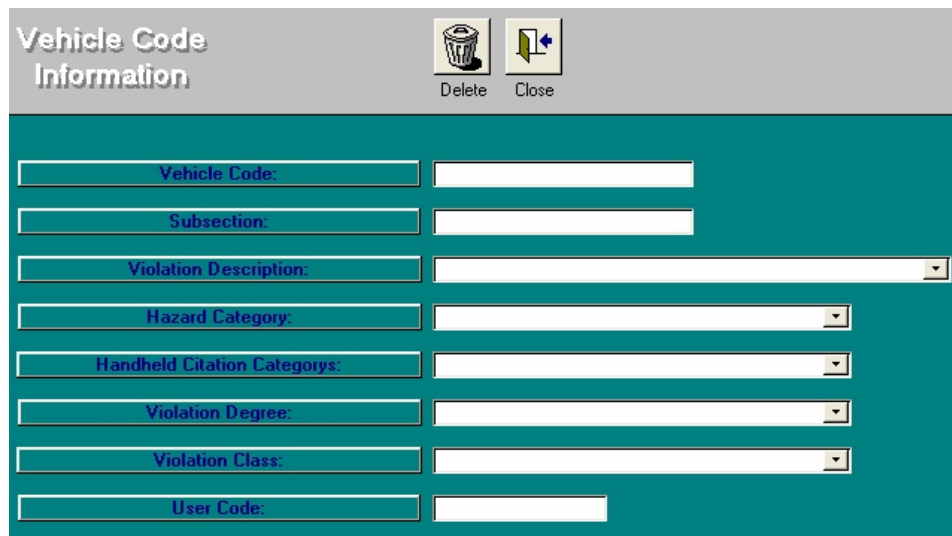
Fig. 1.13

When you select a different item in the list, the list will close and the new entry will appear in the field.

When you are finished, click the **Close** button at the top to save your changes and return to the Vehicle Code screen.

To create a new vehicle code, select **Create New Entry** at the top.

A form similar to the Edit Entry form will appear, with all of the fields blank so that you can easily input new code information.



The screenshot shows a 'Vehicle Code Information' window. At the top, there are 'Delete' and 'Close' buttons. Below the title bar, there are several input fields: 'Vehicle Code:', 'Subsection:', 'Violation Description:', 'Hazard Category:', 'Handheld Citation Categorys:', 'Violation Degree:', 'Violation Class:', and 'User Code:'. The 'Violation Description:', 'Hazard Category:', 'Handheld Citation Categorys:', 'Violation Degree:', and 'Violation Class:' fields are dropdown menus. The 'Vehicle Code:', 'Subsection:', and 'User Code:' fields are text boxes.

Fig. 1.14

To input new data in the blank text fields (Vehicle Code, Sub-section, and User Code), just click in each field and begin typing. For the rest, use the drop-down list in each field to select an entry.

When you have completed creating a new code, hit the **Close** button at the top to save the code and return to the Vehicle Code screen, where you will find your new violation (you might have to scroll to find it).

Court Setup

With the Court Setup function, administrators can easily create and modify the names and address of courts, along with court dates. These courts and court dates will then be available in the Citation Program after it is originally synced with the Handheld Desktop Module. When you select Court Setup from the Configuration Menu, the Court Setup screen will open.



The screenshot shows the 'COURT SETUP' window. It contains a table with court information and a list of buttons on the right.

JUVENILE TRAFFIC	3221 TORRANCE B	(310) 222-8878	(310) 727-6020
LAX AIRPORT COU	11701 SO. LACIEN	(213) 742-8860	
INGLEWOOD COUF	ONE REGENT STRE	(213) 742-8860	
INGLEWOOD JUVE	110 REGENT STREE	(310) 419-5267	
TORRANCE COURT	825 MAPLE AVE	(213) 742-8860	(310) 222-8061
COUNTY SEAT- WV	505 S. CENTRE	(310) 519-6016	(213) 742-8860

Buttons on the right:

- Add Court
- Edit Court
- Delete Court
- Close

Fig. 1.15

The Court Setup screen will display all courts that have been added to the Module. To create a new court, click the **Add Court** button on the right. This will bring up the Court Information screen.

COURT INFORMATION SCREEN

Court Name:

Court Address:

Court City, State, Zip: CA

Court Phone 1: Court Phone 2:

Days Forward: Dates Count:

Save

Cancel

COURT DARK DATES

Current Dark Dates:

Add Date

Edit Date

Delete Date

COURT DATES AND TIMES

Day	Time	Notes

Add Date/Time

Edit Date/Time

Delete Date/Time

Fig. 1.16

In the blank fields at the top of the screen, you can input the court name, address, and phone numbers, along with **Days Forward** and **Dates Count**. When entering the address, you can input the Zip Code first; the Module will locate the matching city and state and enter those automatically (if the Module does not recognize the zip code, just write in the city and state manually).

After inputting a court, you can then enter **Court Dark Dates** and **Court Dates and Times**.



You must first input a court name before you can input any court dates or times. The Module needs to have a court with which to associate any dates. If you try to input a date without a court name, you will see a message asking you to input a court first.

To enter a new Court Dark Date, select **Add Date** in the Court Dark Date section of the screen. A small dialog box will open (Fig. 1.17 below), and you can write in the date there.

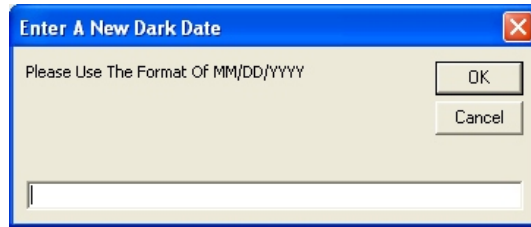


Fig. 1.17

Write in the date (using the MM/DD/YYYY format) and hit OK; the program will then place the date in the Court Dark Date list. Continue adding more dates using the same method.

Adding Court Dates and Times is a bit different. When you select **Add Date/Time**, a new Court Date/Time screen will open.

Fig. 1.18

Select a day of the week from the Day list, write in a time, and then add any additional notes. When you've completed the form, click **Save** to input the information and return to the Court Information screen. The day, time, and notes will appear in the Court Dates and Times list.

Editing Dark Dates and Court Dates and Times

The Handheld Desktop Module allows you to edit any dark dates or court dates and times that you entered in the Configuration section. To edit a dark date, you must first select it from the Current Dark Dates list by clicking on it; then, select **Edit Date**. A dialog box containing that date will open, and you can edit the date. Click **OK** when finished.

To delete a dark date, select it from the Current Dark Dates list and click the **Delete Date** button.

To edit a day and time, select an entry from the Court Dates and Times list, and then hit the **Edit Date/Time** button.

The module will then open the Court Date and Time Screen; you can edit the day, the time, or any existing notes. When finished, just click the **Save** button to keep your changes.

To delete a day and time entry, click on the entry in the Court Dates and Times list, and then hit the **Delete Date/Time** button.

Editing a Court

In addition to editing court dates and times, you can also edit existing court names and information. Editing a court uses the same screens that you use to input one.

First, select a court from the Court Setup Screen (Fig. 1.15, which we saw earlier) and then click the **Edit** button. This will open the Court Information Screen, with all of the court information in place.

COURT INFORMATION SCREEN

Court Name:

Court Address:

Court City, State, Zip:

Court Phone 1: Court Phone 2:

Days Forward: Dates Count:

Keep Edit Changes

Cancel Edit Changes

COURT DARK DATES

Current Dark Dat

Add Date

Edit Date

Delete Date

COURT DATES AND TIMES

Day	Time	Notes
Wed	08:30 AM	WWW.LASUPERIORCOURT.ORG

Add Date/Time

Edit Date/Time

Delete Date/Time

Fig. 1.19

You can remove or change existing court information by clicking in the name, address, or phone number fields, deleting the data that's there, and then writing in new court information. When you have finished making the changes, make sure to select **Keep Edit Changes** at the top right, otherwise your changes will be lost.

You also have the option of **deleting** a court. To do this, select the court you want to delete from the Court Setup Screen. Then, hit the **Delete Court** button. You will be asked to confirm your decision.

Configuration Select List

The Configuration Select List is another convenient configuration feature that allows you to set up your handheld units; through it, you can configure the data that will appear in the drop-down menus and other fields of the Citation Program where pre-configured data is used. This data includes such things as accident type, lighting conditions, insurance companies, street conditions, and more.



Fig. 1.20

To configure an item in the List, open it by clicking the arrow on the right. A drop-down menu will appear.

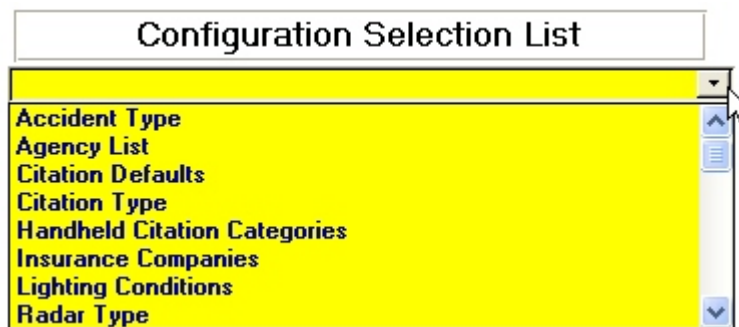


Fig. 1.21

Scroll through the List until you find the data list that you want to configure, and then click it to select it. Then, hit the **Configure Selected** button.

Almost all of the items (except one) in the Selection List are configured in the same way, so we won't look at each one individually. Once you know how to configured something in the List, you can easily configure anything.

An additional item -- Sync All Configuration Items -- works differently, so we'll look at that separately later.

As an example of how to configure an item in the List, let's look at Accident Type. When you select Accident Type and click Configure Selected, the Module will open a basic form:

Type	Sort Order
▶ No	1
Non-Injury	2
Injury	3
	4
*	0

Fig. 1.22

The form will display any existing items, and, depending on the form, there also might be a column for sort order (which is the order in which the items appear in a drop-down list in the Handheld Citation Program).

To **add** an item to the form, just click in the blank field at the bottom and type in a new item. If the form has a sort order column, click in the sort order field to enter a new number.

To **edit** an existing item, just click in its field and remove or change the text.

To **change the sort order**, click in each sort order field and change the number(s).

If necessary, you can also delete an item in the configuration form. To do so, you must first select and mark the item by clicking on the area just to the left of the first field.

Click just to the left of the field to select it. →

Type	Sort Order
▶ No	1
Non-Injury	2
Injury	3
▶ Fatal	4
*	0

Fig. 1.23

Next, hit the **Delete** button on your keyboard. A message will appear and ask you to confirm your decision. Click **Yes** to delete the item.

When you have finished configuring the items in the form and are ready to exit, go to the **File** menu at the top left of the screen and select **Close**. The form will save your changes, and you'll be returned to the Configuration Screen.

That's how the configuration forms in the Configuration Select List work. Let's take a look quickly at one different item.

Sync All Configuration Items

Use this if you want to replace all of the configuration lists and forms on your local computer with the configuration lists and forms from your agency's central network station.

When you select Sync all Configuration Items and click the Configure Selected button, a message will appear:

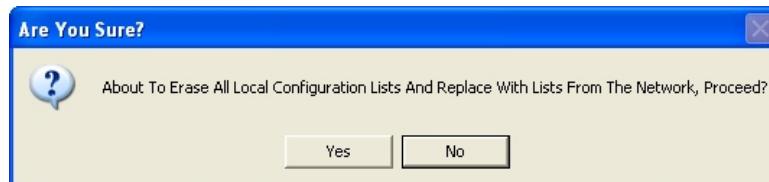


Fig. 1.24

Click **Yes** to continue.

Ticketbook Configuration

Moving on from the Configuration Select List, there are two more available configuration features to look at. One is the Ticketbook Configuration. A ticketbook is an assigned electronic “book” for the Handheld Citation Program; it provides a set number of free, blank citations.

The Ticketbook Configuration option allows administrators to set the prefix and suffix for citations numbers, the length of citations numbers, and the number of citations in the ticketbook.


In the Ticketbook Configuration screen, as shown on the next page, there are four fields:

Prefix. Click here to set the prefix for all citation numbers of the current ticketbook.

Suffix. Input the suffix for all citation numbers of the current ticketbook.

Generate. In the Generate field, specify the number of tickets you want to create for the current ticketbook.

Citation Length. This field sets the specific character length of the citation numbers; note that this length includes all letters and numbers. Input a number for the length.



Prefix
 Suffix
 Generate
 Citation Length




Fig. 1.25

Input values for each field. Then, hit the **Save** button at the bottom right to save all of your changes. The Module will automatically close the Ticketbook Configuration screen and return you to the Configuration menu.

Default Value Configuration

This configuration option sets up default officer and agency values for a handheld unit. When you configure these values and sync the handheld with the Desktop Module, the Citation Program will from that point use these defaults for citations. This keeps you from having to input the same information over and over.

Badge	<input type="text" value="234"/>
Officer Name	<input type="text" value="Doe, Joe"/>
Dates Off	<input type="text"/>
NCIC	<input type="text" value="NCIC"/>
Agency Name	<input type="text" value="Hill Valley Police Department"/>
City	<input type="text" value="Hill Valley"/>
City / County	<input type="text" value="Countyville"/>
Address	<input type="text" value="123 Main Street"/>
State	<input type="text" value="California"/>
Zip	<input type="text" value="91111"/>
City Of Occurance	<input type="text" value="Hill Valley"/>
Sync Type	<input type="text" value="-1"/>
Include Signature	<input checked="" type="checkbox"/>
Preprinted back	<input type="checkbox"/>






Fig. 1.26

Fig. 1.26 above shows the Default Value Configuration screen with most values filled in. These values will be assigned to the handheld unit you sync with the Desktop Module. Click in each field to input new values or change existing ones.

At the bottom are a few additional fields, including **Sync Type**. This contains a numerical value that refers to the type of syncing process your agency uses, whether it's a chip-based sync or some other type. Crossroads Software can supply you with these values, and, as administrator, you can input the value or change it.

Finally, you can set the Citation Program to include signatures on the citations. If your agency uses citation with pre-printed back, select the Preprinted Back box.

After you have entered the configuration values, hit the **Save** button (this the button with the pencil and computer disk icon). Once the values have been saved, close the screen by hitting the **Close** button (button the doorway icon) or going to **File** at the top and selecting **Close**.

Exiting Configuration

This covers the configuration options in the Handheld Desktop Module. To exit Configuration, hit the **Close Window** button at the bottom of the Configuration screen. You will be taken back to the Admin Menu.