

To start the Intelligence Tracking System, double click on the “Intelligence Tracking System” icon that was placed on your desktop during the installation process. If you cannot locate this icon, try looking in your program files group. Select your Windows [Start Menu] and select [Programs] then look for [Intelligence Tracking System] - once you have located it, select it. On it’s menu, you should find the application icon. Select [Intelligence Tracking System] and the application will start. If you are starting the system from the server’s desktop icon in a Multi-User installation, you must first stop Filemaker Server 5.5 service process.

The first time the Intelligence Tracking System is started, it will take longer for the program to load than what you will normally experience. This process could take up to 1-2 minutes longer than normal in some cases.

The opening screen of the Intelligence Tracking System is the Login Screen. The Login Screen is the screen that is used to check the security level of the user logging in, and to set up the users customized environment. Since this is the first time you are using the Intelligence Tracking System, there are currently no users in the system besides the Administrator account. To login as the administrator, type “Admin” into the user name field, and type “password” into the password field. The user name and password entry is case sensitive. Once you are ready to continue, select the [OK] button.



Figure 2-A

After the Intelligence Tracking System validates its user, the user environment is set up, the support files are opened, and the opening screen is displayed (figure 2-B). The default opening module is the Member Module. The opening module can be customized on the User Preferences screen under the ITS QuickClick! Menu located at the top of the screen.

Let’s continue by entering the Administration Module. To enter the Administration Module, select the red “AD” icon located in the lower left corner of any screen in the Member module. See figure 2-C.

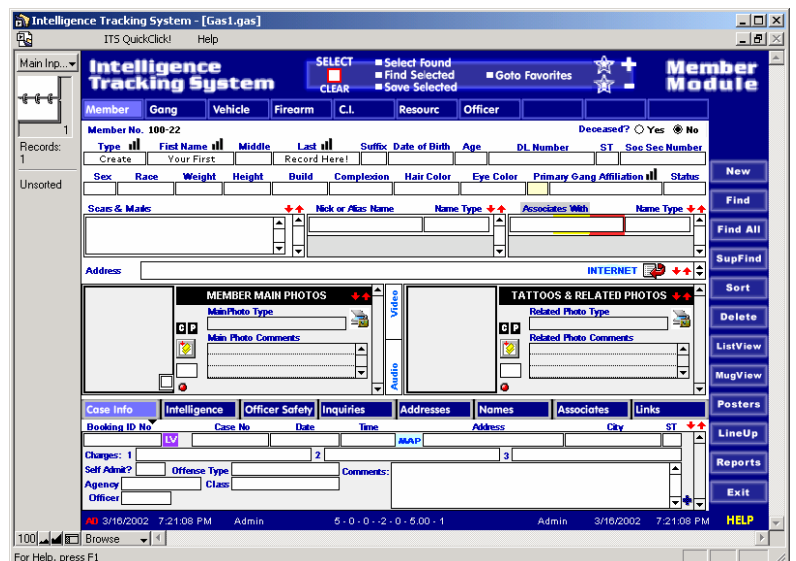


Figure 2-B

Once you have selected the red “AD” button you will be prompted with a password dialogue. Only administrators can access the Administration Module. The default password is “password”. Please type “password” into the dialogue and select the [OK] button.

The Administration Module (figure 2-D) allows for setup and configuration of the Intelligence Tracking System and its users.

The top of the screen represents the license information. Below is a set of application options and to the right, additional options located on the button bar. To Exit the Administration Module at any time, select the “Exit” button at the bottom right corner of the screen.

Setting the Application Options will change the Intelligence Tracking Systems application environment. The first application option is the application directory as Microsoft Windows would see it. To populate this field, select the folder icon and navigate to your Intelligence Tracking System application directory.

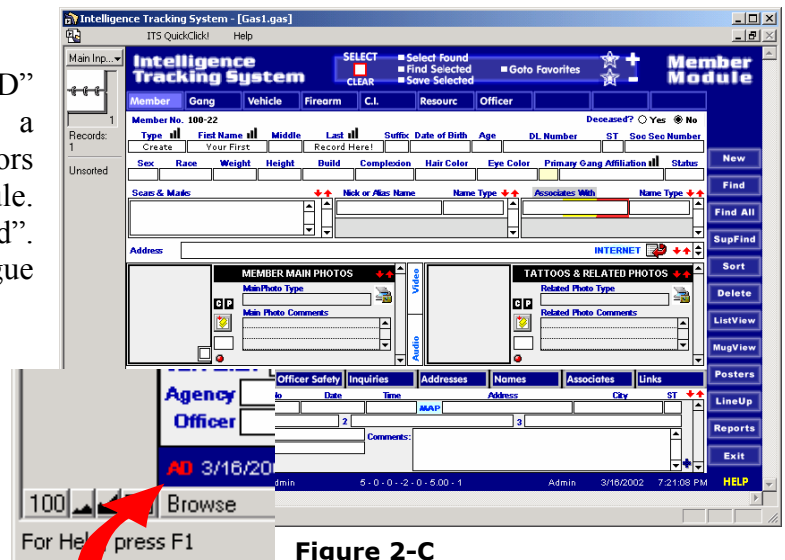


Figure 2-C



Figure 2-D

The second option asks how Microsoft DOS would see your application directory. Normally this would be “C:\GAS”, unless you have installed the Intelligence Tracking System into a custom directory. If you have a Multi-User version of the Intelligence Tracking System and have installed the application into “C:\Program Files\Filemaker\Filemaker Server 5.5\GAS” the DOS equivalent would be “C:\progra~1\filema~1\filema~1.5\gas”. For further assistance, please contact the Intelligence Tracking System support team via the Intelligence Tracking System website or via the technical support hotline.

The next value tells the Intelligence Tracking System to use it’s built in printer selection system. If you select yes, printers can be set up on the “Users Preferences” screen. The users preferences screen is accessed from the “ITS QuickClick!” menu at the top of the screen. If you are using the Multi-User version, the printer setup only needs to be done once on each workstation. Each user of that workstation will use the same printer configuration.

If you choose to select “yes” on Option 4, “Use Photo Reference System”, the Intelligence Tracking System does not actually import photos into its data files. It instead references the

photo, keeping your data file size as small as possible. By referencing the photos vs. importing them into the data file itself, you will also increase the performance of the Intelligence Tracking System. When using “Photo Referencing,” the Intelligence Tracking System keeps track of where your photos are located. This is done by telling the Intelligence Tracking System where to store your photo files.

Note: Photos imported into the Officer Module are not referenced. All Officer Module photos are imported into the Officer Module data file. Customers using the Multi-User version should see a note at the end of page 4 of this document.

Rereferencing your photos within the Intelligence Tracking System is accomplished with option number 5. Select the “Folder Button” on line 5, and navigate to your images directory. The default value “C:\gas\images” will be the correct value unless you installed the Intelligence Tracking System into a custom directory. If you choose to set a custom directory, once you navigated to the directory of your image files and select the ok button; you are prompted with a dialogue containing 2 buttons [Additional] and [Relocate]. In the event you need to move your photo files to a new location on your computer after referencing them to records within the Intelligence Tracking System, you will need to [Relocate] them. The procedure for this would be for you to first move the photo files from the current location (where the Intelligence Tracking System currently finds them) to the new location (where you would like for the Intelligence Tracking System to find them). After the photo files have been physically moved, select the “Folder Button” on line 5. Select your new photo location, and select the “OK” button. Select the [Relocate] button, and you will be taken to the screen in figure 2-E. This screen displays the photos that you currently have referenced using the value of the “Current Location”. By selecting the “Update” button, these photos will be changed to a new reference location, the value in “New Location”. To exit this screen select the “Exit Photo View” button located in it’s bottom right corner.

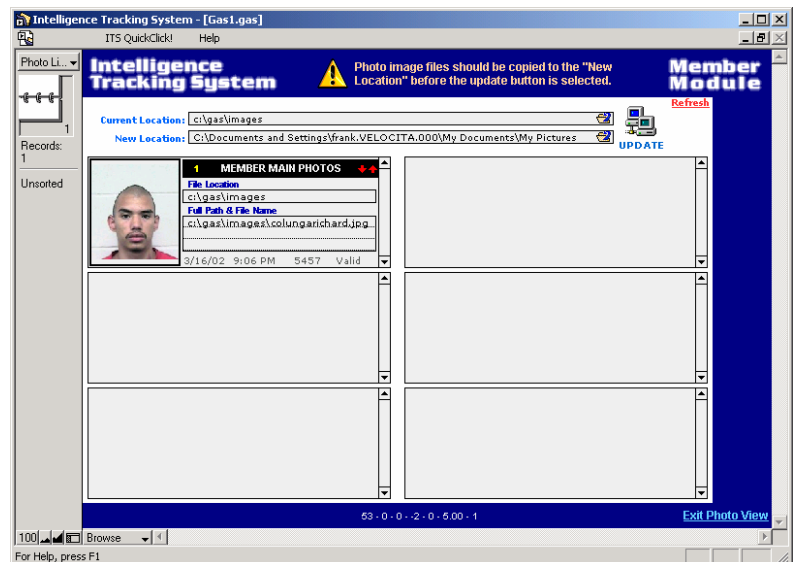


Figure 2-E

Option 6 is not currently used and will be used in a future version of the Intelligence Tracking System.

Option 7 is the password used when your users enter and exit the Electronic Mug Module. The Electronic Mug Module will allow your officers to create a photo array of mug shots for a witness or victim to browse. This password assures that your witness or victim cannot leave the Electronic Mug Module or access any information that could possibly jeopardize your case.

The administration screen password, option 8, is the password that allows administrators to enter and exit the Administration Module.

Option 9, the default agency name is used when creating new case information related to a person in the Member Module. The text you enter here will automatically be placed in the Agency Name field in the case module.

In Option 10, the Intelligence Tracking System allows for its records to be exported to a floppy diskette or other removable piece of media (Zip, CDRW etc). This allows you to easily share information with other agencies that also use the Intelligence Tracking System. All Member Module information is automatically exported / imported, including photographs. Option 10 allows you to choose if you would like for your "Intelligence Information" to be exported or not. If you select "NO" in option 10 everything will be exported except for the Intelligence information.

Option 11, 12, 13 sets the users automatic notification of their corresponding references (11 – Officer Safety Warning, 12 – Juvenile Notification, 13 – Deceased Notification).

By selecting "ON" for option 14, AutoBackup – will automatically create a set of backup files every so many exits. This value is selected within the description of option 14 and it's default value is 5. For example, if would leave Option 14 at the default value of 5, every 5th time you exit the Intelligence Tracking System the backup files would be created. This is in no way a replacement to backing your Intelligence Tracking System to some type of removable media, and for that backup to be periodically taken off site. This backup feature however could be a life saver in the event of data file corruption.

Option 15 allows for you to determine if you would like for an "Exit" button to be displayed in the Officer Module to quit the Intelligence Tracking System. Normally the only way to quit the Intelligence Tracking System is from the Member Module.

Option 15 will automatically remove any carriage returns that may have been placed into the First Middle or Last Name fields. Certain functions of the Intelligence Tracking will not operate correctly if carriage returns were placed in these fields.

Option 16 is used to start a patch file that the Intelligence Tracking System support Team would supply you.

Note: Customers using the Multi-User version of the Intelligence Tracking System must verify that Application Options 1,2,5 and 6 are set to the same values for each user. This means that on the server computer you will need to set up a shared drive letter that is accessible from each users workstation and that each users workstation uses the same drive letter and directory structure that was placed in the Application Options. When you are using the Intelligence Tracking System in "Single User Mode" on the server, you will also need to access the file structure using the same drive letter and directory structure. This is accomplished setting up a substituted drive, by using the "SUBST.EXE" dos command. If you are unfamiliar with setting up substituted drives please contact the Intelligence Tracking System Support Team for assistance in setting up your server. Single User Mode from your server console is when you stop Filemaker Server 5.5 and start the Intelligence Tracking System from it's desktop icon or start menu. The Intelligence Tracking System Multi-User Quick Reference document will further assist you in setting up a Multi-User environment.

The button bar at the right provides additional features for the administrator. We will go over them in the order they are displayed. The “Import Data” button is used after upgrading or reinstalling the Intelligence Tracking System. Immediately after reinstalling or upgrading the Intelligence Tracking System perform the “Import Data” feature. The files being imported must reside in the Intelligence Tracking System application directory. If you experience any problems importing your export files into a new version of the Intelligence Tracking System please contact the Support Team at the technical support hotline. They will assist you with a manual import of your data files.

The “Export Data” button does just that. It exports all of your Intelligence Tracking System data into data files within its application directory. These export files will all end with a “.imp” extension. The files created by the “Export Data” button are the files used by the “Import Data” button, as described above. The “Export Data” procedure always needs to be performed prior to installing an upgrade version of the Intelligence Tracking System. If you do not run the “Export Data” button prior to upgrading you will not have any data to Import into the new upgraded version. All upgrades of the Intelligence Tracking System will destroy all data. Data needs to be imported into all upgraded versions.

The “Record Mod” button will take you into the record modification section of the Administration Module. The record modification screen allows you to view records based on its last “modification date”. You will find that your local agency policy or Federal guidelines at times will deem that records are deleted or archived after a certain amount of time without activity. This interface allows you to find these records rapidly and easily delete them if necessary. You are able to locate records in 2 ways. “View By Selections” allow you to select a “Quarter” or “Month” within a certain “Year”. “View By Date Range” allows you to select a “Start Date” and “End Date” filter. For example if you have been entering data into the Intelligence Tracking System for 5 years and your agency policy states that any records held within an electronic data base that has not been modified within 4 years needs to be removed - you would search by a date range of the first year you started using the system (ie ... “Start Date” = 3/1/97 “End Date” = 3/1/98). This would locate all records that have not been modified since that time. You can also locate records that were modified last moth or last quarter. Within the “View By Selection” are select either the last quarter with the “Quarter” pull down or what month you would like to view by selecting it from the “Month” pull down menu. After selecting the year from the “Year” pull down, you will be displaying the records that match that criterion. To exit this screen, please select the “Exit List View” button in its lower right corner.

When users delete records in the Intelligence Tracking System, the record is not actually deleted until an Administrator permanently deletes the record. The “Delete Marked” button takes you into the record deletion area

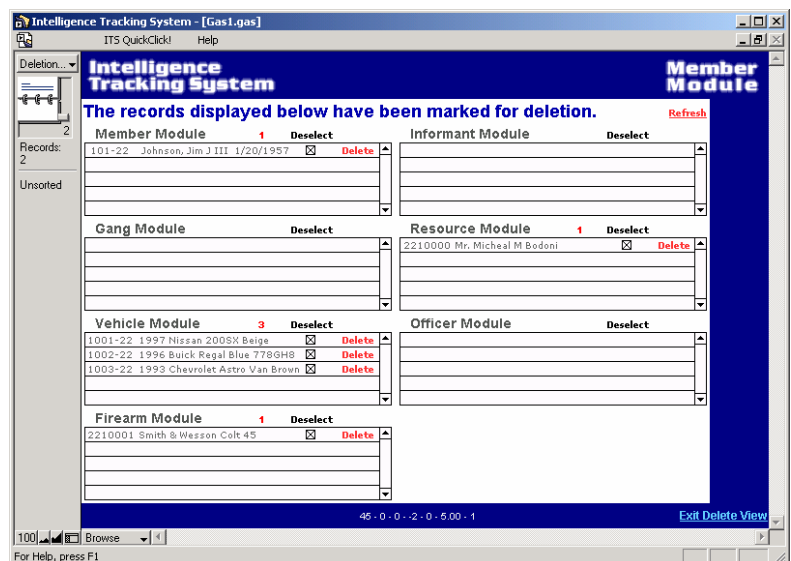


Figure 2-F

of the Administration Module. Within this screen, you will see records that have been marked by users for deletion. You are able to delete the records at this time by selecting the red “Delete” button, or “Deselect” this record. By “Deselecting” this record, it will no longer be marked for deletion. If you select the record itself, you will be transported to its entry within the Intelligence Tracking System. To exit this screen, select the “Exit Delete View” button in its lower right hand corner.

To assist you in managing the users that access the Intelligence Tracking System, there is a “User Administration” area of the Administration Module. By selecting the “User Admin” button, you are taken to an area where new users can be created, located, and sorted. Options can also be set there to personalize each user’s application environment. To create a new user, select the “New” button on the button bar to the right of the screen. The screen clears, a new “User ID” is created and you are ready to enter a “User Name”. Please keep in mind that user’s names, and passwords are case sensitive. To the right of the user information, you are able to tell the Intelligence Tracking System if this user is an administrator, can access the Confidential Informant module, and also if this user can access the Officer Module. How you answer these questions will determine if this user will have access to these resources. Below the user’s name and password, you will find other items that will set up this user’s environment. Select this user’s default opening module. In other words, select module you would like this user to go to whenever starting the Intelligence Tracking System. Select the startup screen when entering the Member Module. “Users Security Level” determines what this user can do within the Intelligence Tracking System. This drop down consists of 11 levels of security. There must always be at least one Admin user with security level 14 in your system at all times. Since the default Admin password is published within this document, it might be a good time to change it to something more confidential. These user security levels are self-explanatory. Please inquire with technical support if you have any questions on how these operate. “Default PDF Creation Dir” is the default directory where your user would like to store his PDF files that are created. This feature is only activated if Adobe Acrobat is installed on this users system. The “Import / Export Default Drive” is the drive letter that will be used when exporting or importing individual Member Module records. This is used when your agency or department shares individual Member Module records with other agencies or another department within your agency that also uses the Intelligence Tracking System. By using the Import / Export feature found on the “ITS QuickClick!” menu you will save a lot of time by not having to retype or manually import photos. The “Default Image Import Directory” is the location that the Intelligence Tracking System goes to each time this user chooses to import a photo. For example, if this user scans all of his photo to or saves his digital camera artwork to “**C:\Myfiles\Myphotos**”, you would want to select this location within the “Default Image Import Dir” field. You can accomplish this by selecting the “Folder Button” at the right of the field and navigate to its location. “Windows Directory” is as it states, the location of your Windows operating system. For example “**C:\windows**” or “**C:\winnt**”. The lower third of the screen displays this user’s login history. If you find the number displayed in the left most column is out of sequence, this could indicate users tampering with the date of this computer. To exit this screen, please select the “Exit” button located in its lower right corner.

“Spelling Setup” allows you to select dictionaries and spelling error notification options, as well editing the dictionary. The

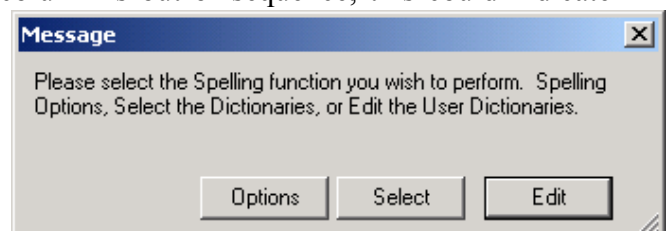


Figure 2-G

Intelligence Tracking System will notify you of a spelling error “as you type” with either a flashing screen or a beep (or whatever sound you program within your windows sound control panel) on your speakers. Before you can edit your dictionary, you must first “select” a dictionary.

The “Create Palm File” and “Create Web File” buttons are used by customers who purchase a license for the respective button. The data you collect within the Intelligence Tracking System can be securely placed on the Internet for your department’s ability to view and search your data from any Internet enabled workstation in the world. You may also choose to purchase a Palm license which will give you the ability to view your Intelligence Tracking System on a Palm OS or Pocket Windows handheld computer. Please call the Intelligence Tracking System sales team for further information regarding these options.

To exit the “Administration Module” please select the “Exit” button in the lower right corner of the screen. When you select this button you will be prompted to enter the Administrators password. This just verifies that you know what the Administrators Password is, in case it had been changed.

Note: In the event you need to create the most secure environment possible, the Intelligence Tracking System is compatible with Finger Print recognition. By using the Intelligence Tracking System in conjunction with Digital Persona’s U.are.U product line, a very secure environment can be created. By the Intelligence Tracking System administrator creating all user accounts and securing all passwords, the user must be physically there to place his or her finger on the finger print reader to access the system. In simpler terms, you will not have to worry about your users sharing their passwords with an unauthorized user or with a user who has a lower security level. The only person who actually knows a password within this scenario would be the Intelligence Tracking System administrator.

Note: In the event the Intelligence Tracking System does not shut down correctly (computer locks up, power outage etc.), you run the risk of data corruption as well as data loss. It is highly recommended that a stable Windows PC is used as well as a UPS battery backup. This will minimize the risk of any of these types of problems from occurring. When starting the Intelligence Tracking System after an incorrect shutdown, you may be posed with a dialogue requesting your user to enter a password. If you see a password dialogue you have never seen before, and the user password will not work, enter “**ropassword**”.

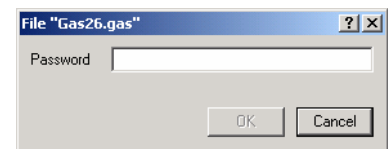


Figure 2-H

If you are presented with a message upon startup that a file is damaged take note of which file it is (gas1.gas – gas37.gas) Cancel out of the Intelligence Tracking System at this time. Restart the Intelligence Tracking System by holding down the <Shift> <Ctrl> and <Alt> keys. Double click on the Intelligence Tracking System icon and immediately after the double click of your mouse hold down the 3 keys stated above. You will be posed with a dialogue asking you what file you would like to rebuild. Select the file that was stated as being damaged. After this process has completed, please restart the Intelligence Tracking System and enter as normal.

Multi-User customers having problems accessing the Intelligence Tracking System server should stop the Filemaker Server 5.5 service process on the server console and start the Intelligence Tracking System in Single User mode by selecting the Intelligence Tracking System Windows desktop or Windows Start menu icon. This will verify the integrity of the Intelligence Tracking System data files.