INTRODUCTION

Welcome to the LogiTrak Training Manual. This manual provides you with descriptions and functions of the LogiTrak Records Management system.

LogiTrak is a server-side webpage of the DataTrak Records Management System (RMS) in a secure online format, allowing for universal access via the Internet.

When you are first learning about LogiTrak, this manual introduces you to the tasks you can perform with the program. Once you become more experienced with LogiTrak, this manual provides you with reference information about specific functions, such as creating Supplemental Case Reports and Master Records Validation.

WHAT YOU'LL LEARN

This chapter provides you with general conceptual information about the uses and processes of LogiTrak.

You'll learn how to get started working with LogiTrak, covering the following areas:

- Overview of the LogiTrak program.
- To Do List and Record List
- LogiTrak tabs and menu links.

OVERVIEW OF LOGITRAK

LogiTrak Records Management System (RMS) creates many different types of records and reports. Most often data for these records is based on Calls For Service (CFSs) entered by dispatchers into the Logi*SYS* computer-aided dispatch (CAD) program. Information collected by dispatchers is moved into LogiTrak, where law enforcement and emergency response personnel can enter more details about the people and vehicles involved, the property seized, the offenses committed, and many other pieces of information about an event and its aftermath.

LogiTrak is a web-based program with a personalized To Do List for each user. Your To Do List enables you to quickly and easily identify the records awaiting your attention, as a report creator or because a report you submitted for supervisory approval has been rejected and returned to you for changes.

Users are able to link data between LogiTrak modules. “Master” records are the most common form of related data. Additionally, you can link other types of records and reports together in LogiTrak, such as linking an Accident report with an Incident report.

Master records and their databases allow users to enter descriptive data one time and then fill that data to future records involving the same person, property, or vehicle. Master databases have “fill” functionality that enables rapid report creation and maintains a historical list of all the records involving a particular person, vehicle, or piece of property. LogiTrak can update master records with data from new event reports (such as incident or accident reports).

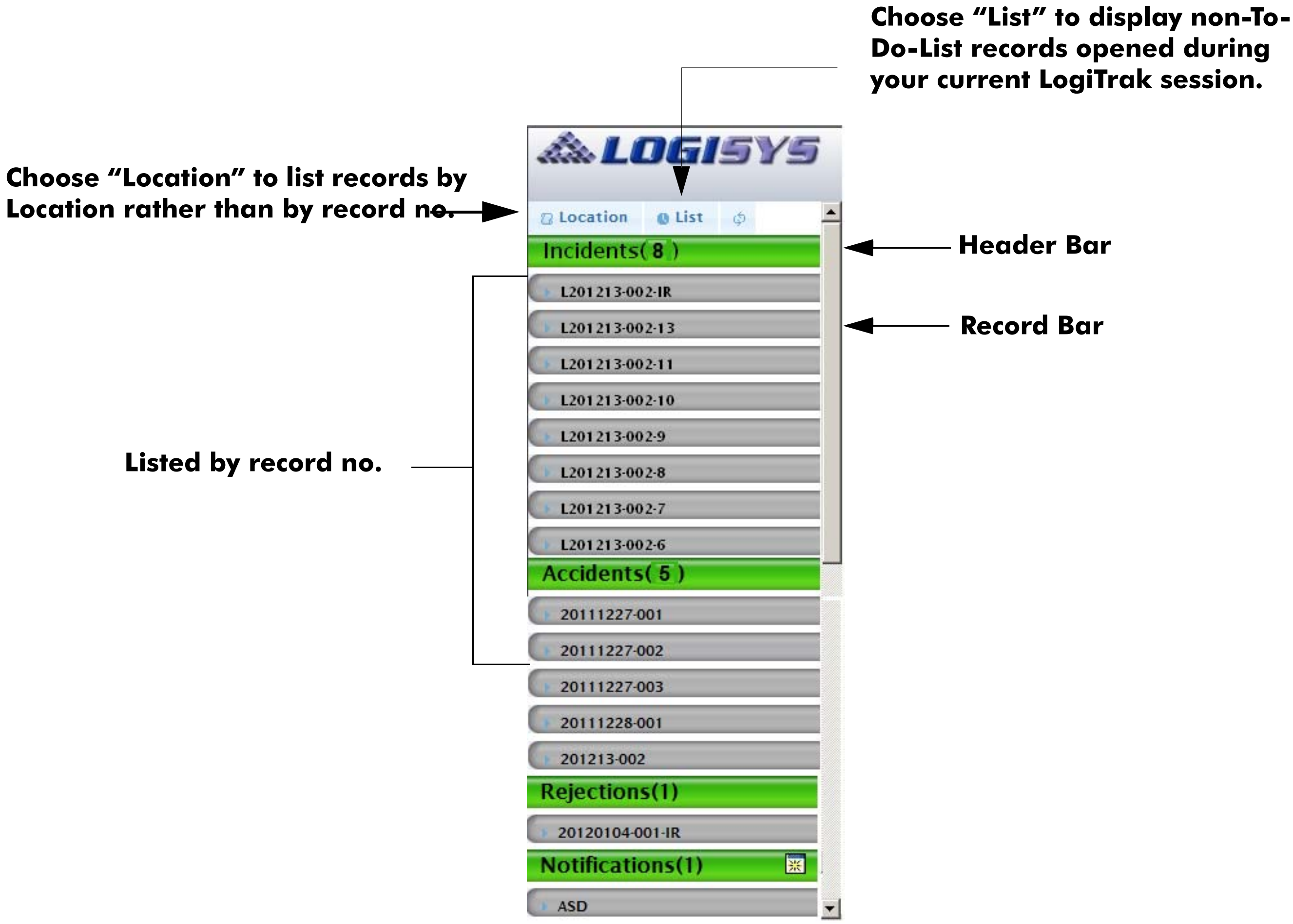
THE RECORD LIST

When a user logs into LogiTrak, their To Do List displays in a column on the far left of the page. This column displays two different sets of records: your To Do List or a complete Record List of all records that you accessed during the current log-in session, but that aren't available on your To Do List.

To Do List

Records "belong" to you when you are responsible for the next stage of work to be done with that record.

Your To Do List displays Incidents, Accidents, and EMS reports that "belong" to you. Rejections and Notifications that belong to you appear at the bottom of your To Do List. Each record type has its own section on the list and a green header bar that shows both the label for that kind of record and how many records of that type are currently in your To Do List.



Reports appear on a user's To Do List based on workflow. Each agency is governed by workflow, a process of assigning and sending reports through the approval system within LogiTrak. Each user is generally responsible for completing, reviewing, or editing their reports. When a user has completed a step in the reporting process and changed a report's status, the report is removed from that user's To Do List and transferred to the next appropriate user's To Do List.

Users with the proper permissions, set in DataTrak User Manager, can use the Assume ID function to view, edit, and reassign reports to another user's To Do List. For users without proper permission, the Assume ID button does not appear.

Record List

The *List* link is located immediately above your To Do List. Choose the *List* button in order to change the display to a list of non-To-Do-List records that you have opened during your current log-in session. The Record List may be empty, if you have yet to work with any non-To-Do-List records today.

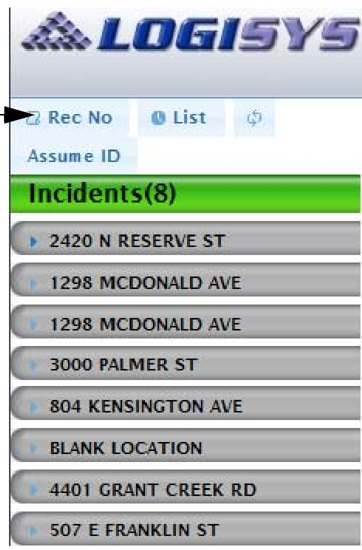
When you choose the *List* button, its label changes to *TDL*. Choosing *TDL* returns the records in the column back to your To Do List.

Location and Record Number

You can choose to identify incidents and other reports in your To Do List by location or by record number. By default, LogiTrak lists reports by record number.

Choose *Location* to the left of the *List* link to display incidents by record number. If a report has no validated location data, the To Do List record bar for that report will display “BLANK LOCATION.” Multiple reports for the same incident will display the same location in their record bars.

Button label changes to “Rec No.”

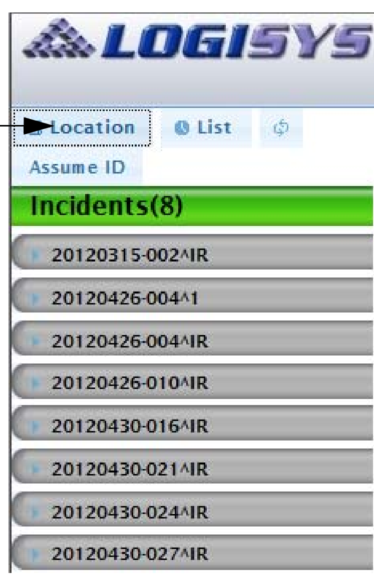


Record bars display validated locations.

Records with no validated location display “BLANK LOCATION”

When you choose the *Location* button, its label changes to *Rec. No*. Choosing *Rec. No.* returns the record bars’ display back to record numbers.

Button label changes to “Location”.



Record bars display record numbers.