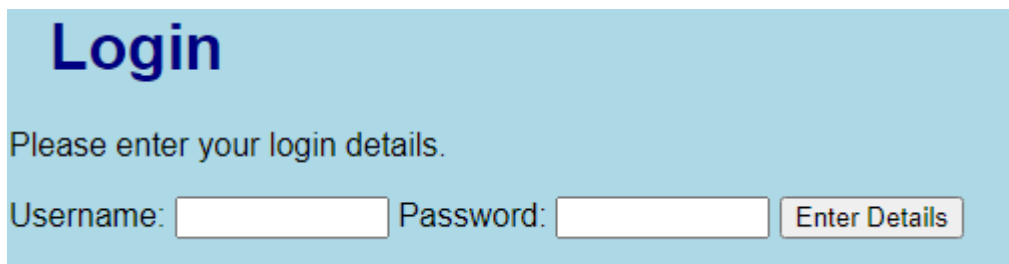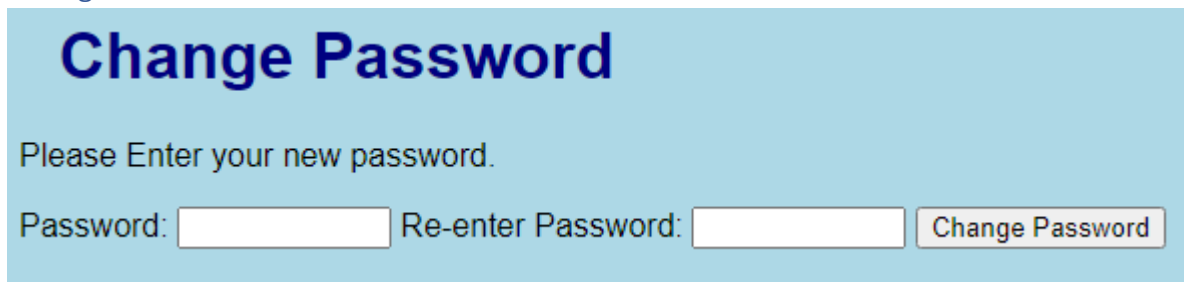# User manual

Police User

Logging in

To login the correct username and password must be provided. This will then take you to the main page, this is where you can access the feature of the system.

Change Password

From the main page the first option is to change your password. Clicking on the button will take you to the page shown below.

Change user and logout

When on the main page you have the option to change the user that is logged in.

On every page there is a logout button. When the user is finished using the system they must remember to logout. Clicking this button will logout the user stopping anyone who uses the computer afterwards from accessing the system. If the user does not logout, the system will automatically log them out after 30 minutes.

If no one is logged in, any attempt to access pages other than the login will redirect to the login page.

Lookup People

Any person in the database can be looked up with their Licence number of either their first or last name. This is not case sensitive. From the main page, clicking the Lookup People button will take the

user to a page where these details can be entered. All the people in the database that match the criteria will be displayed in a table.

They will also have the option to add a vehicle for this person or an incident for this person.

By clicking the add vehicle button the user will be taken to a page with a form for adding a vehicle to the person selected.

By clicking the add incident button will take the user to page where the details of the incident can be added. It will also display all the vehicles associated with the person, as well as a list of possible offences.

Lookup Vehicle

A vehicle can be looked up by a licence number by clicking the lookup vehicle button on the main page.

New Person

A new person can be added by clicking the enter person button on the main page.

Table Viewer

You can view the contents of any table in the database by selecting the table viewer on the main page.

Table Viewer

Choose a table:
People ▾

Submit

People

ID	First Name	Last Name	Address	Licence
1	James	Smith	23 Barnsdale Road, Leicester	SMITH92LDOFJJ829
2	Jennifer	Allen	46 Bramcote Drive, Nottingham	ALLEN88K23KLR9B3
3	John	Myers	323 Derby Road, Nottingham	MYERS99JDW8REWL3
4	James	Smith	26 Devonshire Avenue, Nottingham	SMITHR004JFS20TR
5	Terry	Brown	7 Clarke Rd, Nottingham	BROWND3PJJ39DLFG
6	Mary	Adams	38 Thurman St, Nottingham	ADAMSH9O3JRHH107
7	Neil	Becker	6 Fairfax Close, Nottingham	BECKE88UPR840F9R
8	Angela	Smith	30 Avenue Road, Grantham	SMITH222LE9FJ5DS
9	Xene	Medora	22 House Drive, West Bridgford	MEDORH914ANBB223

The table can be selected using the drop-down menu.

Administrator

The administrator gets all the functions of police officer with additions.

Lookup people

Enter either partial name or licence number.

First Name: [ ]   Last Name: [ ]   Liscence No.: [ ]   Enter Details

Name	Address	ID	Licence	Add Vehicle		Add Incident		Delete
James Smith	23 Barnsdale Road, Leicester	1	SMITH92LDOFJJ829	Add Vehicle		Add Incident		Delete
James Smith	26 Devonshire Avenue, Nottingham	4	SMITHR004JFS20TR	Add Vehicle		Add Incident		Delete

The admin can delete a person and all the records attached. It will show the records that will be deleted and ask for confirmation.

Delete people

The following records will be deleted.

Name	Address	ID	Licence
James Smith	26 Devonshire Avenue, Nottingham	4	SMITHR004JFS20TR

Vehicle ID	Type	Colour	Licence
13	Ferrari 458	Red	MY64PRE
15	Honda Civic	Green	FJ17AUG

Incident ID	Vehicle ID	People ID	Incident Date	Incident Report	Offence ID
1	15	4	2017-12-01	40mph in a 30 limit	1
3	13	4	2017-09-17	110mph on motorway	1
5	13	4	2017-10-17	Not wearing a seatbelt on the M1	3

Fine ID	Amount	Points	Incident ID
1	2000	6	3

Confirm Delete

The admin can also edit records from the table viewer.

Table Viewer

Choose a table:
People ▾

Submit

People

ID	First Name	Last Name	Address	Licence	
1	James	Smith	23 Barnsdale Road, Leicester	SMITH92LDOFJJ829	Edit
2	Jennifer	Allen	46 Bramcote Drive, Nottingham	ALLEN88K23KLR9B3	Edit
3	John	Myers	323 Derby Road, Nottingham	MYERS99JDW8REWL3	Edit
4	James	Smith	26 Devonshire Avenue, Nottingham	SMITHR004JFS20TR	Edit
5	Terry	Brown	7 Clarke Rd, Nottingham	BROWND3PJJ39DLFG	Edit
6	Mary	Adams	38 Thurman St, Nottingham	ADAMSH9O3JRHH107	Edit
7	Neil	Becker	6 Fairfax Close, Nottingham	BECKE88UPR840F9R	Edit
8	Angela	Smith	30 Avenue Road, Grantham	SMITH222LE9FJ5DS	Edit
9	Xene	Medora	22 House Drive, West Bridgford	MEDORH914ANBB223	Edit

Edit people

Enter the new details to be stored in this record. You may copy and paste any records you wish to keep. All fields should be filled.

First Name: [____] Last Name: [____] Address: [____] Liscence No.: [____] [Enter Details]

First Name	Last Name	Address	Licence
James	Smith	23 Barnsdale Road, Leicester	SMITH92LDOFJJ829

The admin can also add police accounts by clicking the add police account button on the main page and add new fines by clicking the new fine button on the main page.

Enter details for new fine

Amount: [____] Points: [____] Incident ID: [____] [Enter Details]

Incident ID	Vehicle ID	People ID	Incident Date	Incident Report	Offence ID
1	15	4	2017-12-01	40mph in a 30 limit	1
2	20	8	2017-11-01	Double parked	4
3	13	4	2017-09-17	110mph on motorway	1
4	14	2	2017-08-22	Failure to stop at a red light - travelling 25mph	8
5	13	4	2017-10-17	Not wearing a seatbelt on the M1	3

General

On all pages except the login you have the option to log out.

On all pages except the login and main page you have an option to return to the main page.