

User Manual for Incidents Management System (IMS)

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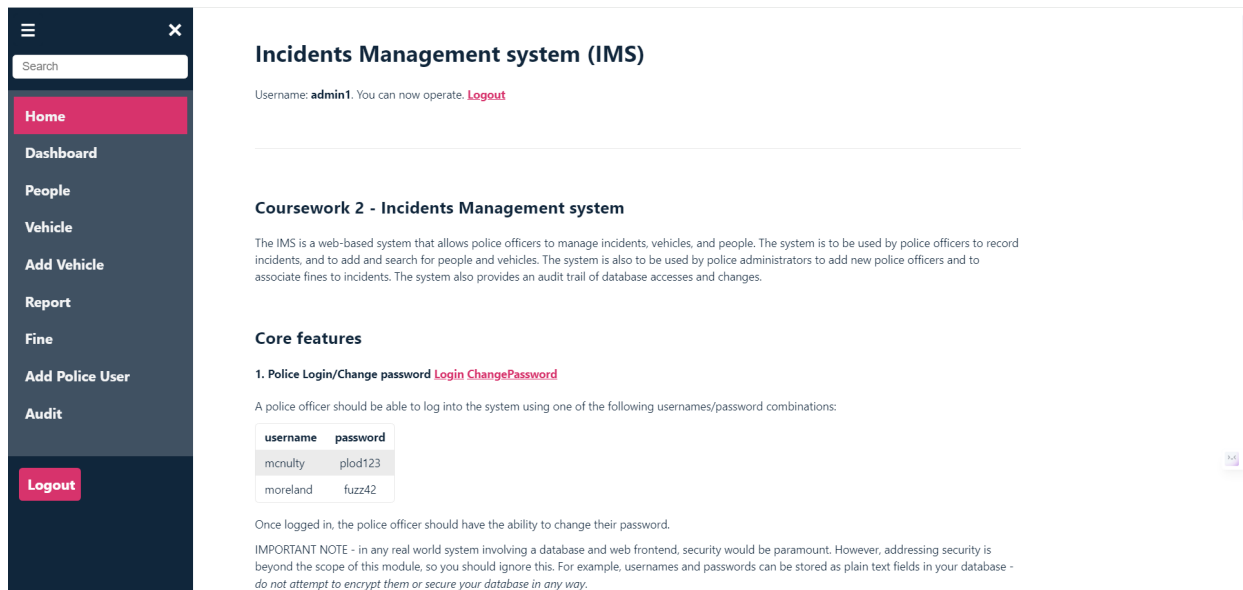
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1 Introduction

1.1 Purpose

This manual is designed to guide police officers and administrators through the Incidents Management System (IMS). The IMS is a web-based system that allows police officers to manage incidents, vehicles, and people. The system is to be used by police officers to record incidents and to add and search for people and vehicles. The system is also to be used by police administrators to add new police officers and to associate fines with certain incidents. The system also provides an audit trail of database accesses and changes.



1.2 Audience

This user manual is written for police officers and administrators who are authorized to access the IMS. This document caters to users ranging from beginners to advanced, providing clear instructions for daily operations.

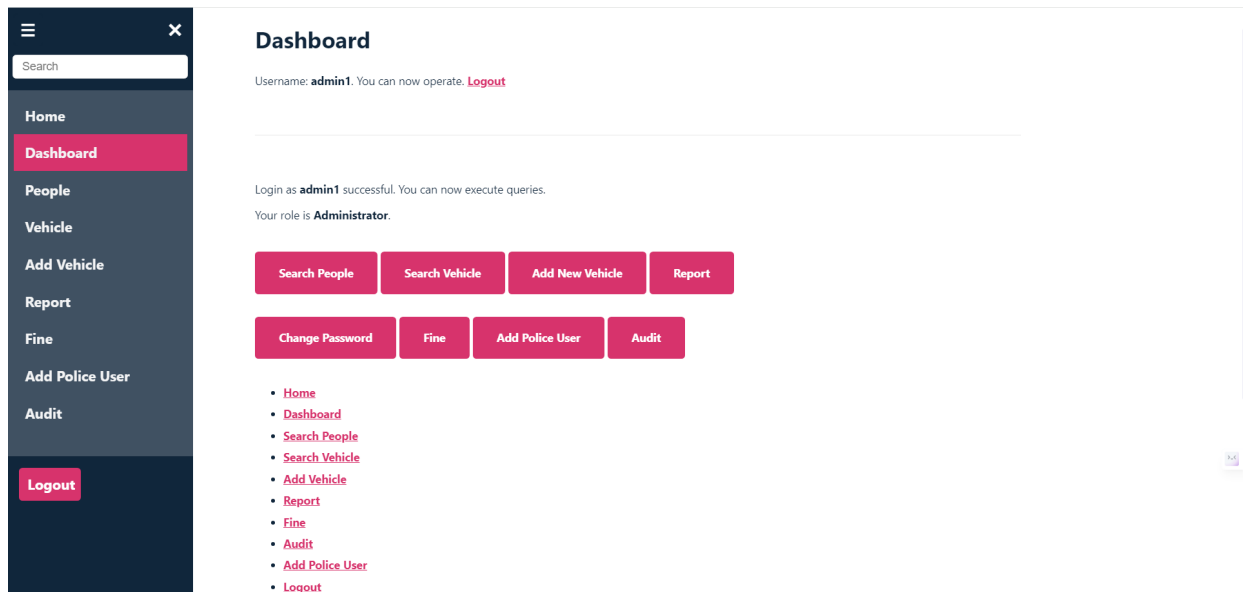
1.3 Scope

The manual covers the functional aspects of the TIS, including system access, navigation, core features, and administrative functions. It will not cover the details of the development which should be included in the technical manual.

2 System Navigation

2.1 Homepage Overview

The homepage also introduces the basic use of this system. Upon successful login, users are greeted with a dashboard that presents quick-access links to frequent tasks.



2.2 Using the Side Navigation Bar

A collapsible side navigation bar provides access to all system modules which current users can access, for police officer users:

- **Quick Search:** A dynamic search bar for menus.
- **Home:** Return to the main homepage at any time.
- **Dashboard:** Return to the dashboard.
- **People:** Access and add people.
- **Vehicles:** Search for vehicle data.
- **Add Vehicles:** Add new vehicle data.
- **Reports:** File and review incident reports.
- **Logout:** Escape the IMS.

For Police Administrators, there are 2 more additional modules:

- **Fine:** Associate fine amounts and points with specific incidents.
- **Add Police User:** Add new police office users.

3 Core features

3.1 Login and Password Management

- **Accessing the System:** Enter your username and password on the login page.
- **Updating Credentials:** You can update your password with the change password button in the Dashboard.

3.2 Personnel Inquiry

The screenshot shows a web application for personnel inquiry. On the left is a dark blue sidebar with a menu containing: Home, Dashboard, People (highlighted in pink), Vehicle, Add Vehicle, Report, and a Logout button at the bottom. The main content area is titled "Search People" and shows a user login status: "Username: officer1. You can now operate. Logout". Below this is a search box labeled "Search People:" with the placeholder text "Enter name or licence". To the right of the search box are three buttons: "Search", "Show all people", and "New Person". At the bottom of the main area, there is a link "back to CW2 home" and a copyright notice "© 2023 - 4039 DIS Database Interface and Software Design Principle".

- **Search Function:** Use the search bar to find individuals by name or license number. It is a responsive autocomplete search bar.

This close-up shows the search bar with the letter 'j' entered. A dropdown menu displays a list of names and license numbers. The third item, "JOHN MYERS MYERS99JDW8REWL3", is highlighted in pink.

| Search People: | |
|-------------------------------|----------|
| JAMES SMITH SMITH92LDOF | JJ829 |
| JENNIFER ALLEN ALLEN88K23KLR9 | B3 |
| JOHN MYERS MYERS99JDW8 | REWL3 |
| JAMES SMITH SMITHR004J | FS20TR |
| TERRY BROWN BROWND3P | JJ39DLFG |
| MARY ADAMS ADAMSH9O3J | RHH107 |
| ANGELA SMITH SMITH222LE9F | J5DS |

- **Show All People:** Reveal all people's info records.

Search People:

Search

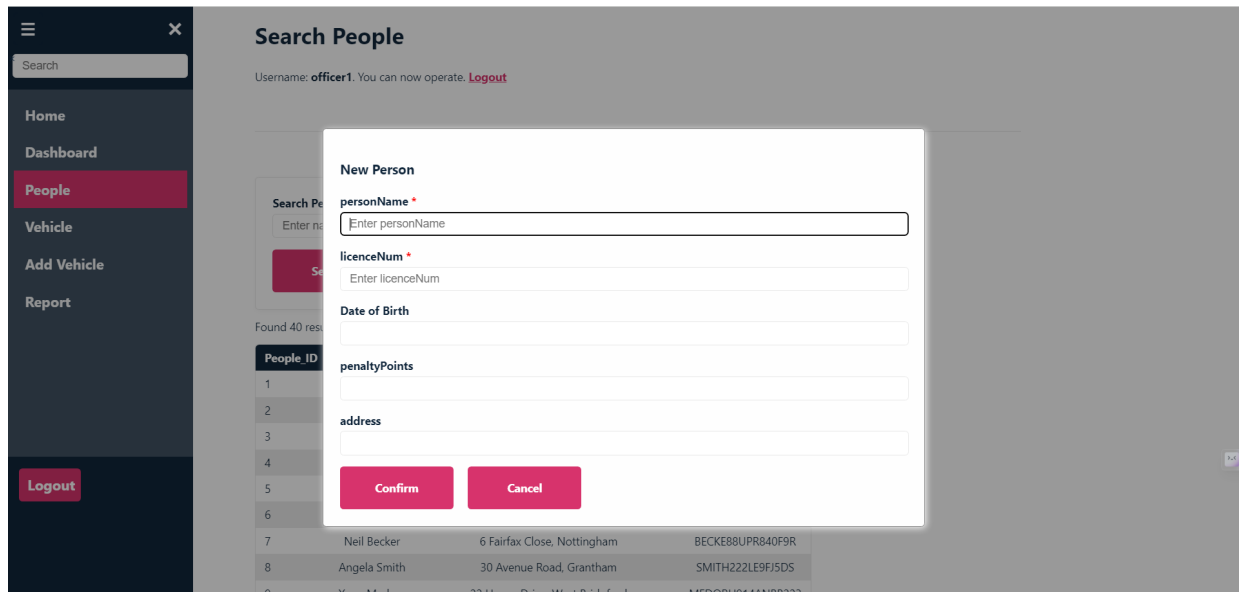
Show all people

New Person

Found 40 results.

| People_ID | People_name | People_address | People_license |
|-----------|----------------|----------------------------------|------------------|
| 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 | BROWND3PJ39DLFG |
| 6 | Mary Adams | 38 Thurman St, Nottingham | ADAMSH9O3JRH107 |
| 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 |

- **New Person:** Add a new person record in the popup modal.



3.3 Vehicle Inquiry

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Search

Home

Dashboard

People

Vehicle

Add Vehicle

Report

Logout

Search Vehicle

Username: **officer1**. You can now operate. [Logout](#)

Search Vehicle:

Enter vehicle registration number

You searched for: a

Search

Show all vehicles

Found 21 results.

| Vehicle ID | Vehicle type | Vehicle colour | Vehicle licence | Owner name | Owner licence |
|------------|----------------|----------------|-----------------|-------------|------------------|
| 12 | Ford Fiesta | Blue | LB15AJL | John Myers | MYERS99JDW8REW13 |
| 15 | Honda Civic | Green | FJ17AUG | James Smith | SMITHR004JFS20TR |
| 21 | Renault Scenic | Silver | BC16OEA | Neil Becker | BECKE88UPR840F9R |
| 21 | Renault Scenic | Silver | BC16OEA | James Smith | SMITH92LDOFJJ829 |
| 22 | Hyundai i30 | Grey | AD223NG | James Smith | SMITH92LDOFJJ829 |
| 22 | Hyundai i30 | Grey | AD223NG | name4 | num44 |

- **Vehicle Lookup:** Enter a registration number to retrieve vehicle details.
- **Show all vehicles:** Reveal all vehicles' info.

3.4 Vehicle Registration

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Search

Home

Dashboard

People

Vehicle

Add Vehicle

Report

Logout

Add Vehicle

Username: **officer1**. You can now operate. [Logout](#)

Add New Vehicle

Owner *

person

New Person

Vehicle type *

Vehicle colour *

Vehicle licence *

Add

Please enter all required info.

- **New Entries:** Add new vehicle records, including owner association, using a guided form, the owner input is also responsive autocomplete and will inform the user if there is no such person.

3.5 Incident Reporting

- **Filing Reports:** Document incidents with time-stamped entries and involved parties.

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Search

Home

Dashboard

People

Vehicle

Add Vehicle

Report

Logout

Add New Report

Person *

Add New Person

Date *

Time *

Vehicle Plate Number *

statement *

Offence Type *

Submit

Please fill in all fields.

- **Retrieval:** Access past reports for review or updates.

Search Report

Search Report:

Search

Found 5 results.

| Vehicle_licence | People_name | People_licence | Incident_Date | Incident_Report | Offence_description |
|-----------------|----------------|-------------------|---------------|---------------------------------------------------|---------------------|
| FJ17AUG | James Smith | SMITHR004JFS20TR | 2017-12-01 | 40mph in a 30 limit | Speeding |
| NY64KWD | Angela Smith | SMITH222LE9FJ5DS | 2017-11-01 | Double parked | Illegal parking |
| MY64PRE | James Smith | SMITHR004JFS20TR | 2017-09-17 | 110mph on motorway | Speeding |
| FD65WPQ | Jennifer Allen | ALLEN888K23KLR9B3 | 2017-08-22 | Failure to stop at a red light - travelling 25mph | Cycling on pavement |
| MY64PRE | James Smith | SMITHR004JFS20TR | 2017-10-17 | Not wearing a seatbelt on the M1 | Seat belt offence |

4 Administrator Exclusive Features

4.1 Account Creation

- **Add Police:** For administrators to create new police officer accounts.

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Search

Home

Dashboard

People

Vehicle

Add Vehicle

Report

Fine

Add Police User

Audit

Logout

Add Police

Username: **admin1**. You can now operate. [Logout](#)

Login as **admin1** successful. You can now execute queries.
Your role is **Administrator**.

New Police Username:

Password:

Role:

Police Officer ▾

Add

4.2 Fine Association

Procedure for linking fines to reports within the system.

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Search

Home

Dashboard

People

Vehicle

Add Vehicle

Report

Fine

Add Police User

Audit

Logout

Fine

Username: **admin1**. You can now operate. [Logout](#)

Your role is **Administrator**.

Add a fine with an incident

Fine Amount *

Fine Points *

Select Incident *

1: 40mph in a 30 limit ▾

Submit

Please fill in all fields.

4.3 Audit Log

Accessing the audit trail for regulatory.

Search

Home

Dashboard

People

Vehicle

Add Vehicle

Report

Fine

Add Police User

Audit

Logout

Audit Log

Username: admin1. You can now operate. Logout

Your role is Administrator.

Search For User Operation Log

Audit Log:

Enter log username or time or info

Please enter log info.

Search

Show all logs

Found 43 results.

| username | operation time | operation type | details |
|----------|---------------------|----------------|---------------------------------------|
| officer1 | 2023-12-16 01:09:42 | RETRIEVE | Searched for Incident: k |
| officer1 | 2023-12-16 01:09:38 | RETRIEVE | Searched for Incident: j |
| officer1 | 2023-12-16 01:08:48 | RETRIEVE | Searched for Incident: a |
| officer1 | 2023-12-16 01:08:45 | RETRIEVE | Searched for Incident: j |
| officer1 | 2023-12-16 00:58:55 | RETRIEVE | searched for Vehicle with: 'a' |