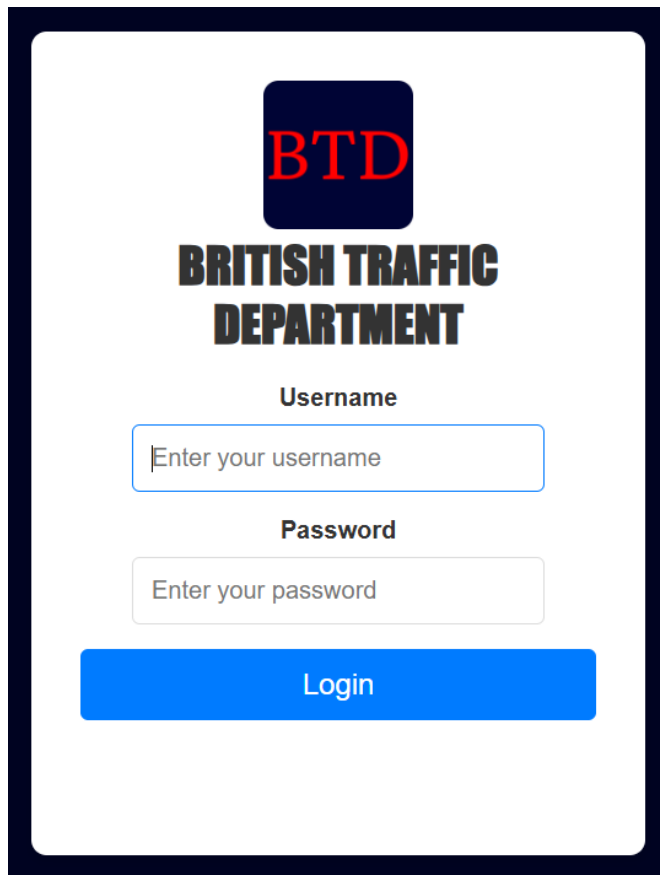


# User Manual

Hello Police Officers! This is a tour of the BTD website which you will be using for your daily tasks. Each of you will be provided with an Officer ID (Badge number), Username and Password which would be used to login to the site.

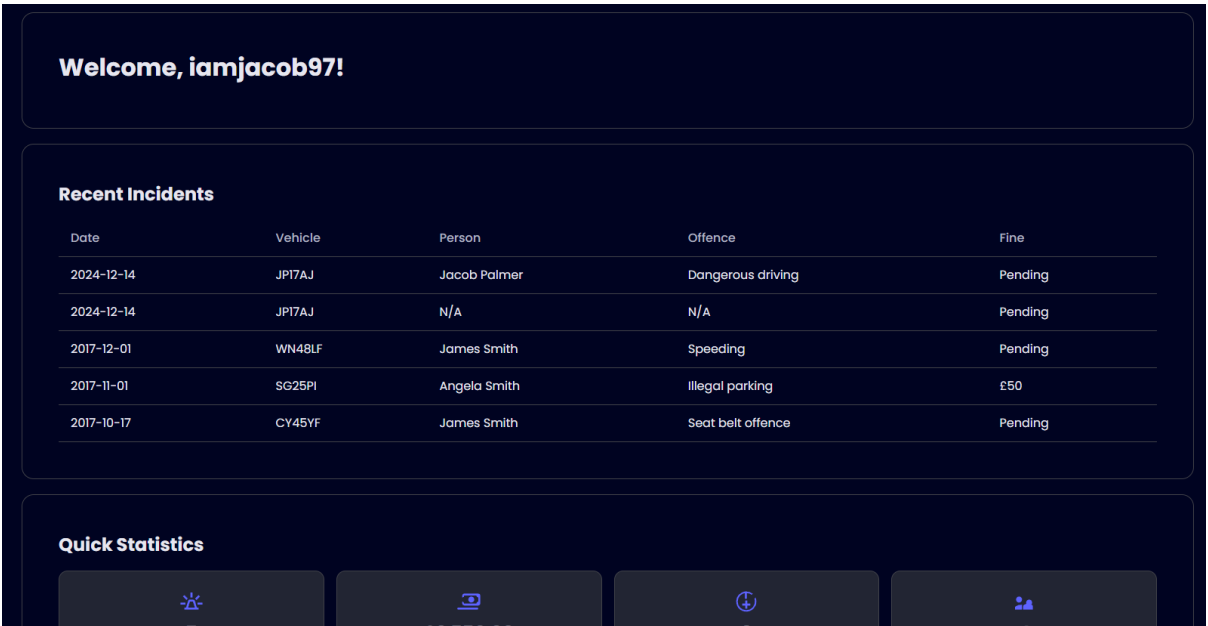
- **Login**

A screenshot of the login page for the British Traffic Department (BTD). The page has a white background with a dark blue border. At the top center is the BTD logo, which consists of a dark blue square with the letters 'BTD' in red. Below the logo, the text 'BRITISH TRAFFIC DEPARTMENT' is written in bold, black, uppercase letters. Underneath this, the word 'Username' is displayed in a smaller, bold, black font. Below the username label is a white input field with a blue border and the placeholder text 'Enter your username'. Below the input field, the word 'Password' is displayed in a smaller, bold, black font. Below the password label is a white input field with a grey border and the placeholder text 'Enter your password'. At the bottom of the form is a blue button with the word 'Login' in white text.

You must enter the username and password provided to you to login to the site.

- **Dashboard**

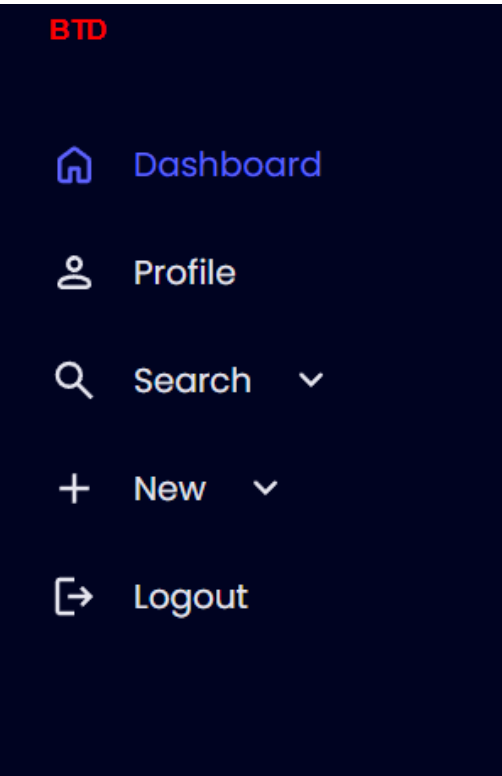
This is the first screen you see after logging in. This contains information about the recent incidents filed and a quick stats section.



You can navigate to any task you want to complete using the sidebar.

- **Sidebar**

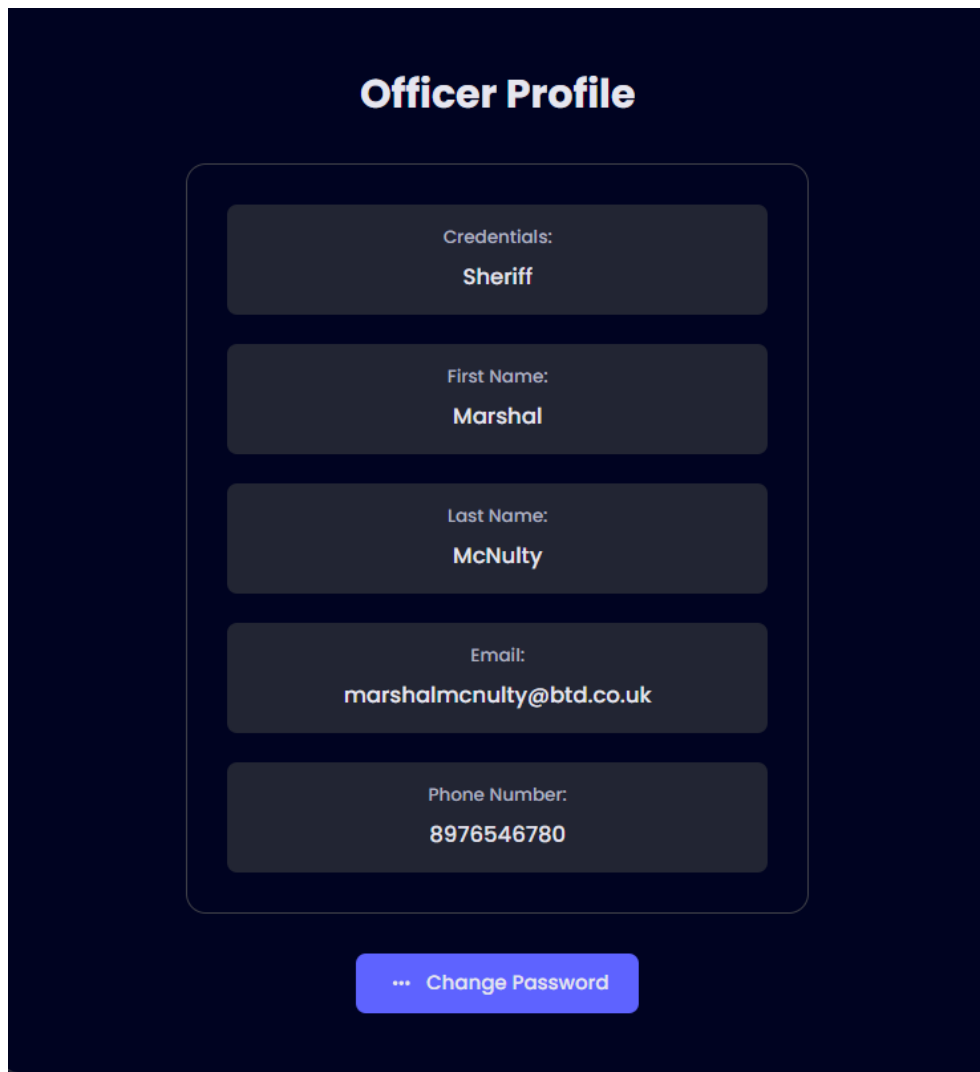
The sidebar is where you can access all the functionalities of the webpage.



Use the BTD button on top to open and close the sidebar. You can access your profile details, search people, vehicle, incident, add new person, vehicle, incident, ownership.

- **Profile**

This is where you will find your personal details and an option to change the password. Contact admin to change any details.



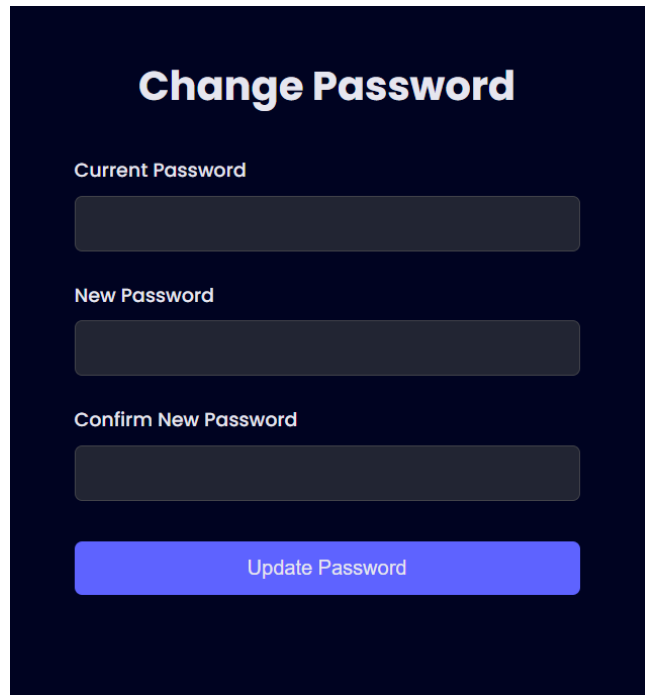
The screenshot displays the 'Officer Profile' page. At the top, the title 'Officer Profile' is centered in a bold, white font. Below the title, a central container holds five input fields, each with a label and a value. The fields are: 'Credentials:' with the value 'Sheriff', 'First Name:' with 'Marshal', 'Last Name:' with 'McNulty', 'Email:' with 'marshalmcnulty@btd.co.uk', and 'Phone Number:' with '8976546780'. At the bottom of the container, there is a blue button with a white ellipsis icon and the text 'Change Password'.

Field Label	Value
Credentials:	Sheriff
First Name:	Marshal
Last Name:	McNulty
Email:	marshalmcnulty@btd.co.uk
Phone Number:	8976546780

... Change Password

- **Change Password**

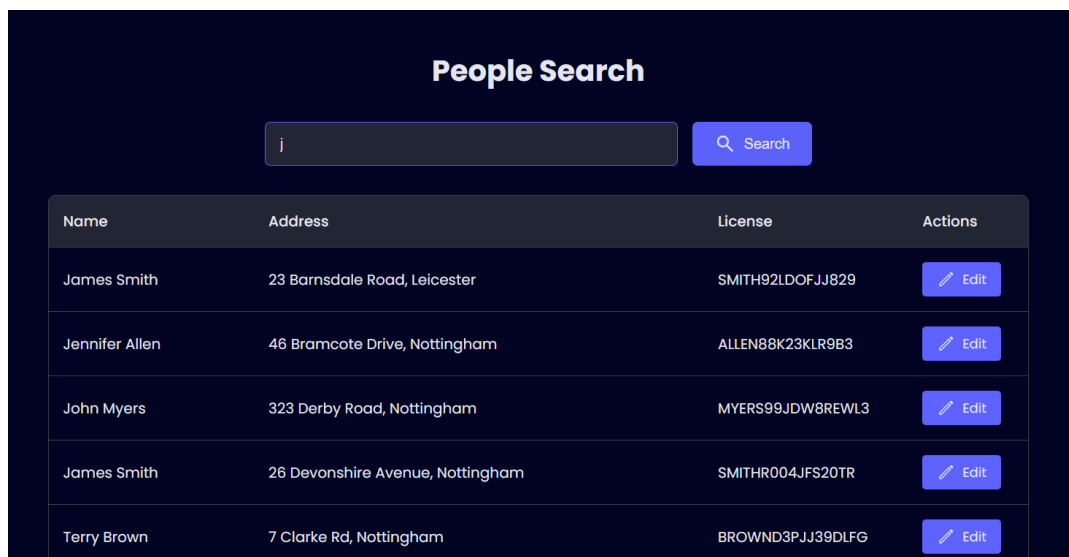
To change the password, you need to provide the current password, enter the new password, re-enter new password and hit update password.



A dark-themed form titled "Change Password". It contains three input fields: "Current Password", "New Password", and "Confirm New Password". Below the fields is a blue button labeled "Update Password".

- **People Search**

You can search for any person currently available in the system by providing complete or even part of the person's name or licence number. This will show you all results which has your input as part of the name or licence number. You can edit the person's details by pressing the edit button next to the result.



A dark-themed interface titled "People Search". It features a search input field with the letter "j" and a blue "Search" button. Below the search bar is a table with the following data:

Name	Address	License	Actions
James Smith	23 Barnsdale Road, Leicester	SMITH92LDOFJJ829	<a href="#">Edit</a>
Jennifer Allen	46 Bramcote Drive, Nottingham	ALLEN88K23KLR9B3	<a href="#">Edit</a>
John Myers	323 Derby Road, Nottingham	MYERS99JDW8REWL3	<a href="#">Edit</a>
James Smith	26 Devonshire Avenue, Nottingham	SMITHR004JFS20TR	<a href="#">Edit</a>
Terry Brown	7 Clarke Rd, Nottingham	BROWND3PJJ39DLFG	<a href="#">Edit</a>

- **Vehicle Search**

Works similarly to the people search. Returns all results that have complete or part of the search input plate number.

Vehicle Search									
<input type="text" value="JP"/>						<input type="button" value="Search"/>			
Plate Number	Make	Model	Colour	Owner	Owner License	Incident Report	Incident Date	Incident Person	Actions
JP17AJ	Lucid	Gravity	Phthalo Green	Jacob Palmer	JACOB97PBOCAJ135	test	2024-12-14	Jacob Palmer	<input type="button" value="Edit"/>
JP17AJ	Lucid	Gravity	Phthalo Green	Jacob Palmer	JACOB97PBOCAJ135	test	2024-12-14	No report	<input type="button" value="Edit"/>
JP17AM	Lucid	Gravity	Phthalo Green	Unknown	Unknown	No report	No report	No report	<input type="button" value="Edit"/>
JP17AK	Mercedes Benz	911	Red	Unknown	Unknown	No report	No report	No report	<input type="button" value="Edit"/>

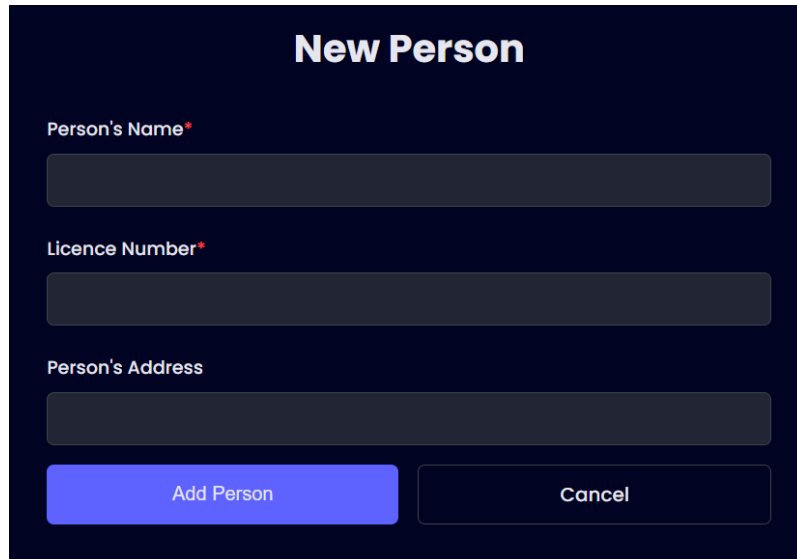
- **Incident Search**

The incident search also works similarly to the people and vehicle searches. Returns incidents of the same Incident ID and the incidents reported by the officers with the same Officer ID, ordered by date, newest to oldest. You also have the option to delete an incident. You can delete or edit any incident, but every action is recorded and reviewed. For longer reports you can hover over the report to view the whole report.

Incident Search										
<input type="text" value="3"/>						<input type="button" value="Search"/>				
ID	Date	Vehicle	Person	License	Officer	Offence	Fine Amount	Points	Report	Actions
1	2017-12-01	WN48LF	James Smith	SMITHR004JFS20TR	Jack Daniels	Speeding	Unknown	Unknown	40mph in a 30 limit	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
5	2017-10-17	CY45YF	James Smith	SMITHR004JFS20TR	Jack Daniels	Seat belt offence	Unknown	Unknown	Not wearing a seatbelt on the M1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	2017-09-17	CY45YF	James Smith	SMITHR004JFS20TR	Jacob Moreland	Speeding	£2000	6	110mph on motorway	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- **Add Person**

You can create a new person record by adding at least the person's name and licence number. Since the licence number is the only true way to identify a person, it is mandatory. If a person does not have a licence number, you can add their name as a placeholder in the licence number field and edit the person details when the person attains a licence number. When there are clashes, check address. Edit Person works on the same principle and looks like this page.

A dark-themed form titled "New Person" with three input fields and two buttons. The first field is labeled "Person's Name\*" and is required. The second field is labeled "Licence Number\*" and is also required. The third field is labeled "Person's Address". At the bottom, there is a blue "Add Person" button and a grey "Cancel" button.

**New Person**

Person's Name\*

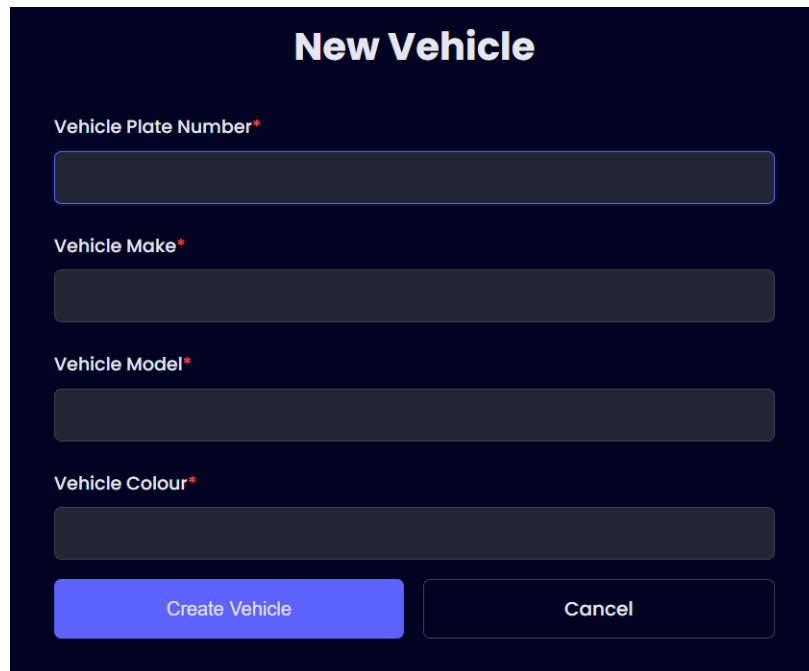
Licence Number\*

Person's Address

Add Person Cancel

- **Add Vehicle**

Adding a new vehicle works similarly to Add Person, the only difference being all fields are mandatory to create a new record. This is to ensure consistency within the database. Edit vehicle works on the same principle and looks like this page



The image shows a web form titled "New Vehicle" on a dark blue background. The form contains four text input fields, each with a label and a red asterisk indicating it is mandatory: "Vehicle Plate Number\*", "Vehicle Make\*", "Vehicle Model\*", and "Vehicle Colour\*". Below the input fields are two buttons: a blue "Create Vehicle" button and a white "Cancel" button.

## New Vehicle

Vehicle Plate Number\*

Vehicle Make\*

Vehicle Model\*

Vehicle Colour\*

Create Vehicle Cancel

- **New Incident**

The new incident report is designed to be a quick way to file reports. The only mandatory fields here are the date and the incident report. If you decide to add information about the vehicle or the person, the fields will autofill if the entity is recorded in the database, else you must add their details, and the new entity will be created along with the incident. Edit incident works on the same principle and looks like this page.

### New Incident Report

#### Incident Details

Incident ID  
B

Incident Date \*  
dd-mm-yyyy

Officer ID  
1

Offence Description  
Select Offence

#### Vehicle Information

Vehicle Plate Number  
AB12CD

Make  
Mercedes Benz

Model  
G Wagon

Colour  
Blue

#### Person Information

Licence Number  
ROSS

Name  
Ross

Address  
Optional for new people

#### Report Details

Incident Report \*  
test

Submit Report

Cancel

Incident report is required



- **New Ownership**

This page lets you establish an ownership between a vehicle and a person. Each vehicle can only have one owner, and each person can own multiple vehicles. The fields in this form are handled the same way as in New Incident Report.

## Vehicle Ownership Registration

### Vehicle Details

Plate Number \*

JP17AJ

Must be exactly 6 characters

Make

Lucid

Model

Gravity

Colour

Phthalo Green

### Owner Details

Licence Number \*

JACOB97PBOCAJ135

Name

Jacob Palmer

Address

11, St Peters Court, Nottingham

Register Ownership

Cancel

This person is already registered as the owner of this vehicle

## ADMIN TOOLS

- **New User**

You can create a new user/officer with the help of this form. You can add a user without the officer details if the user is not an officer (for tech department). Record the Officer ID to be provided to the officer. You can also grant admin privileges under the role section.

### Create New User

User ID

9

Username \*

Password \*

Confirm Password \*

Role \*

User

☒ This user is an officer

Officer ID

6

First Name \*

Last Name \*

Credentials \*

Email \*

Phone Number \*

Create User

- **New Offence**

If a new offence needs to be recorded to abide with law regulations, you can do so with this form. All fields are mandatory.

## Create New Offence

Offence ID

15

Offence Description \*

Maximum Fine (£) \*

Maximum Points (0-12) \*

Create Offence

- **New Fine**

This form lets you associate a fine with an incident. You can select any incident that does not have an associated fine and the maximum amount and points will be shown depending on the offence. All fields mandatory.

## Create New Fine

Incident \*

Select Incident ▼

Fine Amount (£) \*

No maximum fine restriction for this incident

Points \*

Maximum 12 points allowed

Create Fine

Fines will be automatically deleted if the related incident is removed.

- Audit Trail**

You can view all changes to the database in this section. You can filter by Username, Action, Table and Dates. Each result comes with a button to view the details of the change.

### Audit Trail

Username

Filter by username

Table

All Tables

Action

All Actions

From Date

dd - mm - yyyy

To Date

dd - mm - yyyy

Apply Filters

Clear Filters

Date/Time	User	Action	Table	Record ID	Details	IP Address
2024-12-15 11:53:58	mcnulty	READ	Vehicle	643	<div>View Details</div>	172.18.0.1
2024-12-15 11:53:58	mcnulty	READ	Vehicle	689	<div>View Details</div>	172.18.0.1
2024-12-15 11:53:58	mcnulty	READ	Vehicle	696	<div>View Details</div>	172.18.0.1
2024-12-15 11:53:47	mcnulty	READ	Vehicle	106	<div>View Details</div>	172.18.0.1
2024-12-15 11:53:14	mcnulty	READ	Vehicle	106	<div>View Details</div>	172.18.0.1

**Note:** Contact admin to make changes to any information you do not have edit/delete permissions for.