Welcome to the police incident reporting system! This manual will guide you through the various features of the system and how to use them.

1. To log into the system, you will need to enter your username and password. The available username/password combinations are:

   mcnulty/plod123

   moreland/fuzz42

Once you have logged in, you can change your password by clicking on the "Reset Password" button and log out by clicking on the "Log out" button..

2. To look up a person in the system, you can click on 'Search/Edit person information' and either enter their name or their driving licence number in the search field. You can search using partial names or licence numbers, and the search is not case sensitive. If the person is not in the system, you will receive an appropriate message. If there are multiple people with the same name, they will all be listed. If you need to edit a person's information, simply click on the 'edit' button next to their name, make the desired changes, and click the 'update' button to save the changes.

3. To add a new person to the system, click on the 'Add person' button and enter the necessary information. When you're finished, click the "Add" button to save the person's information to the database.

4. To look up a vehicle in the system, click the "Search for Vehicle" button and enter the registration (plate) number in the search field. The system will then display details about the vehicle, including its type, colour, and the owner's name and licence number. If the vehicle or the owner is not in the system, you will receive an appropriate message.

4. To add a new vehicle to the system, click on the "Add Vehicle" button and enter the necessary information, including the registration (plate) number, make, model, and colour of the vehicle, as well as the owner's name and licence number. If the owner is already in the database, the vehicle will be assigned to the owner. If the owner is not in the database, you can add them by entering their personal information and licence number.

5. To file a report for an incident, click on the "Submit Report" button and enter the necessary information, including a textual statement, the time of the incident, the vehicle and person involved, and the offence. If the person or vehicle is not in the system, you can add them by entering the necessary information. You can also retrieve and edit existing reports by clicking on the "Retrieve/Edit Report" button.

6. As an administrator, you have additional privileges that allow you to create new police officer accounts, add fines to the database and check audit trail. To log in as an administrator, use the username "daniels" and the password "copper99". You can also change the password of administrator by clicking on "Reset Password".

7. To add a fine as an administrator, click on the "Add Fines" button and enter relevant information.

8. To support regulatory and statutory requirements, the system includes an audit trail that records database record accesses and changes made by users. As an administrator, you can review this audit trail by clicking on the "Audit Trail" button. You can view the audit trail on a per user basis and a per record basis.

We hope this manual has been helpful in understanding how to use the police incident reporting system. If you have any questions or need further assistance, please don't hesitate to contact us.