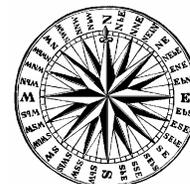


THE AICS NAVIGATOR



Vol. 2 Issue 1.....October 1999

The Navigator is a publication created by the AICS Development Section to be archived as reference material. Its creation and design is for the purpose of providing support and user information in a reader friendly format. Questions, comments, and suggestions are valued by our staff and can be addressed by contacting Dawn Brinningstaul at 517/336-6429.

NEW FEATURES

STANDALONE

The current version of the AICS Standalone program (2.85a) is not Y2K compliant. This means that the program will not accept the year 2000 in the date fields as of January 1, 2000. A new version of the program has been developed and is in the final stages of testing by the AICS staff. The projected release date for the new version is November 1999.

Additional features have been added to this program. Most of these are hidden items that do not affect the program's performance. There are two features that will be visible to the user.

The new version more closely resembles the AICS Online program in appearance.

Standalone users may now enter Businesses and Organizations, file class information, and arrest information in the program. The user will not have to enter this information in the Online program after uploading the incident.

WELCOME ABOARD! NEW USERS TO AICS

- | | |
|-------------------|----------------|
| ◆ SANDUSKY PD | ◆ BELVIDERE PD |
| ◆ WOODHAVEN PD | ◆ GRANT PD |
| ◆ HARBOR BEACH PD | ◆ NEWAYGO PD |
| ◆ PORT SANILAC PD | ◆ YALE PD |

THE NEXT STEP: BAR CODING

The AICS staff is developing a *Bar Code Module* for use with the AICS Program. The Bar Code Module will be a separate utility in AICS, similar to the label program.

Bar Coding will allow a user to scan the property label bar code, the journal code, and the bin number. The Bar Code Module consists of a wedge scanner, a hand-held scanner and cradle, and a label printer. The wedge scanner is connected to the property room computer and is similar to the scanners used by retail stores. The hand-held scanner is cordless and is attached to the computer by the cradle it sits in. This scanner may be used outside of the property room. The information is stored in the scanner and is sent to the computer after the scanner has been placed back into the cradle. The cradle is also the battery charger for the scanner. The label printer will be connected to the LAN. This will allow labels to be printed using any computer that has the AICS program.

The Bar Code Program will be installed at three (3) pilot sites in November 1999. The three sites are the Bay City Post, Ionia Post, and DRANO. After field testing, the program will be available to all agencies. Non-MSP agencies who wish to use the Bar Code Module will be required to purchase the necessary scanning equipment listed above. Contact Karen Schoch at 517-336-6207 for further information.

32000 ERROR

The 32000 error occurs most often at dial up sites. When the user attempts to launch AICS, a dialogue box appears displaying the following message, "Unable to Connect to INFOconnect Error (32000):". When the user presses the OK button, AICS is closed. The source of this error is yet to be identified. In the interim, rebooting the computer will clear the problem. Programmers are working to alleviate this error.



AICS STAFF

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COMMON QUESTIONS

HOW TO CHANGE A FILE CLASS

AICS will not allow you to change a file class if a 'victim' has been entered and is connected to the file class. The steps to change the file class are:

Check each person or business record and temporarily change each 'victim' connected to that file class from a 'victim' to 'other'. When asked if you wish to delete victim data, select 'OK'. Transmit an action of 'CHG'. Return to the previous screen and select the 'File Class' button.

The first line on the 'File Class' screen should be highlighted in blue. Enter the new File Class on this line. Select the 'Enter' key and this will move the cursor into the bottom half of the screen. Fill in the required information and select the 'OK' button. Select 'Transmit' and then return to the Original screen.

Return to your Person or Bus/Org screens and change the 'victim(s)' back to 'victim' and transmit an action of 'CHG'.

HOW TO CHANGE DATE OF INCIDENT?

AICS will not allow the "Date of Incident" to be changed if a person has been entered as a 'suspect', 'arrested', or 'apprehended'. The steps to change the 'Date of Incident' are:

Temporarily change people marked as 'arrested', 'suspect', or 'apprehended' to 'OTHER' and transmit an action of 'CHG'. A message may appear warning that you may lose your arrest information. Select 'OK'. (*You will have to re-enter the arrest information after changing the 'Date of Incident'*).

Return to the 'Original' screen and select the 'Date of Incident', delete what is there and key in the correct information. Transmit an action of 'CHG' then, change the person(s) back to their appropriate status. Transmit an action of 'CHG'.

NOTE: Once a property entry has been made on the Detail screen. AICS will not allow changes to the 'Date of Incident'.

HOW TO DELETE A SUPP REPORT

Reviewed Supplemental reports must be unreviewed by a Level 3 or 4 user, before a Supp. Report can be deleted.

If the report has a narrative, the narrative must also be deleted. This step must be done by a Level 3 or 4 user. Call up the 'Supplement Information' screen. In the action box type in 'DNR' (Delete Narrative). Select 'Transmit', this will purge the narrative for the Supp Record.

Any property connected to a Supp Report must be deleted. See below for instructions on deleting property.

While still on the 'Supplement Information' screen, type 'DEL' in the action box (or select 'DEL' from the drop-down list to the right of the action box). Select 'Transmit,' this will delete the Supplemental Report record.

AICS will not re-use a deleted Supp Report # unless it is the last Supp.

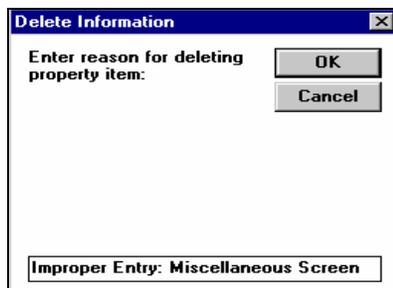
HOW TO DELETE PROPERTY?

Property entered into AICS is described on one of the nine Detailed Property screens based on the class type selected by the user.

To delete a piece of property: select 'DEL' from the Action Box on the Detailed Property screen. **NOTE: property which has been reviewed by a property manager cannot be deleted.**

- ☞ Transmit the action of 'DEL' and the below box will appear.
- ☞ Type in the reason for deleting the property and click on 'OK.'

NOTE: Once an Incident or Supp has been reviewed or the property has been reviewed, it cannot be deleted.



FORFEITURE SEGMENT



The Forfeiture button on the Property Detail screen will allow an officer to indicate whether or not an item of property is subject to forfeiture. This is a required field for MSP CID Sections and is highly recommended for other officers. Officers should complete the fields in the Forfeiture screen with the information they have available to them upon entry of the property into AICS. The remaining fields are available for update at a later time. **The forfeiture fields do not have to be complete in order to close an incident.**

To complete Forfeiture Information: Click the Forfeiture button at the bottom of the Property Detail screen. Type in a "Y" for yes or a "N" for no in the Forfeiture field. A "Y" typed in the field will indicate the property is going to be forfeited and will place a "Y" under the Forfeiture column (F) on the Incident Book screen. A "N" in the Forfeiture field will indicate the property is not going to be forfeited and will mark the Forfeiture column (F) with a "N". *Note: When the Forfeiture field is left blank, the Forfeiture column on the Incident Book screen will be blank.*

Select the Statute and Forfeiture Action from the pick lists. Check the Notice of Claim Filed, Prosecution Sought, and Prosecutor OK to Release Boxes at the appropriate times. Select the 'OK' Button and transmit an action of 'CHG'. The user may now move on to other screens to complete the incident.

THE NEW AICS RELEASE IS COMING IN NOV. 99

**MSP Members:
SEE ISSUE #136
FOR MORE
INFORMATION**

Non-MSP Sites will receive a hard copy of Issue 136 with this publication