



RMS E-CARS Plus Reporting

Version 1.0

User Guide

Table of Contents

System Overview	3
Administration	4
Main Window	4
Settings Dialog.....	6
Copyrights.....	7
References.....	7

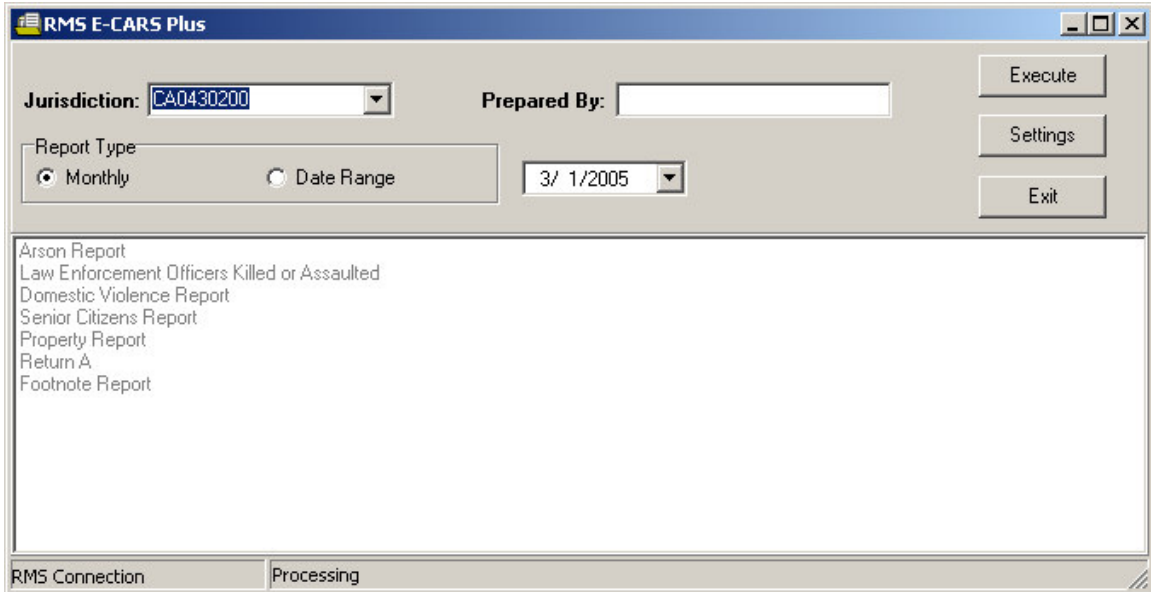
System Overview

The RMS E-CARS Plus Reporting is a standalone application to export crime and arrest data formatted according to Section 8 of E-CARS Plus specification. However, the current version of application does not output HOMICID.TXT and HOMOFF.TXT files because RMS does not collect all the data required to produce complete Homicide Victim/Offender reports.

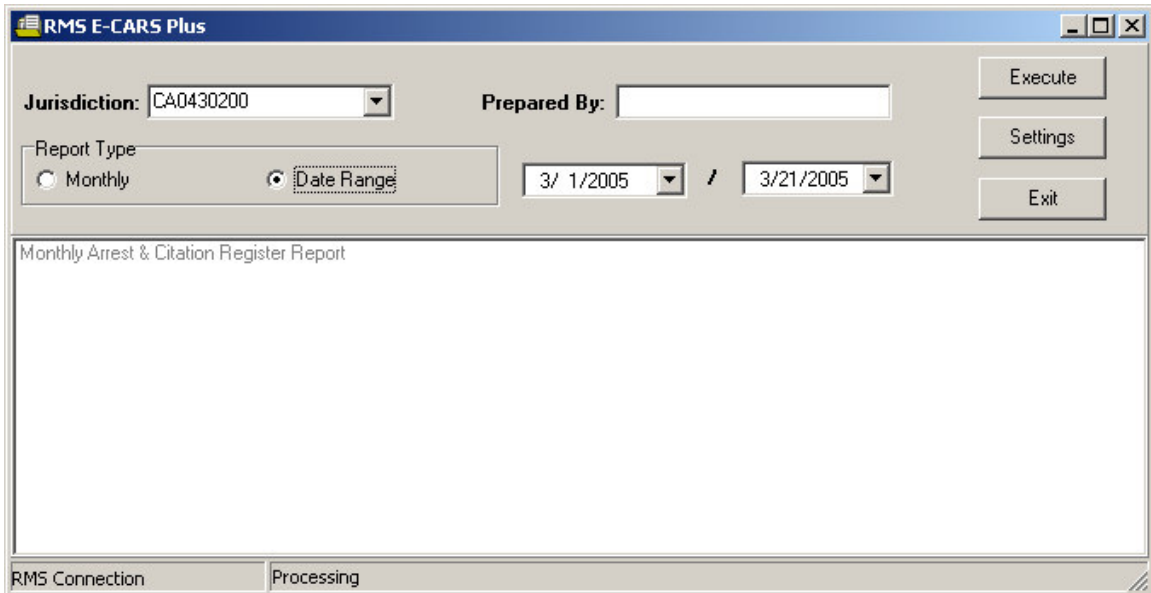
Administration

Main Window

The main application window looks like this:



The list of reports to process/export in the center of the window is determined by the type of reporting (monthly summary or arbitrary date range). Currently, only Monthly Arrest and Citation Register Report are produced for an arbitrary date range.



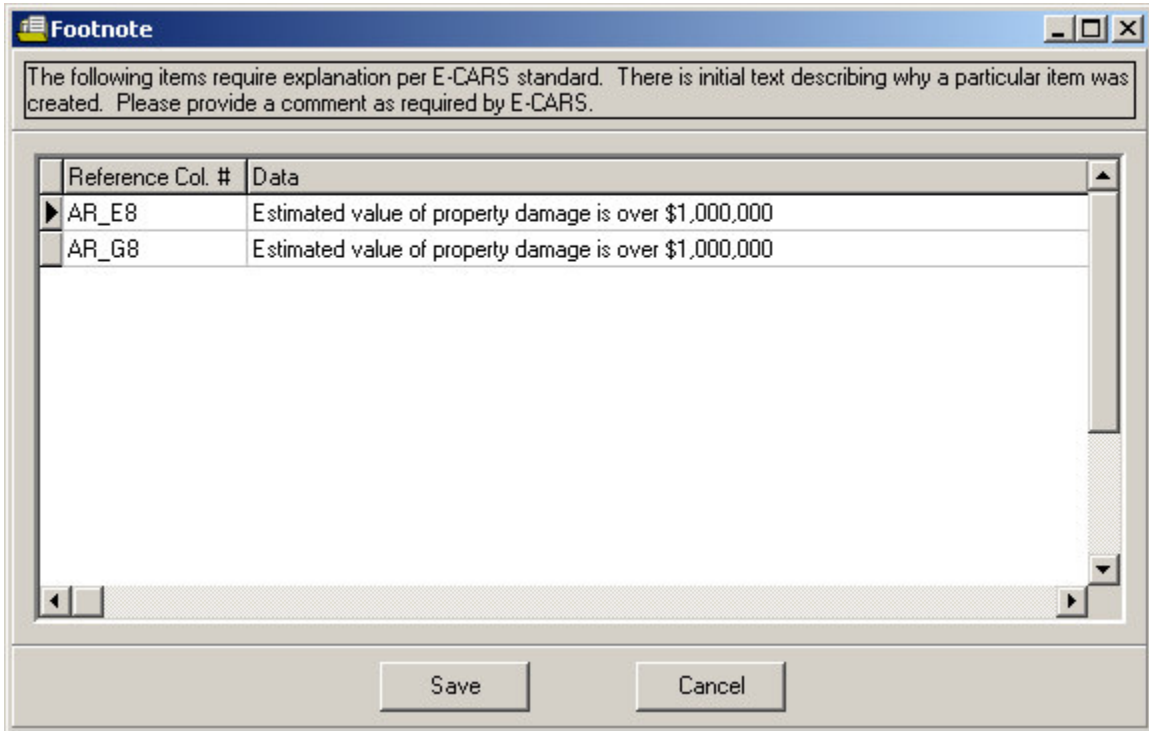
In order for report to produce proper output, “Jurisdiction” must be selected and “Prepared By” must be filled with the name of the person using the application.

When running monthly reports, only month and year of the date field will be used.

Once ready, press “Execute” button to proceed with running reports and creating the output files.

Files produced by monthly reporting are interconnected. FOOTNTE.TXT contains the results of conditional checks. In some cases additional explanations are required from the report preparer regarding certain aspects of information that will be submitted to DOJ.

If such comments become necessary, Footnote dialog will pop up:



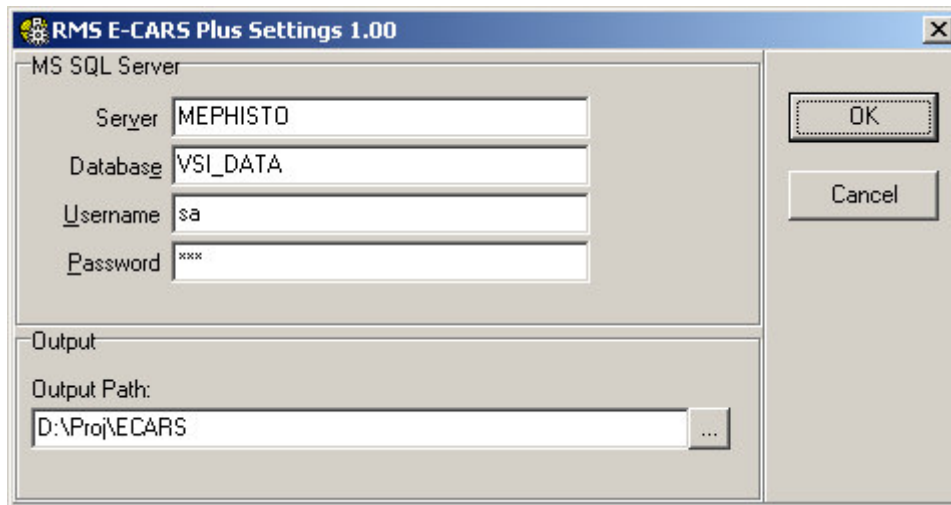
Initially there is a short explanation of what condition check triggered inclusion of the record in a footnote. Preparer must provide his/her own text for the footnote. If that is not done for one or several footnote records, once the user hit the “Save” button, the following warning dialog will appear:



It is possible to choose “Yes” and bypass commenting that way. But submission to DOJ of such a report is not recommended and most likely will be rejected.

Settings Dialog

The first time application is started, the user will be presented with the Settings dialog (also available by pressing “Settings” button in the main window):



Certain fields are vital for the application to function properly. Server, Username, and Password are such fields. The Username will be used to perform data access operations. The account should already exist on the RMS server.

Password is stored in encrypted form in application configuration file, so security is not compromised.

Output Path designates the root directory for report files produced by the application. RMS E-CARS Plus Reporting can store up to one set of files per day. Upon running the application, it creates a subdirectory under the Output Path. The subdirectory name is based off the current date and is in the mm-dd-yyyy format. If a user runs reporting multiple times during the day only the last version of output files is stored.

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References

1. E-CARS Plus specification (ecarsplusSec8.pdf).