Trimble Public Safety VirtualPartner2.0 User Guide

Version 1.4

Revision History:

Revision	Date	Description
v1.0	01/19/15	Create document
v1.1	03/12/15	Add Device Number Activity section in Devices; Add Configuration section
v1.2	05/05/15	Add API and List Management sections, Stop Summary
v1.3	06/10/15	Updated VP2.0 client screen shots – pages 5 - 7 Installation instructions – page 4 Transmit Logs – page 8 Default printer – page 20
v1.4	12/14/15	Updated UI screen changes History button in Devices Configuration - Autofill, Appearance, VP2 Login API Documentation

I. Introduction

VirtualPartner2.0 is a state-of-the-art electronic forms solution that allows a user to securely enter, view, store and print electronic forms (e-citation), with or without network connectivity, on a Windows laptop or tablet. When network connectivity is available, VirtualPartner2.0 seamlessly, automatically and securely communicates with the Trimble cloud hosted on Microsoft Azure Platform. The Trimble cloud solution allows the centrally stored data to be available and managed from a Portal and through API calls.

The administration portal accessed via a web browser is available to administer agency settings, users and devices as well as reporting and reviewing forms.

II. Install VirtualPartner2.0

Once your Agency has been setup in VirtualPartner2.0, you can install the application from an installer file. If you need access or have questions, contact Trimble Public Safety at support@aps.us.

A. Initial Setup / Installation

Below are the steps to install the client.

1. Make sure your computer has a unique Windows computer name.
   VirtualPartner2.0 only works if each computer at your agency is assigned a unique computer name. This might require an Agency admin or done by the IT department.
2. Login to Windows as an administrator to install VP2.0 (This is only required on the initial install).
3. Download and run the installer from either:
   a. A link available from the admin portal (sample below)
      https://publicstoragetps.blob.core.windows.net/clientinstallers/Preview_PublicSafetySetup_1.3.3.53.exe
   b. Attached executable file (.exe)
4. When prompted, enter the CustomerID (e.g. IL0221020)

5. There may be client updates (optional step) that need to be downloaded
6. Login with your username and password (provided by Trimble Public Safety or your Agency Admin)

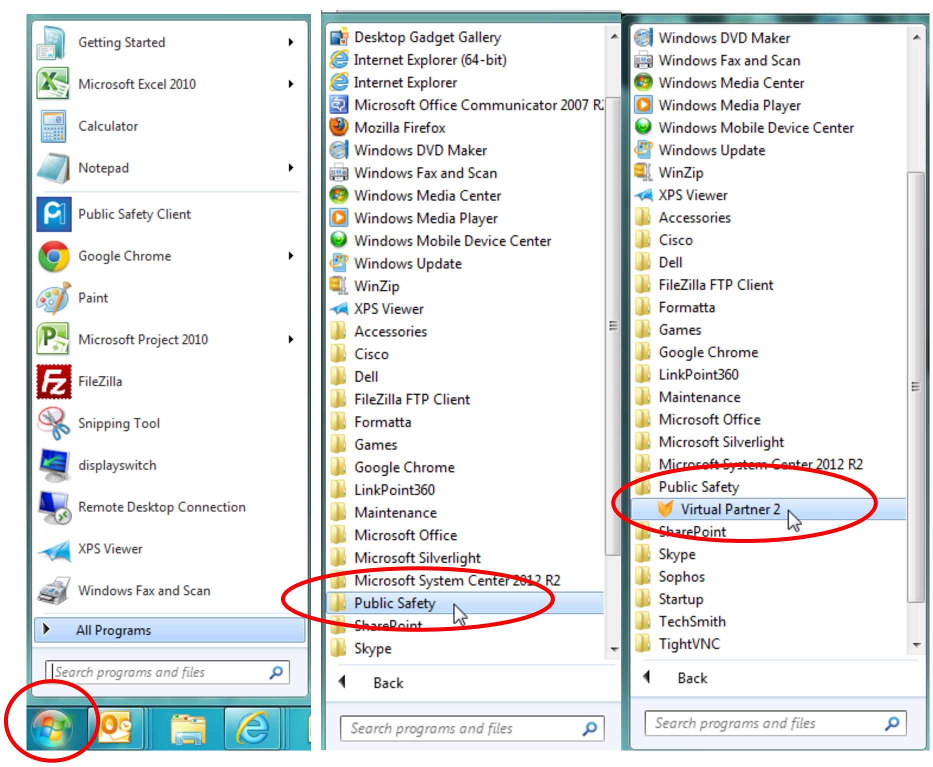
B. Login

1. After the application is installed, the user can open VirtualPartner2.0 either:
   a. From the desktop:

      Double-click the Public Safety icon  on the computer or

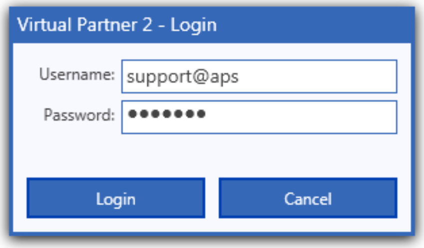
   b. From the Windows Startup menu:

      - Click Start, as seen in the figure below
      - Click All Programs
      - Find the Public Safety folder
      - Click the Virtual Partner2 Client



Start Menu option

2. Once the Login dialog box is displayed, enter your Username and Password and then click Login.



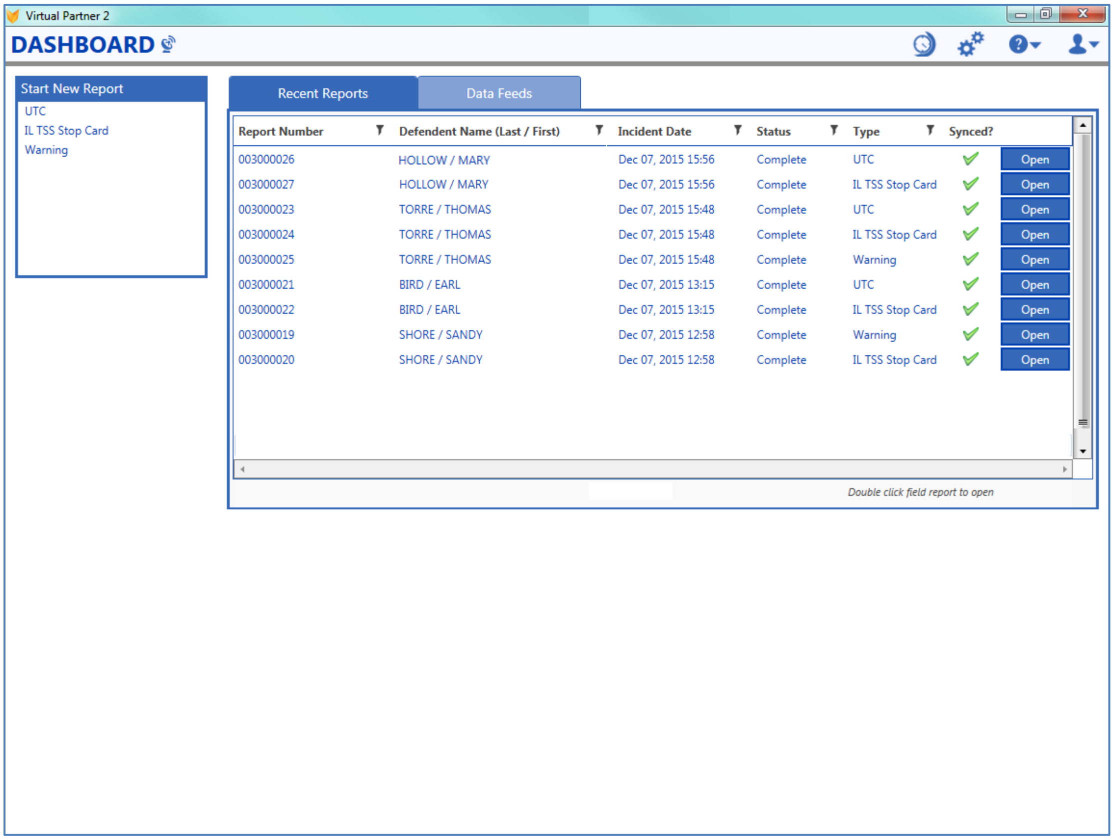
Login Screen

C. Forgot Password

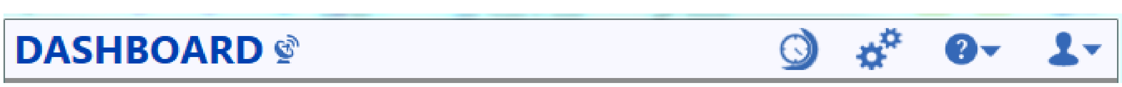
If you forget your password, your agency administrator can login to the Administration Portal and reset it. Trimble Public Safety does not reset or create agency personnel passwords for security purposes.

III. VirtualPartner2.0 Dashboard

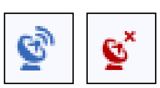
The dashboard displays when the user logs into the client. The different sections include the top navigation bar, the start new report menu and the recent reports list.



A. Top Navigation Bar



a. Network Connection

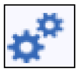


Indicates if there is network connection; displays **blue** when connected and **red** when network connection is not available. The computer should have connection with the internet to be able to save and sync with the server.

b. Night Mode

Switches the screen between day mode and night mode.

c. Settings



Displays the software “update” settings screen. These settings are generally set by the Agency administrator and are used for such items as defining the update schedule.

d. Information/Help

Displays general agency and computer information; such as customer ID and device ID, and the latest computer software version

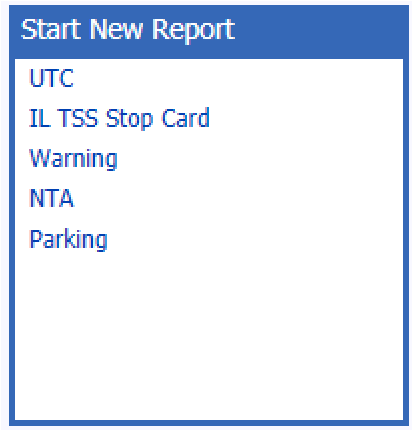
In this section, there is the ability to ‘Transmit Logs’ which are used to troubleshoot any issues. Select which files to send, data, log, and/or Historic log files.

e. Profile

Access to the user information screen, which contains the user profile (name, rank, and badge #), signature and the ability to change password.

B. New Report Panel

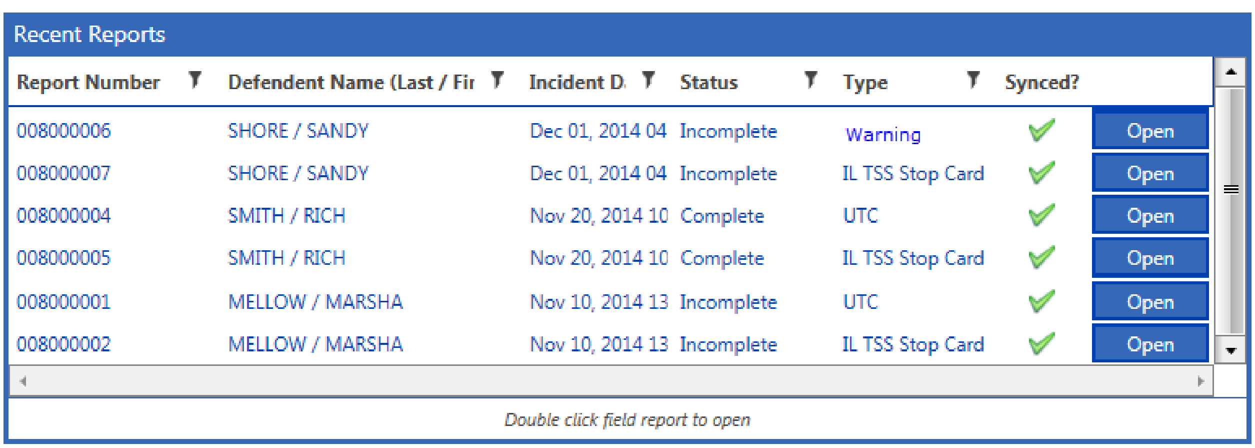
The New Report Panel is where the user selects an initial report type to create for a new stop. The list of available new reports will vary by agency, but will look similar to the below list.



List of Reports Types

C. Recent Reports Panel

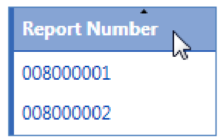
This section displays a list of reports created on the current computer by the currently logged in user. The length of time the recent reports are retained and visible on the computer is an Agency defined setting.



Note: If the computer is shared by multiple users, it only displays the reports created on the specific computer by the user that is logged in. It will not display reports created by the user that were created on a different computer.

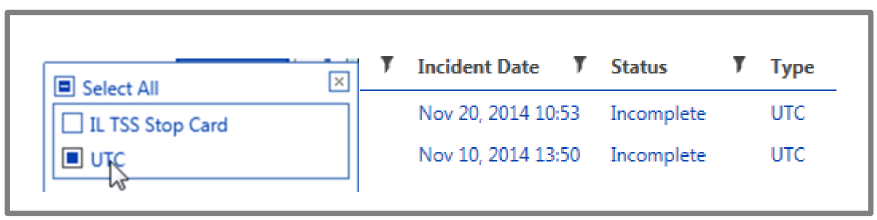
The list of recent reports can be filtered and sorted by any of the displayed fields/columns. Below explains how to sort and filter the report list.

a. To sort the column in ascending or descending order, click in the header section on the column name.

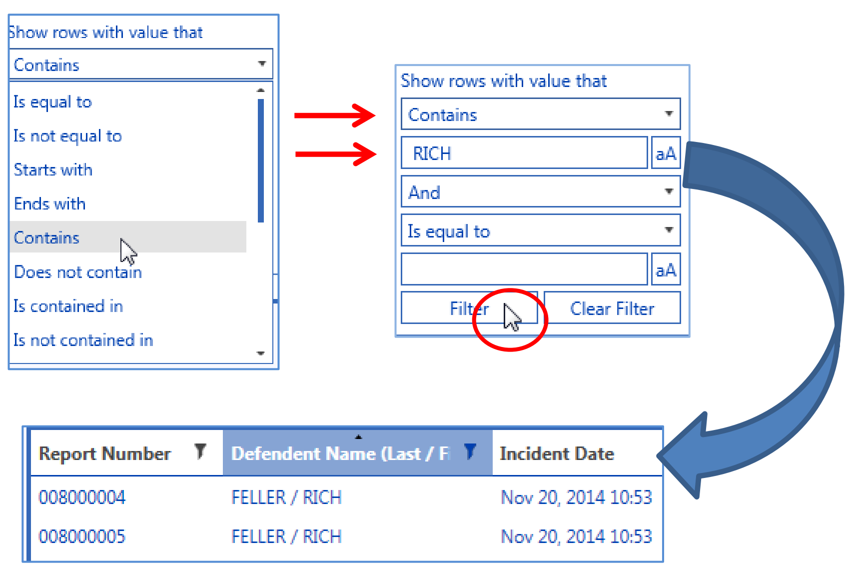


b. To filter or search the report data, select the funnel icon next to the column name. There are multiple ways this can be done.

- To Filter: Check the box next to the field name to display and the list automatically updates with only that data.



- To Seach: Select the parameter from the list, enter the data field(s) to match and click **Filter.**



- To Reset the data: Select either the **Clear Filter** button or the "**Select All**" checkbox.

c. Synced? – An icon indicator lets the user know if their last update to the report is saved on the server. The application will automatically save all changes to a report when the device has internet connection.

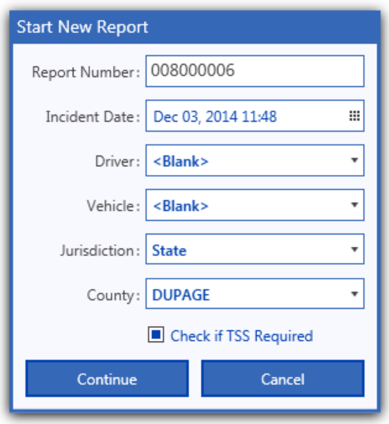
- An icon displays when the latest version of the report has been synced with the server.
- An icon displays when the most recent update to the report is not yet synced with the server. If this icon does not change to a check within 5 minutes, verify the computer has internet connection.

IV. Reports

Start New Report

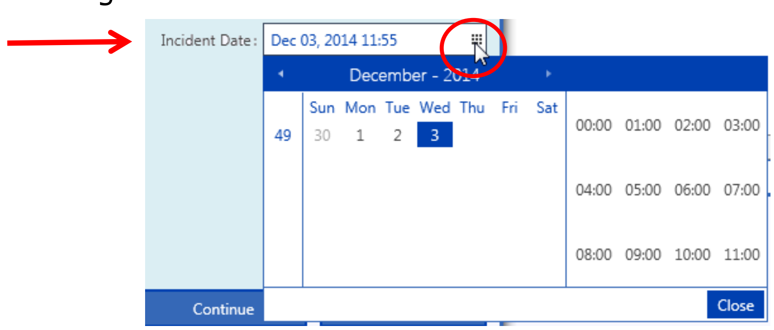
This section reviews how to manage the report(s). It goes through the steps to create, update and complete one. The application can be configured to have preset values in certain fields.

To start a new report, click on a report from the New Reports Panel. The **Start New Report** window displays.



1. The **report number** is automatically populated.
2. **Incident Date** is initially set to the current date and computer system time. The user can change this by:

   Clicking on the calendar icon in the field



   In the pop-up window, select a previous date and time and click **Close.** The new date and time displays in the field.

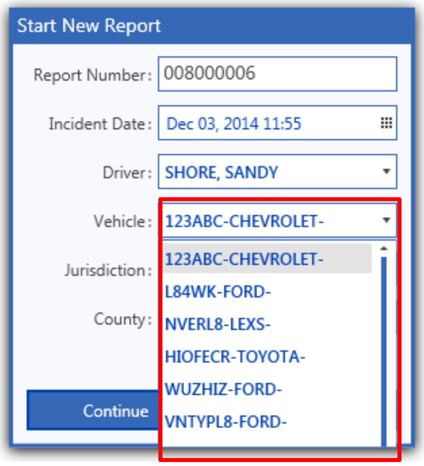
The user can also type in the new date and time, by deleting the current one and typing a new one.

Use format: **MM/DD/YYYY HH:MM**

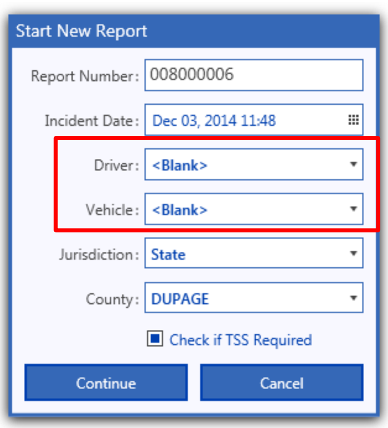
3. **Driver** and **Vehicle** information can be entered multiple ways:
   a. It can be pre-populated by a mobile data client (MDC) query or a driver's license scan or vehicle registration scan.

      Select the driver and vehicle information from the drop down list.

      Note: The list displays the last 10 names returned from the MDC.



   b. If the agency does not use an MDC or a scanner, when the New Report window opens, the driver and vehicle fields display **<Blank>.** The user will be able to enter this information later.



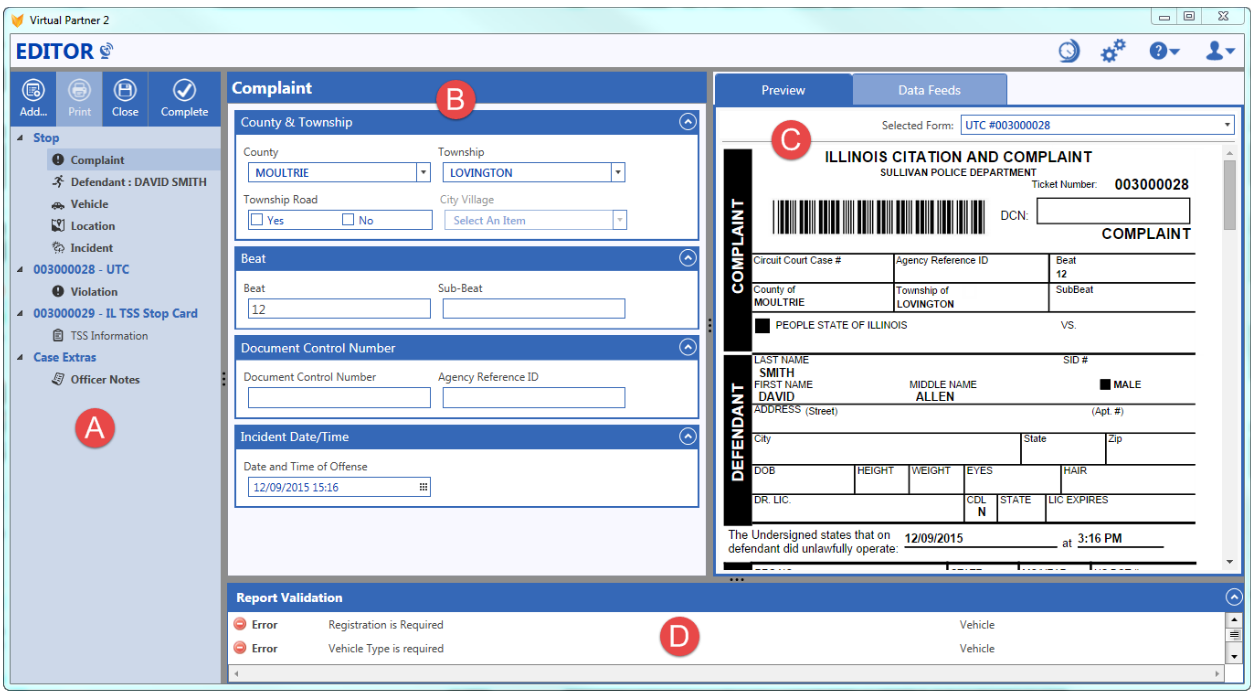
   c. A user can choose to select **<Blank>** from the drop down list, if there are no matches returned in the MDC query. This is always the last option in the drop down list.

4. Select the Jurisdiction and County information.

5. After all the information is entered or selected, click the **Continue** button to complete the report.

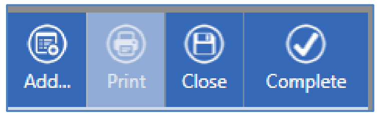
6. The **Editor** screen displays. It is made up of four sections;

   A. Navigation panel
   B. Data entry panel
   C. Report preview panel
   D. Report validation panel



A. Navigation Panel

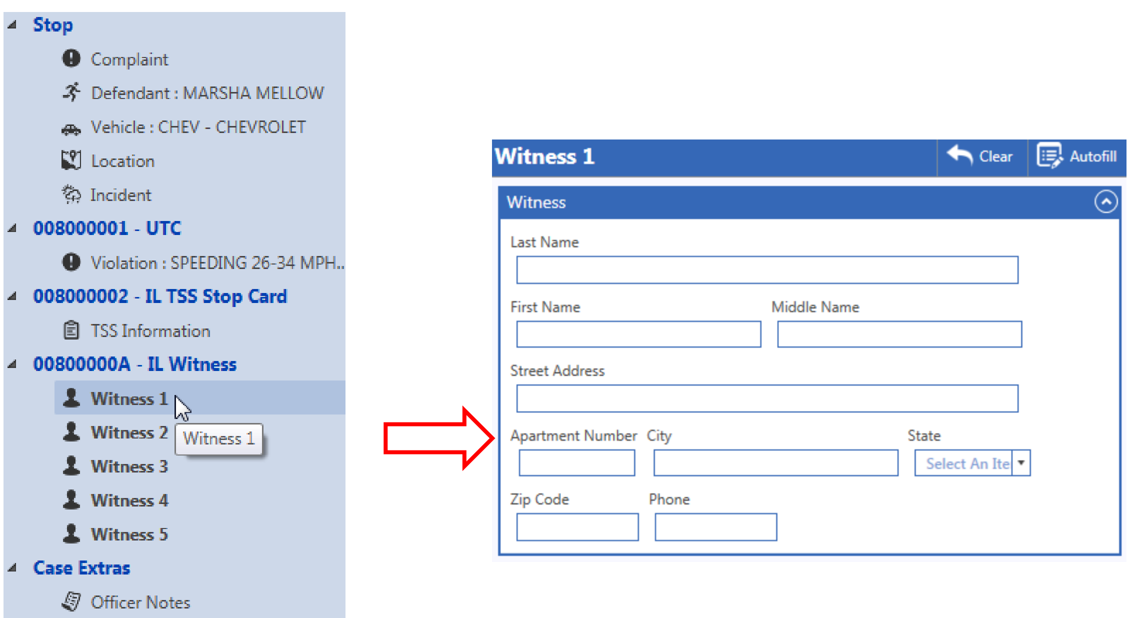
In this section, the user can manage the report and easily navigate to the different areas of the report.



1. Buttons
    1. **Add** – allows the user to add another report to the Stop. Any additional reports will share common data elements from the Stop section.
    2. **Print** – If the stop is marked as complete, this button allows you to reprint any pages (reports) within the stop. If it is disabled, this indicates the stop is not yet complete.
    3. **Close** – saves and closes the report. It does not mark the report as complete but allows the user to reopen and work on later. It does not validate the required fields at this time.
    4. **Complete** – validates the report meets all the business rules, then saves and marks the report as "complete".

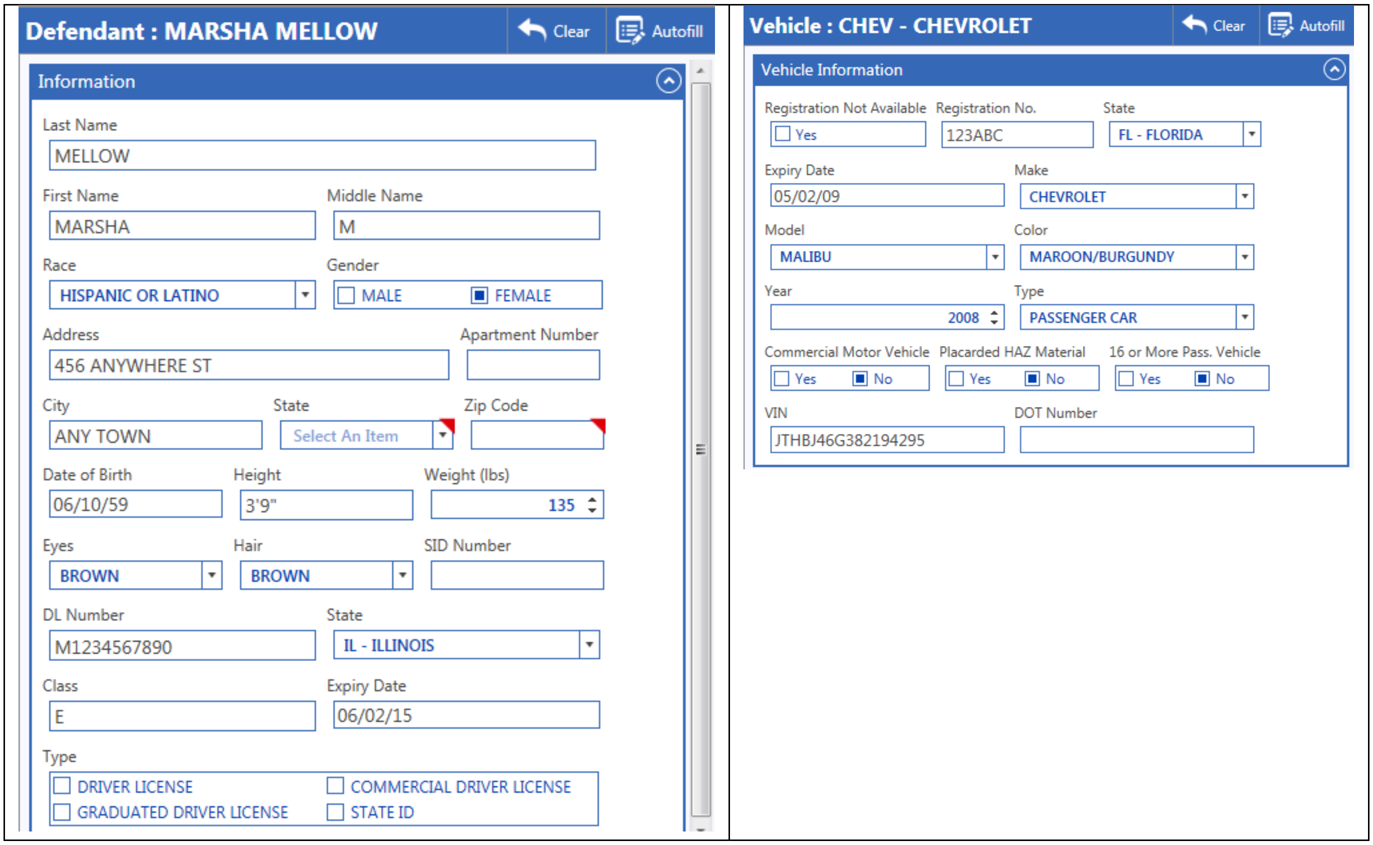
2. Navigation Tree

The user can navigate to the different sections of the report and different reports from this Tree. Click on a section to display the associated fields in the Data Entry panel. In addition, this will update the currently displayed report in the report preview panel.



B. Data Entry Panel

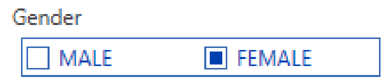
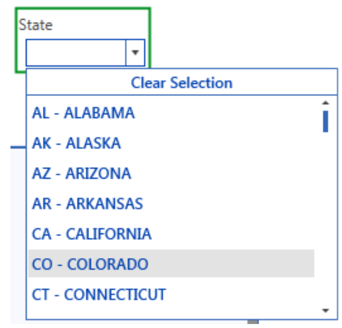
The user enters the relevant information for the different sections (stop, violation, TSS Stop card, etc.) of the report in the center window panel.



Sample Data

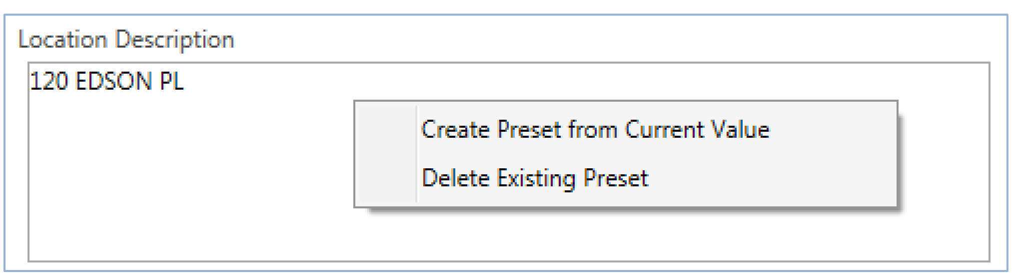
There are a variety of ways to enter data into the report.

1. It can be populated by a mobile data client (MDC) query or a driver's license or vehicle registration scan. Select the  icon in the upper right corner of the window; it displays a list of the last 10 query returns/scans.	 **Sample Autofill List**

2. The user can manually enter the data.	**Sample data entry**
• Type in the field	Type Date as MM DD YYYY and it displays as 11/11/15 Type Height as 5 11 or 4 9 and it displays as 5'11 and 4'9"
• Select a checkbox	
• Select from a dropdown list	

To complete the report, certain fields are required. These fields are noted by the red triangle in the corner of the field.

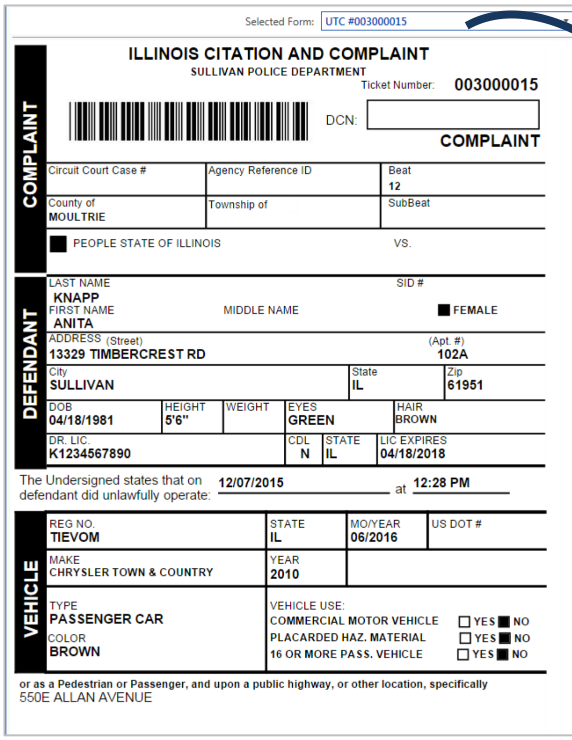
To allow for quick entry of a specific field, the user can preset the value; right-click the mouse in the field, to set the value.

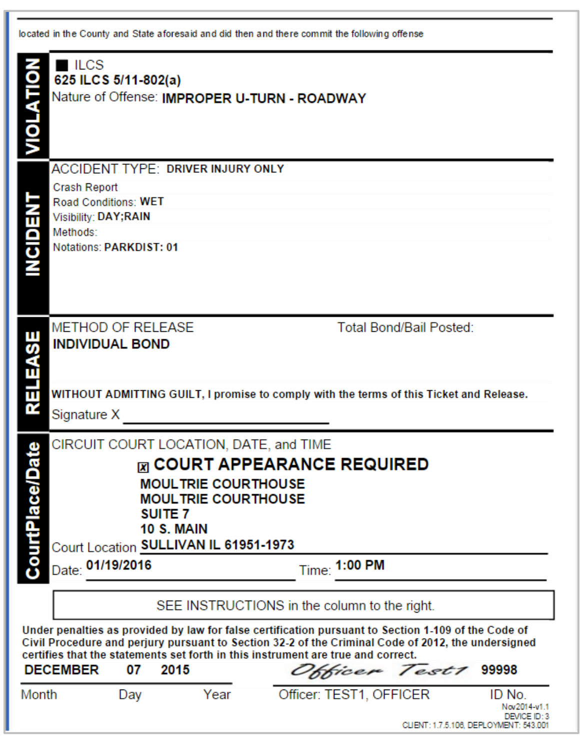


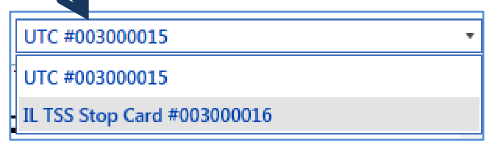
Preset the Location value

C. Report Preview

The right window panel is the report preview. The user can view the data as it is entered into the report. It is read only; no edits can be done in this section. The default form previewed is based on the active section the user is currently working on. The user can manually override this.


Selected Form: UTC #003000015
ILLINOIS CITATION AND COMPLAINT
SULLIVAN POLICE DEPARTMENT
Ticket Number: 003000015
DCN:
COMPLAINT
Circuit Court Case # | Agency Reference ID | Beat 12
County of MOULTRIE | Township of | SubBeat
PEOPLE STATE OF ILLINOIS VS.
DEFENDANT
LAST NAME KNAPP | SID #
FIRST NAME ANITA | MIDDLE NAME | FEMALE
ADDRESS (Street) 13329 TIMBERCREST RD | (Apt. #) 102A
City SULLIVAN | State IL | Zip 61951
DOB 04/18/1981 | HEIGHT 5'6" | WEIGHT | EYES GREEN | HAIR BROWN
DR. LIC. K1234567890 | CDL N | STATE IL | LIC EXPIRES 04/18/2018
The Undersigned states that on 12/07/2015 at 12:28 PM defendant did unlawfully operate:
VEHICLE
REG NO. TIEVOM | STATE IL | MO/YEAR 06/2016 | US DOT #
MAKE CHRYSLER TOWN & COUNTRY | YEAR 2010
TYPE PASSENGER CAR | VEHICLE USE:
COLOR BROWN
COMMERCIAL MOTOR VEHICLE YES NO
PLACARDED HAZ. MATERIAL YES NO
16 OR MORE PASS. VEHICLE YES NO
or as a Pedestrian or Passenger, and upon a public highway, or other location, specifically
550E ALLAN AVENUE


located in the County and State aforesaid and did then and there commit the following offense
VIOLATION
ILCS
625 ILCS 5/11-802(a)
Nature of Offense: IMPROPER U-TURN - ROADWAY
INCIDENT
ACCIDENT TYPE: DRIVER INJURY ONLY
Crash Report
Road Conditions: WET
Visibility: DAY;RAIN
Methods:
Notations: PARKDIST: 01
RELEASE
METHOD OF RELEASE | Total Bond/Bail Posted:
INDIVIDUAL BOND
WITHOUT ADMITTING GUILT, I promise to comply with the terms of this Ticket and Release.
Signature X
CourtPlace/Date
CIRCUIT COURT LOCATION, DATE, and TIME
COURT APPEARANCE REQUIRED
MOULTRIE COURTHOUSE
MOULTRIE COURTHOUSE
SUITE 7
10 S. MAIN
Court Location SULLIVAN IL 61951-1973
Date: 01/19/2016 | Time: 1:00 PM
SEE INSTRUCTIONS in the column to the right.
Under penalties as provided by law for false certification pursuant to Section 1-109 of the Code of Civil Procedure and perjury pursuant to Section 32-2 of the Criminal Code of 2012, the undersigned certifies that the statements set forth in this instrument are true and correct.
DECEMBER 07 2015 | Officer Test1 | 99998
Month Day Year | Officer: TEST1, OFFICER | ID No.

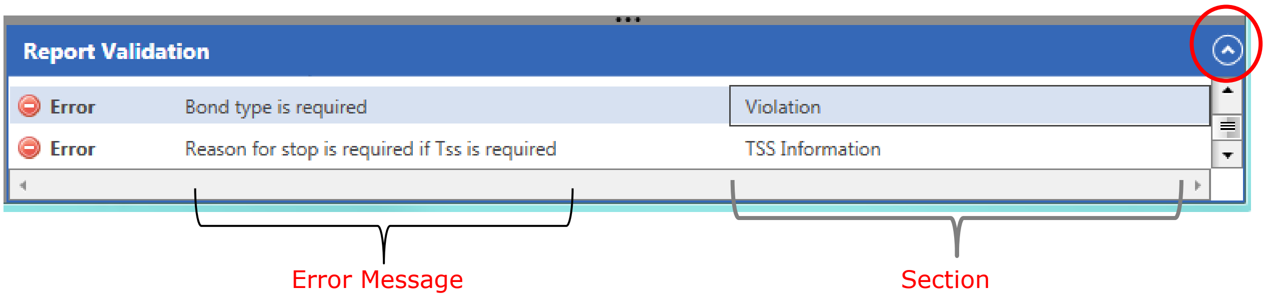


TIP

Click the down arrow in the Selected Form field to preview other reports associated with the Stop.

D. Report Validation

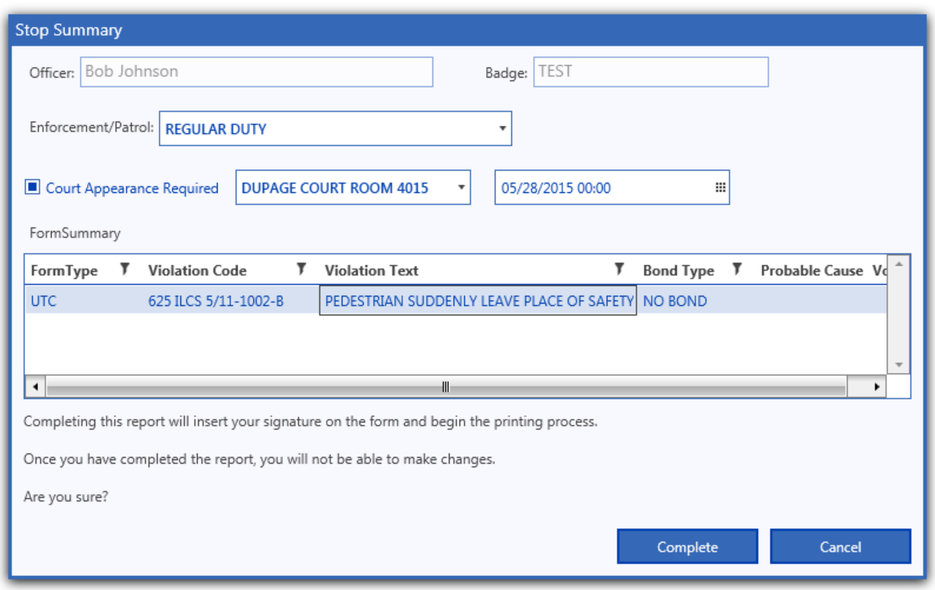
The lower section of the screen is the report validation. It informs the user when required data is missing and the section location of the missing data. The information has to be populated before the report is "complete" and can be printed.



1. Click the up or down arrow in the upper right corner of the window to expand or hide the section.
2. Click the error message takes the user to the section in the report.

E. Stop Summary

After the Report Validation is done, the next step is to 'Complete' the report. The **Stop Summary** window displays, which is a summary of all the reports written for the stop.

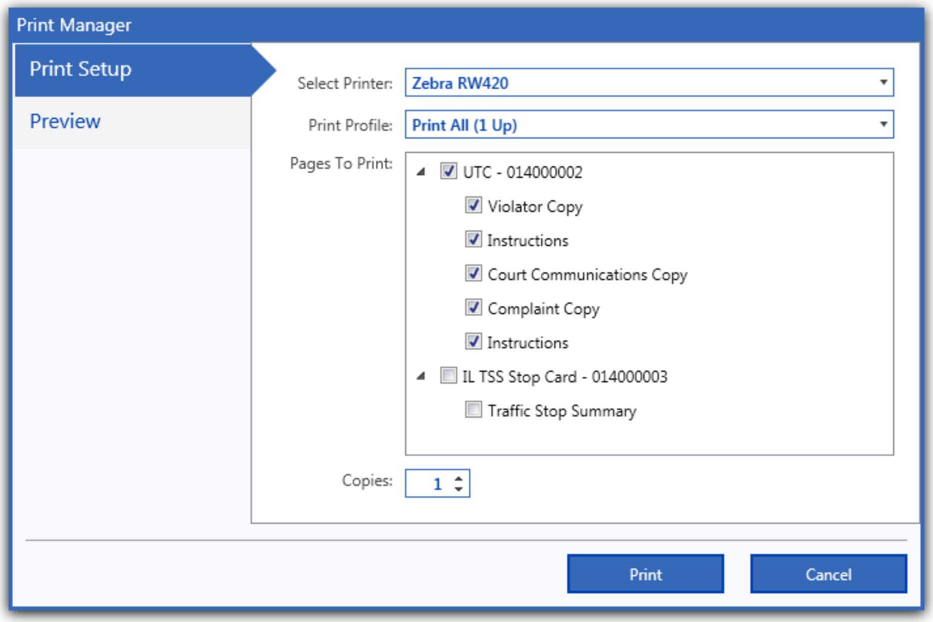


Select the court appearance information, if required, and click 'Complete'.

The Print Manager window displays.

The Print Profile is a pre-set selection of what pages to print. Click the drop-down list to choose an option.

a. Print Complaint Copy Only
b. Print-All
c. Print All No Instructions



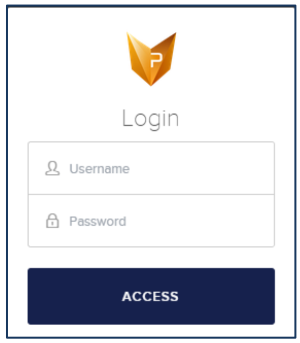
Print Manager

Note: The first time the application is used, there is <u>no</u> default printer. It will save the printer selection as the default after the first printout.

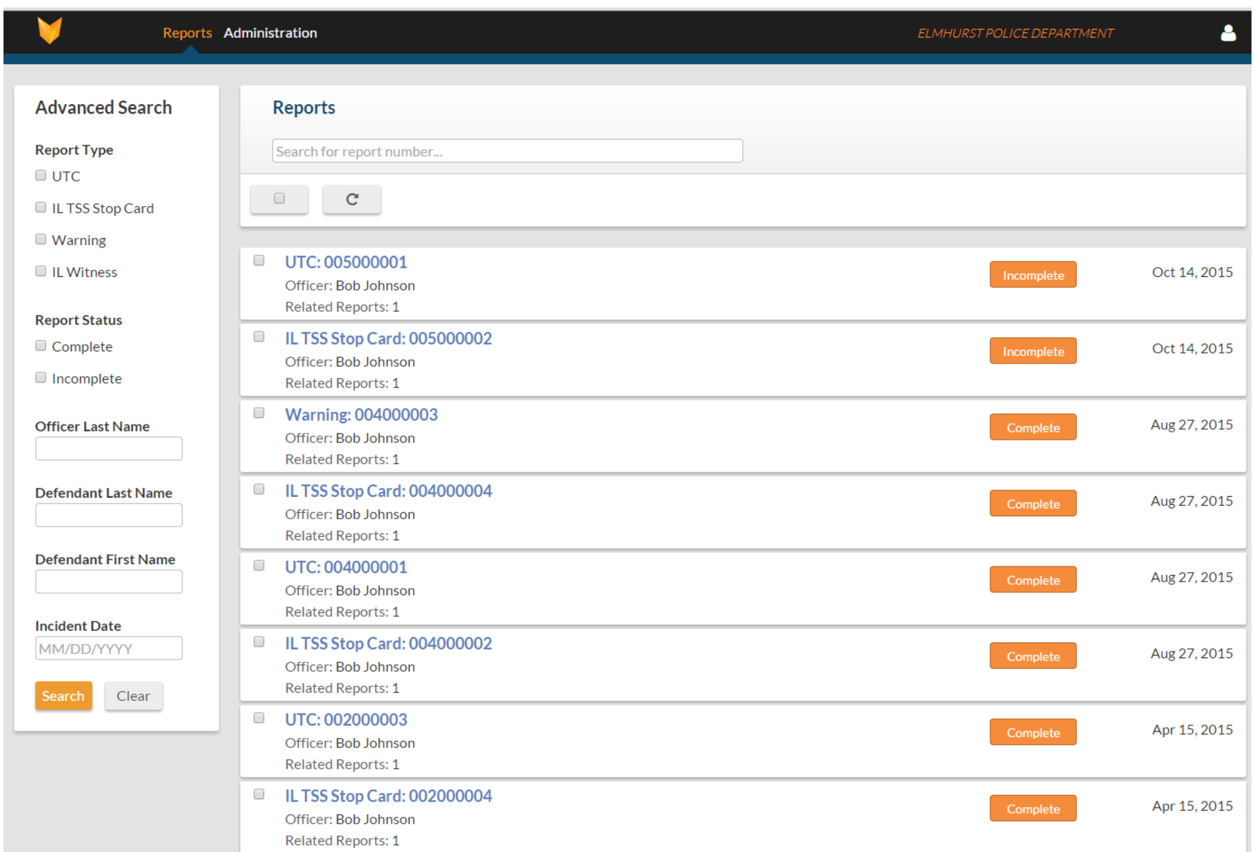
V. Admin Portal

The Admin Portal is used by an agency to manage their Reports, Users and Devices. It is accessed at http://www1.publicsafetyreports.com/

Enter the same Username and Password to login to the portal that is used to login to the client application.



After logging in, the Reports dashboard displays.



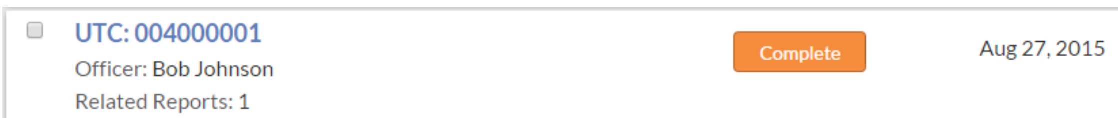
A. Reports

The Reports dashboard gives the user the ability to search for and view all the reports created by the agency.

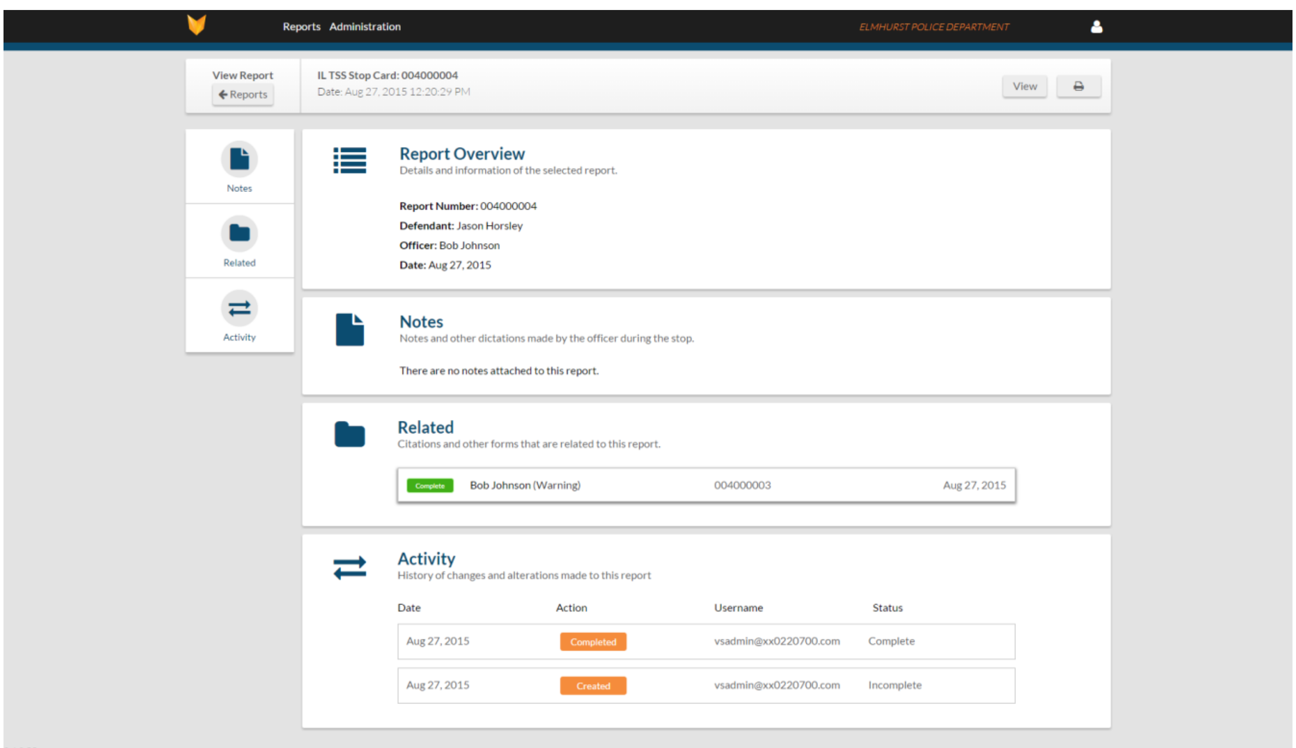
There are multiple ways to search for reports:

- Report Type
- Report Status
- Officer or Defendant Last Name
- Incident Date
- Report Number

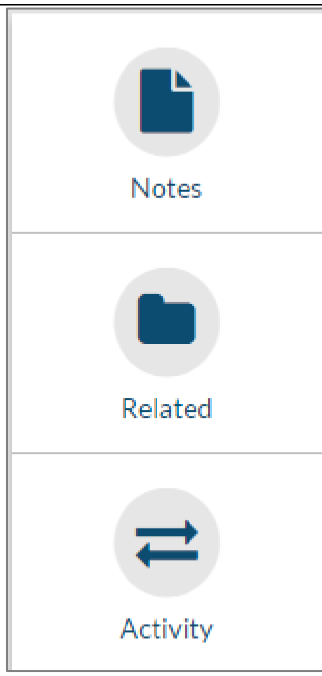
To view a specific report detail, click on the report.



It opens the report overview screen.



The summary screen has 3 sections:

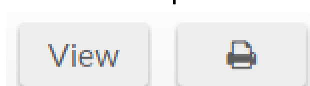


Notes:
Displays notes or other dictations associated with the report.

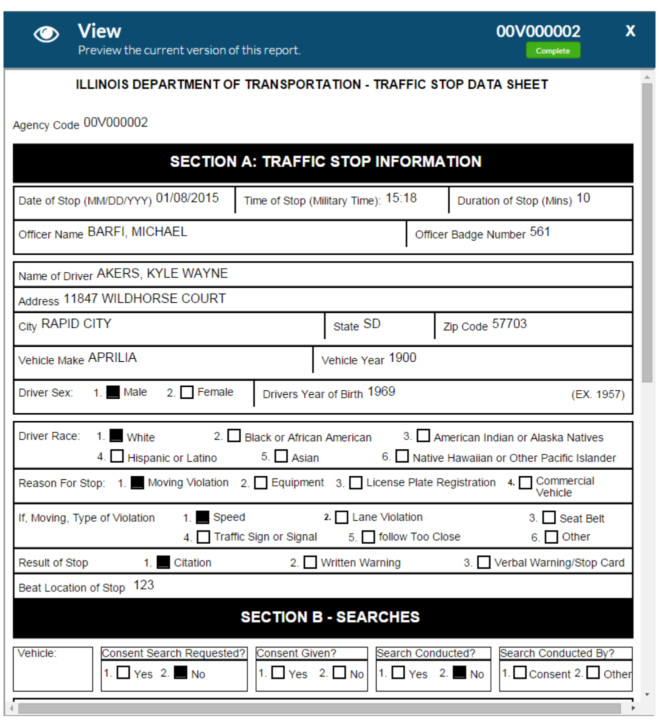
Related:
Lists citations and other forms related to the report. It lists the report status (e.g. complete), report name (e.g. UTC) and citation date.

Activity:
Shows the history of changes made to the report, such as create date, completed date, and print date.

The user can **View** and **Print** the report from the top navigation menu.



1. To view the details of the report, click on the **View** button.



ILLINOIS DEPARTMENT OF TRANSPORTATION - TRAFFIC STOP DATA SHEET

Agency Code 00V000002

SECTION A: TRAFFIC STOP INFORMATION

Date of Stop (MM/DD/YYY) 01/08/2015 | Time of Stop (Military Time): 15:18 | Duration of Stop (Mins) 10

Officer Name BARFI, MICHAEL | Officer Badge Number 561

Name of Driver AKERS, KYLE WAYNE

Address 11847 WILDHORSE COURT

City RAPID CITY | State SD | Zip Code 57703

Vehicle Make APRILIA | Vehicle Year 1900

Driver Sex: 1. ■ Male 2. ☐ Female | Drivers Year of Birth 1969 (EX. 1957)

Driver Race: 1. ■ White 2. ☐ Black or African American 3. ☐ American Indian or Alaska Natives 4. ☐ Hispanic or Latino 5. ☐ Asian 6. ☐ Native Hawaiian or Other Pacific Islander

Reason For Stop: 1. ■ Moving Violation 2. ☐ Equipment 3. ☐ License Plate Registration 4. ☐ Commercial Vehicle

If, Moving, Type of Violation 1. ■ Speed 2. ☐ Lane Violation 3. ☐ Seat Belt 4. ☐ Traffic Sign or Signal 5. ☐ follow Too Close 6. ☐ Other

Result of Stop 1. ■ Citation 2. ☐ Written Warning 3. ☐ Verbal Warning/Stop Card

Beat Location of Stop 123

SECTION B - SEARCHES

Vehicle:	Consent Search Requested?	Consent Given?	Search Conducted?	Search Conducted By?
	1. ☐ Yes 2. ■ No	1. ☐ Yes 2. ☐ No	1. ☐ Yes 2. ■ No	1. ☐ Consent 2. ☐ Other

The user can view the full report by using the scroll bar at the right of screen. Click the "**X**" in the upper right corner to close the window.

2. The **Print** button opens a pdf version of the report on a new tab in the browser. **This option is only available if the report is 'complete'**.

ILLINOIS DEPARTMENT OF TRANSPORTATION - TRAFFIC STOP DATA SHEET

Agency Code 00V000002

SECTION A: TRAFFIC STOP INFORMATION

Date of Stop (MM/DD/YYY) 01/08/2015	Time of Stop (Military Time): 15:18	Duration of Stop (Mins) 10
Officer Name BARFI, MICHAEL	Officer Badge Number 561	

Name of Driver AKERS, KYLE WAYNE
Address 11847 WILDHORSE COURT
City RAPID CITY | State SD | Zip Code 57703
Vehicle Make APRILIA | Vehicle Year 1900
Driver Sex: 1. ■ Male 2. ☐ Female | Drivers Year of Birth 1969 (EX. 1957)

Driver Race: 1. ■ White 2. ☐ Black or African American 3. ☐ American Indian or Alaska Natives 4. ☐ Hispanic or Latino 5. ☐ Asian 6. ☐ Native Hawaiian or Other Pacific Islander

Reason For Stop: 1. ■ Moving Violation 2. ☐ Equipment 3. ☐ License Plate Registration 4. ☐ Commercial Vehicle

If, Moving, Type of Violation 1. ■ Speed 2. ☐ Lane Violation 3. ☐ Seat Belt 4. ☐ Traffic Sign or Signal 5. ☐ follow Too Close 6. ☐ Other

Result of Stop 1. ■ Citation 2. ☐ Written Warning 3. ☐ Verbal Warning/Stop Card

Beat Location of Stop 123

SECTION B - SEARCHES

	Consent Search Requested?	Consent Given?	Search Conducted?	Search Conducted By?
Vehicle:	1. ☐ Yes 2. ■ No	1. ☐ Yes 2. ☐ No	1. ☐ Yes 2. ■ No	1. ☐ Consent 2. ☐ Other

If a search of the Vehicle was conducted, was contraband found? 1. ☐ Yes 2. ☐ No

If yes, what was found? 1. ☐ Drugs 2. ☐ Drug Paraphernalia 3. ☐ Alcohol 4. ☐ Weapon 5. ☐ Stolen Property 6. ☐ Other

If the contraband was drugs, what was the amount? 1. ☐ <2 grams 2. ☐ 2-10 grams 3. ☐ 11-50 grams 4. ☐ 51-100 grams 5. ☐ >100 grams

	Consent Search Requested?	Consent Given?	Search Conducted?	Search Conducted By?
Driver:	1. ☐ Yes 2. ■ No	1. ☐ Yes 2. ☐ No	1. ☐ Yes 2. ■ No	1. ☐ Consent 2. ☐ Other
Passenger:	1. ☐ Yes 2. ■ No	1. ☐ Yes 2. ☐ No	1. ☐ Yes 2. ■ No	1. ☐ Consent 2. ☐ Other

If a search of the Vehicle was conducted, was contraband found? 1. ☐ Yes 2. ☐ No

If yes, what was found? 1. ☐ Drugs 2. ☐ Drug Paraphernalia 3. ☐ Alcohol 4. ☐ Weapon 5. ☐ Stolen Property 6. ☐ Other

If the contraband was drugs, what was the amount? 1. ☐ <2 grams 2. ☐ 2-10 grams 3. ☐ 11-50 grams 4. ☐ 51-100 grams 5. ☐ >100 grams

SECTION C - POLICE DOG SNIFF SEARCHES

Did a police dog perform a sniff of the vehicle? 1. ☐ Yes 2. ■ No

If a police dog performed a sniff of the vehicle, did the dog alert to the presence of contraband? 1. ☐ Yes 2. ☐ No

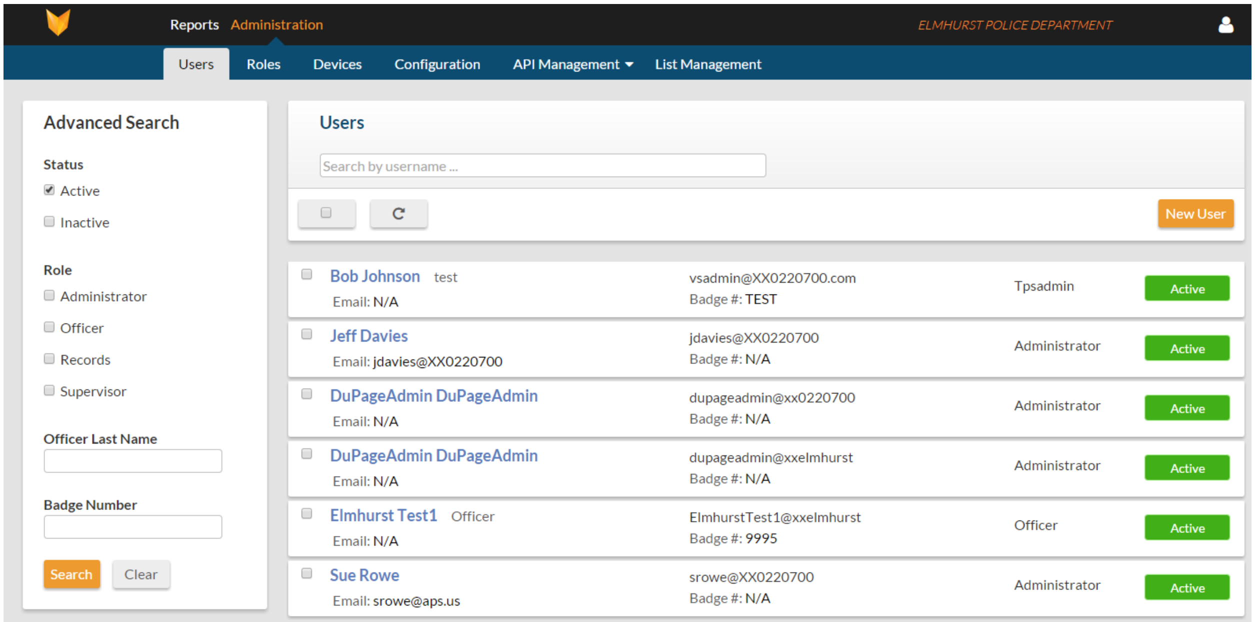
If an alert occurred, was the vehicle searched? 1. ☐ Yes 2. ☐ No

If the vehicle was searched, was contraband found? 1. ☐ Yes 2. ☐ No

If yes, what was found? 1. ☐ Drugs 2. ☐ Drug Paraphernalia 3. ☐ Alcohol 4. ☐ Weapon 5. ☐ Stolen Property 6. ☐ Other

B. Administration

The Administration section of the portal gives the ability to manage users, devices and lists at an agency.



It is comprised of multiple sections, which can be accessed by the top navigation menu.

- Users
- Roles
- Devices
- Configuration
- API Management
- List Management

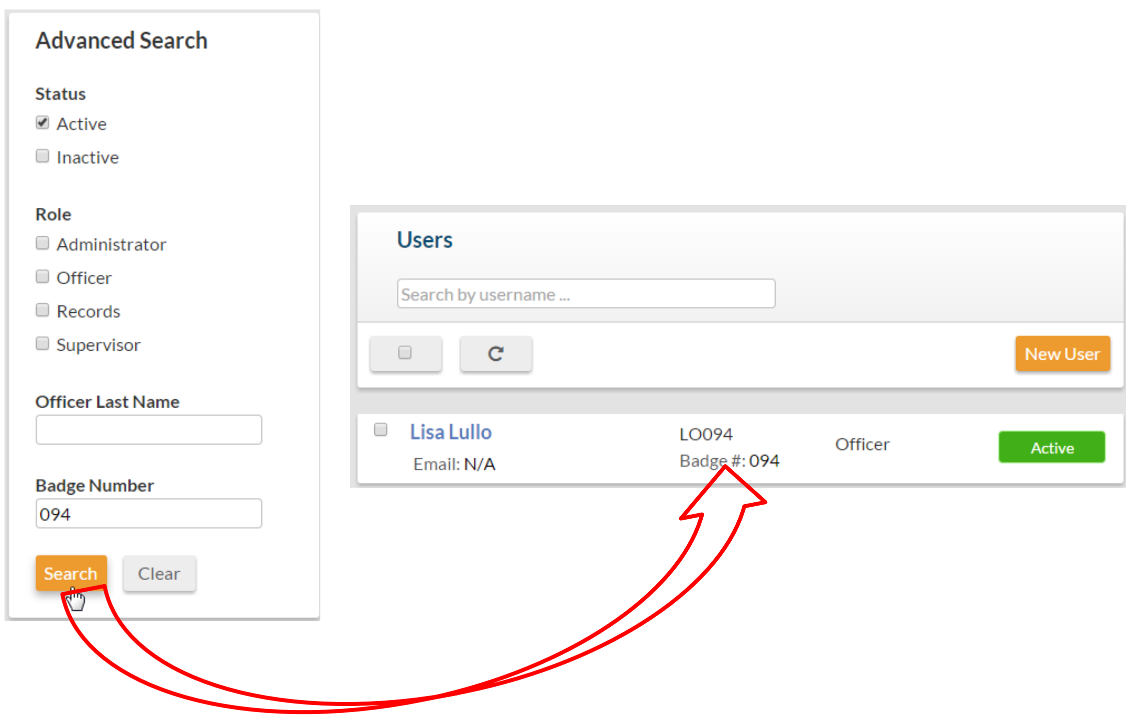
1. Users

The **Users** screen displays the list of users who have access to the application. There is the ability to search for a specific user, create a new user or activate/deactivate a user.

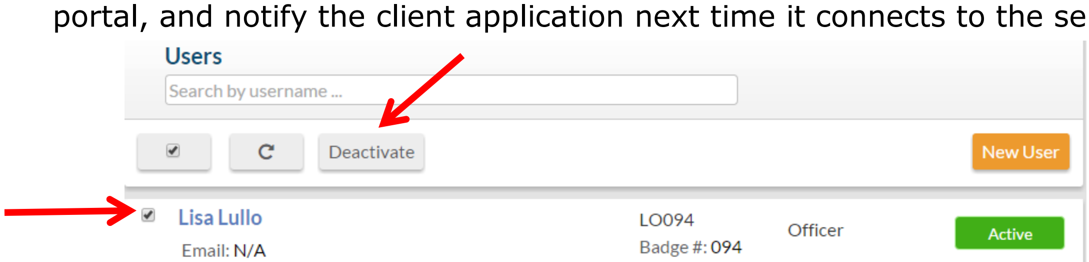
There are multiple ways to search for a user:

- Status
- Role
- Officer Last Name
- Badge Number
- Username

Select or enter the information in the left navigation menu and click **Search.**

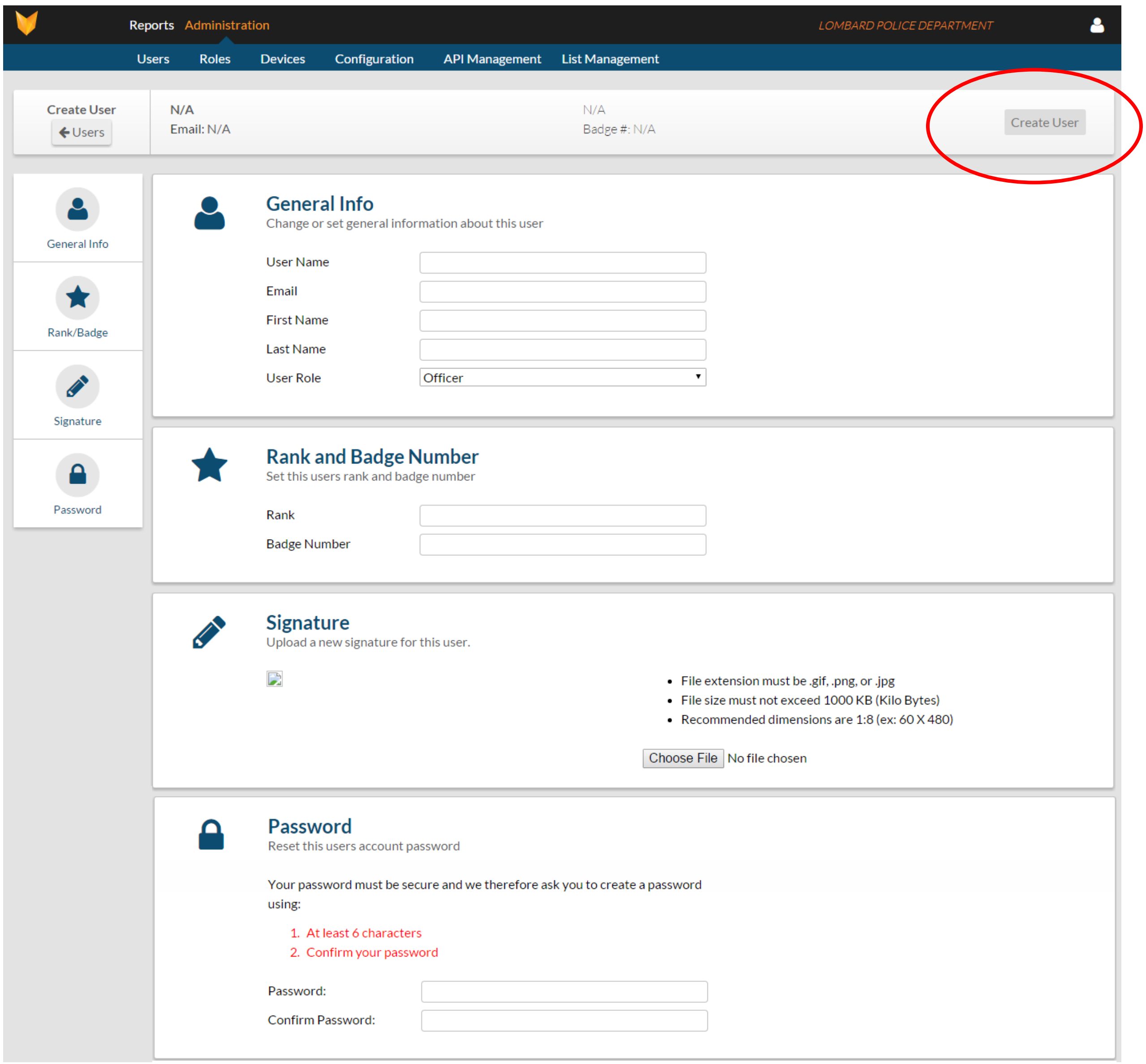


To **Deactivate** a user, select the checkbox next to the user's name and the deactivate button displays. This will deactivate the user immediately on the portal, and notify the client application next time it connects to the server.



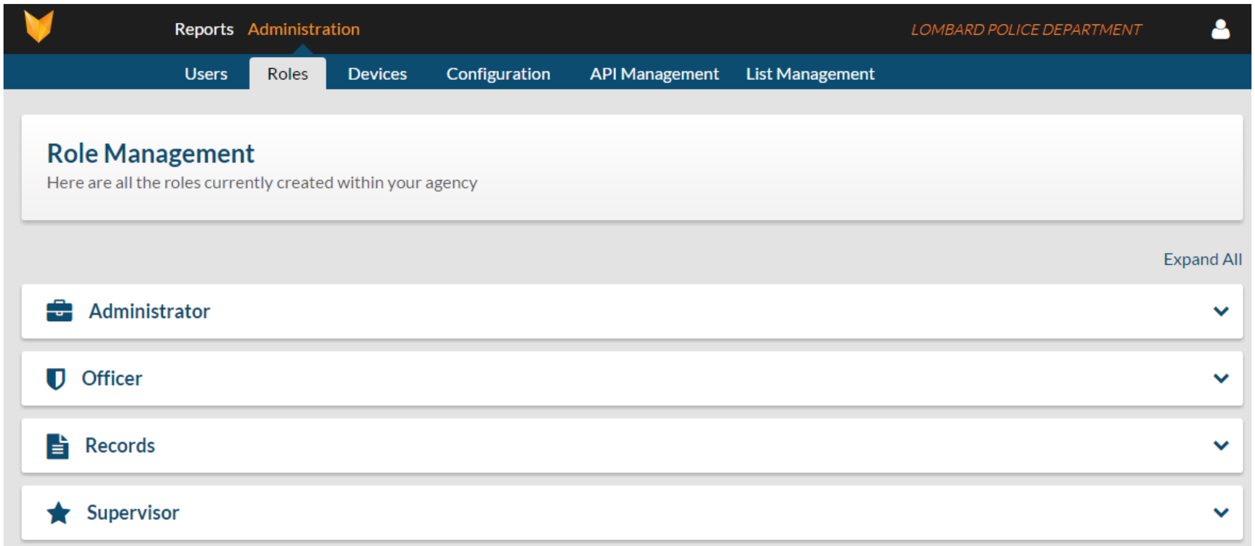
Select the New User button to create a new user login.

Enter the General Info (username, email, first and last name, and user role), create Password and click the **Create User** button in the upper right corner.

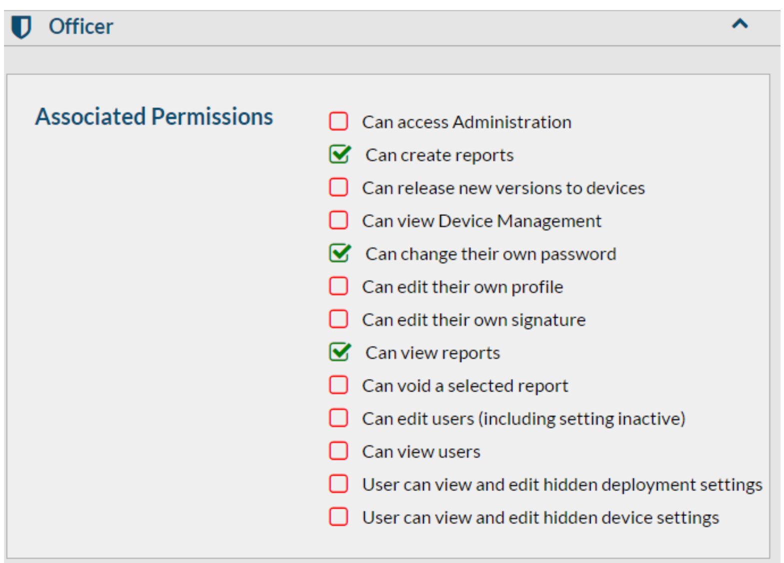


2. Roles

This section of the Administration portal is where user role permissions are viewed. Roles are predefined, and read-only.

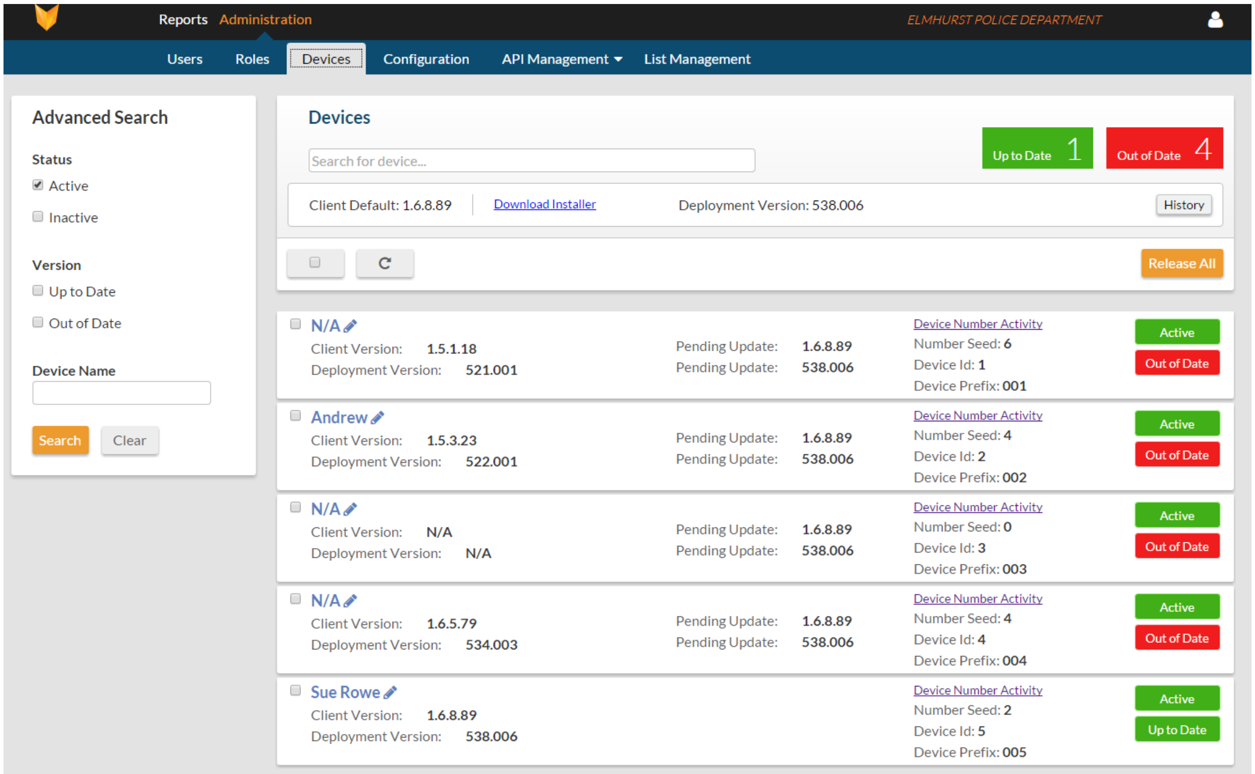


Click  to view the permissions associated with a specific role.

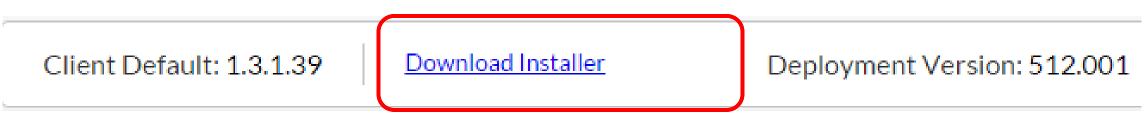


3. Devices

The **Devices** dashboard displays a list of computers using the client at the agency. It has information such as, the Device ID, if the computer is active / deactivated, and software version information.



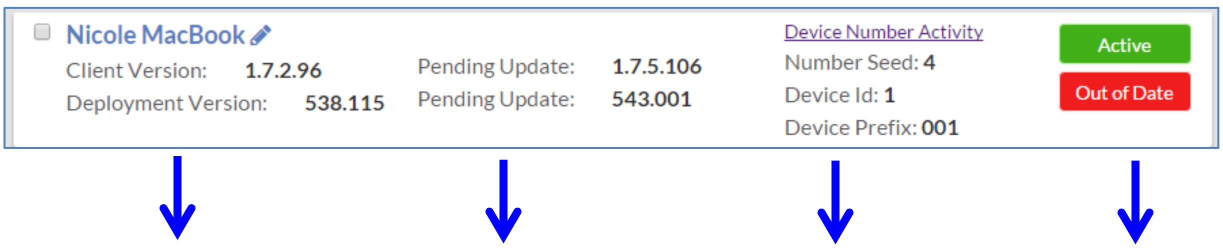
The below section, lets the agency know the minimum Client and Deployment versions required. If a user has an older installer, it will automatically be updated to the minimum version listed here. If the user has a newer installer, and that version is released for the Agency, then they can be on a higher version that the minimum one listed here.



This is also where the administrator can get the latest URL version of the installer for their agency.

The **History** button displays the release log/notes for all the previous deployments, along with the Preview and Production installer links. Click the button to view the details in a new tab.

The details for each computer with the client installed can be viewed on the dashboard.

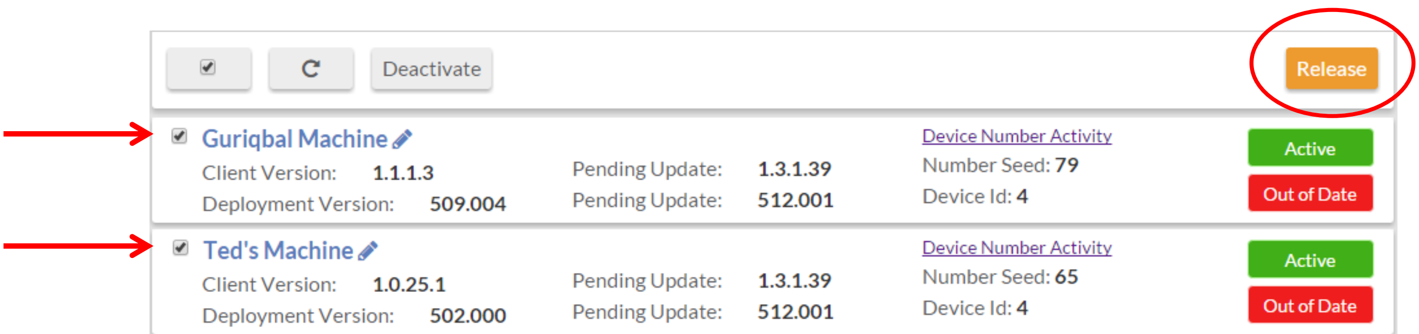


Client and Deployment versions	**Pending Updates**	**Miscellaneous Information**	**Status**
Displays the current versions installed on the computer.	Informs the user there is a newer version released to that device, but the user has not yet installed it.	Other information such as: **Device Number Activity**: Audit report for this device. **Number Seed**: Last synced report number issued. (The actual client might be different if a report is issued that has not synced with the server yet). **Device Id**: Unique identifier assigned to this device. This is always a 'base 10' sequential number. **Device Prefix:** When a report is created by this device, the device prefix is the 3 digit prefix that will be used to represent this device.	Displays whether the computer is **Updated** or **Out of Date** with latest software versions. Also shows if the computer is **Active** or **Deactivated.**

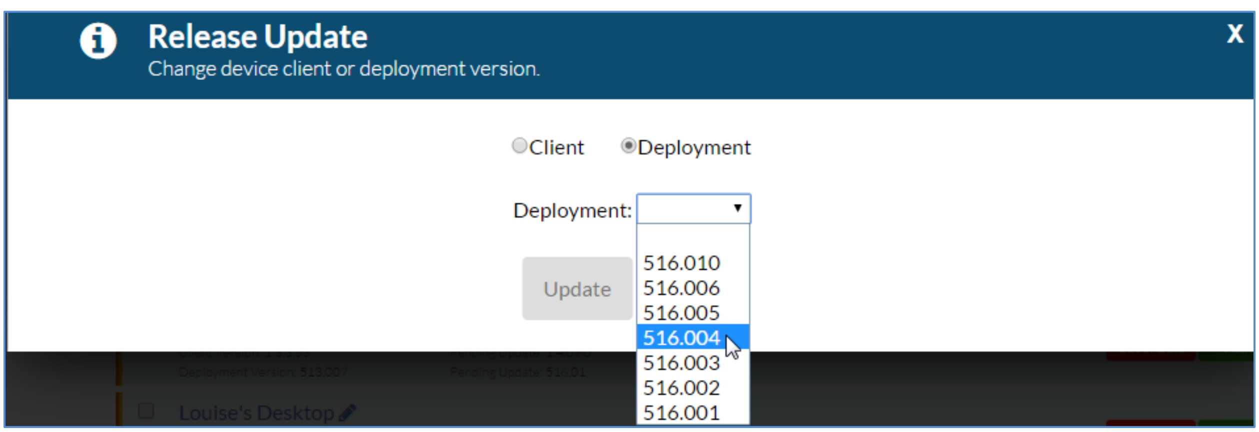
Software releases for both the **Client** and **Deployment** can be easily managed on the dashboard. The user has the option to either manually select which computers to release an updated version or **Release All.**

a) **Individual Computer(s)**

To release a new version to a specific device(s), select the targeted computer(s) by checking the box on the left. Once all the targeted computers are checked, click the **Release** button.



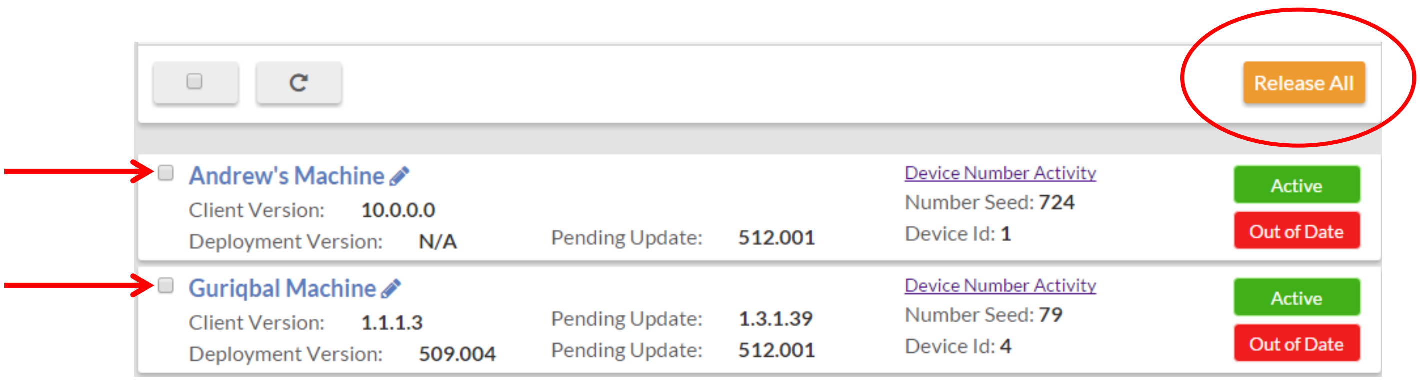
The **Release Update** window displays and the user selects either the client or deployment to release. Then select the version from the list and click update.



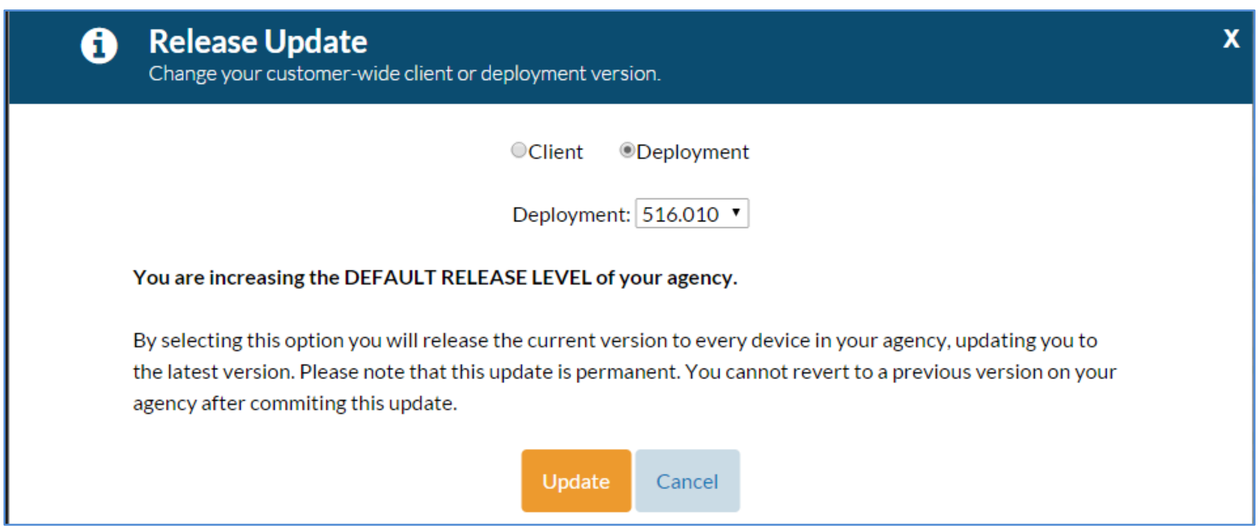
After the client or deployment is released to a computer, it will automatically update the next time the client is started on the targeted device –OR- on an agency-defined schedule (default is every 30 mins), whichever happens first. By targeting individual devices, you do not affect any of the other existing or new devices for that Agency.

b) Release All

Another option is to **Release All** when no devices are selected.

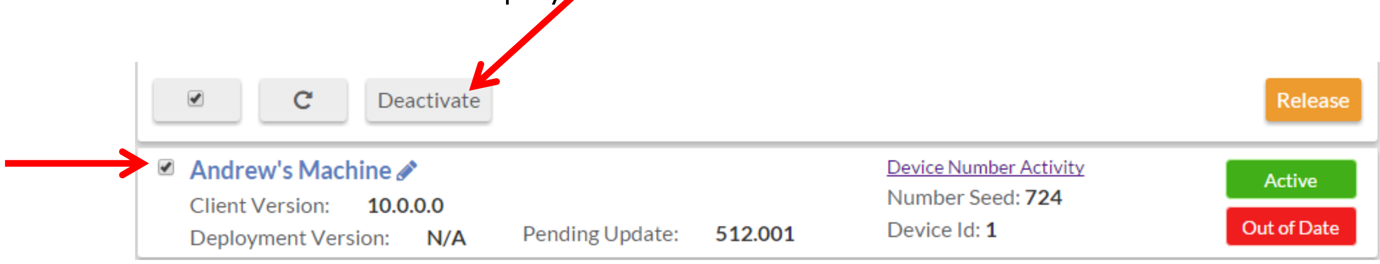


Click the **Release All** button, select to release a new client or deployment (you can only select one at a time) to all current and future devices for this agency, and trigger a new minimum version level for the agency.



Ideally, the client should be updated first, followed by the deployment update. Some deployment releases are only available after a client update is complete.

To **Deactivate** a computer, select the checkbox next to the device name and the deactivate button displays.

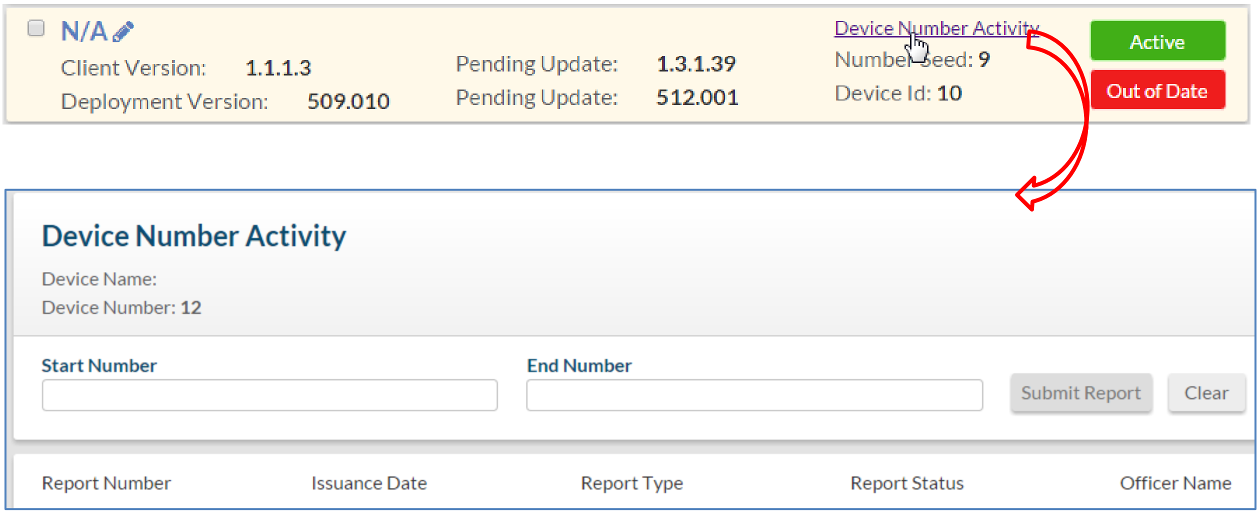


To easily identify a computer, the user can customize the computer name. The default name is N/A.

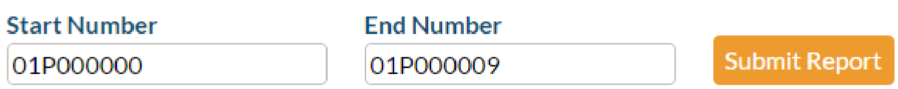
Click on the **Edit** icon

Enter a device name and click the checkbox.

Click the **Device Number Activity** link to view an audit report of all the reports created on the computer. It takes the user to a new screen to search by a range of report numbers.



Enter the Start and End number and click **Submit Report**



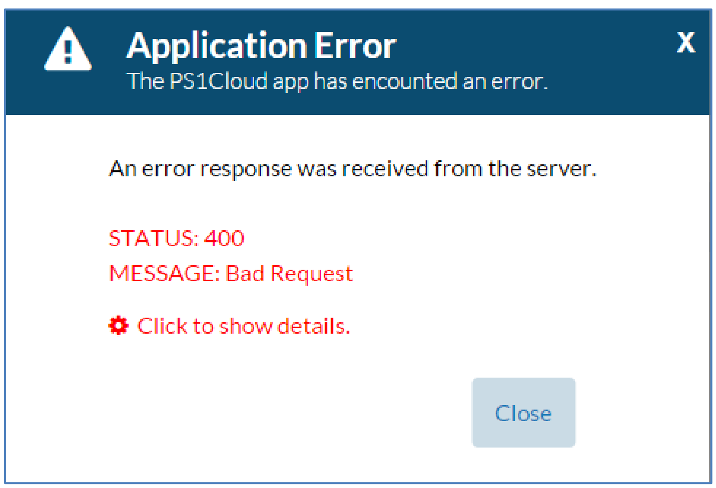
Report Number	Issuance Date	Report Type	Report Status	Officer Name	
01P000000	N/A	N/A	Not in system	N/A	View
01P000001	10/27/14 12:52 PM	IL TSS Stop Card	Complete	N/A	View
01P000002	10/27/14 1:04 PM	IL TSS Stop Card	Incomplete	N/A	View
01P000003	10/27/14 1:09 PM	IL TSS Stop Card	Complete	N/A	View
01P000004	10/27/14 1:18 PM	IL TSS Stop Card	Complete	N/A	View
01P000005	10/27/14 1:36 PM	UTC	Complete	N/A	View
01P000006	10/27/14 1:36 PM	IL TSS Stop Card	Complete	N/A	View
01P000007	10/27/14 1:36 PM	UTC	Complete	N/A	View
01P000008	10/29/14 1:26 PM	UTC	Complete	N/A	View
01P000009	10/29/14 1:26 PM	IL TSS Stop Card	Complete	N/A	View

The report displays the range of report numbers entered, the details of the report such as the issuance date, report type and status. There are 3 report statuses:

- **Not in system**: This lets the user know there is a missing or skipped report number. The line is highlighted in red.
- **Incomplete**: The report is not finished yet (it might still be in process on the client machine). It is highlighted in gray.
- **Complete**: The report has been completed.

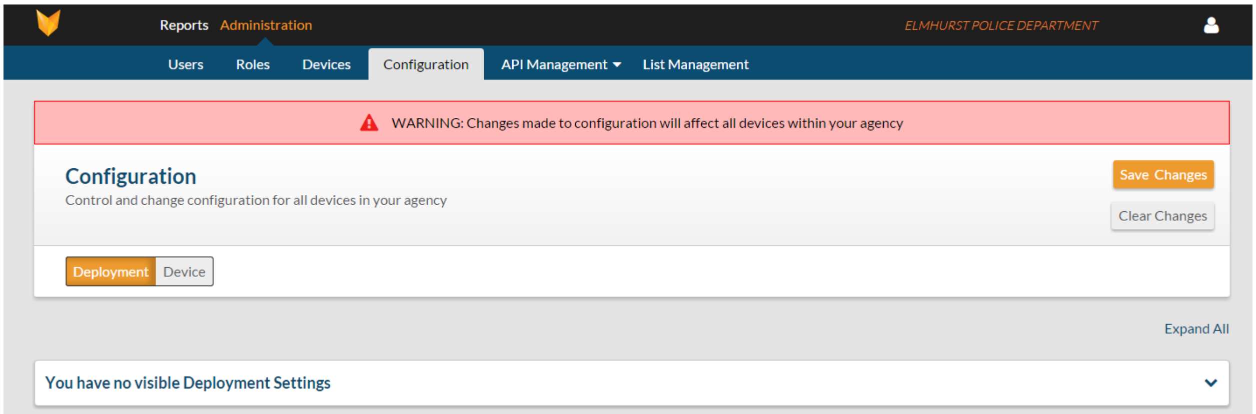
Click the **View** button displays details of the report. Read the Reports section to learn more.

If the Start or End number entered in the fields do not fall within the report range, an error message displays. Please modify either the starting report number of ending report number and resubmit.



4. Configuration

The **Configuration** module allows the administrator of the agency to setup agency wide settings for **Deployment** and **Devices.**

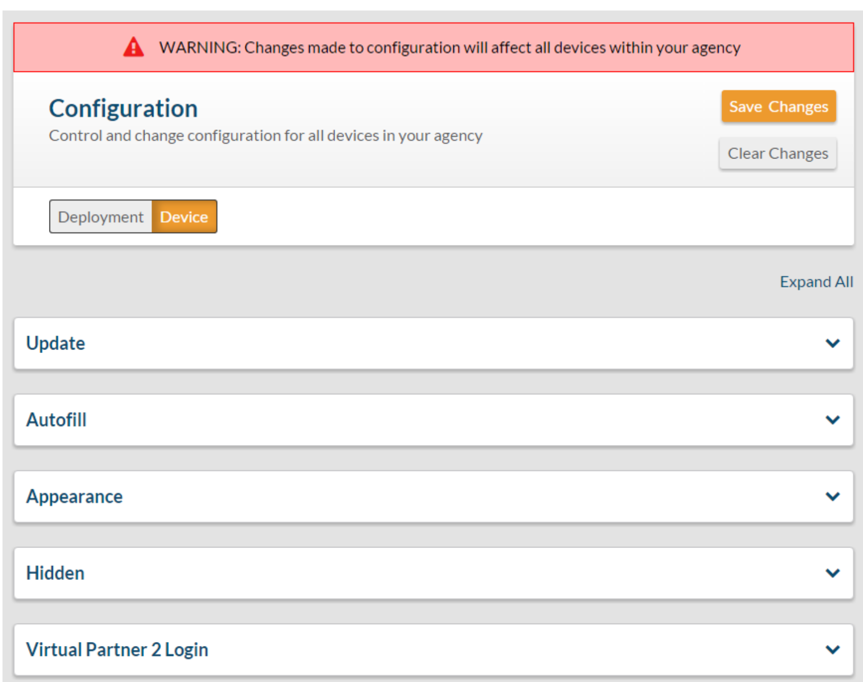


a) Deployment

This section is currently under development.

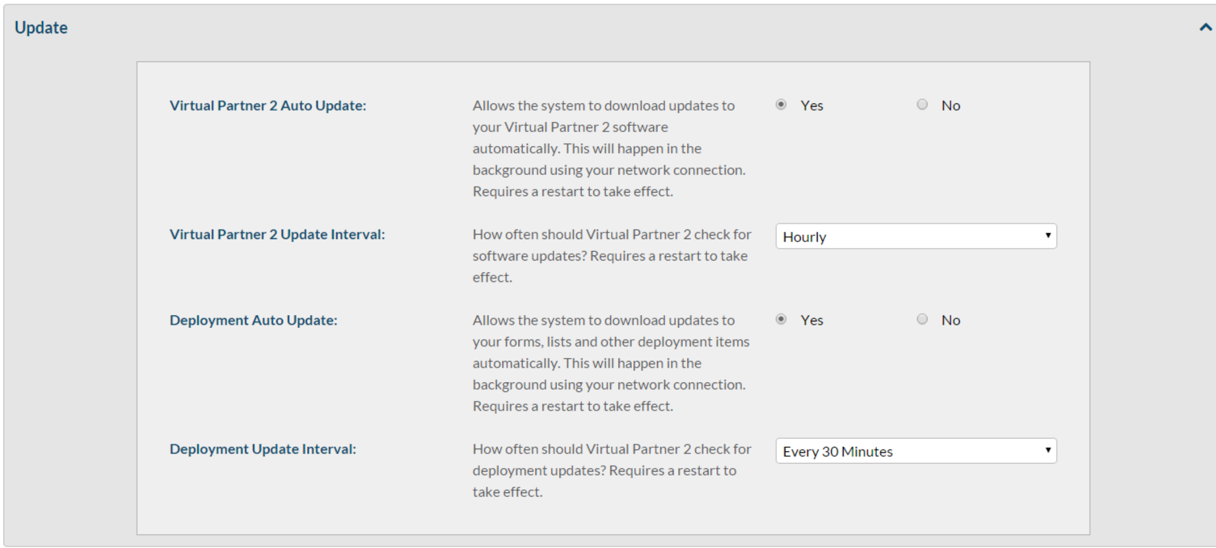
b) Device

The Device section allows the user to configure various options on the device. Any changes here will impact **ALL** users at this agency, and will be reflected in the client next time Virtual Partner 2 is launched (provided they have connectivity).

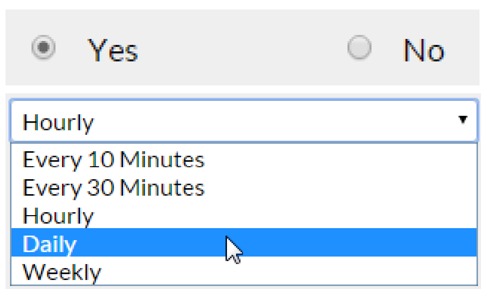


1. Update

   In the Update section, a user can configure how frequently the client checks for updates, both for the software client (Virtual Partner 2) and specific deployment files.



Select the '**Yes**' radio button and pick the interval from the drop down list:



⚠ For software update changes to take effect, it requires a computer restart.

2. Autofill

   This is where the agency selects which application to use to autofill information from scanned licenses and registrations.

3. Appearance

   Has the option to hide the ‘Preview’ form in the client.

4. Virtual Partner2 Login

   Has the option to turn on or off the autocomplete username feature when the user starts to type in the username field.

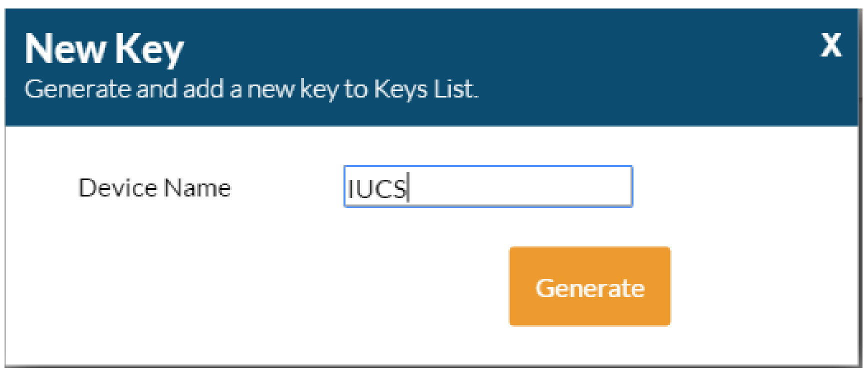
After updating the configuration setting, select the ‘**Save Changes’** button in the upper right corner of the window.

5. API Management

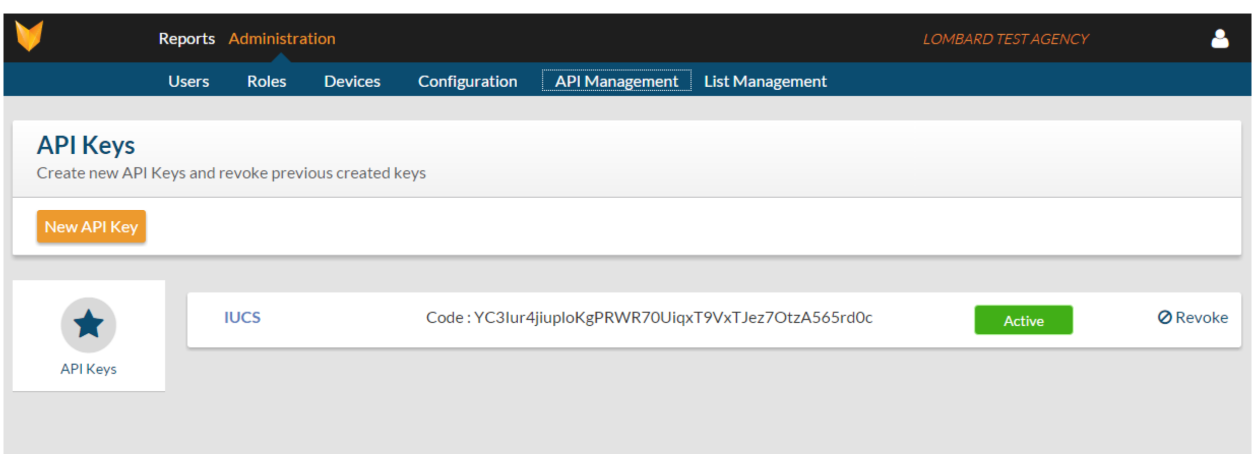
a) API Key

The API Management section allows the agency to generate an **API Key**. A Key is only required if the agency has applications that communicate directly with VirtualPartner2.0. An example of an application that uses an API key is a RMS, Leader, CrimeView Dashboard or an external List Management tool, such as IUCS. The API key allows an external application to securely authenticate with VP2 to ensure it is a valid requester or submitter of information. This section would rarely be used on a day-to-day basis, and should be used in conjunction with an Agency IT team.

1. To generate an API Key, select the **New APK Key** button. It opens the New Key window.
2. Enter a Device Name and select **Generate.**



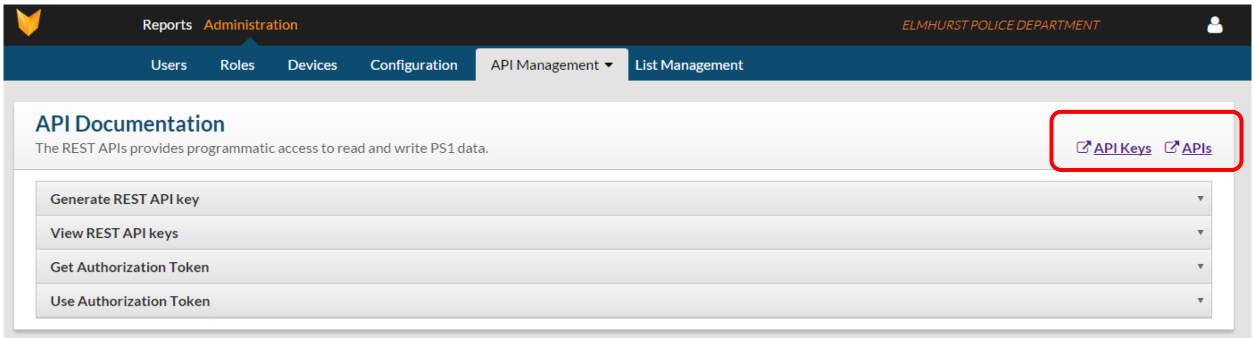
3. The active API Key displays.



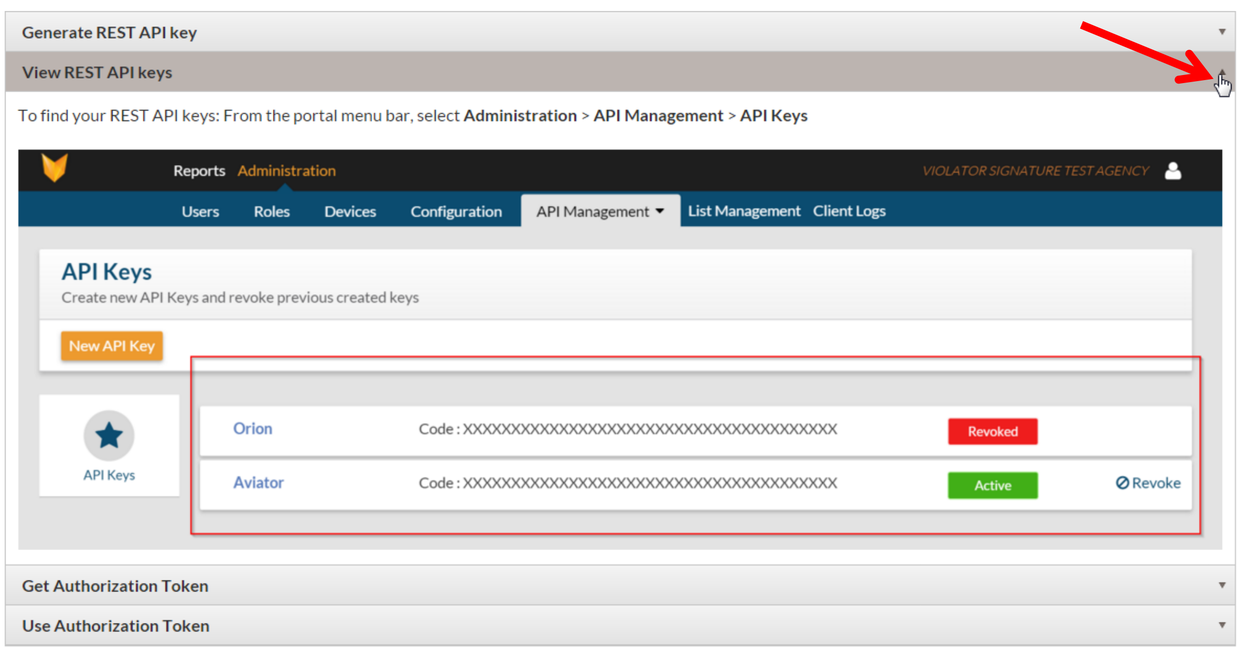
b) API Documentation

API documentation can be viewed from the API Management menu. This section explains the process to get and configure an API key.

In the upper right corner of the header, the *API Keys and APIs* links open in a separate tab in the same browser when selected.

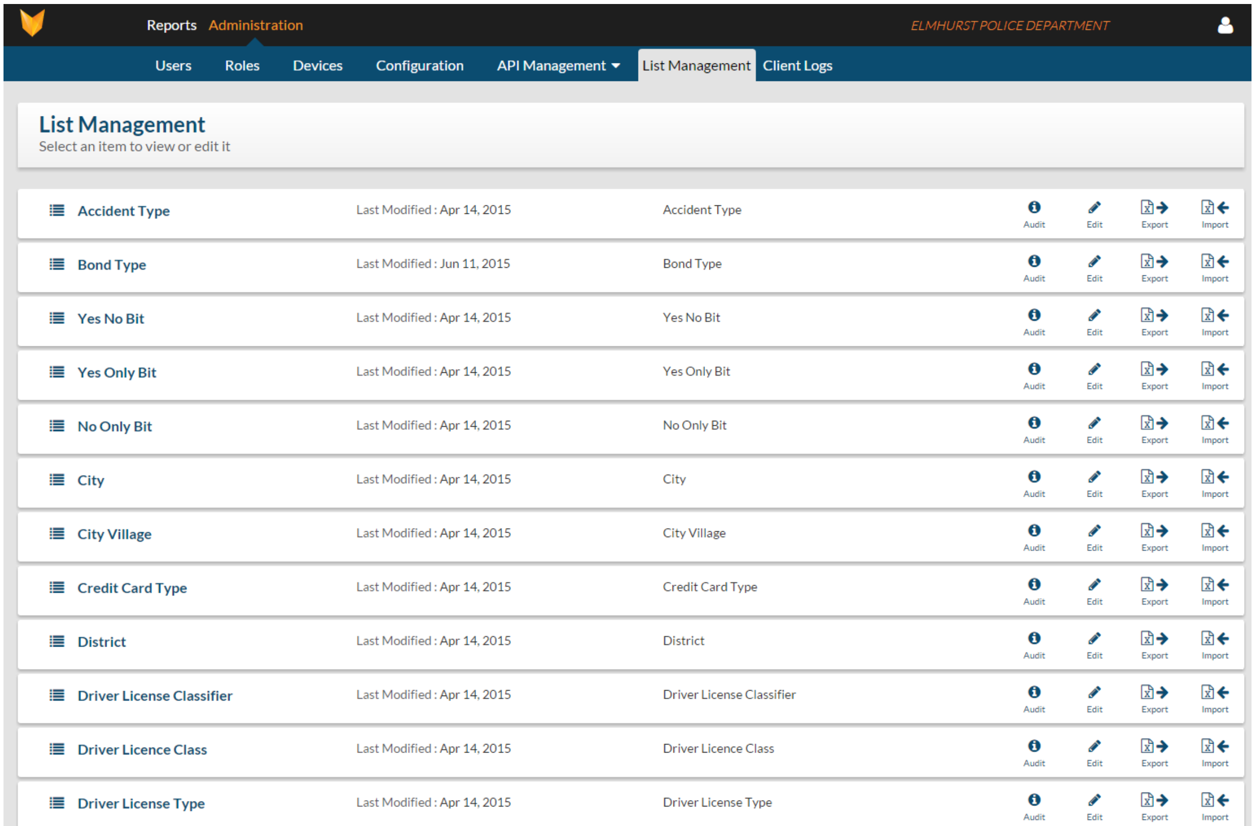


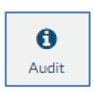
To review the API documentation, select the down arrow on the subject row to expand and view the data.



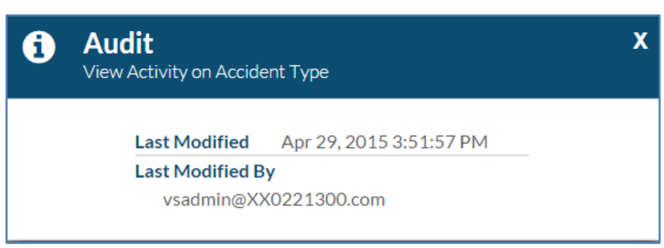
6. List Management

List management gives the agency the ability to maintain their lists in the forms. In this easy to use tool, the user can edit, export or import the lists.

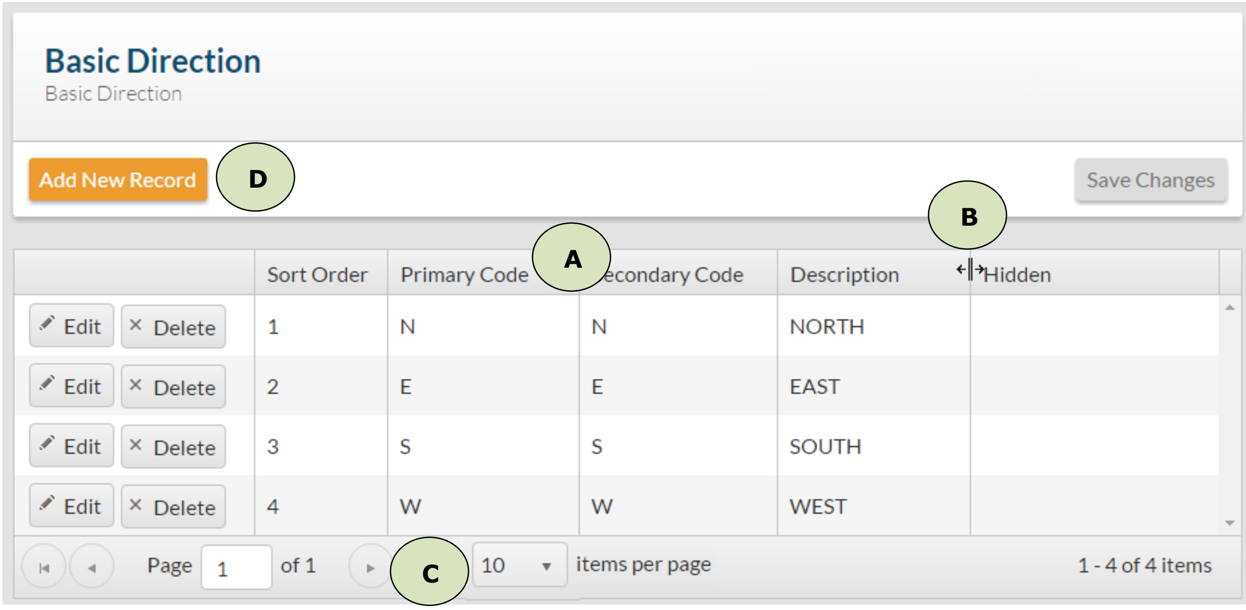


Select the Audit 

icon, displays the Last Modified and Modified By information.



To ‘**Edit’** or view a list, select the edit icon. It opens the details list screen.

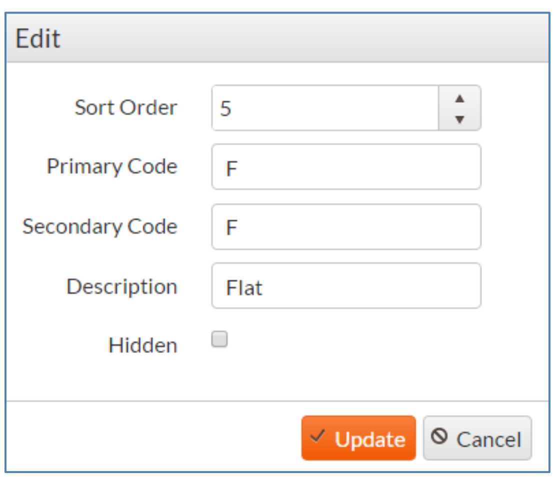


a) On this screen, there is the ability to **Sort** in ascending or descending order, by clicking on the column header.

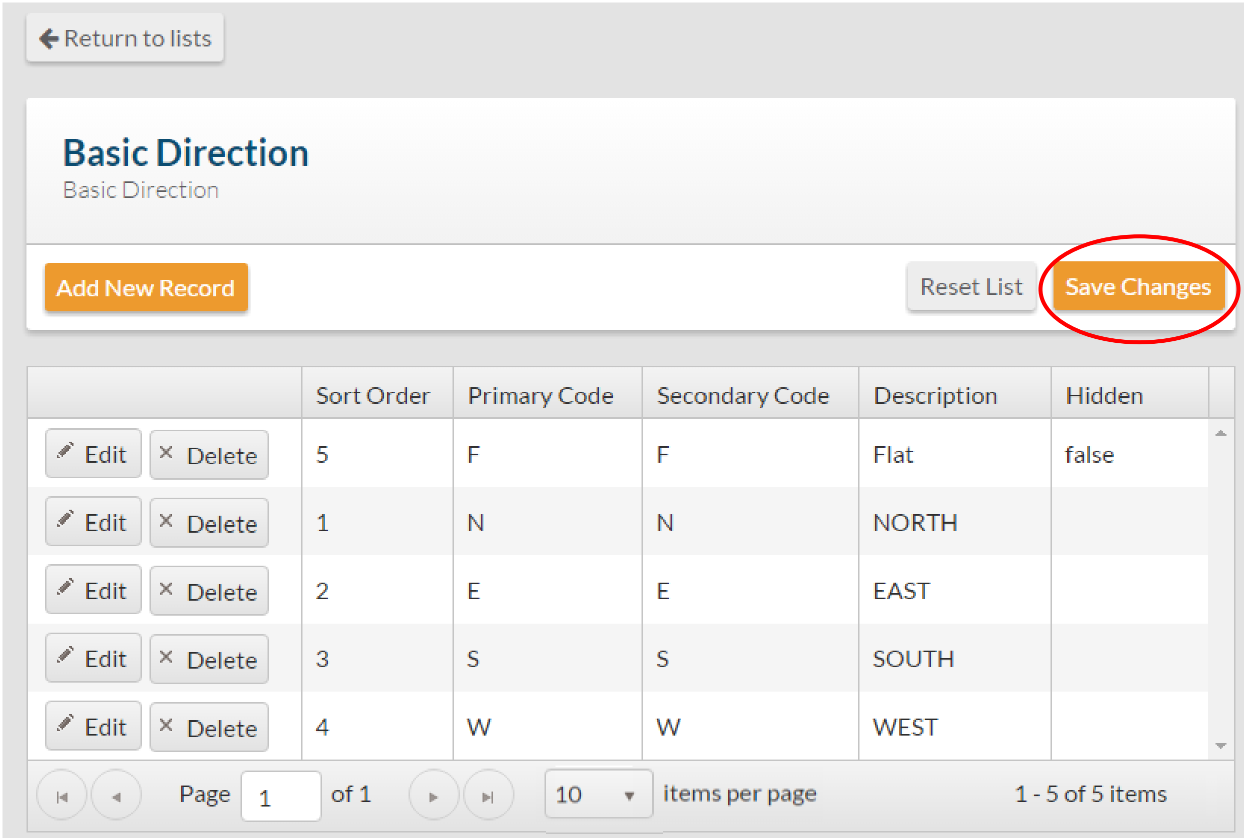
b) Expand the column widths by at the column header

c) Change the number of items to view from the drop down list.

d) Click **‘Add New Record’** button; it opens the Edit window to create a new record. Enter the data and ‘**Update’**.



Click **Delete**, to remove a record from the list. Select **Save Changes** to save the change.

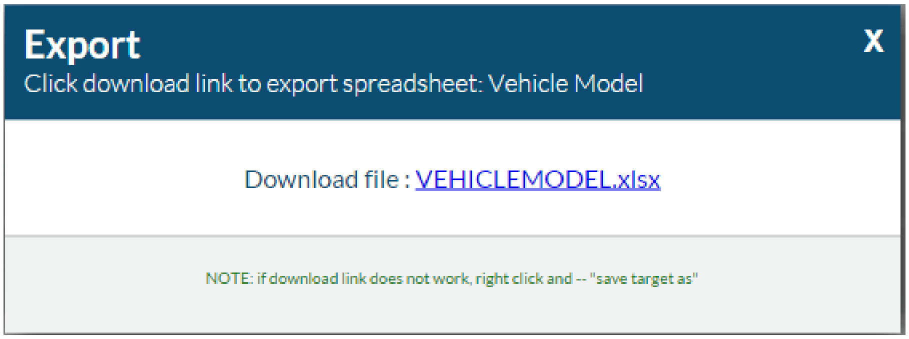


All edits, deletes or new records entered are stored temporarily in the portal until they are committed to the system. By clicking the **Save Changes** button all the changes are committed; and are available the next time the client gets the list update.

Select **Return to lists** to go back to the List screen.

If a list requires a lot of changes, there is the option to **Export** the list, make the changes and **Import** it back into the portal.

To export a list, select the Export icon. When the pop-up window displays, click the download file link.

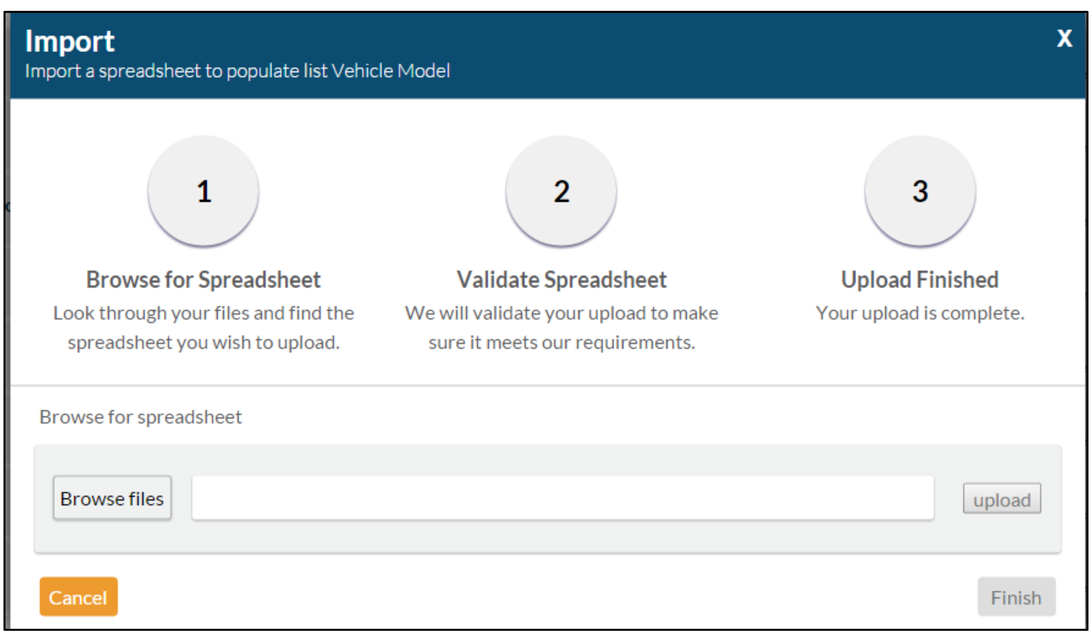


It saves the Excel file in the **Downloads** folder on your computer.

Make the needed changes and save the file.
Note – Do not change the column headers in the file.

Update the spreadsheet as needed. Clear/Delete the values in the last column **Sort Order**.

When ready, select the **Import** icon next the file name to import. It opens the below window.



1. Browse for the file
2. Click the Upload button
3. Validates the data
4. Pass Validation, displays "**Successfully imported**"
5. Click the Finish button

The Last Modified date is updated for the list.