



Trimble Public Safety VirtualPartner2.0 User Guide Version 1.4

I.	Introduction	4
II.	Install VirtualPartner2.0	4
A.	Initial Setup / Installation	4
B.	Login	5
C.	Forgot Password.....	6
III.	VirtualPartner2.0 Dashboard.....	7
A.	Top Navigation Bar	7
B.	New Report Panel	9
C.	Recent Reports Panel	9
IV.	Reports.....	12
A.	Navigation Panel	15
B.	Data Entry Panel	16
C.	Report Preview.....	18
D.	Report Validation.....	19
E.	Stop Summary.....	19
V.	Admin Portal.....	21
A.	Reports	22
B.	Administration	25
1.	Users	26
2.	Roles	28
3.	Devices	29
4.	Configuration	36
5.	API Management	39
6.	List Management	41

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)

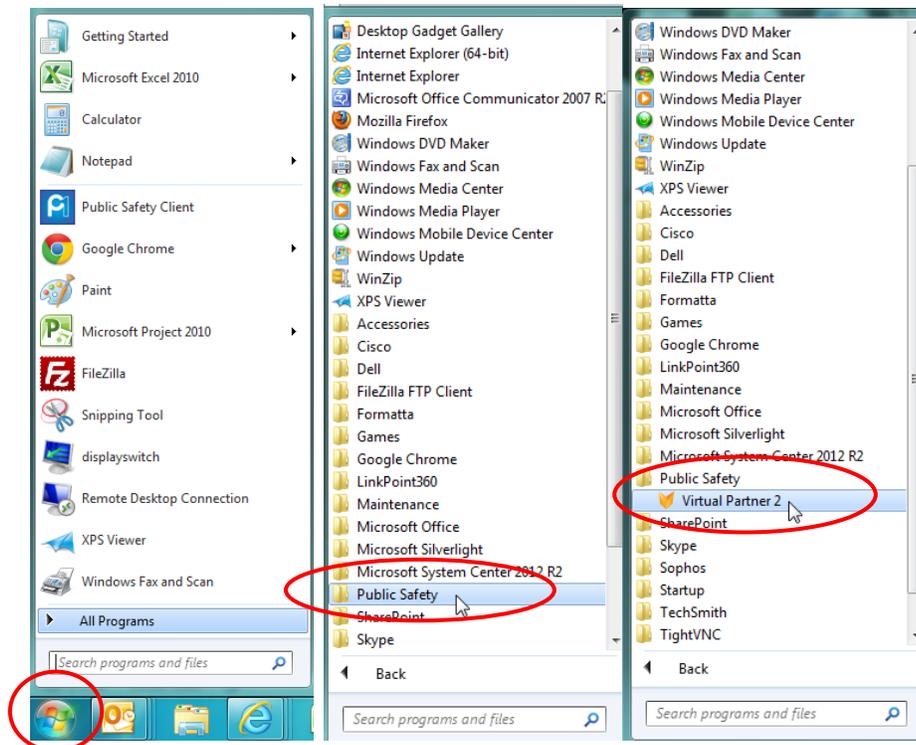
B. Login

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

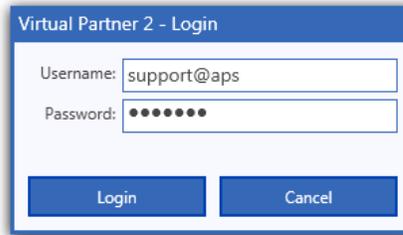
- b. From the Windows Startup menu:

- 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.



Virtual Partner 2 - Login

Username: support@aps

Password: ●●●●●●●

Login Cancel

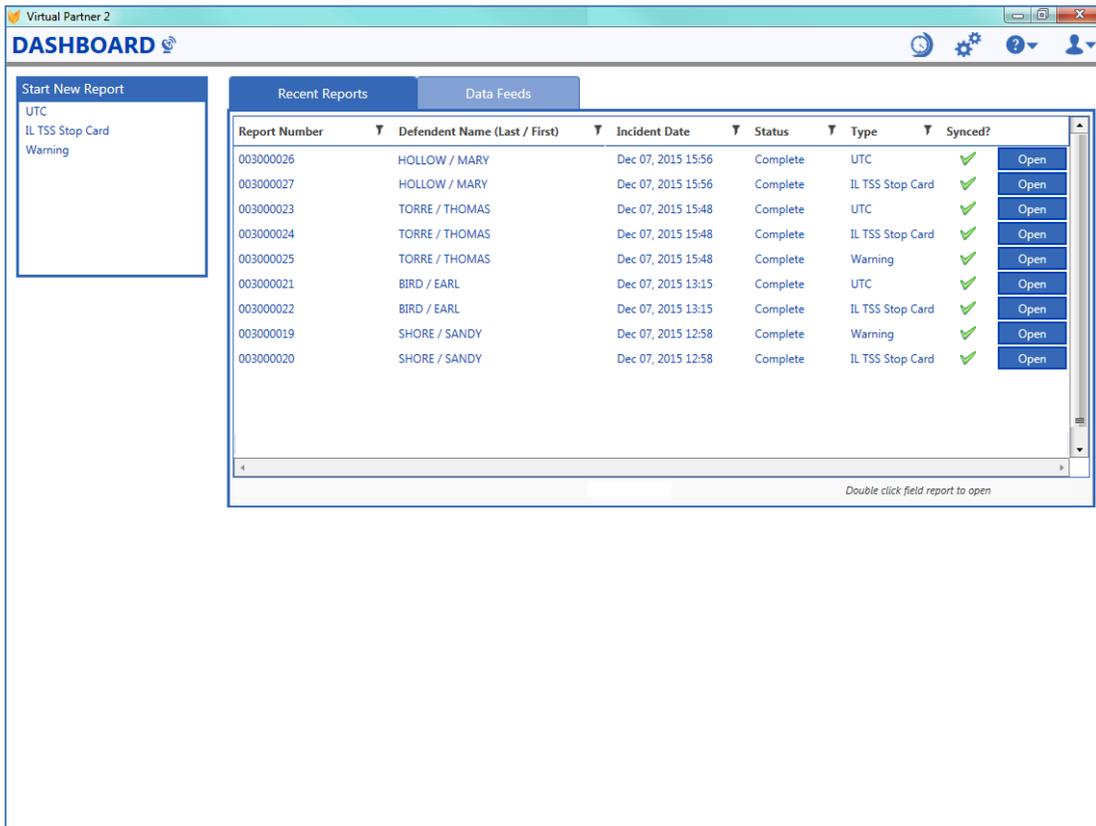
Login Screen

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.

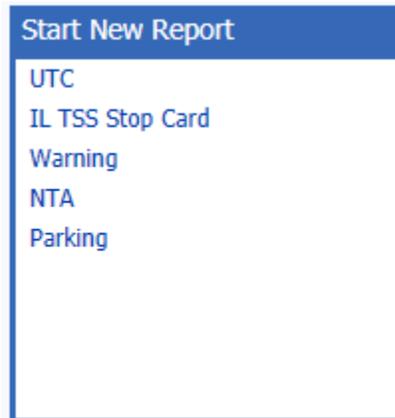
e. Profile



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.

Report Number	Defendant Name (Last / Fir	Incident D.	Status	Type	Synced?	
008000006	SHORE / SANDY	Dec 01, 2014 04	Incomplete	Warning	✓	Open
008000007	SHORE / SANDY	Dec 01, 2014 04	Incomplete	IL TSS Stop Card	✓	Open
008000004	SMITH / RICH	Nov 20, 2014 10	Complete	UTC	✓	Open
008000005	SMITH / RICH	Nov 20, 2014 10	Complete	IL TSS Stop Card	✓	Open
008000001	MELLOW / MARSHA	Nov 10, 2014 13	Incomplete	UTC	✓	Open
008000002	MELLOW / MARSHA	Nov 10, 2014 13	Incomplete	IL TSS Stop Card	✓	Open

Double click field report to open

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.

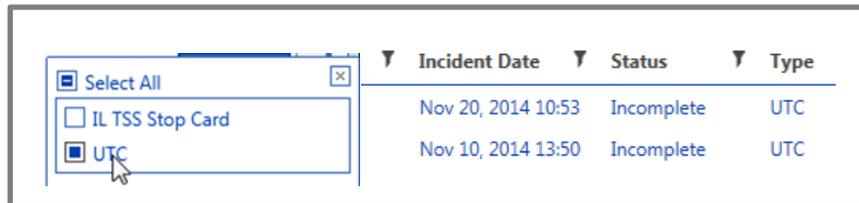
The list of recent reports can be filtered and sorted by any of the displayed fields/columns. Below explains how to sort and filter the report list.

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



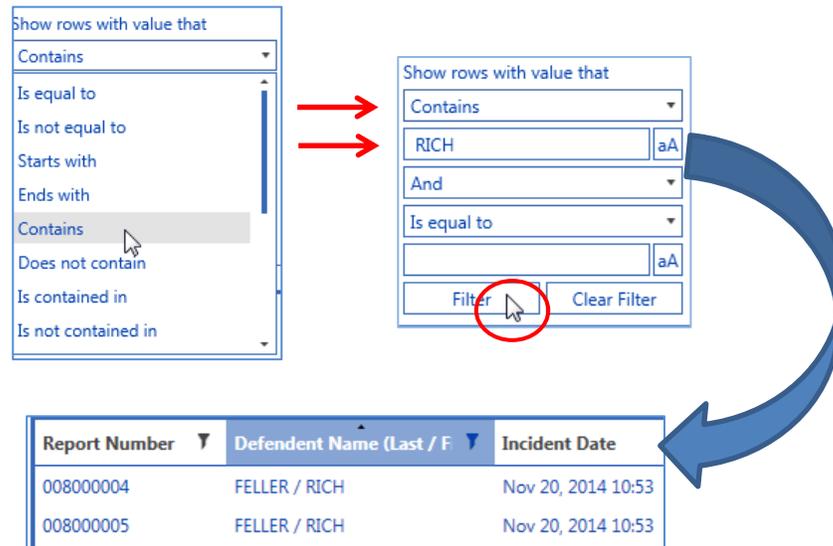
Report Number
008000001
008000002

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



Incident Date	Status	Type
Nov 20, 2014 10:53	Incomplete	UTC
Nov 10, 2014 13:50	Incomplete	UTC

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



Report Number	Defendent Name (Last / F)	Incident Date
008000004	FELLER / RICH	Nov 20, 2014 10:53
008000005	FELLER / RICH	Nov 20, 2014 10:53

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

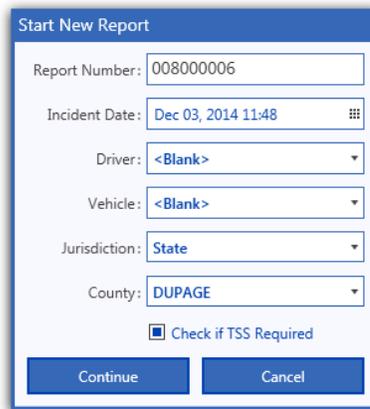
- c. Synced? – An icon indicator lets the user know if their last update to the report is saved on the server. The application will automatically save all changes to a report when the device has internet connection.
- An  icon displays when the latest version of the report has been synced with the server.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

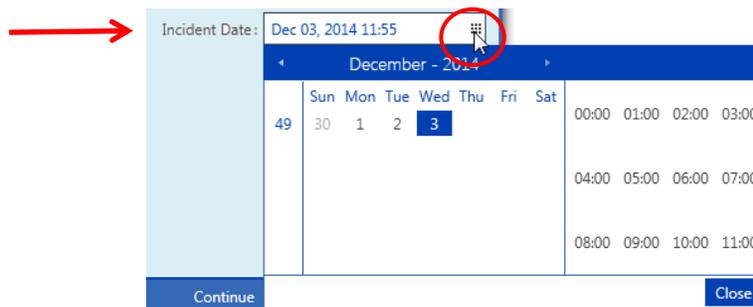
This section reviews how to manage the report(s). It goes through the steps to create, update and complete one. The application can be configured to have preset values in certain fields.

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.

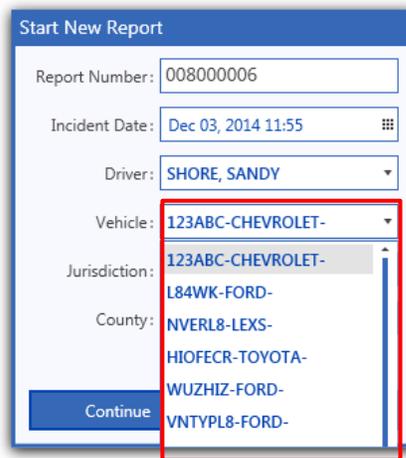
The user can also type in the new date and time, by deleting the current one and typing a new one.

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.

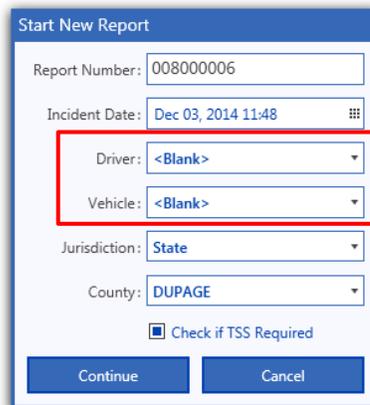
Select the driver and vehicle information from the drop down list.

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



The screenshot shows the 'Start New Report' form with the following fields: Report Number (008000006), Incident Date (Dec 03, 2014 11:55), Driver (SHORE, SANDY), Vehicle (123ABC-CHEVROLET-), and Jurisdiction (123ABC-CHEVROLET-). A red box highlights the dropdown menu for Vehicle and Jurisdiction, which lists several options: 123ABC-CHEVROLET-, L84WK-FORD-, NVERL8-LEXS-, HIOFECR-TOYOTA-, WUZHZ-FORD-, and VNTYPL8-FORD-. A 'Continue' button is visible at the bottom left.

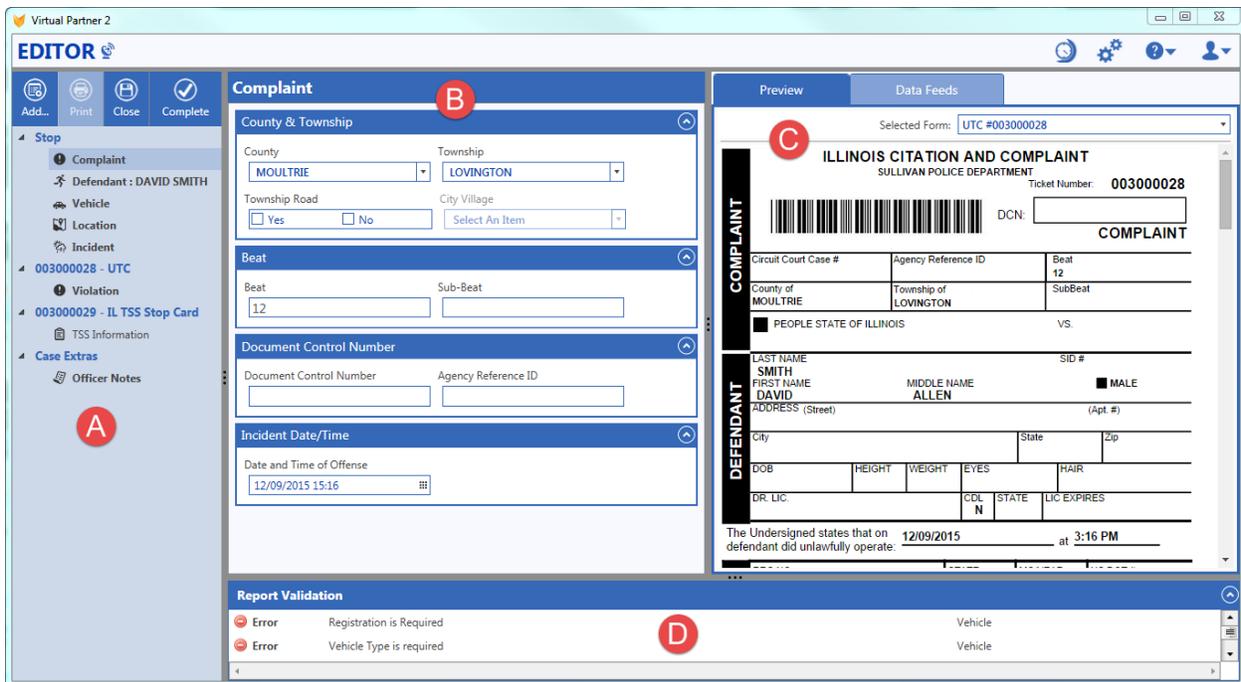
- b. If the agency does not use an MDC or a scanner, when the New Report window opens, the driver and vehicle fields display **<Blank>**. The user will be able to enter this information later.



The screenshot shows the 'Start New Report' form with the following fields: Report Number (008000006), Incident Date (Dec 03, 2014 11:48), Driver (<Blank>), Vehicle (<Blank>), Jurisdiction (State), and County (DUPAGE). A red box highlights the dropdown menus for Driver and Vehicle, both of which display '<Blank>'. There is a checkbox for 'Check if TSS Required' and 'Continue' and 'Cancel' buttons at the bottom.

- 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



The screenshot shows the 'EDITOR' interface for a complaint report. It is divided into four main sections:

- Section A (Navigation Panel):** Located on the left, it contains a sidebar with options: Stop, Complaint, Defendant: DAVID SMITH, Vehicle, Location, Incident, 003000028 - UTC, Violation, 003000029 - IL TSS Stop Card, TSS Information, Case Extras, and Officer Notes. A red circle 'A' is placed over the sidebar.
- Section B (Data Entry Panel):** The central area with a blue header 'Complaint'. It contains several input fields:
 - County & Township:** County (MOULTRIE), Township (LOVINGTON).
 - Beat:** Beat (12), Sub-Beat.
 - Document Control Number:** Document Control Number, Agency Reference ID.
 - Incident Date/Time:** Date and Time of Offense (12/09/2015 15:16).
 A red circle 'B' is placed over the County & Township section.
- Section C (Report Preview Panel):** On the right, titled 'Preview' and 'Data Feeds'. It shows a preview of the 'ILLINOIS CITATION AND COMPLAINT' form for SULLIVAN POLICE DEPARTMENT, Ticket Number: 003000028. It includes a barcode, a table for case details, and defendant information (DAVID ALLEN). A red circle 'C' is placed over the top of this section.
- Section D (Report Validation Panel):** At the bottom, titled 'Report Validation'. It lists errors:
 - Registration is Required
 - Vehicle Type is required
 A red circle 'D' is placed over this section.

A. Navigation Panel

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

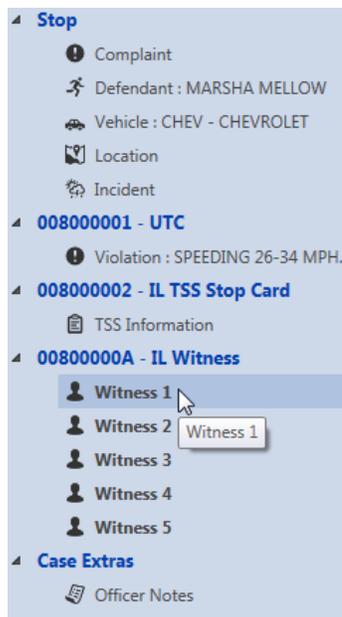


1. Buttons

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.



Witness 1
← Clear
Autofill

Witness

Last Name

First Name Middle Name

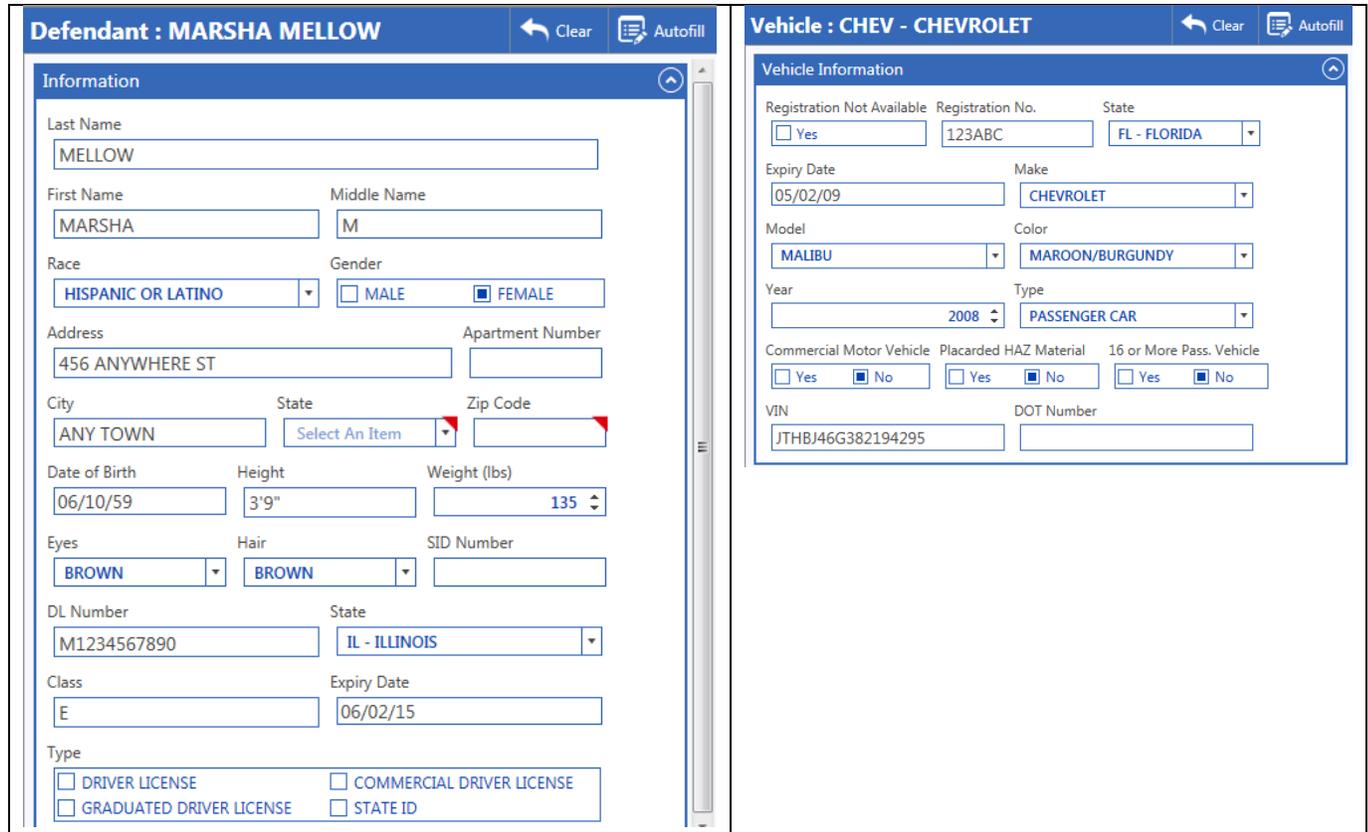
Street Address

Apartment Number City State

Zip Code Phone

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.



Defendant : MARSHA MELLOW [Clear] [Autofill]

Information

Last Name: MELLOW

First Name: MARSHA Middle Name: M

Race: HISPANIC OR LATINO Gender: MALE FEMALE

Address: 456 ANYWHERE ST Apartment Number: []

City: ANY TOWN State: Select An Item Zip Code: []

Date of Birth: 06/10/59 Height: 3'9" Weight (lbs): 135

Eyes: BROWN Hair: BROWN SID Number: []

DL Number: M1234567890 State: IL - ILLINOIS

Class: E Expiry Date: 06/02/15

Type: DRIVER LICENSE COMMERCIAL DRIVER LICENSE
 GRADUATED DRIVER LICENSE STATE ID

Vehicle : CHEV - CHEVROLET [Clear] [Autofill]

Vehicle Information

Registration Not Available: Yes Registration No.: 123ABC State: FL - FLORIDA

Expiry Date: 05/02/09 Make: CHEVROLET

Model: MALIBU Color: MAROON/BURGUNDY

Year: 2008 Type: PASSENGER CAR

Commercial Motor Vehicle: Yes No Placarded HAZ Material: Yes No 16 or More Pass. Vehicle: Yes No

VIN: JTHBJ46G382194295 DOT Number: []

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.



Autofill

Select Drivers Licence:

- MELLOW, MARSHA
- LYONS, DAN
- FELLER, RICH
- WALKER, JAY
- TOE, TOM
- TIME, NICK
- SHORE, SANDY
- RONI, PEPE
- BIRD, EARL
- KNAPP, ANITA

Cancel

Sample Autofill List

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

UTC #003000015

UTC #003000015

IL TSS Stop Card #003000016

TIP

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

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: INDIVIDUAL BOND Total Bond/Bail Posted:
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

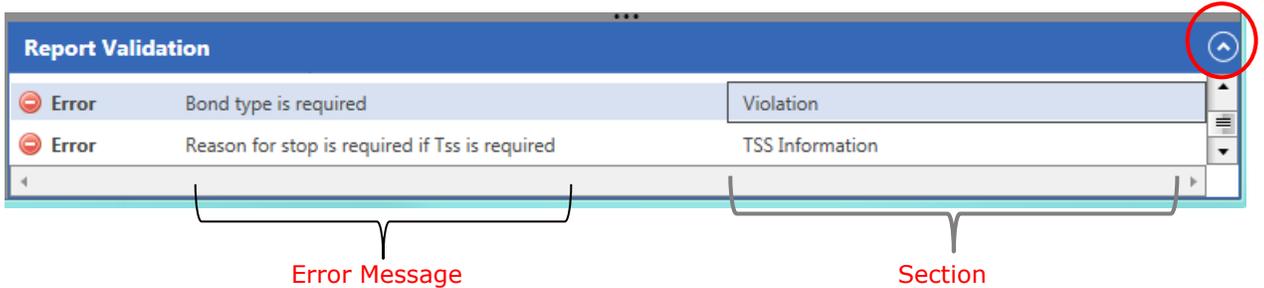
SEE INSTRUCTIONS in the column to the right.

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.

Nov2014-01.1
REVISED: 0-3
CUBIT: 1.7.5.105 DEPLOYMENT: 543.001

D. Report Validation

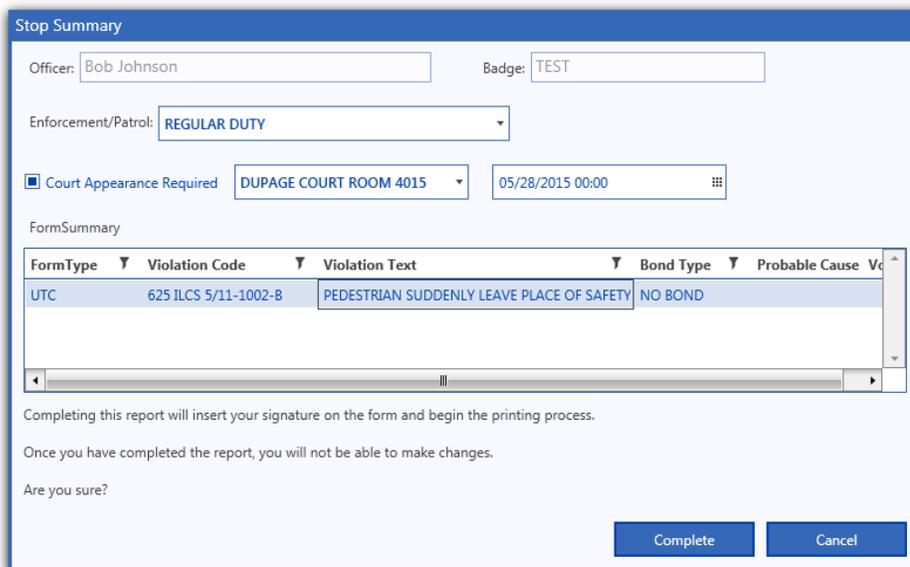
The lower section of the screen is the report validation. It informs the user when required data is missing and the section location of the missing data. The information has to be populated before the report is "complete" and can be printed.



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.



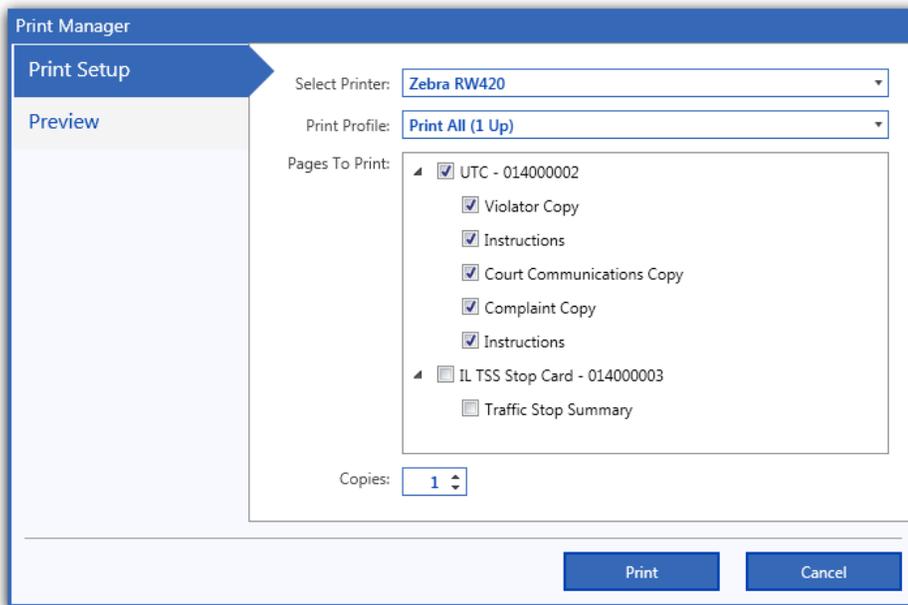
FormType	Violation Code	Violation Text	Bond Type	Probable Cause
UTC	625 ILCS 5/11-1002-B	PEDESTRIAN SUDDENLY LEAVE PLACE OF SAFETY	NO BOND	

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



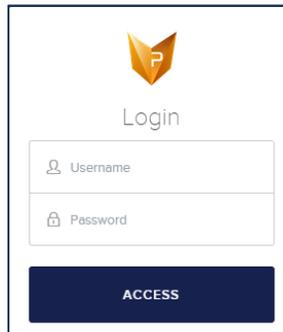
Print Manager

Note: The first time the application is used, there is no 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/>

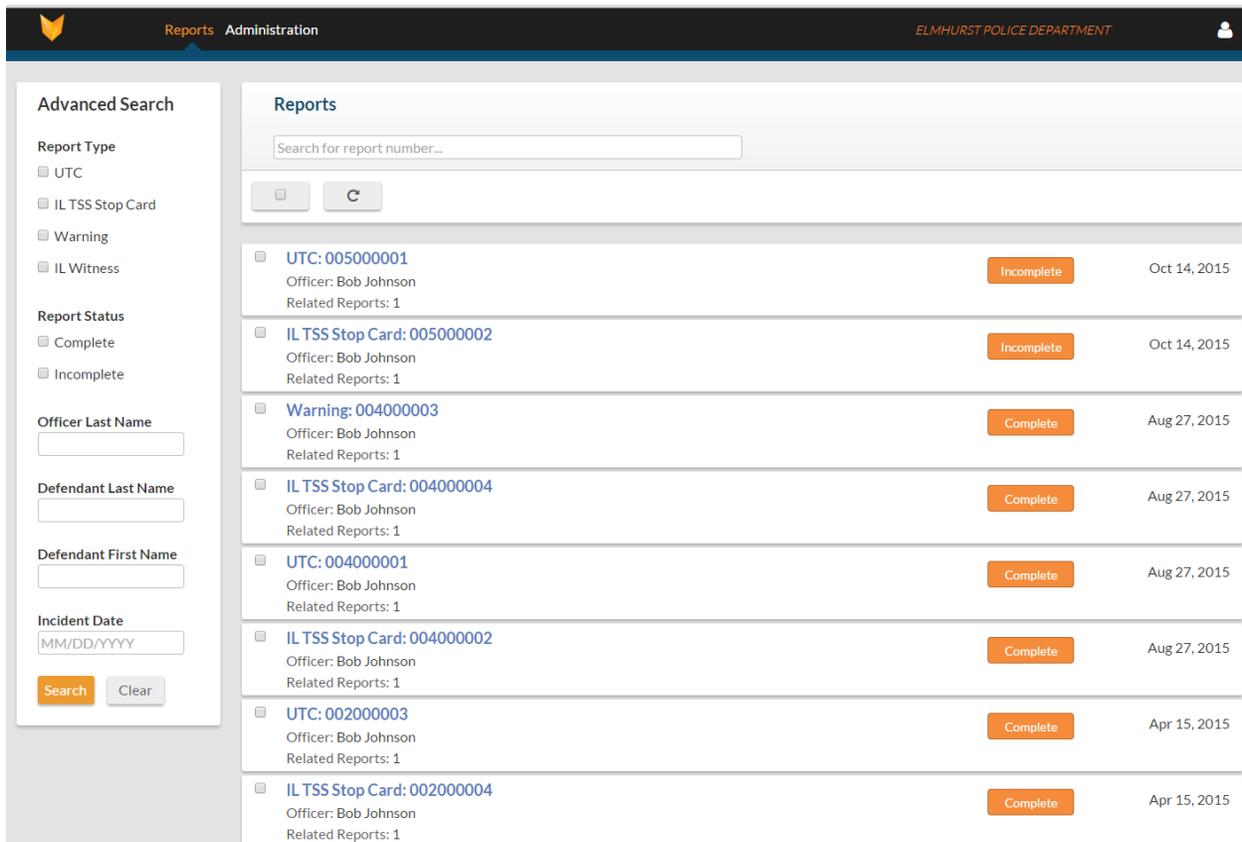
Enter the same Username and Password to login to the portal that is used to login to the client application.




 Login

ACCESS

After logging in, the Reports dashboard displays.



Reports Administration ELMHURST POLICE DEPARTMENT

Advanced Search

Report Type

- UTC
- IL TSS Stop Card
- Warning
- IL Witness

Report Status

- Complete
- Incomplete

Officer Last Name

Defendant Last Name

Defendant First Name

Incident Date

Reports

Search for report number...

<input type="checkbox"/>	UTC: 005000001 Officer: Bob Johnson Related Reports: 1	Incomplete	Oct 14, 2015
<input type="checkbox"/>	IL TSS Stop Card: 005000002 Officer: Bob Johnson Related Reports: 1	Incomplete	Oct 14, 2015
<input type="checkbox"/>	Warning: 004000003 Officer: Bob Johnson Related Reports: 1	Complete	Aug 27, 2015
<input type="checkbox"/>	IL TSS Stop Card: 004000004 Officer: Bob Johnson Related Reports: 1	Complete	Aug 27, 2015
<input type="checkbox"/>	UTC: 004000001 Officer: Bob Johnson Related Reports: 1	Complete	Aug 27, 2015
<input type="checkbox"/>	IL TSS Stop Card: 004000002 Officer: Bob Johnson Related Reports: 1	Complete	Aug 27, 2015
<input type="checkbox"/>	UTC: 002000003 Officer: Bob Johnson Related Reports: 1	Complete	Apr 15, 2015
<input type="checkbox"/>	IL TSS Stop Card: 002000004 Officer: Bob Johnson Related Reports: 1	Complete	Apr 15, 2015

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.

UTC: 004000001

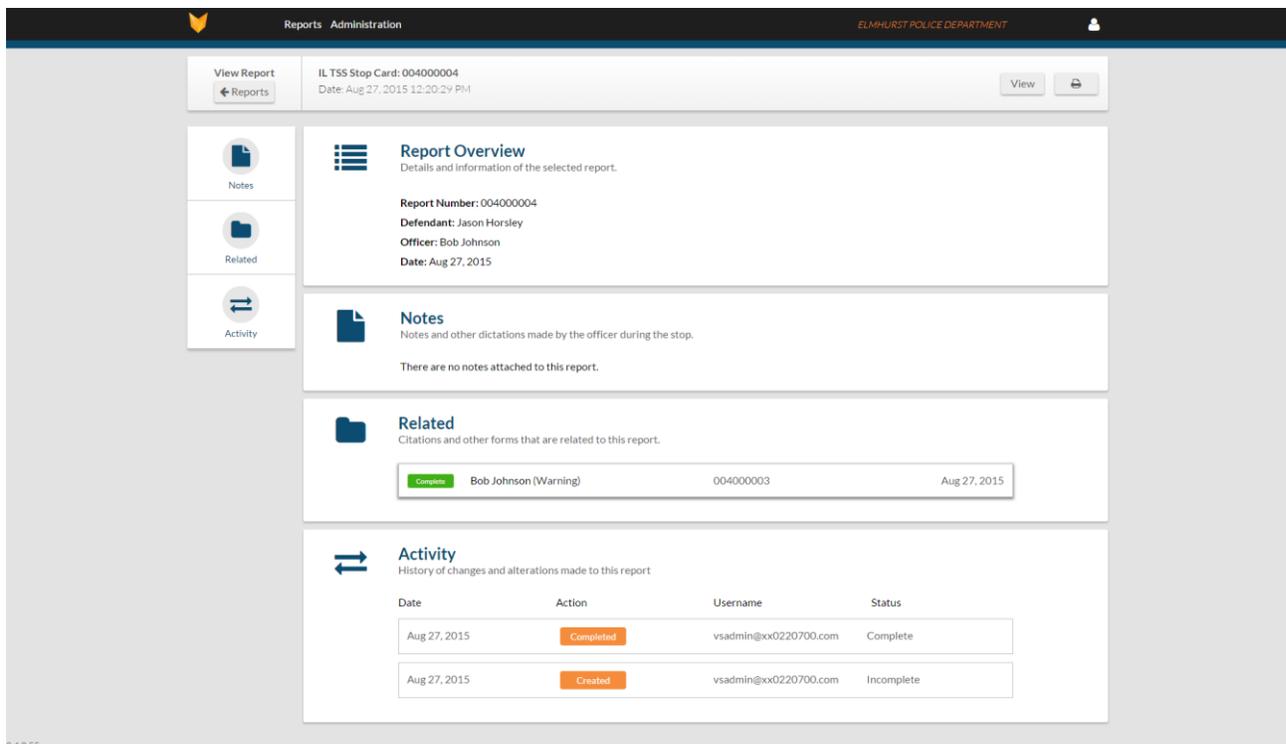
Officer: Bob Johnson

Related Reports: 1

Complete

Aug 27, 2015

It opens the report overview screen.



View Report
← Reports

IL TSS Stop Card: 004000004
Date: Aug 27, 2015 12:20:29 PM

View

Notes

Related

Activity

Report Overview

Details and information of the selected report.

Report Number: 004000004
Defendant: Jason Horsley
Officer: Bob Johnson
Date: Aug 27, 2015

Notes

Notes and other dictations made by the officer during the stop.

There are no notes attached to this report.

Related

Citations and other forms that are related to this report.

Completed
Bob Johnson (Warning)
004000003
Aug 27, 2015

Activity

History of changes and alterations made to this report

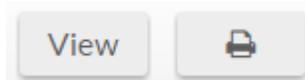
Date	Action	Username	Status
Aug 27, 2015	Completed	vsadmin@xx0220700.com	Complete
Aug 27, 2015	Created	vsadmin@xx0220700.com	Incomplete

2.4.0.55

The summary screen has 3 sections:

 Notes	<p>Notes: Displays notes or other dictations associated with the report.</p> <p>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.</p> <p>Activity: Shows the history of changes made to the report, such as create date, completed date, and print date.</p>
 Related	
 Activity	

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.

View
Preview the current version of this report.
00V000002 x

ILLINOIS DEPARTMENT OF TRANSPORTATION - TRAFFIC STOP DATA SHEET

Agency Code 00V000002

SECTION A: TRAFFIC STOP INFORMATION

Date of Stop (MM/DD/YYYY) 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 <input checked="" type="checkbox"/> Male 2 <input type="checkbox"/> Female	Drivers Year of Birth 1969 (EX. 1957)	
Driver Race: 1 <input checked="" type="checkbox"/> White 2 <input type="checkbox"/> Black or African American 3 <input type="checkbox"/> American Indian or Alaska Natives 4 <input type="checkbox"/> Hispanic or Latino 5 <input type="checkbox"/> Asian 6 <input type="checkbox"/> Native Hawaiian or Other Pacific Islander		
Reason For Stop: 1 <input checked="" type="checkbox"/> Moving Violation 2 <input type="checkbox"/> Equipment 3 <input type="checkbox"/> License Plate Registration 4 <input type="checkbox"/> Commercial Vehicle		
If, Moving, Type of Violation: 1 <input checked="" type="checkbox"/> Speed 2 <input type="checkbox"/> Lane Violation 3 <input type="checkbox"/> Seat Belt 4 <input type="checkbox"/> Traffic Sign or Signal 5 <input type="checkbox"/> follow Too Close 6 <input type="checkbox"/> Other		
Result of Stop: 1 <input checked="" type="checkbox"/> Citation 2 <input type="checkbox"/> Written Warning 3 <input type="checkbox"/> Verbal Warning/Stop Card		
Beat Location of Stop 123		

SECTION B - SEARCHES

Vehicle:	Consent Search Requested? 1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	Consent Given? 1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	Search Conducted? 1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	Search Conducted By? 1 <input type="checkbox"/> Consent 2 <input type="checkbox"/> 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.

- 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'.**

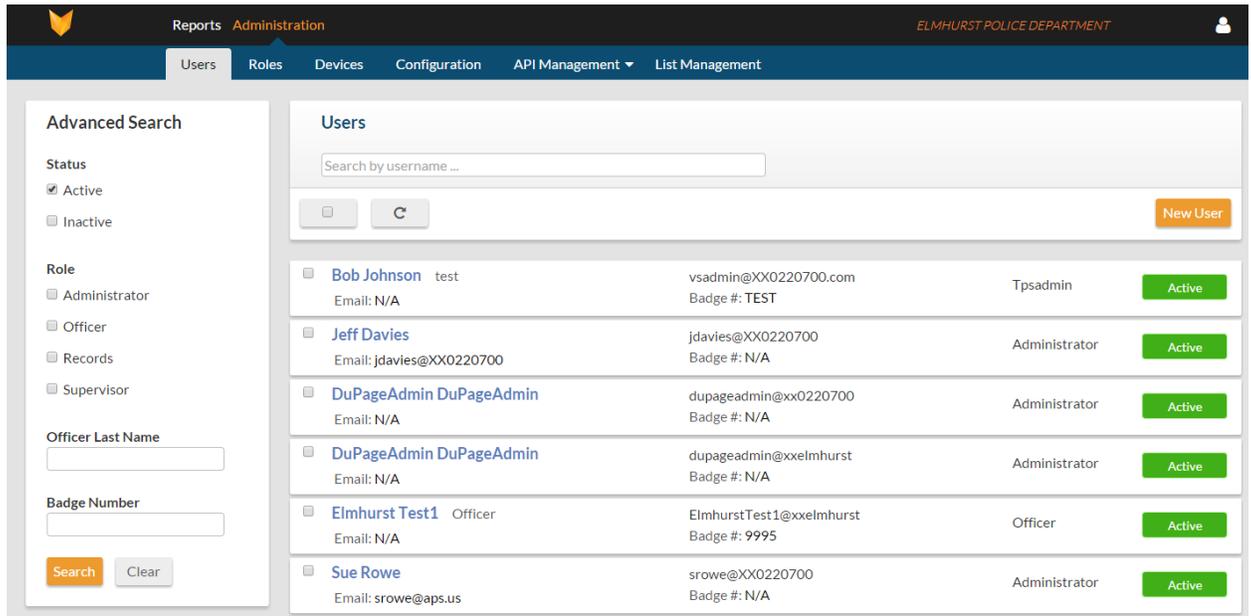
ILLINOIS DEPARTMENT OF TRANSPORTATION - TRAFFIC STOP DATA SHEET

Agency Code 00V000002

SECTION A: TRAFFIC STOP INFORMATION			
Date of Stop (MM/DD/YYYY)	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. <input checked="" type="checkbox"/> Male	2. <input type="checkbox"/> Female	Drivers Year of Birth
			1969 (EX. 1957)
Driver Race:	1. <input checked="" type="checkbox"/> White		
2. <input type="checkbox"/> Black or African American			
3. <input type="checkbox"/> American Indian or Alaska Natives			
4. <input type="checkbox"/> Hispanic or Latino			
5. <input type="checkbox"/> Asian			
6. <input type="checkbox"/> Native Hawaiian or Other Pacific Islander			
Reason For Stop:	1. <input checked="" type="checkbox"/> Moving Violation		
2. <input type="checkbox"/> Equipment			
3. <input type="checkbox"/> License Plate Registration			
4. <input type="checkbox"/> Commercial Vehicle			
If, Moving, Type of Violation	1. <input checked="" type="checkbox"/> Speed		
2. <input type="checkbox"/> Lane Violation			
3. <input type="checkbox"/> Seat Belt			
4. <input type="checkbox"/> Traffic Sign or Signal			
5. <input type="checkbox"/> follow Too Close			
6. <input type="checkbox"/> Other			
Result of Stop	1. <input checked="" type="checkbox"/> Citation		
2. <input type="checkbox"/> Written Warning			
3. <input type="checkbox"/> Verbal Warning/Stop Card			
Beat Location of Stop	123		
SECTION B - SEARCHES			
Vehicle:	Consent Search Requested?	Consent Given?	Search Conducted?
	1. <input type="checkbox"/> Yes 2. <input checked="" type="checkbox"/> No	1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No	1. <input type="checkbox"/> Yes 2. <input checked="" type="checkbox"/> No
			Search Conducted By?
			1. <input type="checkbox"/> Consent 2. <input type="checkbox"/> Other
If a search of the Vehicle was conducted, was contraband found? 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No			
If yes, what was found? 1. <input type="checkbox"/> Drugs			
2. <input type="checkbox"/> Drug Paraphernalia			
3. <input type="checkbox"/> Alcohol			
4. <input type="checkbox"/> Weapon			
5. <input type="checkbox"/> Stolen Property			
6. <input type="checkbox"/> Other			
If the contraband was drugs, what was the amount? 1. <input type="checkbox"/> <2 grams			
2. <input type="checkbox"/> 2-10 grams			
3. <input type="checkbox"/> 11-50 grams			
4. <input type="checkbox"/> 51-100 grams			
5. <input type="checkbox"/> >100 grams			
Driver:	Consent Search Requested?	Consent Given?	Search Conducted?
	1. <input type="checkbox"/> Yes 2. <input checked="" type="checkbox"/> No	1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No	1. <input type="checkbox"/> Yes 2. <input checked="" type="checkbox"/> No
			Search Conducted By?
			1. <input type="checkbox"/> Consent 2. <input type="checkbox"/> Other
Passenger:	Consent Search Requested?	Consent Given?	Search Conducted?
	1. <input type="checkbox"/> Yes 2. <input checked="" type="checkbox"/> No	1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No	1. <input type="checkbox"/> Yes 2. <input checked="" type="checkbox"/> No
			Search Conducted By?
			1. <input type="checkbox"/> Consent 2. <input type="checkbox"/> Other
If a search of the Vehicle was conducted, was contraband found? 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No			
If yes, what was found? 1. <input type="checkbox"/> Drugs			
2. <input type="checkbox"/> Drug Paraphernalia			
3. <input type="checkbox"/> Alcohol			
4. <input type="checkbox"/> Weapon			
5. <input type="checkbox"/> Stolen Property			
6. <input type="checkbox"/> Other			
If the contraband was drugs, what was the amount? 1. <input type="checkbox"/> <2 grams			
2. <input type="checkbox"/> 2-10 grams			
3. <input type="checkbox"/> 11-50 grams			
4. <input type="checkbox"/> 51-100 grams			
5. <input type="checkbox"/> >100 grams			
SECTION C - POLICE DOG SNIFF SEARCHES			
Did a police dog perform a sniff of the vehicle? 1. <input type="checkbox"/> Yes 2. <input checked="" type="checkbox"/> No			
If a police dog performed a sniff of the vehicle, did the dog alert to the presence of contraband? 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No			
If an alert occurred, was the vehicle searched? 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No			
If the vehicle was searched, was contraband found? 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No			
If yes, what was found? 1. <input type="checkbox"/> Drugs			
2. <input type="checkbox"/> Drug Paraphernalia			
3. <input type="checkbox"/> Alcohol			
4. <input type="checkbox"/> Weapon			
5. <input type="checkbox"/> Stolen Property			
6. <input type="checkbox"/> Other			

B. Administration

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



The screenshot shows the 'Administration' section of the portal, specifically the 'Users' management page. The top navigation bar includes 'Reports' and 'Administration' (selected), with a sub-menu for 'Users', 'Roles', 'Devices', 'Configuration', 'API Management', and 'List Management'. The page title is 'ELMHURST POLICE DEPARTMENT'. On the left, there is an 'Advanced Search' sidebar with filters for Status (Active/Inactive), Role (Administrator, Officer, Records, Supervisor), and fields for Officer Last Name and Badge Number. The main area displays a table of users with columns for name, email, badge number, role, and status. A 'New User' button is located in the top right of the user list area.

Name	Email	Badge #	Role	Status
Bob Johnson	test	vsadmin@XX0220700.com Badge #: TEST	Tpsadmin	Active
Jeff Davies	jdavies@XX0220700	jdavies@XX0220700 Badge #: N/A	Administrator	Active
DuPageAdmin	DuPageAdmin	dupageadmin@xx0220700 Badge #: N/A	Administrator	Active
DuPageAdmin	DuPageAdmin	dupageadmin@xxelmhurst Badge #: N/A	Administrator	Active
Elmhurst Test1	Officer	ElmhurstTest1@xxelmhurst Badge #: 9995	Officer	Active
Sue Rowe	srowe@aps.us	srowe@XX0220700 Badge #: N/A	Administrator	Active

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**.

The screenshot shows the 'Users' management interface. On the left is an 'Advanced Search' panel with the following options:

- Status:** Active, Inactive
- Role:** Administrator, Officer, Records, Supervisor
- Officer Last Name:** [Empty text box]
- Badge Number:** [094]
- Buttons:** Search (highlighted), Clear

The main 'Users' panel on the right contains a search bar 'Search by username ...', a 'New User' button, and a table of users:

Officer	Badge #	Role	Status
<input type="checkbox"/> Lisa Lullo Email: N/A	LO094 Badge #: 094	Officer	Active

Red arrows indicate the flow from the 'Search' button in the left panel to the search bar in the main panel, and from the 'Badge #: 094' in the table back to the 'Search' button.

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.

This screenshot shows the 'Users' interface with the 'Deactivate' button visible. The search bar 'Search by username ...' has a red arrow pointing to it. The table of users is the same as in the previous screenshot, but the 'Officer' column now has a checked checkbox next to 'Lisa Lullo':

Officer	Badge #	Role	Status
<input checked="" type="checkbox"/> Lisa Lullo Email: N/A	LO094 Badge #: 094	Officer	Active

A red arrow points from the checked checkbox to the 'Deactivate' button, which is now visible in the toolbar above the table.

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

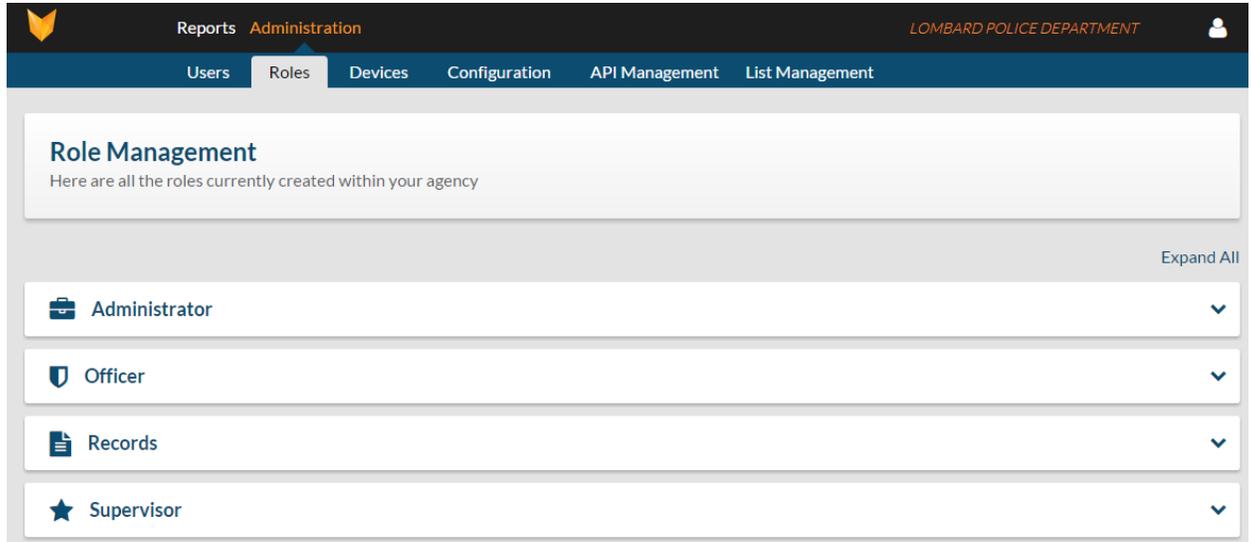
Enter the General Info (username, email, first and last name, and user role), create Password and click the **Create User** button in the upper right corner.

The screenshot shows the 'Create User' interface in the Admin Portal. At the top, there is a navigation bar with 'Reports' and 'Administration' tabs, and a breadcrumb trail: 'Users > Roles > Devices > Configuration > API Management > List Management'. The page title is 'Create User' and the department is 'LOMBARD POLICE DEPARTMENT'. A 'Create User' button is circled in red in the top right corner. The form is divided into four main sections:

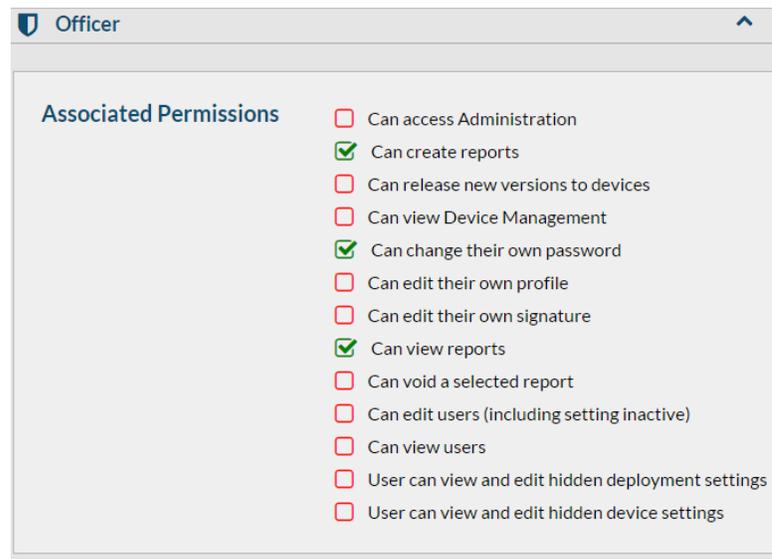
- General Info:** Change or set general information about this user. Fields include User Name, Email, First Name, Last Name, and User Role (set to 'Officer').
- Rank and Badge Number:** Set this users rank and badge number. Fields include Rank and Badge Number.
- Signature:** Upload a new signature for this user. Includes a file upload button and instructions: 'File extension must be .gif, .png, or .jpg', 'File size must not exceed 1000 KB (Kilo Bytes)', and 'Recommended dimensions are 1:8 (ex: 60 X 480)'. The current status is 'No file chosen'.
- Password:** Reset this users account password. Instructions: 'Your password must be secure and we therefore ask you to create a password using: 1. At least 6 characters, 2. Confirm your password'. Fields for Password and Confirm Password are provided.

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.

Devices Summary: Up to Date 1, Out of Date 4

Client Default: 1.6.8.89 | [Download Installer](#) | Deployment Version: 538.006

Device Name	Client Version	Deployment Version	Pending Update	Device Number	Device Activity
N/A	1.5.1.18	521.001	1.6.8.89 538.006	6 1	Active Out of Date
Andrew	1.5.3.23	522.001	1.6.8.89 538.006	4 2	Active Out of Date
N/A	N/A	N/A	1.6.8.89 538.006	0 3	Active Out of Date
N/A	1.6.5.79	534.003	1.6.8.89 538.006	4 4	Active Out of Date
Sue Rowe	1.6.8.89	538.006		2 5	Active Up to Date

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.

Client Default: 1.3.1.39 | [Download Installer](#) | Deployment Version: 512.001

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

History

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.

Nicole MacBook 

Client Version: 1.7.2.96	Pending Update: 1.7.5.106	Device Number Activity Number Seed: 4	<div style="background-color: #28a745; color: white; padding: 2px 5px; display: inline-block;">Active</div>
Deployment Version: 538.115	Pending Update: 543.001	Device Id: 1	<div style="background-color: #dc3545; color: white; padding: 2px 5px; display: inline-block;">Out of Date</div>
			Device Prefix: 001

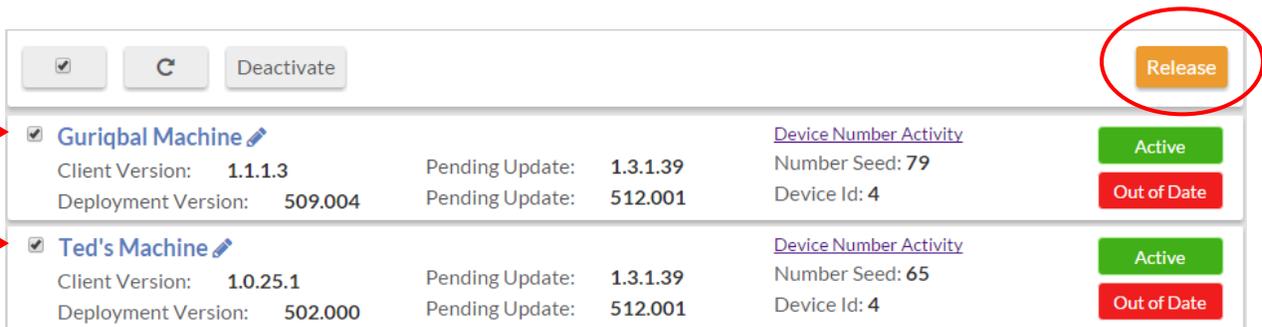


Client and Deployment versions	Pending Updates	Miscellaneous Information	Status
Displays the current versions installed on the computer.	Informs the user there is a newer version released to that device, but the user has not yet installed it.	Other information such as: Device Number Activity: Audit report 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**.

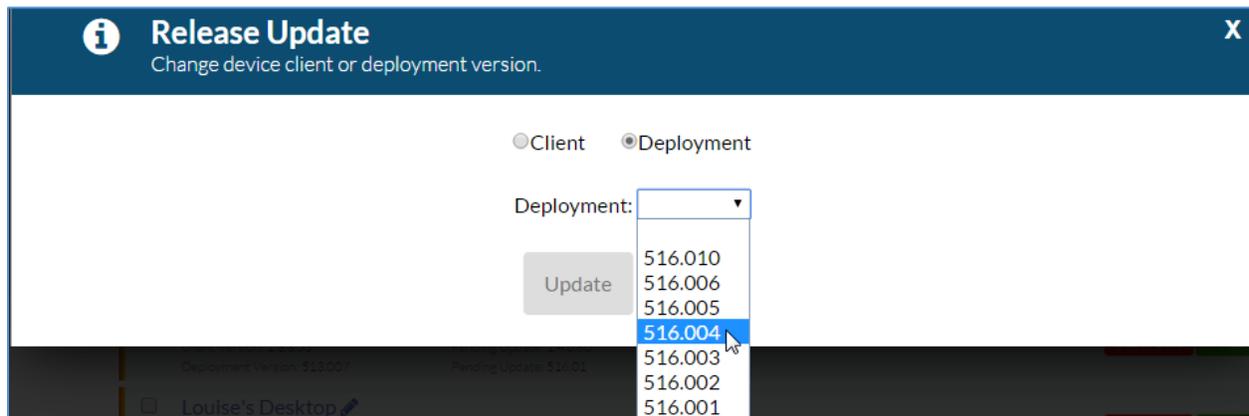
a) Individual Computer(s)

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.



Computer Name	Client Version	Deployment Version	Pending Update	Number Seed	Device Id	Status
<input checked="" type="checkbox"/> Guriqbal Machine	1.1.1.3	509.004	1.3.1.39	79	4	Active
<input checked="" type="checkbox"/> Ted's Machine	1.0.25.1	502.000	1.3.1.39	65	4	Active

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.



Release Update
Change device client or deployment version.

Client Deployment

Deployment:

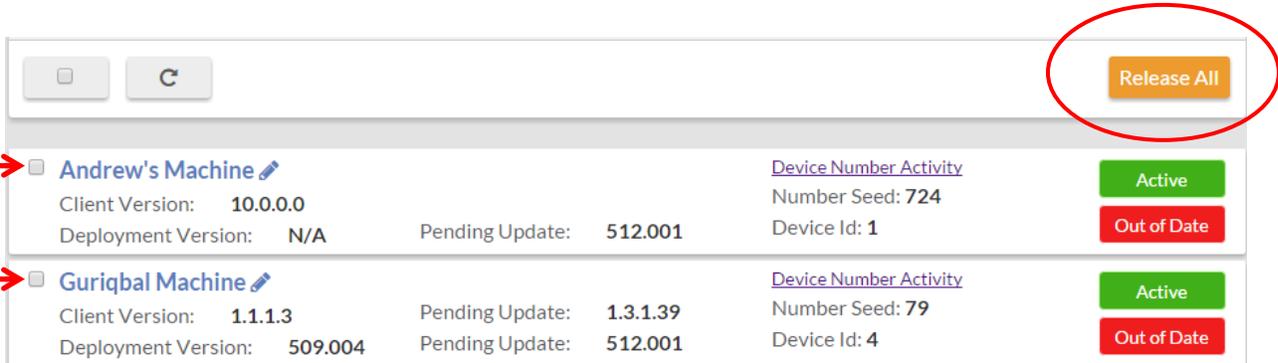
Update

- 516.010
- 516.006
- 516.005
- 516.004**
- 516.003
- 516.002
- 516.001

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.

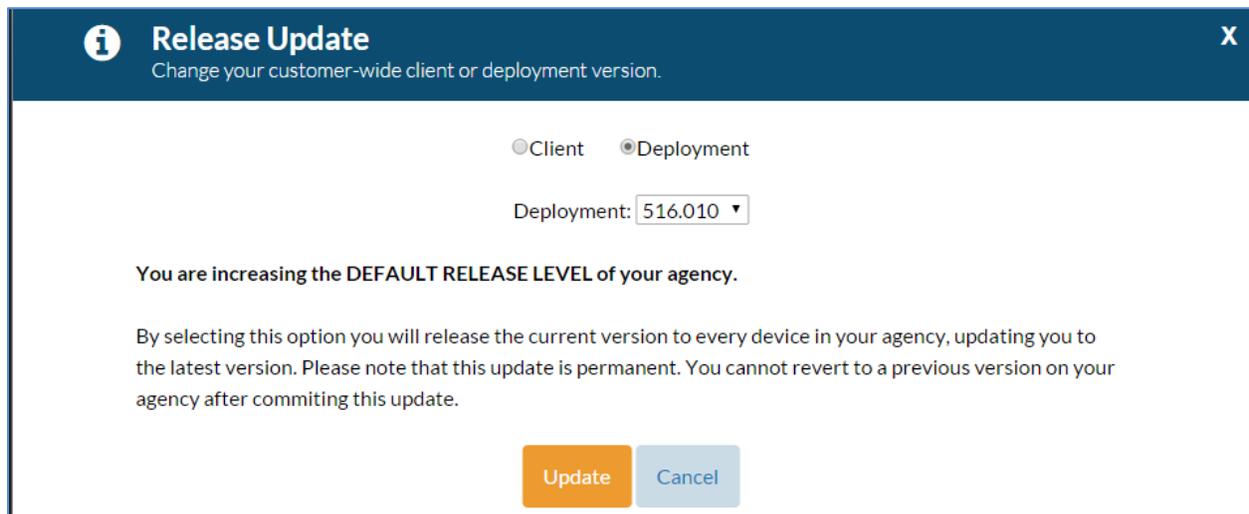
b) Release All

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



Device Name	Client Version	Deployment Version	Pending Update	Device Number Activity	Number Seed	Device Id	Status
<input type="checkbox"/> Andrew's Machine	10.0.0.0	N/A	512.001	Device Number Activity	724	1	Active Out of Date
<input type="checkbox"/> Guriqbal Machine	1.1.1.3	509.004	512.001	Device Number Activity	79	4	Active Out of Date

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.



Release Update X

Change your customer-wide client or deployment version.

Client Deployment

Deployment:

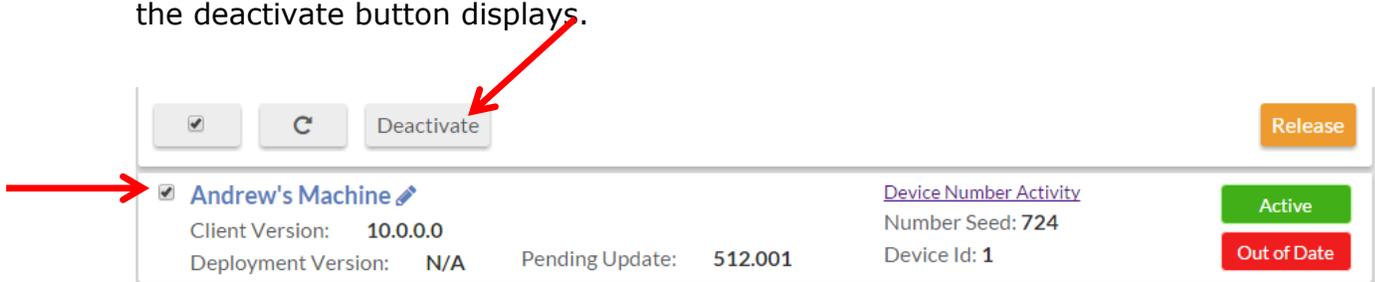
You are increasing the DEFAULT RELEASE LEVEL of your agency.

By selecting this option you will release the current version to every device in your agency, updating you to the latest version. Please note that this update is permanent. You cannot revert to a previous version on your agency after committing this update.



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.

☐ N/A

[Device Number Activity](#)
Active
Out of Date

Client Version: **1.1.1.3**

Deployment Version: **509.010**

Pending Update: **1.3.1.39**

Pending Update: **512.001**

Number Seed: **9**

Device Id: **10**

Device Number Activity

Device Name:
Device Number: 12

Start Number

End Number

Submit Report
Clear

Report Number	Issuance Date	Report Type	Report Status	Officer Name
---------------	---------------	-------------	---------------	--------------

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

Start Number

End Number

Submit Report

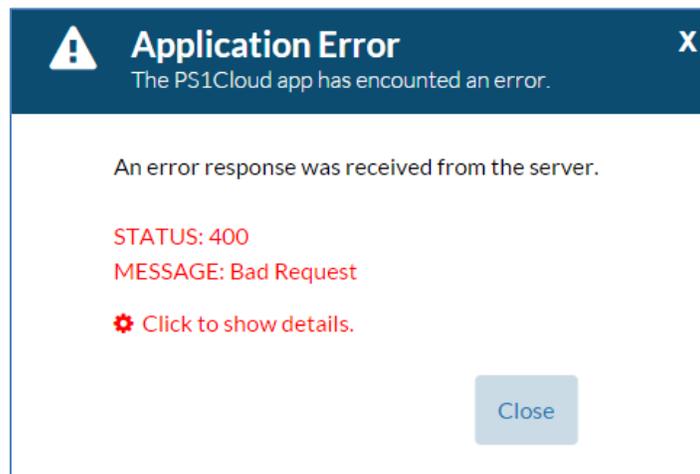
Report Number	Issuance Date	Report Type	Report Status	Officer Name	
01P000000	N/A	N/A	Not in system	N/A	View
01P000001	10/27/14 12:52 PM	IL TSS Stop Card	Complete	N/A	View
01P000002	10/27/14 1:04 PM	IL TSS Stop Card	Incomplete	N/A	View
01P000003	10/27/14 1:09 PM	IL TSS Stop Card	Complete	N/A	View
01P000004	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.

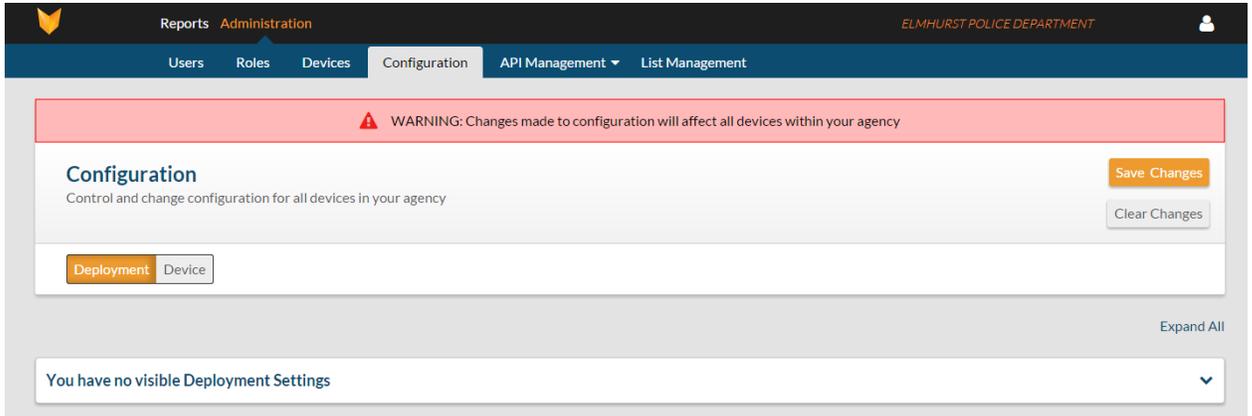
Click the **View** button displays details of the report. Read the [Reports](#) section to learn more.

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**.

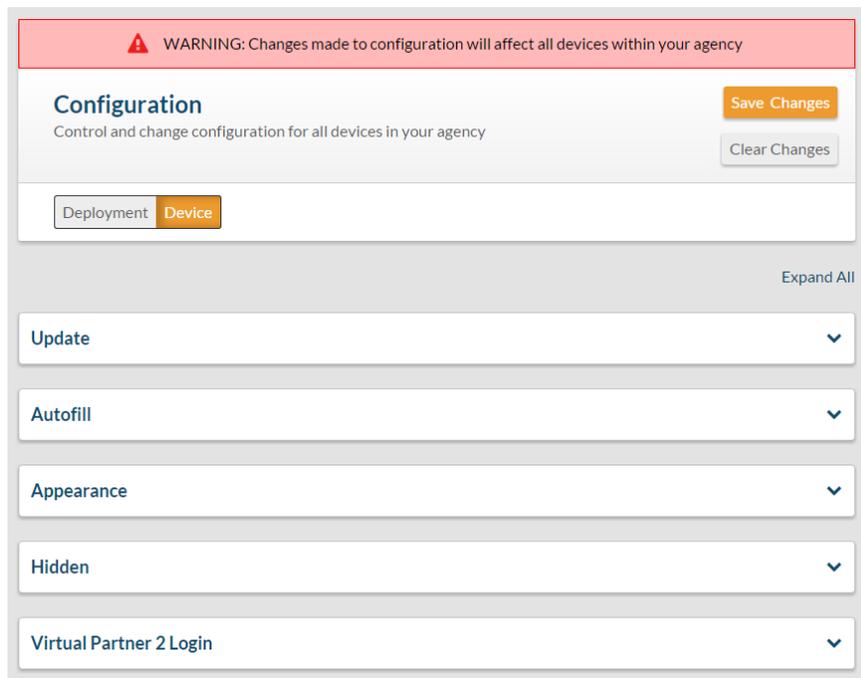


a) Deployment

This section is currently under development.

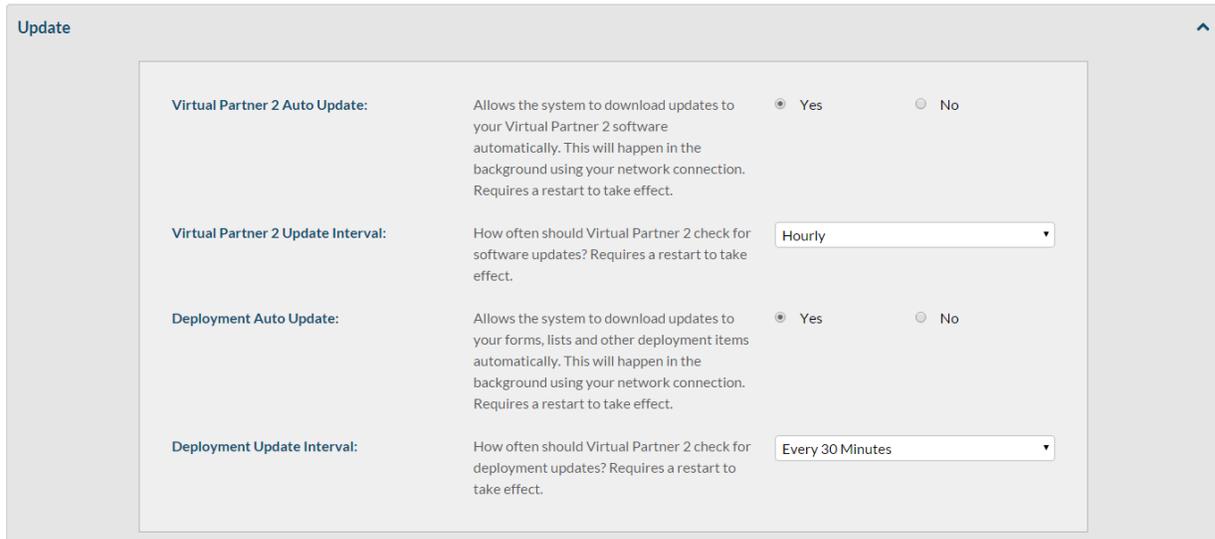
b) Device

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).

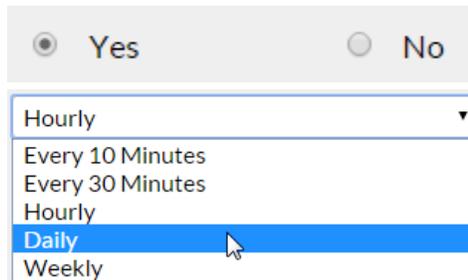


1. Update

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.

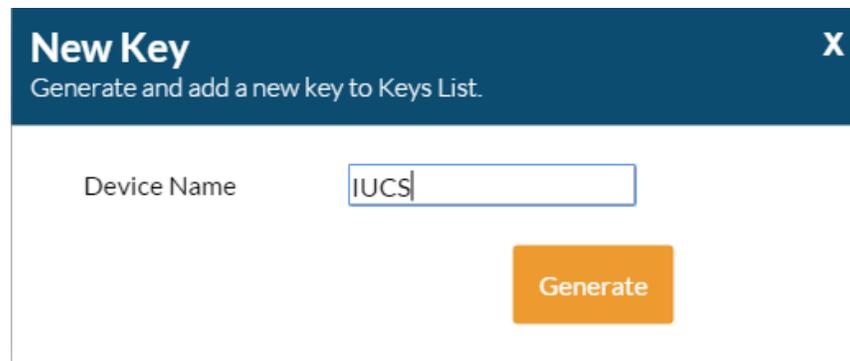
After updating the configuration setting, select the '**Save Changes**' button in the upper right corner of the window.

5. API Management

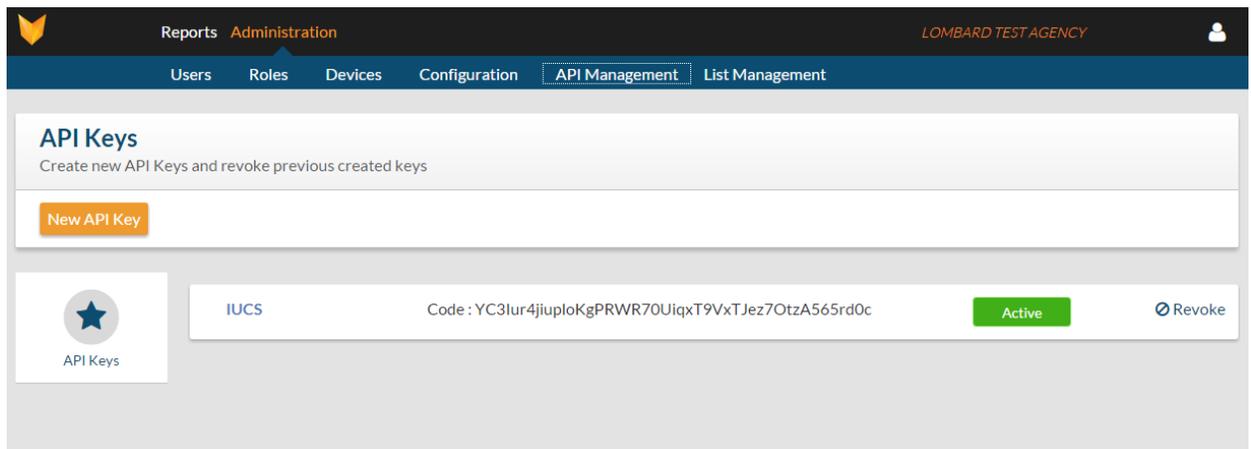
a) API Key

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 API Key** button. It opens the New Key window.
2. Enter a Device Name and select **Generate**.



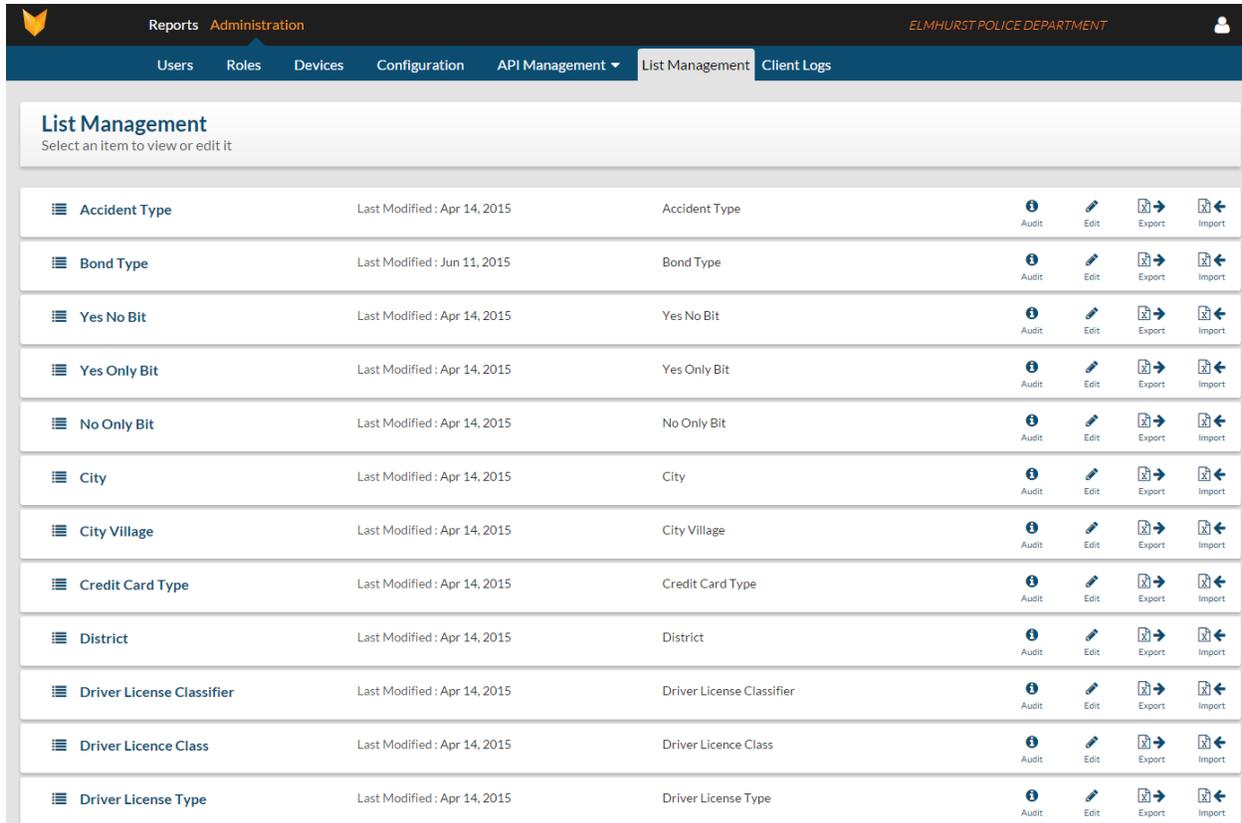
3. The active API Key displays.



Device Name	Code	Status	Action
IUCS	YC3lur4jjuploKgPRWR70UiqxT9VxTJez7OtzA565rd0c	Active	Revoke

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.



List Management			
Select an item to view or edit it			
☰ Accident Type	Last Modified : Apr 14, 2015	Accident Type	Audit Edit Export Import
☰ Bond Type	Last Modified : Jun 11, 2015	Bond Type	Audit Edit Export Import
☰ Yes No Bit	Last Modified : Apr 14, 2015	Yes No Bit	Audit Edit Export Import
☰ Yes Only Bit	Last Modified : Apr 14, 2015	Yes Only Bit	Audit Edit Export Import
☰ No Only Bit	Last Modified : Apr 14, 2015	No Only Bit	Audit Edit Export Import
☰ City	Last Modified : Apr 14, 2015	City	Audit Edit Export Import
☰ City Village	Last Modified : Apr 14, 2015	City Village	Audit Edit Export Import
☰ Credit Card Type	Last Modified : Apr 14, 2015	Credit Card Type	Audit Edit Export Import
☰ District	Last Modified : Apr 14, 2015	District	Audit Edit Export Import
☰ Driver License Classifier	Last Modified : Apr 14, 2015	Driver License Classifier	Audit Edit Export Import
☰ Driver Licence Class	Last Modified : Apr 14, 2015	Driver Licence Class	Audit Edit Export Import
☰ Driver License Type	Last Modified : Apr 14, 2015	Driver License Type	Audit Edit Export Import



Select the Audit icon, displays the Last Modified and Modified By information.

icon, displays the Last Modified and Modified By information.

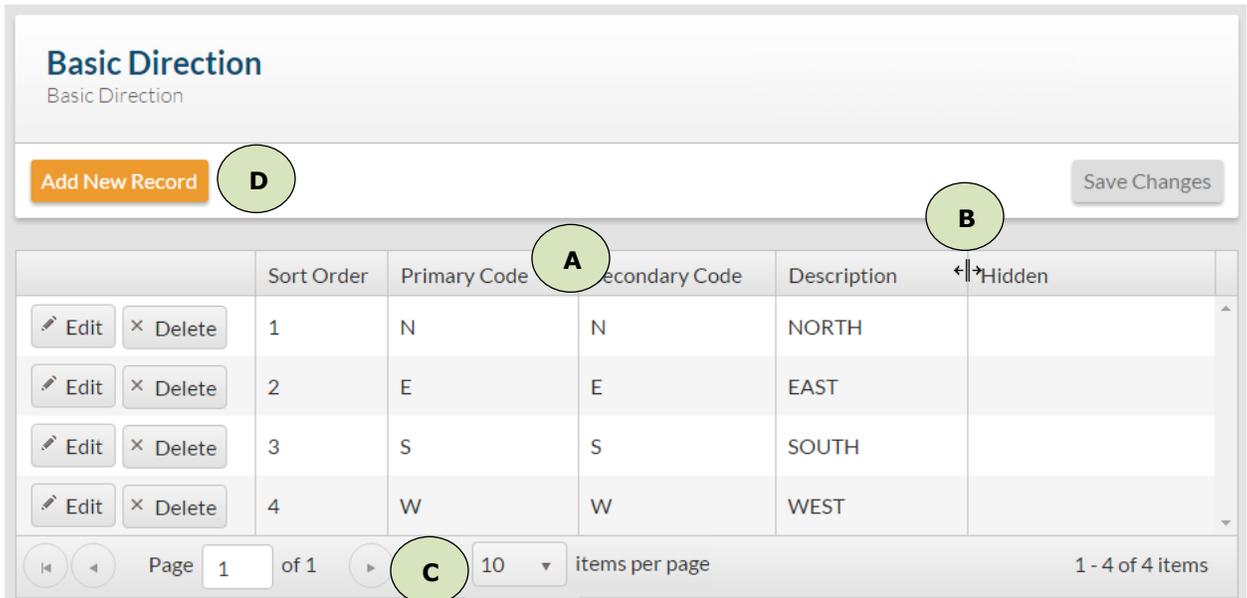
i Audit X

View Activity on Accident Type

Last Modified Apr 29, 2015 3:51:57 PM

Last Modified By
vsadmin@XX0221300.com

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



	Sort Order	Primary Code	Secondary Code	Description	Hidden
	1	N	N	NORTH	
	2	E	E	EAST	
	3	S	S	SOUTH	
	4	W	W	WEST	

- 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'**.

Edit

Sort Order

Primary Code

Secondary Code

Description

Hidden

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

← Return to lists

Basic Direction

Basic Direction

Add New Record Reset List **Save Changes**

	Sort Order	Primary Code	Secondary Code	Description	Hidden
Edit Delete	5	F	F	Flat	false
Edit Delete	1	N	N	NORTH	
Edit Delete	2	E	E	EAST	
Edit Delete	3	S	S	SOUTH	
Edit Delete	4	W	W	WEST	

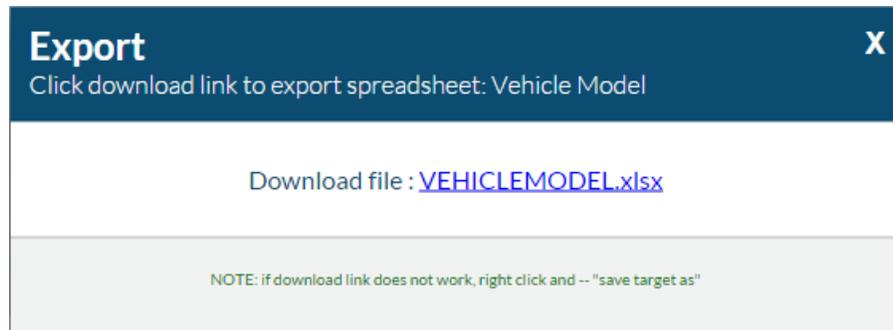
Page 1 of 1 10 items per page 1 - 5 of 5 items

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.



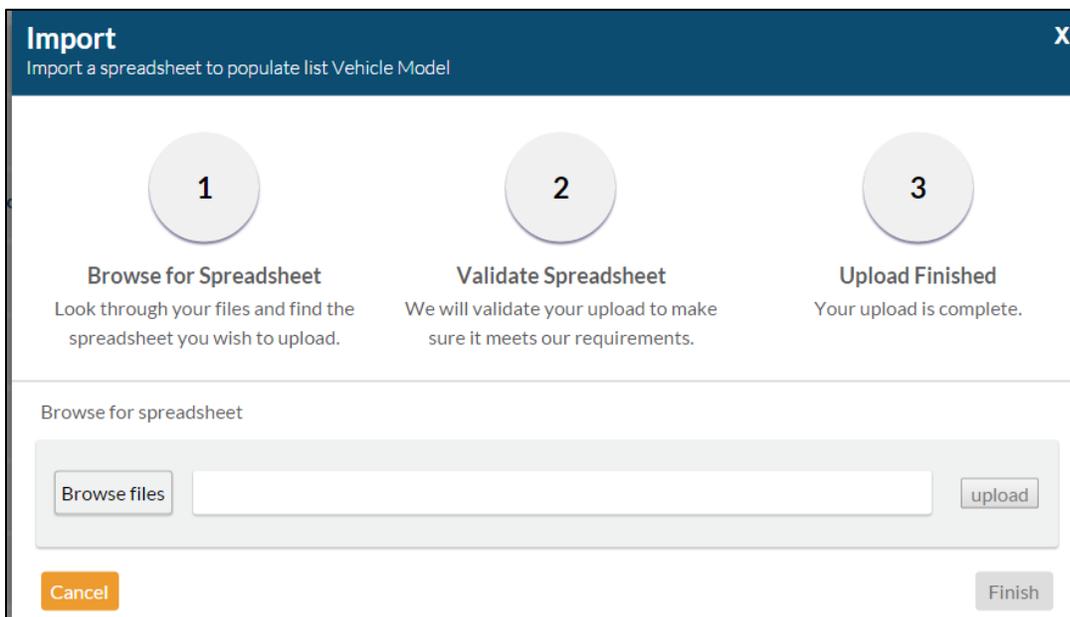
It saves the Excel file in the **Downloads** folder on your computer.

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.

 Vehicle Model	Last Modified : Apr 30, 2015	Vehicle Model
---	------------------------------	---------------