

IWS Law Enforcement Training Course Outline

CAPTURE

- Logon/Change Password
- Screen descriptions
 - Toolbars
 - Keyboard shortcuts
 - Pick Lists
 - UDF's
- Capture vs. Investigation component description
- Adding a record
 - Fields
 - Mandatory
 - Desired
 - Auto Filled
 - Date
 - Pick Lists
 - Tabs
 - Types
 - Descriptions
 - UDF Tabs
 - Aliases
 - Appearances
 - Person
 - Scars, Marks and Tattoos
 - Sealed records
- Capturing Images
 - Photos
 - SMT photos
- Booking search
 - Search screen components
 - Search result list
 - Altering search result list display options
 - Edit Display fields
 - Column Sizing
 - Column view order
 - Sorting column data
 - Result list record options
 - Edit/View record
 - Viewing multiple bookings
 - Create photo lineup (description)
 - Exporting and saving search result lists
 - Importing exported information
 - Print

IWS Law Enforcement Training Course Outline

- Person search
 - Viewing records
 - Viewing multiple bookings
- Images
 - Viewing images (mug shot, SMT)
 - Exporting images
 - Printing
- Altering records
 - Edit
 - Append
 - Delete
- Reports
 - e-mailing
 - Printing detailed
- Mug Book
 - Definition
 - Creating
 - Searching/selecting mug book images
 - Saving
 - Viewing
 - Locking/Unlocking
 - Printing
- Photo Lineup
 - Description
 - Modifying
 - Swap
 - Size
 - Background Adjustment
 - Saving
 - Viewing
 - Printing
- SMT Lineup
 - Description
 - Modifying
 - Swap
 - Size
 - Background Adjustment
 - Saving
 - Viewing
 - Printing