

>>>Administrative systems

- Personnel
- Kit and consumables inventory
- Asset control
- Time reporting

Administrative systems

The **Versannel** subsystem is a comprehensive personnel and inventory administrative support system

The **Personnel** component is the primary record in Versannel. It contains a tombstone record storing personal information on all employees. All of the employee's basic information is available from this record such as name, badge number, address, and engagement date as well as promotion history, transfer history, next of kin, dependents, skills, training courses, performance reviews etc. An example of the tombstone record is shown below.

The screenshot shows a web-based form titled "Tombstone record" with a menu bar (File, Edit, Related, Utilities, Help) and a toolbar with icons for OK, Back, Copy, Cut, Paste, Add, Delete, Print, Find, VMail, First, Prev, Next, Last, and Help. Below the toolbar are buttons for "Modify", "Career", "Qualifications", "Family", "Other", and "counts". The form fields include:

- Badge #: 7442, Previous badge #: [empty], Hiring date: 05/02/1980, In-house#: 978, Id#: 765
- Surname: CARTER, Given: JOHN
- Address: 12 MAIN ST, City: DENVER, State: CO
- Zip code: 22332-322, Telephone: 303 343-5534, SSN: 234-22-34
- Sex: M, Birth date: 03/03/1953, Place of birth: AURORA
- Marital status: M, Other Languages: N, Drivers license: 234234, Class: LF
- Mailing Address: 12 MAIN ST
- Medical: Insurance # 98098098, Type B, Blood type A+, Insurance # 83893489, Type B, Medical Alert DE
- Education: Level A, Institution NEW YORK UNIVERSITY, Diploma CRIMINOLOGY, Continuing education Y, Experience SECURITY GUARD, SOC
- Employee status: A, Assistant Chief of Police CRIMINAL INVESTIGATIONS DRUG
- Termination Date: [empty]
- Entered on: Feb-12-2004, By: 316

At the bottom of the form, it says "Modify currently displayed tombstone record" and "OVR".

Tombstone record

The **Inventory** component is specially designed to handle the kit items that will be issued to your agency's officers (consumables). The Kit Issue component is used in concert with the Inventory component. As officers are issued particular items, their consumption and inventory counts are appropriately adjusted.

The **Assets** component records and tracks an agency's non-consumable assets such as computers and furniture. The Assets Control module lets you monitor the location, details and maintenance history of each item or asset, if applicable.

The **Time Reporting** component is used to record timesheet details such as regular time, overtime, vacation leave, sick leave, etc. and to maintain time accounts by type of time accumulation (overtime, vacation, etc.) and year.

Versadex administrative systems also offer a **Fleet Management** subsystem that is used to record all the information relative to the cost of operating a given vehicle or an entire fleet. It will also assist in the scheduled maintenance program for all vehicles and related equipment (radios, MDTs, etc.) and keep track of all attached equipment (radios, light bars, sirens, etc.) as well as where that equipment is currently installed. Fuel-card systems can be integrated into the system.

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