

## >>>Data entry and retrieval features

- *Query and Browse facilities*
- *The power of a paperless working environment along with formatted multi-page reports when necessary.*

## Data entry and retrieval

Each of the event types have one or more online forms which are used to capture the information provided by the officers at the scene. These online forms are similar to the coded check-box paper forms often used by police agencies. Versadex simplifies the entering of data by using code-based lookup tables. By doing so, Versadex captures the codes but not their lengthy meanings when working in data entry mode. You can use keyboard shortcuts or the mouse to make selections from lookup tables for each field.

However, when information is retrieved using Versadex Query and Browse capabilities, the information that was entered into the system using codes appears in its translated, more descriptive form. Therefore, if you subsequently retrieve the information, you are not required to learn what the various codes mean.

In addition, to assist in achieving the goal of a 'paperless' working environment, Versadex permits you to import received email messages and external query responses to events into text documents. In turn, these documents can be easily queried giving you quick access to all relevant information.

Our users consider this to be a major operational benefit of Versadex which, when coupled with on-screen prompts and in-context help, allows everyone to use the information system with minimal training.

### Hardcopy (printed) reports

Versadex provides dozens of standard printed reports that authorized personnel in your department can initiate. Reports are provided for the incident-based reporting audit and extract, monthly crime comparisons, workload comparisons, 'chaser' reports to highlight overdue activities, and a host of other purposes.

The **Hardcopy** feature offers police personnel much more than a basic print screen facility; it allows agencies to print a fully formatted multi-page report. Hardcopy reports can be used by data-entry personnel to verify entered information, by investigators once they have identified an event or entity of interest, or they can be sent to the District Attorney when charges are filed.

You can choose the type of data to be printed based on a flexible selection screen (i.e., suspects, victims, and other related people as well as any vehicles and businesses, all attached text documents, scanned images, photos, drawings, followup reports or anything else on file for that event). In addition, by providing the extract and download routines, you are able to easily create your own customized report variations.

Agencies can format the report in three styles:

- Text only
- Adobe PDF
- Adobe PDF with images

In addition to printing from this screen, you also have the option of setting the default printer, previewing the document on screen, and managing your printing position in the Versadex job queue.

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but don't just listen to us, listen to our clients - we do!*



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You have the option of printing your report as a PDF file, as a PDF file with images included, or as a text file. PDF printing produces an enhanced printout with different fonts, a page counter, shading and a page border. However, you are still free to print a complete hardcopy as a text file without installing the add-on features.

## Retrieval and reporting

The success of a good information management system comes from the number of ways in which information can be rapidly and accurately retrieved. Versadex provides two elegant and powerful facilities to accomplish this task. In addition to the maintenance mode, which is used to retrieve any information for modification, Versadex offers a structured **Query facility**, as well as a **Browse facility**.

Most commonly, users perform **queries on a subject's name**. A sophisticated phonetic grouping, searching and scoring technique, including the use of diminutives (e.g., Bob is the same as Robert), is used to produce a list of all the candidates who meet or exceed the threshold score. Upon choosing one, you are shown the selected subject's personal particulars. You then have the option of viewing a single line summary of each event in which the subject was involved and in what capacity. The synopsis can present any number of involvements, shown in many consecutive pages for any active subject. A sample synopsis of related events is shown below.

Date	Role	Synopsis	Case #
Jun-25-2002	SUBJECT	CRIMINAL DESCRIPTION RECORD	CD SL 1602
Aug-15-2002		Bench-FAILURE TO APPEAR	WT SL 435F
May-21-2002	ARRESTEE	BURG-AGG INJURY OR WEAPONS	GO SL 2002-96
Jun-25-2002	ARRESTEE	COMPLAINT GO SL 2002-96	AB SL 2002-96
Jul-24-2002	SUBJECT	DETENTION RECORD	DT

**A person query with related synopsis list**

Most recent events and Criminal Description and Flag Records are listed first to reduce the need to scroll through subsequent synopsis pages. You can select any event to view its details including other entities that are indexed to that event. By selecting one of these entities, additional synopsis information about the entity is available to you as well.

A hardcopy can be printed at any time. The query process works in an almost identical manner for **institutions, vehicles and addresses**. Versadex can respond to these kinds of inquiries in seconds.

Alternatively, you can use the **Browse** facility if the information that is available is not specific enough. Browse lets you search using any desired values, in any combination of fields, to find the events or subjects of interest. To best illustrate how Browse works, some examples are given below that show how a Browse could be formulated:

- Find all male offenders who are between 25 and 35 years of age, between 5'9" and 6'1", between 165 lbs. and 187 lbs., athletic build, wear glasses, have a lisp and have been involved in sexual crimes.
- Find all missing person records where the person was female, between 14 and 20 years old, blonde hair, between 4'11" and 5'3", and was wearing a red jacket.

The Browse results can be viewed online, printed or sent as a PC file to your workstation for use with map systems, MS Excel, etc. These examples clearly illustrate the power of the Browse feature. When you consider that anyone in your department can use it and that the average Browse search is performed, at most, in just a few minutes, it may very well be the most valuable investigative feature of Versadex.

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