

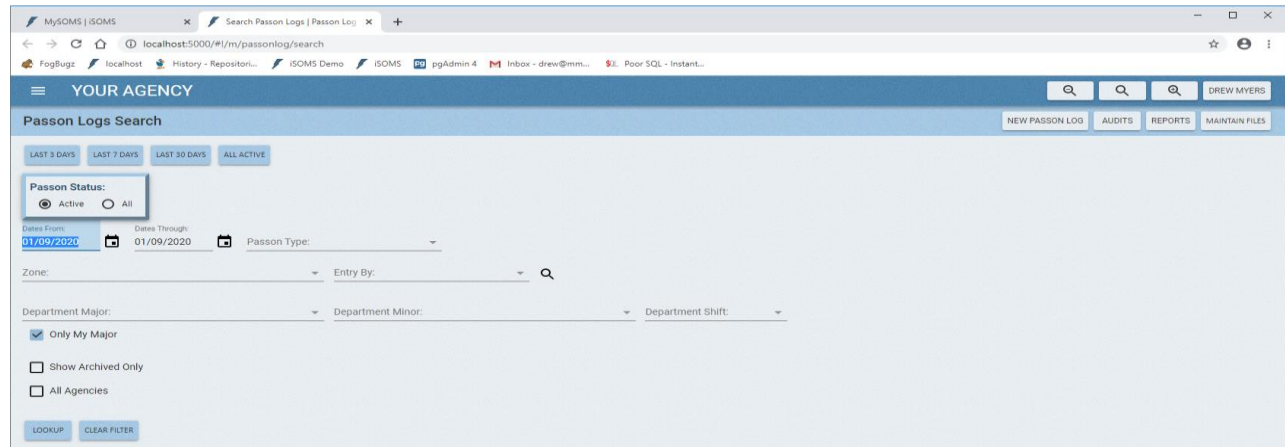
HOW TO USE PASSON LOG

Navigate to Passon under System -> Shift/Patrol -> Pass On Log and click on it



If you cannot click on Pass On Log in iSoms menu, you will need to ask an administrator for permissions to this module before you can use it.

You are greeted with the search screen, where you can navigate to any Passon Log that has already been added and access them.



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At the top of the search you have four quick search buttons that you can utilize to find Passon records from the last 3 days, last 7 days, last 30 days and all active passon records with just one click.

You can then search by Dates between two dates, Passon Types, Zone, Entry By, Department Major and Minor, and department shift. (The ‘Only My Major’ checkbox is checked automatically, so if searching for more than just your record, uncheck this box.)

When searching information is filled out, click lookup at the bottom to search Passon records.

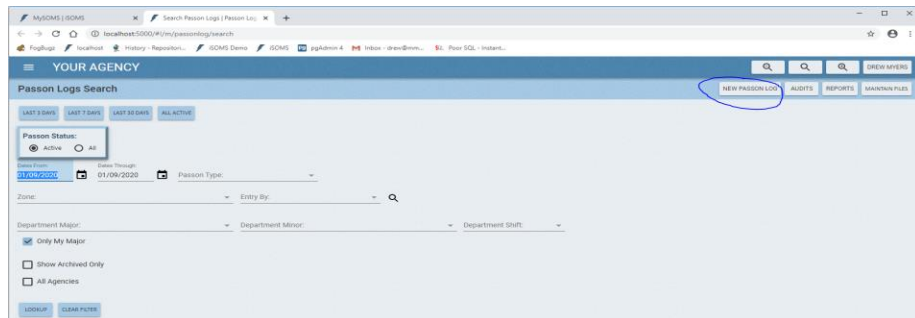
The screenshot shows a web browser window with the URL `localhost:5000/#/m/passonlog/search`. The page title is "YOUR AGENCY". The main heading is "Passon Logs Search". In the top right corner, there are three search icons and a user name "DREW MYERS". Below the heading, there are four buttons: "LAST 3 DAYS", "LAST 7 DAYS", "LAST 30 DAYS", and "ALL ACTIVE". A "Passon Status:" section has two radio buttons: "Active" (selected) and "All". Below this, there are two date pickers: "Dates From:" (set to "01/09/2020") and "Dates Through:" (set to "01/09/2020"). There is also a "Passon Type:" dropdown menu. Below these, there are three dropdown menus: "Zone:", "Entry By:", and "Department Major:". There are also checkboxes for "Only My Major" (checked), "Show Archived Only", and "All Agencies". At the bottom, there are two buttons: "LOOKUP" and "CLEAR FILTER". In the top right corner, there are four buttons: "NEW PASSON LOG", "AUDITS", "REPORTS", and "MAINTAIN FILES".

If any fields are missing, to enter something for those fields, they will be located in Maintain files in the top right. (If you cannot see this button, it is because you do not have permission) Ask administration to add something in the field you are needing.

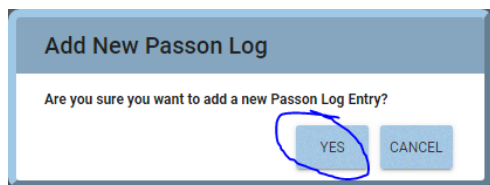
HOW TO ADD NEW PASSON LOG

To add new Passon Log, from the search screen, navigate to top right where it says NEW PASSON LOG. Click on New Passon Log button.

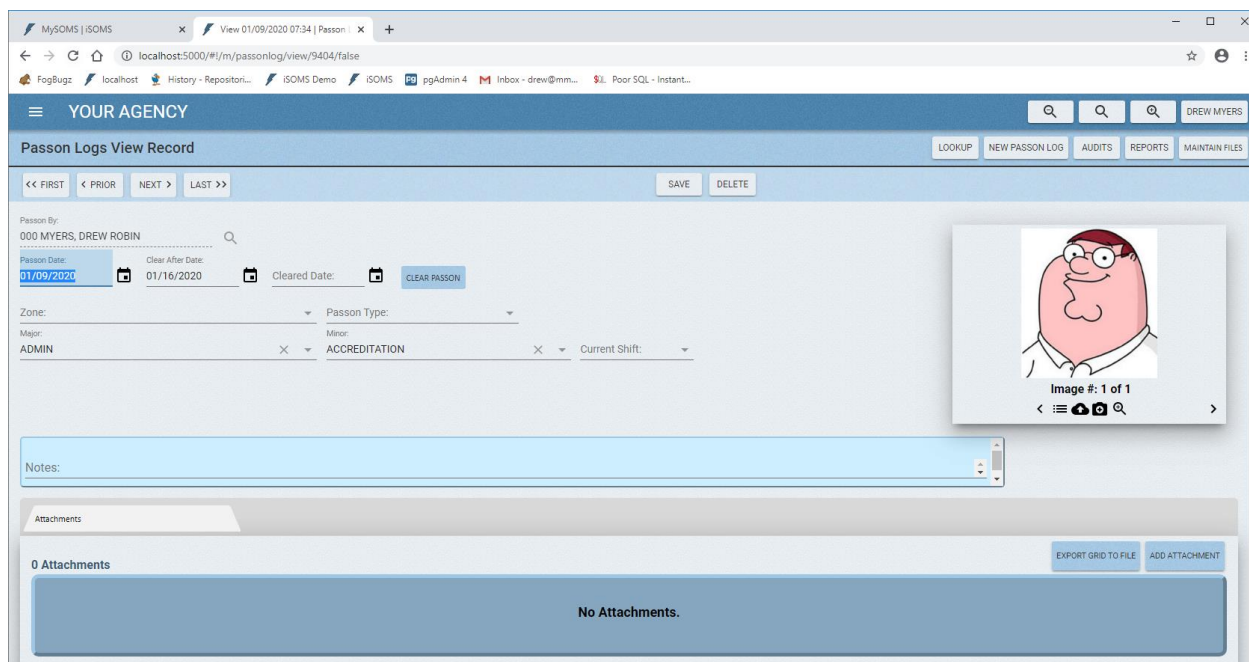
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It will ask, Are you sure you want to add a new Passon Log Entry? Click Yes.

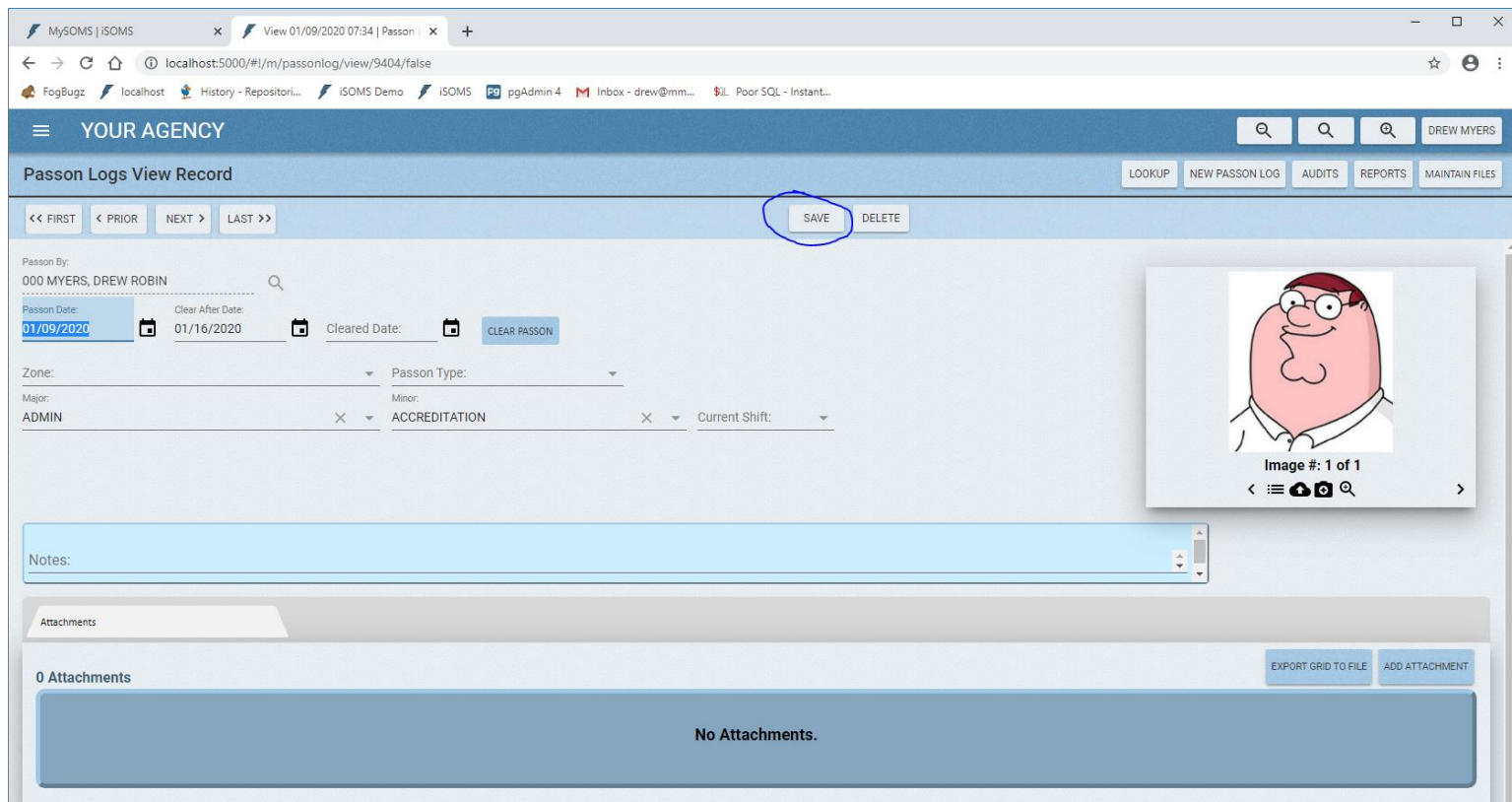


A new screen will come up showing who the Passon is By, along with more information to enter about the new Passon Log like passon dates, zone, passon type, major and minor, current shift, and notes. Below notes, you can add any attachments to your passon log as well.



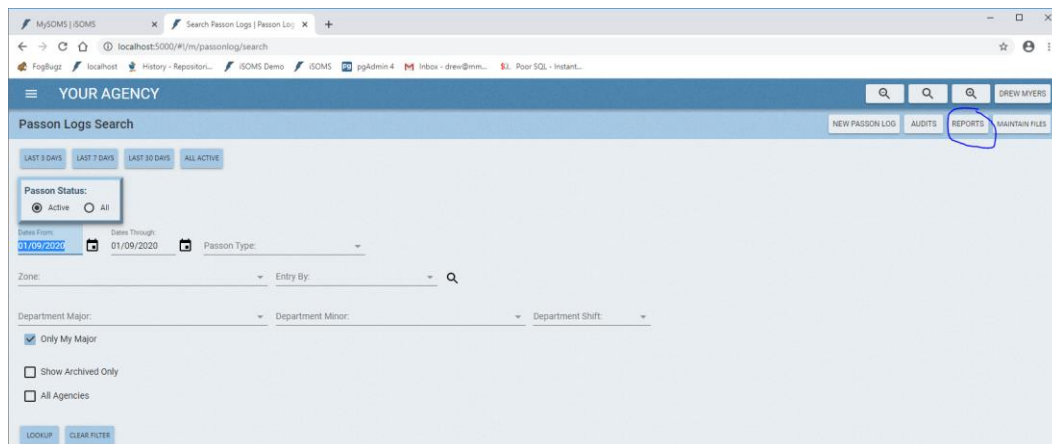
When done entering all Passon Log information, click the save button in the top middle of the screen. This will save your Passon Log.

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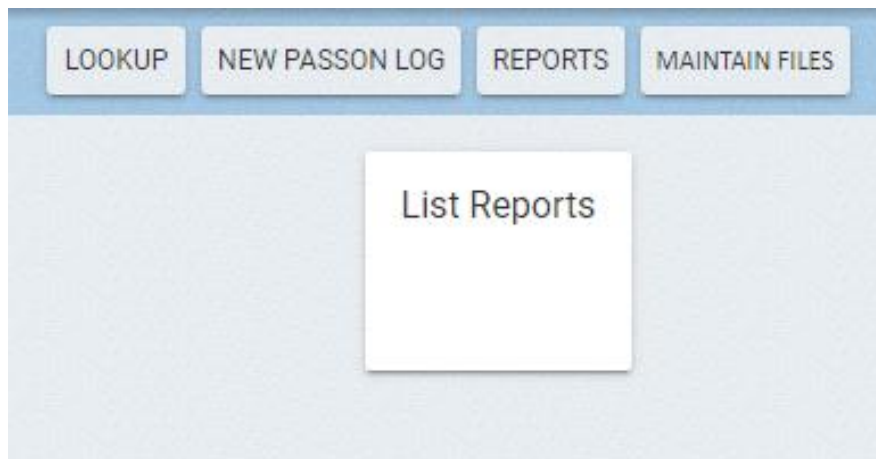
HOW TO ACCESS PASSON LOG REPORTS

From the search screen, in the top right next to New Passon Log, find the reports button and click on that.

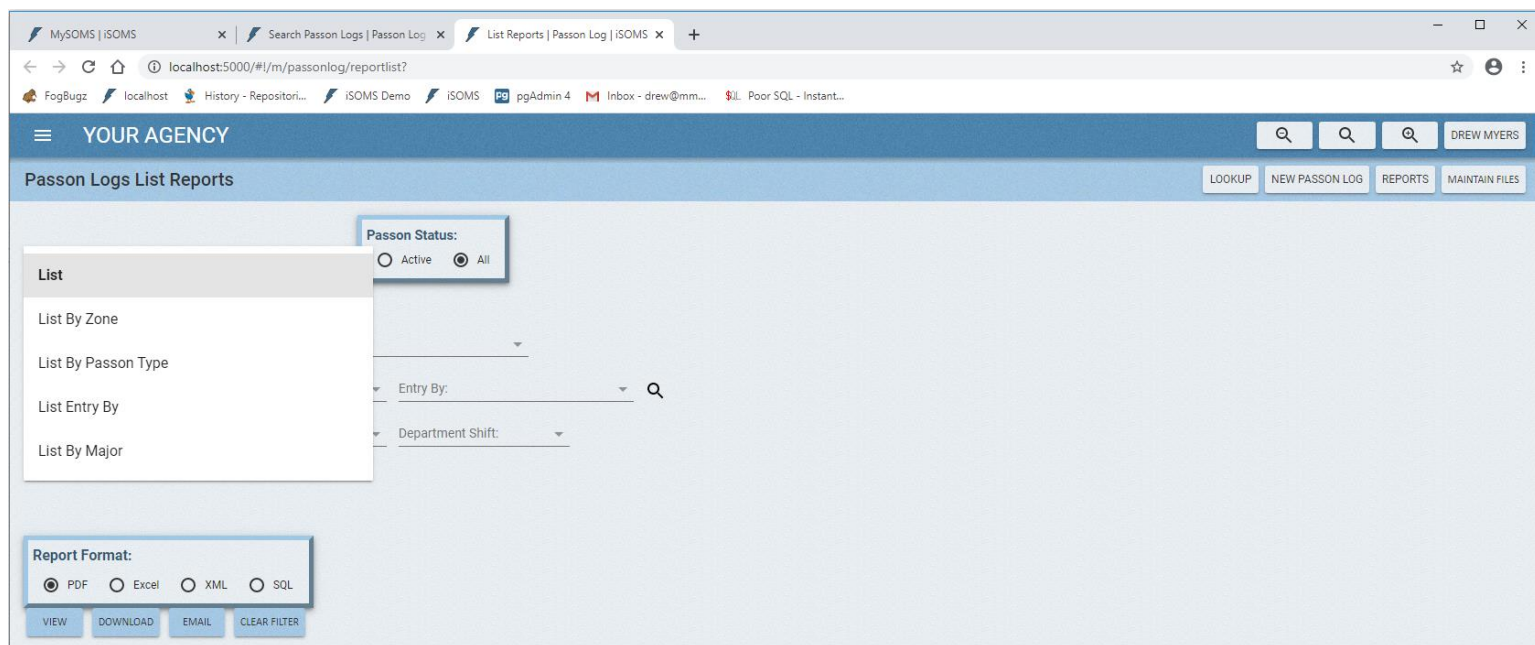


You can then choose List reports from the reports menu and you will be directed to the list reports page.

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Here you can choose what kind of list report you want to view under the report style drop down list.



You can narrow down the reports by dates from and through, passon types, zone, entry by, department minor, and department shift. (Notice that 'Only My Major' checkbox is checked by default, so if you want to see more than only your major, make sure to uncheck that checkbox)

Passon Status box is defaulted to show all records, but there is also an option to view only active status's if you want only active.

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Report Style
List




Passon Status:
☐ Active ☒ All




To view report when desired fields are filled out, find the view button at the bottom and click. (Make sure PDF is selected in report format to view)



Passon Logs List Reports

Report Style
List

Passon Status:
☐ Active ☒ All

Dates From: 01/09/2020  Dates Through: 01/09/2020  Passon Type: 

Zone:  Entry By:  

Department Minor:  Department Shift: 

☒ Only My Major

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

VIEW **DOWNLOAD** **EMAIL** **CLEAR FILTER**

Version 1.1

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