

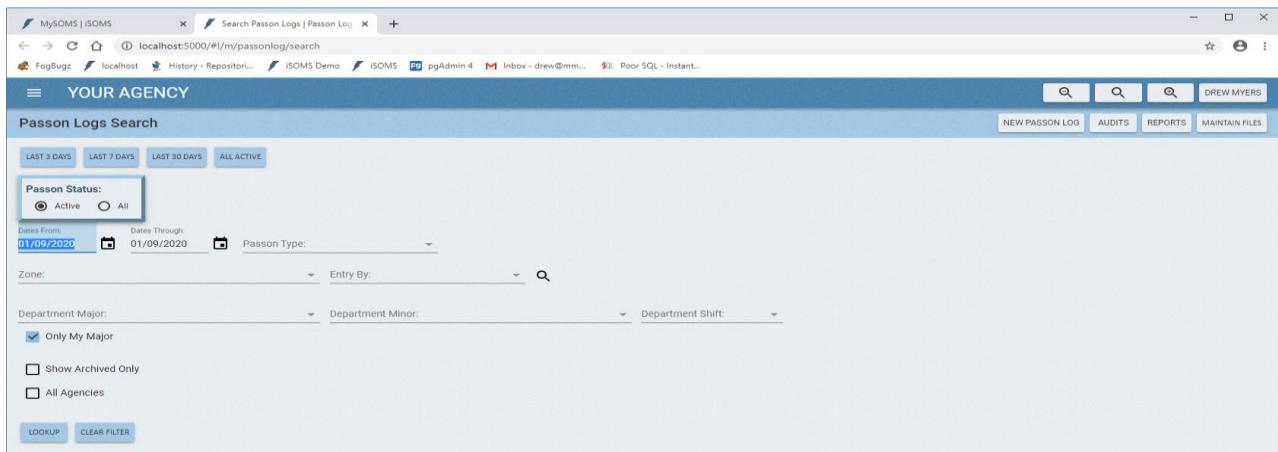
HOW TO USE PASSON LOG

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.

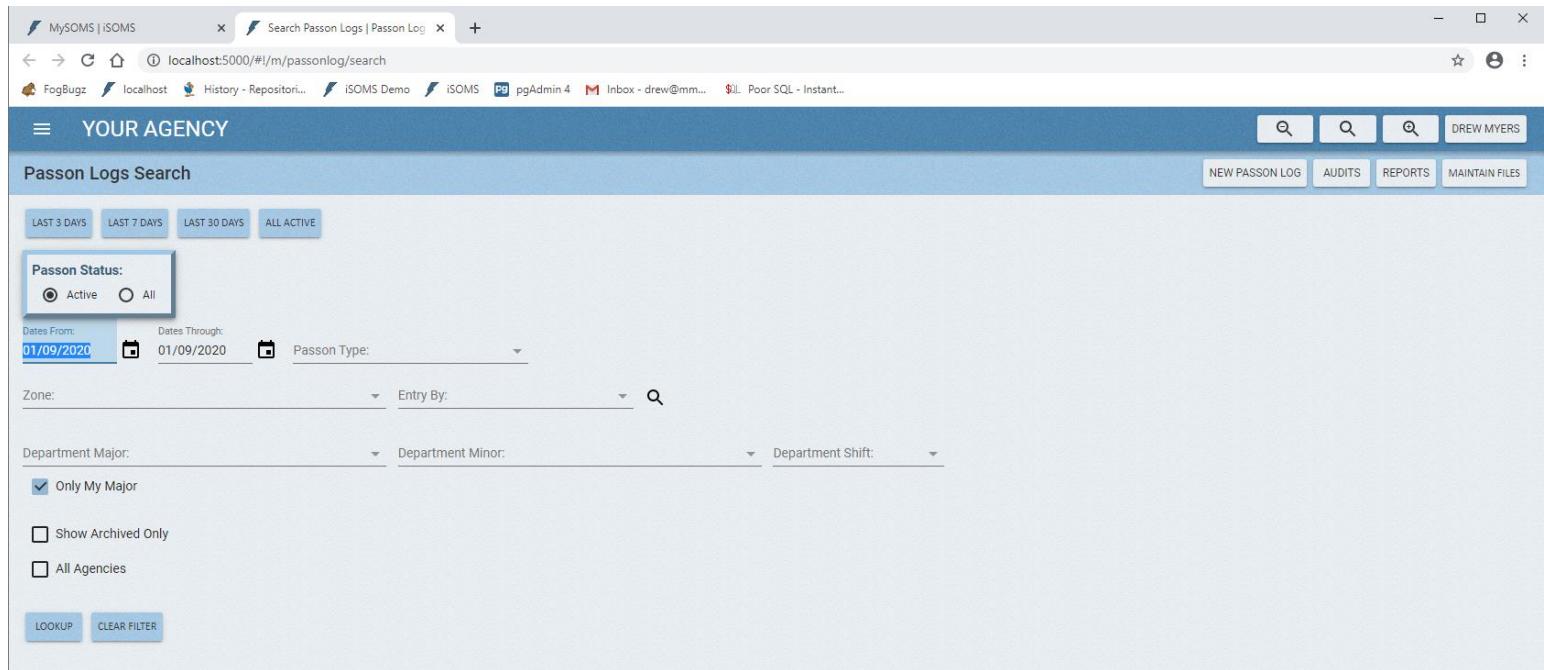


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At the top of the search you have four quick search buttons that you can utilize to find Passon records from the last 3 days, last 7 days, last 30 days and all active passon records with just one click.

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 the 'Passon Logs Search' interface. At the top, there are four quick search buttons: 'LAST 3 DAYS', 'LAST 7 DAYS', 'LAST 30 DAYS', and 'ALL ACTIVE'. Below these are filters for 'Passon Status' (radio buttons for 'Active' and 'All', with 'Active' selected), 'Dates From' (01/09/2020) and 'Dates Through' (01/09/2020), 'Passon Type' (dropdown menu), 'Zone' (dropdown menu), 'Entry By' (dropdown menu), 'Department Major' (dropdown menu), 'Department Minor' (dropdown menu), and 'Department Shift' (dropdown menu). A checkbox for 'Only My Major' is checked. There are also checkboxes for 'Show Archived Only' and 'All Agencies'. At the bottom are 'LOOKUP' and 'CLEAR FILTER' buttons.

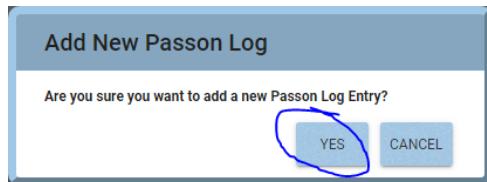
If any fields are missing, to enter something for those fields, they will be located in Maintain files in the top right. (If you cannot see this button, it is because you do not have permission) Ask administration to add something in the field you are needing.

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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Passon By: 000 MYERS, DREW ROBIN

Passon Date: 01/09/2020 Clear After Date: 01/16/2020 Cleared Date: Clear Passon

Zone: ADMIN Major: Minor: ACCREDITATION Current Shift:

Notes:

Attachments: 0 Attachments

No Attachments.

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.

Passon Status: Active

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

Zone: Department Major: Only My Major Department Minor: Department Shift:

Show Archived Only All Agencies

LOOKUP CLEAR FILTER

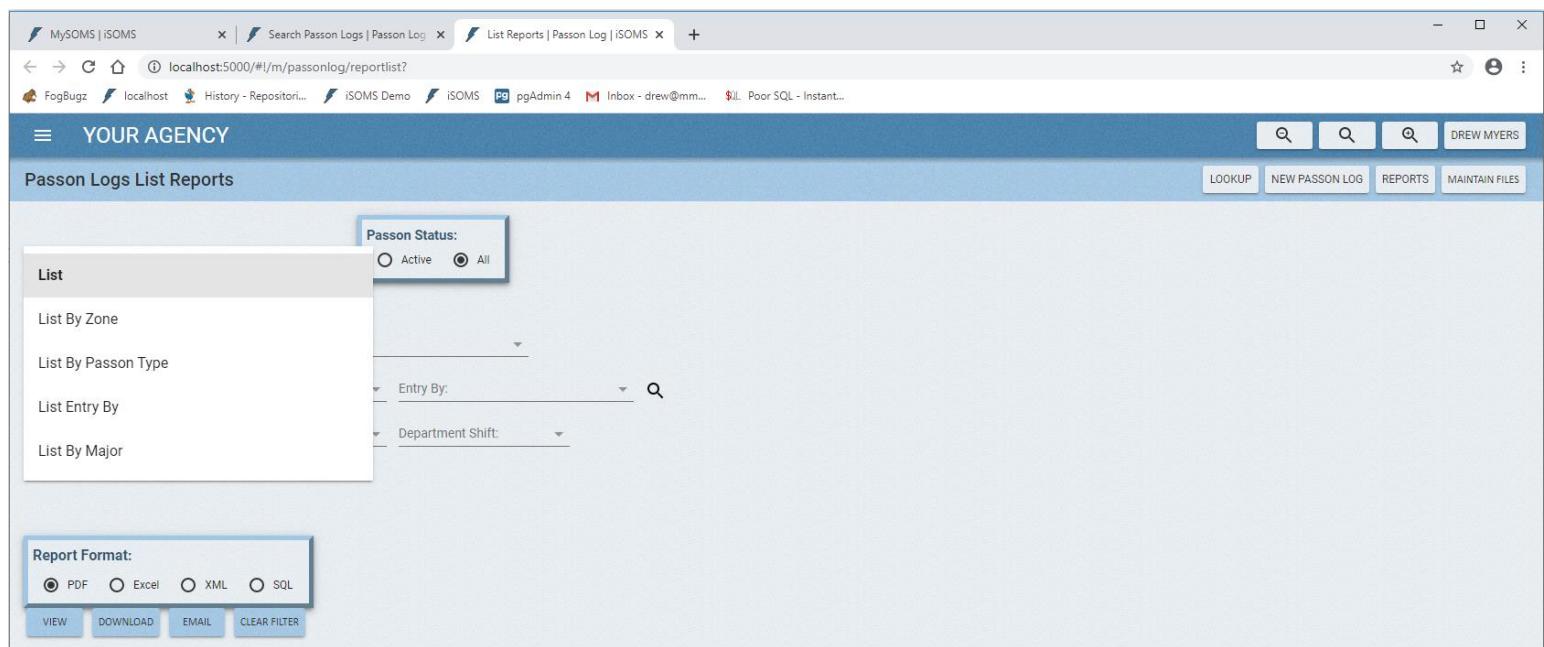
You can then choose List reports from the reports menu and you will be directed to the list reports page.

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[LOOKUP](#)[NEW PASSON LOG](#)[REPORTS](#)[MAINTAIN FILES](#)

List Reports

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



Passon Status:

- Active
- All

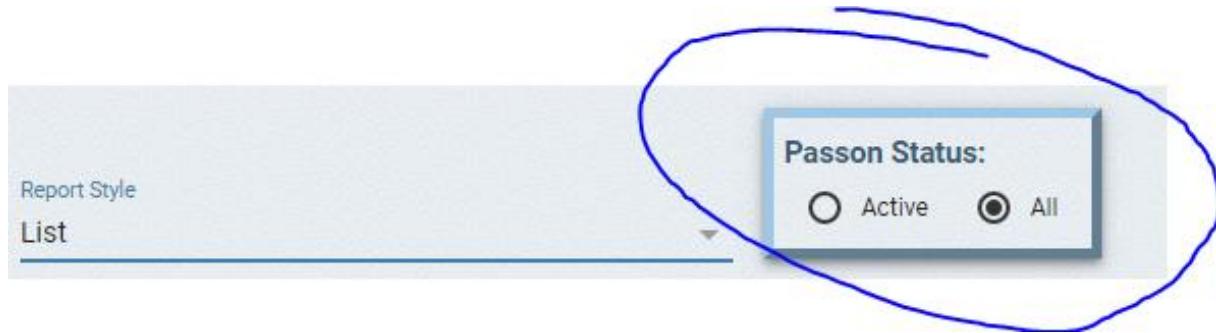
Report Format:

- PDF
- Excel
- XML
- SQL

VIEW DOWNLOAD EMAIL CLEAR FILTER

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.



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

Version 1.1

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