

# RISS/NESPIN/WSIN Police Reporting

Before configuring your software for this type of police reporting make sure you have updated to version 2015-3QK August 2015 or later.

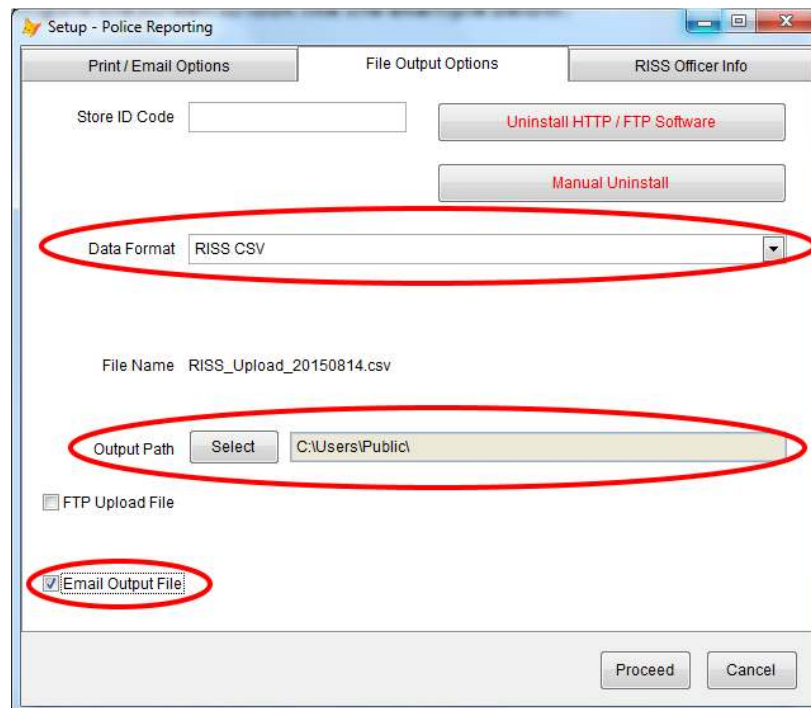
RISS style reporting is handled in three different ways. Before you can properly setup this type of reporting you will need to contact your police department and ask them how they want you to deliver the reporting to them. You can either send the police department a data file via email or manually upload the file to the RISS website using a login account or you can directly upload it to the RISS data center securely right from our program.

## Method 1 – Deliver your data directly to your local police department via email:

If you have never used our email capability please contact tech support for assistance configuring an email account for the program to use.

Add your local police department email address to our email manager and make sure the checkbox labeled “Include This Account on Police Reporting” is checked.

Now go to your SETUP MENU, choose POLICE REPORTING then click the tab labeled FILE OUTPUT OPTIONS and configure the screen to look like the example below.

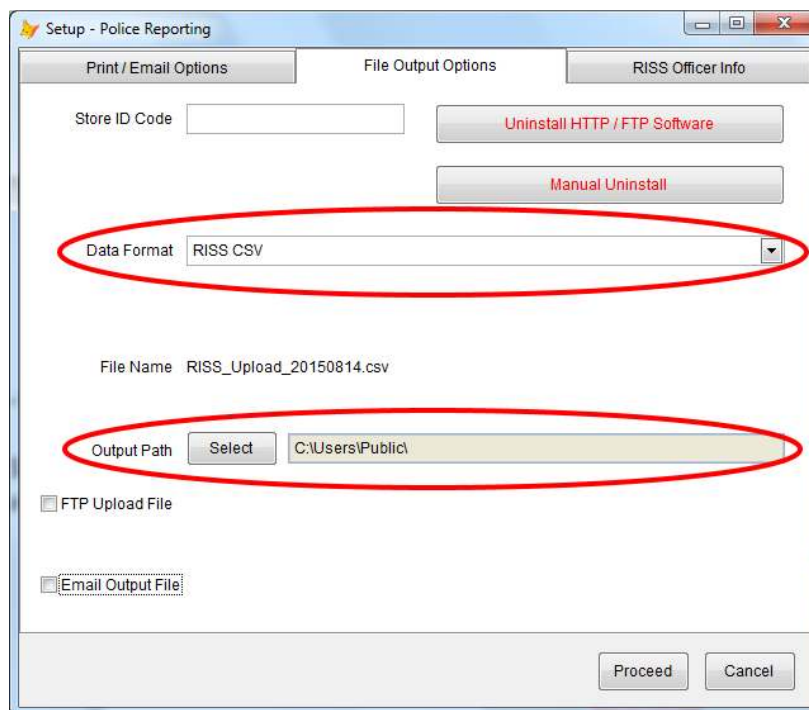


Hit PROCEED to save this configuration. To send your police report, go to the REPORTS MENU and double-click POLICE REPORT then click OUTPUT DATA FILE and finally click PROCEED WITH OUTPUT and the software will let you know if the email was sent successfully.

## Method 2 – Manually upload your data via the RISS website portal:

First you will need to contact RISS to setup a website login to use for uploading your data. Your police department should be able to provide you with a contact number for your region of the country.

Go to your SETUP MENU, choose POLICE REPORTING then click the tab labeled FILE OUTPUT OPTIONS and configure the screen to look like the example below.



The screenshot shows a dialog box titled "Setup - Police Reporting" with three tabs: "Print / Email Options", "File Output Options", and "RISS Officer Info". The "File Output Options" tab is active. It contains the following fields and controls:

- "Store ID Code" text box.
- "Data Format" dropdown menu set to "RISS CSV".
- "File Name" text box containing "RISS\_Upload\_20150814.csv".
- "Output Path" text box containing "C:\Users\Public\" with a "Select" button to its left.
- Checkboxes for "FTP Upload File" and "Email Output File", both currently unchecked.
- Buttons for "Uninstall HTTP / FTP Software" and "Manual Uninstall" (both in red text).
- "Proceed" and "Cancel" buttons at the bottom right.

Two red ovals highlight the "Data Format" dropdown and the "Output Path" text box.

Hit PROCEED to save this configuration. To send your police report, go to the REPORTS MENU and double-click POLICE REPORT then click OUTPUT DATA FILE and finally click PROCEED WITH OUTPUT and the software will write the file to your local hard drive.

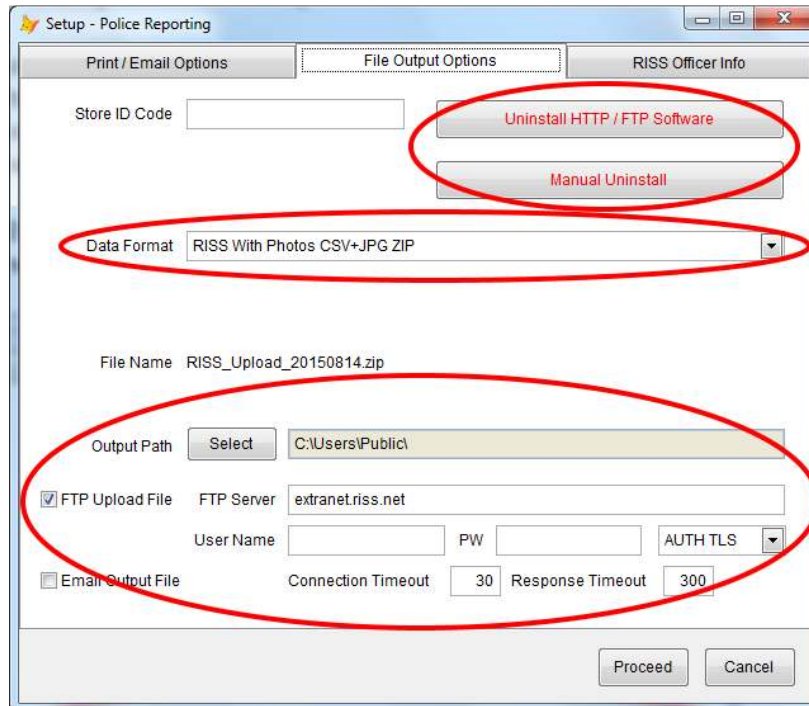
Next login to the RISS web portal and choose the option to upload your data. When the select file window appears browse to your LOCAL DISK C: then USERS then PUBLIC and select the file named "RISS\_UPLOAD\_YYYYMMDD". YYYYMMDD is the year, month and day of the data being uploaded.

RISS should confirm the upload was successful. Old RISS files should be manually deleted from this folder from time to time to avoid clutter.

## Method 3 – Secure upload directly to the RISS data center.

When using this option your police department will need to provide you with the CAGID.TXT file that contains their department & officer info. They can contact their RISS support person if they don't know how this is done. Once they have delivered this file to you via email or flash drive, save it to your desktop or some other folder on your computer you can find easily.

Go to your SETUP MENU, choose POLICE REPORTING then click the tab labeled FILE OUTPUT OPTIONS and configure the screen to look like the example below.



For this type of reporting you must install our HTTP / FTP Software. If these buttons are not red with “Uninstall” on them then you need to do the installation. Just click “Manual Install” and a message window will appear. Click OK and an explorer window will appear with the MANUAL INSTALL file already highlighted. Right-click on this file and choose RUN AS ADMIN. Click OK on the next screen and you should now see the buttons as pictured above in red.

You will need to contact us for the correct user name and password for your state and put those in the FTP login section.

Now click the RISS Officer Info tab at the top of the screen and click the button labeled “Import CAGID.TXT file from Police Department”. Browse to the CAGID.TXT file on your desktop (or whatever folder you saved it in) and click IMPORT. You should then see all of your police department's info filled out automatically. If you have no way of getting the CAGID.TXT file from your police department you can ask a detective to assist you in filling it out by hand.

Hit PROCEED to save this configuration. To send your police report, go to the REPORTS MENU and double-click POLICE REPORT then click OUTPUT DATA FILE and finally click PROCEED WITH OUTPUT.