ROAR Administrator Log In
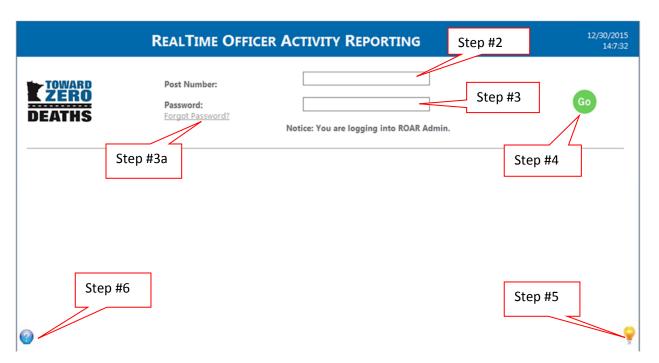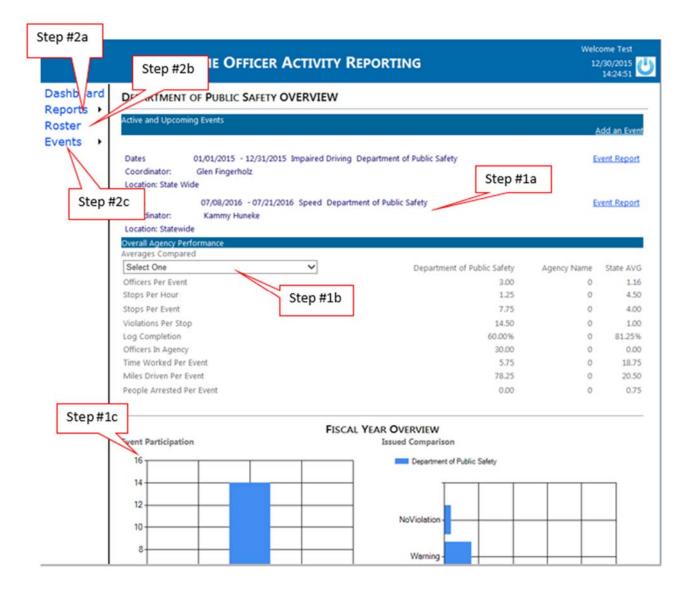
1. When you have established an administrator username and password, you may log into the ROAR website using the following link: https://app.dps.mn.gov/roar/admin
2. Enter your POST number
3. Enter your password
   a. If you have forgotten your password, click the Forgot Password? link and follow the system prompts
4. Click the Go button to go to your dashboard
5. Click on the Night Mode icon to darken the screen for use in the evening
6. Click the Help icon for user guides and further instructions
   NOTE: After clicking Help, you need to log into ROAR to view the help screen

THE DASHBOARD

1. The dashboard shows up to date activity and statistics for your agency for the current federal fiscal year
   a. All upcoming events hosted by your agency are shown here
   b. Use the Averages Compared drop down list to assess your agency's performance
   c. The charts will show your agency's activity totals/statistics
2. Use the menu in the top left of the screen to navigate to the other pages:
   a. Reports: Search for and generate reports
   b. Roster: Add and edit officer accounts (email addresses, training dates, etc.), view officer logs, lock/unlock officer accounts, and change officer account passwords
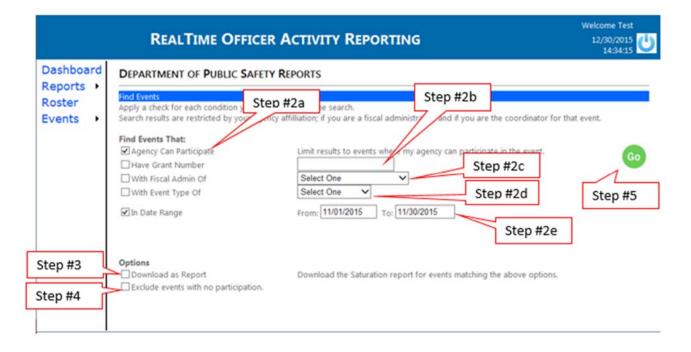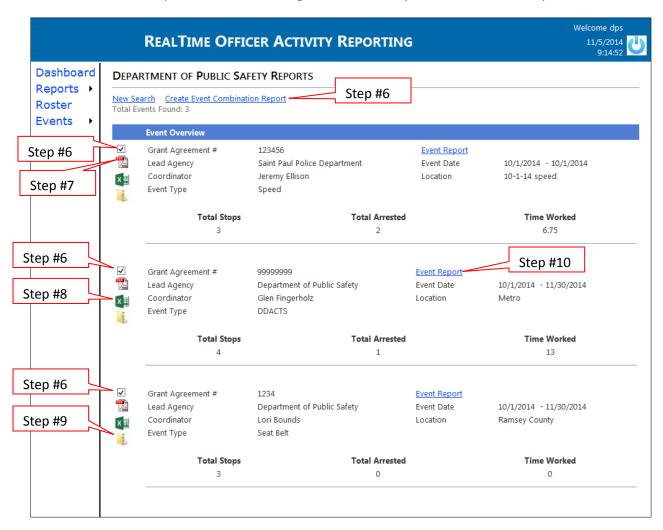   c. Events: Add and edit events, and generate event reports

EVENT REPORTS

1. Click on the Reports link in the menu and then click on Find Events

2. Use the checkboxes next to the search element fields to find an event:
   a. Events by which your agency was/is able to participate in
   b. Events associated with your grant number (type the grant number in the text box)
   c. Events with a specific fiscal administrator (use the drop down list to select a name)
   d. An event type (distracted, impaired driving, move over, seat belt, speed). Use the drop down list to select
   e. Within a date range (type dates into the text boxes)
3. Click the Saturation Report Only if you just want to create a saturation report
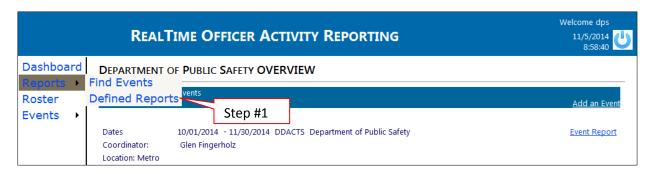4. Click Exclude events with no participation
5. Click the Go icon

6. To create a report showing statistics from multiple events, uncheck the check boxes to the left of each event you do not want to include from the report and then click the Create Event Combination Report link
7. Click on the PDF icon to view the Saturation Report for an event
8. Click the Excel icon to view the Officer Activity Summary Report for an event
9. Click the Download Event Package icon to view the Saturation Report and all the logs for an event
10. Use the Event Report link to view a high level summary of an event's activity

PREDEFINED REPORTS

1. Click on the Reports link in the menu

2. Check the checkbox next to the items you wish to search by:
   a. Select Officer Activity Summary or Stop Activity Summary Report
   b. Indicate the type of excel spreadsheet you want the data displayed in (a formatted report or raw values)
   c. Grant Number (enter the grant number in the text box)
   d. Fiscal Administrator (select the name from the drop down list)
   e. Event Type (select the type of enforcement from the drop down list)
   f. Stop Dates (enter a start and an end date in the text boxes)
   g. My Agency Only
3. Click the Download icon
4. Click the PDF icon for the Roster Eligibility Report (a report that shows all the training dates for all the officers/troopers/deputies in your agency's roster)
5. For a list of all the open (incomplete) logs within your agency (with an option to send a reminder to complete the log), click the Go icon
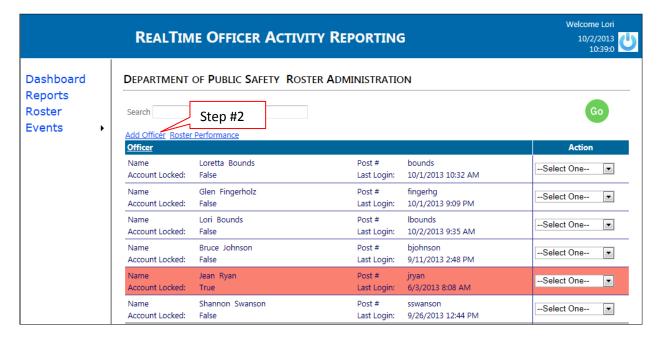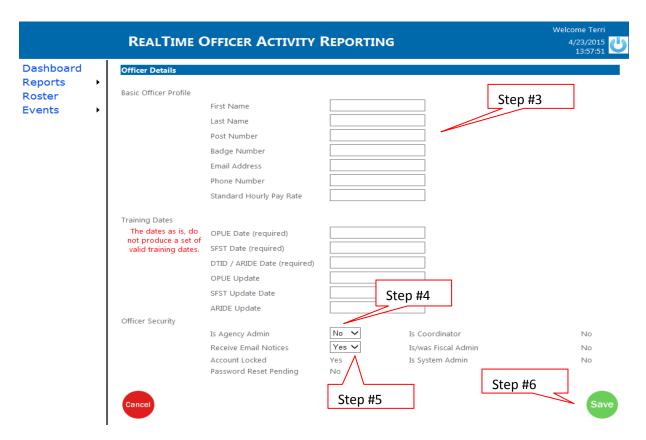
ADD AN OFFICER/TROOPER/DEPUTY TO THE ROSTER

1. Click the Roster link

2. Click the Add Officer link (*if the officer already has an account established in ROAR with another agency, please contact your TZD Enforcement Grant Coordinator at the Office of Traffic Safety for assistance in moving his/her account to your roster*)

3. Enter the officer/trooper/deputy details (*please take care when entering the post number; as a post number may only be used once in the system*)
4. Use the Agency Admin drop down box to indicate whether or not the officer/trooper/deputy is an Agency Administrator (may create events, add others to the agency roster, run reports, etc.)
5. Indicate whether or not the system should send email notices
6. Click the Save button

7. The officer/trooper/deputy will receive a welcome email and be prompted to log into ROAR and change his or her password and validate their account

** **Please be sure to notify your officers/troopers/deputies and your agency's technology department about these emails to ensure they are not mistook for spam or phishing emails**

EDIT AN OFFICER/TROOPER/DEPUTY'S ACCOUNT DETAILS

1. Click the Roster link

2. Use the drop down list to select Manage Officer

3. Make the necessary changes to the officer/trooper/deputy's information and click the Save icon
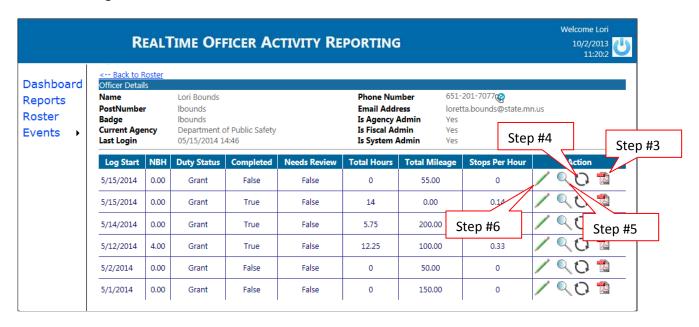
VIEW OFFICER/TROOPER/DEPUTY LOGS
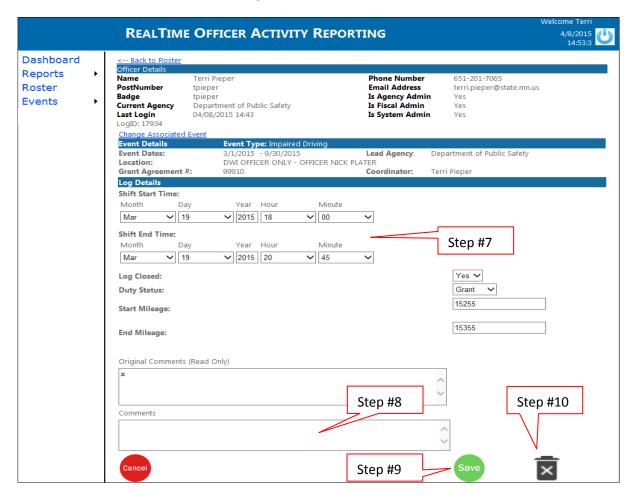
1. Click the Roster link
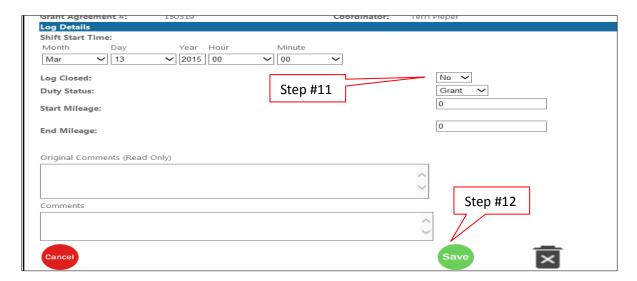

2. Use the drop down list to select View Logs

3. Click the PDF icon to download the Officer Activity Log
4. Click the Mark for Review icon to send a notification to the officer/trooper/deputy to review the log and make needed changes
5. Click the View Details icon to look at the stop details of the log
6. To edit a log, click the Edit icon

7. When editing a *closed* log (after clicking the Edit icon), use the drop down lists and the text fields to make needed corrections
8. Enter comments about the changes you made
9. Click the Save button
10. Click the Delete icon to delete the log

11. To close an open log, change the Log Closed drop down list to yes and end the shift end info
12. Click the Save button

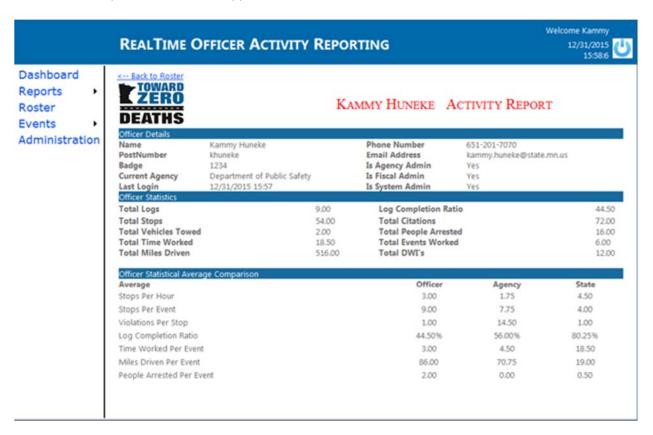# VIEW OFFICER/TROOPER/DEPUTY PERFORMANCE

1. Click the Roster link

2. Use the drop down list to select Performance

3. The activity and statistics will appear

LOCK AN OFFICER/TROOPER/DEPUTY ACCOUNT

1. Click the Roster link

2. To lock an account, use the drop down list to select Lock Account

3. The Account Locked field will change to "true" and the account will be highlighted

UNLOCK AN OFFICER/TROOPER/DEPUTY ACCOUNT

1. Click the Roster link

2. Locked accounts will be highlighted (as shown below). To unlock, use the drop down list to select Unlock Account

3. The Account Locked field will change to "false" and the account will no longer be highlighted

RESET A PASSWORD

1. Click the Roster link

2. Use the drop down list to select Password Reset

3. Enter the new password in both the new and the confirm password fields
4. Click the Save icon

RETIRE AN OFFICER

1. Click the Roster link

2. Use the drop down list to select Retire Officer

3. The Account Locked field will change to "true" and the account will be highlighted

REINSTATE AN OFFICER

1. Click the Roster link

2. Use the drop down list to select Reinstate Officer

3. The Account will be reinstated, but remain locked. To unlock, use the drop down list to select Unlock Account

4. The Account Locked field will change to "false" and the account will no longer be highlighted

ADD AN EVENT

1. Move your mouse over the Events link and click on the Add Event link that appears

2. Use the drop down list to select an Event Coordinator
3. Enter the Grant Agreement # (listed on the grant agreement that was signed with the Office of Traffic Safety)
4. Select a Fiscal Administrator using the drop down list
5. Use the drop down list to select the Event Type
6. Indicate the Event Dates by clicking the event's beginning and end days on the calendar (the current date is highlighted)
7. List the physical location of the event in the Location field
8. Use the Event Eligibility drop down box to determine who may participate in the event (you may limit an event to only those in your agency, those in your county, or select agencies by name)
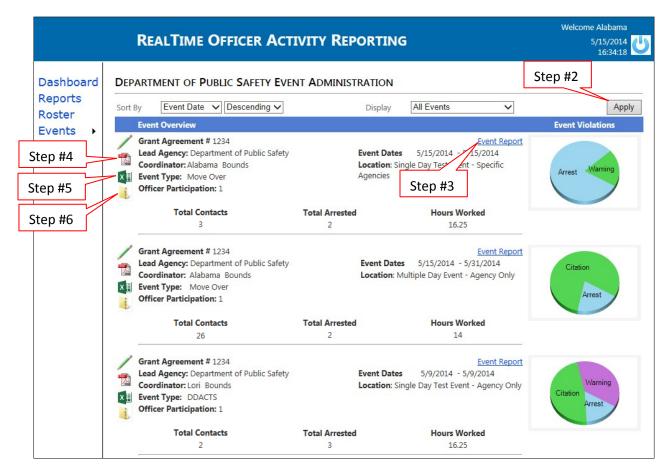9. Click the Save button

EVENTS PAGE

1. Click on the Events link

2. All events that have been scheduled will appear. Use the Sort By and Display drop down lists to sort, as needed and click the Apply button
3. For an overview of the enforcement activity for an event, click the Event Report link
4. Click the PDF icon to view the Saturation Report for an event
5. Click the PDF icon to view the Officer Activity Summary for an event
6. To view the saturation report and all the officer logs association with an event, click the Event Package icon

EDIT OR DELETE AN EVENT

1. Click on the Events link

2. Select the Edit icon next to the event you wish to edit

3. Make the needed changes to the event and click the Update button (or delete the event, as needed).