

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 screenshot shows the login interface for the REALTIME OFFICER ACTIVITY REPORTING (ROAR) system. The page has a blue header with the title and a date/time stamp (12/30/2015 14:7:32). On the left is the 'TOWARD ZERO DEATHS' logo. The main content area contains a 'Post Number:' label with an input field, a 'Password:' label with an input field, and a 'Forgot Password?' link. A green 'Go' button is positioned to the right of the password field. Below the input fields is a notice: 'Notice: You are logging into ROAR Admin.' At the bottom left is a globe icon, and at the bottom right is a lightbulb icon. Red callout boxes with arrows point to various elements: 'Step #2' points to the header; 'Step #3' points to the password input field; 'Step #3a' points to the 'Forgot Password?' link; 'Step #4' points to the 'Go' button; 'Step #5' points to the lightbulb icon; and 'Step #6' points to the globe icon.

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

The screenshot shows the 'OFFICER ACTIVITY REPORTING' dashboard for the 'DEPARTMENT OF PUBLIC SAFETY OVERVIEW'. The dashboard includes a navigation menu on the left with items: Dashboard, Reports, Roster, and Events. The main content area is divided into several sections:

- Active and Upcoming Events:** A table listing events with columns for Dates, Coordinator, Location, and an Event Report link. Callout boxes point to specific rows: Step #1a points to the 'Event Report' link for the first event, and Step #2c points to the 'Event Report' link for the second event.
- Overall Agency Performance:** A section with a dropdown menu labeled 'Averages Compared' (currently set to 'Select One'). Below it is a table comparing the Department of Public Safety's performance against the State Average across various metrics. Callout box Step #1b points to the dropdown menu.
- FISCAL YEAR OVERVIEW:** Two bar charts. The first chart, 'Event Participation', shows a single bar for the Department of Public Safety at a value of 14. Callout box Step #1c points to this bar. The second chart, 'Issued Comparison', compares 'NoViolation' and 'Warning' counts for the Department of Public Safety.

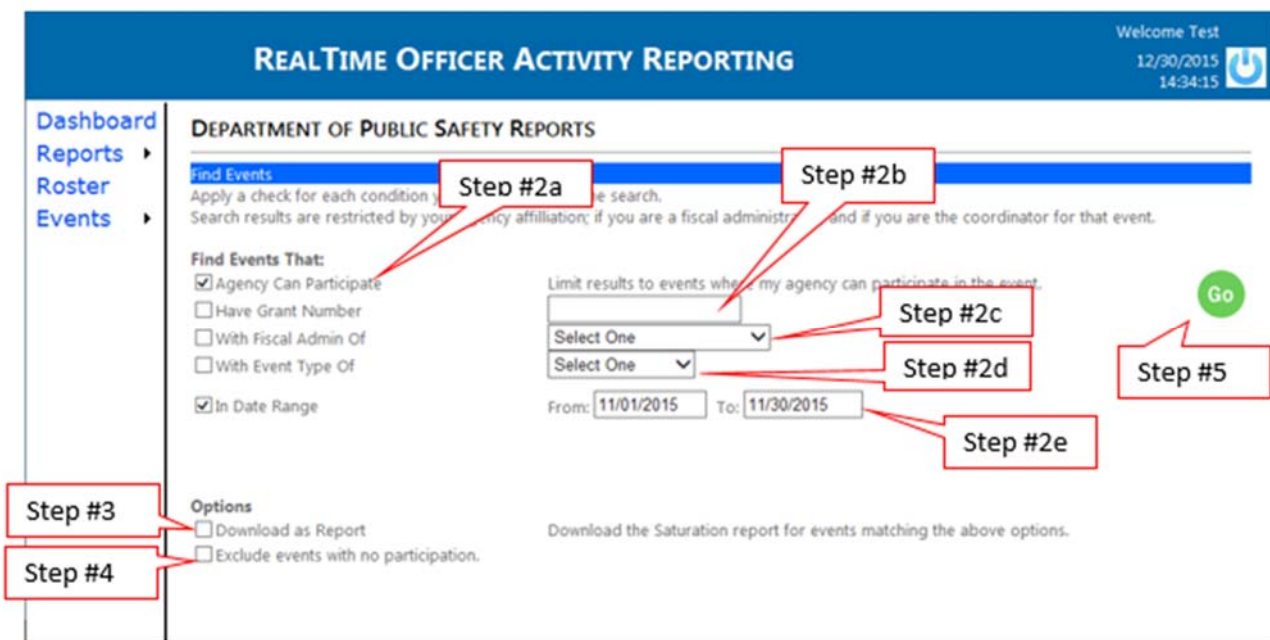
Additional callout boxes include Step #2a pointing to the 'Dashboard' menu item and Step #2b pointing to the 'OFFICER ACTIVITY REPORTING' header.

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

REALTIME OFFICER ACTIVITY REPORTING
Welcome dps
11/5/2014
9:14:52

[Dashboard](#)

[Reports](#) ▶

[Roster](#)

[Events](#) ▶

DEPARTMENT OF PUBLIC SAFETY REPORTS

[New Search](#) [Create Event Combination Report](#) Step #6

Total Events Found: 3

Event Overview

<input checked="" type="checkbox"/>	Grant Agreement # 123456 Lead Agency Saint Paul Police Department Coordinator Jeremy Ellison Event Type Speed	Event Report Event Date 10/1/2014 - 10/1/2014 Location 10-1-14 speed	
	Total Stops	Total Arrested	Time Worked
	3	2	6.75

<input checked="" type="checkbox"/>	Grant Agreement # 99999999 Lead Agency Department of Public Safety Coordinator Glen Fingerholz Event Type DDACTS	Event Report Step #10 Event Date 10/1/2014 - 11/30/2014 Location Metro	
	Total Stops	Total Arrested	Time Worked
	4	1	13

<input checked="" type="checkbox"/>	Grant Agreement # 1234 Lead Agency Department of Public Safety Coordinator Lori Bounds Event Type Seat Belt	Event Report Event Date 10/1/2014 - 11/30/2014 Location Ramsey County	
	Total Stops	Total Arrested	Time Worked
	3	0	0

Step #6

Step #7

Step #6

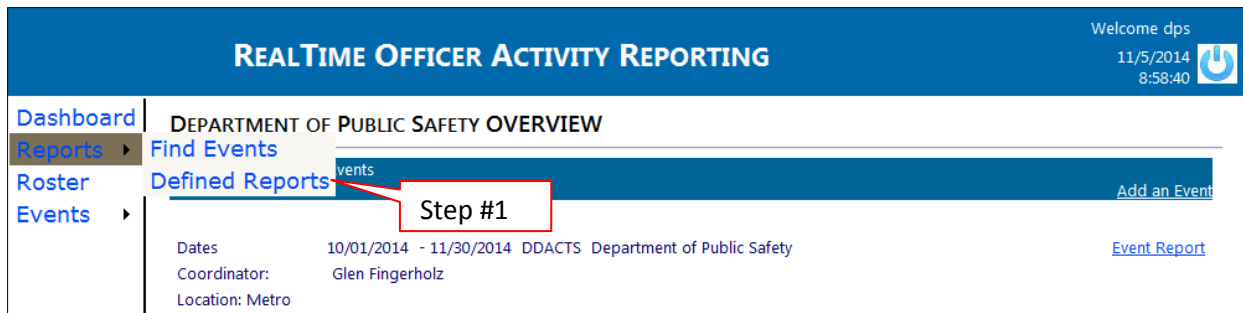
Step #8

Step #6

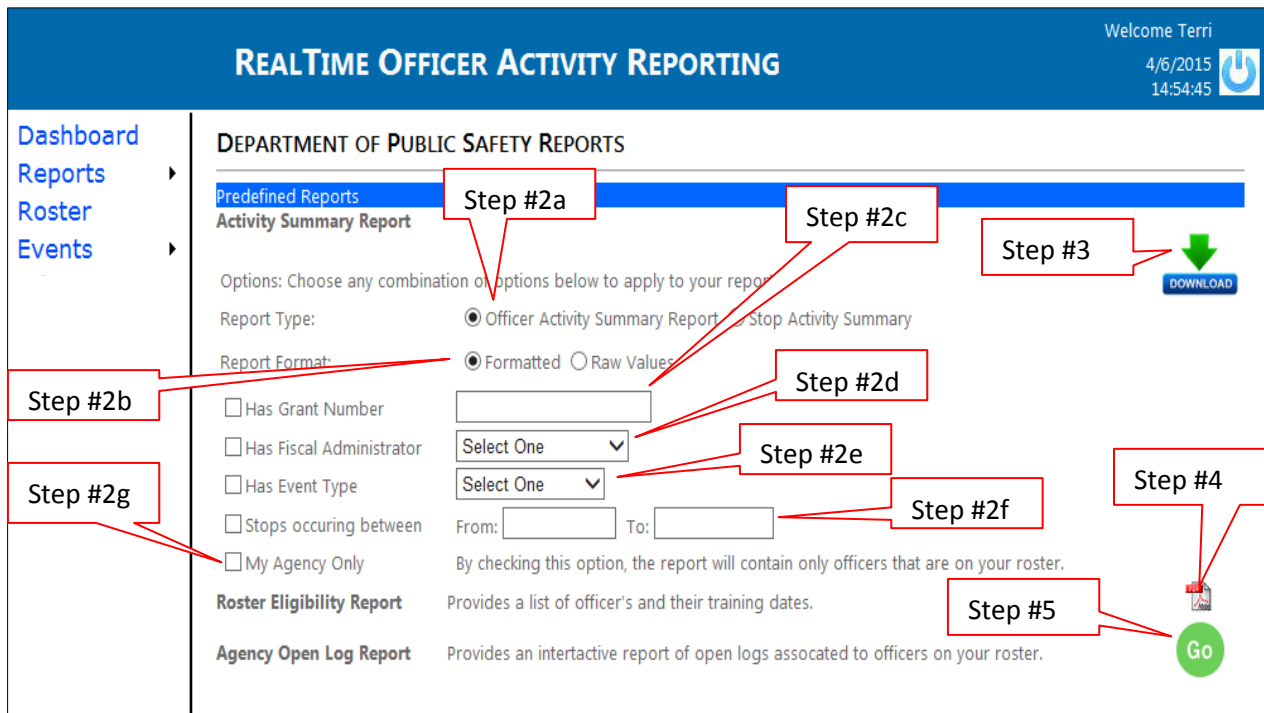
Step #9

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

Welcome Lori
9/30/2013
10:4:43 

REALTIME OFFICER ACTIVITY REPORTING

Dashboard

Reports

Roster

Events

DEPARTMENT OF PUBLIC SAFETY OVERVIEW

[Add an Event](#)

Step #1

09/27/2013 - 10/04/2013 Move Over Department of Public Safety [Event Report](#)

Coordinator: Lori Bounds


Location: Multiple Day Event Agency Only

Dates: 09/27/2013 - 10/04/2013 Seat Belt Department of Public Safety [Event Report](#)

Coordinator: Lori Bounds

Location: Multiple Day Event By County

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*)

Welcome Lori
10/2/2013
10:39:0 

REALTIME OFFICER ACTIVITY REPORTING

Dashboard

Reports

Roster

Events

DEPARTMENT OF PUBLIC SAFETY ROSTER ADMINISTRATION

Search **Step #2**

[Add Officer](#) [Roster Performance](#)

Officer				Action
Name	Loretta Bounds	Post #	bounds	--Select One--
Account Locked:	False	Last Login:	10/1/2013 10:32 AM	
Name	Glen Fingerholz	Post #	fingerhg	--Select One--
Account Locked:	False	Last Login:	10/1/2013 9:09 PM	
Name	Lori Bounds	Post #	lbounds	--Select One--
Account Locked:	False	Last Login:	10/2/2013 9:35 AM	
Name	Bruce Johnson	Post #	bjohnson	--Select One--
Account Locked:	False	Last Login:	9/11/2013 2:48 PM	
Name	Jean Ryan	Post #	jryan	--Select One--
Account Locked:	True	Last Login:	6/3/2013 8:08 AM	
Name	Shannon Swanson	Post #	sswanson	--Select One--
Account Locked:	False	Last Login:	9/26/2013 12:44 PM	

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

Welcome Terri
4/23/2015
13:57:51
REALTIME OFFICER ACTIVITY REPORTING

[Dashboard](#)
[Reports](#)
[Roster](#)
[Events](#)

Officer Details

Basic Officer Profile

First Name	<input type="text"/>
Last Name	<input type="text"/>
Post Number	<input type="text"/>
Badge Number	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Standard Hourly Pay Rate	<input type="text"/>

Training Dates

The dates as is, do not produce a set of valid training dates.

OPUE Date (required)	<input type="text"/>
SFST Date (required)	<input type="text"/>
DTID / ARIDE Date (required)	<input type="text"/>
OPUE Update	<input type="text"/>
SFST Update Date	<input type="text"/>
ARIDE Update	<input type="text"/>

Officer Security

Is Agency Admin	<input type="text" value="No"/>	Is Coordinator	<input type="text" value="No"/>
Receive Email Notices	<input type="text" value="Yes"/>	Is/was Fiscal Admin	<input type="text" value="No"/>
Account Locked	<input type="text" value="Yes"/>	Is System Admin	<input type="text" value="No"/>
Password Reset Pending	<input type="text" value="No"/>		

Cancel

Save

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

REALTIME OFFICER ACTIVITY REPORTING Welcome Lori
9/30/2013
10:4:43

DEPARTMENT OF PUBLIC SAFETY OVERVIEW

Dashboard
Reports
Roster
Events

Step #1

Upcoming Events [Add an Event](#)

Dates: 09/27/2013 - 10/04/2013 Move Over Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event Agency Only

Dates: 09/27/2013 - 10/04/2013 Seat Belt Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event By County

2. Use the drop down list to select Manage Officer

REALTIME OFFICER ACTIVITY REPORTING Welcome Lori
10/2/2013
11:13:46

DEPARTMENT OF PUBLIC SAFETY ROSTER ADMINISTRATION

Dashboard
Reports
Roster
Events

Search Go

[Add Officer](#) [Roster Performance](#)

Officer				Action
Name	Loretta Bounds	Post #	bounds	--Select One--
Account Locked:	False	Last Login:	10/1/2013 10:32 AM	
Name	Glen Fingerholz	Post #	fingerhg	--Select One--
Account Locked:	False	Last Login:	10/1/2013 9:09 PM	

Step #2

3. Make the necessary changes to the officer/trooper/deputy's information and click the Save icon

REALTIME OFFICER ACTIVITY REPORTING Welcome Terri
4/23/2015
14:3:39

Officer Details

Dashboard
Reports
Roster
Events

Basic Officer Profile

First Name:
Last Name:
Post Number:
Badge Number:
Email Address:
Phone Number:
Standard Hourly Pay Rate:

Training Dates

OPUE Date (required):
SFST Date (required):
DTID / ARIDE Date (required):
OPUE Update:
SFST Update Date:
ARIDE Update:

Officer Security

Is Agency Admin: Is Coordinator:
Receive Email Notices: Is/was Fiscal Admin:
Account Locked: Is System Admin:
Password Reset Pending:

Step #3

VIEW OFFICER/TROOPER/DEPUTY LOGS

1. Click the Roster link

REALTIME OFFICER ACTIVITY REPORTING Welcome Lori
9/30/2013
10:4:43

DEPARTMENT OF PUBLIC SAFETY OVERVIEW

Dashboard
Reports
Roster
Events

Step #1

...ing Events [Add an Event](#)

Dates: 09/27/2013 - 10/04/2013 Move Over Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event Agency Only

Dates: 09/27/2013 - 10/04/2013 Seat Belt Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event By County

2. Use the drop down list to select View Logs

REALTIME OFFICER ACTIVITY REPORTING Welcome Lori
10/2/2013
11:13:46

DEPARTMENT OF PUBLIC SAFETY ROSTER ADMINISTRATION

Dashboard
Reports
Roster
Events

Search Go

[Add Officer](#) [Roster Performance](#)

Officer	Action
Name: Loretta Bounds Account Locked: False Post #: bounds Last Login: 10/1/2013 10:32 AM	--Select One--
Name: Glen Fingerholz Account Locked: False Post #: fingerhg Last Login: 10/1/2013 9:09 PM	--Select One--

Step #2

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

REALTIME OFFICER ACTIVITY REPORTING Welcome Lori
10/2/2013
11:20:2

[<-- Back to Roster](#)

Officer Details

Name	Lori Bounds	Phone Number	651-201-7077
PostNumber	lbounds	Email Address	loretta.bounds@state.mn.us
Badge	lbounds	Is Agency Admin	Yes
Current Agency	Department of Public Safety	Is Fiscal Admin	Yes
Last Login	05/15/2014 14:46	Is System Admin	Yes

Log Start	NBH	Duty Status	Completed	Needs Review	Total Hours	Total Mileage	Stops Per Hour	Action
5/15/2014	0.00	Grant	False	False	0	55.00	0	[Edit] [View] [Mark] [PDF]
5/15/2014	0.00	Grant	True	False	14	0.00	0.14	[Edit] [View] [Mark] [PDF]
5/14/2014	0.00	Grant	True	False	5.75	200.00		[Edit] [View] [Mark] [PDF]
5/12/2014	4.00	Grant	True	False	12.25	100.00	0.33	[Edit] [View] [Mark] [PDF]
5/2/2014	0.00	Grant	False	False	0	50.00	0	[Edit] [View] [Mark] [PDF]
5/1/2014	0.00	Grant	False	False	0	150.00	0	[Edit] [View] [Mark] [PDF]

Step #3 (points to PDF icon)

Step #4 (points to Mark for Review icon)

Step #5 (points to View Details icon)

Step #6 (points to 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

Welcome Terri
4/8/2015
14:53:3

REALTIME OFFICER ACTIVITY REPORTING

[Dashboard](#)

[Reports](#)

[Roster](#)

[Events](#)

[<- Back to Roster](#)

Officer Details

Name	Terri Pieper	Phone Number	651-201-7065
PostNumber	tpieper	Email Address	terri.pieper@state.mn.us
Badge	tpieper	Is Agency Admin	Yes
Current Agency	Department of Public Safety	Is Fiscal Admin	Yes
Last Login	04/08/2015 14:43	Is System Admin	Yes

LogID: 17934

[Change Associated Event](#)

Event Details **Event Type:** Impaired Driving

Event Dates: 3/1/2015 - 9/30/2015 **Lead Agency:** Department of Public Safety

Location: DWI OFFICER ONLY - OFFICER NICK PLATER

Grant Agreement #: 99910 **Coordinator:** Terri Pieper

Log Details

Shift Start Time:

Month	Day	Year	Hour	Minute
Mar	19	2015	18	00

Shift End Time:

Month	Day	Year	Hour	Minute
Mar	19	2015	20	45

Log Closed: Yes

Duty Status: Grant

Start Mileage: 15255

End Mileage: 15355

Original Comments (Read Only)

x

Comments

Step #7
Step #8
Step #10

Step #9
Save
X

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

Grant Agreement #: 150319 **Coordinator:** Terri Pieper

Log Details

Shift Start Time:

Month	Day	Year	Hour	Minute
Mar	13	2015	00	00

Log Closed: No

Duty Status: Grant

Start Mileage: 0

End Mileage: 0

Original Comments (Read Only)

Comments

Step #11
Step #12

Cancel
Save
X

VIEW OFFICER/TROOPER/DEPUTY PERFORMANCE

1. Click the Roster link

REALTIME OFFICER ACTIVITY REPORTING Welcome Lori
9/30/2013
10:4:43

DEPARTMENT OF PUBLIC SAFETY OVERVIEW

Dashboard Reports
Roster **Step #1**
Events

Upcoming Events [Add an Event](#)

Dates: 09/27/2013 - 10/04/2013 Move Over Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event Agency Only

Dates: 09/27/2013 - 10/04/2013 Seat Belt Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event By County

2. Use the drop down list to select Performance

REALTIME OFFICER ACTIVITY REPORTING Welcome Lori
10/2/2013
11:13:46

DEPARTMENT OF PUBLIC SAFETY ROSTER ADMINISTRATION

Dashboard Reports
Roster
Events

Search Go

[Add Officer](#) [Roster Performance](#)

Officer				Action
Name	Loretta Bounds	Post #	bounds	--Select One--
Account Locked:	False	Last Login:	10/1/2013 10:32 AM	
Name	Glen Fingerholz	Post #	fingerhg	--Select One--
Account Locked:	False	Last Login:	10/1/2013 9:09 PM	

Step #2

3. The activity and statistics will appear

REALTIME OFFICER ACTIVITY REPORTING Welcome Kammy
12/31/2015
15:58:6

Dashboard Reports
Roster
Events
Administration

[Back to Roster](#)

TOWARD ZERO DEATHS

KAMMY HUNEKE ACTIVITY REPORT

Officer Details

Name	Kammy Huneke	Phone Number	651-201-7070
PostNumber	khuneke	Email Address	kammy.huneke@state.mn.us
Badge	1234	Is Agency Admin	Yes
Current Agency	Department of Public Safety	Is Fiscal Admin	Yes
Last Login	12/31/2015 15:57	Is System Admin	Yes

Officer Statistics

Total Logs	9.00	Log Completion Ratio	44.50
Total Stops	54.00	Total Citations	72.00
Total Vehicles Towed	2.00	Total People Arrested	16.00
Total Time Worked	18.50	Total Events Worked	6.00
Total Miles Driven	516.00	Total DWI's	12.00

Officer Statistical Average Comparison

	Officer	Agency	State
Average			
Stops Per Hour	3.00	1.75	4.50
Stops Per Event	9.00	7.75	4.00
Violations Per Stop	1.00	14.50	1.00
Log Completion Ratio	44.50%	56.00%	80.25%
Time Worked Per Event	3.00	4.50	18.50
Miles Driven Per Event	86.00	70.75	19.00
People Arrested Per Event	2.00	0.00	0.50

LOCK AN OFFICER/TROOPER/DEPUTY ACCOUNT

1. Click the Roster link

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
9/30/2013
10:43

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY OVERVIEW

Step #1

Upcoming Events [Add an Event](#)

Dates: 09/27/2013 - 10/04/2013 Move Over Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds

Location: Multiple Day Event Agency Only

Dates: 09/27/2013 - 10/04/2013 Seat Belt Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds

Location: Multiple Day Event By County

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

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
10/2/2013
11:30:17

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY ROSTER ADMINISTRATION

Search [Go](#)

[Add Officer](#) [Roster Performance](#)

Officer				Action
Name	Loretta Bounds	Post #	bounds	--Select One--
Account Locked:	False	Last Login:	10/1/2013 10:32 AM	
Name	Glen Fingerholz	Post #	fingerhg	--Select One--
Account Locked:	False	Last Login:	10/1/2013 9:09 PM	

Step #2

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

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
10/2/2013
11:33:31

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY ROSTER ADMINISTRATION

Search [Go](#)

[Add Officer](#) [Roster Performance](#)

Officer				Action
Name	Loretta Bounds	Post #	bounds	--Select One--
Account Locked:	True	Last Login:	10/1/2013 10:32 AM	
Name	Glen Fingerholz	Post #	fingerhg	--Select One--
Account Locked:	False	Last Login:	10/1/2013 9:09 PM	

Step #3

UNLOCK AN OFFICER/TROOPER/DEPUTY ACCOUNT

1. Click the Roster link

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
9/30/2013 10:4:43

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY OVERVIEW

Upcoming Events [Add an Event](#)

Dates: 09/27/2013 - 10/04/2013 Move Over Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event Agency Only

Dates: 09/27/2013 - 10/04/2013 Seat Belt Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event By County

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

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
10/2/2013 11:27:25

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY ROSTER ADMINISTRATION

Search [Go](#)

[Add Officer](#) [Roster Performance](#)

Officer				Action
Name	Loretta Bounds	Post #	bounds	--Select One--
Account Locked:	True	Last Login:	10/1/2013 10:32 AM	
Name	Glen Fingerholz	Post #	fingerhg	--Select One--
Account Locked:	False	Last Login:	10/1/2013 9:09 PM	

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

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
10/2/2013 11:30:17

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY ROSTER ADMINISTRATION

Search [Go](#)

[Add Officer](#) [Roster Performance](#)

Officer				Action
Name	Loretta Bounds	Post #	bounds	--Select One--
Account Locked:	False	Last Login:	10/1/2013 10:32 AM	
Name	Glen Fingerholz	Post #	fingerhg	--Select One--
Account Locked:	False	Last Login:	10/1/2013 9:09 PM	

RESET A PASSWORD

1. Click the Roster link

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
9/30/2013
10:44:32

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY OVERVIEW

...ing Events [Add an Event](#)

Step #1

Dates: 09/27/2013 - 10/04/2013 Move Over Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event Agency Only

Dates: 09/27/2013 - 10/04/2013 Seat Belt Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event By County

2. Use the drop down list to select Password Reset

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
10/2/2013
11:39:32

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY ROSTER ADMINISTRATION

Search

[Add Officer](#) [Roster Performance](#)

Step #2

Officer				Action
Name	Loretta Bounds	Post #	bounds	--Select One--
Account Locked:	False	Last Login:	10/1/2013 10:32 AM	
Name	Glen Fingerholz	Post #	fingerhg	--Select One--
Account Locked:	False	Last Login:	10/1/2013 9:09 PM	

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

Enter a new Password for Post #: lbounds

New Password

Confirm Password

Step #3

Step #4

RETIRE AN OFFICER

1. Click the Roster link

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
9/30/2013
10:43

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY OVERVIEW

Training Events [Add an Event](#)

Dates: 09/27/2013 - 10/04/2013 Move Over Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event Agency Only

Dates: 09/27/2013 - 10/04/2013 Seat Belt Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event By County

2. Use the drop down list to select Retire Officer

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
10/2/2013
12:59:52

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY ROSTER ADMINISTRATION

Search [Go](#)

[Add Officer](#) [Roster Performance](#)

Officer				Action
Name	Loretta Bounds	Post #	bounds	--Select One--
Account Locked:	False	Last Login:	10/1/2013 10:32 AM	
Name	Glen Fingerholz	Post #	fingerhg	--Select One--
Account Locked:	False	Last Login:	10/1/2013 9:09 PM	

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

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
10/2/2013
13:3:27

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY ROSTER ADMINISTRATION

Search [Go](#)

[Add Officer](#) [Roster Performance](#)

Officer				Action
Name	Loretta Bounds	Post #	bounds	--Select One--
Account Locked:	True	Last Login:	10/1/2013 10:32 AM	
Name	Glen Fingerholz	Post #	fingerhg	--Select One--
Account Locked:	False	Last Login:	10/1/2013 9:09 PM	

REINSTATE AN OFFICER

1. Click the Roster link

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
9/30/2013
10:44:38

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY OVERVIEW

Events [Add an Event](#)

Dates: 09/27/2013 - 10/04/2013 Move Over Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event Agency Only

Dates: 09/27/2013 - 10/04/2013 Seat Belt Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event By County

2. Use the drop down list to select Reinstated Officer

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
10/2/2013
13:3:27

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY ROSTER ADMINISTRATION

Search [Go](#)

[Add Officer](#) [Roster Performance](#)

Officer				Action
Name	Loretta Bounds	Post #	bounds	--Select One--
Account Locked:	True	Last Login:	10/1/2013 10:32 AM	
Name	Glen Fingerholz	Post #	fingerhg	--Select One--
Account Locked:	False	Last Login:	10/1/2013 9:09 PM	

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

DEPARTMENT OF PUBLIC SAFETY ROSTER ADMINISTRATION

Search [Go](#)

[Add Officer](#) [Roster Performance](#)

Officer				Action
Name	Loretta Bounds	Post #	bounds	--Select One--
Account Locked:	True	Last Login:	10/1/2013 10:32 AM	
Name	Glen Fingerholz	Post #	fingerhg	--Select One--
Account Locked:	False	Last Login:	10/1/2013 9:09 PM	

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

DEPARTMENT OF PUBLIC SAFETY ROSTER ADMINISTRATION

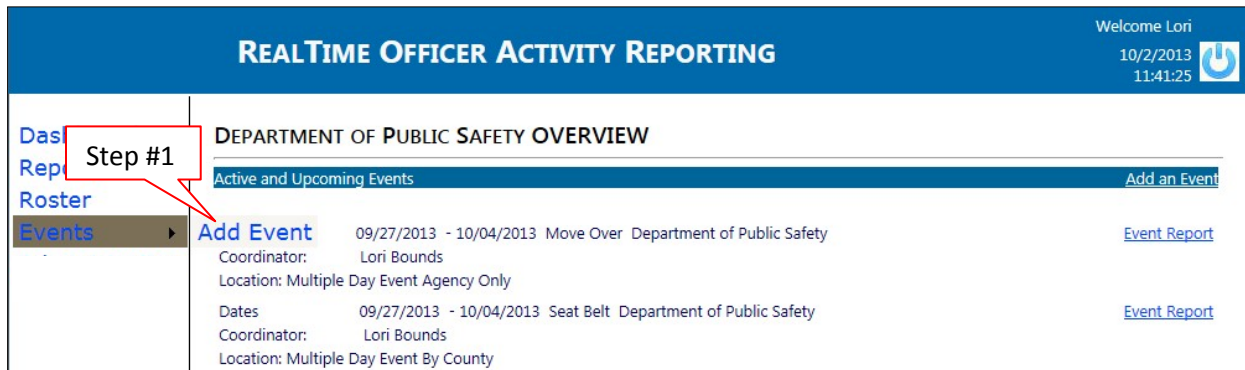
Search [Go](#)

[Add Officer](#) [Roster Performance](#)

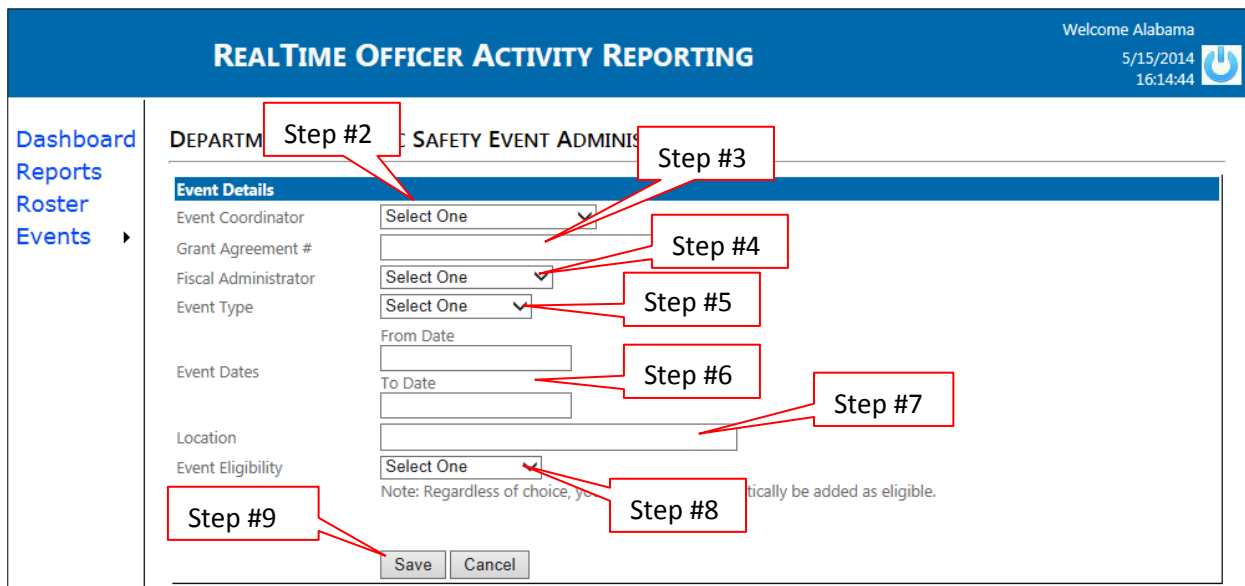
Officer				Action
Name	Loretta Bounds	Post #	bounds	--Select One--
Account Locked:	False	Last Login:	10/1/2013 10:32 AM	
Name	Glen Fingerholz	Post #	fingerhg	--Select One--
Account Locked:	False	Last Login:	10/1/2013 9:09 PM	

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

REALTIME OFFICER ACTIVITY REPORTING Welcome Lori
10/2/2013
11:45:46

DEPARTMENT OF PUBLIC SAFETY OVERVIEW

Dashboard Reports Roster **Events**

Step #1 [coming Events](#) [Add an Event](#)

Dates: 09/27/2013 - 10/04/2013 Move Over Department of Public Safety [Event Report](#)
 Coordinator: Lori Bounds
 Location: Multiple Day Event Agency Only

Dates: 09/27/2013 - 10/04/2013 Seat Belt Department of Public Safety [Event Report](#)
 Coordinator: Lori Bounds
 Location: Multiple Day Event By County

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

REALTIME OFFICER ACTIVITY REPORTING Welcome Alabama
5/15/2014
16:34:18

DEPARTMENT OF PUBLIC SAFETY EVENT ADMINISTRATION

Sort By: Display: **Step #2**

Event Overview **Event Violations**

Step #4 **Step #5** **Step #6**

Step #3

Grant Agreement # 1234	Lead Agency: Department of Public Safety	Coordinator: Alabama Bounds	Event Dates	Event Report	Event Violations
Event Type: Move Over Officer Participation: 1 Total Contacts: 3 Total Arrested: 2 Hours Worked: 16.25	Event Dates: 5/15/2014 - 5/15/2014 Location: Single Day Test Event - Specific Agencies				
Event Type: Move Over Officer Participation: 1 Total Contacts: 26 Total Arrested: 2 Hours Worked: 14	Event Dates: 5/15/2014 - 5/31/2014 Location: Multiple Day Event - Agency Only				
Event Type: DDACTS Officer Participation: 1 Total Contacts: 2 Total Arrested: 3 Hours Worked: 16.25	Event Dates: 5/9/2014 - 5/9/2014 Location: Single Day Test Event - Agency Only				

EDIT OR DELETE AN EVENT

1. Click on the Events link

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
10/2/2013
11:45:46

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY OVERVIEW

Upcoming Events [Add an Event](#)

Dates: 09/27/2013 - 10/04/2013 Move Over Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event Agency Only

Dates: 09/27/2013 - 10/04/2013 Seat Belt Department of Public Safety [Event Report](#)
Coordinator: Lori Bounds
Location: Multiple Day Event By County

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

REALTIME OFFICER ACTIVITY REPORTING

Welcome Lori
10/2/2013
11:50:24

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY EVENT ADMINISTRATION

Sort By: Event Date Descending Display: All Events [Apply](#)

Event Overview	Event Violations
Grant Agreement # 1234 Lead Agency: Department of Public Safety Coordinator: Lori Bounds Event Type: DDACTS Officer Participation: 0	Event Report No data available.

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

REALTIME OFFICER ACTIVITY REPORTING

Welcome dps
11/5/2014
9:32:10

Dashboard
Reports
Roster
Events

DEPARTMENT OF PUBLIC SAFETY EVENT ADMINISTRATION

Event Details

Event Coordinator: Bounds lbounds
Grant Agreement #: 1234
Fiscal Administrator: Bounds, Lori
Event Type: Move Over
Event Dates: From Date: 10/2/2013 To Date: 10/2/2013
Location: Ramsey County
Event Eligibility: Agency Only
Note: Regardless of choice, your agency will automatically be added as eligible.

[Update](#) [Delete](#) [Cancel](#)