



The Administrative Tools

Overview

The Administrative Programs consist of applications for access management and configuration of the system as well as several modules that perform administrative type functions. The access management and configuration systems allow for a single point of system wide access and configuration control. The administrative applications are listed below. Additional applications currently under development are Internal Affairs and Employee Evaluations applications.

Employee Master File

Used for Personnel Management, the Employee Master File tracks and records personnel information and plays an integral role in the entire suite. SmartRMS, SmartMCT, and the administrative modules use information from the Employee Master File to assign officers to reports and other records and to identify personnel and equipment. In addition, security profiles for each employee are created in this application. Paging and ID Cards are also supported in the Employee Master File.

Issued Property Management

Issued Property functions as a complete quartermaster program that records and manages information about equipment used by an agency. The system generates a unique identifying number for each item. Purchase and warranty information, inspection, expiration, and unit or employee assignment can be recorded for each item. Employee Master File records are used to assign equipment to specific employees.

Fleet Management

Fleet Management is used to record and manage information about every vehicle used by an agency. This module records

Employee Details - DALE DR, KAREN A [GHP02PER000020]

File Edit View Help

12:23

Edit Information Assign Active Call # Help Exit

General Information | Personal Information | Emergency Contact | Vehicle Assignment | Employee Picture | Employee Signature | Access Levels

First Name: KAREN Middle Name: A Last Name: DALE (Jr, Sr, etc.): DR Name/Description: DALE, KAREN A

Employee ID: 1100 Rank: MAJOR Call No: Hire Date: 11/11/1975 Appointment Date: 11/11/1975 Login Name: KDALE

Unit Position: ADMINISTRATOR Position Classification: 06137-72-001-SHER MAJOR

Office Phone: 850-332-4567 Extension: 1101 Cellular/Mobile Phone: 850-572-3333 Voice Mail Phone: 850-475-3333 Extension: 1100 E-Mail Address: kdale@yahoo.com

Pager ID: 4777777 Pager Type: Alpha/Numeric Paging Gateway:

Alarm Location / Assignment (If Applicable): Station Alarm Station PA Unit Alarm Unit PA

Primary Unit Assignment: GHPADMIN Agency: GHP Dispatch: FADM

Other Units & Paging Groups: Unit Position: GHPINVESTIGATIONS ADMINISTRATOR

Item #: SRS005PR1000014

File Options

Description [F1] Purchase Information [F2] Current Assignment [F3] Assignment History [F4] Inspections [F5] Maintenance [F6]

11/2/2005 Date Entered COMPUTER Item Category KEYBOARD Sub-Category wireless Description

MICROSOFT Brand D40450 Model Number DR405650 Serial Number 6252 DAN

11/2/2005 Inventory Date HQ Inventory Location

Notes

Edit Close

Vehicle #: SRS002VE10000106

File Options Print

Description [F1] Purchase Information [F2] Current Assignment [F3] Assignment History [F4] Property Assigned [F5] Maintenance [F6] Fuel [F7]

11/1/2002 Date Entered 2002 MERCURY GRAND MARQUIS SEDAN PATROL Usage Category

7423 VIN 2MEFM75W2Z9421305 47845 V28TZB Black Color Marked

3796 28495 MILES 10/28/2002 Date of Reading

Weight Last Odometer Reading Odometer Type

Insured Insurance Description

Notes

Edit Print Property Assigned Close



information about new and fleet vehicles, including purchase and warranty information, scheduled maintenance, fuel purchases, and equipment assigned to a vehicle. Fleet Management also tracks the person or unit to which a vehicle is assigned. Employee Master File records are used to assign equipment to specific employees.

Time Keeping Management

This module electronically stores timesheet information. It is used to track hours worked, annual leave and sick leave accrued/taken and special hours. Information may be entered directly from timesheets or individuals may enter their time on-screen eliminating the manual paper method.

Employee Training

The Training module tracks and record information about employees' training, educational backgrounds, certification, and experience.

Training records are maintained to ensure that agency employees remain current in their training requirements. Employee Master File records are used to track this information.

Administrative Benefits

- Employee information is entered once and used throughout the system.
- Employee Master File supports paging.
- Employee records are linked to security profiles to ensure proper security and auditing.
- Changes made to employee records are immediately available to all users, including updated call numbers.
- Officer details recorded in the employee master file are automatically pulled to reports.
- ID Cards are configured for the agency and can be printed for each employee.
- Property and equipment is tracked from purchase through employee assignment to disposition.

Request More Info

For more information about this solution or product, please [contact CTS America](#).

