

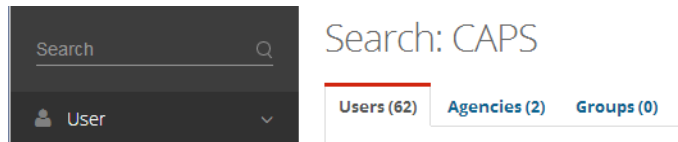
# AISO User Interface

## Default View

The user interface is clean and simple to use. There is a Banner Bar across the top containing a statistics button and quick access to your profile options. In addition, the Main Menu on the left-hand side of the application window allows you to navigate to the various sections in ADAPT. When the ADAPT administrator logs in, the first window they will see is the “User Waiting List,” which is a list of users from your agency awaiting approval. You can click on any of the names in the list to view the information entered by the user during the enrollment process, make changes if necessary, assign privileges, and approve (or deny) the request.

## Search

The Search Bar appears at the top of the Main Menu wherever you are in ADAPT. You may search for any user, agency, or group within the system by simply entering the criteria in the search field. The results window contains three tabs across the top: Users, Agencies, and Groups. Whenever a search is performed, results will be grouped under each tab. However, results will default to whatever area of ADAPT you are in at the time of the query.



For example, if you working within the User’s menu and perform a search for a user by last name, the results window will default to the “Users” tab. However, if you search for an agency name while in the User’s menu, the results will show users assigned to that agency by default but will also allow you to click on the “Agencies” tab to view a list of agencies matching your search criteria. The search feature works the same if you are working within the “Agency” menu in that if you search for an agency by name, the results window will default to the “Agencies” tab with a list of departments matching your search criteria.

The Filter feature (top right-hand corner of the search results window) allows you to refine your search results even further. Whenever data is entered into this field, ADAPT searches only within the data found in your original query, not all of ADAPT. The filter feature will appear in most data list windows and will function in the same manner.

A screenshot of a search results window. At the top right, there is a 'Filter:' label followed by an empty input field. Below this is a table with two columns: 'Region' and 'Statuses'. The table contains three rows of data.

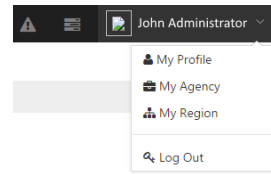
Region	Statuses
3	Status Normal
3	Status Normal
2	Waiting for Approval

## Statistics, Notifications and Profile Options

The statistics button and notification area located in the top right-hand corner of the application window provides you with quick access to important information in ADAPT. In addition to the statistics

button, notification messages will appear in this area from time to time as you perform the various administrative functions within ADAPT.

Your name and personal photo appears next to the statistics button. The dropdown list allows you to quickly access your profile, agency, and region information. Additionally, the option to log out of ADAPT appears in this dropdown menu.



## User Help

### Approving Users

To approve a user, navigate to the Waiting List by clicking on the “Waiting List” link located in the left-hand side main menu of the ADAPT interface. Click on the user’s name in the Waiting List window you wish to approve. This will bring up the user’s profile page where you can edit the current settings, assign privileges, and of course approve the user’s account for AlaCop access.

Click on “User Options” located at the top right-hand corner of the window:



The dropdown menu contains a list of available actions:

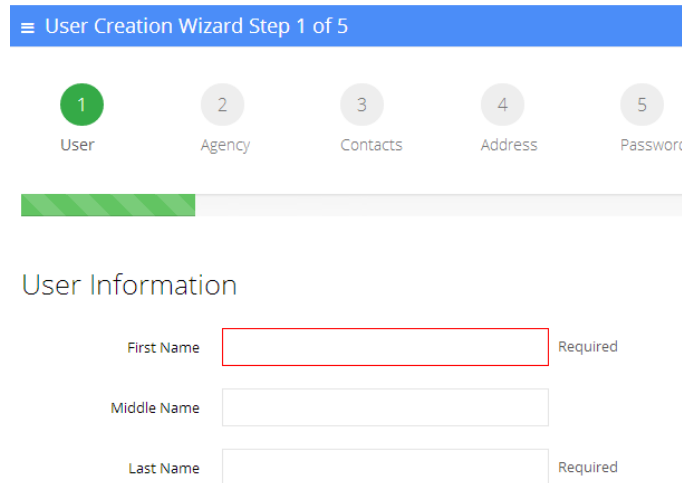


Click on “Approve” to approve the user’s account. By default, new users will inherit all assigned agency-specific privileges, but you will have to manually assign user-specific privileges yourself. See “Assigning Privileges” for help on this procedure.

### Creating a New User

To create a new user, click on the “Create User” link under the “User” heading in the left-hand side main menu of the ADAPT interface. This will bring up the User Creation Wizard window which will guide you through the user account creation process.

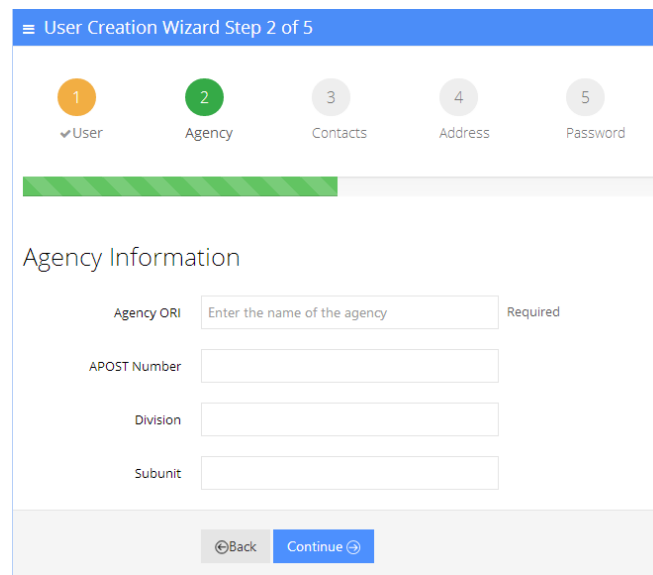
There are five steps in the User Creation Wizard; the first section pertains to information about the person who will be using the account.



The screenshot shows the first step of the User Creation Wizard. At the top, a blue header reads "User Creation Wizard Step 1 of 5". Below this is a progress indicator with five numbered circles: 1 (green, active), 2 (grey), 3 (grey), 4 (grey), and 5 (grey). Underneath the circles are the labels: User, Agency, Contacts, Address, and Password. A green progress bar is partially filled under the "User" step. The main section is titled "User Information" and contains three input fields: "First Name" (with a red border and "Required" label), "Middle Name", and "Last Name" (with "Required" label).

Complete the information required and press the “Continue” button located at the bottom of the window.

Next, complete the “Agency” information as required.



The screenshot shows the second step of the User Creation Wizard. The blue header reads "User Creation Wizard Step 2 of 5". The progress indicator now shows step 1 as a grey circle with a checkmark and "User", and step 2 as a green circle with "Agency". Steps 3, 4, and 5 remain grey. The labels "User", "Agency", "Contacts", "Address", and "Password" are below the circles. A green progress bar is now filled up to the "Agency" step. The main section is titled "Agency Information" and contains four input fields: "Agency ORI" (with placeholder text "Enter the name of the agency" and "Required" label), "APOST Number", "Division", and "Subunit". At the bottom, there are "Back" and "Continue" buttons.

Under the “Contact Information” enter your Agency Email address.

☰ User Creation Wizard Step 3 of 5

1 ✓ User      2 ✓ Agency      3 Contacts      4

---

### Contact Information

Agency Email

Cell Phone Number

Push-To-Talk Number

Push-To-Talk Provider

Other Phone Number

In the next window enter the user’s contact information where appropriate.

☰ User Creation Wizard Step 4 of 5

1 ✓ User      2 ✓ Agency      3 ✓ Contacts      4 Address

---

### Address Information

Work Address

Street 1

Street 2

City

State

ZIP

Phone Number

Home Address

Street 1

Street 2

City

The last window allows you to generate a random password or manually create a password for the user. In addition, you can force the user to change the password the first time they login to AlaCop. **This option is highly recommended.**

Press the “Submit” button at the bottom to create this user.

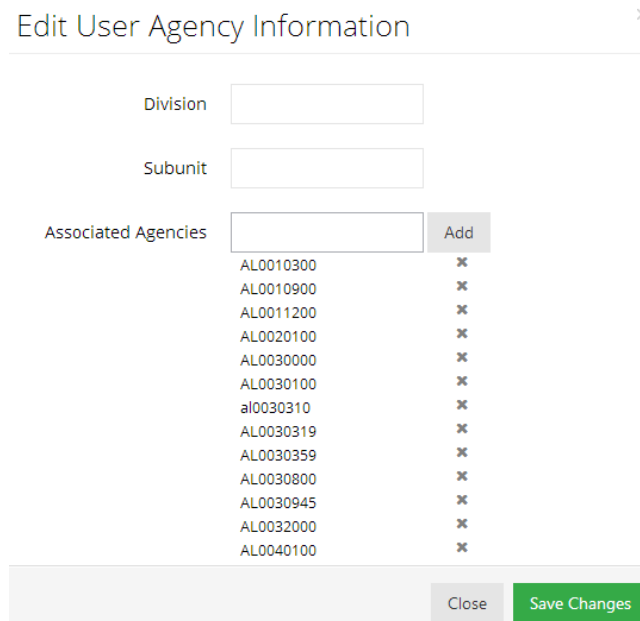
NOTE: Users created in the User Creation Wizard do not have to be approved by the AISO, so there is no need to visit the User – Waiting List to approve them.

## Editing a User

To edit user information click on the wrench symbol located in the top right hand corner of each information panel on the User screen.



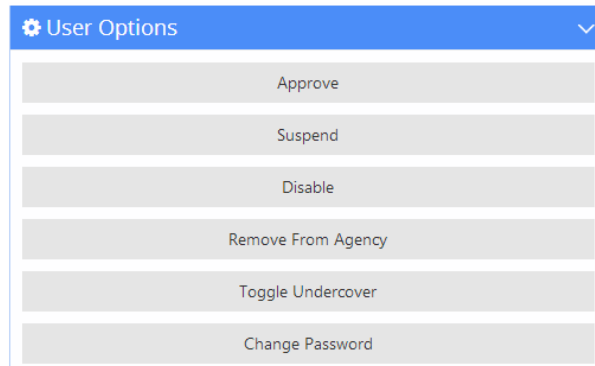
Make the appropriate changes and click on the save button.



A notification will appear in the top right-hand corner of the screen advising you the changes were made.

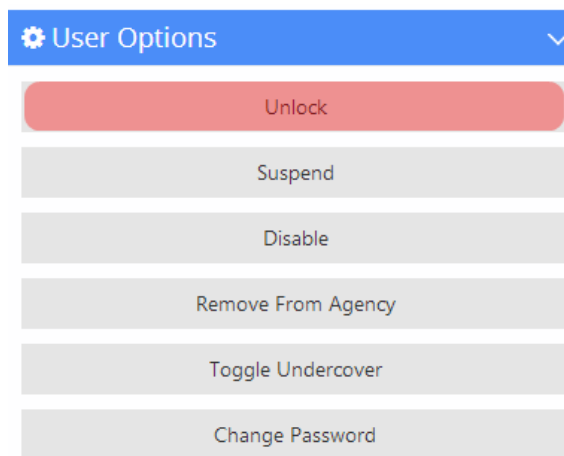
## User Options

User Options allows you to Approve, Suspend, Disable, Remove from Agency, Toggle Undercover settings, and Change Password.



**Approve** – Approves new user account requests.

**Unlock** – Only appears if the user account was temporary frozen due to unsuccessful logon attempts.



**Suspend** – Temporarily suspends a user but does not delete their effective privileges or remove them from the agency.

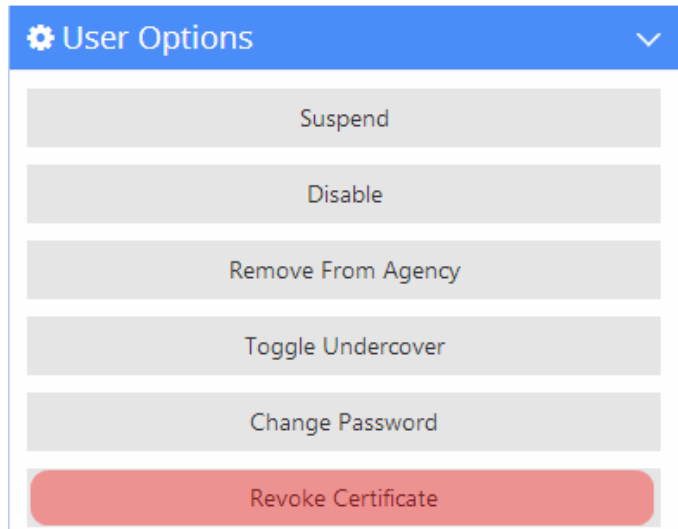
**Enable/Disable** – Disabling a user will remove all of their effective privileges but will not remove them from your agency. If a user leaves your department, use the “Remove From Agency” option instead of this. See recommendation below for information about disabling a user.

**Remove From Agency** – This will remove the user from your agency. Normally, you would only do this if the user is no longer employed with your agency. Removing them from your agency will remove all of their “inherited” agency privileges but leaves their individual privileges intact.

**Toggle Undercover** – Setting a user to “Undercover” will hide certain personal data from other ADAPT administrators.

**Change Password** – This will allow you to change the user’s password or have one generated for them. You may also require a change on the next login for security purposes.

**Revoke Certificate** – This only appears for users/administrators that have completed the additional (advanced) authentication requirement during ADAPT login. Advanced authentication ties a user account to a specific computer’s web browser. Revoking the certificate forces the user to re-verify this information during the next login.

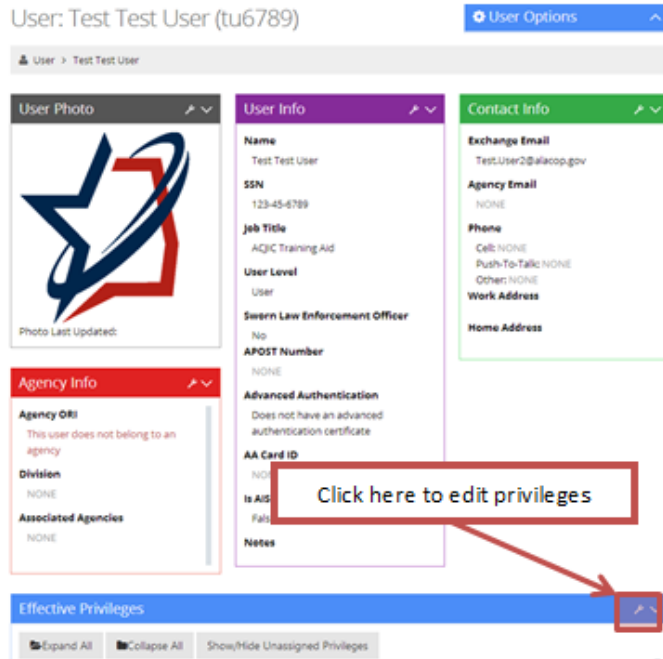


**NOTE:** The “**Approve**” option will not be shown for users already approved by the AISO.

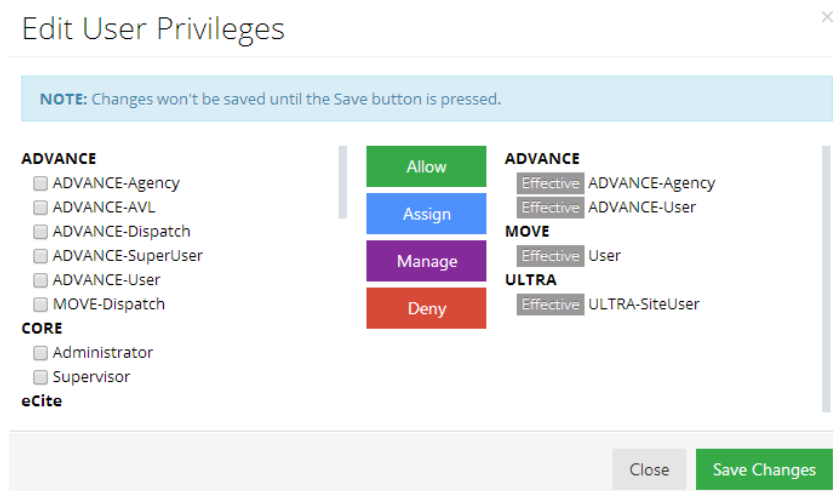
**REMOVING/DISBALING USER RECOMMENDATION:** When a user leaves your agency, use the “**Remove From Agency**” option in lieu of disabling them. Disabling a user will remove all of their effective privileges and will require the account to be re-enabled should they begin working for another agency.

## Assigning User Privileges

Assigning user privileges in ADAPT v2 is easy. First, pull up the user’s profile page and then scroll down to the “Effective Privileges” section.



Click on the wrench tool located in the top right-hand corner of the Effective Privileges section. This will bring up the “Edit User Privileges” window. The window will show all of the existing privileges assigned to this user and allows you to make changes where needed.



The current privileges for this user will be shown on the right side of the window. The level of management this user possesses for each privilege will appear to the left of the privilege name. Some privileges are inherited from the agency the user is assigned to; these will say “Effective” next to the name of the privilege.

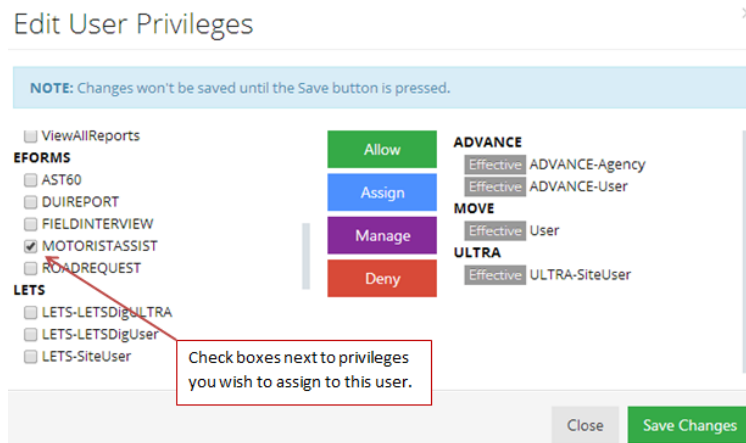
The privileges you are authorized to manage for this user will appear on the left side of the window. Only those for which you are given specific “Assign” rights will show up in the list.



For each privilege that you have the ability to manage, you may either: Allow, Assign, Manage, Deny or even remove that privilege.

- **Allow** – Adds the privilege to the user.
- **Assign** – Allows the user to assign this privilege to other users in their agency.
- **Manage** – Grants the user full control over this privilege, giving them the ability to assign it to any other ADAPT users. Use caution when granting this ability to a user.
- **Deny** – Denies the privilege for this user. Useful if you want restrict a user’s access to this privilege. NOTE: Denied privilege must be removed before the privilege can be subsequently allowed.
- **Remove** – The ability to remove a privilege does not show up as a text-labeled button but does exist. Simply click on the “X” to the right of any privilege to remove it from the user.

Place a checkmark next to each privilege you wish to manage and then press the appropriate access level button:

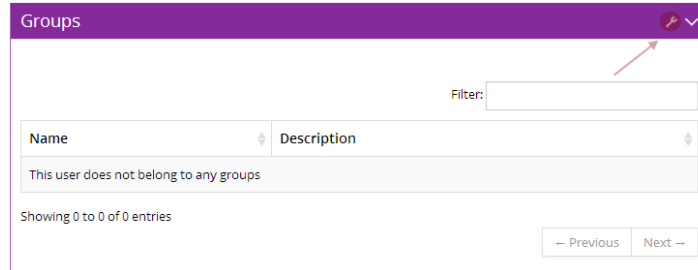


Changes will not take effect until the “Save Changes” button is pressed; afterwards you will be taken back to the user’s profile page and a confirmation message will appear in the notification area.

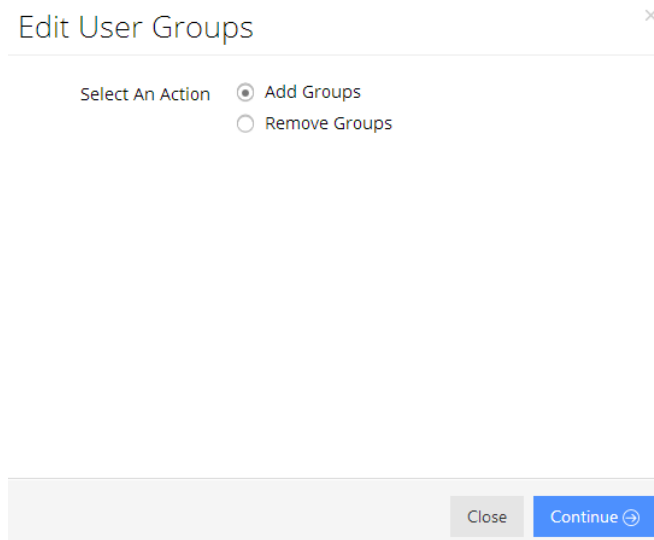


## User – Groups

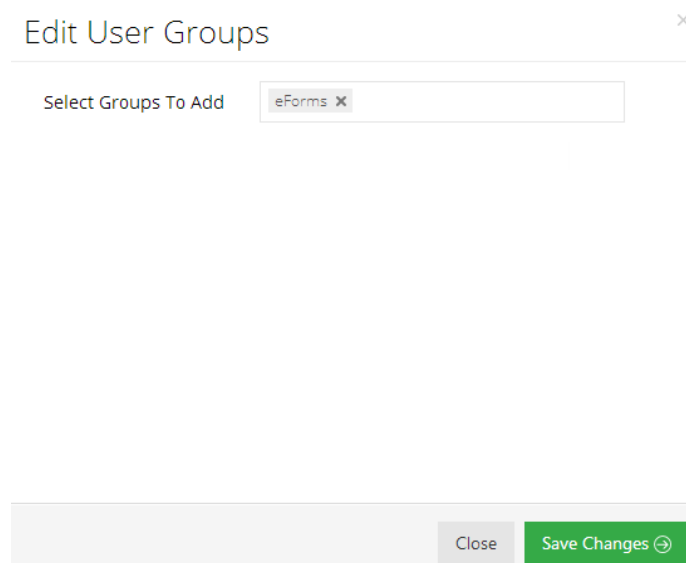
Users may be assigned to one or more groups within their agency or within ADAPT as a whole. Any groups this user may be a member of will show up on the User’s Profile page and can be edited by an ADAPT administrator with the appropriate level of permissions.



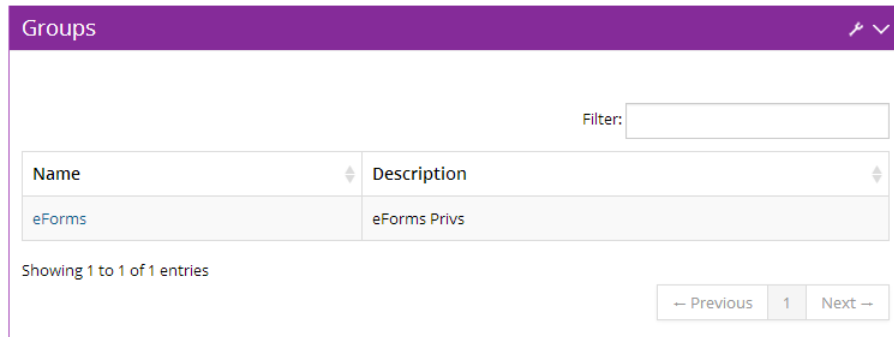
To assign this user to a specific group press the wrench icon in the top-right hand corner of the “Groups” window. From here you will have the option to either add this user to a group or remove this user from a group.



Select the appropriate radio button and click “Continue.” Next, enter the group name in the “Select Groups To Add” field and press the “Save Changes” button.



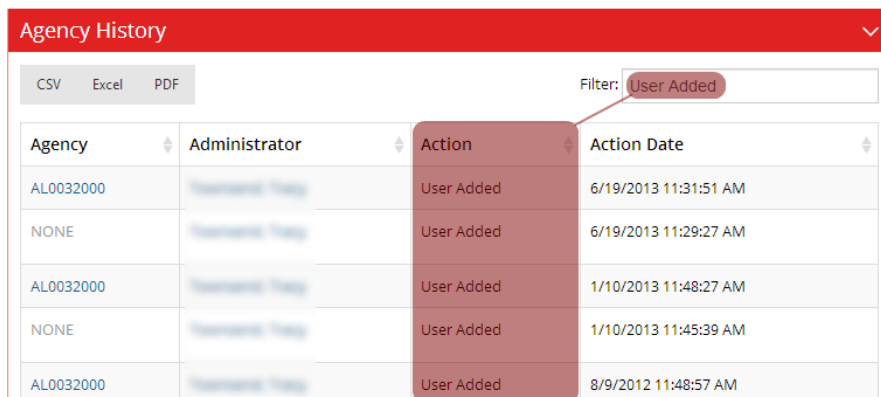
The user's "Groups" section will be updated showing the group name for which they are now a member of.



You will receive a notification advising you this user was added to the group. More importantly, the user inherits all of privileges assigned to this group. For more about groups see the **Group Help** section of this guide.

## User – Agency History

A history of the user's agency-related actions is shown in this area. As with the other sections, the eight most recent actions will appear with the option to filter results by category. For example, if you would like to view a specific action just type the action name in the "Filter" field located in the top right-hand corner of this section.



The filter is applied as you type. This feature allows you to quickly find what you are looking for. You may enter any query text pertaining to the Agency, Administrator, Action, and Action Date into this field.

You can download the user's Agency History by clicking on the appropriate export button located just under the section heading. Your options are:

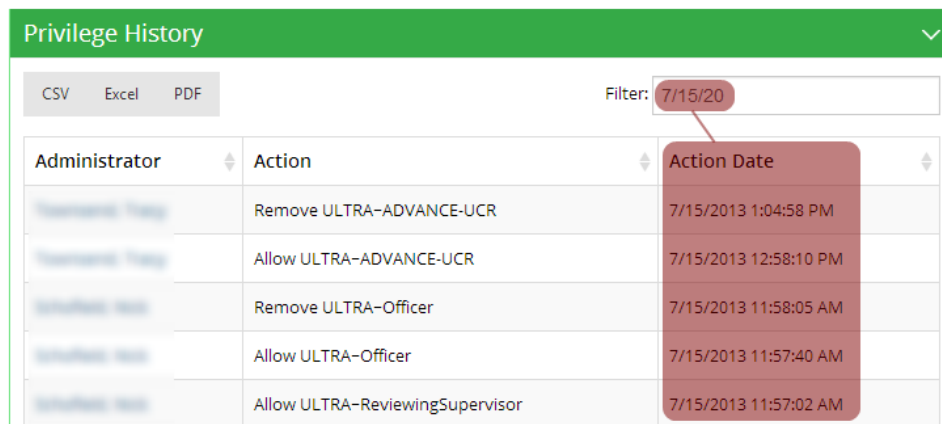
**CSV** – Common Separated Values file. This format places the data in raw format to be used in a variety of other applications and databases.

**Excel** – Exports the report into a Microsoft Excel spreadsheet.

**PDF** – Exports the data into an Adobe Acrobat PDF file. NOTE: Adobe Acrobat will need to be installed in order to export to a PDF file.

## User – Privilege History

The user's privilege history assignments appear in this section. The eight most recent actions will appear in this list. You may filter the results by entering query text pertaining to the Administrator's name you modified the privilege, the Action taken, or Action Date. For example, if you would like to view a specific action by date, simply enter that date in the "Filter" field located in the top right-hand corner of this section.



The screenshot shows a web interface titled "Privilege History" with a green header. Below the header are three export buttons: "CSV", "Excel", and "PDF". To the right is a "Filter:" input field containing the date "7/15/20". Below these elements is a table with three columns: "Administrator", "Action", and "Action Date". The table contains six rows of data. A red callout box highlights the "Action Date" column header and the first three rows of data.

Administrator	Action	Action Date
[blurred]	Remove ULTRA-ADVANCE-UCR	7/15/2013 1:04:58 PM
[blurred]	Allow ULTRA-ADVANCE-UCR	7/15/2013 12:58:10 PM
[blurred]	Remove ULTRA-Officer	7/15/2013 11:58:05 AM
[blurred]	Allow ULTRA-Officer	7/15/2013 11:57:40 AM
[blurred]	Allow ULTRA-ReviewingSupervisor	7/15/2013 11:57:02 AM

The filter is applied as you type. This feature allows you to quickly find what you are looking for. You may enter any query text pertaining to the Administrator, Action, and Action Date into this field.

You can download the user's Privilege History by clicking on the appropriate export button located just under the section heading. Your options are:

**CSV** – Common Separated Values file. This format places the data in raw format to be used in a variety of other applications and databases.

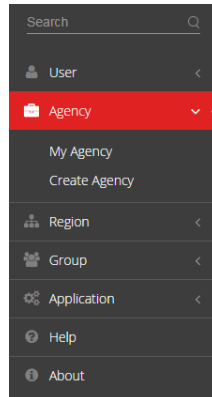
**Excel** – Exports the report into a Microsoft Excel spreadsheet.

**PDF** – Exports the data into an Adobe Acrobat PDF file. NOTE: Adobe Acrobat will need to be installed in order to export to a PDF file.

## Agency Help

My Agency

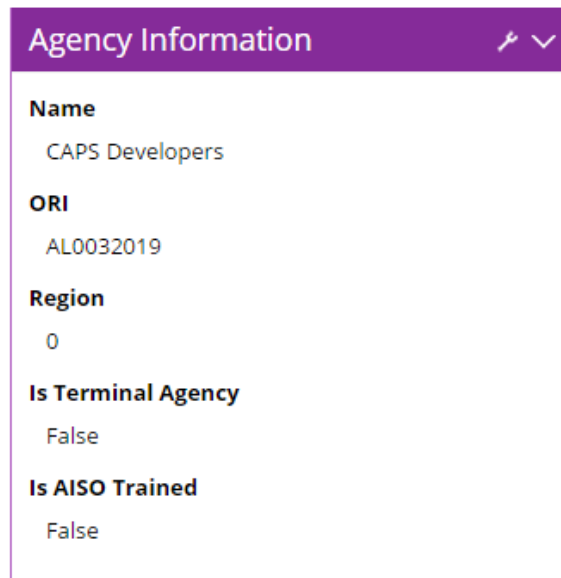
Clicking on “My Agency” located in the left-hand main menu of the ADAPT user interface will take you to your assigned agency.



Depending on your level of access you may be able to edit some or all of the information below.

## Agency Information

To access and change (depending on your level of access) the Name, ORI, Region, and AISO information for an agency, click on the wrench icon in the top right-hand corner of the Agency Information section.

A purple header bar with the text 'Agency Information' and a wrench icon followed by a dropdown arrow. Below the header is a white form area with the following fields:

<b>Name</b>	CAPS Developers
<b>ORI</b>	AL0032019
<b>Region</b>	0
<b>Is Terminal Agency</b>	False
<b>Is AISO Trained</b>	False

This will bring up the “Edit Agency Information” window. Make the appropriate changes and then click the “Save Changes” button to finalize your edits.

Edit Agency Information ×

Name  Required

ORI  Required

Region  ▼

Is Terminal Agency

Notes

**NOTE:** Changes made in this window are not applied until the “Save Changes” button is pressed and you receive the confirmation message in the notifications area of ADAPT.

## Agency Officers

This section allows you to view and edit the agency’s officers. Click on the wrench icon in the top right-hand corner of the Agency Officers section.

Agency Of Click to edit this information

**CEO**

Administrator, Test

**AISO**

Administrator, Test

**TAC**

Administrator, Test

**AltTAC**

Administrator, Test

This will bring up the “Edit Agency Officers” window. Make the appropriate changes and then click the “Save Changes” button to finalize your edits.

CEO Test Administrator

AISO Test Administrator

TAC Test Administrator

AltTAC

Close Save Changes

**NOTE:** Changes made in this window are not applied until the “Save Changes” button is pressed and you receive the confirmation message in the notifications area of ADAPT.

## Agency Administrators

This section shows the users who have administrative access to this agency. Normally, agency administrators have to authority to perform various administrative-related functions similar to those of the AISO for this agency.

By default, the first eight administrators are shown in alphabetical order by first name. You can sort by last name (or any other column heading) simply by clicking on the column heading “Last Name.” Or, you can filter the results by entering query text pertaining to the user’s first name, last name, sworn status, or APOST number. For example, if you would like to search for a specific user by last name, simply enter that name in the “Filter” field located in the top right-hand corner of this section.

Agency Administrators

CSV Excel PDF Filter: Administrator

First Name	Last Name	Sworn	APOST Number
Test	Administrator	false	

Showing 1 to 1 of 1 entries (filtered from 4 total entries) -- Previous 1 Next --

The filter is applied as you type. This feature allows you to quickly find what you are looking for. You may enter any query text pertaining to the First Name, Last Name, Sworn status, or APOST Number into this field.

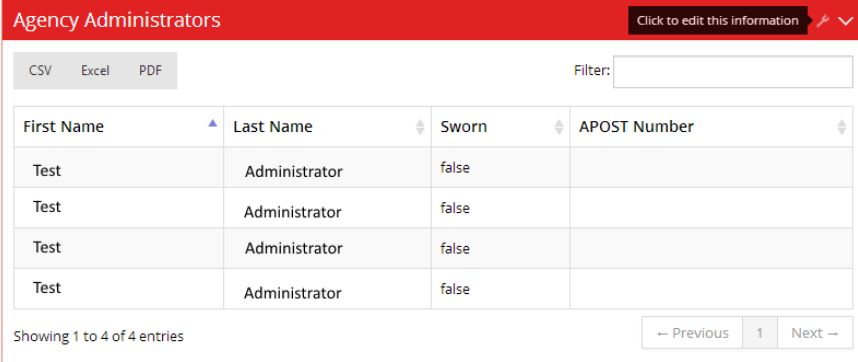
You can download the Agency Administrator list by clicking on the appropriate export button located just under the section heading. Your options are:

**CSV** – Common Separated Values file. This format places the data in raw format to be used in a variety of other applications and databases.

**Excel** – Exports the report into a Microsoft Excel spreadsheet.

**PDF** – Exports the data into an Adobe Acrobat PDF file. NOTE: Adobe Acrobat will need to be installed in order to export to a PDF file.

To add administrators or edit existing administrators for this agency, click on the wrench icon in the top right-hand corner of the “Agency Administrators” section.



Agency Administrators Click to edit this information

CSV Excel PDF Filter:

First Name	Last Name	Sworn	APOST Number
Test	Administrator	false	
Test	Administrator	false	
Test	Administrator	false	
Test	Administrator	false	

Showing 1 to 4 of 4 entries -- Previous 1 Next --

This will bring up the “Edit Agency Administrators” window.



Edit Agency Administrators

Add User Test User

Add Administrator To Agency

Current Administrators

Filter Administrators

Test Administrator

Remove Selected Administrators

Close Save Changes

Enter the user’s name in the “Add User” field then select it from the dropdown list. Press the “Add Administrator To Agency” button to have them added to the list. Finally, press the “Save Changes” button to apply the changes.

**NOTE:** Agency administrators need not be members of the agency for which they have administrative access to.

**NOTE:** Changes made in this window are not applied until the “Save Changes” button is pressed and you receive the confirmation message in the notifications area of ADAPT.

## Agency Members

This section shows the users who are a member of this agency. By default, the first eight members are shown in alphabetical order by first name. You can sort by last name (or any other column heading) simply by clicking on the column heading “Last Name.” Or, you can filter the results by entering query text pertaining to the user’s first name, last name, sworn status, or APOST number. For example, if you would like to search for a specific user by last name, simply enter that name in the “Filter” field located in the top right-hand corner of this section.

First Name	Last Name	Sworn	APOST Number
Test	User	false	

Showing 1 to 1 of 1 entries (filtered from 56 total entries)

**NOTE:** Users who are members of other agencies but are associated with this agency will not show up in the “Agency Members” list for this agency.

You can download the Agency Members list by clicking on the appropriate export button located just under the section heading. Your options are:

**CSV** – Common Separated Values file. This format places the data in raw format to be used in a variety of other applications and databases.

**Excel** – Exports the report into a Microsoft Excel spreadsheet.

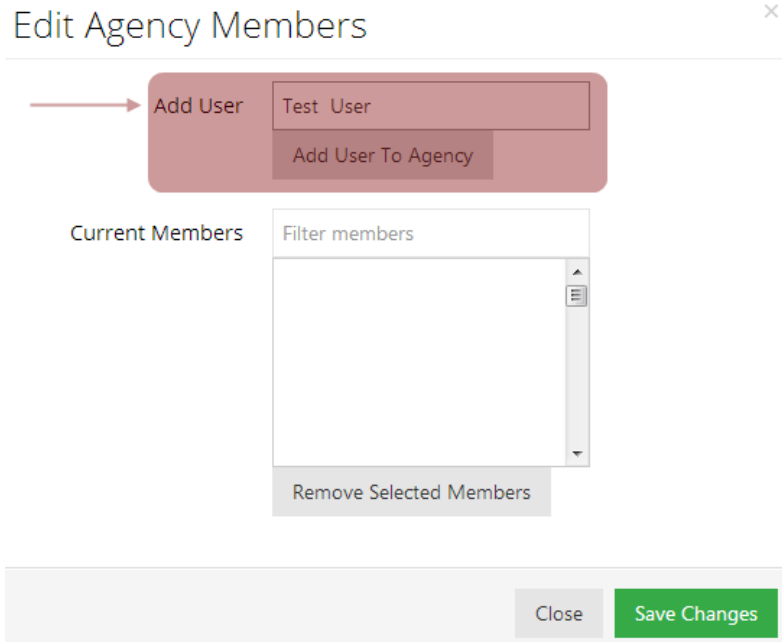
**PDF** – Exports the data into an Adobe Acrobat PDF file. NOTE: Adobe Acrobat will need to be installed in order to export to a PDF file.

To add members or edit existing members for this agency, click on the wrench icon in the top right-hand corner of the “Agency Members” section to edit the list.

First Name	Last Name	Sworn	APOST Number
ATest	User	false	
BTest	User	false	
CTest	User	false	
		false	
		false	
		false	
		false	
		false	

Showing 1 to 8 of 56 entries

This will bring up the “Edit Agency Members” window.



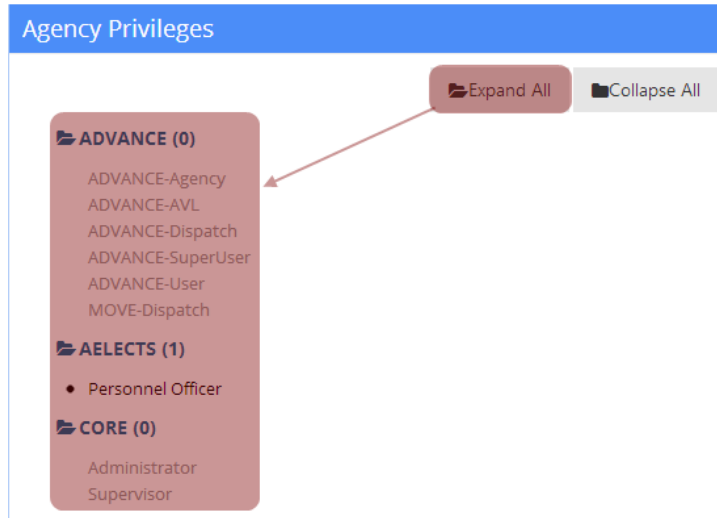
Enter the user's name in the "Add User" field then select it from the dropdown list. Press the "Add User To Agency" button to have them added to the list. Finally, press the "Save Changes" button to apply the changes.

**NOTE:** Changes made in this window are not applied until the "Save Changes" button is pressed and you receive the confirmation message in the notifications area of ADAPT.

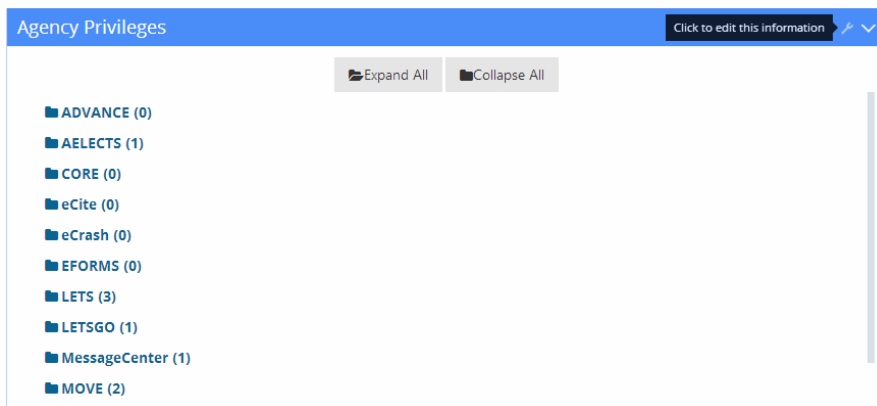
## Agency Privileges

This section shows the privileges assigned to this agency. All members of the agency inherit the privileges shown in the list.

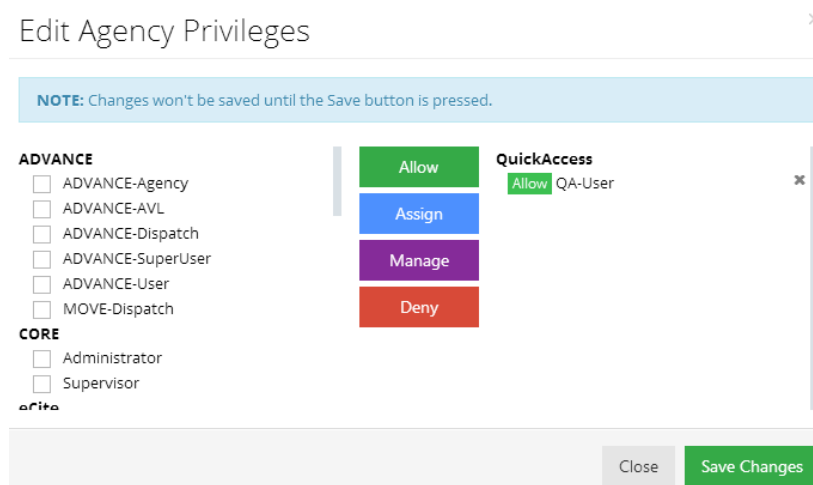
By default, agency privileges are displayed in "Collapsed" mode. To view all folders click on the "Expand All" button.



To add or edit privileges for this agency, click on the wrench icon in the top right-hand corner of the “Agency Privileges” section.



This will bring up the “Edit Agency Privileges” window.



The current privileges for this agency will be shown on the right side of the window. The level of management this agency possesses for each privilege will appear to the left of the privilege name.

The privileges you are authorized to manage for this agency will appear on the left side of the window. Only those for which you are given specific “Assign” rights will show up in the list.

For each privilege that you have the ability to manage, you may either: Allow, Assign, Manage, Deny or even remove that privilege. Place a checkmark next to each privilege you wish to manage and then press the appropriate access level button.

- **Allow** – Adds the privilege to all members of the agency.
- **Assign** – Allows all agency members to assign this privilege to other users in their agency.
- **Manage** – Grants all agency members full control over this privilege, giving them the ability to assign it to any other ADAPT users. Use caution when granting this ability to an entire agency.
- **Deny** – Denies the privilege for this agency. Useful if you want restrict the agency’s access to this privilege. NOTE: Denied privilege must be removed before the privilege can be subsequently allowed.
- **Remove** – The ability to remove a privilege does not show up as a text-labeled button but does exist. Simply click on the “X” to the right of any privilege to remove it from this agency.

Press the “Save Changes” button to apply the changes.

**NOTE:** Changes made in this window are not applied until the “Save Changes” button is pressed and you receive the confirmation message in the notifications area of ADAPT.

**NOTE:** Use caution when granting agency privileges. Remember, all members of the agency (sworn and unsworn) will automatically inherit these privileges.

## Agency Subunits

This section shows you the agency’s subunits. By default, the first eight subunits are shown in alpha-numeric order by ORI. You can sort by description (i.e., agency name) by clicking on the column heading “Description.” Or, you can filter the results by entering query text pertaining to either the agency ORI or description by entering the ORI or agency name (i.e., “Description”) in the “Filter” field located in the top right-hand corner of this section.

You can download the Agency Subunits list by clicking on the appropriate export button located just under the section heading. Your options are:

**CSV** – Common Separated Values file. This format places the data in raw format to be used in a variety of other applications and databases.

**Excel** – Exports the report into a Microsoft Excel spreadsheet.

**PDF** – Exports the data into an Adobe Acrobat PDF file. NOTE: Adobe Acrobat will need to be installed in order to export to a PDF file.

To add or edit subunits for this agency, click on the wrench icon in the top right-hand corner of the “Agency Subunits” section. This will bring up the “Edit Agency Subunits” window.

Depending on your level of access, you may be able to add existing departments as subunits of your department. Enter the department’s name in the “Add Subunit” field and select it from the dropdown list. Then, press the “Add Agency As Subunit” button to add it to the subunits list below. Finally, press the “Save Changes” button to apply the changes.

**NOTE:** Changes made in this window are not applied until the “Save Changes” button is pressed and you receive the confirmation message in the notifications area of ADAPT.

## Agency Groups

This section will display all the groups this agency is a member of. If an agency is a member of a group it will automatically inherit all the privileges assigned to that group.

The screenshot shows the 'Agency Groups' interface. At the top, there is a header bar with the title 'Agency Groups' and a dropdown arrow. Below the header, there are three tabs: 'CSV', 'Excel', and 'PDF'. To the right of the tabs is a 'Filter:' input field. Below the tabs and filter is a table with two columns: 'Name' and 'Description'. The table is currently empty, displaying the message 'This agency does not belong to any groups'. At the bottom of the table, it says 'Showing 0 to 0 of 0 entries'. To the right of the table, there are two buttons: '← Previous' and 'Next →'.

## Agency User History

This section shows you the agency’s user history. By default, user history actions are shown in chronological order beginning with the most recent activity.

The screenshot shows the 'Agency User History' interface. At the top, there is a header bar with the title 'Agency User History' and a dropdown arrow. Below the header, there are three tabs: 'CSV', 'Excel', and 'PDF'. To the right of the tabs is a 'Filter:' input field. Below the tabs and filter is a table with four columns: 'User', 'Administrator', 'Action', and 'Action Date'. The table contains several entries, including 'User Removed' and 'Administrator Added' actions. At the bottom of the table, it says 'Showing 1 to 8 of 66 entries'. To the right of the table, there are two buttons: '← Previous' and 'Next →', with a pagination control showing '1 2 3 4 5'.

User	Administrator	Action	Action Date
Administrator, Test	Administrator, Test	User Removed	8/14/2014 8:24:33 AM
Administrator, Test	Administrator, Test	Administrator Added	8/1/2014 9:34:31 AM
Administrator, Test	Administrator, Test	User Removed	7/31/2014 1:13:37 PM
Administrator, Test	Administrator, Test	User Removed	7/18/2014 12:12:27 PM
Administrator, Test	Administrator, Test	User Removed	2/27/2014 4:01:15 PM
Administrator, Test	Administrator, Test	User Removed	2/27/2014 3:40:34 PM
Administrator, Test	Administrator, Test	User Removed	2/27/2014 3:37:48 PM
Administrator, Test	Administrator, Test	User Removed	6/18/2013 8:50:14 AM

You can sort by user name, administrator name, and action taken as well by clicking on the corresponding column heading. Or, you can filter the results by entering query text pertaining to the user’s name in the “Filter” field located in the top right-hand corner of this section.

User	Administrator	Action	Action Date
Test User	Test Administrator	Administrator Added	4/19/2010 7:46:59 AM

Showing 1 to 1 of 1 entries (filtered from 66 total entries)

The results are narrowed as you type.

You can download the Agency User History by clicking on the appropriate export button located just under the section heading. Your options are:

**CSV** – Common Separated Values file. This format places the data in raw format to be used in a variety of other applications and databases.

**Excel** – Exports the report into a Microsoft Excel spreadsheet.

**PDF** – Exports the data into an Adobe Acrobat PDF file. NOTE: Adobe Acrobat will need to be installed in order to export to a PDF file.

## Agency Privilege History

This section shows you the agency’s privilege history. By default, privilege history actions are shown in chronological order beginning with the most recent activity.

Administrator	Action	Action Date
This agency does not have any privilege history		

Showing 0 to 0 of 0 entries

You can sort by administrator name and action taken as well by clicking on the corresponding column heading. Or, you can filter the results by entering query text pertaining to the administrator’s name, action taken, or date by entering it in the “Filter” field located in the top right-hand corner of this section.

You can download the Agency Privilege History by clicking on the appropriate export button located just under the section heading. Your options are:

**CSV** – Common Separated Values file. This format places the data in raw format to be used in a variety of other applications and databases.



**Excel** – Exports the report into a Microsoft Excel spreadsheet.

**PDF** – Exports the data into an Adobe Acrobat PDF file. NOTE: Adobe Acrobat will need to be installed in order to export to a PDF file.

## Create a New Agency

To create a new agency, click on the “Create Agency” link under the “Agency” heading located in the left-hand main menu of the ADAPT user interface. This will bring up the Agency Creation Wizard window which will guide you through the agency account creation process.

There are two steps in the Agency Creation Wizard; the first section pertains to information about the agency such as name, ORI, region, AISO training date, and other notes.

Agency Creation Wizard Step 1 of 2

1 Agency

2 Officers

Agency Information

Name  Required

ORI  Required

Region  ▾

Date AISO Trained

Is Terminal Agency

Notes

Continue →

You must enter the agency “Name” and “ORI” in the fields provided. After entering all information for this agency, press the “Continue” button.

☰ Agency Creation Wizard Step 2 of 2

1 Agency

2 Officers

---

### Agency Officers

CEO

AISO

TAC

AltTAC

Step 2 of the Agency Creation Wizard contains information about the agency’s officers. Names entered here must already be in the system (i.e., existing AlaCop users) before they will appear in the search results dropdown list.

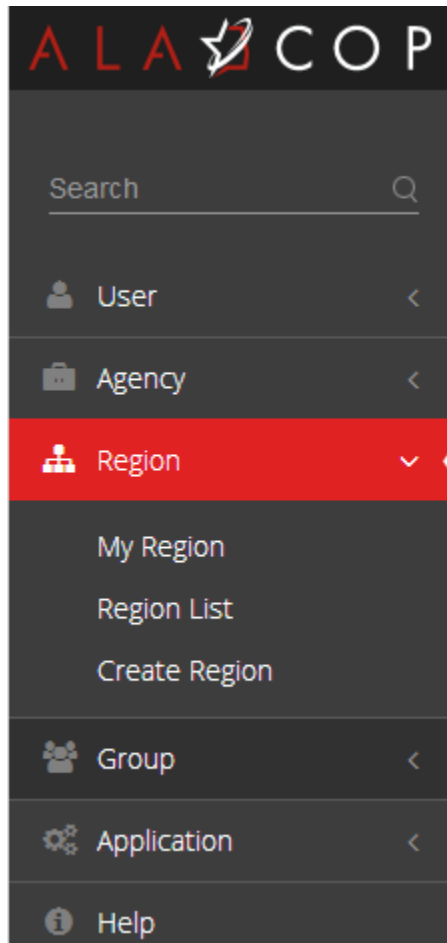
After entering all information for this agency, press the “Submit” button to create the agency.

**NOTE:** Only specific ADAPT administrators will have the ability to create new agencies. For more information please contact the Alabama Criminal Justice Information Center.

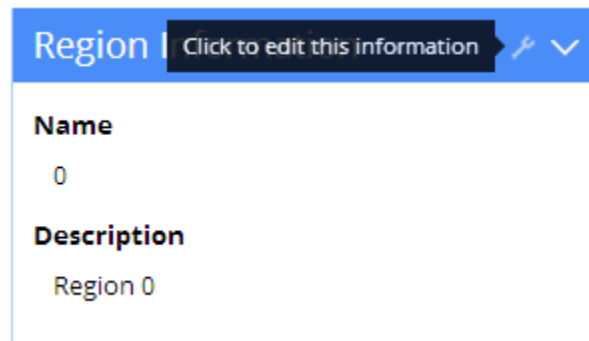
## Region Help

### My Region – Information

Clicking on “Region” located in the left-hand main menu of the ADAPT user interface will take you to your agency’s assigned region information.



To edit region information, click on the wrench icon in the top right-hand corner of the “Region Information” section.



This will bring up the “Edit Region Information” window.

Edit Region Information
×

Name  Required

Description

Close
Save Changes

Edit/update region information and then press the “Save Changes” button to apply the changes.

**NOTE:** Changes made in this window are not applied until the “Save Changes” button is pressed and you receive the confirmation message in the notifications area of ADAPT.

## My Region – Administrators

This section shows the users who have administrative access to this region. Region administrators have the authority to perform various administrative-related functions for a specific region(s).

By default, the first eight administrators are shown in alphabetical order by first name. You can sort by last name (or any other column heading) simply by clicking on the column heading “Last Name.” Or, you can filter the results by entering query text pertaining to the user’s first name, last name, sworn status, or APOST number. For example, if you would like to search for a specific user by first name, simply enter that name in the “Filter” field located in the top right-hand corner of this section.

≡ Administrators
↗

CSV Excel PDF

Filter: Test

First Name	Last Name	Sworn	APOST Number
Test	Administrator	true	

Showing 1 to 1 of 1 entries

← Previous 1 Next →

The results are narrowed as you type.

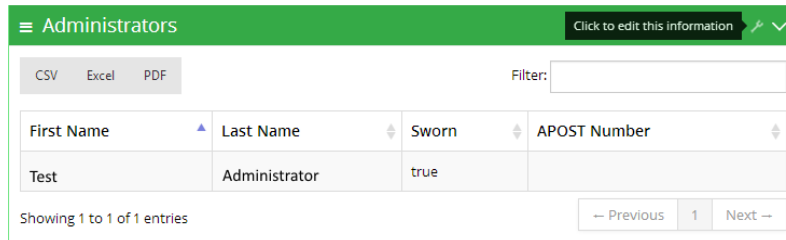
You can download the Region Administrators list by clicking on the appropriate export button located just under the section heading. Your options are:

**CSV** – Common Separated Values file. This format places the data in raw format to be used in a variety of other applications and databases.

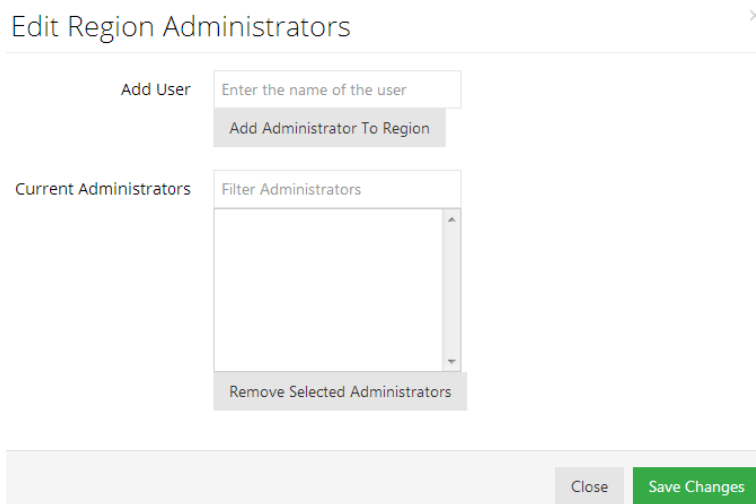
**Excel** – Exports the report into a Microsoft Excel spreadsheet.

**PDF** – Exports the data into an Adobe Acrobat PDF file. NOTE: Adobe Acrobat will need to be installed in order to export to a PDF file.

To add or edit administrators for this region, click on the wrench icon in the top right-hand corner of the “Administrators” section.



This will bring up the “Edit Region Administrators” window.



Enter the user’s name in the “Add User” field then select it from the dropdown list. Press the “Add Administrator To Region” button to add this user to the list of administrators. Finally, click on the “Save Changes” button to apply the changes.

**NOTE:** Changes made in this window are not applied until the “Save Changes” button is pressed and you receive the confirmation message in the notifications area of ADAPT.

## My Region – Member Agencies

This section shows you the region’s member agencies. By default, the first eight agencies are shown in alpha-numeric order by ORI. You can sort by description (i.e., agency name) by clicking on the column heading “Description.”

Member Agencies

CSV Excel PDF Filter:

Agency ORI	Description
AL0030311	State Park - Roland Cooper
AL0030313	State Park - Blue Springs
AL0030314	State Park - Buck's Pocket
AL0030315	State Park - Chattahoochee
AL0030316	State Park - Cheaha
AL0030317	State Park - Chewacla
AL0030319	State Park - DeSoto
AL0030320	State Park - Cathedral Caverns

Showing 1 to 8 of 75 entries

← Previous 1 2 3 4 5 Next →

Or, you can filter the results by entering query text pertaining to either the agency ORI or description by entering the ORI or agency name (i.e., “Description”) in the “Filter” field located in the top right-hand corner of this section.

Member Agencies

CSV Excel PDF Filter: CAPS

Agency ORI	Description
AL0032019	CAPS Developers

Showing 1 to 1 of 1 entries (filtered from 75 total entries)

← Previous 1 Next →

The results are narrowed as you type.

You can download the Region Member Agencies list by clicking on the appropriate export button located just under the section heading. Your options are:

**CSV** – Common Separated Values file. This format places the data in raw format to be used in a variety of other applications and databases.

**Excel** – Exports the report into a Microsoft Excel spreadsheet.

**PDF** – Exports the data into an Adobe Acrobat PDF file. NOTE: Adobe Acrobat will need to be installed in order to export to a PDF file.

To add or edit members for this region, click on the wrench icon in the top right-hand corner of the “Member Agencies” section.

Member Agencies	
Agency ORI	Description
AL0030311	State Park - Roland Cooper
AL0030313	State Park - Blue Springs
AL0030314	State Park - Buck's Pocket

This will bring up the “Edit Member Agencies” window.

## Edit Member Agencies ✕

**Add Agency**

CAPS

↓

Add Agency To Region

Filter Member Agencies

- State Park - Roland Cooper
- State Park - Blue Springs
- State Park - Buck's Pocket
- State Park - Chattahoochee
- State Park - Cheaha
- State Park - Chewacla
- State Park - DeSoto
- State Park - Cathedral Cavern

Remove Selected Agencies

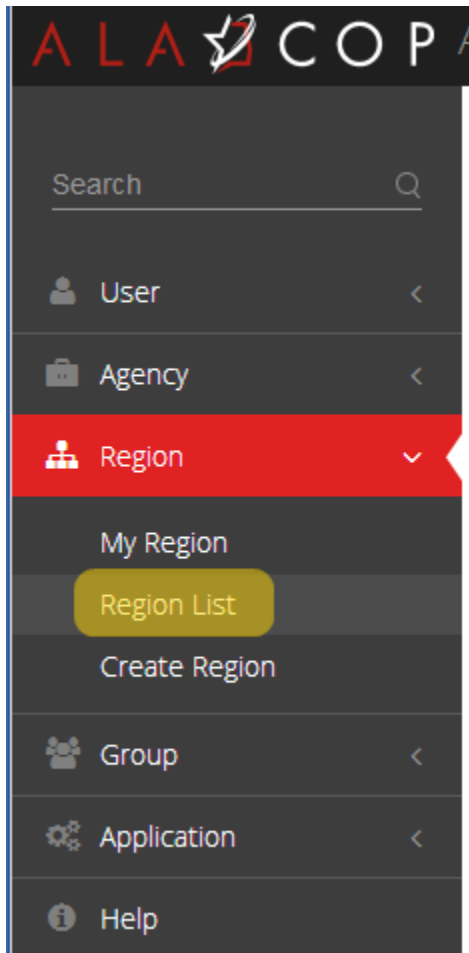
Close
Save Changes

Enter the agency’s name in the “Add Agency” field then select it from the dropdown list. Press the “Add Agency To Region” button to add this agency to the list of member agencies. Finally, click on the “Save Changes” button to apply the changes.

**NOTE:** Changes made in this window are not applied until the “Save Changes” button is pressed and you receive the confirmation message in the notifications area of ADAPT.

## Region List

Clicking on “Region List” located in the left menu will take you to a list of all regions in ADAPT.



This will take you to the “Region List” page where all of the regions in ADAPT will be shown.

Region List

Filter:

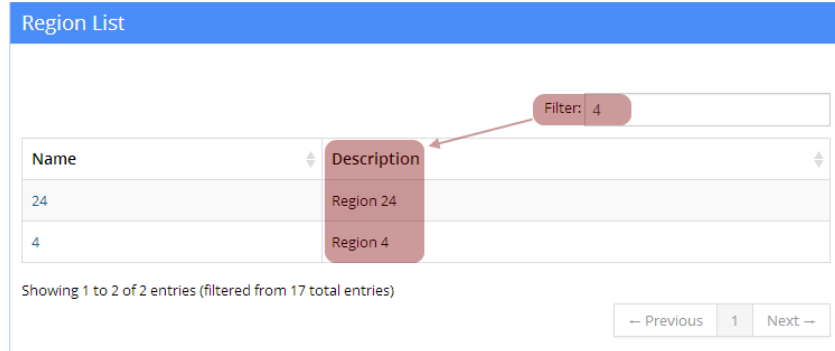
Name	Description
0	Region 0
1	Region 1
13	Region 13
2	Region 2
24	Region 24
3	Region 3
4	Region 4
5	Region 5

Showing 1 to 8 of 17 entries

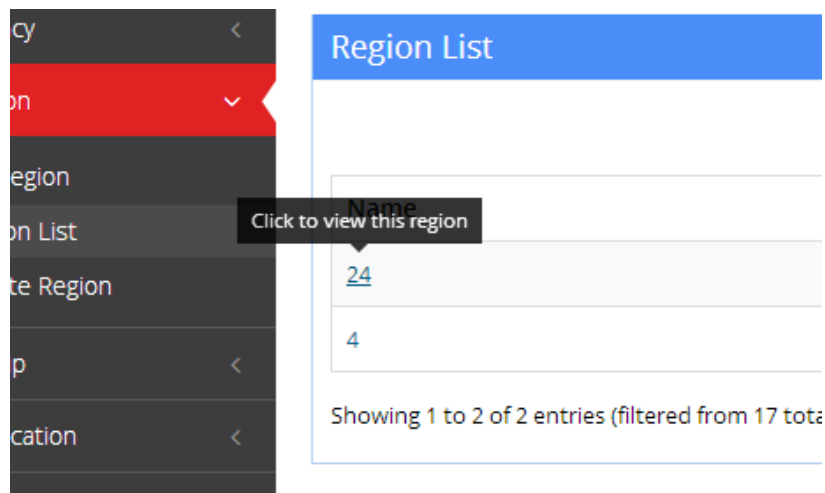
— Previous 1 2 3 Next —



By default, the first eight regions are shown in alpha-numeric order by Name. You can sort by description by clicking on the column heading "Description." Or, you can filter the results by entering query text pertaining to either the region name or description in the "Filter" field located in the top right-hand corner of this section.

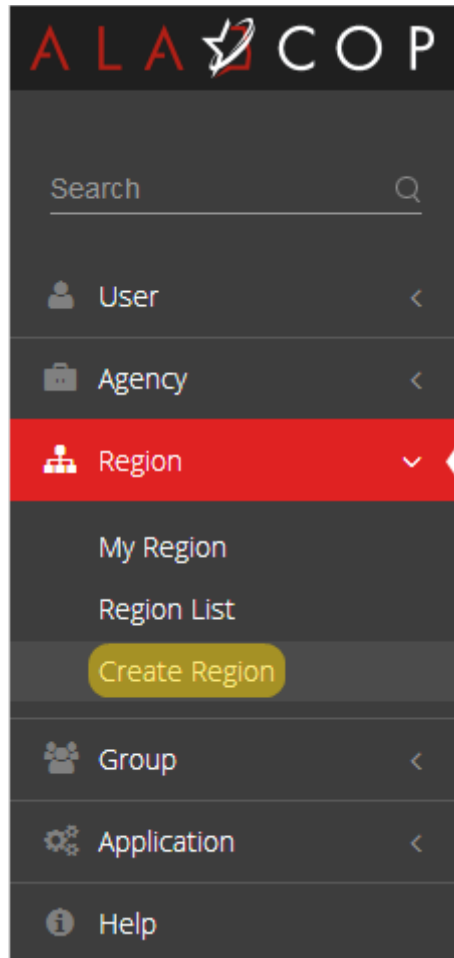


The results are narrowed as you type. To view information about a specific region, simply click on the region name in the Name column.



## Create a New Region

To create a new region, click on the "Create Region" link under the "Region" heading located in the left-hand main menu of the ADAPT user interface.



This will bring up the Region Creation Wizard window which will guide you through the region creation process.

## Create New Region

Region > New Region

Region Creation Wizard

Region Information

Name   
Required

Description

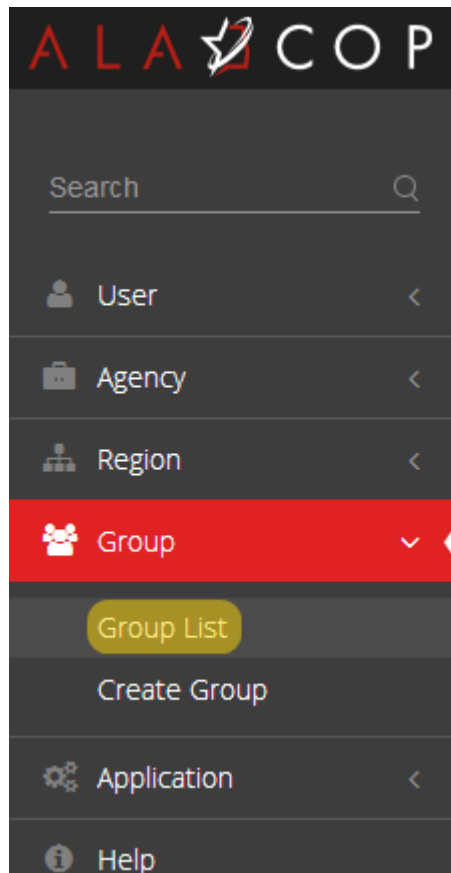
Submit ↵

Enter the “Name” and “Description,” and then press the “Submit” button. The newly created region will now show up in the “Region List” where agencies can be added as needed.

## Group Help

### Group List

Groups can be setup to grant users from different agencies a specific privilege or privileges. To view the groups list click on the “Group List” link under the “Group” heading in the left-hand main menu of the ADAPT user interface.



This will take you to the “Group List” page in ADAPT.

Group List

Filter:

Name	Description
ADA	Assistant District Attorney
Agency Head	Agency Head
AISO	AISO
APOSTAdmin	APOSTAdministrators
Basic/web/email only	Basic/web/email only
CIC	Investigations
Corrections Officers	Corrections Officers
DA	District Attorney

Showing 1 to 8 of 21 entries

← Previous 1 2 3 Next →

By default, the first eight groups are shown in alpha-numeric order by Name. You can sort by description by clicking on the column heading "Description." Or, you can filter the results by entering query text pertaining to either the group name or description in the "Filter" field located in the top right-hand corner of this section.

Group List

Filter: eForms

Name	Description
eForms	eForms Privs

Showing 1 to 1 of 1 entries (filtered from 21 total entries)

← Previous 1 Next →

The results are narrowed as you type. To view or edit a specific group, simply click on the group name in the Name column.

Group List

Filter: eForms

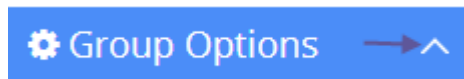
Name	Description
<a href="#">eForms</a>	eForms Privs

Showing 1 to 1 of 1 entries (filtered from 21 total entries)

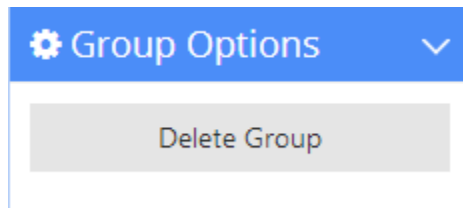
Click to view this group

## Group Options – Deleting a Group

Click on "Group Options" located at the top right-hand corner of the window:



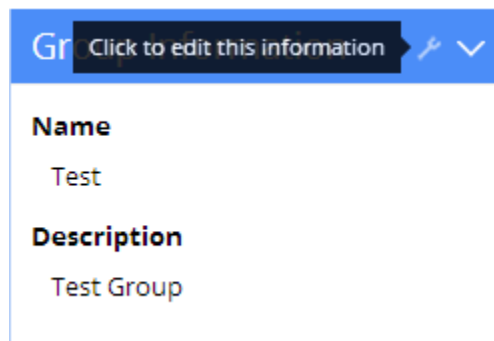
The dropdown menu contains a list of available actions:



To **delete** this group select "Delete Group" from the dropdown list.

## Group Information

To access and change (depending on your level of access) the Name or Description for a group, click on the wrench icon in the top right-hand corner of the Group Information section.



This will bring up the "Edit Group Information" window. Make the appropriate changes and then click the "Save Changes" button to finalize your edits.

Edit Group Information ×

---

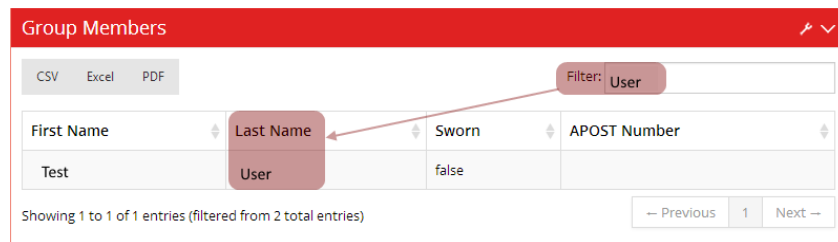
Name  Required

Description

**NOTE:** Changes made in this window are not applied until the “Save Changes” button is pressed and you receive the confirmation message in the notifications area of ADAPT.

## Group Members

This section shows the users who are a member of this group. By default, the first eight members are shown in alphabetical order by first name. You can sort by last name (or any other column heading) simply by clicking on the column heading “Last Name.” Or, you can filter the results by entering query text pertaining to the user’s first name, last name, sworn status, or APOST number. For example, if you would like to search for a specific user by last name, simply enter that name in the “Filter” field located in the top right-hand corner of this section.



You can download the Group Members list by clicking on the appropriate export button located just under the section heading. Your options are:

**CSV** – Common Separated Values file. This format places the data in raw format to be used in a variety of other applications and databases.

**Excel** – Exports the report into a Microsoft Excel spreadsheet.

**PDF** – Exports the data into an Adobe Acrobat PDF file. NOTE: Adobe Acrobat will need to be installed in order to export to a PDF file.

To add members or edit existing members for this agency, click on the wrench icon in the top right-hand corner of the “Agency Members” section to edit the list.

Group Members			
CSV Excel PDF		Filter: <input type="text"/>	
First Name	Last Name	Sworn	APOST Number
Test	User	false	
Test	User	false	

Showing 1 to 2 of 2 entries

← Previous 1 Next →

This will bring up the “Edit Group Members” window.

## Edit Group Members ×

Add User

Test User

Add User To Group

Current Members

Filter members

Remove Selected Members

Close

Save Changes

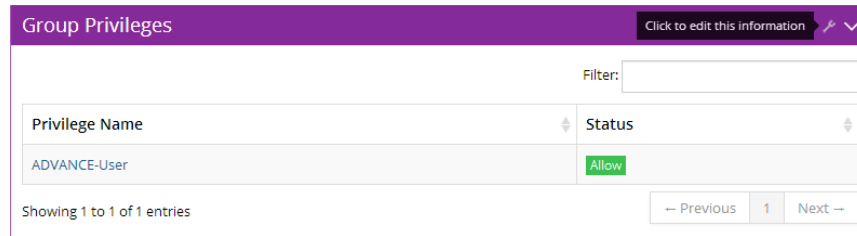
Enter the user’s name in the “Add User” field then select it from the dropdown list. Press the “Add User To Group” button to have them added to the list. Finally, press the “Save Changes” button to apply the changes.

**NOTE:** Changes made in this window are not applied until the “Save Changes” button is pressed and you receive the confirmation message in the notifications area of ADAPT.

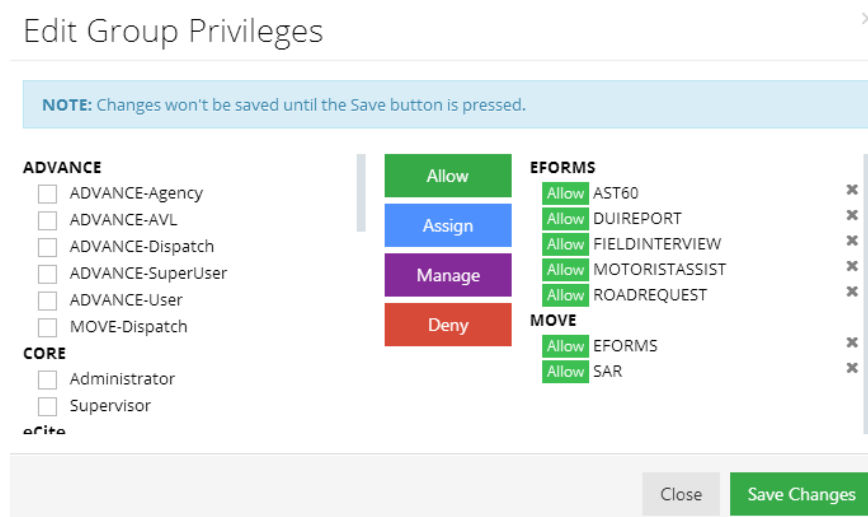
## Group Privileges

This section shows the privileges assigned to this group. All members of the group inherit the privileges shown in the list.

To add or edit privileges for this group, click on the wrench icon in the top right-hand corner of the “Group Privileges” section.



This will bring up the “Edit Group Privileges” window.



The current privileges for this group will be shown on the right side of the window. The level of management this group possesses for each privilege will appear to the left of the privilege name.

The privileges you are authorized to manage for this group will appear on the left side of the window. Only those for which you are given specific “Assign” rights will show up in the list.

For each privilege that you have the ability to manage, you may either: Allow, Assign, Manage, Deny or even remove that privilege. Place a checkmark next to each privilege you wish to manage and then press the appropriate access level button.

- **Allow** – Adds the privilege to the group.
- **Assign** – Allows group members to assign this privilege to other users in their agency.
- **Manage** – Grants the group full control over this privilege, giving them the ability to assign it to any other ADAPT users. Use caution when granting this ability to a group.
- **Deny** – Denies the privilege for this members of this group. Useful if you want restrict a group’s access to this privilege. NOTE: Denied privilege must be removed before the privilege can be subsequently allowed.



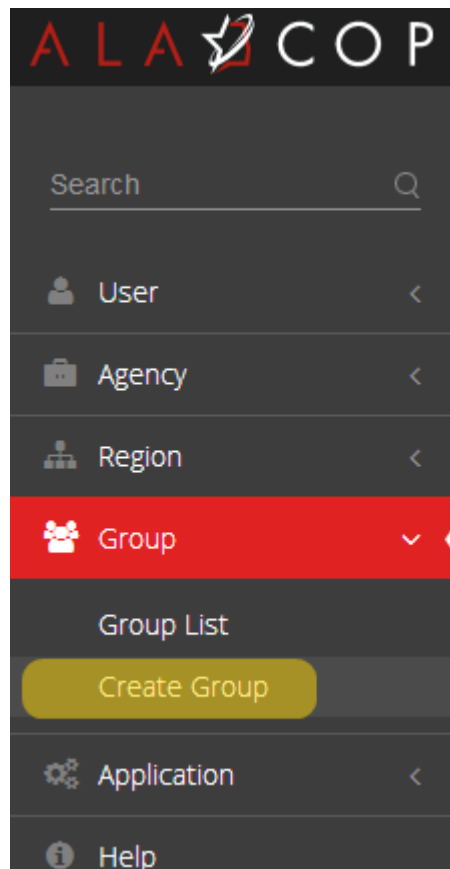
- **Remove** – The ability to remove a privilege does not show up as a text-labeled button but does exist. Simply click on the “X” to the right of any privilege to remove it from the group.

Press the “Save Changes” button to apply the changes.

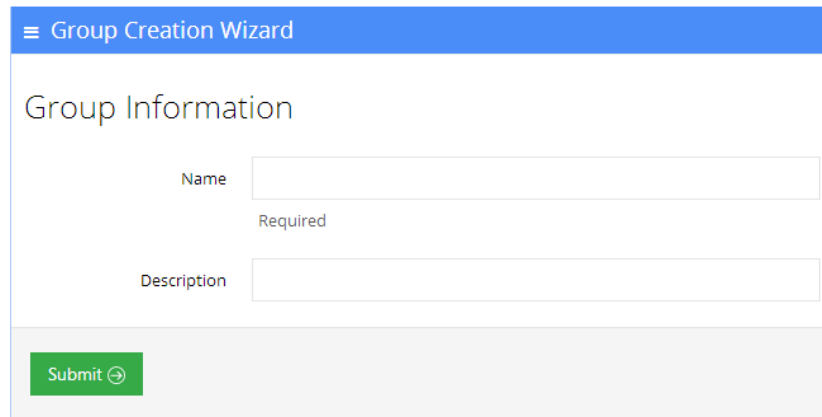
**NOTE:** Changes made in this window are not applied until the “Save Changes” button is pressed and you receive the confirmation message in the notifications area of ADAPT.

## Create a New Group

To create a new group click on the “Create Group” link under “Group” heading located in the left-hand side main menu of the ADAPT user interface.



This will bring up the Group Creation Wizard window which will guide you through the group creation process.

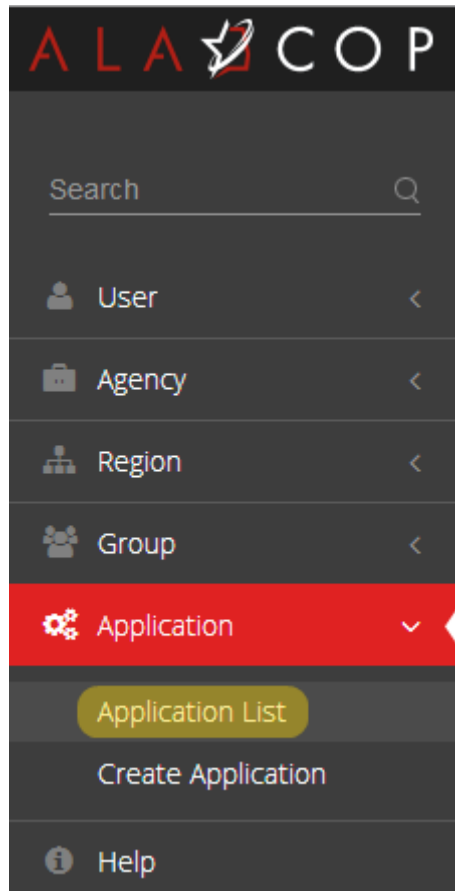
A screenshot of a web application interface titled "Group Creation Wizard". The interface has a blue header bar with a hamburger menu icon and the text "Group Creation Wizard". Below the header, the main content area is titled "Group Information". It contains two text input fields. The first field is labeled "Name" and has a "Required" label below it. The second field is labeled "Description". At the bottom of the form, there is a green "Submit" button with a right-pointing arrow icon.

Enter the “Name” and “Description,” and then press the “Submit” button. The newly created group will now show up in the “Group List” where members can be added as needed.

## Application Help

### Application List

Applications can be setup to grant users a privilege or privileges. To view the applications list click on the “Application List” link under the “Application” heading in the left-hand side main menu of the ADAPT user interface.



This will take you to the “Application List” page in ADAPT.

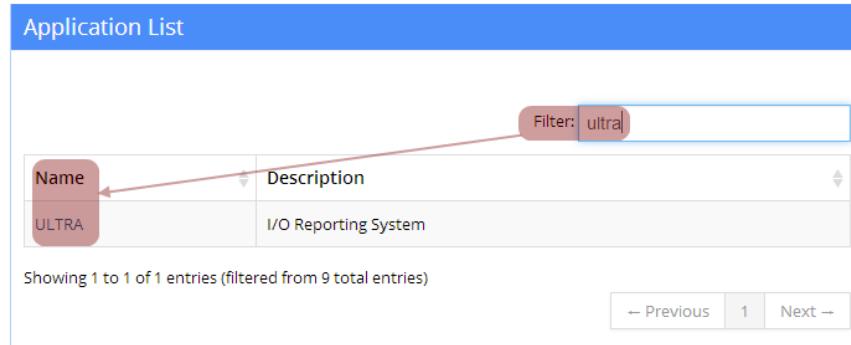
Application List

Filter:

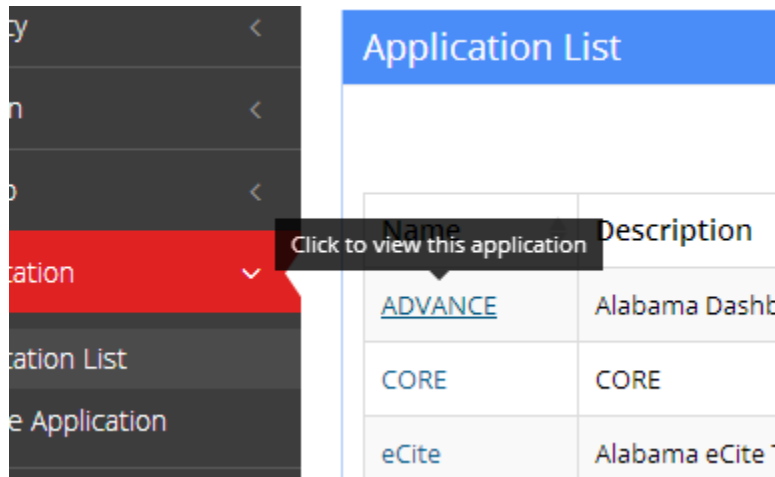
Name	Description
ADVANCE	Alabama Dashboards for Visualization, Analysis, and Coordinated Enforcement
CORE	CORE
eCite	Alabama eCite Ticketing Application
eCrash	eCrash
EFORMS	Electronic forms for law enforcement
LETS	Law Enforcement Tactical System
LETSGO	LETS Mobile Client - MOVE Module
MOVE	Mobile Officer Virtual Environment

Showing 1 to 8 of 9 entries

By default, the first eight applications are shown in alpha-numeric order by Name. You can sort by description by clicking on the column heading "Description." Or, you can filter the results by entering query text pertaining to either the application name or description in the "Filter" field located in the top right-hand corner of this section.



The results are narrowed as you type. To view or edit a specific application, simply click on the application name in the "Name" column.



This will bring up the Application Information details. See the "Application Information" section in this manual.

## Application Information

The information about the application is shown in this window.

### Application Information

**Name**  
ADVANCE

**Description**  
Alabama Dashboards for Visualization,  
Analysis, and Coordinated Enforcement

## Application Privileges

This section shows the privileges assigned to this application. By default, the first eight privileges are shown in alphabetical order by first privilege name. You can sort by description (or any other column heading) simply by clicking on the column heading "Description." Or, you can filter the results by entering query text pertaining to the application's name or description. For example, if you would like to search for a specific application by name, simply enter that name in the "Filter" field located in the top right-hand corner of this section.

### Application Privileges

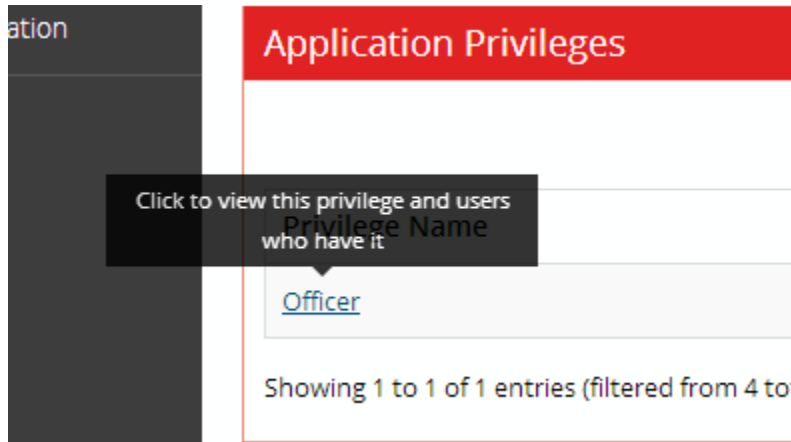
Filter: officer

Privilege Name	Description
Officer	Officer

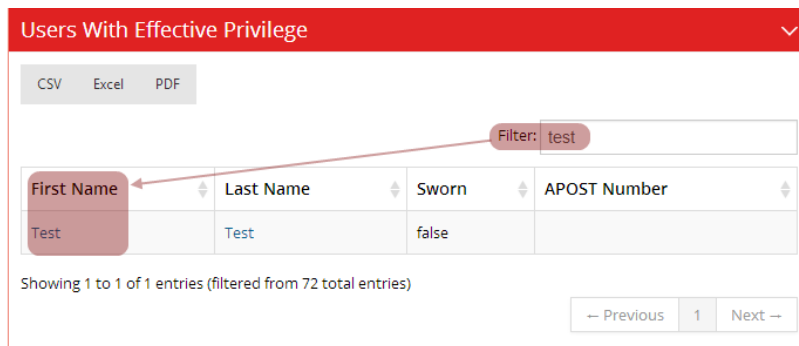
Showing 1 to 1 of 1 entries (filtered from 4 total entries)

— Previous 1 Next —

To view information about this privilege, select it from the list.



This will bring up the “Privilege Information” window showing a list of members possessing the privilege. By default, the first eight users are shown in alpha-numeric order by name. You can sort by last name, sworn status, or APOST number by clicking on the respective column heading” Or, you can filter the results by entering query text pertaining to the user’s first name, last name, sworn status, or APOST number in the “Filter” field located in the top right-hand corner of this section.



The results are narrowed as you type. To view or edit a user in the list, simply click on their name and you will be taken to that user’s profile page in ADAPT.

You can download the “Users With Effective Privilege” list by clicking on the appropriate export button located just under the section heading. Your options are:

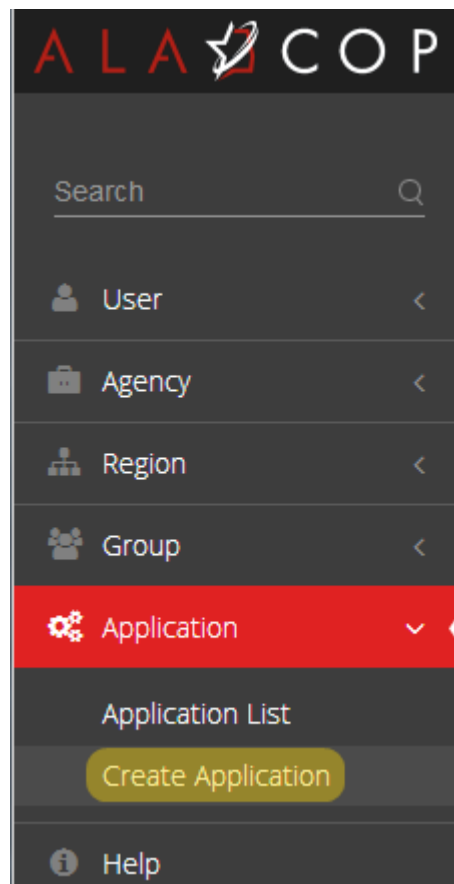
**CSV** – Common Separated Values file. This format places the data in raw format to be used in a variety of other applications and databases.

**Excel** – Exports the report into a Microsoft Excel spreadsheet.

**PDF** – Exports the data into an Adobe Acrobat PDF file. NOTE: Adobe Acrobat will need to be installed in order to export to a PDF file.

## Create a New Application

To create a new application click on the “Create Application” link under “Application” in the left-hand side menu of ADAPT.



This will bring up the Application Creation Wizard window which will guide you through the application creation process.

☰ Application Creation Wizard

## Application Information

Name

Description

Submit →

Enter the “Name” and “Description,” and then press the “Submit” button. The newly created application will now show up in the “Application List” where privileges can be assigned as needed.