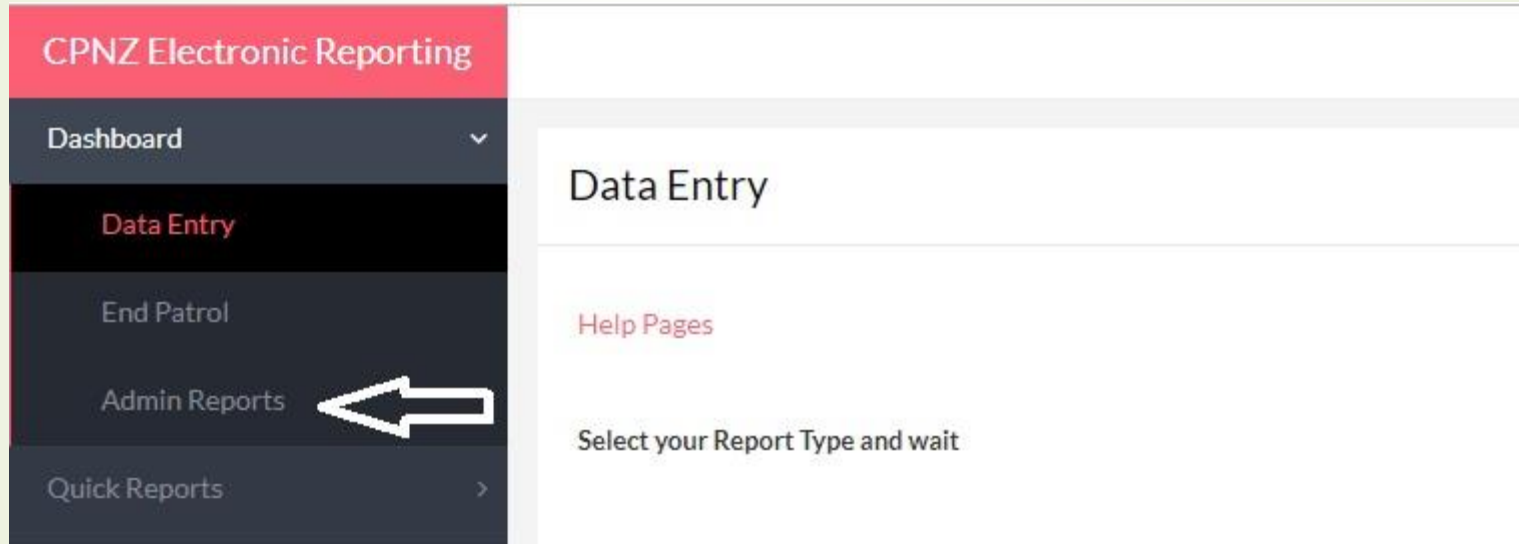




Start here

Select the icon.



Access your Admin reporting area

CPNZ Electronic Reporting

Dashboard

Data Entry

Intel Information

End Patrol

Admin Login

Passphrase Questions

Answer

Login Reset Passphrase

Select your passphrase question from the drop-down menu
And then type in your answer, then login.

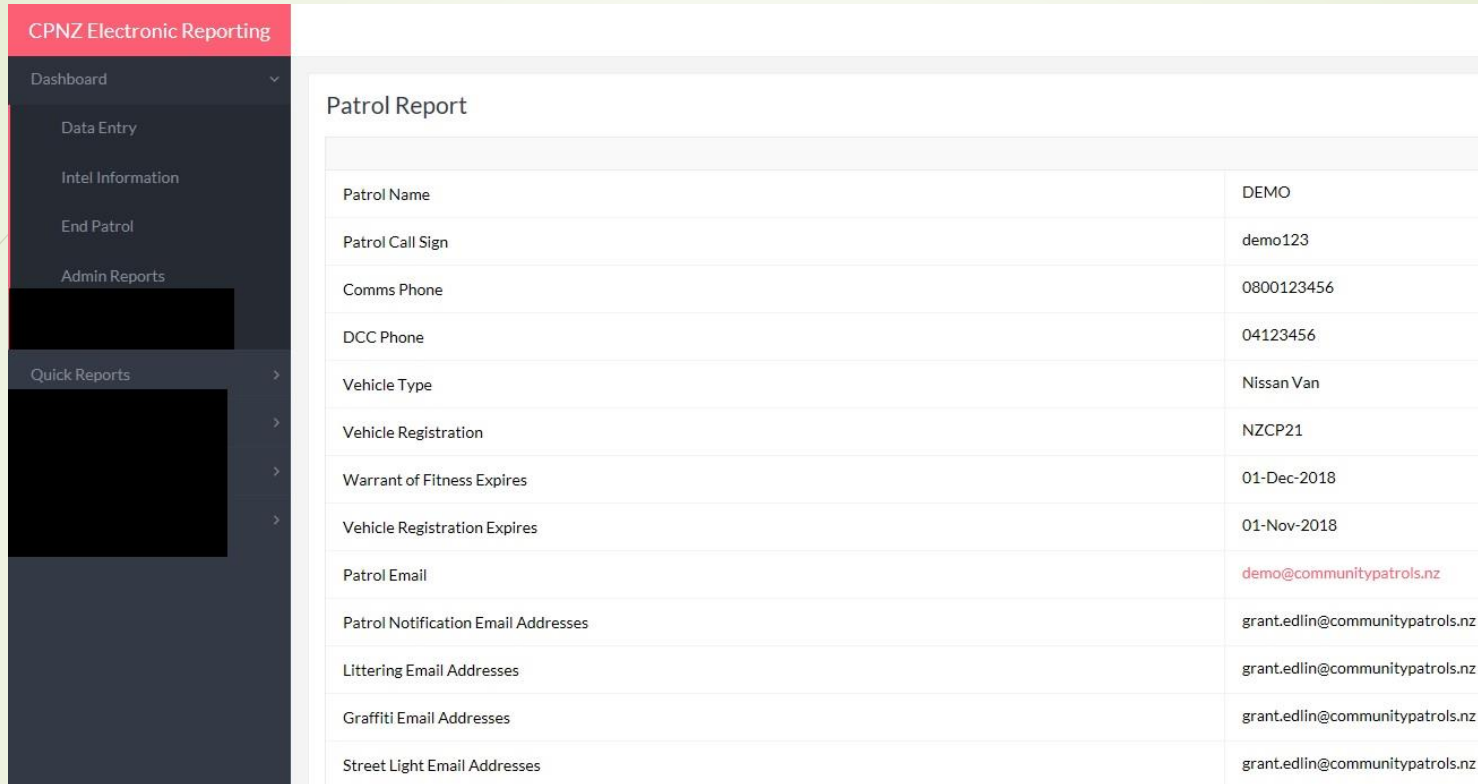


Patr



- Patrol Setup
- Patroller Details
- Patrols Start and End
- Full Reporting
- Non-Reportable Incidents
- Reportable Incidents

Let's start by completing the Patrol Setup form.



The screenshot displays the CPNZ Electronic Reporting interface. On the left is a dark sidebar menu with the following items: Dashboard (with a dropdown arrow), Data Entry, Intel Information, End Patrol, Admin Reports, and Quick Reports (with a dropdown arrow). The main content area is titled "Patrol Report" and contains a form with the following fields:

Patrol Name	DEMO
Patrol Call Sign	demo123
Comms Phone	0800123456
DCC Phone	04123456
Vehicle Type	Nissan Van
Vehicle Registration	NZCP21
Warrant of Fitness Expires	01-Dec-2018
Vehicle Registration Expires	01-Nov-2018
Patrol Email	demo@communitypatrols.nz
Patrol Notification Email Addresses	grant.edlin@communitypatrols.nz
Littering Email Addresses	grant.edlin@communitypatrols.nz
Graffiti Email Addresses	grant.edlin@communitypatrols.nz
Street Light Email Addresses	grant.edlin@communitypatrols.nz

Complete your Patrol Details set-up. This will really help your patrollers get underway when logging the start of a patrol with the Police.

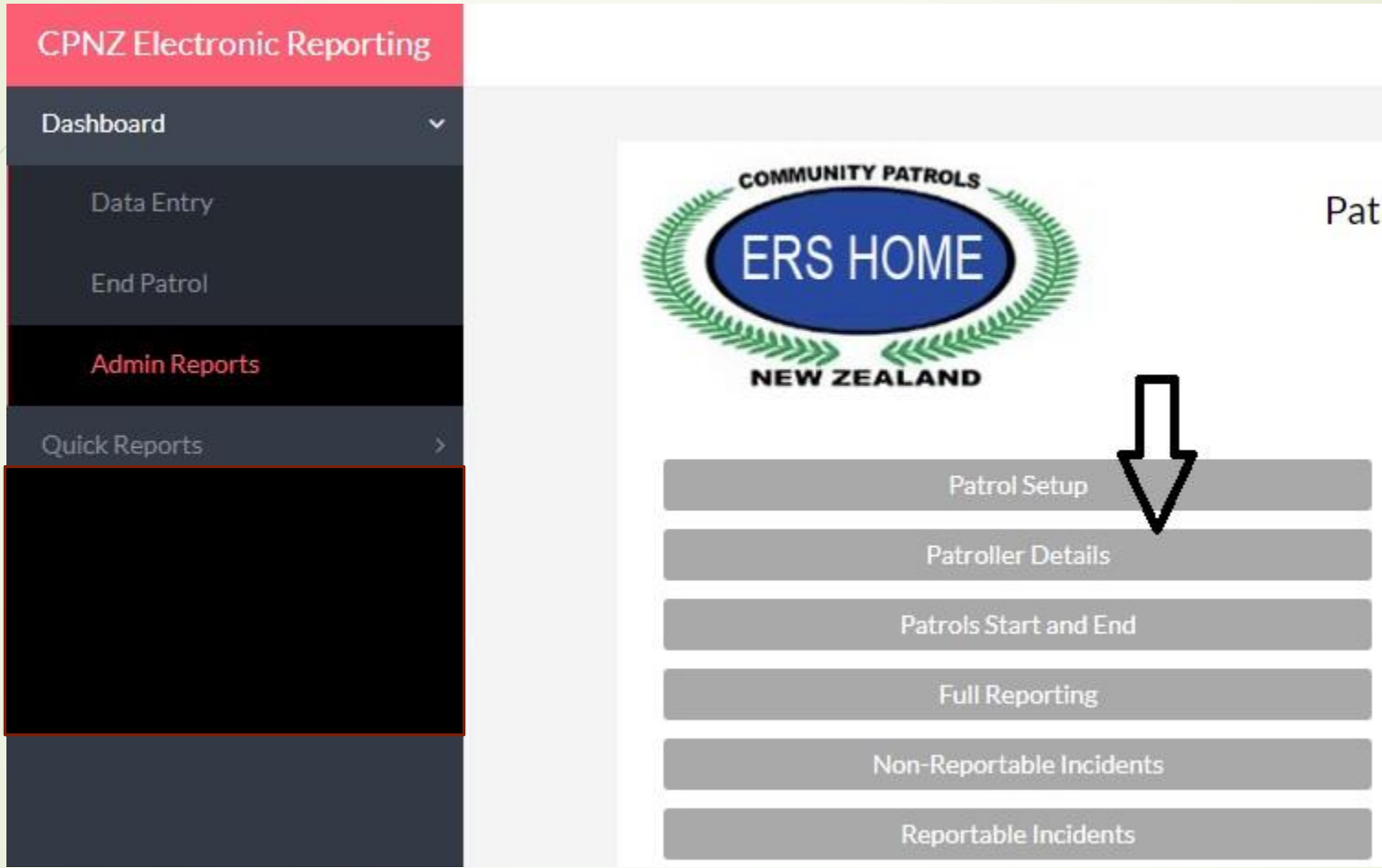
CPNZ Electronic Reporting

- Dashboard
- Data Entry
- End Patrol
- Admin Reports

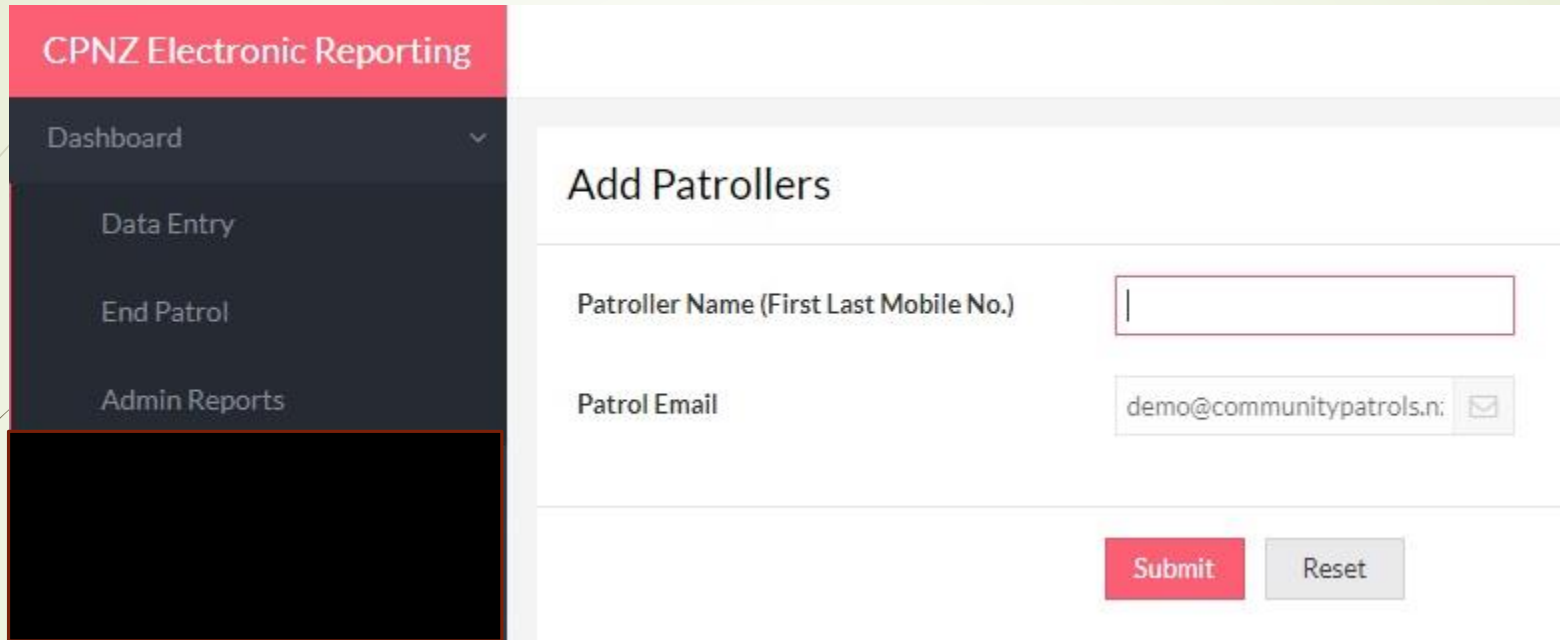
Patrol Report

Patrol Name
Patrol Call Sign
Comms Phone
DCC Phone
Vehicle Type
Vehicle Registration
Patrol Email

Once you have filled all the fields that you require, head back to the reports menu.



We can now move on by filling in the local data for other forms. Let's use Patroller Details now.



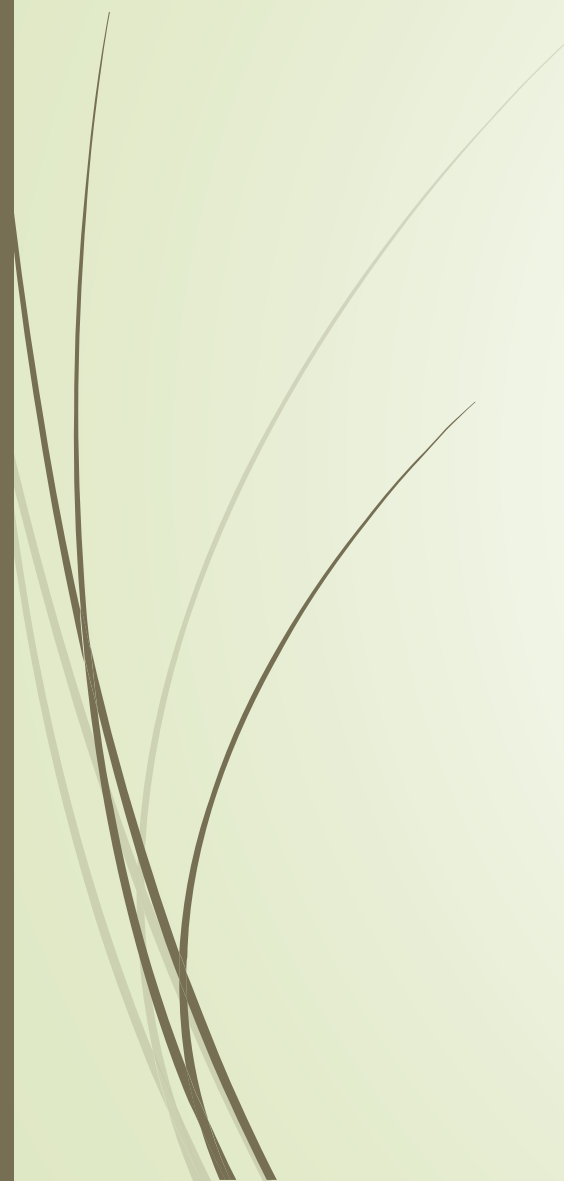

The image shows a web application interface for "CPNZ Electronic Reporting". On the left is a dark sidebar menu with the following items: "Dashboard" (with a dropdown arrow), "Data Entry", "End Patrol", and "Admin Reports". The main content area is titled "Add Patrollers" and contains two input fields. The first field is labeled "Patroller Name (First Last Mobile No.)" and is empty. The second field is labeled "Patrol Email" and contains the text "demo@communitypatrols.n:" followed by an envelope icon. At the bottom right of the form are two buttons: a red "Submit" button and a grey "Reset" button.

Use this form to add one record (patroller) at a time. We suggest you follow the format described such as [Pat Smith 021456789] The [Patrol Email] field will contain your ERS email and cannot be changed.

	A	B	C	D	E	F	G	H	I	J	K
1	Sammy Tupeka 022555555	demo@communitypatrols.nz									
2	Harry Humphries 021555555	demo@communitypatrols.nz									
3	Mary Smith 027555555	demo@communitypatrols.nz									
4											
5											

To upload a large number of records, we strongly suggest you create a file that contains all the details required by the ERS.

This shows the contents of our example membership database contained in a Microsoft Excel file.



Import Data for "Add Patrollers" [Step 1 of 3]

File Type

Data Location Local Drive Paste Data Cloud Desktop Uploader

Choose the file to Upload

(Supported file formats : .CSV, .TSV, .XLS, .XLSX and .TXT)

*onLoad and onChange script will not be executed while importing data.

Note:

- Column names in the data should match with field label names.
- Data size should be less than 5MB and the number of rows should be less than 100000
- To upload more, contact support@zohocreator.com

If you have stored your data in a spreadsheet (this is recommended), browse for the file here and click [Next]

Import Data for "Add Patrollers" [Step 2 of 3]

First row of the data is field label names Yes No

Sheet Name

Preview Data

[Show CSV Settings](#)

<input checked="" type="checkbox"/> Column 1	<input checked="" type="checkbox"/> Column 2
<input type="text" value="Patroller Name (First Last Mobile No.)"/>	<input type="text" value="Patrol Email"/>
Sammy Tupeka 0225555555	demo@communitypatrols.nz
Harry Humphries 0215555555	demo@communitypatrols.nz
Mary Smith 0275555555	demo@communitypatrols.nz

On Import Errors:

[New Import](#)

You need to make sure that each column field relates to the data in the spreadsheet. Then select [Import Data]



Import Data for "Add Patrollers" [Step 3 of 3]

Import Summary

Form Name	Total Records	Success Count	Failure Count
Add Patrollers	3	3	0

[New Import](#)

You will receive a report on screen similar to this one. If you completed the task correctly, it will indicate a Failure Count of 0.

Patrollers Report



<input type="checkbox"/> Patroller Name (First Last Mobile No.)	Patrol Email
Mary Smith 027555555	demo@communitypatrols.nz
Harry Humphries 021555555	demo@communitypatrols.nz
Sammy Tupeka 022555555	demo@communitypatrols.nz

Soon afterwards, the system will revert back to the earlier screen, but will now show all the records contained in the database. These are now ready for your patrollers to use in their electronic reports.

Continue filling the other forms with your local information.