

Records Workshop

Course Description

This instructor-led, hands-on course includes a computer configured specifically for each student, with their Agency's data and maps, providing a familiar environment. Students receive instructions for configuration and use of new features, along with tips for better utilization of existing features.

Course Length

1 Day

Class Size

6 Students Maximum

Prerequisites

- Basic MS and Windows Computer Skills
- Basic Law Enforcement background
- Knowledge of NIBRS/UCR Submissions and Requirements, agency processes and procedures
- Basic Global Records Skills
- Access to Global Records Configuration

Audience

This course is intended for Records System Administrators and Supervisors of the Records Management System. These administrators should be those responsible for set up, maintenance, and support of the system.

Course Materials

The student kit includes a comprehensive workbook and other necessary materials for this class.

At Course Completion

After completing this course, students will have a basic understanding of:

- The difference between User permissions and Administrator permissions.
- Configuration and System Options
- Implementation and utilization of new and existing features
- Custom Search
- Configuring custom attributes in the various modules