



EXECUTIVE INFORMATION SERVICES, INC.

JMS DATA FORM CONFIGURATION NOTES

SEPTEMBER, 2017

JMS Configuration Notes

The information in this document is provided for planning purposes only. The software described in this document is furnished under a license agreement or non-disclosure agreement. Executive Information Services, Inc. reserves the right to change specifications without notice.

US GOVERNMENT RESTRICTED RIGHTS: Use, duplication or disclosure by the United States Government is subject to restrictions as set forth under DFARS 252.227-7013 or in FARS 52.227-19 Commercial Computer Software - Restricted Rights.

Correspondence regarding this publication should be directed to:

Executive Information Services, Inc.

1396 NE 20th Avenue, Suite 100

Ocala, FL 34470

support@goeis.net

(352) 236-4500

September, 2017

© 2017 Executive Information Services, Inc.

TABLE OF CONTENTS

EXECUTIVE INFORMATION SERVICES, INC. JMS DATA FORM CONFIGURATION NOTES 1

SEPTEMBER, 2017 1

EIS DATA FORM CONFIGURATION PROCESS 1

 JMS DATA FORM CONTROL OVERVIEW 1

 EXPOSED CONTROL ATTRIBUTES 1

 ACCESSING CONTROL ATTRIBUTES..... 4

 DEFINING DATA CONTROL ATTRIBUTES 5

Executive Information Services, Inc. Public Safety Software

JMS Data Form Configuration Notes September 2017

This document describes the general usage and configuration options related to the standard JMS data entry forms, and is intended to assist the agency in identifying configuration options that may best suit the agency's needs. The document is arranged by major topics, and includes descriptions of features and capabilities that have been included in current release(s) of the product. Note that the EIS systems are highly configurable and actual appearance and functionality within your agency may vary slightly from the descriptions given herein. References to new capabilities are provided in this document as a quick overview of the components basic capabilities, not a complete description of the component. If additional information is required please contact EIS support.

EIS DATA FORM CONFIGURATION PROCESS

JMS Data Form Control Overview

The EIS JMS system has a number of user definable and configurable options that tailor it to run in a particular agency. Some of these options include the following:

1. User Definable Controls—most screen sets have an option for user definable fields that can be used at the option of the agency to collect special information that is not otherwise available.
2. System control options. Controls on most screens have some options that can be modified by EIS to meet local requirements. Some of these options include:
 - a. Making the field optional or mandatory.
 - b. Setting a default value
 - c. Making the field visible or invisible.
 - d. Changing edit lists associated with the control.
 - e. Configuring the print-outs that are associated with various screens.
 - f. Changing the formats of some key numbers such as the case number.

Exposed Control Attributes

Each data field (Control) presented on the screen contains a set of exposed attributes that can be set to modify the behavior of the field. These standard attributes should allow the agency to configure system behavior as desired. While there are a considerable set of exposed attributes, careful consideration must be taken when determining whether or not to configure a behavior as there may unintended consequences related to these decisions. The attributes listed below represent the standard agency level configuration options, all

other control configuration options (not presented in the list) are actively discouraged as they may have deleterious effects on system operations. Standard attributes and recommended usage are as follows:

1. **Caption** – The caption is the text that appears on the label associated with the data field, and is typically used to indicate to the user what type of data is expected within the field. Entering or modifying a caption will not affect system operations; only change the displayed text on the screen. Updating/modifying a caption may be beneficial if system default values are inconsistent with standard agency terminology.

Note: Default captions are used throughout the standard reports and general system documentation. Modifying the caption attribute on a data field/control will not modify the displayed caption within the report, potentially leading to a mis-matched reference.

2. **DefaultValue** – Determines if the system is to provide a default data value into the control during entry. By default, the “Default Value” will be empty for most fields. If there are common data values that are consistently used it may be of benefit to the agency to set a system provided value. This will eliminate the need for the user to enter the value during data entry and will enforce a consistent value being stored. For example, if the system is deployed in a City Police Department, and all events occur within the City it would be a time saver to set the default value for the “City” and “State” fields.
3. **Limit To List** – A Yes/No setting specific to fields configured with a validation list. This control can be used to force the user to either select a valid value from the agency defined code table, or allow the user to override the agency codes and simply enter a new value into the field. Generally code tables are provided to force the user to select from a standardized list to ensure consistent data is entered by all users. If the agency wishes to limit the users selection to only those values presented the “Limit to List” setting must be set to “Y” for Yes.

There are times where it makes a great deal of sense to provide a common set of list values for the users to speed accurate data entry, yet it may not be possible to account for all options. As such the agency can identify a common set of values, but may need to provide the users the ability to override the provided list, the “Limit to List” setting must be set to “N” for No. For example it is assumed that the majority of persons referenced in case reports will live within the agency’s county. As such it may be beneficial to speed accurate data entry by constructing a lookup table that includes all of the cities within the county. As the users enter the information, the system will provide them with a quick listing of provided values and promote consistent spelling. However if some individuals referenced in the report are visitors and do not live in the county, the system must allow the user to enter a new value that is not contained in the provided list.

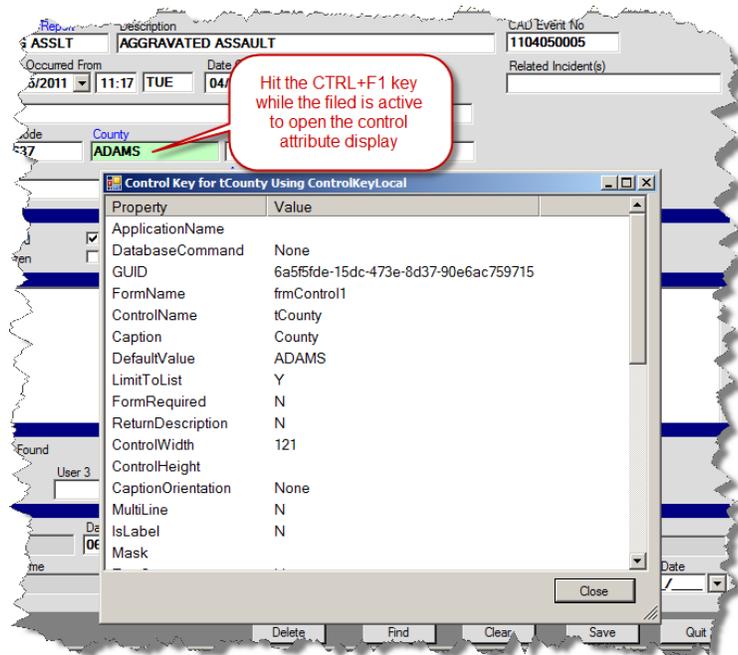
- FormRequired** – Sets the field as mandatory, and must contain a valid value before the data form can be saved to the system. By setting this attribute to “Y” for Yes, the system will automatically evaluate the contents of the control whenever the [Save] button is activated to ensure a proper value has been entered. If the control fails validation, the record will not be saved, and the user will be notified of the validation error. The user must correct the offending field before the system will save the record. This feature is often used to allow the agency to define required fields within each form. Fields set to FormRequired are typically displayed within the application with a yellow background as a visual indication to the user.

Note: EIS typically recommends the agency adopt a liberal approach to required fields, and cautions agency against implementing too many “Required” field. It has been our experience that law enforcement data collection can be highly variable, and that is often detrimental to make officers enter information that they may not have at the time the initial report is created. This may complicate data entry and lead to poor quality data.

- DataTableName** – Links the fields to an associated lookup table of values. Within the system most of the text fields can be turned into lookup fields, and attached to any user defined set of lookup/validation values. Once the validation table has been defined, and associated data values have been entered, it can be attached to the requisite text field for use.
- ToolTip** – Provides agency level comments or usage suggestions attached to any control. To access the tool tip the user simply hovers the mouse cursor over the control on the screen, and the tooltip will appear in a text balloon.
- ControlVisible** – Determines if the control is visible on the screen. There may be occasions where a standard data element will not be used by the agency, and as such it is preferred that it not even be displayed on the screen. By setting this attribute to “N” of No, the related field will be removed from the screen.

Accessing Control Attributes

The system provides a simple mechanism to determine how each control attribute is configured and which data validation table is being used. This information is important when building code tables. To display the attributes associated with the control, simply activate the control by positioning the mouse cursor into the field (it should turn green when active). Then hit the [Ctrl]+[F1] keys, depress the [Ctrl] key on the keyboard and while depressed also press the [F1] key. This will cause the application to open the “Control Key” window displaying the assigned attributes for the selected field.



Note: There is an extensive list of attributes listed within the Control Key form. Most of these attributes are system level and provided for display purposes only.

Defining Data Control Attributes

Preparing Override Requests for Configuration

System override configurations should be added to the system by EIS technical support staff, typically during installation however many of these attributes can be modified at any future point via dial in services. Since configurations can affect system operations we strongly encourage the agency to contact EIS support to apply all proposed changes.

Please use the attached General Configuration Guidelines when defining field override options.

INFORMATION	EXAMPLE
1. Indicate the module and form where the control resides.	Inmate Identification
2. Identify the name of the control as identified from the system. From the Control Key window look for the "ControlName" value near the top of the list,	txtInsuranceCarrier
3. Specify the attributes to be affected by the override from the available options. Only indicate where the value is to change from the default configuration. Note. Some auto calculated and specialty fields cannot be overridden.	1. <i>Caption</i> – 2. <i>DefaultValue</i> – 3. <i>Limit To List</i> – 4. <i>FormRequired</i> – 5. <i>DataTableName</i> – 6. <i>ToolTip</i> – 7. <i>ControlVisible</i> – N
4. Provide a brief description as to why these overrides will be useful for the agency. This is to assist the EIS installation team in understanding the intended objective, and be better positioned to understand the agency's entry policy.	We want to limit the user's ability to select only from the defined list, and want to ensure that the county filed is designated for every record committed to the system at the time of entry.

FIELD OVERRIDE REQUEST

Module: _____

Data Form Description: _____

Control Name (ControlName): _____

Overrides:

Caption _____

DefaultValue _____

Limit To List (circle one) ___ Y ___ N ___

FormRequired (circle one) ___ Y ___ N ___

Mask _____

DataTableName _____

ToolTip _____

ControlVisible (circle one) ___ Y ___ N ___

Reason/Comments: _____