PoliceBook - Administration

An administration guide for the application PoliceBook.

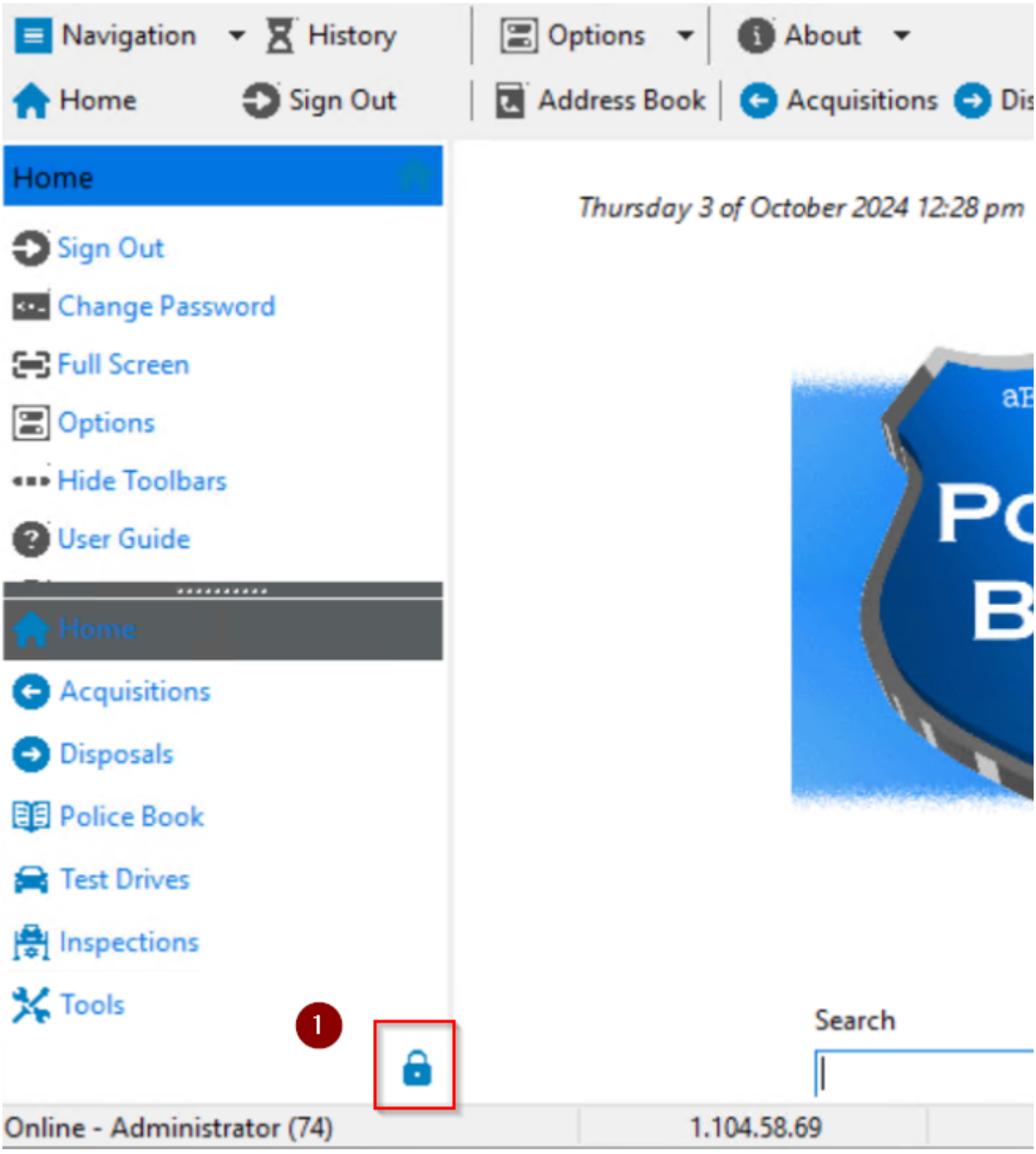
E.g., How to create users, how to audit, how to install PoliceBook.

- Updating registration details
- Zero config / Auto Discover
- User administation
- Policebook - Installation
- Audit Log

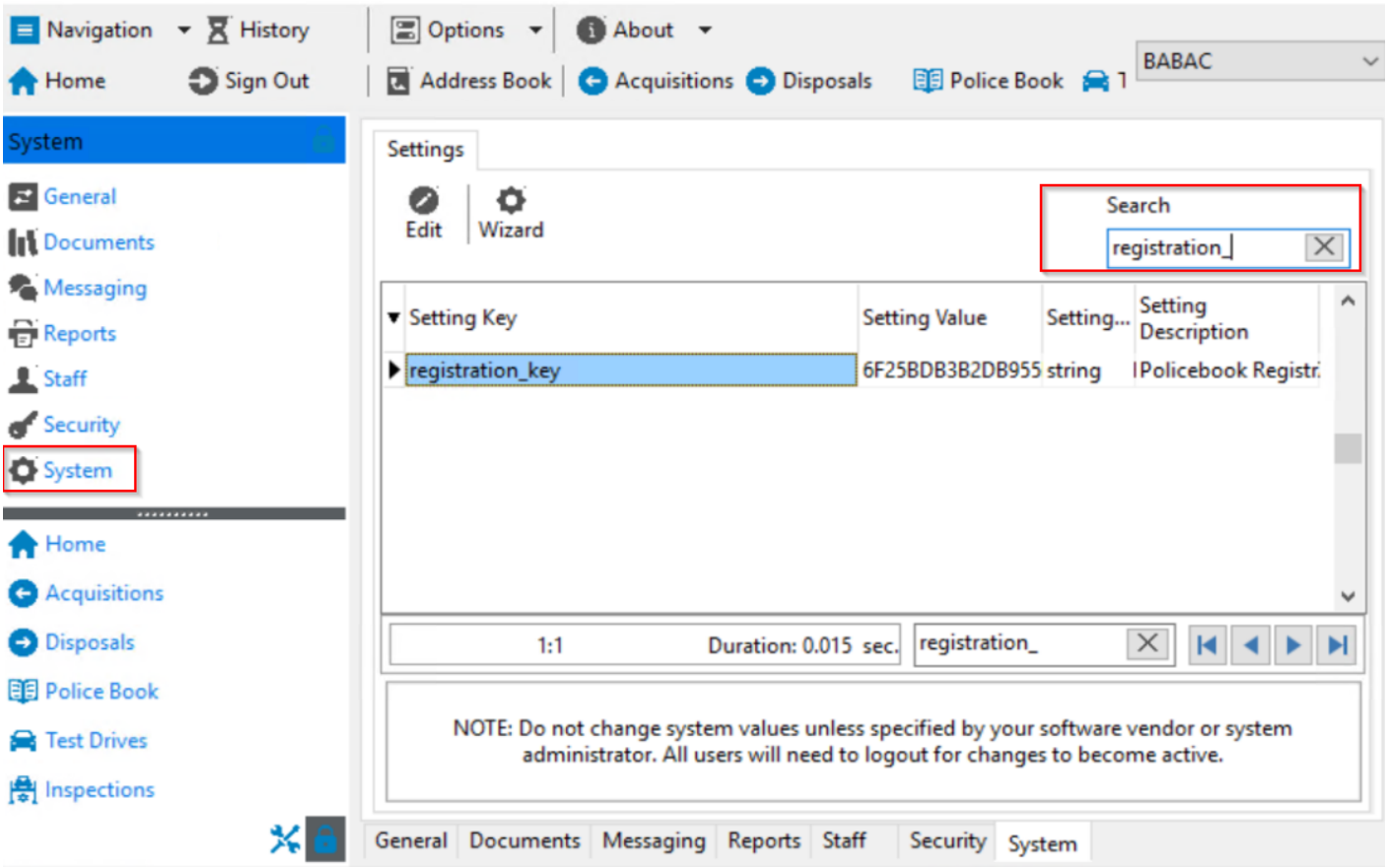
Updating registration details

Login as an administrator user

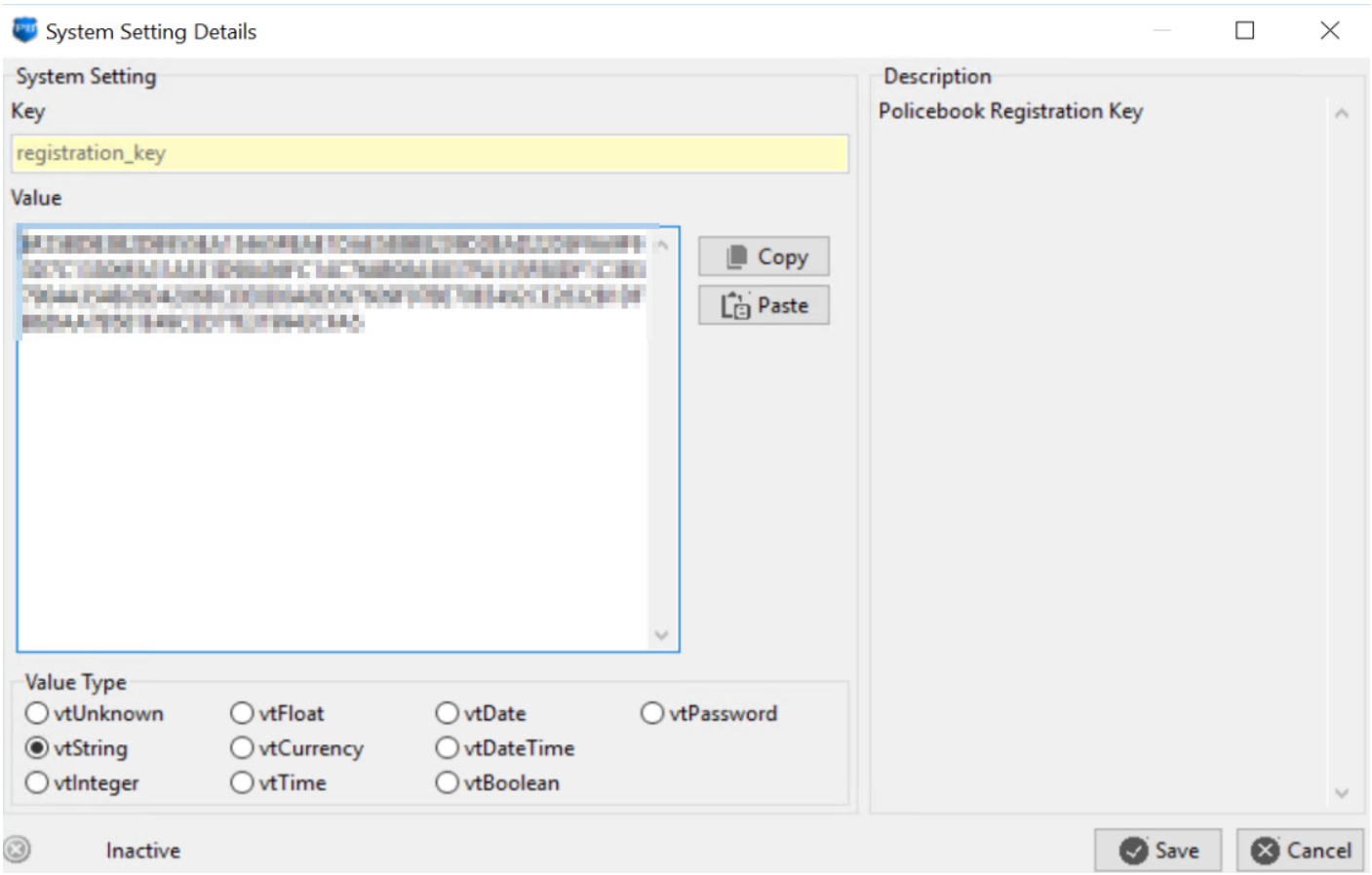
Select the system menu (or padlock)



Navigation to System and search settings for "registration_", edit the entry



Enter the new key and press save

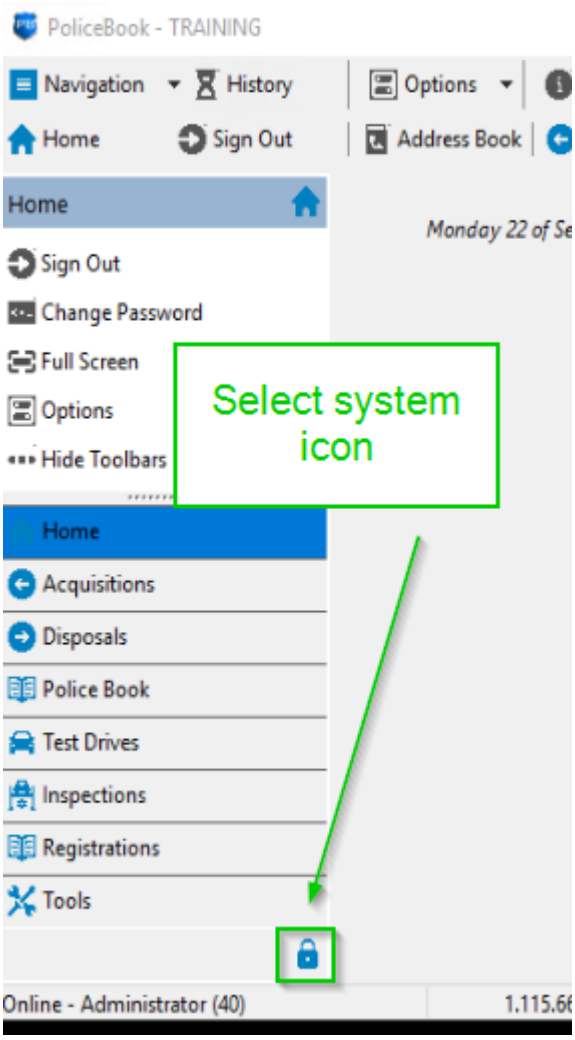


Zero config / Auto Discover

See this guide for detailed setup of Zero config

User administation

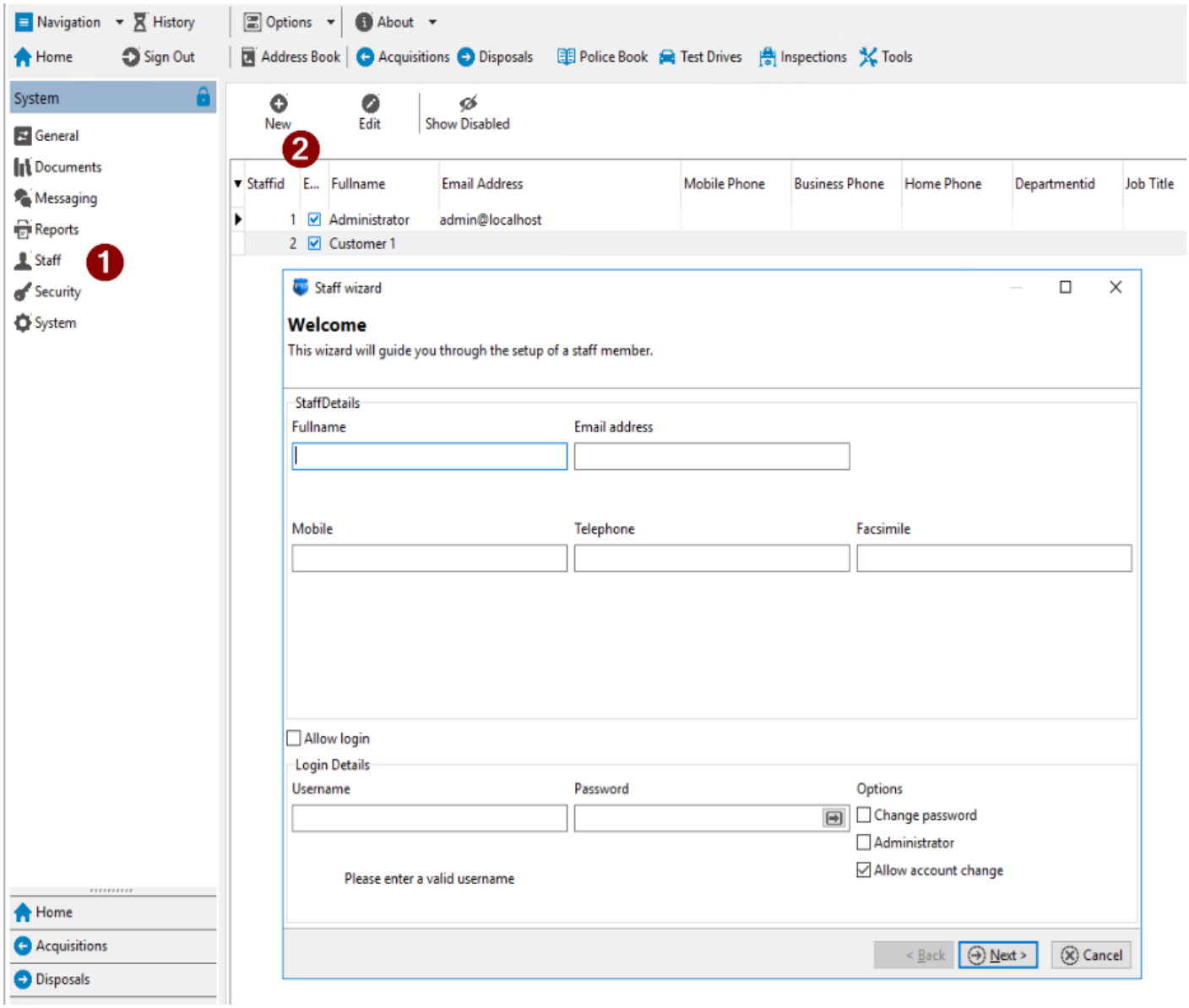
Select administration area



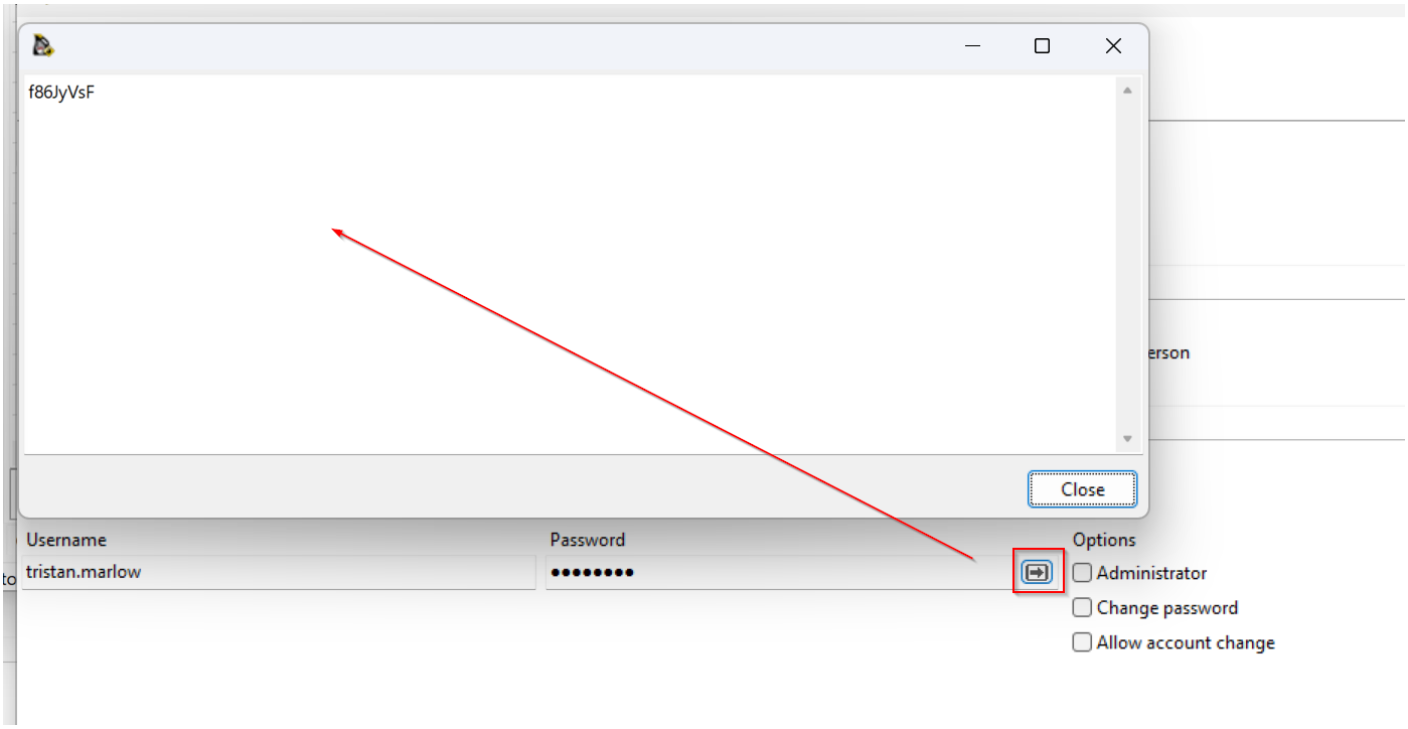
Local user accounts

Creating a new staff member

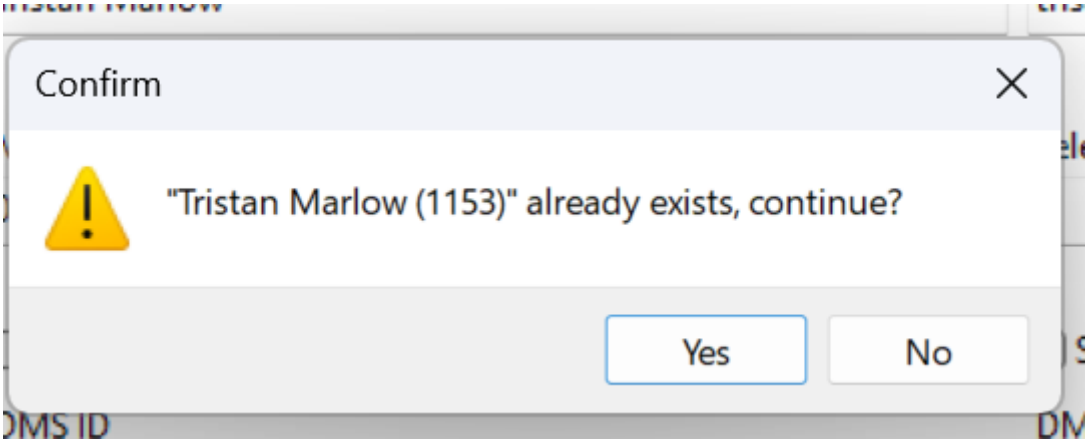
Start the new staff wizard, enter required information if the user is required to login check the "Allow login" box



You can use the generate password button to create a password

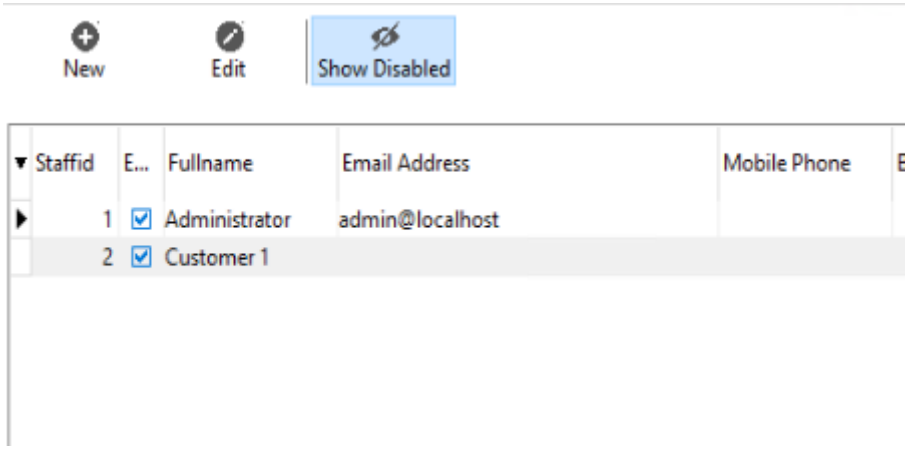


Service scheduler will check for a similar name to ensure that the user

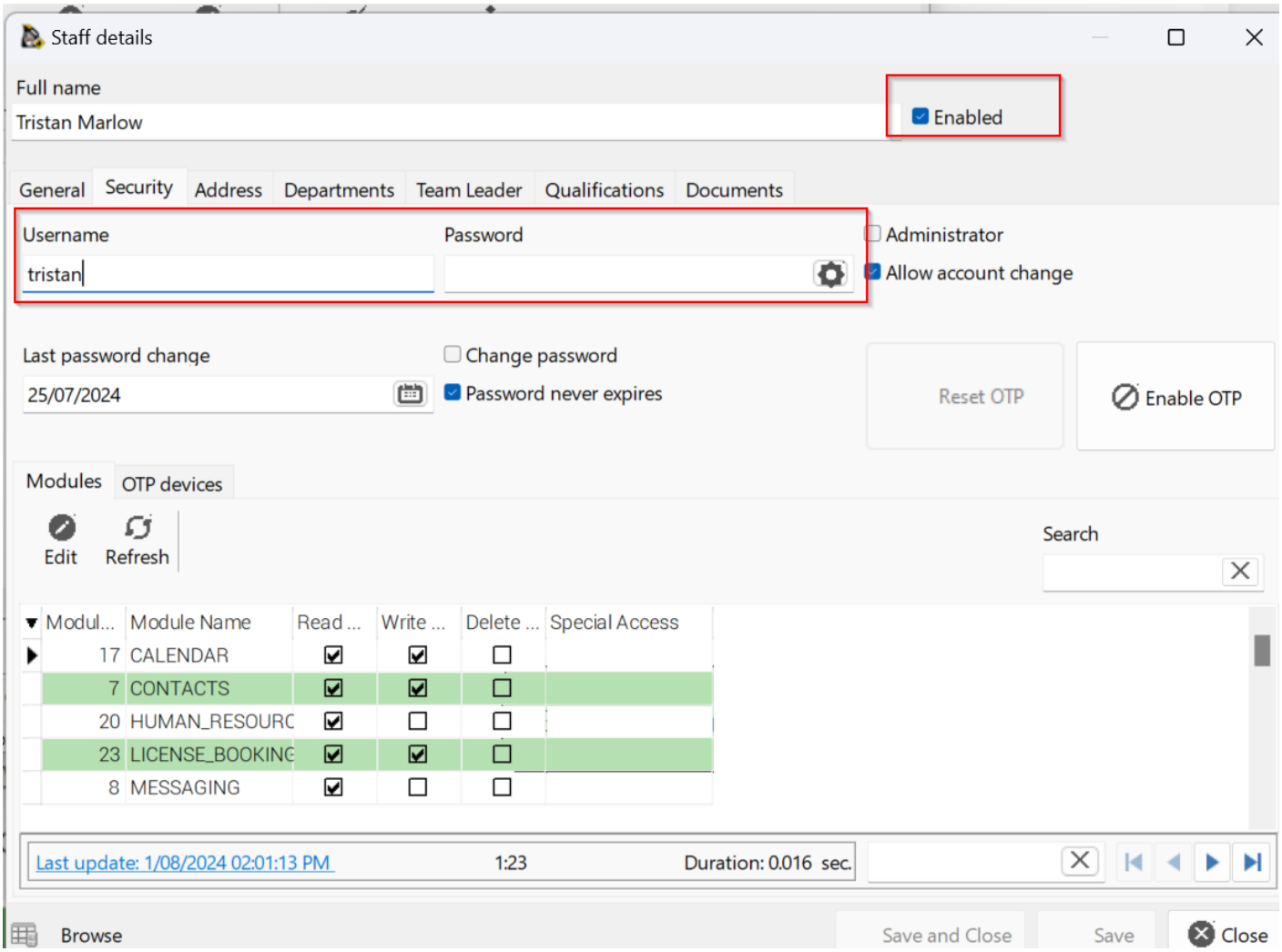


Edit existing staff member

To find a staff member that has had their account disabled. Select the following button

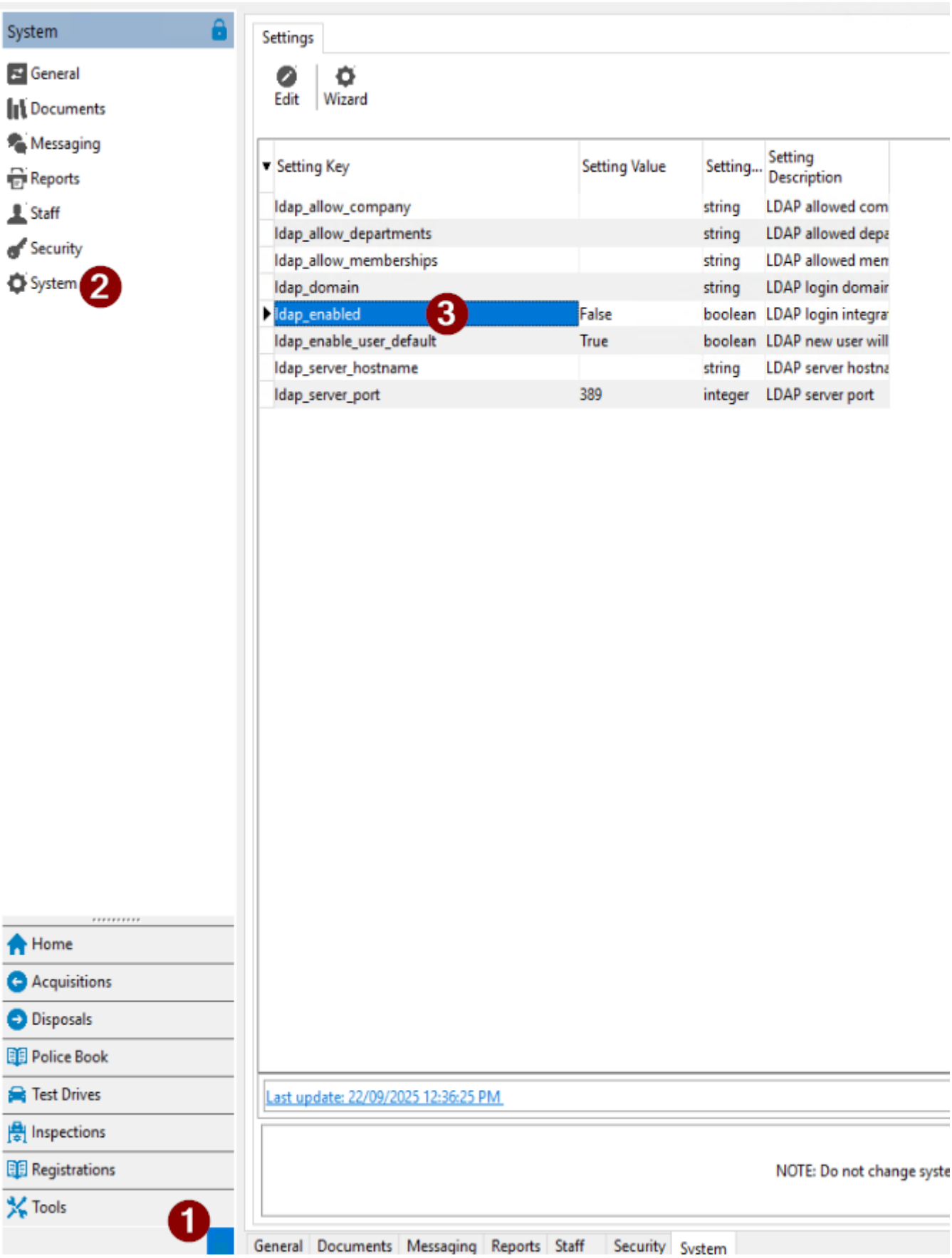


Adjust user details as required



LDAP Integration (Active Directory)

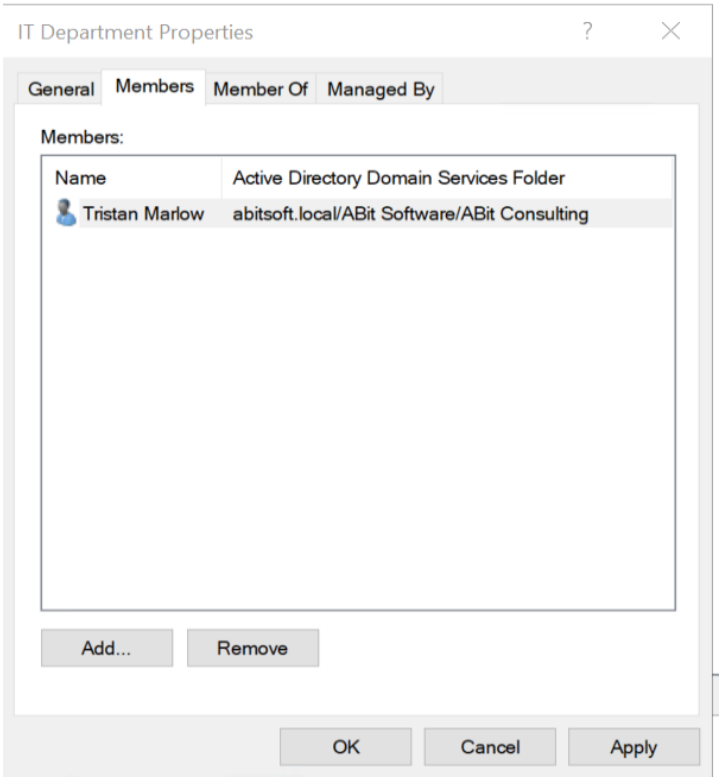
To enable LDAP integration, navigate to system settings and search for "ldap"



ldap_allow_company	This will look at the users "company" and if matches will allow login/ Blank will allow any company value.
ldap_allow_departments	This will look at group the user is a member of and if they match a group name

ldap_domain	Your LDAP / Active Directory domain name
ldap_server_hostname	The domain will be used to find a server via DNS but a specific server can be specified.
ldap_server_port	Port to communicate for LDAP requests

Departments / Active Directory groups are the recommended method of controller



As the password is controlled by LDAP, attempting to change the password will result in "User passwords are managed by LDAP integration"

image.png

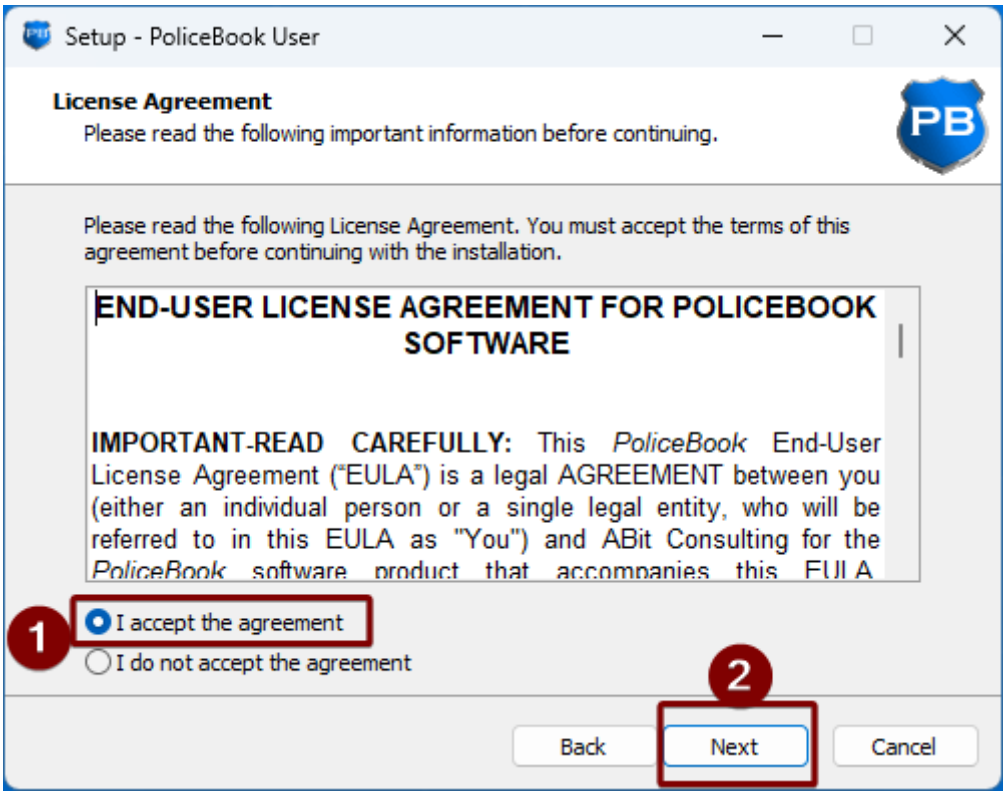
Policebook - Installation

> The **User setup** does not require Administrative rights to install, but means only the user that installed the program can use it. There is a **System setup** available, but requires Administrative rights to install. You will be able to find these options on your PoliceBook software home page. The **User setup** is the **recommended** version.

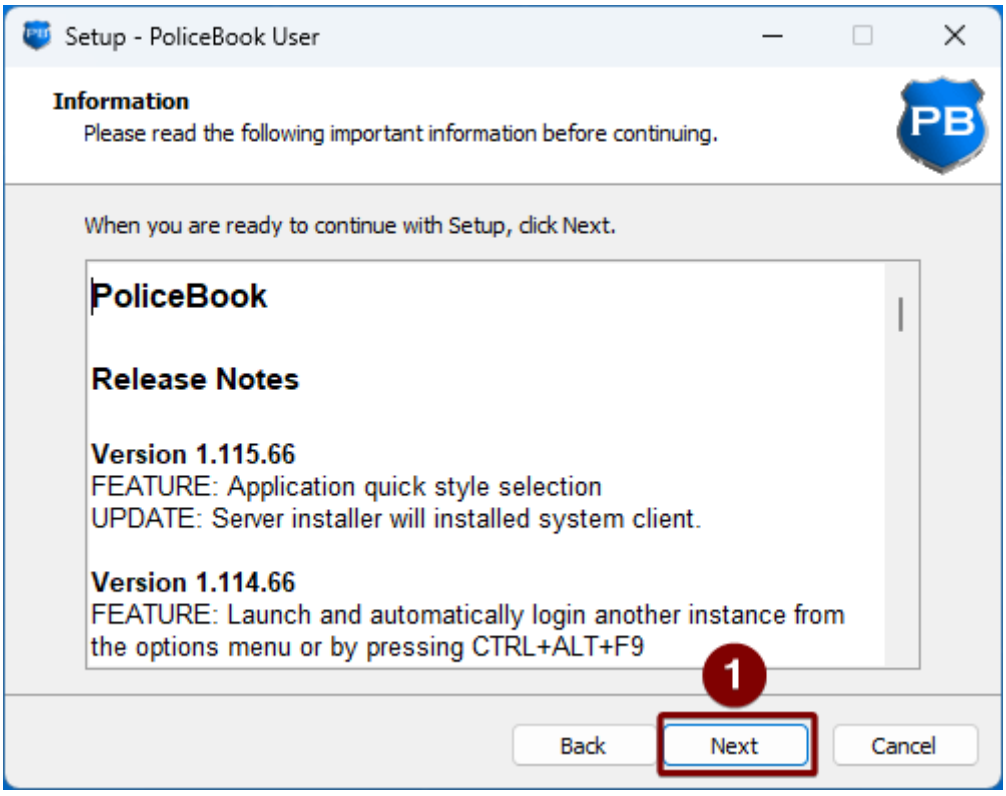
1. Click "**Next**" if you want to continue with the set-up, else click "**Cancel**", and the PoliceBook installer will close.



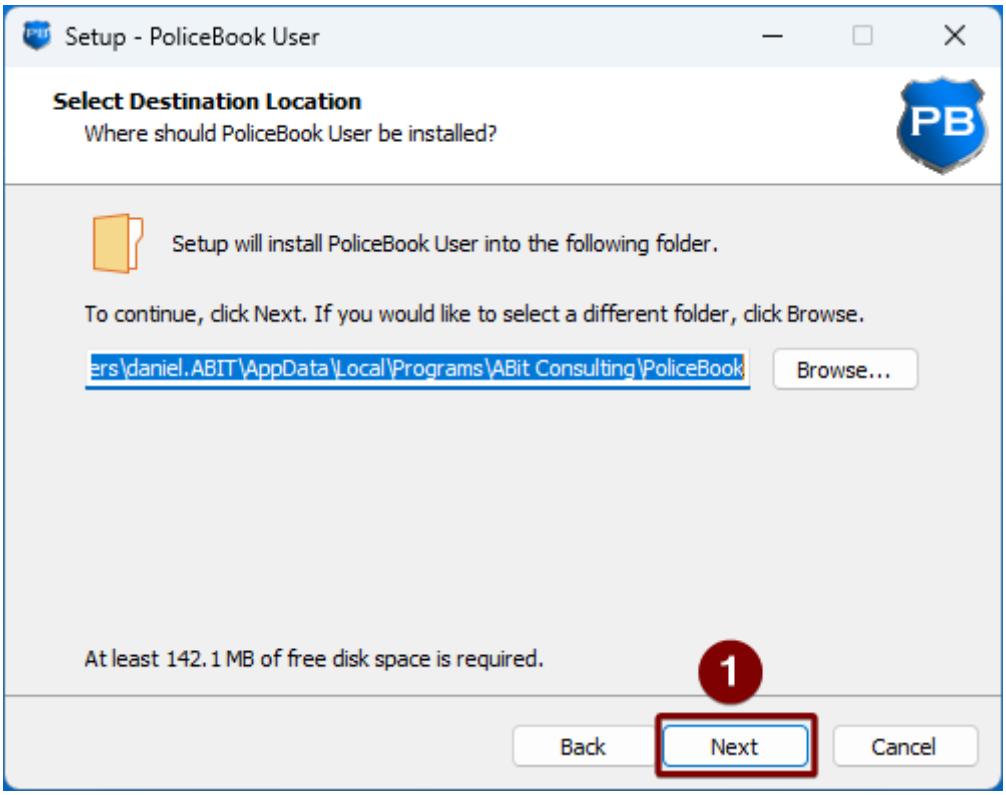
2. Please read the license agreement before continuing, then click **Next**. You will not be able to continue without accepting the EULA.



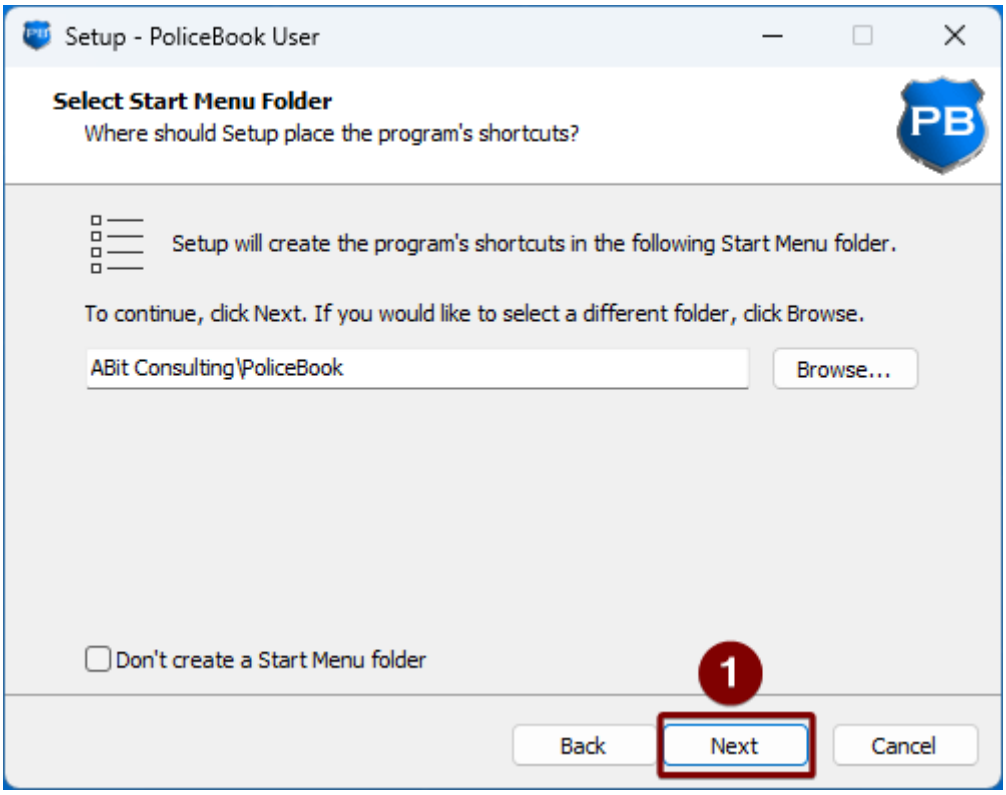
3. Please read the release notes if you are reinstalling the program, then click **Next**.



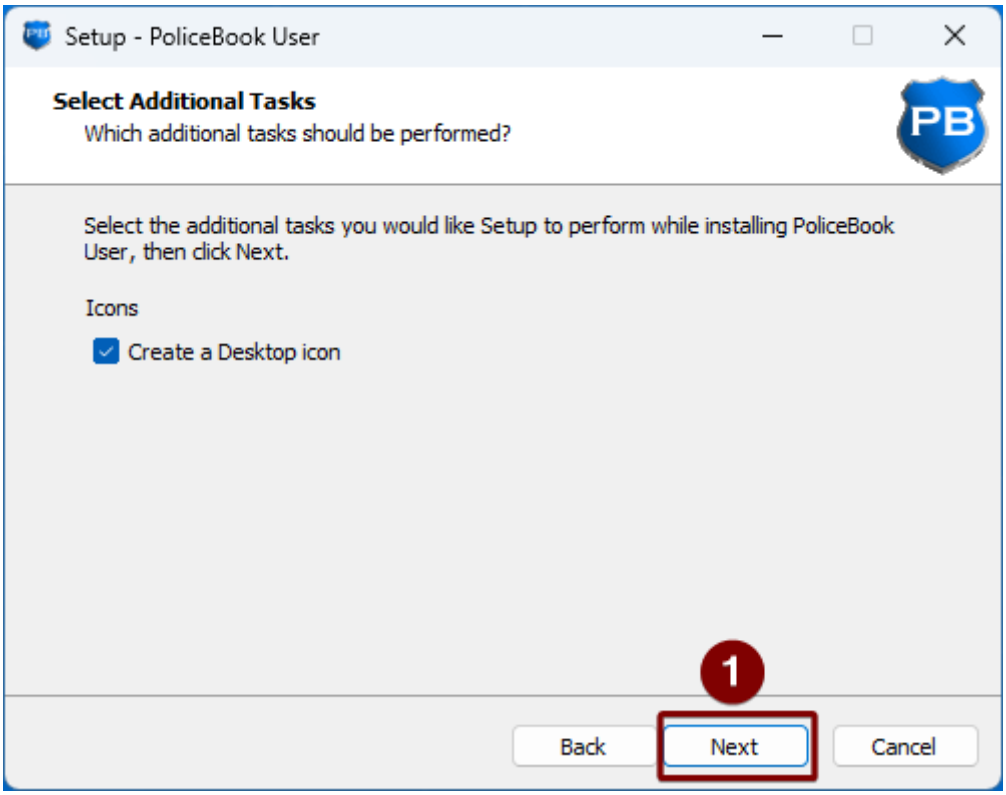
4. Please select a location to where you want PoliceBook to be installed to on your computer, or you can leave as default. Once finished, click **Next**.



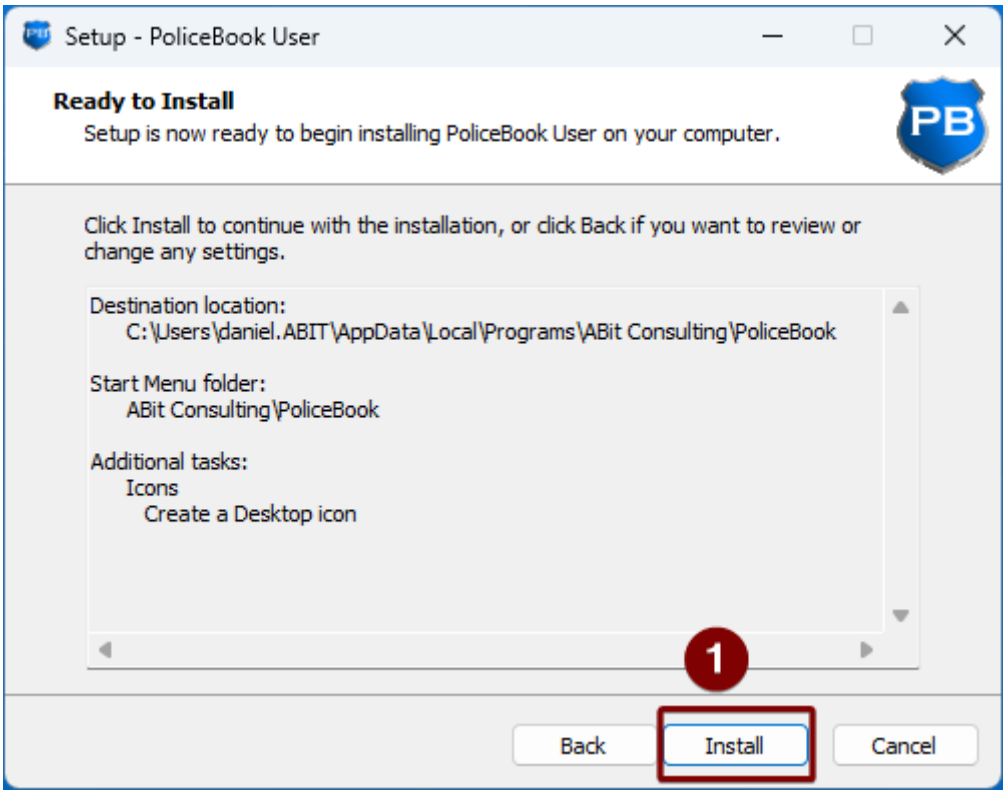
5. Please choose a Start Menu shortcut folder, or if you would like for the program shortcut in the Start Menu to be under "P", click "Don't create a Start Menu folder", then click **Next**.



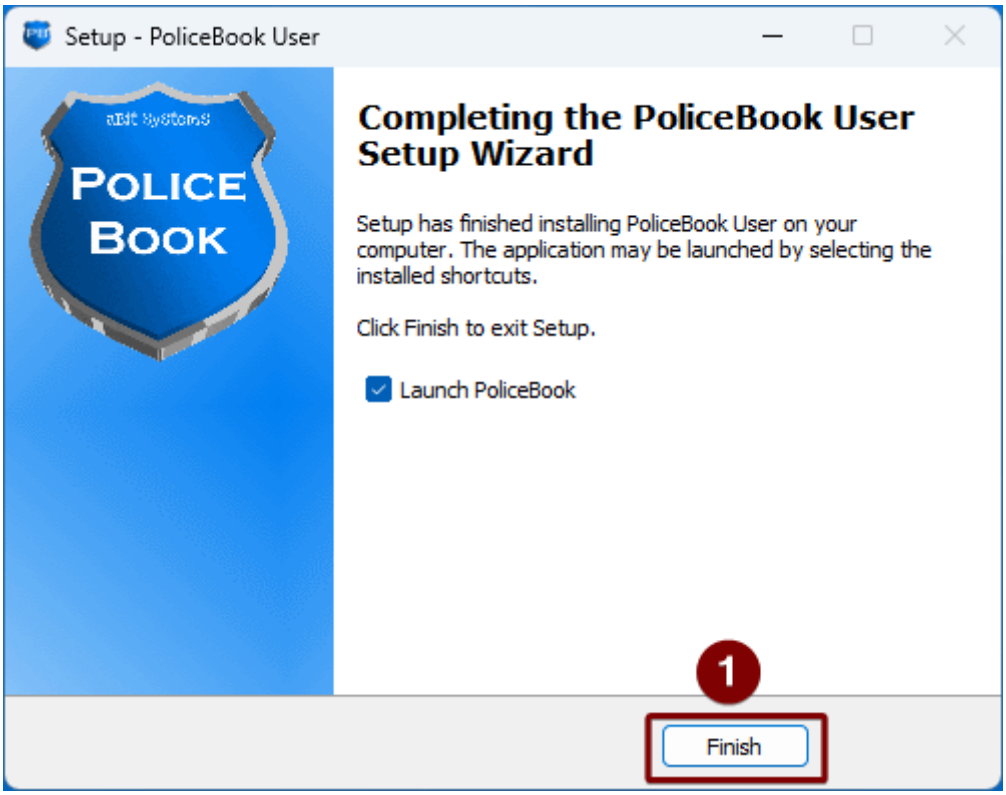
6. If you would like the installer to not create a Desktop shortcut, please uncheck the box and click **Next**.



7. Once you are happy with the installation, click **Install**.



8. Once the installation is finished, you are now ready to open PoliceBook. Click **Finish**.


Setup - PoliceBook User
POLICE BOOK
Completing the PoliceBook User Setup Wizard
Setup has finished installing PoliceBook User on your computer. The application may be launched by selecting the installed shortcuts.
Click Finish to exit Setup.
Launch PoliceBook
1
Finish

Audit Log

There is an Audit log to see who edited what at what time. You can access this Audit log from System > Security > Audit Log.

