

# PoliceBook - Administration

An administration guide for the application PoliceBook.

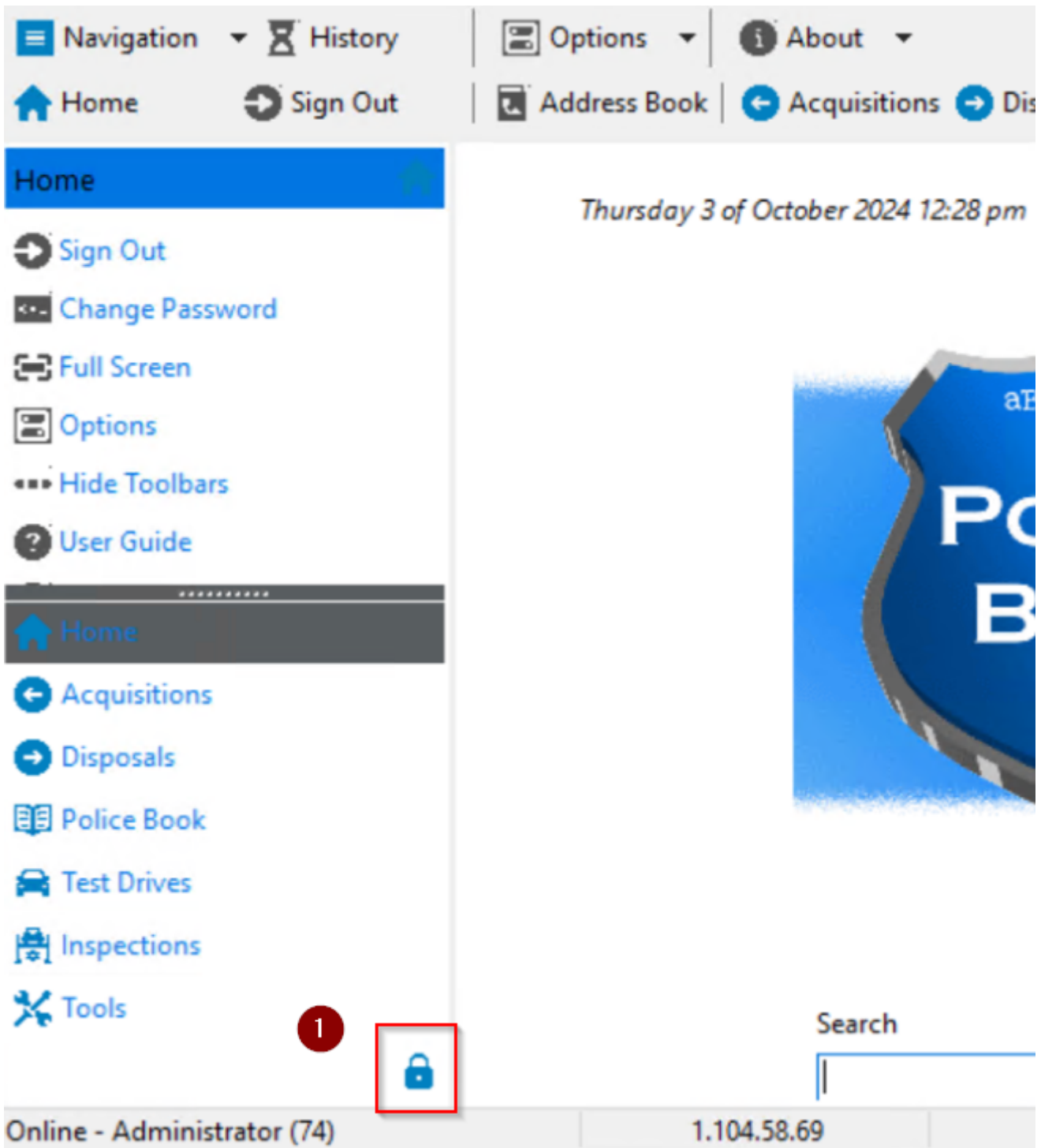
E.g., How to create users, how to audit, how to install PoliceBook.

- [Updating registration details](#)
- [Zero config / Auto Discover](#)
- [User administration](#)
- [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

Navigation History | Options About | Home Sign Out | Address Book Acquisitions Disposals Police Book 1 BABAC

System

General Documents Messaging Reports Staff Security System

Home Acquisitions Disposals Police Book Test Drives Inspections

Settings

Edit Wizard

Search  
registration\_

Setting Key	Setting Value	Setting...	Setting Description
registration_key	6F25BDB3B2DB955 string		Policebook Registr...

1:1 Duration: 0.015 sec. registration\_

NOTE: Do not change system values unless specified by your software vendor or system administrator. All users will need to logout for changes to become active.

General Documents Messaging Reports Staff Security System

Enter the new key and press save

System Setting Details

System Setting

Key  
registration\_key

Value

6F25BDB3B2DB955 string

Copy Paste

Value Type

vtUnknown
  vtFloat
  vtDate
  vtPassword  
 vtString
  vtCurrency
  vtDateTime  
 vtInteger
  vtTime
  vtBoolean

Description  
Policebook Registration Key

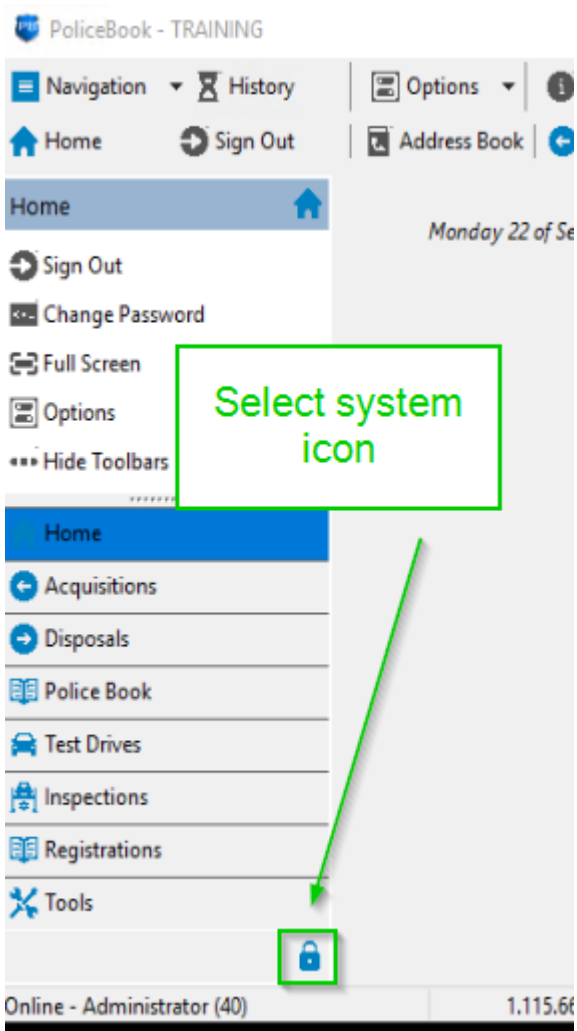
Inactive Save Cancel

# Zero config / Auto Discover

See this guide for detailed setup of [Zero config](#)

# User administration

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

Navigation History Options About

Home Sign Out Address Book Acquisitions Disposals Police Book Test Drives Inspections Tools

System

General Documents Messaging Reports Staff Security System

New Edit Show Disabled

Staffid	E...	Fullname	Email Address	Mobile Phone	Business Phone	Home Phone	Departmentid	Job Title
1	<input checked="" type="checkbox"/>	Administrator	admin@localhost					
2	<input checked="" type="checkbox"/>	Customer 1						

Staff wizard

**Welcome**  
This wizard will guide you through the setup of a staff member.

StaffDetails

Fullname Email address

Mobile Telephone Facsimile

Allow login

Login Details

Username Password Options

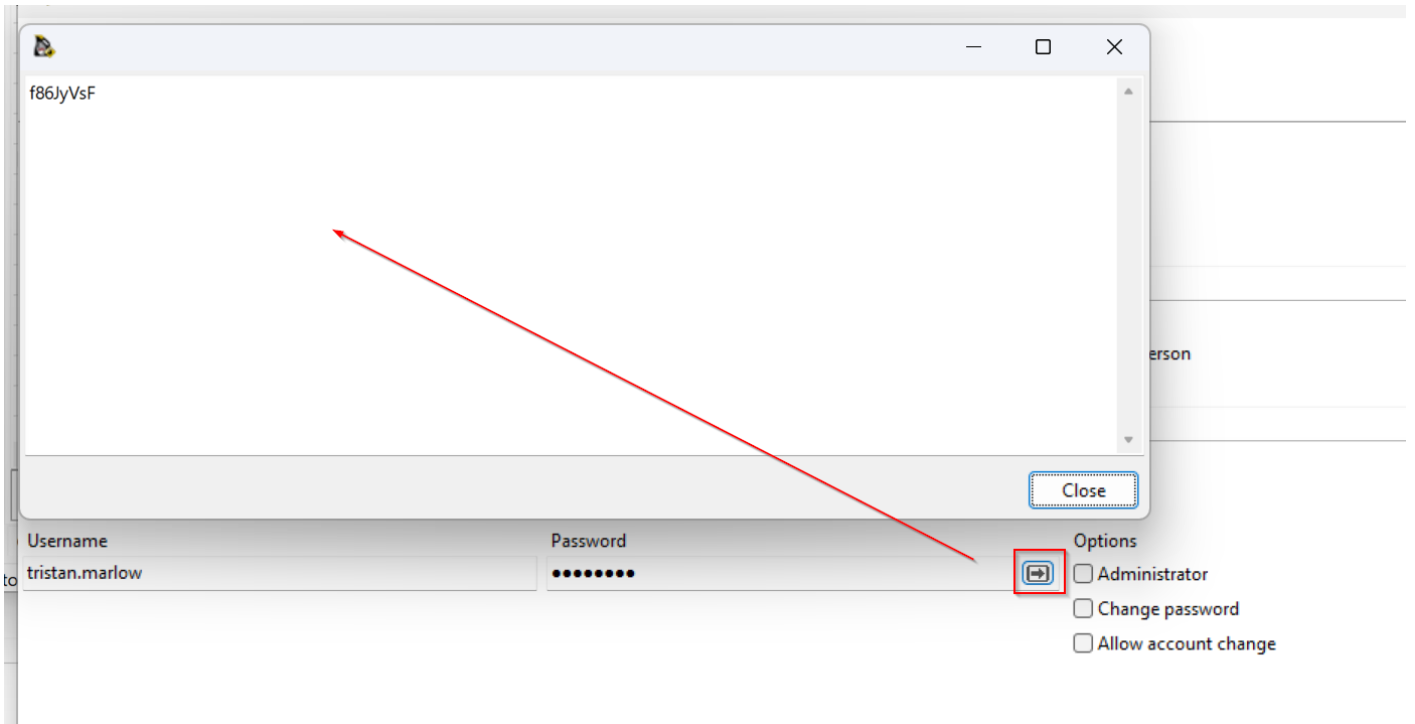
Change password  
 Administrator  
 Allow account change

Please enter a valid username

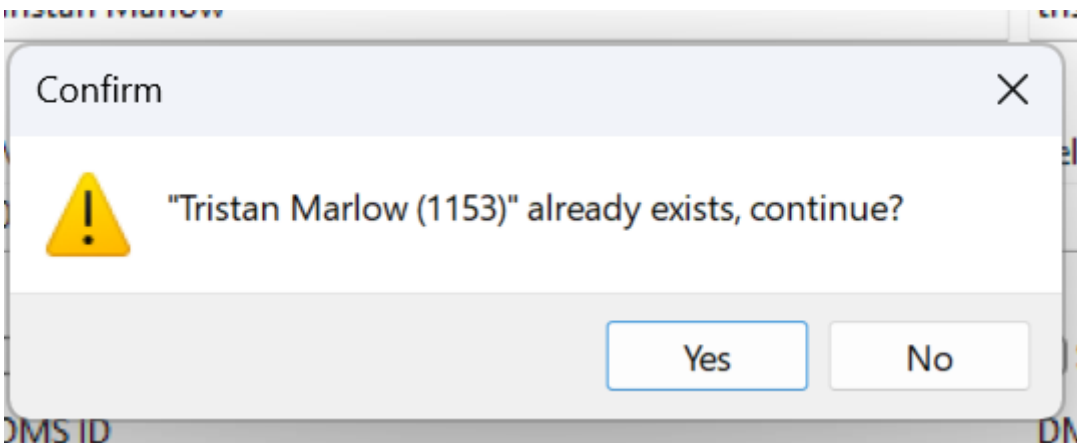
< Back Next > Cancel

Home Acquisitions Disposals

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

Staffid	E...	Fullname	Email Address	Mobile Phone
1	<input checked="" type="checkbox"/>	Administrator	admin@localhost	
2	<input checked="" type="checkbox"/>	Customer 1		

Adjust user details as required

Staff details

Full name: Tristan Marlow  Enabled

General Security Address Departments Team Leader Qualifications Documents

Username: tristan Password:   Administrator  Allow account change

Last password change: 25/07/2024  Change password  Password never expires

Modules OTP devices

Edit Refresh Search

Modul...	Module Name	Read ...	Write ...	Delete ...	Special Access
17	CALENDAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	CONTACTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
20	HUMAN_RESOURCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	LICENSE_BOOKING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	MESSAGING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Last update: 1/08/2024 02:01:13 PM 1:23 Duration: 0.016 sec.

## LDAP Integration (Active Directory)

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

System

- General
- Documents
- Messaging
- Reports
- Staff
- Security
- System **2**

Settings

Edit | Wizard

Setting Key	Setting Value	Setting...	Setting Description
ldap_allow_company		string	LDAP allowed com
ldap_allow_departments		string	LDAP allowed depa
ldap_allow_memberships		string	LDAP allowed men
ldap_domain		string	LDAP login domain
▶ ldap_enabled <b>3</b>	False	boolean	LDAP login integra
ldap_enable_user_default	True	boolean	LDAP new user will
ldap_server_hostname		string	LDAP server hostna
ldap_server_port	389	integer	LDAP server port

Home

- Acquisitions
- Disposals
- Police Book
- Test Drives
- Inspections
- Registrations
- Tools **1**

Last update: [22/09/2025 12:36:25 PM](#)

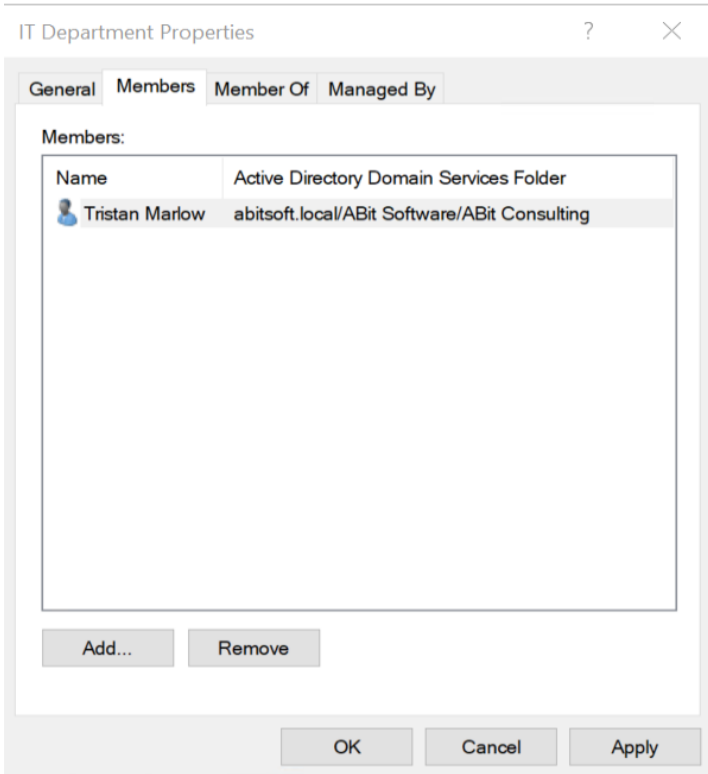
NOTE: Do not change syste

General Documents Messaging Reports Staff Security System

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



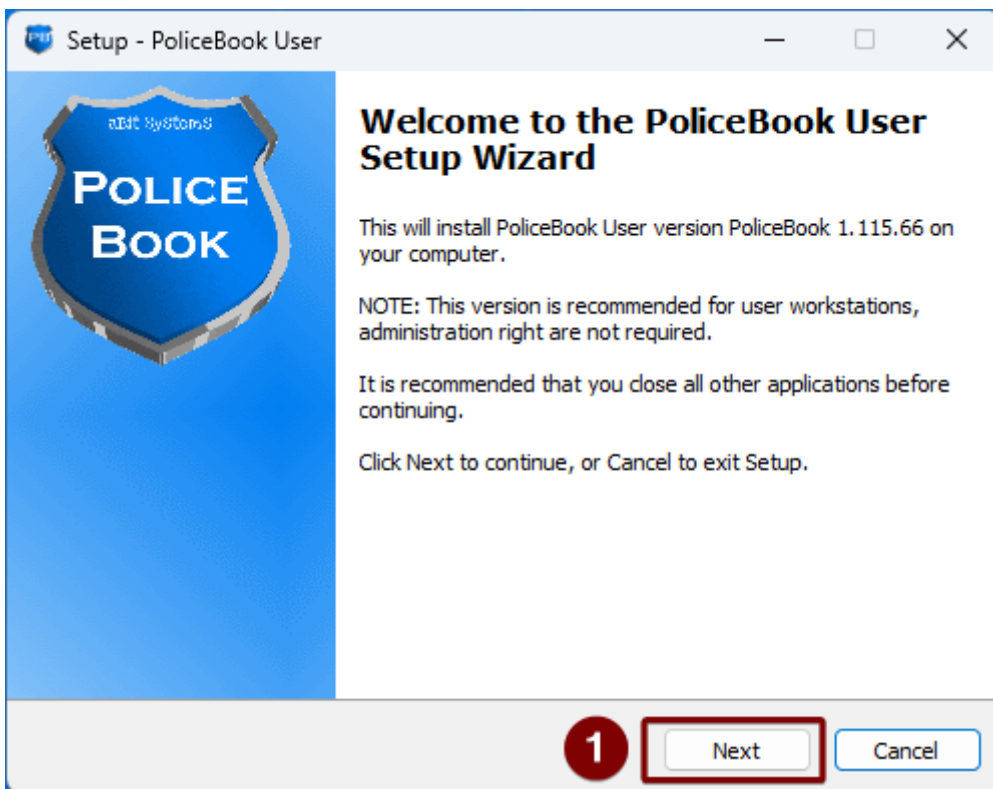
As the password is controlled by LDAP, attempting to change the password will result in "User passwords are managed by LDAP integration"

[image.png](#)

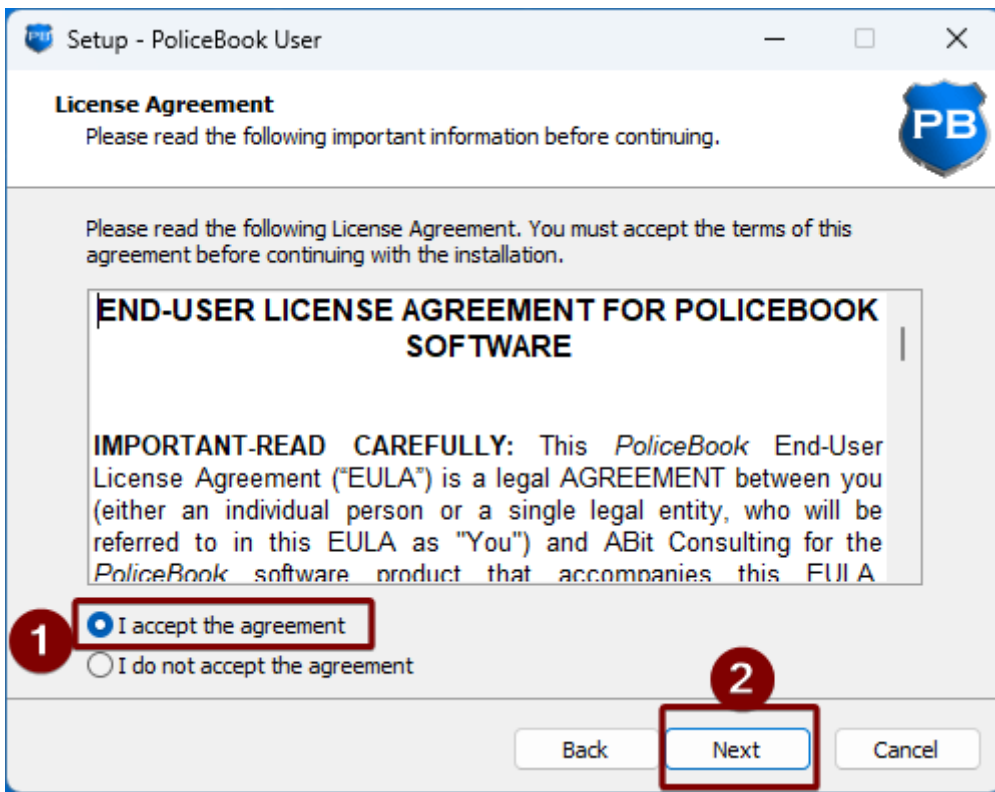
# Policebook - Installation

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.

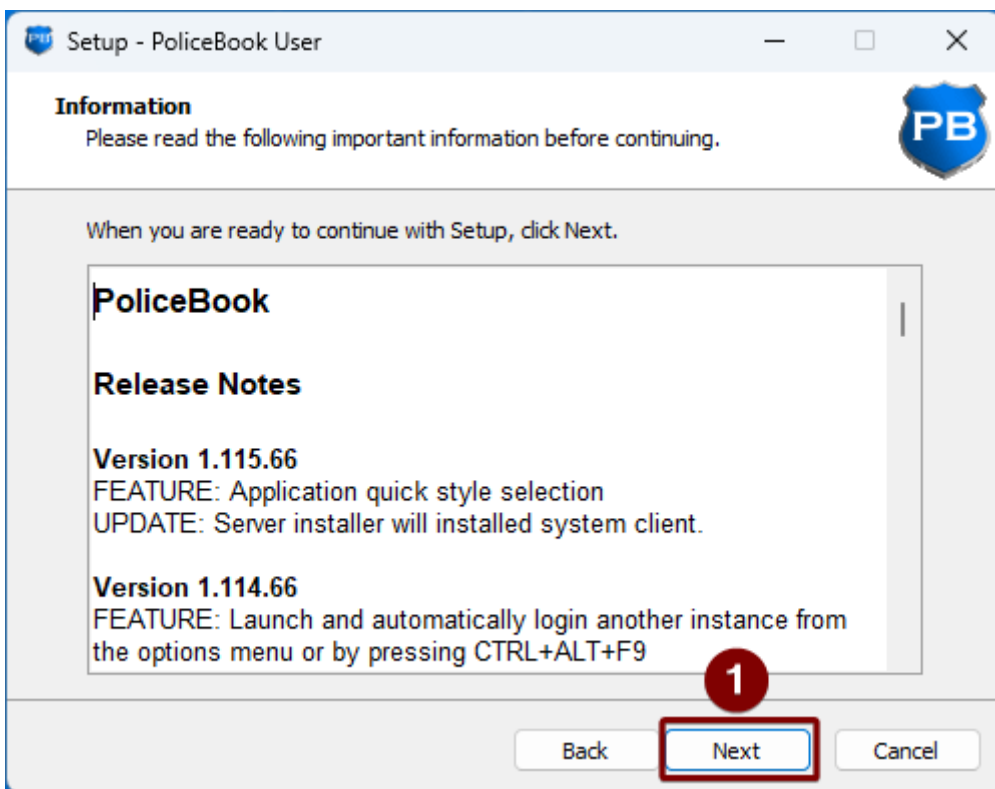
1. Click "**Next**" if you want to continue with the set-up, else click "**Cancel**", and the PoliceBook installer will close.



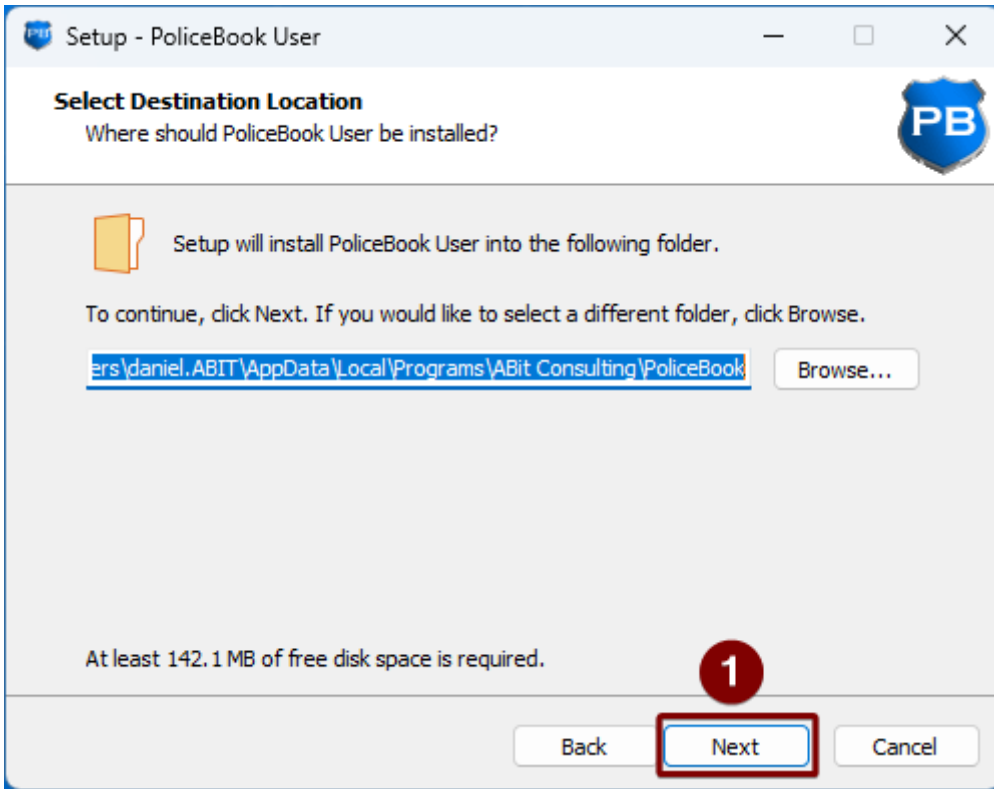
2. Please read the license agreement before continuing, then click **Next**. You will not be able to continue without accepting the EULA.



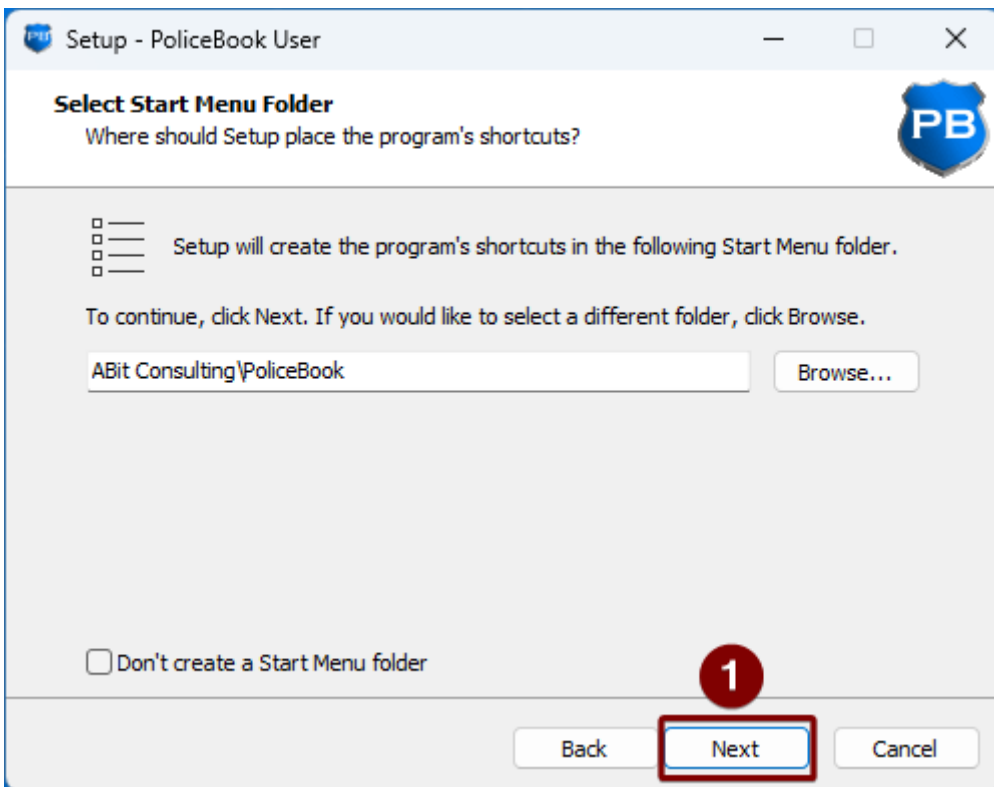
3. Please read the release notes if you are reinstalling the program, then click **Next**.



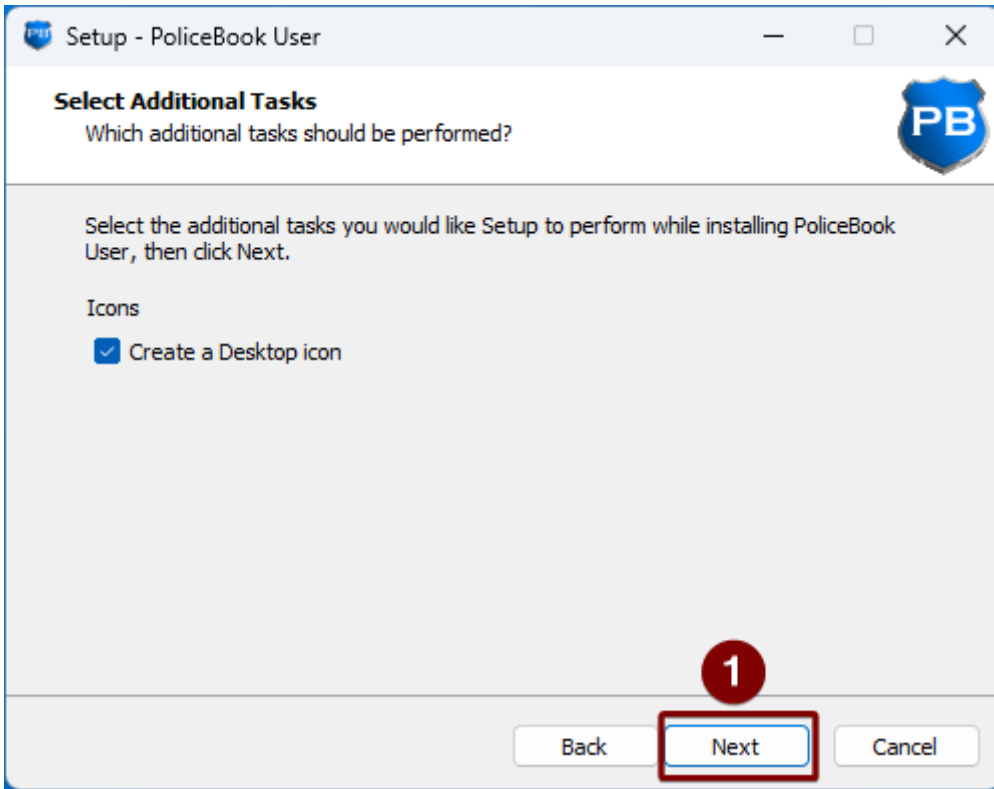
4. Please select a location to where you want PoliceBook to be installed to on your computer, or you can leave as default. Once finished, click **Next**.



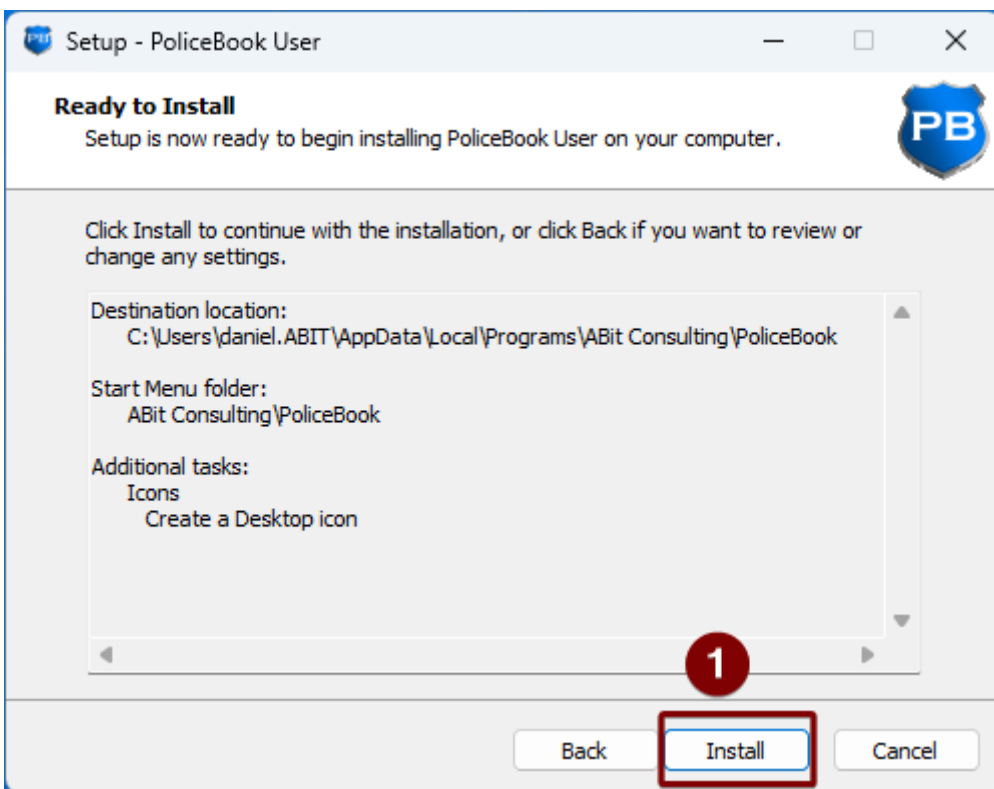
5. Please choose a Start Menu shortcut folder, or if you would like for the program shortcut in the Start Menu to be under "P", click "Don't create a Start Menu folder", then click **Next**.



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**.



## 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.

The screenshot displays the 'Audit Log' section of the 'PoliceBook - TRAINING' application. The interface includes a search bar at the top with fields for 'Text', 'Start Date' (28/10/2025), and 'End Date' (28/11/2025). Below the search bar is a table of audit entries with columns: System, Audit Type, Audit Date, Audit Source, Audit Source Re..., Audit Field Name, Audit ..., Audit ..., Fullname, and Staffid. The table lists various audit events such as 'Edit' and 'Information' performed by 'Administrator' on 28/11/2025. Below the main table is a summary table with columns: Staffid, Fullname, Audit Date, Inserts, Edits, and Deletes. The summary table shows 1 Administrator with 0 Inserts, 1 Edit, and 0 Deletes. The interface also includes navigation buttons like 'Refresh' and 'Search'.

System	Audit Type	Audit Date	Audit Source	Audit Source Re...	Audit Field Name	Audit ...	Audit ...	Fullname	Staffid
>	186 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_dob	13/05/196		Administrator	1
	204 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		sale_status	2	0	Administrator	1
	188 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_date	18/10/200		Administrator	1
	189 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_resident	Test		Administrator	1
	190 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_resident	10 Home		Administrator	1
	191 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_resident	Test		Administrator	1
	193 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_postal_a	Test		Administrator	1
	192 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_resident	5222		Administrator	1
	194 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_postal_s	10 Home		Administrator	1
	195 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_postal_s	Test		Administrator	1
	196 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_postal_p	5222		Administrator	1
	197 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_garage	Test		Administrator	1
	198 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_garage	10 Home		Administrator	1
	199 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_garage	Test		Administrator	1
	200 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_garage	5222		Administrator	1
	201 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_email	is: test@test		Administrator	1
	202 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		market_price	15000		Administrator	1
	203 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_price	10000		Administrator	1
	187 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_licence	1234567		Administrator	1
	182 Information	28/11/2025 11:17:00	11TPBDOSALEBOOK 2					Rollback: Administrator	1
	183 Information	28/11/2025 11:17:00	11TPBDOSALEBOOK 2					Reason: R Administrator	1
	184 Edit	28/11/2025 11:17:00	11TPBDOSALEBOOK 2		purchase_family_r	Test		Administrator	1

Staffid	Fullname	Audit Date	Inserts	Edits	Deletes
>	1 Administrator	28/11/2025	0	1	0