# Policebook - Basics

The basic information on Policebook, E.g., Starting PoliceBook and logging in.

- Starting and Logging into Policebook
- Changing Password in PoliceBook
- Showing or hiding panels

# Starting and Logging into Policebook

## Starting PoliceBook

To start Policebook, you have the following options:

1. Use the provided desktop shortcut on your computer to start PoliceBook.

2. Go into the Start Menu and find the PoliceBook program under the "P" section.

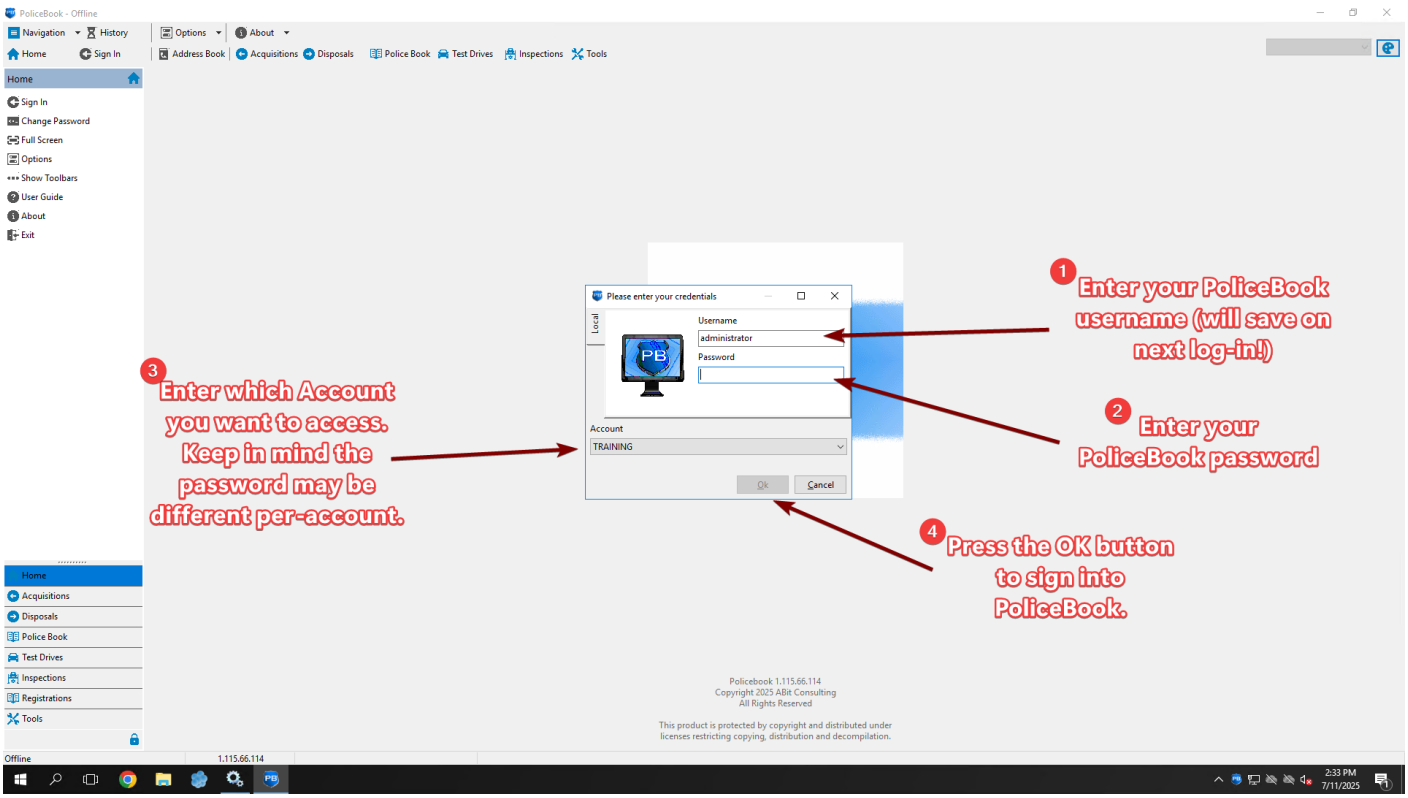
3. Search "Policebook" in the Search Box.



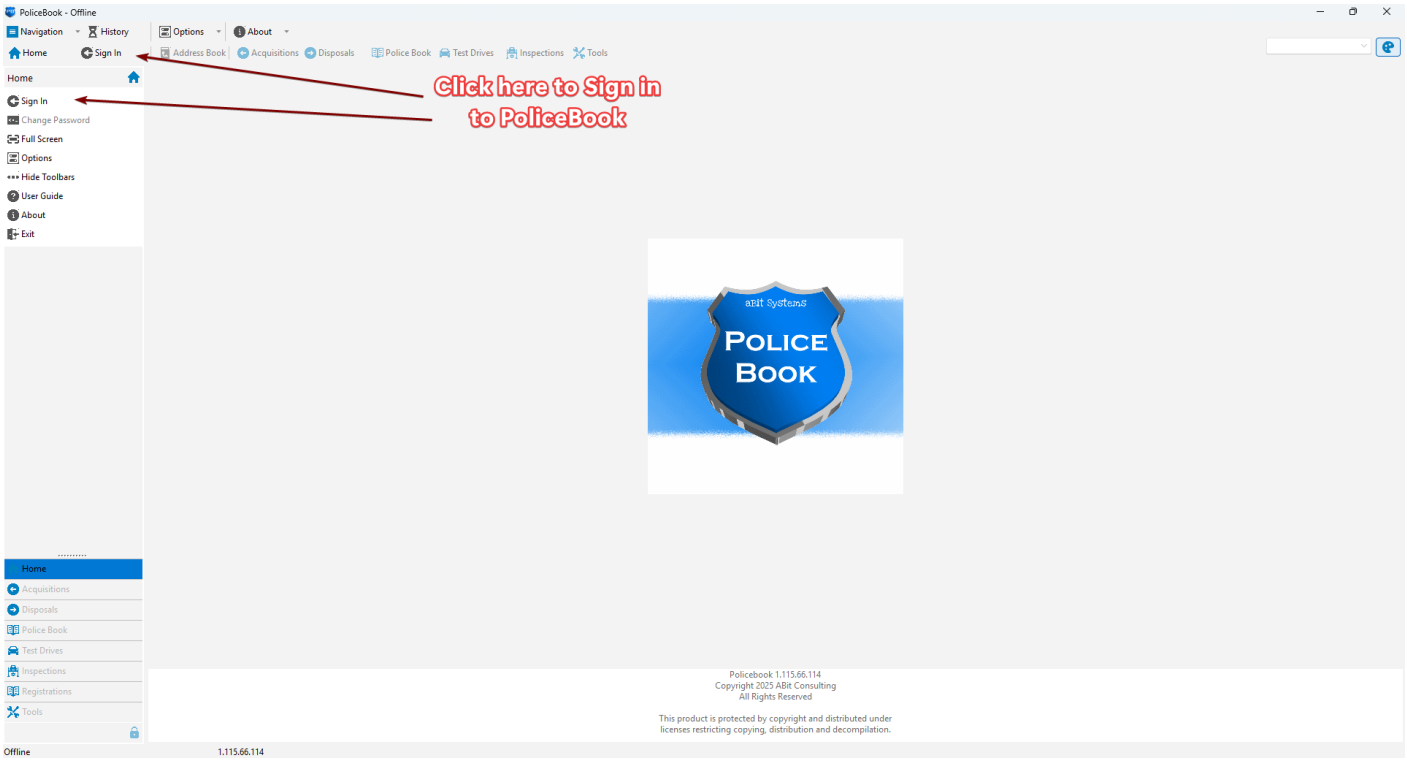

## Logging into PoliceBook

When you start PoliceBook, you will be shown a pop-up window to log into the application.

Your PoliceBook **username** and **password** is provided by your IT support. The **account** section will only appear if you are a part of multiple accounts for your Policebook site. Please pick the account that is best suited for your current use. You can switch between accounts once you have signed into the application.

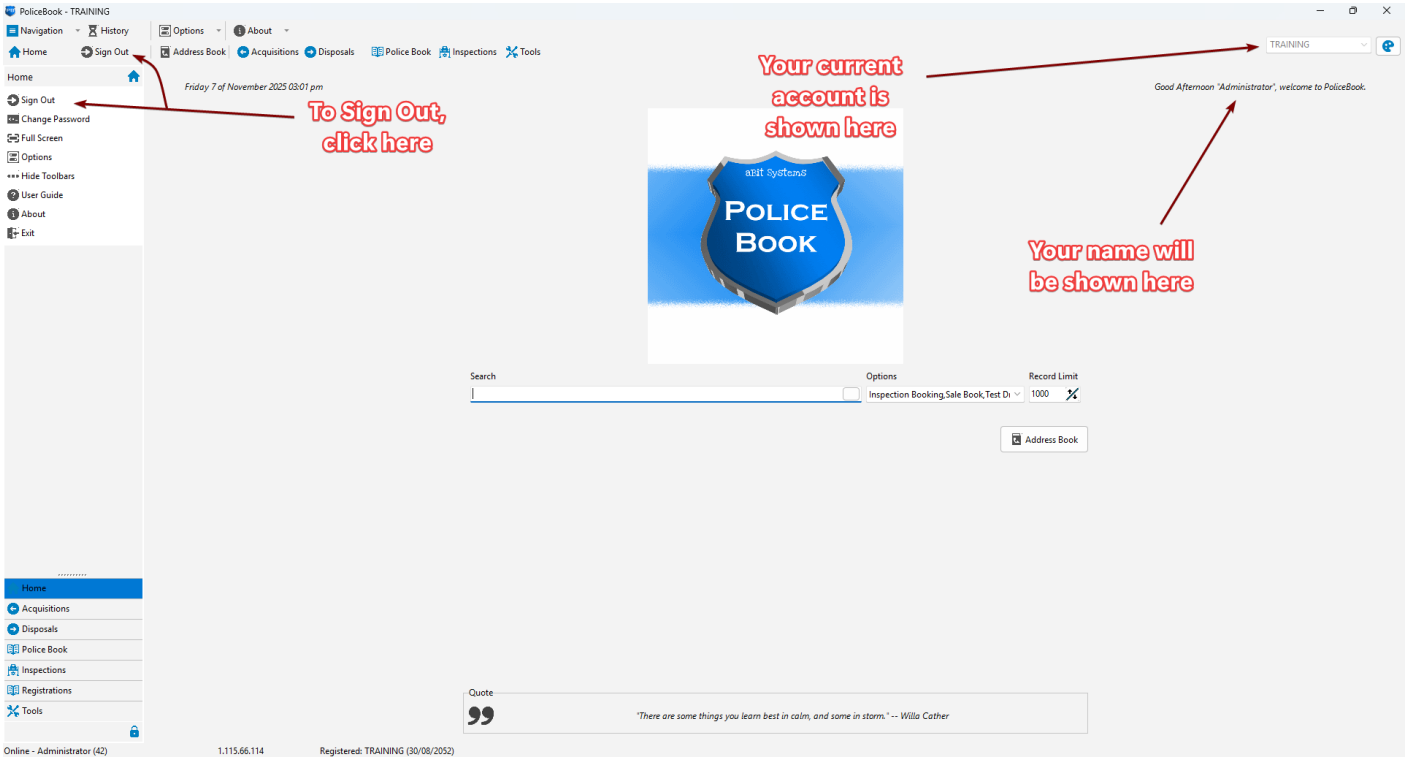



If you closed the pop-up, you can still sign in by pressing the 2 buttons at the top-left of the screen called "**Sign In**".



After a successful sign-in, you will be greeted by the front page of PoliceBook. You will be able to see the current account at the top-right corner of the application, with a greeting message below showing who is signed into the application currently.

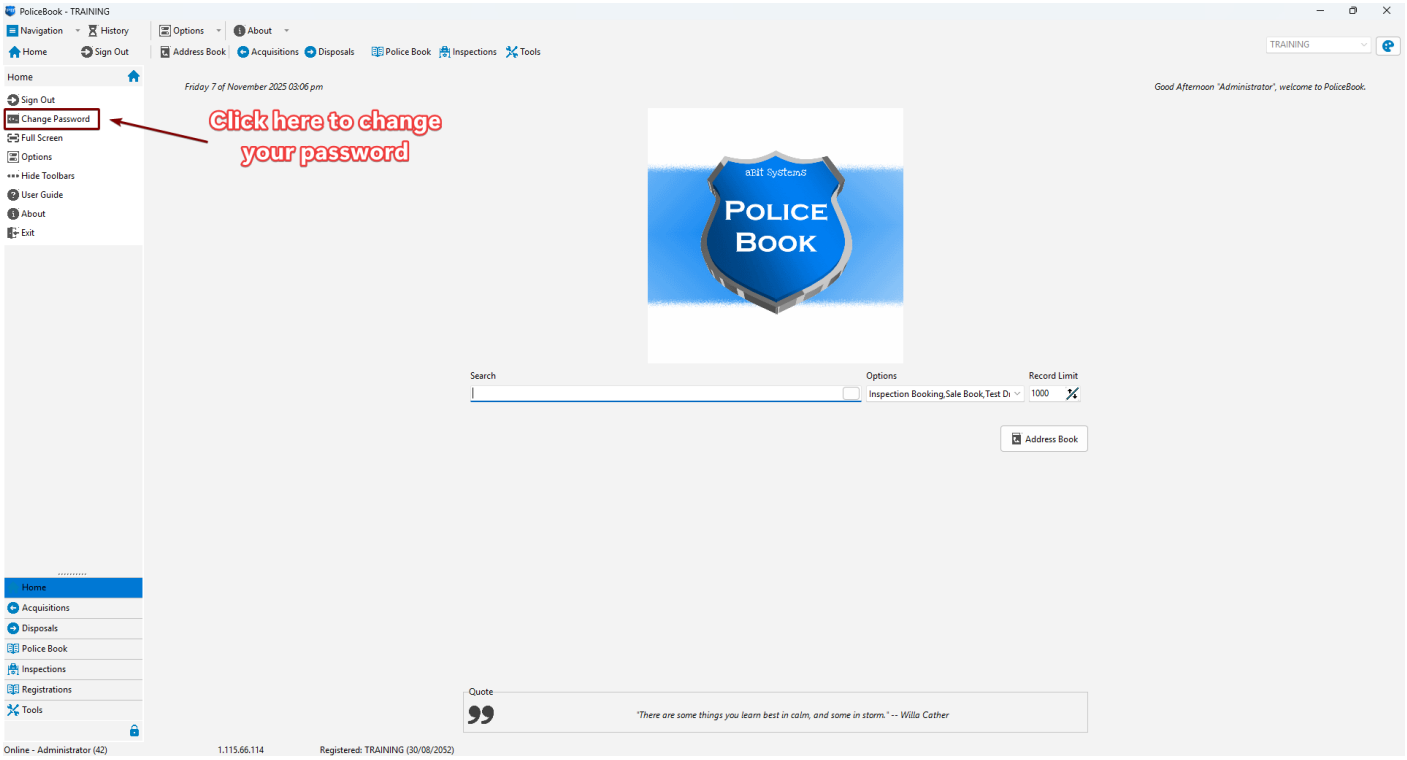
To sign out, you can go to the left sidebar or the top bar.



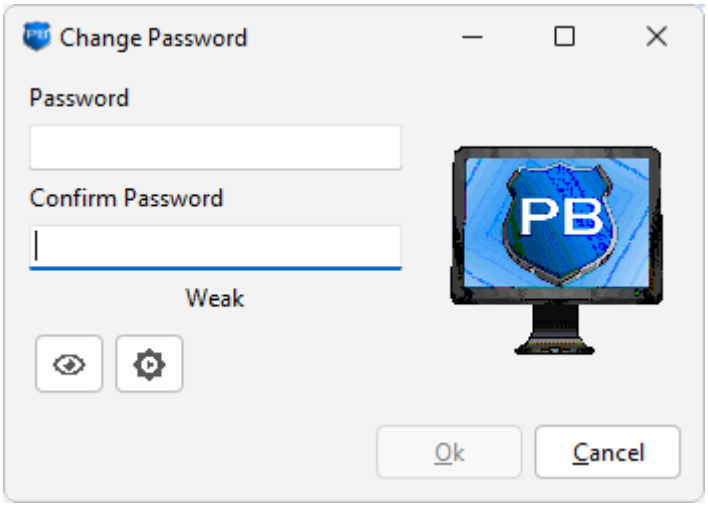
# Changing Password in PoliceBook

## Changing password while logged in

To change your password while you are logged into the application, please go to the left sidebar and click "Change Password"




You will receive a pop-up window to change your password. Please use a strong password. If you would like the password automatically generated, you can use the 2nd button in order to do so. Press "Ok" when you are done.




# Changing password while not logged in (locked out)

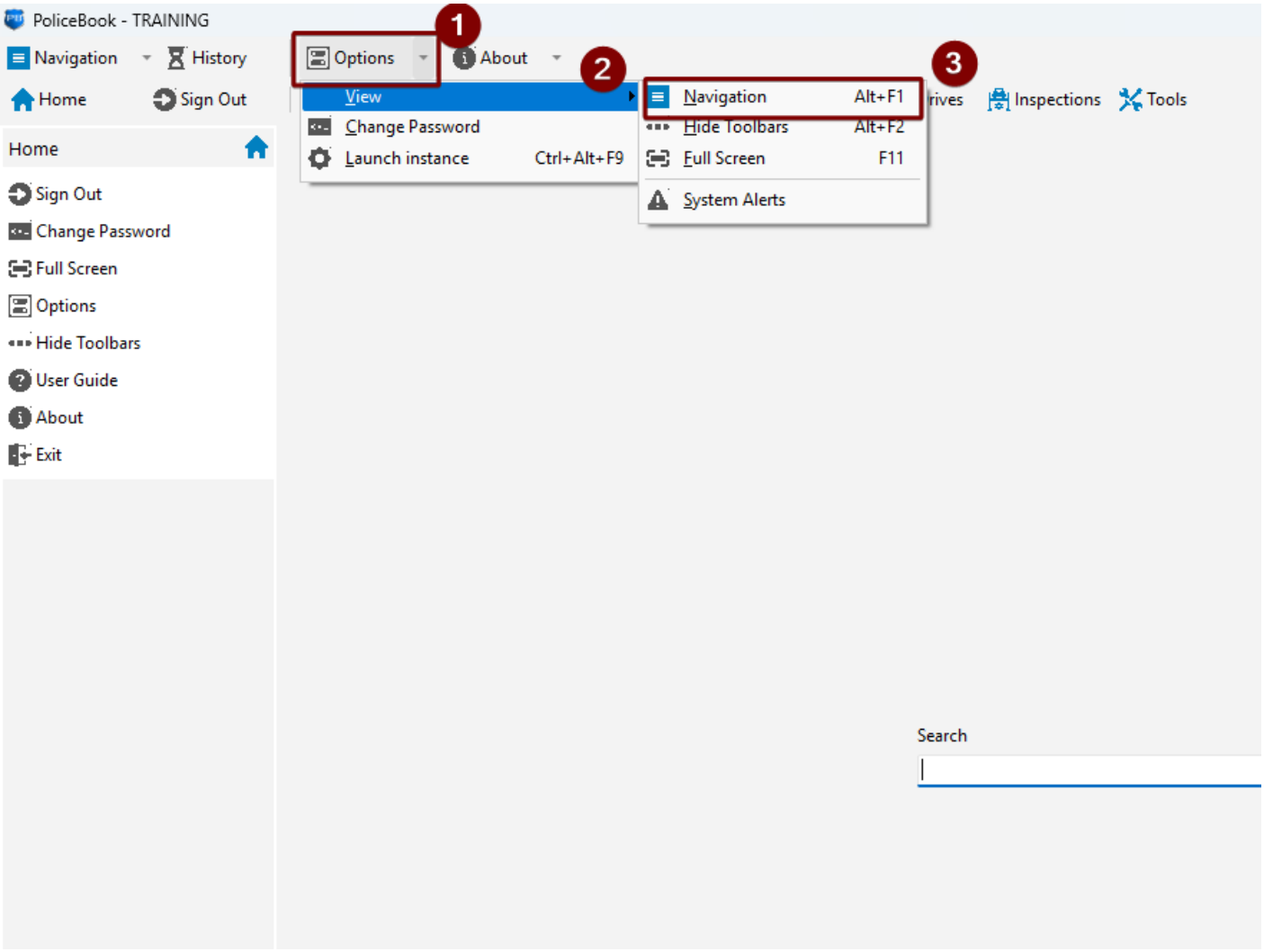
There is no way to change your password yourself while not logged in unless you have administrator permissions. Please contact your IT Support to reset your password for you.

# Showing or hiding panels

## Navigation (Left-side menu)

Keyboard shortcut: ALT+F1

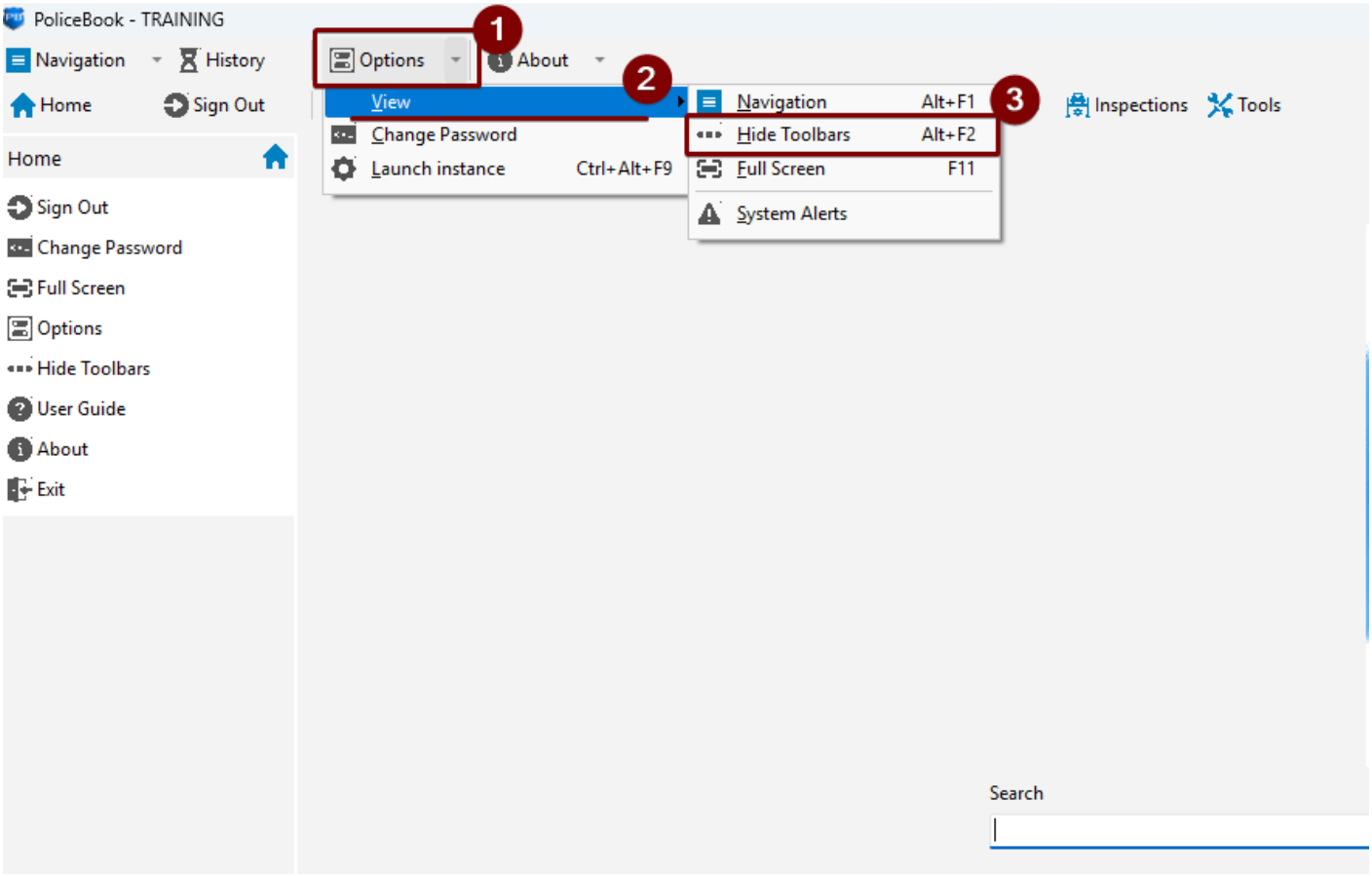
You can show and hide the navigation menu with the keyboard shortcut above or by going to "Options" > "View" > "Hide Toolbars"



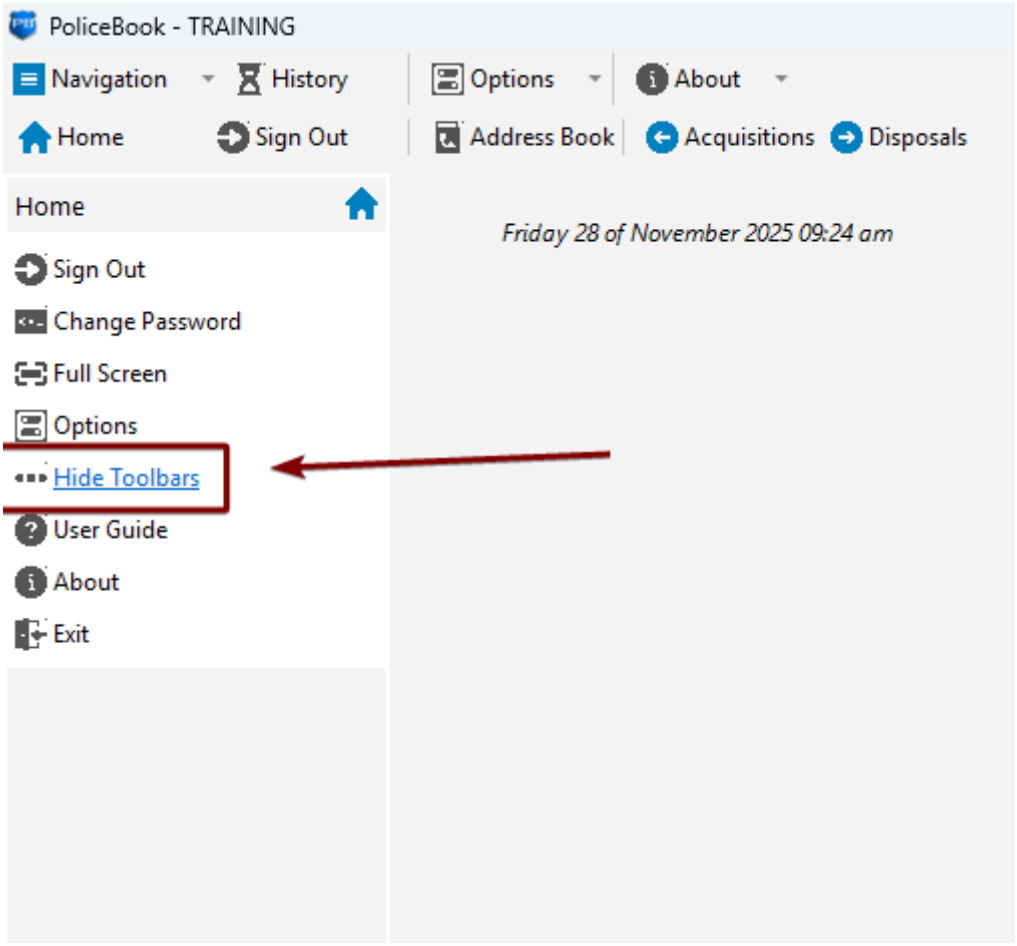

## Toolbar (Top menu)

Keyboard shortcut: ALT+F2

You can show and hide the toolbar menu with the keyboard shortcut above or by going to "Options" > "View" > "Hide Toolbars"




You can also hide the toolbar menu with the button in the navigation menu (left-side).


PoliceBook - TRAINING
Navigation
History
Options
About
Home
Sign Out
Address Book
Acquisitions
Disposals
Home
Friday 28 of November 2025 09:24 am
Sign Out
Change Password
Full Screen
Options
Hide Toolbars
User Guide
About
Exit