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ATTORNEY GENERAL

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eForms MSDVR User Guide for Law Enforcement

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ABOUT EFORMS DVR

eForms DVR is a statewide repository for Domestic Violence (DV) reports for all authorized users to access, promoting officer and victim safety. The eForms DVR application is a comprehensive Domestic Violence Reporting tool that should be utilized by all law enforcement and court agencies in the state of Mississippi to accurately, consistently, and electronically record and process facts and circumstances associated with a domestic violence incident/offense. The MSDVR case management system provides field-based data entry, data validations, electronic case submission, web-based supervisor approval processes and court updates all through an intuitive interface.

The eForms DVR application works within the Mobile Officer Virtual Environment (MOVE) software framework. MOVE consists of a set of software applications and integrated peripherals that work to minimize data entry tasks. The information required in eForms DVR regarding the person(s), vehicle(s) and location(s) are entered and imported into the case using various MOVE functions. These features make it much easier and faster to organize, collect, validate, and submit the pertinent DV incident/offense data and promote officer and victim safety.

eForms DVR for law enforcement is an application that must be downloaded and installed on the client machine. Please contact the Mississippi Attorney General's Office for more information. Court clerks will access DVR's entered by law enforcement through the MSDSVR website <https://dvr.ago.ms.gov>.

GETTING STARTED

The core eForms DVR system is comprised of two parts:

1. **eForms DVR application** used to enter new reports.
2. **eForms DVR website** used to search for, approve or reject (supervisors only), update court information (court personnel only), and view all approved reports statewide (all users with any of the DVR roles).

What you will need:

1. Law enforcement will need MOVE, MapClick and eForms DVR installed on your computer.
2. All users must have an account in CAPSLock and be assigned one of the roles listed in the next section before using eForms DVR.
3. For new accounts, contact your agency's CAPSLock administrator.

Personnel wanting to use eForms DVR will need to contact their agency's CAPSLock administrator to have their account setup.

EFORMS DVR ROLES | CAPSLOCK ADMINISTRATOR'S RESPONSIBILITY

IMPORTANT: All law enforcement agencies have been assigned both the MOVE and DVR eForms DVR Officer application privileges. This means that all personnel belonging to any enforcement agency automatically inherit these privileges and can access MOVE and eForms DVR just by having an active account in CAPSLock.

CAPSLock administrators will be responsible for granting supervisors the eForms DVR-Supervisor role. Agency CAPSLock Administrators can view the CAPSLock Administrator Guide in [Appendix A](#) of this guide.

DVR Officer - role allows users to create, edit, and submit reports through the eForms DVR application. Users with this base role will also be able to access their own reports on the DVR website.

DVR Supervisor - role allows users view, approve, or reject, and view all their agency's reports.

DVR Court – role allows court personnel the ability to view, add bond & court updates, and print approved reports in their jurisdiction.

DVR Inquiry – role allows designated personnel to access and view all (statewide) approved reports in the DVR system.

NOTE: It is not necessary to grant this role to any personnel possessing any of three roles above.

Tip: The best method for learning eForms DVR is to login and start using the application in Training mode. To access Training mode, follow the directions in the next section.

This guide is not comprehensive. It may not cover all available features of the application. The guide is designed to show an overview of the application's primary interfaces and features. To reduce redundancy, many of the sections of this guide depend on knowledge of the previous section.

1. Login to MOVE:

Click the eForms button:



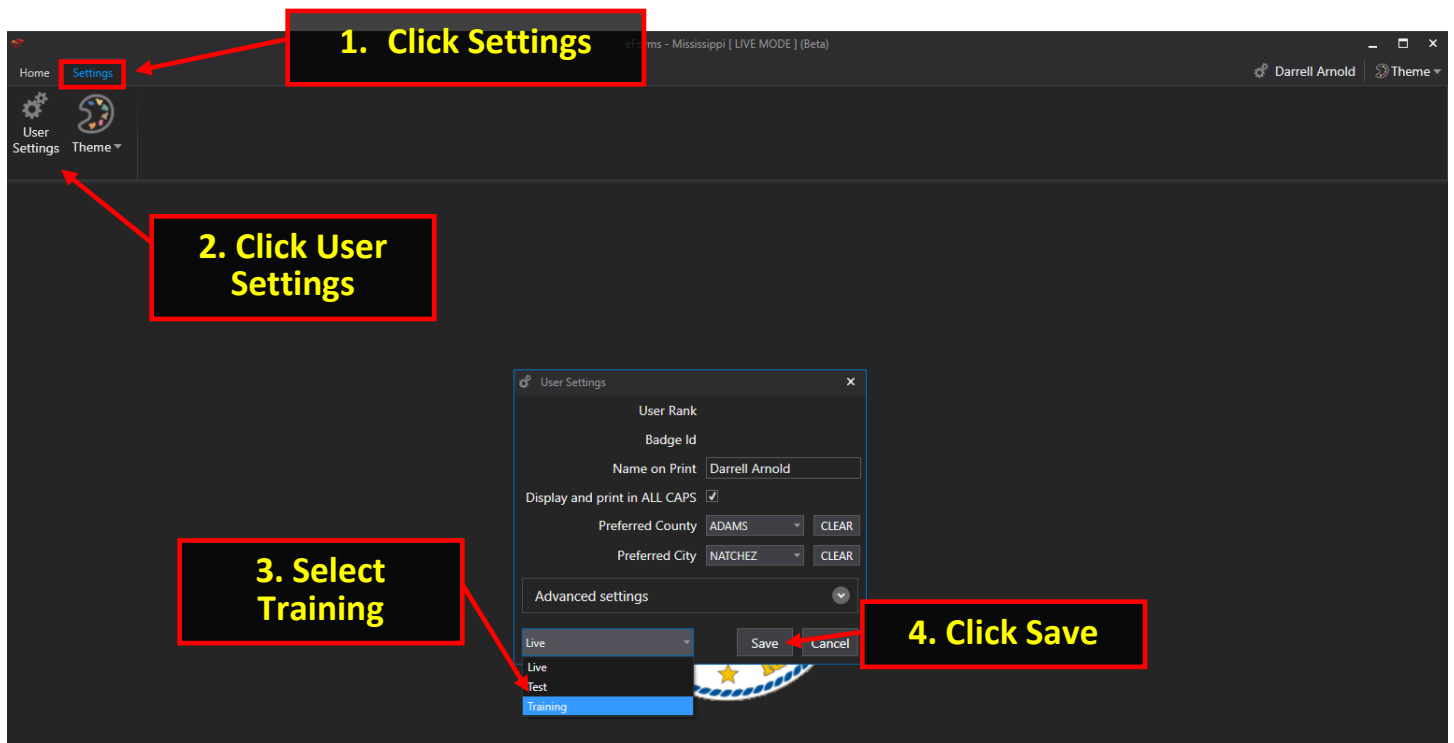
Click the eForms Button

When eForms first loads you may receive an additional authentication window. Reentering your login credentials will keep eForms in sync with the server. This allows you to view real-time status of submitted reports, submit new reports, save reports locally and on the server, and receive notifications from your supervisor regarding rejected reports. However, it is not necessary to have an internet connection when using eForms, only when transferring reports to the server which will be covered later in the guide.

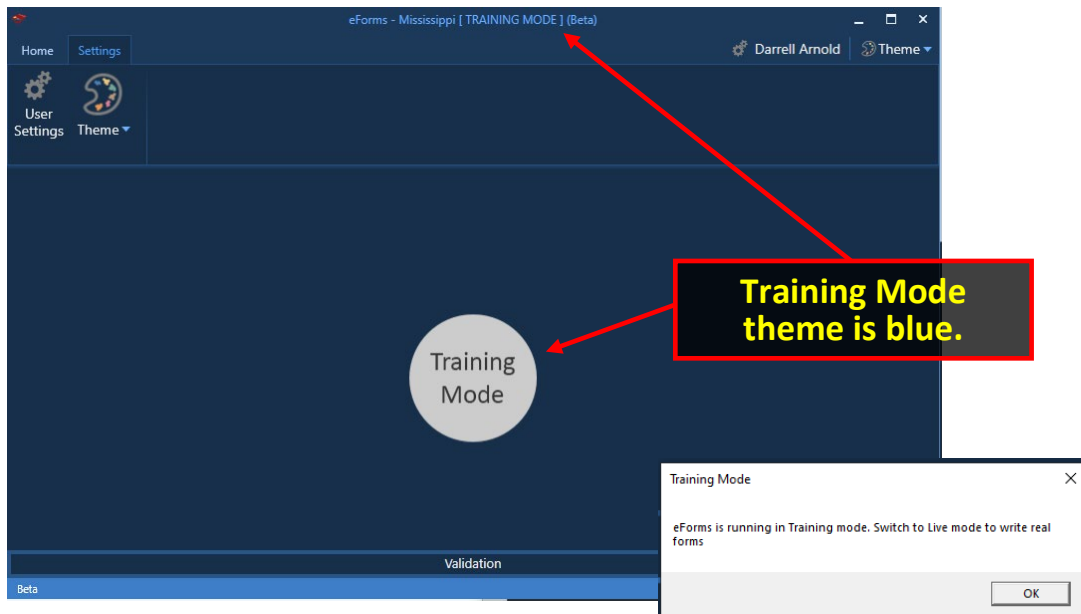
If you do not have an internet connection when first logging in, click the Use Offline button to continue loading eForms.

TRAINING MODE

By default, eForms will load into live mode. To access Training mode, you will need to make the change in User Settings.



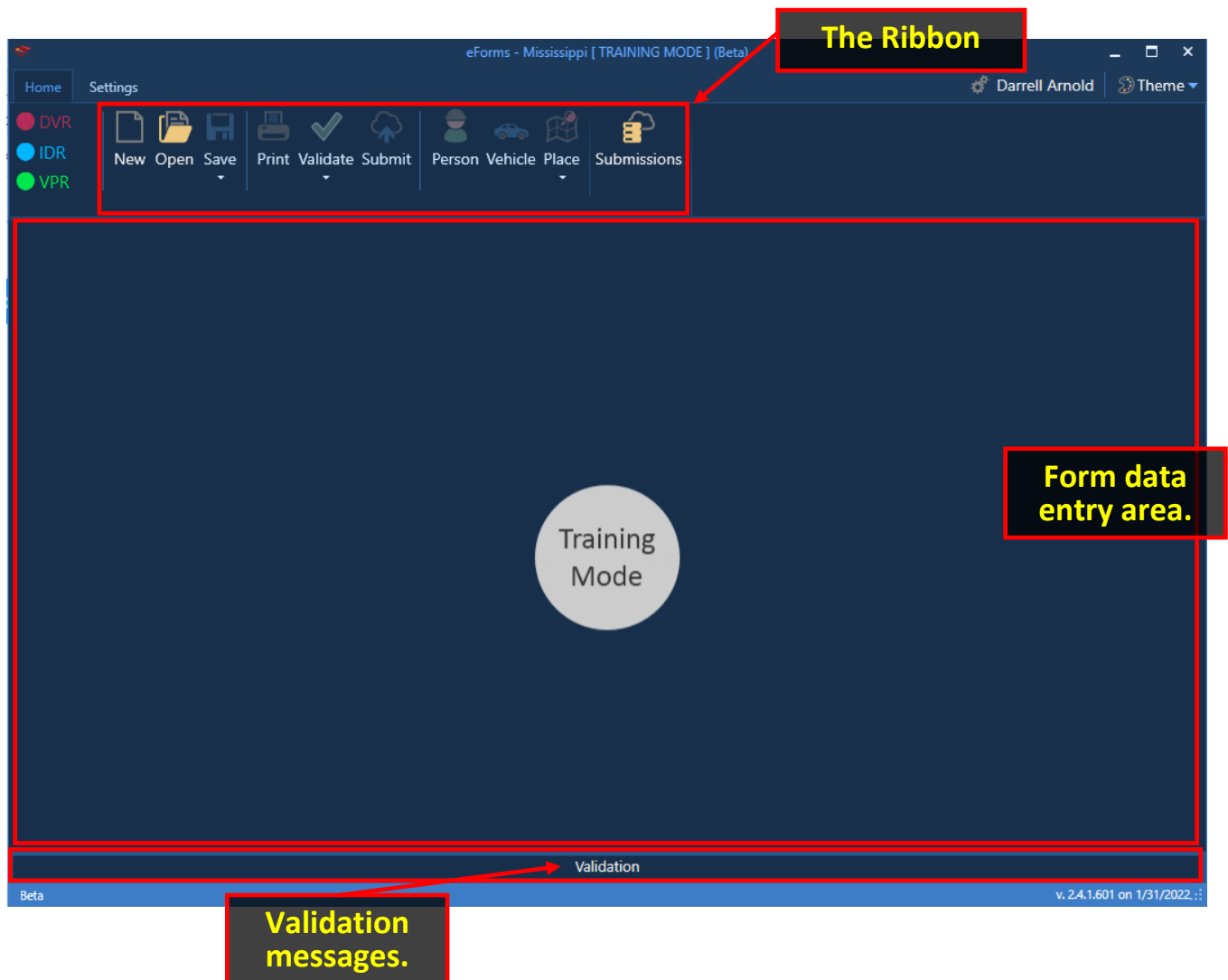
eForms will restart in Training Mode, signified by the theme turning blue and a large circle in the middle of the application window which reads "Training Mode."



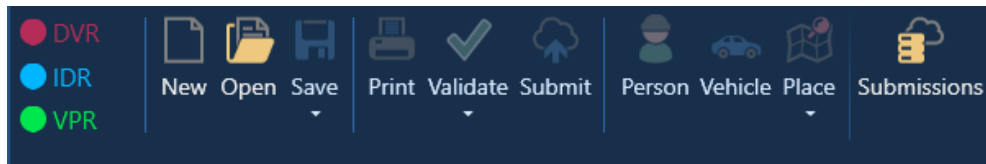
Every time you start eForms in training mode a pop-up window will appear reminding you that you are in training mode.

EFORMS APPLICATION OVERVIEW

The eForms application is comprised of three main sections: 1) The Ribbon, which contains all the application functions. 2) The form data entry area where you create new forms. 3) The Validations section displaying warning and error messages for the active form.

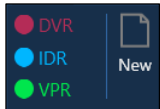


THE RIBBON



The ribbon menu along the top of the page is always visible. These are your options for creating and managing forms.

NEW



The New button will pull up all the forms you currently have access to create. The easiest way to start a new DVR form is to click the form name to the left of the New button.

NOTE: Depending on your level of access, you may not see the other forms visible to other users/agencies. In most cases, you will only have access to the DVR form.

OPEN



Brings up the Open documents window. Access forms saved to your computer.

SAVE



Saves the form to your computer and on the server if connected to the internet. This allows you to save the form on one computer and then finish it later on another.

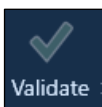
PRINT



Prints a blank DVR form that can be used in the field.

NOTE: Blank forms are meant for note-taking purposes so you can enter the data later when it is safe and convenient to do so. These forms are unofficial. All DVR reports should be created and submitted using the eForms application.

VALIDATE



Validates the active form. Validation messages will appear at the bottom of the eForms application. In addition, fields containing errors will be highlighted in red. All reports must be validated and free of errors before you can successfully submit the report to the server.

SUBMIT



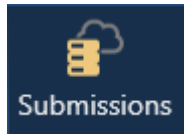
Submits the active report to the server for further processing. This button is only available if the current form is free of validation errors.

AUTO POPULATE BUTTONS



These buttons allow you to quickly populate recently saved data from MOVE Recent Data.

SUBMISSIONS

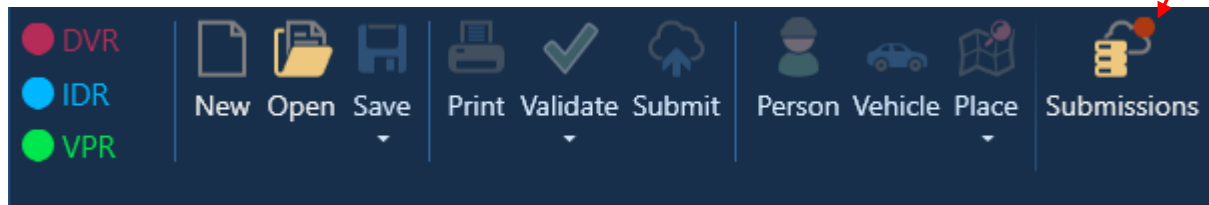


Brings up a window displaying all your submitted forms. If connected to the internet, the Submissions Manager will display all reports created by you, regardless of the computer used.

NOTIFICATIONS

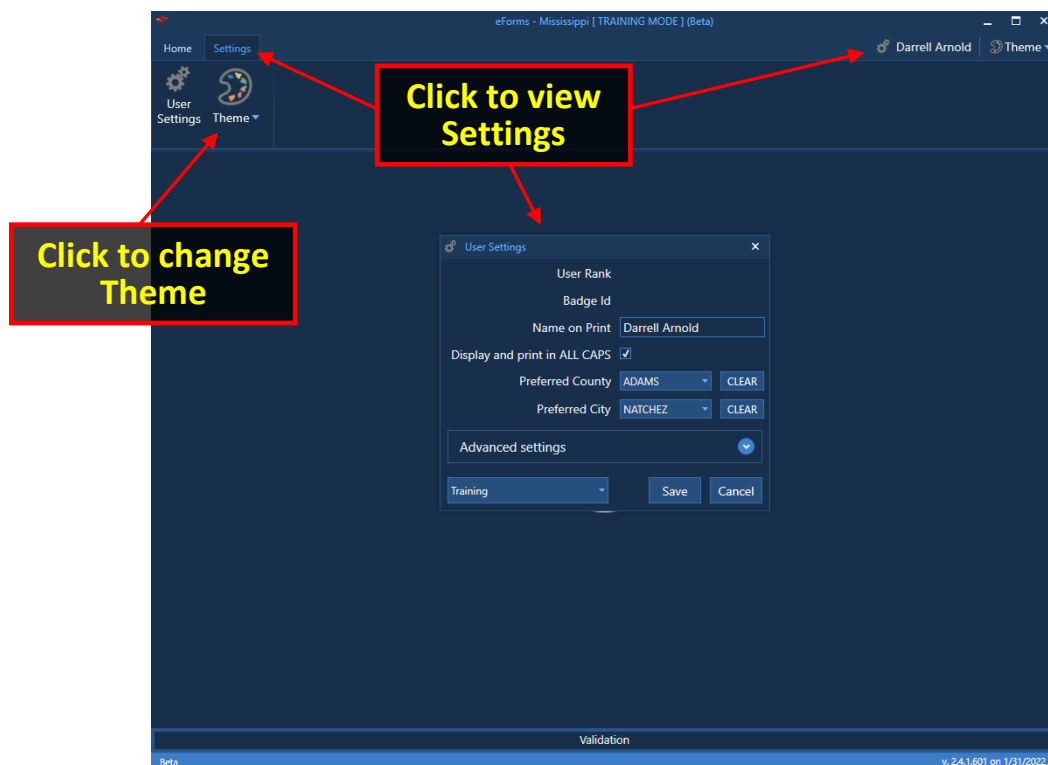
A notification bubble will appear on the Submissions button when a supervisor has rejected your report.

Rejected report notification bubble.



SETTINGS – APPLICATION SETTINGS, USER SETTINGS, AND THEME

You can access application and user settings by clicking on the Settings tab at the top or on your name in the top right-hand section of the application. Likewise, to change the Theme when in live mode, click either of the Theme buttons.

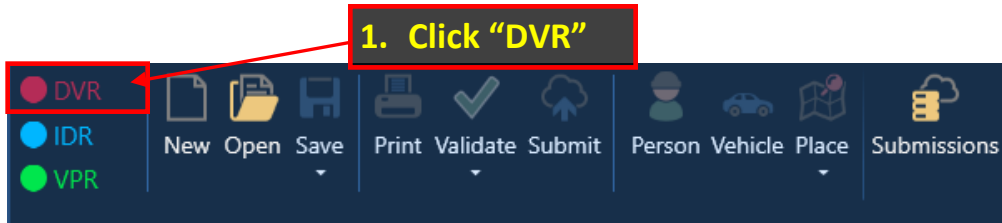


In user settings you can change how your name appears on forms, set type to all CAPS, set your default County/City, and switch between Live and Training modes.

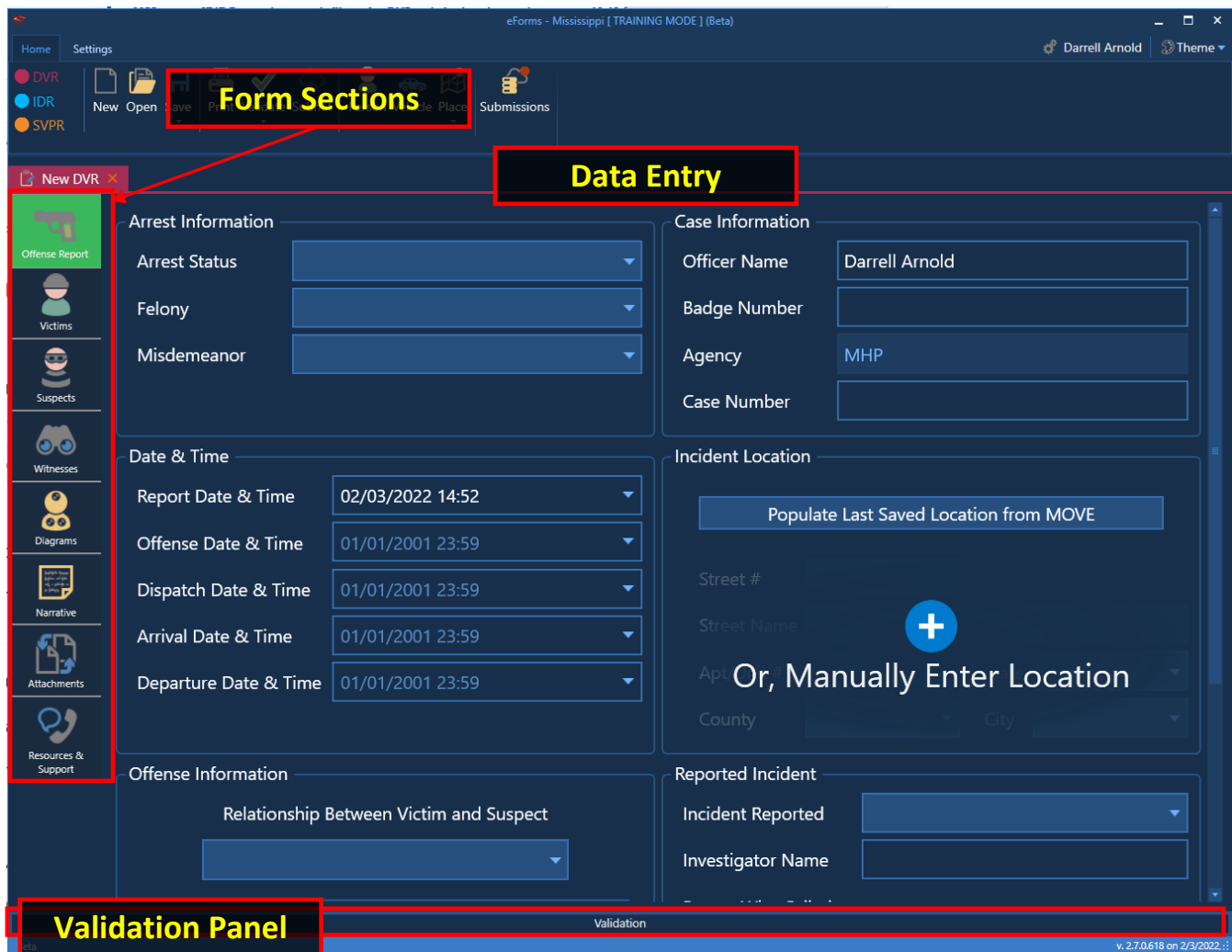
CREATING A NEW DVR FORM

The following sections describe the details of completing a Domestic Violence Report (DVR) form. We will go through the primary steps to completing a form, checking for errors (i.e., validating) and submission for supervisor approval. Not all fields will be covered in this guide but after completing this section you should have a solid understanding of the eForms application as it pertains to creating and submitting a DVR form.

1. Click the **DVR** form name next to the **New** button:



A new DVR form will open in a new tab displaying the report sections/components on the left (Tree), a data entry window in the center, and validation panel at the bottom.



OFFENSE REPORT SECTION

The Offense Report section is where you will enter the details about the DV incident/offense. Each segment contains a logical grouping of the components and the data elements that are necessary to complete the report.

We'll start by entering the Arrest, Case, and Date & Time Information.

The screenshot shows the 'Offense Report Section' form. It is divided into several sections: Arrest Information, Case Information, Date & Time, Offense Information, and Reported Incident. Red callout boxes highlight specific features: 'Arrest Information' points to the 'Arrest Status' dropdown (set to 'Arrested'), 'Officer and Case Number' points to the 'Officer Name' field (Darrell Arnold) and 'Case Number' field (20220001), and 'Charge dropdowns are multi-select' points to the 'Misdemeanor' dropdown (set to 'Simple Domestic Violence'). The 'Date & Time' section includes fields for Report Date & Time, Offense Date & Time, Dispatch Date & Time, Arrival Date & Time, and Departure Date & Time. The 'Offense Information' section includes a 'Relationship Between Victim and Suspect' dropdown (set to 'Former spouse'). The 'Reported Incident' section includes an 'Incident Reported' dropdown (set to 'Domestic') and an 'Investigator Name' field (Darrell Arnold). A button labeled 'Populate Last Saved Location from MOVE' is also visible.

MULTI-SELECT DROPDOWN LISTS

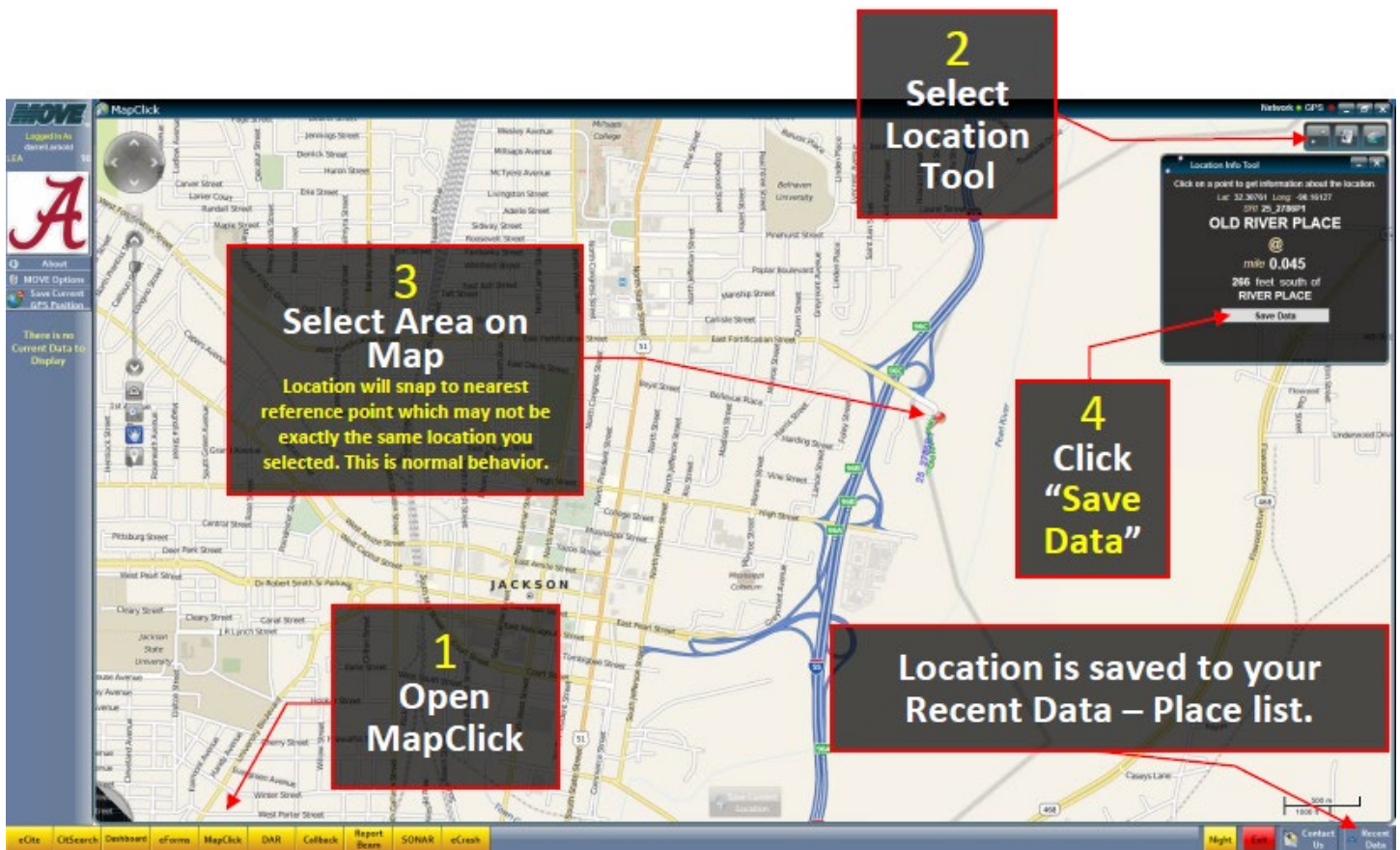
Where appropriate, eForms DVR implements multi-select dropdown lists, which allows you to select more than one item from the list. To select or deselect additional items in the list, reopen the dropdown and select them.

TIP: You can use the Tab key to navigate through each report section and field. The system will move from one report section to the next when you reach the last data field.

This image shows a close-up of the multi-select dropdown menu for charges. The dropdown is open, showing a list of options. The first option, 'Simple Domestic Violence', is selected and highlighted in blue. Other options include 'Abuse/Neglect of Vulnerable Adult', 'Exploitation of Vulnerable Adult (<\$250)', 'Violation of a Protection Order', 'Violation of a Foreign Protection Order', 'Violation of a Bond Condition', 'Threats & Intimidation (Written)', 'Stalking', 'Contributing to Neglect or Delinquency of child', 'Condoning Child Abuse', and 'Arson (3rd Degree - personal property of another)'. The dropdown is titled '1 item selected' and 'Simple Domestic Violence'.

INCIDENT LOCATION

There are two methods for entering Incident Location information: 1) import from MapClick or 2) manual entry. We recommend using MapClick to locate and save location data to MOVE Recent Places so it can be quickly populated here.



Arrest Information		Case Information	
Arrest Status	Arrested	Officer Name	Darrell Arnold
Arrest Type	Warrantless	Badge Number	212
Felony		Agency	MHP
Misdemeanor	1 item selected Simple Domestic Violence	Case Number	20220001
Date & Time		Incident Location	
Report Date & Time	02/01/2022 10:55	Be sure to enter the Street # (Callout 3 points to this field)	
Offense Date & Time	02/01/2022 08:00	Populate Last Saved Location from MOVE (Callout 5 points to this button)	
Dispatch Time	08:30	(GPS location saved)	
Arrival Time	08:44	Street #	500
Departure Time	09:25	Street Name	PRESIDENTS HOME DRIVE
		Apt/Unit #	
		State	Mississippi
		County	JONES
		City	RURAL JONES
Offense Information		Reported Incident	
Relationship Between Victim and Suspect		Incident Reported	
		Investigator Name	

IMPORTANT: It is highly recommended that you use MapClick to import location data to your DVR form. With this method, the GPS (i.e., Lat/Long) coordinates are saved with each report in the background. The GPS data allows agencies to utilize the mapping features in Dashboard when performing analytics on your agency's DVR data.

MapClick uses MDOT road segment layers for reference. Clicking on the map won't always snap to the exact location of the incident. This is normal behavior and is acceptable. However, if the location data imported does not match the incident location, you will have to manually edit the data on your DVR form.

If entering location information manually, be sure to select the County before the City as no data will be available in the City dropdown list unless a County was selected first.

The screenshot shows a web form for entering incident data. The form fields are as follows:

- Street #: 500
- Street Name: PRESIDENTS HOME DRIVE
- Apt/Unit #: (empty)
- State: Mississippi (dropdown)
- County: JONES (dropdown)
- City: (dropdown menu is open, showing a list of cities)
- Reported Incident: (empty)
- Incident Reported: (empty)
- Investigator Name: (empty)

Below the form is a map showing a road segment labeled 49/42.

Two red callout boxes with yellow text provide instructions:

- Box 1 (left): "Be sure to select County first." with an arrow pointing to the County dropdown.
- Box 2 (right): "City list will populate after selecting County." with an arrow pointing to the City dropdown menu.

The City dropdown menu is open, displaying the following list of cities:

- RURAL JONES
- ELLISVILLE
- LAUREL
- MOSELLE
- OVETT
- RURAL JONES
- SANDERSVILLE
- SANDHILL
- SHARON
- SOSO
- WHITFIELD

OFFENSE INFORMATION – RELATIONSHIP, PRIOR HISTORY, PO, CHILDREN PRESENT, CPS CONTACTED SECTION

In this section you'll enter information concerning the victim's relationship to the offender, whether a protection order exists, prior history of abuse, whether children were present at the time of the offense and if Child Protective Services (CPS) was contacted.

The screenshot shows the 'Offense Information' section of a form. It includes fields for 'Relationship Between Victim and Suspect' (set to 'Former spouse'), 'Protection Order' (Yes), 'Court Issuing PO' (Jones County Justice Court), 'Prior History of Abuse' (Yes), 'Children Present' (Yes), and 'CPS Contacted' (No). A table lists age groups (0-3, 4-7, 8-11, 12-15, 16-18) with corresponding 'Number of children present' (1, 1, 0, 0, 0). Annotations with red boxes and arrows point to the 'Former spouse' dropdown, the 'Yes' dropdown for 'Children Present', the '1' in the '0-3' age group, and the 'No' dropdown for 'CPS Contacted'.

Select all that apply.

If answering Yes, be sure to enter the number children present for each age group.

If Child Protective Services (CPS) was contacted, be sure to select Yes and then list the name of the agent contacted.

This close-up shows the 'CPS Contacted' dropdown menu set to 'Yes' and the 'Name of Person Contacted' text field containing 'Agent Jane Smith'.

NOTE: For reports involving more than one victim and/or suspect, choose the relationship of the primary victim and suspect (offender) in the Relationship Between Victim and Suspect dropdown list. Explain the details in the Narrative section if needed.

REPORTED INCIDENT AND EVIDENCE COLLECTED SECTIONS

Enter details about how the incident was reported to law enforcement. If the person reporting the incident has the same address as the Incident Location entered previously, click on the button to automatically populate that data in the Address field.

For Evidence Collected and Signed Statements, select all that apply from the dropdown lists. If you need to explain additional evidence collected, you may do so in the Narrative section.

Offense Information

Relationship Between Victim and Suspect

1 item selected Former spouse

Protection Order

Yes

Court Issuing PO

Jones County Justice Court

Prior History of Abuse

Yes

Children Present

Yes

Age

Number of children present

0-3

1

4-7

1

8-11

0

12-15

0

16-18

0

CPS Contacted

Yes

Reported Incident

Incident Reported

Domestic

Investigator Name

Darrell Arnold

Person Who Called

Type

Parent

Sex

Female

Name

Janet Doe

Populate Address from Incident Location

Address

500 PRESIDENTS HOME DRIVE, RURAL JONES, I

Zip

32555

Phone

(555)-555-5555

Evidence Collected

Evidence Collected

1 item selected Photos of victim

Signed Statements

1 item selected Victim

Photo Evidence

Photographer Name

Darrell Arnold

Photographer Badge Number

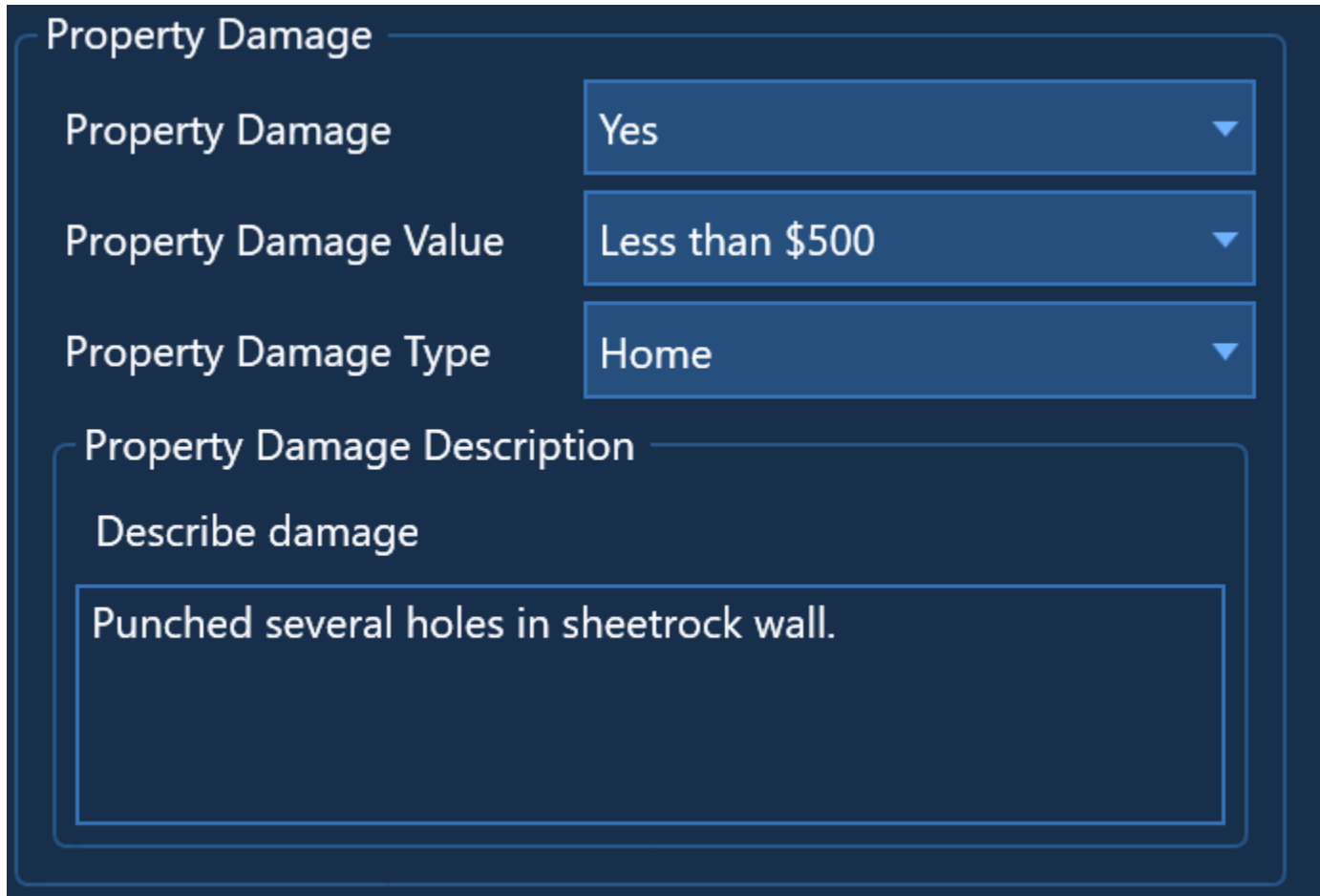
212

If the reporting person's address is the same as the Incident Location, click here.

WARNING: According to Mississippi law, you cannot upload photographs or fingerprints of juveniles with your DVR report (see Attachments section later in this guide). Juvenile evidence should be handled accordingly through your department's evidence and property procedures. For more information, please contact the Mississippi Attorney General's Office.

PROPERTY DAMAGE

If there was property damage from the incident list the type and value here. Describe the damage in the field provided. If additional space is needed or to list a property type not appearing in the dropdown list, use the Narrative section.

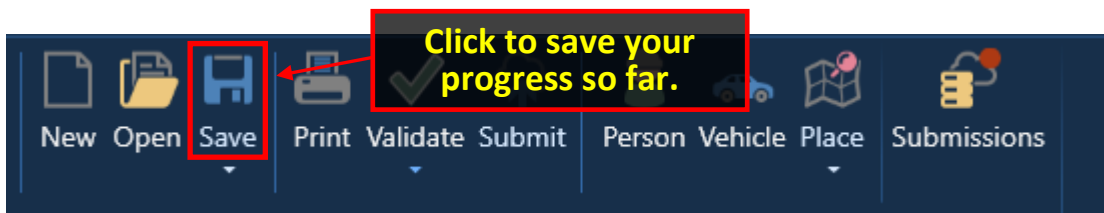


The screenshot shows a form titled "Property Damage" with a dark blue background. It contains three dropdown menus and a text area. The first dropdown is labeled "Property Damage" and has "Yes" selected. The second dropdown is labeled "Property Damage Value" and has "Less than \$500" selected. The third dropdown is labeled "Property Damage Type" and has "Home" selected. Below these is a section titled "Property Damage Description" with a text area labeled "Describe damage" containing the text "Punched several holes in sheetrock wall."

This completes the Offense Report section of the DVR. Move on to the Victim section to enter details about the Victim.

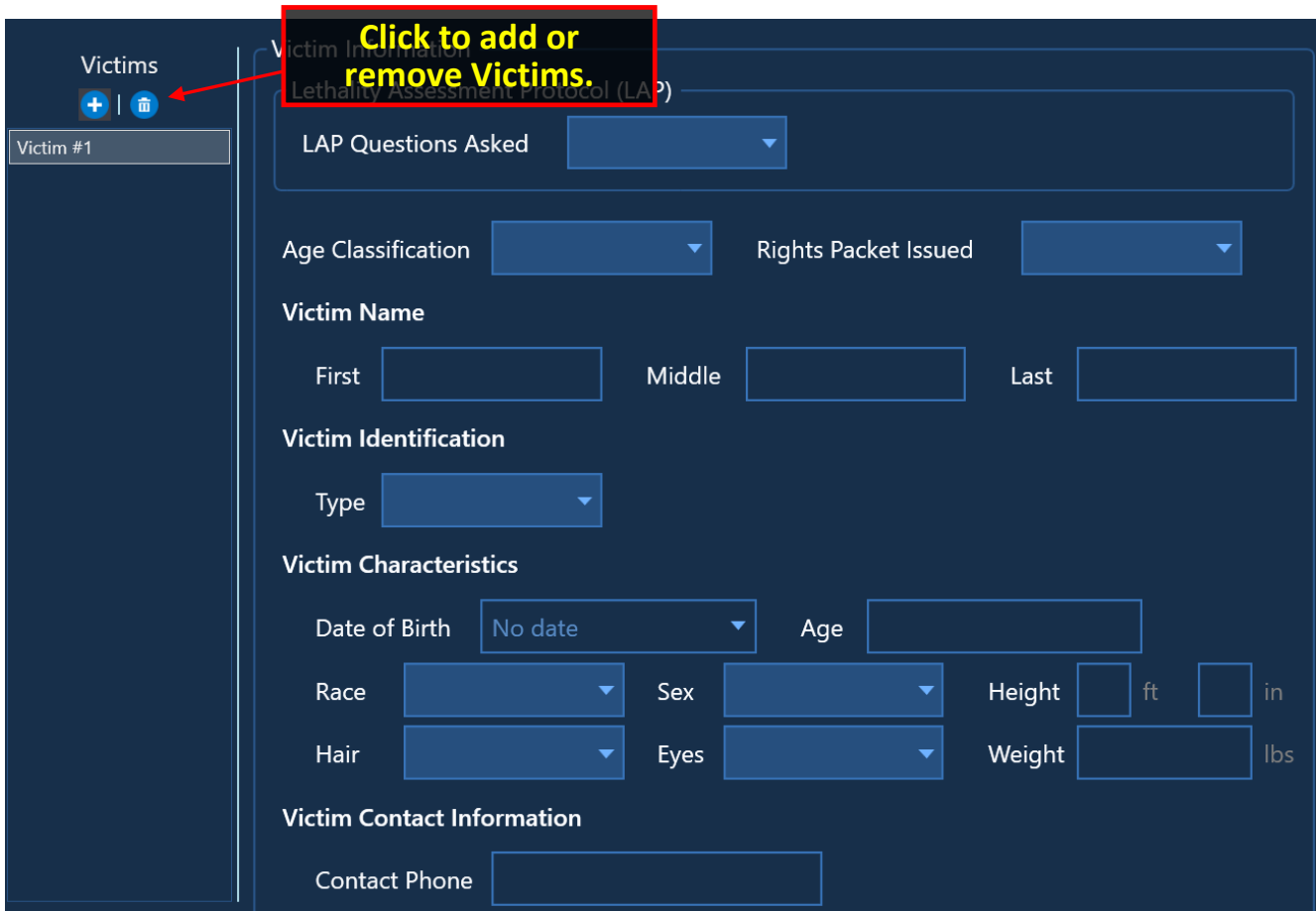
SAVING YOUR REPORT

Now would be a good time to Save your report. It is good practice to save your report frequently. At any time, you can click the Save button in the ribbon area to save your progress. After saving you can close the form and eForms if necessary and finish the report later by clicking the Open button. **If connected to the internet, the form will be saved on the server as well in the event you need to finish it later using a different computer.**

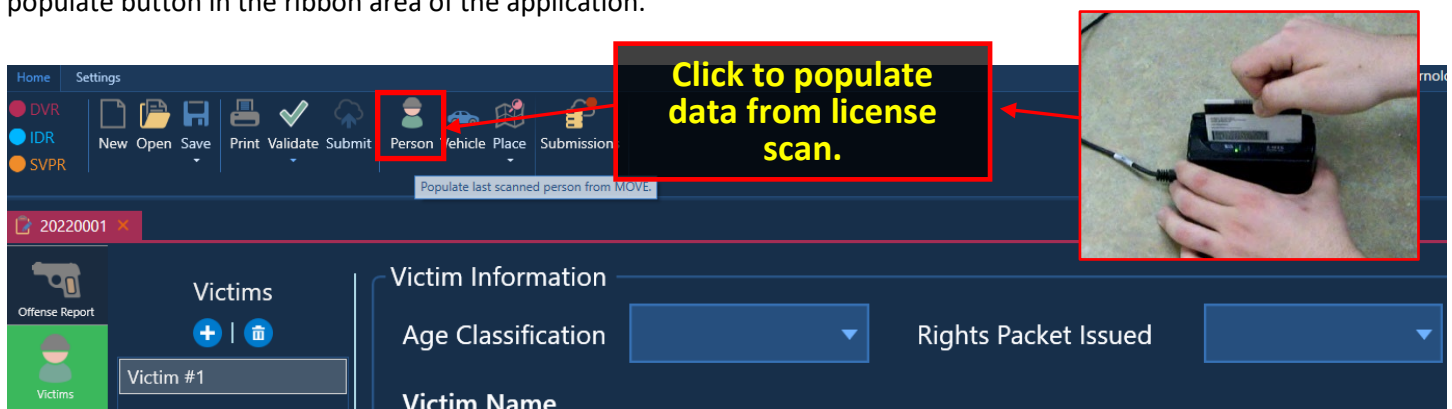


VICTIMS

In this section you'll provide details about the victim(s). eForms DVR allows you to enter multiple victims and suspects to one report. To add more victims, click on the + icon under the word "Victims" on the left-hand side (see below). To remove one or more victims, select the name and click on the delete icon.



Begin by entering details about each victim in the fields provided. If your agency uses license scanners (i.e., card readers) you can quickly populate data saved to MOVE Recent Persons by scanning the license and then clicking on the Person populate button in the ribbon area of the application.



REMINDER: Always verify and update auto-populated data.

VICTIM INFORMATION DETAILS

The first part of the Victim details section pertains to the Lethality Assessment Protocol (LAP) and Bill of Rights Packet. When appropriate, be sure to offer the Bill of Rights Packet information to the victim and screen them for LAP risk. The LAP questions are provided in the eForms DVR application under the Print function. For questions or to learn more about Victim's Rights Package or LAP please contact the MSAGO Bureau of Victim Assistance Division.

Victim Information	
Lethality Assessment Protocol (LAP)	
LAP Questions Asked	Yes
LAP Referral Made	Yes
Age Classification	Adult
Rights Packet Issued	Issued to Victim

The remaining Victim fields are self-explanatory.

Victim Name			
First	Jane	Middle	
Last	Doe		
Victim Identification			
Type	Driver's License	Number	9998881
State	Mississippi		
Victim Characteristics			
Date of Birth	10/10/1965	Age	56
Race	White	Sex	Female
Height	5	ft	2 in
Hair	Blonde or Strawberry	Eyes	Green
Weight	135 lbs		
Victim Contact Information			
Contact Phone	(555)-555-4444		
Home Address			
Street #	500	Street Name	Main St
Apt/Unit #			
County	JONES	City	RURAL JONES
State	Mississippi		
Emergency Contact			
Person	Janet Doe		Phone
		(555)-555-3333	

VICTIM CONDITION AND MEDICAL TREATMENT

Provide as much detail as you can about the Victim's condition both visible to you and as stated. The Incident Described by Victim and Emotional State of Victim dropdown lists are multi-select, so be sure to select all that apply.

Answer the questions pertaining to injury and treatment for injuries.

Victim Condition

Incident Described by Victim

3 items selected
Shoving & 2 more

Emotional State of Victim

3 items selected
Afraid & 2 more

Victim Injured

Yes

Visible Injuries

Yes

Pregnancy

Was victim pregnant at time of incident?

No

Medical Treatment

Treatment Provided

Yes

Medical Release Signed

No

Ambulance Code

70

OCH Regional Medical Center

Hospital Code

11-164

Hardy Wilson Memorial Hospital

Select all that apply.

VICTIM NARRATIVE

The Victim Narrative / Additional Information section is where you'll enter additional details pertaining to the victim: condition, emotional state, injuries reported, injuries observed and anything else relevant. The overall report narrative will be entered later.

Victim Narrative / Additional Information

Victim stated that suspect accused her of cheating on him. Threatened to hurt her. Slapped her in the face and shoved accused and. Victim was transported by OCH RMC and treated at HWMH.

accused

accessed

accursed

Ignore All

Cut

Ctrl+X

Spellcheck is included.

SUSPECTS

Enter the suspect(s) information in this section. As with the Victim section you can add or remove multiple suspects as needed and utilize the auto-populate feature if you have access to a card reader device.

The Suspect section of the form has additional identifying fields such as occupation, employer, and vehicle information to help law enforcement locate a subject if they have fled the scene.

Suspect Information											
Was the suspect on scene?			Yes		Age Classification			Adult			
Suspect Name											
First		John		Middle				Last		Doe	
Suspect Identification											
Type		Driver's License		Number		005712333		State		Mississippi	
Suspect Characteristics											
Date of Birth		8/9/1966		Age		55					
Race		White		Sex		Male		Height		5 ft 10 in	
Hair		Bald		Eyes		Brown		Weight		170 lbs	
Suspect Occupation											
Occupation				Truck Driver							
Employer, or school if student				AAA Trucking							
Address Where Employed											
Street #		300		Street Name		Trucker's Way		Apt/Unit #			
County		LAFAYETTE		City		OXFORD		State		Mississippi	

SUSPECT – CONTACT INFORMATION

Suspect Contact Information

Contact Phone (222)-222-6666

Home Address

Populate address from victim

Street # 484 Street Name NEW STREET Apt/Unit #

County RANKIN City PEARL State Mississippi

Emergency Contact

Person None Phone

If the suspect lives with the victim click here to populate that address here.

SUSPECT CONDITION

Be sure to select all that apply, keeping in mind that the Incident Described by Suspect and Emotional State of the Suspect are multi-select dropdown lists.

Suspect Condition

Incident Described by Suspect

1 item selected

Other - Explain in Narrative

Emotional State of Suspect

1 item selected

Angry

Suspect Injured

No

Select all that apply.

SUSPECT VEHICLE INFORMATION

Enter the suspect's vehicle information.

Suspect Vehicle Information

Name of Registered Owner(s)

JOE DOE

Description

Year

2011

Color

BLK - BLACK

Make

Honda

Model

ACCORD

License Plate

State

Arkansas

Number

CJP001

Additional Vehicle Information

Large dent in the right-front quarter panel.

SUSPECT NARRATIVE

The Suspect Narrative / Additional Information section is where you'll enter additional details pertaining to the suspect: condition, emotional state, injuries reported, injuries observed and anything else relevant. The overall report narrative will be entered later.

Suspect Narrative / Additional Information

Suspect stated he found out from a friend that his wife (the victim) cheated on him while they were married. He drove over to the victim's house and confronted her. Suspect states the victim got very angry and tried to push him. He denied slapping her in the face. I observed swelling on the victim's face. More in narrative.

SUSPECT BOND CONDITIONS

If an arrest was made and the Bond Conditions are known to the reporting officer, use this section to enter those details. Otherwise, leave this section blank so your local court can update the field on the MSDVR website after the report is approved.

Bond Conditions

Court Case Number

Judge Contacted

County

Court

Person Entering Information

Name

Darrell Arnold

Title

Bond Conditions

If Bond Conditions are known at the time of report, enter the details here. Otherwise, leave blank so your local court can enter them later in the MSDVR website.

This completes the Suspect information section of the DVR form. Next, you will enter details about any witnesses to the offense.

WITNESSES

Unlike the Victim and Suspect section, a blank section for Witnesses is not added by default. You will have to click on the + icon to add witnesses to your report.

Click to add or remove Witnesses.

Witnesses

First Middle Last

Witness Characteristics

Date of Birth Sex

Witness Contact Information

Phone

Home Address

Street # Street Name Apt/Unit #

County City State

Witness Statement

+ Add Witness

Witness Information

Witness Name

First Johnny Middle Last Doe

Witness Characteristics

Date of Birth 10/10/2015 Sex Male

Witness Contact Information

Phone (555)-555-5555

Home Address

Street # 500 Street Name Main Street Apt/Unit #

County JONES City RURAL JONES State Mississippi

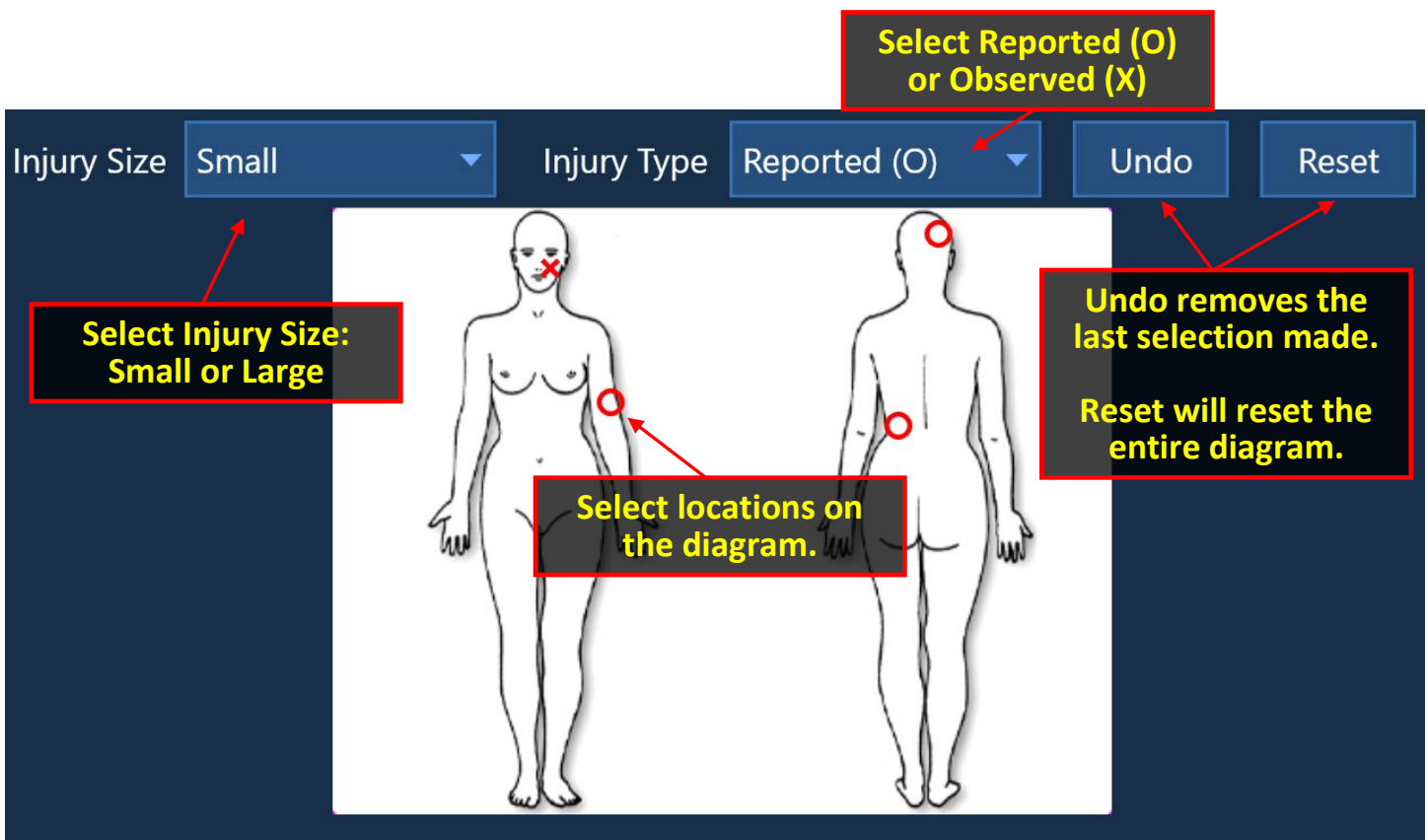
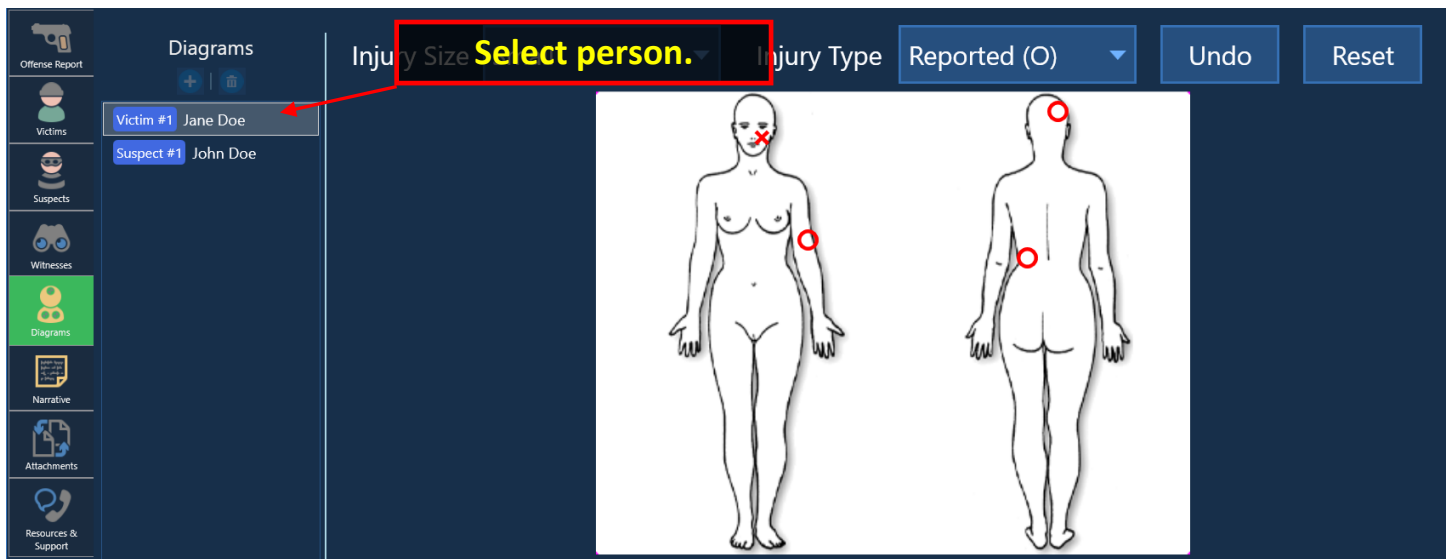
Witness Statement

Johnny is the son of the victim and suspect. Johnny stated he witnessed his dad (the suspect) slap his mother (the victim) in the face and was yelling at her. He said this made him very scared.

INJURY DIAGRAMS

The Injury Diagram section is an interactive component allowing you to visualize on the human body where injuries are observed and reported. An injury diagram will be created automatically for each Victim and Suspect entered in your report.

Verify the name of the person you will be diagramming by looking at and selecting their name from the list on the left.



NARRATIVE

In this section you will enter a narrative for the entire incident/offense. Be sure to include as many details as possible about all involved parties including identifying the principal aggressor. Include injuries, conditions, emotional state of both the victim and suspect, weapons used, witness statements, and anything else that might help the investigation or court personnel process the report. In addition, a well-written narrative helps supervisors when reviewing your report after submission.

The screenshot shows the Narrative section of the MSDVR program. On the left is a sidebar with icons for Offense Report, Victims, Suspects, Witnesses, Diagrams, Narrative (highlighted in green), Attachments, and Resources & Support. The main area is titled 'Narrative' and contains an 'Include:' section with the text: 'Explanation of events that led to the incident, observations, steps taken, comments/statements by victims/suspects/witnesses, history, principal aggressor determination, etc.' Below this is a text input field with three paragraphs of sample text. A red box with yellow text is overlaid on the right side of the text field, stating: 'Well-written narratives are a vital part of the MSDVR program.' and 'No space limitation, enter as much text as needed.' with an arrow pointing to the text field.

Well-written narratives are a vital part of the MSDVR program.

No space limitation, enter as much text as needed.

Include: Explanation of events that led to the incident, observations, steps taken, comments/statements by victims/suspects/witnesses, history, principal aggressor determination, etc.

Victim stated that suspect accused her of cheating on him. Threatened to hurt her. Slapped her in the face and shoved her to the ground. Victim was transported to the hospital for minor injuries.

Suspect stated he found out from a friend that his wife (the victim) cheated on him while they were married. He drove over to the victim's house and confronted her. Suspect states the victim got very angry and tried to push him. He denied slapping her in the face. I observed swelling on the victim's face.

Johnny is the son of the victim and suspect. Johnny stated he witnessed his dad (the suspect) slap his mother (the victim) in the face and was yelling at her. He said this made him very scared.

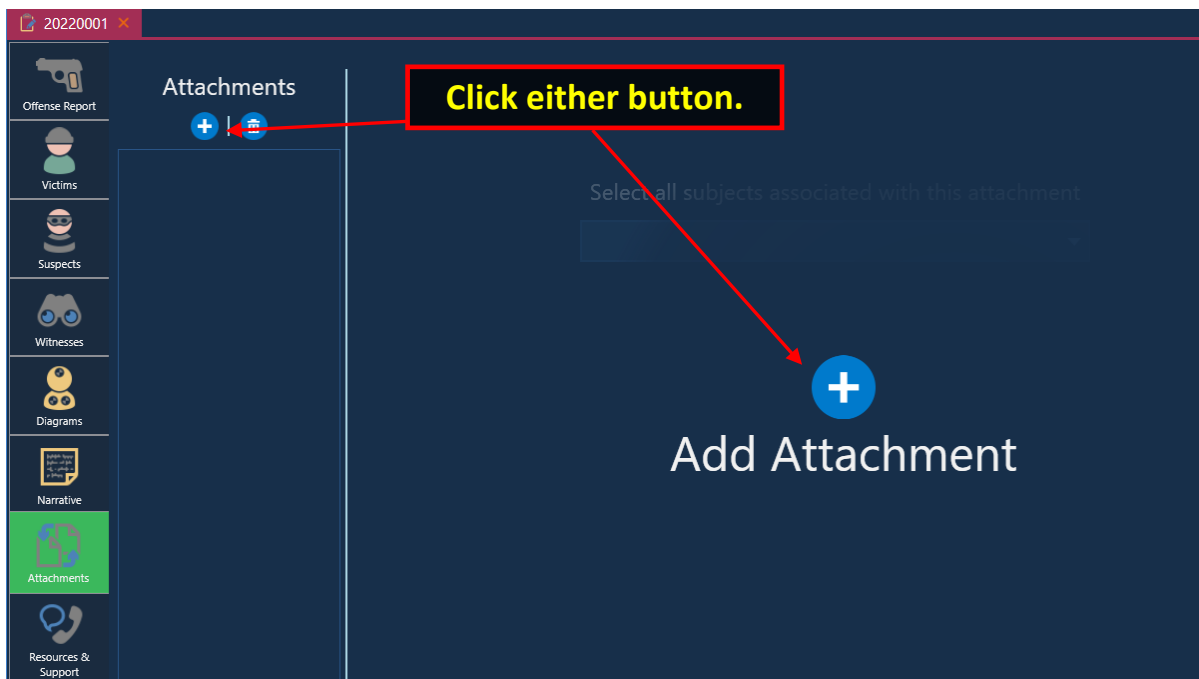
There is no limit to the Narrative field. You can enter as much text as needed to describe the incident/offense. Be sure to use spellcheck when unknown words are highlighted by the program.

TIP: If you entered details in other narrative sections of the report you can copy them into the report narrative by selecting the text from the other narrative, right-clicking and then selecting copy. Then, return to this section and right-click in the narrative field and select paste.

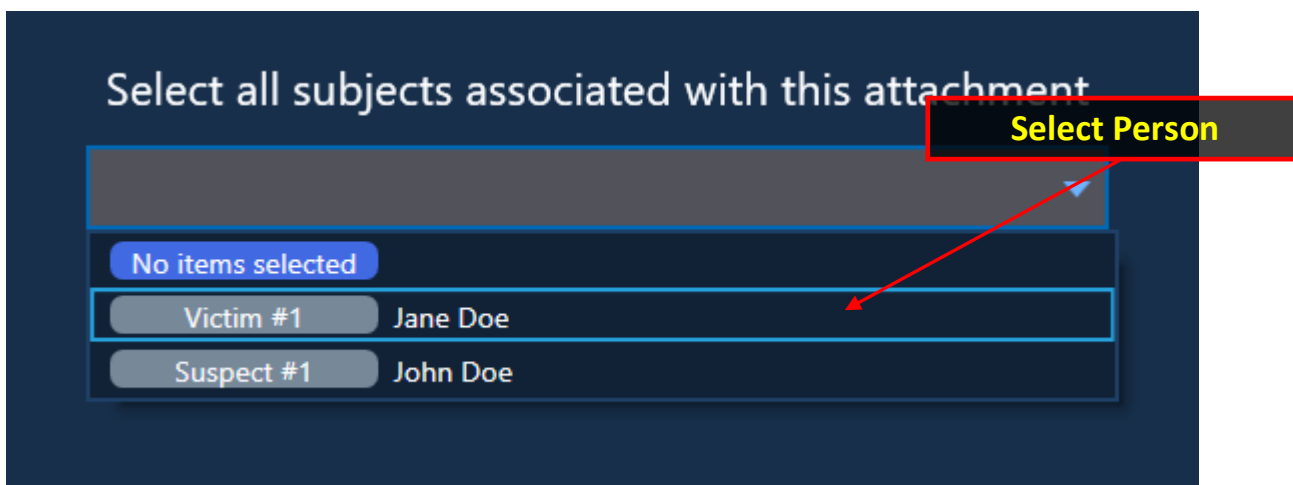
Keep in mind the primary purpose of the MSDVR program is to protect victims from further domestic abuse and to protect law enforcement by providing information about all subjects involved. This protection starts with proper reporting and helping victims find resources needed to protect themselves. Links to available resources can be found in the Resources & Support section mentioned later in this guide.

ATTACHMENTS

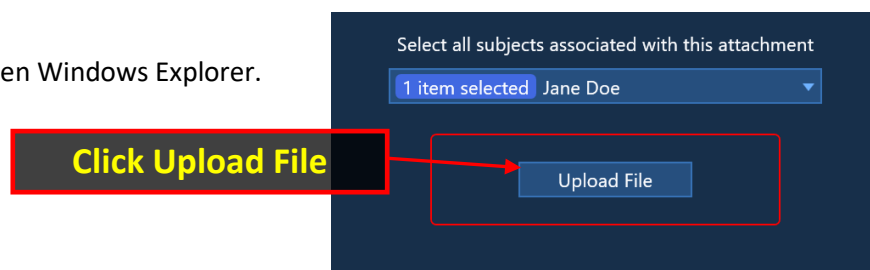
The Attachments section allows you to upload file attachments (e.g., photos) with your DVR form.



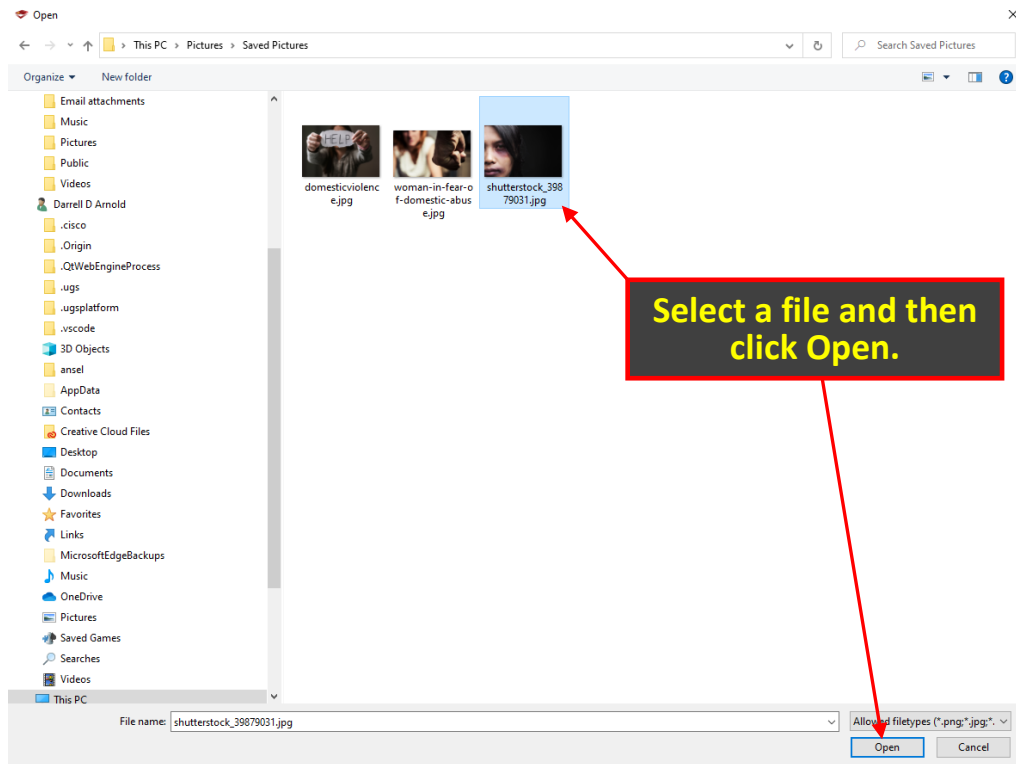
Click “Add Attachment” and then select the person in the report the attachment pertains to.



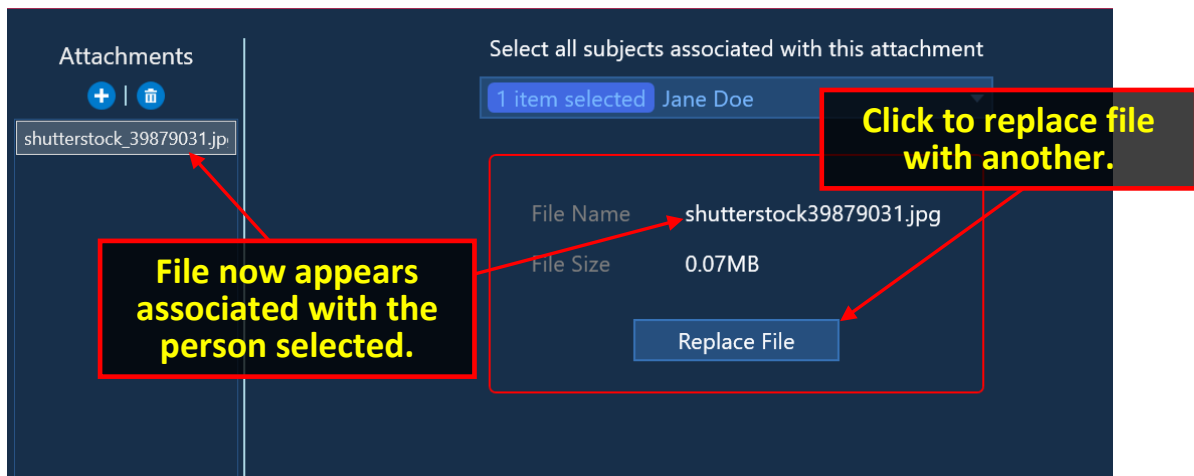
Click the “Upload File” button to open Windows Explorer.



Select a file from your computer and click the Open button at the bottom of the window.



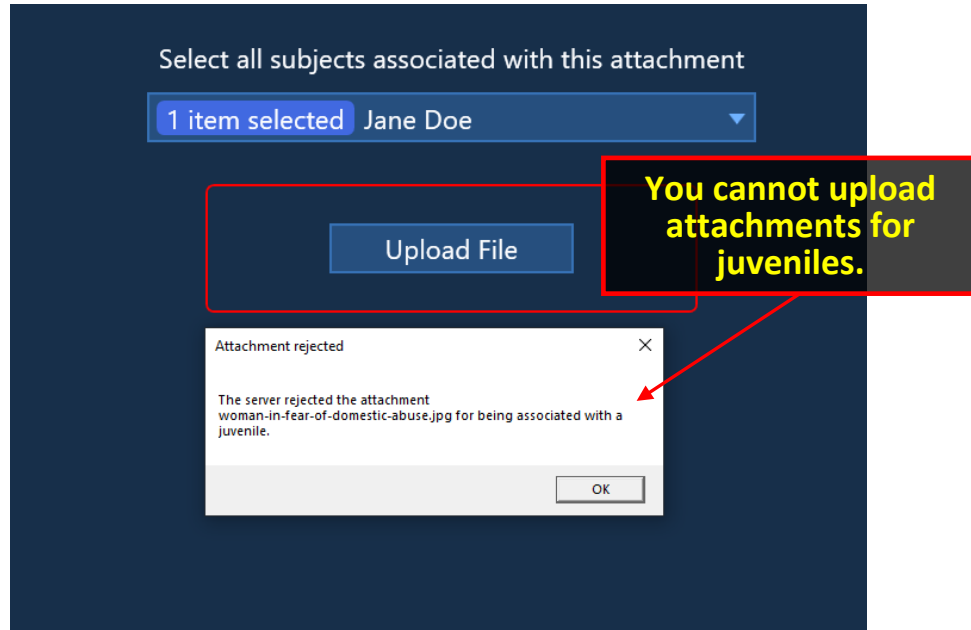
The image now appears in your form and is associated with the person you selected. To replace or remove, click the Replace Attachment, or select the file name to the left and click the delete button.



To add more files, click the + button located below the “Attachments” title to the left and repeat the process.



WARNING: You cannot upload attachments for any juvenile in your report. If you attempt to upload an attachment for a juvenile, you'll receive an application warning, and the attachment will be removed.



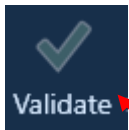
IMPORTANT: Each file must be 40MB or less. However, multiple files can be uploaded with each form. If you attempt to upload a file that is more than 40MB in size, the application will display a warning identifying the offending file. Remove this file from your upload, resize to a smaller size and retry your upload.

Once you have completed uploading all attachments you are now ready to validate and submit your form for supervisor approval.

VALIDATING

Validating is a process for checking your form for errors. There are two types of validation messages: Warnings and Errors. Warnings are reminders that you may have left something off the report. For example, if you do not add any witnesses, eForms DVR will remind you by providing a warning message. Although witnesses are not required on each form, the message serves as a reminder to add them if there are any involved in the incident/offense.

Conversely, Error messages are something that must be corrected before you can submit the form. Normally this means you failed to supply an answer to a critical piece of information, or you selected something in the form that now requires you to answer additional questions.



To check your form for errors, click the Validate button located in the top ribbon area of the application. Then, look at the very bottom for validation messages.

Click the Validate button at the top of the application.

For assistance with Domestic Violence Reporting please contact the **Mississippi Attorney General's Office Bureau of Victim Assistance** at: victimassistance@ago.ms.gov or 601.359.6766

Victim assistance resources can be found in the **Bureau of Victim Assistance Division** section of the [MSAGO website](#).

For MSDVR application support please contact the **Center for Advanced Public Safety (CAPS)** at: mescapssupport@msdvr.com

Warnings and Errors appear in this area. Click and drag the pane up to view all messages.

Validation: 1 Errors, 0 Warnings

[X] [Victims] [Victim #1] LAP Questions Asked should be provided

Beta

v. 2.7.0.618 on 2/7/2022::

NOTE: You may have to click and drag the Validation pane upwards to see all the messages:

Validation: 1 Errors, 1 Warnings

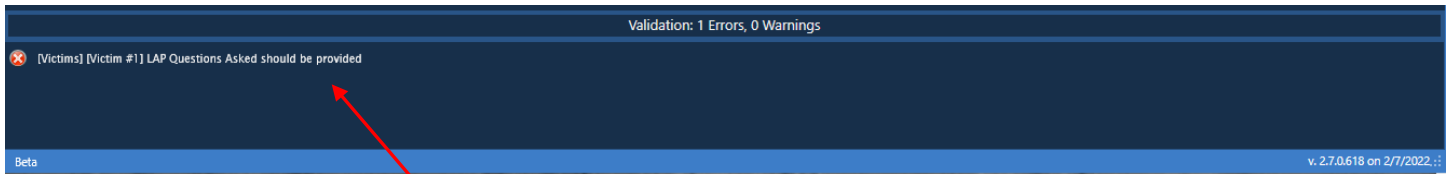
[X] [Victims] [Victim #1] LAP Questions Asked should be provided

[!] [Witnesses] No witnesses were provided

Beta

v. 2.7.0.618 on 2/7/2022::

In this case it appears that the Victim LAP questions were not addressed. To quickly go to the section of the form with an error, double-click it in the Validation pane.

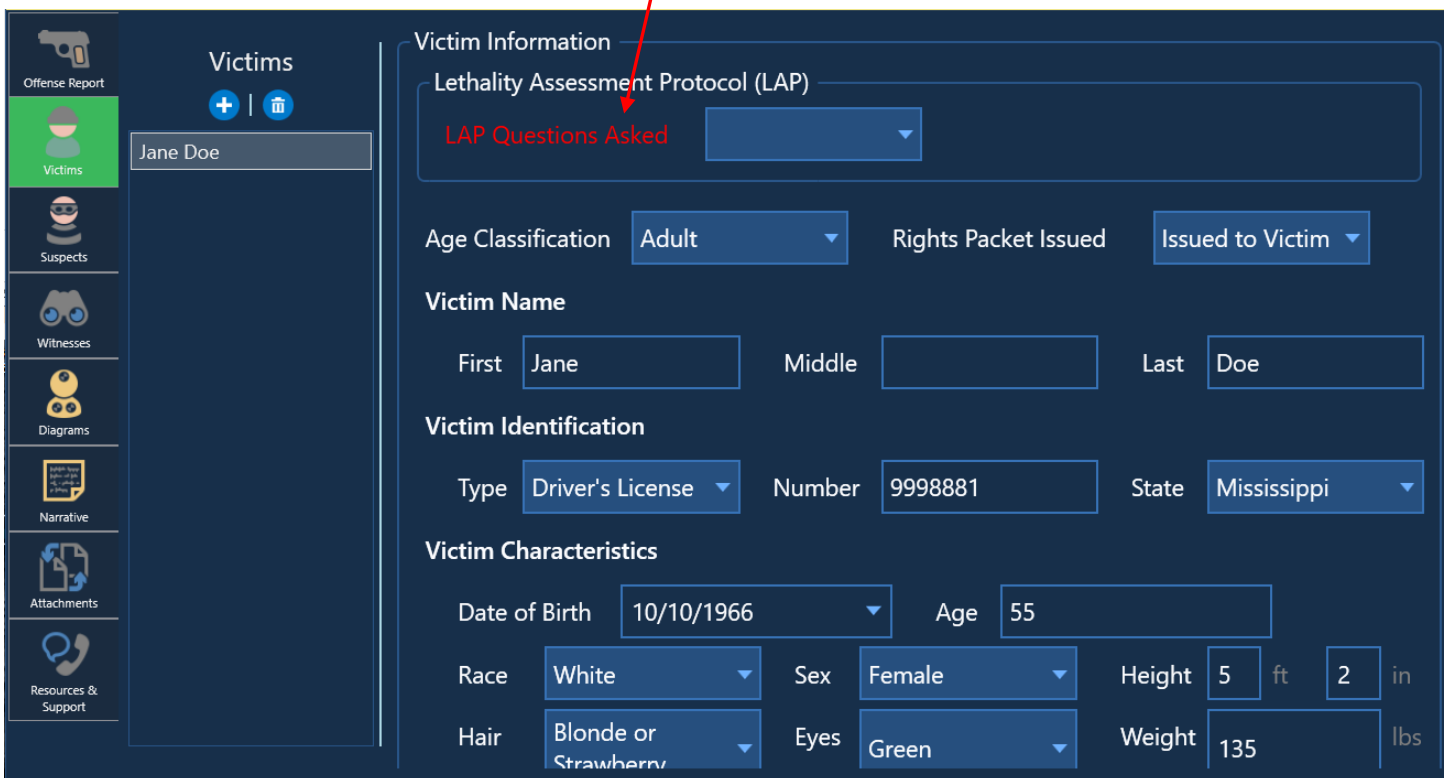


Validation: 1 Errors, 0 Warnings

✖ [Victims] [Victim #1] LAP Questions Asked should be provided

Beta v. 2.7.0.618 on 2/7/2022

Double-click messages to be taken to that section of the form.



Victims

Jane Doe

Victim Information

Lethality Assessment Protocol (LAP)

LAP Questions Asked

Age Classification Rights Packet Issued

Victim Name

First Middle Last

Victim Identification

Type Number State

Victim Characteristics

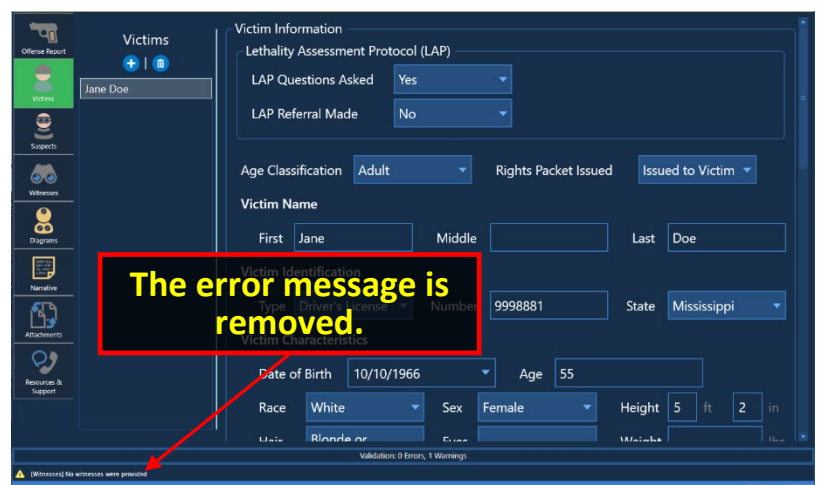
Date of Birth Age

Race Sex Height ft in

Hair Eyes Weight lbs

After fixing the error, click the Validate button again and it will be removed from the validations pane.

Once all errors and warnings are corrected, you are now ready to submit your report.



Victims

Jane Doe

Victim Information

Lethality Assessment Protocol (LAP)

LAP Questions Asked LAP Referral Made

Age Classification Rights Packet Issued

Victim Name

First Middle Last

Victim Identification

Type Number State

Victim Characteristics

Date of Birth Age

Race Sex Height ft in

Hair Eyes Weight lbs

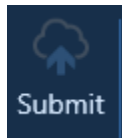
Validation: 0 Errors, 1 Warnings

⚠ [Witnesses] No witnesses were provided

Beta v. 3.7.0.618 on 2/7/2022

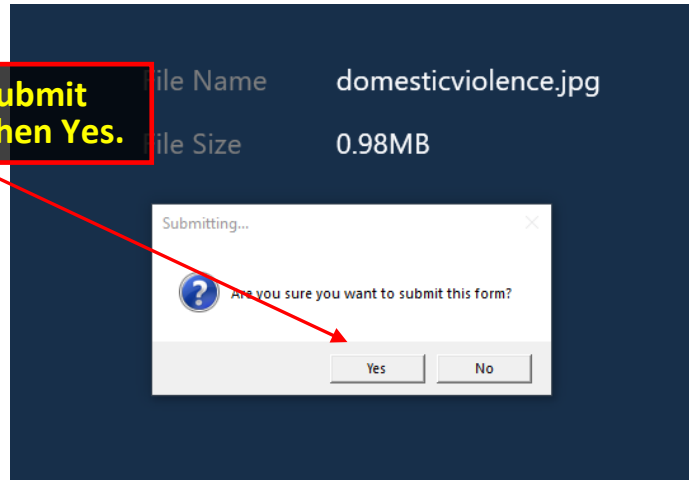
SUBMITTING

Once you have completed the validation process and corrected all errors and considered all warnings, you will be able to Submit your form for supervisor review. **The Submit button will not be active until you have validated your form.**

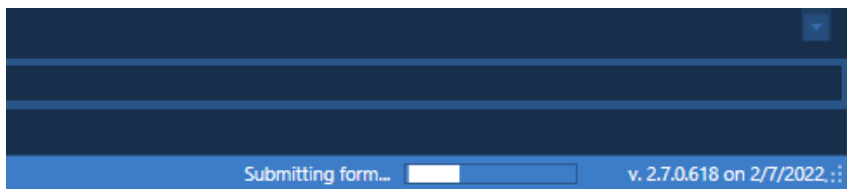


Click the Submit button located in the ribbon at the top of the application. This will bring up a window asking if you are ready to submit the form.

Click the Submit button and then Yes.



You'll see the status of your submission in the lower right-hand corner of the application.



After successfully submitting your form for supervisor review, your form will be switched to Read-Only mode, which means no further edits can occur.

NOTE: If you need to correct something or add additional information you will need to ask your MSDVR supervisor to Reject the form (see MSDVR Website – Supervisor Review section of this guide).

A screenshot of the application interface showing a "Read-Only" form. A yellow banner at the top states "This document is read-only, since it has been submitted and is awaiting approval." A red arrow points from this banner to a text box that says "Once the form is submitted you can no longer make changes." The form contains various fields for "Arrest Information", "Case Information", "Date & Time", "Offense Information", and "Reported Incident". The "Arrest Status" is set to "Arrested", "Arrest Type" is "Warrantless", and "Case Number" is "90123456". The "Reported Incident" is "Domestic".

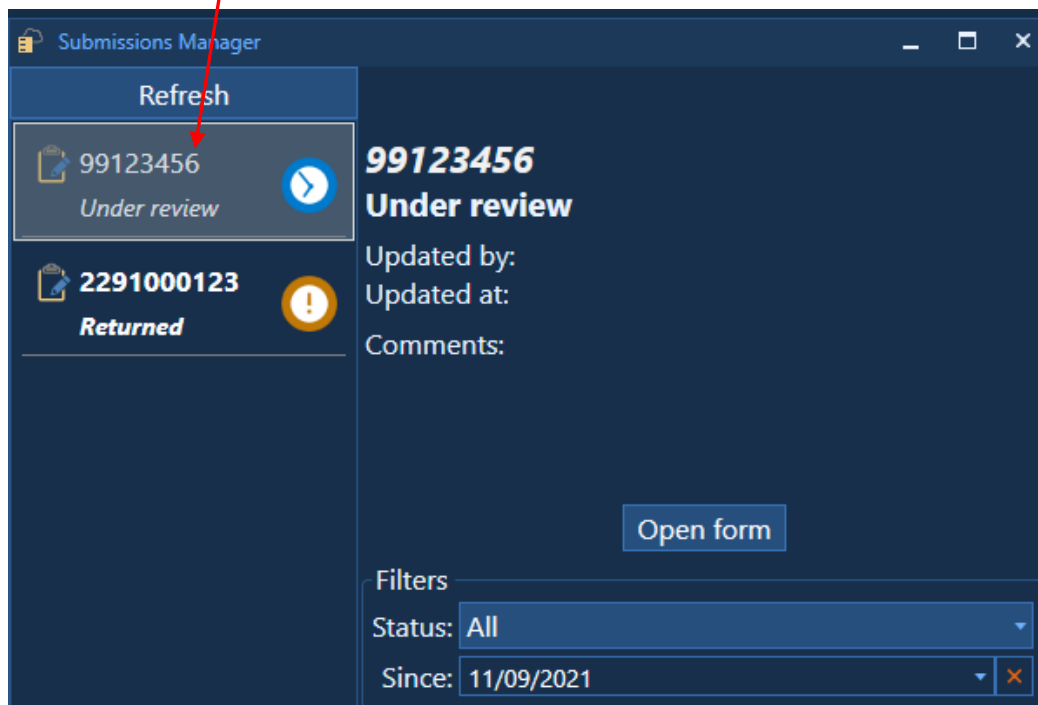
VIEWING SUBMISSIONS

To view all submissions by you for this agency from any computer, click on the Submissions button located in the ribbon at the top of the application.



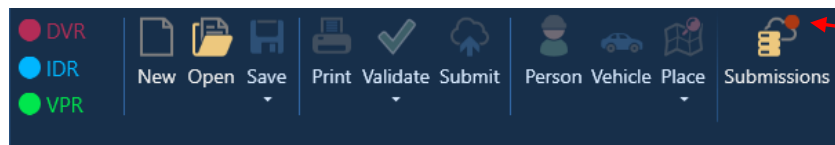
This will bring up the Submissions Manager window which will display all your submitted forms from any computer for the agency you are logged into MOVE under.

Click the Submissions button to review status of submitted forms.



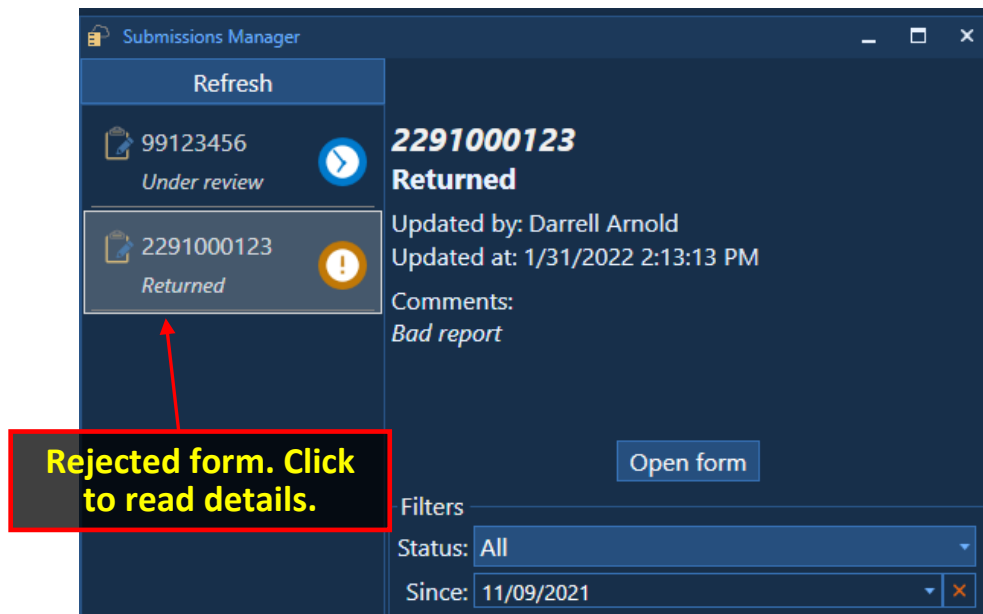
CORRECTING A REJECTED FORM

If your supervisor rejects your form, you will receive a notification by email and the Submissions button will have a red bubble indicating one or more submissions require attention.



Notification bubble on the Submissions button.

Open Submissions Manager to view the status of your submitted forms.



Click the Open Form button to open this form, correct issues pointed out by your supervisor and then re-submit for approval.

MANAGING REPORTS – SAVING, OPENING, DELETING FORMS

Saving and opening forms is a straightforward process, just click the corresponding buttons in the ribbon at the top of the application to perform those actions.

SAVING A FORM



You can click the Save button located in the ribbon at the top of the application anytime to save your open form. This allows you to return to it later for completion. You can check to verify your report was saved by clicking on the Open button (next section).

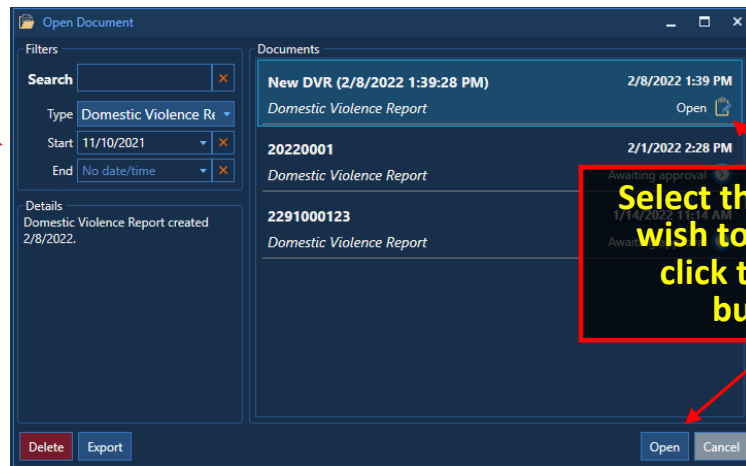
If you are connected to the internet, saving your form will save it locally on your machine and on the server. This means you can open the report on another computer to finish working on it there (see next section).

OPENING FORMS



Clicking the Open button will bring up a window displaying all reports you have created for this agency on any machine synced with the server.

Click the Open button to bring up the Open Document window.



Select the form you wish to open and click the Open button.

If you are continuing to work on a form you previously started and saved, your form should be unlocked so you can continue working on it, but if your form is locked, it's because you previously submitted it for review (see below).

A screenshot of a Domestic Violence Report form. A yellow banner at the top states: "This document is read-only, since it has been submitted and is awaiting approval." The form is divided into several sections: "Arrest Information" (Arrest Status: Arrested, Arrest Type: Warrantless, Felony, Misdemeanor: 1 item selected - Simple Domestic Violence), "Date & Time" (Report Date & Time: 01/19/2022 09:39, Offense Date & Time: 01/19/2022 07:00, Dispatch Date & Time: 01/01/2001 23:59, Arrival Date & Time: 01/01/2001 23:59, Departure Date & Time: 01/01/2001 23:59), "Case Information" (Officer Name: Darrell Arnold, Badge Number: 212, Agency: Mississippi Attorney General's Office, Case Number: 99123456), "Incident Location" (Street #: 501, Street Name: RAYNER ROAD, Apt/Unit #: , State: Mississippi, County: JONES, City: MOSELLE), "Offense Information" (Relationship Between Victim and Suspect), and "Reported Incident" (Incident Reported: Domestic). A left sidebar contains icons for various report types. The bottom status bar shows "v. 2.7.0618 on 2/7/2022".

If you need to edit a report you've already submitted, you will need to contact your supervisor so they can reject the report. Then you will be able to re-open and make changes.

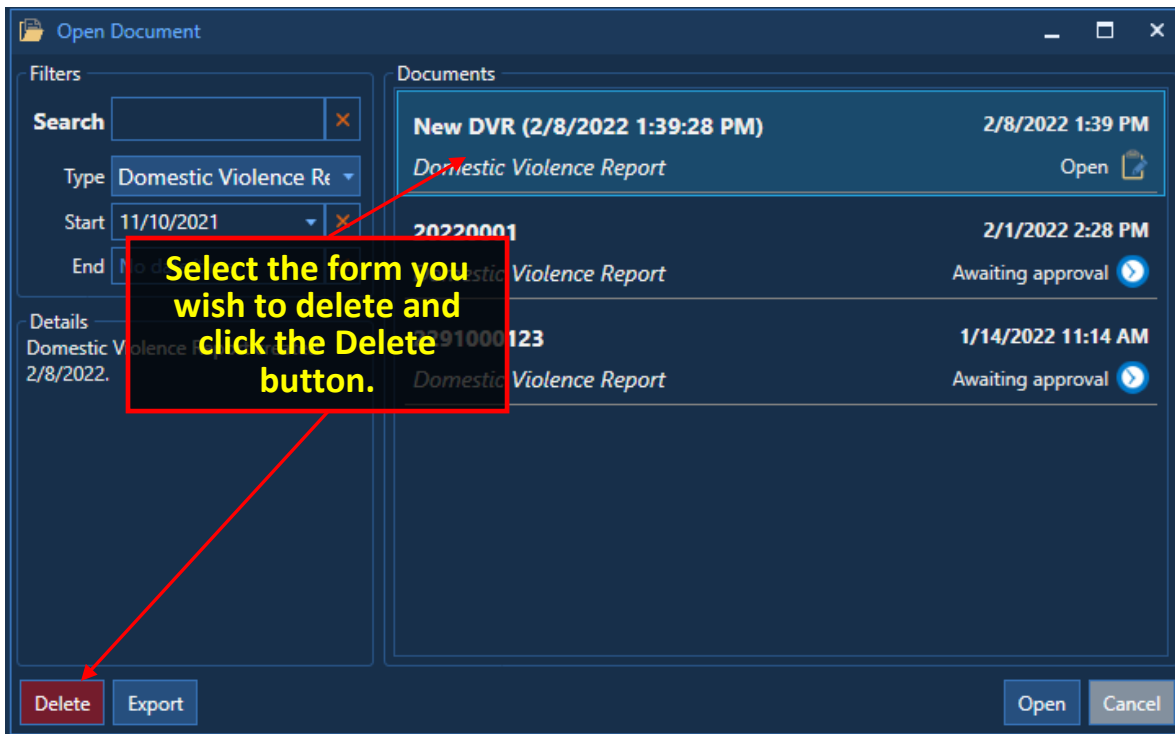
OPENING A SAVED FORM ON ANOTHER COMPUTER

eForms DVR allows you to save forms on one computer and re-open them on another. Make sure you have a good internet connection when saving your form. Be sure to login to MOVE – eForms on the other computer with the same user account and agency as you created the form under.

IMPORTANT: Do not submit your form if you are just wanting to save it so you can work on it later using a different computer. Remember, submitting a completed form locks it for editing until your supervisor rejects it.

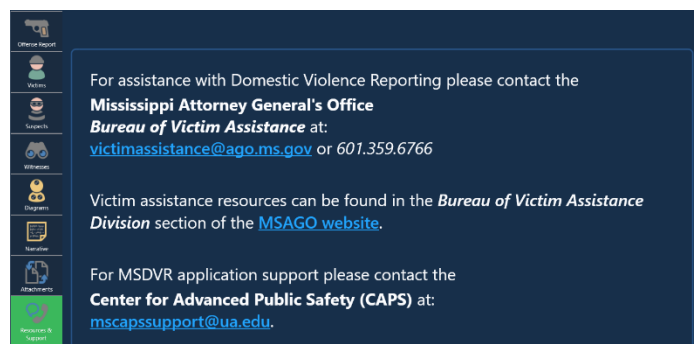
DELETING A FORM

If you need to delete a form that has not been submitted for supervisor review, click the Open button, select the form, and click the Delete button.



RESOURCES AND SUPPORT

Clicking on the Resources & Support button provides you with MSDVR resource information and support links.



PRINTING

For convenience, there is a blank MSDVR notetaking form and LAP questionnaire included, which can be printed from within the eForms DVR application. Although the notetaking form may contain sensitive case information and should be handled appropriately per department policies, it is in no way an acceptable replacement for using the eForms DVR application to enter and submit data to the centralized server, which is the required process for reporting domestic violence incidents/offenses in the state of Mississippi.

PRINTING A BLANK NOTETAKING FORM



Click on the Print button located in the ribbon at the top of the application. This will bring up a Print Window allowing you to select which document you would like to print.

NOTE: The blank form is for note taking purposes only. It is not an official document and cannot be utilized in place of a digitized MSDVR form that you complete with the eForms DVR application and submit to a centralized server. Each domestic violence incident/offense must be entered into the new MSDVR system which replaced ReportBeam in March 2022.

PRINTING THE LAP FORM

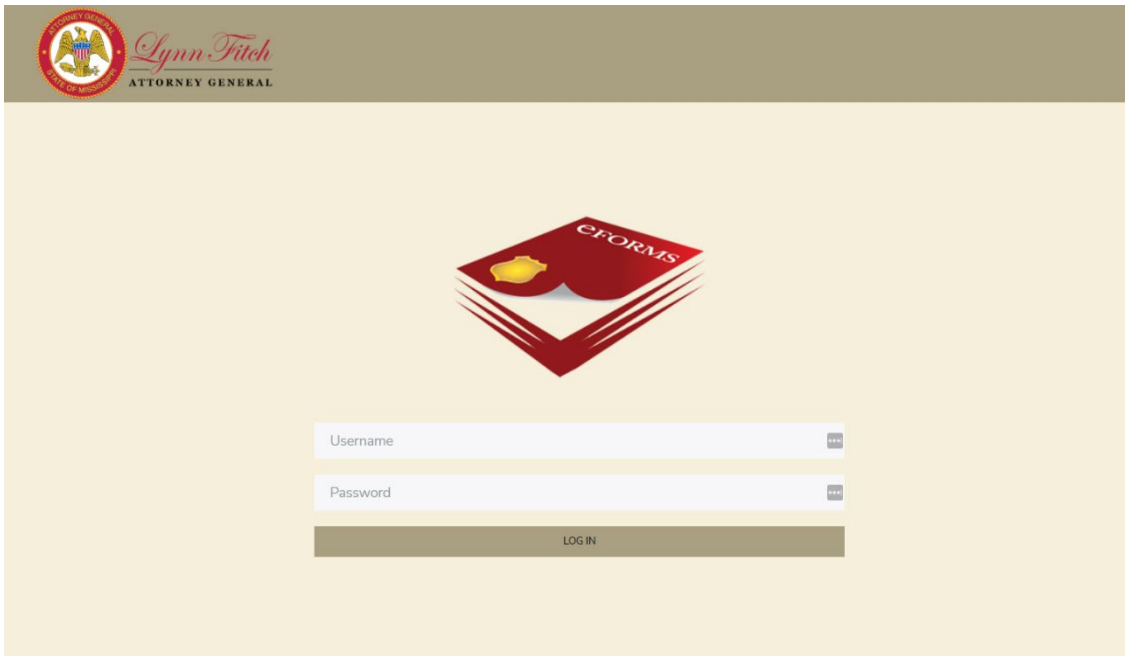


Click on the Print button located in the ribbon at the top of the application. This will bring up a Print Window allowing you to select which document you would like to print. Select the LAP questionnaire form and click the Print form.

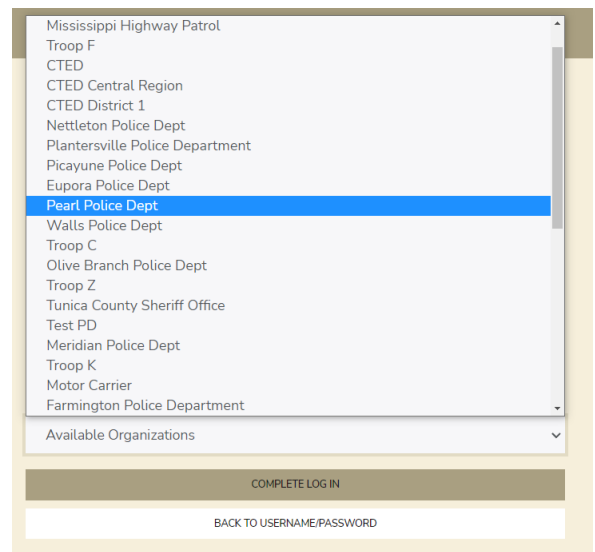
Once forms are completed using the eForms DVR application they will be accessible for review and further processing on the DVR website by your agency's supervisor and courts in your jurisdiction. As a user, you can login to the DVR website to view all your submitted forms and all approved MSDVR forms for the entire state.

<https://dvr.ago.ms.gov>

Enter your CAPSLock login credentials and then select your agency.



NOTE: Only agencies that you are a member of will appear in the list. For most people, there will be only one agency listed.



Accept the Confidentiality Agreement disclaimer to access the website.

CONFIDENTIALITY WARNING AND USER AGREEMENT:

I UNDERSTAND THAT THE INFORMATION CONTAINED IN THE MISSISSIPPI DOMESTIC ABUSE PROTECTION ORDER REGISTRY IS CONFIDENTIAL AND IS TO BE USED FOR COURT AND LAW ENFORCEMENT PURPOSES ONLY. I HEREBY PLEDGE THAT I WILL USE MY BEST EFFORTS AND GREATEST DILIGENCE TO PROTECT AND MAINTAIN THE SECURITY OF THESE RECORDS AND OTHER CONFIDENTIAL OR PRIVILEGED INFORMATION AS REQUIRED BY MISS. CODE ANN. § 93-21-25. I UNDERSTAND THAT DISCLOSURE TO ANY UNAUTHORIZED USER OF THIS REGISTRY OF ANY INFORMATION HEREIN MAY VIOLATE THE PURPOSES AND INTENT OF STATE AND FEDERAL LAW. I FURTHER AGREE THAT I WILL NOT KNOWINGLY PERMIT ANY UNAUTHORIZED USE OF THE REGISTRY OR PERMIT ANY UNAUTHORIZED PERSON TO HAVE ACCESS TO THE REGISTRY. I FURTHER ACKNOWLEDGE THAT IF I BREACH THE DUTIES SET FORTH HEREIN, I WILL BE SUBJECT TO DISCIPLINARY ACTION AND MAY BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.

I AGREE

Depending on your level of access, you should see some variation of the view below.



Lynn Fitch
ATTORNEY GENERAL

MISSISSIPPI ATTORNEY GENERAL'S OFFICE

 DARRELL ARNOLD ▾

DOMESTIC VIOLENCE REPORTS

User Reports

Agency Reports

Pending Reports

All Approved Reports

CASE NUMBER	AGENCY	CREATOR	STATUS	SUBMISSION DATE/TIME ▲
Search Case Number	Search Agency	Search Creator		FROM MM/DD/YYYY TO MM/DD/YYYY
99123456	Mississippi Attorney General's Office	Darrell Arnold	Pending	01/21/2022 08:06

Showing reports 1 to 1 of 0 total

First

Prev

Next

Last

The various levels of access will be discussed below.

INQUIRY ONLY

Any user with an active CAPSLock account can access the MSDVR website for official purposes. After logging into the website with only the DVR Officer role, your view will be restricted to just your reports and all approved reports for the entire state.

This allows you to quickly view your submitted reports. It also allows you to access all approved reports for the entire state. To view all approved reports, click on the “All Approved Reports” text link (see below).

Click to view all approved MSDVR forms for the entire state.

Click a report to view case details.

DOMESTIC VIOLENCE REPORTS

User Reports All Approved Reports

CASE NUMBER	AGENCY	CREATOR	STATUS	SUBMISSION DATE/TIME ▲
202200002	Test PD	Darrell Arnold	Pending	02/02/2022 10:17

Showing reports 1 to 1 of 0 total

First Prev Next Last

DOMESTIC VIOLENCE REPORTS

User Reports Agency Reports Pending Reports All Approved Reports

CASE NUMBER	AGENCY	CREATOR	STATUS	SUBMISSION DATE/TIME ▲
Sample Beta Form 2	Mississippi Attorney General's Office	Landon Bentley	Approved	02/03/2022 12:54
Sample Beta Form	Mississippi Attorney General's Office	Landon Bentley	Approved	02/03/2022 12:54
New DVR (2/3/2022 12:53:59 PM)	Mississippi Attorney General's Office	Landon Bentley	Approved	02/03/2022 12:54
New DVR (2/3/2022 12:53:59 PM)	MHP	Landon Bentley	Approved	02/03/2022 12:54
AG-555	Mississippi Attorney General's Office	DVR Officer	Approved	01/14/2022 13:14

Showing reports 1 to 5 of 5 total

First Prev 1 Next Last

CASE DETAILS

Clicking on a case in the list will bring up the case details page. Depending on your level of access you should see the case details page like in the screen capture below. The most pertinent details of the case are at the top including information about the date, time, location, victim, suspect, injuries, arrests, charges, and narrative. This makes it easier to find the information you need to know about the case quickly. Click on the accordion sections below the summary details to expand those details.

Summary details appear at the top.

2291000123

Current status: Approved

Creator: Darrell Arnold

Submitted: 02/08/2022 08:28

Comments:

RETURN TO HOME

Report Summary

Offense Date & Time: 01/14/2022 09:00

Incident Location: 501 DUNN AND BRAD STREET

Victim: Jane Doe

Injury: Yes

Suspect: John Doe

Arrested: Yes

Charge(s): Simple Domestic Violence

Narrative

NARRATIVE ▶

Bond Conditions

CLARKE JUSTICE COURT ▶

Court Information

CLARKE JUSTICE COURT ▶

Click to view court information.

Report Details

INCIDENT REPORT ▶

SUPERVISOR REVIEW

MSDVR Supervisors at each agency will need to be granted the *DVR Supervisor* role by their CAPSLock administrator. DVR roles and CAPSLock administrator responsibilities are covered in the first part of this guide and in the Appendix.

Supervisors will use the MSDVR website (<https://dvr.ago.ms.gov>) to approve all their agency's DVR forms submitted by officers using the eForms DVR application installed on their computers.

The supervisor view will look like the image below.

Click to view your agency's reports.

Click column headings to sort or enter search criteria.

CASE NUMBER	AGENCY	CREATOR	STATUS	SUBMISSION DATE/TIME ▲
DV-12-2022	Mississippi Attorney General's Office	Will Hudgins	Rejected	02/07/2022 10:14
Added Victim LAP Questions	MHP	Landon Bentley	Rejected	02/03/2022 12:56
Sample Beta Form 2	Mississippi Attorney General's Office	Landon Bentley	Pending	02/03/2022 12:54
Sample Beta Form 2	Mississippi Attorney General's Office	Landon Bentley	Pending	02/03/2022 12:54
New DVR (2/3/2022 12:53:59 PM)	Mississippi Attorney General's Office	Landon Bentley	Pending	02/03/2022 12:54
New DVR (2/3/2022 12:53:59 PM)	MHP	Landon Bentley	Pending	02/03/2022 12:54
New DVR (2/3/2022 12:53:59 PM)	MHP	Landon Bentley	Pending	02/03/2022 12:54
New DVR (2/3/2022 12:53:59 PM)	MHP	Landon Bentley	Pending	02/03/2022 12:54
TestMHPLocal	MHP	Landon Bentley	Pending	02/03/2022 12:54
TestMHP	MHP	Landon Bentley	Pending	02/03/2022 12:54

Showing reports 1 to 10 of 40 total

First Prev 1 2 3 4 Next Last

Clicking on a report will bring up the case details page where you can view the report, approve, or reject (see below).

2291000123

Current status: Pending

Creator: Darrell Ar

Submitted: 02/06/2022 08:28

Comments:

RETURN TO HOME

APPROVE

REJECT

Summary details.

Report Summary

Offense Date & Time: 01/14/2022 09:00

Incident Location: 501 DUNN AND BRAD STREET

Victim: Jane Doe

Injury: Yes

Suspect: John Doe

Arrested: Yes

Charge(s): Simple Domestic Violence

Narrative

NARRATIVE ▶

Bond Conditions

CLARKE JUSTICE COURT ▶

Court Information

CLARKE JUSTICE COURT ▶

Report Details

INCIDENT REPORT ▶

If rejecting, enter notes for the officer. The officer will receive an email notification that the report was rejected and requires further attention. The status of the report will be changed to “Rejected.”

TIP: Supervisors can reject a previously approved report, allowing the originating officer to make edits or add information like attachments as needed.

Periodically, supervisors should login to the website to view pending and rejected reports.

IMPORTANT: Cases must be approved for your court to be able to update them. It is very important that you review and approve cases in a timely manner.

ALL APPROVED REPORTS - ADVANCED SEARCH

Once the supervisor approves the report, it appears on the 'All Approved Reports' page. This page also provides the ability to search for reports by suspect name, suspect identification number, victim name, and victim identification number.

APPROVED REPORTS SEARCH OPTIONS

If necessary, select the arrow in the 'ADVANCED SEARCH' box to expand the search options. Then, enter a search criteria in the boxes provided and the system displays the total number of reports found and search results. If multiple reports are listed, use the additional search boxes to refine the search.

Select the arrow to see the search options.

User Reports Agency Reports Approved Agency Reports Pending Reports

All Approved Reports

ADVANCED SEARCH ▾

Enter one or more search criteria.

All Approved Reports

ADVANCED SEARCH ▾

Suspect Name: Suspect Identification Number:

Victim Name: Victim Identification Number:

Showing reports 1 to 10 of 29 total

Use these additional search options to refine the search.

CASE NUMBER	AGENCY	CREATOR	APPROVED DATE/TIME ▴
Search Case Number	Search Agency	Search Creator	FROM MM/DD/YYYY TO MM/DD/YYYY

Use the page navigation to sort through the list.

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30

First Prev 1 Next Last

PRINTING AN OFFICIAL MSDVR REPORT

To print an official copy of an approved MSDVR report, you will need to access and locate it on the MSDVR website (<https://dvr.ago.ms.gov>). Only approved reports can be printed for official purposes and only from the website. You cannot print partially completed or completed forms from the eForms DVR application installed on your computer.

Locate the report using the tools described in the previous section. Pull up the case details and click the Print button at the top near the case summary section. This will open the report in Adobe PDF format in another browser tab and/or download the PDF directly to your computer's Downloads folder. The report will be on official Mississippi Attorney General's Office letterhead with the state seal at the top.

22-00010171

Current status: Approved

Creator: Dennis Hopson

Agency Name: Tunica County Sheriff Office

Submitted: 05/18/2022 15:59

Comments: null

RETURN TO HOME PENDING REJECT

PRINT

LEGACY DATA

To access ReportBeam legacy reports click on the "Search ReportBeam" button located at the top right-hand corner of the page.

MISSISSIPPI ATTORNEY GENERAL Lynn Fitch

MISSISSIPPI RESOURCES/DOWNLOADS DARRELL ARNOLD

DOMESTIC VIOLENCE REPORTS

User Reports Agency Reports Pending Reports All Approved Reports

SEARCH REPORTBEAM

To search for and view legacy reports.

AUDIT TRAIL

MSDVR implements a robust audit system which tracks each time a DVR report is uploaded, accessed, viewed, approved/rejected, updated by courts, and printed. The user's name, date, and time will be stamped for all these actions.

To view the audit trail, scroll to the very bottom of the case details page.

Submission Approval History	
VIEWED AT 06/08/2022 16:22 BY DARRELL ARNOLD (DARRELL.ARNOLD)»	
VIEWED AT 06/08/2022 16:04 BY JASON PUTT (JASON.PUTT)»	
VIEWED AT 06/08/2022 15:56 BY JAMMIE LEWIS (JAMMIE.LEWIS)»	
STATUS CHANGE AT 06/08/2022 15:56 BY JAMMIE LEWIS (JAMMIE.LEWIS)»	
VIEWED AT 06/08/2022 15:55 BY JAMMIE LEWIS (JAMMIE.LEWIS)»	
VIEWED AT 06/01/2022 18:59 BY ANGELA WALLS (ANGELA.WALLS)»	
VIEWED AT 05/23/2022 13:14 BY ANGELA WALLS (ANGELA.WALLS)»	
SUBMITTED AT 05/18/2022 20:59 BY DENNIS HOPSON (DENNIS.HOPSON)»	

Below is the entire CAPSLock Administrator Guide for managing users. We placed it here for convenience.

ABOUT CAPSLOCK

This document is intended for agency administrators to use as a guide for setting up new users in the CAPSLock User Authentication System.

CAPSLock is a web application accessible through a web browser using the URL:

<https://capslock.dps.ms.gov/admin>

You must have the CAPSLock administrator privilege to use this site.

Law enforcement personnel wanting to become agency administrators should contact the Mississippi Help Desk to have their account setup.

Mississippi MOVE Help Desk
662-368-2483
mscapssupport@ua.edu

Court clerks do not need to use the eForms DVR application to view and update cases. Supervisor and court-related functions will be completed on the DVR website.

All MS courts should have their own CAPSLock administrator to create and manage user accounts. Court clerks should contact their agency's designated CAPSLock administrator to have their account setup to access the DVR website. There is a separate guide for court users and court CAPSLock administrators.

GETTING STARTED WITH CAPSLOCK

A law enforcement user must also have a CAPSLock account before accessing the **eForms DVR – Domestic Violence Report** desktop software and website. Contact the MS CAPS Support Help Desk to obtain the desktop eForms/DVR installer.

The website address to manage submitted DVR reports is: <https://dvr.ago.ms.gov>.

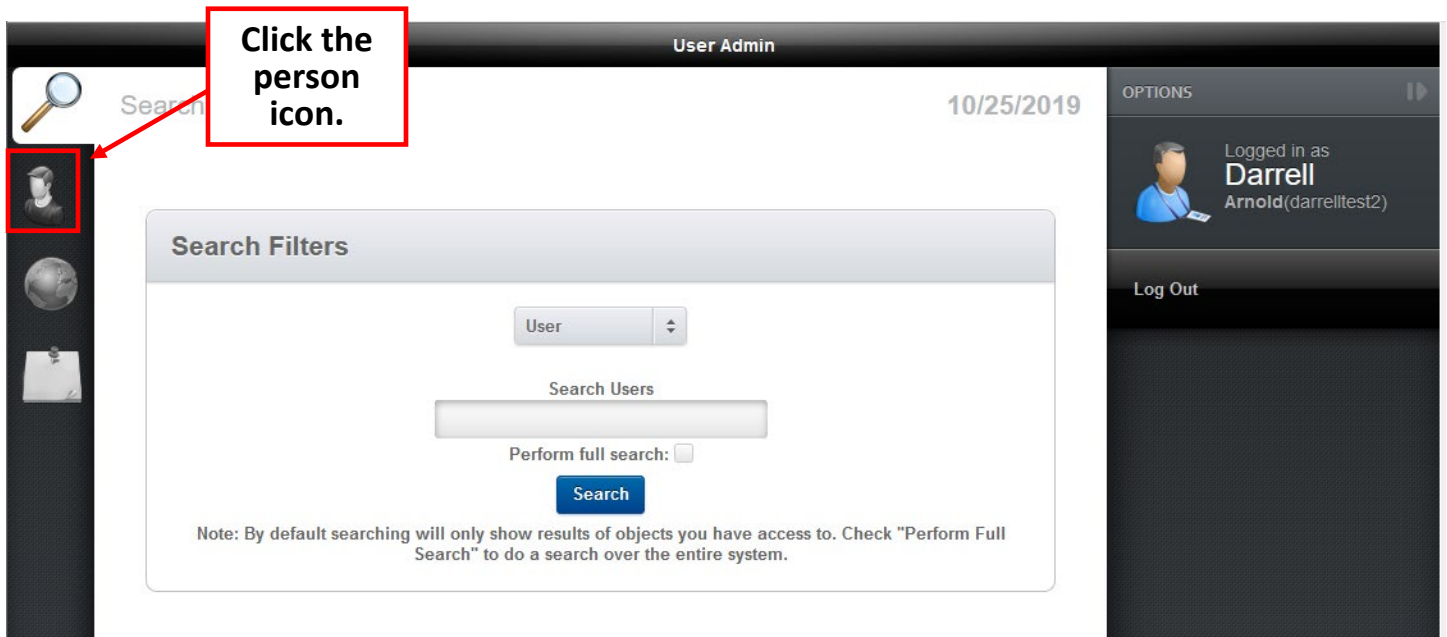
By default, all law enforcement agencies are assigned the DVR Officer and MOVE Officer privileges, so there is no need to assign those roles to anyone in your agency.

SETTING UP A NEW USERS FOR YOUR AGENCY

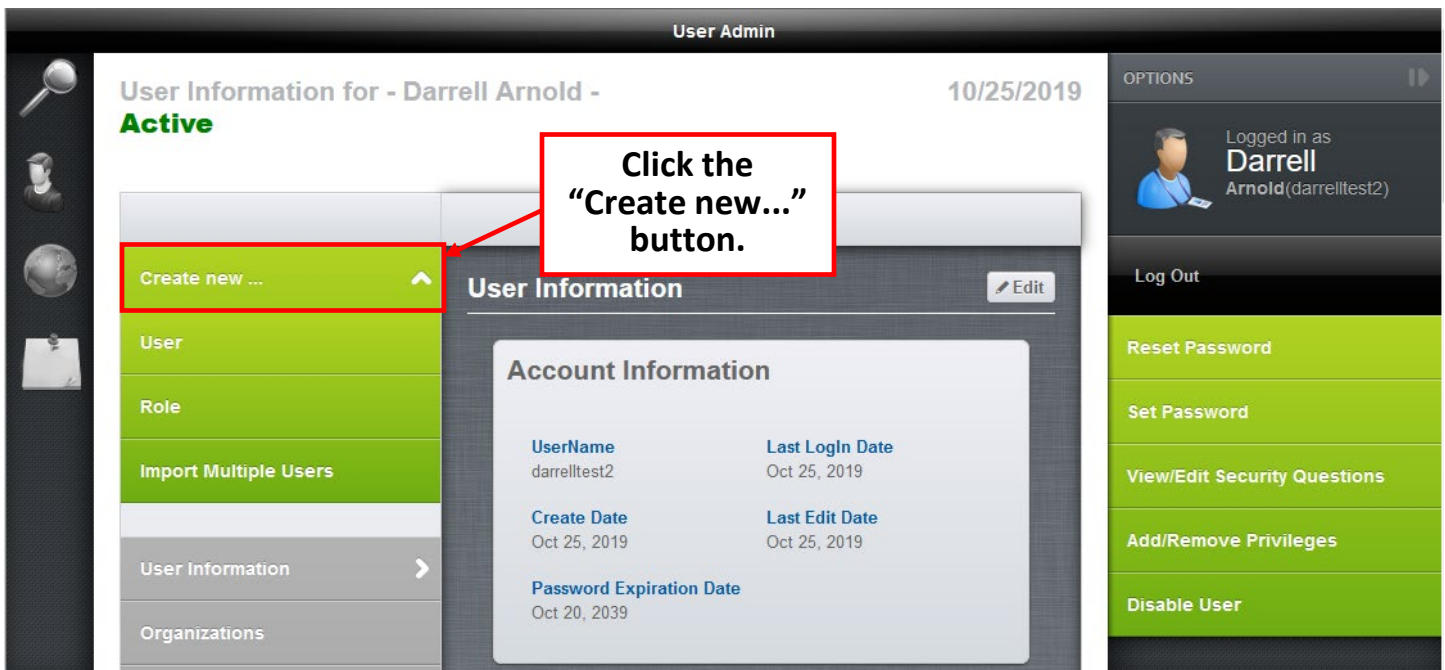
1. Login to <https://capslock.dps.ms.gov/admin> (NOTE: If this is your first-time logging into CAPSLock, you will be prompted to finish setting up your user account.)



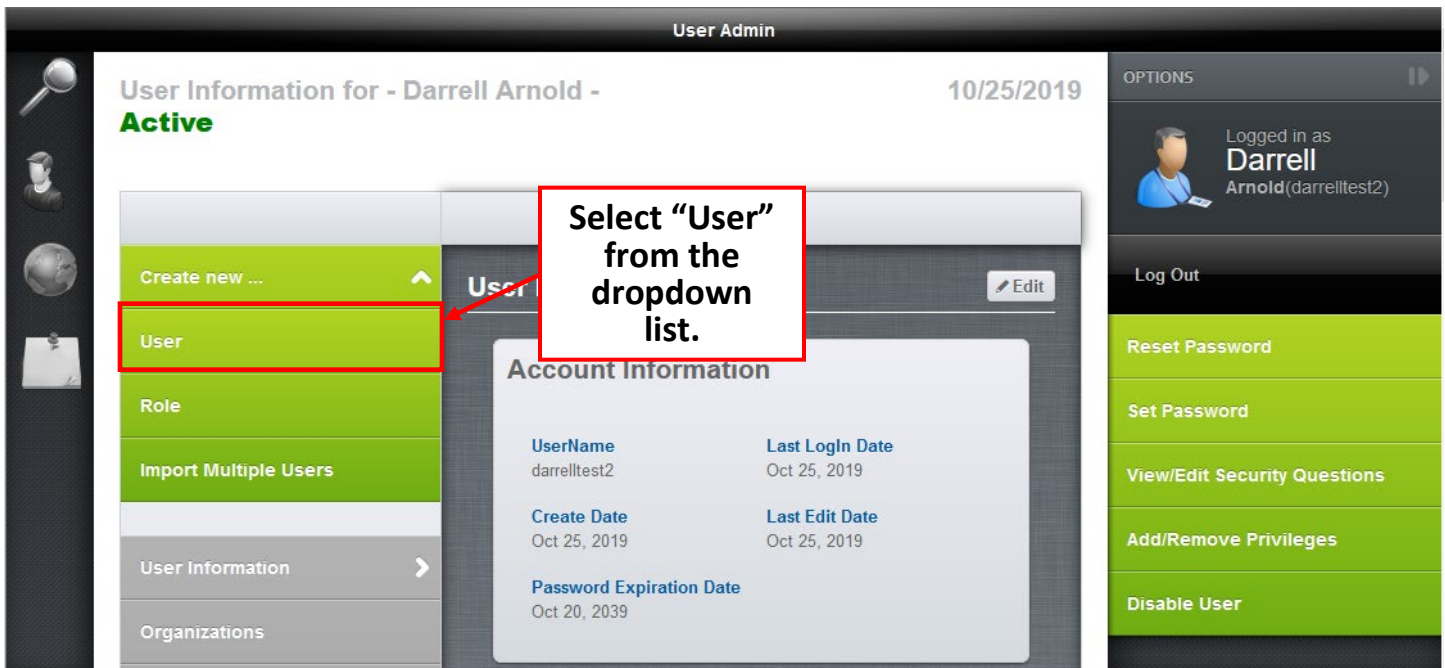
2. Click on the person icon located in the top left-hand corner of the screen:



3. Click the "Create new..." button:



4. Select "User" from the dropdown list:



5. The User Creation Wizard will appear. Complete the User Information section before clicking the Next button.

Create New User

User Creation Wizard

1 User Information 2 Additional Information 3 Organization 4 Group

First Name * Darrell

Last Name * Arnold

Email test.user@testingpd.org

Username darrell.arnold3

Next >>>>

IMPORTANT!
Enter a valid email address.

Username
Usernames are auto-generated based on availability.

NOTE: You must enter a valid email address. Two notification emails will be sent to this user – one containing their username and the other containing their temporary password. In addition, DVR will use the email address on file to send rejection notifications whenever a report has been rejected by a supervisor.

6. Enter Badge ID, Rank, and be sure to select “Live” from the Mode dropdown list.

The screenshot shows the 'Create New User' window with the 'User Creation Wizard' title. The progress bar indicates Step 2: Additional Information is active. The form contains the following fields:

- ReportBeamID: [Empty text box]
- Badge: 212
- Rank: Captain
- Mode: LIVE (dropdown menu)
- Primary Vehicle ID: [Empty text box]
- Motorcycle ID: [Empty text box]

At the bottom, there are 'Back' and 'Next' buttons. A red callout box with the text 'IMPORTANT! Select "Live" for Mode.' points to the 'LIVE' option in the Mode dropdown. Another red box highlights the 'LIVE' dropdown itself.

7. Select your organization name by clicking on the radio button:

The screenshot shows the 'Create New User' window with the 'User Creation Wizard' title. The progress bar indicates Step 3: Organization is active. The form contains the following elements:

- Find a organization: [Search text box]
- Find: [Button]
- Add User to Organization(s): [List of organizations]

The list of organizations includes 'Abbeville Police Dept', which is selected with a radio button. A red callout box with the text 'Select the radio button next to your organization's name.' points to the selected radio button. At the bottom, there are 'Back' and 'Next' buttons.

8. Do not enter anything in the Group tab:

Create New User

User Creation Wizard

1 User Information 2 Additional Information 3 Organization 4 Group 5 Summary

Add User to Group(s)

Find a group:

Find Add Selected

Chosen Groups:

Remove Selected

Back Next

Click the "Next" button. Do not enter any information in this window.

9. Verify all information is correct, and then check the box next to "Confirm that all fields are correct." Click the "Save" button to complete the process.

Create New User

User Creation Wizard

1 User Information 2 Additional Information 3 Organization 4 Group 5 Summary

Username: test.user1
First Name: Test
Last Name: User
Email: test.user@testingpd.org
Password: 212
Role: Captain
Organization: Abbeville Police Dept

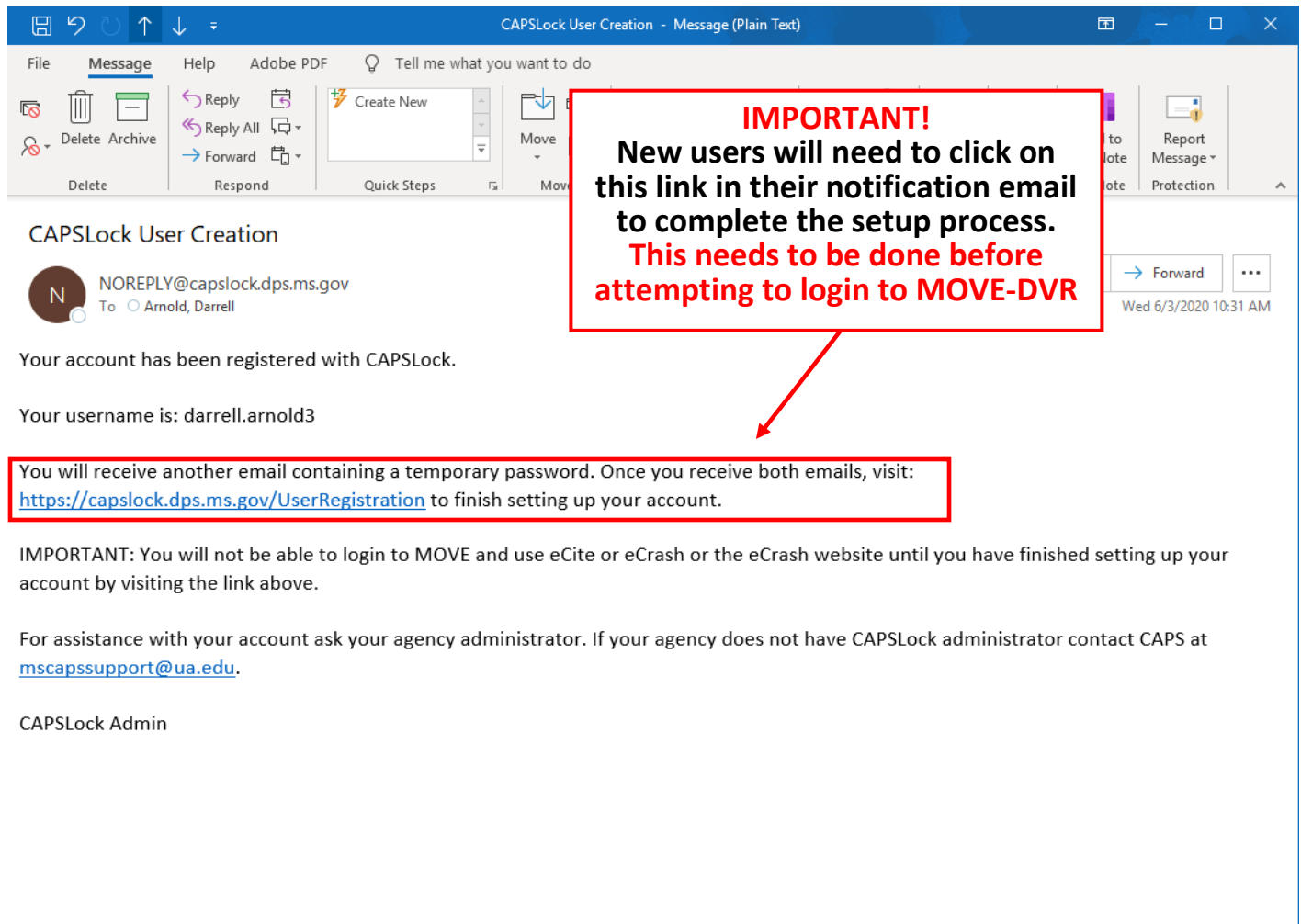
☒ Confirm that all fields are correct.

Back Save

1st IMPORTANT!
Check this box before clicking the save button.

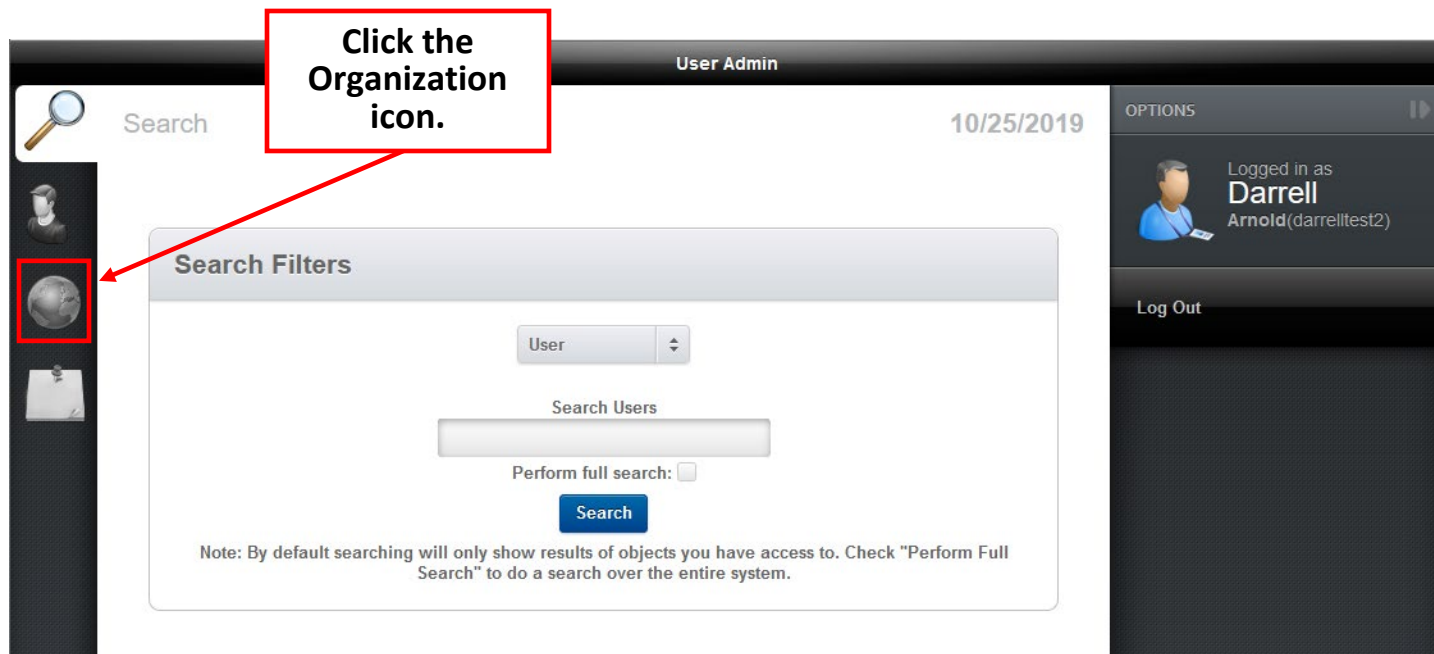
2nd
Click the "Save" button after checking the box confirming all fields are correct.

New users will receive two emails: one containing their username, and the other with their temporary password.

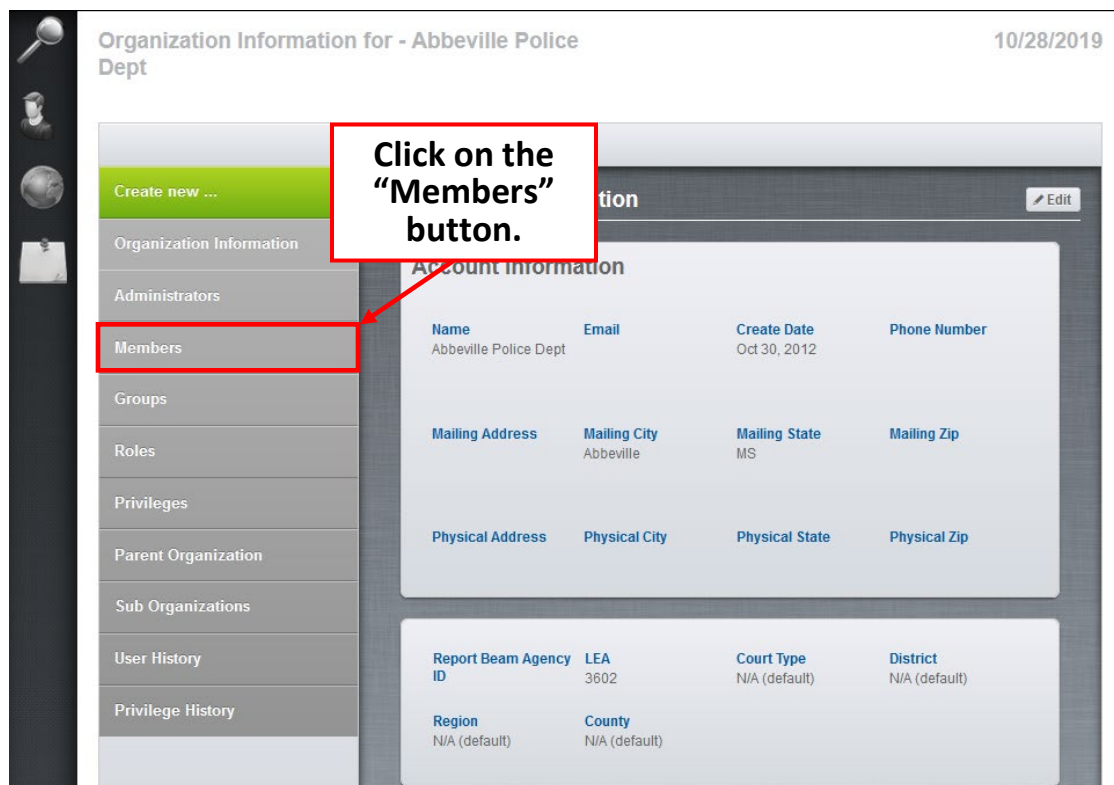


ASSIGNING DVR SUPERVISOR ROLE

1. Login to the CAPSLock admin portal (<https://capslock.dps.ms.gov/admin>) and click the Organization icon (globe) located in the top left-hand corner of the screen:



2. Click on the "Members" button located on the left-hand side of the screen:



3. Select the member from the list shown that you want to grant role(s) to and/or reset password, edit, or disable (explained later). Select by clicking the “View” text link:

Organization Information for - Abbeville Police Dept 10/28/2019

Create new ...

Organization Information

Administrators

Members

Groups

Roles

Privileges

Parent Organization

Sub Organizations

User History

Privilege History

Members

Add User to Organization Remove Members

Show 10 entries Search:

Current Status	Name	Email	First Name	Last Name	
Active	DarrellTest	darrell.arnold@ua.ed...	Darrell	Arnold	View
Active	darrelltest2	darrell.arnold@ua.ed...	Darrell	Arnold	View
Active	testuser1	testuser@testingpd...	Test	User	View

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Click “View”

4. With the user’s profile open, click on the “Roles” button on the left-hand side of the screen:

User Information for - Test User - Active 10/28/2019

Create new ...

User Information

Organizations

All Privileges

Groups

Roles

Organization History

Group History

Privilege History

Login History

User Information

Edit

Create Date Oct 28, 2019 Last Edit Date Oct 28, 2019

Password Expiration Date Oct 28, 2019

Personal Information

First Name	Last Name	Email
Test	User	test.user@testingpd.org
License Number	Phone Number	
Badge	Mode	Motorcycle ID
Captain	TEST	N/A
Rank	Report Beam ID	Primary Vehicle ID
212	N/A	N/A

Click on the “Roles” button.

OPTIONS

Logged in as Darrell Arnold(DarrellTest)

Log Out

Reset Password

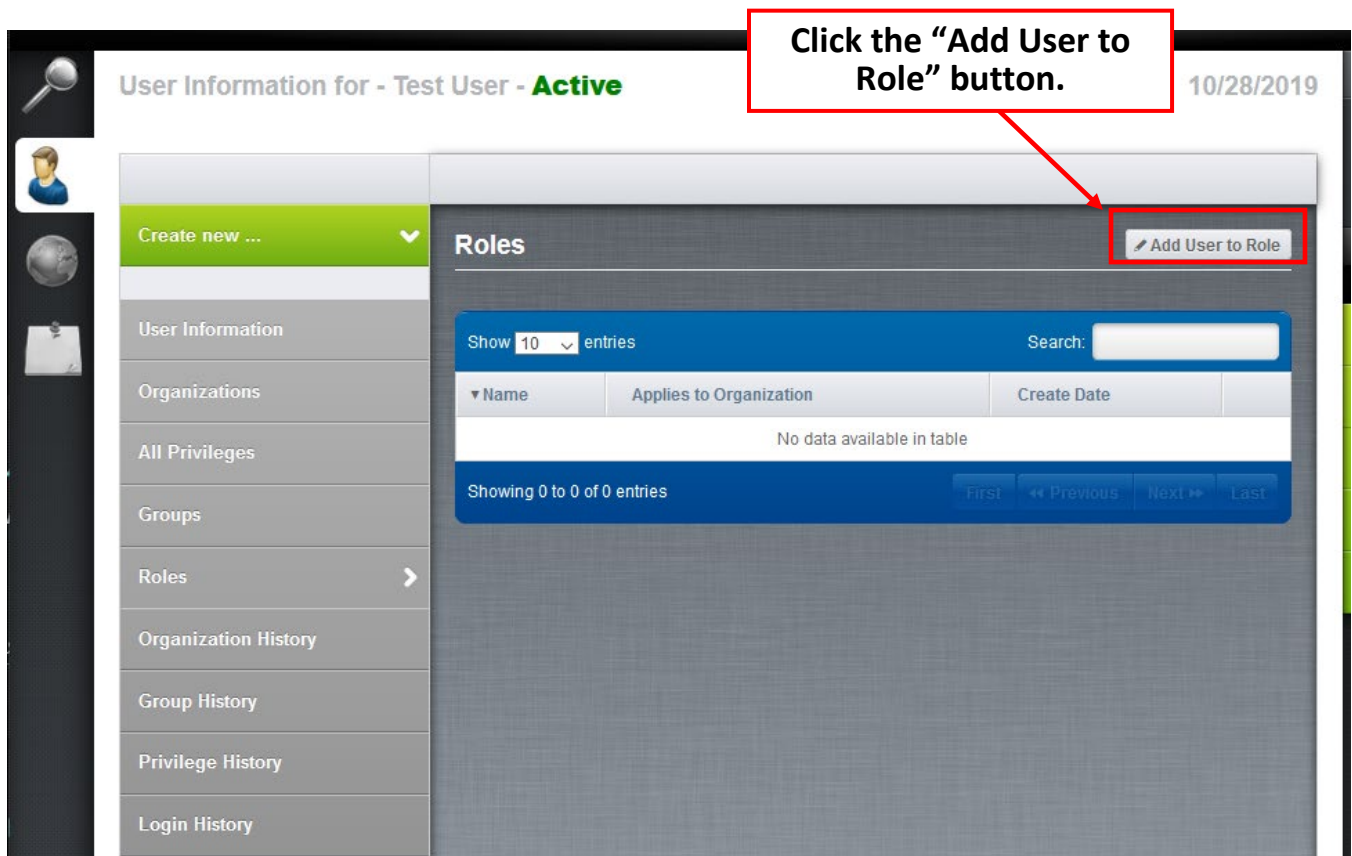
Set Password

View/Edit Security Questions

Add/Remove Privileges

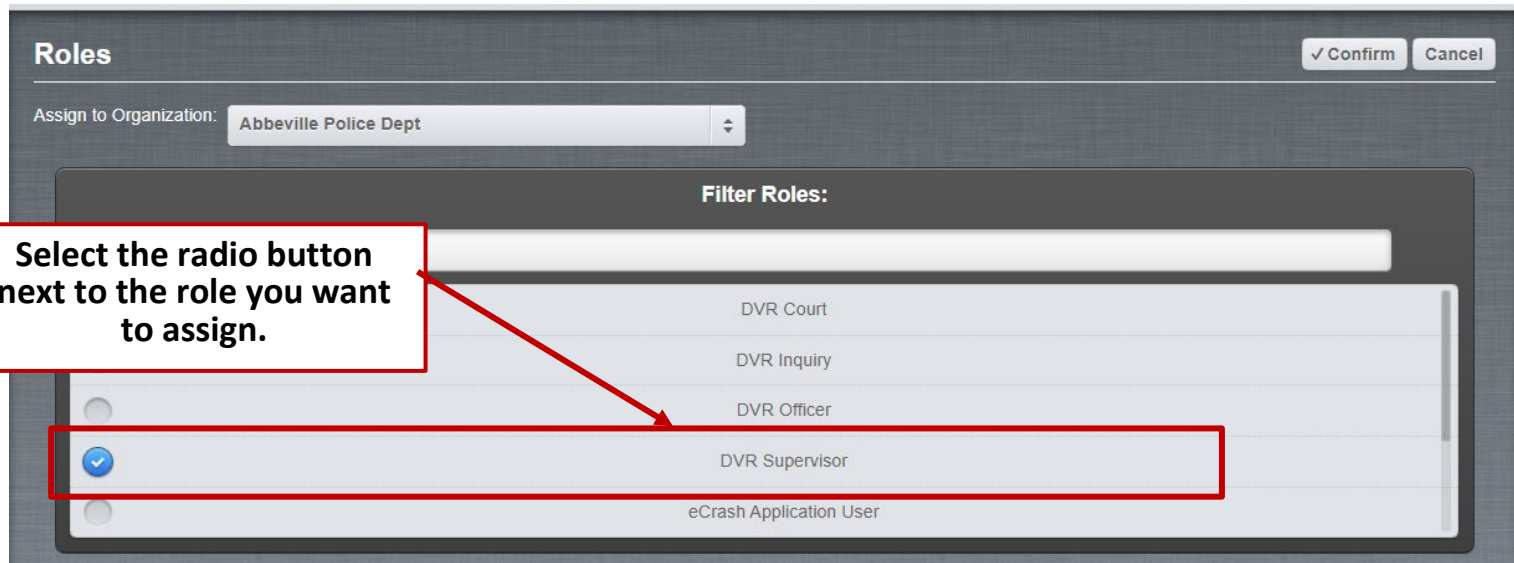
Disable User

5. Click the “Add User to Role” button:

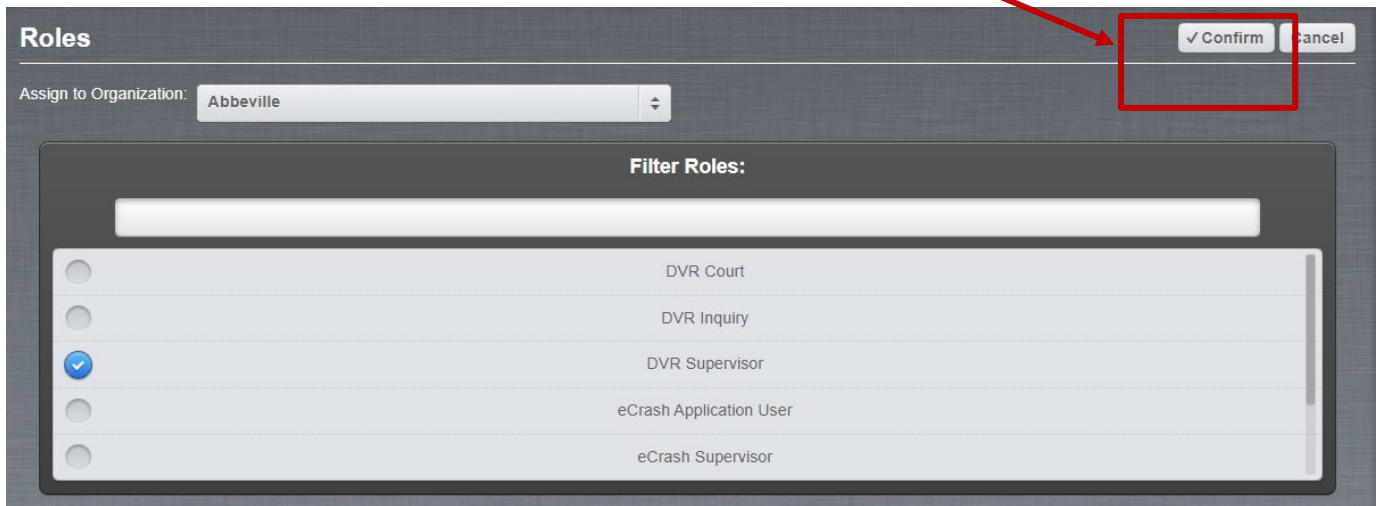


6. Select the radio button next to the DVR Supervisor role.

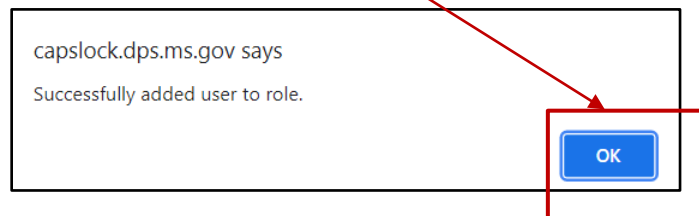
NOTE: The CAPSLock system automatically assigns the DVR Officer role to members of all law enforcement agencies with the DVR agency privilege.



7. Then, select the Confirm button and wait for the system confirmation message.



8. Select the 'OK' button to close the confirmation message box.



EDIT USERS

1. With the user's profile open, click on the "Edit" button:

Click "Edit"

User Information for - Test User - Active

Create new ...

User Information

Organizations

All Privileges

Groups

Roles

Organization History

Group History

Privilege History

Login History

User Information

Account Information

UserName	Last Login Date	Create Date	Last Edit Date
test.user1	Oct 28, 2019	Oct 28, 2019	Oct 28, 2019

Password Expiration Date
Oct 28, 2019

Personal Information

First Name	Last Name	Email
Test	User	test.user@testingpd.org

License Number	Phone Number

Badge	Mode	Motorcycle ID	Primary Vehicle ID
Captain	TEST	N/A	N/A

Rank	Report Beam ID
212	N/A

Options: Log Out, Reset Password, Set Password, View/Edit Security Questions, Add/Remove Privileges, Disable User

2. Make changes as needed and then click the "Save" button. NOTE: You cannot change the username. Contact support at: mcapssupport@ua.edu if you need to change the username.

Make changes and then click "Save."

User Information

✓ Save Cancel

Account Information

UserName	Last Login Date	Create Date	Last Edit Date
test.user1	Oct 28, 2019	Oct 28, 2019	Oct 28, 2019

Password Expiration Date
Oct 28, 2019

Personal Information

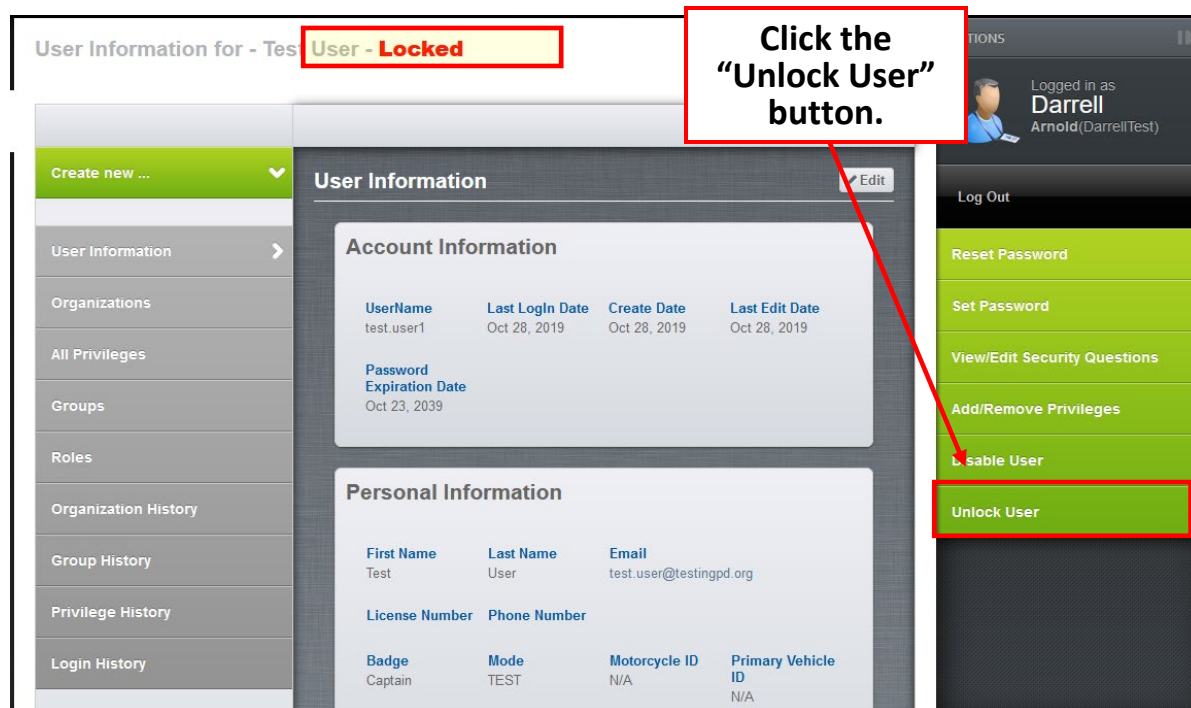
First Name	Last Name	Email
Test	User	test.user@testingpd.org

License Number	Phone Number

Badge	Mode	Motorcycle ID
Captain	TEST	N/A

UNLOCKING USER ACCOUNTS

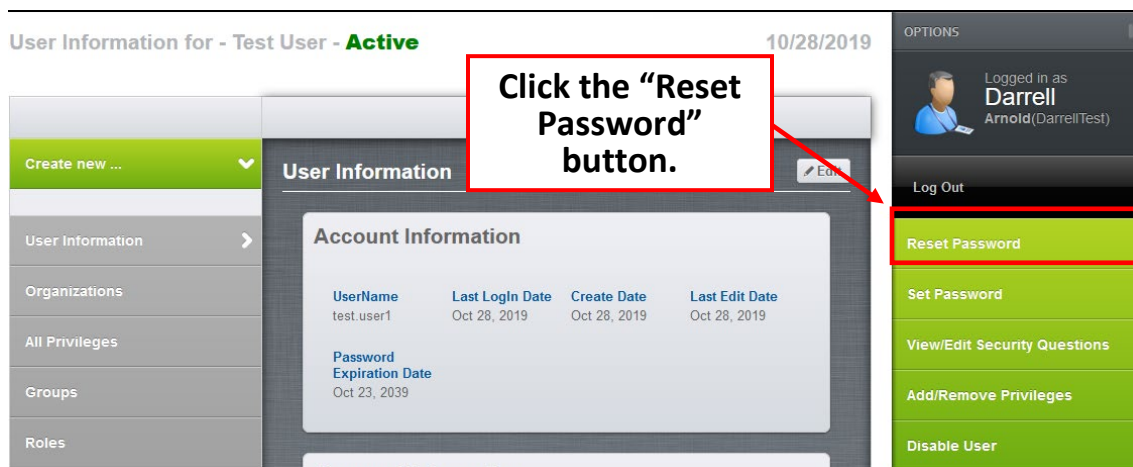
1. View the user's profile. The word "Locked" will appear next to the user's name at the top. Click on the "Unlock User" button to unlock the account:



NOTE: Most likely the user forgot their password, it expired (later revision of CAPSLock), or they did not receive their temporary password. In this case, it is advisable to go ahead and reset the user's password while you have the profile open (see next section).

RESETTING PASSWORDS

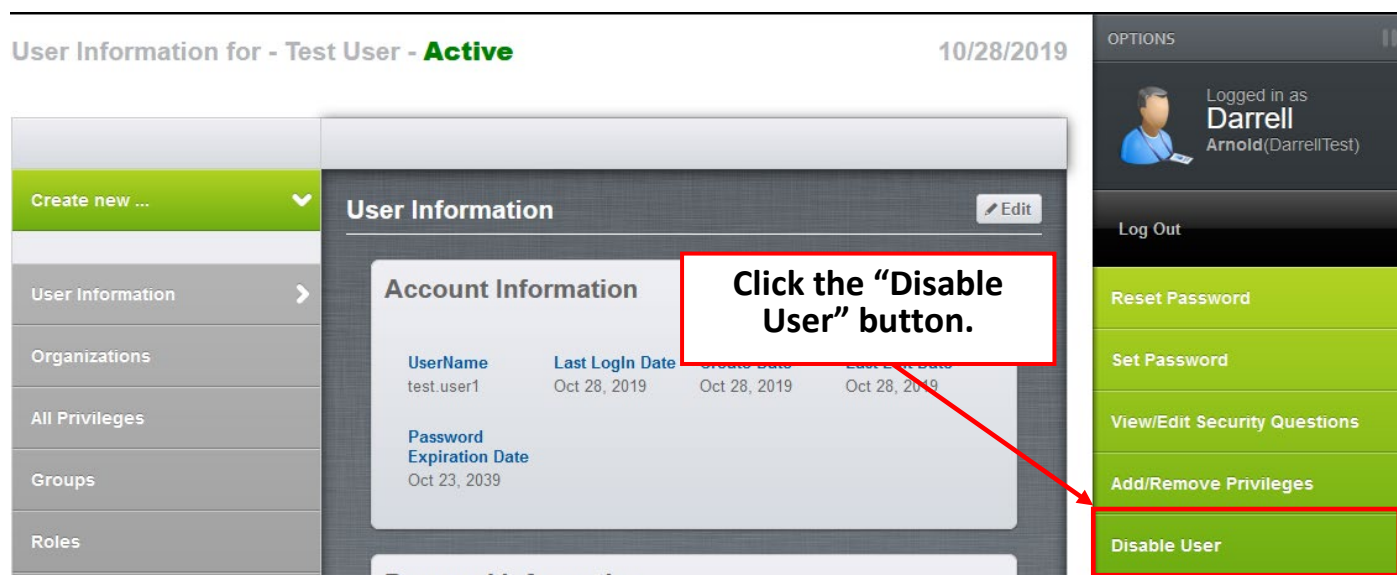
1. Open the user's profile and click on the "Reset Password" button:



NOTE: The user will receive an email with a temporary password. If no email is received, verify the email address on record for this account.

DISABLING ACCOUNTS

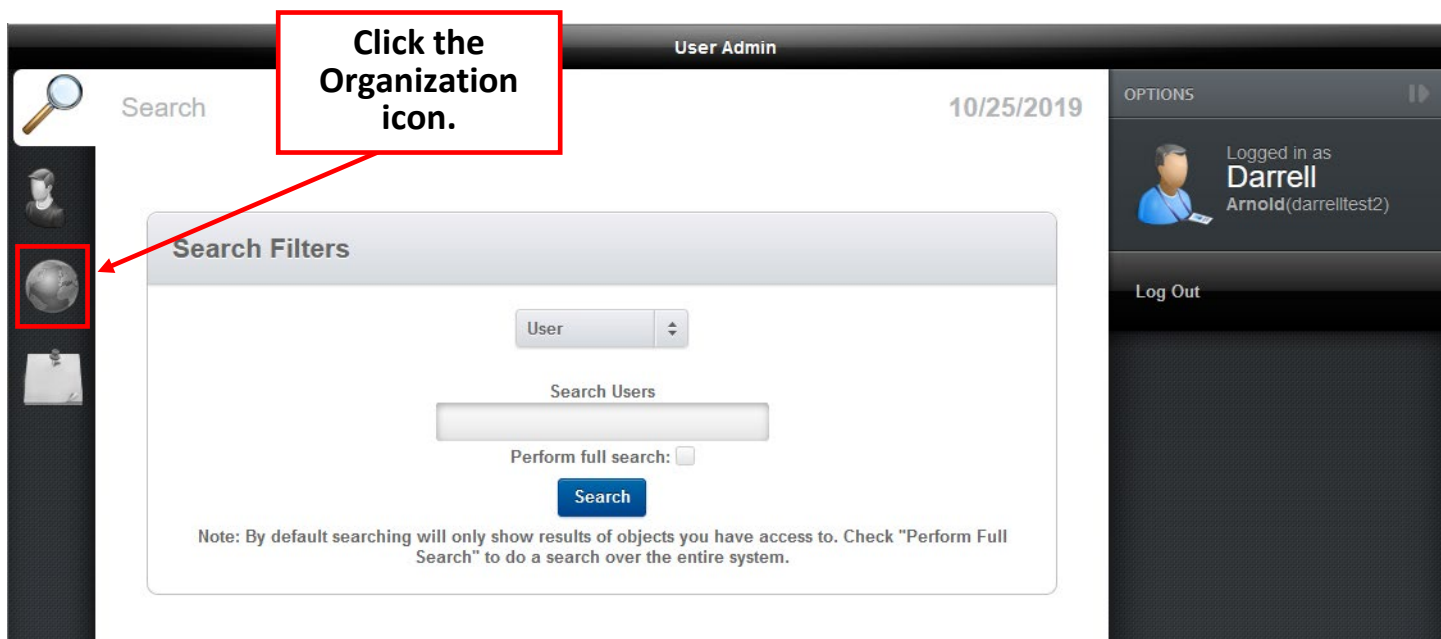
1. Open the user's profile and click on the "Disable User" button:



ADDING CAPSLOCK ADMINISTRATORS

You may find it necessary to add other members as CAPSLock administrators so they can assist managing users for your organization. **NOTE: Only current CAPSLock Administrators or CAPS Support can add administrators to your organization.**

1. Login to the CAPSLock admin portal (<https://capslock.dps.ms.gov/admin>) and click the Organization icon (globe) located in the top left-hand corner of the screen:



2. Click on the "Administrators" button:

Organization Information for Police Dept 10/29/2019

Click on the "Administrators" button.

Create new ...

Organization Information

Administrators

Members

Groups

Roles

Privileges

Administrators Add Administrator Remove Administrator

Show 10 entries Search:

Name	Email	First Name	Last Name	
DarrellTest	darrell.arnold@ua.edu	Darrell	Arnold	View
darrelltest2	darrell.arnold@ua.edu	Darrell	Arnold	View

Showing 1 to 2 of 2 entries First Previous 1 Next Last

3. Click on the "Add Administrator" button:

Organization Information for Police Dept 10/29/2019

Click on the "Add Administrator" button.

Create new ...

Organization Information

Administrators

Roles

Privileges

Administrators Add Administrator Remove Administrator

Show 10 entries Search:

Name	Email	First Name	Last Name	
DarrellTest	darrell.arnold@ua.edu	Darrell	Arnold	View
darrelltest2	darrell.arnold@ua.edu	Darrell	Arnold	View

Showing 1 to 2 of 2 entries First Previous 1 Next Last

List of current Administrators is shown here.

4. You will have to enter the username for the organization member:

The screenshot shows the 'Administrators' page. At the top right are 'Confirm' and 'Cancel' buttons. Below is a 'Filter Users:' section with a search input field (highlighted by a red box and arrow) and a 'Search' button. The main area is a large empty box. At the bottom, there's a blue bar with 'Show 10 entries' and a 'Search:' input. Below this is a table with columns: Name, Email, First Name, Last Name, and an empty column. The table contains one entry for 'DarrellTest' with email 'darrell.arnold@ua.edu'. The bottom of the page shows 'Showing 1 to 1 of 1 entries' and pagination controls: 'First', 'Previous', '1' (selected), 'Next', and 'Last'.

Administrators ✓ Confirm Cancel

Filter Users:

Search

Enter username here and then click the "Search" button.

Show 10 entries Search:

▼ Name	Email	First Name	Last Name	
DarrellTest	darrell.arnold@ua.edu	Darrell	Arnold	View

Showing 1 to 1 of 1 entries First « Previous 1 Next » Last

5. Click on the radio button to the left of the username and then click the “Confirm” button:

[illegible]