



AN-324 Quick Install of Elite NOTES Software

About Elite Notes

EliteNotes is a custom written stand-alone database program designed to allow the user enter information specific to centres (or client sites) and categorise that information according to various parameters.

Later, information can be printed by centre, by date and by type of information by filtering the database.

Elite Notes is intended as a reporting tool to allow rapid lookup and printing of information that would otherwise be kept in a notebook or docket book.

EliteNotes is not normally supplied by Elite-ID unless specially requested.

Install the Elite Notes CD

- Insert the CD into your PCs' CD drive
- Press the "Start" button on the screen. Go to Run. Select the CD drive. Select "Setup" then "run" it.
- Allow it to install....allow it to install everything as per its suggestions.

Configure Elite Notes

- Click on the icon for "Maintain Clients". Enter all the major client names that you have. Close when finished.
- Click on the icon for "Maintain Centres". These are your sites. For each site, press NEW then enter its name. Repeat for all centres.
- Click on the icon for "Maintain Codes". Enter the "code" for each type of event you have. For example a code of "100" might be "Person on Premises". Add all the codes you use. Note that this is intended to mimic what you already may use on a printed docket.

New options in V1.05

1. Add Note : Docket numbers have been added to the database and can be automatically incremented each time a note is saved. Use the check-box to select or disable this feature (docket numbers are a cross reference to the page in a patrol book being typed into the PC).
2. Add Note : New buttons for helping to select date and time of event.

Using Elite Notes – Adding a Note

- At the end of a shift we recommend that you collect any information you need to enter into Elite Notes and do it in one go. If you leave it till "later on" there may be so much that it is never done and the system is not used. In other words – do it regularly and get it done!
- Press the "Add note" icon. Enter the details and repeat till all done

Using Elite Notes – Filtering

- Filtering is the important part of Elite Notes. It allows you to select information by date, by centre, by code. In other words, Filtering helps you make sense of what is in the database.
- Press the “Filter” icon. Select the options you want to use to filter the database.
- Press the “Apply” button to perform the filter.
- When you press “Print” only the filtered items are printed on the report.