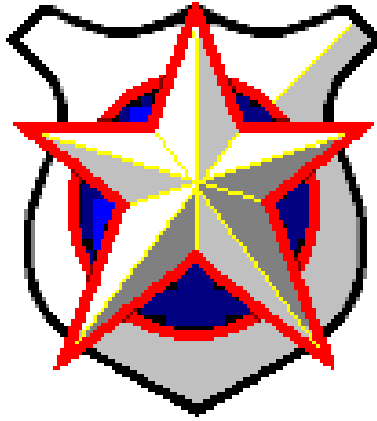




S★T★A★R★S

Security Tools And Reporting System
for Windows

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Introduction

The technology of criminal investigations and emergency services changes rapidly. To keep up with these changes, **STARS** has undergone many revisions and enhancements. There have been more than 100 versions of **STARS** since its creation in 1993. The last major revision was **STARS for Windows**, which was released for three reasons:

- To accommodate the revised Incident Complaint Report, OPNAV 5527/1.
- To take advantage of the data and graphic capabilities of the Windows operating system.
- To allow you to share and submit crime data electronically on a regional and national level according to the NIBRS data specifications.

This guide will be brief. It contains instructions about installing and configuring **STARS**. There are a few critical tasks you will need to perform before anyone starts using this program with live data. Also, this guide contains a few tips and explanations not contained in the on-line help. The rest of what a user needs to know about using **STARS** is available by pressing the [F1] key or by clicking the **Help** button.

STARS is a mature application and is certified 100% bug free. However, if you encounter problems using our software, please tell us what error message you receive (if any). We will fix all errors and make the program change available to you as quickly as possible.

More significantly, if you think of a way in which our software can be improved so as to work better or make your job easier, please don't hesitate to send your suggestions to suggestions@zoa.com. We appreciate feedback and will make every effort to accommodate good ideas. Many of the features and capabilities that you'll find in **STARS** have been added in response to requests from people like you. So, please let us know if you have any suggestions for ways in which this program can be improved. Thank you for using **STARS**.

Jim Stifler
ZOA Consulting
November 12, 2025

The Purpose of STARS

STARS is actually nine separate programs which maintain a collection of related databases. When you start the program, you will see a menu bar with nine buttons, one for each of the major functions.



The **CommLog** and **Desk Journal** perform the everyday job of recording and reporting your dispatch and patrol activities.

The **ICR** module allows you to fill out and complete the new Navy NIBRS-compatible Incident/Complaint Report (OPNAV 5527/1). This module is by far the largest component within STARS. Yet, it is an integral part of the larger system because of the way it shares data with other related tables.

The **Personnel**, **Housing**, **Vehicles**, **Weapons**, **Traffic** and **Interview** modules are a closely related set of functions that track most of the routine security matters involving individuals working or stationed at your command.

Taken together these nine modules form a general all-purpose reporting tool for use in your security department. The standard Navy reports built into STARS are:

OPNAV 5527/25	Communications Log
OPNAV 5527/19	Desk Journal
OPNAV 5527/1	Incident Report
OPNAV 5527/2	Voluntary Statement
OPNAV 5527/3	Waiver of Rights
OPNAV 5527/21	Field Interview Card

STARS also produces a wide variety of statistical reports and maintains your personnel roster, housing lists, vehicle and weapons registration and traffic citations.

Hardware Requirements

STARS for Windows was designed to run on a fairly wide range of Windows capable computers. As a Windows application, it naturally requires more computing power than an equivalent DOS application. Here are the system requirements:

Absolute minimum requirements: Until you get a better computer, you can get by with the following, but you will not like the slow performance:

386/33, 20mb hard disk space free, 8mb RAM, Windows

Minimum practical configuration: This is an OK configuration, particularly for a standalone installation or a dispatch desk. The speed and performance will be acceptable.

486/66, 100mb hard disk space free, 16mb RAM, Windows

Recommended configuration: With this configuration, you'll be able to get your work done quickly and make good use of the program's capabilities to jump between different modules.

Pentium/233, 200mb hard disk space free, 32mb RAM, Windows

You'll also need a printer, of course. Any graphics printer for which you have a Windows printer driver is acceptable. This includes most dot matrix and laserjet printers manufactured in the past 10 years. There are, however, wide ranges in performance and speed. The new NIBRS Incident Report is highly graphics intensive. For printing this report, you will want to have a modern laserjet printer designed for processing and printing graphic images. Although a vintage HP Laserjet Series II might do the job, it will take 5 minutes per page for the Incident Report. So, try to obtain a laserjet that's less than six years old.

If you have trouble printing, the first thing you should check is your Windows printer installation. We have found that the most common reason for printing errors occurs when a Windows printer driver is installed that does not match the printer that is actually used for printing.

Network compatibility: **STARS for Windows** has been tested successfully on all versions Windows and many network configurations. Record and file locking built into the program allows multiuser access to all data files. When installing this software on a network, be sure to give users read, write, create and erase rights to the program/data directory.

Getting Started

STARS for Windows is available for download from <http://www.zoa.com/download.html>. From this webpage, you will be downloading a 13.2mb file named STARS219.exe. This is a compressed installation kit which you can use to install STARS with various options.

The STARS installation program will prompt you to select a subdirectory into which to install STARS. Unless this is a network installation, we recommend that you install STARS to its default directory **C:\Program Files\winSTARS**.

When the installation is complete, you should see that a program group and icon for **STARS for Windows** has been created on your desktop.



When you first start STARS, STARS will then create any additional files that it needs.

Network Installation:

STARS is designed for use on a network. Installation into your network should be similar to that for any other networked database application: First, create a shared directory, e.g. **X:\WINSTARS**, to which your users will have read, write, create and erase rights. Next, run the STARS219 program, specifying the path on your network (**X:\WINSTARS**) into which STARS will be installed. The installation kit will decompress WINSTARS.EXE and its related help and data files into the shared directory. At the same time, Visual Basic support and library files (DLL and OCX files) will be copied to your local hard disk.

To enable other users to use STARS, you must repeat the installation on every workstation that will use STARS. This will install and register the support files on each local hard disk. As you install STARS on each workstation, you should install STARS to the same network drive (**X:\WINSTARS** in this example).

If you have any trouble installing to a network (or to any other disk configuration), run the STARS219 installation to a hard disk, i.e. drive C:. This will decompress the primary program and data files that form the source program. You can then copy these files to any other shared directory. After you've copied these files to where you want them to be stored and used, you should be able to execute and load the program.

Files used by STARS

After a successful installation and initiation of STARS, several files have been copied, created and/or decompressed into your Winstars directory:

WINSTARS.EXE	Main program file
WINSTARS.HLP	STARS for Windows help file
WINSTARS.INI	Configuration file; tells STARS where to find its user list and passwords
WINSTARS.MDA	Encrypted user list with passwords
HEADERS.TXT	Site registration information
VERSION.MEM	Startup control file for tracking version number
STARSDB.MDB	Main database file
STARSDB.LDB	Main database record locking file
STARSAK.MDB	Backup of main database file, created during program upgrades and database compact/repair
ICRLOCK.TXT	Record locking file for ICRs
PERLOCK.TXT	Record locking file for Pass & ID tables
SFWUSERS.TXT	Tracks users who are logged into STARS
WINHELP.HLP	General Windows help file
AMERICAN.VTD	Main dictionary
CUSTOM.DIC	User modifiable dictionary
CUSTOM0.DIC	Original copy of user modifiable dictionary
VSPELLER.HLP	Help file for Spell Checker
STARSTRU.MDB	Original shipped database and reference tables
WINSTAR0.MDA	Original shipped user list

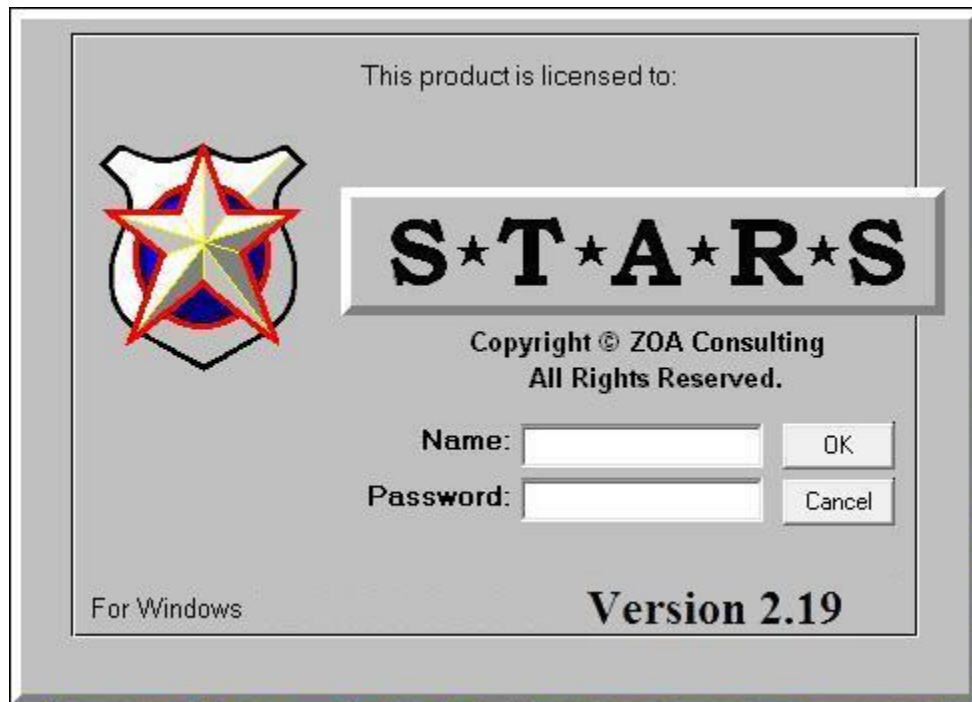
You may occasionally find other files in your \Winstars directory. These are generally temporary files created during file handling operations.

In addition to the STARS program and database files, the installation process installs about 30-40 Visual Basic support files into your \Windows\System directory. During setup, these files are added to your system directory and registry if they are not already present. They are identified by filename extensions of DLL and OCX. They will replace your existing files of the same names only if their version numbers are more recent.

Starting the Program

If your installation was successful, you should see a **STARS for Windows** icon on your desktop. Double-click on this icon to load and start the application.  Alternatively, you can start and run **STARS** by using *Windows Explorer* to find the application file WINSTARS.EXE. This file will probably be located in the C:\Program Files\winSTARS directory. When you've found the WINSTARS.EXE, just double-click it to start STARS.

The first time you start the program after an installation or an upgrade, STARS will go through a file and structure checking procedure. Please wait while STARS creates and/or checks your file and table structures to make sure that they are compatible with the version you have installed.



After STARS has completed its file checking procedure, click OK and then start STARS again. This time, the screen you see will look like this:

If this is your first entry into **STARS**, enter the initial user name and password:

ADMIN
1234

Then, click the OK button. Note: The user name ADMIN gives you the highest security level and is also the user name which controls all system defaults and user security.

Program Configuration

As soon as you've installed STARS and before anyone starts using the program, you should log into the program (as ADMIN) and take care of a few important tasks involving passwords, system defaults, printers and officer lists. You can perform these tasks in about twenty minutes. The operations described below are all accessed from STARS's topline menu.

1. **File / Print Setup**

Verify that the default printer selected for use by STARS is the correct printer. If the printer that you wish to use is not among the choices displayed, you will have to exit from STARS to add the printer to your Windows setup.

2. **Configure / Program Defaults / Site Registration**

Enter your Site name, your branch of Service, your 9-digit ORI number and your 5-digit UIC or RUC number. On this same form, you may enter default values for the text that you wish to have printed in the headings of your statistical reports and ICR logs. If you have purchased a site license for STARS, then your Site name, ORI and UIC will already be filled in for you.

3. **Configure / Program Defaults / CommLog and Desk Journal defaults**

On this form, you should enter your CommLog Call Sign and make any other adjustments to control how your CommLog and Desk Journal reports will print.

4. **Configure / Reference Tables / Location Codes**

For ICR statistics, you will organize the locations or zones within your department's jurisdiction using three-digit codes from 001 to ZZZ. For some commands, the default listing is sufficient: 001=On-base and 999=Off-base. You may use as many location codes as you wish. The Monthly Report will treat codes 900-999 as off-base locations. All other codes will be assumed to be on-base.

5. **Configure / Reference Tables / Status Codes**

You can create a set of one-digit alpha-numeric codes to track the completion status of the ICRs within your system. There is a default set of status codes provided for your use. You may change, delete or add to this list as you wish to suit your departments reporting needs, using any coding system you like. When you assign a status code to an ICR, you will see this code on the Case Control Screen. These codes are not printed on the Incident report.

6. **Configure / Reference Tables / Officer List**

Every officer whose name is to appear on your Incident Reports in Section VIII or Section X should be entered in this table. The officer table must contain at least one supervisor. Supervisors' names will be used in the "pick menu" for the Approving Official in Section X.

In the Officer table, social security numbers are optional, but user IDs are not. When you've entered all your officers, click the Print button to get a hardcopy of your department staff.

7. **Configure / Reference Tables / Commands/UICs**

The Incident Reports generated in your department will likely involve people from several different commands. These command names and UICs will appear in the DutyStn/UIC fields of the related people (victims, suspects, etc.). Enter your most commonly used duty stations and UICs here. In particular, make sure that this list includes the duty station and UIC of your own command.

8. **Tools / QuickText ...**

For any text entries or phrases that your department uses over and over again – whether in CommLogs, Desk Journals, ICRs, Voluntary Statements or Waivers of Rights -- you can create standard entries (called "QuickText") which can minimize typing when writing reports. A few sample versions of QuickText are provided for you. You may edit these choices or add as many of your own as you like. Each STARS module has its own QuickText library that you can edit in any way that you wish.

9. **Configure / Change Password**

The Admin user has special capabilities that no other user has:

- Add, edit and delete users and passwords
- Compact and repair database

The control of these functions is very important to the security of your STARS data. At this point, anyone could log into STARS using the name Admin with the default password of 1234. You should now change this default password so that unauthorized users cannot log into STARS as Admin.

STARS passwords can contain numbers and/or letters, but should not contain spaces or punctuation. STARS passwords are not case sensitive. Be sure to remember your Admin password. If you forget your Admin password, it will be necessary to erase and rebuild your entire user list in order to restore Admin level access to STARS.

After you have set your Admin password, exit from STARS and re-enter to make sure that the password "took".

System Security

As a final step for preparing this program for use by your staff, you must create a set of user IDs to control who has access to your data and to what extent.

To define users and authority levels:

Configure / Security

In a standard STARS installation, there are five groups (or levels) of users. You may add your own groups as needed, but in most cases the standard groups listed below should be sufficient. Since a user can be a member of more than one group, you can create a user with "hybrid" rights by assigning him or her to two or more groups.

Dispatch	Dispatchers -- These users have full View, Edit, Add and Delete rights to the CommLog and Desk Journal. They can View the data in the Pass & ID databases.
Pass&ID	Pass & ID managers -- These users can View, Edit, Add and Delete records in the Personnel, Vehicles, Weapons, Traffic and Interview data tables.
Officers	"Level 2" users -- These users can View, Edit and Add but not Delete Incident Reports. They can also View the CommLog, the Desk Journal and Pass & ID data.
Supervisors	"Level 3" users -- These users can perform all of the functions of the user groups listed above with full rights over all the main data tables. In addition, they can maintain the Leave List.
Admins	"Level 4" users -- These users can make changes to the Configuration tables and the System Defaults. These users are also able to access password protected ICRs and to change the ownership of ICRs.

Next, you will create user names. User IDs must be 7 characters or less, no spaces, not case sensitive. As you create each user, be sure to assign him or her to at least one group of users. If you do not assign a new user to a user group, then he will not be able to View any STARS data. Create a user name for yourself for normal use. Be sure to make yourself a member of the Admins group. For more information about user names and groups, please press the F1-Help key.

To set passwords:

Configure / Change Password

After you create your users, you are ready to assign passwords. STARS gives every user a "default" password of 1234. To change this password, log into STARS as this user and select **Configure / Change Password**.

Alternatively, you may allow your users to assign their own passwords. However, until you do so, any unassigned user passwords will be 1234.

Communications Log



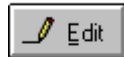
STARS maintains two databases for use at your Dispatch Desk. From within the CommLog and Desk Journal modules, the standard Navy forms 5527/25 and 5527/19 can be entered and printed on blank paper. The use of these two program modules should be fairly self-explanatory.



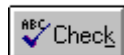
Add



Delete



Edit



Check



Find



Search



Print



Help



Close

The process of entering, editing, finding and printing from the CommLog module involves using the standard STARS function buttons shown here on the left. You can use the mouse to click on a button, or press the Ctrl key together with the underlined command letter. (For example, Ctrl-A equals Add.)

After you have added a CommLog entry, you can close the data entry form by clicking on the Close button or by pressing Alt-F4.

When spell-checking your data, you may spell-check a range of entries by specifying a date and time range.

When printing the CommLog, you may limit the data that will be printed on the report by entering a date and time range, as well as a specific To and/or From.

Remember that the headings that appear on the CommLog are controlled by your system defaults. If you need to change these headings, go to **Configure / Program Defaults / CommLog and Desk Journal Defaults**.

If you wish to delete more than one CommLog entry at a time, there is a special system tool provided for this function. See **Tools / CommLog Utilities**.

Desk Journal

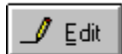
The operation of the Desk Journal is similar to the CommLog.



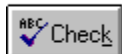
Add



Delete



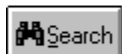
Edit



Check



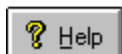
Find



Search



Print



Help



Close

Use the standard STARS function buttons shown here on the left to make and edit entries, find data and print reports. Remember, you can also use the Ctrl key together with any of the underlined command letters.

When spell-checking your data, you may spell-check a range of entries by specifying a date and time range. If you wish to spell-check a single entry, you may do so by specifying the start and end times of the journal entry.

Status codes: Some sites will want to make use of status codes for selectively printing entries from the Desk Journal. These codes are user-defined single digit letters or numbers that your department can use to categorize and print the entries in your Desk Journal.

BCNs: Each Journal entry can have a Blotter Control Number for tracking purposes. Note: You may use either status codes or BCNs within the Desk Journal -- but not both.

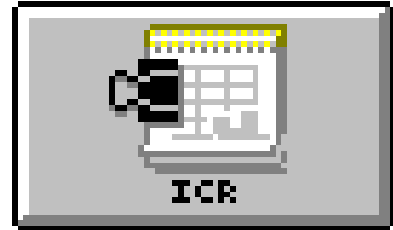
Assign Incident #: You can set up a link between the JOURNAL and the ICR databases, such that when a dispatcher makes a Journal entry and assigns an Incident Number, then a new blank ICR record is added to the ICR database having this incident number and date/time received already filled in.

When printing the Desk Journal, you may limit the data that will be printed on the report by entering a date and time range, as well as one or more Journal status codes.

If you wish to delete more than one Desk Journal entry at a time, there is a special system tool provided for this function. See **Tools / Desk Journal Utilities**.

Remember that the headings that appear on the Desk Journal are controlled by the system defaults. See **Configure / Program Defaults / CommLog and Desk Journal Defaults**.

Crime Reporting



Crime and incident reporting is handled within the ICR module. Within the forms presented here, you will enter all the information relevant to the incident (who, what, when and where) as well as all the information required to be submitted by your command for various types of crimes and incidents.



The creation of an Incident Report begins with the **Add** button. The incident number as well as some of the other basic information such as date received will be automatically filled in for you.

Most other data elements will be entered by you. Some data elements are required. Other data elements are optional. In certain situations and with certain types of crimes, some data elements are not allowed. If an option is not accepting your data, or if you find that a function button is disabled, it is because the data elements controlled by this choice are not necessary or not appropriate for this situation or incident.

At any time, you may press the [F1] key for help. Press [F1] to see how to enter data on certain forms or why some buttons or controls behave the way they do. Many of the ICR help screens are lifted word for word from the OPNAVINST 5580.1A. Thus, you can rely upon STARS to explain how to complete the ICR exactly as NCIS requires you to.

In designing these ICR data entry forms, we have tried to maintain a consistent layout of the screens. You will notice that the main form is gray in color. Secondary forms that contain details about offenses and people are blue. There is a third set of screens that are colored yellow to indicate the deepest level of detail.

After you have input a few dozen ICRs, you will have built a database from which crime statistics can be derived. You should familiarize yourself with the Filter button. This button activates a powerful function by which you can get quick tallies and summaries of different types of offenses or people involved in your database of offenses and incidents.

NIBRS Data Requirements

The data fields that you will input in STARS's Incident Report form consist of a combination of two groups of data. About half of the data you enter is required under the **Uniform Crime Reporting Act of 1988** and the consequent development of the **National Incident-Based Reporting System (NIBRS)**. The other half of the data is collected for Navy purposes only and is specific to the special data collection requirements of **Naval Security Force (NSF)** and **Marine Corps Military Police (MP)** personnel. These two groups of data fields are intermingled on the form that you complete when you produce an Incident Report.

To learn more about the specific data requirements of NIBRS, you may request the four volumes titled *Uniform Crime Reporting, National Incident-Based Reporting System* by writing to:



Programs Support Section
Criminal Justice Information Services Division
Federal Bureau of Investigation
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

Or visit their website at:

<http://www.fbi.gov/ucr/nibrs.htm>

To learn more about the specific requirements of each data field found on **STARS's** Incident Report, you may want to obtain a copy of the Incident Report (OPNAV 5527/1) instructions provided by:



Naval Criminal Investigative Service
Building 111
Washington Navy Yard
Washington, DC 20388

You can also download a copy of this document at:

<http://www.ncis.navy.mil/leps.htm>

STARS has been designed to comply with all the specifications required by both of these agencies.

Queries, Logs and Statistics

Filter function: On the left side of the Case Control screen is a function button designed to allow you to find and mark all ICRs that match specified criteria, such as incidents involving specific offense codes, certain types of people, suspects for whom a partial physical description is available, etc.

Experiment with filtering. Press [F1] for help. You will see that the results of each filter (i.e. query) can be unioned or intersected with data which has been already marked by previous queries so as to create compound complex solution sets. ICRs marked using the Filter function can be printed via the ICR Log or included in the CrossTab report.

On the Case Control screen, the ICR records that have been “marked” by this filtering process are shown with little check marks in the left hand column. You can also mark specific ICR records for special purposes simply by checking on this checkbox on the left edge of each record.

Reports / ICR Log: A chronological list of Incident #, Offense summary, suspect(s), victim(s) and reporting officer for all marked ICRs. You can also include the first paragraph of the Narrative for each entry in this report.

Reports / CrossTab Report: A powerful reporting tool that gives about 1000 different ways of looking at your crime statistics. If you have marked any ICRs using the Filter function, this report can compile statistics on the marked records; otherwise, the statistics will be computed on all your ICRs. From the statistics produced by the CrossTab report, STARS will create and print bar and pie charts.

Reports / Weekly ICR Summary: A tally of incidents by crime codes, followed by summaries of each incident on a day-by-day basis. The descriptive summary printed in this report is formed from the contents of the Offense Description plus the first paragraph of the Narrative. Please advise your staff to write Narrative descriptions that include as a first paragraph any text that should appear on this weekly report.

Reports / Monthly ICR Summary: A tally of incidents by crime codes, without detailed descriptions of incidents. This report tabulates victims and suspects (known and unknown) for both on-base and off-base incidents. In your location table, use the codes 001-899 and AAA-ZZZ for on-base locations, and 900-999 for off-base locations. In this report, suspects are determined to be known if a first name is entered on the ICR; a suspect without a first name is assumed to be unknown.

Persons, Statements and Waivers

As you add people to your Incident Reports, you will be classifying each of them as a Complainant, a Victim, a Witness, a Sponsor, a Suspect, an Arrestee or a Police Officer. For each category of individual added to the form, you will be required to assign a number to each individual. The numbers you assign will control the order in which these individuals are printed on the finished Incident Report.

If a person is a member of more than one category (for example, both a victim and a complainant), you must enter the person twice, once for each category. Only in this way can the Incident Report be printed correctly and crime statistics be properly computed.

For every person entered into an Incident Report, you can create a Voluntary Statement and/or a Waiver of Rights. Though there may be a good deal of variation in the details of your statements and waivers, be sure to instruct your users on the use of the QuickText function to import one or more of your standard statements or waivers. The "boiler plates" you create for these documents create good starting points for any of these statements.

Reviewing Comments

Each Incident Report may have optional Reviewing Comments associated with it. These Reviewing Comments are not a formal part of the ICR. Instead, they are memo fields designed to capture and store comments, suggestions and feedback regarding the report.

Watch supervisors, detectives, security chiefs and other supervisors may use the comment fields to make suggestions regarding an ICR. Patrol officers and security department staff can read these comments on-screen and take appropriate action prior to final printing. The Reviewing Comments can serve as an alternative to writing out editing suggestions by hand. This saves time and paper.

To view or edit Reviewing Comments, select an ICR record and then click the Edit button. Page down through the ICR form to find the button labeled Reviewing Comments. When you click on the Reviewing Comments button, you will see the Reviewing Comments control screen. The Reviewing Comments control screen lists the current comments, sorted in descending order by date and time of creation.

The Reviewing Comments have the following authority rights: All users with access to an ICR can view or print the Reviewing Comments that have been entered. Any user can add a Reviewing Comment to an ICR. A user can only edit comments that he has entered today. A user cannot delete any comments unless he is the author.

There is no limit to the number of entries or pages that can be contained within these comment fields.

Word Processing Utilities

The STARS spell checker has been modeled after Microsoft Word. Throughout STARS, in any module where memo fields can be entered, there is a spell check button available which will activate a spell checker. The spell checker will compare each word in your text with the words contained in a dictionary file. For any word of more than three letters not found in the dictionary, the spell-checker pauses to allow you to choose an alternate word, edit the word yourself, add the word to your dictionary or just keep going. Words shorter than four letters are assumed to be acronyms and are not spell checked.

STARS is shipped with two dictionaries. One is a standard American dictionary. To this dictionary, we have added a custom dictionary (CUSTOM.DIC) which includes a few military acronyms as well as proper names used frequently in Incident Reports such as Budweiser and Camaro.

When you first start using the spell checker, you will find that a few words that you've spelled correctly will appear to be misspelled. After you've made sure that your spelling is correct, just add to your dictionary any words that you think you might use again. In this way, you'll be building your own site-specific dictionary.

If your CommLogs, Desk Journals, ICRs, Voluntary Statements and Waivers of Rights contain repetitive entries, use the QuickText utilities to build databases of your frequently used phrases, paragraphs or reports. For each QuickText entry, enter a key word of 10 characters or less and then a corresponding text block. Typical text blocks are "boiler plate" incident descriptions, such as DUI investigations or waivers of rights. Later, when making CommLog, Desk Journal, ICR, Statement or Waiver entries, click on the QuickText button to reference a pick menu of your key words. Select a key word. The corresponding phrase will be appended to the text that you're editing.

Personnel Databases

STARS contains a group of data modules which manage five related data tables containing Personnel, Housing, Vehicle, Weapons, Traffic Citation and Field Interview data. These modules serve two major purposes:



- 1) To print useful police/security reports, such as:
 - Personnel rosters, queriable by rank, rate, branch, UIC, duty station, street/deck, arrival date, departure date.
 - Housing directories, including occupant names and a count of vehicles or weapons.
 - Vehicle lists, complete with registration and decal information.
 - Weapons registration lists.
 - Traffic Citations, printed both as individual events as well as traffic citation logs over a specified period of time.
 - Field Interview cards, and interview log reports.
- 2) To provide on-line information for dispatch and investigations:
 - To locate an individual and to see quickly any pertinent information such as housing, roommates, vehicle and weapons registration and history of traffic citations and field interviews.
 - To locate an address and to identify residents and neighbors.
 - To determine vehicle or weapon ownership using several different search criteria.

PERSONNEL / HOUSING / VEHICLES / WEAPONS / CITATIONS / INTERVIEWS

Last name	First	Middle	SSN/Alien reg#	Grade	Rate

Branch of Service		Status	
☐ Army	☐ Navy ☐ Air Force	☐ Reg (active)	☐ Reserve ☐ Retired ☐ Nat'l Guard
☐ Marine Corps	☐ C.G. ☐ Other	☐ Family memb.	☐ Civilian Emp. ☐ Civilian (no gov.aff)

Duty station/Employer (include Department, Command, Division, Unit) UIC/RUC Badge # Work telephone

Address: Home phone: # of dep.

City: State: Zip: Resident status:

DOB: Alias (AKA): Hair: Expiration:

POB: Sex: Eyes: Arrival:

Race: Height: Departure:

Ethnicity Weight: Anniversary:

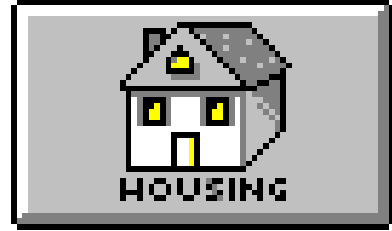
License #: State issued: Marks/tatoos:

Auto Ins: Other info:

Print

Housing List

The Housing List is simply another view of the Personnel database, designed to enable you to view people in terms of their home addresses and phone numbers.



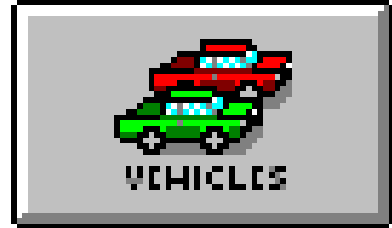
As with any address management system, some simple rules apply:

An individual may have only one home address. There is no limit to the number of people who can live at a single address. To add an address, you should also add the personnel information of the individual whose address you want to add.

If you give your STARS users permission to do so, your users can delete a single vehicle, weapon, citation or interview from the databases. However, if you delete an individual, all of his or her vehicles, weapons, citations and interviews will be deleted. Thus, you may wish to transfer vehicle or weapons ownership and backup any citations or interviews prior to deleting an individual. This applies to whether the individual is deleted from the Personnel List or from the Housing List.

While you can print an individual's data sheet from the Housing List, you can also print a Housing List limited by street/deck or city. This will enable you to quickly identify all the residents of a particular neighborhood in case of evacuation or emergency.

Vehicle Registration



Using this module, you can manage all the pass, ID and decal information within your command. If you already have this data in another database outside STARS, you should make an effort to import this data into STARS's tables instead of rekeying it. There are currently no Navy standards for maintaining this information.

If you wish to import pass, ID and decal data from another source into STARS, you will find that the data structure used by **STARS for Windows** is very accessible. We have designed our database to use Microsoft Access 2003 compatible MDB database files. If you wish to import data into STARS, you must make your data conform to our data structures and then import the data.

If you need additional help or advice on converting your data, please contact our staff at ZOA Consulting.

STARS requires a simple set of rules for all vehicle data. A vehicle can be registered to only one individual. There is no limit to the number of vehicles that an individual may own. Vehicles can only be registered to personnel whose names are in the database.

Shown below is the data entry form for entering vehicle registration data.

VEHICLE DESCRIPTION				
Decal:		Year	Make	Model
Expiration:				
Style				
☐ Sedan (2dr)	☐ Motorcycle	☐ Van		
☐ Sedan (4dr)	☐ RV / Camper	☐ Boat		
☐ Pickup	☐ Tractor Trailer	☐ Other		
Color	License Plate #	State	Transfer date:	
VIN:				
 Print				

Weapons Registration

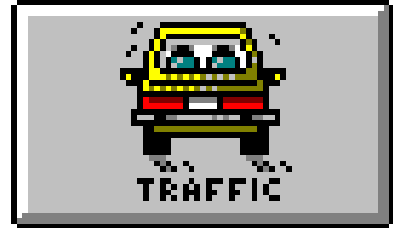
Registering a weapon is similar to and yet simpler than registering a vehicle: A weapon can be registered to only one individual. There is no limit to the number of weapons that an individual may own. Weapons can only be registered to personnel whose names are in the database.



The following form is used to capture weapons registration information:

A screenshot of a software window titled "WEAPON REGISTRATION" with a standard Windows-style title bar (blue background, white text, and a close button). The window has a light blue background. It contains several text input fields: "Date:" followed by a short text box, "Registration #:" followed by a medium text box, "Description:" followed by a medium text box, "Serial #:" followed by a medium text box, and "Remarks:" followed by a long text box. To the right of the "Registration #:" field is a button with a printer icon and the text "Print".

Traffic Citations



The traffic citation database is closely linked to the Personnel database. For this reason, a traffic citation can involve only one individual whose name must be in your personnel database. If you wish to enter a Traffic Citation for an individual whose name is not in the Personnel List, you must begin by adding this individual to the personnel database.

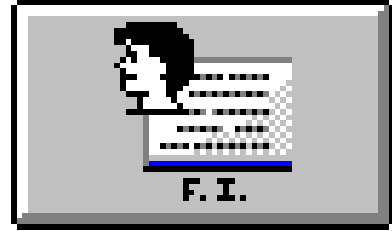
If multiple people are cited, then one citation must be completed for each.

The following form is used to capture the Traffic Citation information:

TRAFFIC CITATION	
Date:	Citation #:
Time:	
Offense:	Points:
Location:	
Remarks:	
Officer:	 Print

Field Interviews

As with the other data tables, the Field Interviews are linked to the Personnel database. For this reason, a Field Interview can involve only one individual, whose name is in your personnel database.



To add a Field Interview, begin at the Personnel List. Use the Find button to locate the individual by last name. If the individual is found, edit the data record adding the Field Interview at the bottom of the form. If the individual is not found, add a new personnel data record entering the basic personnel information. Then, add the Field Interview data at the bottom of the form.

If multiple people are interviewed, then one interview card must be completed for each individual.

The following form is used to capture the Field Interview information:

A screenshot of a software window titled "FIELD INTERVIEW" with a standard Windows-style title bar (blue background, white text, and a close button). The window has a light blue background. It contains several input fields and labels. On the left side, there are labels for "Date:", "Time:", "Officer:", "Remarks:", and "Location of interview:". To the right of these labels are corresponding input fields: a text box for the date, a text box for the time, a dropdown menu for the officer, and two stacked text boxes for remarks and location. On the right side of the window, there are two more labels: "Circumstances surrounding interview" and "Stated reason for being in area", each followed by a text box. At the bottom right of the window, there is a button with a printer icon and the word "Print".

Database Utilities

There are several database utilities built into STARS as subchoices under the topline menu option of **Tools**. These are handy administrative and database management tools that allow you to make large scale changes to the data stored in your system. Note that while these utilities are not a substitute for running periodic full backups of your program and data files, they are a good supplement.

Export – CommLog, Desk Journal, ICR

If your organization uses STARS on two or more computers that aren't networked to share common data files, you may occasionally need to copy data from one computer to another. Exporting data to disk performs the first half of this process by extracting from the first computer the information that's to be copied. Importing data (described on the next page) completes the process by combining the first computer's data into the second computer.

STARS has three export functions. The first two are part of the **CommLog Utilities** and **Desk Journal Utilities**. These functions require you to specify a date range for which data will be exported. After you specify a date range, STARS will prompt you for a path and file name for the file to be created. You may use any file name and specify any path for this export file. We suggest you use the default file names provided, or at least that you use a filename starting with **CL** or **DJ** to indicate that this is a database file containing CommLog or Desk Journal data.

The third export function is part of the **ICR Utilities**. In order to use this function, you must first mark some ICRs to be exported. Marking is done by clicking on the check box at the left end of an ICR record while viewing the Case Control Screen, or by using the Filter function. A check mark at the left margin of the ICR listing indicates that an ICR is marked.

After you've marked the ICRs that you want to copy to another computer, the export function will create an export file. You can export ICRs to either a hard drive or a floppy disk. In general, we suggest you use the default values provided, and that at the least you use a filename starting with **IR** to indicate that this is a database file containing Incident Report data.

STARS's export functions create Access 2003 MDB files. You can use these files in other applications that read this file type. You can also backup the file for safekeeping.

Import

There are three separate import functions for CommLog, Desk Journal and ICR. These functions are the complement of the export functions. They allow you to copy STARS data from an exported file back into STARS.

The **CommLog** and **Desk Journal Import** functions are strictly import functions. They will not delete any of the data currently maintained within STARS. In fact, if you import CommLog or Desk Journal data that is already contained in STARS or if you import the same data twice, then you will end up with duplicated data. Therefore, be careful not to import CommLog or Desk Journal data that duplicates data already in STARS.

The **ICR Import Utility** is an "intelligent" import function. During the import process, it will compare each ICR to be imported with the ICRs already found within your STARS database. If STARS detects ICR records which duplicate the incoming data in terms of ORI Number, Incident Number and Initial/Supplemental report status, then STARS will replace and overwrite your existing ICR data with the imported data. If no duplications are found, then STARS will append the imported data to your current ICR database. Thus, it is not necessary to worry whether the imported ICR data duplicates your existing data. However, you should be careful not to import Incident Reports that are older or less current than the matching Incident Reports already in STARS.

Delete

The **CommLog** and **Desk Journal Delete** utilities allow you to remove data records based on a date range you specify. The **ICR Delete** utility deletes ICRs that are "marked". Use the delete functions with care. Once deleted, data cannot be recovered.

Compact and Repair Database

All STARS data is stored within one file named STARSDB.MDB. If you suspect data corruption in your data, if some of your data appears to be "missing" or if records do not appear to be sorting properly, try **Repair Database**. This function will go through your entire file and write it over into free disk space to repair your data, to the extent to which it can be repaired.

When records are deleted, the tables in this file become fragmented. When this happens, STARS uses disk space inefficiently and performance is degraded. The **Compact Database** function makes a backup of the database, then defragments the file to free up disk space and resets the relational table pointers. Compacting your database also reduces the frequency of database corruption.

In order to use either of these utilities, you must first make sure that all users have exited from STARS. Only the Admin user can run the Compact or Repair utilities. These utilities are found under the Tools selection on STARS's top-line menu bar.

The best time to execute these processes is after the close of business each day. When all the data during the business hours of the day is posted, corrected or deleted, this is the data you wish to keep. If during the evening hours the system should fail for any reason, you will have a backup copy on which you can perform this same operation.

If you should ever find a file named tmp01fxy.mdb, delete this file. The Repair and Compact tools cannot work if this file is present in the STARS installation directory, and STARS cannot automatically over write this file.

Sharing Data with Other Programs

STARS for Windows is written and compiled in Visual Basic 4.0. The database file that STARS uses is a standard 16-bit MDB (Microsoft DataBase) file. As an MDB file, this file can be read and accessed by many database applications, such as Access, Paradox, Microsoft Excel, Microsoft Word, Informix and Oracle.

Furthermore, the files created by the Export utilities are also MDB files. As “little” databases derived from the main one, these exported datasets are equally accessible.

Because of this direct compatibility with other commercial database engines, you can create your own application modules to process STARS data, or to produce customized reports.

In working with STARS data, do not modify the data structure contained in STARSDB.MDB. Also, if you are working in a multi-user networked environment, avoid opening the file exclusively or else you may prevent other users from being able to access STARS data.

If you wish to import Personnel, Housing, Vehicles or Weapons data into STARS, you may make use of STARS's open data structure to match the structure of your incoming data to that of STARS. Note that in the tblPersonnel table there is a critical linking field (PID) that is used to link this table to its four subtables. Any personnel data which you import will need to employ this same linking field to join the related tables to each other. Please feel free to contact ZOA Consulting for assistance or advice with this import process.

Troubleshooting

STARS for Windows was first released for use with “live” data in April 1998. Since then, STARS has gone through 19 major revisions and is now a mature bug-free application. Nevertheless, you may encounter problems or errors. If so, we would appreciate the opportunity to assist you in troubleshooting any problems that you may encounter. This will help us know more about the performance of our software in “live” situations. Please do not hesitate to contact us. Our phone, fax, email and website addresses are all listed on the cover page of this manual.

If you encounter a problem printing a report, it will be particularly helpful if you will email us a screen snapshot of the report that you are trying to produce, showing the errors or printing problems. If you encounter a problem that relates to entering or managing your data, it may be helpful for us to take a look at your data. At our website, we have created a private upload directory where you will be able to transmit part or all of your corrupted data.

As always, our goal at ZOA Consulting is to make it as easy as possible for you to use our software successfully. If you encounter any problems, unanswered questions, or confusing issues related to STARS, please don't hesitate to contact us. We enjoy customer contact.

Final Words

This is probably obvious advice, but I'll say it anyway: **Please backup your data at least once every 24 hours!** Backing up your data is one thing that STARS cannot do for you. There are many accidents and events that can cause data loss or file corruption. For example, a user may turn off or reboot his computer while in the middle of entering or updating data. Or a network manager might do some careless file maintenance and accidentally erase a data file. If you suspect data corruption, you can try using the **Repair Database** function. However, if the repair utility fails, you will be glad you have a good backup.

Throughout STARS, on-screen context-sensitive help is available via the [F1] key or the Help button. Train your users to use Help to display instructions and specific hints on how to work with the data. All of the information about how to use this program on a day-to-day basis is contained in the more than 200 Help screens.

If you encounter errors while working with STARS, please write down any error message that you see displayed on-screen, make a note of what you did that led to the error, and then contact us. We will be glad to correct the problem as soon as we can.

If you are using an evaluation copy of STARS, your program's expiration date will be displayed on the **Configure / Program Defaults / Site Registration** screen. At the expiration of the software, your data will remain intact but you will not be able to use STARS to access it. Please contact ZOA Consulting. We will send you an updated version of our program with an extended expiration date to allow you sufficient time to process an order to purchase the software.

Trial versions of STARS are considered "shareware" and you are welcome to distribute copies of your disk to Security Departments at other commands. Word-of-mouth and shareware-type advertising are the primary means by which this program is distributed throughout the Navy.

Thanks again for using STARS!