

Predator Ridge Community Safety
Block Watch
Help Files
(Captain/Co-Captain View)

Version 2.0

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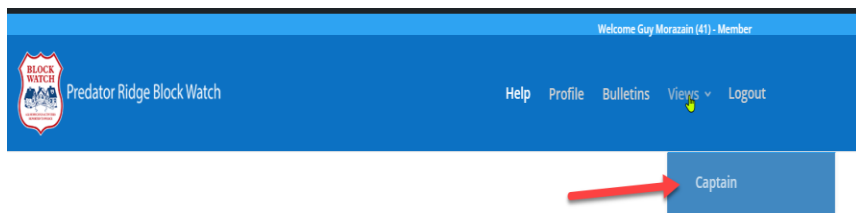
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INTRODUCTION

This site was created to support the Predator Ridge Community Safety Committee **Block Watch program**.

This document describes what is visible to **Captains/Co-Captains**. There are a number of screens which require pop-ups; **please ensure you have allowed pop-ups for this site**.

After logging in, and validating your profile, the initial View is set to Member by default. To access the Captain's menu, **select** Captain from the **View** Drop Down menu.

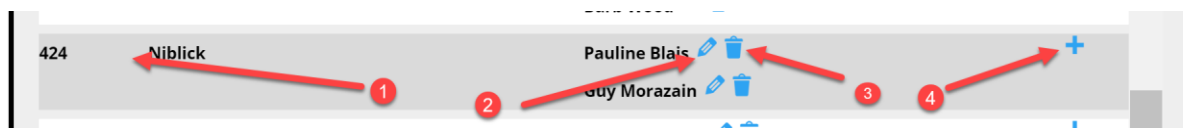


EDIT NEIGHBOURHOOD

After Selecting Captain, you are automatically brought to the **Edit Neighbourhood** page.

Captains/Co-captains of multiple Block Watch Neighbourhoods can use the drop down menu which allows them to select which neighbourhood to edit.

To edit, add and remove residents in a Block Watch Neighbourhood.



1. Scroll to the address of the Residence.

2. Click the pencil to edit the Resident's Profile
3. Click the trash can to remove the resident from that Residence.
4. Click the + sign to add a Resident to the Residence.

Edit and Add are detailed below.

Edit Resident

When the Pencil is Clicked, the Profile of the Resident is opened in a new window and you can modify it as required. There is also an additional field Comment, which accessible only to the **Captains**. Click Save when complete or cancel to return without modifying profile.

Add Resident

When the plus (+) sign is clicked the following Page is displayed.

The image shows two screenshots of a web application interface. The top screenshot is titled "Add Member" and shows a search bar with the text "Find: Name or part of name" and a "New Member" button. A red arrow labeled "1" points to the "New Member" button. Another red arrow labeled "2" points to the search input field. Below the search bar is the text "Use * for all". The top of the form shows "Mid Falcon Point" on the left and "440 Niblick" on the right. The bottom screenshot is titled "New Member" and shows a form with fields for "Name" (First, Last, eMail), "Phone" (Home, Cell, Carrier), and "Password" (Password, Again). A red arrow labeled "3" points to the "New Member" title. At the bottom of this screenshot, there are "Cancel" and "Save" buttons. A red arrow labeled "4" points to the "Save" button, and a red arrow labeled "5" points to the "Cancel" button.

1. This screen allows you to either add a completely new member, or search for a member in the database.

2. You can enter part of a member's name and a list of existing members bearing that part if the name will be displayed from which you can select the member to add to the residence. (Useful if the person is already a Predator Ridge Block Watch member and has simply moved from one neighbourhood to another).

The screenshot shows a teal header bar for the 'Add Member' form. On the left, it says 'Mid Falcon Point' and on the right, '440 Niblick'. Below the header is a 'Find:' search box containing an asterisk (*), with a red arrow labeled 'A' pointing to it. To the right of the search box is a 'New Member' button, with a red arrow labeled 'C' pointing to it. Below the search box, it says 'Use * for all'. Below the header bar is a scrollable list of member names, each with an 'Add' button to its right. A red arrow labeled 'B' points to the 'Add' button for 'Barry, Jamie'. The list includes: Armstrong, Peter; Baird, Jim; Barry, Jamie; Barry, Tracy; Bell, Pam; and Blais, Pauline.

- A) Enter an * in this box to see all members, or type a few letters of their name as a Search Criteria
- B) Scroll to desired Member and Click Add
- C) If Add is Clicked, the New Member Form is displayed with available database information filled in.

3. To add a non-existing member, click on New Member, then Enter their Profile information.
4. Click Save which will add the new member to the residence.
5. Click Cancel to Return to the Neighbourhood list without adding a Resident.

Missing Residence

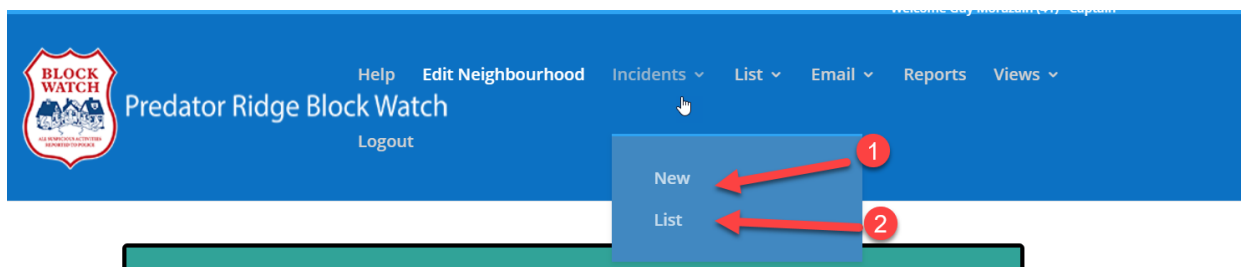
Contact the Administrator to add or delete residences.

REPORT AN INCIDENT

This page is used to report an Incident you may have witnessed or has been shared with you from a credible source . If the incident is of an ongoing criminal nature please call 911 first.

Incident Menu Item

To Create a **New Incident Report**, click on **New**. The New Incident report screen is fairly self explanatory to fill in. Please fill in all the information you have to date, since this form will be used to share information with the other captains, the City of Vernon Protective Services, and also Predator Ridge Security. You can add photos or videos by selecting the file and click on **upload** to add the content.



Once you have completed the report, click on **Save Changes** at the bottom right. If you are missing information (such as Police Report Number), the system will prompt you to enter it, but the data can also be added at a later date by editing your own report in the List feature below.

Once you have saved the report, a dialog box will pop up at the bottom of the report asking if you want to **Email the Completed Report**. Clicking this screen will bring you to the Email Incident Report screen (select semi-colon or comma, same as email screen) and then will automatically open your email with a link to the incident report, and populate the BCC list with all the Captains, and include Predator Ridge Security and the City of Vernon Crime Prevention Coordinator. The email will go out from your email address so that if people have questions, they can contact you directly.

If you receive an incident email from another Captain that you want to forward to your neighbourhood, follow the "Forwarding an Email" procedure on Page 11.

To see a **list of all the incidents** in the system, Click on **List**.

Under **Show**, you can select All to see all the reports in the system, or Mine to see only your reports.

Under **Type**, you can select All to see all types of incidents or select one type of incident in particular.

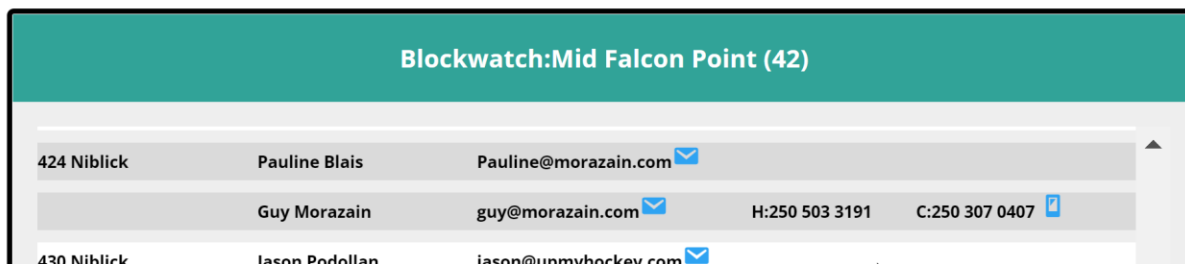
Click on **Proceed** to generate the List

Note:

1. All the completed reports will be displayed, plus any that you created which are not yet completed.
2. You can only edit reports you have created.
3. You can delete reports which you have created but are not yet completed

List - Residents

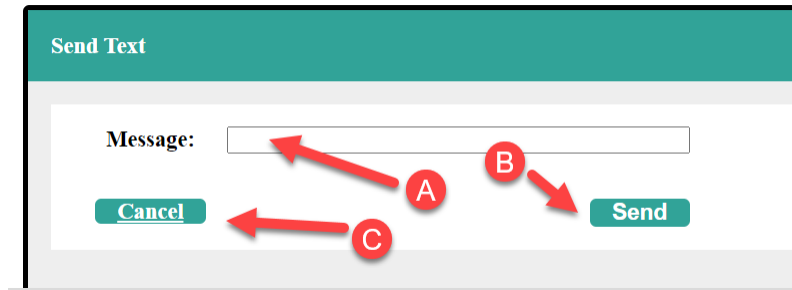
Displays a list of residents in a Block Watch Neighbourhood.



Blockwatch:Mid Falcon Point (42)				
424 Niblick	Pauline Blais	Pauline@morazain.com		
	Guy Morazain	guy@morazain.com	H:250 503 3191	C:250 307 0407
430 Niblick	Iason Podollan	iason@uomvhockey.com		

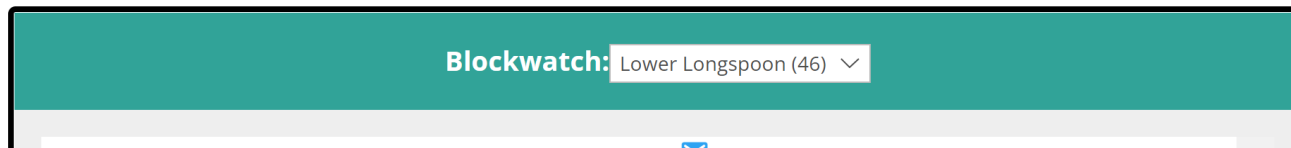
If your email client is properly configured to interact with your browser, you can click the email icon to email the resident from your email client. If you need help to configure your email client/browser, contact the Admin.

If the Cell Phone icon appears next to the cell phone number, click it to send a text to the Member as follows:



- A) Enter Message
- B) Click **Send** to send message
- C) Click **Cancel** to abort

In the event that an individual is a Captain/Co-captain in multiple Block Watch Neighbourhoods, a drop down allows them to select which list they wish to view.



LIST – CAPTAINS

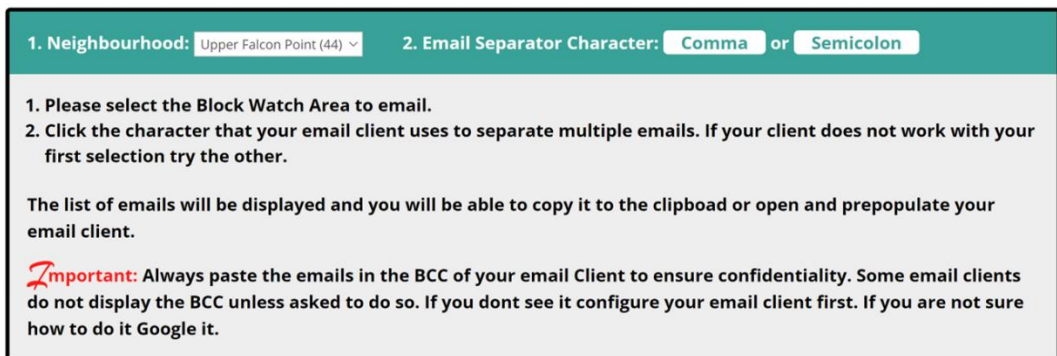
You can also display a list of all Block Watch Captains or select which Neighbourhood in a similar manner to List – Residents.

EMAIL

This allows you to send an email to all or a selection of the residents of a Neighbourhood, Captains or those members who are Administrators.

Neighbourhood

Upon selecting **Email Neighbourhood** from the Email drop down menu, you will see the following screen:



1. Neighbourhood: Upper Falcon Point (44) 2. Email Separator Character: Comma or Semicolon

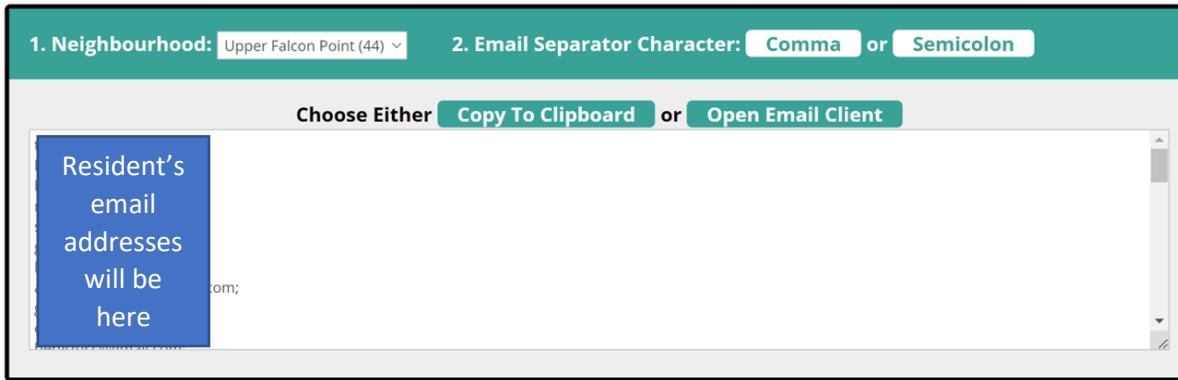
1. Please select the Block Watch Area to email.
2. Click the character that your email client uses to separate multiple emails. If your client does not work with your first selection try the other.

The list of emails will be displayed and you will be able to copy it to the clipboard or open and prepopulate your email client.

Important: Always paste the emails in the BCC of your email Client to ensure confidentiality. Some email clients do not display the BCC unless asked to do so. If you dont see it configure your email client first. If you are not sure how to do it Google it.

1. Your Neighbourhood is automatically selected; if you are a Captain of more than one neighbourhood, you can select which one you wish to send this email to.

2. Your email client uses either commas (,) or Semicolons (;) to separate names for emailing purposes. Select the one that works on your email (you can look at previous emails you have sent to a group of people to see what was used). If the one you selected doesn't work, then try the other one – one of them will work !
3. You will then be presented with this screen containing the list of email addresses of everyone in the neighbourhood.



4. Now click on either
 - a. Copy to Clipboard (then you can paste into your email BCC address line) OR
 - b. Open Email Client (which will automatically open your email client and put these addresses on the BCC line)
5. Now add yourself in the "To" line, then compose your email message, add any attachments you wish and send when ready.

EMAIL TO CAPTAINS OR ADMIN

If you select **Captains** or **Admin** from the Email drop down menu, the process to send an email is the same as for Neighbourhoods, except you don't have to select a Neighbourhood or Admin, these are pre-selected for you.

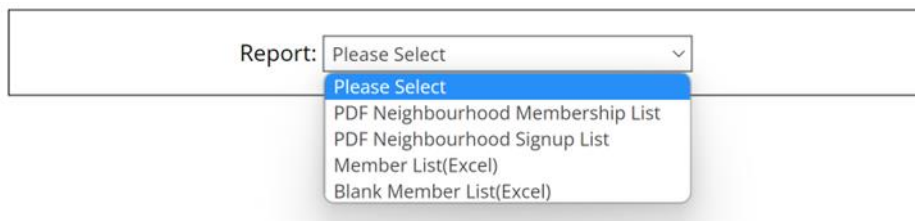
FORWARDING AN EMAIL THAT ALREADY EXISTS IN YOUR INBOX

If you want to forward an existing message that's in your inbox (For example, forwarding the monthly Crime Tips emails that we receive from Vernon Block Watch, or an Incident Email from another Captain), then follow the same procedure as Email Neighbourhood, (or Email Captains) and select the "Copy to Clipboard" feature. You can then paste all those names into the BCC line of your forwarded email.

REPORTS

A variety of reports are available to facilitate your role. Reports can be easily added and are hopefully self-documented.

- 1 Select the desired report from the drop down menu



A screenshot of a web form showing a dropdown menu for selecting a report. The label "Report:" is followed by a dropdown box currently displaying "Please Select". The dropdown menu is open, showing the following options: "Please Select", "PDF Neighbourhood Membership List", "PDF Neighbourhood Signup List", "Member List(Excel)", and "Blank Member List(Excel)". The "Please Select" option is highlighted in blue.

- 2 After selecting the desired report, another screen will display. Click on Proceed



A screenshot of a web form showing the confirmation screen after selecting a report. The label "Report:" is followed by a dropdown box displaying "PDF Neighbourhood Membership List". Below this, the text reads: "A PDF document containing a Neighbourhood Membership List", "With resident's name, email , phone and cell number", and "By Address". At the bottom, it says "Blockwatch:Upper Falcon Point (44)" followed by a green "Proceed" button.

3. After Clicking on Proceed, a screen will come up which tells you the file has been created. Simply click on the file name to download the file onto your computer. As noted, some files are pdf and some are Excel spreadsheets, you can use them as you wish on your own computer.

Report: PDF Neighbourhood Membership List ▾

A PDF document containing a Neighbourhood Membership List
With resident's name, email , phone and cell number
By Address

Blockwatch:Upper Falcon Point (44) **Proceed**

File [nml_44_v53.pdf](#) has been created, click to download!

Please Note: The file will **not** download if you do not allow pop-ups from this site.

VIEW

As previously Mentioned, View allows you to switch between roles.

LOGOUT

Logout will terminate your session, deletes the cookies that were created after login and returns you to the Public View