

Logging In

- ❖ Select the Login field, and then type your login ID.
- ❖ Select the Password field, and then type your password.
- ❖ Optional: Check the *Remember my password* option to retain login data each time you return to login.
- ❖ Press **OK** to connect to the BOSS server.

Note: You will log in automatically if your BOSS system is configured to use Active Directory.



Pressing the **BOSS Server** button will display your BOSS3 connection settings.

BOSS Screen



Dispatch

To modify dispatch settings:

- ❖ Select the **Home** category in the shortcut bar (if not already selected).
- ❖ Select the **Dispatch** shortcut.
- ❖ Press the **Settings** button in the bottom of the browse/edit area and change the settings if needed.
- ❖ Check **Save as Default** to save Dispatch settings for the next session.

Note: Hit alerts "popup" will be shown even when Dispatch is not active if the Alerts Toggle is selected.

Warning: In normal use, only Hits should be selected. Monitoring Read information from several cameras can lead to system slowdown.



Quick Search

To use the Quick Search Bar:

- ❖ Type in the value to search in the **Look For:** field. This value can include wildcard values.
- ❖ Select a data type from the dropdown list. (Options: Reads, Hits, Hotlist, Users, Groups, Devices and Sites.)
- ❖ Click the **Find** link to initiate the search.



Plate Query

To search for plate reads of interest:

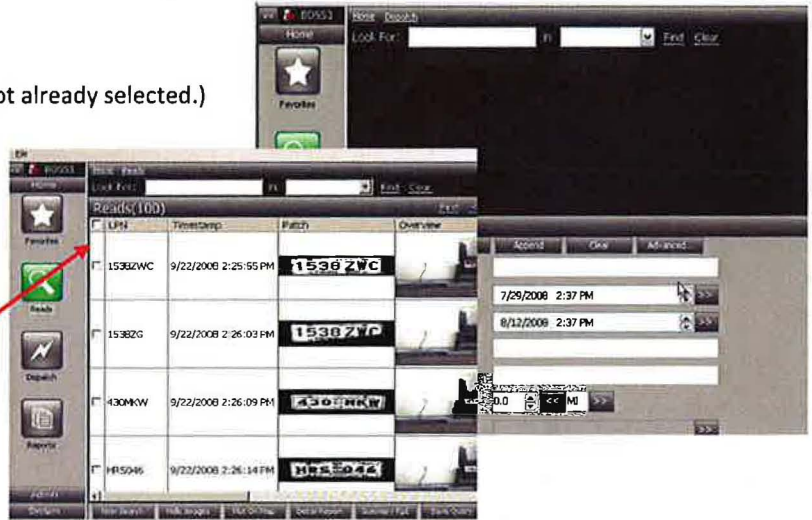
- ❖ Select the *Home* category on the *Shortcut bar* (if not already selected.)
- ❖ Press the *Reads* shortcut icon.
- ❖ Fill in fields that match the information you are looking for.
- ❖ Press the *Go* button to run the query. The *Query Results* page will display with number of results records reported at the top.

To Show read(s) on map:

- ❖ Select one or more records from the results using the check box to the left of each record to show and press the *Plot on Map* button at the bottom of the screen.

To Save as a Favorite:

- ❖ Press the *Save Query* button.

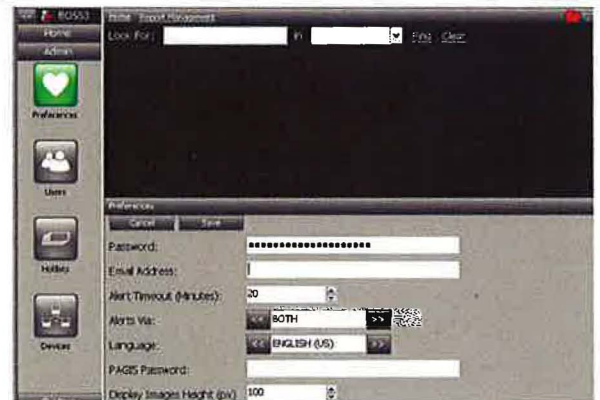


Note: By default, only the first 100 matching plate reads are shown. If more plate reads are desired, the number of matching reads shown can be changed in the "Advanced" tab.

Preferences

To Change preferences:

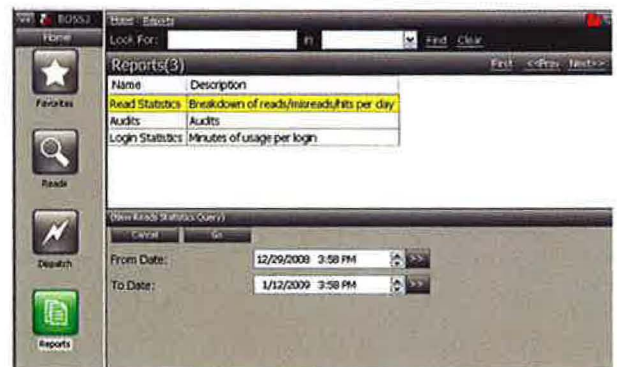
- ❖ Select the *Admin* category on the shortcut bar.
- ❖ Select the *Preferences* shortcut. The preferences entry screen appears at the bottom of the *Browse/Edit* area.
- ❖ Modify the preferences settings as desired and press the *Save* button.



Reports

To view a system report:

- ❖ Select the *Home* category on the shortcut bar.
- ❖ Select the *Reports* shortcut.
- ❖ Select the desired report.
- ❖ Select a date range. By default, the values in these fields will display a report for the most recent 2 weeks.
- ❖ Once desired criteria is entered for the report, press *Go* button. The report screen will immediately display. This indicates that the report is being generated.



Logging Out

To log out:

- ❖ Click on the *Home* link in the *Navigation bar* above the *Quick Search Bar*.
- ❖ Press the *Logout* button at the bottom of the *Browse/Edit* Area.

Note: You may exit from the *Home* view also. Exiting will log you off from the BOSS server.