

**Stepping Stone Technologies Inc.**

**CIMS Information Management System  
(CIMS)**

**System Administrator - How To Manual**

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The System Administrator functions are all accessed by selection of the **Administrator** icon (crown) and then selection of the applicable function from the list.

## **1. Users, Roles and Permissions**

Users are allowed access to the system based on the Permissions (functions) assigned to the Role (Surveillance, Security, Management etc) in which they are placed. Roles should first be created and have the Permissions applied before Users are added.

### **1.1 Creating Roles**

- 1.1.1 Select **Permissions**
- 1.1.2 Enter a new Role - in the field at bottom of the Role column
- 1.1.3 Select **Add** – the Role now appears in the list
- 1.1.4 Repeat as necessary

### **1.2 Assigning Permissions to a Role**

- 1.2.1 Select **Permissions**
- 1.2.2 Select the applicable Role from the list – the **Administration Function** group is selected and the list is displayed by default
- 1.2.3 Select a **Function** from the list – the Permissions for this function for this **Role** are now enabled i.e. **Create, View, Update, Delete**
- 1.2.4 Select the appropriate set of Permissions that the Role is to have for this function
- 1.2.5 Click on **Save**

### **1.3 Adding Users to Roles**

- 1.3.1 Select **Users**
- 1.3.2 Enter the User information in the fields provided
- 1.3.3 Select the Role(s) for this User – a User may be given multiple Roles, the Role with the most Permissions will govern the access allowed.
- 1.3.4 Click on **Add**

### **1.4 Updating a User Profile**

- 1.4.1 Select **Users**
- 1.4.2 Select a User from the list
- 1.4.3 Enter the applicable changes to the User record
- 1.4.4 Click on **Update**

### **1.5 Creating Dispatchable Employees**

- 1.5.1 See 1.3 Adding Users to Roles
- 1.5.2 Select Dispatchable Employee – the Skills field will appear enabled
- 1.5.3 Enter any applicable Skills for this User
- 1.5.4 Click on **Add** (or Update, when applicable)

## **2. Video Capture Options**

The majority of the fields in this screen will have default values filled in when the system is loaded. Where a value is changed or added, select OK to complete.

### **2.1 Video Capture Devices**

- 2.1.1 Select **Video Capture** – the name of the Video Capture Device loaded on the PC will appear by default

### **2.2 Video Compressors**

- 2.2.1 Choose from the list ( additional Codec's can be downloaded)

### **2.3 Video Frame Rates**

- 2.3.1 Select the applicable value from the drop down list

### **2.4 Video Frame Sizes**

- 2.4.1 Select the appropriate frame size to work with the Video Frame Rate selection (usually 340x680)

### **2.5 Video Source**

- 2.5.1 Select the appropriate value

### **2.6 Default TV Channel**

- 2.6.1 A default value will appear

### **2.7 Media Directory**

- 2.7.1 A default value will appear

### **2.8 Min. Face Quality**

- 2.8.1 This setting can be adjusted to interact with the image capture conditions (the higher the setting the better the picture quality has to be else it will not be coded – trial and error will determine the best setting)

### **2.9 Image Quality**

- 2.9.1 A default value will appear

### **2.10 Next Picture Number/Next Video Number**

- 2.10.1 These values will initially be set at 0

## **3. Options**

Values entered into the Options tabs affect different areas of the system. After a value has been entered or updated, select **OK** to complete.

### **3.1 Animation**

- 3.1.1 Click on the box to set the green check mark to animate the thumbnail images

### **3.2 Auto Complete**

- 3.2.1 To activate, select the check boxes for Subject and/or Employee Name.

### **3.3 Broadcast**

- 3.3.1 Allows CIMS to communicate with other CIMS terminals on the network

### **3.4 E-Mail**

- 3.4.1 Enter the values that will enable the mail functionality

### **3.5 Error Logging**

### **3.6 Location Name**

- 3.6.1 Enter the name that is to appear as the header of the reports and the abbreviation that will serve as the prefix for stored images

### **3.7 Measurement Type**

- 3.7.1 Set to either Metric or Imperial

### **3.8 Passwords**

- 3.8.1 Set the parameters for password creation

### **3.9 Report Options**

- 3.9.1 Option Fields
- 3.9.2 Logo - Select the Browse button – navigate the path to the logo folder (header)
- 3.9.3 Company - Enter the name that will appear at the top of most reports (header)
- 3.9.4 Print Header - Select the pages on which to print the header information
- 3.9.5 Font – Select the desired font (Arial is recommended)

### **3.10 Rich Text**

- 3.10.1 Default font type and size for all rich text entries.

### **3.11 Shared Information Search**

- 3.11.1 Set the number of days to return when no search criteria is entered

### **3.12 Start Casino Day**

- 3.12.1 The day shift start time can coincide with the start of the new ‘Casino Day’

### **3.13 System Generated Numbers**

- 3.13.1 Subject Incident Number
  - 3.13.1.1 Last Number Used – provides a smooth transition between systems
  - 3.13.1.2 Number Prefix – can be the business name and/or the year etc.
  - 3.13.1.3 Number padding – zeroes in front of the incident number
- 3.13.2 Employee Incident Number
  - 3.6.2.1 See 3.6.1.1 – 3.6.1.3
- 3.13.3 Occurrence Number
  - 3.6.3.1 See above
- 3.13.4 LCT Number
  - 3.13.4.1 See above

### **3.14 Table Games Location Code**

- 3.14.1 Enter the Nature of Event code for a Chip Fill that then will display the Table Locations list.

## **4. Database**

### 4.1 All Fields

The values for all the fields in the Database screen will set at the time of system installation

## **5. Database Maintenance**

### 5.1 Backup, Restore, Attach, Detach

- 5.1.1 Select the applicable Command
- 5.1.2 Enter the path to the backup DB
- 5.1.3 Enter the backup DB name
- 5.1.4 Select Backup Database

## **6. Nature of Event Codes**

### 6.1 Code

- 6.1.1 Enter an abbreviation for the activity you wish to capture

### 6.2 Details

- 6.2.1 Enter the literal description/translation of the code abbreviation – no limit to the number of characters used

### 6.3 Defaults (Optional)

- 6.3.1 Enter values in these fields that will automatically display when the corresponding entry is made in the Code field

- 6.3.2 Select Add

## **7. Nature of Incident – Short Description**

### **7.1 Subject**

- 7.1.1 Select the **Subject** radio button
- 7.1.2 Type a value into the Nature of Incidents Codes entry field
- 7.1.3 Select **Add** – the entry will display in the list above the entry field
- 7.1.4 Select from the Nature of Incident Codes list
- 7.1.5 Enter a value in the Short Description field
- 7.1.6 Repeat as desired

### **7.2 Employee**

- 7.2.1 Select the Employee radio button
- 7.2.2 Repeat 7.1.1 – 7.1.6

### **7.3 Procedures for Short Descriptions**

The procedures will be displayed when an Incident is created using the associated Short description

- 7.3.1 Select a Short Description from either list
- 7.3.2 Enter the applicable procedures in the space provided
- 7.3.3 Select **Add** - Repeat as desired

## **8. Codes**

The values for the drop down lists in other field names are maintained in this section

### **8.1 Add new Values**

- 8.1.1 Select a field name
- 8.1.2 Enter the applicable value in the entry field at the bottom of the screen
- 8.1.3 Select **Add**
- 8.1.4 Repeat as desired

### **8.2 Update Values**

- 8.2.1 Select a field name – the value will display in the bottom field
- 8.2.2 Modify/delete as desired
- 8.2.3 Select **Update**

### **8.3 Arrange Values**

- 8.3.1 Alphabetical
  - 8.3.1.1 Select a field name
  - 8.3.1.2 Select Sort – the values will appear in alphabetical order
- 8.3.2 Random Placement
  - 8.3.2.1 Select a field name

- 8.3.2.2 Select a Value
- 8.3.2.3 Select Up or Down to the desired place in the list

## **9. Game Locations**

### **9.1 Games**

The Table Locations will appear in an array that is displayed when the value entered into the **Options, Table Locations Code** is entered as a **Nature of Event** is code.

- 9.1.1 Enter the name of the game – e.g. Blackjack or Pai Gow etc
- 9.1.2 Enter an applicable abbreviation for the game –e.g. BJ or PG
- 9.1.3 Enter the number of tables for the game – e.g.1 to 10
- 9.1.4 Select **Add** - repeat for each game type

## **10. Services Codes**

### **10.1 New Code Entry**

- 10.1.1 Enter an applicable service name – Police, Fire, Medical, Taxi, etc
- 10.1.2 Check Declined Available where the service can be refused
- 10.1.3 Select **Add** – repeat as desired

### **10.2 Code Updates**

- 10.2.1 Select a service name from the list
- 10.2.2 Modify or delete
- 10.2.3 Select **Update**

## **11. Audit Questions**

### **11.1 Add Questions**

- 11.1.1 Audit Type - Enter the game or position being audited
- 11.1.2 Group Title – Enter in a group, questions about a particular game aspect
- 11.1.3 Question – Enter the question to be asked
- 11.1.4 Instructions – Enter any clarifying information/instructions
- 11.1.5 Select the type of response for the question
- 11.1.6 Select **Add**

## **12. Foreign Exchange**

### **12.1 Rates**

- 12.1.1 Enter the country
- 12.1.2 Enter the applicable exchange rate
- 12.1.3 Select **Add**

## 13. Dispatch

### 13.1 Create Dispatch Areas

Where dispatchable persons are assigned to a particular area of responsibility

- 13.1.1 Select the **Area Codes** radio button
- 13.1.2 Enter the code for an area (N, W, etc)
- 13.1.3 Enter the description for the area code (North, West, etc)
- 13.1.4 Select **Add** – the code and description appear in the list
- 13.1.5 Repeat as desired

### 13.2 Create Unit Codes

- 13.2.1 Select the **Unit Codes** radio button
- 13.2.2 Enter a code (radio call sign) for a dispatchable person
- 13.2.3 Enter the description of the particular unit – optional, i.e. Security, Supervisor, Medical, etc.
- 13.2.4 Select **Add** – the code and the description appear in the list
- 13.2.5 Repeat as desired

### 13.3 Create a Shift Duty Roster

- 13.3.1 Select the **Units** tab
- 13.3.2 Enter a Duty Roster name in the Saved List Name field
- 13.3.3 Select a **Unit Code(s)** from the list – use Shift key for multiple consecutive selections, Ctrl key for non-consecutive selections
- 13.3.4 Select the right arrow key – the selected units will move from the Unit Codes list to the Active Units List and will display Available in the Status column
- 13.3.5 Select the Employee column for a **Unit Code**
- 13.3.6 Select the Down arrow
- 13.3.7 Select a Name from the drop down list
- 13.3.8 Repeat for all Unit Codes
- 13.3.9 [Note: if Areas have been created, each unit code must have an area]  
Select Save
- 13.3.10 Repeat 13.3.2 to 13.3.9 to create multiple shift duty rosters

### 13.4 Activate a Shift duty roster

- 13.4.1 Select the **Units** tab
- 13.4.2 Select the applicable shift from the Saved List Name – the unit codes for the selected shift name will be displayed in the Saved Units List
- 13.4.3 Select **Make Active**
- 13.4.4 Go to the Dispatch Screen
  - 13.4.4.1 Select **Refresh** – the units will appear in the applicable status area

## **14. Custom Fields**

### **14.1 Name and Activate**

- 14.1.1 Select a field from the list – the current field name will be displayed at the bottom of the screen
- 14.1.2 Enter the new name for the field
- 14.1.3 Check the **Visible** box
- 14.1.4 Select **Update**
- 14.1.5 Repeat as desired

*Note - In order to view any changes to the database, you must back out of and then return to the affected screen.*