



**POLICE INFORMATION  
MANAGEMENT SYSTEM  
END OF YEAR  
COUNTER RESET PROCEDURES**

**FROM THE POLICE APPLICATION ONLY:  
(For Client/Server & Character-Based)**

*These instructions are NOT for users of the Authority Safety product.*

**PLEASE!**

**Do not wait until December 31, 2011 to review this process. Due to a high volume of EOY calls on this day, there may be a delay in responding to your questions.**

The counters may be reset by using two different methods. You may set a terminal or PC to change the counters by using the **YR-END** command, or you may reset the counters by hand after midnight on December 31<sup>st</sup> **BEFORE ANY CALLS ARE TAKEN!!** Either choice must be done through the character-based menu system.

If you have both **Police** and **Fire** applications on your server, you may change the counters for **Fire** while still in the **Police** application. These two applications share the same last counter screen.

Within the character-based application, your security maintenance record must have an access level of "4" for the **System Utilities (SU)** field on page 19 and an access level of "4" for the **User Utilities** field on page 20.

Within the client/server application, your security maintenance record must have an access level of "4" for the **System Utilities (SU)** field on line 302 and an access level of "4" for the **User Utilities** field on line 306.

## YR-END COMMAND METHOD

This selection may be used to reset the counters automatically at midnight on December 31<sup>st</sup> and must **be set up to run on December 31<sup>st</sup>**. If you set this up before December 31<sup>st</sup>, the counters will change at midnight on that day.



**WARNING!** *Do not run this process from the system console or a modem, since the terminal or PC you use will be unavailable until after midnight, when the counters are changed.*

To change counters from the **Police** menu, use the **Last Counter Maintenance (Menu SU-8-5)**.

The **Counter Maintenance** screen has two columns for count data, labeled as **Current Cnt** and **Year-End Cnt**. Any New Year counter settings will only be entered in the **Year-End Cnt** column. When the cursor is in the **Current Cnt** column, press <ENTER> to access the **Year-End Cnt** column.

Make the necessary changes to the following counters, but **DO NOT UPDATE** the record screen:



**NOTE:** *If your department uses any other counters, it is your responsibility to identify them. If you have any questions, please contact the CMI Support Center.*

*The 12 in the example shown e.g. 1200000 represents the year 2012. **Please also keep in mind that the length of the counters at your agency could be different than those in this handout.***



**WARNING!**

### **Page 1**

*Line 1, **INTERSECTION COUNTER (COMMON)** & LINE 2, **ADDRESS COUNTER (COMMON)**. THESE COUNTERS CONTROL THE ADDRESS DATABASE AND SHOULD NEVER BE RESET!*

### **Page 3**

*Line 7, **MASTER NAME COUNTER**. Even though zeros precede the number, it is NOT an end-of-year counter. CHANGING THESE COUNTERS WILL CAUSE LOSS OF DATA!*

**Only Change the Following Counters: These should match the length of your numbers. These are examples for this handout.**

**Page 1, Line 5 CFS Counter (Police), Year-End column**

Enter the number with **1200000** (one, two, zero, zero, zero, zero, zero)

**Page 2, Line 8 Accident Report# (Dispatch). Year-End column**

Enter the number with **120000** (one, two, zero, zero, zero, zero)

**Page 2, Line 9 Incident Report# (Dispatch), Year-End column**

Enter the number with **120000** (one, two, zero, zero, zero, zero)

**Page 2, Line 10 Run Report# (Dispatch) (used with Fire),  
Year-End column**

Enter the number **120000** (one, two, zero, zero, zero, zero)

If using alternate run numbers for **Fire** (one number for **EMS** and another number for **Fire**), complete the following line:

**Page 2, Line 11 Alt Run Report (Dispatch) (used with Fire),  
Year-End column**

Enter the number with **12000** (one, two, zero, zero, zero)

**Page 3, Line 1 Training Counter (used with Fire), Year-End column**

Enter the number with **129000** (one, two, nine, zero, zero, zero)

After changing the counter numbers, enter **<Y> for the YR-END** command. You will be prompted:

**WARNING: This will reset counters at midnight!  
Continue (Y/N) ??**

Enter the **Control code** (the code used to delete records). The following message will display:

**Resetting Counters at Midnight  
Warning – Do not interrupt!**



**NOTE:** *If you don't see the above message, you have NOT reset the counters correctly. You should contact the CMI Call Center for assistance.*

If you want to abort the process at this point, you go to another terminal or PC and log off the port.

At this point, the terminal or PC is unavailable until the counters are changed at midnight. You may continue to create new records, and the system will use the **Current Cnt** counters until midnight, at which time, the **Year-End Cnt** counters will be in affect.

After you have changed the counters and the dispatcher uses the // (double slash lookup), 2011 calls will not display, since the new counter was established. To display the 2011 calls, enter //12-31-11 at the **Dispatch#** prompt. Also, to recall a 2011 dispatch record number, enter the complete number; for example, 1110999 cannot be recalled using the last digits 10999, since the number mask has been changed to 1200000. Any new records in 2012 can be recalled by using the last digits of the call number.

### **RESETTING COUNTERS BY HAND METHOD**

This method may be used after midnight on December 31<sup>st</sup>. The counter change becomes effective immediately.

To change counters from the **Police** menu, use **Last Counter Maintenance (Menu SU-8-5)**.

The **Counter Maintenance** screen has two columns for count data, labeled **Current Cnt** and **Year-End Cnt**. For this method, change only the **Current Cnt** column. Do NOT change the **Year-End Cnt** column.



**NOTE:** *If you department uses any other counters, it is your responsibility to identify them. If you have any questions, please contact the CMI Support Center.*

DO NOT CHANGE THE FOLLOWING COUNTERS  
UNDER ANY CONDITION:



**WARNING!**

**Page 1**

Line 1, **INTERSECTION COUNTER (COMMON)** & LINE 2, **ADDRESS COUNTER (COMMON)**. THESE COUNTERS CONTROL THE ADDRESS DATABASE AND SHOULD NEVER BE RESET!

**Page 3**

Line 7, **MASTER NAME COUNTER**. Even though zeros precede the number, it is NOT an end-of-year counter. CHANGING THESE COUNTERS WILL CAUSE LOSS OF DATA!

**Only Change the Following Counters: These should match the length of your numbers. These are examples for this handout.**

**Page 1, Line 5 CFS Counter (Police), Current Cnt column**

Replace the number with **1200000** (one, two, zero, zero, zero, zero, zero)

**Page 2, Line 8 Accident Report# (Dispatch), Current Cnt column**

Replace the number with **120000** (one, two, zero, zero, zero, zero)

**Page 2, Line 9 Incident Report# (Dispatch), Current Cnt column**

Replace the number with **120000** (one, two, zero, zero, zero, zero)

**Page 2, Line 10 Run Report# (Dispatch) (used with Fire), Current Cnt column**

Replace the number **120000** (one, two, zero, zero, zero, zero)

If using alternate run numbers for **Fire** (one number for **EMS** and another number for **Fire**), complete the following line:

**Page 2, Line 11 Alt Run Report (Dispatch) (used with Fire), Current Cnt column**

Replace the number with **12000** (one, two, zero, zero, zero)

**Page 3, Line 1 Training Counter (used with Fire), Current Cnt column**

Replace the number with **129000** (one, two, nine, zero, zero, zero)

To save the changes:

1. Enter <U> for **Update**. The screen will redisplay.
2. Enter <E> for **End**. The previous menu will appear.
3. Enter <O> for **Off** to exit the **Police** application.

After you have changed the counters and the dispatcher uses the // (double slash lookup), 2011 calls will not display, since the new counter was established. To display the 2011 calls, enter **//12-31-11** at the **Dispatch#** prompt. Also, to recall a 2011 dispatch record number, enter the complete number; for example, 1110999 cannot be recalled by using the last digits 10999, since the number mask has been changed to 1200000. Any new records in 2012 can be recalled by using the last digits of the call number.

**End**

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