

Mobilization Tracking Information System (MTIS) Agency Contact User Manual



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2 Mobilization Tracking Information System (MTIS) User Guide

The purpose of MTIS User Guide is to give assistance to the users of the MTIS system. This document will help the MTIS staff members understand how to use MTIS by describing the features of the application.

3 OVERVIEW

Mobilization Activity Information System (MTIS) is a program that allows the statewide law enforcement agencies to enter safety centric activities. It automates report generation. Only approved users can use the application, and enter data on the MTIS entry form. Super and System Administrator have full access to this application.

Highway Safety mobilization tracking is a way to increase awareness of highway safety by running campaigns to track various violations. The Mobilization campaign-reporting year starts October 1, and ends the last day in September. Various police agencies will provide information for pre-determined mobilization campaigns like “Click it or Ticket” throughout the year. The information that is collected helps provide awareness of safety issues. While making the public aware that a campaign is running, the reporting agencies will track a number of indicators about over all safety.

“Click it or Ticket” is a nationwide enforcement campaign designed to increase seat belt use and reduce highway fatalities. The National Highway Traffic Administration (NHTSA) in conjunction with law enforcement agencies, State Highway Safety offices, and Traffic Safety advocates conducts the mobilization annually. The campaign encourages all motorists to buckle up all the time, day and night.

KSP participated in the National Highway Traffic Safety Administration (NHTSA) May seat belt campaign called “Click It or Ticket”. Kentucky Office of Highway Safety sponsors the campaign from May 18 through May 31.

During the 14-day mobilization, KSP issued 9,921 seat belt and 288 child restraint citations to unrestrained motorists. KSP joined other state and local law enforcement agencies who participated in ‘Click It or Ticket’ as part of a statewide effort to increase seat belt use day and night among those identified as least likely to buckle up.

In addition to the seat belt citations, KSP issued 6,119 speeding citations; 437 Driving Under the Influence (DUI) arrests; 47,936 vehicle inspections; 436 suspended license violations; 2,239 failure to provide proof of insurance citations; 115 reckless driving citations; 236 drug arrests; 7,915 miscellaneous traffic violations and 282 fugitives were apprehended during the enforcement campaign.

3.1 How it Works

- Users register with the MTIS Application
- MTIS Mobilization Campaigns are setup with a date range to capture data
- Email notification are sent to all agencies about the campaigns
- System validates the users email address during the registration process
- Agencies choose to participate in the current year (or not) (at the beginning of each year)
- The MTIS administrator approves pending registrations
- Email notifications are sent out to inform agencies that a campaign is starting or ending so that data can be entered
- Agencies will enter Mobilization Activities on “Kentucky Traffic Enforcement Mobilization”
- Agencies can view data and reports on data they entered
- Law Enforcement Liaisons (LEL) tracks data entry using various reports to ensure that data is being entered
- Agencies receive email Notifications at the start of the New Year about the campaigns that informs the agency to log on and indicate if they will participate.
- At the end of the year the regional LEL’s or Administrator can export data to be passed to NHTSA

3.2 MTIS Administrator

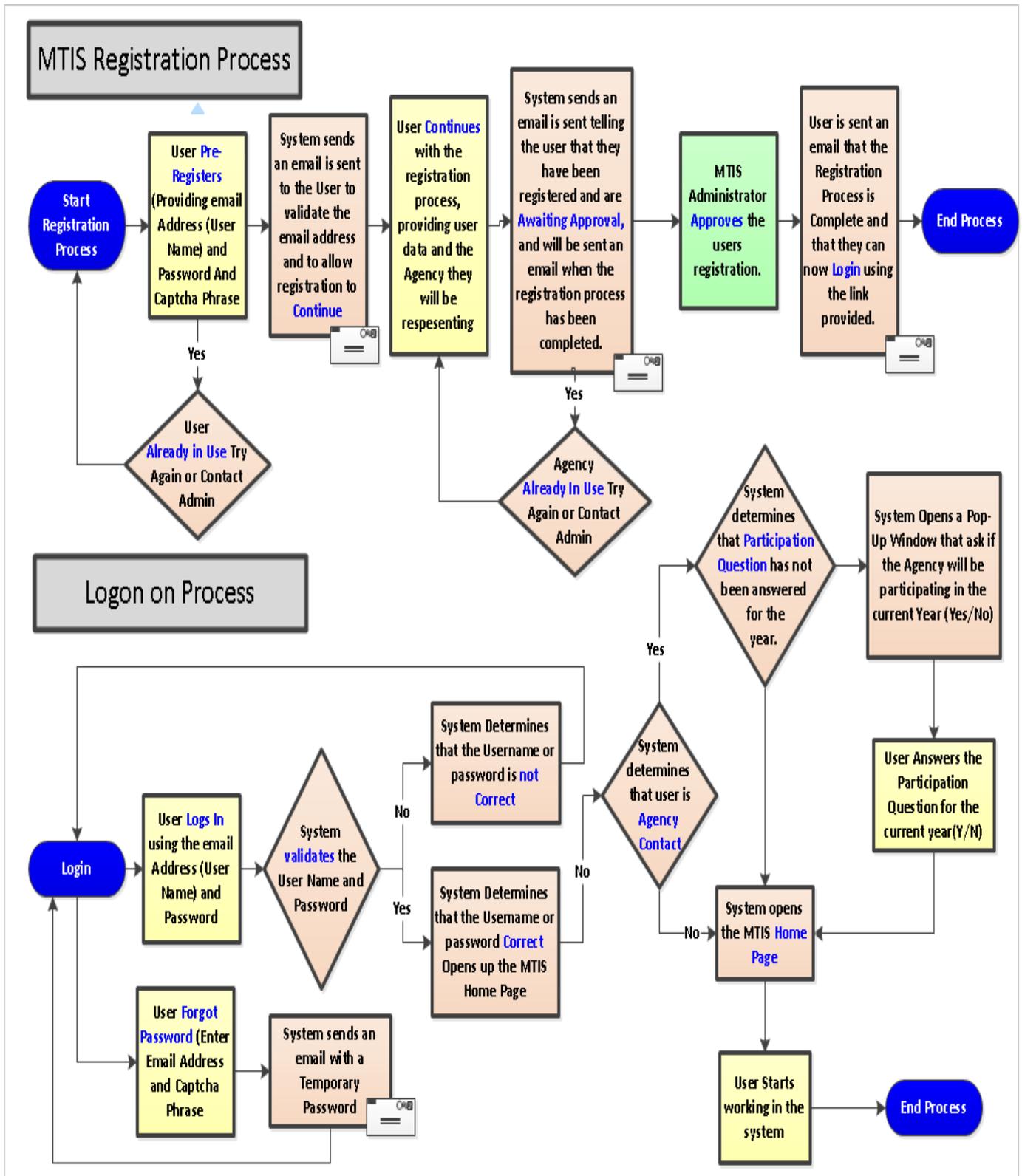
- Add/Edit Mobilization Campaigns with the date range for the campaign
- Upload Mobilization Activities (campaign) Images
- Update Mobilization Activities for Agencies if needed
- Run all reports
- Export data
- Add/Edit Look-Up Values
- Add/Edit/Update Agencies & Users
- Make a user active or inactive
- Make an agency active or inactive
- Change a users agency (If user selected the wrong one)
Note: After user is approved, the Agency can be changed
- Approve a new user
- Navigate to all parts of the system

3.3 Law Enforcement Liaisons (LEL)

- Run LEL Reports
- Export Data
- View Data
- Track Participation
- Navigate to all parts of the system based on permissions

3.4 Users

- Users can self register (Using unique Email address and Agency)
- Update Email address that is being used
- Change Password
- Reset forgotten password
- Run selected reports
- Navigate to all parts of the system based on permissions



3.5 What is a Role Based Access Control System?

The user must have a valid user name and password to gain access to the system. MTIS Security is based on the premise that users need access to data based on the role they work in.

Users/Menu Access		Roles													
Business Rules - 1 User 1 Role - Agency selected determines the role the user is in - User cannot be deleted - User is in a "Pending" state until approved by Admin - Only active users can access the system - A role not an individual is granted permissions W - Write Only R - Read Only		Super Admin (internal staff)	System Admin(OIT staff)	Agency Participant	Administrator (internal)	Administrator(internal staff)	Administrator (internal)	Administrator (internal)	Administrator (internal)	Administrator (internal staff)	LEL Region (East)	LEL Region (North)	LEL Region (Central)	LEL Region (West)	LEL Region (KSP) Pseudo
Menu Items		Permissions													
System Administration	Maintain Password	W	W												
	Maintain Agencies	W	W		W	W	W	W	W	W					
	Maintain Agency Type	W	W		W	W	W	W	W	W					
	Maintain Agency Location	W	W		W	W	W	W	W	W					
	Maintain Mobilizations	W	W		W	W	W	W	W	W					
	Add a New Mobilization Activity Image	W	W		W	W	W	W	W	W					
Reports	Filter Users (approve & disapprove registrations, add/edit users)	W	W		W	W	W	W	W	W					
	Total Activities	W	W		R	R	R	R	R	R	R	R	R	R	
	Submitted Activity Status	W	W	R	R	R	R	R	R	R	R	R	R	R	
	Activities by Agencies	W	W	R	R	R	R	R	R	R	R	R	R	R	
	List of Participants	W	W		R	R	R	R	R	R	R	R	R	R	
Mobilization Activity -	List of Agencies sort by Agency type	W	W		R	R	R	R	R	R	R	R	R	R	
	Self Registration	W	W	W	W	W	W	W	W	W	W	W	W	W	
Update Email ID	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
Change Password	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
Home		R	R	R	R	R	R	R	R	R	R	R	R	R	

<p>MTIS is a role-based application, which allows users work in the application according to their assigned roles. The applications security is an access control approach that restricts system access to only authorized users. Within MTIS, the roles created can perform various functions; which means that the permission to perform certain functions is restricted based on the users role. Users assume roles based on the Agency selected at registration time.</p> <p>There are three types of roles, Administrator, Law Enforcement Liaison (LEL), and Agency Contact. The administrators will choose an agency of KYTC as their agency. The LEL users will choose the LEL region they are supporting as their agency. All other roles are Agency Contacts. Each of these roles has a different set of permissions that may overlap at times. A role, not an individual, is granted permissions.</p>	Users												
	Nathan Dean												
	Jhansi Chilkuri												
	Agency Contact (TBD)												
	Bill Bishop												
	Susan Goddard												
	Lon C Macintire												
	Therese Richerson												
	Julie Woodrudge												
	Marissa Brewer												
	Bob Douglas												
	Steve Wright												
Bob Criswell													
Greg Dennison													

LEL = Law Enforcement Liaison
 KSP Liaison - LEL Region (Central) Agency Type of State
 Agency Participant (Contact from agency)
 Note: Current list of Agency Contacts is available in db. New list will come at the time of user registration.

3.6 Internet Browser and System Characteristics

- System
- The MTIS database is in Microsoft SQL Server 2008
- The system is written in the programming environment ASP.NET, C#
- Microsoft Internet Explorer versions 7 and 8 are supported by MTIS
- Browser defaults must be set to allow Javascript

- External documents such as .jpeg, .gif and .img files can be imported into MTIS.
- MTIS requires that page resolution be set to at least 1280 x 1024
- Browser text size should be set to medium
- Allow Pop Ups for the MTIS site
- Navigation
- Whenever possible, use the application navigation to go to different functions
- When using the browser back function, MTIS will work just like any other web-based application. It will retain the information as long as you do not go forward to a different page
- Moving forward will result in loss of data that was entered, but not saved. The user will not be prompted to save data
- Using the Back Button on the browser may give unexpected results. The user should always use the navigation provided in the application for optimal results

3.7 Logon and Security Rules

3.7.1 Passwords Must:

- Passwords must conform to the Commonwealth of Kentucky password security rules
- Be kept confidential and changed frequently
- Be changed whenever there is a chance that the password or the system could be compromised
- Be encrypted when held in storage or transmitted across the network when the path is connected to an external network
- Be eight (8) or more characters
- Contain uppercase letter(s)
- Contain lowercase letter(s)
- Contain a number
- Contain a special character (? =. [!@#\$\$%^&*()])

3.7.2 Passwords must not be:

- Reused within one year
- Shared with other users
- Kept on paper unless it is securely stored
- Included in a macro or function key to automate the log-in
- Stored in any file, program, command list, procedure, macro or script where it is susceptible to disclosure or use by anyone other than the owner
- Visible on a screen, hardcopy, or any other output device
- Stored in dial up communications programs or internet browsers
- Recorded in system logs unless the password is encrypted in the log

3.7.3 Passwords must not contain:

- Repeated letters or numbers or sequences of letters or numbers
- A word contained in any English or foreign language dictionaries
- A common phrase
- Names of persons, places or things
- The user name
- Repeating letters with numbers that are indicative of the month (i.e., vmPtm\$01 in January, vmPtm\$02 in February)

4 Getting Started in MTIS Application (Functionality all users can do)

4.1 Welcome/Sign in Page

The Welcome page is the first page an MTIS user sees. If the user is already an approved user of the system, than they can “Sign In” to the system to begin using the application.

- Selecting the [MTIS User Manual](#) link will open up a PDF of the Agency Contact user manual that provides instructions on how to use the application.
- Selecting the [Forgot Your Password](#) link will allow the user to reset their password.
- Signing In will validate the user’s credentials (User ID and Password)

Note: Only Active/Approved users can sign in to MTIS.

The screenshot shows the 'Welcome!' page of the Mobilization Tracking Information System (MTIS). The page features a header with the system name and a 'Welcome!' message. Below the message, there is a 'Get Started:' section with two main options: 'Sign In' and 'Register'. A 'MTIS User Manual' link is also present. At the bottom, there are navigation links for 'Directions', 'Disclaimer', and 'Privacy'. Red callout boxes with blue arrows point to these elements, providing instructions: 'Sign In' leads to the sign-in page, 'Register' is for first-time users, the 'User Manual' link opens the manual, and the bottom navigation links are for site navigation.

The screenshot shows the 'Sign In' page of the MTIS application. It includes a 'Sign In' heading and a message for new users to register first. The form contains fields for 'Email' and 'Password', along with a 'Forgot your password?' link. A 'Sign In' button is at the bottom. Red callout boxes with blue arrows explain the fields: 'Register' is for first-time users, the 'Forgot your password?' link allows password resets, and the 'Sign In' button is for approved users to enter the application.

4.2 Forgot Password

The [Forgot Your Password](#) link allows the user to change their password from the Welcome screen. Using the link takes the user to a user validation page where they must provide a user email for an active user of the system. The user must also enter the Captcha phrase as shown on the screen. The system will verify the information and send a new password if all the information has been validated. When the user's information has been validated, they are sent an email with a link to change password. *(System no longer sends temporary password)*

Note: The user may choose to change their password to a password that is easier to remember after they sign in to the application using the new password. Alternatively, they can save the new password using the browser save password functionality.

Mobilization Tracking Information System

Forgot Your Password?

Enter your User Name to receive your password.

Account Information

E-mail:

legatio which

Type the two words:

reCAPTCHA™ stop spam. read books.

Submit

Once a valid email address and correct Captcha phrase has been entered, the user will be sent a message stating that an email with a temporary password has been sent to your email account

From: noreply@ky.gov Sent: Mon 6/4/2012 8:46 AM

To:

Cc:

Subject: Mobilization Tracking System Request

Dear ,

We received your request to reset your Password for MTIS.

[VerifyUrl](#)

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

4.3 Self Registration (Pre-Registration)

If a user selects [Register](#) link on Welcome/Sign-In screen, the System will open a Pre-Registration page.

- The user must provide a valid unique Email address and the password that they wish to use for the system.
- The system will not allow duplicate email addresses in the system.
- They then must enter the correct Captcha phrase to start the registration process.
- The system will then send the user an email with a [Continue Registration](#) link that verifies the email address that was given in the Pre-Registration process. The link provided will allow the user to continue the registration process.

4.3.1 Pre registration Screen

Mobilization Tracking Information System

Create a New User Account

Use the following form to establish a login for this application.

Account Information

E-mail:

Password:

Confirm Password:

Once a valid email address and correct Captcha has been entered, the user will be sent a message stating that an email allowing them to continue the registration process.

Create User

4.3.2 Confirmation of Registration

From: "KY Transportation Cabinet" <noreply@ky.gov>
Date: October 5, 2011 9:11:11 AM EDT
To: _____@gmail.com
Subject: Mobilization Tracking System Registration

Thank you for registering to use KYTC's Mobilization Tracking System Application. If you did not make this request, please ignore this email and delete it.

Registration Process

To continue with the registration process, you will need to have your Agency. You will be prompted for this information, once you have verified your email.

To verify your email and continue the registration process, please click the following link:

[Continue Registering](#)

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

4.4 Self-Registration Continue Registering (for new users)

The user entering the fields below completes the registration process. Most of the fields are required to complete the process.

Note: Participation is not required to register. The Agency contact can still enter mobilization Campaign information.

- The system will not allow more than one active Agency Contacts for an Agency.

Mobilization Tracking Information System

Registration

You're Almost Done!
Thank you for verifying your email. Please enter the following information to complete your registration.

User Information

First Name:

Middle initial:

Last Name:

Phone #:

Agency: Note: Agency may be Company.

Our agency agrees to participate in all highway safety mobilizations during fiscal year 2011 which runs from October 1,2010 through September 30,2011.
Note: All agencies receiving federal funding are required to participate, however we need ALL law enforcement agencies to participate regardless of.

The user will provide the Name and Contact information to complete the registration. If the user is an Agency Contact then the Agency they will support is selected

4.4.1 Sample email of User Registration Confirmation

From: "Ky Transportation Cabinet" <noreply@ky.gov>
Date: October 5, 2011 9:20:04 AM EDT
To: _____@gmail.com
Subject: Mobilization Tracking System Registration Complete

Thank you for completing the registering to use KYTC's Mobilization Tracking System Application.

Your account not yet approved, your account needs to be approved before you can use the system. You will receive an email from the administrator once your account is approved.

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

4.4.2 Sample email of Approval Status of User Account

From: "Ky Transportation Cabinet" <noreply@ky.gov>
Date: October 5, 2011 10:01:53 AM EDT
To: dlp40505@gmail.com
Subject: Mobilization Tracking System Approval

Your user account for the KYTC's Mobilization Tracking System has been approved.

To use KYTC's Mobilization Tracking System Application, please click the following link:

[Login](#)

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

4.5 Participation in the current years mobilizations

Each year the agency contact must answer the agency participation question the first time they log in.

- All Agencies receiving federal funding are required to participate, however we need ALL law enforcement agencies throughout the Commonwealth to participate regardless of whether or not you receive funding.
- At the start of the New Year, a pop-up window opens allowing the Agency Contact to choose to participate in the mobilizations campaigns for the upcoming year.
- A reminder email will be sent to the agency contact before the new fiscal year starts (Oct 1 to Sept 30) reminding the user that they need to log in and select if they wish to participate.
- Not checking the Participation check box is an answer of “No”.

4.5.1 Participation Question the Agency Contacts answers Each Year

“Our agency agrees to participate in all highway safety mobilizations during fiscal year “year” which runs from October 1, “year” through September 30, “year”.”

Note: All agencies receiving federal funding are required to participate, however we need ALL law enforcement agencies to participate regardless of choice.

4.5.2 Email to Allow Participation for the Next Year

From: "Ky Transportation Cabinet" <noreply@kv.gov>
Date: October 5, 2011 9:20:04 AM EDT
To: _____@gmail.com
Subject: Mobilization Tracking System Registration Complete

All Agencies receiving federal funding are required to participate, however we need ALL law enforcement agencies throughout the Commonwealth to participate, regardless of their choice to or not, you receive funding. Please log in and update your agencies participation status for the next fiscal year.

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

4.5.3 MTIS Participation Question Screen

Mobilization Tracking Information System

Welcome dlp40505@gmail.com! [Sign Out](#)

Participation

[Agreement](#)

Our agency agrees to participate in all highway safety mobilizations during fiscal year 2012 which runs from October 1, 2011 through September 30, 2012.

Note: All agencies receiving federal funding are required to participate, however we need ALL law enforcement agencies to participate regardless of.

[Participation](#)

4.6 Home Page (Rules)

Mobilization Activity Information System (MTIS) Home screen appears to the user after logging into the application. Nov 15 is when the mobilizations and campaigns for the new fiscal year are displayed.

		Campaigns		
Mobilization Description	Image	Expired	Active	Future
Drive Sober or Get Pulled Over		Date Range of Campaign	Date Range of Campaign	Date Range of Campaign
Only display the current fiscal year's mobilization campaigns plus a six-week grace period. The new year's fiscal year mobilization	Include Mobilization Image	Data can be viewed in a read only state Report can be ran from the R/O View (Agency Summary Report)	Data can be updated by the Agency Contact and/or the Administrator Report can be ran after data has been submitted, from the R/O View (Agency Summary Report)	The data for future Campaigns are not selectable. They are viewable in the grid only

4.7 Menu Option Bar – Navigation

The MTIS Header Frame has a Menu Option Bar that allows the user to navigate and access certain functionality. The options are accessible at any time in the application as long as the user has access. Permission to access functionality in MTIS is determined based on the role that the user is working in.

Menu Option Bar Choices

Option	Description	Role based Permission
Admin - System Administration	Maintain Users Maintain Agencies Maintain Lookup Tables Upload Mobilization (Description, Images Date Range)	Role Based (Restricted to Admin)
Home - Mobilization Activity Hotlinks – Home Page	Shows Expired Mobilization Campaigns (View Only) Shows Active/Current Mobilization Campaigns (Update) Shows Future Mobilization Campaigns (No Select) Note: Only the Agency Contact or the Admin can change data in active campaigns Note: All users can view the data for the current fiscal year.	All Users Note: LEL's only has a read only view of the Mobilization data
Reports	Activities Summary Report Submitted Activity Status Report List of Participants Agencies sort by Agency Type Activities by Agencies	Role Based Permissions (Some reports are restricted based on Role)
Update Email	Update with new email address	All users
Change Password	Change password	All users
Sign-out	Exit MTIS	All users
MTIS User Manual	Displays the MTIS User Manual for the type of User (Agency Contact, LEL, or MTIS Administrator) Note: The Logon page will have a link to the Agency Contact User Manual only	All users

4.8 Home Page (Agency Contact View)

Mobilization Tracking Information System

Home | Reports | Update Email | Change Password | User Manual | Welcome sowjanya.burugupalli@ky.gov! | Sign Out

Mobilizations & Crackdowns

Mobilizations

Title	Image	Expired	Active	Future
Click it or Ticket		Oct 01, 2011 - Oct 15, 2011	Nov 14, 2011 - Nov 27, 2011 May 20, 2012 - Jun 03, 2012	
Drive Sober or Get pulled Over		Jun 01, 2011 - Jun 15, 2011		Dec 16, 2011 - Jan 02, 2012 Aug 17, 2012 - Sep 03, 2012

Annotations:

- Option Bar:** Displays MTIS User Manual based on User Role (Contact, LEL Admin). Includes links for Home, Reports, Update Email, Change Password, User Manual, and Sign Out.
- Home Option:** The Home option on the menu option bar always takes the user back to the home page.
- Selectable Hotlinks:** Selectable Hotlinks to Campaigns the a mobilization.
- Future Campaigns – Not Selectable:** Future Campaigns – Not Selectable.
- Read Only / Editable:** Read Only and Editable status indicators for campaigns.

Agencies contact can run all the reports but can only see data for their own information. An Agency Contact can run the “Submitted Activity Status” and the “Activities by Agencies” reports.

Expired = Campaigns whose date has expired – Campaigns can be selected but – data cannot be changed
 Active = Current Campaigns – data entry is allowed on these campaign links
 Future = Future Campaigns – Campaign links cannot be selected

Provide hotlinks to various mobilization activities taking place statewide for current fiscal year. Mobilizations campaigns are driven by date. They are open for edit only in a given date range. There is a six week grace period after a campaign ends to enter information for the various campaigns. At the start, two weeks before the end, and when the campaign ends, an email is generated as a reminder. Campaigns are setup for a date range for different mobilizations. There can be more than one Campaign set up in a year for a mobilization.

4.9 Reset/Change Password

The **Change Password** option allows the user to change their password at any time. To Change the password they must provide the current password, a new password, and a confirmed password.

Change Password

Home | Reports | Update Email | Change Password | Welcome donald.price@ky.gov! | Sign Out

Once the user has changed the password, they can use the home link on the option bar to navigate back to the home page.

The User can change their password at any time

Save Changes

4.10 Update Email

The system will allow the user to be associated to a different email address. The user selects the **Update Email** option on the Menu Option Bar.

Update E-mail

Your Email Address was updated

Home | Reports | Update Email | Change Password | Welcome donald.price@ky.gov! | Sign Out

Once the user has changed the email, they can use the home link on the option bar to navigate back to the home page.

Put in the old email address and then add the new email address along with a confirmation of the new address. System updates the user's old email with the new one and allows user to use this email as login-ID.

The user should not be able to change a different user's email address.

Update E-mail

4.11 Kentucky Traffic Enforcement Mobilization Screen

The data entry screen for a mobilization campaign is set up to record data for a campaign that is being run for a mobilization. A navigation hot link on the home page takes the user to the Campaign data entry screen for the Mobilization. The system will pre-populate the Agency and the Mobilization/Campaign selected. All the fields on the data entry screen are required to have data. As long as the Campaign is active than data entry is allowed. There is a grace period at the end of the Campaign to accommodate late data entry. **Note:** LEL's can view data but cannot change it.

4.11.1 Add Data for the First Time

The screenshot shows the 'Kentucky Traffic Enforcement Mobilization' data entry screen. The page header includes 'Home', 'Reports', 'Update Email', 'Change Password', and 'Help'. The user is logged in as 'wmdwfpres@hotmail.com'. The page title is 'Kentucky Traffic Enforcement Mobilization'.

Account Information:

- Agency: ADAIRVILLE POLICE DEPARTMENT
- Mobilization: test Jul 16, 2014 - Aug 02, 2014
- Last Updated By:
- Last Updated Date:

Activity Entry:

Traffic Enforcement Hours:

- Total Hours:
- Total NightTime Hours:
- NightTime Hours: 6:00 PM to 5:59 AM
- Overtime Hours:
- Checkpoint Hours:
- Check Points:

Media Information:

- Print News/PSA:
- Radio News/PSA:
- TV News/PSA:
- Online:
- Outdoor (billboards, yard signs, etc.):

Traffic Enforcement Activity:

- DUI Alcohol Only Arrests:
- DUI Drug Only Arrests:
- Seat Belt Citations:
- Child Restraint Citations:
- Felony Arrests:
- Stolen Vehicles Recovered:
- Fugitives Apprehended:
- Suspended Licenses:
- No Insurance:
- Speeding:
- Reckless Driving:
- Distracted/Cell Phone Use Citations:
- Other Traffic Violations:

Buttons: Submit, Clear

Annotations:

- System pre-populates Agency name, the mobilization data range activity as selected on home page and last updated information (points to Agency and Mobilization fields).
- Total hours must be >= 1 (points to Total Hours field).
- User must enter data in all fields. Total Hours must be greater than zero. Media Information Questions must be answered Yes or No (points to all activity and media information fields).
- Clears all data out of all the fields (points to Clear button).
- Was the "Media Information" used for the Campaign? (Yes/No) (points to Media Information dropdowns).
- First initial entry (points to Submit button).

For queries contact Nathan Dean at 502-56...

4.11.2 Update Mobilization Campaign Data

Mobilization Tracking Information System

Home | Reports | Update Email | Change Password | Help | Welcome wmdwfpres@hotmail.com! | Sign Out

Kentucky Traffic Enforcement Mobilization

Account Information

Agency: ADAIRVILLE POLICE DEPARTMENT
 Mobilization: rodney's campaign Jul 16, 2014 - Aug 01, 2014
 Last Updated By: gero test
 Last Updated Date: 07/16/2014

Activity Entry

Traffic Enforcement Hours

Total Hours: 150.00
 Total NightTime Hours: 150.00
 NightTime Hours: 6:00 PM to 5:59 AM
 Overtime Hours: 150.00
 Checkpoint Hours: 150.00
 Check Points: 150

Traffic Enforcement Activity

DUI Alcohol Only Arrests: 222
 DUI Drug Only Arrests: 222
 Seat Belt Citations: 222
 Child Restraint Citations: 222
 Felony Arrests: 222
 Stolen Vehicles Recovered: 222
 Fugitives Apprehended: 222
 Suspended Licenses: 222
 No Insurance: 222
 Speeding: 222
 Reckless Driving: 222
 Distracted/Cell Phone Use Citations: 222
 Other Traffic Violations: 222

Media Information

Print News/PSA: No
 Radio News/PSA: No
 TV News/PSA: No
 Online: No
 Outdoor (billboards, yard signs, etc.): No

Update

For queries contact Nathan Dean at 502-564-1438

- User must enter data in all fields.
- Total Hours must be greater than zero.
- Media Information Questions must be answered Yes or No
- Data for a Campaign can be updated as long as the Mobilization and Campaign is active.

4.11.3 Print Submitted Data Using the Summary Report

Mobilization Tracking Information System



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Kentucky Traffic Enforcement Mobilization

Record Updated Successfully

Account Information

Agency: ADAIRVILLE POLICE DEPARTMENT
Mobilization: rodney's campaign Jul 16, 2014 - Aug 01, 2014
Last Updated By: gero test
Last Updated Date: 07/18/2014

After Adding or updating Campaign data for a Mobilization, allow the user to print the Summary Report on Update Successful Confirmation screen

Activity Entry

Traffic Enforcement Hours

Total Hours: 150.00
Total NightTime Hours: 150.00
Overtime Hours: 150.00
Checkpoints: 150
Checkpoint Hours: 150.00

Media Information

Print News/PSA: N
Radio News/PSA: N
TV News/PSA: N
Online: N
Outdoor (billboards, yard signs, etc.) N

Traffic Enforcement Activity

DUI Alcohol Only Arrests: 222
DUI Drug Only Arrests: 222
Seat Belt Citations: 222
Child Restraint Citations: 222
Felony Arrests: 222
Stolen Vehicles Recovered: 222
Fugitives Apprehended: 222
Suspended Licenses: 222
No Insurance: 222
Speeding: 222
Reckless Driving: 222
Distracted/Cell Phone Use Citations: 222
Other Traffic Violations: 222

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4.11.4 Reminder Emails sent to Agency Contacts for Campaigns that are ending

Activity Due Within 10 Days

From: "Ky Transportation Cabinet" <noreply@ky.gov>

Date: October 5, 2011 9:20:04 AM EDT

To: _____@gmail.com

Subject: Mobilization Tracking System Registration Complete

This message is being sent to all users of the Kentucky Office of Highway Safety: Mobilization Tracking Information System reminding you that the enforcement mobilization has ended and that your agency activity is due in ten working days - please enter your agencies activity and submit to our office. Thank you for your commitment to highway safety.

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

Two Day Notice

From: "Ky Transportation Cabinet" <noreply@kv.gov>

Date: October 5, 2011 9:20:04 AM EDT

To: _____@gmail.com

Subject: Mobilization Tracking System Registration Complete

This message is being sent to users of the Kentucky Office of Highway Safety: Mobilization Tracking Information System as a reminder that your agencies activity is due within two working days of this date. Please enter your agencies activity and submit to our office by the due date. We appreciate your cooperation.

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

Late Notice

From: "Ky Transportation Cabinet" <noreply@kv.gov>

Date: October 5, 2011 9:20:04 AM EDT

To: _____@gmail.com

Subject: Mobilization Tracking System Registration Complete

This message is being sent to users of the Kentucky Office of Highway Safety Mobilization Tracking Information System who did not submit their agencies activity by the due date. Please enter your agencies activity and submit to our office as soon as possible so that we can include your activity in our overall numbers for the Commonwealth of Kentucky. Thank you for your cooperation.

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

5 Reports

The data included in a report is based the report that is being run. Some reports pull in summation data entered for Mobilizations, based on dates and Agency Type (City, County, State & Other). Some reports pull in activity for an agency entered for Mobilizations. Some reports allow the user to track the participation based on Agency, or Agency Type.

The data is grouped based on the User that is running the report, (statewide summary, regional summary or as an individual agency. The role a user is working in determines the grouping needed for the reports.

- Administrators need to see the data from a statewide view.
- The Law Enforcement Liaison's need to have data grouped from a regional view.
Note: Kentucky State (KSP) Head Quarters is the Liaison for the KSP Agencies
- Agency Contacts need to see the data for their own agencies.

A report using a date range to filter the data pulled back uses the "Date Last Updated" field to pull the information.

Note: There is a grace period after a campaign has completed so that data can be entered by the agency contacts.

The generated report screen allows the user to view the report, print it, or save it to a different format, (Excel or PDF).

5.1 Report Control Page

When there is the need to display information across campaigns the "# page of pages" allows the user to navigate to the different pages using the "Next" or "Previous" functions.

The % function allows the user to adjust the size of the report that is viewed. Note: This does not affect exporting.

The "Printer" icon function allows the user to print the report directly to an attached printer.

The Export function allows the data be exported to an excel spreadsheet or a PDF. If there is, more than one page in the report the export function will create the same number of pages/books. **Note:** Exporting the report does not save the report; the user must save the report.

5.2 Report Menu Options Page

Mobilization Tracking Information System

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Mobilization Menu: Total Activity Status, Submitted Activity Status, Activities by Agencies, List of Participants, Sort by Agency Type

Report Menu Option

Title	Image	Expired	Active	Future
Click it or Ticket				May 20, 2012 - Jun 03, 2012
Drive Sober or Get Pulled Over			Oct 01, 2011 - Oct 15, 2011	

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5.2.1 There are five reports in the MTIS application

Note: The reports will only display information for the agency.

- **Activities by Agency** (Filter Options - From Date, To Date, Mobilization, Agency)
 - Track the data entered by the agency selected for the mobilization campaign for the selected period.
 - This report must be agency specific
 - Agencies cannot view each other's results
 - System Administrator and LEL roles can view results for any selected Agency, on this report
 - Export report to a different file type (PDF, Excel)
- **Submitted Activity Status**

(Filter Options - From Date, To Date, Mobilization, Activity Status (Missing, Received, All))

 - Track the agencies that agreed to participate but did not Submit mobilization activity
 - **Received** - This view of the report lists the agencies that have submitted reports (those who agreed to participate and those who did not check the box but did participate)
 - **Missing** - This view of the report lists the agencies that have not submitted the Mobilization data yet.
 - **All** - This view of the report will combine both Missing and Submitted together

- Export report to a different file type (PDF, Excel)
- **Total Activity Status**
 - (Filter Options - From Date, To Date, Mobilization, Agency Type (City, County, State, Other))
 - This report must display summary of the information of statewide agencies as entered for a given mobilization
 - Report displays count of mobilization activities for selected report parameters. Media counts derived where media information selections = yes
 - Export report to a different file type (PDF, Excel)
- **List of Participants - List of Participants for current year (No Filter Options)**
 - The list of participants (agencies) report, displays a list of those agencies statewide who have signed up/agreed to participate in all mobilization campaigns during the Federal Fiscal Year (Oct 1st-Sept 30th).
 - Sort By Agency
 - Export report to a different file type (PDF, Excel)
 - List of Participant Agencies Sorted By Agency Type
 - (Filter Options – Agency Type (City, County, State & Other))
- **List of Participants for current year**
 - The list of participants (agencies) report, displays a list of those agencies statewide who have signed up/agreed to participate in all campaigns or mobilizations during the Federal Fiscal Year (Oct 1st-Sept 30th).
 - These results would give a list of all the agencies that checked yes or have agreed to the participation agreement to take part in all mobilizations
 - Sorted By Agency Type
 - Export report to a different file type (PDF, Excel)

5.3 Submitted Activity Status Report

Track the agencies that agreed to participate but did not submit mobilization activity

If the query did not find any data than a message will be displayed saying, “No Data found for this Selection Criteria”.

Mobilization Tracking Information System

Submitted Activity Status

From Date: 10/1/2011
To Date: 10/31/2011
Mobilization: Drive Sober or Get Pulled Over

Activity Status: Missing Received All

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The filter selection allows the user to filter the data that displayed in the reports.

The **Missing** results will show only those agencies that chose to participate but have not submitted the campaign data

The **Received** results will show all the Agencies that have submitted data.

5.3.1 Submitted Activity Status Results Report (Missing, Received, All)

1 of 1 | Whole Page | Find | Next

Submitted Activity by Agency

Drive Sober or Get Pulled Over

Missing & Received Activity From 10/1/2011 - 10/31/2011

Agency	Agency Type	Region	County	Contact	Received Date
"KY STATE POLICE, COMMERCIAL VEHICLE ENFORCEMENT"	State	State	Statewide	vicky mulcahy	

Agency Contact will only view their campaign data
Missing campaign data has no date in the Receive Date column

5.4 Activities by Agencies Report

Track the data entered by the Agency selected for the Mobilization Campaign for the selected period. If the query did not find any data than a message will be displayed saying, "No data found for this selection criteria".

Mobilization Tracking Information System



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- Total Activity Status
- Submitted Activity Status
- Activities by Agencies
- List of Participants
- Sort by Agency Type

Mobilization Activity by Agency Report

The filter selection allows the user to filter the data that displayed in the reports.

From Date:

To Date:

Agency:

Mobilization:

The Agency selection will only pull back data associated with the Agency for the specified Mobilization for the date range specified.



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Summary

7/16/2014-8/1/2014
rodney's campaign

ADAIRVILLE POLICE DEPARTMENT

Traffic Enforcement Hours	Traffic Enforcement Activity
Total Hours: 150.00	DUI <u>Alcohol Only</u> Arrests: 222
NightTime Hours: 150.00	DUI <u>Drug Only</u> Arrests: 222
Overtime Hours: 150.00	Seat Belt Citations: 222
Checkpoint Hours: 150.00	Child Restraint Citations: 222
Checkpoints: 150	Felony Arrests: 222
	Stolen Vehicles Recovered: 222
	Fugitives Apprehended: 222
	Suspended Licenses: 222
	No Insurance: 222
	Speeding: 222
	Reckless Driving: 222
	Distracted/Cell Phone Use Citations: 222
	Other Traffic Violations: 222

Media Information

Print News/PSA: N
Radio News/PSA: N
TV News/PSA: N
Online: N
Outdoor (billboards, yard signs, etc.): N

Note: There may be more than one campaign for the date range selected.

If the date range for the query search causes the results to pull in more than one campaign, than additional pages are provided.

5.4.1 Total Activity Status Report Filter

Track summary information for a mobilization based on Agency Type. If no data is found for the query then a message will be displayed saying, "No Data found for this Selection Criteria".

Mobilization Tracking Information System



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- Total Activity Status
- Submitted Activity Status
- Activities by Agencies
- List of Participants
- Sort by Agency Type

Mobilization Total Activity Report

From Date:

To Date:

Mobilization:

Agency Type: City County State Other

The filter selection allows the user to filter the data that displayed in the reports.

The query results will pull back data for the given date range for those agencies that are set to the selected Agency Type.

More than one Agency Type can be selected for a Mobilization.

Statewide Summary

07/01/2014 - 7/31/2014

Date Range for the report

Mobilization

Drive Sober or Get pulled Over

City County State Other

Participating Agency Counts

Agreed to Participate: 250
Activity Received from(All): 1
Activity Missing from: 249

Traffic Enforcement Hours

Total Hours: 996.00
Total Nighttime Hours: 553.00
Overtime Hours: 423.00
Checkpoint Hours: 325.00
Checkpoints: 356

Traffic Enforcement Activity

DUI Alcohol Only Arrests: 798
DUI Drug Only Arrests: 397
Seat Belt Citations: 698
Child Restraint Citations: 806
Felony Arrests: 176
Stolen Vehicles Recovered: 120
Fugitives Apprehended: 109
Suspended Licenses: 273
No Insurance: 2900
Speeding: 2088
Reckless Driving: 253
Distracted/Cell Phone Use Citations: 67
Other Traffic Violations: 29

Media Information

Print News/PSA: 2
Radio News/PSA: 3
TV News/PSA: 2
Online: 3
Outdoor (billboards, yard signs, etc.): 2

5.5 List of Participants Query Screen

Provide a list of Participant Agencies for current year (**Note:** There are no filter options for this report)
 The "List of Participants" (Agencies)" Report, displays a list of those agencies sorted by Agency who have signed up (agreed) to participate in all mobilization campaigns during the Federal Fiscal Year (Oct 1st-Sept 30th).

LIST OF PARTICIPANTS - FY 2012 MOBILIZATIONS

Total = 1

Region	Agency Name
State	"KY STATE POLICE, COMMERCIAL VEHICLE ENFORCEMENT"

5.6 Participating Agencies sorted by Agency Type Query

Provide a list of Participant Agencies for current year that is sorted by Agency Type (City, County, State & Other).
 The "List of Agencies Sort By Agency Type" report, displays a list of those agencies sorted by agency Type who have signed up (agreed) to participate in all mobilization campaigns during the Federal Fiscal Year (Oct 1st-Sept 30th).

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Total Activity Status
 Submitted Activity Status
 Activities by Agencies
 List of Participants
 Sort by Agency Type

List of Agencies Sortby Agency Type Report

Agency Type: City County State Other

More than one Agency Type can be selected for a Mobilization.

The filter selection allows the user to filter the data that is displayed in the reports.

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List of Agencies sortby Agency Type Report

FY 2012

Agency Type	Agency	Region
<input checked="" type="checkbox"/> State	"KY STATE POLICE, COMMERCIAL VEHICLE ENFORCEMENT"	State