

# Passtown User Guide

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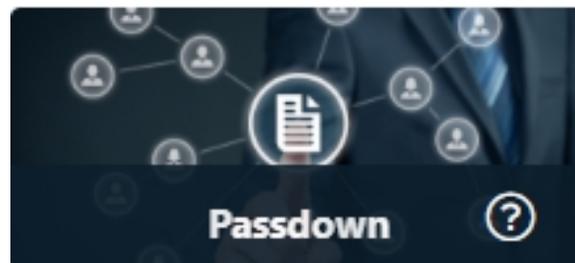
## Introduction

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The Passdown application is a web-based application used by the Sheriff and Detention Center to collaborate with different groups in their daily reports. The purpose of the application is to create a daily report that will be shared among group subscribers and keep a historical archive that can be viewed at any given time. The Passdown can be accessed using the following supported web browsers:

- Chrome
- Firefox
- Edge Chromium

Pasting the following URL: [apps2.mohavecounty.us](https://apps2.mohavecounty.us) on your browser address bar and select the Passdown Tile option.



**Note:** If you haven't been granted access, contact your supervisor to give you access to the application. If none are available, contact the Help Desk by Email at [support@mohavecountyus.zendesk.com](mailto:support@mohavecountyus.zendesk.com) or call at ext 4357 or call the Help Desk at (928) 753-0740 and request access to the Passdown.

## User Access

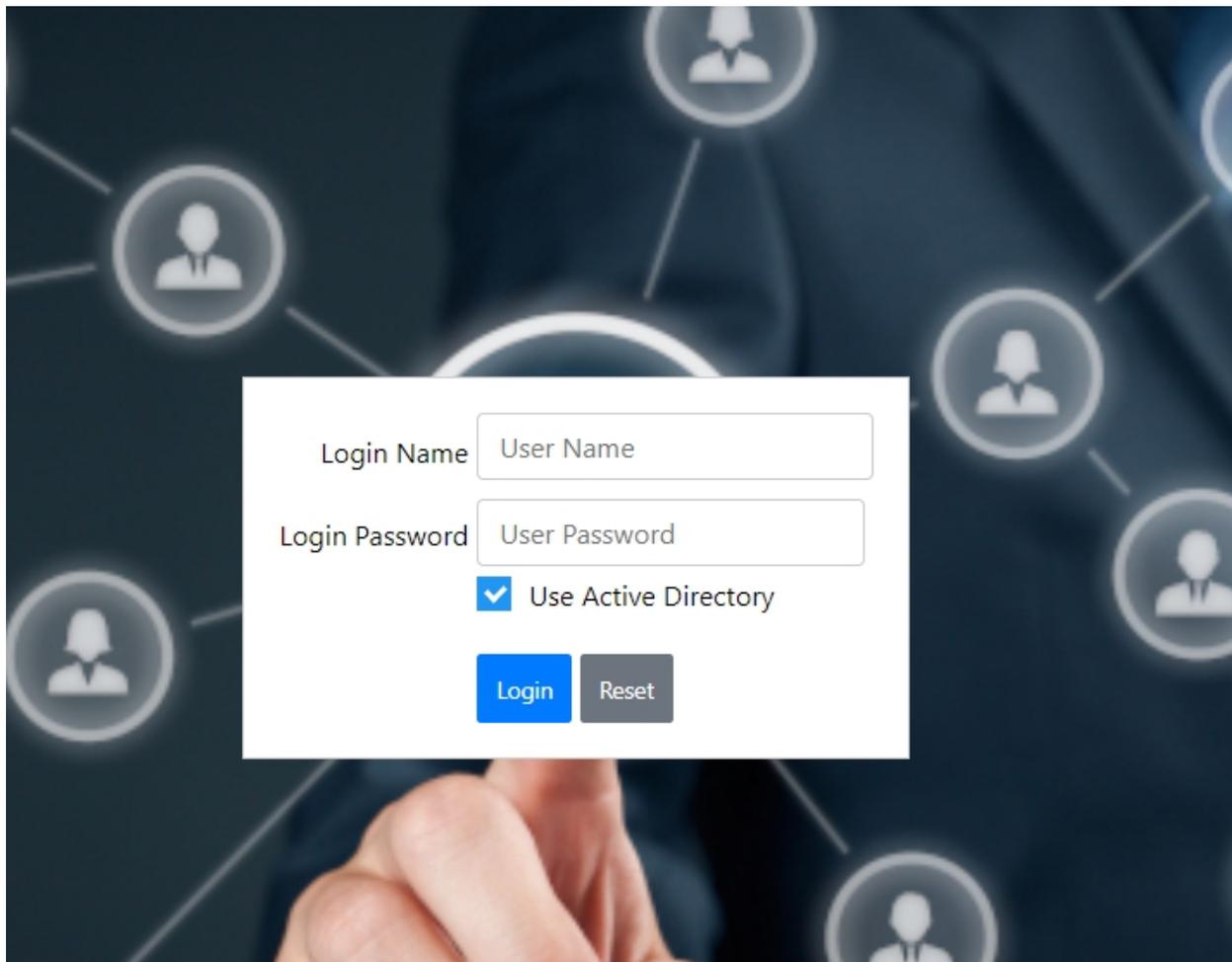
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Access to the Passdown can only occur with an Active Directory user who is given access to the application. Any Passdown user with Administrator access can add or remove users' access from the application. The Administrator can also grant or revoke a user's Administrator rights.

**Note:** If you haven't been granted access, contact your supervisor to give you access to the application. If none are available, contact the Help Desk by Email at [support@mohavecountyus.zendesk.com](mailto:support@mohavecountyus.zendesk.com) or call at ext 4357 or call the Help Desk at (928) 753-0740 and request access to the Passdown.

## Passdown Login

Once granted access you can load the Passdown by going to the URL [apps2.mohavecounty.us](https://apps2.mohavecounty.us) and selecting the Passdown Tile option. Once selected the login screen will be displayed which will require your Windows Login (Active Directory Credentials).

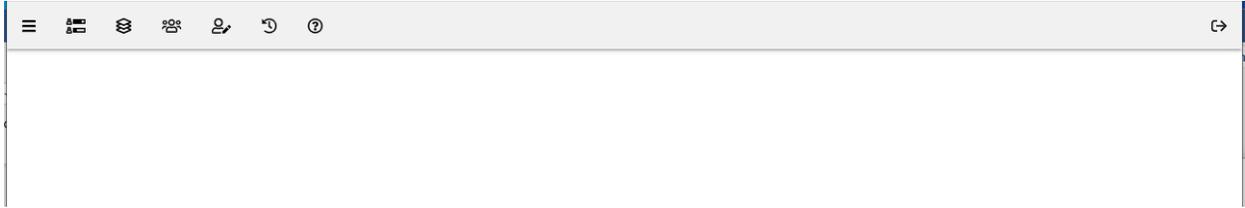


Login Name

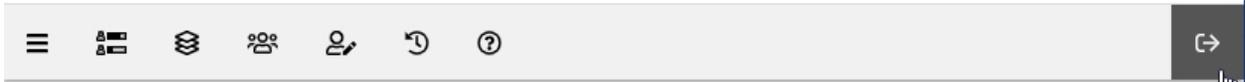
Login Password

Use Active Directory

Upon successful login, the user will be brought to the main application screen.



### Passdown Logoff



To successfully log off the Passdown application only requires that you click on the button  located at the top right corner of the application. Once logged off the application will bring you back to the main site.

### User Access Screen



Administration View

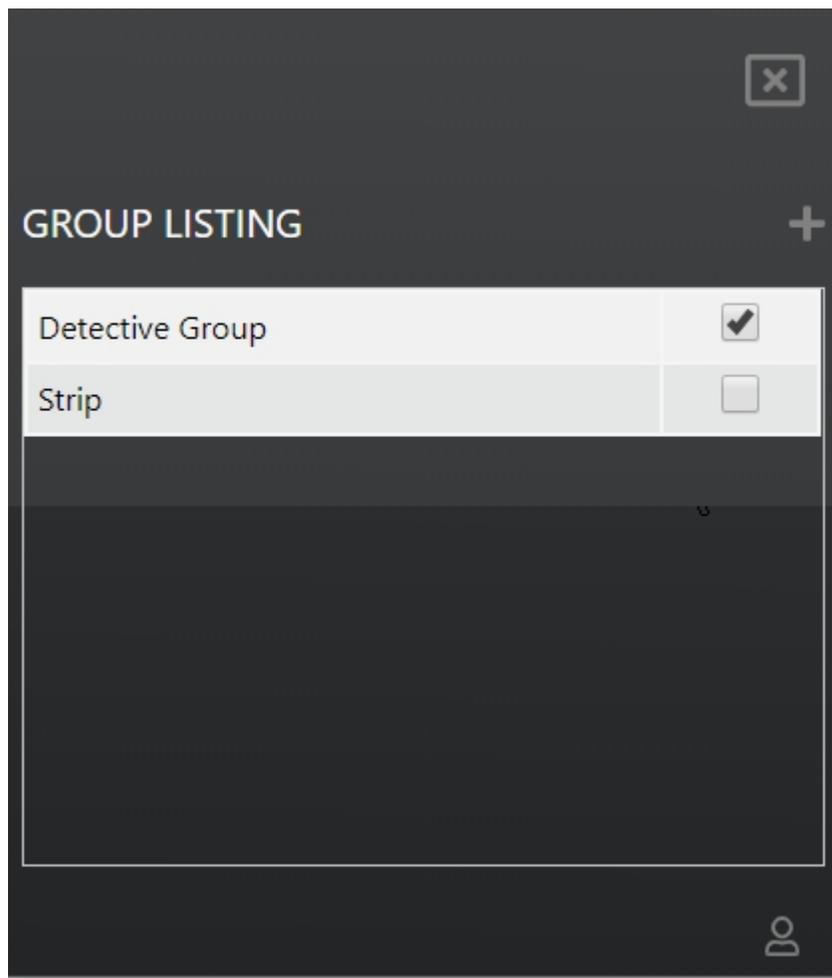


Account User view

**Note:** Only a user with administrator access can view the group , category , and the subscribers  toolbar icons.

## Accessing User Access Screen

To view the account access list, click on the menu bar  to open the group slide-out panel. Located on the lower right corner of the panel is the account  icon that is used to open the accounts screen.



The accounts panel will open on the right side of the screen after clicking on the account  icon.

✕

### ACCOUNT LISTING

User Name	Department	Admin	
Eric Advincula	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Lori Kimbrough	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Steven Engle	INFO TECH & COMMUNICATIONS	<input type="checkbox"/>	Delete
Nathan McDaniel	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete

🔍 Search

#### Assigning User Access

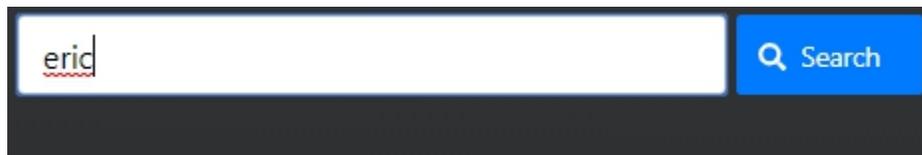
**Note:** Adding, deleting, or assigning admin access can only be accomplished by existing administrators. A checkbox can identify administrators under the Admin column in the list.

**Note:** Users must be in Active Directory to be given access to the Passdown.

🔍 Search

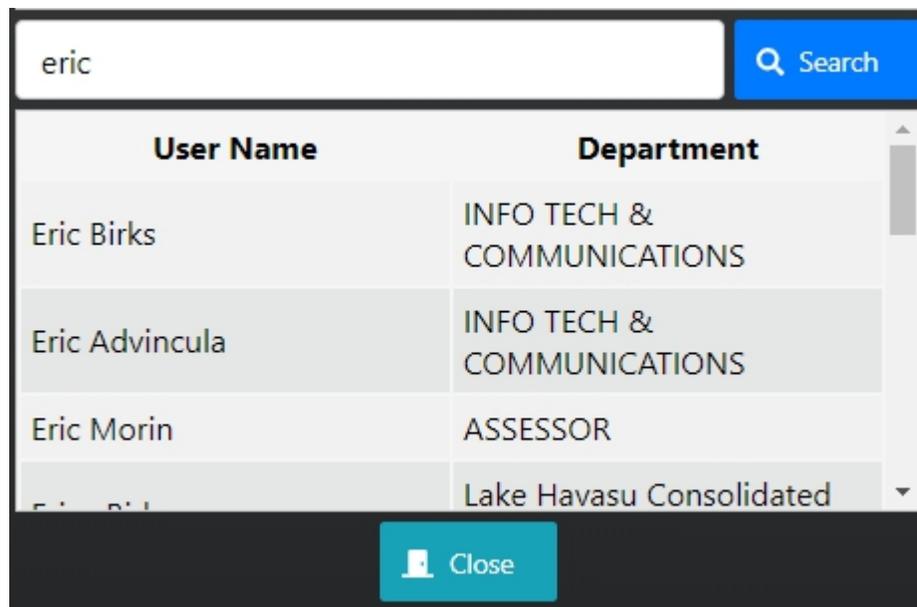
Adding users to the application starts by entering a partial name on the search bar. Once the search progress builds completes building the list of names, simply selecting the name will add the user to the list of allowed users to the application.

The following example shows the process when searching for a user. This example will search for the user "eric." The process begins by entering the user name that you are searching for. In this example, the user name is "eric."



**Note:** Only a partial name is required for the search. A summary list will be generated for all matches. So smaller search patterns will create larger resultsets.

Once you have entered the name, you begin the search process by clicking on the Search button. Once completed, a list of all the matched names will be created below the search bar.



Selecting the user from the results list will automatically add them to the list of allowed users to the Passdown application. The user will also receive an email with information about accessing the Passdown application and its user guide (see sample below).

Jeremy Willistein,

You have been granted account access to the Passdown application. The Passdown application can be accessed by clicking [here](#) or copying and pasting the following URL <https://apps2.mohavecounty.us/passdown> onto one of the supported browsers (Chrome, Firefox, Chromium Edge, Safari).

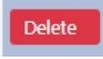
The Passdown application user guide can be viewed by clicking [here](#). The users' guide will help you navigate throughout the application to create and share Passdown reports.

If, for any reason, you are having an issue, please contact the Help Desk by email at [support@mohavecountyus.zendesk.com](mailto:support@mohavecountyus.zendesk.com) or call the Help Desk at [928\) 753-0740 ext. 4357](tel:928-753-0740).

Assigning a user as an administrator occurs by clicking on the checkbox under the Admin column associated with the user.

User Name	Department	Admin	
Eric Advincula	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Lori Kimbrough	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Nathan McDaniel	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Steven Engle	INFO TECH & COMMUNICATIONS	<input type="checkbox"/>	Delete

User Name	Department	Admin	
Eric Advincula	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Lori Kimbrough	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Nathan McDaniel	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete
Steven Engle	INFO TECH & COMMUNICATIONS	<input checked="" type="checkbox"/>	Delete

Deleting a user can be accomplished by click on the Delete  button associated with the user that is to be deleted.

## Passdown Group

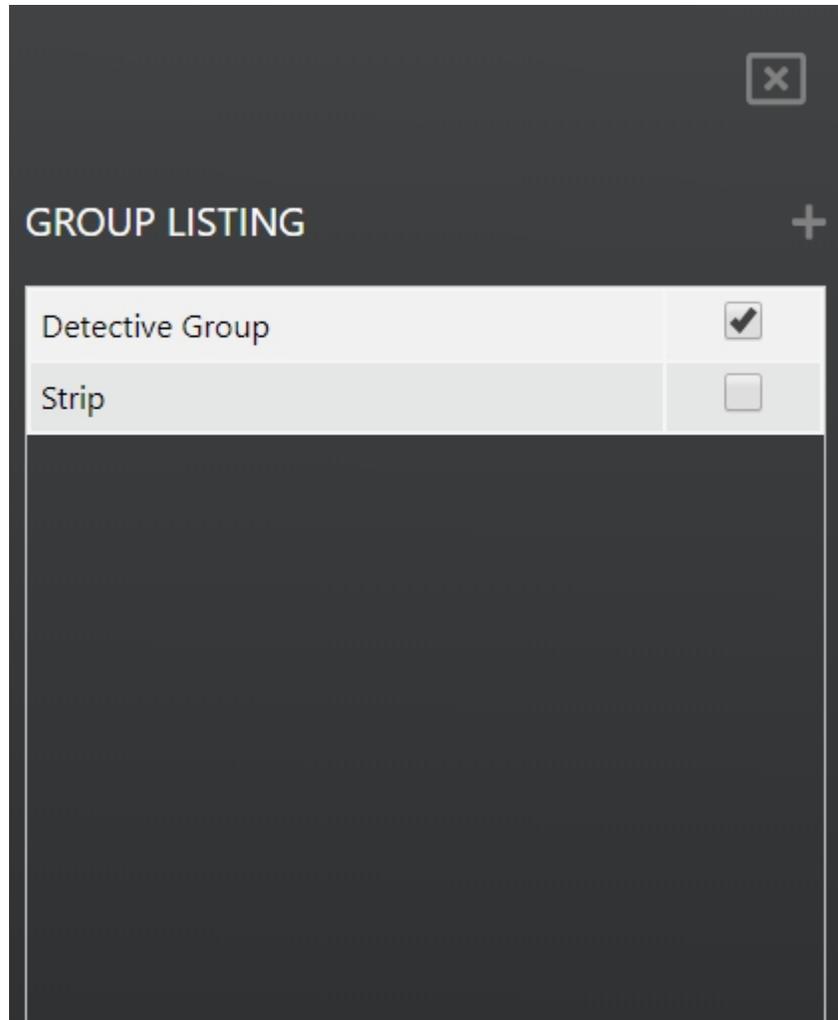
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The purpose of the Passdown Group is to create a group that will be used for reporting to a specific group like the Detention Center. Each report will contain unique reports specific to that group selected.

### Creating a Passdown Group



Creating a new Passdown Group is accomplished by first selecting the menu bar  located on the menu. The clicking on this menu will slide out the group listing panel from the left side (see screenshot below).



To create a new group, select the plus  icon on the group panel. Selecting the icon to open the group screen where you will define your new group (see screenshot below).

Group Name:

Description

 Save  Delete

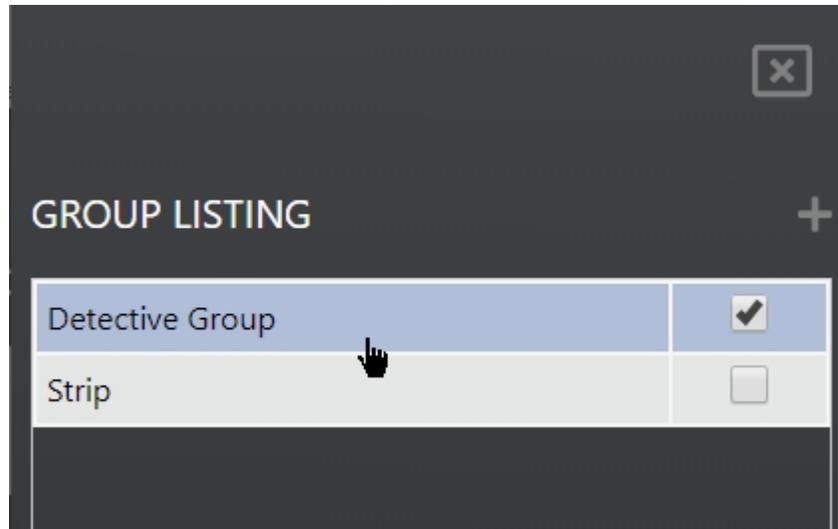


Fill out both the Group Name and Description before saving your new entry. When describing your group, try to be explicit so that it accurately defines your group to avoid confusion. Once you are satisfied with your entries, click on the Save  button to create your new Passdowns Group.

**Note:** Only a Passdown administrator can create Passdown Groups.

### Selecting from an existing Passdown Group

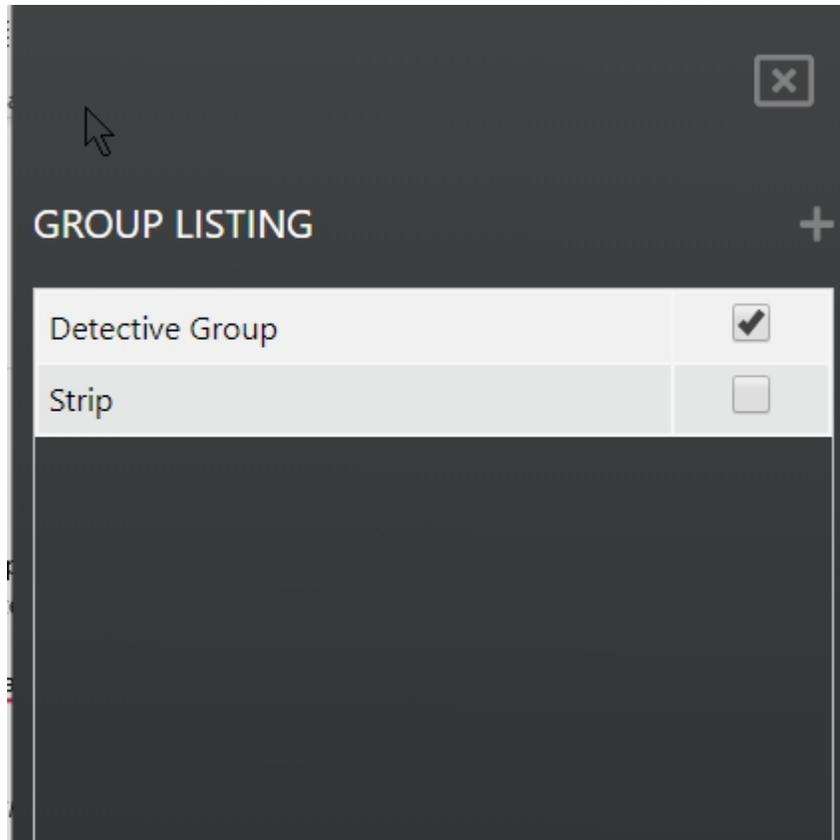
Selecting the menu  icon will display the group slide-out panel where you can select the group that you will be working on.



Once the slide-out group panel is shown, select the group you are interested in interacting with.

### Subscribing to a Passdown Group

To receive group emails, a user has to subscribe to it. The process of subscribing to any particular group is accomplished by checking  or unchecking  on the checkbox.



## Pasdown Categories

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The Pasdown Categories is the section of the Pasdown that displays all the different categories a group can contain. This section allows each group to create an unlimited number of categories for the selected group.

## Contact Screen



The Pasdown Categories screen is accessible by clicking on the contacts  button. Once active, a grid will a list of all categories that have been created is displayed on the screen.

Show 10 ▾ entries

Search:

Category	Date Created	Date Modified
Division 2 Nights	02/15/2020	02/15/2020
Division 2 Days	02/15/2020	02/15/2020

Showing 1 to 2 of 2 entries

Previous 1 Next

To easily search for any category, especially with a large list, entering the category name, or date on the search field will display all matching patterns found. The search field is provided as a simpler form of finding your category instead of paging through the pages. As an example, to search for the word "day", entering this on the search field will yield the following resultset.

Show 10 ▾ entries

Search:

Category	Date Created	Date Modified
Division 2 Days	02/15/2020	02/15/2020

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

Previous 1 Next

## Creating A Category

Creating a new category occurs when the user selects the **+ New** button—filling the two required fields before clicking the **Save** button. Once the category is successfully saved, the new category will be displayed on the contracts grid.

Category Name:

Division 2 Nights

Description

This is night divisions description

+ New

Save

Delete

**Note:** Only a Passdown administrator can create a Passdown Category.

### Modifying a Category

For an existing category, selecting a category from the grid will display the category information in the category fields. For example, selecting the category "Division 2 Nights" on the grid will display the information on the fields to be edited.

Show 10 ▾ entries Search:

Category	Date Created	Date Modified
Division 2 Nights	02/15/2020	02/15/2020
Division 2 Days	02/15/2020	02/15/2020

Showing 1 to 2 of 2 entries 1 row selected Previous 1 Next

Category Name:

Description

This is night divisions description

+ New
Save
Delete

Once the information has been updated, click on the Save button, updates the category information, and refresh the category grid with the updated information.

**Note:** Only a Passdown administrator can modify a Passdown Category.

### Deleting a Category

Just like modifying a category, the user selects the category to be deleted from the category grid. Once selected, the information will be displayed in the category fields. Clicking on the Delete button will delete the category and all information from the group. Once the delete process has been completed, the category grids view will be updated.

**Note:** Once a category is deleted, their information will be completely removed from the Passdown database and cannot be recovered.

**Note:** Only a Passdown administrator can delete a Passdown Category.

## Email Subscribers

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The Passdown Email Subscriber screen allows the Administrator to manually add/remove email subscribers to the selected Passdown Group. Subscribers will receive an email for the specified group when a report gets created. Additionally, the Administrator can do a mass import of subscribers from an existing district group. This method helps import existing subscribers from a pre-existing district group.

### *Email Subscriber Screen*



The Passdown Email Subscriber screen is accessible by clicking on the subscriber  button. Once active, a grid with a list of all subscribers of the active group is displayed on the screen.

Show 10 ▾ entries Search:

Subscriber	Email
Subscriber 1	test2@email.com
Subscriber 2	test1@email.com

Showing 1 to 2 of 2 entries Previous 1 Next

### Adding a Subscriber

Creating a new email subscriber occurs when the user selects the New  button—filling the two required fields before clicking the Save  button. Once the email subscriber is successfully saved, the new Email will be displayed on the subscriber grid.

Subscriber Name:

Subscriber Email:



**Note:** Only a Passdown administrator can create a Passdown Email Subscriber.

### Modifying a Subscriber

For an existing subscriber, selecting a subscriber from the grid will display the information in the subscriber fields. For example, selecting the subscriber “Eric Advincula” on the grid will display the information on the fields to be edited.

Show 10 ▼ entries

Search:

Subscriber	Email
Anita Mortensen	anita.mortensen@mohavecounty.us
Brandon Lawrence	Brandon.Lawrence@mohavecounty.us
Brianna Vidovich	Brianna.Vidovich@mohavecounty.us
Danny Reed	dreed@cityofkingman.gov
Dennis Gilbert	dgilbert@cityofkingman.gov
Dispatch	dispatch@mohavecounty.us
Eric Advincula	eric.advincula@mohavecounty.us
Heath Mosby	hmosby@cityofkingman.gov
KPD Admin	KPD-Admin@cityofkingman.gov
KPD Detectives	KPD-Detectives@cityofkingman.gov

Showing 1 to 10 of 19 entries 1 row selected

Previous 1 2 Next

Subscriber Name:

Eric Advincula

Subscriber Email:

eric.advincula@mohavecounty.us

 Import

 + New

 Save

 Delete

Once the information has been updated, click on the  Save button, updates the subscriber information, and refresh the grid with the updated information.

**Note:** Only a Passdown administrator can modify a Passdown Email Subscriber.

## Deleting All Subscriber

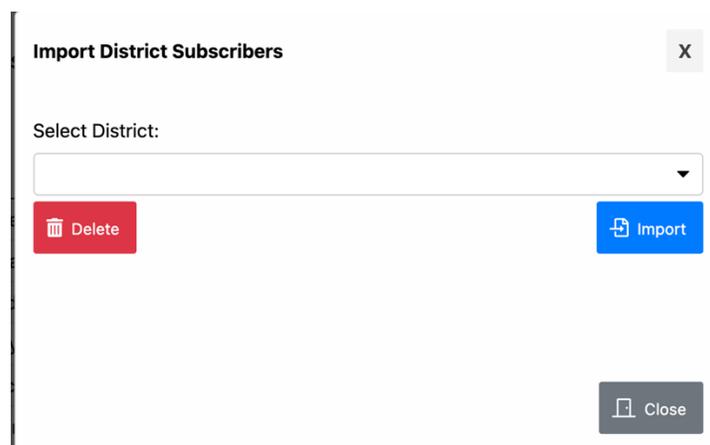
Just like modifying a subscriber, the user selects the subscriber to be deleted from the grid. Once selected, the information will be displayed in the subscriber fields. Clicking on the  Delete button will delete all information from the group. Once the delete process has been completed, the subscriber grid view will be updated.

**Note:** Once a subscriber is deleted, their information will be completely removed from the Passdown database and cannot be recovered.

**Note:** Only a Passdown administrator can delete a Passdown Email Subscriber.

## Importing District Subscriber

Importing a subscriber list from an existing district is access by selecting the Import  button, which opens the "Import District Subscribers" dialog.



In the import dialog, Administrators can 1) Delete all subscribers from the current district, 2) Import subscribers from the list of districts.

### *Deleting All Current Subscribers*

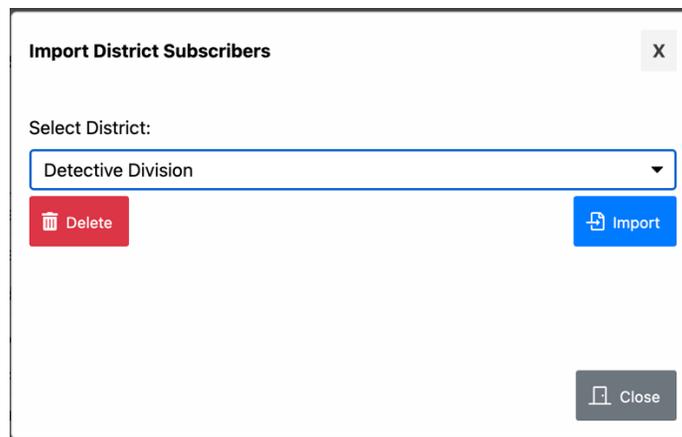
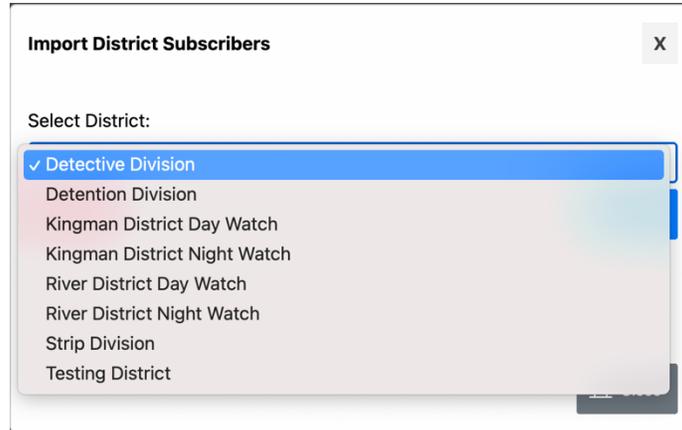
Deleting the entire subscriber list from the current district group is executed by clicking on the Delete



**Note:** Only external subscribers' emails will be permanently removed from the current district subscriber list. Passdown employees' subscriptions will not be removed.

### *Import District Subscribers*

Importing subscribers from an existing district is accomplished by selecting from the "Select District" selection.



Once the district is selected, click on the  button to execute the subscriber email import process.

## Creating Passdown Reports

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The Passdown user reports section is the screen where reports are created and submitted. Reports that are created and sent will only be sent out to subscribers for the group.

Reporting Screen



The Passdown Report section is accessible when clicking on the report  icon (see screenshot below).

Category:

Tools Edit Format Insert Table

<> ↶ ↷ Paragraph **B** *I* [List icons] [Text color icon] [Background color icon] [Link icon] [Table icon] [Close icon]

## Creating and Saving Reports

Selecting from the Category  options is the minimum requirement to begin drafting your user report. Once a valid category has been selected, the user can add their reports using the provided editor. Selecting the Save  button will save your entries for future editing and will **not** be emailed to the group subscribers. Only once the Email  button is pressed will all your report categories be emailed to all the group subscribers.



The Passdown Reporting History section is accessible by clicking on the history  icon. Once active, the grid will be populated with all the reports by users who have transmitted their reports. The defined columns contain event information about the user and date the reports were emailed.

### Detective Group Reporting History

Show 10 ▾ entries Search:

Created By	Date Sent
Eric Advincula	02/17/2020
Eric Advincula	02/17/2020
Steven Engle	02/18/2020

Showing 1 to 3 of 3 entries Previous  Next

Category:

On large resultsets, searching for a particular report can be easily accomplished by using the search field located on the top right corner of the grid listings. The search field will search on any matching entries on all the columns.

### Detective Group Historical Report Screen

Show 10 ▾ entries Search:

Created By	Date Created
Eric Advincula	02/17/2020
Eric Advincula	02/17/2020
Steven Engle	02/18/2020

Showing 1 to 3 of 3 entries Previous  Next

Category:

For example, searching for reports with the pattern "engl" will return a result set with only those emails with the Word email in any of the columns.

## Detective Group Historical Report Screen

Show 10 ▾ entries

Search: engl

Created By	Date Created
Steven Engle	02/18/2020

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

Previous  Next

Category:

### Viewing Actual Reports

Viewing the actual report can easily be accomplished by clicking on the row that you are looking to view (see screenshot below). Once selected, the user can view the report for each category by selecting a category from the Category  option.

## Detective Group Historical Report Screen

Show 10 ▾ entries

Search:

Created By	Date Created
Eric Advincula	02/17/2020
Eric Advincula	02/17/2020
Steven Engle	02/18/2020

Showing 1 to 3 of 3 entries 1 row selected

Previous  Next

Category:

- Division 2 Nights
- Division 2 Days

## Detective Group Historical Report Screen

Show 10 ▾ entries

Search:

Created By	Date Created
Eric Advincula	02/17/2020
Eric Advincula	02/17/2020
Steven Engle	02/18/2020

Showing 1 to 3 of 3 entries 1 row selected

Previous

1

Next

Category: Division 2 Nights ▾

Sending test email