

ACE 7.0

Admin/Settings Tab User Guide

This guide is intended for use with ACE Version 7. Using this guide with other versions of ACE may result in errors.

Table of Contents

- [Introduction](#)
- 1. [Administration/Settings](#)
- 2. [Set Your Academy Name](#)
- 3. [Lists](#)
- 4. [Agency List](#)
- 5. [Academy List](#)
- 6. [Certification Types](#)
- 7. [Rank List](#)
- 8. [Routing List](#)
- 9. [Course of Fire List](#)
- 10. [Weapon List](#)
- 11. [Completion Codes](#)
- 12. [Signatures](#)
- 13. [Set the Path to your Scanner Software](#)
- 14. [Print Instructor Evaluation](#)
- 15. [Add a Graphic for Tags and Certificates](#)

Introduction

The Admin/Settings Tab is where you will find tools for viewing and editing some of the core information in your ACE Track system. This section details how to edit information that is used by many other parts of ACE. All of the information you will need to run ACE should already be entered, but each individual academy has different basic information that you may have to input manually. Many of these settings should be left alone unless completely necessary, but with the help of this guide you should be able to edit the information you need to easily.

Please be warned: although ACE Track can prevent users from deleting some vital data, the possibility of error exists. Please read all information carefully and if you are not sure if a change will delete data- back up your ACEDATA.accdb file

1. Administration/Settings

The “Admin/Settings” tab is where you can find administrative and maintenance functions. This is also where you will maintain the lists that you use in other parts of the system.

Class Management | **Trainee Management** | **Reports** | **Instructor Management** | **Admin/Settings** | **Firearms Scores** | **Programs/Utilities**

Set Your Academy Name
 SFB Criminal Justice Academy

Lists
 Agency List | Academy List | Certification Types | Rank List | Routing List | Course of Fire List | Weapon List | Completion Codes

Training Objectives Database Version
 2015 Build 3
 6/30/2015

Training Orders Signature (Academy Director)
 Signature: Janet M. Schaefer
 Title: Academy Director

Credit Transfer Memo Signature
 Signature: Colin Kenney
 Title: Academy Director

MISCELLANEOUS
 Print Instructor Evaluation | Add a graphic for tags and certificates

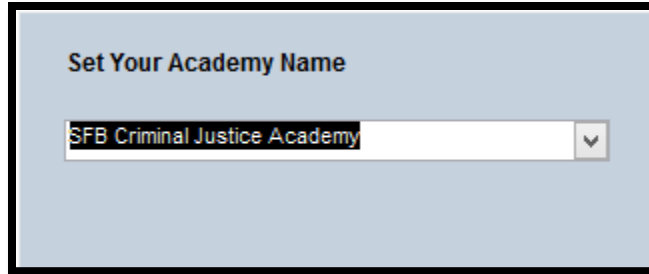
Certificate Signatures
 These signatures are used for creating certificates of completion. Type the name and title the way you want them to appear on the certificate.
 Name 1: Janet M. Schaefer | Title 1: Academy Director
 Name 2: Colin Kenney | Title 2: Assistant Director

Set the path to your Scanner software:
 C:\AScan | Browse to Scanner Path

Please note: If you cannot locate your AScan.exe file, you may need to visit www.sfbsoftware.com to download the installation files for your scanner interface.

[Go to SFBSOFTWARE Web Site](#)

2. Set Your Academy Name



The screenshot shows a web form titled "Set Your Academy Name". Below the title is a dropdown menu. The text "SFB Criminal Justice Academy" is visible in the dropdown, and a small downward-pointing arrow is on the right side of the menu box.

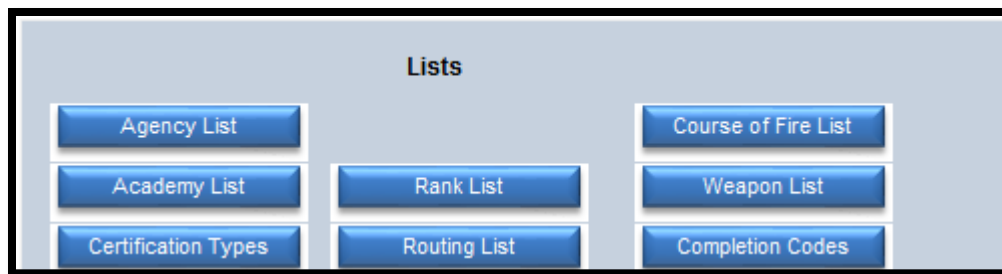
Your academy name will probably be set when you receive your ACE System. The Academy that you specify here is what you will see each time you start the ACE System at the top of your ACE Switchboard form. More important, you will see this at the top of your reports and it is included with data when you send electronic F41s to DCJS. The default academy identifies you to the recipient of your reports, forms and data. It also links you to agencies as their “home” academy.

If you are not seeing your Academy’s name at the head of your forms and reports or DCJS cannot import your F41s, choose from the drop down list to set this field.

Use the scroll bar on the right side of the list to scroll through the list till you find your academy, and then press Enter or click on your academy.

3. Lists

The lists section has 8 different types of lists. The ACE System uses constants (data) to manage your records. For example, the system needs to know what agency each person works for or what types of weapons you use for firearms qualifications. The list section is where you can view, change or add information to these lists.



4. Agency List

This list contains the names of most of the agencies in the State of Virginia. If the name of the agency you need to use is not in the list, you can add it by clicking on the “Add New Agency” button. This will take you to a blank record in the list.

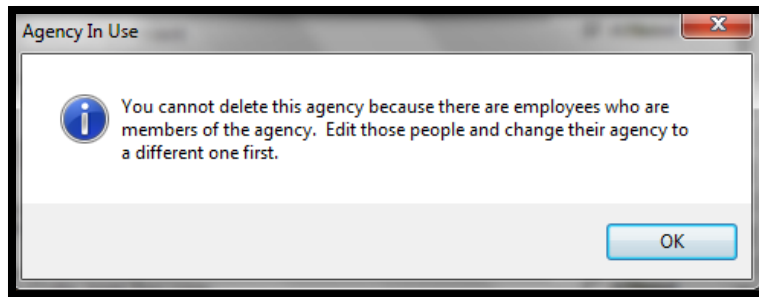
The screenshot shows a web interface titled "AGENCIES". At the top left is a "Done" button. In the center are two buttons: "Print List" and "Add New Agency". On the right, there is a note: "If you plan to prepare F41 forms to send to DCJS, you must check the Affiliation box for every Agency you will be reporting." Below this is a table with the following columns: "Agency ID", "Agency", "Affiliated" (checkbox), and a delete button (trash icon).

Agency ID	Agency	Affiliated	
317	Accomack County Sheriff's Office	<input type="checkbox"/>	
99	Albemarle County Police Department	<input type="checkbox"/>	
810	Albemarle County School System	<input type="checkbox"/>	
318	Albemarle County Sheriff's Office	<input type="checkbox"/>	
296	Albemarle-C'ville Joint Sec.com.	<input type="checkbox"/>	
739	Alberta Police Department	<input type="checkbox"/>	
160	Alberta Police Department	<input type="checkbox"/>	
413	Alexandria City Sheriff's Office	<input type="checkbox"/>	

What does the “Affiliated” check box mean? Check this box if you intend to prepare F41s for transmission to DCJS for employees of this agency. This will designate you as the “home” academy for the agency. You CANNOT prepare F41s for employees of an agency unless you check the Affiliated check-box.

You can edit the names of agencies at any time you wish.

There is a trash can next to each agency record. You cannot delete agencies if there are any people in your system belonging to that agency. If you try, you will get the message:







You can print a hard copy of the agency list by clicking on the “Print List” button. One nice thing about the printed list is that you can see how many people in your system belong to each agency:

AGENCY LIST		
8/1/2016 10:24:28 AM		
Agency	Affiliated With Academy	Number of Members
Accomack County Sheriff's Office		0
Albemarle County Police Department		0
Albemarle County School System		0
Albemarle County Sheriff's Office		0
Albemarle-C'ville Joint Sec.com.		0
Alberta Police Department		0

5. Academy List

You will not normally need to add, delete or edit any of the Academies on this list. When you get your ACE System, you will already have a default academy assigned to you. You can edit the name of your academy at any time but you should NOT delete academies (especially your own) as this is used to identify your academy.








The DCJS ID shown on the list is assigned to your academy. If you do not have one, contact DCJS to get one but do not make it up! This ID is used by DCJS when importing F41s that you have sent them.

Academy ID	Academy	DCJS ID	
12	Cardinal Crim. Justice Academy	T08010	
36	Cent. Shen.Crim. Just. Academy	T12910	
1	Central Va. Crim. Just. Academy	T00510	
21	Chesa. Bay Br-Tu Police Academy	T11702	

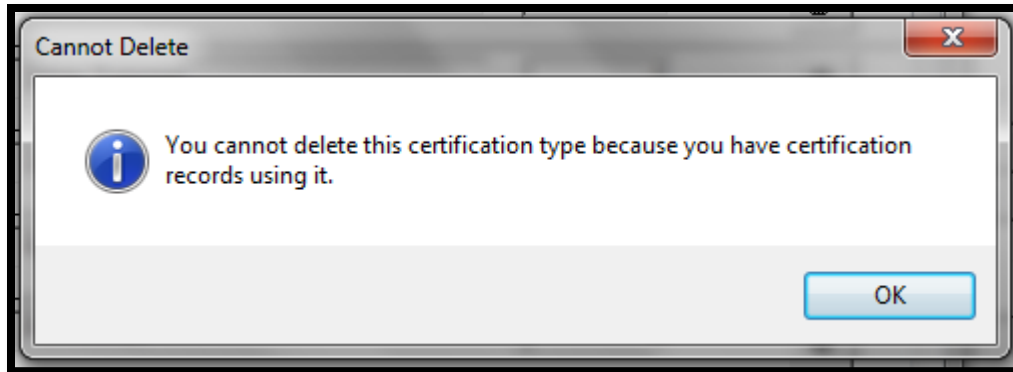
If by some reason you accidentally delete your own academy, you may scroll to the end of the list and re-enter it. You may have to ask DCJS what your "T" number is. Also, don't forget to go back and set your Academy Name again (at the top of the Admin/Settings tab page).

6. Certification Types

This list is where the types of certifications are kept. When you finish a class, you can do one or more automatic certifications. The items in this list are the ones you see when you use the drop-down list on the certification form.

Certification Types				
		<i>(Set the interval to the number of years between certifications.)</i>		
Certification Title	Interval	Hours Required	Is this an Instructor certification?	
Instructor - Defensive Tactics	3	8	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Instructor - Driver Training	3	8	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Instructor - Field Training Officer	3	8	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Instructor - Firearms	3	8	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Instructor - General	3	8	<input checked="" type="radio"/> Yes <input type="radio"/> No	

You can edit the titles of certification types, add a new certification type by clicking on the “Add a New Certification Type” button or delete a certification type. If you try to delete a certification type that is in use, you will see the following message:

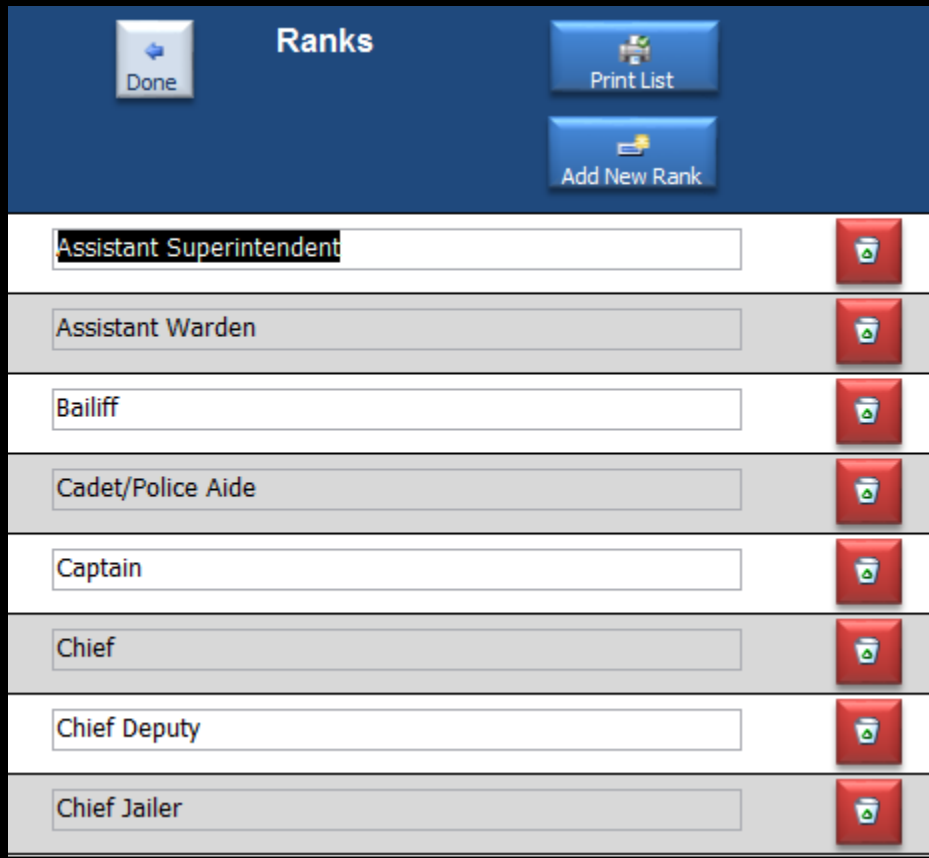










The system will not let you accidentally delete certification types that are in use.

The interval field is the number of years after which each certification type expires, in other words, the renewal period. This field is used to calculate the due dates when you are creating certification records after you complete a class. The “Instructor Certification” box toggles between whether or not a certification is an instructor certification.

7. Rank List

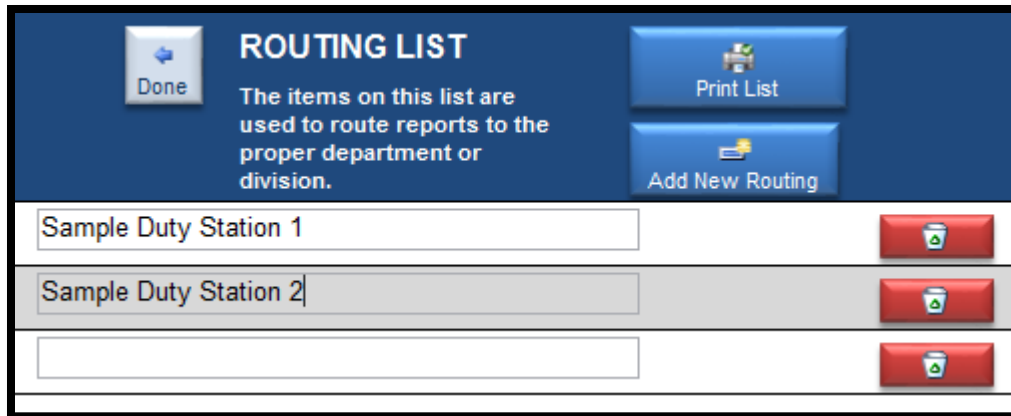
The Rank List is the list of ranks that appear in the drop-down list on the Trainee Management form. You will most likely not have to do much maintenance to this list. You can edit the ranks or add new ones. To delete a rank, you can click on the red button with the recycle bin icon next to the entry you wish to delete. Deleting a rank will not cause any significant problems in your system but may affect the reports where a rank is associated with a name. Use caution when deleting a rank.






Ranks	
Assistant Superintendent	
Assistant Warden	
Bailiff	
Cadet/Police Aide	
Captain	
Chief	
Chief Deputy	
Chief Jailer	

8. Routing List

The routing list can be used to set up routing for reports and forms. Each person in your system can have a “duty station” or routing location set up on their Trainee Management form. You may edit, add, or delete these if you wish without causing any major issues with the system. Their use is completely optional.



The screenshot displays the 'ROUTING LIST' interface. At the top left is a 'Done' button. The main title 'ROUTING LIST' is followed by a descriptive text: 'The items on this list are used to route reports to the proper department or division.' To the right are two buttons: 'Print List' and 'Add New Routing'. Below this header is a table with three rows. The first two rows contain 'Sample Duty Station 1' and 'Sample Duty Station 2' respectively, with a red delete button (trash icon) to the right of each. The third row is an empty text input field with a red delete button to its right.

ROUTING LIST	
Sample Duty Station 1	
Sample Duty Station 2	
<input type="text"/>	

9. Course of Fire List

The Course of Fire list is used in a drop-down list on the Firearms Scores forms which will be discussed in detail in the Firearms User Guide. You cannot delete course of fire records that are in use, the system will not allow that. You can, however, edit the names of the courses of fire. You can also add new ones, should you desire, by clicking on the “Add a New Course of Fire” button.

Course of Fire	
<input type="text" value="TQC"/>	
<input type="text" value="MDA"/>	
<input type="text" value="Pistol Night"/>	
<input type="text" value="Shotgun Day"/>	
<input type="text" value="Shotgun Night"/>	
<input type="text" value="Rifle"/>	
<input type="text" value="Taser"/>	






10. Weapon List

The weapon list is used in a drop-down list on your firearms scores forms. The system will not allow you to delete any weapon type that is currently being used on any of your firearms scores records. You may edit this list or add new weapon types at any time.

Weapons	
<input type="text" value="Duty"/>	
<input type="text" value="Off Duty"/>	
<input type="text" value="Shotgun"/>	
<input type="text" value="Rifle"/>	
<input type="text" value="Taser X26"/>	
<input type="text" value="Other"/>	
<input type="text" value="Sig P226"/>	

11. Completion Codes

Completion codes do not usually need to be edited. These completion codes control whether or not credit can be given to a trainee and will appear in the drop-down list on the Crediting tab of the Class Definition form. You cannot accidentally delete a completion code that is being used by the system.

Completion Codes		Please note: Only authorized supervisors should edit or add to this list. Doing so can cause unpredictable behavior on F41 forms.	Print List
<input type="button" value="Done"/>			<input type="button" value="Add New Code"/>
<input type="text" value="Dropped out before completion"/>	<input type="checkbox"/> OK to Credit		
<input type="text" value="Unsatisfactorily completed"/>	<input type="checkbox"/> OK to Credit		
<input type="text" value="Satisfactorily completed"/>	<input checked="" type="checkbox"/> OK to Credit		
<input type="text" value="Currently Enrolled"/>	<input type="checkbox"/> OK to Credit		
<input type="text"/>	<input type="checkbox"/> OK to Credit		

Note: Only trainees who have a completion code of “Satisfactorily Completed” on their training history record for a class can have hours credited toward their functions. None of the other completion codes can trigger crediting. If you would like an additional completion code to trigger crediting, the “OK to Credit” box will need to be checked.

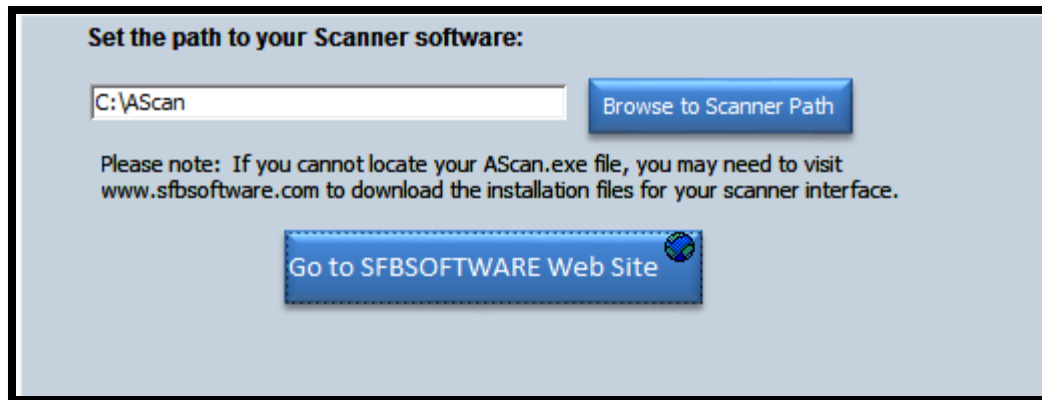
12. Signatures

Enter the names and titles of the people who will be signing the Training Orders forms, Credit Transfer Memos, and Completion Certificates in this section of the Admin/Settings tab. When your academy personnel changes, come in here and make the necessary revisions. Each type of form can have different names or titles.

Training Orders Signature (Academy Director)	Credit Transfer Memo Signature
Signature: <input type="text" value="Janet M. Schaefer"/>	Signature: <input type="text" value="Colin Kenney"/>
Title: <input type="text" value="Academy Director"/>	Title: <input type="text" value="Academy Director"/>
Certificate Signatures	
These signatures are used for creating certificates of completion. Type the name and title the way you want them to appear on the certificate.	
Name 1: <input type="text" value="Janet M. Schaefer"/>	Name 1: <input type="text" value="Colin Kenney"/>
Title 1: <input type="text" value="Academy Director"/>	Title 2: <input type="text" value="Assistant Director"/>

13. Set the Path to your Scanner Software

If you are using a Scantron® optical mark reader to scan and score exams, you will need to let your ACE System know where to look for the scanner interface. Normally the scanner software will be installed in the default location shown below. If, however, this is not shown or you have installed your scanner interface software (AScan.exe) in a different location, you will need to browse



The screenshot shows a dialog box titled "Set the path to your Scanner software:". It features a text input field containing "C:\AScan" and a blue button labeled "Browse to Scanner Path". Below the input field, there is a note: "Please note: If you cannot locate your AScan.exe file, you may need to visit www.sfbsoftware.com to download the installation files for your scanner interface." At the bottom of the dialog, there is a blue button with a globe icon labeled "Go to SFB SOFTWARE Web Site".

to that location and set this field before you can score exams with the scanner.

There is also a button at the bottom of this box that will take you to the SFB Software website. On the website you can navigate to the downloads page where you can find the download link for the Scantron® interface.

14. Print Instructor Evaluation

The ACE TRACK system has a built-in instructor evaluation form that can be printed.

EVALUATION OF CLASSROOM INSTRUCTOR			
INSTRUCTOR'S NAME:			
LESSON:		DATE:	
EVALUATOR'S NAME:			
	1	3	3
1. Did the instructor clearly state the objectives for the class?	Yes	No	Somewhat
2. Did the instructor use a motivational statement when introducing the class?	Yes	No	Somewhat
3. Did the instructor ask questions to involve the class in thought provoking discussion?	Yes	No	Somewhat
4. Did the instructor use effective communication skills (clarity, eye contact, projection, etc.)?	Yes	No	Somewhat
5. Did the instructor use visual aids effectively (flip chart, overhead, handouts, etc.)?	Yes	No	Somewhat
6. Did the instructor use demonstration techniques effectively, if applicable to class?	Yes	No	Somewhat
7. Did the instructor define all terminology that may have been new to the class?	Yes	No	Somewhat
8. Did the instructor ask review questions at the end of class to check retention?	Yes	No	Somewhat
9. Appropriate audio-visual aids are available and used properly.	Yes	No	Somewhat
10. The instructor is holding student attention.	Yes	No	Somewhat
11. The instructor is in control of the students.	Yes	No	Somewhat
12. The instructor is addressing the performance objectives.	Yes	No	Somewhat

Suggestion: Have the trainees complete a Scantron® form and use the included A-Survey tool to tally the results.

15. Add a Graphic for Tags and Certificates

You can set a background graphic for name tags and certificates. You should prepare a bitmap or jpg file that has a softened or watermarked appearance. Follow the instructions on the screen to insert your image.

