

Backer Maintenance – How To Mark Backers as Lost, Stolen or Damaged

1. In the Main Menu, click on the **Administrative Menu** button.
2. In Administrative Menu click on the **Sticker Tools** button. Sign in by clicking your name and using your passcode, this will open the menu seen in Fig. 1.

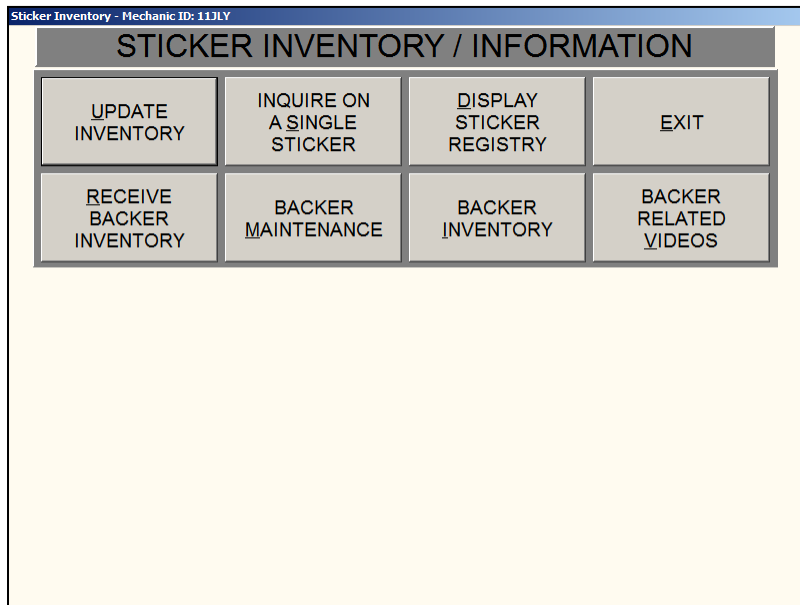


Fig. 1

3. Next, click on the **Backer Maintenance** button. You will need to sign in again at this point. This is to ensure that only individuals with the proper security level can access the Backer Maintenance screen.
4. Once you have signed into Backer Maintenance you will see the screen in Fig. 2.

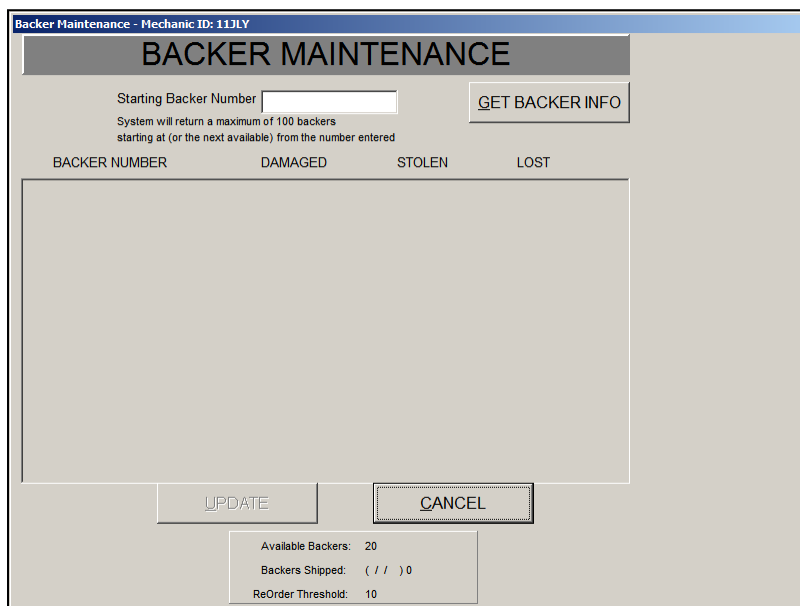


Fig. 2

5. Clicking on the **"GET BACKER INFO"** button will bring up the screen in Fig. 3. This screen will show all of the available backers at your station.

Backer Maintenance - Mechanic ID: 11JLY

BACKER MAINTENANCE

Starting Backer Number GET BACKER INFO

System will return a maximum of 100 backers starting at (or the next available) from the number entered

BACKER NUMBER	DAMAGED	STOLEN	LOST
00007000038	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00007000039	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00007000040	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00007000041	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00007000042	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00007000043	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00007000044	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00007000045	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00007000046	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00007000047	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00007000048	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00007000049	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00007000050	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00007000051	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

UPDATE CANCEL

Available Backers: 20
Backers Shipped: (/ /) 0
ReOrder Threshold: 10

Fig. 3

6. To designate a sticker as being damaged, stolen or lost, simply click the checkbox to the right of the appropriate backer number.
7. When you mark one or more backers as “Damaged” and click the **UPDATE** button, a Confirmation screen similar to Fig. 4 will open. If this is OK, click “**Yes**”. If not, click “**No**”. Either way you will return to the screen in Fig. 3. If you have marked the backer as “Damaged” you will notice that it is no longer listed on the screen. At this point you can either exit the function by clicking the **CANCEL** button, or mark more backers.

Confirm

You are About to Designate:

Backer 00007000038 as 'Damaged'

At a Cost Of \$0.60

A Notification will be sent to the Backer Contact at Your Station

Continue?

Yes No

Fig. 4

8. When you mark a backer as “Stolen” or “Lost”, there is an additional requirement of supplying information from a police report, which must be filed for all stolen or lost backers. The screen notifying you of this requirement is seen in Fig. 5.

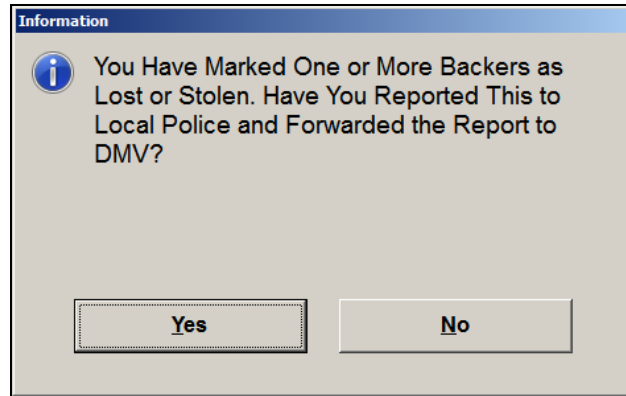


Fig. 5

9. Clicking on the "Yes" button will bring up the "Report Information" screen (Fig. 6). You will need to fill this form out completely.

A form titled "Please Enter Report Information" with a blue header bar. It contains four input fields: "Report Number" with the value "44444", "Date Reported" with the value "20170923" and a "YYYYMMDD" label, "Police Dept" with the value "Manchester", and "County" with a dropdown menu showing "Hillsborough". At the bottom, there are two buttons: "OK" and "CANCEL".

Fig. 6

10. Once you have filled out the form in Fig. 6 and clicked "OK", you will see a confirmation screen similar to Fig. 7.

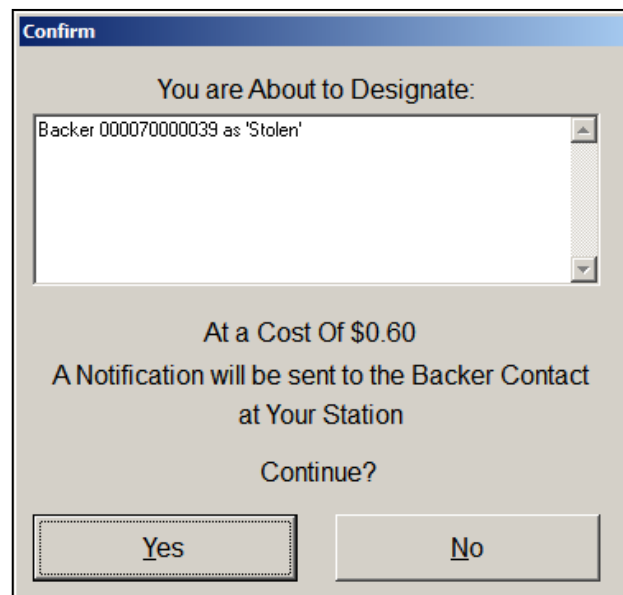


Fig. 7

11. When you click "Yes" on this confirmation you will be returned to the screen seen in Fig. 3. Again, at that point you will have the opportunity to exit or mark other backers as damaged, stolen or lost.