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First Time Use

To log into the PlateScan BackOffice, open an internet browser and enter the BackOffice URL of your agency. Once the page has loaded, enter your username and password, and type in your credentials, click Sign In. After you have successfully logged in, you may begin searching for plates.

Note: If you are unsure of your PlateScan BackOffice URL and/or log in credentials, contact your agency’s information technologies department.

Advanced Features
Search by Plate
i. **Full** – type the entire plate for exact results.

ii. **Partial** – offers more broad result. Use more characters to increase the result possibilities.

   For example:

   Partial Plate Search: **ABC**

   Results: **ABC123, 123ABC, 1ABC23, 12ABC3**

   The above results show that by typing “ABC”, it will return every plate within your BackOffice database containing “ABC” anywhere in the plate.

**Search with Wildcards**

Wildcards allow you to substitute symbols for letters or numbers.

Example:

- # - represents a number
- @ - represents a letter
- _ - (underscore) represents a letter or number

This helps in narrowing your search for better-known partial plates. For example:

Plate: **ABC 123**

Substitute letters:@@@ 123, @BC 123, A@C 123, AB@ 123, etc.

Substitute numbers: **ABC ###, ABC #23, ABC 1#3, ABC 12#**, etc.

Letters and numbers: **AB@ 1#2, A@C #23**, etc.

Letters of numbers: **A_B 2_3, A_C 1_3**, etc.

The result of, for example, @@@ 123 will display any @ symbol as a letter, and # as a number, and will retain the ending of **123.**
**Search by Date/Time**

Show a list of plates seen by the PlateScan vehicle between a date and time range. Results displayed in chronological order.

**Example:**

```
Enhanced Search Criteria:
Start Date: 2/17/2008
Start Time: 14 hr 00 min
End Date: 2/21/2008
End Time: 15 hr 30 min
```

**Search by Alert Type**

Rather than search through all plate reads in order to locate alerts, click the Alert Type drop down menu and select which alert you looking for. If the vehicle contains a database of plates named “Stolen”, you are able to search for all hits found by PlateScan under the “Stolen” list.

Alert Type categories are empty by default. Once the PlateScan vehicle receives a hit from its in-car database, it is stored in the internal plate records database. After that plate read with an attached hit uploads into the BackOffice website, you will then see a “Stolen” category under Alert Types.
Search by Department

By default, you will search within your department’s database only. However, you can easily connect with nearby departments and agencies in an effort to both share and collect very large amounts of data to use in crime analysis.

When connected to multiple agencies, the default action is to execute your search through all agencies.

However, you may click one or multiple cities individually, ultimately telling the program, “When I execute the search, only search through the databases I have selected”.

After the results are shown, it will display from which agency the read originated.

Search by Computer Name

Related to the Alert Type, except now you may search reads by a specific PlateScan vehicle.

Similar to Alert Type, the Computer Name list will not populate until the vehicle has exported and uploaded its first export to the BackOffice database.

Map Results

If you execute a search and it returns with multiple vehicles (or the same vehicle in multiple locations), you have the option to either map one at a time or simply click Map Results to plot multiple points (vehicles) on the same map. Map results are shown 10 per page.
To get more information on a vehicle you may either click the point on the map or click the vehicle image, plate number, or corresponding map point in the left column. This will now center the point position on your screen and display an image of the vehicle.
For more information about the vehicle, click the plate number from the point call out. This will take you directly to the vehicle’s information page.

Export Results to Excel format

After executing a search, you have an option to export all result information to an Excel file for records. The file contains all identical information as your results.

Repo Upload

The Repo Upload function allows the user to upload a list of plates and compare them to the current database of read plates.

Originally designed for vehicle repossession, companies would receive numerous plate lists from different banks and could easily check their BackOffice to see if they had read plates on that list in the past. If found they could then use the GPS location, combined with the map interface, as a starting point in recovering the newly listed vehicles.

These methods easily translate to law enforcement needs. For example, after receiving an updated list of stolen vehicles, simply import that list into Repo Upload and compare your results. If you receive a match, note the locations and begin your investigation using the provided information.
To use the Repo Upload function, begin by clicking Repo Upload from the main screen. Once in the Repo Upload section, click Browse to locate your latest list of license plates. With the desired file selected, click Upload Repo List and wait until the upload has successfully completed.

The list must be in Excel using .XLS format in which only the first column may contain license plates and that is all. See the example below.

Once the completed, dialogue is displayed, click Repo Search and use the drop down box to select the most recently uploaded list and then click Search.
Now you may either click an image on the left column or click the actual point on the map to center the view on that point and bring up more information on the vehicle.

Show common plates from linked agencies

Checking this box will only show common plates from linked agencies in the search results.
Upload exports through web interface

The BackOffice upload interface allows users to upload exports easily from the PlateScan vehicle. To do so, log into the BackOffice, click Plates Upload, then under Upload Recognitions click Browse, locate and select the .XML file on your storage device, then click Upload – With Alerts.

The .XML files generate when using the PlateScan Export Recognitions function in your vehicle. You can transfer them to a media storage device or use wireless networking to move files throughout your network to the desired location.

Note: When uploading large quantities of exports, we recommend using the Plate Upload Utility. For instructions on how to set this up, please contact PlateScan technical support.
Terminology

Here are a few quick terms we frequently reference you may not be aware of.

**Alert** – When the PlateScan reads a plate and has a match from a database of plates you have loaded are looking for.

**Alert Type** – This list populates once you start acquiring alerts in your vehicle. If you have not received an alert to any outstanding plates, then that is why you will not see anything in the Alert Type drop down list yet.

**Download** – Transfer of hotlist files from the source server to the PlateScan vehicle.

**Export** – A file generated by PlateScan software containing all information acquired by the PlateScan system. This includes the date, time, plate read-out, plate patch image, vehicle overview image, GPS location, and vehicle ID.

**GPS Location** – The location your PlateScan system was at when it read the plate.

**Hotlist** – A simple text file containing a list of license plates PlateScan will recognize and immediately begin search for once implemented.

**Plate** – The license plate of a vehicle; sometimes referred to as a “tag” or “tags”.

**Read** – A read is when the PlateScan vehicle successfully locates, deciphers, and checks all loaded databases to see if the plate is of interest. Every time a plate is read it creates a file which includes various data: date, time, GPS location, plate read outcome, alert (if returned), plate patch image, vehicle overview image, computer name, and vehicle ID.

**Upload** – Transfer of export files from the vehicle to the BackOffice server.
Appendix A: Interface with Detailed Callouts

Main Page
**Search Results**

### PlateScan BackOffice - Hit List

- **Partial plate search:** Plate: 7Y3
- **Number of results:** Records Found: 6

<table>
<thead>
<tr>
<th>Plate</th>
<th>AlertType</th>
<th>Confidence</th>
<th>GPS</th>
<th>Timestamp</th>
<th>Agency</th>
<th>Preview</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>7Y33906</td>
<td>1</td>
<td>N3843713 W12048212</td>
<td>10/18/2008 3:22:04 PM</td>
<td>Placerville</td>
<td>Item Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7Y33906</td>
<td>1</td>
<td>N3843713 W12048212</td>
<td>10/18/2008 3:22:00 PM</td>
<td>Placerville</td>
<td>Item Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7Y32007</td>
<td>1</td>
<td>N3843715 W12048202</td>
<td>10/18/2008 12:02:57 PM</td>
<td>Placerville</td>
<td>Item Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7Y35422</td>
<td>1</td>
<td>N3843802 W12047855</td>
<td>10/18/2008 11:51:00 AM</td>
<td>Placerville</td>
<td>Item Details</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Vehicles highlighted in yellow** indicated the plate matched one of the in-car hotlists as a hit.
- **Indicates which hotlist the hit came from.**
Map Results

List of multiple vehicles by map point. Results are displayed 10 per page. Hits are highlighted in yellow and contain the hotlist they originated from in red.

Controls for zooming in, out, and moving about the map. You may also click and drag the map to reposition.

Dark red points indicate the vehicle at this location was a hit.

With the map zoomed out, some points may be too close to identify. Zoom in with "+" to show more exact locations.

Toggle between different Google Maps modes.
Repo Search