| Lesson Title:<br> Introduction to DMS | Duration: |
|---|---|
| **Trainer:**<br>Angela Hunt | **Group:**<br>All Beat, Core, CID and Police Staff<br>Supervision |

**Written by: ANGELA HUNT**

**Date Written: SEPTEMBER 2008**

**Aim:   To provide you with the relevant knowledge to view and maintain information on the new Duty Management System (DMS)**

Objectives:
**By the end of the Session delegates will be able to**

1. **Logon to the Duty Management System**
2. **Change Passwords**
3. **How to search using a simple search**
4. **View Personnel Details**
5. **Log off DMS correctly**

**Legislation: This session refers to**

**Data Protection Act 1998**
**Computer Misuse Act 1990**

**National Occupational Standards (NOS) supported with lesson**

**Unit 3C1 Support the use of information technology (CFA213)**
**Unit 3B1 Receive, transmit, store and retrieve information**

**Methodology to include:**
  1. **Resources needed**
  2. **Sources of Research**
  3. **Training Method**
  4. **Indication as to where each objective will be achieved and how the knowledge will be checked**

| Time | Content, including teaching methods, audio visual aids used and resources needed. |
|------|------------------------------------------------------------------------------------|
|      |                                                                                    |