CREATING POLICE FILE
&
HOW TO UPLOAD FILE

STEP ONE - POLICE.EXP (File to Export)

Click the '**Police.bat**' or '**Police**' Shortcut on your desktop.
Enter the dates you need. Put in your starting date (Usually today's date) Then put in the ending date (Usually today's date). It will close quickly.
Next go to '**Start**', '**My Computer'** or '**Computer'**, double click on it.
Then go to the **Local Disk C** or the C:\ Drive and double click on it.
Scroll down to the **Folder** '**Polidata'** and double click it open.
When it opens and there will be a file there called **'Police.exp'**.

SENDING TO POLICE or APPROPRIATE AGENCY

'Police.exp' is the file you need to upload Online.
If you are sending the information from the same computer, you open your email browser, double click on attachment, (or open, or upload) and browse to the '**police.exp'** file, (Follow the instructions in **STEP ONE**) highlight it Click '**OPEN**'.
Then send your email with the police.exp attachment to the appropriate agency.

SENDING TO LEADS ONLINE, BWI, or RAPID REPORTS

'Police.exp' is the file you upload to **Leads Online, BWI or Rapid Reports.**
If you are sending the information from the same computer, you open your browser, log into **Leads Online, BWI or Rapid Reports** with your user name and password, pick your store, click on upload and browse to the **'Police.exp'** file, highlight it and click on '**OPEN**'. You should get a message "Your File Was Uploaded Successfully"

*SENDING FROM ANOTHER COMPUTER

(If you are sending this in from the Main computer, you can skip this part.) Place a Memory Stick or Media Card in the computer.
Open **'My Computer**', open the '**Local Disk C**' and scroll down to '**Folder Polidata**' and double click. Right click on '**police.exp'** and send it to the Memory Stick or Memory Card. Then take it to the Computer you will be sending the information from and follow either **'SENDING TO POLICE'** or **'SENDING TO LEADS ONLINE'**