



# Disc APP USER GUIDE

## WHAT IS THE DISC APP FOR?

If you are already a member of a group that uses Disc you can use the app to access all your information on your smartphone and also submit reports and other information to your Disc administrator.

As a member of a Disc-enabled group, you will have been invited to 'self-certify' and set up your own password. You can only do this through your Disc desktop which you can access via an internet browser on your desktop PC or laptop, or on your smartphone's browser.

Once you've self-certified and set up your password, you can download the Disc app and use it to access your group's information. But if you're reading this, then you must have done all that - so welcome to your Disc app...

## DON'T FORGET TO TURN ON PUSH NOTIFICATIONS

Please enable push notifications for this app so that important alerts from your Disc administrator can be displayed on your lock screen. Enable this in the 'settings' section of your smartphone.

Browse Mugshot Galleries Tap to browse your Galleries, Banned lists etc	
Submit a Report Tap to submit a Report	
Find an Offender Tap to browse or search for an Offender	
Latest Alerts, News, Documents etc Tap to view latest Alerts, News, up-coming Events etc	
My Premises Tap to view and manage your Incident Reports	
Instant Messages Tap to send a new Instant Message, or read recent Instant Messages sent to you	
My Account and Settings Tap to view and edit account details	

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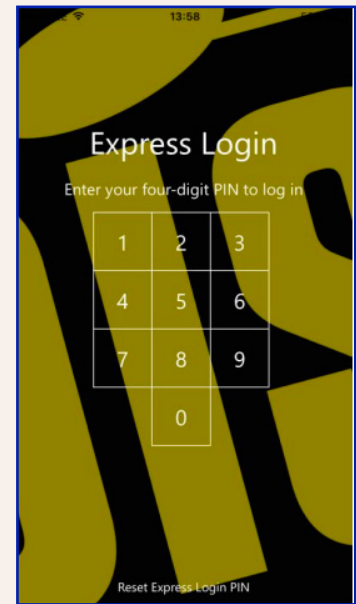
# SECURITY

Among other things, your group shares personal data through the Disc app about offenders, so it must comply with important legal obligations.

Each time you open the Disc app you must login using your 4-digit 'Express Login' code that you must set up when installing the Disc app for the first time.

The app closes every time you open another app on your phone, or when your phone goes into 'sleep' or 'locked' mode.

However, the Express Login process makes it very quick for you (and only you) to re-open the app whenever you need it. So the data in your Disc system remains very easy to access – but very secure too.



# NAVIGATING YOUR APP

**At the top of your home screen you'll see some buttons:**

Tap on the email icon to send an email to your Disc administrator.



Tap on the query icon to open this user guide.



If you belong to more than one Disc system, you'll see the chooser icon. Tap on it to switch between systems.



**At the bottom of every other screen in your app you'll see the back and home icons.**

Tap on the back icon to go to the screen you were previously on.



Tap on the home icon to return to your home screen.



# THE 'SIX-OPTIONS POP-UP' MENU

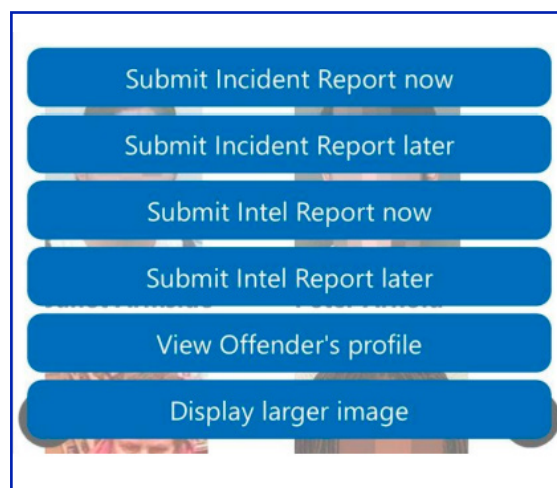
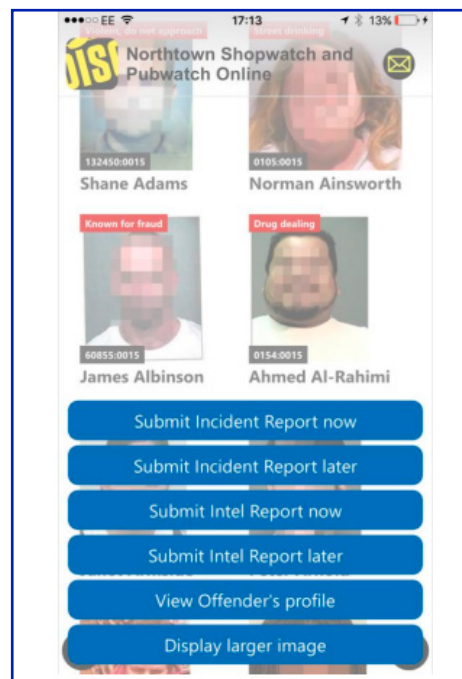
In the app you can submit incident and intelligence reports about people displayed in your app. You can also read their profiles and see large-size images.

The app's 'Six Options pop-up' makes this quick and simple.

First, find the person you're interested in (you can 'browse mugshot galleries' or 'find an offender' from your home screen).

Then simply tap on the mugshot to open the 'Six Options pop-up'. You can now tap on whichever option you need...

- **Submit Incident Report now** opens an incident report form for you to complete and send to your administrator
- **Submit Incident Report later** sends you a reminder email, with a link to the offender's incident report form, so you can complete it later
- **Submit Intel Report now** opens an intelligence report form for you to complete and send to your administrator now
- **Submit Intel Report later** sends you a reminder email with a link to the offender's intel report form, so you can complete it later
- **View Offender's profile** shows more information about the individual.
- **Display larger image** gives you a better look at the individual.



## MY PREMISES

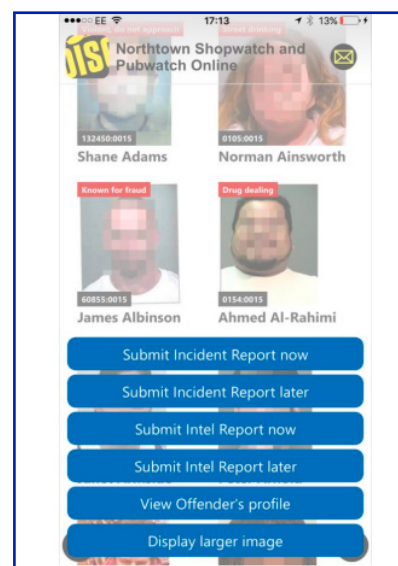
If your partnership administrator has set up your own 'my remises' page, you can access this function from your home screen (if not, the button will be greyed out).

If you have a my premises screen, it will display all the incidents and individuals reported for your remises (no-one else will be able to see this screen).

You can use my premises to manage your own banning scheme or to maintain an incident book, for your premises.

You can combine one or more premises on your my premises screen, and/or you can allow other specific members, for example your staff, to access it too.

If you want your own 'my premises' screen, contact your administrator (tap on the app's email icon). Not all administrators offer this service.



# MY REPORTS

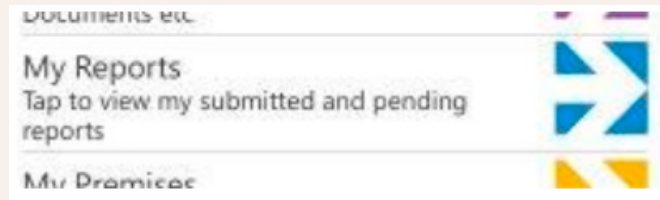
If direct-to-police crime reporting is enabled in your Disc system, and if you have submitted a crime report, or saved one to draft, you will see the my reports feature displayed on your home screen.

Where direct-to-police crime reporting is enabled, when you submit a report about an incident which has not already been reported to police, you will be asked if you wish to submit a crime report direct to the police, based on the information you have already entered into your incident report.

If so, you can either complete and send the crime report to the police through your app, or save a draft and complete it later.

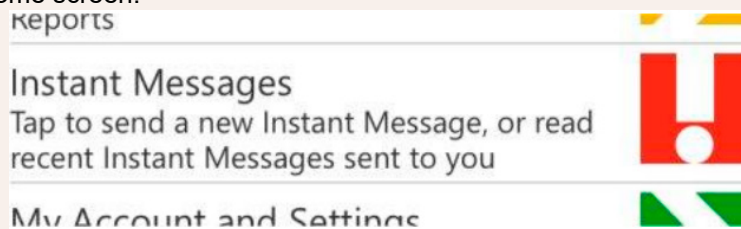
All submitted crime reports can be viewed in my reports → submitted reports. All reports saved to draft can be viewed, and completed, in my reports → pending reports (a red panel will show how many reports are still pending).

**Only you will see your submitted and pending crime reports – these will not be displayed to other users, not even to your Disc administrator.**



# INSTANT MESSAGES

If your administrator has enabled instant messages in your Disc system, the instant messages icon will be displayed on your home screen.



You can send an instant message to all app users in one or more of the member categories that have been configured by your administrator.

You will also receive instant messages sent to the member categories that you belong to.

You'll receive a push notification to let you know about a new instant message – so please enable push notifications for your Disc app (see your smartphone's settings menu).

To send an instant message, from the home screen tap instant messages > send an instant message, complete the form, selecting the appropriate member categories to send the message to, optionally attach a photo, and tap submit.

All instant messages are stored in Disc (not on your phone) and can be viewed by tapping instant messages → read recent instant messages. They will be automatically deleted after seven days.

# MY ACCOUNT & SETTINGS

On your home screen you will see 'my account & settings' where you can:

- Keep your own personal details up-to-date rather than having to send them into the partnership administrator;
- Re-set your password;

This information is initially set up when you complete your self-certification process when you first access your Disc system. From time to time your administrator may also oblige you to review your details and re-self-certify for security reasons.

But whether or not you are obliged to review and re-self-certify, it's important to keep this information up-to-date, as it will help your administrator.

# MORE INFORMATION

Disc has been developed, and is supplied and supported, by Littoralis Limited.

You can read more about Littoralis at [www.discagainstcrime.com](http://www.discagainstcrime.com).

If you want to know more about how to make the most of Disc, please contact your administrator – tap on the email button on any page of your app.