PAROS Case Search/Edit

Using the ePAROS search feature in the software, you have the ability to search for individual records or a group of records that meet specific search criteria and edit selected or specific data.

In addition, any search you generate can be exported into excel for further analysis. Below are the instructions on how to search for a record(s) in ePAROS.

1. Log on to ePAROS.
2. Go to the 'ePAROS' tab on the blue header bar at the top of the screen and select 'PAROS Search'.

3. You should now be seeing the PAROS query page. To search for an individual record, you can default your date range to 'All' and enter the specific incident number OR you can enter the specific date of the arrest in the date range fields.

4. Once you enter the criteria, you can click the search button that is located on both the top and bottom of the query page.

5. Once you click the search button, you should now see a list of records that meet your search criteria.

6. To view the actual dataset for a specific record, click the paper/pencil icon under 'Edit Form' as shown below.

7. You should now see the PAROS dataset which is ready for editing.