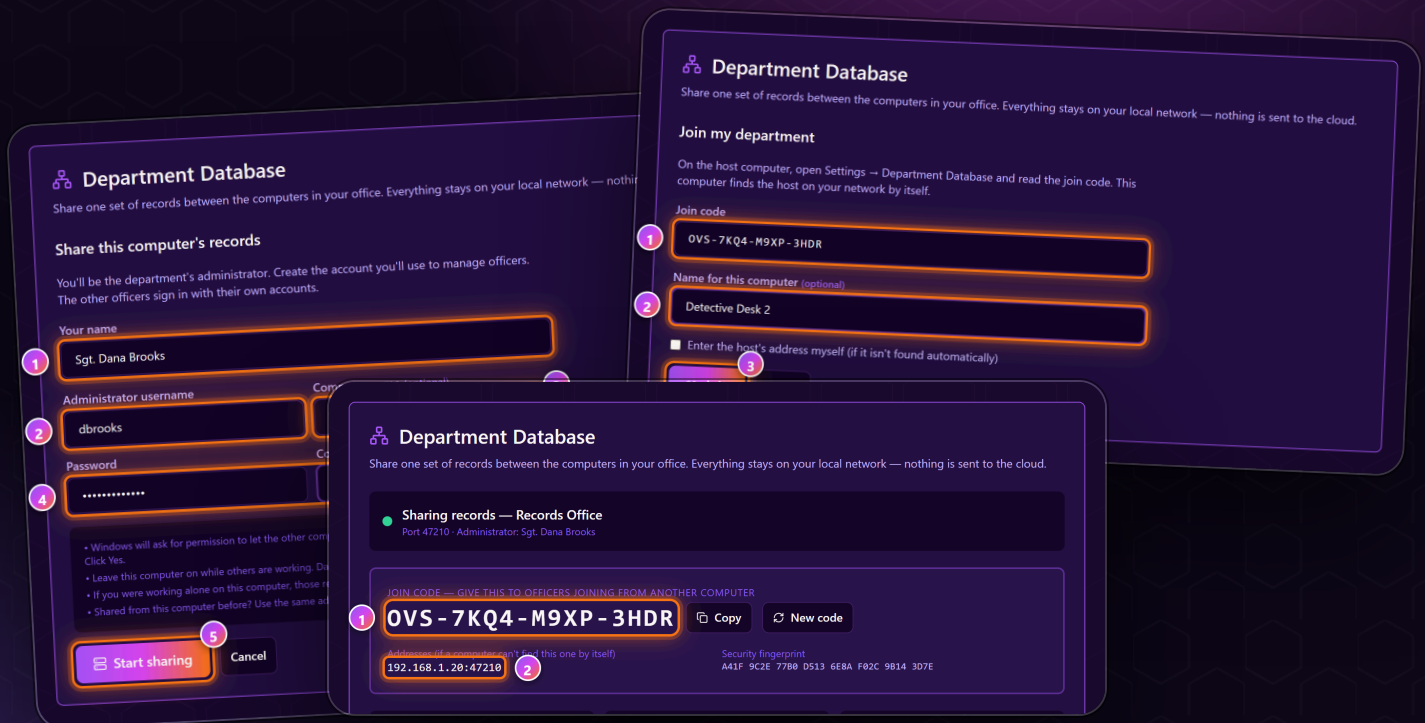


STEP-BY-STEP SETUP GUIDE

Department Database

Share one set of offender records between every computer in your office — set up in about ten minutes, with nothing ever sent to the cloud.

**One host computer**

Holds the records for the whole office.

**Every officer signs in**

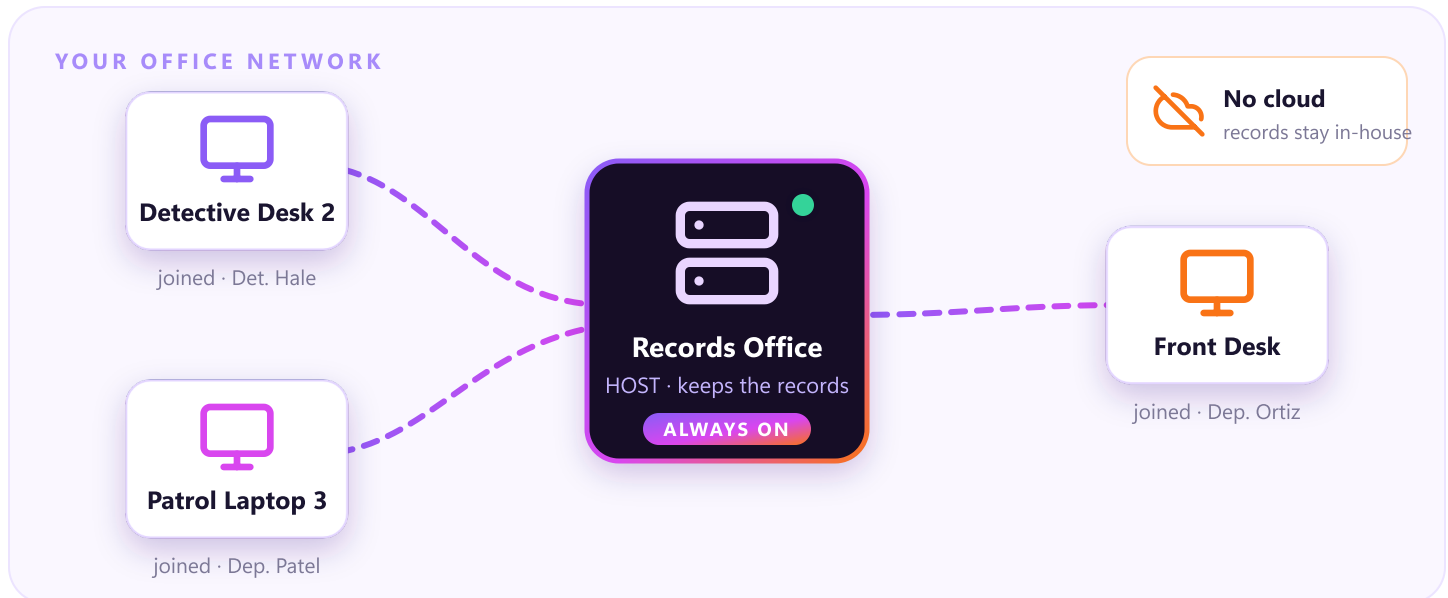
Each with their own account and license.

**Stays in your building**

Records travel only over your office network.

How it works

One computer in your office becomes the **host**. It keeps the department's records. Every other computer **joins** the host over your office network and works on those same records — add an offender on one desk and it appears on every other desk within seconds.



Example office used throughout this guide: **Lakeview County Sheriff's Office**. All names and records shown are fictional.

Good to know before you start

Everyone sees the same records

Every officer who signs in sees and works on all of the department's offenders, tasks and vehicles. Changes show up on the other computers automatically.

Each officer has their own sign-in

Officers sign in with their own username and password. Every account uses the license registered on that officer's own copy of Project Oversight.

The host must stay on

The other computers can only open and save records while the host is switched on, awake and on the office network.

Internet — for license checks only

Licenses are checked over the internet. Connect the host at least once every 30 days. Offender records **never** leave your office network.

What you'll do

PART 1 · ONCE

Set up the host

On the computer that holds the records. About 5 minutes.

PART 2 · EACH COMPUTER

Join the other computers

On every other office computer. About 2 minutes each.

PARTS 3 – 5

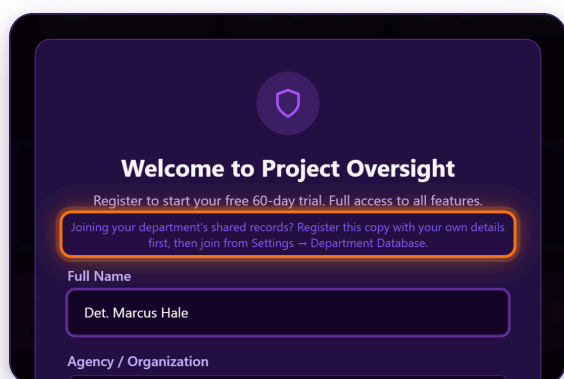
Use, manage & fix

Daily use, officer accounts, and what to do if something's wrong.

Before you start

Tick off this list first — it takes a few minutes and avoids almost every setup problem.

- ☒ **Project Oversight 1.7.1 or newer on every computer**
The host and every computer that will join need the same version. Check under **Settings** or install the latest update on each one.
- ☒ **Every copy is registered to the officer who uses it**
When Project Oversight opens for the first time it asks for the officer's name, agency and email. Fill it in with **that officer's own details** — their sign-in will use this copy's license.
- ☒ **All computers are on the same office network**
Same building, same wired network or Wi-Fi. Guest Wi-Fi networks usually keep computers apart — don't use them.
- ☒ **You've picked the host computer**
Choose a desktop that stays on all day (and ideally overnight) — e.g. the records office PC. Avoid laptops that leave the building.
- ☒ **Someone can approve one Windows prompt on the host**
The first time sharing starts, Windows asks for permission to let the other computers in. This needs a Windows administrator account (or an IT staff member) — once only.
- ☒ **Have existing records on a computer that will join? Export them first**
The host's records become the department's records. A computer that *joins* shows the department's records instead of its own. To bring its records along, use **Export All** on that computer before joining, then **Import .oversight** after joining.



The registration screen

A brand-new copy opens with this screen. The highlighted line is the reminder: register with **your own** details, then join your department from **Settings → Department Database**.



Already registered?

Copies that are already in use are ready — nothing to do here.

PART 1 · ABOUT 5 MINUTES

Set up the host computer

Turn on sharing on the computer that will hold the department's records. You only do this once.



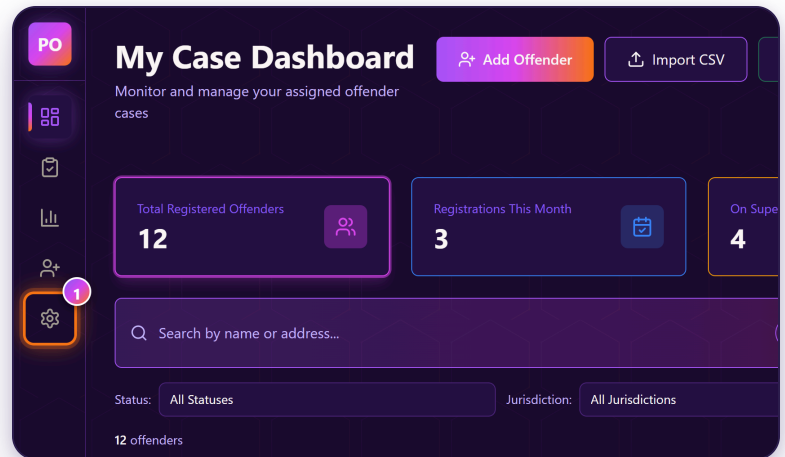
Do this on
The host computer

1

Open Settings

Open Project Oversight on the host computer and click the **gear icon** at the bottom of the left-hand menu.

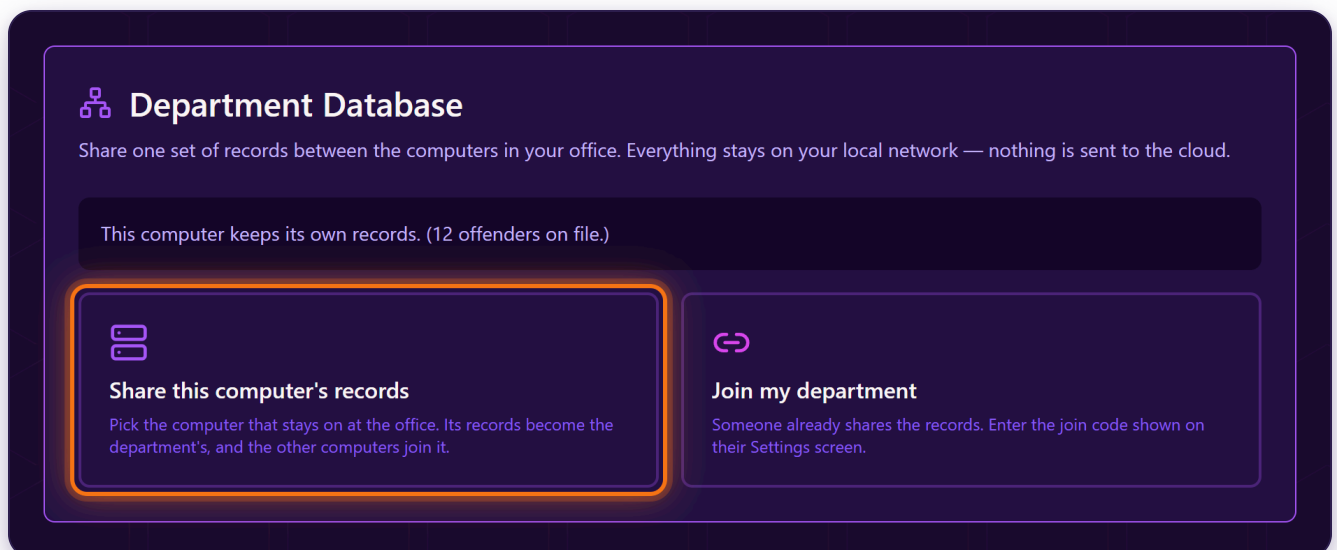
Scroll down the Settings page to the section called **Department Database**.



2

Choose “Share this computer's records”

The section shows how many records this computer already has. Click the **Share this computer's records** card.



The records on this computer become the department's

Anything already on the host — here, 12 offenders — is shared with everyone as soon as sharing starts. Starting fresh is fine too.

3

Create the administrator account

You become the department's **administrator** — the person who manages officer accounts. Fill in the form and click **Start sharing**.

Department Database

Share one set of records between the computers in your office. Everything stays on your local network — nothing is sent to the cloud.

Share this computer's records

You'll be the department's administrator. Create the account you'll use to manage officers. The other officers sign in with their own accounts.

Your name

1 Sgt. Dana Brooks

2 Administrator username dbrooks

3 Computer name (optional) Records Office

4 Password Confirm password

5 Start sharing Cancel

- Windows will ask for permission to let the other computers reach this one (a Windows firewall rule). Click Yes.
- Leave this computer on while others are working. Daily backups are made automatically.
- If you were working alone on this computer, those records become the department's records.
- Shared from this computer before? Use the same administrator username and password as last time.

- 1 Your name** — how you appear to other officers, e.g. *Sgt. Dana Brooks*.
- 2 Administrator username** — short and easy to type, e.g. `dbrooks`.
- 3 Computer name** (optional) — what the others will see, e.g. *Records Office*.
- 4 Password** — at least 8 characters. Type it twice.
- 5 Start sharing** — Windows will now ask for permission (next page).



Keep the administrator username and password somewhere safe

You'll need them to manage officers. If you ever turn sharing off and back on, use the **same** administrator username and password as before.

4

Click “Yes” on the Windows prompt

Windows asks whether to allow a change to your device. This adds a **firewall rule** so the other office computers can reach the host. Click **Yes**.

If you're not a Windows administrator, Windows asks for an administrator's password — ask your IT staff. It's needed **only once**.



Clicked “No” by mistake?

No problem — see “*Joining can't find the host*” in Troubleshooting.

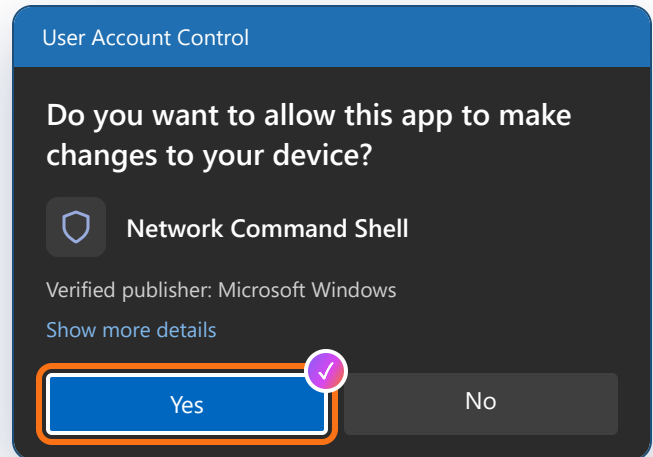
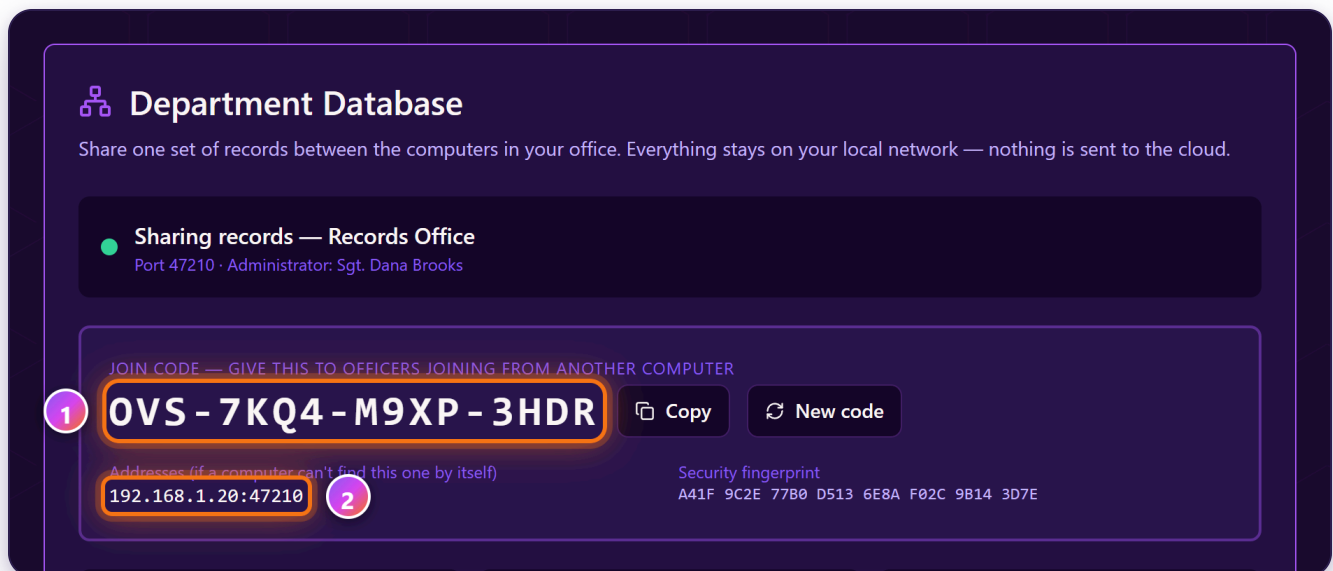


Illustration — the exact look varies between Windows versions.

5

Sharing is on — note the join code

A green dot and **Sharing records** confirm the host is running. Officers need the **join code** to connect their computers.



1

Join code — give it to the officers joining from other computers. **Copy** puts it on the clipboard.

2

Address — only needed if a computer can't find the host by itself.



The host is ready

Leave Project Oversight open on the host. You can find the join code here again any time. Next: join the other computers.



Locking the screen is fine — signing out is not

Going to lunch or off for the day? Lock the host (**Windows + L**) and sharing keeps running. Don't **sign out**, **shut down** or **restart** it. If it does restart, sign back in — Project Oversight opens by itself (**Start with Windows**). Tip: set **Settings > Windows Update > Advanced options > Active hours** to cover your office hours, so updates restart it only after hours.

PART 2 · ABOUT 2 MINUTES PER COMPUTER

Join the other computers

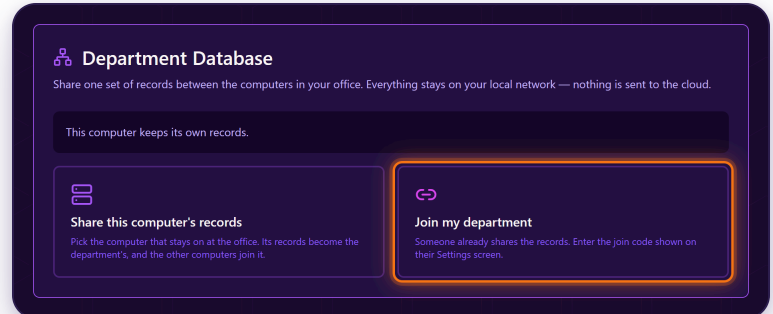
Repeat these steps on every other computer in the office. Ideally the officer who uses the computer does it, so they can create their own sign-in.



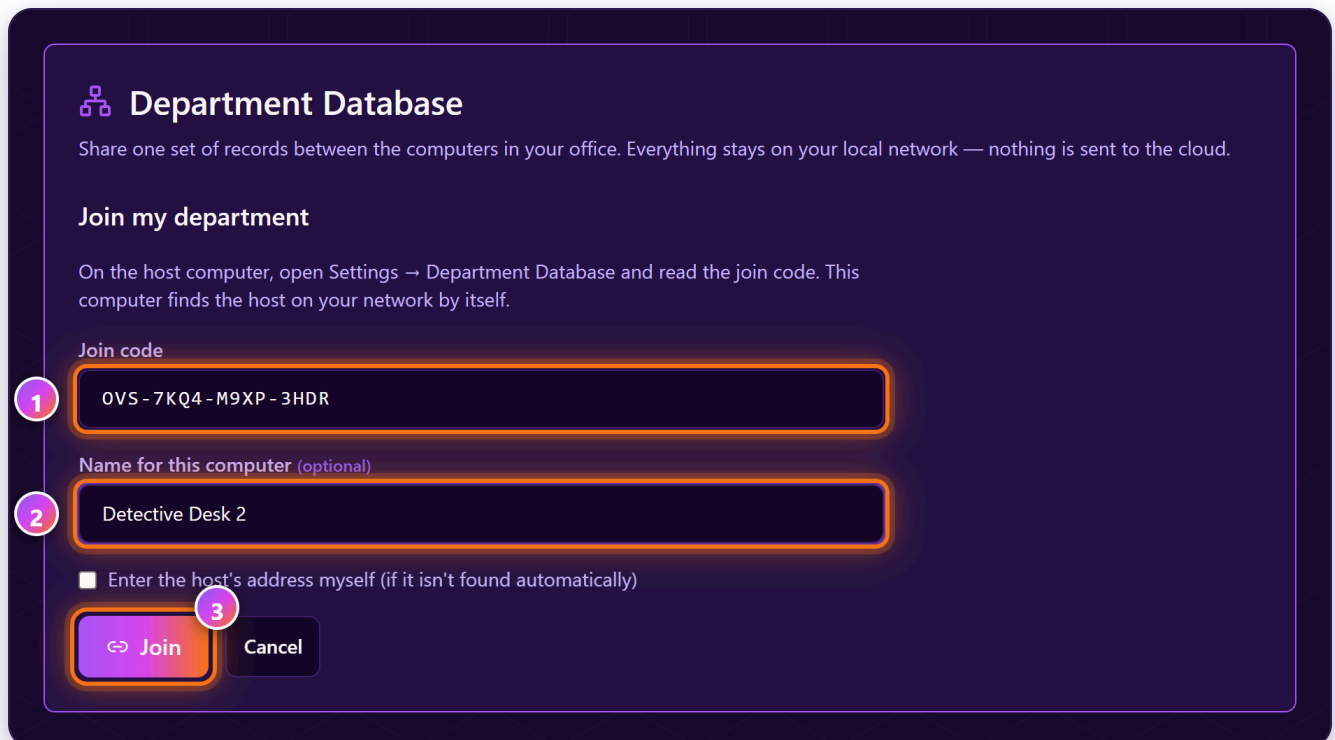
Do this on
Each officer's computer

1 Open Settings → “Join my department”

Click the **gear icon** at the bottom of the left-hand menu, scroll to **Department Database**, and click the **Join my department** card.



2 Enter the join code and click Join



1 Join code from the host's Settings screen. Dashes and capitals don't matter.

2 Computer name (optional) — helps the administrator tell computers apart.

3 Join — the computer finds the host on the network by itself.



Asked about this computer's own records after clicking Join?

If this computer already has records, Project Oversight warns you before joining. While joined you'll see the department's records — this computer's own records are kept safely and come back if it ever leaves. To **move** them into the department, click **Cancel**, use **Export All**, join, then **Import .oversight**.

3

Create your officer account

After joining, the **Department sign-in** screen appears. First time here?

1

Click **First time? Create account**.

2

Enter your name, a username and a password (8+ characters, twice), then click **Create account and sign in**.



Your account, your license

The new account uses the license registered on **this** computer. Each officer creates their account on their own computer.



Did the administrator already make an account for you?

Then just choose **Sign in** and use the username and password they gave you.

4

You're connected

The Department Database section now shows the host, a green **Connected** dot, and who's signed in. The dashboard shows the department's records.



Done — repeat on the next computer

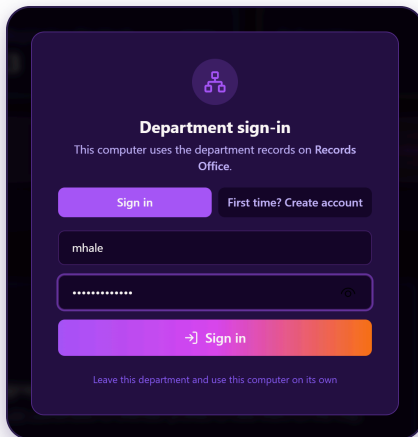
Same join code for every computer. Each officer creates their own account.

PART 3

Everyday use

Work exactly as before — add offenders, tasks and vehicles. Changes made on one computer appear on the others automatically.

 For **Every officer**



Signing in

If you're signed out, Project Oversight shows the **Department sign-in** screen when it opens. Enter your username and password and click **Sign in**.

You stay signed in — even after restarting — until you sign out from **Settings → Department Database → Sign out**. Sign out before someone else uses your computer.

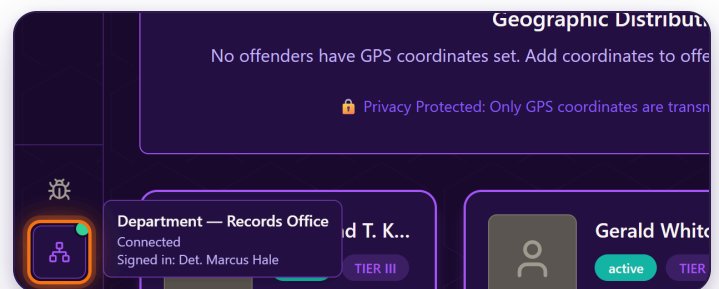


Forgot your password?

Ask the administrator to set a new one (see Part 4). After several wrong passwords, sign-in pauses for five minutes.

The status light

A small icon at the bottom of the left-hand menu shows the department connection at a glance. Hover over it for details; click it to jump to the Department Database settings.

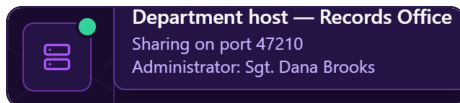


Department — Records Office

Connected
Signed in: Det. Marcus Hale

Green — connected

All good — you're working on the department's records, and changes from other computers arrive automatically.

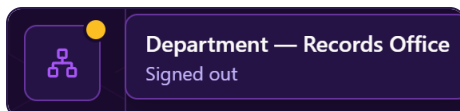


Department host — Records Office

Sharing on port 47210
Administrator: Sgt. Dana Brooks

On the host

What the host computer shows. Green: sharing. Red: sharing has stopped — open Settings → Department Database.

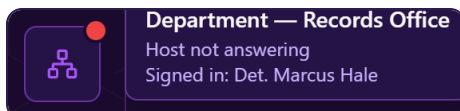


Department — Records Office

Signed out

Amber — signed out

This computer is joined, but nobody is signed in. Sign in to see and save records.



Department — Records Office

Host not answering
Signed in: Det. Marcus Hale

Red — host not answering

The host can't be reached — check it's switched on (see Troubleshooting). A **blue, blinking** light means it's reconnecting.

Managing officers

Do this on
The host computer

- 1 Add officer** — make an account for someone ahead of time.
- 2** Enter their name, username and a starting password, then **Create account**. Tick *Administrator* only for people you trust with everything.
- 3 Key** — set a new password for an officer who forgot theirs.

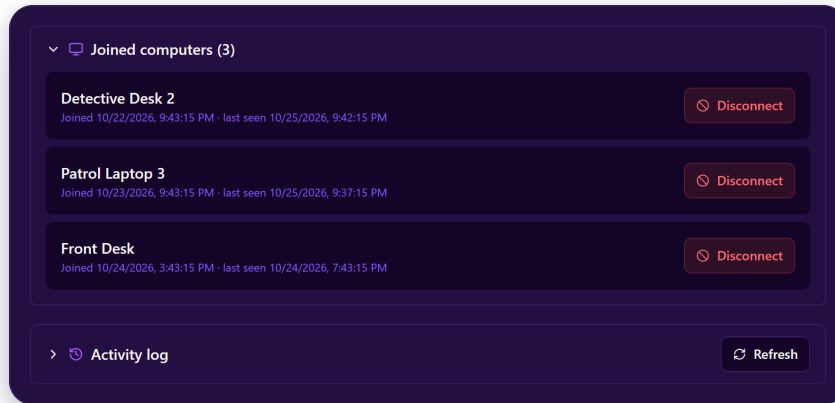
Only administrators can delete all records or bulk-import from CSV.

Each officer's badge shows the license from their own registered copy. A department whose host is on a **demo** can have the host plus **2 other officers**. Activate a license on the host computer to add more.

Computers, backups & keeping the host running

Also on the host's Department Database section.

Joined computers & activity log

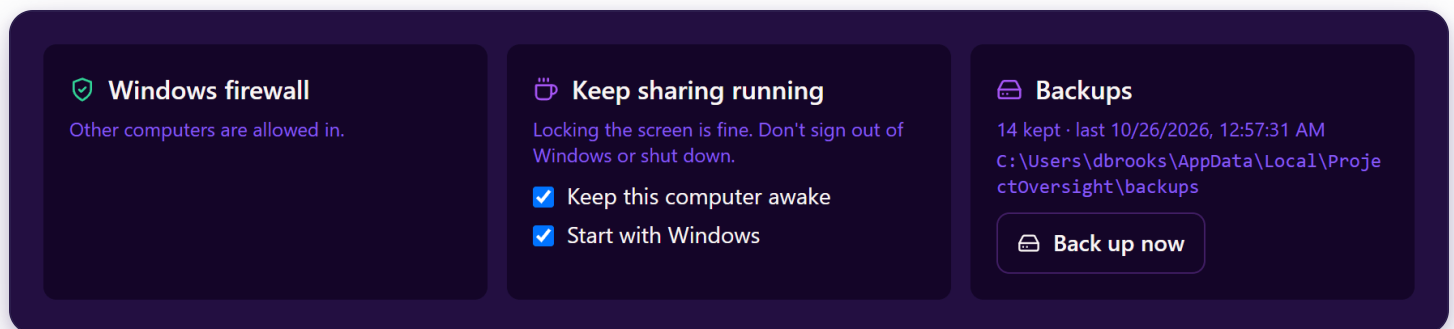


Joined computers lists every computer connected to the department and when it was last seen.

Disconnect cuts a computer off — for example a lost or replaced laptop. It needs the join code to connect again.

Activity log keeps a record of administrator actions — accounts added or disabled, passwords reset, computers disconnected, backups and new join codes.

Host health



Windows firewall

“Other computers are allowed in” means the Step 4 prompt worked. If not, an **Allow** button appears here.

Keep sharing running

Keep this computer awake stops Windows from sleeping. **Start with Windows** reopens Project Oversight after a restart, once someone signs in. Both are on by default.

Backups

A backup is made automatically every day; the newest 14 are kept. **Back up now** makes one immediately — handy before big changes.

Other host controls

New code

Makes a new join code — use it if the code was shared with the wrong person. The old code stops working for new joins; computers already joined aren't affected.

Stop sharing

Turns the department off. Other computers can't open records until it's turned back on. All records stay on the host.

PART 5

Troubleshooting

The most common problems — and the fix for each.



Start with
Is the host on?

⚠️ “The department host isn’t answering”



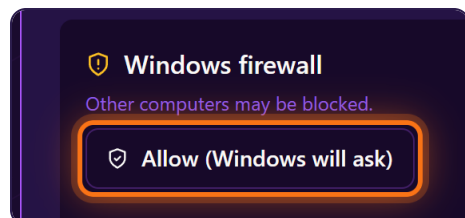
The department host (Records Office) isn't answering. Records can't be opened or saved until it does — this computer keeps trying.

Records already on screen can still be read; saving resumes by itself once the host answers. Check that:

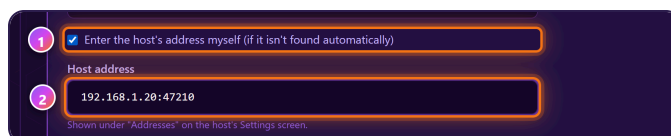
- the host computer is switched on, **signed in** to Windows (a locked screen is fine) and Project Oversight is open on it — after a restart, just sign in and it opens by itself;
- the host shows **Sharing records** (green) in its Department Database section;
- both computers are on the same office network.

⚠️ Joining can't find the host

On the host: look at the **Windows firewall** card. If it says other computers may be blocked, click **Allow (Windows will ask)** and choose **Yes**.



On the joining computer: tick **Enter the host's address myself** and type the address shown under *Addresses* on the host (e.g. **192.168.1.20:47210**).



⚠️ “That join code isn’t right” / joining is paused

Read the code again from the host's Settings screen — it may have been changed with **New code**. After several wrong codes, joining pauses for a few minutes; wait and try again.

⚠️ “My own records disappeared after joining”

They're safe. While joined, this computer shows the department's records. To bring them back, choose **Leave department** in Settings. To move them into the department: leave, **Export All**, join again, then **Import .oversight**.

⚠️ An officer can't create an account — the department is full

A department whose host is on a demo allows the host plus 2 other officers. Activate a license key on the **host** computer, or remove an officer who no longer needs access.

“Connect the host computer to the internet within N days”

The host checks each officer's license once a day whenever it has internet — only license details are sent, never offender records. Without internet a check stays good for 30 days; this warning appears in the last 7. After that, officers can still look records up but can't save until the host is back online. Connect the host to the internet for a few minutes and the check happens by itself.

“Your license has expired” / “Demo over” / “No license is attached yet”

Each officer uses the license from their own computer. Activate a license key in **Settings** on that officer's computer — it's passed to the host automatically (or click **Check again** next to the message). An account the administrator created gets its license the first time the officer signs in from their own registered copy.

A computer should stop using the department

On that computer: **Settings** → **Department Database** → **Leave department**. It goes back to its own records; the department's records stay on the host. It can join again later with the join code.

CUT OUT & KEEP

Quick reference

Settings → Department Database

Host computer (once)

1. Share this computer's records
2. Name, admin username, password
3. Start sharing → Windows prompt → **Yes**
4. Give officers the join code

Each other computer

1. Join my department
2. Enter join code → Join
3. First time? Create account
4. Green light = connected

HOST COMPUTER

HOST ADDRESS

ADMIN USERNAME

 Connected / sharing  Reconnecting  Signed out  Host not answering



Still stuck?

Email **Justin@intellect-le.com** with a short description and a screenshot of **Settings** → **Department Database** from the host and from the computer that's having trouble. Please don't include offender details.