

IRIS

Incident Reporting Information System

For security operations in universities, government departments, hospitals...

In fact, any organisation where security is important.

□ *Record Incidents*

- *Report*
- *Analyse*

□ *Control Daily Activities*

- *Job Logs*
- *SOPs*
- *Lost Property*

What is IRIS?

IRIS is an integrated package designed to help the Security Department keep track of all incidents, report on escort events, handle lost property and reference standard operation procedures.

IRIS originated after a request from a university for a system to keep track of all security incidents and to quantify other tasks that security guards undertake. They now have a complete record of all incidents that have occurred since the system was installed, as well as all of the escort operations undertaken. They make good use of the analysis tools provided within IRIS to examine and report on trends within each of the campuses, as well as having a much improved understanding of the distribution of incidents over the time of day, day of the week and period of the year.

IRIS has now been installed in a number of similar organisations around the world. Naturally, different organisations have slightly different requirements and IRIS has been enhanced to cater for these differing requirements. As an example, IRIS now has fully featured Lost Property functions and a Desk Log facility for keeping track of day-to-day activities. The latest release provides easy access to SOP documentation and detailed information about the organisation's facilities.

IRIS can be tailored to suit the individual needs of any organisation wishing to improve the efficiency of its security operations.

IRIS

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Standardised Formats

All security incidents need to be tracked and critical information about each incident needs to be recorded.

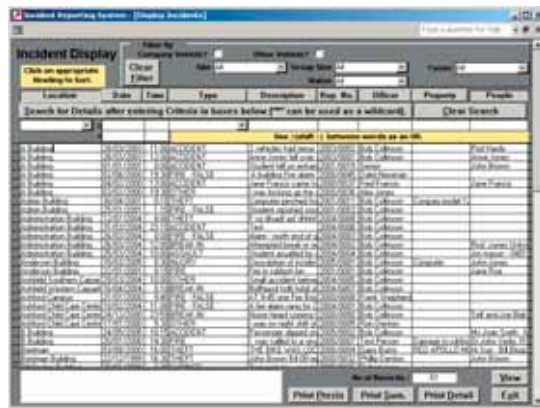
To this end, IRIS provides the means of standardising incident reporting by its easy to use interface which ensures that critical information is recorded, and that the subsequent incident reports are produced conforming to the required preset format.

Incident Analysis

IRIS provides simple tools for the security officer 'on the job' to record information about activities, and uses simple methods to review and analyse these activities.

IRIS is a powerful tool for analysing incidents. It provides the security manager with a straightforward method of displaying summary information about all incidents or to filter the incidents by certain criteria e.g. incidents of a particular type, at a specific location, at a particular time.

Having selected the appropriate incidents, the manager can then view each of these incidents in detail or choose to print out summary or detailed reports and/or graphs.



Lost Property

IRIS provides all the functions needed by the Lost Property Office, allowing enquiries to be addressed promptly and accurately and items to be returned to their rightful owners.

Lost property records can be searched using a variety of criteria such as location where lost, time of loss, person's name or type of property (or any combination).

Facilities are provided to print letters or send emails to inform owners of the finding of their property or, conversely, to produce lists of unclaimed property for disposal.

Desk Logs

Normal day to day activities are entered using the Desk Log function which provides a means of reporting on and analysing these activities.

Security

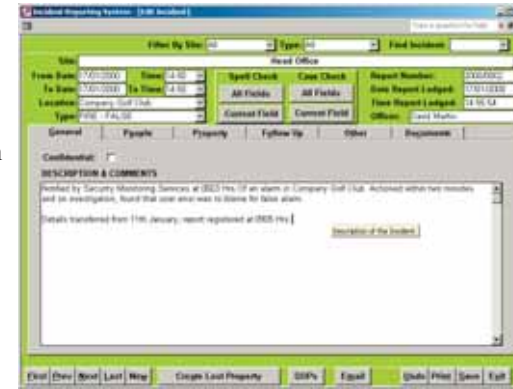
IRIS provides flexible features but at the same time provides the required security of information. All security officers can enter and review incidents but they may only make changes to incidents that they originally entered. Incidents can be marked as confidential so that only managers and the originating officer can access them. A log of all changes is kept and managers can produce an audit trail of all incidents and changes made to the recording of those incidents at any time.

Industry Specific

Because IRIS has been designed with input from senior administration and security staff, it provides functions exactly tailored for use within the security department.

Standard Operating Procedures

SOPs provides functions to give access to your department's standard operating procedures. Security staff will have easy and rapid access to information about how to undertake any predefined task. The SOPs functions work in conjunction with any existing (electronic) instructions that the organisation has previously created to document the functions of the security department.



Proven Results

More than 35 security departments in organisations in Australia, New Zealand and the United Kingdom are now using IRIS to provide best practice incident reporting, control their daily activities and painlessly provide management with the information required to justify the investment in security.

Multi-User

IRIS can be implemented on the vast majority of PC systems currently in use within large organisations. IRIS is multi-user and has all the required features to provide secure information storage and retrieval.

Support

Support is provided by Colsoft Pty Ltd for 12 months from date of purchase and is available on 12 monthly contracts thereafter.

Demonstration Software

Demonstration software can be provided (via email) on request.

“IRIS allows organisations to take control of their security programs, to maintain accurate records and to implement best practice procedures.”

