



2024



eForms

eForms IP-50 User Guide for Law Enforcement

Center for Advanced Public Safety
The University of Alabama
<http://caps.ua.edu>

Issue Date: September 2024

CONTENTS

About eForms IP-50	3
Getting Started.....	3
Download and Install eForms	3
eForms IP-50 Roles CAPSLock Administrator’s Responsibility	4
Logging in to eForms.....	5
Training Mode.....	6
eForms Application Overview.....	7
The Ribbon	8
NEW	8
Open.....	8
Save	8
Validate	8
Print.....	8
Submit.....	8
Auto Populate Buttons.....	9
Submissions.....	9
Notifications (DVR Only)	10
Settings – Application Settings, User Settings, and Theme	10
Creating A New IP-50 Form.....	11
Import Ticket from eCite.....	12
Arrest Section.....	13
Driver Section.....	14
Tests	15
Confirmation Section	16
Validating	18
Print & Submit.....	20
Printed IP-50 Example.....	22
Viewing Submissions.....	23
Managing Forms – Saving, Opening, Exporting Forms	24
Saving a Form.....	24
Opening Forms.....	24

Opening a Saved Form on Another Computer.....	24
Deleting a Form.....	25
Setting eForms To Live Mode	26
eForms Website	27
Resources and Support	30
CAPS MS Help Desk – Application Support	30
MS DPS – Driver Service Bureau	30
Mississippi Forensics Laboratory	30
Intoxilyzer Information	30
Appendix A: Managing Users - CAPSLock Administrator Guide	31
About CAPSLock	31
Getting Started with CAPSLock	31
Setting Up a New Users for Your Agency.....	32
Assigning the eForms IP-50 Agency Viewer Role – Supervisors Only	38
Managing Users (Members).....	42
Edit Users	42
Unlocking User Accounts	43
Resetting Passwords	43
Disabling Accounts	44
Adding CAPSLock Administrators.....	44

ABOUT EFORMS IP-50

eForms IP-50 is the statewide DUI license revocation form for the State of Mississippi. The eForms IP-50 application is a comprehensive reporting tool that should be utilized by all law enforcement in the state of Mississippi to accurately, consistently, and electronically record and process facts and circumstances associated with a driving under the influence offense.

The eForms application works within the Mobile Officer Virtual Environment (MOVE) software framework. MOVE consists of a set of software applications and integrated peripherals that work to minimize data entry tasks. The information required in eForms IP-50 regarding the person(s), vehicle(s) and location(s) are entered and imported into the case using various MOVE functions, including directly importing information from the eCite DUI citation. These features make it much easier and faster to organize, enter, validate, and submit pertinent DUI license revocation data.

eForms IP-50 for law enforcement is an application that must be downloaded and installed on the client machine much like eCrash, eCite, and eForms DVR.

GETTING STARTED

The eForms IP-50 system is comprised of two parts:

1. **eForms application** used to enter new forms/reports.
2. **eForms website** used to search, view, and print IP-50s for your agency.

What you will need:

1. Law enforcement will need MOVE, MapClick and eForms installed on your computer.
2. All users must have an account in CAPSLock/CAS with a law enforcement agency.
3. For new accounts, contact your agency's CAPSLock/CAS administrator.

Personnel wanting to use eForms IP-50 will need to contact their agency's CAPSLock/CAS administrator to have their account setup.

DOWNLOAD AND INSTALL EFORMS

The eForms application can be downloaded and installed from:

<https://camp.dps.ms.gov/installers>

You will need a CAPSLock account and local administrator access to your computer to perform the installation.

IMPORTANT: All law enforcement agencies have been assigned both the MOVE and eForms IP-50 application privileges. This means that all personnel belonging to any enforcement agency automatically inherit these privileges and can access MOVE and eForms just by having an active account in CAPSLock/CAS.

CAPSLock/CAS administrators will be responsible for granting supervisors/administrators the eForms IP-50 Agency Viewer role. Agency CAPSLock/CAS administrators can view the CAPSLock/CAS Administrator Guide in [Appendix A](#) of this guide.

IP-50 – privilege allows users to create, edit, and submit IP-50s through the eForms application. Users with this base privilege will also be able to access their own forms on the eForms website. All users belonging to a law enforcement agency will automatically have this privilege, there is no need to have this privilege assigned.

eForms IP-50 Agency Viewer - role allows users view and print all their agency's IP-50s.

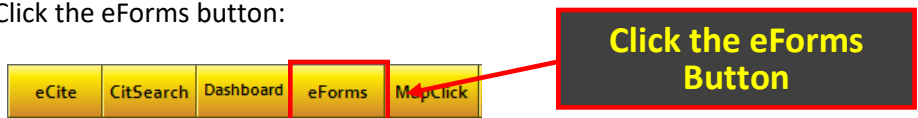
Tip: The best method for learning eForms is to login and start using the application in Training mode. To access Training mode, follow the directions in the next section.

This guide is not comprehensive. It may not cover all available features of the application. The guide is designed to show an overview of the application's primary interfaces and features. To reduce redundancy, many of the sections of this guide depend on knowledge of the previous section.

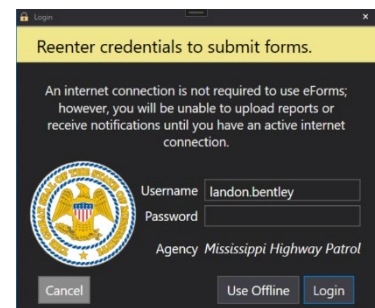
1. Login to MOVE:



Click the eForms button:



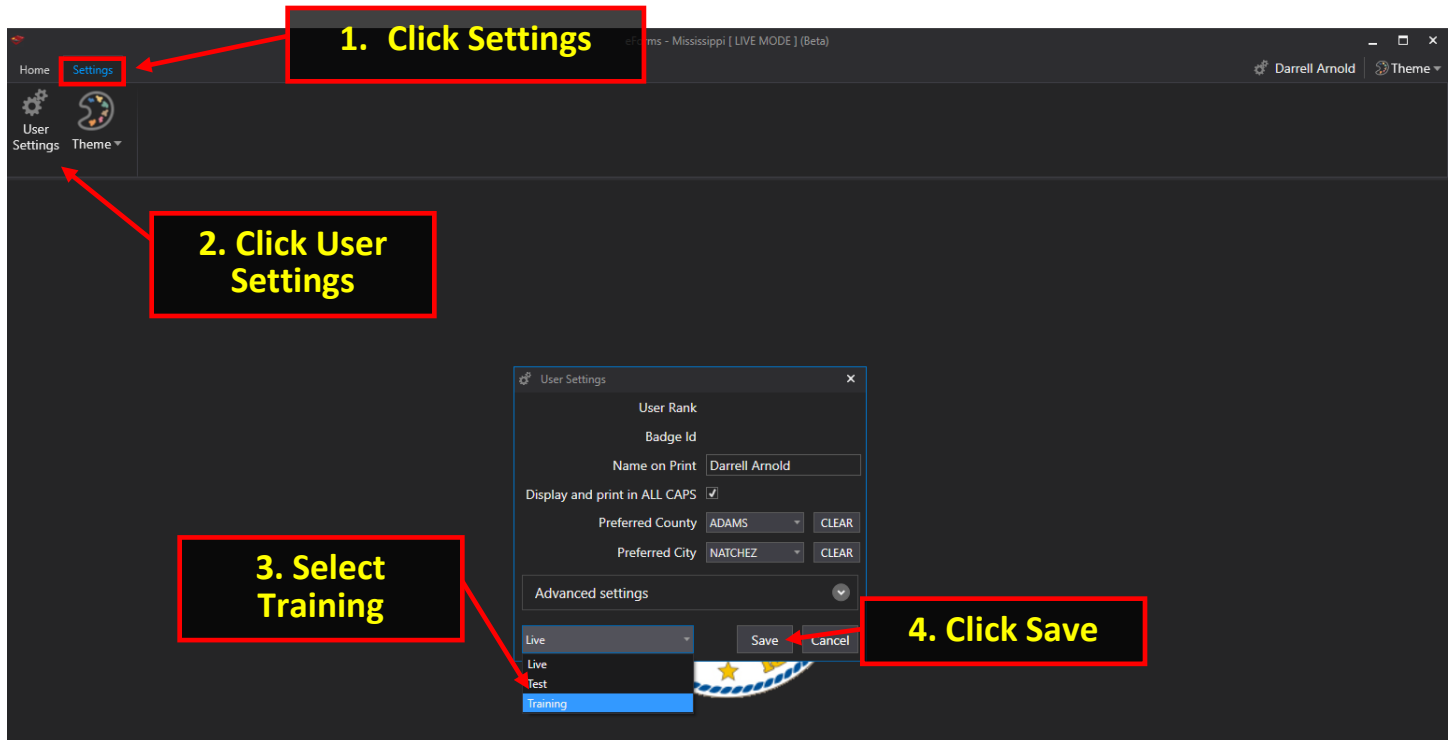
When eForms first loads you may receive an additional authentication window. Reentering your login credentials will keep eForms in sync with the server. This allows you to view real-time status of submitted forms/reports, submit new forms/reports, save forms/reports locally and on the server, and receive notifications from your supervisor regarding rejected forms/reports (DVR only). However, it is not necessary to have an internet connection when using eForms, only when transferring forms/reports to the server which will be covered later in the guide.



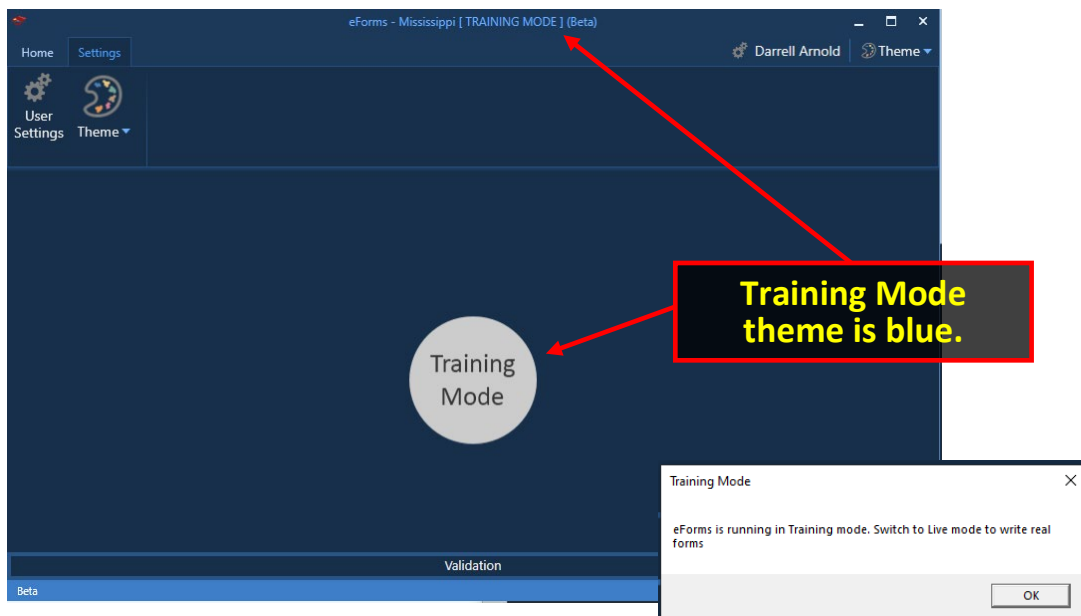
If you do not have an internet connection when first logging in, click the Use Offline button to continue loading eForms.

TRAINING MODE

By default, eForms will load into live mode. To access Training mode, you will need to make the change in User Settings.



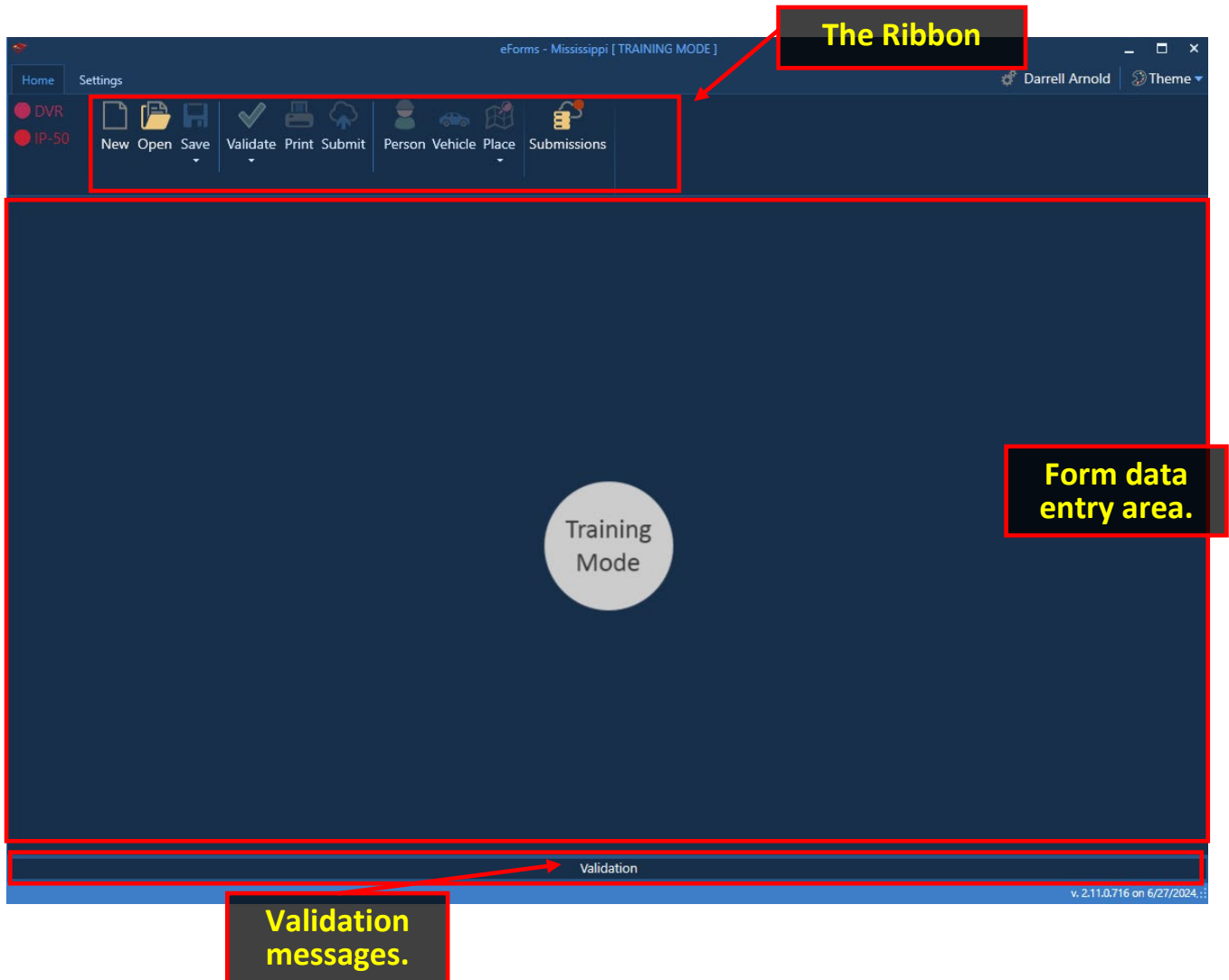
eForms will restart in Training Mode, signified by the theme turning blue and a large circle in the middle of the application window which reads "Training Mode."



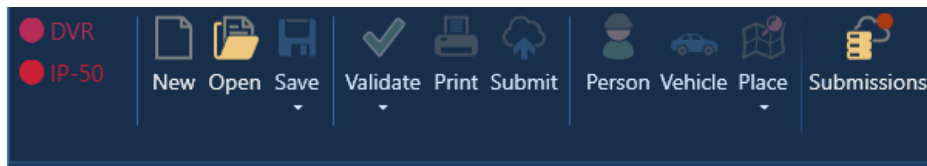
Every time you start eForms in training mode a pop-up window will appear reminding you that you are in training mode.

EFORMS APPLICATION OVERVIEW

The eForms application is comprised of three main sections: 1) The Ribbon, which contains all the application functions. 2) The form data entry area where you create new forms. 3) The Validations section displaying warning and error messages for the active form.



THE RIBBON



The ribbon menu along the top of the page is always visible. These are your options for creating and managing forms.

NEW



The New button will pull up all the forms you currently have access to create. The easiest way to start a new IP-50 form is to click the form name to the left of the New button.

NOTE: Depending on your level of access, you may not see the other forms visible to other users/agencies. In most cases, you will only have access to the DVR and IP-50 forms.

OPEN



Brings up the Open documents window. Access forms saved to your computer.

SAVE



Saves the form to your computer and on the server if connected to the internet. This allows you to save the form on one computer and then finish it later on another.

VALIDATE



Validates the active form. Validation messages will appear at the bottom of the eForms application. In addition, fields containing errors will be highlighted in red. All forms/reports must be validated and free of errors before you can successfully submit the form/report to the server.

PRINT



Prints the completed IP-50 form.

SUBMIT



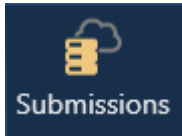
Submits the active form/report to the server for further processing. This button is only available if the current form is free of validation errors.

AUTO POPULATE BUTTONS



These buttons allow you to quickly populate recently saved data from MOVE Recent Data.

SUBMISSIONS

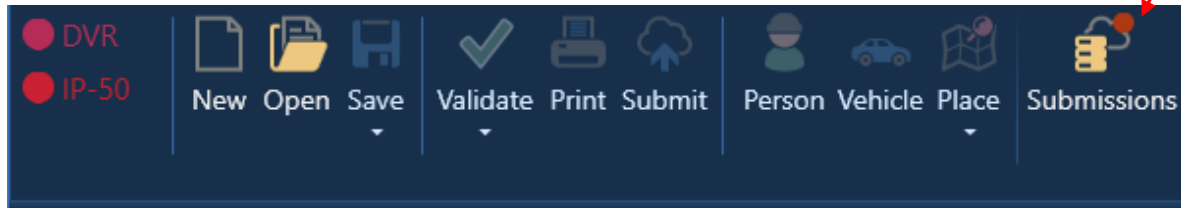


Brings up a window displaying all your submitted forms. If connected to the internet, the Submissions Manager will display all forms/reports created by you, regardless of the computer used.

NOTIFICATIONS (DVR ONLY)

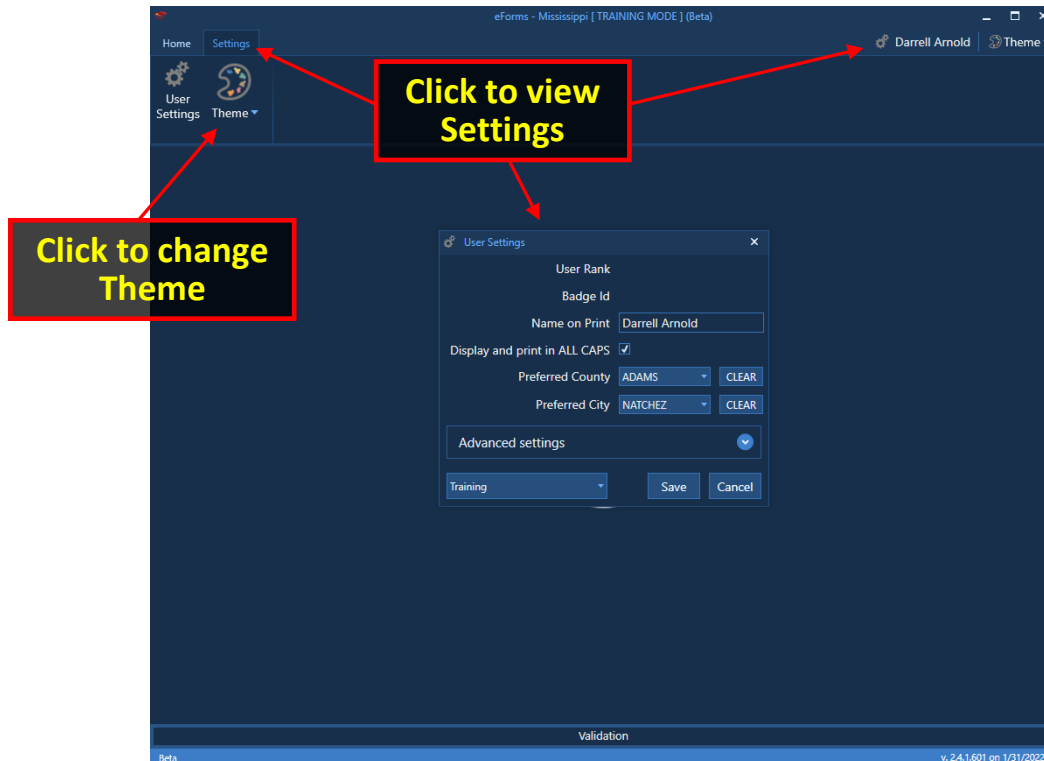
A notification bubble will appear on the Submissions button when a supervisor has rejected your DVR report. **NOTE: IP-50s do not require supervisor approval.**

Rejected report notification bubble.



SETTINGS – APPLICATION SETTINGS, USER SETTINGS, AND THEME

You can access application and user settings by clicking on the Settings tab at the top or on your name in the top right-hand section of the application. Likewise, to change the Theme when in live mode, click either of the Theme buttons.

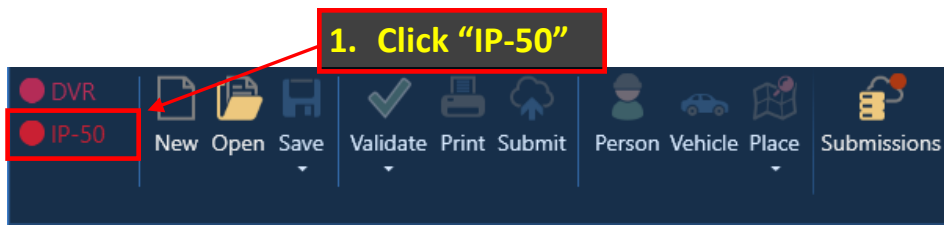


In user settings you can change how your name appears on forms, set type to all CAPS, set your default County/City, and switch between Live and Training modes.

CREATING A NEW IP-50 FORM

The following sections describe the details of completing an IP-50 form. We will go through the primary steps to completing a form, checking for errors (i.e., validating) and submission. Not all fields will be covered in this guide but after completing this section you should have a solid understanding of the eForms application as it pertains to creating and submitting an IP-50 form.

1. Click the IP-50 form name next to the New button:

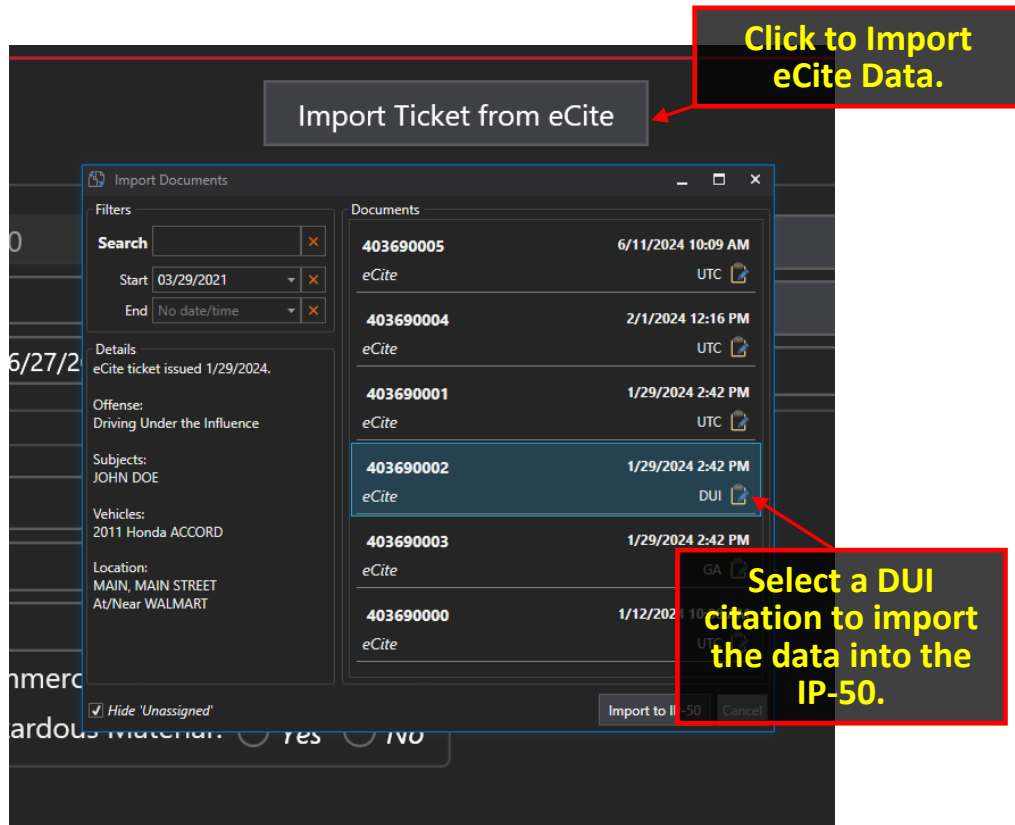


A new IP-50 form will open in a new tab displaying the form sections/components on the left (Tree), a data entry window in the center, and validation panel at the bottom.

A screenshot of the eForms application interface. The title bar reads 'eForms - Mississippi [TRAINING MODE]'. The user is logged in as 'Darrell Arnold'. The 'Form Sections' tree on the left includes 'Arrest', 'Driver', 'Tests', and 'Confirmation'. The 'Data Entry' window is open, showing an 'Import Ticket from eCite' button and several input fields: 'Agency Code' (0017), 'Ticket Number', 'Citation Date & Time' (06/27/2024 08:42), 'City', 'County', 'Street/Highway', 'Vehicle Year', 'Vehicle Make', 'Vehicle Model', 'Commercial Vehicle?' (Yes/No), and 'Hazardous Material?' (Yes/No). A 'Validation Panel' is visible at the bottom of the form, and the status bar shows 'Validation' and the version 'v. 2.11.0.716 on 6/27/2024'.

IMPORT TICKET FROM ECITE

The Import Ticket from eCite button allows agencies using eCite to import a DUI citation data directly into the IP-50. This saves a significant amount of time entering data on the driver and vehicle.



eCite is a free application available to all enforcement agencies in the state of Mississippi. An MOU will need to be processed between your agency and MHP. For more information on eCite, please send an email to mescapssupport@ua.edu.

ARREST SECTION

The Arrest section is where you will enter details about the Case, Vehicle, and Location. Each segment contains a logical grouping of the components and the data elements that are necessary to complete the form.

The screenshot displays the 'eForms - Mississippi [TRAINING MODE]' application interface. The top navigation bar includes 'Home' and 'Settings'. Below it, a toolbar contains icons for 'New', 'Open', 'Save', 'Validate', 'Print', 'Submit', 'Person', 'Vehicle', 'Place', and 'Submissions'. A sidebar on the left lists 'Arrest', 'Driver', 'Tests', and 'Confirmation'. The main form area is titled 'New IP-50' and features an 'Import Ticket from eCite' button. The form is organized into three sections, each highlighted with a red box and an arrow:

- Case Information:** Agency Code (0017), Ticket Number (403690002), Citation Date & Time (06/27/2024 09:22).
- Location Information:** City (RURAL DESOTO), County (DESOTO), Street/Highway (I-69).
- Vehicle Information:** Vehicle Year (2011), Vehicle Make (Honda), Vehicle Model (ACCORD), Commercial Vehicle? (No), Hazardous Material? (No).

At the bottom of the form, there is a 'Validation' status indicator and a version string 'v. 2.11.0.716 on 6/27/2024'.

TIP: You can use the Tab key to navigate through each form section and field. The system will move from one form section to the next when you reach the last data field.

DRIVER SECTION

The Driver section is where you will enter details about the Driver, Driver's Address and License Information. Each segment contains a logical grouping of the components and the data elements that are necessary to complete.

Driver Information

Name	John Doe	SSN	111-11-1111
Date of Birth	8/9/1946	Sex	Male
Height	5 ft 10 in	Weight	170
Eyes	Blue		

Mailing Address

Street Address	484 NEW STREET		
City	PEARL	State	Mississippi
Zip Code	36201		

Driver's License Information

DL State	Mississippi	DL Number	005712333
DL Expiration	8/9/2024	DL Class	D
DL Restrictions		DL Endorsements	

Validation

v. 2.11.0.716 on 6/27/2024

Click to populate data from license scan.

Person

Driver Information

Name	John Doe	SSN	...-..-....
Date of Birth	8/9/1946	Sex	Male
Height	5 ft 10 in	Weight	170
Eyes			

REMINDER: Always verify and update auto-populated data.

TESTS

In this section you'll provide details involving Probable Cause, Sobriety, Tests Offered/Refused, Breath Test Results and Testing Location.

Probable Cause Questions

The screenshot shows a web application interface for 'Tests'. On the left is a sidebar with icons for 'Arrest', 'Driver', 'Tests' (highlighted in green), and 'Confirmation'. The main content area is titled 'Probable Cause' and contains several sections:

- Probable Cause**: Three questions with radio button options for 'Yes' and 'No'.
 - Do you have grounds to believe the above-named driver was operating or in physical control of a motor vehicle? (Yes selected)
 - Do you have grounds to believe that the above-named driver was operating a motor vehicle upon the public highway, public road, or street of Mississippi? (Yes selected)
 - Did the above-named driver refuse to submit to a chemical test of his breath, blood, or urine? (No selected)
- Grounds for Belief (check all applicable)**: A list of checkboxes for various signs of impairment.
 - Admission Impaired Substance(s) Use (checked)
 - Odor of Alcoholic Beverage (checked)
 - Difficulty Following Instructions (unchecked)
 - Glassy/Bloodshot Eyes (checked)
 - Unsteady Balance (checked)
 - Slurred Speech (checked)
 - Impaired Memory (unchecked)
 - Other (unchecked)
- Test(s) Refused (check all applicable)**: A list of checkboxes for tests that were refused.
 - Chemical Breath Analysis (unchecked)
 - Urine (unchecked)
 - Blood Sample (unchecked)
- Test Information**: A form with fields for location, state, county, city, zip code, date & time, testing operator, and permit number.
 - Location: DeSoto SO
 - BrAC: 0.14
 - State: Mississippi
 - County: DESOTO
 - City: RURAL DESOTO
 - Zip Code: 36201
 - Date & Time: 06/27/2024 10:15
 - Testing Operator: D Arnold
 - Permit No.: 1234567

At the bottom of the form, there is a 'Validation' label and a version number 'v. 2.11.0.716 on 6/27/2024'.

CONFIRMATION SECTION

Your Name, Badge Number and Agency name should appear based on your login to MOVE. **If this data is incorrect, you can change it here; however, you should ask your agency CAPSLock/CAS administrator to update your profile in CAPSLock/CAS.**

You will need to enter your name as it appears in the “Officer Name” section to electronically sign the IP-50.

Name, Badge Number, and Agency is imported from CAPSLock/CAS.

Arresting Officer

Officer Name Badge Number

Agency

By confirming my name below, I agree that this will constitute an electronic representation of my signature.

Signature

Enter name as it appears above to electronically sign the IP-50.

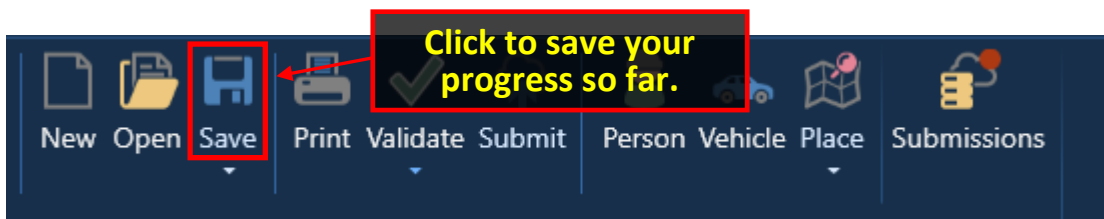
Validation

v.2.11.0.716 on 6/27/2024::

NOTE: If your name is incorrect in CAPSLock/CAS it is permissible to enter it correctly here instead of the way it appears in “Officer Name.” If your name needs to be corrected, please send a request to mcapssupport@ua.edu.

SAVING YOUR FORM

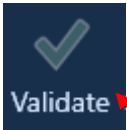
It is good practice to save your form frequently. At any time, you can click the Save button in the ribbon area to save your progress. After saving you can close the form and eForms if necessary and finish the form later by clicking the Open button. **If connected to the internet, the form will be saved on the server as well in the event you need to finish it later using a different computer.**



VALIDATING

Validating is a process for checking your form for errors. There are two types of validation messages: Warnings and Errors. Warnings are reminders that you may have left something off the form. For example, if you do not enter an SSN for the driver, eForms IP-50 will remind you by providing a warning message. Although SSN and some other data points are not required on each form, the message serves as a reminder to add them if available.

Conversely, Error messages are something that must be corrected before you can submit the form. Normally this means you failed to supply an answer to a critical piece of information, or you selected something in the form that now requires you to answer additional questions.



To check your form for errors, click the Validate button located in the top ribbon area of the application. Then, look at the very bottom for validation messages.

NOTE: You may have to click and drag the Validation pane upwards to see all the messages:

In this case it appears that the officer forgot to sign the form. To quickly go to the section of the form with an error, double-click it in the Validation pane.



Double-click messages to be taken to that section of the form.

After fixing the error, click the Validate button again and it will be removed from the validations pane.

Once all errors and warnings are addressed, you are now ready to print and submit your form.

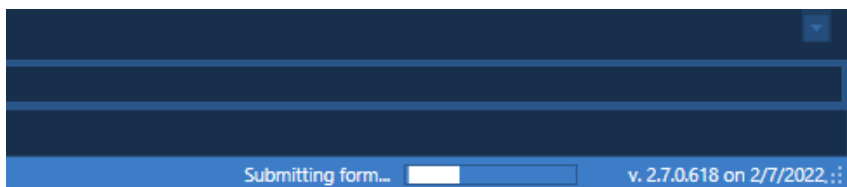
PRINT & SUBMIT

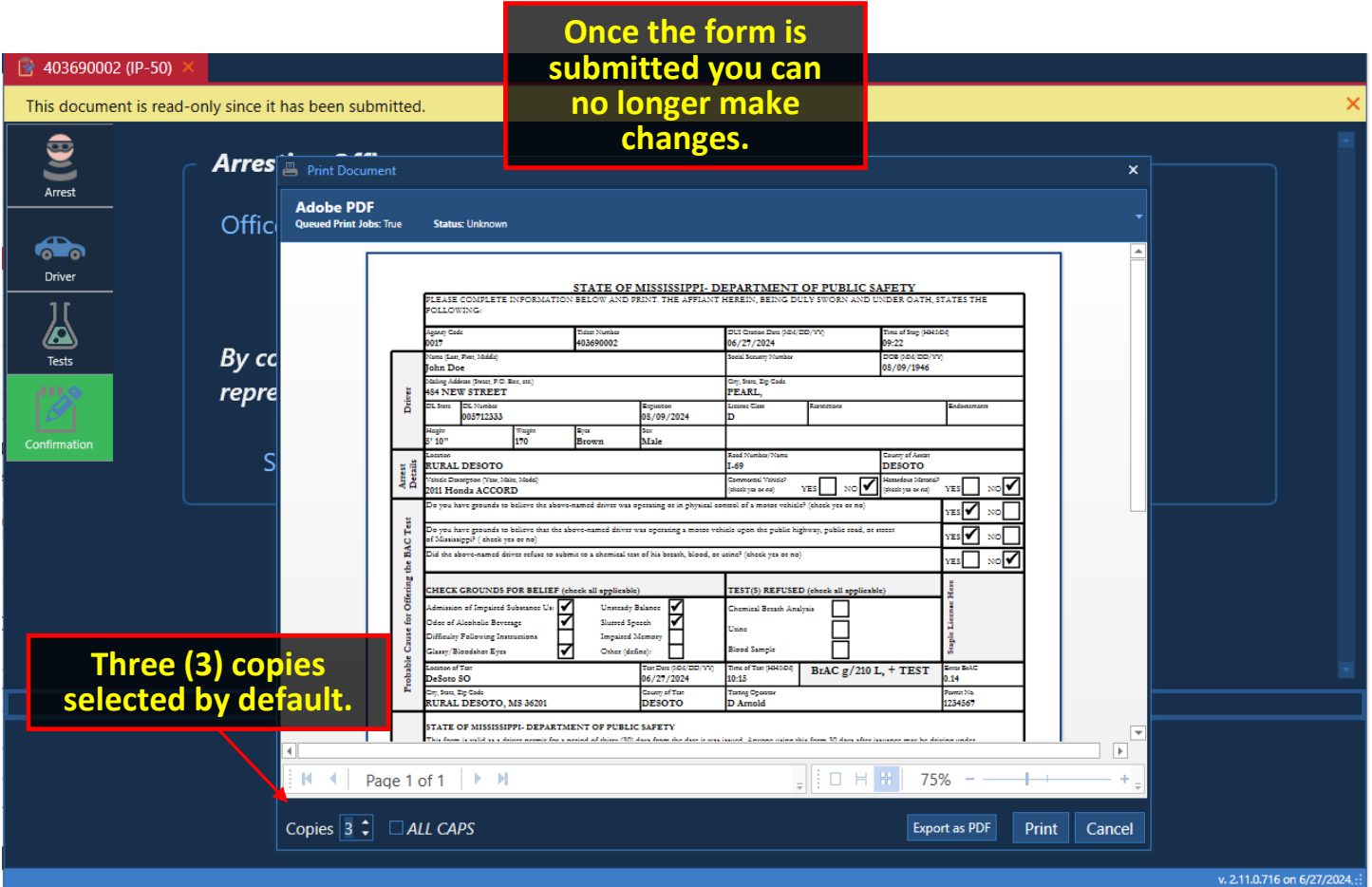
Once you have completed the validation process and corrected all errors and considered all warnings, you will be able to Print and Submit your form for supervisor review. **The Print & Submit button will not be active until you have validated your form.**

Click the Print & Submit button located in the middle of the page in the Confirmation section of the form. This will bring up a window asking if you are ready to submit the form.

The screenshot shows a web application interface for an 'Arresting Officer' confirmation. On the left is a vertical sidebar with icons for 'Arrest', 'Driver', 'Tests', and 'Confirmation' (which is highlighted in green). The main content area is titled 'Arresting Officer' and contains the following fields: 'Officer Name' (Darrell Arnold), 'Badge Number' (212), and 'Agency' (Desoto County Sheriff Office). Below these fields is a confirmation statement: 'By confirming my name below, I agree that this will constitute an electronic representation of my signature.' Underneath the statement is a 'Signature' field containing 'Darrell Arnold'. At the bottom center of the form is a 'Print & Submit' button. A red arrow points from this button to a 'Submitting...' dialog box that has appeared. The dialog box contains a question mark icon and the text 'Are you sure you want to submit this form?' with 'Yes' and 'No' buttons. A red-bordered box with yellow text points to the 'Yes' button, stating 'Click the Submit button and then Yes.'

You'll see the status of your submission in the lower right-hand corner of the application.





A print preview window will open allowing you to select your default printer and print three (3) copies of the IP-50:

- Vehicle Operator
- Arresting Officer
- Court Clerk

After successfully printing and submitting your form it will become Read-Only, which means no further edits can occur.

Submitted forms are available on the eForms website (<https://eforms.dps.ms.gov>) for review and printing.

NOTE: Submitted IP-50s DO NOT REQUIRE supervisor approval. They are automatically approved upon submission. However, you will need to process the IP-50 like you would any IP-12 and IP-14 by collecting the DL (when required) and submitting to your local court for further processing.

An example of a completed IP-50 can be seen below.

STATE OF MISSISSIPPI- DEPARTMENT OF PUBLIC SAFETY						
PLEASE COMPLETE INFORMATION BELOW AND PRINT. THE AFFIANT HEREIN, BEING DULY SWORN AND UNDER OATH, STATES THE FOLLOWING:						
Agency Code 0017		Ticket Number 403690002		DUI Citation Date (MM/DD/YY) 06/27/2024		Time of Stop (HH:MM) 09:22
Name (Last, First, Middle) John Doe			Social Security Number		DOB (MM/DD/YY) 08/09/1946	
Mailing Address (Street, P.O. Box, etc.) 484 NEW STREET			City, State, Zip Code PEARL,			
DL State	DL Number 005712333	Expiration 08/09/2024	License Class D	Restrictions	Endorsements	
Height 5' 10"	Weight 170	Eyes Brown	Sex Male			
Location RURAL DESOTO			Road Number/Name I-69		County of Arrest DESOTO	
Vehicle Description (Year, Make, Model) 2011 Honda ACCORD			Commercial Vehicle? (check yes or no) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		Hazardous Material? (check yes or no) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Do you have grounds to believe the above-named driver was operating or in physical control of a motor vehicle? (check yes or no)						YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Do you have grounds to believe that the above-named driver was operating a motor vehicle upon the public highway, public road, or street of Mississippi? (check yes or no)						YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Did the above-named driver refuse to submit to a chemical test of his breath, blood, or urine? (check yes or no)						YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
CHECK GROUNDS FOR BELIEF (check all applicable)			TEST(S) REFUSED (check all applicable)			Sample License Here
Admission of Impaired Substance Use <input checked="" type="checkbox"/>		Unsteady Balance <input checked="" type="checkbox"/>	Chemical Breath Analysis <input type="checkbox"/>			
Odor of Alcoholic Beverage <input checked="" type="checkbox"/>		Slurred Speech <input checked="" type="checkbox"/>	Urine <input type="checkbox"/>			
Difficulty Following Instructions <input type="checkbox"/>		Impaired Memory <input type="checkbox"/>	Blood Sample <input type="checkbox"/>			
Glassy/Bloodshot Eyes <input checked="" type="checkbox"/>		Other (define): <input type="checkbox"/>				
Location of Test DeSoto SO		Test Date (MM/DD/YY) 06/27/2024	Time of Test (HH:MM) 10:15	BrAC g/210 L, + TEST		Enter BrAC 0.14
City, State, Zip Code RURAL DESOTO, MS 36201		County of Test DESOTO	Testing Operator D Arnold		Permit No. 1234567	
<p>STATE OF MISSISSIPPI- DEPARTMENT OF PUBLIC SAFETY</p> <p>This form is valid as a driver permit for a period of thirty (30) days from the date it was issued. Anyone using this form 30 days after issuance may be driving under suspension. Law enforcement officers may determine if the permit holder is driving under suspension by contacting the Miss. Dept of Public Safety, Driver Service Bureau or any Mississippi Justice Information Center Terminal.</p> <p>This receipt and permit are issued to individuals who have either:</p> <ul style="list-style-type: none"> -refused a breath test to determine alcohol concentration OR -provided a breath sample with an alcohol concentration in violation of Miss. Code Ann. § 63-11-30 <p>-VIOLATOR'S SUSPENSION NOTICE</p> <p>If you provided a breath sample with an alcohol concentration in violation of Miss. Code Ann. § 63-11-30, your license will be suspended 30 days from the date of the issuance of this permit. If you request a trial within 30 days then the court may issue an order extending your driving privileges pending the outcome of your case as provided under Miss. Code Ann. § 63-11-23. The Miss. Dept. of Public Safety must receive this order to keep your license from being suspended.</p> <p>If you refused to provide a breath, urine, or blood sample to determine alcohol concentration, your license will be suspended 30 days from the date of the issuance of this permit under Miss. Code Ann. § 63-11-23.</p> <p>If the address on your license does not match the address where you currently reside, you must update your information with the Driver Service Bureau immediately in order to receive notices regarding license suspension.</p>						
Arresting Officer (Last, First, Middle) Darrell Arnold			Arresting Officer Signature <i>Darrell Arnold</i>			
Officer ID Number 212			Enforcement Agency Desoto County Sheriff Office			
<p>COURT CLERK OR NOTARY SEAL</p> <p>Sworn to me this day _____ of (month/ year) _____</p> <p>Notary Public or Court Clerk _____</p> <p>My Commission Expires _____</p> <p>Court Clerk or Notary, WITHIN 24 HOURS MAIL TO: Driver Records Division/ DUI; PO Box 1459; Canton, MS 39046</p>						
Copy 1: VEHICLE OPERATOR			Copy 2: ARRESTING OFFICER		Copy 3: COURT CLERK	

COLLECT LICENSE.

IP-50; Revision 050224

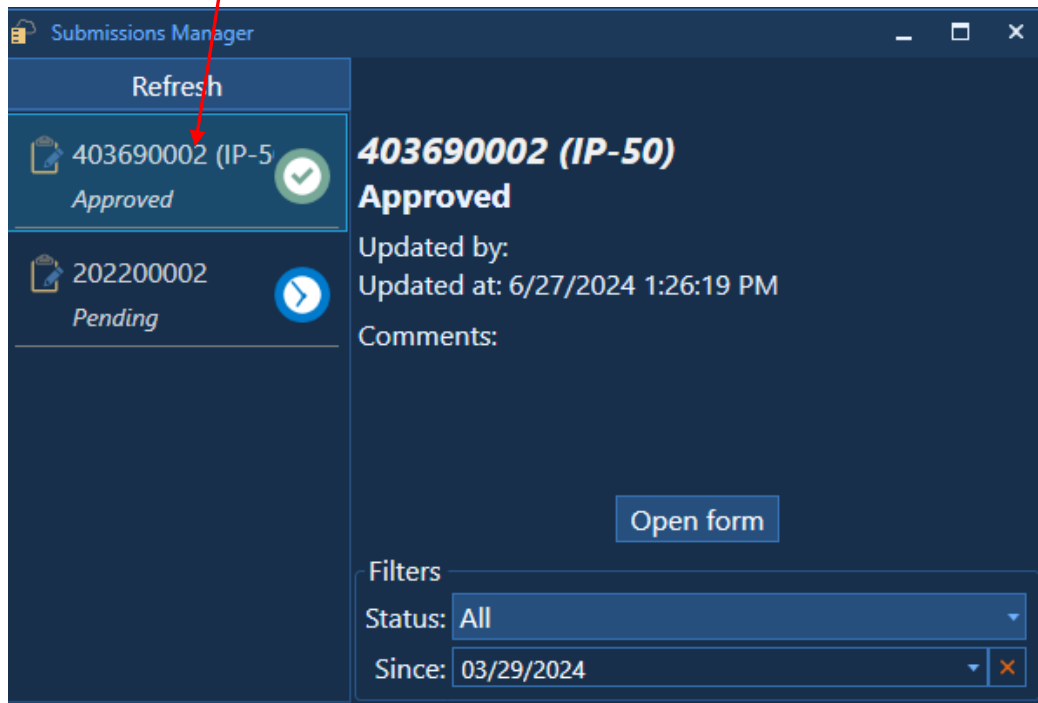
VIEWING SUBMISSIONS

To view all submissions by you for this agency from any computer, click on the Submissions button located in the ribbon at the top of the application.



This will bring up the Submissions Manager window which will display all your submitted forms from any computer for the agency you are logged into MOVE under.

Click the Submissions button to review status of submitted forms.



Submitted forms are available on the eForms website (<https://eforms.dps.ms.gov>) for review and printing.

NOTE: Submitted IP-50s DO NOT REQUIRE supervisor approval. They are automatically approved upon submission. However, you will need to process the IP-50 like you would any IP-12 and IP-14.

MANAGING FORMS – SAVING, OPENING, EXPORTING FORMS

Saving and opening forms is a straightforward process, just click the corresponding buttons in the ribbon at the top of the application to perform those actions.

SAVING A FORM



You can click the Save button located in the ribbon at the top of the application anytime to save your open form. This allows you to return to it later for completion. You can check to verify your form was saved by clicking on the Open button (next section).

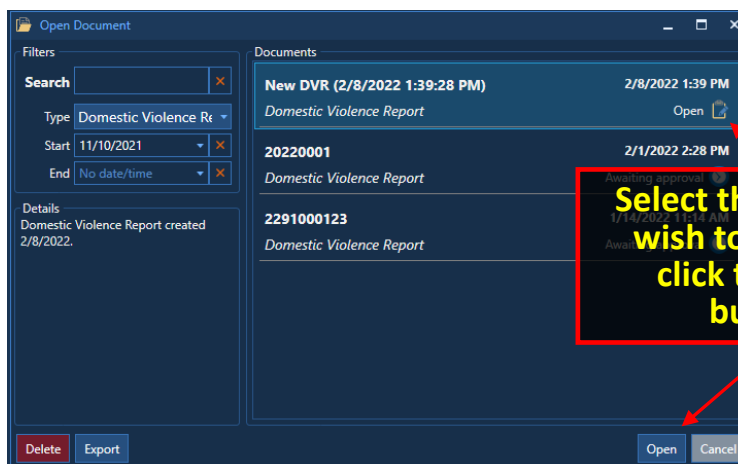
If you are connected to the internet, saving your form will save it locally on your machine and on the server. This means you can open the form on another computer to finish working on it there (see next section).

OPENING FORMS



Clicking the Open button will bring up a window displaying all forms/reports you have created for this agency on any machine synced with the server.

Click the Open button to bring up the Open Document window.



Select the form you wish to open and click the Open button.

If you are continuing to work on a form you previously started and saved, your form should be unlocked so you can continue working on it, **but if your form is locked (i.e., read only), it's because you previously printed and submitted it to the server. No further edits/changes can be made to printed/submitted IP-50 forms.**

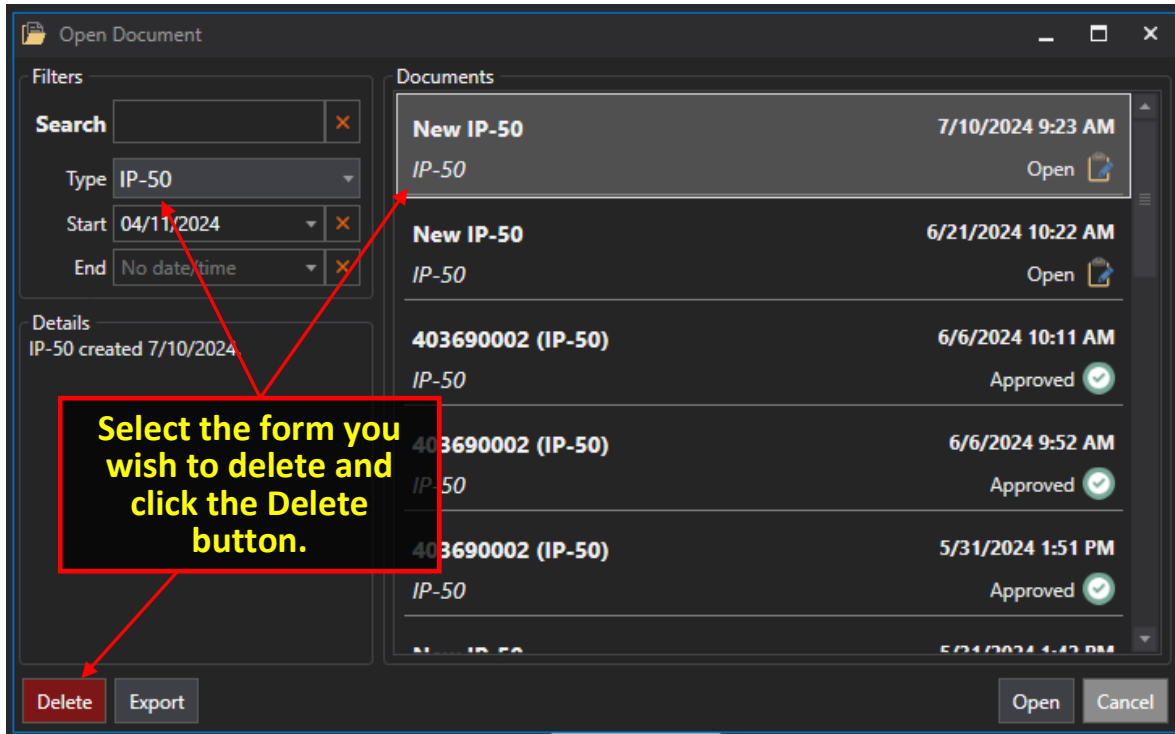
OPENING A SAVED FORM ON ANOTHER COMPUTER

eForms allows you to save forms on one computer and re-open them on another. Make sure you have a good internet connection when saving your form. Be sure to login to MOVE – eForms on the other computer with the same user account and agency as you created the form under.

IMPORTANT: Do not submit your form if you are just wanting to save it so you can work on it later using a different computer. Remember, submitting a completed form locks it for editing until your supervisor rejects it.

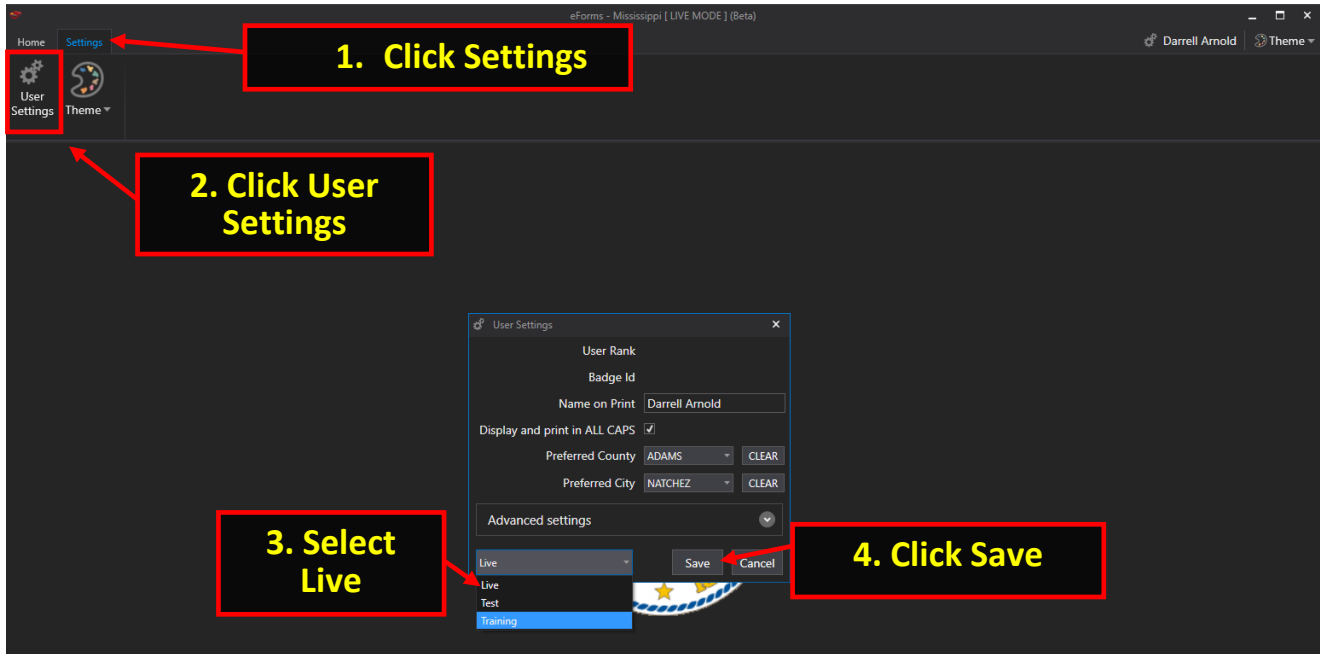
DELETING A FORM

If you need to delete a form **that has not been printed/submitted**, click the Open button, select the form type, select the form under “Documents” and click the Delete button.

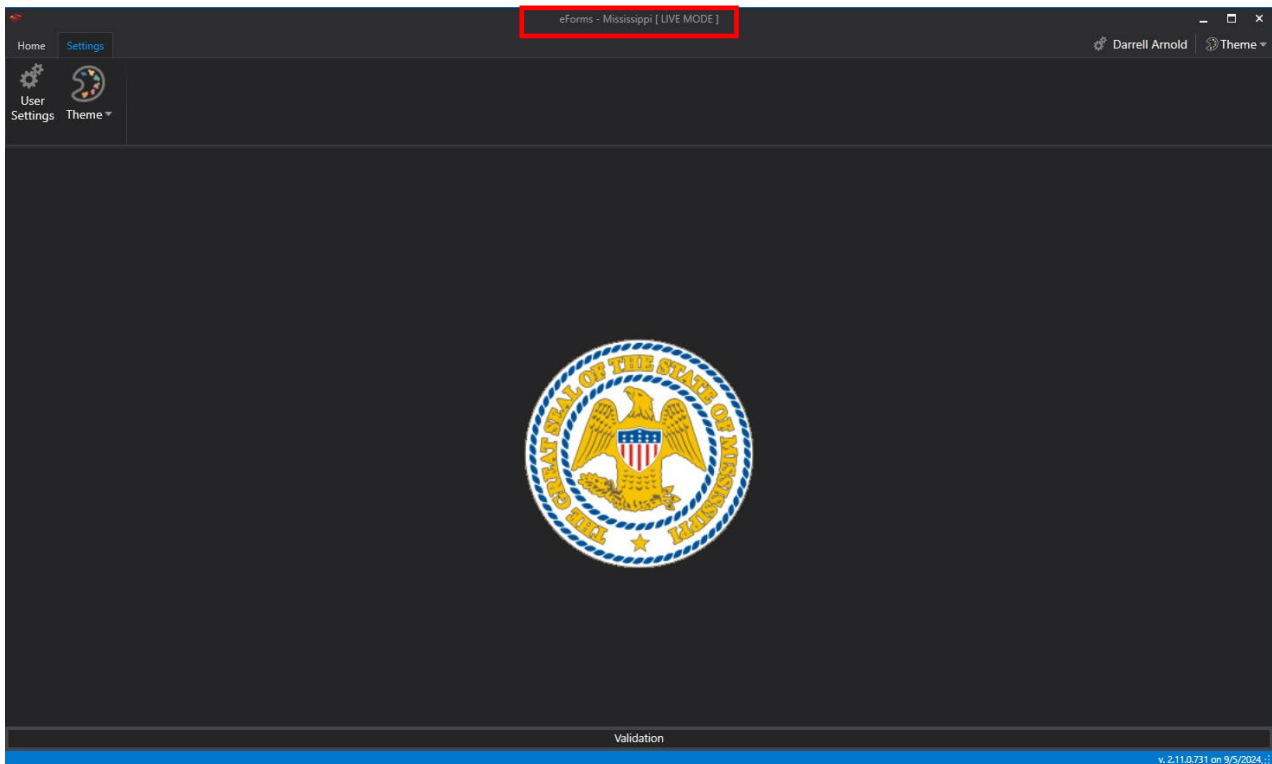


SETTING EFORMS TO LIVE MODE

After you have practiced using eForms in Training Mode, you will need to set it back to Live Mode before using the application in the field. To access Live Mode, you will need to make the change in User Settings.



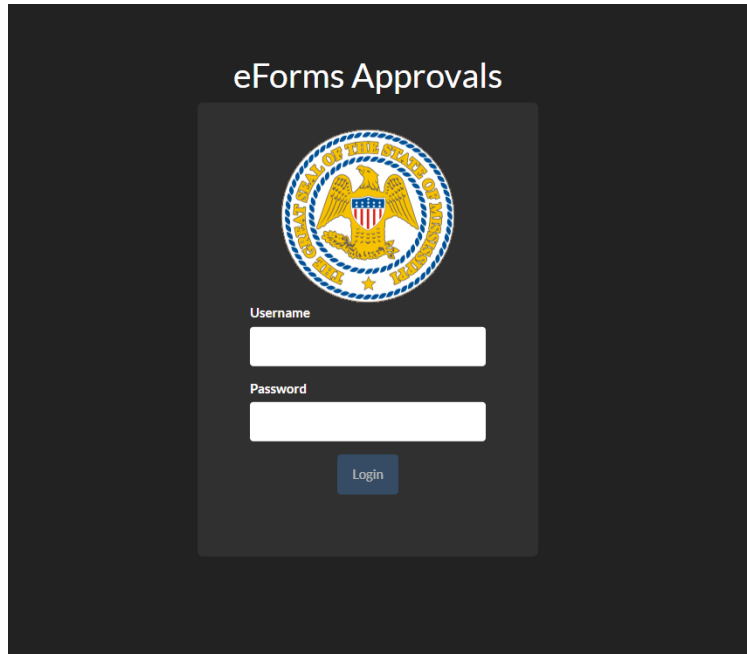
eForms will restart in Live Mode, signified by the theme turning black and the title at the top reading [Live Mode].



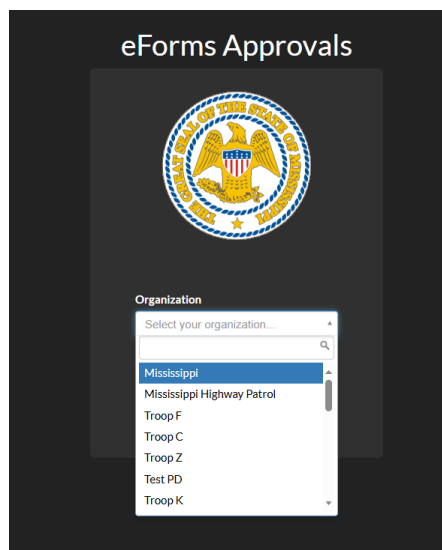
Once IP-50 forms are completed using the eForms application they will be accessible for review and printing on the eForms website. As a user, you can login to the eForms website to view all your submitted forms.

<https://eforms.dps.ms.gov>

Enter your CAPSLock/CAS login credentials and then select your agency.



NOTE: Only agencies that you are a member of will appear in the list. For most people, there will be only one agency listed.



All users will be able to view and print their own IP-50s from the website. Agency supervisors with the **eForms Ip-50 Agency Viewer** role (see [Appendix A](#)) in CAPSLock/CAS will be able to view and print all IP-50s for their agency.

The screenshot shows the 'Find a Form' search interface. At the top, there are filters for 'Filter by Submission Date' (After, Before, Between, No Filter), 'Current Form Status' (All), and 'Current Form Type' (IP-50). A 'Search' button is located below the filters. Below the search area is a table with columns: Document, Type, Creator, Status, Submitted, and Subjects. The first row is highlighted, and a callout box points to it with the text 'Select a form from the list.' Another callout box points to the 'Current Form Type' dropdown with the text 'Select the IP-50 form from the dropdown.'

Document	Type	Creator	Status	Submitted	Subjects
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/28/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/28/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/28/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/28/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/28/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/28/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/29/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/29/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/29/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/29/2024	

Form options for the selected form will appear to the right as shown below.

The screenshot shows the 'Find a Form' interface with a details panel open for the selected form. The details panel displays the form title 'Unassigned 148 (IP-50)', its status 'Approved', creator 'Landon Bentley', and submission time '05/28/2024 13:25:12 PM'. A 'View Document' button is visible in the details panel, with a callout box pointing to it and the text 'Click the View Document button to view and print the form.'

The form will be displayed at the bottom of the page. You may need to use your browser's scroll bars to view the form.

Find a Form

Filter by Submission Date
After Before Between No Filter

Current Form Status
All

Current Form Type
IP-50

Search

Document	Type	Creator	Status	Submitted	Subjects
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/28/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/28/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/28/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/28/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/28/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/29/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/29/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/29/2024	
Unassigned 148 (IP-50)	IP-50	Landon Bentley	Approved	05/29/2024	

Search 1 2 1 - 10 displayed , 16 in total

Unassigned 148 (IP-50)

Status: Approved
Creator: Landon Bentley
Submission Time: 05/28/2024 13:25:12 PM

View Document

Unassigned 148 (IP-50)

Status: Approved
Creator: Landon Bentley
Submission Time: 05/28/2024 13:25:12 PM

View Document

Use your browser's scroll bars.

Report 1 / 1 96%

STATE OF MISSISSIPPI- DEPARTMENT OF PUBLIC SAFETY

PLEASE COMPLETE INFORMATION BELOW AND PRINT. THE APPLICANT HERIN, BEING DULY SWORN AND UNDER OATH, STATES THE FOLLOWING:

Agency Code 90	Ticket Number Unassigned 148	DTI Expiry Date (MM/DD/YY) 05/28/2024	Time of Day (HH:MM) 10:36
Driver Name (Last, First, Middle) John Doe	Driver License Number 123-45-6789	DTI Expiry Date (MM/DD/YY) 08/09/1946	
Mailing Address (Street, P.O. Box, etc.) 484 NEW STREET	City, State, Zip Code PEARL, MS 39205		
Sex M	DOB 05/31/2024	License Class A	Endorsements S
Height 5' 11"	Weight 175	Eyes Hazel	Sex Male
City WASHINGTON	State MS	Vehicle Number 2011 Honda ACCORD	Plate Number/Name ADAMS
Commercial Vehicle? (check yes or no)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Harbored Material? (check yes or no)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Do you have grounds to believe that the above-named driver was operating or in physical control of a motor vehicle? (check yes or no)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Do you have grounds to believe that the above-named driver was operating a motor vehicle upon the public highway, public road, or street of Mississippi? (check yes or no)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Did the above-named driver refuse to submit to a chemical test of his breath, blood, or urine? (check yes or no)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
CHECK GROUNDS FOR BELIEF (check all applicable)		TEST(S) REFUSED (check all applicable)	
Admission of Impaired Substance Use	Unsteady Balance	Chemical Breath Analysis	Sample License Here
Odor of Alcoholic Beverage	Slurred Speech	Urine	
Difficulty Following Instructions	Impaired Memory	Blood Sample	
Clavary/Roadblock Eyes	Other (define)		
Fake Test Location			
Probable Cause for Offering the BAC Test	05/28/2024	Time of Test (HH:MM) 13:30	Test Name BAC g/210 L _i + TEST
City, State, Zip Code Natchez, MS 12345	County of Test Adams	Testing Operator Fake Testing Operator	Print Name Fake Permit No

STATE OF MISSISSIPPI- DEPARTMENT OF PUBLIC SAFETY

RESOURCES AND SUPPORT

For eForms application support, including issues using eForms and user accounts please contact the CAPS MS Help Desk by email: mscapssupport@ua.edu. This will create a ticket in our support system, and someone will normally reply the same day.

CAPS MS HELP DESK – APPLICATION SUPPORT

mscapssupport@ua.edu

MS DPS – DRIVER SERVICE BUREAU

Driver Records

152 Watford Parkway Drive

Canton, MS 39046

601-487-7028

contactdsb@dps.ms.gov

<https://www.driverservicebureau.dps.ms.gov/DriverRecords/Home>

MISSISSIPPI FORENSICS LABORATORY

601-420-9000

215 Allen Stuart Drive

Pearl, MS 39208

<https://www.dps.ms.gov/forensic-laboratories/Crime-Lab>

INTOXILYZER INFORMATION

Implied Consent Section of Mississippi Forensics Laboratory

Wendy Hathcock, Section Chief

601-420-9020 office

whathcock@mcl.ms.gov

<https://www.dps.ms.gov/forensic-laboratories/Crime-Lab/implied-consent>

Below is the entire CAPSLock Administrator Guide for managing users. We placed it here for convenience.

NOTE: The CAPSLock User Management system may soon be replaced with a newer system called CAS. When the new system is in place this information will become outdated.

ABOUT CAPSLOCK

This document is intended for agency administrators to use as a guide for setting up new users in the CAPSLock User Authentication System.

CAPSLock is a web application accessible through a web browser using the URL:

<https://capslock.dps.ms.gov/admin>

You must have the CAPSLock administrator privilege to use this site.

Law enforcement personnel wanting to become agency administrators should contact the Mississippi Help Desk to have their account setup.

MS CAPS Support Help Desk
mscapssupport@ua.edu

Court clerks do not need to use the eForms IP-50 application to access forms, only LE agencies.

All MS LE agencies should have their own CAPSLock administrator to create and manage user accounts.

GETTING STARTED WITH CAPSLOCK

A law enforcement user must also have a CAPSLock account before accessing the **eForms** application and website. Contact the MS CAPS Support Help Desk to obtain the desktop eForms installer.

The website address to view and print submitted IP-50 forms is: <https://eforms.dps.ms.gov>

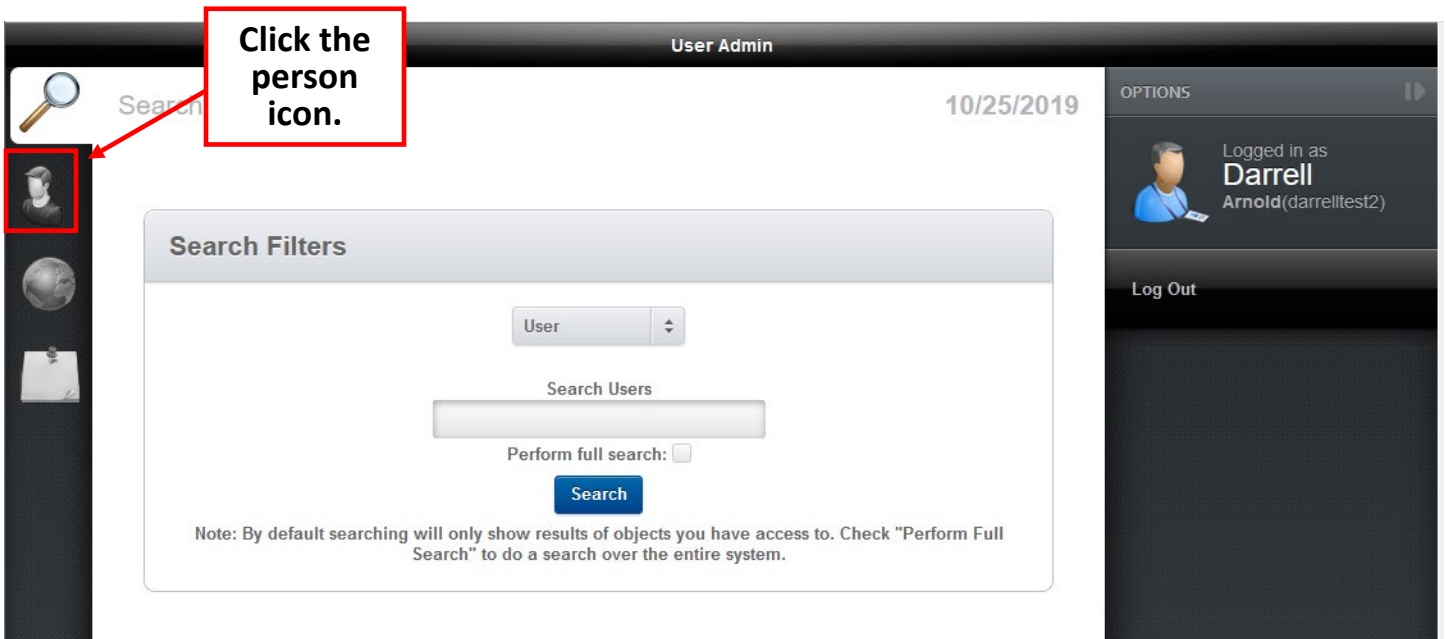
By default, all law enforcement agencies are assigned the IP-50 Officer and MOVE Officer privileges, so there is no need to assign those to anyone in your agency. However, CAPSLock administrators will need to assign the eForms IP-50 Agency Viewer role to anyone needing access to all their agency's IP-50s.

SETTING UP A NEW USERS FOR YOUR AGENCY

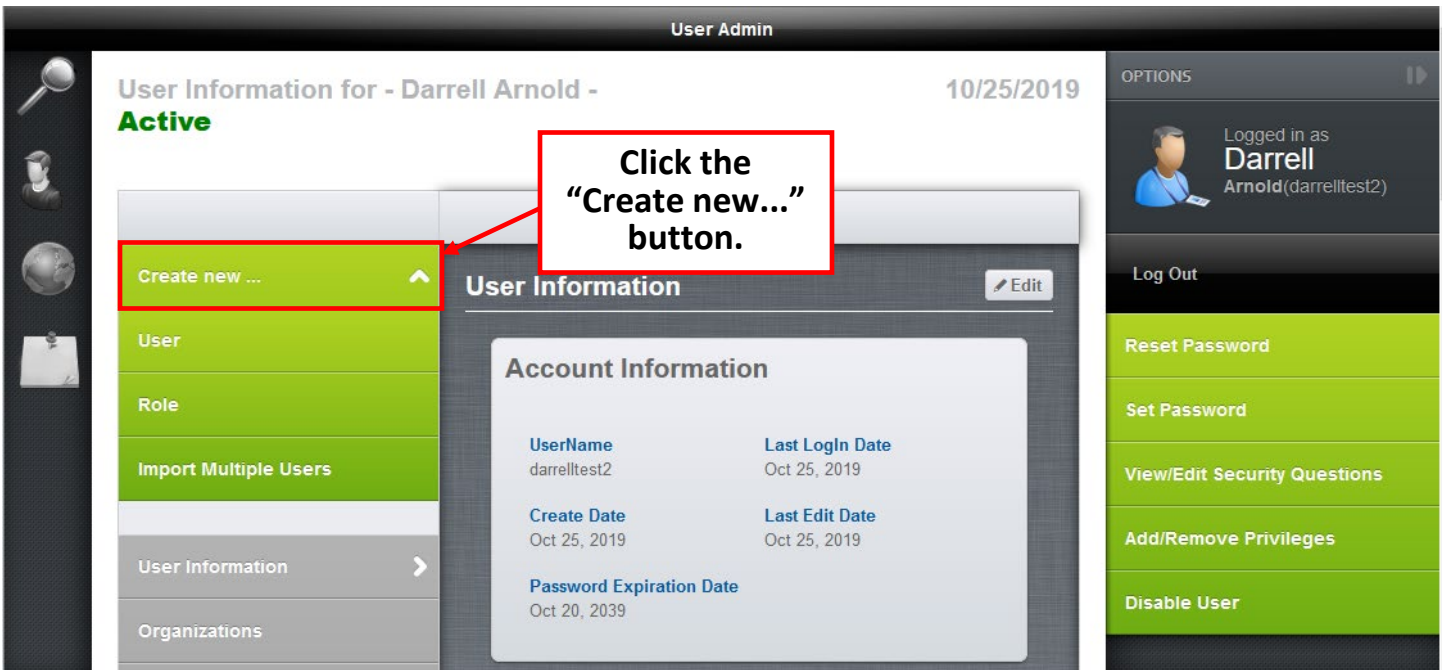
1. Login to <https://capslock.dps.ms.gov/admin> (NOTE: If this is your first-time logging into CAPSLock, you will be prompted to finish setting up your user account.)



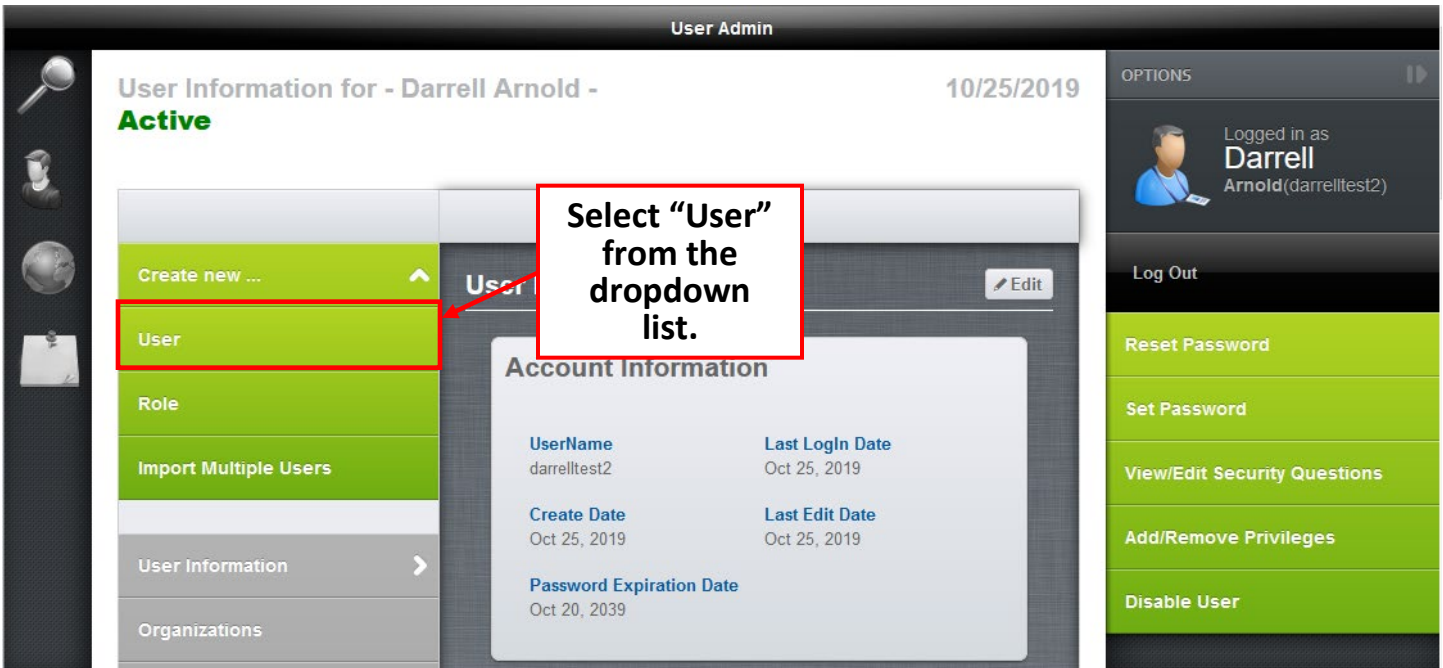
2. Click on the person icon located in the top left-hand corner of the screen:



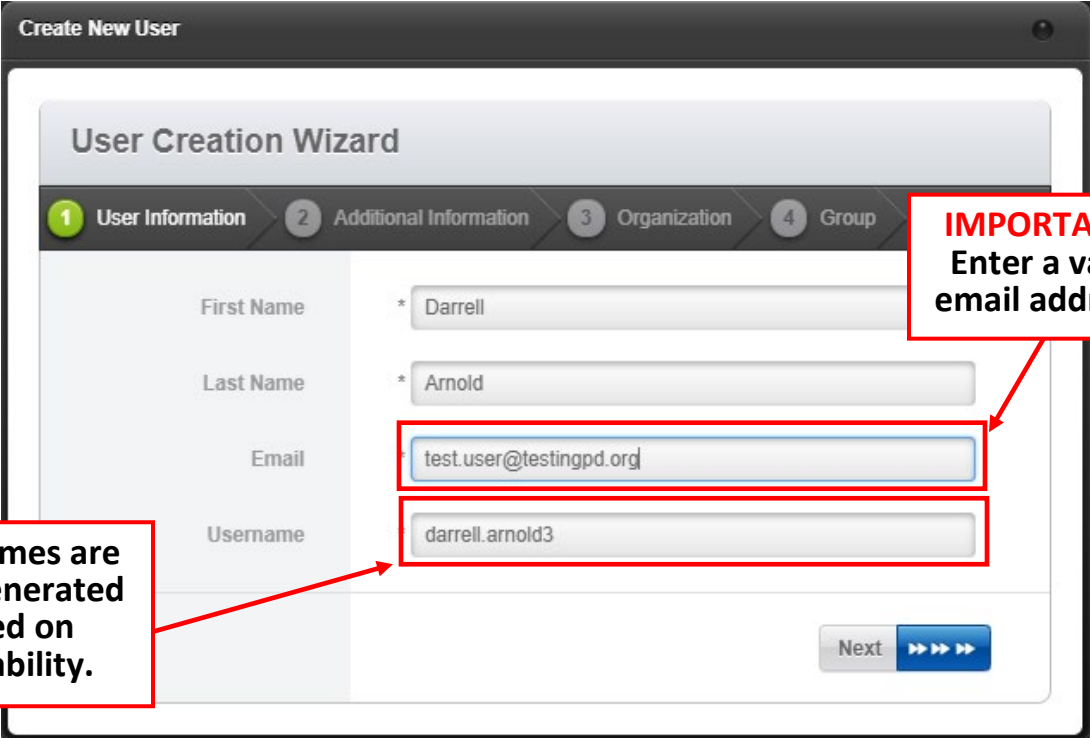
3. Click the "Create new..." button:



4. Select "User" from the dropdown list:



5. The User Creation Wizard will appear. Complete the User Information section before clicking the Next button.



IMPORTANT!
Enter a valid email address.

Usernames are auto-generated based on availability.

1 User Information 2 Additional Information 3 Organization 4 Group

First Name * Darrell

Last Name * Arnold

Email test.user@testingpd.org

Username darrell.arnold3

Next >>>>

NOTE: You must enter a valid email address. Two notification emails will be sent to this user – one containing their username and the other containing their temporary password.

6. Enter Badge ID, Rank, and be sure to select "Live" from the Mode dropdown list.

Create New User

User Creation Wizard

1 User Information 2 **Additional Information** 3 Organization 4 Group 5 Summary

ReportBeamID

Badge

Rank

Mode

Primary Vehicle ID

Motorcycle ID

IMPORTANT!
Select "Live" for Mode.

7. Select your organization name by clicking on the radio button:

Create New User

User Creation Wizard

1 User Information 2 Additional Information 3 **Organization** 4 Group 5 Summary

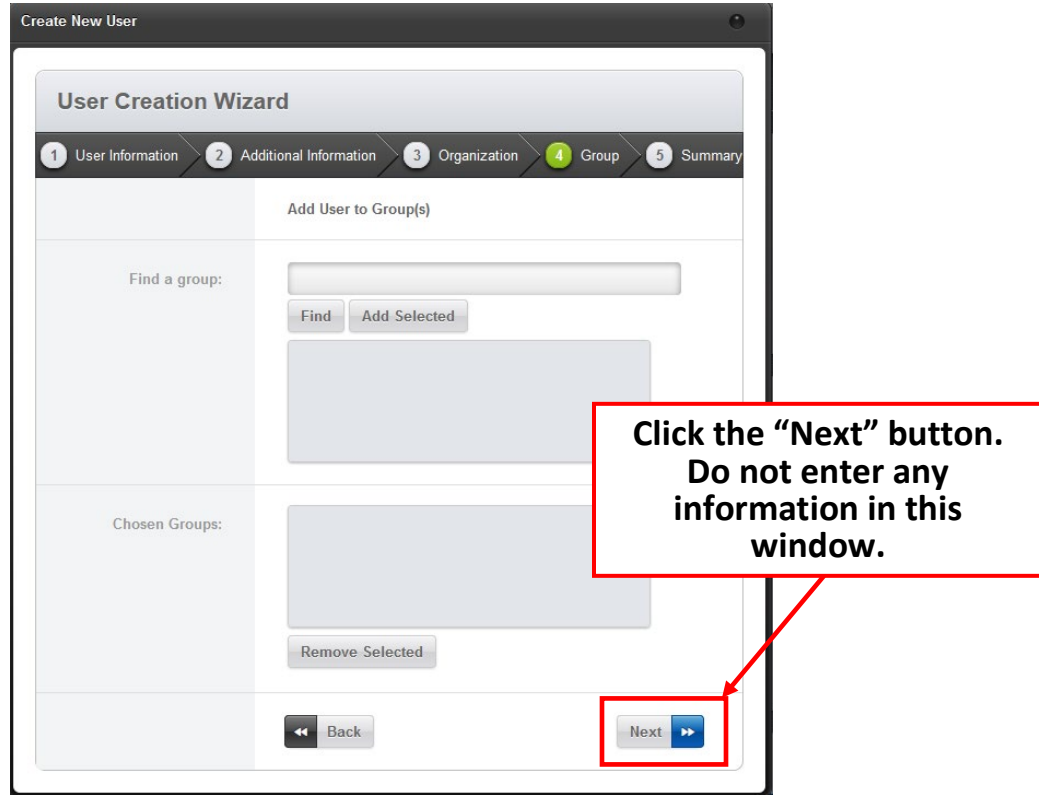
Add User to Organization(s)

Find a organization:

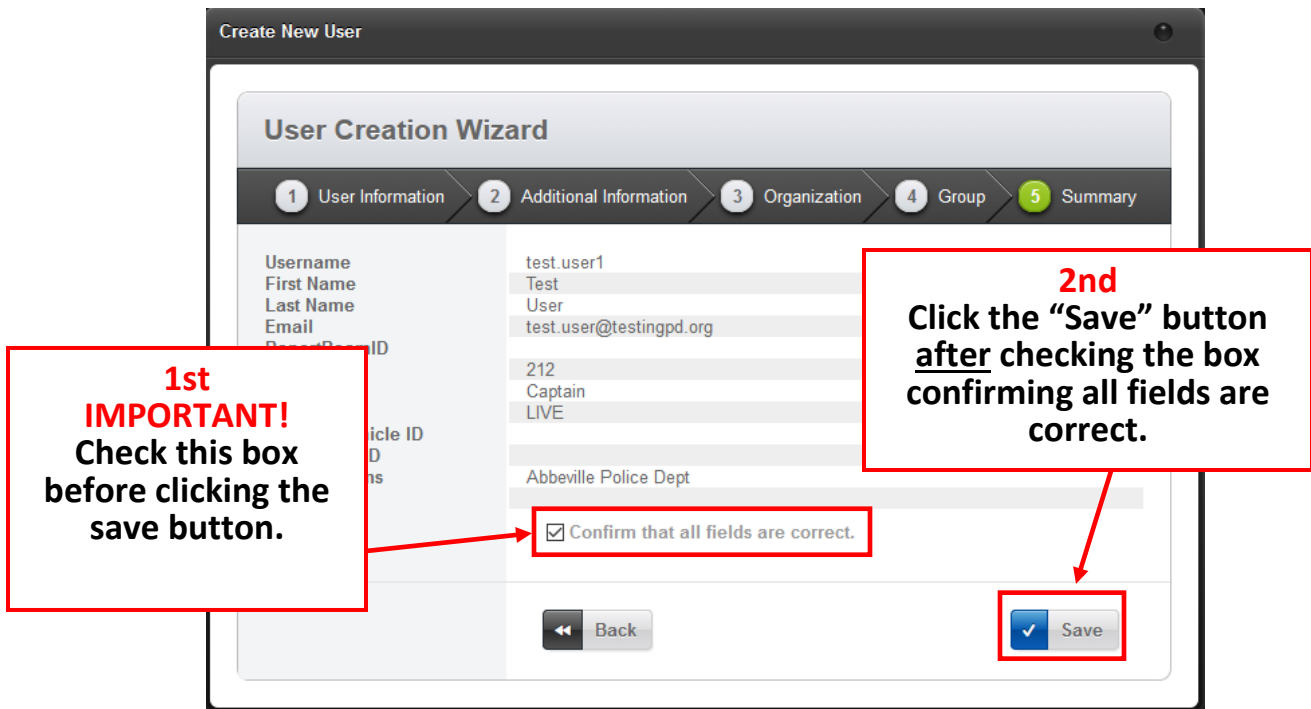
Abbeville Police Dept

Select the radio button next to your organization's name.

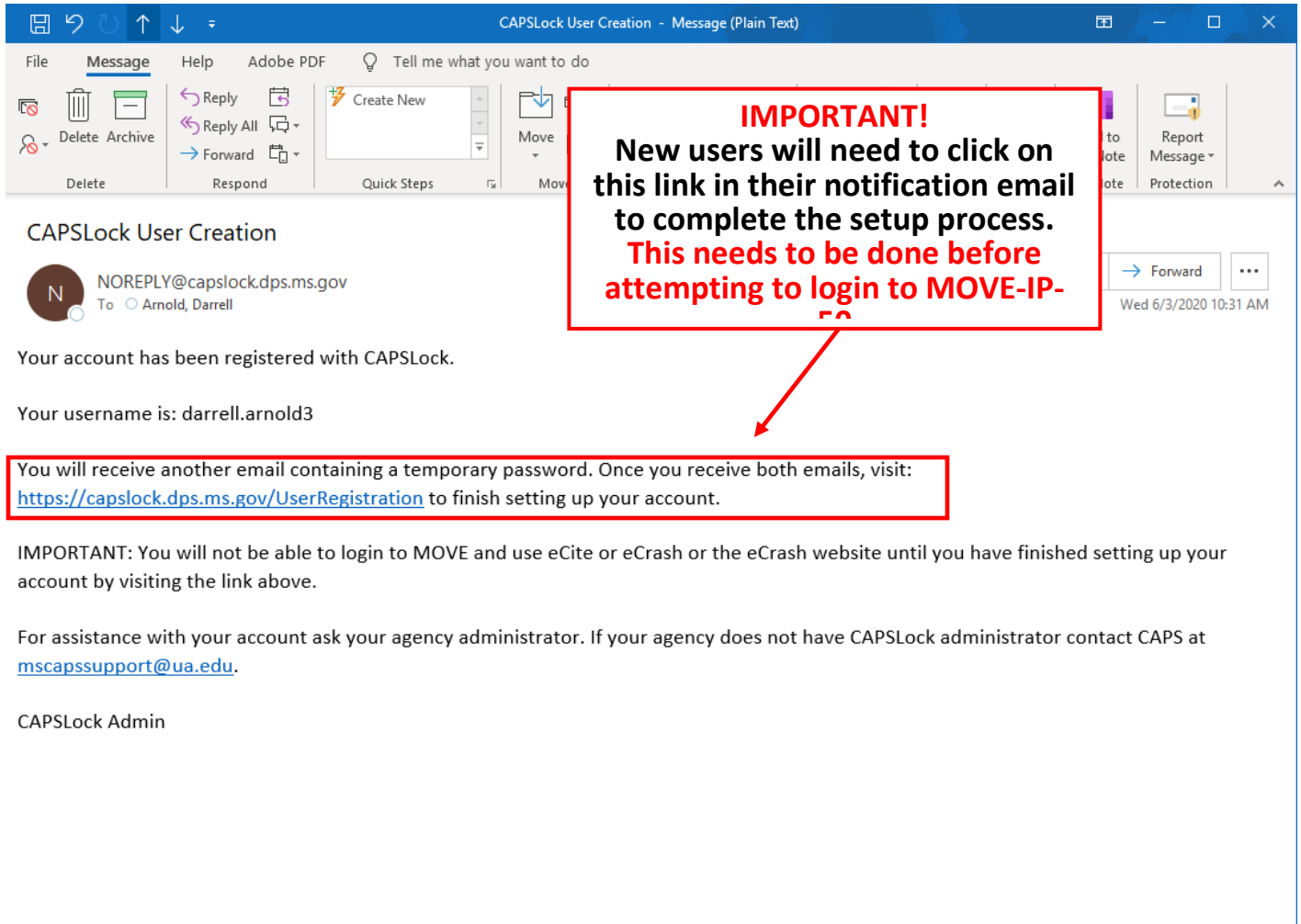
8. Do not enter anything in the Group tab:



9. Verify all information is correct, and then check the box next to “Confirm that all fields are correct.” Click the “Save” button to complete the process.

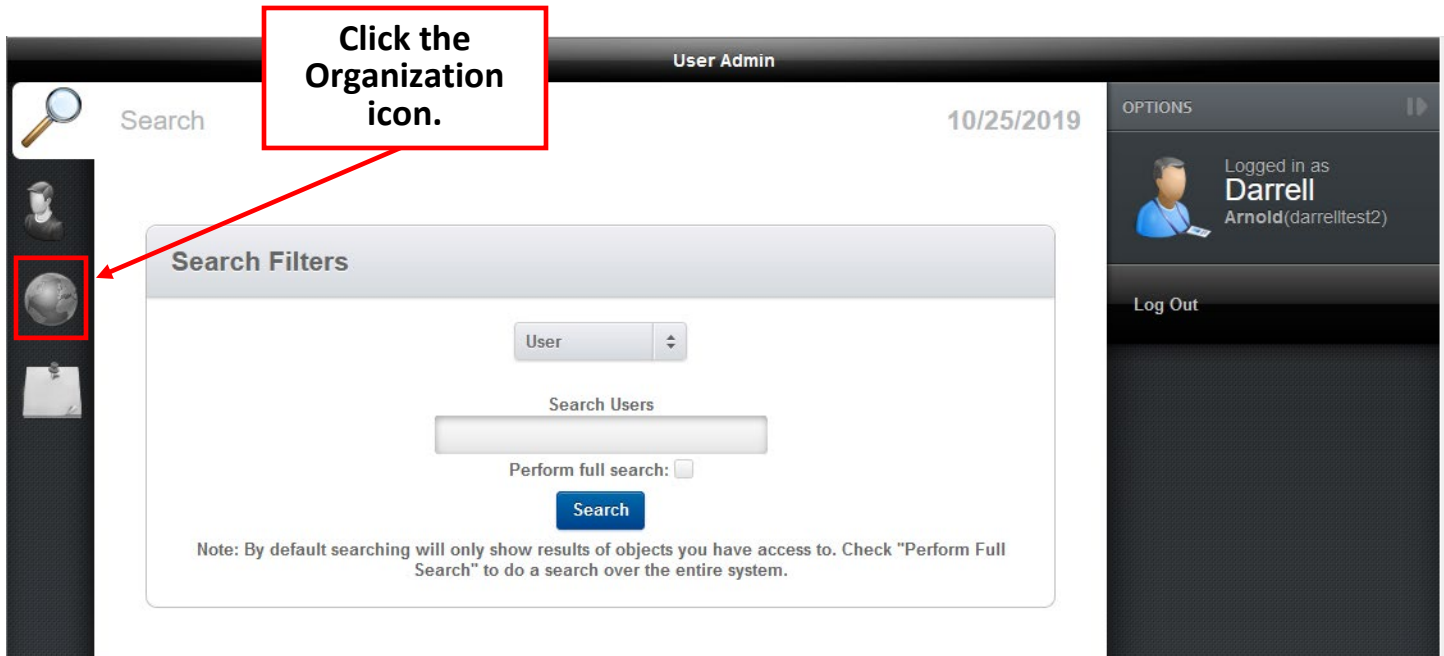


New users will receive two emails: one containing their username, and the other with their temporary password.

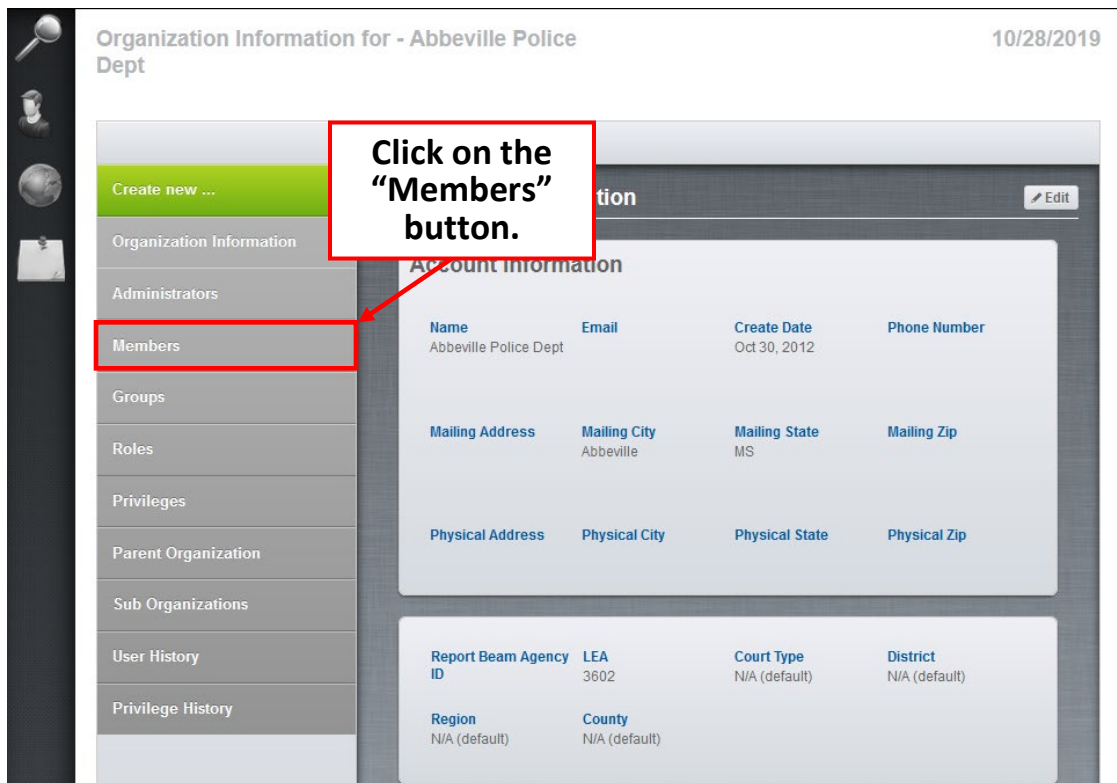


ASSIGNING THE EFORMS IP-50 AGENCY VIEWER ROLE – SUPERVISORS ONLY

1. Login to the CAPSLock admin portal (<https://capslock.dps.ms.gov/admin>) and click the Organization icon (globe) located in the top left-hand corner of the screen:



2. Click on the "Members" button located on the left-hand side of the screen:



3. Select the member from the list shown that you want to grant role(s) to and/or reset password, edit, or disable (explained later). Select by clicking the “View” text link:

Organization Information for - Abbeville Police Dept 10/28/2019

Create new ...

Organization Information

Administrators

Members

Groups

Roles

Privileges

Parent Organization

Sub Organizations

User History

Privilege History

Members

Add User to Organization Remove Members

Show 10 entries Search:

Current Status	Name	Email	First Name	Last Name	View
Active	DarrellTest	darrell.arnold@ua.ed...	Darrell	Arnold	View
Active	darrelltest2	darrell.arnold@ua.ed...	Darrell	Arnold	View
Active	test.user1	test.user@testi ngpd...	Test	User	View

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Click “View”

4. With the user’s profile open, click on the “Roles” button on the left-hand side of the screen:

User Information for - Test User - Active 10/28/2019

Create new ...

User Information

Organizations

All Privileges

Groups

Roles

Organization History

Group History

Privilege History

Login History

Edit

Create Date: Oct 28, 2019 Last Edit Date: Oct 28, 2019

Password Expiration Date: Oct 28, 2019

Personal Information

First Name	Last Name	Email	
Test	User	test.user@testi ngpd.org	
License Number	Phone Number		
Badge	Mode	Motorcycle ID	Primary Vehicle ID
Captain	TEST	N/A	N/A
Rank	Report Beam ID		
212	N/A		

Options

Logged in as Darrell Arnold(DarrellTest)

Log Out

Reset Password

Set Password

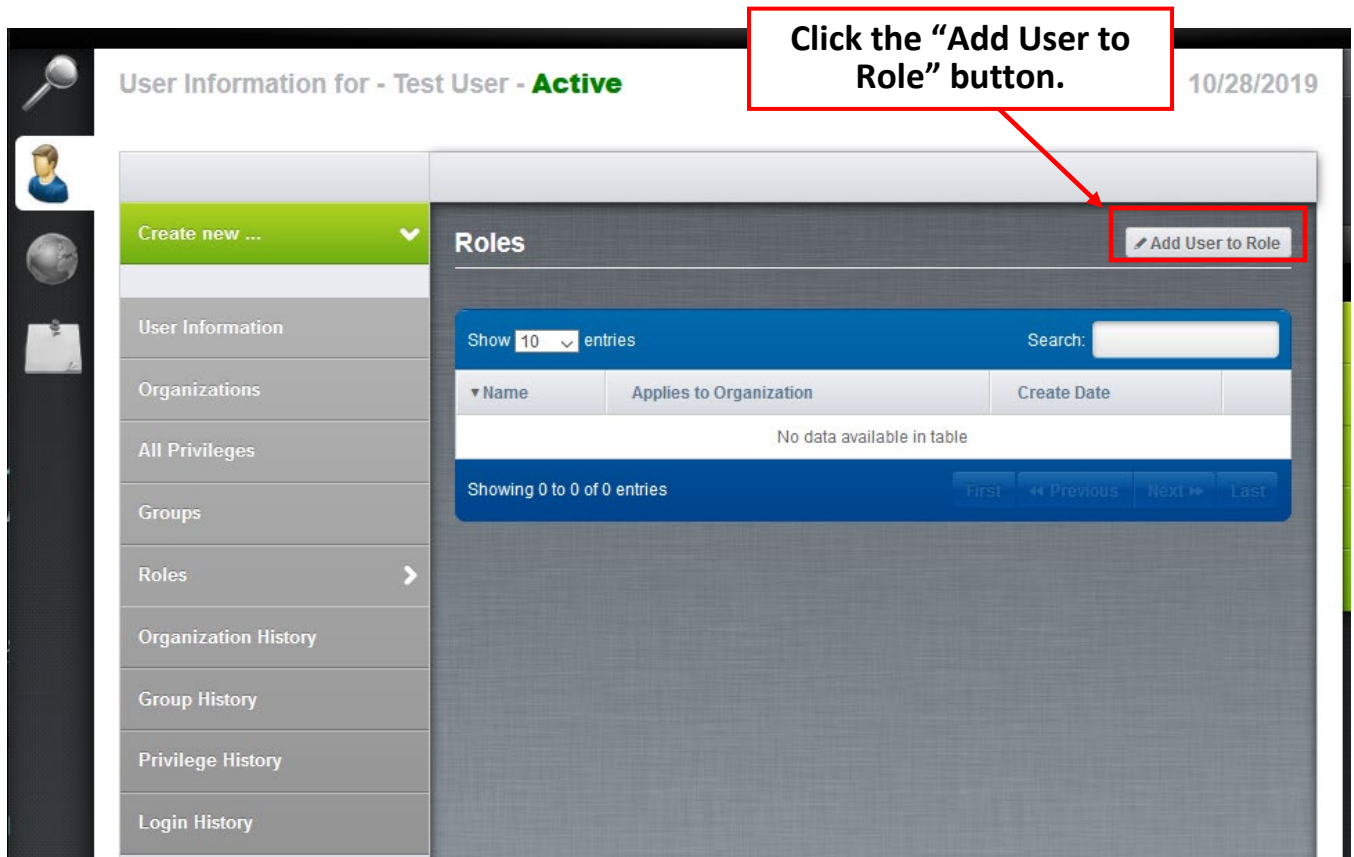
View/Edit Security Questions

Add/Remove Privileges

Disable User

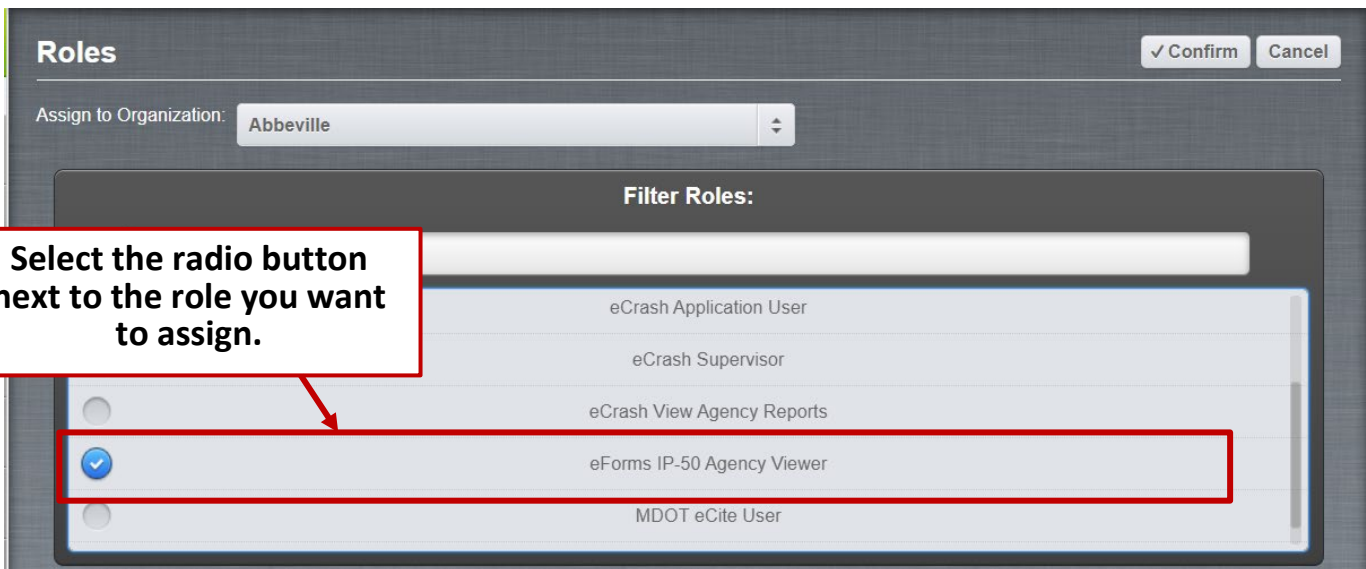
Click on the “Roles” button.

5. Click the “Add User to Role” button:

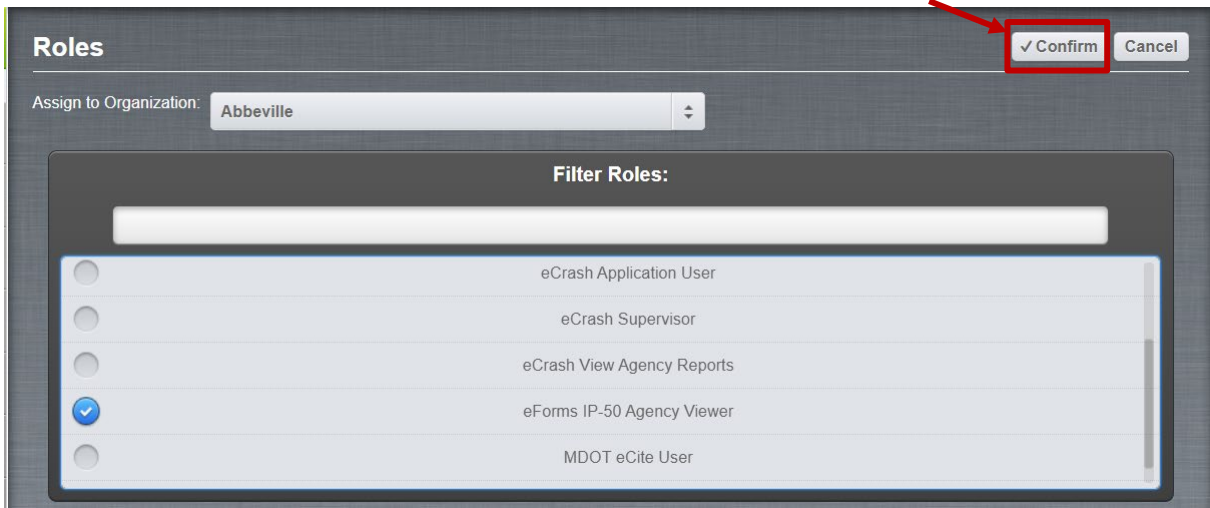


6. Select the radio button next to the eForms eForms IP-50 Agency Viewer role.

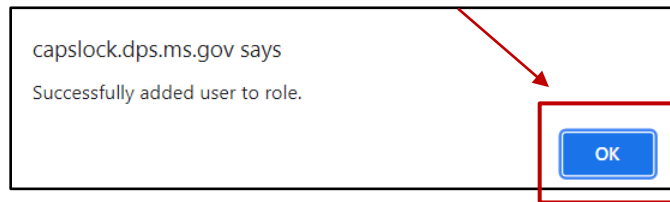
NOTE: The CAPSLock system automatically assigns the eForms IP-50 Officer privilege to members of all law enforcement agencies.



7. Then, select the Confirm button and wait for the system confirmation message.

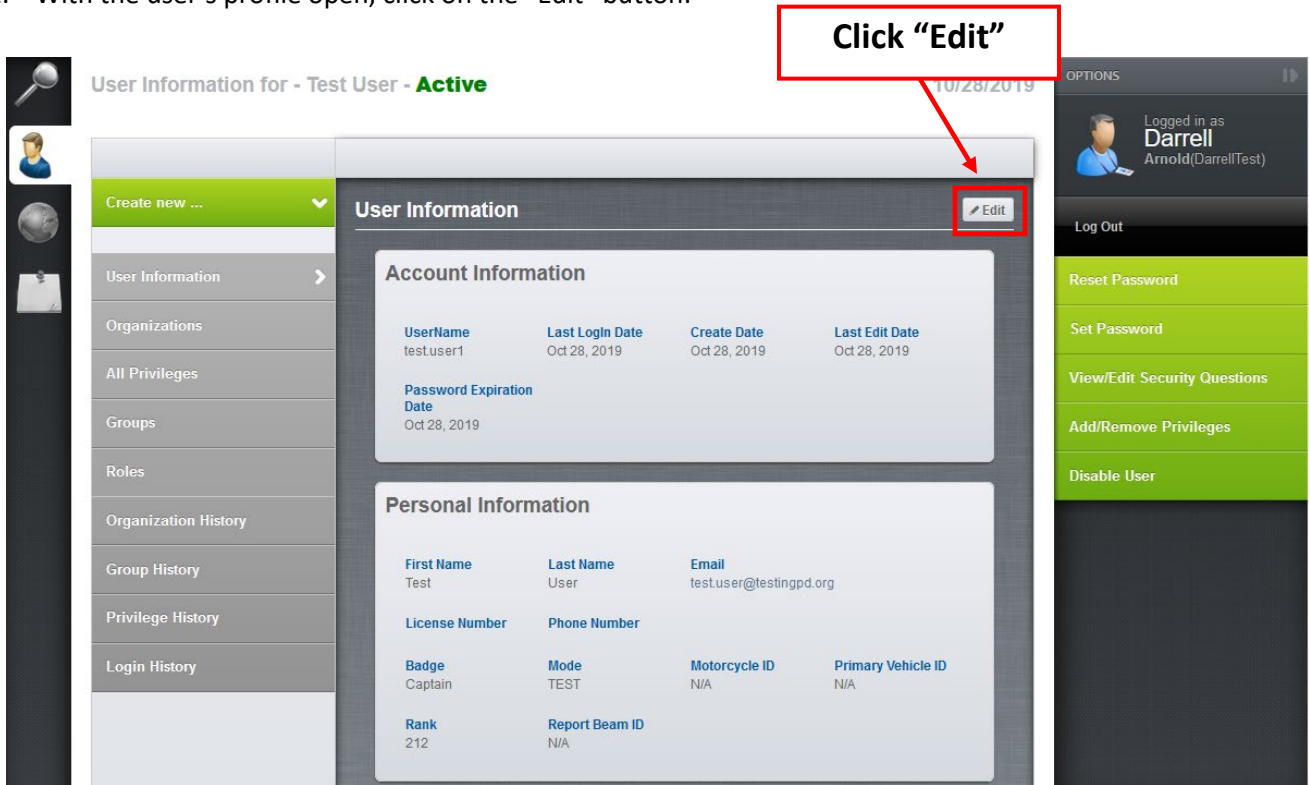


8. Select the 'OK' button to close the confirmation message box.

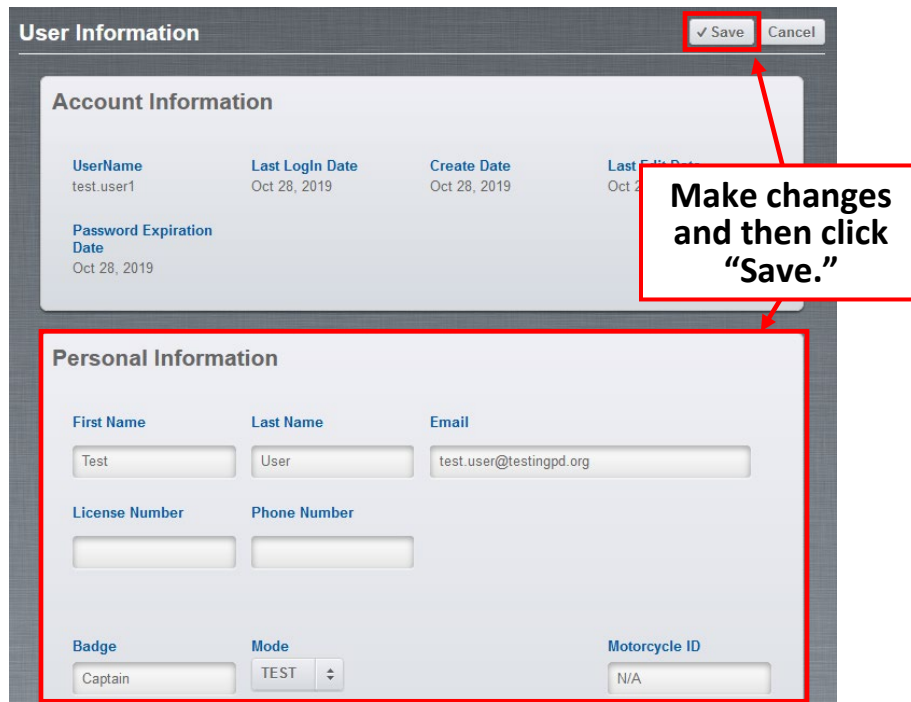


EDIT USERS

1. With the user's profile open, click on the "Edit" button:

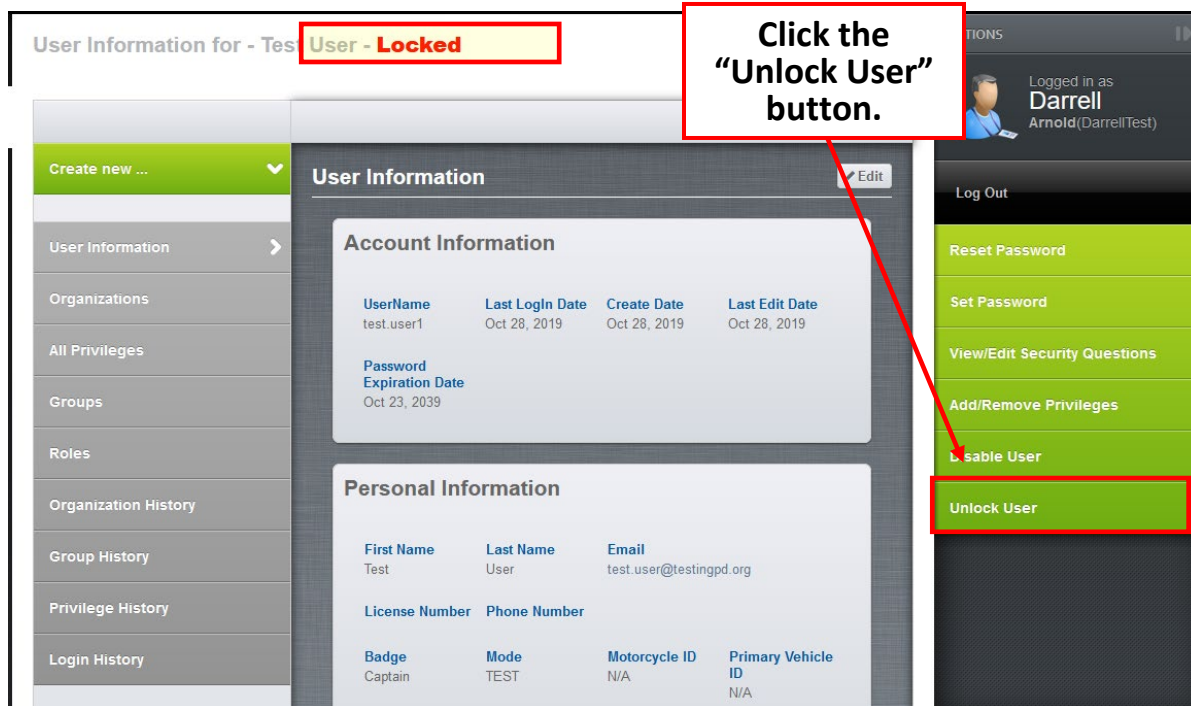


2. Make changes as needed and then click the "Save" button. NOTE: You cannot change the username. Contact support at: mscapssupport@ua.edu if you need to change the username.



UNLOCKING USER ACCOUNTS

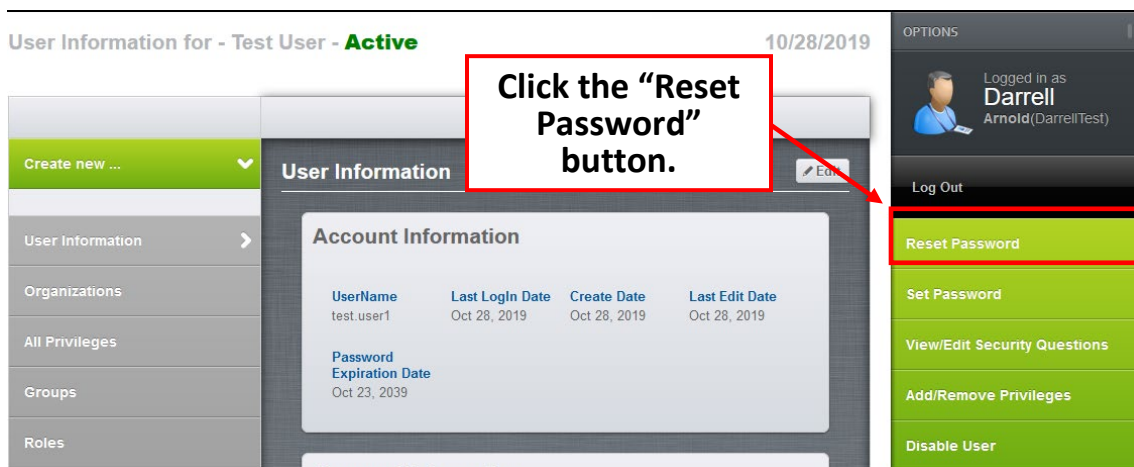
1. View the user's profile. The word "Locked" will appear next to the user's name at the top. Click on the "Unlock User" button to unlock the account:



NOTE: Most likely the user forgot their password, it expired (later revision of CAPSLock), or they did not receive their temporary password. In this case, it is advisable to go ahead and reset the user's password while you have the profile open (see next section).

RESETTING PASSWORDS

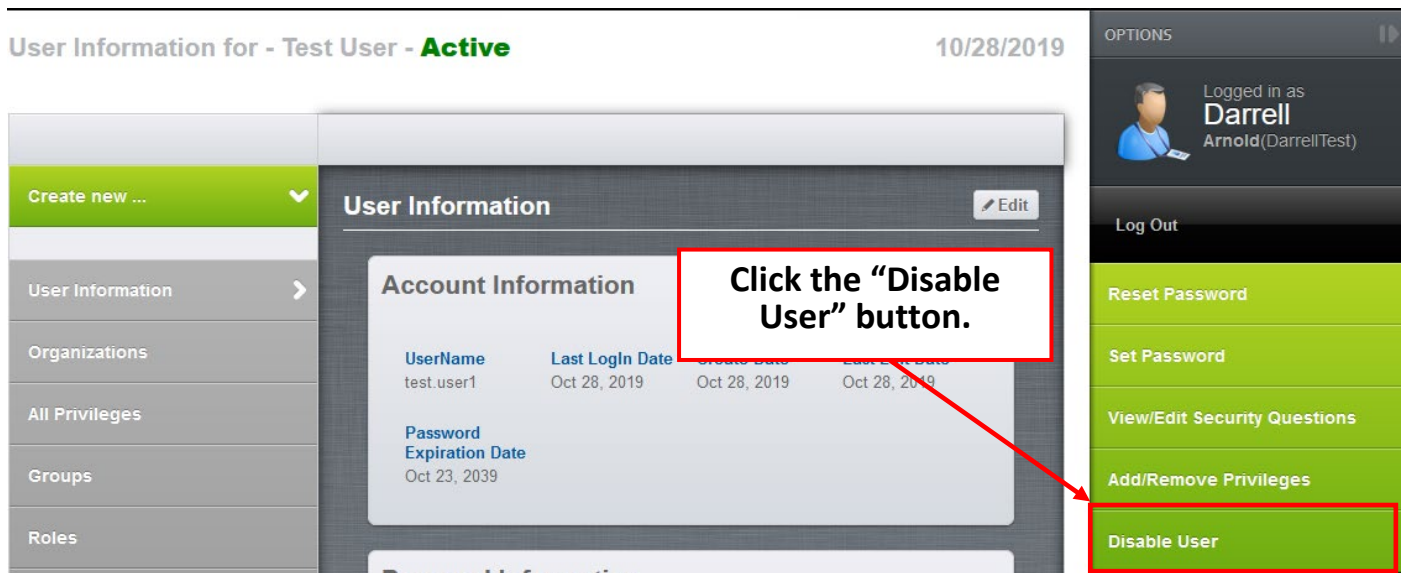
1. Open the user's profile and click on the "Reset Password" button:



NOTE: The user will receive an email with a temporary password. If no email is received, verify the email address on record for this account.

DISABLING ACCOUNTS

1. Open the user's profile and click on the "Disable User" button:

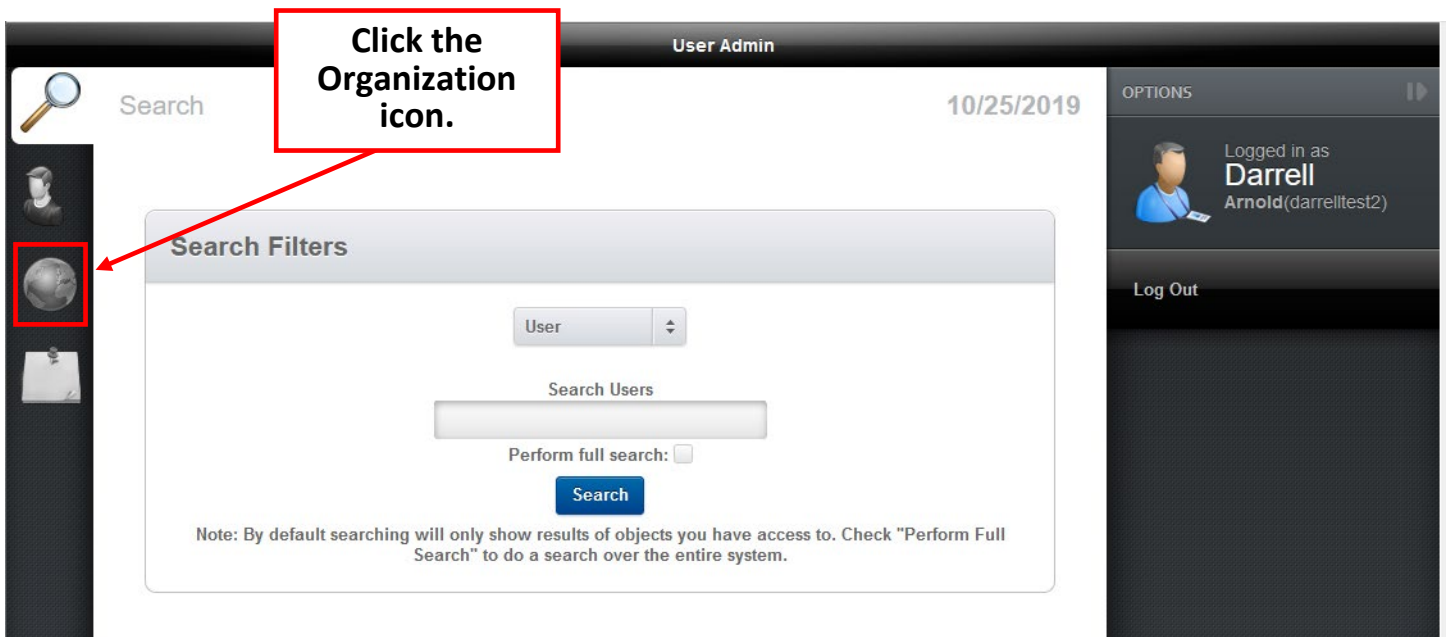


The screenshot shows the 'User Information' page for a user named 'Test User - Active'. The page is dated 10/28/2019. On the right side, there is a sidebar with 'OPTIONS' including 'Log Out', 'Reset Password', 'Set Password', 'View/Edit Security Questions', 'Add/Remove Privileges', and 'Disable User'. The 'Disable User' button is highlighted with a red box. A red arrow points from a text box that says 'Click the "Disable User" button.' to the 'Disable User' button.

ADDING CAPSLOCK ADMINISTRATORS

You may find it necessary to add other members as CAPSLock administrators so they can assist managing users for your organization. **NOTE: Only current CAPSLock Administrators or CAPS Support can add administrators to your organization.**

1. Login to the CAPSLock admin portal (<https://capslock.dps.ms.gov/admin>) and click the Organization icon (globe) located in the top left-hand corner of the screen:



The screenshot shows the 'User Admin' portal. The page is dated 10/25/2019. On the left side, there is a vertical navigation menu with icons for 'Search', 'User', 'Organization', and 'Settings'. The 'Organization' icon (globe) is highlighted with a red box. A red arrow points from a text box that says 'Click the Organization icon.' to the 'Organization' icon.

2. Click on the "Administrators" button:

Organization Information for Police Dept 10/29/2019

Click on the "Administrators" button.

Administrators Add Administrator Remove Administrator

Show 10 entries Search:

Name	Email	First Name	Last Name	
DarrellTest	darrell.arnold@ua.edu	Darrell	Arnold	View
darrelltest2	darrell.arnold@ua.edu	Darrell	Arnold	View

Showing 1 to 2 of 2 entries First Previous 1 Next Last

3. Click on the "Add Administrator" button:

Organization Information for Police Dept 10/29/2019

Click on the "Add Administrator" button.

List of current Administrators is shown here.

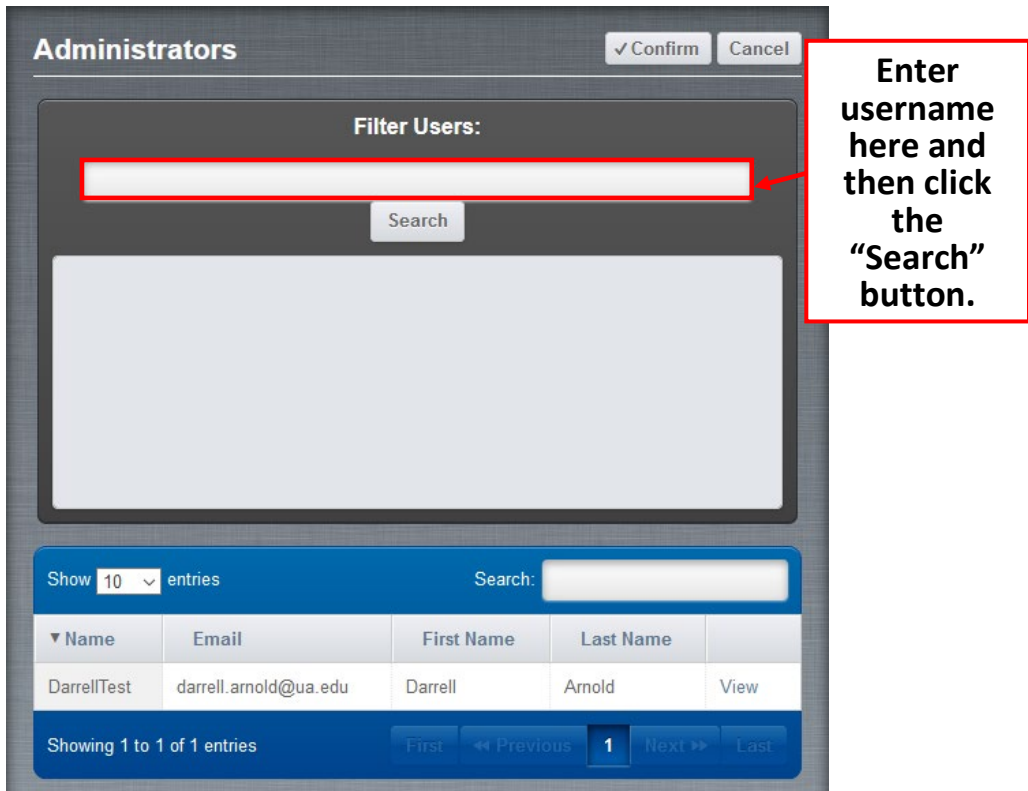
Administrators Add Administrator Remove Administrator

Show 10 entries Search:

Name	Email	First Name	Last Name	
DarrellTest	darrell.arnold@ua.edu	Darrell	Arnold	View
darrelltest2	darrell.arnold@ua.edu	Darrell	Arnold	View

Showing 1 to 2 of 2 entries First Previous 1 Next Last

4. You will have to enter the username for the organization member:



Enter username here and then click the "Search" button.

Administrators ✓ Confirm Cancel

Filter Users:

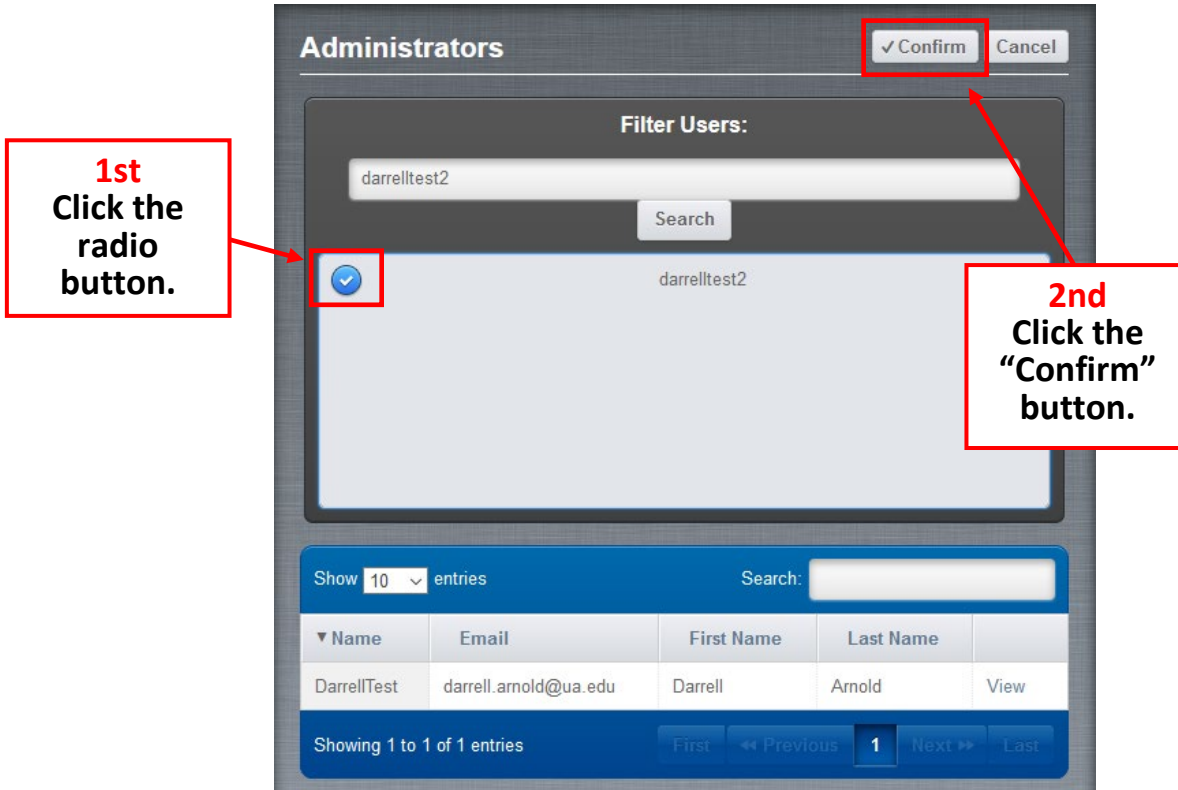
Search

Show 10 entries Search:

Name	Email	First Name	Last Name	
DarrellTest	darrell.arnold@ua.edu	Darrell	Arnold	View

Showing 1 to 1 of 1 entries First ← Previous 1 Next → Last

5. Click on the radio button to the left of the username and then click the "Confirm" button:



1st
Click the radio button.

2nd
Click the "Confirm" button.

Administrators ✓ Confirm Cancel

Filter Users:

Search

Show 10 entries Search:

Name	Email	First Name	Last Name	
DarrellTest	darrell.arnold@ua.edu	Darrell	Arnold	View

Showing 1 to 1 of 1 entries First ← Previous 1 Next → Last