



The TILES™ System of Interview Management

User Guide



User Guide

The TILES™ System of Interview Management

Index

Section	Contents	Topic(s)	Page Number(s)
1	Registration & Login	Registration ; account activation ; login ;	4-5
2	Dashboard	Dashboard functions ;	6
3	Add New Interview	Basic interview details ; Person(s) present ; Setting and editing objectives ; linking digital content ; setting timeline and map data .	7-11
4	Interview Summary	Interview Summary ; adding & editing notes ;	12
5	Share function	Sharing the interview ;	13
6	Interview Screen	Interview timer ; introducing new TILES ; naming TILES and adding notes ; prompt menu's ; completed TILES ; Stopping the interview ;	14-17
7	Timeline Screen	Timeline toggle functions ; scrolling the timeline ;	18
8	Map Screen	Map functions ; adding pins ;	19

Index (cont'd)

Section	Contents	Topic(s)	Page Number(s)
9	Evaluation Screen	Evaluation ; notes attributable to interview-ee ;	20
10	Exporting the Interview Data	Export Interview Report ; Export Forensic Log Table ;	21
11	Administration	Profile settings ; Time zone settings ; Account details ; How to unsubscribe ; Support ; TILE settings ; Customize TILE prompts ; Restore Default TILE settings ; Creating a new TILE ; New TILE Pre-fix ;	22-26

Links

www.interviewmanagementsolutions.com

www.tiles-system.com



support@interviewmanagementsolutions.com

Section 1

Registration & Login

IMS
INTERVIEW MANAGEMENT SOLUTIONS

TILES™ System of Interview Management

Username
MRobinson

Password
••••••••

☐ Remember me

[Forgot Password?](#) [Create New](#)

Register by clicking 'Create New'.

IMS
INTERVIEW MANAGEMENT SOLUTIONS

TILES™ System of Interview Management

Registration

Forename
[Input Field]

Surname
[Input Field]

Username
[Input Field]

Email
[Input Field]

Password *
[Input Field]

* Password minimum strength is 8 characters

Insert Forename, Surname and Username.

Insert Email address.

Insert Password (minimum 8 characters)

[Back to Index](#)

Section 1

Registration & Login (cont'd)

Forename

Surname

Username

Email

Password *

* Password minimum strength is 8 characters

Confirm Password


Secret Word

Confirm entered Password.

Enter Secret Word.

Register. (Activate your account by clicking the link in the registration email*).

*Check to ensure activation email is not captured by your email filter.


TILES™ System of Interview Management

Username

Password

☐ Remember me

[Forgot Password?](#) [Create New](#)

Enter Username.

Enter Password.

Login.

[Back to Index](#)

Section 2

Dashboard



Interviews

✓

#2015/00459

×

COLLINS, Mark

Robbery

28/01/2015 11:10 am

1st

×

#2015/0101

×

ASHMAN, Emily

Fraud, Theft

27/01/2015 06:00 pm

1st

✓

#2015/0122

×

WILLIAMS, Casey

Assault

31/01/2015 10:30 pm

1st

×

#2015/0142

×

DOE, John

Alleged rape / robbery

04/02/2015 11:40 pm

1st

Sign-out

Support

TILE settings

Profile

Add Interview

Interviews

✓

#2015/00459

×

COLLINS, Mark

Robbery

28/01/2015 11:10 am

1st

×

#2015/0101

×

ASHMAN, Emily

Fraud, Theft

27/01/2015 06:00 pm

1st

✓

#2015/0122

×

WILLIAMS, Casey

Assault

31/01/2015 10:30 pm

1st

×

#2015/0142

×

DOE, John

Alleged rape / robbery

04/02/2015 11:40 pm

1st

Search interviews.

Interview folders.

[Back to Index](#)

Section 3

Add New Interview

Interviews

Click Add New Interview icon.

✓	#2015/00459	×
⊗	COLLINS, Mark	
ⓘ	Robbery	
⌚	28/01/2015 11:10 am	
Ⓜ	1st	

✓	#2015/0101	×
⊗	ASHMAN, Emily	
ⓘ	Fraud, Theft	
⌚	27/01/2015 06:00 pm	
Ⓜ	1st	

✓	#2015/0122	×
⊗	WILLIAMS, Casey	
ⓘ	Assault	
⌚	31/01/2015 10:30 pm	
Ⓜ	1st	

✓	#2015/0142	×
⊗	DOE, John	
ⓘ	Alleged rape / robbery	
⌚	04/02/2015 11:40 pm	
Ⓜ	1st	

PLAN SUMMARY INTERVIEW TIMELINE MAP EVALUATE

Surname*: Date of Birth*:

Forename*: Address*:

Unique ID: Interview #:

OFFENCE DETAILS

Case #: Offence Types*:

Place*: Date/Time*:

INTERVIEWER(S)

1st Interviewer*: First name Last name

2nd Interviewer: First name Last name

* To create interview plan save basic details now

Save Details

Complete basic interview details.

Complete Interviewer details.

Save Details to 'Create' Interview

[Back to Index](#)

Section 3

Add New Interview (cont'd)

DOE, John

PLAN SUMMARY INTERVIEW TIMELINE MAP EVALUATE

Persons Present

FIRST NAME	LAST NAME	ROLE
First name	Last name	Role

+ Add

Interview Plan

Timeline

EVENT	TIME FROM	TIME TO
Event		

*Time from Time to * You can set only "Time from". "Time to" is not required.

+ Add

Map

DOE, John

PLAN SUMMARY INTERVIEW TIMELINE MAP EVALUATE

Interview Plan

INTERVIEWEE AREAS

TILE OBJECTIVES	TILE TYPE	TILE NAME	FILES
Tile Objective		Tile Name	

Occurrence Person Place Vehicle

+ Add

* Add files to TILE once TILE has been added

Tile Objective

Occurrence

Tile Name

+ Add

* Add files to TILE once TILE has been added

Add persons present & roles.

Click 'Add'.

Insert objective into first interview area 'Interviewee Areas'.

Choose TILE type from drop-down menu.

Name TILE and add to interview plan.













Repeat process of adding TILES to each Interview Area (previously named TILES will appear in drop-down menu in order that further objectives can be added to the same TILE if required).

[Back to Index](#)

Section 3

Add New Interview (cont'd)

Interview Plan

TILE OBJECTIVES	TILE TYPE	TILE NAME	FILES
Engage & Explain, caution and interview outline	Evidential	Engage & Explain	 
Account of Incident	Evidential	Doe's account	 
Doe's movements before, during, after	Person	Doe's movements	 
	Person	Doe's antecedents	 
Establish living arrangements	Place	2217 Albion Street	 
	Person	David Smith	 

Tile Objective

Occurrence














Tile Name

* Add files to TILE once TILE has been added

+ Add

Click to Edit TILES or delete them.

Interview Plan

TILE OBJECTIVES	TILE TYPE	TILE NAME	FILES
Engage & Explain, caution and interview outline			
Tile Objective			
Evidential		Engage & Explain	  
Account of Incident	Evidential	Doe's account	 
Doe's movements before, during, after	Person	Doe's movements	 
	Person	Doe's antecedents	 
Establish living arrangements	Place	2217 Albion Street	 

Once in 'edit' mode, use 'set link' to hyperlink digital media to the TILE.

Once uploaded, click 'save'.

[Back to Index](#)

Section 3

Add New Interview (cont'd)

DOE, John

PLAN SUMMARY INTERVIEW TIMELINE MAP EVALUATE

First name Last name Role + Add

Interview Plan

Timeline

EVENT TIME FROM TIME TO

Event

*Time from Time to * You can set only "Time from". "Time to" is not required. + Add

Map

Event

*Time from Time to * You can set only "Time from". "Time to" is not required. + Add

Map

Enter a location

EXPAND

Enter event in timeline.

Set time and date for event.

Set 'Time to' (if entry relates to a period in time)

Add event to timeline.

Search for place in map search bar.

Or click on map pin to collect pin and then click on chosen location on map.

[Back to Index](#)

Section 3

Add New Interview (cont'd)

DOE, John

PLAN SUMMARY INTERVIEW TIMELINE MAP EVALUATE

Event

*Time from Time to * You can set only "Time from". "Time to" is not required. + Add

Map

Enter a location

Crime Scene

EXPAND

Map data ©2015 Google Terms of Use Report a map error

Name map pin.

Save pin.

Section 4

Interview Summary

IMS Interview Management Solutions

DOE, John

PLAN SUMMARY INTERVIEW TIMELINE MAP EVALUATE

Minimize All

Interviewee Areas

Investigative Areas

Contrast and Clarification

View summary of each interview area or minimise/expand all.

IMS Interview Management Solutions

DOE, John

PLAN SUMMARY INTERVIEW TIMELINE MAP EVALUATE

Minimize All

Interviewee Areas

Ev ENGAGE & EXPLAIN

Objectives: Engage & Explain, caution and interview outline

Notes:

Note

+ Add

Ev DOE'S ACCOUNT

Objectives: Account of Incident

Notes:

- During, before, after
- Extent of involvement
- Secondary crime scenes

Add notes to TILES.

Save notes by hitting 'Enter' or clicking 'Add'.

Delete notes if not required.

[Back to Index](#)

Section 5

Share function

The screenshot shows the IMS Interview Management Solutions interface. At the top, the user 'DOE, John' is logged in. The main navigation bar includes 'PLAN', 'SUMMARY', 'INTERVIEW', and 'TIMELINE'. The 'SUMMARY' tab is active, displaying 'Interviewee Areas'. Two areas are listed: 'ENGAGE & EXPLAIN' and 'DOE'S ACCOUNT'. The 'DOE'S ACCOUNT' area has a list of notes: 'During, before, after', 'Extent of involvement', and 'Secondary crime scenes'. On the right, the 'SHARE ACCESS' panel is open, showing a 'Link' to the interview, a warning message, 'Specific People' (djay@gmail.com, Owner), and a 'Send Link' section with the email 'klawton@police.nsw.gov.au' and an 'Add' button. Red arrows point from the 'Link' icon, the email address, and the 'Add' button to external text instructions.

PLAN	SUMMARY	INTERVIEW	TIMELINE
Interviewee Areas			
EV	ENGAGE & EXPLAIN		
Objectives: Engage & Explain, caution and interview outline			
Notes:			
Note			
EV	DOE'S ACCOUNT		
Objectives: Account of Incident			
Notes:			
• During, before, after			
• Extent of involvement			
• Secondary crime scenes			

SHARE ACCESS

Link

https://tiles-system.com/#interviewid=190

* You are the only person who can access the interview until you share it with specific people

Specific People

djay@gmail.com
Owner

Send Link

klawton@police.nsw.gov.au

Add

Click 'Link' icon to share interview.

Enter email address of registered TILES user.

Click 'Add' to share interview.

Section 6

Interview Screen



Timer.

Use Play, Pause, Continue & Stop buttons to control interview timer.

Whilst timer is running, a forensic log of all actions is recorded including all notes added & deleted.

The Forensic Log Table is available to export following the interview together with the Interview Report (Pro User/Enterprise User only).

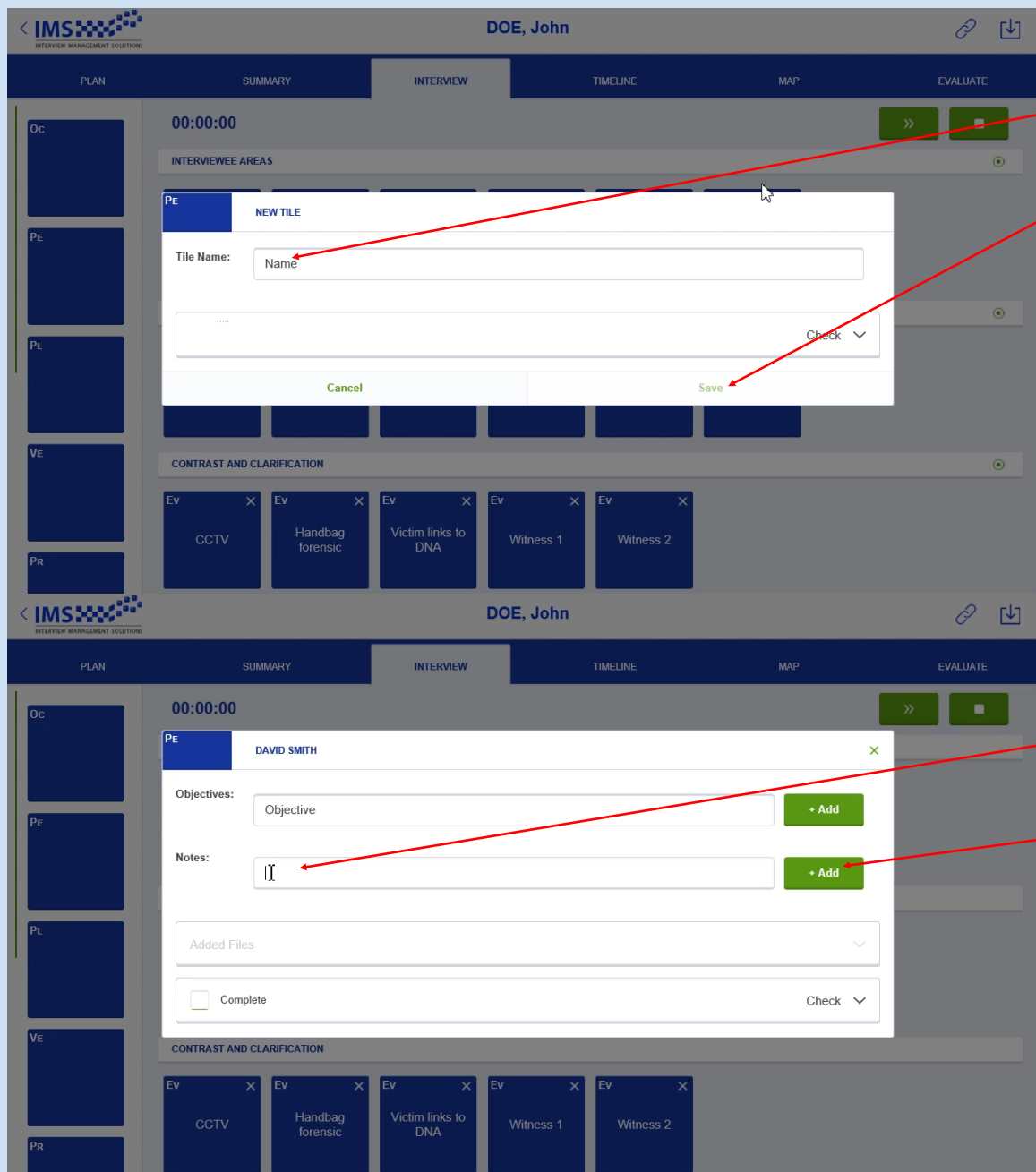
Click, hold and then drag new TILES into position.

Delete TILES if not required.

[Back to Index](#)

Section 6

Interview Screen (cont'd)



The screenshot displays the IMS Interview Management Solutions interface. The top navigation bar includes tabs for PLAN, SUMMARY, INTERVIEW, TIMELINE, MAP, and EVALUATE. The main area is divided into several sections: a left sidebar with role-based icons (Oc, PE, PL, VE, PR), a central 'INTERVIEWEE AREAS' section with a 'NEW TILE' form, and a 'CONTRAST AND CLARIFICATION' section with various evidence types (CCTV, Handbag forensic, Victim links to DNA, Witness 1, Witness 2). The 'NEW TILE' form is open, showing a 'Tile Name' field with the value 'Name', a 'Check' dropdown, and 'Cancel' and 'Save' buttons. The 'DAVID SMITH' form is also open, showing 'Objectives' and 'Notes' fields, each with an '+ Add' button, and a 'Complete' checkbox. Red arrows point from the text labels to the specific fields and buttons in the forms.

Name new TILE.

Save new TILE.

Add notes.

Hit 'Return' or click Add to 'enter'.

[Back to Index](#)

Section 6

Interview Screen (cont'd)

IMS Interview Management Solutions

DOE, John

PLAN SUMMARY INTERVIEW TIMELINE MAP EVALUATE

00:00:00

PE DAVID SMITH

Objectives: Objective + Add

Notes: iI + Add

Added Files

Complete Check

CONTRAST AND CLARIFICATION

Ev CCTV Ev Handbag forensic Ev Victim links to DNA Ev Witness 1 Ev Witness 2

Gender Male, Female

Age You can add your own prompts

Race White-British, White-Euro, White-Irish, Black-Caribbean, Black-African, White, Asian, mixed, Asian-Indian, Asian-Pakistan, Asian-Bangladeshi, Asian-other

Language Accent

Physical Height, Weight, Build, Hair, Face, Facial hair, Scars, Tattoos, Gait

Click 'Check' to review prompts.

Scroll through prompts.

Close prompts by clicking 'check' again.

[Back to Index](#)

Section 6

Interview Screen (cont'd)

IMS Interview Management Solutions

DOE, John

PLAN SUMMARY **INTERVIEW** TIMELINE MAP EVALUATE

00:00:00

PE DAVID SMITH

Objectives: Objective + Add

Notes: I I + Add

Added Files

Complete Check

CONTRAST AND CLARIFICATION

Ev CCTV Ev Handbag forensic Ev Victim links to DNA Ev Witness 1 Ev Witness 2

Close TILE after marking TILE as 'Complete' if required.

TILES marked 'Complete' will show as 'faded' on Interview Screen and depict the '✓' symbol.

IMS Interview Management Solutions

DOE, John

PLAN SUMMARY **INTERVIEW** TIMELINE MAP EVALUATE

00:00:00

INTERVIEWEE AREAS

Ev Engage & Explain Ev Doe's account PE Doe's movements PE Doe's antecedents PL 2217 Albion Street

INVESTIGATIVE AREAS

PL Red Lion Pub PL Redman Newsagency PE Victim PR Handbag PR Footwear PR Samsung S5

CONTRAST AND CLARIFICATION

Ev CCTV Ev Handbag forensic Ev Victim links to DNA Ev Witness 1 Ev Witness 2

Stop interview to conclude interview.

Section 7

Timeline Screen

Click 'Timeline' tab to review timeline at anytime.

Toggle minutes, hours, days, months & years buttons to zoom in/out on timeline.

Scroll left/right & up/down to move through timeline.

[Back to Index](#)

Section 8

Map Screen

DOE, John

PLAN SUMMARY **INTERVIEW** TIMELINE **MAP** EVALUATE

00:00:00

INTERVIEWEE AREAS

- Ev Engage & Explain
- Ev Doe's account
- PE Doe's movements
- PE Doe's antecedents
- PL 2217 Albion Street

INVESTIGATIVE AREAS

- PL Red Lion Pub
- PL Redman Newsagency
- PE Victim
- PR Handbag
- PR Footwear
- PR Samsung S5

CONTRAST AND CLARIFICATION

- Ev CCTV
- Ev Handbag forensic
- Ev Victim links to DNA
- Ev Witness 1
- Ev Witness 2

DOE, John

PLAN SUMMARY INTERVIEW TIMELINE **MAP** EVALUATE

Doe's flat	Surry Hills NSW 2010, Australia, -33.8829973914912, 151.211992800236	EXPAND
Piano bar	Chalmers St Near Eddy Av, Haymarket NSW 2000, Australia, -33.8837455628624, 151.208704411983	EXPAND
Crime scene	Surry Hills NSW 2010, Australia, -33.8841597263359, 151.211145222187	EXPAND
Red Lion	Albion St Near Commonwealth St, Surry Hills NSW 2010, Australia, -33.8826544774202, 151.210474669933	EXPAND

Enter a location

EXPAND

Map data ©2015 Google

Click 'Map' tab to review map at anytime.

View map data. Click individual map pin to expand label on map.

Delete map pin.

Expand/minimise all labels.

Add additional map pins via search function or by clicking pin icon and clicking on location on map.

[Back to Index](#)

Section 9

Evaluate Screen

The screenshot shows the 'Evaluate' tab selected in the top navigation bar. The interface is divided into three main sections: Interviewee Areas, Investigative Areas, and Contrast and Clarification. Each section contains a grid of tiles with icons and labels. The Interviewee Areas section includes tiles for 'Engage & Explain', 'Doe's account', 'Doe's movements', 'Doe's antecedents', and '2217 Albion Street'. The Investigative Areas section includes tiles for 'Red Lion Pub', 'Redman Newsagency', 'Victim', 'Handbag', 'Footwear', and 'Samsung S5'. The Contrast and Clarification section includes tiles for 'CCTV', 'Handbag forensic', 'Victim links to DNA', 'Witness 1', and 'Witness 2'. A 'Minimize All' button is visible in the top right corner of the evaluation area.

DOE, John

PLAN SUMMARY **INTERVIEW** TIMELINE MAP EVALUATE

00:00:00

INTERVIEWEE AREAS

Ev x Ev x PE x PE x PL x

Engage & Explain Doe's account Doe's movements Doe's antecedents 2217 Albion Street

INVESTIGATIVE AREAS

PL x PL x PE x PR x PR x PR x

Red Lion Pub Redman Newsagency Victim Handbag Footwear Samsung S5

CONTRAST AND CLARIFICATION

Ev x Ev x Ev x Ev x Ev x

CCTV Handbag forensic Victim links to DNA Witness 1 Witness 2

DOE, John

PLAN SUMMARY INTERVIEW TIMELINE MAP **EVALUATE**

Minimize All

Interviewee Areas

Ev ENGAGE & EXPLAIN

Objectives: Engage & Explain, caution and interview outline

Notes:

Ev DOE'S ACCOUNT

Objectives: Account of Incident

Notes:

- During, before, after
- Extent of involvement
- Secondary crime scenes
- **No personal knowledge of incident**
- **No personal knowledge of victim**
- First became aware at time of arrest

Click 'Evaluate' tab to evaluate interview at anytime.

Scroll through Evaluation Screen to evaluate individual TILES.

Notes compiled during interview (attributable to the interviewee) appear in a blue font.

[Back to Index](#)

Section 10

Exporting the Interview Report & Forensic Log Table

IMS Interview Management Solutions

DOE, John

PLAN SUMMARY INTERVIEW TIMELINE MAP EVALUATE

Minimize All

Interviewee Areas

Ev ENGAGE & EXPLAIN

Objectives: Engage & Explain, caution and interview outline

Notes:

Ev DOE'S ACCOUNT

Objectives: Account of Incident

Notes:

- During, before, after
- Extent of involvement
- Secondary crime scenes
- No personal knowledge of incident
- No personal knowledge of victim
- First became aware at time of arrest

Click the 'Export' icon.

IMS Interview Management Solutions

DOE, John

PLAN SUMMARY INTERVIEW TIMELINE MAP EVALUATE

Minimize All

Interviewee Areas

Ev ENGAGE & EXPLAIN

Objectives: Engage & Explain, caution and interview outline

Notes:

Ev DOE'S ACCOUNT

Objectives: Account of Incident

Notes:

- During, before, after
- Extent of involvement
- Secondary crime scenes
- No personal knowledge of incident
- No personal knowledge of victim
- First became aware at time of arrest

Export Report

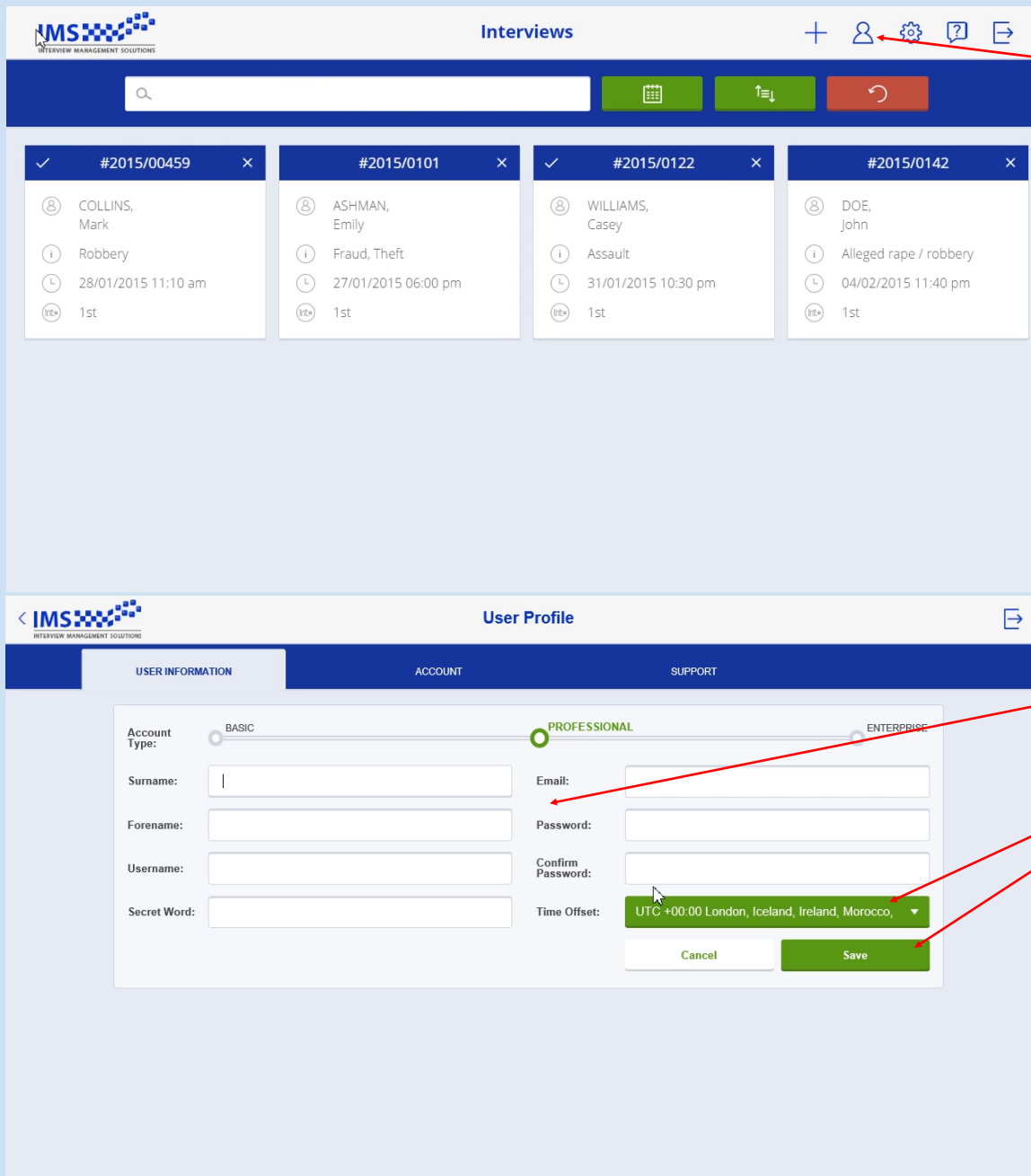
Export Log Table

Click 'Export Report' to export 'Interview Report'.

Click 'Export Log Table' to export 'Forensic Log Table'.

Section 11

Administration



The screenshot displays two parts of the IMS interface. The top part, titled 'Interviews', shows a list of four interview entries. The bottom part, titled 'User Profile', shows the 'USER INFORMATION' tab with various input fields and a 'Time Offset' dropdown menu. Red arrows point from text annotations to specific UI elements: the 'Profile' icon in the top navigation bar, the 'User Information' tab, the 'Email' field, the 'Time Offset' dropdown, and the 'Save' button.

✓	#2015/00459	×
⊙	COLLINS, Mark	
i	Robbery	
L	28/01/2015 11:10 am	
VE+	1st	

×	#2015/0101	×
⊙	ASHMAN, Emily	
i	Fraud, Theft	
L	27/01/2015 06:00 pm	
VE+	1st	

✓	#2015/0122	×
⊙	WILLIAMS, Casey	
i	Assault	
L	31/01/2015 10:30 pm	
VE+	1st	

×	#2015/0142	×
⊙	DOE, John	
i	Alleged rape / robbery	
L	04/02/2015 11:40 pm	
VE+	1st	

User Profile

Account Type: ☐ BASIC ☒ **PROFESSIONAL** ☐ ENTERPRISE

Surname:

Forename:

Username:

Secret Word:

Email:

Password:

Confirm Password:

Time Offset:

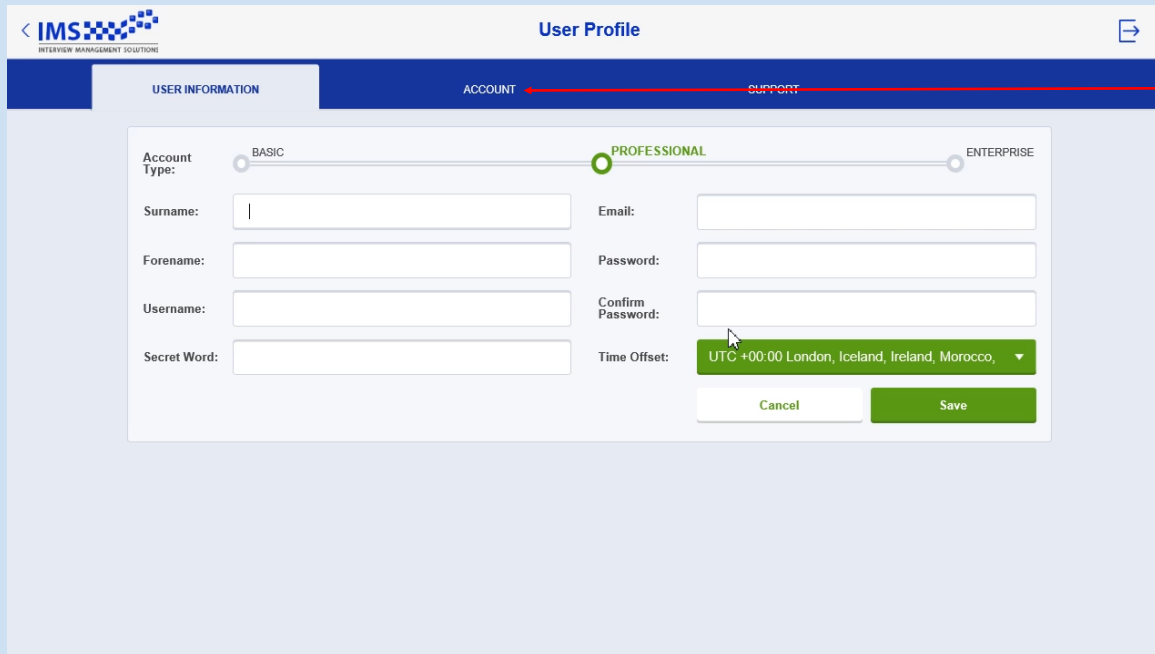
Click 'Profile' icon to access Profile settings from Dashboard.

'User Information' tab provides an overview of Profile details.

Set and Save 'Time Offset' to set TILES™ System timings to local time zone.

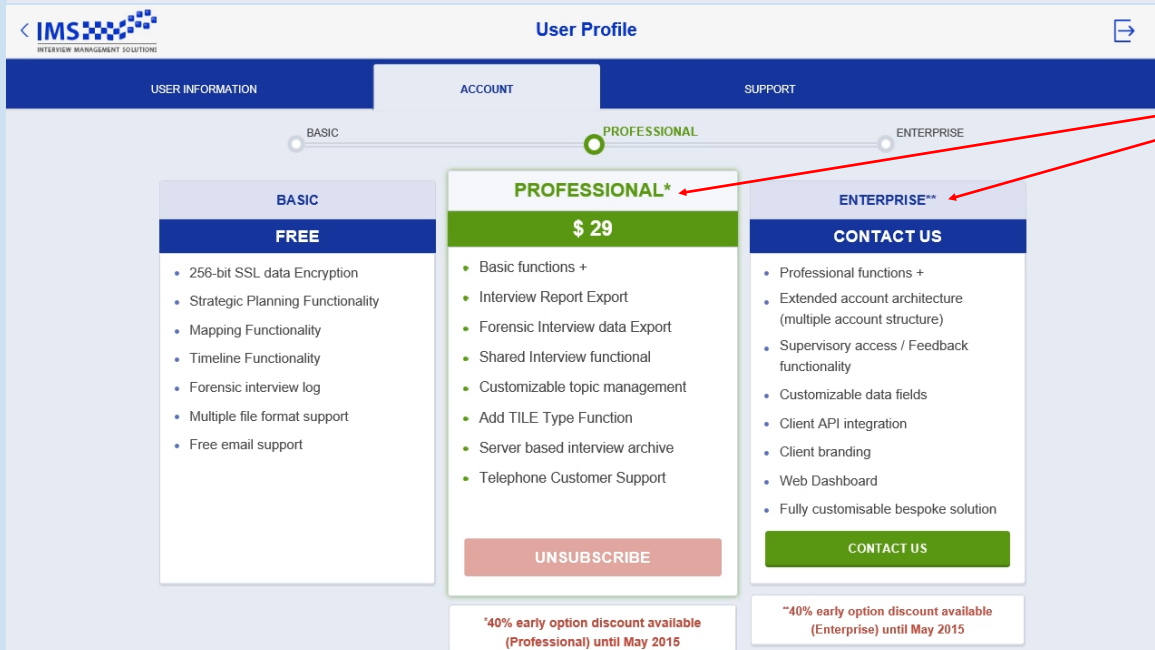
Section 11

Administration (cont'd)



The screenshot shows the 'User Profile' page with the 'ACCOUNT' tab selected. The 'Account Type' is set to 'PROFESSIONAL'. The form includes fields for Surname, Forename, Username, Secret Word, Email, Password, Confirm Password, and Time Offset. The Time Offset is currently set to 'UTC +00:00 London, Iceland, Ireland, Morocco'. There are 'Cancel' and 'Save' buttons at the bottom.

Click 'Account' tab to access Account details.



The screenshot shows the 'User Profile' page with the 'ACCOUNT' tab selected. It displays three pricing plans: BASIC (FREE), PROFESSIONAL* (\$29), and ENTERPRISE** (CONTACT US). The PROFESSIONAL* plan is highlighted. Below each plan is a list of features. At the bottom, there are 'UNSUBSCRIBE' and 'CONTACT US' buttons. A note at the bottom states: '~40% early option discount available (Professional) until May 2015' and '~40% early option discount available (Enterprise) until May 2015'.

View current Account status and upgrade options.

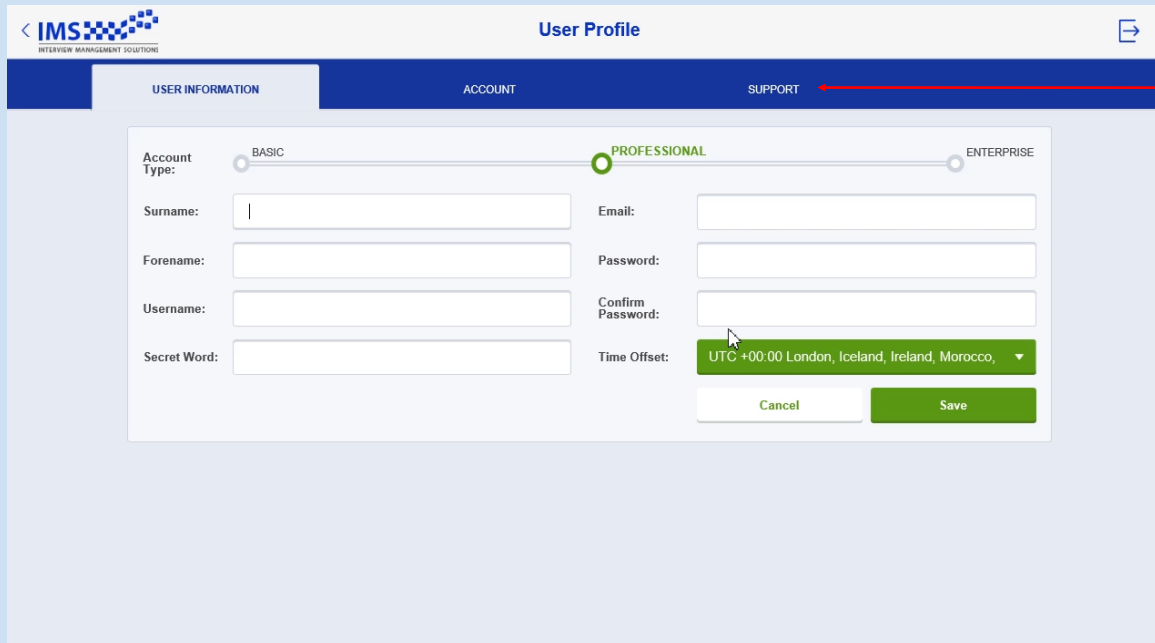
Unsubscribe via email to:

support@interviewmanagementsolutions.com

[Back to Index](#)

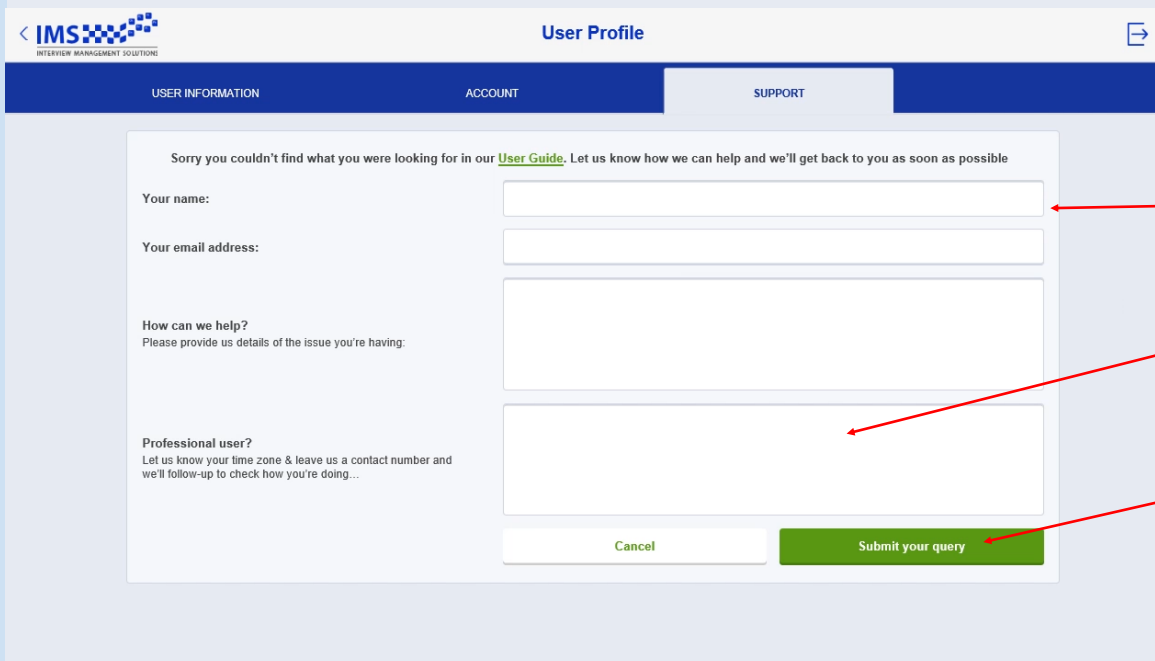
Section 11

Administration (cont'd)



The screenshot shows the 'User Profile' page with the 'ACCOUNT' tab selected. The page has a header with the IMS logo and a navigation bar with three tabs: 'USER INFORMATION', 'ACCOUNT', and 'SUPPORT'. The 'ACCOUNT' tab is active. Below the tabs, there are three radio buttons for 'Account Type': 'BASIC', 'PROFESSIONAL' (which is selected), and 'ENTERPRISE'. Below these are several input fields: 'Surname', 'Email', 'Forename', 'Password', 'Confirm Password', 'Secret Word', and 'Time Offset'. The 'Time Offset' dropdown is currently set to 'UTC +00:00 London, Iceland, Ireland, Morocco'. At the bottom of the form are 'Cancel' and 'Save' buttons.

Click 'Support' tab to access Support options.



The screenshot shows the 'User Profile' page with the 'SUPPORT' tab selected. The page has a header with the IMS logo and a navigation bar with three tabs: 'USER INFORMATION', 'ACCOUNT', and 'SUPPORT'. The 'SUPPORT' tab is active. Below the tabs, there is a message: 'Sorry you couldn't find what you were looking for in our [User Guide](#). Let us know how we can help and we'll get back to you as soon as possible'. Below this message are several input fields: 'Your name:', 'Your email address:', 'How can we help? Please provide us details of the issue you're having:', and 'Professional user? Let us know your time zone & leave us a contact number and we'll follow-up to check how you're doing...'. At the bottom of the form are 'Cancel' and 'Submit your query' buttons.

Leave us some details and let us know how we can help?

Phone number and time zone? We'd love to follow up and make sure you're on track...

Submit your query.

Alternatively for any queries or feedback, drop us an email at: support@interviewmanagementsolutions.com

[Back to Index](#)

Section 11

Administration (cont'd)

The screenshot shows the IMS Interviews and Tiles administration interface. The top section, titled 'Interviews', displays a list of four interview tiles. Each tile contains a checkmark, a case number, a person's name, a crime type, a date and time, and a status. The bottom section, titled 'TILES', shows a left-hand menu with categories: Person, Place, Vehicle, Property, Evidential, Entity, and a '+ Add Tile' button. The main area of the 'TILES' section displays a table with prompts for 'Place', 'Date', 'Time', 'Event', and 'Witnesses'. To the right of the table are three circular icons: a green 'Edit' icon, a red 'Delete' icon, and a red 'Refresh' icon. Below the table is a 'New Title' input field, an 'Add new prompts' input field, and a green '+' button.

Case Number	Person	Crime	Date/Time	Status
#2015/00459	COLLINS, Mark	Robbery	28/01/2015 11:10 am	1st
#2015/0101	ASHMAN, Emily	Fraud, Theft	27/01/2015 06:00 pm	1st
#2015/0122	WILLIAMS, Casey	Assault	31/01/2015 10:30 pm	1st
#2015/0142	DOE, John	Alleged rape / robbery	04/02/2015 11:40 pm	1st

Category	Prompt
Place	You can add your own prompts
Date	You can add your own prompts
Time	You can add your own prompts
Event	You can add your own prompts
Witnesses	You can add your own prompts

Click 'TILE' settings to edit TILE settings (Pro User only).

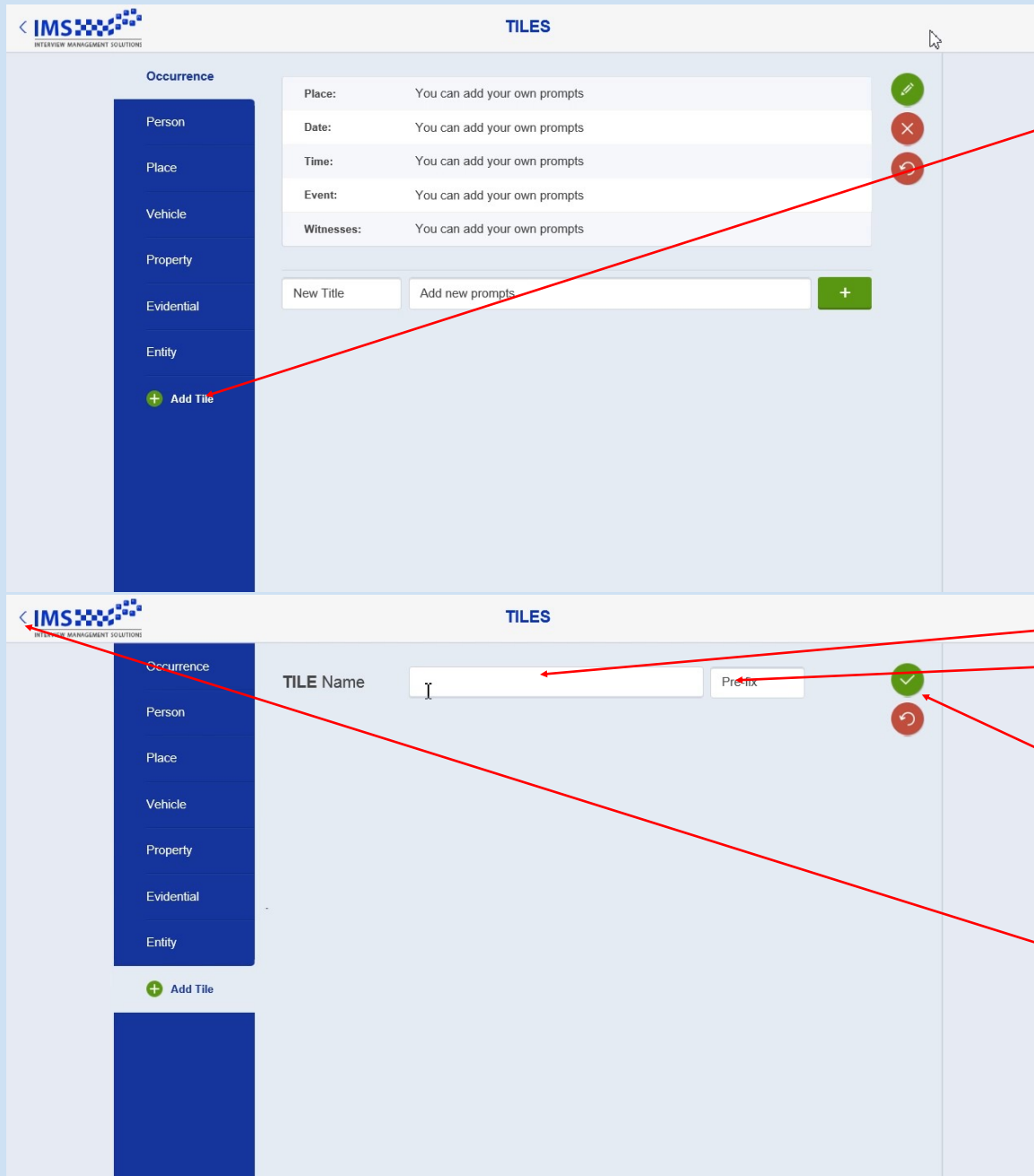
Edit individual TILE prompts by choosing each TILE from left hand menu.

Edit existing TILE prompts by clicking 'Edit' icon.

Delete TILE type if not required.

Refresh TILES to default TILE settings (all changes to all TILE settings will be lost).

Add new 'Prompt' Title and associated 'Prompts'



The screenshot displays the 'TILES' administration page in the IMS system. On the left is a sidebar with a list of categories: Occurrence, Person, Place, Vehicle, Property, Evidential, and Entity. Below these is a green '+ Add Tile' button. The main content area is titled 'TILES' and contains a form for adding a new tile. The form includes fields for 'Place', 'Date', 'Time', 'Event', and 'Witnesses', each with a placeholder text 'You can add your own prompts'. To the right of these fields are three circular icons: a green checkmark, a red 'X', and a red circular arrow. Below the form fields are two input boxes labeled 'New Title' and 'Add new prompts', followed by a green '+' button. A red arrow points from the 'Add Tile' button in the sidebar to the 'Add new TILES' form.

Add new TILES (Pro User only).

Name new TILES.

Choose Pre-fix for TILES and Save new TILES.

(The Pre-fix will be the two letters which identify the TILES type on the Interview Screen e.g. for a new TILES titled '*Transaction*' the Pre-fix may be '*TR*').

Save the new TILES.

(Once the new TILES has been created, Pro User can then create custom prompts by editing the new TILES prompts ([see page 25](#))).

To return to the Dashboard click 'Previous'.