



ACCESS THE RTA DRIVES DATABASE SYSTEM

WITH ASSURANCE, PEACE OF MIND & EASE OF RECORDING

WHO, WHEN & WHY. A-DRIVE PROVIDES AN AUTOMATIC AUDIT TRAIL OF WHO ACCESSED THE RTA DRIVES SYSTEM, WHEN THE SYSTEM WAS ACCESSED – AND PROVIDES THE USER WITH A SIMPLE MEANS OF RECORDING WHY THEY ACCESSED THE SYSTEM.

a-drive is a rich-client application that allows users to access remote systems via their web browser. Councils use this application to gain access to the RTA registration database called Drives 24. The user agreement for Drives 24 requires any council who use the database to log all searches and record reasons for usage of the system. This process would typically involve the submission of a) the registration search terms and b) the reason for the search on either a paper form or an electronic document. These documents would then be collated at certain times of the year and used to generate a report which is then provided to the governing body ie the RTA.

THE USE OF PAPER AND ELECTRONIC DOCUMENTS IS VERY TIME CONSUMING FOR THE USER AND PRONE TO MIS-MANAGEMENT. LET A-DRIVE ASSIST THIS PROCESS.



WHO. Access to the Drives application can only be made through a-drive. Users must login to a-drive with a username and password. Depending on the users access rights they can then view reports, maintain users and access the Drives application.

WHEN. An automatic log file is kept of who accessed the a-drive application and who used a-drive to access the Drives application. The automatic log file records the username with a time/date stamp.

WHY. Without a-drive, users must toggle between the Drives application and a submission form and manually enter the search information they just performed. These submissions must then be managed. The development of a-drive was driven by the need for a more convenient and centralised approach to collecting and managing this data. A-drive provides an 'always on top' data entry form in the top right corner of a user's desktop. Users capture information on this form which complies with the RTA audit requirements. This audit information is stored in a central SQL Server database for ease of reporting.

SEARCH & UPDATE RECORDS. Users may need to append outcomes and comments to a search record at a later date. These outcomes and comments may not have been available at the time of searching. This can be done via the 'Search / Update Records' item on the Main Menu of a-drive. First the user must identify the record by specifying the registration number of the vehicle in question. If multiple records for this vehicle exist, then the user will be presented with a list of search entries with the appropriate corresponding data. Simply select the appropriate record by double clicking the valid row which will in turn launch the Update Record screen. Generally users can only search for records which they entered themselves and may not update other users records.

VIEW REPORTS (Administrators Only). a-drive administrators can generate reports and export these to EXCEL format .csv files. The reporting form has two optional filters (Date and User) otherwise the form will list all the audit records stored within the database.

MANAGE USERS (Administrators Only)

Users of a-drive have three classifications;

- 1)Blocked – a blocked user is prevented from using the system, but audit records about this user's activity remain intact.
- 2)General – a general user can launch the drives application, enter records in a-drive and search / update their own records in a-drive.
- 3)Administrator – the administrator has access to all parts of the system including all user records and the ability to manage users.

"The Rangers here at Hawkesbury loved the fact that the RTA gave the report a quick once over & were satisfied everything was in order"

**Rigo Torres
Network & Systems Administrator
Hawkesbury City Council**



COMPUTER SYSTEMS AUSTRALIA
SYDNEY p 02 9017 3200
NEWCASTLE p 02 4915 1100
WWW.CSAIT.COM.AU