



# DictateIQ

VOICE-TO-REPORT PLATFORM FOR LAW  
ENFORCEMENT

Powered by GOAL Investment  
Inc.  
goalinvestment.biz | (815)  
893-2358  
support@goalinvestment.biz

## User Instructions — Hebron Police Department

Complete guide for Chief login, officer portal access, filing reports by voice, and using the training center. Keep this document on file.

### LOGIN CREDENTIALS

#### CHIEF / ADMINISTRATOR LOGIN

**Login URL:** goalinvestment.biz/dictateiq\_chief\_login.html

**Chief Gumble  
Username:** chief

**Password:** hebron2026

**Admin Username:** admin

**Admin Password:** dictateiq1

⚠ Keep these credentials confidential. Only the Chief and authorized administrators should have access.

#### OFFICER PORTAL — NO LOGIN REQUIRED

**Officer Portal URL:** goalinvestment.biz/  
dictateiq\_officer\_portal.html

**Department Access  
Code:** HEBRON2026

**Officer Name:** Officer's actual name

**Badge Number:** Officer's badge number

Officers do not need a username or password. They only need the department access code above plus their name and badge number.

### WHO USES WHAT

#### Chief / Administrator

✓ Log in at the Chief Login page

#### Field Officer

✓ Go directly to Officer Portal

- ✓ View all filed reports by all officers
- ✓ See officer activity and case counts
- ✓ Access the Training Center
- ✓ Review and approve completed reports
- ✓ Manage department settings

- ✓ Enter department code + name + badge
- ✓ Tap to dictate the incident by voice
- ✓ Review the auto-generated report
- ✓ Submit for Chief review
- ✓ No account or password needed

## CHIEF LOGIN — STEP BY STEP

### 1 Go to the Chief Login Page

Open a browser on any device. Enter the URL below. This is the only login page for the Chief and administrators.

[goalinvestment.biz/dictateiq\\_chief\\_login.html](http://goalinvestment.biz/dictateiq_chief_login.html)

### 2 Enter Your Credentials and Click Sign In

Username: **chief** — Password: **hebron2026**. Click the gold SIGN IN button. You will be taken directly to the department dashboard.

Username: chief | Password: hebron2026

### 3 Review the Dashboard

The dashboard shows all reports filed by officers — case number, officer name, incident type, date, and status (Draft / Submitted / Approved). Click any report to read the full narrative.

[goalinvestment.biz/dictateiq\\_dashboard.html](http://goalinvestment.biz/dictateiq_dashboard.html)

### 4 Access the Training Center

Click the TRAINING button in the navigation. Five audio training guides are available — Welcome, Login, Dictation, Report Review, and Pro Tips. Officers can replay any module at any time from any device.

[goalinvestment.biz/dictateiq\\_training.html](http://goalinvestment.biz/dictateiq_training.html)

## OFFICER PORTAL — FILING A REPORT BY VOICE

### 1 Go to the Officer Portal

Open any browser on your phone, tablet, or computer. Go to the URL below. No login or account needed.

[goalinvestment.biz/dictateiq\\_officer\\_portal.html](http://goalinvestment.biz/dictateiq_officer_portal.html)

## 2 Enter Your Department Access Code, Name, and Badge Number

Department Access Code: **HEBRON2026**. Enter your first and last name. Enter your badge number. Click ACCESS PORTAL.

Dept. Code: HEBRON2026 | Your name | Your badge #

## 3 Review the "What to Include" Checklist

Before dictating, review the checklist on screen. It tells you exactly what information to cover in your narration so the report comes out complete on the first try.

## 4 Tap to Dictate — Speak the Incident

Click the gold TAP TO DICTATE button. Speak clearly and naturally — describe the incident in order: date, time, location, parties involved, what happened, any evidence, any arrests. The system records and converts your voice to text automatically.

## 5 Review the Auto-Generated Report

After you finish speaking, the system generates a formatted incident report. Review every field. Make any corrections needed. All fields — incident type, subject info, narrative, evidence — are filled from your dictation.

## 6 Submit the Report

When the report is accurate and complete, click SUBMIT REPORT. It is immediately sent to the Chief's dashboard for review and approval. You will see a confirmation screen with your case number.

## WHAT TO COVER IN YOUR DICTATION — QUICK REFERENCE

When you tap to dictate, cover these items in order for the most complete report:

- ☐ Date and time of the incident
- ☐ Exact location (address or intersection)
- ☐ Your name and badge number (for the record)
- ☐ Name, date of birth, and address of subject(s)
- ☐ Name and contact information of any witnesses
- ☐ Description of what happened — in chronological order
- ☐ Any evidence collected (type, location found, disposition)
- ☐ Any injuries reported
- ☐ Whether any arrests were made

☐ Vehicle information if applicable (make, model, color, plate)

## TRAINING CENTER — AUDIO GUIDES

The DictatelQ Training Center has five step-by-step audio guides. Any officer can access them at any time — no login needed.

### ☐ **Module 1 — Welcome**

Platform overview and what DictatelQ does for your department.

### ☐ **Module 2 — Accessing the Portal**

How to get into the officer portal using the department access code.

### ☐ **Module 3 — How to Dictate**

Tips for speaking clearly and getting a complete report on the first take.

### ☐ **Module 4 — Reviewing Your Report**

How to read, correct, and submit the auto-generated report.

### ☐ **Module 5 — Pro Tips**

Advanced techniques for faster, more accurate reports in the field.

[goalinvestment.biz/dictateiq\\_training.html](http://goalinvestment.biz/dictateiq_training.html)

## TIPS FOR BEST RESULTS

**Speak at a normal pace.** You do not need to slow down or over-enunciate. Speak the way you would describe the incident to your supervisor — the system handles the rest.

**Quiet environment preferred.** DictatelQ works best when background noise is low. If you are at a noisy scene, wait until you return to your vehicle before dictating.

**Do not close the browser while dictating.** Wait until the system confirms your report has been submitted before closing the page.

## SUPPORT

For technical issues or questions, contact GOAL Investment directly:

**Phone:** (815) 893-2358

**Email:** [support@goalinvestment.biz](mailto:support@goalinvestment.biz)

**Website:** [goalinvestment.biz](http://goalinvestment.biz)