

## LEADS Daily Bulletin

April 27, 2023

### Entering/Modifying ORI Capability in CHF Records

LEADS 3.0 technology overcomes the LEADS 2000 programmatic restriction which automatically identified a Hot File record owner ORI as the **agency who physically entered the record**, not the **authorizing agency the record was entered on behalf of (ORA)**. Entering (servicing) agencies should now use the actual authority/record owner (serviced agency) ORI when establishing Hot File records.

Records already on file prior to LEADS 3.0 implementation should be Modified to reflect the correct owner ORI which includes an automatic translation of the corresponding ORA. For Messenger users, this requires the serviced agency ORI be included in the ORI drop-down in Hot File formats. If an ORI is not listed in a drop-down, LEADS Administration should be contacted to add any ORIs necessary.

**To modify** a Records ORI, follow the below steps:

- Query the Record, Select Modify from the Hot Links choices, or open the modify form from the Forms Tree.
- Complete the Header Information, (Message key and ORI of the Entering agency)
- Record Identifiers will have auto-populated. (Double check to ensure modifying the correct record).
- Message Information
  - Leave **MKE**, (message key) field blank
  - **ORI** - choose the ORI of the agency who is responsible for the record from your dropdown choices.
- Select Submit. User will receive acknowledgement.
- Query the record again to ensure the ORI has changed.
  - Retain acknowledgement and updated record information with original entry.

The screenshot shows a web form titled "MV - Modify Vehicle". It is divided into three main sections:

- Header Information:** Contains a dropdown for "Message Key" (set to "MV = Modify Stolen Vehicle") and a dropdown for "ORI" (set to "IL0840000 = SO SANGAMON CO IL").
- Record Identifiers:** Contains four input fields: "LEADS #" (V20H3498), "VIN #" (J0K103505), "License #", and "Owner-applied #".
- Message Information:** Contains a dropdown for "MKE" (blank), a dropdown for "ORI" (set to "IL0841400 = PD SHERMAN IL"), and a text field for "Name of Validator".

