LEADS Daily Bulletin

January 25, 2022

LEADS DELEGATE ROLE ADDED

To assist LEADS Agency Coordinators (LAC) with differentiating between the LAC and Delegate roles, the DELEGATE role has been added to Configurator in the drop-down menu under the Security Roles of the User Profiles.

This new role can only be modified by a LAC, who is on file with the agency. For the LAC - Open Configurator, go to MODIFY USER, retrieve the User Profile you are wanting to assign as a Delegate. Click the binoculars button under the Profile 1 Security Roles. A pop-up box will appear where you can assign the Delegate role. Click OK at the bottom of the page for the changes to go into effect. See screenshot below.

For Agency's who added Delegates early in the LEADS 3.0 cutover: LAC's are encouraged, to open Configurator, go to MODIFY USER, and then in the USER PROFILE of their current Delegates, delete the LAC role and reassign the Security Roles to the **DELEGATE** role.

As a reminder, the Delegate is there to assist the LAC in their duties <u>and</u> in the absence of the LAC can assist agency users with LEADS access in OpenFox. LAC's should consider having at least one Delegate to cover each shift at their individual agency.

If you have any questions or need help, please contact the ISP Help Desk
ISP.HelpDesk@illinois.gov or at 866/LEADS-00 (866/532-3700).

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date