

LEADS Daily Bulletin

June 14, 2022

MODIFYING LEADS CERTIFICATION IN CONFIGURATOR

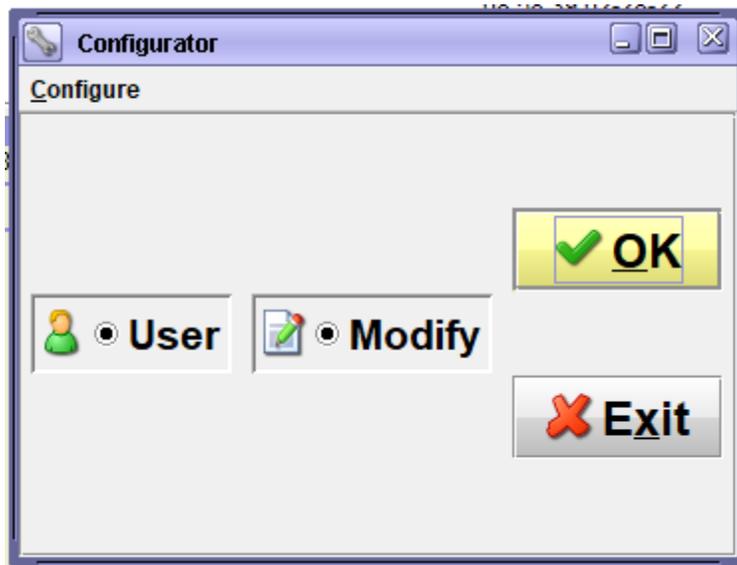
When a LEADS 3.0 user certifies through nexTEST for the LEADS certification, the certification expiration date must be updated in Configurator. At this time, nexTEST and LEADS 3.0 do not communicate and, therefore, a manual update of the LEADS expirations must be done in Configurator. If this is not updated the user's account in LEADS3.0 will be locked once their current expiration date is reached.

LAC's and delegates have access to update LEADS certifications in Configurator. The Configurator module can be located in the **upper right-hand corner** of OpenFox LEADS 3.0 under Modules.

1. Open Configurator and select:

- **USER**
- **MODIFY**

Click OK



Follow the below steps when the "Modify User" window appears:

1. ENTER THE LEADS USER ID
 - a. *If the User ID is unknown*, search by the user's last name. Click on the **Binocular** button, after the search window appears, enter the user's last name. Ensure you have the correct user and click on the name.
 - i. *Skip #2 if the last name is searched as the profile will populate once selected.*
2. After entering the User ID click the **GET** button (the format will populate with the user's information)
3. CERTIFICATION EXPIRATION DATE (note it in ddmmyyyy format)
 - a. Make sure to check mark the box "User Certified" to activate
4. CHOOSE OK OR APPLY

Configurator: Modify User

Configure Action

User ID **1** **1.a**

2

Standard Info

User ID

Identification

User Record Disabled

First Name

Middle Name

Last Name

Last Modified By User

Date/Time Last Modified

Authentication and Security

Password

Authentication Method **3.a**

Authentication Detail

Challenge

Answer

User's State ID (SID)

Concurrent Sessions

Password Expiration

Non-Expiring Password

Password Expiration Date

Recurring Expiration (days)

Expiration Reminder (days)

Failed Logins

Attempts Before Lock Out

Lock Out Duration (min)

User Flags

User Fingerprinted Non-Expiring Account

Non-Expiring Certification

Profile 1

Security Roles

Main User Profile Fields

Station

Agency

Idle Timeout (min) Session Timeout (min)

Certification Expiration Date **3**

User Certified Day NONE Month NONE Year NONE

Training Date

User Trained Day NONE Month NONE Year NONE

Hire Date

User Hire Day NONE Month NONE Year NONE

Open/Close Times

Forced Logoff Warning (min)

	Open HHMM	Close HHMM
SUN	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
MON	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
TUE	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
WED	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
THU	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
FRI	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
SAT	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
HOL	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>

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4

