

LEADS Daily Bulletin

January 14, 2025

Inactivating a User in LEADS and nexTEST

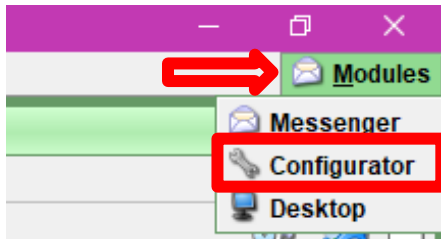
LEADS Agency Coordinators (LAC) and Delegates with Agencies which have a LEADS terminal have the ability to modify users assigned under their agency's ORI. Non-terminal agencies should contact the ISP HelpDesk for assistance. If a user is no longer employed by your agency, on a leave of absence, or for any other reason needs to be placed inactive, LAC's should ensure the user account for the individual is placed inactive in LEADS Configurator. Once the user's profile is inactivated LEADS will sync with nexTEST to show the individual's profile inactive as well. *Profiles are **NOT** deleted in any program.*

NOTE: There are users who work for multiple agencies and therefore have multiple profiles associated with their user account in LEADS Messenger. If the individual you are inactivating has multiple profiles in Messenger, but only one of them needs to be inactivated, please reach out to the ISP Help Desk instead of disabling the account. Disabling the account will inactivate all profiles for that user.

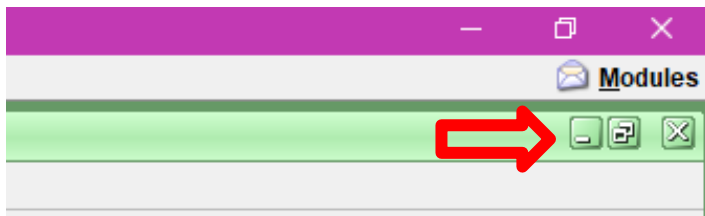
LEADS CONFIGURATOR

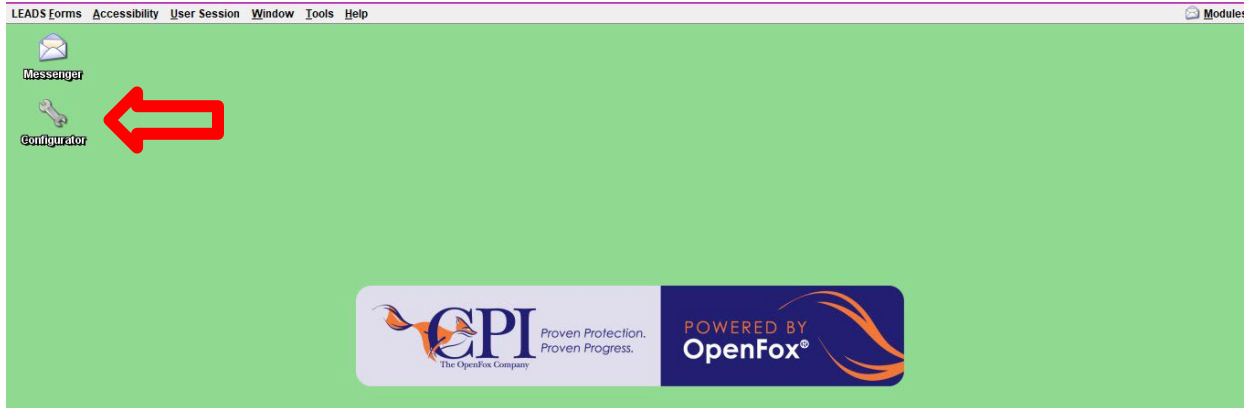
There are two ways to access Configurator:

Method 1: In the upper right hand corner of the OpenFox desktop go to Modules, select the icon "Modules envelope", and choose Configurator from the drop down menu:



Method 2: Go to the OpenFox desktop. To find the desktop screen, go to the upper right hand corner and minimize Messenger. Once the window minimizes, icons will appear on the desktop. Double click on Configurator.





Type the user's User ID into the User ID field and select the Get button. If the User ID is unknown, click on the binoculars icon next to Get button to search for the user ID.

The 'Configurator:1' window displays the following configuration sections:

- Standard / Info:**
 - User ID:** [Red box]
 - User Record Disabled
 - First Name: []
 - Middle Name: []
 - Last Name: []
 - Last Modified By User: []
 - Date/Time Last Modified: []
- Authentication and Security:**
 - Password: []
 - Authentication Method: Password
 - Authentication Detail: []
 - Challenge: []
 - Answer: []
 - User's State ID (SID): []
 - Concurrent Sessions: 1
- Password Expiration:**
 - Non-Expiring Password
 - Password Expiration Date: []
 - Recurring Expiration (days): 90
 - Expiration Reminder (days): 5
- Failed Logins:**
 - Attempts Before Lock Out: 3
 - Lock Out Duration (min): 10
- 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:
 - User Certified
 - Day: NONE, Month: NONE, Year: NONE
 - Training Date:
 - User Trained
 - Day: NONE, Month: NONE, Year: NONE
 - Hire Date:
 - User Hire
 - Day: 21, Month: APR, Year: 2021
 - Open/Close Times:
 - Forced Logoff Warning (min): []
 - Table with columns: Day, Open HHMM, Close HHMM

