## **LEADS Daily Bulletin**

September 1, 2021

## Quick Query Bar – LEADS 3.0

Looking for a fast method to open a form? You can quickly open the form by typing the form name or MKE into the quick query bar and pressing the Enter key. The quick query bar is located at the bottom of the Mailbox Window as indicated below.

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You can open a form by typing the name of the form and pressing the Enter key. For example, the DQ form is typically used to run out-of-state driver license queries. If you wanted to open this form, you would type "DQ" into the quick query bar.

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Upon pressing the Enter key, Messenger displays the DQ form.

Notice that the form name is displayed at the top of each form. See Below:

DQ NLETS Que	TS Query Driver's License					
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You can also open a Messenger form by typing the MKE of the transaction you want to send. For example, the EW form typically allows you to choose what type of wanted person record you are entering. Entering a juvenile wanted record is typically accomplished via the EWJ transaction, so if you wanted to enter a juvenile record you could type "EWJ" into the quick query bar.

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After pressing the Enter key, Messenger displays the "EW" form and automatically selects the "EWJ" item from the message key pick list.



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

Operator's Initials	Date								