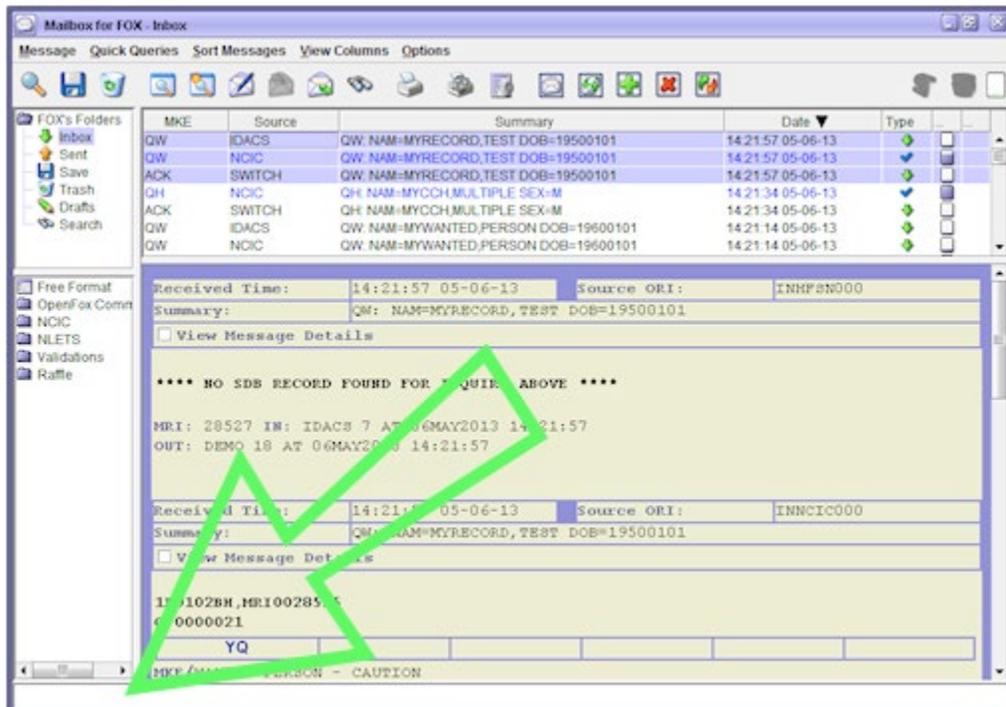


LEADS Daily Bulletin

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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.



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.



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

DQ - NLETS Query Driver's License

Header Information

ORI CP0000021 = CPI Test and Development

* Destination 1

Destination 2

Destination 3

Destination 4

Destination 5

Control Field

By NAM/DOB By OLN

Query by Name, Date of Birth

* Name

* Date of Birth

Sex

Optional Information

Image Indicator

Submit Clear Close

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

DQ NLETS Query Driver's License

Header Information

ORI CP0000021 = CPI Test and Development

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.

MKE/WANTE

EWJ

Mailbox for FOX - Inbox

