

## LEADS Daily Bulletin

March 12, 2024

### Entering/Modifying ORI Capability in CHF Records

LEADS 3.0 technology overcomes the **LEADS 2000 programmatic restriction which automatically identified a Hot File record owner ORI as the agency who physically entered the record, not the authorizing agency, the record was entered on behalf of (ORA)**. Entering (servicing) agencies are required to use the actual authority/record owner (serviced agency) ORI when establishing Hot File records.

**Records already on file should be MODIFIED to reflect the correct owner ORI (record authority) which includes an automatic translation of the corresponding ORA.** For Messenger users, this requires the serviced agency ORI be included in the ORI drop-down in Hot File formats. If an ORI is not listed in a drop-down, should be submitted to the ISP HelpDesk to add any ORIs necessary.

To **modify** a Records ORI, follow the below steps:

- Query the Record, Select Modify from the Hot Links choices, or open the modify form from the Forms Tree.
- Complete the Header Information, (Message key and ORI of the Entering agency)
- Record Identifiers will have auto populated. (Double check to ensure modifying the correct record).
- Message Information
  - Leave **MKE**, (message key) field blank
  - **ORI** - choose the ORI of the agency who requested the record entry, from your dropdown choices.
- Select **Submit**. User will receive acknowledgement.
- Query the record again to ensure the ORI has changed.
  - Retain acknowledgement and updated record information with original entry.

The screenshot shows a web form titled "MV - Modify Vehicle". It is divided into three main sections:

- Header Information:** Contains a "Message Key" dropdown menu with "MV = Modify Stolen Vehicle" selected, and an "ORI" dropdown menu with "IL0840000 = SO SANGAMON CO IL" selected.
- Record Identifiers:** Contains four input fields: "LEADS #" with "V20H3498", "VIN #" with "J0K103505", "License #", and "Owner-applied #".
- Message Information:** Contains an "MKE" dropdown menu (empty), an "ORI" dropdown menu with "IL0841400 = PD SHERMAN IL" selected, and a "Name of Validator" input field.

