LEADS Daily Bulletin

March 14, 2022

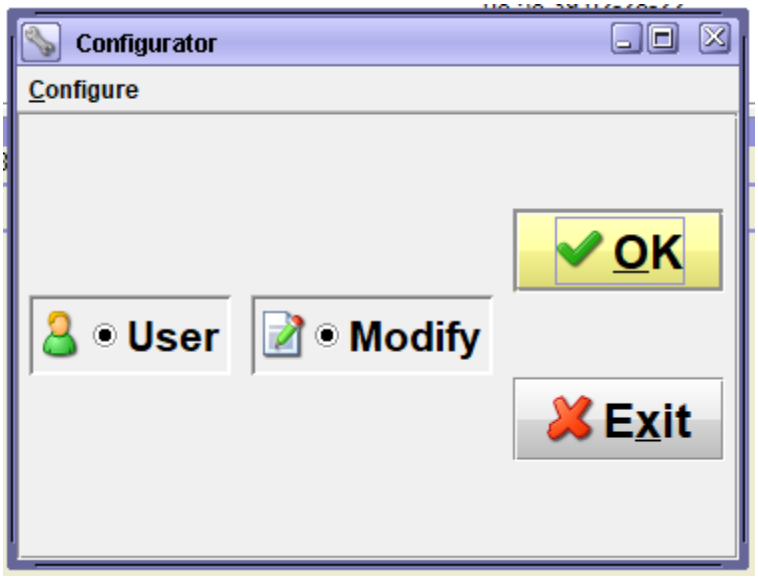
MODIFYING LEADS CERTIFICATION IN CONFIGURATOR

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



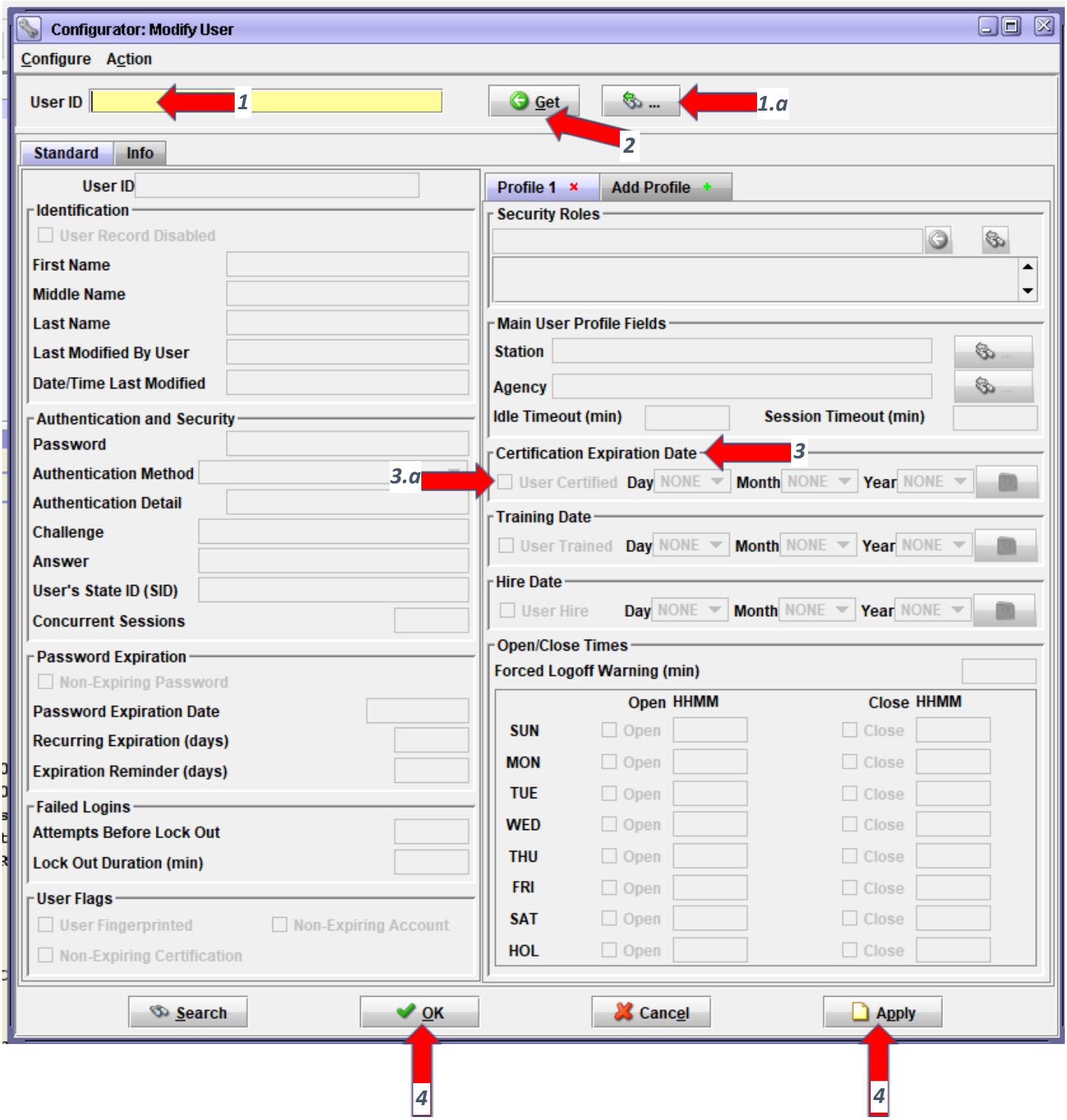
Follow the below steps when the "Modify User" window appears:

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.*

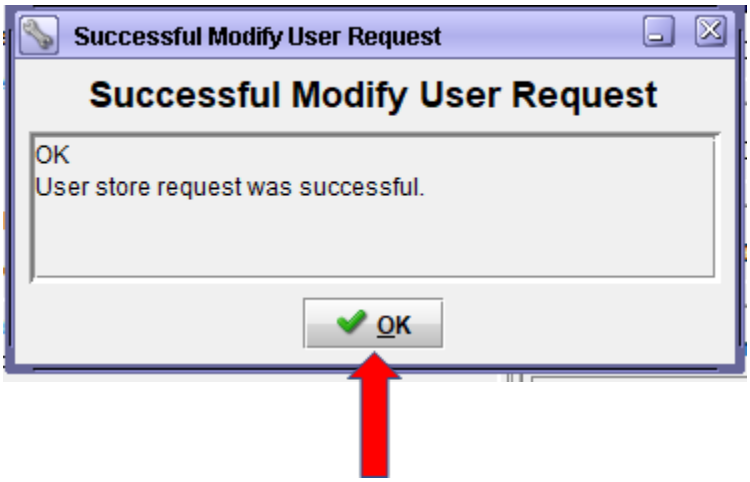
2. After entering the User ID click the **GET** button (the format will populate with the user's information)

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
Get
...
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
Add Profile
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
MON
TUE
WED
THU
FRI
SAT
HOL
Open
Close
Search
OK
Cancel
Apply
4
4

If the transaction was successful, the below box will appear. **Choose OK**.



Please contact the Help Desk (866/LEADS-00) with any questions.

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date