

LEADS Daily Bulletin

April 21, 2025

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" text input field.

