



Messenger Navigation



Click Options and then click Launch Tips of the Day

The screenshot shows a software interface with a menu bar containing 'Inbox', 'ges', 'View Columns', and 'Options'. A red arrow points to the 'Options' menu. Below the menu bar, a 'Tips of the Day' dialog box is open. The dialog box has a title bar with a lightbulb icon and the text 'Tips of the Day'. Below the title bar is an 'Action' bar with icons for back, forward, refresh, stop, and print. The main content area of the dialog box displays the text 'Did You Know' next to a green question mark icon. Below this, a bolded question reads 'You can open a Module from the quick query bar?'. A horizontal line separates this from the explanatory text: 'You can launch other Desktop Modules from the quick query bar. Type "/MODULE" into the quick query bar, then a space, and then the name (or part of the name) of the other Module. When you press Enter, Desktop opens that Module if you are authorized to access it.' Below the text is a text input field containing '/MODULE FORM'. At the bottom of the dialog box, there are five buttons: 'Previous Tip' (with a left arrow), 'Random Tip' (with a die icon), 'Next Tip' (with a right arrow), 'Show Tips' (with a checked checkbox), and 'Close' (with a red X icon).



<http://10.221.1.12:8080/CPT/docs/>



OpenFox® Documentation - Illinois LEADS 

To download the following manuals to your computer,
please right-click on the link and download or save the file.



[Desktop User Manual](#)



[Messenger User Manual](#)



[Desktop Administrator Manual](#)



[Desktop Shortcuts Cheat Sheet](#)



Shortcuts

At Any Time

Shortcut	Description
F12	Lock the Desktop software

In a Window

Shortcut	Description
Ctrl-Tab	Move to the next open window
Ctrl-Shift-Tab	Move to the previous open window
Ctrl-F2	Minimize the current window
Ctrl-F3	Maximize the current window
Ctrl-F4	Close the current window
Ctrl-Shift-F4	Close all open windows
Ctrl-F5	Restore the current window

In a Messenger Form

Shortcut	Description
Ctrl-Enter	Submit the form
Ctrl-D	Save the form as a draft message
Ctrl-R	Clear the form
Ctrl-P	Print the form
Ctrl-S	Copy (store) all fields on the form Messenger may be configured to automatically copy the fields when you submit a form. See your preferences for more information.
Ctrl-G	Paste (get) all fields from the last form

In a Messenger Form Text Field

Shortcut	Description
Ctrl-X	Cut the selected text
Ctrl-C	Copy the selected text
Ctrl-V	Paste
Ctrl-A	Select all text in the field
Ctrl-Z	Undo the last change to this field
Ctrl-Shift-Z	Redo the last change to this field
Ctrl-F1	Toggle whether the popup help for this field is displayed or hidden
F1	Access help files for this transaction and field
Ctrl-F	Text search the codes in this drop down list (<i>in dropdown fields</i>) – OR – Use calendar to pick date (<i>in date fields</i>) – OR – Decode a VIN into make, model, style, year (<i>in VIN fields</i>).
Alt-letter	Jump to the field that has the <i>letter</i> underlined in its name

From any Messenger Screen

Shortcut	Description
Ctrl-I	Go to the Inbox folder
Ctrl-Y	Go to the Sent folder
Ctrl-E	Go to the Save folder
Ctrl-T	Go to the Trash folder
Ctrl-D	Go to the Drafts folder
Ctrl-H	Go to the Search folder
Ctrl-Q	Go to the Quick Query Bar
Ctrl-O	Go to the Forms Tree
Ctrl-L	Go to the Mail Folder List
Ctrl-M	Go to the List of Messages Doesn't change current folder
Ctrl-K	Go to the Message Preview

From the List of Messages

Shortcut	Description
Delete	Move the selected message(s) to the Trash folder If in the Trash folder, deletes the selected messages
Ctrl-S	Move the selected message(s) to the Save folder
Ctrl-N	Change the text under the Summary column for the selected message(s)
Ctrl-F	Open the message text search bar
Ctrl-Shift-F	Open the message search window
Enter	View the input form for the selected message Messenger allows the user to change the shortcut for this item
Ctrl-Enter	View the message in a separate window Messenger allows the user to change the shortcut for this item
Alt-Enter	View the message in a new separate window Messenger allows the user to change the shortcut for this item
Ctrl-R	Reply to the selected message(s)
Ctrl-B	Forward the selected message(s)
Ctrl-P	Print the selected message(s)
Ctrl-U	Selects the oldest unread message
Ctrl-G	Selects all messages in the same group. These are messages that have the same value under the ID column.
Ctrl-Shift-A	Selects all messages in the current folder
Ctrl-Shift-C	Clears any current selected
Ctrl-Shift-R	Reverses the current selection
Shift-Click	Selects a range of messages
Ctrl-Click	Toggles whether or not the clicked message is selected or not



Layout
when you
first log in

The screenshot shows a mailbox interface for 'RYAN - Inbox'. The interface includes a menu bar with 'Message', 'Quick Queries', 'Sort Messages', 'View Columns', and 'Options'. A toolbar with various icons is located below the menu. On the left, there is a 'RYAN's Folders' pane with a 'Mail Folder List' callout. Below it is a 'Form Tree' pane with a 'Form Tree' callout. The main area displays a 'Message List' table with columns for 'MKE', 'Source', 'Summary', and 'Date'. A 'Message List' callout points to the table. Below the table is a 'Preview Pane' with a 'Preview Pane' callout, showing message details like 'Received Time: 08:40:37 08-20-13', 'Source ORI: INNCIC000', and 'Summary: QV: LIC=ABC123'. At the bottom, there is a 'Quick Query Bar' callout.

MKE	Source	Summary	Date
QV	IDACS	QV: LIC=ABC123	08:40:39 08-20-13
QV	NCIC	QV: LIC=ABC123	08:40:37 08-20-13
ACK	SWITCH	QV: LIC=ABC123	08:40:36 08-20-13
QW	IDACS	QV: NAM=0101	08:40:24 08-20-13
QW	NCIC	QV: NAM=0101	08:40:23 08-20-13
ACK	SWITCH	QV: NAM=MYRECORD,TEST DOB=19500101	08:40:23 08-20-13
QV	IDACS	QV: LIC=X7H89W	08:40:15 08-20-13
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Received Time: 08:40:37 08-20-13 Source ORI: INNCIC000
Summary: QV: LIC=ABC123
 View Message Details

**110102BV, MRI0032109
CP0000019**

Hit Confirmation

MKE/STOLEN LICENSE PLATE
ORI/MD1012600 LIC/ABC123
OCA/CS1234 MIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
NIC/P000002154 DTE/19981101 0000 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI

MRI: 32110 IN: NCIC 4 AT 20AUG2013 08:40:37
OUT: XMLRYAN 7 AT 20AUG2013 08:40:37



Message Lists Definitions

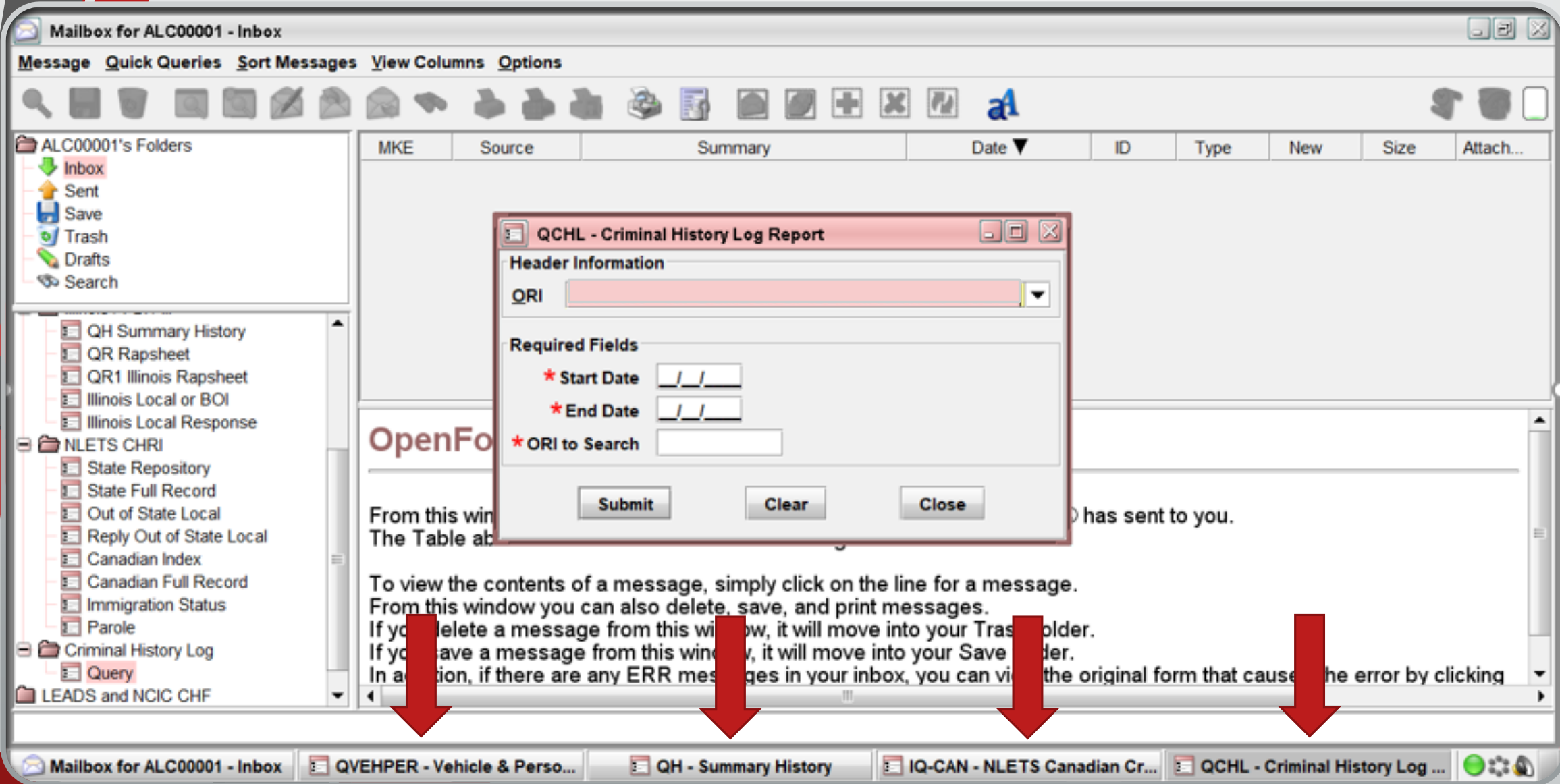


MKE	Source	Summary	Date
QV	IDACS	QV: LIC=ABC123	08:40:39 08-20-13
QV	NCIC	QV: LIC=ABC123	08:40:37 08-20-13

Column	Description
MKE	Displays the message key (MKE) of the message
User	Displays the user that was logged onto Messenger when this message was either sent or received. You can only see this column if you have the ability to view the message traffic for other users.
Source	Displays the data source of the message (i.e. NCIC, SWITCH, etc)
Summary	Displays a summary of the data contained within the message, or for query returns a summary of the inquiry data
Date	The date and time of this message. This column cannot be hidden.
ID	Every time that you submit a transaction to the system, Messenger assigns it a unique number. This same number is assigned to the messages returned by the query.
Type	Displays the type of message. For more information on mail types, please see section [4.1 – Message Flow].
New	Displays a checkmark if you have not yet viewed the content of this message
Size	Displays a visual indicator of the size of the message
Attachment	Displays a paper clip icon if the message contains an attachment

Message list columns





You can have multiple windows open at the same time, just choose which one you want to open.

Mailbox for RYAN - Inbox

Message Quick Queries Sort Messages View Columns Options

RYAN's Folders

- Mail Folder List

MKE	Source	Summary	Date
QV	IDACS	QV: LIC=ABC123	08:40:39 08-20-13
QV	NCIC	QV: LIC=ABC123	08:40:37 08-20-13
ACK	SWITCH	QV: LIC=A	08:40:36 08-20-13
QW	IDACS	QW: NAM=0101	08:40:24 08-20-13
QW	NCIC	QW: NAM=0101	08:40:23 08-20-13
ACK	SWITCH	QW: NAM=MYRECORD,TEST DOB=19500101	08:40:23 08-20-13
QV	IDACS	QV: LIC=X7H89W	08:40:15 08-20-13
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Free Format

- OpenFox Commands
- NCIC
- NLETS
- Administrative Mess
- Aircraft Information
- Boat Registration
- Canadian Transacti
- Commercial Vehicle
- Hit Confirmation
- ICE
- Interpol
- NICB
- NDPIX
- Orion
- Parole Probation Co
- RAND Message
- Road/Weather

Form Tree

Received Time: 08:40:37 08-20-13 Source ORI: INNCIC000

Summary: QV: LIC=ABC123

View Message Details

1L0102BV, MRI0032109
CP0000019

Hit Confirmation

MKE/STOLEN LICENSE PLATE
ORI/MD1012600 LIC/ABC132
OCA/CS1234 HIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
HIC/P000002154 DTE/19981101 0000 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI

MRI: 32110 IN: NCIC 4 AT 20AUG2013 08:40:37
OUT: XMLRYAN 7 AT 20AUG2013 08:40:37

Quick Query Bar



Form Tree

The screenshot displays a software interface with a 'Form Tree' on the left and a 'QVEHPER - Vehicle & Person Query Form' on the right. The tree includes folders for 'GENERAL QUERY', 'NLETS QUERY', and 'CHRI QUERIES'. The 'Vehicle/Person' folder is selected. The form contains various input fields and dropdown menus organized into sections: 'Message Key', 'LEADS or NCIC', 'LICENSE PLATE', 'PERSONAL', and 'VEHICLE'. A red arrow points from the 'Vehicle/Person' folder in the tree to the form. Another red arrow points from the top of the form down towards the 'Form Tree' text.

Message Key **ORI**
Z2 = Basic Query [Dropdown]

LEADS or NCIC
Notes **LEADS #** **NCIC #** **Placard SER#**
[Text] [Text] [Text] [Text]

LICENSE PLATE
License # **License State/Region** **License Year** **License Type**
[Text] [Dropdown] [Text] [Text]

PERSONAL
Name **Sex** **Race** **Date o**
[Text] [Dropdown] [Text] [Text]

Social Security # **Miscellaneous #** **Driver Image Ho**
[Text] [Text] [Dropdown] [Text] [Text]

Driver License # **Driver License State/Region Code**
[Text] [Dropdown]

State ID # **FBI / UCN #** **FOID #**
[Text] [Text] [Text]

VEHICLE
VIN # **OAN #** **Vehicle Year** **Vehicle Make**
[Text] [Text] [Text] [Text]



Mailbox for RYAN - Inbox

Message Quick Queries Sort Messages View Columns Options



RYAN's Folders

Mail Folder List

- Folder icons and names

Free Format

Form Tree

- OpenFox Commands
- NCIC
- NLETS
 - Administrative Messa
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MKE	Source	Summary	Date			
QV	IDACS	QV: LIC=ABC123	08:40:39 08-20-13	↓		
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ACK	SWITCH	QW: NAM=MYRECORD.TEST DOB=19500101	08:40:23 08-20-13	↓		
QV	IDACS	QV: LIC=X7H89W	08:40:15 08-20-13	↓		
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13	↓		

Received Time: 08:40:37 08-20-13 Source ORI: INNCC000

Summary: QV: LIC=ABC123

View Message Details

1L0102BV, MRI0032109
CP0000019

Hit Confirmation

MKE/STOLEN LICENSE PLATE
 ORI/MD1012600 LIC/ABC132
 OCA/C81234 HIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
 HIC/P000002154 DTE/19981101 0000 EST
 ORI IS ANY CITY PD MD 301 555-1234
 IMMED CONFIRM RECORD WITH ORI

MRI: 32110 IN: NCIC 4 AT 20AUG2013 08:40:37
 OUT: XMLRYAN 7 AT 20AUG2013 08:40:37

Quick Query Bar



Mail Folder List

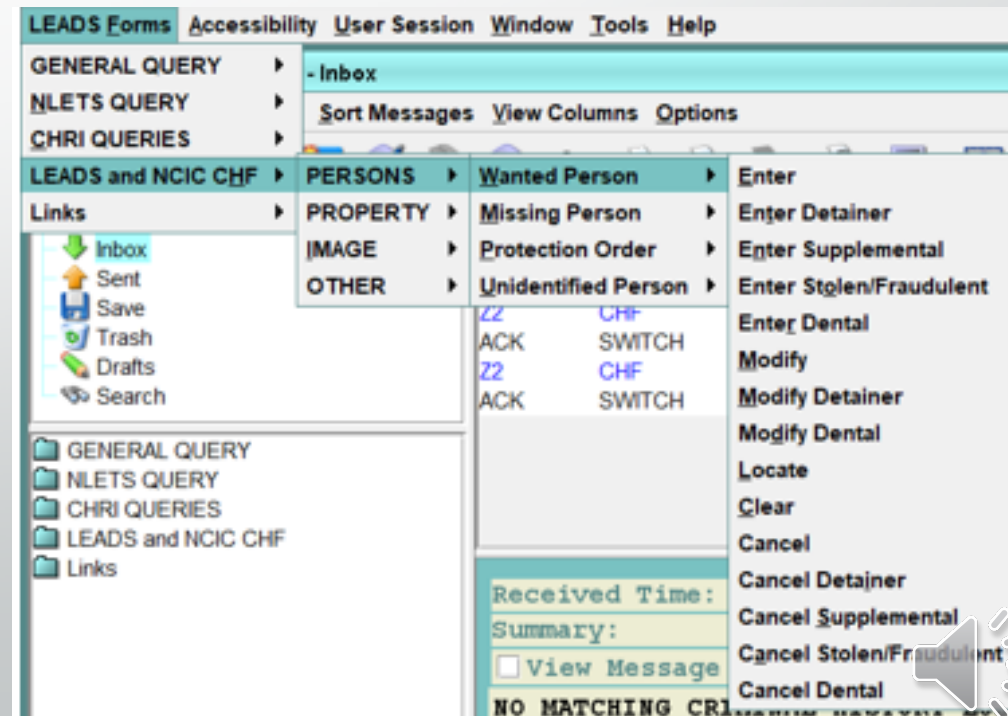
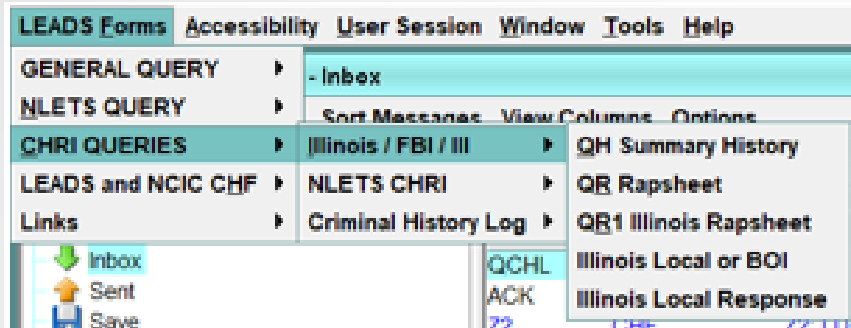
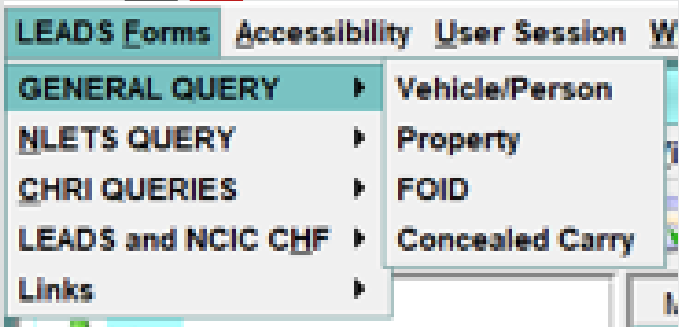
Message List

Form Tree

Preview Pane

Quick Query Bar





Different ways to open up different queries.

- General Query (Z2, QPROP, ZF, CWQ)
- CHRI Queries (QH, QR, QR1, CQIL, CRIL)
- LEADS and NCIC CHF Entries (Wanted, Missing, OP's, etc.)

Mailbox for RYAN - Inbox

Message Quick Queries Sort Messages View Columns Options

RYAN's Folders

- Mail Folder List

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Form Tree

Received Time: 08:40:37 08-20-13 Source ORI: INNCIC000

Summary: QV: LIC=ABC123

View Message Details

1L0102BV, MRI0032109
CP0000019

Hit Confirmation

MKE/STOLEN LICENSE PLATE
ORI/MD1012600 LIC/ABC132
OCA/CS1234 HIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
HIC/P000002154 DTE/19981101 0000 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI

MRI: 32110 IN: NCIC 4 AT 20AUG2013 08:40:37
OUT: XMLRYAN 7 AT 20AUG2013 08:40:37

Quick Query Bar



Quick Query Bar

The quick query bar is located at the very bottom of the mailbox window, and it serves as a command line interface to the message switching system.

From this control, you can free type any single line transaction and press Enter to submit it to the system. Some examples are below:

- EW
 OPENS THE ENTERED WANTED PERSON
- Z2
 OPENS THE BASIC QUERY
- /SEARCH ABC123
 QUICKLY SEARCH YOUR MESSAGES
- /SEARCH -DA YYYYMMDD ABC123
 QUICKLY SEARCH FOR A CERTAIN DAY
- /SEARCH -DA YYYYMMDD-YYYYMMDD ABC123
 QUICKLY SEARCH FOR A RANGE OF DAYS
- /HELP EW-C
 SEARCH THE ONLINE HELP FILES



Mailbox for RYAN - Inbox

Message Quick Queries Sort Messages View Columns Options

RYAN's Folders

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Received Time: 08:40:37 08-20-13 Source ORI: INNCIC000

Summary: QV: LIC=ABC123

View Message Details

1L0102BV, MRI0032109
CP0000019

Hit Confirmation








MKE/STOLEN LICENSE PLATE
ORI/MD1012600 LIC/ABC132 T/PC DOT/19981030
OCA/CS1234 HIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
HIC/P000002154 DTE/19981101 0000 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI

MRI: 32110 IN: NCIC 4 AT 20AUG2013 08:40:37
OUT: XMLRYAN 7 AT 20AUG2013 08:40:37

Quick Query Bar



Message label breakdown

Type	Icon	Sample Text	Description
Sent Message		KQ: NAM/MYRECORD, TEST.DOB/19500101	A message you have submitted
Received Message		QW: NAM/MYRECORD, TEST.DOB/19500101	A message received from the system that is not one of the below
Hit Response		QW: NAM/PUBLIC, JOHN.DOB/19500101	A positive query response from NCIC or in state databases
Hit Confirmation / Response		YQ: LIC/ABC123. COU/ORANGE	A YQ/YR message
Draft Message		QW: NAM/PUBLIC, JOHN.DOB/19500101	A form you have saved as a draft
Message Template		QW: NAM/PUBLIC, JOHN.DOB/19500101	A form you have saved as a template
Error Message		QW: LIC/ABC123. COU/ORANGE	A system error message

Message types and colors in the default Messenger setup



Mailbox for RYAN - Inbox

Message Quick Queries Sort Messages View Columns Options

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QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Message List

Free Format

OpenFox Commands

NCIC

NLETS

Form Tree

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Received Time: 08:40:37 08-20-13 Source ORI: INNCIC000

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Preview Pane

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Quick Query Bar

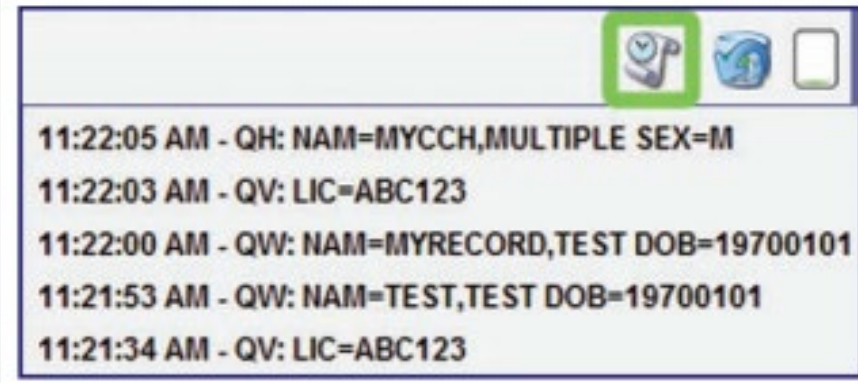




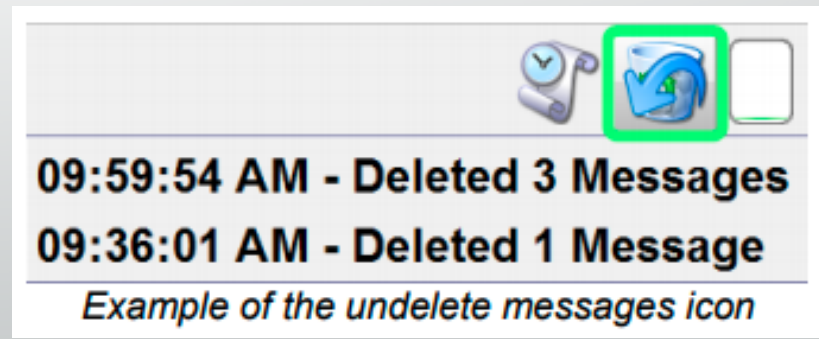
Last and Deleted Transactions

Last Transactions

Did you mistype that last query? Quickly recall your recently sent transactions with the press of a button.



11:22:05 AM - QH: NAM=MYCCH,MULTIPLE SEX=M
11:22:03 AM - QV: LIC=ABC123
11:22:00 AM - QW: NAM=MYRECORD,TEST DOB=19700101
11:21:53 AM - QW: NAM=TEST,TEST DOB=19700101
11:21:34 AM - QV: LIC=ABC123



09:59:54 AM - Deleted 3 Messages
09:36:01 AM - Deleted 1 Message

Example of the undelete messages icon



Mailbox for RYAN - Inbox

Message Quick Queries Sort Messages View Columns Options

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Form Tree

MKE	Source	Summary	Date
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ACK	SWITCH	QW: NAM=MYRECORD,TEST DOB=19500101	08:40:23 08-20-13
QV	IDACS	QV: LIC=X7H89W	08:40:15 08-20-13
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Message List

Received Time: 08:40:37 08-20-13 Source ORI: INNCIC000

Summary: QV: LIC=ABC123

View Message Details

11010 MRI0032109
CP000019

Hit Confirmation

Preview Pane

MKE/STOLEN LICENSE PLATE
ORI/MD1012600 LIC/ABC132
OCA/CS1234 MIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
HIC/P000002154 DTE/19981101 0000 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI

MRI: 32110 IN: NCIC 4 AT 20AUG2013 08:40:37
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Quick Query Bar



Clickable links pop up in the message called Hot Links

```
1L0102BH,MRI0032145
CP0000021
Hit Confirmation
MKE/WANTED PERSON - CAUTION
ARMED AND DANGEROUS
LIMITED EXTRADITION SEE MIS FIELD
ORI/CP0000004 NAM/MYRECORD,TEST SEX/M RAC/W POB/TX DOB/19500101 HGT/510
WGT/175 EYE/BRO HAI/BRO SKN/DRK
SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/1999
OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN
```

Example of the YQ message cast link in an NCIC hit return

Hot Link Hit Confirmation

When you click the pop up, it auto populates the data

The screenshot shows a web-based form titled "YQ - NLETS Hit Confirmation Request". The form is organized into four main sections:

- Header Information:** Includes a dropdown for "QRI" (set to "CP0000021 - CPI Test and Development"), a text field for "Destination 1" (set to "CP0000004"), and a "Control Field" text box.
- Request Information:** Includes dropdowns for "Request #" and "Confirmation Priority", and text fields for "Agency Case #" (set to "123456273") and "NCIC #" (set to "W146203706").
- Hit Information:** Includes a dropdown for "Request Type" (set to "WP - Wanted Person"), a text field for "Name" (set to "MYRECORD,TEST"), a text field for "Date of Birth" (set to "19500101"), and a dropdown for "Sex" (set to "M - Male").
- Requester's Information:** Includes a text field for "Requester" (set to "SAWATZKY, RYAN"), a text field for "Requesting Agency" (set to "CPIAGENCY"), and several empty text fields for "Phone #", "Extension", "Fax #", "Court Order #", and "Warrant #".



Hot Link QH

Received Time:	09:13:42 AM	Source ORI:	ILNCIC000
Summary:	QH: NAM=DELCID,ZOILA B SEX=F RAC=U DOB=19890823		
<input type="checkbox"/> View Message Details			
7L01 NCIC RESPONSE IL08496Y6 THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR INQUIRY ON NAM/DELCID,ZOILA B SEX/F RAC/U DOB/19890823 PUR/C ATN/LANTER			
FBI Record		Enter Wanted	
NAME	FBI NO.	INQUIRY DATE	
DELCID,ZOILA B	551314VC7	2021/06/03	
SEX RACE BIRTH DATE	HEIGHT WEIGHT EYES HAIR PHOTO		
F W 1989/08/23	507 190 BRO BLK N		
BIRTH PLACE GUATEMALA			



QR - CHRI Rapsheet

Header Information
ORI [dropdown]

Required Information
* Purpose [dropdown]
* Attention [text]
* Requester [text]

One of the Following
FBI /UCN# 551314VC7
State ID # [text]

Optional Information
Department/Agency [text]
Address/P.O. Box [text]
City, State [text]
Zip Code [text]
Building [text]

Submit Clear Close

If you make a QH Query and receive NCIC III response, you will see FBI Record and Enter Wanted hot links. Once clicked, these two examples show those fields of each populated from the QH Query: Wanted Entry and FBI Query.



EW - Enter Wanted Person

Header Information
* Message Key [dropdown: EW = Wanted Person] ORI [text]

Offense Information
* Date of Warrant * Offense [dropdown] Original Offense [text]
* Extradition Limitation [dropdown] * Court Limits [dropdown] Geographic Area [text]

Personal Information
Caution/Medical Condition [dropdown]
* Name [text: DELCID,ZOILA B] * Sex [dropdown: F = Female] * Race [dropdown: W = White] Date of Birth [text: 08/23/1989] Age [text] Place of Birth [text]
* Height [text: 507] * Weight [text: 190] * Hair Color [dropdown: BLK = Black] * Eye Color [dropdown: BRO = Brown] Skin Tone [dropdown] Scars, Marks, Tattoos [text]
Citizenship [dropdown] Social Security # [text: 336084866] FBI /UCN # [text: 551314VC7] State ID # [text] Miscellaneous # [text: AR-A087117967] Fingerprint Classification [text]
DNA [dropdown] DNA Location [text] Date of Emancipation [text]
Operator's License State [dropdown] Operator's License # [text] Expiration Year [text]



Mailbox for RYAN - Inbox

Message Quick Queries Sort Messages View Columns Options

RYAN's Folders

Mail Folder List

MKE	Source	Summary	Date
QV	IDACS	QV: LIC=ABC123	08:40:39 08-20-13
QV	NCIC	QV: LIC=ABC123	08:40:37 08-20-13
ACK	SWITCH	QV: LIC=ABC123	08:40:36 08-20-13
QW	IDACS	QW: NAM=ABC101	08:40:24 08-20-13
QW	NCIC	QW: NAM=ABC101	08:40:23 08-20-13
ACK	SWITCH	QW: NAM=MYRECORD,TEST DOB=19500101	08:40:23 08-20-13
QV	IDACS	QV: LIC=X7H89W	08:40:15 08-20-13
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Message List

Free Format

OpenFox Commands

NCIC

NLETS

Administrative Messages

Aircraft Information

Boat Registration

Canadian Transactions

Commercial Vehicle

Form Tree

Hit Confirmation

ICE

Interpol

NICB

NDPIX

Orion

Parole Probation Control

RAND Message

Road/Weather

Received Time: 08:40:37 08-20-13 Source ORI: INNCIC000

Summary: QV: LIC=ABC123

View Message Details

1L0102BV, MRI0032109
CP0000019

Hit Confirmation

MKE/STOLEN LICENSE PLATE
ORI/MD1012600 LIC/ABC132
OCA/CS1234 HIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
HIC/P000002154 DTE/19981101 0000 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI

MRI: 32110 IN: NCIC 4 AT 20AUG2013 08:40:37
OUT: XMLRYAN 7 AT 20AUG2013 08:40:37

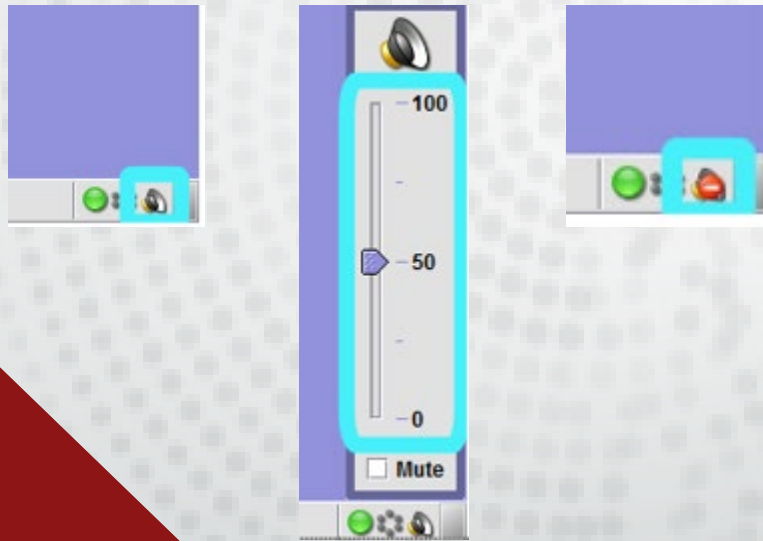
Preview Pane

Quick Query Bar



Volume Adjustment

Icon located in the bottom right hand corner. Click on the icon with your left mouse button and adjust the volume. If you click, mute, you'll see that sounds are muted below.



Mailbox for RYAN - Inbox

Message Quick Queries Sort Messages View Columns Options

RYAN's Folders

- Mail Folder List

Free Format

- OpenFox Commands
- NCIC
- NLETS
 - Administrative Messa
 - Aircraft Information
 - Boat Registration
 - Canadian Transactio
 - Commercial Vehicle
 - Hit Confirmation
 - ICE
 - Interpol
 - NICB
 - NDPIX
 - Orion
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1L0102BV, MRI0032109
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MRI: 32110 IN: NCIC 4 AT 20AUG2013 08:40:37
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Quick Query Bar










Modify User Preferences

Choose a Module

 Desktop
  **Messenger**
 Configurator

Messenger Preferences

 Mailbox
 Forms
 General
 Message Display
 **Printers**

Printers Preferences

Mode Dispatch Printers Image

Dispatch Printing

In dispatch printing mode, Messenger will allow you to choose a printer for each message. When you choose to print a message, Messenger will display a "Selective" printer. When you turn on "Selective" printing, the printer chosen as your "Auto" printer.

In normal printing mode, Messenger will allow you to choose a printer for each message. When you choose to print a message, Messenger will popup a Print dialog box. In this mode, Messenger will reuse the same settings. In this mode, you can choose a printer from the "Message" popup menu.



Printing

Printers Preferences

Mode | Dispatch Printers | Image Capable | Dot Matrix | Auto Printing

Dispatch Printing

In dispatch printing mode, Messenger will use whatever printers you have. When you choose to print a message, Messenger will print out to the printer chosen as your "Selective" printer. When you turn on automatic printing, Messenger will choose that printer as your "Auto" printer.

In normal printing mode, Messenger will function like a standard Windows printer. When you choose to print, Messenger will popup a Print Setup dialog box. When you choose to print, Messenger will reuse the same settings. In this mode, you can always get back to the Print Setup dialog box from the "Message" pull down menu.

Dispatch Mode Printing

Selective Printing – while you are logged in and you choose to print a selection.

Auto – while you are logged in or while locked, the computer will still print.

Printers Preferences

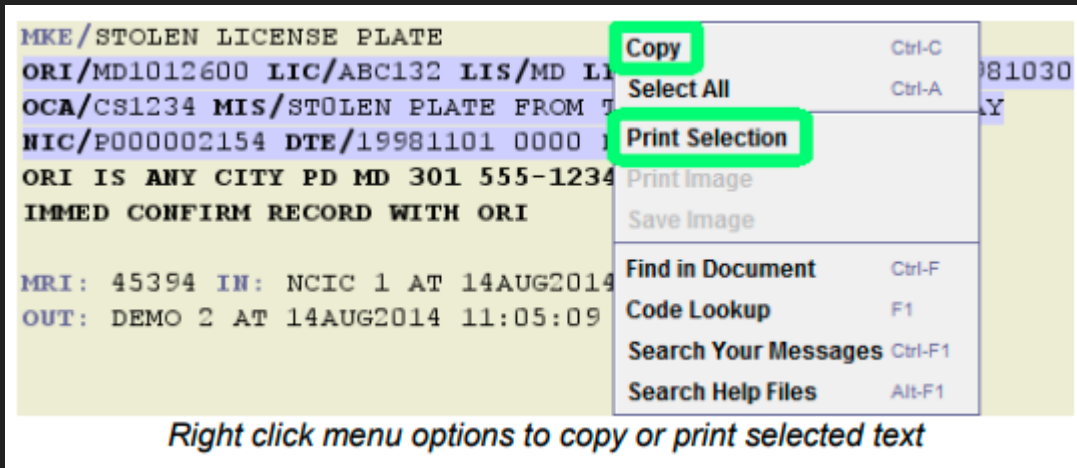
Mode | Dispatch Printers | Image Capable | Dot Matrix | Auto Printing | Images

Messenger Printers

Name ▲	Type	Selective	Auto
Adobe PDF	Image Capable		
Brother MFC-7440N Printer	Image Capable	▼	▼
Brother MFC-7440N Printer (Home)	Image Capable		

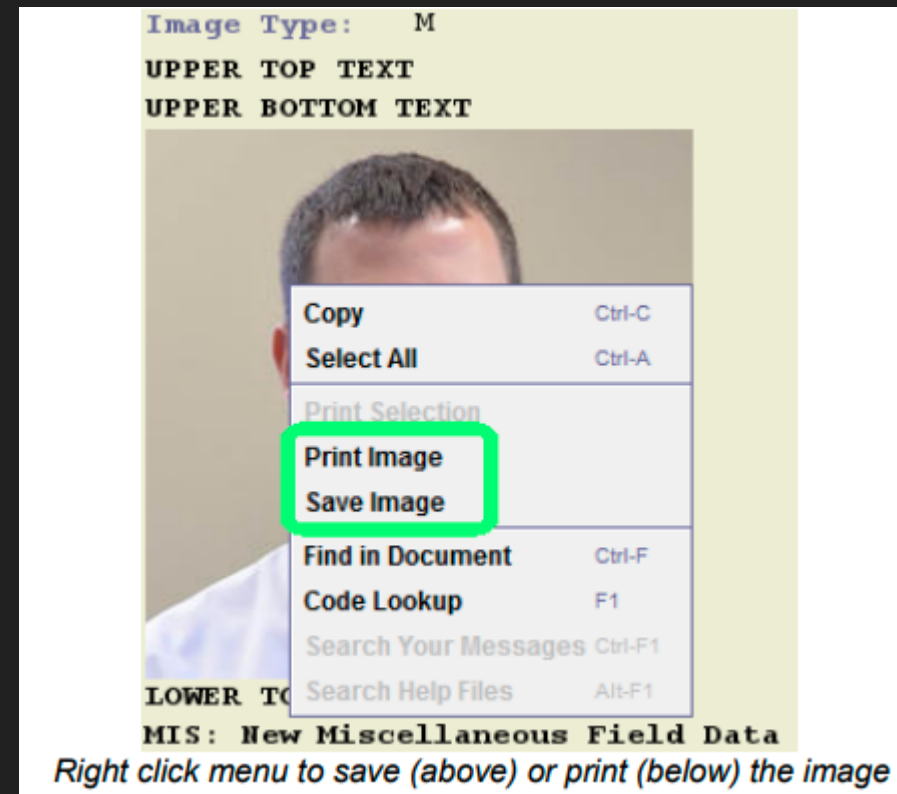


Printing - continued



Print a specific section of your response, highlight the section you want printed, and right click.

Print an image, just right click.



Messenger Tips

The screenshot shows the 'QG - NCIC Query Gun' application window. A red arrow points to a field in the 'Optional' section. A context menu is open over this field, listing standard editing actions: Copy (Ctrl-C), Cut (Ctrl-X), Paste (Ctrl-V), Select All (Ctrl-A), Undo (Ctrl-Z), Redo (Ctrl+Shift-Z), Field Help (QG.MAK) (F1), Transaction Help (QG), and Search Code List (Ctrl-F). The 'Search Code List' option is highlighted. Below the context menu, a 'Code List Search' dialog box is open. It has a text input field containing 'springfield'. Below the input field is a list of search results, with 'Springfield Arms Co.' selected. The 'Selected Code Value' field contains 'SPR'. The dialog has 'OK' and 'Cancel' buttons at the bottom.

This screenshot shows the 'QG - NCIC Query Gun' application window. The 'By SER' tab is selected. In the 'Optional' section, the 'Make' field is highlighted in yellow and contains the text 'SII = Springfield Firearms'. The 'Model' field is empty.

Quickly search for a code based on the text meaning.

Press Ctrl-F on the field, start typing



Messenger Tips

If you hover over a field with your cursor, it will give you information for the field.

Query by NCIC Number

* FOID #

Firearm Owner Identification Number (8 - 10 alphanumeric)

Offense Information

* Date of Warrant * Offense Original Offense

* Extra: Must be a valid Gregorian date (MMDDYYYY) equal to or less than current date. (Adult) (8 - 8 numeric)

Serial/OAN/UAC	Type	DTE
<input type="text"/>	<input type="text"/>	<input type="text"/>
SECURITIES	Must not contain a single zero only, run of zeros only, single alphabetic only, or run of alphabetic only. (1 - 20 alphanumeric)	



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ACK	SWITCH	QW: NAM=MYRECORD,TEST DOB=19500101	08:40:23 08-20-13
QV	IDACS	QV: LIC=X7H89W	08:40:15 08-20-13
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

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OpenFox Commands

NCIC

NLETS

Administrative Message

Aircraft Information

Boat Registration

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RAND Message

Road/Weather

Received Time: 08:40:37 08-20-13 Source ORI: INNCIC000

Summary: QV: LIC=ABC123

View Message Details

1L0102BV, MRI0032109
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Hit Confirmation

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ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI

MRI: 32110 IN: NCIC 4 AT 20AUG2013 08:40:37
OUT: XMLRYAN 7 AT 20AUG2013 08:40:37

Quick Query Bar





Modify User Preferences

Choose a Module

Desktop Messenger Configurator

Messenger Preferences

Mailbox Forms General Message Display Printers Sounds

Forms Preferences

Favorites General Advanced

Messenger allows you to configure on the left hand side. All your available forms by moving it from the right hand side. You can also configure a keyboard shortcut that is important to remember that you must

Favorite Forms Appear at the Bottom of the Forms List

Wanted Query	Shift-F1
Vehicle Query	Shift-F2
Article Query	Shift-F3
Boat Query	Shift-F4
Gun Query	Shift-F5

NCIC

- Article
- Boat
- Gun
- Identity Theft
- Ill
- Image
- License
- Missing Person
- NICS
- ORI
- Other Transactions
- Protection Order

QW Wanted Query Ctrl Alt Shift F1 Update

Automatically Open Form at Logon

Messenger Tips

You can configure messenger to automatically open the forms. Two ways to get there.

With a touch of a button you can create individual queries.

DQ Driver's License

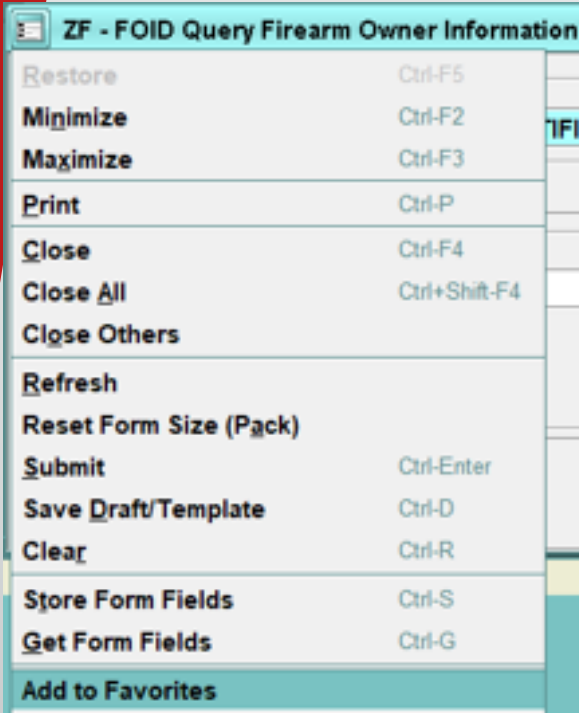
Ctrl Alt Shift F1

F1 F2 F3 F4 F5



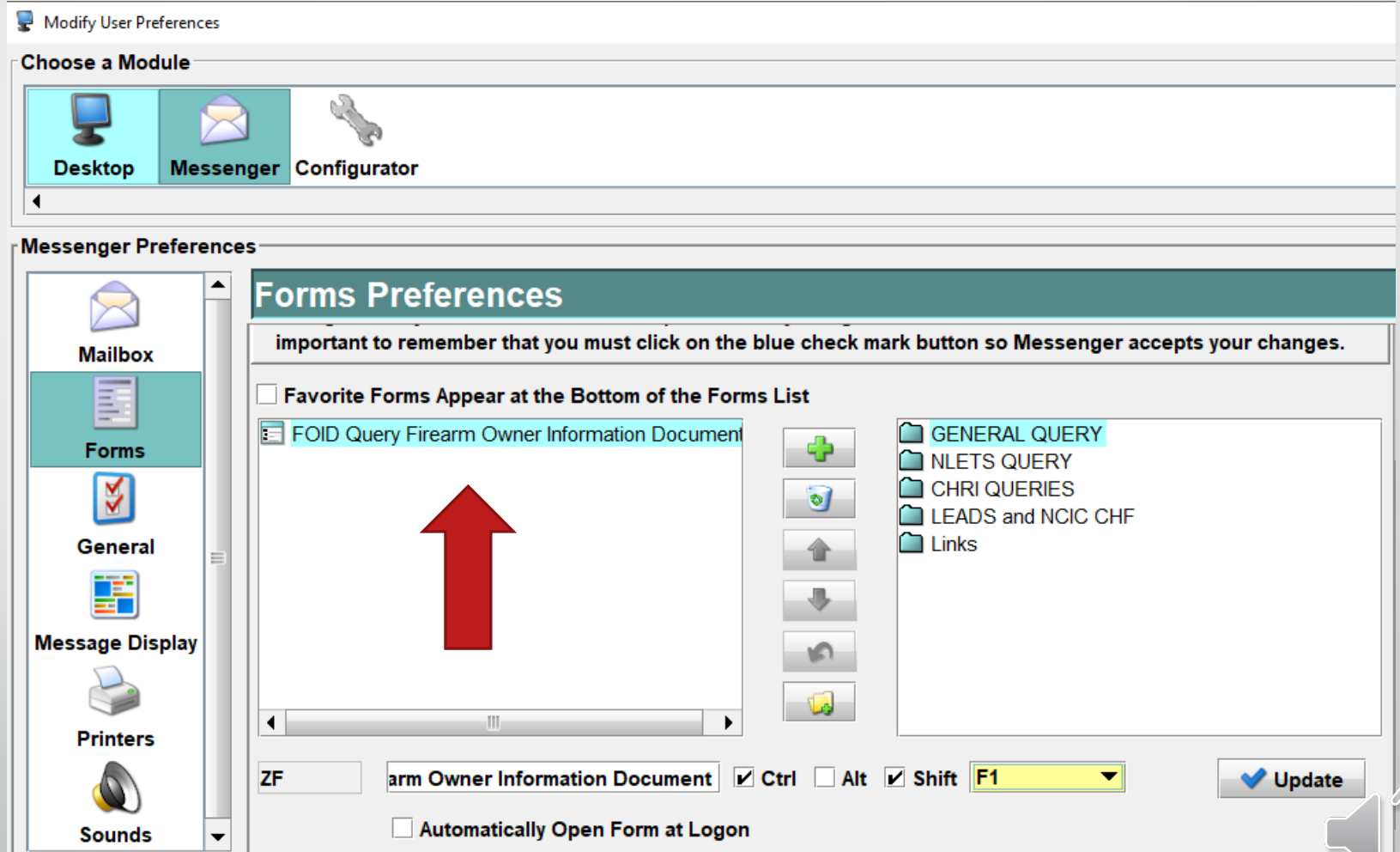
Messenger Tips

Continued...



A context menu for the window titled "ZF - FOID Query Firearm Owner Information". The menu items and their keyboard shortcuts are:

- Restore (Ctrl-F5)
- Minimize (Ctrl-F2)
- Maximize (Ctrl-F3)
- Print (Ctrl-P)
- Close (Ctrl-F4)
- Close All (Ctrl+Shift-F4)
- Close Others
- Refresh
- Reset Form Size (Pack)
- Submit (Ctrl-Enter)
- Save Draft/Template (Ctrl-D)
- Clear (Ctrl-R)
- Store Form Fields (Ctrl-S)
- Get Form Fields (Ctrl-G)
- Add to Favorites



The "Modify User Preferences" dialog box is shown with the "Forms" module selected. The "Forms Preferences" section is active, displaying a list of forms and their associated keyboard shortcuts.

Modify User Preferences

Choose a Module: Desktop, Messenger, Configurator

Messenger Preferences

Forms Preferences

important to remember that you must click on the blue check mark button so Messenger accepts your changes.

Favorite Forms Appear at the Bottom of the Forms List

FOID Query Firearm Owner Information Document

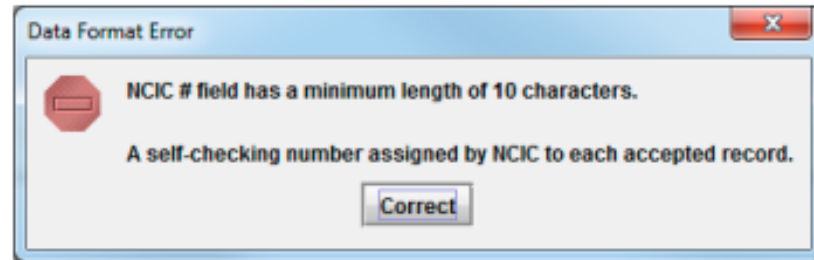
GENERAL QUERY
NLETS QUERY
CHRI QUERIES
LEADS and NCIC CHF
Links

ZF arm Owner Information Document Ctrl Alt Shift F1 Update

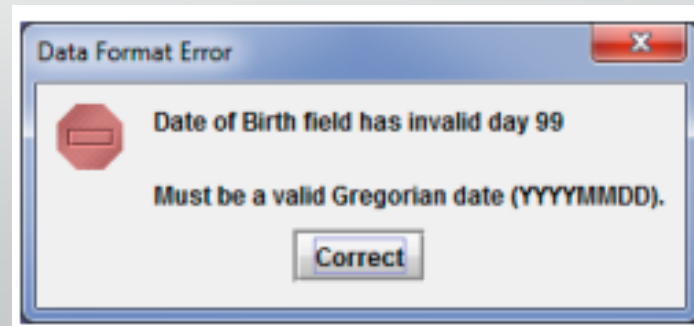
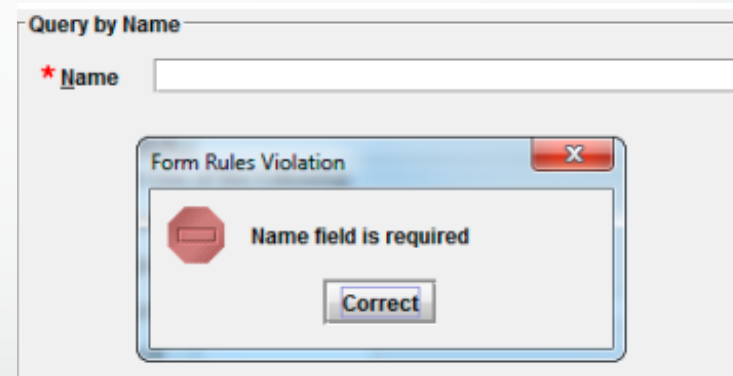
Automatically Open Form at Logon



Error Messages

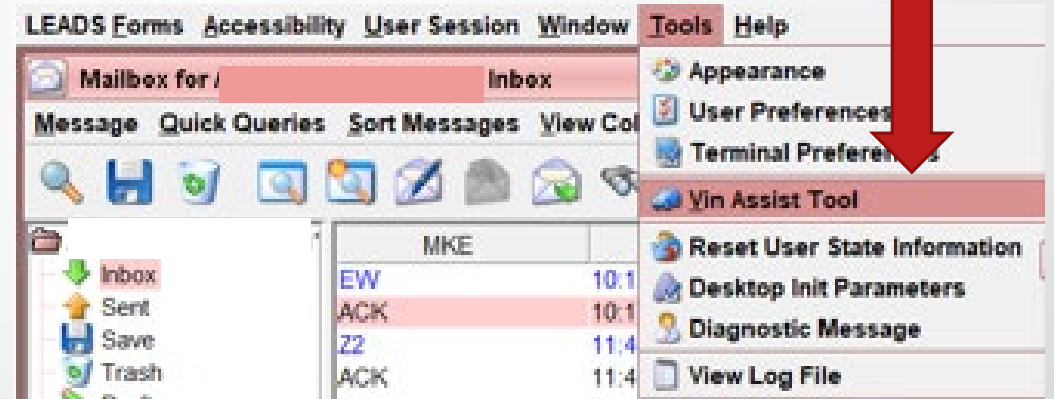
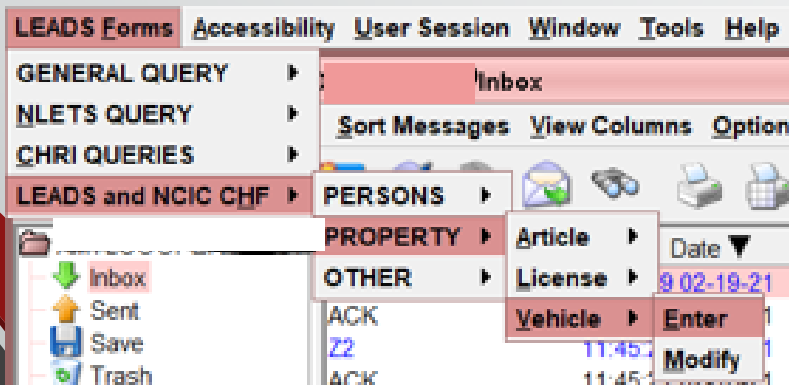


Example of entering less than the minimum field length



VIN Assist

When you are entering a vehicle and you can right click on the field to get assistance with the VIN or go straight to Tools.



A screenshot of the 'EV - Enter Vehicle' form. The form contains fields for 'Message Key', 'Date of Theft', 'Vehicle Color', 'Vehicle Year', 'Vehicle Make', 'Vehicle Model', 'Vehicle Style', and 'VIN #'. A right-click context menu is open over the 'VIN #' field, showing options like 'Copy', 'Cut', 'Paste', 'Select All', 'Undo addition', 'Redo', and 'Format Vin'. A red arrow points to the 'Format Vin' option.





VIN Assist

The VIN Assist application only decodes information for 17-character VINs

Vehicle Information		
VIN #	Vehicle Year	Vehicle Make
2G1FP22G3X2145000		
Vehicle Model		
Stolen/Fraudulent Identifier Info		
Personal Information		
Name		

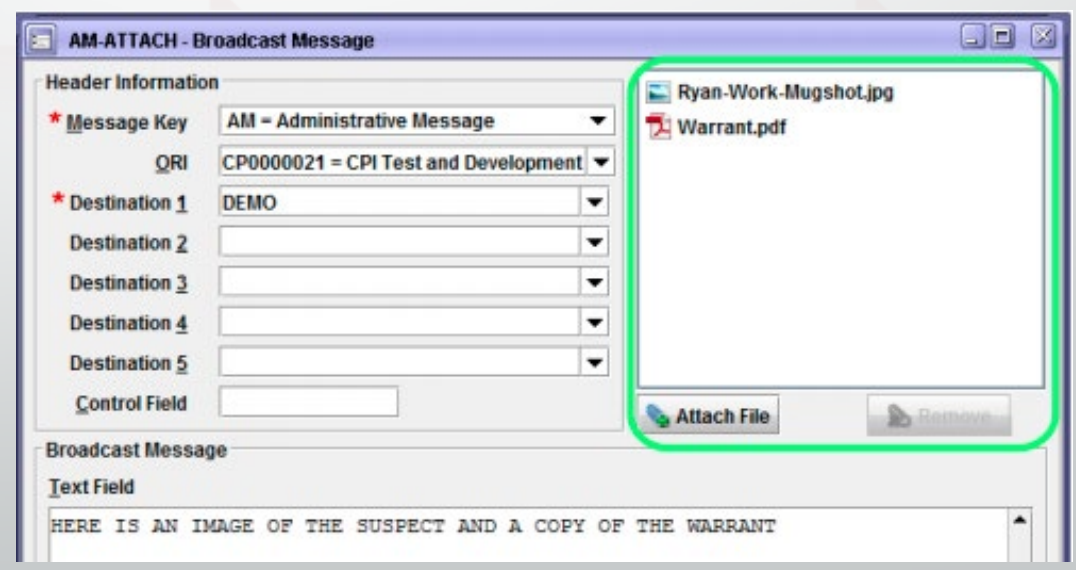
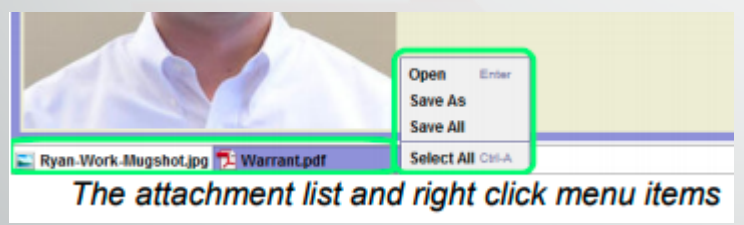
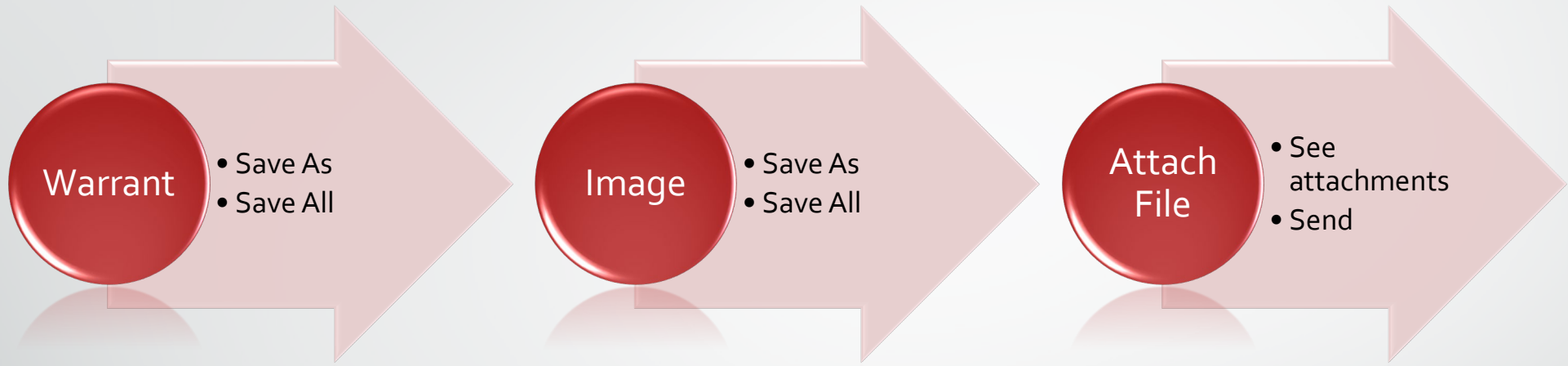
- Copy (Ctrl-C)
- Cut (Ctrl-X)
- Paste (Ctrl-V)
- Select All (Ctrl-A)
- Undo addition (Ctrl-Z)
- Redo (Ctrl+Shift-Z)
- Format Vin (Ctrl-F)**
- Field Help (EW.VIN) (F1)

Vehicle Information		
VIN #	Vehicle Year	Vehicle Make
2G1FP22G3X2145000	1999	CHEV = Chevrolet
Vehicle Model	Vehicle Style	
CAM = Camaro	2D = Sedan, 2-door	

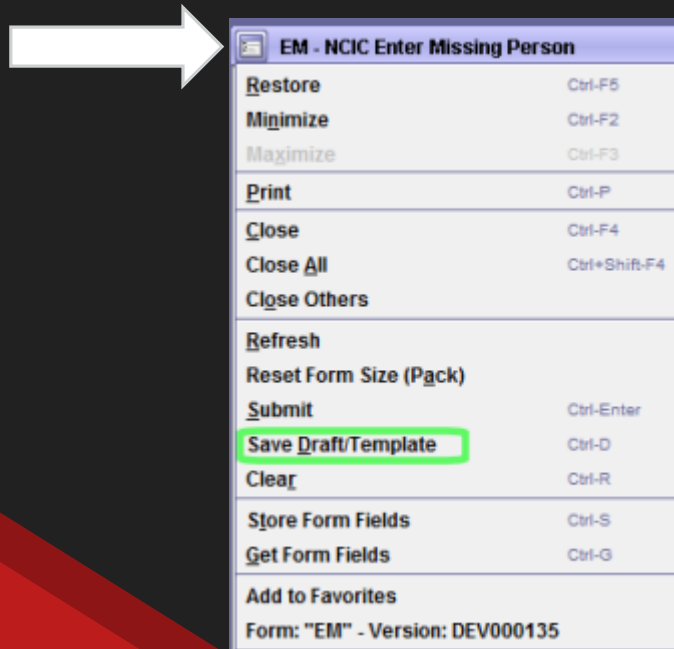




Sending Attachments

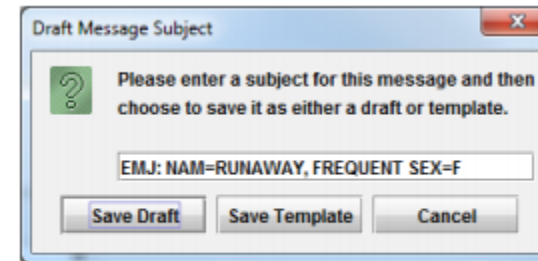


Saving a Draft or Template



Draft: allows you to save a form and go back to complete later. After you submit it's gone.

Template: allows you to pull the frequent reports. For example: stolen vehicle or wanted person. After you submit, it remains.



Enter a subject line and choose to create a draft or a template



The screenshot shows a software window titled "Mailbox for RYAN - Inbox". At the top is a menu bar with "LEADS Forms Accessibility User Session Window Tools Help". Below the menu bar is a toolbar with various icons. A red arrow points from the "Tools" menu item to a specific icon in the toolbar. The main area is divided into three sections: a left sidebar, a central message list, and a bottom preview pane.

Message List

MKE	Source	Summary	Date
QV	IDACS	QV: LIC=ABC123	08:40:39 08-20-13
QV	NCIC	QV: LIC=ABC123	08:40:37 08-20-13
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QV	IDACS	QV: LIC=X7H89W	08:40:15 08-20-13
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Form Tree

- Free Format
- OpenFox Commands
- NCIC
- NLETS
 - Administrative Mess
 - Aircraft Information
 - Boat Registration
 - Canadian Transacti
 - Commercial Vehicle
 - Hit Confirmation
 - ICE
 - Interpol
 - NICB
 - NDPIX
 - Orion
 - Parole Probation Co
 - RAND Message
 - RoadWeather

Preview Pane

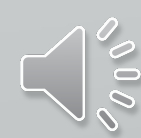
Received Time: 08:40:37 08-20-13 Source ORI: INNCIC000
Summary: QV: LIC=ABC123
 View Message Details

Hit Confirmation

MKE/STOLEN LICENSE PLATE
ORI/MD1012600 LIC/ABC132
OCA/CS1234 HIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
HIC/P000002154 DTE/19981101 0000 EST
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IMMED CONFIRM RECORD WITH ORI

MRI: 32110 IN: NCIC 4 AT 20AUG2013 08:40:37
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Quick Query Bar



Contents Index Search

- Desktop Help
- Messenger Help
 - NCIC**
 - NCIC CODE MANUAL
 - NLETS
 - NICS
 - Messenger Tip of the Day
 - Messenger 2.01 Manual

DEPARTMENT OF JUSTICE
Serving Our Citizens
CJIS
FEDERAL BUREAU OF INVESTIGATION

[Introduction](#) [Other Transactions](#)

Example of the NCIC 2000 Operating Manual

Click Launch Help

Simply click on the name of one of the manuals to view that specific manual.

Contents Index Search

- Desktop Help
- Messenger Help
 - NCIC
 - NCIC CODE MANUAL
 - NLETS**
 - NICS
 - Messenger Tip of the Day
 - Messenger 2.01 Manual

NLETS
NATIONAL LAW ENFORCEMENT TELECOMMUNICATION SYSTEM

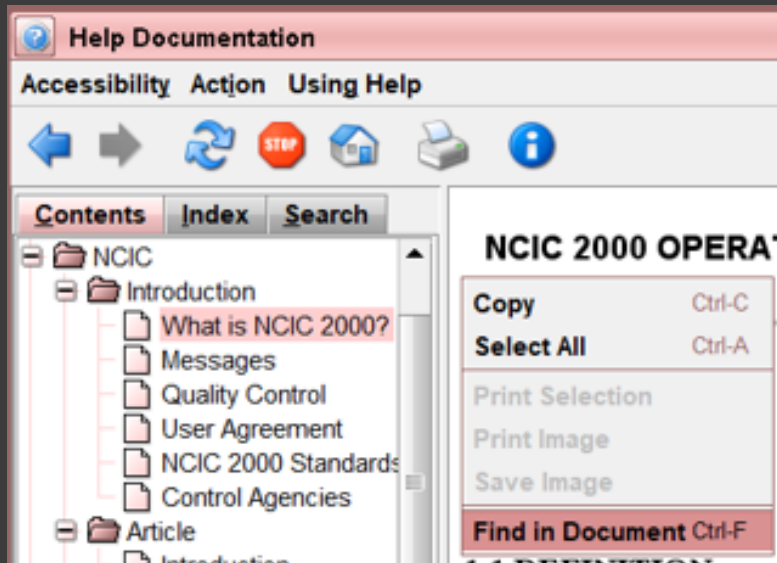
[Administrative Messages](#) [Hazardous Materials File](#)
[Aircraft Registration File](#) [Hit Confirmation File](#)
[Aircraft Tracking File](#) [Homeland Security File](#)

Example of the NLETS User Manual

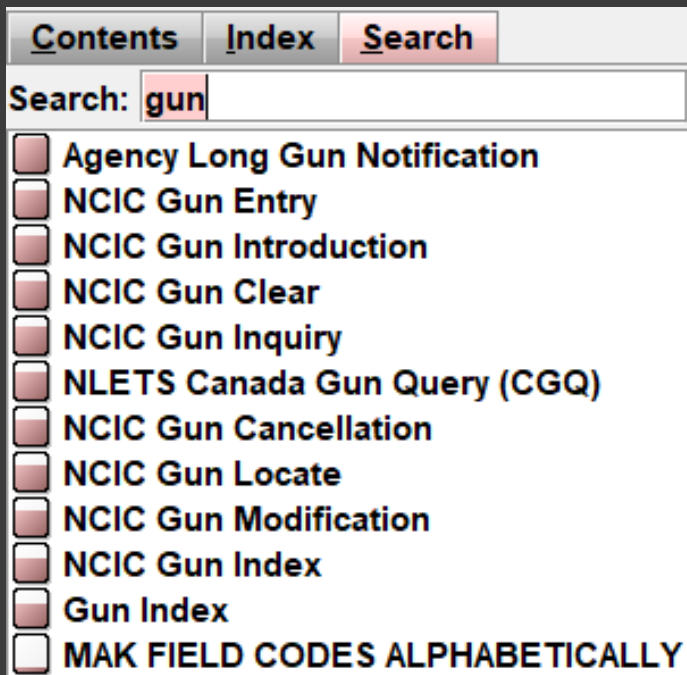
- Misc Transactions
 - ADMINISTRATIVE MESSAGES
 - Administrative Message
 - Amber Alert
 - Links
 - CJIS Launch Pad
 - ISP LEADS 3.0 Manual

Link right from the Form Tree, double click and go.





Right click in the document page and select find in document to search

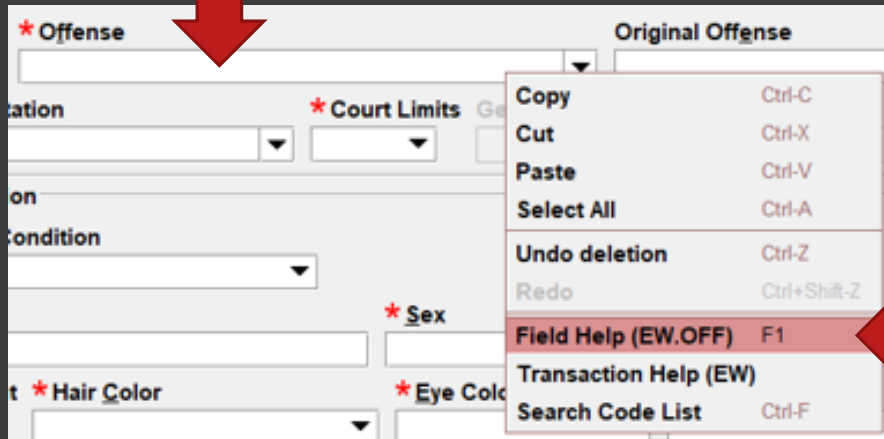


You can also search for a word, this case gun, and find what your looking for.

How to Search NCIC



Field Help



The screenshot shows a software interface with a form. The 'Offense' field is highlighted with a red arrow. A context menu is open over this field, listing various actions: Copy (Ctrl-C), Cut (Ctrl-X), Paste (Ctrl-V), Select All (Ctrl-A), Undo deletion (Ctrl-Z), Redo (Ctrl+Shift-Z), Field Help (EW.OFF) F1, Transaction Help (EW), and Search Code List (Ctrl-F). A second red arrow points to the 'Field Help (EW.OFF) F1' option.

You can get help right from your form. Right click in your field, then click on Field Help. It will take you directly to the help file

NCIC WANTED PERSON - ENTRY

OFFENSE CODE	MANDATORY	OFF	4-4 4-24*	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
ORIGINAL OFFENSE CODE	CONDITIONAL	OOC*	4-4	CODE AS DEFINED IN NCIC 2000 CODE MANUAL



Next Presentation with be Configurator

