

LEADS Daily Bulletin

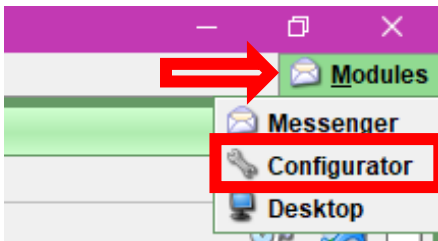
August 18, 2021

Modifying Users in Configurator

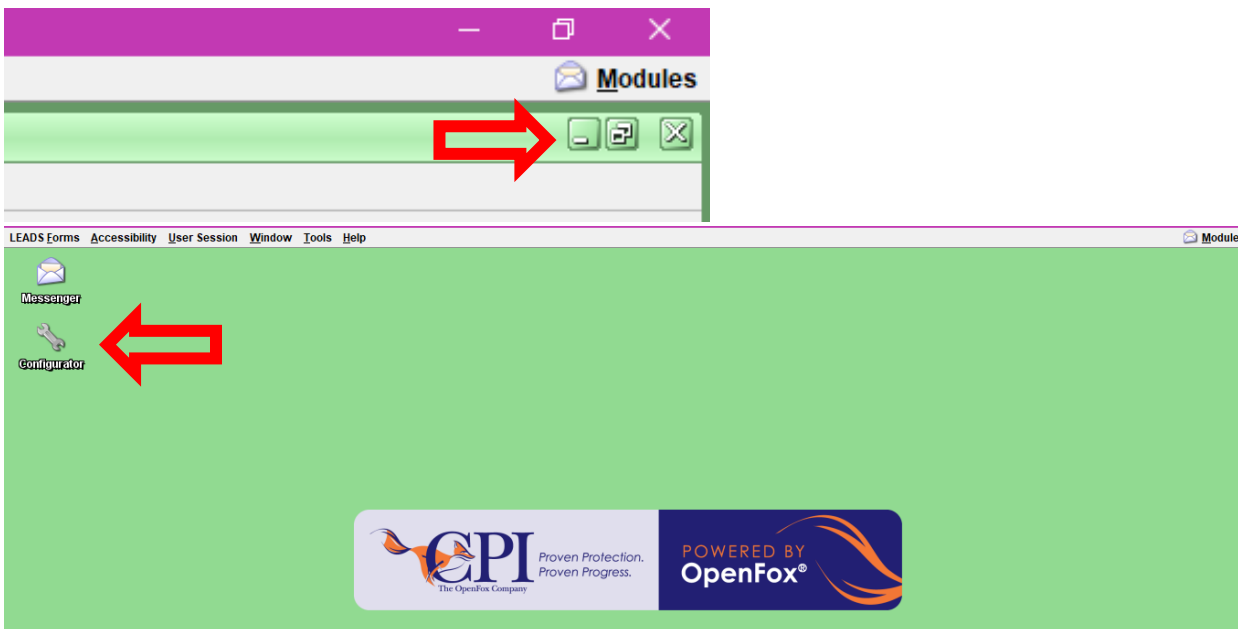
LEADS Agency Coordinators (LAC) have the ability to modify users assigned under their agency ORI.

There are two ways to access Configurator:

Method 1: In the upper right hand corner of messenger is an envelope next to the word Modules, click on Modules and some of these options will drop down.



Method 2: Go to the OpenFox desktop. In the upper right hand corner minimize messenger. Double click on Configurator.



Use the User IDs – confirm you have the correct user. The SID number is used as the identifier. While updating the profile you can also add in their middle name/initial.

Configurator: New User

Configure Action

Standard Info

User ID

☐ User Record Disabled

First Name

Middle Name

Last Name

Last Modified By User

Date/Time Last Modified

Authentication and Security

Password

Authentication Method Password

Authentication Detail

Challenge

Answer

User's State ID (SID)

Concurrent Sessions 1

Password Expiration

☐ Non-Expiring Password

Password Expiration Date

Recurring Expiration (days) 90

Expiration Reminder (days) 5

Failed Logins

Attempts Before Lock Out 3

Lock Out Duration (min) 10

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

☐ User Certified Day NONE Month NONE Year NONE

Training Date

☐ User Trained Day NONE Month NONE Year NONE

Hire Date

☒ User Hire Day 21 Month APR Year 2021

Open/Close Times

Forced Logoff Warning (min)

Open HHMM Close HHMM

SUN	<input type="checkbox"/> Open	<input type="checkbox"/> Close
MON	<input type="checkbox"/> Open	<input type="checkbox"/> Close
TUE	<input type="checkbox"/> Open	<input type="checkbox"/> Close
WED	<input type="checkbox"/> Open	<input type="checkbox"/> Close
THU	<input type="checkbox"/> Open	<input type="checkbox"/> Close
FRI	<input type="checkbox"/> Open	<input type="checkbox"/> Close
SAT	<input type="checkbox"/> Open	<input type="checkbox"/> Close
HOL	<input type="checkbox"/> Open	<input type="checkbox"/> Close

Search OK Cancel Apply

When you will pull up the User ID at your agency you must update their SID number. The SID number is the unique number that is the identifier for the individuals with the same names. **Per CJIS security policy all users accessing the system must have a fingerprint background check conducted.**

Authentication and Security

Password

Authentication Method Password

Authentication Detail

Challenge

Answer

User's State ID (SID)

Concurrent Sessions 1

User Flags

☐ **User Fingerprinted** ☐ **Non-Expiring Account**



☐ **Non-Expiring Certification**

LACs can update the Security Role, but this must match the user's LEADS certification in nexTEST.

- FA Initial or FA Recertification
- LTFA Initial or LTFA Recertification
- LAC (is for delegate and LAC)

Profile 1 ✖ **Add Profile** +

Security Roles

If an employee does not work with your agency any more, or they need to be made inactive, choose this box.

Configurator: New User

Configure **Action**

Standard **Info**

User ID

Identification

☐ **User Record Disabled**

First Name

Middle Name

Last Name

Last Modified By User

Date/Time Last Modified

The Hire Date MUST be entered. If the person has not passed their LEADS test, you will leave this section blank until the test has been completed. After six months from the Hire Date, and no certification date has been entered the User's Profile will be automatically disabled. If users have passed their test, click the User Certified box and enter in the date listed on the user's nexTEST certification. The recertification dates should be updated here as well.

- User Certified = LEADS Certification Expiration
- User Trained = Date LEADS Certification Test was Completed
- Hire Date = Date User was hired with your agency

