

LEADS Daily Bulletin

January 2, 2024

Inactivating a User in LEADS and nexTEST

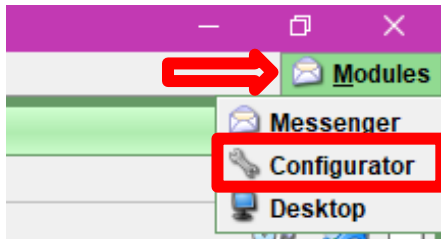
LEADS Agency Coordinators (LAC) and Delegates with Agencies which have a LEADS terminal have the ability to modify users assigned under their agency's ORI. If a user is no longer employed by your agency, on a leave of absence, or for any other reason needs to be placed inactive, LAC's should ensure the user account for the individual is placed inactive in LEADS Configurator. Once the users profile is inactivated LEADS will sync with nexTEST to show the individual's profile inactive as well. Profiles are **NOT** deleted in any program.

NOTE: There are users who work for multiple agencies and therefore have multiple profiles associated with their user account in LEADS Messenger. If the individual you are inactivating has multiple profiles in Messenger, but only one of them needs to be inactivated, please reach out to the ISP Help Desk instead of disabling the account. Disabling the account will inactivate all profiles for that user.

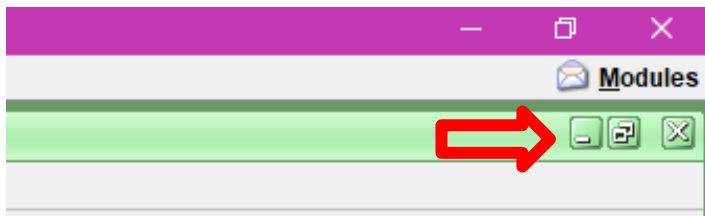
LEADS CONFIGURATOR

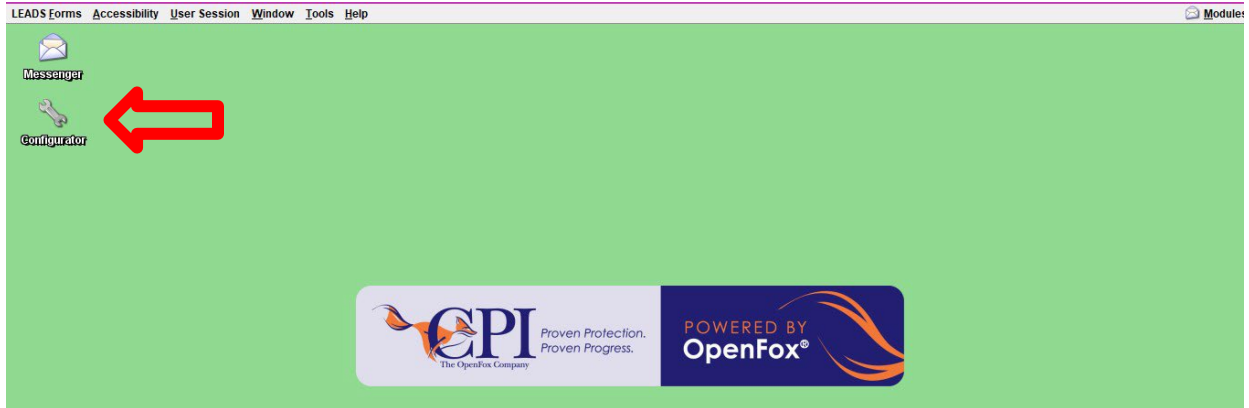
There are two ways to access Configurator:

Method 1: In the upper right hand corner of the OpenFox desktop go to Modules, select the icon "Modules envelope", and choose Configurator from the drop down menu:



Method 2: Go to the OpenFox desktop. To find the desktop screen, go to the upper right hand corner and minimize Messenger. Once the window minimizes, icons will appear on the desktop. Double click on Configurator.





Type the user's User ID into the User ID field and select the Get button. If the User ID is unknown, click on the binoculars icon next to Get button to search for the user ID.

Configurator:1

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

