



# Configurator

User Maintenance



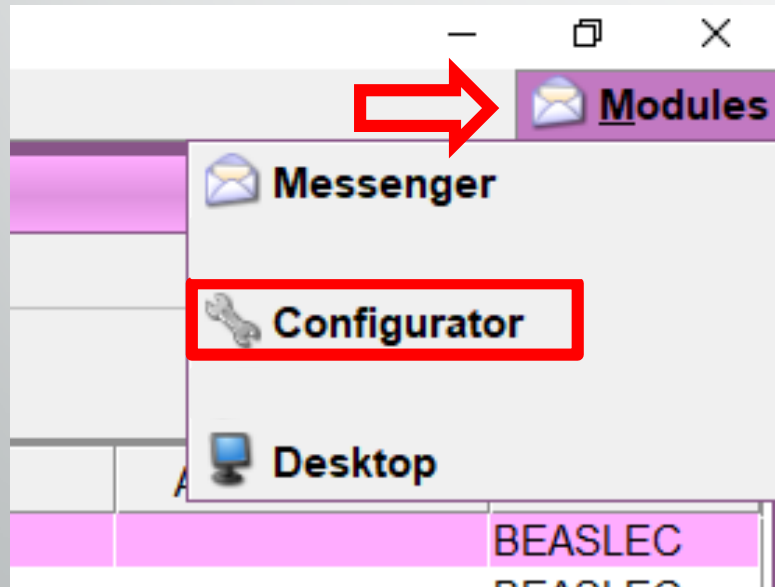
# Overview

- 1) Opening Configurator
- 2) Adding New Users
- 3) Modifying Users
- 4) Adding a User Profile
- 5) Extra Tips

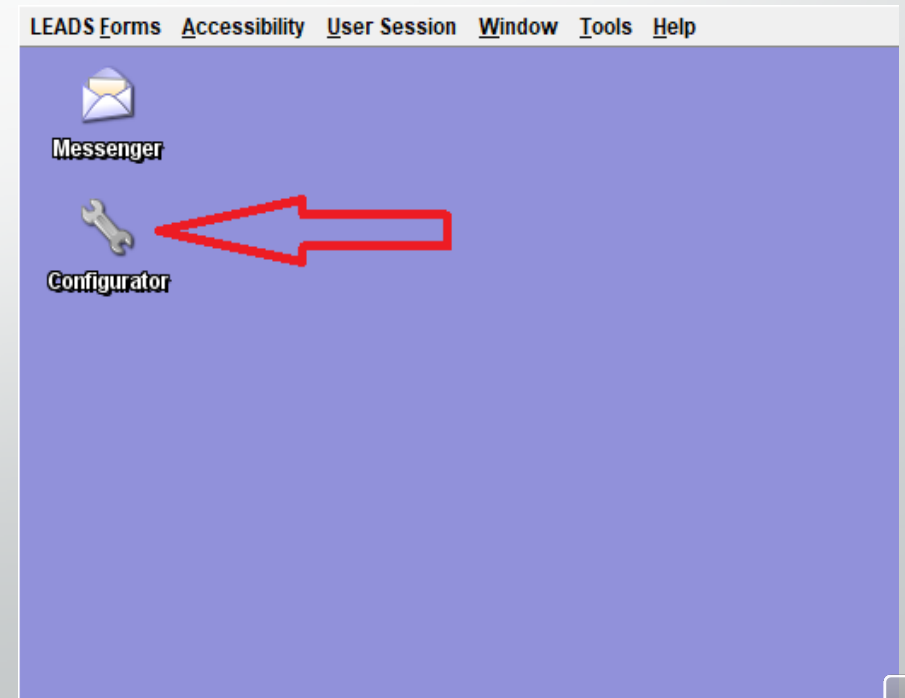


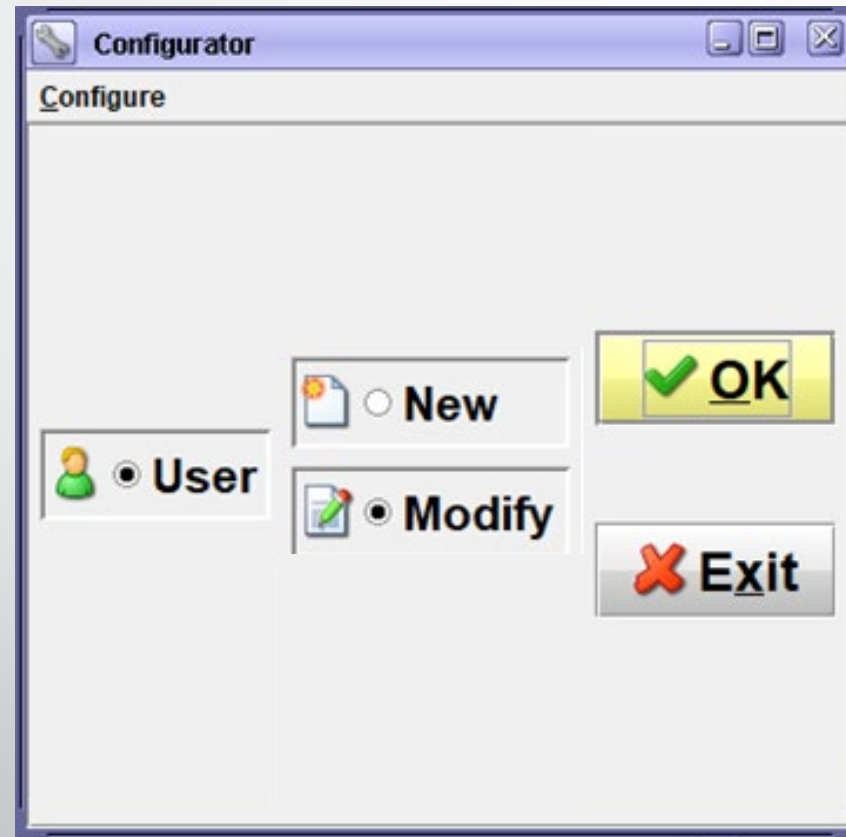
# Opening Configurator

- Method 1



- Method 2





# Entering a New User

Preliminary Work

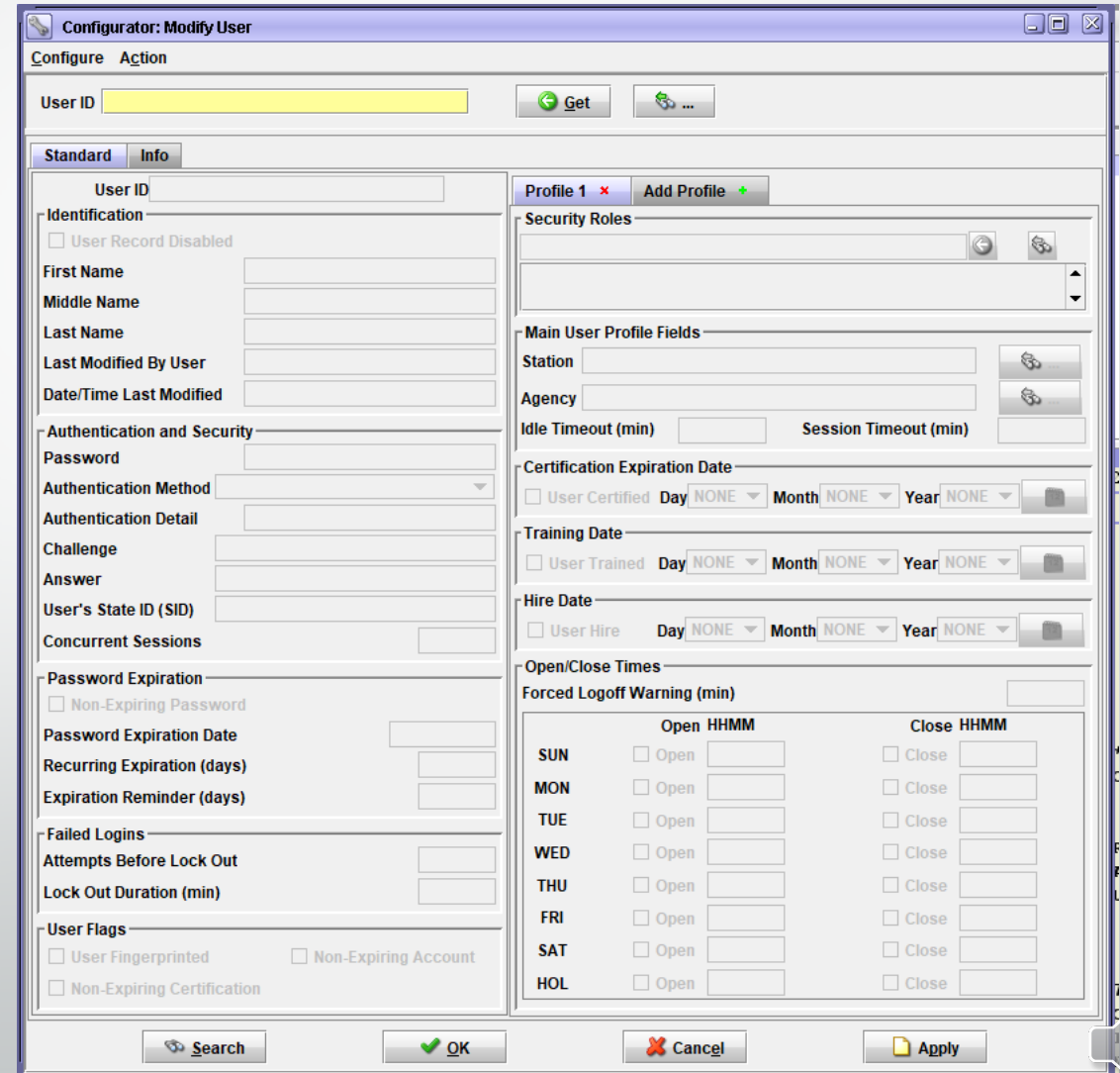
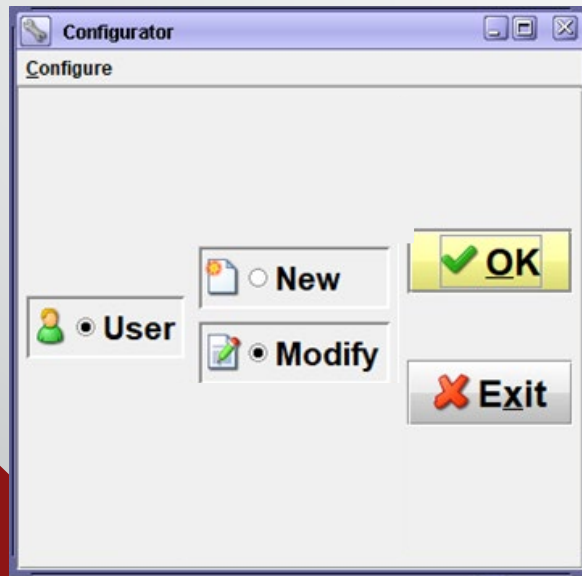
Method 1) From Scratch

Method 2) From Template



# Preliminary Work

User IDs will be the first initial of the user's first name, first initial of their last name, and 5 numerics



Click on the binoculars icon to search for the next available user ID to use to create a new user

Configurator: Modify User

Configure Action

User ID

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

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

User Certified Day  Month  Year

Training Date

User Trained Day  Month  Year

Hire Date

User Hire Day  Month  Year

Open/Close Times

Forced Logoff Warning (min)

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



Configurator: Get User Records

**Get User ID Records** --- Count: 850

Enter Search Text

ac

User ▲	First Name	Middle Name	Last Name	User Modified	Last Modified
A0043620	TRACEY		ARCHER	PASQUALE	2017-03-09 09:39:02
ACB0001	ANDREA		BERRY	BEASLEC	2021-02-03 14:54:22
ACCESFA	FULL	A	ACCESS	BEASLEC	2021-02-26 11:28:21
ACCESLT	LESS	THAN	ACCESS	BEASLEC	2021-03-17 10:38:39
ACCOUTO	TESTER	ONE	ACCOUNT	BEASLEC	2021-03-01 09:39:07
ANTHONYPACHECO042280	ANTHONY		PACHECO	BUTLERB	2021-01-29 00:31:31
B0043881	CHARLES		BEACH	PASQUALE	2017-03-09 09:39:02
B0054571	JAMES		BLACKBURN	PASQUALE	2017-03-09 09:39:02
CPIJACOB	JACOB		KISIEL	CPIBRIAN	2019-12-09 11:21:14
CPINEILL	NEILL		JACOBSON	PASQUALE	2016-09-11 06:34:53
SCHACSA	SANDY		SCHACHT	BEASLEC	2021-03-02 09:36:57

OK Cancel

Type in the beginning of the user ID you want to create

This will pull up user records that have that information

Once you have the beginning of the list of existing user IDs, check the name columns to see if the user may already be in the system





Configurator: Get User Records

**Get User ID Records** --- Count: 850

Enter Search Text  
ac

User ▲	First Name	Middle Name	Last Name	User Modified	Last Modified
A0043620	TRACEY		ARCHER	PASQUALE	2017-03-09 09:39:02
ACB0001	ANDREA		BERRY	BEASLEC	2021-02-03 14:54:22
ACCESFA	FULL	A	ACCESS	BEASLEC	2021-02-26 11:28:21
ACCESLT	LESS	THAN	ACCESS	BEASLEC	2021-03-17 10:38:39
ACCOUTO	TESTER	ONE	ACCOUNT	BEASLEC	2021-03-01 09:39:07
ANTHONYPACHECO042280	ANTHONY		PACHECO	BUTLERB	2021-01-29 00:31:31
B0043881	CHARLES		BEACH	PASQUALE	2017-03-09 09:39:02
B0054571	JAMES		BLACKBURN	PASQUALE	2017-03-09 09:39:02
CPIJACOB	JACOB		KISIEL	CPIBRIAN	2019-12-09 11:21:14
CPINEILL	NEILL		JACOBSON	PASQUALE	2016-09-11 06:34:53
SCHACSA	SANDY		SCHACHT	BEASLEC	2021-03-02 09:36:57

OK Cancel

If the user is not already in the system, make a note of the last user ID in the sequence so that you can add the next user ID in line

If a user ID with the name of the user you are adding already exists, please ensure it is not the same person

To check this, click on the user's profile you want to open and click 

Check the User's State ID (SID) field to compare it to the user you want to enter

If it matches and the person no longer works for the agency they are listed with, call the ISP Help Desk to have the account moved

If it matches and the person still works for the other agency, you will add a Profile

If they don't match, click Cancel and continue with the process

**Configurator: Modify User**

Configure Action

User ID

**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   
 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**

User Certified Day  Month  Year

**Training Date**

User Trained Day  Month  Year

**Hire Date**

User Hire Day  Month  Year

**Open/Close Times**

Forced Logoff Warning (min)

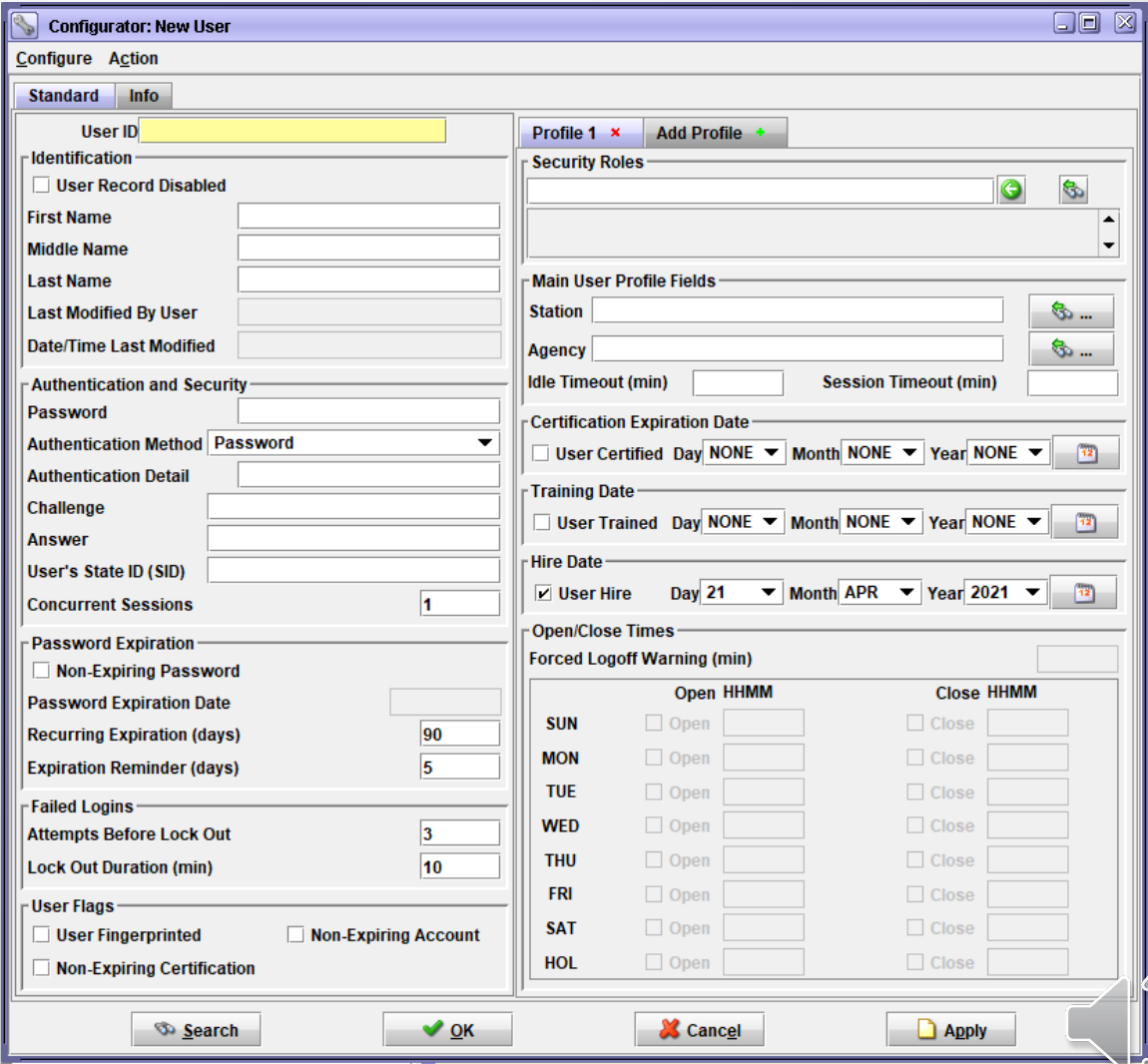
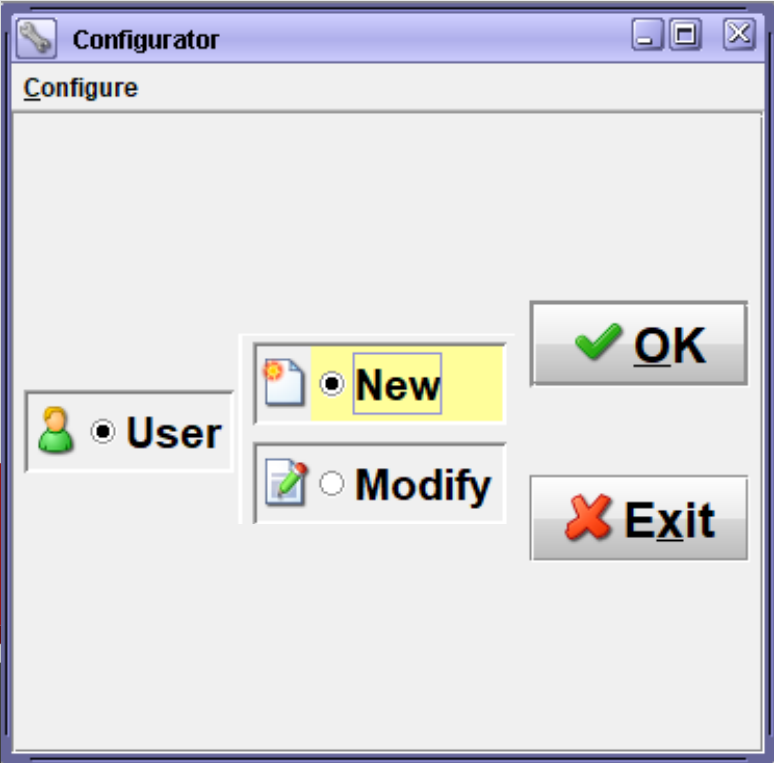
	Open HHMM	Close HHMM
SUN	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
MON	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
TUE	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/>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

**The preliminary work is now done!**

**Now let's add a new user**



# Method 1) From Scratch



# Entering a New User: From Scratch

**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



**Configurator: New User**

Configure Action

**Standard** **Info**

User ID AS00001

**Identification**

User Record Disabled

First Name ADAM

Middle Name W

Last Name SMITH

Last Modified By User

Date/Time Last Modified

User IDs will be the first initial of the user's first name, first initial of their last name, and 5 numerics



## Entering a New User: From Scratch Cont.

<b>Authentication and Security</b>	
Password	<input type="password"/>
Authentication Method	Password ▼
Authentication Detail	<input type="text"/>
Challenge	<input type="text"/>
Answer	<input type="text"/>
User's State ID (SID)	<input type="text"/>
Concurrent Sessions	<input type="text" value="1"/>

**Password = the person's user ID**



Entering a New User: From Scratch Cont.

<b>Password Expiration</b>	
<input type="checkbox"/> Non-Expiring Password	
Password Expiration Date	<input type="text"/>
Recurring Expiration (days)	<input type="text" value="90"/>
Expiration Reminder (days)	<input type="text" value="5"/>
<b>Failed Logins</b>	
Attempts Before Lock Out	<input type="text" value="3"/>
Lock Out Duration (min)	<input type="text" value="10"/>

**Recurring Expiration can be made stricter per agency policy**

**It cannot be made more lenient**



**User Flags**

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

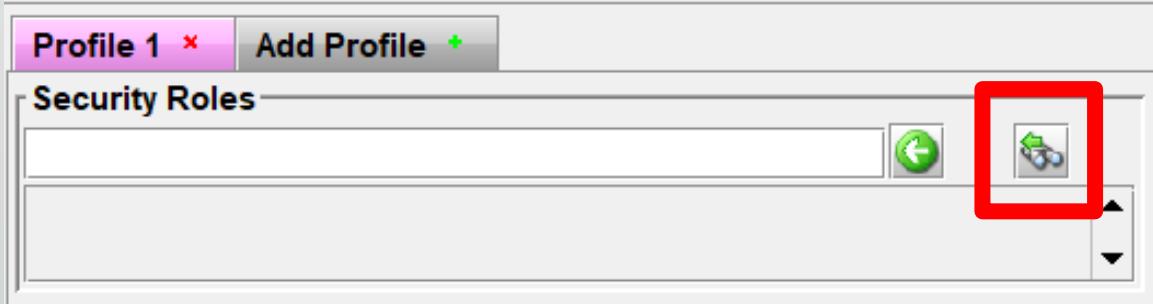
**Non-Expiring Certification**

**Per CJIS security policy all users accessing the system must have a fingerprint background check conducted**





# Entering a New User: From Scratch Cont.



**NOTE: Your "Get Security Roles Records" screen will look different from what is shown here**

The screenshot shows a window titled 'Configurator: Get Security Roles' with a sub-header 'Get Security Roles Records' and a 'Count: 19' indicator. Below the header is a search text input field. The main content is a table with three columns: 'Security Role', 'User Modified', and 'Last Modified'. The first row is highlighted in pink.

Security Role ▲	User Modified	Last Modified
BACKUP	CPIRUSS	2021-02-17 13:04:28
BACKUP2	CPIRUSS	2021-02-17 13:05:56
BARRACUDA_TESTING	BUTLERB	2021-02-19 12:46:55
CONFIG_USER_ONLY	JIM	2013-07-29 15:10:38
DATABASE INTERFACE	CAP	2020-10-19 09:02:47
FULL OPERATOR	CAP	2021-02-08 14:34:06
INACTIVE	CAP	2020-09-22 06:12:57
LAC	CAP	2021-02-02 16:47:01
NLETS ONLY	BUTLERB	2020-06-11 12:17:25
NO NCIC	CPIMILETTE	2015-02-12 09:52:03
NO SOS	CAP	2020-11-05 07:27:27
ORION UPDATE	CAP	2019-08-07 05:50:10
PIRANHA_TESTING	CPIRUSS	2021-02-18 11:21:11
QUERY ONLY	CAP	2020-10-20 10:10:10

At the bottom of the window are 'OK' and 'Cancel' buttons.



Entering a New User: From Scratch Cont.



# Security Roles & Descriptions

*This information is forthcoming*



# Entering a New User: From Scratch Cont.

**Main User Profile Fields**

<b>Station</b>	<input type="text"/>		
<b>Agency</b>	<input type="text"/>		
<b>Idle Timeout (min)</b>	<input type="text"/>	<b>Session Timeout (min)</b>	<input type="text"/>

**Station = CDC**

**Agency = Agency's Primary ORI**



# Entering a New User: From Scratch Cont.

<b>Certification Expiration Date</b>			
<input type="checkbox"/> User Certified	Day NO...	Month NO...	Year NO...
<b>Training Date</b>			
<input type="checkbox"/> User Trained	Day NO...	Month NO...	Year NO...
<b>Hire Date</b>			
<input checked="" type="checkbox"/> User Hire	Day 19	Month FEB	Year 2021


**User Certified = LEADS Certification Expiration**


**User Trained = Date LEADS Certification Test Was Completed**


**Hire Date = Date User Was Hired**



# Entering a New User: From Scratch Cont.

**Certification Expiration Date**  
 User Certified Day NO... Month NO... Year NO... 

**Training Date**  
 User Trained Day NO... Month NO... Year NO... 

**Hire Date**  
 User Hire Day 19 Month FEB Year 2021 



Pick A Certification Expiration Date

February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

Today: February 19, 2021

OK Cancel

When checking the box before these fields, the system will default to the day you are entering the user

Use the drop down menus or calendar icon to make any changes

REMINDER: A new user has a six (6) month grace period from the Hire Date to become LEADS certified. If the User Certified fields are not completed in that time frame, the user will be locked out until the account is updated



Open/Close Times

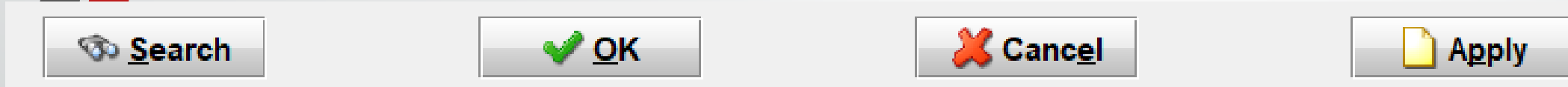
Forced Logoff Warning (min)

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

**There currently are no plans to open this up**

**If this changes, instructions will be added to the training materials and you will be notified through the Daily Bulletin**





Click either OK or Apply to complete entering a new user



Entering a New User: From Scratch Cont.

**If the user is entered successfully, you will see this message:**



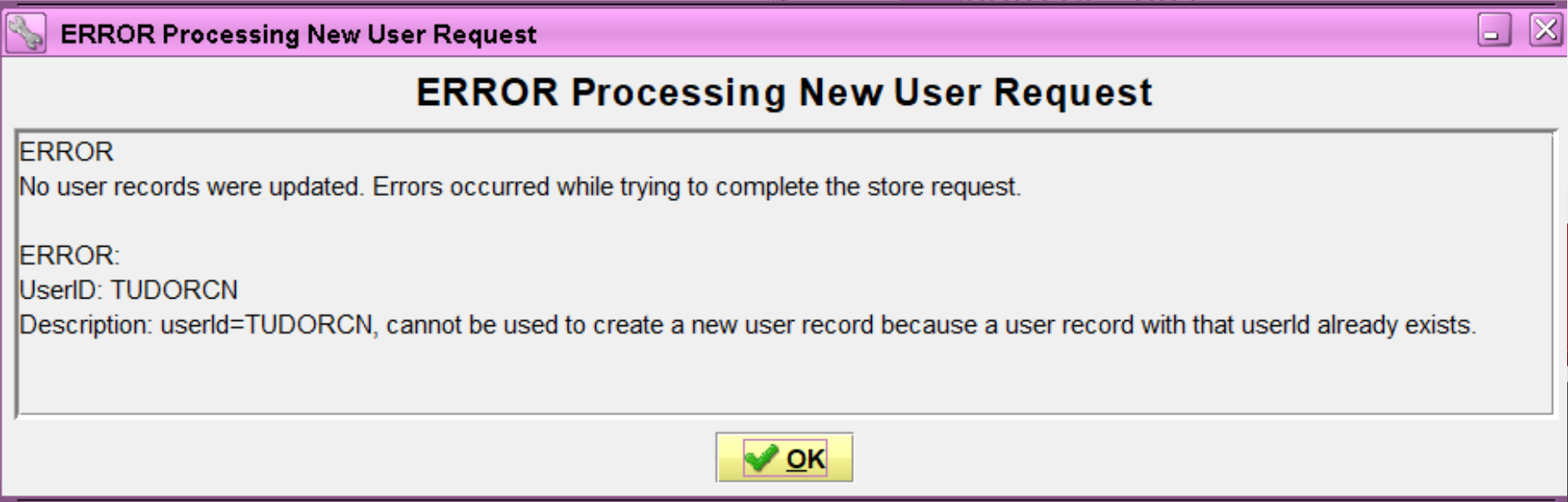
**If the user is not entered successfully, the message screen that opens will explain what the error is**



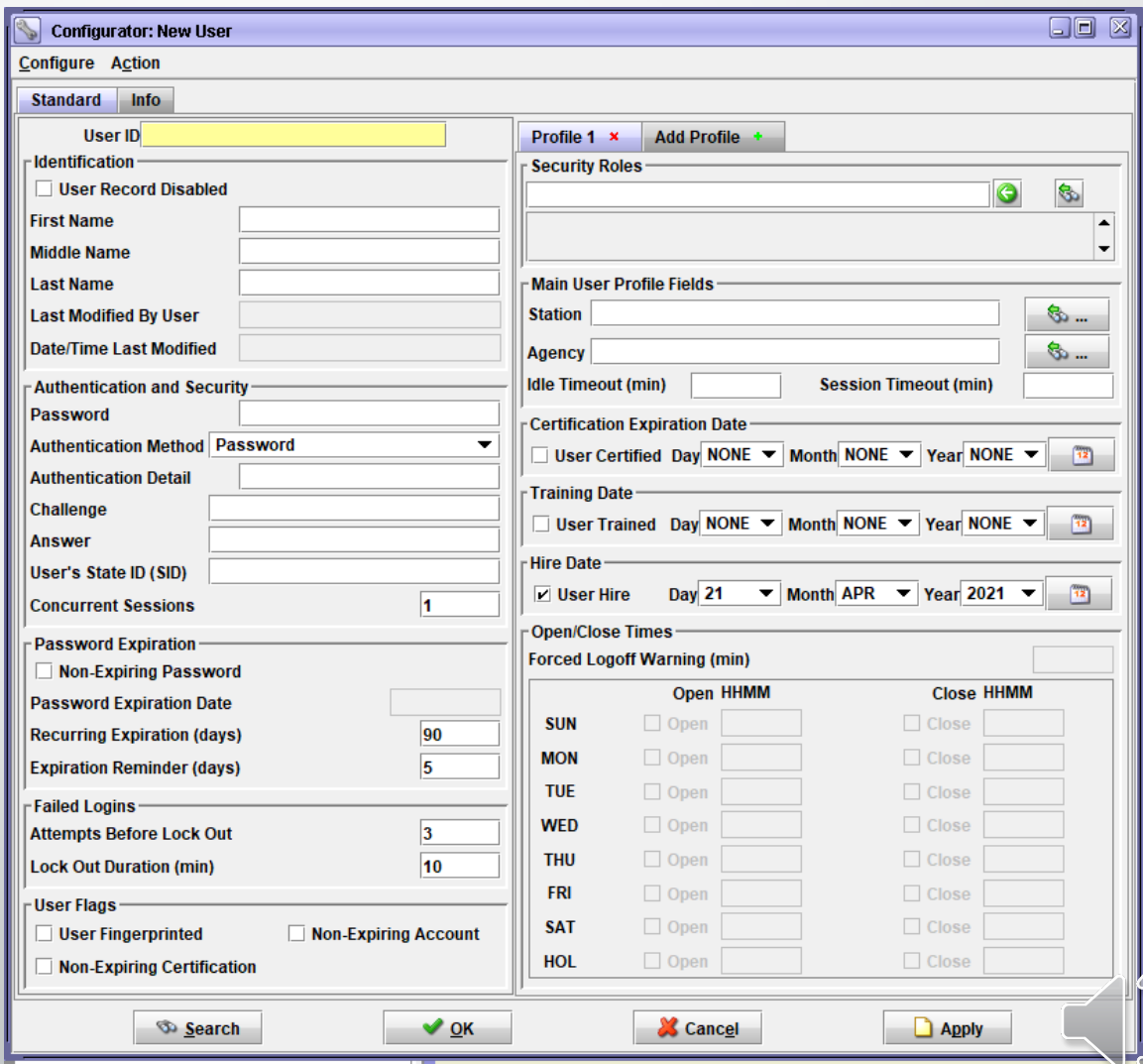
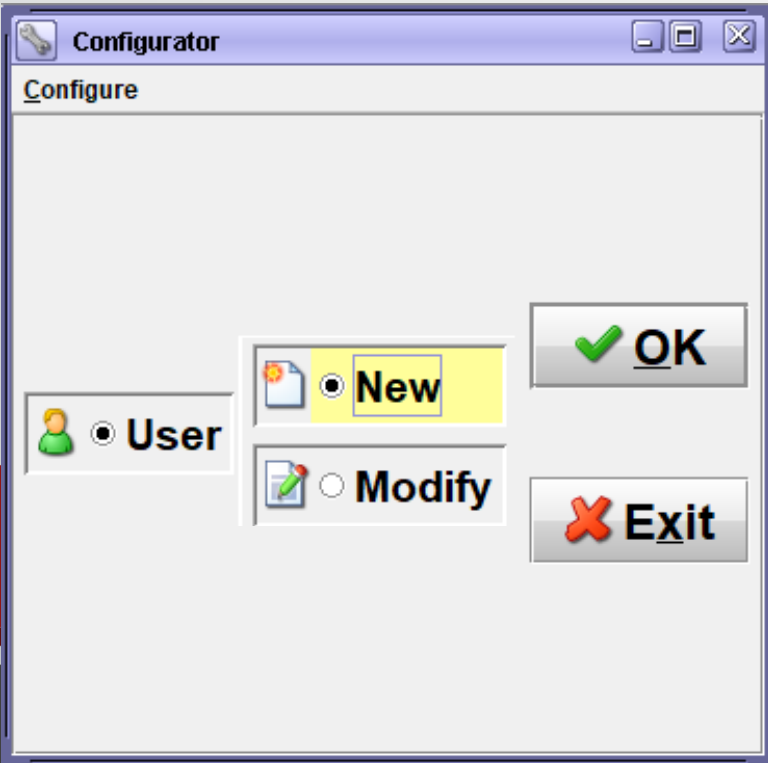


Entering a New User: From Scratch Cont.

If you receive an error stating the user ID already exists, do not immediately try making a new user ID. Go back through the preliminary steps to find the correct user ID or double check that the user isn't already in the system.



# Method 2) From A Template



# Entering a New User: From Template

<b>Failed Logins</b>		TUE	<input type="checkbox"/>
Attempts Before Lock Out	<input type="text" value="3"/>	WED	<input type="checkbox"/>
Lock Out Duration (min)	<input type="text" value="10"/>	THU	<input type="checkbox"/>
<b>User Flags</b>		FRI	<input type="checkbox"/>
<input type="checkbox"/> User Fingerprinted	<input type="checkbox"/> Non-Expiring Account	SAT	<input type="checkbox"/>
<input type="checkbox"/> Non-Expiring Certification		HOL	<input type="checkbox"/>
<input type="button" value="Search"/>		<input type="button" value="OK"/>	



Configurator: New User Search

Search Logic

Match ALL of the following       Match ANY of the following

Return opposite of match ALL       Return opposite of match ANY

is



# Entering a New User: From A Template

Configurator: New User Search

Search Logic

Match ALL of the following       Match ANY of the following

Return opposite of match ALL       Return opposite of match ANY

User ID is 00001

Configurator: New User

Configure Action

Standard Info

User ID

Profile 1 \* Profile 2 \* Add Profile +

Identification

User Record Disabled

First Name TONY

Middle Name

Last Name TEST

Last Modified By User BUTLERB

Date/Time Last Modified 2021-02-19 09:18:06

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)

Expiration Reminder (days)

Failed Logins

Attempts Before Lock Out 3

Lock Out Duration (min) 10

User Flags

User Fingerprinted       Non-Expiring Account

Non-Expiring Certification

Security Roles

BARRACUDA\_TESTING

CONFIG\_USER\_ONLY

Main User Profile Fields

Station

Agency ILISP0000

Idle Timeout (min) 0      Session Timeout (min) 0

Certification Expiration Date

User Certified Day 11      Month JAN      Year 2022

Training Date

User Trained Day 11      Month JAN      Year 2021

Hire Date

User Hire Day 11      Month JAN      Year 2021

Open/Close Times

Forced Logoff Warning (min) 0

	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

# Entering a New User: From A Template

The screenshot shows a software window titled "Configurator: New User" with a "Configure" tab selected. The window is divided into several sections for user configuration:

- Identification:** Includes fields for User ID (highlighted in yellow), First Name (TONY), Middle Name, Last Name (TEST), Last Modified By User (BUTLERB), and Date/Time Last Modified (2021-02-19 09:18:06).
- Authentication and Security:** Includes a Password field (masked with dots), Authentication Method (Password), Authentication Detail, Challenge, Answer, User's State ID (SID), and Concurrent Sessions (1).
- Password Expiration:** Includes a checked "Non-Expiring Password" checkbox, Password Expiration Date, Recurring Expiration (days), and Expiration Reminder (days).
- Failed Logins:** Includes Attempts Before Lock Out (3) and Lock Out Duration (min) (10).
- User Flags:** Includes checked checkboxes for "User Fingerprinted", "Non-Expiring Account", and "Non-Expiring Certification".
- Security Roles:** A list box containing "BARRACUDA\_TESTING" and "CONFIG\_USER\_ONLY".
- Main User Profile Fields:** Includes Station, Agency (ILISP0000), Idle Timeout (min) (0), and Session Timeout (min) (0).
- Certification Expiration Date:** Includes a checked "User Certified" checkbox and date selection (Day 11, Month JAN, Year 2022).
- Training Date:** Includes a checked "User Trained" checkbox and date selection (Day 11, Month JAN, Year 2021).
- Hire Date:** Includes a checked "User Hire" checkbox and date selection (Day 11, Month JAN, Year 2021).
- Open/Close Times:** Includes a "Forced Logoff Warning (min)" field (0) and a table for setting open and close times for each day of the week.

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

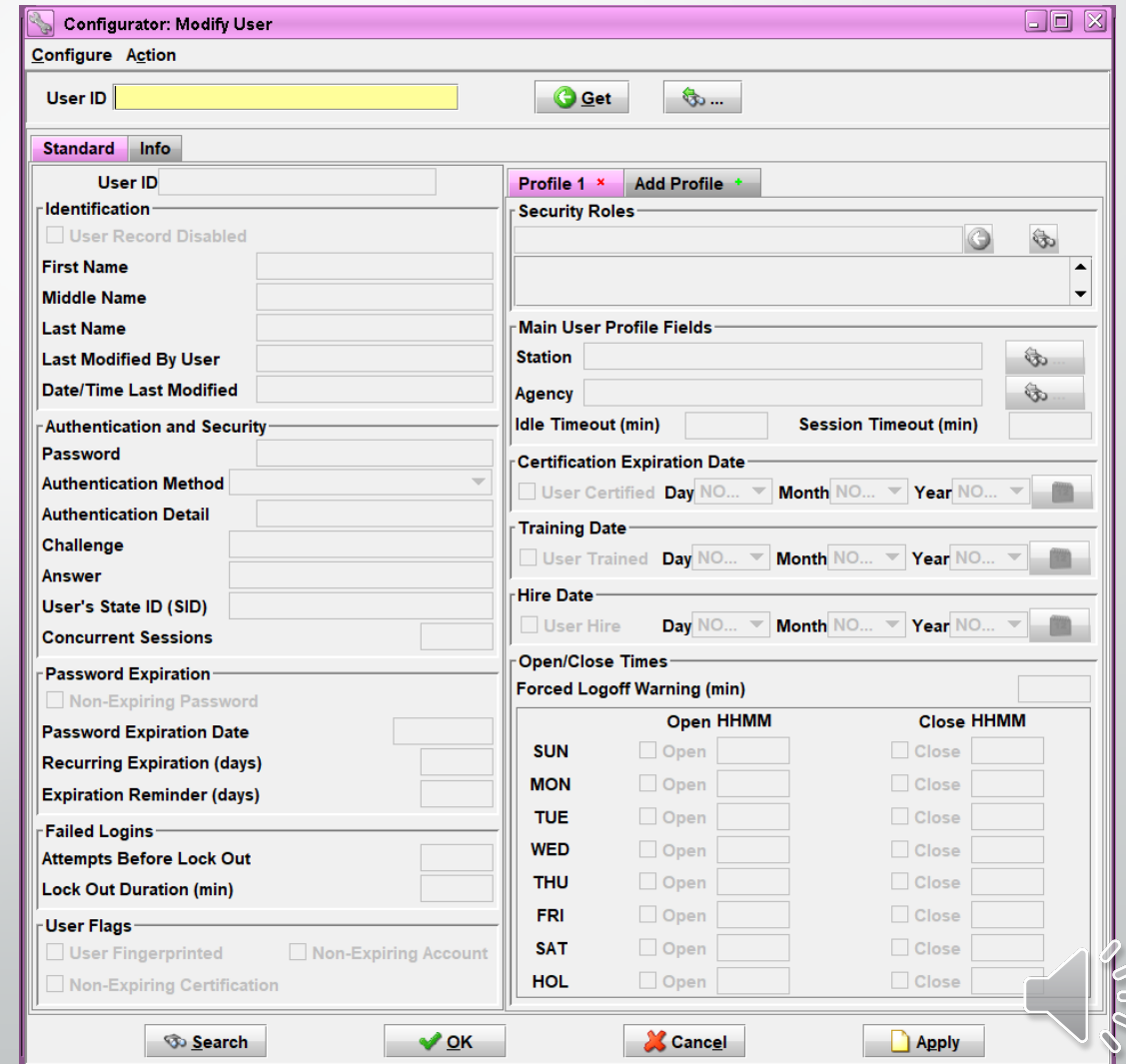
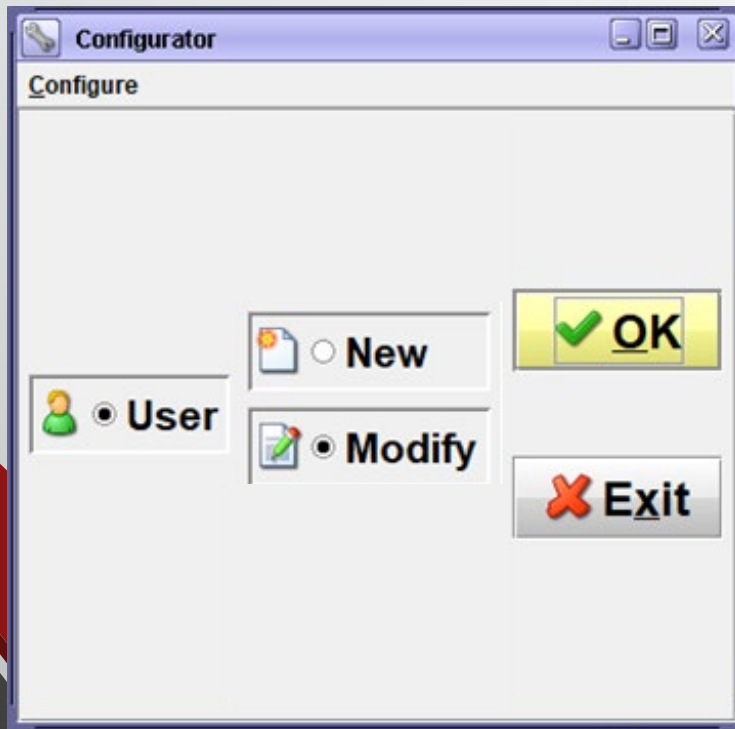
At the bottom of the window are buttons for "Search", "OK", "Cancel", and "Apply".

Change all applicable fields to Reflect the user being added

Click OK or Apply to complete entering a new user



# Modifying A User



# Modifying A User Cont.

To pull up a user's profile, you can either  
Type the user ID into the User ID field  
and click Get

OR

You can click on the binoculars icon to  
search for the user ID you want to modify

The screenshot shows the 'Configurator: Modify User' window. At the top, there is a 'User ID' field with a yellow highlight and a 'Get' button. Below this are two tabs: 'Standard' and 'Info'. The 'Standard' tab is active and contains several sections of fields:

- Identification:** 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 (dropdown), 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.

The 'Info' tab is also visible and contains:

- Profile 1:** Add Profile +
- Security Roles:** A list of roles with a search icon.
- Main User Profile Fields:** Station, Agency, Idle Timeout (min), Session Timeout (min).
- Certification Expiration Date:**  User Certified, Day, Month, Year dropdowns.
- Training Date:**  User Trained, Day, Month, Year dropdowns.
- Hire Date:**  User Hire, Day, Month, Year dropdowns.
- Open/Close Times:** Forced Logoff Warning (min), a table for Open/Close times by day.

The table for Open/Close Times is as follows:

	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

At the bottom of the window are buttons for Search, OK, Cancel, and Apply.



If you click on the binoculars icon, a new screen titled Get User ID Records will open

User ▲	First Name	Middle Name	Last Name	User Modified	Last Modified
H0043907	BRIAN		HAMMOND	PASQUALE	2017-03-09 09:39:02
H0043910	BRIAN		HART	PASQUALE	2017-03-09 09:39:02
H0043911	TRISTAN		HENESY	PASQUALE	2017-03-09 09:39:02
H0043912	LISA		HERNANDEZ	PASQUALE	2017-03-09 09:39:02
H0043913	LORENA		HERNANDEZ	PASQUALE	2017-03-09 09:39:02
H0043914	BRENDEN		HEUERTZ	PASQUALE	2017-03-09 09:39:02
H0043915	ROBERT		HILLGOTH	PASQUALE	2017-03-09 09:39:02
H0043916	THOMAS		HINTERLONG	PASQUALE	2017-03-09 09:39:02
H0043918	DAVID		HORNBURG	PASQUALE	2017-03-09 09:39:02
H0052186	ENRIQUE		HUERTA	PASQUALE	2017-03-09 09:39:02
H0055655	JULIA		HOLMAN	PASQUALE	2017-03-09 09:39:02
H0058584	JEFF		HUGHES	PASQUALE	2017-03-09 09:39:02
H0058940	KYLE		HOFFMAN	PASQUALE	2017-03-09 09:39:02
H0061004	WARREN		WALL	PASQUALE	2017-03-09 09:39:02

From this screen you can search by user ID or name

Click OK once you have the correct user ID





# Modifying A User Cont.

The fields for the Modify User screen will work the same as on the Enter User screen

Update the appropriate fields and click on OK or Apply to finish making changes

The screenshot shows the 'Configurator: Modify User' window. The 'User ID' field is highlighted in yellow. The window is divided into several sections:

- Identification:** User ID (00001), User Record Disabled (unchecked), First Name (TONY), Middle Name, Last Name (TEST), Last Modified By User (BUTLERB), Date/Time Last Modified (2021-02-19 09:18:06).
- Authentication and Security:** Password (masked), Authentication Method (Password), Authentication Detail, Challenge, Answer, User's State ID (SID), Concurrent Sessions (1).
- Password Expiration:** Non-Expiring Password (checked), Password Expiration Date, Recurring Expiration (days), Expiration Reminder (days).
- Failed Logins:** Attempts Before Lock Out (3), Lock Out Duration (min) (10).
- User Flags:** User Fingerprinted (checked), Non-Expiring Account (checked), Non-Expiring Certification (checked).
- Security Roles:** Profile 1 (selected), Profile 2, Add Profile. Roles: BARRACUDA\_TESTING, CONFIG\_USER\_ONLY.
- Main User Profile Fields:** Station, Agency (ILISP0000), Idle Timeout (min) (0), Session Timeout (min) (0).
- Certification Expiration Date:** User Certified (checked), Day (11), Month (JAN), Year (2022).
- Training Date:** User Trained (checked), Day (11), Month (JAN), Year (2021).
- Hire Date:** User Hire (checked), Day (11), Month (JAN), Year (2021).
- Open/Close Times:** Forced Logoff Warning (min) (0). Table for Open/Close times by day of the week.

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

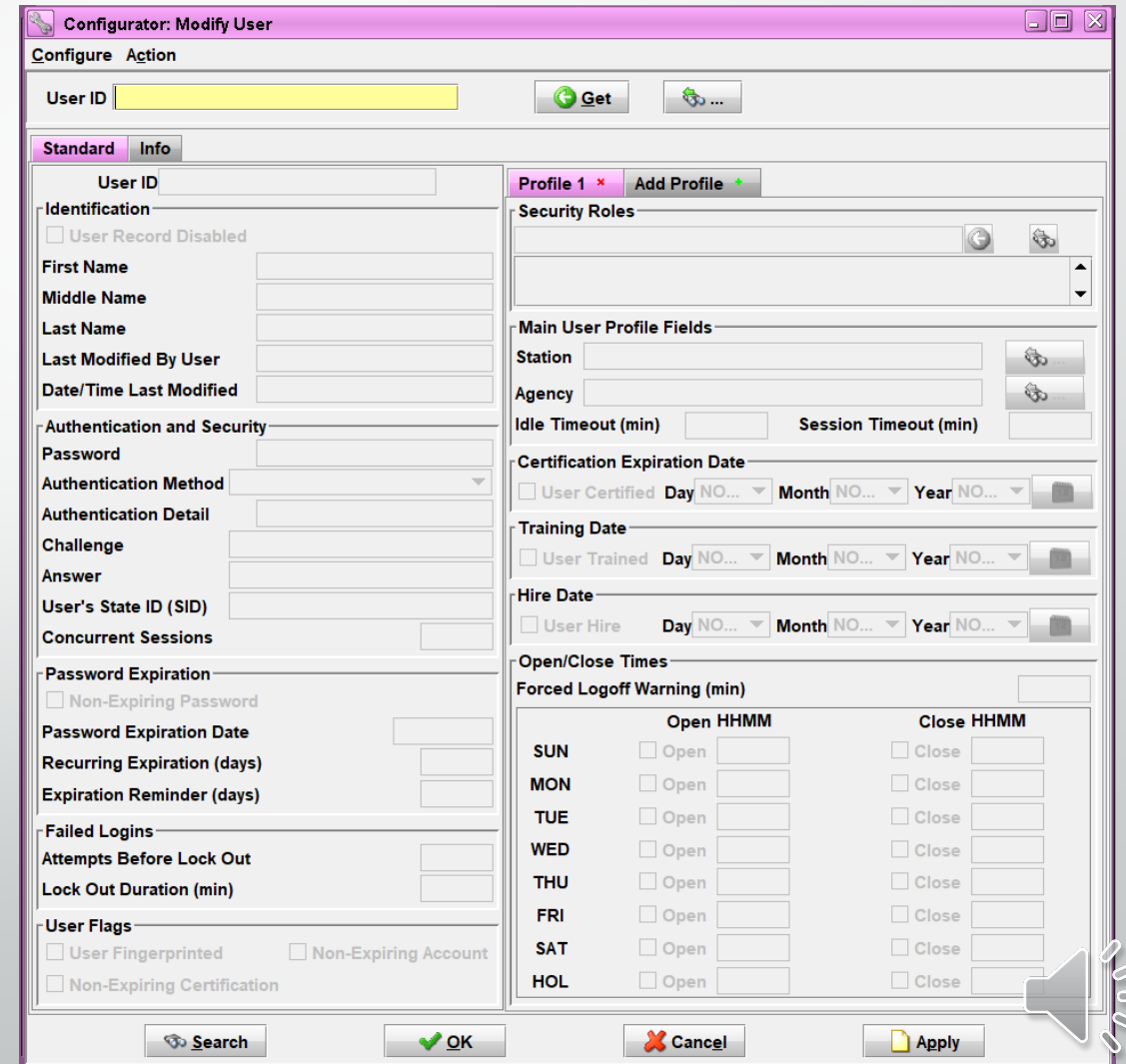
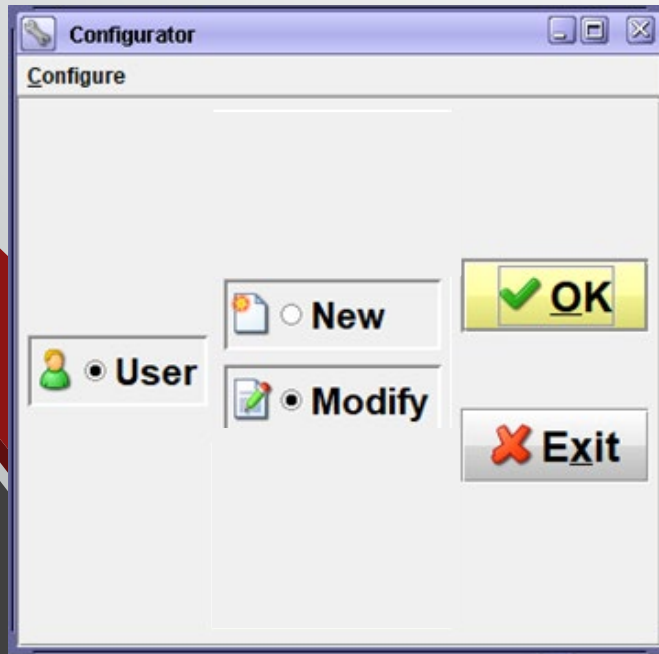
Buttons at the bottom: Search, OK, Cancel, Apply.



# Adding A User Profile

This will be used for people who work at multiple agencies.

If a user's profile needs moved from one agency to another, please reach out to the ISP Help Desk



# Adding A User Profile Cont.

To pull up a user's profile, you can either  
Type the user ID into the User ID field  
and click Get

OR

You can click on the binoculars icon to  
search for the user ID you want to modify

The screenshot shows the 'Configurator: Modify User' window. At the top, there is a 'User ID' field with a yellow background and a 'Get' button. Below this, there are two tabs: 'Standard' and 'Info'. The 'Standard' tab is active and contains several sections of configuration options:

- Identification:** Includes fields for 'User ID', 'First Name', 'Middle Name', 'Last Name', 'Last Modified By User', and 'Date/Time Last Modified'. There is a checkbox for 'User Record Disabled'.
- Authentication and Security:** Includes fields for 'Password', 'Authentication Method' (a dropdown menu), 'Authentication Detail', 'Challenge', 'Answer', 'User's State ID (SID)', and 'Concurrent Sessions'.
- Password Expiration:** Includes a checkbox for 'Non-Expiring Password', and fields for 'Password Expiration Date', 'Recurring Expiration (days)', and 'Expiration Reminder (days)'.
- Failed Logins:** Includes fields for 'Attempts Before Lock Out' and 'Lock Out Duration (min)'.
- User Flags:** Includes checkboxes for 'User Fingerprinted', 'Non-Expiring Account', and 'Non-Expiring Certification'.

On the right side of the window, there is a 'Profile 1' tab with an 'Add Profile' button. Below this, there are several sections:

- Security Roles:** A list of roles with a search icon.
- Main User Profile Fields:** Includes fields for 'Station', 'Agency', 'Idle Timeout (min)', and 'Session Timeout (min)'.
- Certification Expiration Date:** Includes a checkbox for 'User Certified' and dropdown menus for 'Day', 'Month', and 'Year'.
- Training Date:** Includes a checkbox for 'User Trained' and dropdown menus for 'Day', 'Month', and 'Year'.
- Hire Date:** Includes a checkbox for 'User Hire' and dropdown menus for 'Day', 'Month', and 'Year'.
- Open/Close Times:** Includes a 'Forced Logoff Warning (min)' field and a table for setting open and close times for each day of the week.

The table for 'Open/Close Times' is as follows:

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

At the bottom of the window, there are four buttons: 'Search' (with a binoculars icon), 'OK' (with a green checkmark), 'Cancel' (with a red X), and 'Apply' (with a yellow folder icon).



# Adding A User Profile Cont.

Click on the green plus sign next to Add Profile

The screenshot shows the 'Configurator: Modify User' window. The 'Standard' tab is active, and the 'User ID' is 'ACCESLT'. The 'Add Profile' button is highlighted with a red box. A tooltip is visible over the button, reading 'Click to add new User Profile Tab'. The window contains various fields for user identification, authentication, and security, as well as a table for 'Open/Close Times'.

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



# Adding A User Profile Cont.

**Configurator: Modify User**

Configure Action

User ID

**Standard** Info

User ID: ACCESLT

**Identification**

User Record Disabled

First Name: LESS

Middle Name: THAN

Last Name: ACCESS

Last Modified By User: BEASLEC

Date/Time Last Modified: 2021-02-26 11:28:10

**Authentication and Security**

Password:

Authentication Method: Password

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** **Profile 2** Add Profile +

**Security Roles**

**Main User Profile Fields**

Station:

Agency:

Idle Timeout (min):  Session Timeout (min):

**Certification Expiration Date**

User Certified Day: NO... Month: NO... Year: NO...

**Training Date**

User Trained Day: NO... Month: NO... Year: NO...

**Hire Date**

User Hire Day: NO... Month: NO... Year: NO...

**Open/Close Times**

Forced Logoff Warning (min):

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

Left side fields will stay the same

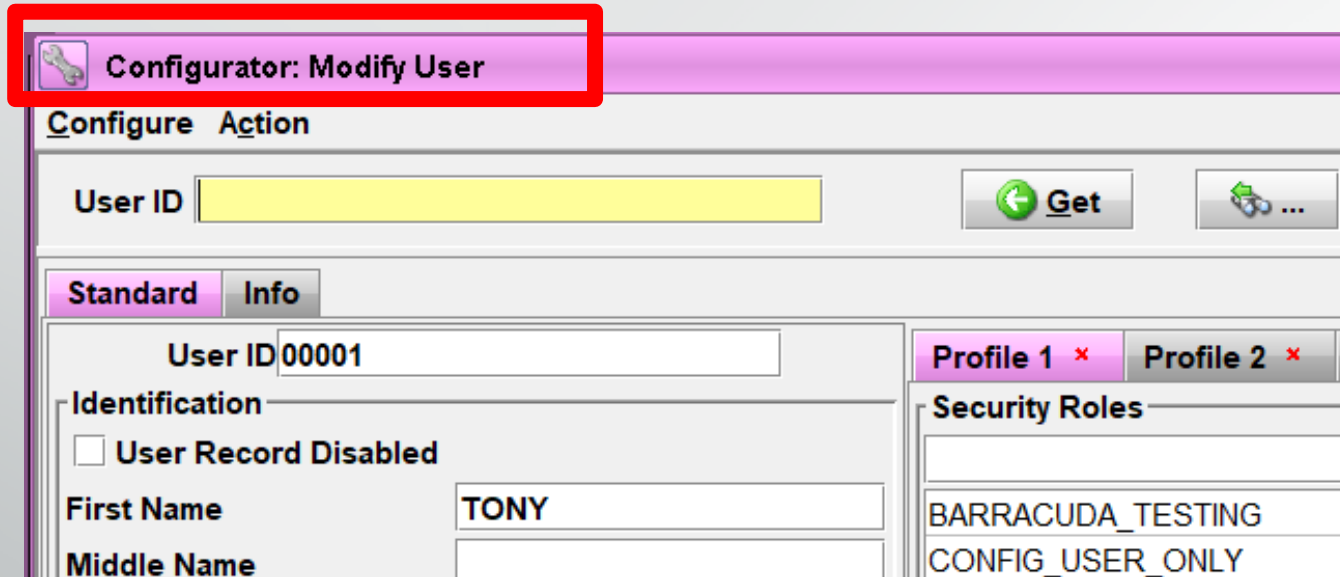
Right side fields will clear out

Only fill out the fields on the right side with your agency's information

Click on OK or Apply to finish modifying the user with the added profile



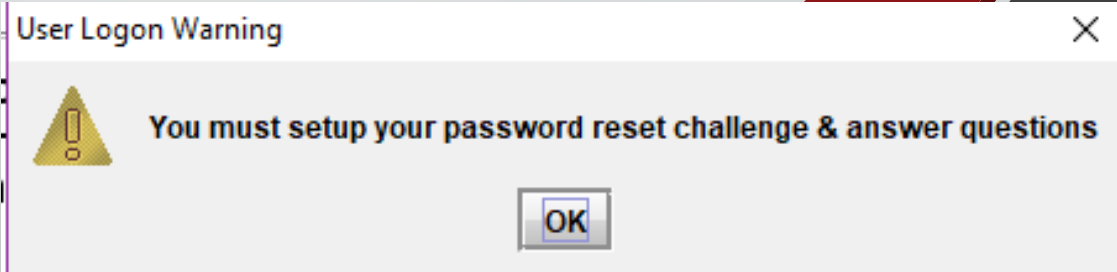
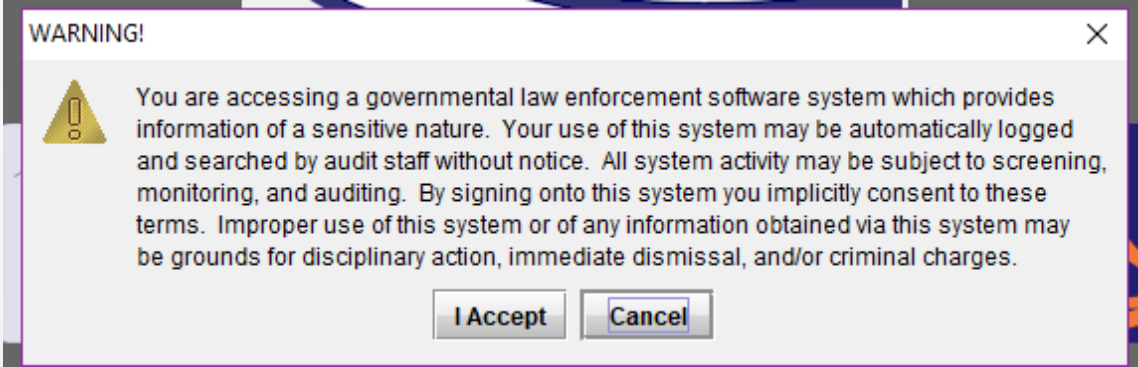
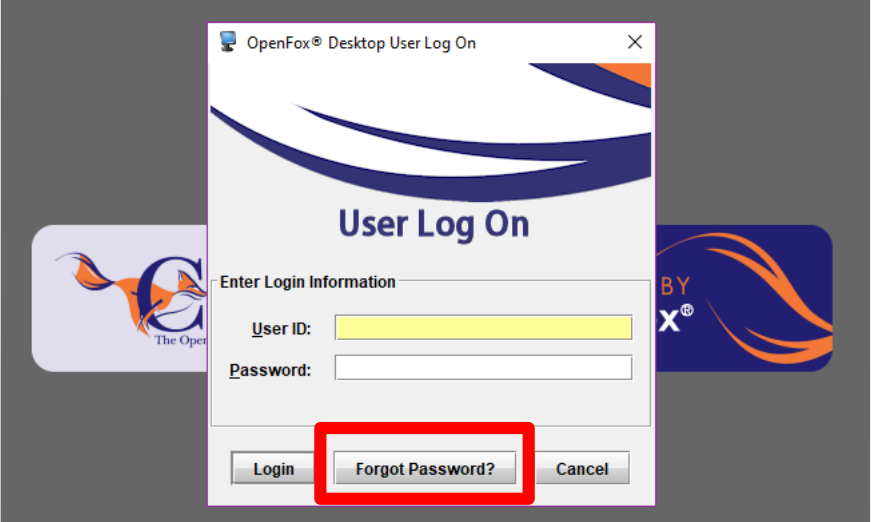
# Extra Tips



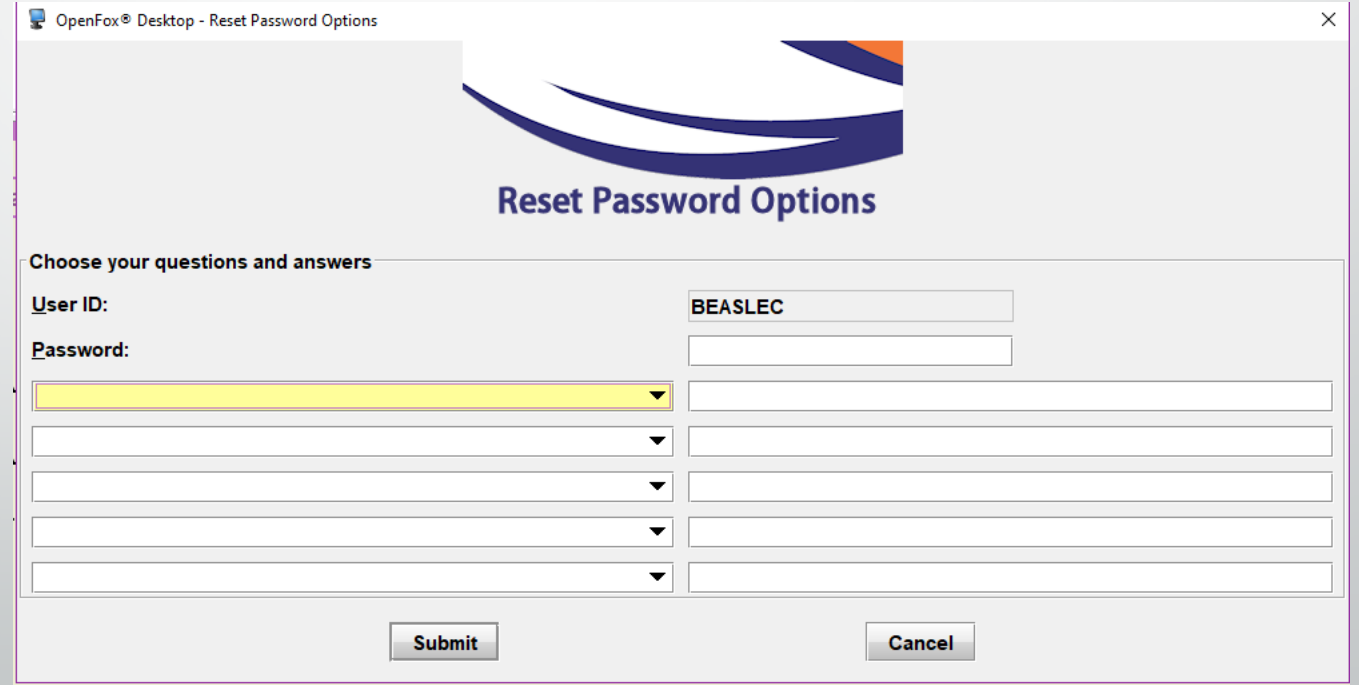
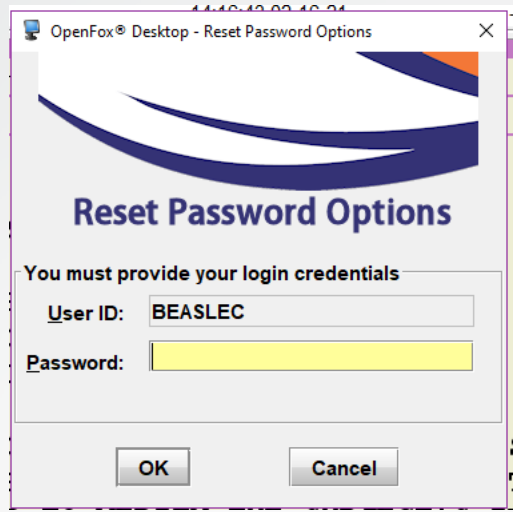
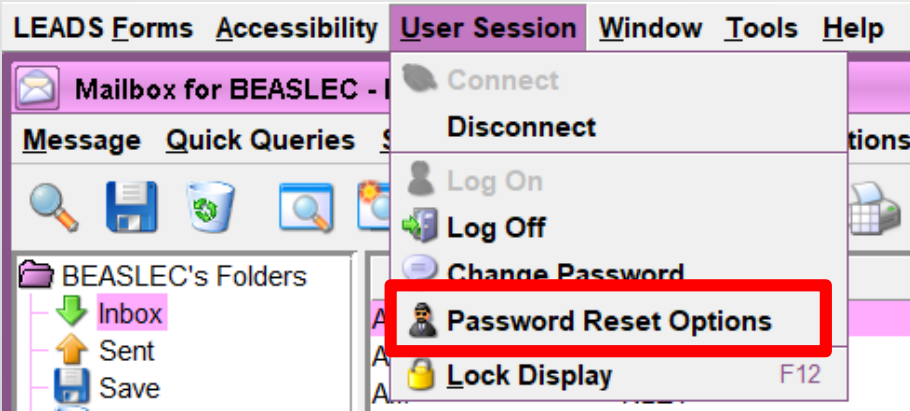
If at any point when entering/modifying a user, if you have to walk away and can't remember what you're doing because the screens are similar, look at the upper left-hand corner of the screen



# Logging In




# Extra Tips Cont.





# Extra Tips Cont.

OpenFox® Desktop - Reset Password Options



## Reset Password Options

Choose your questions and answers

User ID:

Password:

WHAT IS YOUR FAVORITE COLOR?

WHAT IS YOUR FAVORITE TV SHOW?

WHAT YEAR DID YOU GRADUATE HIGH SCHOOL?

WHAT IS YOUR FAVORITE DESSERT?

WHAT IS YOUR FAVORITE SPORTS TEAM?

WHAT IS YOUR FAVORITE HOLIDAY?


WHAT IS YOUR MATERNAL GRANDMOTHER'S MAIDEN NAME?

Cancel

Enter current password here



Your Password Reset Options have been saved



**YOUR CHALLENGE QUESTIONS AND ANSWERS HAVE BEEN UPDATED**

OK



# Contact Information

ISP Help Desk: 866/LEADS-00  
ISP.HelpDesk@Illinois.gov



# Break Time!

We will now take a 5 minute break followed by  
LAC and Delegate Admin Tasks

