Configurator

User Maintenance

Overview

1) Opening Configurator

2) Adding New Users

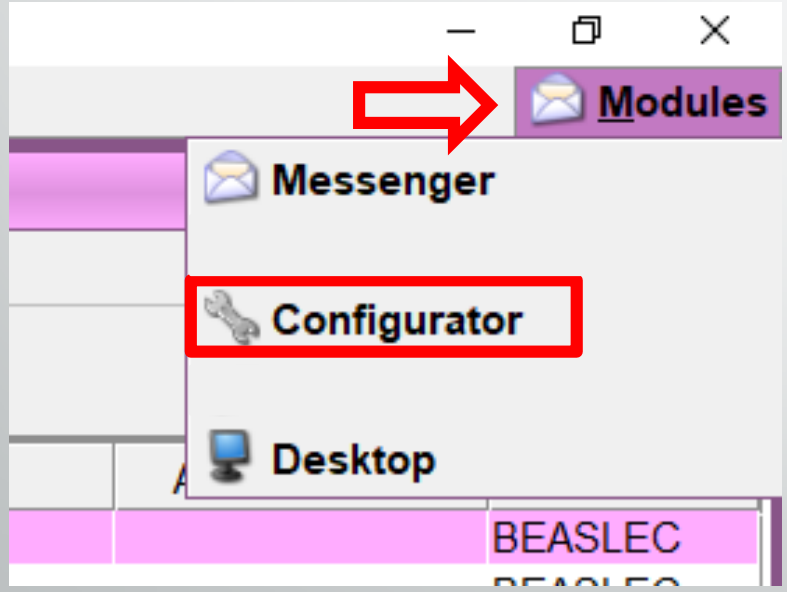
3) Modifying Users

4) Adding a User Profile

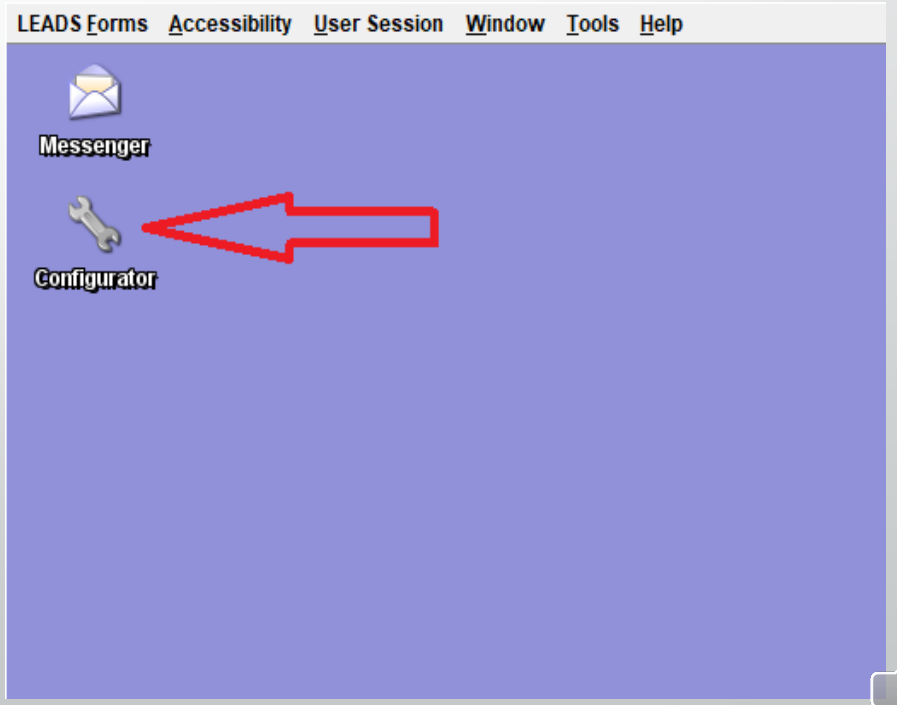
5) Extra Tips

Opening Configurator

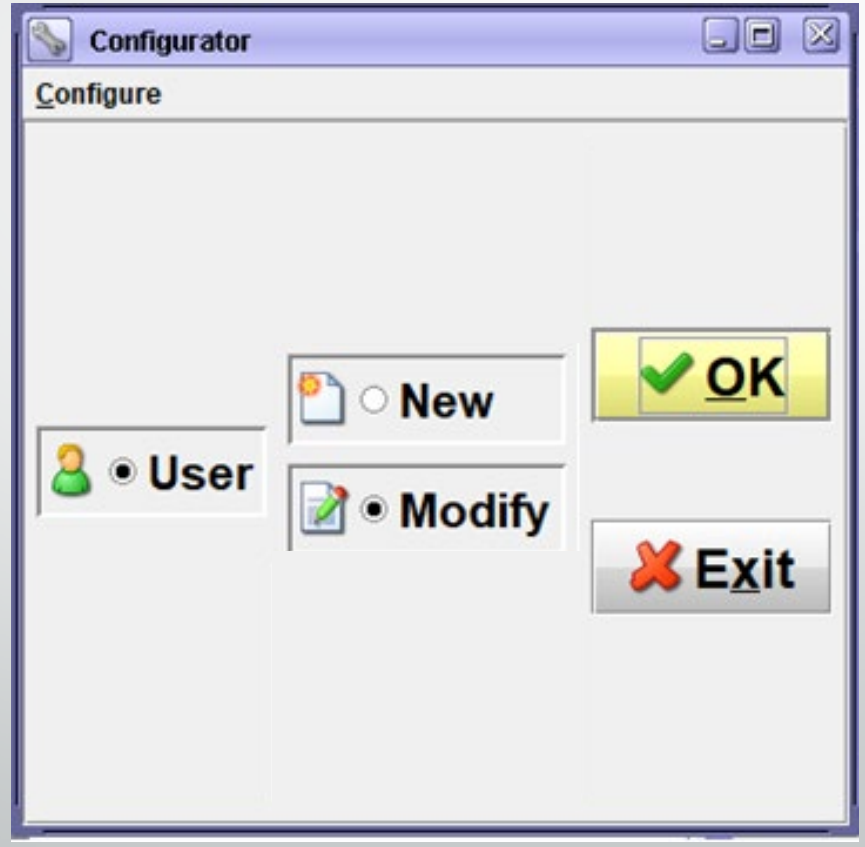
- Method 1



- Method 2



Opening Configurator Cont.



Entering a New User

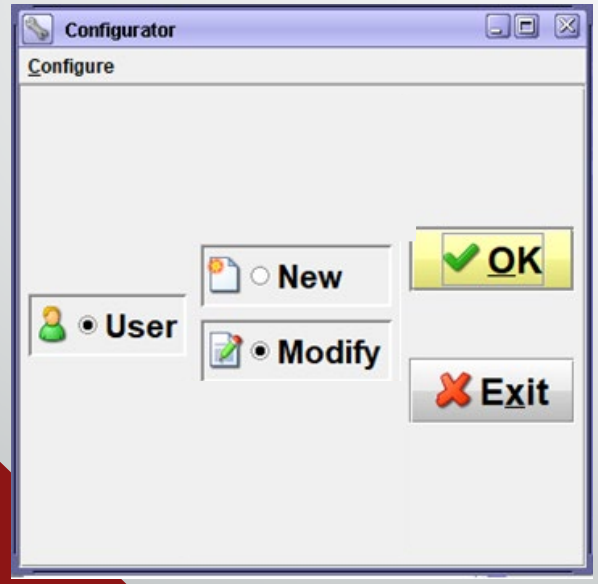
Preliminary Work

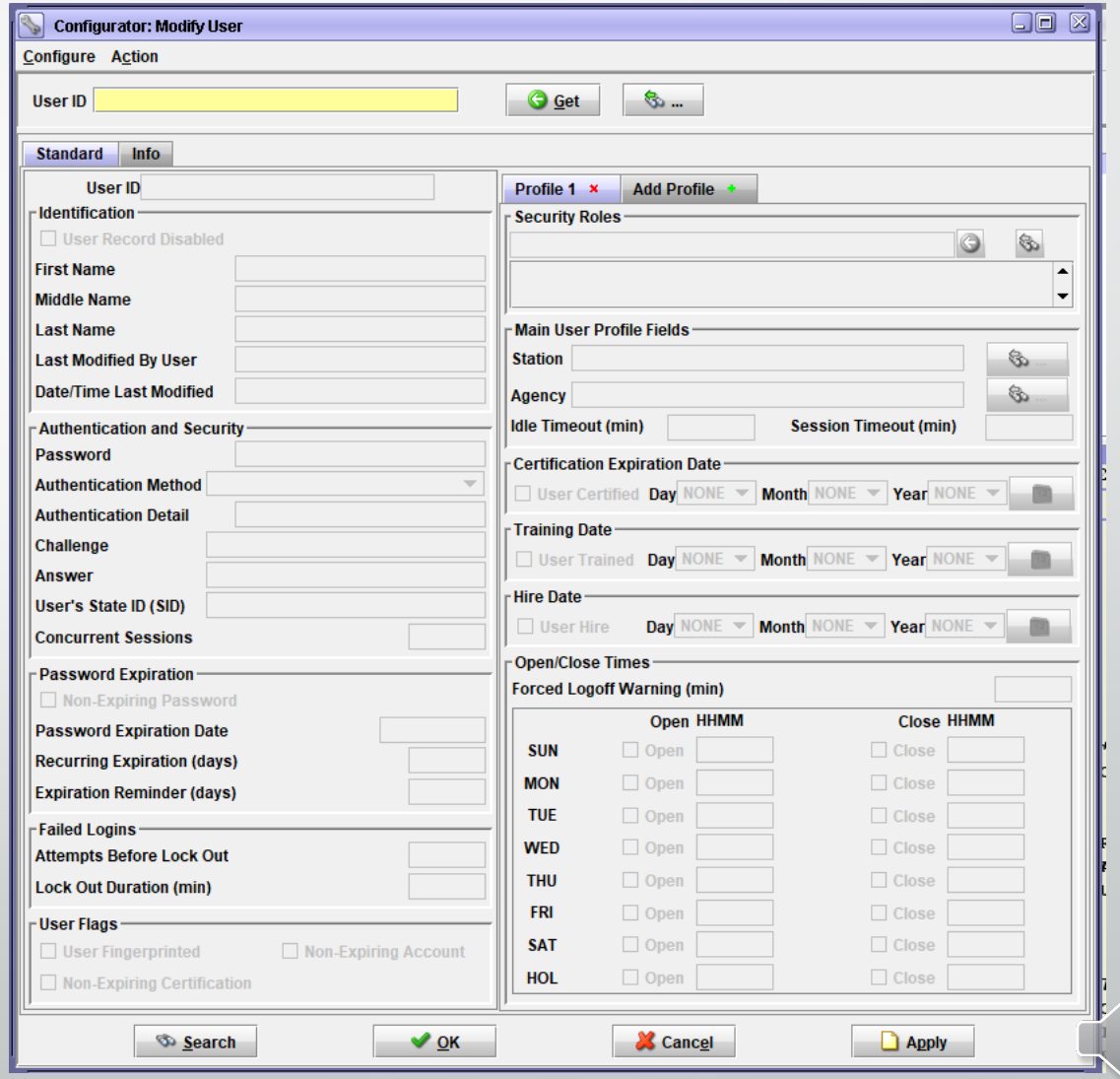
Method 1) From Scratch

Method 2) From Template

Preliminary Work

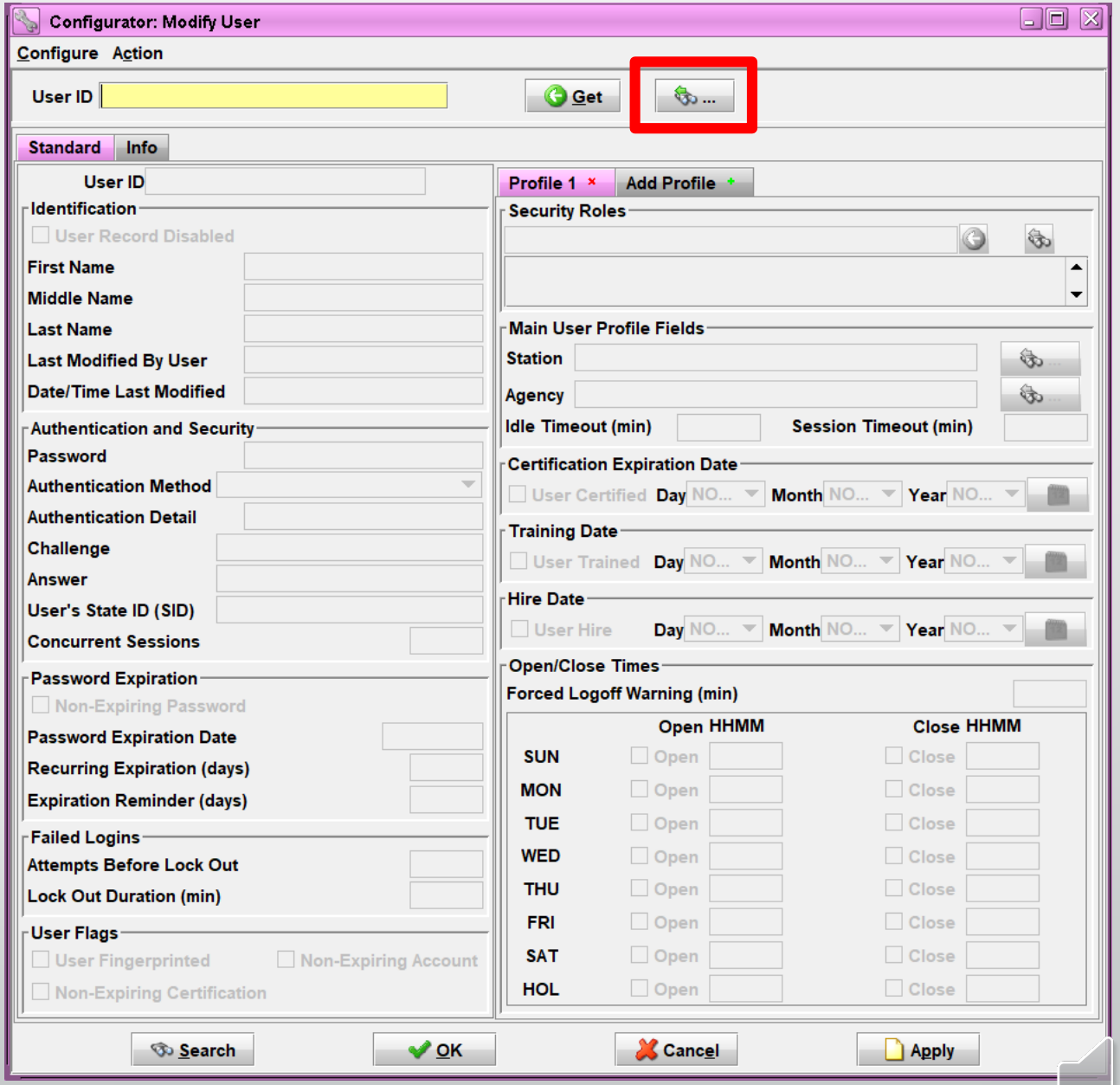
User IDs will be the first initial of the user's first name, first initial of their last name, and 5 numerics

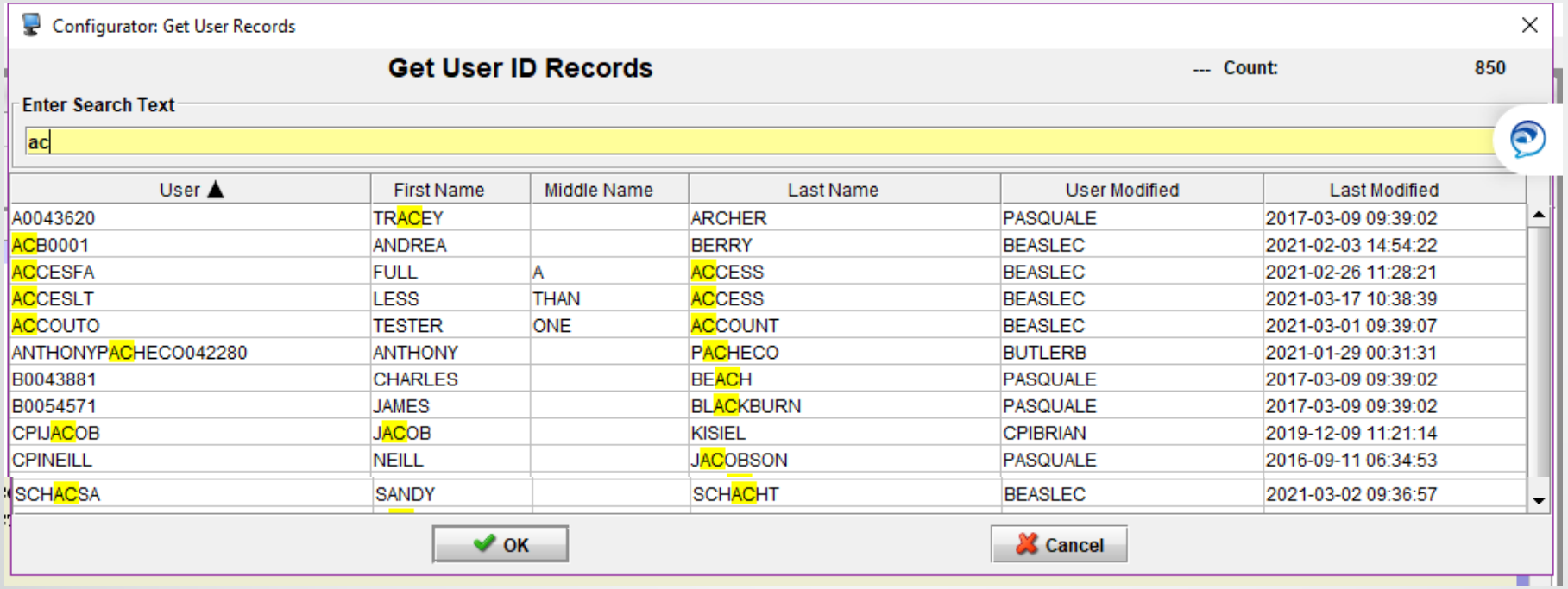




Entering A New User: Preliminary Work Cont.

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

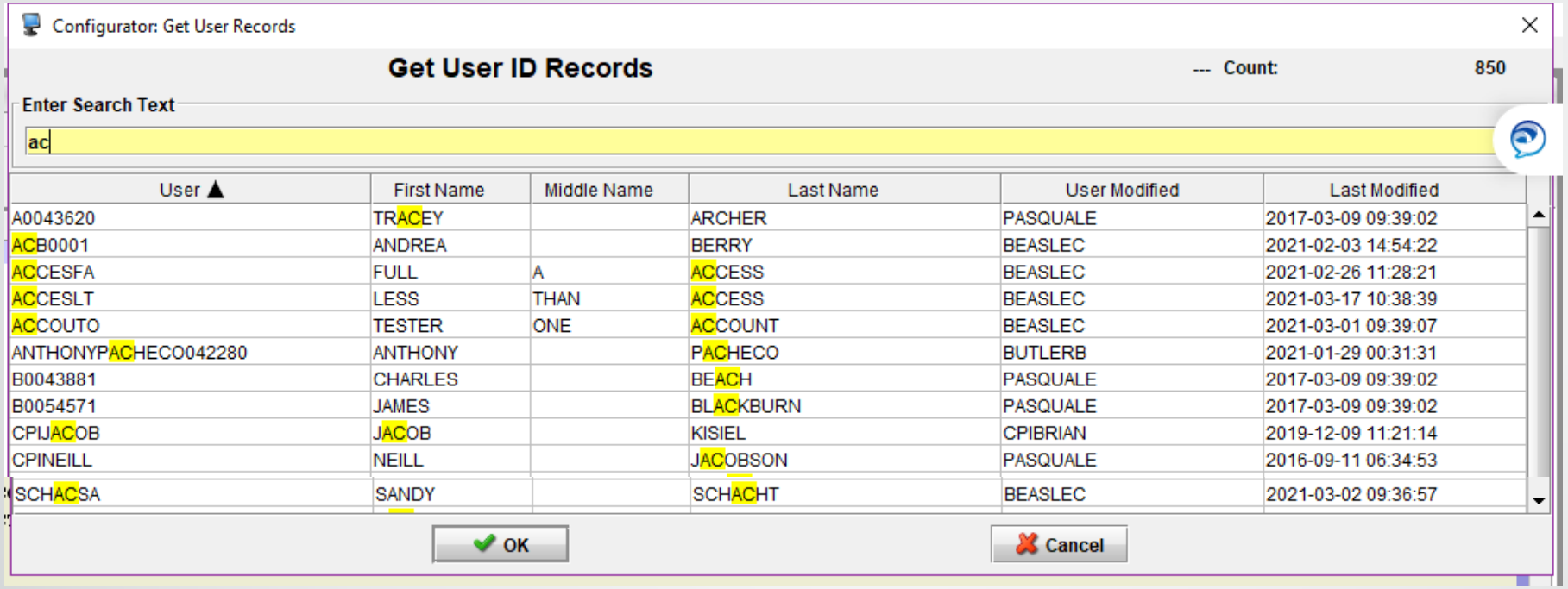




Type in the beginning of the user ID you want to create

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



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

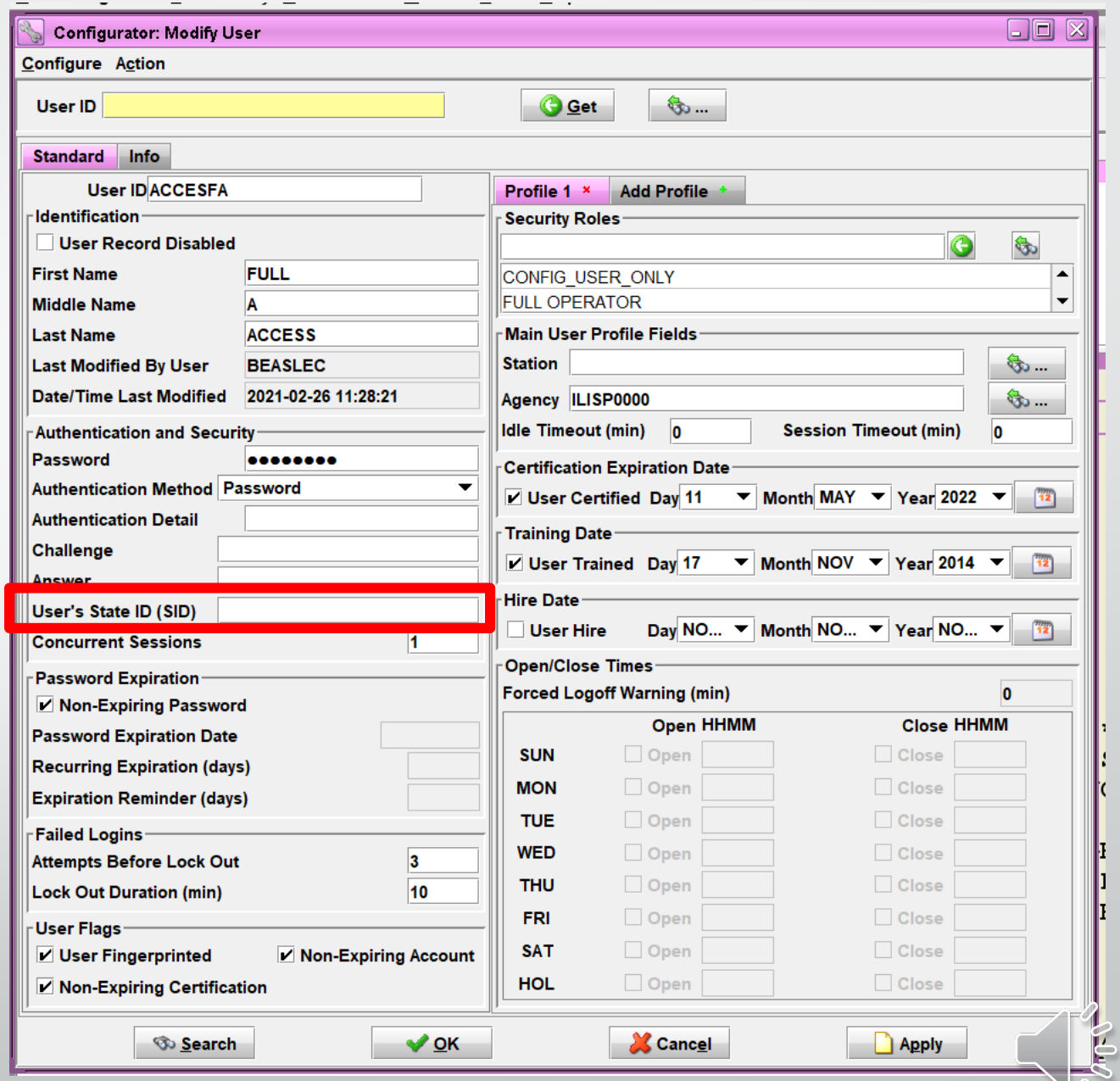
To check this, click on the user's profile you want to open and click OK

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

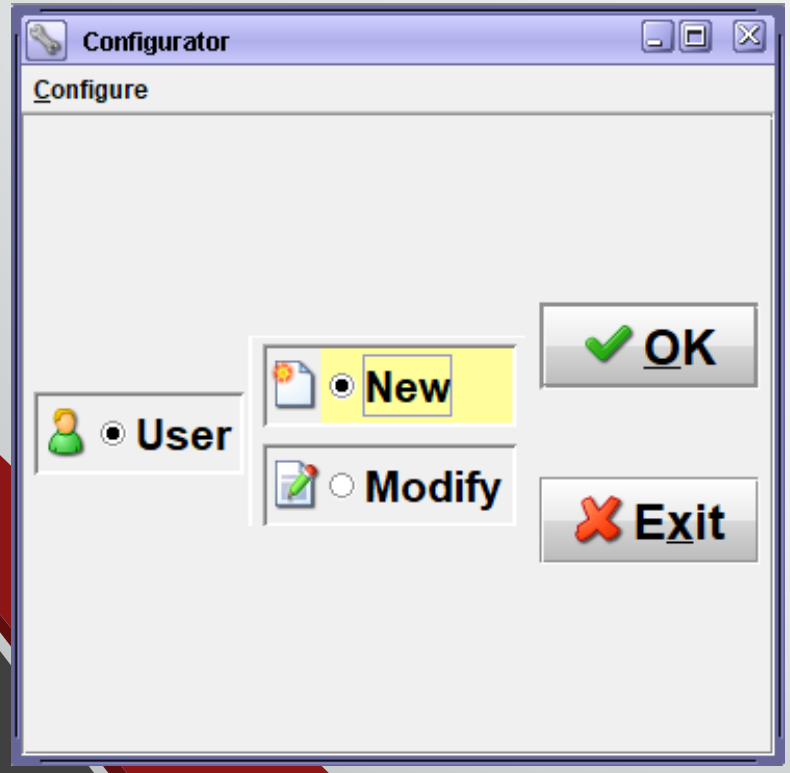
If they don't match, click Cancel and continue with the process

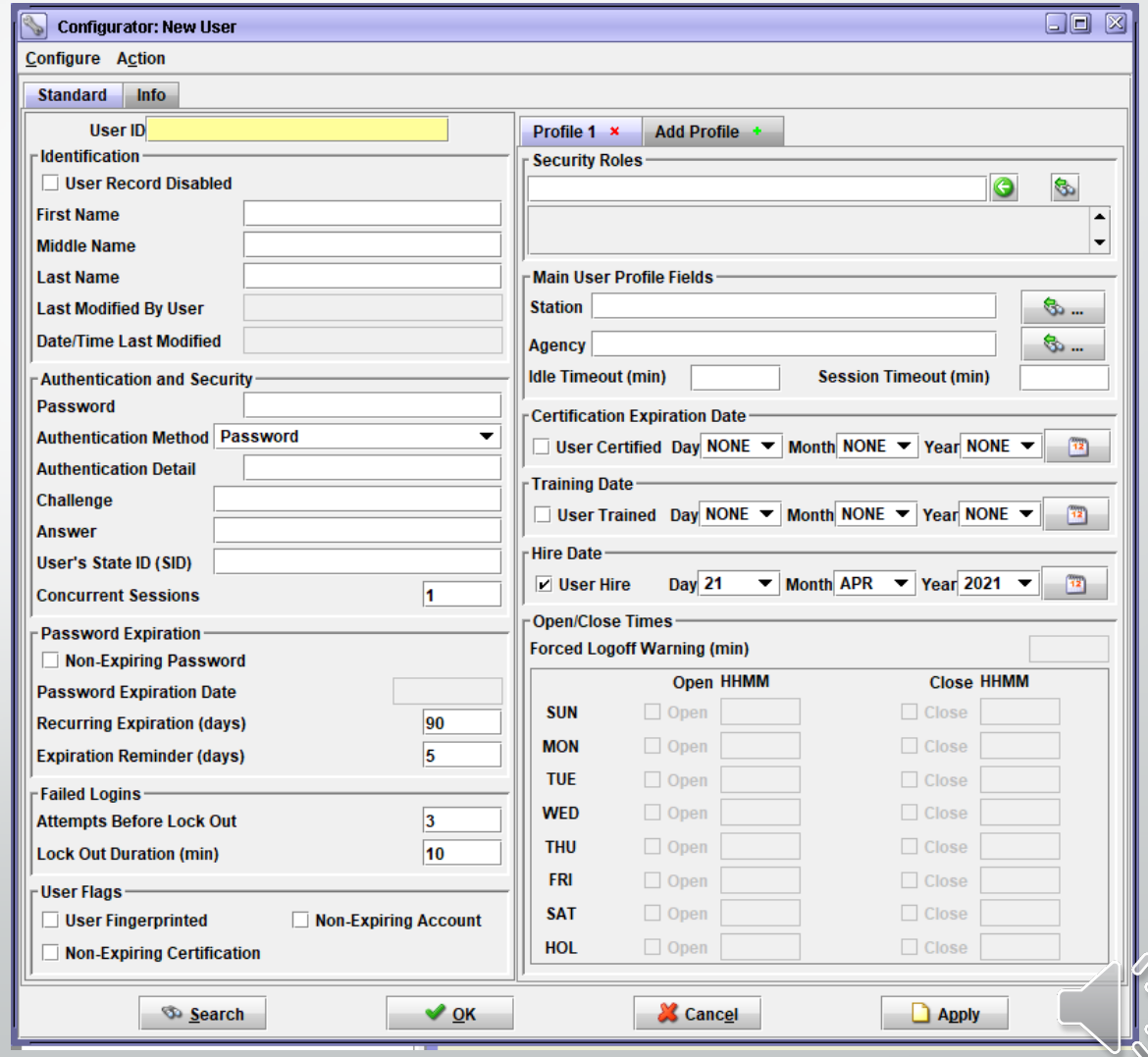


The preliminary work is now done!

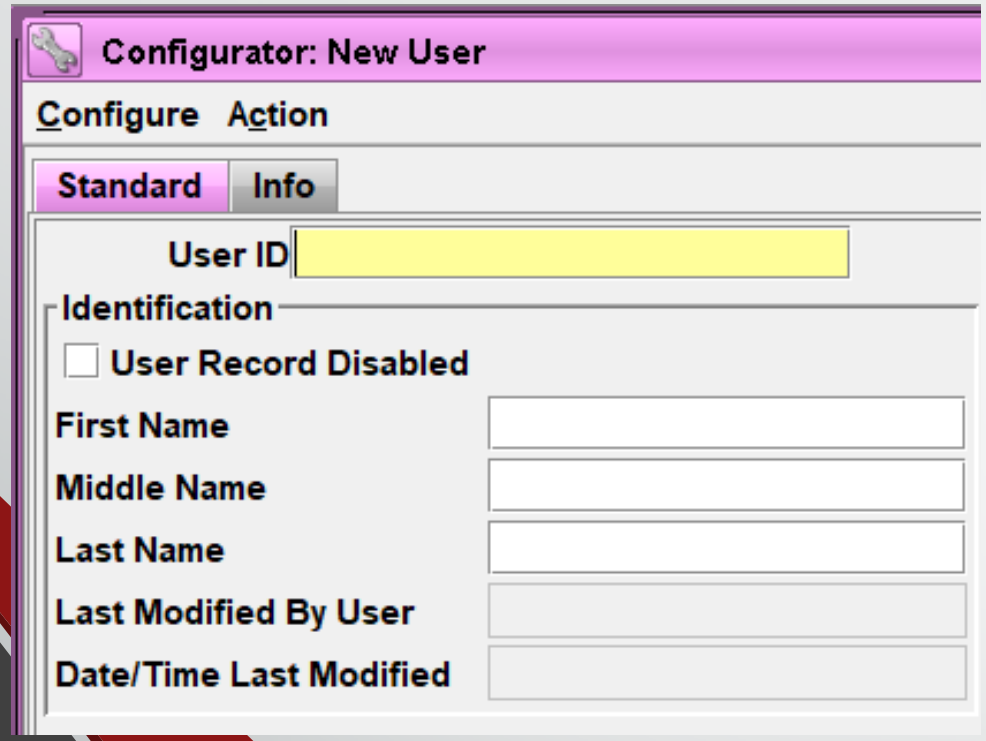
Now let's add a new user

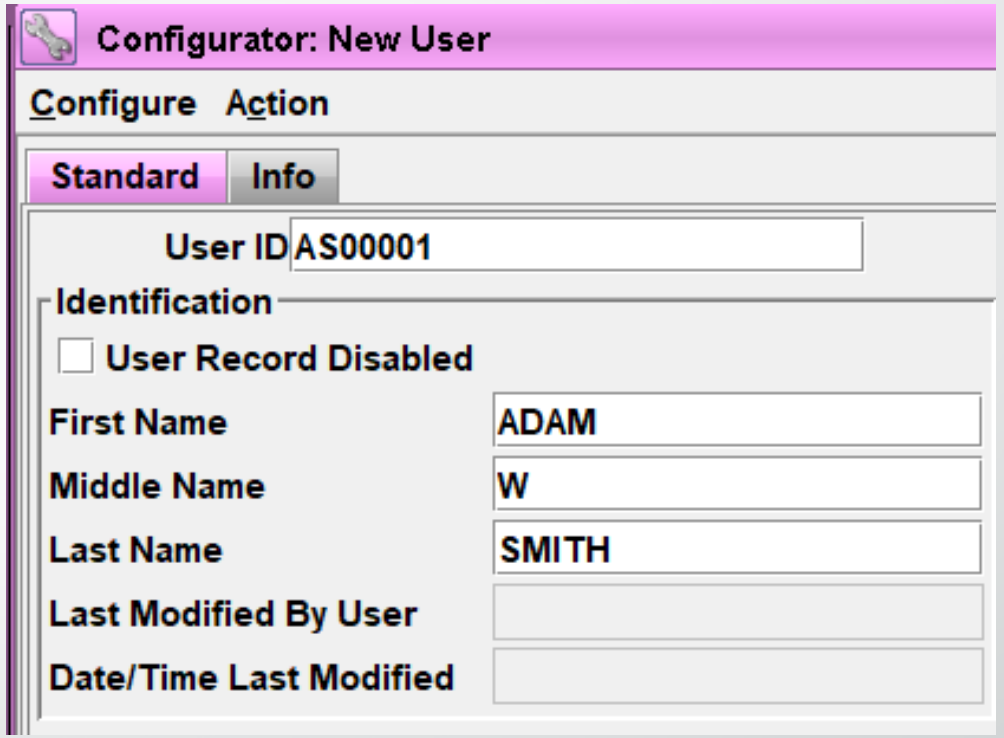
Method 1) From Scratch





Entering a New User: From Scratch





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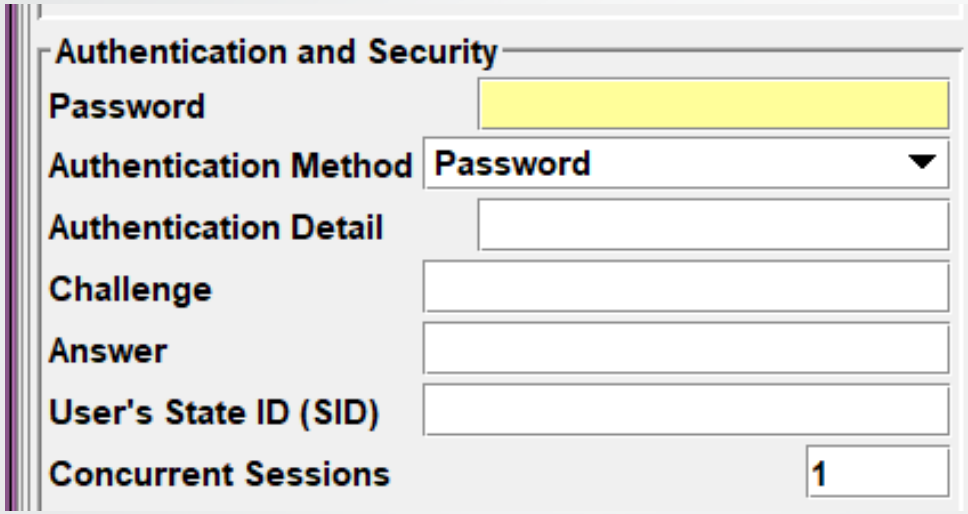
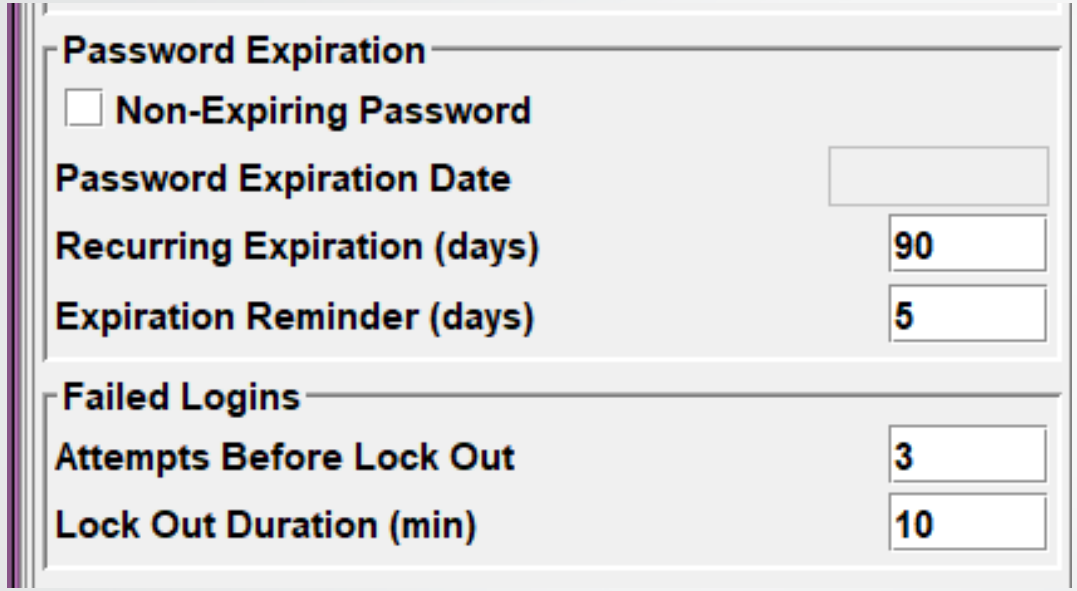
Entering a New User: From Scratch Cont.



Password = the person's user ID

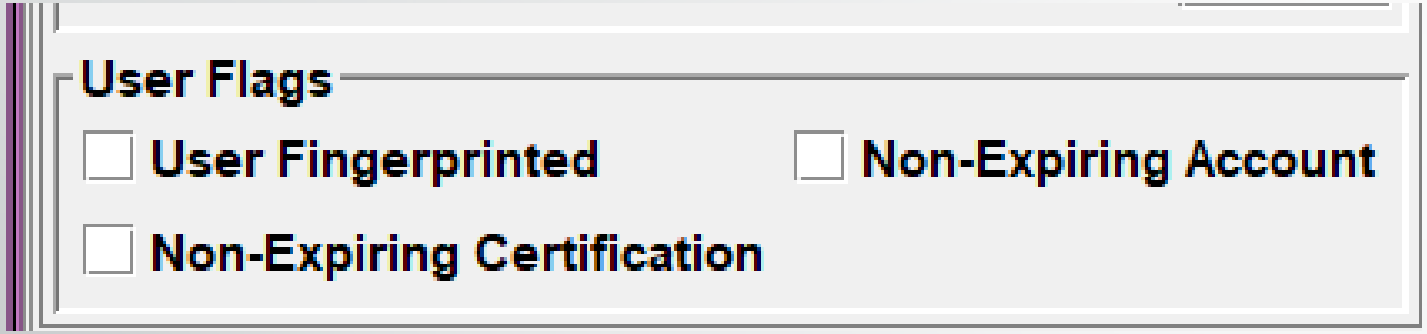
Entering a New User: From Scratch Cont.



Recurring Expiration can be made stricter per agency policy

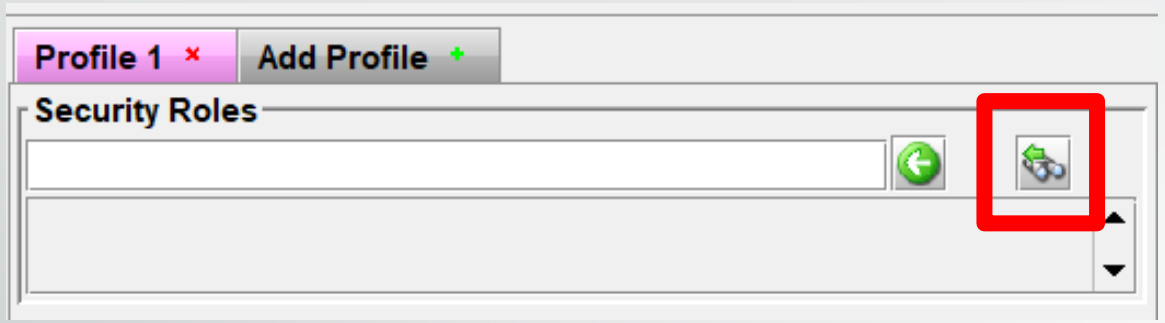
It cannot be made more lenient

Entering a New User: From Scratch Cont.



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

Entering a New User: From Scratch Cont.

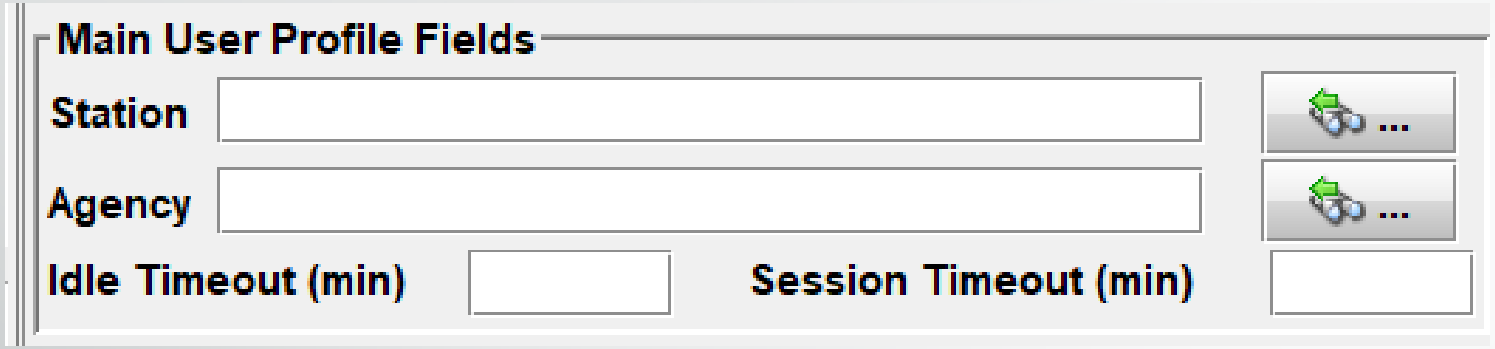


NOTE: Your "Get Security Roles Records" screen will look different from what is shown here

Security Roles & Descriptions

This information is forthcoming

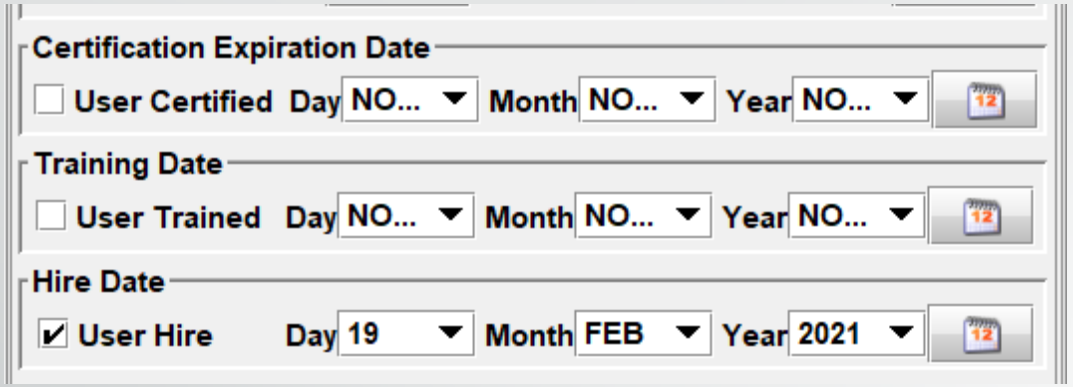
Entering a New User: From Scratch Cont.



Station = CDC

Agency = Agency's Primary ORI

Entering a New User: From Scratch Cont.

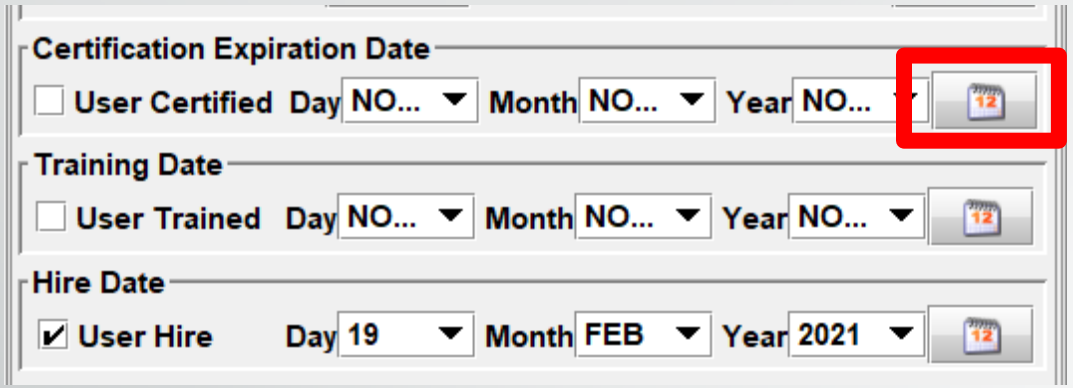


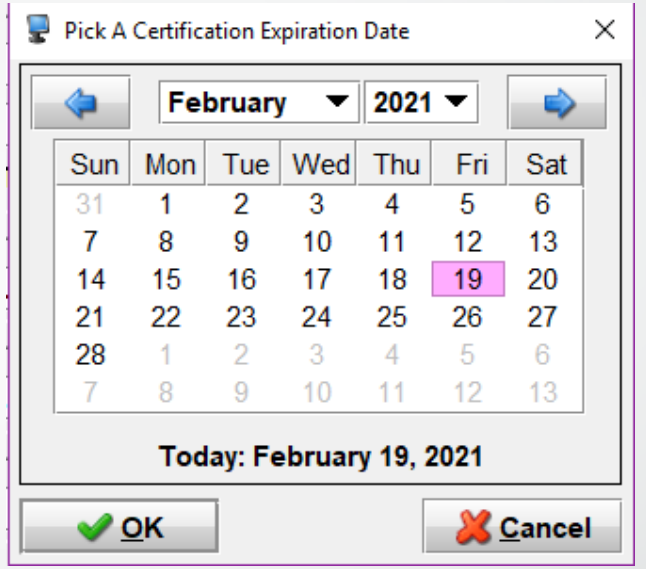
User Certified = LEADS Certification Expiration

User Trained = Date LEADS Certification Test Was Completed

Hire Date = Date User Was Hired

Entering a New User: From Scratch Cont.

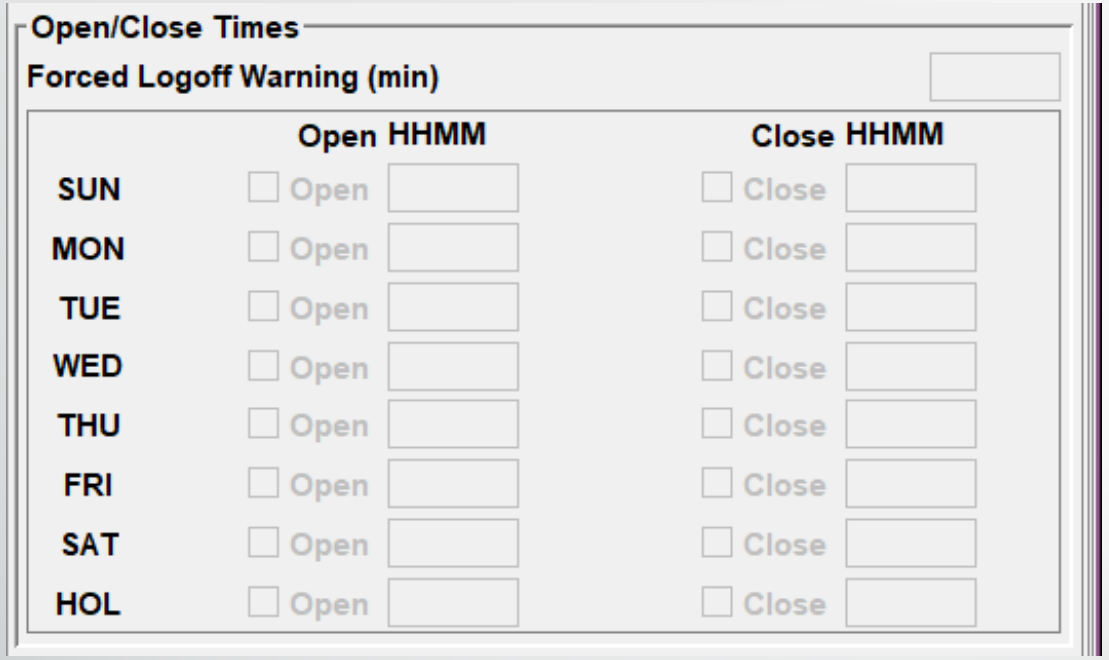




When checking the box before these fields, the system will default to the day you are entering the user

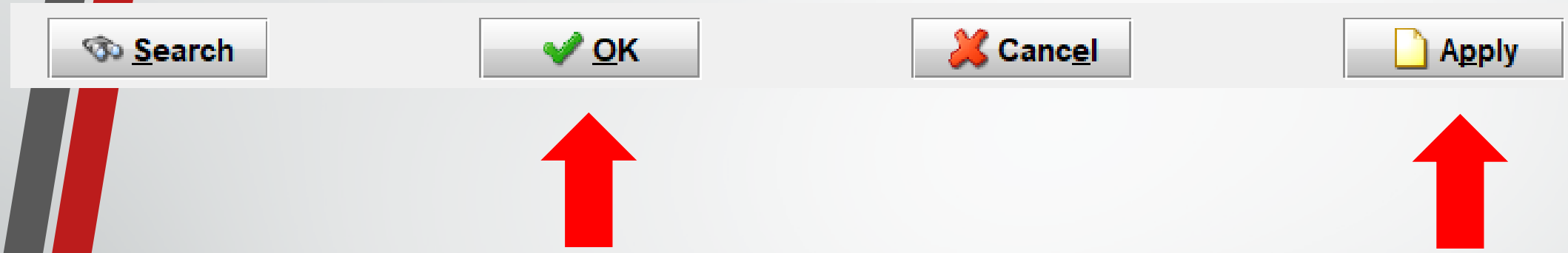
Use the drop down menus or calendar icon to make any changes

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



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



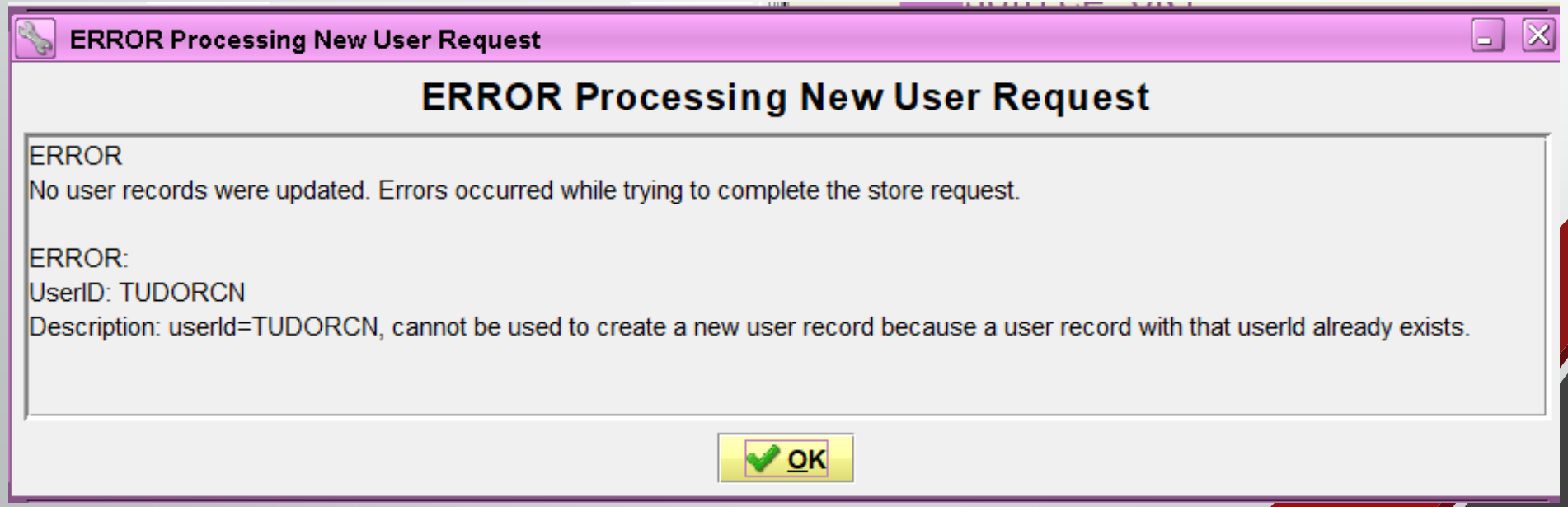
Click either OK or Apply to complete entering a new user

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

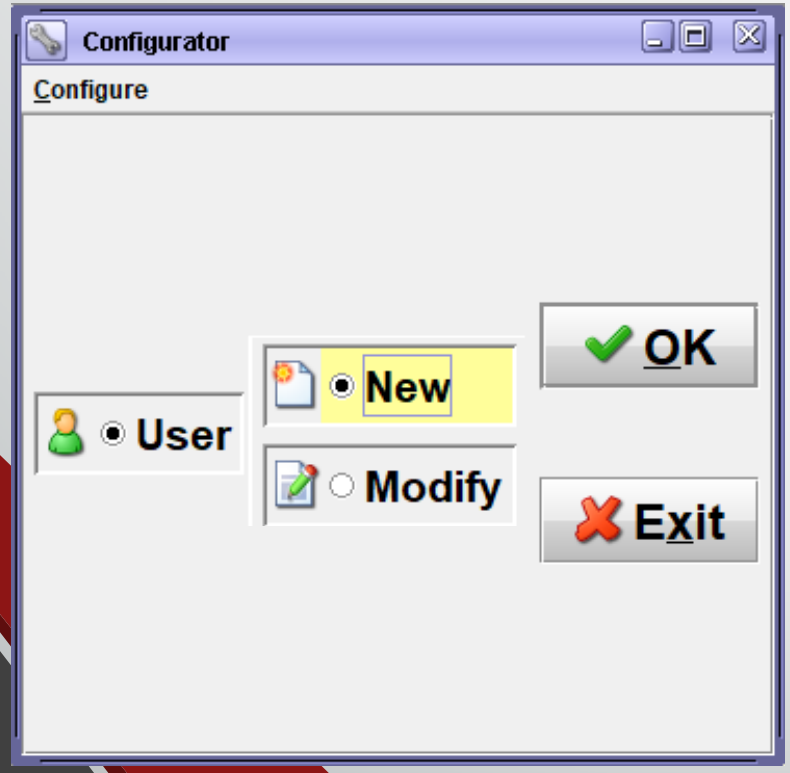
If the user is not entered successfully, the message screen that opens will explain what the error is

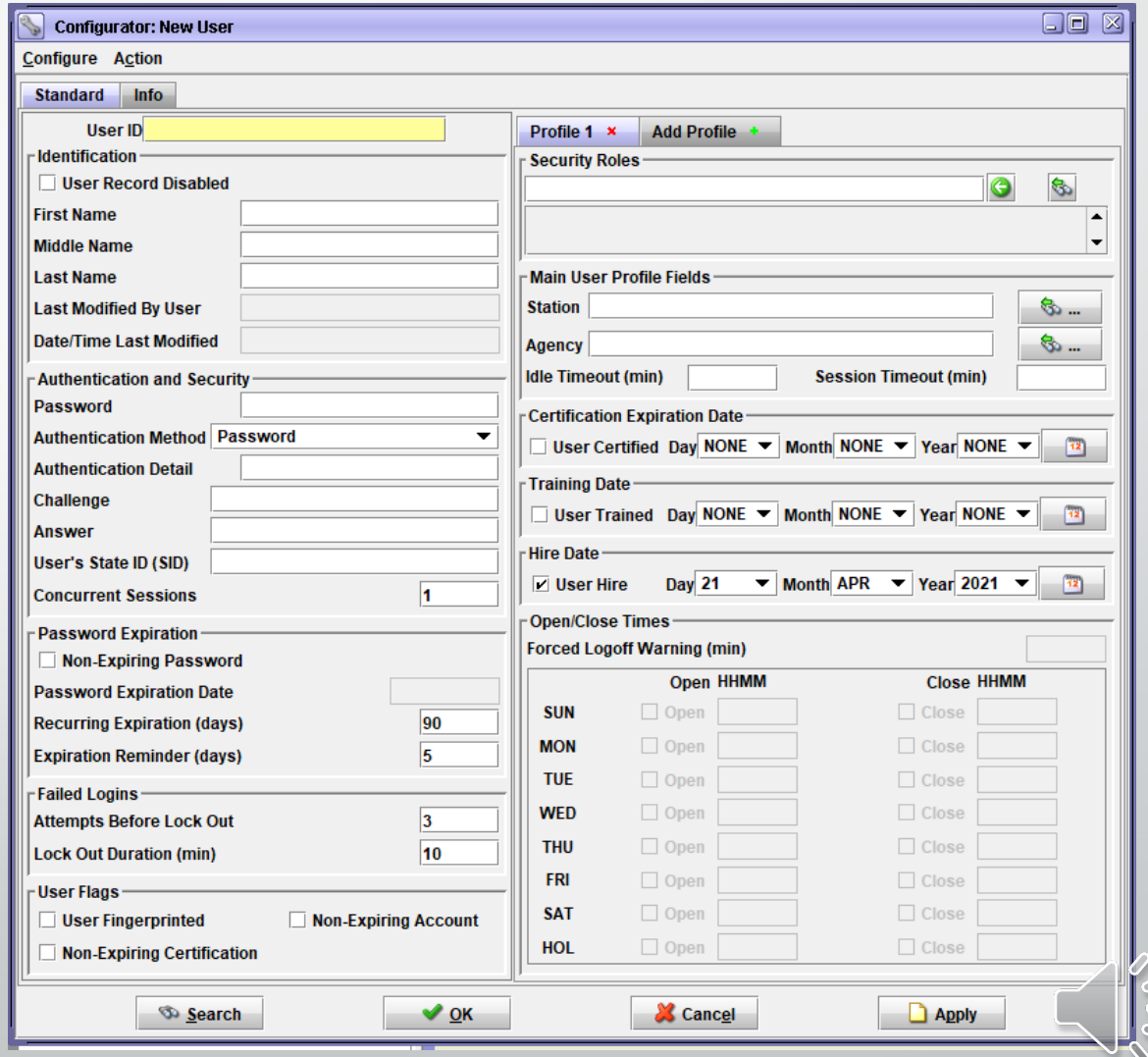
Entering a New User: From Scratch Cont.

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





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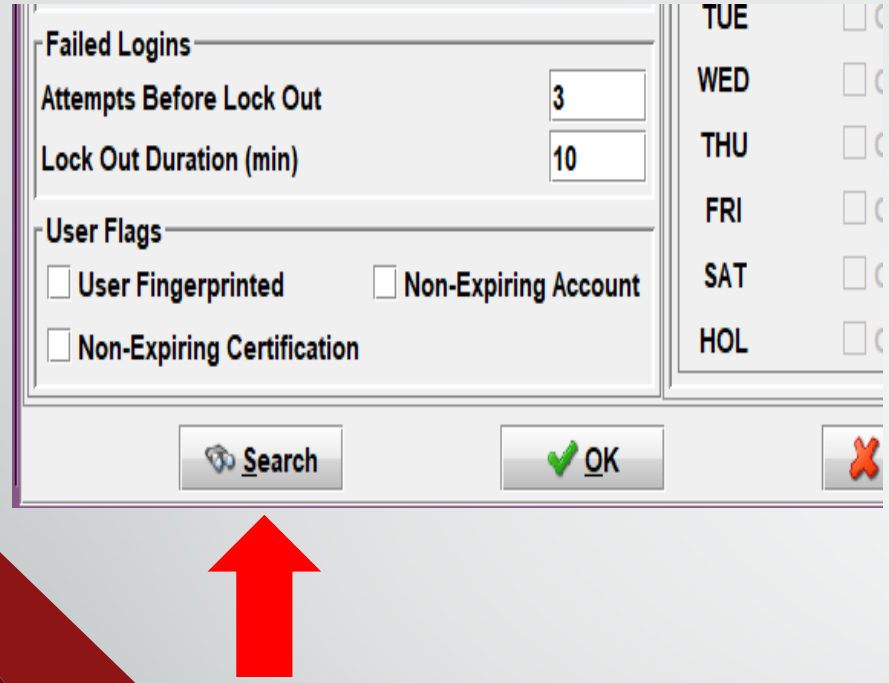

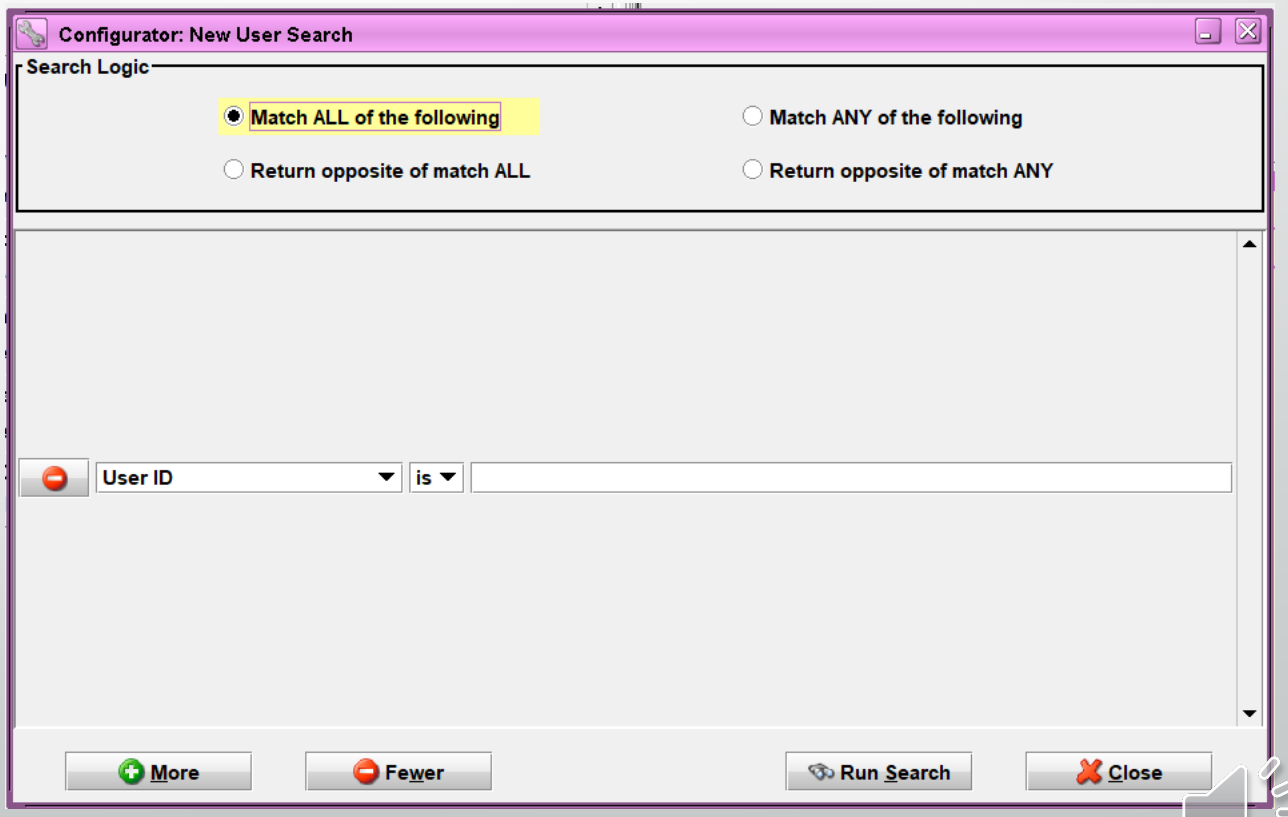

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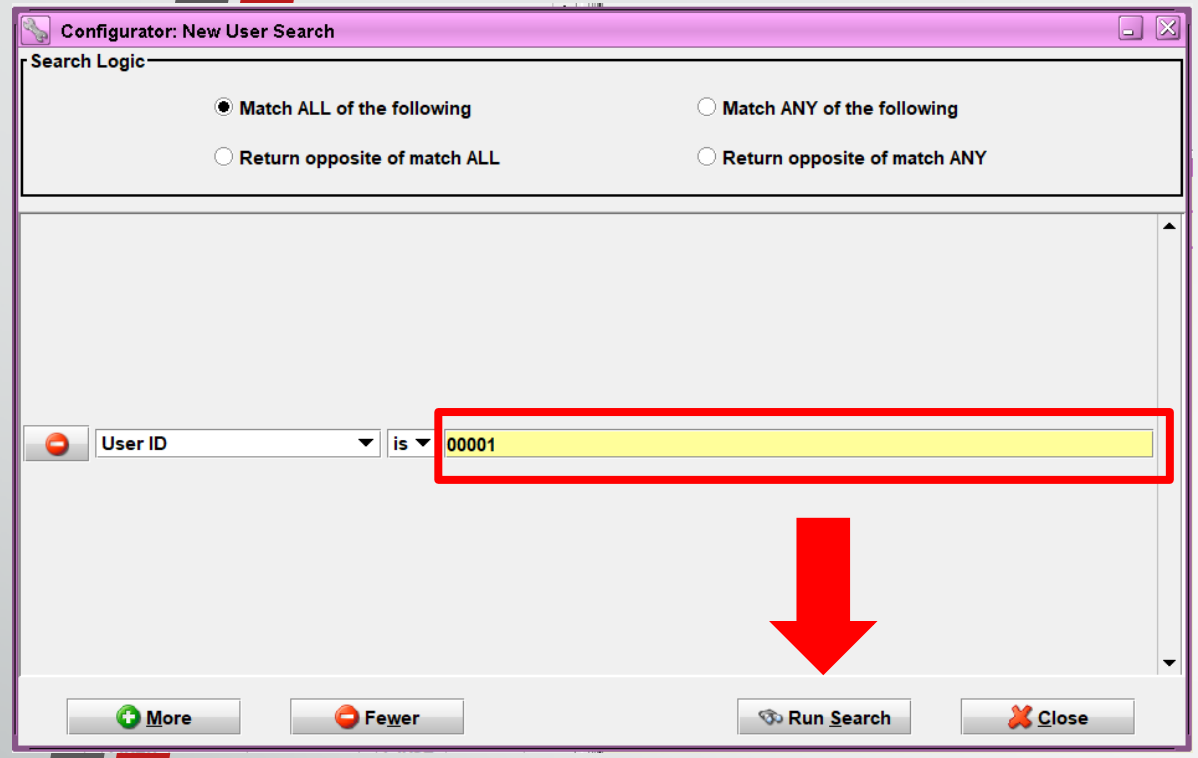
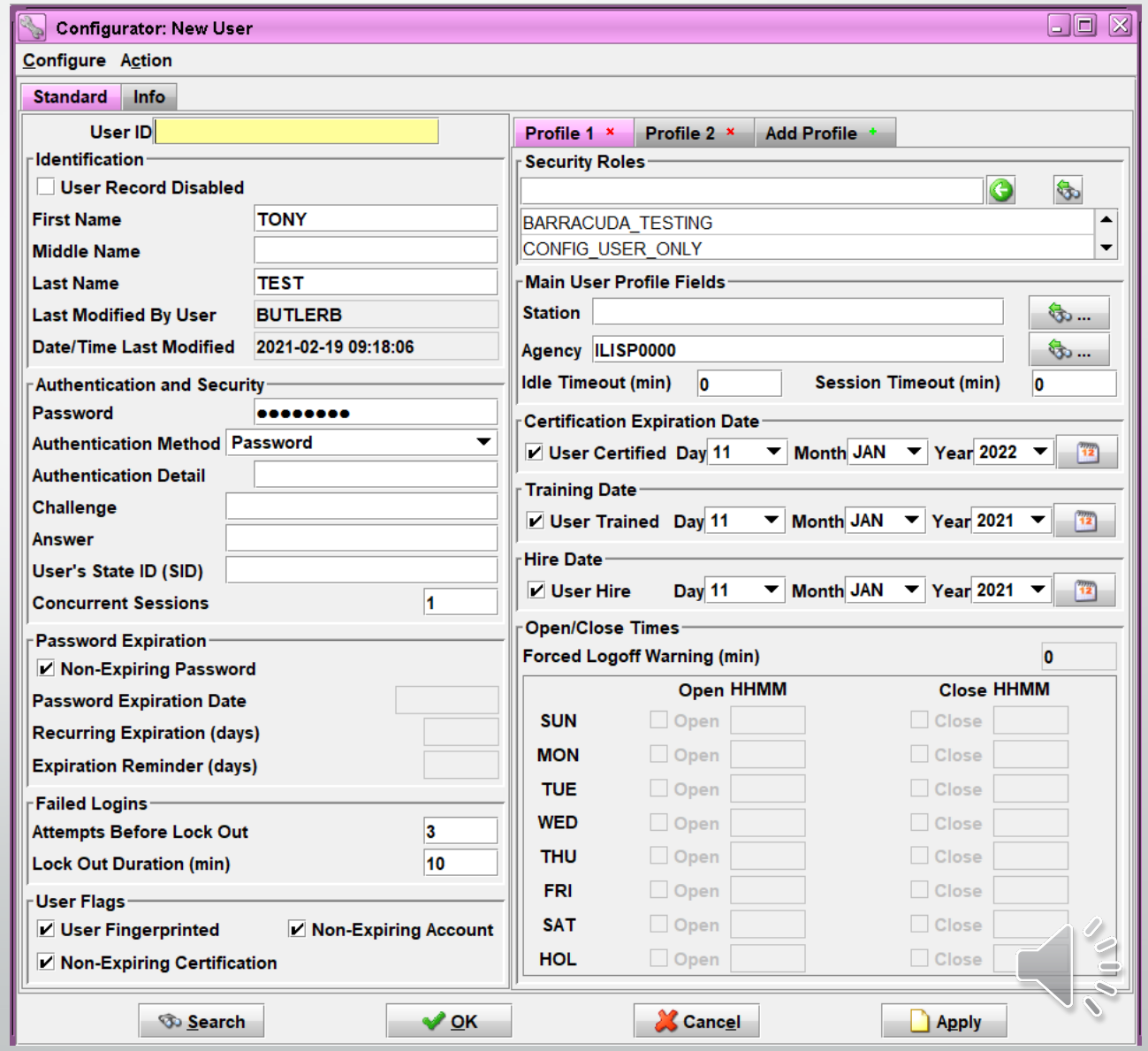
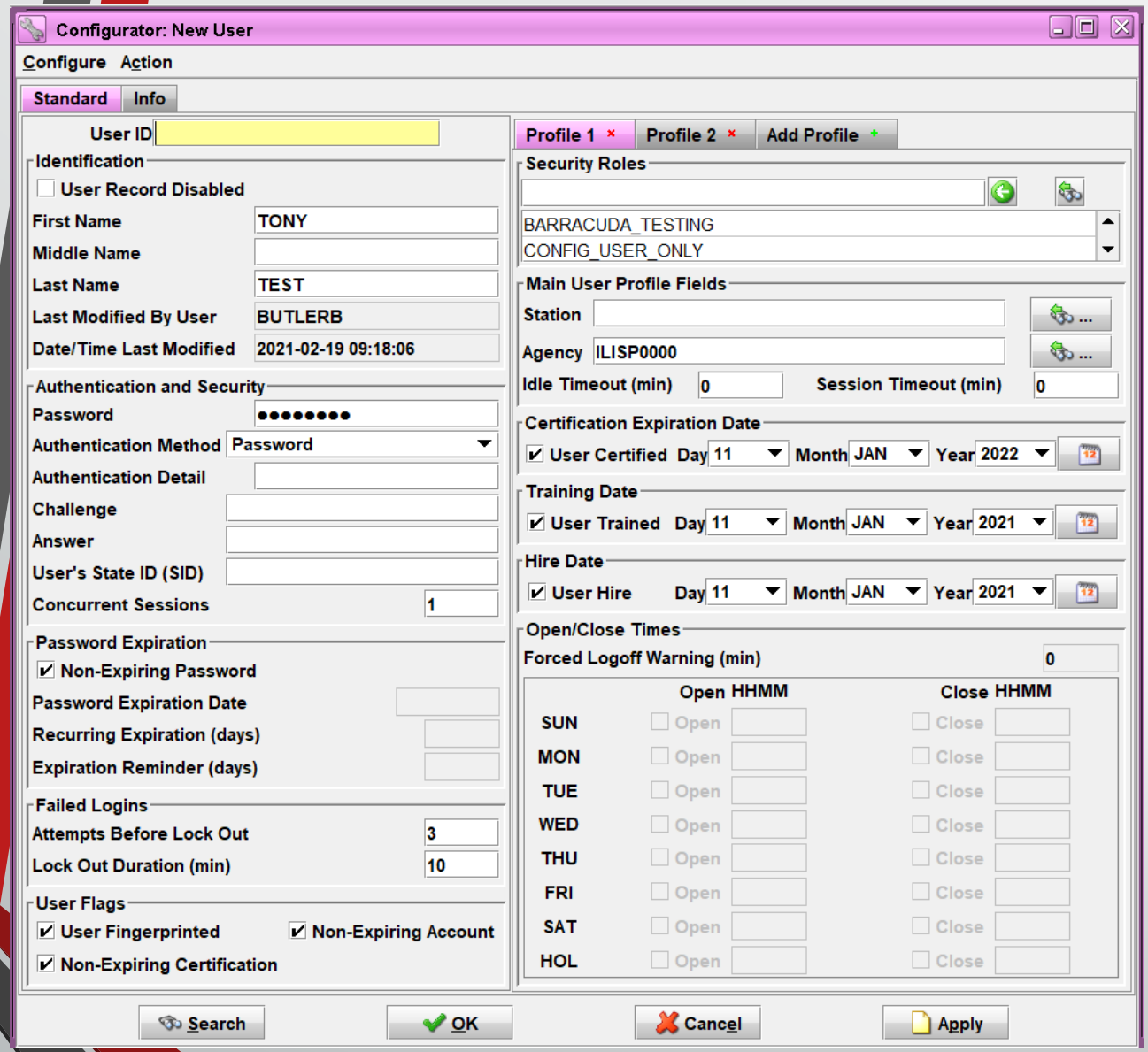




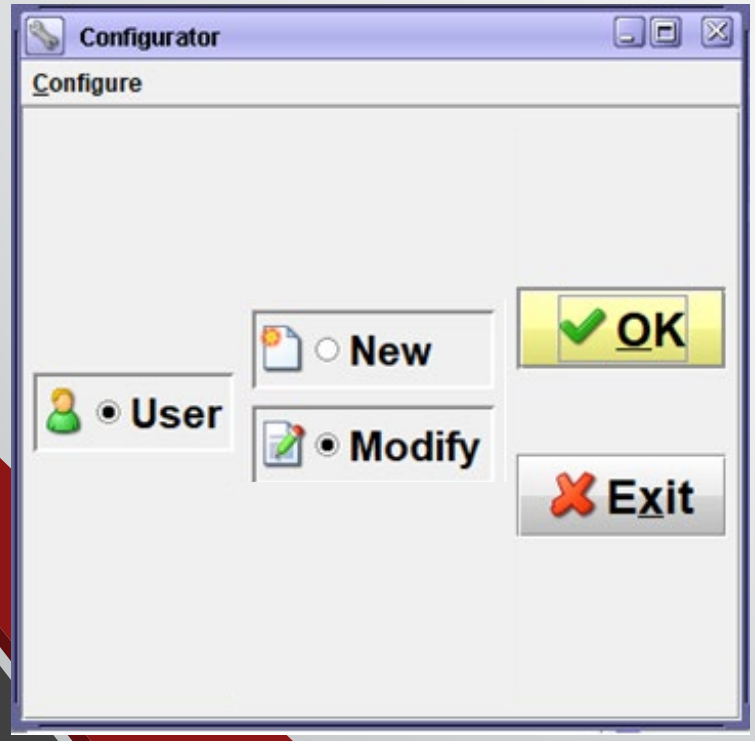
Entering a New User: From A Template

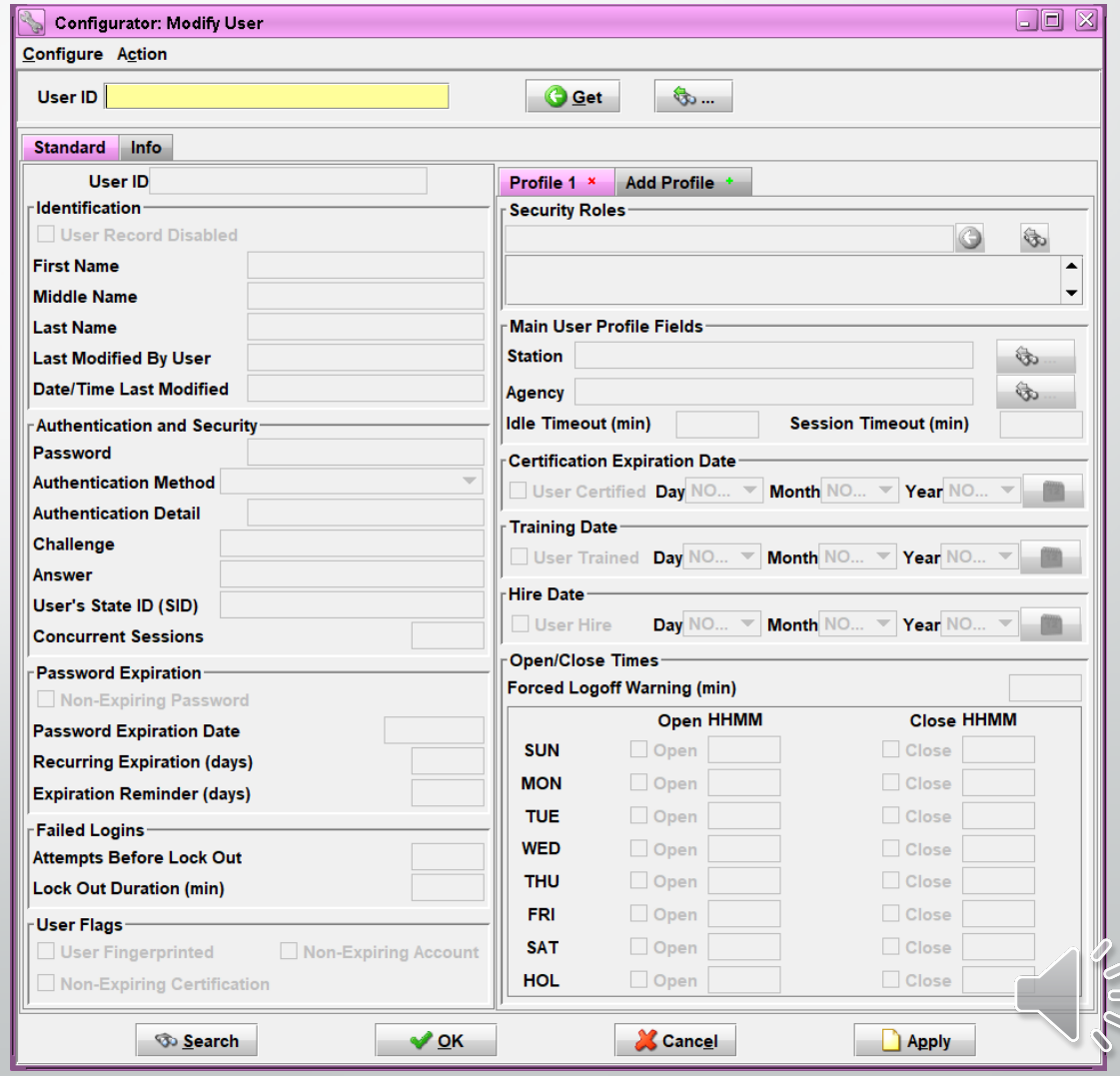


Change all applicable fields to Reflect the user being added

Click OK or Apply to complete entering a new user

Modifying A User



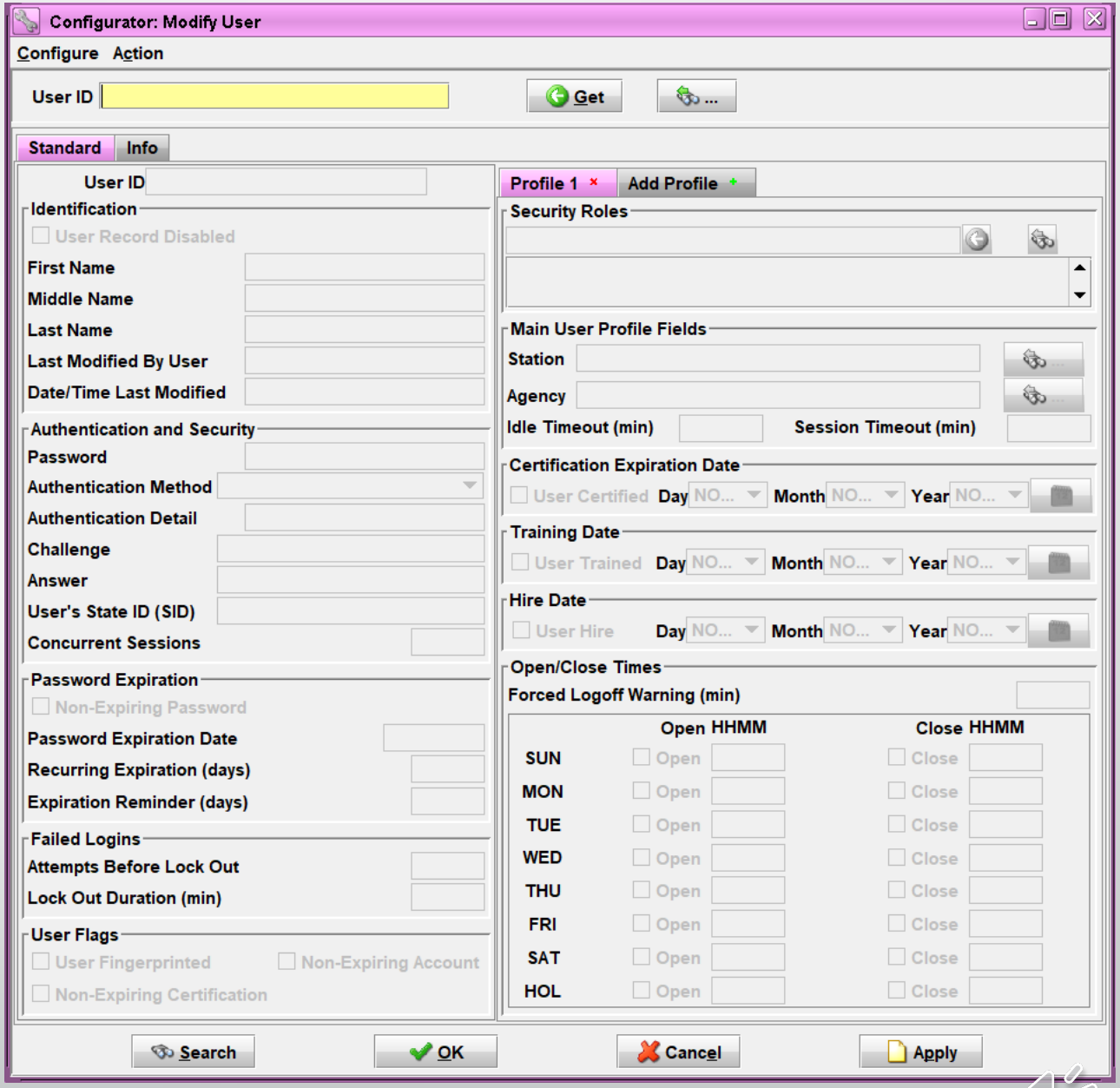


Modifying A User Cont.

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

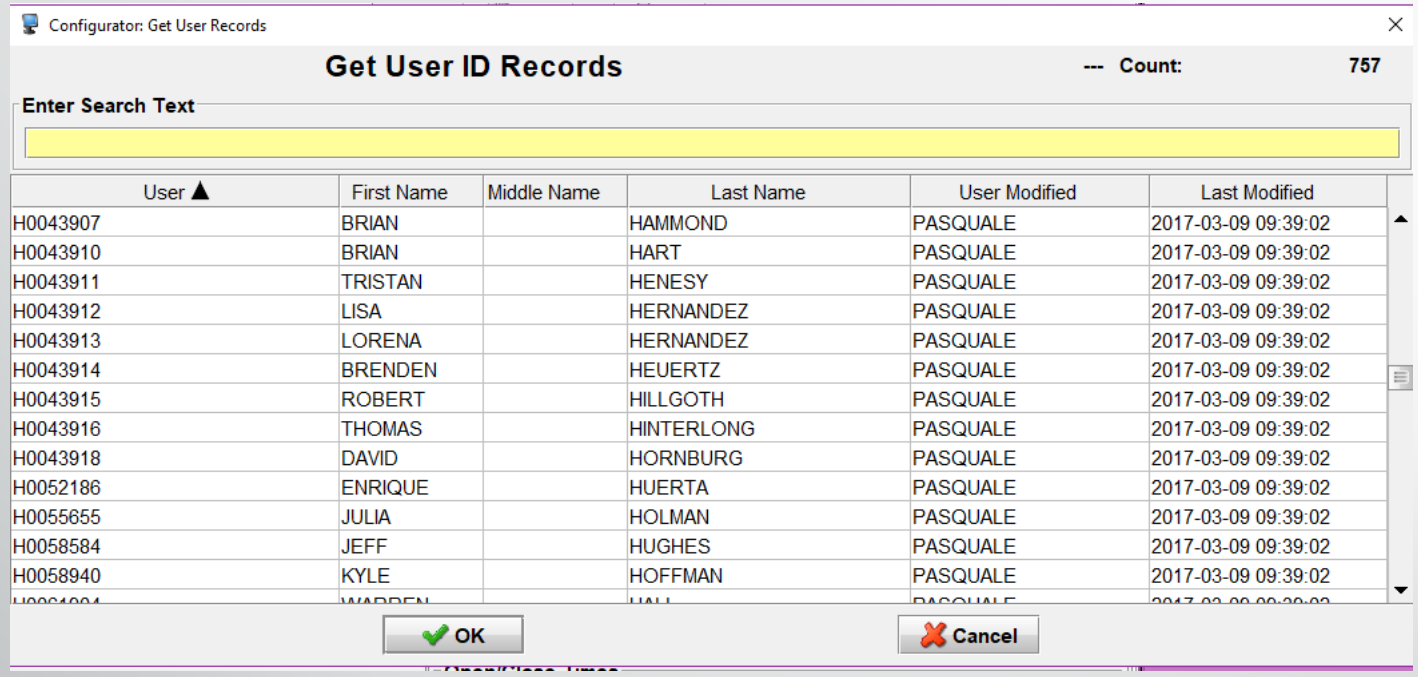
OR

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



Modifying A User Cont.

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

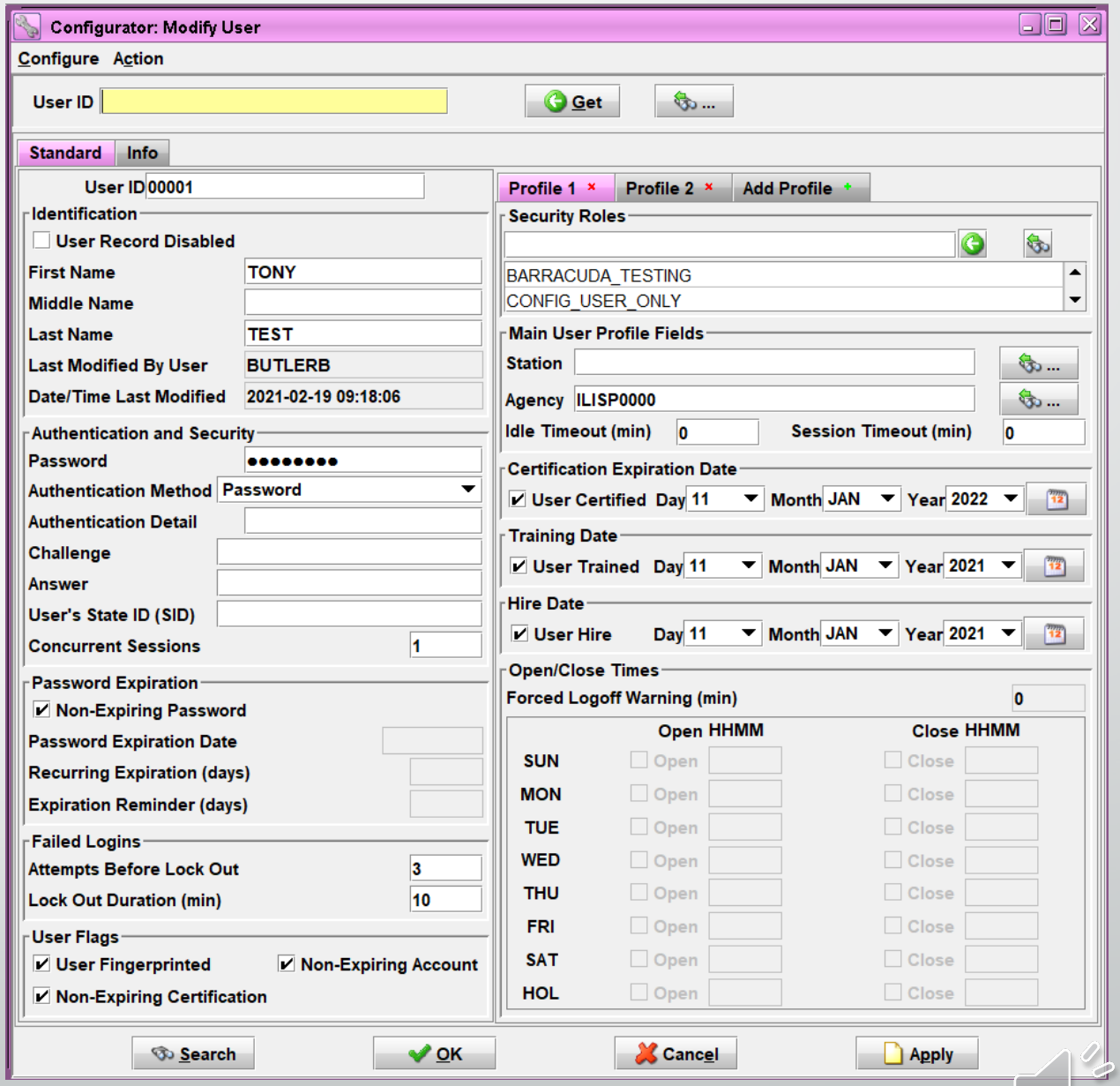
From this screen you can search by user ID or name

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

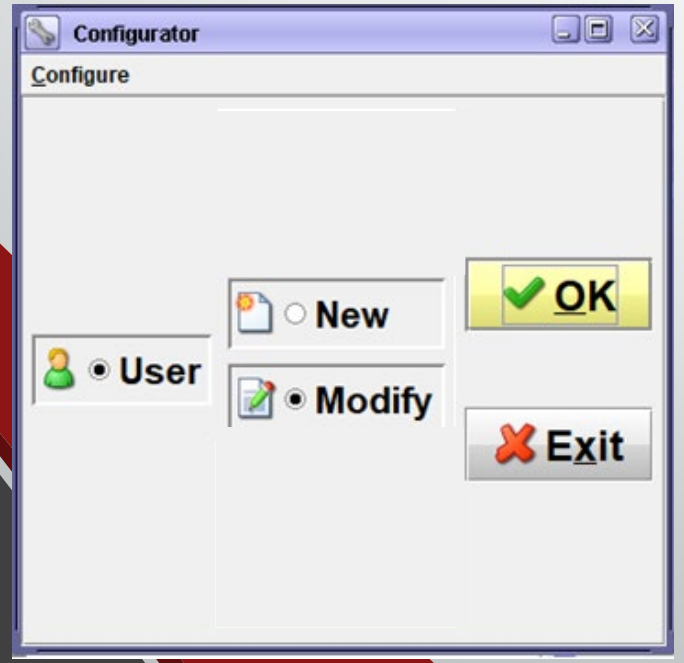
Update the appropriate fields and click on OK or Apply to finish making changes

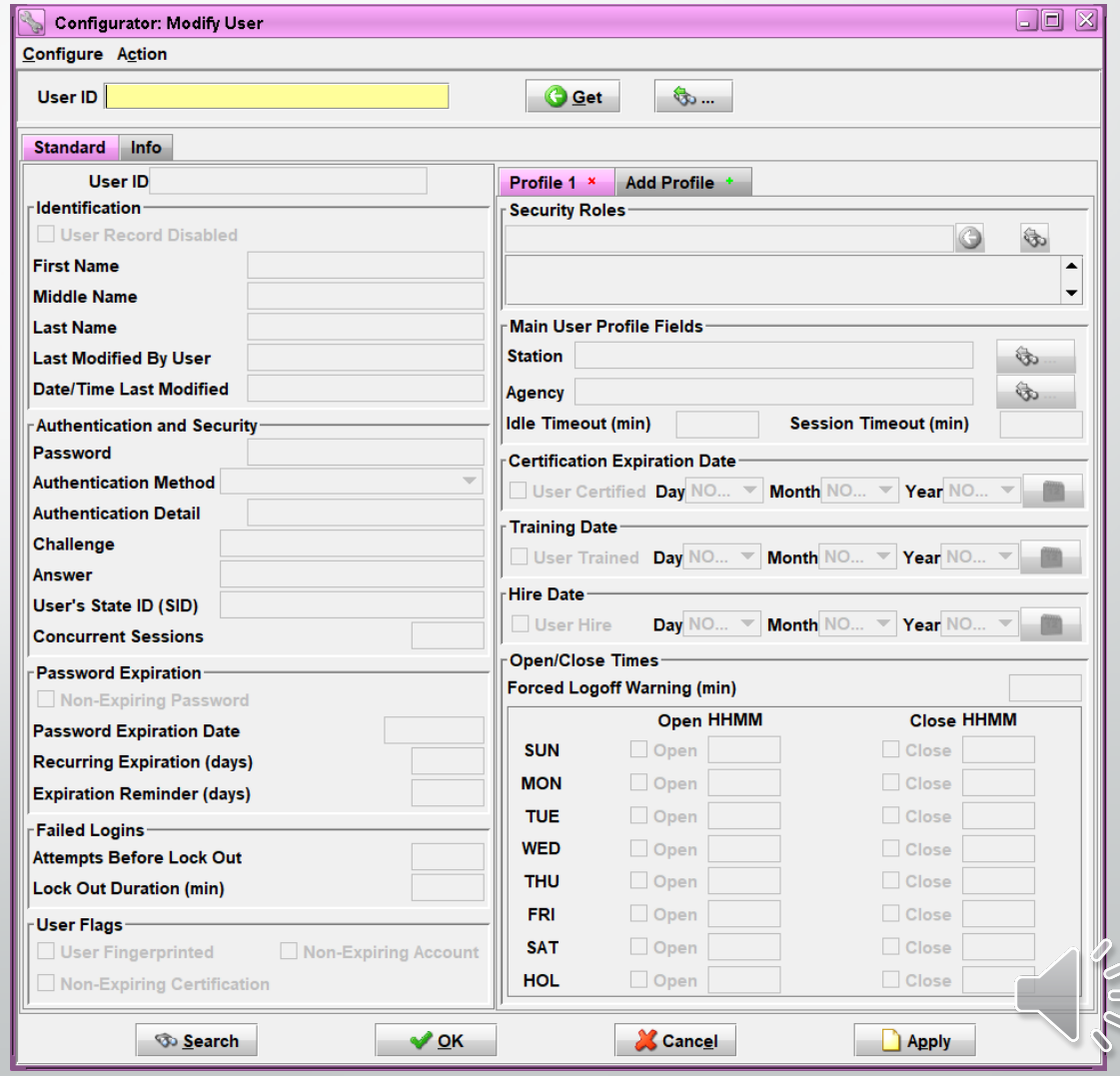


Adding A User Profile

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





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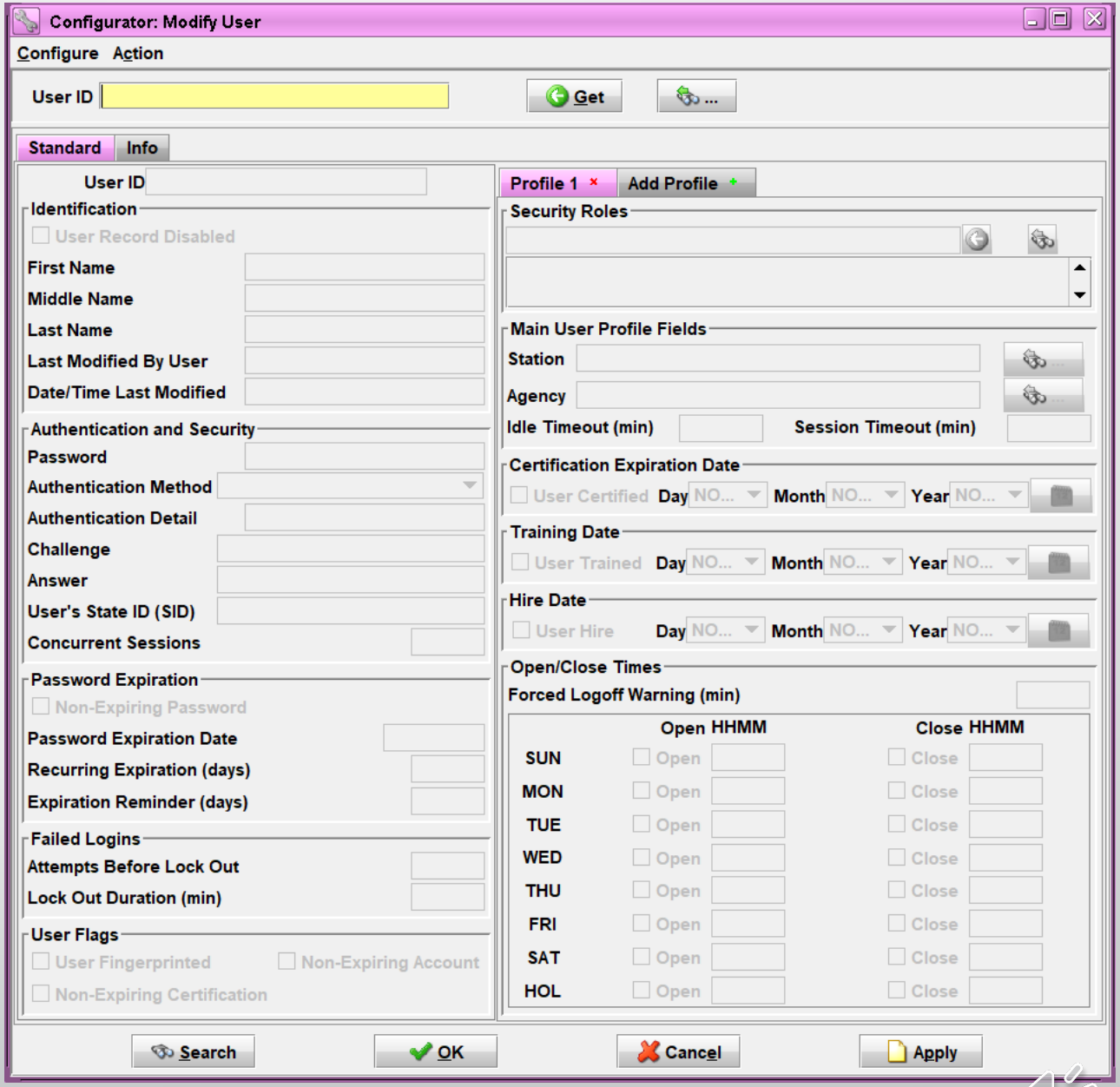
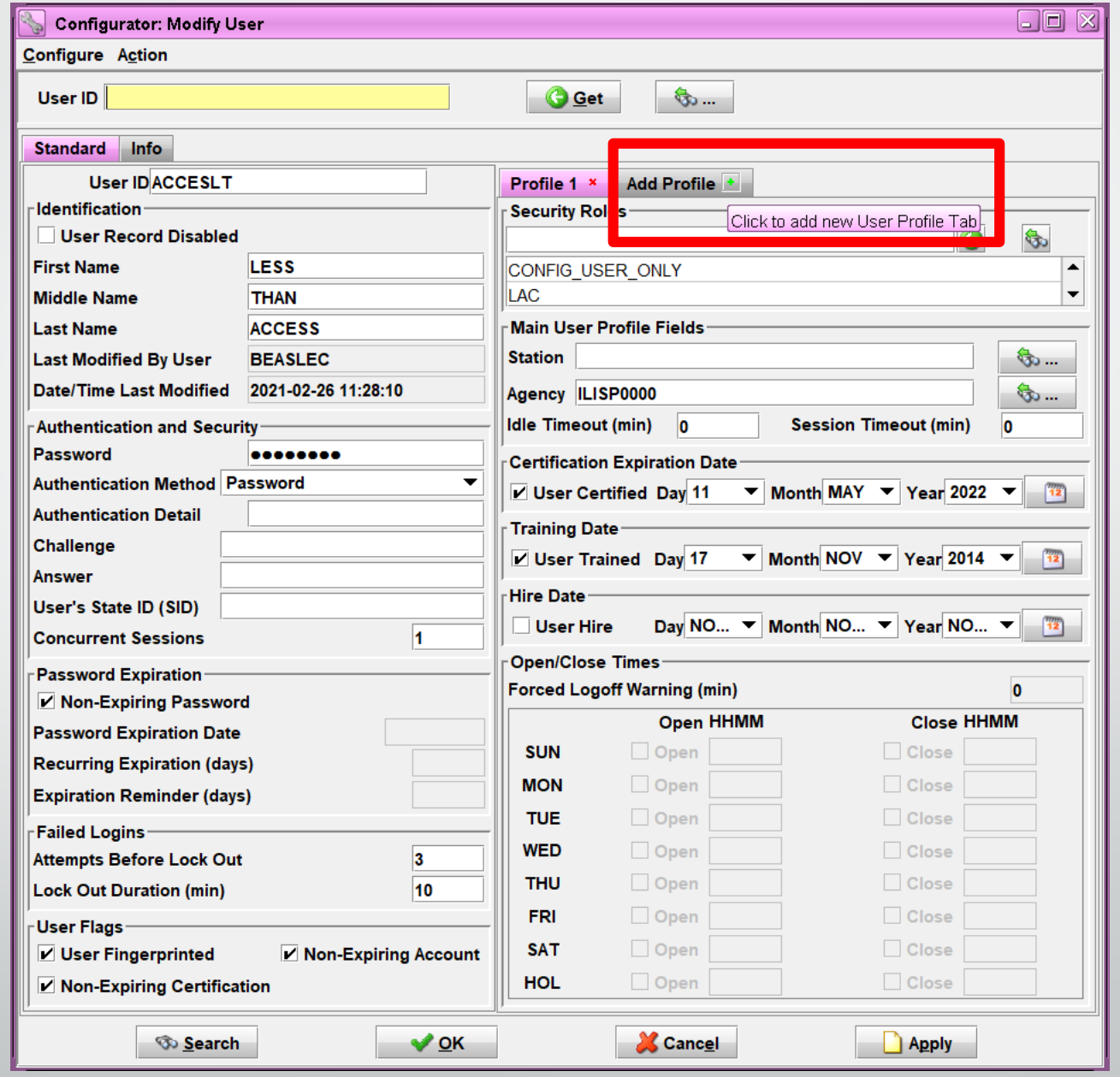
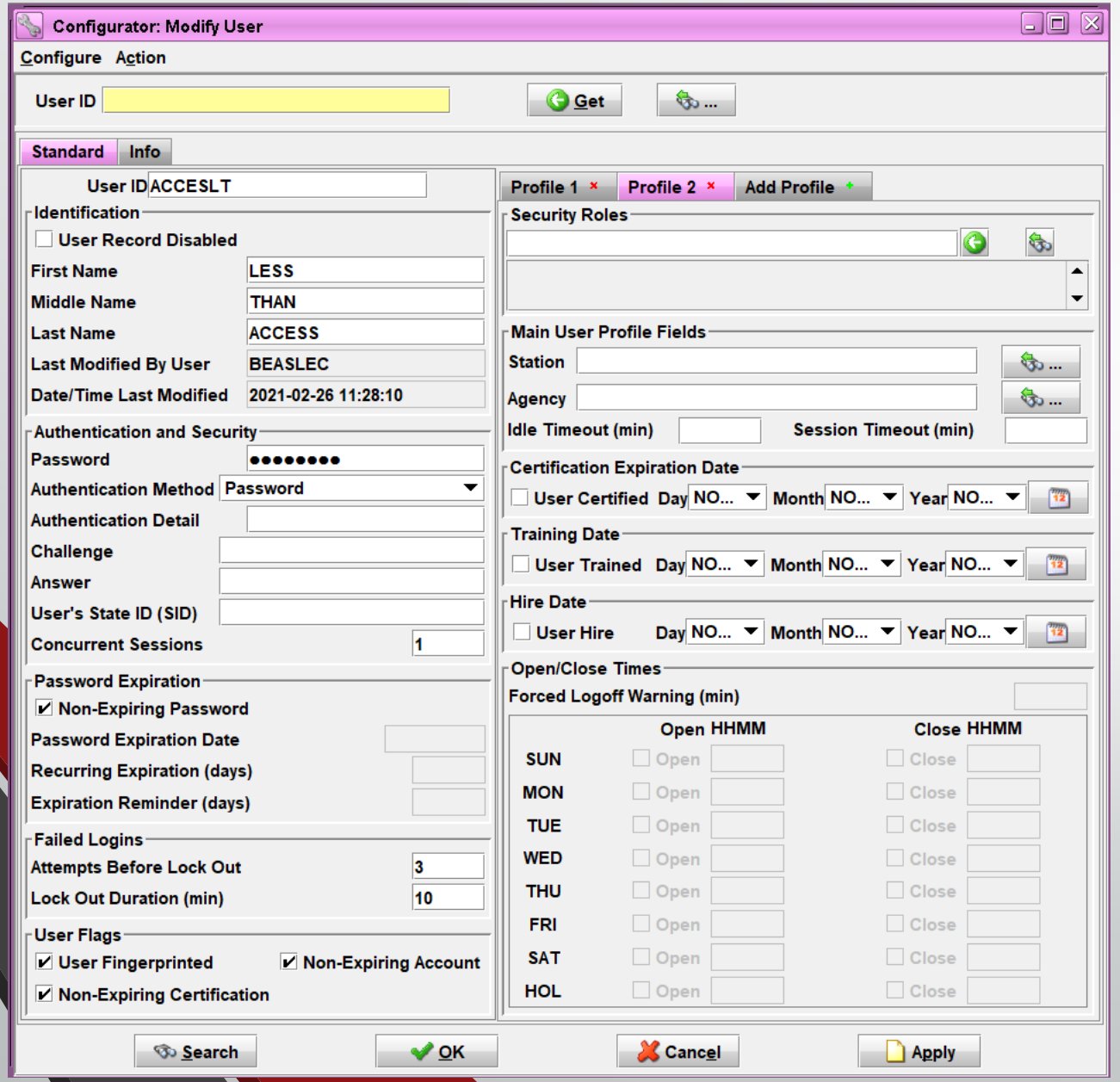


Adding A User Profile Cont.

Click on the green plus sign next to Add Profile



Adding A User Profile Cont.



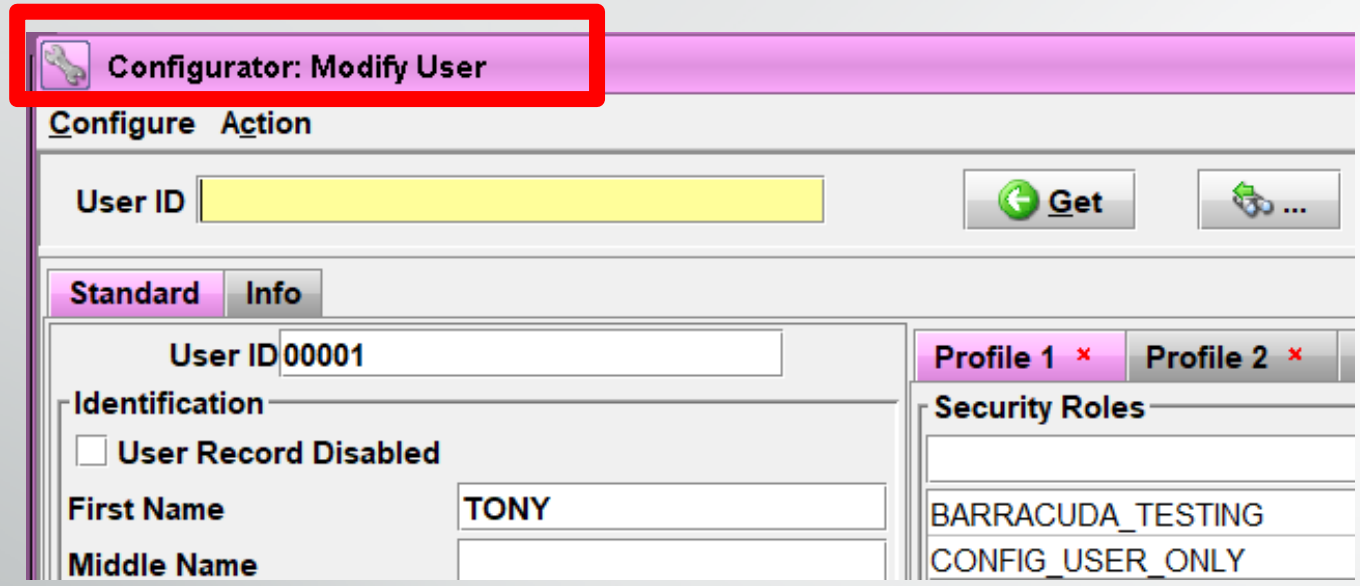
Left side fields will stay the same

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

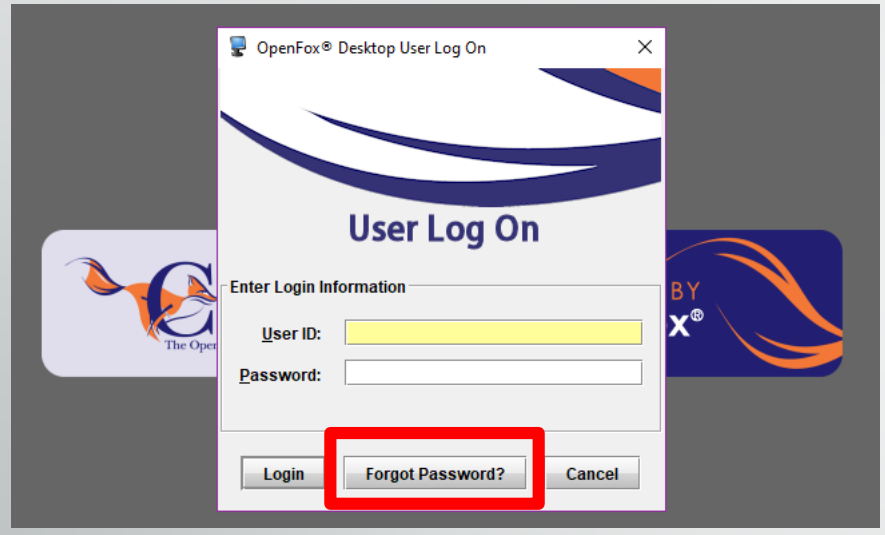
Extra Tips

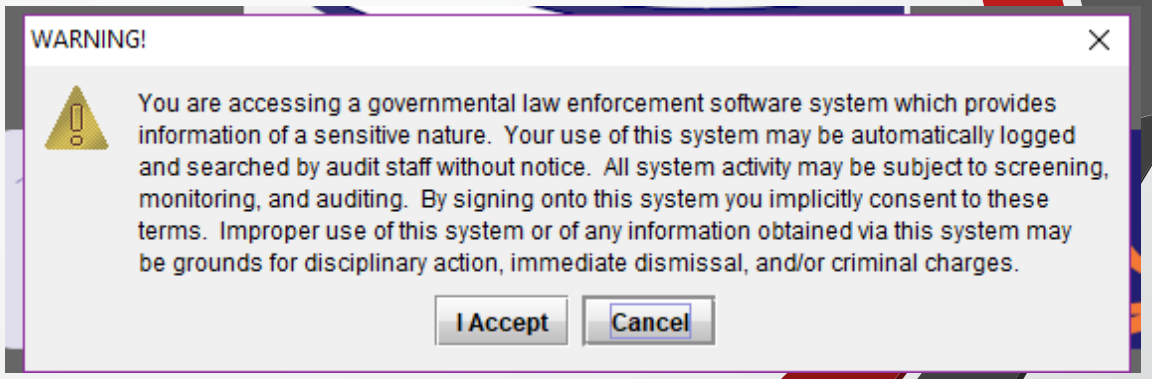


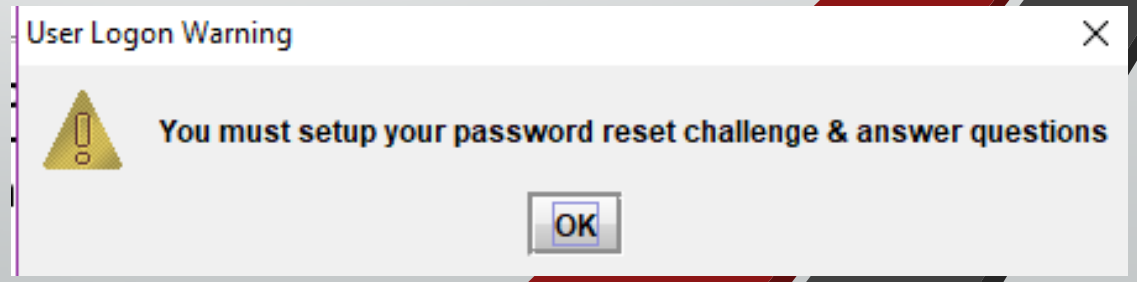
If at any point when entering/modifying a user, if you have to walk away and can't remember what you're doing because the screens are similar, look at the upper left-hand corner of the screen

Extra Tips Cont.

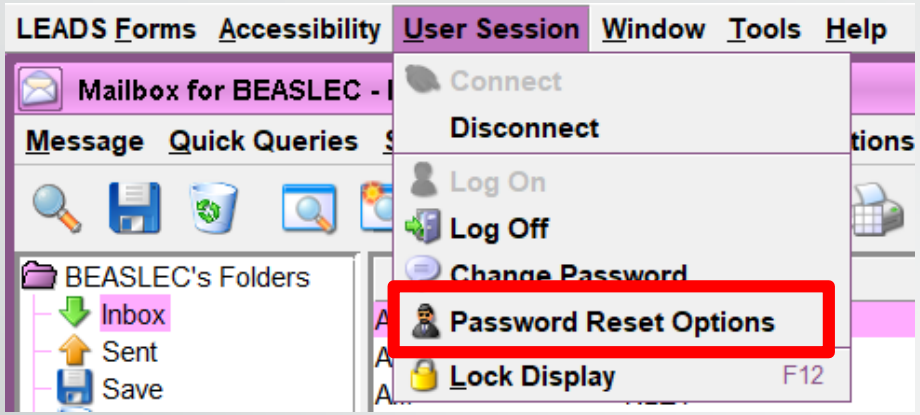
Logging In

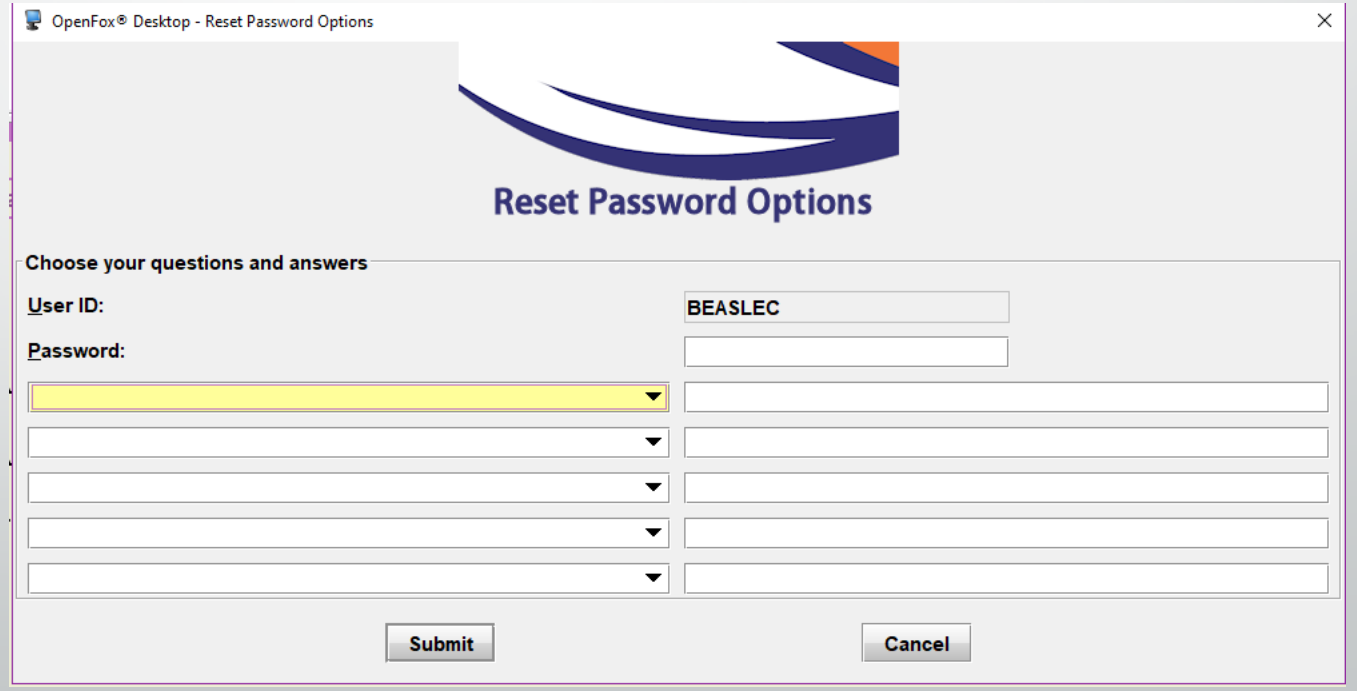




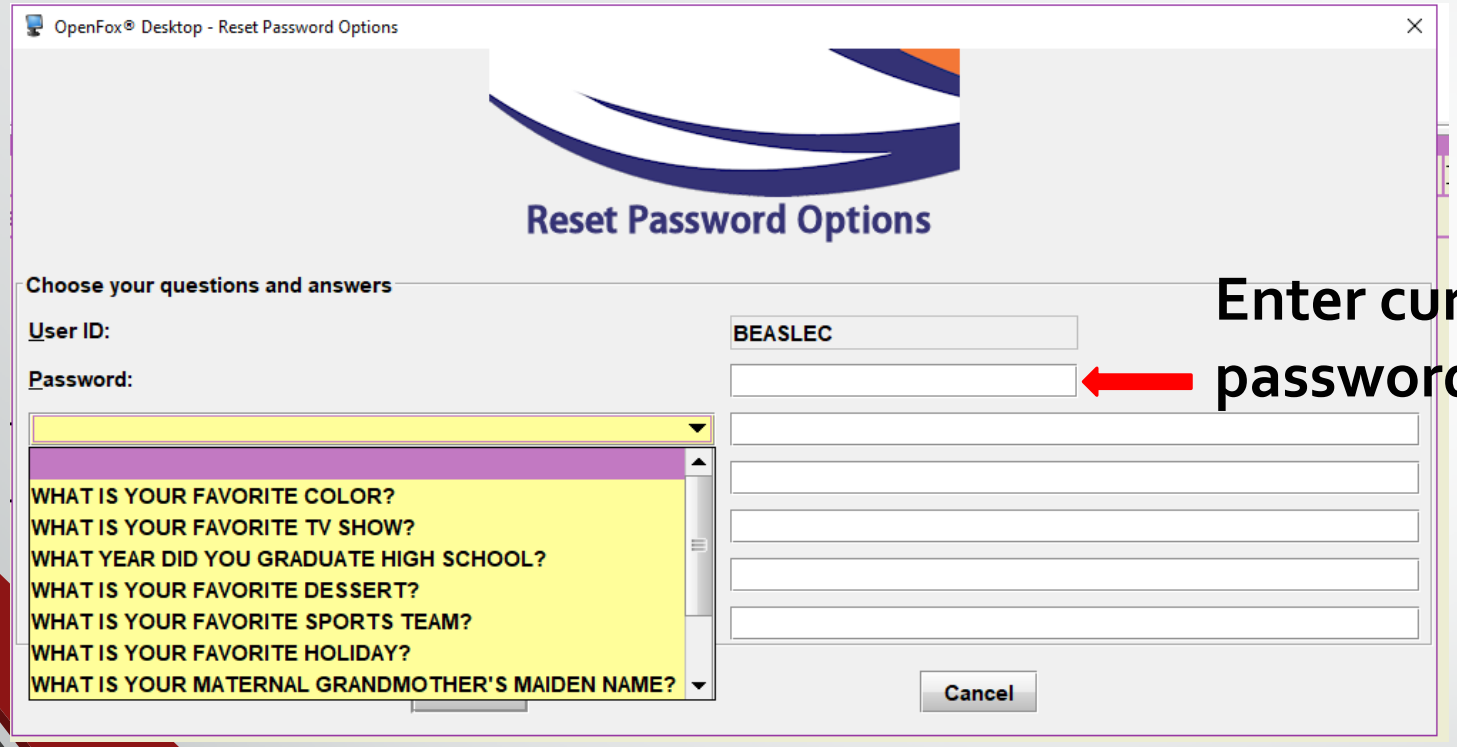


Extra Tips Cont.

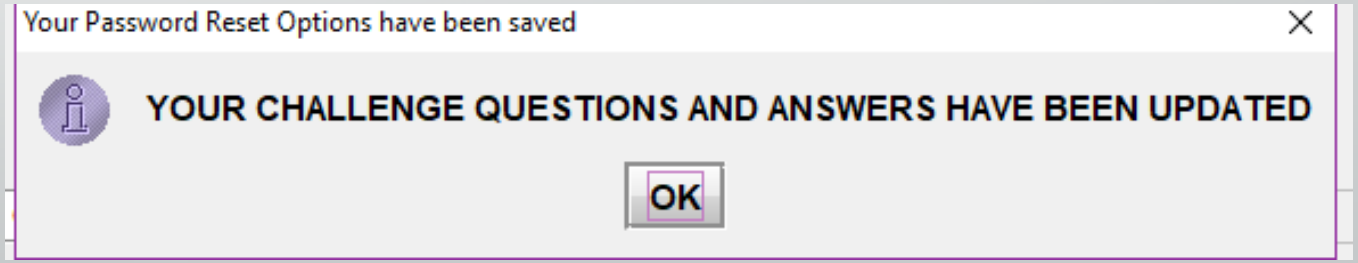




Extra Tips Cont.



Enter current password here



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