



Omnixx Force Training Manual

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Getting Started

Welcome to OmnixxTM Force, the desktop application module of the OmnixxTM Suite of products from Datamaxx Applied Technologies, Inc. Omnixx Force works from within your agency's network to provide browser-based functionality that meets the needs of today's law enforcement community. It allows users to send and receive text-base messages over dedicated law enforcement networks. These messages can be of an administrative nature or contain data elements for insertion into local, state, and federal databases.

Accessing Omnixx

If this is the first time that Omnixx Force is being accessed on your machine or if you are unsure if the application has previously been accessed, please see your Systems Administrator or T.A.C.

Omnixx Force is a browser-based application, meaning that it is accessed through a web browser. To access OFB:

- 1. If a shortcut icon has been created, double-click the shortcut icon on your desktop. **Or**,
- 2. If no shortcut icon is available you will need to access Omnixx through a web browser. Double-click on the browser icon on your computer's desktop. In most cases, the icon will be for either Internet Explorer or Netscape Navigator. The browser should direct you to the Omnixx Login Home Page that is shown below. If you are not taken to the Login page you must type the URL (web address) of the Omnixx server into the browser's address bar.



- **A.** <u>User ID and Password</u>: You are required to enter a User ID and Password. If you have not been assigned an ID and password, see your administrator.
- **B.** <u>New Password and Confirm</u>: Enter a new password if you wish to change your current password and then re-enter it in the "Confirm" box.
- **C.** <u>Click here for more Log In details</u>: Provides additional logon credentials. Details on this screen include:

Omnirr	Log In
User ID:	
Password:	
Agency:	
Validation Code:	
Omnixx Path: 🔼	Log In
New Password:	Click base to bide Los In details
Confirm:	Click here to hide Log in details
	Click here for Instructions to Setup Omnix
Datamaxx	

- <u>User ID and Password</u>: Another place you can enter your username and password to login into Omnixx
- <u>Agency</u>: Your Agency's identifier. *Should not be changed*

- <u>Validation Code</u>: Value that identifies your machine to the Omnixx Server. This may be an ORI, machine mnemonic, etc. *Should not be changed*.
- <u>Omnixx Path</u>: Drive letter and/or path to which the Omnixx directory is installed.
- <u>New Password and Confirm</u>: Another place to enter a new password if you wish to change your current password and then reenter it in the "Confirm" box.
- D. <u>Click here for Instructions to Setup Omnixx</u>: Application that must be installed on your machine in order to be able to run Omnixx. <u>This only needs to be done on this machine one time before the application is accessed</u>. Note: This link will <u>not</u> display if you accessed Omnixx through the shortcut icon is on your desktop.

After all necessary information is entered correctly, click the **Log In** icon. The Omnixx Certifications window will open displaying your current certification status. If your agency provides testing and/or training through Omnixx you will be able to click on the **Class Schedule** tab to see for which classes you are registered. If this feature is unavailable to you, the **Class Schedule** screen will be blank.

Current Certification Status			
User Name: Julie Imb	urgia		
Agency: Division (Of Criminal Inform	ation	
	1		
Certifications Class S	Schedule		
Certification	Status	Expiration Date 📤	
Agency Training Instructor	ACTIVE	11/1/2006	
Criminal Record Inquiries	ACTIVE	3/14/2007	
DEMO	ACTIVE	3/14/2007	
General Inquiries	ACTIVE	3/14/2007	
SBI Intelligence Section	ACTIVE	3/14/2007	
Agency super administrator	ACTIVE	Non-expiring	
Agency training administrator	ACTIVE	Non-expiring	
	Close Print		

Click **Print** to send the information displayed to the printer and click **Close** to exit the certifications window.

The Omnixx Desktop

Once you have logged in and have closed out of the Omnixx Certifications screen, the Omnixx Desktop will display. From here you can access all the Omnixx

applications that you are authorized to use. This screen may contain up to three separate access icons, but the only one covered in this manual is the Omnixx Force Saccess icon.



The Omnixx Desktop not only provides access to the Omnixx Suite of applications, but provides options under the Menu Bar that allow you to change your password, display your certifications, and view help information regarding the applications.

File Menu

The File menu provides resources to:

<u>F</u> ile	
Cł	nange Pass <u>w</u> ord
<u>M</u> (odify User Info
E×	at

<u>Change Password</u>: Displays the following screen, allowing you to change your password after you have logged into Omnixx. Enter the password that you used to access Omnixx into the Current Password textbox, and your desired password into the New Password textbox. Confirm your new password by entering it again in the Confirm textbox. Click **OK** when you are done. Click **Cancel** to abort the process and leave your password unchanged.

a	x
Modify Password	
Current Password	
New Password	
Confirm	
Password Rules	
*No less than 4 characters	
*No more than 15 characters	
*Limited to letters and numbers.	
<u>O</u> K <u>C</u> ancel	

You cannot change your password once an Omnixx Client application (e.g., Force, Trainer, or Console) has been executed. If you select the "Change Password" menu item after an Omnixx client application has been started, the following dialog will be displayed:

User Info	×
•	Your password cannot be changed after launching an application from Omnixx Desktop.
	You can change it the next time you logon.
	OK

<u>Modify User Info</u>: Displays the following screen, allowing you to enter or modify the user information associated with your Omnixx account.

9	Madifiellaar Information	X
	Modily Oser mormation	
Address:		
Building:		
City:		
State:	Zip:	
Phone:		
Fax:		
	<u>U</u> pdate <u>C</u> ancel	

<u>Exit</u>: Closes the Omnixx Desktop, which logs you out of the system. The following confirmation box will display, allowing you the option to abort the exiting process and remain logged into the system.

Monnixx		
?	Closing Omnix Desktop will log you o	ff.
	Do you want to continue?	
	Yes No	

Applications Menu

The **Applications** menu provides a drop-down list of the Omnixx applications the current user is allowed to access. These will be the same applications that appear as icons on the desktop.

<u>Applications</u>	
Omnixx Fo	rce Browser

Help Menu

The Help menu provides access to the following resources:

Liolo	
пеш	
<u></u>	



<u>Certifications and Classes</u>: Opens the Certifications screen that displays the current user's certifications and respective expiration dates.

Properties: The Omnixx Configuration Properties dialog box contains six (6) tabs:

- Agency
- Subagency
- User
- Device
- Applications
- Settings

Each tab displays read-only configurations settings. The configuration settings can be useful in trouble-shooting situations.

Omnixx Configuration Properties			
Agency Subagenc	y User Device Applications Settings		
Name	Value		
ID	NCDCI0000		
Name	Division of Criminal Information		
Title			
First name	Default		
Middle name			
Last name	Default		
Address			
Building			
City			
State			
Zip			
Phone			
Fax			
Miscellaneous			
PW minumum len	4		
PW maximum len	15		
PWCOMP	Limited to letters and numbers.		
PW notification pe	15		

<u>About Omnixx Desktop</u>: The *About Omnixx Desktop* screen provides you with pertinent information about the version of Omnixx Desktop software currently running on your system. The *About Omnixx Desktop* screen is shown below and is followed by a description of each feature.

About Omnixx Desktop		×
	De	sktop
Omnix.	X™ nunication tec	thology
Support	Properties OK	Version Number
Datamax	Version 1.01.018 © 2004 Datamaxx App Omnixx and Omnixx Dr of Datamaxx Applied T	olied Technologies, Inc. esktop are trademarks echnologies.

The information contained in the *About Omnixx Desktop* screen provides the user with the software version number for the Desktop, technical support contact information, and property settings for the Desktop software.

Support

By clicking the **Support** button, you are provided with technical support contact information, usually in the form of a toll-free phone number. Click the **OK** button to close the information box and return to the *About Omnixx Desktop* screen

🕤 Omni	ixx Desktop Technical Support	×
•	Datamaxx Phone: 1-877-369-8324	
	OK	

Properties

The **Properties** button displays the Omnixx Configuration Properties dialog box as shown previously.

License Agreement: The **License Agreement** menu option displays the Omnixx Desktop Software License Agreement for the Omnixx Desktop application as a Microsoft Word document.

Opening Omnixx Force

Locate the Omnixx Force application icon on the desktop and click it once.



When the Security screen displays, click Yes to continue.



At this time, Omnixx Force will synchronize with the Omnixx Repository to ensure that your computer has the most current version of all files available. If not, the

system will automatically update them for you. As this is taking place, the following status screen will be displayed:



Depending on configuration settings, you may be asked to apply application updates. Selecting **yes** will download and apply all new updates. This process may take a few minutes. By selecting **no** you are choosing to use Omnixx Force without applying any of the new updates.

Confirm		×
?	Updates are available. Do you want to apply them now?	
	Yes No	

Once synchronization with the Omnixx Repository is complete, the Omnixx Force user interface opens and you are ready to begin.

You will only be given this prompt if new updates have been added for the application <u>and</u> your system is configured to display the prompt message. Otherwise, Omnixx will download all files each time you log in.



Local Login

An alternate mode for accessing the Omnixx Desktop may be available if communications with the Omnixx web server cannot be established. If this feature is available to you, a shortcut icon will appear on your computer desktop. If a local login feature has not been created for you and you wish to have this feature enabled, see your Systems Administrator or contact Datamaxx Technical Support.

Local Mode is a safety feature that initiates an Omnixx session locally. Users must have logged into Omnixx Force through the web server at least once in order to log on locally. This method assumes that the network connection to the host switch (e.g., OpenFox, LEMS, etc) is still available. The Local Login screen is shown below.

Omnixx	Log
User ID: Password:	
New Password:	Click here for more details
Datamaxx*	

To avoid the problem of knowing whether there is an active connection to the web server, it is best to log into Omnixx using the Local Login. If the connection to the web server has been lost, then the user will be logged in locally. If there is an active connection, then the user will connect through the web server.

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Transaction Forms

Transaction forms provide the user a simple interface for accessing state and federal law enforcement databases. Certifications created and assigned at the administrative level will restrict or permit access to forms for each user. Depending on certification settings, users may not be able to see forms they are not authorized to use. Therefore, the list of forms in the Forms menu may appear different depending on the user.

Elements of Transaction Forms

All forms in Omnixx Force contain certain features that interlay with a basic form structure. The following subsections describe the basic features and structure of each form in the application.

Fields and Groups

Fields and groups define the physical layout of the form. A **Field** is a single location that is allocated for entering particular information. Most fields in Omnixx Force appear as text boxes, but can also be such things as radio buttons and check boxes.

Vehicle ID Number (VIN)

A **Group** is a collection of related fields in an Omnixx Force transaction form. A form may comprise one or more groups.

VEHICLE DATA	
License Plate	State (LIS) 🗾 🛄
Year (LIY)	Type (LIT) 🗾 🛄
VIN Number (VIN)	
Vehicle Make (VMA)	 Vehicle Year (VYR)

List Boxes

List boxes are associated with all fields in any form that require an NCIC code value. The List box contains the values (codes) for a particular field. A small button with three dots designates the list box (), which is located to the right of the field. List boxes will appear as a single level or bi-level pop-up menu.

ଲି V C	0	×	DL9	5
vco	DESCRIPTION		Americ	an States
SIL	Aluminum		Canadi	an Provinces
AME	Amethyst		Foreigr	n Countries
BGE	Beige		Indian	Nations
BLK	Black		Mexica	n States
BLU	Blue			
DBL	Blue, Dark		OLS	DESCRIPTION
LBL	Blue, Light		AL	Alabama
BRZ	Bronze		AK	Alaska
BRO	Brown		AZ	Arizona
MAR	Burgundy		AR	Arkansas
CAM	Camouflage		CA	California
сом	Chrome		CO	Colorado
CPR	Copper		CT	Connecticut
CRM	Cream		DE	Delaware
GLD	Gold		DC	District of Columbia
GRY	Gray		FL.	Florida
GRN	Green		GA	Georgia
DGR	Green, Dark	-	HI	Hawaii

Single Level

Bi-Level

The Vehicle Color list (VCO) above is a simple list of color codes. The Operator License State list (OLS) above illustrates a bi-level list. Bi-level lists are split into category and sub-category panes. Unlike the single level list, which requires only one selection, the bi-level list requires the user to make two selections.

To make a selection from a **single level** list:

- 1. Click the box is with your mouse, or use the CTRL + DOWN ARROW key command.
- 2. Use the mouse to double-click on the desired entry, or
- 3. Use the up and down arrows on the keyboard to highlight the desired entry, then press the ENTER key to select it.

To make a selection from a **bi-level** list:

Depending on list size, the bottom pane may be divided into alphabetic sections. Use the keyboard to type the first letter of your desired selection to view the appropriate list.

- Click the box with your mouse, or use the CTRL + DOWN ARROW key command
- 2. In the upper pane, highlight the appropriate category and the list of possible codes for that category will be displayed in the bottom pane.
- 3. To change the focus from the top pane to the bottom pane press the TAB key twice or click in the bottom pane using the mouse.
- 4. Use the up and down arrow keys to move to the desired selection, or use the scroll bar on the right, then use the mouse to click on the desired selection. Either double-click on the desired code or press the ENTER key when the correct code is highlighted.

Field Validation

Fields are checked for valid data each time:

- The TAB button is pressed, and
- When the transaction form is transmitted

Pressing the TAB key to move the cursor out of a field triggers an edit check of that field. If the user uses the mouse to move out of a field, then the validation check will not be performed until the form is transmitted. The example below illustrates the error message that is displayed when invalid information has been entered into a name field.

Entry Error		
ID: NAM		
Label: Name (NAM)		
Invalid input: JOHN DOE		
Help		
ID: N2_NAM		
Name: NAME	_	
Ver. GLB1.1		
For Wanted Person (all types), Missing Person, Convicted Person, Gang/Terrorist Member, Protection Order, Sexual Offender Person, and SENTRY:	-	

Clicking the **OK** button will place the cursor back into the field with the invalid data. Clicking the **Override** button will move the cursor to the next field in the form, leaving the invalid data untouched. If a user *overrides* an edit check, the form may still be rejected by the state switch.

Right-Click Menu

Certain functions can be carried out in Omnixx Force by right clicking in any field within a transaction form to display the following pop-up menu.

Depending on configuration settings, the **override** button may or may not be available.

Cut
Сору
Paste
Insert Data String
Undo
Clear
Clear Group
Field Help
Mark for Deletion
Replace

Cut – Removes highlighted text from its current location and places it on a temporary "clipboard". This is one way to remove text, however, because it has been placed on the "clipboard" it is not permanently deleted and can be placed somewhere else.

Copy – Duplicates highlighted text and places it on a temporary "clipboard".

Paste – Places text that is on the temporary "clipboard" at the current cursor location.

Undo - Reverses the last action taken in data entry within a form.

Clear – Removes all highlighted text. **Clear** is another way of deleting text, however, this method does not place the deleted text on a temporary "clipboard". Therefore, if **clear** is used to remove text from a field, it cannot be pasted elsewhere.

Clear Group – The Clear Group function gives the user the ability to quickly clear all fields in a group contained in a transaction form. Place the cursor in any field within the group, then click the **clear group** option on the right-click menu. Omnixx Force will delete all data previously entered into the fields in that group and place the cursor at the beginning of the first field in the group.

The example below shows a form with information contained in the "Agency/Case Data" group and the "Person Data" group. To clear the information in the "Person Data" group only, place your cursor into any of the fields within this group, and click the **Clear Group** menu item.

VEHICLE REGISTRATION QUERY	BY NAME AND DOB	3 (RNQ)		<u> </u>
AGENCY/CASE DATA Originating Agency Code (ORI) Optional Control Field	FLDMXTR06		NLETS Destination Code	FL
PERSON DATA Name (NAM) Date of Birth (DOB)	DOE, JOHN 19800101	Cut Copy Pacte		
		Insert Data String Undo Clear		
		Clear Group Field Help Mark for Deletion		
		Replace		

The following figure illustrates the same transaction form after the Clear Group function has been executed. Notice the fields in the "Person Data" group have been cleared, but the information contained within "Agency/Case Data" group remains.

😫 VEHICLE REGISTRATION QUERY BY NAME AND DOB (RNQ)	<u> </u>
AGENCY/CASE DATA Originating Agency Code (ORI) FLDMXTR06 Optional Control Field	NLETS Destination Code FL
PERSON DATA Name (NAM) Date of Birth (DOB)	

Field Help – A feature of Omnixx Force that defines data contents for a specific field. The Field Help dialog box displays guidelines regarding what type of information should be entered into the field as well as the correct format for the data. Selecting **Field Help** from the right click menu will display a help screen similar to the one shown below.

All fields in the form can be cleared simultaneously by right clicking anywhere in the form except in a data field, and choosing **Reset Form** from the menu that appears.

	Help
ID: N2_NAM	
Name: NAME	
Ver: GLB1.1	
For Wanted Person (all ty Member, Protection Orde	rpes), Missing Person, Convicted Person, Gang/Terroris r, Sexual Offender Person, and SENTRY:
Enter a minimum of three followed by a comma, fir than one space immediate "-" and may not have imb part of the name.	and maximum of thirty characters with last name first, st name and middle name or initial and suffix. No more dy following the comma. Surname may have one hypher edded spaces. A comma "," spaces must separate each
EXAMPLE: JONES-SMY	THE, HENRY ALLEN JR

Clicking **OK** will close the Field Help dialog box. Clicking **Print** will send the information contained in the dialog box to the printer.

Mark for Deletion – Used in Modify forms only, this feature inserts a "delete" token into field. After transmitting the form, this token notifies the host that the information contained in the field needs to be deleted from the record.

Replace – Opens a dialog box that allows the user to replace specific text with alternate text. This feature is best used in large text fields where multiple lines of text appear (e.g., in an Administrative Message as shown below).

DMV000001		
Driginating Agency Code (ORI) DMX000001		
Destination ORI/NLETS Region Code (DRI)	<u></u>	
Destination ORI/NLETS Region Code (DRI)		
Destination ORI/NLETS Region Code (DRI)	Optional Control Field	
<pre>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>></pre>		
	🔊 Replace	
NKE/STOLEN VEHICLE		
ORI/MD1012600 LIC/ ACD321 LIS/MD LIY/	Old Text SMYTHE	
VIN/ 2G2PM3/A2G22U8U42 VIR/86 VMA/PU DOT/032098 OCM/ TEST		
MIS/TEST RECORD	New Text SMITH	
NIC/V397672414		
UNABLE TO TRANSLATE THIS ORI		
IMMED CONFIRM RECORD WITH ORI	Cancel OK	

Insert Data String – Opens a selection box that enables you to choose from a list of commonly used data values. Select the data string that you wish to insert into a

particular field and click **OK**. Click **Cancel** to abort the operation without inserting any data strings.

🔊 Insert Data Stri	ing 🔀
Date:10 (mm-dd-y)	w) 🔟
Date:10 (mm/dd/yy	yy)
Date:6 (mmddyy)	
Date:8 (mm/dd/yy)	
Date:8 (mmddyyyy)	
Day:2 (dd)	
Device.ID	
Device.ORI	
FIPS Date:8 (yyym	mdd)
Month:2 (mm)	
Subagency.Addres	s 🔤
Subagency City	•
ОК	Cancel

Auto-Fill for VIN

By entering a valid Vehicle Identification Number (VIN) certain fields can be automatically populated based on information from the National Insurance Crime Bureau. When a valid number is entered into the VIN field a prompt will appear as shown below.

VEHICLE DATA				
Vehicle ID Number (VIN)	2G2PM37A2G2208042			
Make (VMA)		Select Fie	elds to be Populated	
Style (VST)	<u> </u>	?	Vear of Manufacturer (VYR): 1986	
Year of Manufacturer (VYR)		٦r.	Make (VMA): PONT	
Owner Applied Number (OAN)			OK Cancel	
Miscellaneous (MIS)				

From the prompt, the user can click **OK** to populate the YVR and MAK fields or click **Cancel**, closing the dialog box without populating the fields. The check boxes can also be used to deselect either or both of the fields to be populated.

Accessing Forms

Forms may be accessed four different ways:

- From the Forms Menu in the Menu Bar
- From the Tree Menu
- From the Command Bar
- Through the use of Quick Keys.

The Forms Menu comprises a list of categories and subsequent subcategories. Some categories can include multiple subcategories. To open a desired form:

- 1. Click the **For<u>m</u>s** menu on the menu bar
- 2. Select a transaction category from the list -- A cascading menu will display a list of transactions for the category that you selected.
- 3. Click on the desired transaction form

🔊 On	nnixx Force						
<u>F</u> ile	For <u>m</u> s <u>E</u> dit <u>C</u> omm <u>O</u> ptions	Tools	Windows Links	Ш	elp		
X	Master Query		🖹 Message W	indo	w	ø	🕯 Message Log
	Registration odenes			_		_	
	Driver License Queries	- 1 I					
	Administrative Messages	- • I					
	Criminal Histories	F					
	Hit Confirmations						
	NCIC Person's Files						
	NCIC Property Files	•	Vehicles	• [Query		Vehicle (QV)
	NCIC Misc.	•	Guns	•	Enter	•	Test Inquiry Vehicle (ZV)
	Imaging	•	Articles	•	Modify	•	Batch Inquiry (QVB)
	Protection Order File	•	License Plates	۱.	Locate	F	, <u> </u>
	NICS - Repository Processing	•	Boats	Þ	Clear	•	
	NLETS Misc. Queries	•	Securities	•	Cancel	•	
	Canadian Interface	- F					

Using the Tree Menu

The Tree Menu is a list of folders and subfolders, each containing transaction forms. The Tree Menu layout is identical to that of the forms menu with each folder representing a category and each subfolder representing a subcategory. To open a desired form using the Tree menu:

1. Select a transaction category by selecting a folder in the menu tree at the left of the screen.

If Tree Menu is not displayed, select View Tree Menu under the Options Menu



- 2. If necessary, expand any submenu folders by double-clicking the subfolder or single clicking the plus sign (+) to the left of the folder.
- 3. Once the form name is displayed in the Tree menu, double-clicking on the form name will open it.

Master Query Administrative Messages Registration Queries Driver License Queries DCI Index Messages DCI Index Messages Hit Confirmations Articles Boats Gang/Terrorist Gurs	E VEHICLE INQUIRY TRANSACTIO AGENCY/CASE DATA Originating Agency Code (ORI Related Search Hit (RSH) - VEHICLE DATA VehicLe ID Number (VIN)	IN (QY)	NCIC Number (Ni	c)	
Adimistature ressages Priver Licence Queries Criminal Histories DCI Index Messages Hit Confirmations Articles Boats Gang/Terrorist Guns	AGENCY/CASE DATA Originating Agency Code (ORI Related Search Hit (RSH) -VEHICLE DATA Vehicle ID Number (VIN)		NCIC Number (NI	c)	
Driver License Quaries Criminal Histories DCI Index Messages Hit: Confirmations Articles Boats Gang/Terrorist Guns	AGENCY(CASE DATA Originating Agency Code (ORI Related Search Hit (RSH) VEHICLE DATA Vehicle ID Number (VIN)		NCIC Number (NI	c) [
Criminal Histories DCI Index Messages Hit Confirmations Articles Boats Gang/Terrorist Guns	Originating Agency Code (ORI Related Search Hit (RSH) VEHICLE DATA Vehicle ID Number (VIN)		NCIC Number (NI	c)	
DCI Index Messages Hit Confirmations Articles Boats Gang/Terrorist Guns	Related Search Hit (RSH) VEHICLE DATA Vehicle ID Number (VIN)				
Hit Confirmations Articles Boats Gang/Terrorist Guns	VEHICLE DATA Vehicle ID Number (VIN)		;		
Articles Boats Gang/Terrorist Guns	VEHICLE DATA Vehicle ID Number (VIN)	1			
Boats Gang/Terrorist Guns	Vehicle ID Number (VIN)	[
Gang/Terrorist	Vehicle ID Number (VIN)	1			
Guns		9			
	Molec O(MA)				
License Plates	make (vime)	-		. <u> </u>	
- 📰 Query License (QV)	Owner Applied Number (VIN)				
Enter License (EL/EL-A/EL-F/EL-P)	Part Serial Number (VIN)				
B Locato License (ML)	1 art benar teamber (thirty				
Clear License (CL)	LICENSE DI ATE DATA				
Cancel License (CL)	LICENSE PLATE DATA				
Mission Persons	License Plate (LIC)		State (LI	IS)	
ORI Functions	<u>b.</u>				
Securities	IMAGE DATA				
Unidentified Persons	Image Indicator (IND)	V I			
Vehicles	image indicator (ind)	(Kale)			
Wanted Persons	TECT INDICATOR				
Identity Theft	TEST INDICATOR				
Protective Order	Test Indicator	N			
Sexual Offender					
Game, Fish and Parks					
Canadian Interface					
NLL 15 Misc/Helps					
National Insurance Urime Bureau					
Convicted Person on Palease					
NCIC Imaging					
NCIC Misc.					
Benefits and Effectiveness					
20					
ommand:					

The folders under the Tree menu will remain open until closed by the user If the Command Bar is not displayed, select View Command Bar under the Options menu

To change the font size in the Command Bar, right-click with the mouse in the Command Bar to display a menu containing small, medium, and large font size selections.

Using the Command Bar

The Command Bar is located at the bottom of the User Interface screen and provides keyboard access to two commonly used features:

- Opening a transaction form and,
- Inserting data strings

To open a form using the Command Bar:

- 1. Move cursor to the Command Bar, either by using the mouse or by using the keyboard command CTRL + G.
- Type the letters "TF" followed by a space and then the Message Key (MKE) of the desired transaction form, as shown in the example below.

Command: TF QV

If a valid message key is entered, Omnixx Force searches for and displays the correct transaction form. If an invalid Message Key is entered, the following error will be displayed and the user should repeat step 2 using a correct Message Key.

```
The message key you entered <QF> was not found. Please try again.
Command:
```

Transmitting Forms

After all necessary information has been entered into a transaction form; it must be transmitted for processing by the host network. Omnixx Force allows several methods of transmission.

To transmit a transaction form, perform one of the following methods:

- Click the **Transmit** icon on the Toolbar
 -

🔊 Transmit

Click on the **Comm** menu, and select **Transmit**



- Press CTRL + T on the keyboard
- Press the + key on the numeric keyboard

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Message Window and Display

The Omnixx Force Message Window contains all sent and received messages from the current session. A session is considered to last from the time a user logs on until the time the user logs off. Therefore, a user will begin with a blank Message Window every time Omnixx Force is launched.

Accessing the Message Window

There are three ways to manually access the Message Window in Omnixx Force.

• From the Message Window icon on the Toolbar

😰 Message Window

- From the <u>T</u>ools menu, click Message <u>W</u>indow.
- From the Message Counter on the Status Bar.

1 Message

To configure the Message Window to automatically open upon receipt of new messages select **Options** from the Main Menu --> **Auto Switch to Message Window**.

Message Window Components

	Ε	F	G	Н
EMessage Window				
From: 02-11-2005 01:12:49 PM	To: 02-11-2005 01:58:34 PM	•	•	•
Date/Time	Subject	Туре	Image	Ref ID
• 1 12 02-11-2005 01:58:34 PM	QW From NCIC	Recv	N	01FW00000Q
🔲 🚿 02-11-2005 01:58:33 PM	RW2: , 1234, SMITH, GEORGE	Sent	N	01FW00000Q
耳 🐝 02-11-2005 01:44:25 РМ	RW2: , 1234, SMITH, JOE	Sent	N	01FW00000N
🔲 🖻 02-11-2005 01:23:00 PM	QUERY From NCIC	Recv	N	01FW000006
Alter and A 100 A 11/22/50 PM Alter and A 11/2			NI	01E\0(000006
🖂 🤝 02-11-2005 01.22:59 PM	QUERY: ID0000100	Sent	DV	011 *********
□ 🞲 02-11-2005 01:22:59 PM □ 🔁 02-11-2005 01:12:49 PM	QUERY: ID0000100 LOGON From NCIC	Sent Recv	N	01FW000000
02-11-2005 01.22:59 PM 02-11-2005 01:12:49 PM 13:58:34 On Friday 02-11-2005 Operator: JIR Reference	QUERY: ID0000100 LOGON From NCIC MBURGIA ORI: ID0000100 Mnemonic: " 01FW000000	Sent Recv	N	01FW000000
O2-11-2005 01.22:59 PM O2-11-2005 01:12:49 PM O2-11-2005 01:12:49 PM S8:34 On Friday 02-11-2005 Operator.JII Reference Msg Key	QUERY: ID0000100 LOGON From NCIC MBURGIA OR: ID0000100 Mnemonic: " 01FW000000 QW	Sent Recv TRAIN01	N	01FW000000
Image: Control of the second state of the s	QUERY: ID0000100 LOGON From NCIC MBURGIA OR: ID0000100 Mnemonic: 01FW000000 QW 1100000849	Sent Recv	N	01FW000000
O2-11-2005 01.22:59 PM O2-11-2005 01:12:49 PM O2-11-2005 01:12:49 PM S8:34 On Friday 02-11-2005 Operator.Jlt Reference Msg Key Msg ID Date/Time	QUERY: ID0000100 LOGON From NCIC MBURGIA OR: ID0000100 Mnemonic: 01FW000000 QW 1100000849 20050211135834	Sent Recv	N	01FW000000
O2-11-2005 01.22:59 PM O2-11-2005 01.12:49 PM O2-11-2005 01:12:49 PM Second	QUERY: ID0000100 LOGON From NCIC MBURGIA GR: ID0000100 Mnemonic: 01FW000000 QW 1100000849 20050211135834	Sent Recv	N	01FW000000
Image: Second	QUERY: ID0000100 LOGON From NCIC MBURGIA GR: ID0000100 Mnemonic: 01FW000000 QW 1100000849 20050211135834	Sent Recv	N	01FW000000
Image: Second State Second	QUERY: ID0000100 LOGON From NCIC MBURGIA CRI: ID0000100 Mnemonic: " 01FW000000 QW 1100000849 20050211135834	Sent Recv	N	01FW000000
Image: Second State	QUERY: ID0000100 LOGON From NCIC MBURGIA CRI: ID0000100 Mnemonic: " 01FW000000 QW 1100000849 20050211135834	Sent Recv	N	01FW000000
C2-11-2005 01.22:59 PM C2-11-2005 01:12:49 PM C2-11-2005 01:12:49 PM C2-11-2005 01:12:49 PM C2-11-2005 01:12:49 PM C2-11-2005 01:22:59 PM C2-11-	QUERY: ID0000100 LOGON From NCIC MBURGIA OR: ID0000100 Mnemonic: 01FW000000 QW 1100000849 20050211135834 	Sent Recv	N	01FW000000
Control	QUERY: ID0000100 LOGON From NCIC MBURGIA OR: ID0000100 Mnemonic: 01FW00000Q QW 1100000849 20050211135834 	Sent Recv		

- A. <u>From</u> and <u>To</u> Displays the date and time of the oldest message that was received in the Message Window and the date and time of the most recently received message. By default, the Message Window is sorted with the newest messages listed at the top of the window and the oldest messages at the bottom. Date and time are recorded for the current session; however, the date and time of the earliest received message will remain even if the user clears the message window.
- **B.** <u>Selection Checkboxes</u> Allow the user to print or delete more than one message at a time. In the Message Window, messages may be printed or deleted. Selecting a checkbox on a message indicates that the message will be printed or deleted.
- **C.** <u>Message Icons</u> Visual indicator of whether a message was sent or received and whether the message has been viewed.
 - Indicates an Unread received message
 - \square
- Indicates a Read received message
- Indicates an Unread received message that contains a Hit.

By default, messages in the Message Window will be sorted by date and time. You may elect to sort by date, time, or reference ID by clicking on the column headings.



Indicates a Read received message that contains a Hit.

- Indicates a *Sent* message
- **D.** <u>**Date/Time**</u> The date and time that the respective message was sent from the workstation or the date and time that the message was received.
- E. <u>Subject</u> Short summary of the message contents
- F. <u>Type</u> Description of whether the message was sent or received.
- **G.** <u>Image</u> Indicates whether or not an image is embedded in the message.
- **H.** <u>**Ref ID**</u> A number assigned to a message. Each *sent* transaction is assigned a unique number, and when the response message comes back to the device it will be assigned the same number as the *sent* transaction.
- I. <u>Preview Pane</u> A configurable option, which when activated allows the user to view contents of a selected message without having to open the message.

Menu Bar

The Omnixx Force Message Window Menu Bar contains three elements:

- The File Menu
- The Options Menu
- The Edit Menu

 E Message Window

 ____X

 ____X

 ____X

Under each menu element are functions for managing messages in the window as well as functions that turn certain Message Window options on and off.

File Menu

The File menu contains the following five (5) functions: **Print**, **Print Message List**, **Print to Default**, **Text Preview**, and **Exit**. The first four options relate to printing and are explained in the *Message Options* chapter. Please see this chapter for an explanation of these menu items. The Ref ID column is sortable, allowing for all sent transactions and respective response messages to be grouped together.

Application administrators can configure Omnixx Force to mark messages viewed in the Preview Pane as "read",

Eile	
Print	Ctrl+P
Print Message List	
Print to Default	
Text Preview	
Exit	Ctrl+E

<u>Exit</u>

The Exit command *closes* the Message Window.

Edit Menu

Functions under the **Edit Menu** provide a way to quickly select multiple messages for printing or deleting.

<u>E</u>dit

<u>D</u> elete ►	All	Ctrl+L
Select All	Checked	Ctrl+K
Deselect All		

Delete

- All Removes all messages in the Message Window, except for any unread messages.
- Checked Removes only those messages that have a check mark next to them in the Message Window.

Select All – Places check marks next to all messages in the Message Window. Works in conjunction with printing and deleting messages. All selected messages may be sent to a printer or deleted from the Message Window.

Deselect All – Removes all check marks next to messages in the Message Window.

Options Menu

The **Options Menu** has functions that activate/deactivate Message Window displays. Functions available under the **Options Menu** include:

- Message Preview Pane
- Display Sent Messages
- View Command Bar

Options	
✓ Message Preview Pane	
Display Sent Messages	
✓ View Command Bar	

Options with check marks are turned on. To deactivate a function, select the function from the Option menu to remove the check mark.

Selecting a message and

pressing the **delete** key

on your keyboard will

also remove the message from the Message Window. <u>Message Preview</u> – When activated (checked), displays the message preview pane on the bottom of the Message Window.

Display Sent Messages – When activated (checked), all sent messages appear in the Message Window in addition to all received messages. No sent messages will display in the Message Window if this option is deactivated (unchecked).

<u>View Command Bar</u> – When activated (checked), displays the Command Bar in the Message Window.

Note: If a message is delivered to the Message Window and the user does not read the message for a predetermined period of time (normally six minutes), the message will automatically display in the **Unread Message Timeout Alert** window, as shown below. Click **OK** to proceed.

X

E Unread Message Timeout Alert

The following message has exceeded the configured "unread message" timeout period. Please acknowledge the message by dicking the "OK" button.

۰ QV.TNNCIC000 11:01 03/28/98 00000 11:01 03/28/98 00421 TNTBI0068 TXT MKE/STOLEN VEHICLE ORI/FL0509201 LIC/ ABC123 LIS/FL LIY/1998 LIT/PC VIN/ 1234567889 VYR/1970 VMA/DODG VST/2D VC OCA/98765 TEST MIS/FHP TEST ENTRY ONLY (561)-6402831 NIC/V383300638 ORI IS SHP LANTANA FL IMMED CONFIRM RECORD WITH ORI • <u>0</u>K Print

Message Display Window

To view an individual message, double-click the message with your mouse. The message will display in a new Message Display Window. The main Message Display components are displayed below.

Message Display Components

1

 A Message 1 of 2 Received 10:32:57 On Tuesday 07:12:2005 Operator: XJIMB ORI: FLDMXTROB Mnemonic: TRADE Formatted Input Received Input (V. TINICICODO 11:01 03/28/98 00:000 11:01 03/28/98 00:421 TIVTB10068 TXT NKE/STOLEN VEHICLE ORI/FLOSO9201 LIC/ ABCL23 LIS/FL LIY/1998 LIT/FC URI/FLOSO9201 LIC/ ABCL23 LIS/FL LIY/1998 LIT/FC URI/FLOSO9201 LIC/ ABCL23 LIS/FL LIY/1998 LIT/FC URI/Stores TEST MIS/FHP TEST ENTRY ONLY (561)-6402831 TM URI/V383300638 ORT IS SHP LANTAWA FL IMMED CONFIRM RECORD WITH ORI A. Message Chronology – This area contains the following information about the current message. The chronological number of the message in the Message Window. Message type: Sent or Received. Date and time that message was sent or received
 A Message 1 of 2 Received iD32:57 On Tuesday 07:12:2005 Operator: XJIMB ORI: FLDMXTROS Mnemonic: TRADS Formatted Input Received Input QV. TNNCIC000 11:01 03/28/98 00020 11:01 03/28/98 00421 TNTB10068 TNT MKE/STOLEN VEHICLE ORI/FL0509201 LIC/ ABC123 LIS/FL LIY/1998 LIT/PC VIN/ 1234567889 VYR/1970 VMA/DODG VST/2D VCO/RED D0T/021298 OCA/98765 TEST MIS/FHP TEST ENTRY ONLY (561)-6402831 TM NIC/V383300638 ORI IS SHP LANTANA FL INMED CONFIRM RECORD WITH ORI C A. Message Chronology – This area contains the following information about the current message. The chronological number of the message in the Message Window. Message type: Sent or Received. Date and time that message was sent or received.
Item Item IV.TINCICOO0 II:01 03/28/98 00000 II:01 03/28/98 00421 TNTB10068 TXT INKE/STOLEN VEHICLE ORI/FL0509201 LIC/ ABC123 LIS/FL LIY/1998 LIT/PC VIN/ 1234567889 VTR/1970 VMA/D0DG VST/2D VCO/RED D0T/021298 OCA/98765 TEST MIS/FHP TEST ENTRY ONLY (561)-6402831 TM DT/021298 ORI IS SHP LANTANA FL INNED CONFIRM RECORD WITH ORI INNED CONFIRM RECORD WITH ORI INNED CONFIRM RECORD WITH ORI A. Message Chronology – This area contains the following information about the current message. • The chronological number of the message in the Message Window. • Message type: Sent or Received. • Date and time that message was sent or received
 MKE/STOLEN VEHICLE ORT/FL0509201 LIC/ AEC123 LIS/FL LIY/1998 LIT/PC VIN/ 1234567889 VYR/1970 VMA/DODG VST/2D VC0/RED D0T/021298 OCA/98765 TEST MIS/FHP TEST ENTRY ONLY (561)-6402831 TM NIC/V383300638 ORI IS SHP LANTANA FL IMMED CONFIRM RECORD WITH ORI A. Message Chronology – This area contains the following information about the current message. The chronological number of the message in the Message Window. Message type: Sent or Received. Date and time that message was sent or received.
 A. <u>Message Chronology</u> – This area contains the following information about the current message. The chronological number of the message in the Message Window. Message type: <i>Sent</i> or <i>Received</i>. Date and time that message was sent or received.
 The chronological number of the message in the Message Window. Message type: <i>Sent</i> or <i>Received</i>. Date and time that message was sent or received.
 The Operator, ORI, and device Mnemonic that is associated with the message.
B. <u>Toolbar</u> – The toolbar provides quick access buttons for printing message displays and navigating through messages in the Message Window.
Print – Sends the current message to the printer. Does not open a print dialog box, enabling you to select a different printer.
First Message – Displays the first message listed in the Message Window.
Previous Message – Moves you <i>backward</i> through the Message Window displaying one message at a time.



Next Message – Moves you *forward* through the Message Window displaying one message at a time.



Last Message – Displays the last message in the Message Window.

C. <u>Message Display Window</u> – Area that contains the actual text of the message.

Received messages can be viewed as Formatted Input or Received Input. The Received input view is unformatted data as it was delivered from the switch.

Sent messages can be viewed as Formatted Output, Sent Output, or as User Inputs. Similar to Received Input, the Sent Output view displays the message as it was sent to the switch. The Formatted Output tab displays the "cleaned" version of the same message. The User Inputs tab displays a formatted view of the data entered into the transaction form that comprised the message. The Formatted Output tab is the default view.

_ D ×

Menu Bar

The **Menu Bar** of the Message Display window contains two elements: The **File** menu and the **Edit** menu.



File Menu

The File menu contains the following functions:

File
Print Ctrl+P
Print to Default
Exit Ctrl+E

- See the printing section of the *Message Options* chapter for explanations of Print and Print to Default.
- The **Exit** function closes the Message Window.

Shortcut buttons for the **Go To** functions are located in the Toolbar.

Edit Menu

The **Edit** menu contains the following functions:

Edit		
Copy Ctrl+C		
Go To 🛛 🕨	First	Ctrl+F
	Last	Ctrl+L
	Next	Ctrl+N
	Previous	Ctrl+R

- <u>**Copy</u>** -- Duplicates highlighted text and places it on a temporary "clipboard".</u>
- <u>Go To</u> The functions **First**, **Last**, **Next**, and **Previous** allow you to navigate through the messages in the Message Window.
 - First -- Displays the first message listed in the Message Window.
 - Last -- Displays the last message in the Message Window.
 - **Next** -- Moves the user *forward* through the Message Window displaying one message at a time.
 - **Previous** -- Moves the user *backward* through the Message Window displaying one message at a time.

Tip: It is useful to use the navigation buttons to open multiple messages without leaving the Message Display Window. Without closing out of the Message Display window use the buttons to move up and down through your messages.

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Searching Archive Logs	

Message Log Window

The Omnixx Force Message Log allows you to search for and view messages that have been sent or received on a particular machine. The Message Log is permanent, searchable, and read-only.

Accessing the Message Log

There are three ways to access the Message Log in Omnixx Force:

- Click on the Message Log button on the Toolbar
- Click the **Tools** menu on the Menu Bar, and then click **Message Log**.
- Click on the Log in the Status Bar
 G FOX-PRIM
 T TRAIN02
 JIMBURGIA
 LOG
 U Message
 11:49

Depending on device settings, message logs may not be retained.

Message Log Components

Criteria Logs			
	RM: SLOG:	OPERATOR: XJIMB	
START DATE: 07/07/2005 EN	D DATE: 07/12/2005 START TIME:	END TIME:	Print
SEARCH FOR:		MKE:	Exit
TYPE: O SENT O	RECV CALL		
Date/Time	Subject	Type Image	Ref ID
07-12-2005 10:32:57 AM	QV From NCIC	Recv Y	01K3000003
07-12-2005 10:32:54 AM	QV:	Sent N	01K3000003
07-12-2005 10:06:31 AM	LOGON From NCIC	Recv N	01K3000000
🔲 🗍 🍏 07-08-2005 01:33:08 PM	LOGOFF:	Sent N	01JZ000005
🗖 🖻 07-08-2005 10:26:39 AM	LOGON From NCIC	Recv N	01JZ000003
🔲 👹 07-08-2005 10:22:15 AM	LOGOFF:	Sent N	01JZ000002
🔲 🖂 07-08-2005 09:31:23 AM	LOGON From NCIC	Recv N	01JZ000000
🔲 🖪 07-07-2005 05:15:47 PM	QV From NCIC	Recv Y	01JY00000B
🔲 🗖 1 🖏 07-07-2005 05:15:42 PM	QV:	Sent N	01JY00000B

- A. <u>Search Criteria</u> This area provides search criteria fields where a user enters information that is used to run a search of the Message Log. The user can make the search broad or narrow by entering as much or as little information as is available into the following fields:
 - **ORI** The ORI associated with the message you want to search for.
 - <u>**Term**</u> The terminal ID associated with the message you want to find.
 - <u>SLog</u> "Special Log" field that is used for dissemination logging. Special Logs provide a mechanism for grouping and tracking sent transactions in the Message Log. For example, if an administrator assigns the text "CCH" to IQ and QH transactions, then when a search is performed using the text "CCH" is the **SLog** field; the search results will show all sent transactions for the IQ and QH transactions.
 - **Operator** The operator ID associated with a message you want to find.
 - <u>Start Date</u> Searches for messages that were logged beginning with this date.
 - End Date Searches for messages that were logged up to this date.

The **SLog** field is a configurable option in the form design and is covered in Application Rules Editor. *Note: This is an administrative application*

The **Operator ID** field

can be configured to automatically populate the current user's User ID in a "read-only" format, meaning it cannot be deleted or changed. This ensures that a user can only view their own messages.
- <u>Start Time</u> Searches for messages that were logged beginning with this time.
- <u>End Time</u> Searches for messages that were logged up to this time.
- <u>Search For</u> Any specific text contained in a message that you are searching for.
- <u>MKE</u> A message key related to a specific transaction form that you are searching for.
- <u>**Type**</u> Message type. Allows you to narrow down the search to Sent, Received, or All messages (defaults to All messages).
- **B.** <u>Message Display Area</u> All messages that meet the criteria specified in the Search Criteria fields. The information displayed for each message duplicates the same information displayed in the Message Window.

C. Command Buttons

- **Search** Displays the results of your search
- **Print** Sends selected messages to the printer
- **Exit** Closes the Message Log
- D. <u>Optional Preview Window</u> A configurable option, which if activated allows the user to view the contents of the message selected in the top pane (Section B).

Menu Bar

The Message Log menu bar contains four elements:

- File menu
- Edit menu
- Tools menu
- Options menu

```
    Message Log
    Image: Constraint of the second secon
```

File Menu

The **File** Menu in the Message Log parallels that of the File Menu in the Message Window. **Print, Print Message List, Print to Default**, and **Text Preview** are covered in the *Message* Options chapter in the section titled, "Printing".

Start and End date

will default to the current date and

Eile	
Print	Ctrl+P
Print Message List	
Print to Default	
Text Preview	
Exit	Ctrl+E

<u>Exit</u>

This function *closes* the Message Log.

Edit Menu

Functions under the **Edit Menu** provide a way to quickly select multiple messages for printing or deleting.



<u>Select All</u> – Places check marks next to all messages displayed in the Message Log. Messages in the Message Log are selected for printing. Once messages are selected, the print can be used to send all messages to the printer.

Deselect All – Removes all check marks next to messages in the Message Log.

Tools Menu

The Message Log comprises two different log types: Current Logs and Archived Logs. The Current Log contains all messages that have not been archived. The Tools menu provides a function for moving messages in the Current Log to an Archived Log. This function is necessary when the Current Log reaches its maximum capacity or when the user notices a significant increase in the time it takes to run a search

The tools menu contains the archive function.

🙀 Message Log							
<u>F</u> ile <u>E</u> dit	<u>T</u> ools						
Criteria L	Archive	e Ctrl+A					

Archiving

To archive messages:

1. Select **Archive** from the Tools Menu.

Archive I	Messages	×							
		, i	Date 9	Select	ion			_	×
	Select a "From" and "To" date to define which messages you want to archive, and then click the "Continue" button to start the Archive procedure		Sun 6	Marc Mon 7	n Tue 1 8	Wed 2 9	12005 Thu 3 10	Fri 4 11	Sat 5 12
	If you do not want to perform the archive procedure at this time, then click the "Exit" button.		13 20 27	14 21 28	15 22 29	16 23 30	17 24 31	18 25	19 26
					Ok	c	ancel		
From									
	Continue Exit	1							

- 2. Enter the *From* and *To* dates to define which messages will be archived. Click on _____ next to the text boxes to display a date selection dialog box.
- 3. Click **Continue** to start the archiving process. To cancel out of the process without archiving, click **Exit**.

The following message screen will be displayed upon completion of the archive.



Each time messages are archived a file containing all messages between the specified date range is created. These files are listed under the **Logs** tab in the Message Log window.

Mess	age Log				<u> </u>
<u>E</u> ile <u>E</u> di	t <u>T</u> ools <u>O</u> ptions				
Criteria	Logs				
🔽 Inclu	de Current Log In Search				
Select	t Archive Logs To Be Inclu	ded In Search			
	From	То	# of Messages	File Name	Select All
	07-07-2005	07-08-2005	13	20050707_TO_20050708_001	
	07-08-2005	07-12-2005	3	20050708_TO_20050712_001	<u>⊂</u> lear All

From and **To** – Date range of messages contained in the file.

<u>**# of Messages**</u> – The number of messages contained in the file. <u>**File Name**</u> – Unique identifier that is automatically generated by the application. The default naming convention uses the date range of the messages contained in the file, followed by a file number. The file number will always be 001 unless more than one archive is performed using the same date range. Then file numbers will increment as 002, 003, etc.

Searching Archive Logs

Once messages have been archived, they will no longer be searchable in the Current Log. To include a log that has been previously archived in your search:

1. Enter desired search criteria into the Search Criteria section of the Message Log window.

🊧 Message Log							_ 🗆 🗵
<u>File E</u> dit <u>T</u> ools	Options						
Criteria Logs							
ORI:		TERM:		SLOG:	OPERATOR:	XJIMB	<u>S</u> earch
START DATE:	07/12/2005	END DATE:	07/12/2005	START TIME:	END TIME:		Print
SEARCH FOR:					MKE:		E <u>×</u> it
TYPE:	O SENT	C RECV	⊙ ALL				

2. Click the **Logs** tab.

Mess	age Log				
<u>E</u> ile <u>E</u> di	t <u>T</u> ools <u>O</u> ptions				
Criteria	Logs				
🔽 Inclu	de Current Log In Search				
Select	t Archive Logs To Be Inclu	ded In Search			
	From	То	# of Messages	File Name	Select All
	07-07-2005	07-08-2005	13	20050707_TO_20050708_001	· .
	07-08-2005	07-12-2005	3	20050708_TO_20050712_001	<u>⊂</u> lear All

- 3. Select the Log(s) to be included in the search by clicking the corresponding checkbox(es), or click the **Select All** button to include *all* archived logs in the search.
- 4. Click the **Criteria** tab.

Note: Make sure the dates have been removed from the date fields or change the dates to reflect those of the files you are searching.

5. Click Search.

When including archive logs in your search, be certain that the date field in the Search Criteria section includes the archive logs you are searching, or leave the date fields blank.

Tip: The bottom left-hand corner of the Message Log window displays the logs that are being searched.

Message Options	
Printing	
Sent Messages – "Right-Click" Menu	
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Forwarding Messages	
Received Messages – "Right-Click" Menu	
Forward Message	
Keep Message	
Unkeep Message	
Confirming "Hit" Messages	
Entering Images	
0 0	

Message Options

Omnixx Force provides certain functions for manipulating, displaying, and printing messages. These functions apply to all sent and received messages in both the Message Window and Message Log.

Printing

OFB includes two separate print methods: Line and Graphic. These may be installed as two separate printers or as two different types of connections to the same physical printer.

The Line Printer is a dedicated printer connection which does not utilize any "Windows" capabilities that may be available. Images and various type styles will not appear in the printed document.

The Graphic Printer makes full use of the Windows features available on the printer. In addition to supporting images and variable fonts, the Graphic definition is compatible with network printing and allows for the selection of alternate printers, where available, for each printing task.

The most direct way to print messages in the Message Window and the Message Log is to right-click on the message. This immediately provides three options for printing: Send to Line Printer, Send to Graphic Printer, and Print to Default.

Forward Message
Send To Line Printer
Send To Graphic Printer
Print To Default
Keep Message
Unkeep Message

A Line printer **must** be defined if either Auto Print or Unattended Printing are going to be used.

- Send to Line Printer If a line printer is defined, this is the quickest print method but will not print images.
- **Graphic Printer** The Graphic Printer (if there is one on the network) is a good choice for quality output, especially where images are involved.
- **Print to Default** will either send the message to the line printer or the graphic printer and is dependent on another setting. This print option will be discussed later in this section.

If you right-click on the message in the <u>Message Preview Pane</u>, you get the same print options with a variation in other choices:

ile	Fair	Options				
	07-12	-2005 11:52:06 AM	To: 07-25-2005 10:56:54 AM			
		Date/Time	Subject	Туре	lma	Ref ID
		07-25-2005 10:56:54 AM	QV From NCIC R	Recv	Y	01KG000003
		07-25-2005 10:18:43 AM	LOGON From NCIC R	Recv	N	01KG000000
	2	07-12-2005 11:52:06 AM	QW From NCIC R	Recv	N	01K300000F
):56:(54 On	Monday 07-25-2005 Operator: 2	JIMB ORI: FLDMXTR06 Mnemonic: TRA06			
).56 (QV.7 11:0 11:0	54 On FNNCI)1 03)1 03	Monday 07-25-2005 Operator: ; :C000 !/28/98 00000 !/28/98 00421 TNTBI006	JIMB ORI: FLDMXTR06 Mnemonic: TRA06 Copy Send To Line Printer			
.56:)V.7 L1:0 L1:0 [XT	54 On INNCI)1 03)1 03	Monday 07-25-2005 Operator: ; :C000 3/28/98 00000 1/28/98 00421 TNTBI006	JIMB ORI: FLDMXTR06 Mnemonic: TRA06 Copy Send To Line Printer Send To Graphic Printer)	
156: 2V.7 11:0 11:0 FXT	54 On INNCI)1 03)1 03 /STOL	Monday 07-25-2005 Operator: :COOO }/28/98 00000 }/28/98 00421 TNTBIOO6 .EN VEHICLE	JIMB ORI: FLDMXTR06 Mnemonic: TRA06 Copy Send To Line Printer Send To Graphic Printer Print To Default)	_
0.56 (0V.7 11:0 11:0 FXT IXE / 0RE /	54 On INNCI)1 03)1 03 /STOL /FL05	Monday 07-25-2005 Operator: :COOO)/28/98 00000 i/28/98 00421 TNTBIOO6 .EN VEHICLE :09201 LIC/ ABC123 LI	JIMB ORI: FLDMXTR06 Mnemonic: TRA06 Copy Send To Line Printer Send To Graphic Printer Print To Default Print Selection)	-
0.56 0V.7 11:0 11:0 FXT 1KE/ DRI/ 7IN/	54 On INNCI)1 03)1 03 /STOL /FL05 /	Monday 07-25-2005 Operator 20000 3/28/98 00000 3/28/98 00421 TNTBI006 EN VEHICLE 109201 LIC/ ABC123 LI 1234567889 VTR/ 1234567889 VTR/ 5 TEST MIS/FPH TEST E	JIMB ORI: FLDMXTR06 Mnemonic: TRA06 Copy Send To Line Printer Send To Graphic Printer Print To Default Print Selection Print Selection UTBY ONLY (551) - 6402831 TM)	_
0.56 / QV.1 11:(11:(TXT MKE) DRI/ JRI/ JRI/ JCA/ NIC/	54 On [NNCI)1 03)1 03 /STOL /FL05 / /9876 /V383	Monday 07-25-2005 Operator 20000 3/28/98 00000 3/28/98 00421 TNTBI006 28 VEHICLE 109201 LIC/ ABC123 LI 1234567889 VTR/ 15 TEST MIS/FHP TEST E 300638	JIMB ORI: FLDMXTR06 Mnemonic: TRA06 Copy Send To Line Printer Send To Line Printer Send To Graphic Printer Print To Default Print Selection VTRY ONLY (561)-6402831 TM)	
)56:)V.7 11:(11:(FXT /IN/)RI/ /IN/)CA/)RI /IC/)RI	54 On (NNCI)1 03)1 03 /STOL /FL05 / 9876 /V383 IS S	Monday 07-25-2005 Operator 2000 2/28/98 00000 2/28/98 00421 TNTBI006 28 VEHICLE 309201 LIC/ ABC123 LI 1234567889 VTR/ 15 TEST MIS/FHP TEST E 300638 300638 300638	JIMB ORI: FLDMXTR06 Mnemonic: TRA06 Copy Send To Line Printer Send To Line Printer Send To Graphic Printer Print To Default Print Selection VTRY ONLY (561)-6402831 TM)	

You can print multiple messages at once by clicking the box to the left of the messages and selecting the **File Menu**. [Be sure that you don't choose the File Menu form the <u>Forms Window</u> which appears just above.] The **File Menu** is similar to the following (allowing for local customizations):

Eile	
Print	Ctrl+P
Print Message List	
Print to Default	
Text Preview	
Exit	Ctrl+E

If you choose *Text Preview* from this menu, the messages that were selected in the Message Window will display in a separate preview window as shown below.

Text Previe		
Deference	01///2000000	
Reference:	2500001621	_
nsg ID :	2500001621	
Msg key :	LOGON	
Date/Time:	20050725101843	
Ent Agy :		
Requester:		
User :		
ori :		
Source :	NCIC	
Control :		
Summary :	LOGON: XJIMB	
Reference:	01K300000F	
Maq ID :	1200001590	
Maq Kev :	QU	
Date/Time:	20050712115207	
Ent Agy :		
Requester:		
User :		
ORI :		
Source :	NCIC	
Control :		
Summar⊽ :	QW: W123456789, FL-123456789, SMITH, GEORGE, Y, M	
	_ , , , , , , , , , , , ,	
TVT. No ro	aard found	•
	Print Cancel	

If you right-click in the Text Preview Window, you will see this menu:



Alternatively, you could click the PRINT button at the bottom of the Text Preview screen and you will see the Windows print dialog box allowing you to select a printer from the network:

Pri	int		<u>? ×</u>
Γ	Printer		
	<u>N</u> ame:	HP DPS	Properties
	Status:	Ready	
	Type:	HP LaserJet 8100 Series PCL	
	Where:	IP_10.150.3.6	
	Comment:		Print to file
[– Print range	,	Copies
	• <u>A</u> I		Number of <u>c</u> opies: 1 📑
	O Pages	<u>from:</u> 1 <u>to:</u> 9999	
	C Select	tion	1 2 3 Collate
L			
			OK Cancel

Text Preview can be used for combining message and other editing prior to printing. The four menus illustrated above all include a *Print to Default* option. But what is the default setting? To determine this, you need to access the dialog box used to set the default. This is not directly available through a menu choice but can be reached by selecting a print command which displays it.

The quickest way to do this from the Message Window is to select any message (by checking the box to the left of the message) and press CTRL + P (shortcut button to print). The following screen will display:

Printer Device	10.10.10.65\hpdps	য
🗖 Enable Verti	cal Controls	
C Add form fe	ed to end of every message:	3
0 [] lin	es to end of every message	
Svankia Dvinkav		
Graphic Printer	Print To Default	

Default refers to which radio button is selected (Line Printer or Graphic Printer). In this illustration, the Line Printer is the default printer.

The *Print to Default* option is designed to facilitate a bypass of the Windows Print dialog. If the *Graphic Print* option is selected AND the *Print to Default* box is checked, the "Right-click Menu – *Print to Default*" in the <u>Message Window, Message Display, Message Log</u>, and <u>Text Preview</u> will send the message immediately to the workstation's default Windows printer. Additionally, the print BUTTON in the <u>Message Display</u> performs similarly although there is no "default" indicator to suggest that it will.

Sent Messages - "Right-Click" Menu

All functions applying to *sent* messages are accessed from the right-click menu. The five ways you can manipulate and display *sent* messages are:

- Display Base Message
- Display in <original> format
- Send to Line Printer (See *Printing*)
- Send to Graphic Printer (See *Printing*)

- Print to Default (See Printing)
- Forward Message

Display Base Message

The **Display Base Message** option in the right-click menu will open the selected message in its Message Display window. To open a sent message from either the Message Window or the Message Log Window:

1. Right-click on the desired message and click **Display Base Message**.

۵	Display Base Message
0	Display in QV Format
9	Send To Line Printer
2	Send To Graphic Printer
F	Print To Default
F	Forward Message

The message will open in the Message Display Window. All information contained in the window appears exactly as the user entered it.

襘 Sent: QW: , SMITH,GEORGE, M				<u>- 🗆 ×</u>
<u>File Edit</u>				
🚔 🔺 🔻 🛛	:			
User Inputs Formatted Output	Sent Output			
Form	QW: PERSON INQU	JIRY TRANSACTION (Q)	N)	
Version	AGY1.2			
ORI	NCDCI0000			
NAM	SMITH, GEORGE			
SEX	м			
RAC	W			
DOB	12101980			
TST	N			

Display in XX Format

This function allows you to select a *sent* message and repopulate the information into the transaction form in which it was originally entered.

Note: XX represents the Message Key of the transaction form that was originally transmitted.

To display a message in its original format:

1. From either the Message Window or the Message Log Window, right-click on the desired *sent* message and click on **Display in XX Format**.



The information contained in the message is repopulated into its original transaction form and the form opens automatically in the user interface screen. Changes can be made to any information contained in the form and then the form can be resent.

REPERSON INQUIRY TRANSACTION	(QW)	- D×
AGENCY/CASE DATA		
Originating Agency Code (ORI)	FLDMXTR06 NCIC Number (NIC) W123456789	
Agency Case Number (OCA)	FL-123456789	
Related Search Hit (RSH)	Y	
PERSON DATA		
Name (NAM)	SMITH, GEORGE	
Expanded Name Search (ENS)	Y Sex (SEX) M Race (RAC) W	
Date of Birth (DOB)	19801210 Extended Date of Birth Search (EBS)	
Social Security Number (SOC)	222332222	
Miscellaneous Number (MNU)		
FBI Number (FBI)		
License Number (OLN)	LIC1234567890	

Forwarding Messages

In Omnixx Force, it is possible to forward a previously *sent* message. This option is available from the Message Window or the Message Log. The information from the message is automatically entered into an Administrative Message for transmission.

To Forward a *Sent* message:

1. From the Message Window or Message Log, right-click your mouse on the selected *Sent* message and click **Forward Message**.

Display Base Message
Display in QW Format
Send To Line Printer
Send To Graphic Printer
Print To Default
Forward Message

An Administrative Message form populated with the information contained in the *Sent* message will open.

DMINISTRATIVE MESSAGE (AM)	
GENCY/CASE DATA	
Priginating Agency Code (ORI) FLDMXTR06	
Destination ORI/NLETS Region Code (DRI)	
Destination ORI/NLETS Region Code (DRI)	
Continuition OPI/NILETS Region Code (DPI)	
ESSAGE TEXT (TXT)	
REFERENCE: 01K30000F	
MSG ID : 01K300000F	
MSG KEY : OW	
DATE/TIME: 20050712115206	
ENT AGY :	
REQUESTER:	
JSER :	
DRI : FLDMXTRO6	
SOURCE :	
CONTROL :	
SUMMARY : QW: W123456789, FL-123456789, SMITH, GEORGE, Y, M	
MAGE DATA	
mage (IMG) 📕 😶	

2. Enter a Destination Code and click the transmit button on the toolbar.

Received Messages - "Right-Click" Menu

The Message Window and the Message Log Window contain a menu that allows users to forward received messages, send a message to a line or graphic printer, and keep or unkeep specific messages.

Forward Message
Send To Line Printer
Send To Graphic Printer
Print To Default
Keep Message
Linkeen Message

Forward Message

The same method used to send *Sent* messages to other users also applies to *Received* messages. To send a *Received* message to another user, right-click on the message and select **Forward Message** from the menu.

Once a message has been archived it can no longer be kept.

Keep Message

The Keep Message option may be used to maintain a message in the Message window across sessions. Messages chosen to be "kept" will remain in the message window across all user logins until "unkept". For example: If a message is kept by a user, the next user who logs onto the machine will see this message in his/her Message Window. The **Keep** option is available in both the Message Window and Message Log, and a message that no longer appears in the Message Window may be retrieved from the Message Log and put back in the Message Window as a kept message.



Selecting the **Keep** option will change the icon of the message to a closed envelope containing a flashing '+'.

Unkeep Message

The **Unkeep Message** option is used to remove kept messages from the Message Window. A kept message cannot be deleted or removed from the Message Window until it is "unkept". You will receive the following error message if you attempt to delete a kept message:



It is not necessary for the user who kept the message to unkeep it. Any user may unkeep any message.

Confirming "Hit" Messages

When a hit is received from NCIC, the following alert will appear on the screen:

🗐 QV: V	×		
•	NCIC Hit!		
	ОК	⊻iew	

The message containing the "hit" will also be identified by a blinking red exclamation mark. The exclamation mark will remain even after the message has been read.

ĒМ	essage	e Window					_ 🗆 ×
<u>F</u> ile	<u>E</u> dit	<u>O</u> ptions					
From	: 03-10-:	2005 09:08:18 AM	To: 03-10-2005 09:08:33 AM				
		Date/Time		Subject	Туре	lma	Ref ID
	W	13-10-2005 09:08:33 AM	QV From NCIC		Recv	Y	01GN000003
	S	03-10-2005 09:08:29 AM	QV:		Sent	N	01GN000003
		03-10-2005 09:08:18 AM	LOGON From NCIC		Recv	N	01GN000000

To send an automated Hit Confirmation Request based on the received information:

- 1. Right-click on the message containing the hit.
- 2. Select the desired YQ transaction.

YQ (MP): NAM/SMITH,GEORGE.DOB/19610101.SEX/M.
Forward Message
Send To Line Printer
Send To Graphic Printer
Print To Default
Keep Message
Unkeep Message

The YQ form will open with the hit information pre-filled as shown below.

IT CONFIRMATION REQUEST ((Q)		
Originating Agency Code (ORI)	FLDMXTR06	Destination ORI (ORI)	IADPS0006
Destination ORI (ORI)		Destination ORI (ORI)	
Destination ORI (ORI)		Destination ORI (ORI)	
Agency Case Number (OCA)	1234567		
NCIC Number (NIC)	M141795123		
Optional Control Field		Type (RTY)	MP
Hit Confirmation Request Num	oer (RNO) 📃 🔜	Priority (PRI)	<u> </u>
Requestor Name (RNA)			
Requestor Agency (RAG)			
Phone Number (PHO)		Extension (EXT)	
Fax Number (FAX)			
Remarks (REM)			
PERSON DATA Name (NAM) SMITH, GEORGE			
Sex (SEX)	Date of Birth (D	OB) 19610101	

3. Since pertinent data is automatically pulled from the hit message, it may only be necessary to enter the remaining mandatory fields for transmission: Hit

Message Options

Confirmation Request Number (RNO), Priority (PRI), Requestor Name (RNA), and Requestor Agency (RAG).

4. Click **Transmit** to submit the Hit Confirmation Request.

In addition to confirming Hits, you will have the option to open and populate *Hit Confirmation Responses* and *Locate forms*. For example, right-clicking on a Hit Confirmation Request will give you the option to open a Hit Confirmation Response form. Right-clicking on a Hit Confirmation Response will give you the option to open a Locate form.

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Quick Keys and Macros

Quick Keys provide a mechanism for users to assign keyboard shortcut values to open Forms, execute Macros, and insert Data Strings. The keyboard shortcuts assigned to perform these actions are referred to as "Quick Keys". Quick Keys are created and maintained using the Omnixx Force **Quick Key Wizard**.

Creating Quick Keys

To create a new Quick Key:

1. Click on the Tools menu and select Display QuickKey Wizard.

NOR W	Create a new QuickKey
Ma .	C Delete an existing guickKey
	Contan exemptionrever

- 2. Make sure the **Create a new QuickKey** radio button is selected.
- 3. Click Next.

Quick Keys are unique to every machine.



- 4. Enter a name for the QuickKey and select the radio button of the action it will perform.
- 5. Click Next.

Select a form from the list below:	
Berlents and Ellectiveness Boats Canadian Interface Canadian Interface Convicted Person on Release Criminal Histories Convicted Person on Release Gang/Terrorist	

- 6. Select the appropriate form, macro, or data string from the displayed list.
- 7. Click Next.

You can click **cancel** at anytime while in the QuickKey wizard to abort the process and return to the Omnixx Force User Interface screen.

Aller	Function Key F1	
2242	🗅 Combo Key 🔲 Ciri 📘	lat Elstati 💽 💌
	Current QuickKeys	
	Name	Key

8. Select the Function Key or Combo Key radio button and then choose an available Key or combination key that will be used to initiate the selected action.

Note: QuickKeys that have already been assigned will display in the window below *Current QuickKeys*.

The following user information box will display if you attempt to create a QuickKey using a previously assigned key.



9. Click **Finish** when done.

Macros

Macros provide an alternative method for entering data into a transaction form, and are typically used to provide a shortcut entry format for frequently used transactions. Macro data is entered into the Command Bar and is executed by using an associated QuickKey function.

Creating Macros

To create a Macro:

1. Click on the **Tools** menu and select **Display Macro Wizard**.

- Feleren enem	(Financia)	
🔊 Eult an existing (Mauro	
		<u>-</u>
I		

- 2. Make sure the **Create a new macro** radio button is selected.
- 3. Click Next.

	Enter a na	me for the mac	o (max. 20 chara	cters)
ABC123.FL	Select a d	elimiter from the	list below.	
	Period(.)	•		
	Clear o	on transmit?		
_				

- 5. Select a delimiter type for the Macro command. A delimiter defines what will separate each field in your macro command (e.g., ORI. NAM. DOB or ORI; NAM; DOB).
- 6. Select whether or not to clear the Command Bar after the Macro has been executed.
- 7. Click Next.

ABC123.FL	Select a form from the list below: 	4
	 Registration Queries Securities 	
	Current Construction	0-0-
	El Vehicle (QV)	
		*
-	Cancel & Batk Novta	Finish

- 8. Select the Form that the Macro will be created for.
- 9. Click Next.

Ensure that all fields required for the query that the macro will execute are added to the right field list. If this is not done, the transaction will execute unsuccessfully. A list of available fields from the Form selected in Step 9 is displayed.

	Field List	Selection Arrows]
Macro Wizard	IND LIC LIS NIC ORI RSH TST VIN VINS1 VINS2		Position Arrows
	Cancel	< Back	Einish

- 10. Highlight the first field to be included in the Macro. Hold down the Control key on your keyboard to highlight more than one field at a time.
- 11. Click the right (top) **Selection Arrow** to move the field to the list box on the right side of the screen; indicating it is part of the new Macro. Repeat this step until all fields that are to be included in the macro are in the list box on the right side of the screen.
- 12. Use the **Position Arrows** to manipulate the field order of the Macro. Once the fields are arranged in the order the user will enter them (top field is entered first), click **Finish**.

Once a Macro is created, you must assign it to a QuickKey in order to execute the Macro from the Command Bar.

Executing Macros

A QuickKey must be assigned to macros in order to run them as transactions. To assign a QuickKey value to your macro, follow the steps in the *Creating QuickKeys* section of this chapter. *In step 4 be sure to select the radio button Execute a Macro.*

Once a QuickKey has been assigned to a macro, perform the following steps to run a transaction:

1. Place your cursor in the Command Bar located at the bottom of the User Interface screen.

2. Enter data for each Message Field Code (MFC) for the macro, followed by the respective delimiter that was used in the creation of the macro using the Macro Wizard. For example:

Command: NCDCI0018.abc123.fl

3. Press the QuickKey assignment for the respective macro.

If a preloaded field (fields on a form that are populated with data when the form opens, i.e., ORI) is included in a Macro definition, then you do no need to enter the information into the Command Bar. The preloaded information will automatically be incorporated when the macro is executed. If a value is entered for a preloaded field in the Command Bar, this value will override the preloaded value.

It is necessary that all MFC data be entered into the Command Bar in the order that it was created in the Macro Wizard for the macro to execute properly.

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Images

Receiving Images

When a message is received into the Message Window that contains an image, the Image indicator for that particular message will display a "Y" to notify the user.

ПM	lessage Window				_ 🗆 🗵
<u>F</u> ile	<u>E</u> dit <u>O</u> ptions				
From:	: 07-25-2005 02:54:39 PM	To: 07-25-2005 03:01:39 PM			
	Date/Time	Subject	Турс	Inage	Ref ID
	🏦 07-25-2005 03:01:39 PM	QV FROM NCIC - STOLEN VEHICLE	Recv	Ľ	01KG000009
	🍏 07-25-2005 03:01:37 PM	QV:	Sent	N	01KG000009
	07-25-2005 03:01:07 PM	QW FROM - QW: , JUNGLE, GEORGE O, M	Recv	N	01KG000006
	🍏 07-25-2005 03:01:05 PM	QW: , JUNGLE, GEORGE O, M	Sent	N	01KG000006
	07-25-2005 03:00:15 PM	QV FROM - QV:	Recv	N	01KG000003
	🍏 07-25-2005 03:00:13 PM	QV:	Sent	Ν	01KG000003
	🖻 07-25-2005 02:54:39 PM	LOGON FROM - LOGON: JIMBURGIA	Recv	Ν	01KG000000
15:01	:39 On Monday 07-25-2005 Operator: J	IMBURGIA ORI: WY0000006 Mnemonic: TRAIN6			
123- 1LO IAD MKE,	45ABCDE.NCIC.QV.2001082 11FS6QV014000000 PS0006 /STOLEN LICENSE PLATE - /IADES0005 LIC/ TEST111	0073123. OCCUPANT(S) ARMED/HOLD PLATE FOR LAD	TENTS		<u> </u>
OCA,	/1111111111 MIS/TEST REC	DRD			_
NIC.	/P108612408				
ORI	IS IOWA DPS DES MOINES	IA			
; O IFS MES:	72819980912/07281998091 6 0016 SAGE FROM NCIC	2			
039	(13				-
Com	mand:				

To view the image, simply double-click on the message and the Message Display window will open. The image will be displayed as shown below:



Entering Images

Depending on the transaction forms available there are various transaction options for entering an image or forwarding an image to another workstation. The following example will illustrate how to enter a photograph of a stolen vehicle to NCIC.

To enter an image:

1. Open the desired transaction form from the **Forms** menu.



IMAGE ENTRY TRANSACTION - MUGSHOT, SIGNATU	JRE, AND IDENTIFYING (EIM)
Priginating Agency Code (WY0000006	NCIC Number (
MAGE DATA	
nage Type (IMT)	Image Data (I 📃 🔜
EST INDICATOR	
est Indicator	

2. Enter the **ORI**, **NCIC Number**, **Date of Image**, and **Image Type**.

🕫 IMAGE ENTRY TRANSACI	TION - MUGSHOT, S	IGNATURE, AND IDENTIFYING (EIM)	_ 🗆 X
AGENCY/CASE DATA			
Originating Agency Code (.	WY0000006	NCIC Number (V123456789	
Date of Image (DOI)	20050512		
Image Type (IMT)		Image Data (I	
TEST INDICATOR			
l est indicator	<u></u>		

3. Click on the button to the right of the **Image** field to open the following dialog box.

		Load File Crop Image Image Ready
	Image Size:	
Contrast	<u>_</u>	
Brightness		
	 	<u>C</u> ancel

4. Click the **Load File** button to open the browser box to search for the image file on your computer's hard drive.



- 5. Highlight the desired file, then click the **Open** button to insert the file.
- 6. The Image Loading dialog box will then display the selected image in the upper left-hand corner.

	Load File
	Grop Image
	Image <u>R</u> eady
	Image Type
Image Size: 10151 hytes	
Contrast	
Brightness	and the second se

- A. <u>Load File</u> Opens a browser to allow the user to search for the file to be transmitted.
- **B.** <u>**Crop Image**</u> Allows the user to crop the image if it is too large to be transmitted.

- **C.** <u>Image Ready</u> After the image has been loaded and adjusted, click this button to complete the image loading process.
- **D.** <u>Image Type</u> Select the type of image being transmitted from this drop-down selection box.
- E. <u>Contrast, Brightness, Zoom</u> Use Contrast and Brightness to adjust the clarity of the image. Use the Zoom scale to zoom in or out as required. If the picture is larger than the allowed space, scroll bars will appear to the right and below the picture for further adjustment.
- **F.** <u>**Cancel**</u> Terminates loading of the image.
- 7. Once the image has been loaded, make any desired adjustments to the settings described above.
- 8. Click the **Image** <u>**R</u>eady** button to proceed.</u>
- 9. If the selected image is too large for transmission the following error message is displayed:



- 10. Click the **OK** button to close the error message and use the **Zoom** feature to reduce the size of the image.
- 11. Once the image has been scaled down to an acceptable size (less than 31,000 bytes), click the **Image <u>R</u>eady** button again to proceed.
- 12. The image is now loaded into the EIM transaction form and ready for transmission.

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Menus and Tools

There are three main elements of the Omnixx Force interface:

- Menu Bar
- Toolbar
- Status Bar

This chapter will describe all three elements and their functions in detail.

Menu Bar Options

The Omnixx Force Menu Bar, located below the Title Bar, consists of nine menu items. Each menu contains a drop-down list of commands relating to the respective menu item.

ි Or	nnixx Fo	rce						
<u>F</u> ile	For <u>m</u> s	<u>E</u> dit	<u>C</u> omm	<u>O</u> ptions	<u>T</u> ools	$\underline{W} \text{indows}$	<u>L</u> inks	<u>H</u> elp

File Menu

Eile	
С	pen Workspace
S	ave Workspace
Li	ine Print Setup
E	<u>×</u> it

 Save Workspace – This option allows you to save the display of the user interface screen. By selecting File – Save workspace you manually create a "snapshot" of your user interface screen that is saved and can be reopened Save Workspace is convenient if you have forms you routinely use. This feature saves having to open all forms each time you log on. each time you log into Omnixx Force. In addition, Omnixx Force will automatically save the workspace every time you log out of the application. The file name generated for this workspace will be your Omnixx user ID. This is a separate file from all other manually saved files and will be overwritten each time you log out of Omnixx Force.

🔊 Save						X
Look <u>i</u> n:	🚞 Workspace	-	£	•	<u> </u>	8-8- 8-8- 8-8-
JIMBURGIA.	wsp					
J.						Raua
File <u>n</u> ame:	1					<u>Save</u>
Files of type:	Workspace Files(*.ws	p)		▼	<u>_</u>	ancel

• **Open Workspace** – Opens a dialog box for accessing previously saved workspaces. Using the dialog box, you can open a workspace that you have previously saved.

🔊 Open		×
Look <u>i</u> n:	🖿 Workspace 💽 🖻 🗿	
JIMBURGIA	wsp	
File <u>n</u> ame:		<u>O</u> pen
Files of type:	Workspace Files(*.wsp)	<u>C</u> ancel

 Print Setup – Opens the prints dialog box, which allows you to enter the location of the printer to which Omnixx Force messages will be printed. If your printer has not been setup, see your Systems Administrator, T.A.C., or call Datamaxx Technical Support.

Note: If print setup has not been established, this box will pop-up each time you attempt to use Auto Print or Unattended Printing.

• **Exit** – Closes the Omnixx Force User Interface.

Forms Menu

For <u>m</u> s		
Master Query		
Registration Queries	Þ	
Driver License Queries		Driver License by Name or OLN (DQ)
Administrative Messages	•	Driver License Search (DNQ)
Criminal Histories	۱.	Query License History By Name or OLN (KQ)
Hit Confirmations	×	Mexican Federal Commercial By OLN (DQ)
NCIC Person's Files	۲ſ	
NCIC Property Files	Þ	
NCIC Misc.	Þ	
Imaging	F	
Protection Order File	F	
NICS - Repository Processing	F	
NLETS Misc. Queries	F	
Canadian Interface	F	
ORI Functions	F	
Control Terminal Forms	F	
National Insurance Crime Bureau	F	
NLETS Help Files	F	
NLETS Sex Offenders	F	

A cascading list of all forms is displayed in this menu. The forms available in this list will differ, depending on certifications held by the current user.

Edit Menu

Edit	
Cut	
Сору	
Paste	

Cut – Removes highlighted text from its current location and places it on a temporary "clipboard". This is one way to remove text, however, because it has been placed on the "clipboard" it is not permanently deleted and can be placed somewhere else.

Copy -- Duplicates highlighted text and places it on a temporary "clipboard".

Paste -- Places text that is on the temporary "clipboard" at the current cursor location.

Comm Menu

Comm Transmit Ctrl+T

Transmit – This function sends the current transaction to the host for processing.

Options menu

Options

Auto Switch to Msg Window	
Auto Print	
Spell Check Options	
View Command Bar	
Write Trace File	
Check For Form Updates	
View Tree Menu	

Note: Administrators can configure Omnixx Force to mark messages that are printed as "read" in the Message Window.

Auto Switch to Message Window – When enabled, the Message Window will automatically open whenever a message is received.

Auto Print – When enabled, all <u>incoming</u> messages are printed without any necessary action from the user.

Spell Check Options – Allows users to set spelling preferences when Spell Check is performed in a form. This screen can also be accessed within the Spell Check dialog box.

Spelling preferenc	es.		×
🗖 Ignore <u>a</u> ll-cap)s words (e.g., AS	(AP)	
🔲 Ignore <u>c</u> apital	lized words (e.g.,	Canada)	
🔲 Ig <u>n</u> ore words	with numbers (e.	.g., Y2K)	
🔲 Ignore words	with <u>m</u> ixed case	(e.g., SuperBase)	
🔲 Ignore domaii	n names (e.g., wi	intertreesoftware.com)
🗖 Report <u>d</u> ouble	ed words (e.g., th	e the)	
🔲 Cas <u>e</u> sensitiv	/e		
🔲 Suggest split	words		
	<u>o</u> k	<u>C</u> ancel	

View Command Bar – Toggles off and on the Command Bar at the bottom of the screen allowing data character input queries.

Command:

View Tree Menu – Toggles off and on the Tree Menu that is located on the left side of the screen.



View Banner – Toggles the Banner Bar off and on near the bottom of the screen. Administrative messages, alerts, and other messages scroll across the Banner Bar, similar to a ticker tape message.

Write Trace File – When activated, this option traces your actions and generates a file that can be used to diagnose system problems. Clicking the **Trace File**

Indicator I on the status bar can also activate this option. *You should only activate* a Trace File if requested to do so by Datamaxx Technical Support.

Check for Form Updates – When activated, Omnixx Force will automatically query the repository every time a form is opened to check for any updates that may have been made to that particular transaction form. *This slows down form access considerably*.

Tools Menu

Tools
Synch Rules with Repository
Message Window
Message Log
Unattended Printing
Check Update for Rules
Perform Spell Check
Display Macro Wizard
Display QuickKey Wizard

Synch Rules with Repository – Deletes the <u>entire</u> Omnixx DMML sub-directory from the local computer and downloads <u>all</u> files from the repository to ensure that all files are current. When activated, the following dialog box is displayed:

Synching Rules with Repository may take considerable time and it is recommended that this action be performed under the instruction of a Datamaxx technical support professional.

🔊 Synch files with Repository	×
Your local files will now be synchroni with the Repository. Click the "Contin button to proceed, or the "Cancel" but abort the operation.	zed ue" ton to
Continue Cancel	

Click continue to follow through with the synch or click cancel to abort the operation.

Message Window – Opens the Omnixx Force Message Window, where messages from your current session are displayed. See Chapter Three for more detailed information on the Message Window.

Message Log – Opens the Message Log Window, which allows you to search and view messages that have been sent and received on your computer. The Message Log is described in greater detail in Chapter Four.

Unattended Printing – When activated, Unattended Printing acts as an alternative mode for Omnixx Force that allows a device to receive and print network messages without requiring a user to stay logged on to the system. Application functionality is limited to receiving, viewing, logging, and printing messages received from the host. When the **Unattended Printing** option is selected, a confirmation box similar to the one below is displayed.



Click **Yes** to continue logging off the current user and switch to Unattended Printing mode. Click **No** to abort the process and leave the current user logged on. If **No** is selected, the current user will stay logged on to the Omnixx Force application. If **Yes** is selected, the current user will be logged off and the system will revert to Unattended Printing mode. A confirmation similar to the following will be displayed:

🔊 Switching to unattended print mode, please wait	
Logging off Current User from FOX-PRIM, please wait	
Closing Omnixx Force windows, please wait	
Logoff for user(JIMBURGIA) to Omnixx, please wait	
Sending logon for Unattended Print User "PRINTER" to FOX-PRIM, please wait	
Click the continue button to continue.	
Continue	

Click the **Continue** button to complete the process.

	tended Print M	ode)			
lle <u>E</u> dit <u>O</u> ptions					
Date	e/Time	Subject	Туре	Image	Ref ID
🔲 🖂 <mark>03-10-2005</mark> ′	11:56:21 AM	LOGON From NCIC	Recv	N	01GN000007
ceived: 11:56:21 On Thur	sday 03-10-2005	Operator: PRINTER ORI: ID7676768 Mnemonic:	RAIN02		
Reference		01GN000007			
Msg Key		LOGON			
Msg ID		1000001183			
Msg ID Date/Time		1000001183 20050310115621			
Msg ID Date/Time Ent Agy		1000001183 20050310115621			
Msg ID Date/Time Ent Agy Requester		1000001183 20050310115621			
Msg D Date/Time Ent Agy Requester User		1000001183 20050310115621			
Msg ID Date/Time Ent Agy Requester User ORI		1000001183 20050310115621			
Msg ID Date/Time Ent Agy Requester User User ORI Source		1000001183 20050310115621			
Msg ID Date/Time Ent Agy Requester User ORI Source Control		1000001183 20050310115621			
Msg ID Date/Time Ent Agy Requester User ORI Source Control Summary		1000001183 20050310115621 			

Check Update for Rules – Checks the Omnixx repository for any changes that may have been made since the time you have logged into the application. If changes were made they will be downloaded when this option is selected.

Perform Spell Check – Opens the Spell Check dialog box as shown below. Spell Check is only available within transaction forms.

Not in dictionary:	
WICH	<u>l</u> gnore
Change to:	lanore All
WHICH	
Suggestions:	Chan <u>g</u> e
WHICH SWITCH TWITCH	C <u>h</u> ange All
	<u>A</u> dd
NICH	Undo
	Option <u>s</u>
	Cancel

Display Macro Wizard – Activates the Macro Wizard, which is used to create and maintain macros. Macros provide an alternative method for submitting transactions without using a transaction form. Typically, macros provide a shortcut entry format for frequently used transactions. See *Macros and Quick Keys* chapter for more detailed information on the Macro Wizard.

Display Quick Key Wizard – Activates the Quick Key Wizard, which provides a mechanism for users to assign keyboard shortcuts to open forms, execute Macros, and insert Data strings. The *Macros and Quick Keys* chapter contains more detailed information on the Quick Key Wizard.

Windows Menu



The Windows Menu provides options for displaying open transaction forms.

Cascade – Diagonally aligns all open transaction forms, one in front of the other, with the title bars showing. The top window is active, while the underlying windows are inactive. To bring an inactive window to the foreground, click on its title bar.
ි On File	nnixx Fo For <u>m</u> s	orce Edit <u>C</u> orr	m Opt	ions <u>T</u> ools <u>Wi</u> ndo	ws <u>Links H</u> elp								<u>- 0 ×</u>
X	Đ.	6	9	🖓 Transmit	E Message Window	🙀 Message Log							
	laster (ve) ve) ve) ve) ve) ve) ve) ve)	Query HICLE INQU AGENCY Original Relate AGENCY Original Relate Image Image Test In Test In	JIRY II E INQU (CASE D Itting Ag d Searc : DATA : DATA Indicator DICATO dicator	IRY TRANSACTION (QY) IRY TRANSACTION ATA ency Code (ORR) (P) (P) Sr (IND) Y R N	(QA)	NCIC Numb							
omr	nand:												
							CONNSIM	T	TRA06	X 1IMB	106	0 Message	15:36

Tile Vertically – Aligns all open transaction forms one on top of the other. This allows for simultaneous viewing of all open forms.

AcENCY(CASE DATA Origination OR(INLET'S Region Code (OR) LOMXITRO6 Destination OR(INLET'S Region Code (OR) Ref Code (OR) Destination OR(INLET'S Region Code (OR) Ref Code (OR) Destination OR(INLET'S Region Code (OR) Ref Code (OR) Ref Code (OR) PUSCON C	Dinnixx Force File Forms Edit. Comm Options Tools Windows Links Help	
EAMMINISTRATIVE MISSAGE (AM) AddRVCY[CASE DATA Originating Agency Code (OR) Destination ORINILETS Region Code (DR) Destination ORINILETS Region Code (DR) Destination ORINILETS Region Code (DR) MESSAGE TEXT (TXT) RESERVECE: O1X300000F MISS KEET CT (TXT) REFERENCE: O1X300000F MISS KEET (TXT) REFERENCE: O1X300000F MISS KET : QUE DATE/TITE: 20050712115206 ENT FAX? QUE Originating Agency Code (OR) FLDMXTROS NCIC Number (NIC) Agency Case Number (OCA) Related Search Hit (RSH) FERSON DATA Name (VAM) SMITH, GEORGE Related Search Hit (RSH) Edended Date of Birth Search (EES) Ronical Servick Nimber (ROC) Edended Date of Birth Search (EES) Ronical Servick Nimber (ROC) Sex (SEQ)	🔀 💼 🚔 🙀 Transmit 🛛 Message Window 🛤 Message Log	
AGENCY/CASE DATA Originating Agency Code (OR) FLOMXTR06 Destination ORI/NLETS Region Code (OR) Destination ORI/NLETS Region Code (OR) MESSAGE TEXT (TXT) EXERPENENCE: D1K300000F HSG TD : UK300000F HSG TD : UK30000F HSG TD : UK300000F HSG TD : UK30000F HSG TD : UK3000F HSG TD : UK300F HSG	🖂 ADMINISTRATIVE MESSAGE (AM)	×
REFERENCE: 01K300000F RSG ID 01K300000F MSG ID 01K300000F MSG KEY QW DATE/THE: 20050712115206 ENT AGY :	AGENCY/CASE DATA Originating Agency Code (ORI) FLOMMTR06 Destination ORIVNLETS Region Code (DRI) Destination ORIVNLETS Region Code (DRI) Destination ORIVNLETS Region Code (DRI)	<u>~</u>
EPERSON INQUIRY TRANSACTION (QW) AGENCY/CASE DATA Originating Agency Code (ORI) FLOMMTROG NCIC Number (NIC) Agency Case Number (OCA) Related Search Hit (RSH) PERSON DATA Name (NAM) Smrial Security Number (SOC) Smrial Security Number (SOC) Command:	REFERENCE: 01K300000F MSG ID : 01K300000F MSG KEY : QW DATE/TIME: 20050712115206 ENT AGY :	-
AGENCY/CASE DATA Originating Agency Code (OR) FLOMXTRO6 NCIC Number (NIC) Agency Case Number (OCA) Related Search Hit (RSH) PERSON DATA Name (NAM) SMITH, GEORGE Expanded Name Search (ENS) Y Sex (SEX) M Race (RAC) W D Date of Birth (DOB) 19901210 Extended Date of Birth Search (EBS) Sncial Security Number (SOC) Command: Command:	EPERSON INQUIRY TRANSACTION (QW)	×
PERSON DATA Name (NAM) SMITH, GEORGE Expanded Name Search (ENS) Y Sex (SEX) M Race (RAC) W Date of Birth (DOB) 19801210 Extended Date of Birth Search (EBS) Sommand: Command: C	AGENCY/CASE DATA Originating Agency Code (ORI) FLDMXTR06 NCIC Number (NIC) Agency Case Number (OCA) Related Search Hit (RSH)	<u>^</u>
Command: CONNSIM T TRADE XJIMB LOG 0 Message 15:14	PERSON DATA Name (NAM) Smith, GEORGE Expanded Name Search (ENS) V Sex (SEX) M Race (RAC) W Image: Comparison of the search (EBS) Social Security Number (SOC) Extended Date of Birth Search (EBS)	
CONNSIM T TRADE VJIMB LOG 0 Message 15:14	Command:	
	CONNISIM T TRADE XJIMB	LOG 0 Message 15:14

Tile Horizontally – Aligns all open transaction forms side-by-side, allowing for simultaneous viewing of all open forms.

Dmnixx Force File Forms Edit Comm Options Tools Window	s Links Help		
🔏 🛍 🛍 🚄 🥻 Transmit	E Message Window	🙀 Message	e Log
E PERSON INQUIRY TRANSACTION (QW)		-10×	BADMINISTRATIVE MESSAGE (AM)
AGENCY/CASE DATA Originating Agency Code (ORI) FLDMKTR06 Agency Case Number (OCA) Related Search Hit (RSH) PERSON DATA Name (NAM) SMITH, GEOF Expanded Name Search (ENS) Y Date of Birth (DOB) 19601210 Social Security Number (SOC) Miscellaneous Number (MNU) FBI Number (FBI) License Number (OLN) VEHICLE DATA Vehicle ID Number (VIN) Make (VMA)	GE Sex (SEX) M Extended Date of E	A ClC Numt	AGENCY/CASE DATA Originating Agency Code (ORI) Destination ORUNLETS Region Code (DRI) Destination ORUNLETS Region Code (DRI) Destination ORUNLETS Region Code (DRI) MESSAGE TEXT (TXT) REFERENCE: 01K300000F NSG REY : 0W DATE/TIME: 20050712115206 ENT AGY : REQUESTER: USER : ORI : FLDHXTR06 SOURCE : SUHNARY : QW: W123456789, FL-123456789, SMITH, GEORGE, Y,
LICENSE PLATE DATA License Plate (LIC) IMAGE DATA Image Indicator (IND)		st→	IMAGE DATA Image (MG)
Command:	-		
			CONNSIM T TRA06 XJIMB LOG 0 Message 15:15

Close – Closes the active transaction form.

Close All – Closes all open transaction forms in the Omnixx Force interface, but does not exit the program.

Forms – Opens a dialog box that contains a list of all open transaction forms. To direct focus to a particular form, select the form name and click **OK**.

		Name		
VEHICLE D	ATA ENTRY TRA	NSACTION	(EV/EV-A/E\	/-F/EV-P)
QUERY DR	VERS LICENSE	BY NAME C	R OLN (DQ)
VEHICLE IN	QUIRY TRANSA	CTION (QV)	I	
	ATIVE MESSAGE	(AM)		
				Concol

Links Menu



Displays a list of links to helpful websites that are specific to your state/agency.

Help Menu

<u>H</u> elp	
NC	IC User's Manual
NL	ETS User's Guide
Usi	ing Omnix: Force
Dat	tamaxx Applied Technologies,Inc.
Om	inixx License Agreement
Abo	out Omnixx Force

Documents – Opens the Documents submenu that includes links to the following items:

- NCIC User's Manual Opens an online NCIC User's Manual
- NLETS User's Guide Opens an online NLETS User's Guide
- Omnixx User's Manual Opens the online Omnixx Force Help Manual

Datamaxx Applied Technologies – Opens the Datamaxx website at *www.datamaxx.com* using your computer's default browser.

Omnixx License Agreement -- Displays the Omnixx Desktop Software License Agreement for the Omnixx Desktop application as a Microsoft Word document.

About Omnixx Force -- The **About Omnixx Force** Help screen provides the user with pertinent information about the version of Omnixx Force software currently running on the system. The About Omnixx Force screen is shown below and is followed by a description of each feature.

This screen provides the same information as that in the Omnixx Desktop.

Information displayed in Omnixx Configuration Properties window contains specific information about the user and workstation. Some configuration information may be important when troubleshooting with Datamaxx Technical Support.



- A. <u>Support</u> -- Click here for the Datamaxx Technical Support contact number.
- **B.** <u>Properties</u> Opens the Omnixx Configuration Properties window that provides configuration information for the local client. All information contained in the Omnixx Configuration Properties window is read-only.

🔊 Omnixx Config	uration Properties	×
Agency Subage	ncy User Device Omnix Force Settings	
Name	Value	Γ
APPLICATION CO		
AUTO_ARCHIVE	N	
AUTO_ARCHIVE_	Y	
AUTO_ARCHIVE_	5	
Auto-print	N	
Auto-switch to me	N	
Auto-tab	N	
BGID	2	
Basic group	AGY]
BGVER	20050304113431	
Basic version	OFB GLOBAL RULES	
View command b	ar Y]
CMD_BAR_MSG_	Y	1
Cursor behavior w	(S	
Entry date format	YYYYMMDD]
Transmit date for.	. YYYYMMDD	1
DISPLAY_SENT_	Y]
FORM_LABEL_S.	. Y]
Version check for	N	
FORWARD_REC.	. FORWARD_RECV_MSG	
FORWARD_SENT	FORWARD_SENT_MSG	
Forward control	TXT	
Forward form	AM	
ICON	OmnixxForce.gif	
ID	FOX-PRIM	-

- **C.** <u>**OK**</u> Closes the **About Omnixx Force** window and returns you to the Omnixx Force User Interface.
- **D.** <u>Version</u> Version number of the Omnixx Force application.
 Note: You will be required to provide this number if trouble-shooting with Datamaxx Technical Support.

Toolbar Functions

The Omnixx Force Toolbar is located directly below the Menu Bar and displays toolbar buttons for the most commonly used commands. The Toolbar buttons and the commands they activate are described below.

🕺 🛍 🛍 🖨 🥻 Transmit	E Message Window	🏘 Message Log
--------------------	------------------	---------------

X

Cut Button

Removes highlighted text from its current location and places it on a temporary "clipboard".



Copy Button

Duplicates highlighted text and places it on a temporary "clipboard".



Paste Button

Places text that is on the temporary "clipboard" at the current cursor location.



Print Button

Performs a screen shot of the currently active transaction form and any data contained within it. This Button will <u>not</u> work if a graphic printer is not configured.

🚯 Transmit

Transmit Button

Sends a completed transaction form to the State Host for processing.

🖻 Message Window

Message Window Button Opens the Message Window

🚧 Message Log

Message Log Button Opens the Message Log Window.

The Status Bar

Located at the bottom of the User Interface screen, the Status Bar provides information regarding the current status of your machine.

The print button on the toolbar should not be confused with the print functions found under the File menu and in the Message Window, Message Log, and Message Display. Omnixx will keep retrying the connection on its own (usually every 30 seconds).

FOX-PRIM	T	TRAIN02	JIMBURGIA	LOG	0 Message	14:37
	<u> </u>					
Α	В	С	D	Ε	F	G

A. <u>Switch Indicator</u> – Displays the switch name to which Omnixx Force is connected. A green icon indicates a successful connection; a red icon indicates that the connection has been lost or was unsuccessful.

If connection to the switch is lost, it is possible to use this feature to attempt to reconnect or connect to another switch. This can be accomplished by performing the following steps:

1. Double-click the **Switch Indicator** icon. A **Switch Address** dialog box will open.

Switch IP Address?					
?	Enter Switch Address 10.10.10.150	_			
	OK Cancel				

- 2. Leave the default IP or enter a different one if necessary. Click the **OK** button to continue.
- 3. In the **Switch Port** dialog box, enter a new port number or leave the default port address and click **OK**.

Switc	h Port?	×
?	Enter Switch Port 4000	
	OK Cancel	

If the attempt to reconnect was successful, the switch indicator icon will turn green, indicating communication has resumed.

- **B.** <u>Trace File Indicator</u> Becomes framed in blue when the Write Trace File is being generated. You can turn the Write Trace File off and on by clicking on the indicator.
- C. <u>Validation Code</u> Mnemonic or device name of the machine.
- **D.** <u>User Name</u> User name credential of the current user logged into Omnixx Force.
- E. Log Click on this to open the Message Log Window.

- **F.** <u>Message Counter</u> Displays the number of unread messages in the Message Window. Clicking on this box will open the Message Window.
- **G.** <u>**Time**</u> Displays the current system time.