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LEDS 20/20 Project

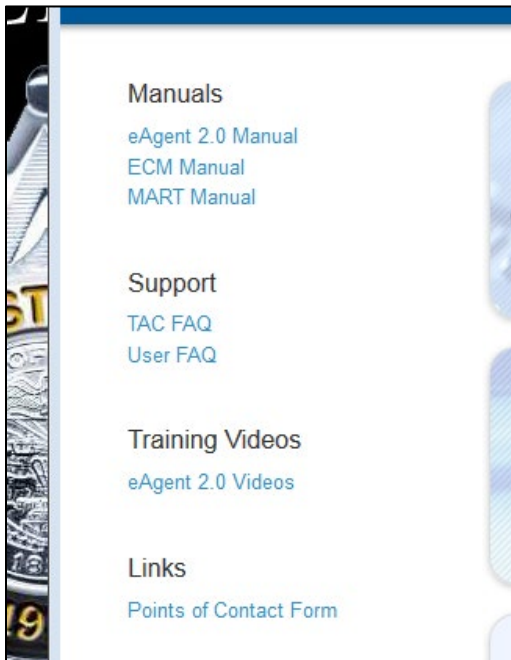
LEDS 20/20 Application 101

Rollout

1 The LEDS 20/20 Home Page

The LEDS 20/20 Home Page is a secure page that can only be accessed from a secure connection with an authorized IP address.

<https://leds2020.leds.oregon.gov/>



Reference Links

Reference Links can be found on the left navigation panel of the home page.

The LEDS 20/20 Manual will provide detailed instructions on how to use the LEDS 20/20 Application. The eAgent Client Manager (ECM) and the Manageable Archive of Retrievable Transactions (MART) Manuals are for TACS and Administrators.

The FAQ document is designed to answer questions that users have most often.

Additionally, our software vendor has created training videos for some of the aspects of the application. These videos can be a good reference as they show actions being completed in real-time.

Logging In

To log into the LEDS 20/20 Application, use the login button in the LEDS 20/20 section (pictured above). If you need help with your username or login information you can contact the LEDS Helpdesk:

LEDS Helpdesk – helpdesk.LEDS@osp.oregon.gov



Other Login links

There are other login sections on the LEADS 20/20 Application home page which are used by TACS and State Administrators. Basic users will not have access to these login areas.



The eAgent Client Manager (ECM) is where account creation and administration occurs. This is the application we use to set up accounts and set permissions.

The MART is the message switch searching system. The LEADS Unit uses MART to look up messages in order to trouble shoot errors or investigate what users are querying.

Viewpoint is the connection monitoring system. The LEADS Unit uses Viewpoint to make sure that other applications are connected to LEADS (WebLEADS, ForseCom, CADs). The LEADS Unit also uses it to make sure that databases are

connected.

Signing In

The screenshot shows a login page titled 'Please Sign In'. It includes an 'Acceptable Use Policy' section with a padlock icon and a list of three bullet points. Below this is a red warning message: 'No Session please sign in'. There are input fields for 'Username' and 'Password', a 'Forgot password?' link, and a dark blue 'Accept and Sign In' button. A small disclaimer at the bottom reads: '*Clicking Accept constitutes knowledge and understanding of the above'.

Logging into the system requires a username and password assigned by the agency's TAC. If you forget your log in information you will need to contact a TAC for your agency. If the account was originally set up with an agency issued cell phone number, the user can request a password reset via the cell phone on file.

2 The LEDS 20/20 Interface

The LEDS 20/20 Interface is designed to be user friendly and easy to navigate. It looks very similar to most email inboxes.

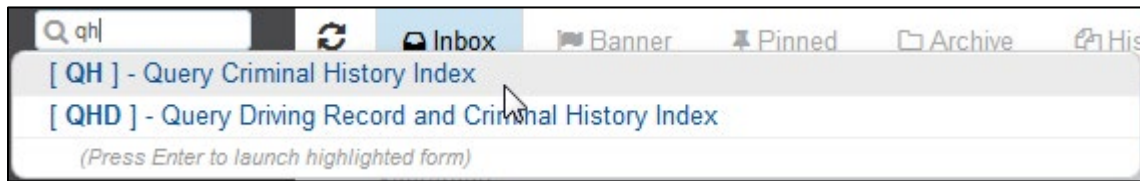
You will be able to find the masks on the left navigation panel by either using the forms menu or by searching in the 'Find a Form' search box. There are various tabs across the top of the inbox to assist with filtering messages. Settings can be adjusting by clicking on your username at the top right of page and selecting 'Settings'.

2.1 The Forms

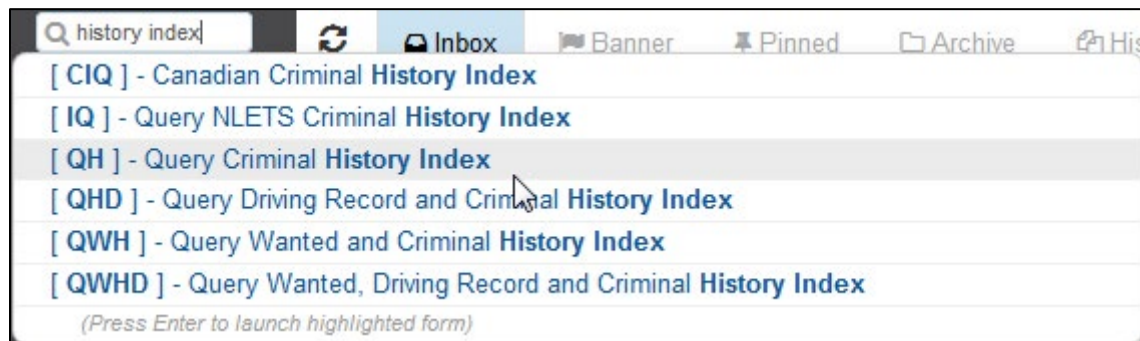
There are two ways to find the forms that you want to use. You can use the search bar or the forms menu.

To find a mask, you can use the search bar. There is the ability to type the message key or various key words (wanted, vehicle, boat, etc.).

Search by Message Key

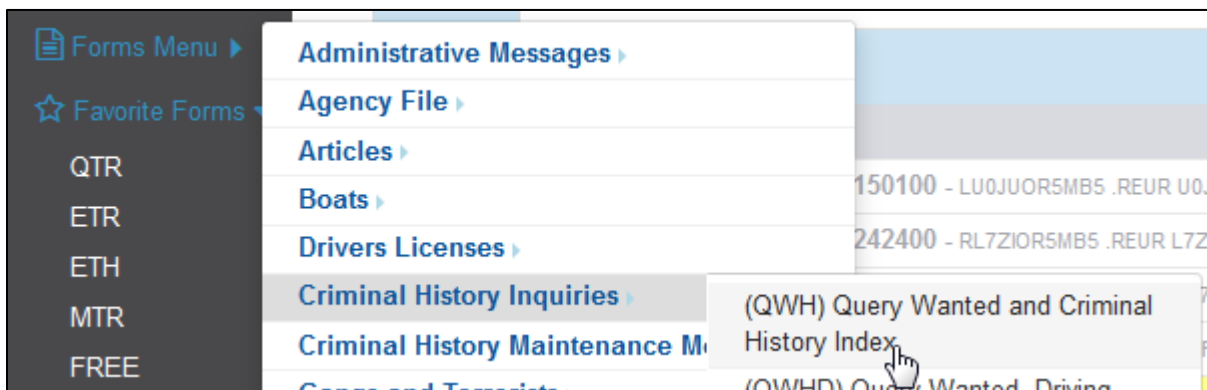


Search by Key Word



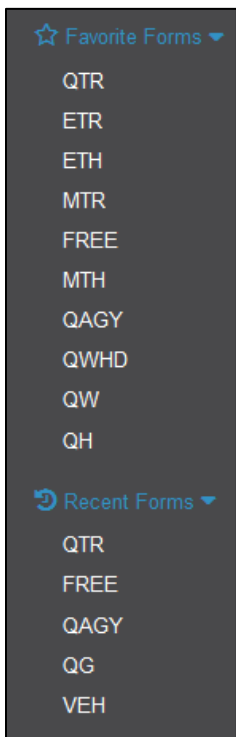
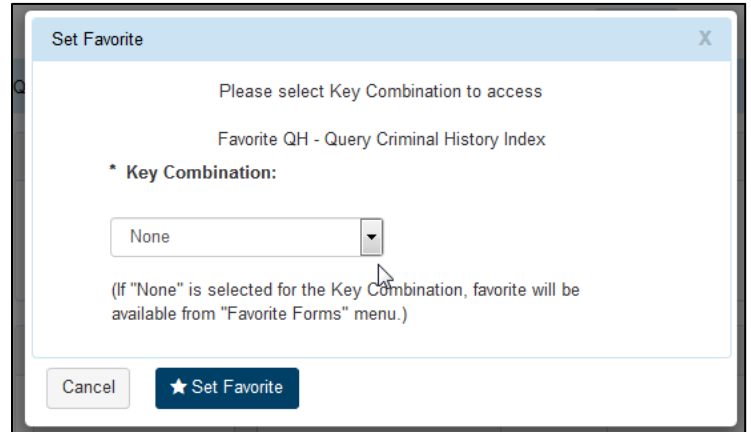
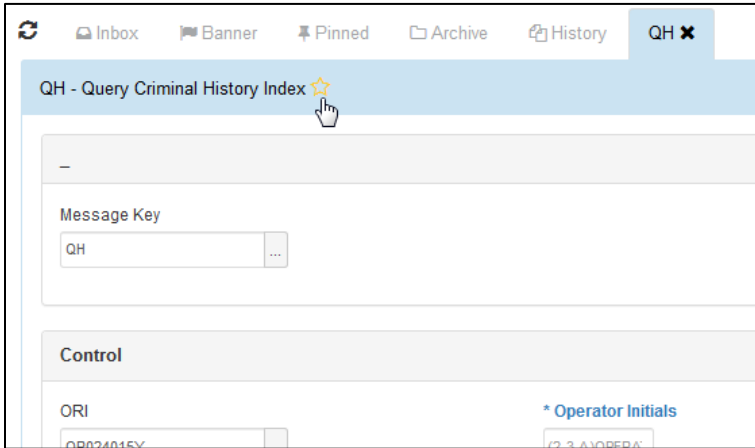
2.1.1 The Forms Menu

The Forms Menu can help you find queries with similar uses if you want to try a broader search. Select the Forms Menu to pop out the list of Forms that you have access to. You can then follow it until you find what you want. If you exit the Forms Menu, it will remember where you left it and open to that spot when you open it again.



2.1.2 Favorite Forms

If you have a form that you like to use often, you can make that form a favorite. At the top of an opened form will be a star that you can click to add it to your favorites list.



Once you favorite a form there will be a pop-up. You can select from a list of key combinations (keyboard shortcuts) so that you can pull up the form with the key combination.

Additionally, favorite forms will show up on the left navigation panel for you to select without doing a form search or having to select it from the Forms Menu.

The LEDS 20/20 application will also track forms that you have used recently (and often). These forms will show up in the 'Recent Forms' section of the left navigation panel.

2.1.3 Opening and Using Forms

Forms in LEDS 20/20 work similarly to Masks in other applications.

The screenshot shows a web form with four main sections, each with a refresh icon in the top right corner:

- Message Key:** A text field containing "QH".
- Control:** Contains fields for "ORI" (OR024015Y), "* Operator Initials" ((2-3 A) OPERA), "* Req. Name" ((30 A) REQUESTER NAME), and "* Purpose Code" ((1 A) PURPOSE CODE).
- Descriptors:** Contains fields for "* Name" ((30 R) NAME), "* Race" ((1 A) RACE), "* Sex" ((1 A) SEX), "* Date of Birth" ((6 OR 8 N) DATE OF BIRTH MMI), and "Reason Code" ((1 A) CPIC REASON C).
- ID_Numbers:** Contains fields for "* Soc. Sec. No." ((9 N) SOCIAL SECURITY NUMB), "* State ID No." ((8-10 ANS) STATE IDENTIFICATION NI), "* FBI No. / UCN" ((9 AN) FBI NUMBER / UNIVERS), and "* Misc. No." ((15 ANS) MISCELLANEOUS I).

This section of the form shows what message key you are using. You can select the ellipses to look at similar message keys.

The control section is the identifying information of the query. Who is sending the query? What is the reason? Etc.

The 'Descriptors' section is where you put the information being queried. Blue fields indicate a required field.

Once you have met the requirements for the query the blue fields will turn black.

For example, if you enter the name, DOB, gender, and race then all the fields in the ID Numbers section will turn black.

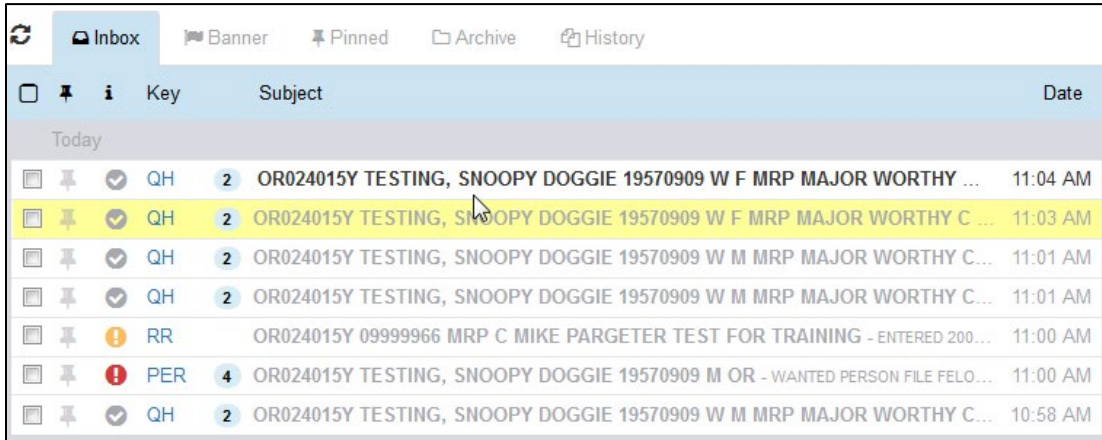
If you want to re-open a query, you can select the blue message key on the inbox return to open the mask directly. The mask will remember the information you entered already. You can then go in and change any part of the query you might need to change.



3 Responses

Responses to queries show up in your inbox. Messages you have not read will be shown in bold text. Messages you have read will be shown in grey text. The message you currently have open will be highlighted yellow.

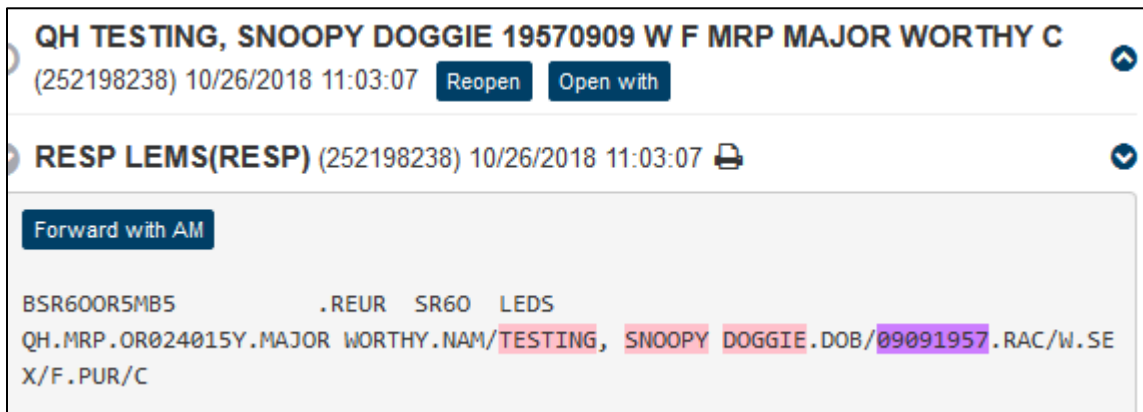
Double-clicking on a message will open the message. If you have the 'Split View' setting turned on from the User Settings Menu the message will open in another window. If you do not have it turned on the message will open in place of your inbox.



	Key	Subject	Date
Today			
<input type="checkbox"/>	QH	2 OR024015Y TESTING, SNOOPY DOGGIE 19570909 W F MRP MAJOR WORTHY ...	11:04 AM
<input type="checkbox"/>	QH	2 OR024015Y TESTING, SNOOPY DOGGIE 19570909 W F MRP MAJOR WORTHY C ...	11:03 AM
<input type="checkbox"/>	QH	2 OR024015Y TESTING, SNOOPY DOGGIE 19570909 W M MRP MAJOR WORTHY C...	11:01 AM
<input type="checkbox"/>	QH	2 OR024015Y TESTING, SNOOPY DOGGIE 19570909 W M MRP MAJOR WORTHY C...	11:01 AM
<input type="checkbox"/>	RR	OR024015Y 09999966 MRP C MIKE PARGETER TEST FOR TRAINING - ENTERED 200...	11:00 AM
<input type="checkbox"/>	PER	4 OR024015Y TESTING, SNOOPY DOGGIE 19570909 M OR - WANTED PERSON FILE FELO...	11:00 AM
<input type="checkbox"/>	QH	2 OR024015Y TESTING, SNOOPY DOGGIE 19570909 W M MRP MAJOR WORTHY C...	10:58 AM

3.1 The Message Window

Notice that the name and date of birth is highlighted. The LEDS 20/20 application will highlight some of the information you entered in the query, showing you any exact matches.



QH TESTING, SNOOPY DOGGIE 19570909 W F MRP MAJOR WORTHY C
(252198238) 10/26/2018 11:03:07 Reopen Open with

RESP LEMS(RESP) (252198238) 10/26/2018 11:03:07 Print

Forward with AM

BSR600R5MB5 .REUR SR60 LEDS
QH.MRP.OR024015Y.MAJOR WORTHY.NAM/TESTING, SNOOPY DOGGIE.DOB/09091957.RAC/W.SE
X/F.PUR/C

Please send questions to the LEDS Helpdesk at helpdesk.leds@osp.oregon.gov.