



# Oregon State Police

To provide premier public safety services

---



## LEDS 20/20 Project

### LEDS 20/20 Team Inbox User Guide

# 1 The LEDS 20/20 Team Inbox

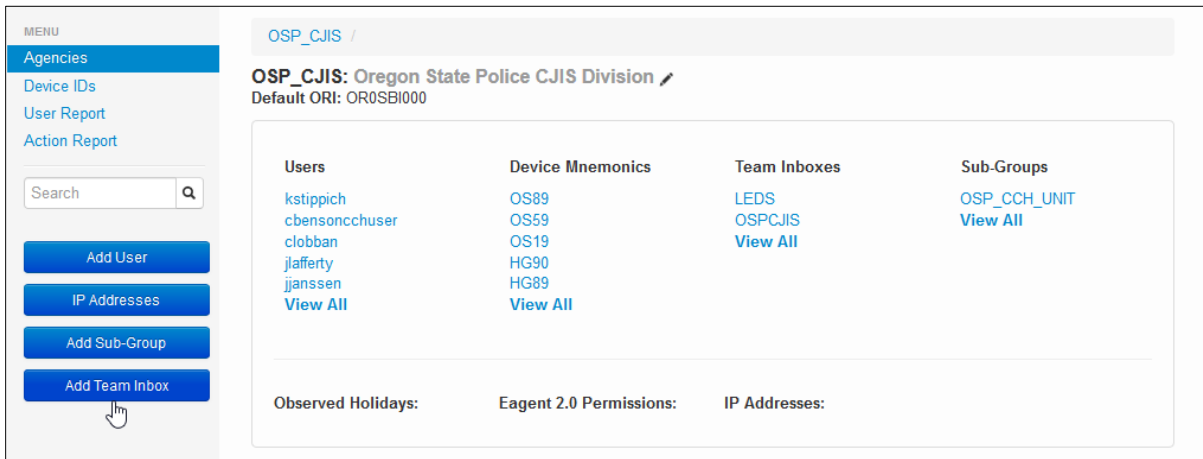
A Team Inbox is designed to replace your agencies 'printer'. LEDS 20/20 does not print automatically to paper, but rather allows any user to monitor a central inbox and print returns as needed.

During the enrollment process, The LEDS Team will create Team Inboxes for you. In utilizing this resource, you may find a need for additional ones at your agency. This guide will assist in walking you through that process in LEDS 20/20. If any issues occur at any point, as always contact the LEDS Help Desk. You will need to know how to add/delete users from the inbox, as well as make other necessary edits.

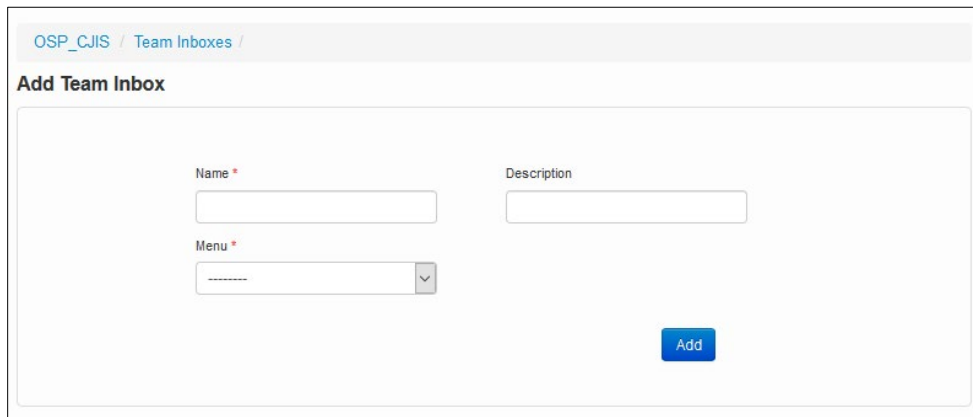
Please skip to Section 3 for information on editing a team inbox.

# 2 Creating a Team Inbox

Team Inboxes cannot be moved once they have been created, so please make sure that they are in the correct sub-group. Navigate to the 'Add Team Inbox' button from the Agency or Sub-Group page.



Name the Team Inbox. The name should be clear and follow the defined format: GEOGRAPHY\_AGENCYTYPE\_DESCRIPTION1\_DESCRIPTION2. For example, Marion County's Records Unit might name theirs MARION\_SO\_RECORDS\_INBOX. OSP will edit these names as is necessary. You will also need to add a description and select a menu.



Fill in the fields and hit submit, you should arrive on a screen like the one pictured below.

At this point, the Team Inbox is not activated. You will need to send an e-mail to the LEDS Help Desk ([hleds@osp.oregon.gov](mailto:hleds@osp.oregon.gov)) to activate the Team Inbox. They will need to know which ORIs it needs to receive messages for, as well as which ORIs it needs to send messages for.

OSP\_CJIS / Team Inboxes /

**OSP\_CJIS\_OR0SBI100: 10-print Team Inbox** ✎

ID: OSP\_CJIS\_OR0SBI100\_37858  
 Menu: CJA  
 User Code: P3NJ  
 Default ORI:  
 MKE Group:  
 Device ID:  
 Active:

**Team Inboxes do NOT inherit Send/Receive ORIs from their agencies.**

ORIs Team Inbox Sends For:      ORIs Team Inbox Receives For:      Users ✎

### 3 Editing, Adding and Removing Users from a Team Inbox

To edit information in your team inbox, click on the pencil icon next to the Team Inbox name. Once on the edit page, you can update the Team Inbox Name, description and menu.

To add or remove users, click the pencil icon next to the 'Users' section. The system will direction you to a screen where you can search for a specific user or scroll through the list. Check the box next to the name of users you'd like to add or uncheck the boxes to remove users. Once you've added/removed the users, click 'Update'.

Agencies / OSP\_MAIN / OSP\_CJIS / Team Inboxes /

**OSP\_CJIS\_OR0SBI100: 10-print Team Inbox** ✎

ID: OSP\_CJIS\_OR0SBI100\_37858  
 Menu: CJA  
 User Code: P3NJ  
 Default ORI: OR0SBI100  
 MKE Group: LE-SBI-T  
 Device ID: 5P1F  
 Active:

**Team Inboxes do NOT inherit Send/Receive ORIs from their agencies.**

ORIs Team Inbox Sends For:      ORIs Team Inbox Receives For:      Users ✎  
 OR0SBI100      OR0SBI100

OSP\_CJIS

**Manage Users For: OSP\_CJIS\_OR0SBI100**  
 Select Users to assign to this Team Inbox.

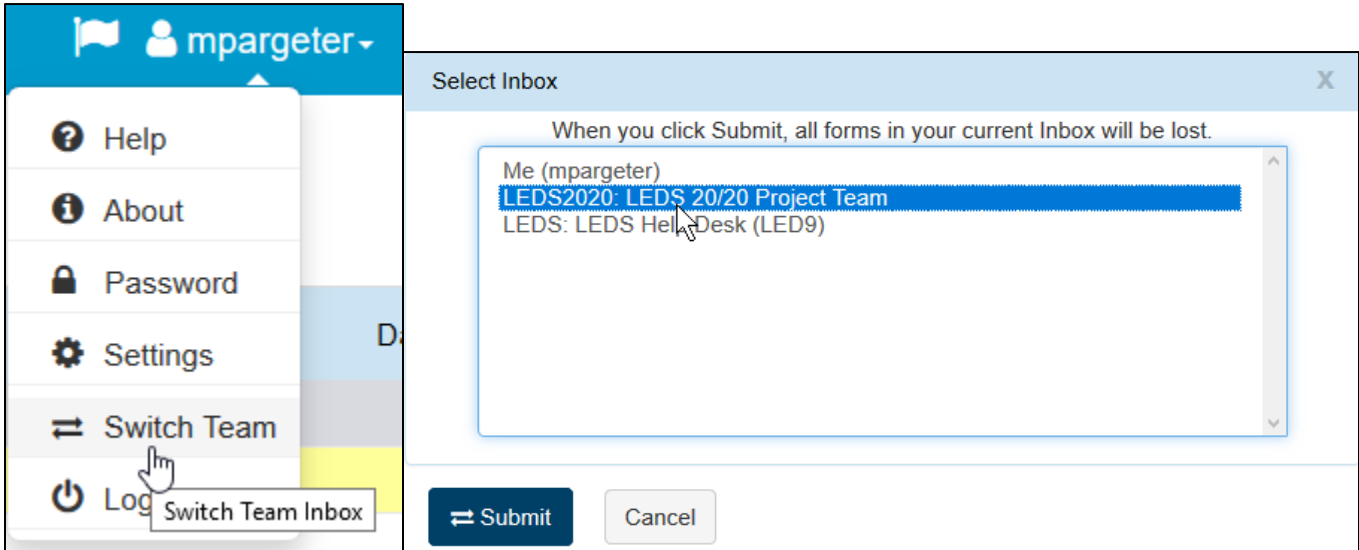
Username  Assign

agonzalez	<input type="checkbox"/>
ahaugen	<input checked="" type="checkbox"/>
apatterson	<input type="checkbox"/>
ariche	<input type="checkbox"/>
awilliams	<input type="checkbox"/>
twindson	<input checked="" type="checkbox"/>
cbensonchuser	<input type="checkbox"/>
ccavilee	<input checked="" type="checkbox"/>
cdavis	<input checked="" type="checkbox"/>
clobban	<input type="checkbox"/>
cprescott	<input type="checkbox"/>
dsheehan	<input type="checkbox"/>
fkryskalla	<input type="checkbox"/>
ggibson	<input type="checkbox"/>
hculver	<input type="checkbox"/>
jbuntjer	<input type="checkbox"/>
jglasscock	<input type="checkbox"/>
janssen	<input type="checkbox"/>
...	<input type="checkbox"/>

Update

## 4 Using a Team Inbox

To navigate to a Team Inbox from your personal inbox, click on your username in the top right and select the 'Switch Team' option. A pop-up will occur to allow you to pick the team inbox you'd like to view. If you do not have this option, then you are not assigned to any Team Inboxes and will need to contact your TAC.



You can use the Team Inbox like a normal inbox, it will carry over your preferences, show AM messages to your agency, and show you what others who are in the inbox are querying (only if they query them in the inbox).

Note in the top right, your username icon has changed to indicate you are in a Team Inbox.

