

1 Introduction to Omnixx Force

Welcome to Omnixx™ Force, the desktop application module of the new Omnixx™ 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 specific needs of today's law enforcement community. It allows users to send and receive text-based 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.

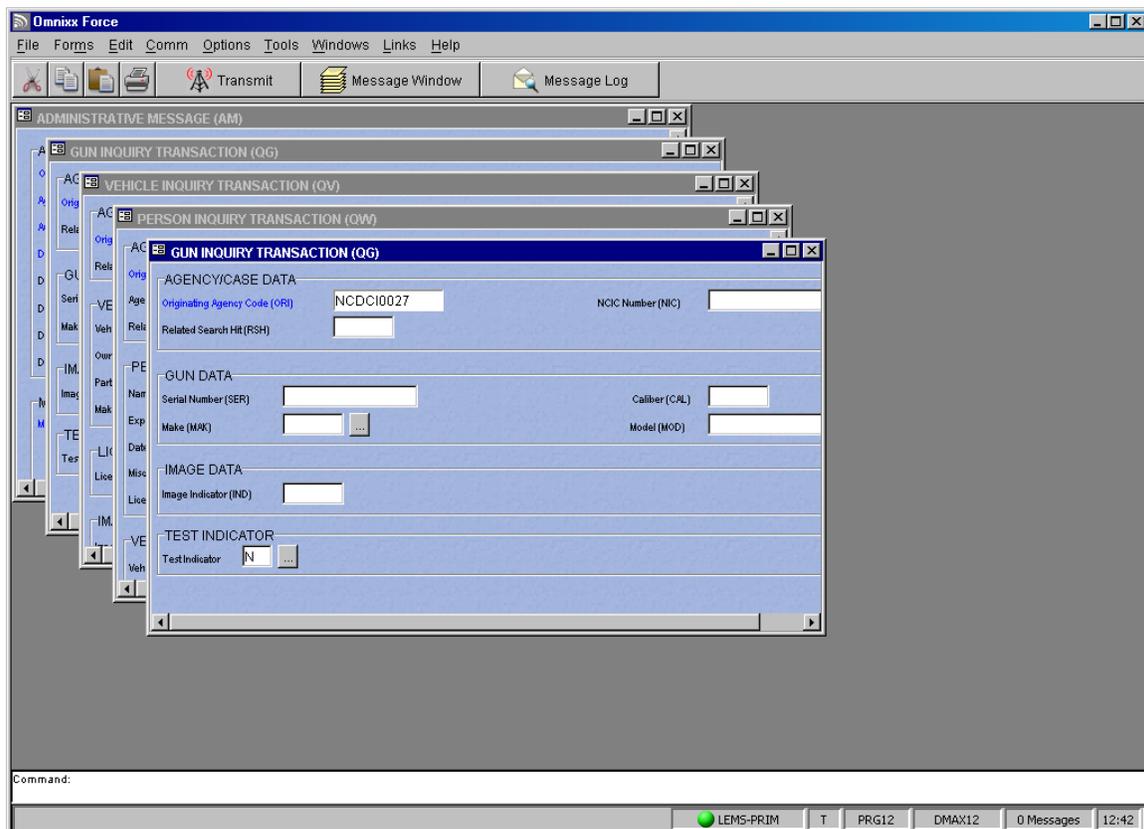


Figure 1.1 The Omnixx Force User Interface

Every time a user accesses the Omnixx Force application, it will synchronize with the Omnixx™ Application Repository and automatically update any changes that have been made to forms, help files, code tables, etc. This will ensure that the user always has the most up-to-date version of all transaction forms.

A few of the key features available in Omnixx Force include:

- User-friendly Transaction Forms that include features such as Pop-Up Code Boxes, Field Help, and Mandatory Field identification.

Figure.1.2 The Omnixx Force “QG” Transaction Form

- A Message Window that allows for simultaneous printing or deleting of multiple messages. Also, information contained in messages can easily be forwarded by way of an Administrative Message.

		Date/Time	Subject	Type	Image	Ref ID
<input type="checkbox"/>		11-21-2002 12:33:32 PM	DR From NLETS	Recv	N	00TB00001P
<input type="checkbox"/>		11-21-2002 12:33:29 PM	QUERY:	Sent	N	00TB00001P
<input type="checkbox"/>		11-21-2002 12:33:28 PM	QUERY:	Sent	N	00TB00001P
<input type="checkbox"/>		11-21-2002 12:33:22 PM	DR From NLETS	Recv	N	00TB00001M
<input type="checkbox"/>		11-21-2002 12:33:19 PM	QUERY:	Sent	N	00TB00001M
<input type="checkbox"/>		11-21-2002 12:33:19 PM	QUERY:	Sent	N	00TB00001M
<input type="checkbox"/>		11-21-2002 12:32:47 PM	DR From NLETS	Recv	N	00TB00001I
<input type="checkbox"/>		11-21-2002 12:32:45 PM	DR From NLETS	Recv	N	00TB00001I
<input type="checkbox"/>		11-21-2002 12:32:43 PM	QUERY:	Sent	N	00TB00001I
<input type="checkbox"/>		11-21-2002 12:32:43 PM	QUERY:	Sent	N	00TB00001I
<input type="checkbox"/>		11-21-2002 12:31:46 PM	QG From NCIC	Recv	N	00TB00001C
<input type="checkbox"/>		11-21-2002 12:31:46 PM	QG From NCIC	Recv	N	00TB00001C
<input type="checkbox"/>		11-21-2002 12:31:44 PM	QG From NCIC	Recv	N	00TB00001C
<input type="checkbox"/>		11-21-2002 12:31:43 PM	QG From NCIC	Recv	N	00TB00001C
<input type="checkbox"/>		11-21-2002 12:31:41 PM	QG: ABC123, FL	Sent	N	00TB00001C
<input type="checkbox"/>		11-21-2002 12:31:41 PM	QUERY: ABC123, FL	Sent	N	00TB00001C
<input type="checkbox"/>		11-21-2002 12:31:41 PM	QUERY: ABC123, FL	Sent	N	00TB00001C
<input type="checkbox"/>		11-21-2002 12:31:41 PM	QUERY: ABC123, FL	Sent	N	00TB00001C

Figure 1.3 The Omnixx Force Message Window

- A Message Log that allows the user to easily search for messages that have been deleted from the Message Window. The Message Log also allows the user to enter search criteria to narrow down the search for quick results.

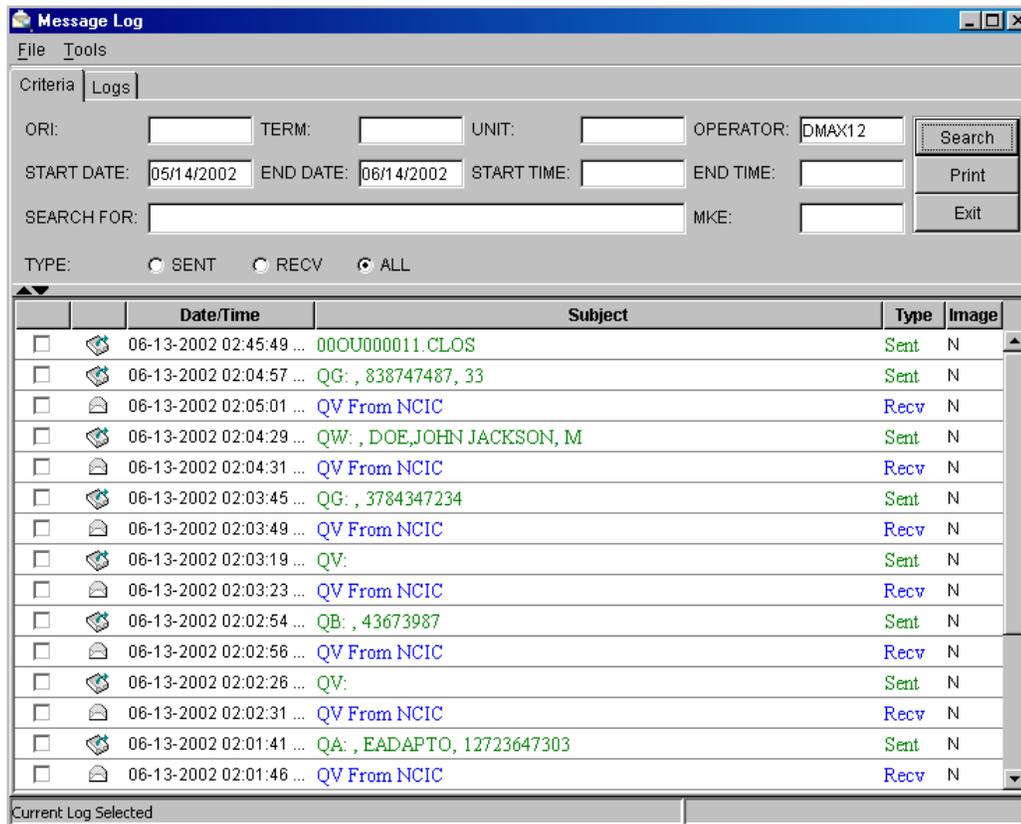


Figure 1.4 The Omnixx Force Message Log

- A Command Bar that allows the user to quickly retrieve transaction forms without having to search through the entire Forms menu.



Figure 1.5 The Omnixx Force Command Bar

Now that you have had an initial introduction to Omnixx Force and a few of its key features, the remainder of this chapter will give you a brief overview of some basic Windows functions and how to use the web browser (Windows® Internet Explorer and Netscape® Navigator) for those who might not be familiar with these applications. Becoming familiar with both Windows and the web browser will help you maneuver more easily through the Omnixx Force application. If you are already familiar with these products, please proceed to “Chapter 2 – Getting Started in Omnixx Force”.

1.1 Using Windows

This section provides instructions on using the mouse, selecting menu items and completing dialog boxes. First, you should look over the list of Windows basics listed below. If you are not sure of any of these procedures, please spend some time getting to know Windows. The first several chapters of the Windows User's Guide will give you enough basics to get started in Omnixx Force. The more proficient you are in Windows, the easier it is to utilize Omnixx Force to its full potential.

1.2 Windows Basics

- ❑ Moving, minimizing, maximizing, activating, and closing windows.
- ❑ Choosing commands (from command menus) and completing dialog boxes.
- ❑ Clicking, double-clicking, and dragging objects with the mouse.
- ❑ Using the scroll bars, direction keys and navigation keys to move around in Windows.

Using the Mouse

This manual uses the term “mouse” to indicate a pointer. The mouse is a tool that is used for moving the cursor, or pointer, on the screen. Slide the mouse around on a flat surface or mouse pad to move the pointer. The best way to understand how the mouse works is to practice using it.

There are usually only two buttons (right and left) on the top of the mouse. Always use the *left* mouse button unless specifically told to use the *right* mouse button. If your mouse has three buttons, ignore the middle button when using Omnixx Force.

The following terms and their meanings describe how this manual refers to using the mouse.

<i>When You See:</i>	<i>Using the Mouse:</i>
Click on, or choose	Place the pointing arrow at the desired location, then press and quickly release the left button.
Double-click	Place the pointing arrow at the desired location, then quickly press and release the button twice.
Right-click	Place the pointing arrow at the desired location, then press and quickly release the right button.
Drag	Press and hold the left button as you move the pointer.

Using Dialog Boxes

A dialog box is a standard Windows feature that provides information about program or system settings and allows you to change these settings. A dialog box may be presented when you choose a command.

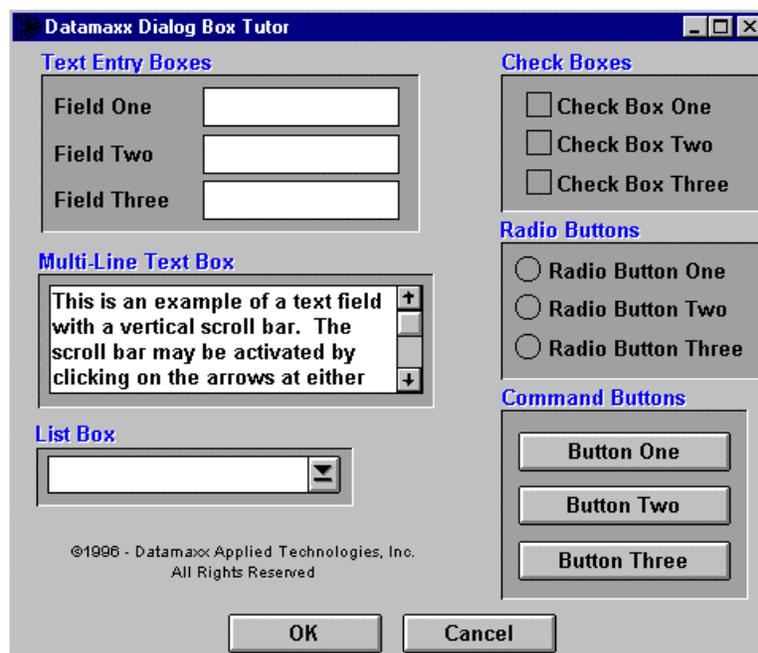


Figure 1.6 Datamaxx Dialog Box Tutor

To Navigate Through a Dialog Box:

- ❑ Use the TAB key to move forward through the fields and boxes in the dialog box.
- ❑ Use SHIFT + TAB to move backwards through the fields and boxes.
- ❑ CTRL + TAB moves the cursor to the first field in the previous group.
- ❑ CTRL + HOME moves the cursor to the first field in the form, and CTRL + END moves the cursor to the last field in the form.
- ❑ You can also use your mouse to point and click into any field.
- ❑ To close a dialog box *without* saving the changes, click CANCEL.
- ❑ To close a dialog box and *save* changes, click OK.

Types of Fields in a Dialog Box

Please refer to Figure 1.6 for examples of the different fields listed below.

Entry Boxes

Entry boxes allow you to enter appropriate data into a field. For example, entering the name of a wanted person into an Omnixx Force form. Make sure the cursor is in the desired box and then type the text or characters.

Check Boxes

Check boxes allow you to activate or deactivate a specific option. Put the mouse pointer in the box and click the left mouse button. This will check (activate) or uncheck (deactivate) the box.

Radio Buttons

Radio buttons usually appear in groups. You may select only one option in the group. Put the mouse pointer on the circle, and then click the left mouse button to select the desired option. To change the current setting, simply click another option in the group.

List Boxes

List boxes provide you with a list of possible entries for the field. Put the mouse pointer on the down arrow to the right of the box, and then click the left mouse button. The list of possible entries drops down from the box. To select an item from the list, double-click on the item and the item you selected appears in the list box.

Command Buttons

Command buttons control the status of the entire dialog box. Put the mouse pointer on the face of the command and click on the left mouse button, or TAB through the commands until the desired command is highlighted, then press ENTER.

Using the Keyboard

Although you will generally use the mouse to activate Windows controls, you often have the ability to activate a control by using the keyboard at the same time. Whenever a control label has an underlined character, you may activate that control by pressing and holding the ALT key while pressing and releasing the keyboard character which is underlined.

For example, in the Tools menu, the “T” is underlined. Therefore, the Tools menu may be activated by holding down the ALT key and pressing the “T” key on the keyboard. Once the menu drops down, use your arrows on the keyboard to scroll down to the desired command and press ENTER, or simply press the key on the keyboard for the underlined letter of the command you wish to activate. For our example below, if you want to activate the Message Window, you would press the “W” key on the keyboard.

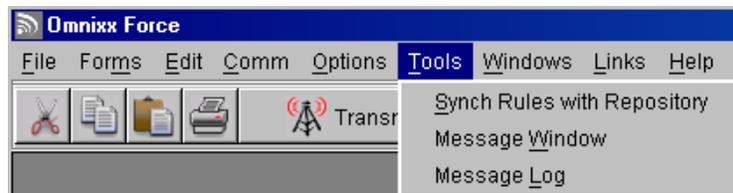


Figure 1.7 Tools Menu

Application Window

Once an application is started, it is displayed in its own application window. This window can be moved around, resized, or even minimized into an icon on the task bar. Several applications can be running at the same time, and each is displayed in its own window. Each application window has a **Title Bar** at the top that tells you which application is being displayed. There is also a set of resizing buttons on the far right of the title bar. You may also resize a window by placing your pointer on the far right edge, bottom edge, or bottom right corner of the window, then click and drag that border to wherever you like.

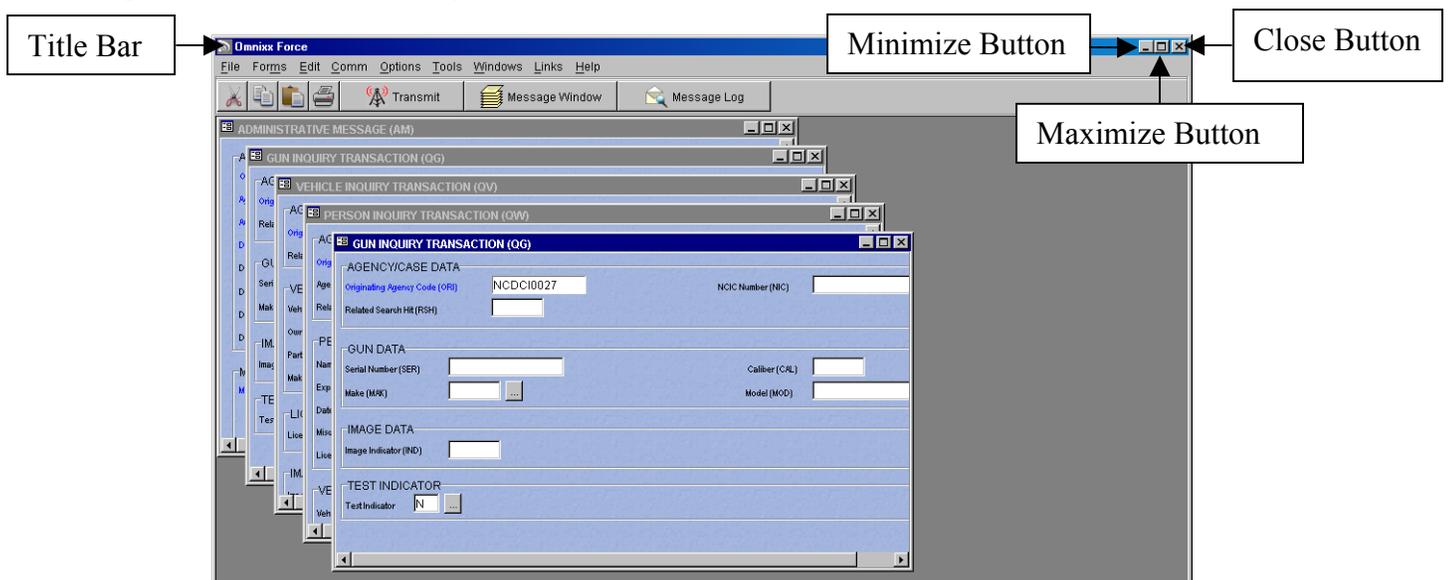


Figure 1.8 Omnixx Force Application Window

If a user clicks on the **Minimize Button**, the application will no longer be seen in the Application Window, but will be minimized into an icon on the Task Bar (see Figure 1.9). The application may be returned to its original size by clicking the icon on the Task Bar.

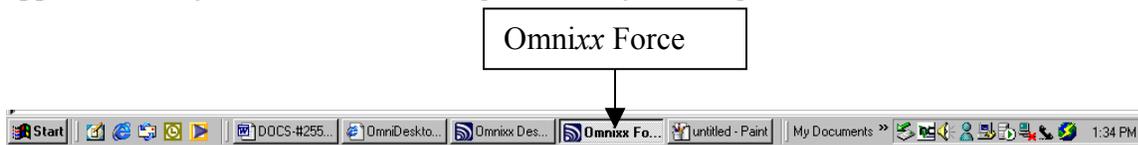


Figure 1.9 Omnixx Force Minimized into an Icon

1.3 Browser

The Web Browser is a software program used to access and display information from the Internet, thus acting as the interface for Omnixx Force. This section will detail some of the most common functions of Internet Explorer and Netscape Navigator to assist the novice user.

1.3.1 Browser Anatomy and Functions

This subsection illustrates the graphical layouts and briefly describes the basic functions of Internet Explorer and Netscape Navigator. The layout may vary slightly, or some functions may not be present, depending on what specific browser version is currently in use. For a more detailed description of the specific browser's capabilities, consult the documentation that came with the browser or the Help file located in the Help drop-down list at the top of the browser's interface.

Toolbar

The figures below display the Internet Explorer and Netscape Navigator Toolbars. This interface contains a selection of buttons and menus listed and described in this section.



Figure 1.10 Internet Explorer Toolbar

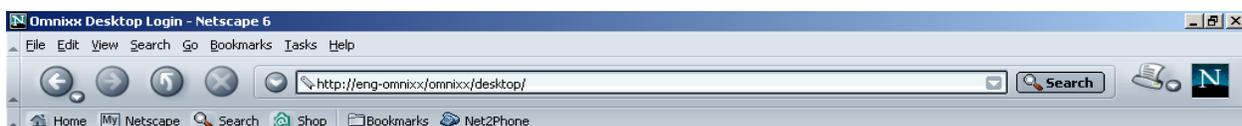


Figure 1.11 Netscape Navigator Toolbar

1.3.2 Setting the Omnixx Desktop as the Home Page

Internet Explorer

Setting the Omnixx Login as your home page allows Internet Explorer to load the Omnixx Login screen automatically when the browser is opened. After logging in, the Omnixx Desktop will be displayed. You can then easily access the Omnixx Force application. To configure this option, click **Tools** (located on the Menu Bar), then select **Internet Options...** The **Internet Options** dialog box will be displayed (see Figure 1.12).

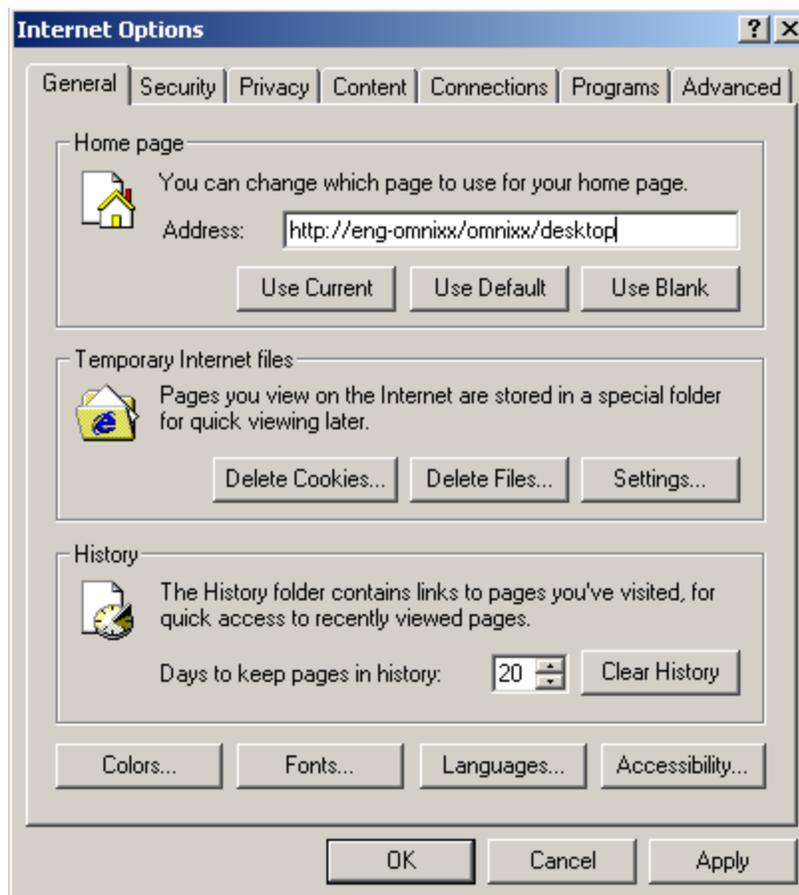


Figure 1.12 Internet Options Dialog

In the **Home Page** section, enter the Omnixx Login web address into the **Address** text box, then click **OK** (if unknown, obtain the Omnixx Login web address from your System Administrator). The Omnixx Login screen has now been set as your Home Page.

Netscape Navigator

Setting the Omnixx Login as your home page allows Netscape Navigator to load the Omnixx Login screen automatically when the browser is opened. After logging in, the Omnixx Desktop is displayed. You can then easily access the Omnixx Force application. To configure this option, click **E**dit located on the Menu Bar, then select **P**references.... The **P**references dialog box is displayed (see Figure 1.13).

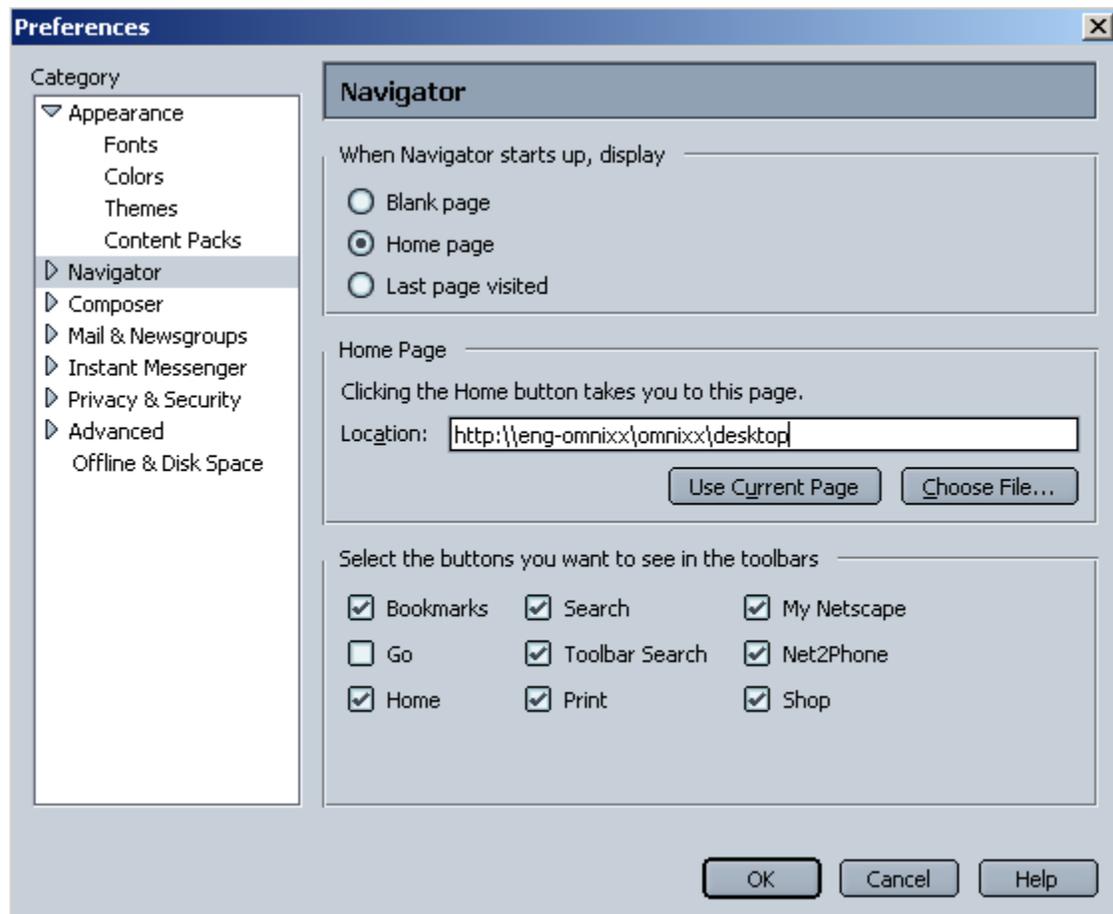


Figure 1.13 Edit Preferences Dialog

In the **Home Page** section, enter the Omnixx Login screen web address into the **L**ocation text box, and click **O**K (if unknown, obtain the Omnixx Login web address from your System Administrator). The Omnixx Login has now been set as your home page.

Using Navigation Buttons on the Browser

If Internet Explorer is installed on your computer, please refer to the buttons pictured on the left in the following figures. If Netscape Navigator is installed on your computer, please refer to the buttons pictured on the right side.

Back Button

Click the **Back** button to return to the previous web page.



Figure 1.14 Back Buttons

Forward Button

Click the **Forward** button to return to the web page that was previously viewed.



Figure 1.15 Forward Buttons

Stop Button

Click the **Stop** button to stop the browser from loading the current page. This is useful if the page is taking too long to load and the user wishes to visit an alternate web page.



Figure 1.16 Stop Buttons

Refresh/Reload Buttons

Click the Explorer **Refresh** button or Navigator **Reload** button to load the web page again. While loading a web page, a file transfer may be interrupted, preventing all of the visual page elements from loading. The **Refresh/Reload** button reloads the page to correct this. In addition, the **Refresh/Reload** button will load the most recent version of a currently viewed web page if it is a page that is updated frequently.



Figure 1.17 Refresh/Reload Buttons

Home Button

Click the **Home** button to return to the configured home page. For more on setting your browser to have Omnixx Force as your home page, please refer to the Section 1.3.2 on “*Setting Omnixx Force as the Home Page*” earlier in this chapter.



Figure 1.18 Home Buttons

Search Button

The **Search** button loads search engines located at the web sites of either Microsoft or Netscape, depending on the browser being used and the type of Internet connection in place. These search engines are used to search the Internet for information.



Figure 1.19 Search Buttons

Print Button

The **Print** button prints a copy of the current web page, if the computer has access to a printer.



Figure 1.20 Print Buttons

Favorites/Bookmarks Button

The Explorer **Favorites** button and the Navigator **Bookmarks** button allow the user to store a web address that he/she plans to visit again. While viewing the desired web page, click the **Favorites/Bookmarks** button and a dialog will guide the user in adding the address to the list. To revisit a stored address, click the **Favorites/Bookmarks** button and select the appropriate web page.



Figure 1.21 Favorites/Bookmarks Buttons

2 Getting Started in Omnixx Force

2.1 Accessing Omnixx Force

To start the Omnixx Force application, you must first access the Omnixx Login screen. In order to do this, double-click on the browser icon located on your computer's desktop. The icon should be for either Internet Explorer or Netscape Navigator. If you followed the directions in the Introduction on setting the Omnixx Login as your Home Page, the browser should automatically take you to the Omnixx Login screen. If the Omnixx Login is not configured as your Home Page, you must type the URL (web address) into the browser's address bar. Also, keep in mind that your computer may already be configured with a shortcut icon for the Omnixx Login screen. If this is the case, simply double-click the icon to proceed.



Figure 2.1 The Omnixx Login Screen

If this is the first time you are accessing Omnixx Force on your computer, you will have to download and run the correct version of the Java Runtime Environment and the Web Start application. Click the *“First time users click here to install the Java Runtime”* link located at the bottom of the Omnixx login screen. You will be prompted with the following warning:

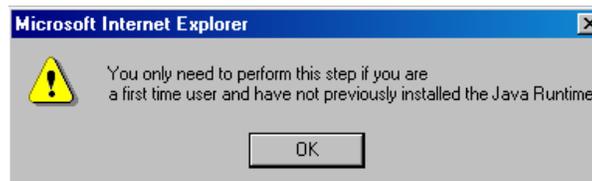


Figure 2.2 Java Runtime Warning Screen

Click the **OK** button to proceed. The following dialog box will appear and prompt you with directions to complete the next step. Click **OK** to continue to the next step in the installation process.



Figure 2.3 Java Runtime Instruction Dialog Box

You will see a File Download dialog box similar to that shown in either Figure 2.4.1 or 2.4.2. If the dialog box, shown in Figure 2.4.1 appears, select ***Run this program from its current location***, then click the **OK** button to continue.

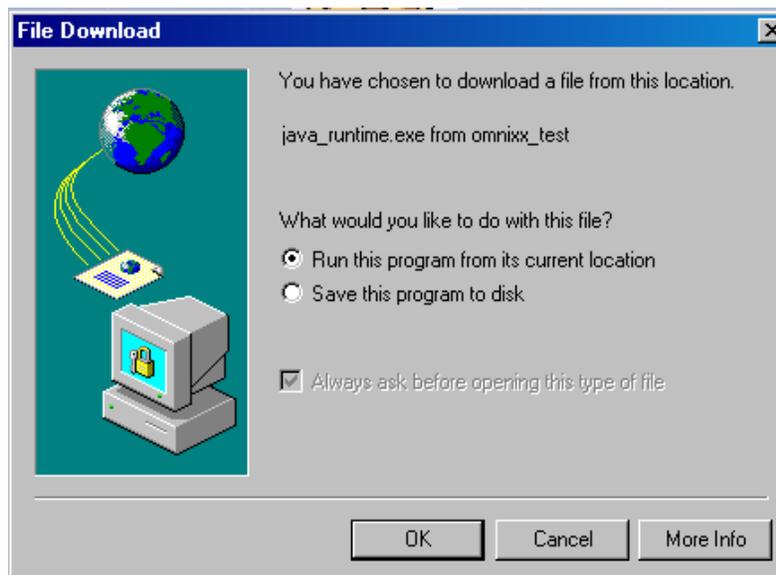


Figure 2.4.1 File Download Dialog Box

If the dialog box shown in Figure 2.4.2 appears, click the **Open** button.

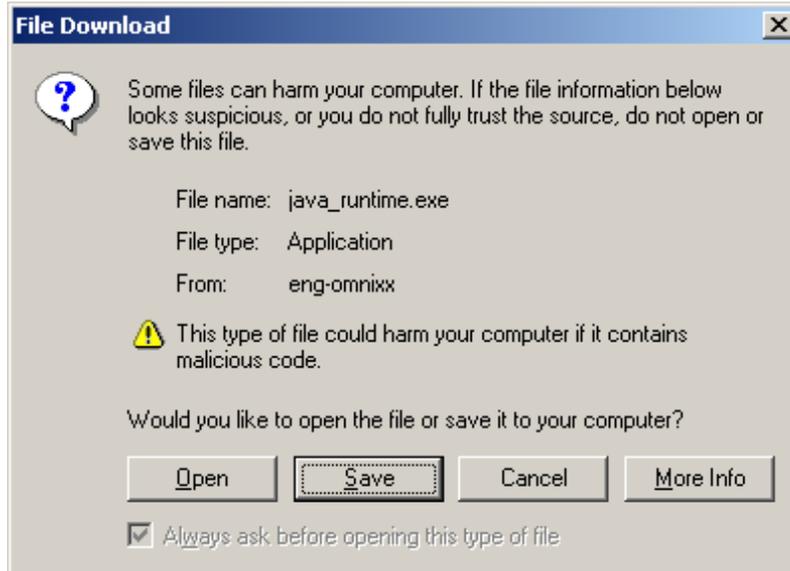


Figure 2.4.2 File Download Dialog Box

The following progress meter is displayed:

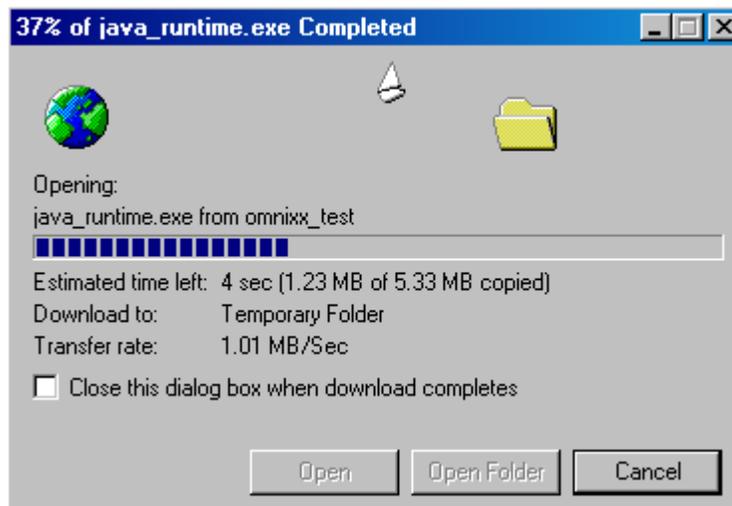


Figure 2.5 Java Progress Meter Dialog Box

You may be prompted with a Security Warning (Figure 2.6). You must click the **Yes** button to continue. If you click **No**, the installation process will terminate immediately.



Figure 2.6 Security Warning

The Java Web Start License Agreement is displayed (Figure 2.7). Read the agreement and click the **Accept** button to continue the installation process. If you choose not to accept the license agreement, click **Decline** and the installation process will terminate immediately.

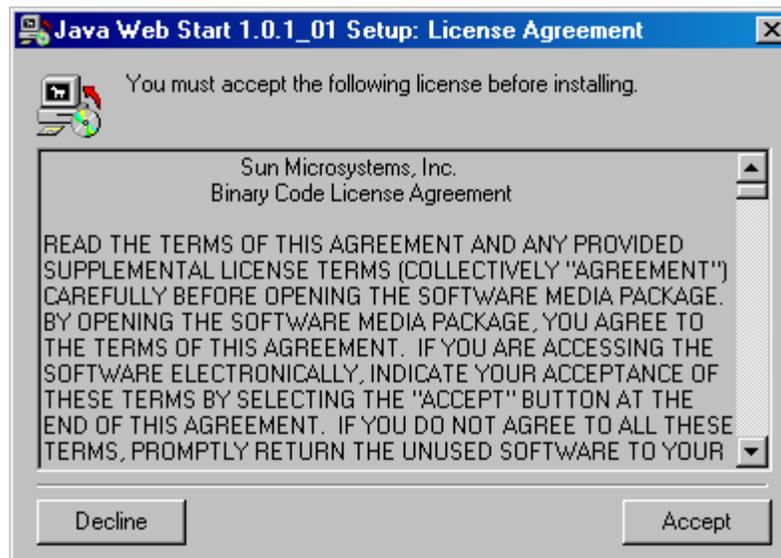


Figure 2.7 Java Web Start License Agreement

Next, you are prompted to enter the path of the directory where you would like the Java Web Start application installed. You may leave the path at the default, or click the **Browse** button to select a different location. Click the **Next** button to continue.

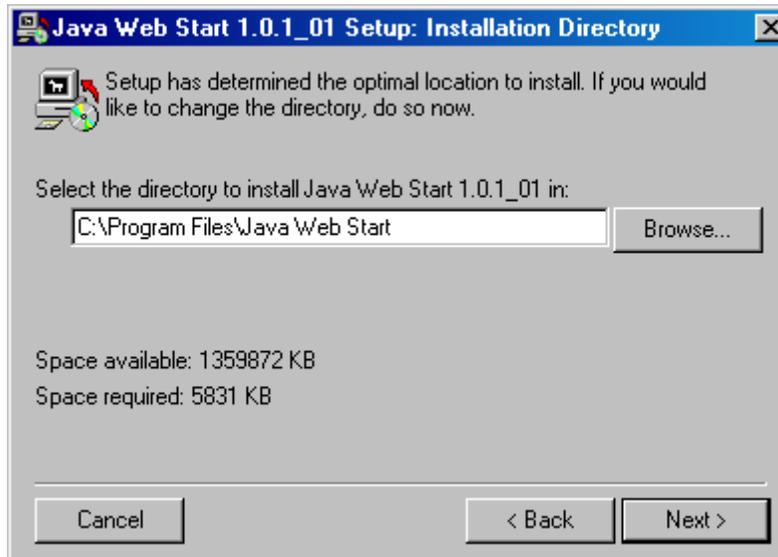


Figure 2.8 Java Web Start Select Installation Directory Screen

The Java Web Start files will be installed to the path specified in the previous step. The following dialog box is displayed to indicate the progress of the installation.

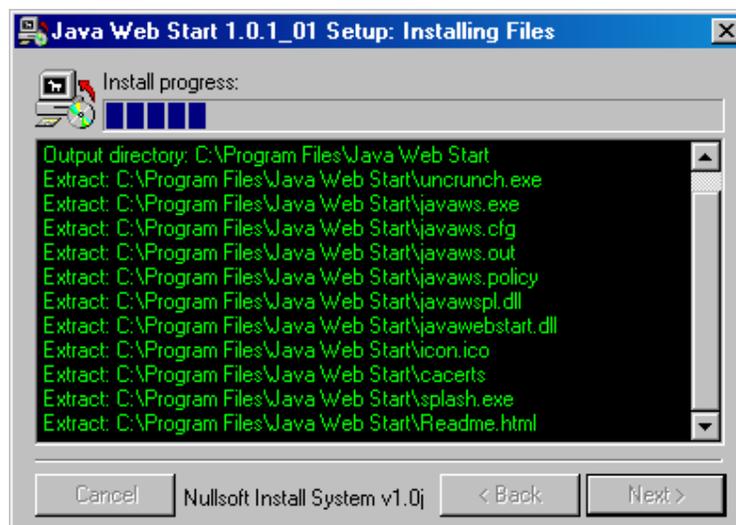


Figure 2.9 Java Web Start Installation Progress Meter

After the Java Web Start files are installed, the client machine is searched to ensure that the correct version of the Java 2 Runtime Environment has been installed. If not, you will be prompted to select the path where you would like this program installed. You may leave it at the default path and simply click **OK**, or click the **Browse** button to select an alternate directory. Click **OK** to continue.

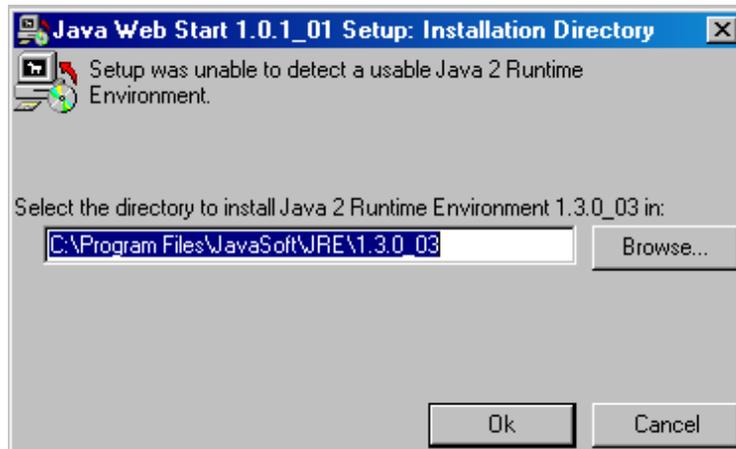


Figure 2.10 Java 2 Runtime Environment Installation Directory Screen

You will be notified when the installation is complete and you may choose whether or not you would like to read the on-line help manual for Java. Click **Yes** to view the manual, or click **No** if you prefer to skip the manual and login to the Omnixx Desktop.

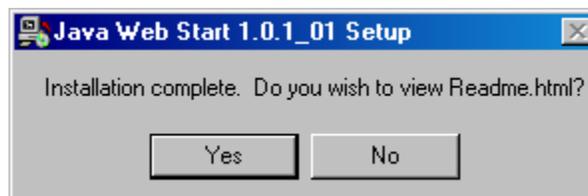
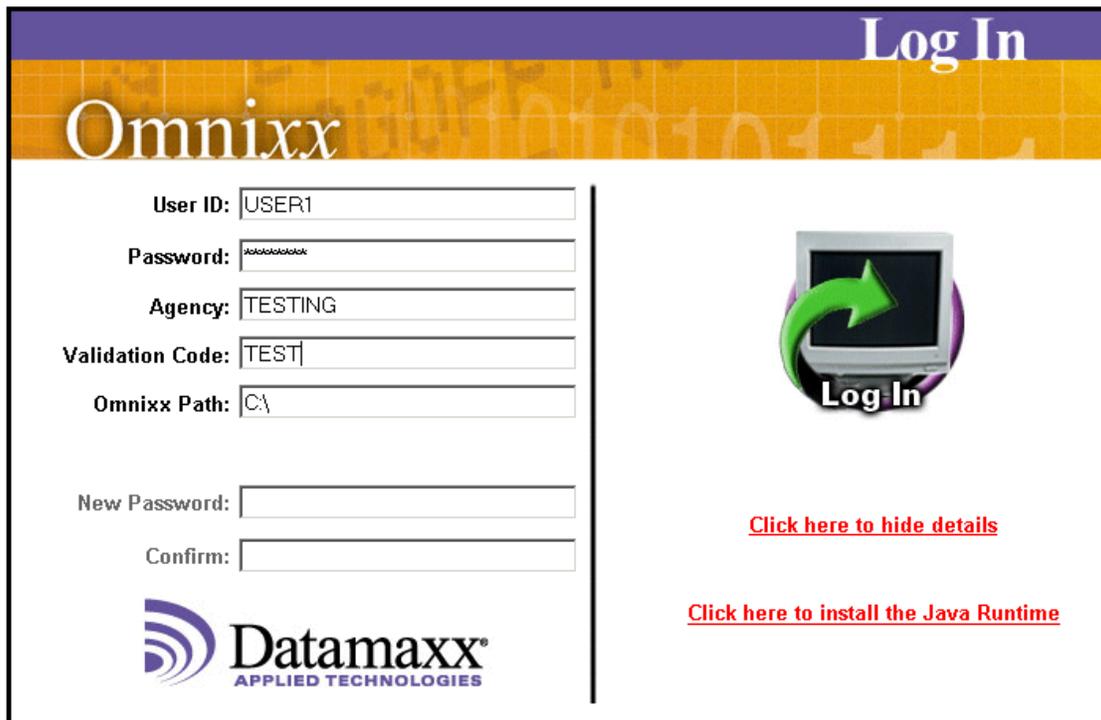


Figure 2.11 View Java Online Manual Selection

Now that both Java Web Start and the correct version of the Java Runtime Environment have been installed on the client machine, you are ready to login to the Omnixx Desktop.



The screenshot shows the Omnixx Login interface. At the top, there is a purple bar with the text "Log In" and an orange banner with the "Omnixx" logo. Below the banner, there are several input fields for user information: "User ID" (containing "USER1"), "Password" (masked with asterisks), "Agency" (containing "TESTING"), "Validation Code" (containing "TEST"), and "Omnixx Path" (containing "C:\"). There are also fields for "New Password" and "Confirm". To the right of the input fields is a "Log In" button with a green arrow icon. Below the button are two red links: "Click here to hide details" and "Click here to install the Java Runtime". At the bottom left, there is the Datamaxx Applied Technologies logo.

Figure 2.12.1 The Omnixx Login Screen

On the Omnixx Login screen, you are prompted to enter the following information. All of the information is retained by the system, except the Password, so that all of this information will not have to be entered upon every login to the Omnixx Desktop.

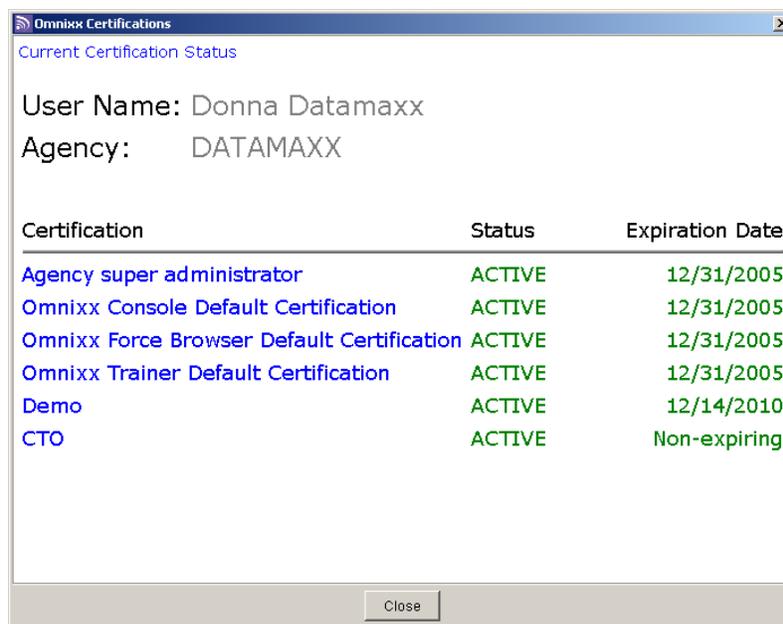
- ❑ **User ID** – Enter your Username.
- ❑ **Password** – Enter your Password.
- ❑ **Agency** – Enter your agency's identifier. (The identifier can be configured to be the agency name, agency ORI, etc.)
- ❑ **Validation Code** – Enter your assigned Validation Code (if required).
- ❑ **Omnixx Path** – Enter the drive letter and/or path to which you would like the Omnixx directory installed (e.g., C:\NC\Omnixx).
- ❑ **New Password** – Enter a new password if you wish to change your current password.
- ❑ **Confirm** – Re-enter your new password.

If the Agency, Validation Code, and Omnixx Path fields are hidden as in Figure 2.12.2, click the link labeled “[click here for more details](#)” to display all fields.



Figure 2.12.2 The Omnixx Login Screen

After all necessary information is entered correctly, click the “**Log In**” icon  to begin the login process. The Omnixx Certifications window appears with a listing of the user’s current certification status. Click **Close** to exit the Certifications window and display the Omnixx Desktop.



Certification	Status	Expiration Date
Agency super administrator	ACTIVE	12/31/2005
Omnixx Console Default Certification	ACTIVE	12/31/2005
Omnixx Force Browser Default Certification	ACTIVE	12/31/2005
Omnixx Trainer Default Certification	ACTIVE	12/31/2005
Demo	ACTIVE	12/14/2010
CTO	ACTIVE	Non-expiring

Figure 2.13 The Omnixx Certifications Window

Once you are logged into the Omnixx Desktop, you will be able to access all of the Omnixx applications you are authorized to use directly from the Desktop, avoiding the need to logon to each application separately.



Figure 2.14 The Omnixx Desktop

Locate the Omnixx Force icon and click it to access the application.



Figure 2.15 The Omnixx Force Icon

After selecting the Omnixx Force application, the Java Web Start program will start and the following progress meter is displayed:

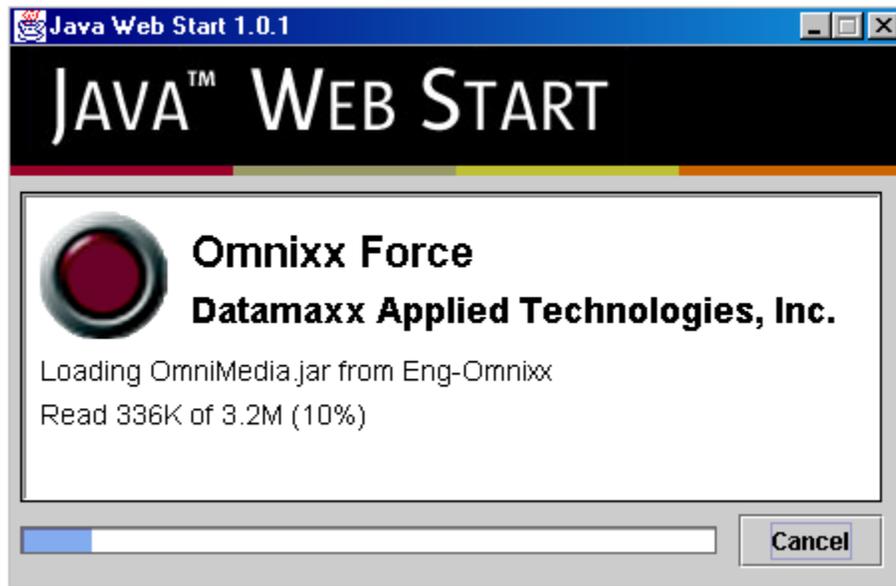


Figure 2.16 Java Web Start Progress Meter

Next, the Java Web Start Security Warning is displayed. You must click the **Start** button to proceed with loading the Omnixx Force application. This warning will only appear upon the initial Omnixx logon.

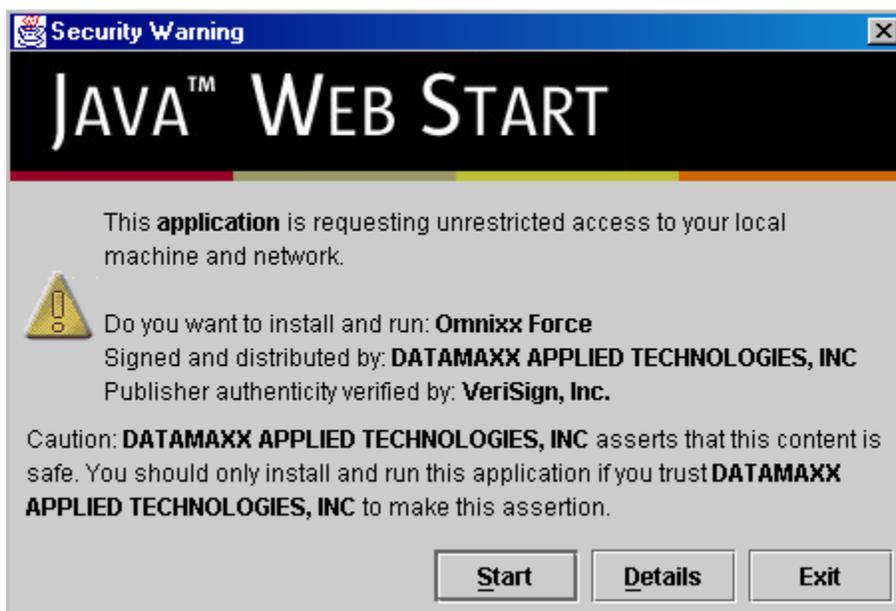


Figure 2.17 Java Web Start Security Warning

At this time, Omnixx Force will synchronize with the Omnixx Application Repository to ensure that your computer has the most current version of all transaction forms available. If not, the system will automatically update them for you. As this is taking place, you will see the following status screen:

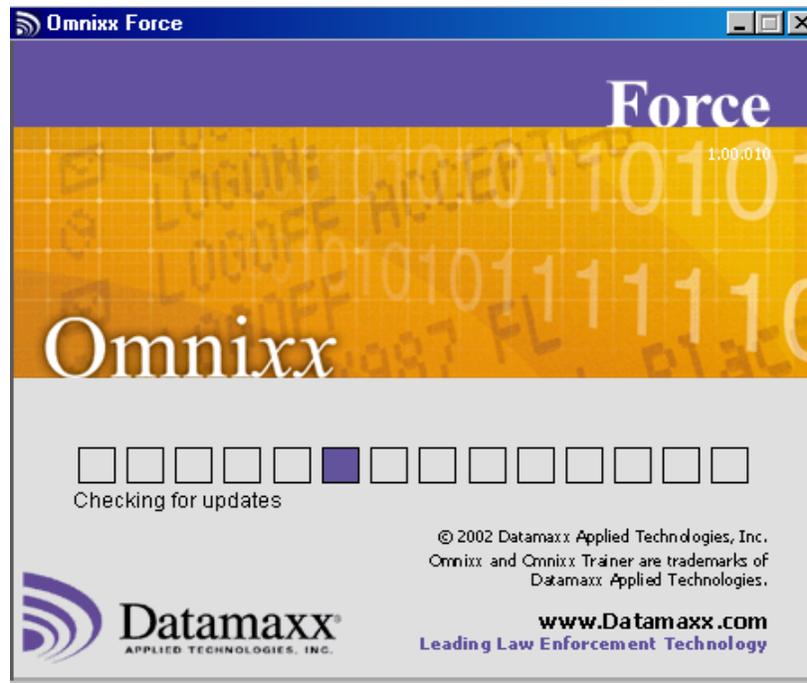


Figure 2.18 Update Status Screen

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

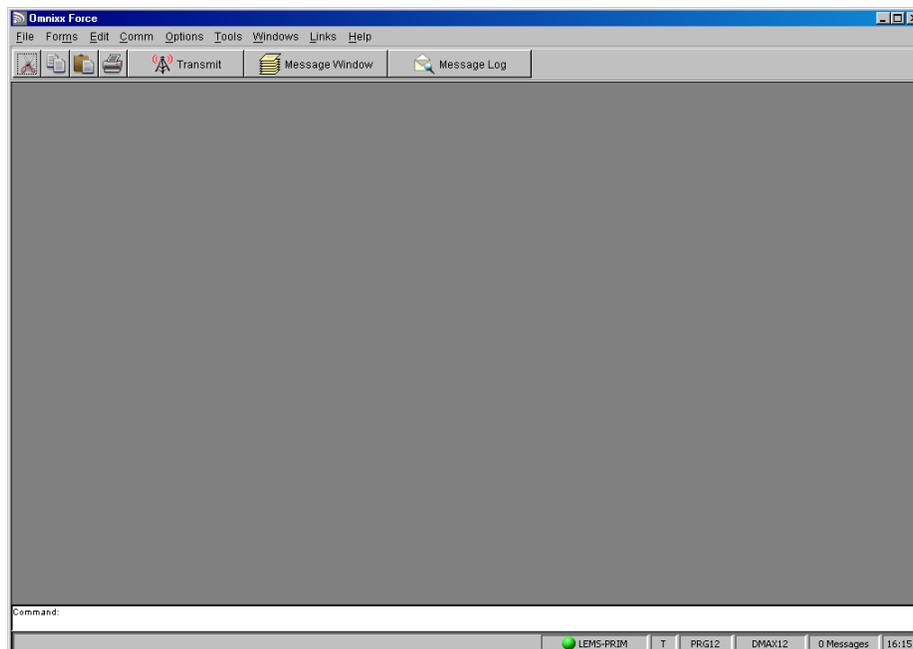


Figure 2.19 Omnixx Force User Interface

2.2 Exiting the Omnixx Desktop

If you wish to log out of Omnixx completely, locate and click the **Exit** icon on the Omnixx Desktop.



Figure 2.20 Exit Omnixx Desktop

Once you click on the **Exit** icon on the Omnixx Desktop, you are prompted with the Confirmation dialog box. Click **Yes** if you wish to exit the Omnixx Desktop, or click **No** if you decide not to exit.

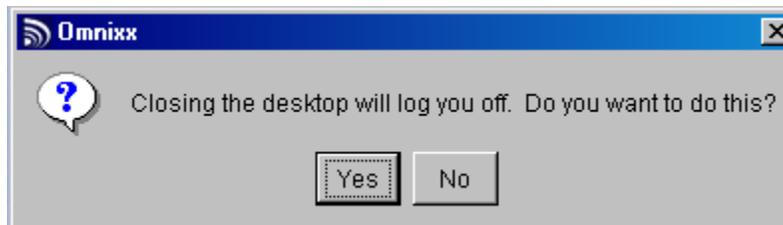


Figure 2.21 Omnixx Desktop Logoff Confirmation

3 Elements of the Omnixx Force User Interface

There are several elements of the User Interface that you will want to become familiar with before using Omnixx Force. These elements include:

- ❑ **Menu Bar**
- ❑ **Toolbar**
- ❑ **Command Bar**
- ❑ **Status Bar**

The following chapter describes all four of these elements and their functions in great detail. Once you understand these elements and their functions, you will be well on your way to becoming an expert user of Omnixx Force.

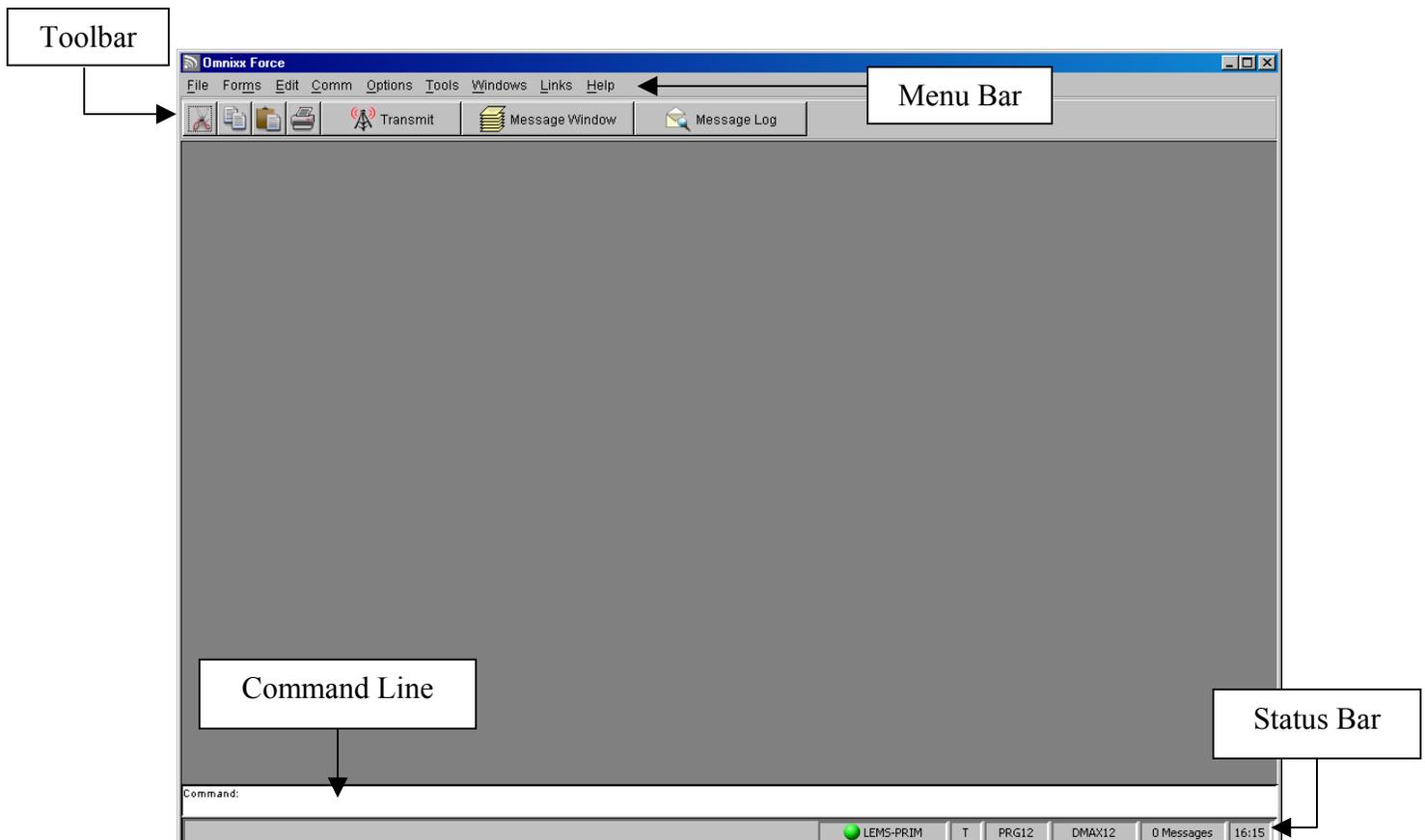


Figure 3.1 Omnixx Force User Interface

3.1 The Menu Bar

The Omnixx Force Menu Bar, which is located below the Title Bar, consists of nine menu items: **File**, **Forms**, **Edit**, **Comm**, **Options**, **Tools**, **Windows**, **Links**, and **Help**. Each menu contains a drop-down list of commands that relate to that particular menu item. For example, to find help with an Omnixx Force function, click the Help menu and several help options will be displayed. For a detailed explanation of the commands found in the Omnixx Force menu, please see the following subsections.



Figure 3.2 Omnixx Force Menu Bar

3.1.1 The File Menu

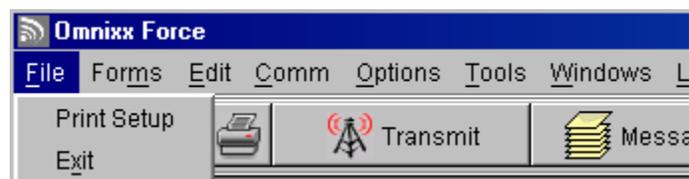


Figure 3.3 Omnixx Force File Menu

- ❑ **Print Setup** – Opens the Print Setup dialog box, which allows the user to enter the path of the network printer he/she wishes to send and print Omnixx Force messages.

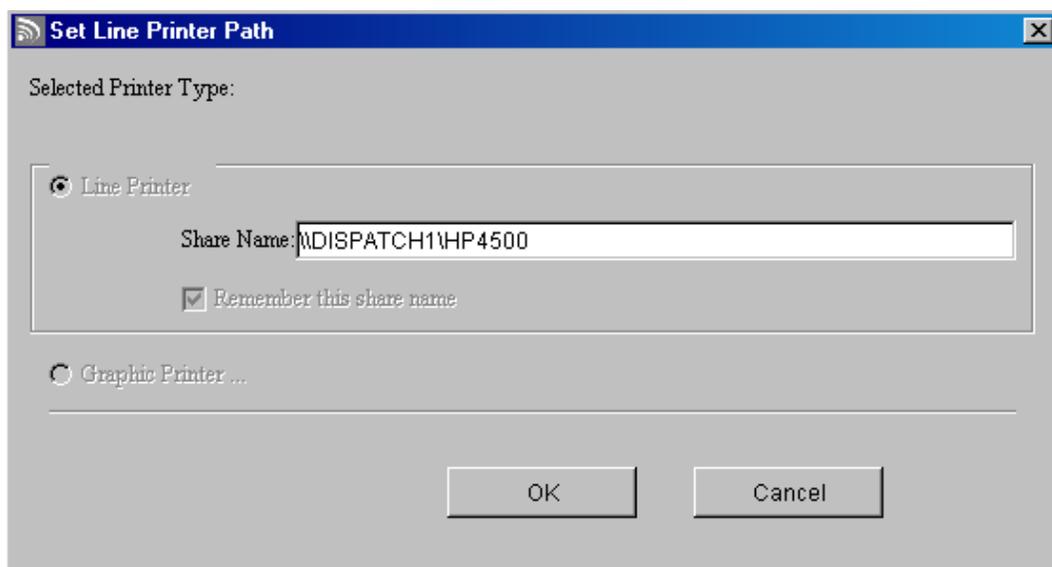


Figure 3.4 Print Setup Dialog Box

- ❑ **Exit** - Closes the Omnixx Force User Interface.

3.1.2 The Forms Menu



Figure 3.5 Omnixx Force Forms Menu

- A cascading menu of all forms that are accessible to the user are displayed in this menu. This menu will vary depending on certifications held by the current user.

3.1.3 The Edit Menu

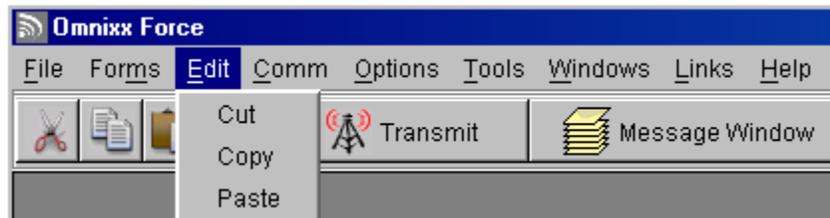


Figure 3.6 The Edit Menu

- **Cut** - This option allows a user to *remove* selected text from the message window and place it into another application. Highlight the desired text and click the **Cut** command. The highlighted text is placed on an imaginary “clipboard” and may now be pasted into another application.
- **Copy** - This option allows a user to make a *copy* of selected text from the message window and place it into another application. Highlight the desired text and click the **Copy** command. A copy of the highlighted text is placed on an imaginary “clipboard” and may now be pasted into another application.
- **Paste** - The Paste function works in conjunction with the Cut and Copy commands. After text has been either cut or copied from an application, the text can be transferred to another application by placing the cursor at the desired location and clicking the **Paste** command. The text that was on the imaginary “clipboard” is now placed at the cursor location.

3.1.4 The Comm Menu



Figure 3.7 The Comm Menu

- ❑ **Transmit** – This function sends the current transaction form to the host for processing.

3.1.5 The Options Menu

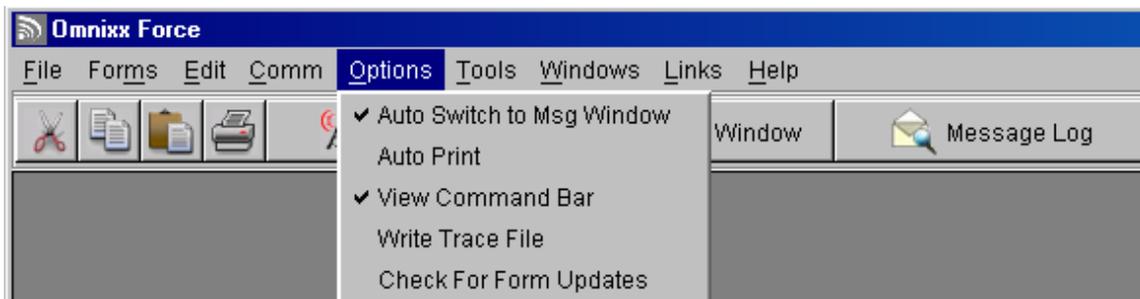


Figure 3.8 The Options Menu

- ❑ **Auto Switch to Message Window** – When enabled, the Message Window will automatically open whenever a message is received.
- ❑ **Auto Print** - When this feature is enabled, all incoming messages are printed without any necessary action from the user.
- ❑ **View Command Bar** –This option toggles off and on the Command Bar at the bottom of the screen.
- ❑ **Write Trace File** – When activated, this option generates a trace file that can be used to diagnose system problems. Clicking the **Trace File Indicator** T on the status bar may also activate this option.
- ❑ **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.

3.1.6 The Tools Menu

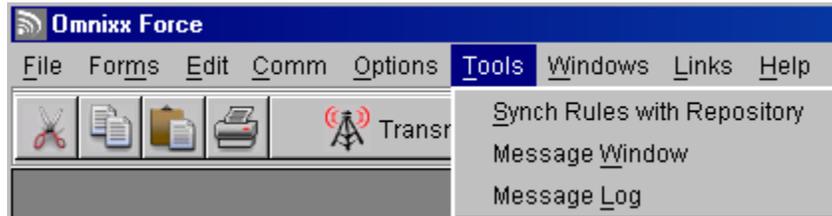


Figure 3.9 The Tools Menu

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

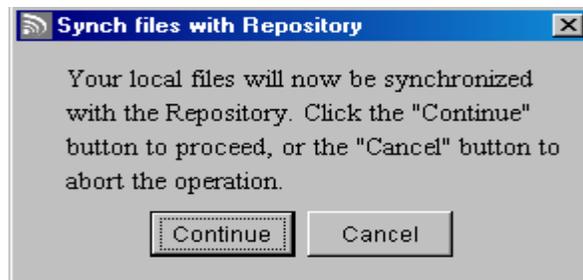


Figure 3.10 Synch Rules with Repository Confirmation

- ❑ **Message Window** - Opens the Omnixx Force Message Window where the user can view all messages from the current session. Please see Chapter 5 – “*The Omnixx Force Message Window, Message Display and Message Log*” for more detailed information on the Message Window.

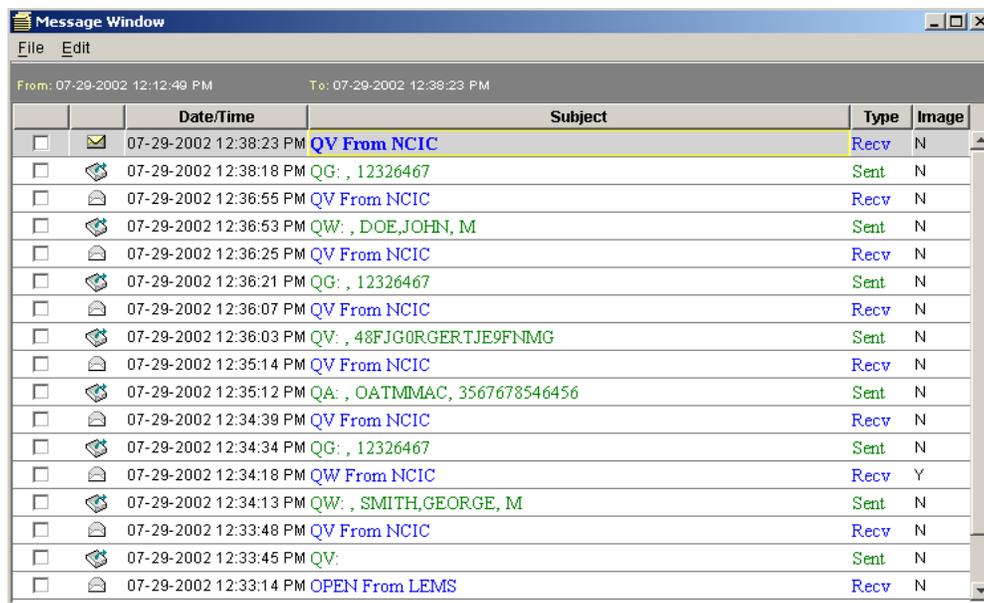


Figure 3.11 Omnixx Force Message Window

- **Message Log** – Opens the Message Log feature allowing the user to search and view messages that were sent and received during previous sessions of Omnixx Force. The Message Log is described in greater detail in Chapter 5 – “*The Omnixx Force Message Window, Message Display and Message Log*”.

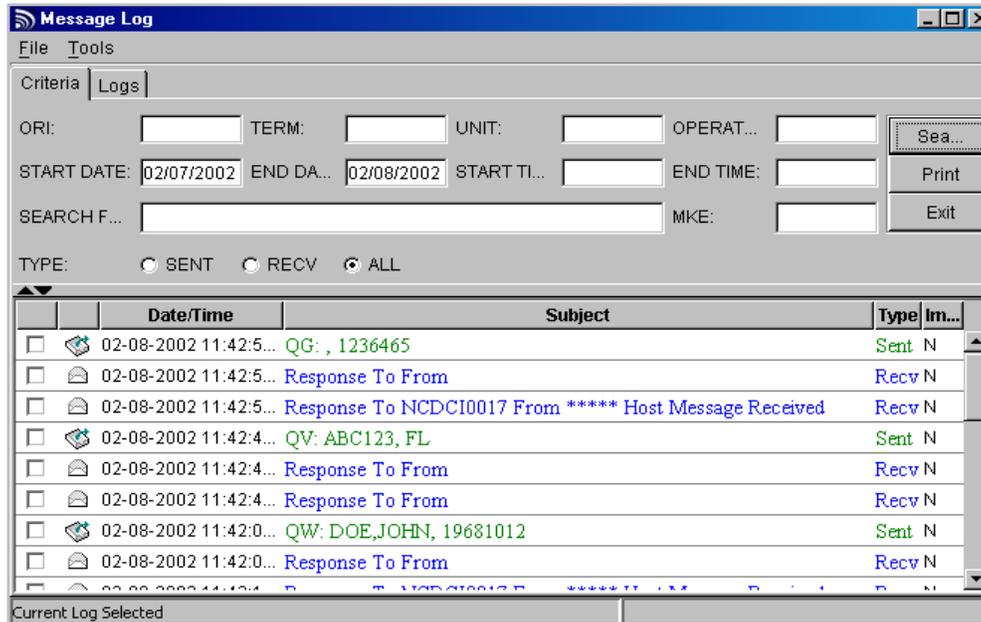


Figure 3.12 Omnixx Force Message Log

3.1.7 The Windows Menu

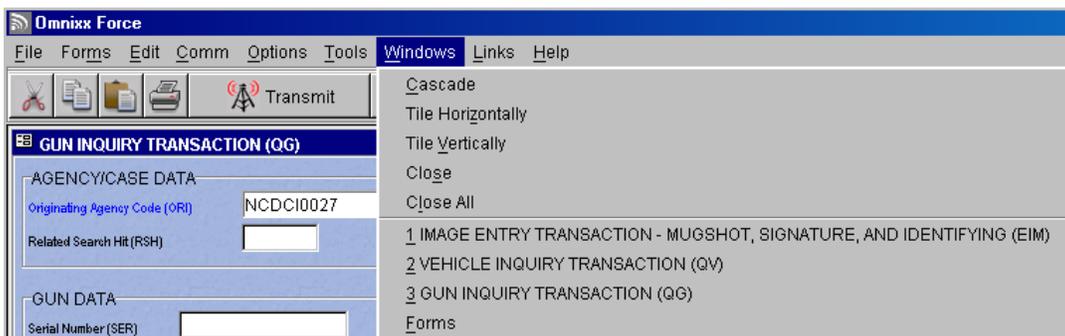


Figure 3.13 The Windows Menu

- ❑ **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.

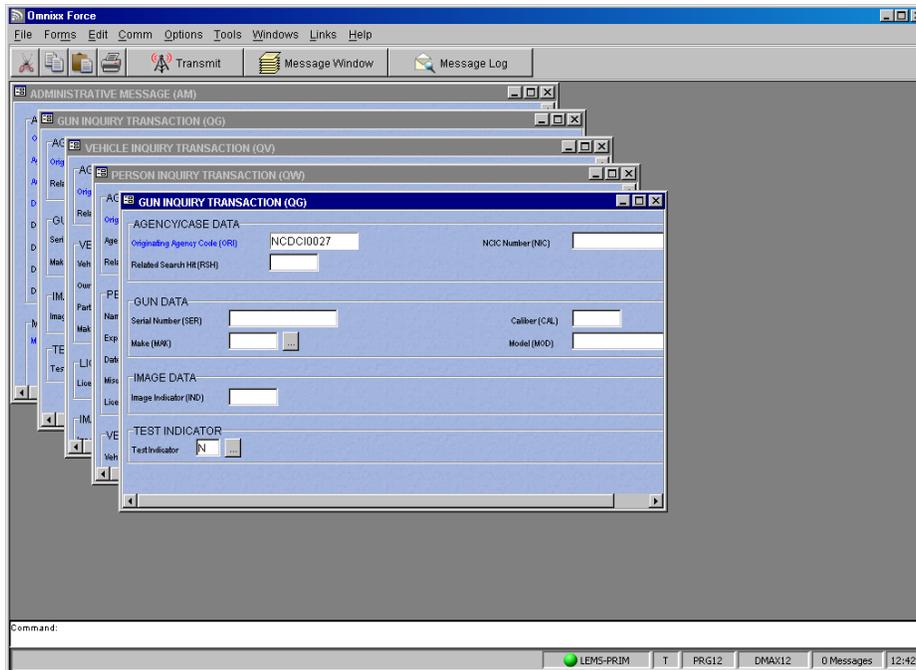


Figure 3.14 Cascaded Transaction Forms

- ❑ **Tile Horizontally** – Aligns all open transaction forms one on top of the other. This allows for simultaneous viewing of all open forms.

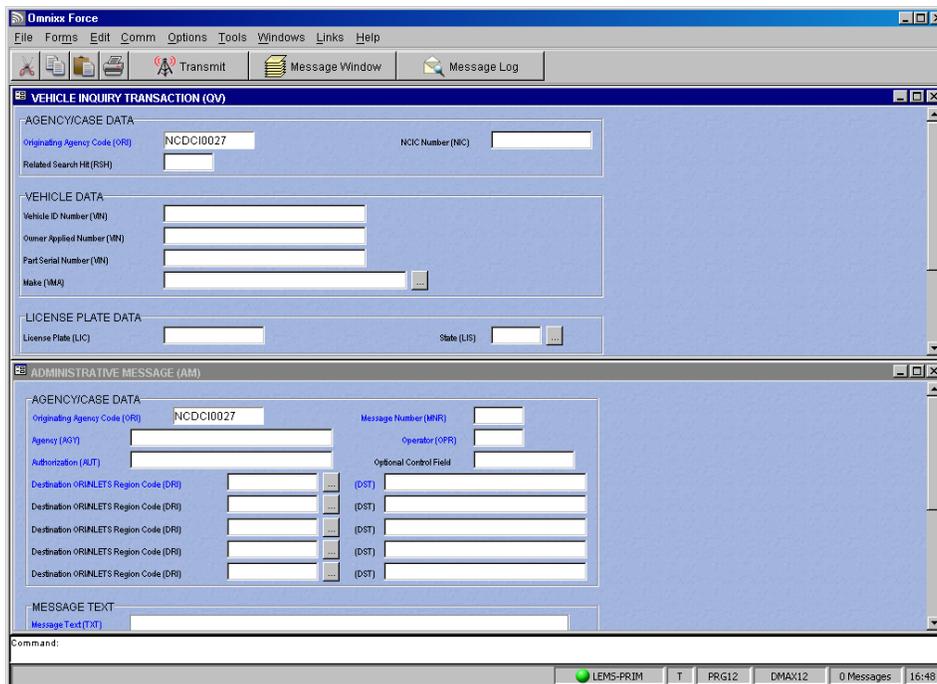


Figure 3.15 Transaction Forms Tiled Horizontally

- ❑ **Tile Vertically** – Aligns all open transaction forms side-by-side. This allows for simultaneous viewing of all open forms.

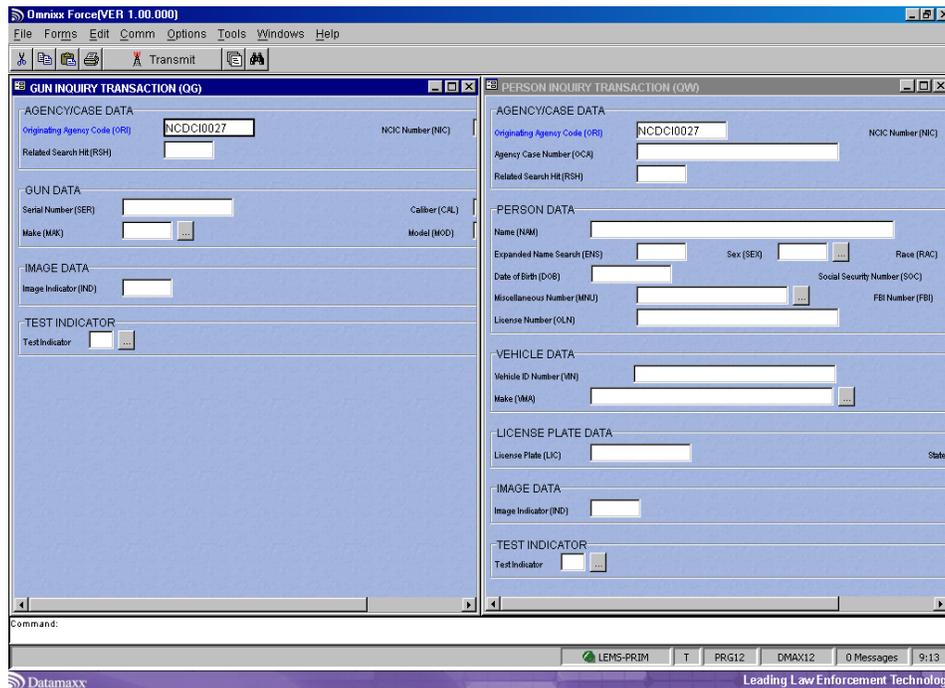


Figure 3.16 Transaction Forms Tiled Vertically

- ❑ **Close** – Closes the currently active transaction forms.
- ❑ **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 currently open transaction forms.

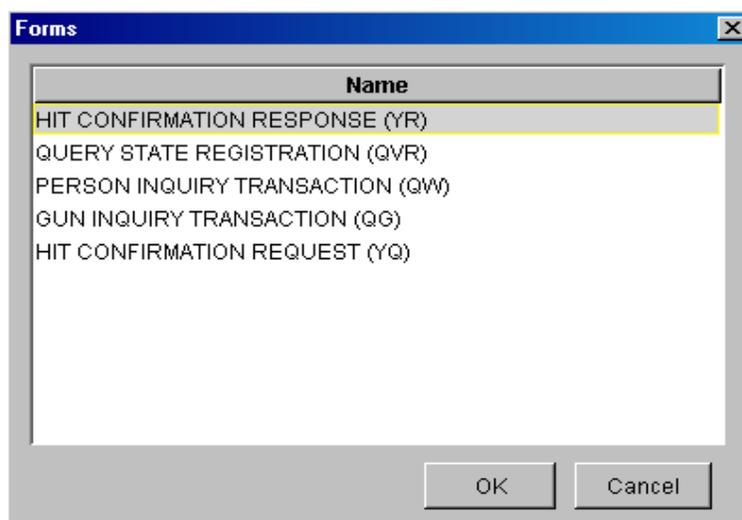


Figure 3.17 Forms Dialog Box

3.1.8 The Links Menu

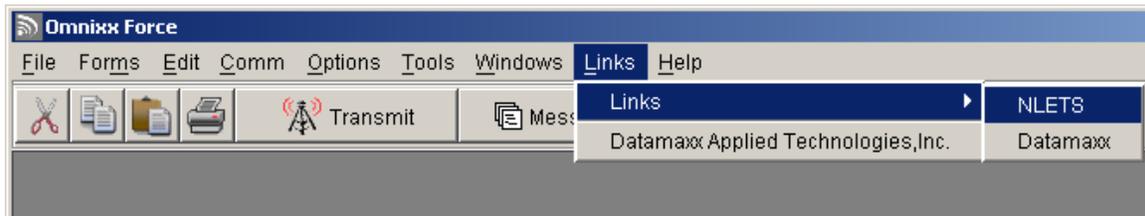


Figure 3.18 The Links Menu

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

3.1.9 The Help Menu

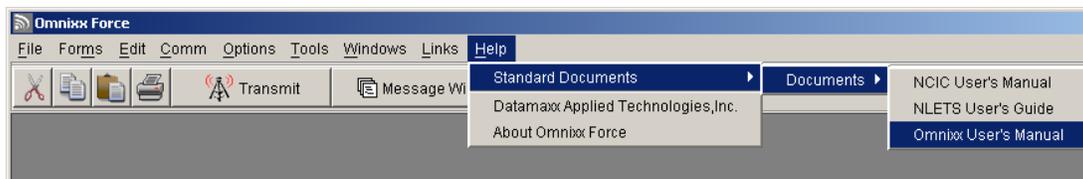


Figure 3.19 The Help Menu

- **Standard Documents** – Opens the Documents submenu that includes links to the following items:
 - **NCIC User's Manual** – Opens the on-line NCIC User's Manual.
 - **NLETS User's Guide** – Opens the on-line NLETS User's Guide.
 - **Omnixx User's Manual** – Opens the on-line Omnixx Force Help Manual.
- **Datamaxx Applied Technologies, Inc.** – Opens the Datamaxx website using your computer's default browser.

- **About Omnixx Force** – Opens the “*About Omnixx Force*” dialog box pictured below that displays information regarding the version of Omnixx Force currently being used, Technical Support contact information, and system configuration properties.

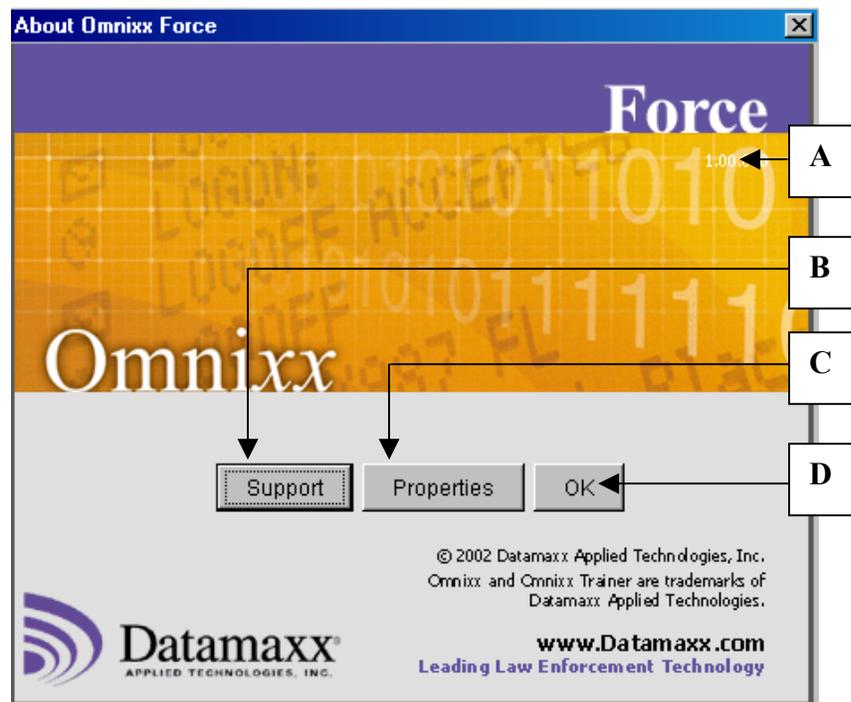


Figure 3.20 “About Omnixx Force” Dialog Box

- A. Version** - Version number of the Omnixx Force application.
- B. Support** – Click here for the Datamaxx Technical Support contact number.

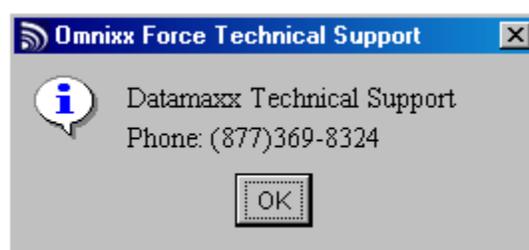


Figure 3.21 Technical Support Contact Number

- C. Properties** – Opens the following “*Omnixx Configuration Properties*” window that provides configuration information regarding the local client.

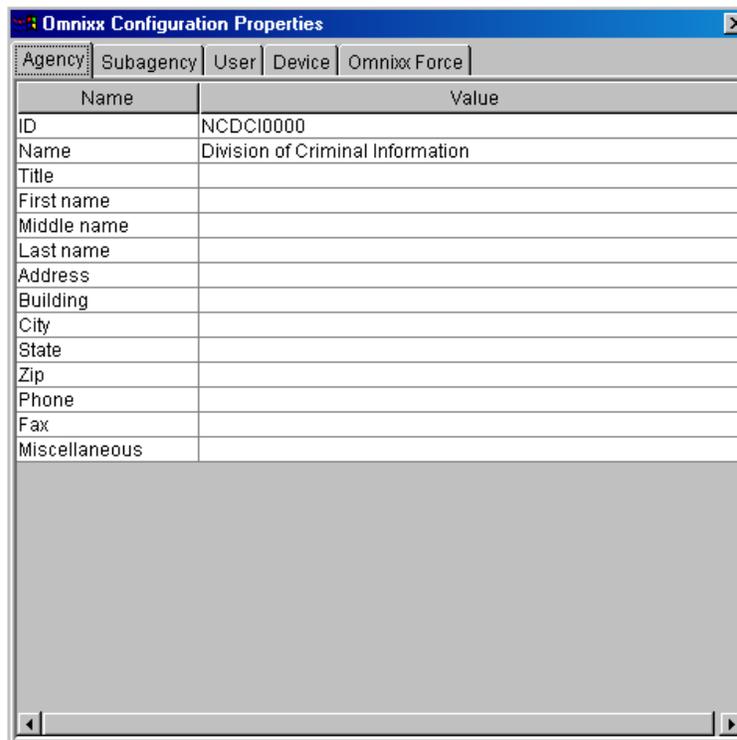


Figure 3.22 Omnixx Configuration Properties Window

- D. OK** - When activated, the “*About Omnixx Force*” window is closed, and the user will be returned to the Omnixx Force user interface.

3.2 The Toolbar



Figure 3.23 Omnixx Force Toolbar

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



Cut Button

Removes highlighted text from its current location and places it on the clipboard.

**Copy Button**

Copies highlighted text to the clipboard.

**Paste Button**

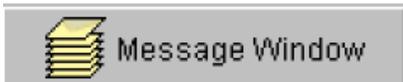
Pastes contents of the clipboard at the cursor location.

**Print Button**

Sends desired messages to the network printer.

**Transmit Button**

Transmits a completed transaction form for processing by the State Host.

**Message Window Button**

Displays the Message Window.

**Message Log Button**

Displays the Message Log.

3.3 The Command Bar

The Command Bar, which is located near the bottom of the screen above the Status Bar, provides for quick keyboard access to two commonly used features:

- Exiting Omnixx Force
- Opening a Transaction Form



Figure 3.24 The Omnixx Force Command Bar

Exiting Omnixx Force Using the Command Bar:

1. Click inside the Command Bar so the blinking cursor appears, or use the CTRL + G keyboard command to change the focus from a transaction form to the Command Bar.
2. Type the word “**Exit**”.
3. Press the ENTER key on the keyboard.
4. The following confirmation box will appear. Click **Yes** to exit, or click **No** to continue using Omnixx Force.

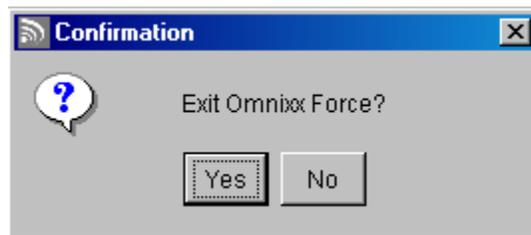


Figure 3.25 Exit Confirmation Dialog Box

Opening a Transaction Form Using the Command Bar:

1. In the Command Bar, type the letters “**TF**” followed by a space, and the **Message Key** (MKE) of the desired transaction form, then press the ENTER key.
2. If a valid Message Key is entered, Omnixx Force searches for and displays the correct transaction form.



Figure 3.26 Omnixx Force Command Bar – Opening a Form

3. If an invalid **Message Key** is entered, the following error will be displayed and the user should repeat step one using the correct Message Key:



Figure 3.27 Omnixx Force Command Bar – Error Message

3.4 The Status Bar

The Status Bar, located at the bottom of the screen, below the Command Bar, provides information regarding the current status of your machine.

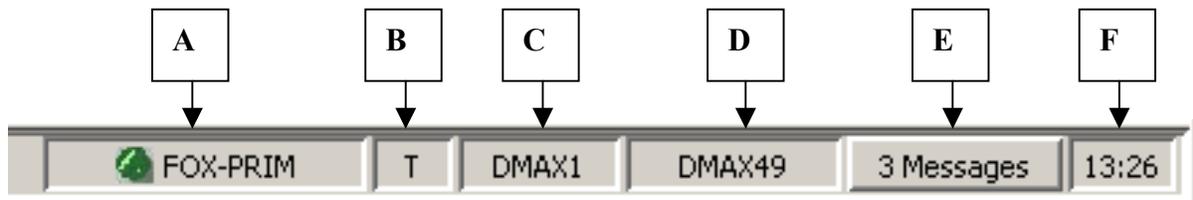


Figure 3.28 The Omnixx Force Status Bar

- A. Switch Indicator** — Indicates to which switch Omnixx Force is connected. A green icon indicates a successful connection; a red icon indicates the connection to the switch has been lost.

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

- ❑ Double-click on the **Switch Indicator** icon.
- ❑ The following “*Switch IP Address?*” dialog box is displayed, pre-filled with the switch address:

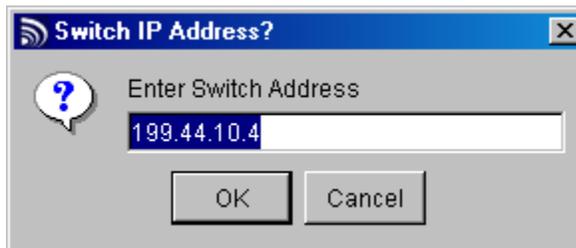


Figure 3.29 “Switch IP Address?” Dialog Box

- ❑ Leave the default IP Address, or enter a different one if desired. Click the **OK** button to continue

- The following “**Switch Port?**” dialog box is displayed, pre-filled with the correct switch port number:

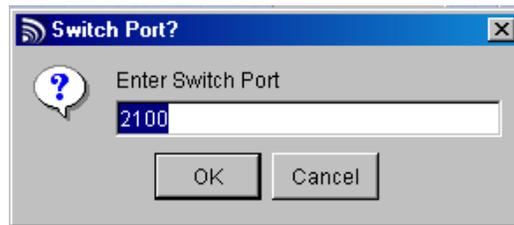


Figure 3.30 “Switch Port?” Dialog Box

- Leave the default port number, or enter a different one if desired. Click the **OK** button to continue.
 - If the attempt to reconnect was successful, the icon will again turn green to indicate communication has resumed.
- B. Trace File Indicator** - If the **Write Trace File** feature is enabled, a blue rectangle will appear around this box to indicate to the user that a trace file is being generated .
- C. Validation Code** – Mnemonic or device name of the machine.
- D. User Name** - User Name of the current user logged onto Omnixx Force.
- E. Message Count** – Displays the number of unread messages in the Message Window.
- F. Time** – Displays the current system time.

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4 Using the Omnixx Force Transaction Forms

4.1 Opening a Form

The first step to running a query in Omnixx Force is to select and open a transaction form. When you are logged into Omnixx Force, you will only be presented with transaction forms you are authorized to use. Omnixx Force allows for multiple forms to be opened simultaneously allowing for quick access to frequently used transaction forms. Simply switch between open forms by selecting the desired form from the Windows menu in the Omnixx Force user interface.

Using the Forms Menu:

1. Click the **Forms** menu on the menu bar.
2. Select a transaction category from the menu.
3. A cascading menu will display a list of transactions for the category you selected.
4. Click on the desired transaction.

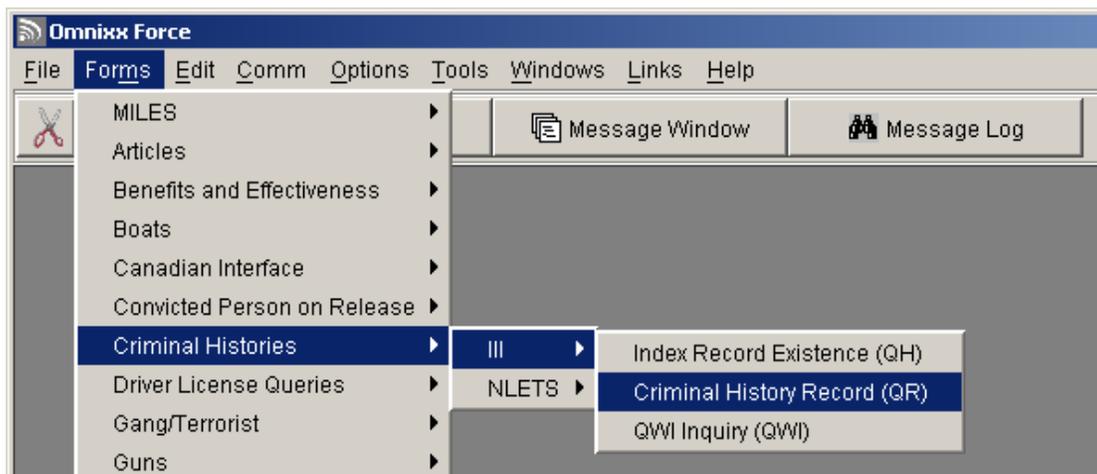


Figure 4.1 The Omnixx Force Forms Menu

4.2 Elements of a Transaction Form

The screenshot shows a window titled "PERSON INQUIRY TRANSACTION (QW)". It contains the following sections and fields:

- AGENCY/CASE DATA:**
 - Originating Agency Code (ORI): DMX
 - Agency Case Number (OCA): [Empty]
 - Related Search Hit (RSH): [Empty]
 - NCIC Number (NIC): [Empty]
 - Civil/Criminal Warrant (CIV): [Empty]
 - System Number (SYS): [Empty]
- PERSON DATA:**
 - Name (NAM): [Empty]
 - Expanded Name Search (ENS): [Empty]
 - Date of Birth (DOB): [Empty]
 - Miscellaneous Number (MNU): [Empty]
 - License Number (OLN): [Empty]
 - Alias Name (AKA): [Empty]
 - Sex (SEX): [Empty]
 - Race (RAC): [Empty]
 - Social Security Number (SOC): [Empty]
 - FBI Number (FBI): [Empty]
- VEHICLE DATA:**
 - Vehicle ID Number (VIN): [Empty]
 - Make (WMA): [Empty]
- LICENSE PLATE DATA:**
 - License Plate (LIC): [Empty]
 - State (LIS): [Empty]
- IMAGE DATA:**
 - Image Indicator (IND): [Empty]
- TEST INDICATOR:**
 - Test Indicator: N

Figure 4.2 Omnixx Force Person Inquiry Transaction Form, or QW

4.2.1 Fields and Groups

A **Field** is a single text box that is used for entering information.

The image shows a single text box labeled "Name (NAM)" containing the text "DOE,JOHN JACKSON".

Figure 4.3 Omnixx Force Name Field

A **Group** is a collection of related fields in an Omnixx Force transaction form. A form may be comprised of one or more groups. For example, the Figure 4.4 illustrates the “Person Data” group.

The image shows the "PERSON DATA" group from the form, which includes the following fields:

- Name (NAM)
- Expanded Name Search (ENS)
- Date of Birth (DOB)
- Miscellaneous Number (MNU)
- License Number (OLN)
- Alias Name (AKA)
- Sex (SEX)
- Race (RAC)
- Social Security Number (SOC)
- FBI Number (FBI)

Figure 4.4 Omnixx Force “Person Data” Group

Mandatory Fields

A **Mandatory Field** is a field that must be completed in order to transmit an Omnixx Force transaction form. These fields are also referred to as required fields. **Blue** colored text is used for the field label on a mandatory field; non-mandatory field labels are in black text. If you TAB out of a mandatory field without entering valid information, an error message, similar to Figure 4.5 is displayed.

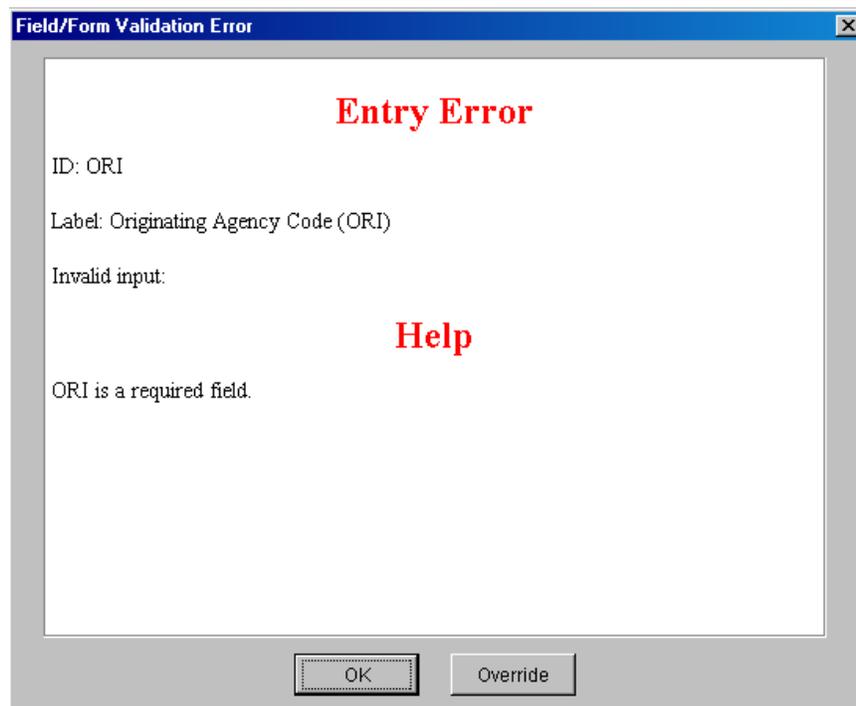


Figure 4.5 Mandatory Field Not Completed Error

List Boxes

A **List Box** is a field that contains a pop-up list of valid entries for a particular field (i.e., NCIC codes) from which you can choose. A field that is associated with a list box is designated by a small button with three dots () located to the right of the field. To access the menu, click on the box with your mouse, or use the CTRL + DOWN ARROW key command.

In the following example, the “**Race**” field list box is shown:

To Select the Desired Entry:

1. Open the pop-up list box
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

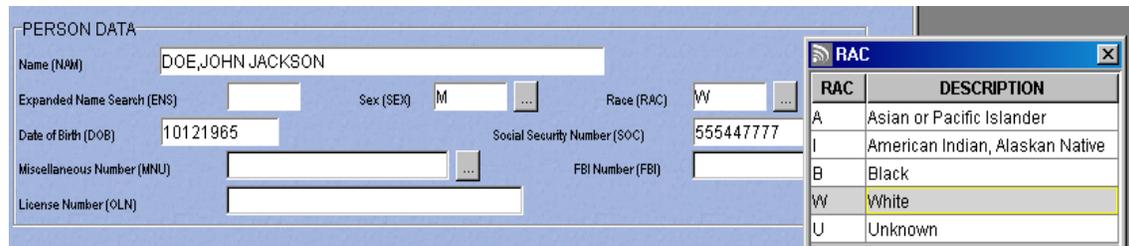


Figure 4.6 The Omnixx Force “Race” Field List Box

Some codes are located using a bi-level pop-up menu like the “Vehicle Make” menu illustrated below:

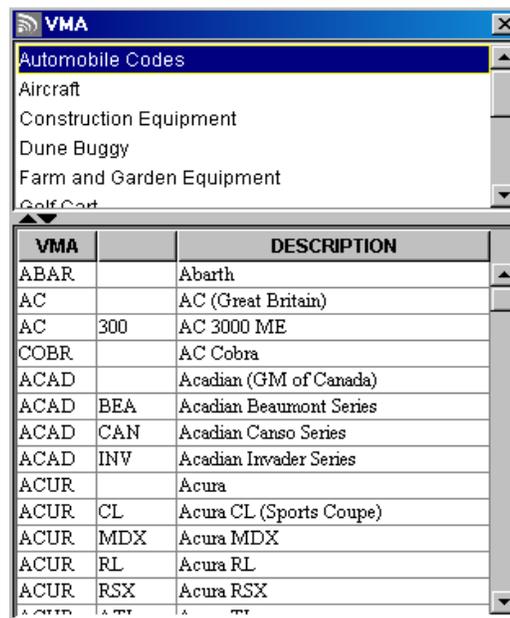


Figure 4.7 The Omnixx Force “Vehicle Make” Bi-level Pop-up Menu

To Use a Bi-Level Pop-Up Menu:

1. The upper pane of the menu contains a list of categories from which to choose.
2. Highlight the appropriate category and the list of possible codes for that category is 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. The desired code can now be selected from the list.
4. To make a selection from the list, use the up and down arrow keys to move to the desired selection, or use the scroll bar on the right, then click with the mouse on the desired selection. Either double-click on the desired code, or press the ENTER key when the correct code is highlighted.

Auto-Fill of Vehicle Data Based on VIN:

When transmitting a Vehicle Identification Number (VIN), certain fields can be automatically populated based on information from the National Insurance Crime Bureau. When the user enters a valid number in the VIN field a prompt will appear as shown below.

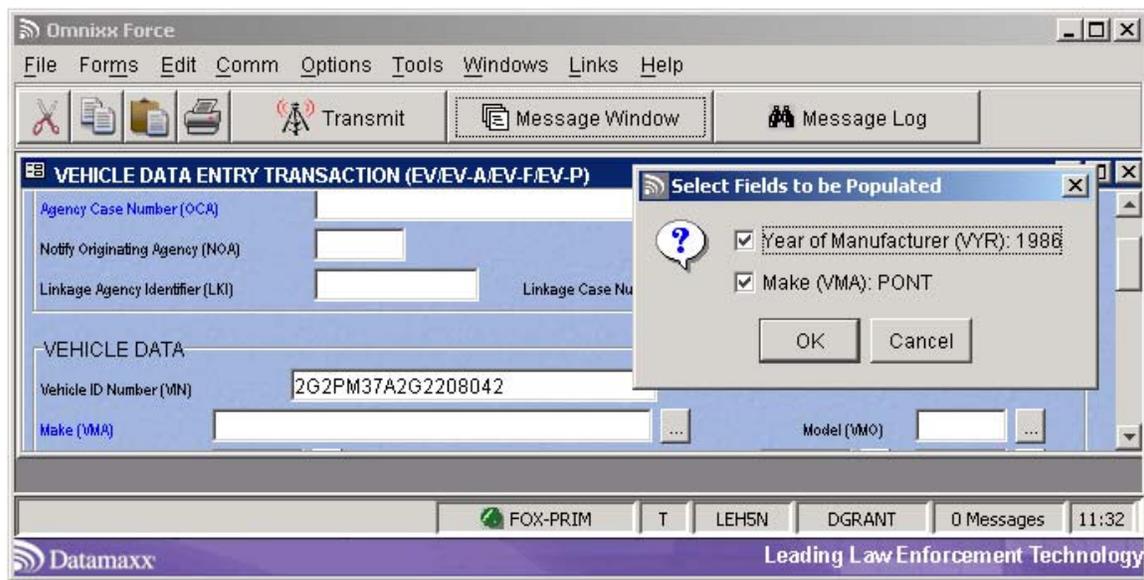


Figure 4.8 Vehicle Information Prompt

From the prompt the user simply selects the fields to be auto-populated and clicks **OK**. The checked fields will appear in the format for transmission.

4.3 Cursor Movement in a Form

Listed below are some keyboard strokes that will help you navigate quickly and easily through fields and groups in a transaction form.

- ❑ **TAB** – Moves the cursor forward, one field at a time.
- ❑ **SHIFT + TAB** – Moves the cursor backward, one field at a time.
- ❑ **ALT + G** – Moves the cursor to the first field in the next group.
- ❑ **SHIFT + ALT + G** – Moves the cursor to the first field in the previous group.

4.4 Transmitting a Form

After you have finished entering all necessary information into a transaction form, you will want to **Transmit** that form for processing by the host network. Omnixx Force allows several methods of transmission.

To transmit the data in a transaction form, perform one of the following actions:

- ❑ Click the **Transmit** icon on the toolbar.



- ❑ Click on the **C**omm menu, then select **Transmit**.



- ❑ Press **CTRL + T** on the keyboard.

4.5 The Omnixx Force “Right-Click” Menu

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

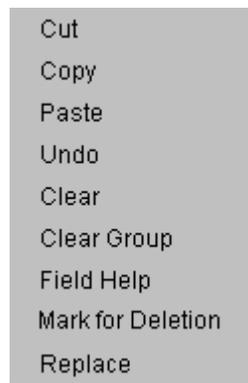


Figure 4.9 The “Right-Click” Menu

- ❑ **Cut** – Removes highlighted text from its current location and places it on a virtual “clipboard”.
- ❑ **Copy** – Copies highlighted text and places it on a virtual “clipboard”.
- ❑ **Paste** – Places text that is in the virtual “clipboard” at the current cursor location.
- ❑ **Undo** – Reverses the last action taken in data entry within a form.
- ❑ **Clear** – Right-click on a field and select Clear to delete all information contained in that particular field in a transaction form.
- ❑ **Clear Group** - The Clear Group function gives the user the ability to quickly clear all fields in a group contained on a transaction form. Place the cursor in any field within the group, then click the **Clear Group** option on the 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.

For example, the figure below shows information contained in the “Agency/Case Data” group, “Person Data” group, and “Vehicle Data” group. To clear the “Person Data” group only, tab into any of the fields in this group and click the **Clear Group** menu item.

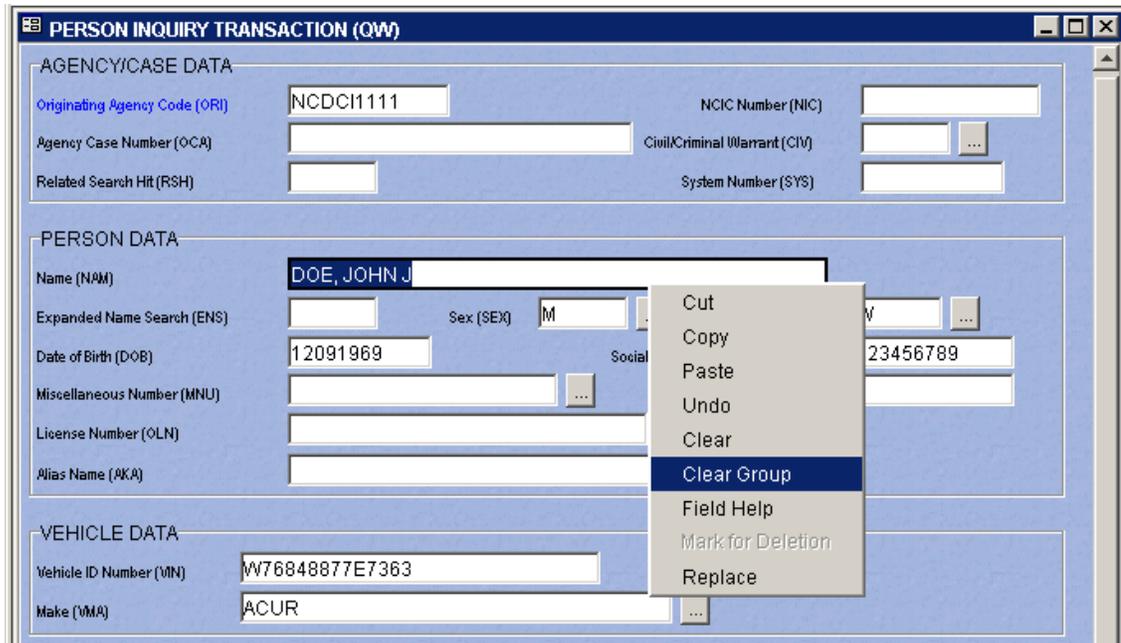


Figure 4.10 Before the Clear Group Function has been executed

The next figure illustrates the 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 in the “Agency/Case Data” and “Vehicle Data” groups remain.

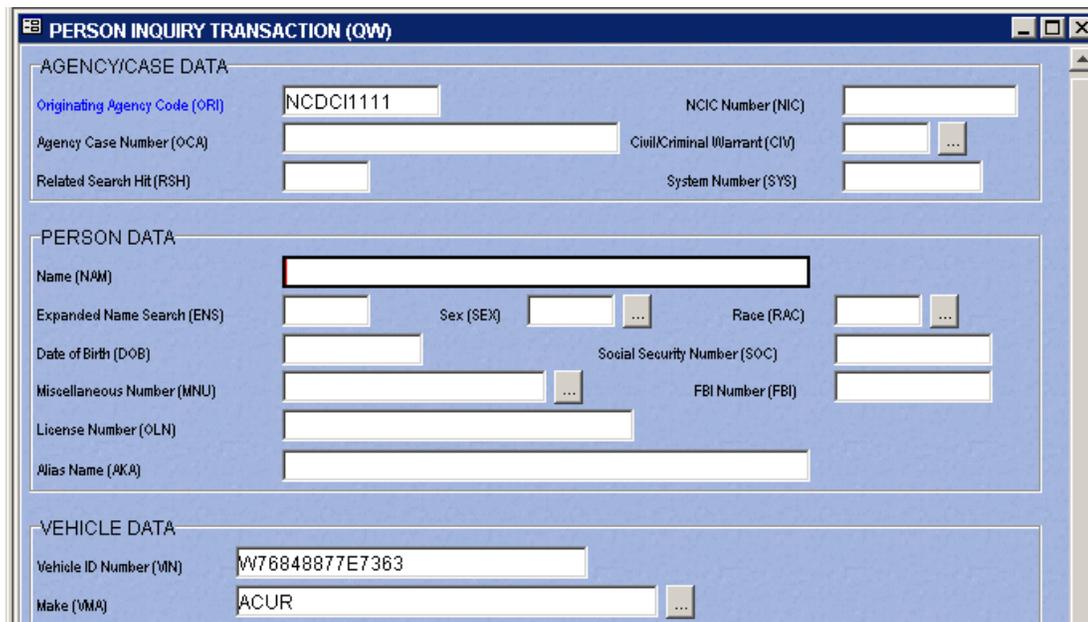


Figure 4.11 After the Clear Group Function has been executed

Note: All the fields in the form can be cleared simultaneously by right-clicking anywhere in the form except in a data field and selecting **Clear** from the menu.

Figure 4.12 Clearing All Fields in the Transaction Format

- ❑ **Field Help** - A feature of Omnixx Force that defines the contents of a specific field. This feature is useful when entering information into a transaction form and you are not sure of what information needs to be entered into a particular field. Right-click on a field to view the dialog box that displays guidelines regarding what type of information should be entered, as well as the correct format.

Figure 4.13 “Name Help” Dialog Box

Click **OK** to close the Field Help dialog box. Or click **Print** to send the information contained in the dialog box to the printer.

- ❑ **Mark for Deletion** – Used in a Modify form, it inserts a “delete” token into a field. After transmitting the form, this token notifies the host that the information contained in that field is incorrect and needs to be deleted from the record.

- ❑ **Replace** – Opens a dialog box that allows the user to replace specific text with alternate text.

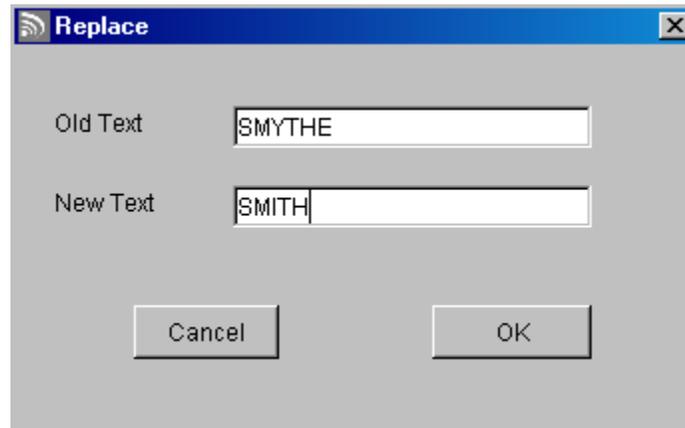


Figure 4.14 Replace Dialog Box

4.6 Form Help

Form Help is a feature of Omnixx Force that, when accessed, displays a dialog box containing information about the current transaction form.

To Access Form Help:

- ❑ Make sure the desired transaction form is open.
- ❑ Right-click anywhere in the form except inside a field, as shown below.

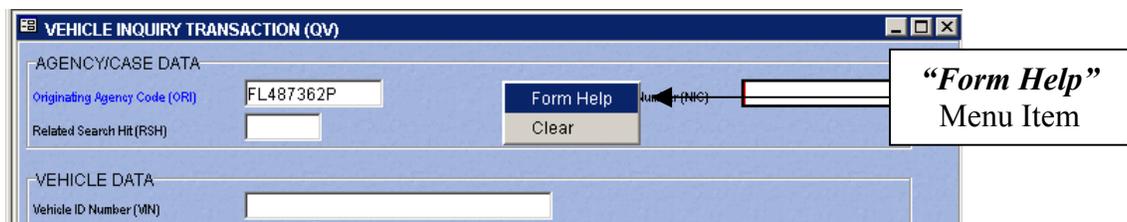


Figure4.15 Form Help Menu

- Choose **Form Help** from the menu and the following Transaction Help dialog box is opened.

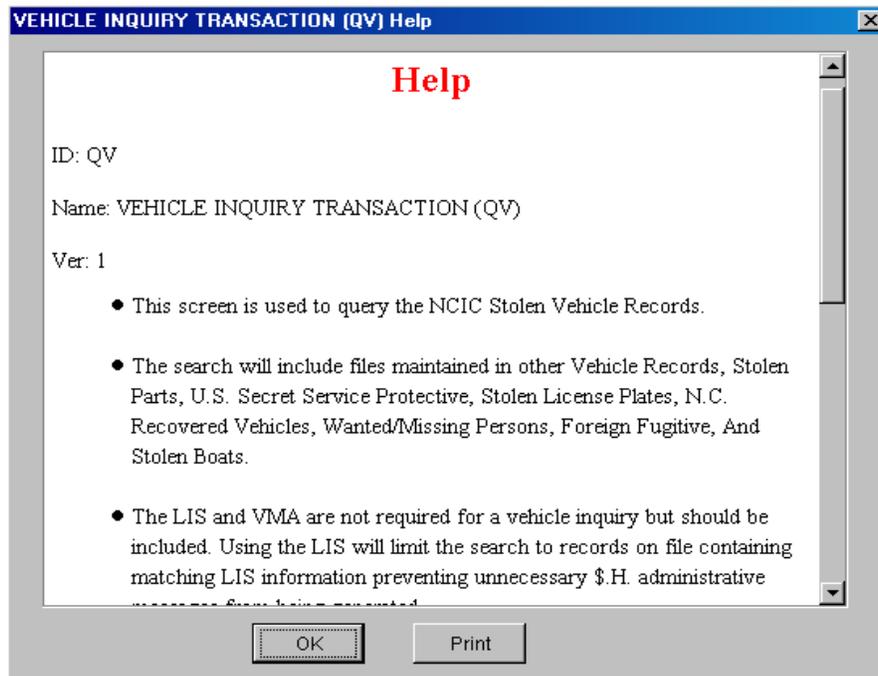


Figure 4.16 Omnixx Force Transaction Help Dialog Box for the QV format

- Click **OK** to close the Transaction Help dialog box, or click **Print** to send the text to the printer.

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5 The Omnixx Force Message Window, Display and Log

In this chapter you will learn about three different types of message windows used in Omnixx Force. The three types include:

- ❑ **The Message Window**
- ❑ **The Message Display**
- ❑ **The Message Log**

5.1 The Message Window

The Omnixx Force Message Window contains all sent and received messages from the current session. A session is considered to last from the time you log on until the time you logoff. Therefore, every time you login to Omnixx Force, you will begin with a clean Message Window.

Although the Message Window will automatically open upon receipt of new messages, there are three ways to manually access the Message Window in Omnixx Force:

- ❑ Click on the Message Window button on the toolbar.
- ❑ Click on the **Tools** menu, then click **M**essage **Window**.
- ❑ Click the Message Counter on the Status Bar.



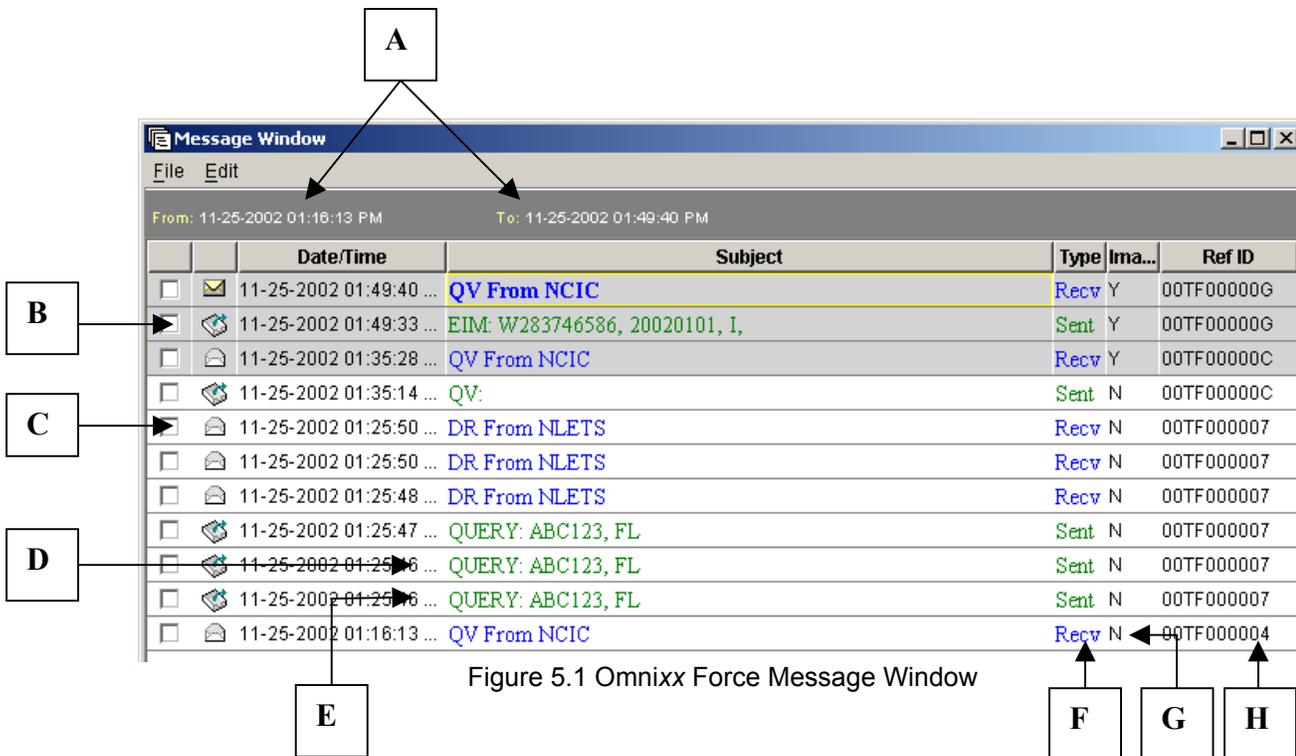


Figure 5.1 Omnixx Force Message Window

- A. Start Date and End Date** – The Start Date displays the date and time of the earliest message that has been received into the Message Window. The End Date displays the date and time of the most recent message that has been received into the Message Window. By default, the Message Window is sorted with newest messages listed first and oldest messages listed last. The user may choose to sort by Subject, Type, Image, or Reference ID by clicking on the appropriate column heading.
- B. Selection Checkboxes** – Some commands allow a user to work with more than one message at a time. Enabling the selection box on a message indicates that the message is to be included in one of these commands. These checkboxes may be used for printing or deleting messages.
- C. Message Icons** – These icons indicate whether a message was sent or received:
 -  - Indicates an *unread* Received message.
 -  - Indicates a *read* Received message.
 -  - Indicates a Sent message.
- D. Message Date and Time** – Indicates the date and time of the message.

- E. Message Summary** – The Message Summary gives the user information regarding a particular message.
- F. Message Type** – Indicates whether the message was sent or received.
- G. Image Indicator** – Indicates whether or not there is an image embedded in the message.
- H. Ref ID** – Each message associated with a single transmitted transaction format is assigned the same Reference ID for identification purposes. For example, in Figure 5.1 messages with the Reference ID #00TF000007 were transmitted and received as the result of one transaction format being completed and submitted.

Messages are by default sorted by date and time received, however, the user may elect to sort by any of the column headings simply by clicking on the column title.

Note: If a message is delivered to the Message Window and the user does not read the message for a predetermined period of time, the message will automatically be displayed as shown below. Click **OK** to proceed.

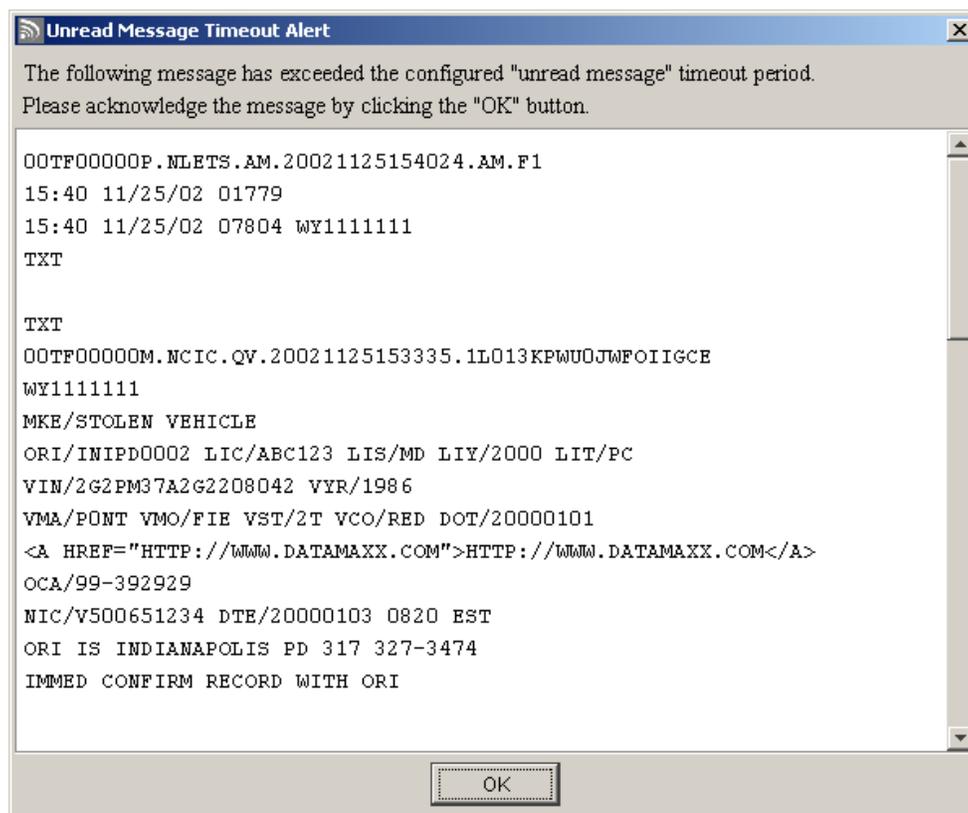


Figure 5.2 Unread Message Timeout Alert

5.1.1 The Omnixx Force Message Window Menu Bar:

The Omnixx Force Message Window Menu Bar contains two elements: the **F**ile Menu and the **E**dit menu.



Figure 5.3 The Message Window Menu Bar

The **F**ile Menu contains the following functions:



Figure 5.4 The Message Window File Menu

- **Print**
The **Print** command sends the selected messages to the printer.
- **Exit**
The **Exit** command closes the Message Window.

The **E**dit Menu contains the following functions:

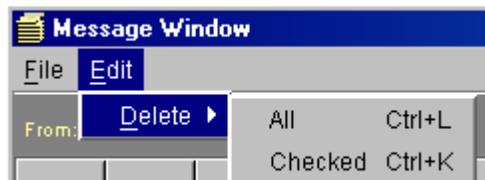


Figure 5.5 The Message Window Edit Menu

- **Delete**
 - **All** – Deletes all messages contained in the Message Window.
 - **Checked** – Deletes only the selected messages in the Message Window.

To view an individual message in the Message Window, double-click it with your mouse. The message is displayed in the Omnixx Force Message Display window.

5.2 The Message Display

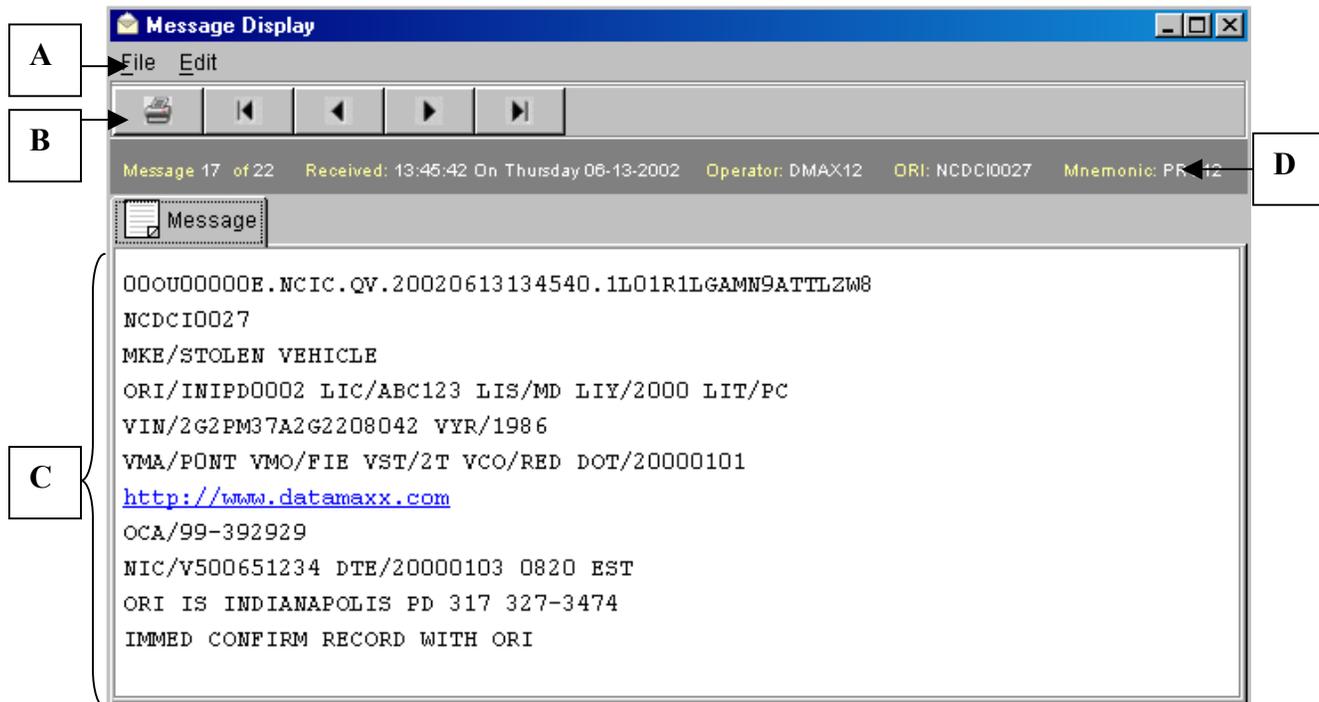


Figure 5.6 Omnixx Force Message Display Window

A. Menu Bar – When viewing an individual message in the Omnixx Force Message Display window, the Menu Bar includes two drop-down menus: the **File** Menu and the **Edit** Menu.



Figure 5.7 Message Display Menu Bar

The **File** Menu contains the following functions:

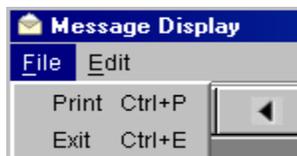


Figure 5.8 The Message Display File Menu

- ❑ **Print**
Sends the current message to the printer.
- ❑ **Exit**
Closes the Message Display.

The **E**dit menu contains the following functions:

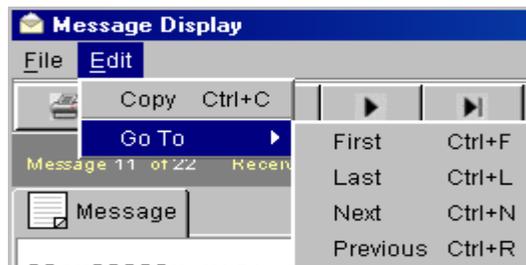


Figure 5.9 Message Display Edit Menu

- ❑ **Copy** – Places a copy of the displayed message on a virtual “clipboard” to be pasted to another location.
- ❑ **Go To** - The functions **First**, **Last**, **Next**, and **Previous** listed under the **Go To** function allows you to navigate through the messages contained in the Message Window.
 - **First** – Takes the user to the first message listed in the Message Window.
 - **Last** – Takes the user to the last message listed in the Message Window.
 - **Next** – Moves the user forward through the Message Window one message at a time.
 - **Previous** – Moves the user backward through the Message Window one message at a time.

B. Toolbar – The **Toolbar** provides for quick access to the functions found on the **Menu Bar**.



Figure 5.10 Message Display Toolbar



Print

Sends the current message to the printer.



First Message

Takes the user to the first message listed in the Message Window.



Previous Message

Moves the user backward through the Message Window one message at a time.



Next Message
 Moves the user forward through the Message Window one message at a time.



Last Message
 Takes the user to the last message listed in the Message Window.

C. Message Display Window – This area contains the actual text of the current message.

D. Message Chronology – This area contains the following information regarding the current message:

- ❑ The chronological number of the message in the log.
- ❑ If the message was Sent or Received.
- ❑ The date and time of the message.
- ❑ The Operator, ORI, and Mnemonic associated with the message.

5.3 NCIC Hits

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

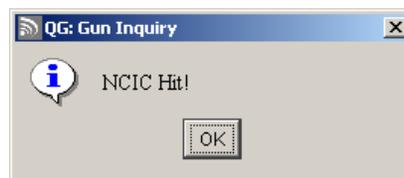


Figure 5.11 NCIC Hit Alert

Click **OK** to continue after the alert appears. To send an automated hit confirmation request based on the received information, right-click on the desired message in the Message Window as shown in Figure 5.12 below.

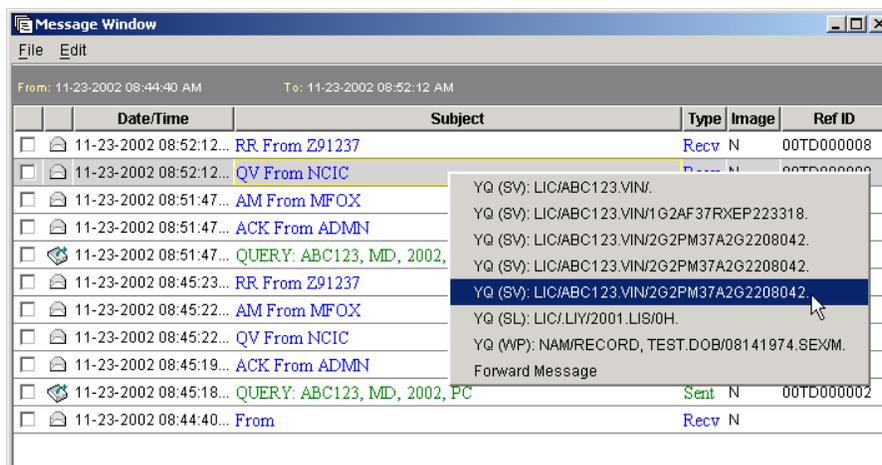


Figure 5.12 Right-Click Menu in Message Window

From the menu that is displayed, select the desired YQ transaction and the YQ format will appear with the hit information pre-filled as shown below.

The screenshot shows the Omnixx Force software interface. The main window is titled "HIT CONFIRMATION REQUEST (YQ)". The interface includes a menu bar (File, Forms, Edit, Comm, Options, Tools, Windows, Links, Help) and a toolbar with icons for Transmit, Message Window, and Message Log. The form is divided into three main sections:

- AGENCY/CASE DATA:**
 - Originating Agency Code (ORI): MDMSP0039
 - Destination ORI (ORI): NV00202D0
 - Agency Case Number (OCA): TEST
 - NCIC Number (NIC): W174264959
 - Type (RTY): SV
 - Priority (PRI): [empty]
 - Requestor Name (RNA): [empty]
 - Requestor Agency (RAG): [empty]
 - Phone Number (PHO): [empty]
 - Extension (EXT): [empty]
 - Fax Number (FAX): [empty]
 - Remarks (REM): [empty text area]
- PERSON DATA:**
 - Name (NAM): [empty]
 - Date of Birth (DOB): [empty]
 - Sex (SEX): [empty]
- VEHICLE DATA:**
 - License Plate (LIC): ABC123
 - Vehicle ID Number (VIN): 2G2PM37A2G2208042
 - Make (MMA): FORD
 - Year of Manufacture (VYR): 2002

At the bottom of the window, there is a status bar showing "FOX-PRIM", "T", "LEH5N", "DGRANT", "0 Messages", and "9:10". The Datamxx logo and "Leading Law Enforcement Technology" are also visible.

Figure 5.13 Hit Confirmation Request Format

Since pertinent data is automatically pulled from the hit message, the user needs only to enter remaining mandatory fields for transmission: Hit Confirmation Request Number (RNO), Priority (PRI), Requestor Name (RNA), and Requestor Agency (RAG).

5.4 Switch Error Messages

When a transmission error is received from the State switch (i.e., invalid data submitted) the following alert will appear:



Figure 5.14 Switch Error Message

Click **OK** on the error alert to continue. The message can be corrected and resubmitted quickly and easily by taking the following steps:

1. Right-click the error message and select **Display Error in Original Form** as shown below.

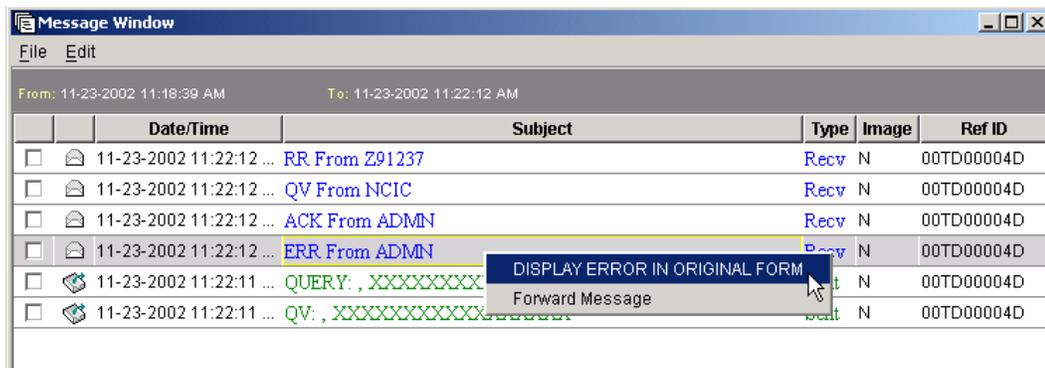


Figure 5.15 Display Error in Original Form Menu Option

2. The following message will appear:

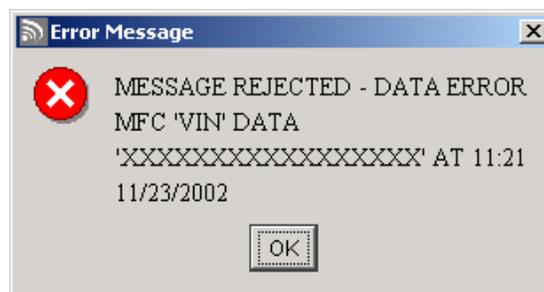


Figure 5.16 Error Message Alert

- Click **OK** to continue and the original transaction form is displayed with the original data in the fields as shown in Figure 5-17.

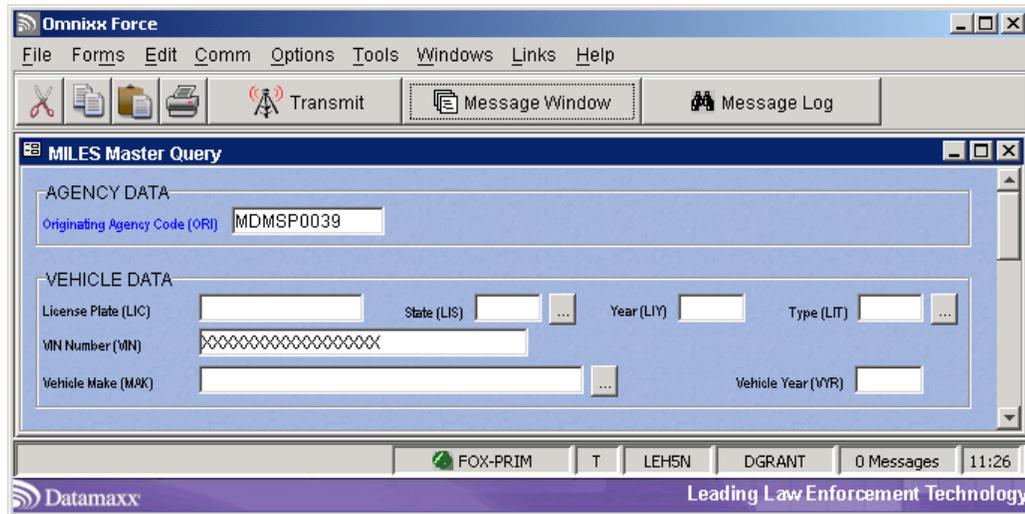


Figure 5.17 Original Transaction Form Presented to the User for Correction

- Make necessary changes and re-transmit.

5.5 The Message Log

The Omnixx Force Message Log allows you to search for and view messages that have been previously deleted from the Message Window.

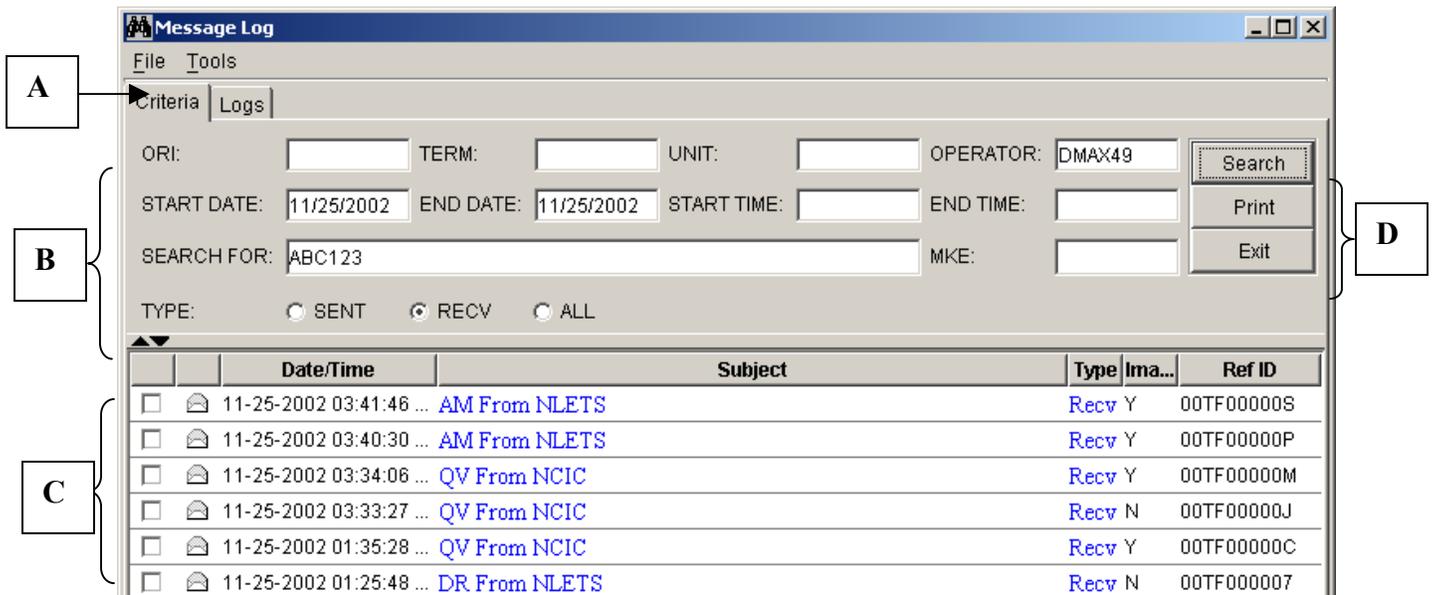


Figure 5.18 Omnixx Force Message Log

- A. Menu Bar** – The Message Log Menu Bar contains two elements: the **File** menu and the **Tools** menu.

The **File** menu contains the following function:



Figure 5.19 Message Log File Menu

- ❑ **Exit**
Closes the Message Log.

The **Tools** menu contains the following function:



Figure 5.20 Message Log Tools Menu

- ❑ **Archive**
Archives the current log and begins a new log.

- B. Search Criteria** – The user can narrow a search by entering information into the Search Criteria fields. The user can make the search as broad or as narrow as desired by entering as much or as little information as is available into the following fields:

- ❑ **ORI** – The ORI associated with the message.
- ❑ **Term** – The terminal ID associated with the message.
- ❑ **Unit** – The logical unit number of the message.
- ❑ **Operator** – The operator ID associated with the message.
Note: This field will automatically default to the current user's User ID and cannot be changed to allow the user to view messages sent and received by other users.
- ❑ **Start Date** – The search covers messages that were logged beginning with this date.
- ❑ **End Date** – The search covers messages that were logged up to this date.
- ❑ **Start Time** – The search covers messages that were logged beginning with this time.
- ❑ **End Time** – The search covers messages that were logged up until this time.
- ❑ **Search For** – A user may enter specific text that is contained in the message they are searching for.

- ❑ **MKE** – Enter a message key to search for messages related to a particular transaction form (i.e., QV).
- ❑ **Type** – Allows the user to narrow down the search to Sent, Received, or All messages (defaults to All).

To Add an Archived Log to Your Search:

To include a log that has been previously archived in your search, perform the following steps:

- ❑ Enter the desired Search Criteria and then click the **Logs** tab on the Message Log window. A list of all Archived Logs is displayed:

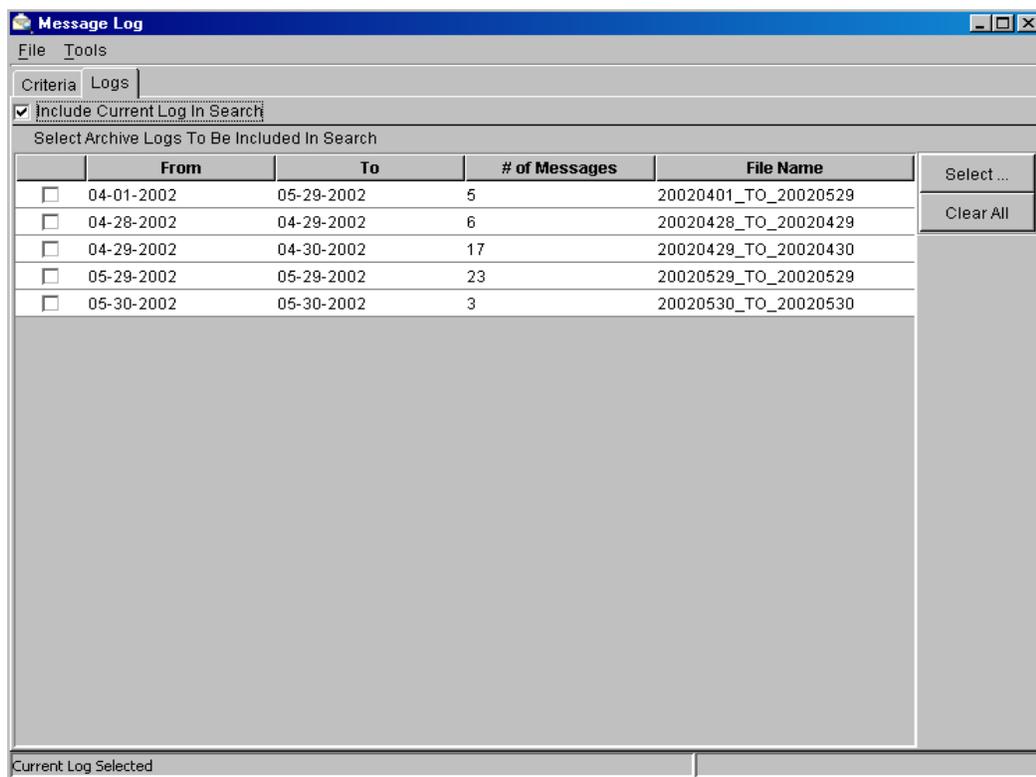


Figure 5.21 The Message Log “Logs” Tab

- ❑ Select the Log(s) to be included in the search by activating the corresponding checkbox(es), or click the **Select All** button to include *all* archived logs in the search.
- ❑ Click back to the **Criteria** tab and click **Search**. The selected Archived Log(s) are now included in the message search.

C. Message Display Window – All messages that meet the criteria specified by the user in the Search Criteria fields are displayed. The information displayed for each message duplicates the same information displayed in the Message Window.

D. Command Buttons

- ❑ **Search** – Click the **Search** button to display the results of your search.
- ❑ **Print** – Sends selected messages to the printer.
- ❑ **Exit** – Closes the Message Log.

5.6 Forwarding a Received Message

In Omnixx Force, it is possible to forward a message that you have *received* to another user. This is possible from either the Message Window or the Message Log. The information from the message is automatically entered into an Administrative Message for transmission.

To Forward a Received Message:

1. From either the Message Window or Message Log, right-click on the selected *received* message and the following menu will appear:



Figure 5.22 Right-Click Menu

2. Click on **Forward Message**.

- An Administrative Message is opened and populated with the information contained in the message and can then be sent to the desired agency.

The screenshot shows a window titled "ADMINISTRATIVE MESSAGE (AM)". It is divided into two main sections: "AGENCY/CASE DATA" and "MESSAGE TEXT".

AGENCY/CASE DATA:

- Originating Agency Code (ORI): NCDCI0008
- Agency (AGY): [Empty field]
- Authorization (AUT): [Empty field]
- Message Number (MNR): [Empty field]
- Operator (OPR): [Empty field]
- Optional Control Field: [Empty field]
- Destination ORINLETS Region Code (DRI): Five rows, each with an empty field, a dropdown menu (showing "..."), and a "(DST)" label.

MESSAGE TEXT:

Message Text (TXT):

```
00LE00000K.MKE/STOLEN VEHICLE
ORI/INIPD0002 LIC/ABC123 LIS/FL LIY/2000 LIT/PC
VIN/ABC10987DHG58FHT9S VYR/1986
VMA/PONT VMO/FIE VST/2T VCO/RED DOT/20000101
OCA/99-392929
NIC/V500651234 DTE/20000103 0820 EST
ORI IS INDIANAPOLIS PD 317 327-3474
IMMED CONFIRM RECORD WITH ORI
```

Figure 5.23 Forwarded Message

5.7 Alternate Ways to View a Sent Message

In Omnixx Force, it is possible to view a sent message from the Message Window or the Message Log in two different ways. These alternate options are:

- Display Base Form.
- Display in XX Format. (Where XX stands for the Message Key of the message.)

To Display a Message in Base Format:

- From either the Message Window or the Message Log, right-click on the desired sent message. The following menu is displayed:



Figure 5.24 The Right-Click Menu

- Click on **Display Base Message**.

- The message is opened in a Message Display window in a form that lists all information exactly as the user entered it.

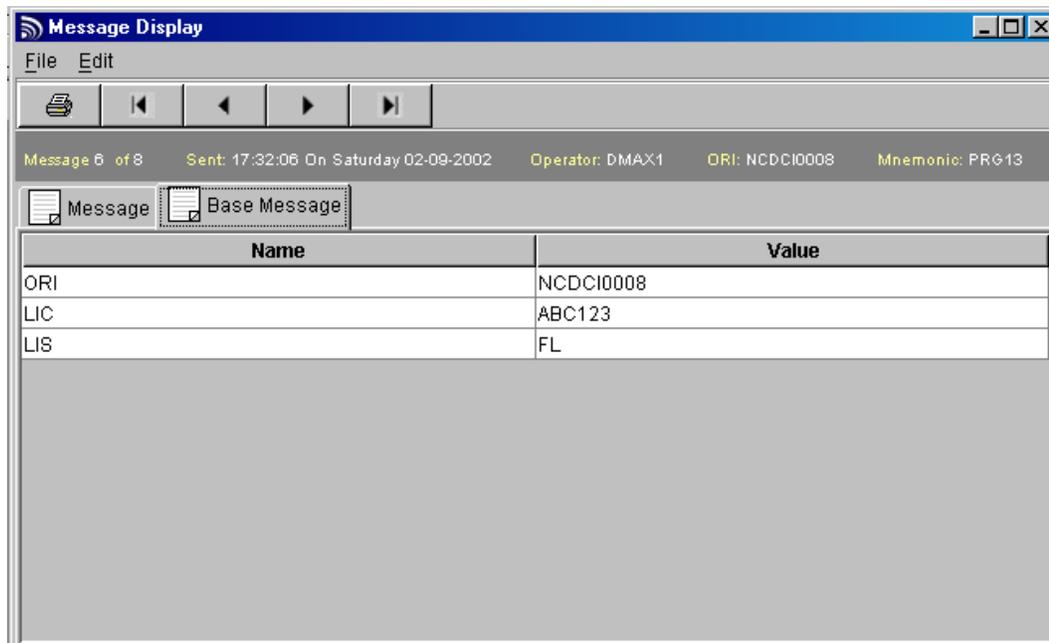


Figure 5.25 Display Base Message

To Display a Message 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. This function is helpful if you realize you entered and transmitted incorrect information and you would like to quickly transmit the form again with the correct information.

Note: XX represents the Message Key of the transaction form that was originally transmitted. In the following example, you will notice XX is replaced with QV.

- From either the Message Window or the Message Log, right-click on the desired *sent* message. The following menu is displayed:



Figure 5.26 Right-Click Menu

- Click on **Display in QV Format**.

- The information contained in the message is now displayed in the transaction form as it was originally entered.

The screenshot shows a software window titled "VEHICLE INQUIRY TRANSACTION (QV)". The window contains the following sections and fields:

- AGENCY/CASE DATA:**
 - Originating Agency Code (ORI):
 - NCIC Number (NIC):
 - Related Search Hit (RSH):
- VEHICLE DATA:**
 - Vehicle ID Number (VIN):
 - Owner Applied Number (VIN):
 - Part Serial Number (VIN):
 - Make (VMA): ...
- LICENSE PLATE DATA:**
 - License Plate (LIC):
 - State (LIS): ...
- IMAGE DATA:**
 - Image Indicator (IND):
- TEST INDICATOR:**
 - Test Indicator: ...

Figure 5.27 Message Displayed in QV Form

- You can make any desired changes to the information, and easily transmit the form again.

6 Receiving and Sending Images in Omnixx Force

Due to technological advances in the software field, it is now possible for images to be embedded in messages that are passed over the vast law enforcement network. This allows mug shots, fingerprints, and other identifying photos to be viewed by a user, as well as allowing for the entering and transmission of these same items.

6.1 Receiving an Image

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.

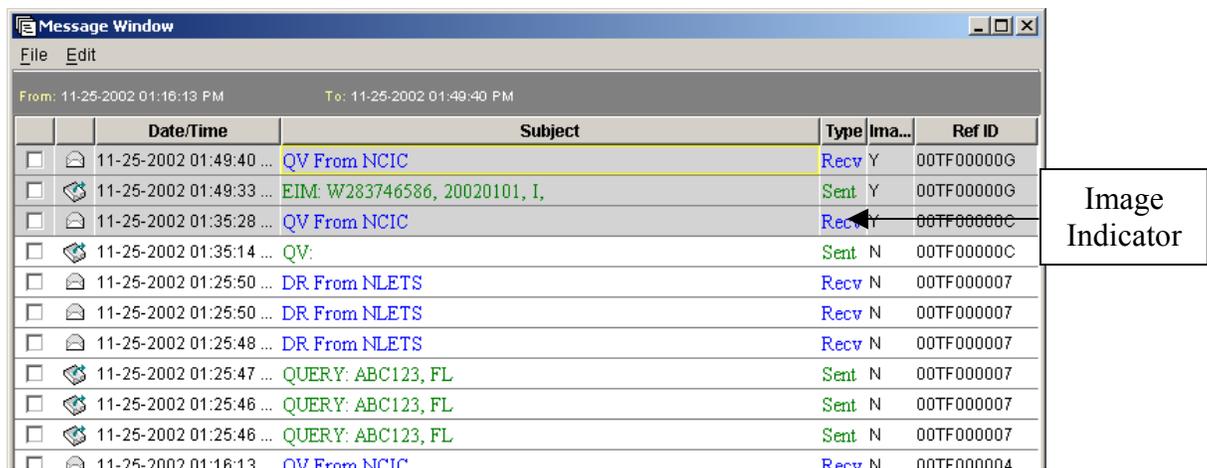


Figure 6.1 Omnixx Force Message Window

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

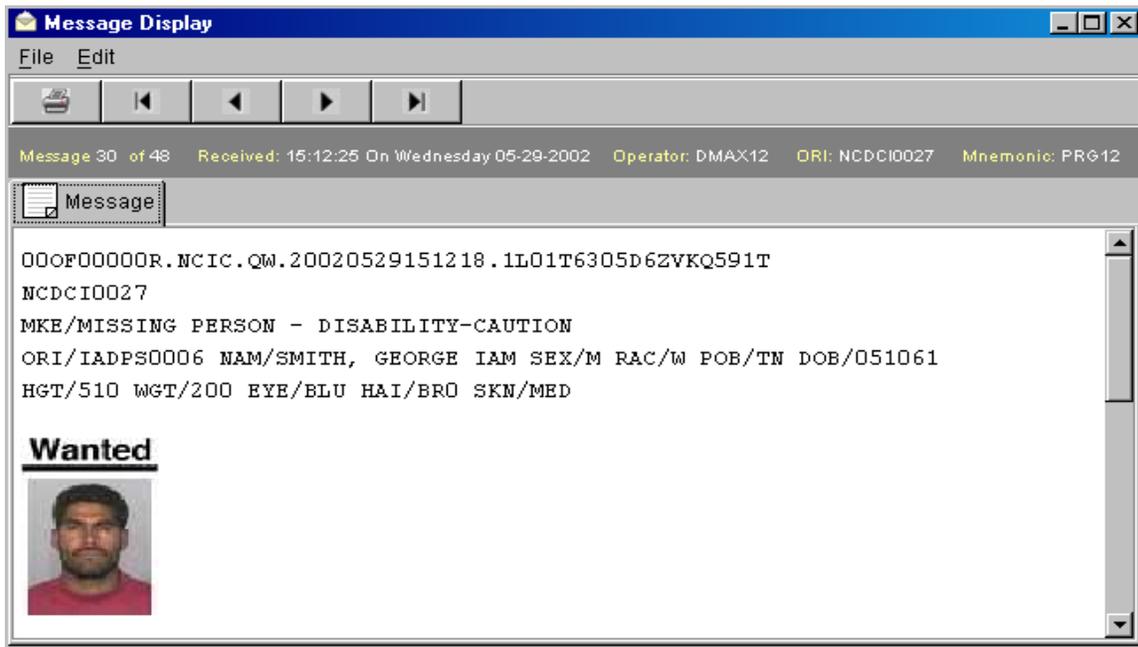


Figure 6.2 Received Message with Embedded Image

6.2 Entering an Image

There are various transaction forms that can be used to enter an image, depending on the type of image that needs to be submitted. For the example in Figure 6.3, we will enter a photograph of a stolen vehicle for transmission to NCIC.

To Enter an Image:

- ❑ Open the desired transaction form from the **Forms** menu.

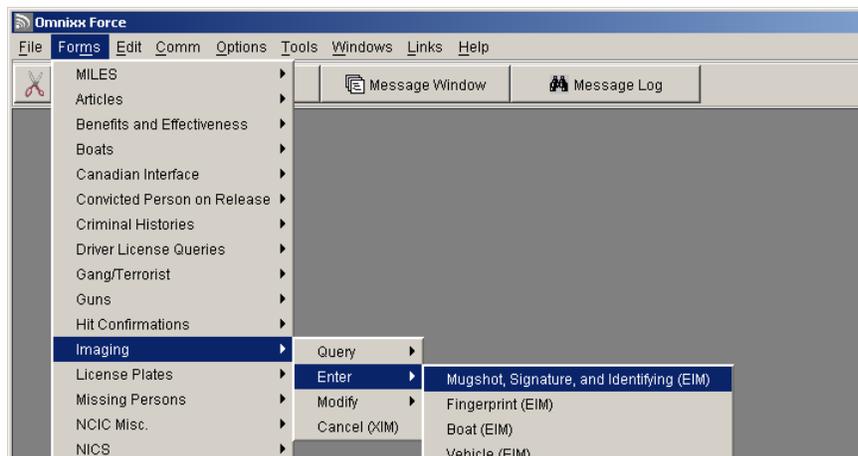


Figure 6.3 The Imaging Submenus

- The form you selected is displayed as shown in Figure 6.4.

Figure 6.4 Omnixx Force “EIM” Transaction Form

- Enter the **ORI**, **Make**, **Style**, **Model**, and **Year of Manufacturer**:

Figure 6.5 Omnixx Force “EIM” Transaction Form

- Click the button  to the right of the **Image** field to open the following dialog box:

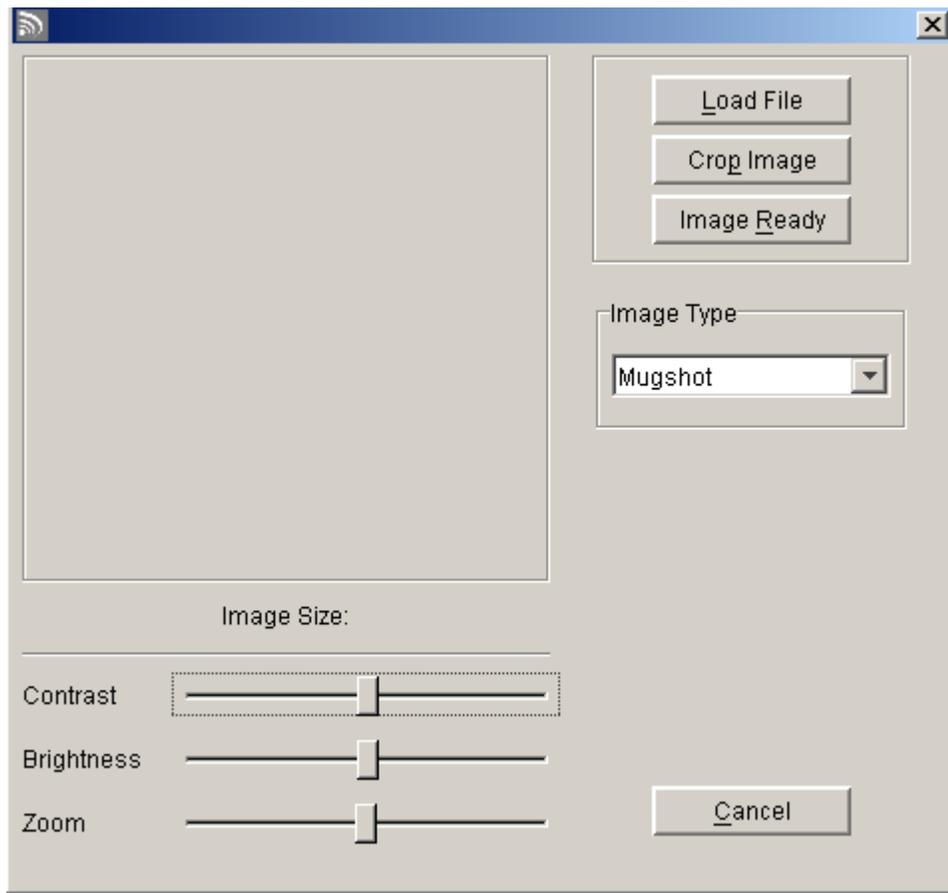


Figure 6.6 Image Loading Dialog Box

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

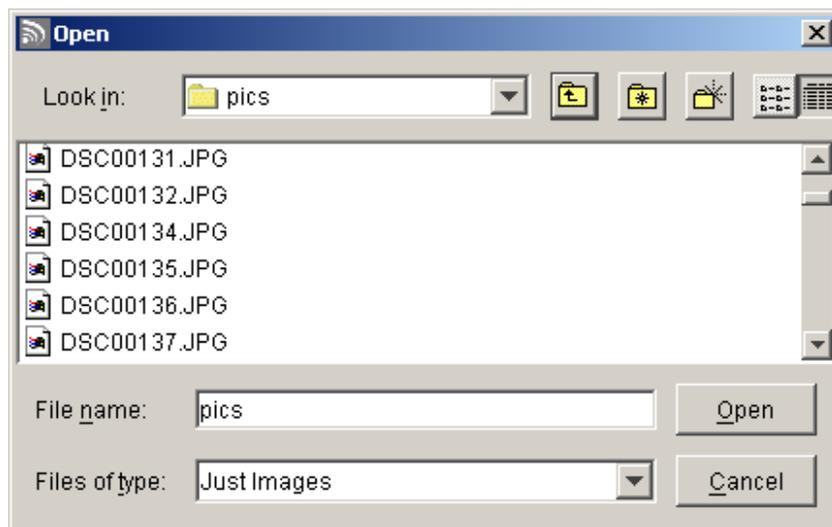


Figure 6.7 Image File Browse Box

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

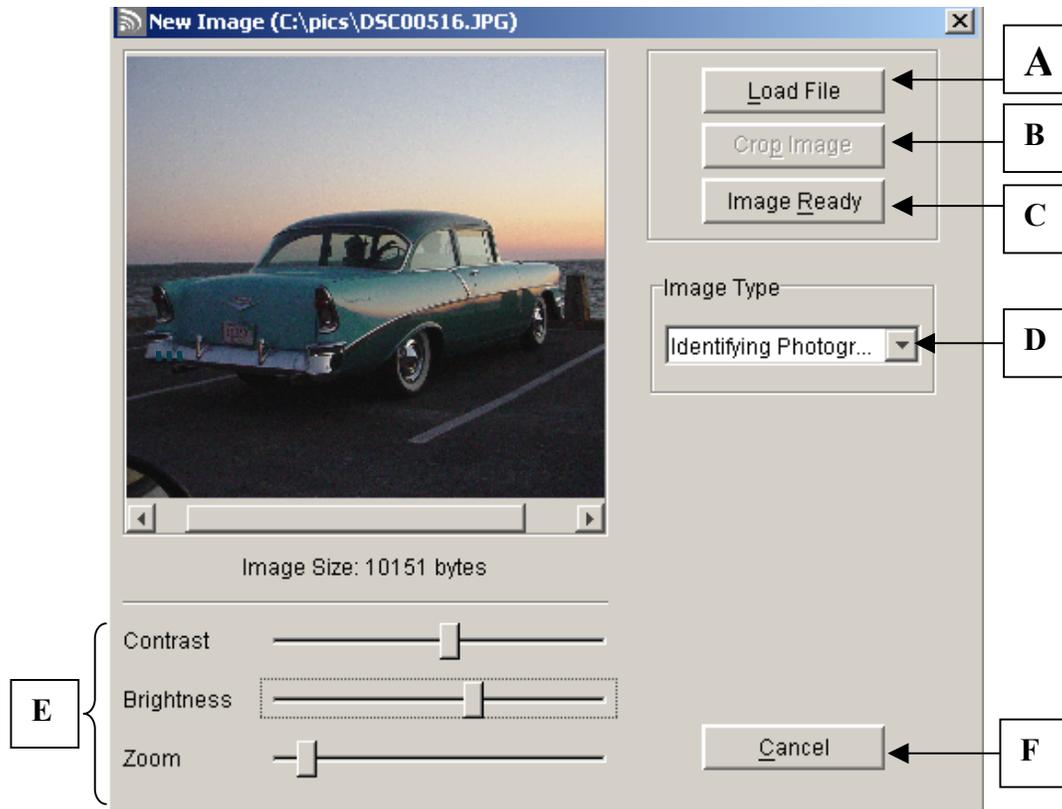


Figure 6.8 Image Loading Dialog Box

- A. Load File** – Opens the browser to allow the user to search for the file to be transmitted.
- B. Crop Image** – Allows the user to crop the image if it is too large to be transmitted.
- C. Image Ready** – After the image has been loaded and adjusted, click this button to complete the image loading process.
- D. Image Type** – Select the type of image being transmitted from this drop-down selection box.
- E. Contrast, Brightness, Zoom** – 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. Cancel – Terminates loading of the image.

- ❑ Once the image has been loaded, make any desired adjustments to the settings described above.
- ❑ Click the **Image Ready** button to proceed.
- ❑ If the selected image is too large for transmission, the following error message is displayed:

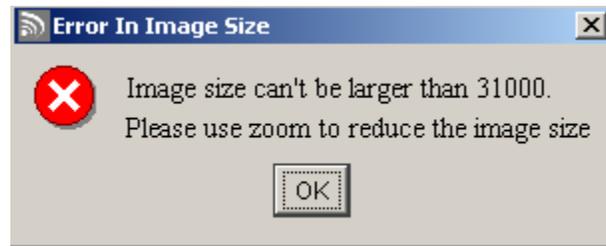


Figure 6.9 Error in Image Size Dialog Box

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

Appendix A – Keyboard Commands

KEYSTROKE	FUNCTION
CTRL + A	Archives the messages currently in the Message Log
CTRL + C	Copy
CTRL + V	Paste
CTRL + X	Cut
CTRL + G	Toggles focus between the active form and the command bar
CTRL + F6	Toggles through all open forms
ESC	Closes the current active form
ALT + G	Moves the cursor to the first field in the next group
ALT + SHIFT + G	Moves the cursor to the first field in the previous group
CTRL + L	Deletes all messages in the Message Window
CTRL + K	Deletes the checked messages in the Message Window
CTRL + P	Print
CTRL + E	Exit
CTRL + F	Go to first message (Message Display)
CTRL + L	Go to last message (Message Display)
CTRL + N	Go to next message (Message Display)
CTRL + R	Go to previous message (Message Display)