Datamaxx

Omni*xx* Force
User Training Manual

Datamaxx®
APPLIED TECHNOLOGIES

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1.0   INTRODUCTION

Omnixx Force is a Web portal allowing access to securely access law enforcement network databases to quickly retrieve information, and can be used in various Web browser environments.

1.1 LOGON

Omnixx Force conforms to all NCIC security requirements, including advanced authentication logon. See your system administrator for the URL address of your Omnixx Force server, open a browser window and enter the URL in the address field.

Enter the Username and Device Identifier provided by your system administrator in the corresponding fields. Click Next to continue.

On the next screen, enter Password, PIN, and answer to security question(s) provided in initial security policy setup. Verify that the site key image is the one selected during advanced authentication setup before clicking Log In to continue.

1.1.1 Lost Logon Credentials

In case of a lost or forgotten password, PIN, or User ID, click the "Forgot Login Credentials" icon on the main logon screen.

Select the appropriate radio button: *Forgot Password, Forgot PIN,* or *Forgot Username,* and then click the Next button and follow the prompts to continue.

1.2 HOME PAGE

Upon successful logon, the Omnixx Force dashboard is the starting point for accessing transaction forms, message logs, and other resources.
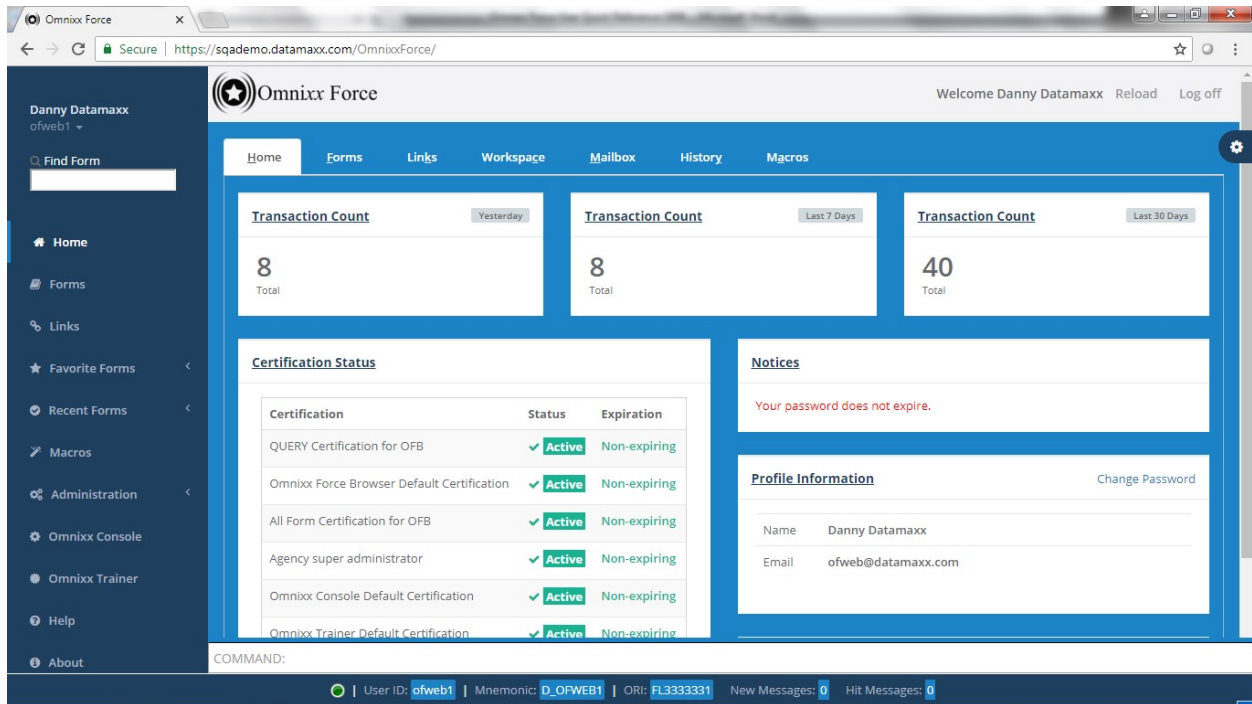
The **menu** on the left side of the screen provides one-click access to various user tools. Omnixx Force users are assigned specific certifications that will determine which tools are available on the dashboard toolbar, so tools available will vary from user to user. **Tabs** at the top of the screen provide quick access to the Home screen, Forms, Links, Workspace (when enabled), Mailbox, Log History, and Macros.

The **status bar** at the bottom of the screen indicates the current user information, ORI, and number of new unread messages and hit-related messages.

User options can be adjusted by clicking the Options tab to the right of the screen, or the User drop-down menu accessible by clicking the User ID in the upper-left corner.
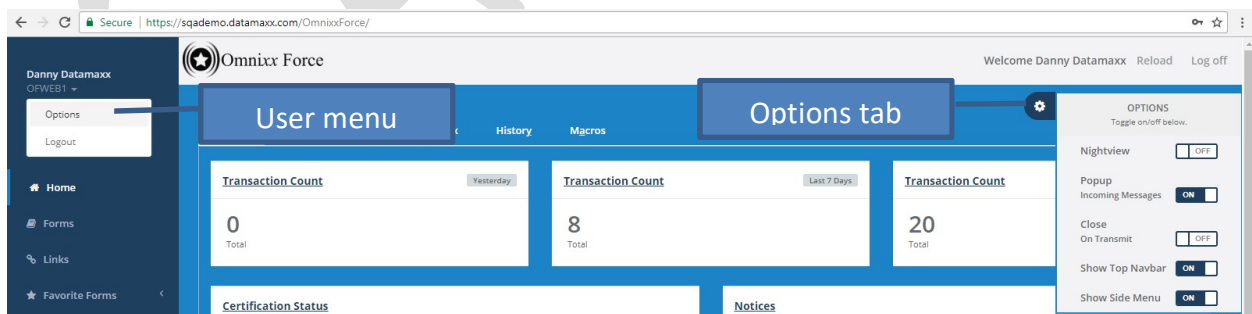
1.2.1 User Options

The user options tab allows the following settings to be toggled on and off as per user preference:

- **Nightview** – turn on to put the screen in night view mode, which is a darker color scheme more suitable for nighttime use.
- **Popup Incoming Messages** – When enabled, a popup notification will occur for incoming messages. NOTE: If disabled, popup notifications will still occur for hit-related messages.
- **Close on Transmit –** If enabled, the current transaction form will close when the Submit button is clicked and the transaction is sent.
- **Show Top Navbar –** Disable to hide the navigation bar at the top of the screen, or enable to show the navigation bar.
- **Show Side Menu –** Disable to hide the menu at the left side of the screen, or enable to show the menu.
- **Use Workspace –** Switch to ON to enable workspace tab, or OFF to disable workspace tab.
- **Auto Print –** Switch to ON to automatically print incoming items, or OFF to disable automatic printing.
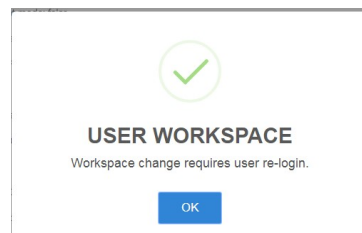
Note that changing the "Use Workspace" setting results in automatic logoff so that change can take place.

2.0   TRANSACTIONS

Omni*xx* Force provides easy-to-use fill-in-the blank transactions, easily accessible from the Forms menu, for submitting information to the law enforcement network. Forms are accessible based on user certifications and may vary by user.

2.1 TRANSACTION FORMS

Pertinent information is entered into fill-in-the-blank transaction forms to generate queries to the law enforcement networks, such as NCIC and Nlets.

2.1.1   Locating and Accessing Forms

View the full list of available forms by clicking the **Forms** tab at the top of the page, or the **Forms** menu item on the left side of the screen.
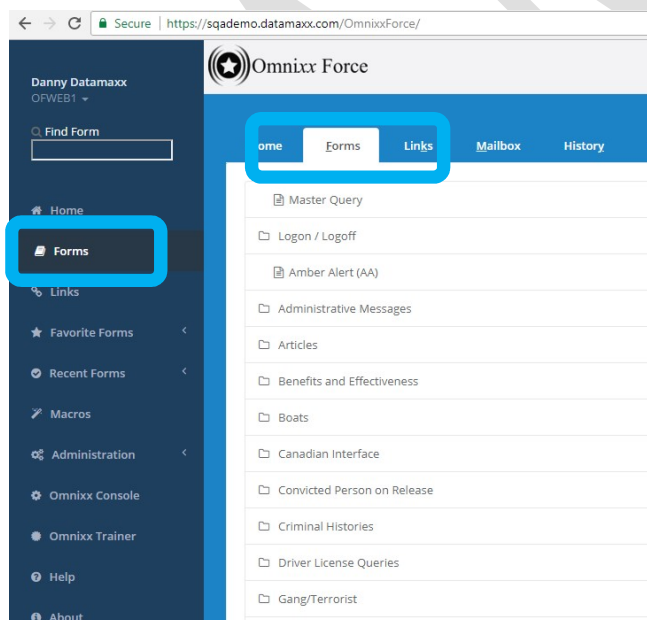
The form icon indicates that the link opens the form named. Forms will typically have the message key listed to the right of the form name.

The file icon indicates that there is a submenu related to the category named.

Double-click the name of the category to view the submenu, or the name of a form to launch the form.

To search for a form, enter message key or form name (or partial form name) into the *Find Form* field above the menu on the left side of the screen to view possible matches. Select from the list of matches to open the corresponding form.

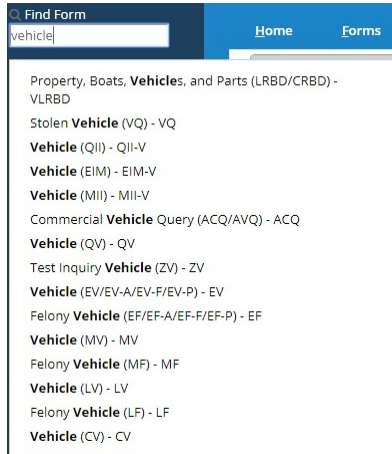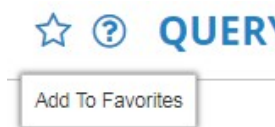Forms can also be accessed from the main menu through either *Favorite Forms* or *Recent Forms*. To set a favorite form, first locate and open the form. Click the Add to Favorites icon ☆ and then select a shortcut to use for the favorite.
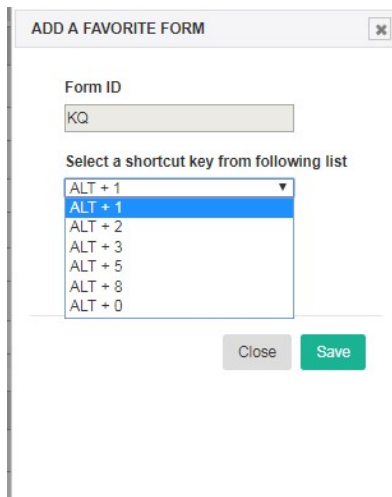
The shortcut selected can later be used to open the form, and will be displayed under the Favorite Forms section of the main menu.
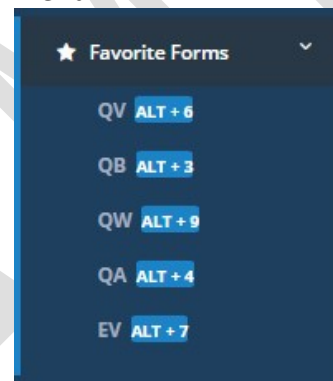
To open a favorite form, click the form ID under the Favorite Forms menu, or press the key combination corresponding to the form.
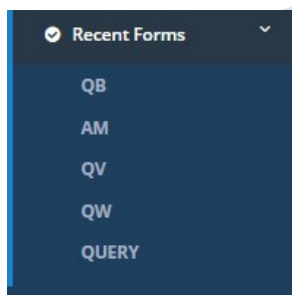
The five most recently used forms can be accessed under the *Recent Forms* section of the main menu. Click *Recent Forms* on the main menu to open the recent forms menu, and select the desired form from the list to open.

Open forms will be displayed in the tabs at the top of the screen until closed, allowing for easy return to previous forms without losing data.

RY TRANSACTION (QW)

Click on the tabs to return to the open forms.

2.1.2 Workspaces

Frequently-used transaction forms can be saved as individual workspaces for easy access. Note: **the "Use Workspace" function must be enabled** for the workspace functionality to be used. See **User Options** on page 4 to read about enabling the workspace function.

When the workspace option is enabled, open forms will be displayed in a "Workspace" tab, instead of in individual tabs.
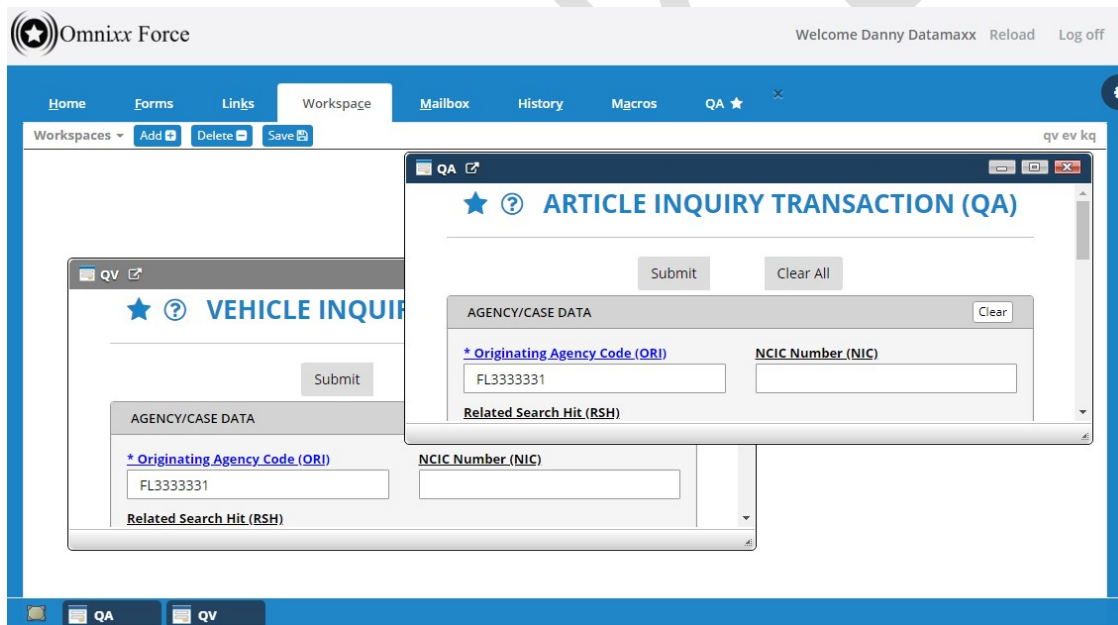
Transaction forms displayed in a workspace can be opened in a separate tab by clicking the "open copy in tab" in the upper-left corner of the transaction form. The form will remain open in the Workspace, and another copy opens in a new tab. Any data contained in the form will remain in the new copy. To close the form in the tab, click the "x" on the tab. To return to the workspace from a new tab simply click the Workspace tab.

Workspace Tools

Workspaces may be accessed, created, deleted, and updated using the Workspace toolbar at the top of the workspace window.

Accessing Saved Workspaces

Previously saved workspaces can be accessed by clicking the workspace selection drop-down menu in the upper-left corner of the workspace. Select the desired workspace from the list. The name of the current workspace appears in the upper-right corner of the workspace, at the far-right of the workspace toolbar.

QUERY
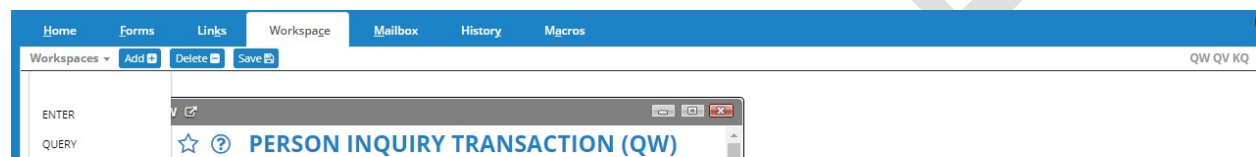
Adding a New Workspace

Omni*xx* Force users may create and save up to five different workspaces. Begin by clicking the **Add** button in the workspace. When prompted, enter a name for the new workspace, and then click the Add button to create and save the new workspace. Open forms to be saved in the workspace, click and drag to move the forms as desired within the workspace, and then click the **Save** button to save changes.
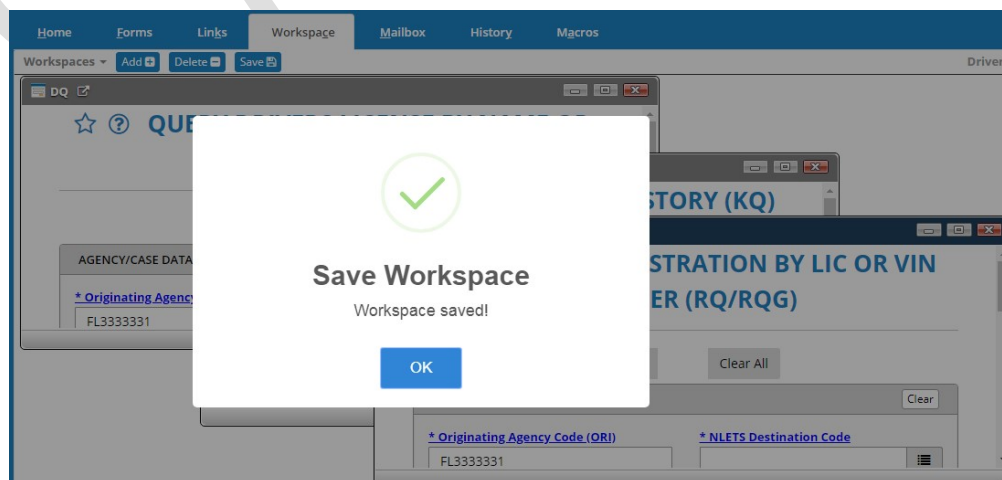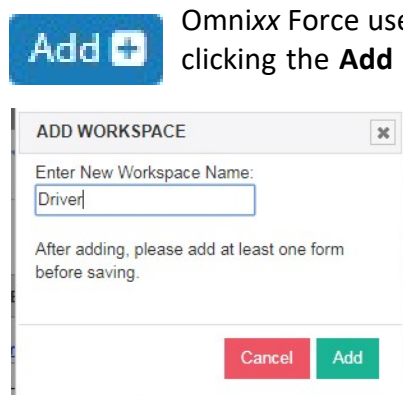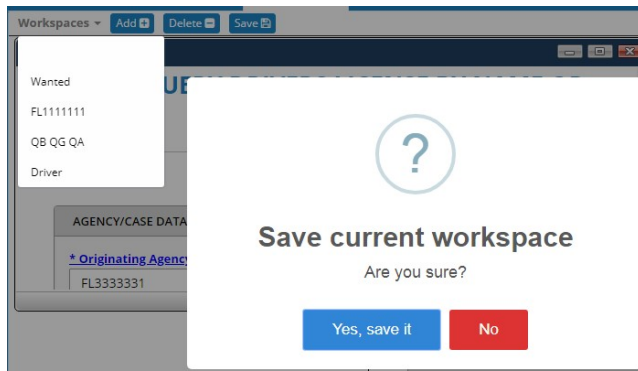
Upon selecting another workspace, click **Yes** to save any changes to the current workspace before exiting, or **No** to continue to the next workspace without saving changes to the current workspace. Saving the current workspace will save any changes since the last time the workspace was saved, including data entered into the fields.
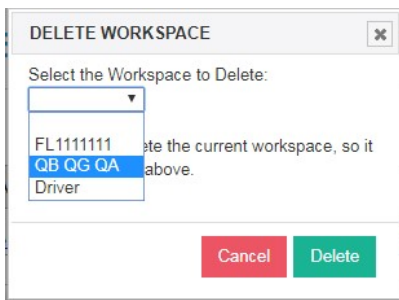
Delete Workspace

To delete a saved workspace, click the **Delete** button, and select the workspace to delete. Click the **Delete** button to complete the process. The currently active workspace cannot be deleted and will not be available for selection in the drop-down menu.

2.1.3   Using Transaction Forms

The transaction forms provide a series of fields into which data may be entered for transmission. The forms include such tools as field help, field menus, and mandatory field indicators to assist in proper completion. The **Submit** button is located at the top and bottom of the screen for easy submission of information.

Mandatory fields are indicated in blue. The mandatory fields and minimum information required for transmission must be entered. Upon submission, an error message will indicate if mandatory fields have been omitted.

Conditional Mandatory Fields are those that are not all mandatory but at least one is required in order to create a query. For example, to run a Vehicle Query (QV) there must be at a minimum one of the following: NIC, LIC, or VIN. These are not marked as mandatory as they are not *all* mandatory but are dependent on what type of QV is being submitted.
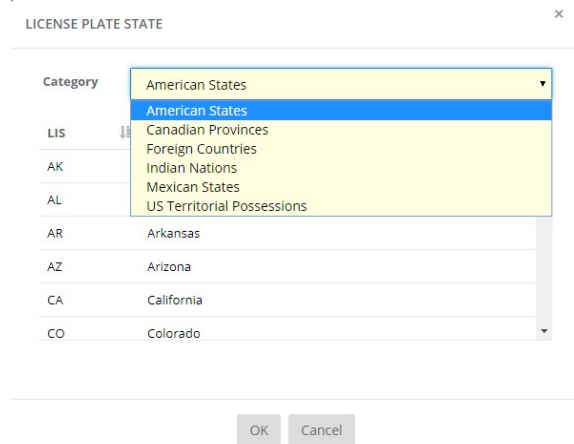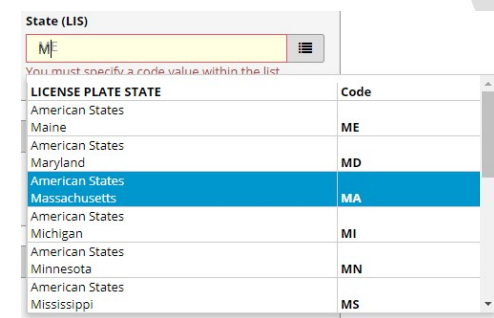
Code tables are available for any fields where an associated table exists, and will be indicated by a menu button [≡] to the right of the field.

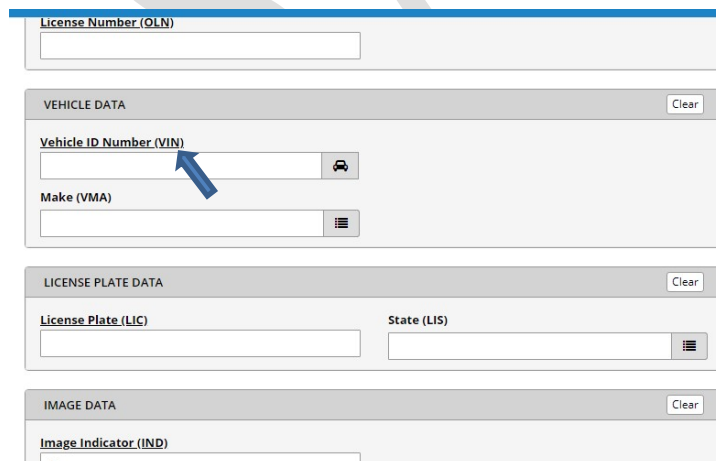> Click the menu button beside the field to access the code table.

State (LIS)

Use the drop-down menu provided to select a category, and then choose from the list shown to select a code from the table. Click OK to continue.

LICENSE PLATE STATE ✕

Category	American States ▾
	American States
LIS	Canadian Provinces
	Foreign Countries
AK	Indian Nations
	Mexican States
AL	US Territorial Possessions
AR	Arkansas
AZ	Arizona
CA	California
CO	Colorado

OK   Cancel

State (LIS)

ME|

You must specify a code value within the list

LICENSE PLATE STATE	Code
American States Maine	ME
American States Maryland	MD
American States Massachusetts	MA
American States Michigan	MI
American States Minnesota	MN
American States Mississippi	MS

As an alternate to using the code table to locate the code, type in the first letter of the item, and a list of possible matches appears from which the code may be selected. Choose from the menu to enter the code into the field.

Field Help is available for select fields by clicking the field title. Fields having field help available are indicated by an underlined field title, indicating a link to the help.

License Number (OLN)

VEHICLE DATA   Clear

Vehicle ID Number (VIN)

Make (VMA)

LICENSE PLATE DATA   Clear

License Plate (LIC)   State (LIS)

IMAGE DATA   Clear

Image Indicator (IND)

❓ Field Help   ✕

ID: VIN

Name: VEHICLE IDENTIFICATION NUMBER

Ver: GLB20050711

Enter a maximum of twenty alpha and/or numeric characters. If VIN is unknown, field should be left blank. VIN's containing seventeen characters are edited for validity. If a field error display is shown on the screen, follow the following steps:

1. RECHECK VIN OBTAINED FOR ANY TYPOGRAPHICAL ERROR. 2. CHECK VEHICLE REGISTRATION FOR CORRECTNESS. 3. IF AVAILABLE, USE "VINASSIST" TO DETERMINE POSSIBLE ERROR.

If the VIN is a non-conforming, seventeen character number and there is no OAN field to enter it in, enter the VIN in the VIN field, use Shift Enter to override the edit, and put "SVIN" in the first four characters of the MIS field.

Close

2.2 SENDING QUERIES USING MACROS

Macros can also be used to quickly send law enforcement queries without using the forms, and can be customized to a specific location or user. Click the Macros menu item on the left or the Macros tab at the top to view and create macros. Existing macros are listed, and new macros may be created from here.
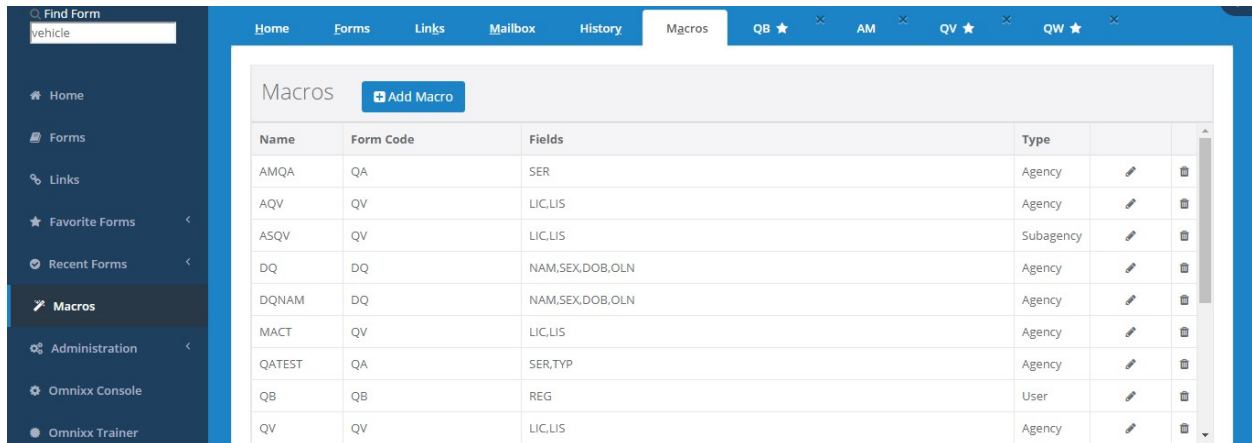
2.2.1 Creating and Editing Macros

 Click the Add Macro button to begin, and follow the macro wizard steps to create the macro.

Macro Name - Enter a name for the macro. The macro name should be simple as it will have to be entered each time the transaction is run. Select a macro type: Agency, Sub Agency, or User. This will define what user level the macro will affect. Click Next.

Form Selection – Enter the form name or message key, and select from options shown to select the form to be used to execute the macro, and then click Next.

The form selected will dictate the transaction to be generated, and fields which will be available in the next step.

Field Selection – Available fields (based on selected form) are shown on the left. Select fields to be included in the new macro by selecting a field on the left, and clicking the right arrow to move the field to the right. Move fields back to the left if they should not be included in the macro. If the desired fields are not shown, the incorrect form may have been selected. To change transaction forms, click the Previous button to move back to the Form Selection screen and select a new transaction form. Click the Finish button to complete the macro. The new macro will now appear in the list of macros.

Edit an existing macro by clicking the edit icon ✎ in the macro list to open the macro wizard to edit the macro. Follow the same steps used in creating the macro to make changes. The macro name, type, and form cannot be edited; create a new macro if these items are incorrect.

Delete an existing macro by clicking the delete icon 🗑 corresponding to the macro to be deleted. Confirm intention to delete, or click NO to keep the macro and cancel the delete request.

2.2.2 Sending Queries Using Macros

Once a macro is created, it will appear in the grid under the macros tab. It may be necessary to scroll down to view all macros.

The macro name and fields (in specific order) will be used to transmit the query. This information will be entered into the command line at the bottom of the screen for transmission.

 Begin by clicking the command line at the bottom of the screen.

Enter the **macro name**, followed by a space, and then the **fields** in the order shown in the table and separated by periods. For example, to run the QV macro for Florida tag ABC123, type in:

Press the Enter key to transmit. While the macro table can be used as a reference to find the fields and their proper order for submitting a macro, a tool tip also appears when the macro name is typed into the command line which will provide fields needed for the named macro.
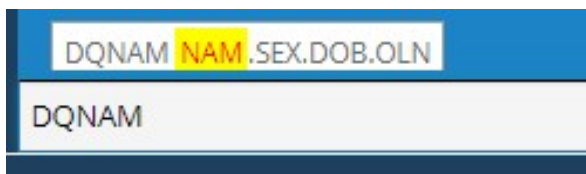
 Enter the macro name, followed by a space, and then use the pop-up guide to enter the fields. The highlight indicates the current field.

3.0   MESSAGES

Upon transmission, the "Message Accepted" message will appear briefly to confirm transmission.

When new messages are received, a new message notice will appear briefly as visual notification. The message counter at the bottom of the screen will display the number of unread messages, including the number of hit messages.

Depending on User Option settings, incoming messages may automatically display upon arrival. See User Options on page 4 for details on how to turn the auto popup option on or off. Hit messages will always display automatically. See page 19 for details on receiving hit messages.
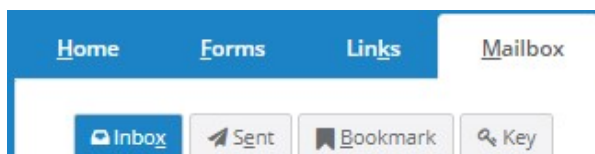
Messages can be viewed by clicking the *Mailbox* tab.
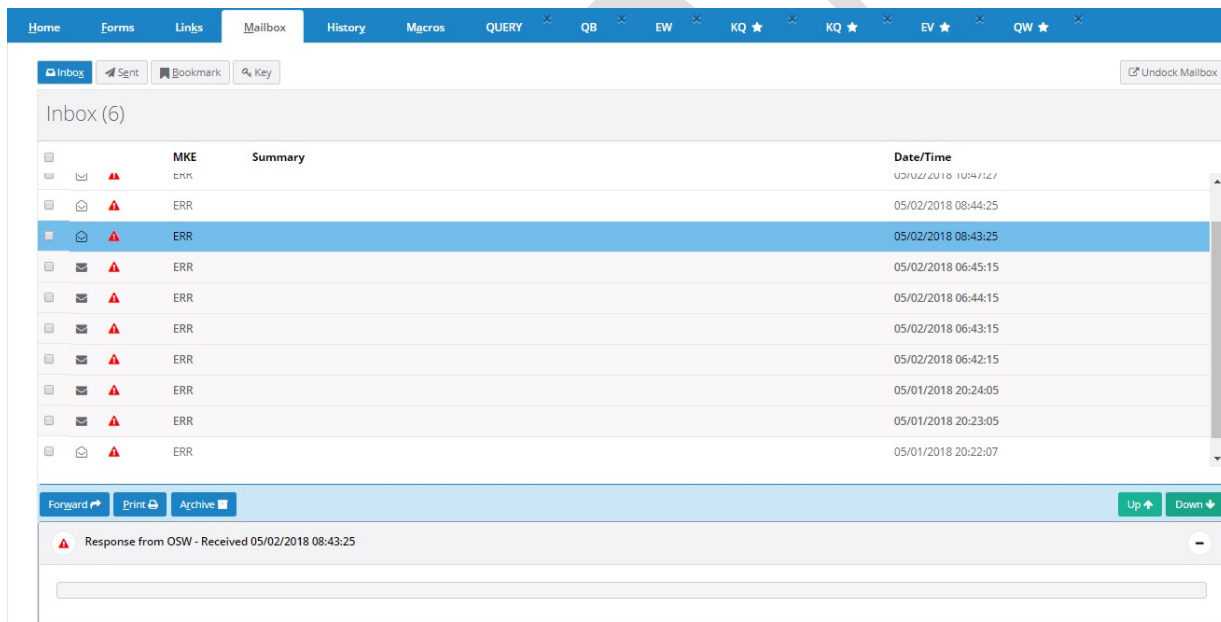
Click the Mailbox tab to browse messages. By default the Inbox is shown, with most recent messages listed at the top. As an option, the mailbox can be undocked from the main window to be displayed in a separate window by clicking the Undock Mailbox button.

3.1 INBOX

The Inbox is displayed by default when Mailbox is selected, and can be accessed at any time by clicking the Inbox button under the Mailbox tab.

3.1.1 Viewing and Handling Messages

Select a message from the inbox list to show in the preview window at the bottom of the screen. Use the Up and Down buttons to scroll through the inbox contents.

			MKE	Summary		Date/Time
☐	☐	●	QV	QV: ABC123, FL		05/02/2018 14:59:16
☐	☐	⚠	ERR			05/02/2018 10:47:27
☐	☐	⚠	ERR			05/02/2018 08:44:25
☐	☐	⚠	ERR			05/02/2018 08:43:25
☐	☐	⚠	ERR			05/02/2018 06:45:15
☐	☐	⚠	ERR			05/02/2018 06:44:15
☐	✉	⚠	ERR			05/02/2018 06:43:15
☐	✉	⚠	ERR			05/02/2018 06:42:15
☐	✉	⚠	ERR			05/01/2018 20:24:05
☐	✉	⚠	ERR			05/01/2018 20:23:05

Inbox (4)

Forward | Print | Archive   Up | Down

● Response from NCIC - Received 05/02/2018 14:59:16   Cast ▾   –

.1N010561000018QV.FL3333331.UNKNOWN MESSAGE ENCOUNTERED.

Double-click a message to view in full-screen mode. Click Back to Inbox [← Back To Inbox] or press the Escape key to return to inbox view.

Messages may be forwarded, printed, or archived directly from the message view, using the buttons at the top of the display.

← Back To Inbox   ☐   ●   QV   QV: ABC123, FL   05/02/2018 14:59:16

Forward | Print | Archive   Up | Down

● Response from NCIC - Received 05/02/2018 14:59:16   Cast ▾   –

.1N010561000018QV.FL3333331.UNKNOWN MESSAGE ENCOUNTERED.

Forward messages by highlighting a message and clicking the Forward button. Contents of the message to be forwarded are automatically copied and pasted into the Administrative message form.

Submit   Clear All

AGENCY/CASE DATA   Clear

* Originating Agency Code (ORI)

FL3333331

* Destination ORI/NLETS Region Code (DRI)

FL1111111

Destination ORI/NLETS Region Code (DRI)

Destination ORI/NLETS Region Code (DRI)   **Optional Control Field**

**MESSAGE TEXT (TXT)**   Clear

*

.1N01056D00000GQV.FL3333331.UNKNOWN MESSAGE ENCOUNTERED.
05/14/2018, 16:53:20
- MKE: QV
- Source: NCIC
- To:
- ISN: 056D00000M
- REF: UNKNOWN

Enter a minimum of one Destination ORI/NLETS Region Code (up to five may be entered in the fields provided), add any comments to the message text, and click Submit.

Archive the displayed message by clicking the Archive button in the message display. Select "Current" (default) to delete the current message, or "current & previous to delete the current message and any older messages, and then click **Yes** to continue. Click No to cancel the archive process.

Archive Message(s)?

☑ Current ☐ Current & Previous

Yes, archive   No
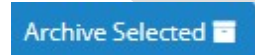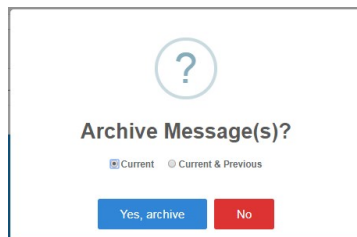
Multiple messages may be removed from the inbox by using the **Archive** option (must be in the Inbox view as opposed to the individual message view). Multiple items may be deleted from the Inbox by using the selection checkboxes corresponding to the messages to be deleted, and then clicking the **Archive Selected** button. Note that the Archive Selected button does not appear until messages have been selected.
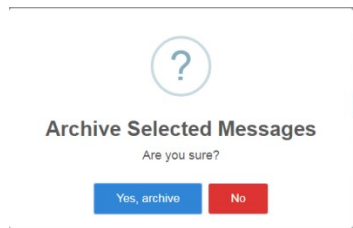
Confirm intent to delete by clicking **Yes** when prompted, or **No** to abort the archive process. Archived messages are removed from the Inbox, but can be located under the **History** tab. See Page 26 for information on searching message history.

3.1.2 Hit Messages
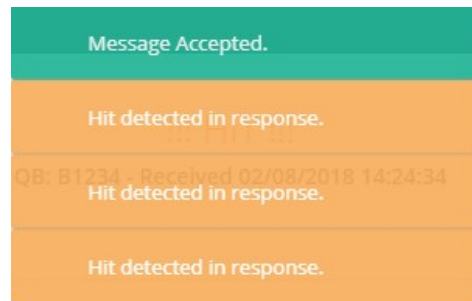
Hit-related messages will result in pop-up alerts to ensure the user is aware of the incoming messages. Click the pop-up or go to the mailbox tab to view new messages. Hit messages will be notated at the top in the message viewer, as shown below.

3.1.3 Message Casting

Message data may be "cast," or populated into another related transaction where applicable. For example, when a hit message is received, the data can be cast, or copied, into a Hit Confirmation Request (YQ) form by simply selecting the option from the Cast drop-down menu. If a message does not have any related queries that could be spawned from the information in the message, the Cast menu may not have any options to select.

Click the Cast button [Cast ▾] to view options related to the selected message and select the transaction. The selected query will be opened and populated with information available from the initial message.

Enter any required data (note available information from the initial message will have been automatically copied into the form) and click submit to complete the process.

3.2 SENT ITEMS

 Click on the Sent button under the Mailbox tab to view previously sent items. Previously transmitted queries can be reviewed here as well as populated into forms for re-transmission.
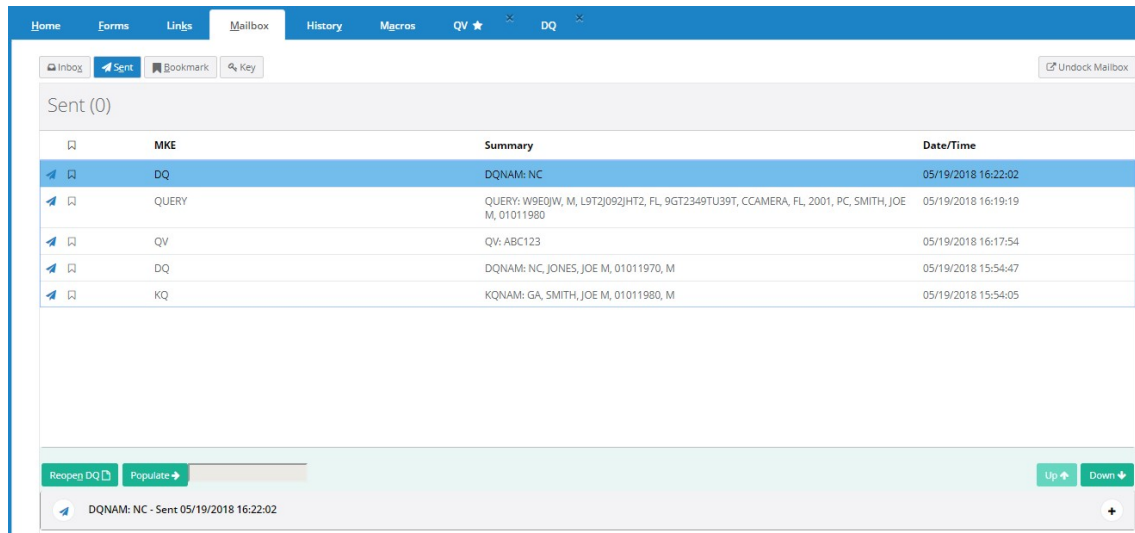
Sent items are listed in chronological order with the most recent messages at the top of the list. Click an item to view details and other message options. Details of the selected message are displayed at the bottom of the screen. Click the Expand icon ⊕ to show full details of a selected message.

Reopen – To display a previously sent query in the original transaction form, click the Reopen button. The transaction opens in the original form with original data, and can be edited and re-sent, if necessary. This eliminates the need to re-create the message.

Populate - To populate the data from a previously sent message into a different transaction form, enter the new form message key into the field to the right of the populate button, and then click the **Populate** button. If the message key is not known, type the name of the transaction and select from the menu of potential matches to enter the proper message key.
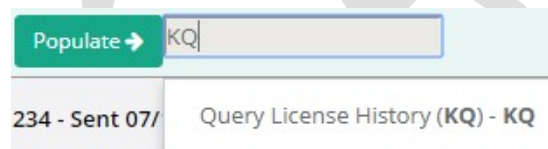
Once the proper form is selected, click the **Populate** button to populate items from the current message into the new transaction.

3.3 BOOKMARK ITEMS

Mail items in the Sent box may be bookmarked for later follow-up. Each message row includes a bookmark icon; click the icon to bookmark the corresponding message. The filled-in bookmark icon indicates that an item has been bookmarked, while the white bookmark icon means the message is
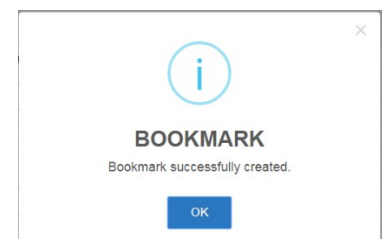
not bookmarked.
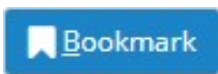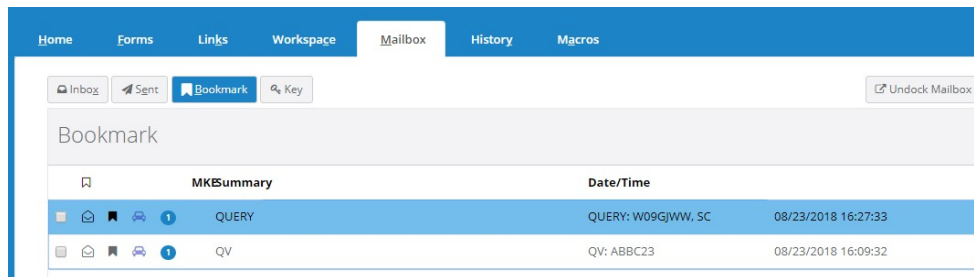
 To filter the mailbox to show only bookmarked, items, click the Bookmark button in the Mailbox tab view.

3.4 MESSAGE KEYWORDS AND ICONS

Icons and sounds may be assigned to specific words or phrases to alert users of the occurrence of these words in incoming messages.

When a message contains key words the icon appears in the message row in the inbox. Move the mouse over the icon to view the associated key word.

 To view a list of existing keywords or to create a new keyword, click the **Key** button in the mailbox.

The list of configured keywords includes description, associated icon, priority, pattern, popup setting, and sound setting and sound preview.

   Click the edit icon to edit details of an existing keyword.

   Click the delete icon to remove an existing keyword.

   Click the **Add Key** button to add a new keyword.

Complete the fields as shown:
- **Name** – Title of the new keyword.
- **Description** – A brief description of the keyword.
- **Icon** – Use the drop-down menu to select an icon for the new keyword.
- **Color** – Use the color select tool to choose a color for the icon (default color is black).
- **Priority** – Use the priority drop-down menu to select **Hit, High, Medium**, or **Low** as the priority setting.
- **Pattern** – Word or phrase to be searched on for incoming messages to generate the keyword match notice. (Can select Pattern *or* MKE for search.)
- **MKE** – to designate message key select MKE and enter the message key code. (Can select Pattern *or* MKE for search.)
- **Popup** – If a popup notice is desired for the keyword, check the **Popup** box.
- **Play Sound** – If a sound alert is desired for the new keyword, check the **Sound** box and use the **Sound Source** drop-down box to select a sound.

Click the **Save** button to complete and save the new keyword. The new keyword will appear in the **Key** list.

message		HIGH	$MKE(qv)	N	Y	▶		✏		🗑

4.0 MESSAGE HISTORY LOG

Queries submitted and responses received through Omnixx Force are logged for the record. Users may access and search message logs using the search fields found under the History tab.

Enter search parameters and click the Find button to proceed. Items labeled in blue with an asterisk are mandatory for searching.

For users having access to messages for multiple subagencies, select a **Subagency Identifier**. For users only accessing one subagency, this will be selected by default. The **User Identifier** can be used to specify a user (in some locations, depending on local policy, this field may be locked so that users are not able to search other user traffic). Enter **Begin Date** and **End Date** to specify the date range to be searched, and if desired, **Begin Time** and **End Time** in the format shown in the fields. To search by **Message Key**, enter in the **MKE** field. To search by **ORI**, enter in the ORI field.

Search Reason is mandatory for auditing purposes.

Use the **Search Text** field to enter information to be searched, such as a name, license plate number, or any item that may be found in the message. Click the checkbox for **Also include message detail in search** to include the body of the message in the search. If this box is not checked, only the summary line will be searched.

By default, **Search Current Messages** is selected. Click the **Search archived messages** button to search older messages if search of current messages does not yield success. Omnixx periodically performs an automatic archive, moving items from current folder to archived folders, to keep the folder from becoming too large to perform a search in a timely manner.

Search results will be displayed below the search fields. If too many or too few results are returned, adjust the search parameters and click the **Find** button to initiate a new search.

Multiple pages may be displayed in the search results. Use the page navigator buttons at the bottom of the results list to move to another page. Click a message row to view, and the message selected will display at the bottom of the page.

The **Cast** button is also available from the history search. See page 20 for instructions on casting message data.

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