

North Carolina State Bureau of Investigation Division of Criminal Information



in conjunction with



presents

Omnix™ Console and Trainer Manual

December 2010

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1 Introduction to Omnixx™ Console

Welcome to Omnixx™ Console, the administrative module of the new Omnixx™ suite of products from Datamaxx Applied Technologies, Inc. Omnixx Console is an HTML based application that is designed to manage and administer Omnixx™ Force and Omnixx™ Trainer clients. Omnixx Console has been integrated along with Omnixx Force and Omnixx Trainer into one browser application that allows for easy access to all three of these applications through the Omnixx™ Desktop.



Figure 1-1 – The Omnixx Desktop

Through the Sub-agency User Administrator (TAC) authorization in the Omnixx Console, it is possible to perform the following functions, which are described in detail in Chapter 2:

- ❑ Add New User
- ❑ Select User
- ❑ Modify User

Terms to Know Before Getting Started

Before using the Omnixx Console, there are some terms that you will want to become familiar with. Understanding these terms will aid you in the use of this manual, as well as provide you with valuable background information that will help make your use of the Omnixx Console as efficient as possible.

- ❑ **Omnixx™** - Stores all of the application programs and data needed by Omnixx Force, Omnixx Trainer, and Omnixx Console.
- ❑ **Omnixx™ Console** – Provides the end-user functionality needed to maintain the application repository. It allows authorized users to update the repository’s database. It is a browser-based application that allows agency administrators to maintain database records for users and devices assigned to their own agencies.
- ❑ **Omnixx™ Force** – Browser-based desktop application that allows users to send and receive text-based messages over dedicated law enforcement networks.
- ❑ **Omnixx™ Trainer** – A browser-based extension of Omnixx that provides on-line certification testing.
- ❑ **Agency** – With regard to this document, “agency” refers to the NC State Bureau of Investigation Division of Criminal Information, which is the NCIC and NLETS Control Terminal Agency (CTA).
- ❑ **Sub-agency** – With regard to this document, “sub-agency” refers to an authorized law enforcement or criminal justice agency within North Carolina that is connected to the DCI Network (DCIN).
- ❑ **Terminal Agency Coordinator (TAC)** – An individual, appointed by the agency head of a criminal justice agency with DCIN access, to act as the liaison between DCIN and the criminal justice agency. With regard to this document, this term also includes Assistant Terminal Agency Coordinators.

Logging In To Omnixx Desktop

You are now ready to login to the Omnixx Desktop. If this is the first time that this computer has logged into Omnixx, your login screen should look like the screen in Figure 1-2.

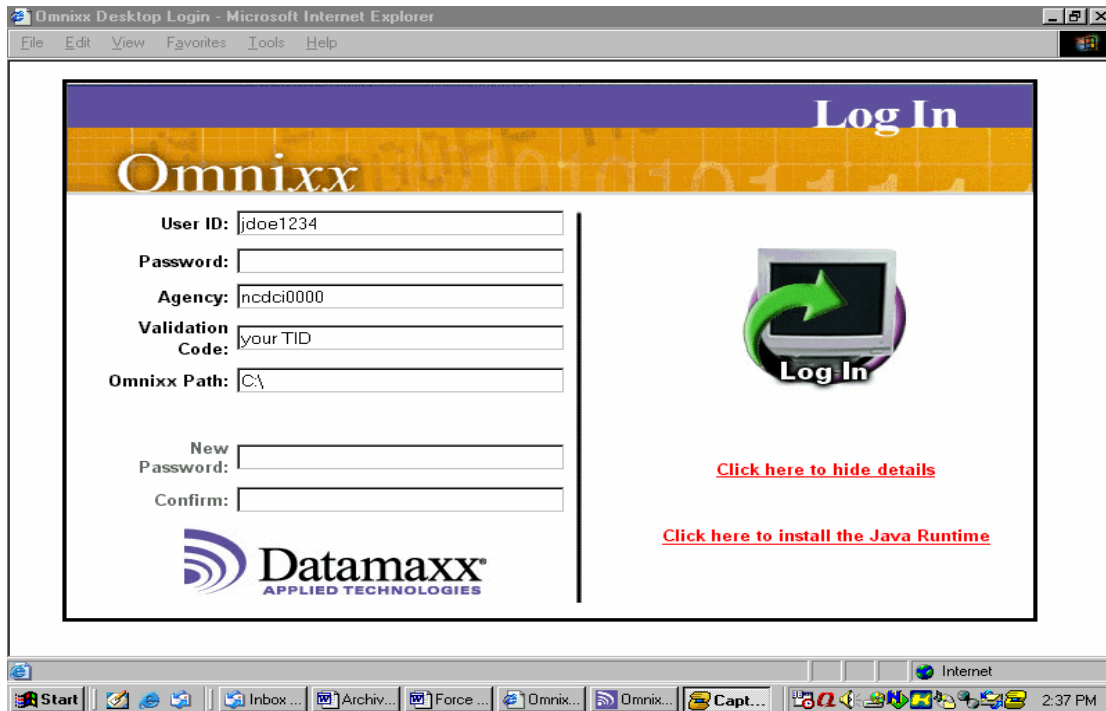


Figure 1-2 – The Omnixx Login Screen

On the Omnixx Login screen, you will be prompted to enter the following information. All of the information will be retained by the system, except the Password, so it will not have to be entered every time you login to the Omnixx Desktop.

- ❑ **User ID** – Enter your User ID. This field is not case sensitive.
- ❑ **Password** – Enter your password. This field is not case sensitive.
- ❑ **Agency** – Enter NCDICI0000 if not already entered. This field is not case sensitive.
- ❑ **Validation Code** – Enter the TID of the terminal you are using. If you are logging in from a computer that is not a DCI terminal, leave this field blank to avoid security login errors. This field only appears when establishing access to the Omnixx software.
- ❑ **New Password** – Enter a new password if you wish to change your current password. This field is not case sensitive.

- **Confirm** – Re-enter your new password. This field is not case sensitive.
- **Omnixx Path** – Enter the letter of the drive in which you would like to install the Omnixx directory. This field only appears when establishing access to the Omnixx software.

If someone has successfully logged into Omnixx on this computer previously, the login screen may look slightly different as indicated in Figure 1-3 below.



Figure 1-3 – The Omnixx Login Screen (Hidden Attributes)

After all the information is entered correctly, click on the **“Log In”** to begin the login process. Upon successful login from the Omnixx Login screen, the operator’s current certification status record will be displayed, indicating the modules and authorizations the operator is allowed to use.



Figure 1-4 – Current Certification Status

Click “Close” to close the Current Certification Status window. The Omnixx Desktop will now be loaded:



Figure 1-5 – The Omnixx Desktop

Once you are logged into the Omnixx Desktop, you will be able to access all of the Omnixx applications you are authorized to use, without having to login to each program individually.

Locate the following Omnixx **Console Icon** and click it to access the application:



Figure 1-6 – Omnixx Console Icon

Elements of the Console Interface

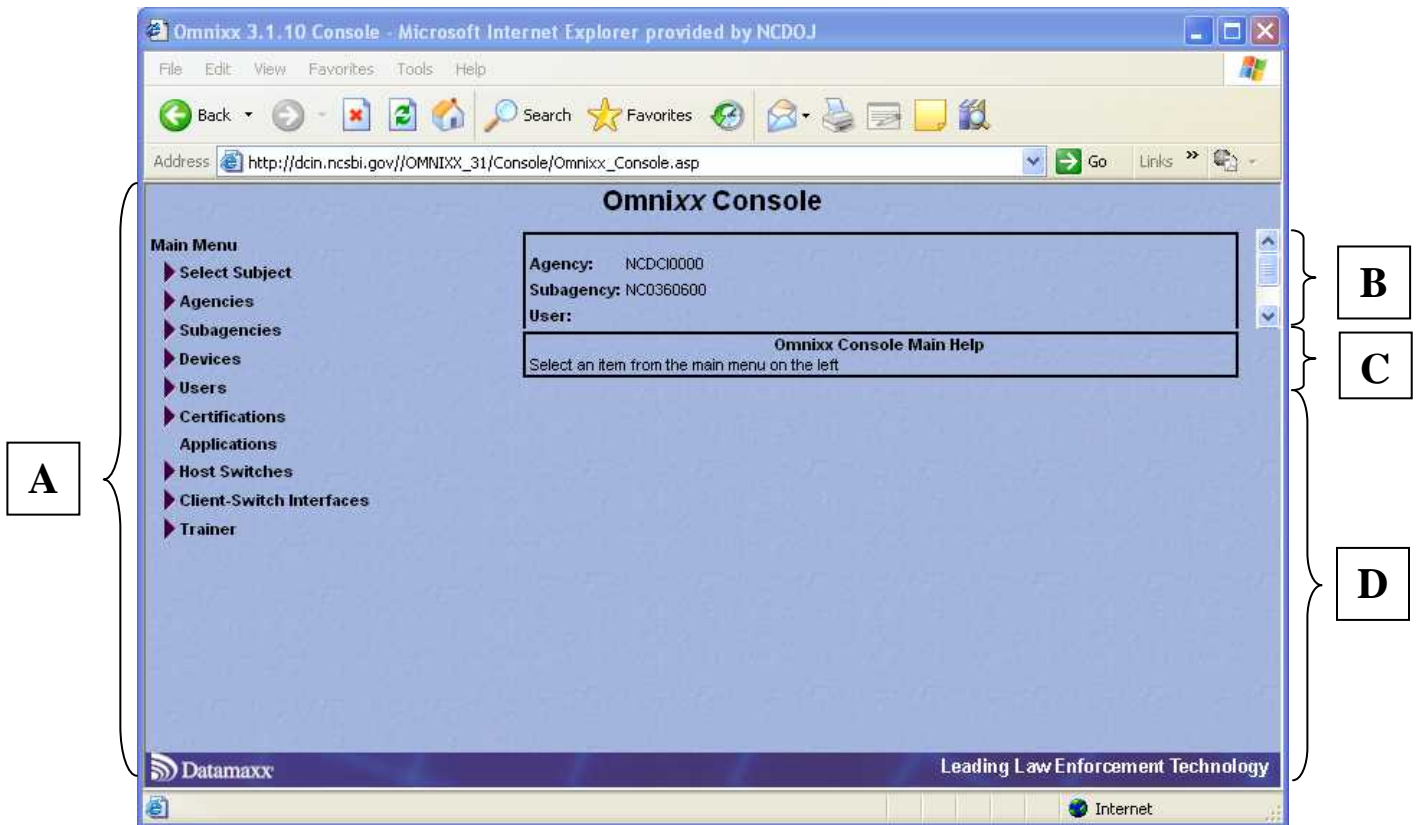


Figure 1-7 – The Omnixx Console Interface

A. Main Menu Area – The Main Menu Area is located on the left-hand side of the Omnixx Console Interface. It contains a tree Menu of all available Menu items. The Menu will only contain items that the currently logged on administrator is certified to perform.

B. Summary Area – The Summary Area, which is located across the top of the interface, is divided into two parts. The left-hand side always displays the agency, sub-agency, user, and device currently selected. The right-hand side varies depending on what function has been selected.

C. Prompt Area – The Prompt Area, which is located below the Summary Area, displays instructions to the administrator that are related to the currently selected function.

D. Functionality Area - The Functionality Area, which comprises the majority of the interface, displays the currently selected function.

2 Omnixx Console User Functions

The functions described in this chapter are used to enter and manage user accounts. The Omnixx database controls access to all Omnixx applications (Omnixx Force, Omnixx Trainer and Omnixx Console) by several security descriptors, one of which is user accounts. **When operating in Omnixx Console you must have your Caps Locks on. Failing to do so can cause problems to occur.**

The functions described in this chapter include the following: **Select User, Add New User, Modify User, and Reports.** To access any of these Device functions, click on the **Users** heading listed in the Main Menu of the Omnixx Console interface. A drop-down menu of available functions will be displayed.

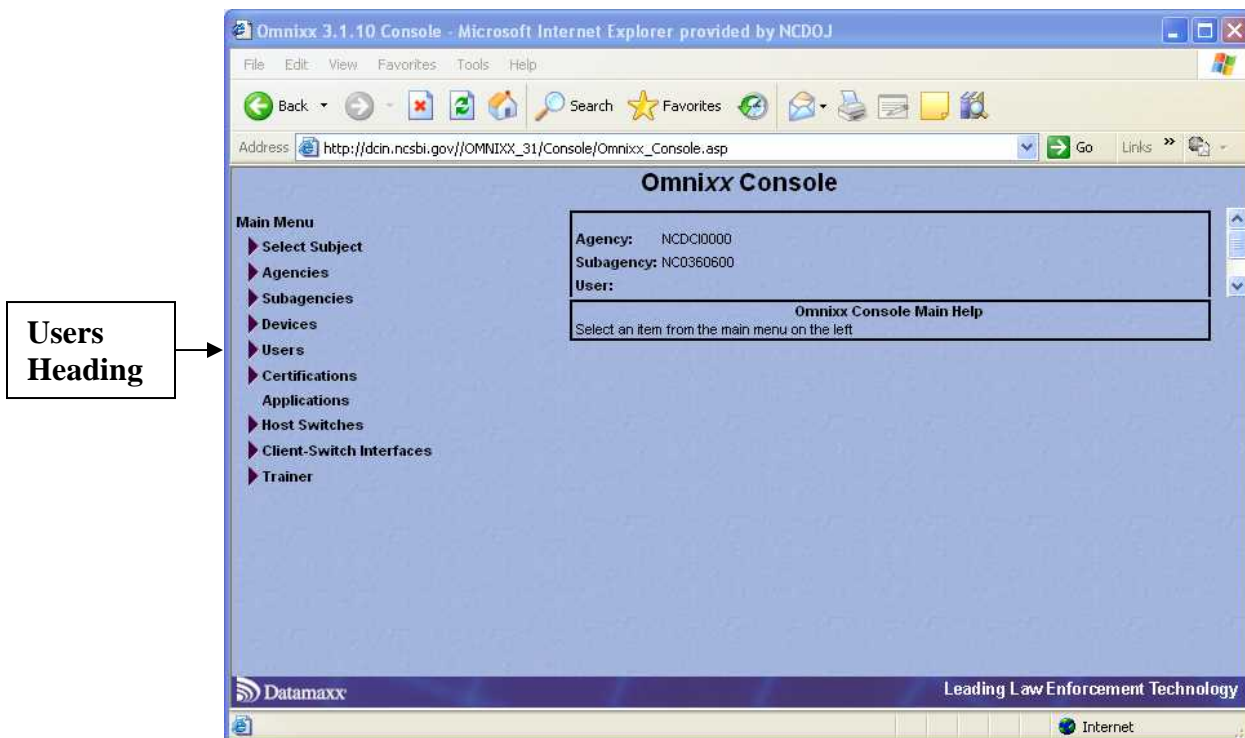


Figure 2-1 – Omnixx Console Interface

As a TAC, you will only be authorized to perform limited functions in the Console application. Although all Console Menu subjects are listed, you will only be able to access the Users section and subsections.

You must click on the **Users Icon** (purple symbol to the left of **Users**) to expand the functions into view as demonstrated in *Figure 2-2 – Omnixx Console Expanded Functions*.

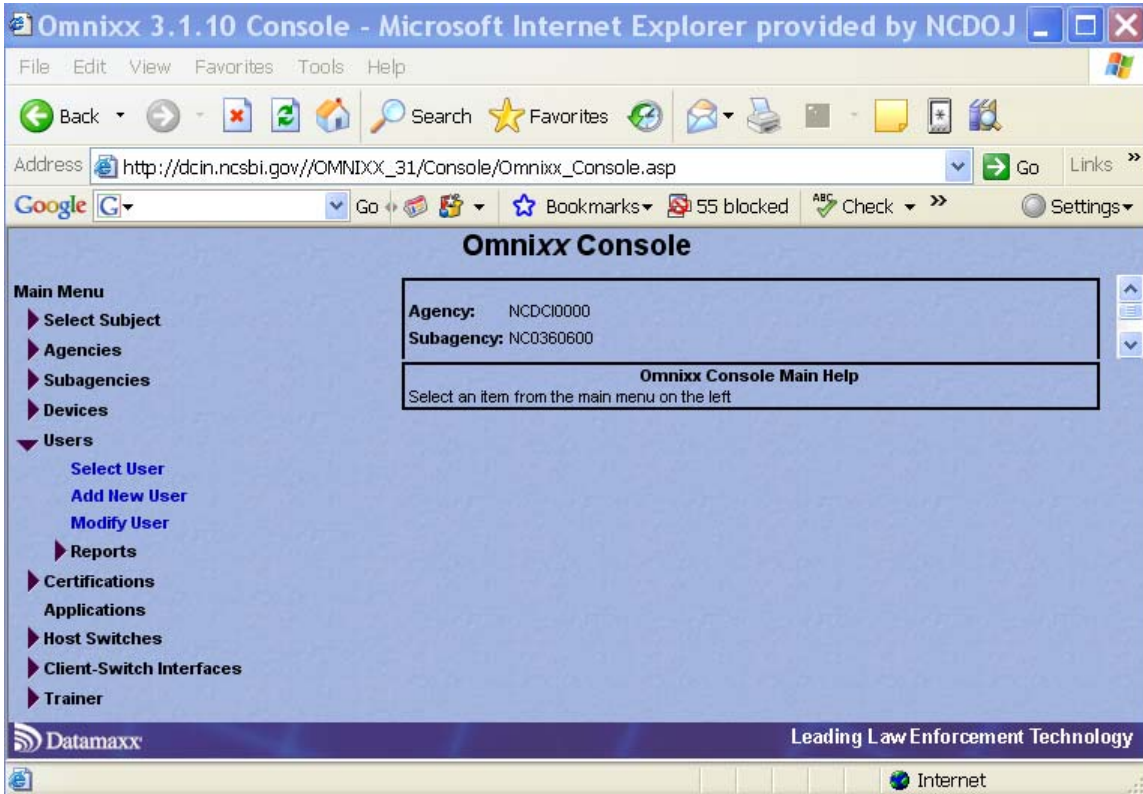


Figure 2-2 – Omnixx Console Expanded Functions

Add New User

The **Add New User** function is utilized to add a new User to the selected sub-agency list in the Omnixx database.

NOTE: *Before adding a new user, the TAC must have the user’s name, 4 digit number assigned by the agency (not part of the SOC), desired password. The challenge question and challenge answer is optional.*

To Add a User:

- Click the **Add New User** option that appears in the **Users** drop-down menu (demonstrated in *Figure 2-3 – Omnixx Console Main Menu – Add New User*)



Figure 2-3 – Omnixx Console Main Menu – Add New User

- The following **Add User** dialog box will appear:

The dialog box contains the following fields and controls:

- User ID:** ECULLEN1918
- Date of Entry (MM/DD/YYYY):** 09/15/2010
- First Name:** EDWARD
- Date of Last Update (MM/DD/YYYY):** 09/15/2010
- Last Name:** CULLEN
- Date of Last Fingerprint (MM/DD/YYYY):** [Empty]
- Social Security Number:** [Empty]
- Date of Approval (MM/DD/YYYY):** [Empty]
- Date of Birth (MM/DD/YYYY):** [Empty]
- Date of Next Review (MM/DD/YYYY):** [Empty]
- Gender:** [Dropdown menu]
- User Authority:** 1
- PID:** [Empty]
- Type:** 1-None
- Code:** [Empty]
- Miscellaneous:** [Text area]
- Status:** Active
- Buttons:** Help, Next

Figure 2-4 – Add New User Dialog Box

- Enter the following information into the fields:
 - **User ID** – The User ID for this user. The User ID must follow the standard DCI format (first letter of first name, last name up to 15 characters, and four numeric digits assigned by the agency not a part of the SOC). John Smith (Employee Number 351234) may be entered as **JSMITH1234**. Omnixx will not allow two users to have the same User ID.

- **Status** – Defines whether this user will be considered Active or Disabled. When entering a new user, be sure to choose “Active” as the user status.
 - **Miscellaneous** – You may enter any desired text information regarding the user into this area. Information entered in this field is not available for viewing by anyone except those with TAC authorization or higher.
- Click the **Next** button to continue.
 - If the User ID that you entered has already been entered into the Omnixx database, the following error message will be displayed:



Figure 2-5 – Warning User ID Already Exists

- If you received the above error, click the OK button. You should contact your District Training Specialist.
- If the User ID that you entered has not been entered into the Omnixx database, you will receive the acknowledgement that the user has been added with a default password equal to his/her User ID.



Figure 2-6 - User Successfully Added Confirmation

- Click **OK** to continue. The User Password screen for the selected user is displayed.

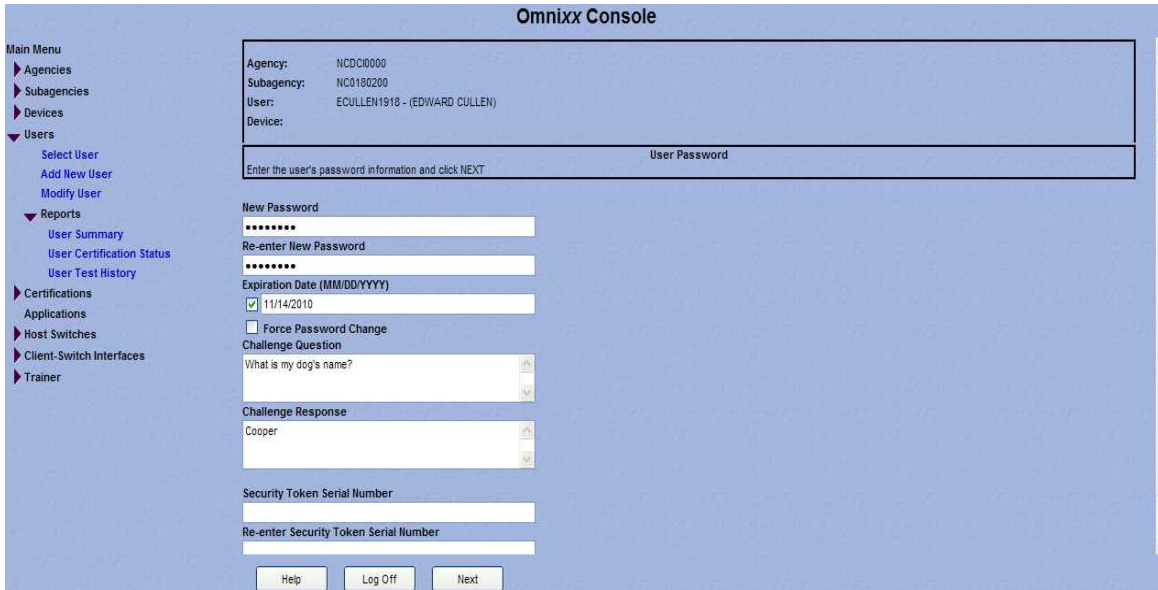


Figure 2-7 – Add New User – User Password Dialogue

- Enter the following information into the fields:
 - **New Password** – Defines the password associated with the new user account. The password must be 8 characters to include at least one letter, one number, and one special character.

NOTE: Passwords cannot be the same as a user ID in any case

Special characters that are allowed include the following:

, ? > : ; ' ! @ # \$ % ^ * () + = [] \ ~ `

- **DO NOT** use a period (.), forward slash (/), less than (<), underscore (_), dash (-), quote (“), ampersand (&) or curly brackets ({ or }) as a special character.
- **Re-Enter New Password** – Verifies the password associated with the new user account.

NOTE: If the data entered *New Password* and *Re-Enter New Password* fields do not match, the administrator will be prompted with the following error:



Figure 2-8 – Password Error Warning

- **Expiration Date** – Defines an expiration date for this user’s password. This field defaults to 60 days from today’s date
 - **Force Password Change** – Should be unchecked to eliminate problems for the new user.
 - **Challenge Question** – Allows the user to enter a question that can be used in the event that his/her password needs to be reset. The Challenge Question can be asked by a TAC to validate the user’s identity. This is an optional field, but may be beneficial to agencies with a large user population.
 - **Challenge Response** – Allows the user to enter the answer to the Challenge Question in the event that his/her password needs to be reset. The Challenge Response will be provided to the TAC to validate the user’s identity.
- Click the **Next** button to continue. The User Point-of-Contact screen for the selected user is displayed.

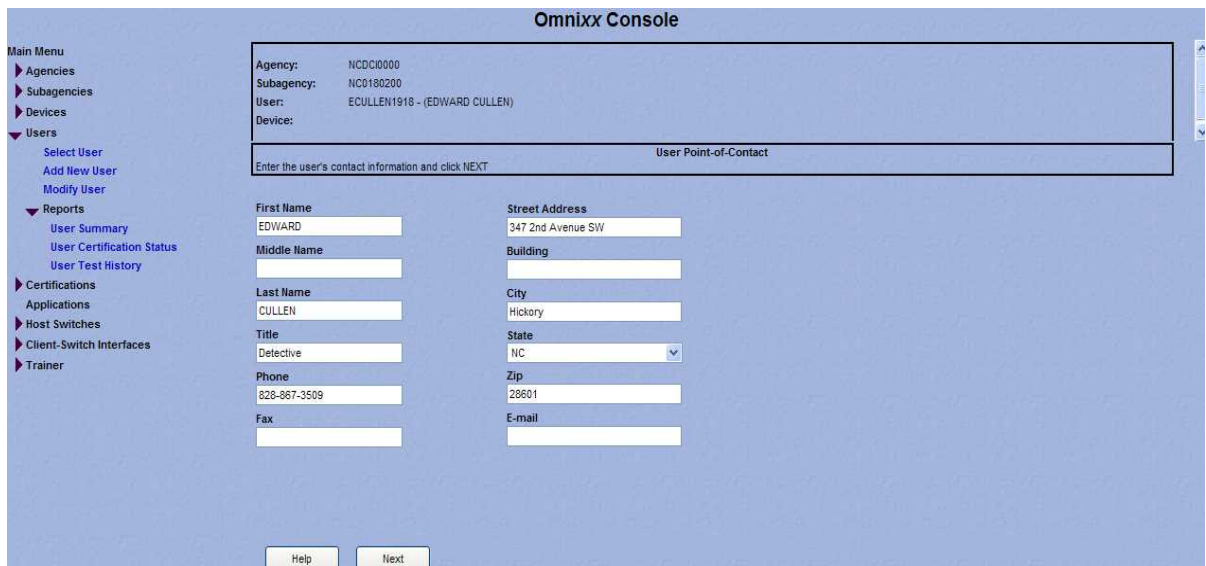


Figure 2-9 – Add New User - User Point-of-Contact Information Screen

- Enter the appropriate information and click the **Next** button to continue. The Application and Action Screen is displayed.

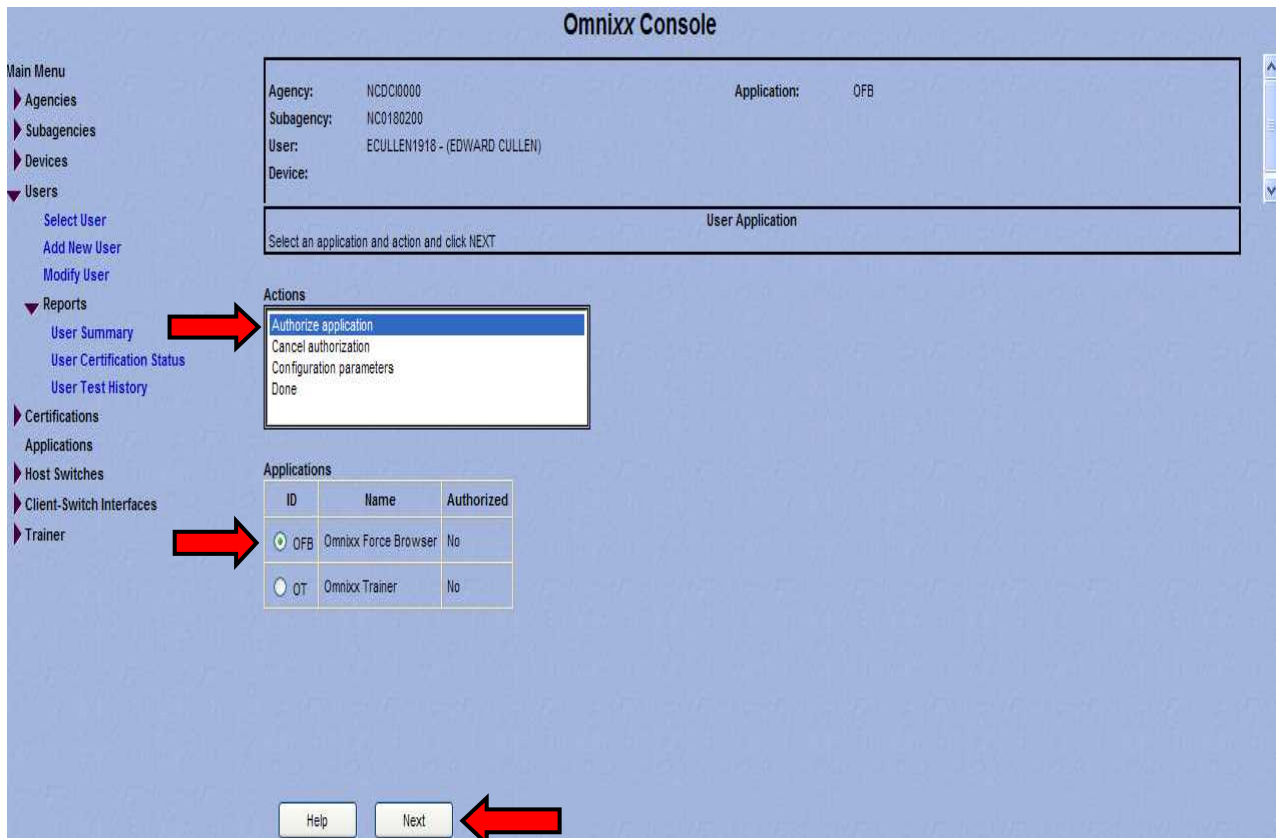


Figure 2-10 – Add New User – Application and Action Screen

- ❑ When entering a new user you must authorize the status for Omnixx Force and Omnixx Trainer to “Active” by completing the following steps:
- ❑ Step 1: Select “**Authorize Application**” in the Action Box.
(demonstrated in *Figure 2-10 Add New User – Application and Action screen*)
- ❑ Step 2: Click the **button** next to OFB box. (Omnixx Force Browser)
- ❑ Step 3: Click the **Next** button.

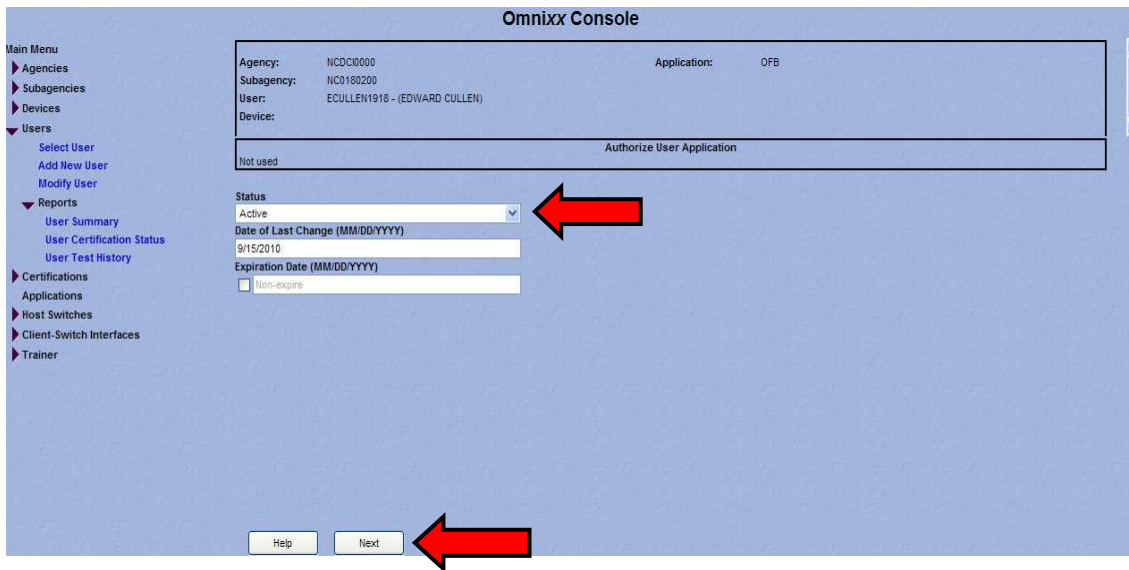


Figure 2-11 – Status Dropdown

- ❑ Step 4: When assigning an authorization to a new user, you must choose “Active” as the user status.
- ❑ Step 5: Click the **Next** button.
- ❑ Repeat Steps 2, 3 & 4 for OT (Omnixx Trainer Browser) and click **Next**. When assigning an authorization to a new user, be sure to choose “Active” as the user status.

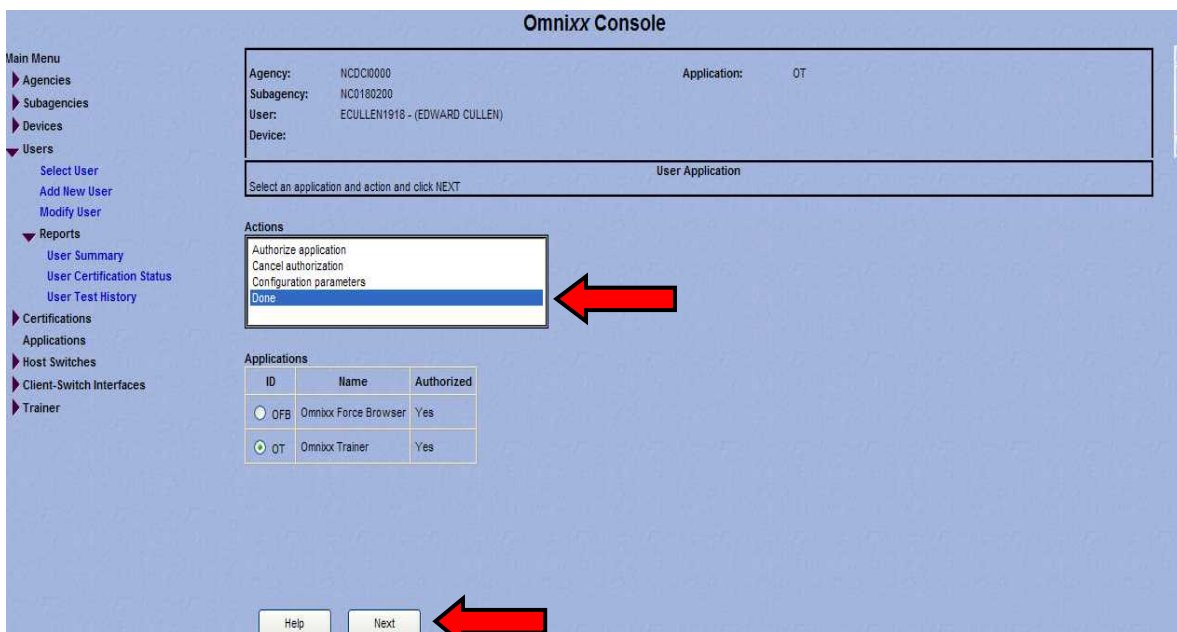


Figure 2-12 – Add New User – Application and Action Screen

- ❑ Step 6: After assigning OFB **and** OT authorizations click **Done** in the Action Box.
- ❑ Step 7: Click the **Next** button.

- ❑ Step 8: Click the **OK** button. This saves the information added and authorizations selected for the new user.

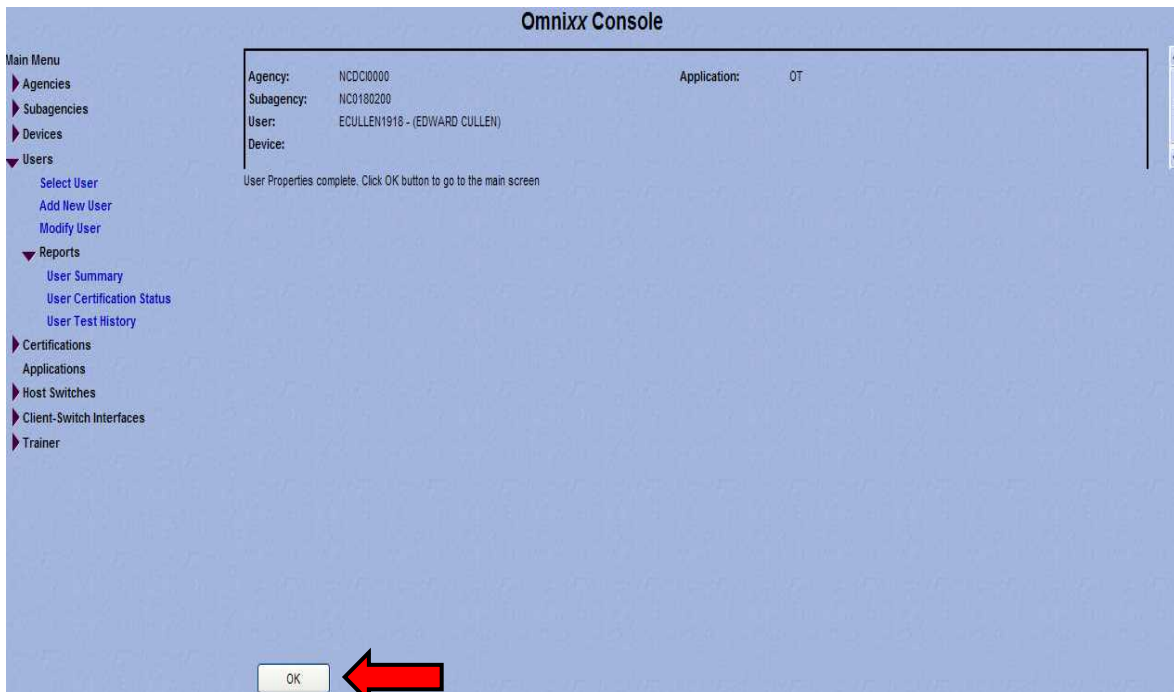


Figure 2-13 – Add New User – Complete

Select User

The **Select User** function allows a TAC to select an existing user from the Omnixx database for their sub-agency. After a user has been selected, any configuration changes that are made will pertain to this particular user, until a different user is selected.

To Select a User:

- Click on the **Select User** option that appears in the **Users** drop-down menu.



Figure 2-14 – Omnixx Console Main Menu – Users Menu

- A list of all the users belonging to the selected sub-agency that have previously been added to the Omnixx database is displayed in the Functionality Area.

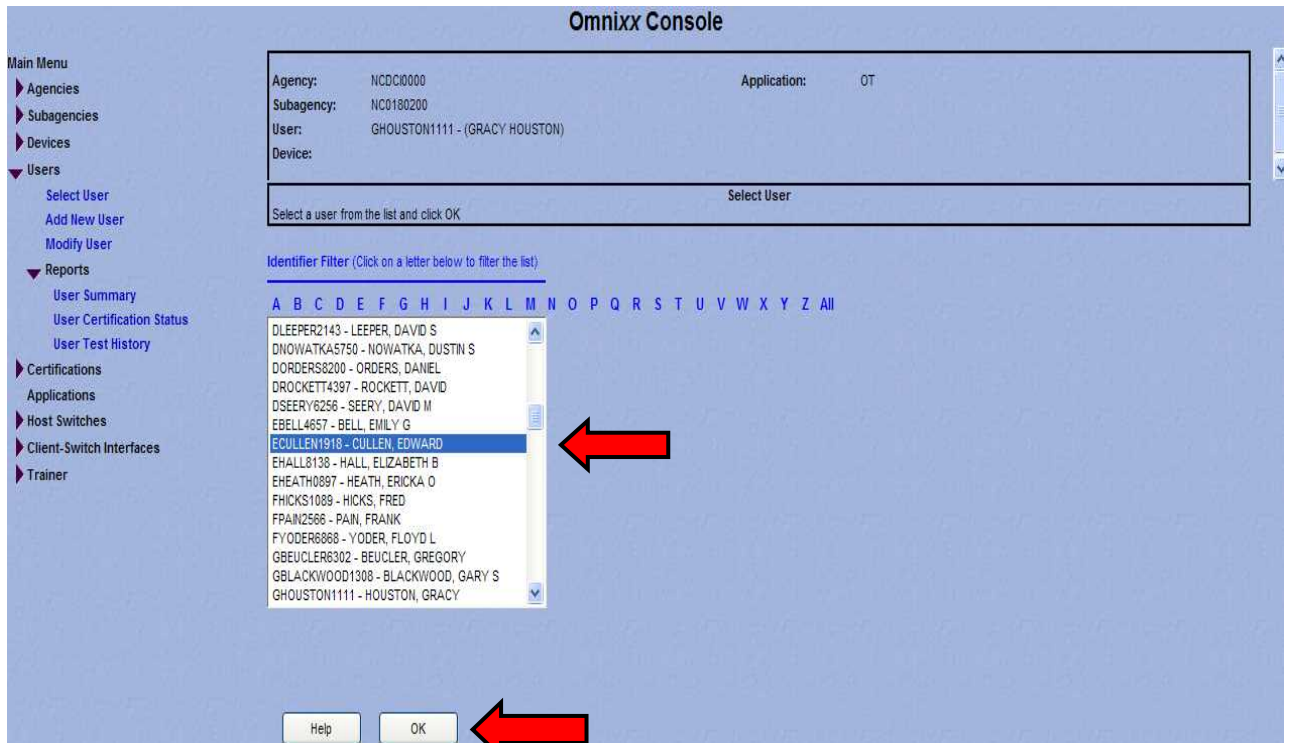


Figure 2-15 – Users – Available Users List

- Highlight the appropriate User by clicking on it. Click the **OK** button to proceed.

- The identifier of the selected User now appears in the **User** field in the Summary Area of the interface. This record can now be modified by the TAC by clicking on the appropriate function.

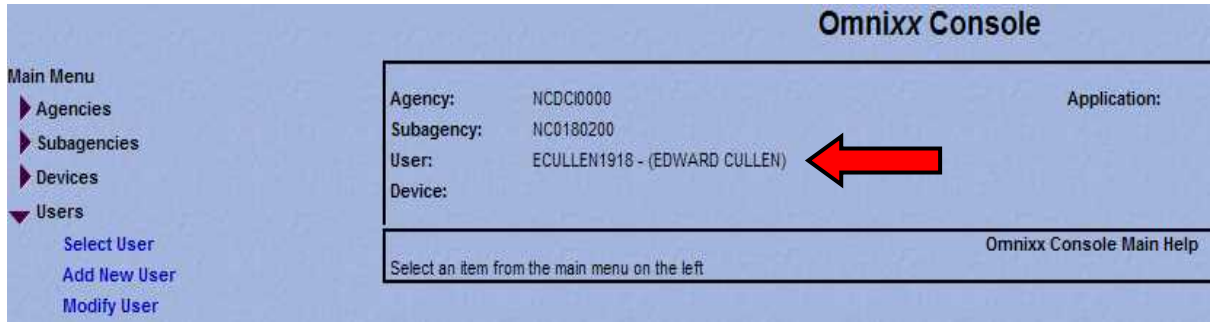


Figure 2-16 – Omnixx Console Summary Area

Modify User

The **Modify User** function allows the TAC to make changes to information that has already been added to the Omnixx database for a particular user, such as an incorrect name. **It is important to note that Omnixx does not currently allow changing a User ID once it has been assigned.**

NOTE: *Only a DCI Training Specialist can move a user to another agency. If a user leaves your agency, you must “Disable” the operator and notify your DCI Training Specialist within 24 hours.*

To Modify a User:

- ❑ Select the **Modify User** option that appears in the **Users** drop-down menu.



Figure 2-17– Omnixx Console Main Menu – Users Functions

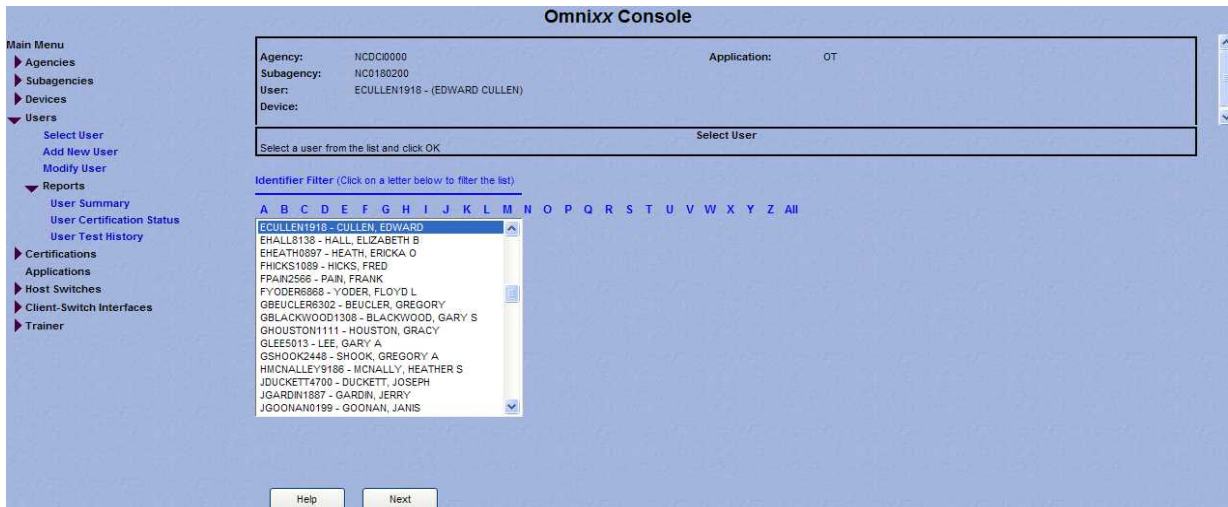


Figure 2-18– Modify Selected User

- ❑ If a user has not been selected, a list of all available users for the TAC’s sub-agency will appear in the Functionality Area of the interface. You must now select the user to be modified by highlighting the user name and clicking the **Next** button.
- ❑ If a user has already been selected, as mentioned in the previous section of this manual, the **User Identification** screen is then displayed and populated with the previously entered information for the selected user. **The User ID is displayed in gray text because it cannot be changed.**

Figure 2-20 – User Password Screen

- ❑ To change the user's password, enter a new password in the **New Password** field and **Re-enter New Password** field. Remember, the Caps Lock must be on.
- ❑ **New Password** – Defines the password associated with the new user account. The password must be 8 characters to include at least one letter, one number, and one special character.

NOTE: Passwords cannot be the same as a user ID in any case.

- ❑ Special characters that are allowed include the following:

, ? > : ; ' ! @ # \$ % ^ * () + = [] \ ~ `

- ❑ **DO NOT** use a period (.), forward slash (/) less than (<), underscore (_), dash (-), quote ("), ampersand (&) or curly brackets ({ or }) as a special character.
- ❑ **Re-Enter New Password** – Verifies the password associated with the new user account.
- ❑ The Force Password Change field should be unchecked to eliminate problems for the new user.
- ❑ Click the **Next** button to proceed. The user's **Point-of-Contact** information screen is then displayed and populated with any previously entered information.

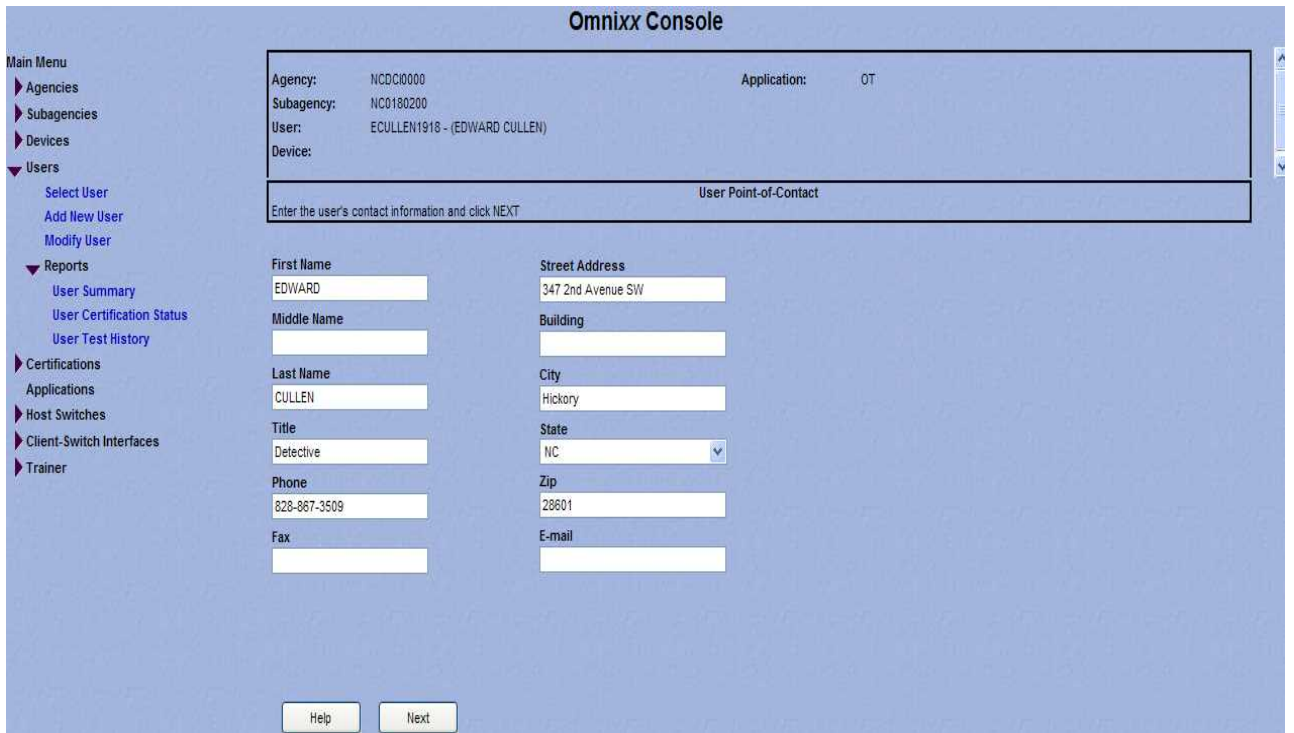


Figure 2-21 – User’s Point-of Contact Screen

- Make any desired changes (if any) to the current information, and click the **Next** button to proceed.

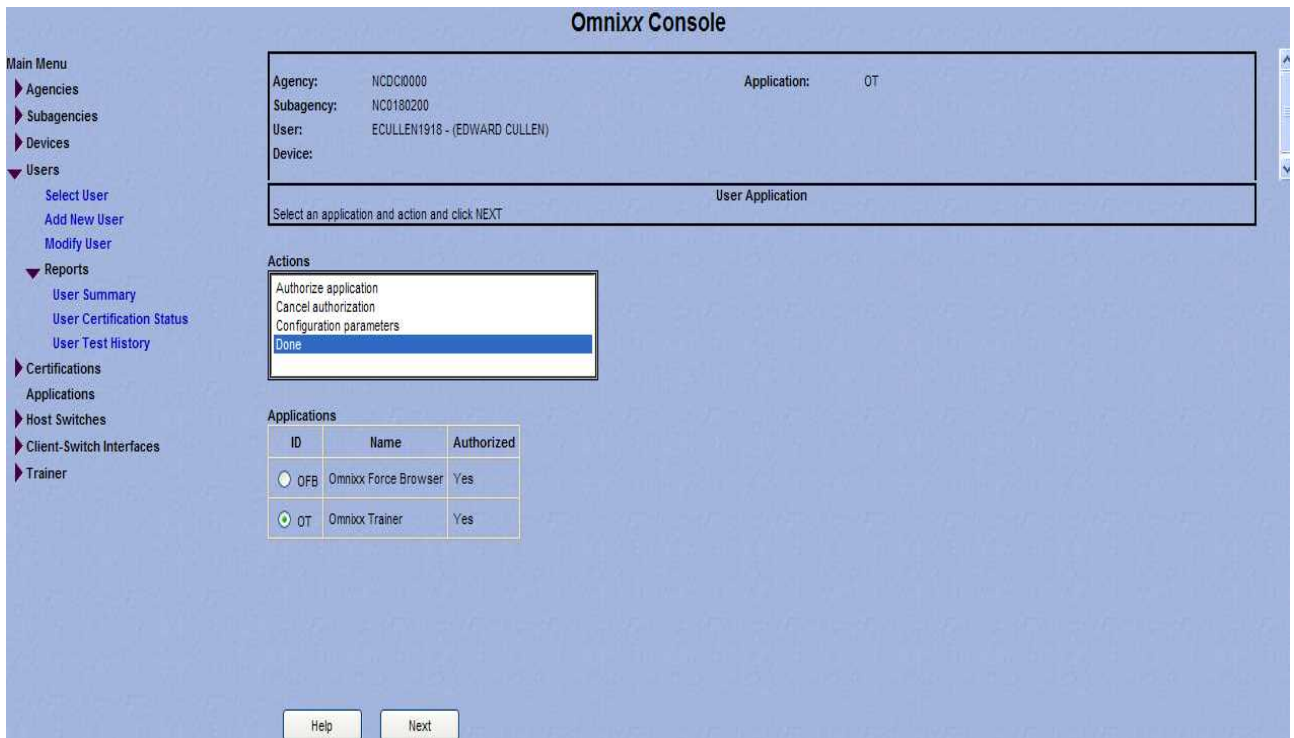


Figure 2-22 – User’s Application and Action Screen

- Click **Done** in the Action Box and then click the **Next** button.

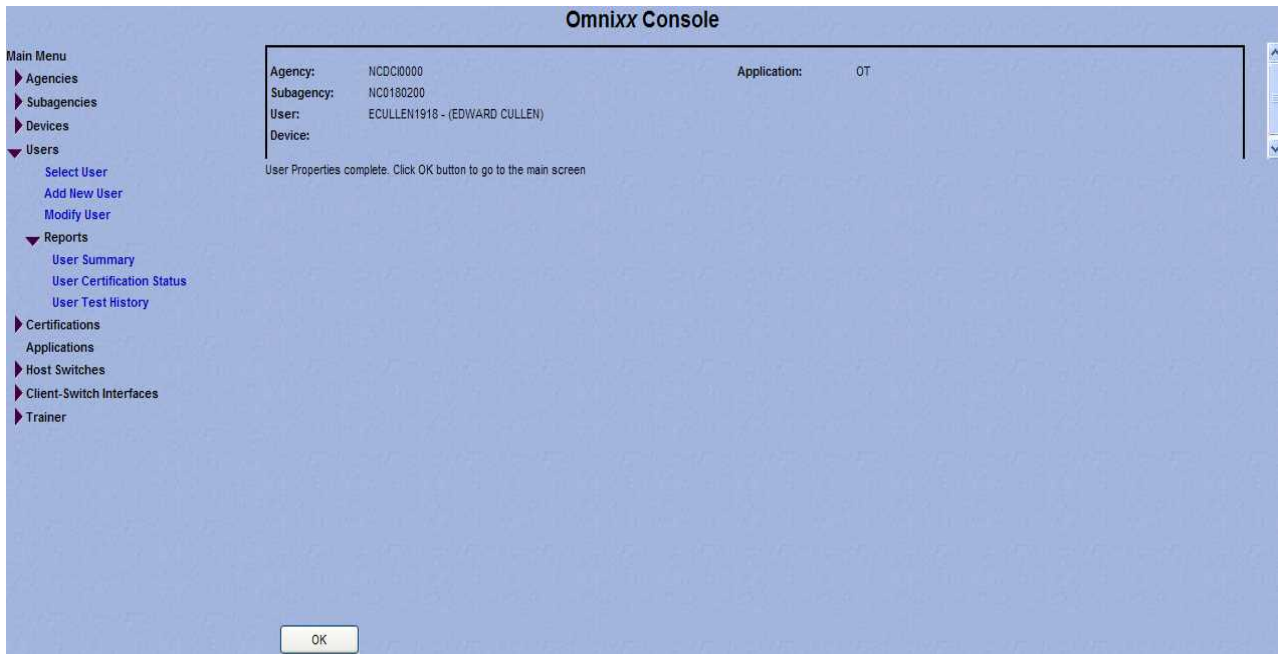


Figure 2-23 – User’s Point-of Contact Screen – Confirmation of Change

- Click **OK** to finalize changes and return to the Omnixx Main Menu.

User Reports

The **User Reports** function is utilized to display various customizable reports on users in the Omnixx database. A TAC can only print reports on the users in the TAC's subagency. These reports include:

- ❑ User Summary
- ❑ User Certification Status Summary
- ❑ User Test History Summary

As a TAC, the most commonly used report will probably be the **User Certification Status Summary** report.

To Build a User Certification Status Summary Report:

- ❑ Click on the **Reports** option that appears in the Users drop-down menu to display the **Reports** options.

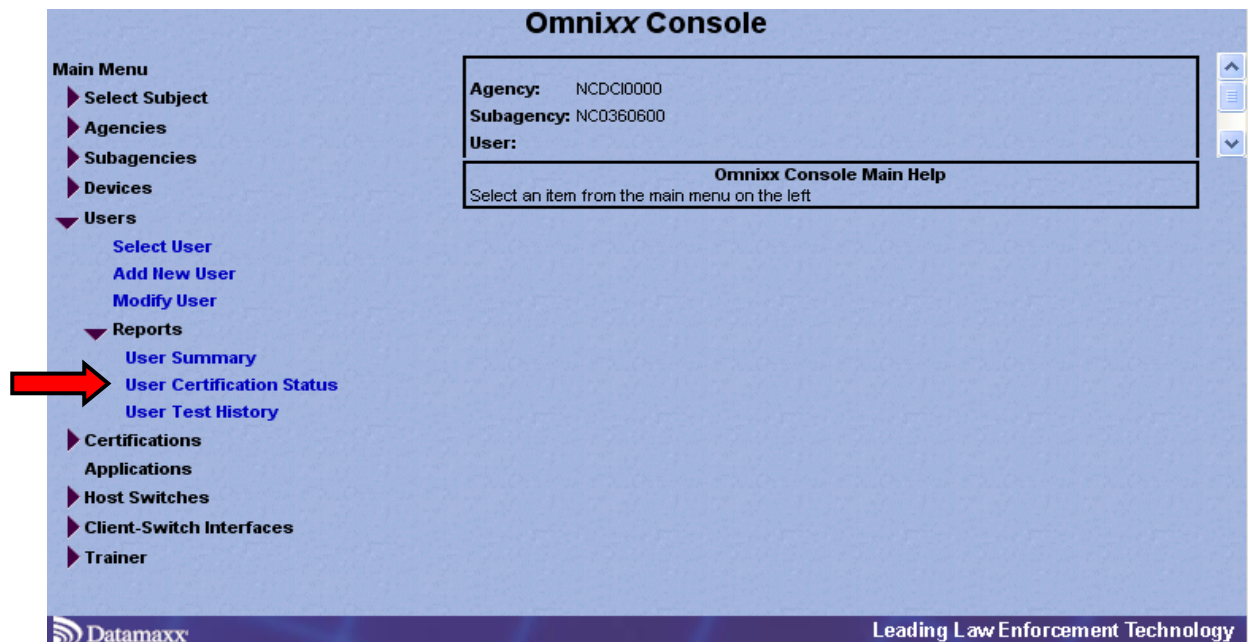


Figure 2-24 – Users Reports Option

- ❑ Click on the **User Certification Status Summary Report** option. The following dialog box will appear:

User Certification Status Report

USER ID	FIRST NAME	LAST NAME	SUBAGENCY	CERTIFICATION ID	EXPIRATION DATE
CANDERSON8525	CAMERON	ANDERSON	NC0180200	INQ	10/08/2010
JGARDIN1887	JERRY	GARDIN	NC0180200	INQ	10/13/2010
JSTILLWELL2047	JANIE	STILLWELL	NC0180200	CCH	10/12/2010
JSTILLWELL2047	JANIE	STILLWELL	NC0180200	INQ	10/12/2010
JSTILLWELL2047	JANIE	STILLWELL	NC0180200	TRA	10/12/2010
KYODER2373	KEITH	YODER	NC0180200	INQ	09/18/2010
SHUNT2652	STEVEN	HUNT	NC0180200	INQ	09/23/2010
SSMITH4198	SAMATHA	SMITH	NC0180200	CCH	10/02/2010
SSMITH4198	SAMATHA	SMITH	NC0180200	INQ	09/30/2010
SSMITH4198	SAMATHA	SMITH	NC0180200	TRA	09/28/2010

Total records: 10

Selected Fields	Selected Filters
User ID	ALL
First Name	ALL
Last Name	ALL
Subagency	NC0180200
Certification ID	ALL
Expiration Date	Expires next 30 days

Figure 2-26 – User Certification Status Summary Report Example

- ❑ Close this Web browser window to go back to the Report page.
- ❑ Click **Done** to close the Report page and return to the Omnixx Main Menu.

3 Student Enrollments & Withdrawals

This portion of the Omnixx manual provides instructions on enrolling and withdrawing students from DCI classes. This process begins **after** a new user has been added to your agency's list of users as instructed in Chapter 2 of this manual. If the user already exists in the database contact your District Training Specialist to have the user moved to your agency list. Each Module is a separate class, therefore, multiple enrollments may be necessary.

There are two options for Students Enrollments/Withdrawals. Option 1 is through Omnixx Trainer and Option 2 is through Omnixx Console. Both options will be discussed below.

NOTE: Before beginning the enrollment process the user must be on your agency list and their status for Omnixx Force and Omnixx Trainer must be Active.

Class Schedules & Student Enrollments – Trainer

Option 1 – Open Omnixx Trainer:

To access the DCI Class Schedules:

From the Omnixx Desktop click on the **Trainer Icon**.



Figure 3-1 – Omnixx Desktop

- ❑ When Trainer opens, you can use the Menu options to view classes that are available, enroll the student, and print class descriptions. After successfully passing the online test the student will be able to print a transcript of classes completed.
- ❑ Click **Classes**.

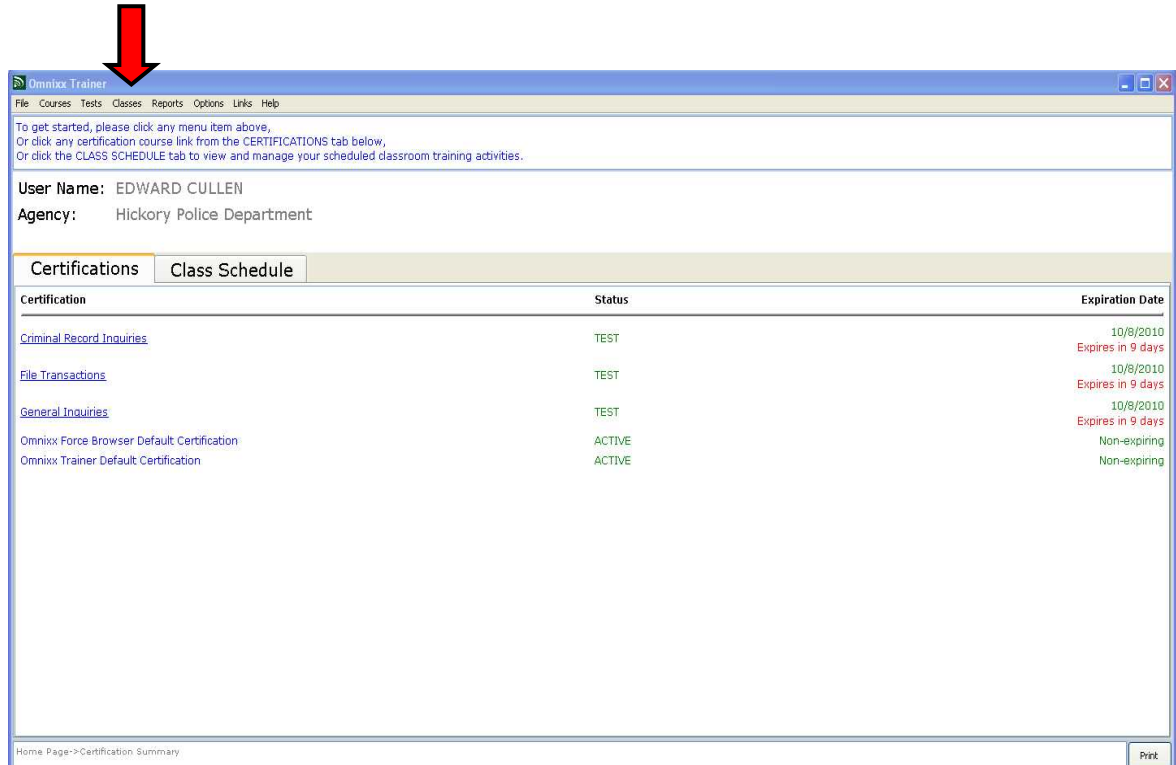


Figure 3-2 – Omnixx Trainer

- ❑ When you click Classes you will have one menu option, “Search for Classes”. This will allow the ability to search for classes that are available by the below search options. If you leave all of the options at the default you will see all classes offered for the entire state.
 - **Class ID** – allows you to query a specific Module Number that is being offered. Example – Module 1.
 - **Class Name** – allows you to query by the Module Name being offered. Example – General Inquiries.
 - **Classes Held in District(s)** – Allows you to access only classes offered in a specific training district.
 - **Start Date Within Next** – Allows you to view classes being offered in a specified time frame from 1 month to 12 months.
 - **Instructor** – Allows you to view classes offered by a specific instructor.
 - **Classroom Location** – Allows you view classes in a specific location.

- **Enrollment Status** – Allows you to search “Classes Currently Available” or “Classes Enrolled In”. “Classes Enrolled In” will display all of the classes your new student is currently enrolled.

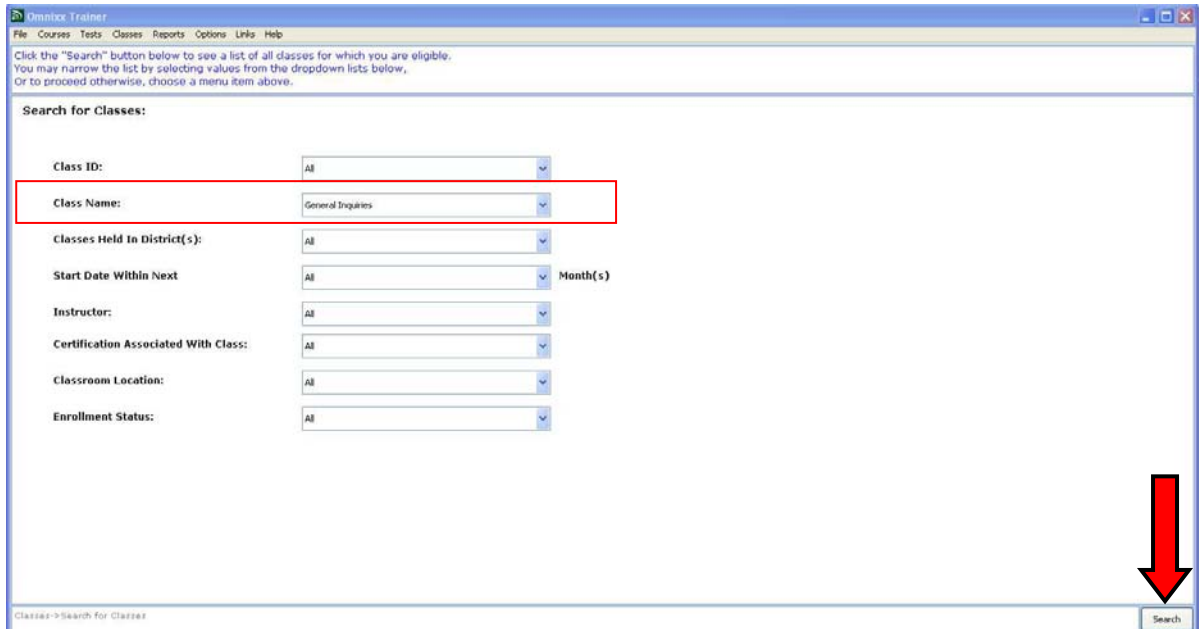


Figure 3-3 – Omnixx Trainer – Search for Class

- After making your selections, to display all Md. 1 – General Inquiries classes, click on the **Search** button in the bottom right corner. You will receive a completed list of DCI Certification Classes being offered based on your input. If no classes are listed adjust your search criteria.

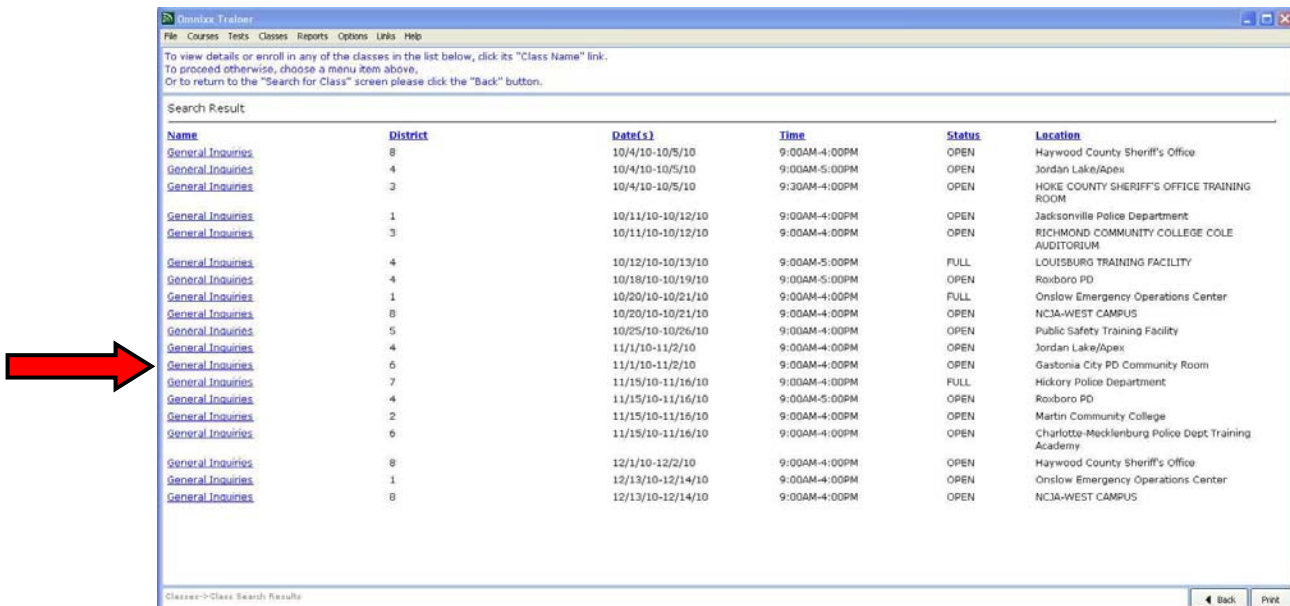


Figure 3-4 – Available Classes

- This screen allows you to determine what DCI classes are available.

- ❑ This screen also allows for the “**TAC signed on as the new user**” to select a class for the new user to be enrolled into. The TAC will find it necessary to enroll the student into **each** module, as each module is a different class. When a class becomes full the status will change to full and no additional students can be entered into it.
- ❑ Click the **Module Name** for the class to be enrolled into to see the detailed description of the class.

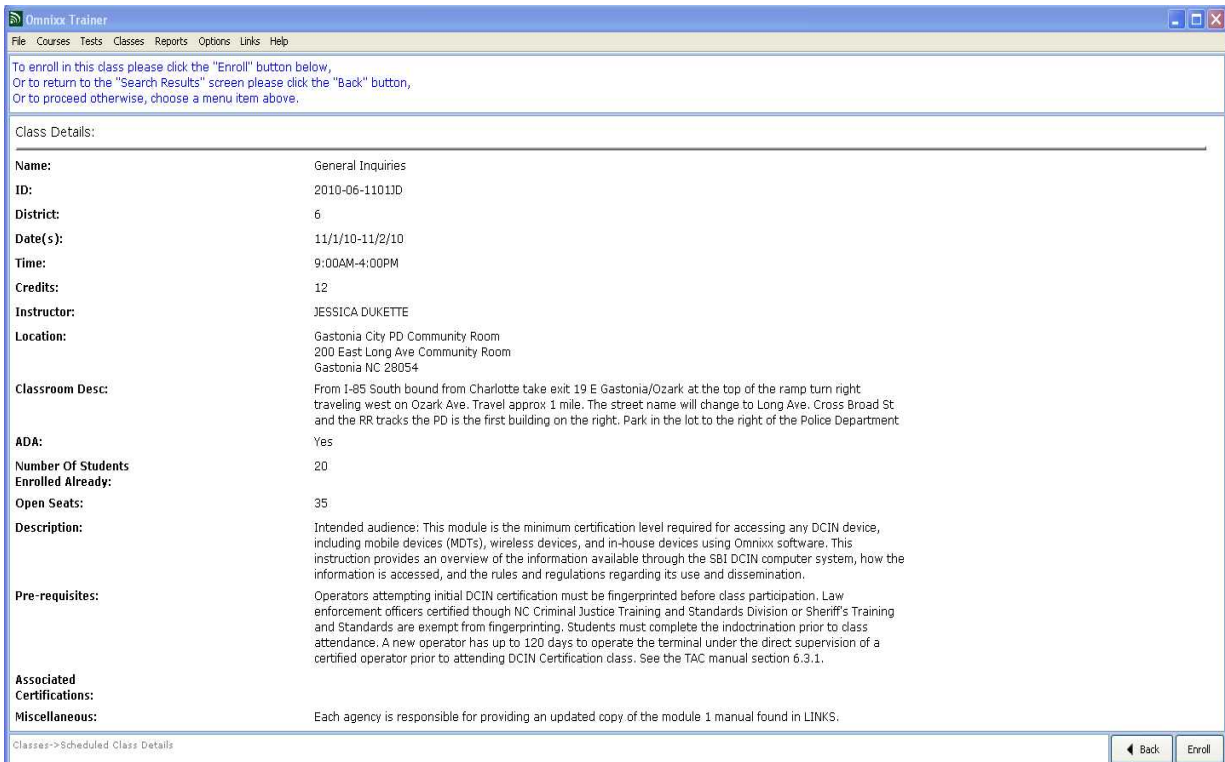


Figure 3-5 – Detailed Class Description

- ❑ This description will display the following information:
 - Class Name
 - Class ID Number
 - District the class is being held
 - Dates of this class
 - Beginning and Ending time of the class
 - Credit Hours
 - Instructor’s Name
 - Location including the street address
 - Classroom Description will include driving directions
 - Whether or not the classroom is handicapped accessible
 - Number of students already enrolled
 - Number of available seats
 - Description of the class including the intended audience
 - Pre-requisites
 - Miscellaneous information

- If you decide to enroll the new user into this class utilizing this method, click **Enroll** in the bottom right corner of the screen. You will receive an acknowledgement verifying your new user’s enrollment. **Keep in mind you must be logged in as the user.**

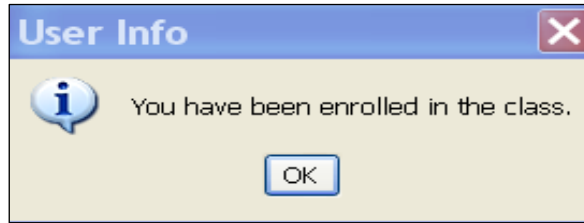


Figure 3-6 – Class Enrollment Acknowledgement

- Click **OK** to end this process.
- After enrolling in all appropriate classes, you can then print a detailed description of each class for the student.

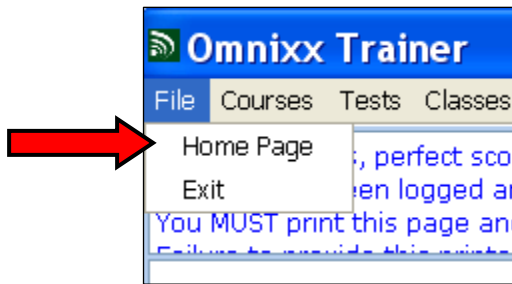


Figure 3-7 – File Menu Options

- Select **File** then **Home Page** from the Menu Bar.



Figure 3-8 – Omnixx Trainer Home Page

- Select the Class Schedule Tab.
- Select the Class Name. This pulls up a screen that will allow you to print class details.

Student Withdrawal – Trainer

Due to high demand for DCI Certification Classes, as soon as it becomes known a student will not be able to attend a class they have been enrolled into, it will become necessary to withdraw that student from the class. This will open a seat for another student to attend.

The TAC will sign into Omnixx Trainer utilizing the User ID and Password of the student you want to withdraw from class and select the **Class Schedule Tab**. (See Figure 3-8 – Omnixx Trainer Home Page)

- ❑ Click on the **Class Name** for the class to be withdrawn from.
- ❑ Click **Withdraw** on bottom right of the page.

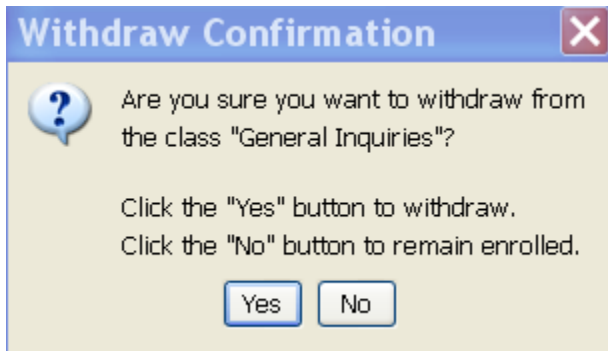


Figure 3-9 – Withdraw Confirmation

Once the student has successfully withdrawn you will receive an acknowledgement.

- ❑ Click **OK** to confirm the withdrawal.

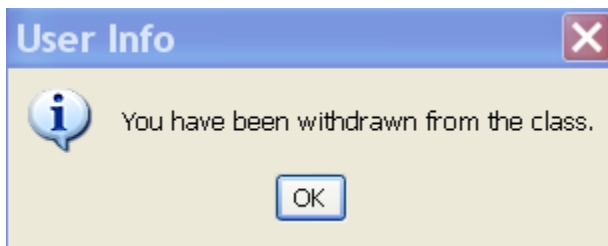


Figure 3-10 – Class Withdraw Acknowledgement

- ❑ Click **OK**.

Student Enrollments – Console

Option 2 – Open Omnixx Console:

You must be logged into Omnixx **Console**. You can begin the enrollment process from here. The “TAC does not have to be signed in as the user” to complete the enrollment. This is the easiest and fastest way to complete the enrollment process. You can enroll one user or multiple users at the same time. **This is the recommended way to complete the enrollment process.**

- ❑ Click the **Trainer Icon**.
- ❑ Next, click **Class Scheduling** and then click **Classes**.

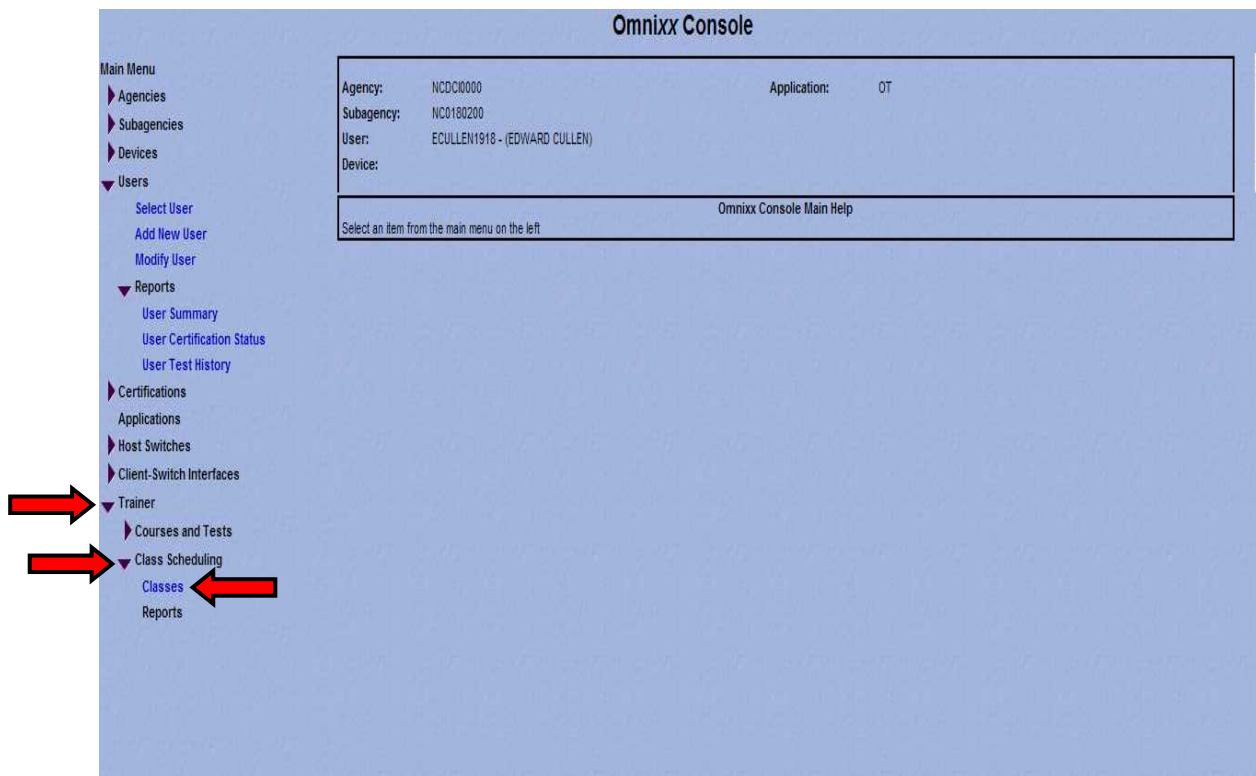


Figure 3-11 – Omnixx Console – Trainer/Class Scheduling – Classes

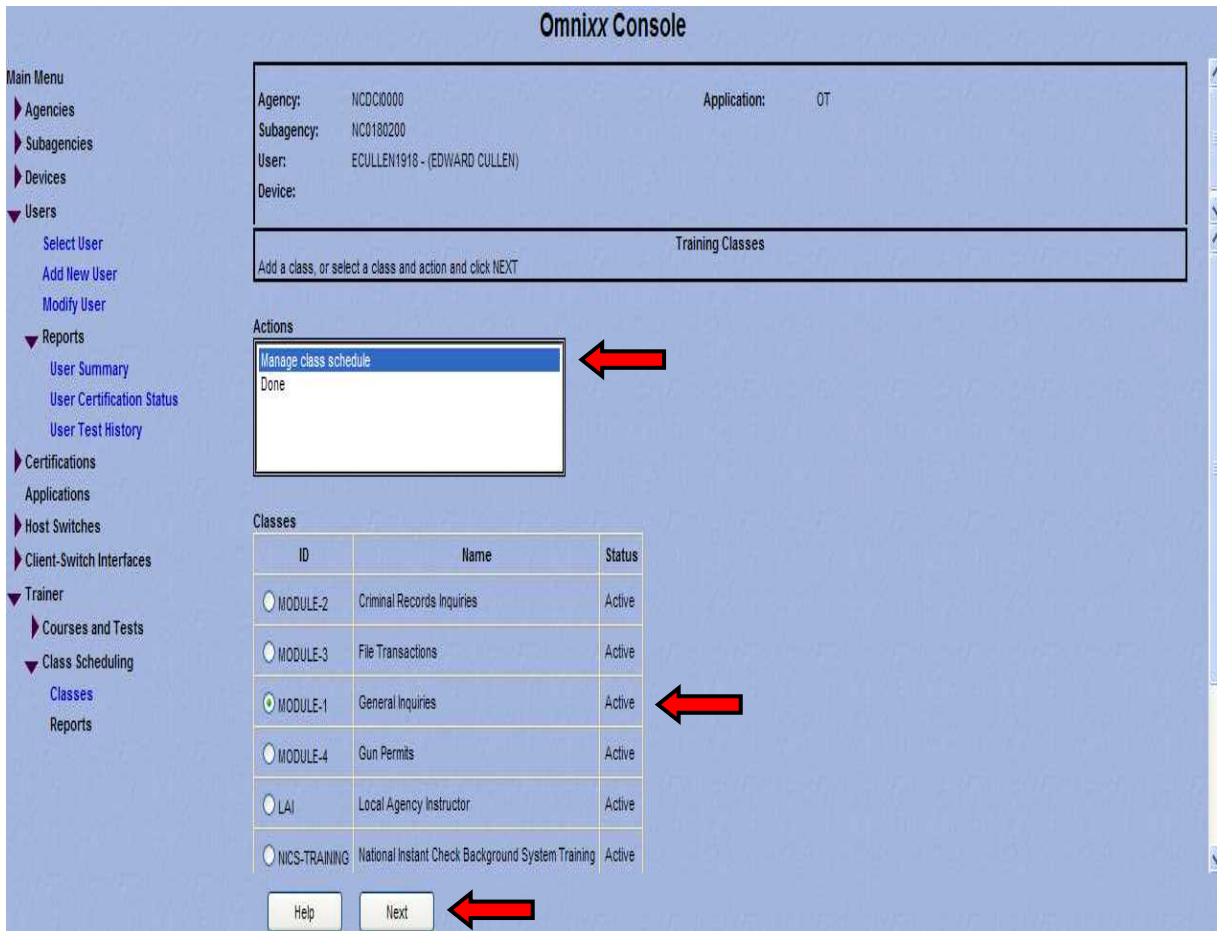


Figure 3-12 – Omnixx Console – Trainer/Class Scheduling – Actions

- ❑ In the **Action box**, Manage Class Schedule should be highlighted.
- ❑ When enrolling a new user or multiple users complete the following steps:
- ❑ Step 1: Click the **button** next to the appropriate module class you want to enroll the user into. (Example: Module 1 – General Inquiries)
- ❑ Step 2: Click the **Next** button.



Figure 3-13 – Omnixx Console – Trainer /Class Scheduling – Enroll

- ❑ In the **Action box**, Enroll Users Into Scheduled Class should be highlighted.
- ❑ **Step 1:** In the **Scheduled Classes box**, is a long list of all DCI classes based off criteria selected on the previous screen. (see Figure 3-12 – Omnixx Console – Trainer/Class Scheduling – Actions) You will need to scroll down and click the **button** next to the appropriate class that you want to enroll the user into. You could choose to apply the filters listed to the right.

NOTE: Classes are listed by Class ID – 2010-07-1115JM. The structure of the Class ID is as follows:

- 2010 = Class Year
- 07 = District where class will be taught
- 1115JM = 11 is month class will be taught, 15 is the first day of class, JM is initials of instructor



Figure 3-14 – Omnixx Console – Trainer /Class Scheduling – Class ID

- ❑ Step 2: Click the **button** next to the appropriate module class you want to enroll the user into. (Example: 2010-07-1115JM – Module 1 – General Inquiries)
- ❑ Step 3: Click the **Next** button.

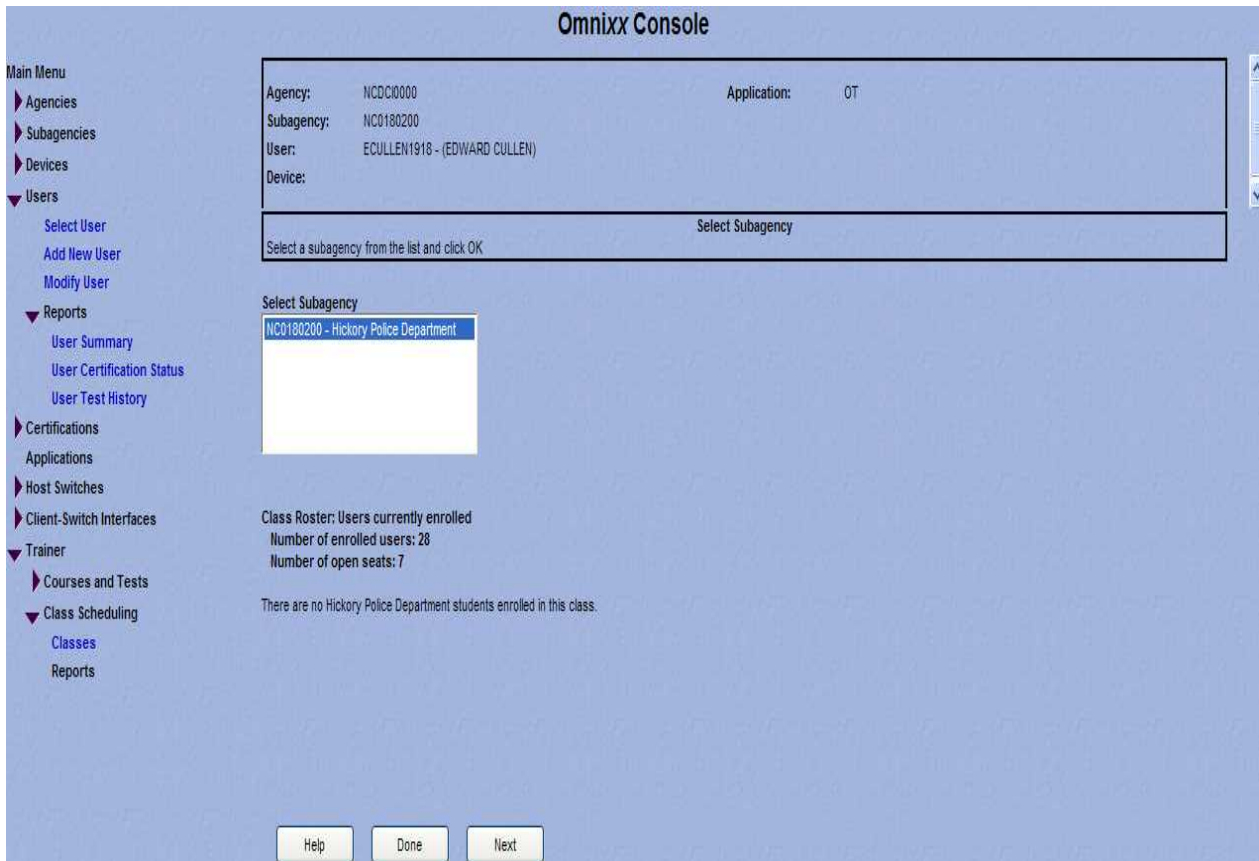


Figure 3-15 – Omnixx Console – Trainer /Class Scheduling – Select Subagency

This screen provides an overview for the selected class and your agency. For the class selected the following has been identified:

- Total number of users currently enrolled: 28
 - Total number of open seats: 7
 - No users enrolled from “our agency” (Hickory PD)
- Step 4: Click the **Next** button.



Figure 3-16 – Omnixx Console – Trainer /Class Scheduling – Agency User Enrollment

- ❑ Step 5: You will see your users listed alphabetically by last name. From your list click the **button** beside the user or multiple users you want to enroll for this class. Keep in mind the total number of seats that were open.
- ❑ Step 6: Click the **Next** button.

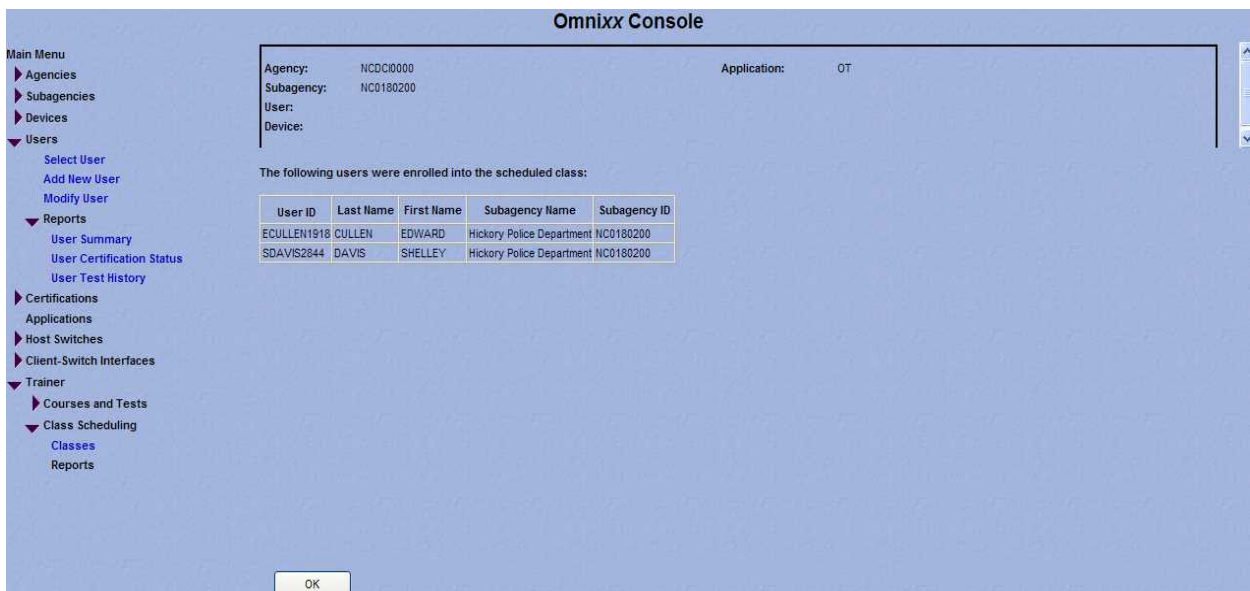


Figure 3-17 – Omnixx Console – Trainer/Class Scheduling – Agency User Enrollment Final

- ❑ Step 7: Click **OK**.

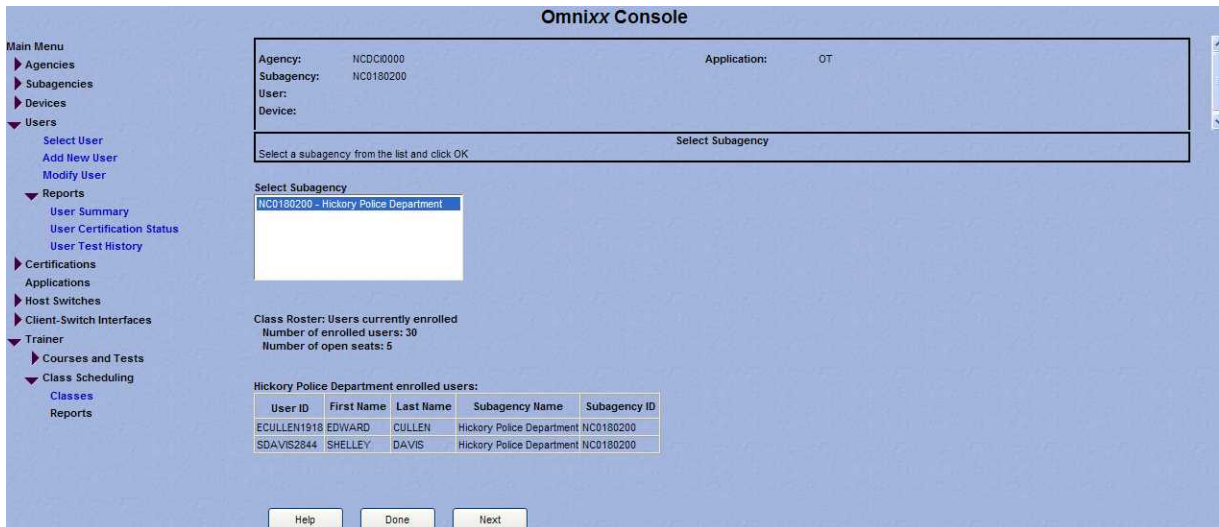


Figure 3-18 – Omnixx Console – Trainer/Class Scheduling – Class Roster Currently Enrolled

This screen brings you back to your list of users. However, if you scroll to the bottom you will have a revised overview for the selected class and your agency. Also, the users just selected should now be listed on the class roster which is provided.

- Step 7: Click **Done**.

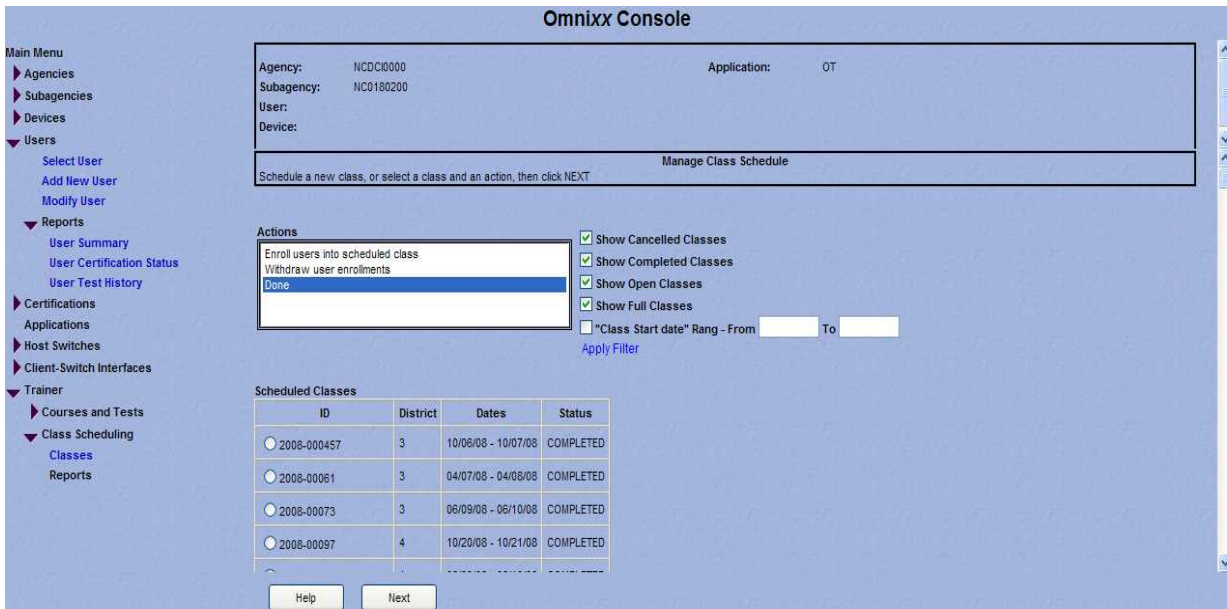


Figure 3-13 – Omnixx Console – Trainer /Class Scheduling – Enroll

This brings you back to the beginning where you began enrolling the users.

- Step 8: In the **Action box**, highlight **Done**.
- Step 9: Click **Next**.

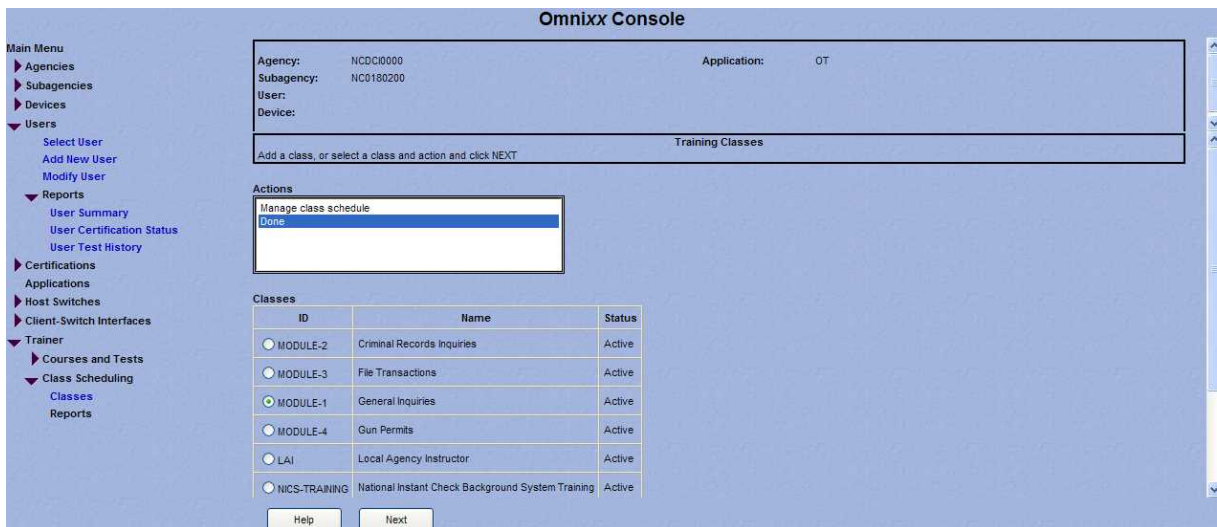


Figure 3-12 – Omnixx Console – Trainer /Class Scheduling – Actions

This brings you back to the Action box. If you want to enroll the user for Module 2, Module 3, etc., you will need to repeat Steps 1- 9.

Complete the below steps if you do not want to enroll the user in any additional classes.

- ❑ Step 10: In the **Action box**, highlight **Done**.
- ❑ Step 11: Click **Next**.

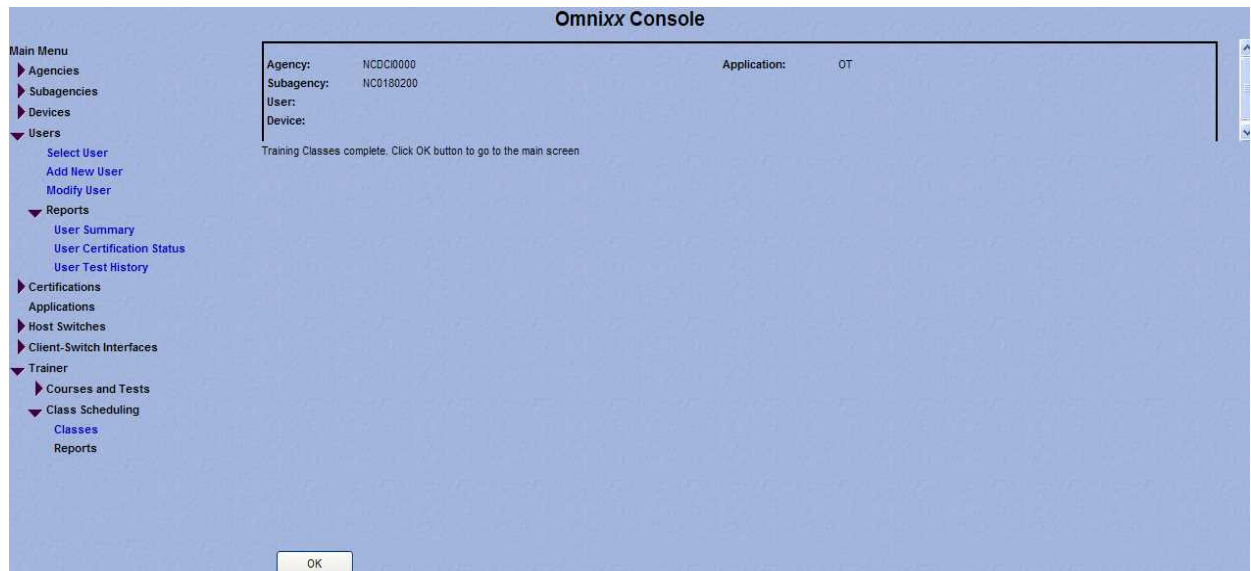


Figure 3-19 – Omnixx Console – Trainer/Class Scheduling – Complete

- ❑ Step 12: Click **OK**.

Student Withdrawal – Console

Due to high demand for DCI Certification Classes, as soon as it becomes known a student will not be able to attend a class they have been enrolled into, it will become necessary to withdraw that student from the class. This will open a seat for another student to attend.

- ❑ Click the **Trainer Icon**.
- ❑ Next, click **Class Scheduling** and then click **Classes**.

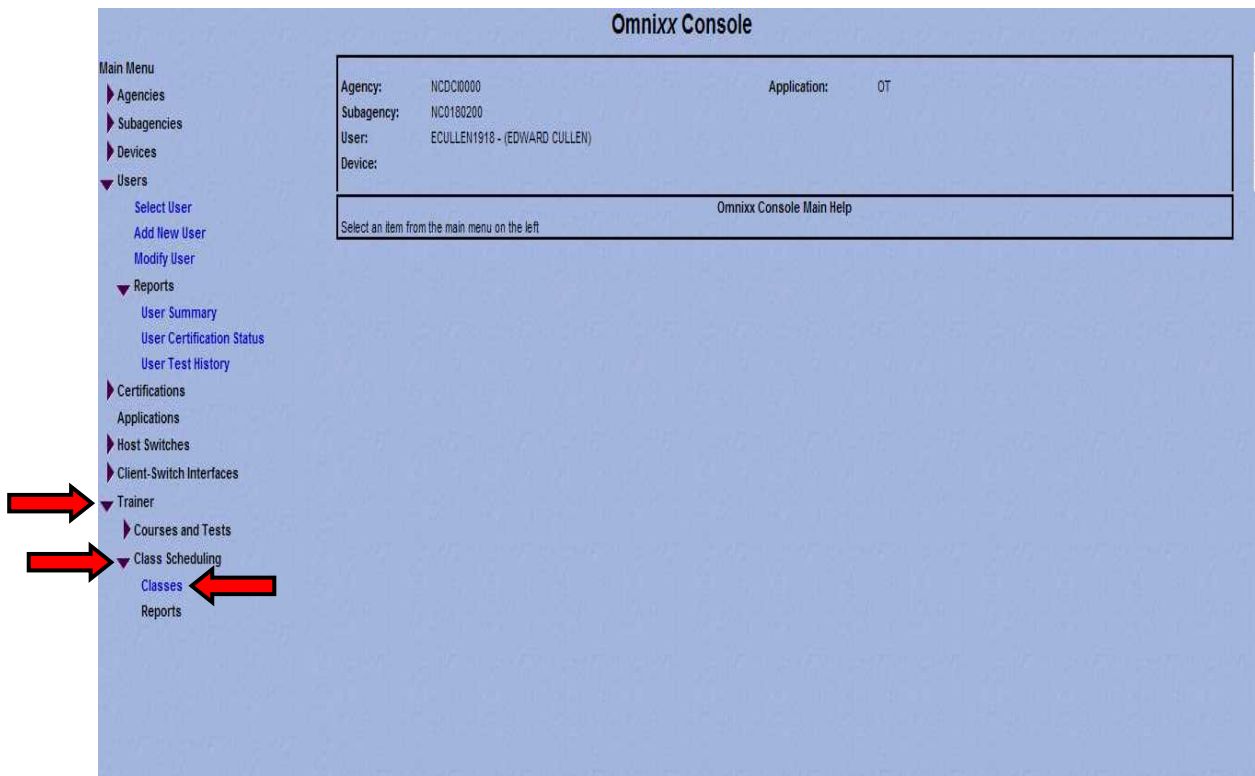


Figure 3-11 – Omnixx Console – Trainer/Class Scheduling – Classes



Figure 3-12 – Omnixx Console – Trainer /Class Scheduling – Actions

- ❑ In the **Action box**, Manage Class Schedule should be highlighted.
- ❑ When withdrawing a new user or multiple users complete the following steps:
 - ❑ Step 1: Click the **button** next to the appropriate module class from which you want to withdraw the user. (Example: Module 1 – General Inquiries)
 - ❑ Step 2: Click the **Next** button.



Figure 3-20 – Omnixx Console – Trainer /Class Scheduling – Withdrawal

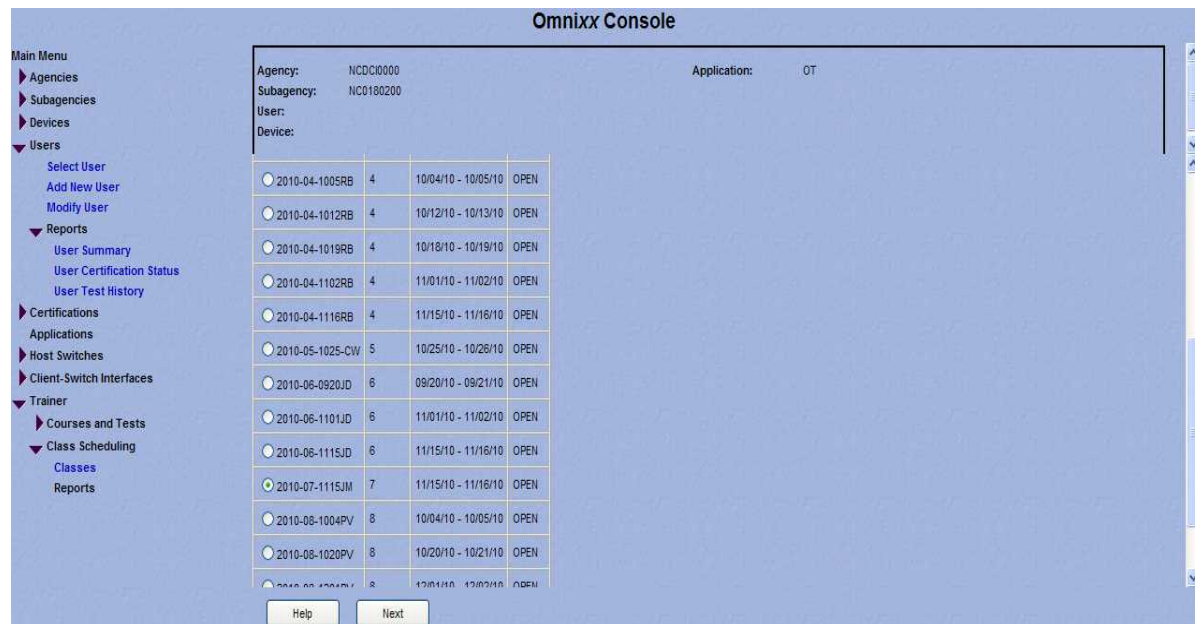


Figure 3-21 – Omnixx Console – Trainer /Class Scheduling – Withdrawal Class ID

- ❑ In the **Action box**, Withdraw User Enrollments should be highlighted.
- ❑ Step 3: In the **Scheduled Classes box**, scroll down and click the **button** next to the appropriate Class ID for which you want to withdraw the user. You could choose to apply the filters listed to the right.
- ❑ Step 4: Click the **Next** button.

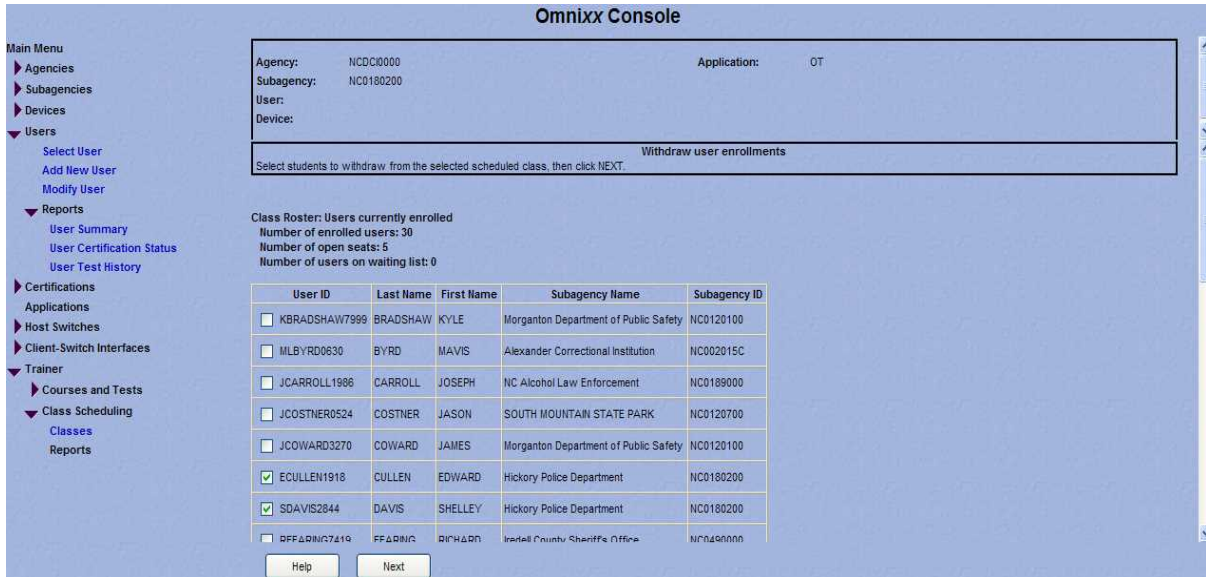
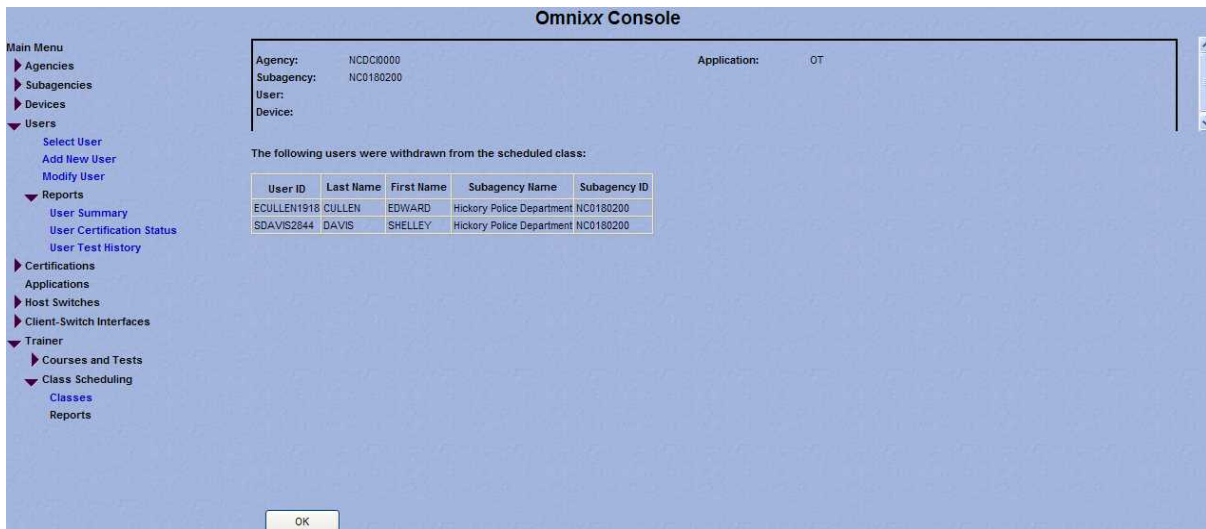


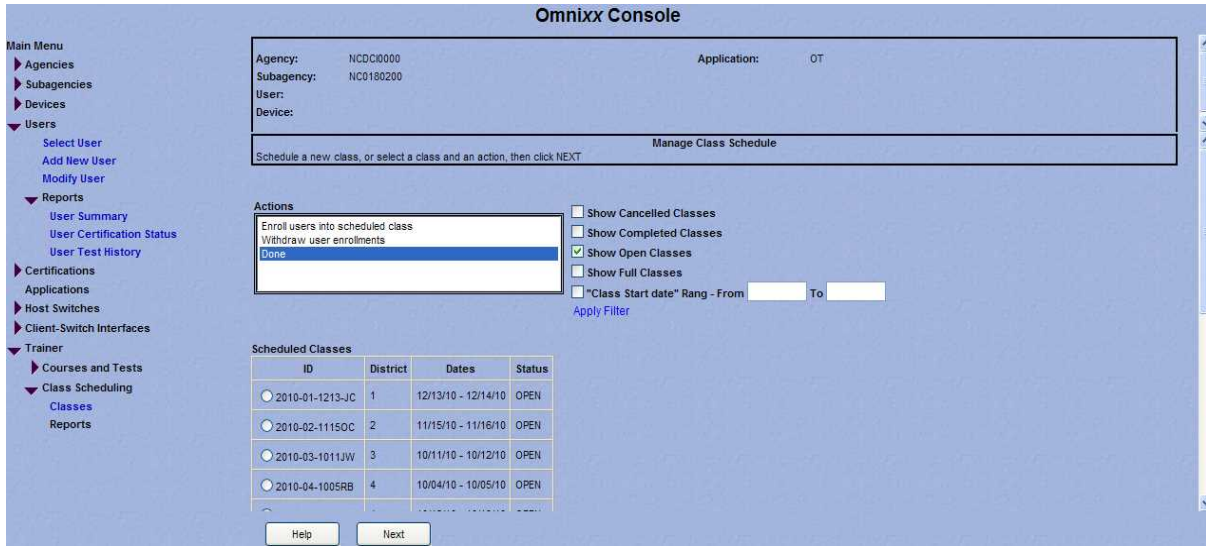
Figure 3-22 – Omnixx Console – Trainer /Class Scheduling – Withdrawal Class Roster

- ❑ Step 5: Click the **button** beside the users you want to withdraw from this class.
- ❑ Step 6: Click the **Next** button.



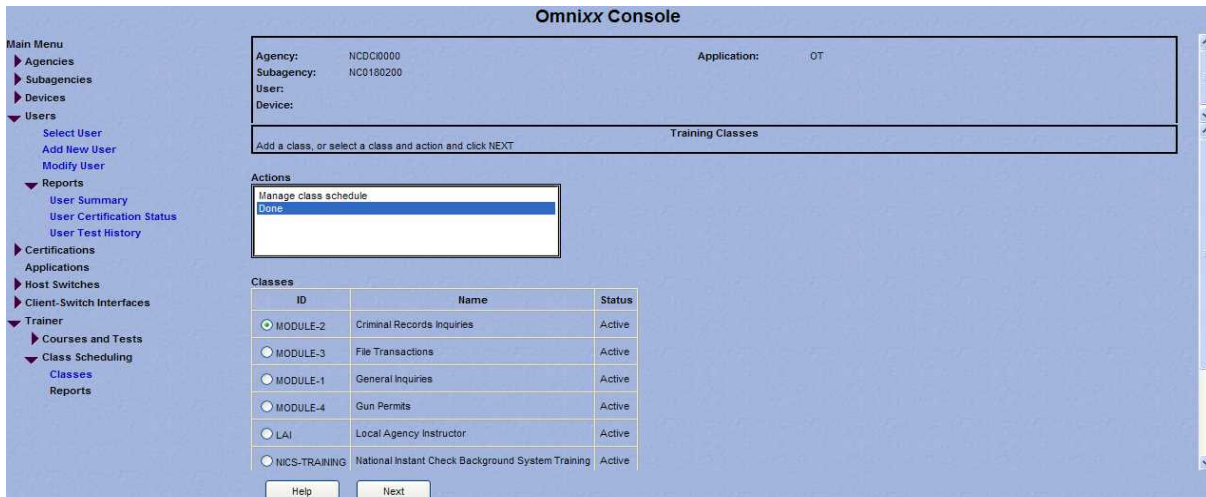
3-23 – Omnixx Console – Trainer /Class Scheduling – Withdrawal Class Roster Final

- ❑ Step 7: Click **OK**.



3-24 – Omnixx Console – Trainer /Class Scheduling – Withdrawal

- ❑ Step 8: In the **Action box**, highlight, **Done**.
- ❑ Step 9: Click **Next**.

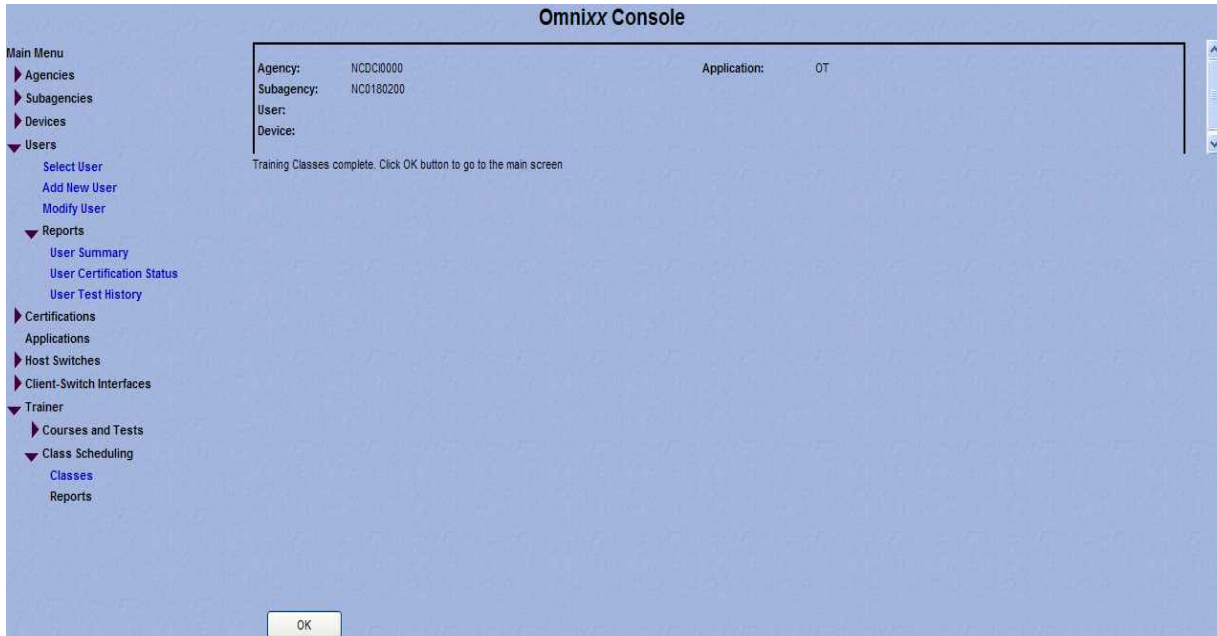


3-12 – Omnixx Console – Trainer /Class Scheduling – Actions

This brings you back to the Action box. If you want to withdraw the user from Module 2, Module 3, etc., you will need to repeat Steps 1- 9.

Complete the below steps if you do not want to withdrawal the user from any additional classes.

- ❑ Step 10: In the **Action box**, highlight **Done**.
- ❑ Step 11: Click **Next**.



3-18 – Omnixx Console – Trainer /Class Scheduling – Actions

- Step 12: Click **OK**.

4

Using Omnixx™ Trainer

Welcome to Omnixx™ Trainer, the certification testing solution within Datamaxx's Omnixx family of software. Once a user has attended DCI Class, he will be able to start a certification test from his list of available tests. This list of available tests is specific to each user and will not include any tests that they have not been given access to. The timed test will be comprised of a set number of true/false and multiple choice questions randomly generated from a pool of test questions. Upon completion of the certification test, the user will immediately receive his results, which includes pass or fail status, as well as total score, sectional scores, and the date of when the test was taken.

When a user passes the certification test, their database record will immediately be updated to reflect their active status. This active status grants them access to the transactions associated with that certification within the Omnixx™ Force application.

Taking A Certification Test

The user must successfully complete the certification test for the module(s) before he can access that module and perform transactions

To Take a Certification Test:

The user must log into Omnixx Desktop and then click the **Trainer Icon**.

The User's Certification Status Summary is displayed, indicating the expiration date (which is 15 days from the last day of class) for the test authorization assigned to each module the user is allowed to test.

If a user is currently certified and will be taking a re-certification test, the expiration date will provide a 30 day countdown till expiration.

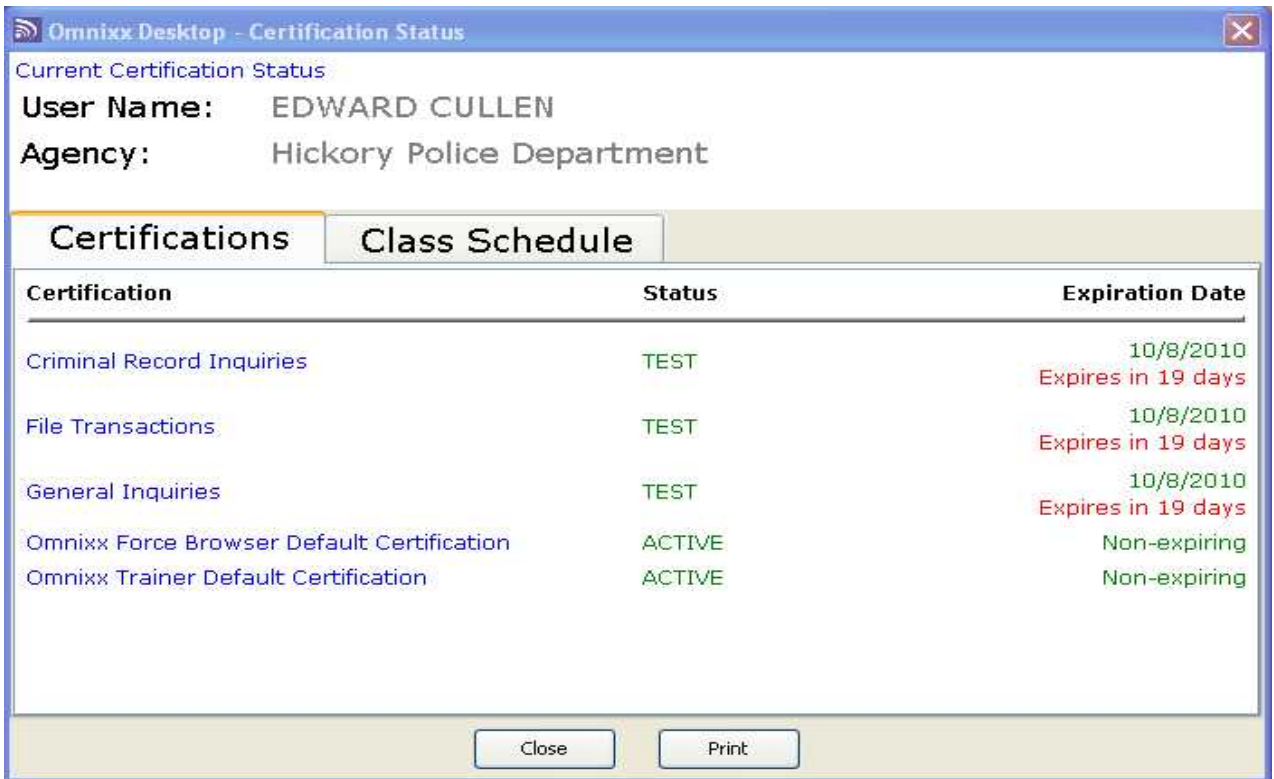


Figure 4-1 – Certification Status Summary

- Click **Close** to close the User Certification Status Summary.
- Now click the **Trainer Icon** to open Omnixx Trainer.



Figure 4-2 – The Omnixx Desktop

Each user can see a list of certification tests available to them by clicking **Test** from the Main Menu area. A user will not be able to take a certification test until he has attended an instructional class and has been authorized by a District Training Specialist. This authorization is done by the DCI Training Specialist that instructed the class. If a class was taught by a local agency instructor (not a DCI trainer), the local agency instructor must coordinate this authorization with a District Training Specialist prior to the instructional class.

The user then starts the test by clicking the link for the specific test.

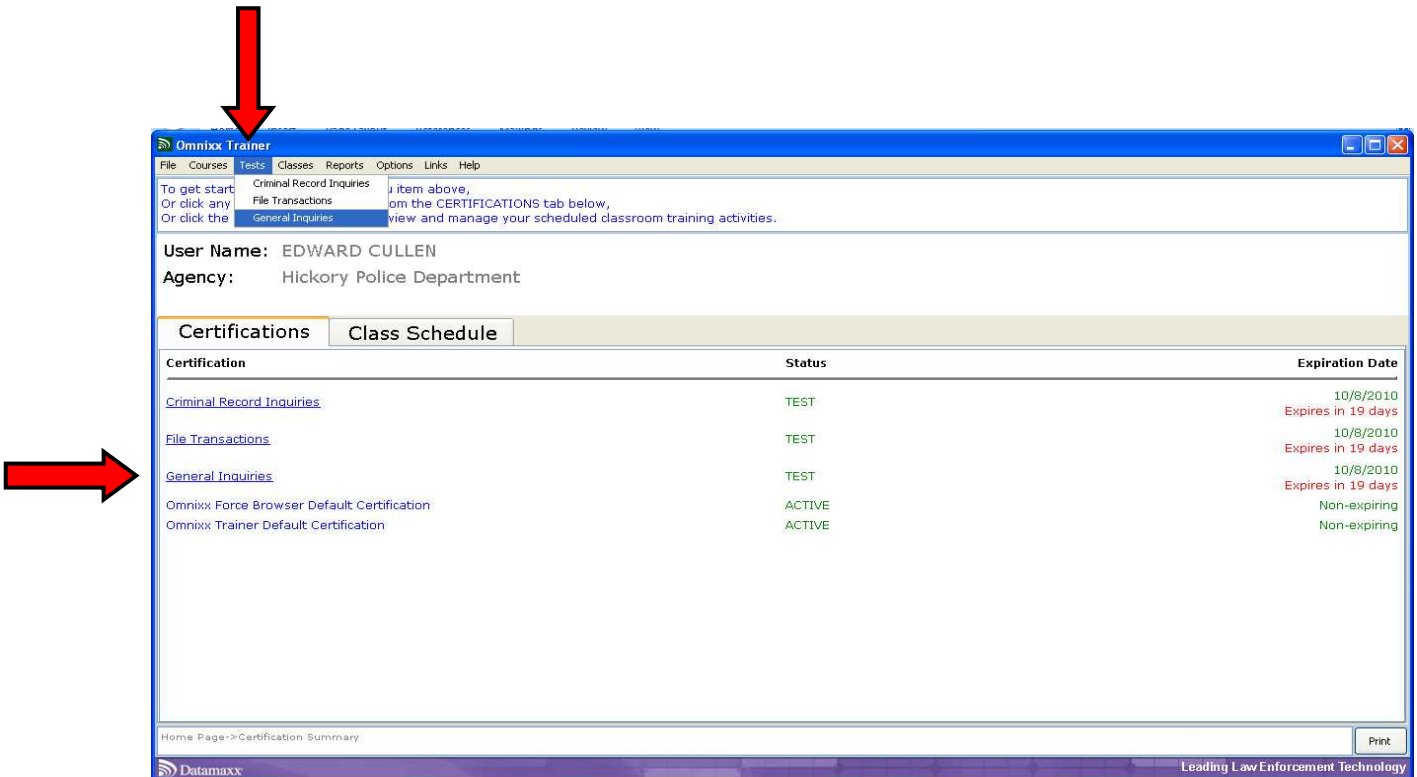


Figure 4-3 – Example Beginning the Certification Test Page

Once a test has been selected, the user will be presented with an instructional page that provides general information and directions on the testing process. The user must click



in the bottom right corner of the test window to begin the test.

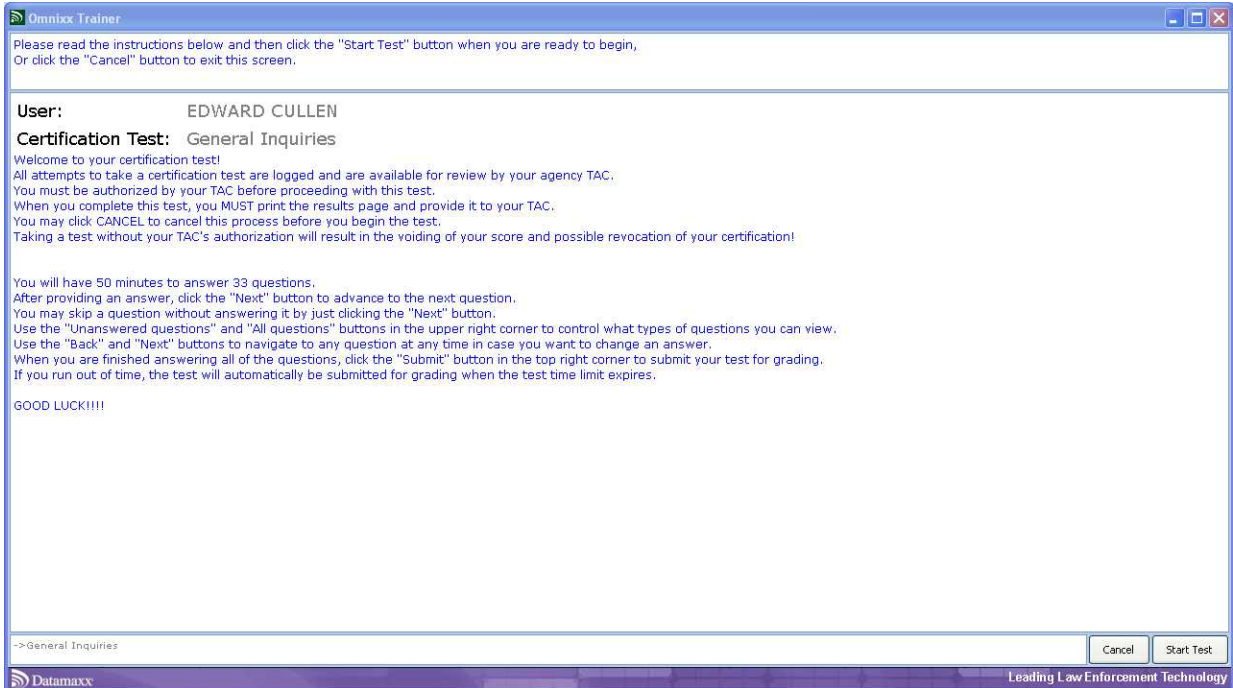


Figure 4-4 – Testing Instructions

Once the user clicks **START**, the timer will begin and will be displayed in the top left corner of the test window.

- After clicking **START**, the first test question will appear. The test question window will display the following items:
 - Test Name
 - Time Remaining
 - Question Number and Total Number of Questions
 - Total Number of Questions that Have Been Answered
 - Submit / Cancel buttons
 - Test Question
 - Possible Answers
 - Navigation Bar

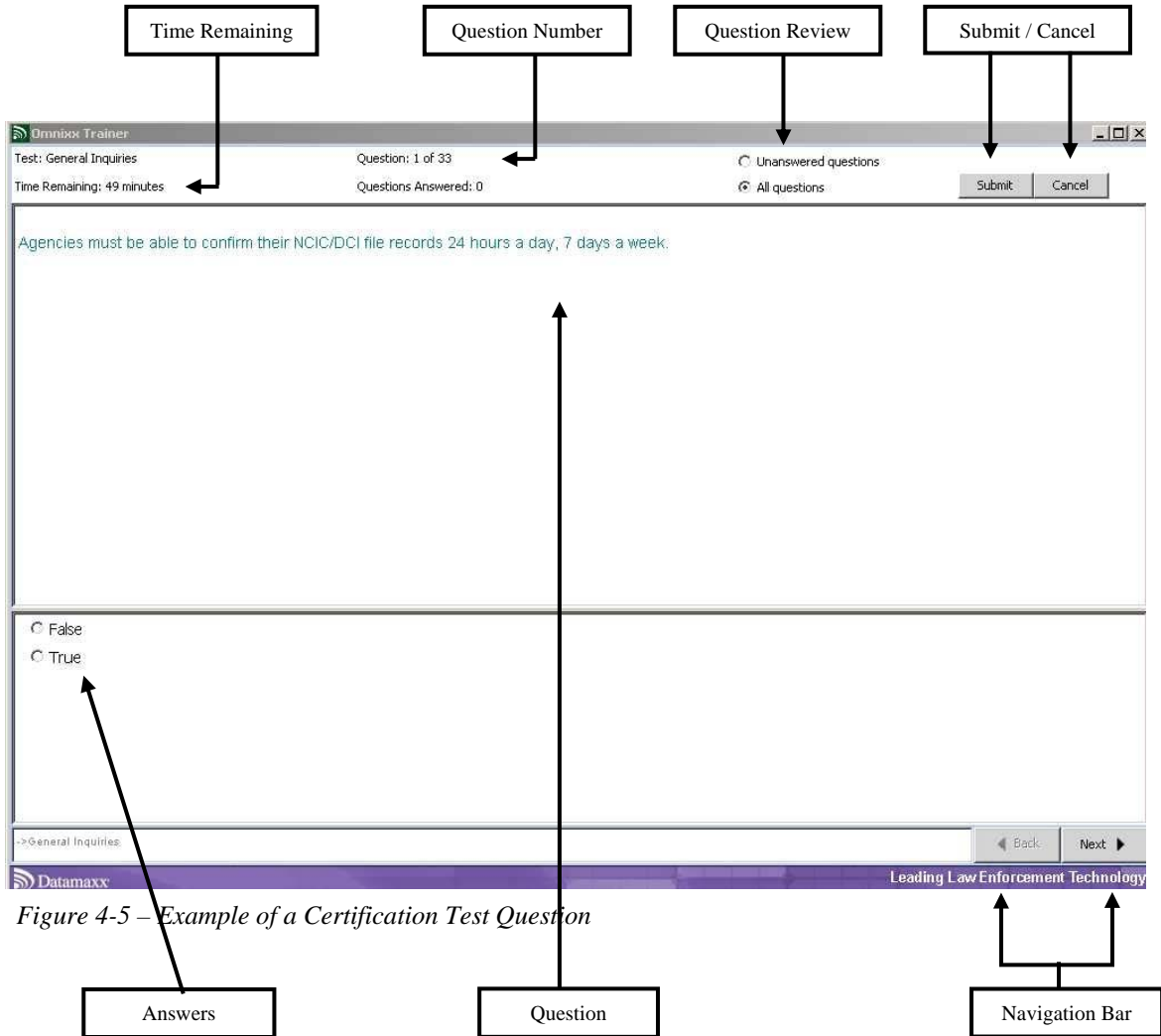
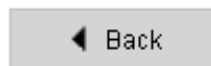


Figure 4-5 – Example of a Certification Test Question

- ❑ Time Remaining – This timer indicates the amount of time remaining before the exam must be submitted. If the time reaches zero (0), the exam will be automatically submitted for grading.
- ❑ Question Number – Indicates the number of questions answered out of the maximum number.
- ❑ Question Review – Allows the ability to review Unanswered Questions only or All Questions.

- ❑ Cancel – This control button allows the user to cancel the test effectively discarding all answers. If the user clicks Cancel once the test has started, the test is cancelled and will not count, regardless of the number of questions answered. The test is not graded and cannot be resumed.
- ❑ Answers – This area displays the answers (True/False & Multiple Choice).
- ❑ Question – This area displays the text of the question to be answered.
- ❑ Navigation Bar



Allows the user to navigate Back to review a previous question. This can be done until the Time Remaining reflects zero (0) or the Submit / Cancel button is depressed.



Advances user to the next question. It does not matter if they have answered the current question or not, they are still allowed to advance to the next question.

Submitting A Certification Test

The user must submit the certification test for grading. A score of 80% or higher is required to gain certification in each module.

To Submit a Test:

When the test displays the last test question, the **NEXT** button grays out and becomes inactive. Even though the last question (number 33, for example) has been answered, the **Questions Answered** indicator at the top will still indicate one Unanswered Question (32 questions answered). This is normal.

In order to review **all** questions before submitting the test for grading, the user should select the **All Questions** option at the top of the window.

The user should click **SUBMIT** after answering the last question.

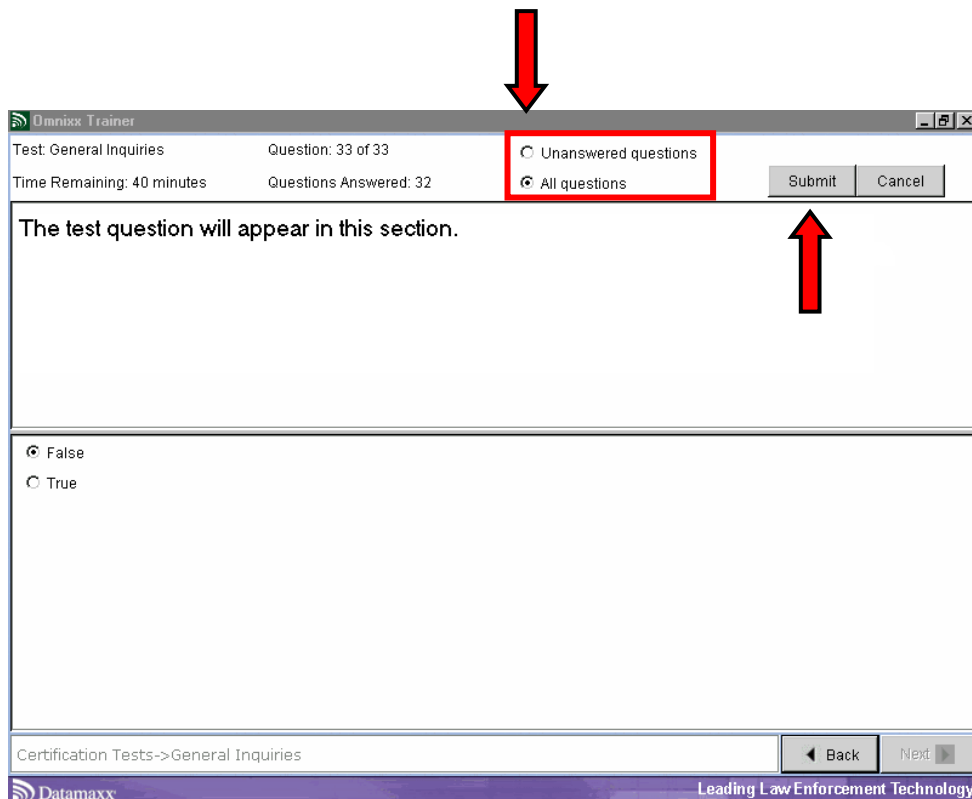


Figure 4-6 – Last Test Question

If the user clicks **SUBMIT** and has left any questions blank, Trainer will respond with the following message:

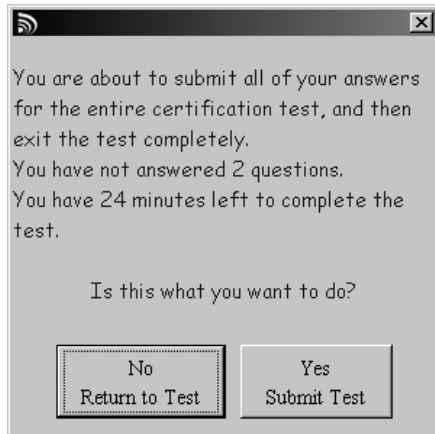


Figure 4-7 – Verification Prompt – Unanswered Questions

If the user receives the message indicating there are unanswered questions, the user should click **NO – RETURN TO TEST** and answer the questions remaining. The user should then resubmit the test.

If the user clicks **SUBMIT** and all questions have been answered, Trainer will respond with the following message:

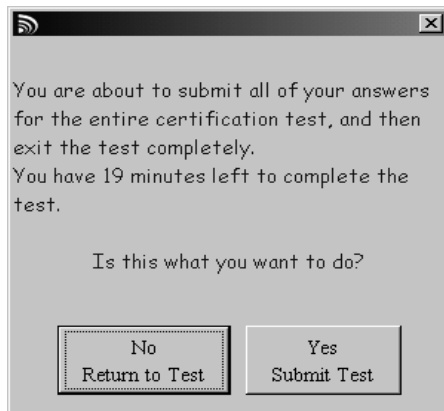


Figure 4-8 – Verification Prompt – All Questions Answered

If the user starts a test but does not complete the test within the time period allotted for the test, Trainer will automatically submit the test for grading.

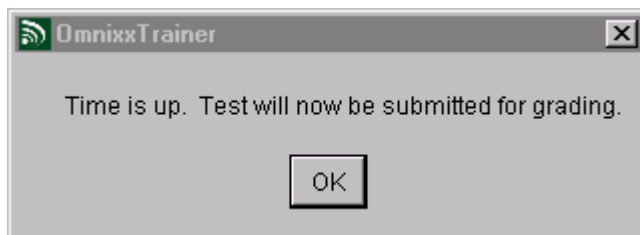


Figure 4-9 – Automatic Submission

Test Results Page

The Test Results Page contains the total percentage of correct answers on the certification test as well as a graphical representation of the user’s performance on individual sections.

The Test Results Page must be printed, signed by the student and the administering TAC, and retained by the TAC for two years. A copy should be printed and given to the student. See an example below:

Congratulations, perfect score!
 This test has been logged and your certification record has been updated.
 You MUST print this page and provide it to your agency TAC.
 Failure to provide this printout to your TAC may invalidate your test score.

User:	EDWARD CULLEN
Certification Test:	General Inquiries
Test Date:	September 25, 2010

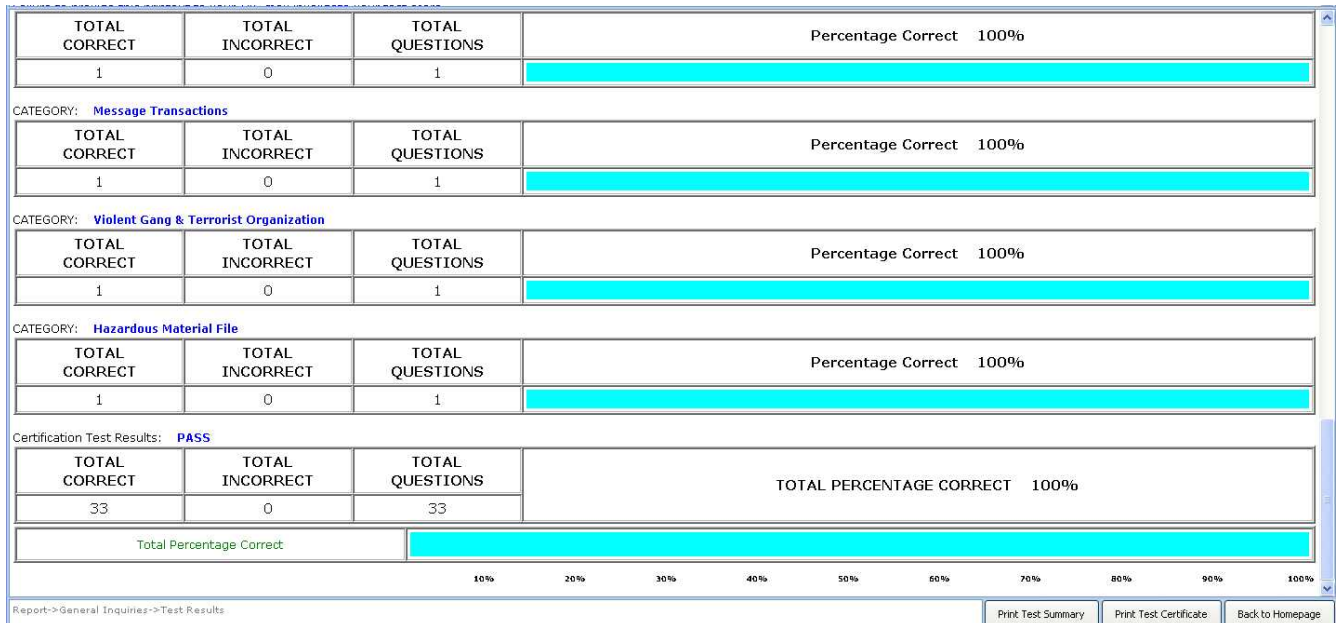


Figure 4-10 – Test Results Page

Reports

The user will need to click on the **Reports** Menu in order to view their certification information:

Certification Status Summary – Displays all active certifications, and the expiration date. This is the same information displayed on the Student Home Page.

Certification Tests Passed – Displays the name and date that a specific Certification Test was passed. Clicking the Certification Test Name will display the Test Results Page from that test.

Certification Tests Failed – Displays the name and date that a specific Certification Test was failed. Clicking the Certification Test Name will display the Test Results Page from that test.

Enrollment Summary – Displays a listing of the DCI Certification classes this user has been enrolled including the dates of the class, instructor’s name, attendance status (yes, no or cancelled), and credit hours.

Name	Date(s)	Instructor	Attended	Credits
General Inquiries	2/11/08-2/12/08	GENE MELVIN	Yes	12
General Inquiries	3/24/08-3/25/08	JULIE KIDD	Cancelled	0
Criminal Records Inquiries	3/30/08	CHRIS WILSON	Cancelled	0
Criminal Records Inquiries	5/14/08	JEANNIE MCBRIDE	No	0
Total Credits				12

Figure 4-11 – Enrollment Summary

Exiting Trainer

To exit Ominxx Trainer:

The user should click **File** – **Exit** to end the user session and return to the Omnixx Desktop or click the X in the right corner.

If the user is ready to log out of Omnixx completely, they will click the **Exit Icon** on the Omnixx Desktop or click the **X** in the right corner.



Figure 4-12 – Exit Omnixx Desktop

If the **Exit Icon** is chosen, the user will be prompted to confirm ending the session of Omnixx. If the user selects **Yes**, he will be logged out of Omnixx completely.

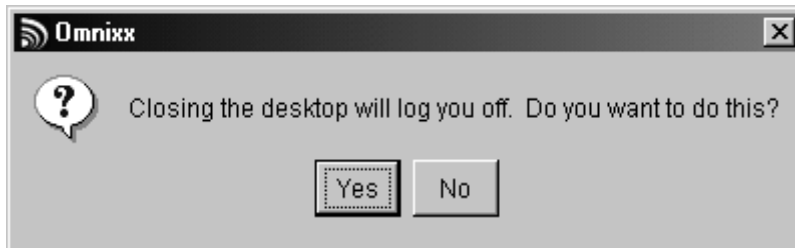


Figure 4-13 – Omnixx Logoff Confirmation