North Carolina State Bureau of Investigation Division of Criminal Information



in conjunction with



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Omnixx[™] Console and Trainer Manual

December 2010

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Introduction to OmnixxTM Console

Welcome to $Omnixx^{TM}$ Console, the administrative module of the new $Omnixx^{TM}$ suite of products from Datamaxx Applied Technologies, Inc. Omnixx Console is an HTML based application that is designed to manage and administer $Omnixx^{TM}$ Force and $Omnixx^{TM}$ 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 $Omnixx^{TM}$ 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
- **D** 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**TM Stores all of the application programs and data needed by Omnixx Force, Omnixx Trainer, and Omnixx Console.
- □ OmnixxTM 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.
- □ **OmnixxTM Force** Browser-based desktop application that allows users to send and receive text-based messages over dedicated law enforcement networks.
- □ **OmnixxTM Trainer** A browser-based extension of Omnixx that provides online 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.

| Ø Omnixx Desktop Login - Microsoft Internet Explorer | |
|--|---|
| <u>E</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp | and the second se |
| Omnixx | |
| User ID: jdoe1234 | |
| Password: | |
| Agency: ncdci0000 | |
| Validation your TID | |
| Omnixx Path: C:\ | Log In |
| New Password: Confirm: | Click here to hide details |
| Datamaxx* | Click here to install the Java Runtime |
| | |
| 😹 Start 🛛 🧭 🍰 🗍 🗐 Inbox 🚳 Archiv 🚳 Force 🤌 Omnix | 🔊 Omnix 📴 Capt 🛂 📿 🍕 🖾 🖓 🖾 🏷 🏹 😓 2:37 PM |

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.

- □ <u>User ID</u> Enter your User ID. This field is not case sensitive.
- □ **<u>Password</u>** Enter your password. This field is not case sensitive.
- □ <u>Agency</u> Enter NCDCI0000 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.
- □ <u>New Password</u> Enter a new password if you wish to change your current password. This field is not case sensitive.

- □ <u>Confirm</u> 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.

| Dennixx Logon | XX | Log In |
|---------------------------|-----------------------|-----------------------------|
| User ID: | ECULLEN1918 | |
| Password: | **** | |
| New Password: Confirm: | | Click here for more details |
| D | Datamaxx [®] | |

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.

| Agency: Hick | ory Police Dep | artment | |
|-----------------------------|-------------------|---------|---------------------------------|
| - | 2020 | | |
| Certifications | Class Sched | ule | |
| Certification | | Status | Expiration Date |
| Criminal Record Inquiries | | ACTIVE | 10/4/2010 Expires in 19 days |
| File Transactions | | ACTIVE | 10/4/2010 Expires in 19 days |
| General Inquiries | | ACTIVE | 10/4/2010 Expires in 19 days |
| Omnixx Force Browser Defa | ult Certification | ACTIVE | Non-expiring |
| Omnixx Trainer Default Cert | ification | ACTIVE | Non-expiring |
| | | | |

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

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|--|--|----------------------------------|
| | | |
| Address 🕘 http://dcin.ncsbi.gov//OMNI | | So Links 🎽 🐑 |
| | Omnixx Console | - segment |
| Main Menu Select Subject Agencies | Agency: NCDCI0000 Subagency: NC0360600 User: | } |
| Subagencies | Omnixx Console Main H | |
| Devices | Select an item from the main menu on the left | ʃ [|
| Certifications | | |
| Applications Host Switches | | |
| Client-Switch Interfaces | | |
| ▶ Trainer | | |
| | | |
| | | |
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| | | |
| Datamaxx | Le | ading Law Enforcement Technology |
| Jac Participation and a second s | | |

Figure 1-7 – The Omnixx Console Interface

Α

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.

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.

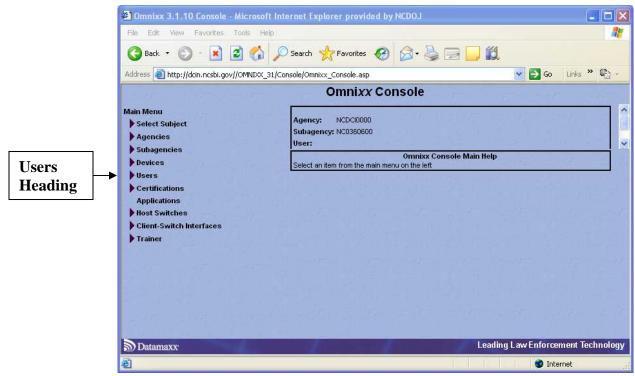


Figure 2-1 – Omnixx Console Interface

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*.

| Omnixx 3.1.10 Con | sole - Microsoft | Internet E | xplorer pro | vided by NC | 00J 🗕 🗆 🗙 |
|---|-----------------------|--------------------------|------------------------------------|--------------------|------------------|
| File Edit View Favorites | Tools Help | | | | <u></u> |
| 🌀 Back 🝷 🐑 🐇 🛃 | 🏠 🔎 Search 🥱 | 👆 Favorites 🏼 🎸 | 3 🗟 - 🎍 | M - 🗾 💓 | ۲ <u>ا</u> |
| Address 🗃 http://dcin.ncsbi.gov | //OMNIXX_31/Console/ | Omnixx_Console. | asp | * | 🕞 Go 🛛 Links 🎽 |
| Google G- | 😽 Go 🚸 🍏 🚰 👻 | 🔂 Bookmarks | 🖌 👰 55 blocked | 🍣 Check 👻 🎽 | Settings - |
| The second states and the | Om | nni <i>xx</i> Cons | ole | | and the Real of |
| Main Menu Select Subject Agencies | Agency: Subagency: | NCDCI0000 NC0360600 | | | |
| Subagencies Devices | Select an iter | (n from the main men | Omnixx Console Ma u on the left | ain Help | |
| ✓ Users Select User Add New User Modify User | | | | | |
| Reports Certifications | | | | | |
| Applications Host Switches | | | | | |
| Client-Switch Interfaces Trainer | | | | | |
| Datamaxx | | 1 | 1 | eading Law Enforc. | ement Technology |
| ē) | | | | 🌍 Intern | et 🦷 |

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 (<u>not</u> 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:

| 🖝 Users | | | | |
|--|----------------------------|-------|--------------------------------------|---|
| Select User | | | | |
| Add New User | User ID | | | |
| Modify User | ECULLEN1918 | 100 | ate of Entry (MM/DD/YYYY) | |
| - Reports | First Name | 0 | 09/15/2010 | |
| User Summary | EDWARD | D | ate of Last Update (MM/DD/YYYY) | |
| User Certification Status | Last Name | 0 | 09/15/2010 | |
| User Test History | CULLEN | D | ate of Last Fingerprint (MM/DD/YYYY) | |
| Certifications | Social Security Number | | | |
| Applications | Social Security Number | D | ate of Approval (MM/DD/YYYY) | |
| Host Switches | BALLY BUILT BUILT BERRAR | | | |
| Client-Switch Interfaces | Date of Birth (MM/DD/YYYY) | D | ate of Next Review (MM/DD/YYYY) | |
| Trainer | | | | |
| | Gender | ~ U | ser Authority | |
| Alter of the physical sector in the | | | 1 | ~ |
| head an 12 M Phanel 2006 | PID | T | ype | |
| and the second | | | 1-None | ~ |
| | Code | M | liscellaneous | - |
| | I DE MARTINE INTERNET | ^ ^ ^ | | 1 |
| | Status | | | |
| | Active | ~ | | - |
| | Help Next | | | |

Figure 2-4 – Add New User Dialog Box

- **□** Enter the following information into the fields:
 - <u>User ID</u> 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.

- <u>Status</u> Defines whether this user will be considered Active or Disabled. When entering a new user, be sure to choose "Active" as the user status.
- <u>Miscellaneous</u> 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.

| | | | Omnixx Cor | nsole |
|--|---|---|------------|-------|
| lain Menu Agencies Subagencies Select Subagency Modify Subagency (Agency) | Agency: Subagency: User: Device: | NCDCI0000 NC0180200 ECULLEN1819 - (EDWARD CULLEN) | | |
| Security Policy Reports | | 19 added to the Omnixx database. d set to ECULLEN1819. | | |
| Devices | | | | |
| Users | | | | |
| Select User Add New User Modify User Change Subagency Delete User Copy User Security Policy Reports | | | | |
| Certifications | | | | |
| Applications Host Switches Client-Switch Interfaces Trainer | | | | |
| | ок | 7 | | |

Figure 2-6 - User Successfully Added Confirmation

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

| | Omnixx Console |
|--|---|
| Main Menu Agencies Subagencies Devices Users | Agency: NCDC0000 Subagency: NC0180200 User: ECULLEN1918 - (EDWARD CULLEN) Device: - |
| Select User Add New User | User Password Enter the user's password information and click NEXT |
| Modify User | New Password |
| User Certification Status | Re-enter New Password |
| User Test History Certifications Applications | Expiration Date (MM/DD/YYYY) I1/14/2010 |
| Host Switches Client-Switch Interfaces | Force Password Change Challenge Question |
| Trainer | What is my dog's name? |
| | Challenge Response |
| | Cooper 🗠 |
| | Security Token Serial Number |
| | Re-enter Security Token Serial Number |
| | Hep Log Off Next |

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

- **□** Enter the following information into the fields:
 - <u>New Password</u> 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:

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

- <u>DO NOT</u> use a period (.), forward slash (/), less than (<), underscore (_), dash (-), quote ("), ampersand (&) or curly brackets ({ or }) as a special character.
- **<u>Re-Enter New Password</u>** 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

- <u>Expiration Date</u> Defines an expiration date for this user's password. This field defaults to 60 days from today's date
- **Force Password Change** Should be <u>unchecked</u> to eliminate problems for the new user.
- <u>Challenge Question</u> 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.
- <u>Challenge Response</u> 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.

| alder a star albo | a dissiple and a second | Omnixx Console |
|---|---|---|
| Main Menu Agencies Subagencies Devices Visers Select User | Device: | EDWARD CULLEN) User Point-of-Contact |
| Add New User Modify User | Enter the user's contact information a | id click NEXT |
| Reports User Summary User Certification Status User Test History | First Name EDWARD Middle Name | Street Address 347 2nd Avenue SW Building |
| Certifications Applications Host Switches Client-Switch Interfaces | Last Name CULLEN Title Detective | City Hickory State NC V |
| | Phone 828-867-3509 Fax | Zip 28601 E-mail |
| | Help Next | |

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.

| i sta alta a ta | Om |
|--|--|
| ain Menu Agencies Subagencies Devices Visers | Agency: NCDC0000 Subagency: NC0180200 User: ECULLEN1918 - (EDWARD CULLEN) Device: |
| Select User Add New User Modify User | Select an application and action and click NEXT |
| sports Jser Summary Jser Certification Status | Actions Authorize application Cancel authorization Configuration parameters |
| Jser Test History fications cations Switches | Applications |
| t-Switch Interfaces er | ID Name Authorized O OFB Omnixx Force Browser No |
| | O OT Omnixx Trainer No |
| | |
| | Help Next |

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.

| | Agency: | NCDCI0000 | Application: | OFB | 0.45 |
|---|------------------|-------------------------------|---------------------------|----------------------|-----------------|
| gencies ubagencies | Subagency: | NC0180200 | | | |
| evices | User: | ECULLEN1918 - (EDWARD CULLEN) | | | 1.2 |
| | Device: | | | | ll a contra att |
| sers Select User | | | | | |
| Add New User | Not used | | Authorize User Applicatio | 'n | 1.5-1 A |
| Modify User | | | | THE DRIVE WE WILL BE | |
| | Status | | | | |
| Reports | Active | × • | | | |
| User Summary User Certification Status | Date of Last Cha | ange (MM/DD/YYYY) | | | |
| | 9/15/2010 | | | | |
| User Test History | Expiration Date | (MM/DD/YYYY) | | | |
| ertifications | Non-expire | | | | |
| pplications | | | | | |
| ost Switches | | | | | |
| lient-Switch Interfaces | | | | | |
| rainer | | | | | |
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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.

| a dhan a dha an dha | al polyteral | | ta sedina | Omnixx | Console | iller i s | den de | deland" | - Starl | و ، والأو | - direction b |
|--|--|---|-------------------|--------|---------|---------------|--------|---------|---------|-----------|---------------|
| Main Menu Agencies Subagencies Devices Users | Agency: Subagen User: Device: | | - (EDWARD CULLEN) | | | Application: | DT | | | | |
| Select User Add New User | Select an | application and action and | d click NEXT | | Use | r Application | | - 17 | | | |
| Reports User Summary User Certification Status User Test History Certifications Applications | Cancel au Configura Done | application thorization tion parameters | | | | | | | | | |
| Host Switches Client-Switch Interfaces | Applicatio ID | ns Name | Authorized | | | | | | | | |
| Trainer | | Omnixx Force Browser | Yes | | | | | | | | |
| | . от | Omnixx Trainer | Yes | | | | | | | | |
| | He | -lp Next | | | | | | | | | |

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

- □ Step 6: After assigning OFB <u>and</u> 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.

| and a state of the | in de la contra | Or | mnixx Console | Str. 24 | - | - All and a second | Andrek alter |
|---|---|---|---------------|--------------|----|--------------------|--------------|
| Nain Menu Agencies Subagencies Devices Visers | Agency: Subagency: User: Device: | NCDCI0000 NC0180200 ECULLEN1918 - (EDWARD CULLEN) | | Application: | OT | | |
| Select User Add New User Modify User Reports User Summary | User Properties o | omplete. Click OK button to go to the main screen | 1 | | | | |
| User Certification Status User Test History Certifications Applications Host Switches Client-Switch Interfaces | | | | | | | |
| Trainer | | | | | | | |
| | ОК: | | | | | | |

Figure 2-13 – Add New User – Complete

Select User

The **Select User** function allows a TAC to select an existing user from the Omni*xx* 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

 \Box 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.

| | Omnixx Console |
|---|---|
| Main Menu Agencies Subagencies Devices Users | Agency: NCDCl0000 Application: OT Subagency: NC0180200 User: GHOUSTON1111 - (GRACY HOUSTON) Device: |
| Select User Add New User Modify User | Select & user from the list and click OK |
| Reports User Summary User Certification Status User Test History Certifications Applications Host Switches Client-Switch Interfaces Trainer | Identifier Filter (Click on a letter below to filter the list) A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All DLEEPER, DAVD S DNOWATKAS750 - NOWATKA, DUSTN S DOROKETX397 - ROCKETT, DAVID DESERY6256 - SEERY, DAVD M EBELLA675 - BELL, EMLY G EVOLLENY1918 - COLLEN, EDWARD EHALL8138 - HALL, ELIZABETH B EHALL8138 - HALL, ELIZABETH B EHATHOBS7 - HEAT, TRICKA O PHICKS1083 - HICH, FRD |
| | FPAIN2566 - PAIN, FRANK FYODER8868 - YODER, FLOYD L GBEUCLER802 - BEUCLER, GREGORY GBLACKWOOD1308 - BLACKWOOD, GARY S GHOUSTON1111 - HOUSTON, GRACY |
| | |

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.

| te data di sette a l'al | lit e se dinedad | والألب والمراجع والمراجع | Omnixx Conse | ole |
|--|---|---|--------------|-------------------------|
| Main Menu Agencies Subagencies Devices Users | Agency: Subagency: User: Device: | NCDCI0000 NC0180200 ECULLEN1918 - (EDWARD CULLEN) | - | Application: |
| Select User Add New User Modify User | Select an item fro | om the main menu on the left | On | nnixx Console Main Help |

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

| ain Menu Agencies Subagencies Devices | Agency: NCD/D000 Subagency: NC0180200 User: ECULLEN1915 - (EDWARD CULLEN) Device: ECULLEN1915 - (EDWARD CULLEN) | Application: OT | |
|---|--|-----------------------|--|
| Users Select User Add New User | Select a user from the list and click OK | Select User | |
| Modify User Reports User Summary User Certification Status User Test History Certifications Applications Host Switches Citient-Switch Interfaces Trainer | Identifier Filter (Clock on a letter below to filter the list) A B C D E F G H I J K L M N O P Q EdulLESTIDIS-EQUIENCEQUENCE EHALENSS FRANZSSE FRANZSSE FRANZSSE FUEXTROSS-HALE, LIZABETH B EHALENSS-HALE, LIZABETH B EHALENSSS-HALE, LIZABETH B EHALENSSS-HALE, LIZABETH B EHALENSSS-HALE, LIZABETH B EHALENSSS-HORE, FRED FYOOERSSE-YODER, FRED FYOOERSSE-YODER, ELOYD L GELCLERSSS2-BEUCLER, GREGORY GELACKWOOD130S-BLELGARY A GLEESOT3-LEE, GARY A | R S T U V W X Y Z AII | |
| | GSHODK2448 - SHOOK, GREGORY A HM/ONALLY-9188 - MONALLY, HEATHER S JDUCKETT4700 - DUCKETT, JOSEPH JGARDIN1887 - GARDIN, JERRY JGGONAN1998 - GOOMAN, JANIS | | |
| | Help Next | | |

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. <u>The User ID is displayed in gray text because it cannot be changed.</u>

| | Om | nixx Console |
|--|--|---|
| Main Menu Agencies Subagencies Devices Visers Select User | Agency: NCDC0000 Subagency: NC0180200 User: ECULLEN1918 - (EDWARD CULLEN) Device: Modify the user's identifying information and click NEXT | Application: OT |
| Add New User Modify User 🗸 Reports | User ID Ecullen1918 | Date of Entry (MM/DD/YYYY) 09/15/2010 |
| User Summary User Certification Status User Test History Certifications | First Name EDWARD Last Name | Date of Last Update (MM/DD/YYYY) 09/15/2010 Date of Last Fingerprint (MM/DD/YYYY) |
| Applications Host Switches | CULLEN Social Security Number | Date of Approval (MM/DD/YYYY) 09/15/2010 |
| Client-Switch Interfaces | Date of Birth (MM/DD/YYYY) Gender | Date of Next Review (MM/DDIYYYY) 09/15/2011 |
| | PID | User Authority 1 Ype |
| | Code | 1-None Viscellaneous |
| | Status Active V Help Log Off Next | |

Figure 2-19 – User Identification Screen

- □ Make any desired changes (if any) to the current information.
- **□** The Social Security Number field should be left blank.
- □ If disabling an operator (i.e. no longer an employee at your agency), change STATUS to *Disabled* by clicking the drop-down menu and selecting *Disabled*.
- □ Click the **Next** button to proceed to the next step. The **User Password** screen for the user is then displayed and is populated with any previously entered information, except for the password.

| alder fan de be | Omnixx Console | in shekhatika kin shek |
|--|---|------------------------|
| Main Menu Agencies Subagencies Devices V Users | Agency: NCDC0000 Application: Subagency: NC0180200 User: ECULLEN1918 - (EDWARD CULLEN) Device: | OT |
| Select User Add llew User Modify User Reports User Summary User Certification Status | User Password Enter the user's password information and click NEXT New Password Re-enter New Password | |
| User Certification Status User Test History Certifications Applications Host Switches Client-Switch Interfaces Trainer | Expiration Date (MM/DD/YYYY) | |
| | Challenge Response | |
| | Security Token Serial Number Re-enter Security Token Serial Number Help Log Off Next | |

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.
- □ <u>New Password</u> 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.</p>
- □ **<u>Re-Enter New Password</u>** Verifies the password associated with the new user account.
- □ The Force Password Change field should be <u>unchecked</u> 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.

| والأبر ومترجا والمراج | e a dheilaidh a fa ar | Omnixx Console | a divida |
|---|---|---|----------|
| Main Menu Agencies Subagencies Devices Users | Agency: NCDCI0000 Subagency: NC0180200 User: ECULLEN1918 - Device: | Application: OT EDWARD CULLEN) | |
| Select User Add New User Modify User | Enter the user's contact information a | User Point-of-Contact nd click NEXT | |
| ✓ Reports User Summary User Certification Status | First Name EDWARD Middle Name | Street Address 347 2nd Avenue SW Building | |
| User Test History Certifications Applications Host Switches Client-Switch Interfaces Trainer | Last Name CULLEN Title Detective | City Hickory State NC | |
| | Phone 828-867-3509 Fax | Zip 28601 E-mail | |
| | | | |
| | Help Next | a or a line or a labor or a line or a labor of the second | |

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.

| Main Menu Agencies Subagencies Devices | Agency: Subagency User: | NCDCI0000 y: NC0180200 | 48.4 g (6) g | 25 31 | | 100 | _ | - | |
|--|-------------------------------|-----------------------------|-------------------|-------|------------------|-----|----------------|---|--|
| w Users | Device: | | - (EDWARD CULLEN) | | Application: | TO | | | |
| Select User Add New User Modify User | Select an ap | oplication and action and | f click NEXT | | User Application | | 2 (A) 1 1 1 | | |
| Reports User Summary User Certification Status User Test History Certifications Applications | Authorize a Cancel auth | horization on parameters | | | | | | | |
| Host Switches Client-Switch Interfaces | Application | | Authorized | | | | | | |
| Trainer | O OFB | Omnixx Force Browser | Yes | | | | | | |
| | от | Omnixx Trainer | Yes | | | | | | |

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

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

| Omnixx Console | | | | | | | | | | |
|--|---|---|--|--------------|----|--|--|--|--|--|
| Main Menu Agencies Subagencies Devices Users | Agency: Subagency: User: Device: | NCDC/0000 NC0180200 ECULLEN1918 - (EDWARD CULLEN) | | Application: | OT | | | | | |
| Select User Add New User Modify User Reports User Summary | User Properties c | omplete. Click OK button to go to the main screen | | | | | | | | |
| User Certification Status User Test History Certifications Applications | | | | | | | | | | |
| Host Switches Client-Switch Interfaces Trainer | | | | | | | | | | |
| | | | | | | | | | | |
| | ОК | | | | | | | | | |

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.

| Main Menu | | and a state of the |
|---------------------------|--|----------------------|
| Select Subject | Agency: NCDC/0000 Subagency: NC0360600 | |
| Agencies | User: | Contra Contra Contra |
| Subagencies | Omnixx Console Main Help | |
| Devices | Select an item from the main menu on the left | |
| 😈 Users | and the second | and the second |
| Select User | | |
| Add New User | | |
| Modify User | | |
| - Reports | | |
| User Summary | | |
| User Certification Status | | |
| User Test History | | |
| Certifications | | |
| Applications | | |
| Host Switches | | |
| Client-Switch Interfaces | | |
| Trainer | | |
| | | |
| Datamaxx | Leading Law Enforce | mont Tochnold |

Figure 2-24 – Users Reports Option

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

| alder and all the | Treiplan | O | nnixx Console | alte stand | halan tek | na di k | a dinia |
|--|---|---|--|------------|-----------|---------|---------|
| Main Menu Agencies Subagencies Devices VISers | Subagency: NC0 | 20000 80200 LEN1916 - (EDWARD CULLEN) | Applicat | ion: OT | | | |
| Select User Add Ilew User Modify User Reports User Summary | Select report criteria and Report Title User Certification Status F | | User Certification Sta | tus Report | | | |
| User Certification Status User Test History Certifications Applications Host Switches Client-Switch Interfaces Trainer | Field V User 10 | Filter | Order | | | | |
| | First Name Last Name Subagency | - MC0180200 | 2 V 3 V 4 V | | | | |
| | Certification ID | ALL Expires next 30 days | ✓ 5 ✓ ✓ 6 ✓ | | | | |
| | | Help Show Report | Done | | | | |

Figure 2-25 – User Certification Status Summary Report

- □ Select which fields you want to see on the report by clicking in the **Field** column check boxes. Fields which are checked will appear in the report.
- □ The **Filter** column allows the report to be customized as needed. Make sure your agency ORI is selected in the *Sub-agency* field.
- □ The **Order** field sets the sorting order. To see a report sorted by users' last name, set the **Order** field of the **Last Name** to **1** and choose the **Order** priority for the remaining fields.
- □ If Expiration Date is set for ALL, the report will list all users and their certification status.
- □ You may use the Expiration Date field to display only records expiring within a specific period of time (30 days, 60 days, 90 days, 6 months, etc.).
- □ Click **Show Report** to generate the report you selected. The report will be displayed in a new window of your Web browser.
- □ With the example Summary Report from figure 2-25, the following report would be generated:

| USER ID | FIRST NAME | LAST NAME | SUBAGENCY | CERTIFICATION ID | EXPIRATION DAT |
|---|------------|--|-------------------------------|------------------|--------------------------|
| CANDERSON8525 | CAMERON | ANDERSON | NC0180200 | INQ | 10/08/2010 |
| JGARDIN1887 | JERRY | GARDIN | NC0180200 | INQ | 10/13/2010 |
| JSTILLWELL2047 | JANIE | STILLWELL | NC0180200 | ССН | 10/12/2010 |
| JSTILLWELL2047 | JANE | 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 SSMITH4198 Total records: 10 | SAMATHA | | NC0180200 NC0180200 | INQ TRA | 09/30/2010 09/28/2010 |
| SSMITH4198 | SAMATHA | SMITH | NC0180200 | TRA | |
| SSMITH4198 | SAMATHA | | NC0180200 | TRA | |
| SSMITH4198 | SAMATHA | SMITH Selected Fields | NC0180200 | TRA | |
| SSMITH4198 | SAMATHA | SMITH Selected Fields Jser ID | NC0180200 Selected | TRA | |
| SSMITH4198 | SAMATHA | SMITH Selected Fields Jser ID First Name | Selected ALL ALL | Filters | |
| SSMITH4198 | SAMATHA | SMITH Selected Fields Jser ID First Name Last Name | Selected ALL ALL ALL | Filters | |

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 <u>after</u> 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. | | |
|--|------------------------------|------------------------------|
| | | |
| Omnixx Trainer | | |
| lie Courses Tests Classes Reports Options Links Help | | . Cond / Cond / Co |
| To get started, please click any menu item above, Dr click any certification course link from the CERTIFICATIONS tab below Dr click the CLASS SCHEDULE tab to view and manage your scheduled c | assroom training activities. | |
| User Name: EDWARD CULLEN | | |
| Agency: Hickory Police Department | | |
| | | |
| Certifications Class Schedule | | |
| Certification | Status | Expiration Date |
| Criminal Record Inquiries | TEST | 10/8/201 Expires in 9 day |
| File Transactions | TEST | 10/8/201 Expires in 9 day |
| General Inquiries | TEST | 10/8/201 Expires in 9 day |
| Omnixx Force Browser Default Certification Omnixx Trainer Default Certification | ACTIVE | Non-expirin |
| Jinnink Haller Deraut Cercincatori | MUTIVE | Non-expirin |
| | | |
| | | |
| | | |
| lome Page->Certification Summary | | Print |

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.
 - <u>**Class ID**</u> allows you to query a specific Module Number that is being offered. Example Module 1.
 - <u>**Class Name**</u> allows you to query by the Module Name being offered. Example – General Inquiries.
 - <u>**Classes Held in District(s)**</u> Allows you to access only classes offered in a specific training district.
 - <u>Start Date Within Next</u> 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.
 - <u>Classroom Location</u> Allows you view classes in a specific location.

 <u>Enrollment Status</u> – 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.

| proceed otherwise, choose a menuitem ab rch for Classes: | 046. | | |
|---|-------------------|----------|--|
| Class ID: | All | ~ | |
| Class Name: | General Inquiries | * | |
| Classes Held In District(s): | All | × | |
| Start Date Within Next | All | Month(s) | |
| Instructor: | All | * | |
| Certification Associated With Class: | AI | × | |
| Classroom Location: | Al | • | |
| Enrollment Status: | Al | ¥ | |

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.

| fo view details or enroll in any of the classes in the list below, click its "Class Name" link. 16 proceed otherwise, choose a manu Rem above. To rotewin to the "Search for Class" screen please click the "Back" button. | | | | | |
|--|----------|-------------------|---------------|--------|--|
| Search Result | | | | | |
| Name | District | Date(s) | Time | Status | Location |
| General Inquiries | 8 | 10/4/10-10/5/10 | 9:00AM-4:00PM | OPEN | Haywood County Sheriff's Office |
| General Inquiries | 4 | 10/4/10-10/5/10 | 9:00AM-5:00PM | OPEN | Jordan Lake/Apex |
| General Inquiries | 3 | 10/4/10-10/5/10 | 9:30AM-4:00PM | OPEN | HOKE COUNTY SHERIFF'S OFFICE TRAINI ROOM |
| General Inquiries | 1 | 10/11/10-10/12/10 | 9:00AM-4:00PM | OPEN | Jacksonville Police Department |
| General Inquiries | 3 | 10/11/10-10/12/10 | 9:00AM-4:00PM | OPEN | RICHMOND COMMUNITY COLLEGE COLE AUDITORIUM |
| General Inquines | 4 | 10/12/10-10/13/10 | 9:00AM-5:00PM | FULL | LOUISBURG TRAINING FACILITY |
| General Inquiries | 4 | 10/18/10-10/19/10 | 9:00AM-5:00PM | OPEN | Roxboro PD |
| General Inquiries | 1 | 10/20/10-10/21/10 | 9:00AM-4:00PM | FULL | Onslow Emergency Operations Center |
| General Inquiries | в | 10/20/10-10/21/10 | 9:00AM-4:00PM | OPEN | NCJA-WEST CAMPUS |
| General Inquiries | 5 | 10/25/10-10/26/10 | 9:00AM-4:00PM | OPEN | Public Safety Training Facility |
| General Inquiries | 4 | 11/1/10-11/2/10 | 9:00AM-4:00PM | OPEN | Jordan Lake/Apex |
| General Inquiries | 6 | 11/1/10-11/2/10 | 9:00AM-4:00PM | OPEN | Gastonia City PD Community Room |
| General Inquiries | 7 | 11/15/10-11/16/10 | 9:00AM-4:00PM | FULL | Hickory Police Department |
| General Inquiries | 4 | 11/15/10-11/16/10 | 9:00AM-5:00PM | OPEN | Roxboro PD |
| General Inquiries | 2 | 11/15/10-11/16/10 | 9:00AM-4:00PM | OPEN | Martin Community College |
| General Inquiries | 6 | 11/15/10-11/16/10 | 9:00AM-4:00PM | OPEN | Charlotte-Mecklenburg Police Dept Train Academy |
| General Inquiries | 8 | 12/1/10-12/2/10 | 9:00AM-4:00PM | OPEN | Haywood County Sheriff's Office |
| General Inquiries | 1 | 12/13/10-12/14/10 | 9:00AM-4:00PM | OPEN | Onslow Emergency Operations Center |
| General Induiries | 8 | 12/13/10-12/14/10 | 9:00AM+4:00PM | OPEN | NCJA-WEST CAMPUS |

Figure 3-4 – Available Classes

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

- □ This screen also allows for the "<u>TAC signed on as the new user</u>" to select a class for the new user to be enrolled into. The TAC will find it necessary to enroll the student into <u>each</u> 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.

| File Courses Tests Classes Reports Options Links Help | | | | |
|---|--|--|--|--|
| To enroll in this dass please dick the "Enroll" button below, Or to return to the "Search Results" screen please dick the "Back" button, Or to proceed otherwise, choose a menu item above. | | | | |
| Class Details: | | | | |
| Name: | General Inquiries | | | |
| ID: | 2010-06-1101JD | | | |
| District: | 6 | | | |
| Date(s): | 11/1/10-11/2/10 | | | |
| Time: | 9:00AM-4:00PM | | | |
| Credits: | 12 | | | |
| Instructor: | JESSICA DUKETTE | | | |
| Location: | Gastonia City PD Community Room 200 East Long Ave Community Room Gastonia NC 20054 | | | |
| Classroom Desc: | From I-85 South bound from Charlotte take exit 19 E Gastonia/Ozark at the top of the ramp turn right traveling west on Ozark Ave. Travel approx 1 mile. The street name will change to Long Ave. Cross Broad St and the RR tracks the PD is the first building on the right. Fark in the lot to the right of the Police Department | | | |
| ADA: | Yes | | | |
| Number Of Students Enrolled Already: | 20 | | | |
| Open Seats: | 35 | | | |
| Description: | Intended audience: This module is the minimum certification level required for accessing any DCIN device, including mobile devices (MDTs), wireless devices, and in-house devices using Omnixys software. This instruction provides an overview of the information available through the SBI DCIN computer system, how the information is accessed, and the rules and regulations regarding its use and dissemination. | | | |
| Pre-requisites: | Operators attempting initial DCIN certification must be fingerprinted before class participation. Law enforcement officers certified though NC Criminal Justice Training and Standards Division or Sheriff's Training and Standards are exempt from fingerprinting. Students must complete the indoctrination prior to class attendance. A new operator has up to 120 days to operate the terminal under the direct supervision of a certified operator prior to attending DCIN Certification class. See the TAC manual section 6.3.1. | | | |
| Associated Certifications: | | | | |
| Miscellaneous: | Each agency is responsible for providing an updated copy of the module 1 manual found in LINKS. | | | |

Figure 3-5 – Detailed Class Description

- **D** This description will display the following information:
 - o Class Name
 - o Class ID Number
 - District the class is being held
 - Dates of this class
 - Beginning and Ending time of the class
 - o Credit Hours
 - o Instructor's Name
 - o 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
 - o Description of the class including the intended audience
 - Pre-requisites
 - o 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. <u>Keep in mind you must be logged in as the user</u>.



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.

| User Name: EDW Agency: Hick | ARD CULLEN ory Police Dep | artment | | |
|--------------------------------------|------------------------------|---------|----------------|--|
| Certifications | Class Sched | | | |
| Certification | | Status | Expiration Dat | |
| Criminal Record Inquiries | | ACTIVE | 9/14/201 | |
| File Transactions | | ACTIVE | 9/14/201 | |
| General Inquiries | | ACTIVE | 9/14/201 | |
| Omnixx Force Browser Defa | ult Certification | ACTIVE | Non-expirin | |
| Omnixx Trainer Default Certification | | ACTIVE | Non-expiri | |
| | | | | |
| | | | | |
| | | | | |

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 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.

| With | draw Confirmation 🛛 🗙 |
|------|--|
| ? | Are you sure you want to withdraw from the class "General Inquiries"? |
| | Click the "Yes" button to withdraw. Click the "No" button to remain enrolled. Yes No |

Figure 3-9 – Withdraw Confirmation

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

Click OK to confirm the withdrawal.

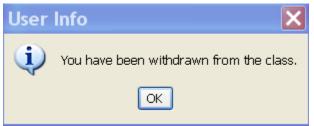


Figure 3-10 – Class Withdraw Acknowledgement

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 <u>not</u> 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**.

| | | On | nixx Console |
|---|---|--|--------------------------|
| Main Menu > Agencies > Subagencies > Devices | Agency: Subagency: User: Device: | NCDC0000 NC0180200 ECULLEN1918 - (EDWARD CULLEN) | Application: OT |
| Visers Select User | | | Omnixx Console Main Help |
| Add New User | Select an item fr | om the main menu on the left | |
| Modify User | | | |
| Reports | | | |
| User Summary User Certification Status | | | |
| User Certification Status User Test History | | | |
| Certifications | | | |
| Applications | | | |
| Host Switches | | | |
| Client-Switch Interfaces | | | |
| Trainer | | | |
| Courses and Tests | | | |
| Class Scheduling | | | |
| Reports | | | |
| | | | |
| 그는 집 가지 않는 것 같아. 것이 같아. | | | |
| | | | |
| | | | |
| | | | |

□ Next, click **Class Scheduling** and then click **Classes**.

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

| | Andalı | Om | nixx Cons |
|---|---|--|---------------|
| Main Menu Agencies Subagencies Devices v Users | Agency: Subagency: User: Device: | NCDC0000 NC0180200 ECULLEN1918 - (EDWARD CULLEN) | |
| Select User Add New User Modify User | Add a class, or se | elect a class and action and click NEXT | 61.3 |
| ✓ Reports User Summary User Certification Status User Test History Certifications Applications | Actions Manage class sc Done Classes | hedule | - |
| Host Switches Client-Switch Interfaces | ID | Name | Status |
| Trainer | O MODULE-2 | Criminal Records Inquiries | Active |
| Courses and Tests | O MODULE-3 | File Transactions | Active |
| Classes | ⊙ MODULE-1 | General Inquiries | Active |
| Reports | O MODULE-4 | Gun Permits | Active |
| | OLAI | Local Agency Instructor | Active |
| | O NICS-TRAININ | IG National Instant Check Background System Tri | aining Active |
| E: 212 0 | Help | Next Control of the second secon | |

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.

| administer alle | e sekrelska | de de | | Omnixx Console |
|---|--|--------------------------------------|-----------------------|---|
| Main Menu) Agencies) Subagencies) Devices — Users | Subagency: NC | DCI0000 0180200 ULLEN1918 - (E | DWARD CULLEN) | Application: OT |
| Select User Add New User | Schedule a new class, | or select a clas | s and an action, then | Manage Class Schedule en click NEXT |
| Modify User Reports User Summary User Certification Status User Test History Certifications Applications Host Switches Client-Switch Interfaces | Actions Enrol users into sche Withdraw user enroln Done | | | Show Cancelled Classes Show Completed Classes Show Open Classes Show Full Classes Chow Full Classes Class Start date" Rang - From To Apply Filter |
| Trainer Courses and Tests | Scheduled Classes | District | Dates | Status |
| Class Scheduling | ID © 2008-000457 | 3 | 10/06/08 - 10/07/08 | |
| Reports | 0 2008-00061 | 3 | 04/07/08 - 04/08/08 | 18 COMPLETED |
| | 0 2008-00073 | 3 | 06/09/08 - 06/10/08 | 18 COMPLETED |
| | 0 2008-00097 | 4 | 10/20/08 - 10/21/08 | I8 COMPLETED |
| | Hep | Next | | |

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

| in Menu > Agencies > Subagencies > Devices y Users | Subagency: NC01 | 210000 80200 Len1918 - | - (EDWARD CULLEN) | | Application: | OT | | |
|--|------------------|------------------------------|---------------------|-----------|--------------|----|--|--|
| Select User Add New User | O 2010-06-0920JD | 6 | 09/20/10 - 09/21/10 | OPEN | | | | |
| Modify User | O 2010-06-1101JD | 6 | 11/01/10 - 11/02/10 | OPEN | | | | |
| Reports User Summary | O 2010-06-1115JD | 6 | 11/15/10 - 11/16/10 | OPEN | | | | |
| User Certification Status User Test History | Q 2010-07-0111JM | 7 | 01/11/10 - 01/12/10 | COMPLETED | | | | |
| Certifications | O 2010-07-0322JM | 7 | 03/22/10 - 03/23/10 | COMPLETED | | | | |
| Applications Host Switches | O 2010-07-0517JM | 7 | 04/13/10 - 04/14/10 | COMPLETED | | | | |
| Client-Switch Interfaces | Q 2010-07-0712JM | 7 | 07/12/10 - 07/13/10 | COMPLETED | | | | |
| Trainer Courses and Tests | Q 2010-07-0913JM | 7 | 09/13/10 - 09/14/10 | COMPLETED | | | | |
| Class Scheduling | ⊙ 2010-07-1115JM | 7 | 11/15/10 - 11/16/10 | OPEN | _ | | | |
| Reports | O 2010-0726JD | 6 | 07/26/10 - 07/27/10 | COMPLETED | | | | |
| | Q 2010-08-0201PV | 8 | 02/01/10 - 02/02/10 | CANCELLED | | | | |
| | O 2010-08-0223PV | 8 | 02/23/10 - 02/24/10 | COMPLETED | | | | |

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.

| : NCDCI0000 ncy: NC0180200 ECULLEN1918 - (EDWARD CULLEN) | Application: OT | | |
|--|--|--|--|
| | | | |
| ECOLECUIATO - (EDIMARD COLECIA) | | | |
| | | | |
| | | | |
| | Select Subagency | | |
| subagency from the list and click OK | | | |
| | | | |
| and the second | | | |
| 00 - Hickory Police Department | | | |
| | | | |
| | | | |
| 10.00 St 10.00 | | | |
| | | | |
| | | | |
| ster: Users currently enrolled | | | |
| r of enrolled users: 28 | | | |
| r of open seats: 7 | | | |
| no Hickory Police Department students enrolled in this class | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| SL 02 Ro De | Subagency O200 - Hickory Police Department Roster: Users currently enrolled ber of enrolled users: 28 ber of open seats: 7 re no Hickory Police Department students enrolled in this class. | Subagency 0200 - Hickory Police Department Roster: Users currently enrolled ber of enrolled users: 28 ber of open seats: 7 | Subagency 0200 - Hickory Police Department Roster: Users currently enrolled ber of enrolled users: 28 ber of open seats: 7 |

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.

| ain Menu Agencies | Agency: NCDCIO Subagency: NC0180 | | | | Application: | OT | | |
|---|-------------------------------------|---------------|-----------|---------------------------|--------------|----|--|--|
| Subagencies | User: | | | | | | | |
| Devices | Device: | | | | | | | |
| Users | PCLARK4816 | CLARK | PATRICK | Hickory Police Department | 100000000 | | | |
| Select User Add New User | PCLARK4010 | LLARK | PATRICK | Hickory Police Department | NC0180200 | | | |
| Modify User | KCRAIG7269 | CRAIG | KIMBERLYN | Hickory Police Department | NC0180200 | | | |
| - Reports | MCRISP3876 | CRISP | MICHAEL | Hickory Police Department | NC0180200 | | | |
| User Summary | | CRIGE | MIGHALL | motory rolice deparation | 100100200 | | | |
| User Certification Status | BCROTTS5184 | CROTTS | BRANDON | Hickory Police Department | NC0180200 | | | |
| User Test History | DCRUMP9512 | CRUMP | DANNY | Hickory Police Department | NC0180200 | | | |
| Certifications | | | | | | | | |
| Applications | ECULLEN1918 | CULLEN | EDWARD | Hickory Police Department | NC0180200 | | | |
| Host Switches | BDAVIS9613 | DAVIS | BEATRICE | Hickory Police Department | NC0180200 | | | |
| Client-Switch Interfaces | | | | | | | | |
| Trainer | SDAVIS2844 | DAVIS | SHELLEY | Hickory Police Department | NC0180200 | | | |
| Courses and Tests | CDELOSSANTOS8580 | DE LOS SANTOS | CARLOS | Hickory Police Department | NC0180200 | | | |
| Class Scheduling Classes | | | 2111-121 | | | | | |
| Reports | PDEMAS1963 | DEMAS | PHILIP | Hickory Police Department | NC0180200 | | | |
| | LDINGESS4172 | DINGESS | LORI | Hickory Police Department | NC0180200 | | | |
| | JDUCKETT4700 | DUCKETT | JOSEPH | Hickory Police Department | NC0180200 | | | |
| | BEDWARDS4478 | EDWARDS | BRAD | Hickory Police Department | NC0180200 | | | |

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.

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|--|------------------------------|------------|---------------|---------------------------|--------------|--------------|----------|---------|--------------------|--|--------|
| Main Menu | | 100 | | | | | | | | 1. | |
| Agencies | Agency: | NCDCIO | | | | Application: | OT | | | | |
| Subagencies | Subagency: | NC0180 | 200 | | | | | | | | |
| Devices | User: | | | | | | | | | | |
| Vsers | Device: | | | | | | | | | | |
| Select User | | | | | | | | | | | 100 A |
| Add New User | The following | users were | e enrolled in | to the scheduled class: | | | | | | | |
| Modify User | | | | | | | | | | | |
| - Reports | and the second second second | | First Name | Subagency Name | Subagency ID | | | | | | |
| User Summary | ECULLEN1918 | | EDWARD | Hickory Police Department | | | | | | | |
| User Certification Status | SDAVIS2844 | DAVIS | SHELLEY | Hickory Police Department | NC0180200 | | | | | | |
| User Test History | | | | | | | | | | | |
| Certifications | | | | | | | | | | | |
| Applications | | | | | | | | | | | |
| Host Switches | | | | | | | | | | | |
| Client-Switch Interfaces | | | | | | | | | | | |
| Trainer | | | | | | | | | | | |
| Courses and Tests | | | | | | | | | | | |
| - Class Scheduling | | | | | | | | | | | |
| Classes | | | | | | | | | | | |
| Reports | | | | | | | | | | | |
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| | | | | | | | | | | | |
| 말했었다. 이는 영화 전에 가 있습니다. | | _ | | | | | | | | | |
| 아이는 것 같아요. 아이들에 생각하는 | ОК | | 11 21 28 | 5 | MEL | 0.0.21 005 | 1.16,81 | 12/5=1. | = 2 75 . Ji | al ora. | |

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

□ Step 7: Click OK.

| والمتحاج والمتحاج | Omnixx Console | |
|---|--|--|
| Main Menu Agencies Subagencies Devices Users | Agency: NCDCX0000 Application: OT Subagency: NC0180200 User: Device: | |
| Select User Add Hew User Modify User Reports User Summary User Certification Status User Test History | Select 3 subagency from the list and click OK Select Subagency N00180200 - Hickory Police Department | |
| Certifications Applications Host Switches Cleint-Switch Interfaces Trainer Courses and Tests Class Scheduling | Class Roster: Users currently enrolled Number of enrolled users: 30 Number of open seats: 5 Hickory Police Department enrolled users: | |
| Classes Reports | User ID First Name Last Name Subagency Name Subagency ID ECULLEN1918 EDWARD CULLEN Hickory Police Department NC0180200 SDAVIS2844 SHELLEY DAVIS Hickory Police Department NC0180200 Help Done Next | |

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**.

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|---|---|--------------------|-----------------------|----------------------|---|----|--|
| Main Menu Agencies Subagencies Devices Users | 1000 Contraction (1970) | DC10000 0180200 | | | Application: | OT | |
| Select User Add New User | Schedule a new class, | or select a clas | s and an action, then | click NEXT | Manage Class Schedule | 8 | |
| Modify User Reports User Summary User Certification Status User Test History Certifications Applications Host Switches Client-Switch Interfaces | Actions Enroll users into scher Wehraw user enrolln Done | | | ✓ sh ✓ sh ✓ sh | ow Cancelled Classes ow Completed Classes ow Open Classes ow Full Classes ass Start date" Rang - From Filter | То | |
| ▼ Trainer | Scheduled Classes | | | | | | |
| Courses and Tests | ID | District | Dates | Status | | | |
| Classes | 0 2008-000457 | 3 | 10/06/08 - 10/07/08 | COMPLETED | | | |
| Reports | 0 2008-00061 | 3 | 04/07/08 - 04/08/08 | COMPLETED | | | |
| | O 2008-00073 | 3 | 06/09/08 - 06/10/08 | COMPLETED | | | |
| | O 2008-00097 | 4 | 10/20/08 - 10/21/08 | COMPLETED | | | |
| | 100 m | | | | | | |

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.

| الألور ويتركز وتاسانهما | din izid | Omnix | x Con |
|---|--|---|--------|
| Main Menu Agencies Subagencies Devices Users | Agency: Subagency: User: Device: | NCDC/0000 NC0180200 | |
| Select User Add New User | Add a class, or set | ect a class and action and click NEXT | |
| Modify User Reports User Summary User Certification Status User Test History Certifications Applications Host Switches | Actions Manage class sch Done Classes | edule | |
| Client-Switch Interfaces | ID | Name | Status |
| ➡ Trainer | O MODULE-2 | Criminal Records Inquiries | Active |
| Courses and Tests | O MODULE-3 | File Transactions | Active |
| Classes Reports | MODULE-1 | General Inquiries | Active |
| Reports | O MODULE-4 | Gun Permits | Active |
| | OLAI | Local Agency Instructor | Active |
| | O NICS-TRAINING | National Instant Check Background System Training | Active |
| | Help | 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.

| te han a the street shakes | | | Omnixx Conso | le | | | | Alimin |
|--|---|---|--------------|--------------|----|--|--|--------|
| Main Menu Agencies Subagencies Devices Users | Agency: Subagency: User: Device: | NCDC0000 NC0180200 | | Application: | ОТ | | | |
| ✓ Users Select User Add New User Modify User ✓ Reports User Summary | Training Classes | complete. Click OK button to go to the main | screen | | | | | |
| User Certification Status User Test History Certifications Applications | | | | | | | | |
| Host Switches Client-Switch Interfaces Trainer Courses and Tests | | | | | | | | |
| ✓ Class Scheduling Classes Reports | | | | | | | | |
| | | | | | | | | |
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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 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**.

| per de la facta de la bien | | Om | ixx Console |
|---|---|---|--------------------------|
| Main Menu) Agencies) Subagencies) Devices | Agency: Subagency: User: Device: | NCDC10000 NC0180200 ECULLEN1918 - (EDWARD CULLEN) | Application: OT |
| Vsers Select User Add New User | Select an item fr | om the main menu on the left | Omnixx Console Main Help |
| Modify User | | | |
| Certifications Applications Host Switches | | | |
| Client-Switch Interfaces Trainer Courses and Tests | | | |
| Class Scheduling Classes Reports | | | |
| | | | |

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

| ald a fair and a little of | a probab | Om | nixx Con |
|--|---|--|--|
| Main Menu) Agencies) Subagencies) Devices — Users | Agency: Subagency: User: Device: | NCDC10000 NC0180200 ECULLEN1918 - (EDWARD CULLEN) | |
| Select User Add New User Modify User Reports User Summary User Certification Status | Add a class, or se Actions Manage class sci Done | elect a class and action and click NEXT | |
| User Test History Certifications Applications Host Switches Client-Switch Interfaces | Classes | liame | Status |
| Trainer Courses and Tests Classes Reports | O MODULE-2 O MODULE-3 O MODULE-1 O MODULE-4 O LAI O NICS-TRAININ | Criminal Records Inquiries File Transactions General Inquiries Gun Permits Local Agency Instructor G National Instant Check Background System Tra | Active Active Active Active Active |

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.

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|--|--|---|------------------------|-------------------------|---|
| lain Menu Agencies Subagencies Devices Users | and the second | DC10000 10180200 | | | Application: OT |
| Select User Add New User Modify User | Schedule a new class, | or select a clas | is and an action, then | click NEXT | Manage Class Schedule |
| Reports User Summary User Certification Status User Test History Certifications Applications Host Switches | Actions Enrol users into sche Withdraw user enrolf Done | 200 March 100 March 1 | | ✓ Sho ✓ Sho ✓ Sho | v Cancelled Classes v Completed Classes v Open Classes v Full Classes ss Start date" Rang - From To To |
| Client-Switch Interfaces | Scheduled Classes | | | | |
| Courses and Tests | D | District | Dates | Status | |
| Class Scheduling Classes | 2008-000457 | 3 | 10/06/08 - 10/07/08 | COMPLETED | |
| Reports | 0 2008-00061 | 3 | 04/07/08 - 04/08/08 | COMPLETED | |
| | 0 2008-00073 | 3 | 06/09/08 - 06/10/08 | COMPLETED | |
| | 0 2008-00097 | 4 | 10/20/08 - 10/21/08 | COMPLETED | |
| | | | | | |

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

| | | | Omnixx Conso | ble | |
|--|---|---------------------|--------------|--------------|----|
| lain Menu Agencies Subagencies Devices Users | Agency: NCDC00 Subagency: NC0180 User: Device: | | | Application: | то |
| Select User Add New User | O 2010-04-1005RB 4 | 10/04/10 - 10/05/10 | OPEN | | |
| Modify User | Q 2010-04-1012RB 4 | 10/12/10 - 10/13/10 | OPEN | | |
| Reports User Summary | O 2010-04-1019RB 4 | 10/18/10 - 10/19/10 | OPEN | | |
| User Certification Status User Test History | O 2010-04-1102RB 4 | 11/01/10 - 11/02/10 | OPEN | | |
| Certifications | O 2010-04-1116RB 4 | 11/15/10 - 11/16/10 | OPEN | | |
| Applications Host Switches | Q 2010-05-1025-CW 5 | 10/25/10 - 10/26/10 | OPEN | | |
| Client-Switch Interfaces | O 2010-06-0920JD 6 | 09/20/10 - 09/21/10 | OPEN | | |
| Trainer Courses and Tests | O 2010-06-1101JD 6 | 11/01/10 - 11/02/10 | OPEN | | |
| Class Scheduling | O 2010-06-1115JD 6 | 11/15/10 - 11/16/10 | OPEN | | |
| Classes Reports | ⊙ 2010-07-1115JM 7 | 11/15/10 - 11/16/10 | OPEN | | |
| | O 2010-08-1004PV 8 | 10/04/10 - 10/05/10 | OPEN | | |
| | O 2010-08-1020PV 8 | 10/20/10 - 10/21/10 | OPEN | | |
| | Q 5040 00 45040 / 8 | 10/01/10 10/00/00 | | | |

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.

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|---|---|-------------------------------------|-----------------|--|---------------------------|----|
| Main Menu) Agencies) Subagencies) Devices ↓ Users | The second second second second second | C10000 180200 | | | Application: | от |
| Select User Add Iew User Modify User Reports User Summary User Certification Status User Test History | Select students to withdr Class Roster: Users cu Number of enrolled u Number of users on 1 | irrently enrol Isers: 30 s: 5 | led | Withdrav uled class, then click NEXT. | v user enrollments | |
| Certifications Applications Host Switches | User ID | Last Name BRADSHAW | | Subagency Name Morganton Department of Public Safety | Subagency ID NC0120100 | |
| Client-Switch Interfaces Trainer | MLBYRD0630 JCARROLL1986 | | MAVIS JOSEPH | Alexander Correctional Institution | NC002015C | |
| Courses and Tests Class Scheduling | JCOSTNER0524 | | JASON | SOUTH MOUNTAIN STATE PARK | NC0120700 | |
| Reports | COULLEN1918 | | JAMES EDWARD | Morganton Department of Public Safety Hickory Police Department | NC0120100 NC0180200 | |
| | SDAVIS2844 | DAVIS | SHELLEY | Hickory Police Department | NC0180200 | |

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.

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|--|---------------|------------|-----------------------------------|-------------------|-------------------------|----------|--------|------------|--------------|--------|
| Main Menu Agency:) Agencies Aubagen) Subagencies User:) Devices Device: Users Device: Add Ilew User The follow | | 0200 | from the scheduled clas | 58: | Application: | OT | | | | |
| Modify User User I | Last Name | First Name | Subagency Name | Subagency ID | | | | | | |
| - Reports | 918 CULLEN | EDWARD | Hickory Police Department | NC0180200 | | | | | | |
| User Certification Status SDAVIS26 | 44 DAVIS | SHELLEY | Hickory Police Department | | | | | | | |
| User Test History | | | | | | | | | | |
| Certifications | | | | | | | | | | |
| Applications | | | | | | | | | | |
| Host Switches | | | | | | | | | | |
| Client-Switch Interfaces | | | | | | | | | | |
| Trainer | | | | | | | | | | |
| Courses and Tests | | | | | | | | | | |
| - Class Scheduling | | | | | | | | | | |
| Classes | | | | | | | | | | |
| Reports | | | | | | | | | | |
| 승규가 집을 통해 가지 않는 것이 많이 많다. | | | | | | | | | | |
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3-23 – Omnixx Console – Trainer /Class Scheduling – Withdrawal Class Roster Final

□ Step 7: Click **OK**.

| addine (fallation and the | a directable | - C | ter etter | Or | nnixx Console |
|--|--|--------------------|------------------------|------------|--|
| Main Menu Agencies Subagencies Devices Users | The state of the second second second | DCI0000 0180200 | | | Application: OT |
| Select User Add New User Modify User Reports | Schedule a new class, | or select a | a class and an action, | then click | |
| User Summary User Certification Status User Test History Certifications | Enroll users into scher Withdraw user enrolle Done | | 3 | | Show Cancelled Classes Show Completed Classes V Show Open Classes |
| Applications Host Switches Client-Switch Interfaces | | 97 - 1 11 - 1 | | | Show Full Classes Class Start date" Rang - From To Apply Filter |
| ➡ Trainer | Scheduled Classes | | | | 이는 데이터 있는 것 같은 것 같은 것 같이 있다. 이런 것은 것 같은 것 같은 것 같은 것 같이 있다. 이런 것 같은 것 같은 것 같은 것 같이 있다. 이런 것 같은 것 같은 것 같은 것 같이 있 |
| Courses and Tests | ID | District | Dates | Status | e versioner stadio de la completar estar stadio de la completar de la completar de la completar de la completa |
| Class Scheduling Classes | O 2010-01-1213-JC | 1 | 12/13/10 - 12/14/10 | OPEN | 이상 다는 그들은 것이 잘 다 생각하는 것이 없어? 잘 다 가지 않는 |
| Reports | O 2010-02-11150C | 2 | 11/15/10 - 11/16/10 | OPEN | 승규는 지난 것 같아요. 이 것 같아요. 이 것 같아요. 한 것 같아요. 같아요. |
| | O 2010-03-1011JW | 3 | 10/11/10 - 10/12/10 | OPEN | a second the second |
| 영 김 씨가 잘 못 다 봐. | O 2010-04-1005RB | 4 | 10/04/10 - 10/05/10 | OPEN | |
| - determinente and the second | ~ | | renerve vienene | 1222200 | |
| | Help | Next | | | |

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

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

| Agencies | Agency: | NCDCI0000 | Ap | plication: OT | | | |
|---|--|--|----------------------------|---------------|---------|----------|--|
| Subagencies | Subagency: | NC0180200 | | | | | |
| Devices | User: | | | | | | |
| Users | Device: | | | | | | |
| Select User Add New User | Add a class, or set | lect a class and action and click NEXT | Training | Classes | - 18- E | den e de | |
| Modify User | Actions | | | | | | |
| ✓ Reports User Summary User Certification Status | Manage class sch Done | edule | | | | | |
| | | | | | | | |
| User Test History | 14200 | | | | | | |
| Certifications | | | | | | | |
| Certifications Applications | Classes | | | | | | |
| Certifications Applications Host Switches | Classes | Name | Status | | | | |
| Certifications Applications Host Switches Client-Switch Interfaces Trainer | | Name Criminal Records Inquiries | Status Active | | | | |
| Certifications Applications Host Switches Client-Switch Interfaces Trainer Courses and Tests | ID | | | | | | |
| Certifications Applications Host Switches Cleint-Switch Interfaces Trainer Courses and Tests Clauses Scheduling Classes | ID MODULE-2 | Criminal Records Inquiries | Active | | | | |
| Certifications Applications Host Switches Client-Switch Interfaces Trainer ▶ Courses and Tests ❤ Class Scheduling | ID MODULE-2 MODULE-3 | Criminal Records Inquiries File Transactions | Active Active | | | | |
| Certifications Applications Host Switches Cleint-Switch Interfaces Trainer Courses and Tests Class Scheduling Classes | ID MODULE-2 MODULE-3 MODULE-1 | Criminal Records Inquiries File Transactions General Inquiries | Active Active Active | | | | |

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**.

| bilden bister alle e | 0 | mnixx Console | malada di sha bili a sanat |
|--|---|-----------------|----------------------------|
| Main Menu Agencies Subagencies Devices Users | Agency: NCDCl0000 Subagency: NC0180200 User: Device: | Application: 0T | |
| Select User Add New User Modify User Reports User Summary | Training Classes complete. Click OK button to go to the main scre | en | |
| User Certification Status User Test History Certifications Applications | | | |
| Host Switches Client-Switch Interfaces Trainer Courses and Tests | | | |
| ✓ Class Scheduling Classes Reports | | | |
| | ОК | | |

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

□ Step 12: Click **OK**.

4

Using OmnixxTM Trainer

Welcome to $Omnixx^{TM}$ 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 TM 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.

| Certifications | Class Sched | ula | |
|-----------------------------|-------------------|--------|---------------------------------|
| Certification | Class Scheu | Status | Expiration Date |
| Criminal Record Inquiries | | TEST | 10/8/2010 Expires in 19 days |
| File Transactions | | TEST | 10/8/2010 Expires in 19 days |
| General Inquiries | | TEST | 10/8/2010 Expires in 19 days |
| Omnixx Force Browser Defa | ult Certification | ACTIVE | Non-expiring |
| Omnixx Trainer Default Cert | ification | ACTIVE | Non-expiring |

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.

| e Courses Tests Classes Reports Options Links Help | | |
|---|----------------------------|-----------------------------|
| get start Criminal Record Inquiries i click any File Transactions om the CERTIFICATIONS tab below, click the General Inquiries view and manage your scheduled class | sroom training activities. | |
| ser Name: EDWARD CULLEN gency: Hickory Police Department Certifications Class Schedule | | |
| ertification | Status | Expiration D |
| riminal Record Inquiries | TEST | 10/8/20 Expires in 19 d. |
| le Transactions | TEST | 10/8/20 Expires in 19 d |
| eneral Inquiries | TEST | 10/8/20 Expires in 19 d |
| mnixx Force Browser Default Certification | ACTIVE | Non-expir |
| mnixx Trainer Default Certification | ACTIVE | Non-expir |
| | | |

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.

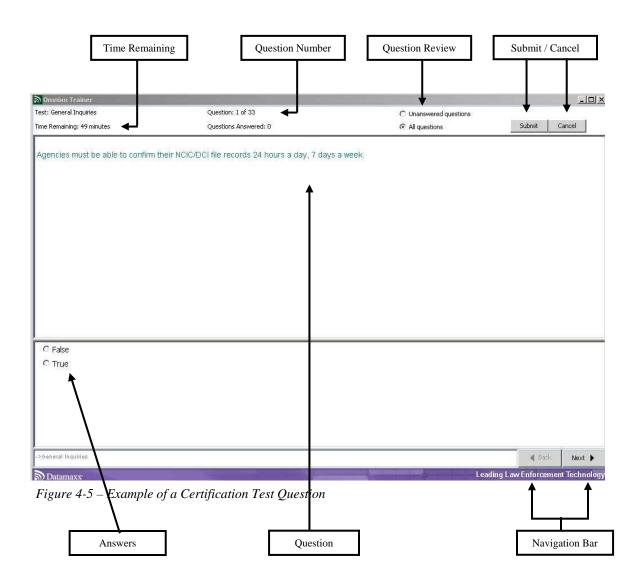
| User: EDWARD CULLEN Contribution Test: General Inquiries Whom to your confidence that Whom to your confidence that Whom you complete this test, you MVIST print the results page and provide it to your TAC. Whom you complete this test, you MVIST print the results page and provide it to your TAC. Whom you complete this test, you MVIST print the results page and provide it to your TAC. Tou may dick CARCLE to cancel the "Next" button to advance to the next question. You will have 50 minutes to answer 33 questions. You will have 50 minutes to answer 33 questions. You will have 50 minutes to answer 34 questions. You will have 50 minutes to answer 34 questions. You may dick Card answering 10 the "Next" button to advance to the next question. You may dick and "Next" buttons to any advance to the next question. You may skip a duestion will result in the upper right comer to control what types of questions you can view. Isse the "Back" and "Next" buttons to any question at any time in case you want to change an answer. You you are finished answering all of the questions, dick the "Submit" button in the top right comer to submit your test for grading. You our out of time, the test will automatically be submitted for grading when the test time limit expires. SOOD LUCKIIII | Omnixx Trainer | | | |
|---|---|--|------------|------------|
| Certification Test: General Inquiries Welcome to your certification test and Natempts to take a certification test and logged and are available for review by your agency TAC. You must be authorized by your TAC before proceeding with this test: You may click CANCEL to cancel this process before you begin the test. Taking a test without your TAC's authorization will result in the volding of your score and possible revocation of your certification! You may click CANCEL to cancel this process before you begin the test. Taking a test without your TAC's authorization will result in the volding of your score and possible revocation of your certification! You will have 50 minutes to answer 33 questions. You may skip a question without answering it by just clicking the "Next" button. You set "Unanswerd questions" and "All questions" buttons in the upper right corner to control what types of questions you can view. Yose the "Stack" and "Next" buttons to navigate to any question at any time in case you want to change an answer. When you are finished answering all of the questions in the upper right corner to control what types of questions you can view. Yose the "Stack" and "Next" buttons to navigate to any question at any time in case you want to shange an answer. When you are finished answering all of the questions, when the test time limit expires. 300D LUCKIIII | Please read the instructions below and then click the "Start Test" button when you are ready Or click the "Cancel" button to exit this screen. | to begin, | | |
| Welcome to your certification test will attempts to take a certification test are logged and are available for review by your agency TAC. (our must be authorized by your TAC before proceeding with this test. When you complete this test, you MUST print the results page and provide it to your TAC. Tou may click CANCEL to cancel this process before you begin the test. Taking a test without your TAC's authorization will result in the voiding of your score and possible revocation of your certification! Tou will have 50 minutes to answer 33 questions. When you can yelestion will result in the voiding of your score and possible revocation of your certification! Tou will have 50 minutes to answer 33 questions. When you are question without answering it by just clicking the "Next" button. Jose the "Unanswered questions" and "All questions" buttons in the upper right corner to control what types of questions you can view. Jose the "Such" and "Next" buttons to availabe to any question at any time in case you want to change an answer. When you are finished answering all of the questions, click the "Submit" button in the top right corner to submit your test for grading. Fyou run out of time, the test will automatically be submitted for grading when the test time limit expires. 3000D LUCKIII! | User: EDWARD CULLEN | | | |
| | You must be authorized by your TAC before proceeding with this test. When you complete this test, you MUST print the results page and provide it to your TAC. You may cick CANCEL to cancel this process before you begin the test. Taking a test without your TAC's authorization will result in the voiding of your score and poss You will have 50 minutes to answer 33 questions. After providing an answer, dick the "Next" button to advance to the next question. You may skip a question without answering it by just clicking the "Next" button. Use the "back" and "Next" buttons to navigate to any question at any time in case you want When you are finished answering all of the questions, click the "Submit" button in the top right | sible revocation of your certification! trol what types of questions you can view. to change an answer. t corner to submit your test for grading. | | |
| >General Inquiries | | | | |
| | ->General Inquiries | | Cancel | Start Test |

Figure 4-4 – Testing Instructions

Start

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:
 - o Test Name
 - Time Remaining
 - Question Number and Total Number of Questions
 - o Total Number of Questions that Have Been Answered
 - o Submit / Cancel buttons
 - o Test Question
 - o Possible Answers
 - o Navigation Bar



- □ 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

🖣 Back

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.

Next 🕨

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 <u>all</u> 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.

| Dmnixx Trainer | | | | _ 8 > |
|---|--|---|----------------|--------------------|
| Test: General Inquiries Time Remaining: 40 minutes | Question: 33 of 33 Questions Answered: 32 | O Unanswered questions O All questions | Subm | nit Cancel |
| The test question will | appear in this section. | | 1 | |
| © False O True | | | | |
| Certification Tests->General 1 | inquiries | | • | Back Next 📡 |
| Datamaxx' | | Le | ading Law Enfo | rcement Technology |

Figure 4-6 – Last Test Question

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

| You are about to submit all of your answers | | | | | |
|---|--|--|--|--|--|
| for the entire certification test, and then | | | | | |
| exit the test completely. | | | | | |
| You have not answered 2 questions. | | | | | |
| You have 24 minutes left to complete the | | | | | |
| test. | | | | | |
| Is this what you want to do? | | | | | |
| No Yes Return to Test Submit Test | | | | | |

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:

| D | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| You are about to submit all of your answers | | | | | | | | |
| for the entire certification test, and then exit the test completely. | | | | | | | | |
| You have 19 minutes left to complete the | | | | | | | | |
| test. | | | | | | | | |
| Is this what you want to do? | | | | | | | | |
| | | | | | | | | |
| No Yes Return to Test Submit Test | | | | | | | | |
| | | | | | | | | |

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.

| DunixxTrainer |
|---|
| Time is up. Test will now be submitted for grading. |
| ок |

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 |

| TOTAL CORRECT | TOTAL INCORRECT | TOTAL QUESTIONS | Percentage Correct 100% | | | | |
|---|--|-----------------------------|-------------------------|--|--|--|--|
| 1 | 0 | 1 | | | | | |
| GORY: Message Tra | nsactions | | | | | | |
| TOTAL CORRECT | TOTAL INCORRECT | TOTAL QUESTIONS | Percentage Correct 100% | | | | |
| 1 | 0 | 1 | | | | | |
| GORY: Violent Gang | & Terrorist Organization | | | | | | |
| TOTAL CORRECT | TOTAL INCORRECT | TOTAL QUESTIONS | Percentage Correct 100% | | | | |
| 1 | 0 | 1 | | | | | |
| | | | | | | | |
| GORY: Hazardous M | aterial File | | | | | | |
| GORY: Hazardous M TOTAL CORRECT | aterial File TOTAL INCORRECT | TOTAL QUESTIONS | Percentage Correct 100% | | | | |
| TOTAL | TOTAL | | Percentage Correct 100% | | | | |
| TOTAL CORRECT | TOTAL INCORRECT 0 | QUESTIONS | Percentage Correct 100% | | | | |
| TOTAL CORRECT 1 | TOTAL INCORRECT 0 | QUESTIONS | Percentage Correct 100% | | | | |
| TOTAL CORRECT 1 cation Test Results: TOTAL | TOTAL INCORRECT 0 PASS TOTAL | QUESTIONS 1 TOTAL | | | | | |
| TOTAL CORRECT 1 cation Test Results: TOTAL CORRECT 33 | TOTAL INCORRECT 0 PASS TOTAL INCORRECT | QUESTIONS 1 TOTAL QUESTIONS | | | | | |
| TOTAL CORRECT 1 cation Test Results: TOTAL CORRECT 33 | TOTAL INCORRECT 0 PASS TOTAL INCORRECT 0 | QUESTIONS 1 TOTAL QUESTIONS | | | | | |

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 C | redits : | 12 |

Figure 4-11 – Enrollment Summary

Exiting Trainer

To exit Ominxx Trainer:

The user should click $\underline{File} - \underline{Exit}$ 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.

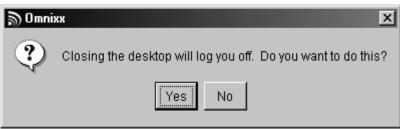


Figure 4-13 – Omnixx Logoff Confirmation