Datamaxx

Omni*xx*® Force
User Manual
Version 2.2

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APPLIED TECHNOLOGIES

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Version	Date	Notes
Version 1.0	02/09/2018	Initial draft
Version 1.0	05/29/2018	Initial release
Version 1.1	09/26/2018	Added Workspaces, unattended printing and automatic print functionality.
Version 1.2	12/20/2019	Added info on "Use Workspace" and "Session ORI" user options.
Version 1.3	02/25/2020	Updated functionality
Version 1.3a	05/19/2020	Updated forward mail function
Version 1.4	09/30/2020	Added new functionality (i.e., Reports tab, Custom Reports)
Version 1.5	05/13/2021	History was added to the side menu.
Version 2.0	01/21/2022	Updates based on version 8.0.3. Shortcut key function added in Favorite Forms section. Print button added to the History Find Results screen.
Version 2.1	09/19/2022	Updates based on version 8.0.6.4. Added a Close All Forms function in the workspace environment. Allow users to save a workspace with no open forms. Added a Master View (ability to filter by source) and Show Sources function to the Inbox. Added Sent messages functionality.
Version 2.2	04/28/2023	Update based on version 8.0.9.2. Increased the number of Workspaces Users can save from 5 to 10. Includes the Session Ticket as part of the Logon History Report. Includes the deleted user function on the User Maintenance Report.

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1.0   Introduction to Omnixx Force

Welcome to the new Omnixx®[1] Force client! Demands in the new world of law enforcement, criminal justice and public safety require instant access to state, local and national information. Instant access to critical information is essential for a rapid, effective response.

Datamaxx solutions operate on a variety of hardware and platforms, and are designed specifically to meet the mission-critical needs of criminal justice professionals. Users can access, query, and collect data – all within a secured environment – using Omnixx Force, a solution that complies with current FBI CJIS security and encryption standards. And best of all, Omnixx Force works on any device!

Data Sources accessible from Omnixx Force include:

- The National Crime Information Center (NCIC)
- The International Justice and Public Safety Network (Nlets)
- State and Local Hot Files
- Wanted Persons
- Missing Persons
- Stolen Vehicles
- Stolen Articles
- Stolen & Recovered Guns
- Stolen Boats
- Driver's Licenses
- Vehicle Registrations
- Corrections
- Jail Management Systems
- Probation and Parole
- Juvenile Justice
- Courts
- Clerk of Courts
- Prosecutors and Public Defenders
- And more …

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[1] "Omnixx" is a registered trademark of Datamaxx Technologies, Inc. All rights reserved.

1.1   Omni*xx* Force Features

Omni*xx* Force is HTML5-based and can run on Windows, iOS, and Android devices using a modern browser that supports the HTML5 standard. Omni*xx* Force is a zero-footprint Java-free application that provides access to law enforcement networks and databases such as Nlets, FBI NCIC, and state data sources. It also has automatic updates and is supported 24x7, 365 days a year. Omni*xx* Force allows end-users to send and receive transactions over dedicated law enforcement networks and is the most robust CJIS full-functioning client available. Due to its mission critical information, Omni*xx* Force provides a high level of dependability without extensive maintenance.

While it is possible to run Omni*xx* Force on several different platforms, the scope of this manual will focus solely on the Windows® operating system.

1.2   Opening Omni*xx* Force

To start the Omni*xx* Force application, you must first access the Omni*xx* Force Login screen. In order to do this, open your web browser located on your device and type the URL (web address) into the browser's Address bar. If you do not have the URL, contact your system administrator.
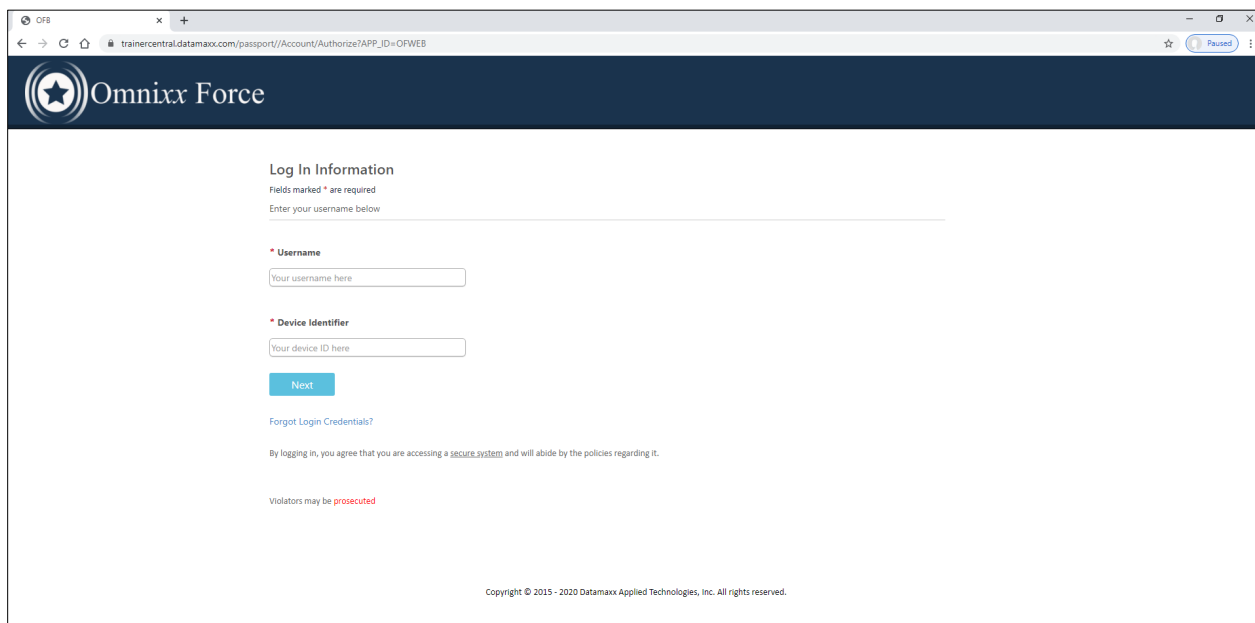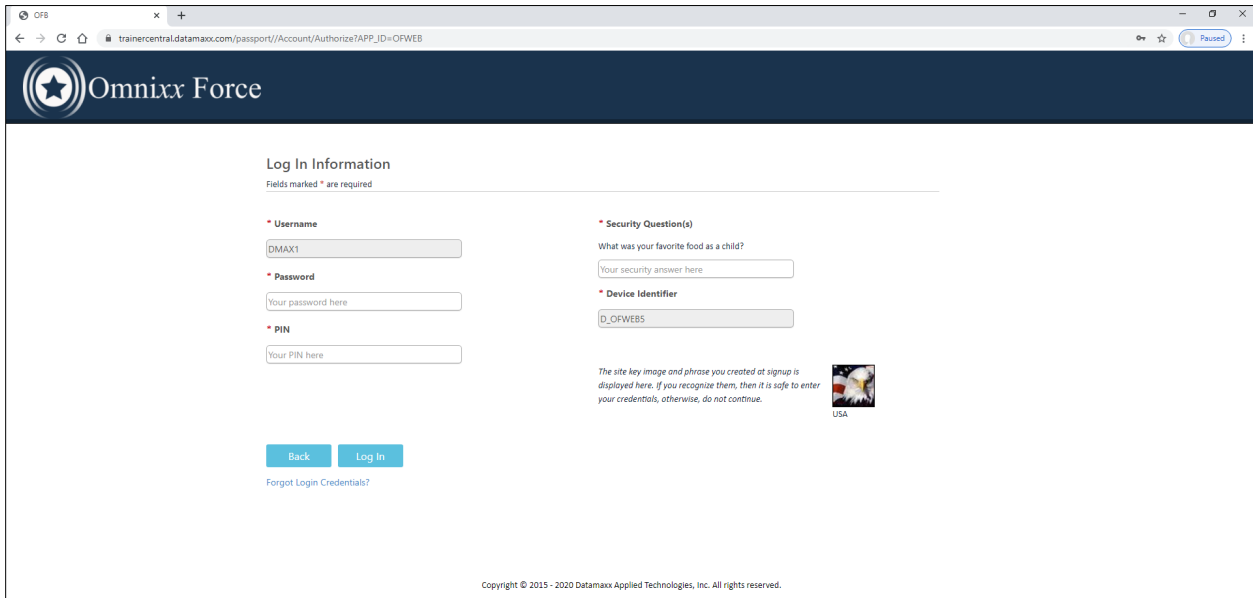

Figure 1.2.1 Omni*xx* Force Log In Screen

On the Omni*xx* Force Login screen, the user is prompted to enter his/her User ID and the device identifier. After all the information is entered correctly, select the **Next** button to begin the logon process.

Note: Omni*xx* terminates *automatically* if the user's unsuccessful login attempts exceed the number of login attempts specified by the system administrator.

Selecting the **Next** button displays the Omni*xx* Force Log In Security screen. The security credentials were previously defined in your Security Profile and saved in the Omni*xx* system database during your initial login to Omni*xx*.

Figure 1.2.2 Omnixx Force Log In Security Screen

Once you have entered the information correctly, selecting the **Log In** button displays the Logon Accepted message. This message *automatically* fades from the Omni*xx* Force User Interface without user intervention.

The Omnixx Force User Interface is displayed upon proper logon providing transaction forms the user is authorized to access, transaction counts, Profile information, user certifications, system notices and alerts, and the version number of the Omnixx Force software you are currently running. Your menu options may vary depending on your access authorization.
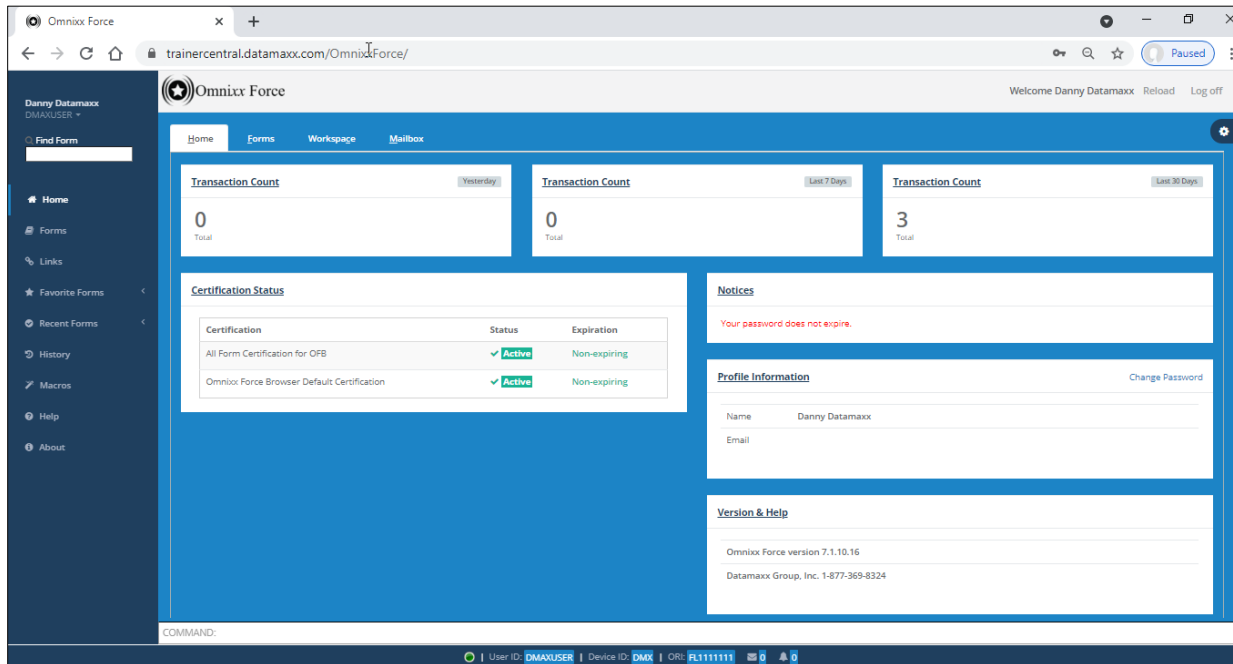

Figure 1.2.3 Omnixx Force User Interface

1.3   Closing Omnixx Force

Two (2) methods are provided for exiting Omnixx Force: the **Log Off** option located at the right-side of the Title bar and a second option in the User menu.

Figure 1.3.1 Title Bar Log Off Option

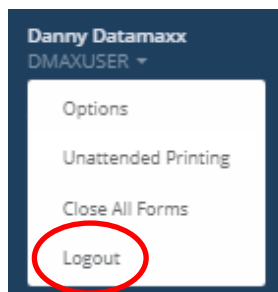The **Logout** option in the User menu is located at the top left side of the Side Menu.

Figure 1.3.2 User Menu Logoff Option

By selecting one of the logout options, the Omnixx Force Log In screen is displayed *closing* the current Omnixx Force session.

2.0   Getting Familiar with the Omni*xx* Force User Interface

There are several elements of the Omni*xx* Force User Interface that you should be familiar with before using Omni*xx* Force. These elements include **Title bar**, **Tabs**, **Side Menu**, **Display Area**, **Command Line**, and **Status bar**. The following chapter describes all six (6) of these components and their functions.

2.1   Elements of the Omni*xx* Force User Interface

The Elements of the Omni*xx* Force User Interface are shown in the figure below. These elements are listed and described in the subsections below.
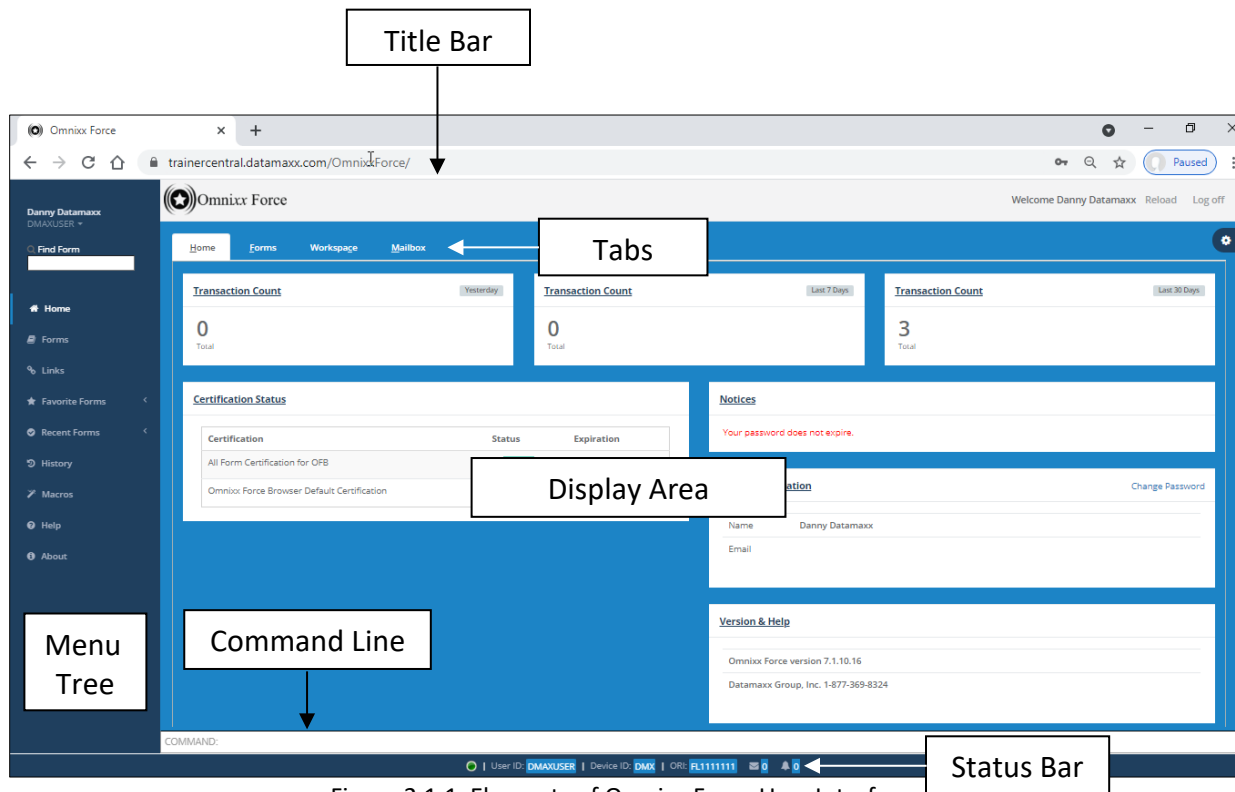

Figure 2.1.1 Elements of Omni*xx* Force User Interface

2.1.1   Title Bar

The Omni*xx* Force User Interface has the application **Title** at the top center of the screen.

Figure 2.1.1.1 Omni*xx* Force Title Bar

2.1.2   Tabs

The Omni*xx* Force **Tabs**, located under the Title bar, consists of four (4) items: *Home*, *Forms*, *Workspace*, and *Mailbox*. Each item is discussed in the following subsections.

Figure 2.1.2.1 Omni*xx* Force Tabs

2.1.2.1   Home

Omni*xx* Force Home screen is the first screen on the User Interface. It displays the user's name and certifications, user profile, and the version of Omni*xx* Force currently running.

Omni*xx* Force also provides the user with the transaction forms he/she is authorized to access, transaction counts, system notices and alerts.
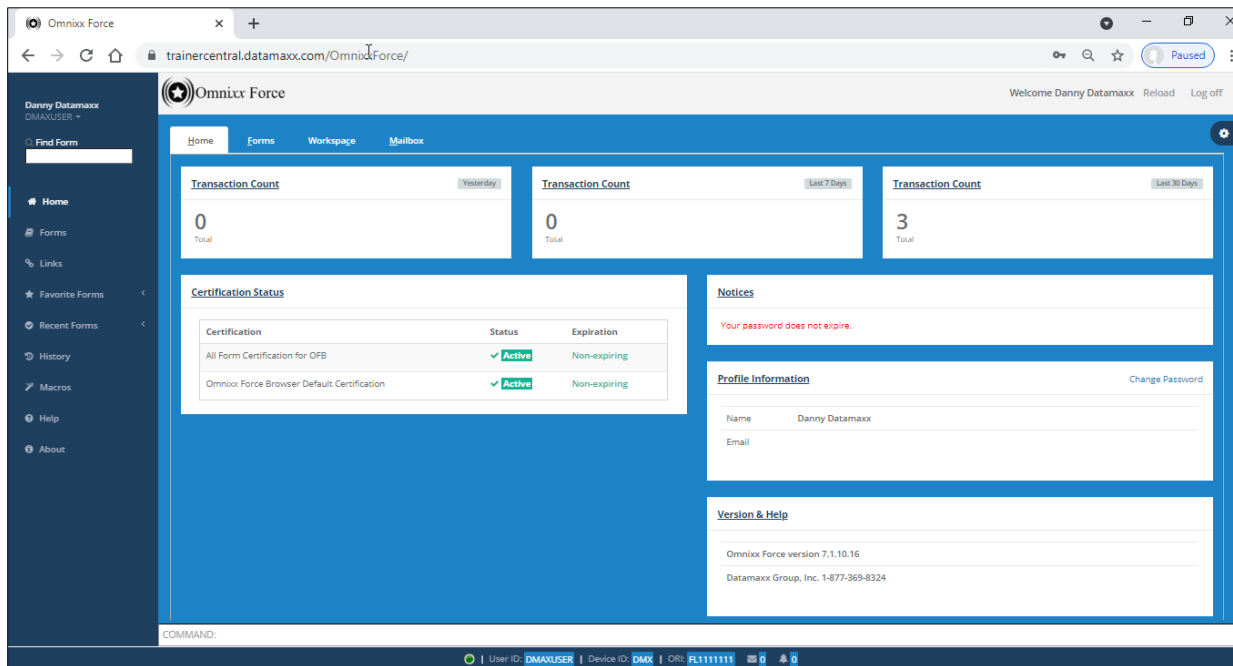

Figure 2.1.2.1.1 Omni*xx* Force Home Screen

2.1.2.2   Forms

The Omni*xx* Force Forms screen displays the transaction forms the user is authorized to run.

Figure 2.1.2.2.1 Omni*xx* Force Forms Screen

Selecting a form type from the list displays the transaction forms associated with a particular type.
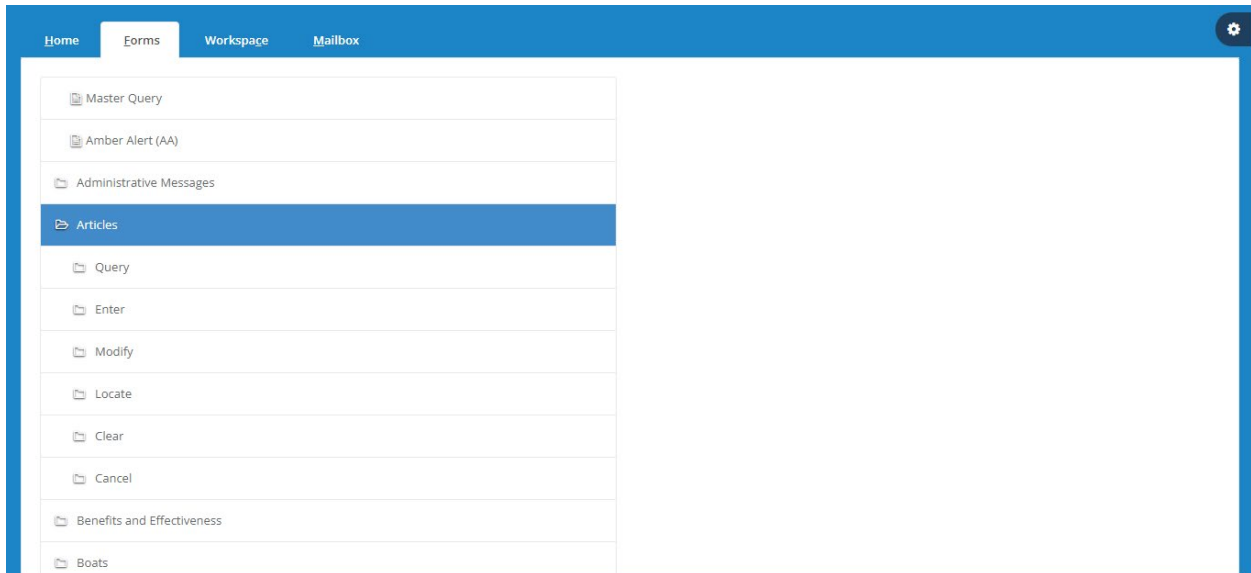

Figure 2.1.2.2.2 Display Transaction Forms

Selecting a transaction form from the form type list displays the Form Details to the right of the transaction forms list.
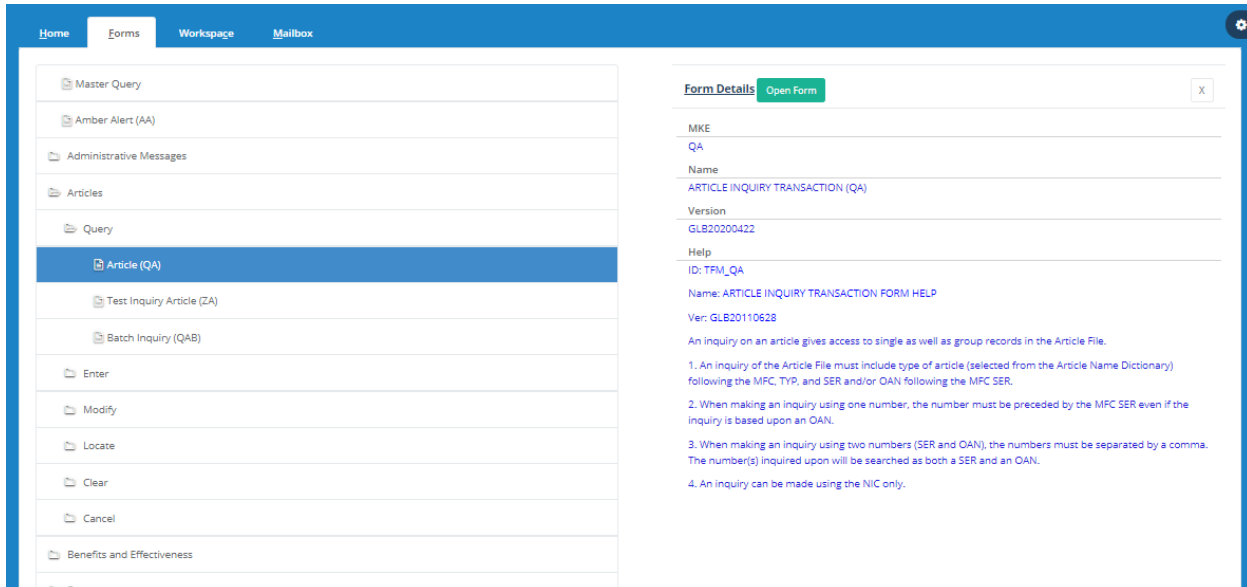

Figure 2.1.2.2.3 Display Form Details

Select the **Open Form** button to display the transaction form allowing the user to enter the data used in query transmission. The transaction form opens in your Workspace. If multiple transaction forms are stored in your Workspace, the selected form will display at the front. (For more information regarding Workspaces, please reference Section 2.1.2.3 – *Workspaces*.)
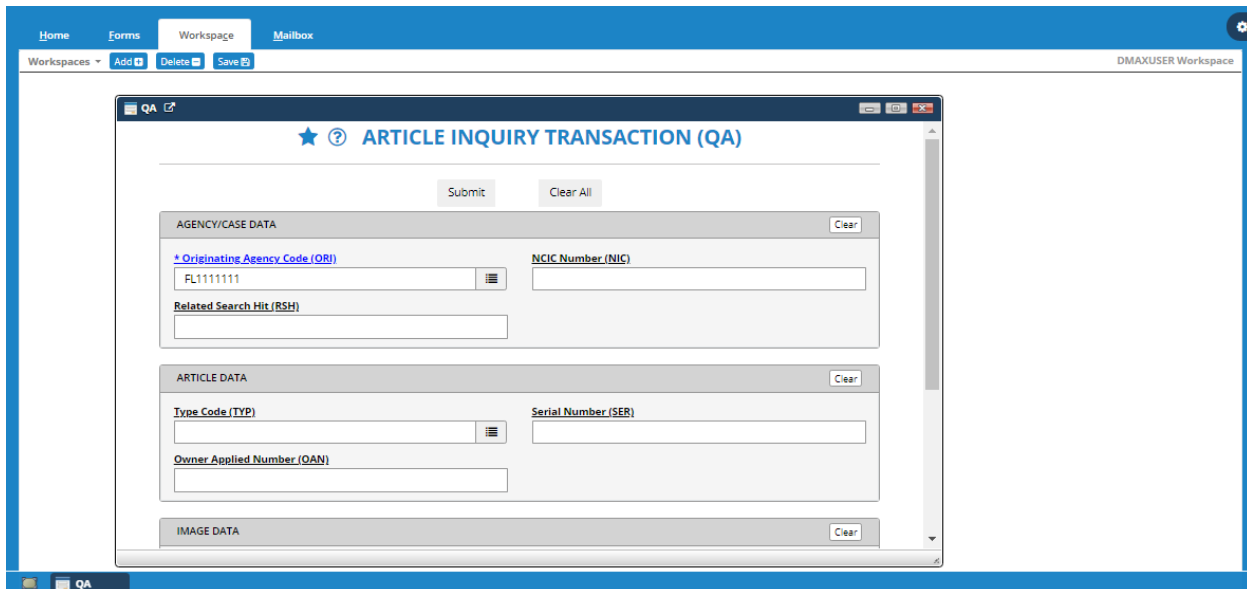

Figure 2.1.2.2.4 Open Transaction Form

Placing the cursor in a form field displays the right-click menu as shown in the figure below. These options allow the user to cut, copy, paste, insert data string and display field help.
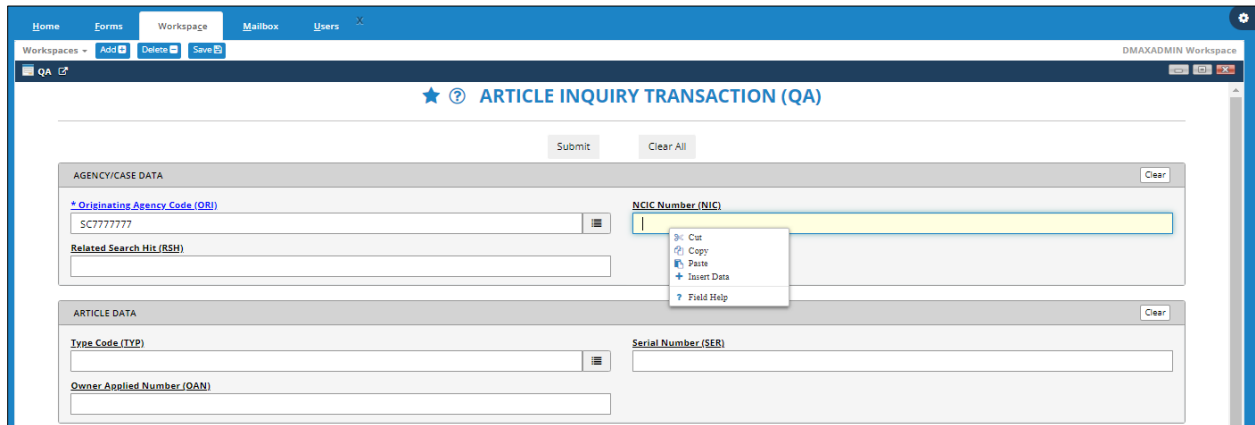

Figure 2.1.2.2.5 Forms Right-Click Menu

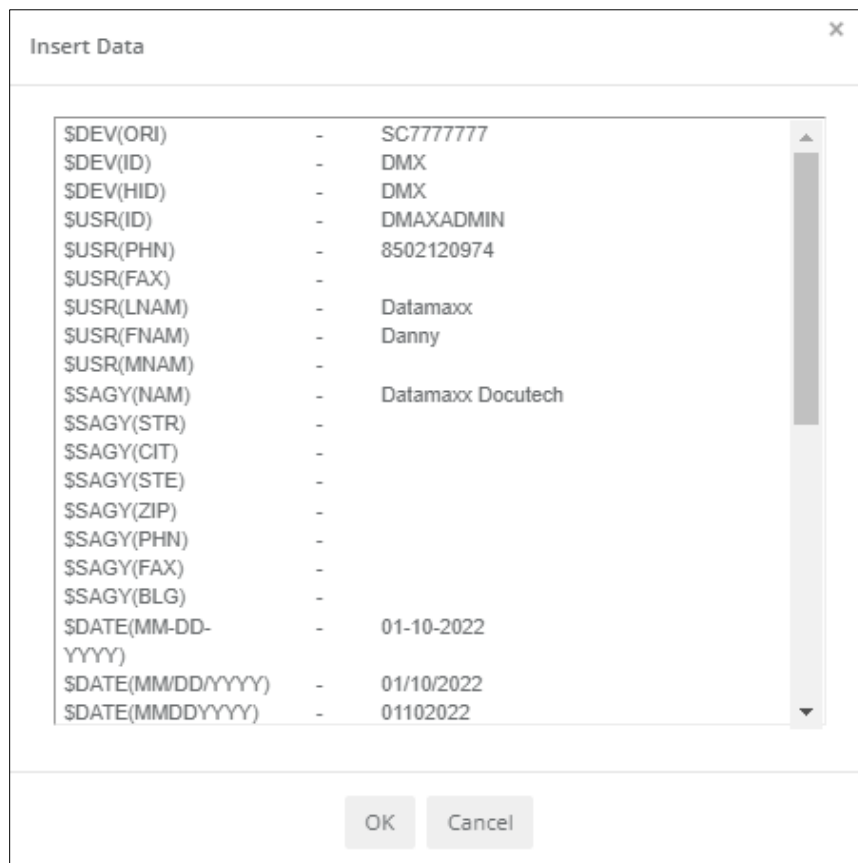The **Insert Data String** option displays a list of options related to that particular field.

Figure 2.1.2.2.6 Insert Data String Option

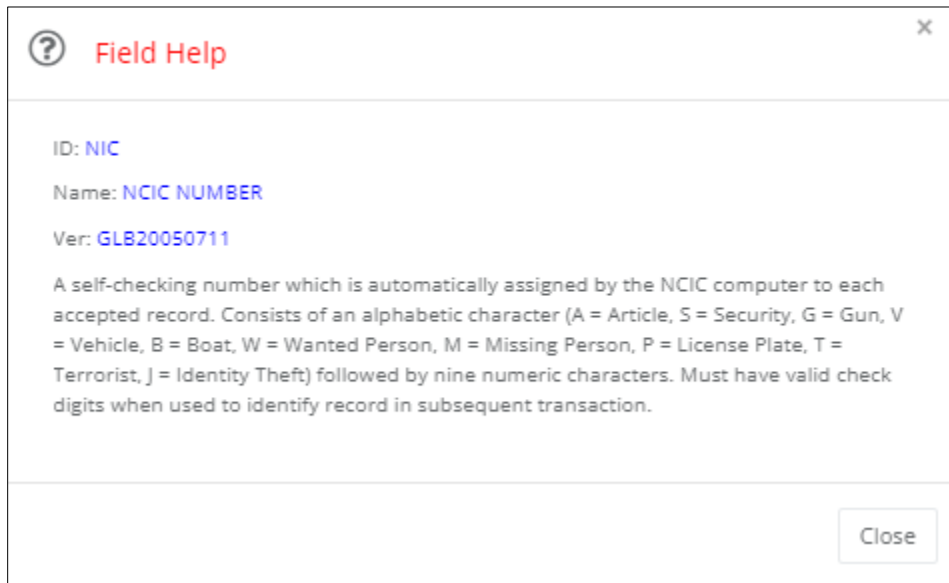The **Field Help** option displays the description for a particular field.

Figure 2.1.2.2.7 Field Help Option

2.1.2.3   Workspaces

The Omni*xx* Force client provides two (2) options when displaying transaction forms within its user interface. These are controlled by the **Use Workspace** user option shown below.
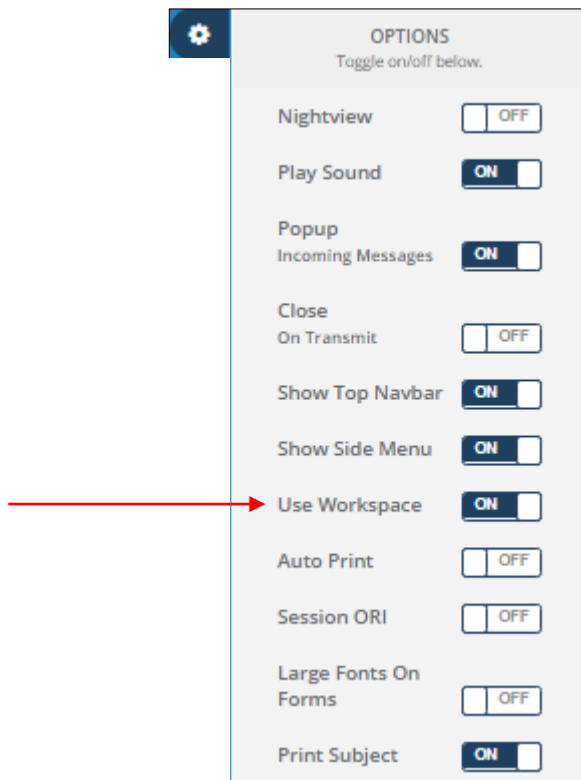

Figure 2.1.2.3.1 User Workspace Option

If the **Use Workspace** option is toggled OFF, then each transaction form will be rendered in a separate tab. and if set to ON, the transaction forms are opened in the Workspace tab.
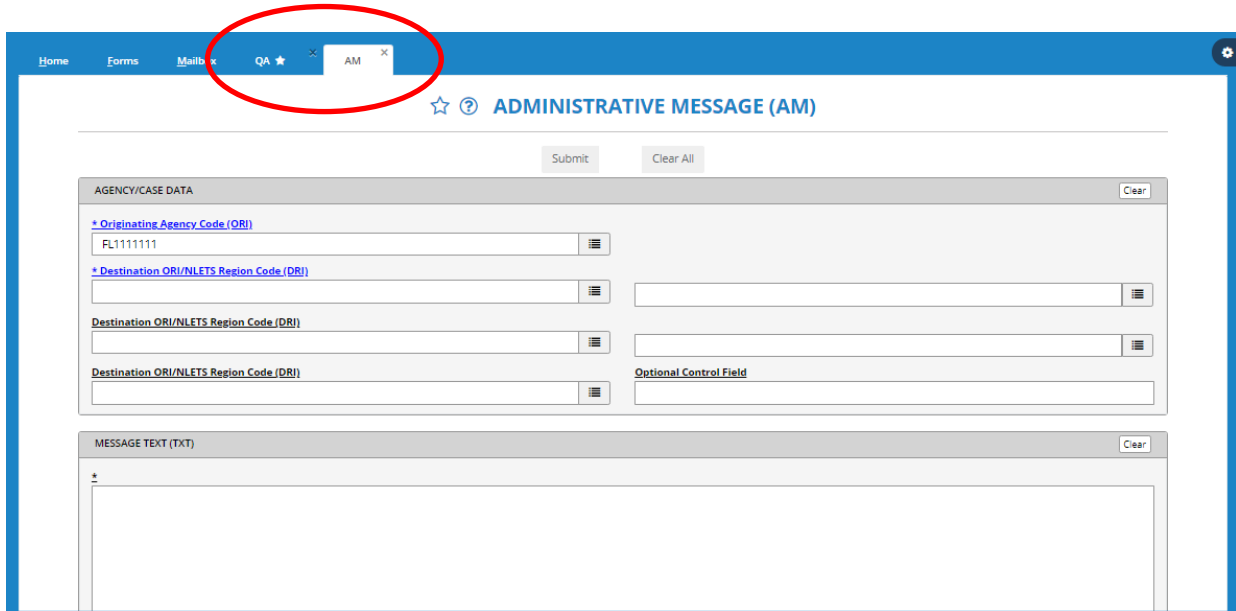

Figure 2.1.2.3.2 Display One Form Per Tab

If the **Use Workspace** option is set to ON, the transaction forms are opened in the Workspace tab.
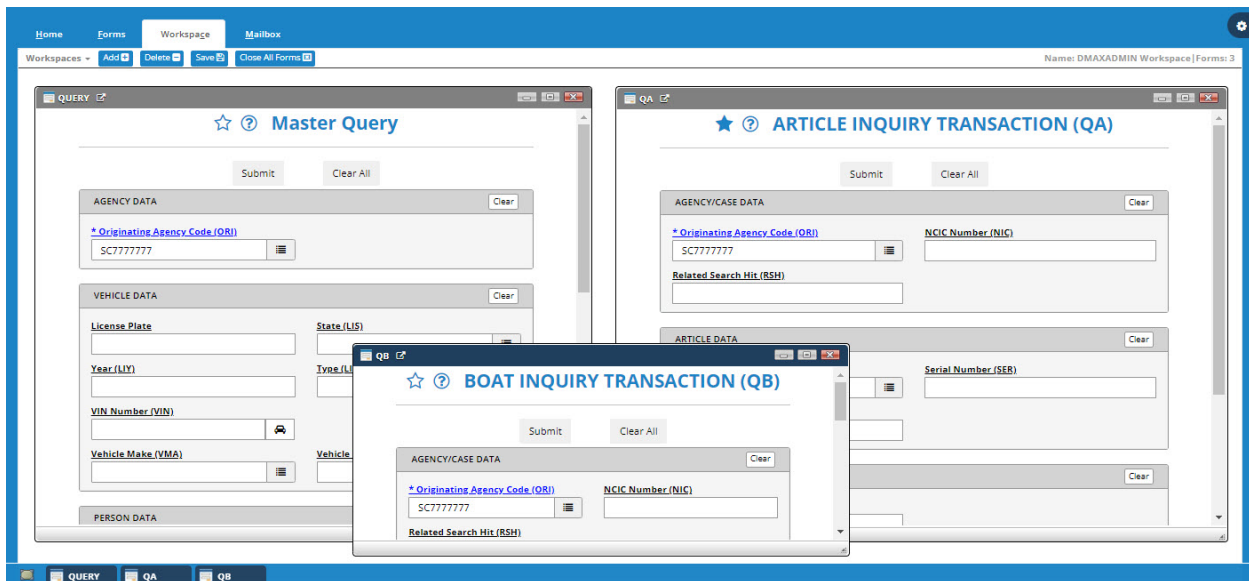

Figure 2.1.2.3.3 Multiple Forms Opened in Workspace

The remainder of this section provides an overview of the features when working with transaction forms in the Workspace tab.

Note: Workspaces are not available on mobile devices.

As described above, when you turn ON the "Use Workspace" option, transaction forms will be opened in the workspace tab instead of individual tabs.

- Turning the "Use Workspace" option ON or OFF requires a user to re-logon, since this option is rendered when the application starts up. Users will receive the following prompt, and will then be taken to the logon screen.
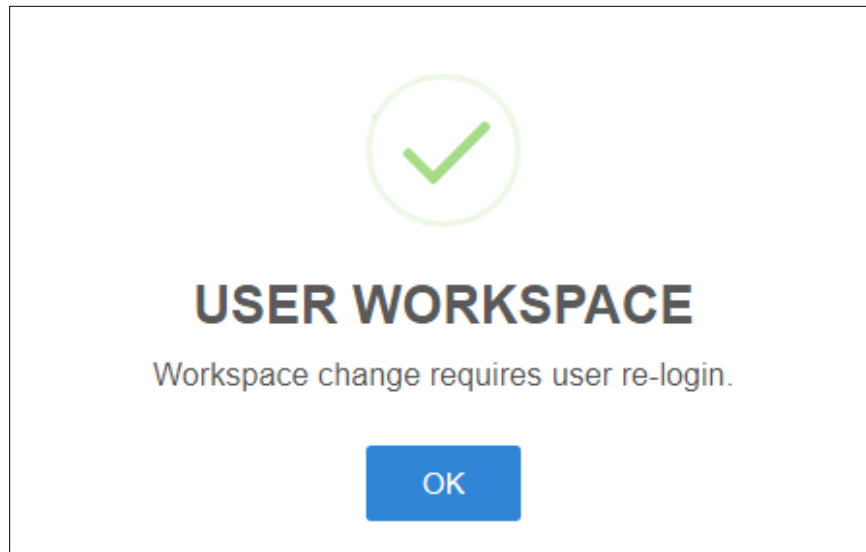

Figure 2.1.2.3.4 User Workspace Re-Login Message

- Upon logon, you will see the "Workspace" tab, and it will be populated with the transaction forms from the last active workspace.
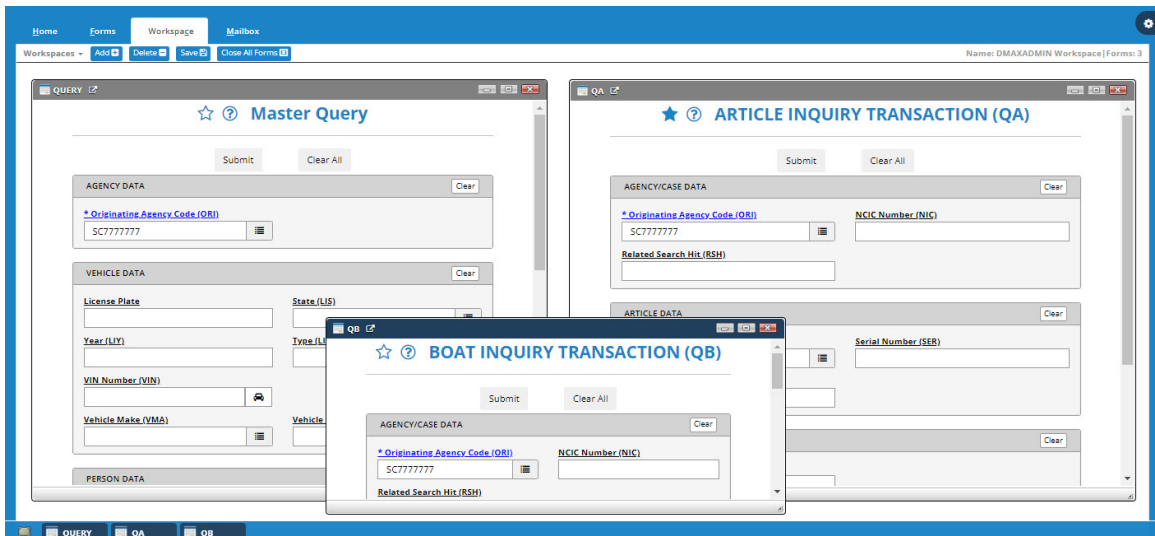

Figure 2.1.2.3.5 Multiple Form in Workspace Tabs

2.1.2.3.1   Workspace Functions

The Workspace tab may contain one or more transaction forms. Its features are listed below along with a brief description of each.
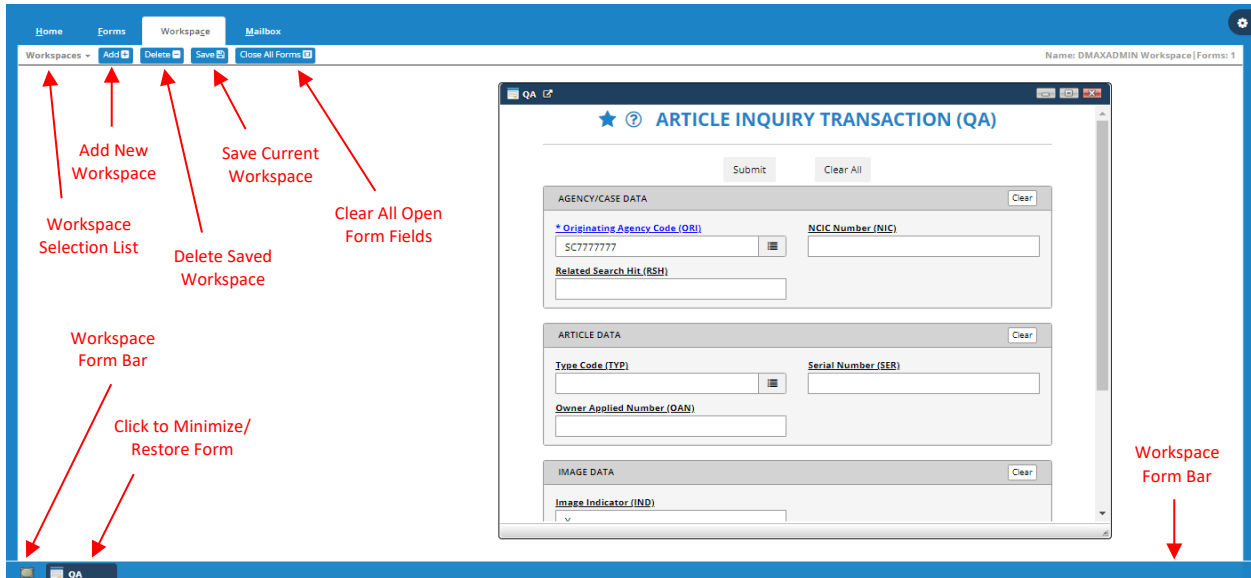

Figure 2.1.2.3.1.1 Workspace Features

- **Workspace Selection List** – This will contain a list of Workspaces you have previously saved. You may select one from the list for the transaction forms saved in that workspace to display.
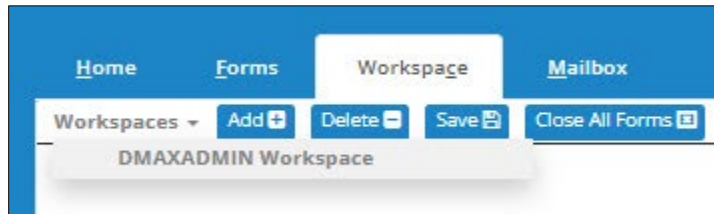

Figure 2.1.2.3.1.2 Workspaces Selection List

Notes:
➢ *You will be prompted to save your current workspace before switching to the one you selected.*
➢ *Each user may have a maximum of 5 workspaces.*
➢ *Workspaces must contain at least one transaction form in order to be saved.*

- **Add Workspace** – Select the **Add** button to *add* a new workspace. You will be prompted to enter a name for the new workspace. Enter the name for the workspace and then select the **Add** button. A new empty workspace is created with the name you entered. Open at least one transaction form before saving the workspace.
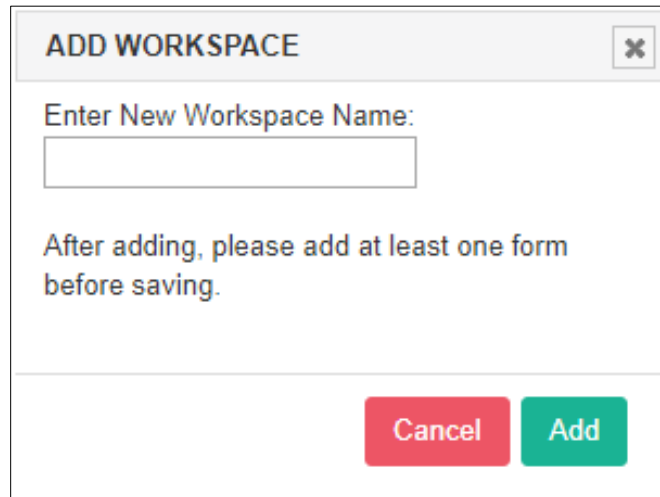

Figure 2.1.2.3.1.3 Add Workspace Dialog Box

- **Delete Workspace** – Select the **Delete** button to *remove* a previously saved workspace. When selected, a prompt will be displayed containing a list of workspaces eligible for deletion. Note that you cannot delete a currently active workspace, so it will not be in the list. Make a selection from the list, and then select the **Delete** button to permanently *delete* the workspace.
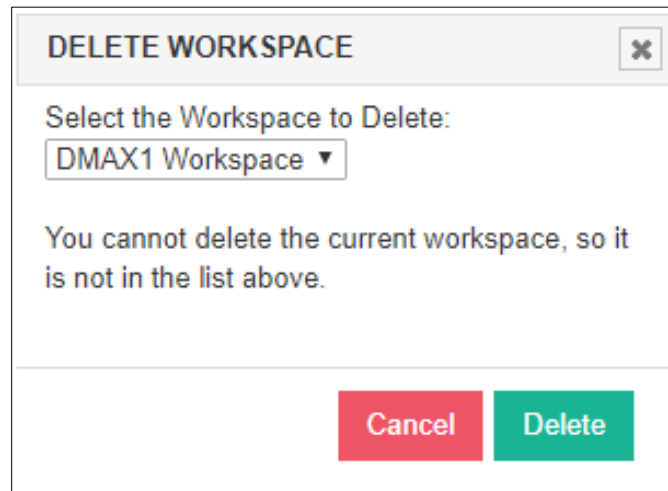

Figure 2.1.2.3.1.4 Delete Workspace Confirmation Dialog Box

- **Save Workspace** – Position the transaction forms in the workspace and then select the **Save** button. This will *save* the position of the forms in the workspaces along with any values you have already entered. It will also mark the current workspace as the last active workspace, and it will be restored the next time the user logon. Users can also save a workspace with no currently open forms. *Users can save up to 10 Workspaces.*

- **Close All Forms** – This function closes all forms currently open in your workspace.

- **Workspace Forms Bar** – This bar contains a list of forms currently displayed in the workspace. Each item in the Forms bar represents an open transaction form. You can select the item to minimize/restore each form.

- **Minimize All** – Select this button to minimize all transaction forms in the workspace.

2.1.2.3.2   Workspace Window

Transaction forms are displayed as child windows within the Workspace tab. You can use the buttons on the Forms title bar to control the window.
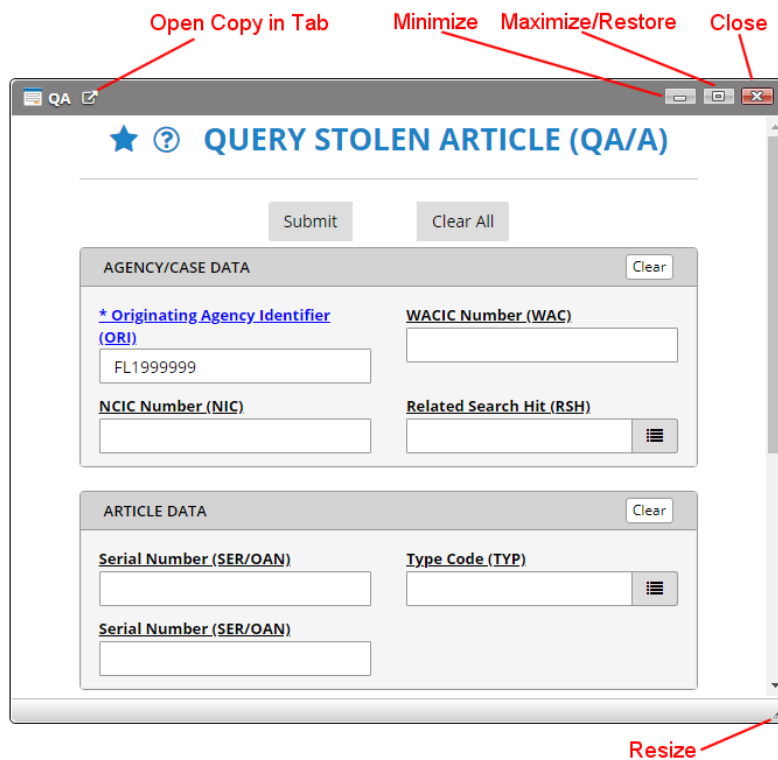

Figure 2.1.2.3.2.1 Workspace Window

- **Open Copy in Tab** – Select this button to open a copy of the transaction form in its own tab.

- **Minimize** – Select this button to minimize the form to the Forms bar at the bottom of the workspace.

- **Maximize/Restore** – Select this button to maximize or restore the form.

- **Close** – Select this button to close the transaction form.

- **Resize** – Select on this icon and hold while dragging to size the transaction form.

Remember to save the workspace if you want to keep the changes!

2.1.2.4   Mailbox

The user's Mailbox (Inbox) displays transaction messages *received* through the Omni*xx* Force message switch.
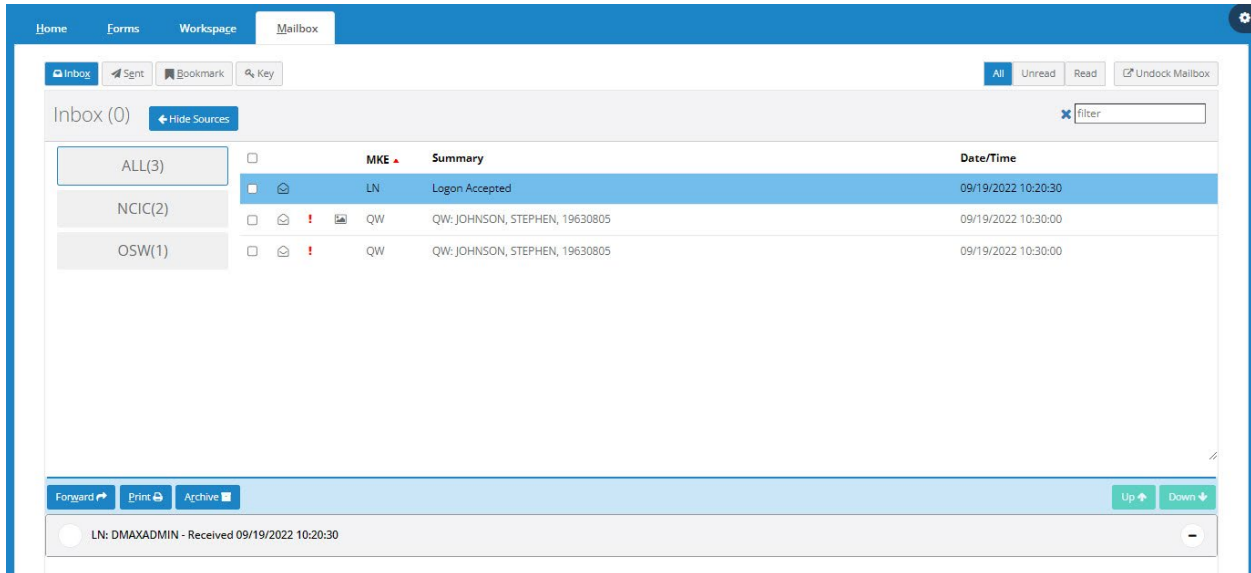

Figure 2.1.2.4.1 Omni*xx* Force Mailbox Screen – Inbox

The **Show Sources** button displays the sources of the messages received in Omni*xx* Force.

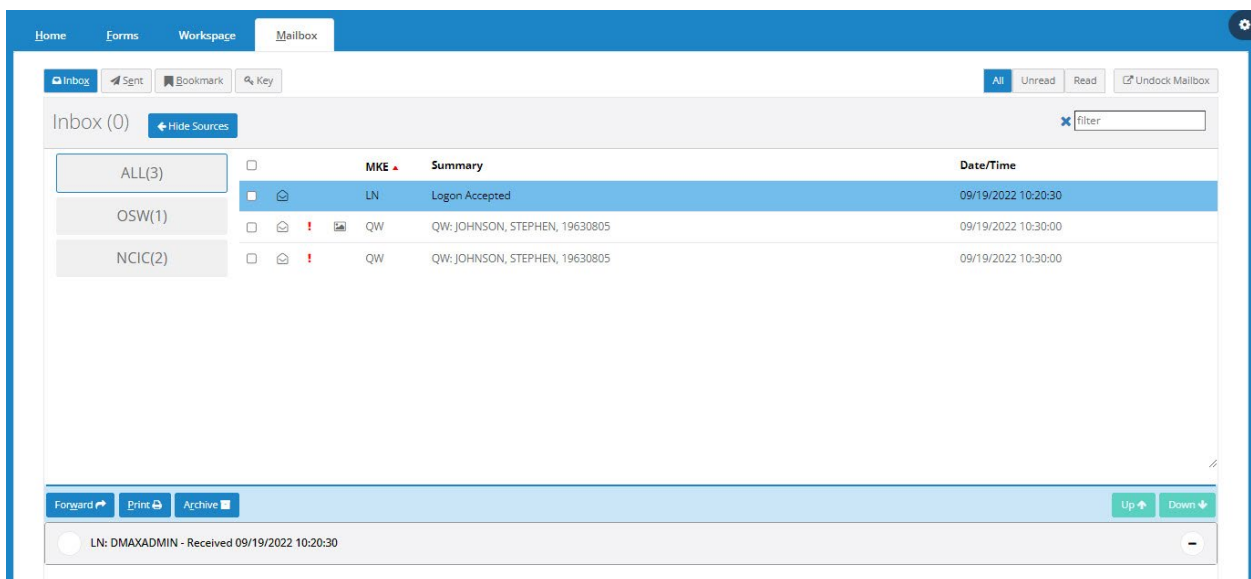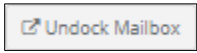Figure 2.1.2.4.2 Show Sources

The **Hide Sources** button *removes* the sources from the Display area.

[Undock Mailbox]

Selecting the **Undock Mailbox** button displays your Mailbox in a separate window.

Figure 2.1.2.4.3 Undock Mailbox

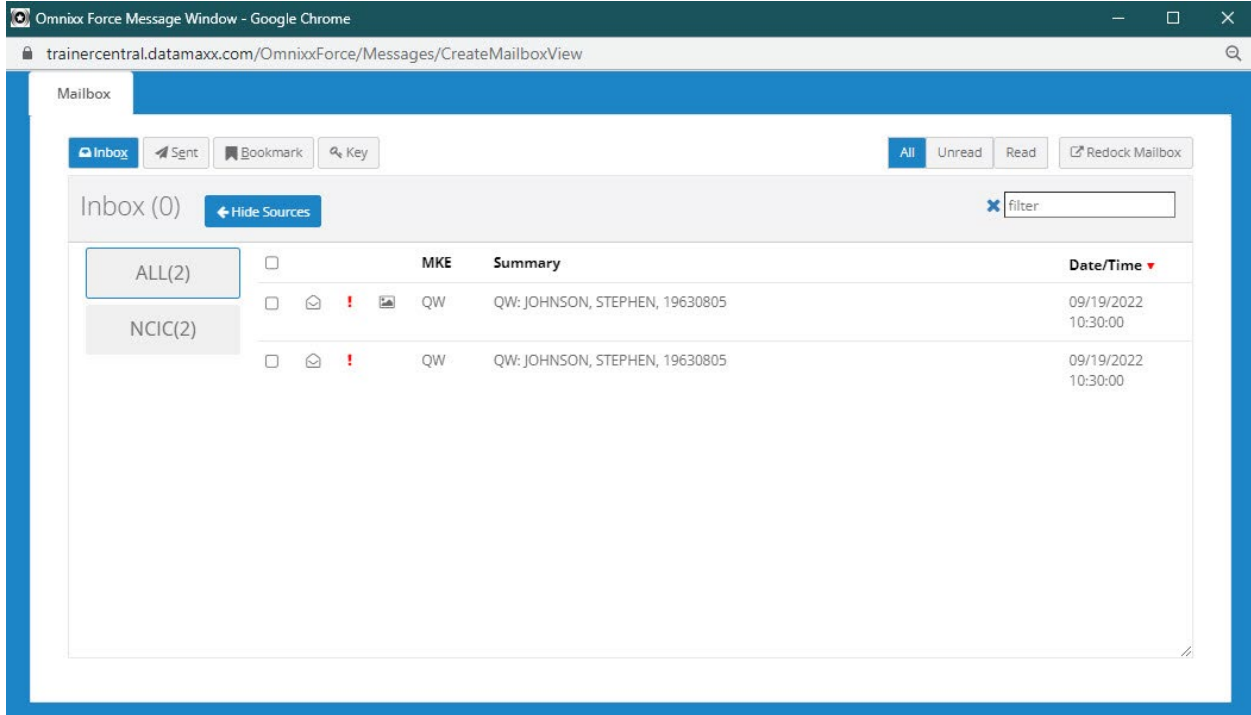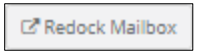[Redock Mailbox]

Selecting the **Redock Mailbox** button *anchors* the Mailbox back into the Display Area.

Selecting a message in the Mailbox Inbox displays the message contents.

Figure 2.1.2.4.4 Display Message

[Up ↑]

Selecting the Up button moves to the message *above* the one you are currently viewing.

Up ↑

Selecting the Down button moves to the message *below* the one you are currently viewing.

Forward ↱

Selecting a transaction message in the Inbox message list displays the message contents with the ability to forward the message to another destination by selecting the **Forward** button.
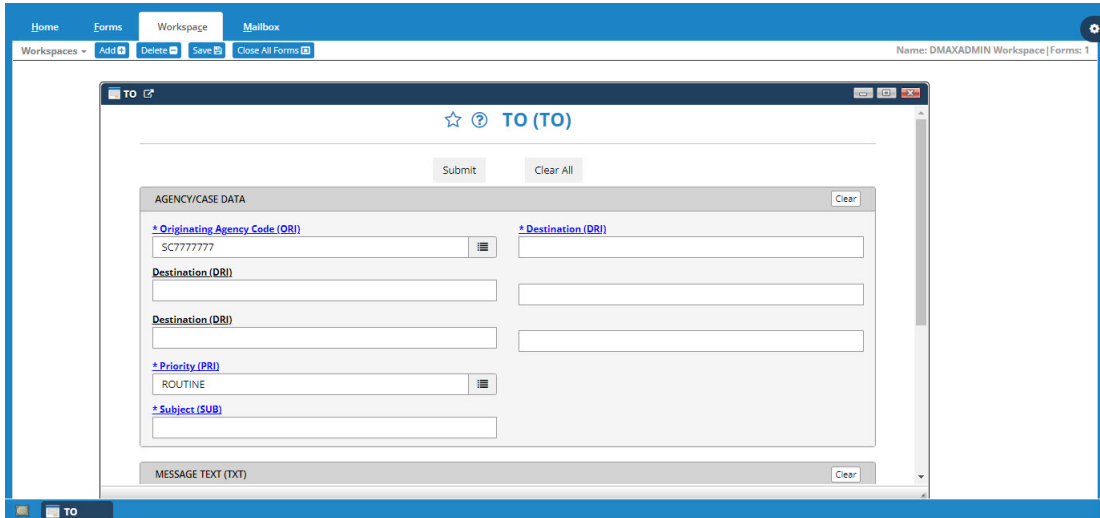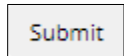

Figure 2.1.2.4.5 Forward Message

Submit

Select the **Submit** button to forward the message content to the destination ORI(s). The forwarded message is shown in the Sent mailbox.

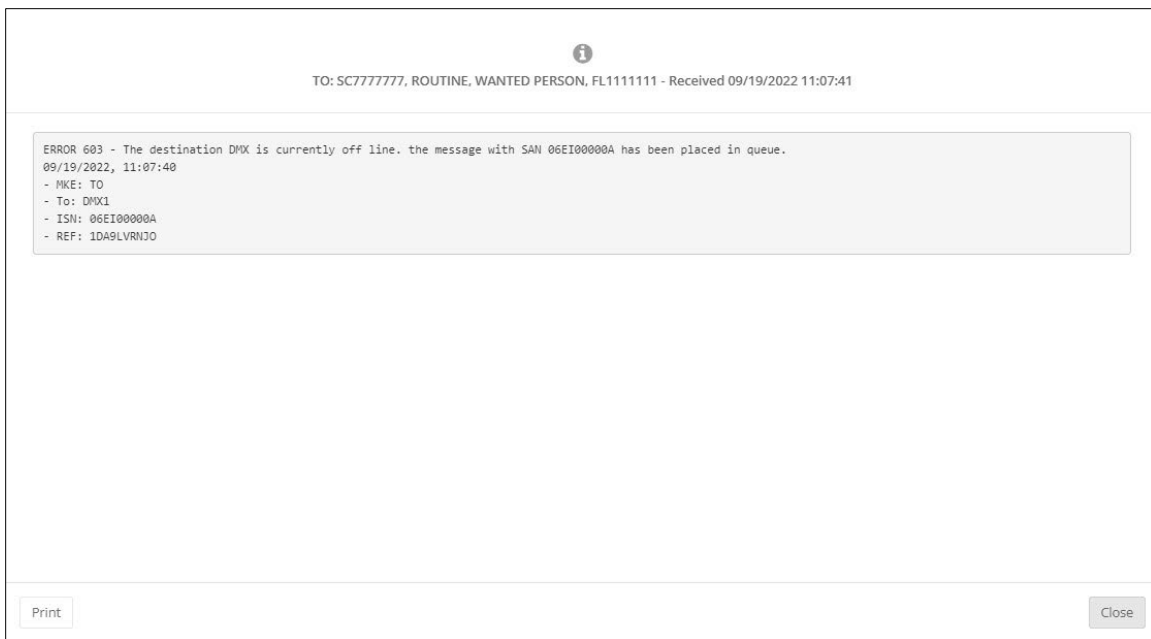Figure 2.1.2.4.6 Message Forwarded

Print All 🖨

Select the **Print All** button to display the Print dialog box. Selecting the **Print** button prints the message contents on a local printer.

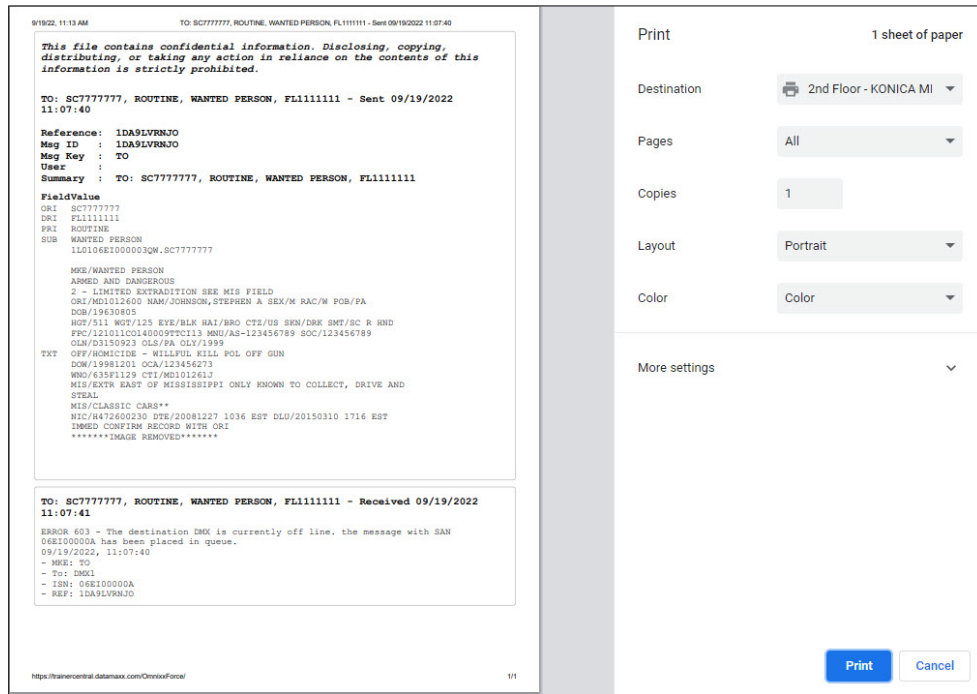Figure 2.1.2.4.7 Print Message

Reopen TO 🗋

Selecting the **Reopen TO** button *reopens* the forwarded message previously sent.
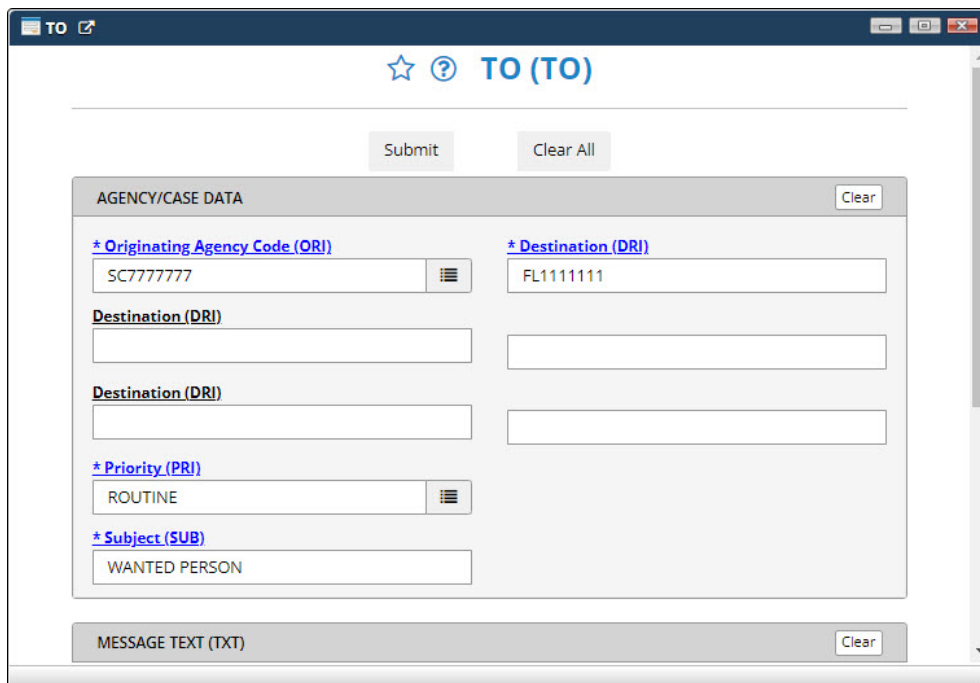

Figure 2.1.2.4.8 Reopen Message

Populate →

Selecting the **Populate** button populates the forwarded message form with the original transaction data.

Figure 2.1.2.4.9 Populate Message

Cast ▾

Selecting the **Cast** button displays the list of previous transactions. Choosing a specific transaction transmits the same query to different sources for a response. For more information, please reference Section 3.3.1 – *Message Casting*.

Figure 2.1.2.4.10 Cast Selection List

Selecting the message you wish to Cast displays the Hit Confirmation Request for a designated ORI.

Figure 2.1.2.4.11 Cast Message

Bookmark

The user may select a transaction message from the message list to Bookmark. Selecting the Bookmark button *bookmarks* the transaction message for easy access.

Figure 2.1.2.4.12 Bookmark Message

Selecting the **Bookmark** button in the transaction message row displays the Bookmark Created Successfully message.
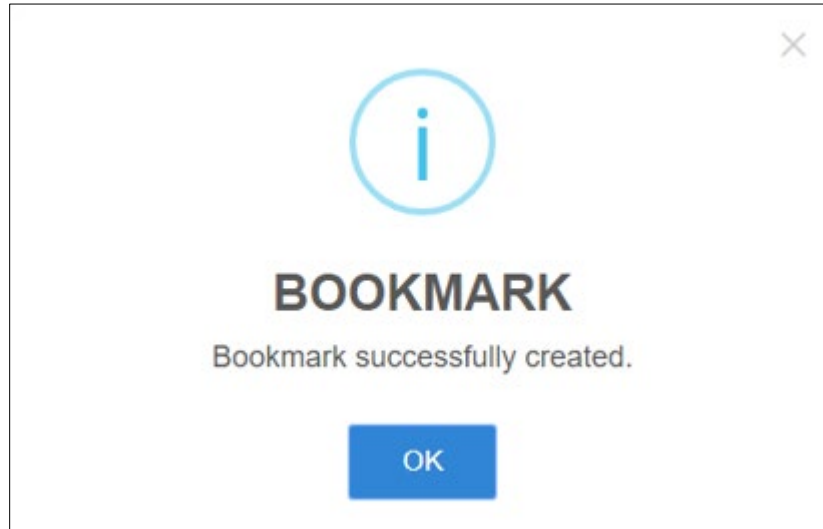

Figure 2.1.2.4.13 Bookmark Created Successfully Message

Selecting the **Bookmark** tab displays the transaction message you selected in the Bookmark list.
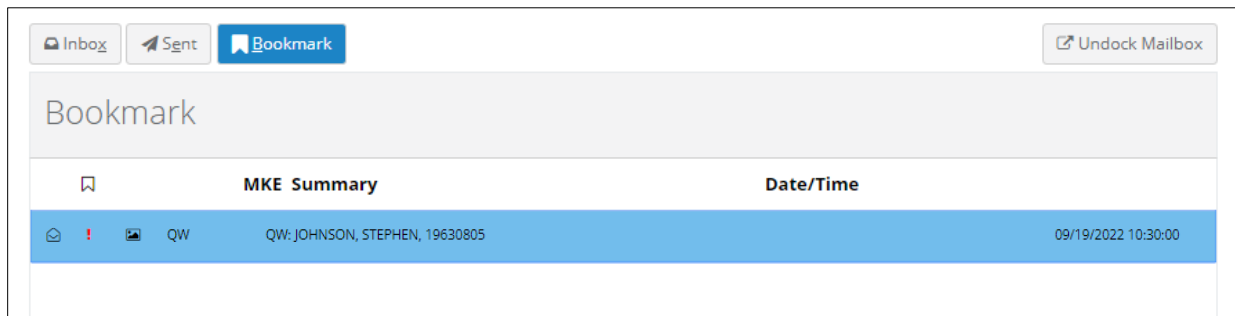

Figure 2.1.2.4.14 Message Bookmarked

Selecting the **Key** tab lists the description of Omni*xx* Force message icons.
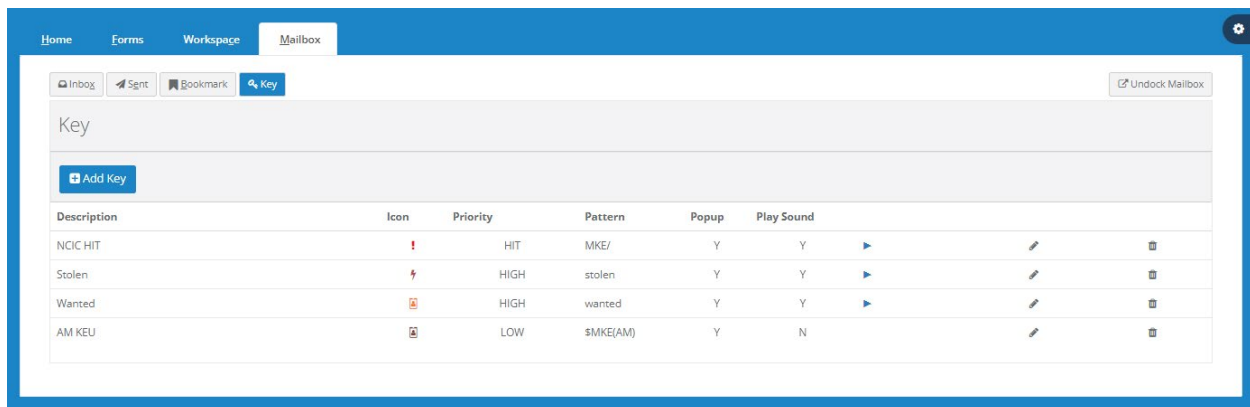

Figure 2.1.2.4.15 Omni*xx* Force Key Screen

2.1.2.4.1   Mailbox Filter

The Mailbox Filter allows a user to search through *current*, *sent* and *unread* messages and display those messages based on the search parameter entered in the **Filter** field.

Figure 2.1.2.4.1.1 Mailbox Filter

The messages shown below have been filtered by the search parameter entered in the Filter field. Clear the filed by selecting blue X located to the left of the field.

Figure 2.1.2.4.1.2 Filtered Messages

2.1.2.4.2   Sent Messages

The user's Mailbox (Sent) displays transaction messages *sent* through the Omni*xx* Force message switch. The Sent tab shows all responses for each Sent Message and provides a Source filter for each message source.

The Sent message functionality also allows ordered printing of responses – helpful in some states where Criminal History responses are received across multiple responses, not necessarily in order (e.g. Page 3 is received before Page2).
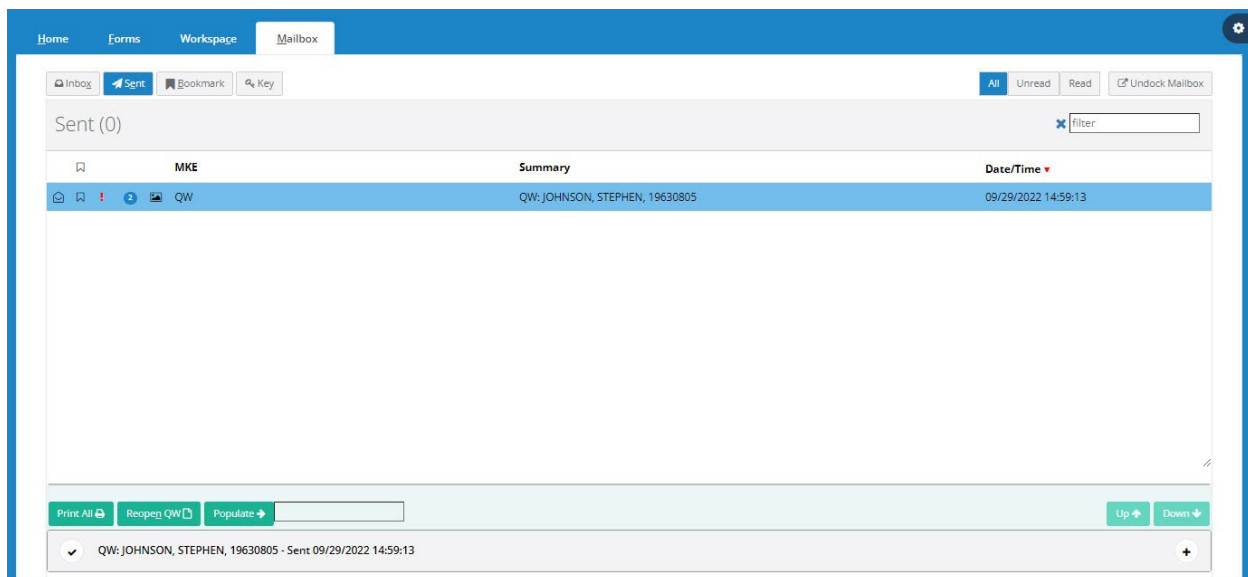

Figure 2.1.2.4.2.1 Omni*xx* Force Mailbox Screen – Sent

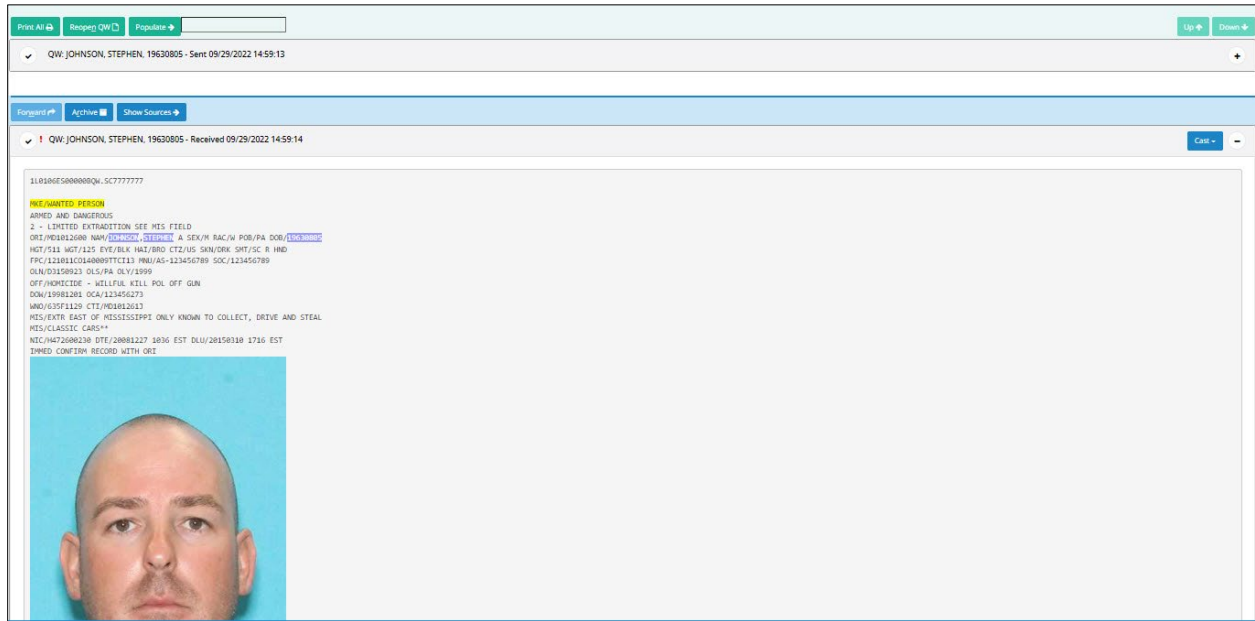The **Hide Sources** button *removes* the sources from the Message Display area.

Figure 2.1.2.4.2.2 Message Display

Selecting the **Show Sources** button displays the sources of the *sent* messages. Users can select a Source to filter the responses to show only those responses from the selected Source.
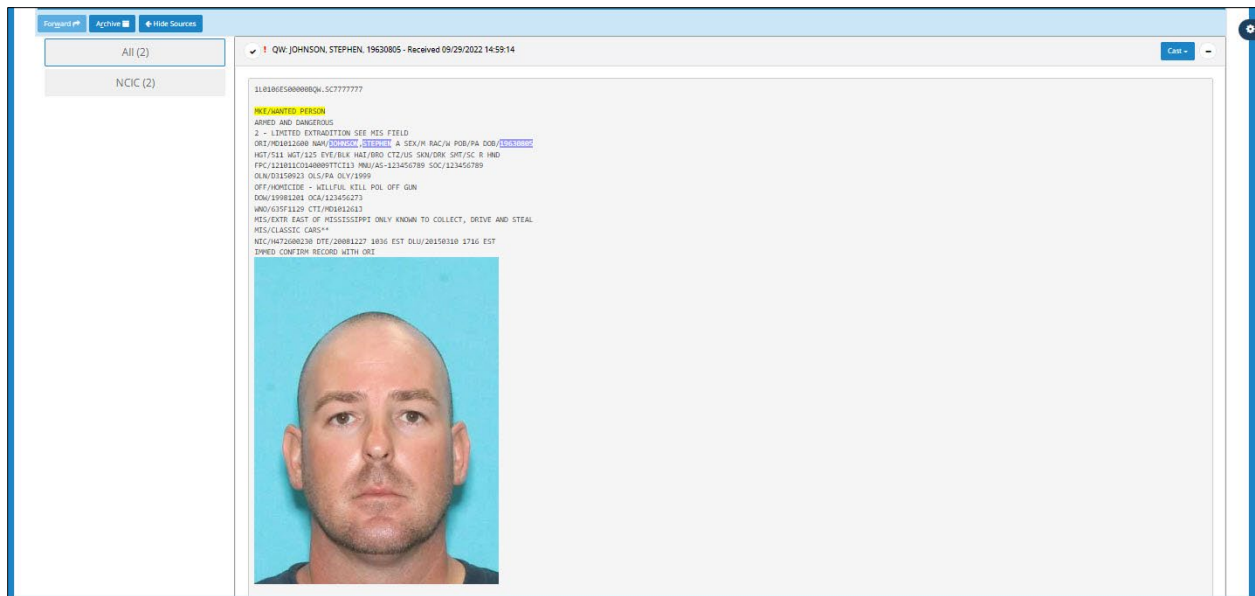

Figure 2.1.2.4.2.3 Show Sources

The **Hide Sources** button *removes* the source (switch) from the Message Display area.

2.1.3   Side Menu

The **Side Menu** displays features and functions that the user is authorized to access dependent upon his/her certification(s). Selecting a Side Menu item opens a separate tab in the Omnixx Force User Interface Display Area.

Note: Your side menu may differ from what is shown below.

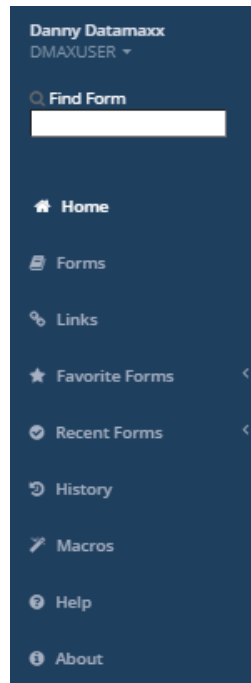

Figure 2.1.3.1 Omni*xx* Force Side Menu

2.1.3.1   User Menu

A drop-down menu is available located directly below the username. Select the drop-down arrow to display the menu items.

Figure 2.1.3.1.1 User Menu

2.1.3.1.1   Options

The **Options** menu item displays the user options which are easily toggled on or off. The option menu is accessed by selecting ⚙ located along the right-side of the Menu bar.
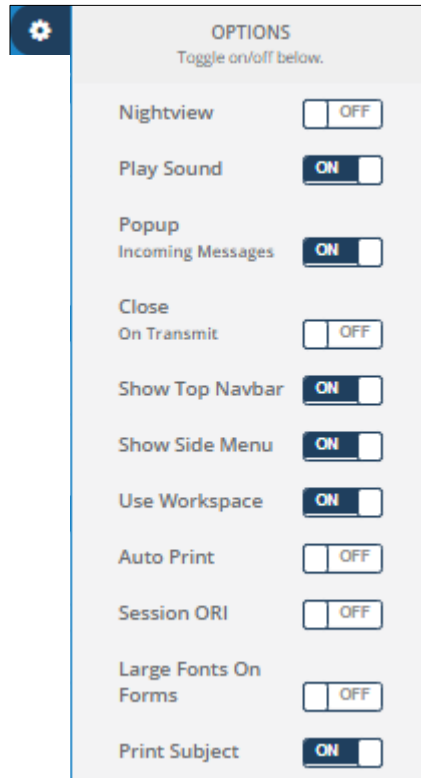

Figure 2.1.3.1.1 Options Menu

- *Nightview* – Omni*xx* Force users have the ability to switch the User Interface to "nightview" that is dimmer than the daytime view. This is a safety feature all law enforcement personnel may use at night to keep their units or surrounding area dark.
- *Play Sound* – Any "hit" response from a query will play a tone. Different tones for different types of response "hit" messages are possible.

- *Popup* – Any incoming messages will appear in a popup box to alert the user.

- *Close* – Activating this feature closes the transaction form upon transmission.

- *Show Top Navbar* – Selecting this feature displays the navigation (Menu) bar along the top of the Omni*xx* Force User Interface.

- *Show Side Menu* – Selecting this feature displays the Side Menu along the left side of the Omni*xx* Force User Interface.

- *Use Workspace* – Selecting this feature enables "Workspace" mode, where transaction forms will be opened in a workspace. If this feature is not enabled, each transaction form will be displayed in an individual tab.

- *Auto Print* – Selecting this feature provides a way to print without user intervention. To solve this issue, Omni*xx* Force uses a small Windows tray application that acts as the bridge between the browser and the printer. Omni*xx* Force posts messages to be printed to the Print Service, which formats the message and sends to the printer for printing. The Omni*xx* Force Print Service provides options to select the printer to use for Auto Print.

- *Session ORI* – When you turn this feature ON, you will be prompted to enter an ORI, which will be used to auto populate the **ORI** field on transaction forms you open. By default, the ORI assigned to the device you use at logon is used to auto populate the **ORI** field, but this gives you a way to override it for this session (it will revert back to the default upon next logon).
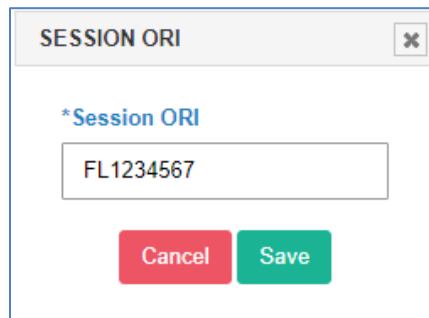

Figure 2.1.3.1.1.2 Session ORI

- *Large Fonts on Forms* – Selecting this feature displays transaction forms in larger text (font) to allow easier readability.

- *Print Subject* – Selecting this feature removes the subject line before printing.

2.1.3.1.2   Unattended Printing

The **Unattended Printing** feature provides access to the Auto Print and Unattended Printing features controlled by adding the associated functions to the Omni*xx* Force Main Menu and a certification assigned to users that permit use of these features. Unattended Printing allows the user to *automatically* send transaction message responses to a printer without user intervention.

2.1.3.1.3   Close All Forms

Selecting the **Close All Forms** menu option closes <u>all</u> open forms in a user's Omni*xx* Force Display Area.

2.1.3.1.4   Logout

The **Logout** option in the User menu is located at the top left side of the Side Menu. By selecting this option, the Omni*xx* Force Log In screen is displayed *closing* the current Omni*xx* Force session.
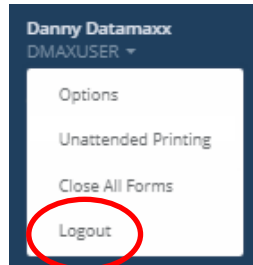

Figure 2.1.3.1.4.1 User Menu Logoff Option

2.1.3.2   Find Form

The **Find Form** search box provides a user with quick access to a transaction form. Simply type in the letter in the form name or identification and a drop-down list of the transaction forms matching your search are displayed as shown in the figure below.
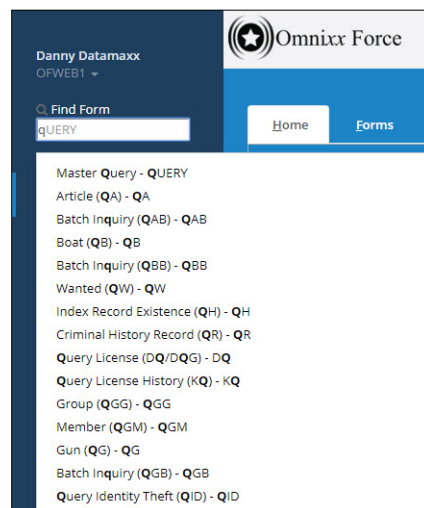

Figure 2.1.3.2.1 Find Form Search

2.1.3.3   Home

The Omni*xx* Force Home screen is the first screen on the User Interface. It displays the user's name and certifications, user profile, and the version of Omni*xx* Force currently running, etc.
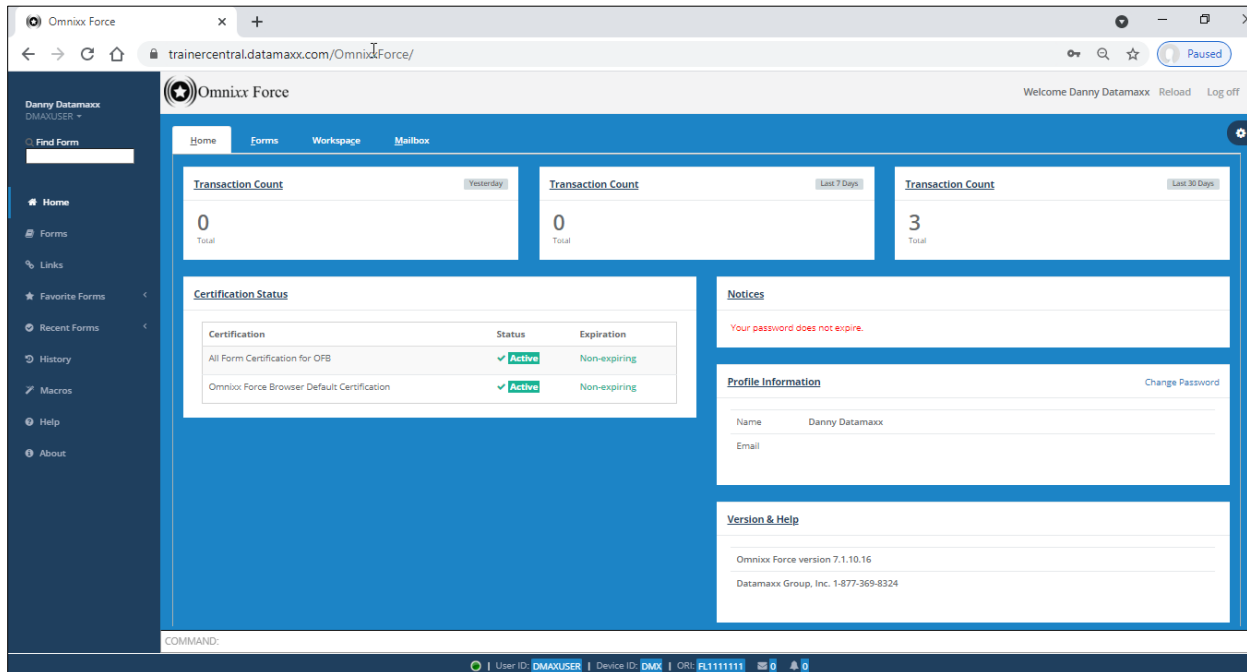

Figure 2.1.3.3.1 Omni*xx* Force Home Screen

2.1.3.4   Forms

The Omni*xx* Force Forms screen displays the transaction forms the user is authorized to run. These forms are also available on the Tabs menu.
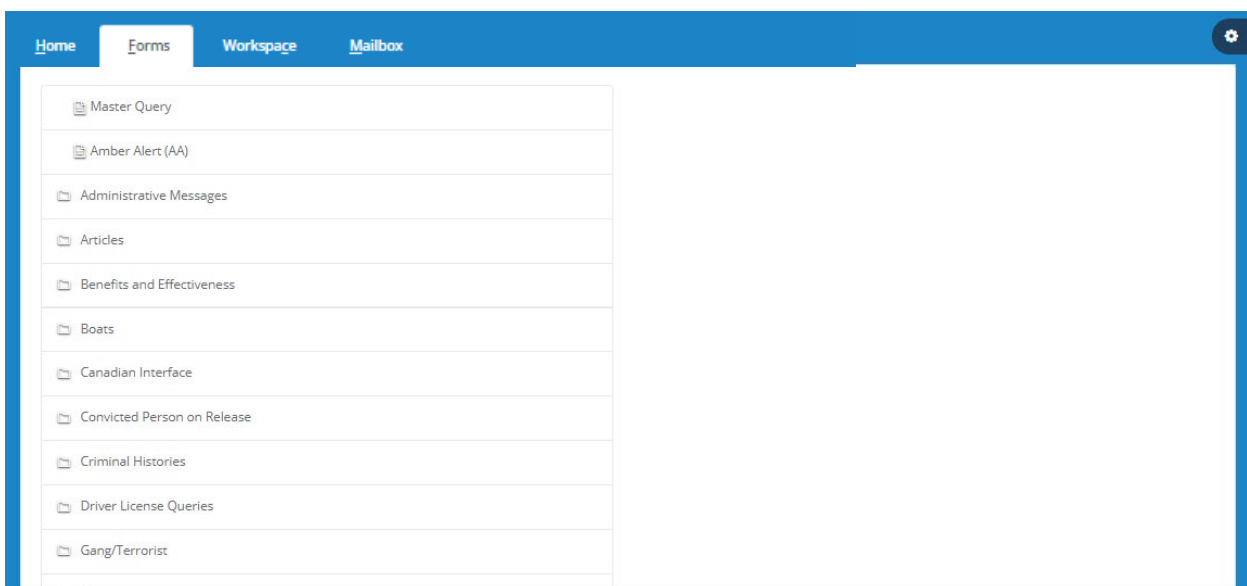

Figure 2.1.3.4.1 Omni*xx* Force Forms Screen

2.1.3.5   Links

These are links to documentation relevant to your agency/subagency requirements.
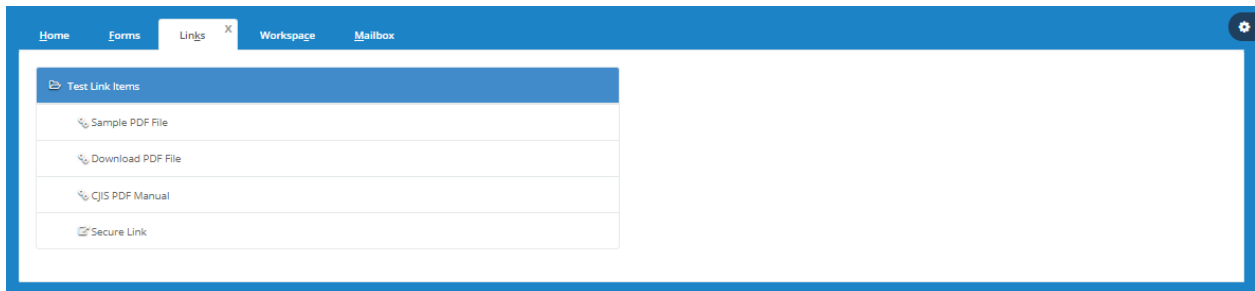

Figure 2.1.3.5.1 Omni*xx* Force Links Screen

Choosing a linked item from the list displays the **Open Link** button allowing the user to open the document in a separate window for viewing.

Figure 2.1.3.5.2 Open Link

The Link Details section provides Omni*xx* Force users details of the documentation and/or websites customized for your agency's Omni*xx* Force system. These details include the website URL and the name of the document. Select [X] to *close* the Link Details section.
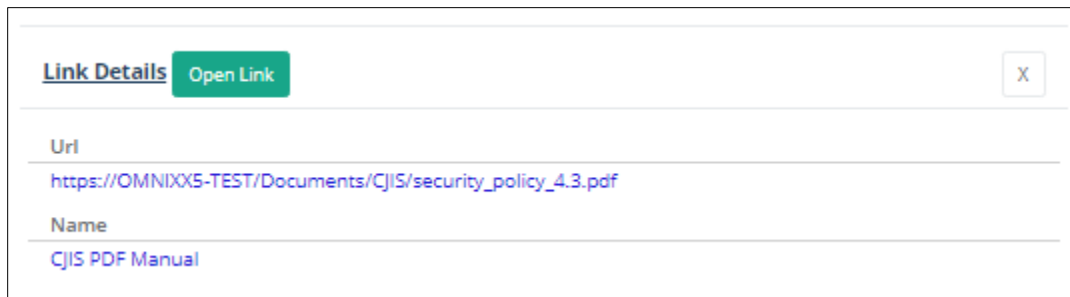

Figure 2.1.3.5.3 Link Details Section

2.1.3.6   Favorite Forms

The transaction forms the user frequently accesses are displayed for quick retrieval. To save a query form to your Favorite Forms list, first open the form.
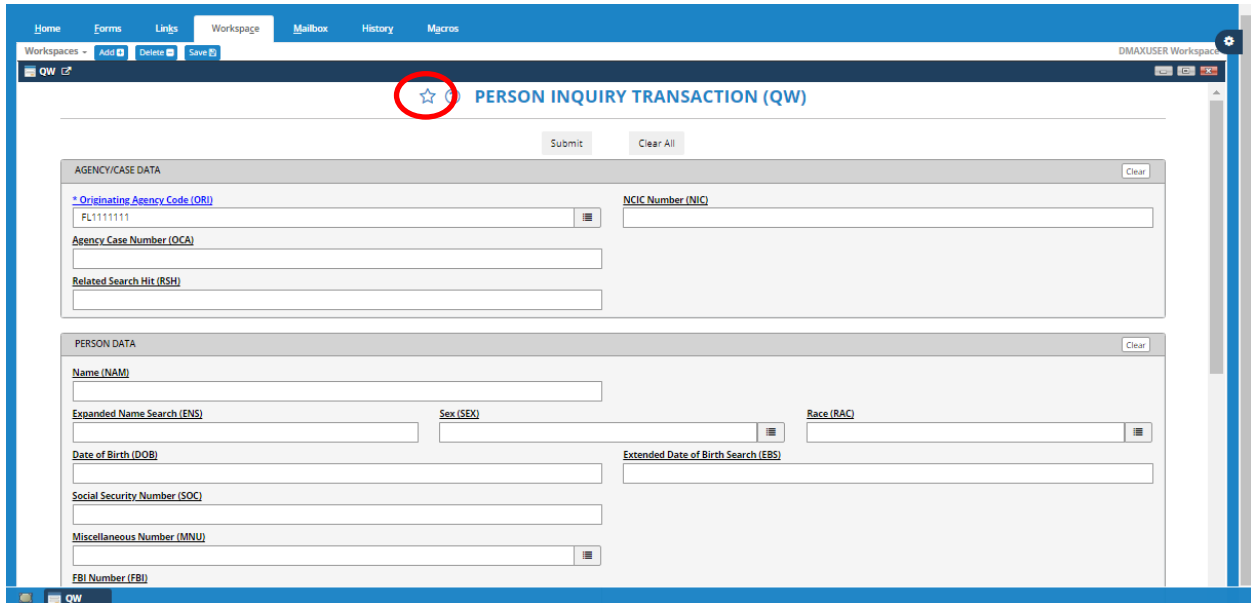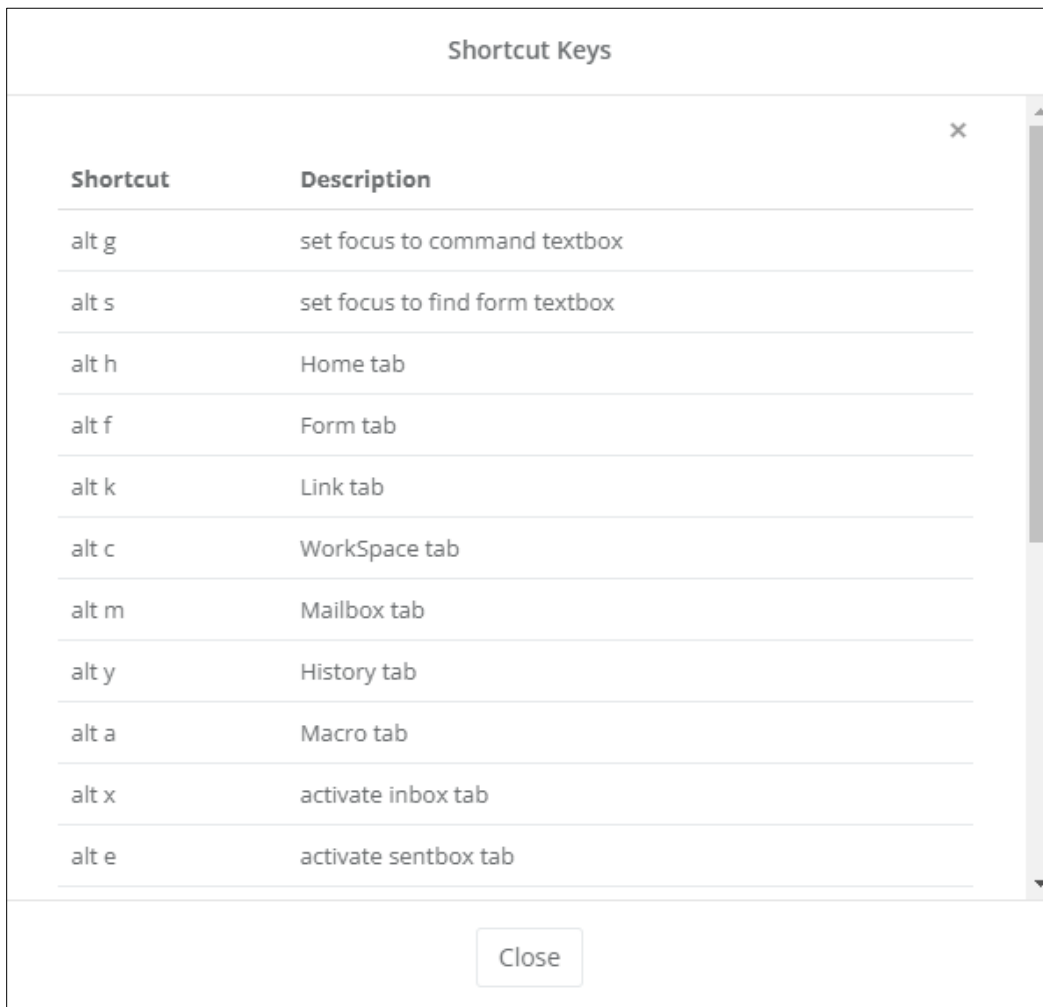

Figure 2.1.3.6.1 Open Form

Then select ☆ to display the Add a Favorite Form dialog box allowing the user to add the query form to the Favorite Forms list. The user may select a shortcut key from the drop-down list or accept the default key.

Figure 2.1.3.6.2 Add to Favorite Forms Dialog Box

A list of shortcut keys may be viewed by simultaneously pressing the ALT + ? keys.

Shortcut	Description
alt g	set focus to command textbox
alt s	set focus to find form textbox
alt h	Home tab
alt f	Form tab
alt k	Link tab
alt c	WorkSpace tab
alt m	Mailbox tab
alt y	History tab
alt a	Macro tab
alt x	activate inbox tab
alt e	activate sentbox tab

Figure 2.1.3.6.3 Shortcut Key List

To *save* the form in your Favorite Form list, select the **Save** button. To use the form, select the form from the list or press the keys provided for each transaction form. For example, pressing the ALT key and 1 key simultaneously displays the Wanted Person Query transaction form.
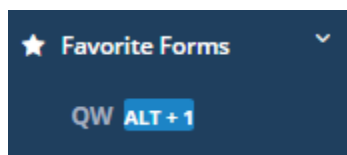

Figure 2.1.3.6.4 Omni*xx* Force Favorite Forms

2.1.3.7   Recent Forms

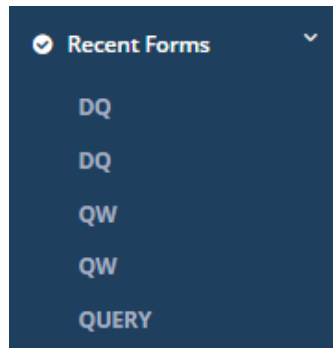The last five (5) transaction forms recently accessed by the user for quick retrieval.

Figure 2.1.3.7.1 Omni*xx* Force Recent Forms

2.1.3.8   History

The Omni*xx* Force History screen allows the user to set search parameters for locating already existing transaction messages in the message logs.
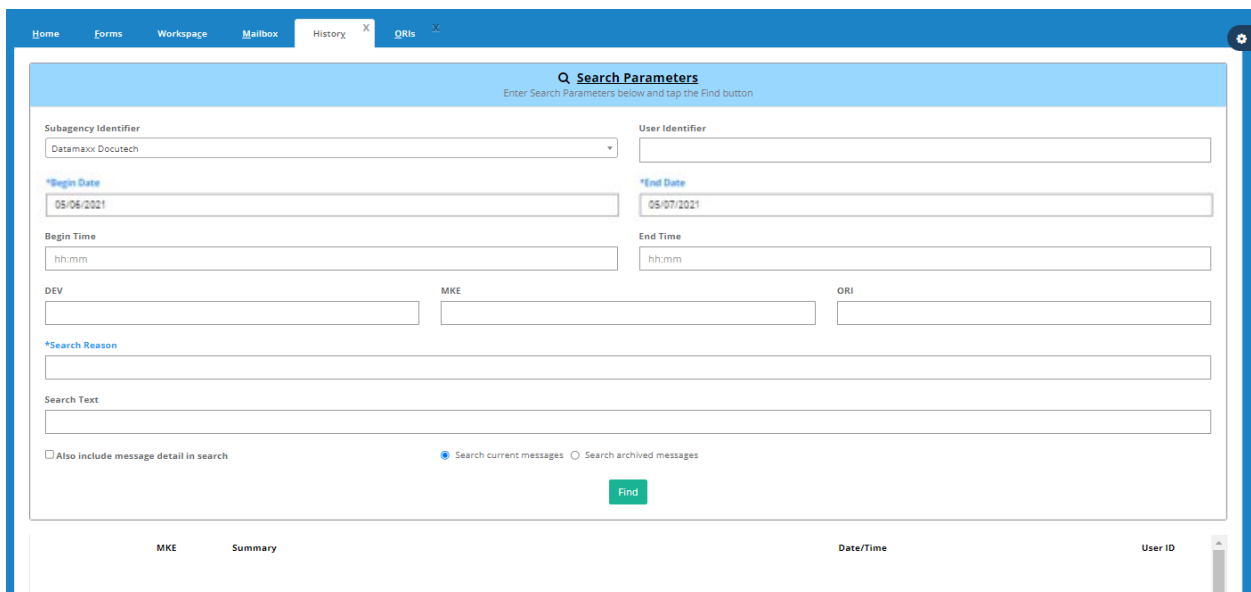

Figure 2.1.3.8.1 Omni*xx* Force History Screen

Enter data in the search fields and select the **Find** button to display the search results.

Figure 2.1.3.8.2 History Search Results

2.1.3.9   Macros

This function provides an alternative method for entering data into a transaction form and is typically utilized as a data entry shortcut for frequently used transactions.

Figure 2.1.3.9.1 Omnixx Force Macros Screen

⊞ Add Macro

To *create* a macro in Omni*xx* Force, select the **Add Macro** button to display the Macro Wizard dialog box.

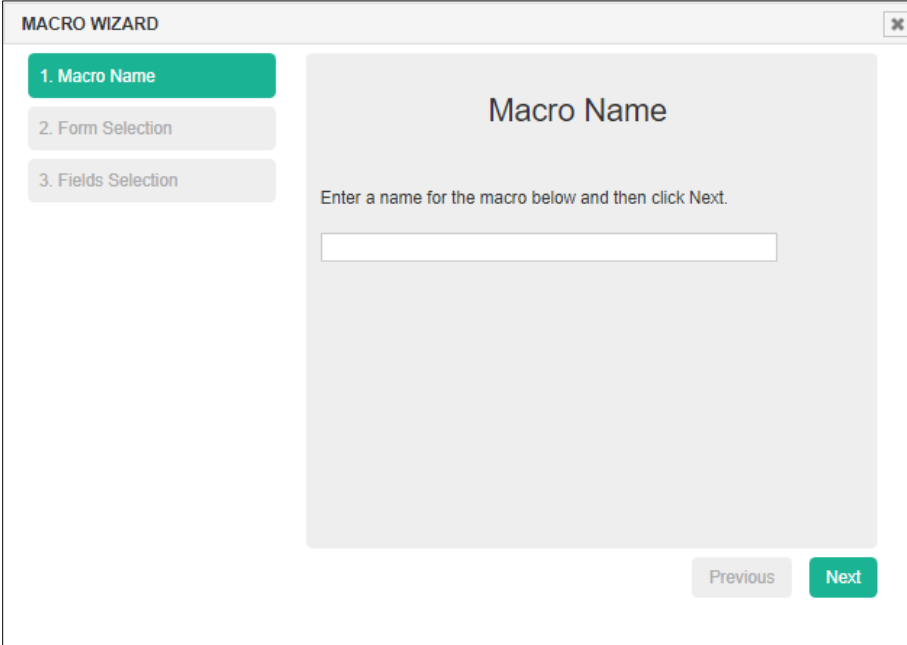Figure 2.1.3.9.2 Macro Wizard Dialog Box

Following the three (3) steps in the macro creation process, first enter a name for your macro and select the macro type. The type will determine at what level the macro will be available to users. *Note that Agency and Subagency macro types can only be configured by authorized administrators.*
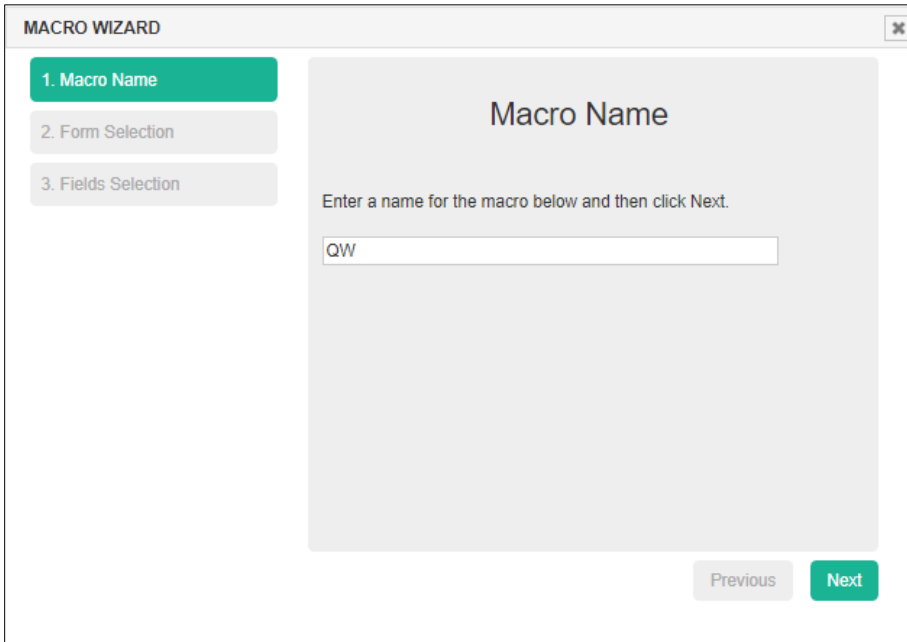

Figure 2.1.3.9.3 Enter Macro Name

Selecting the **Next** button displays the Form Selection dialog box. Select the form identification for the shortcut you wish to create.
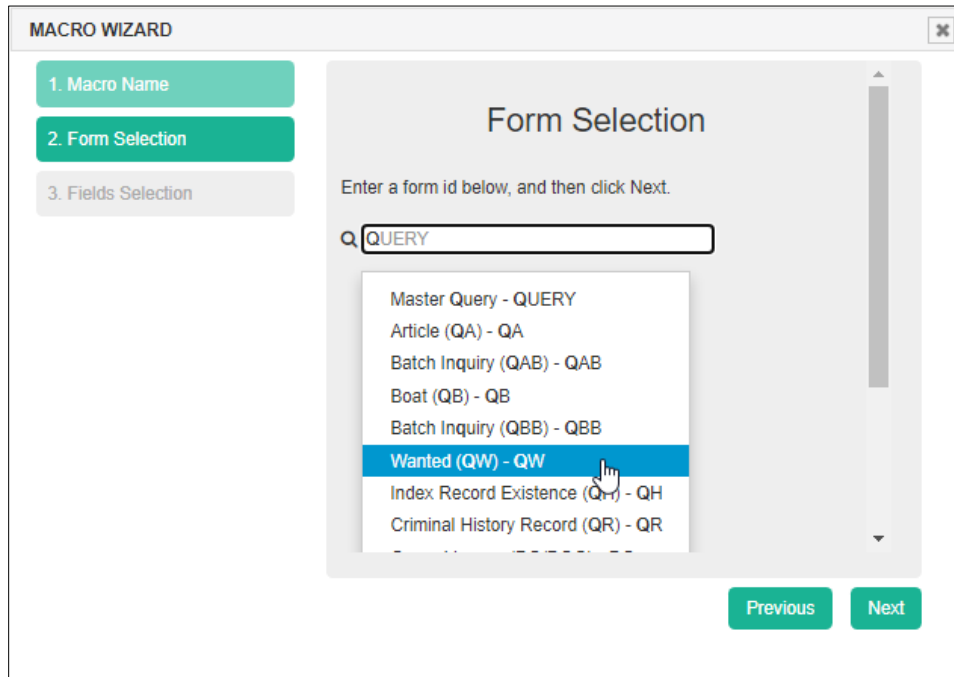

Figure 2.1.3.9.4 Enter Macro Form ID

Select the **Next** button to display the Macro Wizard Select Field screen. The user highlights a field to be included in the Macro by selecting the field name from the list box and selecting the right arrow to add the field to the macro.
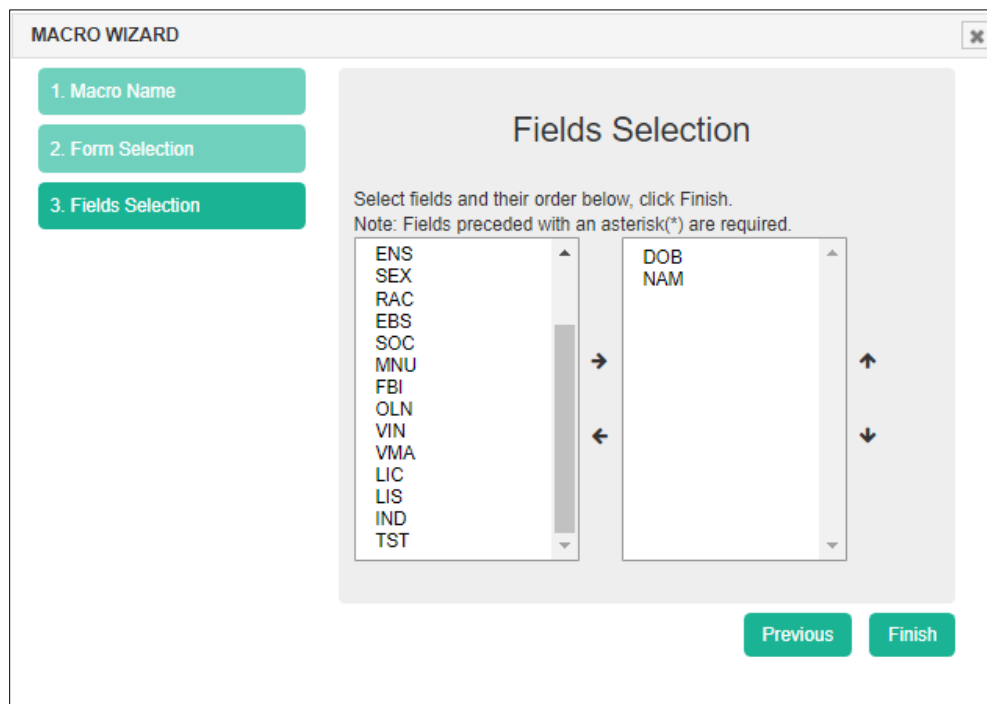

Figure 2.1.3.9.5 Macro Field Selection

Select the **Finish** button to complete the macro creation process. The macro you created is shown in the macro list below.
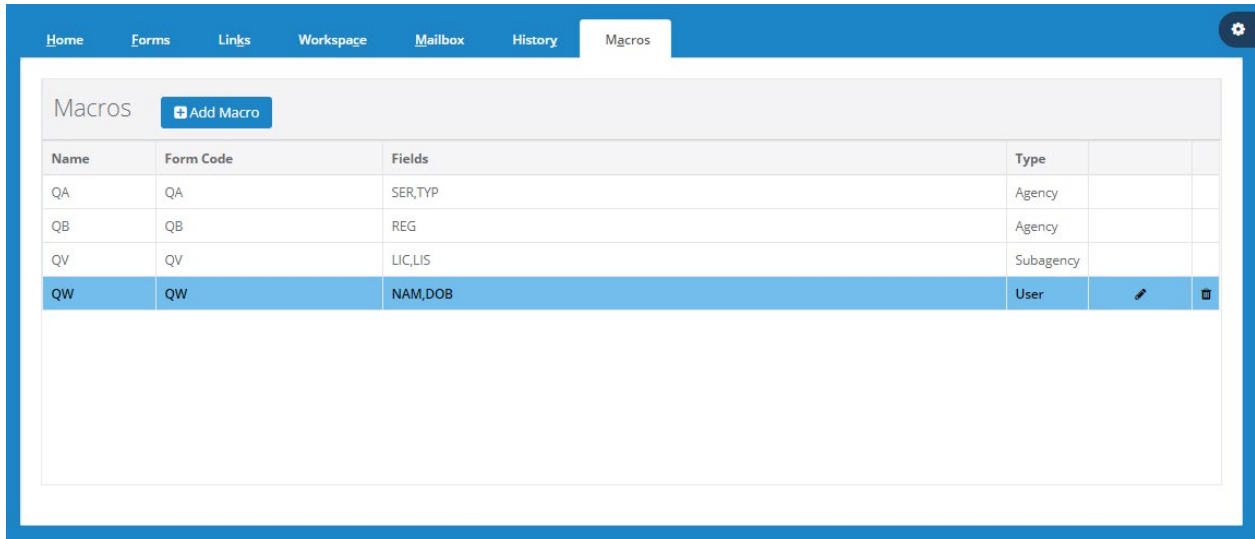

Figure 2.1.3.9.6 Macro Added

Selecting the **Edit Macro** icon displays the Edit Macro dialog box allowing the user to begin the process of making changes to the chosen macro.
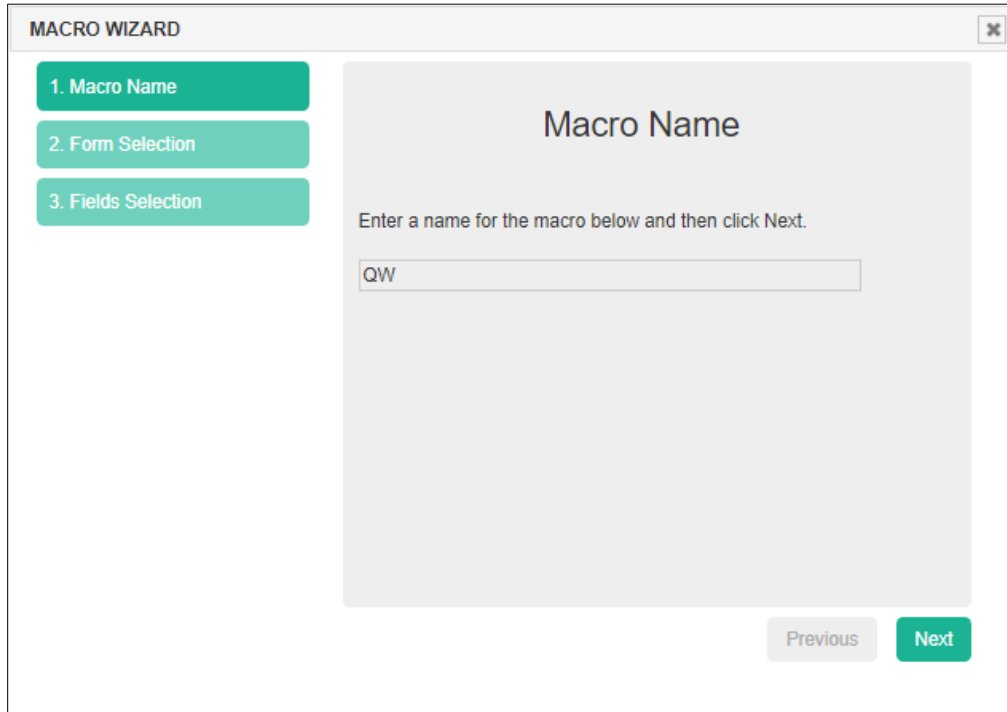

Figure 2.1.3.9.7 Edit Macro Dialog Box

🗑

Selecting the **Delete Macro** icon displays the Delete Macro Confirmation dialog box allowing the user to confirm his/her intention to delete the macro from the Omni*xx* system database.
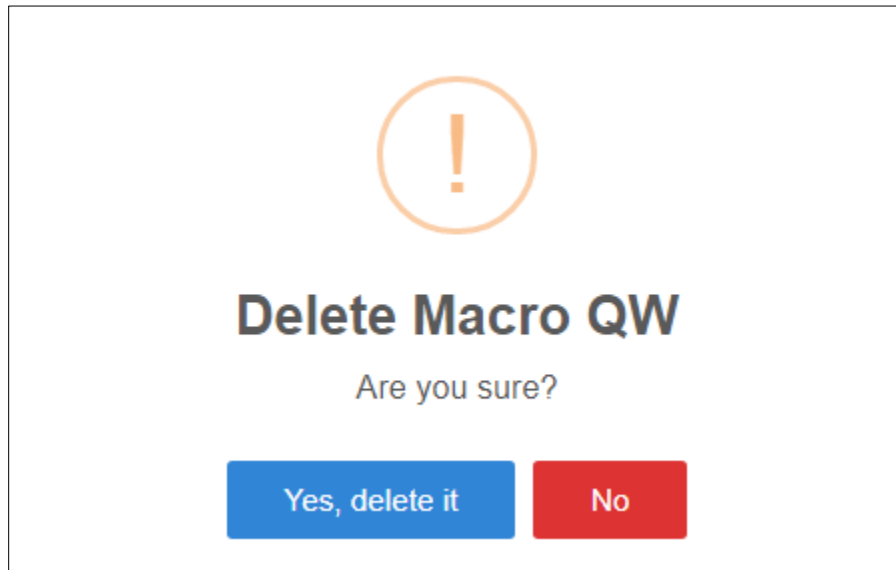

Figure 2.1.3.9.8 Delete Macro Confirmation Dialog Box

Now you are ready to run your macro! To activate a macro in Omni*xx* Force, type in the Name of the macro followed by the character string in the Command Line. The user must ensure the information entered corresponds to the query transaction form and form fields selected in the macro. Once complete, select the ENTER key or press the Space Bar to run the transaction.
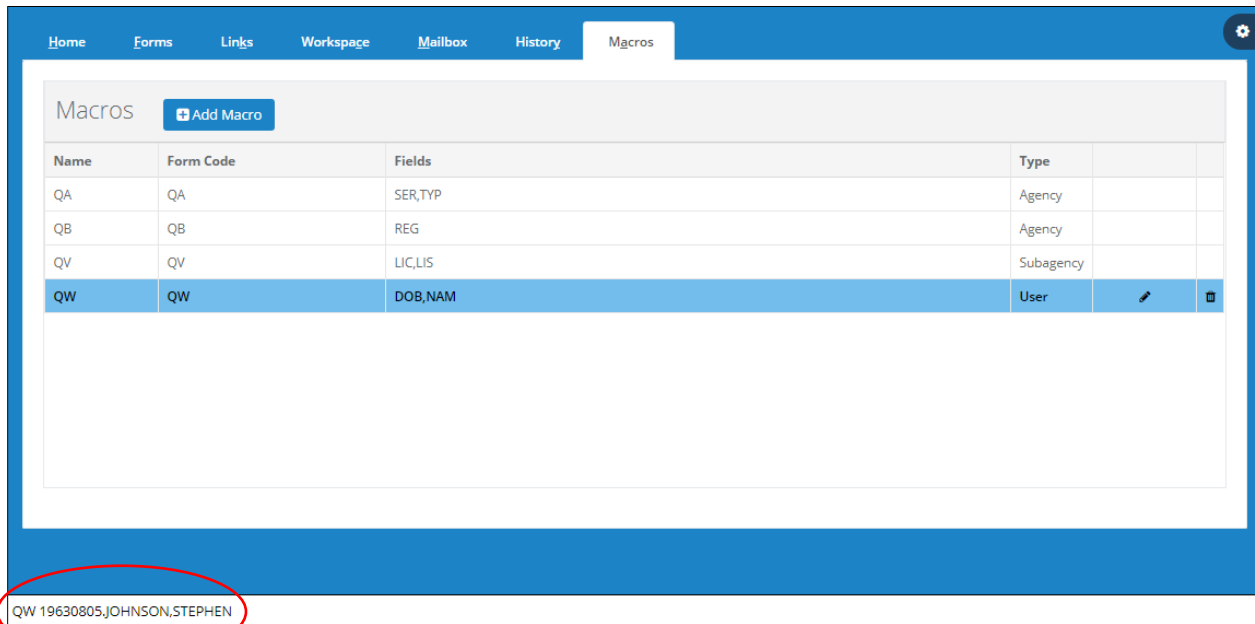

Figure 2.1.3.9.9 Run a Macro

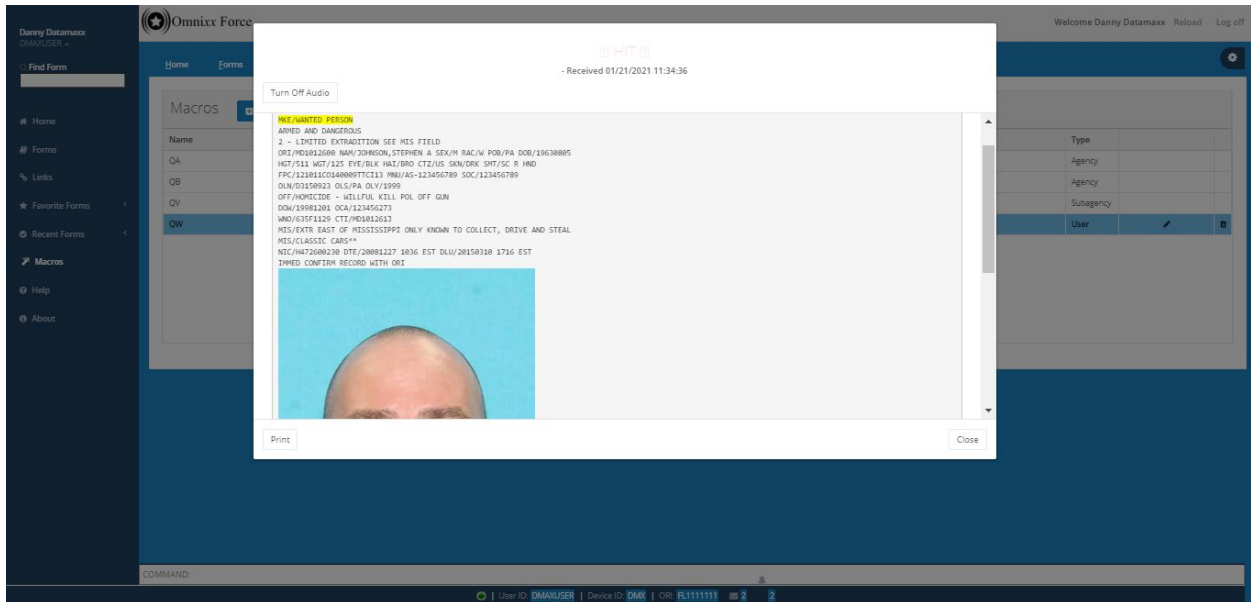The macro you created has run successfully as shown in the figure below.

Figure 2.1.3.9.10 Macro Run Successful

2.1.3.10   Help

This menu item displays the Omni*xx* Force Help dialog box with technical support contact information.
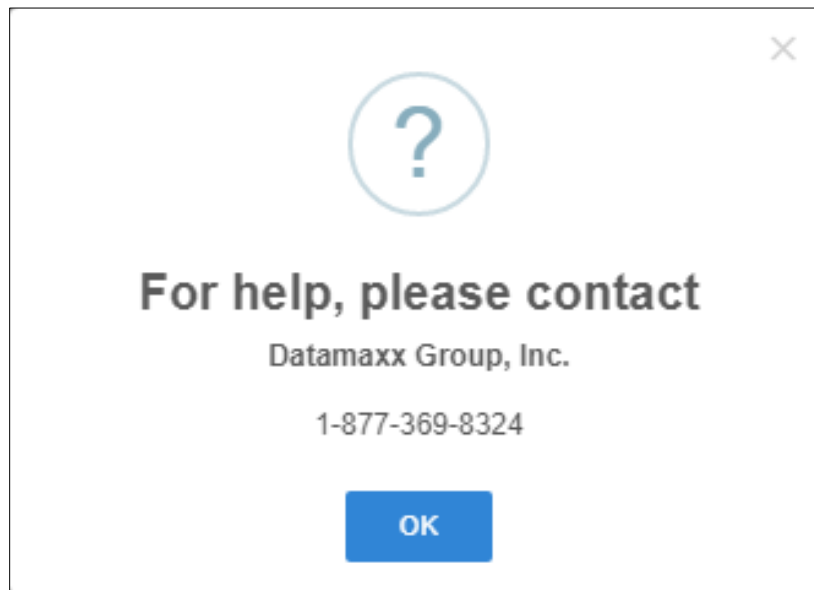

Figure 2.1.3.10.1 Omni*xx* Force Help Dialog Box

2.1.3.11   About

This menu item displays the version of Omni*xx* Force you are currently running.
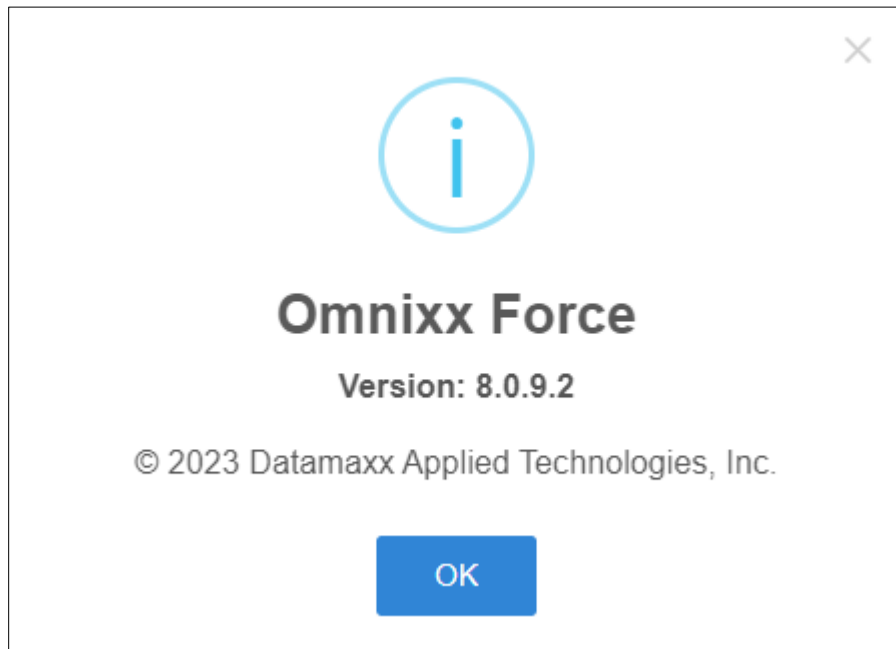

Figure 2.1.3.11.1 Omni*xx* Force About Dialog Box

2.1.4   Display Area

The user may display a transaction form by selecting the transaction form name located in the forms list in the Side Menu or Menu bar. The user may select from multiple forms that are open and shown as tabs along the top of the Display Area. Selecting a tab will display the associated transaction form.
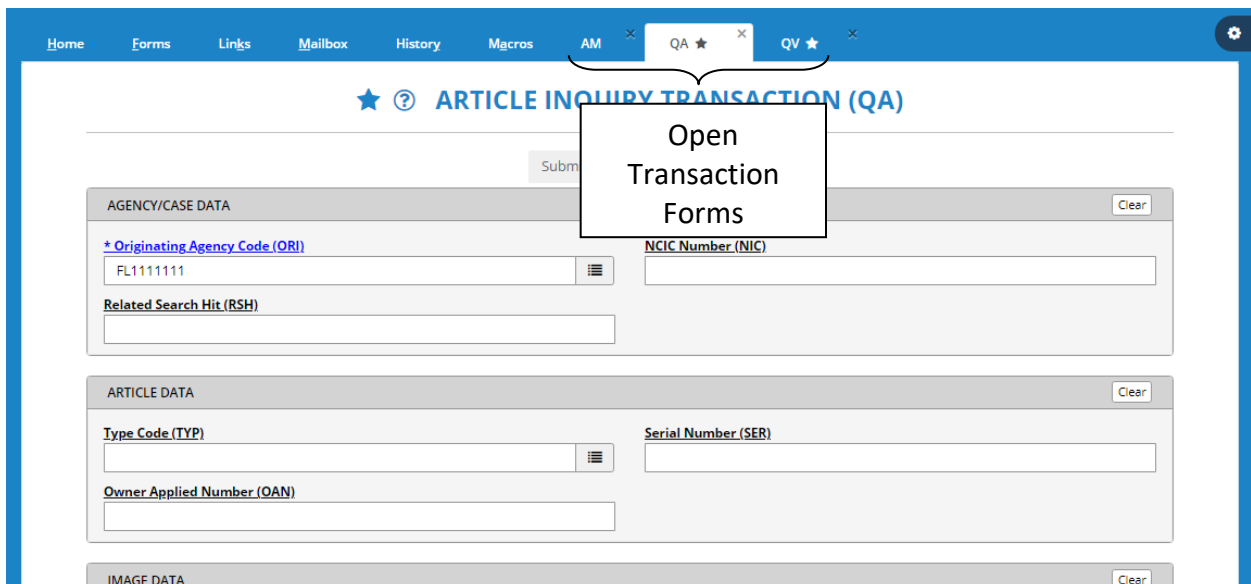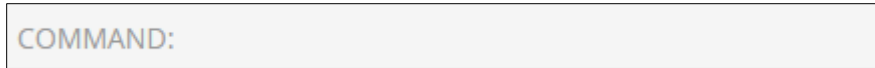

Figure 2.1.4.1 Open Multiple Forms

2.1.5   Command Line

The **Command Line**, located at the bottom of the screen under the Messages Display Area, allows the user to open a transaction form by entering the transaction Message Key (MKE)
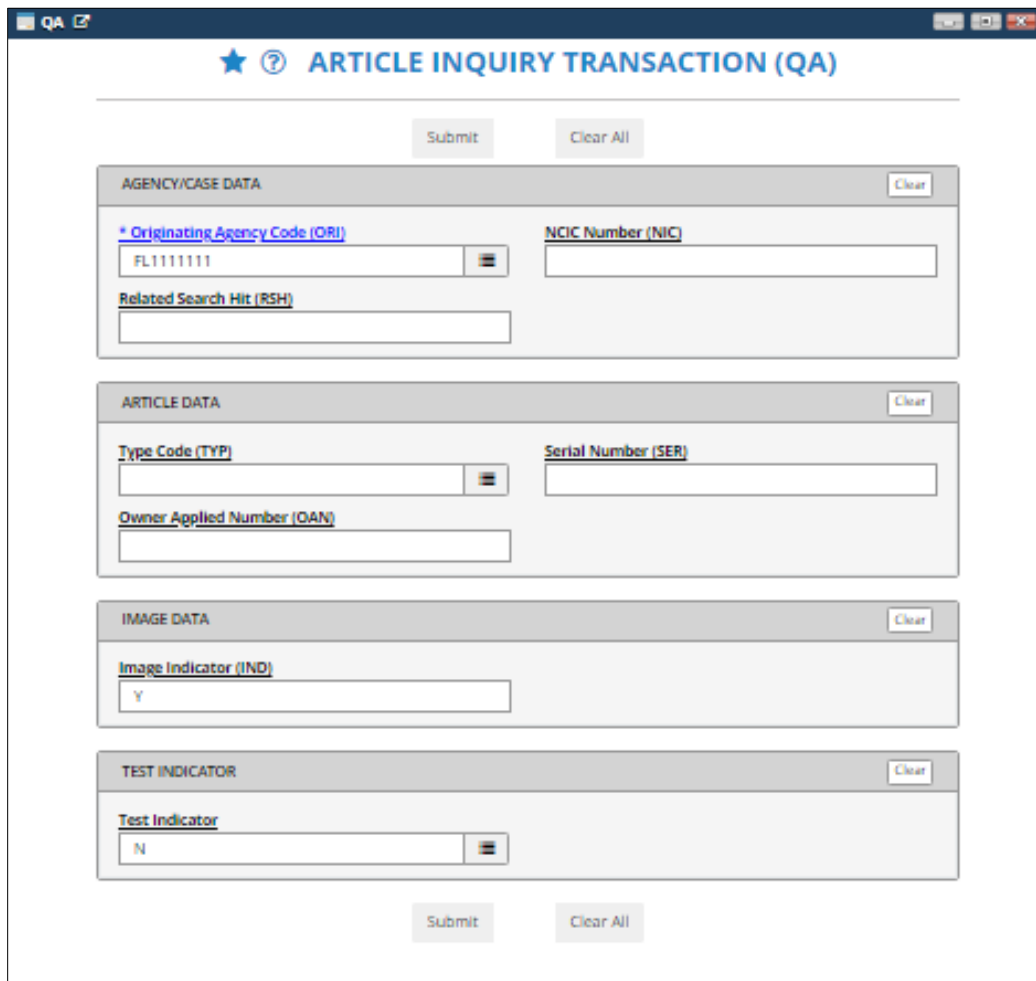
COMMAND:

Figure 2.1.5.1 Omni*xx* Force Command Line

Simply type in the transaction MKE and press the ENTER key. Note the following example denotes Transaction Form <space> Query Article.

TF QA

Figure 2.1.5.2 Enter Transaction MKE

Pressing the ENTER key opens the QA transaction form (used in this example) in the Display Area.

Figure 2.1.5.3 Open Transaction Form

2.1.6   Status Bar

The **Status bar**, located at the bottom of the screen under the Command Line, provides information regarding the number of "*unread*" messages in your Inbox, connection status, and your user, device (Mnemonic) and agency (ORI) identifications.

The number of "unread" Messages is indicated on the Status bar (envelope) and also the number of messages returning a "hit" (bell). These are capable of alerting a user audibly and visually.

Figure 2.1.6.1 Omni*xx* Force Status Bar

The Omni*xx* Force **Connection Indicator** is located on the Status bar. The purpose of this indicator is to inform the user of a successful connection to the (Message Switch). The icon for the Connection Indicator has a green circle to indicate a successful connection.

If at any time the connection drops, the indicator changes immediately from green to red to alert the user of a connection failure.

3.0   Using Omni*xx* Force

As a user, you will probably spend most of your time using Omni*xx* Force entering information into transaction forms. Your host network has established the use of these forms to ensure that transactions submitted to the host network are received uniformly. Most likely, you are familiar with forms (i.e., **Gun Query**, **Vehicle Query**, **Wanted Persons**, etc.). Omni*xx* Force presents all of your agency's transaction forms in an easy-to-follow, fill-in-the-blank format. This chapter will familiarize you with how to navigate the forms, enter data in the correct format, transmit and receive a valid response.

Transaction forms provide the user with a simple, quick way to obtain critical information by entering specific information into forms. These forms will vary from agency to agency. The following sections provide examples of transactions (queries) which result in a "hit" response and a "no-hit" response.

The following list of transaction forms are the most commonly accessed by a user.

- Administrative
- Vehicle
- Person
- Gun
- Article
- Boat

3.1   "No-Hit" Response

An example of a "no-hit" response in Omni*xx* Force is shown below. A query transaction form is displayed by selecting the corresponding form listed in the Side Menu or select from the Forms tab.
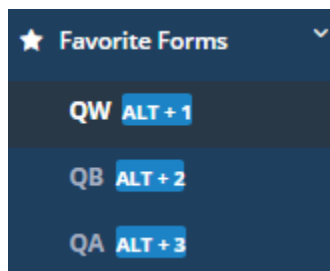

Figure 3.1.1 Select Transaction Form

In this example, the Wanted Person Query transaction form allows the user to enter specific information regarding a wanted individual.

Figure 3.1.2 Wanted Person Query Transaction Form

Enter the information for the individual into the Wanted Person Query Transaction Form and select the **Submit** button to *transmit* the query through the Omni*xx* Force message switch.

Selecting the Clear All button *clears* the data fields in the transaction form, except for fields that have been preloaded (for example, the **ORI** field).

Selecting the **Submit** button sends the query to federal, state and local databases for information. The query response message is sent to your Mailbox and can be viewed by selecting the line item and scrolling down the Display Area.
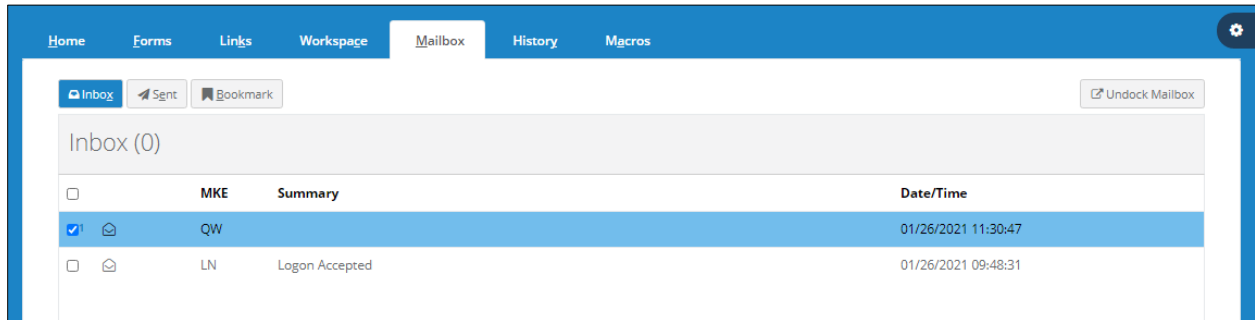

Figure 3.1.3 Query Response Message

In this example, a no-hit response is received as shown below. The user may close the transaction message or print the results via a local printer.
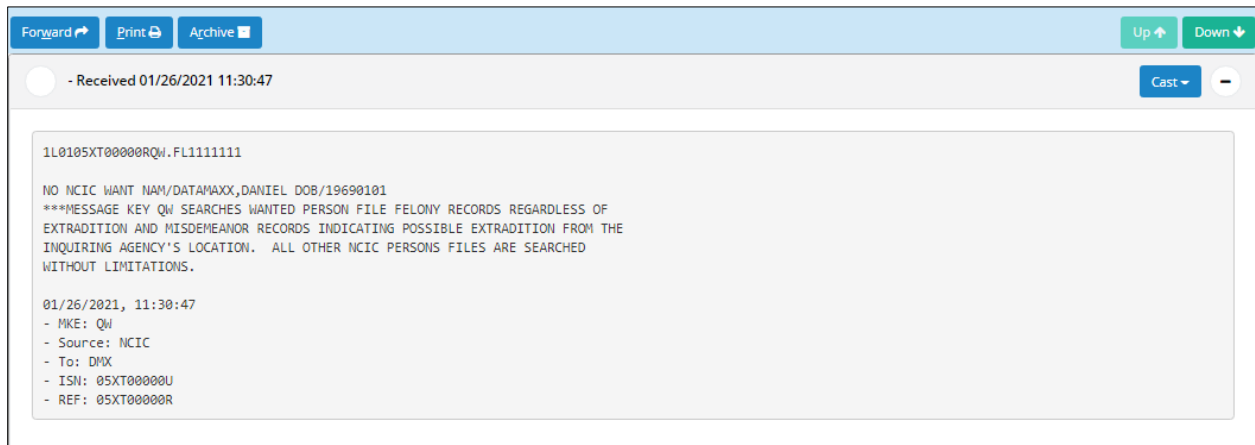

Figure 3.1.4 Query "No-Hit" Response

3.2   "Hit" Response

An example of a "hit" response in Omni*xx* Force is shown below. A query transaction form is displayed by selecting the corresponding form listed in the Side Menu or select from the Forms tab.
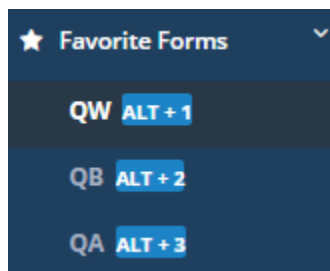

Figure 3.2.1 Select Transaction Form

In this example, the Wanted Person Query transaction form allows the user to enter specific information regarding an individual.

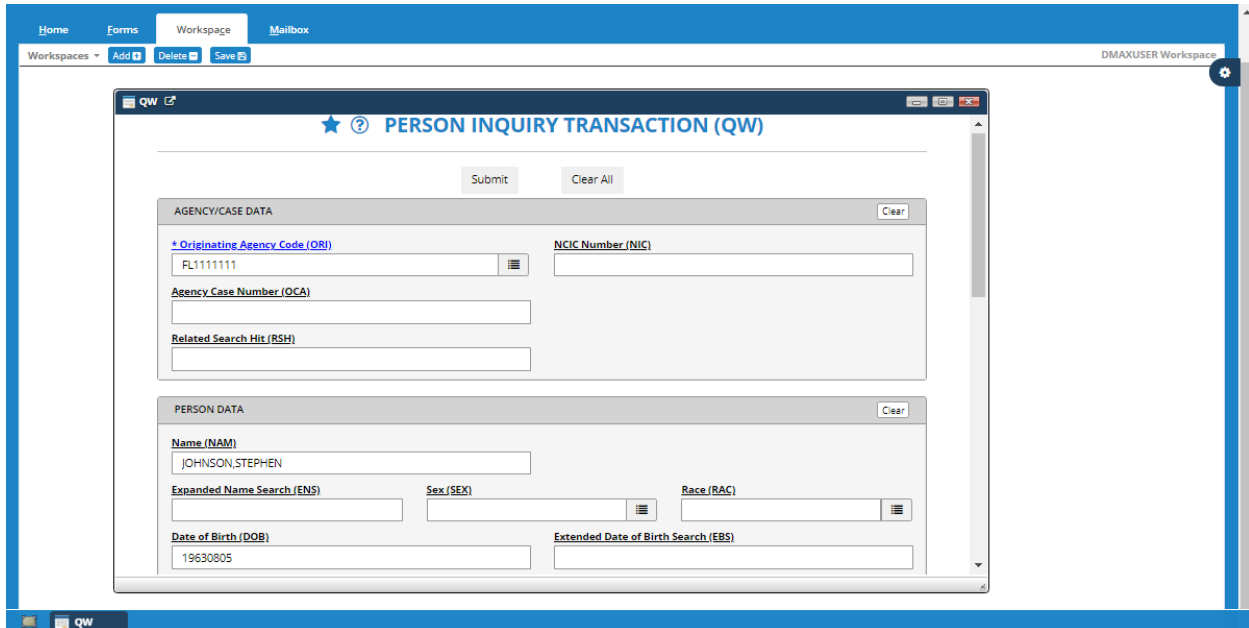Figure 3.2.2 Wanted Person Query Transaction Form

Enter the information for the vehicle into the Wanted Person Query Transaction Form and select the **Submit** button to *transmit* the query through the Omni*xx* Force message switch.

Selecting the **Clear All** button *clears* the data fields in the transaction form, except fields that have been preloaded (for example, the **ORI** field).

Selecting the **Submit** button sends the query to federal, state and local databases for information. In the example below, the user receives a "Hit" on the wanted person query.

Figure 3.2.3 Query "Hit" Response
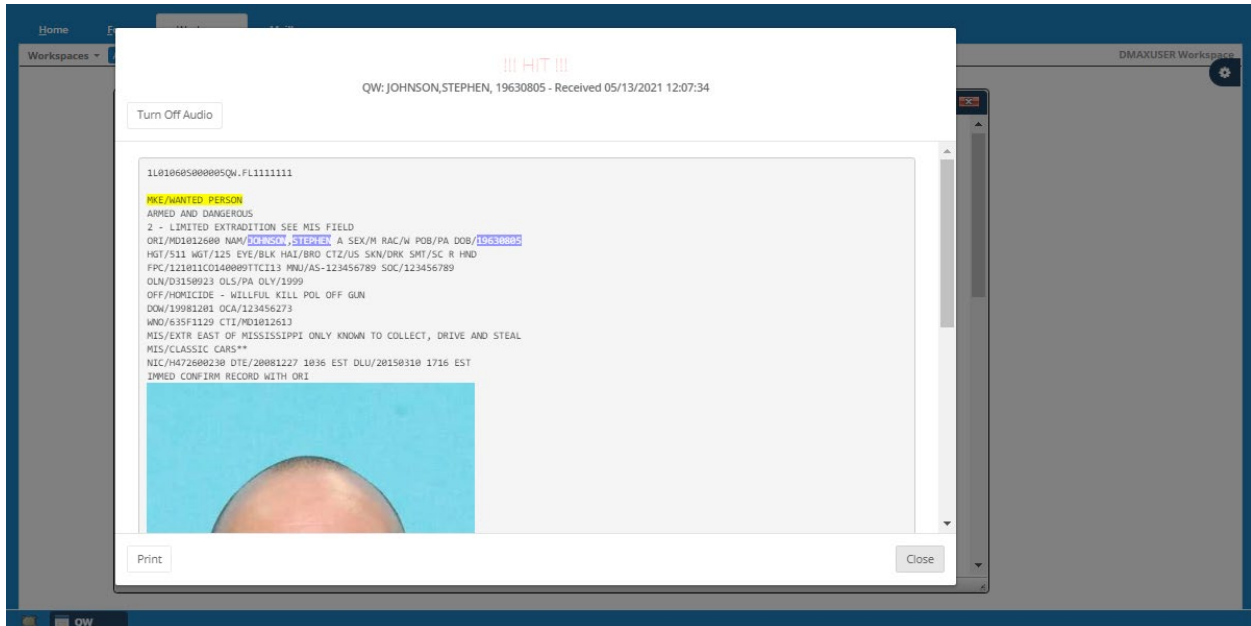

The user may close the transaction message or print the results via a local printer. Note the flashing red !!!HIT!!! message at the top of the message. An audible alert may also be present and can be turned off by selecting the **Turn Off Audio** button. Selecting the **Close** button displays the actual query response without the image.
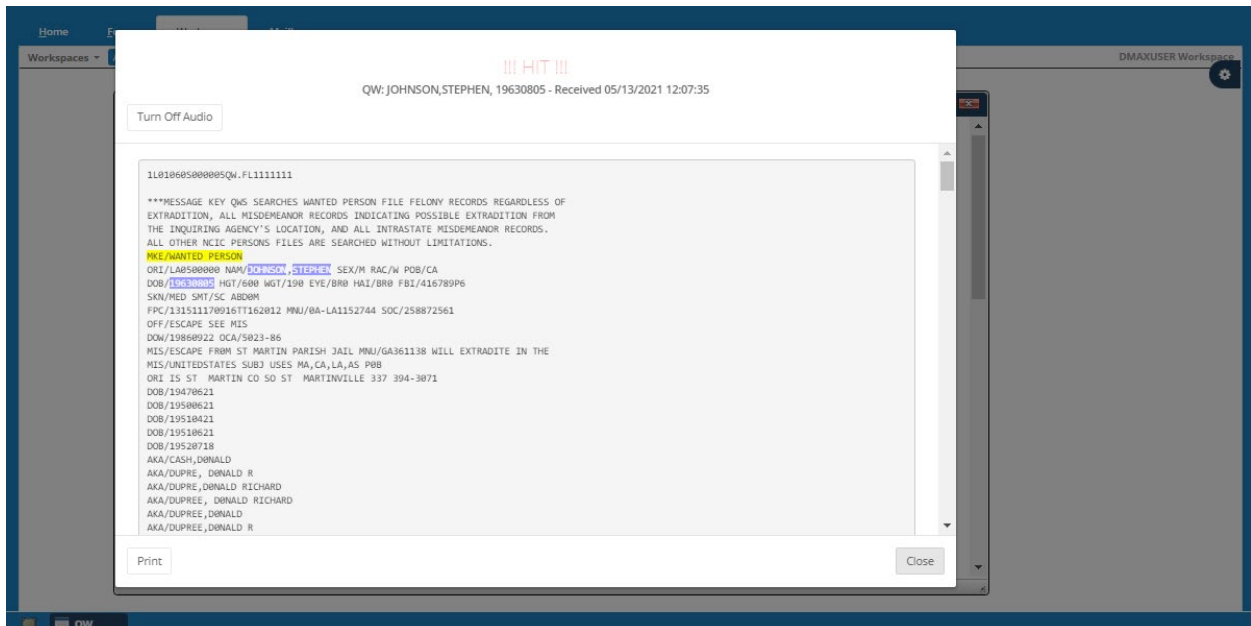

Figure 3.2.4 Query Hit Response Detail

3.3   Response Messages

A user may view transaction messages (both sent and received) from a user's Mailbox. Choose the Mailbox tab at the top of the screen to display the response messages and select the line item in the list.

Figure 3.3.1 Response Messages

Double-selecting the message line item you wish to view or scrolling down displays the response.

Figure 3.3.2 Display Response Message

3.3.1   Message Casting

This feature allows message responses to be "cast" into other transaction requests. For example, when a "hit" confirmation response is received for a wanted person, a user may select the **Cast** button located in the upper right of the message response and then select the appropriate "cast" message type.

Figure 3.3.1.1 Select Message Type to Cast

Selecting the Cast message type displays the Hit Confirmation Request form. This transmits the same query to different sources for a response. Usually, this entails a different or multiple ORI(s).
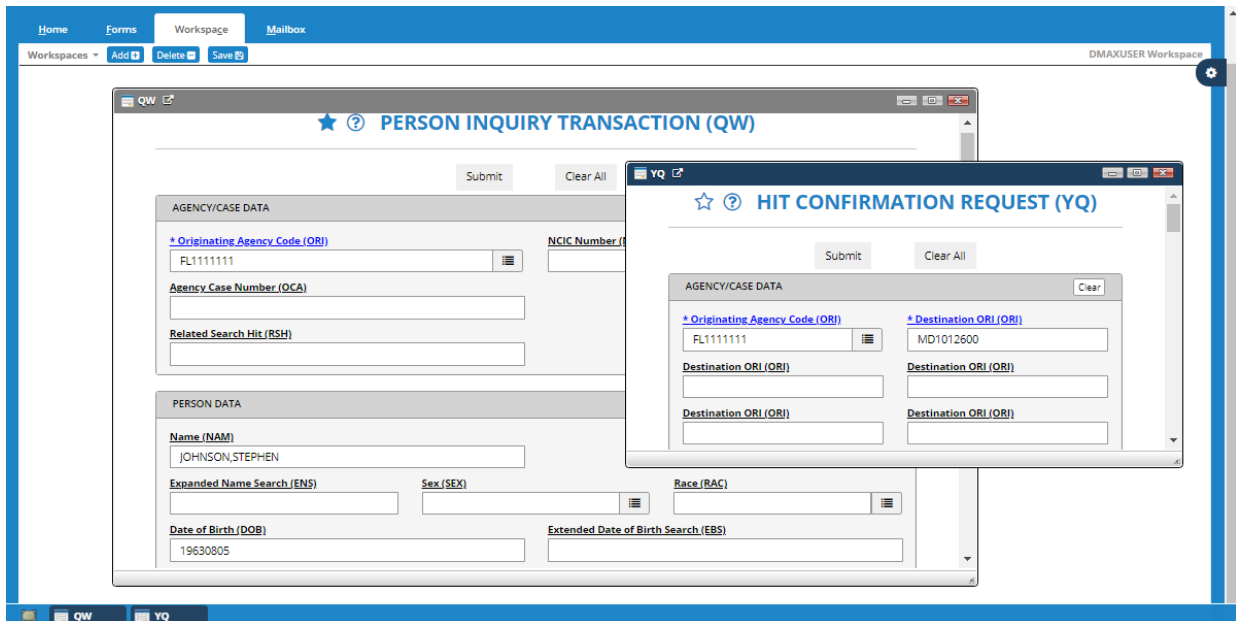

Figure 3.3.1.2 Message "Casting"

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