



Volume

1

WebLEDS LEDS Representative Guide

WebLEDS LEDS Rep Guide

LEDS Rep Duties

As the designated LEDS Representative for your agency, there are certain duties and responsibilities that the Oregon State Police (OSP) Law Enforcement Data System (LEDS) division places upon you to perform. These duties include the following tasks:

- Acting as the point of contact for your agency for any communications between your agency and LEDS.
- Acting as the singular point of contact to the LEDS Helpdesk for any issues your agency is experiencing. The LEDS Helpdesk: (503) 378-5565, helpdesk.leds@osp.oregon.gov
- Coordination and distribution of required LEDS training courses to your agency personnel who will be accessing LEDS data and providing them with the necessary log-in credentials to access the LEDS **nexTest** online training system. This information is provided to you by LEDS.
- Working with your agency personnel to coordinate their taking of their required base training certification course in **nexTest** before accessing LEDS data or systems.
- Monitoring, managing, and overseeing the future training renewal dates for all your LEDS users, to verify they are performing training recertification at the time intervals required by LEDS.
- Submitting the appropriate LEDS transactions to enter, modify and remove agency personal certification information into what is known as the **LEDS Rep Training files**.

Per LEDS, all personnel who access LEDS data must take and pass training and certification courses provided by LEDS using their nexTest training system. Agency LEDS Reps must coordinate with the LEDS helpdesk to set up log-in credentials into nexTest for each of your agency personnel who will be accessing LEDS data. It is the LEDS Rep's responsibility to make sure users are taking their nexTest testing within the 30-day allotment time allowed by LEDS after their nexTest account has been created. LEDS Reps are also responsible for the bi-annual recertification testing all agency users must perform, to maintain their LEDS access.

LEDS Reps will lastly use what are known as the **LEDS Rep Training Masks** (transactions) to submit entries into the LEDS Training file for all their LEDS certified users and update these records for each test/certification a user takes.

As the LEDS Rep, the LEDS department will be the ultimate point of contact to provide you with the full and actual duties you are responsible for as your agency's LEDS rep.

Accessing LEDS Rep Training Masks

Within the LEDS system, there are 7 different transactions that LEDS Reps will use to enter and maintain personnel information in the LEDS Rep Training file. These transactions are:

- **QTR** – Query Training Records
- **ETR** – Enter Base Training Record
- **ETH** – Enter Training History Record
- **MTR** – Modify Base Training Record
- **MTH** – Modify Training History Records
- **XTR** – Cancel Base Training Records
- **XTH** – Cancel Training History Record

These transactions may be accessed within WebLEDS by clicking on the link on the left side of the WebLEDS screen that says, “**Categorized Mask Menu**”, then clicking “**Training Records**”:



Once the **“Training Records”** category is clicked upon, you’ll see a list of all the LEDS Rep Training transactions:

Inactivity Time Left: (00:59:09)

Admin - WebLEDS Administration

Leds ID: (HDB1)
User ID: (admin)
Printer: (\\localpcprinter)

View Current Responses - (ESC Key)
View Saved Responses
View Deleted Responses

My Favorites: [System Default]
- F1 : AM - Admin Msg
- F2 : DLR - DMV by OLN
- F3 : DLW - DMV by OLN
- F4 : FREE - Free Format
- F5 : QDW - DMV by Name
- F6 : QH - CCH by Name
- F7 : QRS - Reg by Plate
- F8 : QWHD - CCH by Name
- F9 : RR - CCH by SID/FBI
- F10 : W - Want by Name
- F11 : YQ - Hit Inquiry
- F12 : YR - Hit Response

Mask Menus:
- Go To Mask:
- Alphabetical Masks Menu
- Categorized Mask Menu

My WebLEDS:
- Logoff
- Change Password & Account Info
- Change Personal Security Questions
- Display & Search Sent/Received Logs
- Change Response Buttons
- Change Printer
- Change Colors & Fonts
- Change Field Paste Values
- Two Factor Authentication Setup

Training Records Menu

Inquiry:
QTR Query Training Record - By ORI
QTR Query Training Record - By Name
QTR Query Training Record - By DPSST
QTR Query Training Record - By OLN
QTR Query Training Record - By SID

Entry:
ETR Enter Base Training Record
ETH Enter Training History Record

Modify:
MTR Modify Base Training Record
MTH Modify Training History Record

Cancel:
XTR Cancel Base Training Record
XTH Cancel Training Record History

LEDS Rep Transactions

Following are descriptions of the LEDS Rep transactions:

- **QTR – Query Training Record**
This set of transactions will allow you to inquire into the data stored in your agency's training file. You may inquire by your agency's ORI number for a full list of everyone in your agency, or by a specific employees Name, DPSST number, OLN (Operators License Number), or SID (State ID Number).
- **ETR – Enter Base Training Record**
This transaction will be used to enter the base record for each employee in your agency who will be accessing LEDS data. With this transaction you will also enter the date and specific training guide level given (Inquiry, Inquiry/Entry, etc). LEDS will provide you this level info when they setup your new user within their nexTest testing system.
- **ETH – Enter Training History Record**
This transaction will be used to enter each new training certification a user takes, such as their biannual testing recertification. You'll enter the date and specific training certification the user took.
- **MTR – Modify Base Training Record**
This transaction will allow you to modify the Base Training Record (ETR) of any person in your training file. This might include modification of their name (re-married), OLN, Employment Status, DPSST number, SID or any erroneous information found in their Base Record which needs correcting.
- **MTH – Modify Training History Record**
This transaction will allow you to modify any of the Training History Records (ETH) that have been entered for an employee. This might include fixing/adjusting the date the employee took their test, or the level of test they took.
- **XTR – Cancel Base Training Record**
This transaction is used to remove an employee's Base Training Record (ETR) from your agency, such as if the employee has left employment.
- **XTH – Cancel Training History Record**
This transaction is used to remove one of an employee's Training History Records (ETH), for example if an employee never completed a certification that has been previously entered.

END OF DOCUMENT