



**Volume**

**1**

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WebLEDS User Guide

# WebLEDS User Guide

# ACCESSING THE SYSTEM

**WebLEDS** – WebLEDS is a private based software solution used to access the Oregon State Police - Law Enforcement Data System (LEDS) database. LEDS is the backend state criminal justice database managed by Oregon State Police, and WebLEDS (Web based LEDS system) is the frontend set of screens used to query LEDS, NCIC, and all other states, territories, Canada, and INTERPOL via Nlets.

**WebLEDS** is the set of 450+ screens and transactions that will allow you to inquire into and update the Oregon State files (LEDS), all other 50 state files (NLETS), and the Federal system (NCIC).

To access WebLEDS, open your Internet Browser (Firefox, Chrome, Edge, Safari, etc), and go to the website URL provided to you, where you'll be presented with the WebLEDS login page:

**Web LEDS**

**Criminal Justice  
Law  
Enforcement  
System**

Username:

Password:

**This server has been up and available for:**  
145 Days, 9 Hours, 27 Minutes, 18 Seconds

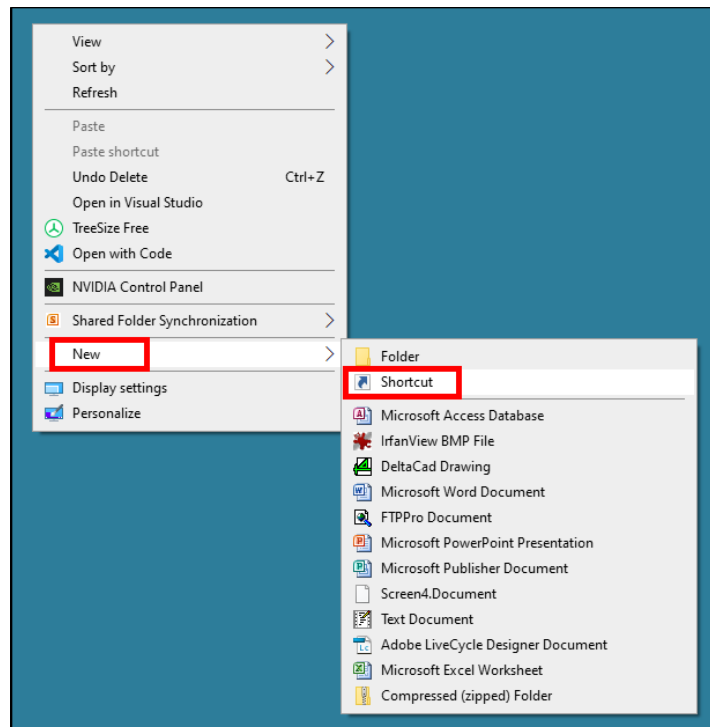
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Notice:  
Any and all unauthorized access to this system is STRICTLY prohibited by law.  
Any unauthorized access to this system is a crime, and will be prosecuted.  
  
All access and activity to this system is logged and monitored.

# CREATING A DESKTOP SHORTCUT

To simplify accessing **WebLEDS**, it is recommended that you create a “desktop shortcut” for WebLEDS, so that you can click on it and access it easily and quickly, like any other installed Windows application.

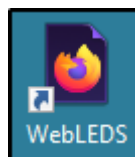
To create a desktop shortcut, right click any open space on your desktop, and from the popup menu select **NEW**, then **SHORTCUT**:



For the “**Location of the item**” enter: <https://<webleds URL you were given>>

For the “**Name of the Shortcut**” enter: WebLEDS

This will then create a nice shortcut right on your desktop that you can click on, to go directly to the WebLEDS login page. Note, your shortcut might look different, depending upon what your default Internet browser is for your PC:



# Logging In

## LOGGING IN:

To log into the system, enter the **USERNAME** and **PASSWORD** that was supplied to you. **USERNAMES** and **PASSWORDS** are case sensitive, and must be typed exactly as provided to you (correct UPPER and lower case).

## FIRST LOG IN:

The first time you log into the system with the password provided to you, the system will prompt you to reset your password to something of your own choosing.

## SECOND LOG IN:

The second time you log into the system, the system will prompt you to set a 4 digit PIN, and choose 3 password recovery security questions.

## RESETTING A FORGOTTEN PASSWORD OR UNLOCKING AN ACCOUNT:

If you have forgotten your password, or have locked your account, use the **“RESET PASSWORD / UNLOCK ACCT”** button located on the bottom of the Log-in screen. You’ll be prompted for your username, DOB, your 4 digit pin, and the answers to your 3 security questions. The system will then allow you to reset your password and log in.

**Web LEADS**

**Criminal Justice  
Law  
Enforcement  
System**

Username:

Password:

**This server has been up and available for:**  
145 Days, 9 Hours, 27 Minutes, 18 Seconds

Notice:  
Any and all unauthorized access to this system is STRICTLY prohibited by law.  
Any unauthorized access to this system is a crime, and will be prosecuted.

All access and activity to this system is logged and monitored.

(c) KRP Data Systems  
Phone: 541-580-4849  
Email: support@webleads.com

# USING THE SYSTEM

Once logged into **WebLEDS**, the screen is divided into 2 halves (left and right). The left side is where you will choose options, and the right side is where those options/screens will display.

The system is basically a set of 450+ different transactions (we call them **MASKS**) that you can fill out and submit for inquiry, and the results come back to you to view, print or save.

## WebLEDS Main Screen

**Inactivity Time Left: (00:56:45)**

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

**State Systems & Directories:**

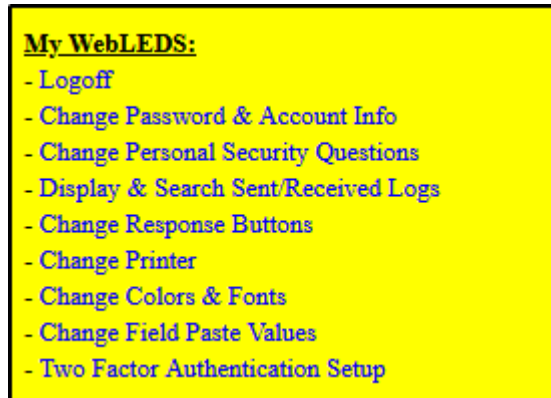
- Agency Address Codes
- APB and Oregon Broadcast Codes
- Oregon State Employee Directory
- Oregon State Police (OSP)

**Web LEADS**

**Criminal Justice  
Law  
Enforcement  
System**

# MY WEBLEDS – USER SETTINGS

Within WebLEDS, the user is able to customize many things in the application to their liking. These settings and preferences are selected under the “**MY WEBLEDS**” section on the left side of the WebLEDS screen:



**LOGOFF:** Logs the user out of WebLEDS, and returns them to the sign-on screen.

**CHANGE PASSWORD & ACCOUNT INFO:** Allows the user to change their password, and displays to them how their account has been setup.

**CHANGE PERSONAL SECURITY QUESTIONS:** Allows the user to view/change their established PIN, and 3 Security questions, that they can use to reset their password or unlock their account if needed. Clicking on the “RESET PASSWORD / UNLOCK ACCT” button on the log-in screen will prompt the user for these values. If correct, the system will unlock the users account (if needed) and reset their password. Every 30 days the system will prompt the user to review their PIN and Security questions.

**DISPLAY & SEARCH SENT/RECEIVED LOGS:** The system keeps a log of EVERY transaction a user submits, and EVERY response that is returned to them. Clicking on this option will allow the user to find any transaction or response they’ve ever had, allowing them to search by date, or by a particular word or phrase.

**CHANGE RESPONSE BUTTONS:** When viewing responses, there are numerous MACRO buttons listed at the top of each response. These buttons perform various functions on the viewed response (ex, Extracting an OLN, and automatically submitting a DMV photo inquiry). Users may customize the list of macro buttons that appear atop of each response using this option.

**CHANGE PRINTER:** A user has a default printer assigned to them in their WebLEDS profile. If you wish to temporarily change your printer to a different printer, select this link, and choose your new printer. Using the PRINT button next to any response will then print that response to the newly selected printer. You may change your printer back to your default printer at any time using this link, or simply log out and back in, and you'll always be set back to your default printer.

**CHANGE COLORS & FONTS:** This option allows you to customize your screen colors. You can change the colors of the left and right sides of the WebLEDS screen, and also change the font, size and colors that your responses are displayed to you in.

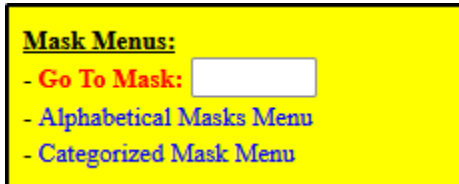
**CHANGE FIELD PASTE VALUES:** This option allows you to define and assign any text you wish to the ALT-1 through ALT-9 key combinations. After assignment, pressing ALT-1 through ALT-9 will paste this text into whatever WebLEDS field you are in. This is handy, for example, of saving your agencies address or phone number to an ALT-1 and ALT-2 keys, and then on any mask you are filling out, simply press ALT-1 or ALT-2 to have that text automatically pasted into those fields, saving you from having to re-type it in every time.

**TWO FACTOR AUTHENTICATION SETUP:** WebLEDS supports multiple forms of two-factor authentication (your username/password, plus a random key generated for you by an external source). WebLEDS supports two different phone authenticator applications (Google Authenticator and Microsoft Authenticator) and 1 PC authenticator application (WinAUTH). Clicking on this link will provide you the instructions on how to setup and enable two-factor authentication for your WebLEDS account.

# FINDING & SUBMITTING INQUIRIES

There are several ways within WebLEDS to find the transactions (Masks) of interest to you:

1. On the left side of the screen is the “**MASK MENU**” section:



- a. **GO TO MASK:** Every LEDES transaction has a transaction identifier (example: DLP, RR, DQ, etc). As you use transactions, you’ll learn those transaction codes. To quickly go to a specific transaction, simply type its transaction code (ex: DLP) into the “**GO TO MASK**” box, and press ENTER. Pressing the HOME key will automatically jump your cursor into the “GO TO MASK BOX”.
- b. **ALPHABETICAL MASK MENU:** If you want to list out all 450+ transactions in Alphabetical order, click on the “**Alphabetical Mask Menu**” link. Use the **CTRL-F** key combination (windows FIND function) to search the alphabetical list for whatever wording you might be looking for (example “PHOTO” or “AIRCRAFT”).
- c. **CATEGORIZED MASK MENU:** If you wish to drill down into the transactions via their categories (Driver Records, Criminal Records, Vehicle Records, Missing Persons, etc), click on the “**Categorized Mask Menu**”. This will take you to the list of transaction categories, which you can then select and drill deeper to find the transaction(s) you are looking for.





2. Set up your **“FAVORITES”** list of transactions you use most often:

- a. WebLEDS allows you to define 24 favorite masks that you most commonly use, and will list them on the left side of the screen under **“MY FAVORITES”** for convenient and quick 1-keypress access. You can mouse click on these items, or press the assigned **F#** key, to go directly to that mask. The first 12 will be assigned to **F1** through **F12**, and the next 12 will be assigned to **SHIFT-F1** through **Shift F12**:

**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

To change/update this list, simply click on the **“MY FAVORITES”** title at the top of the list. This will take you to a screen that allows you to select which items should appear in your favorites, what order to order them in, and what text you would like to display for each favorite item you have selected (ex. AM- Admin Msg).

# MASK SCREENS

Once on a mask screen, simply fill it out, and press the **SUBMIT** button located at the bottom of the screen. Fields listed in **RED** are required, fields in **ORANGE** indicate at least one of the group of fields must be entered, and fields in **BLACK** are optional:

**DMV Drivers License Photo Request - By OLN**

<b>MKE:</b>	<input type="text" value="DPL.LC = License Photo Request - By OLN"/>	Message Key
<b>OLN:</b>	<input type="text"/>	Operators Drivers License Number
<b>SEQ:</b>	<input type="text"/>	Image Sequence Number

**Criminal Records Inquiry by Name**

<b>MKE:</b>	<input type="text" value="QWHD = CCH, NCIC, LEDS/NCIC Wanted, DMV"/>	Message Key
<b>INI:</b>	<input type="text"/>	Operator Initials (2 or 3 characters required)
<b>ORI:</b>	<input type="text" value="OR0100500"/>	ORI Number
<b>REQ:</b>	<input type="text"/>	Requestor Name (DPSST or Lastname, Firstname)
<b>NAM:</b>	<input type="text"/>	Inquiry Name (Last,First M)
<b>RAC:</b>	<input type="text" value="-- select --"/>	Race
<b>SEX:</b>	<input type="text" value="-- select --"/>	Sex
<b>PUR:</b>	<input type="text" value="C = Criminal Justice Purposes"/>	Purpose Code
<b>RSN:</b>	<input type="text"/>	Reason for Requesting CCH

**At least 1 other identifier must be specified:**

<b>DOB:</b>	<input type="text"/>	Date of Birth (YYYYMMDD)
<b>MNU:</b>	<input type="text"/>	Miscellaneous ID Numbers
<b>SOC:</b>	<input type="text"/>	Social Security Number

QWH and QWHD only (optional):

<b>INV:</b>	<input type="text" value="ALL = Receive ALL Hits"/>	Investigative Action
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# VIEWING RESPONSES

Once you press **SUBMIT** to submit an inquiry, the inquiry will go to LEDS (and other states/NCIC if necessary), and within 1-2 seconds your return(s) will automatically return to you for viewing. To view your returns, click on the **VIEW CURRENT RESPONSES** button located in the upper left corner of your WebLEDS screen (or press the ESC key if you wish to use the keyboard instead of the mouse).

The screenshot displays the WebLEDS interface. On the left, a yellow sidebar contains the following elements: 'Inactivity Time Left: (00:59:52)', 'Admin - WebLEDS Administration', user information (Leds ID: (HDB1), User ID: (admin), Printer: (\\localpcprinter)), a red-bordered button for 'View Current Responses - (ESC Key)', buttons for 'View Saved Responses' and 'View Deleted Responses', 'My Favorites: [System Default]' with a list of function keys (F1-F12), 'Mask Menus:' with a 'Go To Mask' field containing 'dpl' and options for 'Alphabetical Masks Menu' and 'Categorized Mask Menu', and 'My WebLEDS:' with a list of system configuration options. On the right, a grey box titled 'Categorized Mask Menu' contains a list of 30 items, including Agency File, Articles, Boats, Canadian Interface, Concealed Weapons Permits, Corrections Clients & Sex Offenders, Criminal Records, DECON Records, Driver Records, Guns, Help Files, Identity Theft Records, Interpol Interface, Investigative Interest Records, Miscellaneous Masks, Missing Persons, NCIC Imaging Records, Offender Information and Sentence Computation (OISC), Officer Safety Records, Other InterSystem Links, Parts, Parole Board, Persons of Interest, Prisoner Transport, Restraining Orders, Securities, Training Records, Unidentified Persons, Vehicle Registrations, Vehicles, Violent Gang and Terrorist Organization File, Violent Persons, and Wanted Persons.

Your current received responses are stored in your main RESPONSES inbox, much like an email inbox. You may VIEW, DELETE or SAVE them as needed. SAVING a response will move it out

of your main “RESPONSE INBOX”, and into your “SAVED RESPONSES” inbox. DELETING a response will move it to your “DELETED RESPONSES” inbox.

Items left in your main inbox will be automatically deleted after a system configured default timeframe (typically 10 or 30 days).

Items moved to your SAVED inbox will stay there forever, until you delete them.

Items deleted and moved to your DELETED box will stay there for 24 hours, and then be automatically purged.

You may move items between your MAIN, SAVED and DELETED inboxes, by using buttons displayed in each of those boxes (ex. You can move a DELETED item back to your MAIN inbox, or move a MAIN inbox item to your SAVED inbox).

# **STATE SYSEMS & DIRECTORIES**

WebLEDS contains handy links to other external websites that might be handy for users to access. These links can be found on the left side of the screen, under “**STATE SYSTEMS & DIRECTORIES**”:

## **State Systems & Directories:**

- [Agency Address Codes](#)
- [APB and Oregon Broadcast Codes](#)
- [Oregon State Employee Directory](#)
- [Oregon State Police \(OSP\)](#)
- [Oregon CJIS Division \(CJIS\)](#)
- [Oregon LEDS Division \(LEDS\)](#)
- [Oregon Revised Statutes \(ORS\)](#)
- [Oregon Administrative Rules \(OAR\)](#)
- [Oregon Judicial System \(OJCIN\)](#)
- [FBI Law Enforcement Portal \(LEEP\)](#)

Please note these links are to external sites (State/Federal systems) that are not a part of or controlled by WebLEDS. As such, the content of them, and any passwords that those agencies might require to access them, are determined by those external agencies.

# MANUALS

WebLEDS contains handy links to various manuals, both WebLEDS manuals (under our control), and LEDS, NCIC and FBI manuals (not under our control). These links can be found on the left side of the screen, under “**MANUALS**”:

## Manuals:

- [LEDS Manuals - LEDS website](#)
- [NCIC Manuals - LEDS website](#)
- [FBI CJIS Security Policy](#)
- [WebLEDS Manuals](#)

Please note the links for the LEDS, NCIC and FBI manuals are to external sites managed by LEDS, NCIC and the FBI, and are not a part of or controlled by WebLEDS. As such, the content of them, and any passwords that those agencies might require to access them, are determined by those external agencies.

# RESPONSE VIEW FORMAT

WebLEDS allows users to view their returned responses in one of 4 different formats (Index, All, Plain, Split). You may select the format you desire by using the “**RESPONSE VIEW FORMAT**” options listed on the left side of the WebLEDS screen:

**INDEX:** Selecting this option will display your returned responses in a listed index format, one line per response. You’ll click on a desired response to view it:

**Response View Format:**  
Index  All   
Plain  Split

Delete ALL Print ALL Check ALL Print Checked Print Checked + Delete Checked Save Checked Prt/Del Checked

**Use ALT+letter to activate VIEW button:**

Check	View	Delete	Print	Date	Time	Description
<input type="checkbox"/>	a=view	delete	print	09/14/22	10:33:36.81	UNABLE TO LOCATE L FAG500
<input type="checkbox"/>	b=view	delete	print	09/14/22	10:33:25.45	NCIC Response 4035740847
<input type="checkbox"/>	c=view	delete	print	09/14/22	10:33:24.87	NO RECORD FOUND LIC FAG500 LIS XX
<input type="checkbox"/>	d=view	delete	print	09/14/22	10:30:14.12	NCIC Response 4035732327
<input type="checkbox"/>	e=view	delete	print	09/14/22	10:30:13.97	QV OR0100500 LIC FAT500 LIS XX

Delete ALL Print ALL Check ALL Print Checked Print Checked + Delete Checked Save Checked Prt/Del Checked

**ALL:** Selecting this option will display the full content of all your existing responses, one after the other, all on a single page:

**Response View Format:**

Index  All   
Plain  Split

<input type="checkbox"/>	a=Delete	b=Save	c=Print	d=Print+	e=DMV Photo	f=DMV/Name	g=Send AM
	h=Q VIN/LIC	i=E VIN/LIC	j=WANTS	k=CCH	l=CCH/SID	m=CCH/FBI	n=QLW/LNU
<pre>NZ100010000.REUR 0001 NCIC NCIC Response # 4035740847 1L01000000R0IJFRC3C OR0100500  NO RECORD LIC/FAG500  ----- Received on 09/14/22 at 10:33:25 -----</pre>							
<input type="checkbox"/>	Delete	Save	Print	Print+	DMV Photo	DMV/Name	Send AM
	Q VIN/LIC	E VIN/LIC	WANTS	CCH	CCH/SID	CCH/FBI	QLW/LNU
<pre>LZ100010000.REUR 0001 LEDS OR0100500 NO RECORD FOUND LIC/FAG500 LIS/XX CHECKING NCIC  ----- Received on 09/14/22 at 10:33:24 -----</pre>							
<input type="checkbox"/>	Delete	Save	Print	Print+	DMV Photo	DMV/Name	Send AM
	Q VIN/LIC	E VIN/LIC	WANTS	CCH	CCH/SID	CCH/FBI	QLW/LNU
<pre>NZ100010000.REUR 0001 NCIC NCIC Response # 4035732327 1L01000000R0IJFPI4A OR0100500  NO RECORD LIC/FAT500  ----- Received on 09/14/22 at 10:30:14 -----</pre>							



**PLAIN:** Selecting this option is similar to the ALL display format, where all responses will be displayed one after the other on a single page. The difference is the PLAIN option does not display all of the macro buttons that are normally displayed on top of each response, thus giving a less cluttered view:

**Response View Format:**

Index	<input type="checkbox"/>	All	<input type="checkbox"/>
Plain	<input checked="" type="checkbox"/>	Split	<input type="checkbox"/>

Delete Save Print

MZ100010000.QRS.  
UNABLE TO LOCATE L: FAG500

-----  
Received on 09/14/22 at 10:33:36  
-----

---

Delete Save Print

NZ100010000.REUR 0001 NCIC  
NCIC Response # 4035740847  
1L0100000OR0IJFRC3C  
0R0100500

NO RECORD LIC/FAG500

-----  
Received on 09/14/22 at 10:33:25  
-----

---

Delete Save Print

LZ100010000.REUR 0001 LEDS  
OR0100500  
NO RECORD FOUND LIC/FAG500 LIS/XX  
CHECKING NCIC

-----  
Received on 09/14/22 at 10:33:24  
-----

---

Delete Save Print

NZ100010000.REUR 0001 NCIC  
NCIC Response # 4035732327  
1L0100000OR0IJFPI4A  
0R0100500

NO RECORD LIC/FAT500

-----  
Received on 09/14/22 at 10:30:14  
-----

**SPLIT:** Selecting this option splits your screen, and displays a list of your responses on the top half of the screen, and the full view of the response you click on, on the bottom half of the screen. The currently viewed response is highlighted in red:

**Response View Format:**

Index  All

Plain  Split

**Total Responses: 5**

Check	View	Delete	Print	Date	Time	Description
<input type="checkbox"/>	<input type="button" value="view"/>	<input type="button" value="delete"/>	<input type="button" value="print"/>	09/14/22	10:33:36.81	UNABLE TO LOCATE L FAG500
<input type="checkbox"/>	<input type="button" value="view"/>	<input type="button" value="delete"/>	<input type="button" value="print"/>	09/14/22	10:33:25.45	NCIC Response 4035740847
<input type="checkbox"/>	<input type="button" value="view"/>	<input type="button" value="delete"/>	<input type="button" value="print"/>	09/14/22	10:33:24.87	NO RECORD FOUND LIC FAG500 LIS XX
<input type="checkbox"/>	<input type="button" value="view"/>	<input type="button" value="delete"/>	<input type="button" value="print"/>	09/14/22	10:30:14.12	NCIC Response 4035732327
<input type="checkbox"/>	<input type="button" value="view"/>	<input type="button" value="delete"/>	<input type="button" value="print"/>	09/14/22	10:30:13.97	QV OR0100500 LIC FAT500 LIS XX

---

**Use ALT+letter to activate buttons:**

```

M2100010000.QRS.
UNABLE TO LOCATE L:  FAG500

-----
Received on 09/14/22 at 10:33:36
-----
  
```

# USER PREFERENCE SETTINGS

WebLEDS allows users to customize various aspects of the system for their particular needs. Several options are available to set these preferences:

**Return Responses To:**  
Term  Prt  Both

**Forward Responses:**  
No  Yes

**SUBMIT Key:**  
None  Pause   
Alt  WinKey   
Ctrl  NumLck

**Default Purpose Code (PUR):**  
C = Criminal Justice ▼

**RETURN RESPONSES TO:** By default, any responses or messages to you from LEDS will show up in your response inbox, where you will view them on your terminal. If you wish instead to have them sent to your printer, or both, use this option. Note, if your default printer is set to [\\local\pcprinter](#), this option will not work. [\\local\pcprinter](#) is not a real printer, but instead is a virtual printer that prompts the user every time a print request is done as to which of your PC defined printers they wish the print to go to. To use this option, your default printer must be set in your WebLEDS profile to a specific, real printer.

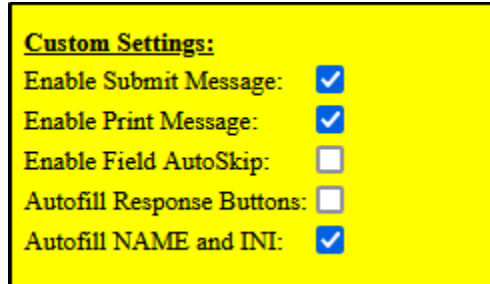
**FORWARD RESPONSES:** If you wish to have all of your incoming responses forwarded to another WebLEDS user (ex: you are on vacation), use this option to specify who to forward them to.

**SUBMIT KEY:** When filling out a WebLEDS mask screen, there is a SUBMIT button at the bottom of the screen to submit the transaction to LEDS. If you wish to assign a key to the SUBMIT button, so you don't have to mouse click on it every time (for those keyboard warriors), you can select one of the listed keys as your SUBMIT key, and simply press that key.

**DEFAULT PURPOSE CODE (PUR):** Several masks require the user to select a PURPOSE code. This option allows you to select which of the authorized PURPOSE codes you would like to be your default code, which will then be automatically filled in when going to any mask that has the PUR field on it.

# CUSTOM SETTINGS

WebLEDS allows the user to customize several other settings in how the system will interact with them:

A screenshot of a yellow dialog box titled "Custom Settings:". It contains five settings, each with a checkbox: "Enable Submit Message:" (checked), "Enable Print Message:" (checked), "Enable Field AutoSkip:" (unchecked), "Autofill Response Buttons:" (unchecked), and "Autofill NAME and INI:" (checked).

Setting	Checked
Enable Submit Message:	<input checked="" type="checkbox"/>
Enable Print Message:	<input checked="" type="checkbox"/>
Enable Field AutoSkip:	<input type="checkbox"/>
Autofill Response Buttons:	<input type="checkbox"/>
Autofill NAME and INI:	<input checked="" type="checkbox"/>

**ENABLE SUBMIT MESSAGE:** Whenever a user fills out a mask and presses SUBMIT to submit it to LEDS, a confirmation pop-up message is displayed which says “LEDS REQUEST SUBMITTED”. This pop-up message requires the user to press OK to acknowledge the message. If you would rather not have this pop-up confirmation message displayed every time you press SUBMIT, uncheck this option.

**ENABLE PRINT MESSAGE:** Whenever a user presses the PRINT button to print a response, a confirmation pop-up message is displayed which says “SENT TO PRINTER”. This pop-up message requires the user to press OK to acknowledge the message. If you would rather not have this pop-up confirmation message displayed every time you press PRINT, uncheck this option.

**ENABLE FIELD AUTOSKIP:** By default, when you input data into a WebLEDS field, the cursor will stop at the end of the field when no more data can be input into that field, requiring you to tab or mouse click into the next field. If instead you would like the cursor to automatically skip (Autoskip) to the next field on the screen whenever you have filled up a field with text, check this option on.

**AUTOFILL RESPONSE BUTTONS:** When viewing your responses, there are several macro buttons listed above each response. Some of them will automatically extract data from the viewed response, to create and submit a new response to LEDS. Many of these transactions require additional data before the transaction can be sent (such as ORI, Purpose Code, requestor’s name). Checking ON this function will automatically use your default values for these needed fields, rather than prompting you for each of them.

**AUTOFILL NAME AND INI:** Many masks require you to fill in your NAME and INITIALS on the mask. Checking ON this option will automatically fill in your name and initials into these fields for you on any mask that requires them, saving you from having to type them in each time.

**END OF DOCUMENT**