

North Carolina State Bureau of Investigation

Criminal Information and Identification Section



in conjunction with



presents

Omnixx™ Console and Trainer Manual

Version 5.3.8.2

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Table of Contents

Chapter 1 – Introduction to Omnixx Console	Page 4
Terms to Know Before Getting Started	Page 5
Logging In To Omnixx Desktop	Page 6
Elements of the Console Interface	Page 9
 Chapter 2 – Omnixx Console User Functions	 Page 10
Add New User	Page 11
Select User	Page 18
Modify User	Page 20
User Reports	Page 25
 Chapter 3 – Student Enrollments & Withdrawals	 Page 28
Class Schedules & Student Enrollments – Trainer	Page 29
Student Withdrawal – Trainer	Page 35
Student Enrollments – Console	Page 37
Student Withdrawal – Console	Page 44
 Chapter 4 – Using Omnixx Trainer	 Page 48
Taking a Certification Test	Page 48
Submitting a Certification Test	Page 53
Test Results Page	Page 55
Reports	Page 56
Exiting Trainer	Page 57

1

Introduction to Omnixx™ Console

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



Figure 1-1 – The Omnixx Desktop

Through the Sub-agency User Administrator (TAC) authorization in the Omnixx Console, it is possible to perform the following functions, which are described in detail in Chapters 2 and 3:

- ❑ **Add New User**
- ❑ **Select User**
- ❑ **Modify User**
- ❑ **Enroll User in Classes**
- ❑ **Withdraw User Enrollment**

Terms to Know Before Getting Started

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

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

Logging In To Omnixx Desktop

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

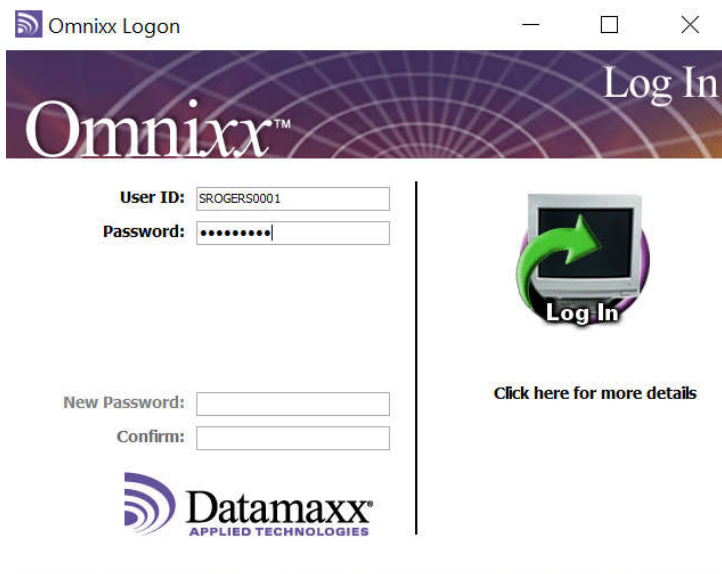
Figure 1-2 – The Initial Omnixx Login Screen

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

- ❑ **User ID** – Enter your User ID. This field is not case sensitive.
- ❑ **Password** – Enter your 8 – 12 character password. This field is not case sensitive.
- ❑ **Agency** – Enter NCDICI0000 if not already entered. This field is not case sensitive.
- ❑ **Validation Code** – Enter the TID of the terminal you are using. If you are logging in from a computer that is not a DCI terminal, leave this field blank to avoid security login errors. This field only appears when establishing access to the Omnixx software. Make sure you are using the correct TID for your agency.
- ❑ **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. **This should be C:**

- ❑ **New Password** – Enter a new 8 - 12 character password if you wish to change your current password. This field is not case sensitive.
- ❑ **Confirm** – Re-enter your new 8 - 12 character password. This field is not case sensitive.

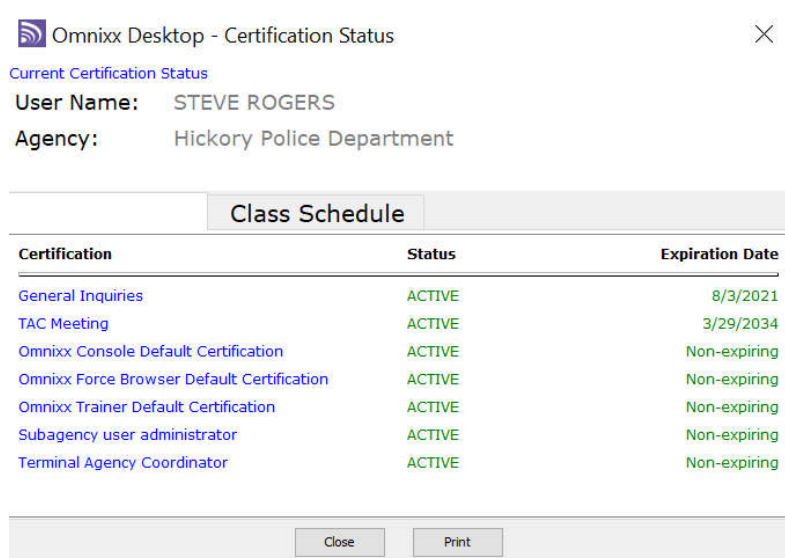
If someone has successfully logged into Omnixx on this computer previously, the login screen may look slightly different as indicated in Figure 1-3 below.



The image shows the Omnixx Logon window. It has a title bar that says "Omnixx Logon". The main area has a purple header with the "Omnixx™" logo and the text "Log In". Below the header, there are two input fields: "User ID:" with the value "SROGERS0001" and "Password:" with a masked password "*****". To the right of these fields is a circular button with a green arrow and the text "Log In". Below the password field, there are two more input fields: "New Password:" and "Confirm:". At the bottom left is the "Datamaxx APPLIED TECHNOLOGIES" logo. At the bottom right, there is a link that says "Click here for more details".

Figure 1-3 – The Omnixx Log In 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 Log In screen, the operator’s current certification status record will be displayed, indicating the modules and authorizations the operator is allowed to use.



The image shows the "Omnixx Desktop - Certification Status" window. It has a title bar with the text "Omnixx Desktop - Certification Status". Below the title bar, there is a link "Current Certification Status". Underneath, it shows "User Name: STEVE ROGERS" and "Agency: Hickory Police Department". Below this is a tabbed interface with a tab labeled "Class Schedule". Under the "Class Schedule" tab, there is a table with three columns: "Certification", "Status", and "Expiration Date". The table contains seven rows of certification data. At the bottom of the window, there are two buttons: "Close" and "Print".

Certification	Status	Expiration Date
General Inquiries	ACTIVE	8/3/2021
TAC Meeting	ACTIVE	3/29/2034
Omnixx Console Default Certification	ACTIVE	Non-expiring
Omnixx Force Browser Default Certification	ACTIVE	Non-expiring
Omnixx Trainer Default Certification	ACTIVE	Non-expiring
Subagency user administrator	ACTIVE	Non-expiring
Terminal Agency Coordinator	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

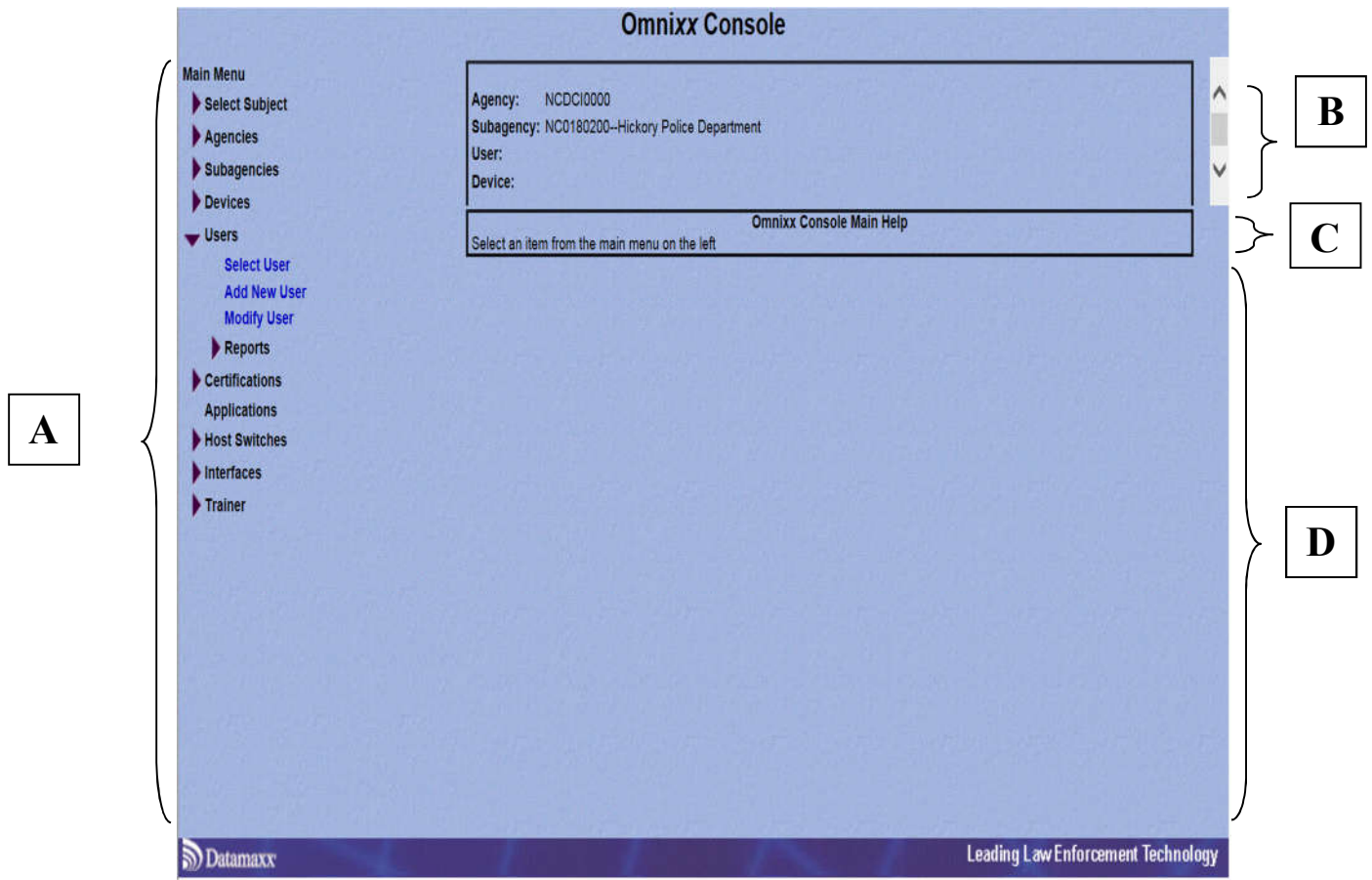


Figure 1-7 – The Omnixx Console Interface

A. Main Menu Area – The Main Menu Area is located on the left-hand side of the Omnixx Console Interface. It contains a tree Menu of all available Menu items. The Menu will only contain items that the currently logged on administrator is certified to perform. The functions highlighted in blue are the only ones you will be able to access.

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

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

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

2

Omnixx Console User Functions

The functions described in this chapter are used to enter and manage user accounts. The Omnixx database controls access to all Omnixx applications (Omnixx Force, Omnixx Trainer and Omnixx Console) by several security descriptors, one of which is user accounts. **When operating in Omnixx Console you must have your Caps Locks on. Failing to do so can cause problems/errors 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, select the options highlighted in blue under **Users** in the Main Menu of the Omnixx Console interface.

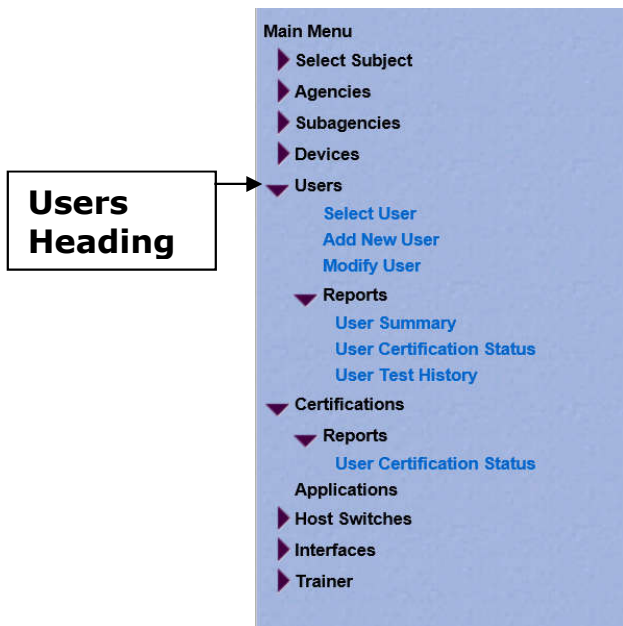


Figure 2-1 – Omnixx Console Interface

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' subsections highlighted in blue.

The menus are expanded to show only the allowable options in blue. The Select User function will only allow you to select a user from your agency's user list. In order to modify or make changes to a User's account, you must use the Modify User function.

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.

If the User was previously DCIN certified in NC, contact your District Training Specialist to have the User moved to your agency instead of creating a new User account. This will ensure all previous certifications are carried over to the current agency.

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

To Add a User:

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

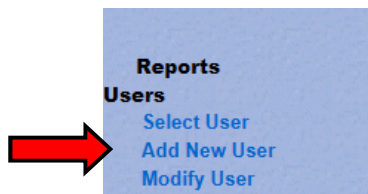


Figure 2-2 – Omnixx Console Main Menu – Add New User

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

Figure 2-3 – Add New User Dialog Box

- ❑ Enter the following information into the fields and make sure your **CAPS LOCK** is on:
 - **User ID** – The User ID for this user. The User ID must follow the standard DCIN 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). Steve Rogers (Employee Number 350001) may be entered as **SROGERS0001**. Omnixx will not allow two users to have the same User ID.
 - **First Name** – User’s complete first name. Do not use initials.
 - **Last Name** – User’s complete last name.
 - **Status** – Defines whether this user will be considered Active or Disabled. When entering a new user, be sure to choose “Active” as the user status.
 - **Miscellaneous** – You may enter any desired text information regarding the user into this area. Information entered in this field is not available for viewing by anyone except those with TAC/ATAC authorization or higher.
 - **DO NOT ENTER SOCIAL SECURITY NUMBER** – Other descriptive data may be entered in other fields.
 - **Type** – Defaults to 1-Commissioned LEO, but may be changed. This field is not applicable in NC and is optional.

- **Date of Entry and Date of Last Update** – These fields are automatically populated upon any new entries or changes to the current user. Do not enter any information in these fields.
- 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:

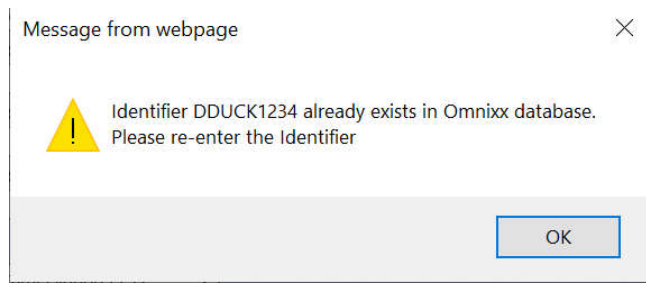


Figure 2-4 – Warning User ID Already Exists

- If you received the above error, click the OK button. You should contact your District Training Specialist.

Note: *If the User was never DCIN certified and not in the Omnixx database, but you still received the warning above, you should then try using another name combination. Enter the user's middle initial, or a combination of both first and middle initial instead of the user's first name initial when calculating the Operator ID; or try using a different 4-digit number.*

- If the User ID that you entered has not been entered into the Omnixx database, you will receive the acknowledgement that the user has been added with a default password equal to his/her User ID:

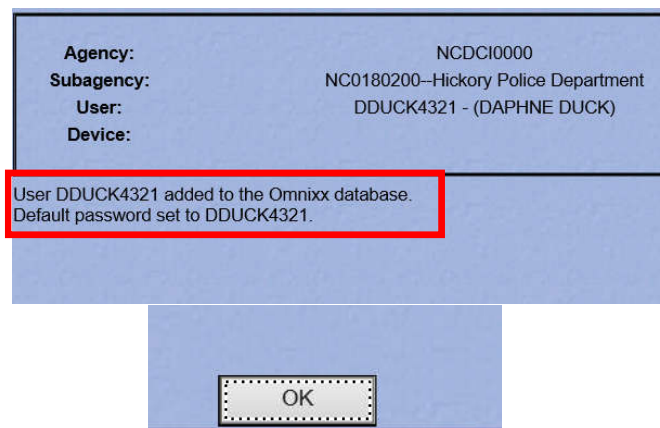


Figure 2-5 - User Successfully Added Confirmation

- ❑ Click **OK** to continue. The User Password screen for the selected user is displayed. **Remember to use ALL CAPS!** Omnixx Console is case sensitive.

Figure 2-6 – Add New User – User Password Dialogue

- ❑ You will need to enter the following information in **ALL CAPS** into the fields:

- **New Password** – Defines the password associated with the new user account. The password must be 8 - 12 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 (&), Plus (+), percentage (%), or curly brackets ({ or }) as a special character.
- **Re-Enter New Password** – Verifies the password associated with the new user account.

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



Figure 2-7 – Password Error Warning

- **Expiration Date** – Defines an expiration date for this user's password. This field defaults to 90 days from today's date. **DO NOT UNCHECK THIS BOX!**
 - **Force Password Change** – Should be unchecked to eliminate problems for the new user.
 - **Challenge Question** – Allows the user to enter a question that can be used in the event that his/her password needs to be reset. The Challenge Question can be asked by a TAC or other authorized person (Customer Support Center or SBI staff) to validate the user's identity. This is an optional field, but may be beneficial to agencies with a large user population.
 - **Challenge Response** – Allows the user to enter the answer to the Challenge Question in the event that his/her password needs to be reset. The Challenge Response will be provided to the TAC to validate the user's identity.
- ❑ Click the **Next** button to continue. The User Demographics screen for the selected user is displayed:

Agency: NCD0000 Subagency: NC0180200-Hickory Police Department User: DDUCK4321 - (DAPHNE, DUCK) Device:	
First Name DAPHNE	Fax
Middle Name 	Alternate Phone
Last Name DUCK	Mobile Phone
Title 	Other Phone
Office Phone 	Email
Street Address 	Alt Street Address
Building 	Alt Building
City 	Alt City
PO Box 	Alt PO Box
State AK	Alt State AK
Help Next	

Figure 2-8 – Add New User - User Demographics

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

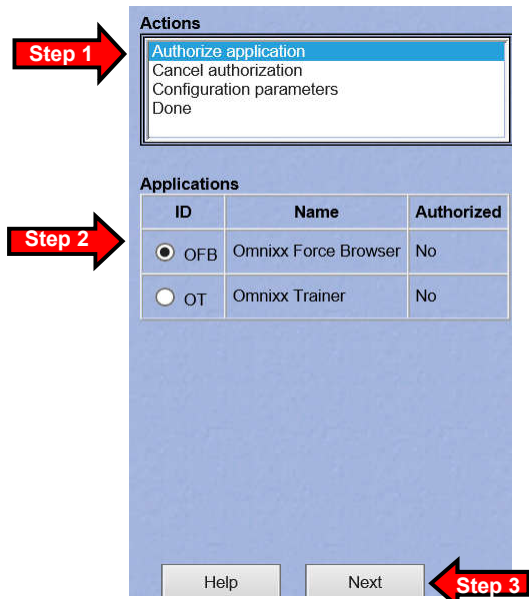


Figure 2-9 – Add New User – Application and Action Screen

- ❑ 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 2-9 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: NCD010000
Subagency: NC0180200-Hickory Police Department
User: DDUCK4321 - (DAPHNE DUCK)
Device:

Not used

Active
Test
Protection
Disabled
Expired

change (MM/DD/YYYY)

Expiration Date (MM/DD/YYYY)

☐ Not expire

Help Next

Figure 2-10 – Status Dropdown – **Select ACTIVE**

- ❑ Step 4: When assigning an authorization for OFB and OT 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) and click **Next**. When assigning an authorization to a new user, be sure to choose “Active” as the user status.

Actions

Authorize application
Cancel authorization
Configuration parameters
Done

Applications

ID	Name	Authorized
☐ OFB	Omnixx Force Browser	Yes
☒ OT	Omnixx Trainer	Yes

Help Next

Figure 2-11 – Add New User – Application and Action Screen

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

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

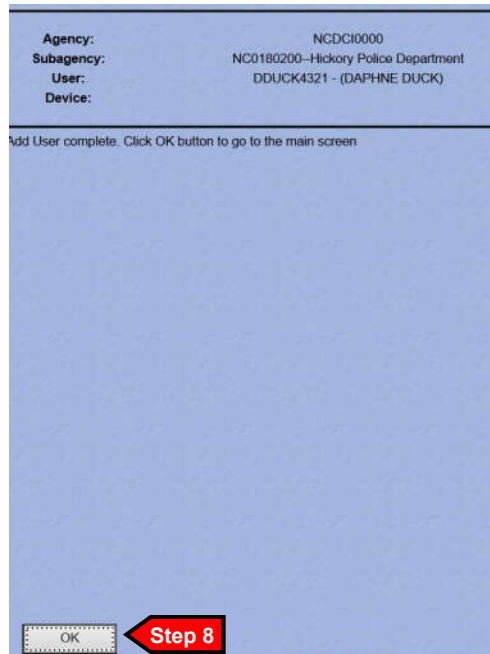


Figure 2-12 – Add New User – Complete

Select User

The **Select User** function allows a TAC to select an existing user from the Omnixx database for their sub-agency. After a user has been selected, their User ID and name will appear in the top Summary area of Omnixx Console as seen in *Figure 2-15* on the following page.

To Select a User:

- Click on the **Select User** option.

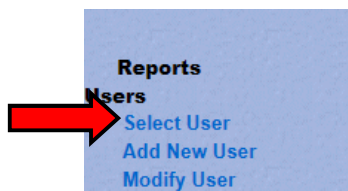


Figure 2-13 – Omnixx Console Main Menu – Users Menu

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

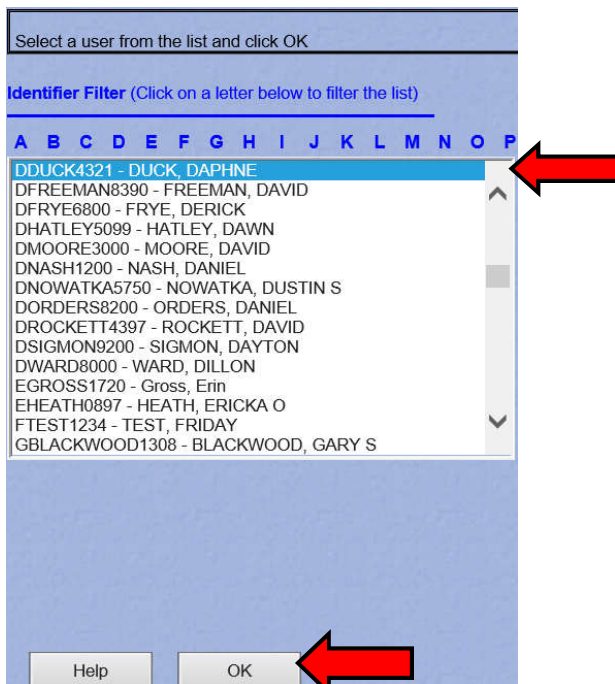


Figure 2-14 – Users – Available Users List

- ❑ 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. To modify this user, you will need to select Modify User – see next section for instructions.

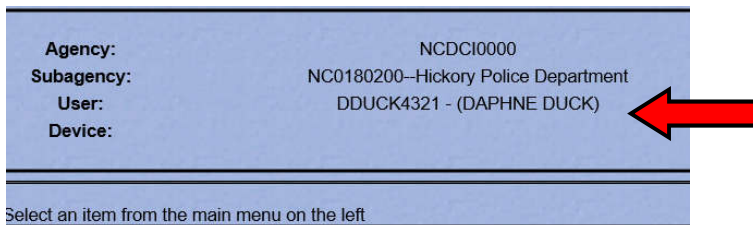


Figure 2-15 – Omnixx Console Summary Area

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 or to reset a password. **It is important to note that Omnixx does not currently allow changing a User ID once it has been assigned.**

NOTE: *Only a DCIN Training Specialist can move a user to another agency. If a user leaves your agency, you must "Disable" the operator and notify (email) your DCIN Training Specialist within 24 hours.*

To Modify a User:

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

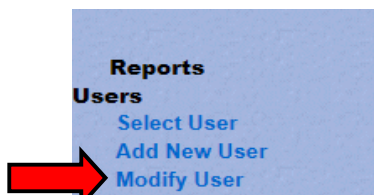


Figure 2-16– Omnixx Console Main Menu – Users Functions

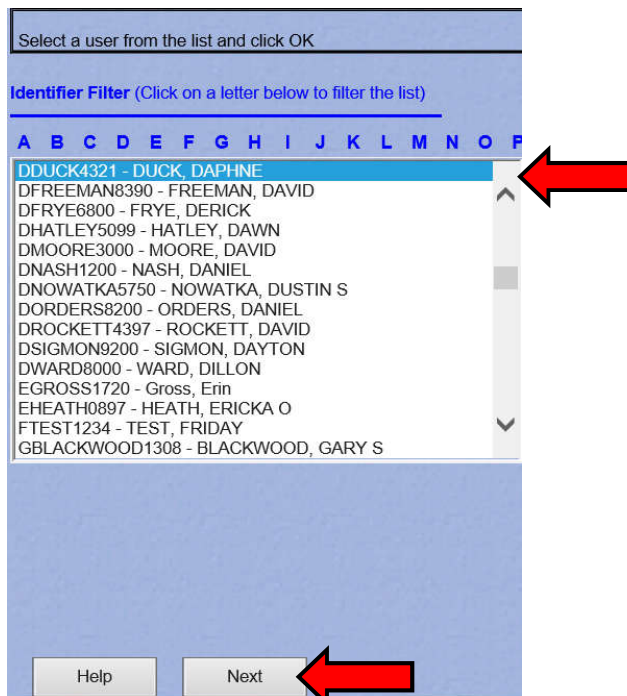


Figure 2-17– Modify Selected User

- ❑ A list of all available users for the TAC's sub-agency will appear in the Functionality Area of the interface, even if you have already selected this user as in previous section (Select User). You must now select the user to be modified by highlighting the user name and clicking the **Next** button.

Modify the user's identifying information and click NEXT

User ID: DDUCK4321

First Name: DAPHNE

Last Name: DUCK

Social Security Number: [Red X]

Date of Entry (MM/DD/YYYY): 09/04/2019

Date of Last Update (MM/DD/YYYY): 09/04/2019

Date of Last Fingerprint (MM/DD/YYYY):

Date of Approval (MM/DD/YYYY): 09/04/2019

Date of Next Review (MM/DD/YYYY): 09/04/2020

Gender: [Dropdown]

PID: [Text]

Code: [Text]

Status: Active

Type: 1-Commissioned LEO

Miscellaneous: [Text]

Buttons: Help, Log Off, Unlock, Next

Figure 2-18 – User Identification Screen

The User ID is displayed in gray text because it cannot be changed.

- ❑ Make the 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 for Status 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.

Figure 2-19 – User Password Screen

- ❑ To change the user's password, enter a new password in the **New Password** field and **Re-enter New Password** field. **Remember, the CAPS LOCK must be on.**
- ❑ **New Password** – Defines the password associated with the new user account. The password must be 8 - 12 characters to include at least one letter, one number, and one special character. **THIS FIELD IS CASE SENSITIVE**, CAPS LOCK must be used.

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 (&), Plus (+), percentage (%) or curly brackets ({ or }) as a special character.
- ❑ **Re-Enter New Password** – Verifies the password associated with the new user account. This field is case sensitive, **CAPS LOCK** must be used.
- ❑ **DO NOT UNCHECK THE EXPIRATION FIELD.** This field will default to 90 days from the date the password is changed. *State and Federal policy and regulations require passwords to be changed every 90 days.*
- ❑ *Security Token fields are not applicable for DCIN in NC.*

- Click the **Next** button to proceed. The user's **Demographics** information (point of contact) screen is then displayed and populated with any previously entered information.

The screenshot shows a contact information form with two columns. The left column contains fields for First Name (DAAPHNE), Middle Name, Last Name (DUCK), Title, and Office Phone. The right column contains fields for Fax, Alternate Phone, Mobile Phone, Other Phone, and Email. Below these are address fields: Street Address, Building, City, PO Box, State (AK), and their alternate versions (Alt Street Address, Alt Building, Alt City, Alt PO Box, Alt State). At the bottom are 'Help' and 'Next' buttons. A red bracket on the left side groups the name and title fields.

Figure 2-20 – User's Contact Information Screen (demographics)

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

The screenshot shows a screen titled 'Select an application and action and click NEXT'. It has two main sections: 'Actions' and 'Applications'. The 'Actions' section is a list box with options: 'Authorize application', 'Cancel authorization', 'Configuration parameters', and 'Done'. The 'Done' option is highlighted with a red box. The 'Applications' section is a table with columns 'ID', 'Name', and 'Authorized'.

ID	Name	Authorized
☐ OFB	Omnixx Force Browser	Yes
☒ OT	Omnixx Trainer	Yes

At the bottom are 'Help' and 'Next' buttons.

Figure 2-21 – User's Application and Action Screen

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

- ❑ **You should not disable the OFB or OT.** The Status on the first page should be Disabled if the user is no longer employed.

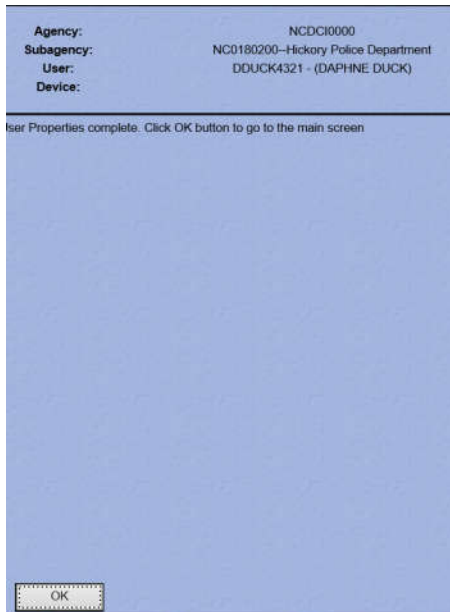


Figure 2-22 – Confirmation of Change

- ❑ 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 sub-agency. These reports include:

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

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:

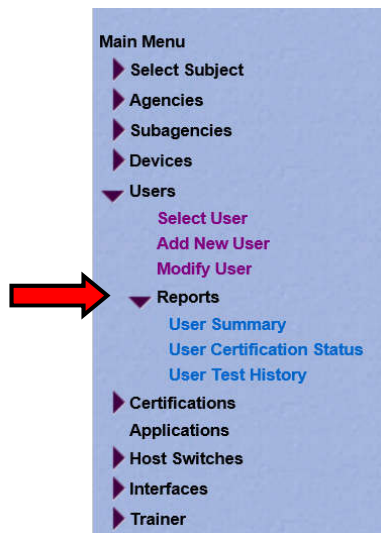


Figure 2-23 – Users Reports Option

- ❑ The User Certification Status is located in 3 separate areas, but will provide the same information regardless of which one you select.
- ❑ Click on the **User Certification Status** under the Reports menu. The following dialog box will appear:

Field	Filter	Order
☒ User ID		1
☒ First Name		2
☒ Last Name		3
☒ Subagency	- NC0180200	4
☒ Certification ID	ALL	5
☒ Expiration Date	ALL	6

Figure 2-24 – 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. Your agency ORI is selected in the *Sub-agency* field and cannot be changed.
- ❑ 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 Certification Status Report

USER ID	FIRST NAME	LAST NAME	SUBAGENCY	CERTIFICATION ID	EXPIRATION DATE
BSWAN2244	BELLA	SWAN	NC0180200	OC	Non-expire
NSAIN1900	NICOLE	SAIN	NC0180200	OC	Non-expire
SDAVIS2844	SHELLEY	DAVIS	NC0180200	OC	Non-expire
SROGERS0001	STEVE	ROGERS	NC0180200	OC	Non-expire

Total records: 4

Selected Fields	Selected Filters
User ID	ALL
First Name	ALL
Last Name	ALL
Subagency	NC0180200
Certification ID	OC
Expiration Date	ALL

Print

Close

Figure 2-25 – 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 DCIN classes. This process begins **after** a new user has been added to your agency's list of users as instructed in Chapter 2 of this manual. If the user already exists in the database, but not in your User List, contact your District Training Specialist to have the user moved to your agency. 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

To enroll a student through Omnixx Trainer, you will need to log out of Omnixx and log back in as the new user. The steps below will guide you through the process when signed in as the new user. This enrollment process should only be used for newly created users.

***Option 1 – Open Omnixx Trainer:
To access the DCIN Class Schedules***

When logged in as the new user: From Omnixx Desktop click on the Trainer Icon.



Figure 3-1 – Omnixx Desktop

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

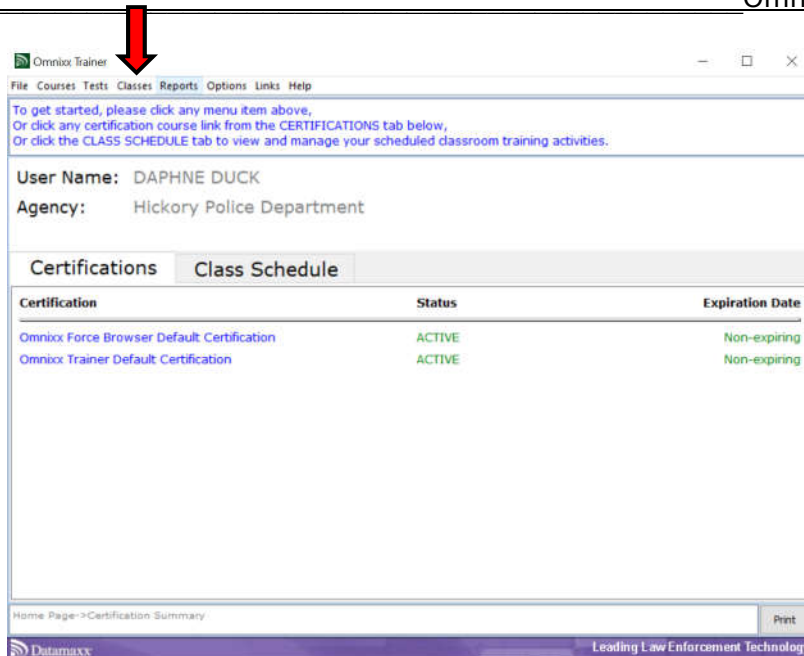


Figure 3-2 – Omnixx Trainer

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

Click the "Search" button below to see a list of all classes for which you are eligible. You may narrow the list by selecting values from the dropdown lists below, or to proceed otherwise, choose a menu item above.

Search for Classes:

Class ID: AI

Class Name: General Inquiries

Classes Held In District(s): AI

Start Date Within Next: AI Month(s)

Instructor: AI

Certification Associated With Class: AI

Classroom Location: AI

Enrollment Status: AI

Search

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 DCIN Certification Classes being offered based on your input. If no classes are listed adjust your search criteria.

To view details or enroll in any of the classes in the list below, click its "Class Name" link. To proceed otherwise, choose a menu item above. Or to return to the "Search for Class" screen please click the "Back" button.

Search Result

Name	District	Date(s)	Time	Status	Location
General Inquiries	7	9/16/19	9:00AM-4:00PM	FULL	Hickory Police Department
General Inquiries	4	9/16/19	9:00AM-4:00PM	FULL	Holly Springs Police Department
General Inquiries	6	9/18/19	9:00AM-4:00PM	OPEN	Lincoln County EMS Training Facility
General Inquiries	5	9/19/19	9:00AM-3:30PM	FULL	Public Safety Training Facility
General Inquiries	2	9/24/19	9:00AM-4:00PM	OPEN	Martin Community College
General Inquiries	1	9/24/19	9:00AM-4:00PM	FULL	Craven County Sheriff's Office
General Inquiries	4	10/2/19	9:00AM-4:00PM	FULL	Apex PD
General Inquiries	1	10/2/19	9:00AM-4:00PM	OPEN	Craven County Sheriff's Office
General Inquiries	8	10/7/19	9:00AM-4:00PM	OPEN	NCJA-WEST CAMPUS
General Inquiries	7	10/8/19	9:00AM-4:00PM	OPEN	Hickory Police Department
General Inquiries	6	10/9/19	9:00AM-4:00PM	OPEN	Gastonia City PD Community Room
General Inquiries	1	10/15/19	9:00AM-4:00PM	OPEN	Jacksonville New Police Dept
General Inquiries	6	10/23/19	9:00AM-4:00PM	OPEN	Lincoln County EMS Training Facility
General Inquiries	2	10/29/19	9:00AM-4:00PM	OPEN	Martin Community College
General Inquiries	4	11/4/19	9:00AM-4:00PM	FULL	Cary PD
General Inquiries	1	11/6/19	9:00AM-4:00PM	OPEN	MOREHEAD CITY PD TRAINING ROOM

Back Print

Figure 3-4 – Available Classes

- This screen allows you to determine what DCIN classes are available.
- This screen also allows for the '**TAC signed on as the new user**' to select a class for the new user to be enrolled into. The TAC will find it necessary to enroll the student into **each** module, as each module is a different class. When a class becomes full the status will change to 'Full' and no additional students can be enrolled into it.

- ❑ Click the **Module Name** for the class (*listed in blue as seen in Figure 3-4*) to see the detailed description of the class and also enroll your student if you are signed in as the new user.

NOTE: *If you are checking Omnixx Trainer through your own login, do not click on Enroll as this will enroll you into the class.*

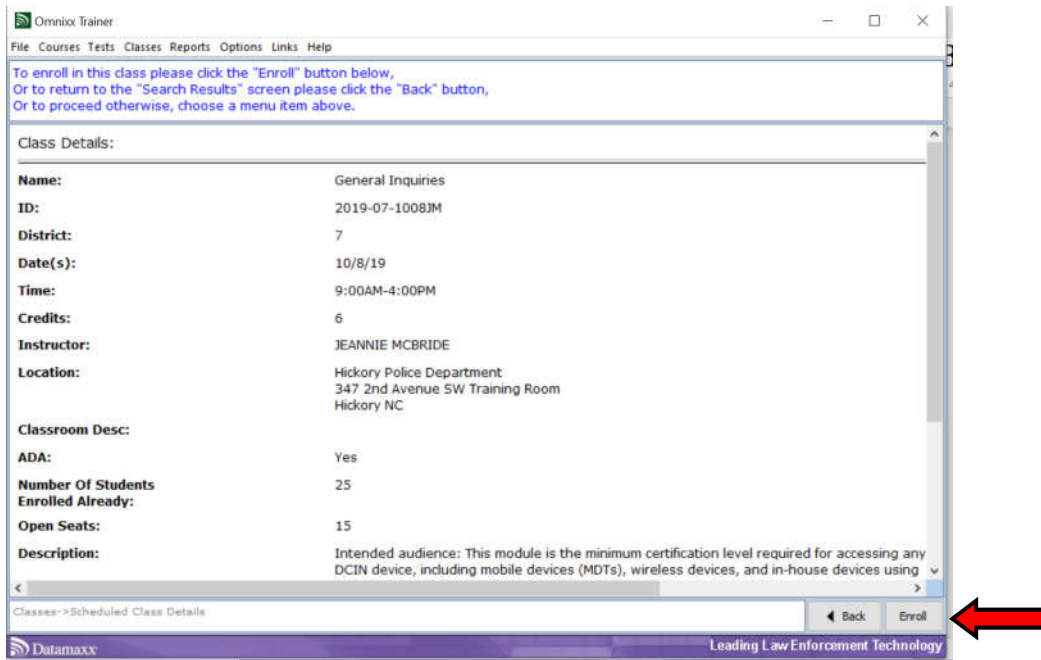


Figure 3-5 – Detailed Class Description

- ❑ This description will display the following information:
 - Class Name
 - Class ID Number
 - District the class is being held
 - Dates of this class
 - Beginning and Ending time of the class
 - Credit Hours
 - Instructor's Name
 - Location including the street address
 - Classroom Description may include driving directions
 - Whether or not the classroom is handicapped accessible
 - Number of students already enrolled
 - Number of available seats
 - Description of the class including the intended audience
 - Pre-requisites
 - Miscellaneous information
- ❑ If you decide to enroll the new user into this class utilizing this method, click **Enroll** in the bottom right corner of the screen. You will receive an

acknowledgement verifying your new user's enrollment. **Keep in mind you must be logged in as the new user.**

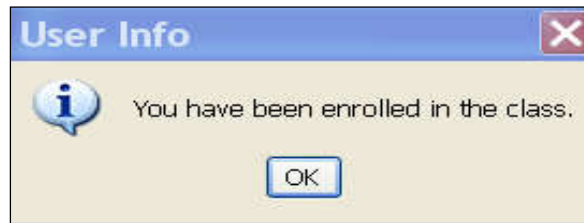


Figure 3-6 – Class Enrollment Acknowledgement

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

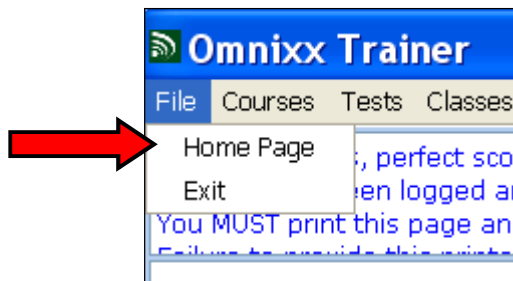


Figure 3-7 – File Menu Options

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

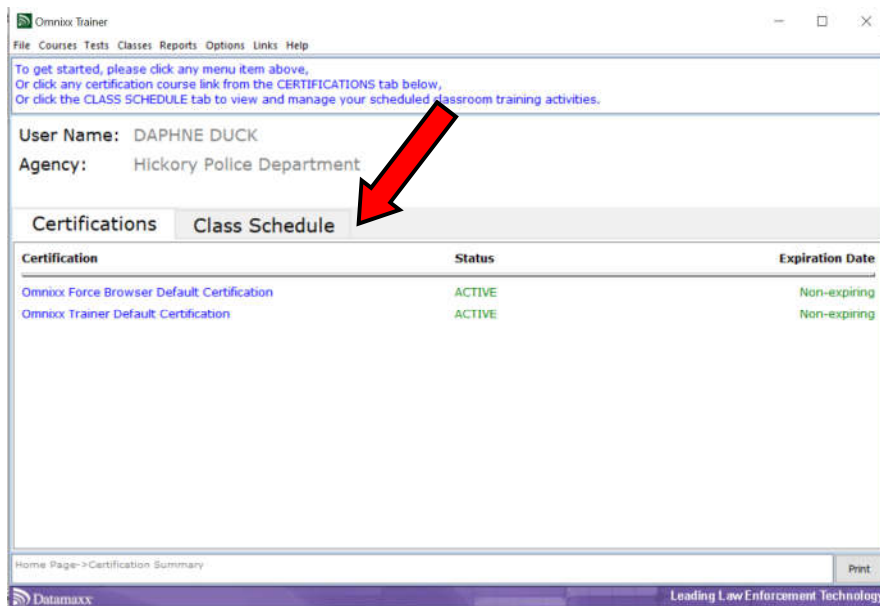


Figure 3-8 – Omnixx Trainer Home Page

- ❑ Select the Class Schedule Tab.

- ❑ Select the Class Name. This pulls up a screen that will allow you to print class details to provide to the student.

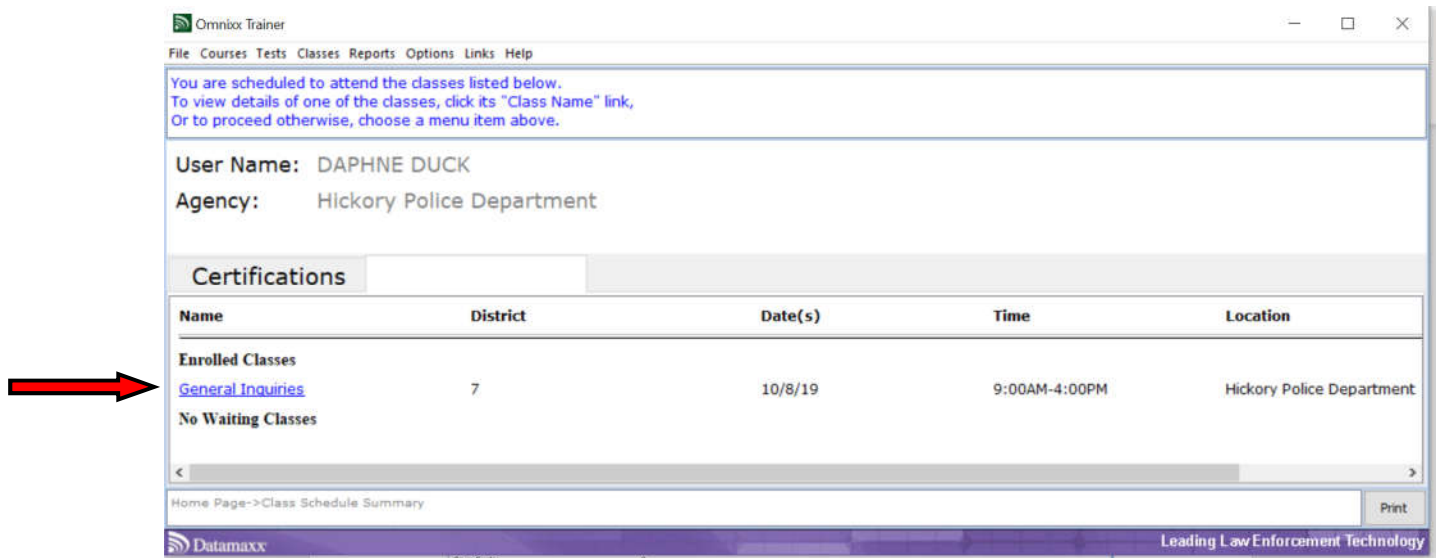


Figure 3-9 – Omnixx Trainer Class Schedule Tab

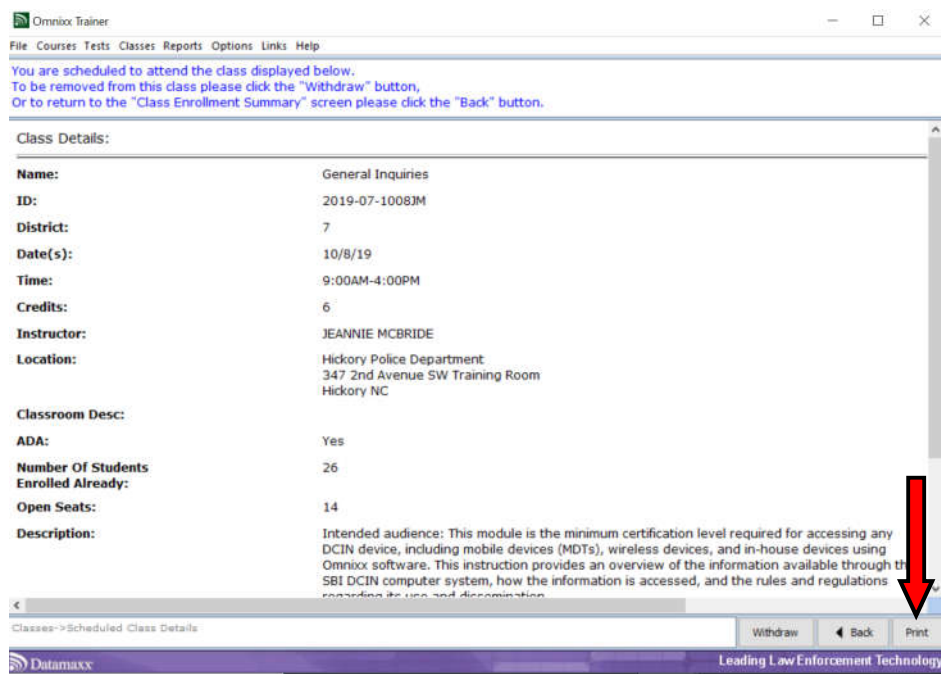


Figure 3-10 – Class Details Page

Student Withdrawal – Trainer

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

The TAC will sign into Omnixx Trainer utilizing the User ID and Password of the new student you want to withdraw from class and select the Class Schedule Tab. (See Figures 3-8 to 3-10 above)

- ❑ Click on the **Class Name** for the class to be withdrawn from.
- ❑ Click **Withdraw** on bottom right of the page.
- ❑ Click '**Yes**' on the Withdraw Confirmation (*Figure 3-12 below*)

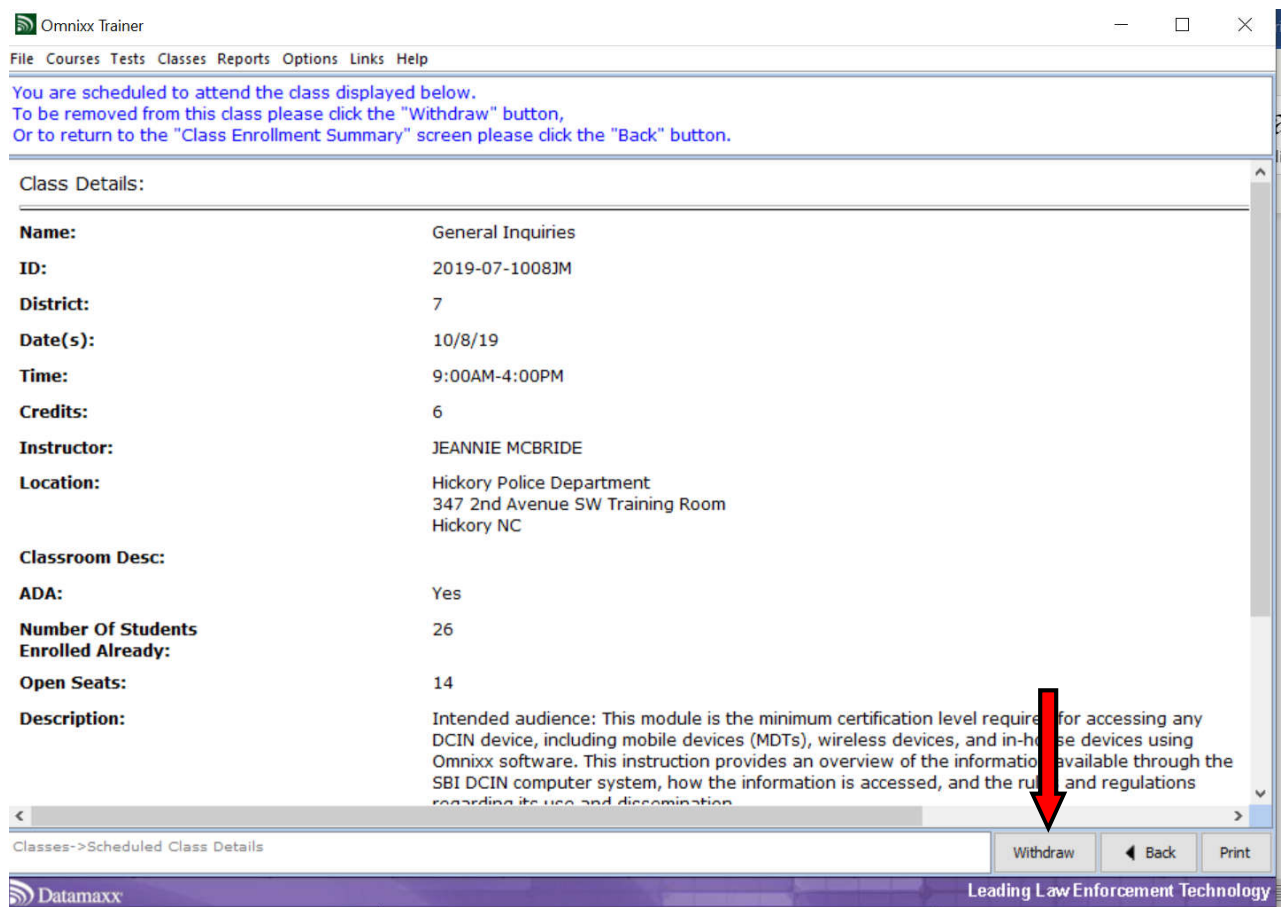


Figure 3-11 – Class Details Page – To Withdraw the Student from Class

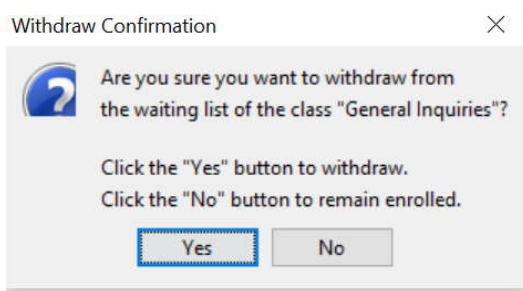


Figure 3-12 – Withdraw Confirmation

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

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

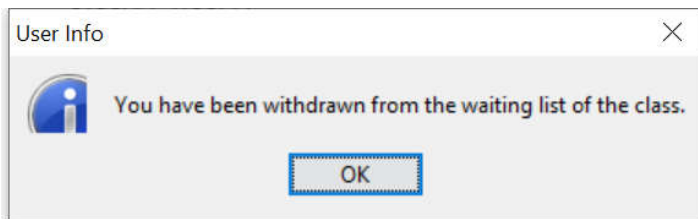


Figure 3-13 – Class Withdraw Acknowledgement

Student Enrollments – Console

Option 2 – Open Console from the Omnixx Desktop:

You must be logged into Omnixx **Console**. You can begin the enrollment process from here. The TAC will not 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; however, this method will not give you a location for the class.** In order to obtain the class location, you will need to search in Omnixx Trainer first. This will also allow you to find the Class ID and SBI District where the class is being held.

- ❑ Click on **Trainer** in Console on the left.
- ❑ Next, under **Class Scheduling**, click **Classes**.
- ❑ *Remember, you will only be able to access the menu options highlighted in blue.*

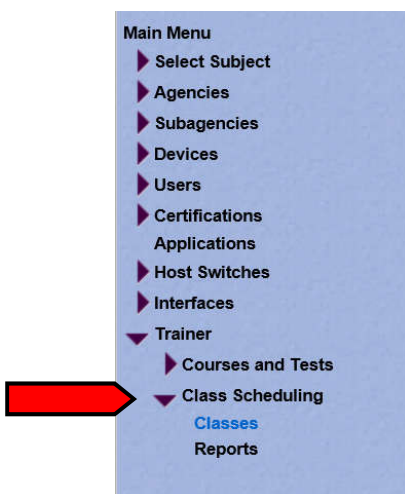


Figure 3-14 – Omnixx Console – Trainer/Class Scheduling – Classes

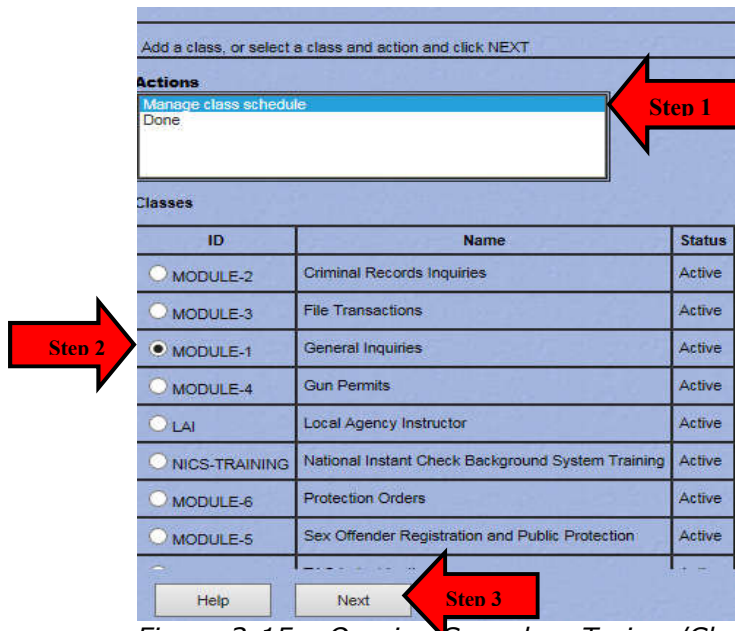


Figure 3-15 – Omnixx Console – Trainer/Class Scheduling – Actions

- When enrolling a new user or multiple users complete the following steps:
- Step 1: In the **Action box**, Manage Class Schedule should be highlighted.
- Step 2: Click the **button** next to the appropriate module class you want to enroll the user into. (Example: Module 1 – General Inquiries) *To enroll students in more than one module training class, you will need to come back to this step for each module.*
- Step 3: Click the **Next** button.

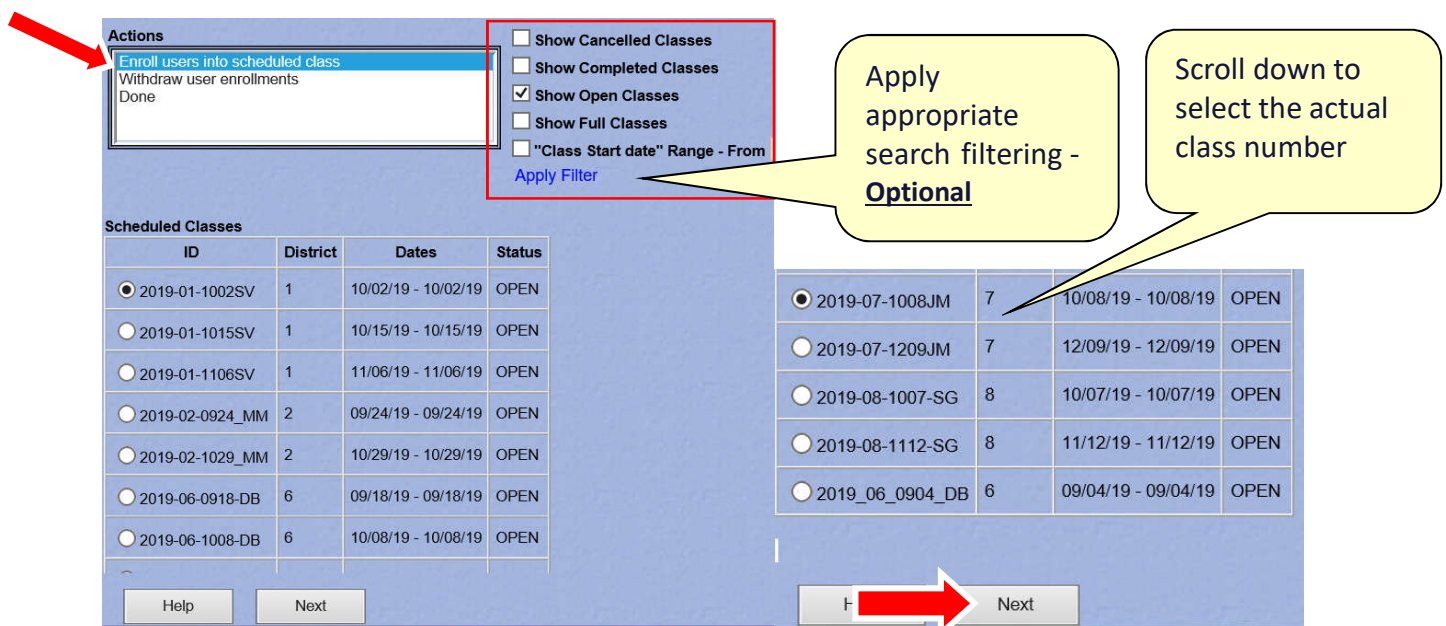


Figure 3-16 – Omnixx Console – Trainer /Class Scheduling – Enroll

- ❑ In the **Action** box, 'Enroll Users Into Scheduled Class' should be highlighted.
- ❑ Step 4: Under **Scheduled Classes** there is a long list of all DCIN classes based off criteria selected on the previous screen. (see *Figure 3-15 – 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, then click on Apply Filter. This will shorten the list to easily access only the Open classes.
- ❑ Step 5: Apply filtering to show only Open Classes as seen in *Fig 3-16*. Just uncheck the boxes for Full, Completed and Cancelled, then click on Apply Filter.

NOTE: Classes are listed by Class ID – 2019-07-1008JM. The structure of the Class ID is as follows:

- 2019 = Class Year
- 07 = District where class will be taught
- 1008 = 10 is month class will be taught, 08 is day of class, JM is initials of instructor

- ❑ Step 6: Click the **button** next to the appropriate module class you want to enroll the user into. (Example: 2019-07-1008JM – Module 1 – General Inquiries)
- ❑ Step 7: Click the **Next** button.

Select Subagency

NC0180200 - Hickory Police Department

Class Roster: Users currently enrolled
Number of enrolled users: 24
Number of open seats: 16

Hickory Police Department enrolled users:

User ID	First Name	Last Name	Subagency Name	Subagency ID
JBROWN6500	JEREMY	BROWN	Hickory Police Department	NC0180200
RPHILLIPS2800	ROBERT	PHILLIPS	Hickory Police Department	NC0180200
ATRAVIS2400	AARON	TRAVIS	Hickory Police Department	NC0180200

Help Done Next

Figure 3-17 – Omnixx Console – Trainer /Class Scheduling

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: 24
 - Total number of open seats: 16
 - Users enrolled from "our agency" (Hickory PD)
- ❑ Step 8: Click the **Next** button.

Enroll users into scheduled class

Select students to enroll in the selected scheduled class, then click NEXT.

Last Name 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

Select user(s) to enroll:

User ID	Last Name	First Name	Subagency Name	Subagency ID
☐ BDANG3300	DANG	BINH	Hickory Police Department	NC0180200
☐ BDAVIS9613	DAVIS	BEATRICE	Hickory Police Department	NC0180200
☐ CDAVIS1994	DAVIS	CHRISTOPHER	Hickory Police Department	NC0180200
☐ SDAVIS2844	DAVIS	SHELLEY	Hickory Police Department	NC0180200
☐ CDELOSSANTOS8580	DE LOS SANTOS	CARLOS	Hickory Police Department	NC0180200
☐ PDEMAs1963	DEMAs	PHILIP	Hickory Police Department	NC0180200
☐ CDEESE3902	DIETER	CHRYSTAL	Hickory Police Department	NC0180200
☒ DDUCK4321	DUCK	DAPHNE	Hickory Police Department	NC0180200

☐ Select All

Help Done Next

Figure 3-18 – Omnixx Console – Trainer /Class Scheduling – User Enrollment

- ❑ There is a **Last Name Filter** above the list of names you can use if you can't find the user or users you wish to enroll. This is helpful for agencies with a large number of DCIN operators.
- ❑ Step 9: 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 10: Click the **Next** button.

Agency: NCDCl0000
 Subagency: NC0180200--Hickory Police Department
 User:
 Device:

The following users were enrolled into the scheduled class:

User ID	Last Name	First Name	Subagency Name	Subagency ID
DDUCK4321	DUCK	DAPHNE	Hickory Police Department	NC0180200



Figure 3-19 – Omnixx Console – Trainer/Class Scheduling – Agency User Enrollment Final

- ❑ Step 11: User has been enrolled. Click **OK**.
- ❑ Step 12: Click **Done** on the next screen as shown in Figure 3-20.

☐ PDEMAS1963	DEMAS	PHILIP	Hickory Police Department	NC0180200
☐ CDEESE3902	DIETER	CHRYSTAL	Hickory Police Department	NC0180200

☐ Select All

Class Roster: Users currently enrolled
 Number of enrolled users: 25
 Number of open seats: 15
 Number of users on waiting list: 0
 Number of open seats: 15

User ID	Last Name	First Name	Subagency Name	Subagency ID
KARNOLD2019	Arnold	Katlyn	Catawba County District Attorney	NC018015A
MBEAVER3204	BEAVER	MIRANDA	Burke-Catawba Confinement	NC012013C
DBODENHEIMER2826	BODENHEIMER	DAXTON	Forsyth County Sheriff's Office	NC0340000
JBROWN6500	BROWN	JEREMY	Hickory Police Department	NC0180200
BCOLE1384	Cole	Barbara	Buncombe County Sheriff's Office	NC0110000
CCONRAD2622	CONRAD	CODY	Forsyth County Sheriff's Office	NC0340000
RCRANKSHAW1988	CRANKSHAW	RYAN	Alexander Co. Sheriff's Office	NC0020000
TDIDOMENICO5033	DIDOMENICO	TERUKO	Iredell Co Communications Center	NC049013N
DDUCK4321	DUCK	DAPHNE	Hickory Police Department	NC0180200
MFRENCH5032	FRENCH	MELISSA	Iredell Co Communications Center	NC049013N
AHARTSOF118	HARTSOF	AUSTIN	INC-Asheville Police	NC0110700



Figure 3-20 – 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 as seen in *Figure 3-20* above.

In *Figure 3-21* you will now be able to see all users currently enrolled in this class. This may be helpful if a neighboring agency has students enrolled, they may want to carpool. Click **Next**.

Select Subagency
NC0180200 - Hickory Police Department

Class Roster: Users currently enrolled
Number of enrolled users: 25
Number of open seats: 15

Hickory Police Department enrolled users:

User ID	First Name	Last Name	Subagency Name	Subagency ID
JBROWN6500	JEREMY	BROWN	Hickory Police Department	NC0180200
DDUCK4321	DAPHNE	DUCK	Hickory Police Department	NC0180200
RPHILLIPS2800	ROBERT	PHILLIPS	Hickory Police Department	NC0180200
ATRAVIS2400	AARON	TRAVIS	Hickory Police Department	NC0180200

Help Done Next

Figure 3-21 – Omnixx Console – Trainer /Class Scheduling – Enrolled Users with Your Agency

- Step 13: Click **Done**.

Actions

Enroll users into scheduled class
Withdraw user enrollments
Done

☐ Show Cancelled Classes
☐ Show Completed Classes
☒ Show Open Classes
☐ Show Full Classes
☐ "Class Start date" Range

Apply Filter

Scheduled Classes

ID	District	Dates	Status
☐ 2019-01-1002SV	1	10/02/19 - 10/02/19	OPEN
☐ 2019-01-1015SV	1	10/15/19 - 10/15/19	OPEN
☐ 2019-01-1106SV	1	11/06/19 - 11/06/19	OPEN
☐ 2019-02-0924_MM	2	09/24/19 - 09/24/19	OPEN
☐ 2019-02-1029_MM	2	10/29/19 - 10/29/19	OPEN
☐ 2019-06-0918-DB	6	09/18/19 - 09/18/19	OPEN
☐ 2019-06-1008-DB	6	10/08/19 - 10/08/19	OPEN
☐ 2019-06-1023-DB	6	10/23/19 - 10/23/19	OPEN

Help Next

Figure 3-23 – Omnixx Console – Trainer /Class Scheduling – Actions

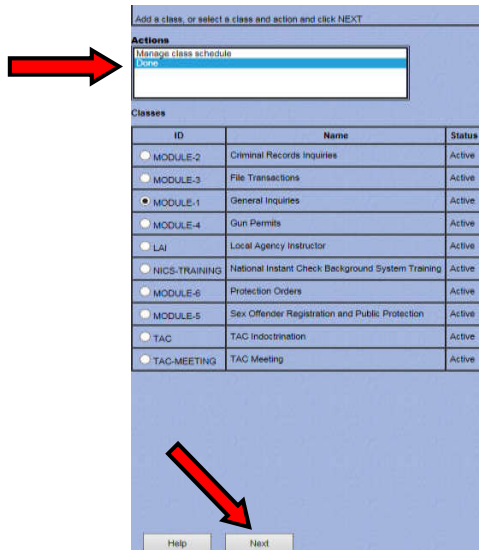
This brings you back to the beginning where you began enrolling the users.

- Step 14: In the **Action box**, highlight **Done**.
- Step 15: Click **Next**.

This brings you back to the Manage Class Schedule. If you want to enroll the user for Module 2, Module 3, etc., you will need to repeat Steps 1- 15 for each module.

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

- Step 16: In the **Action box**, highlight **Done**.



Add a class, or select a class and action and click NEXT

Actions

Manage class schedule

Done

Classes

ID	Name	Status
☐ MODULE-2	Criminal Records Inquiries	Active
☐ MODULE-3	File Transactions	Active
☒ MODULE-1	General Inquiries	Active
☐ MODULE-4	Gun Permits	Active
☐ LAI	Local Agency Instructor	Active
☐ NICS-TRAINING	National Instant Check Background System Training	Active
☐ MODULE-6	Protection Orders	Active
☐ MODULE-5	Sex Offender Registration and Public Protection	Active
☐ TAC	TAC Indoctrination	Active
☐ TAG-MEETING	TAC Meeting	Active

Help Next

Figure 3-24 – Omnixx Console – Trainer/Class Scheduling – Complete

- Step 17: Click **OK**

Student Withdrawal – Console

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

- ❑ Click on the **Console** icon on the Omnixx Desktop.
- ❑ Click **Classes** under the Class Scheduling menu.

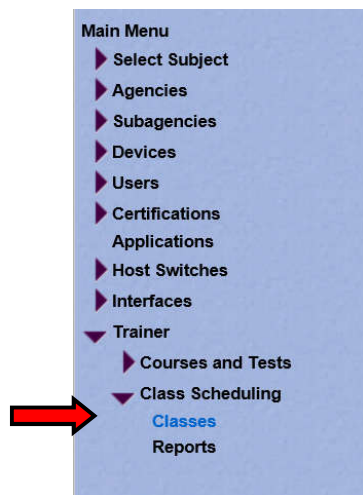


Figure 3-25 – Omnixx Console – Trainer/Class Scheduling – Classes

The image shows the 'Actions' section with 'Manage class schedule' highlighted. Below is a table of classes.

ID	Name	Status
☐ MODULE-2	Criminal Records Inquiries	Active
☐ MODULE-3	File Transactions	Active
☒ MODULE-1	General Inquiries	Active
☐ MODULE-4	Gun Permits	Active
☐ LAI	Local Agency Instructor	Active
☐ NICS-TRAINING	National Instant Check Background System Training	Active
☐ MODULE-6	Protection Orders	Active
☐ MODULE-5	Sex Offender Registration and Public Protection	Active

Buttons: Help, Next

Figure 3-26 – 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.
- ❑ In the **Action box**, 'Withdraw User Enrollments' should be highlighted. If not, click on that to highlight it.
- ❑ 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 may choose to apply the filters listed to the right to shorten the list.
- ❑ Step 4: Click the **Next** button.

ID	District	Dates	Status
2019-01-1002SV	1	10/02/19 - 10/02/19	OPEN
2019-01-1015SV	1	10/15/19 - 10/15/19	OPEN
2019-01-1106SV	1	11/06/19 - 11/06/19	OPEN
2019-02-0924 MM	2	09/24/19 - 09/24/19	OPEN

2019-06-0918-DB	6	09/18/19 - 09/18/19	OPEN
2019-06-1008-DB	6	10/08/19 - 10/08/19	OPEN
2019-06-1023-DB	6	10/23/19 - 10/23/19	OPEN
2019-07-1008JM	7	10/08/19 - 10/08/19	OPEN
2019-07-1209JM	7	12/09/19 - 12/09/19	OPEN

Figure 3-27 – Omnixx Console – Trainer /Class Scheduling – Withdrawal

User ID	Last Name	First Name	Subagency Name	Subagency ID
KARNOLD2019	Arnold	Kathlyn	Catawba County District Attorney	NC018015A
MBAVER3204	BEAVER	MIRANDA	Burke-Catawba Confinement	NC012013C
DBODENHEIMER2826	BODENHEIMER	DAXTON	Forsyth County Sheriff's Office	NC0340000
JBROWN6500	BROWN	JEREMY	Hickory Police Department	NC0180200
BCOLE1384	Cole	Barbara	Buncombe County Sheriff's Office	NC0110000
CCONRAD2622	CONRAD	CODY	Forsyth County Sheriff's Office	NC0340000
RCRANKSHAW1988	CRANKSHAW	RYAN	Alexander Co. Sheriff's Office	NC0020000
TDIDOMENICO5033	DIDOMENICO	TERUKO	Iredell Co Communications Center	NC049013N
DDUCK4321	DUCK	DAPHNE	Hickory Police Department	NC0180200
MFRENCH5032	FRENCH	MELISSA	Iredell Co Communications Center	NC049013N

Figure 3-28 – Omnixx Console – Trainer /Class Scheduling – Withdrawal Class Roster

- ❑ Step 5: Click the **button** beside the user(s) you wish to withdraw from this class. **Only withdraw users with your agency.** **DO NOT** attempt to withdraw users from another agency.
- ❑ Step 6: Click the **Next** button.



Agency: NCDCl0000
Subagency: NC0180200-Hickory Police Department
User:
Device:

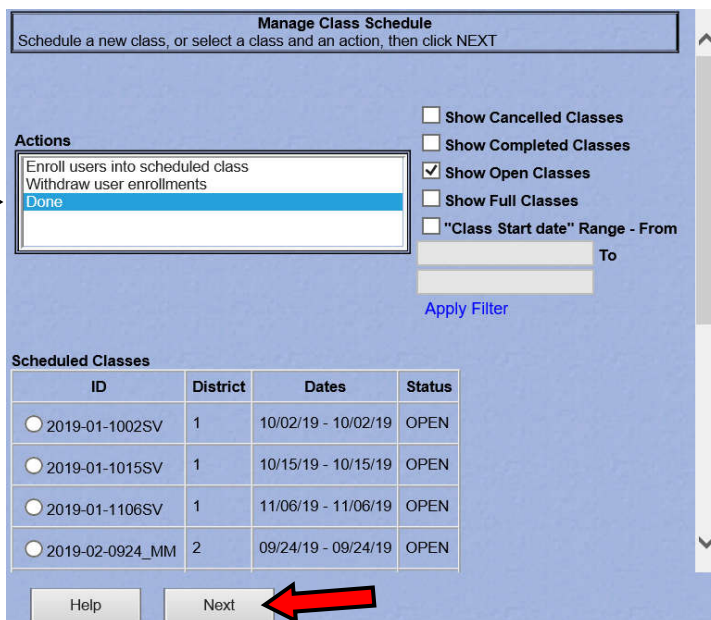
The following users were withdrawn from the scheduled class:

User ID	Last Name	First Name	Subagency Name	Subagency ID
DDUCK4321	DUCK	DAPHNE	Hickory Police Department	NC0180200

OK

3-29 – Omnixx Console – Trainer /Class Scheduling – Withdrawal Class Roster Final

- ❑ Step 7: Click **OK**.



Manage Class Schedule
Schedule a new class, or select a class and an action, then click NEXT

Actions

- Enroll users into scheduled class
- Withdraw user enrollments
- Done**

☐ Show Cancelled Classes
☐ Show Completed Classes
☒ Show Open Classes
☐ Show Full Classes
☐ "Class Start date" Range - From To
[Apply Filter](#)

Scheduled Classes

ID	District	Dates	Status
☐ 2019-01-1002SV	1	10/02/19 - 10/02/19	OPEN
☐ 2019-01-1015SV	1	10/15/19 - 10/15/19	OPEN
☐ 2019-01-1106SV	1	11/06/19 - 11/06/19	OPEN
☐ 2019-02-0924_MM	2	09/24/19 - 09/24/19	OPEN

Help Next

3-30 – Omnixx Console – Trainer /Class Scheduling – Withdrawal

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

Add a class, or select a class and action and click NEXT

Actions

Manage class schedule
Done

Classes

ID	Name	Status
☐ MODULE-2	Criminal Records Inquiries	Active
☐ MODULE-3	File Transactions	Active
☒ MODULE-1	General Inquiries	Active
☐ MODULE-4	Gun Permits	Active
☐ LAI	Local Agency Instructor	Active
☐ NICS-TRAINING	National Instant Check Background System Training	Active
☐ MODULE-6	Protection Orders	Active
☐ MODULE-5	Sex Offender Registration and Public Protection	Active
☐ TAC	TAC Indoctrination	Active
☐ TAC-MEETING	TAC Meeting	Active

Help Next

3-31 – 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**, click **Done**.
- ❑ Step 11: Click **Next**.

Training Classes complete. Click OK button to go to the main screen

OK

3-32 – Omnixx Console – Trainer /Class Scheduling – Actions

- ❑ Step 12: Click **OK**.

4

Using Omnixx™ Trainer

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

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

Taking A Certification Test

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

To Take a Certification Test:

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

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

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

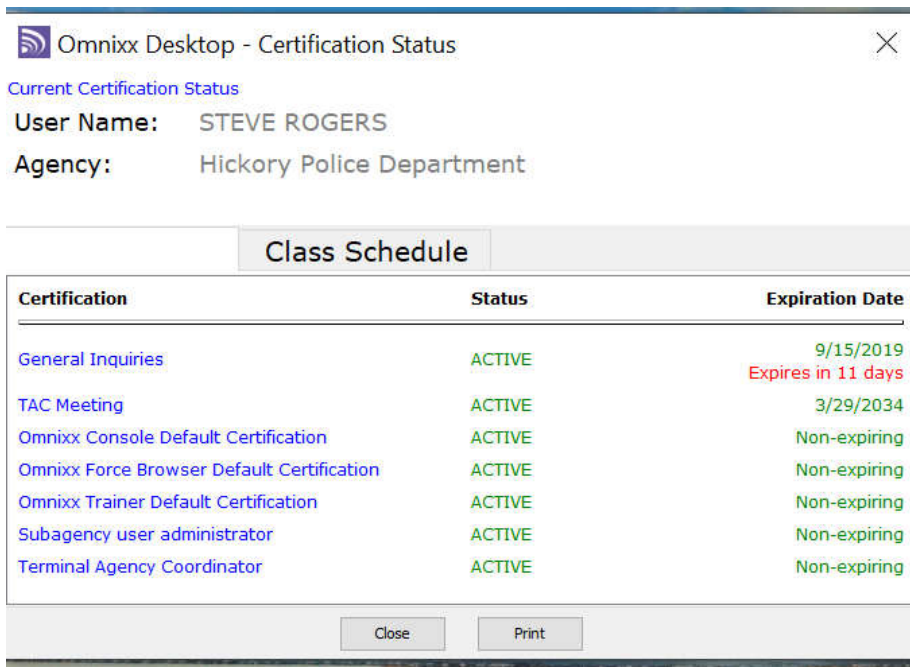


Figure 4-1 – Certification Status Summary

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



Figure 4-2 – The Omnixx Desktop

Each user can see a list of certification tests available to them by clicking Test from the Main Menu area. A user will not be able to take a certification test until he has attended an instructional class and has been authorized by a District Training Specialist. This authorization is

done by the DCI Training Specialist that instructed the class. If a class was taught by a local agency instructor (not a DCIN Trainer), the local agency instructor must coordinate this authorization with a District Training Specialist prior to the instructional class. The user then starts the test by clicking the link for the specific test.

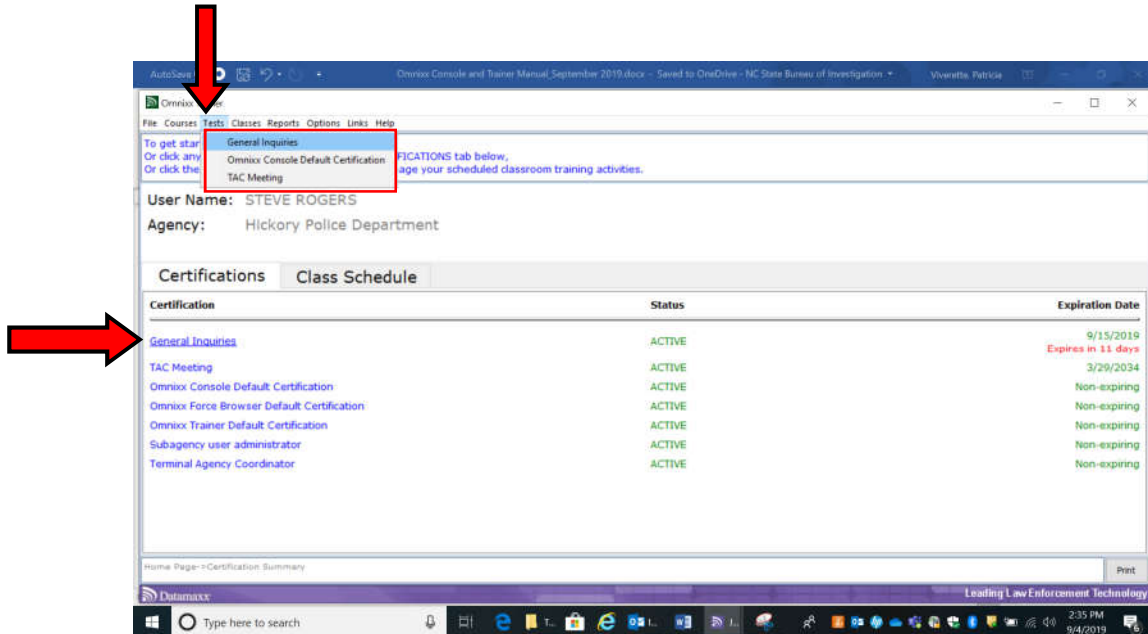


Figure 4-3 – Example Beginning the Certification Test Page

Once a test has been selected, the user will be presented with an instructional page that provides general information and directions on the testing process. The user must click 'Start Test' in the bottom right corner of the test window to begin the test.

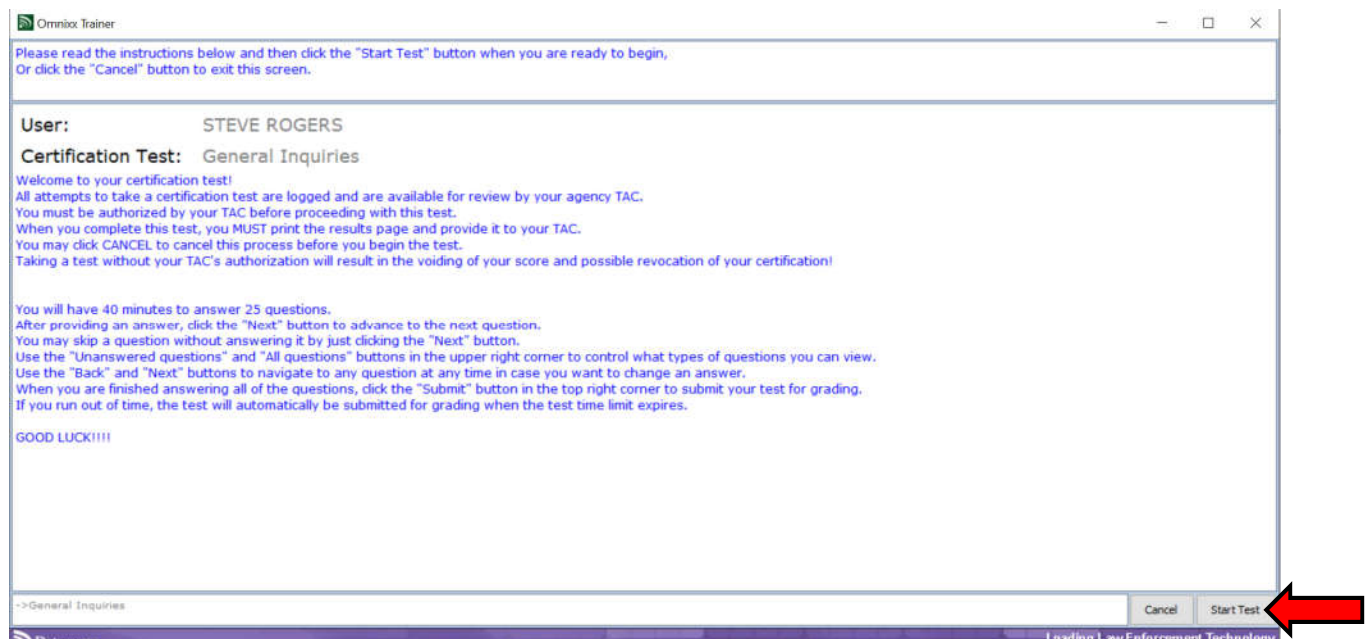


Figure 4-4 – Testing Instructions

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

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

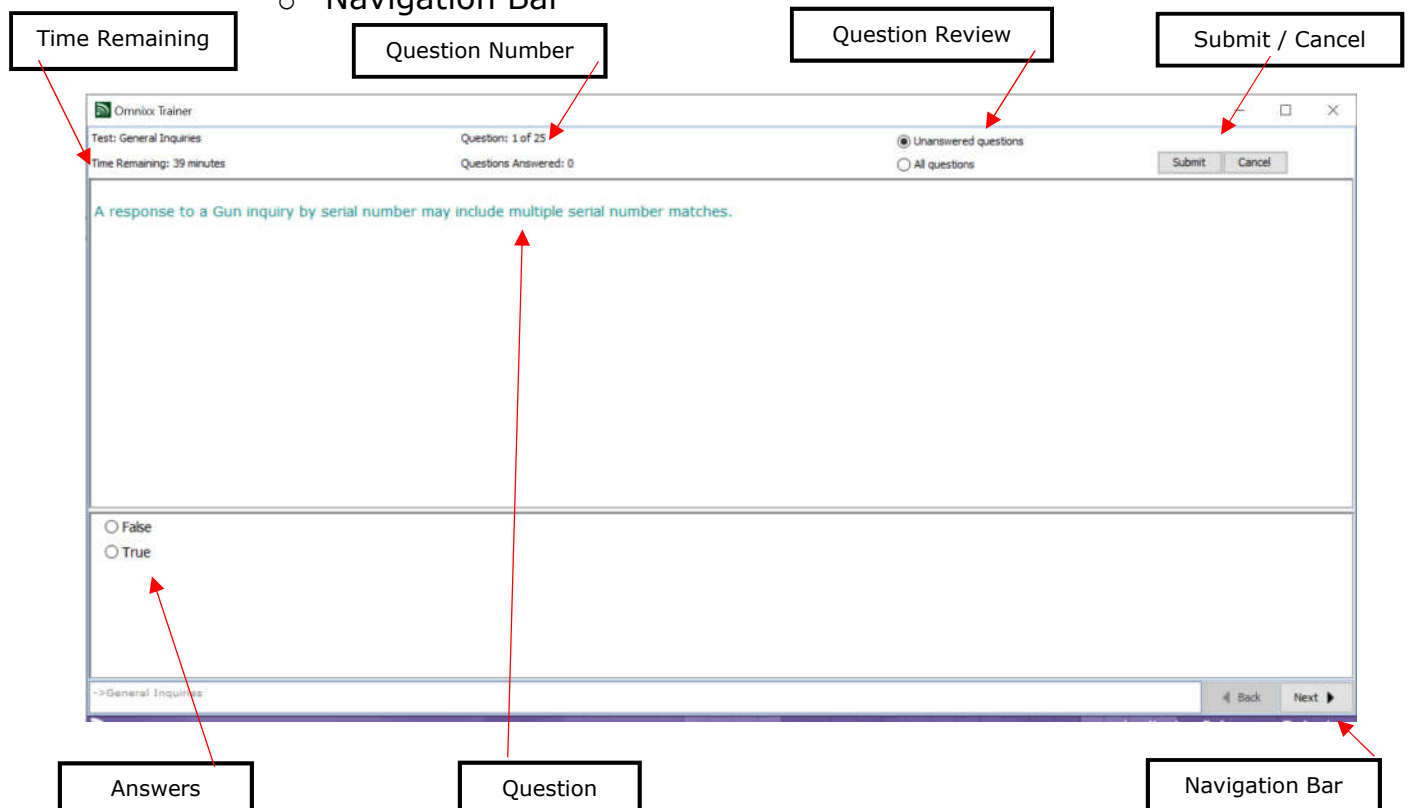
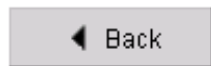


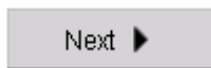
Figure 4-5 – Example of a Certification Test Question

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

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



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



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

Submitting A Certification Test

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

To Submit a Test:

When the test displays the last test question, the NEXT button grays out and becomes inactive. Even though the last question (number 25, for example) has been answered, the Questions Answered indicator at the top will still indicate one Unanswered Question (24 questions answered). This is normal.

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

The user should click Next before clicking Submit after answering the last question.

The screenshot shows the Omnixx Trainer window. At the top, it displays 'Test: General Inquiries' and 'Time Remaining: 33 minutes'. A red box highlights the status 'Question: 25 of 25' and 'Questions Answered: 24'. To the right, there are radio buttons for 'Unanswered questions' (selected) and 'All questions'. Below these are 'Submit' and 'Cancel' buttons. The main area contains the question: 'What is the unique identifier assigned by the SBI to each North Carolina terminal/computer with DCIN access?'. Below the question are four radio button options: 'ORI (Originating Routing Identifier)', 'SID (State Identification Number)', 'TID (Terminal Identifier)' (which is selected), and 'User ID'. At the bottom right, there are 'Back' and 'Next' buttons. A red arrow points to the 'Next' button.

Figure 4-6 – Last Test Question – Click Next



Figure 4-7 – End of Test – click Submit

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

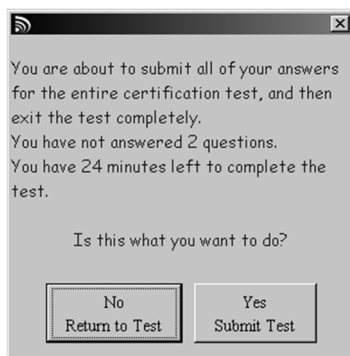


Figure 4-8 – Verification Prompt – Unanswered Questions

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 re-submit the test.

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

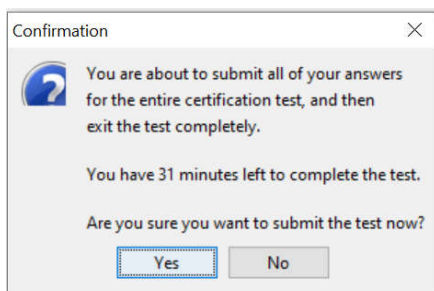


Figure 4-9 – Verification Prompt – All Questions Answered

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

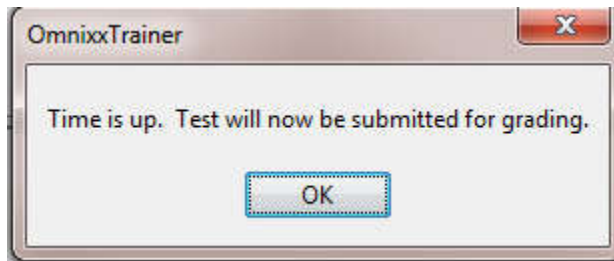


Figure 4-10 – Automatic Submission

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. It also contains all the questions and answers as provided by the user. The user must 'Acknowledge Reviewing the Test Results' before being allowed to print. This is done by clicking on the button at the bottom right corner.

The Test Results Page must then 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 examples below:

File

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.

CATEGORY: NC Concealed Handgun Permit File

TOTAL CORRECT	TOTAL INCORRECT	TOTAL QUESTIONS	Percentage Correct
1	0	1	100%

QUESTION TYPE	QUESTION TEXT	USER RESPONSE	CORRECT RESPONSE	RESPONSE RESULT
CHOICE	To obtain concealed handgun permit records from participating states, the CWQ transaction may be used with:	Any of the Above	Any of the Above	CORRECT

Certification Test Results: **PASS**

TOTAL CORRECT	TOTAL INCORRECT	TOTAL QUESTIONS	TOTAL PERCENTAGE CORRECT
25	0	25	100%

Total Percentage Correct

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Please click the button below to acknowledge that you have reviewed your test results above

-->General Inquiries-->Test Results

I acknowledge reviewing my test results

Datamaxx Leading Law Enforcement Technology

Figure 4-11 – Test Results Page – User must Acknowledge Reviewing Test Results

CATEGORY: **Computer Systems**

TOTAL CORRECT	TOTAL INCORRECT	TOTAL QUESTIONS	Percentage Correct 100%
3	0	3	

QUESTION QUESTION USER CORRECT RESPONSE

->General Inquiries->Test Results

Print Test Summary Print Test Certificate Back to Homepage

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Figure 4-12 – Test Results Page – User must Print Test Results – Sign and Date

Reports

The user will need to click on the **Reports** Menu in Omnixx Trainer 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.

Class Enrollment Summary – Displays a listing of the DCIN 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
National Instant Check Background System Training	10/27/09	RUSTY BARNETT	Yes	8
National Instant Check Background System Training	10/26/10	PATRICIA VIVERETTE	Yes	8
National Instant Check Background System Training	10/25/11	PATRICIA VIVERETTE	Yes	8
National Instant Check Background System Training	8/7/14	PATRICIA VIVERETTE	Yes	8
National Instant Check Background System Training	5/24/16	PATRICIA VIVERETTE	Yes	8
Criminal Records Inquiries	5/3/17	CHRIS WILSON	Yes	6
File Transactions	5/4/17	RUSTY BARNETT	Yes	5
Total Credits :				51

Classes->Reports->Class Attendance Summary

Print

Figure 4-12 – Enrollment Summary

Exiting Trainer

To exit Ominxx Trainer:

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



Figure 4-13 – 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.

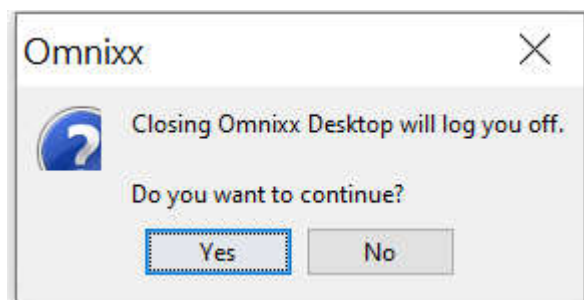


Figure 4-14 – Omnixx Logoff Confirmation