



*Law Enforcement
Officer's Toolkit*

www.leot.ohio.gov

*... an Ohio-built records
management system*

The Ohio Law Enforcement Officer's Toolkit (LEOT)

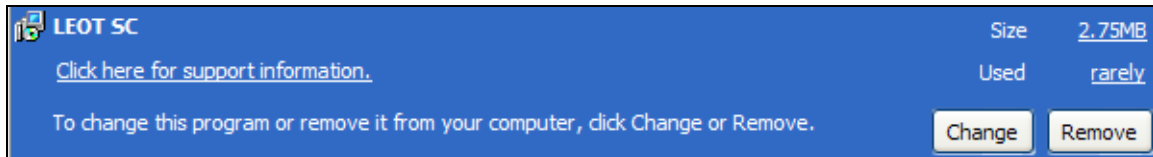
LEOT Service Center Installation and User Manual

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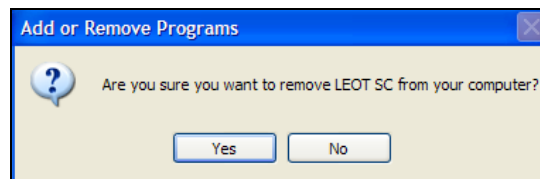
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LEOT SERVICE CENTER INSTALLATION

If you have the Service Center already installed on a computer at your agency, you must first uninstall the Service Center before installation of its latest version. To uninstall the Service Center, first shutdown the Service Center running on the computer. To do this, right click on the LEOT icon on the bottom right of your computer screen and select “Shutdown Service Center.” Then go to Start, Settings, Control Panel and double click on “Add or Remove Programs.” Find the program named LEOT SC and click on the “Remove” button (see below).



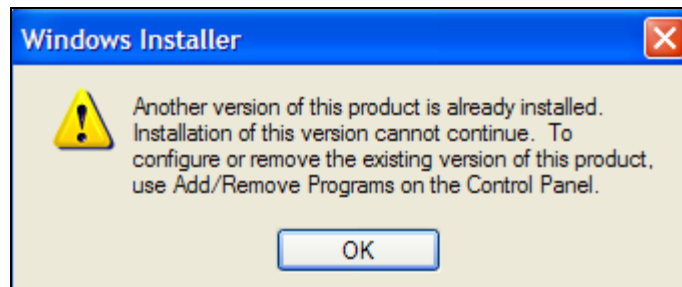
A message will come up making sure you want to remove the LEOT SC. Click “Yes” (see below).



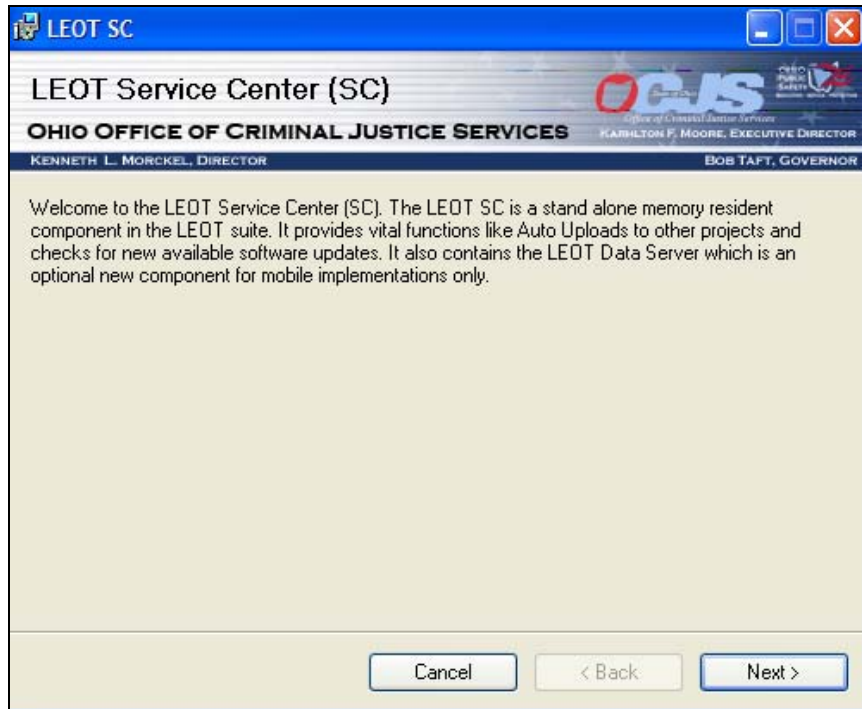
Once the current LEOT SC is uninstalled from the computer or if this is the first time installing the Service Center, open the folder containing the LEOT installation files and double click on the “**LEOT_Installer.exe**” file. This will open the LEOT installation menu. Click on the “Install Service Center” button to begin the Service Center installation (see following).



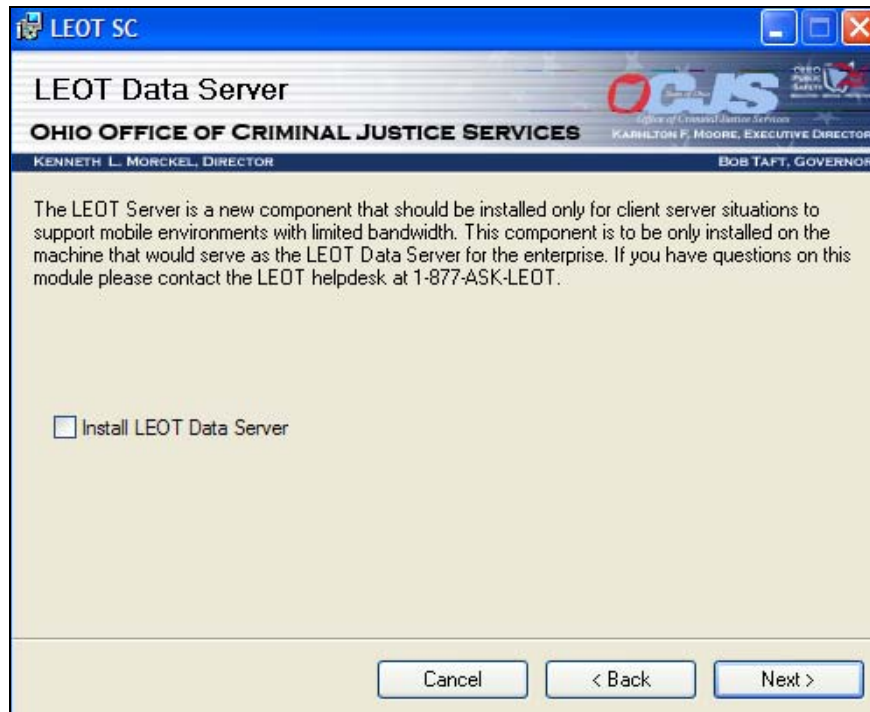
If you have a version of the Service Center already loaded on the computer, the message below will come up after clicking on the “Install Service Center” button.

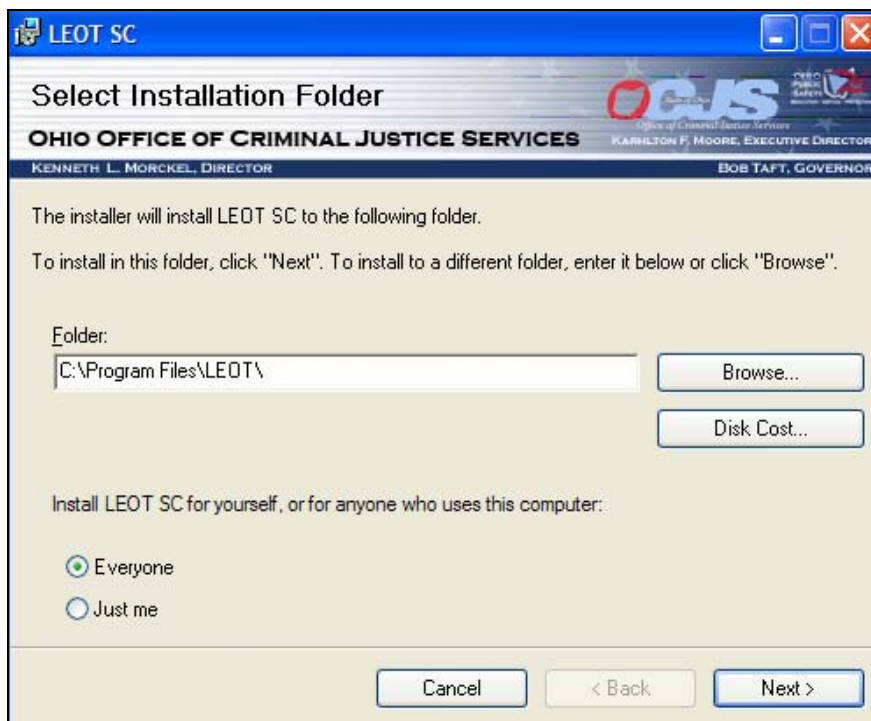
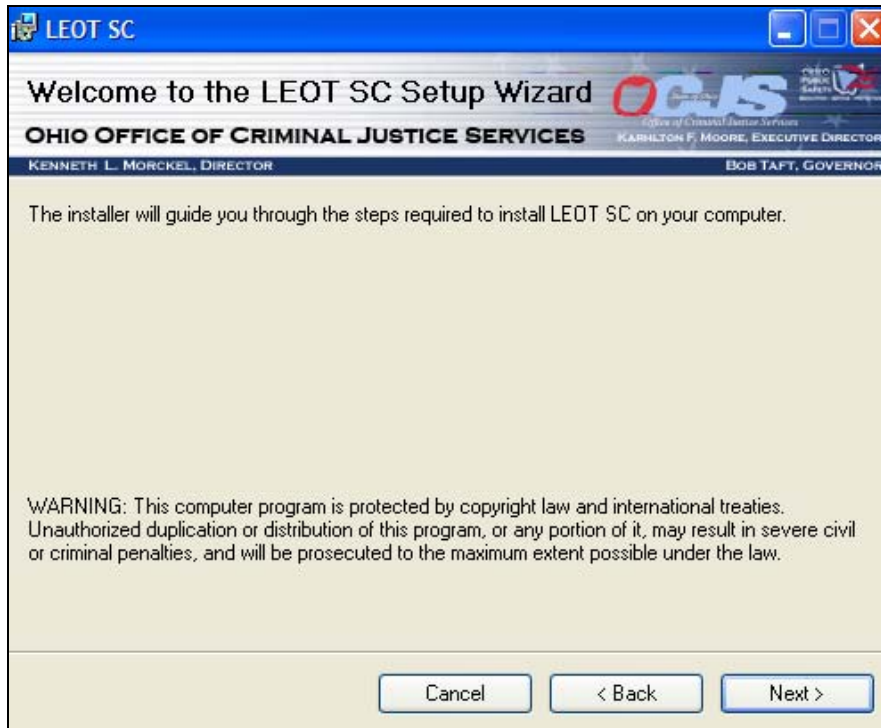


Click “OK” and follow the instructions at the beginning of this document to uninstall the Service Center prior to beginning the installation process. If you do not have the Service Center currently installed on the computer, the following screen will come up after clicking the “Install Service Center” button.

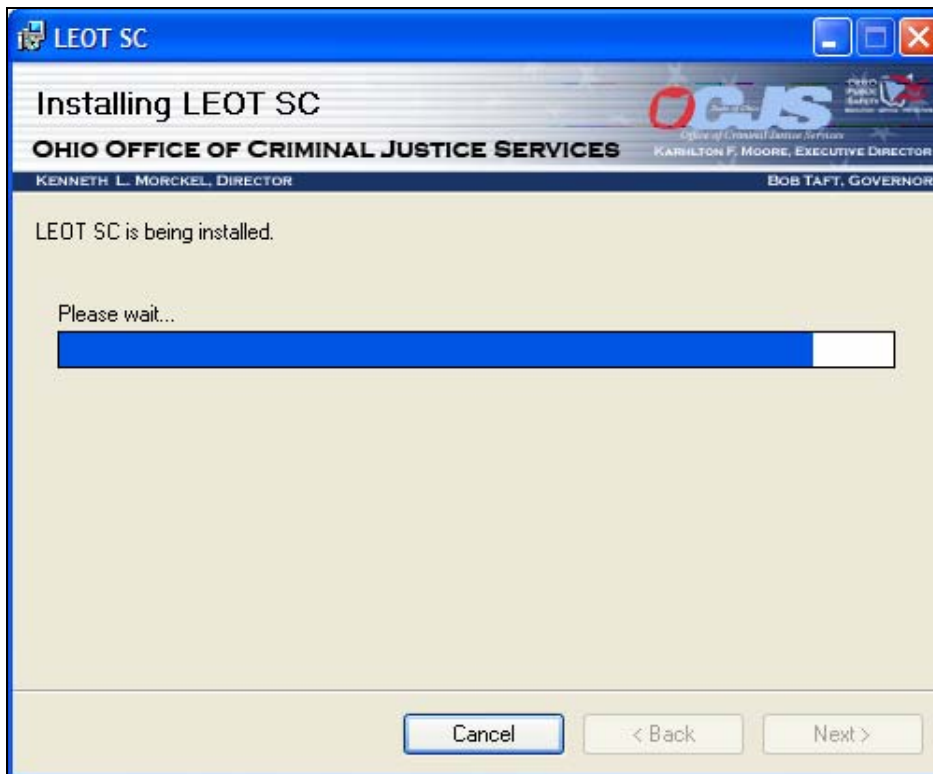
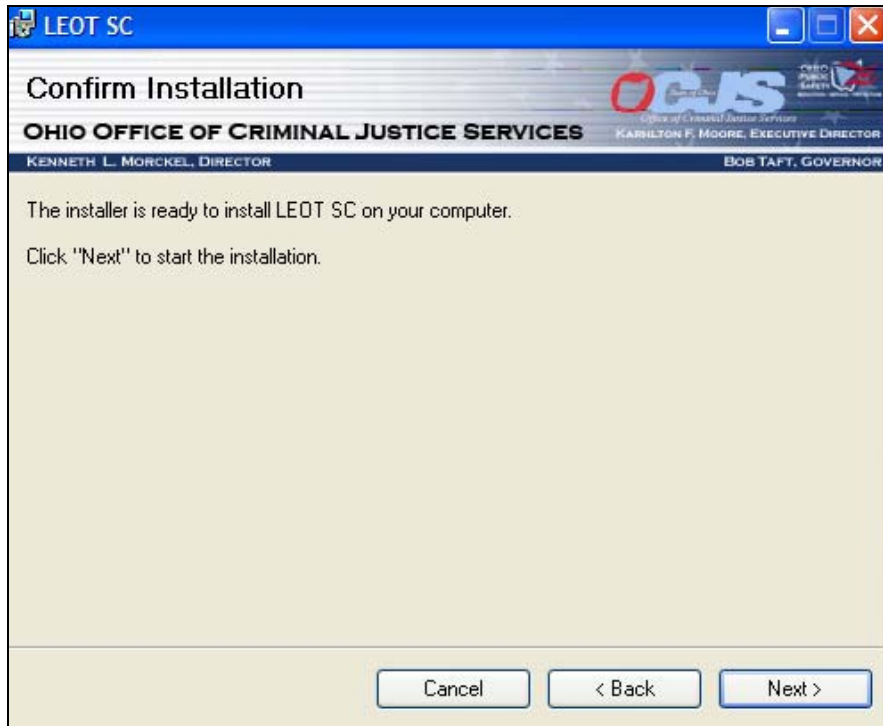


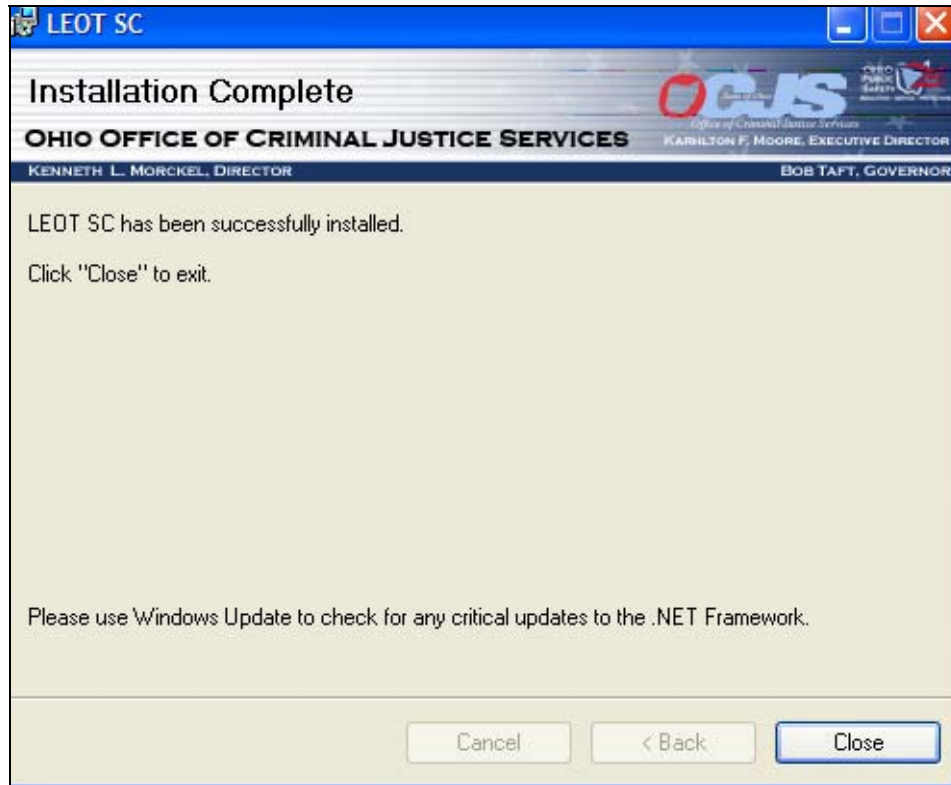
Click "Next" to continue with the installation process.





The “everyone” option sets up the Service Center for all Windows accounts on the computer in which this software is being installed.

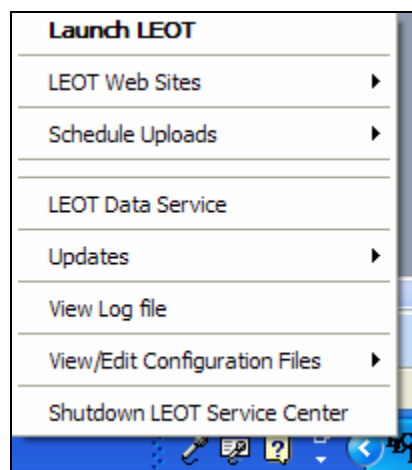




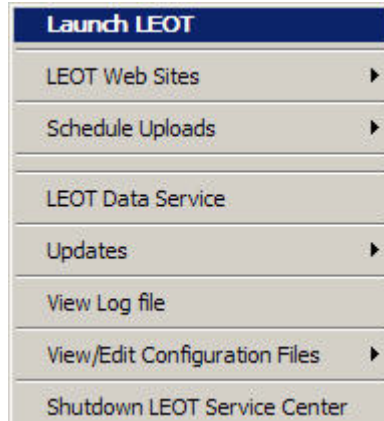
Once installed, the Service Center icon will appear on the computer's task bar.



To open up the functionality of the Service Center, **RIGHT** click on the LEOT icon in the task bar and the following screen will appear.



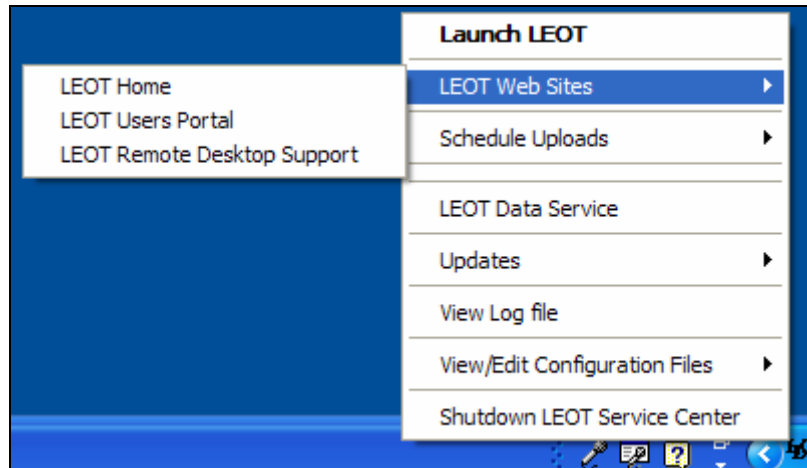
LAUNCH LEOT



The LEOT can be opened from the Service Center by selecting the Launch LEOT option from the Service Center. When this option is selected, the login to the LEOT will appear.

A screenshot of a dialog box titled "Law Enforcement Officer's Toolkit" with a blue title bar and a close button. The dialog contains a login form with the following fields: "Login:" with a text input field, "Password:" with a text input field, and "Config Name" with a dropdown menu currently showing "Settings". Below these fields is an empty text input field. At the bottom of the dialog are two buttons: "Ok" and "Cancel".

LEOT WEB SITES

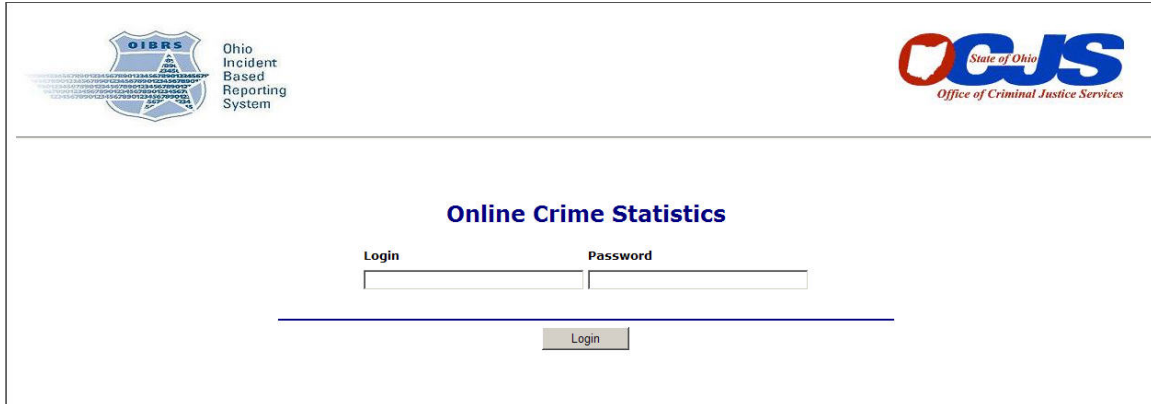


All of the LEOT web sites can be launched from the Service Center menu.

The LEOT Home option will take you to the LEOT home page.

A screenshot of the LEOT website homepage in a Windows Internet Explorer browser. The browser address bar shows "http://www.leot.ohio.gov/". The page features the LEOT logo (Law Enforcement Officer's Toolkit) on the left and the Ohio Department of Public Safety and OCJS logos on the right. A blue sidebar on the left contains links: "Click Here to See What's Coming Soon!", "LEOT Users Portal", "Brochure", "What Users Say", "Frequently Asked Questions", "Crime Mapping", "Property Room Implementation", "Electronic Crash Reporting", and "SQL Version". The main content area is titled "Law Enforcement Officer's Toolkit" and describes it as an Ohio-built records management system. It includes a quote from Sgt. David M. Lucas of Belmont Co. S.O. and a quote from Chief James R. Frye of Jackson Center P.D. The text states that over 390 law enforcement agencies in Ohio use the LEOT software, with 26 being Sheriff's Offices and 48 covering a population over 10,000. It also mentions its use in a countywide data sharing environment in Tuscarawas Co.

The LEOT Users Portal will take you to the login screen of the LEOT Users Portal.



OIBRS Ohio Incident Based Reporting System

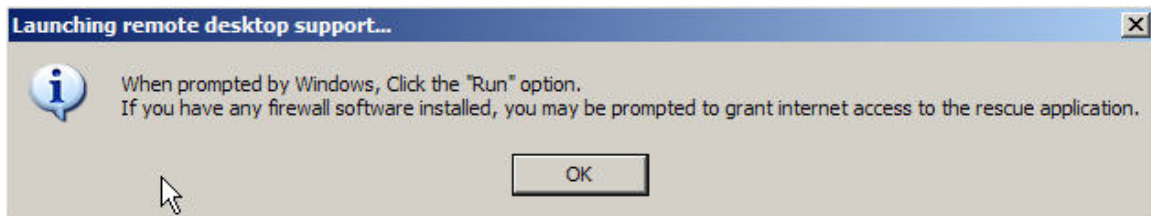
OCJS State of Ohio Office of Criminal Justice Services

Online Crime Statistics

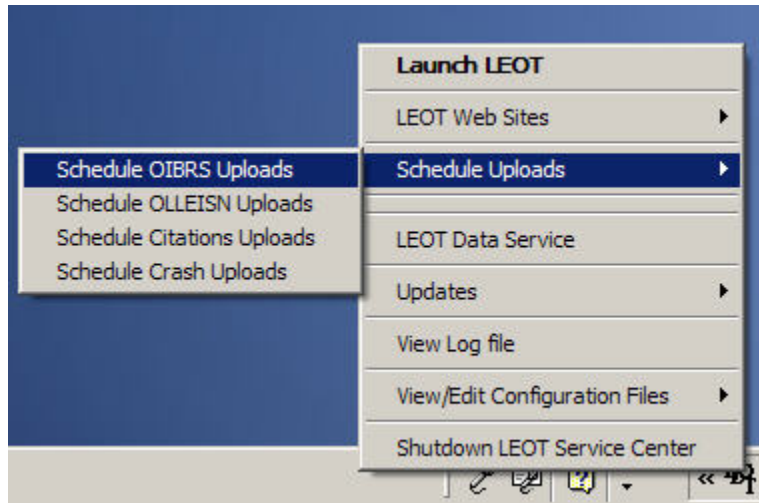
Login Password

Login

The LEOT Remote Desktop Support will automatically connect you to a remote desktop support session. Please note to only use the Remote Desktop option if a member of the LEOT support staff has advised you to do so.



SCHEDULE OIBRS UPLOADS



Selecting this option will enable the Service Center to automate the submission of OIBRS data from the end user into the OIBRS repository housed at the Ohio Department of Public Safety (ODPS).

A screenshot of a Windows dialog box titled "Schedule OIBRS Upload". The dialog has a blue title bar with standard window controls. It contains several sections:

- Select a Profile:** A dropdown menu.
- Set Schedule Options:** Two radio buttons: "Weekly" (unselected) and "Monthly" (selected). For "Weekly", "Every:" is set to "Monday" and "At:" is "09:00". For "Monthly", "Day of" is set to "1" and "At:" is "09:00". A "Set" button is below.
- Extract and Submit Now:** Two radio buttons: "For Period" (selected) and "New Reports" (unselected). The "For Period" section has two date dropdowns, both set to "9/ 5/2007". There is also an "All" radio button. Below are two buttons: "Test Extract and View Only" and "Extract and Upload to OCJS Now".
- At the bottom are two buttons: "Check Connection to Upload Server" and "Exit".

Select a Profile

To set up the OIBRS upload, first select the profile that houses the primary database (i.e., OIBRS_Data folder).

Set Schedule Options

The Set Schedule option allows the end user to designate when the OIBRS upload is to be sent. Please note that monthly submissions are preferred. Also, please set the monthly submission between the 1st and the 27th of each month (leap year). Once the set button is selected, the Service Center locks in the date and time to move the data from the end user into the OIBRS repository.

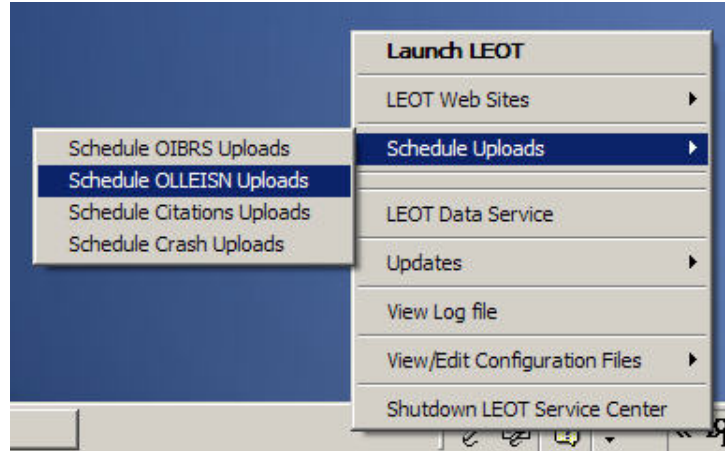
Extract and Submit Now

This option is for users who wish to run a manual download of OIBRS data to the OIBRS repository. The end user needs to select a time frame, “new reports” only, or the “entire database” to upload. The test “Extract and View Only” shows exactly the amount of data that would be extracted, and the “Extract and Upload to OCJS Now” button will extract and upload the data.

The “Check Connection to Upload Server” button is there to make sure that the Service Center is able to communicate with the OIBRS upload server. If all is well, the button will turn green.

The exit button closes the OIBRS Upload Scheduler.

SCHEDULE OLLEISN UPLOADS



Selecting this option will enable the Service Center to automate the submission of OLLEISN data.

A screenshot of a configuration window titled "Schedule OLLEISN Uploads". The window has a blue title bar and standard Windows window controls. The main area is light blue and contains several sections:

- Select a Profile:** A dropdown menu.
- Set Username and Password:** Fields for "OHLEG Username:", "ORI Number:", "Password:", and "Server IP:" (pre-filled with "olleisnapp.ohleg.org"). A "Remember Me" checkbox and a "Test Connection" button are also present.
- Set Schedule Options:** Radio buttons for "Weekly" and "Monthly".
 - Weekly:** "Every:" dropdown set to "Monday", "At:" field set to "09:00".
 - Monthly:** "Day of month:" spinner set to "1", "At:" field set to "09:00"."Update Log by No of Records" spinner set to "1000". A "Set Schedule" button.
- Extract and Submit Data:** "Extract Now" and "Submit Data" buttons.
- Select Extract and Submit Data:** A text field with a browse button ("...") and a "Submit Extract" button.
- Exit and Check Internet:** "Exit" and "Check Internet" buttons.

Select a Profile

To setup the OLLEISN upload, first select the profile that houses the primary database (i.e., OIBRS_Data folder).

Set Username and Password

In this section, the end user needs to enter their OHLEG Username, ORI Number, and OHLEG Password. The server IP defaults to olleisnapp.ohleg.org. Do not change this.

The “Remember Me” radio button, when checked, enables the Service Center to remember the end user’s credentials.

The “Test Connection” button makes sure that the Service Center has an open line of communication with the OLLEISN server. The button will turn green if the connection is good.

Set Schedule Options

The Set Schedule Options allows the end user to specify the exact day of the week and the time that the Service Center uploads the OLLEISN information. Once the user sets the criteria as to when to upload to the OLLEISN server, click on the “Set Schedule” button.

Extract and Submit Data

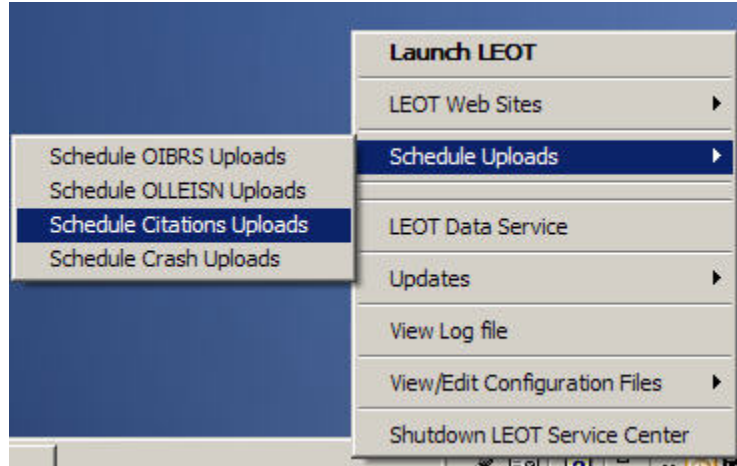
This option is for users who wish to run a manual upload of data to the OLLEISN repository.

Select Extract and Submit Data

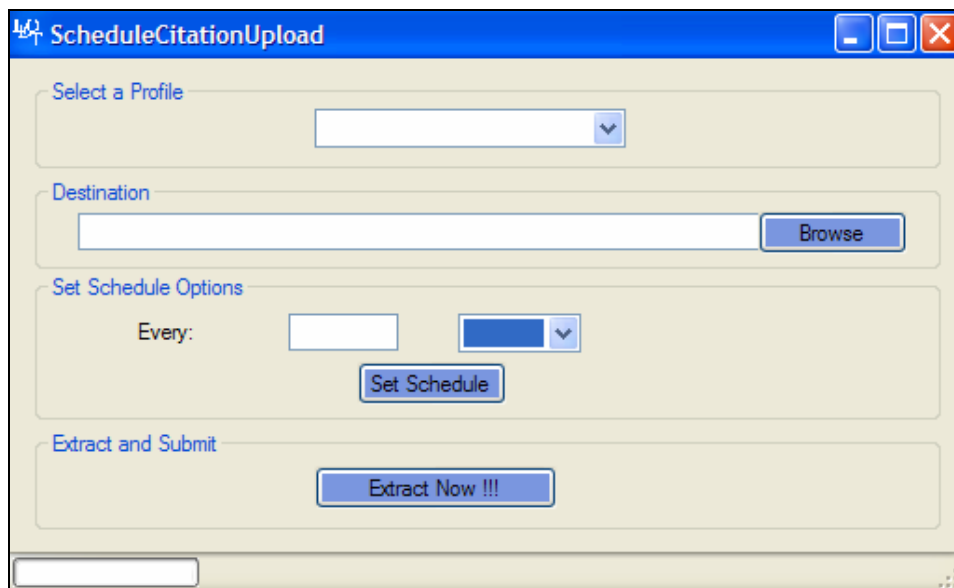
This option is available to move existing OLLEISN extract files from the end user’s computer over to the OLLEISN server.

The “Check Internet” button makes sure that an Internet connection is available for the Service Center. The exit button exits the OLLEISN scheduler.

SCHEDULE CITATIONS UPLOADS



Please note this option is only available if your court software has been set up to interface with the LEOT. If you are interested in setting this up, please have your court software provider refer to <http://www.leot.ohio.gov/IEPD.htm>



Select a Profile

To set up the Citation upload, first select the profile that houses the primary database (i.e., OIBRS_Data folder).

Destination

The end user will need to set up a destination where the court provider can pick up the extracted citation.

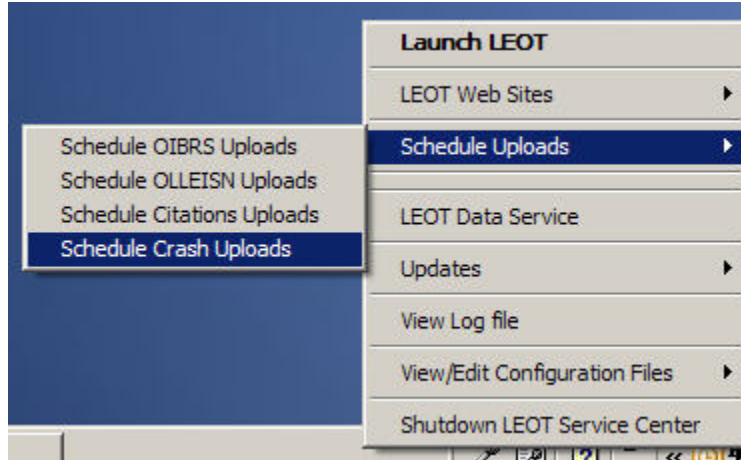
Set Schedule Options

This option lets the Service Center know how often to move the citation data (i.e., every five minutes). The “Set Schedule” button sets this.

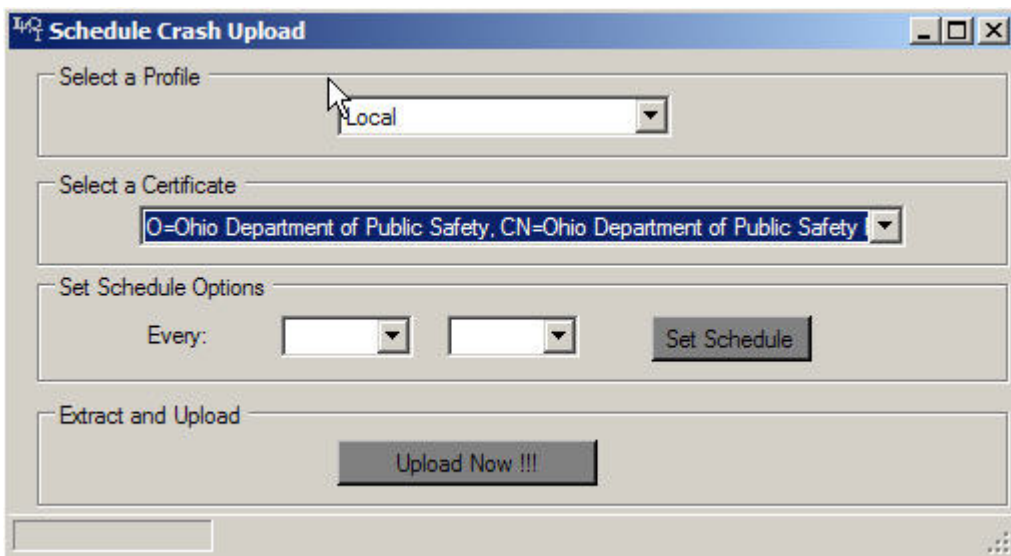
Extract Now

The “Extract Now” button moves the citation data manually to the determined destination.

SCHEDULE CRASH UPLOADS



Please note, to use this option you must request and install a digital certificate from the Ohio Department of Public Safety (ODPS). In order to do this, please click on this link <https://odpsra.dps.state.oh.us:2443>



Select a Profile

To set up the Crash upload, first select the profile that houses the primary database (i.e., OIBRS_Data folder).

Select a Certificate

Use this field to select the upload certificate to the ODPS server.

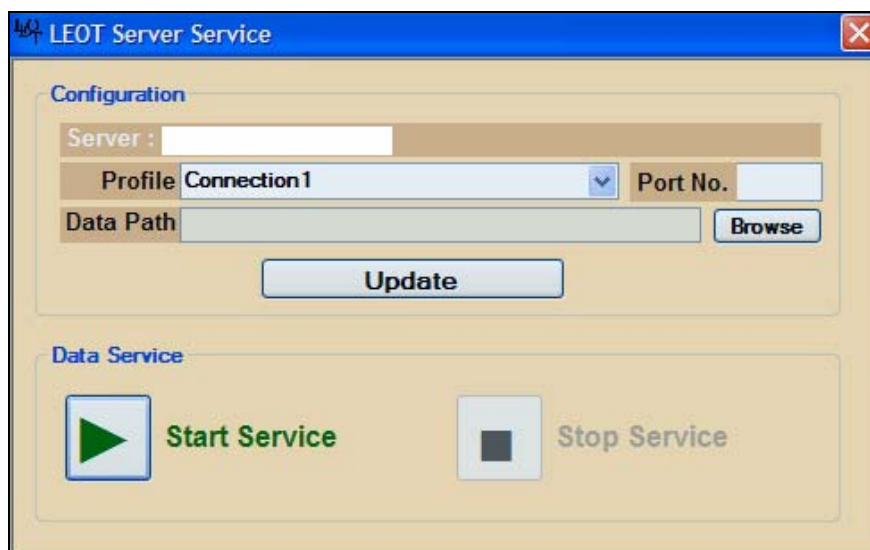
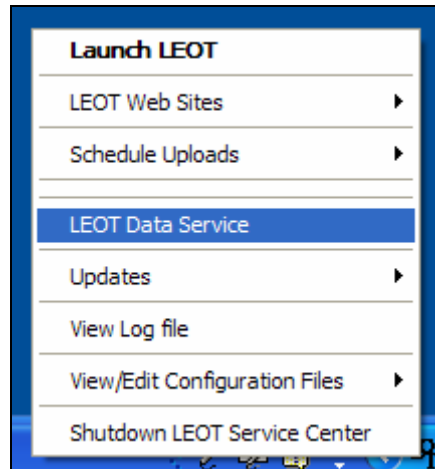
Set Schedule Options

This option lets the Service Center know how often to move the Crash data (i.e., every five minutes). The “Set Schedule” button sets this.

Upload Now!!!

The “Upload Now” button moves the crash data manually to the determined destination.

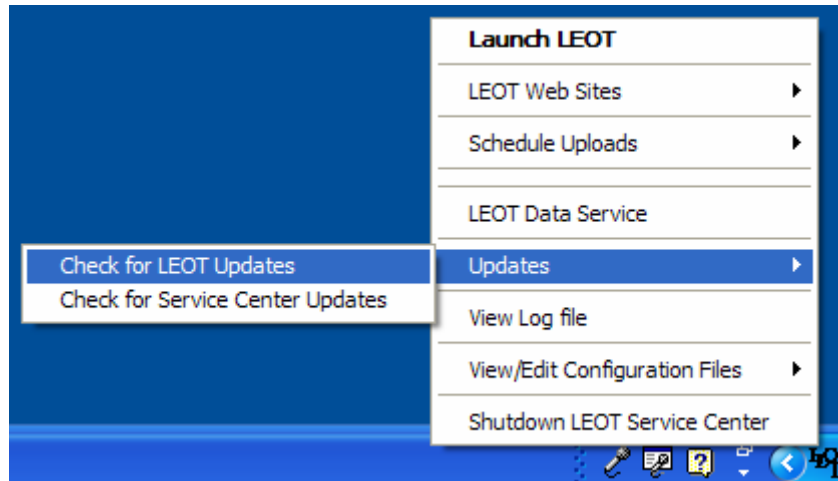
LEOT DATA SERVICE



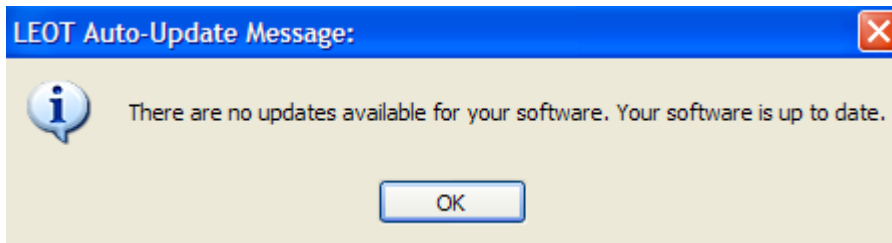
The LEOT Data Service is built to synch databases automatically over a wireless network. Please note that the service has not been fully developed at publication date.

UPDATES

Check for LEOT Updates

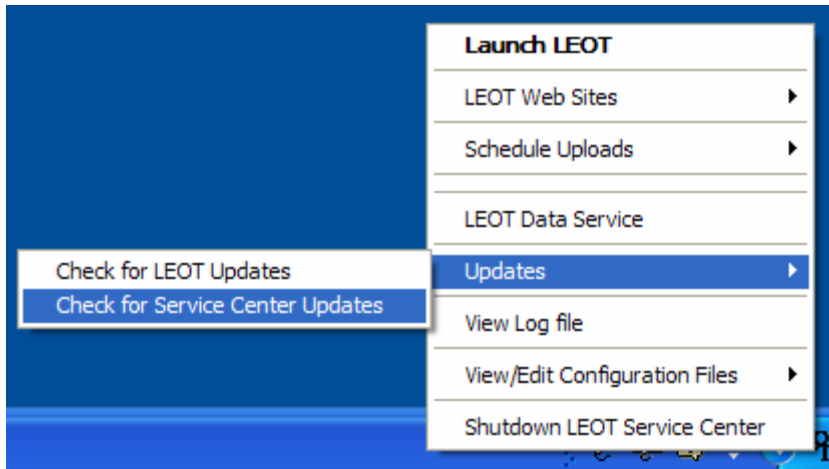


To check for LEOT updates, select that option and the Service Center will either download an update to the LEOT or generate the following message.

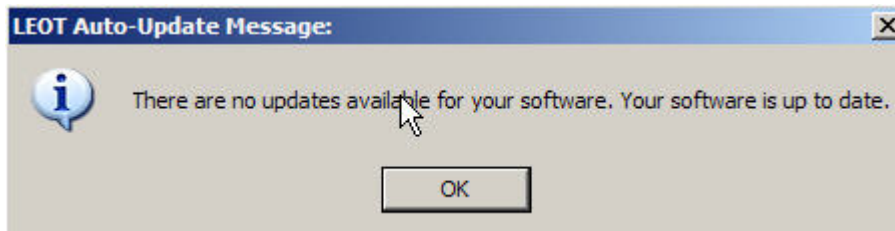


UPDATES

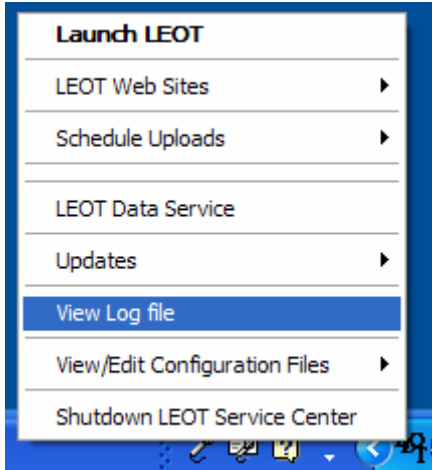
Check for Service Center Updates



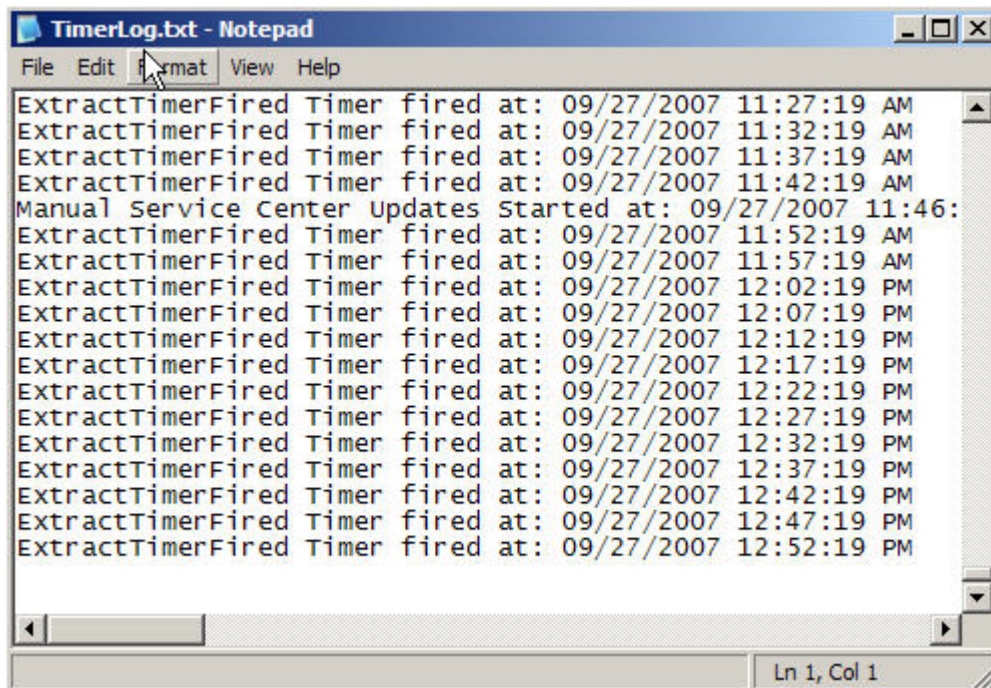
To check for Service Center updates, select that option and the Service Center will either download an update to the LEOT or generate the following message.



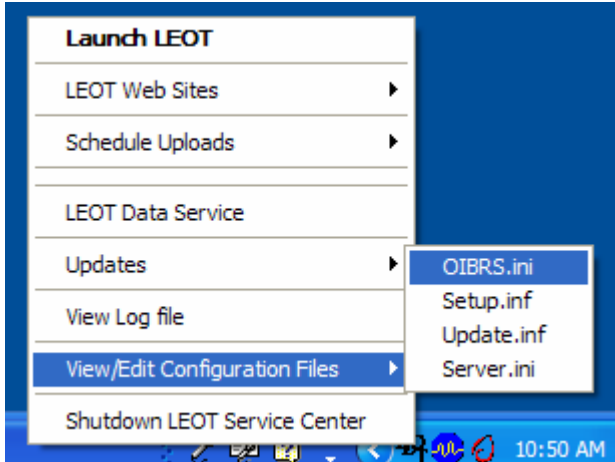
VIEW LOG FILE



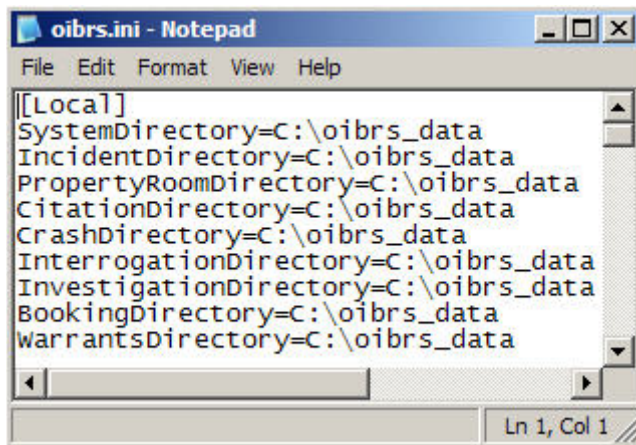
Selecting this option will allow you to see when uploads were launched and if they were uploaded successfully.

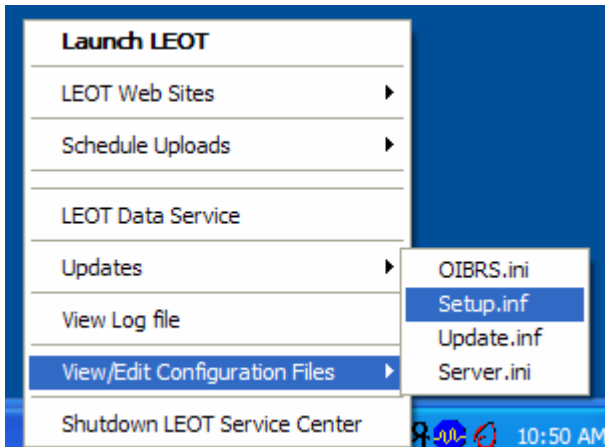


VIEW/EDIT CONFIGURATION FILES

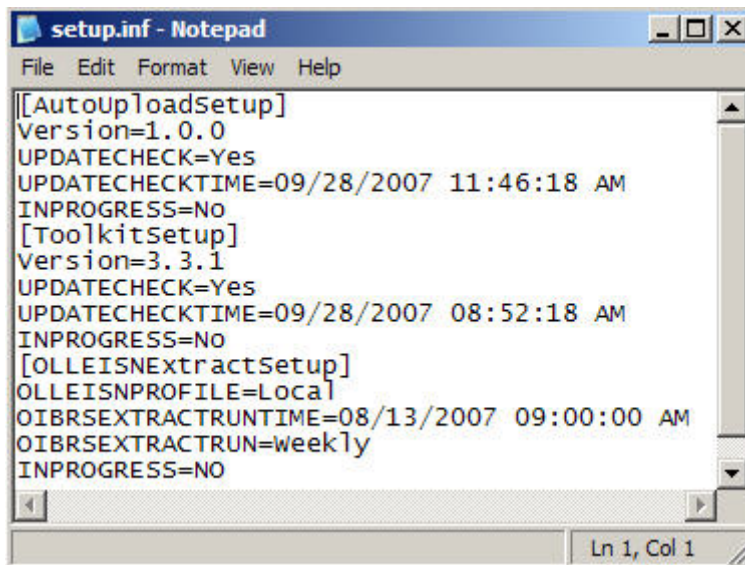


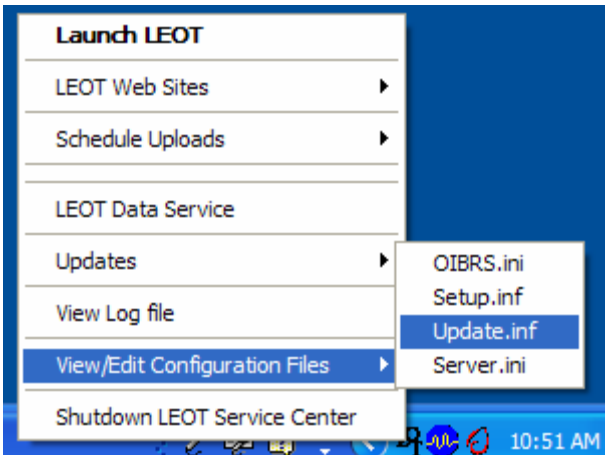
The OIBRS.ini shows the configuration path of the modules of the toolkit as they are mapped over to their respective databases.



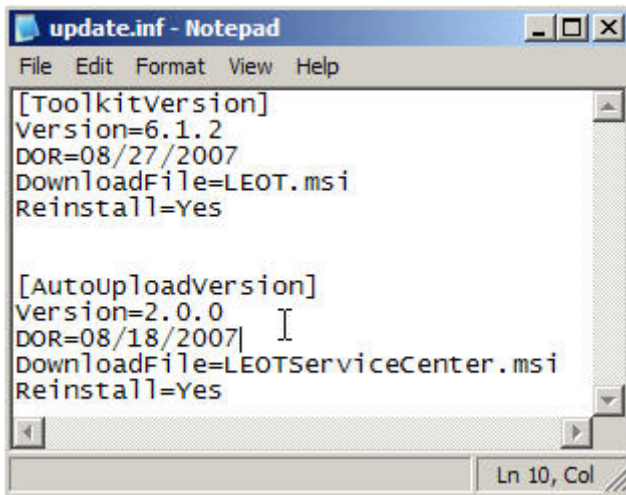


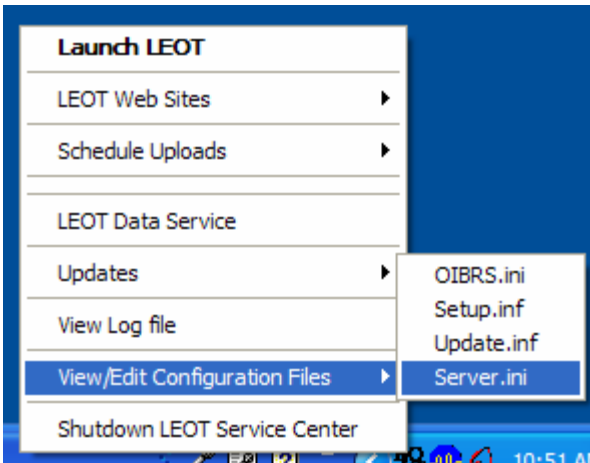
The Setup.inf shows how the OIBRS, OLLEISN, Citation, and Crash uploads are set up and when they are scheduled to upload.



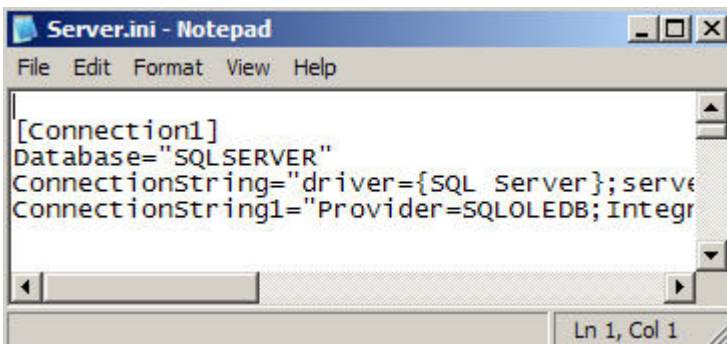


The Update.inf keeps track of the version of the LEOT and Service Center installed on the computer.

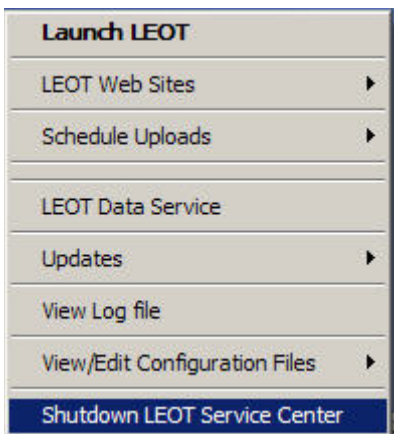




The Server.ini dictates the server that the Service Center runs through.



SHUTTING DOWN THE SERVICE CENTER



Use this option to shut down the Service Center. A restart of the computer will restart the Service Center. Please note that the Service Center needs to be shut down when doing database updates.