

PREFACE

This reference manual is for use with the Area-Wide Law Enforcement Radio Terminal System (ALERTS). The Information Systems Unit of the Illinois Criminal Justice Information Authority (ICJIA) has developed this manual for trained ALERTS managers wanting to know more about the system's features. This handbook is not a step-by-step guide and does not replace training on the ALERTS system.

Updates of this manual are distributed as changes or enhancements occur.

For additional assistance, Please call our 24-hour computer room at 312-793-8966.



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CONTENTS

Preface

Introduction to ALERTS

1 – Quick Reference Card

1 – Getting Started

2 – LEADS Inquiries

3 – ALERTS Inquiries

4 – Messaging

5 – Electronic Mail

6 – Activity Scheduling

Appendix

A – ALERTS Departments

Glossary

Introduction to ALERTS

The Area-wide Law Enforcement Radio Terminal System (ALERTS) is a mobile data system developed for law enforcement and public safety purposes throughout Illinois. ALERTS is the largest public safety wireless data system in the nation.

The ALERTS network currently is made up of more than 300 participating agencies with more than 7,000 users and approximately 2,500 devices. The ALERTS network is used in the counties of Boone, Champaign, Cook, DeKalb, Douglas, DuPage, Kane, Kankakee, Knox, Lake, McHenry, Ogle, Peoria, Sangamon, Tazewell, Will and Winnebago. Some service is also provided in the counties of Grundy, Iroquois, McLean, Menard, Morgan and Woodford.

ALERTS provides the officer in the street with the information they need within the police vehicle for quick, effective decision making such as:

- LEADS inquiries
- Criminal History access
- Car-to-car and Car-to-Station communication
- Regional broadcast capability
- PIMS interface
- Interfaces to computer-aided dispatch (CAD) or local systems

ALERTS devices feature electronic mail capabilities and activity scheduling. In a crisis, the system can broadcast locally or regionally, an emergency message to other cars on the ALERTS network.

ALERTS mobile data devices combine two-way radio communications and computer operations into one system. The system consists of mobile data device, a wide variety of phone line, radio base stations, radio signals and minicomputers that run specialized software and communications interfaces.

As an ALERTS manager, your responsibilities include:

- Establishing your agency's access to the ALERTS network
- Creating and maintaining user sign on information
- Establishing initial passwords and selectively granting rights to law enforcement databases

ALERTS User Quick Reference Transactions

LEADS

/10-28	License plate inquiry (short)
/Z5	License plate inquiry (long)
	VIN/title inquiry
/DLN	Drivers license number inquiry
/NAME	Drivers license by name (10-28)
/CQH	Criminal history inquiry
/CQR	Criminal history request
/ORDERS	Orders of protection
/SOSNAME	Sec. Of State name inquiry
/SOUNDEX	Soundex inquiry
/FOID	Firearm owner ID inquiry
/GUN	Gun inquiry by serial number
/ROADS	Highway condition inquiry
/HAZMAT	Hazardous materials inquiry
/ARTICLE	Article inquiry
/BOAT	Boat inquiry
/PLANE	Plane inquiry
/SNOW	Snowmobile inquiry
/LOJACK	Lo-jack inquiry
/SECURITY	Stolen security inquiry

MAIL/MESSAGING

/USER	List users	
/NEWMAIL	Read new mail	/VIN
/OLDMAIL	Read old mail	
/MAIL	Send mail	
/LMSG	Car-to-car (inside your agency)	
/FMSG	Car-to-car (outside your agency)	
/RMSG	Car-to-region broadcast	
/STATION	Car-to-station	

GENERAL

/ADD-TODO	Add activities
/DELETE-TODO	Delete activities
/TODO	List activities
/VNOTE	Add/delete ALERTS license plate note
/UPD-PASS	Change password
/DEPTS,###	List info about specific dept
/DEPT,X	List depts. by letter (x = letter)
/LIST-REGION	List region
/EMGCY	EMERGENCY request for assistance
/AHELP	Help – command list
/README	Help – online topics
/README, (topic)	Help – view specific help topic
/LABELS	Request terminal display labels
/LASTDLN	Rerun last LEADS DLN inquiry
/LAST28	Rerun last license plate inquiry
/LAST27	Rerun last LEADS name inquiry

1 - GETTING STARTED

EXECUTING TRANSACTIONS

There are two ways to execute an ALERTS transaction:

1. Press a preassigned function key on the mobile data device keyboard
A pad of 24 function keys is built into each mobile data device. Key assignment and keyboard layout may differ depending on the device type you are using. Pressing a function key automatically requests and displays a blank data entry form. Forms may vary depending on the transaction you choose.
2. Type a transaction initiator on a blank screen
Each function key has a transaction initiator by the same name.
(*e.g.*, pressing the <DLN> function key is the same as typing /DLN onto a blank screen)

After the blank data entry form appears, enter the requested data and press the <XMIT> key to send your completed form to the ALERTS network. The transmit key is a pre-assigned function key, typically the F8 key.

All system responses are stored in the Message Waiting area. The mobile device will sound a tone when a message is received. The Message Waiting counter increases for each incoming message. To display each response, press the <NEXT MESSAGE> key.

The <NEXT MESSAGE> key is typically the Pause/Break key on your keyboard.

About the ALERTS Screen

The screenshot shows a terminal window titled "ALERTS MDT Light 05/26/04 13:03:24". The main display area contains the text "Please Enter:" followed by four input fields: "User Name:" (a long horizontal box), "User ID Number:" (a shorter box), "User Password:" (a box with a cursor), and "Unit Number:" (a box). Below the input fields is a status bar with a dropdown menu showing "Rev 0", "Scr 1", "Sto 27", and "F". Below the status bar is a grid of function keys: Emer (F3), Z5 (F3), LMSG (F5), HI (F7), NAME (F9), Clear, Del, Save, Scr o Pau, Next Pau; 10-28 (F2), DLN (F4), STATION (F6), XMIT (F8), CDH (F10), List, Menu, Info, Form, Rcl st Pau. At the bottom is a Windows taskbar with a Start button, an MCS icon, and the window title "ALERTS MDT Lig...". The system tray shows the time as 1:03 PM.

The device screen is 40 characters wide and 14 lines long. The last two lines are reserved for system messages. They may confirm a current action, signal incoming messages, or tell you of a data entry or system error.

Transaction Status

ALERTS primary function is to request transactions. The bottom left corner of the screen tells you the status of each transaction as it is processing. For example, [Message Acknowledged] indicates that your data has been received by the ALERTS network and is being processed.

Message Waiting Area

This queuing area keeps count of new messages waiting for you to retrieve. The count increases by one every time you are sent a message. Messages will remain in the waiting area until they are viewed.

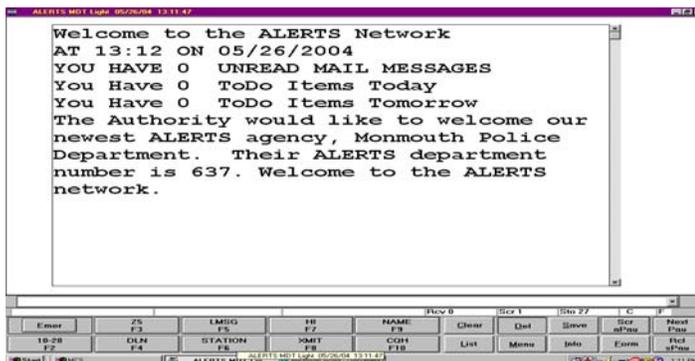
Scratchpad Saved Count

ALERTS provides an electronic “scratchpad” for temporary storage of forms and messages. The counter indicates how many items are currently saved there.



SIGNING ON TO THE ALERTS NETWORK

You can sign on to ALERTS by either using the </HI> function key or by typing the transaction indicator onto a blank screen. Alerts will send you a welcome message to confirm that you are signed on to the network. Press the <Message Acknowledge> key to display the welcome Screen.



An **ERROR** message will display and you will not be able to sign on if:

- Your user name, user ID, or password does not match the system's sign-on information
- Your user name or unit ID is already signed on
- An incorrect unit ID is entered

Electronic mail can be sent to any user on the ALERTS network at anytime, regardless of the receiver's sign-on status. You may also enter scheduled events such as court dates into your ToDo calender. ALERTS will notify you of any new or unread emails or To Do items at the start of each sign-on.

/BYE

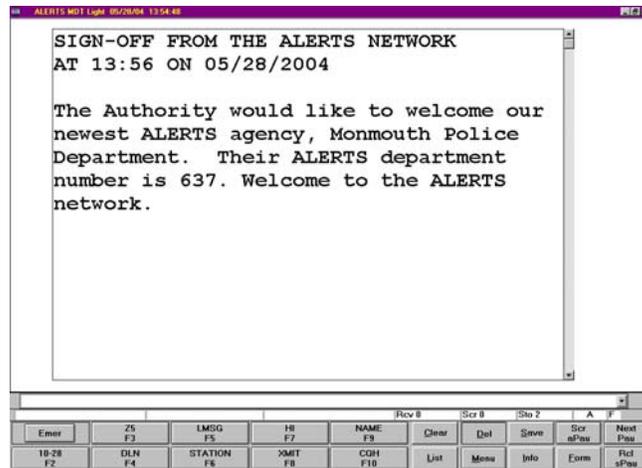
SIGNING OFF THE ALERTS NETWORK

Transaction Initiator: /BYE

Function Key Label: Simultaneously hold down the Shift and the {F} key.

Additional Notes: The ALERTS manager should always have two sign-on accounts, a Manager's account and a user account. To prevent unauthorized access, always sign off immediately after completing manager-related tasks. For non-manager tasks, use your User sign-on.

You must press the <Next Message> key to display the following confirmation that you have successfully signed off the ALERTS network:



Note: After signing off, turn your mobile device off by the power button. Turning off the car's ignition does not necessarily turn off the mobile data device. If the device logs no activity for four hours, you will automatically be signed off of the ALERTS network.

IUPD-PASS

UPDATE OR CHANGE YOUR ALERTS PASSWORD

Transaction Initiator: /UPD-PASS

Function Key Label: None

Additional Notes: *Always* protect your password.

ALERTS MGT Lgh: 06/06/04 12:19:11

Enter Your Current Password:

New Password:

Confirm New Password:

NOTE: For Security Reasons your passwords will not be displayed when you enter them on the form.

Emer	Z5 F3	LMSG F5	H8 F7	NAME F9	Clear	Del	Save	Scr aPau	Next Pas
10-28 F2	DLN F4	STATION F6	XMIT F8	CGH F10	List	Menu	Info	Form	Fid sPau

ALERTS requires a password of 1-8 characters. Use the <TAB> key to move between fields. Retype your password in the Confirm New Password field and press <XMIT>.

Note: The new password **MUST** be entered exactly the same way each time.

You can change your password as often as you wish. A system message will confirm that you have successfully changed your password:

PASSWORD SUCCESSFULLY CHANGED

If you receive an error message, you must begin again. You will receive an error message if:

- An incorrect password was entered
- The new password was not entered exactly the same way both times

Important: Safeguard your password as you would protect your ATM PIN or your credit card:
Do not write your password down anywhere
If you forget your password, you can contact your ALERTS manager!

ILABELS

REQUEST DEVICE DISPLAY LABELS

Transaction Initiator: /LABELS

Function Key Label: None

Additional Notes: This is a rarely used transaction.

Occasionally, when the device is turned on, [STATUS - #] or [TEXT - #] may display in the lower left corner of your screen after you press the function key. This does not affect the device's overall performance, but the screen will not reflect the name of any STATUS or TEXT command or function key that is processed.

STANDARD STATUS TRANSACTIONS	STANDARD TEXT (FORM) TRANSACTIONS
10-6, 10-7, 10-8, 10-23, 10-24, ENRTE, TSTOP, or user-defined status code	10-28, AHELP, BYE, CQH, DLN, HI, NAME UDF, VIN,XMIT or Z5

This does not apply to the lower right corner of your screen, which always reflects proper labels and terminology.

Note: This transaction does not return any messages from the system to your Messages Waiting area.

/LAST(n)

RETRIEVE LAST TRANSACTION

Transaction Initiator: /LAST(n)

Function Key Label: None

Additional Notes: (n=1 to 15) You can retrieve a maximum of 15 messages. You must specify how many messages to review by typing the number after the transaction initiator. e.g. /LAST7

The most recent messages sent to you (up to 15) are stored on the system and, as each new message is sent, the oldest of fifteen is deleted. The last 15 messages are stored even after you have signed off. They are available again the next time you sign on. You can also retrieve any of the last 15 messages sent to your terminal if you have inadvertently deleted them.

Messages display on individual screens with the oldest message first. Press the <NEXT MESSAGE> key to view each message page.

You will get an error message if:

- You enter a number greater than 15
- You enter "LASTN" or you don't enter a number immediately after "/LAST"

ITIME

DISPLAY CURRENT SYSTEM DATE & TIME

Transaction Initiator: /TIME

Function Key Label: None

Additional Notes: None

Use this transaction whenever the date and time are not automatically displayed at start-up. The current date and time appear on the first line in the status area in the lower left corner of your screen. This transaction is also useful to refresh the system clock if the time displayed on your device is incorrect during changes in daylight savings time.

The status area displays either the date and time or system messages – not both. To display/restore current date and time during an ALERTS session, press the <CLEAR> key.

IREADME

LIST OF TOPICS ABOUT ALERTS

Transaction Initiator: /README

Function Key Label: None

Additional Notes: For additional help, see “/AHELP” described elsewhere in this section.

This transaction displays topics such as usage tips, answers to frequently asked questions, and descriptions of new transactions.

A topic can be selected from the /README list the second time you send the /README command. For example, to see topic 2, “Support for ALERTS” type: /README,02

This transaction may send more than one page of information to the Message Waiting area. Press the <NEXT MESSAGE> key to view each page.

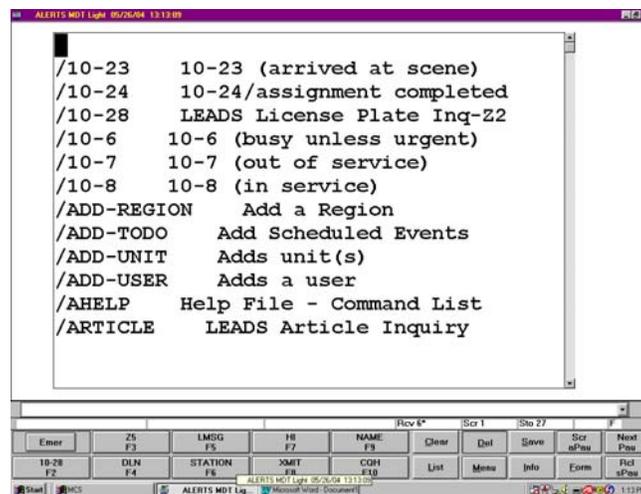
IAHELP

ONLINE HELP AND COMMAND LIST

Transaction Initiator: /AHELP

Function Key Label: None

Additional Notes: Transactions available to all agencies are listed. For additional help see “/README” described elsewhere in this section.



The screenshot shows a terminal window titled "ALERTS MOT Light 05/26/04 13:13:09". The window displays a list of transactions in alphanumeric order by initiator name. The transactions are as follows:

```
/10-23    10-23 (arrived at scene)
/10-24    10-24/assignment completed
/10-28    LEADS License Plate Inq-Z2
/10-6     10-6 (busy unless urgent)
/10-7     10-7 (out of service)
/10-8     10-8 (in service)
/ADD-REGION  Add a Region
/ADD-TODO   Add Scheduled Events
/ADD-UNIT   Adds unit(s)
/ADD-USER   Adds a user
/AHELP     Help File - Command List
/ARTICLE    LEADS Article Inquiry
```

Below the terminal window is a control panel with various function keys and their labels: Emer, Z5 F3, LMDG F5, H8 F7, NAME F9, Clear, Del, Save, Scr aPass, Next Pass, 10-28 F2, DLN F4, STATION F6, XMIT F8, COH F10, List, Menu, Info, Form, and Pcl aPass. The taskbar at the bottom shows the system tray with the time 1:13 PM and the date 5/26/04.

A list of ALERTS transactions displays in alphanumeric order by transaction initiator name.

This transaction sends more than one page of information to the Message Waiting area. Press the <NEXT MESSAGE> key to view each page.

Note: The help files list all standard transactions available to users. Depending on your security capabilities and local system availability, your actual transactions may differ somewhat from those shown.

2 - LEADS INQUIRIES

ARTICLE

LEADS ARTICLE INQUIRY

Transaction Initiator: /ARTICLE

Function Key Label: None

Additional Notes: The article type code must be entered to run this transaction. See your LEADS manual for a complete list of codes.

Serial #:

Type:

OAN:

Emmr 25 LMSG H8 NAME Clear Del Save Scr Next
F2 F5 F7 F9 F10
19-28 ELN STATION XMT COH
F2 F4 F6 F8 F10
List Menu Info Form Fnd
ALERTS MDT Lg ALERTS MDT Lg 1:13 PM

SOME OF THE MOST COMMONLY USED GUN CODES

Answering Machine	OAANSWER	Equalizer; Stereo sound equipment	REQUALI
Beeper/Pager	RPAGER	Radio/Television Combo	RRADIOT
Bicycle	BBICYCLE	Record Player, Mono	RPHONOG
Cable TV Box	RCABLEC	Record Player, Stereo	RSTEREO
Camera	CCAMERA	Snow blower	ESNOWBL
Citizens Band Radio	RCBRADI	Tape Deck	RTAPEDE
Compact disc, laser	RCDISC	Tape Player	RTAPEPL
Compact disc player	RCDPLAY	Tape Recorder	RTAPERE
Computer tape	DTAPE	Vehicle Sticker; Emissions	ISTICKE
Computer terminal	DTERMIN	Video Camera	RVIDEOC
Electronic TV Game	RTVGAME	Video Recorder	RVIDEOR

IBOAT

LEADS BOAT INQUIRY

Transaction Initiator: /BOAT

Function Key Label: None

Additional Notes: None

Emer	Z5 F3	LMCG F5	H F7	NAME F9	Clear	Del	Save	Scr Alt+Pau	Next Pau
10-28 F2	DLN F4	STATION F6	XMIT F8	COH F10	List	Menu	Info	Form	Ret sPau

Enter the required information. Use the <TAB> key to move between fields. To send the complete form, press the <XMIT> key.

ICQH

LEADS CRIMINAL HISTORY INQUIRY

Transaction Initiator: /CQH

Function Key: Function key assignments differ per department. Please refer to the display buttons on your monitor that correspond with the F1-F10 keys.

Additional Notes: When you use this inquiry, the system will automatically search the Illinois records and Interstate Identification Index records maintained by NCIC, 10-27 driver's license inquiry and other users in the ALERTS database who have run the same name in the last 30 days.

The screenshot shows a terminal window titled "ALERTS MDT Light 06/06/04 13:06:32". The main form contains the following fields:

- Oper ID:
- Name:
- Sex: Race: DOB:
- State:

Below the form is a function key grid:

Emer	Z5 F3	LMGG F5	IB F7	NAME F9	Clear	Del	Save	Scr a/Pas	Next Pas
10-28 F2	DLN F4	STATION F6	XMT F8	COH F10	List	Menu	Info	Form	Ret s/Pas

The Windows taskbar at the bottom shows the Start button, taskbar icons for "ALERTS MDT Lig..." and "Microsoft Word - Document", and the system tray with the time "1:08 PM".

- In the Operator ID field, enter the Officer's initials.
- The name field should be entered in as LAST,FIRST M format.
- The Date of Birth should be in MMDDYY format.
- The State field will automatically default to Illinois and does not have to be entered. To search databases of another state, that state must be specified.

ICQR

CRIMINAL HISTORY REQUEST

Transaction Initiator: /CQR

Function Key Label: Function key assignments differ per department. Please refer to the display buttons on your monitor that correspond with the F1-F10 keys.

Additional Information: A valid FBI or SID number is required.

Operator ID :

FBI Number:

or

SID Number:

Emer	Z5 F3	LMSG F5	H F7	NAME F9	Clear	Del	Save	Scr sPass	Next Pass
10-28 F2	DLN F4	STATION F6	XMIT F8	CGH F10	List	Menu	Info	Form	F10 sPass

ALERTS.MDI LogM 06/06/04 13:07:15

- The Operator ID field requires the requesters' initials.

IDLN

DRIVERS LICENSE NUMBER INQUIRY

Transaction Initiator: /DLN

Function Key Label: /DLN, Function key assignments differ per department. Please refer to the display buttons on your monitor that correspond with the F1-F10 keys.

Additional Notes: ALERTS also searches for and list other users who have run the same driver's license number in the last 30 days.

The screenshot shows a software window titled "ALERTS MDT Log 06/06/04 13:04:17". The main area contains a form with two input fields: "Driver's License #: " followed by a rectangular text box, and "License State: " followed by a dropdown menu. Below the form is a control panel with various buttons and labels. The control panel includes buttons for "Emu", "Z5 F3", "LMSG F5", "HI F7", "NAME F9", "Clear", "Del", "Save", "Scr sPau", "Next Pre", "10-28 F2", "DLN F4", "STATION", "XMET", "COI F10", "List", "Menu", "Info", "Eorm", and "Fid sPau". At the bottom of the window, there is a taskbar with the Start button, "ALERTS MDT Log", and "Microsoft Word - Document", along with system icons and the time "1:54 PM".

If the driver's license number has been run by more than 3 users in the last 30 days, you will receive the following message:

DLN #####
RUN THRU ALERTS ## TIMES IN THE LAST THIRTY DAYS

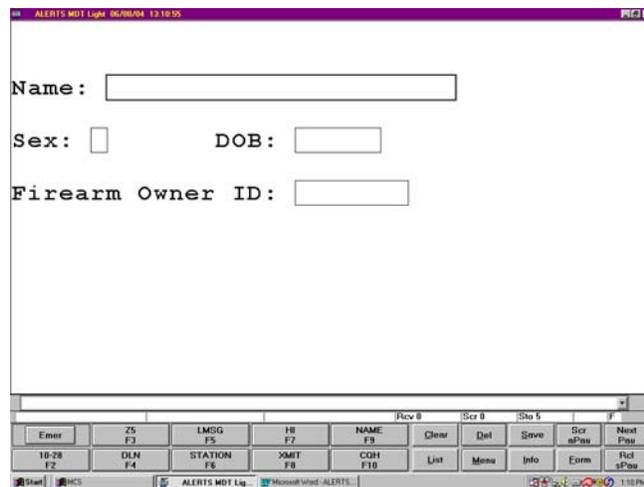
IFOID

LEADS FIREARMS OWNER'S ID INQUIRY

Transaction Initiator: /FOID

Function Key Label: None

Additional Notes: If you enter a name and the firearm owner ID, ALERTS automatically sends a separate inquiry to LEADS for each (Name and Firearm Owner ID) as required by the LEADS system.



The screenshot shows a terminal window titled "ALERTS MDT Light 06/06/04 12:19:55". The main area contains a form with the following fields: "Name:" followed by a text input box; "Sex:" followed by a radio button; "DOB:" followed by a text input box; and "Firearm Owner ID:" followed by a text input box. Below the form is a grid of function keys. The top row includes "Enter", "Z5", "LMGG", "IR", "NAME", "Clear", "Del", "Save", "Scr", "Next", and "Post". The second row includes "10-28", "SLN", "STATION", "XMIT", "COH", "List", "Menu", "Info", "Form", and "Fnd". The bottom row includes "F2", "F4", "F6", "F8", "F10", "F12", and "F14". The Windows taskbar at the bottom shows the Start button, taskbar icons for "ALERTS MDT Light" and "Microsoft Word - ALERTS", and the system tray with the time "1:18 PM".

Enter the required information. Use the <TAB> key to move between fields. To send the complete form, press the <XMIT> key.

This transaction may send more than one page of information to the Message Waiting area. Press the <NEXT MESSAGE> key to view each page.

ALERTS also searches for other users who have run the same firearm owner's ID in the last 30 days. If found, a list of up to 3 users will display with the following message:

LastName First (Sex)/(Race) (DOB)
Run through ALERTS ### times in the last thirty days

In this case, use the /HITLIST transaction to see a detailed list of the users who have run a specific name. More about the /HITLIST can be found in the "ALERTS Inquiries" section of this manual.

IGUN

LEADS GUN INQUIRY BY SERIAL NUMBER

Transaction Initiator: /GUN

Function Key Label: None

Additional Notes: See your *LEADS* manual for a complete list of gun codes.

The screenshot shows a terminal window titled "ALERTS.NET Light 06/06/04 12:11:34". The main area contains three input fields: "Serial Number:" followed by a text box, "Make:" followed by a text box, and "Caliber:" followed by a text box. Below the input fields is a grid of function keys. The grid has two rows and ten columns. The first row contains: "Emer", "Z5", "LMSG", "H", "NAME", "Clear", "Del", "Save", "Scr", "Next", "F2". The second row contains: "10-28", "DLN", "STATION", "XMT", "COH", "List", "Menu", "Info", "Form", "Fct", "F2", "F4", "F6", "F8", "F10", "sPas".

The gun caliber entry must be a number between 2 and 1211, or 9999 for an electric-charged dart gun or a grenade. Do not begin numbers with a zero. Do not use decimals or letters.

SOME OF THE MOST COMMONLY USED GUN CODES

Beretta (non-U.S.) ...BER	Heckler & KochHEC	RugerSR
Beretta (U.S.)FII	IngramING	Sig SauerSSS
BrowningBRO	Ingram (MAC-10)MIX	Smith & Wesson....SW
ColtCLT	MossbergMOS	UziUZI
EnfieldENI	Remington ArmsREM	WinchesterWIN
GlockGLC		

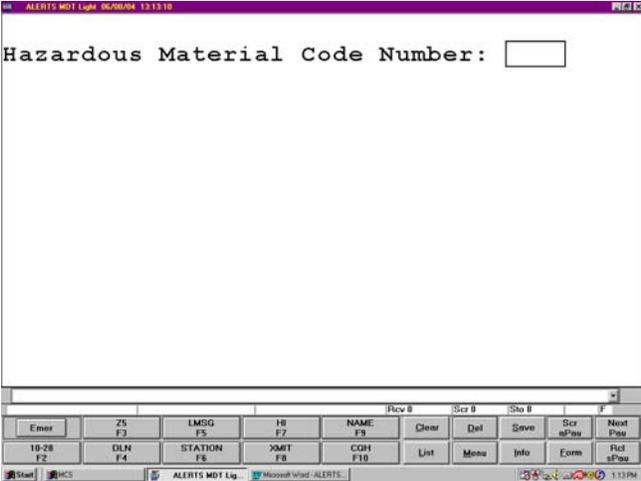
IHAZMAT

LEADS HAZARDOUS MATERIAL INQUIRY

Transaction Initiator: /HAZMAT

Function Key Label: None

Additional Notes: A hazardous material inquiry must be run by code number. See your LEADS manual for a complete list of codes.



The screenshot shows a terminal window titled "ALERTS MDT Light 06/06/04 12:13:10". The main display area contains the text "Hazardous Material Code Number:" followed by a small rectangular input field. Below the main display is a function key grid with the following layout:

Fncv 8										Scr 8		Sho 8		F					
Emvr	Z5 F3	MSG F5	H8 F7	NAME F9	Clear	Del	Save	Scr aPaw	Next Paw	10-28 F2	DLN F4	STATION F6	XMIT F8	CDH F10	List	Menu	Info	Form	Ret aPaw

The Windows taskbar at the bottom shows the Start button, a clock, and the system tray with the time 1:13 PM.

Shortcut: Use a comma to separate the transaction initiator and a valid hazardous material code: /HAZMAT,### and press the <XMIT> key.

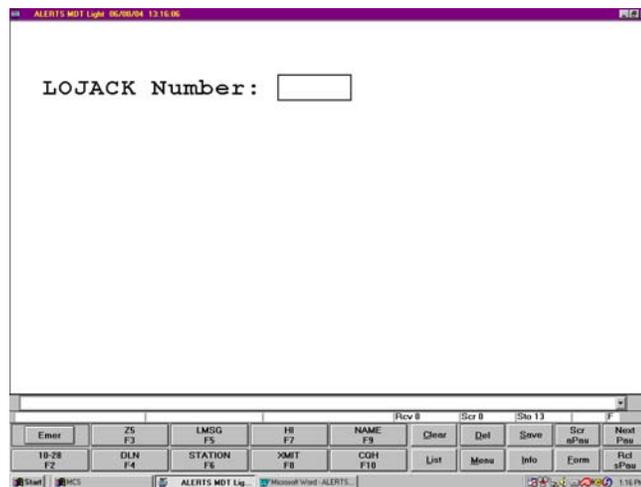
ILOJACK

LEADS LOJACK INQUIRY

Transaction Initiator: /LOJACK

Function Key Label: None

Additional Notes: None



Enter a valid LOJACK number and press the <XMIT> key.

Shortcut: Use a comma to separate the transaction initiator and a LOJACK code: /LOJACK, ###.

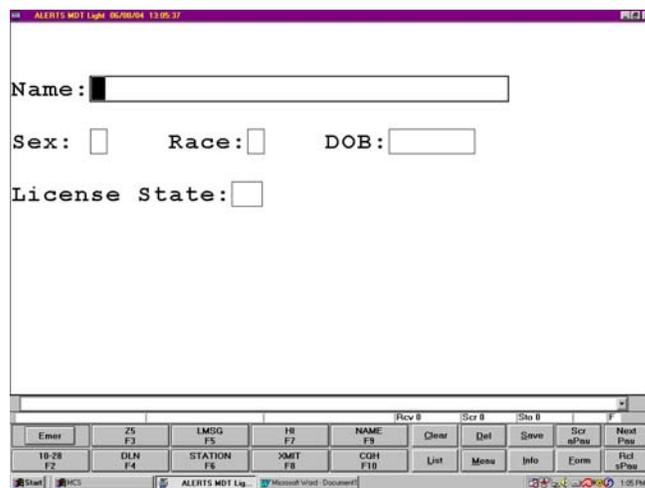
INAME

LEADS 10-27 BY NAME

Transaction Initiator: /NAME

Function Key: Function key assignments differ per department. Please refer to the display buttons on your monitor that correspond with the F1-F10 keys.

Additional Notes: The name field should be entered as last name, followed by a comma, first name, followed by a space and middle initial. (e.g., Smith,John L)



The screenshot shows a terminal window titled "ALERTS MDT Light 06/06/04 13:05:37". The main area contains a form with the following fields:

- Name:
- Sex:
- Race:
- DOB:
- License State:

At the bottom of the window is a function key grid:

Emer	Z5 F3	LMGG FS	H8 F7	NAME F9	Clear	Del	Save	Scr ePaw	Next Paw
10-28 F2	DEN F4	STATION FS	XMIT FB	COH F10	List	Menu	Info	Form	Ret sPaw

The taskbar at the bottom shows the Start button, a taskbar with "MCS" and "ALERTS MDT Lg...", and a system tray with the time "1:05 PM".

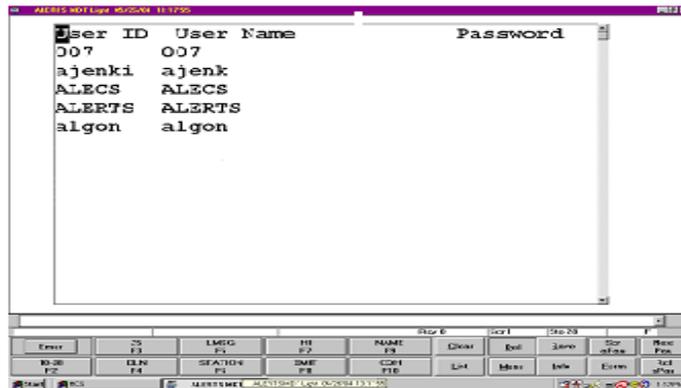
IORDERS

LEADS ORDERS OF PROTECTION INQUIRY

Transaction Initiator: /LIST-USER

Function Key Label: None

Additional Information: Up to nine ALERTS users, in alphabetical order, are displayed per screen. Press the <NEXT MESSAGE> key to view any additional pages.



The screenshot shows a terminal window titled 'ALERTS.NET User Inquiry 11/17/00'. The window displays a table with three columns: 'User ID', 'User Name', and 'Password'. The data is as follows:

User ID	User Name	Password
007	007	
ajenki	ajenk	
ALECS	ALECS	
ALERTS	ALERTS	
algon	algon	

Below the table is a control panel with various function keys and their corresponding actions:

Enter	F5	LMGG	F3	F8	F7	NAME	F9	Clear	Exit	Save	Copy	Print	
ESC	F2	END	F4	STATUS	F1	DATE	F6	CR	F10	LM	Menu	Exit	Help

The ALERTS users will be listed in alphabetical order on your screen. Depending on your list of users, you may have to press the <Next Message> key to view additional pages.

Shortcut: A partial User list containing names that begin with a specific letter can be displayed by typing the transaction initiator, a comma (no spaces), and the letter: e.g. /LIST-USER,B

IPLANE

LEADS PLANE INQUIRY

Transaction Initiator: /PLANE

Function Key Label: None

Additional Notes: None

The screenshot shows a terminal window titled "ALERTS.MDT Lgh: BCSMAN 12:15:00". The main content area contains the following text and input fields:

```
Registration System
Tail Number: 
Reg. Number: 

Tracking System
Tail Number: 
Date Range:  Thru 

Use Only To Report Aircraft Sighting
Date Sighted:  (MMDDYYYY)
```

At the bottom of the window is a function key grid:

Emer	Z5 F3	LMSG F5	H8 F7	NAME F9	Clear	Del	Save	Scr aPas	Next Pas
10-28 F2	DLN F4	STATION F6	XMIT F8	CGH F10	List	Menu	Info	Form	Pcl aPas

Registration System

Enter the required information in the Tail Number or Reg Number (registration) fields. Send the completed form by pressing the <XMIT> key.

Note: Do not enter information in both the Tail Number and Reg Number fields. If you do, the system will ignore the registration data. Also, do not enter information in the Registration System and Date Sighted areas.

Tracking Information

Enter the tail number. Dates or date ranges must be entered in numeric MMDDYY format.

Date Sighted

Dates are entered in numeric MMDDYY format. Do not include separators such as slashes or dashes.

This transaction may send more than one page of information to the Message Waiting area. Press the <NEXT MESSAGE> key to view each page.

IMPORTANT: The Date Sighted field reports data to the FAA aircraft tracking system and should only be used based on your agency's policies and procedures.

ROAD

LEADS HIGHWAY CONDITION INQUIRY

Transaction Initiator: /ROAD

Function Key Label: None

Additional Notes: This transaction requires a valid *LEADS* road condition/closure code. See your *LEADS* manual for a complete list of codes.

Highway Condition Code:

Emmr	Z5	LMSG	IR	NAME	Clear	Del	Save	Scr	Next
F3	F5	F7	F9					spag	Page
19-28	DLN	STATION	>SMT	CON	List	Menu	Info	Form	Rad
F2	F4	F6	F8	F10				spag	spag

Shortcut: Use a comma to separate the transaction initiator and a valid road condition code: /ROAD,####

ISECURITY

LEADS STOLEN SECURITY INQUIRY

Transaction Initiator: /LOJACK

Function Key Label: None

Additional Notes: None

Serial Number:

Denomination: Type:

OR

Social Security Number:

Emer	Z5 F3	LMSG F5	H8 F7	NAME F9	Clear	Del	Save	Scr sPas	Next Pas
10-28 F2	DLN F4	STATION F6	XMIT F8	CGH F10	List	Menu	Info	Form	Rcd sPas

Enter data in:

1. The serial Number, Denomination and Type fields

Or

2. The Social Security Number Field

To send the completed form, press the <XMIT> key.

ISNOW

LEADS SNOWMOBILE INQUIRY

Transaction Initiator: /SNOW

Function Key Label: None

Additional Notes: None

ALERTS MDT Light 06/06/04 13:15:26

License Number: State:

VIN:

Motor Number:

Emer	Z5 F3	LMSG F5	FB F7	NAME F9	Clear	Del	Save	Scr aPass	Next Pass
10-28 F2	DLN F4	STATION F6	XMIT F8	CRH F10	List	Menu	Info	Form	Ret sPass

Stat | MCS | ALERTS MDT Lg | Microsoft Word - ALERTS... | 1:15 PM

Enter the required information. Use the <TAB> key to move between fields. To send the complete form, press the <XMIT> key.

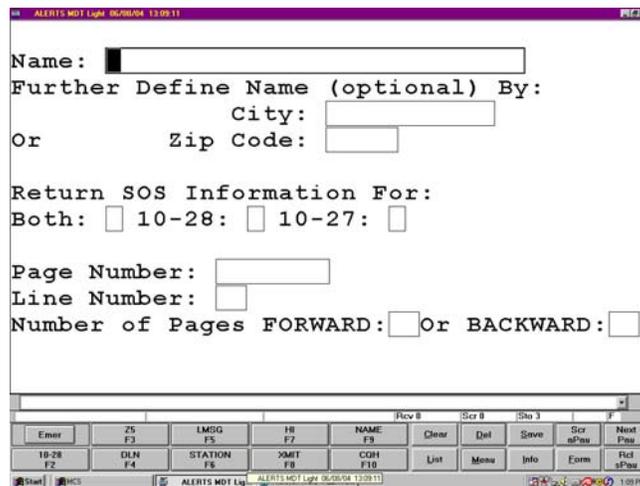
/SOSNAME

LEADS SOS NAME INQUIRY

Transaction Initiator: /SOSNAME

Function Key Label: None

Additional Notes: Run Illinois SOS inquiry by name for license & vehicle registration information



The screenshot shows a terminal window titled "ALERTS MDT Lqtr 06/08/04 13:05:11". The main display area contains the following text and input fields:

Name:

Further Define Name (optional) By:

City:

Or Zip Code:

Return SOS Information For:

Both: 10-28: 10-27:

Page Number:

Line Number:

Number of Pages FORWARD: Or BACKWARD:

At the bottom of the terminal window is a function key grid:

Emer	Z5	LMGG	H8	NAME	Clear	Del	Save	Scr	Next
F3	F3	F5	F7	F9				afaw	Plaw
10-28	DEL	STATION	XMIT	CGH	List	Menu	Info	Form	Find
F2	F4	F6	F8	F10				sFaw	sFaw

The status bar at the bottom of the terminal shows "ALERTS MDT Lqtr 06/08/04 13:05:11" and the system clock "1:05 PM".

To restrict your search, enter the city or ZIP code. You can also specify that you want only 10-28 or 10-27 information returned by entering an X in the appropriate field. Use the <TAB> key to move between fields. To send the completed form, press the <XMIT> key.

This transaction may send more than one page of information to the Message Waiting area. Press the <NEXT-MESSAGE> key to view each page. Once you have retrieved a list of names from the SOS files, you can specify another page number, a line number on the page you are viewing, or the number of pages to move forward or backward.

/SOUNDEX

LEADS SOS SOUNDEX INQUIRY

Transaction Initiator: /SOUNDEX

Function Key Label: None

Additional Notes: Run a SOS inquiry for name information when you are not sure of the spelling of the name.

The screenshot shows a terminal window titled "ALERTS MDT Light 06/06/04 13:10:21". The main area contains the following text and input fields:

Soundex Name :
[Empty text box]

Line Number :

At the bottom of the window is a function key grid:

Emer	Z5 F3	LMGG F5	H8 F7	NAME F9	Clear	Del	Save	Scr aPaw	Next Paw
10-28 F2	DEN F4	STATION F6	XMIT F8	CDH F10	List	Menu	Info	Form	Ret sPaw

The taskbar at the bottom shows "ALERTS MDT Lg" and "Microsoft Word - ALERTS..." with the time "1:10 PM".

Enter the required information. Use the <TAB> key to move between fields. To send the complete form, press the <XMIT> key.

This transaction sends two pages of information to the Messages Waiting area. Press the <NEXT MESSAGE> key to view each page. To retrieve a specific record, enter the record's line number in the Line Number field. If you have an exact spelling and you wish to retrieve 10-27 or 10-28 information about a subject, use /SOSNAME.

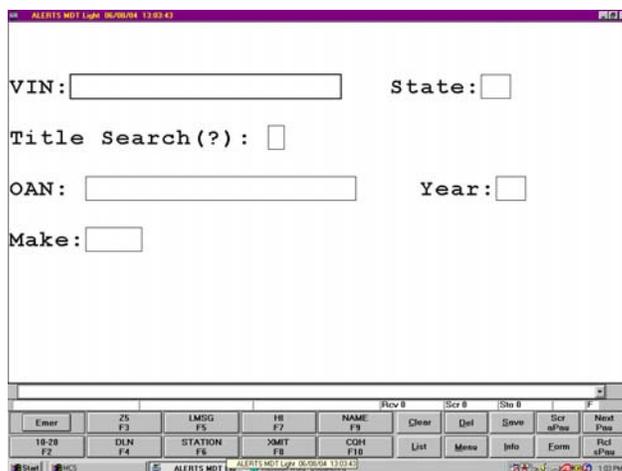
VIN

LEADS VEHICLE IDENTIFICATION NUMBER INQUIRY

Transaction Initiator: /VIN

Function Key Label: /VIN, Function key assignments differ per department. Please refer to the display buttons on your monitor that correspond with the F1-F10 keys.

Additional Notes: Run a *LEADS* inquiry by VIN



The screenshot shows a terminal window titled "ALERTS MDT Log# 06/06/04 13:03:43". The main area contains a form with the following fields and labels:

- VIN:
- State:
- Title Search(?):
- OAN:
- Year:
- Make:

At the bottom of the window is a function key grid:

Emer	ZS F3	MSG F5	FB F7	NAME F9	Clear	Del	Save	Scr of/Pass	Next Pass
10-20 F2	DLN F4	STATION F6	XMIT F8	COH F10	List	Menu	Info	Exam	Rel s/Pass

The taskbar at the bottom shows the Start button, a clock, and the system tray with the text "ALERTS MDT Log# 06/06/04 13:03:43" and the time "1:03 PM".

Enter the required information. Use the <TAB> key to move between fields. To send the completed form, press the <XMIT> key. If you enter a "Y" in the Title Search (?) field, ALERTS will automatically run a title search inquiry based on the same VIN information.

Shortcut: Type the VIN on a blank screen and press <VIN> to send the data. For vehicle types other than a passenger car, use a comma to separate the vehicle type from the VIN: #####, TK

1Z5

LICENSE PLATE INQUIRY (Long)

Transaction Initiator: /Z5

Function Key Label: /Z5, Function key assignments differ per department. Please refer to the display buttons on your monitor that correspond with the F1-F10 keys.

Additional Notes: This transaction incorporates a 10-27 (name inquiry), a 10-28 (license inquiry), a search for other ALERTS users who have ran the plate within 10 days and any associated Vnotes.

The screenshot shows a window titled "ALERTS MOI LHM" with a timestamp of "06/06/04 13:02:48". The main area contains the following fields:

- License Number:
- Type:
- Year:

At the bottom of the window is a function key grid:

Emer	Z5 F3	LMG F5	H F7	NAME F9	Clear	Del	Save	Scr aPas	Next Pas
10-28 F2	DLN F4	STATION F6	XMIT F8	CGH F10	List	Menu	Info	Form	Rel aPas

The Vehicle type field will automatically default to PC (passenger car) and the Year field will default to the current registration year. You are not required to enter any information into these fields unless it is something other than the default information.

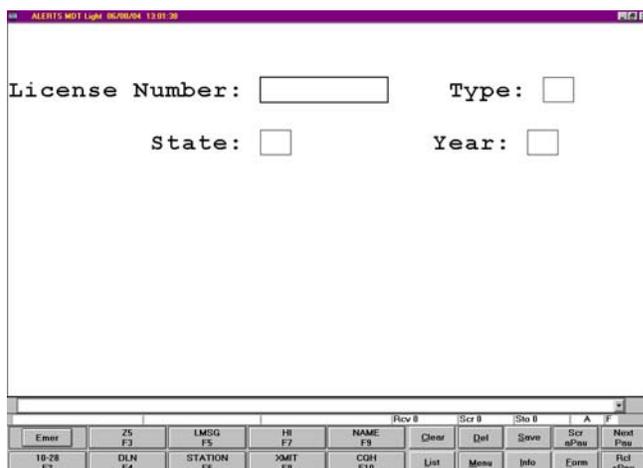
/10-28

LICENSE PLATE INQUIRY (Short)

Transaction Initiator: /10-28

Function Key Label: 10-28, Function key assignments differ per department. Please refer to the display buttons on your monitor that correspond with the F1-F10 keys.

Additional Notes: This transaction will run a short LEADS license plate inquiry. It will include a list of other ALERTS users who have also ran this plate within the last 10 days. It will also include any associated Vnotes.



The screenshot shows a terminal window titled "ALERTS MOT Light 06/08/04 13:01:38". The main area contains a form with the following fields:

- License Number:
- Type:
- State:
- Year:

At the bottom of the window is a function key menu with the following buttons:

Emer	Z5 F3	LMGG F5	10 F7	NAME F9	Clear	Del	Save	St sPas	Next Pas
10-28 F2	DLN F4	STATION F6	XMT F8	CGH F10	List	Menu	Info	Com	Ret sPas

The Vehicle type field will automatically default to PC (passenger car) and the Year field will default to the current registration year. You are not required to enter any information into these fields unless it is something other than the default information.

Shortcut: Type the license plate number on a blank screen and press the 10-28 function key. For vehicle types other than a passenger car, use a comma to separate the vehicle type from the license plate number: e.g., #####,TK

HITLIST

GLOBAL TRANSACTION SUMMARY

Transaction Initiator: /HITLIST

Function Key Label: None

Additional Notes: List users who ran a specific plate, DLN or name through ALERTS.

You will receive the following information from initiating this transaction:

1. License Plate/DLN/Name (depending upon the inquiry)
2. Officer ID and Officer Name of the officer making the previous inquiry
3. Dept ID and Dept name of the officer making the previous inquiry
4. Date and time of the previous officer's inquiry
5. Additional officers (up to 2) who have inquired on the same plate, license or name

/LAST28

RE-RUN THE LAST LEADS LICENSE PLATE INQUIRY

Transaction Initiator: /LAST28

Function Key: None

Additional Notes: None

Type the transaction initiator and press the <XMIT> key. If a LEADS license plate inquiry has been run within the last 10 days, at least 3 screens of information are sent to the Message Waiting area. Press the <NEXT MESSAGE> key to view each page.

```
PLATE ##### RUN THRU ALERTS BY:  
Officer 101 - LASTNAME #####  
999 - ANYTOWN PD#####  
On 01/01/04 At 13:55  
Officer ### - #####  
On MM/DD/YY At ##:##
```

```
CHF 010104 13:55  
XIL NO REC LEADS LIC/#####
```

```
SOS 010104 13:55  
STA/VALID VAL/122596 TTL/123123123  
PLATE AZ12345 ORIG PLT  
CHRYSLER CREDIT CO LESSOR  
% ABC DEVELOPMENT LESSEE  
123 MAIN ST ANYTOWN 10001  
VIN ##### 2000 DODG SHA  
STATUS
```

If there have been no LEADS license plate inquiries in the last 10 days, your screen will display:

NO PLATES RUN IN THE LAST TEN DAYS

IRECAP

LEADS PERSONAL TRANSACTION SUMMARY

Transaction Initiator: /RECAP

Function Key: None

Additional Notes: Leads transactions: 10-28, CQH, DLN, FOID, NAME, ORDERS, Z5

Enter the required information in MMDDYY format. Do not enter separators such as slashes or dashes. ALERTS only allows you to select one data type per transaction. The system will not search back farther than 10 days for plates or 30 days for DLNs and names. Use the <TAB> key to move between fields. To send the completed form, press the <XMIT> key.

If the requested *LEADS* transaction has not been run on that date, you will receive the following message:

NO RECORD FOUND WHICH MATCH DATE
AND INQUIRY TYPE SPECIFICATION

IVNOTE

LICENSE PLATE ANNOTATION

Transaction Initiator: /VNOTE

Function Key: None

Additional Notes: This transaction will be used to Add or Delete a note to an ALERTS license plate record. When displaying VNOTES, the system searches for exact matches in each field.

The screenshot shows a terminal-style window titled "ALERTS MDT Lgth 05/06/04 12:29:22". The main area contains a form with the following fields and options:

- Plate:
- Type:
- State:
- Four empty text input lines.
- Purge After (Enter 1 to 4 Months) :
- Delete: Place 'Y' if existing note is to be deleted for this plate

At the bottom of the window is a function key grid:

Enter	F2	MSG	F5	NAME	F8	Clear	Del	Save	Scr	Next			
10-28	F2	DLN	F4	STATION	F6	COH	F10	List	Menu	Info	Form	End	4Page

The taskbar at the bottom shows the Start button, a clock, and the system tray with the time 1:20 PM.

5 – MESSAGING

IDEPTS

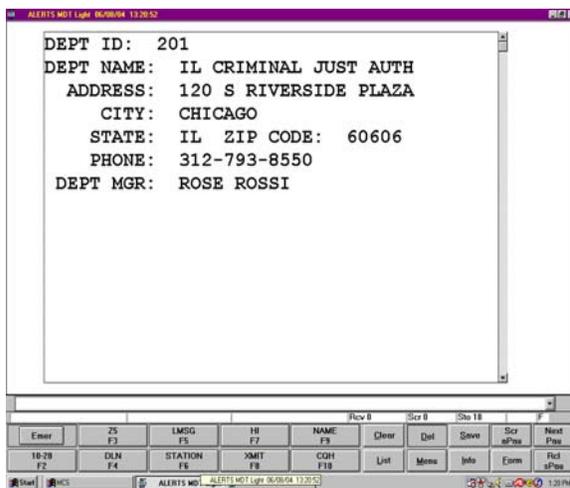
LIST PARTICIPATING ALERTS DEPARTMENTS

Transaction Initiator: /DEPTS - to list all ALERTS departments
/DEPTS,### - to list information about a specific department
/DEPTS,? (?= A-Z) - to list departments beginning with a specific letter

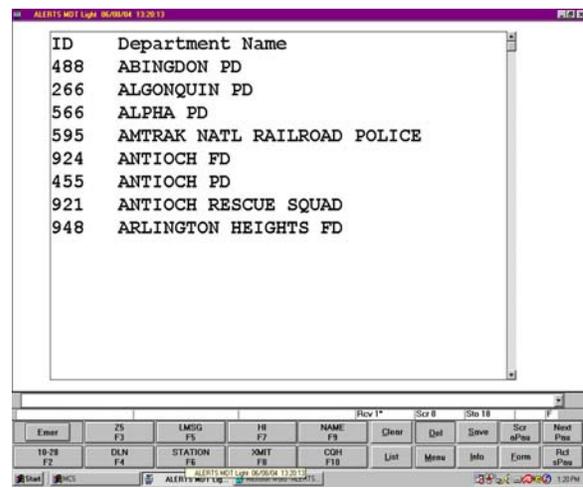
Function Key: None

Additional Notes: Departments are listed alphabetically by name

Depts, ###



Depts, A



The department list covers multiple pages. Each page is sent to the Message Waiting area and can be displayed using the <NEXT MESSAGE> key.

If using /DEPTS,? on a blank screen, type a comma to separate the transaction name and the specific letter. Do not include spaces.

If using /DEPTS,### on a blank screen, type a comma to separate the transaction name and the Dept ID. Do not include spaces. (For a list of Dept Ids, see *Appendix A.*)

EMGCY

EMERGENCY MESSAGE (SEND HELP)

Transaction Initiator: /EMGCY

Function Key: Function key assignments differ per department. Please refer to the display buttons on your monitor.

Additional Notes: Your ALERTS manager maintains your agency's guidelines on the use of the Emergency transaction.

When you press the EMGCY key:

1. The system automatically enters your Dept ID and name, Officer name and Unit.
2. A high priority message – like the one shown above – is sent to all signed-on devices in your agency. Copies can also be sent to signed-on devices at other ALERTS departments *if* your agency has designated those departments to receive your emergency messages.
3. The receiving ALERTS devices sound a special tone and display a message indicating that a [PRIORITY] message has been sent.
4. ALECS workstations highlight “emergency status” in the Unit Status window.
5. Two copies of the message are sent to your agency's LEADS CDC or other designated CDC. The system at the LEADS CDC sounds a tone for each message.

Note: *As a precaution, there is no signal to show that you have sent an emergency message.*

/LMSG

SEND A LOCAL CAR-TO-CAR MESSAGE

Transaction Initiator: /LMSG

Function Key: None

Additional Notes: To send a message to any signed-on units *in your department*. The receiving unit must be signed on.

The screenshot shows a terminal window titled "ALERTS.MOT.LM4 06/08/04 13:28:48". The main area contains a "Unit:" label followed by four empty rectangular input boxes. Below these are eight empty horizontal lines for entering a message. At the bottom of the window is a grid of function keys with labels: Emer, Z5, LMSG, FB, NAME, Clear, Del, Save, Scr, Next, 10-28, DLN, STATION, XMIT, COH, List, Menu, Info, Exam, and Fnd.

The 4 fields across the top (the routing header) can have up to 4 unit Ids of message recipients. Press <TAB> to move between fields. (If necessary, use the /UNIT transaction to see a list of unit Ids or to verify active signed-on users.

There are 8 lines for the body of your message. You can use any character keys. If your message exceeds 8 lines, indicate that the message continues. Press <XMIT> to send the first screen, then resend the /LMSG command to continue.

Shortcut: Save the /LMSG form to the Scratchpad with the most frequent used Unit Ids entered into the form.

To send a Message to Several Units Simultaneously:

To all signed-on units in your department	Type "ALL" in the unit field
To all signed-on units and the station device	Type "ALL+" in the unit field

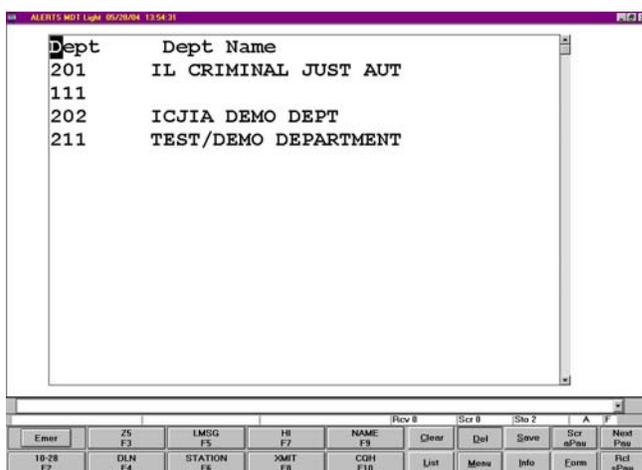
/LIST-REGION

LIST REGIONAL DEPARTMENTS

Transaction Initiator: /LIST-REGION

Function Key Label: None

Additional Notes: List all regional departments that your ALERTS manager has designated as members of your “regional area”. When you use the /RMSG regional broadcast message form, a copy of your message is automatically delivered to all signed-on units and to the station device (if available) at departments on the Regional Area list.



The screenshot shows a terminal window titled "ALERTS.NET Login 05/28/04 13:54:31". The main display area contains a list of regional departments with the following data:

Dept	Dept Name
201	IL CRIMINAL JUST AUT
111	
202	ICJIA DEMO DEPT
211	TEST/DEMO DEPARTMENT

Below the list is a control panel with various function keys:

Emmr	Z5 F3	LMSG F5	HI F7	NAME F9	Clear	Del	Save	Scr aPau	Next Pau
10-28 F2	DLN F4	STATION F6	XMIT F8	CGH F10	List	Menu	Info	Form	Rcl aPau

A department list is displayed in chronological order by when each was added to the Regional Area. Additional departments are displayed on subsequent pages, use the <NEXT-MESSAGE> key to view them. Your ALERTS manager maintains your department policies for this transaction and can verify if your department is configured to send regional messages.

IFMSG

SEND A FOREIGN CAR-TO-CAR MESSAGE

Transaction Initiator: /FMSG

Function Key: None

Additional Notes: Send a car-to-car message to any signed-on unit *outside of your agency*. The receiving unit must be signed on when your message is sent.

Enter the receiving agency's Dept ID. (If necessary, use the /DEPT,### transaction to list Dept Ids)
 Enter a unit ID for that department. (If necessary, use the /UNIT,### transaction to verify signed-on unit Ids)
 Press the <XMIT> to send the first screen, and resend the /FMSG transaction to continue.

Shortcut: Save the /FMSG form to the Scratchpad with the most frequent used Unit Ids entered into the form.

To send a Message to Several Units Simultaneously:

To all signed-on units in your department	Type "ALL" in the unit field
To all signed-on units and the station device	Type "ALL+" in the unit field

IRMSG

SEND A REGIONAL BROADCAST MESSAGE

Transaction Initiator: /RMSG

Function Key Label: None

Additional Notes: This transaction sends a message automatically to all signed-on units at all departments in your agency's "Regional Area". Regions are defined by your ALERTS manager.

The screenshot shows a terminal window titled "ALERTS MDT Light 06/06/04 13:29:54". The main display area contains the text "REGIONAL BROADCAST MESSAGE FOR OFFICIAL USE ONLY" followed by five empty lines for message input. Below the input area is a control panel with various function keys: Emer (F3), Z5 (F3), LMSG (F5), H8 (F7), NAME (F9), Clear, Del, Save, Scr (F10), Next (F11), 10-28 (F2), DEN (F4), STATION (F6), XMIT (F8), CDH (F10), List, Menu, Info, Form, and F10 (F10). The bottom status bar shows "ALERTS MDT Light 06/06/04 13:29:54" and "ALERTS" on the right.

The first 2 lines are a reminder that this regional message is for official business only.

There are 5 lines for the body of your message. You can use any character keys. If your message exceeds 5 lines, show that the message is continued and send the first screen by pressing <XMIT>. Then resend the transaction to continue. (If necessary, use the /LIST-REGION transaction to list regional departments.)

The ALERTS system uses your sign-on information to add the Dept ID and name, OFC (officer name), and Unit ID to the end of the regional message.

Regional broadcast messages are sent at the highest priority to all signed-on devices in your department's regional area. Receiving devices sound a special tone and display a system message indicating a [PRIORITY] message.

IUNIT

LIST SIGNED-ON UNITS

Transaction Initiator: /UNIT – all signed-on units in your department
/UNIT,### - all signed-on units in a specified department

Function Key: None

Additional Notes: Additional units are listed on subsequent pages in the Messages Waiting area. Scroll using the <NEXT MESSAGE> key.

/STATION

SEND A CAR-TO-STATION MESSAGE

Transaction Initiator: /STATION

Function Key Label: None

Additional Notes: Your message will be sent to the signed-on agency device with the “COMM” Unit designation. The receiving agency must have a device that can receive the /STATION transaction.

Enter	25 F3	MSG F5	IR F7	NAME F9	Clear	Ctrl	Save	Scr aPas	Next Pss
10-28 F2	DLN F4	STATION F6	XMIT F8	CRH F10	List	Menu	Info	Eom	Rcl aPas

There are 8 lines for the body of your message. You can use any character keys. If your message exceeds 8 lines, show that the message is continued and send the first screen by pressing <XMIT>. Then resend the transaction to continue.

5- ELECTRONIC MAIL

ILUSER

LIST ALERTS USERS AND USER ID'S

Transaction Initiator: /LUSER

Function Key Label: None

Additional Notes: Use the /DEPTS transaction (described in Section 5) if you need to look up a department ID. A Dept ID list is also in *Appendix A* of this manual.

ALERTS MDT Log# 06/06/04 11:22:47

List Users For Department Number:

List Only Users For Above Department
Whose Name Begins With The Letter:

Emer	Z5	LMSG	ID	NAME	Clear	Del	Save	Scr	Next
10-28	F2	STATION	F2	F2	List	Menu	Info	Exit	Quit
F2	F4	F6	F8	F10					

ALERTS MDT CL... ALERTS MDT Log# 06/06/04 11:22:47

Enter the Dept ID of the desired agency.

To list only users whose name begins with a particular letter of the alphabet, type the letter in the appropriate field. If this field is left blank, an alphabetical list of all users for a specific department is displayed.

Note: Some agencies maintain lengthy user lists. Requesting an entire list will likely send several pages to your device. Use the <NEXT MESSAGE> key to view them.

You will receive an ERROR message if:

- An invalid or incorrect Dept is entered
- No users match the Dept or letters specified

EMAIL

TO SEND ELECTRONIC MAIL TO ALERTS USERS

Transaction Initiator: /MAIL

Function Key Label: None

Additional Notes: The receiver does not need to be signed on when your message is sent.

The screenshot shows a software window titled "ALERTS MDT Log 06/08/04 12:26:19". The interface includes several input fields: "Dept ID : 201" and "Officer ID: MGR201". Below these is a text area containing the message "TEST FROM THE ALERTS NETWORK". At the bottom of the window is a function key grid with labels such as "Emtr", "Z5", "LMGG", "IB", "NAME", "Clear", "Del", "Save", "Str", "Next", "10-28", "DLN", "STATION", "XMT", "COH", "List", "Menu", "Info", "Eom", and "Fct". The Windows taskbar at the bottom shows the "Start" button, "ALERTS MDT Log", and "Microsoft Word - ALERTS" with the time "1:26 PM".

When a valid Dept is entered, you can send an electronic message to users inside and outside of your department. The Dept field can be left blank when sending messages to users in your department. You must include a valid Dept if you are sending outside of your department.

You can specify up to 8 user numbers as recipients of your message. To send a message to all users in a department simultaneously, type "ALL" in the first Officer ID field and leave the other fields blank.

Note: If your message recipients are signed on when your message is sent, each recipient will be advised they have a message waiting. Otherwise, the message will be stored until the user has signed on.

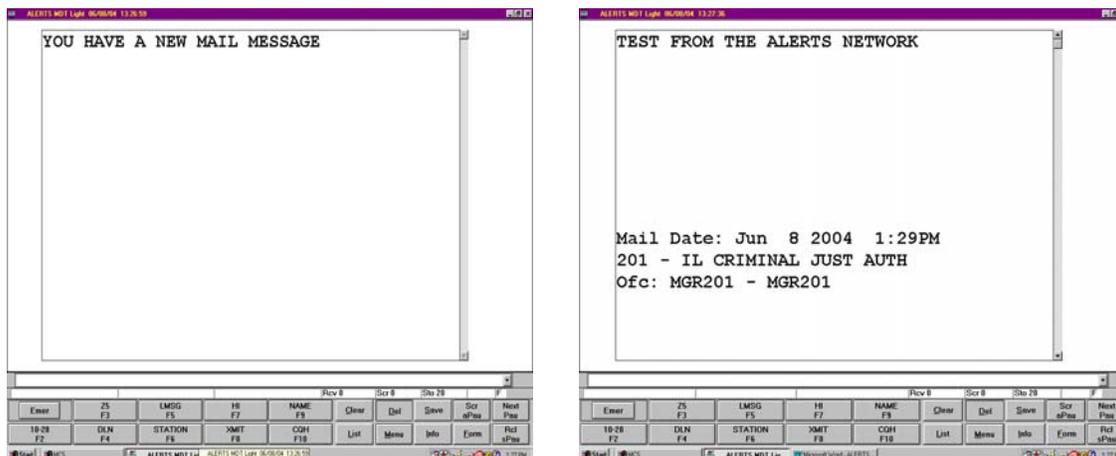
INMAIL

TO VIEW UNREAD MAIL MESSAGES

Transaction Initiator: /NEWMAIL

Function Key Label: None

Additional Notes: If there is more than one message, they will be displayed with the oldest first. An unread message is saved on the system for up to 10 days from the date it was sent.



The incoming message on the receiver's screen will display as follows:

The first 8 lines display the body of the message. The last 3 lines displays the Mail Date and Time the message was sent, the sender's department number, department name, and the sending officer's ID and name.

If you use the /NEWMAIL transaction when there is no new/unread mail, you will receive the following message:

YOU HAVE NO UNREAD MAIL

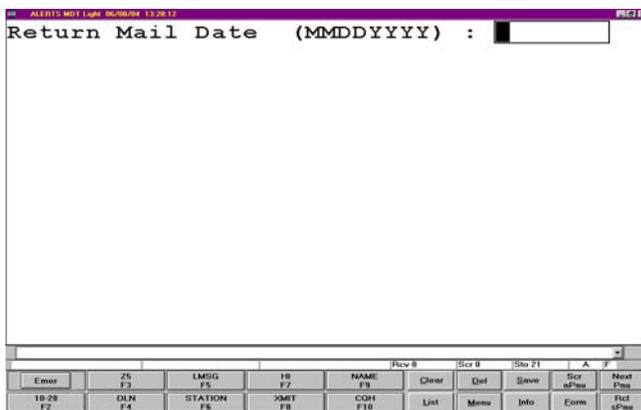
OLDMAIL

TO REVIEW OLD ELECTRONIC MAIL

Transaction Initiator: /OLDWMAIL

Function Key Label: None

Additional Notes: If more than one message was received on a specific date, the messages are displayed with the oldest message first.



Enter the *receiving* date of the message in MMDDYY format (month-day-year, e.g., “010104” for January 4, 2004). Do not use separators (such as slashes or dashes). Send the data using the appropriate <XMIT> key. All mail for the requested date (read or unread), will be returned to your device.

Shortcut: Mail messages for a specific date can be retrieved faster by typing the transaction initiator /OLDMAIL,##### on a blank screen and pressing the <XMIT> key.

The incoming message on the receiver’s screen will display as follows:

The first 8 lines display the body of the message. The last 3 lines displays the Mail Date and Time the message was sent, the sender’s department number, department name, and the sending officer’s ID and name.

ALERTS electronic mail messages that are older than 10 days are purged automatically.

6 – ACTIVITY SCHEDULING

/TODO

DISPLAYS A "to do" LIST OF SCHEDULED ACTIVITIES

Transaction Initiator: /TODO

Function Key Label: None

Additional Notes: You can (1) list activities for a specific date or (2) produce a summary for a range of up to 7 days.

The screenshot shows a terminal window titled "ALERTS.NET Login 06/06/04 12:19:24". The main display area contains the following text:
Date (MMDDYYYY) :

OR

Enter Start Date To
Produce 7-Day Summary Of
ToDo Activities:
At the bottom of the window is a function key grid with the following labels:
Row 1: Emer, Z5, LMSG, IR, NAME, Clear, Del, Save, Scr, Next
Row 2: 19-28, DLN, STATION, XMIT, COH, List, Menu, Info, Form, Pcd
Row 3: F2, F4, F6, F8, F10, F12, F14, F16, F18, F20

Enter the Date or the Starting Date of the 7-day range you want to view, then press <XMIT>.

Each ToDo activity appears as a message. If there is more than one activity for a specific date, press the <NEXT MESSAGE> key to view each screen.

The Welcome screen that displays when you sign on will show how many items are on your ToDo lists for today and tomorrow. (For a further description of the Welcome screen, see the "GETTING STARTED" section of this manual.)

/ADD-TODO

TO CREATE A ToDo LIST OR ADD AN ACTIVITY

Transaction Initiator: /ADD-TODO

Function Key Label: None

Additional Notes: Activities can be scheduled by you or by your supervisor.

ALERTS M01 Log# 06/09/04 13:17:28

Officer ID :

Date (MMDDYYYY) :

Or Date Range* : Thru

Military Time :

"X" To Auto Notify If Signed On :

* Must Be 7 Days Or Less

Emer	ZS F3	LMDG F5	IB F7	NAME F9	Clear	Del	Save	Str a/Pau	Next Pas
10-28 F2	DLN F4	STATION F6	XMIT F8	COH F10	List	Menu	Info	Form	Act a/Pau

ALERTS M01 Log# 06/09/04 13:17:28

Officer ID This can be your own or if you are scheduling an activity for someone else, enter the appropriate Officer ID.

Date The activity's starting Date in MMDDYY format. Do not include separators, such as slashes or dashes. If the activity is scheduled over more than one day, include the ending date.

Time Enter the time, in 24-hour format, that the activity is scheduled. Do not include Separators, such as colon.

Auto-Notify Remind a signed-on user of a ToDo item by entering X. There are 3 lines for Adding a description of the activity. Press <XMIT> to send the completed form.

You will receive a confirmation that you have added a ToDo item.

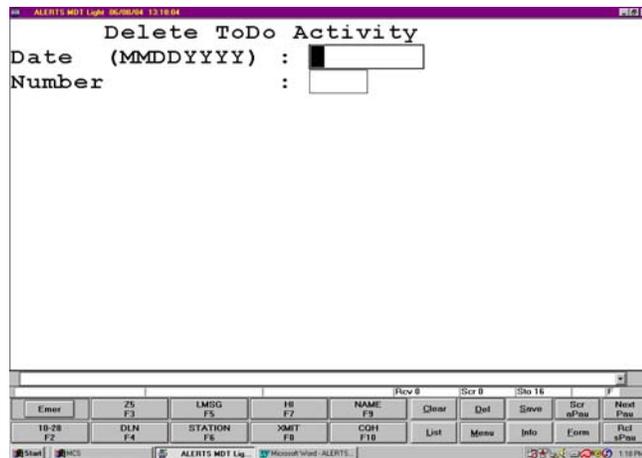
DELETE-TODO

TO DELETE AN ACTIVITY OR A *ToDo* list

Transaction Initiator: /DELETE-TODO

Function Key Label: None

Additional Notes: *ToDo* activities can be scheduled by any ALERTS user, but only the creator of a *ToDo* list can remove items.



The screenshot shows a terminal window titled 'ALERTS MDT LgM 06/06/04 13:18:04'. The main content is a form titled 'Delete ToDo Activity'. The form has two input fields: 'Date (MMDDYYYY) : ' followed by a text box containing '06/06/04', and 'Number : ' followed by a text box containing '1'. Below the form is a grid of function keys. The top row includes 'Enter', 'Z5 F3', 'LMSG F5', 'H8 F7', 'NAME F9', 'Clear', 'Del', 'Save', 'Scr sPass', and 'Next Pas'. The bottom row includes '10-28 F2', 'DEN F4', 'STATION F6', 'XMIT F8', 'COH F10', 'List', 'Menu', 'Info', 'Form', and 'Act sPass'. The taskbar at the bottom shows 'ALERTS MDT Lg...' and 'Microsoft Word - ALERTS...' with the time '1:18 PM'.

Enter the date the activity was scheduled to be done.

Enter the *ToDo* list activity's corresponding *item number*. (To get the item number, use /*TODO*). ALERTS will not delete an activity without an item number. Press <XMIT> to send the completed form.

A message will display to confirm that you have deleted a *ToDo* list item.

You will receive an ERROR message if:

- You enter an invalid item number

ALERTS DEPARTMENTS

942.....Algonquin FD
266.....Algonquin PD
566.....Alpha PD
595.....Amtrak PD
617.....Annawan PD
924.....Antioch FD
455.....Antioch PD
921.....Antioch Rescue
479.....Arlington Heights PD
935.....Aroma Park FD
434.....Aroma Park PD
555.....Ashton PD
351.....Athens PD
613.....Atkinson PD
565.....Atlanta PD
919.....Aurora FD
255.....Aurora PD
580.....Barrington PD
593.....Barrington Hills PD
341.....Bartonville PD
278.....Batavia PD
484.....Beecher PD
564.....Belgium PD
263.....Bellwood PD
447.....Belvidere PD
241.....Berkeley PD
496.....Blue Island PD
371.....Boone County SPD
932.....Bourbonnais FD
441.....Bourbonnais PD
940.....Bristol Kendall FD
320.....Brookfield PD
298.....Buffalo Grove PD
367.....Bull Valley PD
353.....Burbank PD
297.....Burlington Nor. SF RR PD
354.....Byron PD
602.....Calumet Park PD
610.....Cambridge PD
471.....Cary PD
628.....Carpentersville PD
605.....Catlin PD
437.....Chebanse PD
348.....Chillicothe PD
396.....Cicero PD
305.....College of Lake Co. DPS
614.....Colona PD
596.....Cook County FPD
299.....Cook County SAO
368.....Cook County SPD
469.....Cortland PD
244.....Country Club Hills PD
344.....Countryside PD
276.....Crest Hill PD
417.....Crystal Lake Park Dist. PD
559.....Crystal Lake PD
400.....Darien PD
452.....DeKalb Co. SPD
450.....DeKalb PD
931.....Kankakee FD
904.....Des Plaines FD
225.....Des Plaines PD
223.....Dolton PD
567.....Durand PD
629.....East Dundee PD
487.....East Galesburg PD
234.....East Hazel Crest PD
578.....Elburn PD
425.....Elgin PD
398.....Elk Grove Village PD
912.....Elmwood FD
350.....Elmwood Park PD
589.....Elmwood PD
249.....Evanston PD
286.....Fox River Grove PD
915.....Galesburg FD
363.....Galesburg PD
489.....Galva PD
615.....Geneseo PD
259.....Geneva PD
470.....Genoa PD
620.....Georgetown PD
267.....Gilberts PD
621.....Glasford PD
227.....Glenview PD
290.....Glenwood PD
376.....Golf PD
944.....Grant Park FD
438.....Grant Park PD
313.....Grayslake PD
327.....Hampshire PD
257.....Hawthorn Woods PD
495.....Harvard PD
248.....Hazel Crest PD
254.....Hebron PD
612.....Henry County SPD
941.....Herscher FD
435.....Herscher PD
356.....Hickory Hills PD
220.....Hillside PD
468.....Hinckley PD
360.....Hodgkins PD
584.....Holiday Hills PD
317.....Homer PD
406.....Hometown PD
359.....Homewood PD
288.....Huntley PD
201.....ICJIA PD
403.....Il State Police Dist 2
207.....Il State Police Dist 15
552.....Indian Head Park PD
429.....Indiana Harbor Belt RR PD
459.....Island Lake PD
300.....Johnsburg PD
271.....Joliet PD
357.....Justice PD
273.....Kane Co. Forest Preserve PD
576.....Kankakee County MEG
442.....Kankakee County SPD
303.....Oak Forest

432.....Kankakee PD
 575.....Kendall County P.A.T
 569.....Kendall County SPD
 261.....Kenilworth PD
 616.....Kewanee PD
 462.....Kildeer PD
 467.....Kingston PD
 472.....Kirkland PD
 486.....Knox County SPD
 481.....Knoxville PD
 328.....LaGrange Park PD
 334.....La Grange PD
 587.....Lake Bluff PD
 482.....Lake Co. Forest Preserve PD
 464.....Lake County SPD
 456.....Lake Villa PD
 457.....Lake Zurich PD
 253.....Lakemoor PD
 246.....Lakewood PD
 256.....Libertyville PD
 235.....Lincolnshire PD
 938.....Lincolnway Police Comm.
 242.....Lincolnwood PD
 460.....Lindenhurst PD
 397.....Lisle PD
 483.....Lynwood PD
 323.....Lyons PD
 474.....Malta PD
 439.....Manteno PD
 399.....McCook PD
 233.....McCullom Lake PD
 604.....McHenry Co. Conserv. PD
 304.....McHenry County SPD
 378.....Melrose Park PD
 422.....Metamora PD
 497.....Metra PD
 477.....Metro Water Rec. of Chicago
 335.....Midlothian PD
 601.....Millington PD
 499.....Monkena PD
 937.....Momence FD
 431.....Momence PD
 598.....Monee PD
 583.....Montgomery PD
 637.....Monmouth PD
 340.....Morton PD
 252.....Morton Grove PD
 308.....Mount Morris PD
 407.....Mount Prospect PD
 366.....Mundelein PD
 285.....Naperville PD
 551.....New Lenox PD
 559.....Newark PD
 619.....Newman PD
 230.....Niles PD
 243.....North Riverside PD
 250.....No. IL Police Alarm Sys.
 572.....No. IL Univ. Public Safety
 574.....Norridge PD
 491.....Norwood PD
 269.....Oak Brook PD
 303.....Oak Forest PD
 930.....Oak Park PD
 582.....Oakwood PD
 312.....Ogle County SPD
 295.....Olympia Fields PD
 325.....Oregon PD
 571.....Oswego PD
 331.....Palatine PD
 264.....Park City PD
 414.....Parkland College SPD
 338.....Peoria County SPD
 364.....Peoria Heights PD
 296.....Peoria Park Dist PD
 393.....Plainfield PD
 585.....Plano PD
 333.....Prairie Grove PD
 428.....Prospect Heights PD
 229.....Richmond PD
 245.....River Grove PD
 622.....Riverwoods PD
 301.....Rochelle PD
 395.....Rockford Park Dist PD
 374.....Rockford PD
 420.....Rockton PD
 918.....Rolling Meadows FD
 381.....Rolling Meadows PD
 289.....Roscoe PD
 591.....Rosemont PD
 279.....Round Lake Beach PD
 282.....Round Lake Beach Park Dist PD
 281.....Round Lake Park PD
 436.....St. Anne PD
 453.....Sandwich PD
 402.....Sauk Village PD
 492.....Schiller Park PD
 632.....Sleepy Hollow PD
 473.....Somonauk PD
 631.....So. Barrington PD
 430.....So. Chicago Heights PD
 421.....Stickney PD
 902.....Streamwood FD
 232.....Streamwood PD
 272.....Sugar Grove PD
 361.....Summit PD
 476.....Sycamore PD
 322.....Thomasboro PD
 293.....Thorton PD
 618.....Tilton PD
 369.....Tinley Park PD
 594.....U.S. Marshals Warrant Div.
 426.....VA Hospital – Westside PD
 451.....VA Hospital – N. Chicago PD
 557.....Vermillion County SPD
 557.....Vermillion County SPD
 922.....Wauconda FD
 563.....Wayne PD
 274.....Westchester PD
 630.....West Dundee PD
 413.....Western Springs PD
 239.....Wilmette PD
 318.....Winnetka PD
 588.....Woodhull PD
 475.....Woodstock PD
 493.....Yates City PD
 568.....Yorkville PD

GLOSSARY

ALECS	Automated Law Enforcement Communications System. A PC program developed by the Illinois Criminal Justice Authority that provides a graphical interface, a connection to ALERTS and LEADS, vehicle status display, and car-to-car messaging.
ALERTS	Area-Wide Law Enforcement Radio Terminal System. This mobile data system links public safety vehicles, agencies and the ICJIA in a wireless radio network that provides messaging, mail, scheduling, LEADS, and database access
ALERTS Manager	Person who is responsible for ALERTS user/unit maintenance and training coordination for each agency.
ARREST Inquiry	A search for PIMS arrest information by PIMS users via ALERTS devices. The search criteria uses name, date of birth, race, and gender.
Car-to-car Message	Real-time message between vehicles within the ALERTS network.
CDC	Call Directing Code. A three character address of a device on the LEADS system.
Command Initiator	The slash (/) preceding an ALERTS transaction. All ALERTS transactions that are typed require this character first.
Department ID	An alphanumeric identification code assigned by the Illinois Criminal Justice Information Authority to an ALERTS agency.
E-mail	Messages sent over the ALERTS network to users, regardless of the recipient's sign-on status.
Emergency Message	Pressing the EMGCY key or typing /EMGCY to send a request for assistance to all signed-on users and the agency's communication room. This message will not display on the sender's screen.
Foreign Message	Messages sent between vehicles from different agencies.
Function Key	Shortcut key assigned to a specific task.
Graphical User Interface	(aka GUI, pronounced "goeey") A computer environment that uses icons and menus to execute commands.
HITLIST	ALERTS transaction that displays users who have inquired previously on a particular name or plate.
LABELS	Alerts transaction that restores the display of transaction labels to the screen.
LAST#	ALERTS transaction that retrieves the last messages up to 15 screens.
LAST28	ALERTS transaction that reruns the last license plate inquiry.
LEADS	Law Enforcement Agencies Data System. A device managed by the Illinois State Police containing "hot files" and criminal history records.
LEADS Coordinator	Person in an agency who manages LEADS related issues. The LEADS coordinator is trained and certified by the Illinois State Police.
Local Interface	A communication link between ALERTS and any local computer system or computer-aided dispatch system.
Local Message, LMSG	Real-time message between vehicles within the same agency.
MAIL	ALERTS transaction for sending electronic mail or e-mail between users. Message recipients do not have to be signed on when messages are sent.
Menu bar	Menu labels that appear across the top of a graphical user interface such as Windows. Clicking a label or holding down ALT and pressing an underline letter will display a list of related commands.

Message Waiting Area	Holding queue where incoming unread messages (screens) are stored. Press the <Next Message> key to view each screen.
MMDDYY	Formatting example of a date: Month-Month-Day-Day-Year-Year as in "010104" for January 1, 2004.
Name	ALERTS transaction that runs a LEADS 10-27 inquiry by name.
OAN	Owner-applied number identifying a vehicle or other property.
Operator ID	A two-character user ID (different from the sign-on ID) or initials that accompany a /CQH or CQR transaction.
Password	Unique, user-supplied security code that allows access to a network.
PF keys	See Function keys.
PID number	Primary Identification Number. A unique address assigned to a mobile data device.
PIMS	Police Information Management System. An electronic records management system maintained by the Illinois Criminal Justice Authority.
PIMS transaction	Transactions using the PIMS database. PIMS transactions can be run via ALERTS but only by agencies using both systems.
Program group	In Windows Program Manager, an icon that represents a group of related software applications.
Program icon	A graphical representation of an application or document in Windows Program Manager.
Region	A designated group of ALERTS departments, usually within a close geographical area, that can send and receive emergency messages or other broadcasts. The ALERTS manager determines the participants in each agency's region.
Regional Message	Real-time broadcast sent to all sign-on units within a specific region.
Registered	A mobile data terminal that is authorized to use the ALERTS network.
RF	Radio Frequency.
Scratchpad	Temporary, limited storage area in an ALERTS mobile data terminal. The scratchpad can save forms, messages, and system responses.
Station	A device in the communications room or dispatch center of an agency that can communicate with the ALERTS network.
Status	ALERTS transaction that sends a user's current unit call status to the agency's communications room or local system.
Transaction Initiator	The combined command initiator and ALERTS transaction name used to perform a task on the ALERTS network.
UDF Key	User defined function key. The ALERTS manager assigns what task the UDF key does for a particular agency.
Unit ID	The vehicle unit ID number or the radio call sign number assigned to a user on the ALERTS network.
User information	Unique identifying information requested by ALERTS every time the user signs on.
User-defined form	The data entry form displayed by pressing the UDF key.
User ID	Unique ALERTS user identification (usually a badge number) assigned by the ALERTS manager. This is a component of the User information.

Vehicle note, VNOTE

Information annotation attached to a license plate. VNOTEs remain with the plate for a maximum of 4 months and can only be deleted by their creator.

