

Quick Start Guide for TLETS Operators connecting to TxDPS through Satellite

Initial Logon

The first time the Operator logs into the system, they will use their TxDPS assigned UserID (all upper case) in the User ID and Password Field. The Operator will type TLETS in the agency field. The operator will also need to know their Validation Code. (For the purposes of communication, note, in conversing with TxDPS Personnel the terms Validation Code, Device ID and Mnemonic are used interchangeably). The Operator will type C:\TLETS in the Omnixx Path field.

Upon successful entry of the UserID and Password, the Operator will be forced to change their password. The new password must be between 8 and 15 characters and composed of at least one letter, one number and one symbol. **Passwords are case sensitive so when changing the password, be aware of the position of the Caps-Lock Key.**

The Device ID is very important as is associated to the IP address of the workstation so if the wrong device ID is used, the operator will not successfully connect to the message switch. After the first logon, the operator will not need to type the Agency field, the Validation Code, or the Omnixx Path field unless the workstation has to be reloaded. It is highly recommended that the Validation Code / Mnemonic be associated with a particular computer and that the workstation be marked with this identifier with a label.

The operator will have only 5 chances to log in successfully. After that, they will be locked out and will have to phone TxDPS to get the session unlocked.

The password will expire every 35 days. When the operator is warned that their password is going to expire it is important that the operator go ahead and change the password as they may be locked out if the password actually expires.

An operator may only be logged into one workstation at a time.

Upon Logon, the Omnixx Desktop opens. Most operators will have two (2) large icons in the Desktop window (FORCE and EXIT). The desktop window must stay open until the Operator exits the system, an idle timeout occurs or the session time expires. The operator will click on the Force icon to get started using TLETS.

Using Force

The basic use of the system is much the same as that of legacy TLETS. The operator will populate the contents of a form and submit it to TxDPS for processing. To open a form, you may use the menu to get to the forms. The operator will populate the form with the desired values and Transmit the form by clicking on the transmit icon.

Quick hints:

- If the operator knows the form name from legacy TLETS, the operator should place the cursor in the "Command" frame of the Force screen and type the characters "TF", followed by a space, followed by the transaction, followed by the "Enter Key". For example, to open the Wanted Person Query, the operator would type: "TF<space>QW<enter>" without the quotes.

- Get the shortcut keys off the TLETS web site to aid with mouse free operation. For example, CTRL-G in combination will take the operator to the “Command” frame and CTRL-T will transmit the message.
- The operator can open up numerous forms at the same time. So the operator would open up the forms that they most commonly use.
- The operator can save their workspace allowing them to restore their preferred configuration every time they logon.
- Get the Omnixx User Manual off the TLETS web site to learn more about the use of the system.

http://www.txdps.state.tx.us/director_staff/information_management/tlets/reeng/reengindex.htm

The username is **tlets** and the case sensitive password is **DPSTCIC7#**