

# IWS Law Enforcement Training Course Outline

## ADMINISTRATION

- LE Suite login
- LE Suite administration categories
- Groups
  - Description
  - Creating
  - Creating sub-groups
  - Permissions
    - Law Enforcement
    - System Admin
  - Setting group default database
  - Editing group permissions
  - Printing a Group list
  - Deleting
- Users
  - Adding
    - Field description
    - Password options
    - Altering password rules
  - Editing user information
  - Adding users to a group
  - Testing a user account
  - Viewing/printing a user list
  - Disabling user accounts
  - Testing disabled user accounts
- Administration Settings
  - Description
  - Altering User Settings
    - Password Case sensitivity
    - Password Rules Tester
    - Failed attempt lockout
    - Password expiration
  - Testing new settings
- Messaging
  - Description
  - Sending server-wide messages
  - Testing server-wide messages
- Law Enforcement Suite System Audit Reports
  - Creating
  - Printing
- Law Enforcement Program Administration
- System Print Reports
  - Adding a new report
  - Changing the reports menu order
  - Testing print report alterations
  - Editing/Deleting print reports

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- Audit Reporting
  - Criteria selection
  - Report creation
  - Report saving
  - Report printing
  - Deleting/Purging old audit records
- Local settings
- System configuration setting
- Field Configuration
  - New Record screen configuration
    - Pick lists
    - Field Masks
    - Agency specific help screens
    - Pick list defaults
    - UDF elements
      - Tabs
      - Fields
    - Customizing booking numbers
    - Testing field configuration changes
- Record types
  - Creating
  - Using
- Administrative Report Details
- Sealing/Unsealing records
  - Description
  - Seal
  - Unseal
- Blocking/No Release image assignments
  - Description
  - Assigning
  - Removing