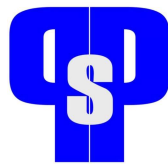


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User Manual

# Portal XL

PSPortals, Inc.



**PSPortals**

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# Introduction

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## About This Manual

**Certain features and functions described in this manual may or may not apply to your specific installation.**

The purpose of this manual is to describe the operational characteristics of the PsPortals Portal XL user interface connecting to a CJIS System Agency (CSA) message switching system to provide public safety access to local, state and national data including the resources of NCIC and Nlets. Portal XL operates through a network running TCP/IP via a secure connection over the CSA Intranet or the Internet.

Portal XL is a native application that has been designed to take advantage of an operating system supporting the advanced features of Microsoft Edge, Google Chrome and Mozilla Firefox. While Portal XL works with existing text output from the CSA message switch, it integrates the latest Internet technologies to support HTML message formats, including images and message browsing.

This manual assumes that users are familiar with the Windows operating systems.

---

## General Information

Portal XL is a browser-based application that allows users to view different aspects of the application simultaneously. For instance, users can be filling out an inquiry form in one window while receiving messages in another.

### System Requirements

#### Software

Microsoft Windows

*(NOTE: Although Portal XL will run some earlier versions of Windows, Microsoft is no longer supporting the earlier versions. Therefore, if a problem should develop due to one of those versions of Windows, that will be considered out of PsPortals' control.)*

Microsoft Edge, Google Chrome and Mozilla Firefox

*(NOTE: Although Portal XL will run some earlier versions of the browsers, Microsoft is no longer supporting the earlier versions. Therefore, if a problem should develop due to one of those earlier versions that will be considered out of PsPortals' control. We strongly suggest you update to the latest version of the browser.)*

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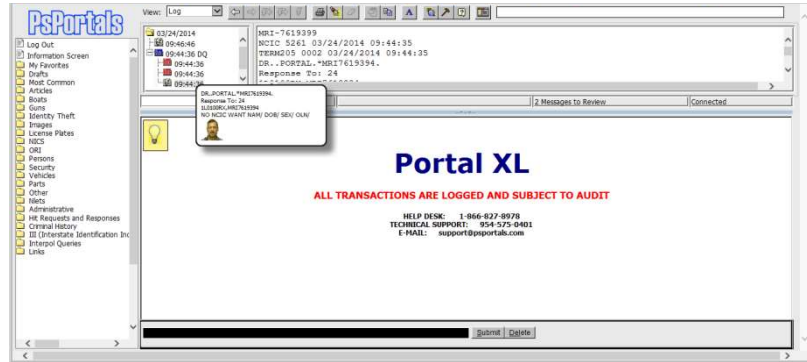
## Technical Support

PsPortals provides technical support via a Help Desk **to the CJIS System Agency** during normal business hours. For assistance, please contact your CJIS System Agency (CSA). Calls from the CSA will be routed to the appropriate technician for a solution to the problem being experienced.

# The Basics

## The Screen

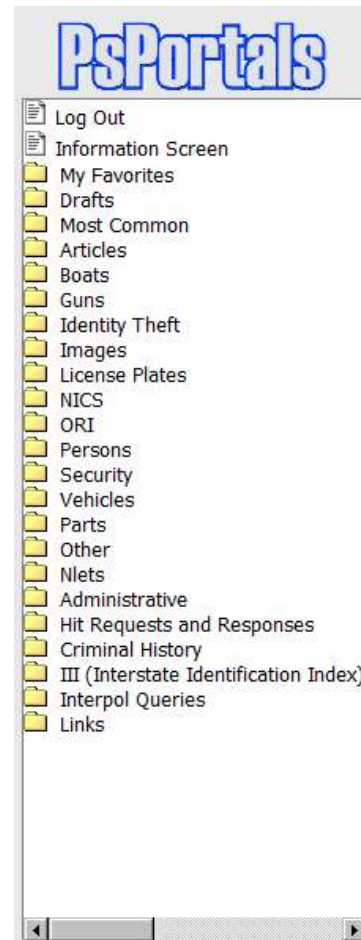
The PsPortals' Portal XL client application has been designed to present all of the functionality required by the end user in a single screen. This is achieved by dividing the screen into several windows or frames.



## Forms Menu

The left hand window displays a menu "tree" of available message keys. Clicking on a message key name will display the appropriate form in the form frame.

This window also contains a link to Log Out, the Information Screen and Links to other predefined URLs.



## Form Frame

The Form Frame contains the security notice and a tip when users first log in. After that it displays the message key form that has been selected from the menu. The Security Warning may be re-accessed during the session by clicking on “Information Screen” at the top of the Forms menu.

The screenshot shows a web form titled "DQ - Nlets Query Driver's License". It contains several input fields: "Originating Agency Identifier (ORI)" with the value "KS1234567", "Optional Control Field (OCF)" which is empty, and "Destination State (DST)" with a dropdown menu showing "KS" and other states. Below these is a section titled "Enter One of the Following Fields or Sets:" containing "Operator's License Number (OLN)" and "Name (NAM)" with a dropdown. Below that are "Date of Birth (DOB)" and "Sex (SEX)" fields. An "Optional Field:" section includes "Image Request (IMQ)" with a checkbox. At the bottom are "Submit" and "Delete" buttons. A footer note explains the Optional Control Field (OCF): "Optional Control Field (OCF): Enter at least two alphanumeric characters. This field may be used to carry additional information to identify specific terminals or for whatever purpose the original initiator of the message may desire. When sent, it will be returned to the user in all responses to the original message."

## Receive Window

The receive window is divided into two panes or sections. The left-hand pane displays message log entries in chronological order and is used to select messages for display. Responses to inquiries are indented below the inquiry that elicited them. The right-hand pane displays the actual message that has been selected, including any images that are part of the message. *(See Receiving Messages Overview, Section 5-1 for additional ways to view the responses.)*

The screenshot shows a "Receive Window" with a "View: Log" dropdown and a toolbar. The left pane shows a message log with entries for 09/27/2013 at 15:11:19 and 15:11:34. The right pane displays the selected message, showing personal information: "NAM: JOHN, EDGAR", "DOB: 19750101", "RAC: W", "HGT: 508", "WGT: 190", and "DOI: 19990101". Below this is a mugshot of a man. At the bottom, it says "2 Messages to Review" and "Connected".

## Command Line (Free Form Window)

A window is also provided that doubles as a way for experienced users to quickly "free form" an inquiry or load a form by typing its message key as well as displaying help for fields within forms shown in the Entry Window.

The screenshot shows a "Command Line (Free Form Window)" with a text input field and "Submit" and "Reset" buttons.

In addition a mini Command Line is provided to the right of Portal XL Toolbar. It provides all the functionality of the main Command Line except help does not display there so it is always available.

## Toolbar

Portal XL Toolbar buttons allow users to navigate between the responses in the Received Messages Window, mark them as reviewed, print messages, search messages, manipulate the Auto Log View and Received Messages Window font and decode VINs. Authorized users can also set up certain personalities of the Portal XL browser using the Administrative Functions button. The Help button is where users will access NCIC, Nlets and Portal XL user manuals as well as any bulletins

the CSA chooses to publish on Portal XL servers. Users can open the message window in an external window by itself or use the mini Command Line to free form messages or open a form in an external window.



## Status Bar Indicators

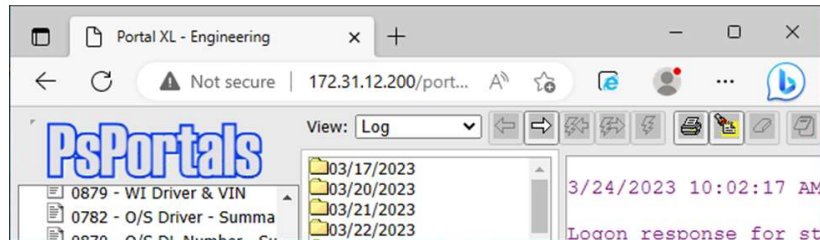
The status bar displays an Urgent Message Streamer (if supported by the message switch), how many messages are ready for review, and whether the device is connected to Portal XL Web Server.

If the connection is lost, the user will be redirected to a logged out page and will need to log in again. Reasons for losing connection might be: 1) an actual fault in the network; 2) Portal XL server is rebooted; or 3) Message Switch is rebooted or down.



## Caption Bar / Tabs

In the event your application is installed in multiple environments such as Development, Test and Production, the blue title bar at the top of the page and/or the tab title will advise which system you are logged into. In the screenshot below, the user is logged into the “Engineering” server.



## Logging In

Access Portal XL by using the icon that has been configured on the desktop. Provided the device is recognized by the CSA Network's Security Software, a log in page will be displayed. **Note: Log in method may vary by installation and a Portal XL Log In page may not be included.**

# PsPortals

### Portal XL Log In

Terminal ID:	<input type="text" value="TERM205"/>
User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

The Terminal ID will be filled in automatically **after first log in**. Enter your User Name and Password and then click the Login button. When a user has logged off, or after a predetermined period of keyboard inactivity within Portal XL occurs, a page similar to the one below is displayed. Simply click on “Portal XL Log In” to re-access Portal XL or if not available, close the window and re-access Portal XL using the icon on the desktop. **NOTE: In some implementations the Log Out page will not have a link to log back in. Users will need to go back to their desktop and click on the icon to re-access.**

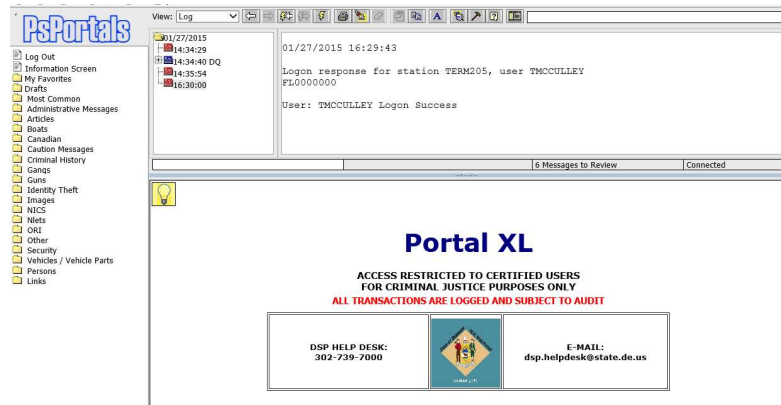
# PsPortals

## Portal XL Log Out

You have logged out of Portal XL.  
To log back into Portal XL, please click on the following link.

[Portal XL Log In](#)

If the Web Server is able to authenticate the identifying data entered for use of the system, Portal XL Web Server default page will be displayed.



If the Web Server is unable to authenticate the information entered for use of the system or there is no response from the authorization application such as the Message Switch, an “accessed denied” page is displayed. **NOTE: In some implementations this will come from another application and a different Access Denied notice will be seen from that application.**

# PsPortals

## ACCESS DENIED

Code: 100

Timeout Waiting For Logon Response.

[Return To Logon Page](#)

If this happens, contact your TAC to resolve the problem.

If your log in is accepted, Portal XL frameset will be displayed.

## Multiple Concurrent Log In Attempts

Users are not permitted to log into Portal XL multiple concurrent times **with the same device**. If an attempt is made to access Portal XL from a separate browser window or tab when the application is already running, or to use the same device ID on another machine while it is running on one already, Portal XL will notify the user that they are already logged in by displaying a page similar to the one below.

# PsPortals

## Portal XL

This workstation may already have another instance of Portal XL running. Only one instance may be running at a time.  
Currently searching for other instances.

Time remaining: 13 seconds.

Once the countdown is complete, and another instance has been found that application will display a page similar to this one.

# PsPortals

## Portal XL

Another instance of Portal XL is confirmed to be running. Please use that instance or close it and log in again.

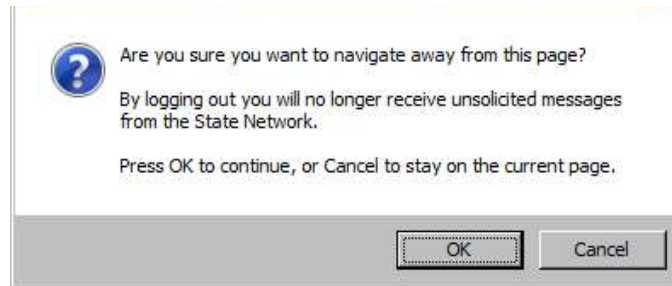
---

## Logging Out

There are several ways to end your Portal XL session.

- 1) Click on “Log Out” at the top of the Forms Menu.
- 2) Type Alt/L in a form field or the Command Line.
- 3) Close the browser.
- 4) Navigate away from Portal XL in the same browser window.

A page will be displayed warning that if you continue you will no longer be able to send or receive messages. An option to cancel the log out is also provided.



To continue, click on OK. Portal XL will then display a page that will advise you to re-log in unless you have logged out by closing the browser. **NOTE: Closing the browser window without properly logging out first should be discouraged.**

# PsPortals

## Portal XL Log Out

You have logged out of Portal XL.  
To log back into Portal XL, please click on the following link.  
[Portal XL Log In](#)

# Using the Forms Menu

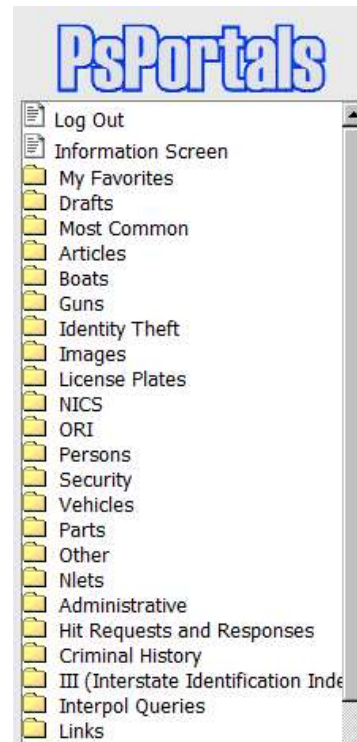
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## Forms Menu Overview

The Forms Menu affords easy access to forms to be filled out for transmitting transactions, accessing predefined URLs, your favorite forms, saved drafts and as a convenient place to log out or determine what certification level you are logged in with.

### Log Out

To log out of the Portal XL session, simply click on Log Out at the top of the menu. Some applications display the menus depending on the certification level of the user. In those cases the Log Out link will indicate which certification the user is logged in with, such as “Log Out Level 1” or “Log Out Level 2”.



### Information Screen

An information screen is displayed to users in the Form Frame upon log in. However, once a form has been loaded, if there is a need to return to the Information Screen to gather a help desk number for instance, simply click on “Information Screen” on the Forms Menu. The screen will be opened in a separate window without disrupting the current form that is loaded in the Form Frame.

## Portal XL

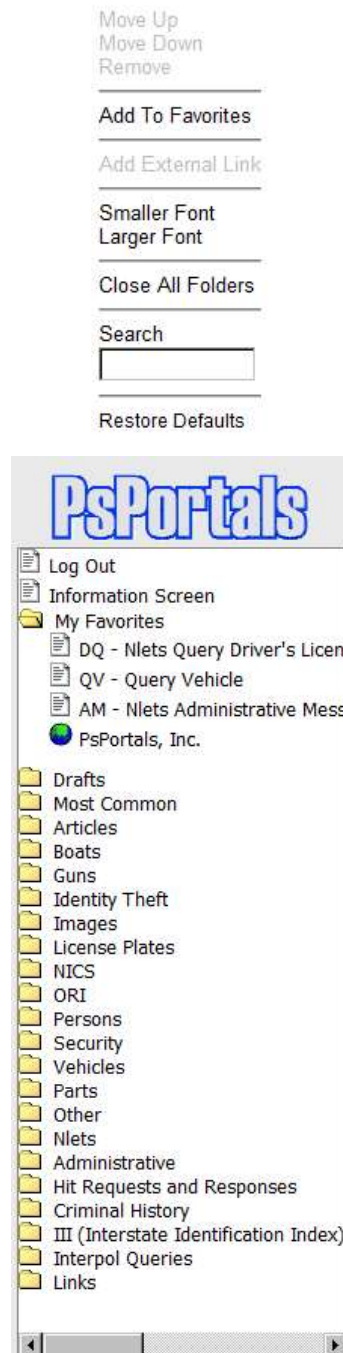
**ALL TRANSACTIONS ARE LOGGED AND SUBJECT TO AUDIT**

HELP DESK: 1-800-123-4567  
help@yourCTA.gov

## My Favorites

The My Favorites folder on the Forms Menu can be configured by each individual user to contain copies of forms they use on a routine basis.

In order to assign forms to display in this folder, simply find the form in the Forms Menu, right click on it and on the resulting context menu, choose Add To Favorites. A copy of the form will then be displayed in the My Favorites folder on any terminal where the user accesses Portal XL.



To remove a form from the My Favorites folder, right click on the form in that folder and choose “Remove” from the resulting menu.

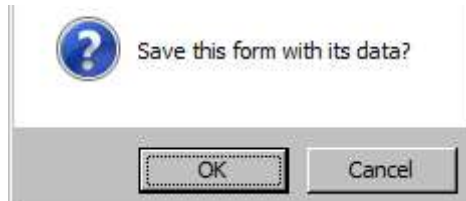
## Drafts

Draft copies of partially completed forms can be saved to the Drafts folder and retrieved later with the already entered data prefilled. These can be completed and submitted or saved again for completion later.

It is important to note that unlike My Favorites, Drafts are saved and displayed by terminal rather than user. Any user who logs into a particular terminal that has the certification authorization to run the transactions in the draft folder, will see and can access, delete, submit or resave those draft copies. A user that is not authorized to run a particular transaction saved as a draft will see it in the Drafts folder, but an attempt to click on it to access the draft form will produce this notice.

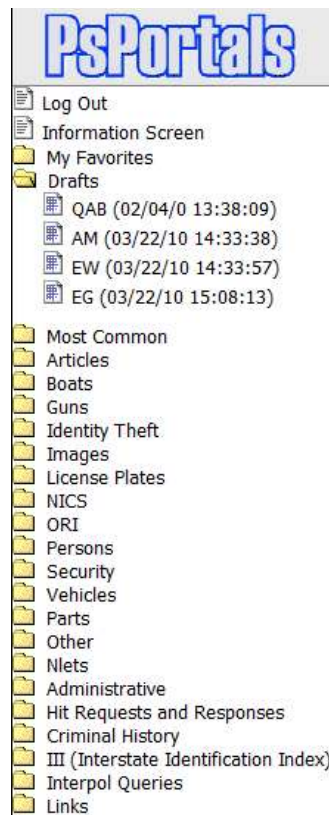


To save a form in the Drafts folder, open a form either in the main form frame or the external form frame. When ready to save it type Alt/Ctrl/S. You will be asked if you want to save the form with its data. If the answer is yes, click on "OK", if you do not mean to save it, click on "Cancel".

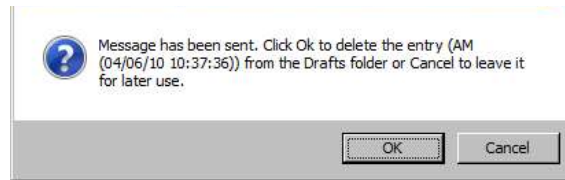


If you click on "OK", the form will be saved to the Drafts folder where it can be found and retrieved by the message key, date and time it was saved. Simply click on the entry in the Drafts folder and it will display in the main Form Frame with all the data previously entered.

Drafts can also be retrieved by opening the Forms Menu in the floating forms window. Do this by right clicking on a forms button in the floating window and choosing Open Menu.



When a previously saved Draft is submitted, the user will be asked if it should be removed from the Drafts folder. Clicking on “OK” will remove it and clicking on “Cancel” will leave the original copy with only the original text in the Drafts folder for later use. If it is desired to retain the additional data that was entered, the form will need to be resaved by again typing Alt/Ctrl/S.



To delete a previously saved draft without submitting it, simply right click on the one you wish to delete and choose “Remove” from the resulting context menu. You will be asked to verify that you want to remove this entry from the Drafts folder.

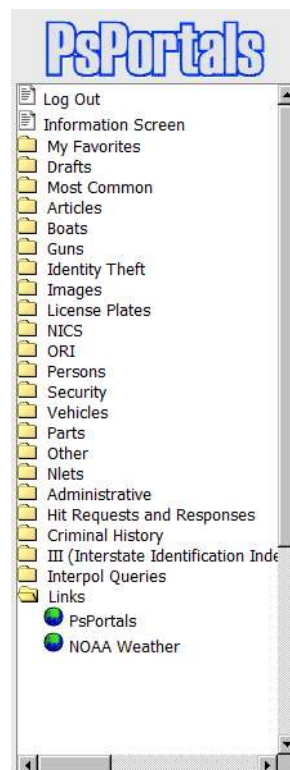


Click on “OK” to remove it or “Cancel” to leave it as is in the folder.

## Links

The Forms Menu contains a Links folder where URLs that have been predefined by the CSA are displayed. This folder allows easy access to websites such as Nlets, NCIC, the weather, etc. for those users that have access outside your network.

These URLs can also be added to the My Favorites folder by right clicking on the one you want to add and choosing Add To Favorites from the resulting menu. It should be noted that adding links to sites that are outside your network may not work depending on your firewall rules.

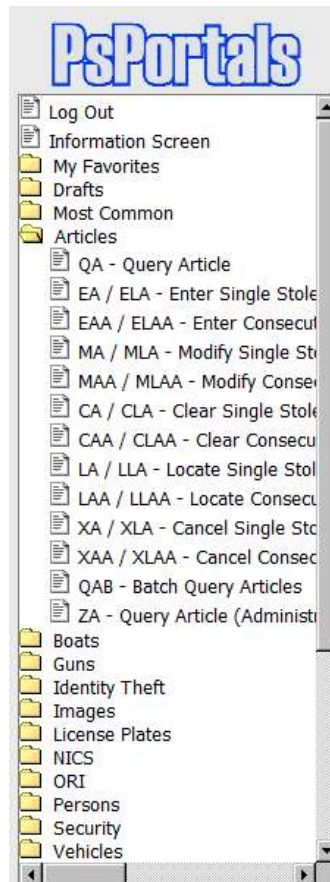


## Loading A Form

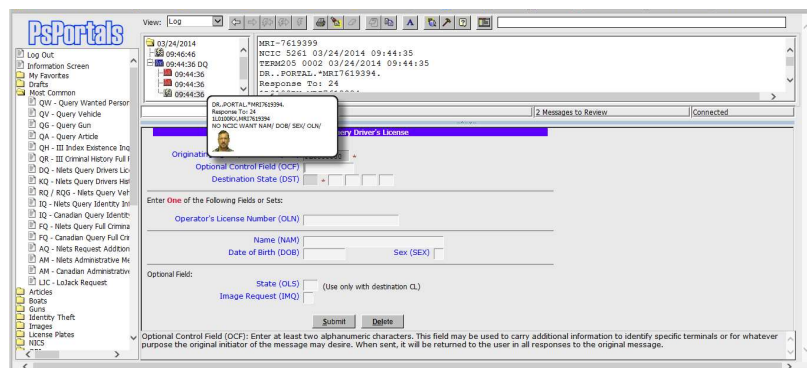
There are two ways to load forms.

### From the Forms Menu

Forms are listed in the Forms Menu in the order defined by your control agency. Normally they are grouped logically in folders by category. Users can click either on the folder or the folder title to open the folder and view the forms for that category.



From the menu “tree” displayed on the left side of the screen, navigate to the transaction you wish to perform and click on it. The desired transaction will be displayed on the right side of the screen in the Form Frame. A form may be listed in more than one folder.



### From the Command Line

Alternatively, forms can be loaded by typing their message key on the command line. If the command line is not visible, it can be displayed by clicking on the help text displayed at the bottom of the screen.



Forms loaded from the command line will be “popped” outside the main Portal XL Window into an External Forms Window. Up to 10 forms can be opened concurrently in this window. If the external window is not closed prior to logging out of Portal XL, they will be saved as external forms to the user’s User Preferences and reload in that window when they again log into Portal XL. The data that is in those forms will NOT be saved and returned. If users have a need to save the data in the form, they should be saved to the Drafts folder.

Originating Agency Identifier (ORI) FL0000000

Destination State (DST) KS

Enter **One** of the Following Fields or Sets:

Last Name (LNM)

First Name (FNM)

Date of Birth (DOB)  Sex (SEX)

**Note:** Running by NAM/DOB also checks all NCIC persons files and local person files.

Operator's License Number (OLN) ABCDCD with Optional

**Note:** Running by OLN Only does NOT check NCIC!!

Optional Fields with Last Name:

Middle Name (MNM)  Suffix (SNM)

State (OLS)  (Use only with destination CL)

Operator's License Number (OLN): Enter the operator's license number using all zero only or run of zeros only is not allowed.

To access the individual forms in the External Form Frame, simply click on the appropriate button at the bottom. The buttons display the message key for the form.

New forms can be loaded into the external window by again typing a message key in the Command Line on the main Portal XL window or right click on an empty button in the external window and type the message key in the box provided then hit enter. Users can also choose “Open Menu” on the right click menu to open the forms menu in an external window where they can choose the form needed.

If users attempt to load more than 10 forms into this frame concurrently, they will be notified that they must first close one or more before they can add more.



To close one or all of the external forms, right click on the button of the form you wish to close and choose either “Close” – which will close only that form – or “Close All” which will close all forms and the external window will display the Information Screen. The user will be asked in either case to verify that is what they are wanting to do.

Whatever state this window is in when a user logs out of Portal XL is how it will be returned to them when they again log into the application. If all forms are closed and the user logs out, the external form frame will not be opened automatically when the user logs back in. Previously entered data will not be returned. The form fields will be blank.

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## Searching and Personalizing the Menu

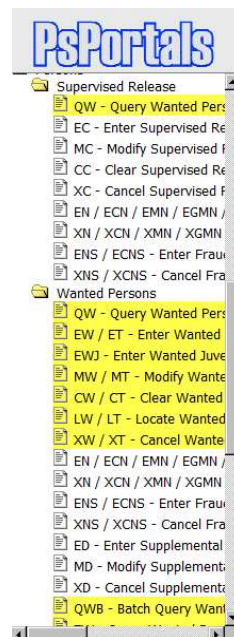
There are several ways in which you can personalize the look and feel of the menu.

### Search for a Form

Portal XL can be searched to find a particular form by right clicking with the mouse in the menu frame and clicking in the Search box from that context menu. Then, click in the Search box and type the message key or part of the form title and hit Enter on the keyboard.



The results of the search will be highlighted in yellow in the menu and be available until the folders are closed or a new search is performed. Simply click on the highlighted form you were searching for and it will populate the Form Frame window in Portal XL. For instance, typing “wanted” in the search box will produce results similar to the screenshot below.



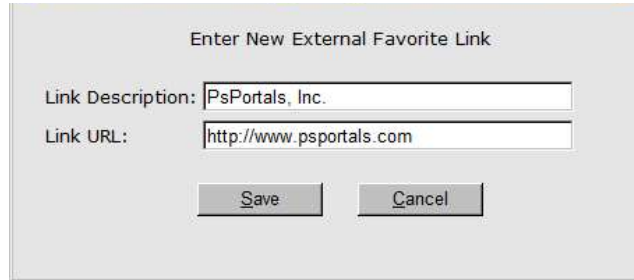
Other items within the Forms Menu can be personalized and saved to your User Preferences. Once that is done you will see the same menu and personalization at any device where you log into Portal XL.

## Add to Favorites

To add a frequently used form to your My Favorites folder, simply locate the form in the main menu, right click on it and choose “Add To Favorites”. It can then be moved up or down in the list within that folder by right clicking and choosing “Move Up” or “Move Down”.

Should you want to delete a form from the My Favorites folder, right click on that form and choose “Delete”.

Additionally, favorite websites can be added to your Favorites folder. Right click in the Favorites folder and choose “Add External Link”. This will produce a box where you add the Link Description – or title of the link you wish to display in the folder and the Link URL.



Notice how the resulting link for the URL is indicated with a globe icon rather than a page icon for easy distinction. To access, simply click on the entry. It will open in a separate browser window so the data entered into an open form will not be jeopardized. NOTE: Access to these URLs may be blocked by your agency’s firewall rules.



## Changing the font size

The font size of the Forms Menu can be made larger or smaller by right clicking in the forms frame and choosing “Smaller Font” or “Larger Font”. In order to return to the default, right click and choose “Restore Defaults” at the bottom of the menu. Restoring the defaults only affects the font size and does not remove items from the My Favorites or Drafts folders.

## Closing folders

Folders may be opened and closed simply by clicking on them. However, you can also close them all at one time by right clicking in the form frame and choosing “Close All Folders”.

# Submitting a Transaction

---

## Submitting a Transaction Overview

To submit a transaction from Portal XL users can complete a form and submit, or free form the transaction in the Command Line or Free Form (FF) form.

### Using a Form

Access a form either by choosing it from the Forms Menu or by “popping” it into the external form frame by typing the message key in the Command Line. Fill in all appropriate fields.

Submit the transaction by clicking on the Submit button at the bottom of the page, hitting the Enter key (+) on the far right side of a standard keyboard or typing Alt/S from within any form field.

See the section titled “Forms Guide” for more information on filling out forms.

**NOTE: In some implementations forms are only allowed by certification level. If the user’s certification does not allow them to run certain transactions, they will not be able to access those forms from either the Forms Menu or the Command Line. Users will also not be able to submit those unauthorized transactions by free forming from the Command Line.**

### Using the Command Line

To submit a transaction from the Command Line, type a properly formatted message in the Command Line and submit it by clicking on the Submit button to the right of the Command Line, hitting the Enter key on the far right side of a standard keyboard or typing Alt/S.

### Using the Free Form (FF) Form

Portal XL contains a form that is simply a large Command Line for free forming those messages that are lengthy, such as an Administrative Message with a block of text. This form can be accessed from the Forms Menu (if made available there) or by typing “FF” in the Command Line to open it in a separate window. Messages entered in this form must be properly formatted and are submitted just like any other form.

Both outgoing and incoming messages are logged immediately upon receipt with incoming associated under the appropriate outgoing message. Outgoing messages are designated by a blue icon in the log tree and incoming have red icons until marked as read.

### Using Quick Keys

Portal XL has two types of Quick Keys available.

- 1) Format and Submit
- 2) Text mapping

The first type allows users to type only the data such as a destination state and operator license number for a DQ into the command line, then hit a pre-assigned key combination to format and submit the transaction. This type of Quick Key is not changeable by user or device and must be predefined by the Control Agency for statewide use. These are coded by PsPortals for introduction into the product.

Once defined, users can access a menu of these Quick Keys by holding down the Alt and Shift keys.

### View Quick Message Key Assignments

Alt Key	Message Key Format
Alt+1	DQ from DST OLN
Alt+2	-
Alt+3	-
Alt+4	-
Alt+5	-
Alt+6	-
Alt+7	-
Alt+8	-
Alt+9	-
Alt+0	-

[Close](#)

The second type of Quick Key is standard in the Portal XL product and allows individual users to map strings of commonly used text to a particular key combination for use in the form fields or command line. These text strings are then saved to their User Preferences and are available at any device where the user logs in.

To access the menu of defined Text Quick Keys configured, hold down the Ctrl and Shift keys while the cursor is in the Command Line.

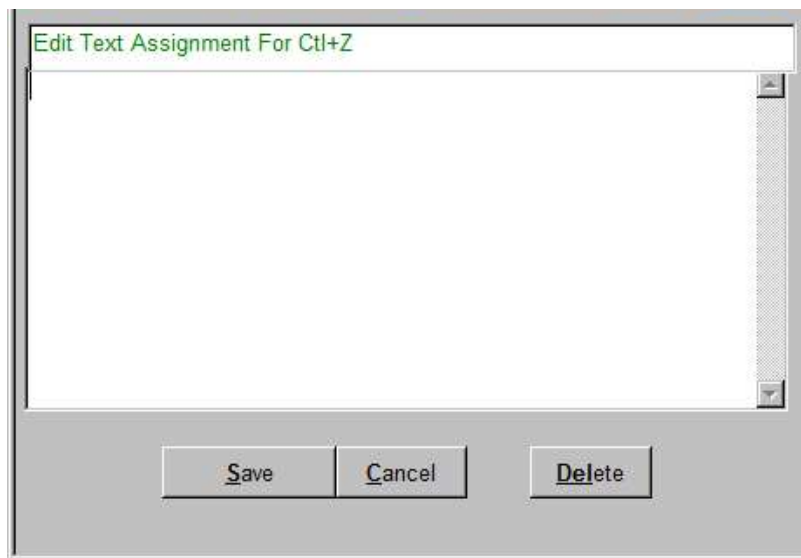
### Edit Text Key Assignments

Text Key	Text	Text Key	Text
Ctl+A	Two time config	Ctl+N	this is a test
Ctl+B	Theresa Defined	Ctl+O	[reserved]
Ctl+C	[reserved]	Ctl+P	[reserved]
Ctl+D	The quick brown	Ctl+Q	
Ctl+E		Ctl+R	
Ctl+F	[reserved]	Ctl+S	
Ctl+G		Ctl+T	
Ctl+H		Ctl+U	
Ctl+I		Ctl+V	[reserved]
Ctl+J		Ctl+W	
Ctl+K	this is a test	Ctl+X	[reserved]
Ctl+L		Ctl+Y	
Ctl+M		Ctl+Z	

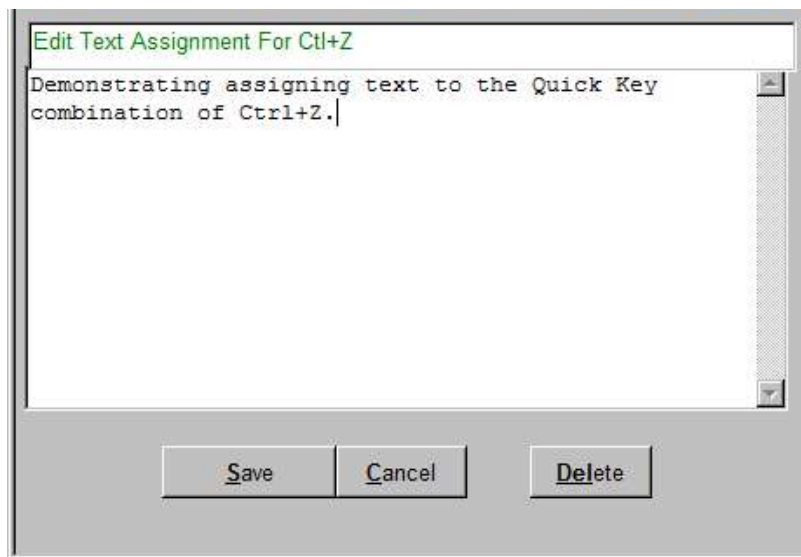
[Apply Changes](#)
[Cancel](#)

Note that several of the keys are marked “reserved”. These are key combinations that the browser uses and cannot be re-defined by the user.

To assign text to a Quick Key, access this menu (Ctrl/Shift while in Command Line) then click in the field beside the combination you want to assign. This will display a window for entering the text with a notation of which key combination you are assigning.



Click in the blank area of the window and type the text string to be assigned to the Quick Key.



Once you have checked for spelling and have all the text in the window necessary, click on the Save button or type Alt/S. You can also delete the text you entered by clicking on the Delete button or typing Alt/Delete key or cancel the assignment altogether by clicking on the Cancel button or typing Alt/C.

Once you click on Save you will be back at the Edit Text Key Assignments menu. You must click on Apply Changes or type Alt/A on this window for the text to be assigned. Once the changes have been applied close the window with the “X” in the top right corner or click the Cancel button. Do not click on “Cancel” before you click on “Apply Changes” as that will cancel the entire assignment.

To use the quick key, click in the appropriate form field or the Command Line and use the Ctrl/key combination. The assigned text will be inserted in the field.

To edit a Quick Key you have previously assigned, just repeat the assignment procedure editing the text when it is displayed in the window after clicking in it on the menu.

In order to view more of the assigned text, hover the mouse over the appropriate text and a tool tip will display the entire entry.

### Edit Text Key Assignments

Text Key	Text	Text Key	Text
Ctrl+A	<a href="#">Two time config</a>	Ctrl+N	<a href="#">this is a test</a>
Ctrl+B	<a href="#">Theresa Defined</a>	Ctrl+O	[reserved]
Ctrl+C	[reserved]	Ctrl+P	[reserved]
Ctrl+D	<a href="#">The quick brown</a>	Ctrl+Q	
Ctrl+E		Ctrl+R	<a href="#">This message co</a>
Ctrl+F	[reserved]	Ctrl+S	This message comes from Captain Tester and should be considered priority!
Ctrl+G		Ctrl+T	
Ctrl+H	<a href="#">testing H</a>	Ctrl+U	
Ctrl+I		Ctrl+V	[reserved]
Ctrl+J		Ctrl+W	
Ctrl+K	<a href="#">this is a test</a>	Ctrl+X	[reserved]
Ctrl+L		Ctrl+Y	
Ctrl+M		Ctrl+Z	

Apply Changes
Cancel

# Receiving Messages

## Receiving Messages Overview

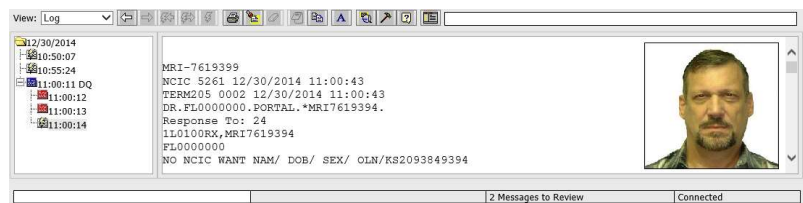
Portal XL is “always listening”. There is no need to refresh your screen, push any buttons or navigate to any other page in order to receive and view responses and unsolicited messages.

Once a form has been submitted and successfully received by the CSA message switch, responses to the transaction will appear in the receive window. The submitted message key is displayed to the right of the time submitted in the log tree.

The receive window has four modes of operation that can be selected from the dropdown list box in the toolbar.

## Log Mode

In log mode, the receive window is split into two panes. The left pane shows all of the current Portal XL log entries in “tree” format. The right-hand pane displays the actual message that has been selected including any images that are part of the message. Messages are grouped in folders by date. Each day that messages have been sent or received will have a folder where all the messages for that day are contained. To open or close the folders, click on the folder or date.



Transmitted messages are shown as blue page icons and received messages that have not been reviewed (read) are displayed as red text icons. Received messages that have been reviewed are displayed as text icons with a lightning bolt. Messages that have a plus sign (+) to the left have an associated message that is not currently displaying. In order to display that message in the log tree, click on the plus sign and the tree will be expanded to display the associated message.

Clicking an entry in the “tree” pane will display the associated message in the right pane.

Double-clicking a message icon, will display the message in a separate, large window. This is useful for displaying larger responses.

```
MRI-7619399
NCIC 5261 01/08/2010 11:29:14
TERM205 0002 01/08/2010 11:29:14
DR.KS1234567.PORTAL.*MRI7619394.
Response To: 24
1L0100RX,MRI7619394
KS1234567
NO NCIC WANT NAM/ DOB/ SEX/ OLN/ABC123

MRI 7619399 IN: NCIC 5261 AT 01/08/2010 11:29:14
OUT: TERM205 AT 01/08/2010 11:29:14

IMR/
MIS:THIS RESPONSE GENERATED BY PSPORTALS SIMULATOR

NAM:JOHN, EDGAR                                DOB:19750101
RAC:W HGT:508                                WGT:190      DOI:19990101

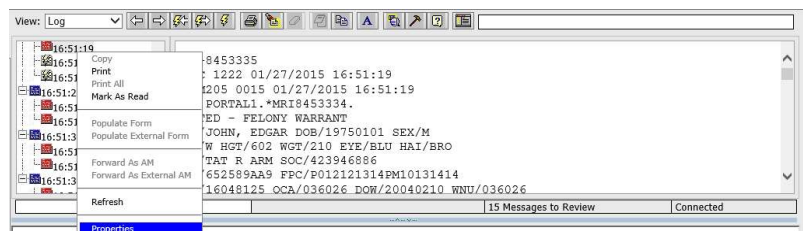
Portal XL Image Id: 9028
```



Responses to a transmitted message are indented below the transmitted message thus allowing for them to be easily located.

Move backward and forward through received messages using the buttons in the toolbar of the received window. For an explanation of these buttons, see the toolbar section later in this chapter.

Message properties can be displayed for determining who reviewed the message and when it was reviewed by right clicking on the message and choosing Properties.



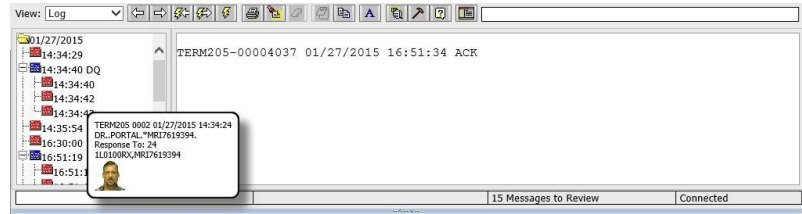
A message dialog box will be displayed showing the name of the operator that was logged on when the message was received. Additionally the time that the message was reviewed and who reviewed it is also displayed.

**Received Message**

Received By	tmcculley
Received	1/8/2010 10:30:40 AM
Reviewed By	tmcculley
Reviewed	1/8/2010 10:30:45 AM
DB Record ID	82558-82615

OK

Messages can easily be located in the log tree by placing the mouse pointer over the log entry. This causes a pop-up to display part of the message along with a thumbnail of any image it contains.

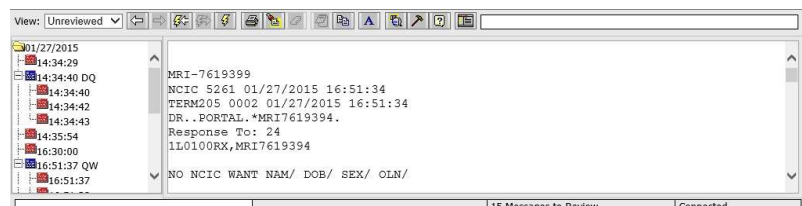


**NOTE:** In some implementations both the outgoing message key and response message key displays to the right of the time stamp in the log tree.

## Unreviewed Mode

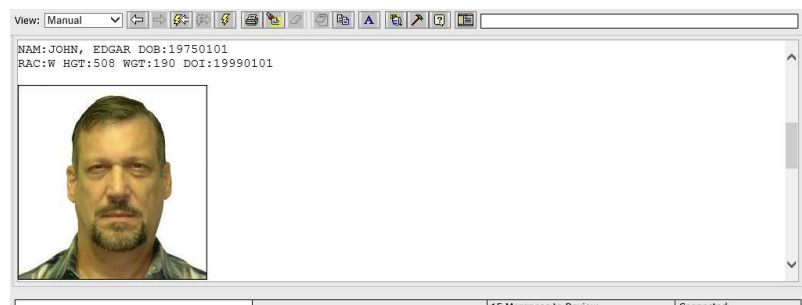
Unreviewed mode is the same as log mode except that it only displays messages that have not been reviewed (read). In Unreviewed mode, messages must be manually marked as reviewed using the lightning bolt buttons on the toolbar regardless of the message handling options under Administrative Functions. These messages that are marked as read will be removed from display in Unreviewed Mode once the user either navigates from that log view mode or logs out.

Marking messages as reviewed in other log modes will automatically remove them from the Unreviewed Mode log display.



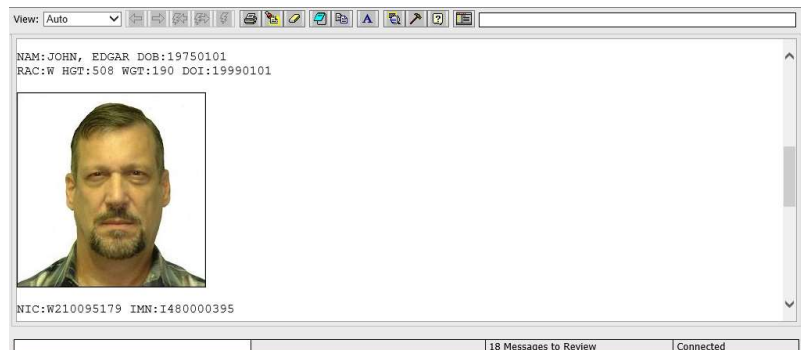
## Manual Mode

In manual mode, messages are displayed one at a time as they are received. Move backward and forward through received messages using the buttons in the toolbar of the receive window. For an explanation of these buttons, see the toolbar section later in this chapter.



## Auto Mode

In auto mode, messages will scroll on the screen as they are received. There is no “tree” of logged messages on the left side. Users look at messages that have scrolled off the screen by using the vertical scrollbars in the receive window.



As in all log views, the user may highlight a portion of the log and print only the selected text if their printer drivers support that function.

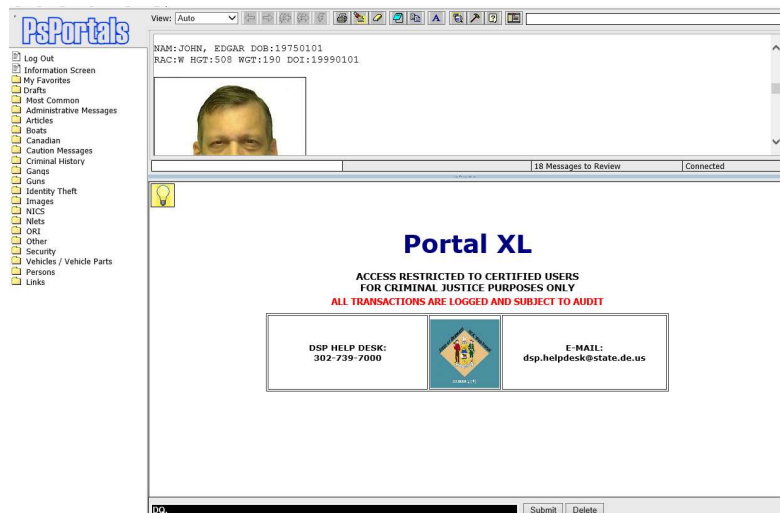
The messages can be completely cleared from Auto log view by first focusing the cursor in the Command Line or a Form Field and either typing “Ctrl/Delete” or clicking on the eraser icon on the toolbar. This does NOT affect the logs in the other views.

The messages from this log can be automatically put into Notepad for editing either by typing “Ctrl/e” or by clicking on the Notepad icon on the toolbar with the cursor focused in the Command Line or a Form Field. This action also does NOT affect the logs in the other views.

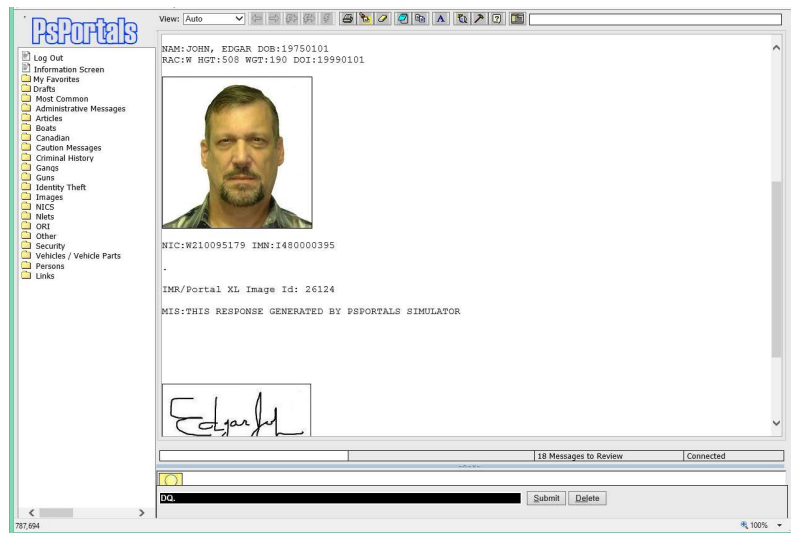
## Resizing the Received Message Window

The Received Message Window can be resized by grabbing the blue splitter bar between the Status Bar and main Form Frame and dragging it up or down. This increases the area for message display and decreases the Form Frame area.

Default display:



After dragging the blue bar toward the bottom:



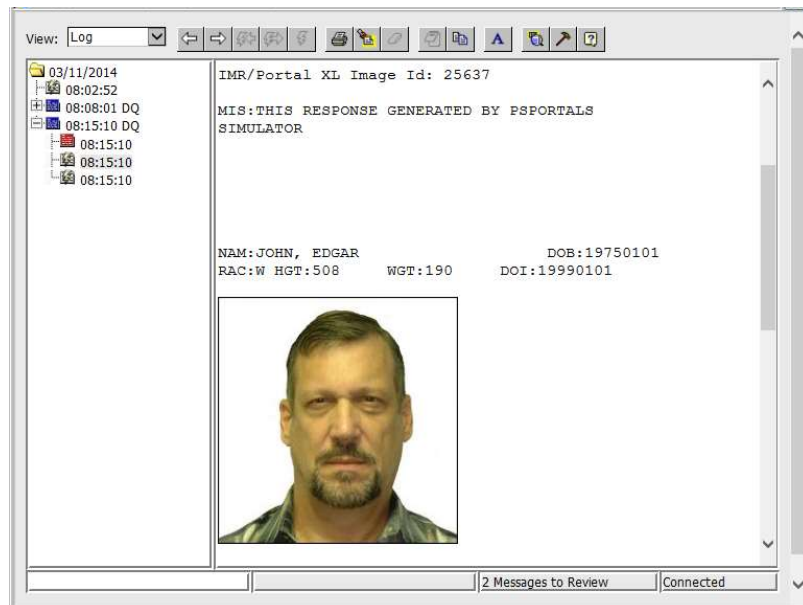
This position will remain until either a form is loaded or the user repositions the splitter bar. Double clicking the splitter bar will return it to the default position.

If the splitter bar has been repositioned and a form is loaded into the form frame, the window will automatically reposition to allow the user to see the entire form. When the user submits the form, the splitter bar will automatically reposition to where the user had it so they can see more of the Message Receive Window.

The position of this bar will be saved to user preferences upon log out.

## External Floating Message Window

Users may want to have the received message window separate from the main Portal XL window in order to put it on another monitor where it is always visible. Simply click on the last button on the Toolbar (Floating Message Frame) and it will open in a separate window. This window will also save to user preferences if left open when logging out of the main Portal XL window.



# Command Line

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## Command Line Overview

Portal XL Command Line serves several purposes. From the Command Line, messages can be free formed, forms opened in the external window, and transactions can be formatted and submitted with the use of Quick Keys. If a form is loaded in the main Form Frame of Portal XL and the Command Line is not visible, simply click in the help text at the bottom of the form and the Command Line will appear.



See sections on Loading a Form and Miscellaneous for more information.

## Receive Window

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### Toolbar Explained







The toolbar of the receive window provides quick and easy control over actions to be performed on received messages.



Buttons on the toolbar are automatically enabled or disabled based on the functions being performed or the mode of the received window. In some modes the buttons will not be displayed because they don't apply.

This table lists the function performed by each button on the toolbar.

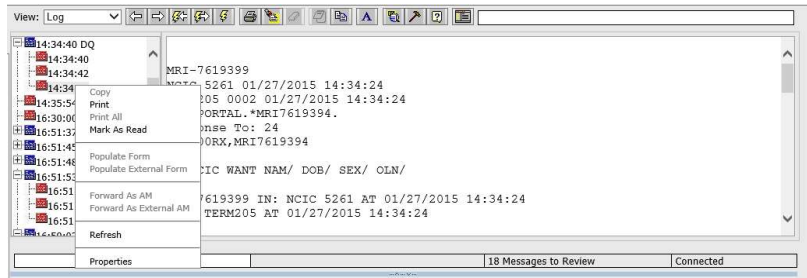
	Displays the previous message in the log file.
	Displays the next message in the log file.
	Marks the currently displayed message as reviewed and then displays the previous message in the log file.
	Marks the currently displayed message as reviewed and then displays the next message in the log file.
	Marks the currently displayed message as reviewed.
	Prints the currently displayed message on the default printer.
	Displays the log search dialog box.
	With focus in the Command Line or a Form Field will remove all messages from the Auto Log View but will NOT affect any messages in the other views.
	With focus in the Command Line or a Form Field will copy all messages out of the Auto Log View into Notepad for editing.

	Changes the font, size, style and color of all displayed messages.
	Runs the VINDecoder powered by NICB.
	Displays the Administrative Functions menu.
	Displays the help menu.
	To open the floating message window in a separate window.
	Mini Command Line used to open forms in a separate window or free form messages.

### Printing Messages

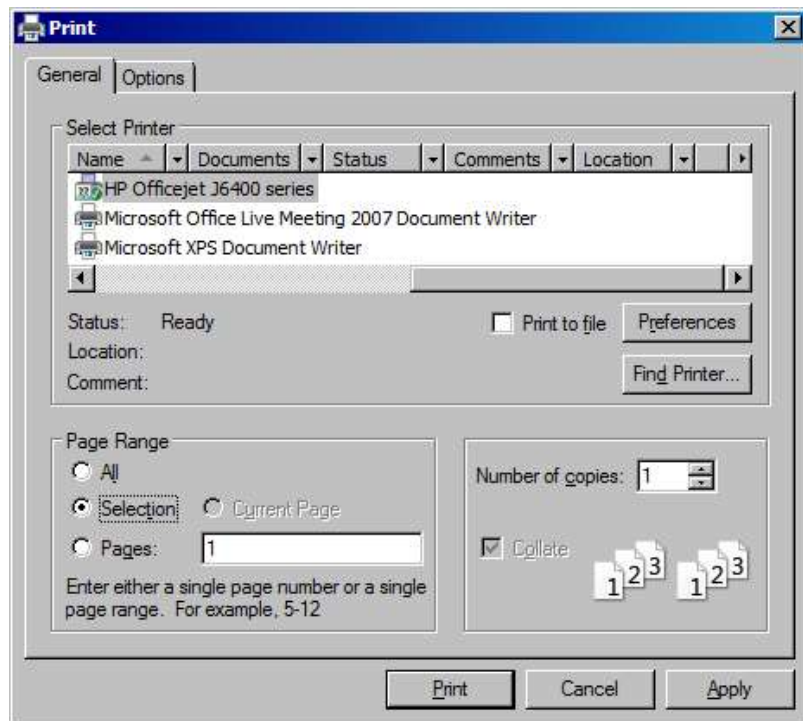
To print a message that has been received, click on the message in the log tree then click on the printer button on the receive message toolbar.

Messages can also be printed by right clicking with the mouse on the desired message in the Log tree. From the “pop-up” menu that is displayed, choose print.

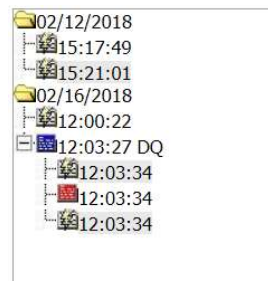


To print only part of a message, click on the message to display it in the message view window. Using the mouse, highlight the portion you wish to print. Right click on that highlighted text and choose print from the resulting context menu. If your printer driver supports it, choose “Selection” on the print dialog box. NOTE: This function is controlled by your print driver and the browser itself and may not be available on your device in certain circumstances.

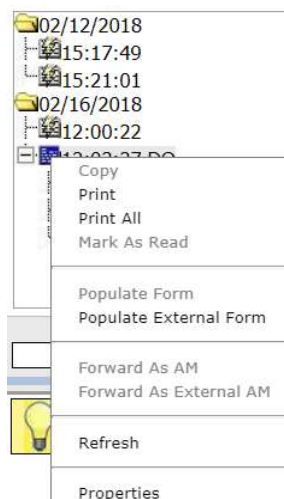
Select All
Copy
Print



Users may also select random messages to print at one time. Hold down the Ctrl key and click on the messages desired for printing. When all have been selected, right click on one of them and choose Print All. These messages will print in the order they were clicked. Notice the three highlighted messages below.



Another method is to right click on the outgoing message log and choose Print All from the resulting menu. This will print the outgoing message and all responses associated with it.



**NOTE:**

Microsoft Edge, Google Chrome, and Mozilla Firefox do not support Unattended printing.

## Searching Messages

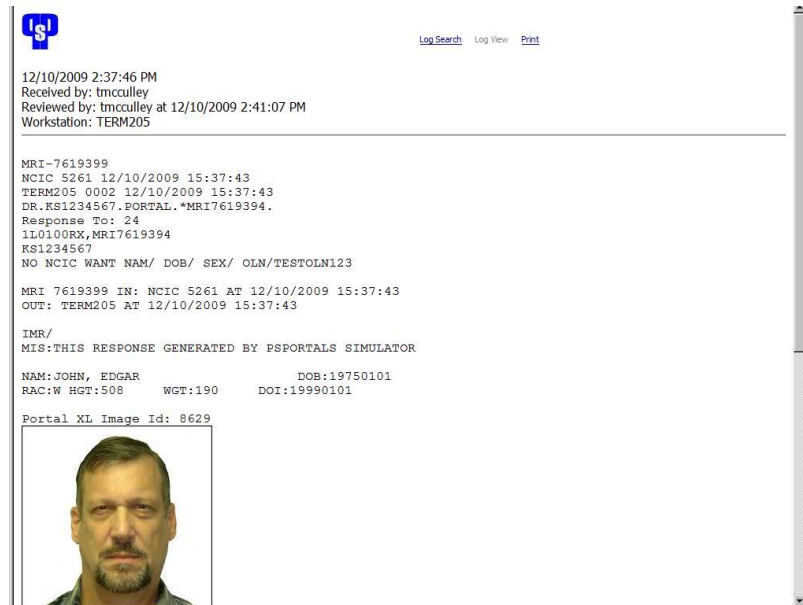
Portal XL keeps a daily log of all messages that are sent and received. The log search function provides an easy and convenient way to find specific information stored in the log files of Portal XL. This log can be searched by text, date and time in any combination by entering the appropriate data into the message search dialog box.

To search Portal XL log files, click on the search button on the receive window's toolbar. A dialog box will be displayed allowing entry of the search criteria.

Messages can be searched in a variety of ways: text string, date, transmitted, received, or both. If you have the proper authorization, such as a TAC for your agency who has been designated as an Administrator in Portal XL, you can also search all the users, terminals or ORIs for your agency. (Note: The ORI field will not display in this window unless you have TAC level access.)

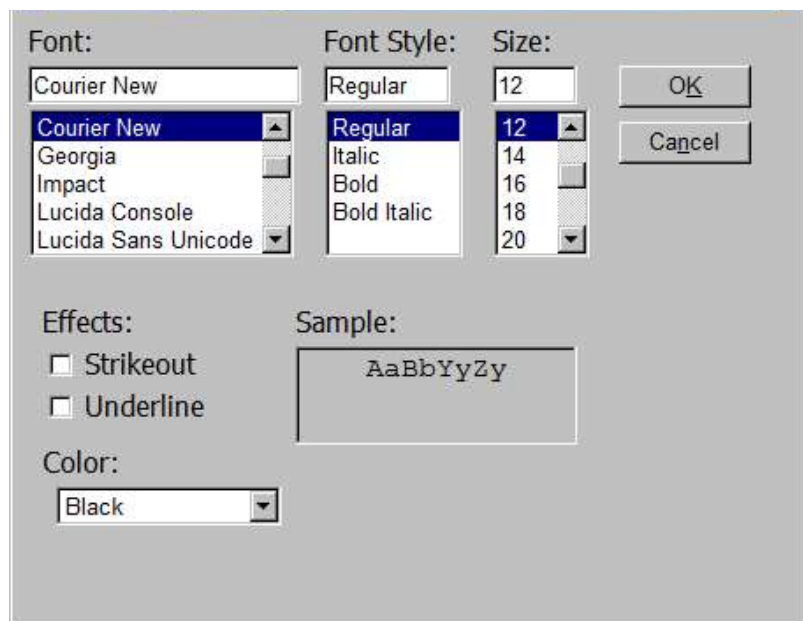
To search using a text string, first enter the text to be found. Then select the log file or files to be searched. If a range of days is desired, select the 'From Day' radio button and then from the two drop down list boxes select the range of log files to search. Next decide whether to search through transmitted messages, received messages or both. Finally, choose whether to include the message headers as stored in the log file database in the search and click on the Search button.

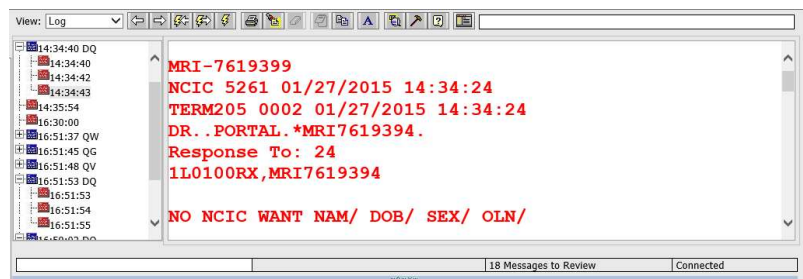
Clicking on the link for any message in the search result window will open that message. This window not only displays the entire message and any images but also the date and time the message was received, who reviewed it, when it was reviewed and on what terminal. The message can also be printed from this window by choosing the Print link at the top. To return to the search results summary, click on “Log Search” at the top of the window.



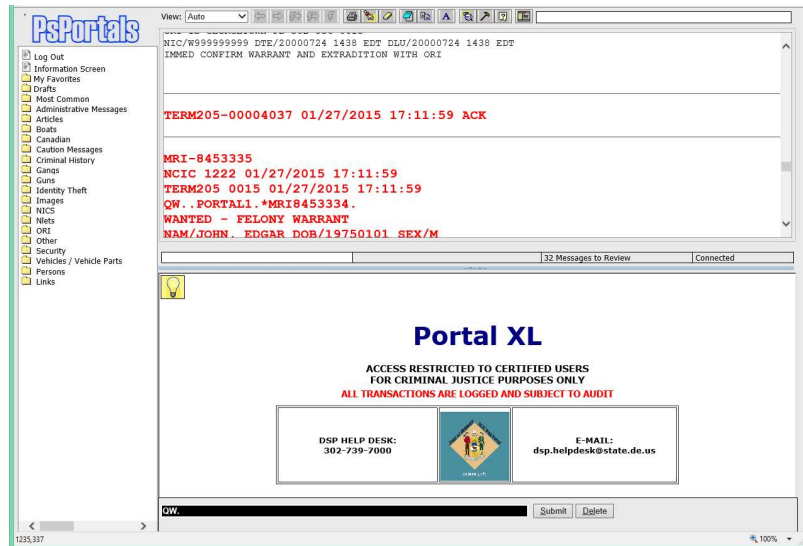
## Change the Received Messages Font

Some users prefer a larger or bolder font for the received message display. Portal XL allows users to change the font of this display by clicking on the “A” (Change Preview Window Display Font) button on the toolbar and choosing the font, style, size, effects and color they wish to see the messages displayed in. The dialog directly below displays the default settings for that window.





It is important to note that in Auto View only, the font change will only be displayed from the point of change forward. Messages received prior to the font change will continue to display in the font that was active when they were received.



## VIN Decoder

Portal XL VIN Decoder (powered by NICB's VINAssist) allows users to enter a VIN and receive information about the vehicle.

**Portal XL VIN Decoder**  
 Powered by VINAssist (c) NICB

VIN:

2005 GENERAL MOTORS COBALT LEV 2 - ALL MODELS

DIGIT	DESCRIPTION	MEANING
1	Country of Origin	United States
G	Manufacturer	CHEV GENERAL MOTORS
1	Make	CHEVROLET
AL	Line	COBALT LEV 2 - ALL MODELS
5	Body Style	4 DR SEDAN
2	Restraint System	MANUAL/W DR.& PASS.INFLATABLE(FRNT)
F	Engine	2.2L L4 MFI DOHC
7	CheckDigit	Check Digit Valid
5	Year	2005
7	Assembly Plant	LORDSTOWN, OH
606106	Sequence Number	In Range

Users can either type the VIN manually into the field or copy/paste from the received message window, a form field or another document.

In addition, the VIN Decoder allows for building a VIN. If incorrect digits are entered, the VIN Decoder will alert and suggest valid characters.

**Portal XL VIN Decoder**  
Powered by VINassist (c) NICB

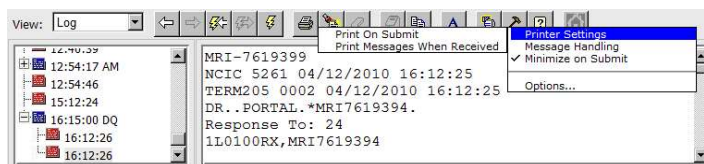
**VIN:**

DIGIT	DESCRIPTION	MEANING
4	Country of Origin	United States
T	Manufacturer	TOYT TOYOTA
3	Vehicle Type	MULTI-PURPOSE VEHICLE
BE46K	Model	Invalid Digit
6	CheckDigit	Check Digit Valid
8	Year	<input type="text" value="Invalid Digit"/>
G	Assembly Plant	<input type="text" value="Invalid Digit"/>
016848	Sequence Number	<input type="text" value="Invalid Digit"/> U GEORGETOWN, KY

## The Administrative Functions Menu

The Administrative Functions Menu includes commands that set operational characteristics of Portal XL by users who have the proper level of access.

### Printer Settings



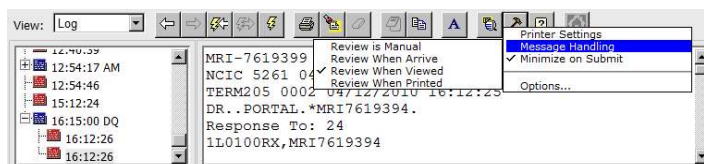
#### Print on Submit -

When checked will print all messages sent to the CSA message switch. The printer dialog will appear as Unattended Printing is no longer supported.

#### Print Messages when Received -

When checked will print all messages received by the workstation. The printer dialog will appear as Unattended Printing is no longer supported.

### Message Handling



#### Review is Manual -

When checked, messages must be manually reviewed by using the review buttons on the toolbar or by right clicking on the message in the log tree and choosing Mark as Read.

#### Review When Arrive -

When checked, it automatically marks messages as reviewed when they are received by the Portal XL workstation.

**Review When Viewed -**

When checked, marks a message as reviewed when viewed by the operator.

**Review When Printed -**

When checked, it automatically marks a message as reviewed when printed. Choosing this option lists the messages as reviewed by the printer.

**Options...**

The Administrative Functions menu's Options command allows the configuration of Portal XL personality. To change workstation settings, open the Administrative Functions menu and choose Options. A tabbed dialog box will be displayed. Depending on the user's access level, this might not be available.

**Agency Information Tab**

The information displayed on the Agency Info tab is display only and is populated from information stored in Portal XL database except for the Contact and Contact Email. Those two fields will remain blank until someone within the agency accesses the options tab on a Portal XL device and enters the appropriate information. NOTE: This only needs to be entered on one device in an agency that has multiple devices assigned to it in Portal XL.

The screenshot shows a tabbed dialog box titled 'Agency Info'. The tabs are 'Agency Info', 'Additional ORIs', 'Message Handling', 'Printer Settings', and 'Help'. The 'Agency Info' tab is active. It contains the following fields: 'Agency Name' (Wacky One), 'Address 1' (empty), 'Address 2' (empty), 'City' (Waco), 'State' (empty), 'Zip' (empty), 'Contact' (jule), 'Contact Email' (jedgar@gmail.com), 'Phone' (empty), 'Fax' (empty), 'Symbolic' (TERM210), and 'ORI' (FL0000000). At the bottom right are 'OK' and 'Cancel' buttons.

Agency Name	The Agency Name.
Address 1 (2)	The Agency Address.
City, State, Zip	The Agency City, State and Zip.
Contact	The name of the Agency's main contact.
Contact Email	The email address for the Agency's main contact.
Phone	The Agency contact phone number.
FAX	The Agency Fax number.
Symbolic	Portal XL's Terminal ID.
ORI	The default ORI of Portal XL device as assigned by the CSA.

**Additional ORIs Tab**

The Additional ORIs tab provides a means for adding ORIs to the code list available in the sending ORI field on the forms. NOTE: Agency information and Additional ORIs need only be entered at one device for the entire agency.

	ORI	Description
Edit Delete	PAPSP1111	
Edit Delete	PAPSP1122	
Edit Delete	PAPSP1133	
Edit Delete	PAPSP1144	
Edit Delete	PAPSP1155	
Edit Delete	PAPSP1166	
Edit Delete	PAPSP1177	
Edit Delete	PAPSP1188	
Edit Delete	PAPSP1199	
Edit Delete	PAPSP2211	
Edit Delete	PAPSP2222	
Edit Delete	PAPSP2233	
Edit Delete	PAPSP2244	

- Edit** Allows for editing the listed ORI for the terminal
- Delete** Allows the listed ORI to be deleted from the terminal
- Add** Allows an additional ORI with Description to be added for the terminal

To enter additional ORIs for Portal XL, click on the Additional ORIs tab in Administrative Functions | Options. Type the new ORI in the field at the bottom of the ORI column, enter the description of that ORI in the field next to it in the Description column and click on Add. When finished adding ORIs, click on the OK button. Those ORIs can then be chosen from a list in the ORI field of the forms.

**Message Handling Tab**

The message handling tab provides a means for controlling how messages are handled by Portal XL.

Review

- ☐ Manual
- ☐ Messages when they arrive
- ☒ Messages when viewed
- ☐ When Messages Printed

Display messages by

- ☒ Workstation
- ☐ User

Display 10 days worth of messages

Delivery

- ☐ Visually show when a message arrives
- ☒ Visually show when an urgent message arrives
- ☒ Play a sound when a message arrives
- ☒ Play a sound when an urgent message arrives
- ☐ Play sound continuously
- ☐ Play sound continuously

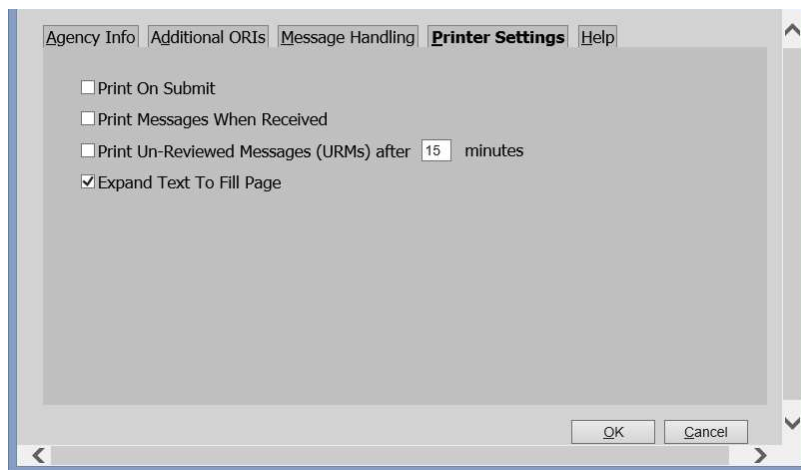
Notify [dropdown] Ring [dropdown]

- Manual Review** When selected, requires the user to manually mark each response as reviewed by using the lightning bolt buttons on the toolbar.
- Messages when they arrive** When selected, marks messages as read when they are received.
- Messages when viewed** When selected marks a message as reviewed when viewed by the operator.
- When Messages Printed** When selected, it requires that a received message must be printed

	before the host is notified that it has been successfully received.
Display messages by: Workstation	When selected, Portal XL Message Receive Window and Log Tree will display all messages transmitted and received by this workstation.
Display messages by: User	When selected Portal XL Message Receive Window and Log Tree will display all messages transmitted and received by the logged in user.
Display x days worth of messages	The number of days worth of messages that will be displayed in the Log Tree.
Visually indicate that a message has arrived	When checked, displays a pop up dialog box indicating a new message has arrived.
Play a sound when a message arrives	When checked, it plays a sound when a new message arrives.
Message Arrival Sound pick list	Selects the sound to play when a new message arrives.
Visually indicate that an urgent message has arrived	When checked, it plays a sound when an urgent message arrives. This may not be available in your product implementation.
Play a sound when an urgent message arrives	Selects the sound to play when an urgent message arrives.
Play sound continuously	When selected under either column, will continuously play the selected sound for that type of message until the message has been read.

### ***Printer Settings Tab***

The printer tab provides a means for setting up static information about Portal XL.



Print On Submit	When checked will print all messages sent to the CSA message switch. The printer dialog will appear as Unattended Printing is no longer supported.
Print Message When Received	When checked all messages received at this device will print. The printer dialog will appear as Unattended Printing is no longer supported.

Print Un-Reviewed Messages (URMs) after X minutes

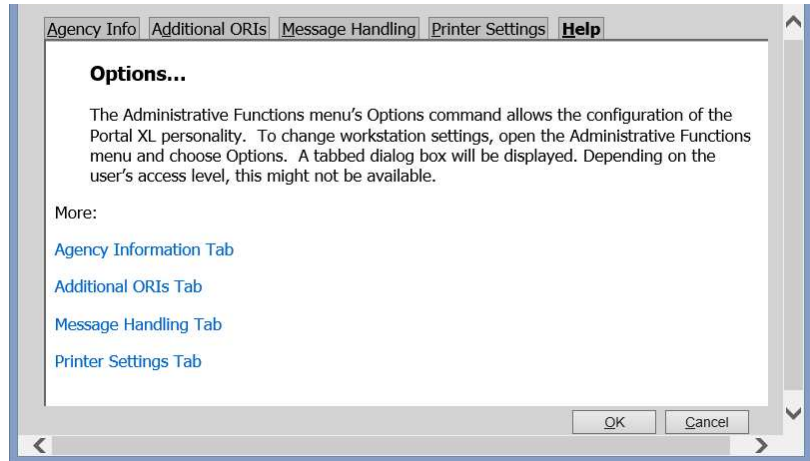
When checked allows users to select the number of minutes after which a received message will be printed if it has not been reviewed by an operator. The printer dialog will appear as Unattended Printing is no longer supported.

Expand Text To Fill Page

When selected, will enlarge text to make it easier to read on printed pages. **Note:** This should not be checked if using Firefox or Chrome.

## Help Tab

The Help tab provides help for each of the tabs in the Options window.



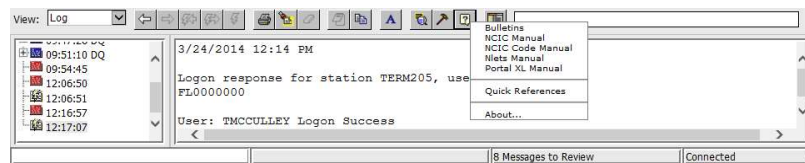
Help

Help for each tab in the Options is available by clicking on the appropriate link in the Help tab.

**NOTE:** Microsoft Edge, Google Chrome and Mozilla Firefox do not support Unattended printing.

## The Help Menu

The Help Menu provides access to online help. To invoke this function, click on the Help button on the toolbar of the receive message window and choose from the items listed. These items include Bulletins available on the CSA web site, the NCIC 2000 Operating Manual, the NCIC Code Manual, the Nlets Manual and Portal XL User's Manual.



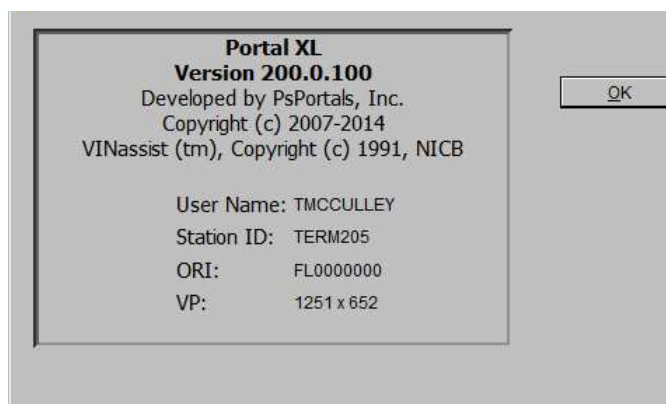
## Quick Reference

A Quick Reference list of keyboard functions in Portal XL is also accessed from this menu.

Quick Reference Guide	
Add to My Favorites	Right click on any form to add and choose "Add To Favorites" from the resulting menu
Alt/Ctrl/S	Save draft of form in its currently completed state to Drafts folder
Alt/Delete	Clear the form
Alt/S	Submit transaction
Change the Sort Criteria in a Code List	Use Shift/Left or Right Arrow to change the sort by code or description
Clear Auto View	Click on eraser Icon in toolbar
Close Folders in Forms Menu	Right click in the Forms Menu and choose "Close All Folders"
Display Message in Separate Window	Double click the message in the log tree
Display Message Properties	Right Click on message and choose "Properties" from the menu
Edit Message	Run transaction in Auto View mode, click on Notepad icon on toolbar when response is received, edit message in the resulting window
F6	Spellcheck text in current field

## About Portal XL

To access information about the Portal XL application, open the Help menu and choose About.... A dialog box will be displayed showing the application version number, copyright notice, User Name, Station ID and default ORI.



## Status Bar

The Status Bar in Portal XL gives the user real time information about the connection status of the device and how many messages are unreviewed.

In addition, there is a message streaming area that can be activated by the CSA to alert users of important bulletins, planned system outages, etc.

*** IMPORTANT NOTICE ***	15 Messages to Review	Connected
--------------------------	-----------------------	-----------

# Forms Guide

## Forms Overview

Portal XL's message key forms have been constructed to guide the user through the proper entry of data in order to reduce the need to correct data and retransmit due to message rejects.

The more complex screens contain guiding words on the forms to advise the user which data combinations are allowed.

The screenshot shows the 'QID - Query Identity Theft' form. At the top, the title bar is purple with the text 'QID - Query Identity Theft'. Below the title bar, the 'Originating Agency Identifier (ORI)' field is populated with 'KS1234567' and has a red asterisk. Below this, the instruction 'Enter **One** of the Following Combinations:' is displayed. There are three main sections for data entry, each separated by a horizontal line. The first section contains 'NCIC Number (NIC)' and 'Name (NAM)'. The second section contains 'Originating Agency Case Number (OCA)' and 'Name (NAM)'. The third section contains 'Sex (SEX)' and 'Race (RAC)' with a note '(Optional)'. Below these sections, the instruction 'And At Least **One** of the Following:' is displayed. There are four fields: 'Date of Birth (DOB)', 'FBI Number (FBI)', 'Miscellaneous Number (MNU)', and 'Social Security Number (SOC)'. Below these fields, the 'Optional Fields' section contains four checkboxes: 'Image Indicator (IND)', 'Related Search Hit (RSH)', 'Expanded Name Search (ENS)', and 'Expanded Date of Birth Search (EBS)'. At the bottom of the form, there are two buttons: 'Submit' and 'Delete'. The bottom of the window shows a taskbar with the 'QID' button selected.

Similar message keys have been combined into one form where the user determines the outgoing message key or what data needs to be entered for a particular category by using radio buttons or checkboxes.

The screenshot shows the 'YQ - Hit Confirmation Request' form. At the top, the title bar is purple with the text 'YQ - Hit Confirmation Request'. Below the title bar, the 'Originating Agency Identifier (ORI)' field is populated with 'KS1234567' and has a red asterisk. Below this, there are two rows of radio buttons. The first row contains 'Article', 'Boat', 'Gun', 'License', 'Part', 'Security', and 'Vehicle'. The second row contains 'Wanted Person', 'Missing Person', and 'Protection Order'. Below the radio buttons, there are several fields: 'Destination (DST)', 'Optional Control Field (OCF)', 'Request Number (RNO)', 'Priority (PRI)', 'Originating Agency Case Number (OCA)', and 'NCIC Number (NIC)'. Below these fields, there are three fields: 'Article Serial Number (SER)', 'Type (TYP)', and 'Brand Name (BRA)'. Below these fields, there are four fields: 'Requestor's Name (RNA)', 'Agency Name (RAG)', 'Phone Number (PHO)', and 'Extension (EXT)'. Below these fields, there are two fields: 'Fax Number (FAX)' and 'Remarks (REM)'. The 'Remarks (REM)' field is a large text area. At the bottom of the form, there are two buttons: 'Submit' and 'Delete'. The bottom of the window shows a taskbar with the 'YQ' button selected.

EN / ECN / EMN / EGMN / EXSN - Enter Person Supplemental Data

Originating Agency Identifier (ORI)

☒ Wanted Person
 ☐ Supervised Release
 ☐ Missing Person
 ☐ Gang Member
 ☐ Sex Offender

Enter **Two** of the Following Fields:

Name (NAM)

NCIC Number (NIC)

Originating Agency Case Number (OCA)

A maximum of nine data elements (fields or sets) may be entered on one form.

Also Known As (AKA)

Date of Birth (DOB)

Scars, Marks, Tattoos (SMT)

Miscellaneous Number  -   -   -

YQ EN - - - - -

In addition, field level help, complex conditional edits and other checks have been coded in the forms to ensure that the transaction that goes out will pass the message switch and arrive at its destination.

## Context Sensitive Field Help

When entering data into a field on a form, entering a question mark in a field will either display a “pick list” providing valid data for that field,

**Type (TYP)**

Description	Code
Auto Winder for Camera	CWINDER
Camera Back	CBACK
Camera Body	CBODY
Camera Case	CCASE
Camera Filter	CFILTER
Camera Lens	CLENS
Camera Motor Drive	CMOTORD
Camera Winder (auto, power)	CWINDER
Camera	CCAMERA
Digital Camera (delivers image...	CDIGCAM
Dryer, Photo	CDRYER
Editor, Film/Video Tape	CEDITOR
Enlarger	CENLARG
Exposure Meter	CLIGHTM

Select Cancel

- ☐ 1 - Bicycle
- ☐ 2 - Camera, Camera Parts, & Photo Equipment
- ☐ 3 - Data Processing Equipment
- ☐ 4 - Equipment, Measuring Devices, & Tools
- ☐ 5 - Furniture & Furnishings
- ☐ 6 - Games & Gambling Apparatus
- ☐ 7 - Household Appliances & Housewares
- ☐ 8 - Items of Identification - Non-Homeland Security
- ☐ 9 - Items of Identification - Homeland Security
- ☐ J - Special Documents, Food Stamps, & Tickets
- ☐ K - Keepsakes & Collectibles
- ☐ L - Livestock
- ☐ M - Musical Instruments
- ☐ O - Office Equipment
- ☐ P - Personal Accessories
- ☐ R - Radio, TV, & Sound Entertainment Devices
- ☐ E - Sporting, Camping, & Exercise Equipment
- ☐ F - Toxic Chemicals
- ☐ V - Viewing Equipment (Binoculars, Microscopes)
- ☐ W - Well Drilling Equipment
- ☐ Y - Other

or textual help explaining what type data should be entered into the field.

**Serial Number (SER):** Enter the article serial number using alphanumeric characters omitting any spaces. Single zero only, run of zeros only, single alphabetic only, or a run of repeated alphabetics cannot be used. The serial number field may not be equal to the [OAN] field.

OK

Context sensitive field help is also displayed at the bottom of the screen below the form in the Command Line area or users may double click in the field to open the list or help.

The screenshot shows the PsPortals application window. On the left is a navigation pane with categories like Log Out, Information Screen, My Favorites, Drafts, Most Common, and various query types (QW, QV, QG, QA, QH, QI, QJ, QK, QL, QM, QN, QO, QP, QQ, QR, QS, QT, QU, QV, QW, QX, QY, QZ). The main area displays a list of messages with timestamps and a logon response for station TERM206. Below the messages is a form titled 'QW - Query Wanted Person'. The form includes fields for 'Originating Agency Identifier (ORI)' (set to 820000001), 'Message Key (MKE)' (set to 001), and several other fields for personal and vehicle information. A note at the bottom states: 'Note: You can also query by License Plate or Vehicle Identification Number only. Vehicle Identification Number field may contain one or more of the following: Vehicle Identification Number, Serial Number, or Owner Applied Number.'

## On Screen Form Help

Certain forms also have been divided into logical sections with on screen help text to guide the user through filling out the transaction properly.

The screenshot shows the 'QV - Query Vehicle' form. It includes a section for 'Enter One of the Following:' with fields for 'NCIC Number (NIC)' and 'License Plate Number (LIC)' (with an optional 'State (LIS)'). Below this is a section for 'And/Or' with a note '(This Field May Contain One or More of the Following: Vehicle Identification Number, Serial Number, or Owner Applied Number)'. It contains fields for 'Vehicle Ident Number (VIN)' and 'Make (VMA)'. At the bottom, there are 'Optional Fields' for 'Image Indicator (IND)' and 'Related Search Hit (RSH)'. A 'Submit' button is located at the bottom right of the form area.

## Conditional Help

Interfield dependencies (conditionals) have been coded that will alert the user if they try to submit a transaction where fields dependent on others have not been filled out correctly.

The screenshot shows a dialog box with the following text: 'This form has not been filled out correctly.' followed by 'If NCIC NUMBER is used LICENSE PLATE NUMBER may not be.' At the bottom, it says 'Press "OK" to fix or "Ignore" to continue.' and has two buttons: 'OK' and 'Ignore'.

Click OK to go back and fix the problem. Click on Ignore to ignore the edit and submit the transaction to the CSA message switch.

When data is entered into a field, the edit check will be performed upon exiting the field. If the data is incorrect, Portal XL will either display a code list for the user to pick a valid code from or the help dialog if no code list is available. At that time the user may either correct the error, or click on the Ignore button to use the data anyway. If Ignore is chosen, the text in the field will turn red to indicate the data did not clear the edit check.

And **At Least One** of the Following:

Date of Birth (DOB)	01012008
FBI Number (FBI)	
Miscellaneous Number (MNU)	-
Social Security Number (SOC)	
Operator's License Number (OLN)	
License Plate Number (LIC)	
Vehicle Ident Number (VIN)	

**Note:** You can also query by License Plate or Vehicle Identification Number only. Vehicle Identification Number field may contain one or more of the following: Vehicle Identification Number, Serial Number, or Owner Applied Number.

**Date of Birth (DOB):** Enter a valid date prior to the current date in the form of (YYYYMMDD).

The Ignore feature is useful for entering codes that have been issued by NCIC/Nlets or the state before they are put into Portal XL application code tables or if data validation rules change.

To clear all the data from a form so you can start over click on the Delete button at the bottom or type Alt/Delete key.

## Navigating the forms

Tabs – will move the user forward in order through the fields.

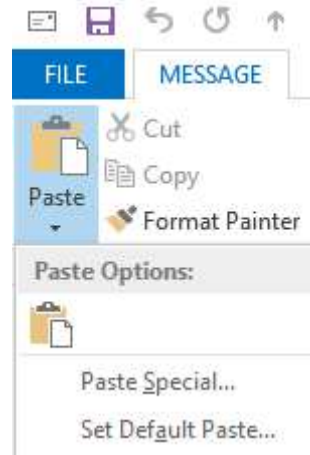
Shift/Tab – will move the user backward in order through the fields.

Arrow down – will move the user forward through groups of fields (such as in supplementals) without the need to access each individual field in the group.

## Copy/Paste

Standard Windows functionality of copy, cut and paste allows users to copy data from the response window or another window and paste it into the fields.

**NOTE:** In order to copy/paste images from Portal XL to applications such as Microsoft Outlook, the message must be opened into a separate window by double clicking on the icon in the tree. From there, select and copy then proceed to the target application and choose Paste/Paste Special from the ribbon at the top.



## Code Lists

To access a code list either double click in the field or type a question mark. Users may at any time simply type the code in the field. However, if a code is mistyped or a code is entered that is not in the code list, the code list will open when the user exits the field so they can either choose the proper code or ignore the edit if they feel the code they entered is valid.

All code lists in Portal XL display sorted by the literal description of the code in ascending order when accessed. To change the order of the sort, click on either the Description or Code column headings.

If the list is sorted by Description in ascending order and the user clicks on the Description heading it will change the order to descending. In order to change the sort so that it is by code, click on the Code heading.

Alternately using Shift/left or right arrow will toggle the sort between Description and Code and Shift/up or down arrow will toggle from ascending to descending.

Notice in the list below it is sorted ascending by Description.



Clicking on the Description column heading resorts it in descending order.

**Boat Make (BMA)**

Description ▲	Code
Zodiac of North America	XDC
Zeppelin Technologies, Inc.	QZT
Zebra Marine	BIA
Yukon Inflatables USA	YUK
Young Brothers Co., Inc.	AEC
York River Industries, Ltd.	ZYR
Yontech Marine USA, Inc.	YOC
Yazoo Boats	ALD
Yates Manufacturing Co.	YAT
Yar-Craft, Inc.	YAR

Select Cancel

Clicking on the Code heading sorts the list by Code. You can then click on the column heading to make it ascending or descending.

**Boat Make (BMA)**

Code ▼	Description
AAA	Wes-Co. Boat Division
AAI	Adams Enterprises
AAK	Trend Mfg. Co. of America, Inc.
AAL	Atlantic Boat Works (Boothbay Harbor, ME)
AAN	Sampson Marine
AAV	Sneak, The, Inc.
AAV	Downeast Yachts, Inc.
ABM	Apollo Boat Mfg. Co.
ABW	Atlantic Boat Works
ACB	Alumacraft Boat Co.

Select Cancel

Users are able to “drill down” into code lists by typing the first few letters of the description or code. The “drill down” will take place on the first column whether it is code or description.

Some code lists have been broken up into smaller list categories with the use of radio buttons. Either click on the radio button of the proper category or hold down the Alt key and type the underlined letter in that category description. This will select the radio button for you.

**MAKE MODEL STYLE**

Make:  Model:  Style:  Clear

Description ▼	Code
Abarth	ABAR
AC (Great Britain)	AC
AC Cobra	COBR
Acadian (GM of Canada)	ACAD
Acura	ACUR
Adette	ADET
Adler (antique vehicles)	ADLR
Aerocar	AERA
Aeta	AETA
Alfa Romeo	ALFA

Select Cancel

- ☒ Automobiles
- ☐ Construction Equipment
- ☐ Farm & Garden Equipment
- ☐ Motorcycles
- ☐ Snowmobiles
- ☐ Other Vehicle Makes
- ☐ Trailers A Through K
- ☐ Trailers L Through Z
- ☐ Trucks

This Make/Model/Style code list (accessed from any VMA field) helps guide the user through proper entry. First choose the desired Make (VMA) then it will display a list of Models (VMO) valid for that Make. Choose a Model and then it will display a list of styles available for that Model. Choose the Style and the data will automatically be entered into the appropriate fields on the form. You can select these by either clicking on them with the mouse or arrowing through the list and choosing the Select button by clicking on it or typing Alt/S.

## Prefilled Fields

Some fields have been pre-filled for the user as they can only have one valid entry. In those cases, the field has also been disabled for change on the forms.

Other fields have been prefilled with a default entry that is most common yet left active so the user can change the entry if necessary.

Still others prefill from a calculation such as the Date of Emancipation (DOE). The DOE is calculated from the Date of Birth (DOB) and automatically entered into the field. However, that field is left changeable should the user need to modify that date.

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## Enhanced Form Features

The forms also have the following enhanced features.

### Data Recall

Two helpful Convenience Keys have been coded into the Portal XL product.

F7 – when used in a form field will fill the field with the last data transmitted from that field;

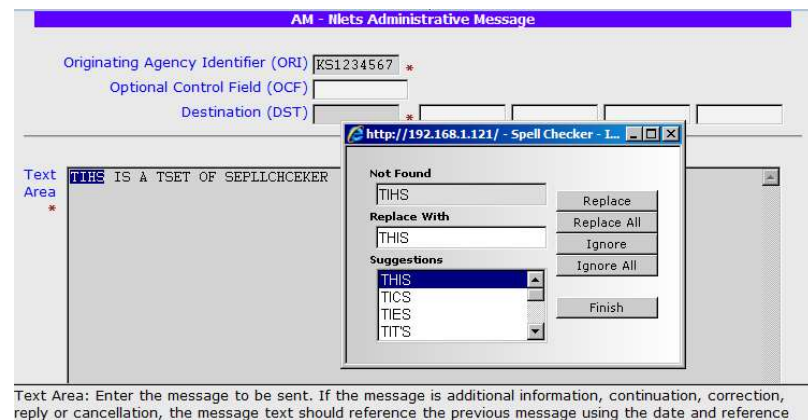
F8 – when used in a form field will display a list of the last 10 entries that were submitted from that field allowing the user to click on the one needed to fill the field.

It is important to note that some fields are the same between forms, such as a Name field. These keys do not retain data by form but rather by like field. Users should be aware and double check that the proper data was entered into the field.

F7 is retained between logged in sessions whereas F8 retains data only for the currently logged in session.

### Spell Check

Portal XL contains a Spell Check feature. With the cursor in a form field such as the large text field on an Administrative Message, press the F6 function key on the keyboard. If words are found that are not in the spellchecker's dictionary, a dialog similar to the one below will be displayed.



Portal XL Spell Check acts as any other spell checker in that you can choose to replace the one word, all of the instances it has found of that misspelled word, ignore or ignore all instances.

# Images

## Image Manipulation and Entry

Portal XL contains an image manipulation tool for modifying images to make them NCIC compliant or to crop out a particular piece of the image before transmitting.

### Choosing an image

Access an Image form such as EIM or MII. Enter the appropriate data then click on the Browse button to the right of the Image field. Find and highlight the desired image in the resulting dialog box then click on Open. Once all the necessary fields on the form are completed, click on Submit.

The screenshot shows the PsPortals web application interface. On the left is a navigation menu with categories like Log Out, Information Screen, My Favorites, Drafts, Most Common, Articles, Boats, Guns, Identity Theft, Images, License Plates, NICS, Persons, Security Vehicles, Parts, Other, Nlets, Administrative, Hit Requests and Responses, Criminal History, III (Interstate Identification Index), Interpol Queries, and Links. The 'Images' category is expanded, showing sub-options: EIM - Enter Image, MII - Modify Image, XIM - Cancel Image, QII - Request Generic Boat Image, QII - Request Generic Vehicle Image, and QII - Request Specific Image. The main content area displays the 'EIM - Enter Image' form. At the top, there's a 'View: Log' dropdown and a list of recent activity with timestamps and user names. The form fields include: 'Originating Agency Identifier (ORI)' with value 'KS1234567', 'NCIC Number (NIC)' with value 'V203948394', 'Image Type (IMT)' with value 'F', and 'Date of Image (DOI)' which is empty. The 'Image (IMG)' field shows a file path 'C:\USERS\THERESA\DESKTOP\SIMULATORS\MOBILE SIMUL' and a 'Browse...' button. There is also a 'Miscellaneous (MIS)' text area. At the bottom of the form are 'Submit' and 'Delete' buttons. A status bar at the very bottom indicates 'Done' and 'Trusted sites | Protected Mode: Off'.

This will place the image in the “Image Fixer” (prior to submitting the transaction).

### NCIC Compliant Image Fixer

The screenshot shows the 'NCIC Compliant Image Fixer' dialog box. It features a preview window on the left displaying a blue SUV. To the right of the preview are several buttons: 'Resize Image', 'Convert to Gray Scale', 'Crop Image', and 'Undo'. Below the 'Crop Image' button is the instruction 'Select an area to crop.' At the bottom left, there's a 'File Size' field showing '< 38K' and a note '(Limit: 16k max)'. Below this, the text 'IMAGE NOT COMPLIANT' is displayed in red. At the bottom are 'Help', 'Cancel', and 'OK' buttons. The status bar at the bottom shows the URL 'http://192.168.1.121/portalxl/ImageResiz' and 'Trusted sites | Protected Mode: Off'.

NCIC specifications indicate the image must be less than 16K and a .jpg. The “Fixer” will notify the user of the size of the image and display “IMAGE NOT COMPLIANT” in red text if these requirements are not met. In order to resize the image to make it NCIC compliant, click on the “Resize Image” button then click on OK to put the path of the image in the form field.

A cropping tool is also included to crop out a part of an image. Click and drag the mouse to select the area of the image you wish to retain, such as one person out of a group photo. Notice the dotted box around the vehicle in the image below.

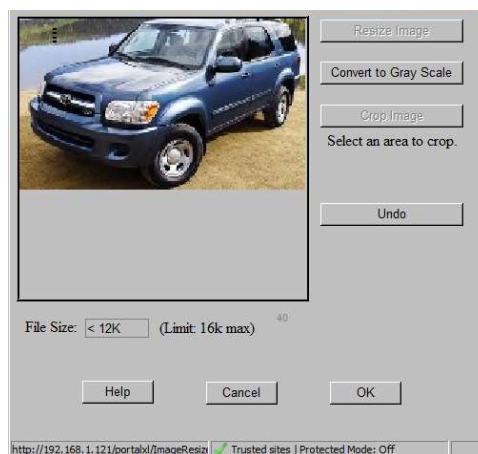


Once the area to retain has been selected, click on “Crop Image” to complete.

Notice only the area selected remains. The image may need to be resized again to meet NCIC requirements. This will be evident if the red “IMAGE NOT COMPLIANT” text is displayed.



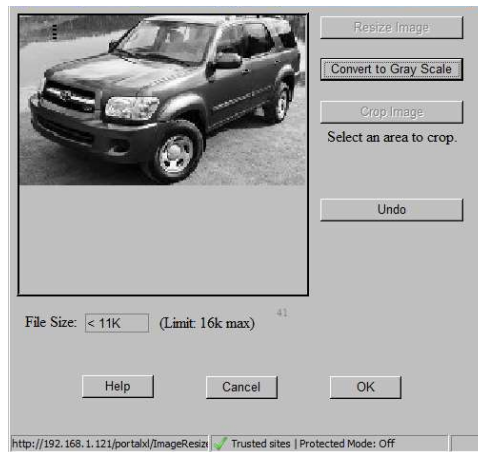
Once the Resize Image button has been pushed the red warning is no longer visible and the new File Size of the image is displayed.



Images can also be converted to GrayScale if desired by pushing the “Convert to GrayScale” button on the dialog box.

When the image is compliant and as you want it, click on the OK button. The transaction will be submitted. There is no need to push Submit again on the form.

Manipulating the image does not modify the original image. A temporary copy of the manipulated image is stored in the database.



Both transmitted and received images are displayed in the Received Message window right in the message. In addition, if a message contains an image a thumbnail of the image is displayed in the tooltip when hovering over the message in the log tree.

**NOTE:** F7 and F8 should not be used in the IMG field as the Image Resize edit would not then be triggered. These quick keys have been disabled for the IMG field on the image entry/modify forms.

# User Preferences

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## User Preferences Overview

Users may personalize some elements of Portal XL. Those personalizations are called “User Preferences”. No matter what terminal users log into Portal XL from, the application will look the same.

Items that are saved to User Preferences are:

- 1) My Favorites folder
- 2) Received Window Font
- 3) Forms Menu text size
- 4) Open External Forms
- 5) Log View
- 6) Quick Keys with text mappings
- 7) Open Forms Menu folders
- 8) Open Floating Message Window
- 9) Position of blue Splitter Bar

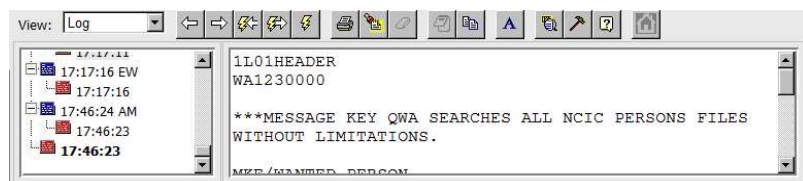
# Urgent Messages

## Urgent Messages Overview

Messages pre-defined in the message switch as Urgent by the customer will put up a window on top of all other windows on the workstation alerting the user that an Urgent Message has been received, Portal XL button will continuously flash on the taskbar and a sound will be played if the browser has been configured to do so. The text of the message also displays in this window. Click on the “OK” button to return to Portal XL and handle the Urgent message.



In addition, urgent messages display in bold in the log tree for ease of locating. They can be printed and marked as read in the Log tree.



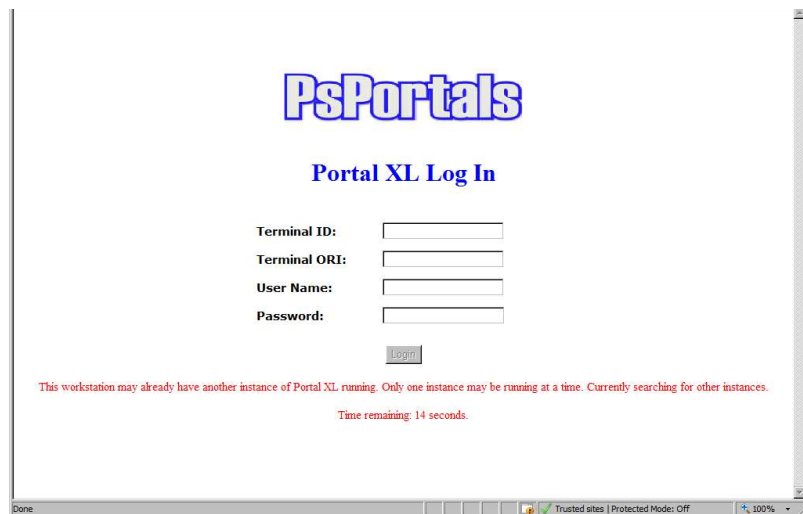
# Miscellaneous

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## Concurrent Log Ins

Although users may log in concurrently from more than one terminal using the same User ID, they are not allowed to log in more than one time concurrently using the same Terminal ID. Portal XL will prevent this by putting up a warning on the log in page and disabling the fields on that page. See Appendix A to determine whether your application has different methods.

**NOTE: This may differ in your specific application depending on the environment.**



The screenshot shows the 'PsPortals Portal XL Log In' interface. It features a title 'PsPortals' in a large, blue, stylized font, followed by 'Portal XL Log In' in a smaller blue font. Below the title are four input fields: 'Terminal ID:', 'Terminal ORI:', 'User Name:', and 'Password:'. A 'Login' button is positioned below the password field. A red warning message is displayed at the bottom of the form area: 'This workstation may already have another instance of Portal XL running. Only one instance may be running at a time. Currently searching for other instances. Time remaining: 14 seconds.' The browser's status bar at the bottom shows 'Done', 'Trusted sites | Protected Mode: Off', and a zoom level of '100%'.

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## Access Levels

Portal XL users can be assigned certain Access Levels to either allow or prevent them from changing certain personalities of Portal XL browser.

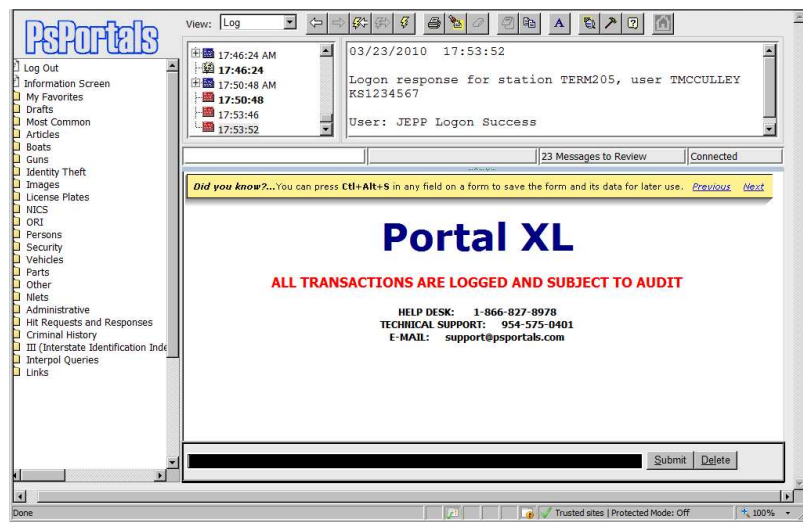
If your Access Level does not allow certain Toolbar items to be changed by you, they will be grayed and disabled for access.

---

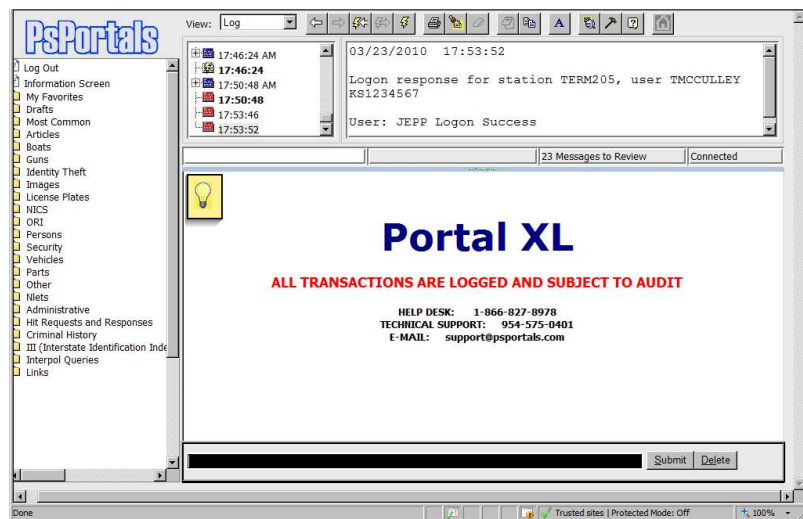
## Did You Know?

When users log into Portal XL, tips for using the application are displayed at the top of the Information Screen in the main Form Frame highlighted in yellow.

Loading a form from the menu will replace this screen until the next log in. Visit the Quick Reference page under the Help Button (?) on the Toolbar for these and other tips.



After a period of time those tips collapse under a light bulb icon. Clicking on the lightbulb will expand them into view.



## Convenience Keys

A number of keys are provided for performing functions without the use of a mouse. Those are listed below.

- |         |  |
|---------|--|
| F7      | With focus in a form field, using the F7 function key will fill the field with the last data submitted from it.  |
| F8      | With focus in a form field, using the F8 function key will display a list of the last 10 data entries previously submitted from that field – allowing the user to choose the one they need. F8 only retains the data from the currently logged in session. |
| Alt/S   | Will submit a form from anywhere within the form.  |
| Alt/Del | Will clear all data in the form except for the initial ORI field.  |
| +       | From the far right side of a keypad will submit a transaction whether from a form or free formed in the Command Line.  |
| ?       | Typing a question mark in a form field will open the help or the valid code list in a separate window.   |
| Alt/L   | Typing Alt/L will log the user off after first giving them a warning and option to cancel the log off.   |
| MKEs    | Typing the message key in the Command Line and hitting Enter or Submit will open the form for that message key   |

in its own window. Example: typing “EW” will open the Enter Wanted Persons form.

Switch Commands	Typing a switch command in the command line <b>followed by a period</b> sends the command to the message switch (i.e. DTST.) (If your message switch supports this.)
Misc	Several forms have accelerator keys for selecting various radio button options. In order to use them, type Alt with the appropriate underlined letter to select that radio button. For instance, the YQ form has several options depending on which type of transaction you need to run. For an YQ Article transaction, hold down the Alt key and type an “A” to select the Article radio button. The appropriate fields for that transaction will then be displayed ready for entry.

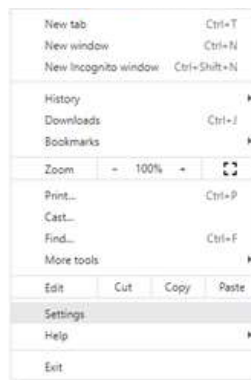
# Browser Setup

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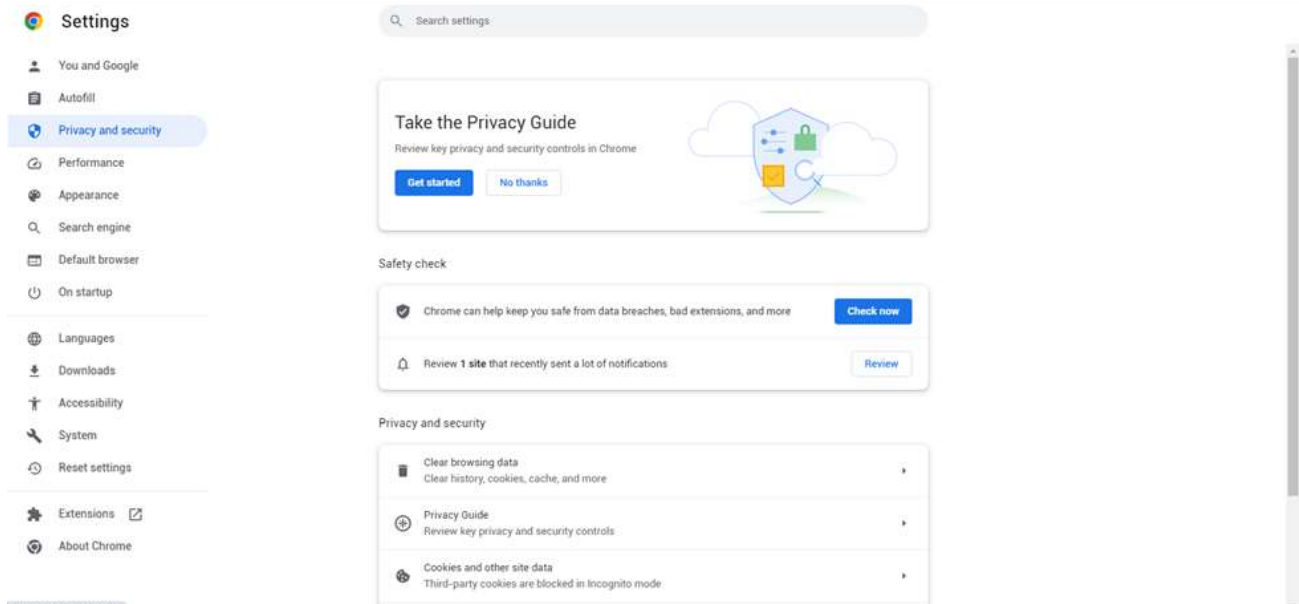
## Configuring Google Chrome

Chrome must be also configured to allow popup windows from the domain that is serving Portal XL.

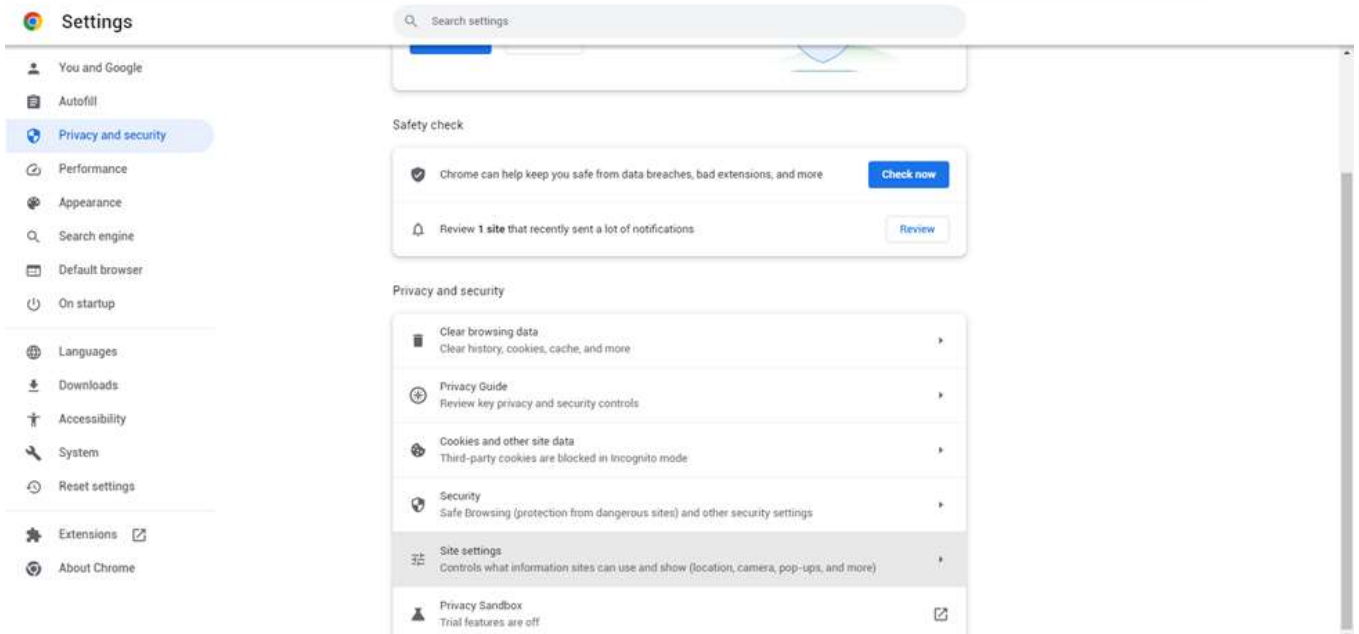
Select Settings from the drop down menu



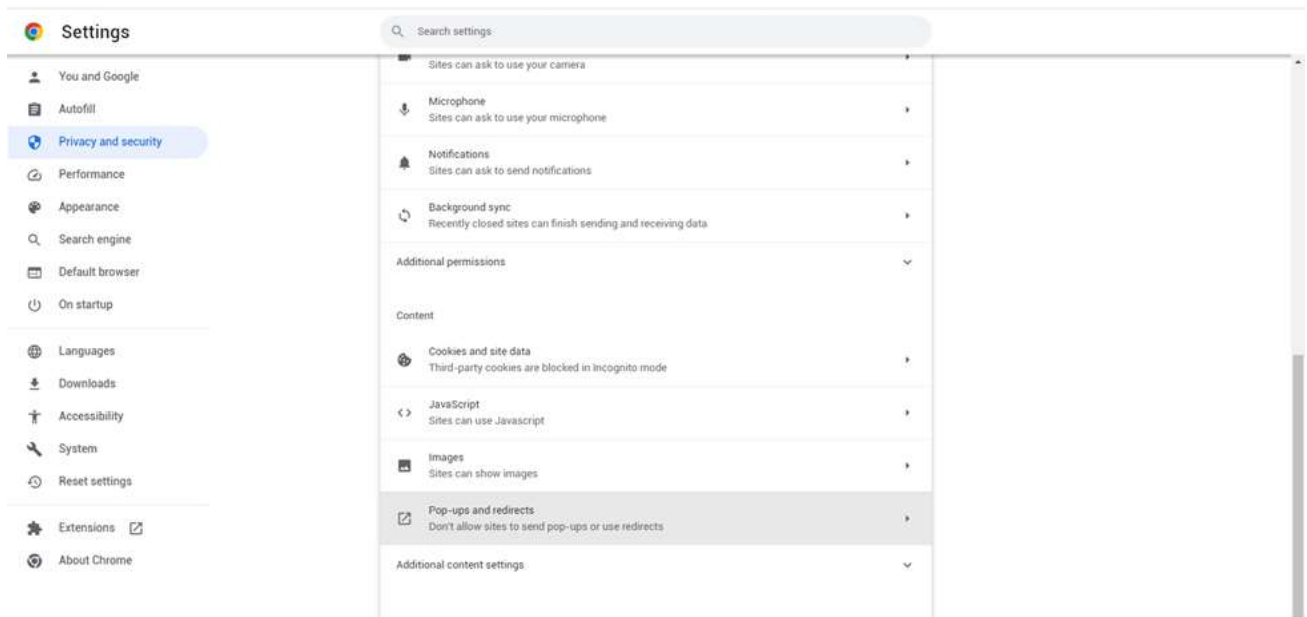
Select Privacy and Security



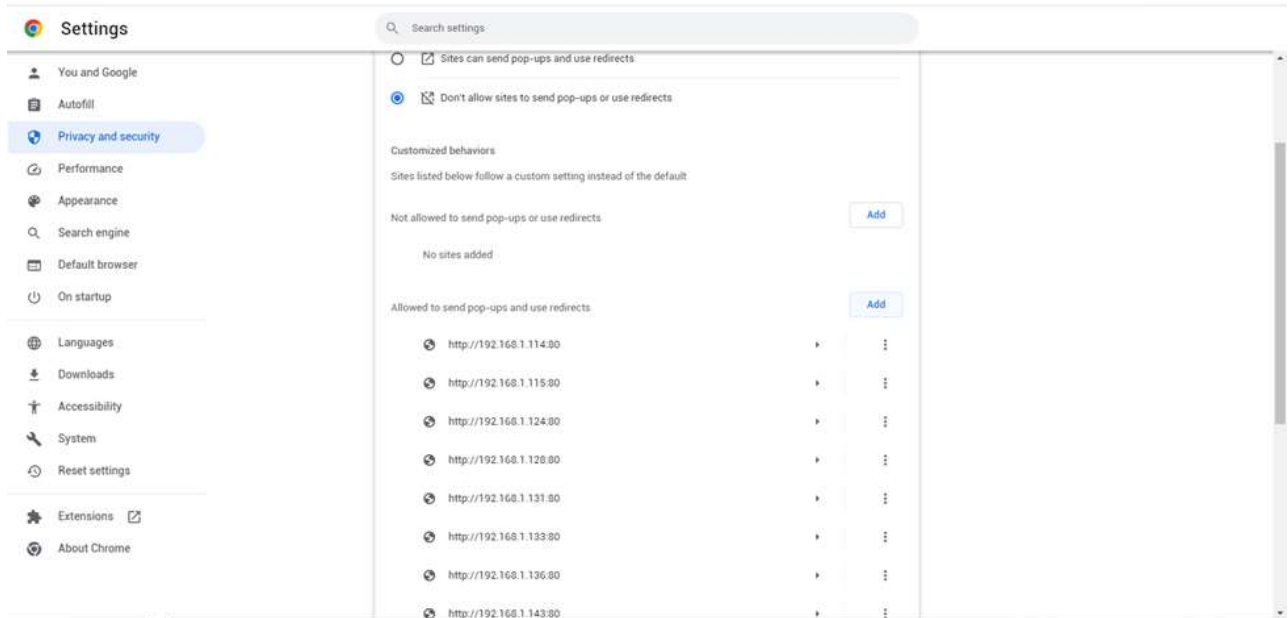
## Select Site Settings



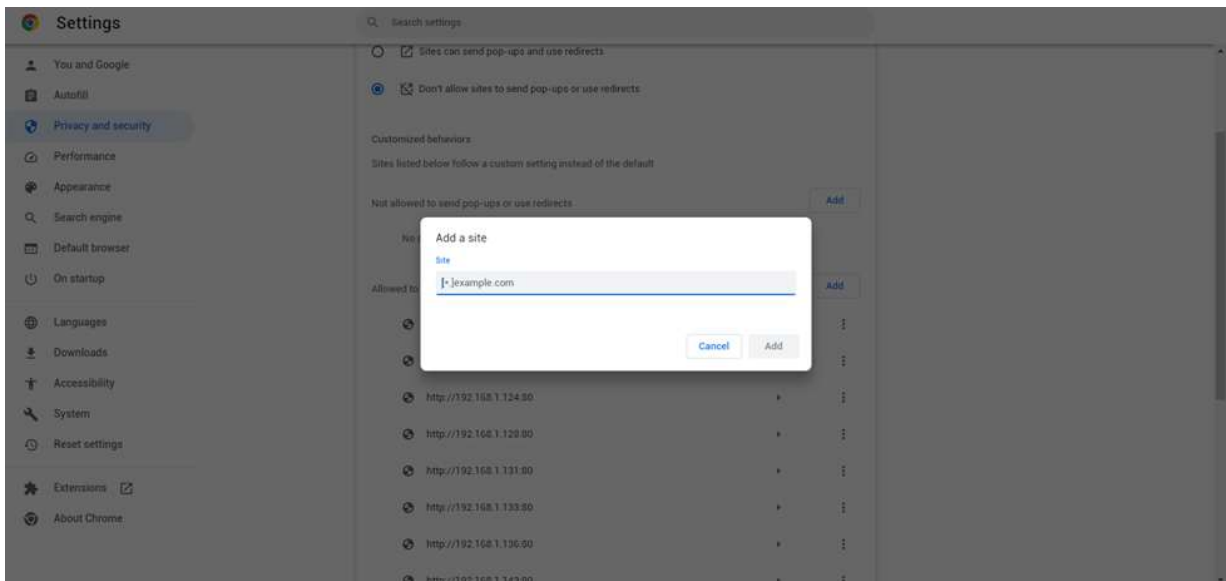
## Select Allowed pop-ups and redirects



## Select Add



Enter the URL or IP Address of the server and save.

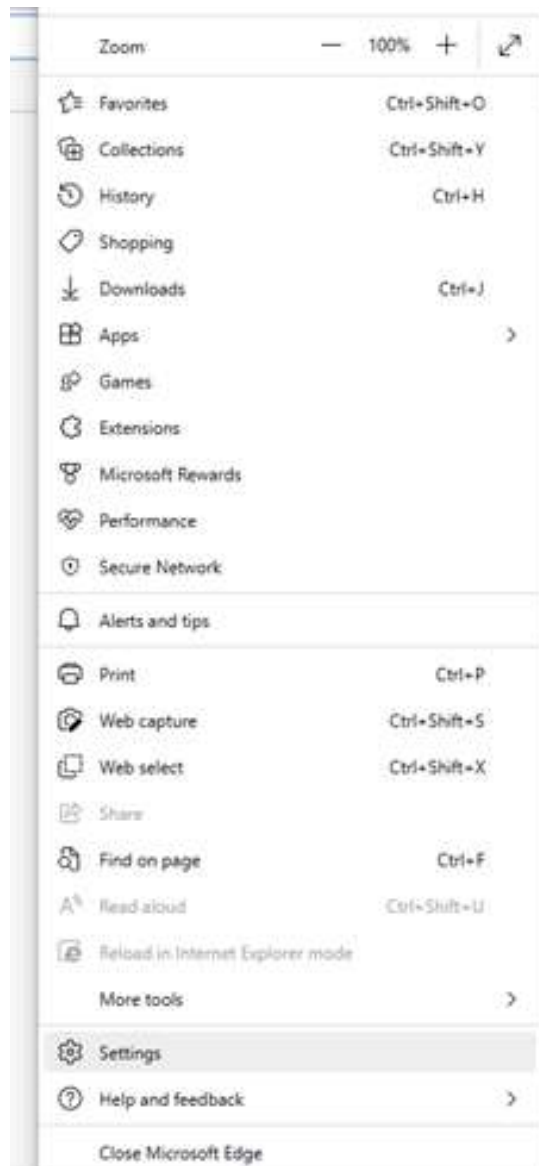


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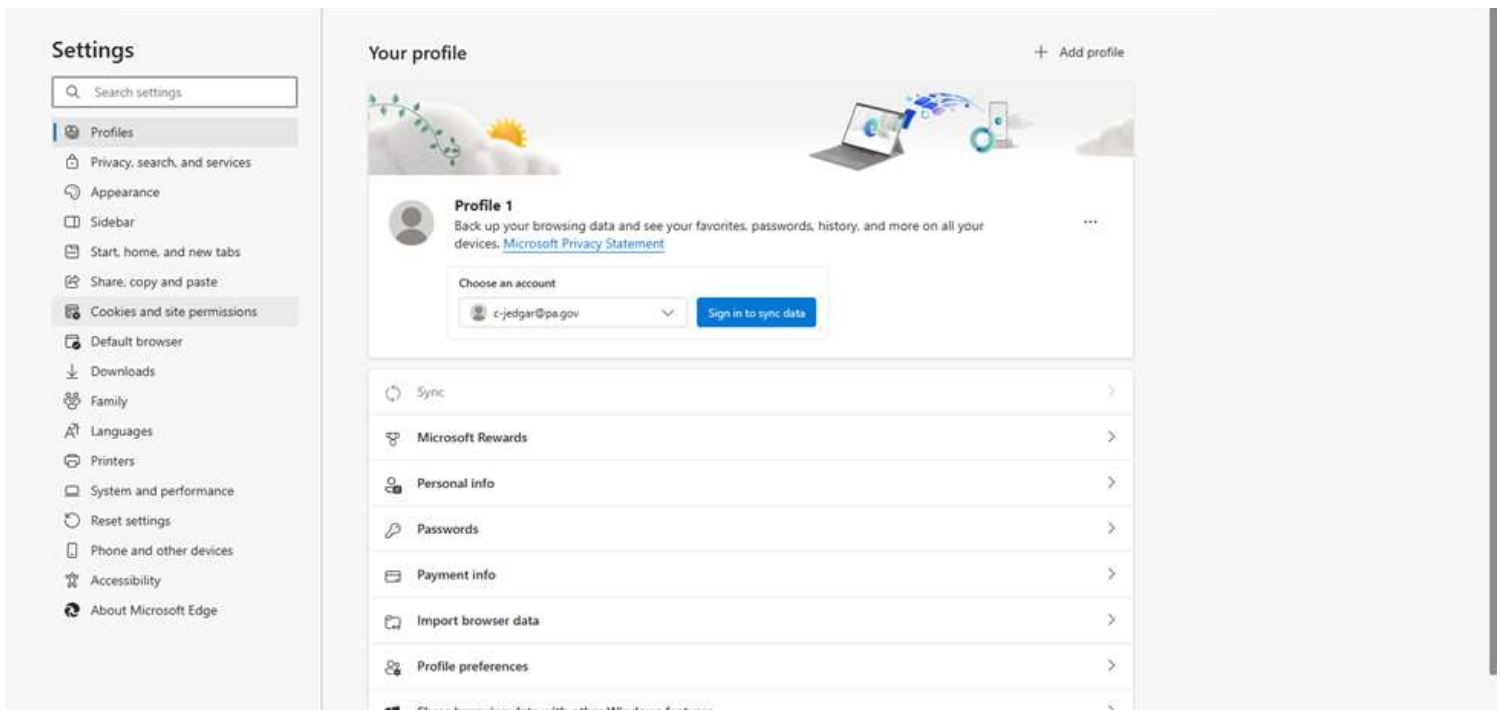
## Configuring Microsoft Edge

Edge must be also configured to allow popup windows from the domain that is serving Portal XL.

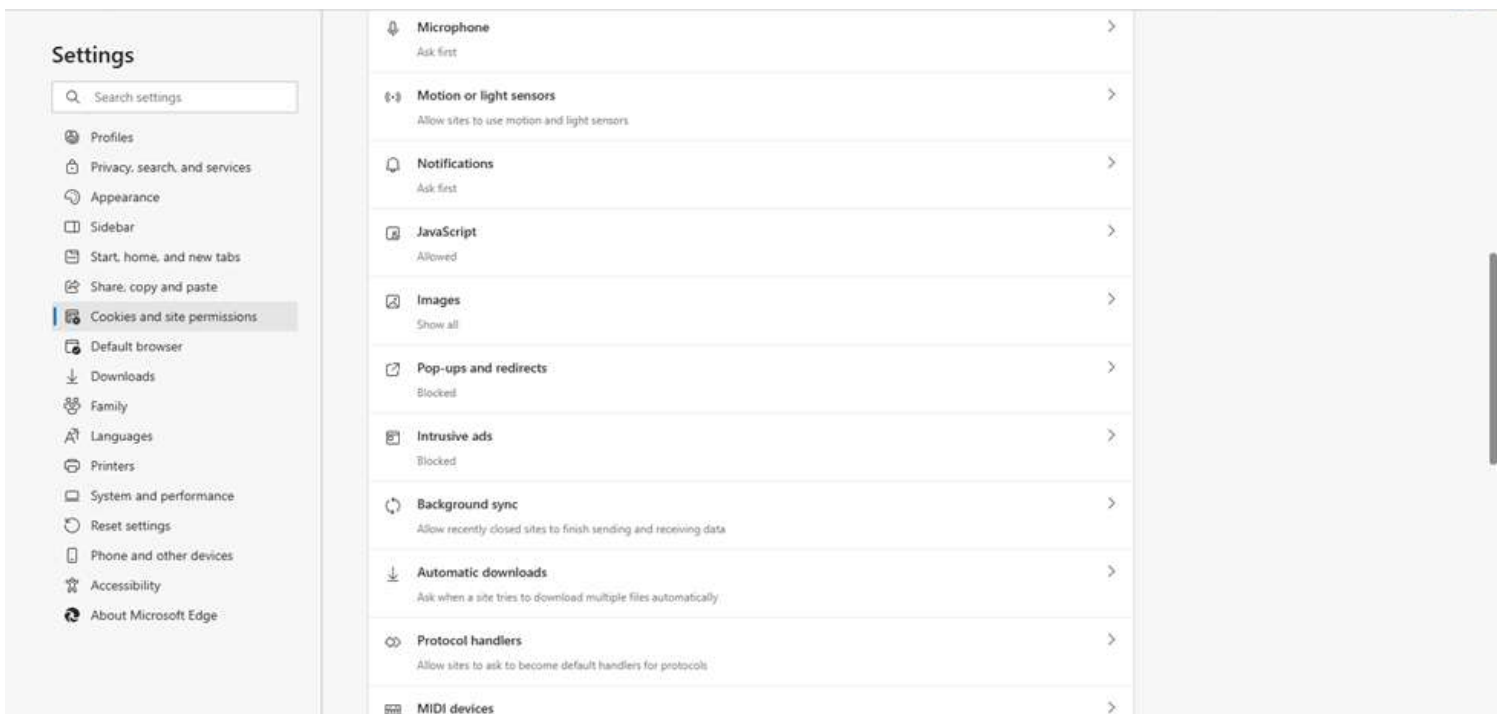
Select Settings from the drop down menu



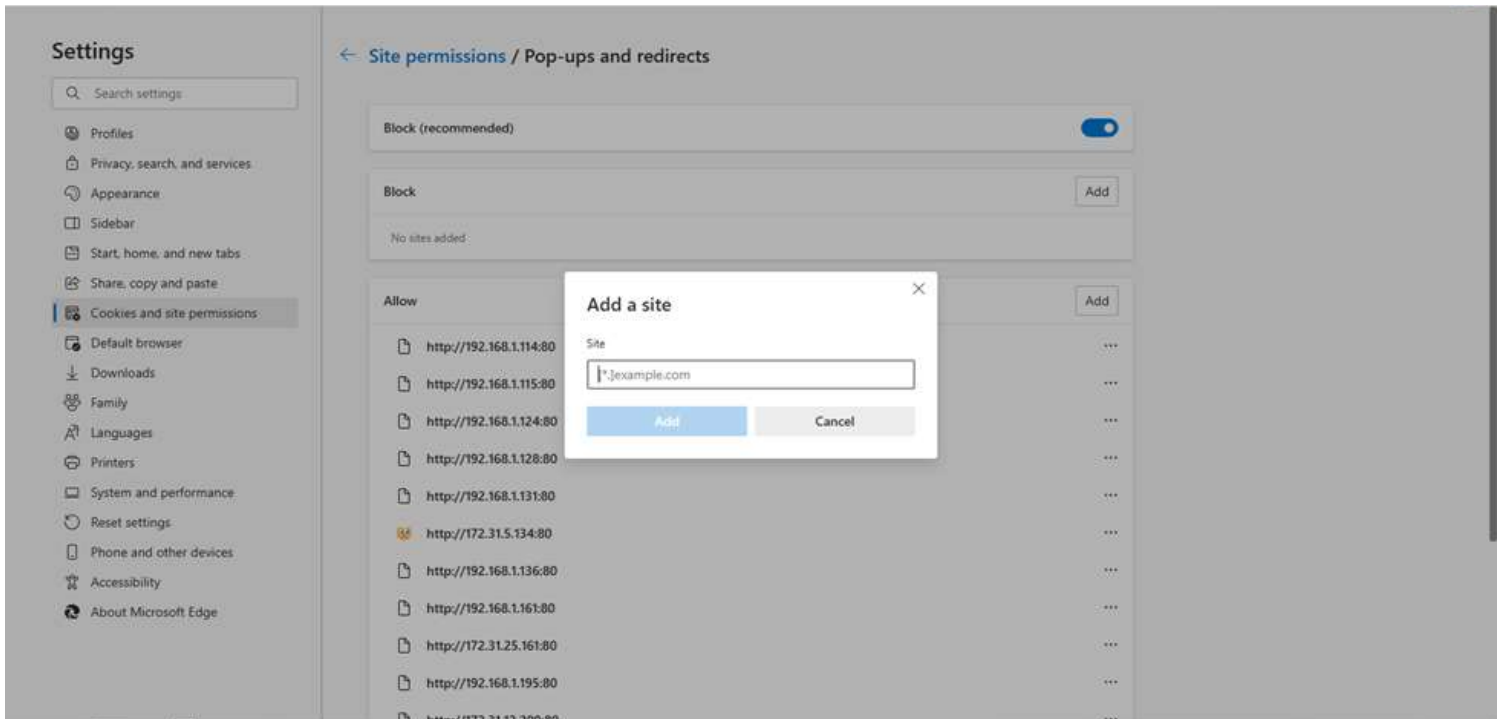
## Select Cookies and site permissions



## Select Pop-ups and redirects

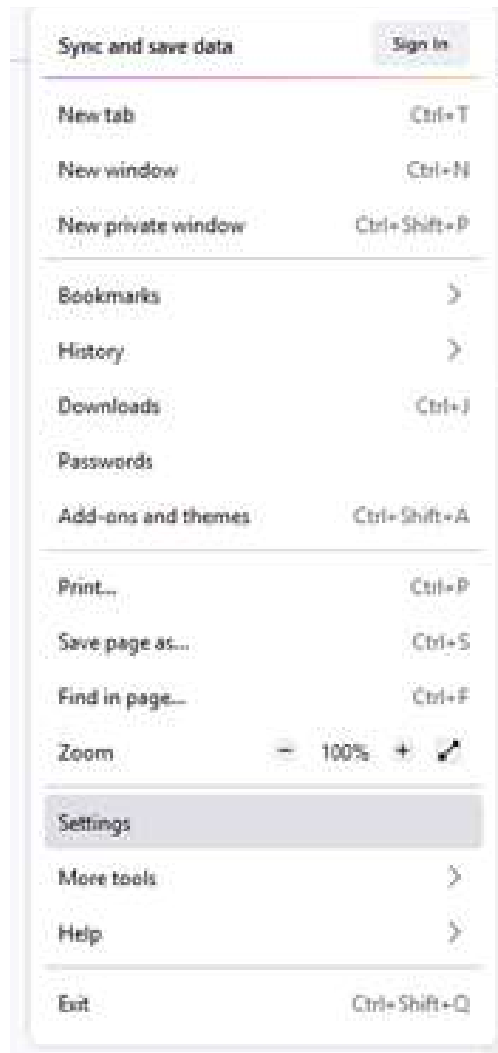


Enter the URL or IP Address of the server and save.

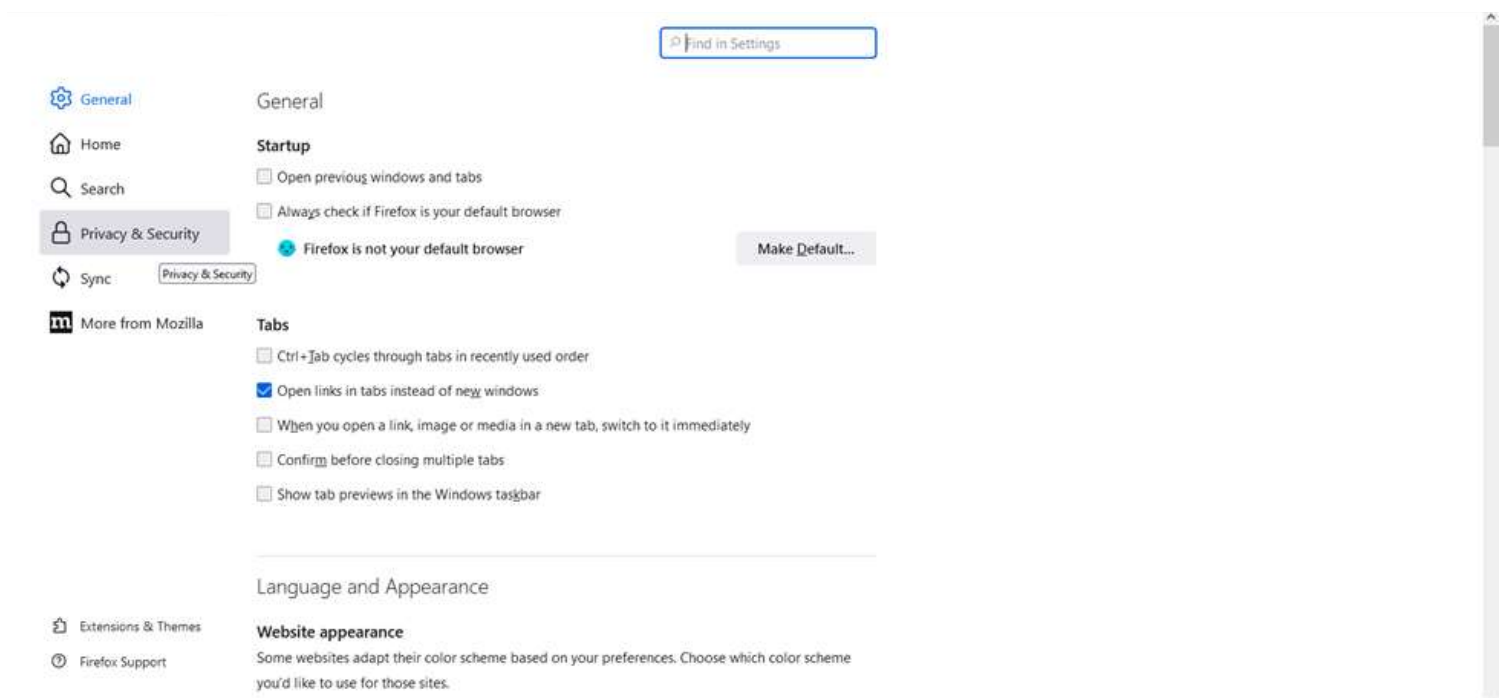


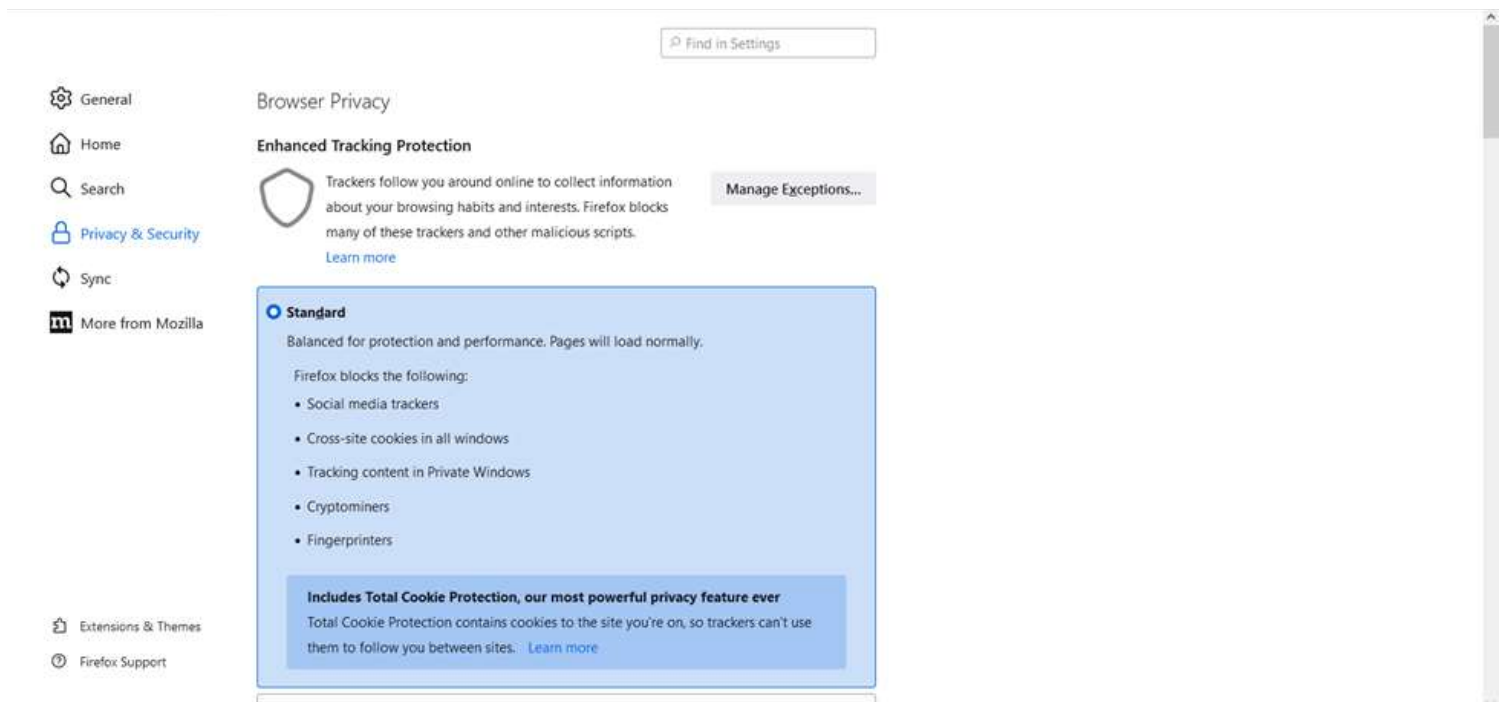
## Configuring Firefox

1. Firefox must be configured to accept cookies. To get to the Settings Dialog:



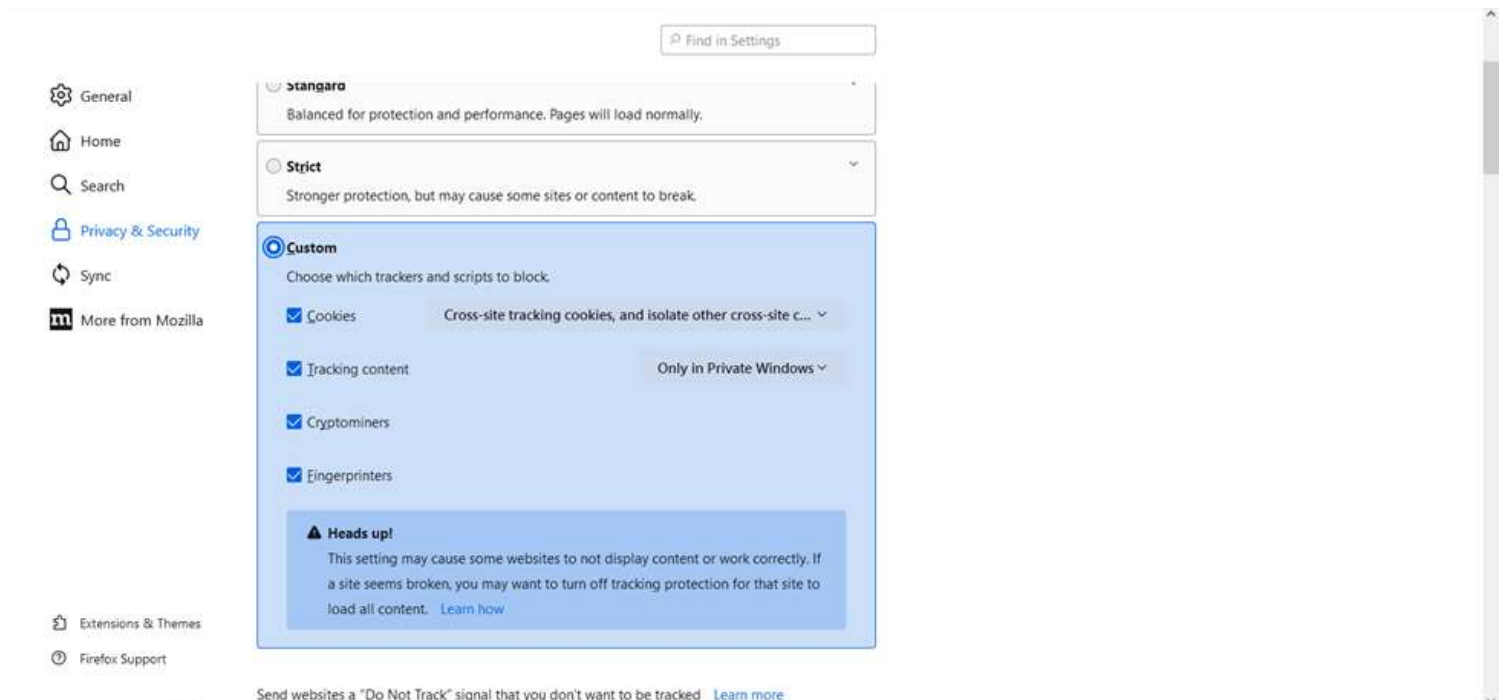
Ensure that under Settings, Privacy cookies are enabled as follows. Select Privacy and Security





**NOTE: For the setting “Accept third-party cookies – Always”, that can be set to Never as we don’t use 3<sup>rd</sup> party cookies.**

Select Custom



## Select Cookies and Site Data

The screenshot shows the Firefox Settings window with the 'Privacy & Security' tab selected. The 'Cookies and Site Data' section is highlighted. It shows that cookies are set to 'Only when Firefox is set to block known trackers'. The 'Logins and Passwords' section is also visible, with 'Ask to save logins and passwords for websites' checked. The 'Use a Primary Password' option is unchecked.

Find in Settings

General

Home

Search

Privacy & Security

Sync

More from Mozilla

Extensions & Themes

Firefox Support

Send websites a "Do Not Track" signal that you don't want to be tracked [Learn more](#)

☐ Always

☒ Only when Firefox is set to block known trackers

**Cookies and Site Data**

Your stored cookies, site data, and cache are currently using 387 MB of disk space. [Learn more](#)

☐ Delete cookies and site data when Firefox is closed

[Clear Data...](#)

[Manage Data...](#)

[Manage Exceptions...](#)

**Logins and Passwords**

☒ Ask to save logins and passwords for websites

☒ Autofill logins and passwords

☒ Suggest and generate strong passwords

☐ Enable Firefox Relay in your Firefox password manager [Learn more](#)

☒ Show alerts about passwords for breached websites [Learn more](#)

☐ Use a Primary Password [Learn more](#)

[Change Primary Password...](#)

Formerly known as Master Password.

## Select Manage Exceptions

The screenshot shows the same Firefox Settings window as above, but with the 'Manage Exceptions...' button highlighted. The 'Manage Exceptions...' button is located in the 'Cookies and Site Data' section. The 'Logins and Passwords' section is also visible, with 'Ask to save logins and passwords for websites' checked. The 'Use a Primary Password' option is unchecked.

Find in Settings

General

Home

Search

Privacy & Security

Sync

More from Mozilla

Extensions & Themes

Firefox Support

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☐ Always

☒ Only when Firefox is set to block known trackers

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Your stored cookies, site data, and cache are currently using 387 MB of disk space. [Learn more](#)

☐ Delete cookies and site data when Firefox is closed

[Clear Data...](#)

[Manage Data...](#)

[Manage Exceptions...](#)

**Logins and Passwords**

☒ Ask to save logins and passwords for websites

☒ Autofill logins and passwords

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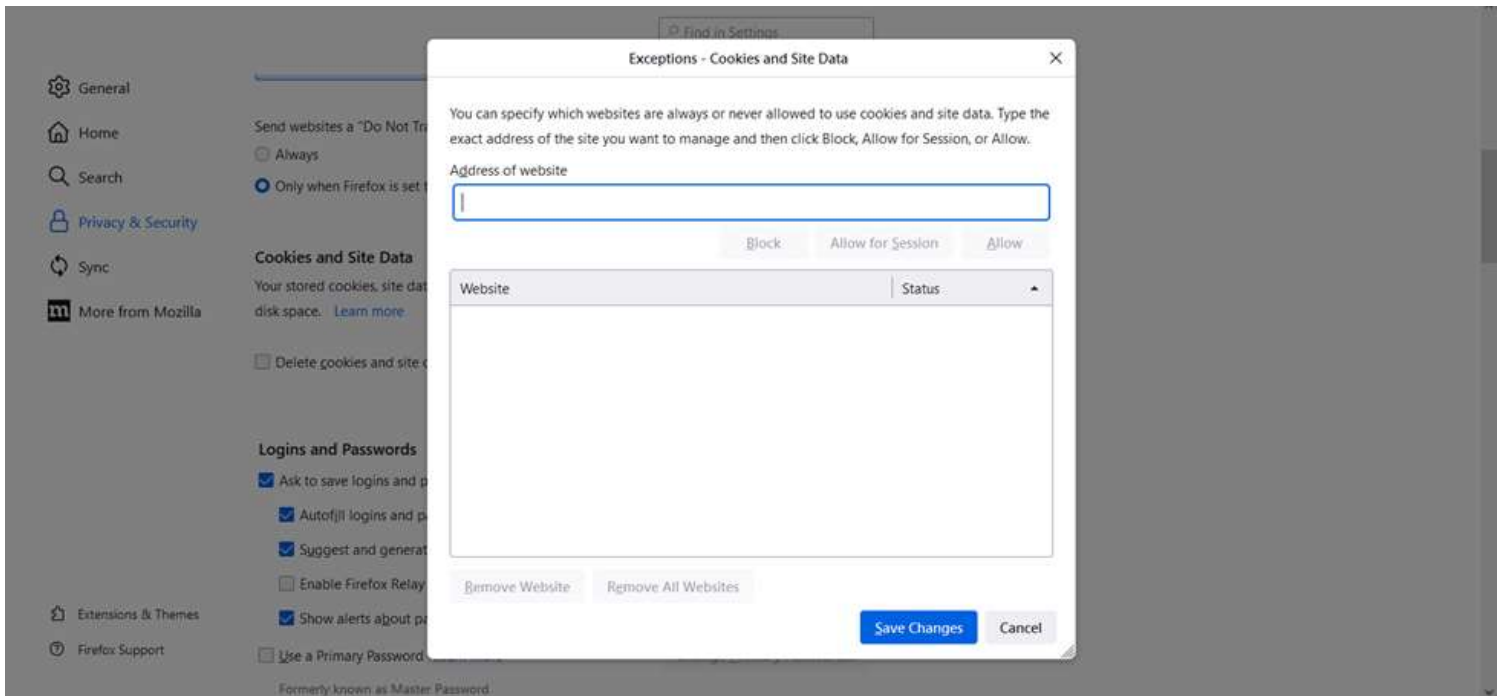
☒ Show alerts about passwords for breached websites [Learn more](#)

☐ Use a Primary Password [Learn more](#)

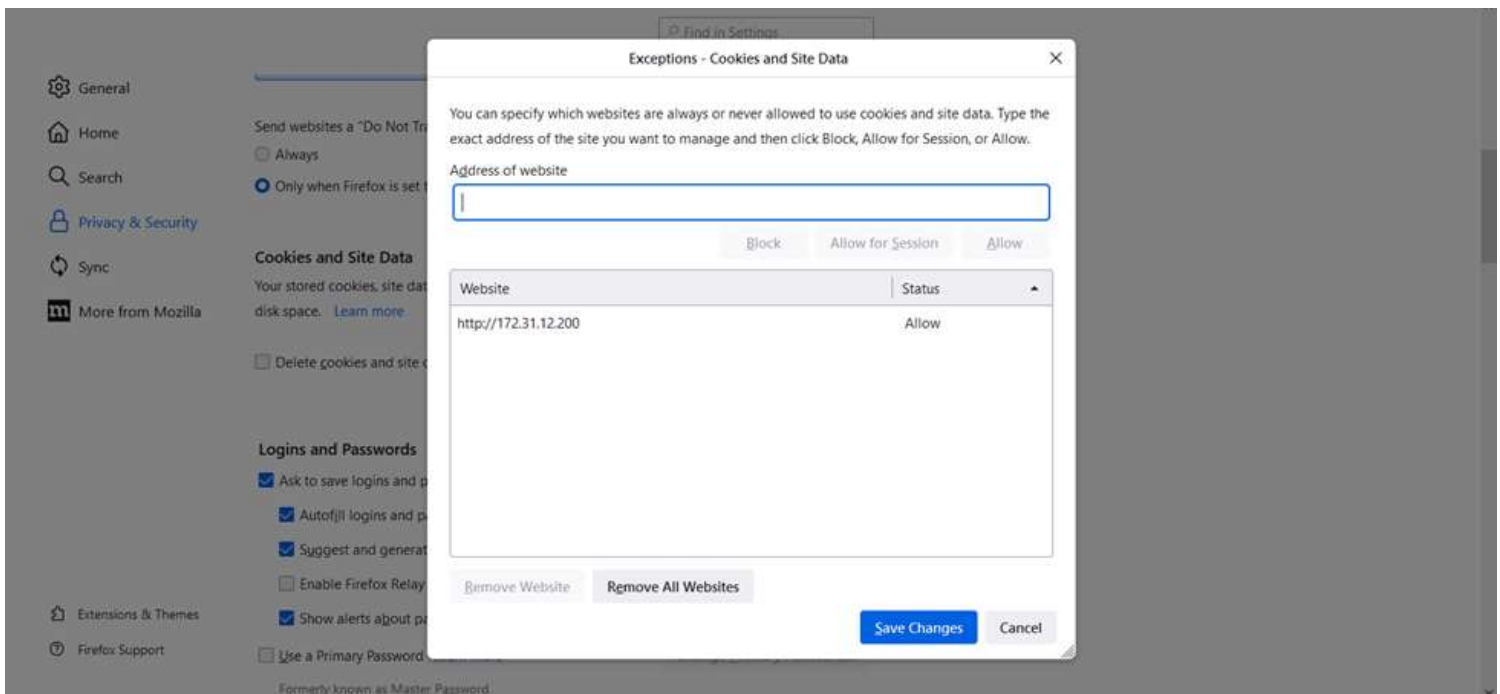
[Change Primary Password...](#)

Formerly known as Master Password.

Enter the URL or IP of the server



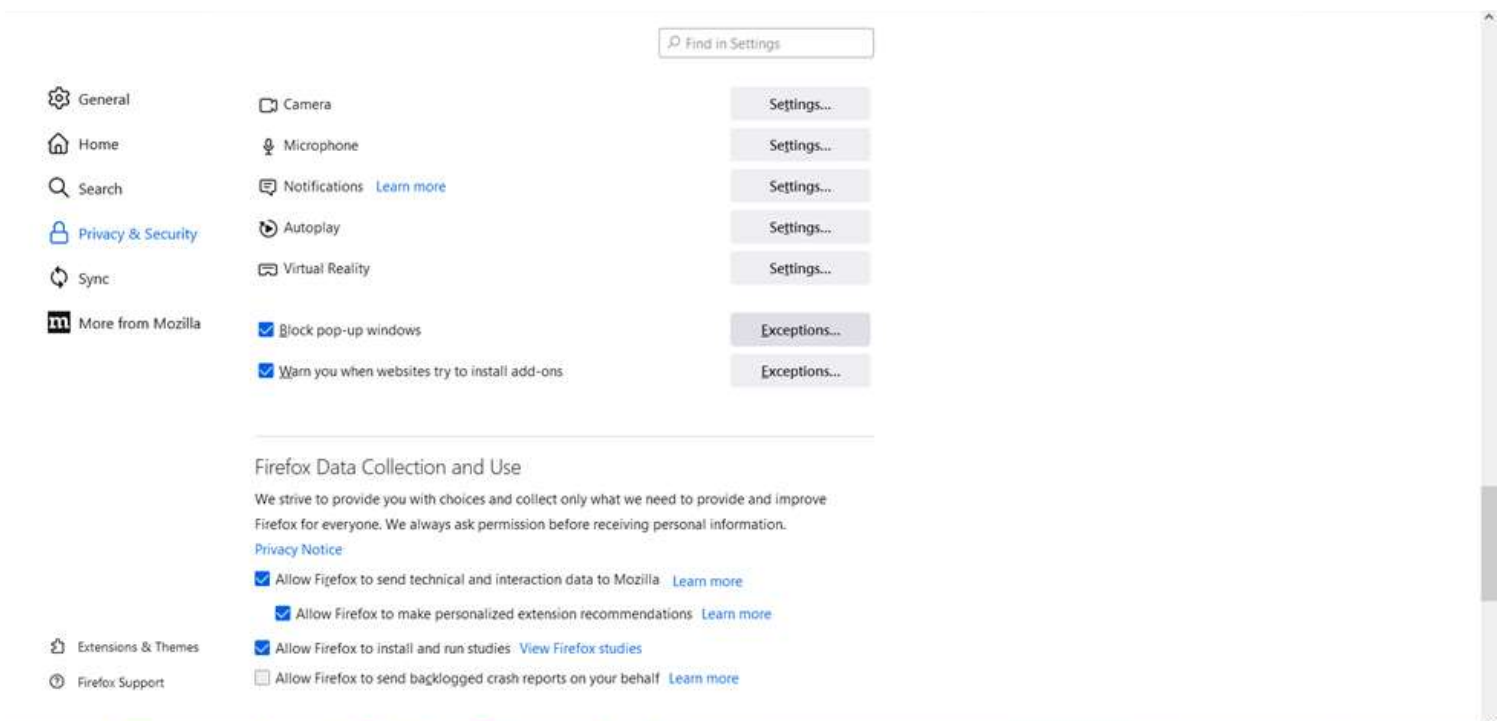
Save the Change



2. Firefox must be configured to allow popup windows from the domain that is serving Portal XL. From the drop down menu, select Settings.



Select Privacy & Security / Block pop-up windows / Exceptions



Enter the URL or IP Address of the server and save changes

