

## **I/Informer Training**

I/Informer Client is an application that has been installed on every desktop computer in the department. It utilizes an interface to connect with state and national databases, such as CJIS and NCIC. Queries to these databases are based on query information you enter into dialog boxes. I/Informer Client reads all input from the dialog boxes, builds the query string, and sends this information to I/Informer Server. The system returns responses from queries in a form that enables you to view, print, forward, or attach the responses to an event in CAD.

### **Log On**

- Computer Desktop → Informer Client icon → Input 4 digit ID only → PW is the same used for I/NetViewer and MPS
- Change PW if needed: File → Change Password

### **Window Layout**

- Menu Bar
  - File, Actions, Window, Help
- Toolbar Buttons
  - CLETS/NCIC/NLETS Inquiry Forms, Favorite Forms, Hit Detection, Forward, Attach, Pin, Delete, Delete All, Select All, Print
- Response Tabs
  - All, Admin, Hits/Alerts, pin, Ad Hoc, Remote
- Response Tab Columns
  - DB Record #, Event, Requestor, Date/Time, Pin, Admin, Source, Comment, Hit Message, Transaction Number, Transaction Name, Input Data
- Response Pane
  - List of responses from query transaction
- Preview Pane
  - View the selected response
- Status Bar
  - Total responses, unread responses, message list drop-down, sign on status, server connection status, server name, caps lock status, num lock status, scroll lock status

### **Dialog Box Button #1 Inquiry Forms**

- Administrative Messages, Aircraft System, Boats, Criminal History, Firearms, Free Form CLETS, Hazardous Materials, Hit Confirmation, MUPS – Missing Persons, MUPS – Unident Persons, ORI Identification, Person Inquiry, Property/Bicycle, Restraining Order System, Securities, Supervised Release File, Vehicles, CSAR, Wanted Persons

## **Dialog Box Button #2 Inquiry Forms**

- Person, Out State, Vehicle, LoJack, Gun, Property, Boat

### **Inquiry Form Detail**

- Mandatory fields are marked using titles in red
- The Unit ID field is your four digit PD ID number
- Hover the mouse over any field will display additional information
- If the title is underlined, double-click the field for acceptable options

### **Attach a Response by Event**

- Attaches the response to an event you select

### **Attach a Response by Unit**

- Attaches the response to a unit's assigned event

### **Attach a Response by Employee**

- Attaches the response to the currently assigned event for an employee's ID number

### **Forwarding a Response**

- Forward a query response to another workstation or unit and specify whether the response is sent to a person, a group, or a terminal (Unit ID)

### **Exercises:**

- State Abbreviations
  - MX (Mexico), NA (NICB/CBP), Z1 (All States)
- Vehicle – Dialog Box #2 → Vehicle
  - Registration (BBB123 / CA)
  - Stolen Vehicle & Wanted Person (SAM123 / CA)
- Boat - Dialog Box #2 → Boat
  - Stolen: REG (6102CF)
- CA Driver's License – Dialog Box #1 → Person Inquiry
  - Expired DL (A0025506 / CA)
- Out of State Driver's License – Dialog Box #2 → Out State
  - Expired DL (90000001 / PA)
- California Criminal History – Dialog Box #1 → Criminal History
  - Name, DOB, Gender (XRAY, TEST, 01-14-1953, X)
  - CII Record (99000015)
- Interstate Identification Index – Dialog Box #1 → Criminal History
  - FBI Number (9001000)

- Property - Dialog Box #2 → Property
  - Pawn: Serial Number, Type (TEST123456, RRADIO)
- Firearm – Dialog Box #2 → Gun
  - Stolen: Serial Number (TEST123456)
- Wanted Person – Dialog Box #1 → Wanted Persons
  - Name, DOB, Gender (RECORD, CALIFORNIA, 05-05-1955, M) / Unserved Criminal Protective Order, Warrant, Sex Offender, Supervised Release File
- Terrorist Watchlist Dialog Box #1 → Person Inquiry
  - Name, DOB, Gender (EXAMPLE, CATEGORY, 01-01-1919, M)

### **Sign Off/Exit**

- File → Sign Off
  - Signed off, but the application remains open
- File → Exit
  - Signed off and the application closes