

## **CJIS Validations – How to's and Helpful Hints**

<https://cjisvalidations.wsp.wa.gov/validations/>

**Note:** CJIS Validations must be accessed from a computer with a connection to the State Intergovernmental Network (IGN). Usually this will be the same computer that Omnixx is on.





Your IT personnel may need to configure your network to route traffic destined for 198.239.158.151 to the IGN.

Your User ID and password is same as you use for nexTEST and/or Omnixx.

**The first time you sign in, you will be given the opportunity to view the Tutorial. It is IMPERATIVE that you do so!!! You will not be able to use the system without going through the tutorial.**

If you need to go through it again after the initial sign in, simply click "Reports", then in the upper right corner of the screen is "Help Manual". Click on it and scroll to the bottom and click "help manual" (yes, again), and then click on "Validations Report Training Tutorial".

**CJIS Validations Quick Start Guide:**

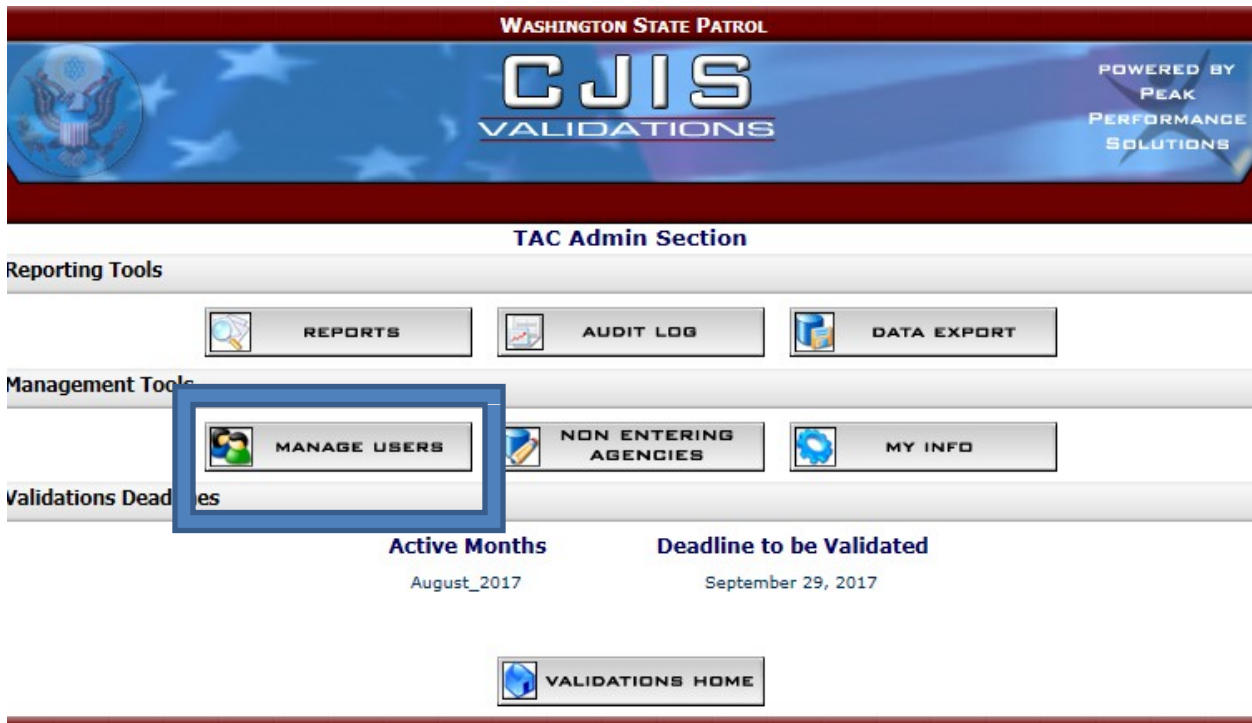
<h2 style="margin: 0;">CJIS Validations Monthly Process</h2> 
<p>This document is designed to help you through each step using the CJIS Validations application. For additional help with individual operations, please refer to the help files in the application.</p> <p>**** The first time you login to the CJIS Validations system, you will be presented with the option to take the online tutorial. We highly recommend that you spend a few minutes to go through the course. It will guide you through all of the screens that you will need to accomplish your validations using this application. You can return to this tutorial any time by going to the online help section within the application.</p>
<p> <b>Step 1</b></p> <p>You will receive a validation notification via email or admin message that will inform you that your records are ready to be validated. Simply login and proceed to the “Reports” screen. This is where you will work with your records. First, you can view or print your records in the “Print Validations” section. You could also use our “Checklist Report” to mark your validation actions as you work with them, and easily process them when you are finished.</p>
<p> <b>Step 2</b></p> <p>Once you have validated the record information and are ready to send the validation transactions or mark them as completed, you can use either the “Batch Validations” or “Interactive Validations” screen. The “Batch Validations” screen allows you to send up to 50 transactions at a time. The “Interactive Validations” screen allows you to validate one at a time. Make sure to select the appropriate action when using these screens. If you select the “Cancel” option it will remove these records from NCIC or your state files.</p>
<p> <b>Step 3</b></p> <p>After you have completed the validation process it is <i>Very Important</i> that you check the “Summary Reports” section and make sure all of the transactions processed correctly. If you have any records in the “Pending Ack” column, you will need to determine why they did not process and correct them. We have a “Pending Records Help” document to help you with this process.</p>
<p><b>Congratulations!</b> Now that you have marked all your records as complete and have verified there are no pending records, you have completed your validations for the month.</p>


**How to add additional personnel to use CJIS Validations:**

In many agencies, the TAC needs help to complete the validations. The following will walk you through how to add additional agency personnel to CJIS Validations.

**CJIS Validations – How to Activate Users**  
**This can be done by TACs and Assistant TACs**

Go to the Manage Users button:



Click on “” icon in the “Edit User” column next to the employee you wish to activate:

Then update the access level, and active/inactive user fields:

When activating an employee as either a user, they can be granted two levels of authority – “view only” and “full”. If you want them to be able to just generate the validation report and print it, use “view only”. If you want them to be able to actually send the validation/cancel, then give them “Full”.

ORL: WA0060300

Required Fields (\*)

First Name: AMIEE

Last Name: ABBOTT

Phone:

Cell:

Email:

User Name: AAB85854

**User Permissions - User Login Only**  
If you want to edit Agency Admin permissions you must go to Manage Agencies.

Access Level: View Only

Non-Entering Access: No

Active/Inactive User: Inactive

Save Cancel

Hit "Save".

At this point they are active users and can sign in using the "USER Login" button. They will only see the "Reports" section of CJIS Validations.

## CJIS Validations – How to Assign Assistant TAC

### This can ONLY be done by TACs

Go the "Assistant TACs" button:

**TAC Admin Section**

Reporting Tools

REPORTS AUDIT LOG DATA EXPORT

Management Tools

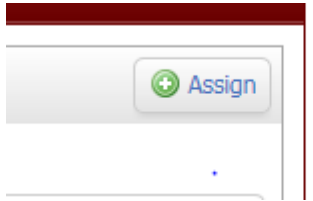
MANAGE USERS NON ENTERING AGENCIES MY INFO ASSISTANT TAC'S

Validations Deadlines

Active Months: July\_2017

Deadline to be Validated: August 21, 2017

Click on “assign” in the upper left corner:



Click on “edit”:

A screenshot of a software interface showing a table titled "List Users". The table has two columns: "Name" and "User ID". The first row contains the name "ABBOTT, AMIEE (Inactive)" and the user ID "AABB5854". To the right of the user ID, there are two buttons: "N/A" and "Edit". The "Edit" button has a pencil icon.

Name	User ID	
ABBOTT, AMIEE (Inactive)	AABB5854	N/A Edit

Then update the access level, and active/inactive user fields:

When activating an employee as either a user or assistant TAC, they can be granted two levels of authority – “view only” and “full”. If you want them to be able to just generate the validation report and print it, use “view only”. If you want them to be able to actually send the validation/cancel, then give them “Full”.

**Edit User**

ORL: WA0060300 Required Fields (\*)

First Name:

Last Name:

Phone:

Cell:

Email:

User Name:

**User Permissions - User Login Only**  
If you want to edit Agency Admin permissions you must go to Manage Agencies.

Access Level:

Non-Entering Access:

Active/Inactive User:

Hit "Save".

At this point they are active users and can sign in using the "USER Login" button. They will only see the "Reports" section of CJIS Validiatons.

If you wish to add a person as an Assistant TAC, then click on "Select" to add them.

Search By Last Name:   Search By User ID:

List Users

Name	User ID		
ABBOTT, AMIEE	AABB5854	<input type="button" value="Select"/>	<input type="button" value="Edit"/>
ABBOTT, HEATHER (Inactive)	HABB2848	N/A	<input type="button" value="Edit"/>

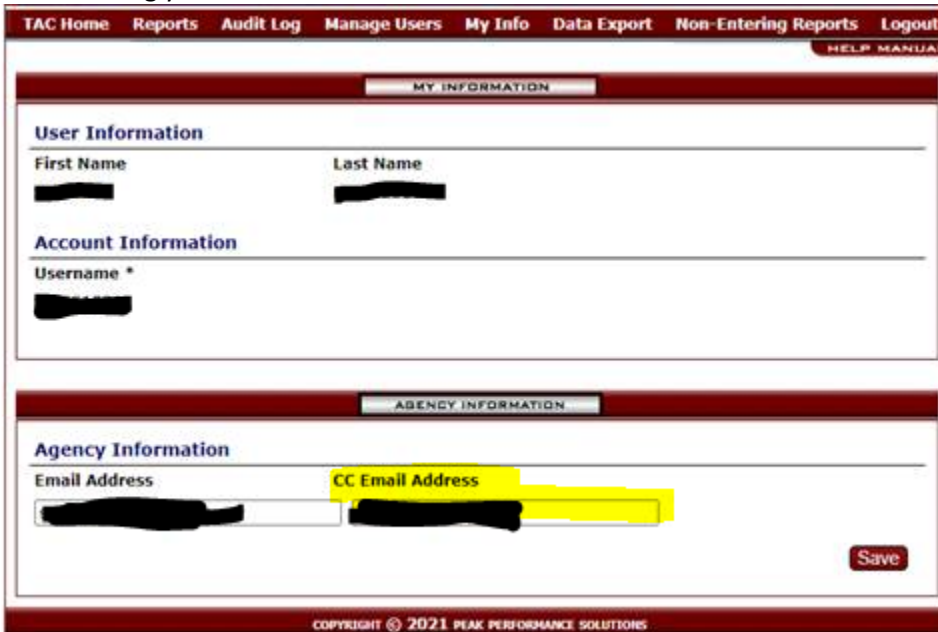
### Notification/Reminder Emails:

CJIS Validations automatically sends notifications and reminder emails to the TAC. However, if additional personnel in an agency need to get these notifications, the following will walk you through the process:

Click on the “My Information” button:



That will bring you here:

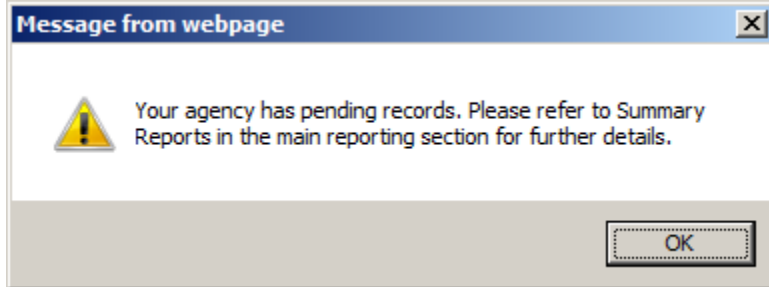


Then you just need to add any of the email addresses you want to get the messages into the CC Email Address, separated by semi-colons (;).

(**Example:** bob.smith@somewhere.com;fred.jones@anywhere.net)

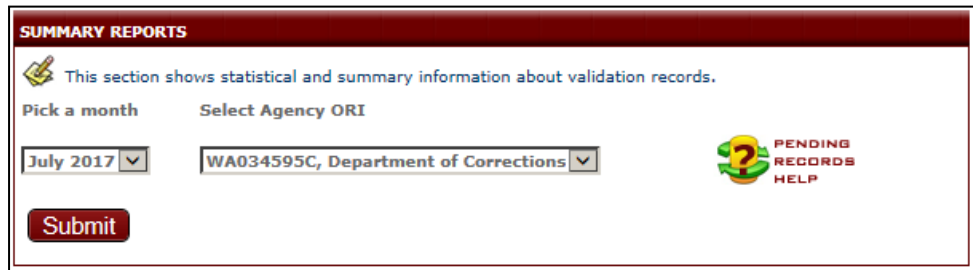
### Pending “Ack”:

After completing your initial validations, you must go back and review your “Summary Report” to ensure all records were submitted. If you receive a pop up like this:



It means that you have records that did not ‘process’ and need a little intervention on your part.

As the pop-up indicates, go to the Summary Reports (at the bottom of the Reports section) and hit “submit” for the month you are validating.





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You'll get this screen (note the 10 in a box at the bottom of the Pending ACK column):

WASHINGTON STATE PATROL  
**CJIS**  
 VALIDATIONS  
 POWERED BY PEAK PERFORMANCE SOLUTIONS

TAC Home Reports Audit Log Manage Users My Info Data Export Non-Entering Reports Logout  
 HELP MANUAL

Categories: Validation Categories

WA034595C July 2017 Search Results for WA034595C

PENDING RECORDS HELP

Validation Category	Active Records	Pending ACK	Validated Records	Total Records
(click on the record count to view the records)				
Articles	0	0	0	0
Boat	0	0	0	0
Group Member Persons	0	0	0	0
Guns	0	0	0	0
Identity Theft	0	0	0	0
License Plate	0	0	0	0
Missing Persons	0	0	0	0
Part Validation	0	0	0	0
Protection Order Persons	0	0	0	0
Securities	0	0	0	0
Sex Offender Persons	0	0	0	0
Supervised Release	0	0	0	0
Unidentified Persons	0	0	0	0
Vehicle	0	0	0	0
Violent Persons	0	0	0	0
Wanted Persons	577	10	37	624
<b>Total Records</b>	<b>577</b>	<b>10</b>	<b>37</b>	<b>624</b>

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If you click on the "10" in the box, you'll get this screen:

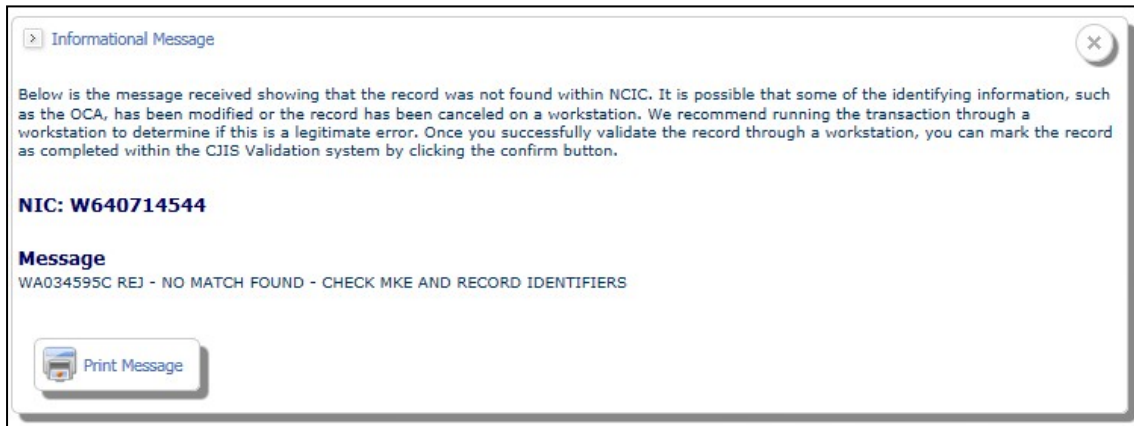
MKE	NIC	OCA	Persons Name	Action Taken	Check All	Confirm	Info
EW	W060862223	882101	KARLAN,RYAN THOMAS	As Is	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="info"/>
EW	W086093349	349792	KING,RICHARD LEE JR	As Is	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="info"/>
EW	W140714298	390482	LANIER,JAMES ESCO	As Is	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="info"/>
EW	W254780251	877148	JONES,JAMES	As Is	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="info"/>
EW	W290708147	393639	KEEGHAN,JONATHAN DAVID	As Is	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="info"/>
EW-C	W390886696	748736	KING,WILLIAM ROSCOE	As Is	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="info"/>
EW	W570823665	394769	KISH,DENNIS ALAN JR	As Is	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="info"/>
EW	W620804939	396315	LARSON,MELESSA ANNETTE	As Is	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="info"/>
EW	W640714544	340670	KITCHEN,JOSEPH REX	As Is	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="info"/>
EW	W820335636	789232	KEITH,LUTRECE MONEAT	As Is	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="info"/>

Resubmit

These are all records that require you to either resend or confirm that the action taken is correct. If you click on the "i" (in the Info column), you will see what the issue is that is causing the record to not

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process. In the case below, it is because of the reject message from NCIC when the “as is” modification string was sent. This was due to the fact that the warrant was already cleared from the system when the “as is” was sent.



So, after reviewing the reason why it was rejected, you can then click on the “Confirm” checkmark



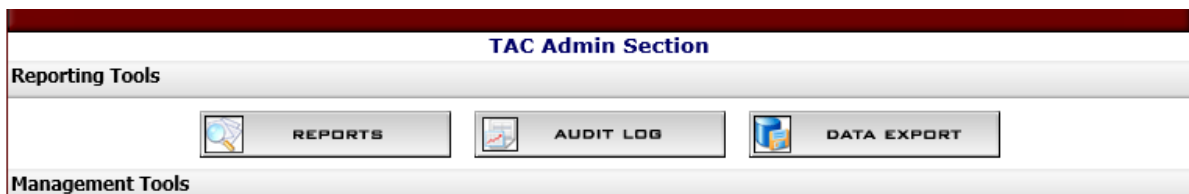
button and it will be removed from your list.

If the error is something else, and the record is still in the system, click on the  button next to the record to have the system resubmit it.

Finally, if it still won't go, or if you get other reject messages that you aren't sure about, please email [ACCESS@wsp.wa.gov](mailto:ACCESS@wsp.wa.gov) for us to look into it.

## Record History / Audit

From the TAC Admin screen, click on “Audit Log”



Choose month you wish to review by using the drop down and click “Submit”:

**Audit Validation Months**

Choose an archived month:

- June 2019**
- May 2019**
- April 2019**
- March 2019**
- February 2019**
- January 2019**
- December 2018**
- November 2018**
- October 2018**
- September 2018**
- August 2018**
- July 2018**
- June 2018**
- May 2018**
- April 2018**
- March 2018**
- February 2018**
- January 2018**
- December 2017**
- November 2017**
- October 2017**
- September 2017**
- August 2017**
- July 2017**

**Submit**

**LOG OFF**

**PEAK PERFORMAN**

You will first see a statistical list of records validated by record type:

Validation Category	Pending ACK	Validated Records	Total Records
Articles	0	0	0
Boat	0	0	0
Group Member Persons	0	0	0
Guns	0	17	17
Identity Theft	0	0	0
License Plate	0	46	46
Missing Persons	0	17	17
Part Validation	0	1	1
Protection Order Persons	0	80	80
Securities	0	0	0
Sex Offender Persons	0	0	0
Supervised Release	0	0	0
Unidentified Persons	0	1	1
Vehicle	0	17	17
Violent Persons	0	29	29
Wanted Persons	0	0	0
<b>Total Records</b>	<b>0</b>	<b>208</b>	<b>208</b>

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Then if you wish to see the actual records validated click on “Print Audit Report” and you’ll receive a PDF containing all records for that month, with who validated them and when.

NIC	OCA	VLN Sent to NCIC	Logged In User	Date	Action Taken	Status
<b>Guns Validation</b>						
G034371300	1813102533	[REDACTED]	[REDACTED]	2018/09/08	As Is	Complete
G044333091	1812500954	[REDACTED]	[REDACTED]	2018/09/08	As Is	Complete
G174349246	1813201413	[REDACTED]	[REDACTED]	2018/09/08	As Is	Complete

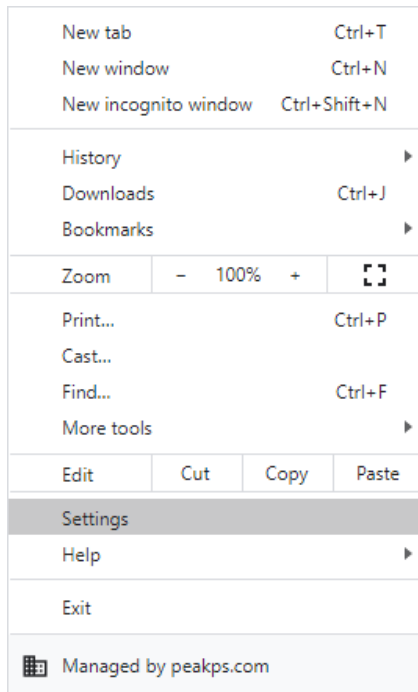
If you handle validations for another agency, you may access their audit files by clicking on “Non-Entering Agencies” (in the upper right corner) and repeating the above steps.

### **PROBLEM DOWNLOADING PDFs in CHROME**

If you experience issues downloading your validation file PDF while using Chrome, please use the following instructions to make Chrome download the file instead of opening it in Chrome.

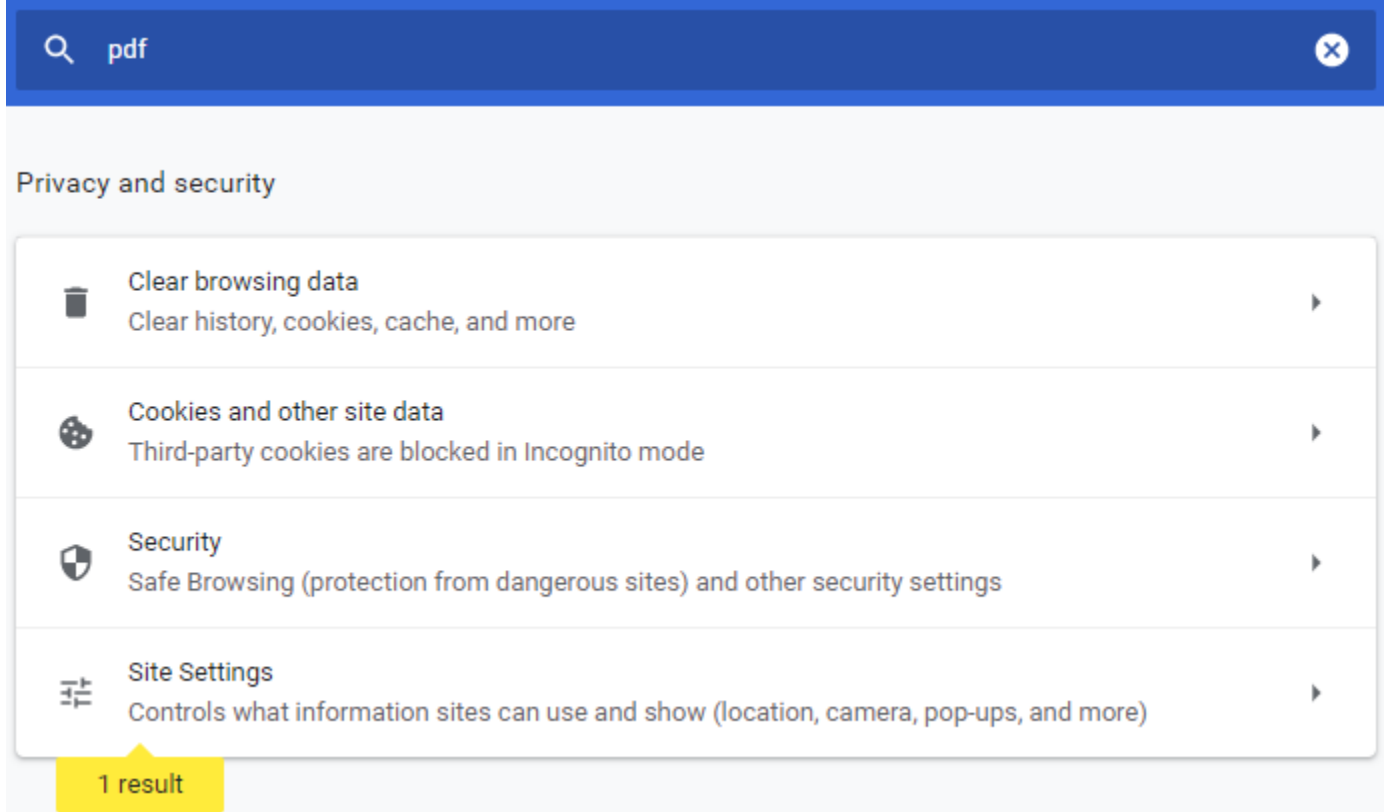
To do this:

Click the three vertical buttons on the top right of the Chrome window and then click Settings.

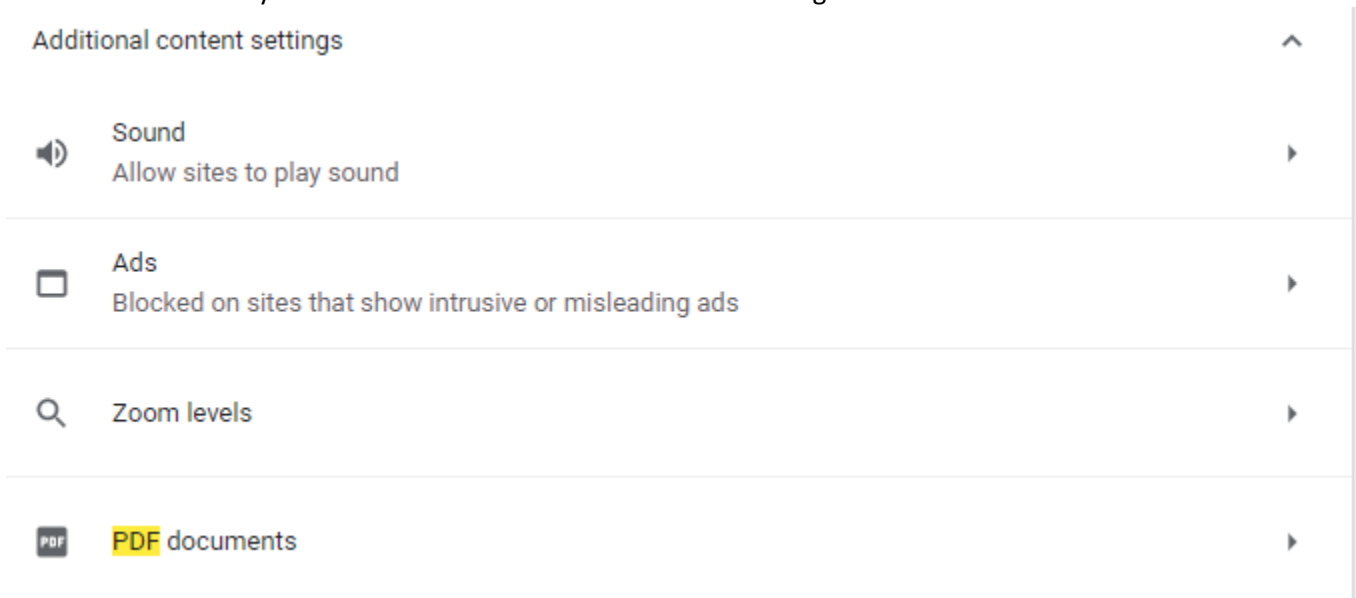


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Then type 'pdf' in the search bar at the top and hit Enter. Then click on the "Site Settings" option.

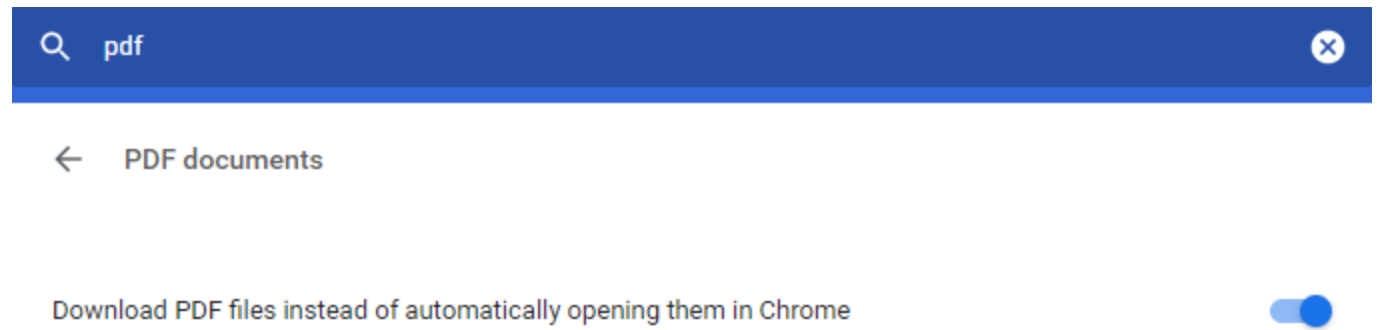


Then scroll all the way down and click on "Additional Content Settings" and then PDF Documents



Then change the option below so that the switch turns blue

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Then close Chrome completely and then try to get the PDF again...it should work this time!