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Overview

The Washington State Patrol is upgrading Omnixx Force to comply with the Criminal Justice Information System Security Policy. The upgrade will modernize technology, improve security, and introduce a modern and more intuitive user experience.

The current version of Omnixx Force Desktop installed “locally” on your desktop computer will be replaced with a web-based application called Omnixx Force Web. A device ID will still be required to login.

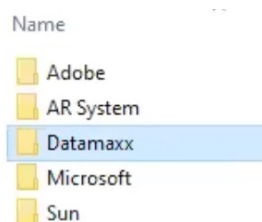
This job aid will help you uninstall Omnixx Force Desktop and navigate Omnixx Force Web by providing detailed instructions for how to perform specific actions within Omnixx Force.

Refer to the ACCESS webpage for more information.

If you have any additional questions on uninstalling Omnixx Force Desktop, please email ITDHelp@wsp.wa.gov.

Omnixx Force Desktop Uninstall

1. Search for and open a file named **%appdata%**
2. In the %appdata% folder, delete the **Datamaxx subfolder**.



3. On your desktop, delete the **Omnixx Force shortcut**.



Click any of the above options to be taken directly to that section!

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Omnixx Force Web – Existing Users Login

1. At the logon page, enter **Username** and **Device Identifier** to begin.
2. Click the **Next** button to continue.

Log In Information

Fields marked * are required

Enter your username below


* Username

* Device Identifier

Next

[Forgot Login Credentials?](#)

3. On the next screen, enter the **Username, password, One-time password code and Device Identifier**. Your One-time password code will be emailed from noreply-ACCESS@wsp.wa.gov with the subject line “One time logon password.”



Omnixx Force

Log In Information

Fields marked * are required

* Username

* Password

* One-time password code

* Device ID

Back Log In

4. You will be notified that your log in was **accepted** at the top of the Omnixx Force dashboard.



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Omnixx Force Web – New Users Initial Login

1. Contact your TAC or system administrator for the **URL address** of Omnixx Force Web.
2. Open a **browser window** and enter that **URL** in the address field.
3. At **initial logon**, enter the **Username, temporary initial password, and Device Identifier**, which will be supplied by your agency, and **One-time password code**, which will be emailed to you. Your One-time password code will be emailed from noreply-ACCESS@wsp.wa.gov with the subject line “One time logon password.”
4. Click the **Next** button to continue.
5. Upon **initial logon**, enter the **temporary initial password** supplied by your TAC to complete the user security profile.
6. Click the **Register** button to continue.
7. The assigned password will also have to be updated at initial logon. When prompted, enter the current temporary password, and then enter new password and enter new password again in the **Confirm New Password** field.

Force Change Password

Fields marked * are required

* Username

* Current password

* New password

* Confirm new password

Password Composition

Limited to letters and numbers.

Minimum Length: 4

Maximum Length: 10

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8. Follow password composition rules shown.
9. Click the **Update** button to proceed.
10. Once the advanced authentication settings are saved, future logons will not require security profile setup.

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Omnixx Force Web Job Aid

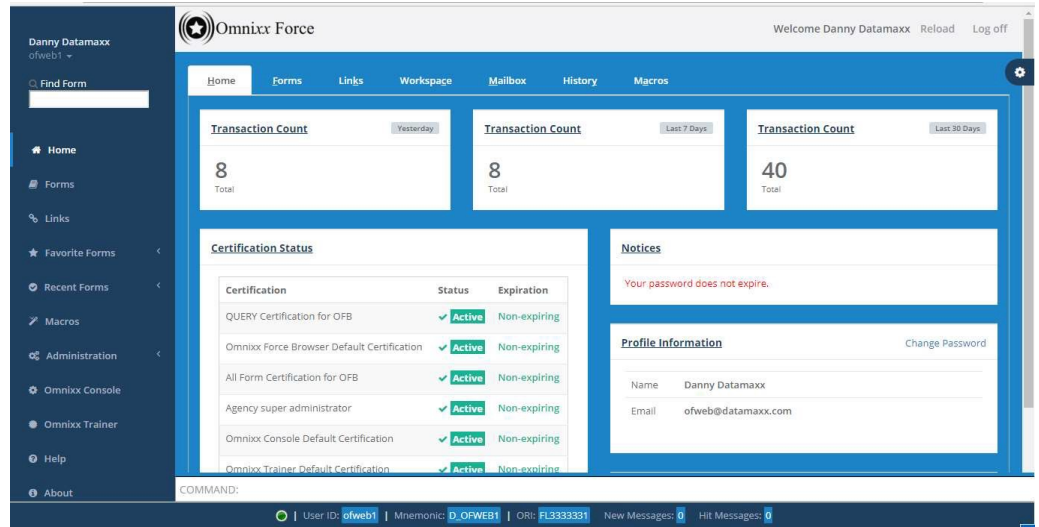


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Omnixx Force Web Navigation

1. Upon successful logon, the **Omnixx Force dashboard** is the starting point for accessing transaction forms, message logs, and other resources.
2. By default, the **home tab** is displayed, which provides basic information and statistics for the current user.

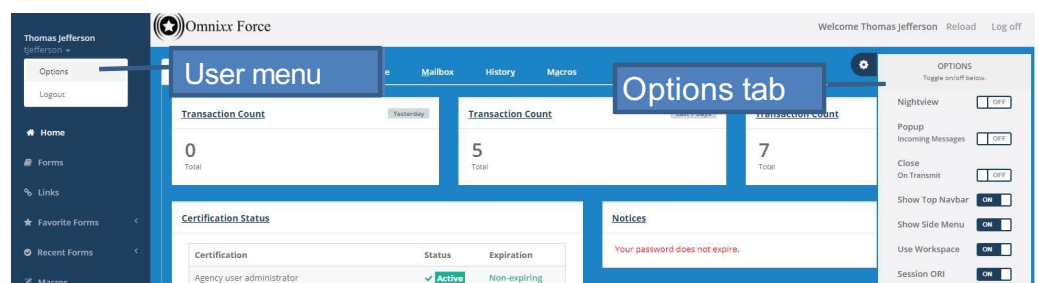


3. The **menu** on the left side of the screen provides one-click access to various user tools.

4. **Tabs** at the top of the screen provide quick access to the Home screen, Forms, Mailbox, Workspace (when enabled), and Links, Log History, and Macros (when opened).

4. The **status bar** at the bottom of the screen indicates if you're connected, the current user information, ORI, and number of new unread messages and hit-related messages.

5. **Options** such as **Play Sound** and **Session ORI** can be adjusted by clicking the cogwheel on the right of the screen, or by clicking the User ID in the upper-left corner.



Click any of the above options to be taken directly to that section!

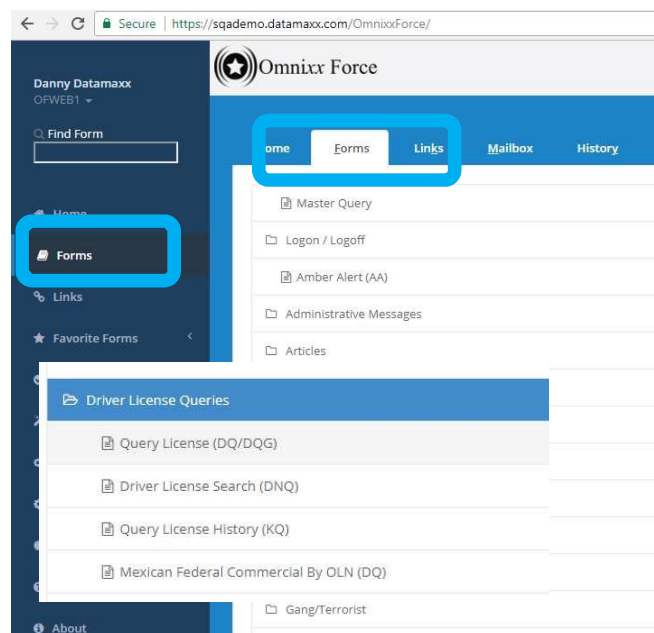
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Transaction Forms

1. Upon successful logon, the **Omnixx Force dashboard** is the starting point for accessing transaction forms, message logs, and other resources.
2. By default, the **home tab** is displayed, which provides basic information.
3. Click the **Forms tab** at the top of the page or the **Forms link** in the menu on the left side of the screen to view the full list of available forms.
 - The form icon indicates that the link opens the form named. Forms will typically have the message key listed to the right of the form name.
 - Click the transaction form name to view form details along with an Open Form button. Click the button to open the form or double-click on the form name to open the form.
 - The file icon indicates that there is a submenu related to the category named. Click on the file icon to expand the category.



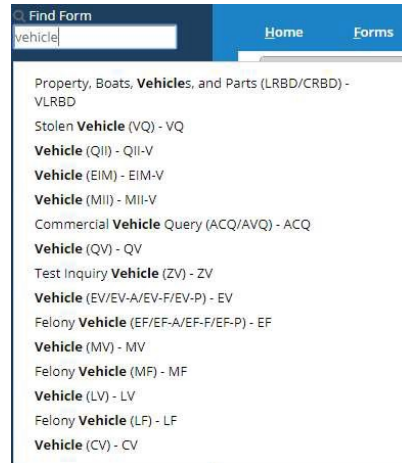
Find Forms

1. To **search** for a form, enter message key or form name (or partial form name) into the Find Form field above the menu on the left side of the screen to view possible matches.
2. Select from the list of matches to open the corresponding form.

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3. If there is no match or if there is no match that the current user is authorized to use, a “no form found” message will appear.

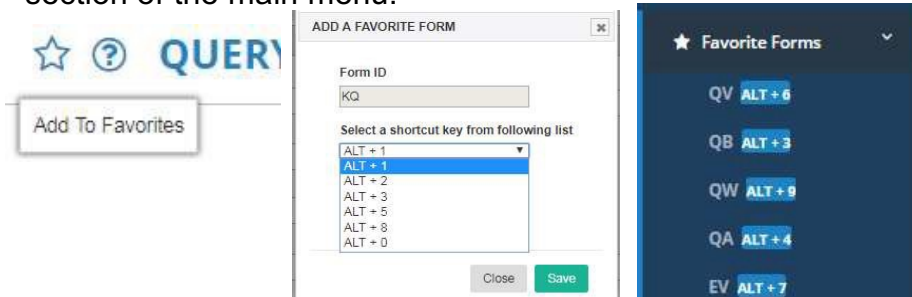


4. You can also enter TF plus an MKE on the **Command** bar on the bottom of the page.

Favorite Forms Menu

1. Forms can be accessed from the main menu through either **Favorite Forms** or **Recent Forms**.

2. To set a favorite form, first locate and open the form. Click the **Add to Favorites (Star)** icon, select a shortcut to use for the favorite, and press **Save**. The shortcut selected can later be used to open the form, and will be displayed under the Favorite Forms section of the main menu.



4. To **remove** a form **from favorites**, click the star icon again and confirm by selecting “**Yes, remove it!**”.



5. To **open a favorite form**, click the form ID under the Favorite Forms menu, or press the key combination corresponding to the form.

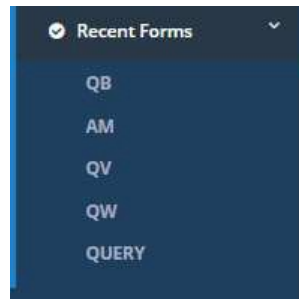
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Recent Forms Menu

1. Click **Recent Forms** on the main menu to open the five most recently used forms, and select the desired form from the list to open.



Click any of the above options to be taken directly to that section!

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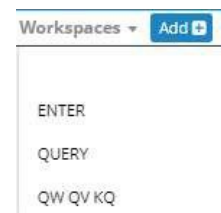
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Workspaces

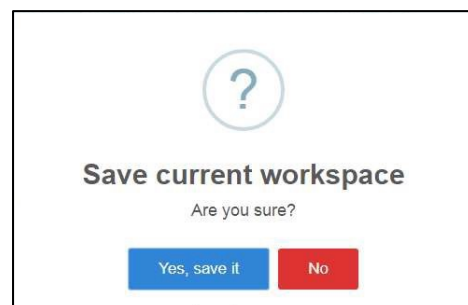
1. To use workspaces, ensure **Use Workspace** functionality is enabled under User Options.
2. Workspaces may be accessed, created, deleted, and updated using the Workspace toolbar at the top of the workspace window. Click **Add** to add a new workspace and name it as you desire or **Delete** to remove a previously added one.



3. Access previously saved workspaces by clicking on the down arrow next to Workspaces in the upper left corner of this tab.



4. When the workspace option is enabled, open forms will be displayed in a “Workspace” tab, instead of in individual tabs.
5. Click “**Yes, save it**” after making any changes to your workspace to return to that at a later time.



6. Click **Close All Forms** to close any open forms in a workspace.

Click any of the above options to be taken directly to that section!