

LENS Training Outline

1. Introduction

- a. Overview of the OPS Network
- b. Overview of the OPS LENS Protocol and LENS Module

2. Network and Account Security

- a. Account Creation:
 - i. Required Profile Image
 - ii. Agency Security Code
 - iii. Required Fields
 - iv. Password Requirements
 - v. Account Verification Procedure
 - vi. User Account Security Management
- b. Account Management and Login:
 - i. Required Fields
 - ii. 2-Factor Authentication
 - iii. Lost Password Recovery
 - iv. Changing Agency Email
 - v. Changing Mobile Phone
 - vi. Updating Account Profile
- c. User Permissions:
 - i. Master Admin
 - ii. Admin
 - iii. LENS Level 2
 - iv. LENS Level 1
 - v. Transferring Master Admin
 - vi. Admin New User Approval
 - vii. Removing a User

3. Utilizing OPS LENS

- a. Sending a Notification:
 - i. Distribution Levels
 - 1. Local
 - 2. Countywide
 - 3. Statewide
 - ii. Selecting Priority Levels
 - iii. Selecting Notification Type

- iv. Adding Persons
- v. Adding Images and Files
- vi. Selecting Law Enforcement Distribution
- vii. Selecting Civilian Distribution
- viii. Scheduling a Notification
- ix. Creating a Wanted/Missing Persons Flyer (PDF)
- x. Exclude Notification from Master Search Feature
- xi. Notification Only (No Comments) Feature
- xii. Viewing Followers to a Notification
- xiii. Editing a Notification
- xiv. Deleting a Notification

- b. Managing Notifications:
 - i. Agency Sent Notifications Dashboard
 - ii. Agency Received Notifications Dashboard
 - iii. Master Notifications Database
 - iv. My Subscribed Notification
- c. Searching LENS:
 - i. Keyword Search
 - ii. Sent By Search
 - iii. Other Search Methods

- d. Civilian Contacts:
 - i. Overview
 - ii. Adding a Civilian Contact
 - iii. Managing Civilian Contacts
 - iv. Distributing Information to a Civilian Contact
 - 1. Content Restrictions
 - 2. Distribution Advisory Overview

Closing Discussion