

Law Enforcement Notification and Sharing Platform

Training Outline (KEY)

1. Introduction

- a. Agency Setup Guide (QSG-1)
- b. Overview of the OPS LENS Protocol and LENS Module (Video #2)
- c. LENS Tile Cover Overview (Video #6)

2. Learning Center Overview

- a. OPS Learning Center (Linked)
- b. LENS Learning Center (Linked)

3. Network and Account Security

- a. Admin Account Creation: (Video #1)
 - i. User Profile Image (Video #1, #1B)
 - ii. Security Code (Video #1)
 - iii. Required Fields (Video #1)
 - iv. Setting Password (Video #1)
 - v. Account Verification Procedure (Video #1)
- b. New Users: (Video #1A)
 - i. New User Sign-Up
 - ii. Required Fields
 - iii. 2-Factor Authentication
- c. Permissions:
 - i. Master Admin Activation (Video #1)
 - ii. LENS Permissions (Video #1C)
 - iii. User Permissions (Video #1A/ #1D)
 - iv. Transferring Admin (Video #15)
 - v. User Transfer (Video #15A)
 - vi. New User Approval (Video #1A/#1D)

4. OPS LENS OVERVIEW (Video #2)

- a. Sending a Notification: (Video #4)
 - i. Priority Levels (Video #4)
 - ii. Notification Types (Video #4)
 - iii. Adding Persons (Video #10)

- iv. Images and Files (Video #4)
- v. Selecting Law Enforcement Distribution (Video #5)
- vi. Selecting Civilian Distribution (Video #13)
- vii. Scheduling a Notification (Video #4)
- viii. Wanted/Missing Persons Flyer (PDF) (Video #14)
- ix. Exclude Notification from Master Search (Video #4)
- x. Notification Only (No Comments) (Video #4 and #S-1)
- xi. Viewing Followers to a Notification (Video #3)
- xii. Delete Notification (Video #S-1)
- xiii. Responding (Video #7)
- xiv. Comments On/Off (Video #S-1)

- b. Managing Notifications:
 - i. Dashboard (Video #2)
 - ii. Setting Thresholds (Video #8)
 - iii. Approving/Denying (Video #9)
 - iv. Subscribing to Notifications (Video #11)
 - v. Viewing distribution list and admin actions. (Video #3)
 - vi. PDF Export (Video #S-1)

- c. Searching LENS: (Video #S-2)
 - i. Keyword Search
 - ii. Sent By Search
 - iii. A.I. Advances Search

- d. Civilian Contacts:
 - i. Adding and Managing Civilian Assets (Video #12)
 - ii. Distributing Information to a Civilian Contact: (Video #13)
 - 1. Content Restrictions
 - 2. Distribution Advisory Overview

Training Key Instructions:

Locate the subject in question. Find the video listed which will contain the appropriate guidance. Each video can be located within the LENS Learning and Resource Center.