



QUICK START GUIDE FOR SEARCHING OLLEISN DATABASE



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Accessing OLLEISN

OLLEISN allows local law enforcement agencies to share information that will assist in preventing and responding to crime and acts of terrorism, while enhancing the safety of officers in the performance of their duties. This Quick Start Guide highlights basic steps for accessing information in OLLEISN. For more detailed instruction, consult the OHLEG/OLLEISN Search Interface Users' Guide.

1 Qualifications for Use

Use of the OLLEISN system is solely for law enforcement purposes and may be accessed only by law enforcement officers and personnel designated by the CEO of Ohio law enforcement agencies. All individuals must have a valid OHLEG user account. (Applications are available at www.ohleg.org.)

2 Gaining Access

OLLEISN information can be accessed two ways. It is available 24/7 through the Internet or through a Level 2 OLLEISN Certified RMS Provider. To learn if your agency's provider is Level 2 Certified and for information on using their software to access OLLEISN, contact your provider.

To access OLLEISN through the Internet, simply go to www.ohleg.org and log in by entering your:

- USER Name
- ORI Number
- Password

3 Choose a Search Option

- Select the OLLEISN option to search OLLEISN records only, or
- Select the OHLEG SE option to search OLLEISN along with other databases available through OHLEG. On the following screen, simply check the box for OLLEISN as well as other desired sources. OHLEG SE will search all databases simultaneously.

4 Enter Search Data

- For the OLLEISN only option, search by person.
- On OHLEG SE, search by person, vehicle or geographic location.
- Enter as much information as possible to define the search. The pull down auto-response menus simplify entry.

5 Explore Data

- Information will be displayed in ten records per page. Each record is scored by percentage for its match to your search information.
- Click on desired record. Click on the Plus Signs (+) to drill deeper into each incident report for more detailed information.
- In OHLEG SE, each record will display requests made by others in the past 30 days, making it easy to contact law enforcement agencies that have recently made similar searches.
- Once logged in to OHLEG, lack of USER activity for one hour will require a new login.

Assistance and Support

- 6 ■ For problems with your OHLEG account, please contact OHLEG support at OHLEGsupport@ag.state.oh.us or 866-406-4534.
- For problems accessing OLLEISN through your Level 2 RMS provider, please contact the provider for support.

IMPORTANT NOTES

- ALL OLLEISN DATA is the property of the originating agency and may not be released in its original form.
- INFORMATION CONTAINED IN OLLEISN may contain inaccuracies. Always verify accuracy with the originating agency.
- ALL QUERIES TO OLLEISN are recorded by search subject, date of query and who made the query. This information is stored permanently with OLLEISN for auditing purposes.