



PS Net

Private Security Network

New System Overview

Table of Contents

New PS Net	1
General	2
System Access	3
Login Page - Desktop	3
Alerts and Notices	4
Change Agency	5
Main Menu	5
Searches	7
Power Searches	7
<i>Name</i>	7
<i>Number</i>	9
Driver History	9
Vehicle	11
Marine	12
Courts	13
Warrants	13
Agency (<i>previously ORI</i>)	14
Vehicle Investigative Inquiry (<i>previously Stolen Vehicle</i>)	14
Record Request (<i>previously Criminal History</i>)	15
Administration Functions	17
Billing	17
Activity	17
Admin	18
Mobile Access	20

New PS Net

Below is a list of changes and enhancements you will see in the new PS Net!

- **New Website for Login**
 - Desktop: <https://pa2.rejis.org>
 - Mobile: <https://pa2.rejis.org/mobile>
- Smart phone app and tablet access
- Enhanced web access with quicker log on (no more Citrix!)
- Extended session time out – 10 minutes
- Ability to work for multiple agencies with same User ID
- User Profile Preferences
 - Set years for DOR past convictions (All, 3, 5, 10)
 - Show/Hide optional fields
 - Add/Update e-mail address on-line
- Account ID History
- View Responses – *retention of search results for current session*
- Flexible billing searches (*specific date ranges*)
- Activity Reports by Account ID or User ID
- User Admin Functions (*for your agency*)
 - View all user activity
 - View and request users
 - Add/Update e-mail addresses
 - View agency information

General

Availability

Access to PS Net is available 24 hours a day, seven days a week.

Help Desk Assistance

Technical, application and security questions should be directed to the REJIS Help Desk by calling 314-535-9497 or 1-888-923-7255.

Hours: 7:00 a.m. to 8:00 p.m. Monday through Thursday
7:00 a.m. to 5:00 p.m. Friday

Price List/Billing

For a current price list and detailed online user guide visit: www.rejis.org

Billing questions or credit card changes should be directed to the Finance Department (Jan), 314-633-0296 and general questions should be directed to Lindsey Tracy at 314-633-0371 or e-mail Ltracy@rejis.org.

Use of Data

While most of the data available through PS Net is public record, some of the information is available only to corporate/private security and private investigators. When applying for access to PS Net, an agency representative signed an agreement that the information is to be used in the conduct of the agency's private security/private investigation duties and for no other purpose. The resale of PS Net information as a product separate from the security/private investigation function is specifically prohibited. Failure to comply will result in cancellation of access and possible legal penalties.

System Access

For security purposes, each person logging into PS Net must have their own User ID. There are no computer requirements; however, the recommended screen resolution is 1024 x 768. The desktop web system has been tested and approved for the following browsers; Internet Explorer, Chrome, Firefox, and Safari. If accessing the system from a tablet device (iPad) it's recommended to go to the desktop website but, you can run the mobile version from the tablet.

Login Page - Desktop

You can set up a shortcut to the new web site (<https://pa2.rejis.org>). If you are using Internet Explorer Click *File > Send > Shortcut to Desktop*, when you are on the Private Access login page. Or, you can save the site to your Favorites.

The first time you login, you will be asked to change your password. Once you have entered the new password you will see the message *"Your password change was successful. Click the 'Back to Logon' button."*

Passwords will change every 90 days. The User ID is not case sensitive; however, the password is. After four (4) unsuccessful attempts you will be locked out and receive a message that the system was unable to log you in. Contact the REJIS help desk to reset your password.

Once you log in, you will be asked to submit a list of security questions, which will be used when you contact the REJIS Help Desk for a password reset. Please follow the instructions on the screen.

Set Security Questions for \$

You have 5 security questions left to set.

Question	Answer	
1	Please select a question from the list below.* <input type="text" value=""/>	Answer your question.* <input type="text" value=""/> Save
2		
3		
4		
5		

Help

Select a question, type in an answer, then click save. You will need to know the exact spelling of your answer, including punctuation, in order to allow identification by the helpdesk. Answers are not case sensitive.

The question answered will be added to your User ID in the system and the next question box will populate. Repeat the process until all question slots have been completed.

You may ask... "What if I want to change the answer?" Simply click Remove, select the question again, type in an answer, and Save.

Click Finish after you have submitted your questions.

If your organization requires additional access IDs, you can now submit a request on-line if you are the agency's User Admin (see Administrative Functions). **It is important to let REJIS know if one of your employees who has a PS Net User ID leaves your agency so the username can be inactivated. Currently a request to delete a person cannot be submitted on-line. You cannot reuse a username that has been provided to you by REJIS.**

Alerts and Notices

If there are any Alerts or Notices, you will see them as soon as you login. An *Alert* will be a message regarding a planned system outage; a *Notice* will be a message about training, etc.

Alerts and Notices

Include Notices

Alert: PA2 Test Alert
Notice: PA2 Test Notice

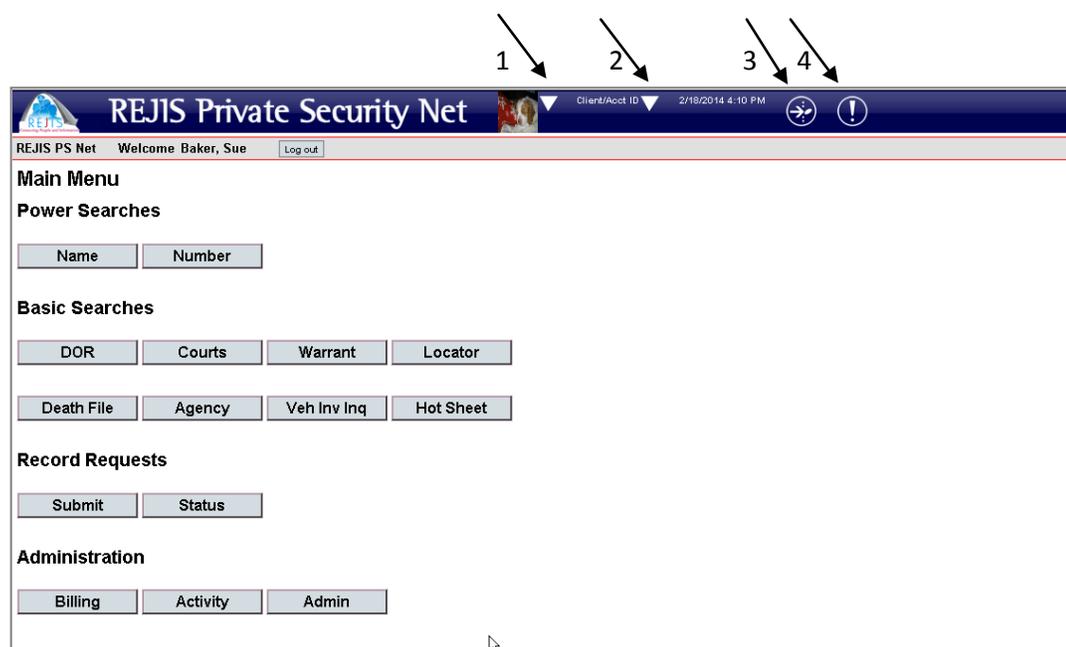
[Continue Logon](#)

Change Agency

If you work for multiple agencies, you can now use the same User ID for both agencies. When you login, you will be asked to select the agency for which you will be working. You can change the agency at any time during the session. You must notify the REJIS Help Desk if you wish to be affiliated with more than one agency.

Main Menu

On the User ID bar, you will see your agency's name along with your name. There is also a log out button. You can also click on the REJIS logo at any time to be returned to the main menu.



1. Select User Activities

Change Password – Allows you to change your password at any time.

Change Agency – If you work for multiple agencies, you can change the agency for which you are doing work. *Multiple agencies will appear only if REJIS has assigned you to other agencies.*

Profile – When the following preferences are set, these will be your default options, where applicable in the search screen.

- User Profile Preferences for viewing DOR Past Convictions (number of years)
- Show Optional Fields
- Upload a personal image which will then be visible on all your PS Net sessions.
- Enter or update your email address under Assign to Agencies by clicking the Select link in front of your name.

Admin – If you are the agency's User Admin, you can see a list of users for your agency as well as information about how your agency is set up.

2. Change Client/Account ID – You can set an initial Client/Account ID or change an existing one in addition to viewing activity for the Client/Account ID you currently have selected.

3. View Responses – Allows you to view the responses to searches you conducted during that session along with the time you conducted the search and the search criteria you used, (i.e. name or license for driver history. At any time during that log on session, you can go back and view your previous searches without another charge. However, if you change your Account ID, the previous response(s) will no longer be available for that session. You can always view the inquiries you made by viewing the Activity report.

- 4. Alerts and Notices** – If there are any Alerts or Notices, you will see them as soon as you login. You can also click on the Notices and Alerts button at any time.

Searches

The following section lists new searches available or changes to existing searches.

Power Searches

A power search provides the option to search multiple data bases on one name or number. The responses are returned in an index on the response screen from which you can choose to look at each result.

Power Searches

Name

Number

Name

Select the areas you wish to search and then enter the name. Sample, Sample was entered as the name. As you select the systems to be searched, the fields will expand to show the criteria required. For example, if you selected a arrant search, you will see a list of areas to be searched. Select the area you wish to search. You can also click on the Show Optional Fields link to input additional information to narrow your search.

Name Search

Select Search Area(s) *

Driver History

Courts

Federal Death File

Vehicle

Warrants

Marine

Confinement

Search by Name

Last Name *

First Name *

Middle Name

Search

+ Show Optional Fields

Select Warrant Region(s) *

St. Louis Area
 Kansas City Area

If you make any errors in entering the search criteria, an error message will appear at the top of the screen and a highlighted exclamation point at the end of the field. Correct the errors and hit the Search button.

Please correct the following problems:

- Last Name is required.
- First name is required.
- At least one Court must be selected.
- At least one Warrant Region must be selected.

You will see a response screen which will show the searches you entered.

All responses this session

Main Menu

 Hide courts with no matches

Activity	Time	Search Criteria
View Warrant Index	5:00 PM	MATCH; Area: ST LOUIS; Last Name: SAMPLE; First Name: SAMPLE
View Driver History Index	5:00 PM	Last Name: SAMPLE; First Name: SAMPLE; YearsOfPastConvictions: 99

If you click on the View Driver History Index you will see a list of the matches that met your search criteria.

OLN	Last Name	First Name	Middle Name	Gen	Sex	DOB	Address	City	State
View 123456789	SAMPLE	SAMPLE	LOUISIANA		F	07/24/1981	89SOUTH	LOUISIANA	MO
View G058176001	SAMPLE	SAMPLE	SAMPLE		M	06/25/1997	123	CHAFFEE	MO
View N087324004	SAMPLE	SAMPLE	SAMPE		F	03/03/1980	123 HEREIAM	CAPE GIRARDEAU	MO

Click view for the record you wish to view and the full record will be returned. Once you have clicked to view a record, the index will then show a Viewed notation to indicate that you have already viewed the full response for that record. You cannot click it again to view; you can, however, go to the Response list and select the record from there.

Driver History [Help \(alt\)](#)

DOR Driver

THIS RECORD IS RESTRICTED UNDER THE FEDERAL DRIVER'S PRIVACY PROTECTION ACT

Name: SAMPLE, SAMPLE SAMPLE

OLN: G058176001

Status

License: REVOKED Commercial: None School Bus: None

Sex: M DOB: 06/25/1997 Age: 16

Hgt: 5'11" Wgt: 123 Eyes: DICHROMATIC

Address

Residence: 123 CHAFFEE, MO 63740 Current

Status

License Class	Expiration	Last Updated	Sequence
Current License: REVOKED	Type of Previous Commercial Class		
Surrendered To: RDPA, Special Restricted Driving Privilege	Date Surrendered	Special Issuance Effective	Expires

Endorsements and Restrictions

No Endorsements No Restrictions

ID Card

Expiration: Last Updated: 07/02/1997 Sequence: 970501760008

After you have viewed or printed the record, click Back and you will be taken back to the index. Click Back again and you will be directed to the response list. Choose the next record to be viewed.

If there were no records that matched the name you entered, you will see the following message.

Warrant

No records found matching your search criteria.

Continue to select the records from the response list until you have retrieved the information for all your searches. Note that once you select a record off the index, that item will be retained on your response list. The response will be available until you log off or change your Client ID name/number. This will allow you to go back to that search without an additional charge for viewing that record.

Activity	Time	Search Criteria
View Warrant Index	5:05 PM	MATCH; Area: ST LOUIS; Last Name: SAMPLE; First Name: SAMPLE
View Court Index	5:05 PM	MATCH; Court: KANSAS CITY MO MUNICIPAL; SearchType: NAME PARTIAL; Last Name: SAMPLE; First Name: SAMPLE
View DOR Vehicle Registration Index	5:05 PM	Last Name: SAMPLE; First Name: SAMPLE
View Driver History Index	5:05 PM	Last Name: SAMPLE; First Name: SAMPLE; YearsOfPastConvictions: 99

When you are finished viewing the responses to your power name search, click Main Menu. Or you can click the PS icon to return to the main menu.

Number

The same process as Name can be done using the power number search. Select the number type you want to use. Based on the search areas you selected, the fields you need to complete will show. The responses are returned in an index on the response screen from which you can choose to look at each result.

Number Search

Select Number Type *

VIN
SSN
Title

Vehicle
Marine
Federal Death File

Search by Number

Number *

Search

Driver History

There is a field for limiting the number of years to be returned on driver history convictions. This is a required field which will default to All unless you set your preference to 3, 5, or 10 years. It can also be changed by selecting a different number from the drop down option.

Department of Revenue (DOR) Search

Select Search Area *

Driver History Vehicle Marine Dealer

Driver History

Past Convictions *

All

Search by Name

Last Name * First Name Middle Name Search

Search by Driver's License Number

Driver's License # * + Add Multiple Driver's License #

Driver History Response Type

Index Full Search

Reset

You can also choose to search multiple driver license numbers. After entering the first number, click the Add Multiple Driver License # option. This will put your first request in the box and allow you to enter another license number. You can enter as many numbers as you wish.

Search by Driver's License Number

Driver's License # *

[+ Add Multiple Driver's License #](#)

Driver History Response Type
 Index Full

Driver's License #	
A1234567	Remove
B1234567	Remove

The responses will come back to a response list, from which you will choose the records you wish to view.

All responses this session

Hide courts with no matches

	Activity	Time	Search Criteria
View	Driver History Index	3:23 PM	OLN: C1234567
View	Driver History Index	3:23 PM	OLN: B1234567
View	Driver History Index	3:23 PM	OLN: A1234567

You can choose to view either an index or the full record. The exception to this is if you want to run a social security number as the driver's license number. The search will automatically default to a full search. If you select full record, or run a driver history by social security number, you will be billed for the search, even if you entered the wrong driver license or social security number.

Violation information follows the license information and will include the date the action was posted on the record by the DOR, type of case or offense, date and location of offense, case number, date and location of conviction. Some violations will show the points assessed for that violation and is not an indication of the total current points assessed against that driver. DWI, DUI and drug violations are never purged from the license violation information.

A non-commercial conviction is automatically removed, if it is not tied to a particular action, 3 years from the date of conviction, and convictions involving a commercial vehicle or a commercial driver, will be removed 4 years after the date of conviction if it is not tied to a particular action. Examples of actions are point revocation, Admin. Alcohol suspension, etc. DOR does not automatically remove actions; the only way to remove an action is by request to DOR.

A link is available from the DOR full driver history display to the Agency file and to the court case (UTT) for KC court cases only. You will see the Agency name or UTT number turn a light blue. When the cursor is placed over the Agency name or case number, a link symbol (hand) will appear. Double click the Agency name or case number and you will be linked to the Agency file or the full case record. When the information is displayed, you can either print it or close the new window. The court case link works only for Kansas City Municipal Court cases.

▲ Convictions / Actions											
Date	Pts	Conviction/Action	Status	Convct.	Violation	Offense	Case	UTT	Agency	Eligible Rein	Updated
10/23/2013		INSTATE FAILURE TO APPEAR SUSP	ACTIVE				FA13	11106...9	CIR CRT MUN DIV KANSAS CITY		10/23/2013

Vehicle

When you click on the Vehicle option, you will see that there are multiple ways to search; Name or Business Name, License Plate Number, Vehicle Identification Number (VIN) or Title. Searching by Name, License Plate Number or VIN will return an index. When searching by Name, you may need to search both the husband/wife's or parent/child's names if the vehicle is in multiple names. You can only bring up the record by the first name that appears on the registration. There is an option that allows you to search by multiple names or license plate numbers at the same time. You can also add a Marine search at the same time you search by Name.

Last Name	First Name	Middle Name	Business Name	Include Marine
sample	sample			Yes

The vehicle name and marine indexes are returned to the Response screen. Choose the record you wish to view from this menu.

	Activity	Time	Search Criteria
View	Marine Index	3:42 PM	Last Name: TEST; First Name: JUST; Middle Name: A
View	DOR Vehicle Registration Index	3:42 PM	Last Name: TEST; First Name: JUST; Middle Name: A
View	Marine Index	3:42 PM	Last Name: SAMPLE; First Name: SAMPLE
View	DOR Vehicle Registration Index	3:41 PM	Last Name: SAMPLE; First Name: SAMPLE

You can also run multiple vehicle license number searches.

License #	
12345	Remove

The latest results will be at the top of the response list.

All responses this session

[Main Menu](#)

	Activity	Time	Search Criteria
View	DOR Vehicle Registration Index	12:03 AM	Plate: 6789; Type: RESIDENTIAL
View	DOR Vehicle Registration Index	12:03 AM	Plate: 12345; Type: RESIDENTIAL
View	Marine Index	11:59 PM	Last Name: BAKER; First Name: JOH
View	DOR Vehicle Registration Index	11:59 PM	Last Name: BAKER; First Name: JOH
View	DOR Vehicle Registration Index	11:59 PM	Last Name: BAKER; First Name: SUSAN
View	Driver History Index	11:51 PM	OLN: 56789
View	Driver History Index	11:51 PM	OLN: 12345

When entering a VIN, if make and/or year are not supplied, then an attempt is made to derive the make and year by the system. If successful, then the vehicle index appears. If not, then the following message is returned:

The VIN entered was not found.
Please enter the Year and Make below.

Vehicle Year Make [Show all makes](#)

You must enter the vehicle year and make to get the record.

When searching by Title, you will receive a full response. Again, the latest search results will appear at the top of the response list.

Marine

Marine registration information can be searched by the owner's or a business name, boat/motor registration number, VIN or Title number. Because the record can only be searched by the first name that appears on the title, even though there may be two registered owners listed on the registration, you may want to enter multiple owner names. All searches except Title will return an index.

Marine

Search By Name

Last Name * First Name * Middle Name

- OR -

Business Name *

[+ Add Multiple Owner Names](#)

Search By Registration Number

Boat/Motor Registration # *

Search by Vehicle Identification Number (VIN)

VIN *

Search by Title

Title *

Courts

Municipal court cases for Kansas City, MO are available on PS Net. Note that a business name search along with additional search criteria has been added.

Select your search criteria and then the court you wish to search. Currently there is only one court available to search. When searching by name, the results will be returned to an index. Select the case you wish to view from the list. When searching by case number, you will be taken to the full case display.

Court Search

Select Search Area *

Name Case

Select Court(s) *

Kansas City MO Municipal

Search by Name

Match Name

Partial Exact

Last Name * **First Name *** **Middle Name**

- OR -

Business Name *

[+ Show Optional Fields](#)

When you see a blue underlined link under continuance history in the Ref # column, you can click it to go to the warrant information.

▲ Continuance History									
Action Date	By	Continuance	Dkt Date/Time	Crt Rm	Ref #	Activate Date	Cancel Action	Cancel Date	Docket Type
08/16/2011	CRT	Bench Warrant	8/16/2011 11:01:00 AM	H	W97...98	8/16/2011 12:00:00 AM			Dismissal
06/01/2011	CRT	Continued By Court	6/1/2011 6:01:00 AM	P					Regular
Total: 2 Charged To ==>		Defense: 0	Prosecution: 0		Court: 2	Consent: 0			

Warrants

The warrant search has been changed to allow a search by area and has additional options that can be used to limit your search results.

Warrant Search

Select Region(s) *

St. Louis Area Kansas City Area

Search by Name

Last Name * **First Name *** **Middle Name**

[- Hide Optional Fields](#)

Optional

Sex **DOB** mm/dd/yyyy Date of Birth Range + 2 years Exact Date of Birth

The Warrant file contains warrants that were issued in the REJIS service area which includes St. Louis City, St. Louis County (all municipalities), Jefferson County, St. Charles County, Franklin County, and the Kansas City area. Not all law enforcement agencies in Jefferson, St. Charles and Franklin Counties enter warrants into the REJIS warrant system.

Entries are listed alphabetically by date of birth with earliest birth date first. The REJIS Warrant system groups entries together that have the same exact name, race, sex, and date of birth, assuming that they are the same person.

Agency (previously ORI)

Agency Name and Agency Information (type i.e. federal, state) searches were added. Red indicates a required field and the green means that one of the two green fields is required.

The screenshot shows a search interface titled "Enter Search Information". It is divided into three sections:

- Search by ORI:** Includes a red asterisk next to "ORI", a text input field containing "mospd0000", and a "Search" button.
- Search by Agency Name:** Includes a red asterisk next to "Name", a text input field containing "kirkwood", a red asterisk next to "State", a dropdown menu showing "Missouri", and a "Search" button.
- Search by Information:** Includes a red asterisk next to "Type of Agency", a dropdown menu showing "County", a red asterisk next to "Keywords", a dropdown menu showing "Corrections", a red asterisk next to "State", a dropdown menu showing "Missouri", a green asterisk next to "County", a text input field containing "Cole", a green asterisk next to "City", an empty text input field, and a yellow "Search" button.

Responses are the same as they were in the previous PS Net system. Detailed information about responses is contained in the User Manual and on-line help will be added in the future.

Vehicle Investigative Inquiry (previously Stolen Vehicle)

This is the stolen vehicle search. We have renamed it as it brings back more than just stolen vehicle records. This file is entered by law enforcement agencies using the REJIS vehicle file (St. Louis and Kansas City areas) and contains records of vehicles stolen or wanted in connection with a crime. Inquiries can be made by license number or vehicle identification number (VIN) If a stolen vehicle is located, the local police department should be contacted immediately. The Hot Sheet inquiry is used to obtain a list of vehicles that have been stolen within a certain number of days.

Record Request (previously Criminal History)

Select the type of check you wish to submit, and then select the state. If that request is not available, a message will appear indicating that a search is not available for that state. Click the Add Search link and the request will show up in the records search box. If you wish to request multiple searches, click the Add Search link and select another search. As you select a search, the required fields will show on the Enter Search Information portion of the screen.

The screenshot shows a web form with two main sections. On the left, there is a dropdown menu for 'Record Request Type' with options: Criminal History, National Sex Offender Search, Driver History, and Record Request Check. Below this is a table listing selected items with columns for State, Price, Emp, and Select. On the right, the 'Enter Search Information' section contains fields for Last Name, First Name, Middle Name Generation, DOB, Race, Sex, SSN, Driver License #, Last Known Address, Last Known City, Last Known State, and Last Known Zip Code. There are also checkboxes for authorization and a section for uploading a signed release form.

Record Request Check	State	Price	Emp	Select
Criminal History	Missouri	\$15.75		Delete
Criminal History	Alabama	\$27.00		Delete
Driver History	Arkansas	\$12.80		Delete
		Total	\$55.55	

Prices vary by individual states and will be displayed when you click the type of inquiry and state you wish to search.

A release is required for criminal history requests for states other than MO and for IL employee checks. You will be asked to verify that you have authorization to perform the search. You will also need to upload, e-mail or fax a signed release form before the search is submitted. If you need a release form, you can download one from the input screen. Once you have entered the required information, click the review request button. Once you have reviewed the information, enter your e-mail address if it is not listed and click submit. You will receive an on-line message that your request has been submitted.

The screenshot shows the 'Record Request for' section with fields for Name, Race, SEX, DOB, SSN, Driver's License #, and Last Known Address. A confirmation message box says 'Your request has been submitted.' Below this is a table of 'Search Areas' with columns for Search State, Price, and a checkbox. At the bottom, there is a 'Send Email Notifications' section with four email address fields and 'Back' and 'Submit' buttons.

Search Areas	Search State	Price	
Criminal History	Missouri	\$15.75	
Criminal History	Alabama	\$27.00	<input checked="" type="checkbox"/>
Driver History	Arkansas	\$12.80	
		Total	\$55.55

You can view the status of your requests on-line. Click on the Status button under the Record Request Section. You will see the searches you submitted listed as requested. Once the request has been sent and results

received, you will receive an email indicating the response is pending, there was no match based on the search criteria you submitted, or that a match can be retrieved on-line.

Your submission data and results will be retained on-line for 30 days.

Record Request Status

From To Agency Number User ID

Last Name First Name Include Completed Requests

Select	State	Type	Name	Status	Requested By	Firm	Requested Date	Response
View Request	AK	Criminal History	test, test	Cancelled	Tracy, Lindsey	REJIS Admin	01-14-2014	
View Request	CT	Criminal History	Test, Just a Eighth	Completed	Tracy, Lindsey	REJIS MoBar Net	01-14-2014	<input type="checkbox"/>

Administration Functions

If you are not the agency's User Administrator, you will only see two buttons at the bottom of the Main menu; Billing and Activity.

Billing

There are two billing reports available: User Activity and Client Activity. Everyone in the agency can view these reports. These reports will be retained for one year on-line; however, you can only search a three month range at one time... The Daily Usage Report has been eliminated from the billing reports and this information is now available under the Activity Reports.

The screenshot shows a web form titled "Billing Reports". At the top, there is a dropdown menu labeled "Select Report Type*" with three options: "Total By User", "Total By User", and "Total By Client". Below this is a section labeled "Enter Search Information" containing two date pickers: "Activity From *" and "To". Underneath the date pickers is a dropdown menu labeled "Firm *" with one option selected: "Baker & Tracy". At the bottom of the form are two buttons: "Run Report" and "Reset".

All billing information is current as of the previous day. Select the type of report you wish to view and choose a date range. If you only enter a single day, the system will search from that day to the previous day.

Activity

A recently added feature is a report which shows all activity for an agency. The report shows each username, the date and time of activities, what type of search was submitted (i.e. DOR, Court, etc.), the cost and the search criteria they used (i.e. name of person, driver history number, etc.).

If you are the agency's User Administrator, you can see activity reports for everyone in the agency that has a PS Net User ID. If you are not the User Administrator, you can only see your own activity. Select the time for which you want to view activity. You can also choose to view activity for a specific Client ID or if you leave the box empty, you will see all activity/searches. If you are the User Administrator, you can choose to view all agency activity or just activity by a specific Client ID or User ID.

The screenshot shows a web form titled "Activity Reports". It has a section labeled "Enter Search Information" with two date pickers: "Activity From *" (set to 11/1/2013) and "To" (set to 11/17/2013). Below the date pickers are two text input fields: "Client ID" and "User ID". At the bottom of the form are two buttons: "Search" and "Reset".

Below is an example of a agency activity report run by a User Admin, which shows activity for all members of the agency. When viewing activity, you can choose to only see billable activity.

Activity Report For Date Range: 1/1/2014 thru 1/6/2014

Only Show Chargable Show Logon Searches

Records 1 to 200 of 353 records found.

Date	Session Start	Session End	User Name	Activity	Inquiry	Price	Client ID
01/06/2014	07:35 PM	07:35 PM	Brown, Robert	Session		\$0.00	6666
01/06/2014	07:35 PM		Brown, Robert	Logout		\$0.00	
01/06/2014	07:35 PM	07:35 PM	Brown, Robert	Session		\$0.00	
01/06/2014	07:34 PM		Baker, Hannah	Logout		\$0.00	4646
01/06/2014	07:34 PM		Baker, Hannah	Arrest Summary	Date: 12/30/2013; Area: ST LOUIS	\$5.00	4646
01/06/2014	07:31 PM		Baker, Hannah	Court Index	Court: WOODSON TERRACE MUNICIPAL; SearchType: NAME EXACT; Last Name: BROWN; First Name: ROBERT	\$0.00	4646
01/06/2014	07:31 PM		Baker, Hannah	Court Index	Court: WINFIELD MUNICIPAL; SearchType: NAME EXACT; Last Name: BROWN; First Name: ROBERT	\$0.00	4646
01/06/2014	07:31 PM		Baker, Hannah	Court Index	Court: WELLSTON MUNICIPAL; SearchType: NAME EXACT; Last Name: BROWN; First Name: ROBERT	\$0.00	4646
01/06/2014	07:31 PM		Baker, Hannah	Court Index	Court: WEBSTER GROVES MUNICIPAL; SearchType: NAME EXACT; Last Name: BROWN; First Name: ROBERT	\$0.00	4646

Underlined columns can be sorted. You can also view activity under the Change Client ID arrow by clicking the History option. If a Client ID has been entered, you will see the activity history for that Client ID. To view all clients' activity, change the Client ID to blank and then choose History. Activity for individuals can also be viewed from the Select User Activities arrow by choosing Profile – View Activity.

Admin

You will only see this button if you are the agency's User Administrator. The default is the Users screen.

Baker & Tracy Welcome Brown, Robert [\$a12555] (USERADMIN)

Admin

[Users](#)

[Firms](#)

Users

Partial Exact Like Show Inactive

Last Name First Name Firm Name Firm Number

Baker & Trac

If you leave the boxes empty and click Search, you will see a list of all users for your agency.

If you click the Select button in front of a name, you will then see information about that user.

You may then click on Select or View Activity. From the Select screen, you can view their activity (see Activity above) or change their email address.

You can also enter a single name on the Users screen to view information about a particular individual or to see if you had requested a User ID for that person.

Clicking on the [+Add User](#) link will provide you with an on-line way to request new users for your agency. Enter their Last Name, First Name, Middle Name and Generation, if any. Their status will default to Pending until a REJIS Administrator has created the ID. Enter their email address. This is a required field because the User ID will be emailed to the agency's User Admin and the password will be emailed to the person receiving the new ID. The email to the new user will request that they contact their User Admin for their User ID. Also, enter a bar number if the person is an attorney.

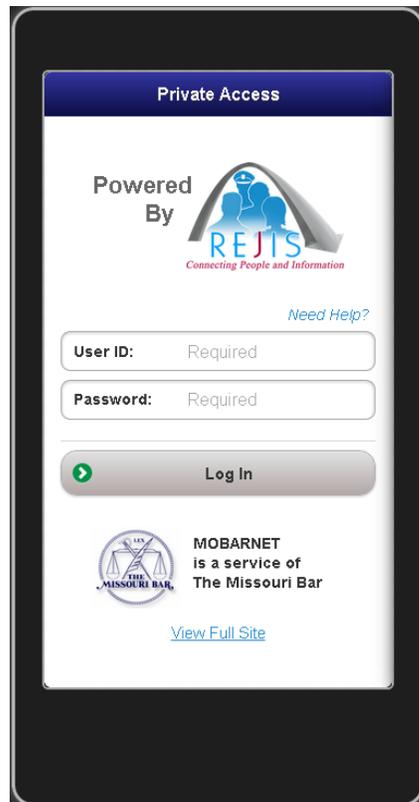
Users
User
Last Name * First * Middle Gen
Status * Pending Email Address *
Bar Number

A REJIS administrator will check daily for new requests, set up the ID/password and e-mail the information as noted above.

By clicking on the Agency option, the User Admin can view information about the agency such as their Agency Number and if a Client ID is required or allowed.

Mobile Access

The mobile website is <https://pa2.rejis.org/mobile>

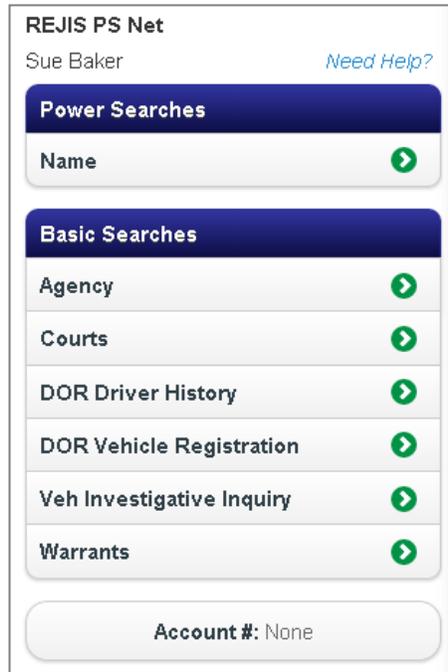


The major difference between the mobile and desktop/tablet access is that a sub-set of the applications are available on a mobile device. We determined the most used searches are Agency, Courts, DOR Driver History, DOR Vehicle Registration, Vehicle Investigative Inquiry, and Warrants.

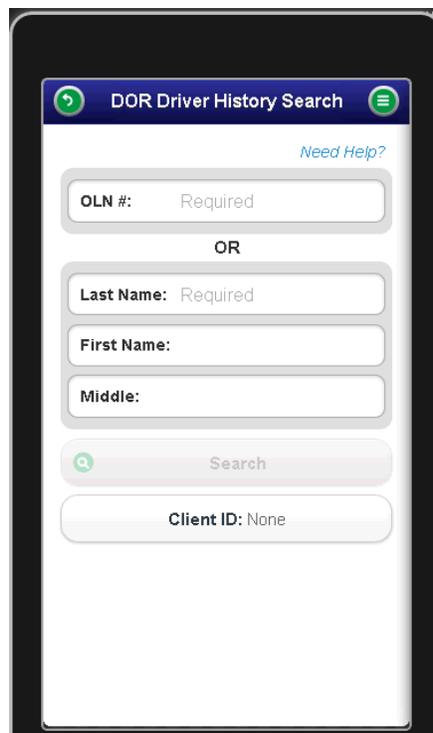
The screens, we believe, are self-explanatory and if you are a desktop user, will find them easy to use. The responses have been condensed to fit a smaller screen, but again, we are confident you will find them easy to interpret.

If your agency wants you to enter an Account ID, once you log in you can click on Account # at the bottom of the main menu to enter one.

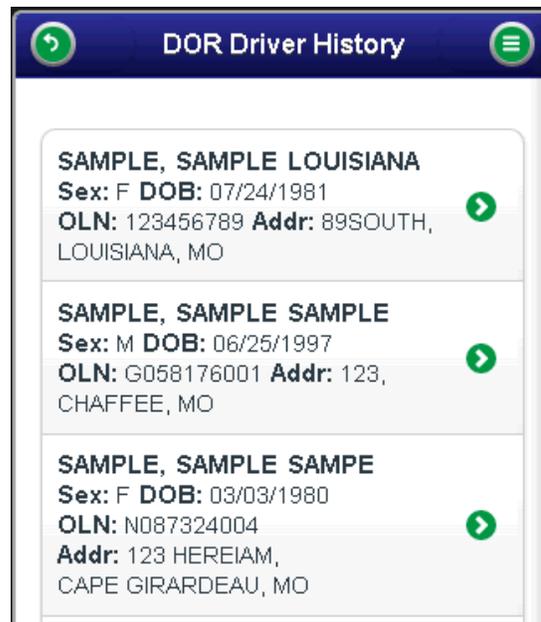
This is what the main menu looks like. Tap the bar for the search you want to conduct. A Power Name search is available similar to what you can do on the desktop version. Responses are returned to the Response index from which you can choose to view the individual searches.



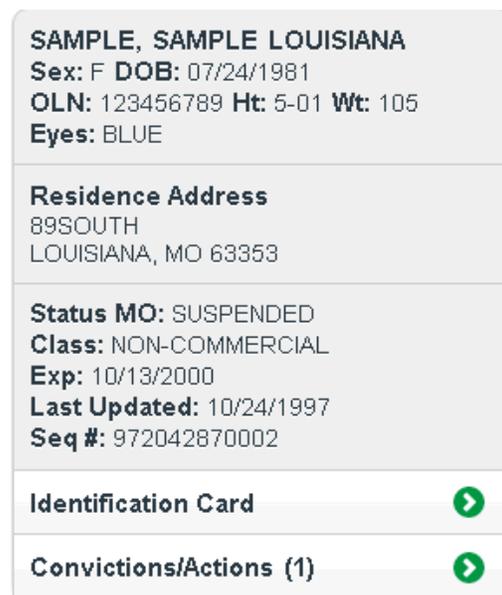
Tap the DOR Driver History. Enter either a driver license number (OLN) or a name. Then tap search.



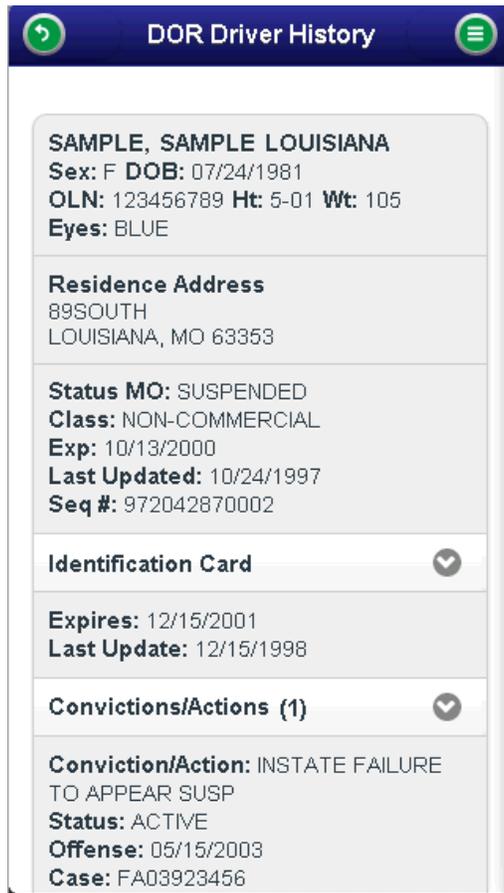
The results will be returned as follows:



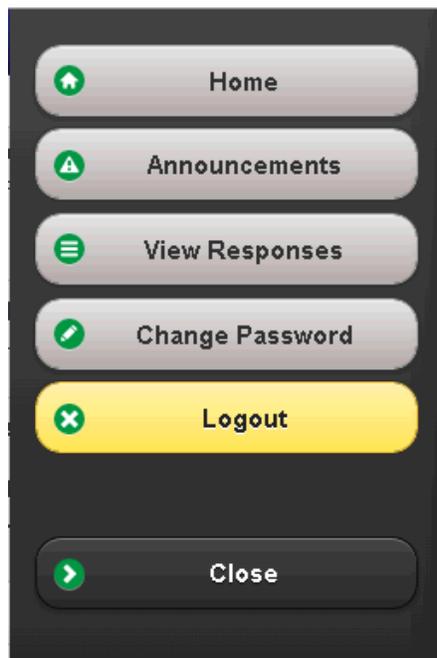
Tap the  view to see more detail your record. The full detail will be returned.



As you keep tapping the green arrow, more information will be displayed.

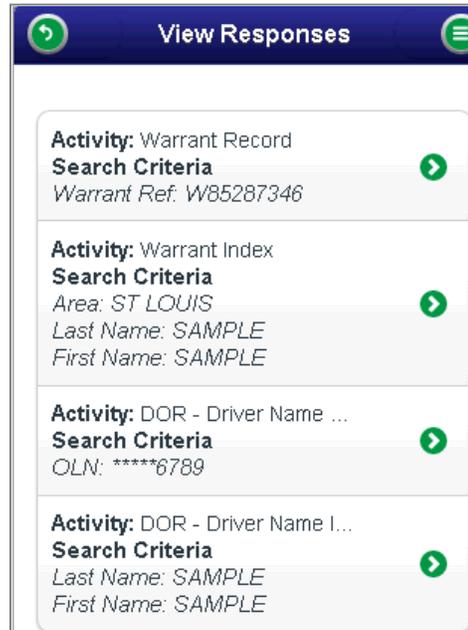


Tap the in the top left corner to go back or tap the in the top right corner to see a menu of other options:

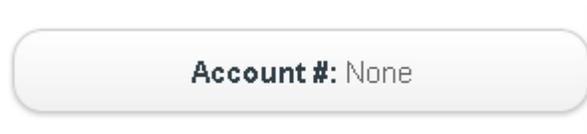


As with the desktop version, you will have a response list from which you can choose to view your inquiry responses.

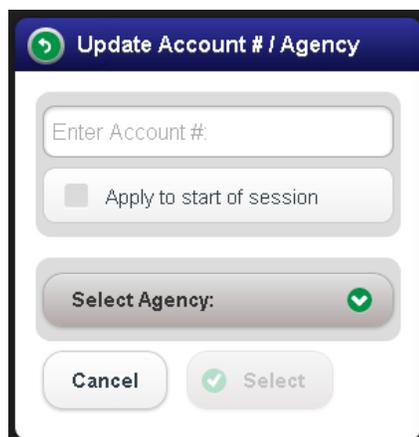
You will not be charged when you select an inquiry off the response list.



You can choose to change your Account ID at any time during the session by clicking on the button at the bottom of the screen:



You will see the following screen:



For questions on new features, please contact the REJIS Help Desk at 314-535-9497.