



**Computer Projects of Illinois, Inc.**  
**475 Quadrangle, Suite A, Bolingbrook, IL 60440**  
**Phone: 630-754-8820**  
**FAX: 630-754-8835**

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## **Transmittal Letter**

May 20, 2009

Mr. John Abbott, Buyer  
Department of Administration  
Purchasing Division  
Building 15  
2019 Washington Street, East  
Charleston, WV 25305-0130

RE: RFQ. NO.: DPS0936

Dear Mr. Abbott:

Computer Projects of Illinois, Inc. ("CPI") is proud to submit for consideration one original copy of our response to TIER #2 Mobile Data Computing Inquiry Only section of RFQ. No.: DPS0936.

The proposal is signed by Mr. Lorne Sawatzky, the president of CPI who is authorized to make decisions as to the pricing quoted and has not participated, and will not participate, in any action contrary to these statements.

Computer Projects of Illinois, Inc. is an Illinois corporation, Federal Tax ID #363618454, with our principle place of business located at 475 Quadrangle Drive, Suite A, Bolingbrook, IL 60440, phone number (630) 754-8820, fax number 630-754-8835. CPI is ready, willing and able to provide the State of West Virginia a complete, comprehensive solution for TIER 2 requirements as outlined in the RFQ.

Established in 1989, Computer Projects of Illinois, Inc. ("CPI"), with its headquarters in Bolingbrook, Illinois, is a privately held corporation that is an acknowledged leader in information sharing software systems for the law enforcement and criminal justice community. Since the early 1990's CPI has been supporting the West Virginia State Police (WVSP) by providing and maintaining several components of the OpenFox™ Product Suite. Currently WVSP utilizes the OpenFox™ Message Switching System, Criminal History system and recently has added the OpenFox™ Messenger for law enforcement workstation capability. It is the Messenger product, in a modified form that is being bid in response to the TIER #2 Mobile Data Computing Inquiry Only section of RFQ. No.: DPS0936. The product will be referred to as the Mobile Messenger.

The bid consists of the necessary components installed on the existing OpenFox™ Message Switching platform to support the Mobile Messenger and to insure that the

Response to Request for Quotation DPS0936

solution meets NCIC 2000 Security Policies as well as the licenses and maintenance required for the Mobile Messenger.

CPI's sole focus has been, and will continue to be, the law enforcement and criminal justice marketplace. CPI prides itself on the fact that all existing customers can be used as references. This reputation stems from the fact that CPI focuses only on this market and expends all of its energies on the development, installation and maintenance of its software products. CPI systems must always be 'state-of-the-art' and cost effective, as our customers expect nothing less than the most capability for their investment. The result of our focus has been a very high degree of customer satisfaction.

The person authorized to contractually obligate the corporation is:

Name of Signer: Lorne Sawatzky, President

Mailing Address: 475 Quadrangle Drive, Suite A  
Bolingbrook, IL 60440

Email address: lsawatzky@OpenFox.com

Fax Number: (630) 754-8835

Phone Number: (630) 754-8820 x 142

The person to negotiate the contract on behalf of the corporation is:

Name of Contact: Marc Smith, Sr. Account Representative

Mailing Address: 475 Quadrangle Drive, Suite A  
Bolingbrook, IL 60440

Email Address: msmith@OpenFox.com

Fax Number: (630) 754-8835

Phone Number: (630) 754-8820 x 149

The person to be contacted for clarification is:

Name of Contact: Marc Smith, Sr. Account Representative

Mailing Address: 475 Quadrangle Drive, Suite A  
Bolingbrook, IL 60440

Email Address: msmith@OpenFox.com

Fax Number: (630) 754-8835

Phone Number: (630) 754-8820 x 149

CPI is receipt of any and all amendments for RFQ. No.: DPS0936.

CPI is committed to the success of this project and welcomes the opportunity to once again work with the West Virginia State Police to make this project a mutual success. CPI urges the WVSP to call our customers to gage their satisfaction with CPI in

## Response to Request for Quotation DPS0936


delivering quality solutions and also to determine the level of satisfaction related to the maintenance and support provided by CPI.

The prices proposed in this procurement have been arrived at independently, without consultation, communication, or agreement, as to any matter relating to such prices with any other offeror or with any competitor for the purpose of restricting competition. The prices quoted have not been knowingly disclosed by the offeror prior to award, directly or indirectly, to any other offeror or to any competitor. All pricing submitted by CPI will be valid for 180 days after the proposal opening.

Our response is organized as follows:

1. Transmittal Letter
2. TIER #2 Requirements and Responses
3. TIER #2 Cost Forms
4. Signed West Virginia Purchasing Affidavit
5. OpenFox™ Mobile Form Guide

Sincerely,

  
Lorne Sawatzky, President  
Computer Projects of Illinois, Inc.  
630-754-8820 x142  
[lsawatzky@openfox.com](mailto:lsawatzky@openfox.com)

**TIER #2**

**22. MOBILE DATA COMPUTING INQUIRY ONLY**

Section	Description	Yes	No
22.1	The solution shall communicate directly with the Open Fox Switch with no interfaces other than the wireless device used by the MDT	X	

Response:

The OpenFox™ Mobile Messenger communicates directly to the OpenFox™ with no interface other than the wireless device. The controller on the Message switching system and the Mobile Messenger both utilize RSA Security Libraries and are compliant with the FIPS 140-2 requirement.

**22.2** The solution shall have the capability to run all queries of a Standard "Inquiry Only" WEAPON Terminal to include:

Section	Description	Yes	No
22.2.1	Standard NLETS Query:		
	RQ - Vehicle Registration Query	X	
	DQ - Driver Query	X	
	KQ - Driver History Query	X	
	RNQ - Vehicle Registration by NAM	X	

Response:

The standard RQ Nlets Query Mobile Messenger screen is shown below:

Response to Request for Quotation DPS0936

OpenFox™ Desktop - Terminal: CP13 (WVCP10003) - Logged in as: E11  
Forms Accessibility User Session Window Tools Help Modules

MOBILE - West Virginia Mobile Query Form

RQ DQ KQ RNQ WVRQ WVDQ WVKQ

Destination **WV = West Virginia**

\*License #

\*License Year

\*License Type **PC = Passenger Automobile**

\*VIN #

Vehicle Make

Vehicle Year

Submit Clear Close

The standard DQ Nlets Query Mobile Messenger screens is shown below:

OpenFox™ Desktop - Terminal: CP13 (WVCP10003) - Logged in as: E11  
Forms Accessibility User Session Window Tools Help Modules

MOBILE - West Virginia Mobile Query Form

RQ DQ KQ RNQ WVRQ WVDQ WVKQ

Destination **WV = West Virginia**

\*Name

\*Date of Birth

Sex

\*Operator's License #

Image Indicator

Submit Clear Close

Response to Request for Quotation DPS0936

The standard KQ Nlets Query Mobile Messenger screens is shown below:

MOBILE - West Virginia Mobile Query Form

RQ DQ KQ RNQ WVRQ WVDQ WVKQ

Destination WV = West Virginia

Name

Date of Birth

Sex

Operator's License #

Purpose

Attention

Image Indicator

Submit Clear Close

The standard RNQ Nlets Query Mobile Messenger screen is shown below:

MOBILE - West Virginia Mobile Query Form

RQ DQ KQ RNQ WVRQ WVDQ WVKQ

Destination WV = West Virginia

Name

Date of Birth

Age

Submit Clear Close

Response to Request for Quotation DPS0936

Section	Description	Yes	No
22.2.2	WV Queries allow certain deviations from NLETS:		
	WVRQ - Vehicle Registration Query: - LIC only VMA VYR optional - NAM only VMA VYR COU (county) optional - TTL only	X	
	WVDQ - Driver Query: - NAM only DOB SEX optional - OLN only	X	
	WVKQ - Driver History Query - NAM only	X	

Response:

The West Virginia custom WVRQ Query Mobile Messenger screen is shown below:

The screenshot shows a mobile application interface for a West Virginia query form. The title bar reads "MOBILE - West Virginia Mobile Query Form". A menu bar at the top contains the following options: RQ, DQ, KQ, RNQ, WVRQ, WVDQ, and WVKQ. The WVRQ option is currently selected. The main form area contains several input fields and dropdown menus:

- License #**: A text input field.
- Vehicle Make**: A dropdown menu.
- Year of Manufacturer**: A text input field.
- Name**: A text input field.
- Vehicle Make**: A dropdown menu.
- Year of Manufacturer**: A text input field.
- County**: A dropdown menu.
- Title Number**: A text input field.

At the bottom of the form, there are three buttons: "Submit", "Clear", and "Close".

Response to Request for Quotation DPS0936

The West Virginia custom WVDQ Query Mobile Messenger screen is shown below:

MOBILE - West Virginia Mobile Query Form

RQ DQ KQ RNQ WVRQ WVDQ WVKQ

Name

Date of Birth

Sex

License #

Submit Clear Close

The West Virginia custom WVKQ Query Mobile Messenger screen is shown below:

MOBILE - West Virginia Mobile Query Form

RQ DQ KQ RNQ WVRQ WVDQ WVKQ

Name

Submit Clear Close

Section	Description	Yes	No
22.2.3	ALL STANDARD NCIC Queries	X	

Response:

The NCIC Query screens will be modeled after the Messenger screens but will be created with large fonts for ease of use.



**PRICE QUOTATION**

**TIER #2**

<b>Item #</b>	<b>Item Description</b>	<b>Item Cost</b>
1.	Mobile Query Only direct to Open Fox (Single User)	\$360.00
2.	Mobile Query single user annual maintenance	\$72.00
3.	Mobile Query Only direct to Open Fox (Multi User) Increments of 100 up to 450 users.	100 License - \$36,000.00 200 Licenses - \$70,000.00 300 License - \$102,000.00 450 Licenses - \$148,500.00
4.	Mobile Query multi-user annual Maintenance	100 License - \$5,400.00 200 Licenses - \$10,500.00 300 Licenses - \$15,300.00 450 Licenses - \$22,275.00
5.	RSA Security Libraries	\$ 6,000.00
6.	RSA Library Maintenance	\$900.00
7.	Customization of NCIC Queries	\$2,000.00
8.	Train the trainer – 1 day	\$2,500.00
9.	PM, Travel and Expenses	\$20,000.00
5.	Total Tier-2 Bid Cost	101 License - \$73,232.00 201 Licenses - \$112,332.00 301 Licenses - \$149,132.00 451 Licenses - \$202,607.00

**LEASING OPTIONS**

Provide Leasing Options for all software

Response:  
Not applicable.

**TIER #2**

<b>Item #</b>	<b>Item Description</b>	<b>Item Cost</b>
1.	Mobile Query Only direct to Open Fox (Single User)	\$360.00
2.	Maintenance	\$72.00
3.	<b>TOTAL</b>	<b>\$432.00</b>

STATE OF WEST VIRGINIA  
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

*West Virginia Code* §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:**

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

**ANTITRUST:**

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**LICENSING:**

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:**

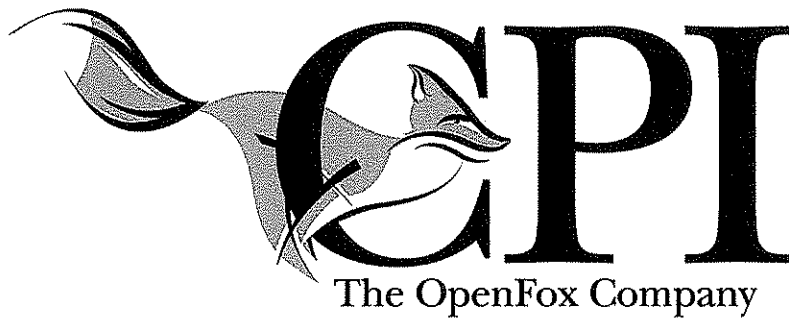
The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: COMPUTER PROJECTS OF ILLINOIS, INC.

Authorized Signature: Luan Awantky Date: 5/20/2009

**OpenFox™**  
**Mobile Form Guide**  
Version 1.1



**Computer Projects of Illinois, Inc.**  
**475 Quadrangle Drive**  
**Bolingbrook, IL 60440**  
**(630) 754-8835**

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## Chapter 1: Introduction and Overview

### 1.1 Purpose

The purpose of the OpenFox™ Messenger Mobile Form is to allow an easy and quick access to most commonly run inquiries from a mobile environment. It combines the most-often-run transactions by law enforcement officers across the country into a single form that can be operated by utilizing keyboard alone.

### 1.2 Contents

The OpenFox™ Messenger Mobile Form includes the following transactions:

Tab Name	Form Description	Input Requirements
RQ	NLETS Vehicle Registration Query	* License Plate Number License Year License Type <u>OR</u> * VIN Vehicle Make Vehicle Manufacture Year
DQ	NLETS Driver's License Query	* Driver's License Number Image Request <u>OR</u> * Name * Date of Birth * Sex Image Request

KQ	NLETS Driver History Query	* Driver's License Number Image Request Purpose Attention <u>OR</u> * Name * Date of Birth * Sex Image Request Purpose Attention
RNQ	NLETS Registration Name Query	* Name Date of Birth Age
WVRQ	West Virginia Vehicle Registration Query	* License Plate Number Vehicle Make Vehicle Manufacture Year <u>OR</u> * Name Date of Birth Sex <u>OR</u> * Title Number
WVDQ	West Virginia Driver's License Query	* Name Date of Birth Sex <u>OR</u> * Driver's License Number
WVKQ	West Virginia Driver History Query	* Name

### 1.3 Structure

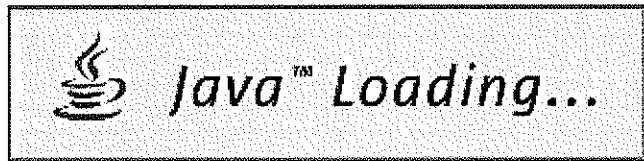
The OpenFox™ Messenger Mobile Form is structured with tabs corresponding to the respective message key at the top. Every transaction includes only the required and most used fields. Every form has fields where a value must be supplied. These are marked with a red asterisk. The other fields have pre-filled values and don't have to be left untouched. In such a case, the default values will be used.

## Chapter 2: Launching OpenFox™ Desktop

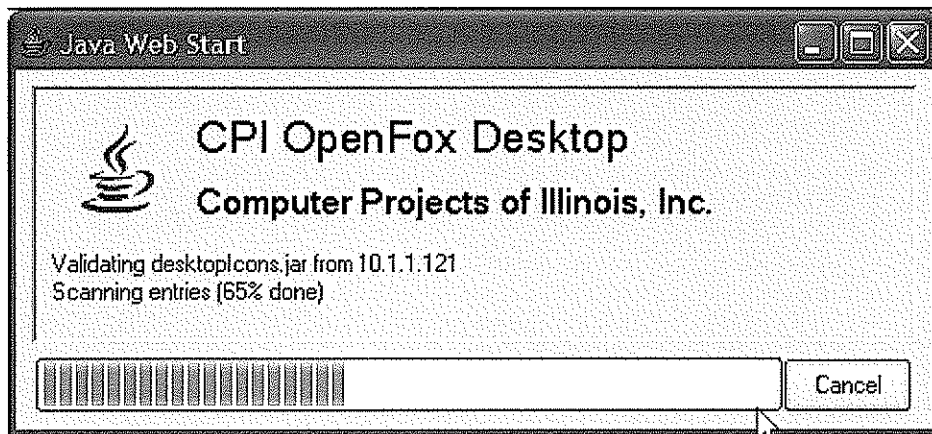
In order to launch OpenFox™ Desktop, you must see the following on the Desktop WebPortal. If you do not see the following icon, consult the “Installing from CD”, “Installing from the WebPortal”, or “Product Registration” sections.



To launch OpenFox™ Desktop, simply click on the icon to the left of the “Launch the OpenFox Desktop” text. This will start Java WebStart™, which will download any updates to OpenFox™ Desktop before running the application.



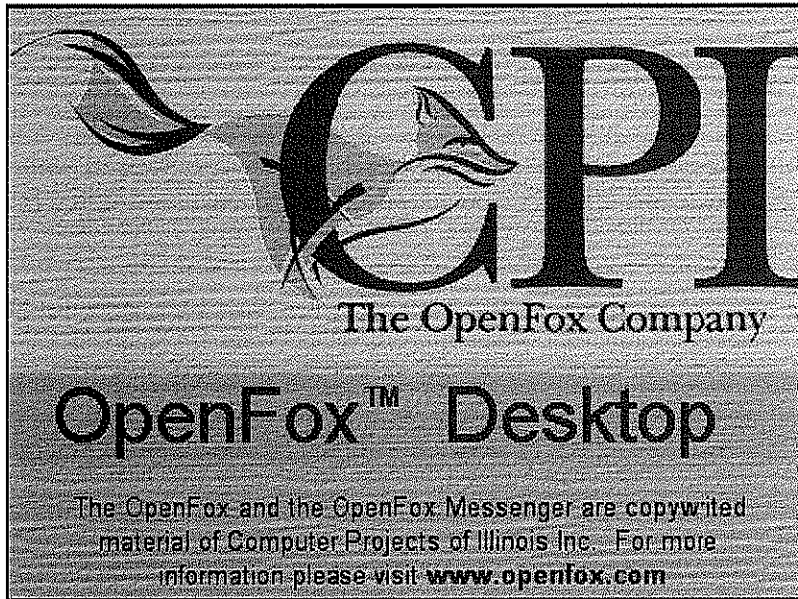
If this is the first time you have run OpenFox™ Desktop, or if an update to the software has been released, you will see a progress window as Java WebStart™ downloads the latest copy of the software. Please wait for the files to download.



After any product updates have been downloaded, you will see the Desktop splash screen appear.



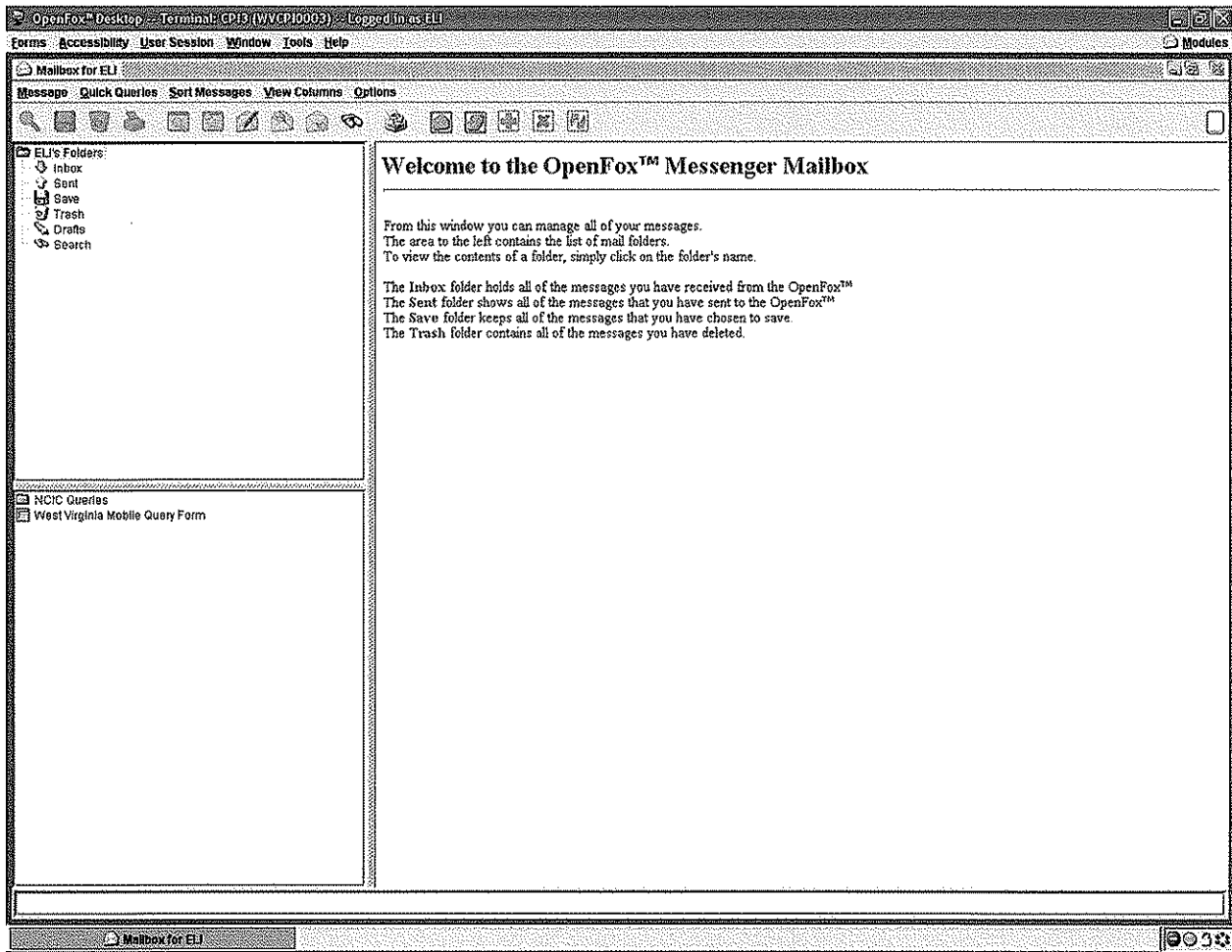
This screen will be displayed while OpenFox™ Desktop is initialized.



## Chapter 3: Using OpenFox™ Mobile Form

### 3.1 Navigating and Using the Mobile Query Form

Once the logon is completed, the main screen should come up:



By default, the focus is on the Quick Query Bar at the bottom of the screen. Type in “MOBILE” to bring up the Mobile Query Form.

You can also press CTRL+Q to go to the Quick Query once inside Messenger.

OpenFox™ Desktop - Terminal: CP13 (WVCP0003) - Logged In as III

Forms Accessibility User Session Window Tools Help

MOBILE - West Virginia Mobile Query Form

RQ DQ KQ RNQ WVRQ WVDQ WVKQ

Destination WV = West Virginia

\*License #

\*License Year

\*License Type PC = Passenger Automobile

\*VIN #

Vehicle Make

Vehicle Year

Submit Clear Close

Once the form is open, the tabs can be switched simply by utilizing the right and left arrow keys when one of the tabs is currently in focus.

To quickly navigate from field to field, press Alt and the underlined shortcut key for that field (L for License # in the example above).

Any field designated with a red asterisk \* is required for submission to the message switch. For other fields the default values can be used.

To change focus to the Tab Selection bar or to one of the above fields, press the Shift+Tab keys.

Once all the fields are filled in, press Enter key to submit the form.

Press Ctrl+Tab to return to the Mobile Query screen.

OpenFox™ Desktop - Terminal: GPB (WVCP0003) - Logged in as: [LJ]

Forms Accessibility User Session Window Tools Help

MOBILE - West Virginia Mobile Query Form

RQ DQ KQ RNQ WVRQ WVDQ WVKQ

Destination WV = West Virginia

\*Name

\*Date of Birth

Sex

\*Operator's License #

Image Indicator

Submit Clear Close

To quickly navigate from field to field, press Alt and the underlined shortcut key for that field (N for Name in the example above).

Any field designated with a red asterisk \* is required for submission to the message switch. For other fields the default values can be used.

To change focus to the Tab Selection bar or to one of the above fields, press the Shift+Tab keys.

Once all the fields are filled in, press Enter key to submit the form.

Press Ctrl+Tab to return to the Mobile Query screen.

The focus then can be switched to one of the fields below by pressing the Tab key:

If the field is a dropdown list, the selection of values can be accessed by pressing the up and down keys. When the correct value is highlighted, press Enter to select it.

To quickly navigate from field to field, press Alt and the underlined shortcut key for that field (S for Destination in the example above).

Any field designated with a red asterisk \* is required for submission to the message switch. For other fields the default values can be used.

To change focus to the Tab Selection bar or to one of the above fields, press the Shift+Tab keys.

Once all the fields are filled in, press Enter key to submit the form.

The focus automatically shifts to the Results screen shown below:

The screenshot displays the OpenFox™ Desktop application interface. At the top, the title bar reads "OpenFox™ Desktop - Terminal: CPI3 (WVCPI0003) - Logged in as ELI". The menu bar includes "Forms", "Accessibility", "User Session", "Window", "Tools", and "Help". The main window is titled "box for ELI - inbox" and contains a toolbar with various icons. Below the toolbar is a table with the following columns: MKE, User, Source, Summary, Date, ID, Type, New, and Size.

MKE	User	Source	Summary	Date	ID	Type	New	Size
RR	ELI	DMV	RQ: LIC=TEST123456 LIY=2008	May 20, 2009 16:20:57	4401	↓	<input type="checkbox"/>	<input type="checkbox"/>
ACK	ELI	SWITCH	RQ: LIC=TEST123456 LIY=2008	May 20, 2009 16:20:57	4401	↓	<input type="checkbox"/>	<input type="checkbox"/>
QV	ELI	NCIC	RQ: LIC=TEST123456 LIY=2008	May 20, 2009 16:20:57	4401	↓	<input type="checkbox"/>	<input type="checkbox"/>
CMND	ELI	SWITCH		May 20, 2009 17:47:15	LINKN	↓	<input type="checkbox"/>	<input type="checkbox"/>

Below the table, three message details are shown, each with a "View Message Details" checkbox and a "Received Time" field set to "May 20, 2009 16:20:57".

**Message 1:**  
 Summary: RQ: LIC=TEST123456 LIY=2008  
 Source ORI: WUWSP0001  
 RESPONSE FOR /TEST123456/  
 ERR/ \*\*ERROR-INVALID PLATE NO. (MOVE PLATE)\*\*  
 IN LUDFS4 NBR 03121 AT 16:20 05/20/2009  
 OUT CPI3 NBR 00001 AT 16:20 05/20/2009 MRI 031547

**Message 2:**  
 Summary: RQ: LIC=TEST123456 LIY=2008  
 Source ORI: WVCPI0003  
 CPI3 00006 AT 16:20 05/20/2009  
 NCIC  
 LUDFS3  
 MRI-031546  
 IN CPI3 NBR 00006 AT 16:20 05/20/2009  
 OUT CPI3 NBR 00001 AT 16:20 05/20/2009 MRI 031546

**Message 3:**  
 Summary: RQ: LIC=TEST123456 LIY=2008  
 Source ORI: WVCPI0003  
 IL016COHNMRI0031546  
 WVCPI0003  
 REJECT - INVALID ORIGINATING AGENCY IDENTIFIER  
 IL016COHNMRI0031546.QV.WVCPI0003.LIC/TEST123456.LIS/WV  
 IN NCIC NBR 06439 AT 16:20 05/20/2009  
 OUT CPI3 NBR 00002 AT 16:20 05/20/2009 MRI 031548

If necessary, the Up and Down keys can be used to navigate through this screen.

Press Ctrl+Tab to return to the Mobile Query screen.

The screenshot shows a web browser window titled "MOBILE - West Virginia Mobile Query Form". The browser's address bar shows "OpenFox™ Desktop - Terminal CP13 (WVCP10003) - Logged in as EUI". The browser's menu bar includes "Forms", "Accessibility", "User Session", "Window", "Tools", and "Help". The form itself has a menu bar with buttons for "RQ", "DQ", "KQ", "RNQ", "WVRQ", "WVDQ", and "WVKQ". Below the menu bar is a "Destination" dropdown menu currently set to "WV = West Virginia". The form contains three input fields: "Name", "Date of Birth", and "Age". At the bottom of the form are three buttons: "Submit", "Clear", and "Close".

To quickly navigate from field to field, press Alt and the underlined shortcut key for that field (N for Name in the example above).

Any field designated with a red asterisk \* is required for submission to the message switch. For other fields the default values can be used.

To change focus to the Tab Selection bar or to one of the above fields, press the Shift+Tab keys.

Once all the fields are filled in, press Enter key to submit the form.

Press Ctrl+Tab to return to the Mobile Query screen.

OpenFox™ Desktop - Terminal: CP13 (WVCP10003) - Logged in as ELL

Forms Accessibility User Session Window Tools Help

MOBILE - West Virginia Mobile Query Form

RQ DQ KQ RNQ WVRQ WVDQ WVKQ

\*License #

Vehicle Make

Year of Manufacturer

\*Name

Vehicle Make

Year of Manufacturer

County

\*Title Number

Submit Clear Close

To quickly navigate from field to field, press Alt and the underlined shortcut key for that field (L for License # in the example above).

Any field designated with a red asterisk \* is required for submission to the message switch. For other fields the default values can be used.

To change focus to the Tab Selection bar or to one of the above fields, press the Shift+Tab keys.

Once all the fields are filled in, press Enter key to submit the form.

Press Ctrl+Tab to return to the Mobile Query screen.



MOBILE - West Virginia Mobile Query Form

RQ DQ KQ RNQ WVRQ WVDQ WVKQ

\*Name

\*Date of Birth

Sex

\*License #

Submit Clear Close

To quickly navigate from field to field, press Alt and the underlined shortcut key for that field (N for Name in the example above).

Any field designated with a red asterisk \* is required for submission to the message switch. For other fields the default values can be used.

To change focus to the Tab Selection bar or to one of the above fields, press the Shift+Tab keys.

Once all the fields are filled in, press Enter key to submit the form.

Press Ctrl+Tab to return to the Mobile Query screen.

The screenshot shows a terminal window titled "OpenFox™ Desktop - Terminal: CP13 (WVCP0003) - Logged in as ED". The window contains a menu bar with "Forms", "Accessibility", "User Session", "Window", "Tools", and "Help". Below the menu bar is a tab labeled "MOBILE: West Virginia Mobile Query Form". The form itself has a header bar with seven buttons: "RQ", "DQ", "KQ", "RNQ", "WVRQ", "WVDQ", and "WVKQ". Below this is a large text input field labeled "\*Name". At the bottom of the form are three buttons: "Submit", "Clear", and "Close".

To quickly navigate from field to field, press Alt and the underlined shortcut key for that field (N for Name in the example above).

Any field designated with a red asterisk \* is required for submission to the message switch. For other fields the default values can be used.

To change focus to the Tab Selection bar or to one of the above fields, press the Shift+Tab keys.

Once all the fields are filled in, press Enter key to submit the form.

The following is a list of the common shortcuts that can be used with the form:

### 3.2 Commonly-Used Shortcut Keys

<b>Action:</b>	<b>Shortcut:</b>
Move between tabs	Left/Right Directional Keys
Change focus to the next field	Tab Key
Change focus to the previous field or Tab Selection menu	Tab+Shift Keys
Go to a specific field	Alt+[Underlined Shortcut Key]
Submit the form	Enter
Scroll through the query results	Up/Down Directional Keys
Cycle through the open forms	Ctrl+Tab
Go to the Quick Query Bar	Ctrl+Q