



# Warrant Error Correction

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**USER GUIDE**

*January 2, 2014, Version 1.0*

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**Revision History**

Version	Date	Author(s)	Revision Notes
1.0	10/4/13	Monika Ross	Initial version.
1.0	11/6/2013	PA State Police	Review
1.0	11/7/2013	Monika Ross	Final Edits
1.0	01/2/2014	Monika Ross	Enhancement Update

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# 1 Introduction

The Warrant Error Correction Application was developed to enhance the processing of arrest warrants and improve the rate of successful NCIC entries. The application will enable users to automatically correct wanted person records subsequent to rejection by CLEAN/NCIC and submit the successful entry to the Administrative Office of Pennsylvania Counts (AOPC). This eliminates the need to manually enter an entire warrant by the agency or the agency's 911 Communication Center.

This application is only accessible to Law Enforcement and 911 Dispatch Officers with Criminal History (CH) access and a valid digital certificate.

# 2 Application Access

When a wanted person entry is rejected, the rejection message is sent back to the submitting ORI. Most agencies are notified by their 911 Communication Center of a rejected wanted person entry. Users will also be able to view the rejection message through the PSP CLEAN PortalXL.

Upon notification that a wanted person entry was rejected, the user will be required to log into the JNET Secure Portal. From the PSP CLEAN menu, click on **Warrant Error Correction** to launch the application. You may be prompted to enter your JNET Username and Password and verify your digital certificate before access is granted.



Figure 1 - PSP CLEAN Menu

On the Warrant Error Correct Summary page, enter your agency's Primary PSP ORI and click **Submit**.

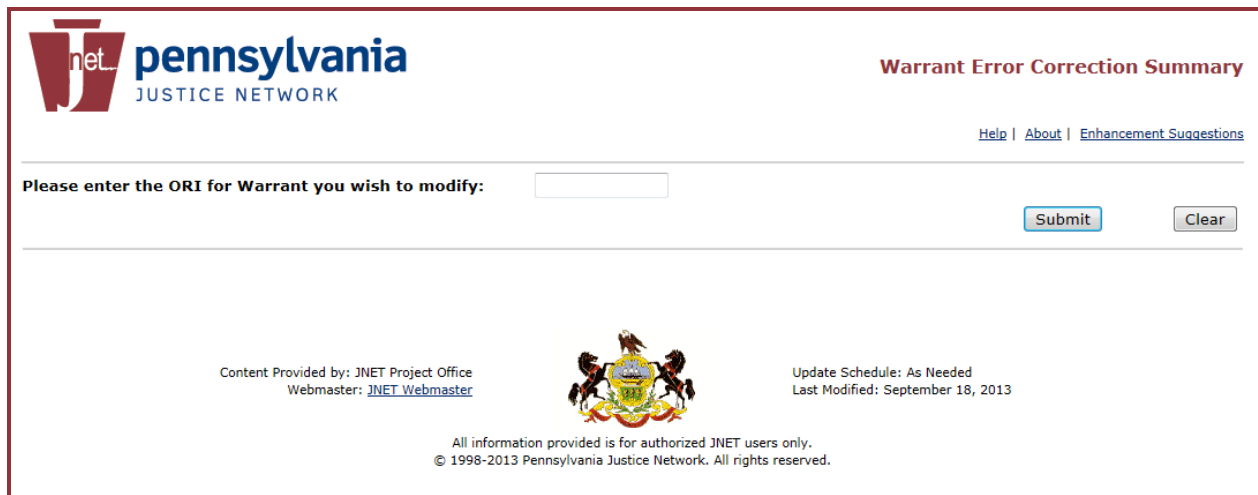


Figure 2 - Warrant Error Correction Home Page




**Caution:** You will not be able to enter JNET Derivative ORI or any ORI outside your agency. If you work for multiple departments, you will need to use the JNET username, password and digital certificate associated with that department.

The application will display any wanted person entry which has been rejected for the entered ORI within the last 72 hours. You can view, fix and resubmit rejected wanted person entries for 72 hours from the date of rejection. After 72 hours, you will need to manually re-enter the entire warrant.

### 3 Accessing Wanted Person Rejected Entries

Upon clicking submit, you will see a list of rejected wanted person records for your agency. This list is available to anyone in your agency with a JNET account, CH security role and a valid digital certificate.

At the top of the Summary screen, the ORI is displayed and then the list of rejected wanted person entries for that ORI. The total number in the list is displayed in the header. You will see the Warrant Number, the subject's name, date of birth, OCA, Reason for the rejection, Status and the Correction Expiration date. This is the amount of time you have to correct the wanted person entries before it is completely removed from the Warrant Error Correction application and must be manually enter into CLEAN/NCIC.




**Warrant Error Correction Summary**

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Please enter the ORI for Warrant you wish to modify:

List for ORI - PA0030201 (12)

Warrant Number (WNO)	Name (NAM)	DOB	OCA	Reason for Reject	Status	Correction Expiration
<a href="#">ROS0011004310</a>	TEST310, JNET310	01/01/1970	ROS0011004310	LEMS REJECT: REQUIRED	Not Corrected	10/31/2013 10:50:26 AM
<a href="#">ROS0011004311</a>	TEST311, JNET311	01/01/1970	ROS0011004311	LEMS REJECT: V1006:Field..	Not Corrected	10/31/2013 10:50:26 AM
<a href="#">ROS0011004309</a>	TEST309, JNET309	01/01/1970	ROS0011004309	LEMS REJECT: REQUIRED	Not Corrected	10/31/2013 10:50:29 AM
<a href="#">ROS0011004312</a>	TEST312, JNET312	01/01/1970	ROS0011004312	LEMS REJECT: INVALID LE.	Not Corrected	10/31/2013 10:51:59 AM
<a href="#">ROS0011004313</a>	Smith--Jones,James R	01/01/1970	ROS0011004313	REJECT - FIELD ERROR NAM	Not Corrected	10/31/2013 10:51:59 AM
<a href="#">MR0010302</a>	TEST, JNET	01/01/1970	MR0010300	REJECT - ON FILE: OCA, N.	Not Corrected	10/31/2013 10:52:37 AM
<a href="#">MR0010304</a>	TEST304, JNET304	01/01/1970	MR0010304	REJECT - ON FILE: MNU an..	Not Corrected	10/31/2013 10:52:37 AM
<a href="#">MR0010305</a>	TEST, JNET	01/01/1970	MR0010305	REJECT - ON FILE: DOB, N.	Not Corrected	10/31/2013 10:52:37 AM
<a href="#">MR0010303</a>	TEST303, JNET303	01/01/1970	MR0010303	REJECT - ON FILE: FBI and..	Not Corrected	10/31/2013 10:52:37 AM
<a href="#">MR0010306</a>	TEST306, JNET306	01/01/1970	MR0010306	REJECT - ON FILE: OLN, Q.	Not Corrected	10/31/2013 10:52:38 AM
<a href="#">MR0010307</a>	TEST, JNET	04/17/1987	MR0010307	REJECT - ON FILE: VIN, \	Not Corrected	10/31/2013 10:52:38 AM
<a href="#">MR0010308</a>	TEST308, JNET308	01/01/1970	MR0010308	REJECT - ON FILE: SOC an..	Not Corrected	10/31/2013 10:52:38 AM



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Webmaster: JNET Webmaster

Update Schedule: As Needed  
Last Modified: October 24, 2013


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**Figure 3 - Rejected Wanted Person List**

To open the record and fix the error(s), click on the Warrant Number. The wanted person entry information is displayed, along with a Rejection message. In the example below, the VIN contains invalid characters and must be corrected.

Click the **Edit** button in the upper left corner to enable the record for editing.



**Warrant Error Correction**

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The warrant information shown below was rejected by CLEAN or NCIC. The fields displayed were sent in the original warrant submission. The highlighted fields show where known errors occurred. Please click Edit and make any necessary corrections. When finished, click Submit. This screen can be used to add additional information to the warrant record.

LEMS REJECT: V1006:Field VIN contains invalid character.

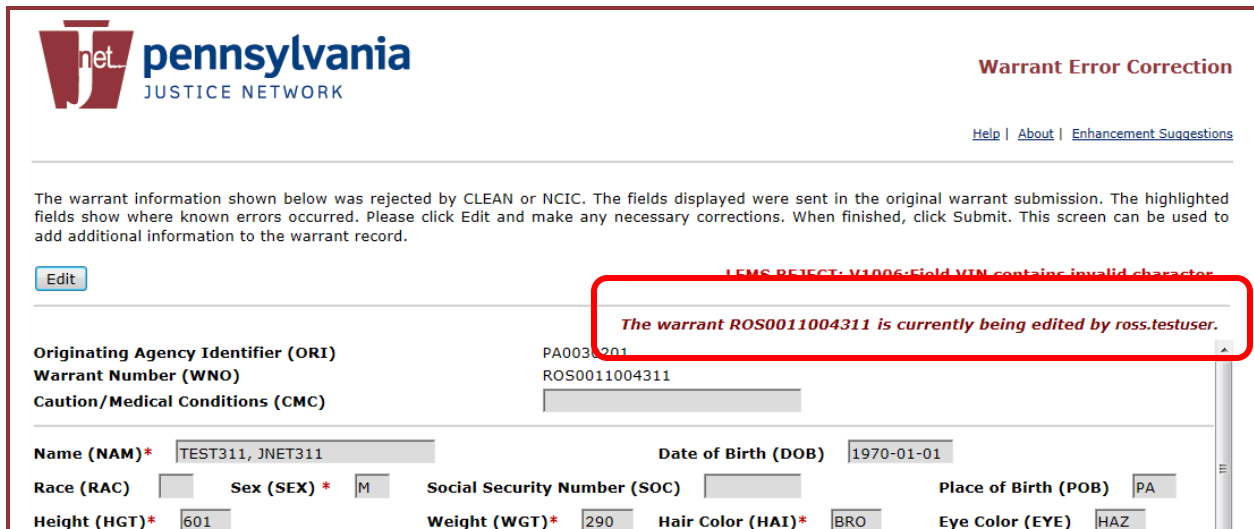
Originating Agency Identifier (ORI)	PA0030201
Warrant Number (WNO)	ROS0011004311
Caution/Medical Conditions (CMC)	<input type="text"/>
<hr/>	
Name (NAM)*	TEST311, JNET311
Date of Birth (DOB)	1970-01-01
Race (RAC)	<input type="text"/>
Sex (SEX)*	M
Social Security Number (SOC)	<input type="text"/>
Place of Birth (POB)	PA
Height (HGT)*	601
Weight (WGT)*	290
Hair Color (HAI)*	BRO
Eye Color (EYE)	HAZ
Scars, Marks, Tattoos (SMT)	<input type="text"/>
FBI Number (FBI)	<input type="text"/>
Miscellaneous Number (MNU)	<input type="text"/>
Offense Code (OFF)*	1399 - ASSAULT
Describe 'offense'	<input type="text"/>
Originating Agency Case Number (OCA)*	ROS0011004311
Date of Warrant (DOW)*	2012-11-01
Extradition Limitations (EXL)	4
Original Offense Code (OOC)	<input type="text"/>
Fingerprint Classification (FPC)	<input type="text"/>
DNA Available (DNA)	N

Figure 4 - View Wanted Person Entries

Once a record is opened by a user, it is immediately locked for 60 minutes and the status is changed to **Correction in Progress** along with the user id of the person making the correction on the summary screen. Therefore, you will need to make all your corrections and submit the changes within that 1 hour timeframe; otherwise the information will revert back to its original state.

When a record is in edit status, it may be possible for other users to view the details of the record, but not make corrections. If another user tries to edit a record that is already opened, they will get a message indicating the record is being edited.





**Warrant Error Correction**

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The warrant information shown below was rejected by CLEAN or NCIC. The fields displayed were sent in the original warrant submission. The highlighted fields show where known errors occurred. Please click Edit and make any necessary corrections. When finished, click Submit. This screen can be used to add additional information to the warrant record.

[Edit](#)

**LEMS REJECT: V1006:Field VIN contains invalid character.**

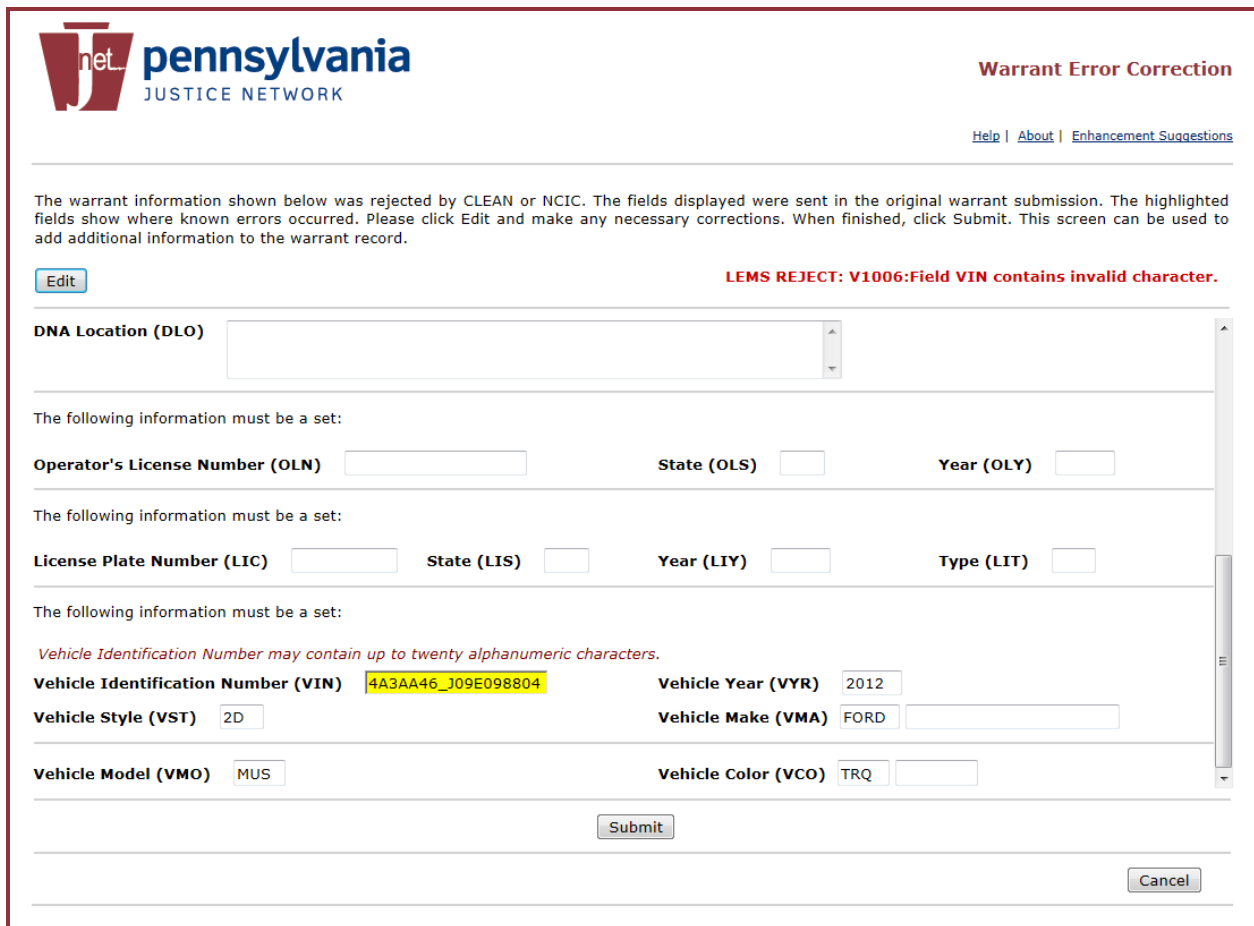
**The warrant ROS0011004311 is currently being edited by ross.testuser.**

Originating Agency Identifier (ORI) PA0030201  
 Warrant Number (WNO) ROS0011004311  
 Caution/Medical Conditions (CMC)

Name (NAM)\* TEST311, JNET311 Date of Birth (DOB) 1970-01-01  
 Race (RAC) Sex (SEX)\* M Social Security Number (SOC) Place of Birth (POB) PA  
 Height (HGT)\* 601 Weight (WGT)\* 290 Hair Color (HAI)\* BRO Eye Color (EYE) HAZ

Figure 5 - Record Locked

All errors are highlighted in **YELLOW**. You may need to scroll down to see them.



**Warrant Error Correction**

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The warrant information shown below was rejected by CLEAN or NCIC. The fields displayed were sent in the original warrant submission. The highlighted fields show where known errors occurred. Please click Edit and make any necessary corrections. When finished, click Submit. This screen can be used to add additional information to the warrant record.

[Edit](#)

**LEMS REJECT: V1006:Field VIN contains invalid character.**

DNA Location (DLO)

The following information must be a set:

Operator's License Number (OLN) State (OLS) Year (OLY)

The following information must be a set:

License Plate Number (LIC) State (LIS) Year (LIY) Type (LIT)

The following information must be a set:

*Vehicle Identification Number may contain up to twenty alphanumeric characters.*

Vehicle Identification Number (VIN) **4A3AA46\_J09E098804** Vehicle Year (VYR) 2012  
 Vehicle Style (VST) 2D Vehicle Make (VMA) FORD  
 Vehicle Model (VMO) MUS Vehicle Color (VCO) TRQ

[Submit](#) [Cancel](#)

Figure 6 - Error Message in Entry


Pack the record with additional information, correct the existing data and click **Submit**.

The system will update the status of the record and take you back to the Summary page. The primary ORI will receive a CLEAN message regarding this update. Since the warrant is pending response it is displayed at the bottom of the list.

<a href="#">MR0010308</a>	TEST308, JNET308	01/01/1970	MR0010308	REJECT - ON FILE: SOC an..	Not Corrected	10/31/2013 10:52:38 AM
<a href="#">ROS0011004311</a>	TEST311, JNET311	01/01/1970	ROS0011004311		Pending Response User: mross.testuser 1	

Figure 7 - Entry Status

Whenever you exit the record page, the summary status will automatically refresh. You can manually refresh the Summary screen by clicking the **Submit** button at the top of the page near the ORI. If another user is working on another record, the updated status is displayed.



**Warrant Error Correction Summary**

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Please enter the ORI for Warrant you wish to modify:

List for ORI - PA0030201 (12)

Warrant Number (WNO)	Name (NAM)	DOB	OCA	Reason for Reject	Status	Correction Expiration
<a href="#">ROS0011004310</a>	TEST310, JNET310	01/01/1970	ROS0011004310	LEMS REJECT: REQUIRED	Not Corrected	10/31/2013 10:50:26 AM
<a href="#">ROS0011004312</a>	TEST312, JNET312	01/01/1970	ROS0011004312	LEMS REJECT: INVALID LE..	Not Corrected	10/31/2013 10:51:59 AM
<a href="#">ROS0011004313</a>	Smith--Jones,James R	01/01/1970	ROS0011004313	REJECT - FIELD ERROR NAM	Not Corrected	10/31/2013 10:51:59 AM
<a href="#">MR0010302</a>	TEST, JNET	01/01/1970	MR0010300	REJECT - ON FILE: OCA, N..	Not Corrected	10/31/2013 10:52:37 AM
<a href="#">MR0010304</a>	TEST304, JNET304	01/01/1970	MR0010304	REJECT - ON FILE: MNU an..	Not Corrected	10/31/2013 10:52:37 AM
<a href="#">MR0010305</a>	TEST, JNET	01/01/1970	MR0010305	REJECT - ON FILE: DOB, N..	Not Corrected	10/31/2013 10:52:37 AM
<a href="#">MR0010303</a>	TEST303, JNET303	01/01/1970	MR0010303	REJECT - ON FILE: FBI and..	Not Corrected	10/31/2013 10:52:37 AM
<a href="#">MR0010306</a>	TEST306, JNET306	01/01/1970	MR0010306	REJECT - ON FILE: OLN, O..	Not Corrected	10/31/2013 10:52:38 AM
<a href="#">MR0010307</a>	TEST, JNET	04/17/1987	MR0010307	REJECT - ON FILE: VIN, V..	Not Corrected	10/31/2013 10:52:38 AM
<a href="#">MR0010308</a>	TEST308, JNET308	01/01/1970	MR0010308	REJECT - ON FILE: SOC an..	Not Corrected	10/31/2013 10:52:38 AM
<a href="#">ROS0011004309</a>	TEST309, JNET309	01/01/1970	ROS0011004309	LEMS REJECT: REQUIRED	Correction in Progress User: Corey.Witmer	10/31/2013 10:50:29 AM
<a href="#">ROS0011004311</a>	TEST311, JNET311	01/01/1970	ROS0011004311		Pending Response User: mross.testuser 1	

Figure 8 - Correction in Progress

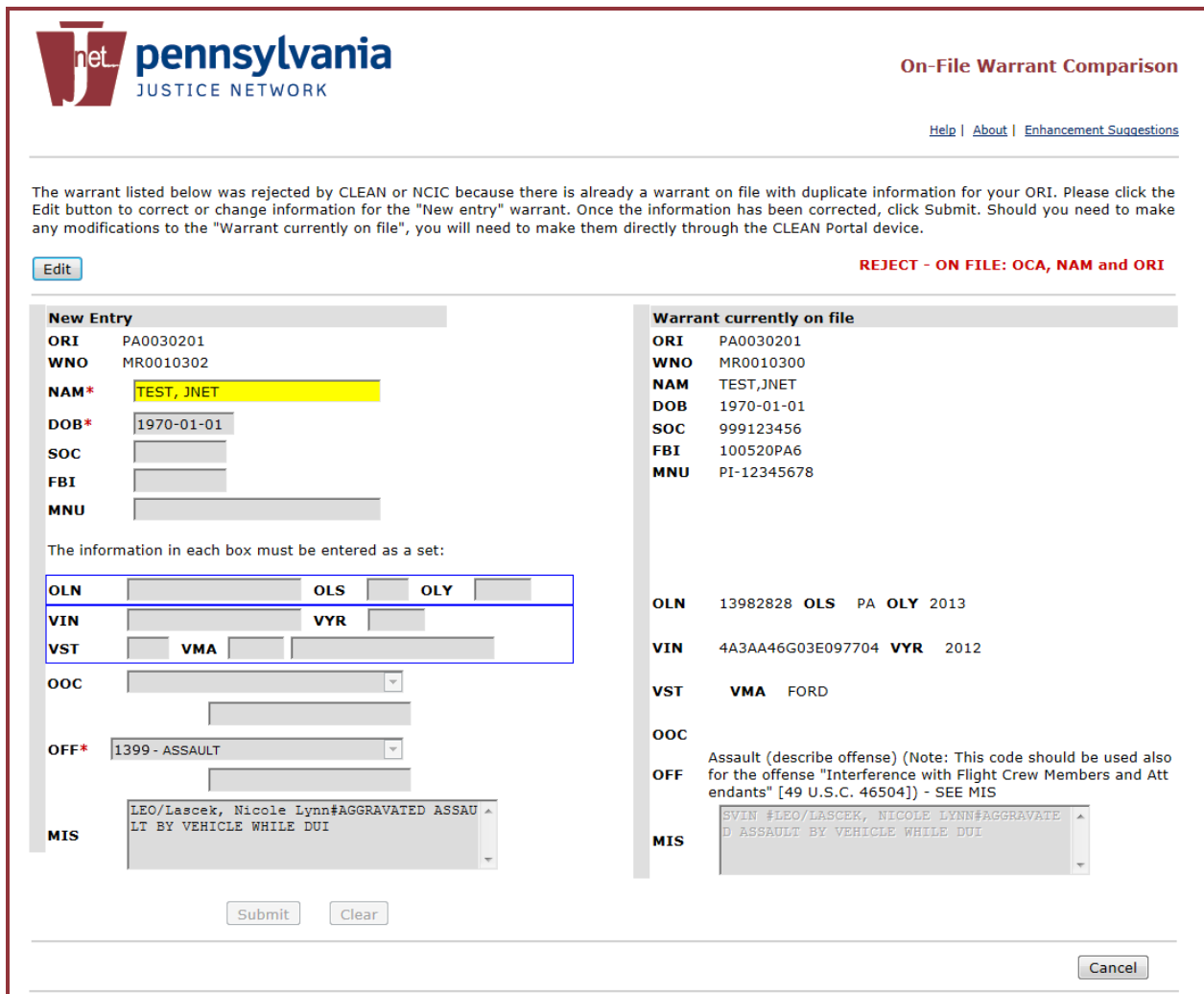
### 3.1 On-File Rejections

If an ORI has entered a subject and the same ORI obtains a warrant for that subject on another charge at a later date, the second warrant will return as an On-File rejection. In these instances, the second charge and date of warrant shall be entered in the MIS Field of the original entry. See the NCIC 2000 Manual - Wanted Person for more information.

The Warrant Error Correction application will display On-File rejections for 72 hours from the date of rejection and allow authorized users to review those records. If the Name, DOB or SSN is for a different person, the application will allow you to correct the information and resubmit the wanted person entries.

If however, the subjects are the same, you will NOT be able to make any changes using the Warrant Error Correction application but instead use a CLEAN terminal to update the original warrant.

Select the On-File rejection from the summary page to view and compare the warrant on file to the new wanted person entry.



**On-File Warrant Comparison**

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The warrant listed below was rejected by CLEAN or NCIC because there is already a warrant on file with duplicate information for your ORI. Please click the Edit button to correct or change information for the "New entry" warrant. Once the information has been corrected, click Submit. Should you need to make any modifications to the "Warrant currently on file", you will need to make them directly through the CLEAN Portal device.

[Edit](#) **REJECT - ON FILE: OCA, NAM and ORI**

New Entry		Warrant currently on file	
ORI	PA0030201	ORI	PA0030201
WNO	MR0010302	WNO	MR0010300
NAM*	TEST, JNET	NAM	TEST, JNET
DOB*	1970-01-01	DOB	1970-01-01
SOC		SOC	999123456
FBI		FBI	100520PA6
MNU		MNU	PI-12345678
The information in each box must be entered as a set:		OLN	13982828 OLS PA OLY 2013
OLN		OLS	
OLY		PA	
VIN		OLY	2013
VYR		VIN	4A3AA46G03E097704 VYR 2012
VMA		VST	VMA FORD
VST		OOC	Assault (describe offense) (Note: This code should be used also for the offense "Interference with Flight Crew Members and Attendants" [49 U.S.C. 46504]) - SEE MIS
OOC		OFF*	1399 - ASSAULT
OFF*		MIS	LEO/Lascek, Nicole Lynn#AGGRAVATED ASSAULT BY VEHICLE WHILE DUI
MIS			

Figure 9 - On-File Rejected Record

Click **Edit** to enable the fields and update the information. In this example, the suspect's Name and SOC are updated.



**On-File Warrant Comparison**

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The warrant listed below was rejected by CLEAN or NCIC because there is already a warrant on file with duplicate information for your ORI. Please click the Edit button to correct or change information for the "New entry" warrant. Once the information has been corrected, click Submit. Should you need to make any modifications to the "Warrant currently on file", you will need to make them directly through the CLEAN Portal device.

**REJECT - ON FILE: OCA, NAM and ORI**

New Entry	Warrant currently on file
<b>ORI</b> PA0030201	<b>ORI</b> PA0030201
<b>WNO</b> MR0010302	<b>WNO</b> MR0010300
<b>NAM*</b> TEST, JNETTA	<b>NAM</b> TEST,JNET
<b>DOB*</b> 19700101	<b>DOB</b> 1970-01-01
<b>SOC</b> 128976584	<b>SOC</b> 999123456
<b>FBI</b>	<b>FBI</b> 100520PA6
<b>MNU</b>	<b>MNU</b> PI-12345678
The information in each box must be entered as a set:	
<b>OLN</b> [ ] <b>OLS</b> [ ] <b>OLY</b> [ ]	<b>OLN</b> 13982828 <b>OLS</b> PA <b>OLY</b> 2013
<b>VIN</b> [ ] <b>VYR</b> [ ]	<b>VIN</b> 4A3AA46G03E097704 <b>VYR</b> 2012
<b>VST</b> [ ] <b>VMA</b> [ ]	<b>VST</b> <b>VMA</b> FORD
<b>OOC</b> [ ]	<b>OOC</b>
<b>OFF*</b> 1399 - ASSAULT	<b>OFF</b> Assault (describe offense) (Note: This code should be used also for the offense "Interference with Flight Crew Members and Attendants" [49 U.S.C. 46504]) - SEE MIS
<b>Describe 'offense'</b>	
<b>MIS</b> LEO/Lascek, Nicole Lynn#AGGRAVATED ASSAULT BY VEHICLE WHILE DUI	<b>MIS</b> SVIN #LEO/LASCEK, NICOLE LYNN#AGGRAVATED ASSAULT BY VEHICLE WHILE DUI
<input type="button" value="Submit"/>	

**Figure 10 - On-File Record Update**

Click **Submit** to send your changes. The status will change to **Pending Response** on the summary page. The primary ORI will receive a CLEAN message regarding this update.

<a href="#">MR0010306</a>	TEST306, JNET306	01/01/1970	MR0010306	REJECT - ON FILE: OLN, Q.	Not Corrected	10/31/2013 10:52:38 AM
<a href="#">MR0010307</a>	TEST, JNET	04/17/1987	MR0010307	REJECT - ON FILE: VIN, V	Not Corrected	10/31/2013 10:52:38 AM
<a href="#">MR0010308</a>	TEST308, JNET308	01/01/1970	MR0010308	REJECT - ON FILE: SOC an..	Not Corrected	10/31/2013 10:52:38 AM
MR0010302	TEST, JNETTA	01/01/1970	MR0010300		Pending Response User: mross.testuser 1	
ROS0011004311	TEST311, JNET311	01/01/1970	ROS0011004311		Resubmission Successful User: mross.testuser 1	

Figure 11 - On-File Pending

## 4 911 Communication Centers

Many 911 Communication Centers provide professional, efficient and reliable service 24 hours a day, 365 days a year to Police, Fire, and Emergency Medical Services throughout Pennsylvania. In most counties, when a wanted person entry is rejected a Communications Operator is the first to see the message through the CLEAN terminal.

Policies for handling the wanted person entry rejections and corrections differ from one county to the next. Some 911 Communication Centers notify the agency of the rejection and will manually enter the warrant on behalf of the agencies, while some notify the respective department of the rejection and the department is responsible for making sure the warrant is manually entered.

Without violating any policy, the Warrant Error Correction application is available to police departments and all 911 Communication Centers. 911 Operators will be able to see rejected wanted person entries for any ORI assigned to their jurisdiction.

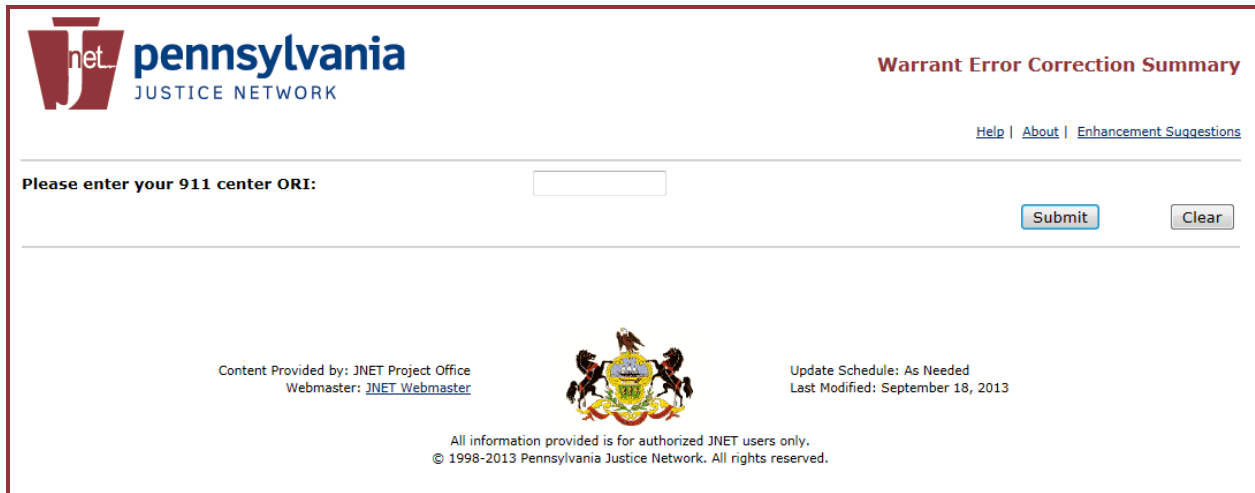
### 4.1 Application Access

From the PSP CLEAN menu, click on **Warrant Error Correction** to launch the application. You may be prompted to enter your JNET Username and Password and verify your digital certificate before access is granted.



Figure 12 - PSP CLEAN Menu

On the Warrant Error Correct Summary page, enter your 911 center's Primary ORI and click **Submit**.




**Warrant Error Correction Summary**

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Please enter your 911 center ORI:

Content Provided by: JNET Project Office  
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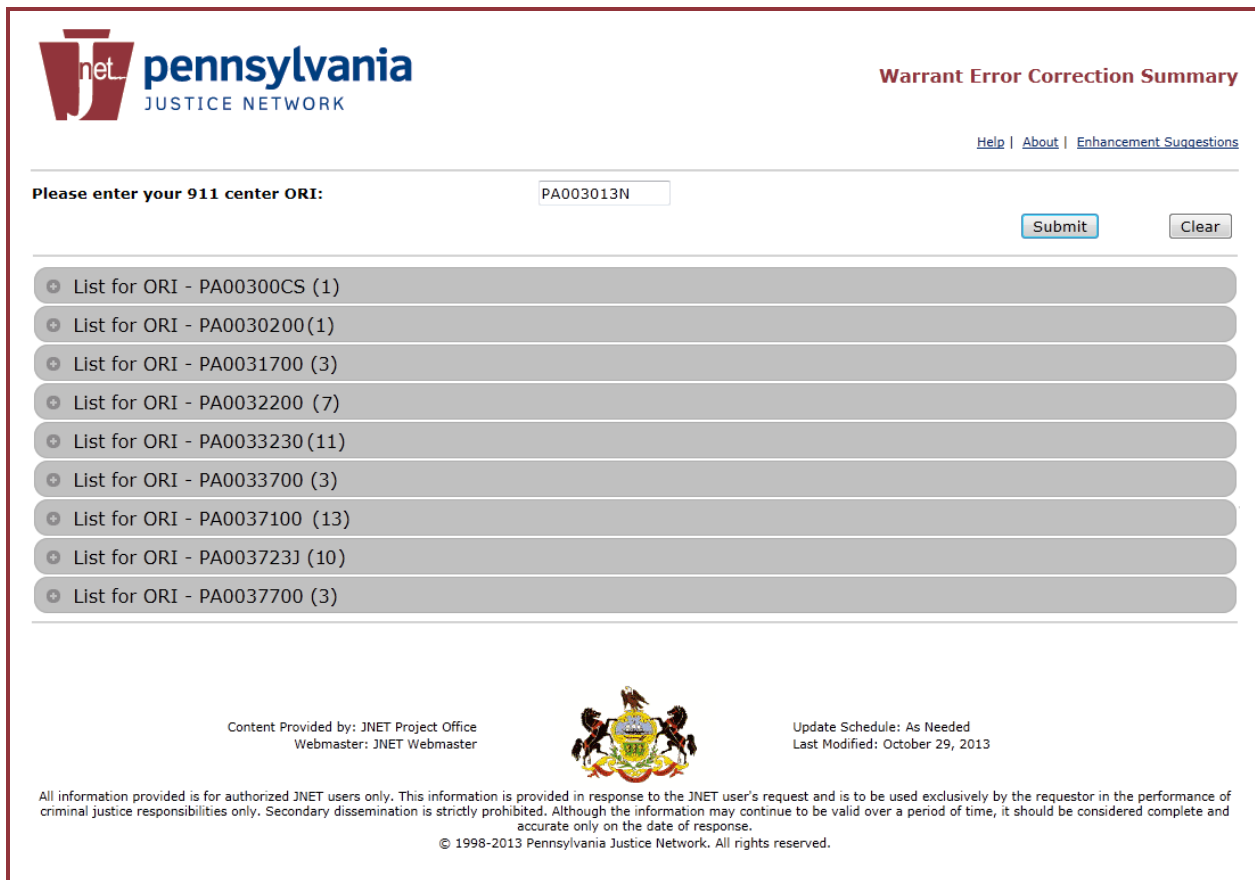


Update Schedule: As Needed  
Last Modified: September 18, 2013

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Figure 13 - Home Page for 911 Centers

The application will display any wanted person entry which has been rejected for all the ORIs within your jurisdiction for the last 72 hours.




**Warrant Error Correction Summary**

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Please enter your 911 center ORI:

- List for ORI - PA00300CS (1)
- List for ORI - PA0030200(1)
- List for ORI - PA0031700 (3)
- List for ORI - PA0032200 (7)
- List for ORI - PA0033230 (11)
- List for ORI - PA0033700 (3)
- List for ORI - PA0037100 (13)
- List for ORI - PA003723J (10)
- List for ORI - PA0037700 (3)

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Webmaster: JNET Webmaster



Update Schedule: As Needed  
Last Modified: October 29, 2013

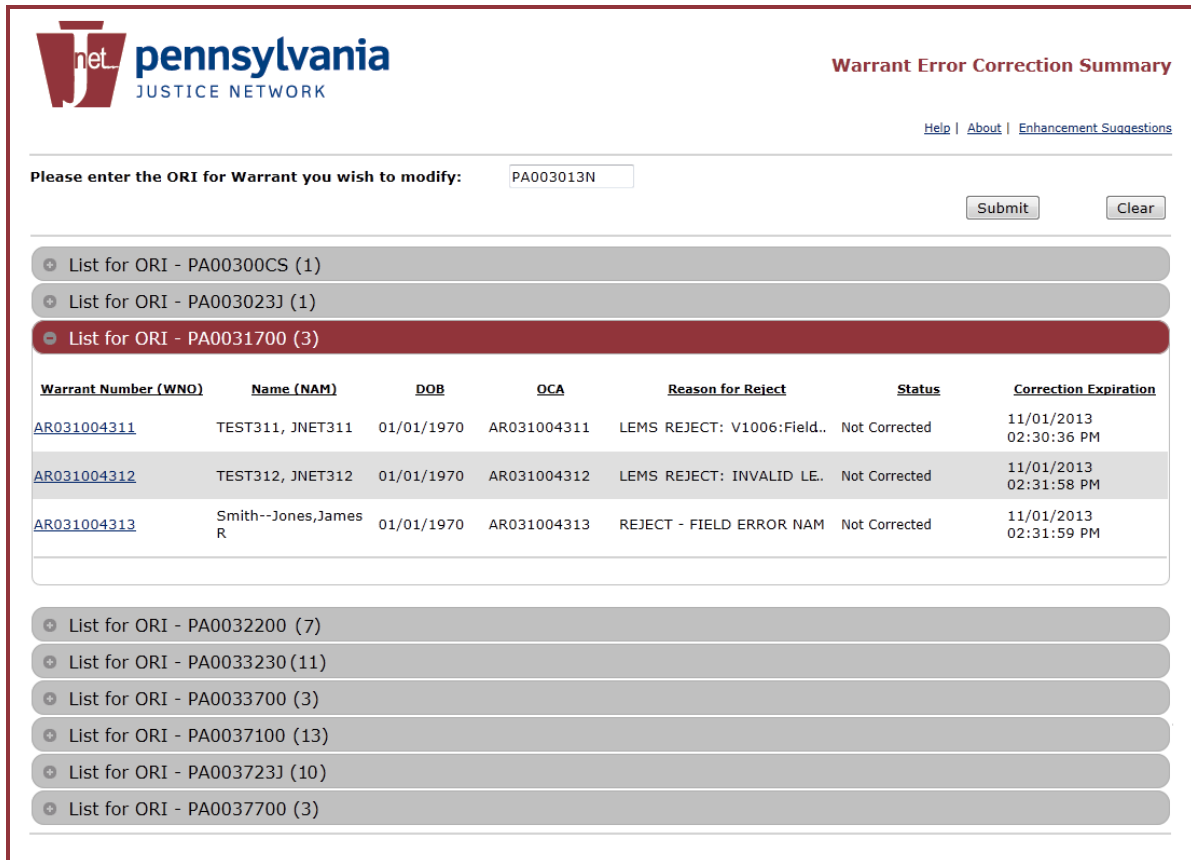
All information provided is for authorized JNET users only. This information is provided in response to the JNET user's request and is to be used exclusively by the requestor in the performance of criminal justice responsibilities only. Secondary dissemination is strictly prohibited. Although the information may continue to be valid over a period of time, it should be considered complete and accurate only on the date of response.  
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Figure 14 - Rejected Wanted Person Entry for Multiple ORIs

Each ORI is divided into sections and can be expanded to view the individual records.

## 4.2 Accessing Wanted Person Entries

To view the list of rejects for each ORI, click the + sign to expand the section. The header for each ORI indicates the number of rejected wanted person entry which needs to be corrected and resubmitted.



**Warrant Error Correction Summary**

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Please enter the ORI for Warrant you wish to modify:

- List for ORI - PA00300CS (1)
- List for ORI - PA003023J (1)
- List for ORI - PA0031700 (3)**
- List for ORI - PA0032200 (7)
- List for ORI - PA0033230 (11)
- List for ORI - PA0033700 (3)
- List for ORI - PA0037100 (13)
- List for ORI - PA003723J (10)
- List for ORI - PA0037700 (3)

Warrant Number (WNO)	Name (NAM)	DOB	OCA	Reason for Reject	Status	Correction Expiration
<a href="#">AR031004311</a>	TEST311, JNET311	01/01/1970	AR031004311	LEMS REJECT: V1006:Field..	Not Corrected	11/01/2013 02:30:36 PM
<a href="#">AR031004312</a>	TEST312, JNET312	01/01/1970	AR031004312	LEMS REJECT: INVALID LE..	Not Corrected	11/01/2013 02:31:58 PM
<a href="#">AR031004313</a>	Smith--Jones, James R	01/01/1970	AR031004313	REJECT - FIELD ERROR NAM	Not Corrected	11/01/2013 02:31:59 PM

Figure 15 - Expanded Section

Although you have the ability to view, fix and resubmit rejected wanted person entry for 72 hours from the date of rejection, please refer to your standard operating procedures. After 72 hours, you will need to manually enter the warrant in CLEAN/NCIC via a direct connect terminal.

## 4.3 Fixing Wanted Person Entries

If your 911 Center is responsible for manually entering rejected wanted person entries this application will make it easier to correct the errors and resubmit without having to manually entering all the information.



**Note:** Every officer with Criminal History access and a valid certificate has the capability of viewing rejects and correcting entries for their agency.

To view, correct and re-submit a warrant, please refer to [Section 3](#).

---

## 5 JNET Help Desk

If further assistance is needed, please contact the JNET Help Desk toll free at (877) 327-2465, locally at (717) 783-5164 or by e-mail at: [ra-jnethelpdesk@pa.gov](mailto:ra-jnethelpdesk@pa.gov). The Help Desk is available Monday - Friday from 7:00 AM - 5:00 PM, excluding Commonwealth holidays.