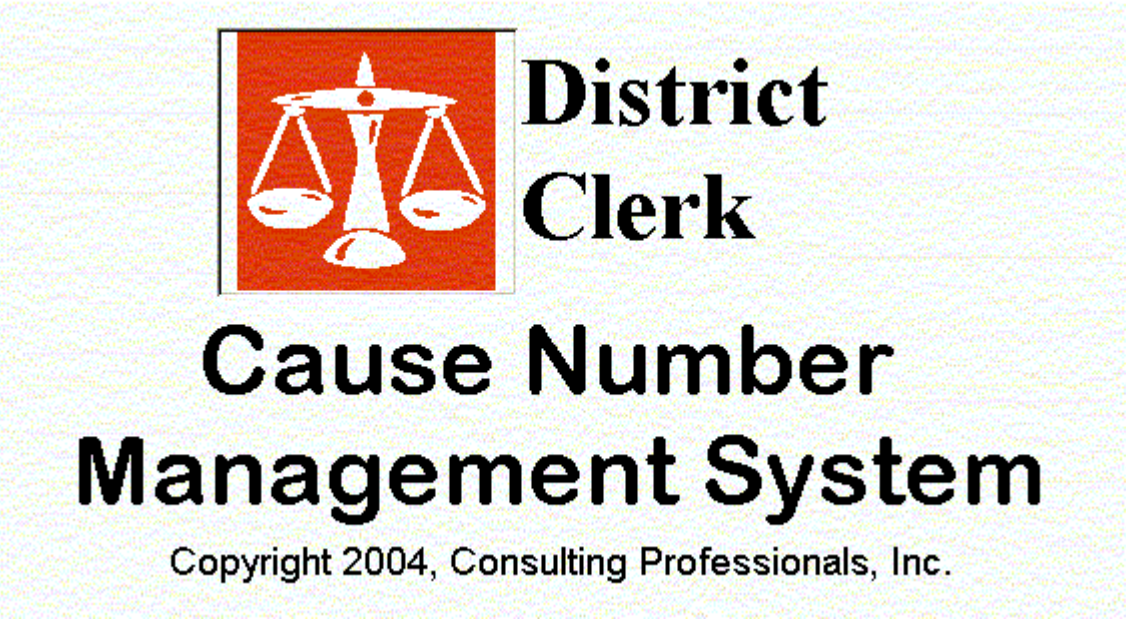
Documentation For

District Clerk's Cause Setting



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Overview

Key functions of application

The application handles the construction of the Cause (case) number for each type of case filed for various purposes. The application is completely user definable with each type of filing having its own Cause number format.

The application also handles the random selection of courts, reducing the possibility of "venue shopping".

Information regarding the staff member who set the Cause number is tracked and full reporting is provided for all activity.

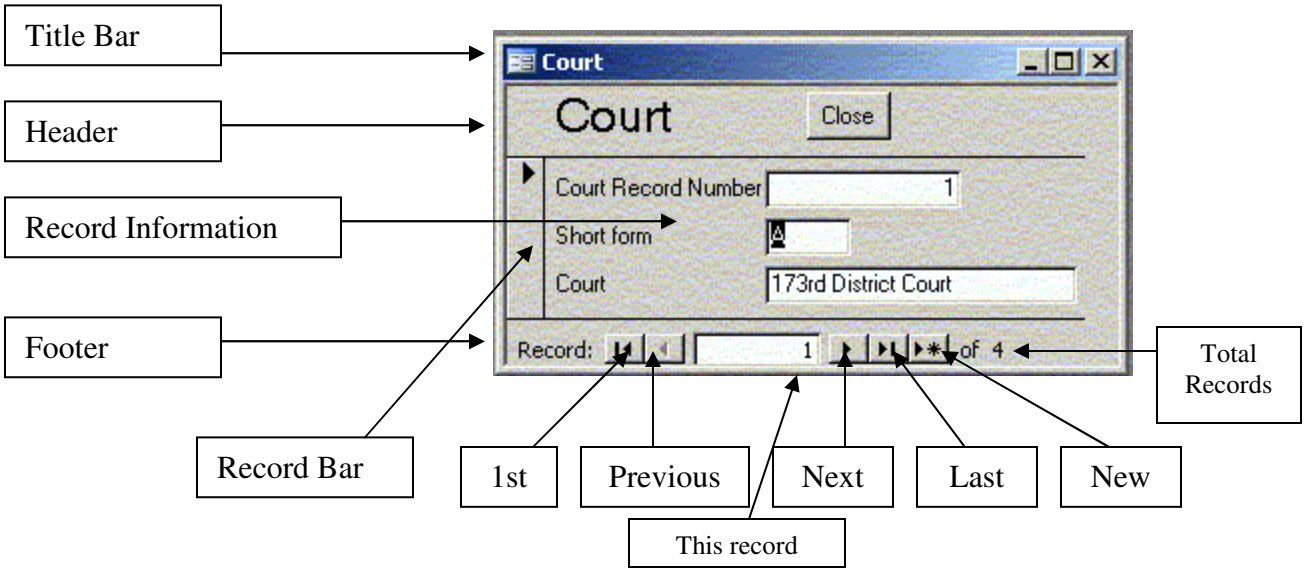
Setup prior to use

The application requires Microsoft Access, version 2000 or greater.

Each machine where the application will be installed must have a local folder on its drive C: named LocalAccess with a second database called dClerkCauseSet.mdb that allows each users machine to not only share information with other users (by placing the main database file dClerkCauseSet.mdb on a shared drive) but to retain individual information for that single machine.

Common record window basics

There are certain characteristics of almost all screens in the application. Here is a simple edit screen, provided with key definitions and purposes, the knowledge of which can make use of the CMNS much simpler.



- Title bar
  - Left icon – double clicking on this will close the window. It is the functional equivalent of clicking on the "X" at the far right end of the Title bar
  - Form name (the blue space) – this is the name of form
  - __ button – clicking here will minimize this window, putting it on the Task Bar which is usually at the bottom of the screen
  - ☐ button – changes this window to take the entire screen (once this is done, the middle button will look like a double window and clicking there will return to this same window
  - ☒ button – closes this window. It is the functional equivalent of clicking on the [Close] button
- Header– Sometimes there is no header section
  - Form name – similar to the Form name on the title bar, this indicates the purpose of the form or the data table from which the data comes.
  - [Close] button – closes this form. If there is no header section the [Close] button may be found at the bottom of the window. This is the functional equivalent of clicking the ☒ button on the Title bar.
- Record Information – This is the data and descriptive names for the data
- Record bar – Marks entire record and saves it if needed
- Footer
  - The record selectors are usually available, but may not be used in certain windows
    - First – Clicking here moves to the first record in the list
    - Previous – Clicking here moves to the previous record in the list
    - This record – the sequential position of this record in the list of records being accessed. This should not be confused with the database record number, which is assigned by the system for record tracking.
    - Next – Clicking here moves to the next record in the list
    - Last – Clicking here moves to the last record in the list
    - New – Clicking here prepares the system to insert a new record into the list
    - Total records – The number of records in the current list

Hot keys

- Esc – performs various tasks
  - A single press of Esc will undo data changed in a field (if it has not yet been saved, what Access calls a "dirty" record)
  - A double pres of Esc will undo all data that has been changed since the last save
  - Sometimes an additional press will close the window
- Enter – performs various tasks
  - Will press the default button
  - When combined with the Shift key, will save a record
- Underlined letters – Pressing the Alt key + the underlined character will perform the same action as would clicking on that button or field wit the mouse.
- PageUp – goes to previous record
- PageDown – goes to next record

Date fields

Date fields can be scrolled using the + and – keys to increase the displayed date and decrease the date respectively. If the field is blank, the first use of a + or – key will set today's date, as determined the local computer's clock.

Typical daily use

The Get Number window will be the center of most daily use of the system. A detailed use guide for that window is provided in the **Daily Use** on page 20.

Starting CMNS

Desktop Icon

Double click the icon on the desktop and the CMNS program will start and the Application title screen will display.

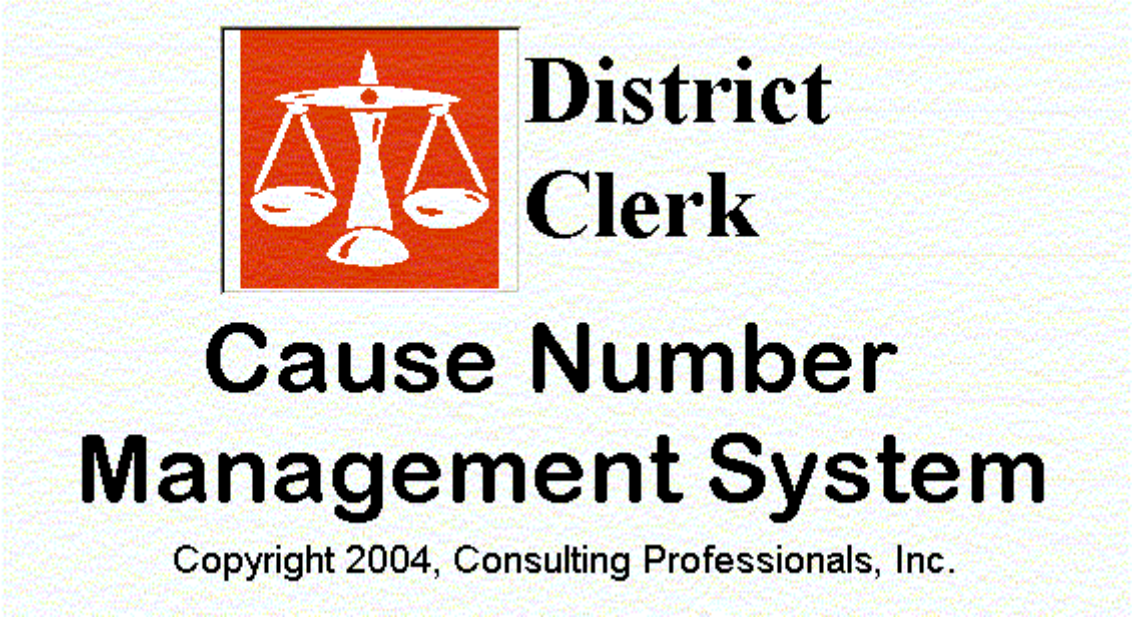
From an Windows Explorer Window

Find the dClerkCauseSet.mdb file (other than the one located in the C:\LocalAccess folder) and double click on it. This is usually on a shared drive. The CMNS program will start and the Application title screen will display.

From the Start button

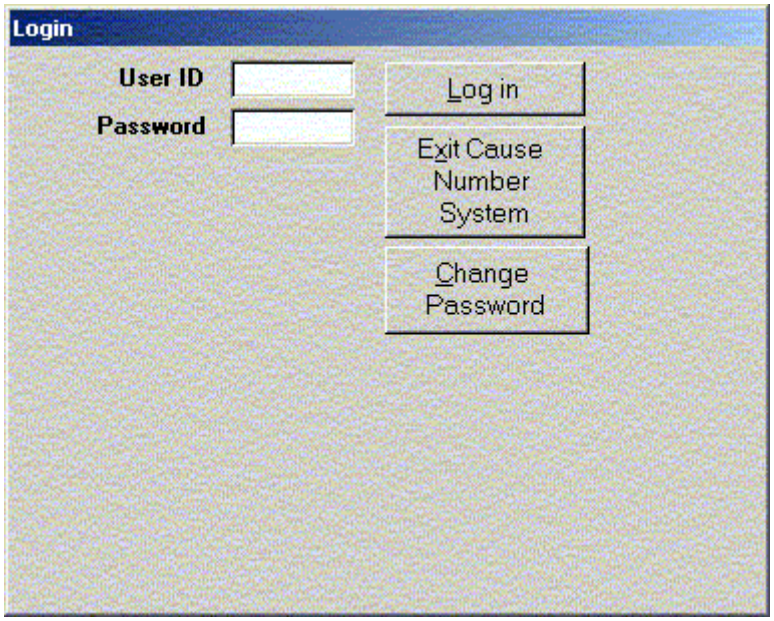
Click on Start, usually found at the bottom of the Windows main desktop and then click on Programs, searching for Microsoft Access. Clicking there will start Access. Click on the menu File, then Open, then browse to the location of the main dClerkCauseSet.mdb file. This is usually on a shared drive. Double click on it and the CMNS program will start and the Application title screen will display.

Application Title Screen



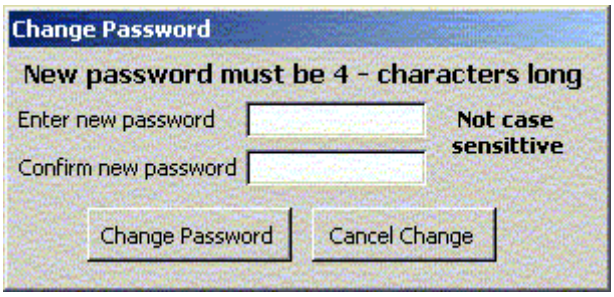
Note that the application is copyrighted material

Log In



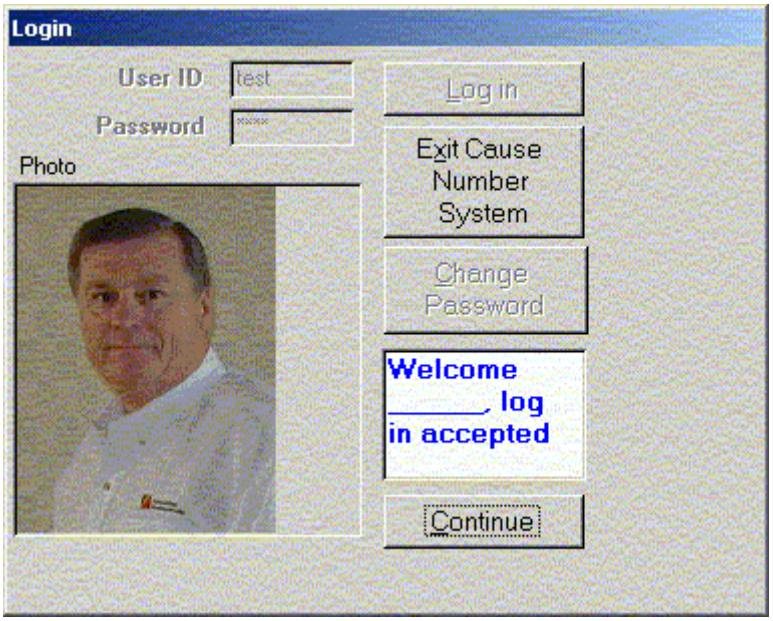
- User ID
  - The administrator will issue you a personalized User ID. This may be different from your main Windows login User ID
- Password
  - The administrator will issue you an initial Password. You may change it as you desire, but you should not write the password where others can see it, lest inappropriate actions be taken and logged in the system under your name.
  - As you type your password, it will not display, but a series of asterisks (“*****) will display
- [Login] button – After entering your User ID and Password, clicking on the [Log in] button will validate the User ID and Password and proceed to the Continue window below.
- [Exit Cause Number System] – clicking here will completely close down the CNMS and close Access.
- [Change Password] – After entering your User ID and Password, clicking on the [Log in] button will validate the User ID and Password and proceed to the Password window below click here to allow you to change your password/

Password Window



- Enter new password – Noting the clarifications on the screen, enter your desired new password
- Confirm new password – Type in your new password just as you did before
- [Change Password] – After entering and confirming your new password, click here to change your password. You will return to the Log In window.
- [Cancel Change] – If you do not want to change your password, click here and nothing will be changed. You will be returned to the Log In Window.

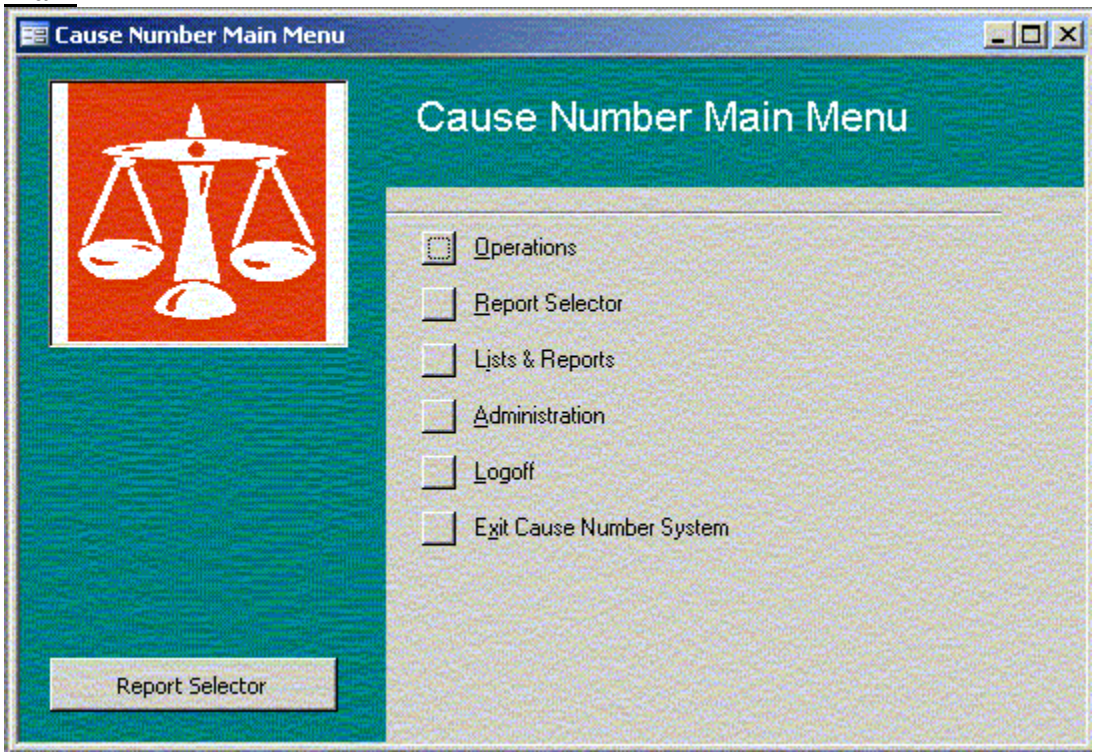
Confirmation Window



- [Exit Cause Number System] – clicking here will completely close down the CNMS and close Access.
- [Continue] – You can see that the system confirms your identity. Clicking here will close this window and move to the Main Menu.

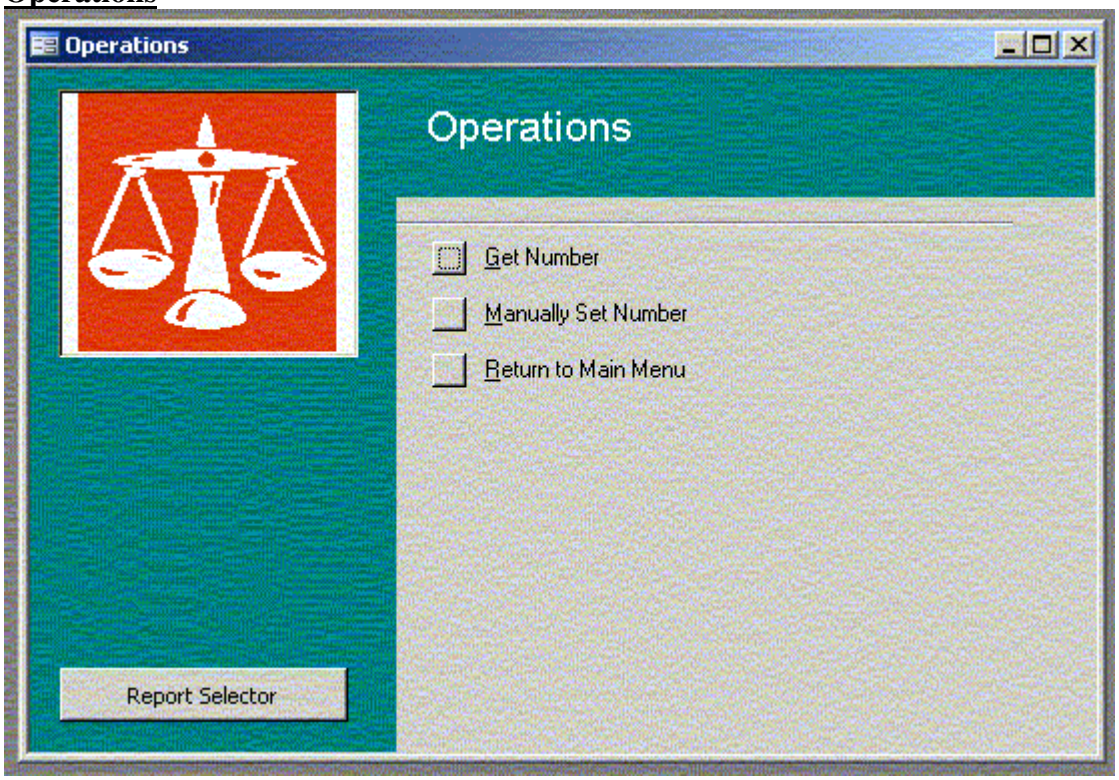
Menus

Main



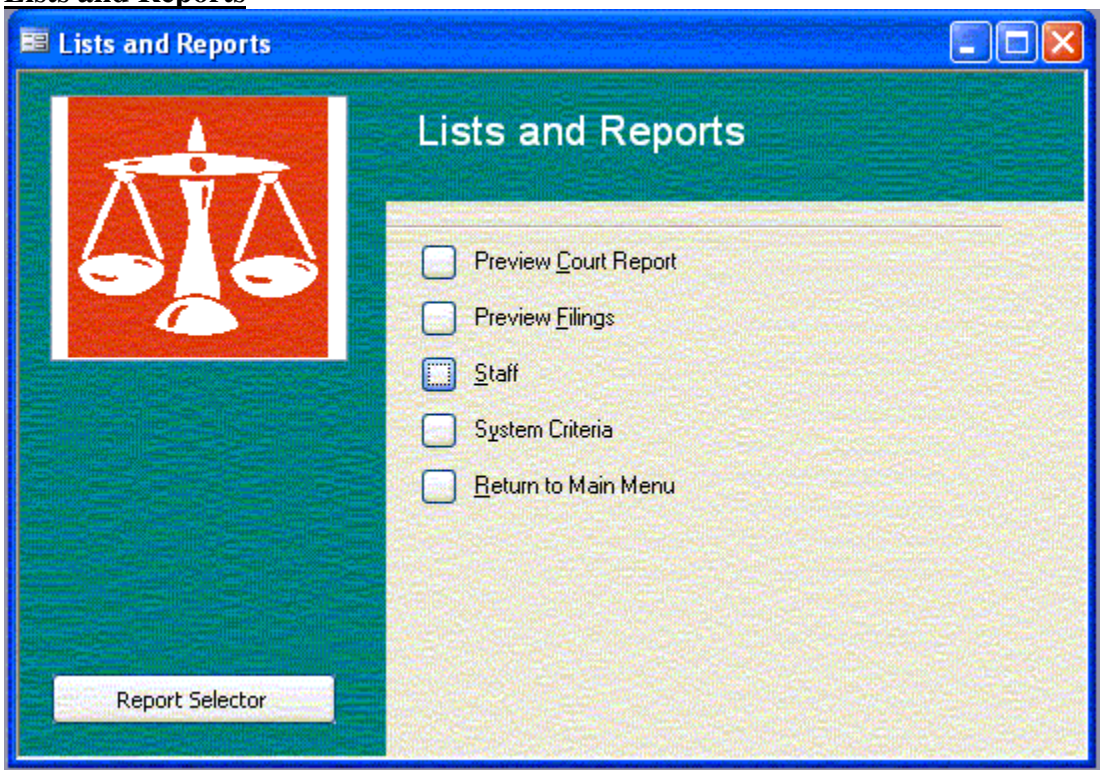
- Operations – Selects Operations Menu. Details on page 8.
- Report selector – This option is shown to the left of every menu, plus it is an individual choice on the Main Menu. Details on page 23.
- Lists & Reports – Selects List & Reports Menu. Details on page 9.
- Administration – Selects Administration Menu. Details on page 10.
- Logoff – Closes all Windows and offers a new log in.
- Exit Cause Number System – Closes all windows and completely exits the CNMS.

Operations



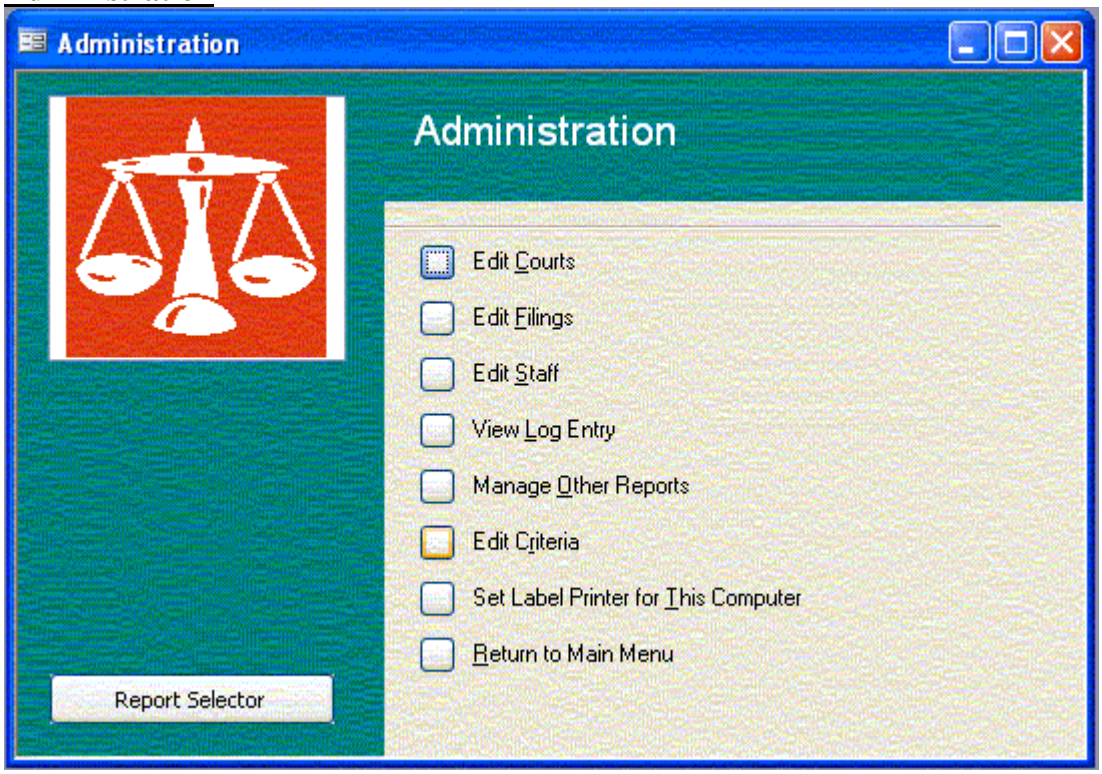
- Get Number – Provides the random selection of courts for cases filed and creates the case number, formatted as desired by the using Clerk. Prints labels and overprints docket sheets. More details on page 18.
- Manually Set Number – Provides the manual selection of courts for cases filed and creates the case number, formatted as desired by the using Clerk. Prints labels and overprints docket sheets. Primarily for use by Clerk administrative staff. More details on page 21.
- Return to Main Menu – Opens the Main Menu

Lists and Reports



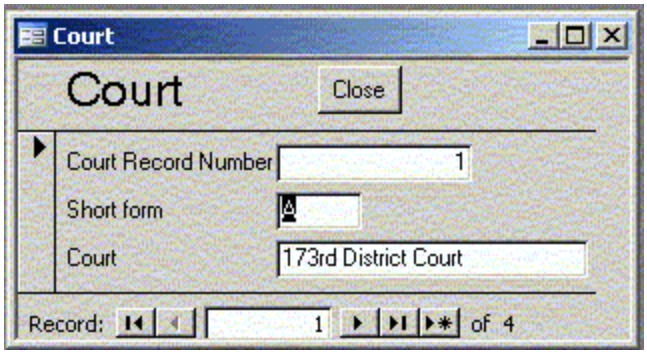
- Preview Court Report – Lists data for all Courts
- Preview Filings – Lists data for all types of Filings
- Staff – List data for each staff member (except photo and password)
- Return to Main Menu – Opens the Main Menu

Administration



- Edit Court – Provides setup and entry for Courts support by the Clerk's office. More details on page 11.
- Edit Filings – Provides setup and entry for each type of Filing supported by the Clerk's office. More details on page 12.
- Edit Staff – Provides setup and entry for each Staff member who will be using the CNMS. More details on page 30.
- View Log Entry – Allows the review (but no changes are allowed) and/or reprinting of all log entries (Cause Numbers). More details on page 26.
- Manage Other Reports – Provides the ability for additional reports to be created using Access and then added to the user selections. More details on page 28.
- Edit Criteria – Edit data for use by the CNMS. More details on page 16.
- Set Label Printer for This Computer. More details on page @@.
- Return to Main Menu – Opens the Main Menu

Edit Court



- [Close] – Click to close this window
- Court Record Number

An arbitrary number assigned by CNMS to the court record

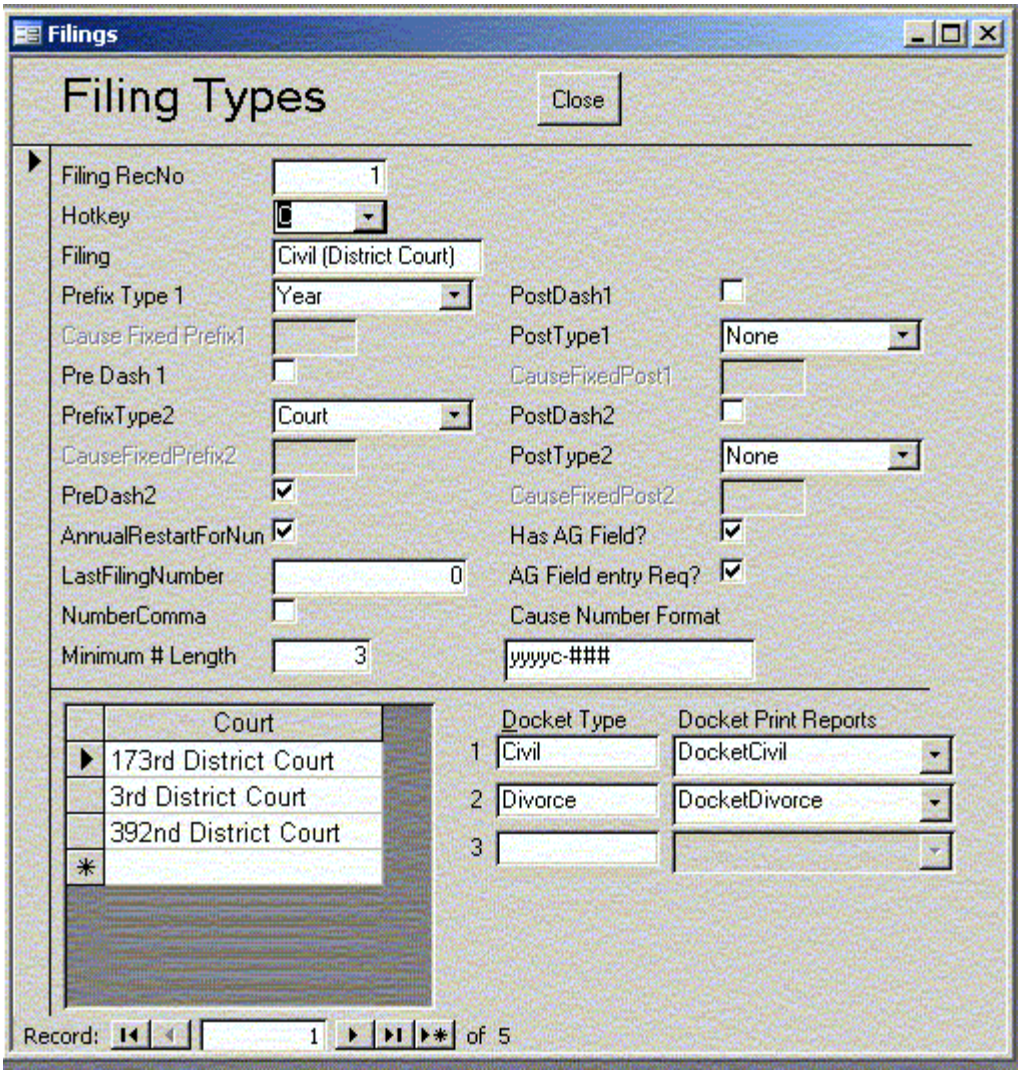
- Short form

The abbreviation for this court that will be used in the construction of the Cause Number, if the user formats the Filing to use the court abbreviation

- Court

The long name for this court

Edit Filings



- [Close] – Click to close this window
- Filing Rec No – A meaningless number assigned by the system to this record.
- Hotkey – A single character used to quickly enter a particular type of filing on the **Get Number** and **Manually Set Number** windows. Several letters are reserved (D, G, L & S). To swap letters between tow Filing types, the user will have to use a temporary 3rd letter (e.g. to exchange filings that are using A and T, change the filing using A to Z, or some other unused letter or number, then change the one using T to A, then go back to the one temporarily set to Z and change to T).
- Filing – The Long name for the type of filing

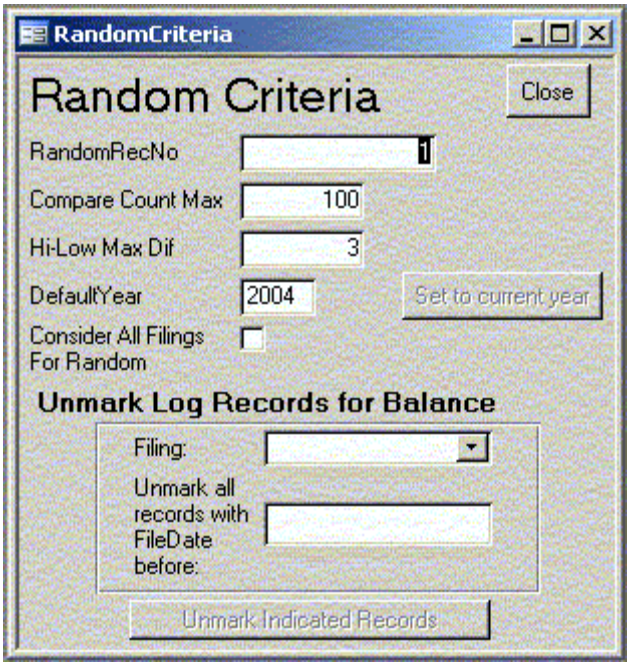
The next group of fields set the format for the Cause number. There are 5 areas of the number, left to right: Prefix 1, Prefix 2, Number, Post 1 and Post 2. In the first two and last two of these areas there are two parts: a dash and one or more characters representing the court assigned, the year, a fixed set of characters, or nothing. The Cause Number Format field will reflect the changes as they are made.

- Prefix Type 1 – A selection of one of the following choices, determining the first element of the Cause number:
  - None – This element is blank
  - Court – The Court short form will be used
  - Fixed – The fixed character entered below will be used
  - Year – The four characters of the year will be displayed
- Cause Prefix1 - The fixed character to be used
- Pre Dash 1 – A check indicates that the previous element should be followed by a dash ("-")
- Prefix Type 2 – A selection of one of the following choices, determining the second element of the Cause number:
  - None – This element is blank
  - Court – The Court short form will be used
  - Fixed – The fixed character entered below will be used
  - Year – The four characters of the year will be displayed
- Cause Prefix2 - The fixed character to be used
- Pre Dash 2 – A check indicates that the previous element should be followed by a dash ("-")
- AnnualRestartForNum – A check indicates that the number for this Filing resets when the year is changed
- LastFilingNumber – The last number used for this type of Filing
- NumberComma – A check indicates that that the number should have a comma in it
- Minimum # Length – The minimum number of characters for the number. Leading 0's will be added, if necessary to make the number the specified length
- Post Dash 1 – A check indicates that the previous element should be followed by a dash ("-")

- Post Type 1 – A selection of one of the following choices, determining the fourth element of the Cause number:
  - None – This element is blank
  - Court – The Court short form will be used
  - Fixed – The fixed character entered below will be used
  - Year – The four characters of the year will be displayed
- Cause Fixed Post1 - The fixed character to be used
- Post Dash 2 – A check indicates that the previous element should be followed by a dash ("-")
- Post Type 2 – A selection of one of the following choices, determining the fifth/last element of the Cause number:
  - None – This element is blank
  - Court – The Court short form will be used
  - Fixed – The fixed character entered below will be used
  - Year – The four characters of the year will be displayed
- Cause Fixed Post 2 - The fixed character to be used
- Has AG Field? – Check to indicate that this Filing type may have a number from the Office of the Attorney General. Checking this field will enable the "AG Field entry Required?" field.
- AG Field entry Required? – Check to indicate that the AG number is required.
- Cause Number Format – this field is not editable, but shows the resulting format for the Cause number

- Docket Type 1 – Your name for this type of Docket
- Docket Print Reports 1 – The Access report object that should be printed for this type of Docket
- Docket Type 2 – Your name for this type of Docket
- Docket Print Reports 2 – The Access report object that should be printed for this type of Docket
- Docket Type 3 – Your name for this type of Docket
- Docket Print Reports 3 – The Access report object that should be printed for this type of Docket
- Court – The list of courts to which this type filing could be assigned. This list includes all courts entered at the Court window.

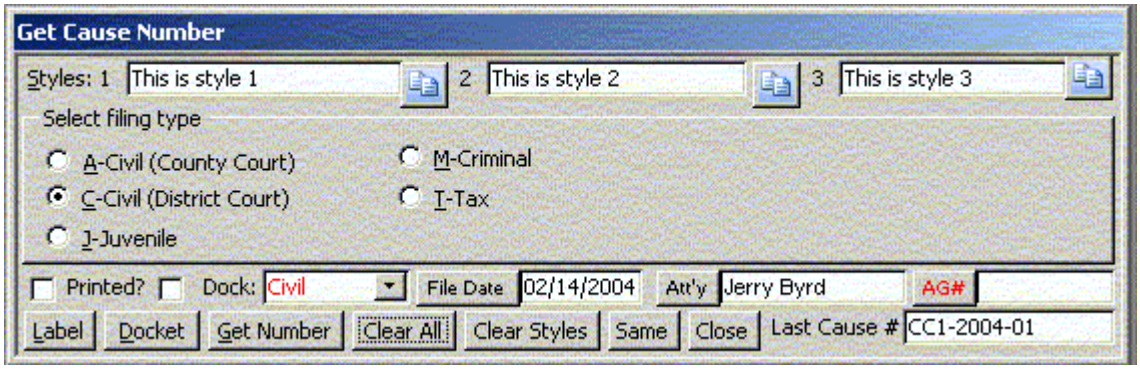
Edit Criteria



- [Close] – Closes this window
- RandomRecNo – A meaningless number assigned by the system to this record.
- Compare Count Max – ***Currently not used***
- Hi-Low Max Dif – The maximum allowed difference in the number of cases/Causes assigned to each court. This variation is due to the nature of randomly picking courts. It is possible to have a significant imbalance purely by chance picking and this number allows that imbalance to be managed.
- Default Year – The year being used for Cause number construction. While it is normally the current year, the system supports post year-end batch entry of cases filed the previous year.
- [Set to current year] – Clicking this button will reset the Default Year to match the current year
- Consider All Filings For Random – Clicking here will allow the complete case load of each court to be considered in managing random selection. Normally, the selection attempts to balance all the same Filing types. <u>This should only be set for those circumstances where all Filings are for the same set of courts!</u>

- Unmark Log Records for Balance – Allows the unmarking of certain log records to not be considered when balancing and selecting courts. This is most often used when a new court is added to a Filing, lest that court get all the assignments until it catches up to the count of the others.
  - Filing – The Filing type to be unmarked
  - Unmark all records with FileDate before – The earliest File Date to leave marked
  - [Unmark Indicated Records] – Click on this button to unmark the records defined above.

Get Number



- Styles 1, 2 and 3

Enter the Styling for this Cause

- [ ] - Copy icons (3)

Copies the contents of the Style line to the left onto the clipboard for copying into the separate Court (Justice) management system

- Select filing type

The Filings that have been set up will display here. Clicking on the type of Filing (or pressing Alt + the user-defined hot-key will determine the Cause Number format.

- Printed?
  - The left check box indicates if the Label for the displayed Cause Number has been printed. Unselecting this box will allow additional printing.
  - The right check box indicates if a Docket for the displayed Cause Number has been printed. Unselecting this box will allow additional printing.

- Dock

Indicates the type of docket that will be printed. These are set on the Files screen. If the type is indicated in red, it means that there is more than one type of docket for this Filing type.

- File Date

The actual date of the filing. Normally it is the actual current date, but may need to be backdated when doing batch entry. This date should not be confused with the log entry date, which reflects the actual date/time of the entry.

- Att'y

The filing attorney

- AG#

The Attorney General case number associated with this cause. On the Filing screen this field can be set to be not used, optionally available, or required. If it is required, the label AG# will be shown with red letters.

- Last Cause #

The cause that has been created and will be printed, if a print button is clicked

Command buttons

- [Label] – Prints the displayed Cause number information on a label
- [Docket] – Over prints the displayed Cause number information on a docket sheet
- [Get number] – Randomly selects a court and formats the Cause Number per the format set in the Filing screen
- [Clear All] – Resets all fields for a new Cause
- [Clear Styles] – Clears Style fields and resets the relevant fields for a new Cause
- [Same] – Clears a few fields (so the user may simply edit similar Styles) and resets the relevant fields for a new Cause
- [Close] – Closes this screen

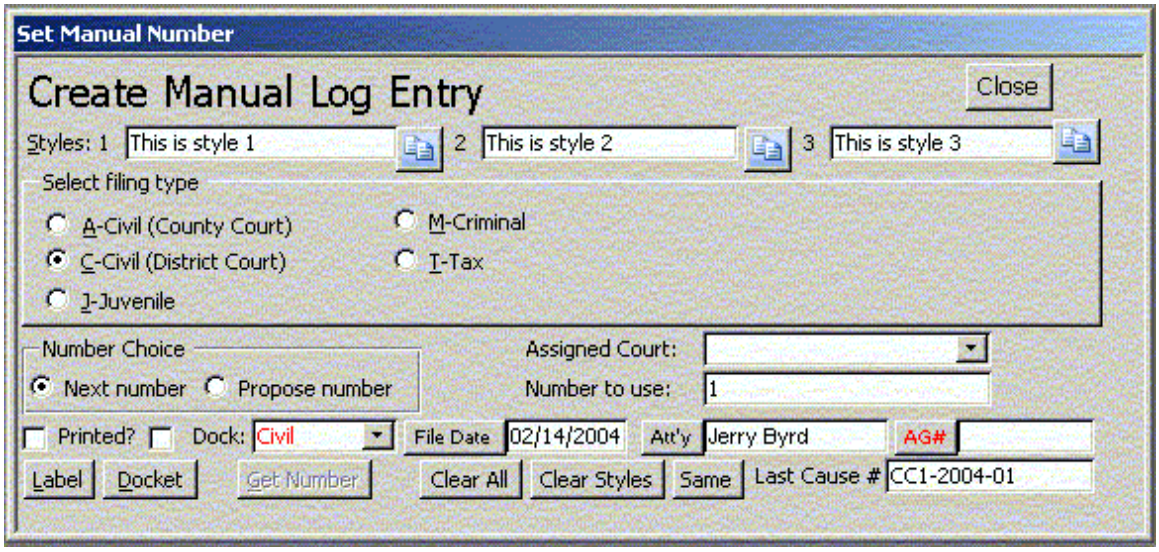
Daily use

The main action of this window is to randomly assign cases to the various courts that handle a particular type of case or Filing, and then create a Cause number that follows a specified format for that case/Cause type. Below are the steps to execute this process.

To open the Get Number window, select Operations from the Main Menu, then select Get Number. When the screen appears, and for each new cause number, follow these steps.

1. Press the button that most closely matches your use of the displayed data:
   [Clear All] – Resets all fields
   [Clear Styles] – Clears Style fields and leaves Attorney and File Date
   [Same] – Only resets a few fields
2. Enter up to three Style Lines, if desired
3. Select Filing type – Use the Alt + the indicated key or click on the desired Filing type for the case/Cause being filed
4. If the Doc: field is red, select the type of Docket for this filing
5. Enter the Attorney's name, if desired
6. If the AG# field is enabled, you may enter an Attorney General reference number for the case/Cause. If the button [AG#] is displayed in red, then the AG# must be entered.
7. Press or click on the [Get Number] button to create a case/Cause number. The number will be created, placed in the last Cause # field and place on the clipboard.
8. Copy the Cause number, if desired, from the clipboard to the Judicial application
9. Copy other fields, as desired, from the Get Number window to the clipboard and then from the clipboard to the Judicial application by clicking on the following buttons:
   [ ] - Copies the respective Style
   [File Date] – Copies the File Date
   [Att'y] – Copies the Attorney's name
   [AG#] – Copies the AG#
10. Click or press Alt + L to print a label (to print additional labels, unclick the Printed box and repeat)
11. Click or press Alt + D to print the indicated Docket (to print additional Dockets, unclick the Printed box and repeat)
12. Return to Step 1 for the next case/Cause

Manually Set Number



- Close – Closes this screen
- Styles 1, 2 and 3

Enter the Styling for this Cause

- Copy icons (3)

Copies the contents of the Style line to the left onto the clipboard for copying into the separate Court (Justice) management system

- Select filing type

The Filings that have been set up will display here. Clicking on the type of Filing (or pressing Alt + the user-defined hot-key will determine the Cause Number format.

- Number choice
  - Next number – Uses the Filing number to advance by one and create the Cause number
  - Propose number – Uses the "Number to use:" field as the number portion of the new Cause number
- Assigned Court – The court to which this cause is assigned
- Number to use – the number portion of the new Cause number, "Number choice" is set to Propose number

- Printed?
  - The left check box indicates if the Label for the displayed Cause Number has been printed. Unselecting this box will allow additional printing.
  - The right check box indicates if a Docket for the displayed Cause Number has been printed. Unselecting this box will allow additional printing.
- Dock

Indicates the type of docket that will be printed. These are set on the Files screen. If the type is indicated in red, it means that there is more than one type of docket for this Filing type.

- File Date

The actual date of the filing. Normally it is the actual current date, but may need to be backdated when doing batch entry. This date should not be confused with the log entry date, which reflects the actual date/time of the entry.

- Att'y

The filing attorney

- AG#

The Attorney General case number associated with this cause. On the Filing screen this field can be set to be not used, optionally available, or required. If it is required, the label AG# will be shown with red letters.

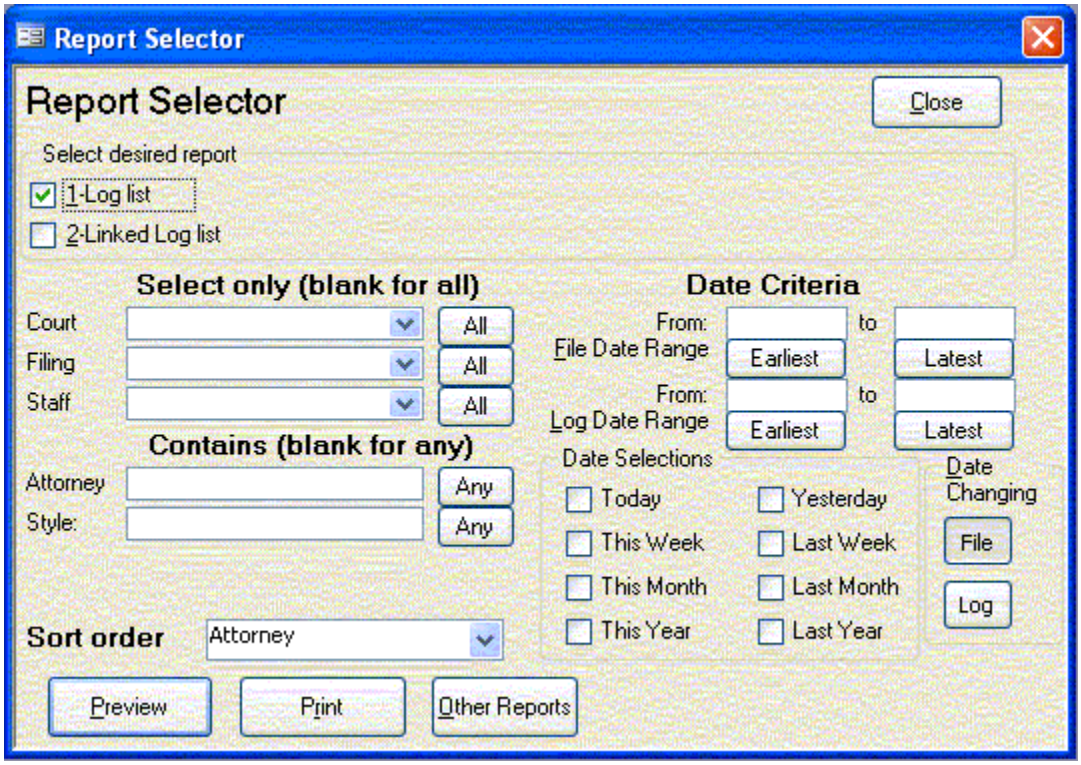
- Last Cause #

The cause that has been created and will be printed, if a print button is clicked

<u>Command buttons</u>

- <u>L</u>abel – Prints the displayed Cause number information on a label
- <u>D</u>ocket – Over prints the displayed Cause number information on a docket sheet
- <u>G</u>et number – Randomly selects a court and formats the Cause Number per the format set in the Filing screen
- Clear All – Resets all fields for a new Cause
- Clear Styles – Clears Style fields and resets the relevant fields for a new Cause
- Same – Clears no fields (so the user may simply edit similar Styles and resets the relevant fields for a new Cause

Report Selector



- [Close] – Closes this screen
- Select desired report
  - 1-Log list – this report will display a bit faster, but only shows record numbers for the Filing, Court and staff
  - 2-Linked Log list– this report will display a bit slower, but only shows the Filing Shortcut, Court abbreviation and staff name
- Select only (blank for all):

These selection limit the number of records displayed to those which match the item selected. Clicking on the [All] button will remove the item selected that is associated with the [All] button. When the item is blank, no limitation is in place, based on that field.

  - Court – Select any court to limit the records shown
  - Filing – Select any Filing to limit the records shown
  - Staff – Select any staff to limit the records shown

- Contains (blank for any):

These selection limit the number of records displayed to those which contain the entry within the item selected. Clicking on the [All] button will remove the information that is associated with the [All] button. When the item is blank, no limitation is in place, based on that field.

  - Attorney – Enter any part of an attorney name to use only those records
  - Style – Enter any part of any o fthe styles to use only those records

- Date Range

Indicating a date will limit the number of records displayed. A blank "From:" field indicates "from the beginning" and a blank "to" indicates "to the end. The [Earliest] and [Latest] buttons blank off previously entered dates on the respective fields above the buttons. Rapid selection of common date sets are available via a combination of the Date Changing button set and the Date Selections. There are two dates in the Log file, on for the Filing Date and one for the date the Log entry was created. Criteria can be established for both, either or neither.

  - From File Date Range – First File Date to be selected. Blank indicates from the beginning of the Log file.
  - to – Last File Date to be selected. Blank indicates to the end of the Log file
  - From Log Date Range – First Log Date to be selected. Blank indicates from the beginning of the Log file.
  - to – Last Log Date to be selected. Blank indicates to the end of the Log file
  - Date Changing – The [File] and [Log] buttons determine which date fields are affected by the Date Selections options below
  - Date Selections – In combination with the Date Changing option button, options can place typical date ranges into the date fields

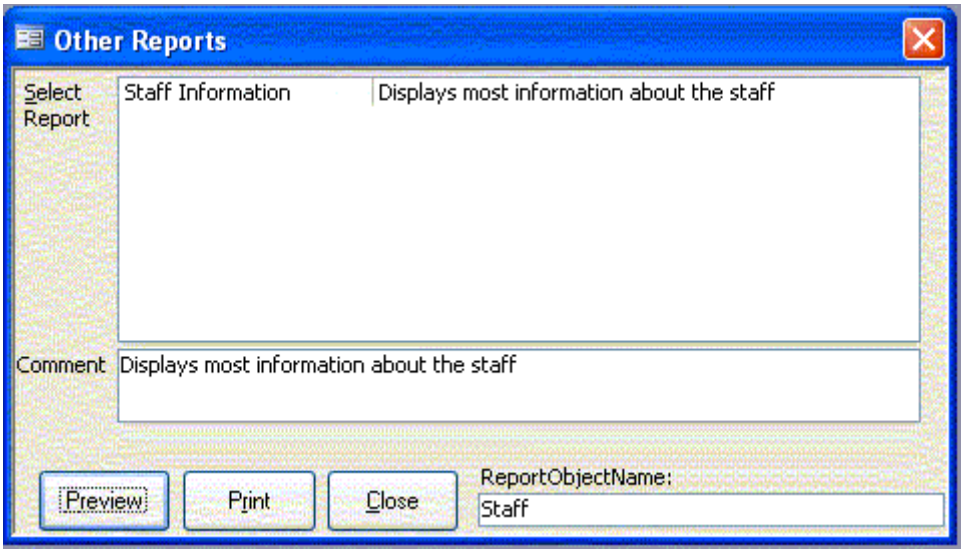
- Sort Order –The records can be displayed in several sort orders. Note that the last three are a double sort, in that the records are first sorted by the Staff, Court or Finding and then by date.
  - Date
  - Staff
  - Court
  - Finding

- [Preview] – Displays the selected Log records in the selected order. From this Preview screen, the Report may be printed.

- [Print] – Prints the selected Log records in the selected order.

- [Other Reports] – Clicking on this button displays the Other Reports window.

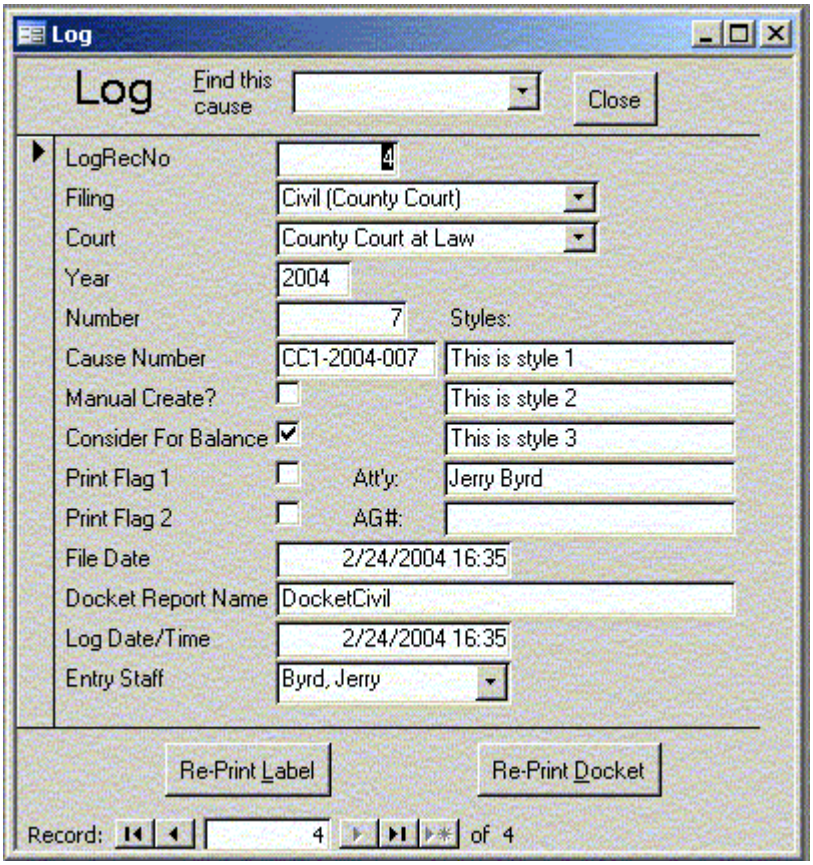
Other Reports



Additional reports can be added to the system and displayed in this window. The Managing Other Reports section on page 28 describes adding reports to this window.

- Select Report – Click on the desired report
- Comment – Display of comments about the selected report
- [Preview] – Displays the selected report. From this Preview screen, the Report may be printed.
- [Print] – Prints the selected report.
- [Close] – Closes this window
- ReportObjectName: - Displays the Access Report Name of the selected report

View Log Entry

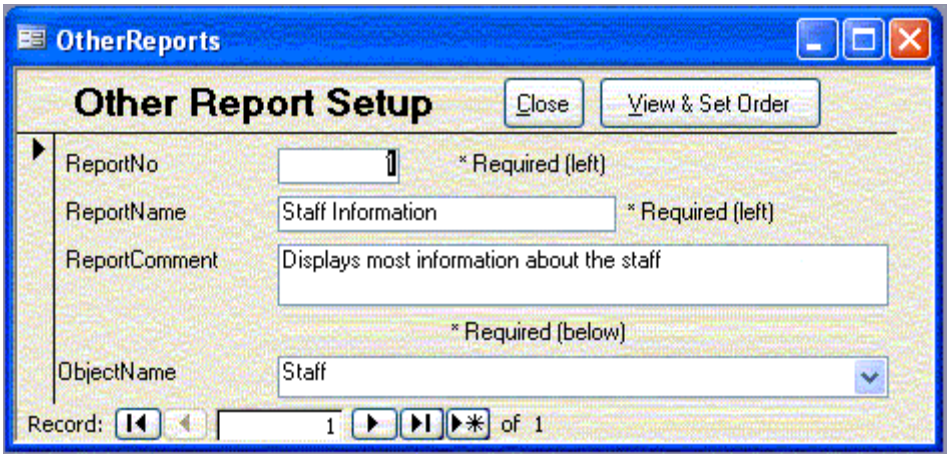


Note that this screen is read-only to protect the integrity of the system.

- Find this cause – All Cause/case numbers are available for choosing
- [Close] – Closes this window
- LogRecNo – A meaningless number assigned by the system to this record.
- Filing – The Filing associated with this Log entry
- Court – The Court to which this Cause/case as assigned Log entry
- Year – The filing year (may form a portion of the basis for the Cause/case number)
- Number – The raw numerical number associated with this Cause/case number
- Cause Number – The formatted Cause/case number
- Styles – These are the three lines of the case style
- Att'y – The attorney who filed the case

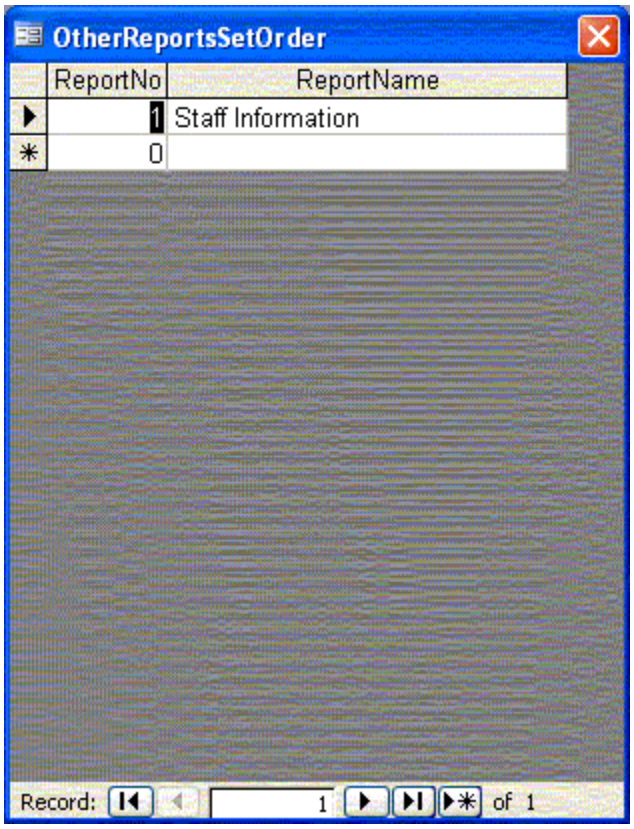
- AG# - The number from the Attorney General's office, if any
- Manual Create? – If this box is checked, the log entry was manually created (i.e. the court was not randomly selected). If not checked the system assigned this Cause/case to a randomly selected court.
- Consider For Balance – If checked, this Log record is not considered for load random load balancing among the courts
- Print Flag 1 – If checked, a label has been printed for the Log record. If a label is printed with the [Re-Print Label] button below, the log record will be updated.
- Print Flag 2 – If checked, a docket has been printed for the Log record. If a docket is printed with the [Re-Print Docket] button below, the log record will be updated.
- File Date – The date the Cause/case was filed (not the date the Log record was created)
- Docket Report Name – The docket report used to print the docket (and which will be used to re-print the docket, if the [Re-Print Docket] button is clicked
- Log Date Time – The date and time the log record was created
- Entry Staff – the staff member who created the Log Record
- [Re-Print Label] – Click here to print (or reprint) the label for this Log record
- [Re-Print Docket] - Click here to print (or reprint) the docket for this Log record

Manage Other Reports



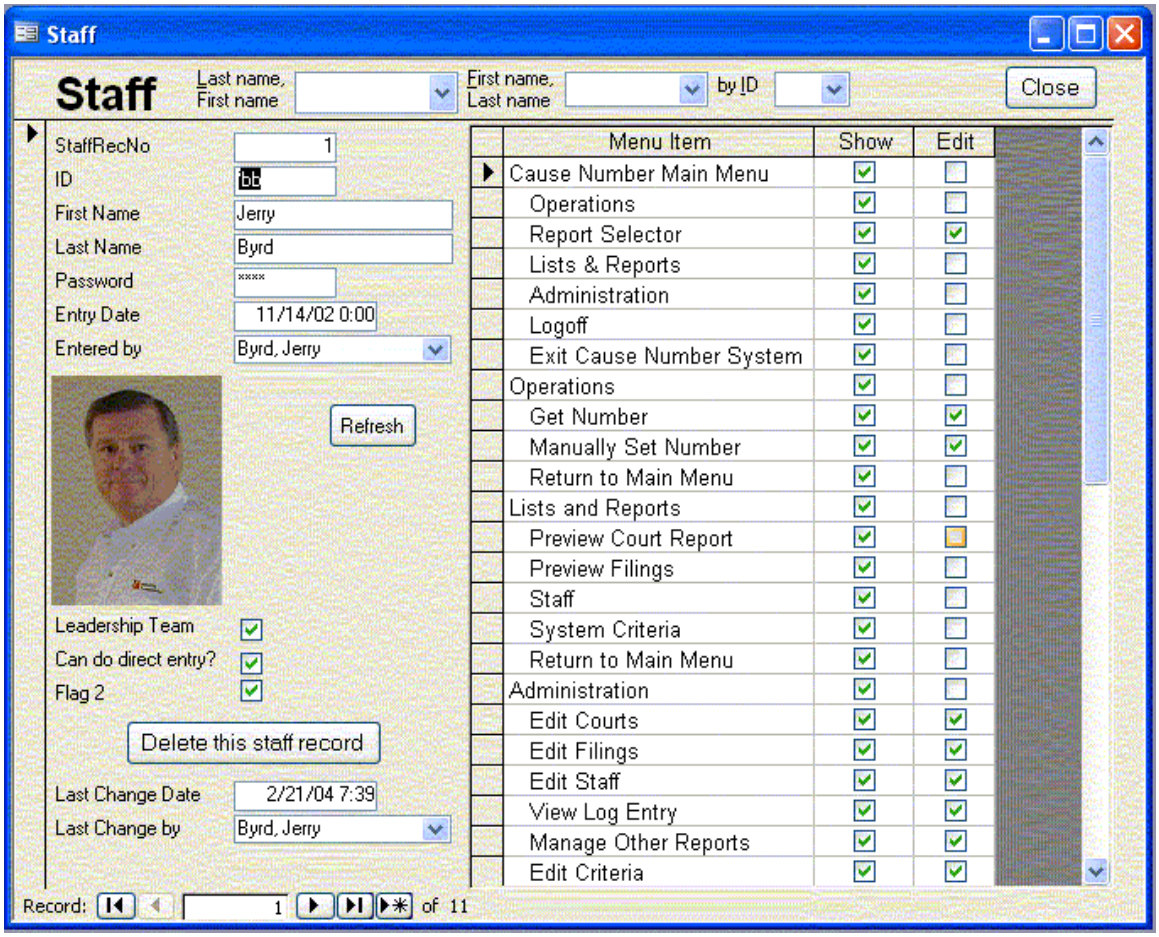
- [Close] – Closes this window
- [View & Set Order] – Click on this button to set the order of the Other Reports via the View and Set Order as described below
- ReportNo – The display order of the Other Reports
- ReportName – The display name assigned to this report
- ReportComment – A clarifying comment about the Other Report
- ObjectName – The actual Access Report object name

View and Set Order



- ReportNo – The display order of the Other Reports
- Report Name – The display name assigned to this report

Edit Staff



- Last name, First name – Select which staff record to display, choosing from a list in last name, first name order
- First name, Last name – Select which staff record to display, choosing from a list in first name, last name order
- By ID – Select which staff record to display, choosing from a list showing the staff login ID
- [Close] – Close this window
- StaffRecNo – A meaningless number assigned by the system to this record.
- ID – The log in user ID for this staff member
- First Name – This name is used in the log in welcome greeting
- Last Name

- Password – Log in password for this staff member. The staff member may change the password at the Log in window. The password is NOT case sensitive (i.e. DallaS is the same as DALLAS and is the same as dallas)
- Entry Date – The date the staff record was initially entered. This is tracked by the system and cannot be changed.
- Entered by – The staff member who created this staff record. This is tracked by the system and cannot be changed.
- Photo – A photo can be added to the record by dragging and dropping it on to the form it the appropriate place, or click on the photo place-holder and use the menu. Select Insert, Object, Create from file, Browse the picture file wanted. To delete an existing photo, click on the photo and press the Delete key on the keyboard.
- [Refresh] – Refreshes support data on the window, including displaying the menu records for new staff while adding.
- Leadership Team? – Click here to indicate that this staff member is in the leadership group. Only staff with this field marked can change the Default year to the current year in the Get Number and Manually Set Number windows as they are entered. Others who should have this capability can have the Edit Criteria menu item set for Edit. However, that allows other critical information to be edited.
- Can do direct entry? (Flag1) – This is currently unused by the system. Those who should have this capability can have the Manually Set Number menu item set for Edit.
- Flag 2 – This is currently unused by the system
- [Delete this staff record] – Clicking here will delete the displayed staff member and all associated menu records. **Caution: if you delete the only staff member who has Edit rights to the staff screen, you will not have any way to add staff or change staff information or menu rights!**
- Last Change Date – The date the staff record was last changed. This is tracked by the system and cannot be changed.
- Last Change by – The staff member who last changed this staff record. This is tracked by the system and cannot be changed.

Staff Menu Set-up

The system allows each use to have three different options for menus items that select data windows and two options for the remaining

- Menu Item – The menu item as it appears in the menu
- Show – Check this box if the menu item is available for selection or uncheck it if the menu item should be grayed out for this staff member, preventing them from seeing the underlying data window
- Edit – Check this box to give the staff member edit rights to the data window, if the Show item above is selected

First Time Setup

Label printer

While virtually any label printer can be used, the system comes configured with labels for the Seiko SLP 100.

Each workstation must have a Label Report configured for it, unless each workstation has a label printer attached, the preferred configuration. In the event that multiple workstations are sharing a printer, there must be a default label set for each workstation using the Set Label Printer for This Computer option from the Administration menu (page 10). Detailed information for that window is given on the following page, 34.

Default Printer Setup

The default printer that will be used for docket printing must be configured to use, as a default, legal size paper.

Normal installations

A folder must exist on drive c: called \LocalAccess. In this folder there must be an Access database designed for this purpose.

It is helpful to have a desktop icon on each user's desktop for quick startup.

The label printer must be mapped to the same printer name. The docket will be printed to the default printer.

Demo installation

The demo system is not a multi-user system and thus does not use an Access database in a folder on drive c:. The demo system will allow 10 random or manual entry court selections. All other functions are operational.

Select Label Report for This Computer

This option must be run for every workstation that will use the system

- [Close] – Closes this window
- Label Printer Report – Select the Label Printer Report that prints the label to the correct label printer

Adding a New Computer/User

Adding a new computer or user is quite simple. Adding a computer is as simple as creating a shortcut icon on the desktop pointing to the main Access database on a shared folder. Then copy the LocalAccess folder on the network folder to the local drive c:

Adding a new user is also straight-forward. A user with edit right for the staff window simply adds the additional user and set the users rights for each menu item.

Be sure to run the Select Label Report for This Computer option (see page 34) to set the correct label printer.

Adding a New Court

Adding a new court (not a new filing type) requires that some decisions be made regarding the Log records that will be used in the random selection process. The big question relates to how to assign new records to the new court. Will the new court get all the new cases until it is on parity with the other(s)? Perhaps the assignments will continue to be randomly assigned.

Using the Manual Set Number window will allow the new court to receive all the cases until parity is reached at which time