

HCSS Monthly DPS Report of Convictions Instructions

1. Setting up HCSS for DPS Report of Convictions

Before you can use the **Monthly DPS Report of Convictions** in HCSS, you must first set the location code and court #. To do so, log into HCSS, select **Integrated Court Management Systems**, select **Inquiry/Update Procedures**, select **Court Management - Inquiry/Update**, select **Court Docket Control Screen**, press **Enter** one more time, select **Texas Driver's Report Information**. You should now be on a screen with three fields; **Court Identification Code**, **Court Location Code**, and **Report Sub-title**. For our purposes, do not worry about the report sub-title. We only need to fill in the court identification code and court location code.

The **Court Identification Code** is a three-digit number. For municipal courts, it will always be **100**. For JP courts, the first digit is **2** and the next two digits are the precinct and place. If a court does not have a "place", use **1**. Countywide JP courts should be designated as **200**.

The **Court Location Code** is a unique five-digit number assigned to you by DPS.

Once you have entered in the two codes, press **F10** to save them into the system and then use the **Escape** key to back out of this section of the system. Now you are ready to use the Monthly DPS Report of Convictions.

2. Using the Monthly DPS Report of Convictions

To navigate to the **Monthly DPS Report of Convictions** in HCSS, log into HCSS as user # 998. Select **Integrated Court Management Systems**, select **Inquiry/Update Procedures**, then select **Monthly DPS Report of Convictions**.

Before running the report, you must first set the fields. The first two fields to set are the **Starting Date** and **Ending Date**. Set these to the date range in which you want to run the report for. The other six fields are check boxes representing **Officer Type**. Un"X" the boxes in which you do not wish to report for. For example, if you've set up State Troopers to use **SAF** and they report their own convictions, then you would highlight the field **SAF** and remove the **X** by pressing the **Space Bar**. For that type of field, the **Space Bar** is used to remove or add the **X**.

Once all fields are set to your liking, press **F10** to run the report. Two things will occur. A file with the name **DPSRPT.TXT** will be built on the server in the directory **IRMC85\DATA**. This is the file that you send to DPS. If you are unable to locate this file, call HCSS (800-422-1982) for assistance.

(Methods of sending this file are listed in Section 3 of this document)

The other event that will occur is that an error report will be printed out telling you that there are some causes that should be included on the report but were not due to missing information. The report will tell you the cause number and the reason why it was not included. If the reason says WARNING at the front, then that cause was included, but there was a field found (usually DL or ID number missing) that DPS can live without or find itself. Otherwise simply call up that cause, fix the error, then rerun the report. Do not worry about the error "DPS Offense Code not in 3000 range". That is OK. DPS only wants traffic convictions. You might check to make sure you have the right DPS Offense Code attached to the HCSS Offense Code, but if the DPS code is not in the 3000 range, that means it's not a traffic conviction. Repeat this method of fixing the errors and rerunning the report until you get the error report down to where you're happy. Then you're ready to send the above-named file to DPS.

3. Reporting by Automation

Many courts use some type of computer system to organize their massive court dockets. The information you enter into these systems can easily be transferred to a file, diskette or CDROM to be forwarded to Data Submission. Courts that have a computer and have the capability to enter traffic convictions can report using any of the following methods.

Diskette – mail to Data Submission – please take precautions to prevent damage in shipping

Modem Transfer – Dedicated line (512) 424-2037 – details upon request

File Transfer Protocol (FTP) – You may use any FTP software program. The site name is: <ftp://drb.txdps.state.tx.us>. The IP Address is: 204.65.230.20
Contact Data Submission to have a folder established for your court. You will be assigned a username and password to access your folder. (512-424-2031).

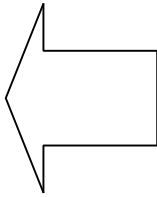
Email – Data.Submission@TXDPS.state.tx.us

CDROM - mailed to Data Submission – please take precautions to prevent damage in shipping

**Note – For your convenience,
you may submit more often than every 30 days.**

Mail diskettes/CDROM's to:

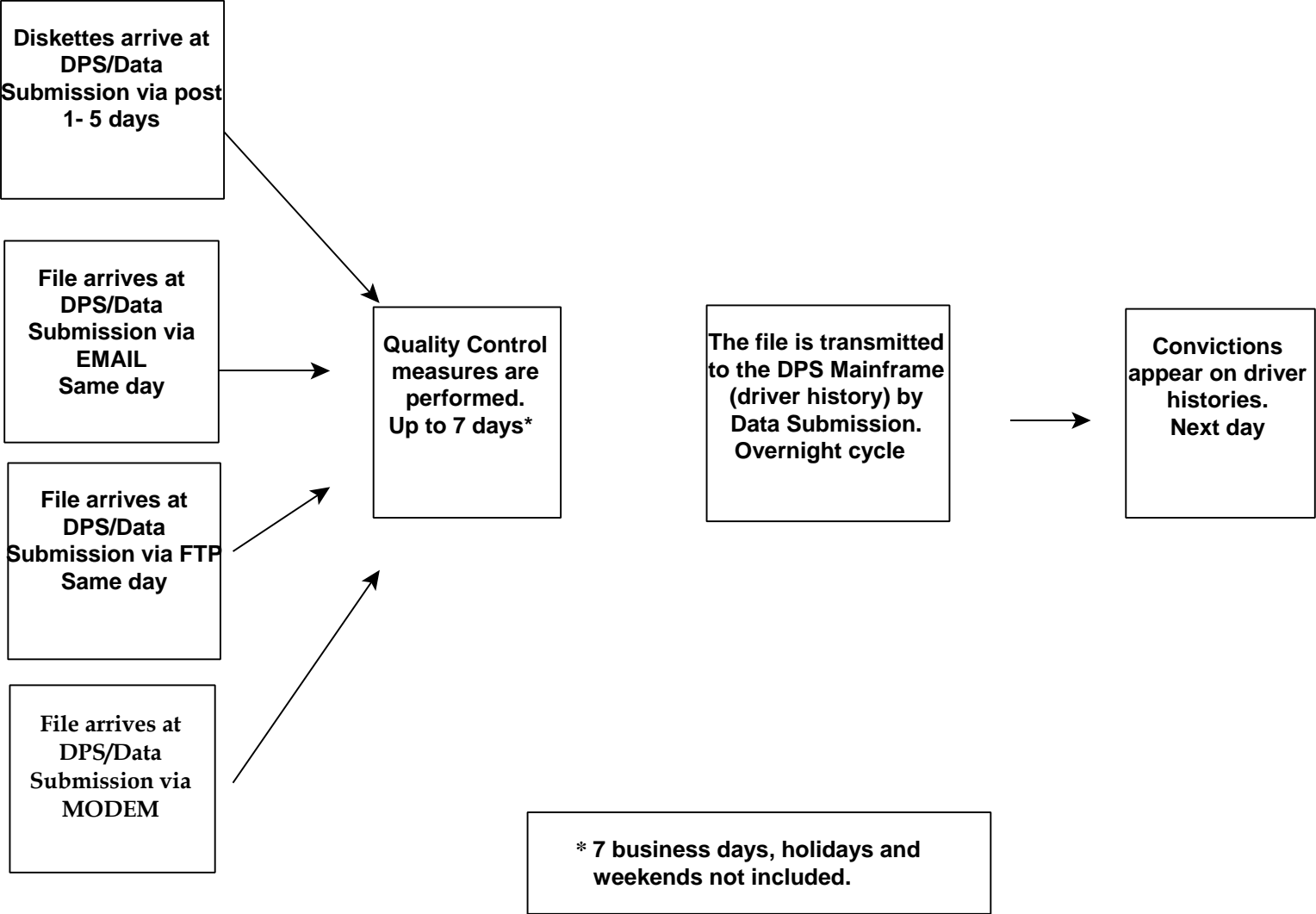
TXDPS
Data Submission
P.O. Box 4087
Austin, TX 78773-0361



*Diskettes and CDROM's are returned to courts for reuse.

Forward your traffic convictions by your preferred reporting method to Data Submission. Upon receipt, your report is combined with submissions from other courts. Omissions such as missing driver's license numbers and dates of births will be researched and input when available. Other checks are done before transmitting your convictions to the DPS mainframe (driver history). This process takes approximately 14 days.

Automated Report Timeline



HCSS - SUBMIT DPS CONVICTIONS REPORT USING FTP PROCESS For Internet Explorer Ver 6

1. Log into HCSS System as Administrator
2. Select on **Integrated Court Management System**
3. Select on **Inquiry/Update Procedures.**
4. Select on **Monthly DPS Report of Convictions.**
5. Enter **Starting Date & Ending Date.**
6. Select Required **Officer Type**, Depress ENTER KEY.
7. Press **F10** to run the report.
8. A report file will be created. “ **DPSRPT.TXT** “
9. Depress Escape Key Two Times.
10. Minimize HCSS Window.

11. AT MAIN ICON Screen.
12. LMDC on My Computer ICON
13. LMDC on “ Local Disk C “, (or) “ NETWORK DRIVE “
14. Locate “ RMC85 “ Folder.
15. LMDC on RMC85 Folder.
16. LMDC on DATA Folder.
17. Scroll Down Until you locate file “ **DPSRPT.TXT** “
18. Position Cursor on file “ **DPSRPT.TXT** “.
19. RMSC on “ **DPSRPT.TXT** ” File.
20. LMSC on **COPY** Option.
21. Minimize the Screen Currently Positioned On.

22. Start Internet Browser or LOG on into the Internet.
23. At address line, Enter DPS Site name: **ftp://drb.txdps.state.tx.us.**
24. At DPS **LOG ON AS** Screen, Enter Assigned **User Name.**
25. At DPS **LOG ON AS** Screen, Enter Assigned **Password.**
26. LMSC on **LOG ON** Button.
27. DPS Entity Folders will be displayed.
28. RMSC on **YOUR** Entity Folder.
29. LMSC on **PASTE** Option.
30. DPSRPT.TXT file will be transferred to DPS Server.

31. Close all Windows currently Open.
32. Report Submission Completed.

LMSC = Left Mouse Button Single Click
LMDC = Left Mouse Button Double Click.
RMSC = Right Mouse Button Single Click
RMDC = Right Mouse Button Double Click

HCSS - SUBMIT DPS CONVICTIONS REPORT USING FTP PROCESS For Internet Explorer Ver 7

1. Log into HCSS System as Administrator
2. Select on **Integrated Court Management System**
3. Select on **Inquiry/Update Procedures.**
4. Select on **Monthly DPS Report of Convictions.**
5. Enter **Starting Date & Ending Date.**
6. Select Required **Officer Type**, Depress ENTER KEY.
7. Press **F10** to run the report.
8. A report file will be created. “ **DPSRPT.TXT** “
9. Depress Escape Key Two Times.
10. Minimize HCSS Window.

11. RMSC on START Button.
12. LMDC on “EXPLORER “
13. LMDC on “ Local Disk C “, (or) “ NETWORK DRIVE “
14. Locate “ RMC85 “ Folder.
15. LMDC on RMC85 Folder.
16. LMDC on DATA Folder.
17. Scroll Down Until you locate file “ **DPSRPT.TXT** “
18. Position Cursor on file “ **DPSRPT.TXT** “.
19. RMSC on “ **DPSRPT.TXT** ” File.
20. LMDC on **COPY** Option.

21. At address line, Enter DPS Site name: **ftp://drb.txdps.state.tx.us.**
Depress “Enter” Key.
22. At DPS **LOG ON AS** Screen, Enter Assigned **User Name.**
23. At DPS **LOG ON AS** Screen, Enter Assigned **Password.**
24. LMDC on **LOG ON** Button.
25. DPS Entity Folders will be displayed.
26. RMSC on **YOUR** Entities Folder.
27. LMDC on **PASTE** Option.
28. DPSRPT.TXT file will be transferred to DPS Server.

29. Close all Windows currently Open.
30. Report Submission Completed.

LMSC = Left Mouse Button Single Click
LMDC = Left Mouse Button Double Click.
RMSC = Right Mouse Button Single Click
RMDC = Right Mouse Button Double Click