

How To Create New Quick Post Codes

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See Frequently Asked Questions (FAQs) on our website for more information.

1. Start HCSS Court Application.
2. Sign In to the System as you normally do.
3. Select “ Integrated Court Management System “, Enter Key.
4. Select “Inquiry/Update Procedures”, Enter Key.
5. Select “ Court Management – Inquiry/Update” , Enter Key.
6. Select “ Work with the Quick Post Master File”, Enter Key.

[when creating Quick Post codes you always want to copy an old Quick Post and then simply add the new code]

7. Highlight the Quick Post Code that you want to Copy,
 - Press Enter Key
8. Displayed is the “Quick Post Record – Inquiry/Update Screen”
9. Press ‘Shift’ Key and the “F10” Key Simultaneously.
 - Highlight “ Situation Acknowledged – Add the Record”
 - Press the “Enter” Key.
10. Enter Effective Date: (**i.e. 1/1/2011** - the effective date is the date the new code should go into effect - typically the first of the month)
11. Press “F10” Key
12. At “Data Save” message press Enter Key.
13. Displayed now is the new Quick Post Record.
 - At this point you can either change Amounts *and/or* add Codes.
 - Press F7 Key to Add any new Codes (If necessary)
 - Highlight Code Item that requires change of Amount.
 - Enter New Cost Amount.
 - When all Codes and Cost Amounts have been entered, F10.
 - At “ Data Save “ message, press “Enter” Key.
 - Press “Escape” Key once to return to Main Quick Post Codes.
14. For Additional Quick Post Codes Go Back to Step # 7.
15. When all Codes have been entered:
 - you are now ready to continue with normal processing.

Please call 800-422-1982 if you have any questions.