DPS Ticket Writer Interface Instructions

Setup Instructions:

1. Install **Winzip + Command Line Addon** onto server, taking all the defaults during the install. Make sure to open up Winzip directly once to clear any setup questions it may have.
2. Log in to HCSS and navigate into **Court Management -> Work with the Corut Information Records -> Select Court**. This will get you to the ~~Court Docket Inquiry/Update Control Menu~~. From here set the **Gov't Entity** (your county name) in the **People and Cause Entry Defaults Screen**. Make sure it's in ALL CAPS.
3. Staying in the **Court Docket Inquiry/Update Control Menu** section, enter into the **Texas Omnibase Defaults Setup Screen** and make sure your **Prec/Court** and **Place Number** are set correctly.
4. Depending upon how tight the security is on the server, it is a safe bet to navigate to the Windows Firewall inside of the Control Panel and set the program **IADTFTP.exe**, which is located inside the **CASI\WORD** folder, onto the exception list (programs that are allowed thru the firewall).

Running the Interface

To run the **DPS Ticket Writer Interface**, navigate to the **Inquiry/Update Procedures** in HCSS and select **DPS Ticket Writer Interface** from the list. The interface is set to run as a trial run when you first come in. It is recommended that a trial run be executed the first couple of times before doing an actual run. This is to ensure that all the setup procedures were done correctly.

There are a few options that need to be selected before the **Import DPS Citation Data** button becomes active and you are allowed to run the program. The options are as followed:

1. **Select Run Type**: Choose between **Trial** and **Actual**. **Trial** will simply give a printout of all the citations that were found in the download that belong to your court. This is so you can verify the information (if you want to) before importing citations into your system. **Actual** will give the same printout as **Trial**, but will also import the citations found belonging to your court into your system.
2. **Select Unzip Program to be used**: This option defaults to Winzip. HCSS recommends using Winzip due to it's proven track record.
3. **Select method of cause number assignment**: This option asks if you want to let the program automatically assign the cause numbers onto the citations or if you wish to manually do it yourself. If you choose automatic, the program will use the next available cause number to be used (this is the same as pressing the **Get Next Cause Number** button on the **Build New Cause Record Preparation Screen**). Otherwise, you will be taken to the **Build New Cause Record Preparation Screen** every time a cause number is needed.

4. **Select method of handling warnings**: This option tells the program how to handle a warning when it is found on a citation coming in. It can either skip over warnings or it can assign the **Warning Offense Code** that you selected before running the program.

5. **Update HCSS Offense Codes**: This is an optional field that can be left blank. If you choose any of the options from the drop down, it will update your offense code with that information if it is found on the incoming citation record.

6. **Issue Initial Charges**: This option will generate the Initial Charges on each cause number created. The charges can only be generated if the offense code being used has a quick post saved on it. The printout will show you whether a charge was generated and if not, why.