

Electronic Disposition Reporting

DPS section

I. Sending and Receiving files to and from DPS

DPS has two options for uploading and downloading the data records between your server and theirs; Curl and Manual Submission. The option that HCSS recommends is the manual submission.

To send and receive via manual submission, start Internet Explorer on your computer and navigate to the following website: <https://cch.txdps.state.tx.us/cch/app>. This is the login page. Type in your email address and the password that DPS has given you to log into their system.

To upload your submissions, hover over the section titled **EDR** and a submenu will drop down. From that submenu, select **Upload EDR File**. Then click on the **browse** button to locate your submission file that you built in HCSS. It should be located on your server inside the EDR subfolder found in the CASI folder. Once you have it selected and showing text box labeled **File:**, press the **upload file** button to upload the file. After it has been uploaded, you can log out by hovering over the section titled **CJIS** and selecting **Log Out** from the submenu that drops down.

After you have uploaded a file, it usually takes about 30 minutes for DPS to process it. After that 30 minutes is up, they should have a return file ready for you to download. That return file will include the records you just recently uploaded and whether or not there were any errors found on them, along with any new ID and Arrest records that you need to download. To download the return file, log back into their system, hover over the section titled **EDR** and select **Return File** from the submenu that drops down. You'll then see a line on the screen letting you know if you have records ready to be downloaded. If so, press the **Download Now** button and a message box will pop up showing you the name of the file to be downloaded (remember to write that name down) and asking you if you want to open, save, or cancel. Click **Save** and save the file on your server in the EDR subfolder found in the CASI folder. Once you have completed the download, you can log out of DPS, go into HCSS and process the return file.

II. Contacts at DPS

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