HILL COUNTRY SOFTWARE & SUPPORT
4 GREEN CEDAR ROAD
BOERNE, TEXAS 78006-7929

Hill Country Software & Support, Inc.

Omnibase Interface Manual

Last Updated: May 23, 2007

Omnibase/DPS Communication Process

When a transaction of any kind is sent from your computer to Omnibase, the following steps are about to occur:

(1) Omnibase will receive your transaction.
(2) Omnibase will combine your transaction, with other transactions received from your court and other courts, into a single file.
(3) At approximately 9:00 every morning (Monday thru Friday) this file is sent to DPS.
(4) DPS will then validate your transaction. This means that they will compare their DL information with information you have sent to them. We believe that the primary comparison is the date of birth.
(5) If DPS accepts your transaction, they will process it and then send an acceptance transaction back to Omnibase. If DPS rejects your transaction, they will send a rejection transaction back to Omnibase. This rejection transaction will have a short description as to why the rejection occurred.
(6) Omnibase will then transmit the return transaction to you the next time your computer communicates with theirs.
(7) If the accepted transaction was one that caused a cause record to be entered into the Omnibase system, Omnibase will now generate a letter of notification, on DPS letterhead, that will be mailed to the defendant.

From the time that you initially send a transaction into Omnibase, it will be a minimum of three days before you receive a confirmation. During this period of waiting for a confirmation, you will notice that we will retransmit all pending transaction each time you transmit to Omnibase. This is done at the request of DPS.

Prerequisites for Cause Record Eligibility

Before a cause record can be submitted into Omnibase, the cause record must pass the following tests:

(1) The defendant must have a valid Texas Drivers License
(2) The cause record must still be open
(3) The cause record must have a valid HCSS & DPS offense code
(4) The cause record must be of a type that is eligible for the Omnibase program.

(5) The cause record must show that charges are still owed

(6) The offense date, on the cause record, must be within the time frame that will be accepted by Omnibase and DPS

If the cause record can not pass all of these tests, your request to submit them into the Omnibase system will be rejected. Remember that the Omnibase program is controlled by the Texas Legislature, with multiple pieces of legislation that have occurred over the last 10 years.

Submitting a Cause Record into Omnibase

Once you have decided that a particular cause record is to be submitted into the Omnibase system, you must have the Inquiry/Update Screen for that cause record on your computer's screen.

The next step is to press "Omnibase Processing" button to the left. If this cause record has not already been submitted to Omnibase, the following screen will appear:

You have requested information about Omnibase and the Failure to Appear Interface. At this time we show that no Omnibase FTA Interface has been established and so there is nothing to display. Would you like to establish the Omnibase FTA Interface at this time?

Yes   No
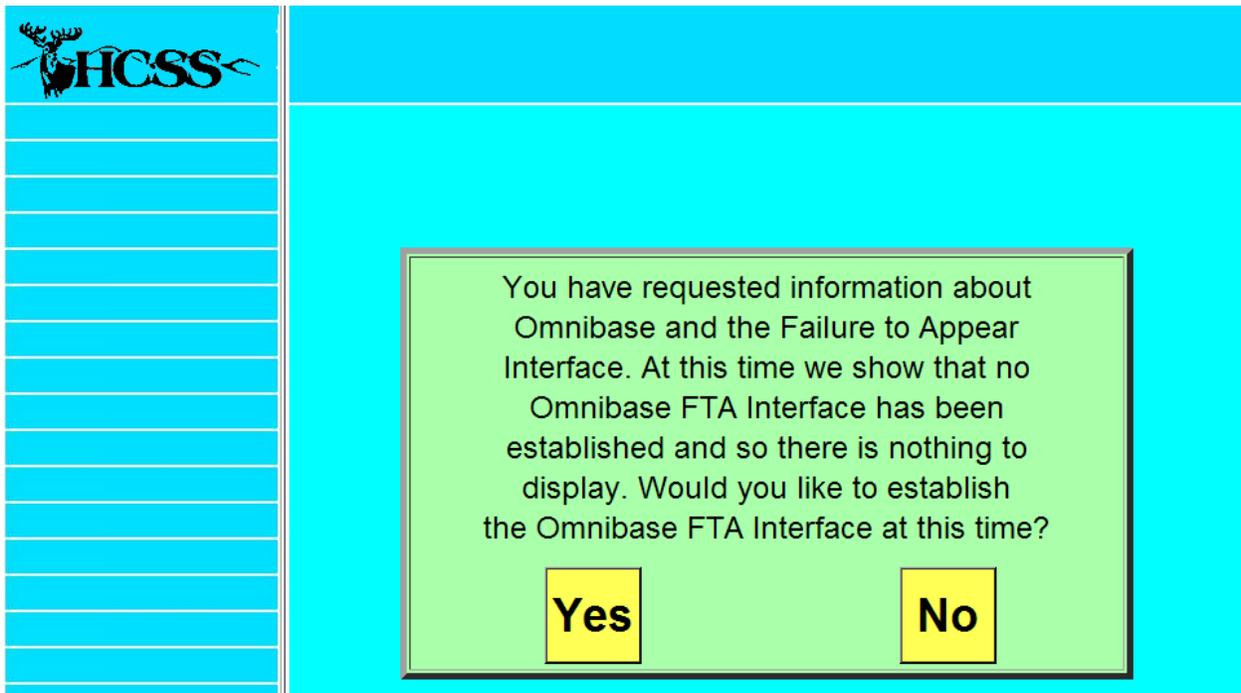
If the cause record has already been selected for Omnibase, a screen will appear showing the current status, of the cause record, in the Omnibase system. This screen will be discussed later in this manual. To continue with the submission process you must press the "Yes" button. Once you have done so the following screen will appear:

Omnibase Status Screen

Notice that the screen has places for a series of dates. If you want to enter this person into Omnibase and there are no dates on this screen, you will want to click on, "Enter this Person into OMNI". You will then be taken to the following screen:

When entering a cause record into the Omnibase system you have the above 5 options. The first two options above deal with the submission of a citation resulting from a ticket issued to the defendant. If the ticket includes more than one offense, you must decide if you want the system to generate one FTA offense to cover the entire ticket, or if you would like to generate an FTA cause record for each offense on the ticket. This decision is up to your court. A fifth option is to submit only the delinquent cause record and not generate an FTA cause record.

The above screen shows the total charges for the original cause record as well as the additional charges you are adding. If the information is correct, press the "These charges are correct – Add this Person to OMNI" button to complete the submission processing. Once you have done so the following screen will appear:

Notice that today's date has been inserted into the requested date field. You will not click 'Exit Current Screen' – you are finished!

Upon further investigation you will find that the $30.00 court cost has been added to the originating cause record, and (if chosen) that the new FTA cause record has been created and updated appropriately.

Submission Process Complete

At this point your HCSS Integrated Court Management System will take over full control of the processing of this cause record. This means that you will not have to be concerned about the necessary transactions being sent to Omnibase. The HCSS software will generate them automatically, when required. You now need only proceed with business as usual.

Daily Transmission to Omnibase

Now that you have cause records into the Omnibase system, it is very important that you transmit to Omnibase on a daily basis. This is the only means that our software has to communicate with Omnibase and DPS. This process only takes a few seconds and should be done towards the end of each working day. The reason we suggest the end of each working day is because Omnibase transmits collected transaction to DPS each morning. Your transmission to Omnibase at the end of each day virtually guarantees that your transactions will be delivered to DPS the next morning.

Transmission Process

To transmit to Omnibase you must execute the following steps.

(1) Make sure that your laser printer has plenty of paper and is ready to print.
(2) From the Main Menu, click on "Exit the Application" and go to "Omnibase D.P.S. Failure to Appear Interface" – otherwise:
(3) Go to "Integrated Court Management System" of your Court
(4) Go to "Inquiry/Update Procedures"
(5) Go to "Omnibase D.P.S. Failure to Appear Interface"
(6) The following screen will appear:

On this screen, simply click on "Start Processing Omnibase". You will see the screen flash and it should bring you back to this screen. Once it is complete, click on "Exit the Program" and a report will print that will tell you of all Omni actions occurring during the transmission. This report will have several sections:

The first section will show any return transactions from Omnibase that you have not been shown yet. If a request was rejected, a short explanation of the rejection will be provided.

Next the software will scan your database looking for any new transactions that need to be sent to Omnibase. These can be as a result of newly submitted caused records, or cause records that have been closed and are ready to be removed from the Omnibase system.

The next section of the report will list all of the transactions that will now be sent to Omnibase. The length of this section of the report will probably be greater than the length of the previous section. This is because we have been instructed by DPS to continue to transmit pending transaction until we receive a return transaction.

The whole report will be in printing when you exit. Another section of the report, listing return transactions, will be printed. We do this because we are never certain when the Windows operating system will make this data available to our software. This is the reason we attempt to print this data both at the beginning and end of this process.

Omnibase Return File Problems

If you run this process and find that you are not receiving any return information from Omnibase, you may need to place a call to HCSS and inform us of this possible problem. Another symptom that could indicate a problem is if you are receiving the same return file day after day without any confirmations.

Report Error Codes

Error – Bad Offense Code – This code means that the offense code on the cause record no longer exists on the code file. This could mean that somebody either deleted the offense code from the code file, or changed the code abbreviation.

Error – Delete Disp Code – This code means that a final disposition code has already been added to the cause record, but the initial submission phase of the cause record into Omnibase has not been completed yet. The final disposition code must be removed from the cause record before the submission action can be completed. **SEE DOCUMENTATION – "HOW TO CLEAR SOMEONE FROM OMNIBASE" ON WEBSITE**

Error – DPS Offense Code – This means that the offense code record, that represents the offense code on the cause record, does not have a DPS offense code. A DPS offense code must be added to the offense code record before this action can be completed.

Paid/No Disposition Code – This means that the cause record is ready to be cleared, but does not have a final disposition code. A final disposition code and date must be added to the cause record before this action can be completed.

Quarterly Billing from Omnibase

At the end of each quarter you will receive a statement from Omnibase. This statement will list the causes that were closed during the quarter. This is where your court will be billed for the portion of the $30.00 court costs that are due Omnibase and DPS. The $30.00 court costs is divided up as follows:

Texas DPS	$20.00
Omnibase	6.00
Your Court	4.00
	=====
	$30.00

There is a report on our report menu that will assist you in the reconciliation of this quarterly statement. The name of this report is "Omnibase Clear Transmission Report". This report will ask you for a starting and ending date. This report will list all of the cause records that you closed during the month. Use this report to reconcile the statement you received from Omnibase.

It is not unusual that you will have some discrepancies at the beginning and end of the quarter. This is because the date that you closed the cause record is not the same as when Omnibase closed it. This is primarily because of the delay between the

time that you submit a transaction, and then receive a response back from DPS and Omnibase. If you have any questions about this quarterly statement, you should contact the support staff of Omnibase. If you find cause records that you are being billed for, but you feel you should not be billed for, this would be caused by the wrong Omnibase word on a final disposition code. If you go check the final disposition code and find that the Omnibase word is correct, this would indicate that the word was not correct at the time the cause was cleared, or the final disposition code on the cause record has been changed since it was transmitted.

When you enter the report program to print this report, the following screen will appear. Simply enter the appropriate dates and then press the "Print Report" button to print the report. Since this report does not update any files, you may run this report as many times as necessary to get it right.

Notice that there is a field on this screen where you can enter a report sub title. If you put something into this field, the title will be printed below the reports main title. As the program is scanning through your file, the record currently being processed will be displayed on the screen. Pressing the (End) key will interrupt the printing of this report and give you the opportunity to cancel the report.

Program Entry Date Column

Requested – This is the date that the submission request, for entry into the Omnibase system, was originally make.

Transmitted – This is the date that the submission request, for entry into the Omnibase system, was originally transmitted to Omnibase.

Accepted – This is the date that the acceptance response from this request was received back from Omnibase. A date in this field means that the entry of this cause record, into the Omnibase system, was completed successfully.

Rejected – This is the date that a rejection response was received back from Omnibase. A date in this space indicates that the cause record has not yet been successfully entered into the Omnibase system, and that further actions are required by your court. This rejection is usually caused by a date of birth does not match with your data and the data at DPS.

Program Exit Date Column

Requested – Once a cause record has been closed and given a final disposition code and date, our system will automatically transmit notification of this to Omnibase. This is the date that this notification was marked for transmission.

Transmitted – This is the date that the closing notification was originally transmitted to Omnibase.

Accepted – This is the date that notification was returned from Omnibase indicating that the cause closing notification was received and accepted.

Rejected – This is the date that a rejection response was received back from Omnibase. A date here indicates that a problem exists that is preventing the closing notification from being accepted. This is most commonly caused by a cause number change on your HCSS database. A date here will most likely cause you to call the support people at Omnibase for further investigation.

Screen Options

Generate Next Trans. – This function is only used at the request of the HCSS

support staff. This function will cause the next appropriate transaction to be generated for Omnibase. This function is rarely ever used.

Clear Rejection– This function is used after you have received a rejection transaction from Omnibase, resolved the problem, and are now ready to resubmit the transaction. When you use this option, you will notice that the rejection date will be removed from this screen

Cancel Transmit Request – This option will cancel a pending request with Omnibase. This will cause the "Requested" and "Transmitted" dates to be removed from this screen.

Generate FTA and Cause – This is the option that is used when you are entering a cause record into the system for the first time. This option can only be used if all of the date fields are empty.

Manually Accept Last Trans – This option will cause today's date to be entered into the accepted date field for a pending request. This function is used when Omnibase shows that your pending requests have been accepted, but for some reason the acceptance transaction never made it back to you. We use a tracking number to keep track of pending requests. Sometimes this tracking number is changed in Austin, which means there is no way for the return transaction to be received and properly processed by our software.

Instructions to Clear Someone from OMNI
(also "What does 'Del Disp' mean?")
Use **only** if Omni says the docket is in their system and the docket has a disposition in your system.

a) Go to the cause record(s) Omnibase Processing Screen
b) Check the dates (six dates are used for filler in this diagram).

	Program Entry Data	Program Exit Data
Requested:	10-05-2006	10-05-2006
Transmitted:	10-05-2006	10-05-2006
Accepted:	10-05-2006	10-05-2006
Rejected:		

c) If a person is in OMNI and you want to clear them:
   a. If there are (**3**) dates on the left side and none on the right, you should make sure the amount of money they owe is $0 and that the case has a disposition.
   b. If there are (**4**) dates, you should transmit to get the fifth date. Verify that the transmit report has the case in question with 'Clear FTA Submission'.
   c. If there are (**5**) dates, you should wait for 2-3 days for Omni to respond. If the transmit report has 'Clear FTA Submission' for this case, you can further verify the case is being cleared by calling Omni @ 512.346.6511 and asking for a tech.
   d. If there are (**6**) dates, the person is listed as cleared by Omnibase. If for some odd reason

Also: If your dates are not in sequential order (see graphic below) or you are getting a **"Del Disp Code"** error, **Proceed only if Omni has this docket on file!**

a) Log in as Administrator and come to this screen.

	Program Entry Data	Program Exit Data
Requested:	10-05-2006	10-05-2006
Transmitted:		
Accepted:		
Rejected:		

b) Click the **"MANUALLY CLEAR ALL DATES"** button – this will erase the dates.
c) Click the **"MANUALLY ADD FIRST THREE DATES"** button – this will produce three dates which signifies the case is in OMNI (which is true).
d) Click the **"GENERATE NEXT TRANSMISSION"** button to produce the 4th date. Transmit to produce the 5th date.
e) Wait 2-3 business days (transmitting daily!) for Omni's 6th acceptance date.