

IADT - Monthly DPS Report of Convictions Instructions

1. Setting up the DPS Report of Convictions

Before you can use the **Monthly DPS Report of Convictions**, you must first set the location code and court #. To begin, log into IADT and go to the "Main Menu", select **Work with Court Information Records**, select your Court, 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**'. 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. If you do not have this number, you must call DPS @ 512-424-2031. Once you have entered in the two codes, select "Save Changes" to save them into the system and then select "Exit Current Screen" to back out of this screen. 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 IADT from the 'Main Menu', select "Exit this Program", and you should see 'Monthly DPS Report of Convictions'. If you do not see it, left-click once on 'Inquiry/Update'.

Before running the report, you must first verify your "**Court Name**" (Sample: JP = TravisJP1-1, Municipal = IngramMun), next choose a date range by entering a '**Starting Date**' and an '**Ending Date**'. The other six fields are check boxes representing **Officer Type**. Uncheck any Officer Types ('SAF', 'LAF', etc) that you do not need to use (if you are unsure, leave them all checked). Once all fields are set, select "Build Actual Report" to run the report. Two things will occur. A file with the name "**Pnnnnnnnn_TxDPS_mmddyyyy_xx.TXT**" will be built on the server in the directory **T:\APPS\CASI\REPORTS**. This is the file that you send to DPS (methods of sending this file are listed out in section 4 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 this generally implies the Offense is not for a traffic conviction. Repeat this method of fixing the errors and rerunning the report until you get the error report to identify known conditions. Then you're ready to send the above-named file to DPS.

3. How to find the file you just created

Double-click on 'My Computer'. Double-click on the item that has "(T)" at the end of it. Double-click on 'CASI'. Double-click on 'REPORTS'. You should see the file that was created today.

4. How to Send the Report - 6 different options

The most common way to send the file is via FTP. To send the file this way, bring up your internet browser and type in: <ftp://drb.txdps.state.tx.us>. You will be prompted with a username and password. If you do not have this information, you must call DPS to obtain it. Contact Data Submission to have a folder established and to get further instructions on how to use their website (512-424-2031).

The second most common way to transfer the file is by attaching it to an email. Simply attach the aforementioned file to an email and send it to: "Data.Submission@TXDPS.state.tx.us".

Other ways to transfer the file are:

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

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

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.

*****Please Note*****

Automated Report Timeline

- 7 business days, holidays and weekends not included.
- File arriving at DPS/Data Submission via FTP Same day
- File arriving at DPS/Data Submission via MODEM
- File arriving at DPS/Data Submission via EMAIL
- Same day Diskettes arrive at DPS/Data Submission via post 1- 5 days
- The file is transmitted to the DPS Mainframe (driver history) by Data Submission.
- Overnight cycle Convictions appear on driver histories.
- Next day Quality Control measures are performed.

Up to 7 days*

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

1. Log into HCSS IADT System.
2. Select on **Integrated Court Management System**
3. Select on **Inquiry/Update Procedures**.
4. Select on **Monthly DPS Report of Convictions**.
5. Enter **Court Name**: (i.e. JP = TravisJP1-1, Muni = IngramMun)
6. Enter **Starting Date & Ending Date**.
7. Select Required **Officer Type**.
8. Select "**Build Actual Report**" Button.
9. A report file will be created.
 "**Pnnnnnnnn_TxDPS_mmddyyyy_xx.TXT** "
10. Select on Exit the Program
11. Minimize HCSS IADT Window.
12. RMSC on START Button.
13. LMDC on "EXPLORER".
14. LMDC on "T:\ (NETWORK DRIVE)".
15. Locate " CASI " Folder.
16. LMDC on CASI Folder.
17. LMDC on REPORTS Folder.
18. Scroll Down Until you locate file
 "**Pnnnnnnnn_TxDPS_mmddyyyy_xx.TXT** "
19. Position Cursor on file "**Pnnnnnnnn_TxDPS_mmddyyyy_xx.TXT** "
20. RMSC on "**Pnnnnnnnn_TxDPS_mmddyyyy_xx.TXT** " File.
21. LMSC on **COPY** Option..
22. At address line, Enter DPS Site name: **ftp://drb.txdps.state.tx.us**.
 Depress "Enter" Key.
23. At DPS **LOG ON AS** Screen, Enter Assigned **User Name**.
24. At DPS **LOG ON AS** Screen, Enter Assigned **Password**.
25. LMSC on **LOG ON** Button.
26. DPS Entity Folders will be displayed.
27. RMSC on **YOUR Entities FOLDER** (Should turn Blue).
28. LMSC on **PASTE** Option.
29. DPS Convictions file will be transferred to DPS Server.
30. Close all Windows currently Open.
31. 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