Chapter 7: Maintenance Menu

Accessing Maintenance Menu

This section contains general instructions for accessing screens from the Maintenance Menu.

These sections contain an overview, detailed accessing instructions, and field definitions for each of the Maintenance Menu options:

-Counties and Courts
-Venue Codes
-Event Codes
-Excuse Codes
-Letters
-Zip Codes
-User Settings and Security
-Barcode Output Queues
-AFP Outq Maintenance

Chapter Seven -- MAINTENANCE MENU

ACCESSING MAINTENANCE MENU

Overview

The Maintenance Menu (Figure 51) contains options to maintain tables of codes and general information about the counties and courts using this application software. The use of codes in the jury system standardizes record-keeping. The code files are loaded at software implementation by Judicial Information Systems (JIS) and are maintained by the individual county on an as-needed basis to reflect any updates or additions to the codes.

```
MAINT                       Maintenance Menu
Level . :   2
                                                          System:    OSMLANS
Select one of the following:

                      1. Counties and Courts
                      2. Venue Codes
                      3. Event Codes
                      4. Excuse Codes
                      5. Letters

                     10. User Settings and Security

                     20. Barcode Output Queues

                     80. System Functions
                     90. Sign Off

                                                                     Bottom
Selection or command
===> ____________________________________________________________________________

F3=Major menu  F6=Msg  F8=Rev retrieve  F9=Retrieve  F10=Cmd entry  F24=More
```

Figure 51. Maintenance Menu

The Maintenance Menu

The Maintenance menu displays when option **60** is selected from the JIS Jury System Menu. The options can be accessed by entering the appropriate option number on the Selection or command line and pressing **[ENTER]**.

COUNTIES AND COURTS

Overview

The Counties and Courts option is used to add, modify or delete counties, court types, courts, court locations using this application software. Financial codes, service codes and venues can be defined per location through this option. Address, telephone number, and contact person of the county and court locations can also be defined through this option.

Accessing the Screen

To access the Work With County screen (Figure 52) type **1** in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

```
JYANDFK    DISPLAY                                          3/03/04 15:58:42
                                Work With County

County:

2=Change  4=Delete  5=Display  C=Court Types

      County  Name
  _     20    Crawford County
  _     40    KALKASKA COUNTY
  _     55    TEST COUNTY
  _     69    OTSEGO COUNTY
  _     76    Sanilac County









F3=Exit  F6=Create
```

Figure 52. Work With Counties

Field Definitions

COUNTY (Header) This is a “positioner” field. Type the county number to be displayed on the first detail line of the screen. If the user has multi-county authority, all county records will display.

COUNTY The county number of records contained in the database.

NAME — The name of each county in the database.

To Add a County — To access the Edit County Details screen (Figure 53) press **[F6]** from the Work With County Screen.

```
JYALE1K    ADD                                                  3/03/04 16:11:26
                                Edit County Details
County Number: ___

         Name: ____________________________________
      Address: ____________________________________
               ____________________________________
         City: ________________    State: ___     Zip: ______ _____

      Contact: ____________________________________
    Telephone: ______________  Ext: ____



F3=Exit
```

Figure 53. Edit County Details Screen

Field Definitions

COUNTY NUMBER — The number of the County being added to the database.

NAME — The name of the County being added to the database.

ADDRESS — The address of the county building.

CITY — The city in which the county building resides.

STATE — The state in which the county exists.

ZIP — The zip code of the county building.

CONTACT — The contact person in the county responsible for the jury process.

TELEPHONE/EXT — The telephone number and extension of the contact person.

To Update County Information	To access the Edit County Details (Change) screen, enter **2** in the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record.
To Delete County Information	To access the Delete County screen, enter **4** in the option field of the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit County Details Screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database providing there are no jurors selected for that county.
To Display County Information	To access the Display County screen enter **5** in the option field of the record to be displayed and press **[ENTER]**.

NOTE: Any letters generated by the Jury System where the juror is <u>not</u> assigned to a court will print using the above contact, county, and address.

WORK WITH COURT TYPES

Overview

The Work with Court Types option is used to add, modify, delete or display court types within a county.

To access the Work with Court Types screen (Figure 54), type **C** in the option field next to the appropriate county from the Work with County screen and press **[ENTER]**.

```
JYAQDFK    DISPLAY                                          3/03/04 16:27:19
                              Work with Court Type

County: 20   Court Type:

2=Change  4=Delete  5=Display  C=Courts

   Court  Description
   Type
_    C    CIRCUIT COURT









F3=Exit   F6=Create
```

Figure 54. Work With Court Types

Field Definitions

COUNTY (Header)	The number of the county the court types are being created for.
COURT TYPE (Header)	This is a “positioner” field. Type the court type to be displayed on the first detail line of the screen.
COURT TYPE	The designation code of the court type created (C=Circuit, D=District, P=Probate, F=Family, etc).
DESCRIPTION	The description of the court type code (Circuit, District, Probate, Family, etc).
To Add a County	To access the Edit Court Type Details screen (Figure 55) press **[F6]** from the Work With Court Type screen.

```
JYAOE1K    ADD                                                3/11/04 16:14:14
                            Edit Court Type Details

County: 20

 Court Type: __
Description: _________________________



F3=Exit
```

Figure 55. Edit Court Type Details Screen

Field Definitions

COUNTY	The County number for which the Court Type is being created.
COURT TYPE	The court type code being created.
DESCRIPTION	The description of the court type code being created.
To Update Court Types	To access the Edit Court Type Details (Change) screen, enter **2** in the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record.
To Delete Court Types	To access the Delete County screen, enter **4** in the option field of the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit Court Type Details screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database.
To Display Court Types	To access the Display Court Types screen enter **5** in the option field of the record to be displayed and press **[ENTER]**.

WORK WITH COURTS

Overview

The Work with Courts option is used to add, modify, delete, or display court definitions.

To access the Work With Courts screen (Figure 56), type **C** in the option field next to the appropriate court type from the Work with Court Type screen and press **[ENTER]**.

```
JYA0DFK    DISPLAY                                          3/12/04 11:36:16
                                Work with Court

County: 20   Court Type: C   Court Number:

2=Change  4=Delete  5=Display  C=Court Locations

        Court    Court
        Type     Number
  _       C       46 ‡‡‡
```

```
JYA3E1K    ADD                                                3/12/04 11:41:12
                              Edit Court Details

County: 20

  Court Type: C
Court Number: _____
  Court Name: _______________________

F3=Exit
```

Figure 57. Edit Court Details Screen

Field Definitions

COUNTY	The number of the County for which the court is being created.
COURT TYPE	The Court Type for which the court is being created.
COURT NUMBER	The number of the court being created.
COURT NAME	The name of the court being created.
To Update Court Information	To access the Edit Court Details (Change) screen, enter **2** in the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record.
To Delete Court Information	To access the Delete Court screen, enter **4** in the option field of the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit Court Details Screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database.

If a Juror exists in the County or a Jury List was selected, an error message is displayed and the county can not be deleted. The following records are also removed when a County is deleted: County, Court Type, Court, Court Location, Juror/Trial, Financial Codes, Service Codes, Terms, Panels, Trial, Court Location Voucher, Court Location Venue, Voucher Headers/Details, Letter codes/details and Years.

To Display Court Information

To access the Display Court screen enter **5** in the option field of the record to be displayed and press **[ENTER]**.

WORK WITH COURT LOCATION

Overview

The Work with Court Location screen is used to add, modify, delete or display court location information.

To access the Work with Court Location screen (Figure 58), type **C** in the option field next to the appropriate court from the Work With Court screen and press **[ENTER]**.

```
JYA4DFK    DISPLAY                                          3/12/04 12:25:23
                           Work with Court Location

County: 20  Court Type: C  Court Number: 46   Location:

2=Change  4=Delete  5=Display  F=Financial Codes  S=Service Codes  V=Venues
U=User Security     VC=Voucher
     Crt       Name                  City
__  C 46  20   46TH CIRCUIT COURT -  GRAYLING



F3=Exit   F6=Create
```

Figure 58. Work with Court Locations Screen

Field Definitions

COUNTY (Header)	The number of the court for which the court location is being created.
COURT TYPE (Header)	The court designation code for which the court location is being created.
COURT NUMBER (Header)	The court number for which the court location is being created.
LOCATION (Header)	This is a “positioner” field. Type the location number to be displayed on the first detail line of the screen.

CRT The court, court number and location.

NAME The description of the court location.

CITY The city in which the court is located.

To Add a Court Location

To access the Edit Court Location Details screen (Figure 59) press **[F6]** from the Work With Court Location screen.

```
JYA5E1K     ADD                                                 3/12/04 13:16:36
                                Edit Court Location Details

         County:  20
     Court Type:  C
   Court Number:  46
Location Number:  __
           Name:  ____________________________________
        Address:  ___________________________________
                  ___________________________________
           City:  _________________ State: ____   Zip: _______ _____

        Contact:  ___________________________________
      Telephone:  ____________________    Ext: ______

 Voucher Form #:  _________


F3=Exit
```

Figure 59. Edit Court Location Details

Field Definitions

COUNTY The number of the county that the court location is being created for.

COURT TYPE The court type that the court location is being created for.

COURT NUMBER The court number that the court location is being created for.

LOCATION The location number that is being created.

NAME The name of the location.

ADDRESS The address of the location.

CITY The city of the location.

STATE	The state of the location.
ZIP	The zip code of the location
CONTACT	The contact person at the location.
TELEPHONE/EXT	The telephone number and extension of the contact person at the location.
VOUCHER FORM #	The last voucher number printed. This unique number is used for audit purposes.

NOTE: Any letters generated by the Jury System where the juror is assigned to a court will print using the above contact, location, and address.

To Update Court Location Information

To access the Edit Court Location Details (Change) screen, enter **2** in the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record.

To Delete Court Location Information

To access the Delete Court Location Details screen, enter **4** in the option field of the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit Court Location Details screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database.

If a Juror exists in the Court Location then an error message is displayed and the Court Location can not be deleted. The following records are also removed when a Court Location is deleted: Court Location, Juror/Trial, Financial Codes, Service Codes, Terms, Panels, Trial, Court Location Voucher, Court Location Venue, and Voucher Headers/Details.

To Display Court Location Information

To access the Display Court Location screen enter **5** in the option field of the record to be displayed and press **[ENTER]**.

WORK WITH FINANCIAL CODES

Overview

The Work with Financial Codes option is used to create, modify, delete or display financial code information. There are three financial code types that can be used, “M” for mileage, “P” for one-half day per diem, “A” for amounts.

NOTE: Financial codes must be established in order to use the Voucher Process for juror reimbursement.

Accessing the Screen

To access the Work with Financial Codes screen (Figure 60) type **F** in the option field next to the appropriate court location from the Work with Court Location screen.

```
JYGSDFK    DISPLAY                                          3/12/04 13:29:45
                          Work With Financial Codes
County: 20  Court: C 46  20  Code:

Type options, press Enter.
2=Change   4=Delete   5=Display

Opt  Code Description               Effective    Type  Amount Paymnt    Auto
                                      Date                      Type     Calc
_    LCH  LUNCH                     1/01/1990     A      .000   1        N
_    MIL  MILEAGE                   1/01/1990     M      .255   1        Y
_    PDM  PER DIEM                  1/01/1990     P     7.500   1        Y
_    PDM  PER DIEM *NEW*           10/01/2003     P    12.500   1        Y
_    PD2  PER DIEM *NEW*           10/01/2003     P    20.000   2        Y




F3=Exit   F6=Create
```

Figure 60. Work With Financial Code Screen

Field Definitions

COUNTY (Header)	The county for the location of the Financial Code.
COURT (Header)	The court for the location of the Financial Code.
CODE (Header)	This is a “positioner” field. Type the financial code to be displayed on the first detail line of the screen.
CODE	The three character financial code.

DESCRIPTION — The description of the financial code.

EFFECTIVE DATE — The date the financial code became effective.

TYPE — There are three valid financial code types: “M” (mileage), “P” (per diem), and “A” (amount).

AMOUNT — The value assigned to a financial code.

PAYMENT TYPE — 1= payments made at the 1st day rate. 2= payments made at the subsequent day rate.

AUTO CALC — The automatic calculation flag determines whether this financial code is included in the automatic calculation of the voucher process.

To Add a Financial Code — To access the Edit Financial Code Details screen (Figure 61) press **[F6]** from the Work with Financial Codes screen.

```
JYGVE1K    ADD                                                  3/12/04 14:48:34
                           Edit Financial Code Details

        County: 20
         Court: C 46  20

Financial Code: _____
   Description: ____________________________________
Effective Date: __________     Obsolete Date: ______________
          Type: ___
        Amount: ____.000
     Auto Calc: _
  Payment Type: 1









F3=Exit
```

Figure 61. Edit Financial Code Details

Field Definitions

COUNTY (Header) — The county of the location for the financial code.

COURT (Header)	The court of the location for the financial code.
FINANCIAL CODE	Type the three letter designation code to be created.
DESCRIPTION	Type the description of the financial code to be created.
EFFECTIVE DATE	Type the beginning date of when the financial code is effective.
OBSOLETE DATE	Type the ending date of when the financial code is no longer valid.
TYPE	The three valid code types are “M” (mileage), “P” (per diem), “A” (amount).
AMOUNT	Type the amount for the financial code to be created. Mileage and per diem types must have an amount. The voucher process will automatically create voucher details for codes that have an amount entered.
AUTO CALC	Enter **Y**, along with an amount to be automatically calculated during the voucher process. Enter **N** so the financial code is not automatically calculated. However, an amount may be entered as a standard rate for use with option 2 on the voucher screen.
PAYMENT TYPE	1= payments made at the first day rate. 2= payments made at the subsequent day rate.
To Update Financial Codes	To access the Edit Financial Codes (Change) screen, enter **2** in the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press the **[ENTER]** key and the modifications will be made to that record.
To Delete Financial Codes	To access the Delete Financial Codes screen, enter **4** in the option field of the record to be deleted and press **[ENTER]**. The field definitions are the same, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database.
To Display Financial Codes	To access the Display Financial Codes screen, enter **5** in the option field of the record to be displayed and press **[ENTER]**.

WORK WITH SERVICE CODES

Overview

The Work with Service Codes option is used to add or delete service codes. Service codes will be used to automatically update the service date of a juror at the time a voucher is created.

NOTE: Consult the Chief Judge of your court to identify if payment constitutes service. If payment constitutes service, proceed with establishing service codes, otherwise do not create service codes.

Accessing the Screen

To access the Work with Service Codes screen (Figure 62) type **S** in the option field next to the appropriate court location on the Work with Court Location screen and press **[ENTER]**.

```
JYHSDFK    DISPLAY                                          3/12/04 15:15:27
                              Work with Service Codes
County: 20  Court: C 46  20  Code:

Type options, press Enter.
4=Delete

Opt  Code  Description
_    ORI   ORIENTATION
_    SRV   SERVICE









F3=Exit   F6=Create
```

Figure 62. Work with Service Codes Screen

Field Definitions

COUNTY (Header)	The county for the location of the service code.
COURT (Header)	The court for the location of the service code.
CODE (Header)	This is a “positioner” field. Type the service code to be displayed on the first detail line of the screen.

CODE — The service code.

DESCRIPTION — The description of the service code.

To Add a Service Code — To access the Edit Service Code window (Figure 63) press **[F6]** from the Work with Court Location screen.

```
   Edit Service Codes
Co: 20  Court: C 46  20

Code Description
 ___ ________________________
 ___ ________________________
 ___ ________________________
 ___ ________________________

                             +

F3=Exit   F4=Prompt
```

Figure 63. Edit Service Codes Window

Field Definitions

CO (Header) — The county for the location of the service code to be created.

COURT (Header) — The court for the location of the service code to be created.

+CODE — Type the three character designation code of the service code to be created. This must be an existing event code.

DESCRIPTION — Type the description of the service code to be created.

To Delete Service Codes — To access the Delete Service Codes screen, enter **4** in the option field of the record to be deleted and press **[ENTER]**. To delete the record press **[F11]**, the record will be removed from the database.

WORK WITH COURT LOCATION VENUES

Overview

Court Location Venues must be established when a court has a limited jurisdiction court within the county to select jurors. This insures that the proper jurors are selected for the court.
NOTE: Valid venue codes must be established in the Venue Codes option on the Maintenance Menu before being added to court locations.

Accessing the Screen

To access the Work With Court Location Venues screen, type **V** in the option field next to the appropriate court location from the Work With Court Location screen and press **[ENTER]**.

```
JYB2DFK        DISPLAY                                          6/26/04 17:20:28
                          Work With Court Location Venues

County: 76     Court: D 72   1          Venue: _____

Type options, press Enter.
4=Delete

  Venue        Description
_   BRN        CITY OF BROWN
_   SAN        CITY OF SANDUSKY



F3=Exit        F6=Create
```

Work With Court Location Venues

Field Definitions

COUNTY (Header) — The number of the court for which the court venue is being created.

COURT (Header) — The court designation (C=Circuit, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is location number (D-67-1, D-67-2).

VENUE (Header)	The three character venue code which the court location venue is being created.
VENUE	Three character code of existing venues.
DESCRIPTION	The description of the court location venue.

NOTE: If venues are being used in a county because of courts with limited jurisdiction, each court location must establish the venues from which jurors may be selected. Example: A district court location may only select jurors from venue A, another district court location from venue B. However, the circuit court must establish both A and B venues so that jurors of both venues may be selected.

WORK WITH COURT LOCATION/USER SECURITY

Overview

The Work with Court Location/User Security screen is used to authorize access to a specific court location.

To access the Work with Court Location/User Security screen, type a **U** in the option field next to the appropriate court from the Work with Court Location screen and press **[ENTER]**.

Field Definitions

```
JYRBDFK    DISPLAY                                          6/20/04 10:15:07
                                User/Court Location Security

 County: 76          SANILAC COUNTY
User ID: ARLENA                ARLENA

Type options, press Enter.
Y=Authorized  N=UnAuthorized

OPT  CTY    CRT      DESCRIPTION

 Y    76    C 12  1   SANILAC COUNTY CIRCUIT COURT
 Y    76    C 24  1   24TH JUDICIAL CIRCUIT COURT
 Y    76    C 46  1   LOCATION 1
 Y    76    C 46  2   LOCATION 2
 Y    76    D 72  1   D72-1 DISTRICT COURT
 Y    76    D 72  2   D72-2 DISTRICT COURT
 Y    76    F 24  1   PROBATE/FAMILY/CIRCUIT
 Y    76              UNASSIGNED JURORS

                                                  Bottom
F3=Exit
```

Work With Court Location/User Security Screen

COUNTY(Header)	The county number and name for which the court location security is being created.
COURT LOCATION (Header)	The court type, number, and location for which the court location security is being created.
OPTION	Type **Y** to authorize a user to work within the specified location. Type **N** to unauthorize a user access to the specified location.

USER ID	The AS400 user id assigned to the user.
DESCRIPTION	The description of the user.

To Add a New User Id to the Court Location/User Security

To access the Edit User/Court Location Security screen, press **[F6]** from the Court Location/User Security screen.

```
JYREE1K    ADD                                          3/21/04 15:39:44
                        Edit User/Court Location Security

County: 20

Court Location: C 46  20

User ID: _______________
```

Edit User/Court Location Security screen

Field Definitions

COUNTY	The number of the county that the court location security is being created for.
COURT LOCATION	The court type, number, and location for which the court location security is being created.
USER ID	The AS400 user id assigned to the user. **[F4]** can be used in this field to prompt for user ids.

VOUCHER

Overview

Voucher forms may be generated using the Voucher Process from the Financial Menu. A voucher must be established for the court location before voucher forms can be printed.

Accessing the screen

To establish a voucher, type **VC** in the option field next to the appropriate court location from the Work With Court Location screen and press **[ENTER]**. The Edit Court Location Voucher window will display.

```
Edit Court Location Voucher

County: 20    Court: C 46  20

     Page Size:    __  (H/F)
   Letter Code:    ___

F3=Exit   F4=Prompt
```

Sample Edit Court Location Voucher screen

Field Definitions

PAPER SIZE	Indicate H for half page (5 ½ “) or F for full page (11") voucher.
+LETTER CODE	Indicate the letter code of the text to be printed on the voucher. To define text for the voucher, create a letter using the Letters option on the Maintenance Menu.
To delete the voucher set up	Display the Edit Court Location Voucher screen and press **[F11]**.
To print a Sample Voucher	Display the Edit Court Location Voucher screen and press **[F21]**.

```
****************************          Sanilac County                    0000099
**        JUROR        **           99th SAMPLE COURT
**      VOUCHER        **
****************************

        JOHN Q PUBLIC                                        Year:     YYYYYYYY
        1234 MAIN STREET                                  System#:     99999998
        ANYWHERE MI 12345                                    Term:     9998
                                                            Panel:     98
                                                            Juror#:    998
                                                            Case#:     99-9999-FH
This certifies that the above juror has been in attendance on 3/22/04
and is entitled to compensation as follows:

        Attendance of   ___ ½ days @ ____  1st Day Rate        =   _______
                        ___ ½ days @ ____  Subs Rate           =   _______
        ____ Trips,  Mileage of __  @ ____                     =   _______

                                                          Total =  _________

_____
Signature                          Date

                    ********************************************
                    **   VOUCHER VOID AFTER 10 DAYS **
                    ********************************************

(County Clerk name), County Clerk
```

Sample Voucher

The top portion of the voucher down to the Total line is system-defined. The bottom portion of the voucher is user-defined text based on the letter code.

Voucher forms may be printed on a laser printer. For multi-part forms, print on an impact forms printer.

VENUE CODES

Overview

The Venue Codes option is used to add, modify, delete, or display venue codes to define the city, village, or township a prospective juror lives in. This information is used when selecting jurors for a term. Only jurors living within the jurisdiction of the court location will be selected.

NOTE: If venues are being used to identify where a juror lives, then court location venues must be established to identify whether or not a juror can be selected by a court. See Work with Court Location Venues within Counties and Courts on The Maintenance Menu.

Accessing the Screen

To access the Work With Jury Venue screen (Figure 65) type **2** in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

```
JYBJDFK    DISPLAY                                          3/13/04  8:41:32
                              Work With Venues
 Type:

2=Change  4=Delete  5=Display

      Venue           Description
_     SAN            CITY OF SANDUSKY
_     BRN            BROWN TOWNSHIP









F3=Exit   F6=Create
```

Figure 65. Work With Jury Venue Screen

Field Definitions

TYPE (Header) This is a “positioner” field. Type the venue type code to be displayed on the first detail line of the screen.

VENUE The three character designation code that would be used to define a venue.

DESCRIPTION The description of the venue.

To Add a Venue Code

To access the Edit Jury Venue screen (Figure 66) press **[F6]** from the Work with Jury Venue screen.

```
JYBNE1K    ADD                                          3/13/04 11:03:01
                                Edit Jury Venue

 Venue Code: ___

Description: _______________________


F3=Exit
```

Figure 66. Edit Jury Venue Screen

Field Definitions

VENUE CODE Type the three character venue designation code to be created.

DESCRIPTION Type the description of the venue code to be created.

To Update a Venue Code

To access the Edit Jury Venue (Change) screen, enter **2** in the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record.

To Delete a Venue Code

To access the Delete Jury Venue screen, enter **4** in the option field of the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit County Details screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database.

If a Venue exists in a Court Location Venue then an error message is displayed and the Venue can not be deleted.

To Display a Venue Code

To access the Display Jury Venue screen enter **5** in the option field of the record to be displayed and press **[ENTER]**.

EVENT CODES

Overview

The Event Codes option is used to add, modify, delete or display event codes. Event codes will be used to update the status of a juror, excuse jurors from service, or clear assignments to courts, terms, and panels.

NOTE: Standard event codes will be loaded when the Jury System is installed.

Accessing the Screen To access the Work With Event Codes screen (Figure 67) type **3** in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

```
JYB9DFK    DISPLAY                                          3/13/04 15:23:18
                              Work with Event Codes
Event:


2=Change   4=Delete   5=Display
   Event  Description                     Sts  Exc  Dates  Perm  Clr
                                               Req   Req   Exc   Asgn
_   EXC   EXCUSED                          N    Y     Y     N     N
_   EXM   EXEMPT                           Y    Y     N     N     Y
_   NEW   NEW JUROR                        Y    N     N     N     N
_   ORI   ORIENTATION                      N    N     N     N     N
_   PEX   PERMANENTLY EXCUSED              Y    Y     N     Y     Y
_   QLF   QUALIFIED                        Y    N     N     N     N
_   QST   QUESTIONNAIRE MAILED             Y    N     N     N     N
_   SRV   SERVICE                          Y    N     N     N     N
_   SUM   SUMMONS                          Y    N     N     N     N
_   UDL   UNDELIVERABLE                    Y    N     N     N     Y
_   UQL   UNQUALIFIED                      Y    Y     N     N     Y
_   VCH   VOUCHER                          N    N     N     N     N
_   VDR   VOIR DIRE                        N    N     N     N     N

F3=Exit   F6=Create   F21=Print
```

Figure 67. Event Codes

Field Definitions

EVENT (Header) This is a “positioner” field. Type the event code to be displayed on the first detail line of the screen.

EVENT The three character designation code for the event.

DESCRIPTION	The description of the event.

The following fields should contain a “Y” (yes) or “N” (no) if the field will be used for different circumstances:

STS	The event will change the status of a juror.
EXC REQ	The event will require an excuse code.
DATES REQ	The event will require a date (ie: juror deferred from 01/01/2004 through 03/01/2004).
PERM EXC	The event will permanently excuse a juror.
CLR ASGN	The event will clear the assignment (court, term, panel, juror#) of the juror.

To Add an Event Code — To access the Edit Event Code screen (Figure 68) press **[F6]** from the Work With Event Codes screen.

NOTE: Consult JIS before adding an event code to insure proper set up.

```
JYCCE1K    ADD                                          3/13/04 15:55:39
                                Edit Event Code

       Event Code: ____

      Description: ______________________________
           Status: ____
  Excuse Required: ____
   Dates Required: ____
 Permanent Excuse: ____
 Clear Assignment: ____









F3=Exit
```

Figure 68. Edit Event Code Screen

Field Definitions

EVENT CODE	Type the three character designation code to be assigned to the event.
DESCRIPTION	Type the description of the event code.
STATUS	Enter **Y** in this field if the code will change the status of a juror.
EXCUSE REQUIRED	Enter **Y** in this field if an excuse code must be used at the same time this code is used.
DATES REQUIRED	Enter **Y** in this field if a date range is required.
PERMANENT EXCUSE	Enter **Y** in this field if the code will permanently excuse a juror from service.
CLEAR ASSIGNMENT	Enter **Y** in this field if the code will clear the assignment of a juror (court, term, or panel, juror#).
To Update an Event Code	To access the Edit Event Code (Change) screen, enter **2** in the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record. NOTE: Consult JIS before modifying an event code to insure proper set up.
To Delete an Event Code	To access the Delete Event Code screen, enter **4** in the option field of the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit County Details screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database.
To Display an Event Code	To access the Display Event Code screen enter **5** in the option field of the record to be displayed and press **[ENTER]**.
To Print Event Codes	Press **[F21]**.

EXCUSE CODES

Overview

The Excuse Codes option is used to add, modify, delete, or display excuse codes. Excuse codes are used to describe why a juror would not be eligible for jury duty.

NOTE: Standard excuse codes will be loaded when the jury system is installed.

Accessing the Screen

To access the Work With Excuse Codes screen (Figure 69) type **4** in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

```
JYCFDFK    DISPLAY                                          3/13/04 16:10:52
                              Work with Excuse Codes
Excuse:


2=Change   4=Delete   5=Display
   Excuse  Description
_   DCD    DECEASED
_   DIS    DISABLED
_   EXC    TEMPORARILY EXCUSED / DEFERRED
_   FEL    SENTENCE FOR FELONY
_   JDG    BY ORDER OF THE JUDGE
_   MED    MEDICAL EXCUSE
_   NCZ    NON US CITIZEN
_   NSE    NOT SPEAK ENGLISH
_   NUE    NOT UNDERSTAND ENGLISH
_   OOC    OUT OF COUNTY
_   O70    OVER 70
_   PSR    PREVIOUS SERVICE WITHIN 12 MO



F3=Exit   F6=Create   F21=Print
```

Figure 69. Work with Excuse Codes Screen

Field Definitions

EXCUSE (Header) This is a “positioner” field. Type the excuse code to be displayed on the first detail line of the screen.

EXCUSE The three character designation code assigned to the excuse.

DESCRIPTION The description of the excuse code.

To Add an Excuse Code

To access the Edit Excuse Code screen (Figure 70) press **[F6]** from the Work With Excuse Codes Screen.

```
JYCIE1K    ADD                                          3/13/04 16:15:17
                              Edit Excuse Code

Excuse Code: ___
Description: _________________________



F3=Exit
```

Figure 70. Edit Excuse Codes Screen

Field Definitions

EXCUSE CODE	Type the three character designation code to be assigned to the excuse being created.
DESCRIPTION	Type the description of the excuse code.
To Update an Excuse Code	To access the Edit Excuse Code (Change) screen, enter **2** in the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record.
To Delete an Excuse Code	To access the Delete Excuse Code screen, enter **4** in the option field of the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit Excuse Code screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database.
To Display an Excuse Code	To access the Display Excuse Code screen, enter **5** in the option field of the record to be displayed and press **[ENTER]**.
To Print Excuse Codes	Press **[F21]**.

LETTERS

Overview

The Letters option is used to add, modify, delete, or display letters. Letters can be created to notify certain groups of jurors or individual jurors of information to be relayed from a court. Letters may be used for Summons, Thank You's, follow-up, vouchers, and for certification of selected jurors and voucher lists.

Accessing the Screen

To access the Work with Letters screen (Figure 71) type **5** in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

```
JYE4DFK    DISPLAY                                          3/17/04 13:57:54
                              Work with Letter Codes
 County: 76  Letter Code:

Type options, press Enter.
2=Change   3=Copy   4=Delete   5=Display   L=Edit Letter

   Code  Description
_  CRT   CERTIFICATION
_  MON   TEST MONDAY
_  TII   TEST II
_  TST   TEST LETTER FOR SUMMONS









F3=Exit   F6=Create
```

Figure 71. Work with Letters

Field Definitions

COUNTY (Header)	The county for the location of the Letter.
LETTER CODE (Header)	This is a "positioner" field. Type the letter code to be displayed on the first detail line of the screen.
CODE	The three character designation code assigned to the letter.
DESCRIPTION	The description of the letter.

To Add a Letter

To access the Edit Letter Code screen (Figure 72) press **[F6]** from the Work With Letter Codes screen.

```
 JYE5E1K    ADD                                                3/17/04
14:14:01
                                Edit Letter Code



 County: 76   SANILAC COUNTY

              Letter Code: ____
              Description: ______________________

       Print Heading (Y/N): _           Print Juror Info (Y/N): _
          Print Date (Y/N): _        Vertical Adjustment (0-9): _

               Salutation: _____________    Close: _________________
                From Name: ________________________________
```

Figure 72. Work with Letter Codes

Field Definitions

COUNTY	The County for which the letter code is being created.
LETTER CODE	The three character designation code assigned to the letter.
DESCRIPTION	The description of the letter code.
PRINT HEADING	Type **Y** if a name and address should print on the heading of the letter. Type **N** if no heading is to be printed on the letter. If a juror is not assigned to a court, the letter will print the name and address of the county contact. If the juror is assigned to a court, the letter will print the name and address of the court contact.
PRINT JUROR INFO	Type **Y** if the juror's year, number, term, term number, and panel are to be printed on the letter being created. This information may be referred to within the body of the letter.
PRINT DATE (Y/N)	Type the desired date to automatically print on letters.
VERTICAL ADJUSTMENT	Leave blank or enter a number zero through nine to determine vertical position on letter. This allows the flexibility to print the address in the proper place when using window envelopes.

SALUTATION	Type the salutation that is to be used for the letter being created. Example: “Dear...”
CLOSE	Type the close that is to be used for the letter being created. Example: “Sincerely,”, “Respectfully,” etc.
FROM NAME	Type the name of the contact person for the court that will be using the letter being created.
To Update a Letter	To access the Edit Letter Code (change) screen, enter **2** in the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record.
To Delete a Letter	To access the Delete Letter screen, enter **4** in the option field of the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit Letter Code screen, however, the function keys are different. To delete the record press **[F11]**, the record will be removed from the database.
To Display a Letter	To access the Display Letter screen, enter **5** in the option field of the record to be displayed and press **[ENTER]**.
To Create the Text of a Letter	To access the Edit Letter Detail screen (Figure 73), enter **L** in the option field of the letter code for which the text is being created and press **[ENTER]**.

```
JYE1EFK    CHANGE                                                3/17/04 14:23:47
                              Edit Letter

 County: 76  Letter: CRT CERTIFICATION                          Sequence#:

Type options, press Enter.
4=Delete      B=Blank Line   I=Insert Line

  The county jury board appeared in the county clerk's office on this ______
  day of _________________, 20____ at __________m.  The following members were
  present:
  ____________________________________________________________________________
  ____________________________________________________________________________
  ____________________________________________________________________________
  ____________________________________________________________________________
  We do hereby certify that the above _______ jurors were drawn by us from
  _______ names supplied by the Department of State's List.
  ____________________________________________________________________________
  The said drawing was conducted according to the form of Statutes 600.1328 &
  600.1329, in such case made and provided.  This list of jurors drawn on the
  _______ day of _________________, will serve at the _______ term of the
  ____________ court for the above mentioned county, State of Michigan.      +

F3=Exit   F5=Reload   F10=Toggle Allow Options   F21=Print
```

Figure 73. Edit Letter Detail Screen

Field Definitions

COUNTY(Header)	The county for which the letter is being created.
LETTER CODE (Header)	The three character designation code assigned to the letter being created.
DESCRIPTION (Header)	This unlabeled field is the description of the letter code.
SEQUENCE (Header)	This is a positioning field to start display at a certain line. Each line is sequenced by 10 (10, 20, 30, etc.).
	The text of the letter can be added in the blank lines available on this screen. The Page Down key can be used to display an additional page of blank lines.

To Delete the Text of a Letter

To access the option to delete detail lines press **[F10]** from the Edit Letter Detail screen and the Edit Letter Detail (Change) screen (Figure 74) will display with the option column available to use 4=Delete.

```
JYE1EFK    CHANGE                                                3/17/04 15:03:05
                              Edit Letter

 County: 76  Letter: CRT CERTIFICATION                           Sequence#: ___

Type options, press Enter.
4=Delete      B=Blank Line   I=Insert Line

  The county jury board appeared in the county clerk's office on this ______
  day of _________________, 20____ at __________m.  The following members were
  present:
  ____________________________________________________________________________
  ____________________________________________________________________________
  ____________________________________________________________________________
  ____________________________________________________________________________
  We do hereby certify that the above _______ jurors were drawn by us from
  _______ names supplied by the Department of State's List.
  ____________________________________________________________________________
  The said drawing was conducted according to the form of Statutes 600.1328 &
  600.1329, in such case made and provided.  This list of jurors drawn on the
  _______ day of _________________, will serve at the _______ term of the
  _____________ court for the above mentioned county, State of Michigan.      +

F3=Exit   F5=Reload   F10=Toggle Allow Options   F21=Print
```

Figure 74. Edit Letter Detail Screen

Field Definitions

The field definitions are the same as the other edit letter screens, however, the options are different. To delete the record type **4** in the option field of the line to be deleted and press **[ENTER]**.

Options

B — Enter **"B"** in the option field next to the desired line of text to be removed. Option B **must** be used to blank out a line. Blanking out the text will not remove the text.

I — Enter **"I"** in the option field on the line before the line you wish to insert a blank line.

Function Keys

F3=EXIT — Press **[F3]** to exit from the Edit Letter screen.

F5=RELOAD — Press **[F5]** to redisplay letter prior to last change. Do not press **[ENTER]** before pressing **[F5]**.

F10=TOGGLE ALLOW OPTIONS	Press **[F10]** when you want to use any of the option keys.
ENTER	Always press ENTER to save changes to the letter text.
To Print a sample of the letter	To print an example of the letter that has been created, press **[F21]** from the Edit Letter Detail screen.

ZIP CODES

Overview

The Zip Codes option is used for validating juror mileage by zip code. Zip codes and mileage range can be entered in this option. This option can reduce the possibility of errors on round trip mileage or provide for a default mileage amount.

Accessing the Screen To access the Zip Code screen, type **6** in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

```
JYTLDFK    DISPLAY                                          9/09/04 11:20:14
                                  Work with Zip Codes
County: 76    Zip Code: _____

Type options, press Enter.
2=Change        4=Delete          5=Display

     Zip                                      Min     Max     Default
Opt  Code  Description                        Miles   Miles   Miles     Crt      Active
 _   48416 BROWN CITY                         80      100     0                  Y
 _   48427 DECKERVILLE                        20      50      0                  Y
 _   48427 DECKERVILLE - W COURT LOCATION     20      30      0         C 24  1  Y
 _   48450 LEXINGTON                          20      36      0                  Y
 _   48466 PECK                               10      22      0                  Y
 _   99999 COUNTY MILEAGE MAXIMUM             0       80      0                  Y
 _   99999 COURT MILEAGE MAXIMUM              0       100     0         C 24  1  Y

                                                                                 Bottom
F3=Exit   F6=Create
```

Work With Zip Codes screen

Field Definitions

COUNTY (Header) Type the county number to be displayed on the first detail line of the screen. If the user has multi-county authority, all county records will display.

ZIP CODE This is a “positioner” field. Type the zip code to be displayed on the first detail line of the screen.

OPTION	Enter **2** to change zip code information. Enter **4** to delete zip code with information. Enter **5** to display zip code with information. NOTE: Press **F6** to create/add a new zip code with information.
ZIP CODE	Five digit U.S. zip code. A value of 99999 may also be used with or without a court location, to establish maximum allowable mileage for a court or county.
MIN MILES	The minimum number of round trip miles possible from within the zip code to the court location.
MAX MILES	The maximum number of round trip miles possible from within the zip code to the court location.
DEFAULT MILES	Default mileage is used on the voucher process. Default value is used when round trip mileage is not entered.
CRT	If entered, the mileage will be the allowable round trip mileage to the court location. If blank, the mileage is for any court location within the county. NOTE: When validating round trip mileage, if a juror is assigned to a court location, the system will check that court locations allowable mileage. Otherwise it will check the same zip code without a court location.
ACTIVE	Enter **Y** if the zip code is active or **N** if the zip code is not active.

```
JYTKE1K    ADD                                                  9/24/04  8:50:09
                                Edit Zip Code Details

County: 76  SANILAC COUNTY

                Zip Code:   ________

             Description:   ________________________

         Minimum Mileage:   ____
         Maximum Mileage:   ____
           Default Mileage: ____

                  Court:    _ ___ _

           Active (Y/N):    __


F3=Exit
```

Edit Zip Code Details screen

USER SETTINGS AND SECURITY

Overview

The User Settings and Security option is used to maintain users that will have access to the jury system. An entry must be made in the user file in order for a user to have access to the jury system. Default settings for output queues, county, year, and court are established. A user may have individual authority or group authority (several people with the same authority). Individual and group ids have program security and court location security. Program security provides authorization for specific programs in the jury system. Court location security provides authorization for jurors either unassigned or assigned to specific court locations. Any user may change their own user settings (output queues, default year, default court or cashier ID) but only the jury system security administrator can change program and court location authority.

Accessing the Screen

To access the Work with Jury User screen (Figure 75) type **10** for User Settings and Security in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

```
JYAWDFK    DISPLAY                                          3/17/04 15:30:02
                              Work with Jury User
User ID: ______________________

2=Change    3=Copy    4=Delete  5=Display

   User ID     Description                County   Year           Crt

_  ARLENA     DESCRIPTION                  76      2004/05
_  GLEN       DESCRIPTION 2                76      2004/05        C 24  1
_  JRYBOARD   JURY BOARD                   76      2004/05
_  JRYCRTCLK  JURY COURT CLERK             76      2004/05
_  JRYSECOFR  JURY SECURITY OFFICER        76      2004/05



                                                                      Bottom
F3=Exit       F6=Create
```

Figure 75. Work with Jury User Screen

Field Definitions

USER ID (Header) This is a “positioner” field. Type the user that is to be displayed on the first detail line of the screen.

OPTION — Enter 2 to change a user's settings. Enter 3 to copy a user's settings. Enter 4 to delete a user. Enter 5 to display the current user settings.

DESCRIPTION — The description of the user.

COUNTY — The county to which the user is assigned.

YEAR — The users default year defined in the user setting.

CRT — The Court to which the user is assigned.

To Add a User — To access the Edit Jury User screen (Figure 76) press **[F6]** from the Work With Jury User screen.

```
JYAXE1K    ADD                                                3/17/04 15:36:11
                                  Edit Jury User
      User ID: _______________
  Description: ___________________________________


  8 x 11 Outq: _________
Standard Outq: _________
   Forms Outq: _________

         Year: ________
        Court: _ ___ _

       County: _____
 Multi-County: _
       Grp ID: ___________
   Cashier ID:                      Verify ID:



F3=Exit       F4=Prompt      F10=Pgm Security      F11=CrtLoc Security
```

Figure 76. Edit Jury user Screen

Field Definitions

USER ID — The AS/400 user id assigned to the user.

DESCRIPTION — The description of the user. This is the name of the user or group of users.

8 x 11 OUTQ — Type the ID of the output queue that all 8 x 11 documents will be sent to.

STANDARD OUTQ	Type the ID of the output queue that all report documents will be sent to.
FORMS OUTQ	Type the ID of the output queue that all forms (labels, vouchers, mailers, etc.) will be sent to.
YEAR	The default year the user will be working with. The default jury year displays on many screens in the system. Change your default year as you begin working more frequently in the new year.
COURT	The default court of the user. If a user works only with jurors assigned to that court, enter the court id. If user works with all jurors, do not enter a default court location.
COUNTY	The default county of the user. The default county displays on many screens in the system but can be overridden if the user has multi-county authority.
MULTI-COUNTY	Type **Y** in this field if the user will have multi-county authority.
GROUP ID	Enter a standard Group ID or a unique Group ID that has been created for your specific court. Leave this field blank if you wish the user to have individual authority. Group Ids can be established for a group of users requiring the same authority. Three standard Group Ids will be provided: JRYSECOFR - authority to everything for the jury system administrator JRYBOARD - authority to front-end functions for preparing the questionnaire mailing, updating statuses, and selecting jurors for terms/panels JRYCRTCLK - authority for court personnel for selecting jurors for terms/panels, summons mailing, update service, roll call and voucher process These standard Group Ids may be tailored to your specific security needs or establish unique authority for each user. **NOTE:** A user may have group authority with additional individual authority.

CASHIER ID — Enter a unique cashier ID (up to 6 characters) which will be used by users with access to the voucher process. This is a non-display field so the user **must** remember their cashier ID (similar to a user password).

VERIFY ID — Enter the cashier ID again to ensure accuracy. This is a non-display field.

To Set Up Program Security — To access the User Security screen press **[F10]** from the Edit Jury User screen. Program security provides the capability for authorizing users to programs within the jury system.

NOTE: If the user has a group id, program security is not necessary unless you wish to extend individual authority beyond the group id authority.

```
JYQ5DFK    DISPLAY                                                  3/22/04 10:41:55
                                      User Security

 County: 76 SANILAC COUNTY
 User ID: USERID     USERID

Type options, press Enter.
Y=Authorized   N=Unauthorized

Opt     Category  Seq     Description                        Program
 N        FIN     10      VOUCHER PROCESS                    JYG6PVK
 N        FIN     20      W/W VOUCHERS                       JYH1PVK
 N        FIN     30      VOUCHER LIST                       JYH3PVK
 N        FIN     40      OUTSTANDING VOUCHERS               JYIAPVK
 N        JUR     10      EDIT JUROR PROMPT                  JYNLPVK
 N        JUR     20      EDIT JUROR                         JYDAE1K
 N        JUR     30      DELETE JUROR                       JYDFD1K
 N        JUR     40      EDIT EVENT                         JYFXETK
 N        JUR     50      DELETE EVENT                       JYF5DTK
 N        JUR     60      JUROR TRANSFER OR REASSIGNED       JYPJPVK
 N        JUR     70      VOUCHERS FOR JUROR                 JYK6DFK
                                                                          More...
F3=Exit
```

User Security screen 1

Field Definitions

COUNTY — The County number and name to which the user is assigned.

USER ID — The AS/400 user id assigned to the user.

OPTIONS	Enter **Y** to Authorize a specific function. Enter **N** to Unauthorize a specific function.
CATEGORY	The menu in which the specific function is used. FIN = Financial Menu JUR = Work with Jurors MNT = Maintenance Menu RPT = Report Menu SEL = Selection Menu TAP = Tape Processing Menu
SEQ	For JIS use.
DESCRIPTION	Description of specific jobs and screens.
PROGRAM	For JIS use.

To Set Up Court Location Security

Court Location Security provides the capability for authorizing users who work with jurors assigned to a specific court location or jurors not assigned to a court.

To access the Court Location Security screen press **[F11]** from the Edit Jury User screen.

```
JYRBDFK    DISPLAY                                                    4/30/04  8:47:15
                                   User/Court Location Security

 County: 76  SANILAC COUNTY
User ID: USERID      USERID

Type options, press Enter.
Y=Authorized  N=UnAuthorized

OPT    CTY     CRT            DESCRIPTION

 Y      76     C 12  1        SANILAC COUNTY CIRCUIT COURT
 Y      76                    UNASSIGNED JURORS



                                                                      Bottom
F3=Exit
```

Sample User/Court Location Security screen

Field Definitions

OPT	Enter **Y** in the option field to authorize access into the specific court locations. Enter **N** in the option field to deny access into the specific court locations.
UNASSIGNED JURORS	The Court Location Security screen must have a location for "Unassigned Jurors". This provides authority to work with jurors who have not been assigned to a court, term, or panel.
To Update a User ID	To access the Edit Jury User (Change) screen, enter **2** in the option field of the record to be updated and press **[ENTER]**. Once the necessary changes are made, press **[ENTER]** and the modifications will be made to that record.
To Delete a User ID	To access the Delete Jury User screen, enter **4** in the option field of the record to be deleted and press **[ENTER]**. The field definitions are the same as the Edit Jury User screen, however, the function keys are different. To delete the record, press **[F11]**. All authority for the user will be removed from the system.

To Display a Jury User

To access the display jury user screen, enter **5** in the option field of the record to be displayed and press **[ENTER]**.

BARCODE OUTPUT QUEUES

Overview

The Barcode Output Queue option is used to add, change, delete, or display output queues for bar coding. If the user's outq is listed, barcodes are printed on the label, mailer and forms.

WARNING: Before adding a barcode outq entry, verify with JIS that the associated printer is capable of printing barcodes. If the printer is not capable of printing barcodes, unexpected results may occur.

Accessing the Screen

To access the Work with Barcode Output Queue screen, type **20** in the Selection or command line on the Maintenance Menu and press **[ENTER]**.

```
JYNTDFK    DISPLAY                                    2/23/04  9:39:30
                        Work with Barcode Output Queues

 Type options, press Enter.
 2=Change  4=Delete

 Opt  BCO Outq    BCO Description
 _    PRT03       PRT03 OUTQ
 _    PRT04       PRT04 OUTQ




 F3=Exit   F6=Add
```

Work with Barcode Output Queue Screen

Field Definitions

BCO OUTQ	The name of the outq that is capable of printing barcodes.
BCO DESCRIPTION	The description of the barcode outq.

To Add an Outq

To access the Edit Barcode Output Queues screen, press **[F6]** from the Work with Barcode Output Queues screen.

```
JYNVE1K    ADD                                          2/23/04 11:23:42
                        Edit Barcode Output Queues

            Outq: _____________
     Description: ________________________________________

F3=Exit
```

Edit Bar Code Output Queues Screen

Field Definitions

OUTQ	Type the ID of the outq that all barcoded documents will be sent to.
DESCRIPTION	Enter the description of the barcode outq. This may include name of printer and or location.