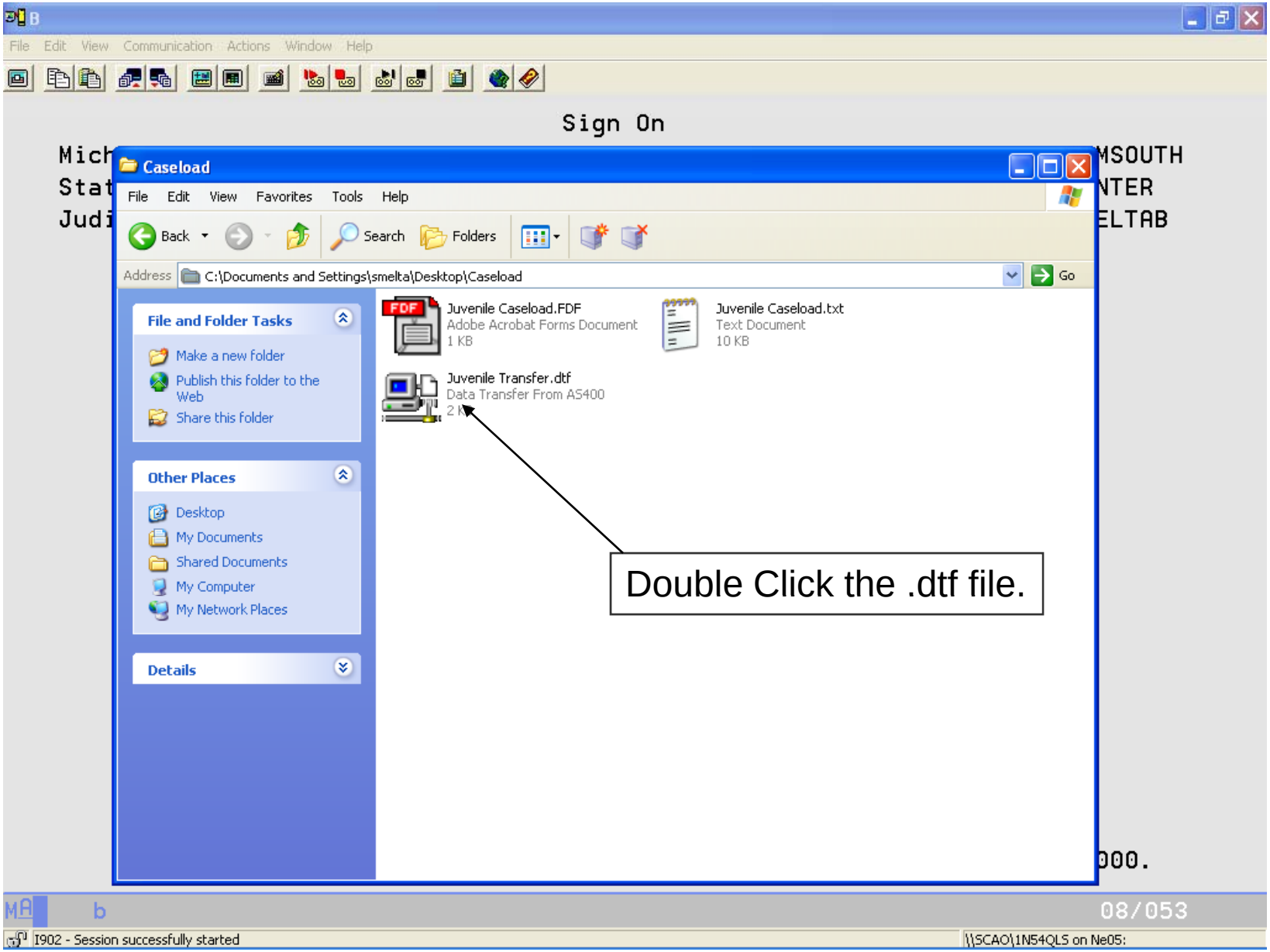
Subsequent Caseload Data Transfer

Judicial Information Systems

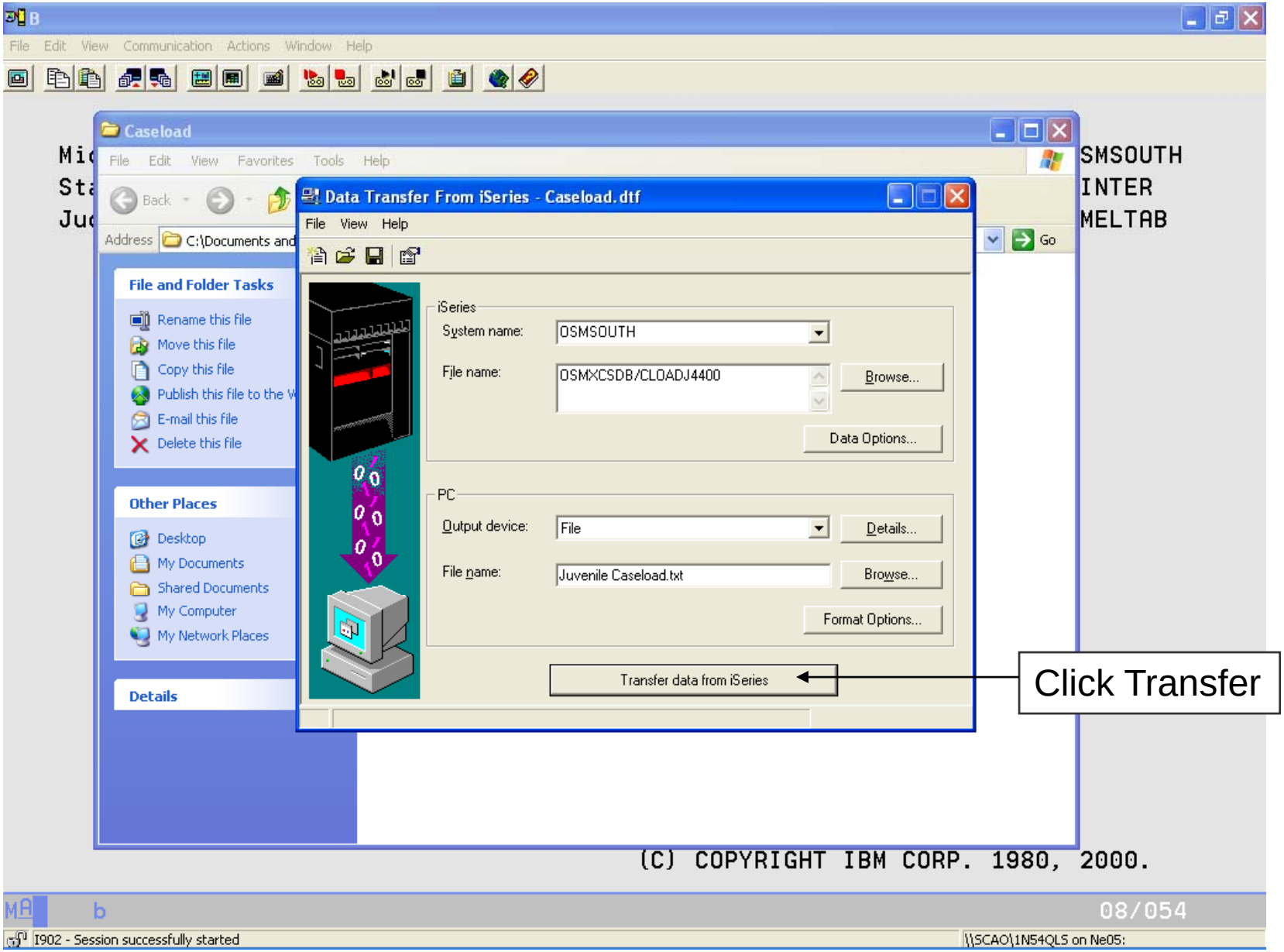
Updated 11-07-2008

Subsequent Data Transfer

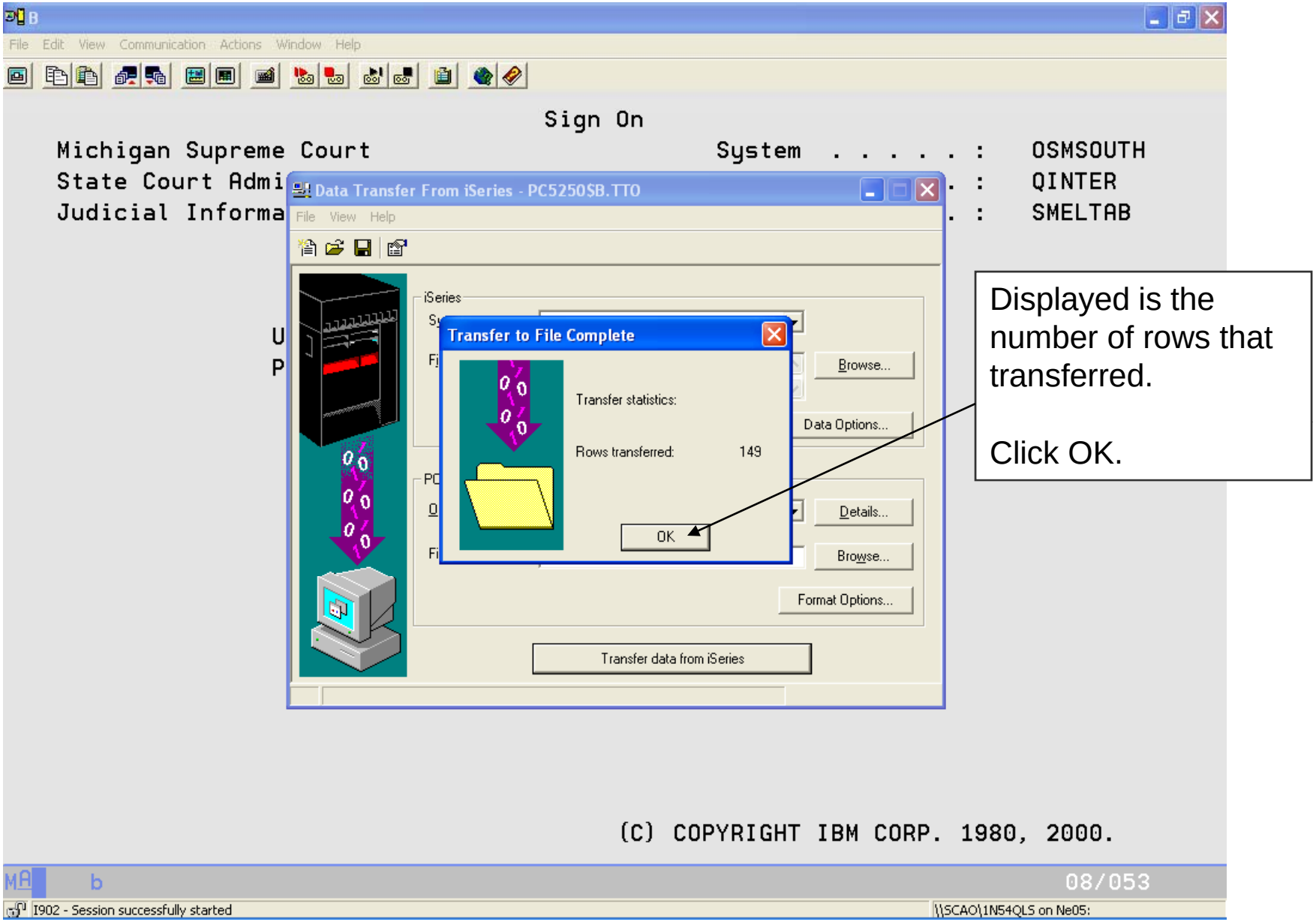
- You must be running Client Access software to communicate with the AS400. Your version of Client Access may vary from this slide show.
- Run the caseload report for the application that you want to transfer the data from. Circuit court users must enter “Y” in the file selection field.
- Verify that the report has completed and is accurate.
- Verify that there is a folder on your desktop called Caseload and open that folder.



Screen Shot 1



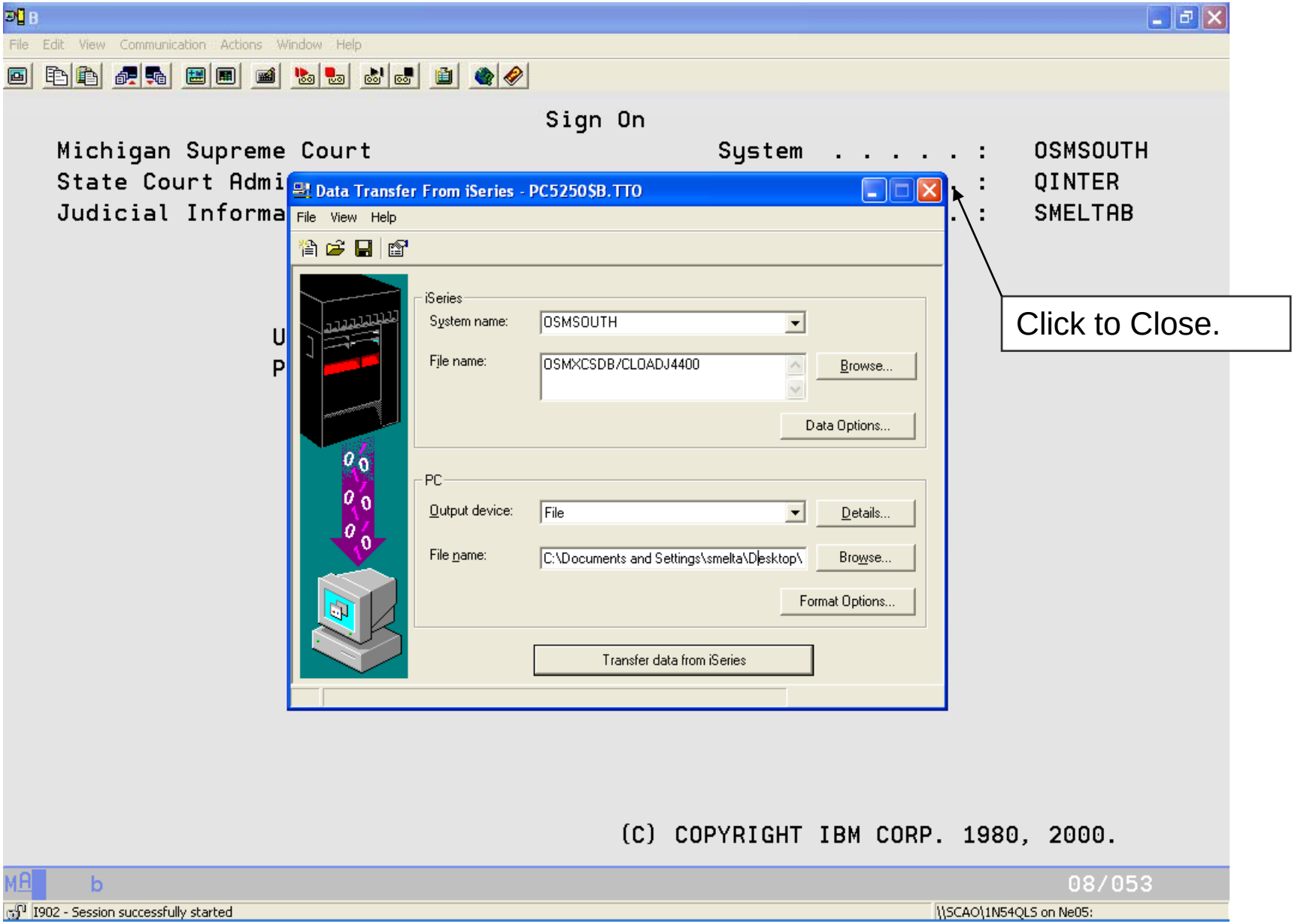
Screen Shot 2



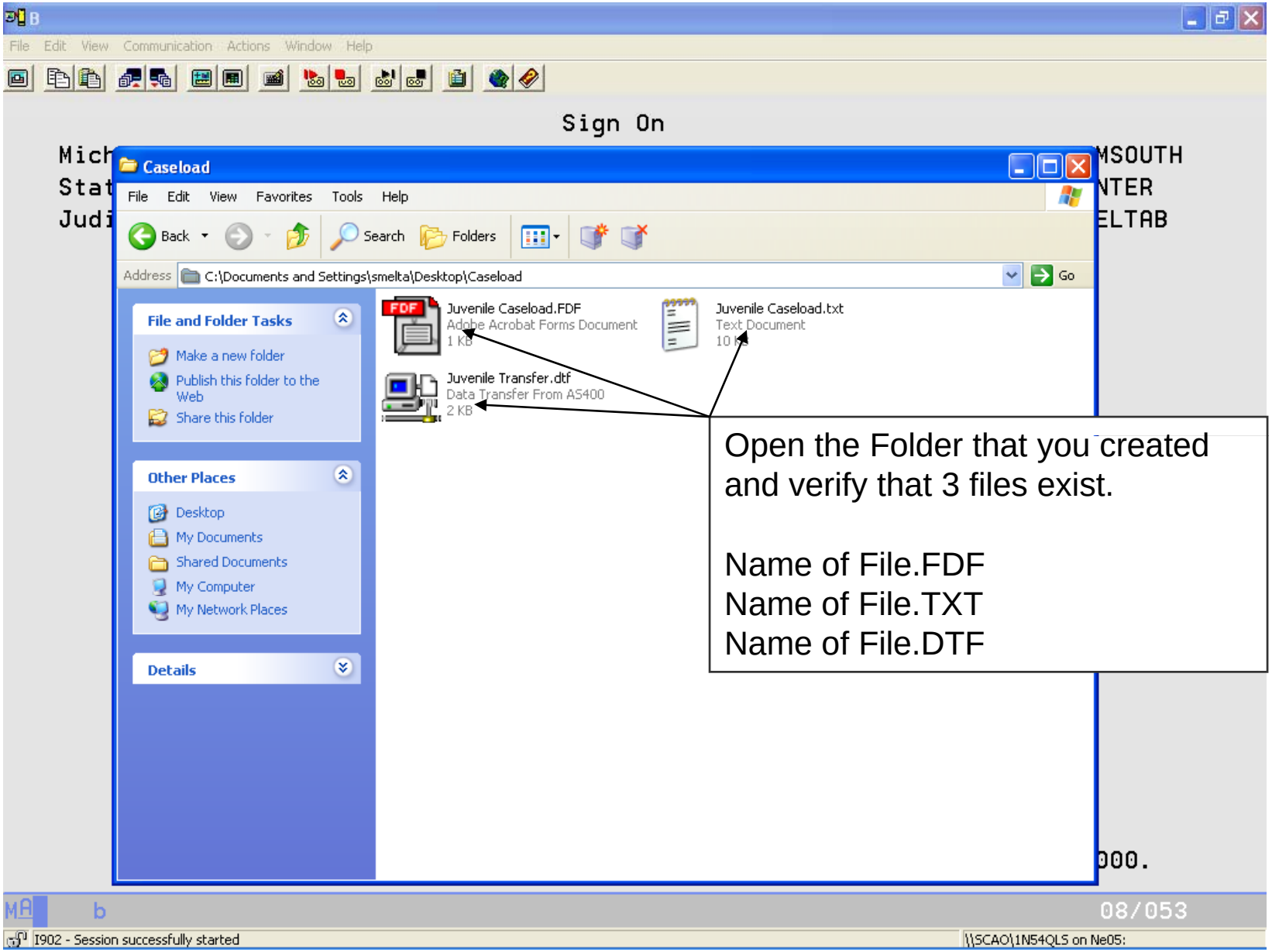
Displayed is the number of rows that transferred.

Click OK.

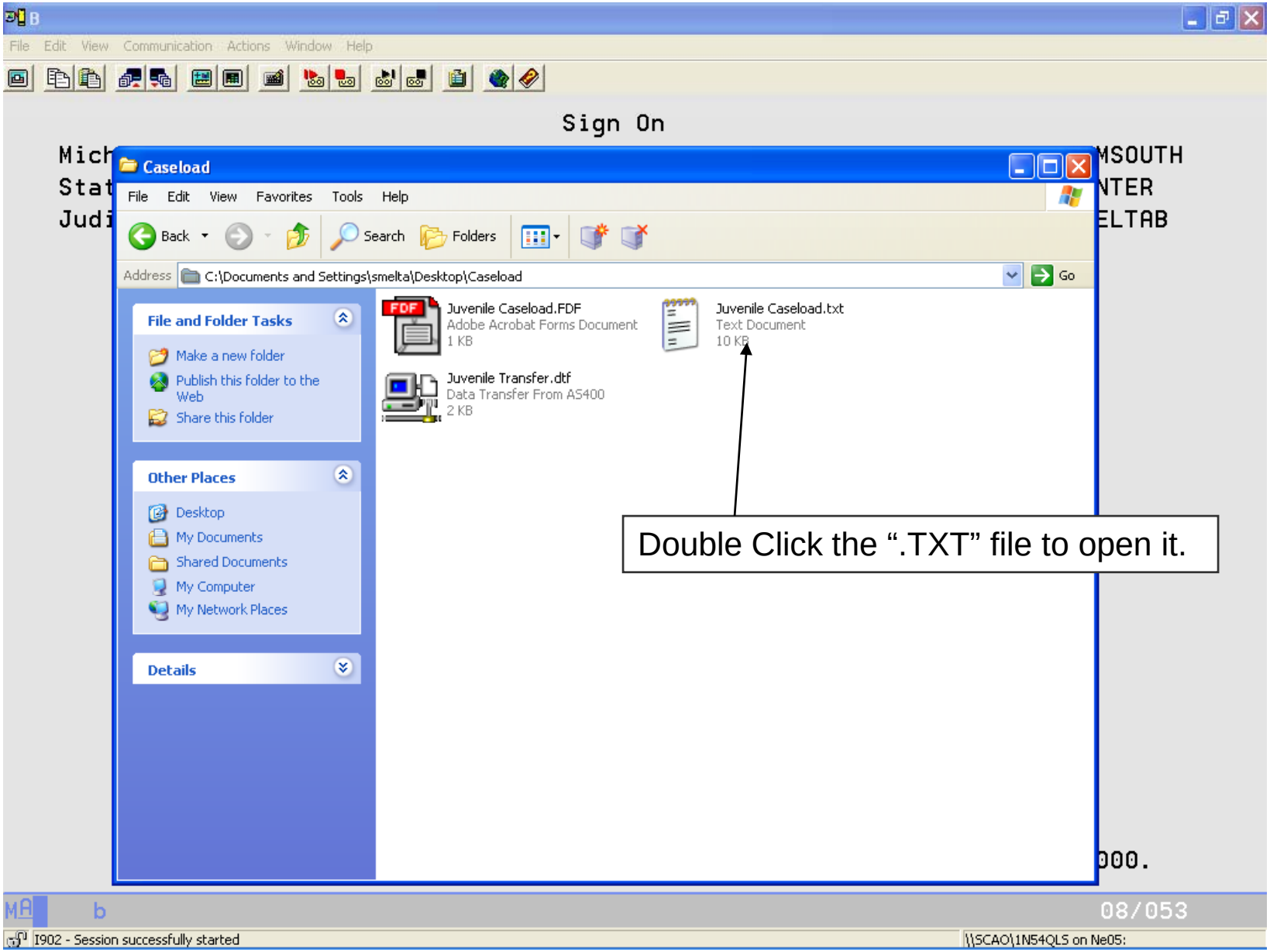
Screen Shot 3



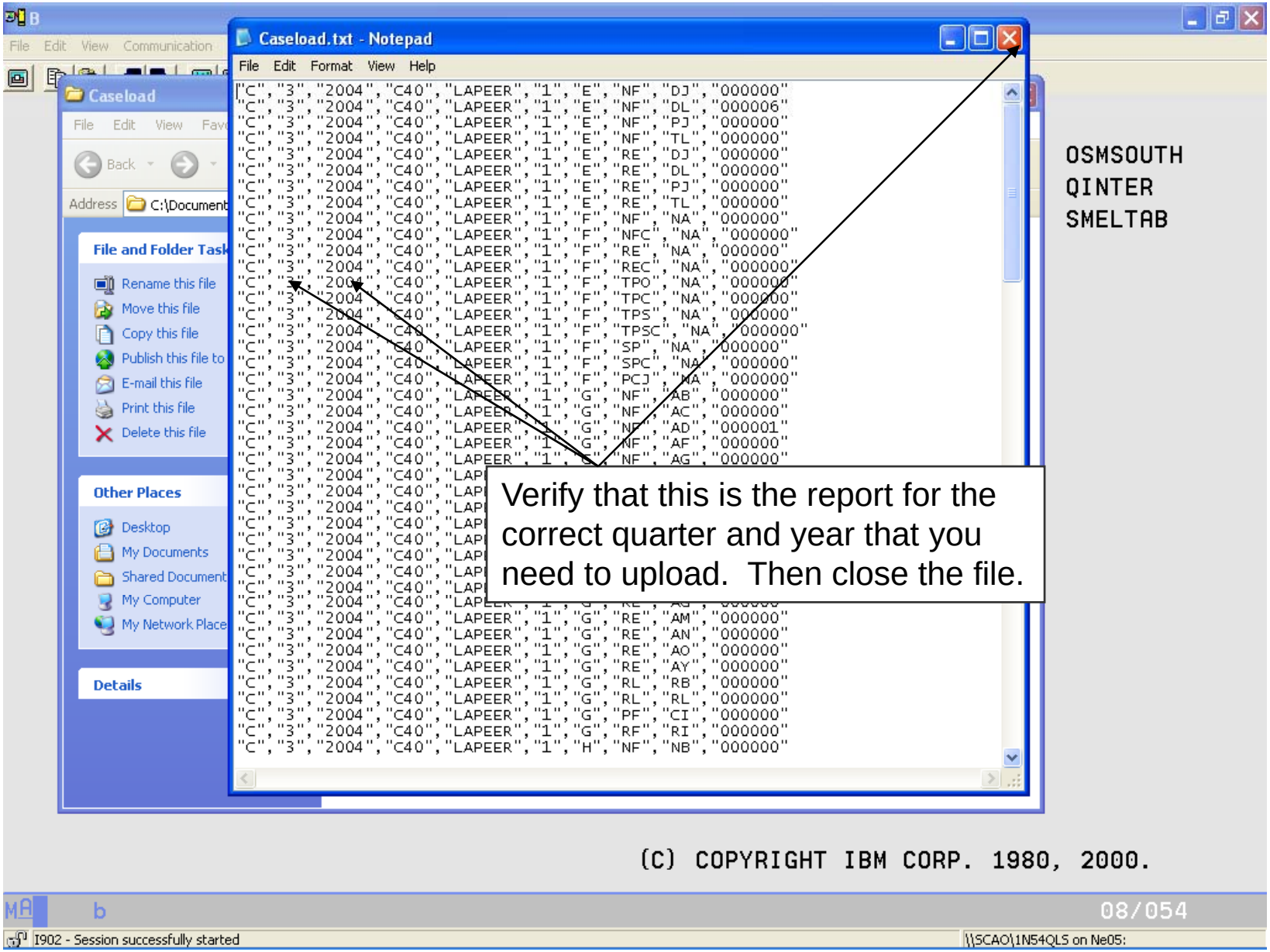
Screen Shot 4



Screen Shot 5



Screen Shot 6

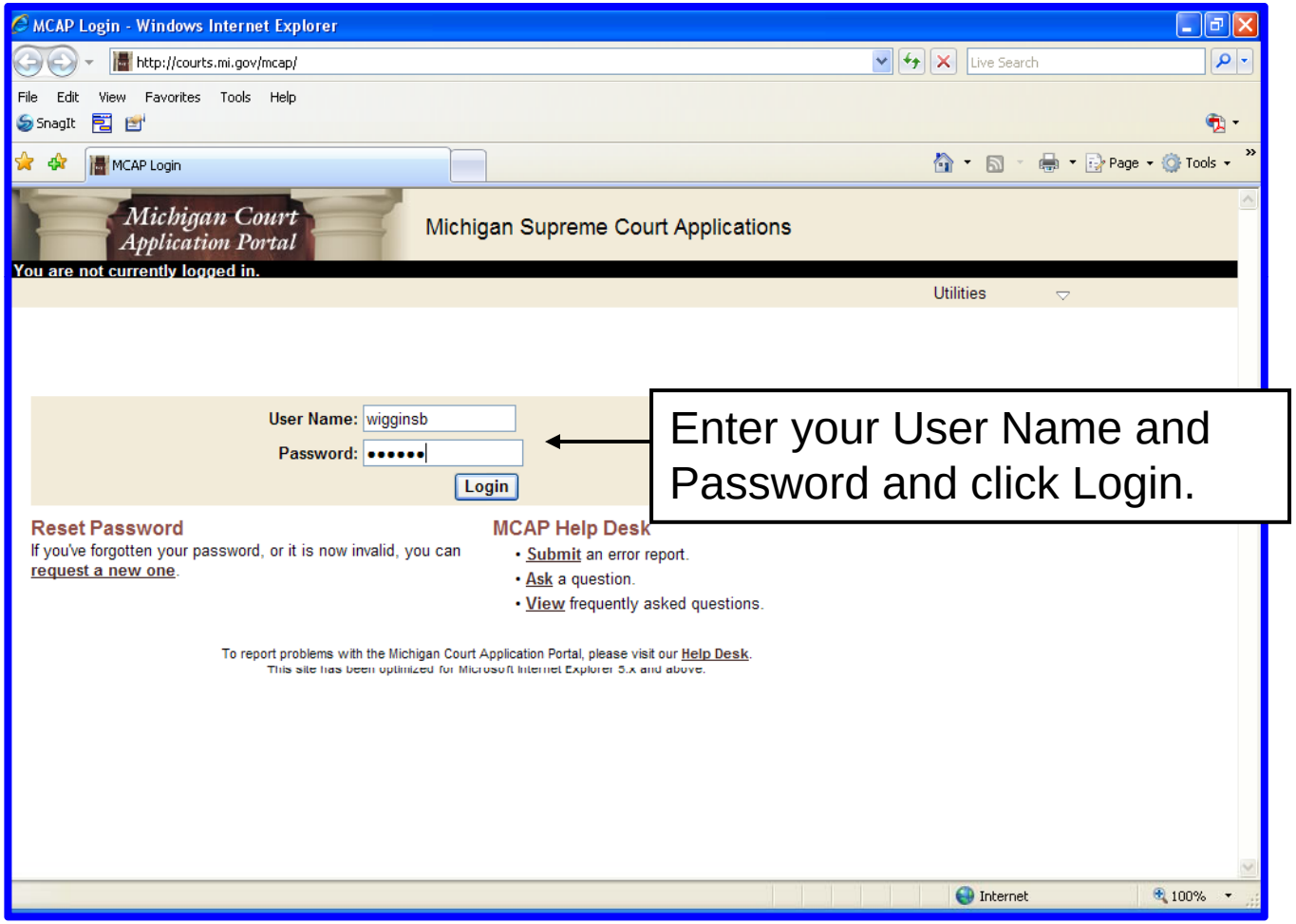


Screen Shot 7

Upload to CRS

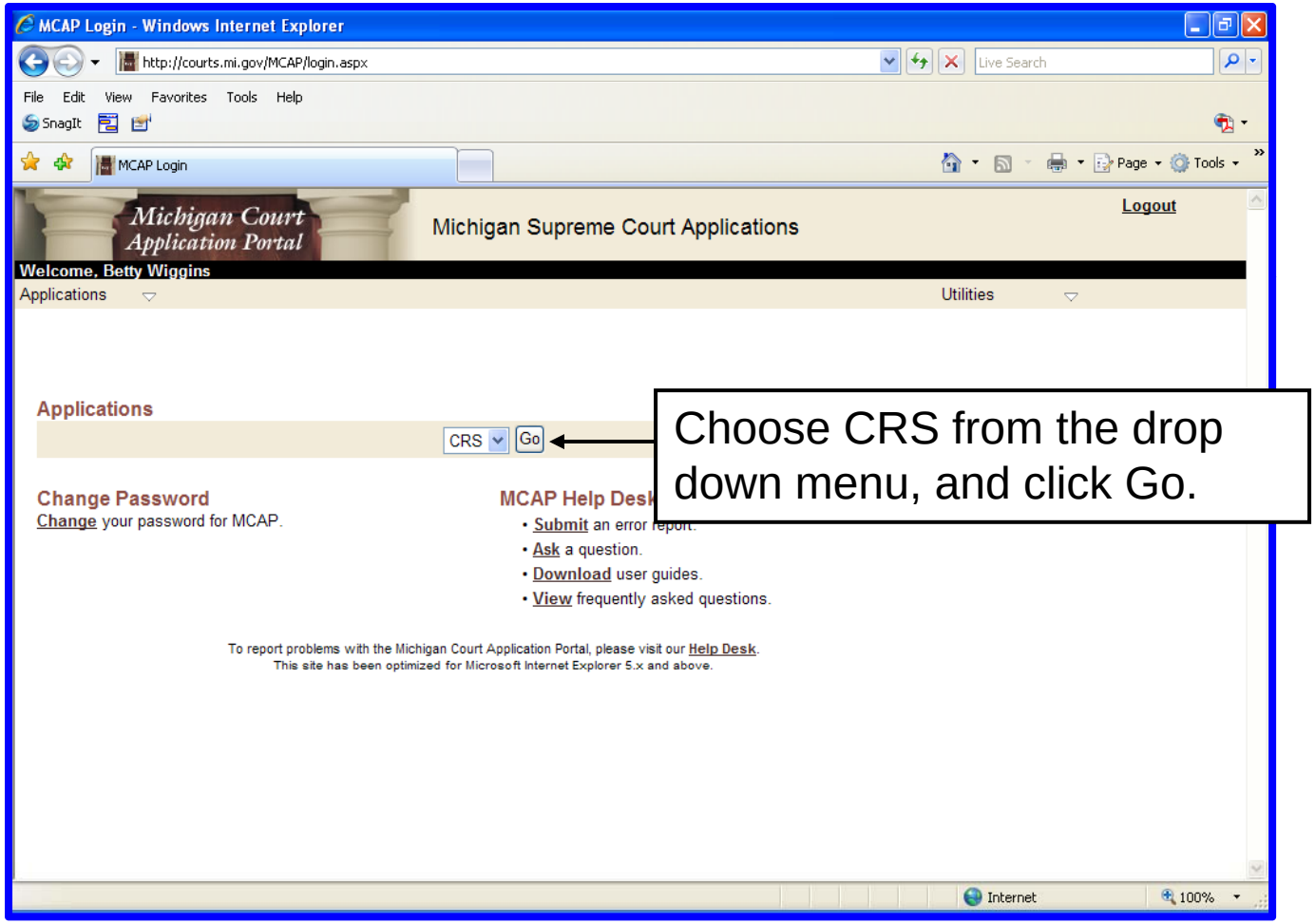
- Sign on to the Michigan Supreme Court Applications Portal (MCAP) at:
  - http://courts.mi.gov/mcap

MCAP Login



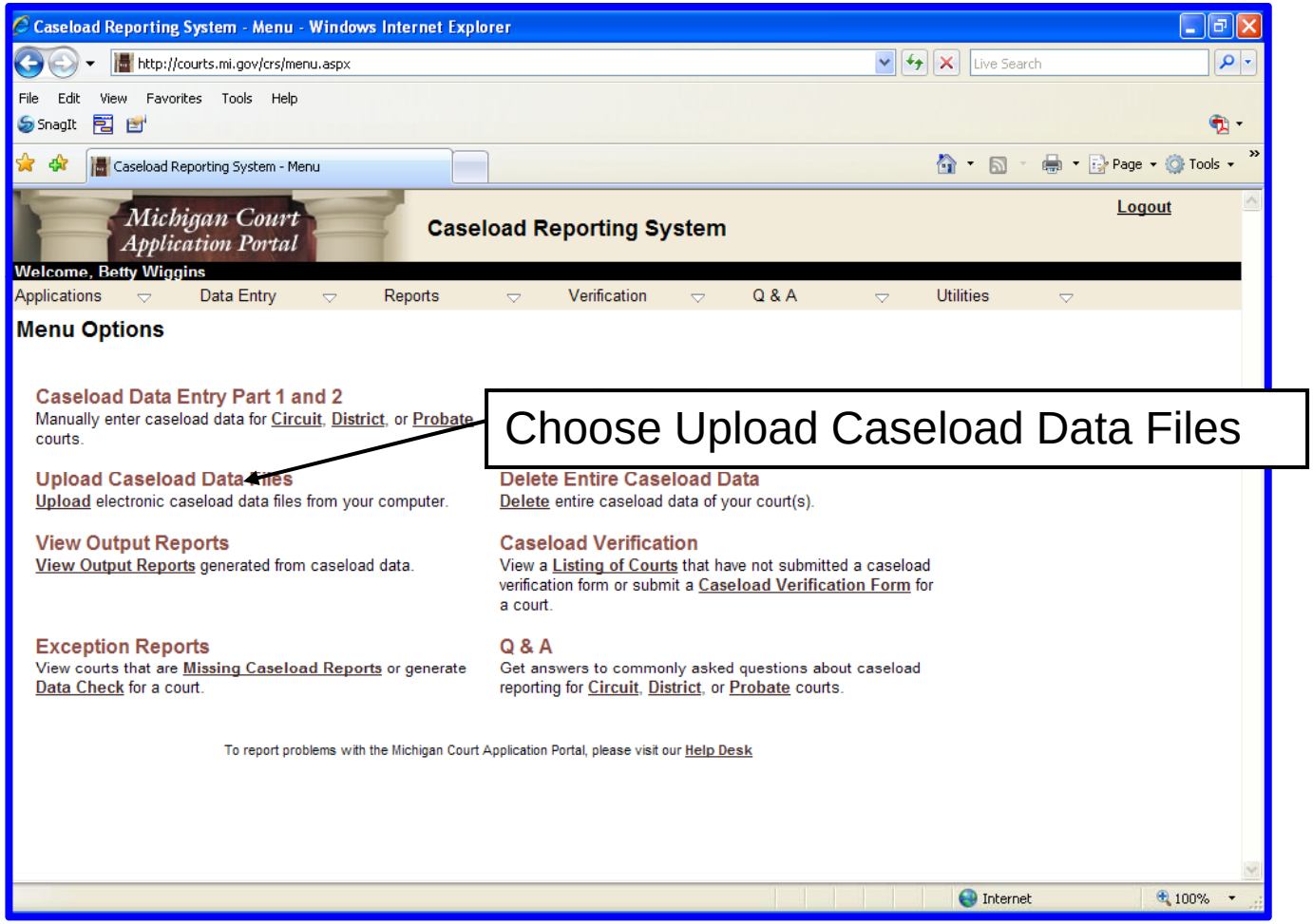
Enter your User Name and Password and click Login.

Access CRS



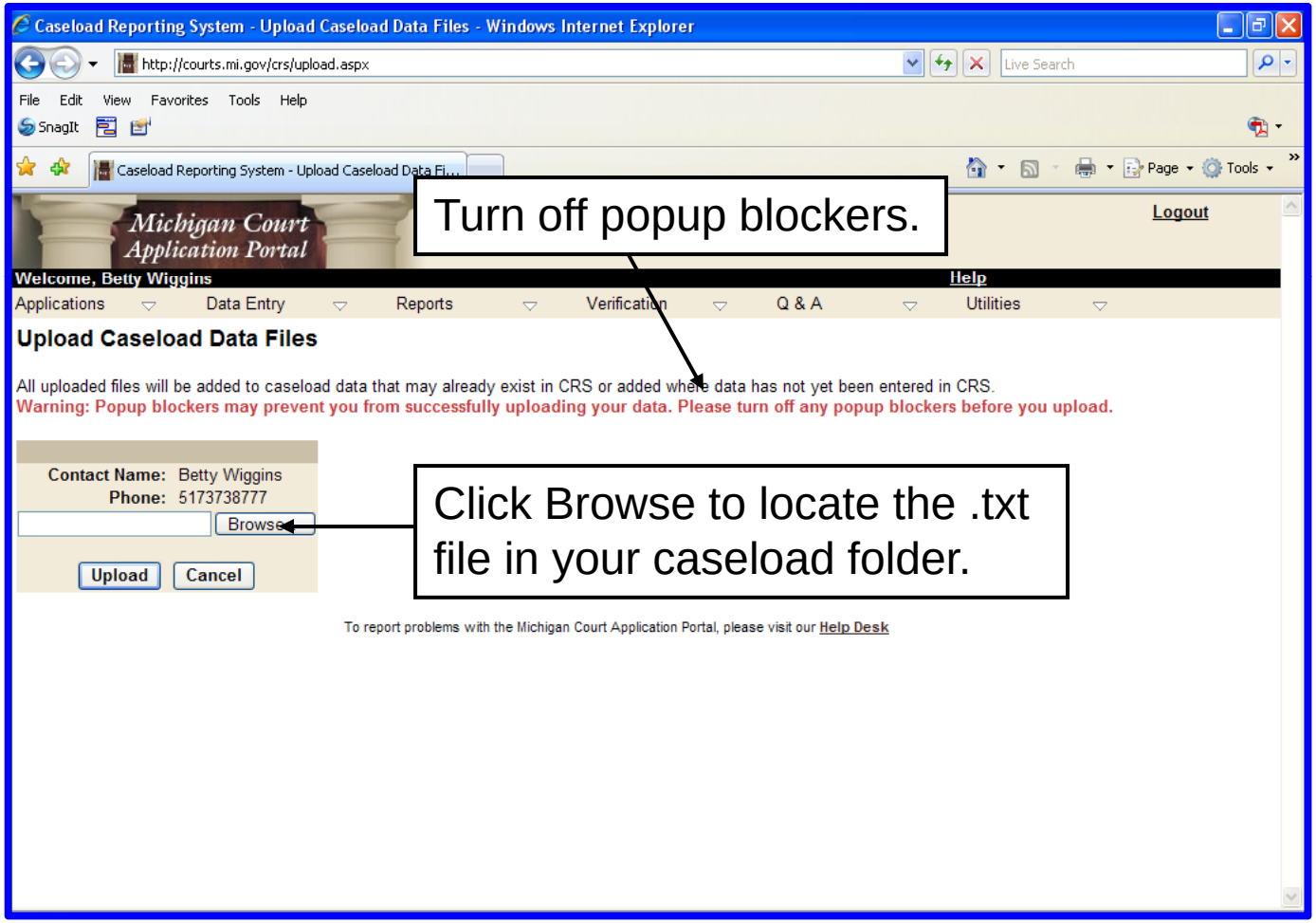
Choose CRS from the drop down menu, and click Go.

Upload Caseload Data Files



Choose Upload Caseload Data Files

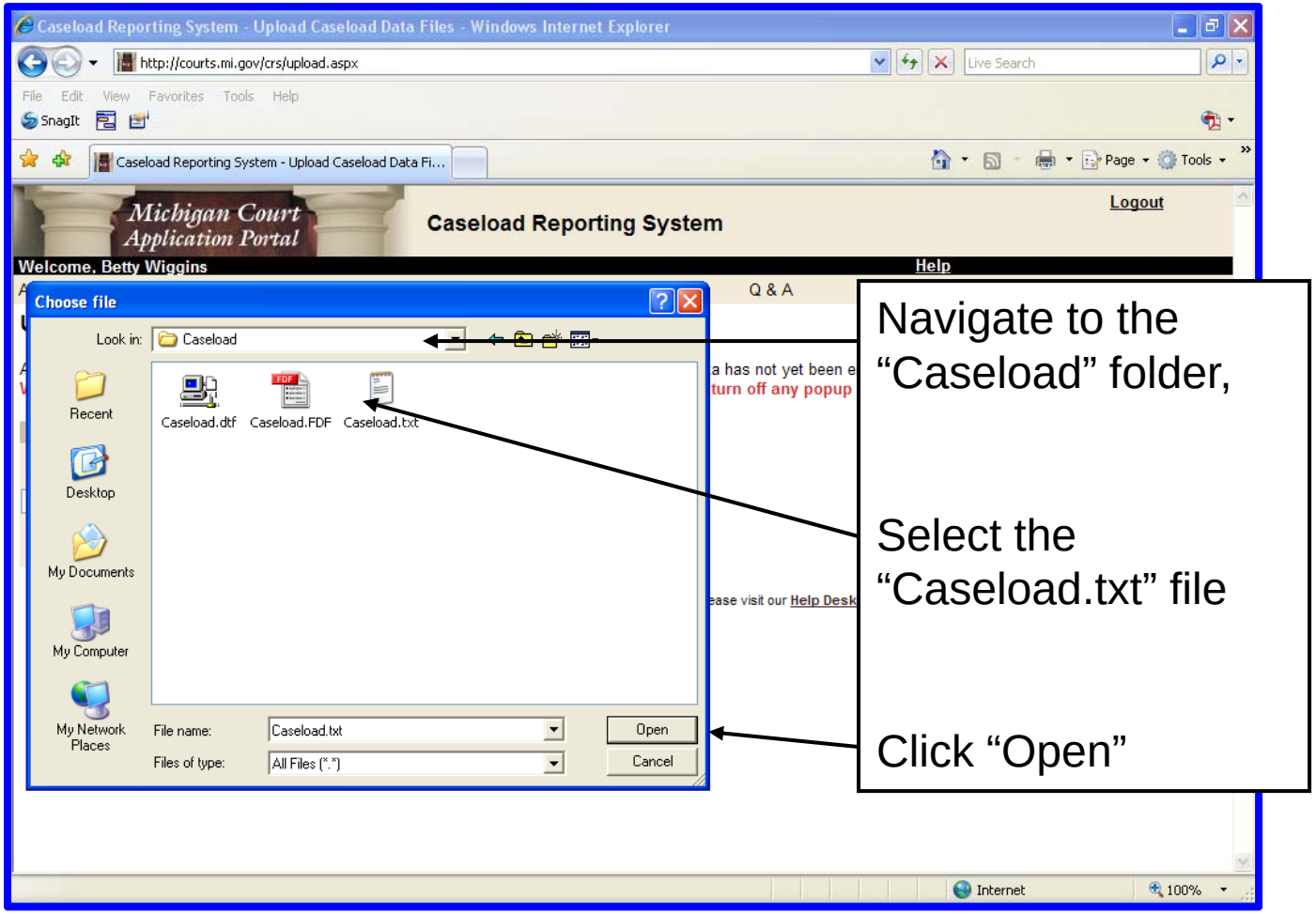
Upload Caseload Data Files



Turn off popup blockers.

Click Browse to locate the .txt file in your caseload folder.

Upload Caseload Data Files



Navigate to the "Caseload" folder,

Select the "Caseload.txt" file

Click "Open"

Caseload Reporting System - Upload Caseload Data Files - Windows Internet Explorer

http://courts.mi.gov/crs/upload.aspx

Michigan Court Application Portal

Caseload Reporting System

Logout

Welcome, Betty Wiggins

Help

Applications | Data Entry | Reports | Verification | Q & A | Utilities

Upload Caseload Data Files

All uploaded files will be added to caseload data that may already exist in CRS or added where data has not yet been entered in CRS.

WARNING: Popup blockers may prevent you from successfully uploading your data. Please turn off any popup blockers before you upload.

Contact Name: Betty Wiggins
Phone: 5173738777

op\Caseload\Caseload.txt Browse...

Upload Cancel

Click "Upload"

To report problems with the Michigan Court Application Portal, please visit our Help Desk

CRS Upload 3

Completion

- JIS recommends that you confirm:
  - Successful completion of the upload
  - Accuracy of the figures

- For assistance with
  - MCAP call 517-373-0130
  - JIS call 888-339-1547