

Chapter 9: Abstract Reporting Menu

January-2011

Abstract Reporting

This section contains general instructions for generating abstract reporting information.

These sections contain an overview, reports, reporting procedures, correction handling and information presented for each of the menu options.

- **Adjudication Abstract List**
- **Statistical Abstract List**
- **Create/Update Abstract**
- **Print Abstract File**
- **Abstracts Before Media**
- **Create Abstract Media**
- **Re-Create Abstract Media**
- **Purge Abstracts**
- **Display Abstract Audit**

ABSTRACT REPORTING MENU

Overview

An abstract can be created to update an individual's Secretary of State driving record. Electronic processing replaces the printed abstracts and allows more flexibility in updating and correcting errors. Courts are not required by statute to keep printed abstracts on file. There will not be an option available for a printed "hard copy" in this module.

Accessing the Screen The Abstract Reporting Menu appears when the option is selected from the Circuit Court Master Menu. The Abstract Reporting Menu can be secured to user access through Security File Maintenance (see Chapter 5).

ABSTRACT REPORTING			
<input checked="" type="checkbox"/>	ADJUDICATION ABSTRACT LIST	DATE: _____ thru _____	JUDGE: _____
<input type="checkbox"/>	SENTENCING ABSTRACT LIST	DATE: _____ thru _____	JUDGE: _____
<input type="checkbox"/>	CREATE/UPDATE ABSTRACT	CASE # ___ - _____	CHARGE ___ (BLANK FOR LIST)
<input type="checkbox"/>	PRINT ABSTRACT FILE	DATE: _____ thru _____	
<input type="checkbox"/>	ABSTRACTS BEFORE MEDIA	DATE: _____ thru _____	
ABSTRACT MEDIA PROCESSES			
<input type="checkbox"/>	CREATE ABSTRACT MEDIA		
<input type="checkbox"/>	RE-CREATE ABSTRACT MEDIA	DATE _____	
<input type="checkbox"/>	PURGE CIRCUIT ABSTRACTS	___ DAYS (GREATER THAN/EQUAL TO 180)	
<input type="checkbox"/>	DISPLAY ABSTRACT AUDIT		
<u>F23</u> =DISPLAY SUBMITTED JOBS		<u>F24</u> =EXIT	

Abstract Reporting Menu

To select an option from the Abstract Reporting Menu, type an "X" in the field preceding the desired option. Several of the options require additional data (e.g., specific dates, judges, etc.); these are discussed in the section dealing with each option. When the data has been typed, press **[ENTER]**. These reports and options will be executed and/or printed as soon as resources are available.

ADJUDICATION ABSTRACT LIST

Overview

The Adjudication Abstract List is a list of cases with abstractable charges that have been disposed. The list is sorted by defendant name. This report can be used as a tool to determine which cases need to have abstracts generated at the time of adjudication.

DEFENDANT	CASE NUMBER	CHG	CHARGE	CHARGE DESCRIPTION	DISPOSITION CODE	DISPOSITION DATE
BUCKWHEAT, LYMAN,	09-000123-FH	01	333.74032A1	CNTR SUB PSS COC 550GRAMS	DIS	10/28/09
JONES, RYAN,	09-000121-FH	01	750.317A	DELIVER CONTROLLED SUBSTA	PLG	6/03/09
PACIFIC, GEORGIA,	09-012345-FH	01	257.602A4-A	FLEEING/ELUDING 2ND DEG	PLG	2/14/09
SMITH-JONE, DONALD, M, II	09-001234-FH	01	257.301	OPER-MO LIC/MULT LIC	DMY	11/09/09

Adjudication Abstract List

Printing the Report

The Adjudication Abstract List is selected from the Abstract Reporting Menu by typing information in the following fields:

ADJUDICATION
ABSTRACT LIST

Type an "X" in this field.

DATE

Type the inclusive disposition dates in the date field (format = MMDDYYYY). Leave blank for all dates.

JUDGE

Type the P-number of the judge desired. Leave blank for all judges.

After selecting the appropriate criteria, press **[ENTER]**.

Report Information

The Adjudication Abstract List provides the following information for the cases listed on the report.

HEADER INFORMATION

Information at the top of the report includes circuit court name, county address, type of report requested and date of report.

DEFENDANT

Defendant for the case.

CASE NUMBER

Case number of each case containing an abstractable charge that was disposed during the requested time period.

COUNT NUMBER

Count number of the abstractable charge.

CHARGE	PACC code number.
CHARGE DESCRIPTION	Short charge description located in the PACC Warrant File.
DISPOSITION CODE	Three letter disposition code located in Appendix A, code table 4.
DISPOSITION DATE	Date of the disposition of the charge.
<u>Added fields</u>	The following fields have been added to provide information on abstracts that have already been created.
SEQ	Sequence number of the abstract if an abstract has already been created.
DATE	Date the abstract was created.
TYPE	Type of abstract created. A=Adjudicated, S=Statistical, B=Both.
USE	Code that is in the use field when the abstract was created, if one was used, ie: COR, AMD, etc.
SOS	Four digit SOS code.
OFFENSE	Description of offense.

SENTENCING ABSTRACT LIST

Overview

The Abstract List - Sentencing Report is a list of abstractable charges that have been sentenced. The list is sorted by defendant name. This report can be used to determine which cases need to have statistical abstracts generated or adjudication abstracts that are created at the time of sentencing.

ABSTRACT LIST - SENTENCING SENTENCE DATES: 1/01/00 THRU 12/15/10 JUDGES: ALL JUDGE: BEACH		PLEASANT COUNTY TEST CIRCUIT COURT 123 SURREY DRIVE ANYWHERE MI 47777-0000 TELEPHONE: 888/339/1547		RUN DATE: 12/15/10 RUN TIME: 11:12:30 PAGE: 1		
DEFENDANT	CASE NUMBER	CHG	CHARGE	CHARGE DESCRIPTION	SENTENCE DATE	SENTENCE JUDGE
DEWEY, HOWEY,	09-000120-FH	01	257.6257&1	OP-UND INFL-OCCUPANT < 16	6/03/09	10571
PACIFIC, GEORGIA,	09-012345-FH	01	257.602&4-A	FLEEING/ELUDING 2ND DEG	8/28/09	10571
SMITH-JONE, DONALD, M, II	09-001234-FH	01	257.301	OPER-NO LIC/MULT LIC	11/09/09	10571
		01	257.301	OPER-NO LIC/MULT LIC	11/09/09	10571

Sentencing Abstract List

Printing the Report

The Sentencing Abstract List is selected from the Abstract Reporting menu by typing information in the following fields:

SENTENCE
ABSTRACT LIST

Type an "X" in this field.

DATE

Type the inclusive disposition dates in the date field (Format = MMDDYYYY). Leave blank for all dates.

JUDGE

Type the P-number of the judge desired. Leave blank for all judges.

After selecting the appropriate criteria, press **[ENTER]**.

Report Information

The Abstract List - Sentence Report provides the following information for the cases listed on the report.

HEADER INFORMATION

Information at the top of the report includes circuit court name, county address, type of report requested, and the date of the report.

DEFENDANT

Primary defendant for the case.

CASE NUMBER

Case number of each case containing an abstractable charge that had a sentencing during the requested time period.

COUNT NUMBER

Count number of the abstractable charge.

CHARGE	PACC code numbers.
CHARGE DESCRIPTION	Short charge description located in the PACC Warrant File.
SENTENCE DATE	Date of sentence.

CREATE/UPDATE ABSTRACT

Overview

The Create/Update Abstract option is used to input information not recorded on circuit court/disposition screens and create, modify or delete abstract records. There is HELP TEXT available for this screen. To access the HELP TEXT from any input field, position the cursor on the field needing clarification and press **ALT [F1]**.

Court	<u>C099</u>	Abstract Update for SOS			1/24/11	11:22:05					
Seq#	Drivers Lic	Use	Name			Birth					
	<u>B234096543234</u>		<u>LYMAN BUCKWHEAT</u>			<u>02141982</u>					
CDL	CrtCd	Chg	ViolDate	AdjDate	OffCd	Speed	Nature of Offense				
	<u>099C</u>	<u>001</u>	<u>01012009</u>	<u>10282009</u>			<u>CNTR SUB PSS COC 650GRAMS</u>				
Veh	SI/BF	Rev	Susp	Rest	Orig	Chg	Trial Judge	Court Finding	Ticket/Case		
							<u>10571</u>		<u>09000123FH</u>		
CDLS	Intlck	Prb	Com	Alc	Med	Sch	Plate#	Year	Make	-----VIN-----	Hold
	Code	Work Name and Location				Work Hours		Days Allowed			
1											
2											
Driver	<u>123</u>	<u>SOMEPLACE</u>			<u>SOMEWHERE</u>		<u>MI 4888</u>				
Crt	<u>TEST</u>	<u>CIRCUIT COURT</u>			<u>123 SUNNY DRIVE</u>		<u>ANYWHERE</u>		<u>MI 47777</u>		
Cert	<u>ARLENA CRAVEN</u>			Cmmt #1							
Abstract Date	<u>01242011</u>			#2							
Sent Judge		Fine		Jail		Com Srv		Alc/Rhb		Veh Forf	
Immobilization		Start Date	<u>00000000</u>	# of days							
Abstract Type		Sent Date		Sent		Resend		Microfilm			
	<u>F1=EXIT</u>	<u>F2=ADD</u>	<u>F9=PRINT CORDL</u>	<u>F10=PRINT NOA</u>				<u>HELP!!!</u>			
NEXT	<u>ABS</u>	CASE#	<u>09</u>	-	<u>123</u>	CHARGE	<u>1</u>				

Create/Update Abstract Screen

Accessing the Screen

The Abstract Update for SOS screen can be accessed from either the Abstract Reporting menu or the next transaction line of the case. To access the screen from the menu, type information in the following fields:

CREATE/UPDATE
ABSTRACT

Type "X" in this field.

COUNT (CREATE)

Type the count number of the charge that an abstract will be created for.

SEQ# (UPDATE)

Type the sequence number of the abstract to be modified or deleted.

NEXT TRANSACTION LINE Used to quickly position to another abstract screen or case. See Next Transaction Line documentation in Chapter 2 for more information.

Field Definitions

COURT A four character field, the first two characters are "C0" the last two characters are the county number as entered in the County File.

***SEQUENCE** Each abstract is assigned a sequence number when it is created. A sequence number is necessary to inquire into or correct a particular abstract. The sequence number can be found on the register of actions.

***DRIVERS LIC** The 13 character driver license number as entered on the Circuit Court Case Header Screen. The first character of a Michigan Driver License must be alphabetic and the remaining characters are numeric. Use the Case Header screen if this field needs to be modified.

DRIVER LICENSE STATE This unlabeled two character state code is used for out-of-state driver licensees. Use the Case Header screen if this field needs to be modified.

USE The three character special handling code is used for exception processing. Do not use this field unless absolutely necessary. When exceptions are used, the transactions must be processed manually by the Department of State which will delay the update to the driving record and affect the court=s reporting timeliness. Leave this field blank or use one of the following three character codes:

DLN - an abstract for a Michigan resident not having a driver license number -OR- a defendant with a Michigan address who has an out-of-state license.

OSN - an abstract for an out-of-state resident with an out-of-state license number or no license number.

NOD - an abstract with a valid license number that was submitted previously to SOS, but was in error due to not having a record on file (a removal of an abstract not on disk, SOS will then create a header record for the individual).

COR - A corrected abstract, one that was not dropped. Comment information must support the correction.

DUP - An abstract that was submitted previously to SOS, but was in error because it appeared to be a duplicate when it was, in fact, a separate occurrence on the same date to the same offense code.

DEL - Use this code to DELETE an abstract record from a persons driving record once it has been produced on magnetic tape. It is produced if an "X" appears in the produced field on this screen. This feature is in place of writing a letter to SOS to remove an abstract that was sent in error.

*NAME	The name of the defendant in the format of first, middle, last name. This field has 36 characters without multiple spaces or punctuation marks. The name must appear as it does on the defendant's driver license. Corrections to the name must be made on the Circuit Court Case Header screen or Party screen.
*BIRTH	The defendant's date of birth as entered on the Circuit Court Case Header screen. The field must contain eight numeric characters with leading zeros (FORMAT = MMDDYYYY).
CDL	This required field indicates whether driver has a Commercial Driver's License or not. Enter 'Y' for Yes 'N' for No or 'U' for unknown
*COURT CD	A four character field, the first three characters contain a SOS established numeric city code showing the court location. The fourth character will contain the letter "C for Circuit Court (as entered in the County file).
CHG	The charge number being abstracted. This field is automatically filled in when the charge is selected.
*VIOL DATE	The offense date as entered on the Circuit Court Case Header screen or the Circuit Court Charge screen.
*ADJ DATE	The disposition date of the charge. The violation date must not be greater than the conviction date or the run date.
	NOTE: On Adjudication abstracts done at the time of sentencing, this field should be modified to the sentence date. If not, it may offset the timeline report from SOS.
*OFF CD	A five character field, the first four characters will be an offense code that may be found in the PACC file. The offense code may not be in the PACC file if more than one offense code can be

used for one PACC number. The fifth character will be blank or "A" for attempted.

SPEED This field is not used by Circuit Court.

***NATURE OF OFFENSE** The short charge description as entered in the PACC Warrant File.

VEH A two character field with a valid SOS vehicle type. Used on Uniform Traffic Tickets.

CY = Cycle

GC = Go Cart

MD = Medium Duty Trucks (10,001 - 26,000 lbs)

MO = Moped

OR = Off Road Vehicle

PA = Passenger Car, including 2 door, 4 door and station wagon

PU = Pickup Truck

SM = Snowmobile

ST = Small Truck (under 10,000 lbs)

VA = Van or Motor Home

WC = Water craft (valid as of 3/31/93 for boating offenses only)

CDL Vehicle Types see following list

AA = Group A Vehicle

AH = Group A and Hazardous

AL = Group A and Tank and Double/Triple and Hazardous

AN = Group A and Tank

AT = Group A and Double/Triple

AX = Group A and Tank and Hazardous

AY = Group A and Tank and Double/Triple

AZ = Group A and Double/Triple and Hazardous

BB = Group B Vehicle

BH = Group B and Hazardous

BN = Group B and Tank

BP = Group B and Passenger

BX = Group B and Tank and Hazardous

CH = Group C and Hazardous

CP = Group C and Passenger

CX = Group C and Tank and Hazardous

SI/BF Type **11** when two offenses are committed on the same day with the same vehicle, but not at the same time.

If the above does not apply, the field should be left blank.

REV	Y should be entered in this field if the license is revoked. SOS will determine the correct revocation length based on the driving record of the defendant.
SUSP	The four character field beginning with zero is used to indicate the number of days the driver license is suspended, up to two years.
REST	The first four characters of this field beginning with zero are the number of days of restriction followed by an X.
ORIG CHG	The original offense code for which the driver was originally charged.
*TRIAL	The court event at the time of disposition of the charge. B = Bench Trial J = Jury Trial P = Plea (Case pled without a trial) A = Acquitted M = Merit Dismissal N = Nolle Prosequi S = 77 Day Dismissal
JUDGE	The five-digit bar number for the judge of record. This is the judge at the time of adjudication.
COURT FINDING	The court findings (e.g. guilty, Plead, etc.)
TICKET/CASE	The Circuit Court Case Number.
CDL SANCT	Type X in this field for Commercial Driver License Sanctions.
INTRLCK	Type X in this field if an Interlock Device has been ordered. NOTE: The fields pertaining to a restricted driver license are no longer used as the Secretary of State imposes the sanctions and mails the CORDL to the defendant.
DRIVING TO/FROM	Type Y in the fields if the defendant is allowed to drive to and from: Probation Community Service Alcohol Treatment Medical Appointments School

PLATE#	License plate number from the paper plate. Use the Case Header screen if modifications to this field are necessary. This field is required when a paper plate is issued to a repeat offender. If the paper plate does not have a number or indicates 'NONE', leave this field blank.
YEAR	The vehicle year from the paper plate. Use the Case Header screen if modifications to this field are necessary. This field is required when a paper plate is issued to a repeat offender.
MAKE	The vehicle make code based on the make written on the paper plate. Use the Case Header screen if modifications to this field are necessary. This field is required when a paper plate is issued to a repeat offender.
VIN	<p>The 17 digit vehicle identification number from the paper plate. Use the Case Header screen if modifications to this field are necessary. This field is required when a paper plate is issued to a repeat offender. IMPORTANT: Be certain to enter the VIN exactly as written on the paper plate.</p> <p>The VIN is required to clear the plate, so the vehicle owner can get a new plate. Also, the VIN indicates the vehicle which will be immobilized.</p>
HOLD	This field was established for insurance plate holds. It is currently not being used.
CODE (1 & 2)	<p>One of the following numbers should be used to describe the restriction imposed for driving as it relates to work.</p> <p>1 = May drive to and from work only. 2 = May drive to, from and during work. 3 = May drive during work only.</p>
WORK NAME AND LOCATION (1 & 2)	<p>The name and location of the first work place of defendant. Enter with no punctuation marks or imbedded spaces. Valid characters are letters A through Z and numbers 1 through 9.</p> <p>Example: Freds Auto Repair 270 Main Alma</p>
WORK HOURS (1 & 2)	The hours the defendant is to report to work (Format = 0900A/0600P).
DAYS ALLOWED (1 & 2)	The days the defendant is to report to work (Format = SU, M, TU, W, TH, F, SA; examples: M-F, MWF, All).

*DRIVER ADDRESS	The defendant's current street address, city, state and zip code as entered on the case header screen.
*COURT NAME AND ADDRESS	The name and address of the circuit court as entered in the county file.
*CERTIFICATION OF COURT RECORD	The name of the user that created the abstract as it appears in the security file under "User Name".
COMMENT #1 & #2	A line for comments about the abstract. This field is required for explanation purposes on a "COR' or "DEL' type abstract.
*ABSTRACT DATE	The date the abstract is created.
*SENTENCE JUDGE	The five-digit bar number for the judge of record at the time of sentencing.
FINE	The total amount of fines, costs, crime victim rights and probation oversight fees.
JAIL	The number of days defendant is ordered to jail or prison. This is a four digit field. Do not include days suspended or postponed. The judge determines if the minimum or maximum days is used. Keep in mind, this reflects on the judge's annual statistical audit from the Department of State.
COMMUNITY SERVICE	The number of <u>Days</u> (not hours) a defendant is ordered to community service.
ALCOHOL PROGRAM	Type Y in this field if the defendant was ordered to attend an alcohol treatment/rehabilitation program.
VEH FORF	Type Y in this field if a vehicle forfeiture was ordered.
*IMMOBILIZATION	Type Y in this field if the vehicle is to be immobilized. NOTE: If Y is entered, Start Date and # of Days fields are required. Enter N in this field if the vehicle is not to be immobilized.
START DATE	Begin date of immobilization, FORMAT = MMDDYYYY. Start date must be greater than the abstract date.
# OF DAYS	Enter number of days vehicle is to be immobilized.
*ABSTRACT TYPE	Type a one-character code indicating the type of abstract. For NON-ALCOHOL OFFENSES, the type should ALWAYS be "A". For alcohol related offenses the choices are:

A = Adjudication Abstract
S = Statistical Abstract
B = Both Adjudication and Statistical abstracts are to be created at the same time.

NOTE: For Statistical abstracts, **Y** or **N** is required in the immobilization field.

SENT DATE	The date the abstract was transferred to JIS.
SENT	An "X" will appear in this field if the record displayed on the screen has been transferred to JIS.
RESEND	Enter Y to resend the abstract to DOS. This allows for correction of errors on the abstract and prepares it to be sent to DOS in the next media run. NOTE: Y in the Resend field will clear the sent flag so the abstract will get sent again. Production date will get updated during the next media run.

Function Keys

[F9] is used to print the CORDL. **[F10]** is used to print the NOA (Notice of Adjudication). These function keys will NOT validate or modify the record. **[F3]** to modify MUST be used to update the record.

Help!!!-Help text is available. To access help text; position cursor in any field and press **[ALT]+[F1]**

PRINT ABSTRACT FILE

Overview

The Print Abstract File report is a list of abstracts that were created and sent for a requested period of time.

LIST OF ABSTRACTS		PLEASANT COUNTY		RUN DATE: 4/23/10							
ABSTRACT CREATION DATE: 1/01/2009 THRU 4/20/2010		TEST CIRCUIT COURT		RUN TIME: 14:58:15							
		123 SUNNY DRIVE		PAGE : 1							
		ANYWHERE MI 47777-0000									
		TELEPHONE: 888/339/1547									
NUMBER	CASE ID	DRIVER LICENSE	NAME	BIRTH DATE	VIOLATION	ADJUDICATE	OFF	SPEED	JUDGE	SI	VEH
1	06005421FH	3524887411233	EAGLE SCOUT	5/12/46	1/14/06	11/20/07	1709		12239		

Print Abstract File

Printing the Report

The Print Abstract file option is selected from the Abstract Reporting Menu by typing information in the following fields.

PRINT ABSTRACT FILE

Type an "X" in this field. This will only print circuit abstract records for the requested date(s).

DATE

Type the inclusive creation dates in the date field (FORMAT=MMDDYYYY). Leave blank for all dates.

Report Information

The Print Abstract File Report provides the following information for cases listed on the report.

HEADER INFORMATION

Information at the top of the report includes circuit court name, county address, type of report requested, and the date of the report.

NUMBER

Sequence number assigned to abstract.

CASE ID

Circuit Court Case Number.

DRIVER LICENSE

Driver License Number of defendant.

NAME

Name of defendant as it appears on driver license.

BIRTH DATE

Defendant's date of birth.

VIOLATION

The offense date.

ADJUDICATE	The date of disposition of charge.
OFF	Offense Code.
SPEED	Speed as defined in CREATE/UPDATE ABSTRACT section of this chapter.
JUDGE	Judge at time of adjudication.
SI	Same Incident Flag.
VEH	SOS vehicle type.
FINE	Amount ordered at time of sentencing.
JAIL	Number of days in jail or prison. Four digits must be used, i.e. 0090 = 90 days. Do not count suspended or postponed time. It is the judges decision whether to use the minimum or the maximum amount of days. Which ever is used, be consistent as this reflects on the judges annual audit report from the Department of State.
COMSRV	Number of days ordered for community service.
REHAB	If alcohol program is ordered.
ORGCHG	The original offense code for which the driver was originally charged.
TRIAL	Court event at time of disposition as entered on the Abstract Update for SOS screen.
REVOKE	License revoked "Y" or " ".
SUSP	Number of days license suspended.
REST	Number of days license restricted.
JUDGE2	Judge at time of sentencing.
WORK LOCATION #1 & #2	Name and address of work location
HOURS 1 & 2	Work Hours.
DAYS 1 & 2	Days to work.

DRIVING TO

Prob: "Y" or " ".
Comsrv: "Y" or " ".
Rehab: "Y" or " ".
School: Name of school.

ABSTRACTS BEFORE MEDIA REPORT

Overview

The Abstracts Before Media report is a list of abstracts that were created, but not yet sent electronically to JIS, for a requested period of time.

ABSTRACTS BEFORE MEDIA ABSTRACT DATE:	THRU	PLEASANT COUNTY TEST CIRCUIT COURT 123 SUNNY DRIVE ANYWHERE MI 47777-0000 TELEPHONE: 888/339/1547	RUN DATE: 4/28/10 RUN TIME: 10:48:17 PAGE : 1
<u>CASE NUMBER</u>		<u>DEFENDANT</u>	<u>SEQ. NO</u>
09-000123-FH		LYMAN BUCKWHEAT	1
			<u>ABSTRACT DATE</u>
			4/28/2010

Abstracts Before Media Report

Printing the Report

The Abstracts Before Media option is selected from the Abstract Reporting Menu by typing information in the following fields.

ABSTRACTS BEFORE
MEDIA

Type an "X" in this field.

DATE

Type the inclusive creation dates in the date field (FORMAT=MMDDYYYY). Leave blank for all dates.

Report Information

The Abstracts Before Media report provides the following information for cases listed on the report.

HEADER INFORMATION

Information at the top of the report includes circuit court name, county address, type of report requested, and the date of the report.

CASE NUMBER

Circuit Court Case Number.

DEFENDANT

Name of defendant as it appears on the driver license.

SEQ. NO

Sequence number assigned from the circuit court data base at the time the record is added to the file.

ABSTRACT DATE

The date the abstract record was created.

■ State Court Administrative Office
Electronic Transfer to Department of State

Number of Abstracts: 9

Abstract Transfer Completed

F3/F24-Exit Enter-Transfer File(s)

Create Abstract Media Screen 2

RE-CREATE ABSTRACT MEDIA

Overview

The Re-Create Abstract Media option is used when it is necessary to retransmit the abstract media.

Accessing the Option

RE-CREATE
ABSTRACT MEDIA

Type an "X" in this field.

DATE

Type the production date of the abstract file to be re-created.

Press the enter key. The production code field will be blanked out to prepare the abstract file for another "CREATE ABSTRACT MEDIA" option.

PURGE ABSTRACTS

Overview

The Purge Abstracts option is used to remove abstracts from the abstract file that are 180 days or older. This should only be run when the Abstract Error List from the Secretary of State is caught up.

Accessing the Option

PURGE ABSTRACTS

Type an "X" in this field.

DAYS

Type the number of days of the age of abstracts to be purged. This number must be greater than or equal to 180 days.

Press the enter key. The process takes approximately one minute.

DISPLAY ABSTRACT AUDIT

Overview

The File Sent to JIS Abstract Report contains information about the activity that occurred to the abstract medial file.

FILES SENT TO JIS ABSTRACT						OSMLANS 4/23/10	
FILE CREATED	-----				SENT TO JIS	-----	
TYPE DATE	TIME	USERID	# RECORDS	DATE	TIME		
ABS	11/25/2009	14:35	TINA	0000000033	11/25/2009	14:35	
ABS	12/13/2007	12:57	ARLENA	0000000074	12/13/2007	12:57	
ABS	06/27/2006	16:03	CHRIS	0000000001	06/27/2006	16:03	
ABS	06/27/2006	13:50	CHRIS	0000000023	06/27/2006	13:50	
ABS	03/14/2006	10:55	OSMUSER	0000000012	03/14/2006	10:56	
ABS	11/08/2005	14:23	PEELU	0000000315	11/08/2005	14:23	
ABS	11/16/2000	15:59	CHRIS	0000000021	03/22/2002	10:37	
ABS	03/05/1999	14:14	GLEN	0000000540			

Bottom

F24/F3=EXIT F11=NEXT VIEW

Display Abstract Audit Screen

Printing the Report

The Files Sent to JIS - Abstract Report is selected from the Abstract Reporting Menu by typing an "X" in Display Abstract Audit.

Report Information

The Files Sent to JIS provides the following information for abstracts listed on the report.

FILE TYPE	The name of the file the information was obtained from.
CREATED DATE	The date the record was created.
TIME	The time the record was created.
USERID	The ID of the user that created the record.

- #RECORDS The number of records in the file at the time the activity occurred.
- SENT TO JIS DATE The date the record was sent to JIS.
- TIME The time the record was sent to JIS.

If the file was not sent, press F11 to see the screen below to determine why the file was not sent.

FILES SENT TO JIS ABSTRACT							OSMLANS 4/23/10
FILE CREATED	-----			NOT SENT TO JIS-DATA LOST			
TYPE	DATE	TIME	USERID	DATE	TIME	USERID	COMMENTS
ABS	11/25/2009	14:35	TINA				PROCESS COMPLETED
ABS	12/13/2007	12:57	ARLENA				PROCESS COMPLETED
ABS	06/27/2006	16:03	CHRIS				PROCESS COMPLETED
ABS	06/27/2006	13:50	CHRIS				PROCESS COMPLETED
ABS	03/14/2006	10:55	OSMUSER				PROCESS COMPLETED
ABS	11/08/2005	14:23	PEELU				PROCESS COMPLETED
ABS	11/16/2000	15:59	CHRIS				FILE RETRIEVED-JIS
ABS	03/05/1999	14:14	GLEN				FILE RETRIEVED-JIS

Bottom

F24/F3=EXIT F11=NEXT VIEW

Display Abstract Audit Next View Screen