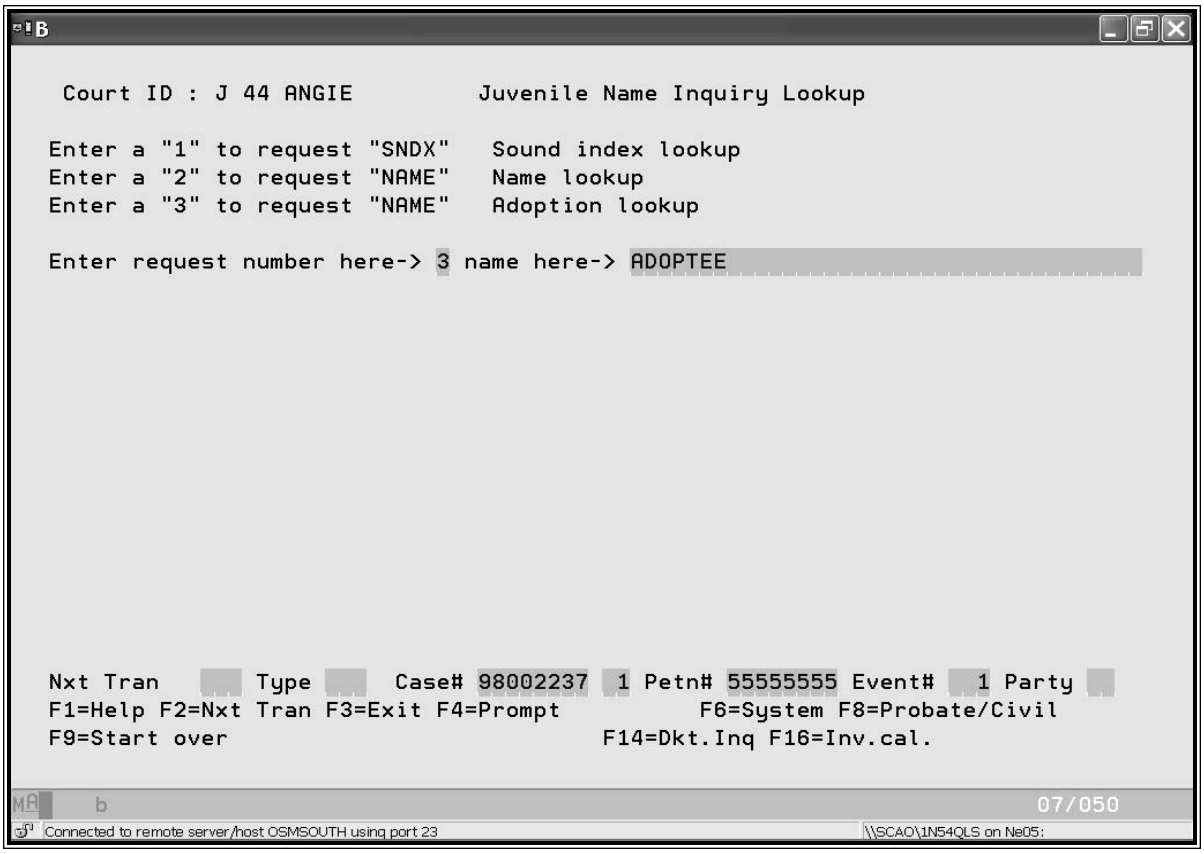
Chapter 5 - F9 Name Lookup

F9 Name Lookup

The <F9> function can be accessed from any screen in the system. It is used to look up case or party names. When used while editing another case, the <F9> will only interrupt your job and it will return you to it after you are finished with the name look up.

Accessing the F9 Name Lookup:

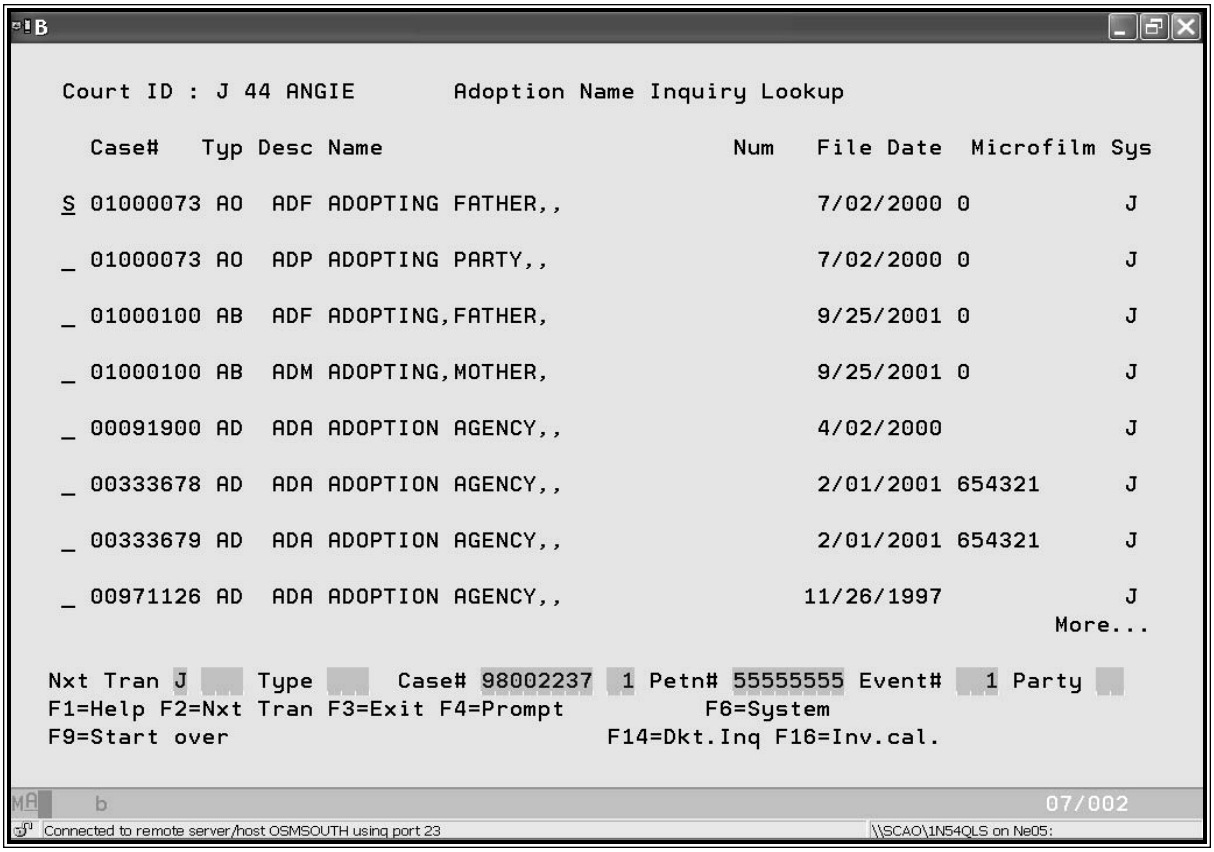
Press <F9> from any screen throughout the system and the following screen will be displayed.



Enter the search option that you would like the system to use. The default for this field is option "2" for a search by name. Their are three options available for use:

1. Soundex - This will search for names that sound like the name you typed.
2. Name - This will search for the name you entered, exactly as it is typed.
   If the system does not find that name, it will position you to the closest name.
3. Adoption Name - This will search for adoption cases if you have authority.

Enter the name that you are searching for and press <Enter>. The system will return the following screen.



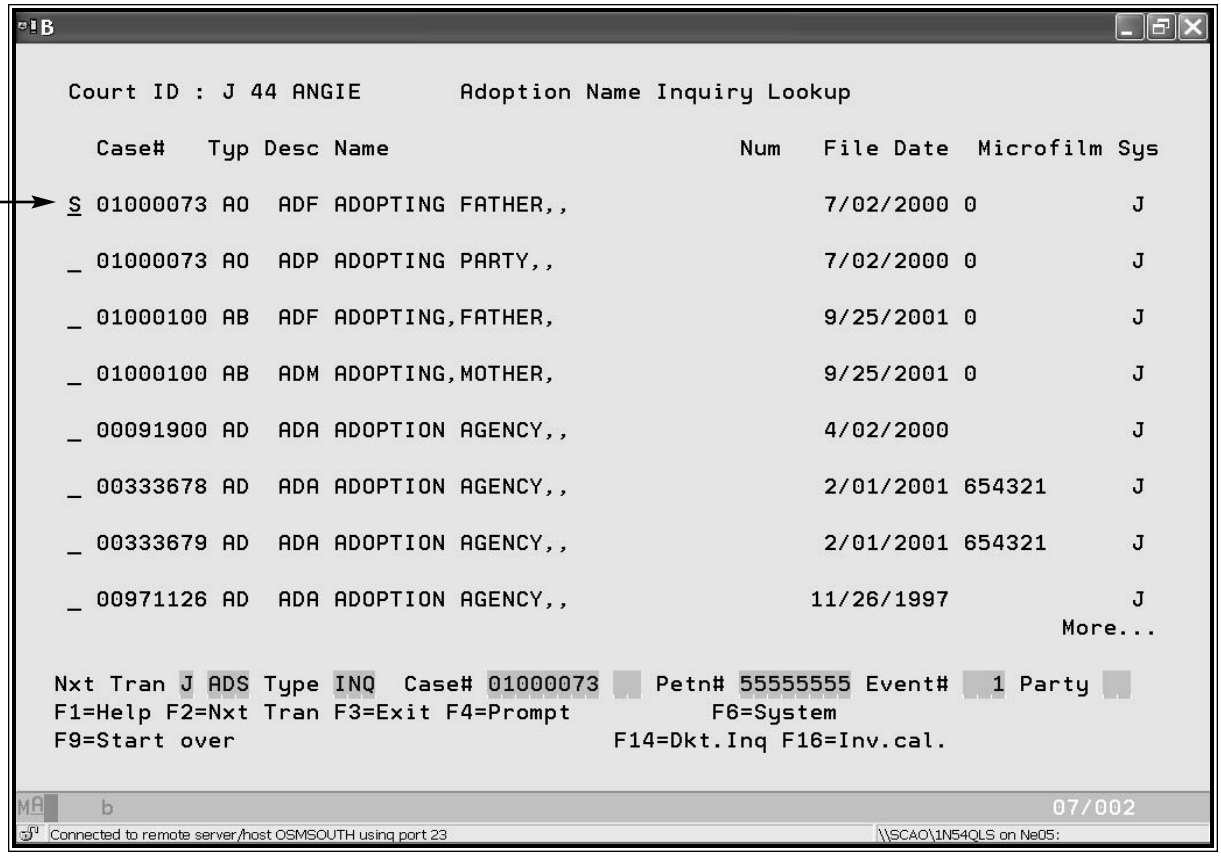
There are four options that can be taken from this screen.

1. S - Display a case summary
2. P - Print a case summary
3. X - Select a case for processing

> NOTE: The system will highlight all names that have an active accounts receivable master record associated with them.

Following are examples of each of the above processes.

S - Displaying a Case Summary



Enter an “S” on the line to the left of the name you would like to display the case summary for and press <Enter>. The system will display the case summary screen as shown below.

```
 Adop Sum   INQ Case# 01000073 __   Type AO   Status O   Date Opened  0702 2000
Jurist _____ ___________   Attny _____ ___________ Worker  _____ ___________
Name TEST,ADOPTION CASE,,_________________  DOB ____ ____  Gender _  Race __
SSN 000000000
 PTY# TYP  NAME

  1   BIR  TEST,ADOPTION CASE,,

  4   ADF  ADOPTING FATHER,,

  5   ADP  ADOPTING PARTY,,

 EVT#   DATE     TYPE PLACEMENT   COMMENT

   2  0715 2000  AHS              ADOPTION HOMESTUDY

   1  0702 2000  ASH              ADOPTEE'S SOCIAL HISTORY
                                                                          +



 Nxt Tran   ADS Type INQ Case#  01000073 __ Petn# 55555555  Event# __1 Pty ___
F1=Help F2=Nxt Tran F3=Exit F4=Prompt            F6=System
F8=Probate  F9=Name Inq  F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

MA    b                                                              22/013
Connected to remote server/host OSMSOUTH using port 23   \\SCAO\1N54QLS on Ne05:
```

P - Case Summary Print

```
Court ID : J 44 ANGIE       Adoption Name Inquiry Lookup

  Case#   Typ Desc Name                          Num   File Date  Microfilm Sys

P 01000073 AO  ADF ADOPTING FATHER,,                   7/02/2000 0          J

_ 01000073 AO  ADP ADOPTING PARTY,,                    7/02/2000 0          J

_ 01000100 AB  ADF ADOPTING,FATHER,                    9/25/2001 0          J

_ 01000100 AB  ADM ADOPTING,MOTHER,                    9/25/2001 0          J

_ 00091900 AD  ADA ADOPTION AGENCY,,                   4/02/2000            J

_ 00333678 AD  ADA ADOPTION AGENCY,,                   2/01/2001 654321     J

_ 00333679 AD  ADA ADOPTION AGENCY,,                   2/01/2001 654321     J

_ 00971126 AD  ADA ADOPTION AGENCY,,                  11/26/1997            J
                                                                     More...

Nxt Tran J ADS Type INQ  Case# 01000073   Petn# 55555555 Event#   1 Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt          F6=System
F9=Start over                           F14=Dkt.Inq F16=Inv.cal.
```

Enter a “P” on the line to the left of the name you would like to print the case summary for and press <Enter>. The system will print the case summary.

X - Selecting a Case for Processing

```
Court ID : J 44 ANGIE       Adoption Name Inquiry Lookup

  Case#   Typ Desc Name                          Num   File Date  Microfilm Sys

X 01000073 AO  ADF ADOPTING FATHER,,                   7/02/2000 0          J

_ 01000073 AO  ADP ADOPTING PARTY,,                    7/02/2000 0          J

_ 01000100 AB  ADF ADOPTING,FATHER,                    9/25/2001 0          J

_ 01000100 AB  ADM ADOPTING,MOTHER,                    9/25/2001 0          J

_ 00091900 AD  ADA ADOPTION AGENCY,,                   4/02/2000            J

_ 00333678 AD  ADA ADOPTION AGENCY,,                   2/01/2001 654321     J

_ 00333679 AD  ADA ADOPTION AGENCY,,                   2/01/2001 654321     J

_ 00971126 AD  ADA ADOPTION AGENCY,,                  11/26/1997            J
                                                                     More...

Nxt Tran J ADE Type ADD  Case#          Petn#          Event#    Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt          F6=System
F9=Start over                          F14=Dkt.Inq F16=Inv.cal.
```

1. Enter an “X” to the left of the case you are selecting.
2. Press <F2> to position your cursor on the Next Tran line.

3. Enter the process that you want the system to perform with this case.
4. Press <Enter>. The system will return the screen that you requested on the Next Tran line.