Initial Caseload Data Transfer

Judicial Information Systems

Updated 11-07-2008

Initial Data Transfer

- You must be running Client Access software to communicate with the AS400.
  - Your version of Client Access may vary from the version in this presentation.

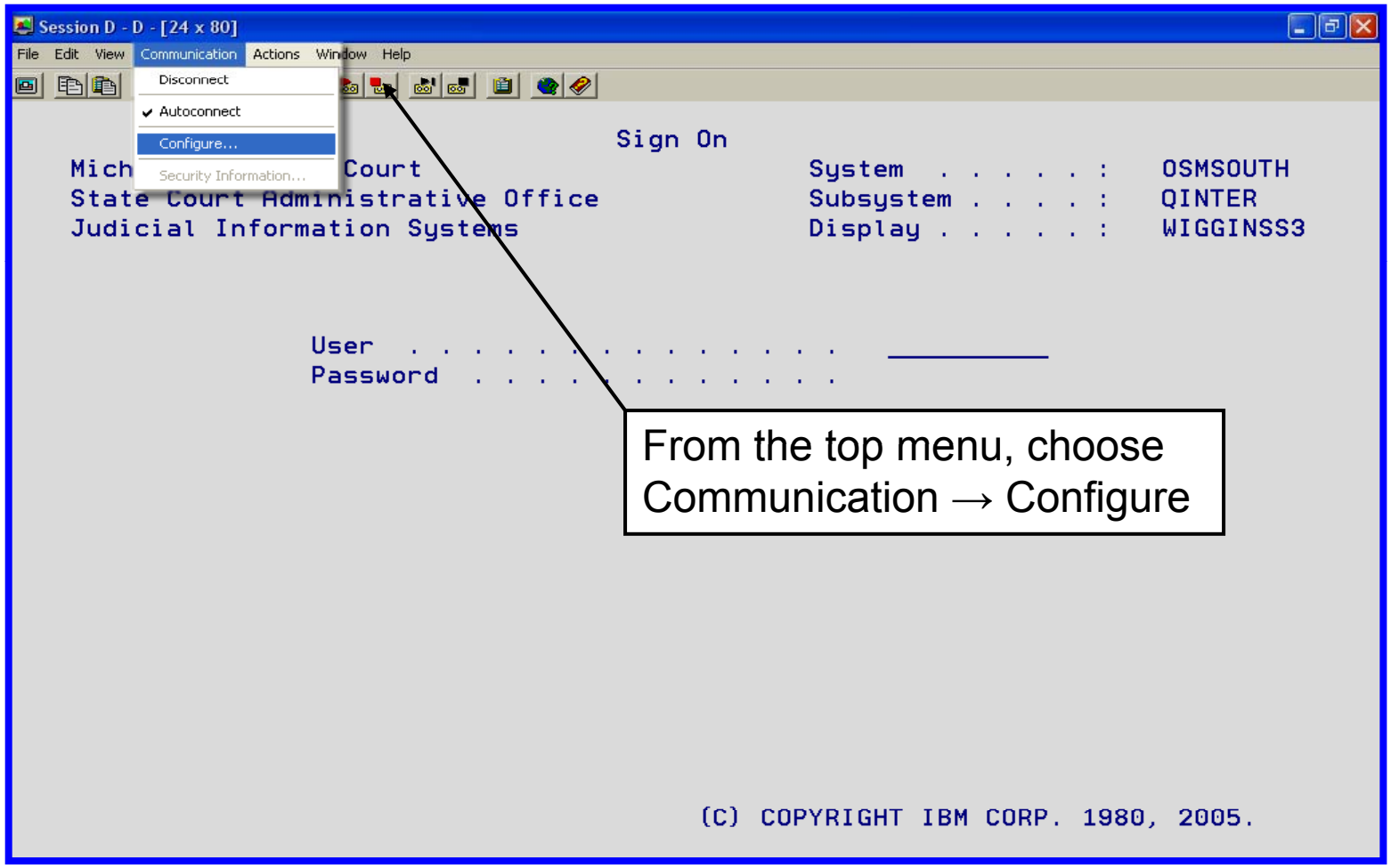
Initial Data Transfer (continued)

- Run the caseload report for the JIS application that you want to transfer the data from.
  - Circuit court users must enter “Y” in the file selection field.
- Make sure the caseload report has completed and is accurate.

Initial Data Transfer (continued)

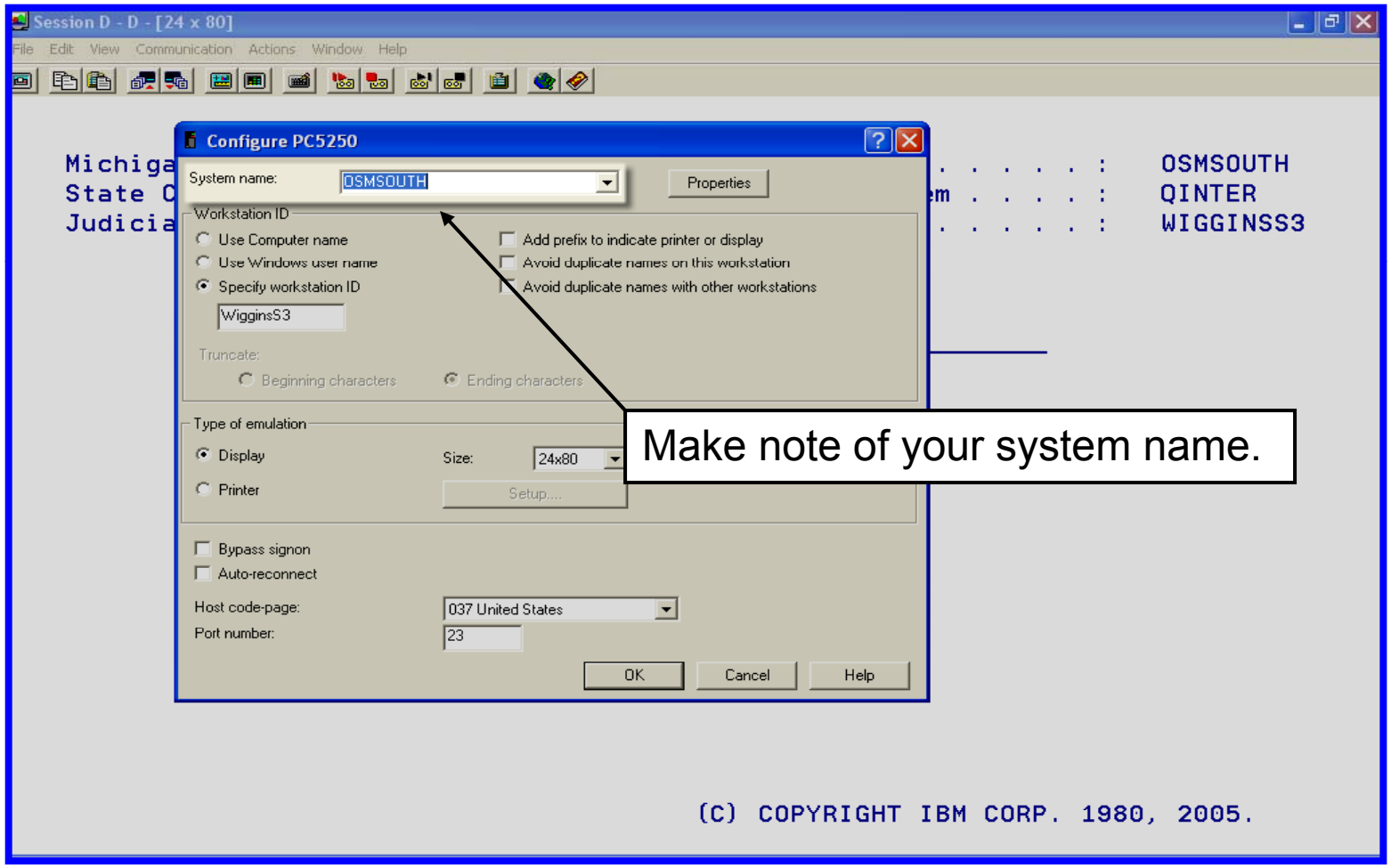
- Create a folder on your desktop named "Caseload"
  - ***Right click*** on your desktop
  - Select ***New*** → ***Folder***

System Name



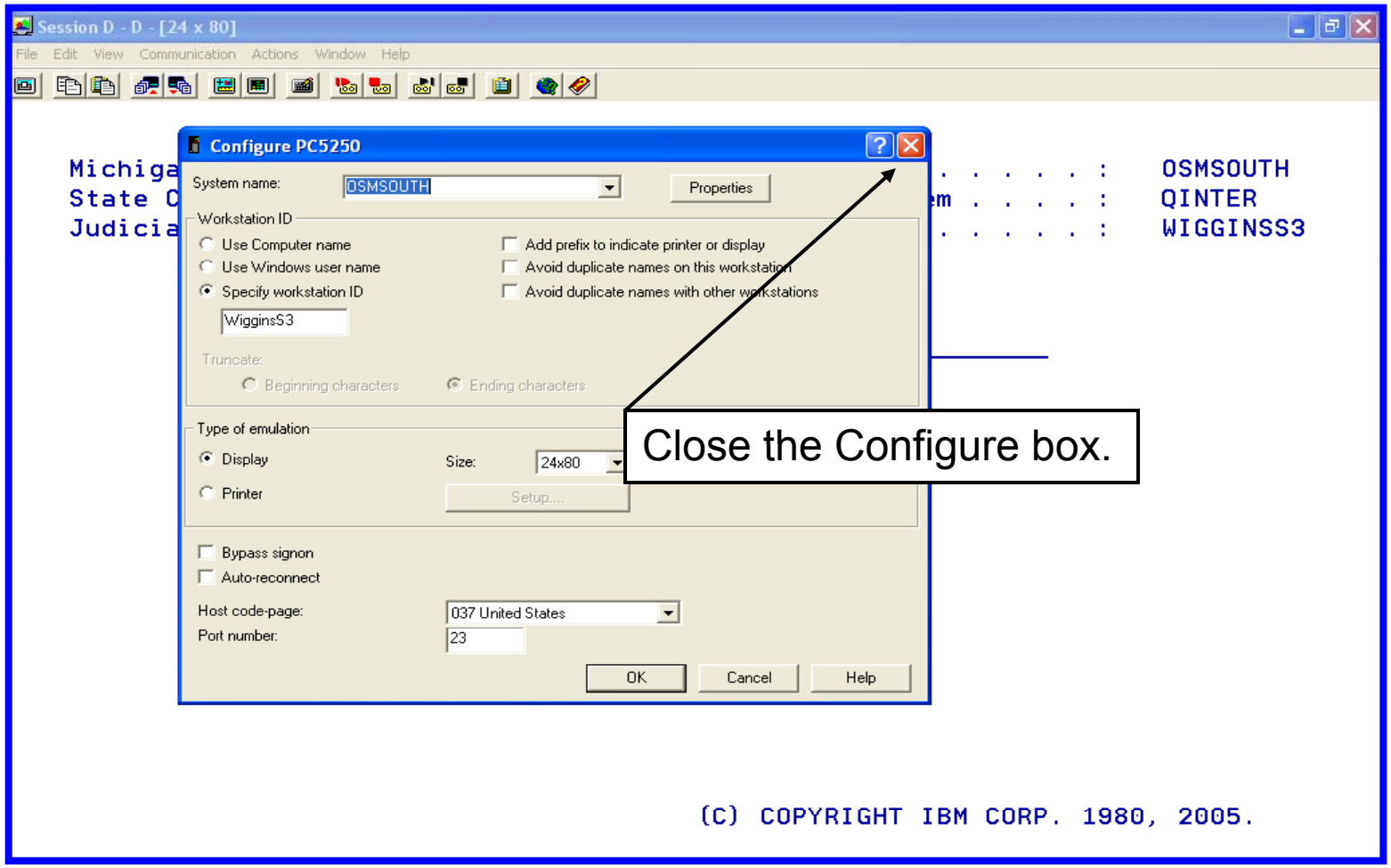
From the top menu, choose Communication → Configure

System Name



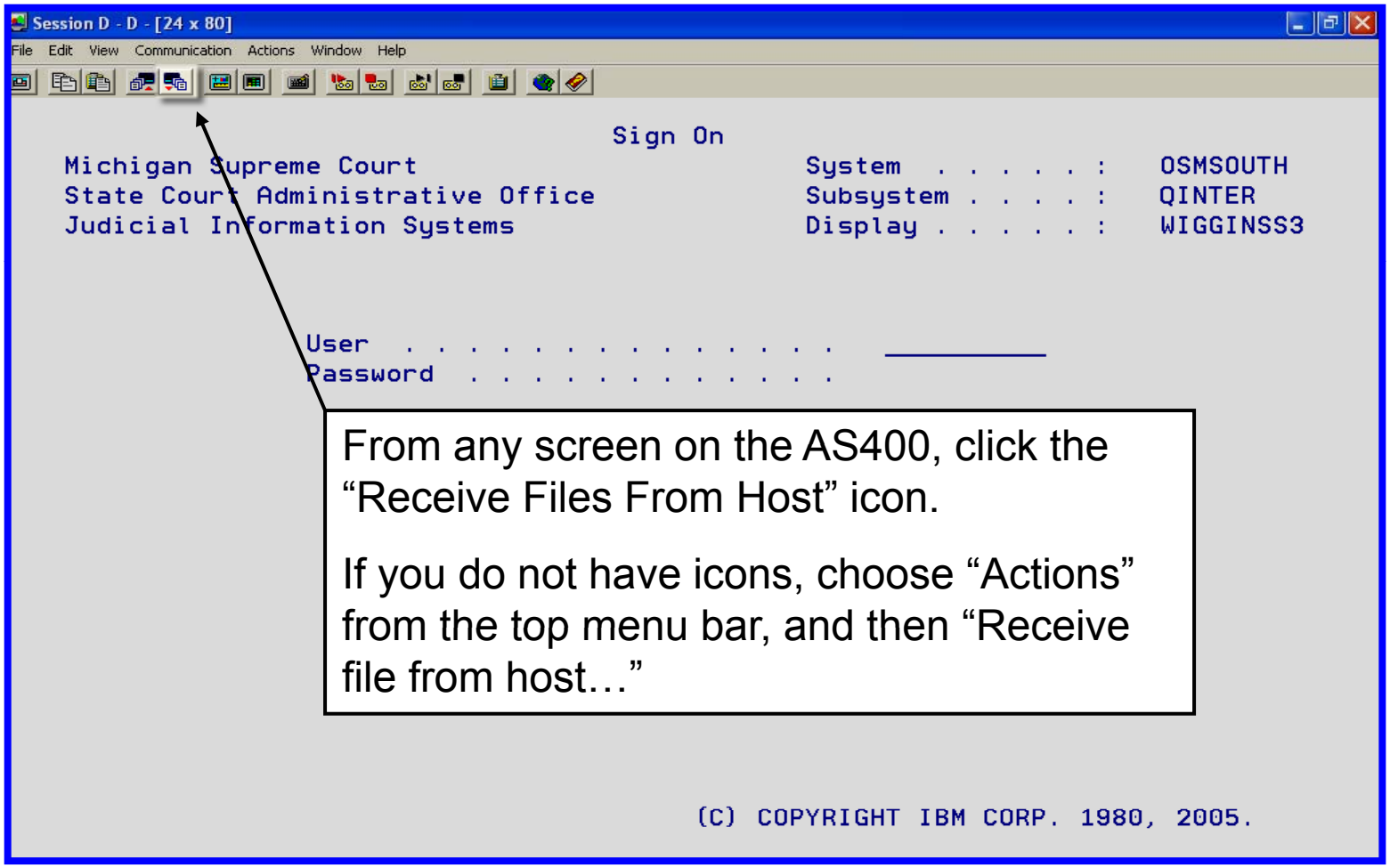
Make note of your system name.

System Name



Close the Configure box.

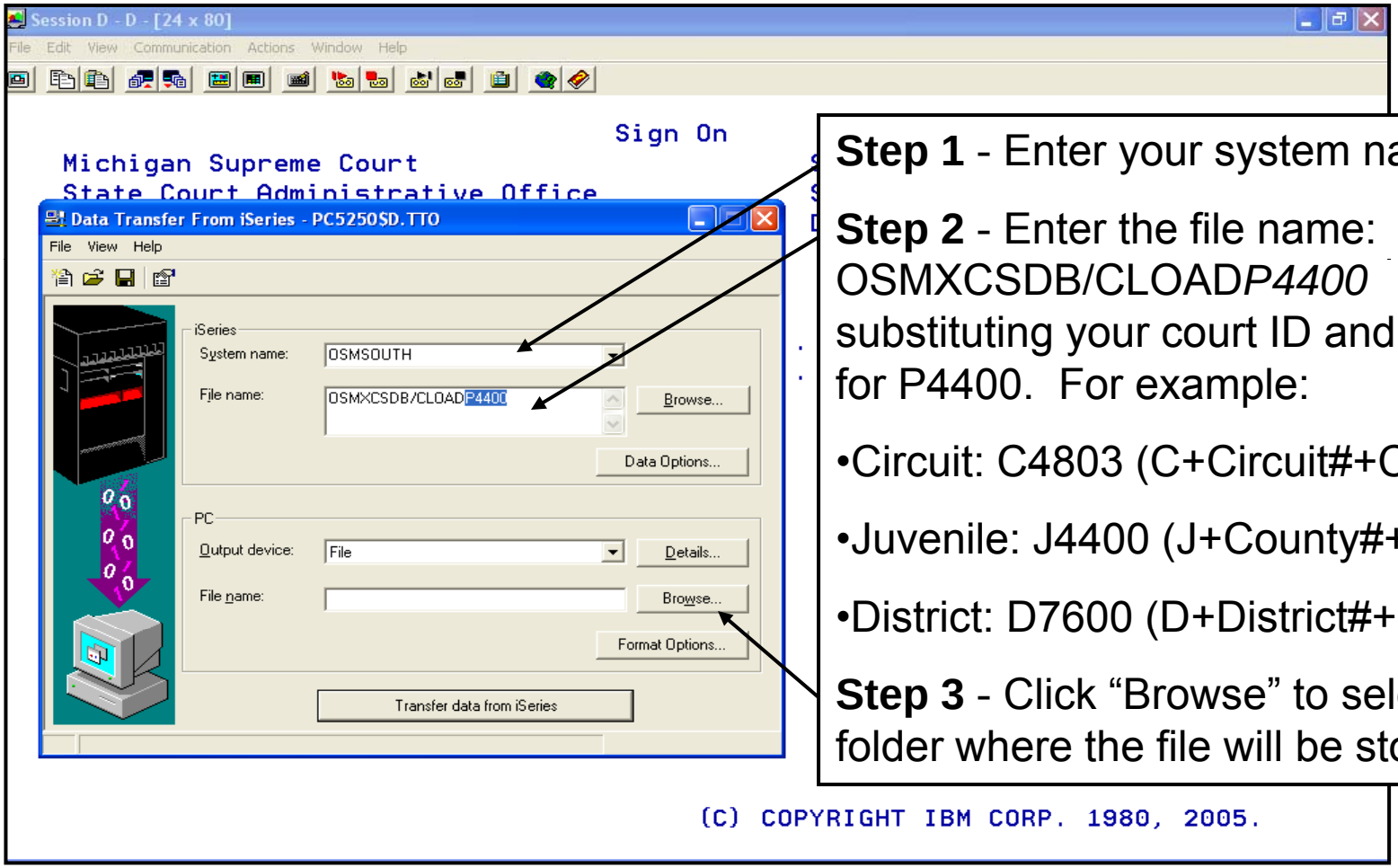
Data Transfer



From any screen on the AS400, click the "Receive Files From Host" icon.

If you do not have icons, choose "Actions" from the top menu bar, and then "Receive file from host…"

Data Transfer

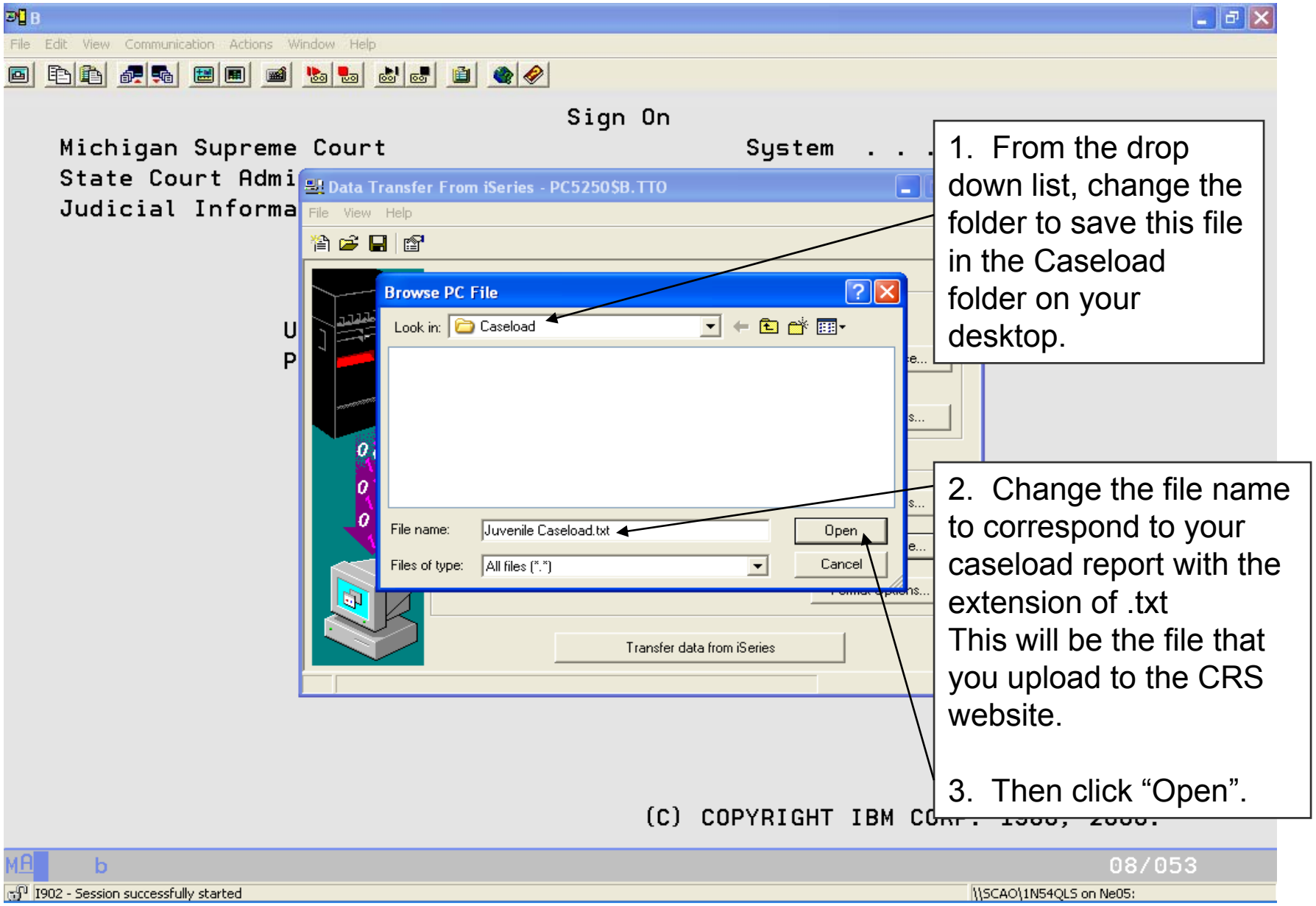


Step 1 - Enter your system name.

Step 2 - Enter the file name: OSMXCSDB/CLOAD*P4400* substituting your court ID and number for P4400. For example:

- Circuit: C4803 (C+Circuit#+County#)
- Juvenile: J4400 (J+County#+00)
- District: D7600 (D+District#+00)

Step 3 - Click "Browse" to select the folder where the file will be stored.

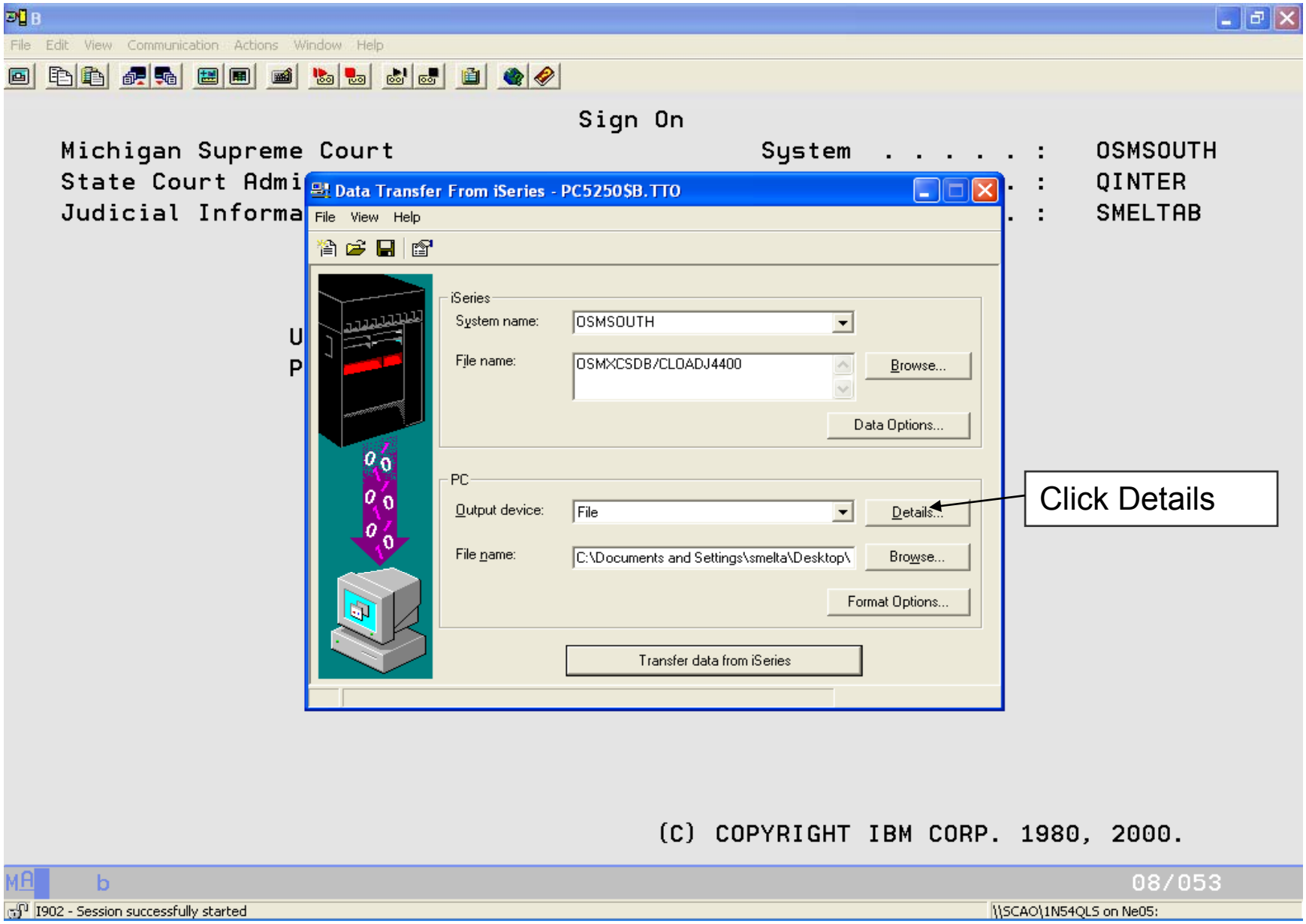


1. From the drop down list, change the folder to save this file in the Caseload folder on your desktop.

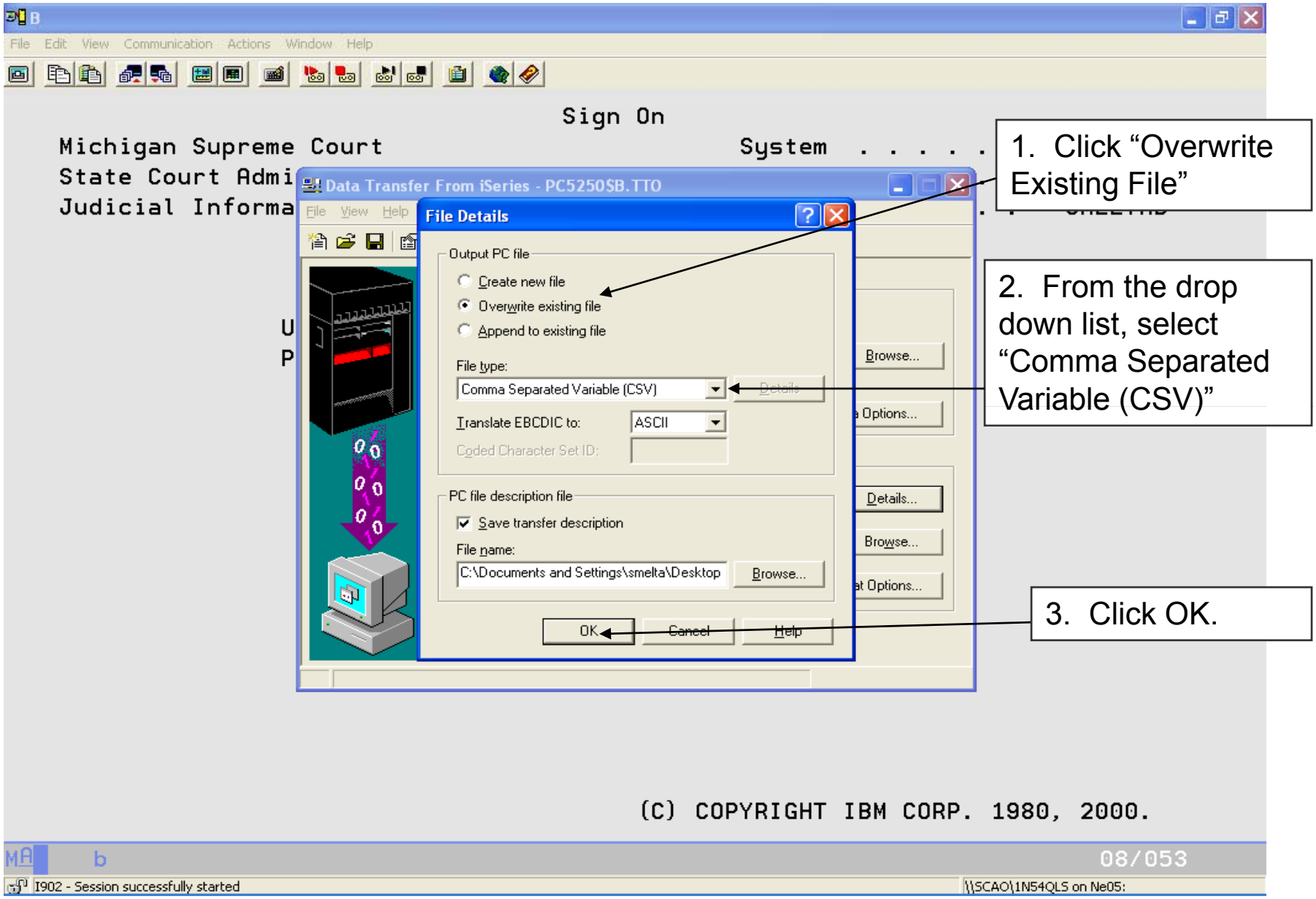
2. Change the file name to correspond to your caseload report with the extension of .txt
This will be the file that you upload to the CRS website.

3. Then click “Open”.

Screen Shot 4



Screen Shot 5



1. Click “Overwrite Existing File”

2. From the drop down list, select “Comma Separated Variable (CSV)”

3. Click OK.

Screen Shot 6

File Edit View Communication Actions Window Help

Sign On

Michigan Supreme Court System . . . . . : OSMSOUTH
State Court Admi . : QINTER
Judicial Informa . : SMELTAB

Data Transfer From iSeries - PC5250$B.TTO

File View Help

iSeries
System name: OSMSOUTH
File name: OSMXCSDB/CLOADJ4400 Browse...
Data Options...

PC
Output device: File Details...
File name: Juvenile Caseload.txt Browse...
Format Options...

Transfer data from iSeries

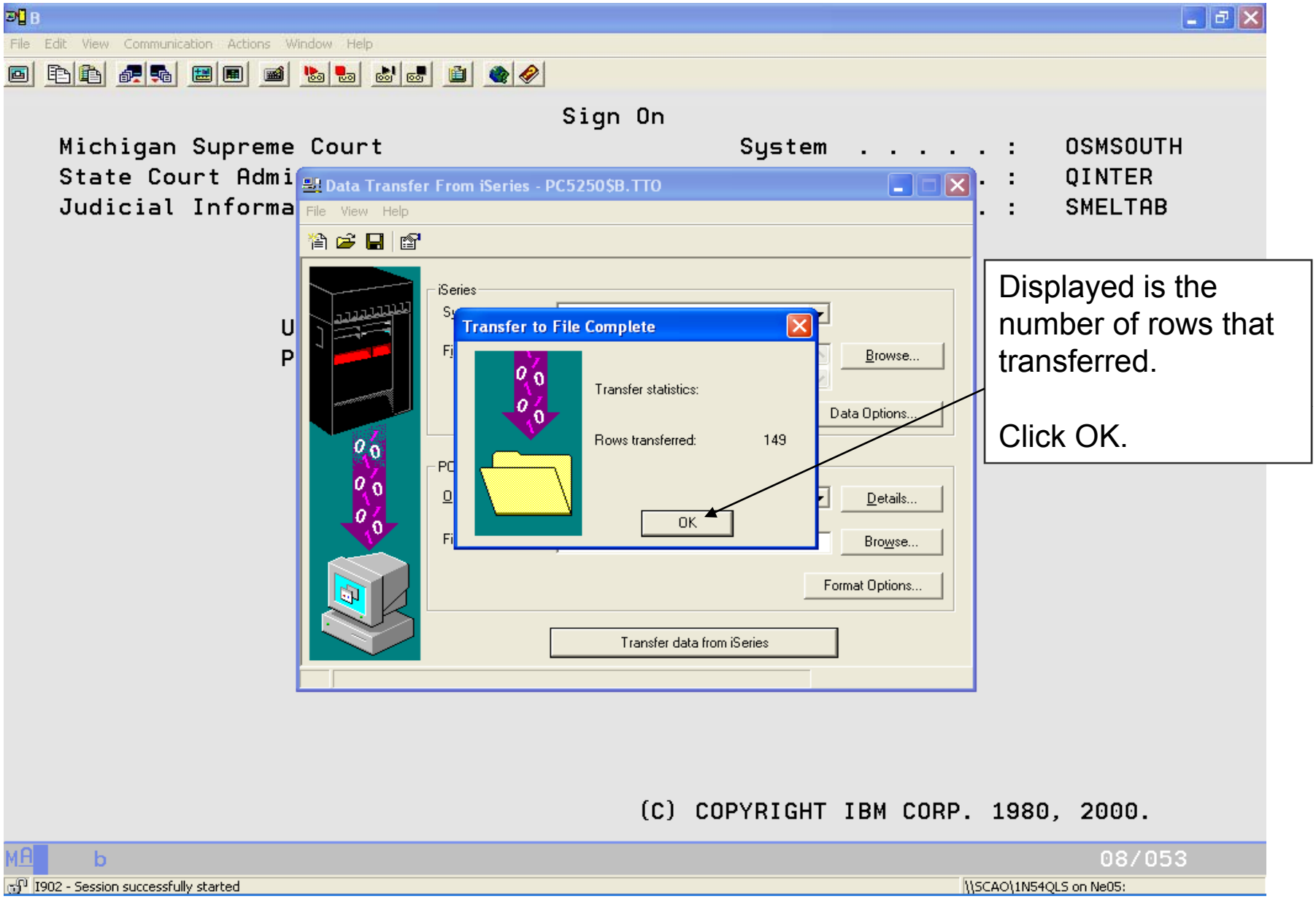
Click Transfer

(C) COPYRIGHT IBM CORP. 1980, 2000.

08/053

I902 - Session successfully started \\SCAO\1N54QLS on Ne05:

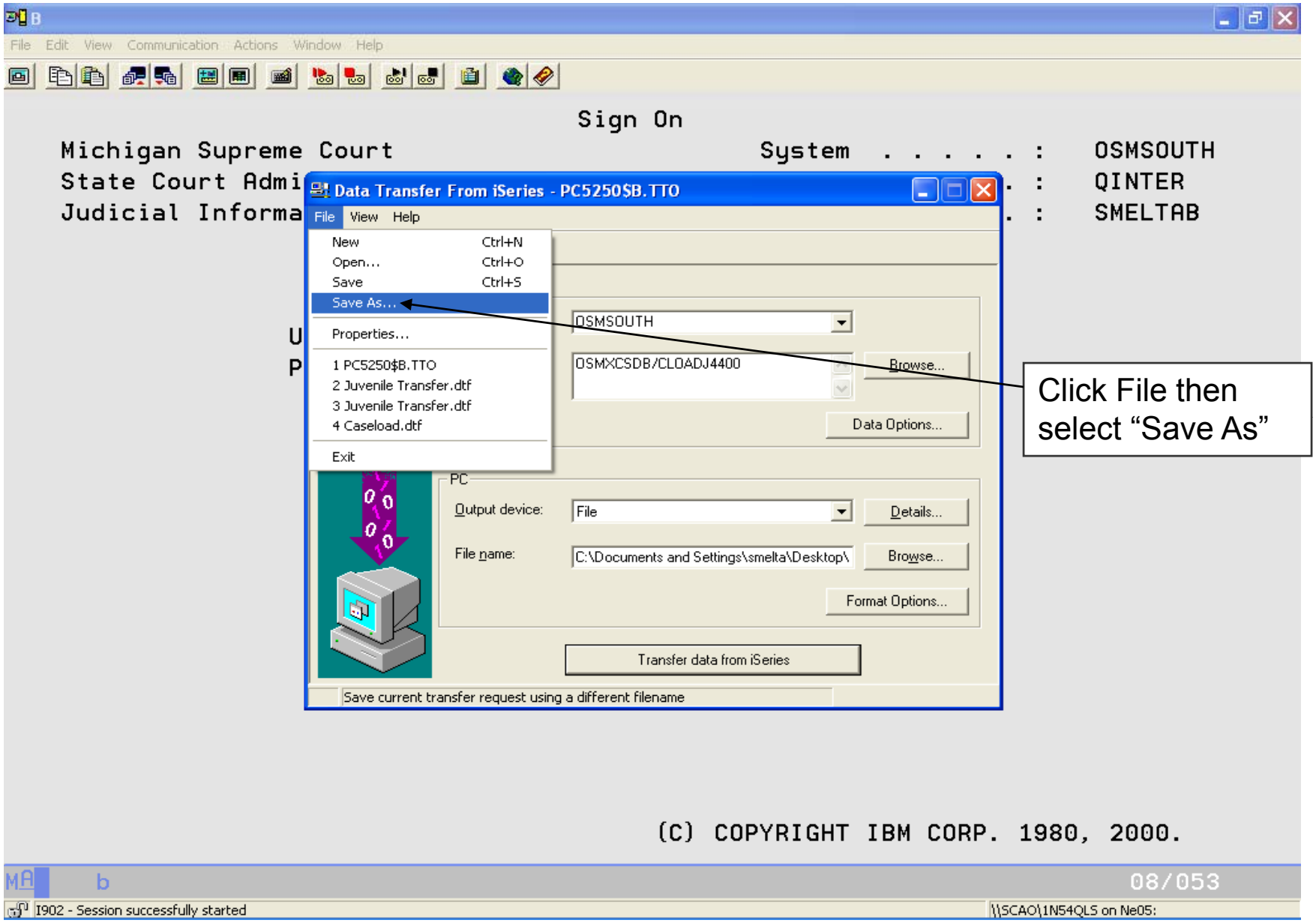
Screen Shot 7



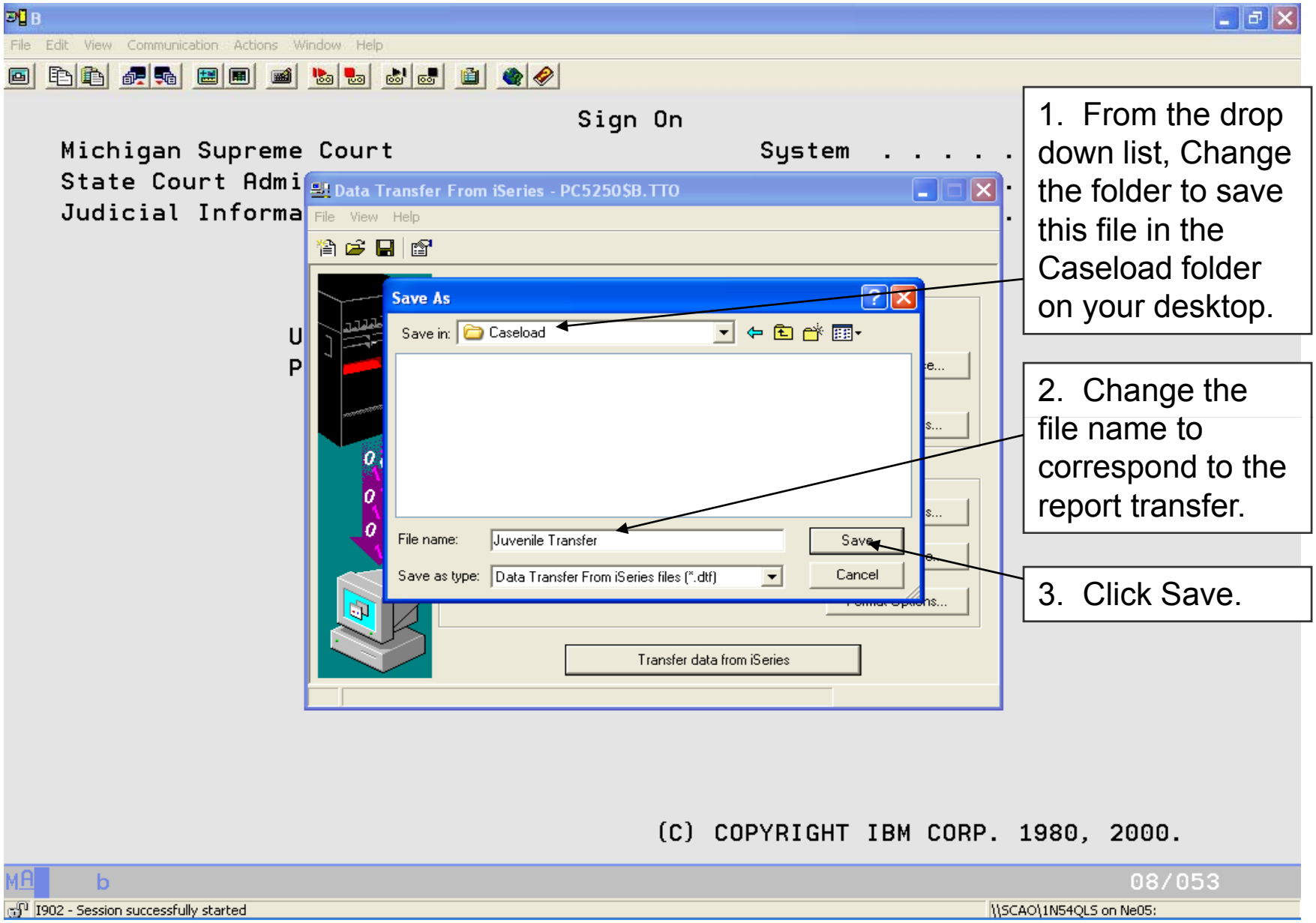
Displayed is the number of rows that transferred.

Click OK.

Screen Shot 8



Screen Shot 9

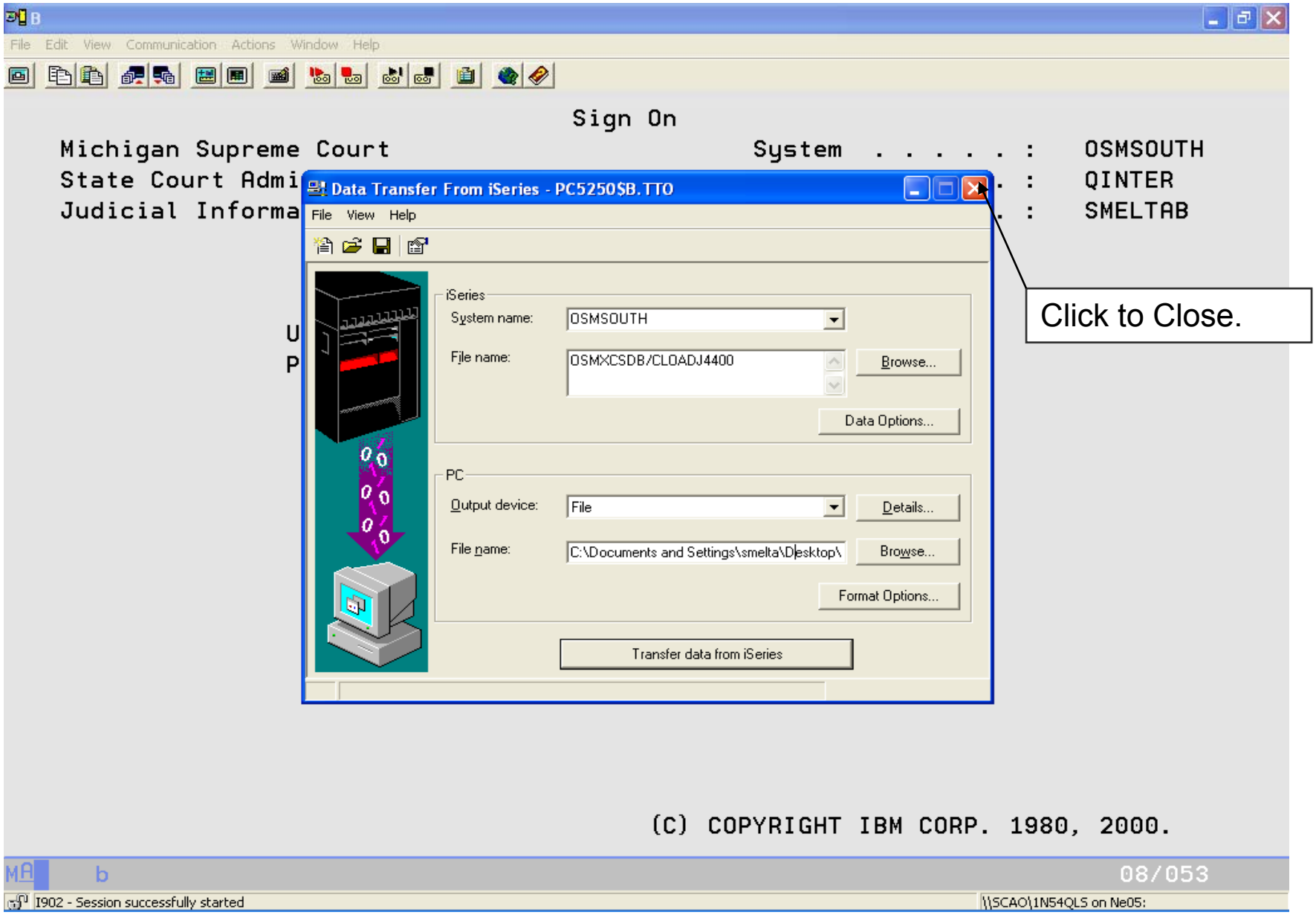


1. From the drop down list, Change the folder to save this file in the Caseload folder on your desktop.

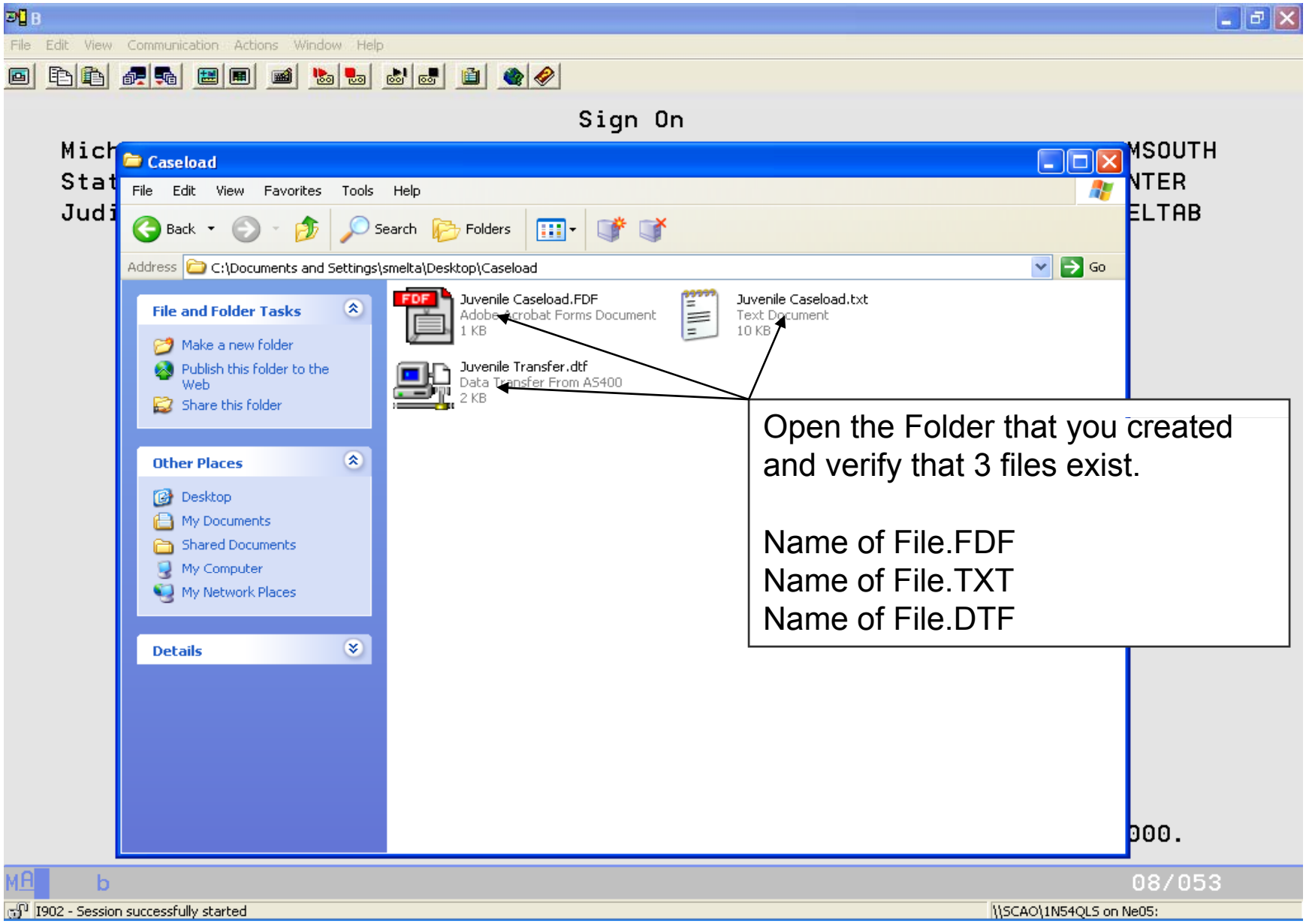
2. Change the file name to correspond to the report transfer.

3. Click Save.

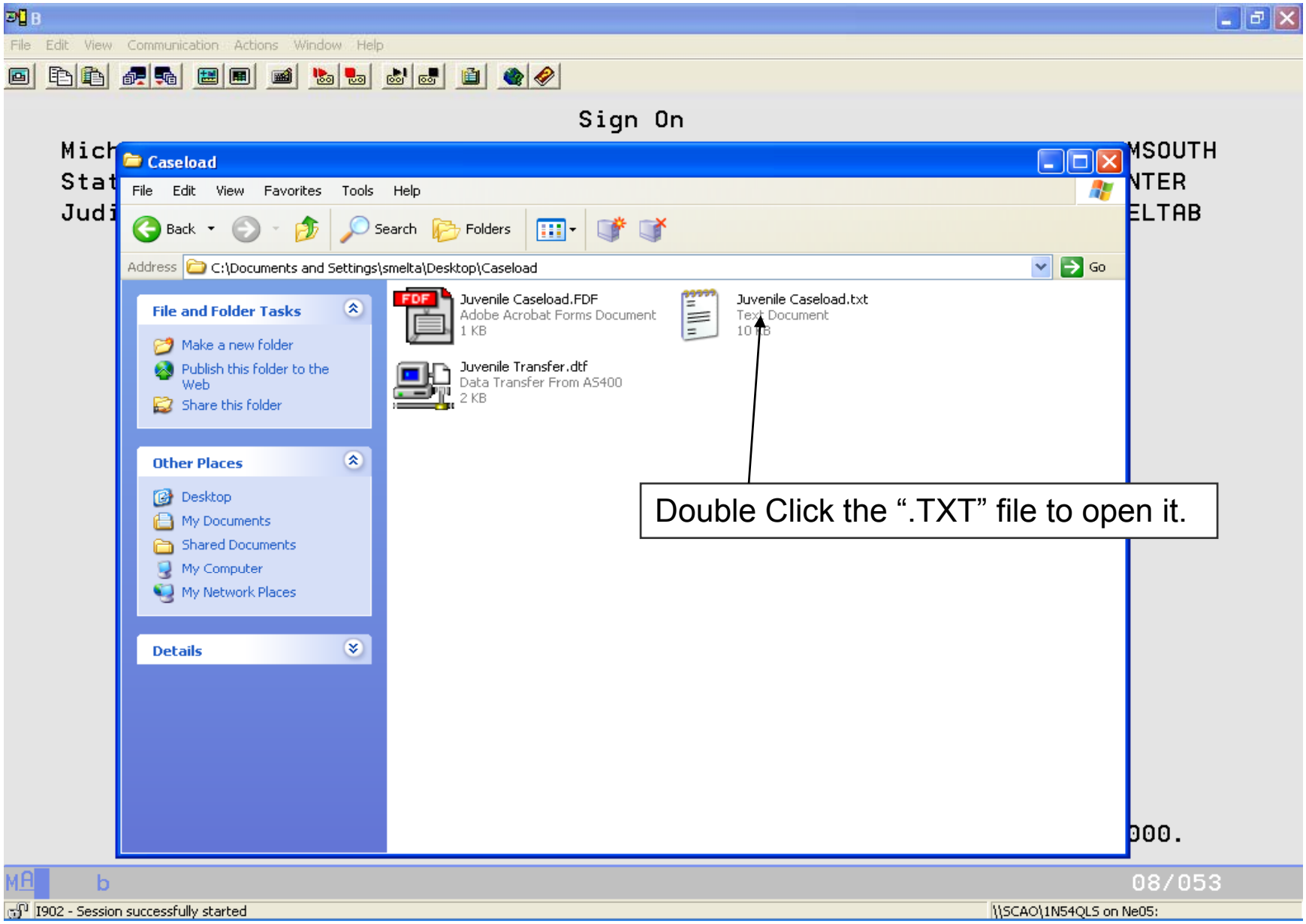
Screen Shot 10



Screen Shot 11



Screen Shot 12



Screen Shot 13

Juvenile Caseload.txt - Notepad

File Edit Format View Help

```
"C","1","2004","C40","LAPEER","1","E","BP","DJ","000013"
"C","1","2004","C40","LAPEER","1","E","BP","DL","000325"
"C","1","2004","C40","LAPEER","1","E","BP","PJ","000007"
"C","1","2004","C40","LAPEER","1","E","BP","TL","000256"
"C","1","2004","C40","LAPEER","1","E","NF","DJ","000000"
"C","1","2004","C40","LAPEER","1","E","NF","DL","000015"
"C","1","2004","C40","LAPEER","1","E","NF","PJ","000000"
"C","1","2004","C40","LAPEER","1","E","NF","TL","000005"
"C","1","2004","C40","LAPEER","1","E","RE","DJ","000000"
"C","1","2004","C40","LAPEER","1","E","RE","DL","000000"
"C","1","2004","C40","LAPEER","1","E","RE","PJ","000000"
"C","1","2004","C40","LAPEER","1","E","RE","TL","000000"
"C","1","2004","C40","LAPEER","1","F","BP","NA","000189"
"C","1","2004","C40","LAPEER","1","F","BPC","NA","000274"
"C","1","2004","C40","LAPEER","1","F","NF","NA","000003"
"C","1","2004","C40","LAPEER","1","F","NFC","NA","000007"
"C","1","2004","C40","LAPEER","1","F","RE","NA","000001"
"C","1","2004","C40","LAPEER","1","F","REC","NA","000001"
"C","1","2004","C40","LAPEER","1","F","TPO","NA","000000"
"C","1","2004","C40","LAPEER","1","F","TPC","NA","000000"
"C","1","2004","C40","LAPEER","1","F","TPS","NA","000000"
"C","1","2004","C40","LAPEER","1","F","TPSC","NA","000000"
"C","1","2004","C40","LAPEER","1","F","SP","NA","000000"
"C","1","2004","C40","LAPEER","1","F","SPC","NA","000000"
"C","1","2004","C40","LAPE
"C","1","2004","C40","LAPE
"C","1","2004","C40","LAPE
"C","1","2004","C40","LAPE
"C","1","2004","C40","LAPE
"C","1","2004","C40","LAPE
"C","1","2004","C40","LAPE
"C","1","2004","C40","LAPE
"C","1","2004","C40","LAPEER","1","G","BP","AO","000008"
"C","1","2004","C40","LAPEER","1","G","BP","AY","000020"
"C","1","2004","C40","LAPEER","1","G","NF","AB","000000"
"C","1","2004","C40","LAPEER","1","G","NF","AC","000000"
"C","1","2004","C40","LAPEER","1","G","NF","AD","000000"
"C","1","2004","C40","LAPEER","1","G","NF","AF","000000"
"C","1","2004","C40","LAPEER","1","G","NF","AG","000000"
"C","1","2004","C40","LAPEER","1","G","NF","AM","000000"
"C","1","2004","C40","LAPEER","1","G","NF","AN","000000"
"C","1","2004","C40","LAPEER","1","G","NF","AO","000000"
```

Verify that this is the report for the correct quarter and year that you need to upload. Then close the file.

I902 - Session successfully started

Screen Shot 14

Upload to CRS

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

MCAP Login

MCAP Login - Windows Internet Explorer

http://courts.mi.gov/mcap/

File Edit View Favorites Tools Help

SnagIt

MCAP Login

Page Tools

Michigan Court Application Portal

Michigan Supreme Court Applications

You are not currently logged in.

Utilities

User Name: wigginsb

Password: ••••••

Login

Enter your User Name and Password and click Login.

Reset Password

If you've forgotten your password, or it is now invalid, you can request a new one.

MCAP Help Desk

- Submit an error report.
- Ask a question.
- View frequently asked questions.

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

This site has been optimized for Microsoft Internet Explorer 5.x and above.

Internet 100%

Access CRS

MCAP Login - Windows Internet Explorer

http://courts.mi.gov/MCAP/login.aspx

File Edit View Favorites Tools Help

SnagIt

MCAP Login

Page Tools

Michigan Court Application Portal

Michigan Supreme Court Applications

Logout

Welcome, Betty Wiggins

Applications

Utilities

Applications

CRS Go

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

Change Password

Change your password for MCAP.

MCAP Help Desk

- Submit an error report.
- Ask a question.
- Download user guides.
- View frequently asked questions.

To report problems with the Michigan Court Application Portal, please visit our Help Desk.
This site has been optimized for Microsoft Internet Explorer 5.x and above.

Internet 100%

Upload Caseload Data Files

Caseload Reporting System - Menu - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Caseload Reporting System - Menu

Michigan Court Application Portal

Caseload Reporting System

Logout

Welcome, Betty Wiggins

Applications Data Entry Reports Verification Q & A Utilities

Menu Options

Caseload Data Entry Part 1 and 2
Manually enter caseload data for Circuit, District, or Probate courts.

Upload Caseload Data Files
Upload electronic caseload data files from your computer.

View Output Reports
View Output Reports generated from caseload data.

Exception Reports
View courts that are Missing Caseload Reports or generate Data Check for a court.

Delete Entire Caseload Data
Delete entire caseload data of your court(s).

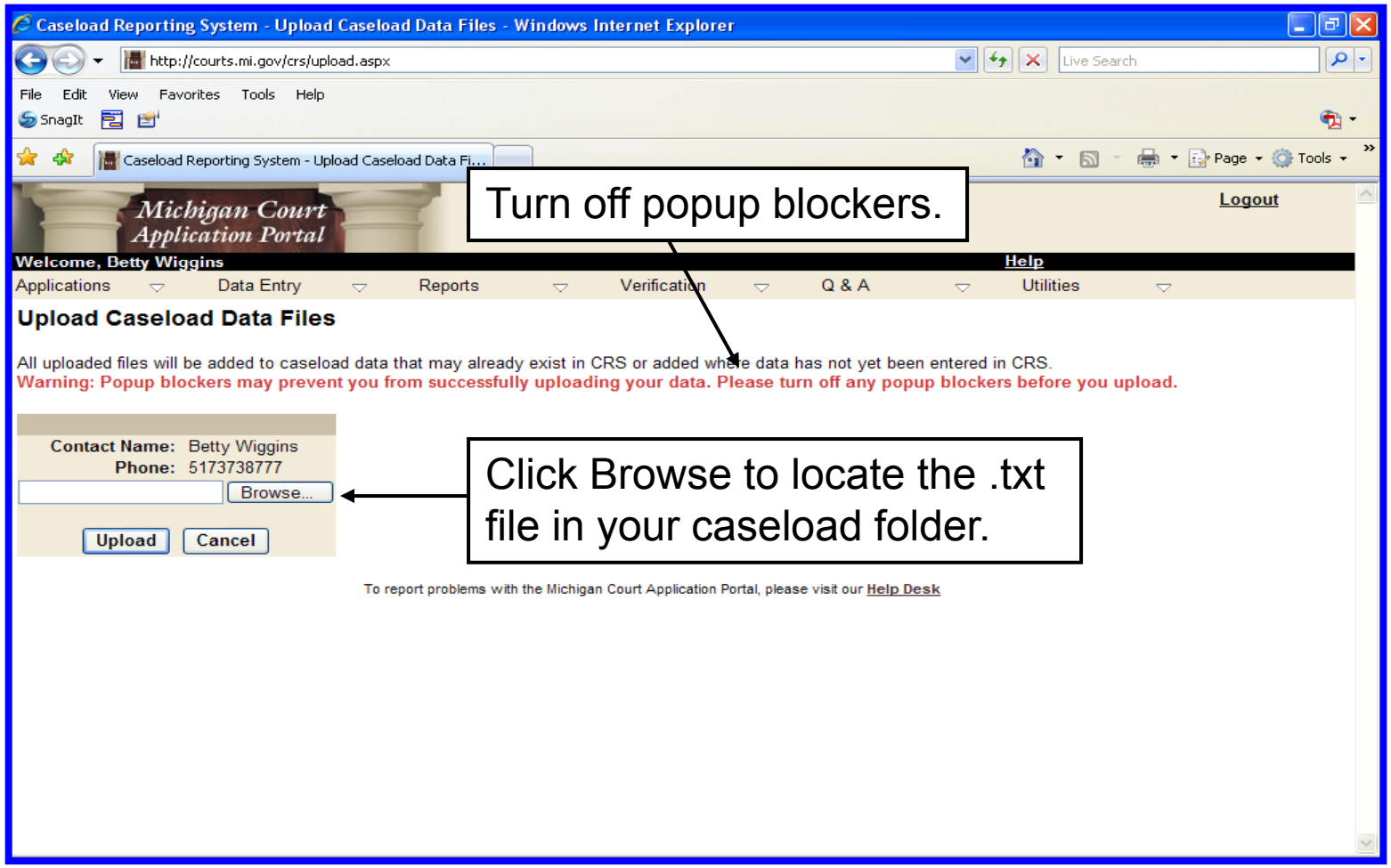
Caseload Verification
View a Listing of Courts that have not submitted a caseload verification form or submit a Caseload Verification Form for a court.

Q & A
Get answers to commonly asked questions about caseload reporting for Circuit, District, or Probate courts.

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

Choose Upload Caseload Data Files

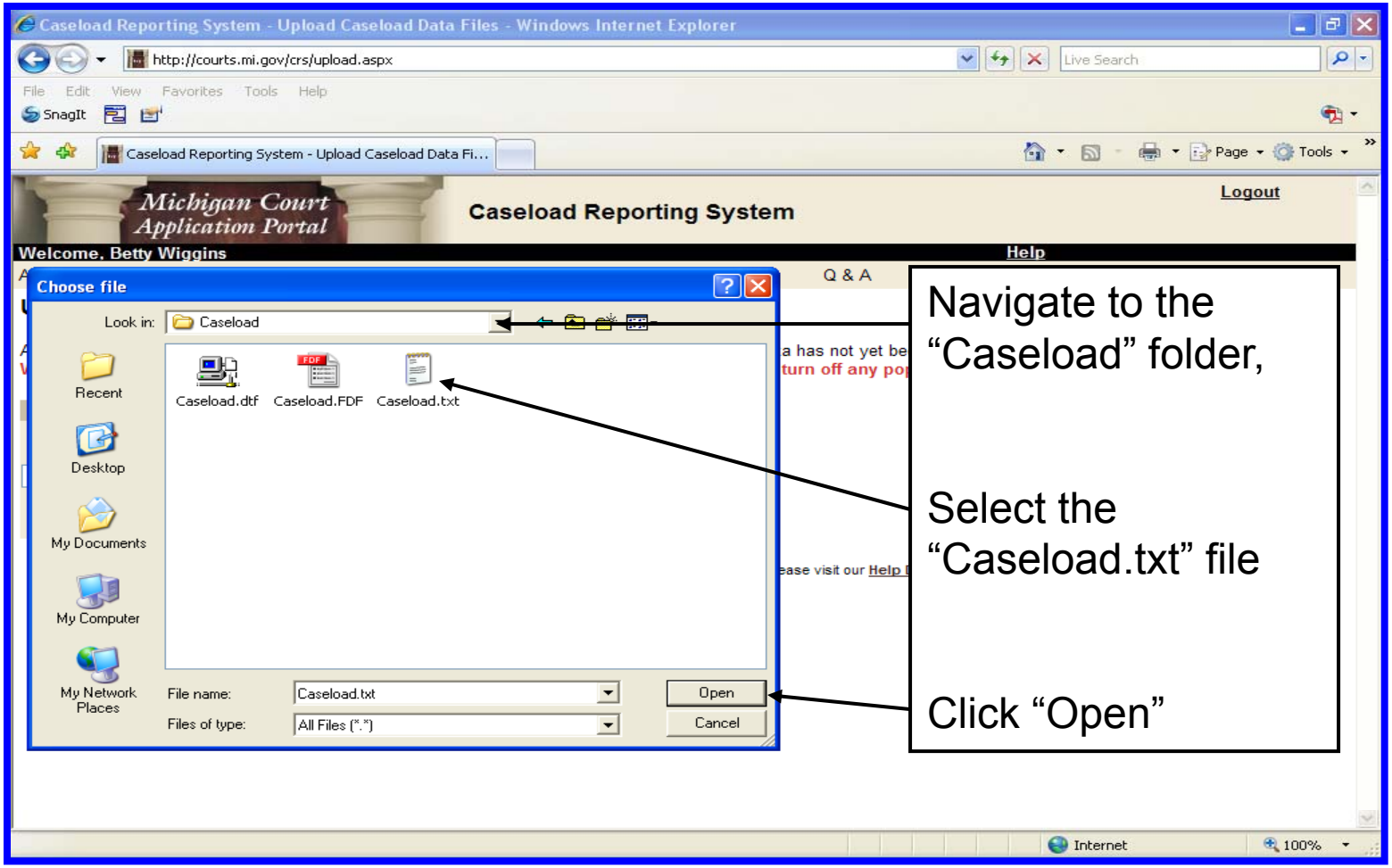
Upload Caseload Data Files



Turn off popup blockers.

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

Upload Caseload Data Files



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

Done | Internet | 100%

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