



PIR Data Transfer

January 2014

Judicial Information Systems

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 Report #25, Permanency Indicators Report (PIR) for the JIS application that you want to transfer the data from.
- Make sure the report has completed and is accurate.

Initial Data Transfer (continued)

- Create a folder on your desktop named “PIR.”
 - ***Right click*** on your desktop
 - Select ***New*** → ***Folder***

System Name

File Edit View **Communication** Actions Window Help

Disconnect
✓ Autoconnect
Configure...
Security Information...

Sign On

Michigan State Court Judicial Information Systems
ive Office

System : OSMSOUTH
Subsystem : QINTER
Display : CAROLA

User _____
Password _____

From the top menu, choose
Communication → Configure

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System Name

The image shows a screenshot of the 'Configure PC5250' dialog box and a terminal window. The dialog box has a menu bar with 'File', 'Edit', 'View', 'Communication', 'Actions', 'Window', and 'Help'. The 'System name' field is set to 'OSMSOUTH'. Below it, the 'Workstation ID' section has three radio buttons: 'Use Computer name', 'Use Windows user name', and 'Specify workstation ID' (which is selected). The 'Specify workstation ID' section has a text box containing 'Carol'. There are also checkboxes for 'Add prefix to indicate printer or display', 'Avoid duplicate names on this workstation' (checked), and 'Avoid duplicate names with other workstations'. The 'Truncate' section has radio buttons for 'Beginning characters' and 'Ending characters'. The 'Type of emulation' section has radio buttons for 'Display' (selected) and 'Printer'. The 'Display' section has a 'Size' dropdown set to '24x80' and a 'Printer Association' button. The 'Printer' section has a 'Setup...' button. At the bottom, there are checkboxes for 'Bypass signon' and 'Auto-reconnect' (checked). The 'Host code-page' dropdown is set to '037 United States' and the 'Port number' text box contains '992'. There are 'OK', 'Cancel', and 'Help' buttons at the bottom of the dialog box.

System : OSMSOUTH
Subsystem : QINTER
Display : CAROLA

Make note of your system name.

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System Name

The screenshot shows the 'Configure PC5250' dialog box with the following settings:

- System name: OSMSOUTH
- Workstation ID: Carol
- Type of emulation: Display (Size: 24x80)
- Host code-page: 037 United States
- Port number: 992

The terminal window displays the following information:

```
System . . . . . : OSMSOUTH
Subsystem . . . . . : QINTER
Display . . . . . : CAROLA
```

A red arrow points from the 'Close' button in the dialog box to a green callout box containing the text: **Close the Configure Box.**

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Data Transfer

File Edit View Communication Actions Window Help

Michigan Supreme Court
State Court Administrative Office
Judicial Information Systems

Sign On

System : OSMSOUTH
Subsystem : QINTER
Display : CAROLA

User : _____
Password : _____

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..."

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Data Transfer

File Edit View Communication Actions Window Help

Sign On

Michigan Supreme Court
State Court Administrative Office
Judicial Information Systems

System : OSMSOUTH
Subsystem : QINTER
Display : CAROLA

Step 1 - Enter your system name.

Step 2 - Enter the file name:
OSMXCSDB/PIRLDJ4400,
substituting your court ID and number
for P4400. For example:
J4400 (J+County#+00)

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

Transfer data from System i

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File Edit View Communication Actions Window Help

Sign On

Michigan Supreme Court
State Court Administrative Office
Judicial Administration

System : OSMSOUTH
Subsystem : QINTER
Display : CAROLA

Data Transfer from System i - PC5250\$A.TTO

File View Help

Browse PC File

Look in: PIR Folder

Name	Date modified	Type
------	---------------	------

Recent Places

- Desktop
- Libraries
- Computer
- Network

File name: PIR.txt

Files of type: All files (*.*)

Open Cancel

1. From the drop down list, find the folder you created on your desktop for your PIR. This is the folder where you are going to save your PIR file.

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

3. Then click, "Open."

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File Edit View Communication Actions Window Help

Sign On

Michigan Supreme Court System : OSMSOUTH
State system : QINTER
Judicial display : CAROLA

Data Transfer from System i - PC5250\$A.TTO

File View Help

System i
System i name: OSMSOUTH
File name: OSMXCSD/PIRLDJ4400
Data Options...

PC
Output device: File
File name: C:\Users\vochester\c\Desktop\PIR Folder\PIF
Format Options...

Transfer data from System i

Click "Details"

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File Edit View Communication Actions Window Help

Sign On

Michigan Supreme Court
State
Judici

System : OSMSOUTH
system : QINTER
display : CAROLA

Data Transf

File View

File Details

Output PC file

Create new file
 Overwrite existing file
 Append to existing file
 Create or overwrite file even if empty result set

File type:
Comma Separated Variable (CSV) Details

Translate system data to: ASCII

Coded Character Set ID:

PC file description file

Save transfer description

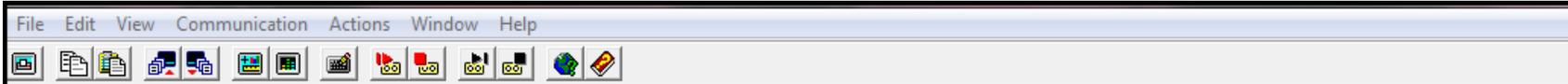
File format: Enhanced Standard

File name:
C:\Users\rochester\c\Desktop\PIR Folder\PIF Browse...

OK Cancel Help

1. Click, "Overwrite Existing File."
2. From the drop down list, select, "Comma Separated Variable (CSV)."
3. Click OK.

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Sign On

Michigan Supreme Court
State Court Administrative Office
Judicial Information Systems

System : OSMSOUTH
Subsystem : QINTER
Display : CAROLA

System i
System i name: OSMSOUTH
File name: OSMXCSDB/PIRLDJ4400
Browse...
Data Options...

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

Transfer data from System i

Click Transfer

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File Edit View Communication Actions Window Help

Michigan Supreme Court
State Court Administrative Office
Judicial Information System

Sign On

System : OSMSOUTH
Subsystem : QINTER
CAROLA

User .
Password

Data Transfer from System i - PC5250\$A.TTO

File View Help

System i

Transfer to File Complete

Transfer statistics:
Rows transferred: 364

Open File
OK

Transfer data from System i

Browse...
Data Options...
Details...
Browse...
Format Options...

Displayed is the number of rows that transferred.
Click OK.

File Edit View Communication Actions Window Help

Sign On

Michigan Supreme Court
State Court Administrative Office
Judicial Information Systems

System : OSMSOUTH
Subsystem : QINTER
Display : CAROLA

Data Transfer from System i - PC5250\$A.TTO

File View Help

- New Ctrl+N
- Open... Ctrl+O
- Save Ctrl+S
- Save As...
- Properties...
- 1 C:\Users\...\PC5250\$A.TTO
- 2 C:\Users\...\PIR Transfer.dtf
- 3 C:\Users\...\PC5250\$C.TTO
- Exit

Output device: File

File name: C:\Users\rochester\Deskop\PIRLoad\Juve

Transfer data from System i

Click "File," then "Save As"

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File Edit View Communication Actions Window Help

Sign On

Michigan Supreme Court
State Court Administrative Office
Judicial Information System

System : OSMSOUTH
Subsystem : QINTER
CAROLA

Data Transfer from System i - PC5250\$A.TTO

Save As

Save in: PIR Folder

Name	Date modified	Type
No items match your search.		

Recent Places

- Desktop
- Libraries
- Computer
- Network

File name: PIR Transfer

Save as type: Data Transfer from System i files (*.dtf)

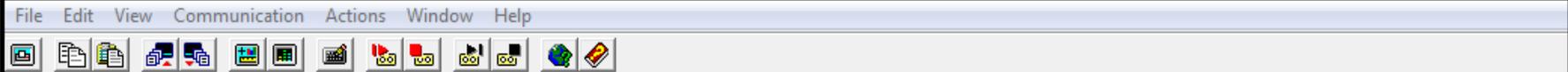
Save Cancel

1. From the drop down list, find the folder you created on your desktop for your PIR file.

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

3. Click Save.

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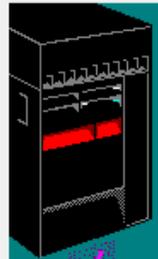
Sign On

Michigan Supreme Court
State Court Administrative Office
Judicial Information Systems

System : OSMSOUTH
Subsystem : QINTER
Display : CAROLA

Data Transfer from System i - PC5250\$A.TTO

File View Help



System i

System i name: OSMSOUTH

File name: OSMXCSD/PIRLDJ4400

PC

Output device: File

File name: C:\Users\rochester\c\Desktop\PIRLoad\Juve

Click to Close

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File Edit View Communication Actions Window Help

Sign On

Michigan Supreme Court
State Court Administrative Office
Judicial Information Systems

System : OSMSOUTH
Subsystem : QINTER
Display : CAROLA

Name	Date modified	Type	Size
PIRUpload.FDF	9/26/2013 10:55 AM	Adobe Acrobat Fo...	2 KB
PIRUpload.txt	9/26/2013 10:55 AM	Text Document	172 KB

Open the folder that you created and verify that 2 files exist:

Name of File.FDF
Name of File.txt

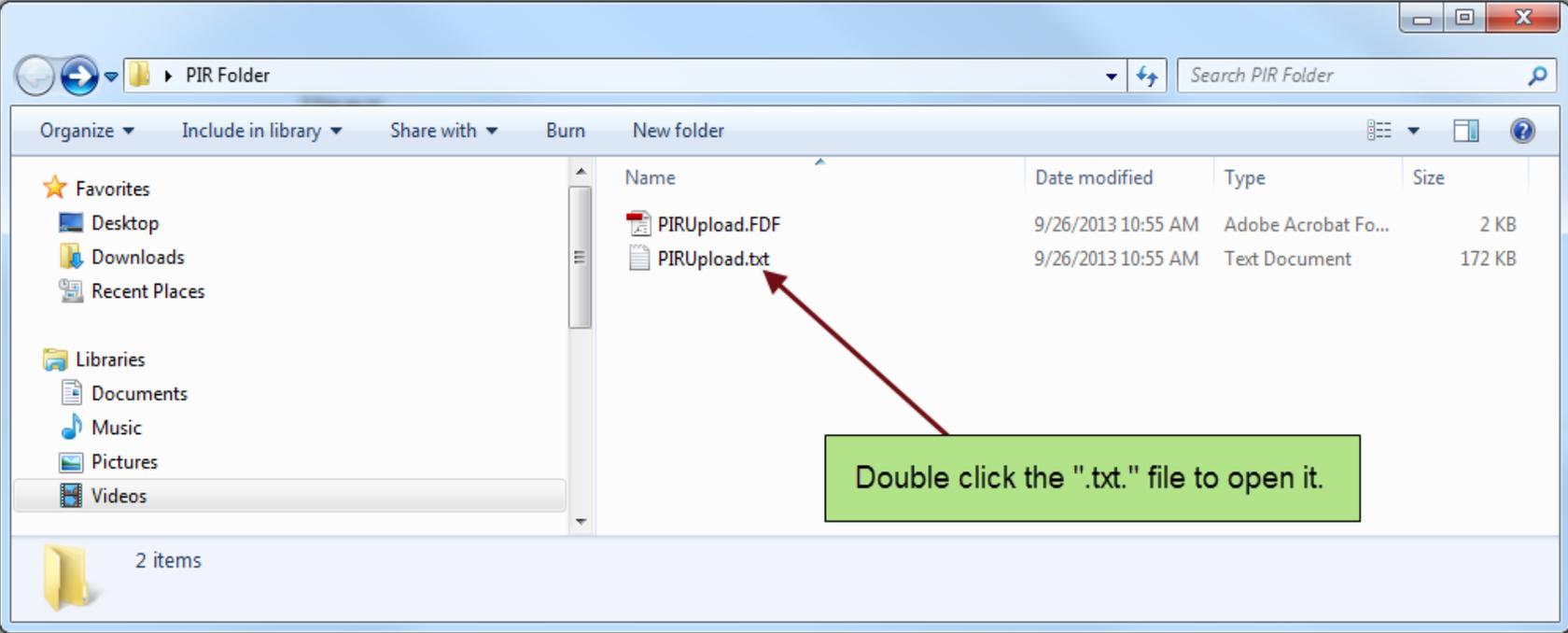
(C) COPYRIGHT IBM CORP. 1980, 2007.

File Edit View Communication Actions Window Help

Sign On

Michigan Supreme Court
State Court Administrative Office
Judicial Information Systems

System : OSMSOUTH
Subsystem : QINTER
Display : CAROLA



Name	Date modified	Type	Size
PIRUpload.FDF	9/26/2013 10:55 AM	Adobe Acrobat Fo...	2 KB
PIRUpload.txt	9/26/2013 10:55 AM	Text Document	172 KB

Double click the ".txt." file to open it.

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File Edit View Communication Actions Window Help

Sign On

Michigan Supreme Court
State Court Administra

System : OSMSOUTH
Subsystem : QINTER

PIRUplod.txt - Notepad

File Edit Format View Help

Verify this report is for the correct year that you need to upload; then close the file.

```

"WITHIN","12/31/2012","CLINTON","P10003","PH1","1"
"WITHIN","12/31/2012","CLINTON","P10003","A63","0"
"WITHIN","12/31/2012","CLINTON","P10003","A91","0"
"WITHIN","12/31/2012","CLINTON","P10003","PP28","0"
"WITHIN","12/31/2012","CLINTON","P10003","DH28","0"
"WITHIN","12/31/2012","CLINTON","P10003","DR182","0"
"WITHIN","12/31/2012","CLINTON","P10003","DR14","0"
"WITHIN","12/31/2012","CLINTON","P10003","PP364","0"
"WITHIN","12/31/2012","CLINTON","P10003","RH182","0"
"WITHIN","12/31/2012","CLINTON","P10003","TH42","0"
"OVER","12/31/2012","CLINTON","P10003","PH1","INCOMPLETE","0000000102","00201201","JEN DOE","10/11/2012"
"OVER","12/31/2012","CLINTON","P10003","A91","INCOMPLETE","0000000101","00201201","JON DOE","10/11/2012"
"OVER","12/31/2012","CLINTON","P10003","A91","INCOMPLETE","0000000102","00201201","JEN DOE","10/11/2012"
"WITHIN","12/31/2012","CLINTON","P10066","PH1","0"
"WITHIN","12/31/2012","CLINTON","P10066","A63","0"
"WITHIN","12/31/2012","CLINTON","P10066","A91","0"
"WITHIN","12/31/2012","CLINTON","P10066","PP28","0"
"WITHIN","12/31/2012","CLINTON","P10066","DH28","0"
"WITHIN","12/31/2012","CLINTON","P10066","DR182","0"
"WITHIN","12/31/2012","CLINTON","P10066","DR14","0"
"WITHIN","12/31/2012","CLINTON","P10066","PP364","0"
"WITHIN","12/31/2012","CLINTON","P10066","RH182","0"
"WITHIN","12/31/2012","CLINTON","P10066","TH42","0"
"WITHIN","12/31/2012","CLINTON","P10108","PH1","0"
"WITHIN","12/31/2012","CLINTON","P10108","A63","0"
"WITHIN","12/31/2012","CLINTON","P10108","A91","0"
"WITHIN","12/31/2012","CLINTON","P10108","PP28","0"
"WITHIN","12/31/2012","CLINTON","P10108","DH28","0"
"WITHIN","12/31/2012","CLINTON","P10108","DR182","0"
"WITHIN","12/31/2012","CLINTON","P10108","DR14","0"
"WITHIN","12/31/2012","CLINTON","P10108","PP364","0"
"WITHIN","12/31/2012","CLINTON","P10108","RH182","0"
"WITHIN","12/31/2012","CLINTON","P10108","TH42","0"
"OVER","12/31/2012","CLINTON","P10108","PH1","INCOMPLETE","1002222201","12222201","NO RELATION ALLEN","2/01/2010"
"OVER","12/31/2012","CLINTON","P10108","A91","INCOMPLETE","1002222201","12222201","NO RELATION ALLEN","2/01/2010"
"OVER","12/31/2012","CLINTON","P10108","DR182","INCOMPLETE","1002222201","12222201","NO RELATION ALLEN","2/01/2010"
"OVER","12/31/2012","CLINTON","P10108","PP364","INCOMPLETE","1002222201","12222201","NO RELATION ALLEN","2/01/2010"
"PERMANENCY","12/31/2012","CLINTON","P10108","INCOMPLETE","1002222201","12222201","NO RELATION ALLEN","2/01/2010"
"WITHIN","12/31/2012","CLINTON","P10701","PH1","0"
"WITHIN","12/31/2012","CLINTON","P10701","A63","0"

```

NOTE:
If you see this in your data, you have missing data in your PIR report and you will not be able to complete your upload until corrections are made.

Upload to PIR

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

MCAP Login

Michigan Court Application Portal

Michigan Supreme Court Applications

You are not currently logged in.

Utilities

Your session timed out.
Please log in again.

User Name: RochesterC

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 password](#).

MCAP Help Desk

- [Submit](#) an error report.
- [Ask](#) a question.
- [View](#) frequently asked questions.
- [Did You Know?](#) user tips.

External Links

- [Reporting Requirements and Materials](#)

Tutorial

- [Login to MCAP](#)

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.

Access PIR

The screenshot shows a web browser window with the URL `http://web-dev/MCAP/login.aspx`. The page title is "Michigan Supreme Court Intranet" and it says "Welcome, PIR Administrator". There is a "Logout" link in the top right. Below the header, there are two dropdown menus: "Applications" and "Utilities". The "Applications" dropdown is open, showing "Permanency Indicators Reports (PIR)" selected. A green callout box with a red arrow points to this selection, containing the text: "Choose Permanency Indicators Reports (PIR) from the drop down menu and click Go." Below the dropdowns, there is a "Current Weather" section with a temperature of 48909 and a "Go" button. To the right is a Google search bar. Further down, there are sections for "Change Password", "MCAP Help Desk", "External Links", and "Tutorial". The "MCAP Help Desk" section lists several links: "Submit", "Ask", "Download", "View", and "Did You Know?". The "External Links" section has a link for "Reporting Requirements and Materials". The "Tutorial" section has a link for "Login to MCAP". At the bottom, there is a footer with a link to the "Help Desk" and a note about optimization for Microsoft Internet Explorer 5.x and above.

Upload PIR Data Files

The screenshot shows a web browser window displaying the Michigan Court Application Portal. The page title is "Permanency Indicators Report (PIR)". The user is logged in as "Hello, PIR Administrator" and has a "Logout" button. The navigation menu includes "Application", "Enter/Edit Data", "Reports", "Verification", and "Help".

PIR Menu Options

- Enter/Edit PIR Data**
 - Enter/Edit Permanency Indicators Reports (PIR) Information.
 - OR
 - Upload PIR information directly from your computer.
 - Delete existing PIR information.
- Review Exception Reports**
 - View Missing Data for your court(s).
- Review Output Reports**
 - Generate Output Reports to email or print.
- Verify Data**
 - View the Verification form for your Court(s).
 - Retract a previously-submitted Verification.

A green callout box labeled "Choose Upload PIR Information" has a red arrow pointing to the "Upload PIR information directly from your computer." option in the "Enter/Edit PIR Data" section.

Upload PIR Data Files

Michigan Court Application Portal

Permanency Indicators Report (PIR)

Hello, PIR Administrator Logout

Application Enter/Edit Data Reports Verification Help

Upload PIR Information

Location: Browse...

Upload Cancel

Click Browse to locate the .txt file in your PIR Folder.
Turn off any pop-up blockers before you upload.

100%

Upload PIR Data Files

The screenshot shows a web browser window displaying the Michigan Court Application Portal. The page title is "Permanency Indicators Report (PIR)". The user is logged in as "Hello, PIR Administrator". The main content area is titled "Upload PIR Information". A file upload dialog box is open, showing the "PIR Folder" containing two files: "PIRUpload.FDF" (Adobe Acrobat File, 2 KB) and "PIRUpload.txt" (Text Document, 172 KB). A red arrow points to the "PIRUpload.txt" file. A green callout box contains the following instructions:

- Navigate to the "PIR" folder.
- Select the "PIR.txt." file.
- Click "Open."

http://web-dev/pir/UploadFile.aspx

Permanency Indicators Rep... x

File Edit View Favorites Tools Help

x Snagit

x Google Search More Sign In

MiCS... TFS-... UNIS... UNIS... Citr... Sugg... Web ... Prob... Perm... Juve... Emil... Tool...

Michigan Court Application Portal

Permanency Indicators Report (PIR)

Hello, PIR Administrator Logout

Application Enter/Edit Data Reports Verification Help

Upload PIR Information

Location:

Click "Upload."

100%

Completion

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

- For assistance with
 - MCAP
 - call 517-373-0130
 - Email to SCAO_App_Info@courts.mi.gov
 - JIS/Probate Court System (PCS)
 - call 1-888-339-1547, option 2
 - Email to PCShelpdesk@courts.mi.gov