

Initial Caseload Data Transfer

Judicial Information Systems
Trial Court System

Initial Data Transfer

- You must be running Client Access software to communicate with the AS400. Your version of Client Access may vary from this slideshow.
- 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.
- Create a folder on your desktop called **Caseload**. (Right click on your desktop, select New and then select Folder)



Sign On

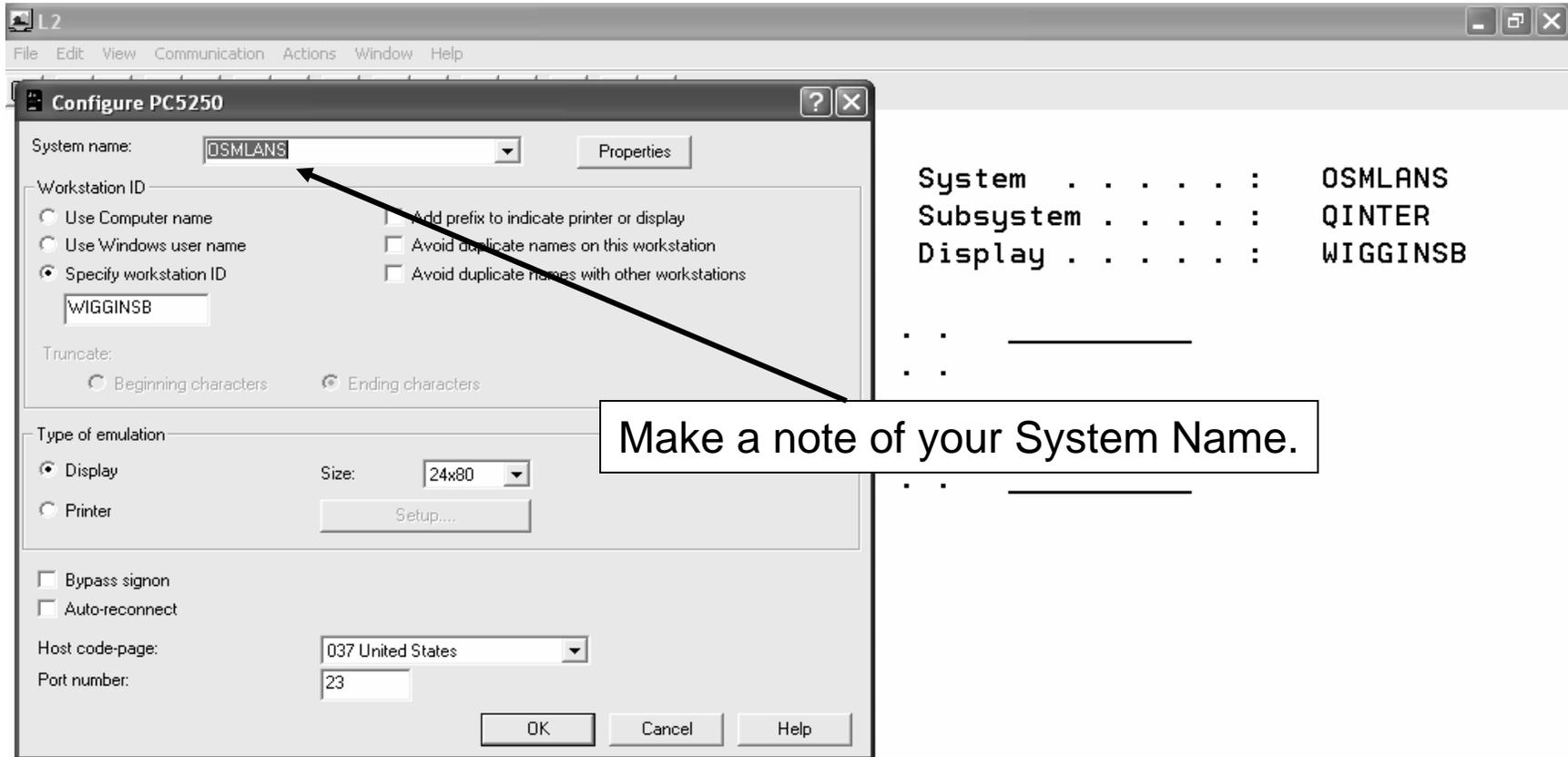
System : OSMLANS
Subsystem : QINTER
Display : WIGGINSB

Under Communication, choose Configure.

Program/procedure _____
Menu _____
Current library _____

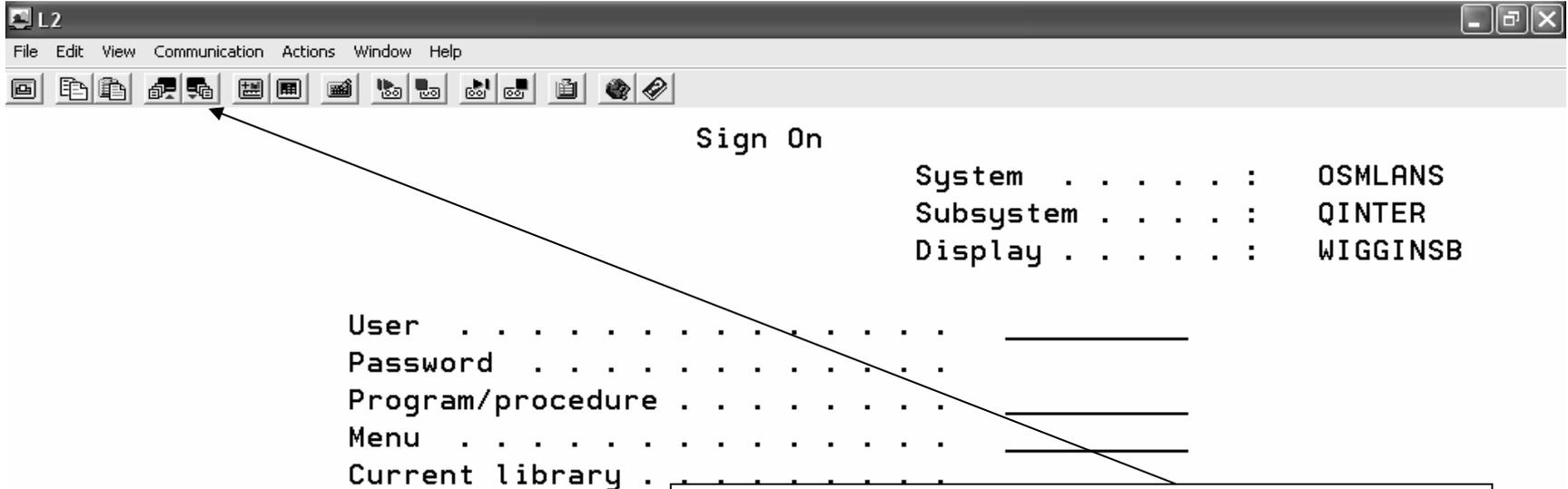
(C) COPYRIGHT IBM CORP. 1980, 2000.

Screen Shot 1a



(C) COPYRIGHT IBM CORP. 1980, 2000.

Screen Shot 1b



From any screen on the AS400, click the “Receive File from Host” icon. If you don’t have icons, click “Actions” on your menu bar and then click “Receive File from Host”.

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Screen Shot 2

1. Select your system name

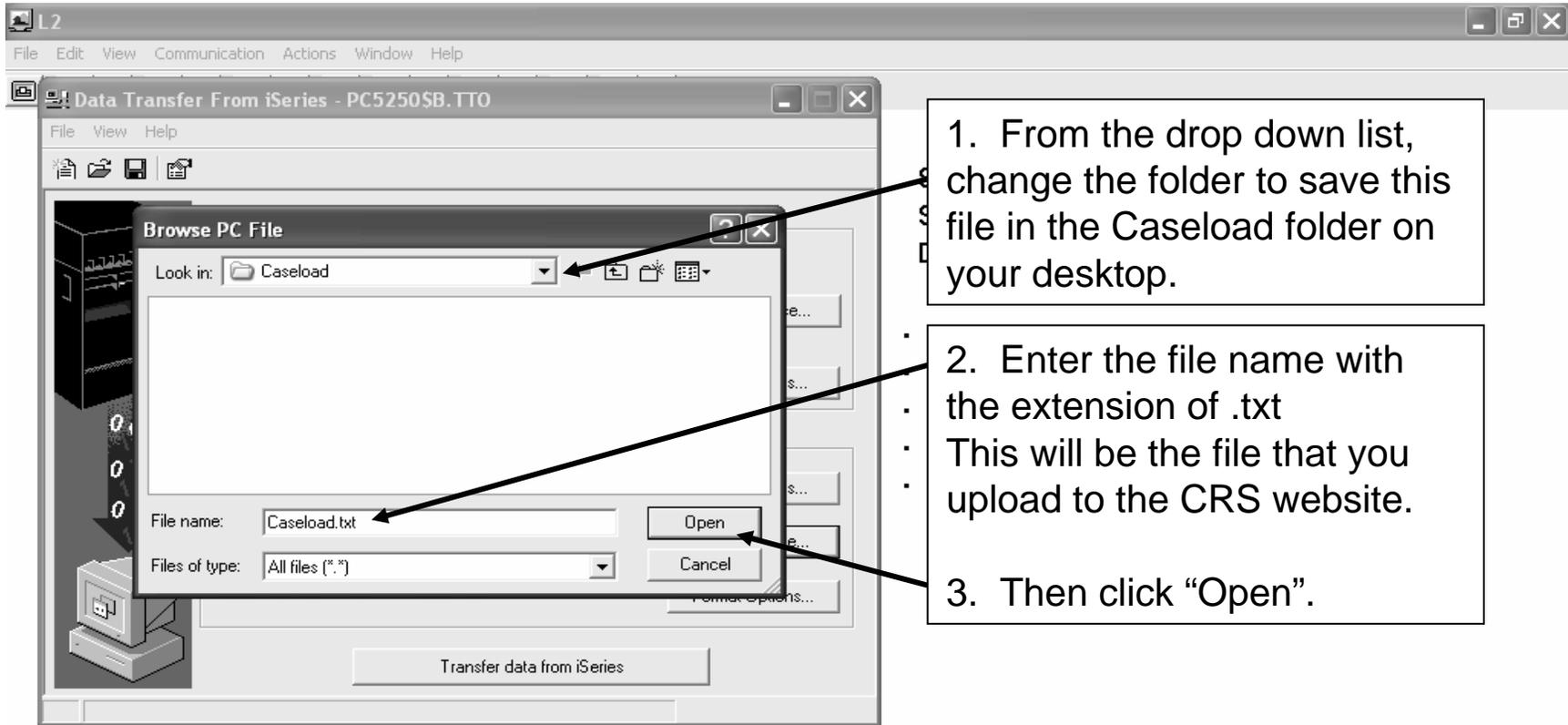
2. Enter the file name:
OSMXCSDB/CSELOADWB2

3. Click Browse to select the folder that the file will be stored in.

```
system . . . . . : OSMLANS
Subsystem . . . . . : QINTER
Display . . . . . : WIGGINSL1
```

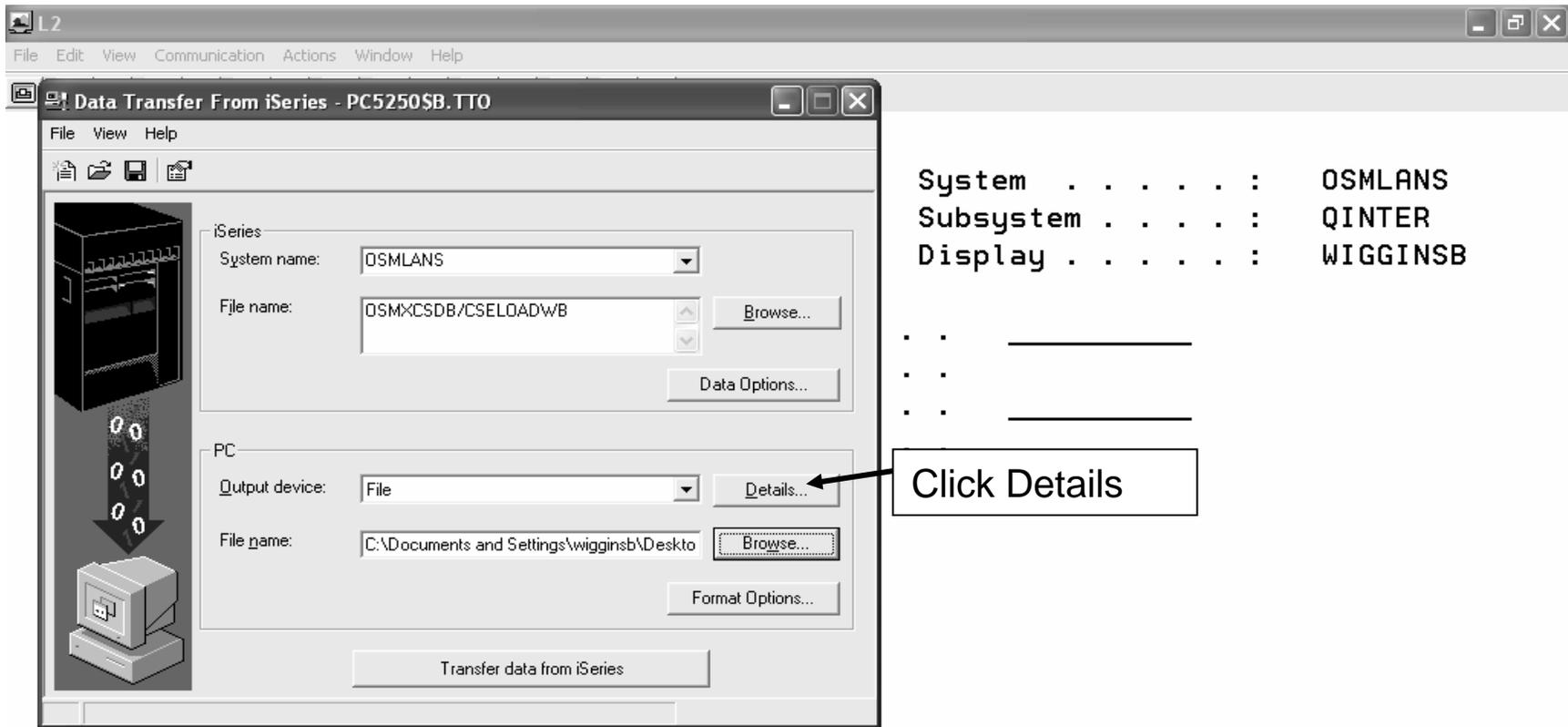
(C) COPYRIGHT IBM CORP. 1980, 2003.

Screen Shot 3



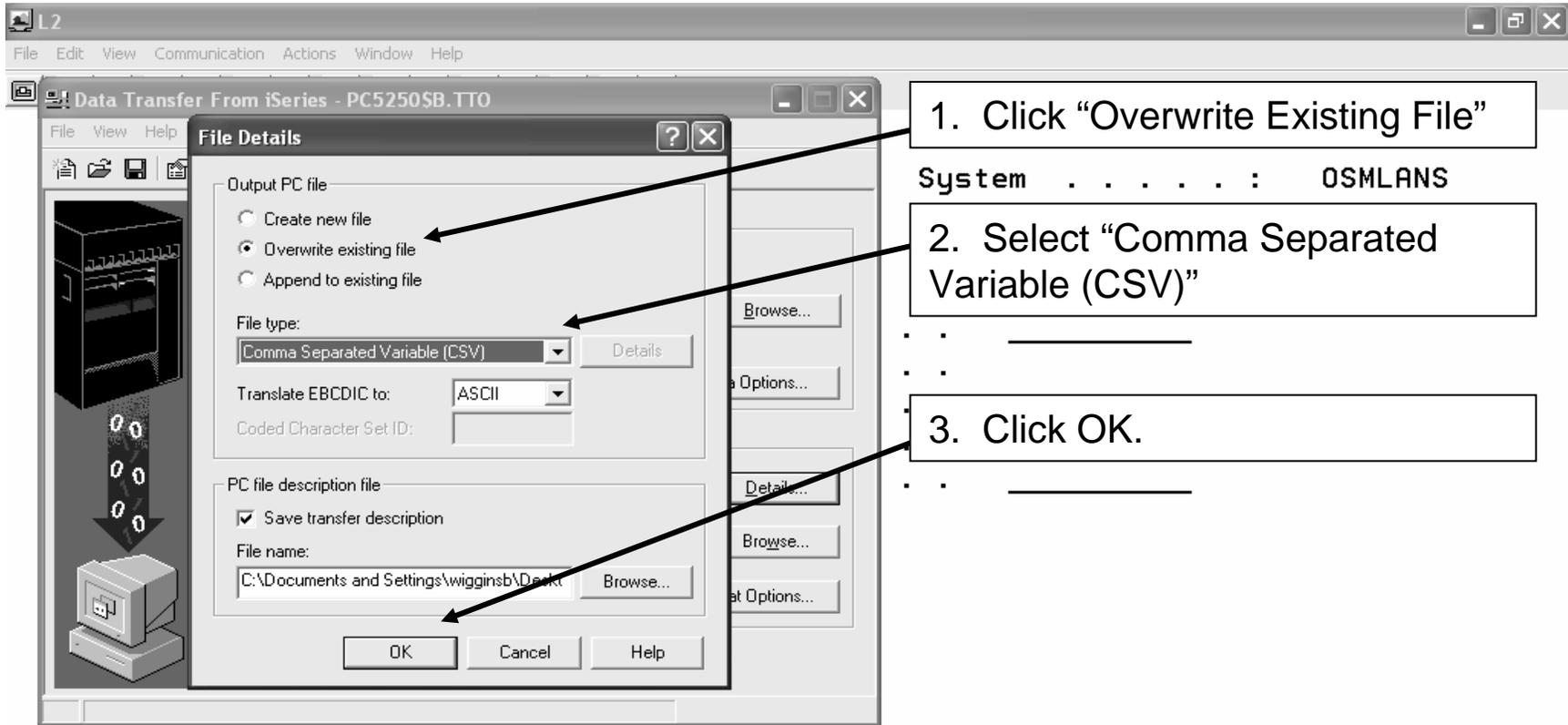
(C) COPYRIGHT IBM CORP. 1980, 2000.

Screen Shot 4



(C) COPYRIGHT IBM CORP. 1980, 2000.

Screen Shot 5



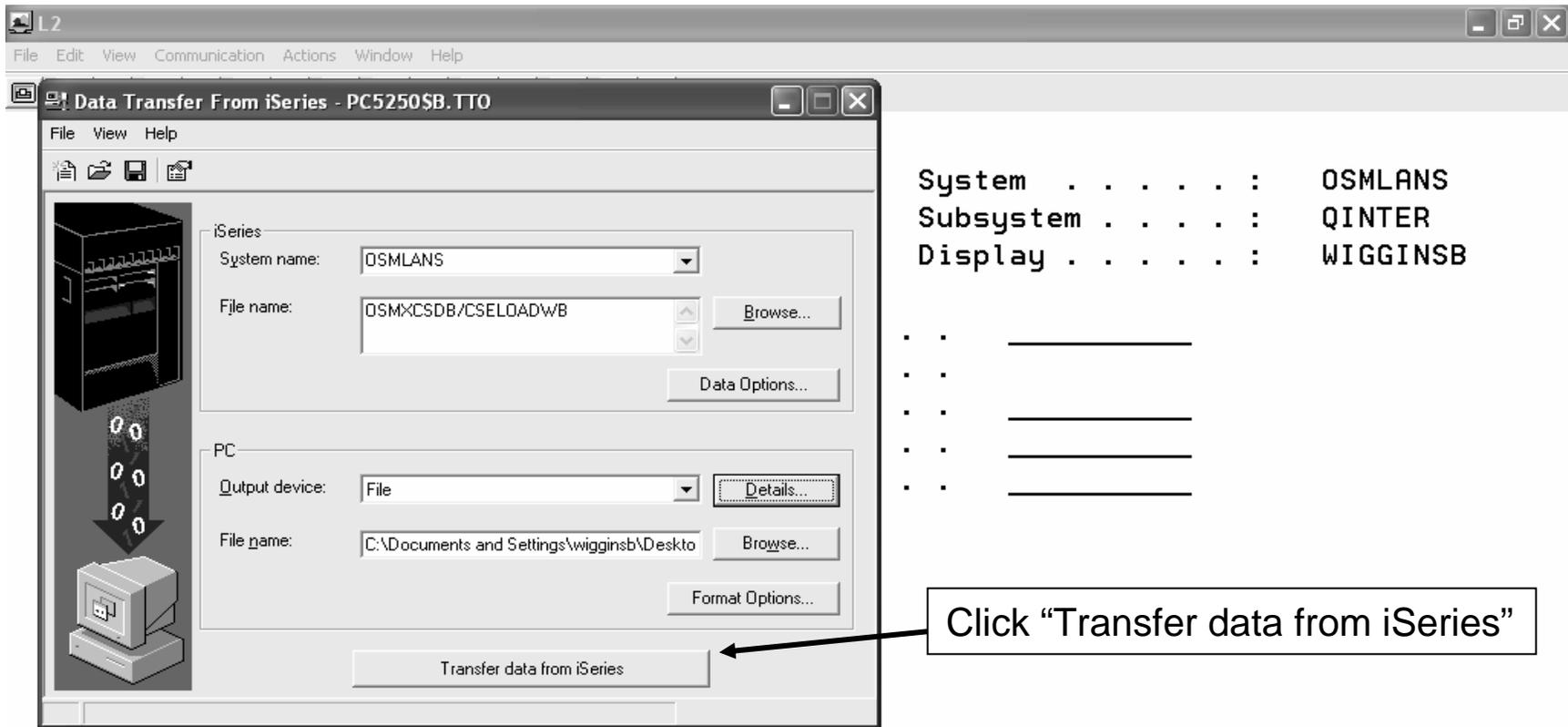
1. Click "Overwrite Existing File"

2. Select "Comma Separated Variable (CSV)"

3. Click OK.

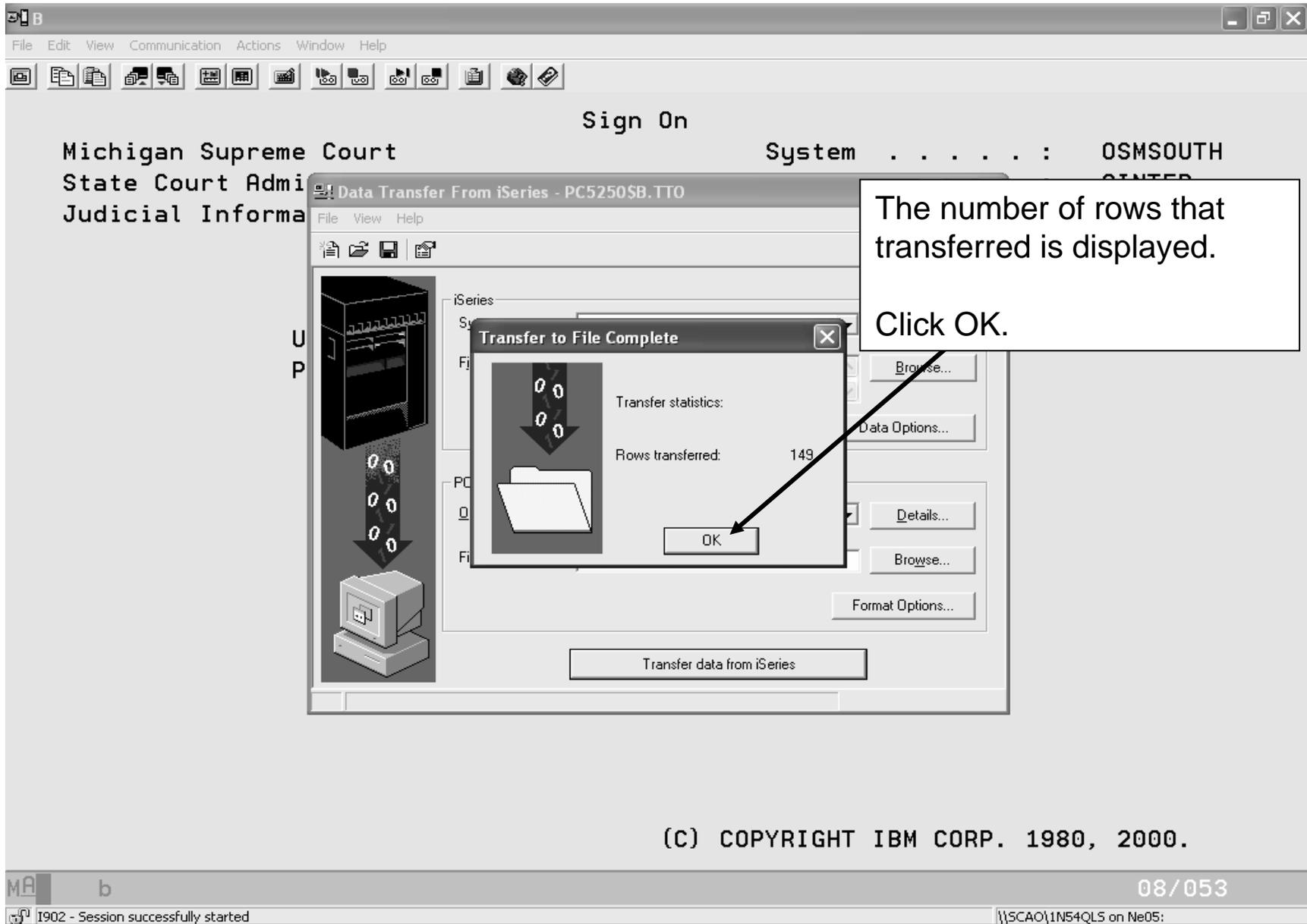
(C) COPYRIGHT IBM CORP. 1980, 2000.

Screen Shot 6



(C) COPYRIGHT IBM CORP. 1980, 2000.

Screen Shot 7



(C) COPYRIGHT IBM CORP. 1980, 2000.

Screen Shot 8

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/

Michigan Court Application Portal

Michigan Supreme Court Applications

You are not currently logged in.

Utilities

User Name:

Password:

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

Michigan Court Application Portal

Michigan Supreme Court Applications

Welcome, Betty Wiggins

Applications Utilities

Applications

CRS Go

Change Password

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

The screenshot shows a web browser window titled "Caseload Reporting System - Menu - Windows Internet Explorer". The address bar shows "http://courts.mi.gov/crs/menu.aspx". The page header includes the Michigan Court Application Portal logo and the text "Caseload Reporting System" with a "Logout" link. Below the header is a navigation menu with options: Applications, Data Entry, Reports, Verification, Q & A, and Utilities. The main content area is titled "Menu Options" and lists several actions:

- 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. (This option is highlighted by a callout box with the text "Choose Upload Caseload Data Files")
- 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.

At the bottom of the page, there is a link: "To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#)".

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

Welcome, Betty Wiggins

Logout

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

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#)

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

Welcome, Betty Wiggins

Logout

Choose file

Look in: Caseload

Recent

Desktop

My Documents

My Computer

My Network Places

Caseload.dtf Caseload.FDF Caseload.txt

File name: Caseload.txt

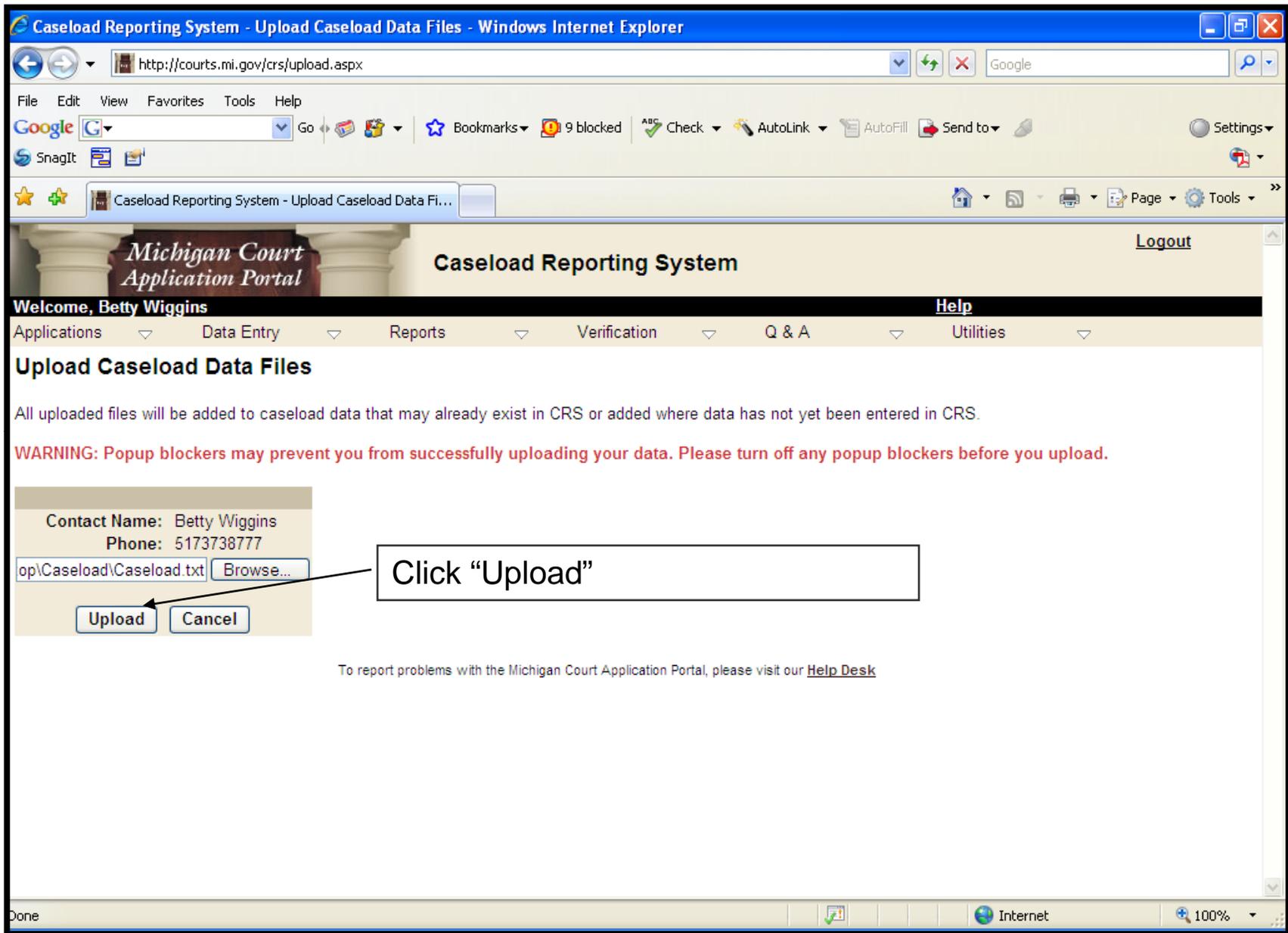
Files of type: All Files (*.*)

Open Cancel

Navigate to the "Caseload" folder,

Select the "Caseload.txt" file

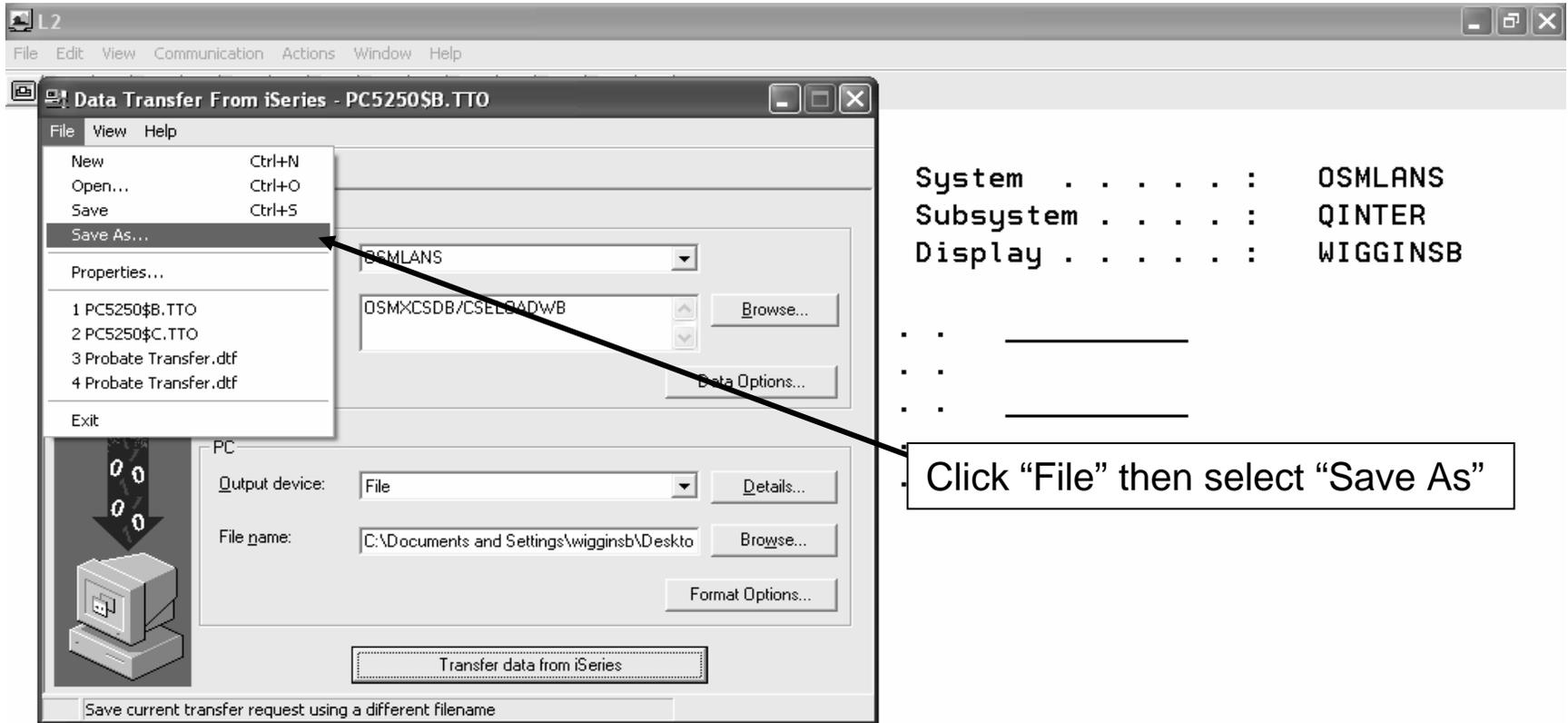
Click "Open"



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

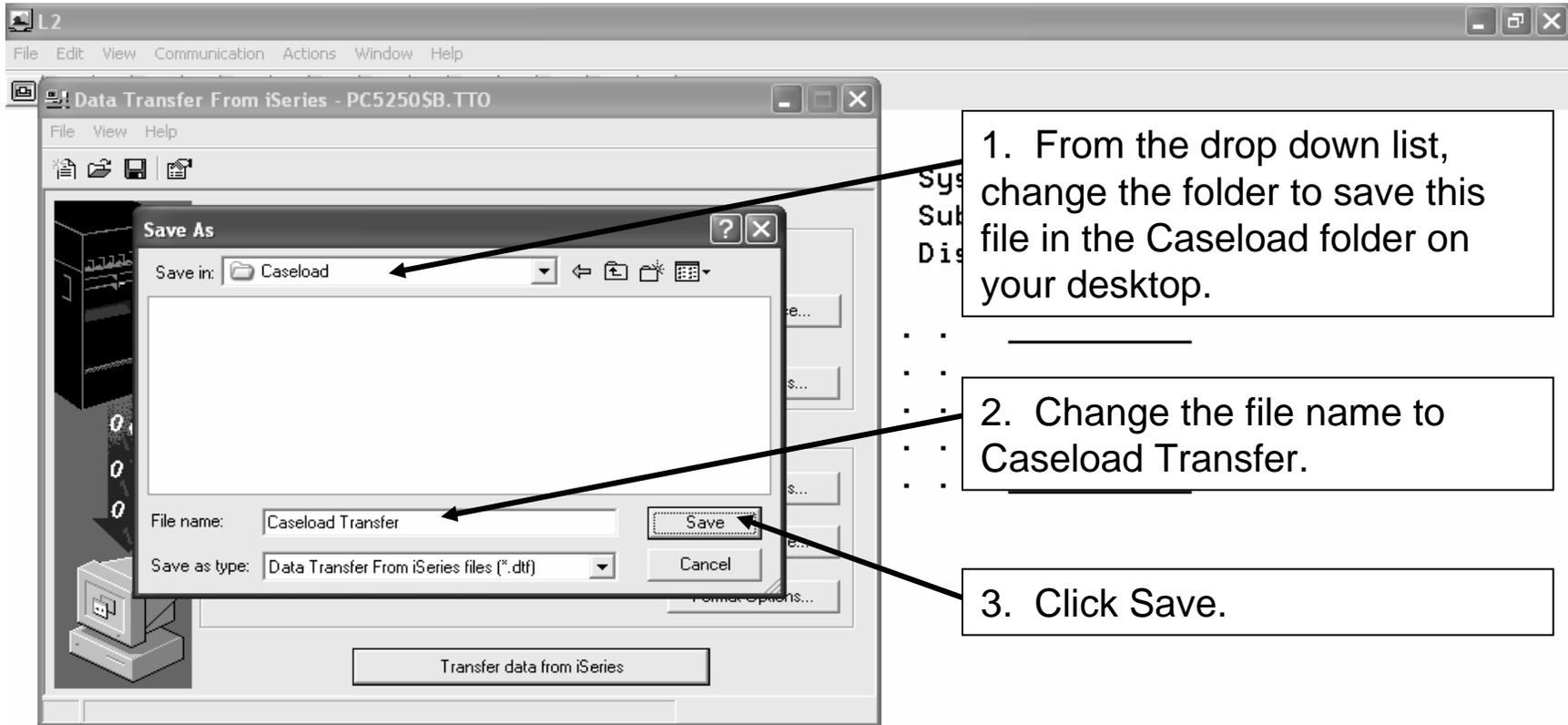


```
System . . . . . : OSMLANS  
Subsystem . . . . . : QINTER  
Display . . . . . : WIGGINSB  
  
. . _____  
. . _____  
. . _____
```

Click "File" then select "Save As"

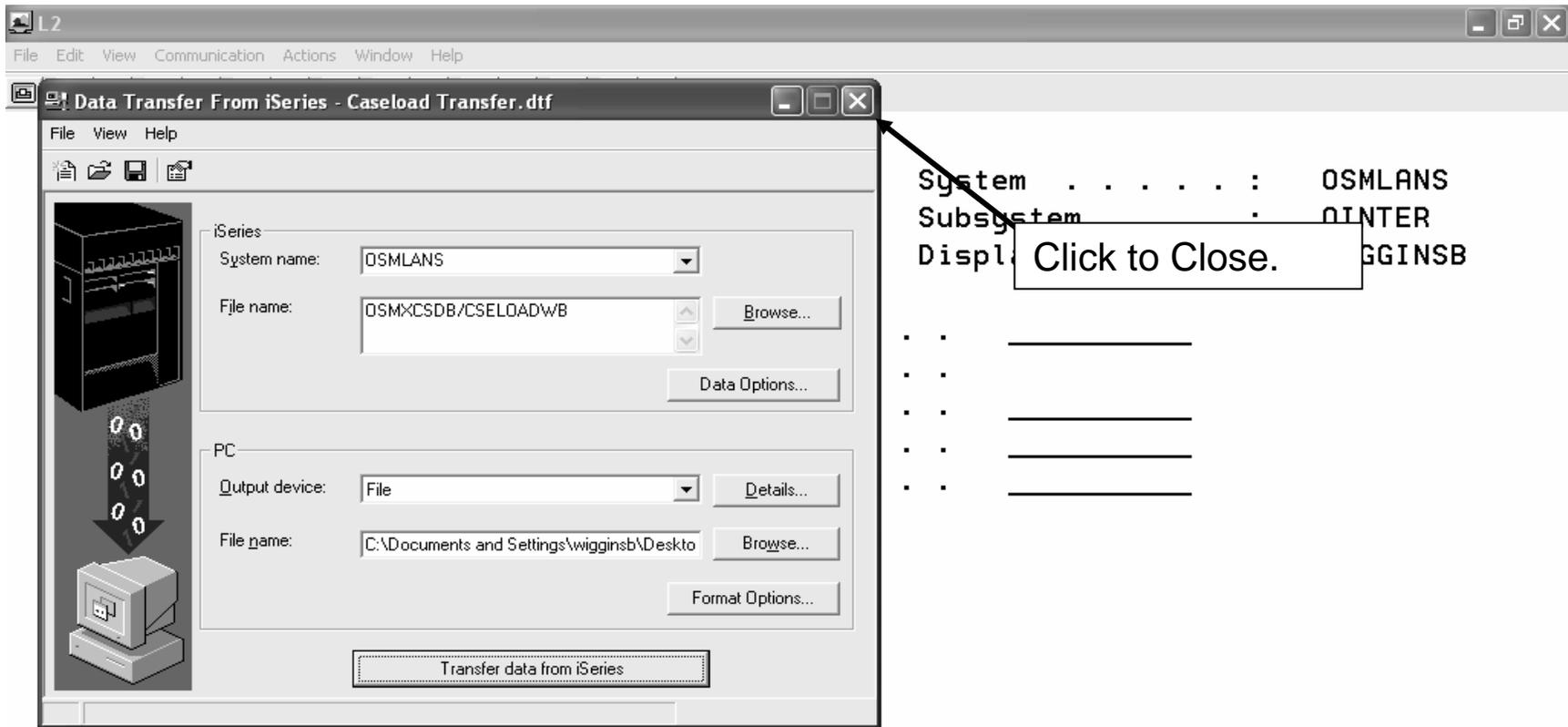
(C) COPYRIGHT IBM CORP. 1980, 2000.

Screen Shot 9



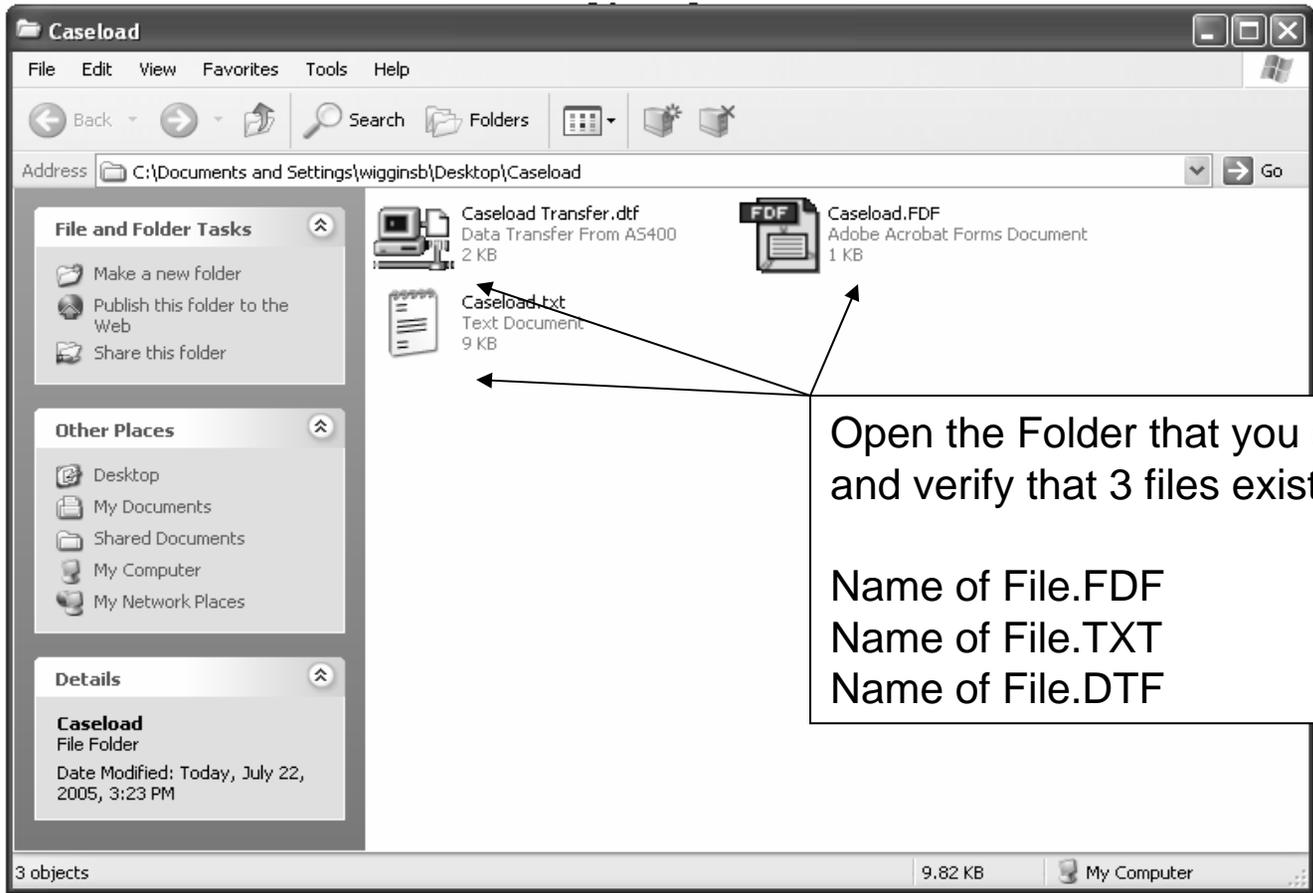
(C) COPYRIGHT IBM CORP. 1980, 2000.

Screen Shot 10



(C) COPYRIGHT IBM CORP. 1980, 2000.

Screen Shot 11



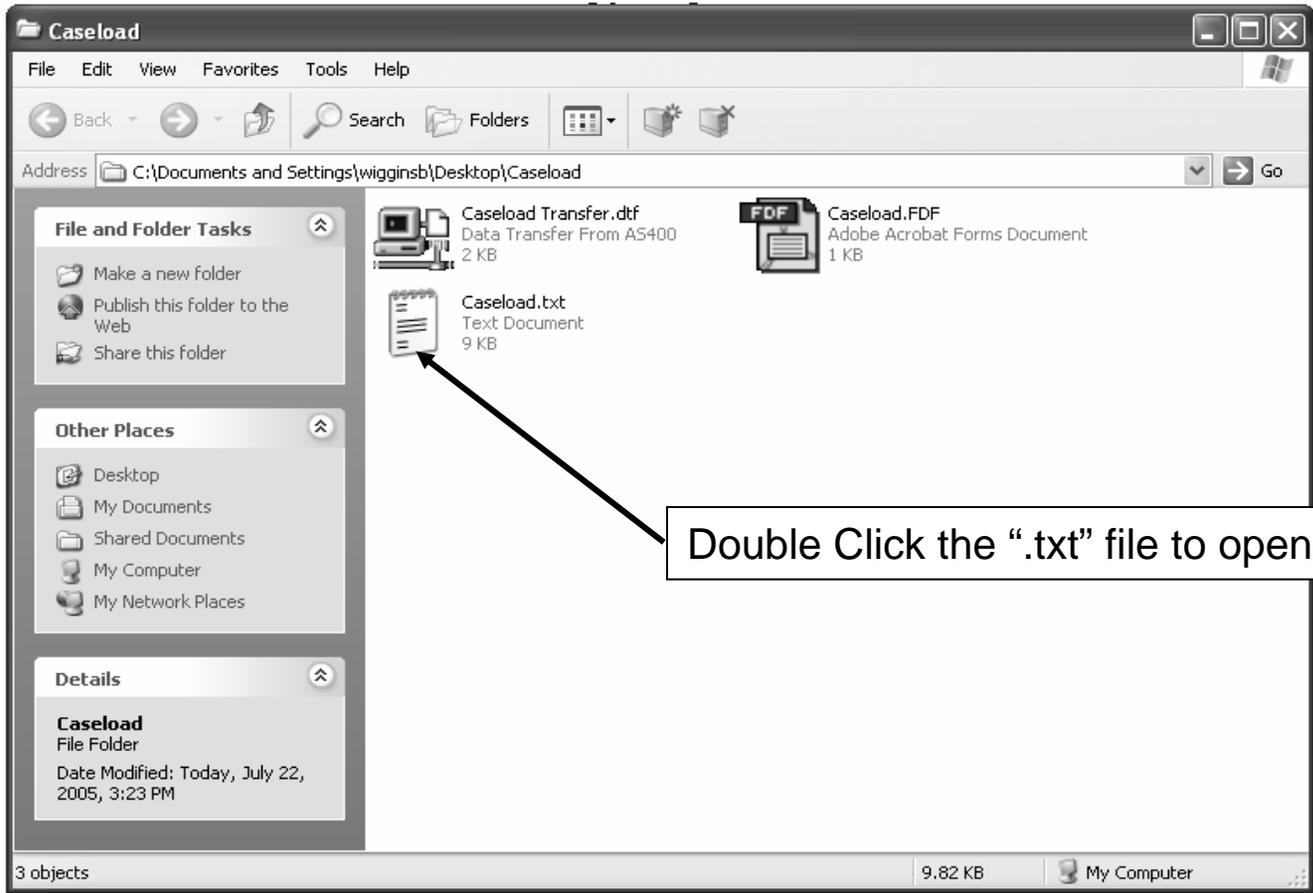
MLANS
ENTER
GGINSB

Open the Folder that you created and verify that 3 files exist.

Name of File.FDF
Name of File.TXT
Name of File.DTF

(C) COPYRIGHT IBM CORP. 1980, 2000.

Screen Shot 12

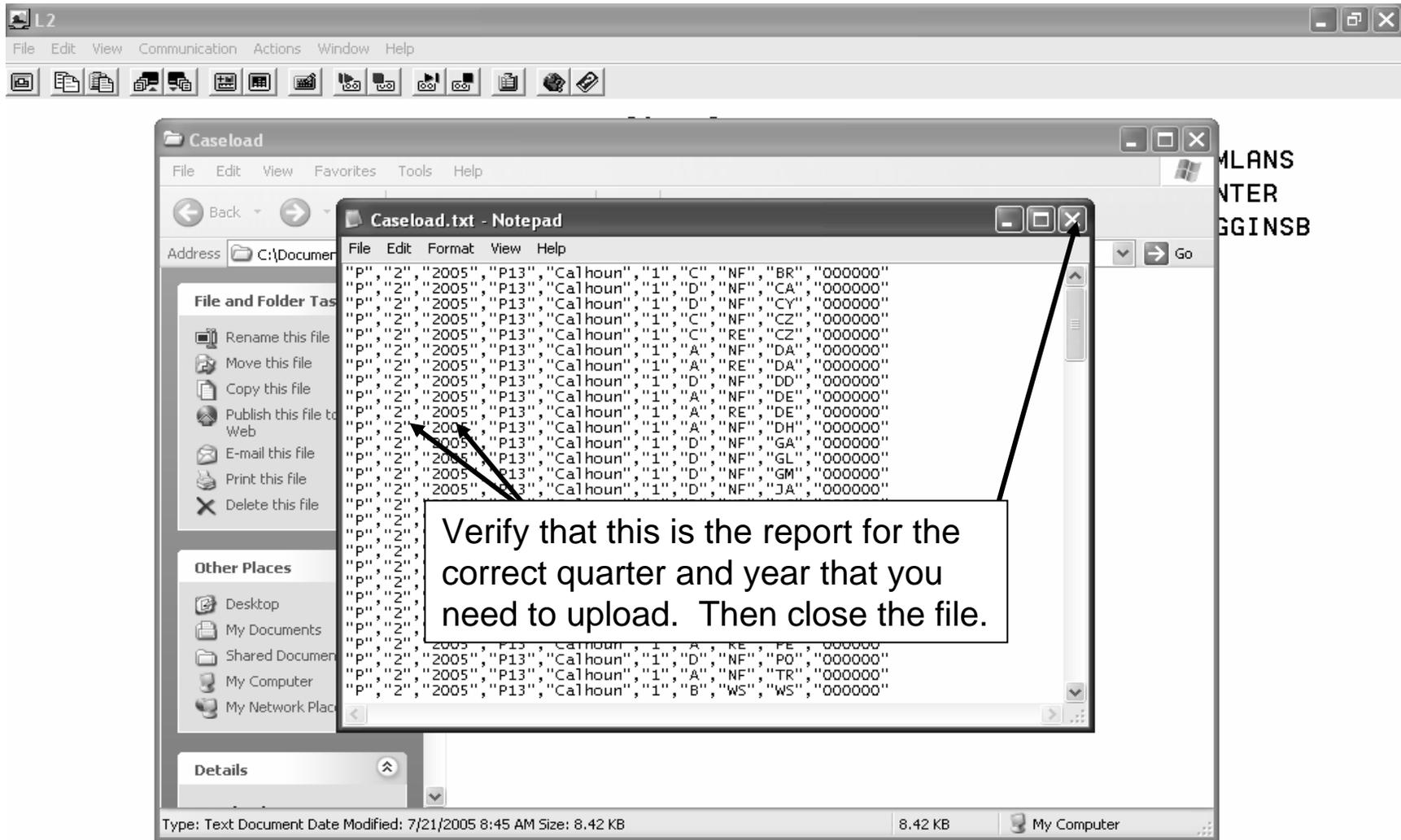


MLANS
ENTER
GGINSB

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

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Screen Shot 13



MLANS
ENTER
GGINSB

(C) COPYRIGHT IBM CORP. 1980, 2000.

Screen Shot 14