

M&M Micro Systems, Inc.

iSOMS

Module – Citations

Export Citations

Jano Setup

Setup

Overview

This document will cover what is needed to export your citations for the Jano® Court XML extract.

You will need to turn on the Export Interface in Company Setup

Interface Name = CITATION-EXPORT-JANO

You will also need to provide a folder name for processing and your Agency ID (provided by the vendor)

In my example below its 002(lower right of image)

The screenshot shows a web-based configuration interface titled "View Interface". At the top, there are navigation buttons: "FIRST", "<< PREV", "NEXT >>", and "LAST". Below these is a section for "Entry Date: / Entry By:". The main configuration area includes fields for "Active Date:" with a calendar icon, a checked "Active" checkbox, and an unchecked "Importing Interface" checkbox. The "Interface Name:" is set to "CITATION-EXPORT-JANO", "Interface Group:" is "CITATION", and "Transfer Method:" is "FILE". There is also a field for "Ani-Ali Provider:". Below these are five input fields: "Run Daily:" (0), "Run Every (nn) Seconds:" (0), "Interface Retention D..." (0), "Blocking Time Out:" (0), and "History Days:" (0). Further down are fields for "Website:", "UserName:", and "Password:". At the bottom of this section are "LastRunTime:" and "NextRunTime:" fields, each with a calendar icon. Below this is a horizontal menu with tabs: "Interface Info" (selected), "Cad Info", "Records", "Booking Info", "Departments", "Notes", "Images", "Attachments", "Text Providers", "AVL Configuration", and "Attachment Import/Import As". At the very bottom, there are fields for "Interface Folder:" (C:\ZDATA\JANO), "Interface Export File:", and "Agency ID#:" (002).

There are two report styles,

Citations to be exported audit list – Shows Evaluated Citations and Valid or Errors

Jano XML Extra file. Creates the XML file that will be uploaded to Court Vendor

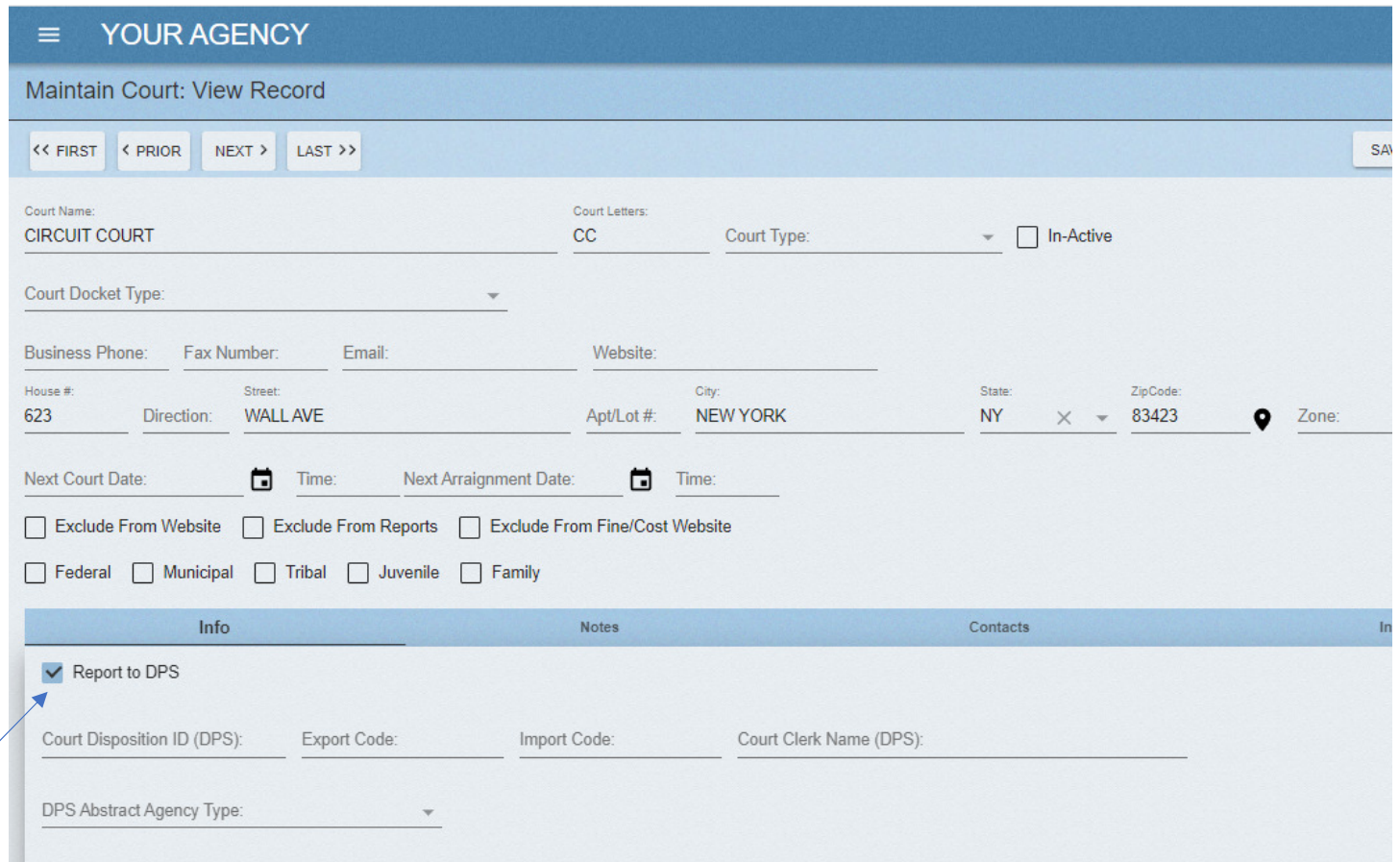
The Submission file will download to your local when selected

Court Code Setup

You will need to update your code codes to mark which “Court” is included in the Export/Audit Report.

You will also need to add full address information about that court.

To include a court in the Citation Export you need to mark the box “**Report to DPS**” in the lower right of screen. Only Charges connected to courts with the Check box will be evaluated.



YOUR AGENCY

Maintain Court: View Record

<< FIRST < PRIOR NEXT > LAST >> SA

Court Name: CIRCUIT COURT Court Letters: CC Court Type: ☐ In-Active

Court Docket Type:

Business Phone: Fax Number: Email: Website:

House #: 623 Direction: WALLAVE Apt/Lot #: NEW YORK State: NY Zip Code: 83423 Zone:

Next Court Date: Time: Next Arraignment Date: Time:

☐ Exclude From Website ☐ Exclude From Reports ☐ Exclude From Fine/Cost Website

☐ Federal ☐ Municipal ☐ Tribal ☐ Juvenile ☐ Family

Info Notes Contacts In

☒ Report to DPS

Court Disposition ID (DPS): Export Code: Import Code: Court Clerk Name (DPS):

DPS Abstract Agency Type:

Charge Code Setup

You will need to update each charge that you would give a citation for. Each code will need.

Interface Code (which is the translation of your Code to the Court Software Code) 7-Digits

Full Statute Code (they advise it must be Upper/Lower Case)

View Charge Code

Code:
SPEEDING

Description:
SPEEDING

☐ In-Active Charge

Charge Category: ▾

Sub-Category: ▾

Report Group(free form):

Local Code:
47-MYCODE

Interface Code:
1234567

IBRS Code: ▾

NCIC Code:

Charge Type: ▾

Court Type:
MUNICIPAL X ▾

Title:
TITLE

Section:
SECTION

Paragraph:
PARA

Full Statute Code:
55-8-152

Full Statute Description:
SPEEDING 10-19 INSIDE THE CITY LIMITS (M)

Fingerprint Interface Code:
012345

Fingerprint Interface Description:
SPEEDING

☐ Charge Can Expire

Statute Of Limitation Days:
0

Statute Of Limitations (text):

☐ Exclude From Website

☐ Exclude From Reports

Details	Fees/Codes	Report Specific Settings	Description	DPS Abstract Codes
Charge Class: ▾	DPS Code: ▾	UCR Code:		
<input type="checkbox"/> Requires DNA	<input type="checkbox"/> Requires Fingerprints	<input type="checkbox"/> Sex Crime	<input type="checkbox"/> Skip Adding Docket Number	
<input type="checkbox"/> Drug Court	<input type="checkbox"/> Alcohol Court	<input type="checkbox"/> Violent Charge		

SAVE

DELETE

EXIT

New Citation Race Picklist (this would match the Court Race List)

This is an odd one. They only accept Race codes that match the court system picklist. Which does not really match the FBI/NCIC Race picklist you find in Master Name

On each citation on the first (1st) tab of the Citation, 1st Row, and far right Picklist “**Race Court/Stats:**”

If you leave this picklist blank, it will default to the Race Code from Master Name

It will translate using the table below, which is a problem as they conflict with FBI/NCIC Codes

	Code	Description
1	A	Asian
2	B	Black
3	C	Chinese
4	E	Eskimo
5	H	Hispanic
6	I	American Indian
7	J	Japanese
8	M	Mexican
9	O	Other Latino
10	P	Puerto Rican
11	U	Race Unknown
12	W	White

This new pick list is 1st tab, far right.

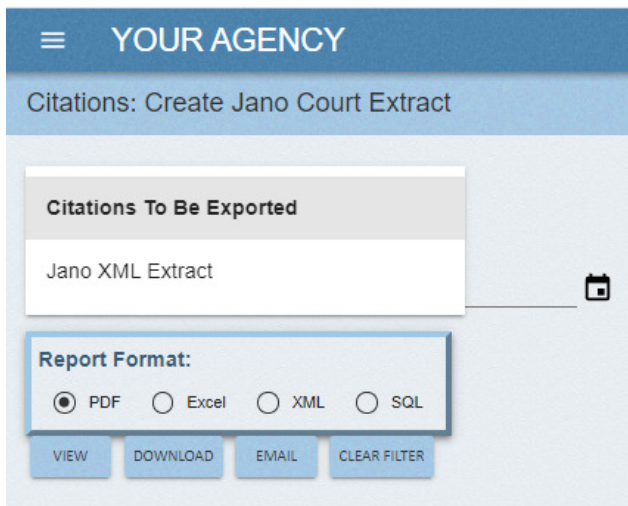
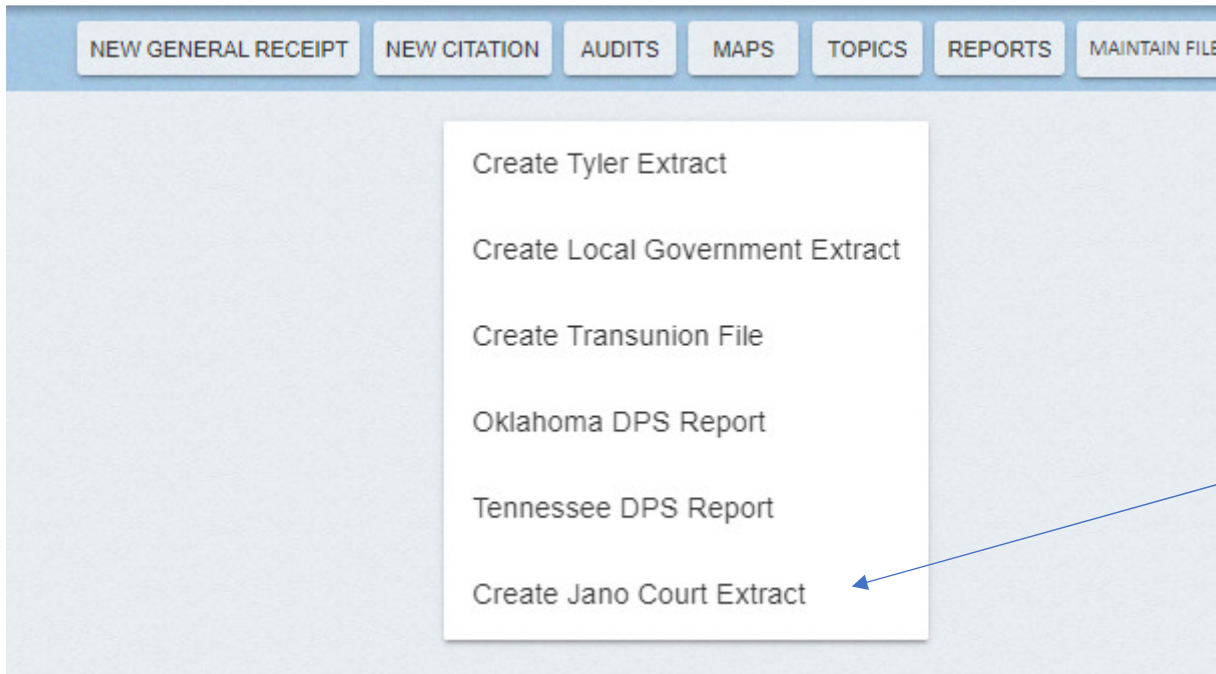
The screenshot shows a software interface with three tabs: 'Images', 'Attachments', and 'Expungement'. The 'Expungement' tab is active. Below the tabs, there is a form with the following fields:

- 'Citation ID:' (partially visible)
- 'Tribal ID:' with the value 'ABC1234'
- 'Race Court/Stats:' with the value 'Eskimo' and a dropdown arrow. A blue arrow points to this field.
- 'Special Project:' with a dropdown arrow.

Printing / Exporting Citation Charges

On the Search screen click on Topics (i.e. not on an actual citation)

Click Create Jano Court Extract (last in the list in below image)



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The Submission file will download to your local when selected

Enter the date range you want to Audit/Export and Click View



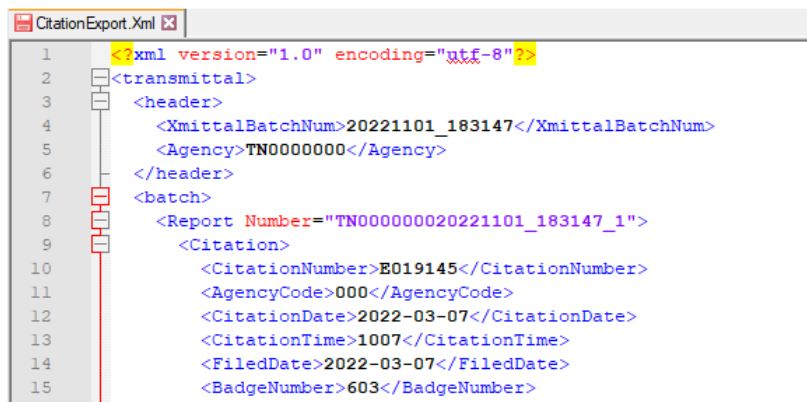
The process will only evaluate Citation Charges in these conditions.

- Citation Charge Court Code Must be selected
- Citation Charge Court Code Must be Setup as Reportable to DPS checked
- Citation cannot be marked as Expunged
- Citation Charge cannot be marked as Expunged
- Citation Charge cannot be marked as a Warning
- Citation Charge must have a Charge code Selected

Required fields

- Ticket Number
- Citation Date
- Citation by Officer and Badge Number (set in employee records)
- Selected Charge Code must have a 7 Digit Interface ID matching Court Vendor
- Selected Charge Code must have IL State Statue Code on Full Statute Code (upper/lower case)
- Selected Charge must have a Court Code Selected
- Must have Race Code and Sex Code
- Must have Driver's License with D as Classification

Snippet of XML file created.



```
<?xml version="1.0" encoding="utf-8"?>
<transmittal>
  <header>
    <XmittalBatchNum>20221101_183147</XmittalBatchNum>
    <Agency>TN0000000</Agency>
  </header>
  <batch>
    <Report Number="TN000000020221101_183147_1">
      <Citation>
        <CitationNumber>E019145</CitationNumber>
        <AgencyCode>000</AgencyCode>
        <CitationDate>2022-03-07</CitationDate>
        <CitationTime>1007</CitationTime>
        <FiledDate>2022-03-07</FiledDate>
        <BadgeNumber>603</BadgeNumber>
```