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)

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
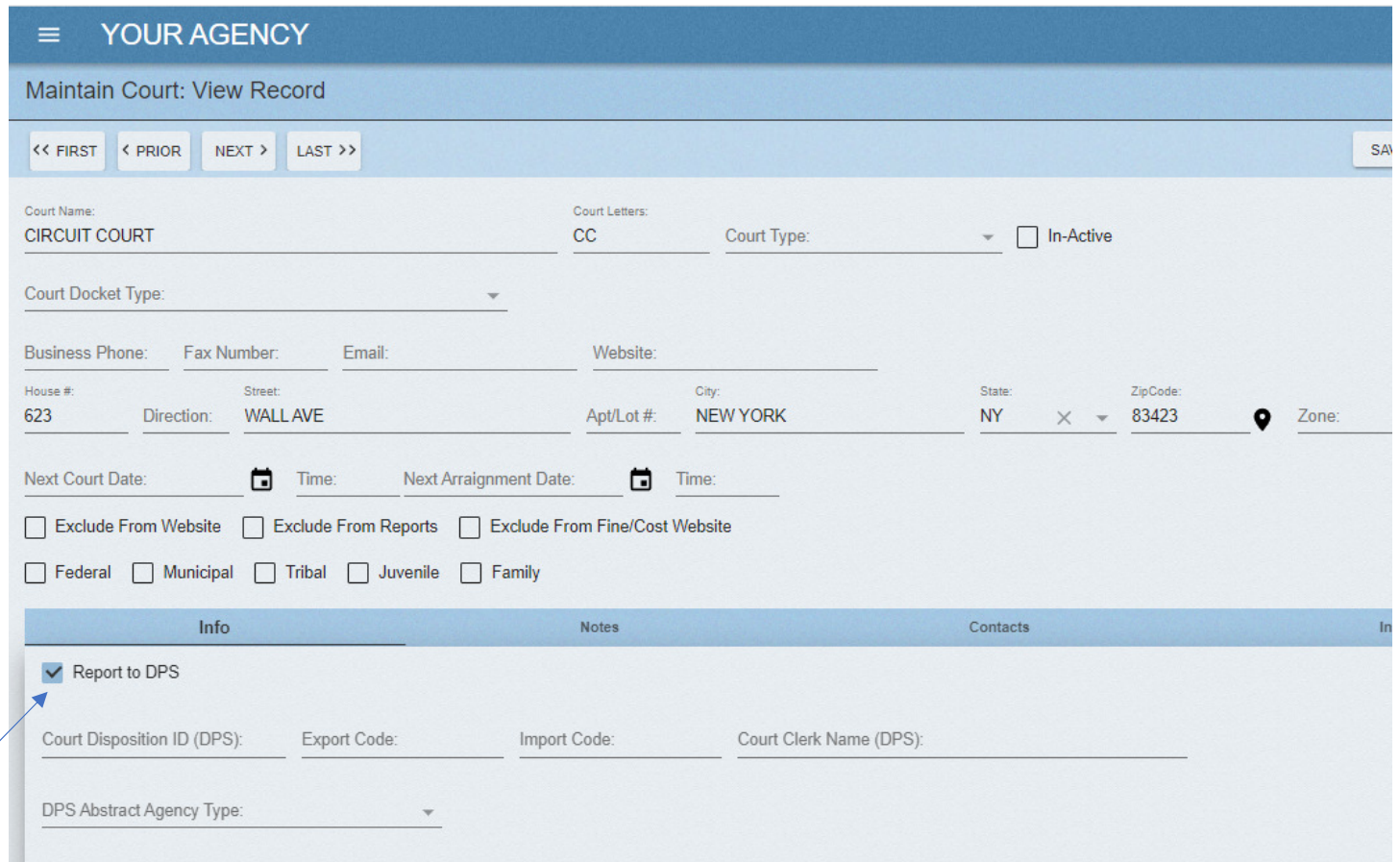
The Submission file will download to your local when selected

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.

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)

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.

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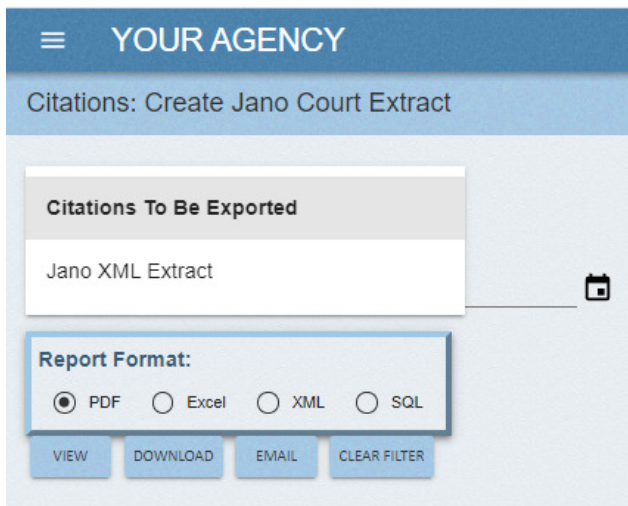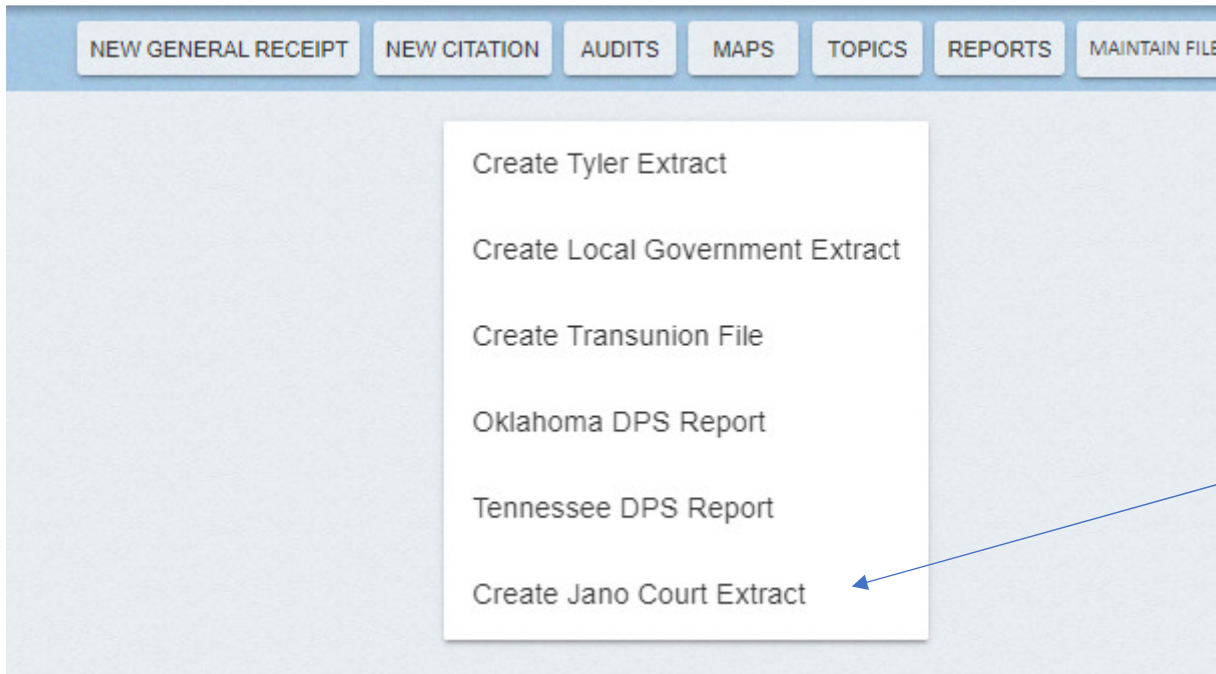
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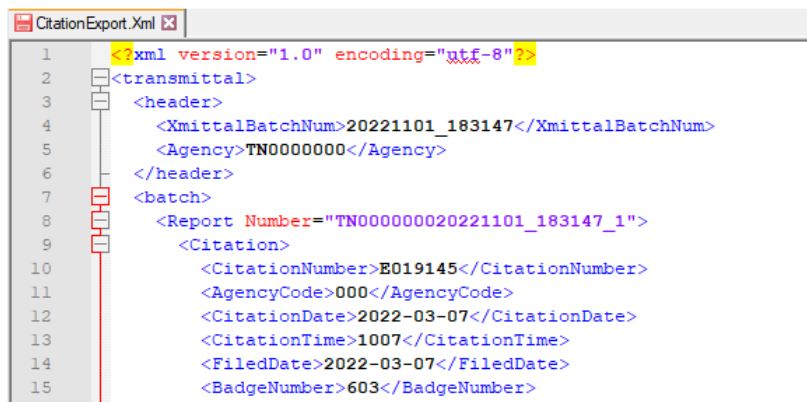Enter the date range you want to Audit/Export and Click View

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 me 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.