

**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)

View Interface

FIRST << PREV NEXT >> LAST Entry Date: / Entry By:

Active Date:  Active  Importing Interface

Interface Name: CITATION-EXPORT-JANO Interface Group: CITATION Transfer Method: FILE Ani-Ali Provider:

Run Daily: Run Every (nn) Seconds: Interface Retention D... Blocking Time Out: History Days:

0 0 0 0 0

Website: UserName: Password:

LastRunTime:  NextRunTime:

Interface Info Cad Info Records Booking Info Departments Notes

Images Attachments Text Providers AVL Configuration Attachment Import/Import As

Interface Folder: C:\ZDATA\JANO Interface Export File: 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

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

Court Docket Type:  

Business Phone:   Fax Number:   Email:   Website:  

House #: 623 Street: WALLAVE City: NEW YORK State: NY ZipCode: 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
<input checked="" type="checkbox"/> Report to DPS			
Court Disposition ID (DPS): <u> </u>	Export Code: <u> </u>	Import Code: <u> </u>	Court Clerk Name (DPS): <u> </u>
DPS Abstract Agency Type: <u> </u>			

## 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			
<input type="checkbox"/> 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	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			
Statute Of Limitation Days: 0				
<input type="checkbox"/> Charge Can Expire	Statute Of Limitations (text):			
<input type="checkbox"/> Exclude From Website	<input type="checkbox"/> 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		

**Details** **Fees/Codes** **Report Specific Settings** **Description** **DPS Abstract Codes**

**Charge Class:** DPS Code: UCR Code:

Requires DNA  Requires Fingerprints  Sex Crime  Skip Adding Docket Number

Drug Court  Alcohol Court  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

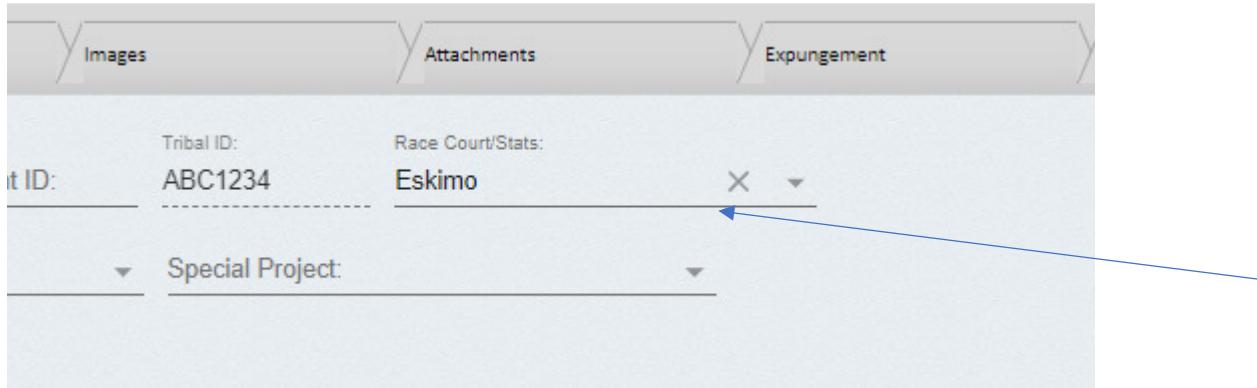
On each citation on the first (1<sup>st</sup>) tab of the Citation, 1<sup>st</sup> Row, and far right Picklist “**Race Court/Stats:**”

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 1<sup>st</sup> tab, far right.

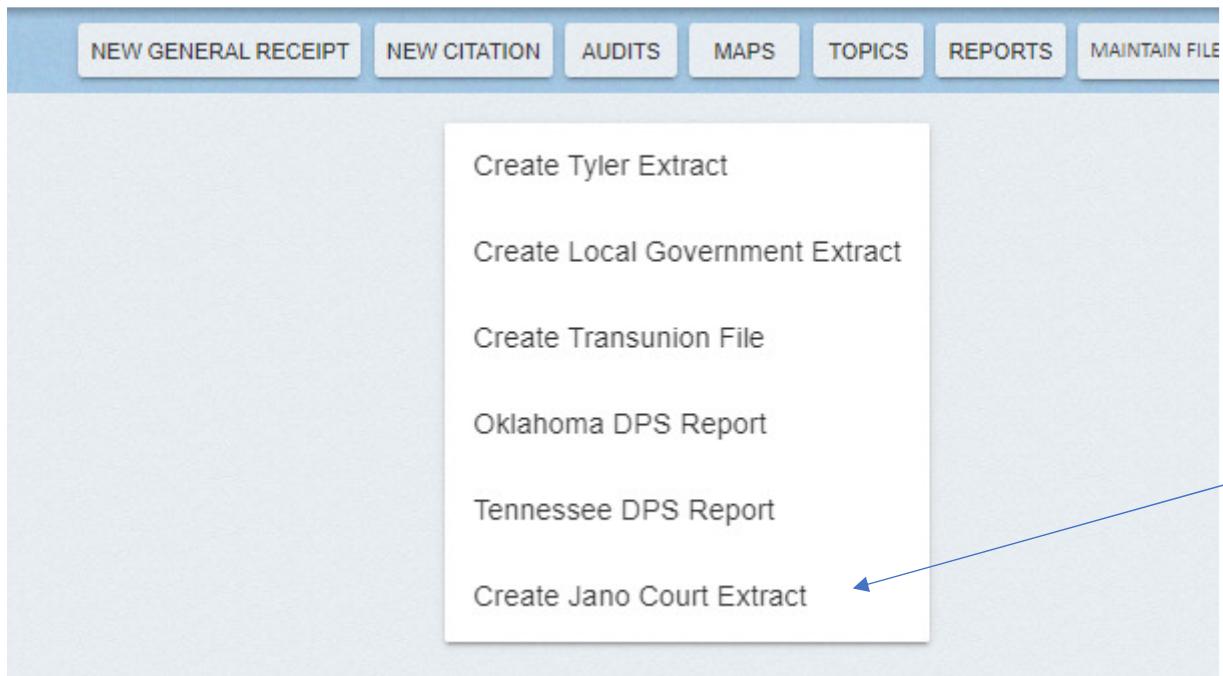


The screenshot shows a software interface with a navigation bar at the top. The 'Race Court/Stats:' field is highlighted with a blue arrow pointing to it. The dropdown menu shows 'Eskimo' as the selected option.

## 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)



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

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

Report Style  
Citations To Be Exported

Dates From: 11/05/2022 Date Through: 11/11/2022

Report Format:

PDF  Excel  XML  SQL

VIEW DOWNLOAD EMAIL CLEAR FILTER

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 Statute 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>
        ...
      </Citation>
    </Report>
  </batch>
</transmittal>
```