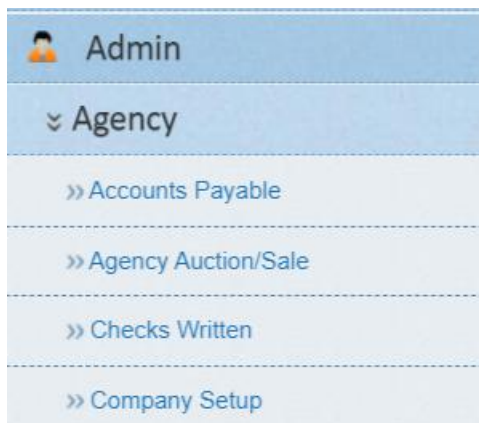# Data Quality for Civil Process

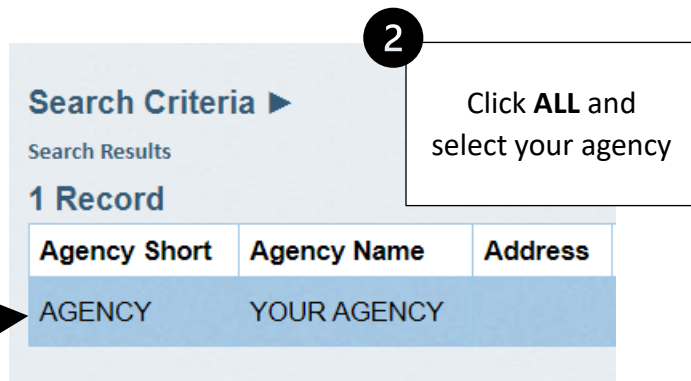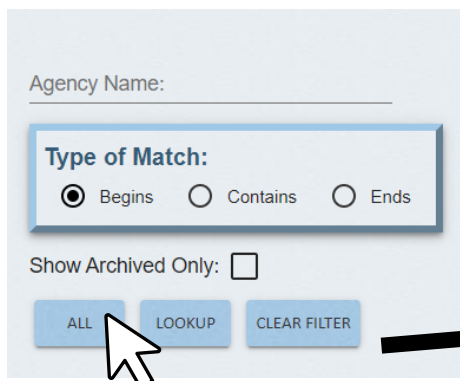## Added Civil Process Data Quality Check and Associated Settings

The *Civil Process* module now has a **Data Quality Check** button. This means that certain fields must be filled in before iSOMS will allow the record to pass a *Data Quality Check*. These fields are set in the *Settings* of your agency.
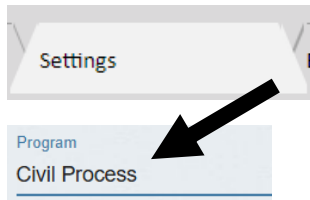
NOTE: The record can still be saved even if a data quality check has *not* been passed. Make sure you ensure employees are trained to click **Data Quality Check** to see if everything is filled in as necessary.

To use this feature, you will have to enable the quality checks under Company Setup.
(Some may be set to YES already for your agency.)

① Click **ADMIN → AGENCY → COMPANY SETUP**

② Click **ALL** and select your agency
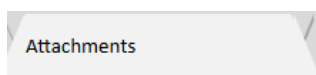
Settings | E...

Program
Civil Process

3

Choose the **Settings** tab and change the *Program* dropdown to **Civil Process**

4

Select one (or more) of the settings listed below. Enter *Y* to require filled in values before a record can pass data quality.

Program
Civil Process

14 Settings

Setting	Setting Type	Setting Value	Description	✏
DATA-QUALITY-AT-LEAST-ONE-ATTACHMENT	YESNO		Default is No. If Yes if will require at least one Attachment (on main/front Civil Page Tab)	✏
DATA-QUALITY-COURT-TYPE	YESNO		Default is No. If Yes if will require Court Type Picklist be populated	✏
DATA-QUALITY-PAPER-STATUS	YESNO		Default is No. If Yes if will required Paper Status Picklist be populated	✏
DATA-QUALITY-PROCESS-TYPE	YESNO		Default is No. If Yes if will require Process Type Picklist be populated	✏

DATA-QUALITY-AT-LEAST-ONE-ATTACHMENT→ Default is No. If Yes, will require at least one Attachment under the **Attachment** tab in the main record.

Attachments

Attachments must have at least one file uploaded (this does not count attachments to *Person* records, for example)

DATA-QUALITY-COURT-TYPE → Default is No. If Yes, will require **Court** dropdown be populated.

Court:
FEDERAL COURT ✕ ▾

The **Court** field must have an option from the dropdown selected.

DATA-QUALITY-PAPER-STATUS → Default is No. If Yes, will require **Paper Status** (under *View Person*) dropdown be populated.

Paper Status:
ACTIVE ✕ ▾

The **Paper Status** field must have an option from the dropdown selected.

DATA-QUALITY-PROCESS-TYPE → Default is No. If Yes, will require **Process** dropdown be populated.

| Process: | | The **Process** field must have an option from the dropdown selected. |
| ACTION TO RECOVER   ✕ ▼ | | |

DATA-QUALITY-ASSIGNED-TO → Default is No. If Yes, will require **Assigned To** to have an employee chosen.

| Assigned To: | | The **Assigned To** field must have an option selected. |
| 603 ELDER, MARTIN WILLIAM -INV   ✕ ▼ 🔍 | | |

DATA-QUALITY-COMPLETED-DATE → Default is No. If Yes, will require **Completed Date** to be populated.
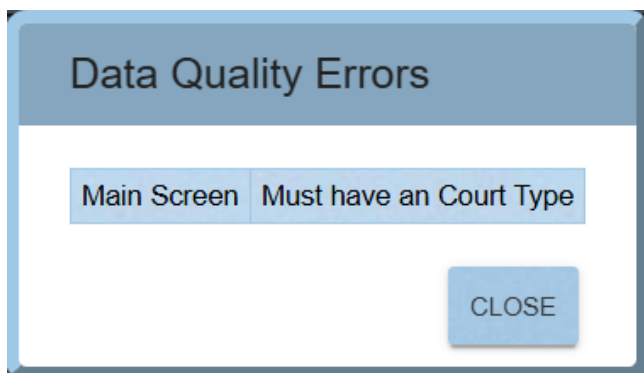
| Completed/Served ... | | The **Completed/Served Date** field must have a date selected. |
| 08/14/2025 📅 | | |

DATA-QUALITY-COURT-DATE → Default is No. If Yes, will require **Court Date** to be populated.

| Court Date: | | The **Court Date** field must have a date selected. |
| 08/14/2025 📅 | | |

If any of these are set to YES, then the **Data Quality Check** button must be used to pass the data quality check, or iSOMS will fail the data quality check on this record.

Data Quality Errors

| Main Screen | Must have an Court Type |

CLOSE

Records

⌄ Administrative

» Accident Reports

» Citations

» Civil Process

1 **Data Quality Check Button**

Navigate to **RECORDS →**
ADMINISTRATIVE → CIVIL PROCESS

Civil Process: Search

ALL ACTIVE CIVIL   LAST 7 ENTRY DAYS   LAST 7 SERVED DAYS

LOOKUP   CLEAR FILTER

2 Use the search screen to find the record
you want to edit or add the record
you need to create.

3 You will see the **Data Quality Check** button near
the bottom of the record. Have employees click
this button to ensure all fields you set to require
are filled out properly.

Civil Process: View Record

‹‹ FIRST   ‹ PRIOR   NEXT ›   LAST ››

Docket/Case #:
00P00003

Entry By:
603 M & M MICRO SYSTEMS, INC.,

Entry Date:
07/18/2002

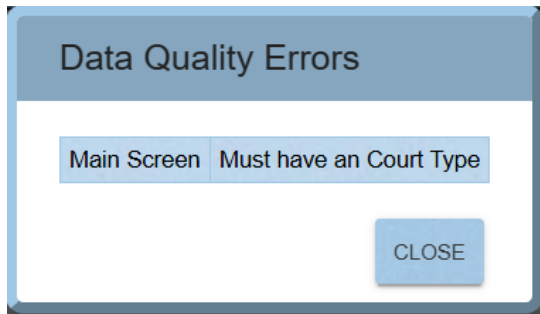Court: Process:
                                     DISTRESS WARRANT PERSONA ✕ ▾

Court Date: Co

Plaintiff
STATE OF TENN-BLOUNT CO

Business Phone: Fax Phone:

House #:   Direction: Street: Apt/Lot #:   City:

Reference #:   ☐ Involuntary Committal   DATA QUALITY CHECK

DATA QUALITY CHECK

Data Quality Errors

Main Screen	Must have an Court Type

CLOSE

Your agency may need an iSOMS update to reflect these changes.
Contact our office at (888) 644-5786 if you have questions.