GFC DATA SYSTEMS

SETTING UP INFORMATION FOR DPS UPLOADS

a) Go into File Maintenance and choose "**#6 - Modify Parameter (Setup) File**".**make sure you have the correct DPS County and City codes (found just above the "Judge" name in middle of screen)**.

b) The violation codes you use are meaningless to DPS so they want their codes on the citations you send in. You should already have a document containing a list of DPS Violation Codes. To get these codes on to your Violation Codes, go into File Maintenance and choose "**#3 - Modify Violation/Action Code File**". You will not set up any new codes or change your existing codes but rather you'll call up each existing code and "Edit" in the appropriate DPS code (DPS provides a document with these codes) in to the new "**DPS Code**" field on this screen.

c) Print a list of Violation Codes using "Reports" and "#3 - Violation/Action Code List" (or use the "Print List" command on the "Modify Violation Code File" screen). You may print all codes or just records with DPS codes or just codes without DPS codes or both depending upon which would be most helpful to you.
Note: It is important that any citation you send to DPS have a valid DPS violation code. If not the citation will be rejected.

d) Register with 'OK.Gov'. At some point you will send citations to 'OK.Gov' which is the website DPS is using to receive citations through software vendors. 'OK.Gov' requires you to register by doing the following steps:
  1) Log into www.ok.gov/dps/courts/external/index.php and click on "**First Time User**" (which is in the text toward the right side of the screen).
  2) A screen will appear requesting your email address. The email address entered should be the address that you gave GFC Data Systems on the return form requesting the Court updates.
  3) A screen will appear asking for an initial password. Enter **gfcdata1** (our company name with the number 1 - enter as lower-case)
  4) A **"User Information"** screen will appear allowing you set up company name, phone#, login Id, password, etc. After entering info select "**Submit".**

CITATION ENTRY NOTES
When inputting citations there is now a new "CDL" (Com'l Driver License) field (to the right of the driver license state) that identifies whether the defendant has a commerical license. Although there is not a place on your citations to indicate this, DPS wants this info. If this field is not answered then the program will assume the answer is "N".

DPS wants the defendant name sent as three separate fields (last name, first name, and middle name). On the docket/ citation screen you enter the name in one field which presents some challenges. When extracting citations to send to DPS the program must figure out what part of the name is first, middle, and last. The safest way to go would be for you to enter the name with a comma after the last name (ex: BROWN, JOHN) although if no comma is entered it should still work. The program assumes a third name is the middle name. So in BROWN, JOHN ALLEN or BROWN JOHN ALLEN, ALLEN would be assumed to be the middle name. Before sending the file to DPS you can modify the file should a name not come across correctly.

The specs defining the length of fields in the DPS file are odd. For example only four characters are reserved for the vehicle make. So if you type HONDA on the citation screen for the vehicle make, only HOND will be stored in the DPS file. The vehicle style/color is only 3 characters. So if you enter '4 DOOR' on the citation screen only "4 D" will be stored. The tag and vehicle years are only two digits so ideally when entering a citation you would only enter 08 for 2008. However if you do enter 2008 on the citation screen the DPS routine will only place the last two digits (08) in the DPS file.

The "height" you enter on the citation screen can be up to 5 characters. However in the DPS file it has to be 3 digits (no dashes or apostrophes or spaces). So if you enter the height with dashes or spaces they will be removed by the DPS routine. For example 5-6 will be changed to 506 and 5'11 will be changed to 511. Tag and DL numbers should not include a dash or any special character (should only be numbers, letters, or spaces). If any special characters are found the DPS routine will remove it.

City names can not have a period in it (ex: FT. WORTH). If you enter a period the DPS routine will remove it.

Citations you select to send to DPS should have a "Judgement Date" and "Disposition" (Bond Forfeiture, Nolo, Convicted). Failure to have these values will cause the DPS file to be rejected by OK.Gov.

GENERAL SEQUENCE OF OPERATION - DPS FILE CREATION

1) From Main Menu select "**DPS Routines**".

2) Click on "**Select DPS Citations**".

CITATON ENTRY
1) **If starting a new session and there are records from a previous session**, select "**Delete all records**".

2) Enter a docket number and press Enter or enter an approximate docket number and press F1 to display a list or
    Enter a name and press Enter or enter an approximate name and press F1 to display a list or
    Enter a citation number and press Enter or enter an approximate citation number and press F1 to display a list.
3) Once a citation is displayed user may select "Accept" to confirm you want to add the citation to your list. If key
    info is missing from the citation you'll be alerted. (to not select a citation, press Esc key)
4) User should continue with steps 2 and 3 until finished.

5) Once a citation is listed you can "de-list" it by clicking on the "Incl" line and changing the value to "N".
    If you would like to re-display the list leaving off the "N" citations, select "Re-display".
6) To save the citations select "**Save**". Note: when 'Saving', the program will normally update the citation's "Sent to
    DPS" date. If for any reason you don't want this date updated then uncheck the "Updt DPS Date" box. For example
    if you are only doing a test run where nothing is actually going to be sent to DPS then this box should be
    unchecked.
7) When ready to leave the program, select "**Exit**" (if the 'Save' has not been done you will be prompted to do it when
    exiting).

MODIFY A DPS CITATION
If a citation saved in the DPS file needs to be modified, you may Edit the citation using "**Modify DPS Citations**".   You may also delete or add a citation.

PRINT DPS CITATIONS
You should print a list of the citations by selecting "**Print DPS Citations**". Check the **"Include Possible Problems"** box to print possible problems with the citations. You may print the list in Abbreviated or Full format. If there are any problems you can use the "Modify" program to edit any values.

CREATE DPS CITATION FILE
1) When ready to build the DPS file select "**Create DPS File**". The name of the file displays on the screen - normally
    this would not be changed. Note: the file name is a combination of city/county codes and file date and time with an
    extension of ".csv" (comma-separated values).
2) A range of docket#s is provided but not normally needed. Select **"Create"** to begin. Nothing prints - only a file
   is created.
3) Note: when sending the file to OK.Gov, you'll need to know the name of the file just created so you should select
    "Print Screen" to print an image of the screen which would include the file name.

SEND DPS FILE TO OK.Gov (note: if this is the first time to login and you have not registered, see below)
1. Go to the 'Ok.Gov' website: **www.ok.gov/dps/courts/external/index.php**
2. Enter the "**Login**" and "**Password**" values (on left side of screen).
   (if you have trouble logging in there is info on the screen on what to do).
3. After you successfully login, click on **"Upload Files"**.
4. A screen will display asking for a file to upload. Click on "Browse" and navigate to the drive and folder that
   contains the file you created earlier (see below for more info on "browsing").
5. Once you find the file that matches the name from your "Print to Screen" printout (step 3 under Create Citation
   File) click on it once to highlight it and click on "Open"
6) This will cause the program to display the file name on your "Upload Files" screen.
   MAKE SURE THIS IS THE CORRECT FILE NAME SINCE THERE COULD BE OTHER FILES ENDING IN
   ".csv". Since the Upload Files screen only allows a small part of the file name to be viewed, you can click on the
   name and use right and left arrows to view more of the name.
7) When you're satisfied that the file name is correct select **"Upload"**. The file is uploaded to Ok.Gov.
8) When finished select "Logout".

9) A day or two after sending a file you should log into Ok.Gov and click on "**View File Upload Results**". If there is a
file name with your city/county code with the word "Error" in front, this means there was an error found in the file. You
should open the error file and view it. The error log will contain an error message along with the citation#(s) that had the
error. My understanding is all citations except the ones with an error are accepted. Therefore you would need to re-submit
just those citations with the problem. You can correct the problem in one of the following ways:

a) Change the original citation using normal citation add/edit. Then clear the "**Select DPS Citations**" screen and re-select
the citation having the error. Since the original citation is correct the selected citation should be ok. Print a list to confirm
the values are correct and then create the file and resend.
     or
b) Clear the "**Select DPS Citations**" screen and re-select the citation with an error. Since it would still contain an error,
choose "Modify DPS Citations" and fix the problem. Print a list to confirm the error is fixed and then create and send the
file.

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Browsing for files
The location of the DPS file depends upon whether your Court files are on a standalone PC or on a network. For example
if on a standalone PC you would browse and open "Local Disk C" and then open the "Court.win" folder. If on a network
where the server is drive "F" you might browse and open "Server..... on F" and then open the "Courtwin.fil" folder and
then open "Court.win" subfolder. Many users have Court files in what we consider "standard" locations but some over
the years have moved their Court files to non-standard locations so it is sometimes a challenge for us to know where
everyone has their Court files.

You can find out the location of your Court files by right-clicking on the Court program shortcut icon, clicking on
"Properties" and **"Shortcut"** and viewing the "**Start in**" line. If the line reads "M:\Courtwin.fil\Court.win" it means the
Court files are on the "M" drive, "Courtwin.fil" folder, and "Court.win" subfolder. If the line reads:
"\\Server1\Courtwin.fil\Court.win" it means the Court files are on a network drive called "Server1", "Courtwin.fil"folder,
and "Court.win" subfolder. If the line reads "C:\Court.win" it means the Court files are on your local disk C and in the
"Court.win" folder.

OK.Gov Website Registration:
1) After logging into the OK.Gov website click on "**First Time User?**" (in the text toward the right side of the screen).
2) A screen will appear requesting an email address. The email address entered should be the address that you gave
    GFC Data Systems.
3) A screen will appear asking for an initial password. Enter **gfcdata1** (you can set a different password later)
4) A **"User Information"** screen will appear allowing you set up company name, phone#, login Id, password, etc.
    After entering info select "**Submit".**