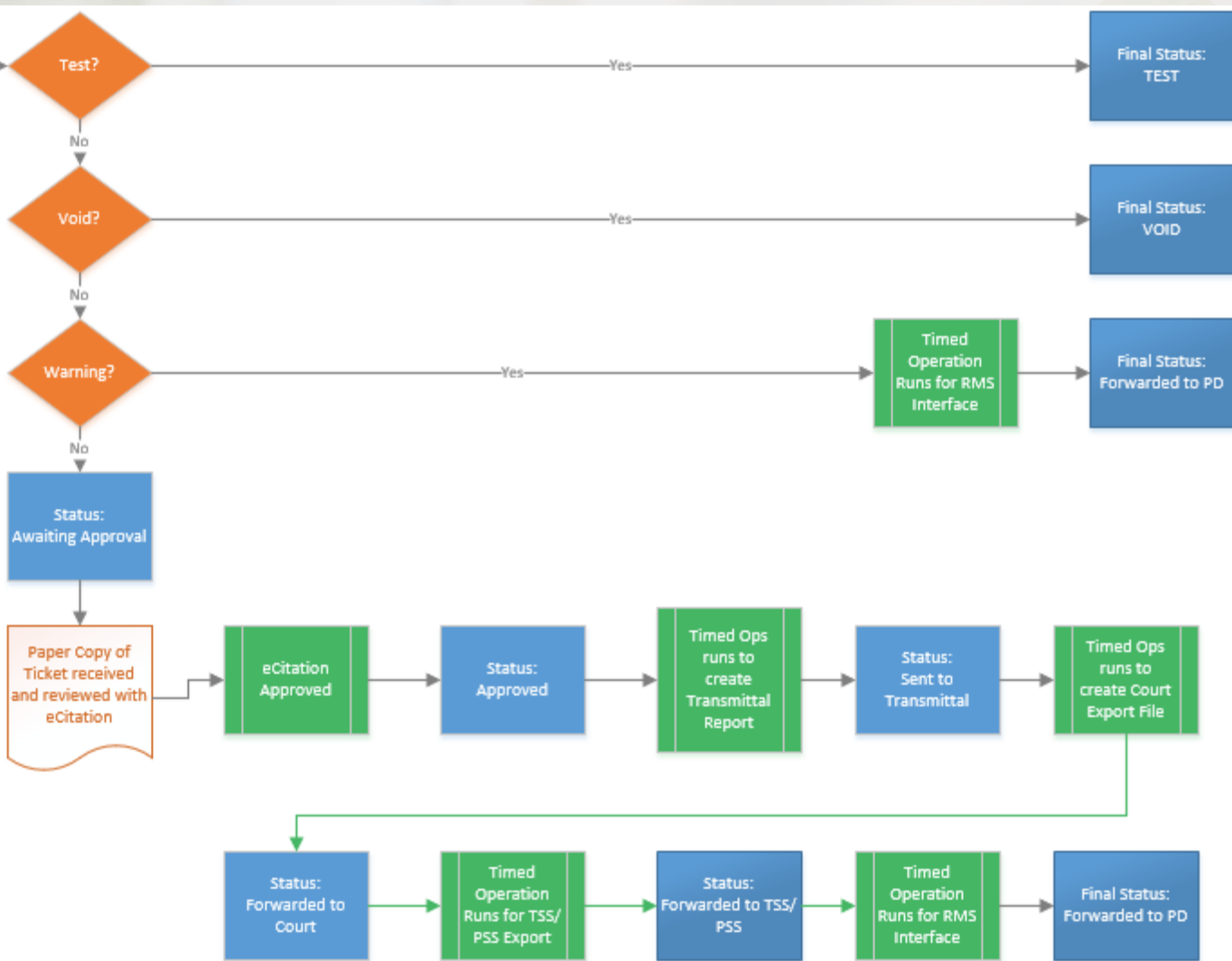




# Administrator Overview

Cook County, IL

MDTs synced and files uploaded to server



# Workflow Overview

- Laptops are synced and tickets are uploaded to the website
- If the tickets are test or void, they will remain on the website and will not move forward in the workflow
- Warnings – if there is an RMS interface the Warnings will be automatically sent.
  - If the warning qualifies for the TSS export it will be automatically be added to the TSS export file
- Citations – The Officers will turn in the Hard copies of the tickets to Records/Supervisors
  - Records/Supervisor will then mark the Citation as Approved on the Brazos Website
  - Once approved the ticket will proceed through the workflow

# Approving Citations

- Citations should not be marked as Approved until the Court Copy has been turned in by the Officers
- Approval is done from the eCitation website
- Click on the Citations Tab
- Search for the Citation(s) you are wanting to Approve
- Click in the Select box on the far right of the Citation
- On the right side of the screen click Mark Approved

Edit	Date	Citation	LP	Violator	Officer	Status	Court	Stop Result	Void	Test	History	Notes	Detail	Select	Selected Operations:
	5/8/2019	EG130102	QM1234	PUBLIC, JOHN	Messina, Stephen	Pending Approval	Cook County Court District #4	CITATION	N	N				<input checked="" type="checkbox"/>	<input type="checkbox"/> Select/Deselect All
	5/8/2019	EG130103		MESS, MESS	Kmiecik, Michael	Pending Approval	Cook County Court District #4	CITATION	N	N				<input type="checkbox"/>	Delete
	5/8/2019	EG130101	QM1234	PUBLIC, JOHN	Messina, Stephen	Pending Approval	Cook County Court District #4	CITATION	N	N				<input type="checkbox"/>	Mark Approved
	5/8/2019	EG130103		MESS, MESS	Kmiecik, Michael	Pending Approval	Cook County Court District #4	CITATION	N	N				<input checked="" type="checkbox"/>	Process
	5/8/2019	EG130104		MESS, MESS	Kmiecik, Michael	Pending Approval	Cook County Court District #4	CITATION	N	N				<input type="checkbox"/>	Print Notes
	5/8/2019	EG130104		MESS, MESS	Kmiecik, Michael	Pending Approval	Cook County Court District #4	CITATION	N	N				<input type="checkbox"/>	Print No Notes
	5/8/2019	TT001001	BJ9999	MOUSE, MICKEY	Alequin, Anthony	TEST	Cook County Court District #4	CITATION	N	Y				<input checked="" type="checkbox"/>	Export to CSV

# Transmittal Report

The Transmittal report will be created once the tickets are Approved from the eCitation website.

- Once the file is created, it will be available to be downloaded from the Export History screen.
  - The Export History can be accessed from the Citations tab
  - Locate the Transmittal file and click the Edit icon, on the left had side
  - Then click download file, and then click the Get Report button



The screenshot shows the eCitation software interface. At the top, there is a navigation bar with tabs: Users/Officials, Offenses, Towed Vehicles, Accidents, Citations (selected), Reports, and Admin. Below the navigation bar is a sidebar with a list of actions: Manage Citations, Approve Citations, Local Warrants, Export History (circled in red), and Dataset Archive. The main content area displays search results for 'Transmittal'. It includes a search bar with 'Transmittal' entered, a 'GO' button, and a 'Rows: 25' dropdown. Below the search bar, it shows 'Begin Date: 05/15/2019', 'End Date: [empty]', and '4 rows returned by search. Order: Downloaded/Last Written DESC'. A table below shows a single row with columns: Edit, Job, File Created, Downloaded/Last Written, Downloaded, Downloaded By, View File, and All Files. The row contains the text: Transmittal: Country Club Hills IL GENERIXML Cook 5/20/2019 11:30:39 AM 5/21/2019 10:33:00 AM. In the top right corner of the interface, there is a 'Conn' status indicator.

# Transmittal Report



## CookCountyTransmittalReport

### COURT REQUIRED

There are 3 record(s) in this report

Citation#	Officer (Name and Badge)	Defendant's Name	Bond Type/ Method of Release	Amount Collected	Bond#	Method of Payment	Court Date	Court Time
EG000106	[REDACTED]	[REDACTED]	Pending Approval	\$0			05/30/2019	1:30 PM
EG000107	[REDACTED]	[REDACTED]	Pending Approval	\$0			05/30/2019	1:30 PM
EG000108	[REDACTED]	[REDACTED]	Pending Approval	\$0			05/30/2019	1:30 PM
				<b>Total Cash Collected</b>	<b>\$0</b>			
				<b>Total Check Collected</b>	<b>\$0</b>			
				<b>Total Card Collected</b>	<b>\$0</b>			
				<b>Total Recognizance Amt.</b>	<b>\$0</b>			

# Transmittal Report

Things to note:

- Citations should not be marked as Approved until the Court Copy has been turned in by the Officers
- Once Approved, the Citations will be picked up by the preset Timed Operations and the Transmittal report will be created.
  - This is usually set at 20mins.
- DUI Citations cannot be on the same Transmittal Report as other Citations.
  - The DUI Tickets will need to be approved separately so they are on their own Transmittal report

# TSS Export

- The TSS data export will be created from the Workflow, once the tickets have been marked as Approved.
- Once the file is created, it will be available to be downloaded from the Export History screen.
  - The Export History can be accessed from the Citations tab
  - Locate the TSS file and click the Edit icon, on the left had side
  - Then click download file.
  - The file can then be saved locally and uploaded to the IDOT website



# TSS Export



Users/Officials | Offenses | Towed Vehicles | Accidents | **Citations** | Reports | Admin

Manage Citations

Approve Citations

Local Warrants

**Export History**

Dataset Archive

Racial Profile Data

Search:   Rows: 25   
Begin Date:  End Date:   
25 rows returned by search. Order:

Edit	Job	File Created	Downloaded/Last Written	Downloaded	Downloaded By	View File	All Files
	PSS: Glenview IL GENERICXML (Cook Co)	5/1/2019 2:05:46 PM	5/8/2019 8:53:10 PM				
	TRIMS: Glenview IL (GENERICXML) (Cook Co)	6/29/2018 6:16:59 AM	5/8/2019 8:53:08 PM				
	TSS: Glenview IL GENERICXML (Cook)	5/1/2019 1:38:37 PM	5/8/2019 8:53:08 PM				

# PSS Export

- The PSS data export will be created automatically when data from the PSS task is uploaded to website.
  - The data from the PSS task is stored on the Citations tab, under the Stop Sheet
- Once the file is created, it will be available to be downloaded from the Export History screen.
  - The Export History can be accessed from the Citations tab
  - Locate the PSS file and click the Edit icon, on the left had side
  - Then click download file.
  - The file can then be saved locally and uploaded to the IDOT website

# PSS Export



Users/Officials | Offenses | Towed Vehicles | Accidents | **Citations** | Reports | Admin

Manage Citations

Approve Citations

Local Warrants

**Export History**

Dataset Archive

Racial Profile Data

Search:   Rows: 25   
Begin Date:  End Date:   
25 rows returned by search. Order:

Edit	Job	File Created	Downloaded/Last Written	Downloaded	Downloaded By	View File	All Files
	PSS: Glenview IL GENERICXML (Cook Co)	5/1/2019 2:05:46 PM	5/8/2019 8:53:10 PM				
	TRIMS: Glenview IL (GENERICXML) (Cook Co)	6/29/2018 6:16:59 AM	5/8/2019 8:53:08 PM				
	TSS: Glenview IL GENERICXML (Cook)	5/1/2019 1:38:37 PM	5/8/2019 8:53:08 PM				

# Court Dates and Times

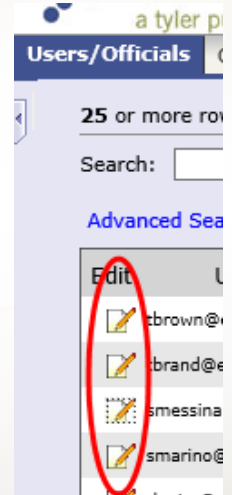
- Court Dates are set up on the Cook County Parent, and cannot be changed by individual Agencies,
- Each Agency does have the ability to updated Officer Court Keys and Call Numbers (Court Times).
- The Court Keys are stored on the individual Officer pages.
  - This is located on the User/Officials tab
  - Select and Officer and click the edit button to the left of the name

Court ID 1 (Major)

Court ID 1 (Minor)

Court ID 2 (Major)


Court ID 2 (Minor)



# Court Dates and Times

- Court Times are stored in the Court ID drop down table
- The Court Times can be accessed from the Admin Tab – Drop Downs – Court ID
  - The Call Number needs to match what has been entered on the User/Officials page for the Officers.

**Edit Record**

[Save New Entry](#) 

Displaying the first  rows.

Sort by

To filter by a column, type into the header of the column press

State	cidRoom	cidCall	cidTime	cidDistrict	DELETE
Filter	Filter	Filter	Filter	Filter	
IL	0109	1	09:30 AM	4	<input type="checkbox"/>
IL	0109	3	01:30 PM	4	<input type="checkbox"/>

- CMV Vehicle Operation
- Colors
- Conditions
- Contr Factors
- Contraband
- Court Date Values
- Court ID**
- Court Info
- DayofWeek
- Directions (NSEW)
- District Types

# Title



**Empowering people who serve the public®**