

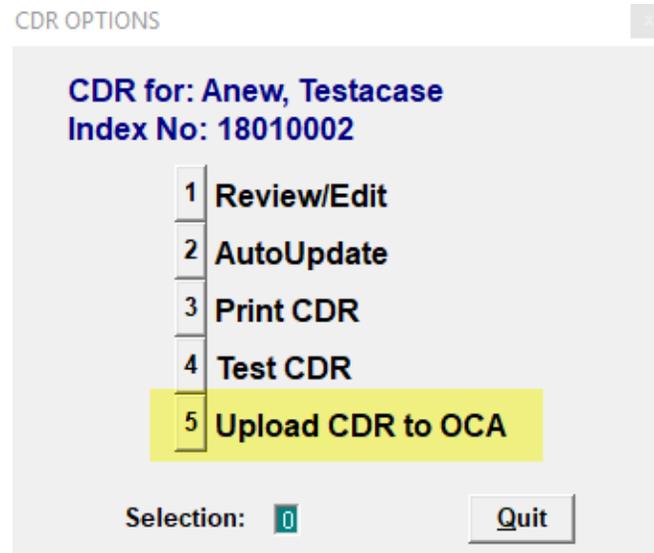
CDR Automatic Upload Process

Office phone number: (800) 622-2522 option 1, then option 2



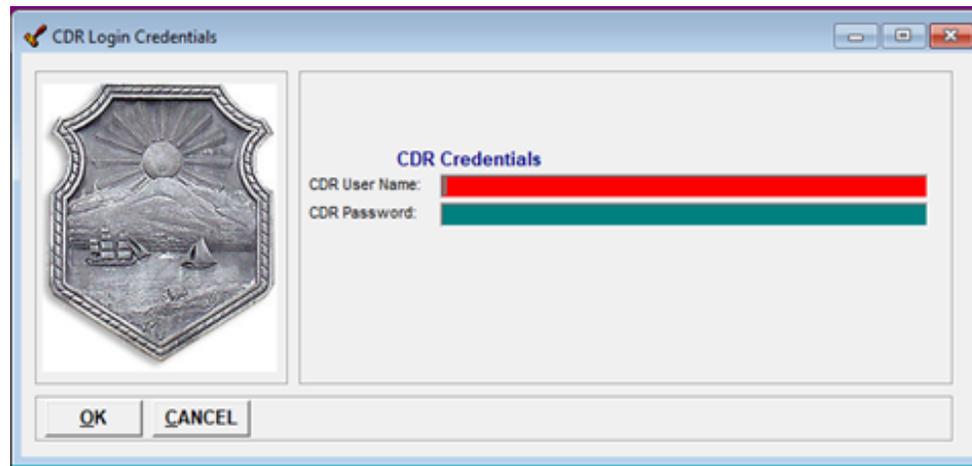
The automatic CDR upload functionality will alleviate the need for you to create a report disk and then upload the file at the OCA website. It will all be done from within the program.

- One of the first changes you will notice is after selecting the CDR button on a case you will have a new option 5 - Upload CDR to OCA. This will allow you to send the individual CDR directly from the case.



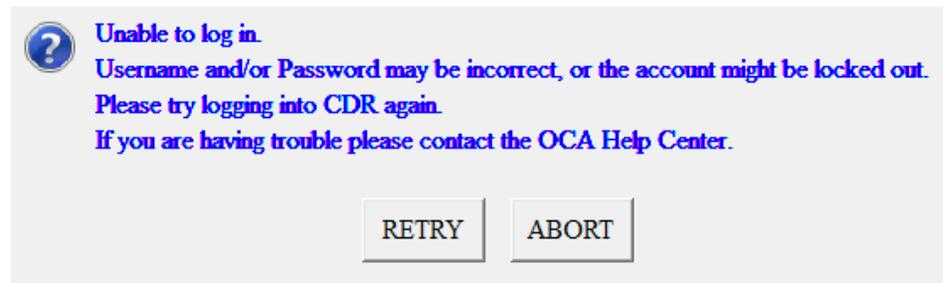
- "Upload CDR to OCA" does the following:
 - Validates CDR with current changes
 - If validation errors, prompts user "FIX ERRORS" or "UPLOAD WITH ERRORS"
 - FIX ERRORS Returns user back to CDR Screen
 - UPLOAD WITH ERRORS Continues with the upload process

- After the validation process you will be prompted to enter in your CDR Credentials. This is the same user name and password you would use to log into the OCA website. Once you enter in your credentials the program will remember them until you logout of The CourtRoom Program.



- After entering the user name and password, select the OK button:
 - The program will verify the CDR credentials.
If they are invalid the user will be prompted that the user name or password is incorrect.

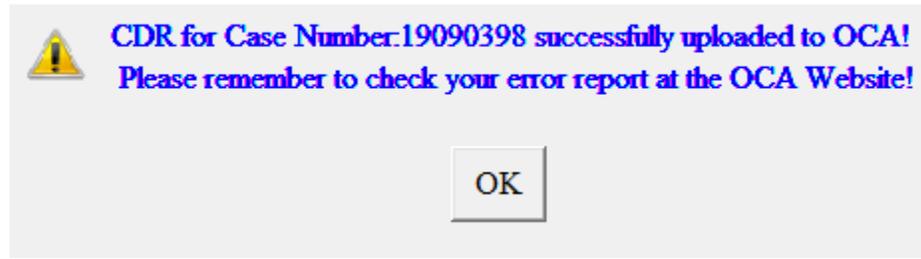
CDR Credentials Validation Error



- Creates and uploads DCJS txt file

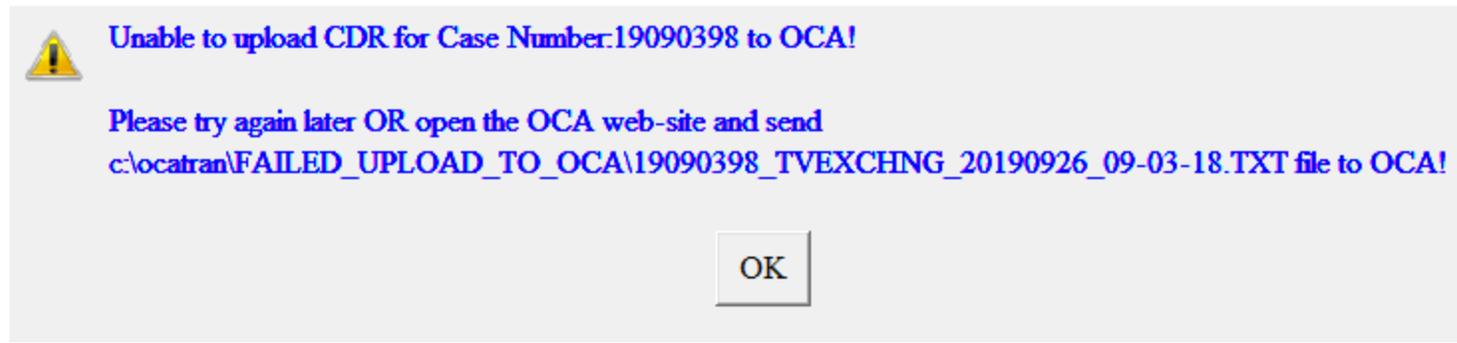
The program will display if the upload was a success or if there was an error and not uploaded.

Successful Upload



- An unsuccessful upload will include the location of the individual file so it could be uploaded individually at the CDR website.

Unsuccessful Upload



- Another option would be to create the OCA report disk – because the report date is no longer required the program automatically enters and saves it for you in the instance creating a report disk is necessary.

- There will also be an option to upload your CDR information from within the edit CDR screen.

- "Exit and Upload CDR" does the following:
 - After changes have been made the program will prompt if you would like to save the changes, Yes or NO
 - Validates CDR with current changes
 - If validation errors, prompts user "FIX ERRORS" or "UPLOAD WITH ERRORS"
 - FIX ERRORS Returns user back to CDR Screen
 - UPLOAD WITH ERRORS Continues with the upload process
 - Verifies CDR Credentials - exit out if invalid.
 - Creates and uploads DCJS txt file – The program will display if the upload was a success or if there was an error and not uploaded.

- Because old habits are hard to break, for now, you will still have the option to upload as you always have. Reports, CDR's, Create OCA Report Disk.

CREATE A CDR DISK FOR OCA Judge: Joan J. Thomas

All Judges: Y

Period Begin Date: 07/25/2019

Period End Date: 08/01/2019

Disk File Name: C:\OCATRAN\TVEXCHNG.TXT

Test And Report Errors:

Upload CDR to OCA:

OK CANCEL

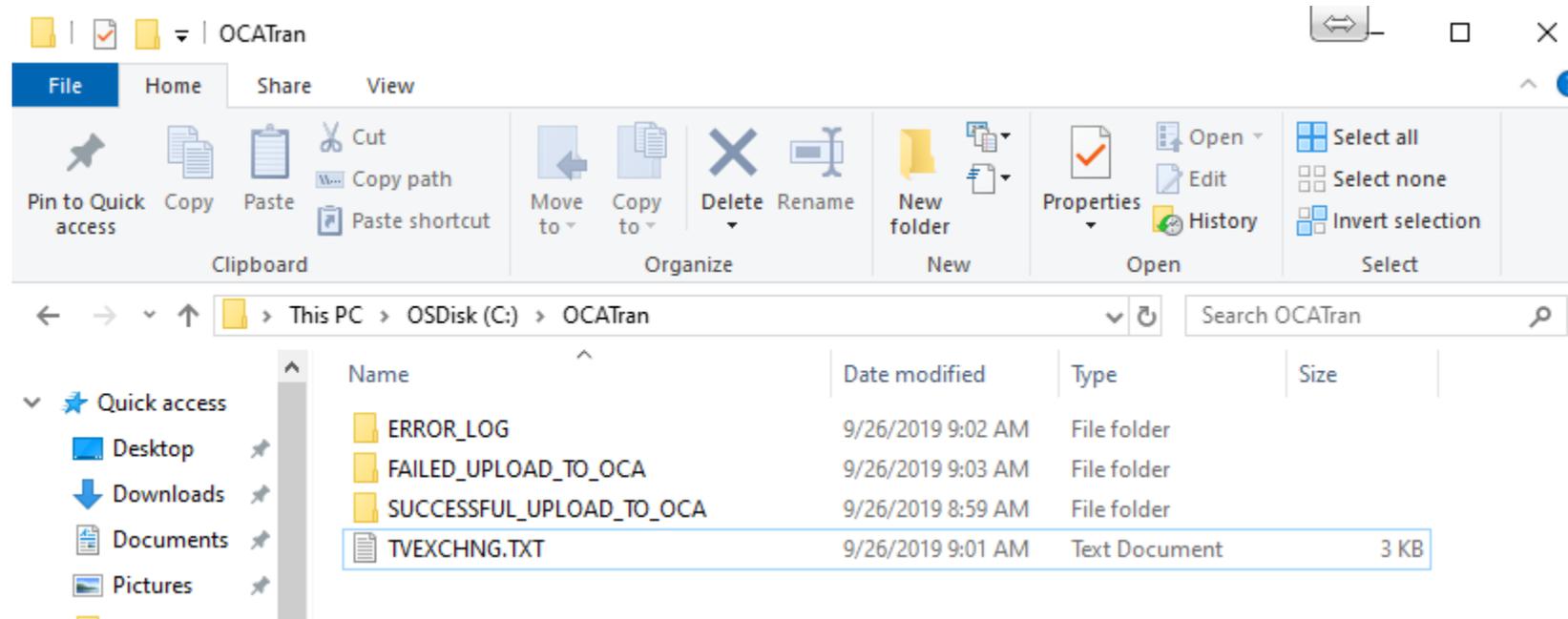
- This screen will have an additional line to Upload CDR to OCA. If you leave that option checked it will send the file for you, no need to go to the website to upload the file.
- New Validations for CDR Arraignment Date: CDR's will now require an arraignment date if there is a BW/ROW on the case, or if the dispo code is anything but: DISM, DFP, 343, DIJ, D400, DIED, DEAD, ABATED, COVO, TRANS, REFCT, DIJ.

** If you uncheck the option to Upload CDR to OCA you will need to take the additional steps to upload the TVEXCHNG.TXT file at the website.

** When uploading CDR information from within The CourtRoom Program you will receive a validation that the CDR information was either sent successfully or not and to call the office for assistance.

**** Don't forget to check your error logs on a regular basis at the OCA website.**

- Within the OCATran folder you will notice new sub-folders



- Error_Log – Contains information as to why an upload was unsuccessful.
- Failed_Upload_To_OCA – Keeps a history (100 days) of failed to upload CDR information for manually uploading at the OCA website.
- Successful_Upload_To_OCA – Keeps a history (30 days) of successful CDR transmissions.
- TVEXCHNG.TXT – File can be created in the event you need to manually upload a batch file at the OCA website.

New Calendar:

The screenshot shows the New York State Unified Court System website. At the top, there is a navigation bar with the text "New York State Unified Court System" and a logo on the left. Below this is a menu bar with options: "Upload CDR 540", "540 Error Report", "Cases Transmitted", "Review CDR 540", and "E-mail CDR". On the left side, there is a "Main Menu" with various options: "WARWICK-VILLAGE", "CDR", "SEALING", "E-TICKETS", "Open Arrest", "Addl Reports", "Dictionaries", "DCJS", "Resources", "Arrests", and "E-Mail". The main content area displays a calendar for August 2019, titled "CDR 540 Cases Sent For Warwick-Village ORI NY035471J". The calendar shows the number of cases sent for each day, with some days having a blue dot and a number indicating a total or specific count.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
		6 ● <u>12</u>	7 ● <u>40</u>	8 ● <u>36</u>	9 ● <u>2</u>	
4	5		14 ● <u>12</u>			10
	12 ● <u>22</u>	13		15	16	17
11						
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Will show a consolidated total number of uploads for the day.

*****Don't forget to check your error logs on a regular basis**