

SENDING THE ENTIRE JIF98 DATABASE FILE AS AN ATTACHMENT

You can send the entire database to the AOC via electronic mail as an attachment. The instructions for sending the database via email are as follows:

1. Open your email provider i.e. GroupWise, Hotmail, Yahoo, BellSouth, Comcast etc.
2. Create a new email message.
3. Address the email to juvenile.reporting@tscmail.state.tn.us
4. Type JIF and your county's name in the subject line of the email. This will trigger an automatic response from the Juvenile Reporting email account.
5. Type your name and contact information in the body of the email.
6. Click on the button you use to attach a file to an email message.
7. Click on the Browse button.
 - a. If you don't have a Browse button you will change the Look In location by clicking on the arrow. This will pull down a list of file locations.
8. Go to Local Drive C:
9. Open Program Files folder by double clicking on it.
10. Open the JIF98 folder by double clicking on it.
11. Scroll down until you see the JIF.DBF file.
12. Double click the JIF.DBF file to attach it to the email.
13. Send the email.

Be advised that this method sends the entire database and not just the data for the current month. This method is useful if you have not been able to submit any data or if the data somehow becomes lost in transit. Be advised that it is best to keep CD ROMS on hand to back up the database every month, just in case something dire happens to the hard drive.

You should receive an automated message from the AOC stating that we received your file provided you put JIF in the Subject Line of your email.

If you have any questions or need further instruction, please call 615-741-2687 or 1 (800) 448-7970 and speak with Beverly Edmonds (extension 222) or Peach McComb (extension 213).