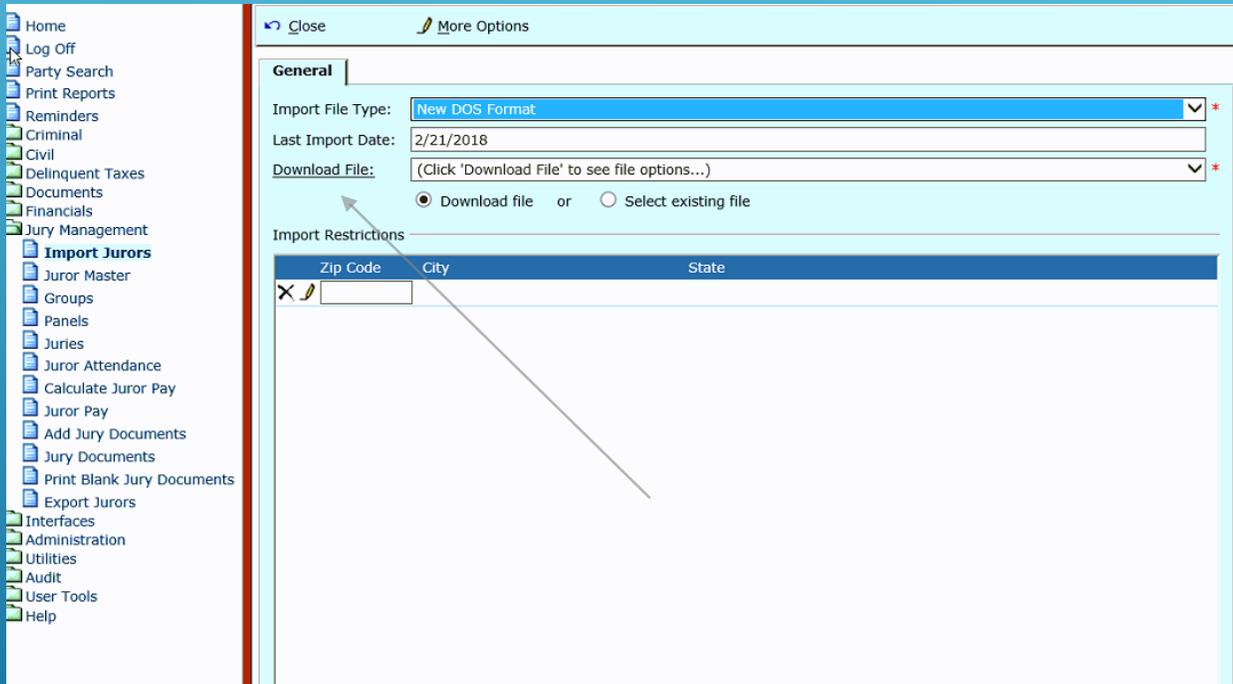


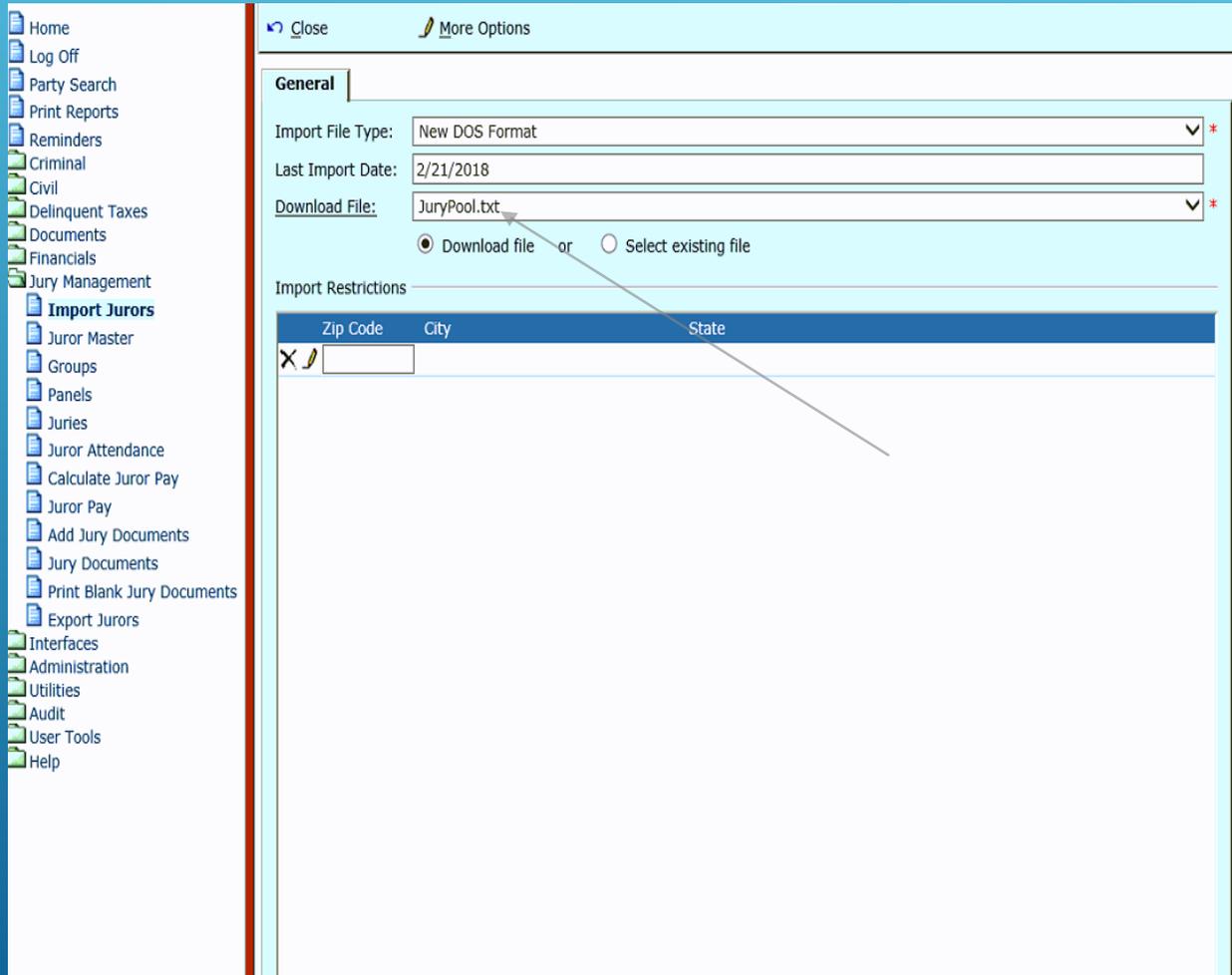
HOW TO IMPORT A NEW JURY LIST IN TNCIS



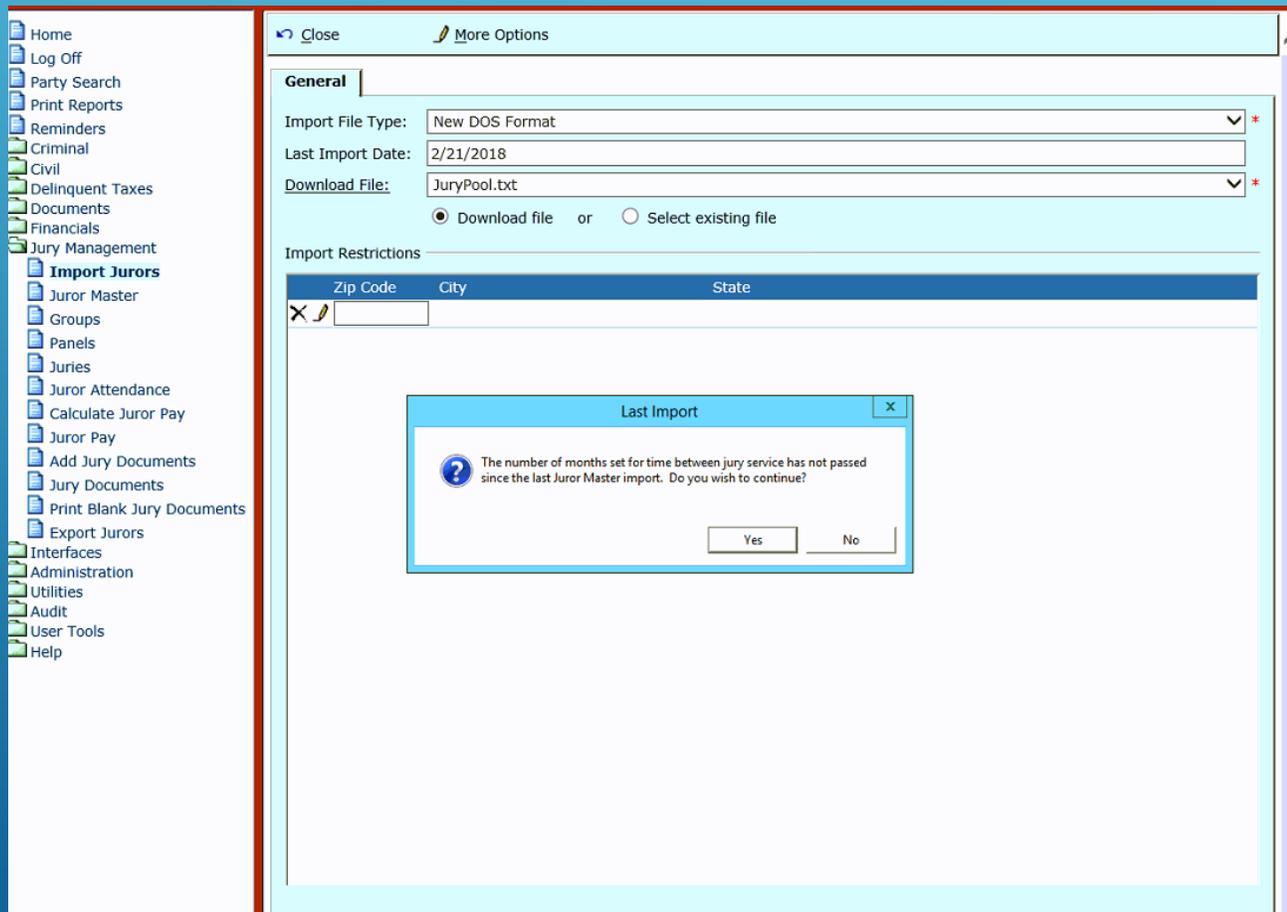
JURY MANAGEMENT/CLICK ON IMPORT JURORS. THE SCREEN WILL POP UP FOR YOU TO SELECT DOWNLOAD FILE. ONCE YOU CLICK ON THIS TNCIS WILL DOWNLOAD FILE FOR YOU.



YOU CAN SEE FILE LOADED. IT NOW SHOWS FILE JURYPPOOL.TXT.
YOU WILL HIT OK TO LOAD FILE.



WHEN YOU HIT OK, YOU WILL GET A BOX THAT SAYS “THE NUMBER OF MONTHS SET FOR TIME BETWEEN JURY SERVICE HAS NOT PASSED SINCE THE LAST JUROR MASTER IMPORT”. IF YOU STILL WANT TO IMPORT, SELECT YES, IF NOT SELECT NO.



IMPORT WILL BEGIN.

Home
Log Off
Party Search
Print Reports
Reminders
Criminal
Civil
Delinquent Taxes
Documents
Financials
Jury Management
Import Jurors
Juror Master
Groups
Panels
Juries
Juror Attendance
Calculate Juror Pay
Juror Pay
Add Jury Documents
Jury Documents
Print Blank Jury Documents
Export Jurors
Interfaces
Administration
Utilities
Audit
User Tools
Help

Close More Options

General

Import File Type: New DOS Format *

Last Import Date: 8/28/2017

Download File: JuryPool.txt *

Download file or Select existing file

Import Restrictions

Zip Code	City	State

Processing -- Webpage Dialog

Please wait while files are being updated...

ONCE IMPORT IS COMPLETE, YOU WILL GET A MESSAGE LETTING YOU KNOW HOW MANY JURORS YOU HAVE ACTIVE.

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with the following items: Home, Log Off, Party Search, Print Reports, Reminders, Criminal, Civil, Delinquent Taxes, Documents, Financials, Jury Management, **Import Jurors**, Juror Master, Groups, Panels, Juries, Juror Attendance, Calculate Juror Pay, Juror Pay, Add Jury Documents, Jury Documents, Print Blank Jury Documents, Export Jurors, Interfaces, Administration, Utilities, Audit, User Tools, and Help. The main content area is titled 'Close' and 'More Options'. It features a 'General' tab with the following fields: 'Import File Type' set to 'New DOS Format', 'Last Import Date' set to '8/28/2017', and 'Download File' set to 'JuryPool.txt'. Below these fields are radio buttons for 'Download file' (selected) and 'Select existing file'. Underneath is an 'Import Restrictions' section with a table header: 'Zip Code', 'City', and 'State'. The table is currently empty. A dialog box titled 'Import Complete' is overlaid on the main content area, displaying an information icon and the message: 'Juror Master now contains 36,345 active jurors.' with an 'OK' button.

***PLEASE REMEMBER TO UPDATE AT LEAST
ONCE EVERY 6 MONTHS TO KEEP YOU
ACCOUNT ACTIVE THROUGH DOS.***

***If it has been over a year, you may have to request that your account
be reactivated from the DOS.

If you are already set up on the new jury import, don't send a request to
the state when you are ready for a new file because they will assign a
new pwd. *** YOU CAN JUST GO TO IMPORT NEW JURORS.