

A decorative graphic on the left side of the slide, consisting of a network of light blue lines and small circles, resembling a circuit board or a stylized tree structure, set against a blue gradient background.

Web Inquiry Documents

How to view Web Documents in your office!!!

- First and foremost you must have Web Subscription level currently
- LGC will absorb the cost for Web Inquiry Document upgrade if you are currently using the Web Subscription
- Email dsmith@localgovcorp.com and we will discuss what needs to be completed prior to the update.
- Disclaimer must be signed, dated and returned by email to rgibbons@localgovcorp.com and/or dsmith@localgovcorp.com
- Russel Gibbons will contact you for information prior to completion of the upgrade
- Permissions for viewable documents can be given to certain Subscription Users, it is not all or none you can define users to have permission within a certain database

After update has been completed. There is a new check box to allow users to see documents in Web Inquiry. You can see All documents or NO documents.

Edit User - usertest

Username:	<input type="text" value="usertest"/>	First Name:	<input type="text" value="user"/>
Email Address:	<input type="text" value="test2@sample.com"/>	Last Name:	<input type="text" value="test"/>
		Employer:	<input type="text" value="test"/>
Current Password	<input type="password"/>		
New Password	<input type="password"/>		
Confirm New Password	<input type="password"/>		

Select the database(s) the user should have access to:

Court	Image Access
<input checked="" type="checkbox"/> pubinfo_TnCISSampleGS	<input type="checkbox"/> View case images

Methods for restricting documents

- If a case is marked Confidential/Sealed, no information from that case will be viewable on the web. There is a utility LGC can run to make sure all selected case subtypes are Sealed/Confidential. Examples are:
 - Adoptions
 - Juvenile – no Juvenile information will be shown
 - Judicial Commitments
 - Orders of Protection
 - Expunged Cases
- If a document is marked non-public, that document will not be viewable on the web.

There is a check box on the New Document screen in NGDM to check if “The document is Non-Public”.

New Document - NextGen Document Management

New Document

Where do you want to store the document?

Contracts Folder...

Attachment Encryption

Encryption: (None)

What are the document attributes?

Template: Contracts

Name:

☒ This document is Non-Public

Name	Value
Contract Date	
Contractor	
Test	
Test1	
Integer	
Expiration Date	

Next

Scanner/camera Review

Device:

Capture

☐ Skip scanner user interface and configure scanner from a profile:

(Select one)

Save as: PDF (Multipage)

☒ Create document and close after capturing

Apply a header/footer profile:

(None)

☒ Perform text recognition

☐ Exclude blank pages

Create Document Cancel

There is a check box in TnCLIS scanning to be checked if the document is “Non-Public Attachment”.

Document Storage Detail -- Webpage Dialog

Save and Close More Options

General Audit

Description: motion to continue

Case Number: 28CC1-2019-CR-15113

File to Attach: 15113.pdf

Date Filed: 9/17/2020

Date Added: 9/17/2020 8:56:45 AM

File Type: Adobe PDF

☐ Non-Public Attachment

How to suppress certain fields on documents using TnCLIS scanning.

- The original document will be scanned as non-public.
- A copy will need to be made of the original document and the fields manually redacted (magic marker?)
- The copy with “manually redacted” fields will need to be re-scanned as a public document

How to redact certain fields on documents using NGDM.

- The document will be scanned as non-public
- Any fields to be restricted will need to be redacted, printed with redactions
- The document with the redacted information will need to be re-scanned and saved as a public document

E-filing

- The clerk will review the E-Filed Cases before they are added. They will be responsible for reviewing those images and redacting or marking non-public as necessary.
- If an E-Filed case subtype is Sealed/Confidential, those cases will not be viewable.

Concerns

- Driver License Numbers
- Social Security Numbers
- Victims/Witness addresses
- TCA 10-7-504 (a) (29)

Disclaimer

- LGC will not be responsible for documents accessible through this portal since it's under the clerk's purview and controlled within the options they can select.