

JAIL INFORMATION SYSTEM

END OF YEAR

COUNTER RESET PROCEDURES



FROM THE JAIL APPLICATION ONLY:

The counters may be reset using two different methods. You may set a terminal or PC to change the counters by using the **YR-END** command or you may reset the counters by hand after midnight on December 31st.

Your security maintenance record must have the access level of **4** on page **1**, field **9 System Utilities (SU)**, and a level **1** on page **10**, field **15 CMI Utilities/Setup**.

YR-END COMMAND METHOD:

This selection may be used to reset the counters automatically at midnight on December 31st and **must be set-up to run on December 31st**. If you set this up before December 31st, the counters will change at midnight on that day.



WARNING!!! Do not run this from the system console or a modem since the terminal or PC you use will be unavailable until after midnight when the counters are changed.

To change counters from the Jail menu use RESET RECORD COUNTERS (Menu SU-15-3)

The following warning message displays:

**WARNING THIS WILL DESTROY THE SYSTEM IF IMPROPERLY USED
CONTINUE Y/N?**

Enter **YCRP** to continue.

Make the necessary changes to the following counters but **DO NOT UPDATE** the record screen:

Page 1 Line 1 Booking Counter

Replace the number with **100000** (one, zero, zero, zero, zero, zero)



NOTE: *If your department uses any other counter, it is your responsibility to identify them. if you have any questions, please contact Creative Microsystems, Inc.*

After changing the counter numbers, enter **<Y>** for the **YR-END** command. The following message will display:

Resetting Counters at Midnight

Warning -

-Do not interrupt!

-

If you want to abort the process at this point, you must go to another terminal or PC and logoff the port.

At this point, the terminal or PC is unavailable until the counters are changed at midnight. You may continue to create new records and the system will use the old counters until midnight at which time the new counters will be in effect.

After you have changed the counters and use the **// (double slash lookup)** in **BOOKING MAINTENANCE**, 2009 booking records will not display because the new counters have taken effect. To display the 2009 calls, enter **//12-31-09** at the **Record#** prompt.

If using the number mask to recall a 2009 booking record number, you must enter the complete number. For example, 091099 cannot be recalled using the last digits 1099 since the number mask has been changed to 100000. The number mask feature only works if the number mask is set to "Y" in field 24, **Book Counter Mask** on page 2 of the **CONTROL RECORD MAINTENANCE** (Menu SU-15-1). Any new records in 2010 can be recalled using the last digits of the booking number.



RESETTING COUNTERS BY HAND METHOD:

This method may be used after midnight on December 31st. The counter changes become effective immediately.

To change counters from the Jail menu use RESET RECORD COUNTERS (Menu SU-15-3)

The following warning message displays:

**WARNING THIS WILL DESTROY THE SYSTEM IF IMPROPERLY USED
CONTINUE Y/N?**

Enter **YCRP** to continue.

Make the necessary changes to the following:

Page 1 Line 1 Booking Counter

Replace the number with **100000** (one, zero, zero, zero, zero, zero)



NOTE: *If your department uses any other counter, it is your responsibility to identify them. if you have any questions, please contact Creative Microsystems, Inc.*

To save the changes:

1. Enter **<U>** for Update. The screen will redisplay,
2. Enter **<E>** for End. The previous menu will appear.
3. Enter **<O>** for Off to exit the Jail application.

After you have changed the counters and use the **// (double slash lookup)** in BOOKING MAINTENANCE, 2009 booking records will not display because the new counters have taken effect. To display the 2009 calls, enter **//12-31-09** at the **Record#** prompt.

If using the number mask to recall a 2009 booking record number, you must enter the complete number. For example, 091099 cannot be recalled using the last digits 1099 since the number mask has been changed to 100000. The number mask feature only works if the number mask is set to "Y" in field 24, **Book Counter Mask** on page 2 of CONTROL MAINTENANCE RECORD (Menu SU-15-1). Any new records in 2010 can be recalled using the last digits of the booking number

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