

JWEB DIM Quick Reference




Getting Started

Logon to JWEB Production Website

Harris County users should use this link to access the JWEB Production Website:
<http://criminal.jweb.harriscountytexas.gov/> The user ID and password that you use to sign in to your Windows computer is passed to JWEB automatically.

If you are a non-Harris County user or you **share** a workstation with others, then use the **external** JWEB link (below) which prompts each user to sign-on. This region requires each user to sign in with their JIMS log-on ID and password.

Double-click the Internet Explorer icon  on your desktop. Enter the following **external** JWEB link: <https://crimalex.jweb.harriscountytexas.gov/>.

| Step | Action |
|--|---|
| Logging On to JWEB Production Website  | The Harris County Justice Community Federated Systems Authentication Portal (logon screen) will display. <ol style="list-style-type: none"> 1. Authentication Method default is Email. 2. In the applicable fields, type the following. Internal Users: Type your Windows Sign-on (Username) and the Associated Password. External Users: Type your Email Address and the Associated Password. 3. Press Enter or click the Authenticate button. The JWEB Application Support Information screen will display. 4. Click the Continue to JWEB button. The JWEB Criminal System (Subsystem Main Menu) will display. 5. On the Subsystem Main Menu, select DIM – D.A. Intake Management to access DIM. |

To Logoff JWEB: To close your active session, and return to the SIGNON PANEL,

1. You can close the JWEB application by selecting the 'X' in the top right corner.
2. To bookmark the page in order to return to it easily: click Favorites, select Add to favorites ..., designate where you want to save the link.

Logon Failed

JWEB sign-on credentials consist of username and user-created password. If you receive an error message when trying to logon to JWEB such as "Invalid Credentials", verify your username and password are correct and try again. If the same error message displays, one of the following is the cause.

| Cause | Solution |
|--|--|
| Password expired | Create a new password using the established password rules. |
| Password not matched | Type the password again. |
| Access suspended because of too many unsuccessful sign-on attempts | Call your agency liaison or the Help Desk. Your JWEB account may require reactivation. |

Security Violations After logging in to the JWEB region, if you are not cleared for the criminal screens you will receive the message, "THE **TRANSACTION ENTERED IS NOT VALID**. EITHER THE PAGE DOES NOT EXIST, THE TRANSACTION WAS BLANK, INCOMPLETE, OR INVALID. **PLEASE RE-ENTER YOUR TRANSACTION.**"

ALL SECURITY VIOLATIONS ARE RECORDED.

| Filing Charges in DIM | Complete the following steps in order. |
|-----------------------|---|
| | <ol style="list-style-type: none"> 1. Run the defendant's TCIC/NCIC criminal history. If the person has prior arrests (class B or above), you will enter the person's FBI number and/or criminal state ID (SID) number in DIM. Your agency must include a SID with any fingerprint card sent to DPS. 2. Contact an assistant D.A. at (713) 755-5894 to determine probable cause. 3. If the defendant is in custody, fingerprint the person using the Harris County Automated Fingerprint Identification System (AFIS). If you receive any identifying numbers in response to the fingerprinting, enter those numbers in DIM. For example, if you retrieve a Harris County system person number and/or Sheriff's Office number for the defendant, enter those numbers in DIM, and this will reduce the time needed to file and process the charge. The AFIS may also reveal the person's true name, which you can use when filing charges. 4. Access the DIM 10 screen and begin filing the charge. Enter all available information in DIM. The data you enter will be used by several different departments and agencies to locate, track, and process the defendant. It will also be used to locate complainants and witnesses. The more information you enter, the more efficient the criminal justice system is for everyone involved. |

Transactions

DIM Entry Screens

To file charges, use the following transactions in this order.

| TRANSACTION | TRAN ID AND NOTES |
|---------------------------------|------------------------------|
| Officer Info (Entry Only) | DIM 10 |
| Defendant Descriptors | DIM 20 |
| Defendant Descriptors Continued | DIM 2010 |
| Defendant Descriptors Continued | DIM 2020 |
| Defendant Identification Method | DIM 2030 |
| Charge Information | DIM 30 (one charge per page) |
| Summary of Facts | DIM 40 |
| Witness/Complainant Data | DIM 50 (one record per page) |
| Complainant Property | DIM 55 |

DIM Inquiry Screens

Use the following transactions to inquire on records in DIM:

| | |
|-------------------------|---|
| D.A. Log Summary | DIM 60 |
| Case Type Inquiry | DIM 89 |
| General Inquiry | DIM 90 (The most common Inquiry screen) |
| Witness Inquiry | DM 91 |
| Offense Inquiry | DIM 92 |
| Agency Inquiry | DIM 93 |
| Case/CJIS Inquiry | DIM 94 |
| AFIS Inquiry | DIM 95 |
| Family Violence Inquiry | DIM 96 |

Important Notes

- Harris County Help Desk – **713-274-4444**. Available **24/7**.
- D. A. Intake – **713-755-6149**
- **Defendant Identification:** It is extremely important that you identify the defendant by obtaining all available criminal history on the person and by waiting for the AFIS response. The individual may be using an alias name, may be wanted by your own or by another agency, and/or may have prior convictions that will cause bond to be denied or raised.
- Always **CLEAR** the screen when finished filing charges; otherwise, the next computer user may unknowingly file charges that are linked to your entry as co-defendant records.
- Once you send the charge, *you can no longer change, add, or delete any information in the record*. IF ANY INFORMATION NEEDS TO BE CHANGED, CONTACT THE D.A.'S OFFICE AS SOON AS POSSIBLE.
- Click the **Help** icon for access to **JWEB Application Support** information and **JIMS Training Manuals**.
- Required fields are outlined in **Green** font.
- In JWEB, informational and error messages will display in response to your actions. Check the top left side of the screen for messages about the status of your inquiry.

Miscellaneous

Paging Techniques

The Data Pager Region contains a bar found on the bottom of the screen that allows for viewing of multiple pages.

Note: This region is only visible when there is data that displays on more than one page.

- Click the single arrows to more forward or backward one page at a time.
- Click the double arrows to access the first page or the last page.
- Specify a specific page number. Click the drop-down list and select a listed page number.

Function Key Region

- The Footer Region includes a **Function Key/PF Key-Button** Region. This region is used for buttons that replace the PF keys used to navigate or transfer on the JIMS mainframe. This region will remain visible at all times.
- Hover over a Function Key/PF Key-Button to see the PF Key equivalent on the JIMS mainframe and the transaction (screen) to which you will navigate.

JWEB Icons

The **Help** icon will access JWEB Application support information and JIMS Training manuals.

The **Refresh** icon will reset/clear the screen.

The **Search Inquiry** icon will process your inquiry. It functions the same as the Enter key.

The **Report** icon will print the report.