



JWEB SETCIC Bulk Warrant Upload Process

Process to upload SETCIC Warrants for External Agencies

Harris County Information Technology Center

406 Caroline Street

Houston, Texas 77002

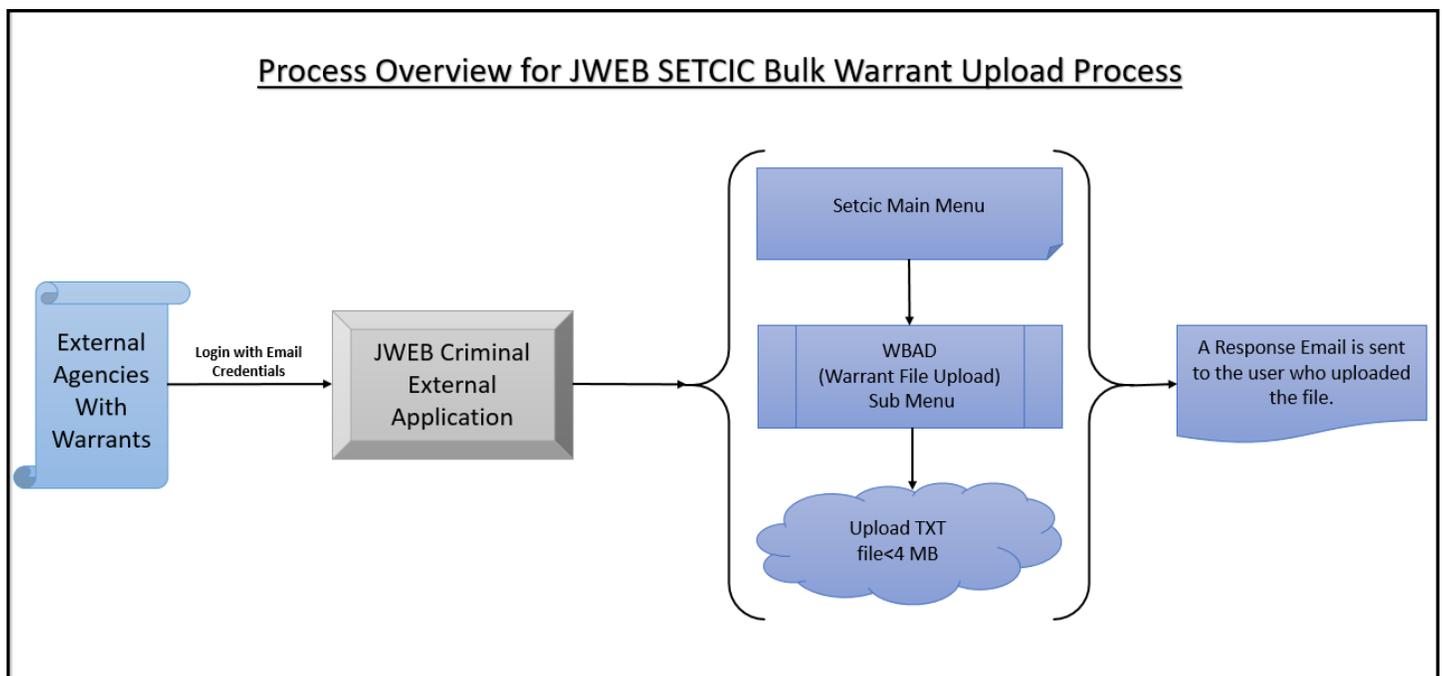
February 2019



Process Overview:

Following the new process, External Agencies will no longer be sending the warrants in an email to JIMS but will be uploading them securely via the JWEB CRIMINAL External Application (<https://crimalex.jweb.harriscountytexas.gov/>)

This document will describe the entire process in detail. A brief overview of the process is shown below.





Logging into JWEB CRIMINAL External website:

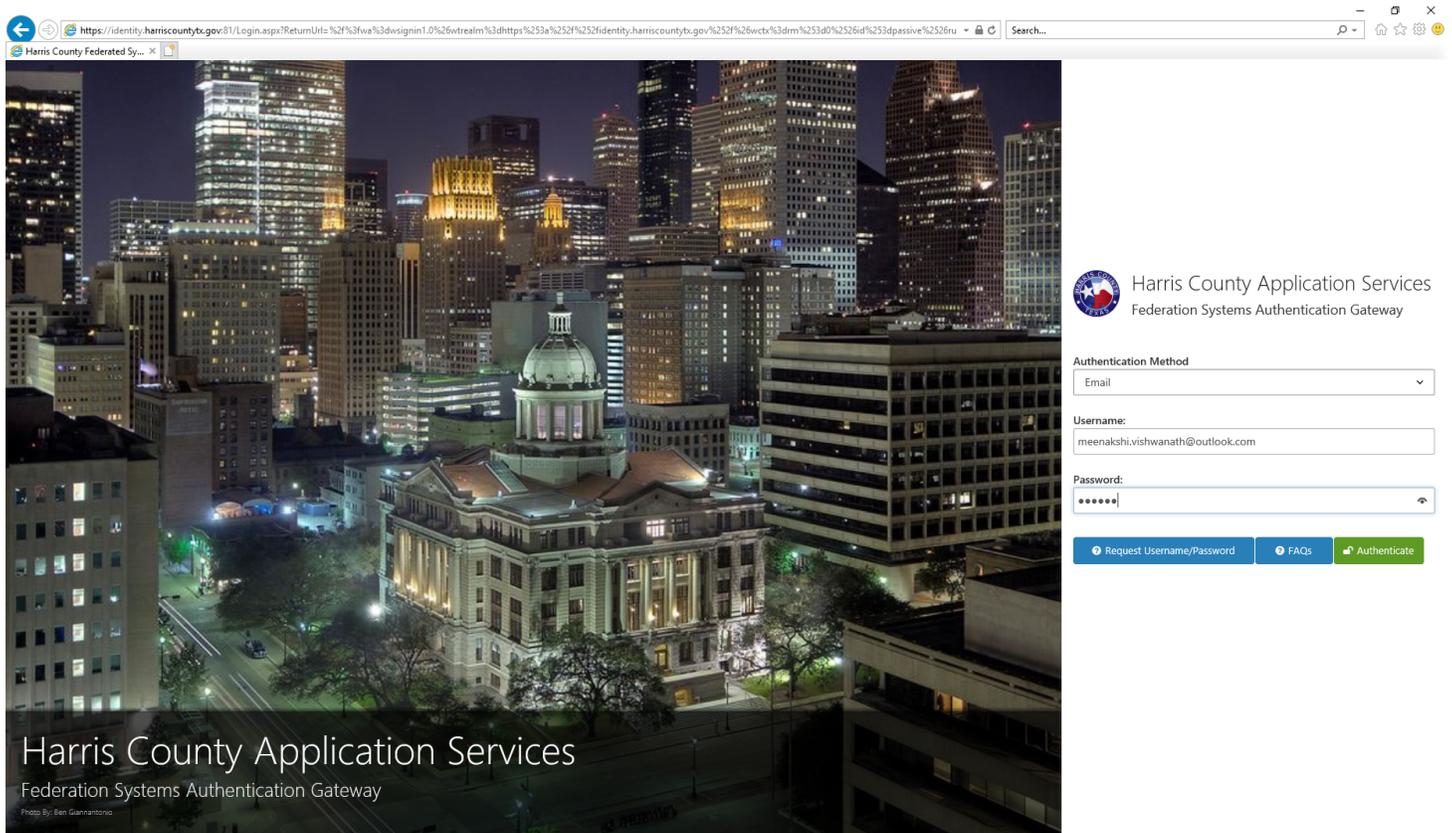
External agencies have to access the JWEB CRIMINAL EXTERNAL application and login with their Email credentials. The users should use their emails as usernames and their passwords associated with their email credentials created for the application.

Note: if you do not have your email credentials and you do not know how to login with the email credentials, please reach out to your agency liaison to create a request for you to obtain a username and password.

Below screenshots are for the login:

Step 1: Click on <https://crimalex.jweb.harriscountytexas.gov/> , enter your email as username with the associated password in the password field and click Authenticate

If you have issues logging in, call the helpdesk at 713-274-4444





Step 2: If you see the splash screen, click **Continue To JWEB** button at the bottom of the screen.

JWEB Application Support Information

For all application support request, please first contact your agency's security administrator or JIMS liaison.

If they are unable to resolve the issue, please contact the **ITC Help Desk** at **(713) 274-4444**, or send an [email request](#) to create a support ticket. For more information, please visit our [support page](#) for more helpful links and some training material.

When you speak to an **ITC Help Desk Analyst**, please be prepared to provide the following information:

- State that your question is regarding the J-WEB Application;
- Provide the name of the page;
- Provide the case number or record you are working with;
- Communicate any displayed error messages.

[Here](#) is detail document explaining this process.

We look forward to working with you to resolve this issue.

Harris County ITC Justice Applications
J-WEB Application Support Team

All users are advised that this is a restricted information system for authorized use only by authorized members of the law enforcement and criminal justice community. System usage may be monitored, recorded, and subject to audit. Use of the system indicates consent to monitoring and recording. Unauthorized access of this system or unauthorized use of the information provided on the system is prohibited and may be subject to criminal and/or civil penalties.

Continue To JWEB



Click here

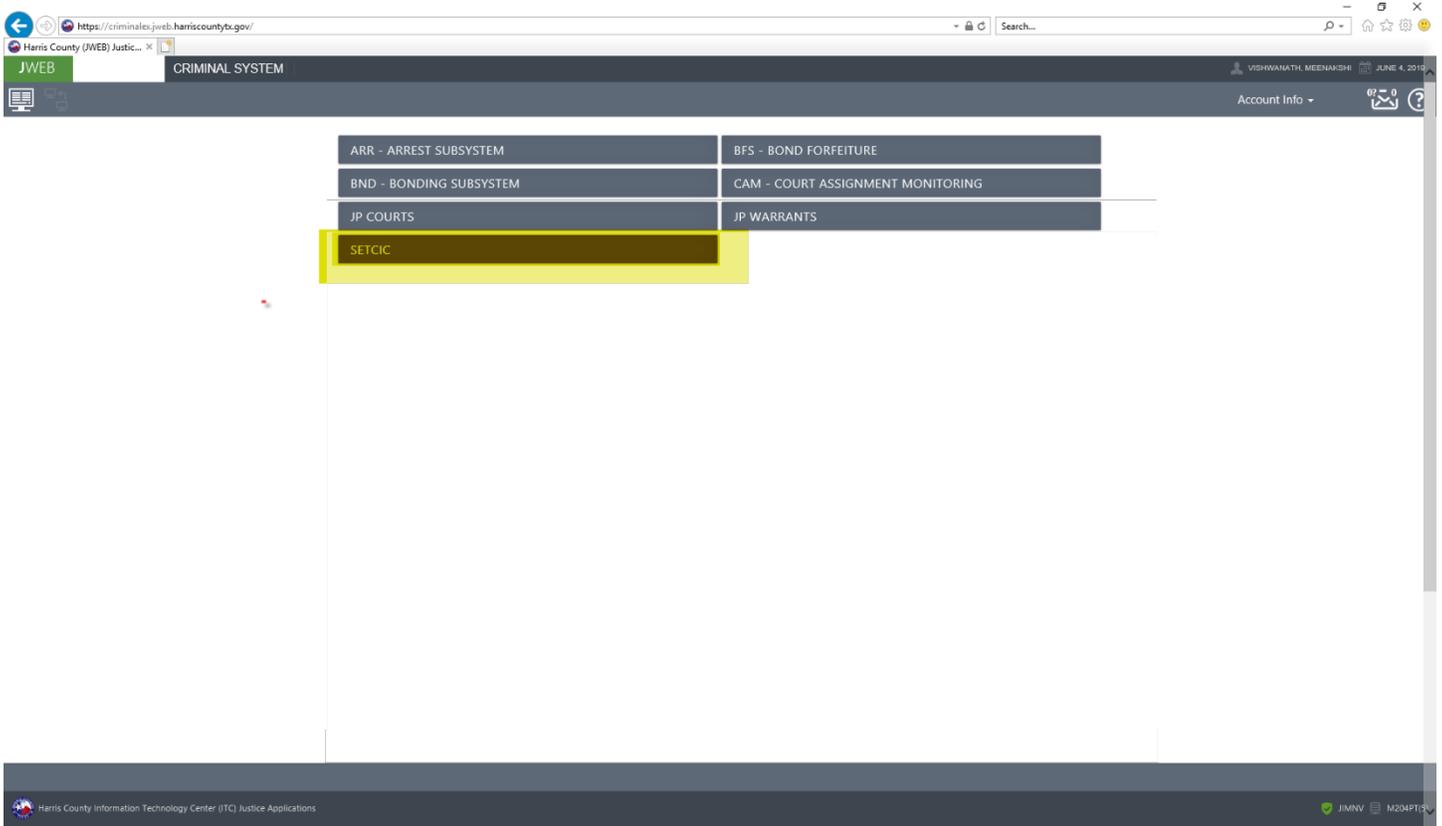


Harris County Universal Services (US)

Accessing the Warrant Upload Screen (WBAD) and uploading a file

Step 1: Find the SETCIC Menu on the main page and click on it.

Note: if you do not see the SETCIC Menu, please contact your JIMS liaison.





Step 2: Click on the WBAD sub menu.

NOTE: SETCIC Entry users will be cleared for WBAD (Warrant File Upload).

JWEB CRIMINAL SYSTEM SETCIC VISHWANATH. MEENAKSHI JUNE 4, 2019 Account Info

WADM - TLETS/NLETS ADMINISTRATIVE MESSAGES	WAID - AGENCY INQUIRY/ADD/UPDATE
WAIZ - ADD OPEN WARRANTS TO SETCIC	WALN - WARRANT - ALIEN REGISTRATION INQUIRY
WALS - WARRANT ALIAS ENTRY	WCAN - WARRANT CANCEL
WCCH - CCH LOG FILE DISPLAY	WCLR - WARRANT CLEAR
WCQN - SETCIC CONSOLIDATION	WCRH - HOLD FILE CORRECTION SCREEN
WDIS - FILE DISPLAY	WLNC - INQUIRY BY AGENCY
WLOC - WARRANT LOCATE	WLST - AGENCY LIST ALPHA ORDER
WMIQ - WARRANT MULTIPLE INQUIRY	WMLC - WARRANT MULTIPLE LOCATE
WMPS - MISSING PERSON ENTRY	WMOD - WARRANT MODIFY
WNAM - WARRANT NAME INQUIRY	WRUN - RUNAWAY ENTRY
WOCA - WARRANT INQUIRY BY ORI AND CASE NUMBER	WOLN - WARRANT INQUIRY BY OLN OR STATE ID
WREC - WARRANT MASTER FILE MODIFICATION	WRST - WARRANT RESET
WSID - WARRANT SETCIC ID NUMBER INQUIRY	WSOC - WARRANT INQUIRY BY SSN
WSPN - WARRANT INQUIRY BY SPN	WTRM - AGENCY TERMINAL INQUIRY
WWAR - WARRANT ENTRY	WBAD - WARRANT FILE LOAD
WIQS - NCIC/TCIC/SETCIC INQUIRIES	

Harris County Information Technology and Public Justice Applications
<https://gaes.web.harriscountytx.gov/S2/SETCIC/WBAD.aspx> JIMNV M204PT3



Step 3: Click on the Browse button and upload a TXT file with warrants on it.

Note: The TXT file should be saved on your computer to be uploaded.

The screenshot displays a web application interface for uploading a file. At the top, the navigation bar includes 'JWEB', 'WBAD', and 'CRIMINAL SYSTEM SETCIC WARRANT FILE LOAD'. The user is identified as 'WBAD VISHWANATH, MEENAKSHI' on 'JUNE 4, 2019'. The main content area shows an 'UPLOAD FILE' section with a 'Browse...' button (1) and a 'Click Browse' button. Below this is a 'Choose File to Upload' dialog box. The dialog box shows the 'Desktop' location with a list of files. The file 'WR20190306.TXT' is selected (2). A callout box points to the Desktop location with the text 'Select the path where the TXT file is stored on your computer'. The 'File name' field contains 'WR20190306.TXT' and the 'File type' is set to 'All Files (*.*)'. The 'Click Open' button (3) is highlighted. The footer of the application shows 'Harris County Information Technology Center (ITC) Justice Applications' and user information 'JIMNV M204PT15'.



Step 4: Click Upload button after selecting a file to receive a confirmation message.

Note: if the user accessing WBAD does not have an email associated with their user account, they will receive an error message while uploading the txt file.





Response Email Sample generated after upload by the user

The response email has 3 text files for:

- 1) Successfully created warrants in raw format
- 2) Error file in raw format
- 3) Error file in Print format

Reply Reply All Forward IM



BatchJobs.NoReply@cts.hctx.net

Warrants_20190118_091248.txt

JIMS.SETBADPT.DATOUT1.1166.txt
407 bytes

JIMS.SETBADWR.ERRFIL1.1166.txt
13 KB

JIMS.SETBADWR.PRNFIL1.1166.txt
18 KB
