

JWEB Criminal (SETCIC Entry) Quick Reference Card




Getting Started

Log-on to JWEB Production Website

Harris County (Internal) users should use this link to access the JWEB Production Website: <http://criminal.jweb.harriscountytexas.gov/> After initial setup, the username and password that you use to log-on to your Windows computer is passed to JWEB automatically.

If you are a non-Harris County (External) user or you **share** a workstation with others, then use the **external** JWEB link (below) which prompts each user to log-on. This region requires each user to log-on with their Email Address (username) and Associated Password (user-created).

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

Step	Action
<p>Logging On to JWEB Production Website</p> 	<p>The Harris County Justice Community Federated Systems Authentication Portal (log-on screen) will display.</p> <ol style="list-style-type: none"> 1. Authentication Method defaults to Email. Note: The Authentication Method is AD for Internal Users. 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 SETCIC to access the SETCIC Subsystem.

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. Click the arrow on the **Account Info** field and select Logoff icon.
3. To bookmark the page to return to it easily: click Favorites, select Add to favorites to designate where you want to save the link.

Log-on Failed

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

Cause	Solution
JWEB account is Inactive	Contact your JWEB liaison or the Help Desk. Access requires an active account.
Incorrect Log-on credentials and/or Authentication Method	For Internal Users the Authentication Method is AD. For External Users the Authentication Method is Email.
Incorrect password used/Account locked due to multiple password violations	Call your JIMS liaison or the Help Desk to have a temporary JWEB password sent to you.

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 PAGE IS UNDER DEVELOPMENT, OR THE TRANSACTION WAS BLANK, INCOMPLETE, OR INVALID. PLEASE RE-ENTER YOUR TRANSACTION."

ALL SECURITY VIOLATIONS ARE RECORDED.

Transactions

Access

- **SETCIC Full Service access will allow for warrant searches, warrant clearances, warrant entries/modifications, and External Agency warrant uploads.**
- Click the applicable transaction (for example WWAR) in the SETCIC Subsystem Menu. The transaction screen will display.
- Type data in the applicable fields. Then press **Enter** or use the **Search Inquiry** icon to execute the operation.
- Name format for inquiries and entries is Last Name, First Name.

TRANSACTION	NOTES
WWAR	Warrant Entry Use to enter warrant in SETCIC.
WMPS	Missing Person Entry Use to enter missing person warrant in SETCIC.
WALS	Warrant Alias Entry Warrant SETCIC ID (SID) required for search.
WCLR	Warrant Clear Use to clear warrant from SETCIC. Warrants should be cleared after they are served. Note: Only the Originating Agency can clear a warrant.
WCAN	Warrant Cancel Use to cancel warrant from SETCIC.
WMOD	Warrant Modify Use to modify a SETCIC warrant.
WRST	Warrant Reset Use to reset a warrant or missing person warrant.
WLOC	Warrant Locate Warrant SETCIC ID (SID) required for search.
WMLC	Warrant-Multiple Locate The multiple locate screen allows locating agency to place up to 30 locates at one time.
WBAD	Warrant File Load Used by <i>External Agencies only</i> to upload and submit warrant files to Harris County. See the <i>JWEB SETCIC Bulk Warrant Upload Process</i> document for procedure information.

Important Notes

- Harris County Help Desk – **713-274-4444**. Available **24/7**.
- Click the **Help** icon for access to **JWEB Application Support** information and JWEB Overview Videos and Training documents.
- Required fields are outlined in **Green** font.
- SPN = Person's unique Harris County identification number (System Person Number), consisting of 8 digits
- 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.

Please do **NOT**:

- Confuse the SETCIC SID with the TCIC/NCIC and state ID#. Both numbers are separate numbers.
- Confuse or use the SID as a cross reference.

The SETCIC SID works on the SETCIC system only and the TCIC/NCIC/state ID works on the NCIC System only.

Miscellaneous

Paging Techniques

The Data Pager Region contains a bar found on the bottom of the screen which 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 always remain visible.
- 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.