J-WEB INSTRUCTIONS

CONTENTS

WHAT IS J-WEB?

J-Web is the web-based version of the current JIMS legacy system. It runs in Internet Explorer, which makes it easier to use than older technologies, while providing all the same functionality that is currently available on the JIMS mainframe. Subsystems, or areas of functionality, will be converted group-by-group until eventually all JIMS screens are in J-Web.

ACCESS

1. Open Internet Explorer
2. Enter the web address provided to you for either the Criminal or the Civil system. A main menu page will display.
3. Press Enter or click Search
4. To bookmark the page so that you can return to it easily: click Favorites, select Add to Favorites and designate where you want to save the link.

MENU

The menu contains a list of subsystems or transactions that you may access. If you do not see a listing you need, contact your agency's security administrator.

* **1.** **Project Name** -This identifies the J-Web system.

* **2.** **Option Field** -Type the three-digit code for a subsystem to access the menu for that subsystem. For example, type INT to access Civil Intake. In the second part of the field you may type an option number (example 20) or a CICS tran ID (example LNQY).

✳ **3.** **Page Name** - The name of the page will display. This is also known as the option or transaction name.

✳ **4.** **Log-on Information** - This identifies the person signed on to the session.

✳ **5.** **Date -** The current date displays.

✳ **6.** **Main Menu** - This icon accesses the Main Menu, which is a list of available subsystems.

✳ **7.** **Transaction Menu** –This icon accesses the subsystem menu, which is a list of available transactions.

✳ **8.** **Help Icon** – This icon accesses help and support information.

✳ **9.** **Subsystem** – Just like in the current JIMS Model 204 system, subsystems that you may access are listed. Click on a listing to access it.

✳ **10.** **Version** – This is the version of the published project and the region.

NEW FUNCTIONALITY

1. **Single sign in**: For Harris County employees, you no longer will have to sign in. The user ID and password that you used to sign in to your Windows computer will be passed to J-Web automatically. If you are using someone else's computer, make sure to log them off and log in to that computer yourself.

2. **Calendar icon**: Dates may be entered manually or selected from a calendar.

DATE [ ] 📅 THRU [ ] 📅

Click in the field to type, or click on the calendar icon to select.

DATE [|] 📅
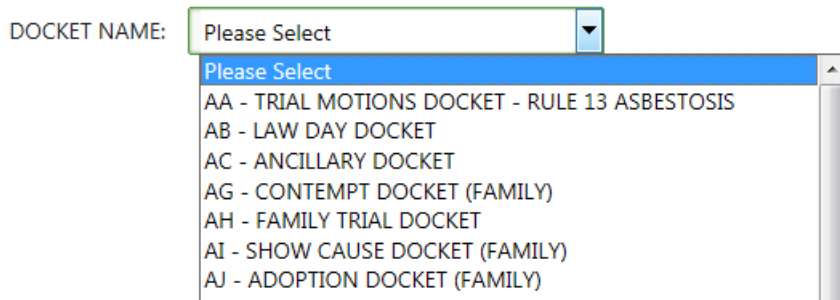
◀		October, 2013				▶
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: October 25, 2013

To access a list of months, click on the displayed month. To scroll through months or years, click on the arrows at the left and right.

Note: The green icon [calendar icon] designates that the field is required. Light gray [calendar icon] designates a read only field. Dark gray [calendar icon] designates an entry field that is not required.

3. **Drop-down lists**: Instead of having to memorize or look up codes, you may click the arrow to the right of a field and view a list of valid entries for that field.

DOCKET NAME: Please Select ▼

Please Select
AA - TRIAL MOTIONS DOCKET - RULE 13 ASBESTOSIS
AB - LAW DAY DOCKET
AC - ANCILLARY DOCKET
AG - CONTEMPT DOCKET (FAMILY)
AH - FAMILY TRIAL DOCKET
AI - SHOW CAUSE DOCKET (FAMILY)
AJ - ADOPTION DOCKET (FAMILY)

To quickly access a particular listing or section of a list, begin typing and that part of the list will be highlighted.

4. **Icons at top right**:

[search icon] Click the **s**earch icon to complete a search. You may press the Enter key instead.

[refresh icon] Click the refresh icon to reset the page.

[report icon] Click the report icon to print an associated report. When that functionality is not available, the icon is grayed out and can't be selected.

5. **Buttons instead of F Keys**: In J-Web you won't use the F keys across the top of the keyboard. Instead you will click the corresponding buttons that display at the bottom of the screen. For example, click a button to transfer to the page identified by the button.

SET HIST	SERV INQ	DOCU INQ	PARTY INQ	ACT UPD	MFL INQ
ACT INQ	PST TRL INQ	CFL HIST			
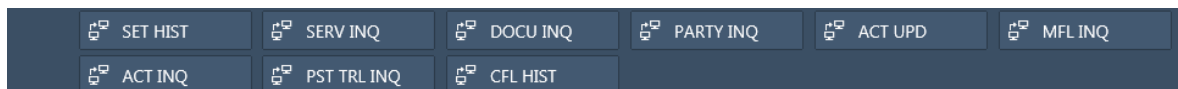
6. **Sorting**: Click on the up and down arrow icon [up/down arrow icon] in a column heading to sort in ascending or descending order.

7. **Paging**:

   a. Click on the single arrows to proceed forward or backward one page at a time.

   b. Click on the double arrows to access the first or last page.

   c. Select a specific page by clicking on the drop-down list and selecting a displayed page number.
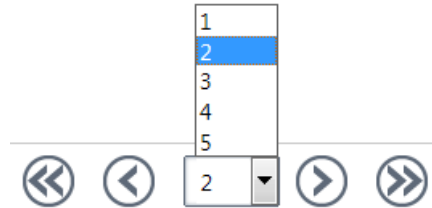
8. **Records per page**: To change the number of records displayed on each page, click the Records Per Page drop-down list and select a listing:
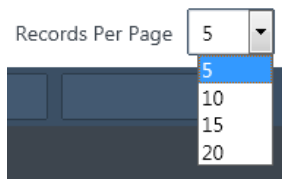

9. **Selecting records**: In J-Web you won't type X or D to select a record. Instead you will click in a selection box and a checkmark will display.

10. **Adding records**: On some pages, there will be an option to expand or collapse the section where records can be added. Click the section heading to expand or collapse a panel. Then enter the record.

11. **Add, Update, Delete buttons**: Click the appropriate button at the bottom right of a section to complete a workflow.
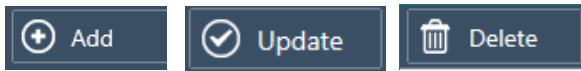
Note: When you click the Delete Icon 🗑, a confirmation message will display. If you are sure, click OK or else click Cancel. Once the delete is complete, a Delete Successful Message will display (see below).

12. **Messages**: The following icon displays before an informational message ⓘ. Check the top left of the page for messages about the status of your inquiry or update. Confirmation and error messages will display in response to your actions. Some examples are below:

<mark>**Msg.1** Example of a Successful Deletion</mark>

<mark>**Msg.2** Example of an Error Message</mark>
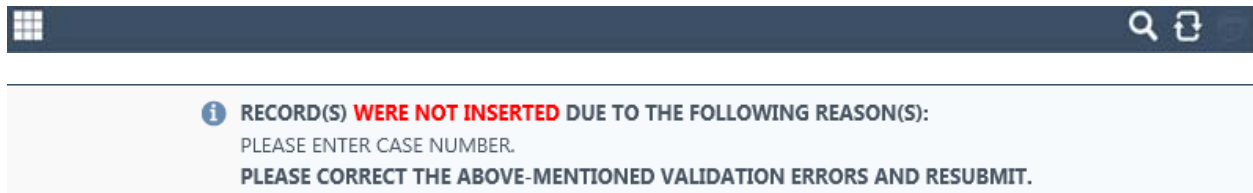
<mark>**Msg.3** Example of a Successful Message</mark>

13. **Keyboard shortcuts**: Internet Explorer includes the following keyboard shortcuts
    Alt + → (forward arrow) = forward one page
    Alt + ← (back arrow) = back one page

Note: If you try to transfer to a transaction that has not been converted yet, the following message will appear. When this happens, use the existing mainframe transaction instead.
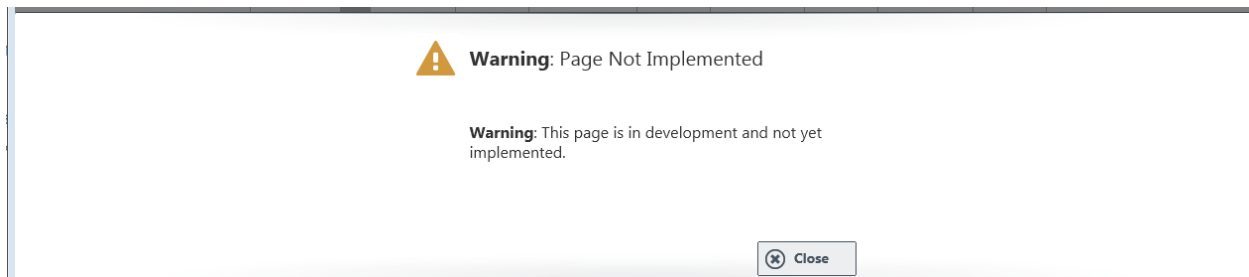
If you have any questions or suggestions, please contact your agency's security administrator.

Thank you