

CSV File Instructions

Three Comma Separated Value (CSV) files - “Major File Spreadsheet.csv”, “Minor File Spreadsheet.csv”, and “SuspRein File Spreadsheet.csv” - are provided to allow you to create files for Minor Convictions, Major Convictions, and Suspension and Reinstatements in a format that the CourtTransmissionClient application will recognize.

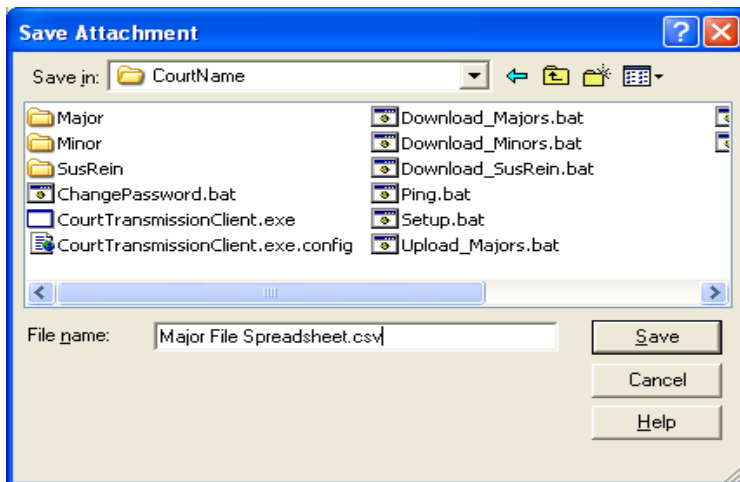
Please refer to the remarks in the layouts to ensure the data record meets the criteria for type and length. (Examples: on the Minor Conviction layout the CDL indicator must be a Y or N; and the Name cannot be over 35 characters long.)

Please familiarize yourself with the sample return files and error listings. Spreadsheet software (MS Excel, Corel, etc) is required to use the “CSV” files. Opening these files in a spreadsheet will allow you to more easily track data being entered. Excel was used for the following examples.

Note: The CourtTransmissionClient should be installed and setup before beginning this.

Saving Files from Email

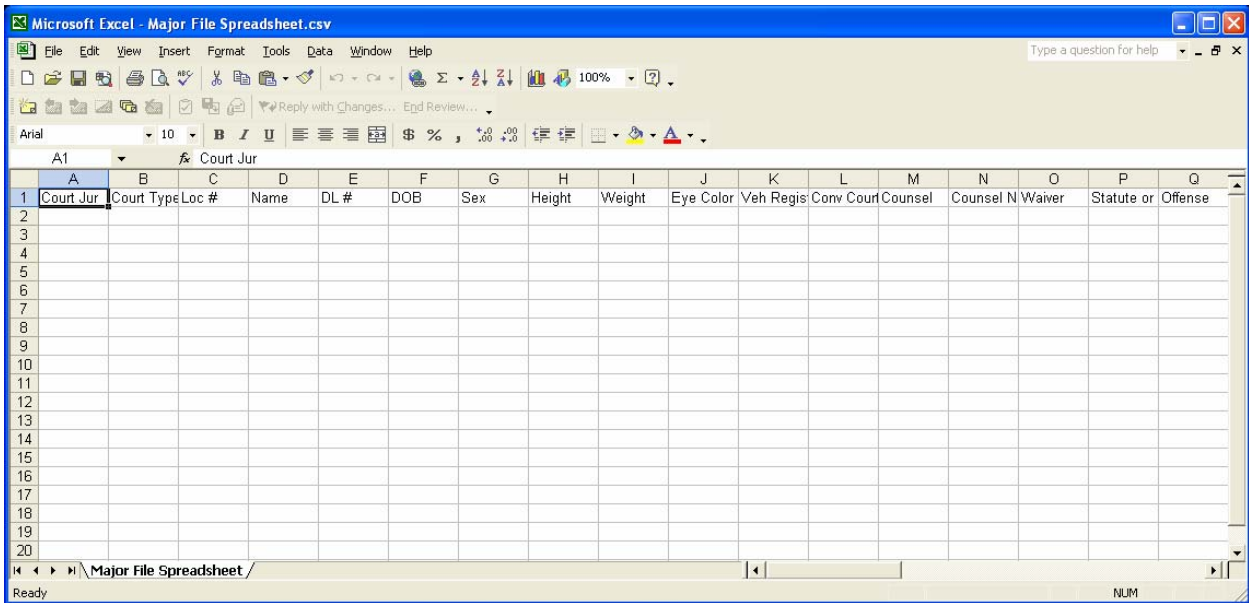
Detach the following three (3) files in the email to the “Parent Directory” created during the CourtTransmissionClient setup. “CourtName” is used in the examples below.



- Major File Spreadsheet.csv
- Minor File Spreadsheet.csv
- SuspRein File Spreadsheet.csv

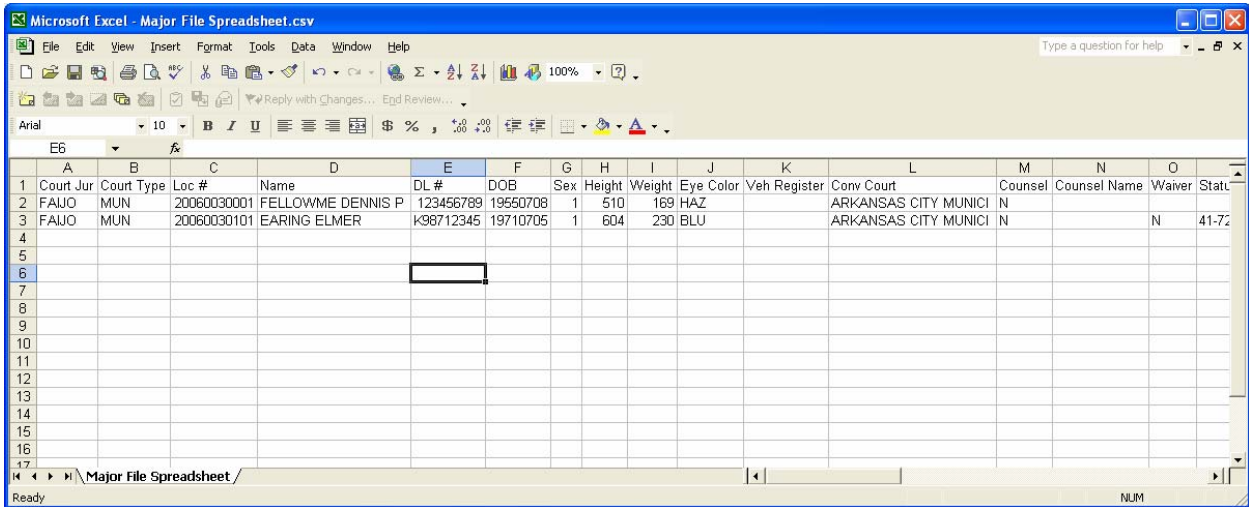
Creating a Major Conviction file

1) Double-click on Major File Spreadsheet.csv, you should see something like:



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Major File Spreadsheet.csv". The spreadsheet has a header row with the following columns: A1 (Court Jur), B (Court Type), C (Loc #), D (Name), E (DL #), F (DOB), G (Sex), H (Height), I (Weight), J (Eye Color), K (Veh Regis), L (Conv Court), M (Counsel), N (Counsel N), O (Waiver), P (Statute or), and Q (Offense). The rest of the spreadsheet is empty.

2) Enter abstract data for each conviction following the remarks in the Major Conviction layout.



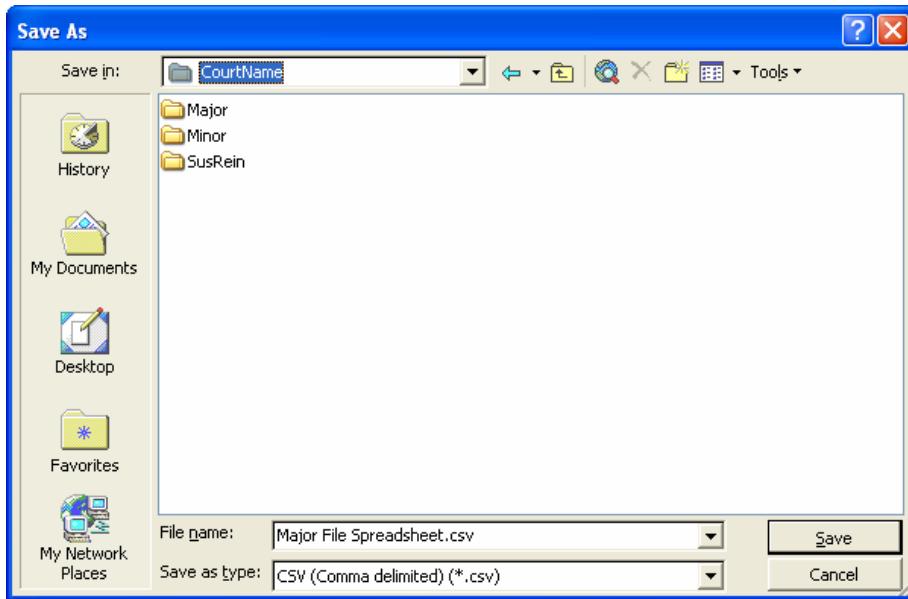
The screenshot shows the same Microsoft Excel window, but now with three rows of data entered. The data is as follows:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Court Jur	Court Type	Loc #	Name	DL #	DOB	Sex	Height	Weight	Eye Color	Veh Register	Conv Court	Counsel	Counsel Name	Waiver	Stat
2	FAJO	MUN	20060030001	FELLOWME DENNIS P	123456789	19550708	1	510	169	HAZ		ARKANSAS CITY MUNICI	N			
3	FAJO	MUN	20060030101	EARING ELMER	K98712345	19710705	1	604	230	BLU		ARKANSAS CITY MUNICI	N		N	41-72

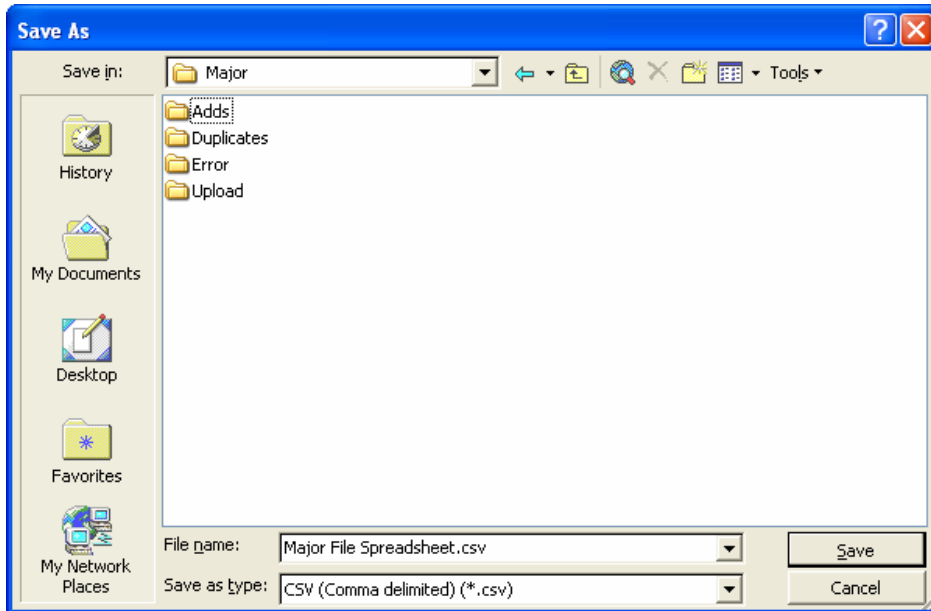
3) Click on "File" menu option. Choose "Save As" and save the file to "Upload" sub-directory of the "Major" directory.

(Example starts with the spreadsheet being in your Parent Directory.)

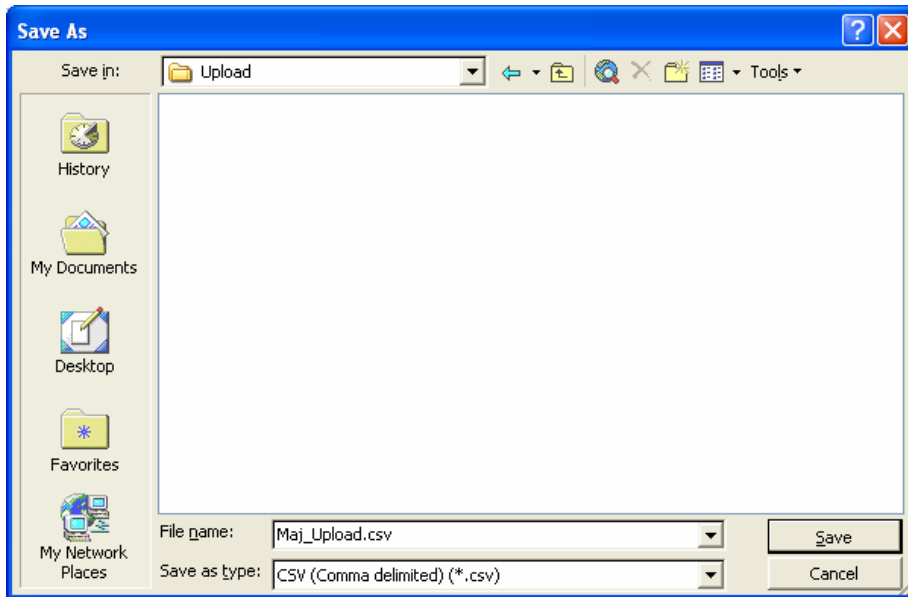
3a) Double click on “Major.”



3b) Double click on “Upload.”



3c) Change file name to “Maj_Upload” and the file type “CSV (Comma delimited) (*.csv)” and click on “Save.”



This file is now ready for when you use the CourtClientTransmission client to send the file to KDOR.

It is a good idea to keep a backup of what you send to (and receive from) the DMV. To make a backup copy of this file: Click on “File” menu option; Choose “Save As”; save the file under a different name – such as “Maj_Upload_(date).csv” where (date) is the current date like “Maj_Upload_03012007.csv” You can save this file in the “Upload” directory or you can create a “BackUp” directory in “Upload” and save them there.

Creating a Minor Conviction and Suspension/Reinstatement files

Repeating steps 1 – 3 with the “Minor File Spreadsheet.csv” and “SuspRein File Spreadsheet.csv” will allow you to generate the respective files needed to send to DMV.