Court Transmission Client Setup Instructions

Introduction

The CourtTransmissionClient application provides courts a secure way to submit Major Convictions, Minor Convictions, and Failure to Comply Suspensions and Reinstatements to DMV as well as retrieve corresponding result files. The application can send files in two formats: fixed length text files (using DMV record layouts) and comma separated value (CSV) files (using DMV provided files). The result files (received from DMV) are in a fixed length format.

This documentation contains instructions to:

- Download and install .Net Framework 3.5.
- Install the CourtTransmissionClient application.
- Setup the application.
- Use the application.

The setup will take 30 - 60 minutes. The download time for .Net frameworks is not included in this estimate.

Note: The picture examples in this document were taken using Edge and Windows 11, if you are using a different browser or operating system your steps may look different.

If you need any assistance with this setup or need to be switched between Test and Production modes, please contact Asia Puck at asia.puck@ks.gov.

Installation of .NET Framework 3.5

CourtTransmissionClient requires that your computer have .NET Framework 3.5 or a compatible version installed.

Note: Depending on the setup of your PC, you may need Admin privileges to install this. If so, please contact your system administrator.

1. Use the link below to go to Microsoft's .NET Framework 3.5 download page https://www.microsoft.com/en-US/download/details.aspx?id=21

Important! Selecting a language below will dynamically change the complete page content to that language. Select Language: English Download	1icrosoft .NET Fr	amework 3.5			
Select Language: English	Important! Selecting	a language below will dynami	ically change the complete pag	e content to that language.	
	Select Language:	English	~	Download	

- 2. Click the orange *Download* button on the screen
- 3. Click *Save As* on the download popup for your browser.



4. Save the file to your desktop so you can locate it easier. Leave the file name as is.

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File name:	dotNetFx35setup			~
Save as type:	Application			~
∧ Hide Folders			Save	Cancel

- 5. Once the file has downloaded, you will see the file called "dotNetFx35setup.exe." on your desktop.
- 6. Double-click on the file to start the installation process.
- 7. You may see a pop up that asks, "Do you want to allow this app to make changes to your device?" If so, click *Yes*.



8. Follow the on-screen instructions to finish installation of .Net Framework 3.5.

Directory Setup

These next steps will instruct you on how to create and set up your directories to house the electronic submission files that you will be sending and receiving.

1. Open Windows Explorer and create a directory on the local drive (usually the C: drive) by doubleclicking on the drive.



2. In the next window, navigate to the top left-hand corner and click New, then click Folder.



3. Name the folder so that it is easily located, for example the name of the court ("CourtName" is used in the example below).

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4. Within your folder (i.e., "CourtName"), create 3 additional folders named "Majors", "Minors", and "SusRein".



5. In the "Majors" folder create four additional folders named "Upload", "Errors", "Adds", and "Duplicates".



- 6. You will now need to create a blank document in each of these folders.
 - For the Major Upload Folder

If you will be uploading CSV files, please download the *Major File Spreadsheet* and save it with the file name **Maj_Upload** to this folder. The file can be found on our download page here: <u>https://www.ksrevenue.gov/courts/downloads.html</u>

Upload		×	+						
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If you are using court software, you will need to create a blank .txt file in this folder with the file name **Maj_Upload**. You can use the *Notepad* application or a similar program on your computer to do this.

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• For the Major Errors Folder

You will need to create a blank .txt file in this folder with the file name **Maj_Err**. You can use the *Notepad* application or a similar program on your computer to do this.

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• For the Major Adds Folder

You will need to create a blank .txt file in this folder with the file name **Maj_Add**. You can use the *Notepad* application or a similar program on your computer to do this.

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Maj_Add.txt				3/2	22/2023 3:1	7 PM	Text Docur	nent		0 KB

• For the Major Duplicates Folder

You will need to create a blank .txt file in this folder with the file name **Maj_Dup**. You can use the *Notepad* application or a similar program on your computer to do this.

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Maj_Dup.txt			3/2	2/2023 3:	17 PM	Text Docur	ment		0 KB

7. In the "Minors" folder create five additional folders named "Upload", "Errors", "Adds", "999", and "Duplicates".

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📒 Upload		3/22/2023 3:46 PM	File folder
Errors		3/22/2023 3:46 PM	File folder
adds 🔁		3/22/2023 3:46 PM	File folder
999		3/22/2023 3:46 PM	File folder
Duplicates		3/22/2023 3:47 PM	File folder
5 items			

8. You will now need to create a blank document in each of these folders the same way you did for the Majors above.

• For the Minor Upload Folder

If you will be uploading CSV files, please download the *Minor File Spreadsheet* and save it with the file name **Min_Upload** to this folder. The file can be found on our download page here: <u>https://www.ksrevenue.gov/courts/downloads.html</u>

If you are using court software, you will need to create a blank .txt file in this folder with the file name **Min_Upload**. You can use the *Notepad* application or a similar program on your computer to do this.

• For the Minor Errors Folder

You will need to create a blank .txt file in this folder with the file name **Min_Err**. You can use the *Notepad* application or a similar program on your computer to do this.

• For the Minor Adds Folder

You will need to create a blank .txt file in this folder with the file name **Min_Add**. You can use the *Notepad* application or a similar program on your computer to do this.

• For the Minor Duplicates Folder

You will need to create a blank .txt file in this folder with the file name **Min_Dup**. You can use the *Notepad* application or a similar program on your computer to do this.

• For the Minor 999 Folder

You will need to create a blank .txt file in this folder with the file name Min_999. You can use the *Notepad* application or a similar program on your computer to do this.

9. In the SusRein folder create four additional folders named "Upload", "Errors", "Adds", and "Duplicates".

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📒 Adds				3/2	2/2023 3:	57 PM	File folder	
Errors				3/2	2/2023 3:	57 PM	File folder	
🚞 Upload				3/2	2/2023 3:	57 PM	File folder	
4 items								

10. You will now need to create a blank document in each of these folders the same way you did for the Majors & Minors above.

• For the SusRein Upload Folder

If you will be uploading CSV files, please download the *Suspension/Reinstatement File Spreadsheet* and save it with the file name **SusRein_Upload** to this folder. The file can be found on our download page here: <u>https://www.ksrevenue.gov/courts/downloads.html</u>

If you are using court software, you will need to create a blank .txt file in this folder with the file name **SusRein_Upload**. You can use the *Notepad* application or a similar program on your computer to do this.

• For the SusRein Errors Folder

You will need to create a blank .txt file in this folder with the file name **SusRein_Err**. You can use the *Notepad* application or a similar program on your computer to do this.

• For the SusRein Adds Folder

You will need to create a blank .txt file in this folder with the file name **SusRein_Add**. You can use the *Notepad* application or a similar program on your computer to do this.

• For the SusRein Duplicates Folder

You will need to create a blank .txt file in this folder with the file name **SusRein_Dup**. You can use the *Notepad* application or a similar program on your computer to do this.

11. Once complete, you can move on to setting up the application.

DMV Web-Based Application

On the Downloads page of our court's website, you will see a link for the CourtTransmissionClient Application. <u>https://www.ksrevenue.gov/courts/downloads.html</u>

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This is a zip file that contains the eleven (11) files that allow you to send and retrieve Major Convictions, Minor Convictions, and Failure to Comply Suspensions & Reinstatements.

Downloading the Court Transmission Client

- 1. Click on the *CourtTransmissionClient Application* link on our downloads page.
- 2. Direct your browser to save it in your "Parent Directory" ("CourtName" is used in the examples below).



3. After downloading, extract the contents of the zip folder into the main directory.



4. Once everything has been extracted, you can delete the zip file and your *"Parent Directory"* should now look like the example below:

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Court Transmission Setup

These next steps will take you through the process of directing your Court Transmission Client pathways to the files you set up in the Directory Setup process above. The *Upload* files you created will be what the Client pulls to send your submissions the DMV. The *Error*, *Adds*, *Duplicate*, and *999* files will be where the Client stores the information you pull back from the DMV letting you know the results of your uploads.

- 1. Double click on the Setup.bat file in your "Parent Directory".
- This will bring up a new window called "Court Transmission Settings". Enter your Username, Password & Court Code into the top three fields on the Settings screen.
 Note: Your Username and Court Code will be the same thing. If you do not know your username/court code and/or your password, please contact Asia Puck at asia.puck@ks.gov for assistance.

🔡 Court Transmission Settings			-	• >	<]
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Upload File					
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3. On the Major Convictions tab, click on the ellipsis button next to the empty field under *"Upload File"*.

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4. This will bring up a Windows Explorer window where you will navigate back to your "*Parent Directory*" and select the Major Upload file you created in the previous steps.

> This PC > Windows (C:) > CourtNar	ne > Majors > Upload	~ C
ew folder		
Name	Date modified	Туре
Maj_Upload.txt	3/22/2023 3:17 PM	Text Document
File <u>n</u> ame: Maj_Upload.txt		~

5. Your Court Transmission Settings will now show the **Maj_Upload** file in the Upload File pathway.

Note: If you are using a CSV file for your uploads, make sure you check the box that says *"This Upload file will be a CSV (Comma Separated Value) formatted File."*

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Upload File					
C:\CourtName\Majors\Upl	oad\Maj_Upload.t	bxt			
This Upload file will be	e a CSV (Comma	Seperated Value) form	natted File.		
Error Eile					
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Adds File					
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6. You will now repeat the process to select the .txt files you created for the Error, Adds, and Duplicates files for Major Convictions.

) formatted File.
) formatted File.
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7. You will now move on to the **Minor Convictions** and the **Suspension/Reinstatement** tabs and repeat the same processes there as well. Each tab should look like the examples below:

Minor Convictions Tab

C:\CourtName\M	linors\Upload\Min_Upload.txt	
This Upload	file will be a CSV (Comma Seperated Value) formatted File.	
Error File		
C:\CourtName\M	Ninors\Errors\Min Err.txt	
dds File	-	
dds File C:\CourtName\M	- linors\Adds\Min_Add.txt	
dds File C:∖CourtName∖M 099 File	- linors\Adds\Min_Add.txt	

Suspension/Reinstatements Tab

Upload File				
C:\CourtName\S	usRein\Upload\Si	usRein_Upload.txt		
	ile will be a CSV	Comma Seperated Valu	e) formatted Fi	le.
This Upload t				
This Upload t				
Error File				
Error File C:\CourtName\Se	usRein\Errors\Sus	Rein_Err.txt		
Error File C:\CourtName\Si Adds File	usRein\Errors\Sus	Rein_Err.txt		
Error File C:\CourtName\Si Adds File C:\CourtName\Si	usRein\Errors\Sus usRein\Adds\Sus	Rein_Err.txt Rein_Add.txt		

8. Once all your settings are complete, click "Save" at the bottom of the window.

Email Support Cancel Save			
Cancel Save	<u>Email</u>	Support	
	Cancel	Save	

Note: If there is a field in error an error message will be received with a red flashing "!" next to the field in error. See below:

层 Court Transmission Settings	-	□ ×
The changes were not saved, I	Please check your entries and try	again.
Username	Password	
CourtTest		
Court Code	1	
CourtTest		
Major Convictions Minor Convictions	Suspension/Reinstatements	1
Upload File		
C:\CourtName\SusRein\Upload\Sus	sRein_Upload.txt	
This Upload file will be a CSV (Comma Seperated Value) formatted File.	
Error File		•

You have now completed setup of the application! You are now ready to submit convictions and suspension/reinstatements to the DMV. The following pages explain the upload and download processes and possible errors.

Upload and Download File Results

When using the ".bat" files included a result file will be generated each time a file is uploaded and/or downloaded to/from DMV. Each file will create a message stating the action was successful or that there was an error.

Successful upload messages:

- The file was uploaded successfully.
- Processing download file was successful.

Possible error messages:

- The file you are trying to upload was not found, please check the file, and try again.
- The CSV you are trying to upload was not formatted properly, please check the file and try again.
- This file does not appear to be formatted correctly. Please check the file and try again.
- This file does not appear to have the correct Court Code. Please check the file and try again.
- An unknown conviction type was transferred, please contact the Kansas Department of Revenue for assistance.
- An unknown file type was transferred, please contact the Kansas Department of Revenue for assistance.
- An unknown error occurred, if you continue to get this error please contact the Kansas Department of Revenue.
- There was a connection error, please try again later.
- There was a database error, please try again later.
- There was a problem with the file you uploaded, check the file and try again.
- There was not a security header with this transmission.
- The username token was missing from the transmission.
- Password types were not the same.
- Your username/password combination was invalid.
- An Unknown error has occurred.

Note: Errors should be corrected and resubmitted to DMV.

Note: If you receive this pop up when running any .bat files as directed below:



- Click the "More Info" text
- And then select the "Run Anyway" option that appears



Note: If you are using court software, the following processes may work differently for you, please consult your software vendor for training on how electronic submission works with your software.

Major Convictions

To upload Major Convictions to DMV:

1. Double click on the "Upload_Majors.bat" file (in the "Parent Directory").



2. A Command Prompt window will briefly flash on your screen, this is just the Court Transmission Client running its process to upload your file.



3. When the upload is complete, a file named "*UploadMajors.txt*" will be created in the "*Parent Directory*". The "*UploadMajors.txt*" file will contain the status of the upload – whether it was successful or that there was an error.

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	CourtTrans	missior	nClient.e	exe		🗟 Uplo	ad_Majors	.bat				
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15 ite	ems 1 item se	elected	866 byt	tes								≣□

4. Verify the file was successfully sent. Example of a successfully uploaded file:



5. Your upload file has now been submitted to the state!

To download the Major Convictions results from DMV: Note: You must do this the following business day after you upload in order to obtain the results.

1. Double click on the "Download_Majors.bat" file (in the "Parent Directory").



2. A Command Prompt window will briefly flash on your screen, this is just the Court Transmission Client running its process to upload your file.



3. When the download is complete, a file named "**DownloadMajors.txt**" will be created in the "*Parent Directory*". The "*Download_Majors.bat*" file will contain the status of the download – whether it was successful or that there was an error.



4. Verify the file was successfully sent. Example of a successfully downloaded file:



5. The results from the state have now been downloaded!

Now when you navigate to the .txt files in your Major *Adds*, *Errors*, and *Duplicate* folders, they will contain the data that you just downloaded.

Minor Convictions

To upload Minor Convictions to DMV:

1. Double click on the "Upload_Minors.bat" file (in the "Parent Directory").

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	SusRein				S Dow	/nload_Su	ısRein.bat	C	🖫 Upload	_SusRei	n.bat	
	S ChangePasswo	ord.bat			Dow	nloadMa	jors.txt		Upload	Majors.	txt	
	Court Transmis	sionClient	exe		🖪 Ping	g.bat						
	CourtTransmis	sionClient	exe.config)	🚯 Setu	ıp.bat						
16 ite	ems 👘 1 item selec	ted 64 byt	es									

- 2. A Command Prompt window will briefly flash on your screen, this is just the Court Transmission Client running its process to upload your file.
- 3. When the upload is complete, a file named "*UploadMinors.txt*" will be created in the "*Parent Directory*". The "*UploadMinors.txt*" file will contain the status of the upload whether it was successful or that there was an error.

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	CourtTransmis	sionClient.e	xe		🖫 Ping	g.bat			Uplo	oadMinors	.txt	
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4. Verify the file was successfully sent. Example of a successfully uploaded file:



5. Your upload file has now been submitted to the state!

To download the Minor Convictions results from DMV:

1. Double click on the "Download_Minors.bat" file (in the "Parent Directory").



2. A Command Prompt window will briefly flash on your screen, this is just the Court Transmission Client running its process to upload your file.

3. When the download is complete, a file named "*DownloadMinors.txt*" will be created in the "*Parent Directory*". The "*Download_Minors.bat*" file will contain the status of the download – whether it was successful or that there was an error.



4. Verify the file was successfully downloaded. Example of successfully downloaded file:



5. The results from the state have now been downloaded!

Now when you navigate to the .txt files in your Minor *Adds*, *Errors*, *Duplicate* and *999* folders, they will contain the data that you just downloaded.

Suspensions/Reinstatements

To upload Suspensions and Reinstatements to DMV:

1. Double click on the "Upload_SusRein.bat" file (in the "Parent Directory").

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- 2. A Command Prompt window will briefly flash on your screen, this is just the Court Transmission Client running its process to upload your file.
- 3. When the upload is complete, a file named "*UploadSusRein.txt*" will be created in the "*Parent Directory*". The "*UploadSusRein.txt*" file will contain the status of the upload whether it was successful or that there was an error.

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4. Verify the file was successfully sent. Example of a successfully uploaded file:



5. Your upload file has now been submitted to the state!

To download the Suspension and Reinstatements results from DMV:

1. Double click on the "Download_SusRein.bat" file (in the "Parent Directory").



2. A Command Prompt window will briefly flash on your screen, this is just the Court Transmission Client running its process to upload your file.

3. When the download is complete, a file named "DownloadSusRein.txt" will be created in the *"Parent Directory"*. The *"Download_SusRein.bat"* file will contain the status of the download – whether it was successful or that there was an error.



4. Verify the file was successfully downloaded. Example of a successfully downloaded file:



5. The results from the state have now been downloaded!

Now when you navigate to the .txt files in your Suspension/Reinstatement *Adds*, *Errors*, and *Duplicate* folders, they will contain the data that you just downloaded.

Changing Password

To change your password:

1. Double click on the "ChangePassword.bat" file (in the "Parent Directory"). The Change Password Dialog window will appear:

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New Password	_	
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New Password Again	_	
Cancel Save		//

- 2. Enter New Password; Enter New Password Again
- 3. Click on "Save" (click on "Cancel" to keep your existing password).

A successful message in the command window will be displayed when the password is successfully changed. To close the window, press the "Enter" key.

Technical Information (typically used by programmer)

This application can also be run from the command line. Double click "CourtTransmissionClient.exe". The following window appears providing the details to run the application from a command prompt. To close the window, press the "Enter" key.

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	-d <date></date>	The dat	e you want to download again.			
	-i	Disable	prompting before exit.			
	Notes: Run "set	tup" the	first time to configure your settings.			