

Harris County
Subscriber Connection Procedures
January 1998

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Overview

TELNET

In order to log on to the Harris County computer, subscribers will establish a TELNET connection. (TELNET is a generic term for a communications platform that allows one computer to connect with another over a telephone line.)

The connection can be made through different operating systems such as Windows '95, Windows NT, Windows 3.1 and DOS. The connection procedures differ for each of these operating systems.

Subscribers need to establish a connection called TCP/IP. Windows '95 and Windows NT come with this capability. Windows 3.1 and DOS require additional software.

WINDOWS 3.1 AND DOS

If you are using Windows 3.1 or DOS as the operating system on your computer, you will need to download software from the Subscriber Access Bulletin Board or the Internet. This software allows you to establish a TCP/IP connection so that you can dial-in to the Harris County mainframe computer.

First complete the procedures on pages 10- 13 for downloading the AccessBuilder Remote Client software, then turn to the appropriate section for your system. Windows 3.1 procedures are explained on pages 14 - 17, and DOS procedures are explained on pages 18 - 20.

WINDOWS '95 AND WINDOWS NT

Windows '95 and Windows NT allow people to establish a TCP/IP connection and include a rudimentary version of a TELNET program. If you have Windows '95, complete the procedures on pages 3 - 6. If you have Windows NT, complete the procedures on pages 8 - 9.

COMMUNICATIONS SOFTWARE

There are many types of communications software on the market (ProComm for Windows '95, Attachmate, PC Anywhere, etc.). These incorporate TELNET programs and many other types of emulations so that you can connect to host computers. Please note that Harris County does not provide technical support for off-the-shelf software purchased by users.

Many of these packages allow you to “map” the keyboard. This means you can assign keyboard functions to the keys you want to use. For example, the default key to clear the screen is Control z (see page 25 for a full list of keyboard defaults); however, you can assign that function to the Escape key or to any other key you wish to use to clear the screen.

If you would like to map your keyboard, you will need to use some type of communications software such as ProComm for Windows `95.

Windows '95 Connection Procedures

The instructions on pages 3 - 5 for installing the Dial-up Adapter, installing TCP/IP and setting up the TCP/IP connection only need to be completed one time before you begin accessing the Harris County system.

If the Dial-up Adapter and TCP/IP applications are already installed on your PC, begin with the section titled TO SET UP THE TCP/IP CONNECTION on page 5.

Once the TCP/IP connection is defined, begin with the section titled TO MAKE THE TCP/IP CONNECTION on page 6 whenever you want to use the Harris County Subscriber Access system.

PLEASE NOTE: TO COMPLETE THE FOLLOWING STEPS, YOU WILL NEED THE INSTALLATION DISKETTES OR THE CD FOR WINDOWS '95.

TO INSTALL DIAL-UP NETWORKING

1. Click on the **START** button at the bottom left of the screen.
2. Select **SETTINGS**, then click on **CONTROL PANEL**.
3. Double click on the **ADD/REMOVE PROGRAMS** icon.
4. Click on the **WINDOWS SETUP** tab, then highlight the **COMMUNICATIONS** option.
5. Click on **DETAILS**.
6. If the **DIAL-UP NETWORKING** option is selected, it is already installed. Go to the next section below. If it is not selected, complete step 7.
7. Highlight **DIAL-UP NETWORKING** and click **OK**. Windows '95 will attempt to install the necessary drivers. You will need your installation diskettes or CD at this point.

TO SEE IF THE DIAL-UP ADAPTER AND TCP/IP ARE ALREADY INSTALLED

1. Click on the **START** button at the bottom left of the screen.
2. Select **SETTINGS**, then click on **CONTROL PANEL**.
3. Double click on the **NETWORK** icon. A dialog box with three tabs will display.
4. The default tab is **CONFIGURATION**.
5. At least two things should be listed in the box labeled **The following network components are installed**. These are the **Dial-Up Adapter** and **TCP/IP**.
6. If these things are listed, proceed to the section titled TO SET UP THE TCP/IP CONNECTION page 5. If not, go to the section below and install the missing components.

TO INSTALL THE DIAL-UP ADAPTER

1. Select the **ADD** button.
2. Double-click on **ADAPTER**.
3. Scroll down the list and select **MICROSOFT**.
4. Choose the **DIAL-UP ADAPTER**, and then select **OK**.

TO INSTALL TCP/IP

1. Select the **ADD** button.
2. Double-click on **PROTOCOL**, then select **MICROSOFT**.
3. Select **TCP/IP**, and then select **OK**.

TO COMPLETE THE APPLICATION INSTALLATION

If you have added the Dial-up Adapter and/or the TCP/IP protocol, click every **OK** button you encounter.

When you click **OK** on the Network screen, the network box will close, and Windows will show that the computer needs to be rebooted.

First **close all open applications** then click **Yes** to allow the machine to reboot. (If you do not close your other applications first, you may lose some of your work in those applications.)

Once the applications listed above are installed on your PC, you need to create a connection to the Harris County computer. You should only have to do this one time before you begin accessing the Subscriber Access system.

TO SET UP THE TCP/IP CONNECTION

1. Select **Start**
Select **Program**
Select **Accessories**
Select **Dial-Up Networking**
2. The Dialup Networking Box will open.
Double-click on the **Make New Connection** icon.
3. Type in a connection name (example, **Harris County** or **Subscriber**).

If Windows '95 has not already configured your modem:

Under Select a modem, designate the type of modem you are using.

Select **Configure**.

On the **General** menu sheet, select the **Port** where your modem is connected.

Select **Maximum speed (baud rate)** of your modem.

Make sure the following settings are in place:

Select the **Connection** menu sheet (available after you click on **Configure**),

Data bits equals **8**

Parity equals **None**

Stop bits equals **1**

Select **OK**.

Select **Next**.

4. If you are calling from the 713 or 281 area code, skip over the Area code box, and type in the phone number **2815290096**.
Select **Next**.
Select **Finish**.
5. Now that you have an icon for your connection, you will designate its properties:
 - **Right click** on the icon and choose **Properties** from the pop-up menu.
 - Click on the button labeled **Server Type**.
 - Under **Advanced Options** de-select Log on to Network.
 - Under **Allowed Network Protocols** de-select NetBEUI and IPX/SPX.
 - The only protocol that should be checked is **TCP/IP**.
 - Click on **OK**.
 - Click on **OK** again.

Once you have set up the TCP/IP connection to the Harris County computer, you will begin with this step whenever you want to access the Subscriber Access system from your Windows '95 PC.

TO MAKE THE TCP/IP CONNECTION

1. Double-click on your Harris County subscriber icon.
 - In the User name field, type the **NUI** issued by Harris County to your agency example, (713221#####).
 - In the Password field, type the 6-character network **password** as issued to your agency by Harris County. NOTE: The agency password is case sensitive and must match what Harris County has issued. Type the password in uppercase or lowercase as specified on the NUI assignment form from JIMS Training.
2. Click on **Connect**.

A status box appears. Once the connection has been made, the connection speed and call duration display. Now you are ready to run TELNET.

TO RUN TELNET

3. Select **Start**. Select **Run**.

Type **TELNET 10.1.240.6**
Press **Enter** or click **OK**.
4. In the TELNET Window you will see:
*** Welcome to Harris County Intranet Gateway GW1 ***
login:
5. Type **dialup**, and press **Enter**.

Type your agency's **NUI** in the User Code field example, (713221#####).
Press **Enter**
Type your agency's 6-character **password**.
Press **Enter**
6. The screen will now display:
Welcome to Harris County Intranet Gateway Menu
Please Select from the Following List

Type **2** and press **Enter** to select the District Clerk records housed in JIMS.

The PC is connected with the Harris County mainframe computer.
The current user must now log on with his or her own personal log-on ID and password.
See page 22 for JIMS log-on procedures.

TO DISCONNECT FROM THE SYSTEM

First log off JIMS using the procedures on page 24, then disconnect your modem as follows:

1. Click on the **Connected to...** selection on the task bar usually located at the bottom of your screen.
2. Select **Disconnect** in the displayed box.

This will terminate your session with Harris County.

Windows NT Connection Procedures

NOTE: Remote Access Services, and TCP/IP must be installed on your Windows NT computer before this process will work!

TO SET UP THE TCP/IP CONNECTION

1. Select **Start**
Select **Program**
Select **Accessories**
Select **Dial-Up Networking**
2. The Dial-up Networking Box will open.
Click on the **New Command** Button.
3. Under the tab called Basic, next to Entry Name, type a connection name (example, **Harris County** or **Subscriber**).
4. Next to Phone Number, if you are making a call from the 713 or 281 area code, skip over the Area code box, and type the phone number **2815290096**.
5. Under the tab called Server, make sure the Dial-Up Server Type is:
PPP: Windows NT, Windows 95 Plus, Internet
6. In the section for network protocols, the only protocol that should be selected is **TCP/IP**.
Make sure **enable software compression** and **enable PPP LCP extensions** are selected.
7. Under the tab called Script, **None** should be checked.
8. Under the tab called Security, **Accept Any Authentication Including Clear Text** should be selected.
9. Under the tab called X.25, everything should be left blank with **None** selected in the Network text box.
10. Click **OK** on the New Entry Screen.

TO MAKE THE TCP/IP CONNECTION

Once you have set up the connection, you will begin with this step whenever you want to use the Harris County Subscriber Access program from your Windows NT PC.

1. Click **Dial**.

2. Type your agency's **NUI** in the User Name field, then type your agency's password as assigned by Harris County. **NOTE:** The agency password is case sensitive and must match what Harris County has issued. Use uppercase or lowercase as specified on the NUI assignment form from JIMS Training.
If anything displays in the box for Domain, delete it so the box is blank.

TO RUN TELNET

3. Select **Start**. Select **Run**.
Type: TELNET 10.1.240.6
Click **OK**
4. In the TELNET Window you will see:
*** Welcome to Harris County Intranet Gateway GW1 ***
Login:
5. Type: **dialup**, and press **Enter**
Type your agency's **NUI** in the User Code field.
Press **Enter**
Type your agency's **password** as assigned by Harris County.
NOTE: The agency password is case sensitive and must match what Harris County has issued. Use uppercase or lowercase as specified on the NUI assignment form from JIMS Training.
Press **Enter**
6. The screen will now display:
Welcome to Harris County Intranet Gateway Menu
Please Select from the Following List
7. Type **2** and press Enter to select the District Clerk records housed in JIMS.

The PC is connected with the Harris County mainframe computer.
The current user must now log on with his or her own personal log-on ID and password.
See page 22 for JIMS log-on procedures.

TO DISCONNECT FROM THE SYSTEM

First log off JIMS using the procedures on page **24**, then disconnect your modem as follows:

1. Close the TELNET application.
2. Right click on the Dial-Up Network Monitor on your task bar.
3. From the displayed menu, select **Hang Up**.

Windows 3.1 and DOS Software

If you have Windows `95 or Windows NT, you do not need to access the bulletin board or the Internet prior to connecting to Harris County.

If you have DOS or Windows 3.1 you will need to download the AccessBuilder Remote Client (ABClient) software that allows you to make the TCP/IP connection to Harris County. This software is available from the District Clerk's Office bulletin board or from the Internet.

INTERNET INSTRUCTIONS

You may download the ABClient software from the Subscriber Access WebPage at: <http://www.harris-co.courts.state.tx.us/dclerk/subaccess/subaccess.html> or at an independent site: <http://www.nova.org/tech/freeclnt.html> (The subscriber Access site may be a bit faster).

1. Select the "DOS/Windows Connection Software" link.
2. Double-click on the DISK1.EXE, DISK2.EXE and DISK3.EXE links.

Go to the section titled **TO CREATE SET-UP DISKS** below

BULLETIN BOARD INSTRUCTIONS

To access this bulletin board, you need to have some type of communications software installed on your machine (ProComm, Attachmate, CrossTalk, SmartComm, PC Anywhere, etc.).

The bulletin board has two available lines:

	Phone Number	User Name	Password
Line 1	(713) 755-1398	Subscriber	Subscriber
Line 2	(713) 755-1399	Subscriber	Subscriber

TO CONNECT TO THE BULLETIN BOARD

1. Access the dialing directory for your communications software.
2. Add a listing for the bulletin board using one of the two phone numbers above. Set the parameters to parity none, 8 data bits, 1 stop bit, full duplex.
3. Dial in by selecting the listing.
4. The following prompt will display: What is your username?
Type **Subscriber, Subscriber1, or Subscriber2** and press Enter.
5. The following message will display: Press Enter to Continue?
Press **Enter**.
6. You will be prompted for a password.
Type the corresponding password **Subscriber, Sub1, or Sub2** and press Enter.

MAIN MENU

7. When the main menu screen appears, type **F** for the file menu and press Enter.

FILE MENU

8. Type **L** and press Enter to list files.
Type **L** and press Enter again to list all of the file areas.
9. Choose the appropriate file area for your operating system by typing the line number that appears in front of the listing (for example, type 2 for Windows 3.1, or type 6 for DOS).
Press Enter.
10. Type **L** to list all the files in the selected area. Press Enter.
11. Type **M** to mark the files you wish to download. Press Enter.
12. Lines 1 and 3 contain the software for DOS.
Lines 1 through 3 contain the software for Windows 3.1.
Line 4 is instructional text in MS Word format.
Line 5 is instructional text that can be viewed in any word processing program.
To choose a single file to download, typing the line number that is listed in front of the file.
To select all files (lines 1 - 5), type **A**. Press Enter.
When a file is marked for download, an asterisk appears in front of the number.
13. Type **D** to download. Press Enter.
14. A confirmation screen will display.
When you have reviewed your choices, type **D** and press Enter again to download.
15. Select the file transfer protocol you wish to use for downloading the files. The best choice may be **Z** for Zmodem. If your software does not support Zmodem, or Zmodem does not work, try the Kermit protocol next. Type the appropriate letter and press Enter.
16. When all files are downloaded, type **Q** to return to the file menu.
17. If you need to download any more files, repeat steps 8 - 16.
18. When finished, type **G** to log off.
19. A screen will ask you to confirm. Type **Y** (yes) to log off.

The connection to the bulletin board is now terminated.

Follow the steps below to create your connection software set-up disks.

TO CREATE SET-UP DISKS

1. You will need several blank, formatted, 1.44 MB high-density 3 ½" floppy disks.
2. Label the disks as follows:

a. ABC Client Install	Disk 1	(For DOS and Windows 3.1)
b. Reach out Remote Control Client	Disk 2	(For Windows 3.1 only)
c. FTP Client Disk / OnNet TCP/IP	Disk 3	(For DOS and Windows 3.1)

To create the set-up disks using DOS:

The file extraction will take approximately 5 minutes per disk.

1. Disk 1
 - a. Locate the first file you downloaded on your hard drive (DISK1.EXE).
 - b. Insert the disk labeled "ABC Client Install" into the floppy drive bay.
 - c. From the directory where DISK1.EXE is located, type the following command:
c:\> disk1 a:\
 - d. Press Enter and the following message will display:
"not licensed for distribution would you like to unzip the file?"
 - e. Type **Y** (for yes) and press Enter.

2. Disk 3
 - a. Locate the file you downloaded on your hard drive labeled DISK3.EXE.
 - b. Insert the disk labeled "FTP Client Disk / OnNet TCP/IP" into the floppy drive bay.
 - c. From the directory where DISK3.EXE is located, type the following command:
c:\> disk3 a:\
 - d. Press Enter.

When you are finished creating the installation disks, you can delete the downloaded files (DISK1.EXE and DISK3.EXE) from your hard drive. You are now ready to install your connection files using DOS. Turn to page **18**.

To create the set-up disks using Windows 3.1:

1. Open the Windows File Manager to locate the files you downloaded to your hard drive.
2. Insert the disk labeled "ABC Client Install" into the floppy drive bay and double click on DISK1.EXE in File Manager.
3. Winzip will display stating that you can not distribute these disks. Click on OK.
4. Winzip will display several choices. Complete the corresponding action:

"Unzip to folder"	Type A:\
"Overwrite without prompting"	Make sure this IS checked
"When done run setup.exe"	Make sure this is NOT checked
5. Click on Unzip.
6. After creating the disk, click on OK then Close.
7. Insert the disk labeled "Reach Out Remote Control Client" into the floppy drive bay and double click on DISK2.EXE in File Manager.
8. Repeat steps 3 - 6 above.
9. Insert the disk labeled "FTP Client Disk / OnNet TCP/IP" into the floppy drive bay and double click on DISK3.EXE in File Manager.

10. Repeat steps 3 - 6 above.

When you are finished creating all three installation disks, you can delete DISK1.EXE, DISK2.EXE and DISK3.EXE from your hard drive. You are now ready to install your connection files using Windows 3.1. Turn to page **14**.

Windows 3.1 Connection Procedures

Use the following instructions to set up the AccessBuilder Remote Client software that you downloaded from the Subscriber Access bulletin board or the Internet(see instructions beginning on page 10). This software allows you to set up a dial-up communications link and then start a TELNET session from a Windows 3.1 PC. You should only have to complete these procedures one time.

Once you have installed this software, begin with the section titled TO LOAD ROSTART on page 16 whenever you want to access the Harris County Subscriber Access system.

TO LOAD THE ACCESSBUILDER REMOTE SOFTWARE

- a. Go to the Windows Program Manager. Go to **file**. Go to **run**.
- b. Insert ABC Client Install disk (disk 1) in diskette reader (drive A).
- c. Type **A:\setup** and press **Enter**.

1st screen

Welcome Screen

Type: **Your name**;
Company name; press **Enter**.

2nd screen

Destination Directory

Use the default **C:\Rof**
Select **continue**

3rd screen

LAN Operating System

Select **OnNet TCP/IP** Note: Do not select Netware OnNet TCP/IP
Select **continue**

4th screen

TCP/IP Address

Do not add or change anything here
Select **continue**

5th screen

Modems

Select your modem type. If you do not know what type of modem you have, select **auto detect**.
Select **continue**

6th screen

Select Com Port

If your modem is internal, select com port 1.

If your modem is external, check to see which com port it is connected to, and select accordingly.

7th screen

AccessBuilder Authentication

Do not enter a phone number.

Type your agency's **NUI** in the User Name field

Type your agency's **password***

Select **continue**.

***VERY IMPORTANT** the NUI and password are case sensitive and must match what Harris County has issued.

8th screen

Password Reverification

Retype **password**

Select **OK**

9th screen

Installation Summary

Verify that information is correct. If not, correct as needed.

Select **continue**

10th screen

Please wait copying files.

11th screen

Insert Reachout Remote Control disk (disk 2) in diskette reader (drive A).

Select **OK**

12th screen

Installing Reachout Remote Control Software. Wait for software to load.

13th screen

Insert the OnNet TCP/IP disk (disk 3) in diskette reader (drive A).

Select **OK**

14th screen

Installing OnNet TCP/IP Software. Wait for software to load.

15th screen

Accessbuilder Remote Client Setup

Remove diskette from reader

Select **Reboot**

TO LOAD ROSTART

Either add this step to AUTOEXEC.BAT so it will happen automatically when you start or reboot your PC, or complete the manual method below each time you start or restart your PC and want to use the Harris County system.

AUTOMATED METHOD

- a. Access **AUTOEXEC.BAT** in drive C.
- b. Replace the WIN or WIN.COM line with the following two lines:
CD\ROF
ROSTART
- c. Save and exit AUTOEXEC.BAT
- d. **Reboot** your PC.

MANUAL METHOD

- a. Exit Windows
- b. At the DOS prompt, change the directory to ROF by typing **CD\ROF**
- c. Type **ROSTART** and press **Enter**.

TO MAKE THE TCP/IP CONNECTION

Once you have set up the connection and loaded ROSTART, you will begin with this step whenever you want to use the Harris County Subscriber Access program from your Windows 3.1 PC.

1st screen

Accessbuilder Remote Client
Select **Connect** button

2nd screen

Connect to Accessbuilder
Type in **phone number** to be called: **2815290096**
Select **OK**

3rd screen

Connect to Accessbuilder
This shows the connection and the speed of the connection.

4th screen

Accessbuilder Remote Client
Minimize this box and access the Program Manager
Open the window **Accessbuilder Remote Client**

TO RUN TELNET

Select the icon **TELNET VT**
Type **10.1.240.6**
Press **Enter**

5th screen

Welcome to Harris County Intranet Gateway GW1 Login:

Type **dialup**
Press **Enter**
Type **NUI** in the User Code field example, (713221#####)
Press **Enter**
Type 6-character **password** NOTE: The agency password is case sensitive and must match what Harris County has issued. Use uppercase or lowercase as specified on the NUI assignment form from JIMS Training.
Press **Enter**

6th screen

Welcome to Harris County Intranet Gateway Menu

Type **2** to select District Clerk records from menu.
Press **Enter**

The PC is connected with the Harris County mainframe computer.
The current user must now log on with his or her own personal log-on ID and password.
See page 22 for JIMS log-on procedures.

TO DISCONNECT FROM THE SYSTEM

After you have logged off JIMS using the procedures on page 24, disconnect your modem as follows:

1. Go to the Program Manager and open **Accessbuilder Remote Client**.
2. Select the disconnect Box. This will disconnect the session.

You have now terminated your session with Harris County.

DOS Connection Procedures

Use the following instructions to set up the AccessBuilder Remote Client software that you downloaded from the Subscriber Access bulletin board or the Internet (see instructions beginning on page 10). This software allows you to create a dial-up communications link and then start a TELNET session from a DOS workstation. You should only have to complete these procedures one time before you begin accessing the Harris County Subscriber Access system.

Once you have installed this software, begin with the section titled TO MAKE THE TCP/IP CONNECTION on page 20 whenever you want to access the system.

TO LOAD THE ACCESSBUILDER REMOTE SOFTWARE

- a. Insert the **ABC Client Install** disk (disk 1) in the diskette reader (drive A).
- b. At the DOS prompt change the directory to **A** by typing **CD\A**
- c. Type **A:\Install**
- d. Press **Enter**

1st screen

Welcome to Accessbuilder Remote Client Installation

Type **Name**

Company Name

Use the default destination directory C:\ROF

Select **OK** (To select OK, you may press Enter, or press Alt O, or tab to the OK field and press Enter.)

2nd screen

Communications Ports

If your modem is internal, highlight **COM1** and press Enter.

If your modem is external, check to see which com port it is connected to and select accordingly.

3rd screen

Select a Modem

Tab down through the list and highlight the modem you are using.

Select **OK**

4th screen

LAN Operating System Choices

Tab to **OnNet TCP/IP Gold**. Note: Do not select Netware OnNet TCP/IP.

Select **OK**

5th screen

TCP/IP

Do not change or add anything here.

Select **OK**

6th screen

Accessbuilder Access

Type your agency's **NUI** as issued by Harris County example, (713221#####).

Tab to the next line and type your agency's 6-character **password** as issued by Harris County. The agency password is case sensitive. Use uppercase or lowercase as specified on the NUI assignment form from JIMS Training.

Tab to the AccessBuilder Phone Number field and type: **2815290096**

Select **OK**

7th screen

Password Confirmation

Retype 6-character **password** as issued by Harris County.

Select **OK**

8th screen

Do you want to install the AccessBuilder client Windows application?

Tab to **NO** and press Enter.

9th screen

AccessBuilder Remote Client Install

Verify that information is correct, if not, tab to Change (or type G) and press Enter. Make changes as needed.

Select **OK**

10th screen

Please wait copying files.

11th screen

Insert the OnNet TCP/IP disk (disk 3) in diskette reader (drive A).

Select **OK**

12th screen

Please wait copying files.

13th screen

AccessBuilder Remote Client Install

When you get the message:

“AccessBuilder Remote Client was successfully installed,”

select **OK**.

Remove disk from drive A

Reboot your PC by pressing Ctrl+Alt+Delete

TO MAKE THE TCP/IP CONNECTION

Once you have set up the connection, you will begin with this step whenever you want to access the Harris County Subscriber Access system from your DOS PC.

1st screen

At the C:\> prompt type ROSTART to load ABCLINET.

Press Enter

Type RO

Press Enter

2nd screen

AccessBuilder Remote Client menu screen

Connection should already be highlighted; press Enter.

Login to Accessbuilder should be highlighted; press Enter.

3rd screen

Login to AccessBuilder

Verify that all information is correct.

Select OK

4th screen

Login Status

After login, use arrow keys to highlight Exit. This drops to a DOS prompt.

Change directory to C:\ROF by typing CD\ROF and pressing Enter.

TO RUN TELNET

Type tn 10.1.240.6

Press Enter

You will now have a TELNET session with Harris County.

5th screen

Welcome to Harris County Intranet Gateway GW1 Login

Type dialup

Press Enter

Type NUI (as provided by Harris County)

Press Enter

Type password (as provided by Harris County)

Press Enter

6th screen

Welcome to Harris County Intranet Gateway Menu

Type 2 to select the District Clerk records from menu and press Enter.

The PC is connected with the Harris County mainframe computer. The current user must now log on with his or her own personal log-on ID and password.

See page 22 for JIMS sign-on procedures.

TO DISCONNECT FROM THE SYSTEM

First log off JIMS using the procedures on page 24, then disconnect your modem as follows:

1. Access the DOS C:\ROF prompt.
2. Type **RO** (example, C:\ROF> **RO**)
3. The Accessbuilder Remote Client screen displays.
4. Connection is already highlighted.
5. Press Enter.
6. Use arrow keys to highlight Logout from Accessbuilder.
7. Press Enter.

This will end your session with Harris County and return control to DOS.

JIMS Log-on Procedures

Once your PC is connected with Harris County and you have selected option **2** (HCDC - Harris County District Clerk records) from the Intranet Gateway, the following message displays:

READY FOR LOGON
TYPE HCP AND PRESS ENTER.

1. Type **HCP** on the screen and press the **Enter** key.
(HCP activates a multi-session environment known as Tubes.)
2. The Sign-on Panel displays with the following fields:

Enter Logon ID ====>
Password ====>
New Password ====>
Re-enter New Password ====>

3. In the Logon ID field, type your personal **log-on ID** as issued by the JIMS department. (Your log-on ID is a five-character code beginning with JU.) Press the **Tab** key.
4. Type your current, personal **password**. (Your password will not display on the screen.) Press Enter.

If you have never signed on to the JIMS District Clerk system before, your password is **TEST**.

You must change this password the first time you log on.

Changing your password:

- a. Type your current password in the Password field. (Type **TEST** if you have never logged on before.) Your password will not display on the screen.
- b. Press the **Enter** key. The following message will display:
PASSWORD FOR LOGON ID JU___ HAS EXPIRED.
- c. Re-type your expired **password** in the Password field. Press the **Tab** key.
- d. In the field labeled **New Password**, type any code you choose using 4 to 8 letters and/or numbers.
- e. Press the **Tab** key.
- f. In the field labeled **Re-enter New Password**, type your new password again.
- g. Press the **Enter** key.

When logging on thereafter, type your **log-on ID**, press the **Tab** key, then type your selected **password** and press **Enter**.

Only use the steps under "Changing your password" when you need or want to change your password.

5. The JIMS Main Menu screen will display as follows:

Num	DESCRIPTION	STATUS
PF1	CICSSA (Subscriber Criminal)	AVAIL
PF2	M4P1 (Model 204 - Civil)	AVAIL

To Access the Criminal System:

Type **1** in the ENTER COMMAND field at the bottom left of the screen and press **Enter**.
or

Press the equivalent of PF1: **Esc 1** (unless you have mapped your keyboard otherwise).

To Access the Civil System:

Type **2** in the ENTER COMMAND field at the bottom left of the screen and press **Enter**.
Or

Press the equivalent of PF2: **Esc 2** (unless you have mapped your keyboard otherwise).

Log on Failed

If you receive one of the following messages, follow the directions below:

- | | |
|----------------------|---|
| PASSWORD EXPIRED | Begin again with step 3 and change your password using the procedures in step 4. Your password expires every 60 days. You may alternate between two personal passwords. |
| PASSWORD NOT MATCHED | Try again beginning with step 3. You have typed your password incorrectly. |
| PASSWORD SUSPENDED | Call the Subscriber Access Coordinator at 713-755-7815 and ask that your password be reset. You have made ten invalid log-on attempts. |

To exit the Sign-on Panel, press PF3 (**Esc 3**). Press Enter to return to the Intranet menu.

Returning to the Tubes Menu

To return to the Tubes Main Menu without logging off a region, press the equivalent of PF24: **Escape Shift +** (unless you have mapped your keyboard otherwise). The status of the region you left will now read "ACTIVE" on the Main Menu. If you are cleared for it, you may select the other subscriber access region (Criminal or Civil) by following the procedures above.

Transferring Between Active Regions

If you have active sessions open in both regions, you may transfer between them by pressing the equivalent of PF20: **Escape Shift 8** (unless you have mapped your keyboard otherwise).

JIMS Log-off Procedures

Complete all of the steps below to ensure that you are no longer billed for the current call and that you can log back on again as soon as necessary. (If you do not complete all of these steps, you will remain connected to the system for 20 minutes.)

Return to the Tubes Main Menu

Press the equivalent of PF24: **Escape Shift +**.

(If you have mapped your keyboard differently, press your keyboard equivalent).

The Tubes Menu will display.

Log off the Tubes Menu

1. Type **LOGOFF EXIT** (or LOG E) in the ENTER COMMAND field at the bottom left of the screen.
2. Press **Enter**.

Log off the Harris County Intranet Gateway

1. Press Enter when the following message displays:
IBM Access Completed...Press Return to Continue (Timeout in 20 Minutes.)
2. Type **3** from the displayed menu (3 = Quit). Press Enter.

Disconnect the Session

Disconnect your TELNET session with the Harris County mainframe by following the procedures for your operating system. See the appropriate section in this handout for Windows '95, Windows NT, Windows 3.1 or DOS disconnection procedures.

Telnet Default Keyboard Functions

Function	Key Sequence
Clear	Ctrl+z
Tab	Ctrl+i
Back Tab	Ctrl+b
Cursor Left	Ctrl+h
Cursor Right	Ctrl+l
Cursor Up	Ctrl+k
Cursor Down	Ctrl+j
Delete Character	Ctrl+d
Home	Esc+z
Insert	Esc Space
PF 1-10	Esc 1 through Esc 0
PF 11-24	Esc, Shift+ 1 through =
Reset after error	Ctrl+r
Redisplay Screen	Ctrl+v
Erase Current Field	Ctrl+u