LEGAL CASE TRACKING SYSTEM (LCTS) VERSION 2.0

History of the Legal Case Tracking System

The Legal Case Tracking System was first automated in 1983. Prior to that case numbers were assigned manually from a hand-written list of sequential numbers, and money was tracked by hand in a notebook. At this time as many cases as possible from previous years were entered Into the system. In approximately 1985 this first LCTS was converted into a database that resided at the AMIC Data Center in downtown Tallahasee, and was accessed by the use of Sperry terminals located throughout the Department. OGC had one terminal, located in the file room. All Department databases at AMIC were accessed in this manner. Reports were sent to a printer located in the fourth floor Twin Towers Computer Center, or, if particularly long, to the AMIC printer - these were delivered to Twin Towers the following day. In May of 1993 the LCTS database was again converted, this time to Version 1.0 in an Oracle database format operating on a mainframe located in the Lab Building. It was at this point that an accounts receivable tracking capability came online, in addition to a tremendous increase in information that could be tracked and much greater flexibility in retrieval capabilities. With each of these changes not only has the quality and quantity of information tracked increased but we now have terminals on each desk, each capable of accessing information and printing reports to a convenient printer from the LCTS. On February 29, 1996, Version 2.0 was brought online. This upgrade provides a number of improvements to the overall function of the forms, the deletion of the Calendaring System, improved security and edit capabilities and new reports.

This Manual is written for PC users. For DEC users simply translate the appropriate function keys to match the DEC keyboard.

Where in Computerland is LCTS and How to Get There

One must go into the DEC world to get to LCTS. At your Program Manager go to ***KEATERM***. Click twice and you will be given a yes/no choice at a Connect To? dialog box. Click yes and you will next get the DEC menu requesting your name and password. Enter these and you will be on the DEP Main Menu. Select Oracle Applications by typing OA and pressing return. Next you will get the Applications Menu - select Legal Case Tracking System and you will be at the **LCTS Main Menu.** At this point, before going into any more details on the database itself, here is some general information for using the system. **NOTE:** this information is for all LCTS users. Only OGC staff and attorneys have access for adding or updating cases, with the exception of District staff assigned to open short-form and model consent order cases. Anyone can access any form for information only.

Keys to Use in Oracle/LCTS on Your PC Keyboard

- minus sign (the upper right key on the numbers keypad) = **CANCEL**.

/ KEY (on number keyboard to the right of NumLock) = **EDIT**. If this does not work on your keyboard press **CTRL/K** to call up your keyboard map which will list your edit key.

CTRL/F4 = **POP UP MENU** brings the menu to the top of the form.

CTRL/F6 = **DO/COMMIT/SAVE**.

CTRL/R = repaints the screen after you get e-mail messages.

DELETE = **DELETE** be careful!!

F11 = **ENTER QUERY**.

F12 = **EXECUTE QUERY**.

HOME = **LIST** brings up code value tables (lists of counties, attorneys, modes, programs, etc.)

INSERT = **INSERT**.

NUM LOCK & TAB = press both to move backwards on the form.

PAGE UP = move to previous block.

PAGE DOWN = move to next block.

If you press enter and do not immediately get the next form be patient, and notice that the word ***"working"*** is showing in your bottom left hand corner. Do not press any additional keys!

COMET is the Compliance and Enforcement Tracking System used by the Districts. It should be linked to Enforcement cases in LCTS when there is an OGC number assigned to a District action.

FORMS are Oracle's fancy name for **SCREENS**.

Moving Around Menus and Getting Out of LCTS

There are several ways to move around the menus in LCTS. (1) If you are in a form, press ***CTRL/F4*** for the popup menu, and then select the next form by tabbing, using your cursor, or pressing the capital letter on the word describing the form (cHronology is not a mistake - when in the menu pressing the capital letter is a short-cut to the next form). To leave from the popup menu press the ***Exit*** option. This will take you back one menu. (2) If you are on a list menu select the ***Exit*** option at the bottom of the list. (3) Press the ***CANCEL*** key (the ***- minus sign*** on the number keypad) one time. This will take you back one level. ***Warning***: pressing twice will get you all the way out of Oracle Applications.

Executing a Query (or Asking the Computer a Question)

One gets information from LCTS by executing a query. This means plugging in the information you do have, and getting the computer to search for any additional information on that subject available from the LCTS data base. There are two ways to execute a query.

The Case Lookup forms are only designed for asking the search questions (executing queries). ***USE THESE WHEN YOU DO NOT HAVE THE OGC NUMBER***. See the detailed description on Page 13 of this manual for information on how to use these forms.

All other forms assume that you have the OGC number in hand. When you enter LCTS select #1, Legal Case Information from the Main Menu. This will bring you to a Menu which lists each specific case information form. Select the particular information you need (**NOTE:** Chronology has the most detail on each case). While in the OGC number box at the top of the form, press ***F11***. Enter the OGC number and then press ***F12***. This will bring up any information on that particular case available on that form. If the actual chronology is longer than one form, press the ***Page Down*** key to move from the header information down into the activities block. At this point you may cursor down through all available information. To look at Chronologies for other cases move the cursor back to the OGC number box (press ***Page Up)*** press ***F11*** to enter a query, enter the next OGC number and press ***F12*** to get your answer. To look at other forms with information on that case simply press the popup menu keys ***CTRL/F4*** and move to the form you need. **NOTE: you can perform this type of Query (search) from any of the forms in the Case Information Menu, by simply pressing the F11 key with the cursor on the OGC#, entering the case number, and pressing the F12 key to pull up the case.**

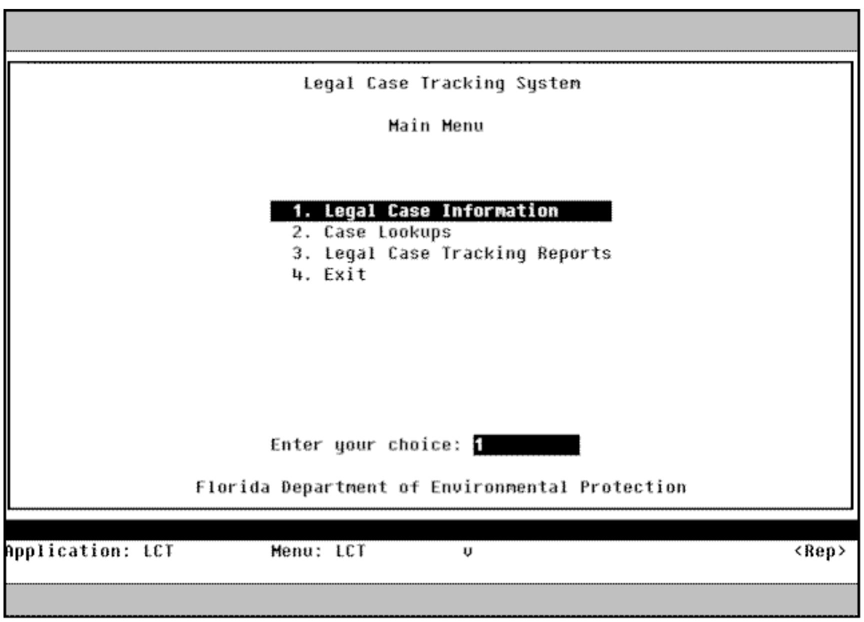
Print a Form or Results from a Query

While holding down the ***CTRL*** key press the ***P*** key. A print form will come up over the top of the screen you want to print. Tab to the brackets next to the Send to Printer line and type an ***X***. Press the ***ENTER*** key to send it to the printer. If you are on the Case Name Lookup form and want to print the results of a query that is more than one screen long, print the full screen first, then use the ***Num Lock*** key and ***down arrow*** key to scroll screen by screen through the rest of your results, sending the results each time to the printer.

LCTS VERSION 2.0 - THE DATABASE

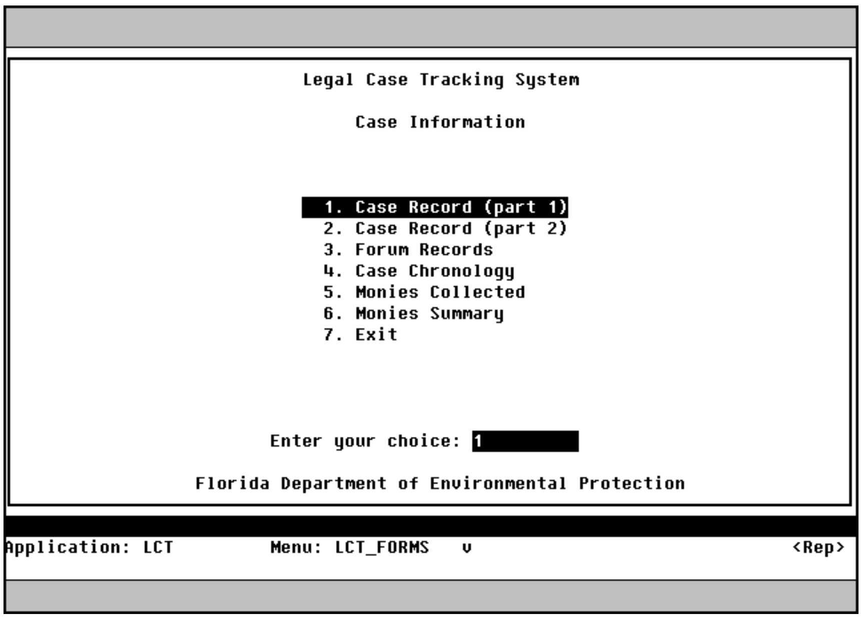
LCTS MAIN MENU

Below is the main menu form in LCTS. Each selection listed will be explained below in more detail. Make your selection and then enter it by (1) typing the line number and pressing enter or (2) cursor to the selection and press enter. **NOTE:** once you are working in the case forms all of these options will also become available through a pop-up menu.



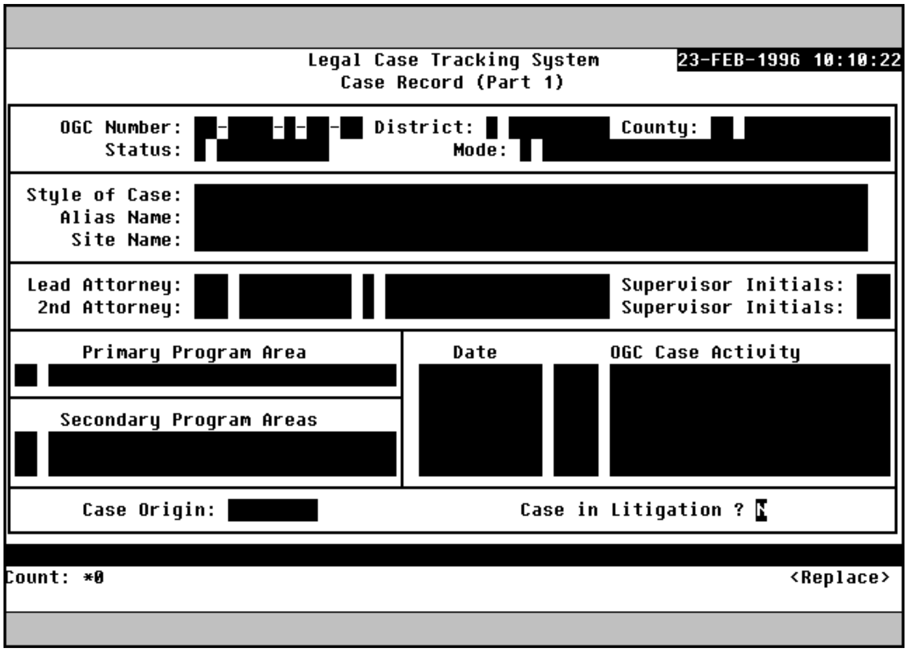
1. LEGAL CASE INFORMATION MENU

When you select #1 you will get the Case Information Menu. Below is a brief text description of each form available on this menu. Please see further detail beginning on page 18 for information on how to add and change data on these forms.



1. Case Record (part 1)

This is one of two general information forms in LCTS. It is on this form that cases are opened. Also, the header (the rectangular block at the top of each form which lists basic case information) is updated from information on this form.


Legal Case Tracking System 23-FEB-1996 10:10:22
Case Record (Part 1)

OGC Number: - - - - District: County:
Status: Mode:

Style of Case:
Alias Name:
Site Name:

Lead Attorney: Supervisor Initials:
2nd Attorney: Supervisor Initials:

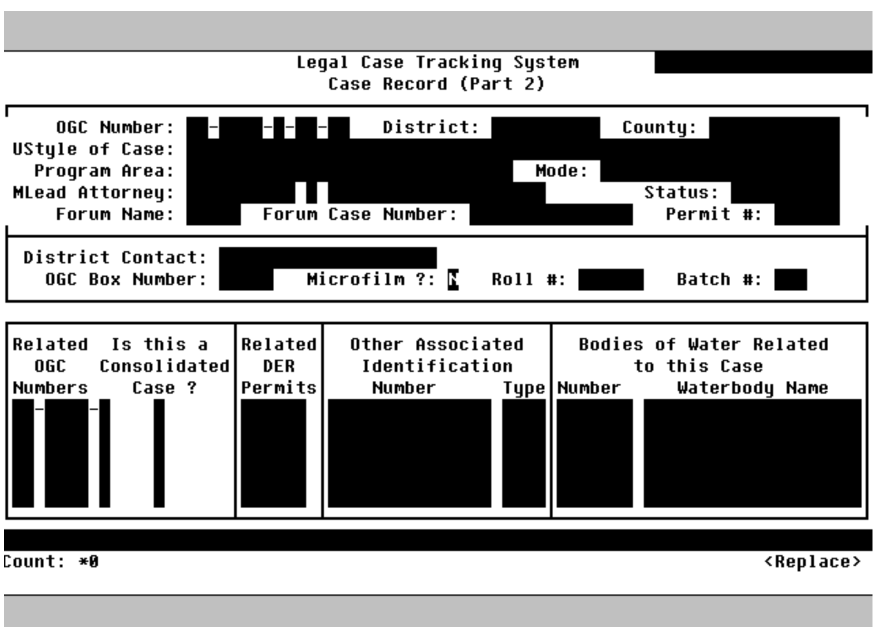
Primary Program Area
Secondary Program Areas
Date OGC Case Activity

Case Origin: Case in Litigation ? N

Count: *0 <Replace>

2. Case Record (part 2)

Archive information, permit numbers and other identification numbers are entered on this form. The Lookups for Permit Number and Application ID use this information and the permit number automatically goes into the header. The related bodies of water fields are not yet being used.


Legal Case Tracking System
Case Record (Part 2)

OGC Number: - - - - District: County:
UStyle of Case:
Program Area: Mode:
MLead Attorney: Status:
Forum Name: Forum Case Number: Permit #:

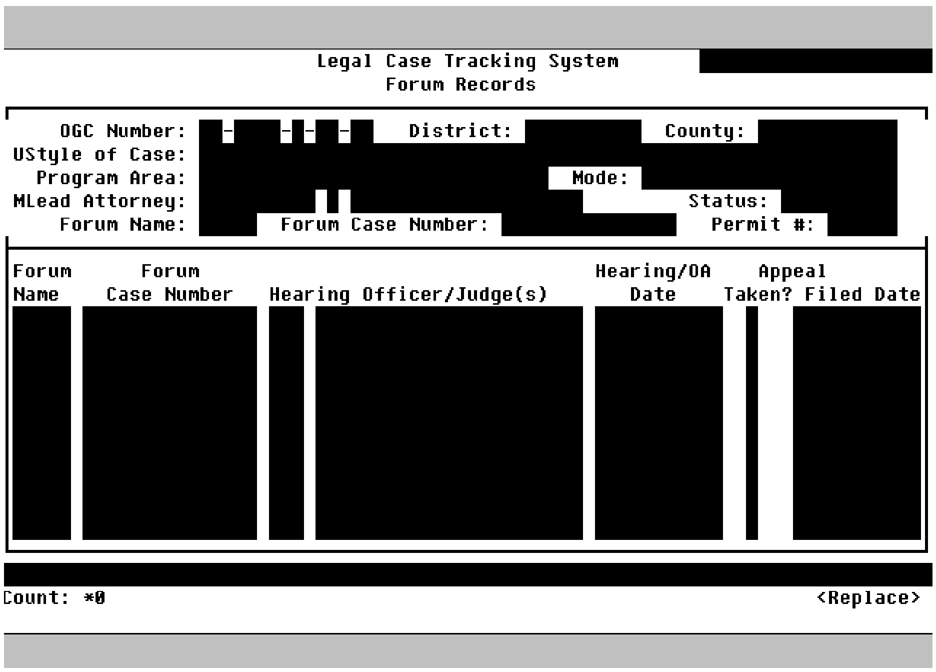
District Contact:
OGC Box Number: Microfilm ?: N Roll #: Batch #:

Related OGC Numbers | Is this a Consolidated Case ? | Related DER Permits | Other Associated Identification Number | Type | Bodies of Water Related to this Case Number | Waterbody Name

Count: *0 <Replace>

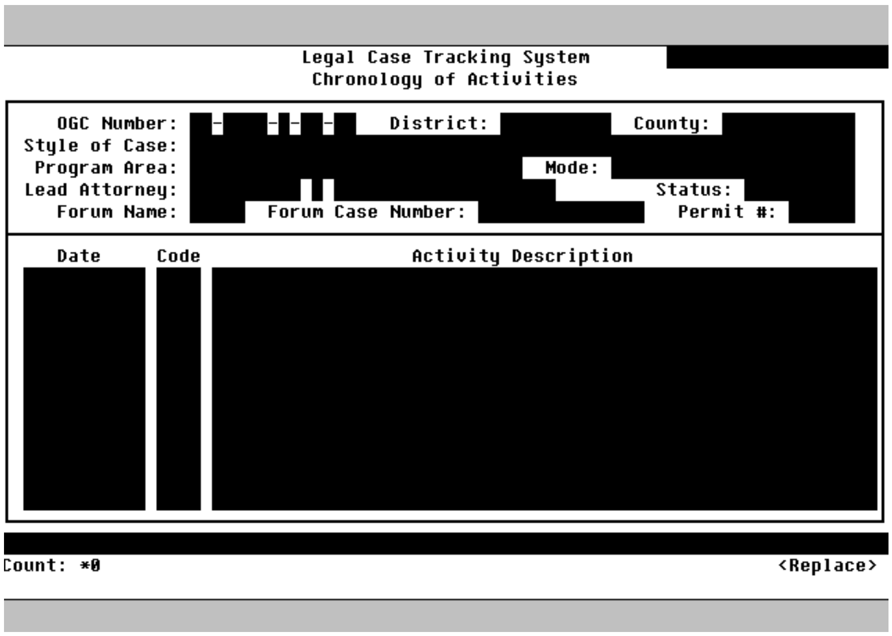
3. Forum Records

Forum Name (Circuit Court, DOAH, Federal Court) and Forum Case Number are entered here. The Forum Lookup uses this information, and the number automatically goes into the header. The Hearing Officer/Judge field has received a new code table with Version 2.0 and is more usable.   Hearing/OA Date, Appeal Taken? and Filed Date are not currently being used.



4. Case Chronology

This is the MAIN INFORMATION FORM in LCTS.



Legal Case Tracking System
Chronology of Activities

OGC Number: District: County:
Style of Case:
Program Area: Mode:
Lead Attorney: Status:
Forum Name: Forum Case Number: Permit #:

Date Code Activity Description

Count: *0 <Replace>

Both coded and freeform typed information is entered here. Also, any information entered on another form is automatically placed on this form. The only exception is the detail of receipt number and deposit number for enforcement money. This information is available on the Monies Collected form.

On Chronology, money information is displayed in two formats, Monies Assessed and Monies Due.

Monies Assessed This is the date that the document that assessed the money was executed. The Code and text line are automatically filled from the money data entry form. The text line appears as:

MONIES ASSESSED - EXPENSES/PRTF/ADMIN $____.__

*The EXPENSES entry is the assessment Category and could also be either PENALTIES or DAMAGES.

*The PRTF entry indicates the Fund the money is deposited in. The Funds used are PRTF - Pollution Recovery Trust Fund, WQATF - Water Quality Assurance Trust Fund, PFTF - Permit Fee Trust Fund, IPTF - Inland Protection Trust Fund and a few old cases in HWMTF - Hazardous Waste Management Trust Fund.

*The ADMIN entry indicates the money was assessed at the administrative level. The other selection is CIVIL for court cases.

Monies Due (and Payments Made) This is the date the money is actually due (which in cases with multiple payments now gives you a record of individual due dates). The Code and text line are automatically filled from the money data entry form. The text line will appear as:

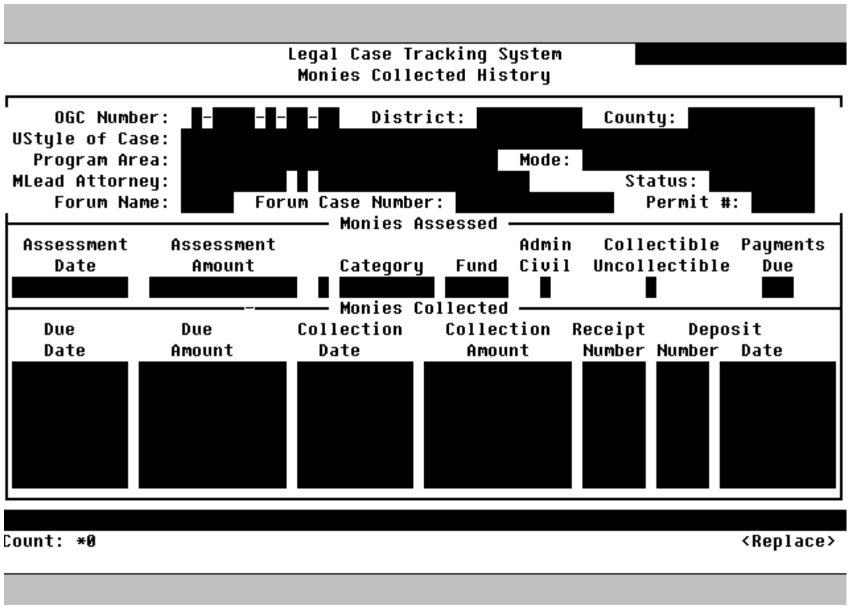
$____.__ EXP/PRTF DUE - $____.__ PAID DD-MON-YEAR

Again, the EXP entry displays the appropriate Category and PRTF is for the Fund. If a payment has not been made the line after the hyphen will be empty, if it has been paid the amount and date paid will be displayed.

Oracle will not let you forget to save the changes you just made to a form. Should you go to move out of a form without pressing Commit, you will get a prompt on the screen that gives you three choices, Save the Changes, Don't Save the Changes, or Cancel the last command. BE SURE TO READ YOUR SCREEN AS YOU MOVE AROUND THE SYSTEM!

5. Monies Collected

All money information is entered by the data staff in the Office of General Counsel and can be accessed for viewing statewide.



This form is used by OGC to enter the payment information. Use it for finding the Receipt Number and Deposit Number for each payment. All other payment information is also available on the Chronology Form. All payment information used is received in OGC from Finance and Accounting, which collects all receipts from the Districts, and all payments made directly to Tallahassee, deposits them, and then sends the information to OGC after the deposit has been made. If the executed document has already been received in OGC, and the assessment information is entered in LCTS, the payment will be entered within two weeks of the date the receipt was written in the District.

This form is divided into three blocks, the HEADER, Monies Assessed and Monies Collected. To move between the blocks press your ***Page Down*** key to move down and your ***Page Up*** key to move back up. Each assessment has its own unique record. For instance, in a case with Expenses assessed to the Water Quality Assurance Trust Fund, and Penalties assessed to the Pollution Recovery Trust fund, only one assessment will appear at a time when this form is called up. To get to each additional assessment, press your ***Page Down*** key one time to move from the HEADER into the Monies Assessed block. At this point, if there is more than one assessment you will see an arrow pointing down at the bottom of the form. Using your cursor, you can move to the next assessment. If there are more than two assessments, you will see an additional down arrow at the bottom of the form. You will note that the information in the Monies Collected block changes each time you move between assessments in the Monies Assessed block. This is the payment due and collected information. To look through this information use your ***Page Down*** key to move into the Monies Collected block and cursor through the information. To look for another assessment record use your ***Page Up*** key to move back up to the Monies Assessed block, cursor to a different assessment, at which point you can repeat the process for looking through the Monies Collected block.

The **Monies Assessed** line contains the following information:

Assessment Date - the date the document (Consent Order, Notice of Violation/ if no Final Order was filed, Final Order, Final Judgment) was executed.

Assessment Amount - total amount assessed, regardless of number of payments to be made.

Category - Expenses, Penalties and Damages.

Fund - PRTF - Pollution Recovery Trust Fund, WQATF - Water Quality Assurance Trust Fund, PFTF - Permit Fee Trust Fund, IPTF - Inland Protection Trust Fund, HWMTF - Hazardous Waste Management Trust Fund.

Admin/Civil - Consent Orders, Notices of Violation and Final Orders are Administrative, Final Judgment (all court documents) are Civil.

Collectible/Uncollectible - All assessments start as Collectible. For those for which the attorney or the district staff have determined the money will not be collected, the entry is changed to Uncollectible. This is to meet a Department audit requirement.

Payments Due - the number of payments due at the time the document was executed, and original terms set, not a tracking mechanism for remaining payments due.

The **Monies Collected** information contains the following:

Due Date - date the individual payment is due. Note: in cases in which a payment is less than the assessment amount ($300 was assessed, but only $200 was paid, the assessment is broken into two lines with the same due date, one to track the $200 paid, and an additional $100 to track the remaining monies due on this date).

Due Amount - amount due for this payment only.

Collection Date - the deposit date is entered for this field, even though the actual collection day may be up to a week before. Collection date information was received prior to the automation of the receipting process, but when CRA (Cash Receipting Application) came up the format in which OGC receives its information changed and this information is no longer available to the exact date.

Collection Amount - Amount collected. This will match the Due Amount. See note under Due Date for procedure if the payment does not match the assessment terms.

Receipt Number - the number of the receipt generated by CRA.

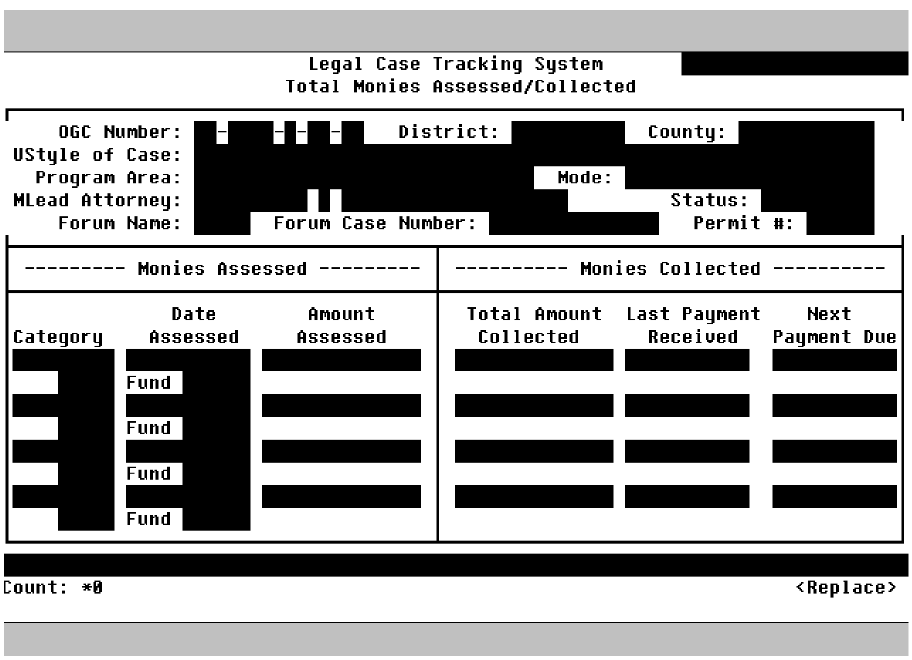
Deposit Number - number of deposit used to put money in the bank.

Deposit Date - date of actual deposit.

As with all other money information, this level of data collection has been in place since May 1993. In some cases the information does go back to earlier collections. At the time LCTS/Oracle Version 1.0 was brought online each case which had outstanding monies was individually converted. In some instances these cases had to be researched in order to bring the information up-to-date. If the additional information (receipt number, deposit number) was available it was entered during conversion.

6. Monies Summary

This form displays individual assessments, a total collected amount for each and the dates the last payment was received and the next payment is due. It is particularly useful to check on total amount collected to-date for cases with multiple payments and can be used to verify at a quick glance the overall status of payments for a case.

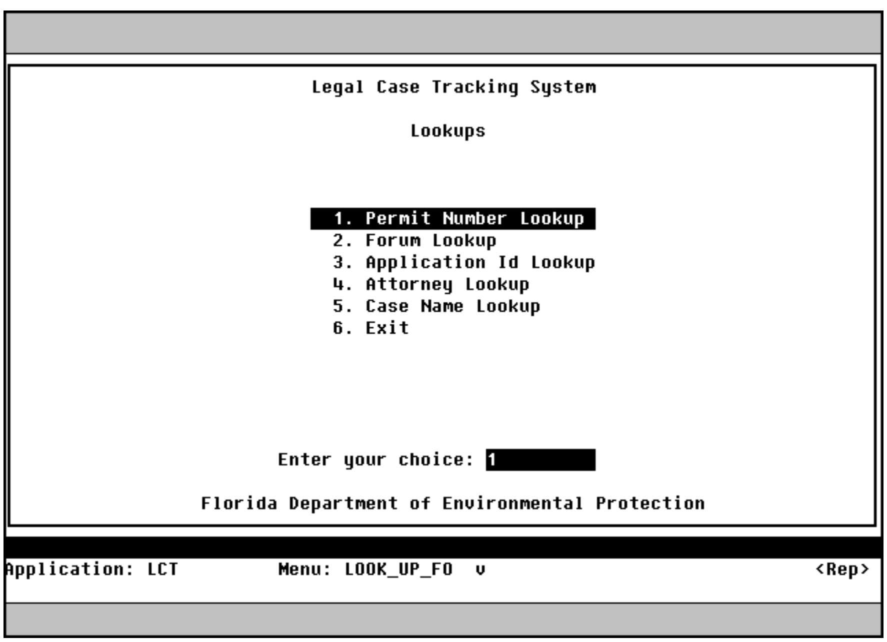


If you are in a header and your information suddenly disappears don't panic! Look at the bottom of the form. Chances are that a small pointer appears to indicate that the information is now up one cursor stroke. This happens when you go to move down one block and instead of pressing ***Page Down*** you press the ***Down Cursor Arrow.*** Press the ***Up Cursor Arrow*** and the information will return.

2. CASE LOOKUPS MENU

The following is what you will see when you select #2, Case Lookups. Each item is described in detail below. First,

REMEMBER: The Case Lookup forms are only designed for asking the search questions (executing queries) if you do ***not*** have the OGC number. Go straight to the Case Information Menu if you do have the OGC number. Each new time you pull up one of the forms, the computer has automatically pressed the ***F11 (Enter Query)*** key for you. Simply fill in the information you are searching on and then press ***F12 (Execute Query)*** to have the computer go look for the answer. If you want to look again, and have not left that Lookup Form, press ***F11*** and you are ready to ask another question (don't forget to press ***F12*** to get your answer).



If you ask a query and get no information back the system will hold you in "query mode". If you want to move into another part of the system at this point press ***CANCEL*** (the ***- minus sign*** on the upper right key of the numbers keyboard) to cancel the query. If ***CANCEL*** is not pressed the system will continue to bring you back to the unfinished query.

When you have produced a list on any of the following Lookup forms, and need additional information on an individual case, cursor to that case, get the popup menu ***CTRL/F4*** and select the ***CHRONOLOGY***. If you need to look at more than one case from the list, simply press ***CANCEL*** and you will be back to the original list. At that point cursor to the next case you want to view, popup the menu and again select ***CHRONOLOGY***. You can go back and forth as often as needed to find the case you are looking for.

You can use any combination of fields to limit your search, particularly on the ***Attorney Lookup*** and the ***Case Name Lookup***. At the bottom of the form is an explanation of each field. As you tab across note that at the bottom right hand corner of the form the word ***LIST*** is displayed for each field that has a code value table. Simply press ***HOME*** to bring up the list. At the ***CASE NAME*** field there are some additional options for finding the case by the name.

If you know that the word 'Airline' appears somewhere in the case name type %Airline% and the search will pull all cases that have 'Airline' anywhere in the name. If you are unsure if the word is 'Airline' or 'Airplane' type 'Air' and you will get every entry which has the word 'Air' in it. Your name search will be more successful and give you more selections to choose from if you only enter a portion of the name.

1. Permit Number Lookup

Use this Lookup when you have all or even part of a permit number and are trying to find the OGC cases related to that number. After selecting the Lookup from either the form or popup menu, enter either (1) the full permit number if known (this is the six digit sequence), (2) a partial number followed by a % if you know that the first part of the number you have is the actual first part of the permit number, or (3) the number enclosed in %#% if this is a really "wild card" search. At this point press ***RETURN*** and the system will return a list.

2. Forum Lookup

Use this Lookup when you have only a DOAH or other court number and need to find the related OGC case number. At the FORUM block, if you do not know the various court codes, press the ***HOME*** key to see a list and select the one needed and press ***RETURN***. You will now be in Query (search) mode. Enter the court or DOAH case number and press ***CTRL/F12*** to execute the query. A list of cases will now be displayed on the screen.

If you do not have the entire number, enclose what you do have with the % sign on each side (%95-02963CA%) in the ***CASE NUMBER*** field. Next enter any other information known about the case, such as District, Program Area, and Mode, to narrow down the scope of the search. Press ***F12*** to execute the query. **NOTE:** The case numbers vary widely by court. Try entering only the core of the number, enclosed in %#% if you are not getting a response. Also, remember that this information comes directly from the FORUM Form so be sure to keep this form updated for each case.

3. Application ID Lookup

Use this Lookup when you have a system number, such as a GMS number and need to find cases related to that number. At the System block, enter the system code. If you do not know the code, press ***HOME*** to see a list of all the system codes. Select the one needed and press ***RETURN***. Tab to the ***ID*** block and enter the number. Press ***RETURN***. A list of the cases will be displayed on the screen.

If you do not know the entire number, enter what you know followed by a % (48%) and press RETURN. A list of cases will be displayed with numbers starting with the number specified.

4. Attorney Lookup

Use this Lookup when you want to search by an individual attorney. This search can also be performed on the Case Name Lookup. The main difference between the two is that the Case Name Lookup searches by and lists every name entry for a case so if Style, Alias and Site Name are entered on Case Record (part 1) three lines will appear for that case on Case Name Lookup. On Attorney Lookup it will appear one time, listed by Style.

After entering the Query (search) information press ***F12*** to execute the Query. You now have your list of cases displayed on the screen.

5. Case Name Lookup

Use this lookup form when you are trying to find a case by the name. It searches the Style of the Case, the Alias Name, and Site Name from the Case Record (part 1) form. It will list every instance of the name entered when searching, therefore, you may get a case repeated more than once on the list.

After entering the Query (search) information press ***F12*** to execute the Query. You now have your list of cases displayed on the screen.

3. LEGAL CASE TRACKING REPORTS

How to Print Reports

From the Main Menu selected #3 Legal Case Tracking Reports. This will take you to the Report Menu.

The Reports have been standardized and given as many selection options as possible. Reports can be generated for either statewide information, district-wide information, or program specific information district-wide down to selection on a single county.

To fill in your choices for a particular report use the ***LIST*** option ***(HOME)*** key to select the correct codes. Press Commit ***(CTRL/F6)*** to start your report. Printer ID is your HP printer number (i.e. HP_DGC2).

Description of the Reports

1. **Attorney's Case Listing Report** - a general information report which is keyed on attorney name.

2. **Quick Look Case Listing Report** - **THE** basic general information report. Based on the options you choose, you can run a list of all cases statewide or narrow your selection to only one program area, one mode (i.e., Enforcement, Administrative, etc.) and one county, or any combination of choices as needed.

3. **Last Activity Report - NEW!** - permits a wide variety of selection options. **Last Activity** is the last coded entry on the Chronology form. An example would be to pull up for the Central District all dredge and fill cases in which the last activity was CO3 (consent order filed) to see which cases were still open after this action had occurred.

4. **Case History Report - NEW!** - Pulls entries from ***LCTS*** chronology **AND** ***Comet*** chronology (if the cases are linked by Comet number). Lists both types of entries merged together and prints on the report which system the entry came from. Due to the size of the search at least District must be selected as one of the critieria for the report.

5. **Case Description Report - NEW!** - Pulls entries from ***LCTS Description*** (a new field on Case Record part 1 in Version 2.0) **AND** ***Comet*** description (if the cases are linked by Comet number). Lists both types of entries merged together and prints on the report which system the entry came from. Due to the size of the search at least District must be selected as one of the critieria for the report.

6. **Enforcement Monies Detail Report** - in one report lists monies assessed against a case, and all monies paid to date.

7. **Enforcement Action Report (Enforcement, Monies, Totals by District)** - The standard "bean count" report. Answers the questions how many? (cases opened, consent orders filed, etc.) and how much? (monies assessed and collected). Monies are for the Pollution Recovery Trust Fund. Can be run by an individual district, all districts, or statewide total.

8. **Enforcement Action Report (Enforcement Totals by District)** - same as #7, but by District.

9. **Enforcement Monies Report by District/Statewide** - produces the Monies portion of #7 but can only be run by Calendar year quarters. The Calendar year restriction enables this report to print much more quickly than #7. Also, it automatically prints the report for both the statewide total and for each district. This feature cannot be overridden, and is part of the tradeoff for having the report run quickly.

10. **Enforcement Action Report (Enforcement, Monies, Totals by County)** - same as #7, but by county.

11. **Final Order Report** - lists the DEP Final Order tracking number assigned once a final agency action is executed. This is to meet a Legislative tracking requirement and is not usable on a day-to-day basis.

12. **Monies Due Date Range Report** - lists money due by cases within a specified timeframe. Can be selected by District, County and Program Area so it is a useful tool for keeping track of overdue payments.

13. **Monies Assessed/Collected Complete History Report** - can be extracted for one case or a range of cases. Provides a complete history of the money assessed and collected information.

14. **Monies Assessed/Collected Detail Report** - similar to #13. Provides money detail information for cases through a wide range of selection criteria.

15. **Monies Assessed/Collected Summary Report** - this duplicates the information available on the money summary form in LCTS. Can be extracted by one case or a number of cases through a wide range of selection critieria.

HOW TO OPEN A NEW CASE

These instructions are for OGC staff and District staff who have access for opening short-form and model consent order cases. ***EVERYONE CAN HAVE ACCESS TO LOOK AT ALL THE FORMS!*** Add/Update/Delete access is as follows: (1) District - partial add of Case Record (part 1) for those with short-form and model consent order add access; (2) OGC staff/attorneys (a) The following are the only users who can add cases; Cheryl Garcia, Kathy Carter, Heather Chapman, Barbara O'Neal and Francie Stoutamire (b) All OGC staff/attorneys can update all forms except for Monies Collected (Monies Summary is update entirely from other forms); (c) Monies Collected - can only be updated by Cheryl Garcia or Francie Stoutamire; and (d) deleting cases can only be done by Cheryl Garcia or Francie Stoutamire.

Begin with Menu Option #1, Case Record (part 1). When you enter this form the screen will have no case information entered. Type in information as follows:

OGC NUMBER - enter current year, the system will generate the next sequential number. Next, tab to District.

DISTRICT - either enter number for the District if known or press ***HOME*** for the code value table. Next, you will be tabbed to County.

COUNTY - either enter number for the county if known or press ***HOME*** for the code value table. Next, you will be tabbed to Mode.

MODE - either enter letter for the Mode or press ***HOME*** for the code value table. Next, you will be tabbed to Desc:

DESC: - NEW!!! This field is for entering a description of the case up to 2,000 characters. It is available for **all** cases, newly opened or old. To use, with your cursor in the field, press your ***EDIT*** key. (The ***EDIT*** key is the ***/ KEY*** on the number keyboard - to the right of NumLock. If this does not work on your keyboard press ***CTRL/K*** to call up your keyboard map which will list your edit key.) Pressing the ***EDIT*** key will pop up a box in which to type the case description. When you finish typing the description press ***Do/Commit (CTRL/F6)*** to return to the Case Record (part 1) form. **NOTE:** you must press Commit again when you exit the Case Record (part 1) form. Next, tab to Style of Case.

STYLE OF CASE - entered by OGC. Next, tab to Alias Name.

ALIAS NAME - used by the Districts to open short-form and model consent orders. Next, Tab to Site Name.

SITE NAME - for District use. Tab to Lead Attorney.

LEAD ATTORNEY - assigned by OGC. Enter initials for attorney or press ***HOME*** for the code value table. **NOTE:** when reassigning the case you can no longer delete the former attorney name, but must type the new initials over the old ones. This is to correct problems with the database that occurred in Version 1.0. Next, you will be tabbed to 2nd Attorney.

2ND ATTORNEY - optional, assigned by OGC. Use or tab to Primary Program Area.

PRIMARY PROGRAM AREA - enter two character code if known or press ***HOME*** for the code value table. Next, you will be tabbed to Secondary Program Area.

SECONDARY PROGRAM AREA - optional. Use or tab to Date.

DATE - enter as follows: DD-MMM-YYYY (29-FEB-1996). **NOTE**: this can be abbreviated when entering as follows (29feb1996) and the system will uppercase and hyphenate automatically. At the next tab stop, use the ***HOME*** key to get the code value list for this field. The remaining field will get text automatically when the code is entered.

Press ***COMMIT (CTRL/F6)*** to add the case. When successfully added the new OGC Number will appear on the form.

HOW TO UPDATE A CASE

Case Record (part 1), Case Record (part 2) and Forum

In the OGC# block press ***F11*** to start a Query. Enter the OGC number of the case you want to update and press ***F12*** to execute the Query and call up the case.

Tab to the field that you want to update (**NOTE:** the form is divided into blocks. Use the ***Page Down*** and ***Page Up*** keys to quickly move back and forth between blocks and then use ***TAB*** within each block to move to the appropriate field.) Make your changes and press ***COMMIT (CTRL/F6).*** Oracle will give you a message at the lower lefthand side of the form that the change was successfully made.

Chronology

In the OGC# block press ***F11*** to start a Query. Enter the OGC number of the case you want to update and press ***F12*** to execute the Query and call up the case.

Use ***Page Down*** to move the the Chronology block. **NOTE:** header information can only be changed on Case Record (parts 1 and 2) or Forum.

ADD - Press ***INSERT*** (on the keypad above the cursor arrows) to create a blank line or cursor down to the space below the last line of information. **NOTE:** If dates are inserted out of sequence the system will sort them correctly the next time the Chronology form is pulled up. Next, enter the date (DD-MMM-YYYY) and then tab to the ***CODE*** field. Enter code if known or use ***HOME*** to get the code value table. If you have a freeform text entry, Tab past the Code field to the ***ACTIVITY DESCRIPTION*** field and type in as many lines as needed. Each new line will require a newly typed date line, even if the date stays the same.

DELETE - Use the cursor keys to move to the line you want to delete. Press the ***DELETE*** key (on the keypad above the cursor arrow). **NOTE:** using the Delete key on a line in the chronology block will delete the entire line, the Date, Code and Activity Description at the same time.

CHANGE - With Version 2.0, you can no longer type over a line to change it. ***DELETE*** the line to be changed and then ***ADD*** the new line. This edit was added to correct problems that were occuring in the database if a line was changed by typing over it.

After Adding, Deleting or Changing press Commit **(CTRL/F6)** to save the changes.

HOW TO LINK OGC CASES AND COMET PROJECTS

Go to the Case Record (part 1) form in LCTS.

Have the OGC case that you want to link the COMET project to on the screen. **NOTE:** if you are in the process of opening an OGC case to get the OGC number for a short-form or model consent order, you must Commit to get the OGC number before you can link the project and case.

Next, press the ***Num Lock*** and ***F12*** keys. A popup box will appear on the screen. Type in the project number (this number varies in length from one digit to five digits, but contains no letters). Press return and the name of the project will be retrieved.

If this is the correct project, press Commit ***(CTRL/F6)*** to establish the link.

Next, press the ***Cancel*** key (the ***- minus sign*** on the upper right corner of the number keypad) to get out of the popup form. You can use this key at any time to back out of the linking screens.

Should you link a case in error, use the ***DELETE*** key to delete the number and then press Commit ***(CTRL/F6).***

There is no way to do a search of the COMET project name in LCT from the linking popup screen. You can use the List ***(HOME)*** function from the project number, but as the numbers vary so much in length, it is not very effective. Have the project number before you get into LCT! If the number has already been linked, it will show up in the popup screen.

Also, OGC staff please put the number under the Associated ID's on the Case Record (part 2) form. In the TYPE column under Associated ID's, the CETS identifier is COMT for COMET.

If you have any questions or comments on LCTS contact Francie Stoutamire Office of General Counsel, Douglas Building, Tallahassee at 414-9835.