# Technical Documentation

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## Table Design

Provided in the below tables are field names and descriptions and an overview of all relationships within the Pre-Sentence Report Request database. The tables “tblJudicialData” and “tblCourtClerks“ shall not be documented as these are tables resident in outside databases and the information is extracted from them via a link only.  The tables have been constructed using SQL Server and are not resident within the Access front-end.

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| Table Name | Table Design |
|  |  |
| tblACS | [Click Here](\\\\cocintradev\\inetpub\\helpfilescocdev\\PSR\\tblACS.htm" \t "framecontent) |
| tblLocation | [Click Here](file:///\\cocintradev\inetpub\helpfilescocdev\PSR\tblLocation.htm) |
| tblCounsel | [Click Here](file:///\\cocintradev\inetpub\helpfilescocdev\PSR\tblCounsel.htm) |
| tblLanguage | [Click Here](file:///\\cocintradev\inetpub\helpfilescocdev\PSR\tblLanguage.htm) |
| tblDetermination | [Click Here](file:///\\cocintradev\inetpub\helpfilescocdev\PSR\tblDeter.htm) |
| tblTime | [Click Here](file:///\\cocintradev\inetpub\helpfilescocdev\PSR\tblTime.htm) |
| tblOffense | [Click Here](file:///\\cocintradev\inetpub\helpfilescocdev\PSR\tblOffense.htm) |
| tblClassCode | [Click Here](file:///\\cocintradev\inetpub\helpfilescocdev\PSR\tblClassCode.htm) |
| tblLongOffenses | [Click Here](file:///\\cocintradev\inetpub\helpfilescocdev\PSR\tblLongOffenses.htm) |

Below is a snapshot displaying the relationships between those tables within this database.

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## APO Notification

This office provides daily reports to Adult Probation that list all PSR requests that have been sent to that office during that business day.  This allows them to audit their records to determine how many, if any, Presentence Reports have been ordered for which the defendant never appeared at the Adult Probation office.  Location specific reports are sent to both the downtown and the Southeast facilities.  The reports are generated automatically at 9:00 p.m. each evening and do not require user intervention.  There is a simple script that will run at the designated time that will open Access, generate and mail the reports, and then close Access.  This script runs on the local hard drive of the application administrator.   For this reason, it is necessary that the application administrator (that individual responsible for ensuring that all application processes are occurring without mishap) adhere to a few simple rules.

**Rule 1.**  The PC of the application administrator shall remain on all evening.  
**Rule 2.**  The application administrator shall remain logged in to the network all evening.  
**Rule 3.**  The application administrator shall leave Outlook open all evening.

Any deviation from these stated requisites will cause the process to abort, denying Adult Probation their reports.

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## Database Maintenance

In an effort to maintain an acceptable performance level, the data collected by the PSR Request application shall be purged every two months.  It is the responsibility of the Court Clerk supervisor to conduct this purge.  It is recommended that the individual responsible for performing this maintenance use Outlook to schedule biMonthly reminders.

To conduct the purge the supervisor must first access the supervisor menu from the main menu.  This is done by clicking on that button labeled “Supervisor Menu”.

The supervisor will then be presented a login form that requests a User Name and a Password.  Enter this information and click on OK.

The menu that follows affords the supervisor access to those reports that have been developed for their use as well as the “Purge Database” function.

Clicking on the button labled “Purge Database” will cause another message box to appear stating that records will be deleted if the supervisor proceeds.  Clicking on OK will run the update query, clicking on Cancel will abort the process.