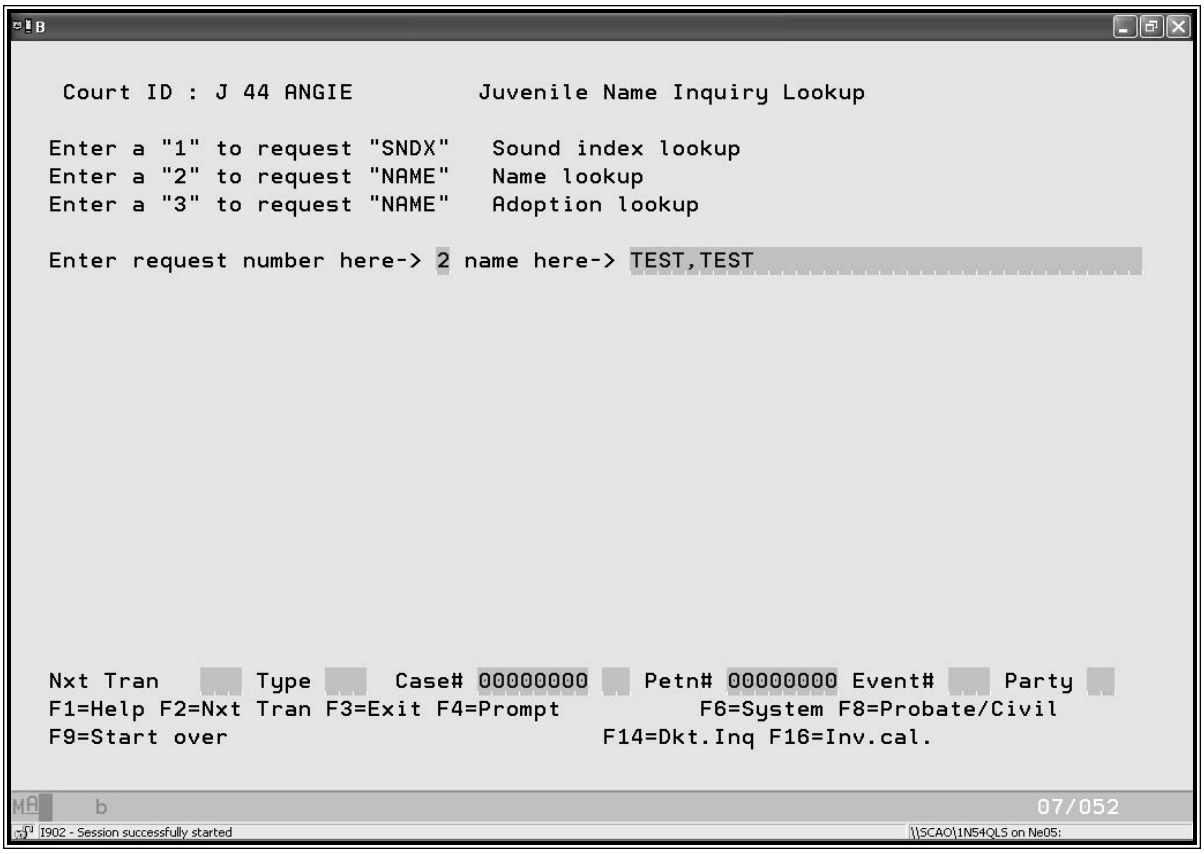
Chapter 15 - F9 Name Index

F9 Name Lookup

The <F9> function can be accessed from any screen in the system. It is used to look up case or party names. When used while editing another case, the <F9> will only interrupt your job and it will return you to it after you are finished with the name look up.

Accessing the F9 Name Lookup:

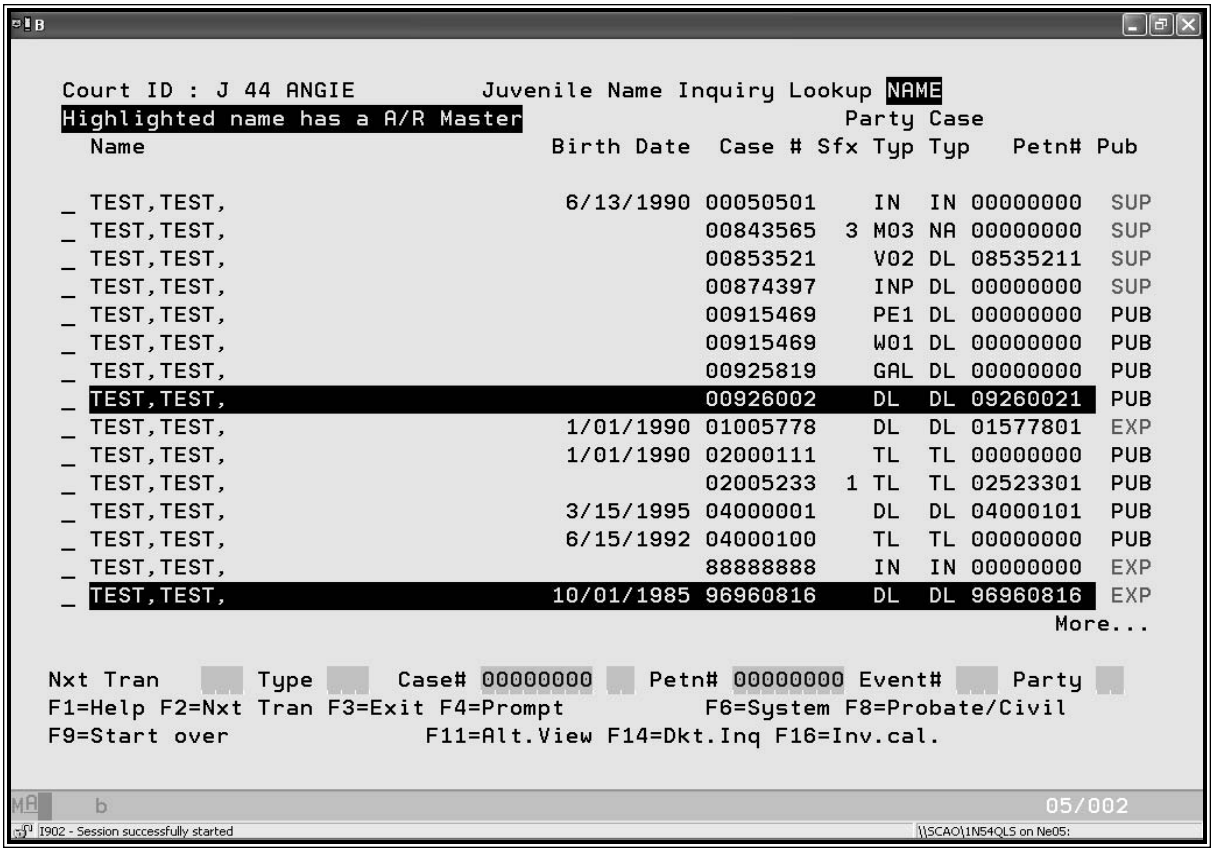
Press <F9> from any screen throughout the system and the following screen will be displayed.



Enter the search option that you would like the system to use. The default for this field is option "2" for a search by name. Their are three options available for use:

1. Soundex - This will search for names that sound like the name you typed.
2. Name - This will search for the name you entered, exactly as it is typed.
   If the system does not find that name, it will position you to the closest name.
3. Adoption Name - This will search for adoption cases if you have authority.

Enter the name that you are searching for and press ¶ . The system will return the following screen.



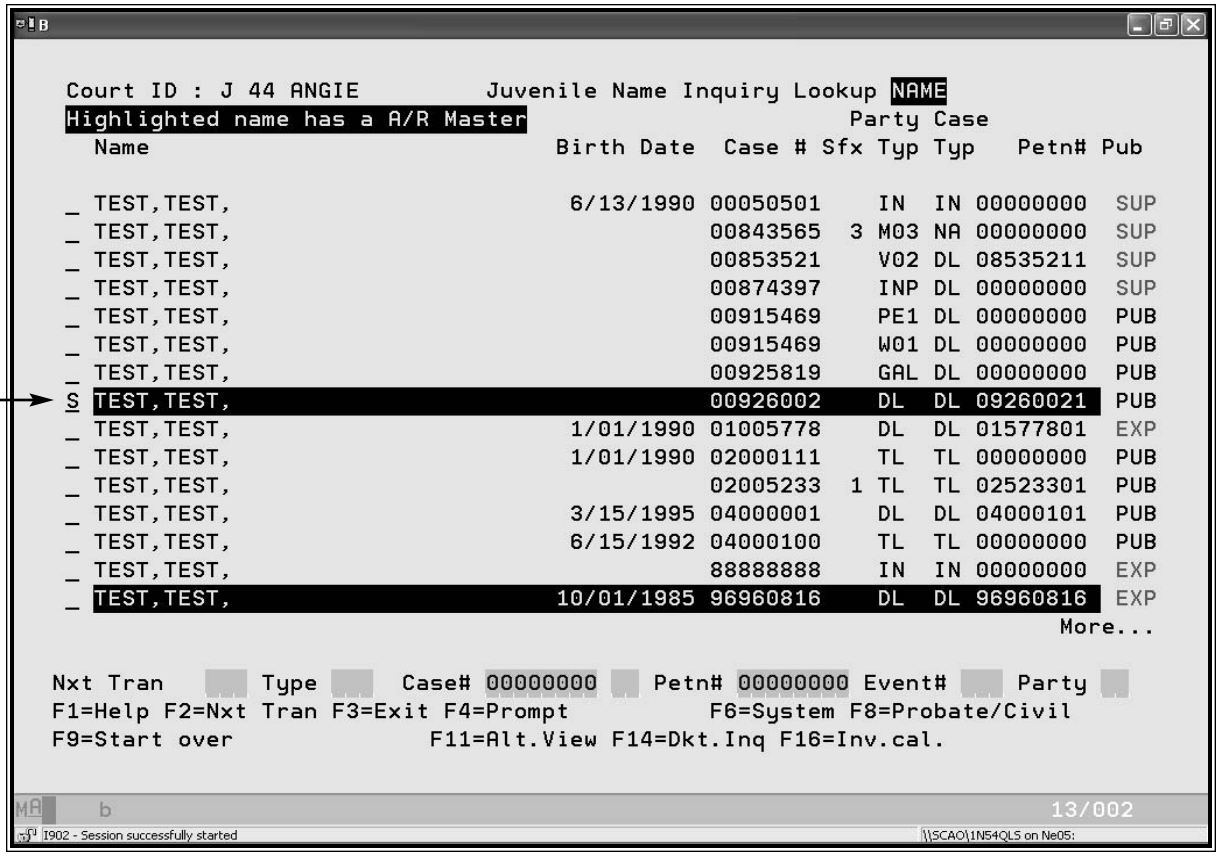
There are four options that can be taken from this screen.

1. S - Display a case summary
2. P - Print a case summary
3. X - Select a case for processing
4. F - Display a file summary

> NOTE: The system will highlight all names that have an active accounts receivable master record associated with them.

Following are examples of each of the above processes.

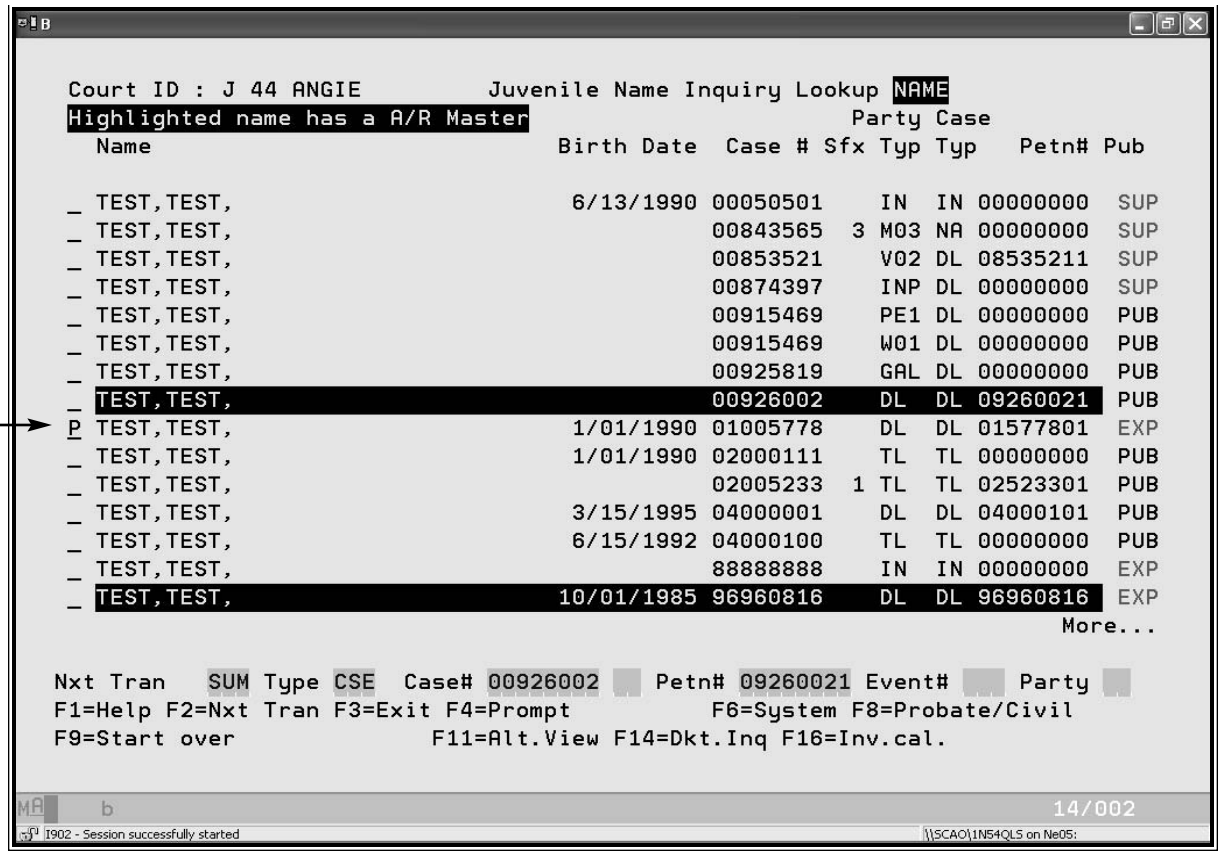
S - Displaying a Case Summary



Enter an “S” on the line to the left of the name you would like to display the case summary for and press <Enter>. The system will display the case summary screen as shown below.

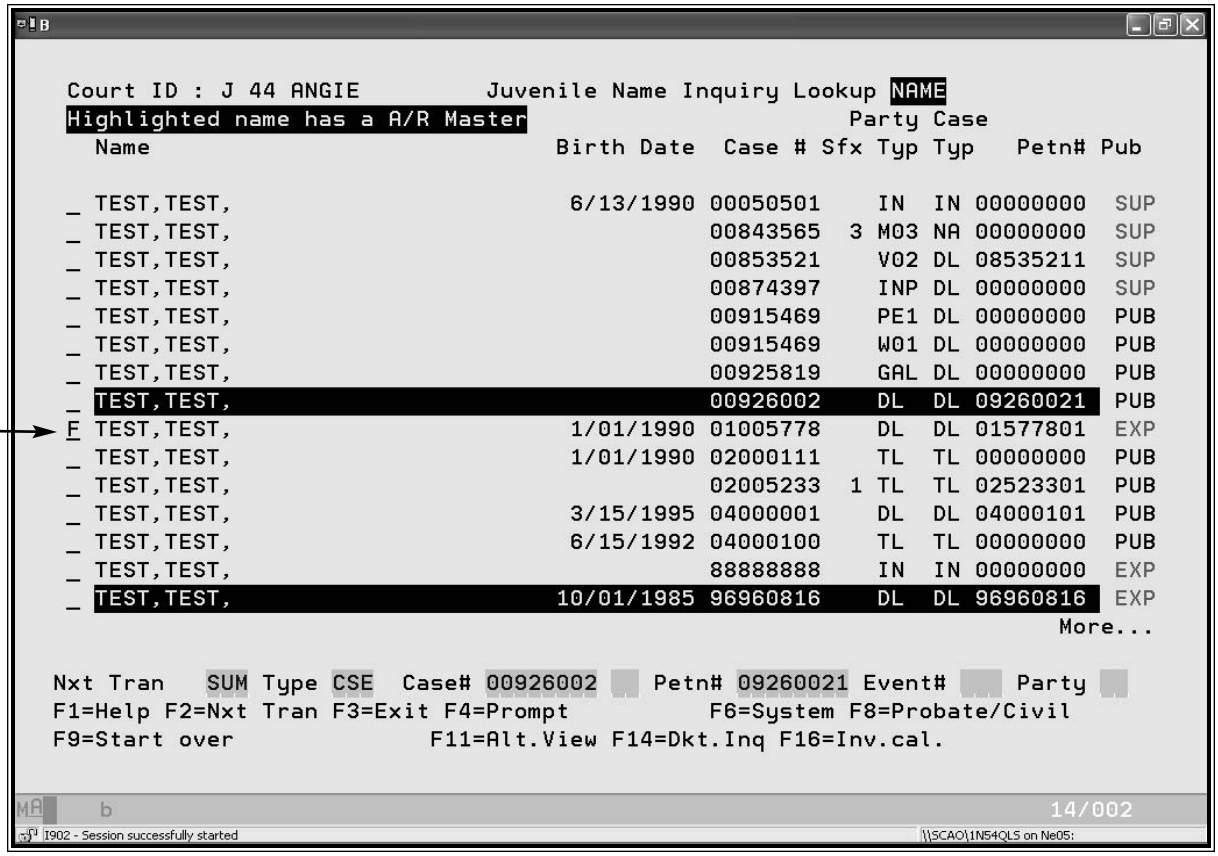
```
 Case Sum CSE  Case# 00926002 __  Status O PUBLIC      Type DL  Filed 0101 2002
Jurist 11953 CLATTERBAUGH   Attny _____ ____________ Worker  _____ ____________
Name TEST,TEST,____________________________  DOB ____ ____  Gender _  Race __
SSN 000000000  SID ________      Service Type
  Event  Date   Typ  Petition  Chg  Placement Comments
  __1 _723 2002 ORC  09260021  __   _________ ORD REIMB____________________

                                                                        Bottom

 Nxt Tran   SUM Type CSE Case#  00926002 __ Petn# 09260021  Event# ___ Pty ___
F1=Help F2=Nxt Tran F3=Exit F4=Prompt             F6=System
F8=Probate  F9=Name Inq  F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

MA    b                                                          22/013
I902 - Session successfully started
```

P - Case Summary Print

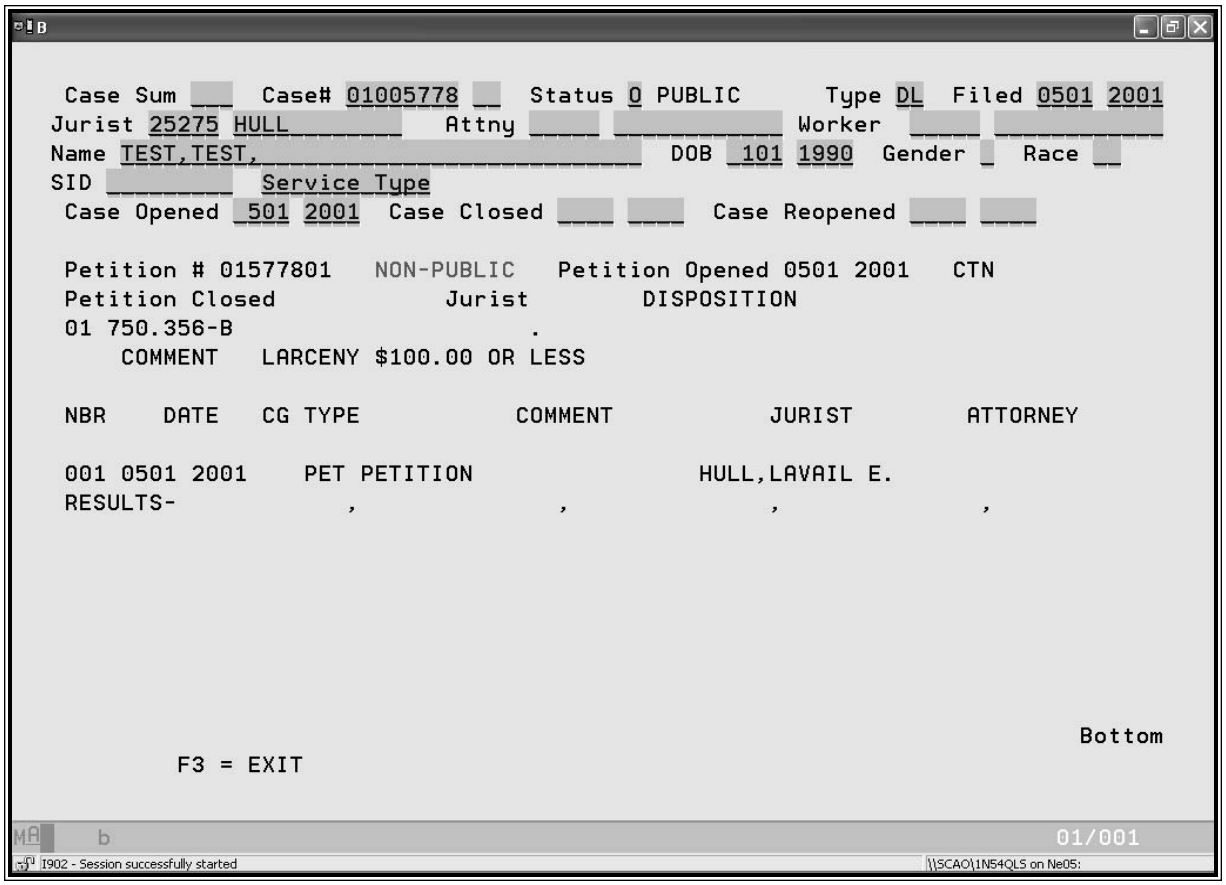


Enter a “P” on the line to the left of the name you would like to print the case summary for and press <Enter>. The system will print the case summary.

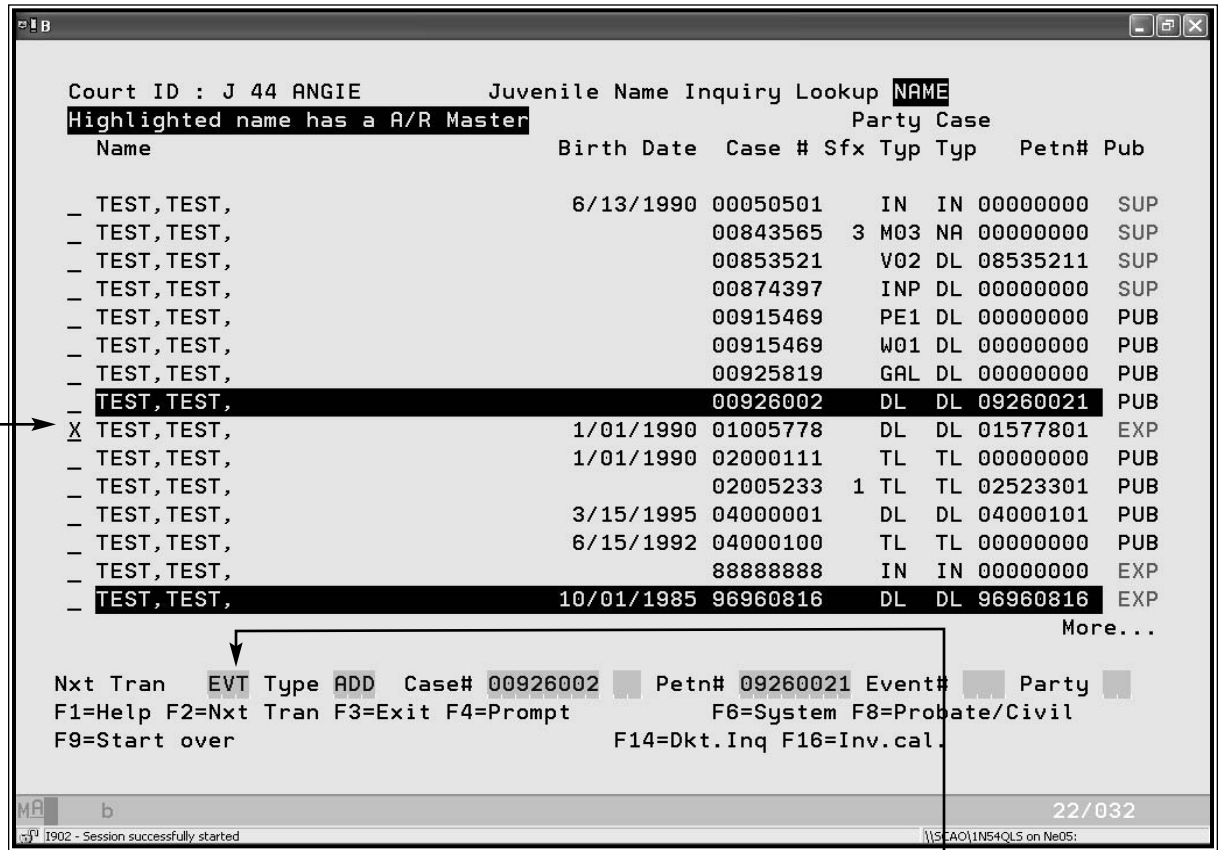
F - Displaying a File Summary



Enter a “F” on the line to the left of the name you would like to display the file summary for and press <Enter>. The system will display the file summary as shown below.


Case Sum ___ Case# 01005778 __ Status O PUBLIC Type DL Filed 0501 2001
Jurist 25275 HULL Attny Worker
Name TEST,TEST, DOB 101 1990 Gender _ Race __
SID Service Type
Case Opened 501 2001 Case Closed Case Reopened
Petition # 01577801 NON-PUBLIC Petition Opened 0501 2001 CTN
Petition Closed Jurist DISPOSITION
01 750.356-B .
COMMENT LARCENY $100.00 OR LESS
NBR DATE CG TYPE COMMENT JURIST ATTORNEY
001 0501 2001 PET PETITION HULL,LAVAIL E.
RESULTS- , , , ,
Bottom
F3 = EXIT
01/001
I902 - Session successfully started
\\SCAO\1N54QLS on Ne05:

X - Selecting a Case for Processing



1. Enter an “X” to the left of the case you are selecting.
2. Press <F2> to position your cursor on the Next Tran line.
3. Enter the process that you want the system to perform with this case.
4. Press <Enter>. The system will return the screen that you requested on the Next Tran line.