

Harris County
Subscriber Connection Procedures
for Dialing In Using Windows XP, 2000, NT or 95/98/ME
October 2004

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Overview

Subscribers may connect to Harris County JIMS in two different ways. Subscribers who have an Internet service provide may connect to the JIMS Web Services web site. The web address is <http://www.jims.hctx.net>. The alternate method is to establish a direct, dial-up connection to the Harris County mainframe computer. This manual explains the dial-up method.

When dialing in, you will need the network user ID (NUI) and agency password that JIMS has assigned to your agency.

TELNET

To log on to the Harris County computer, subscribers will establish a TCP/IP connection. (TCP/IP stands for Transmission Control Protocol/Internet Protocol. It provides communication across diverse, interconnected networks.) The TCP/IP connection can be made through different operating systems such as Windows 2000 and Windows NT. The connection procedures for these operating systems are explained in this handout.*

Once the TCP/IP connection is established, subscribers will run TELNET. (TELNET is a generic term for a communications platform that allows one computer to connect to another over a telephone line.)

See the section of this manual that is appropriate for your operating system.

COMMUNICATIONS SOFTWARE

There are many types of communications software on the market (ProComm for Windows, Attachmate, PC Anywhere, etc.). These incorporate TELNET programs and many other types of emulations so that your computer can connect to a host computer. 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, with TELNET the default key to clear the screen is Control z (see page 16 for a full list of keyboard defaults); however through keyboard mapping, you can assign the clear function to the Escape key or to any other key you wish to use.

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

*See separate handouts for Macintosh connection procedures and Windows 3.1 and DOS connection procedures.

Windows XP Connection Procedures

Dial-up Networking and TCP/IP should already be installed on your Windows XP computer. Use the installation diskettes or Windows XP CD to add the required applications if needed. The procedures below will add an icon to your desktop and need to be complete one time only.

SET UP THE TCP/IP CONNECTION

1. Select **Start**.
“**Connect To**” then select **Show All Connections**.
Select **Create a New Connection** in left pane.
2. The New Connection Wizard will display.
Click **Next**.
3. The Network Connection Type menu displays.
Select **Connect to the Network at My Workplace**, then click **Next**.
Select **Dial-up Connection**, then click **Next**.
4. Type a **name** for the connection (example, Harris County, JIMS or Subscriber Access), then click **Next**.
5. Type the phone number **2815290096**. If you are required to dial 9 to obtain an outside line, type **9** before the phone number (ex. 92815290096). Click **Next**.
6. Under Connection Availability, choose either **Anyone’s Use** or **My Use Only**. Click **Next**.
7. Check the box labeled **Add a shortcut to my desktop**, and then click **Finish**.
8. On the Connect box, type your agency’s network user ID (**NUI**) in the User Name field, and type your agency’s **network password** in the Password field. These codes are assigned by JIMS.
9. The default properties should be correct. To check or change, click on Properties. Under the tab labeled Networking, the type of server that should be selected is:
PPP: Windows 95/98/NT4/2000, Internet

In the section for components used, the protocol that should be selected is:

Internet Protocol TCP/IP.

10. Click OK.

To make the connection, turn to page 14 and complete the steps from that section of the manual.

Windows 2000 Connection Procedures

Dial-up Networking and TCP/IP should already be installed on your Windows 2000 computer. Use the installation diskettes or Windows 2000 CD to add the required applications if needed. The procedures below will add an icon to your desktop and need to be complete one time only.

SET UP THE TCP/IP CONNECTION

1. Select **Start**.
Select **Program**.
Select **Accessories**.
Select **Network and Dial-Up Connection**.
2. The Network and Dial-Up Connections folder will open.
Double click on the **Make New Connection** icon.
3. The New Connection Wizard will display.
Click **Next**.
4. The Network Connection Type menu displays.
Select **Dial-up to Private Network**, and then click **Next**.
5. Under Phone Number type the number **2815290096**. If you are required to dial 9 to obtain an outside line, type **9** before the phone number (ex. 92815290096). Click **Next**.
6. Under Connection Availability, choose either **Create this Connection for All Users** or **My Use Only**. Click **Next**.
7. Type a **name** for the connection (example, Harris County, JIMS or Subscriber Access).
8. Check the box labeled **Add a shortcut to my desktop**, and then click **Finish**.
9. On the Connect box type your agency's network user ID (**NUI**) in the User Name field, and type your agency's **network password** in the Password field.

10. The default properties should be correct. To check or change, click on Properties. Under the tab labeled Networking, the type of server that should be selected is:
PPP: Windows 95/98/NT4/2000, Internet
In the section for components used, the protocol that should be selected is
Internet Protocol TCP/IP.

11. Click OK.

To make the connection, turn to page 14 and complete the steps from that section of the manual on.

Windows NT Connection Procedures (NT 4.0 Service Pak 5)

Note: Before setting up the connection, you will need to have Remote Access Services and TCP/IP installed on your Windows NT computer. Use the installation diskettes or Windows NT CD to add the required applications. The procedures below will add an icon to your desktop and need to be complete one time only.

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 labeled Basic, next to Entry Name, type a connection **name** (example, Harris County, JIMS or Subscriber Access).
4. Next to Phone Number type the phone number **2815290096**. If you are required to dial 9 to obtain an outside line, type **9**, before the phone number (ex. 9,2815290096).
5. Under the tab labeled 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 labeled Script, **None** should be checked.
8. Under the tab labeled Security, **Accept Any Authentication Including Clear Text** should be selected.

9. Under the tab labeled X.25, everything should be left blank with **None** selected in the Network text box.
10. Click **OK** on the New Entry Screen.
11. Click on the **More** button in the Dial-up Networking Box.
12. To place an icon on the desktop, select the **Create Shortcut to Entry** option.

To make the connection, turn to page 14 and complete the steps from that section of the manual on.

Windows 95/98/ME Connection Procedures

INSTALLING APPLICATIONS

The instructions below 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 dialing in to the Harris County Subscriber Access system.

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

Once the TCP/IP connection is defined, begin with the section below titled MAKE THE TCP/IP CONNECTION whenever you want to dial in to the Harris County Subscriber Access system.

Note: To complete the following steps, you will need the installation diskettes or the CD for Windows 95/98/ME.

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.
5. Highlight the **COMMUNICATIONS** option.
6. Click on **DETAILS**.
7. If a check mark appears in the box to the left of **DIAL-UP NETWORKING**, it is already installed. Go to the next section below. If it is not installed, complete step 8.
8. Highlight **DIAL-UP NETWORKING** and click **OK**. Windows 95/98/ME will attempt to install the necessary drivers. You will need your installation diskettes or Windows 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 SET UP THE TCP/IP CONNECTION below. If not, go to the section below and install the missing components.

INSTALL THE DIAL-UP ADAPTER

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

INSTALL TCP/IP

1. Select the **ADD** button from the Configuration tab under Network.
2. Double-click on **PROTOCOL**.
3. Select **MICROSOFT** listed under Manufacturers.
4. Select **TCP/IP** listed under Network Protocols.
5. Select **OK**.

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 restart.

First **close all open applications** then click **Yes** to allow the machine to restart. (If you do not close the other applications first, you may lose 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 dialing in to the Subscriber Access system.

SET UP THE TCP/IP CONNECTION

1. a. Select **Start**.
b. Select **Program**.
c. Select **Accessories**.
d. Select **Communications**. (Windows 95 skip this step.)
e. 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 has not already configured your modem:

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

- a. Select **Configure**.
- b. On the **General** menu sheet, select the **Port** where your modem is connected.
- c. Select the **Maximum speed (baud rate)** of your modem.

Make sure the following settings are in place:

- a. Select the **Connection** menu sheet (available after you click on **Configure**),
Data bits equals **8**.
Parity equals **None**.
Stop bits equals **1**.
 - b. Select **OK**.
 - c. Select **Next**.
4. a. If you are calling from the 713 or 281 area code, skip over the Area code box, and type in the phone number **2815290096**.
b. Select **Next**.
c. Select **Finish**.
5. Now that you have an icon for your connection, you will designate its properties:
 - a. **Right click** on the icon and choose **Properties** from the pop-up menu.

- b. Click on the button labeled **Server Type**.
- c. Under **Advanced Options** de-select Log on to Network.
- d. Under **Allowed Network Protocols** de-select NetBEUI and IPX/SPX.
- e. The only protocol that should be checked is **TCP/IP**.
- f. Click on **OK**.
- g. Drag the new icon to the desktop.

Make the TCP/IP Connection

Once you have set up the TCP/IP connection to the Harris County computer, you will begin with this step whenever you want to dial in to the Subscriber Access system.

1. Double-click on the icon you created on your desktop for the Harris County subscriber Access connection.
 - a. In the User name field, type the **NUI** issued by Harris County to your agency (example, 713221####).
 - b. 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 letters as specified on the NUI assignment form from JIMS Training.
2. Click on **Connect** or **Dial**.

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

Run TELNET

1.
 - a. Select **Start**.
 - b. Select **Run**.
 - c. Type **TELNET 10.1.240.6**
 - d. Press **Enter** or click **OK**.
2. In the TELNET Window you will see:
SunOS UNIX (netmgr)
login:
3. Type **dialup**, and press **Enter**.
4. The screen will now display:
SUBSCRIBERS: TYPE HCP AND PRESS ENTER

Type **HCP** and press **Enter**.

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

Sign on to JIMS

Once your PC is connected with Harris County and you have typed HCP and pressed Enter, the HARRIS COUNTY sign-on Panel displays.

The Sign-on Panel displays with the following fields:

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

1. 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.
2. Type your current, personal **password**. (Your password will not display on the screen.) Press Enter.

If you have never signed on to JIMS 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**.

Sixty days after you change your password, you will receive a notice that your password has expired when you attempt to sign on to the system. Use the steps under "Changing

your password" when you need or want to change your password. You may alternate between two personal passwords.

3. The Harris County Subscriber screen will display as follows:

Num	DESCRIPTION	STATUS
PF1	CICSSA (Subscriber Criminal)	AVAIL
PF2	M4P1 (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 TELNET default keys for PF1: **Esc 1** (or your keyboard equivalent).

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 TELNET default for PF2: **Esc 2** (or your keyboard equivalent).

Press **Enter** when the > symbol displays at the bottom of the screen.

LOG-ON FAILED MESSAGES

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

PASSWORD EXPIRED	Begin again with step 1 and change your password using the procedures in step 2. Your password expires every 60 days. You may alternate between two personal passwords.
PASSWORD NOT MATCHED	Try again beginning with step 2. You have typed your password incorrectly.
LOGON ID SUSPENDED BECAUSE OF PASSWORD VIOLATIONS	Call the Subscriber Access Coordinator at 713-755-7815 and ask that your password be reset. You have made ten invalid log-on attempts.

OTHER ERROR MESSAGES

If some other error message displays and you cannot get logged on, it may be best to exit the Sign-on Panel and try again:

1. Exit the Sign-On Panel by pressing the TELNET default for PF3 (**Esc 3**) or your keyboard equivalent. A message similar to the following will display: **Connection to host lost.**
2. Press **Enter** to continue.
3. Begin again with the section titled **RUN TELNET.**

RETURNING TO THE TUBES MENU

Once you have accessed the criminal or civil region you can return to the Harris County Subscriber menu as follows:

Press the TELNET default for PF24: **Escape Shift +** (or your keyboard equivalent).
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 (select line 1 for Criminal or line 2 for Civil) by following the procedures above.

TRANSFERRING BETWEEN ACTIVE REGIONS

If you have active sessions open in both the Criminal region and the Civil region, you may transfer between them by pressing the TELNET default for PF20: **Escape Shift 8** (or your keyboard equivalent).

PRINTING

Subscribers can use the Print Screen key or the print to file option on their PCs to print information from the system.

Sign off JIMS

Complete all of the steps below to ensure that you are no longer billed for the current call and that you can sign 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.)

To sign off, you will:

Access the Harris County Subscriber Menu.

Log off the system.

Disconnect the session.

LOG-OFF PROCEDURES

1. Press the TELNET default for PF24: **Escape Shift +** (or your keyboard equivalent). The Harris County Subscriber menu will display.
2. Press the TELNET default for PF24 again: **Escape Shift +** (or your keyboard equivalent).
Or
Type **24** in the ENTER COMMAND field at the bottom left of the screen and press **Enter**. The Harris County Sign-on Panel will display.
3. Exit the Sign-on Panel by pressing the TELNET default for PF3: **Escape 3** (or your keyboard equivalent).
4. Press any key and the TELNET window will close.

DISCONNECT THE SESSION

With Windows XP

1. Right click on the Network connection icon on your task bar.
2. Select **Disconnect**.

With Windows NT or 2000

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

With Windows 95/98/ME

1. Click on the **Connected to...** selection on the task bar usually located at the bottom of your screen or right click on the modem icon located on the bottom task bar.

2. Select **Disconnect** in the displayed box. This will terminate your session with Harris County.

Troubleshooting for Subscribers

Problem	Possible Solution
A problem occurs on the Harris County Sign-on Panel (See page 9).	Exit by pressing the equivalent of PF3: Esc 3. Begin again with the section titled RUN TELNET.
FIELD PROTECTED message displays.	Reset (Ctrl r), Tab (Ctrl i) or Back Tab (Ctrl b), and continue.
Screen displays LOGONID SUSPENDED.	Call the Subscriber Access Coordinator at (713) 755-7815 and ask that your password be reset.
Screen displays SELECTION NOT VALID - PLEASE TRY AGAIN.	You have typed an incorrect subsystem code or you are not cleared for the requested subsystem. Correct the subsystem code or call the Subscriber Access Coordinator at (713) 755-7815 for clearance.

TELNET Keyboard Functions

These are the default keyboard functions used in a TELNET session. Some communications software like ProComm for Windows allow you to “map” your keyboard by assigning functions to the keys you want to use. For example, in a TELNET session, press Ctrl z to clear the screen. If you would rather use the Escape key to clear, you will need to map your keyboard appropriately.

Function	Key Sequence
Back Tab	Ctrl b
Clear	Ctrl z
Cursor Down	Ctrl j
Cursor Up	Ctrl k
Cursor Left	Ctrl h
Cursor Right	Ctrl l
Delete Character	Ctrl d
Erase Current Field	Ctrl u
Home	Esc z
Insert Mode	Esc Space
Keyboard Unlock	Ctrl t
PF1 - PF10	Esc 1 - Esc 0
PF11	Esc - (hyphen key)
PF12	Esc = (equal sign key)
PF13 - PF22	Esc, Shift 1 – Esc, Shift 0

PF23	Esc, Shift - (hyphen key)
PF24	Esc, Shift + (plus sign key)
Redisplay Screen	Ctrl v
Reset After Error	Ctrl r
Tab	Ctrl I

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