

KPL JURY BOX SYSTEM

JURY BOX ENTRY SCREEN

The Jury Box Entry Screen is used to enter, store and maintain the names, addresses and juror numbers for each person in the jury box. Each juror is stored and retrieved by the unique juror number assigned to the prospective juror.

For additional information on exiting, moving around in the entry screens and on handling data queries (retrieving data to the screen), see the section on **ENTRY SCREENS**.

The following information describes how to manually enter the jury box data and how to maintain, or update, the data.

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Adding New Jurors:

The process of adding new jurors involves entering each pre-assigned juror number and each juror's name and address. Space is provided to enter any optional remarks about the prospective juror.

- 1) After selecting the **Jury Box Entry Screen** option from the menu, the entry screen appears.
- 2) Select **A** to begin adding. The cursor is placed in the **Juror No:** field. At this point, the system fills in various default data items (**Box Date**, **City**, **State**, and **Zip** fields). Note that at any time, once all required data is entered for a prospective juror, pressing the **ESC** key will save the data. It is not necessary to move through the **City**, **State**, and **Zip** fields that already contain default data unless that data needs to be changed.
- 3) **Juror No:** This field contains the unique juror number assigned in advance by the county's jury commission. The system will not allow saving a record that contains a **Juror No** that already exists in the database.
- 4) **Box Date:** This field contains the default date representing the date the Jury Box was opened for the current juror term. It should not be changed. **KPL** staff will change the date when the current term expires.
- 5) **Name:** The name information is entered into three separate fields located on the line identified by the **Name** label. The First Name is entered into the first field. The Middle Name is entered into the second field, and the Last Name is entered into the third field.
- 6) **Street:** This field contains the mailing address of the prospective juror.
- 7) **City:** This field contains the city of the prospective juror. A default city may be established.
- 8) **State:** This field contains the state of the prospective juror. The default state is NC.
- 9) **Zip:** This field contains the postal ZIP+4 code of the prospective juror. A default zip code corresponding to the default city may be established.
- 10) **Remarks:** Forty characters of free-form space is provided for entering notes or remarks specific to the prospective juror.

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11) At this point, pressing the **ESC** key will save the data for that juror.

Once the **ESC** key is pressed, returning to Step 2 will allow you to continue entering data.

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Updating (Correcting) Existing Records:

The process of updating existing records involves retrieving the record to the screen (called 'querying') and modifying the necessary data. In order to query a record, identifying information about that record must be known. The juror number is the most effective data element to use since it uniquely identifies a juror record.

- 1) After selecting the **Jury Box Entry Screen** option from the menu, the entry screen appears.
- 2) Retrieve the record to the screen by selecting **Query** from the menu. The cursor moves to the **Juror No** field.
- 3) Either enter the juror number identifying the record to be updated, or move to the proper field and enter data which identifies the record.
- 4) Press the **ESC** to process the query.
 - If there is a match, the number of records found that matched will be displayed in the lower left corner of the screen. If that number is **1**, proceed to Step 6. If the number displayed is greater than **1**, proceed to Step 5.
 - If there is not a match for the search values entered, the following message will appear:

There are no rows satisfying the conditions

Press **Q** to select **Query** again. Reenter different search values to identify the record to be retrieved. Return to Step 4 to try again.
- 5) Using the **Next** and **Previous** options on the menu, step through the records until the record to be updated appears.
- 6) Once the record to be corrected appears on the screen, select **Update** to begin the update. Press **Tab** (or **Shift-Tab**), **Up Arrow** (or **Down Arrow**), or **Enter** until the cursor is in the field containing the data to be changed. Enter the correct data and press the **ESC** key to complete the update and save the change.

To update additional records, return to Step 2.

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PICK A JURY LIST

The **Pick A Jury List** screen is used to manually select a jury from the names remaining in the jury box. Since each juror is uniquely identified by a juror number, once a juror is selected in this screen, that juror may not be selected again, unless steps are taken to return the juror's name to the jury box.

For additional information on moving around in the entry screens and on handling data queries (retrieving data to the screen), see the section on **ENTRY SCREENS**.

The following information describes how to select a jury list and how to maintain, or update, the data.

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Selecting a Jury:

The process of selecting a jury list involves entering each juror number to be called. The names and addresses are automatically retrieved from the Jury Box and stored by the date the list was selected. Lists, labels, and other reports or mailings may then be generated for the selected jury.

- 1) After selecting the **Pick A Jury List** option from the menu, the entry screen appears.
- 2) Select **A** from the menu to begin adding. The cursor moves to the **Pool Number** field. The system fills in certain default information, such as the **Date** field. The date defaults to the current date. This date should not be changed since it identifies the individual jury list selected that day. Subsequent reports (labels, lists, etc.) rely on that date.
- 3) Enter the juror number into the **Pool Number** field.
- 4) Press **Enter** to have the name displayed or simply press **ESC** to select that juror.
- 5) To select additional jurors, press **Enter** (selects the **Add** option from the option menu) and return to Step 3.

Once the jury is selected, lists and labels can be printed by using the date the list was selected (see Step 2).

Note: The additional fields **Return to Pool**, **Date to Recall**, and **Reason Code** are not currently used and are reserved for future releases of the **KPL Jury Box System**. The **Remarks** field, a forty character free-form text field, may be used to record information specific to the selected juror if desired.

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Updating a Selected Jury:

Updating juror information in a selected jury list involves querying (retrieving) the record containing the incorrect information to the screen and modifying the incorrect data elements. To query a record, identifying information about that record must be known. The juror number (pool number) is the most effective data element to use since it uniquely identifies a juror record.

Note that the only data that can be changed within the **Pick A Jury List** screen are the pool number, date, and remarks. The name and address information must be changed from within the **Jury Box Entry Screen**

- 1) After selecting the **Pick A Jury List** option from the menu, the entry screen appears.
- 2) Retrieve the record to the screen by selecting **Query** from the menu. The cursor moves to the **Pool Number** field.
- 3) Either enter the pool number identifying the record to be updated, or move to the proper field and enter data which identifies the record.
- 4) Press the **ESC** to process the query.
 - If there is a match, the number of records found that matched will be displayed in the lower left corner of the screen. If that number is **1**, proceed to Step 6. If the number displayed is greater than **1**, proceed to Step 5.
 - If there is not a match for the search values entered, the following message will appear:

There are no rows satisfying the conditions
- 5) Press **Q** to select **Query** again. Reenter different search values to identify the record to be retrieved. Return to Step 4 to try again.
- 6) Using the **Next** and **Previous** options on the menu, step through the records until the record to be updated appears.
- 6) Once the record to be corrected appears on the screen, select **Update** to begin the update. Press **Tab** (or **Shift-Tab**), **Up Arrow** (or **Down Arrow**), or **Enter** until the cursor is in the field containing the data to be changed. Enter the correct data and press the **ESC** key to complete the update and save the change.

To update additional records, return to Step 2.

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JURY LABELS

The **Jury Labels** option provides the capability to print mailing labels for a selected jury list. To print labels, select the **Jury Labels** option from the menu and enter the date the desired jury list was selected.

JURY LIST

The **Jury List** option provides the capability to print a complete listing for a selected jury. This list includes the juror number, name, address and remarks for each juror. To print the list, select the **Jury List** option from the menu and enter the date the desired jury list was selected.

JURY BOX LISTING

The **Jury Box Listing** option provides the capability to print the entire jury box. This list includes the juror number, name, address and remarks for each juror. To print the list, select the **Jury Box Listing** option from the menu. The list will begin printing. Note that selecting this option will print the entire jury box.

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ENTRY SCREENS

The first two lines on each entry screen contain information concerning the available functions as well as the name of the current data table you are working within (jury table, pick table, etc.). The last two lines on the entry screen display status information and field entry comments to assist you when entering data.

Entry Screen Functions may be selected by using the cursor (arrow) keys to highlight the desired function or by typing the first letter of the function, i.e. type **A** to select **Add**.

The functions include:

Exit Selecting the **Exit** function by pressing **E** causes the entry screen to terminate and takes you back to the menu.

Query Allows you to retrieve records from the database using nearly any of the fields (Juror Number, Last Name, etc.) displayed on the screen.

To perform a query,

- select the **Query** menu option
- Use the **Tab** (or **Shift-Tab**), **Up Arrow** (or **Down Arrow**) or **Enter** key to move to the fields you wish to search on (i.e. Juror Number or Last Name)
- Enter the value(s) to search for and press **Esc**

If records (rows) containing the search values were found, the number of rows with those values will be displayed and the first record that contains the search values will be displayed on the screen. Selecting **Next** or **Previous** will step through the retrieved records one at a time until the list is exhausted.

If the search values were not found, the message

There are no rows satisfying the conditions

will be displayed. You may then select the **Query** menu option again or any other menu option to continue.

To retrieve all records within a given table, select the **Query** menu option and press **Esc** without entering any search values. The total number of records (rows) within the table will be displayed on the lower right corner of the screen and the first row in the table will be displayed on the screen.

Advanced Querying

Occasionally it is useful to select records based on the values being greater than or less than (or having some other relationship to) a specified value. For example,

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suppose you wish to retrieve all records in the pick table with a date prior to 01/01/95. To perform this query, follow the above instructions and enter <01/01/1995 in the Date field. Pressing **Esc** will retrieve any records matching that condition.

A number of "relational" operators are available within the query screens. Pressing **Ctrl-W** within the Query screen will display these options. See the section on **On-Line Help and Editing Commands** for a list of operators.

Next The **Next** option is used in conjunction with the **Query** option to step forward through a series of rows retrieved via querying. Once the list of rows has been stepped through, the message

There are no more rows in the direction you are going

is displayed. Selecting **Previous** will move you in the opposite direction.

Previous The **Previous** option is used in conjunction with the **Query** option to step backward through a series of rows retrieved via querying. Once the list of rows has been stepped through, the message

There are no more rows in the direction you are going

is displayed. Selecting **Next** will move you in the opposite direction.

Add The **Add** option is used to add rows to the current table. Selecting **Add** places you into the body of the entry screen at a location determined by the entry program. You then enter the appropriate data in the entry screen fields.

Certain fields allow only specific types of data. If you are prompted by the message **Error in field**

you have entered a type of data that is not allowed in that field. For example, if you try to enter **January 15, 1994** in a field requiring a date, the error message will be displayed. Simply reenter the date in the form **01/15/1994** and the system will accept it.

Certain fields also require unique items. For example, within the Pick table, only one record can have a given Juror Number. Attempting to enter a second record with an already used Juror Number will result in the following message being displayed:

ISAM error: duplicate value for record with unique key

To correct this entry, use a value that does not appear in any other record.

Update The **Update** option is used to modify existing rows within a table. The row to be modified must first be queried to bring it up on the screen. Selecting **Update** then

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allows you to move through the fields and change information within the fields. After modifying the data, press **ESC** to complete the update on the row, or press **Delete** to cancel the update and leave the row as it was. See the section titled **On-Line Help and Editing Commands** for detailed instructions on using available editing commands within the data fields.

Remove **Remove** allows you to permanently delete a row from the table. This option should be used with great care.

Table The **Table** function is used to change the currently active table within an entry screen. Most screens only use one table and do not allow use of the **Table** function.

To change tables, simply select the **Table** function until the desired table name is displayed on the second line right side of the screen. Repeatedly selecting **Table** causes the entry screen to cycle through the available tables.

Screen The **Screen** function allows you to display the next available screen in the entry program. Most programs use only one screen and do not allow the use of the **Screen** function. Repeatedly selecting the **Screen** function cycles through the available screens.

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ON-LINE HELP AND EDITING COMMANDS

The **KPL Jury Box System** includes on-line help relating to the available entry screen functions and data editing commands. Pressing **Ctrl-W** at almost any point within an entry screen causes the following help text to be displayed on the screen. Note that this help applies only to the entry screen functions, data field editing functions and query options.

CTRL X : Deletes the current character
CTRL A : Toggles in and out of character insertion mode
CTRL D : Clears to the end of the field
left : backspace
right : forward space
up : Traverse backwards through the fields
CTRL F : Fast-Forward through the fields
CTRL B : Fast-Reverse through the fields
CTRL C : Clears all columns in current table (Query mode only)
CTRL P : Brings in the most recent value of that row (Paste)
CTRL W : Display Help Message
ENTER : Next Field
CTRL I : Next Field
down : Next Field
ESC : Entry complete (Process entry)
DELETE : Abort command (Cancel entry)

Pressing the **Enter** key after the above information is displayed will display the following screen:

QUERY COMPARISON SYMBOLS:

<	Less than	<=	Less than or Equal to
>	Greater than	>=	Greater than or equal to
=	Equal	<>	Not equal
>>	Last value (only for indexed columns, without other comparisons)		
<<	First value (same conditions as last value)		
:	Range (inclusive)		
	OR condition		

The colon for range comparisons is typed between the desired range values.

The pipe symbol for OR separates the different possibilities.

All other symbols are typed in front of the column value

An asterisk (*) is used for wildcard comparison of character columns.

A blank field means don't care.

To match for a blank character field, use the equality symbol.

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AUTOMATED LOADING OF THE JURY BOX

Juror pool data can be loaded automatically into the **KPL Jury Box System** from various sources as specified by the Jury Commission, including voter registration records, licensed drivers in the county (DMV data) and other sources as provided for in GS9-2ff.

The procedure used by the **KPL Jury Box System** for loading this data involves importing the data into a temporary working file where it can be carefully reviewed to eliminate duplicate names, incomplete records, previously-used names and persons convicted of felonies. Records included in any "permanent removal list" can also be flagged for elimination from the system. Various reports are provided to facilitate this effort.

Once the records have been tagged for removal, the **KPL Jury Box System** purges those records and provides refined reports to assist in determining the selection procedure. Included in the reports are the sources of the data and the quantities of records provided by each source.

The method used in selecting the jury box entries can be specified as a simple numerical sequence selection (for example, select the second available entry from each previously randomized source list until the required number of jurors is satisfied). The **KPL Jury Box System** can also use the algorithm described in Appendix A to "randomly" select the quantities proportionally from the source lists.

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APPENDIX A

Pseudo-Random Jury Box Selection Algorithm

Description of the algorithm follows:

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