

# Elected Clerk Changes:

From time to time an elected Clerk will change.


1. Add the new Clerk as a Quest user.  
Copy the settings from the existing Clerk.
2. Capture the new Clerk's signature in Quest.
3. If the Clerk's signature automatically prints on checks, have the new Clerk sign on a piece of paper, scan it, and send it to G&W.
4. Update the AutoSign.
  - a. Menu | Tables | Generic Validation Tables | Default Codes | AutoSign
  - b. I normally set up a ClerkN to use whenever I want the Clerk's name to appear on a document and a ClerkS for whenever I want the Clerk's signature to appear on a document.
  - c. Hopefully by changing the clerk's user ID in this one place, all the templates will automatically reflect the new name.

Employer information (for agency employees)

ID number: JWILKERSON	Person type: CLER - Court Clerk
Agency: PCC - Putnam County Juvenile Clerk	Unit: -- Select --
Division: -- Select --	Quest user ID: JWILKERSON
Quest authorization group: CS1 - Clerk Staff 1	Type a new password twice: <input type="text"/> <input type="text"/>

Code: FF AUTOSIGN  
Short description:\* Auto Sign  
Long description:\* Automatically place signatures on documents  
Active:\*  Yes  No

Notes:

```
# Entries should identify the variable name associated with the ff  
autosign functions and the corresponding userid who's signature or  
name should be inserted.  
  
# Note: if the userid doesn't have a signature, the associated name  
will be inserted instead.  
  
JUDGE1S=JHUDSON  
JUDGE1N=JHUDSON  
CLERKN=JWILKERSON   
CLERKS=JWILKERSON
```

5. Template Setup

```
Sincerely, |
@v/ClerkS/|
|
@v/ClerkN/|
Juvenile Court Clerk||
```

Variables				
Name	Type	Action	Length	Prompt
ClerkN	@V/	FF AUTOSIGN/01	1	Auto output name to document
ClerkS	@V/	FF AUTOSIGN/00	1	Auto output signature to document

You may have the Clerk's information set up in FF Defaults. Menu | Tables | Generic Validation Tables | Defaults | FF DEFAULTS

<b>FF DEFAULTS/01</b>	Clerk	<b>Marcia Borys</b>
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Code: FF DEFAULTS/01

Short description:\* Clerk

Long description:\* Jennifer Wilkerson

Active:\*  Yes  No

Notes:

The name of the chief clerk for the jurisdiction. The functions FF DefaultsS/01 and FF DefaultsL/01 format the value.

I, @v/clerk/,</span> duly elected Juvenile Clerk

Variables				
Name	Type	Action	Length	Prompt
Clerk	@V/	FF DEFAULTS/01	1	X

I, JENNIFER WILKERSON, duly elected Juvenile Clerk in an

6. If your clerk's signature automatically appears on checks, you will need to have the new clerk sign a piece of paper, you will need to scan that paper and send it to G&W. The check signature is an image. You may want to put a piece of paper over the top of a check and have the clerk sign on the check signature line. This would ensure the signature is the proper size.

If you click on the account number of the Clerk checking account, you will see the check configuration in the notes section. The scanned image is in this section. You will need to let G&W know this information so they can replace the image with the new Clerk's signature image.

# custom fields

field.1=[www.tomcat/webapps/equest/images/AllenClerk.jpg](http://www.tomcat/webapps/equest/images/AllenClerk.jpg)

field.1.type=3

field.1.xLL=385

field.1.yLL=570

Once you've replaced the image, all the old checks will carry this new image as well. To stop copies of checks from having the new clerk's signature on them, simply add this. The field.n. should match the field number of the image. This will prevent any check that has already been printed from carrying the clerk's signature.

field.1.includeOnCopies=n

7. If your clerk prepares the report: Auditor Collections Report , you may need to modify this report and change the name of the Clerk. Not all reports carry the specific name of the clerk, just the title, but you may need to verify.

# Party who will sign this report, including title

signingParty=Jessica A. Bailey, Clerk