

Default Codes Used Throughout the Application:

USERS

[Password validation properties](#) (PASSWORD)

Allows you to configure passwords. Do they have a minimum length, need an alpha character, numeric character, special character? And when we set the default password (their user id in all caps) does it force them to immediately change it?

[Person type for case workers](#) (CASWPERSONTYPE)

Allows you to specify the person type for a case worker. This is used on various screens including the History screen.

[Person type for other case workers](#) (OTHERPERSONTYPE)

Allows you to specify the person type for other case workers. This is used on various screens, including the history screen.

[Person type for probation officers](#) (PROBPERSONTYPE)

Allows you to specify the person type for a probation officer. This is used on various screens, including the history screen.

[Agency for probation officers](#) (PROBAGENCY)

This is used in various reports to identify the agency for probation officers.

[Restrict specific users from specific file numbers](#) (RESTRICTEDIDS)

Allows you to restrict a user from seeing specific file numbers. For example, the user has a case in the system or their child or relative has a case in the system.

[FF AGYAPPR](#) (AGYAPPR)

This is used with the template function `FF AGYAPPR`. It displays a list of all the agency people that match the short description code. If you wanted to show who appeared in court for the Public Defender's office, but you didn't want to add that person to the names assigned to the case, this works perfectly.

[Default Person Status for an Identity](#) (PERSONSTATUS)

Allows you to set the default for the identity status of a new person being added. For example, alive.

[Identity detail screen validations](#) (IDFIELDS)

Allows you to define whether specific identity detail screen fields are required or not, such as race, ethnicity, sex, dob, and ssn.

[Automatically select lives with on add of address](#) (AUTOSELLIVEWITH)

This controls the automatic feature that selects relatives who “live with” a person when an address is added or updated so their address is updated as well. If N, no relatives will be automatically selected. If Y, those relatives who live with the person will be automatically selected so their address can also be updated.

[Default address type for an address](#) (ADDRESSTYPE)

This table allows you to set the default address type that should appear when a person is entering a new address for someone.

[Default City for an address](#) (CITY)

Allows you to set a default city so when a person adds a new address the city is already listed.

[Default State for an address](#) (STATE)

Allows you to set a default state so when a person adds a new address the state is already listed.

[Require Zip code on addresses \(Y/N\)](#) (REQUIREZIP)

Allows you to make the zip code a required field when adding an address.

[Default Alias Type entry](#) (ALIASTYPE)

Allows you to set the default alias type when merging two names. The name you merged is added as an alias of the name you merged it into. This defines what type of alias that name will be.

[Case types to display on criminal history](#) (CRHIST)

The Criminal History tables allow you to customize the types of cases that will appear when you use the FF CR HIST template functions. For example, you may not want a paternity or dependency case to appear on the criminal history.

[Customize the list history screen](#) (HISTORY)

The history screen shows the facility stay locations in the “current location” spot. This table allows you to add other requirements that are also considered locations such as a placement requirement or a commitment requirement.

[Default School Status for 'unknown'](#) (SCHOOLSTATUS?)

Allows you to indicate the code that means “unknown” for the school status. This is used by the report: **End old open schools attended** that ends schools attended after a specified period of time.

CASE

[Case type table entry customizations](#) (CASETYPE)

This table provides the options that will allow you to skip certain sections in a specific case type. For example, in a dependency case you may not need the facility stay section, so you can program that type of case to skip that section.

[Claim](#) (CLAIM)

Allows you to customize case types for certain estate cases.

[Official court required on case detail screen?](#) (COURTREQUIRED)

Allows you to make the assigned/home court a required field when a case is added.

[Only allow official courts for court assignment?](#) (OFFICIALCRTONLY)

Allows you to specify if all courts can be an assigned/home court or if only “official” courts can be assigned.

[Default case status when adding a case](#) (CASESTATUSD)

Allows you to customize the default case status that will appear when a case type is created, such as Case Filed and also allows you to override that default for specific case types.

[Show only active cases on data entry lists \(Y?N\)](#) (ACTIVECASESONLY)

Allows you to only show active cases when you are selecting which case to add something to, such as an event, incident, requirement, etc. It hides the closed cases.

Names Associated

[PersonRole entry used to define 'In Re'](#) (INRE)

Allows you to specify the role to be used in functions that limit the list of information to those people that have the role of “in re.”

Names Assigned

Case number history

[Type of cause number to generate](#) (CAUSENBRTYPE)

Provides the options for the different ways you can automatically generate cause numbers based on court and case type.

Events

[Default template name used for subpoenas/notices](#) (SUBPOENADOC)

Allows you to specify the name of the template that should be used for batch processing subpoena/notices.

[EventDisp to use when cancelling future events](#) (EVENTDISP)

Allows you to specify the event disposition that should be used when you add a closed case status with events still open.

[Event defaults](#) (EVENTS)

Allows you to set normal business hours so if an event is scheduled outside those hours, such as 8:00 pm rather than 8:00 am, an error message will be displayed.

[Name of subpoena template for rescheduled events](#) (RESCHEDULEDOC)

When you use the Reschedule Court Docket screen to send out new subpoenas to the people who had previously received a subpoena, this table specifies the name of the template for the rescheduled subpoena this program should produce.

[Name of template for rescheduled events](#) (RESCHEDULEDOC2)

Allows you to name a template that should be sent to the parties when an event is rescheduled, and notice is selected.

[Number of days prior to event to print subpoena](#) (NOTICELEADTIME)

Allows you to specify the number of days prior to a scheduled event the requested subpoenas/notices should print.

[Use the defaultFrom as organizer on cal invites](#) (USEDEFAULTFROM)

Allows you to send calendar invites using the system default from address rather than your email address. If you use the default from address (Y), you can add it to your own outlook calendar. Outlook won't let you add an event to your own calendar when you are the organizer.

Incidents

[Cut off time for incident bulletin board](#) (CUTOFFTIME)

This table allows you to set a default time to cut off appearing on the bulletin board. The bulletin board defaults to show every incident with a date/time from the cut off time yesterday to the cut off time today.

[Show Add Incident on person detail screen](#) (SHOWADDINCIDENT)

Allows you to remove the Incidents 'Add' link from the Person Detail screen. If an incident is added off the Person Detail screen, the user may forget to click to which case it should be attached. If this causes problems, you can simply remove the add link.

Requirements

[Default Unit Of Measure entry for requirements](#) (UNITOFMEASURE)

[Requirement code default values](#) (REQUIREMENTS)

This is the documentation for what defaults can be added in the notes field of a requirement code.

[Requirement phase code default values](#) (REQPHASES)

This is documentation for what options can be added in the notes of a requirement phase code.

[Requirement type for commitments](#) (COMMREQUIRETYPE)

Allows you to specify which requirement type means a commitment requirement. This is used in various reports.

[Requirement type for probation](#) (PROBREQUIRETYPE)

Allows you to specify which requirement type means a probation requirement. This is used in various reports.

[Show petition number requirement statutes?](#) (REQPETITIONNBR)

Allows you to append the petition number to the statute description, if you have counts associated, like sentencing.

Financials

[/receipt.jsp](#) (RECEIPTDEFAULT)

This is used by G&W for financials and should not be changed.

[Receipt properties/data](#) (RECEIPTPROP)

This is where you can customize receipts. You can also use the entries from this table in the chart of accounts asset account in case you have two departments using Quest and need the receipts to be different, such as the Clerk receipts and Probation receipts.

[Generate receipt numbers](#) (RECEIPTNUMBER)

This is where you can configure if payments should produce a receipt.

[Default Account options](#) (ACCOUNTOPTIONS)

This table provides all the options that are available to you when formatting a check.

[Limit Take Payment Screen to single case](#) (LIMITPAYTOCASE)

Allows you to limit the Take a Payment screen to only show fees due in a specific case rather than all cases.

[Time when payments count for next day](#) (FINANCIALCUTOFF)

Allows you to set a financial cut off time so any payments received on or after this time count towards the next business day. Used in many financial reports.

[Use liability instead of inc/exp when reconciling](#) (LIABILITYTOCLR)

When reconciling the bank account, when adding interest income or bank charges, you can display either liability accounts or income/expense accounts.

[MM/DD that new fiscal year begins](#) (FISCALYEAR)

Allows you to specify the month and day that the new fiscal year begins for your jurisdiction.

[FF FEE](#)

Allows you to set specific fee amounts to be used in templates with the form function FF Fee. There are various fees that can be set up this way. This may be obsolete with the new financials.

Codefendants/Associated Cases

[Link Type for codefendant](#) (LINKTYPE)

Allows you to specify which entry in the table **LinkType** means codefendant. Then, when adding an incident, if the agency/report numbers match, we can tie the people together as codefendants.

Documents:

[Address book for fax screen](#) (ADDRESSBOOK)

You can add frequently used email addresses to an address book so when you are viewing a document and wish to email it to someone that is not assigned to the case, such as the jail, child support, or G&W, the user can quickly email the document to the person listed in the address book.

[Allow notice to be delivered by email](#) (NOTICETOEMAIL)

Allows the CreateBatchNotices report (print pending notices) to send the copies of documents by email.

[Send redacted documents for batch notices](#) (SENDREDACTED)

Allows you to decide if you want the documents sent by batch notices (print pending notices) to be redacted.

[Append approval date after the approval name](#) (ADDAPPROVALDATE)

When a document is programmed to be approved, once approved the name of the person approving the document appears. This allows you to add the approval date after the name.

[Assign statutes to requirements?](#) (REQSTATUTES)

If you have adults in your Quest, you may want to configure this so you can add sentencing information for each count.

[Automatically place signatures on documents](#) (AUTOSIGN)

Automatically puts a Quest User's signature on a document. This is perfect for a Certificate of Service, Summons, etc.

[Can docket entries be backdated \(y/n\)?](#) (BACKDATECCS)

Gives you the ability to date a docket or CCS entry any date, including a date in the past.

[Can documents be backdated \(y/n\)?](#) (BACKDATEDOC)

Allows you to change the date/time on a document after it has been added.

[Can old docket entries be updated \(y/n\)?](#) (UPDATEOLDCCS)

This table allows you to change a docket entry made in the past. If it says 'N', you can't change past docket entries. If it says 'Y', you can.

[Change Document Names \(Y/N\)](#) (CHANGEDOCNAME)

Provides a line below the template name so you can name the document whatever you want rather than just accepting the template name. For example: the template may be named Diversion/Adjudicatory/Dispositional Order because it works for all these scenarios, but you want the finished document to read Dispositional Order.

[Default document assignments](#) (DOCASSIGNMENTS)

This table allows you to identify the next person who will be responsible for a document. For example, if you have multiple Magistrates that report to multiple Judges, here so when the Magistrate finishes an order it goes to the appropriate Judge for approval.

[Default service type for event appearances](#) (SERVICETYPE)

It's the default service type for notifying people about events.

[Name of notice template](#) (NOTICEDOC)

Allows you to specify the name of the template for your CreateBatchNotice or Print Pending Notices report. This is the address cover page that precedes each document being sent.

[Default service type for notices](#) (SERVICETYPE_N)

Allows you to specify the service type the Document Detail Notices section will display when notice is sent by batch notice like print pending notices.

[default variable names for FF Names/80](#) (FF NAMES/80)

Allows you to define the Petitioner in a case if the Petitioner is missing. This is useful in those cases where the Petitioner is the State of Indiana.

[Directory for scanned documents](#) (DOCDIRECTORY)

This table is used by G&W to tell the system the directory where the scanned images are stored. **DO NOT CHANGE.**

[Add file stamp to document attachment](#) (STAMPDOCATTACH)

This will allows you to file stamp scanned documents and print those documents with the file stamp on them.

[Judge approval prior to file stamp \(Y/N\)](#) (APPROVEFIRST)

If a document has a Motion and an Order on the same document for example, this table lets you set what happens first, does it get file stamped first or does it to go the Judge for approval first.

[Faxing available](#) (Y/N) (FAX)

Allows you to customize some information when faxing or emailing documents.

[Include 'when committed by an adult'](#) (WHENADULT)

Gives you the option to include the words 'when committed by an adult' after the statute in documents.

[CopyVar](#) (COPYVAR)

Allows you to create a template with basic information then have other templates copy the answers from the first template so you don't have to answer the same question over and over again as you create documents.

[Label settings](#) (LABELS)

Provides you with the information to configure labels. Quest has an interface with a zebra label printer to print labels.

[UserID of person to receive message to print doc](#) (FFAUTOPRT)

This table works with the template function **FF AUTOPRT**. It allows you to send a copy of a document via Quest message or email to a specific person or a group of people.

[Replace ActiveX Signatures with image tags \(Y?N\)](#) (REPLACESIGTAGS)

Allows you to use images rather than the Topaz ActiveX control to display signatures.

[Show order book number/page at top of document](#) (SHOWORDERBOOK)

Allows you to show the order book number and page at the top of orders.

[Show scanned document before Quest document](#) (SCANNEDFIRST)

Allows you to view the scanned image before the Quest document. This is helpful when you create a certificate of service for a scanned order. When you click VIEW you want to see the scanned order, not necessarily the certificate.

[Templates to exclude from CCS](#) (SKIPTEMPLATECCS)

As a general rule, any document that gets file stamped or approved appears on the Chronological Case Summary (CCS). If you want a specific document, even if file stamped, to be excluded from the CCS you can program that in this table.

COURT

[Number of days from arrest for speedy trial](#) (SPEEDYTRIAL)

Specifies the number of days that should be added to the date of the first incident to determine the speedy trial date. The speedy trial date is printed on the court docket.

[Special processing for dockets](#) (DOCKETS)

Allows you to customize your court docket.

SUPERVISION

[Default properties for the supervision dashboard](#) (DASHBOARD)

Allows you to customize your supervision dashboard.

DETENTION

[Require the stay reason when adding a stay](#) (STAYREASONREQ)

Allows you to make the stay reason a required field when adding a stay.

[Show contacts on detention list with details](#) (DETLISTSHOWCON)

Allows you to display contacts on the detention list along with a link to add a new contact.

MISCELLANEOUS

Messages

[Number of days to keep messages before deleting](#) (DELETEMESSAGES)

Allows you to tell the system the number of days a Quest message is kept before it is automatically deleted.

Document Options

[Documents to approve - Case Attributes](#) (DOCTOAPPROVEATR)

Allows you to control whether to display case attributes on the Judge's Documents to Be Approved screen.

[Documents to approve - Col Header Scripts](#) (DOCTOAPPROVE)

Allows you to customize the Judge's Documents to Be Approved screen by allowing the Approve and Reject column headers be used to check/uncheck all boxes in that column or not. If not the Judge must select each order individually.

[Number of days to wait before approving a form](#) (EXCEPTIONPERIOD)

If you want orders to wait a number of days before being sent to the Judge's approval list, you can specify the number of days to wait in this table.

[On file stamp, replace <!--@I\\$/CLERK--> with this](#) (FILESTAMPTXT)

Allows the act of file stamping a document to date the signature the date of the file stamp and add the Clerk's signature and seal. Contact G&W if you want to set this up.

Reporting

[Default Report options](#) (REPORTOPTIONS)

This table explains the options available to you when you are working with reports.

SYSTEM

[County](#) (COUNTY)

This table indicates your county number. This is used for generated case numbers and also used as the default county when adding an address. **This can also be used in some form functions.**

[County Title](#) (COUNTYTITLE)

This is the default county title that is used on report headings and other places.

[Court](#) (COURT)

This is the default court in your county.

[FF Defaults/00-19](#) (FFDEFAULTS)

These tables allow you to record the name of the elected officials in your county. Inside templates you can then simply add a variable that points to the appropriate default table and it will print the short or long description of the table. If an elected official changes you simply change the long description or name of the official and the change is made through all templates. You can do this with any name, not just elected officials

[Map information](#) (MAPINFO)

Allows you to customize the mapping interface for your jurisdiction. You can tell the map where the center of the map should be and set the initial zoom level of the map.

YAHOOKEY – this is not used anymore, we use MAPINFO

[Rule parameters - site specific rule settings](#) (RULEPARMS)

Allows you to set site specific rule settings. See [Rules](#) for more information about rules.

[Settings for kiosk](#) (KIOSK)

Allows you to configure a kiosk for public access to Quest. Contact G&W if you want to set this up in your jurisdiction.

Signature capture & display script (SignCap & SignDis)

These two tables are the programming behind the signature capture and display function. **Do not change these.**