# Online Electronic Disposition Reporting (EDR)

Version 8.0.0 - 2/19/2021

# Introduction

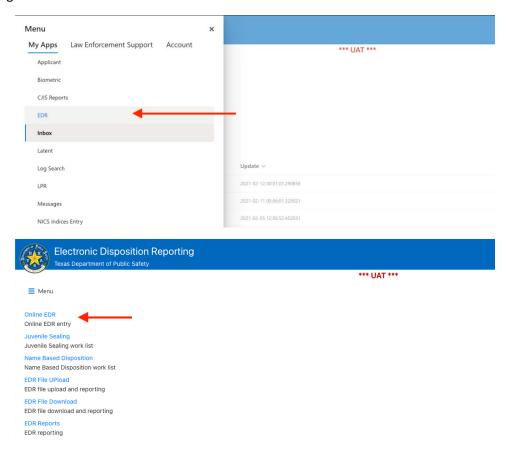
The EDR section covers submission of prosecution and court transaction files and individual transactions to TxDPS.

### Contacts

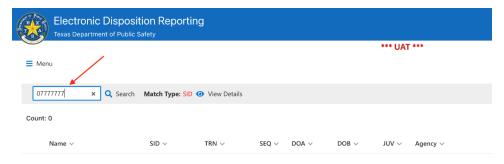
HQ DPS	EDR Coordinator	Cassandra Richey	512-424-2479
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# **Court and Prosecution Transactions**

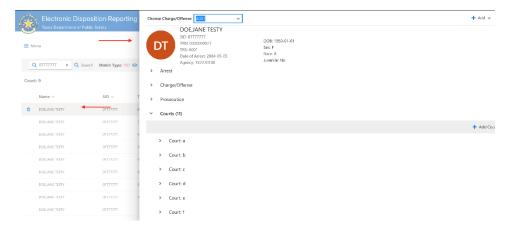
Individual Prosecution (ER3) and Court (ER4) transactions may be entered via the LES Applications site by selecting **Menu** > **EDR**.



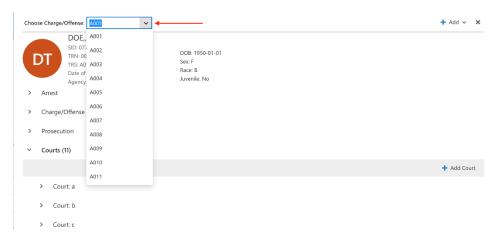
Enter the SID or TRN Number for the transaction you wish to enter and click Search.



### Double-click a record in the list to view it.

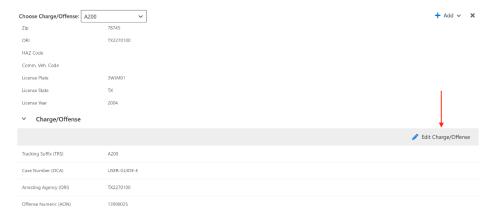


## Change the TRS in view with the dropdown.

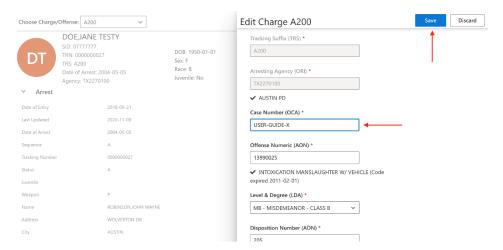


### **Arrest Information**

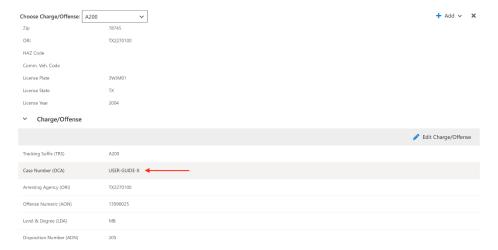
If you are authorized to modify arrest information and no prosecution or court information has yet been entered, click **Edit Charge/Offense**.



Change the Charge information and click Save or click Discard to cancel changes.

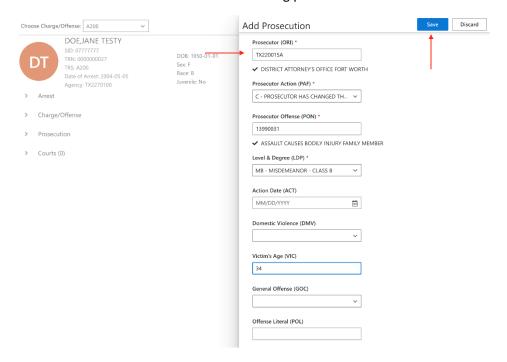


If the Charge was successfully edited, the modified values will be displayed in the **Charge/Offense** segment.

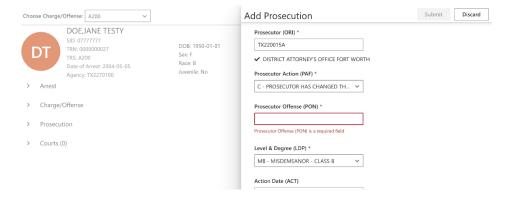


### **Prosecution Information**

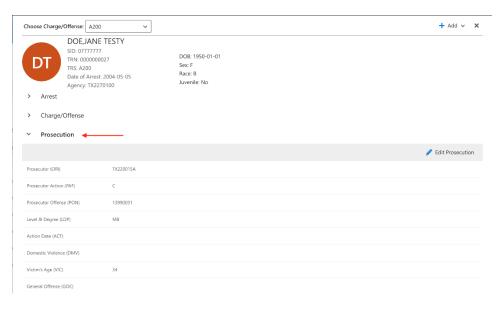
To add Prosecution information, select **Prosecution** from the **Add** menu. Enter your prosecution information and click **Save** or click **Discard** to cancel adding prosecution information.



Any fields in error will be highlighted red with an error message below the input.

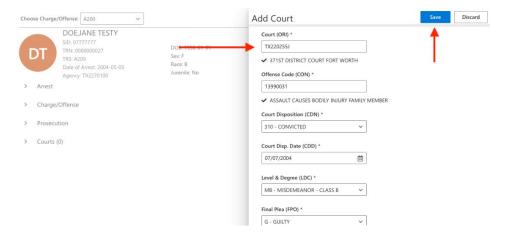


If the prosecution information is successfully added, the information will display in the **Prosecution** segment.

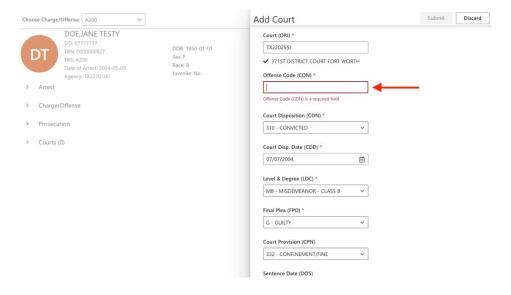


### **Court Information**

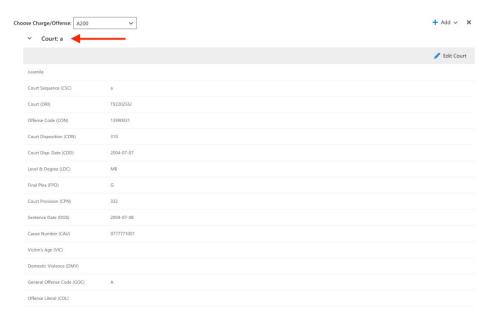
To add Court information, select **Court** from the **Add** menu. Enter your court information and click **Save** or click **Discard** to cancel adding court information.



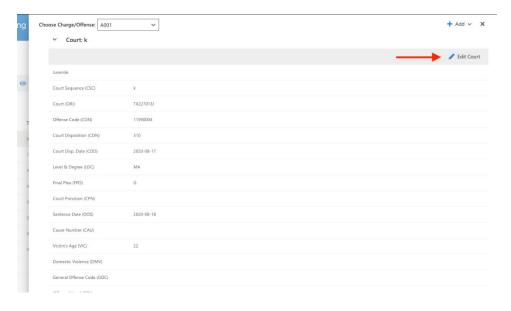
Any fields in error will be highlighted red with an error message below the input.



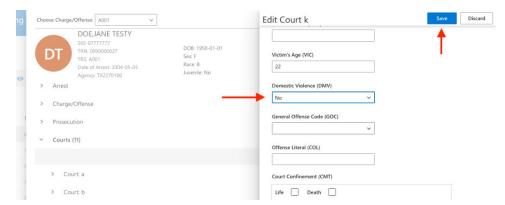
If the court information is successfully added, the information will display in the **Court** segment.



It is possible to modify the last court of a cycle. To modify a court, choose the **Court** segment to modify and click **Edit Court**.



Modify the court data as needed and click Save.

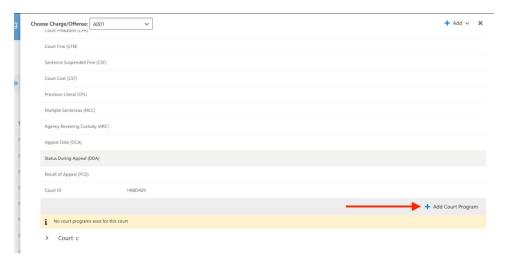


If the modification is successful, a message will display and the **Court** segment will display the updated values.

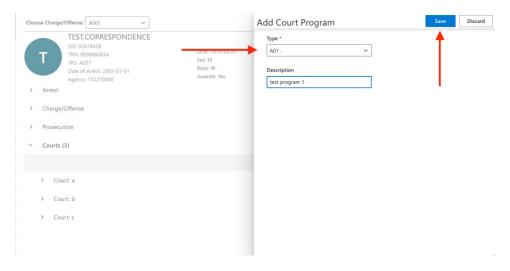


# Juvenile Program Information

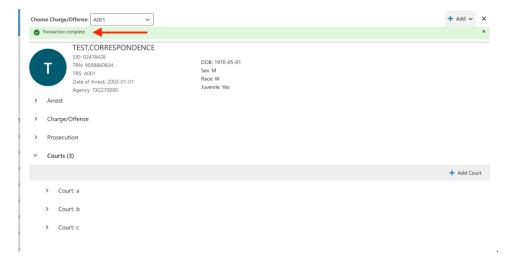
If the court segment is for a juvenile jacket, juvenile program information may be added to the Court information by clicking on **Add Court Program**.



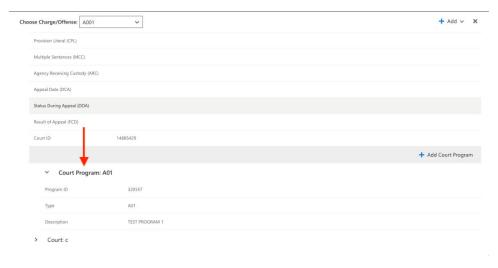
Add program information and click Save.



A message will display if program information was successfully added.

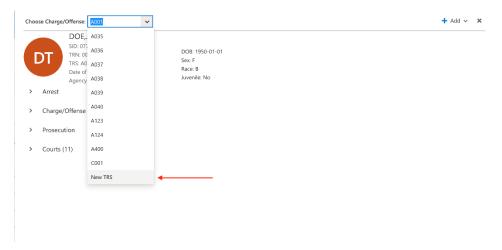


Juvenile program information is displayed in the **Court Programs** segment. Up to five programs may be added per Court by clicking **Add Court Program** again.



# **New TRS**

If you need a new TRS, select **New TRS** from the bottom of the Choose Charge/Offense dropdown.

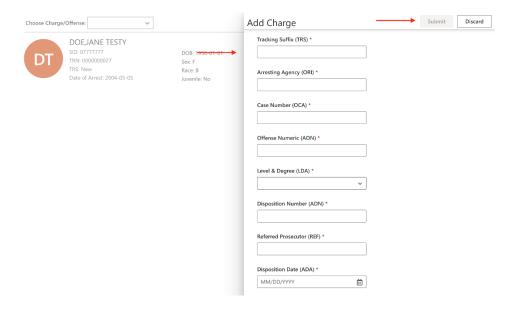


The TRS will be created when a Charge, Prosecution or Court is added. Click **Add** to select a record type to add.

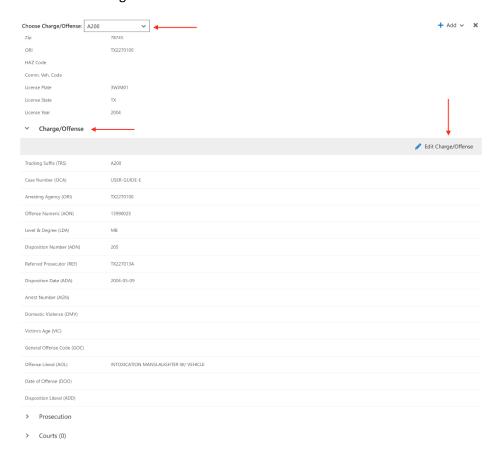


# Adding a Charge

To add a charge to a newly created TRS, select **Charge** from the **Add** menu. Enter the charge information and click **Save**.



If the Charge was successfully added, the new TRS and Charge/Offense will be displayed. Click **Edit Charge/Offense** to make changes or **Add** a **Prosecution** or **Court** as needed.



# **EDR Reporting**

Reports can be run by navigating to Menu > EDR > EDR Reports.





#### Online EDR

Online EDR entry

### Juvenile Sealing

Juvenile Sealing work list

### Name Based Disposition

Name Based Disposition work list

### **EDR File Upload**

EDR file upload and reporting

### **EDR File Download**

EDR file download and reporting

#### **EDR Reports**



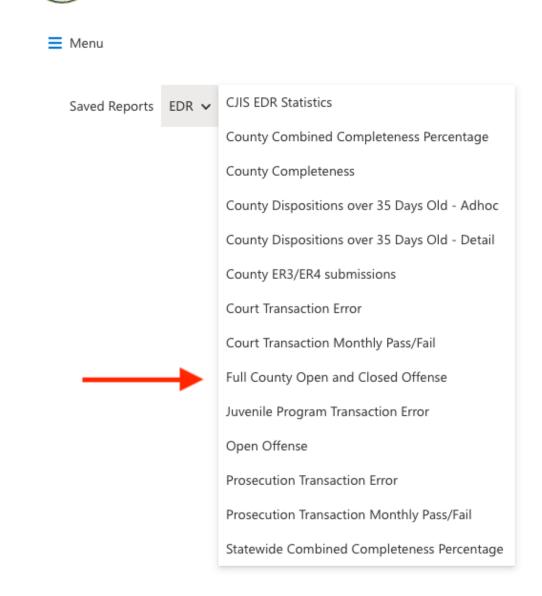
EDR reporting

#### **Entity Admin**

Add users, reset passwords, etc

Select a report from one of the dropdown menus.



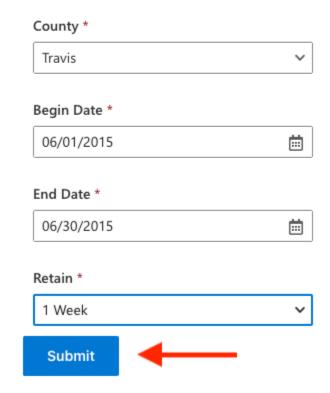


If the report is parameterized, a form will be displayed. Enter report parameters and click **Submit**.





# Full County Open and Closed Offense Report



The report data will be displayed below the form.

