

AJIS® TIP #5

Use The Message Filter To Check Message Assignments

One of the most important responsibilities of jury office is scheduling just the right number of jurors to appear for jury duty. You have told us how much AJIS has helped you run your busy jury office, but mistakes can still be made. Double-checking message assignments is one way of catching these mistakes and the Message Filter can help you do this.

Let's say that you need to schedule a total of 225 jurors to appear tomorrow for jury duty. You have selected the jurors and assigned them your Inbound Reporting Instruction message named "Scheduled - Following Day". Unbeknownst to you, another jury administrator has already assigned this message to 100 other jurors. To double-check this message assignment, use the **Msg Filter** at the bottom of the **Edit Pool** screen. Configure the **Msg Filter** to display only the "Scheduled - Following Day" message. In the **Edit Pool** screen turn the **Msg Filter On**. Now only the jurors with the "Scheduled - Following Day" message will be displayed in the **Edit Pool** screen. If you highlight all the jurors now displayed, you will see **(X Members Selected)** in the blue bar at the top of the **Edit Pool** screen. The number displayed will be the total number of jurors assigned the "Scheduled - Following Day" message. Ops! Your **Edit Pool** screen says **(325 Members Selected)**. You have 100 too many jurors scheduled to appear, but you can fix it before they start calling in!

*(Note: For more detailed instructions on using this feature, see the *AJIS Users Guide, Section 3.7, The Edit Pool Screen.Filters.*)*