

## AJIS® TIP #7

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### Use Your JMS Barcode Scanner To Locate Jurors Quickly

When you work with large jury pools you can save time by using your JMS barcode scanner to locate jurors in AJIS. Several courts use JMS barcode labels on their jury summons questionnaires and other documents. This barcode identifies and locates the juror in JMS and can do the same thing in AJIS.

Say you want to quickly change a juror's assigned message. If you know which pool the juror is in, open the pool in the Edit Pool screen. Scan the juror's JMS barcode with your scanner and AJIS will locate and highlight that juror. If you don't know which pool the juror is in, open the Find Juror screen and scan the juror's JMS barcode. The juror's Participant Number will be automatically entered into the **Part No** field. Then either press **Enter** on your keyboard or click on the **Find** button just as you would normally do to display the juror in the main window. Click on the **Open Edit Pool** button at the bottom to open the Edit Pool screen and again the juror will be highlighted. If the juror does not appear in your Edit Pool screen, check to be sure your **Msg Filter** is **Off**.

This AJIS TIP was discovered by Karen Monts, in the District of South Carolina. If you have other helpful information or creative uses for AJIS, please let us know so we can create more AJIS TIPS to benefit *all* of our AJIS customers. Likewise, if you have any suggestions that you think might help improve AJIS, please also let us know. You never know, your suggestion may end up as a feature enhancement in an AJIS Upgrade!