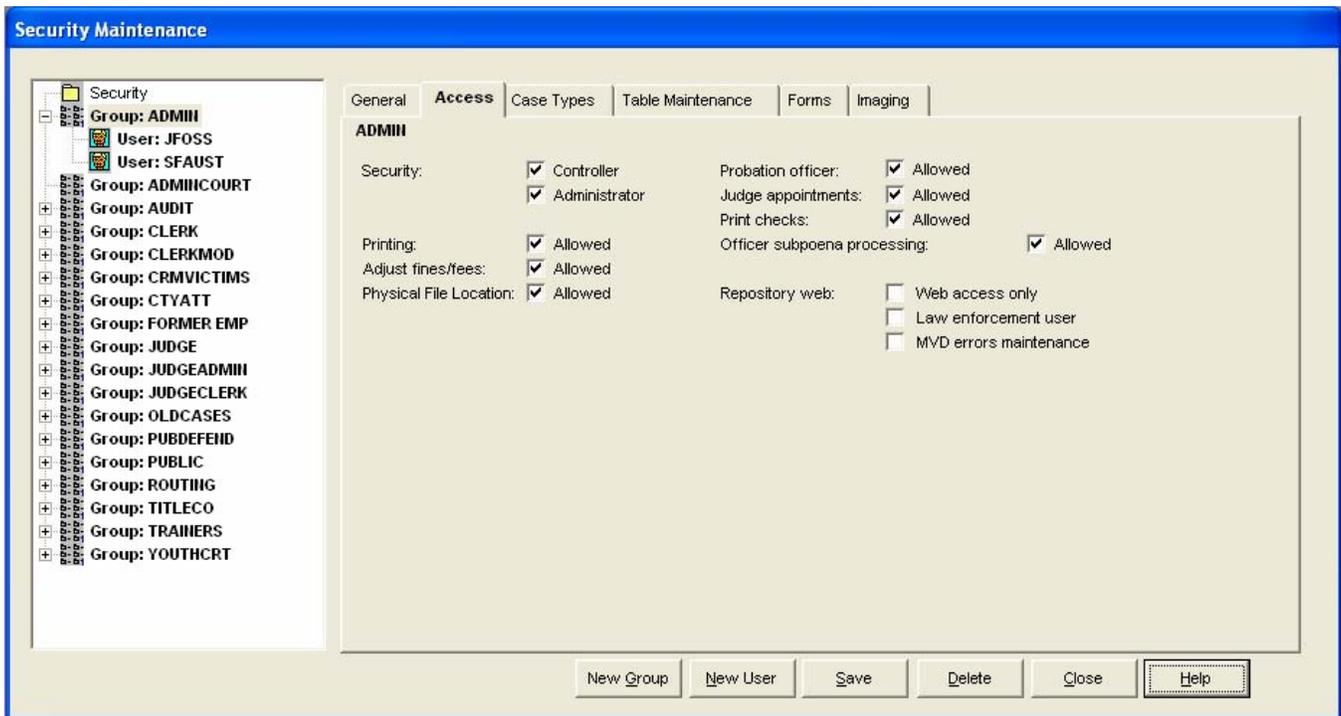


# FULLCOURT SECURITY

**Access Tab** – defines the user or groups level of access

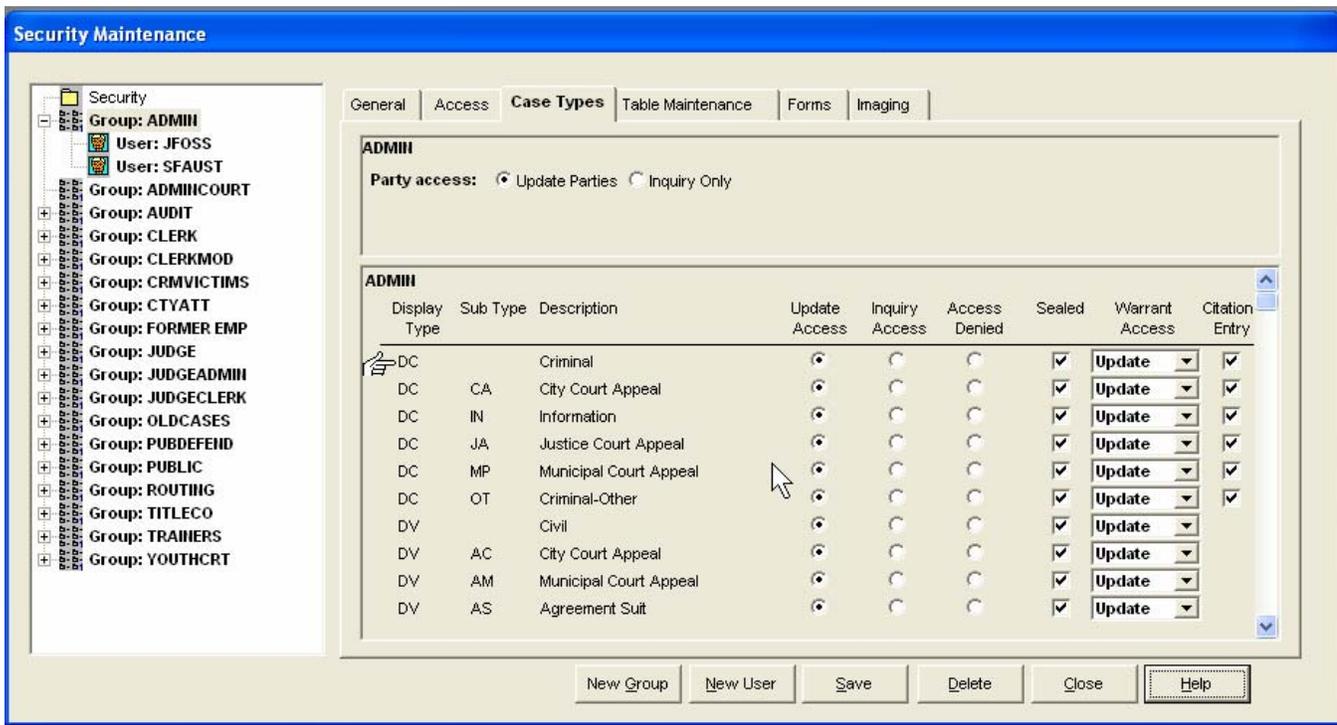


**Case Types** – The Case Types tab is present on the Security Maintenance window for courts in the State of Montana. The tab is divided into two sections, Party Access and Case Access.

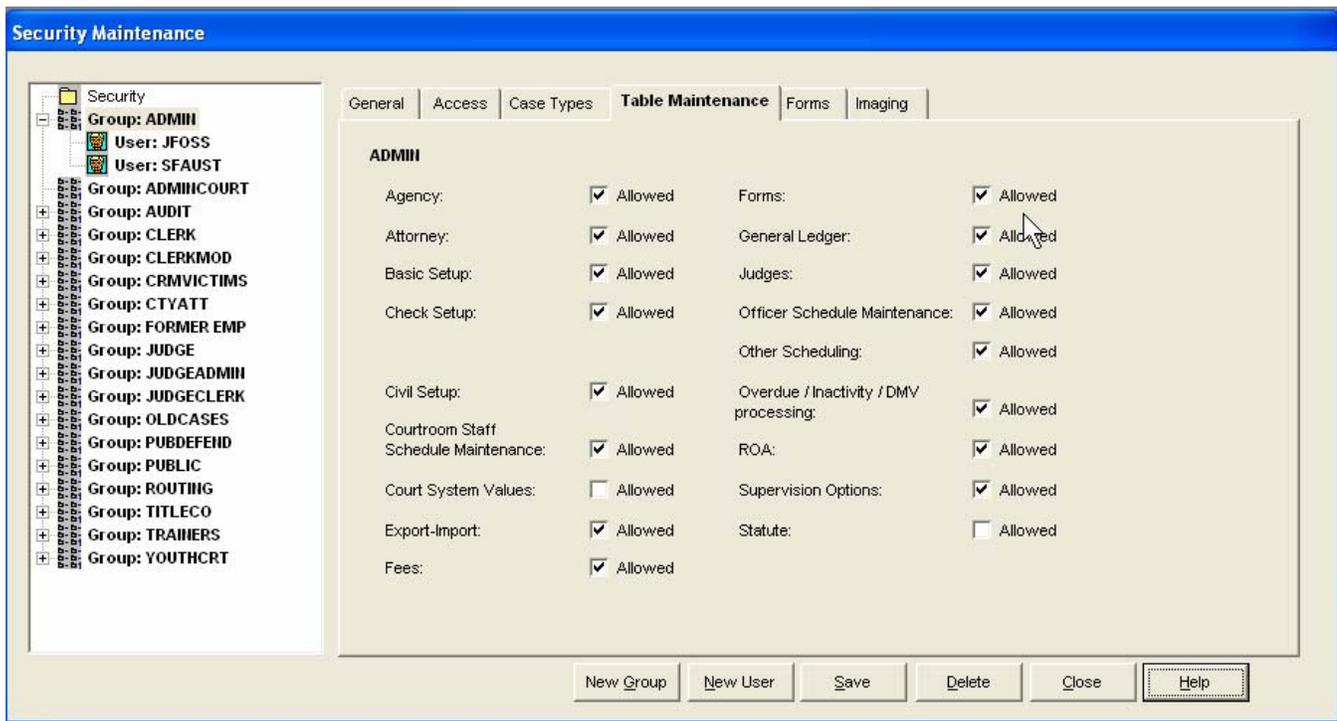
In the Party Access section of the window, click on either Update Parties to give the user the ability to update the party information, or on Inquiry Only to give the user to view party information, but not change it.

- If you mark "Inquiry Only", the program automatically sets the user's case access level for all case types to Inquiry Access. You may change the case access to "Access denied" for these users, but you may not give them "Update" access to cases if they have no access to party information.
- If you mark "Inquiry Only", you may also give the user the ability to see certain restricted information by allowing the check to remain the box labeled "Show personal info on parties, "created", "Updated" info".

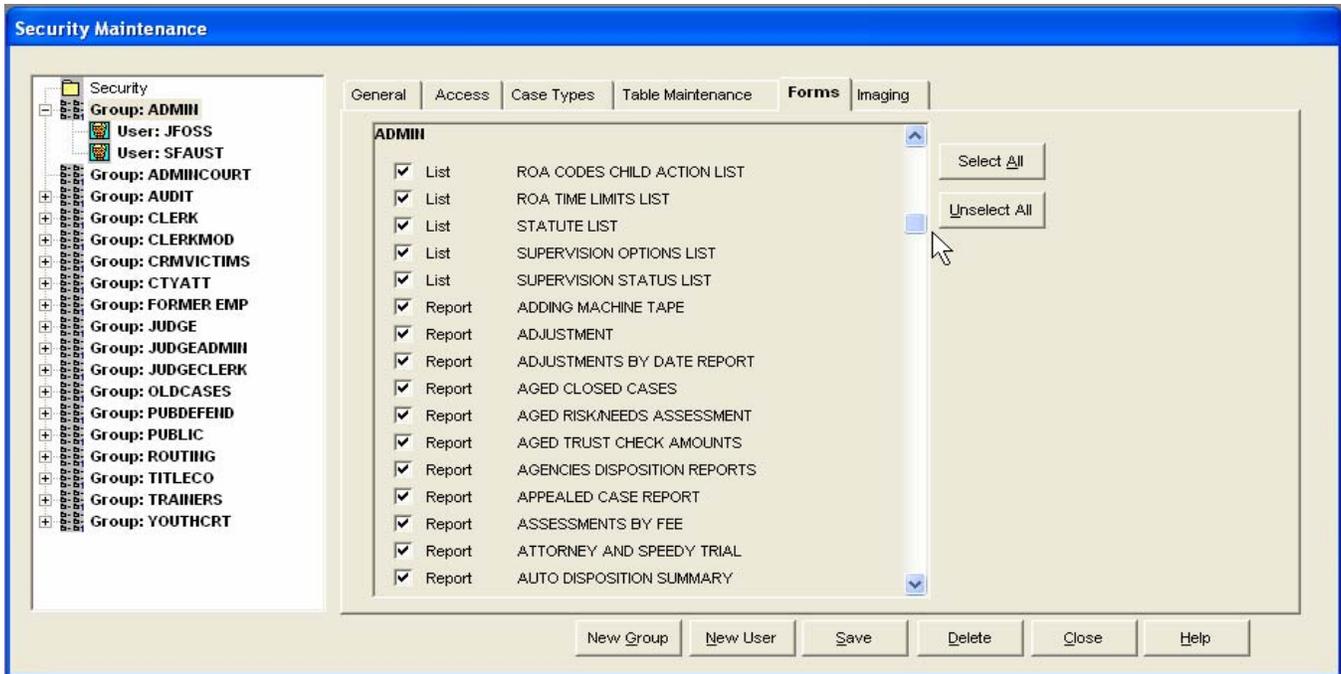
The Case Access section of the window displays every case type and subtype the court has set up in the Case Number Maintenance window.



**Table Maintenance** -- Use the Table Maintenance tab of the Security window to specify each FullCourt user's, or each user group's, access rights to individual Table Maintenance options. You must have Administrator or Controller rights to make changes to the Security Maintenance window. To open the Security window, click on Setup on the menu bar, then on Security on the drop-down menu.



**Forms** -- The tab lists all the court's documents that have been entered into Forms Maintenance, all the FullCourt lists, and all FullCourt reports. The check boxes allow the Security Administrator to specify exactly which documents, lists, or reports the currently-displayed FullCourt user or user group is allowed to print. If the user tries to print something that is not allowed, an error message will be displayed, and the user will not gain access.



**Imaging** -- For courts that have purchased Justice Systems' FullCourt Imaging System, the Security Maintenance window displays a tab for Imaging. Click on the Imaging tab to give security privileges to the court personnel who will be setting up and using the imaging software

