

# **Address Cross-Reference (ADX)**

**A Model 204 Subsystem  
for Accessing Name, Address and Phone Number Records**

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## Overview of the Address Cross-Reference Subsystem

ADX is used to access name, address and phone number information for individuals and organizations in the greater Harris County area. Harris County JIMS purchases this information and loads it on the JIMS mainframe. The data is originally extracted from sources such as the U.S. census, Houston Lighting and Power and Southwestern Bell Telephone records.

A number of agencies now use ADX instead of leasing Cole's Criss-Cross books. All data in ADX is public record, and access is available to all government agencies using JIMS. To request clearance, contact your JIMS project analyst or agency liaison.

### Inquiry

Use **ADX 10** to inquire using a full or partial name, address and/or telephone number.

The following details can be accessed from ADX 10:

**GeoBase Detail** - Contains address location information such as Key Map page number and cell and closest intersecting streets.

**ADX1010 Detail Inquiry** - Contains additional ADX details such as the complete name and ZIP+4 code for an address.

**Neighbors** - Accesses records for the specified street name and ZIP code.

## Log-on Procedures

1. Screen displays: **READY FOR LOGON**  
Type: **M4P1**  
Press Enter key
  
2. Screen displays: **>**  
Type: **LOGON JU\_ \_ \_**  
(your individual log-on ID)  
Press Enter key
  
3. Screen displays: **LOGON JU\_ \_ \_**  
**\*\*\* M204.0347:PASSWORD**  
**>**

Type password as indicated below:

If you are already a JIMS user, type your current password. (Your password will not display on the screen.) Press the Enter key.

If you have never signed on to JIMS before, your password is TEST. You must change your password the first time you log on.

### Changing your password in Model 204:

- a. Type your current password, a colon, and your choice for a new password. Choose a password that consists of four to eight letters and/or numbers. Example:  
**TEST:SECRET**
- b. Press Enter key.

In this example, SECRET would now be your new password. The next time you log on, you would type only the word **SECRET** at the password prompt in Step 3.

4. Screen displays: **>**  
  
Press Enter key

## LOG-ON FAILED

If you do not get logged on, one of the following messages will display:

### Message

### Solution

PASSWORD EXPIRED

Start over beginning with step 2 and change your password using the procedures in step 3. You must change your password every 60 days.

PASSWORD NOT MATCHED

You have typed your password incorrectly. Start over from step 2.

LOGONID SUSPENDED  
BECAUSE OF PASSWORD  
VIOLATIONS

Call your JIMS Project Analyst or JIMS training section. You have made ten invalid log-on attempts and your password needs to be reset.

## LOGGING ON THROUGH THE MULTI-SESSION ENVIRONMENT (Tubes)

Instead of the procedures above, you may log on through the multi-session environment known as Tubes. To do this:

1. Type **HCP** on the "READY FOR LOGON SCREEN" and press Enter.
2. Type your log-on ID in the Logon ID field.
3. Press the Tab key.
4. Type your password in the Password field.
5. Press Enter.
6. From the JIMS Main Menu screen select **M4P2 (Model 204 - CRIMINAL)** by pressing the appropriate F key.
7. When the status screen displays with the > symbol at the bottom of the screen, press Enter or Clear.

See the handout titled "JIMS Log-on Procedures" for more detailed information.

## LOG-ON RESULT

When log-on is successful, one of two screens will display:

1. The Model 204 Master Subsystem Selection Main Menu (JPMNU) which allows you to select the M204 subsystem you want to use. This appears when there are no messages waiting. See page 7 for explanation.
2. The Receive Message screen (MSG02). This appears when there are messages waiting. (See the Message System manual for more information.)

## Log-off Procedures

### Logging Off Model 204

#### **Method 1**

From a Model 204 menu screen:

F10 = LOGOFF. Press the F10 key.

#### **Method 2**

From a Model 204 option screen:

Type an **L** in any OPT (option) field and press Enter. See Appendix A for an explanation of the option field.

### Logging off Tubes

To close all your active sessions and return to the HARRIS COUNTY sign-on panel (the Tubes log-on screen):

1. Press **F24** (hold down the Shift key and press F12.). The JIMS Main menu will display.
2. Press **F24** again. All your active sessions will be closed and the Harris County Sign-On Panel will display.

Alternative: Complete step 1 above. Then, type **QQ** (quick quit) in the ENTER COMMAND field and press Enter.

### Exiting Tubes Sign-on Panel

To exit Tubes and return to the READY FOR LOGON screen:

After completing the steps listed above in the “Logging Off Tubes”, press **F3**. The Ready For Logon screen will display.

Alternative: Instead of pressing F3 from the Sign-On Panel, type **LOGOFF EXIT** (or **LOG E**) in the ENTER COMMAND field, and then press Enter.

## Accessing the ADX Subsystem

Once you log on to the Model 204 system, the Master Subsystem Selection Main Menu displays (see sample screen below).

### Method 1

Type ADX in the SELECTION field at the bottom of the screen (field 8) and press Enter. The ADX Main Menu will appear.

### Method 2

Using the Tab key, move the cursor to the blank line beside ADX (field 5) and press Enter. The ADX Main Menu will appear.

### Method 3

To go directly to an option screen and bypass the ADX menu, type ADX in the first blank of the SELECTION field. Type the option number in the second blank of the SELECTION field (for example, ADX 10). Press Enter. The requested option will appear.

```
*****
[1]
JUPLH          JUSTICE INFORMATION MANAGEMENT SYSTEM      MAR 31, 1992
[2]
JPMNU          MASTER SUB-SYSTEM SELECTION                [3]
                                                         PAGE: 1 OF 1
                                                         [4]
                                                         SCROLL: ____

[5] [6]      [7]
-   ADX ADDRESS CROSS-REFERENCE
-   MSG MESSAGE SUBSYSTEM

[8]
SELECTION:  ____  _____

MAKE SELECTION AND PRESS <ENTER>      7=BACK  8=FWRD  10=LOGOFF  11=HELP
*****
```

### EXPLANATION OF FIELDS

1. JUPLH: Log-on ID of person signed on to terminal.
2. JPMNU: Code identifying displayed transaction.
3. PAGE 1 OF 1: Current page and total number of pages in displayed

transaction.

4. SCROLL: See Appendix A for uses of this field.
5. \_: Selection field for access method 2.
6. ADX: Subsystem ID.
7. CIVIL COURT  
ACTIVITY: Subsystem name.
8. SELECTION: Selection field for access method 1.

### **F-KEY OPTIONS**

- 7=BACK: Press F7 to access previous page.
- 8=FWRD: Press F8 to access next page.
- 10=LOGOFF: Press F10 to log off M204 system.
- 11=HELP: Press F11 to access general Help screen explaining Main Menu.

# ADXMM — Address Cross-Reference Main Menu

Use this screen to select and transfer to options in the Address Cross-Reference subsystem.

## TO SELECT AN OPTION

### Method 1

Type the number of the desired option in the SELECTION field at the bottom of the screen (field 4) and press Enter.

### Method 2

Move the cursor to the blank line beside the desired option (field 1) and press Enter. The selected option will appear on the screen.

Press the Clear key to return to Main Menu.

```
*****
JUT01 (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      APR 12, 2001 (C2)
ADXMM              ADDRESS CROSS-REFERENCE                  PAGE: 1  OF 1
                                                           SCROLL:  ___
                                                           OPT:  ___ - ADX

[1]  [2]  [3]
_    10. INQUIRY

                               [4]
SELECTION:  _____

TYPE IN SELECTION AND PRESS <ENTER>   7=BACK  8=FWRD   10=LOGOFF  11=HELP
*****
```

## ADX10 - Address Cross-Reference Inquiry

Use ADX 10 to inquire on name, address and/or phone number information for individuals and organizations in the greater Harris County area.

### DIRECT ACCESS METHOD

From the Subsystem Selection Main Menu screen, type ADX 10 in the selection field at the bottom of the screen and press Enter.

```
*****
JUVRZ (SKX2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAR 27, 1998 (C2)
ADX10             ADDRESS CROSS-REFERENCE                OPT: _____ - ADX
                  INQUIRY                               PAGE: 1 OF 44

[1]
LAST NAME (OR BUSINESS): SMITH _____ FIRST NAME: ROB _____
[3]                [4]                [5]
STREET#: _____ ST. NAME: _____ CITY: _____
[6]                [7]
ZIP.....: _____ PHONE: _____

[8] [9]
NAME                ADDRESS                CITY        ZIP        PHONE
_ SMITH, ROB        9221 PAGEDOOD LN        HOUSTON    77063    (713) 784-1085
_ SMITH, ROBBIE    1919 BENDING BOUGH LN    SPRING     77388    (281) 353-1614
_ SMITH, ROBBIE    3111 WHITE BLOSSOM LN    HUMBLE     77338    (281) 852-3119
_ SMITH, ROBBIE    303  SAN JACINTO ST      HIGHLAND   77562    (218) 843-2764
_ SMITH, ROBBY     523  BRIAR PATH DR       HOUSTON    77079

[10]
==> * (217) NAMES FOUND

1=GEOBASE INQ 2=SORT                5=NEIGHBORS
              7=BACKWARD            8=FORWARD          10=CLEAR          11=HELP
*****
```

### To inquire,

1. Type information into any combination of fields 1 - 7.
2. Press Enter. Corresponding records will display in field 9.

**NOTE:** Use wildcard characters to substitute for unknown letters and/or numbers.  
See Appendix B on page 11 for more information.

**To access GeoBase details for an address,**  
(such as cross streets and the Key Map page and cell),

1. Type X in field 8 next to the appropriate record.
2. Press F1. See page 11 for more information.  
Press F3 to return to the ADX inquiry.

**To access ADX details for a listing,**

1. Type X in field 8 next to the appropriate record.
2. Press Enter and ADX 1010 will display. See page 14 for more information.  
Press F3 to return to the original inquiry.

**To access all records for the same street name and ZIP code in a listing,**

1. Type X in field 8 next to the appropriate record.
2. Press F5 (neighbors). Corresponding records will display in field 9.

## EXPLANATION OF FIELDS

**Inquiry Fields**      Type information in any combination of fields 1 - 7.

1. LAST NAME OR BUSINESS:      Type an individual's last name OR the name of an organization, such as a company or government agency. Full or partial names may be used. Enter articles such as A, AN and THE if those words are part of the organization's name.
2. FIRST NAME:      Full or partial first name of individual.
3. STREET#:      Full or partial street number.
4. ST.NAME:      Full or partial street name.
5. CITY:      Full or partial city name.
6. ZIP:      Full or partial ZIP code.
7. PHONE:      Full or partial phone number.

## Display Fields

8. \_:      Selection field. Type X to select listing. Press Enter to transfer to ADX details; press F1 to transfer to Geobase Detail screen; press F5 to access a list of neighbors. See pages 8 and 11 for more information.

9. NAME: Name, address, city, state, zip code and phone number of individual or organization on record in database. (Unlisted phone numbers will not be listed.)
10. ==>: Message line. Displays status of inquiry.

### F-KEY OPTIONS

- 1=GEOBASE INQ: After selecting a record by typing an X in field 8, press F1 to transfer to the Geobase Detail screen for the listing. The Geobase provides the Key Map location and the closest intersecting streets.
- 2=SORT: To re-sort the list of responses, tab to the column heading to be used for the sort, then press F2. The list will display in the requested order.
- 5=NEIGHBORS: After selecting a record, press F5 to display all records for the corresponding street name and ZIP code.
- 7=BACKWARD: Press F7 to access previous page.
- 8=FORWARD: Press F8 to access next page.
- 10=CLEAR: Press F10 to erase input.
- 11=HELP: Press F11 to access general Help screen explaining this transaction.

## ADX10 - GeoBase Detail

Use the GeoBase Detail screen to view address location information such as the Key Map page number and cell for an address and the closest intersecting streets to an address.

### ACCESS METHOD

From ADX10, select a listing by typing an X in field 8, and then press F1.

\*\*\*\*\*

```
JUVRZ (SKX2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      JUN 07, 1996(C2)
ADX10              ADDRESS CROSS-REFERENCE          OPT: _____ - ADX
                   GEOBASE DETAIL
```

```
[1]
ADDRESS: 6101 W BELLFORT_____
```

#### ADDRESS LOCATION INFORMATION

[2]	[3]	[4]	[5]	[6]	[7]
STREET NUMBER	STREET PREFIX	STREET NAME	STREET TYPE	CITY NAME	ZIP CODE
6101	W	BELLFORT		HOUSTON	77035

[8]	[9]	[10]	[11]
CONSTABLE NUMBER	PRECINCT DISTRICT	CONSTABLE OFFICER NUMBER	CENSUS TRACT
05	546		427.02

[12]	[13]	[14]
COMMISSIONER PRECINCT	CROSS STREET(S)	KEY-MAP PAGE AND CELL
1	ALBURY BOB WHITE	PAGE 570 CELL D

```
[15]
==>
3=RETURN
11=HELP
```

\*\*\*\*\*

**To inquire on a different address,**

1. Type an address in field 1.
2. Erase any characters from the previous inquiry.
3. Press Enter.

**To return to ADX10,** press F3.

**EXPLANATION OF FIELDS**

1. ADDRESS: Inquiry and display field. The address selected from ADX10 will display. The user may inquire on another address by typing the appropriate data and pressing Enter.
2. STREET NUMBER: The street number of the address inquired upon.
3. STREET PREFIX: The single-character code indicating the street direction, if any (N = North; S = South; E = East and W = West).
4. STREET NAME: Street name.
5. STREET TYPE: The two- to four-character code identifying the type of street (i.e. DR = drive, BLVD = boulevard).
6. CITY NAME: City name.
7. ZIP CODE: Zip code.
8. CONSTABLE PRECINCT NUMBER: The constable precinct in which the address is located.
9. CONSTABLE DISTRICT: Geographical subdivision of constable precinct.
10. OFFICER NUMBER: Three- to four-character code identifying the deputy assigned to the district. The first digit indicates the precinct with which the officer is associated.
11. CENSUS TRACT: Census tract number from U.S. census conducted every ten years.
12. COMMISSIONER PRECINCT: Harris County Commissioner precinct number.

- 13. CROSS STREET(S): Closest intersecting street(s).
- 14. KEY MAP PAGE AND CELL: Key Map page number and cell of address.
- 15. ==>: Message line indicator.

### **F-KEY OPTIONS**

- 3=RETURN: Press F3 to return to ADX10.
- 11=HELP: Press F11 to access general Help screen explaining this transaction.

## ADX1010 - ADX Detail Inquiry

Use ADX 10.10 to view additional ADX details for a listing such as the complete name and ZIP+4 code for an address.

### ACCESS METHOD

From ADX10, select a listing by typing an X in field 8, then press Enter.

\*\*\*\*\*

```
JUVRZ (SKX2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAR 27, 1998 (C2)
ADX1010          ADDRESS CROSS-REFERENCE          OPT: _____ - ADX
                  ADX DETAIL INQUIRY
```

```
[1]
NAME.....: MR. JONATHAN T SMITH
[2]
ADDRESS.....: 409 STRATFORD ST
              HOUSTON, TX 77006-3052
[3]
PHONE.....: 713 526-4715
[4]
GENDER.....: M
[5]
AGE.....: 29
```

```
==>
1=GEOBASE INQ          3=RETURN          11=HELP
```

\*\*\*\*\*

### EXPLANATION OF FIELDS

1. NAME: Name of individual or organization listed on record in database.
2. ADDRESS: Address, city, state and zip code.
3. PHONE: Area code and phone number.
4. GENDER: Person's gender.

5. AGE: Person's age.

OR

CONTACT: This field displays when a company name is selected. It lists the person specified as the company contact.

**NOTE:** The GENDER and AGE fields only display when that information is available.

### **F-KEY OPTIONS**

1=GEOBASE INQ: Press F1 to access the Geobase Detail screen for the displayed address.

3=RETURN: Press F3 to return to ADX10.

11=HELP: Press F11 to access general Help screen explaining this transaction.

## Appendix A Features of Model 204

### HELP SCREENS

#### General

Once you access an option in a Model 204 subsystem, general assistance is available by pressing F11.

#### Specific Fields

Specialized Help screens are available for fields ending with >. These screens usually contain lists of valid codes.

To access a specialized Help screen:

- a. Type a ? in a field ending with > and press F11. The code table will display.
- b. Select the appropriate code by typing an X in the selection field to the left of the listing.
- c. Press Enter and the original screen will reappear with the selected code displaying in the field.

### THE OPTION FIELD

#### Transferring to Different Options

OPT: \_\_\_\_ appears at the top right of each screen. Use this field to transfer quickly from one option to another.

Type an option number beside OPT and press Enter. The requested screen will appear.

#### Transferring to Different Subsystems

Beside OPT: \_\_\_\_ are the initials ACT. Use this field to transfer from one subsystem to another — for example, from ACT to MFL, the Civil Microfilm System. You may only transfer to subsystems for which you have clearance.

Type the code for another subsystem over the ACT initials and press Enter. You will access the main menu of the requested subsystem if you are cleared for it.

#### Transferring to a Specific Option Within a Subsystem

To access a specific option within a subsystem, first type the option number beside OPT, then type the subsystem code over the one which currently displays and press Enter.

#### Logging Off

Type an L in any OPT field and press Enter.

## **THE SCROLL FIELD**

### **On Option Screens**

Above the OPT field on some screens is a field labeled SCROLL. When records are contained on more than one page, this field allows you to quickly move from one page to another.

Type a page number in this field and press Enter. The requested page will appear.

### **On Help Screens**

The SCROLL field on Help screens may be used with page numbers as described above or for some screens on which data is listed in alphabetical order, it may be used with letters of the alphabet. To go to a particular part of an alphabetic list, type a letter or letters in the SCROLL field and press Enter.

## **THE PAGE NUMBER FIELD**

Below the OPT field on some screens is a field labeled PAGE \_\_ OF \_\_ (example, PAGE 1 OF 10). This field allows you to access any specific page when records are contained on more than one page.

Type desired page number over the current page number and press Enter. The requested page will appear.

## **RETURNING TO MAIN MENU**

### **From Option Screens**

Press Clear, or type MNU in second blank of OPT field and press Enter.

### **From Help Screens**

Press Clear.

## **Appendix B Model 204 Name Inquiries**

### **FULL NAME**

When the person's full name is known, type the name in the following format:

LAST NAME, FIRST NAME MIDDLE NAME

Example, **SAMPLE, JOHN DAVID**

### **PARTIAL NAME**

When the full name is unknown, type a partial name. Also use this method when you are unsure of the spelling of the name. A minimum of one to three characters may be required for a search. A comma is not required.

Example, **SAM**

The response will list all last names beginning with the letters SAM, such as:

Sample, John  
Samson, Edith  
Samuel, George  
Saminski, Betty

Partial first names can also be entered.

Example, **SAMPLE, J**

The response will list all names containing the letters you typed in the order you typed them.

This search will find such names as:

Sample, Jan  
Sample, John  
Sample, June

## WILDCARDS

Two “wildcard” characters can help you perform a search:

An asterisk (\*) is a wildcard that can stand for any number of characters.

A plus sign (+) is a wildcard that corresponds to only one character at a time.

If you do not know some of the characters in a name, use the wildcard characters to take their place.

Example, **SAM\*J**

This search will find such names as:

Sampling, Joe  
Sams, Jimmy  
Sampleton, Julie  
Samjak, Rick  
Sample, Jeff

Or

Example, **SA+PLE**

This search will find such names as:

Sample, Beverly  
Sanple, Douglas  
Sapple, Lydia  
Sample, Chris

An asterisk is assumed to be at the end of any name entered.

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