BARS Major Modifications for V1.0

Released August 15, 2001

Table of Contents

Introduction – To Top

In response to feedback from the Beta testers and requests from the BARS Network, there have been a number of enhancements made to BARS. These changes as well as a number of error corrections have been implemented on the current *Preview* site. This document details the major additions and lists the minor changes.

Additions - To Top

Bond Transfer process - To Top

Enables agents to transfer bonds directly to other agents within their network or back to their home office. This process enables the "movement" of a bond record from one BARS account to another BARS account. It will also create an event log to record the movement in the sending (posting) and the receiving (requesting) BARS accounts. A new event log search has been added to help agents list Transfer Bond log entries.

There are a number of different scenarios that Agents will encounter when dealing with Transfer Bonds. They are as follows:

From BARS to BARS, same surety/insurance

The posting agent and the requesting agent are both BARS users and they both use the same surety and insurance company.

The posting agent does this:

- Select the bond/power record
- Edit the record, enter the posting information (see note*) and Save
- Click the Transfer Bond button, enter the transfer information (see note**) and click Submit

The requesting agent does this:

Prior to receiving the Transfer Bond record

- Enter the Defendant record
- Optionally, enter the Indemnitor record

After receiving the Transfer Bond record

- Select the Bond from the Transfer Bond list
- Edit the record and enter:

Defendant ID
Surety Contract ID
Court ID (optional)
Other missing information
Save.

- Enter a Collateral record and optionally relate it to an Indemnitor.
- Enter any transfer fees as a Bond Expense

From BARS to BARS, different surety/insurance

The posting agent and the requesting agent are both BARS users, but they don't share the same surety and insurance company.

The posting agent does this:

- Select the bond/power record
- Edit the record, enter the posting information (see note*) and Save
- Click the Transfer Bond button, enter the transfer information (see note**) and click Submit

The requesting agent does this:

Prior to receiving the Transfer Bond record

- Enter the Defendant record
- Optionally, enter the Indemnitor record

After receiving the Transfer Bond record

- Select the Bond from the Transfer Bond list
- Edit the record and enter:

Defendant ID
Premium and reserve amounts
Court ID (optional)
Other missing information
Save.

- Enter a Collateral record and optionally relate it to an Indemnitor.
- Enter any transfer fees as a Bond Expense

From BARS to Non-BARS

The posting agent is a BARS user and the requesting agent is not.

The posting agent does this:

- Select the bond/power record

- Edit the record, enter the posting information (see note*) and Save
- Click the Transfer Bond button, enter the transfer information of their Surety's "House" account (see note**) and click Submit

The requesting agent does this:

- Processes the transfer using their own system

From Non-BARS to BARS

The posting agent is not a BARS user and the requesting agent is.

The posting agent does this:

- Processes the transfer using their own system

The requesting agent does this:

- This is processed like any new business, except that the bond/power record is inserted by hand instead of by the surety's software.

Transfer Bond Notes

* Posting information for a bond to be transferred:
Date written
Amount
Defendant name (don't enter an ID)
Booking name
Booking number
Jail
Court name (don't enter an ID)
Court type
Court ST
Court room
Case number

** Transfer information:
BARS Account ID
Agency ID
Agent ID
This information is for the Requesting Agent's account. If the Requesting Agent does not have a BARS account you should enter information for your surety's "House" account. This information is displayed on the Transfer Bond Process page where you enter the information.

Check-in Calls - [To Top]

Agents can track defendant's check-ins using phone call records.

Agents can find tardy defendants by searching the phone logs.

The Check-in process is comprised of several new components.

- Agents can identify "check-in" calls using the new *Call Type* of **Check-in** in the PhoneCall record.
- Phone Call logs can be viewed and entered from the Defendant View page.
- Agents can search for outstanding Defendants using the **Outstanding Check-ins** in the Defendant Search page
- An Outstanding Check-in Report is available in the Defendant section of the Report Navigator
-

Processing Check-in Calls

When a defendant checks-in the Agent can record this by inserting a new phone log. This can be done from either the Phone Call Search page or from the Defendant View page.

From the Phone Call Search page:

- Click **Insert New Record** button on the Phone Call Search page.
- Select **Check-in** from the drop down list In the *Call Type* field.
- Select the defendant from the drop down list In the *Defendant ID* field.
- Enter any other information that you would like.
- Click **Save**

From the Defendant View page:

- Go to the Phone Log section of Related Records at the bottom of the page.
- Click **Insert New** in the Phone Log section. (Note, all of the defendants' previous calls are listed here for reference.)
- The defendant record will move over to the Relation Frame, and an Insert Phone Call page will open in the Focus Frame.
- Select **Check-in** from the drop down list In the *Call Type* field.
- The defendant's name and ID will already be selected in the *Defendant* fields.
- Enter any other information that you would like.
- Click **Save**

Search for outstanding Check-ins

Agents can search for outstanding defendants using the **Outstanding Check-ins** search on the Defendant Search page. The agent enters a cut-off date and the search list all active defendants that do not have a check-in call since the selected date.

A. Outstanding Check-ins Report
B.

Agents can produce a report listing their outstanding check-ins. This new report is located in the Defendant section of the Report Navigator.

PhoneCall Conversion to Defendant/Indemnitor/Prospect - To Top

Agents can convert Phone Call records to Defendant, Indemnitor or Prospect records. All relevant data is copied over to the new record. This is designed to make it easy to create a new a defendant, indemnitor or a prospect record with a single click. The same phone call log can also be used to create all three types of records.

To avoid creating duplicate records from the same phone call, the process will open the existing record if the agent tries to create a second version of the same type of record (e.g. defendant).

To convert a Phone Call follow these steps:

- Open the phone call record in the Phone Call View page.
- Click the appropriate red "**Convert to…**" button at the top the page.
- The phone call record will move over to the Relation Frame, and the appropriate View page (i.e. Defendant, Indemnitor or Prospect) will open in the Focus Frame.
- The relevant fields from the phone call are transferred over to the new record automatically.
- The record's *ID* is calculated automatically.
- To complete the new (Defendant/Indemnitor/Prospect) record, click the **Edit** button.
- Enter any additional information and click **Save**

Prospect to Defendant progression - To Top

Agents can convert a Prospect into a Defendant with a single click. The new record is created and all relevant data is copied to the new defendant record. If the defendant already exists, the process will open the existing defendant record.

To convert a prospect to a defendant follow these steps:

- Open the prospect record in the Prospect View page.
- Click the red **Convert** button at the top the page.
- The prospect record will move over to the Relation Frame, and the Defendant View will open in the Focus Frame.
- The relevant fields from the prospect are transferred over to the new record automatically.
- The *Defendant ID* is calculated automatically.
- To update the defendant, click the **Edit** button.
- Enter any additional information and click **Save**

New Bail Agent forms and applications - To Top

A number of new forms have been added to the Report Navigator including: Cover Sheets, Defendant & Indemnitor Financial Statements and Appearance Bond Applications. The reports can be printed as blank reports or with data. Not all reports are available for all states.

Automated ID creation process - To Top

BARS will automatically create ID's for Defendant and Indemnitor records to make it faster to create new records. If preferred, Agents can still enter specific IDs. If not, BARS will generate an ID that will consist of the BARS Account, defendant/indemnitor last name, first initial, middle initial and the date. (All other IDs were automatically created by BARS.)

Enhancements - To Top

General - To Top

To make it faster/easier to create new records, the Agency and Agent name fields will be filled in automatically with their default values.

The Report Navigator has been alphabetized to make it easier to find the reports.

The Bond, Defendant and Indemnitor pages have been modified to make it easier to read and edit data.

Required fields have been moved to top of the longer insert/edit pages to make them easier to see.

Blank data collection reports have been created for Defendant and Indemnitor information and have been added to the Report Navigator.

A number of new fields have been added to the Defendant, Indemnitor, Prospect and Phone Call records. These have been added to satisfy reporting needs, to enhance data collection and to enable the flow of data from Phone Call through to Defendant.

Bonds - To Top

Bond Payment Type has been turned into a dropdown list to make it easier to fill in a new Payment record. The initial selections are: Cash, Money Order, Wire Transfer, Credit Card, Check and Other.

When an Agent migrates their existing data into BARS, the Execution Report information will be preserved as best as possible. Depending on the original application, either the Reporting date and number will be copied over, or the *Exec. Report Number* field will be filled with text similar to **BARS Migration.** These bonds/powers are considered reported and will not be picked up by the BARS Execution Report Process. If the information is not correct the agent can edit the fields and enter the correct data.

When an Agent first starts using BARS, it is quite possible that he/she will create in their first Execution Report manually. BARS will not be aware of this, and will pickup these bonds in the first time the Agent runs the BARS Execution Report Process. Agents can identify that they a bond/power has been manually reported by doing the following:

- **Edit** the Bond
- Change the *Reported Status* to **YES**.
- Insert the *Execution Report Number* and *Date*.

- Click **Save**. The Report number will have an asterisk (*) as a prefix.
- This will ensure that these bond/powers do not get picked up by the BARS Execution Report process.

Collateral - To Top

Collateral Type has been turned into a dropdown list to make it easier to fill in a new Collateral record. The initial selections are: Bank Account, Signature Only, Real Property, Life Insurance, Deed of Trust, Automobile and Other.

The collateral search, "**Indemnitor Name Contains:"** has been amended to look for the name in *Indemnitor Name* and *Additional Indemnitors* fields. This will provide a way to find all collateral in which an indemnitor is named.

Defendants - To Top

Search by Defendant Name has been added to the Defendant Search page to make it easier to find defendants.

The **Write Bond/Power** process in Defendant View page has been simplified. Agents merely have to select a bond/power from the inventory in the drop down selection list. The list is sorted by *Bond/Power ID*.

Indemnitors - To Top

The *Indemnitor ID* is no longer a required field for a Collateral record. This will make it possible for an Agent to create a **Signature Only** collateral record (or other type of collateral) without going through the process of creating a full Indemnitor record.

A new field, *Additional Indemnitors*, has been added to the Collateral pages to handle the names of multiple indemnitors.

Phone Calls - To Top

Phone Calls can be added and viewed from the Related Record section of the Defendant, Indemnitor and Prospect pages.

The Phone Call searches have been augmented to make it easier to find specific types of calls. Agents can now search for calls by **Type of Call**, **Court**, **Defendant**, **Indemnitor**, **Prospect** and **Agent** and within a time period.

Prospects - To Top

Prospect Search has been added to the Quick Link list.