

System Administration

System Configuration

These are setup options that apply to all users and all courts or other entities associated with the implementation. This is one reason why there can be only one system administrator.

Court Configuration

While there are universal rules, it is also true that each court or entity may have unique processes and requirements. These include:

- Transaction fees
- Time Payment fees
- Notifications (cards, letters, texts, email, etc.)
- Timing of notifications
- Payment plans
- Credit to be given for Community Service

Maintain

The *Maintain* feature within Government Collections & Compliance is not typically restricted to the system administrator, but is one of those things that is seldom used after the initial setup. These options include:

- [Court Partial Payment Protocols](#)
- [Individual Assessment Codes](#)
- [Offense Codes](#)
- [ZIP Codes](#)

Blueprint

Compressed Courts

Undefined Sequence

Plan Sequence

Paths

[i-Plow User Guide](#)

Discontinued Processes

Prepare Notifications (Letters, Cards, Messages)

Administrative Tasks

These tasks are typically reserved for the System Administrator

- [Activate/Suspend Account](#)
- Flush
- Bulk Reset SENT to SEND (printed to not printed)
- Change Default Plan Type (Rigid vs Flexible)
- Capitalization (Name/Address).
- [Purge a Case \(with no cashiering\)](#).
- Print Blueprint
- Case Notes (Locked/Unlocked)
- Prepare Spanish Language Support
- [Transfer All Active Cases](#)