

# Instructions to Update the Offense List in CASEWORKER

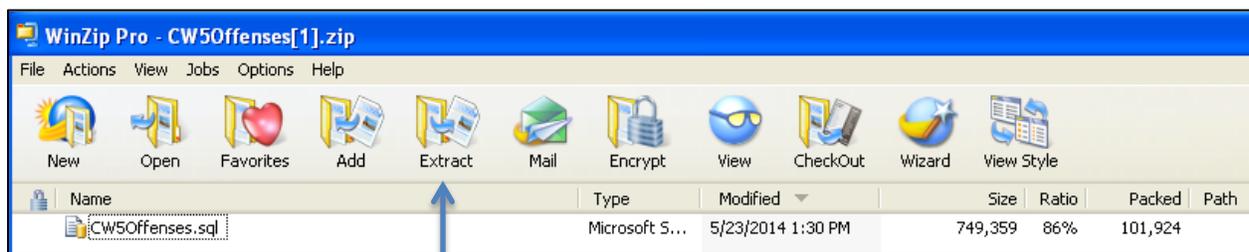
**NOTE:** You must create a backup of your CASEWORKER database prior to running the CW5Offenses.sql script.

1. Open Internet Explorer and navigate to this URL: <http://www.tjtd.texas.gov/services/searchoffenses.aspx>
2. Click on the link to download the latest CW5 Offense updates. The following dialogue box should appear:



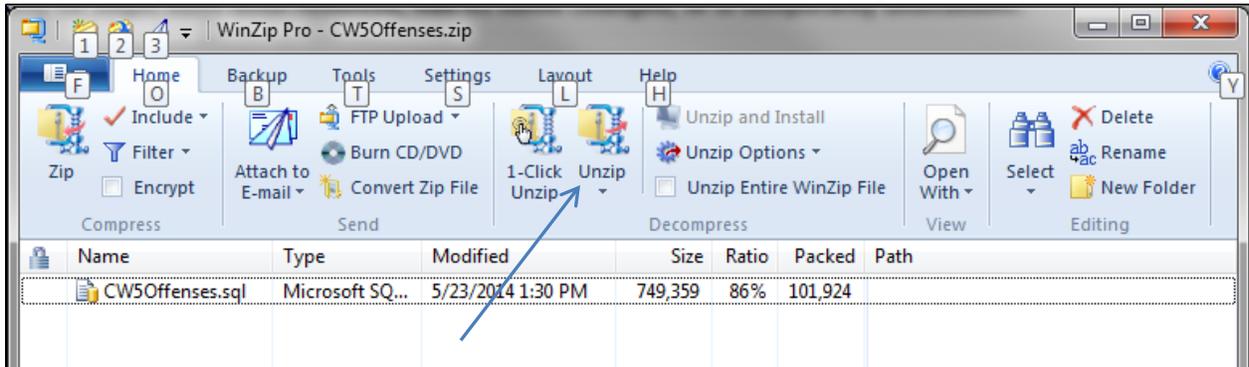
3. Click Open.

WinZip should open with the following for WINXP:

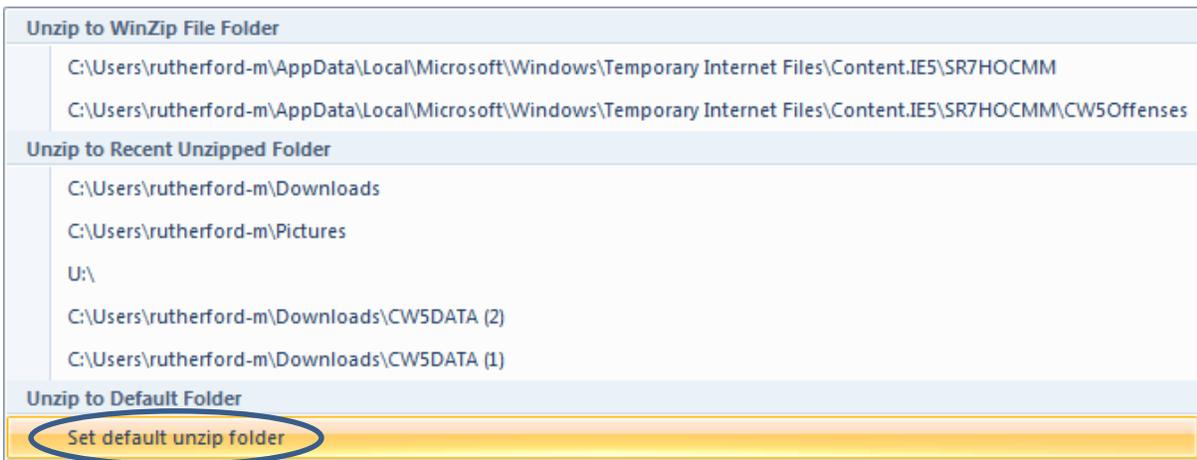


4. Click the Extract button and save the file to a thumb drive or your desktop.
5. You can also save the file named CW5Offenses.sql to a blank, formatted CD.
6. On the server, click Start and choose Run.
7. Enter the command: **CW5ScriptRunner D:CW5Offenses.sql** (D assumes that your cd or thumb drive is your D drive. If the drive is a different letter, enter that letter in place of D).
8. Press OK to run the script.

WinZip should open with the following for Windows 7:



4. Click on the drop down arrow under Unzip then select 'Set default unzip folder'.



5. Click the Extract button and save the file to a thumb drive or your desktop.
6. You can also save the file named CW5Offenses.sql to a blank, formatted CD.
7. On the server, click Start and choose Run.
8. Enter the command: **CW5ScriptRunner D:CW5Offenses.sql** (D assumes that your cd or thumb drive is your D drive. If the drive is a different letter, enter that letter in place of D).
9. Press OK to run the script.