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Global Access – IADT

Integrated Court  
Management System

Calendar Usage Manual

**January 1, 2006**

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## **Introduction**

The purpose of this manual is to describe the purpose and use of the HCSS Calendar System as designed for our Court Management System. This system is designed to schedule court related events and other personal and business related appointments. Using this system, the customer will have the ability to:

- (1) Schedule personal time off and appointments.
- (2) Schedule meetings and invite others to attend.
- (3) Check the schedule and availability of others.
- (4) Schedule court related events
- (5) Quickly assign judges, prosecutors, court rooms, etc.

The system will do all of this and more.

## **User Logins and Capabilities**

There are three levels of access available to users having access to this system:

- (1) View only access
- (2) Update Personal Calendar
- (3) Update Personal Calendar and schedule events for others

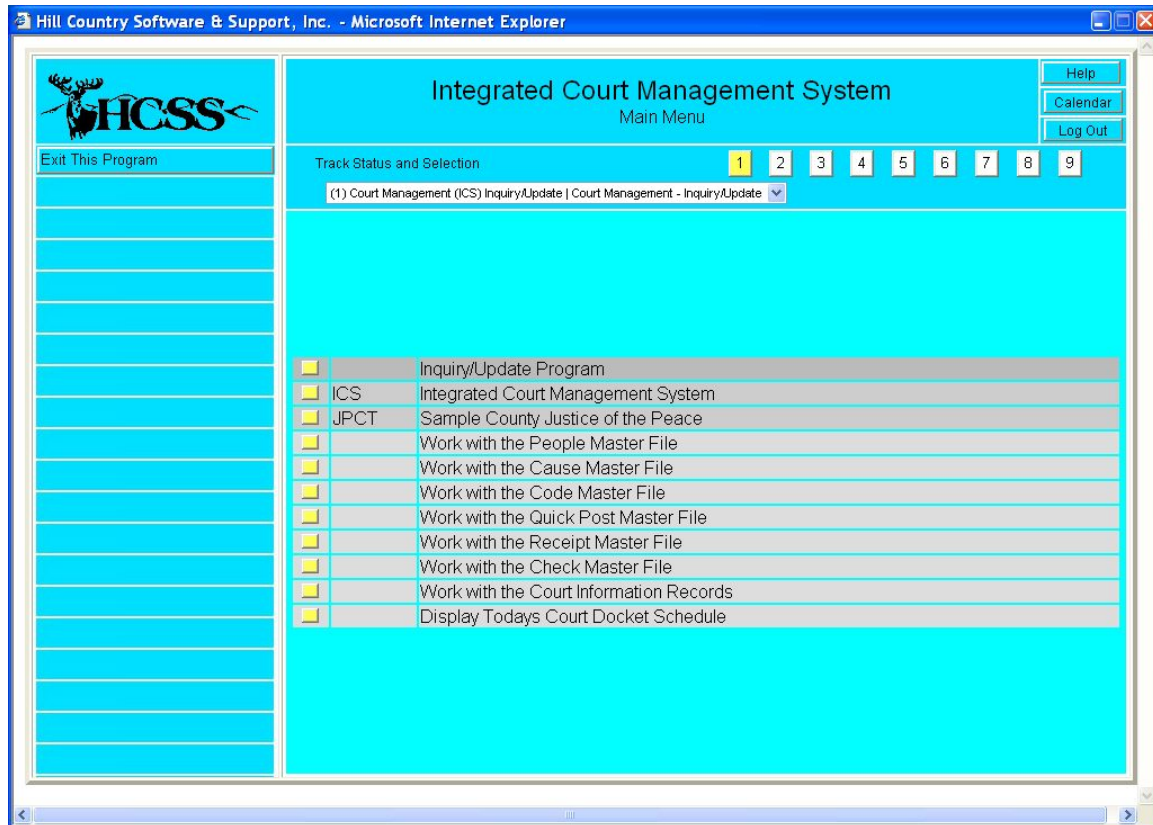
In order to use options (2) and (3), the user must have their system login record attached and associated with a record on the People File. The record on the people file should have the appropriate record type code, such as staff member, judge, bailiff, etc. This association must be established by your customer administrator.

## Initial Access to the Calendar

Initial access to the calendar is achieved by logging into the system and entering into the Inquiry/Update program in the court system. Once you have entered into the Inquiry/Update part of our court system, a screen will appear that will give you several avenues of access to the calendar:

- (1) Go straight to your personal calendar
- (2) Call up a record on the People File and view the calendar attached to that record.
- (3) Call up a record on the Cause File and access the calendar attached to that record.

The initial screen that you will see at this point is as follows. For demonstration purposes we will be logged into the system as “Joe Calendar”.



To view a calendar attached to a specific People Record or Cause Record, use the appropriate menu options to obtain that record and then request the calendar. To view your personal calendar, simply left click on the “Calendar” button located in the upper right corner of this screen. When you do so, the following screen will appear. We must now learn to read what the calendar screen is telling us.

## Primary Calendar Screen

### ***Clear Name Selection***

Notice at the top of the screen it is telling us who this calendar belongs to. If we wanted to see a calendar that represents our entire operation we would eliminate a name from this top position. This is done by executing the following steps:

- (1) Left click on the button “Select Name”, which is located immediately to the right of the name field.
- (2) This will cause the name search screen to appear.
- (3) Without selecting a name, left click on the button “Display Previous Page” and you will be returned to the calendar screen. You will now notice the word “All” in the name field.

The calendar screen you are reviewing now displays the calendar for your entire operation, restricted only by some of the other parameters you may have selected.

Unspecified - Microsoft Internet Explorer

Search Name: CALENDAR, JOE Court Coordinator Select Name

Search Type: All Restart Search

Search Status: All Appointments/Events

January, 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Events: Off Open	2 Events: Off Open	3 Events: 0 Open	4 Events: 0 Open	5 Events: 0 Open	6 Events: 0 Open	7 Events: Off Open
8 Events: Off Open	9 Events: 0 Open	10 Events: 0 Open	11 Events: 0 Open	12 Events: 0 Open	13 Events: 0 Open	14 Events: Off Open
15 Events: Off Open	16 Events: Off Open	17 Events: 0 Open	18 Events: 0 Open	19 Events: 0 Open	20 Events: 0 Open	21 Events: Off Open
22 Events: Off Open	23 Events: 0 Open	24 Events: 0 Open	25 Events: 1 Open	26 Events: 0 Open	27 Events: 0 Open	28 Events: Off Open
29 Events: Off Open	30 Events: 2 Open	31 Events: 0 Open				

Display Previous Page

### ***Selecting a Specific Name***

If you would like to change the name of the calendar you are viewing to another specified name, execute the following steps:

- (1) Left click on the “Select Name” button.
- (2) This will cause the name search screen to appear.
- (3) Locate the appropriate name and select it. This will cause the calendar screen to appear, with the selected name at the top of it.

## ***Other Calendar Options and Features***

### **Changing the Month to be Displayed**

On the left side of the screen you will see a list of the months and the specified year at the top of the list. To change the year, simply highlight that field and type in the desired value. Next either left click the appropriate month, or left click on the “Restart Search” button, located in the upper right corner of this screen.

### **Changing the Type of Events to be Displayed**

At the top of the screen, below the name field, you will see a drop down box labeled “Search Type”. Left clicking on the down arrow to the right of the box will cause a list of all the different event types available to you. Left click on the appropriate one, and then left click the “Restart Search” button to invoke this restriction.

### **Changing the Status of Events to be Displayed**

Use the drop down box labeled “Search Status” to make this selection. This will cause events to be displayed that match this restriction. Left click the “Restart Search” button to invoke this selection.

### **Personal Appointments and Event Scheduling**

The drop down box below the “Restart Search” button controls the functions you will be performing when it comes to the scheduling of events. This field has two options:

- (1) Appointments/Events
- (2) Scheduling Activity

The option “Appointments/Events” indicates that you will be working with your personal calendar, when it comes to scheduling events and event involvement. With this selection, all of the activity reflected on this screen refers to events that you are involved in such as time off, personal appointments, meetings you have called, meetings you have been invited to, etc. The option “Scheduling Events” indicates that you will be scheduling events for others. The activity reflected on this screen will indicate events that you have scheduled. Whenever you schedule an event, your name will be listed on that event as the event’s originator. To change this option simply left click on the down arrow to the right of the box, left click on the desired option, and then left click the “Restart Search” button.

### **Day of Week Title Bar**

At the top of the month display of days you will see a title bar that lists the name of the days of the week. You will notice that the day “Wednesday” has a background color of yellow. This is to let you know that there are some issues, on at least one of the

days below, that require your attention. This could be the addition of some new events you have been invited to that require your confirmation, or the addition of some new events that have created a time conflict that you need to deal with. The sole purpose of this title bar, and the use of the yellow background, is to draw your attention to issues that you need to be aware of and deal with.

## **Individual Day Boxes**

The majority of the screen is made up of boxes that represent the actual days of the specified month. You will notice a large number in each of the appropriate boxes that indicate the day of the month. In each of these boxes you need to be aware of the following features and indicators:

### **Box Background Color**

You will notice that there are boxes displayed on the sample screen that have one of three different colors. The darkest colored boxes indicate that this is a day that you have specified as being unavailable for use by you. This type of indication tells others that you will not be available on these days. This could be due to holidays or scheduled time off.

You will also notice boxes that have a darker shading, but not as dark as the above discussed boxes. This shading indicates that you have events scheduled for that day.

The boxes that have a large number and a white background indicate days that have no scheduled activity.

### **Event Count and Issue Indicator**

Below the large number, in each box, that represents the day of the month, you will see the word “Events” with a number after it. This indicates the number of events that have been scheduled for that day. In some cases, such as the box of January 25<sup>th</sup>, you will see a small yellow box with a letter inside of it. This is not to be confused with the small yellow box located in the lower right corner of all the day boxes. This yellow box indicates that there are issues on this day that you need to review. This is also the box that will trigger the change in color to yellow of the day title box at the top of the associated column. The letter “N” indicates that you have been invited to an event that requires your confirmation. The existence of a “?” in the box indicates that you have a time conflict, and possibly a new event that you have been invited to that requires a confirmation.

### **The Little Yellow Box**

In the lower right corner of each active day box there is a little yellow box. This box has nothing inside of it and is used to change your availability on that day. Left clicking this box is like flipping a light switch, and will cause the background color of the

box to be either white or dark. This box will not work if the box already has events scheduled for that day (lighter colored box). Each time you left click one of these boxes, the screen will reappear, showing the results of your action.

### **“Open” Button**

This button is located in the lower left corner of each active day box. Left clicking this button will cause a screen to appear that will provide a detail list of all of the day’s activities. When you left click on this box, the following screen will appear. You will notice on this screen that yellow warning fields also appear, drawing your attention to issues requiring your attention. You will also notice that the screen provides for time lines to help you recognize your conflicts quickly. Each box, that represents an event, will have this time line in it. Each little box represents one hour. You will also notice that each box displays the date and time of the meeting, the nature of the event, a list of up to six people involved in the event, and the status of the event.



## Using the Calendar to Select a Date

When working with event records you may find the need to change the date of the event, and may want to view the calendar screen to assist in this date selection. When you are working with an event record and left click on the “Select Event Date Button”, the following screen will appear:

Unspecified - Microsoft Internet Explorer

HCSS

Select Year 2006

January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December

Display Previous Page

Search Name: CALENDAR, JOE Court Coordinator Select Name

Search Type: All Appointment Related Restart Search

Search Status: Open Appointments/Events

### Select Date From January, 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Events: Off Open	2 Events: Off Open	3 Events: 0 Open	4 Events: 0 Open	5 Events: 0 Open	6 Events: 0 Open	7 Events: Off Open
8 Events: Off Open	9 Events: 0 Open	10 Events: 0 Open	11 Events: 0 Open	12 Events: 0 Open	13 Events: 0 Open	14 Events: Off Open
15 Events: Off Open	16 Events: Off Open	17 Events: 0 Open	18 Events: 0 Open	19 Events: 0 Open	20 Events: 0 Open	21 Events: Off Open
22 Events: Off Open	23 Events: 0 Open	24 Events: 0 Open	25 Events: 1 Open	26 Events: 0 Open	27 Events: 0 Open	28 Events: Off Open
29 Events: Off Open	30 Events: 2 Open	31 Events: 0 Open				

In this situation, everything works the same, with the exception of the little yellow box in the lower right corner of each day box. This is now the button you will left click on to select the desired date. The “Open” button will still allow you to view a list of events scheduled for that particular day, but you will not be able to add or update events at this time. This screen is specifically designed to assist you in locating and selecting a new date to be put on the event record you are currently working on.

## Calendar Event Listing

Unspecified - Microsoft Internet Explorer

### Calendar Event Listing

Help

**Event Records Search Parameters** List Type: Appointments/Events

Primary Name: CALENDAR, JOE Court Coordinator Select

Altname Name: All Select

Cause Info: All Select

Start Date & Time: 01-30-2006 12:01 AM Event Type: All

End Date & Time: 01-30-2006 12:00 PM Event Status: All

**Monday January 30, 2006 12:01 AM - 12:00 PM Personal Appointment**

Open Conflict Fishing Trip

100 Court Coordinator CALENDAR, JOE Court Coordinator

**Monday January 30, 2006 08:00 AM - 09:00 AM Personal Appointment**

Open Conflict Dr Appointment

100 Court Coordinator CALENDAR, JOE Court Coordinator

As you can see, this screen is designed to do much more than just list events that have been scheduled for today. This is the screen from which you can initiate the scheduling of new events, invoke the screen that will show you today's court docket, invoke the screen that will allow the editing of the calendar code files and select and update existing events.

The options available at the top of the screen are either self explanatory or the same as some of the options discussed on the primary calendar screen, with the exception of the "Alternate Name" selection field. The purpose of this option is to allow you to request all events that involve yourself, the primary name, and that involve this secondary name selection. All other events will be excluded. Keep in mind that whenever you change one of these options that will have to click on the "Restart the List" button to invoke the use of the new parameters.

### **Select an Event for Edit**

As you view the events listed on this screen you will notice a little yellow box inside the left edge of each event's box. Left clicking on this box will cause a screen to appear that will display all of the available information concerning this event. From this

screen you will be able to modify the event data, and if necessary, delete the event. A detailed description of this screen can be found in the section “Editing an Event Record”.

## Scheduling of Court Events

Left clicking this button will cause the following screen to appear:

Add	Name	Time	Event Type	Cause Type	Cause Number	Cause Name Reference	Select
	<b>CALHOON, MONTE</b>		<b>Count: 0</b>				
	<b>JUDGE, JANET</b>		<b>Count: 2</b>				
	COURTROOM, 1	10:00 AM	Arraignment	Criminal Complaints	030158	ABELOW, MARK DAVID	
	COURTROOM, 1	10:00 AM	Arraignment	Criminal Complaints	044693	SAAVEDRA, JOHN PAUL	
	<b>JUDGE, UNASSIGNED</b>		<b>Count: 11</b>				
	COURTROOM, 1	10:00 AM	Arraignment	Criminal Complaints	045872	AARON, DAWN MARIE	
	COURTROOM, 2	10:00 AM	Arraignment	Juvenile Court Cases	302J	BROWN, TRACY REECE	
	COURTROOM, 2	10:00 AM	Arraignment	Juvenile Court Cases	303J	CARTER, THOMAS EDWARD	
	COURTROOM, 2	10:00 AM	Arraignment	Juvenile Court Cases	304J	CHILDERS, JACE ALVIN	
	COURTROOM, 3	10:00 AM	Arraignment	Tickets/Citations	029050	ABERNATHY, JACKIE S.	
	COURTROOM, 3	10:00 AM	Arraignment	Tickets/Citations	030241	611 WHIPPLE AVE,	
	COURTROOM, 3	10:00 AM	Arraignment	Tickets/Citations	043364	MADE, JAMES W.	
	COURTROOM, 3	10:00 AM	Arraignment	Tickets/Citations	045858	SAAVEDRA, DUCHES CHRISTINA	
	COURTROOM, 3	10:00 AM	Arraignment	Tickets/Citations	045860	ABERNATHY, JACKIE S.	
	COURTROOM, 3	10:00 AM	Arraignment	Tickets/Citations	045878	AARON, DAWN MARIE	
	COURTROOM, UNASSIGNED	10:00 AM	Arraignment	Tickets/Citations	044364	JOBE, DENISE L.	
	<b>SMITH, MARTIN</b>		<b>Count: 2</b>				
	COURTROOM, UNASSIGNED	10:00 AM	Arraignment	Hot Checks	045865	AARS, CHRISTOPHER EVA III	
	COURTROOM, UNASSIGNED	10:00 AM	Arraignment	Hot Checks	045873A	AARON, DAWN MARIE	

This screen has more than one purpose in life. It can be used by court coordinators to quickly schedule and reschedule cases for court. It can also be used by judges, bailiffs, court reporters, etc, to quickly review their assignments and obtain a printout of those assignments. You will notice that the entries listed are two different colors. The darker colored lines reflect the groups to which the cases have been assigned (judges, court rooms, etc), and the lighter colored lines reflect the actual cases assigned to each group record. The system currently provides for the following group records:

- (1) Bailiff
- (2) Court Recorder
- (3) Courtroom
- (4) Judge
- (5) Prosecutor

On the People Master File there must be an entry for each group member and the record type of that record must be the same as the group name. When court related events are entered into the system, the specific group person may not be known at the time. For this

reason the system will automatically create the following records on the People File, as the default assignment selection for each group.

- (1) Bailiff = Bailiff, Unassigned
- (2) Court Recorder = Court Recorder, Unassigned
- (3) Courtroom = Courtroom, Unassigned
- (4) Judge = Judge, Unassigned
- (5) Prosecutor = Prosecutor, Unassigned

This screen is designed so that the scheduling person can quickly move cases around to different group parties.

### **Controlling Event Types to be Displayed**

When the events are displayed, the order they are displayed in, is controlled by the Primary and Secondary group selections. You will notice that under each primary group line, the event lines are listed by time and the secondary group selection. Proper use of these two entries can streamline the event assignment process.

The Event Type selection entry will limit the type of events to be displayed. The system will normally display all event types, but this entry will give you the ability to specify one type of event to be displayed.

The Event Status selection entry will allow you to display only open cases, or only closed cases, if this is desired. Closed cases can be identified on the event list by the lack of a little yellow box at the right end of the event line.

The Cause Type selection code will allow you to restrict the type of cause records to be displayed. This of course relates to events that are associated with the specified cause record type.

### **Selecting Events for Reassignment**

There are two ways to move events from one group to another. One is to select then events individually, and the other is to select all of the events under one group record. This is done by left clicking on the little yellow box at the right end of the event lines. The first time you left click the little yellow box, you will notice that the selected line(s) will change color. The next time you left click the little yellow box, they will return to their original color. You may select as many individual or group lines as you want to have relocated at one time, to the same destination group line. Once you have completed your selection, left click the little yellow box at the left end of the destination group line. The screen will reappear showing the results of your efforts.

### **Other Useful Functions**

Following, is a description of the different buttons available for use on this screen:

**Previous 100 Events** – The screen can display a maximum of 100 lines at a time. Should you have more than 100 items to display, this button will allow you to page backwards thru the event list.

**Next 100 Events** - The screen can display a maximum of 100 lines at a time. Should you have more than 100 items to display, this button will allow you to page forwards thru the event list.

**Print Screen** – This button will allow you to print the entire contents of this page. Since this is a Windows function, you will need to understand how the Windows print function works in order to print the page properly. Because of the width of the page, we strongly recommend that you print the page in “Landscape” format. This means that the printing will appear sideways on the piece of paper. Some printers also have the option to resize the print so that it will all fit on the page.

**Clear Selections** – This button will cause all of the relocation selection, you currently have pending, to be cleared.

**Redisplay Events** – Once you have changed any of the control parameters at the top of the screen, you must left click on this button for your changes to take effect. This button will cause this screen to reappear, using the new control parameters.

**Display Previous Page** – This button will cause the system to exit this page, and return you to the screen displayed prior to this one.

**Yesterday** – The use of this button will cause this same screen to reappear, but it will show the list of events for the previous day, or yesterday.

**Tomorrow** – The use of this button will cause this same screen to reappear, but it will show the list of events for the next day, or tomorrow.

## Update Calendar Codes

Left Clicking this button will cause the following screen to appear:

Code Short Title	Code Status	Level	Code Description
Adjudicatory Hearing	User Active		Adjudicatory Hearing
Arraignment	User Active		Arraignment
Bench Trial	User Active		Bench Trial
Bond Forfeiture Hearing	User Active		Bond Forfeiture Hearing
Child Support Hearing	User Active		Child Support Hearing
Child in Need of Care Hearing	User Active		Child in Need of Care Hearing
Detention Hearing	User Active		Detention Hearing
Guardianship Hearing	User Active		Guardianship Hearing
Initial Hearing	User Active		Initial Hearing
Jury Trial	User Active		Jury Trial
Motion Hearing	User Active		Motion Hearing
New Court Related Event	HCSS Active		New Court Related Event
New Event	HCSS Active		New Event
Order of Protection Hearing	User Active		Order of Protection Hearing
Order to Show Cause Hearing	User Active		Order to Show Cause Hearing
Parole Hearing	User Active		Parole Hearing
Personal Appointment	HCSS Active		Personal Appointment
Petition, Dissolution of Marriage	User Active		Petition, Dissolution of Marriage
Plea Agreement Hearing	User Active		Plea Agreement Hearing
Pre Trial Hearing	User Active		Pre Trial Hearing
Probable Cause Hearing	User Active		Probable Cause Hearing
Probate Hearing	User Active		Probate Hearing
Revocation Hearing	User Active		Revocation Hearing
Scheduled Off Time	HCSS Active		Scheduled Off Time
Sentencing Hearing	User Active		Sentencing Hearing

This screen will allow you to add, delete and update codes that are associated with the use of this calendar system. There are two types of codes. One type defines the type of events associated with the calendar system, and the other defines the roll that the participants play in each event. In some cases the party type codes can be the same as the record type code, of the participant, on the People File. But this is not always the case. One should be careful not to delete codes that have already been used by events entered into the calendar system. This could cause strange things to happen when displaying the affected events and participants.

When changing the type of codes to be displayed, left click on the down arrow to the right of the code selection box, and select the desired code. Then left click the “Reset Display” button, and the screen will reappear displaying the new set of codes.

## Editing Event and Party Type Codes

Some of these codes have already been established by HCSS. But you, the customer, have the ability to add additional codes. Once you have added or selected the code you would like to work with, an edit area will appear that will allow you to make the needed changes. This area will contain four fields:



- (1) **Code Title** – This is the short title of the code and has a maximum length of 35 characters. This entry can contain both upper and lower cases letters, but the system will not allow a duplicate entry.
- (2) **Code Status** - This is the status of the code entry and will simply indicate if the code is active (available for use) or inactive (unavailable for use). You will notice that the word “User” or “HCSS” will be on the option list line. You the customer, can only update status codes that start with the word “User”.
- (3) **Display Level** – This entry does not apply to “Event Type Codes”, but only to “Party Type Codes”. When used with “Party Type Codes”, this entry helps control the order in which the participants are listed wherever participants are listed. This is a three digit number, which provides great flexibility in establishing orders.
- (4) **Code Description** – This field only applies to “Event Type Codes” and provides you an area to give a longer description of what the code is used for.

The screenshot shows a web browser window titled 'Unspecified - Microsoft Internet Explorer'. The page is for 'Code Record Update' with a dropdown menu set to 'Event Type Codes'. On the left is a sidebar with the HCSS logo and buttons: 'Add New Code', 'Reset Display', and 'Display Previous Page'. The main area contains the 'Code Record Update Area' with the following fields:

- Update Code Title: Arraignment
- Update Code Status: User Active
- Update Display Level: 0
- Update Code Description: Arraignment

Below these fields are three buttons: 'Save Changes', 'Delete Code Record', and 'Complete'. At the bottom is a table titled 'Code Record List and Select Table'.


Code Short Title	Code Status	Level	Code Description
Adjudicatory Hearing	User Active		Adjudicatory Hearing
Arraignment	User Active		Arraignment
Bench Trial	User Active		Bench Trial
Bond Forfeiture Hearing	User Active		Bond Forfeiture Hearing
Child Support Hearing	User Active		Child Support Hearing
Child in Need of Care Hearing	User Active		Child in Need of Care Hearing
Detention Hearing	User Active		Detention Hearing
Guardianship Hearing	User Active		Guardianship Hearing
Initial Hearing	User Active		Initial Hearing
Jury Trial	User Active		Jury Trial
Motion Hearing	User Active		Motion Hearing
New Court Related Event	HCSS Active		New Court Related Event
New Event	HCSS Active		New Event
Order of Protection Hearing	User Active		Order of Protection Hearing
Order to Show Cause Hearing	User Active		Order to Show Cause Hearing
Parole Hearing	User Active		Parole Hearing

When you have completed editing the code, and have saved the changes you have made, left click the “Complete” button and the editing area will disappear. If you delete a code, the edit area will disappear automatically.

## Adding a New Event

Left clicking on the “Add New Event” will initiate the process that will allow you to add a new event. Once you have done so, the following screen will appear:

Unspecified - Microsoft Internet Explorer



[Save Changes](#)[Select Event Date](#)[Add New Party](#)[Delete this Event](#)[Display Previous Page](#)

### Calendar Event Inquiry/Update Page

[Help](#)

Event Date: 01-30-2006

Event Time: 12:01 AM

End Time: 12:00 PM

Event Status: Open

Event Type: Personal Appointment

Title: Fishing Trip

Description:

Cause Number:

Scheduled by: CALENDAR, JOE - Court Coordinator

#### Party Involvement List

Level	Party Type	Party Name	Conflict	Party Status
100	Court Coordinator	CALENDAR, JOE	NE Conflict	Invited
999	Scheduled By	CALENDAR, JOE		Accepted



## **Editing an Event Record**

The screen shown above will allow you to edit the data concerning this event. When entering dates and times, you must enter the complete date or time, with the shown punctuation. If you do not, your update request will be rejected and the original value will return. There is also the button “Select Event Date”, which will display a calendar screen and allow you to use it for selecting a new date.

### ***Save Changes***

When you have made all of the changes to the record you would like to make, with the exception of the parties that are involved, left click on the “Save Changes” button to post these changes to the master file. A screen notifying you that your changes were saved will then appear. After you acknowledge this notification, this screen will reappear reflecting all of your changes that were accepted.

### ***Delete this Event***

Left clicking this button will allow you to delete this event. You will be asked to verify your request to delete this event. If you confirm your request to delete this event the system will then delete the event.

### ***Add a New Party to the Event***

Left clicking this button will allow you to add a new party to this event. If you execute this option, the name search screen will appear and you will be able to make your selection. This procedure is also referred to as issuing an invitation. Once the party has been added to this event’s list of participants, the status of the party will be “Invited”.

### ***Editing an Event Party Record***

Under the title “Party Involvement List” you will find a list of all the participants attached to this event. You will notice that this list also provides some yellow warning notes to quickly alert you of any issues that need taking care of. To the left of each participant is a little yellow button. Left clicking this button will cause the following screen to appear:

Unspecified - Microsoft Internet Explorer

HCSS

Calendar Event Party Inquiry/Update Screen

Save Changes

Select Party

Delete Party

Display Previous Page

Level Number: 100

Level Title: Court Coordinator

Name: CALENDAR, JOE

Address:

Home Phone:

Work Phone:

Extension: 0

Party Status: Invited

Date: 01-31-2006

☐ Conflict Acknowledged

☐ Notify via Regular Mail

☐ Regular Mail Sent

Date: 00-00-0000

☐ Notify via E-Mail

☐ E-Mail Sent

Date: 00-00-0000

Remarks:

Help

Most of the entries on this screen are self explanatory. However, some of them are not.

The “Conflict Acknowledged” check box is used to indicate that you are aware of the conflict and that it is OK. This situation could be the result of several events that are all happening at the same time, in the same location.

The “Party Status” entry allows the participant to indicate their particular status with respect to this event. When a participant is initially invited to this event, by the scheduler of the event, this status is probably set to “Invited”. This is a drop down box entry, which means you simply left click on the down arrow to the right of the box, and then select the appropriate entry. The status change date will be automatically set for you when you save the changes you have made.

The remaining check boxes refer to how this individual is to be notified and when the notification took place. These entries may not be used in all cases.

Left clicking the “Save Changes” button will post all of the accepted changes to the master file. Once saved, a screen notifying you that the data has been saved will appear. Once you acknowledge this notification, this screen will reappear showing you the results of your efforts.

## Cause Records and the Calendar

This section will discuss the relationship between cause records and the calendar. More specifically how cause related events are scheduled and processed .

**Calendar Event Listing**

Event Records Search Parameters

List Type: Appointments/Events

Primary Name: All Select

Alternate Name: All Select

Cause Info: ICS JPCT CPLT 045872 Select

Start Date & Time: 00-00-0000 12:01 AM Event Type: All

End Date & Time: 12-31-9999 12:00 PM Event Status: All

**Friday January 20, 2006 10:00 AM - 05:00 PM Arraignment**

Open New Court Related Event

Cause: ICS JPCT CPLT 045872 AARON, DAWN MARIE

10	Defendant	AARON, DAWN MARIE	Person
100	Attorney	COOK, CLINTON W	Attorney
100	Bailiff	BAILIFF, UNASSIGNED	Bailiff
100	Bondsman	BONDSMAN, JOE	Bondsman
100	Court Recorder	COURT RECORDER, UNASSIGNED	Court Recorder
100	Courtroom	COURTROOM, 1	Courtroom

### ***Start With a Cause Record***

Once a cause record has been entered into the court system you are able to schedule. To gain immediate access to the calendar, from the cause record, left click the “Calendar” button, located in the upper right corner of the cause record screen. Once you have done so, a screen listing all of the events currently scheduled, concerning this cause records, will be displayed. From this screen we will be able to schedule additional events. The screen previously displayed is a sample of what this screen will look like.

### ***Schedule an Event***

To schedule a new event simply left click the “Add New Event” button, and the following screen will appear:

Unspecified - Microsoft Internet Explorer

Calendar Cause Related Event Preparation Page

Help

Select Event Date

Schedule the Event

Display Previous Page

Cause Number: JPCT CPLT 045872

Cause Type: Criminal Complaints

Name: AARON, DAWN MARIE

Offense: DOMESTIC VIOLENCE

Date: 02-01-2006

Start Time: 10:00 AM

End Time: 05:00 PM

Type: New Court Related Event

Title: New Court Related Event

Description:

Other Event Requirements:


- ☒ Judge Required
- ☒ Prosecutor Required
- ☒ Court Recorder Required
- ☒ Bailiff Required
- ☒ Courtroom Required
- ☐ Invoke Invite Logic

You must now edit this screen to reflect the required information needed to describe this new event. Once you have done so, left click the “Schedule the Event” button, and the event will be added to the calendar. If you leave this screen without scheduling an event, it will be as if nothing has happened.

As long as you remain in the current program, the system will remember the data used to establish the last event. This means that if you are processing similar cause records and court events, you will not have to re-enter all of the support data each time. This feature is designed to make the scheduling of cause related events go as quickly as possible.

The check boxes at the bottom of the screen tell the program which of these participants are required for this event. Once you have scheduled the event, the following screen will appear:

Unspecified - Microsoft Internet Explorer



Calendar Event Inquiry/Update Page

Help

Save Changes

Select Event Date

Add New Party

Delete this Event

Display Previous Page

Event Date: 01-20-2006

Event Time: 10:00 AM

End Time: 05:00 PM

Event Status: Open

Event Type: Motion Hearing

Title: Motion hearing requested by defendant

Description:

Cause Number: ICS JPCT CPLT 045872

Scheduled by: CALENDAR, JOE - Court Coordinator

**Party Involvement List**

Level	Party Type	Party Name	Conflict	Party Status
10	Defendant	AARON, DAWN MARIE		Accepted
100	Attorney	COOK, CLINTON W		Accepted
100	Bailiff	BAILIFF, UNASSIGNED		Accepted
100	Bondsman	BONDSMAN, JOE		Accepted
100	Court Recorder	COURT RECORDER, UNASSIGNED		Accepted
100	Courtroom	COURTROOM, UNASSIGNED		Accepted

We have discussed this screen earlier in the manual. At this point you can make any additional changes that may need to be made.